Tips for Emailing PowerPoints

To email from PowerPoint

Go to File, Share, Send Presentation. If you get a message that says file is too large try #1 below.

1st- Open the PowerPoint, go to the File menu and select Compress Pictures. Change the Picture Quality to On-screen (150 ppi). Then try to attach the PowerPoint to an email.

If that doesn't work, then

Go to File, PDF

> The program will process and convert to pdf

If you want to save a copy of the pdf file, then do #2

2nd-Open the PowerPoint, go to the **File menu** and select **Export**. In the dialog box at the bottom change the **file format menu** to **jpeg** and click on **save every slide**. Check the top of the dialog box to see where the file is going to be exported to and change the location if you need to (like to your desktop). Then click on **Export** in lower right corner. You can then attach the jpeg files to an email.

To email from Google

If the presentation was made with Google Slides.

File, Share, Share with others, Copy link, Done.

File, Email, Email this file, add email in To box, Paste link in message box and hit return/enter, Send

> The program sends a link to slideshow and attaches a pdf copy to email.