

Using PPTshare File Compressor

When installed, follow these steps to compress a PowerPoint file using File Compressor.

1. Launch PPTshare File Compressor -- the interface is shown in **Figure 2**.

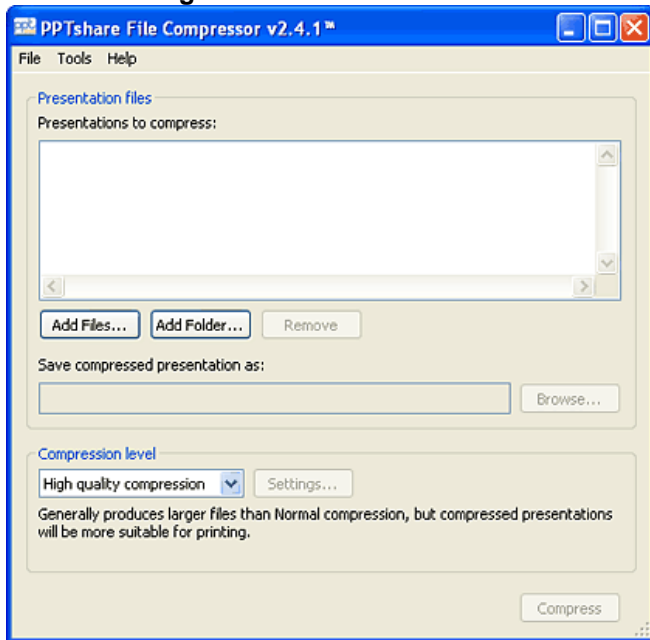


Figure 2: PPTshare File Compressor interface

2. To add a presentation, choose the Add Files, or for multiple presentations click the Add Folder button. (see **Figure 3**).

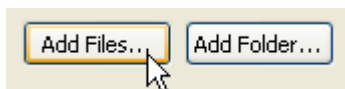


Figure 3: Add a presentation, or a folder full of presentations

This opens a new [dialog box](#) from where you can select the presentations that you want to compress.

Note: Multiple presentations can be opened and optimized at one go.

3. The added presentation(s) will be listed under the **Presentations to compress** list, as shown in **Figure 4**.

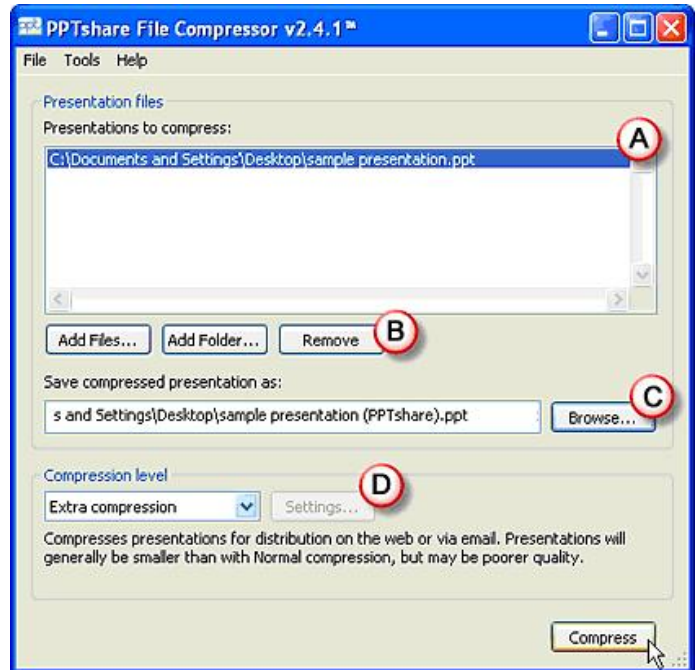


Figure 4: Presentations to be optimized

There are other sections within the PPTshare File Compressor interface, which are explained below:

- A. Presentations to compress** -- the presentations which you want compress can be seen here
- B. Adding Files** -- these set of buttons allows you to add single and multiple files to the compress list, to remove the files choose **Remove** button.
- C. Save Compressed Presentation as** -- Choose to save the compressed presentations in a particular folder. **Compression Levels** -- Provides four compression levels for different output qualities. Custom compression opens the Compression Settings dialog box, as shown in **Figure 5** -- this enables you to tweak compression settings for images.

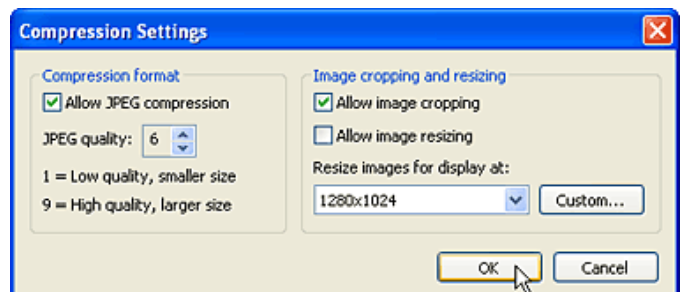


Figure 5: Compression Settings

- When all the settings are in place, click on the large **Compress** button. Depending upon the settings, the application will compress the presentation(s) and shows the changes in Results window (see **Figure 6**). The compression may take a while.

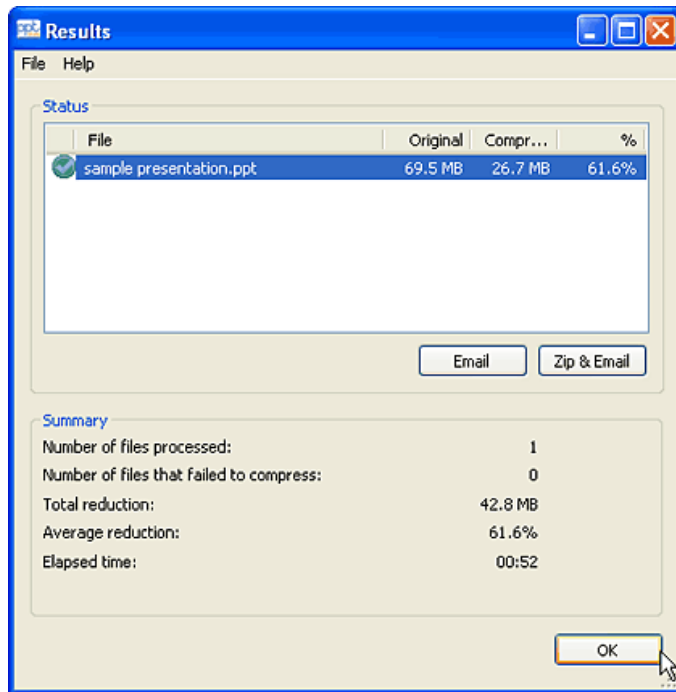


Figure 6 : Compressed presentation(s)

In this window you can see old size, new size, and reduction percentage of the presentation. The other options in the same dialog box are to:

- E-mail a presentation
- Zip and e-mail a presentation

Contact Details

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