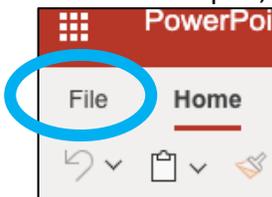# Compressing a PPT and Turning it into a PDF

A large PowerPoint file may be difficult to upload to Collaborate. The best way to reduce the size of a PPT file for Collaborate is to open the file in the online version of PowerPoint and download it as a PDF.

1. Go to https://office365.stfx.ca/ and select PowerPoint.
2. Drag the large .ppt file onto the plus sign ("+") to open it.

3. Once PPT is open, go to "File".

4. Select "Download As" and then "Download as PDF".
5. When your presentation is ready, click on "Download".

The file will decrease as much as 90% in size and be a PDF, which is better for uploading to Collaborate and for emailing as an attachment.