Enhance Printing Speed of PowerPoint Lecture Notes

Select ‘File’ on the above tabs of the main window.

Choose ‘Save As’

Choose ‘PowerPoint Presentation (.pptx)’ as file type.

Click on ‘Tools’, then select ‘Compress Pictures’.

Select ‘Delete cropped areas of pictures’ & ‘E-mail (96ppi)’, then Must click ‘OK’ to confirm.

Click ‘Save’.

Click ‘Yes’ to complete the process.