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Modify Slide Master Powerpoint For Mac 2016

However, it is not so convenient to store, share, send, or upload a large file. Then is there any way to make a large PowerPoint file smaller? Now this post will show you for Windows or Mac.. Step 4: Re-save this presentation. You will find the PowerPoint file size is reduced much more.. bmp format, because images in bmp format are usually very huge in size. Tip 2: In some cases, re-saving a PowerPoint file with a new name can reduce the file size by up to 50%.. Step 2: Double click on one picture, and then you will see the Picture Tools appear in the menu bar.. Part 2: Compress pictures to reduce PowerPoint file size in Office 2016 for Mac. Step 1: Open the PowerPoint presentation.. Following is how to compress pictures in PowerPoint 2016 for Windows and Mac • • Part 1: Compress pictures to reduce PowerPoint file size in Office 2016 for Windows. Step 1: Open the PowerPoint presentation.. Because it affects the look and layout of your entire presentation, it's a good idea to edit the slide master before you start to build individual slides.. Additional two tips: Tip 1: Recommend you to use pictures in jpg, gif format rather than.

The pictures may be an indispensable part to your presentation. This saves you time and gives your presentation a consistent look and feel.. Edit the design from the main slide view. You can't remove them, but you can compress them to smaller size, which not only will not affect picture viewing effect, but also can reduce the PowerPoint 2016 file size.. On the Format tab, click the Compress Pictures. Step 3: In the Compress Pictures dialog, under Resolution section, select E-mail (96 ppi): minimize document size for sharing, untick Apply only to this picture if you want to compress all pictures in this PowerPoint presentation, keep Delete cropped areas of pictures checked, and click OK.. Step 4: Press Ctrl + S to re-save this presentation to save the changes. Then you will find the PowerPoint file size is reduced much more.. To increase the view of a PowerPoint presentation, a large number of pictures are usually added to slides, which makes the entire PowerPoint file very large in size.. At the left, you'll see a single primary slide master and, optionally, multiple supporting layouts.. To display the Slide Master View: Click the View; Pick Slide Master. If not active, click the Slide Master Ribbon tab.. Step 2: Click File and then in the File menu select Reduce File Size. Step 3: In the Picture Quality box, select Best for sending in e-mail (96 ppi), check Delete cropped areas of pictures, select All pictures in this file or select Selected pictures only based on your own needs, and then click OK.

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