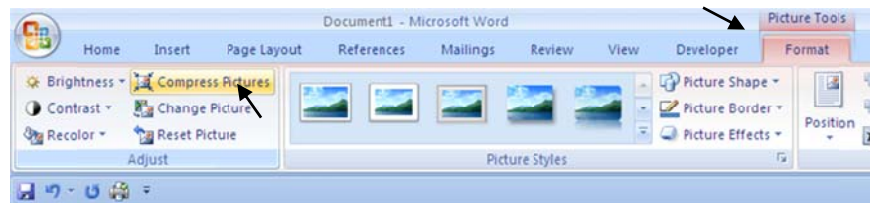


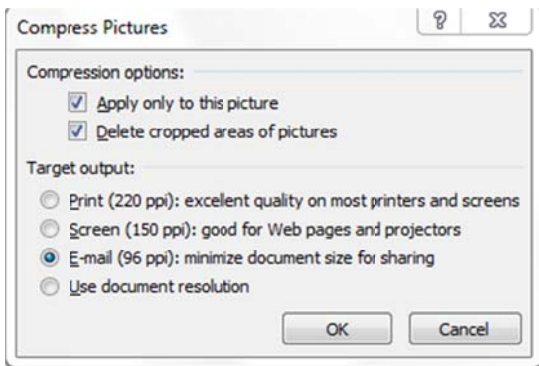


Condensing a PowerPoint File

1. Select an image in your PowerPoint.
2. Click on the 'Format' tab.



3. Click on the 'Compress Picture' tab.



4. Set the target output to 'Email'.
5. Click 'OK', then 'OK' again.
6. Save your PowerPoint. (i.e. 6MB to 2MB).
7. Now save as a PDF. (While saving as a PDF, there is an option below the filename area that says 'optimize for'; select 'minimum size (publishing online)').

*(Compression should be done before it becomes a PDF. If it's a word document, it's best to compress the images in the document first).