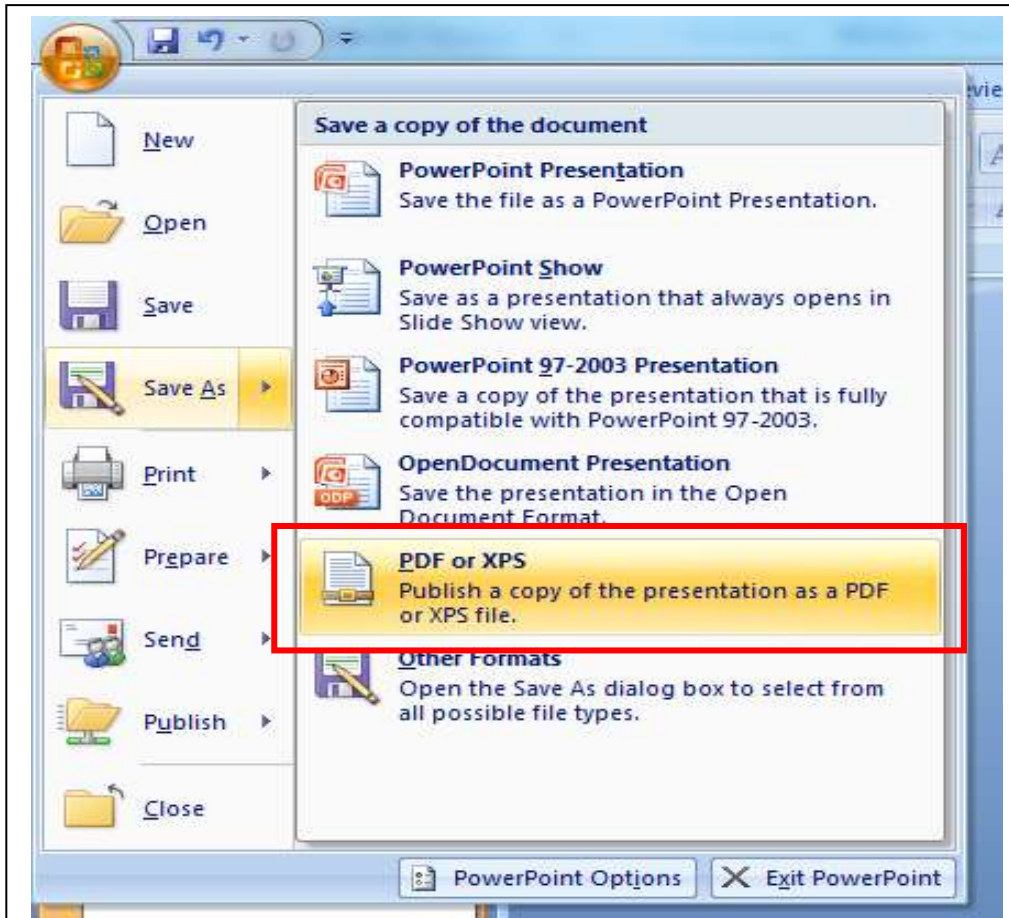
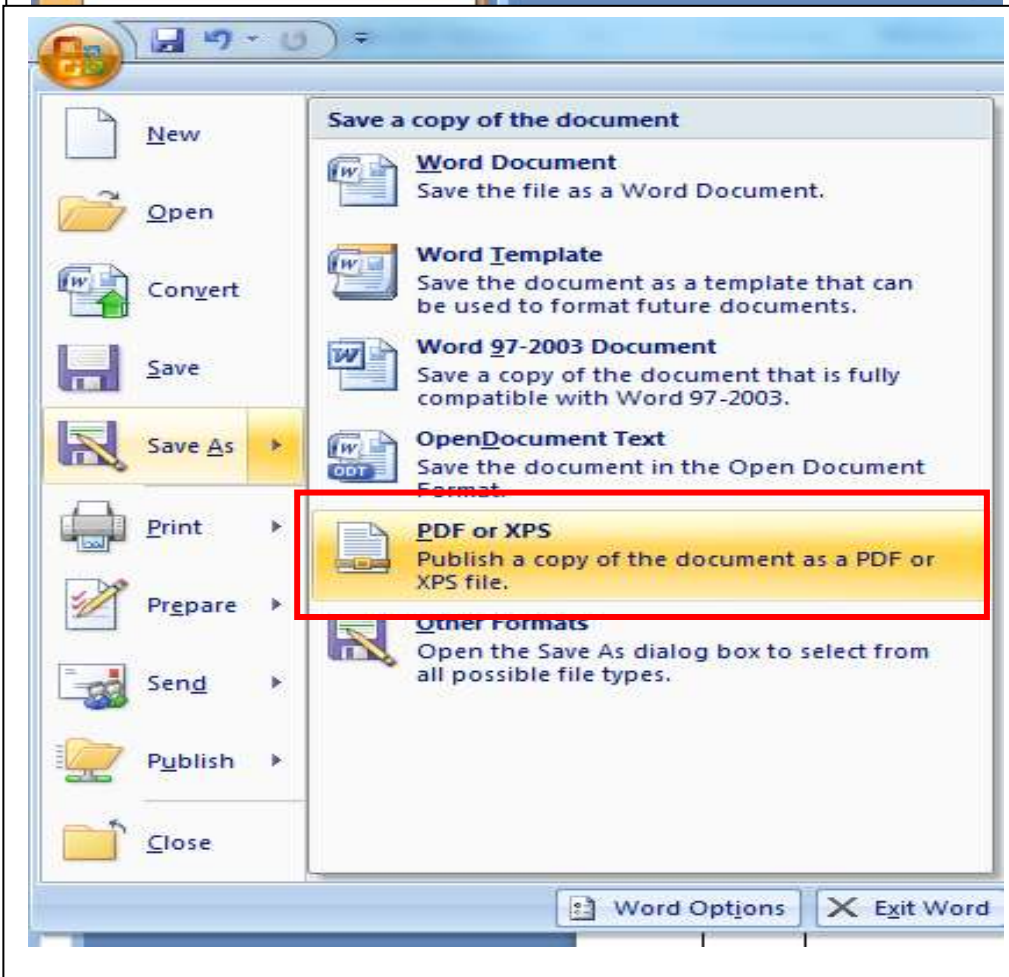


STEPS IN REDUCING FILE SIZE

For both files in **POWERPOINT** and **WORD**, here are the steps to reduce file size:



Powerpoint



Word

Choose: **Minimum size (publishing online)**

