



Before You Submit: Is Your Action Plan File Too Large?

There is a file size limit for your students' Lexus Eco Challenge Action Plan PowerPoint. Is your PPT too large?

Check the size of your Action Plan PowerPoint!

Before you submit your students' Lexus Eco Challenge entry, check to make sure that your Plan's PPT is no bigger than **15 slides** and that it is no larger than **10 MB**. Confirming the size of your PPT file is easy:

First, find your PPT's icon/alias on your desktop or wherever you've saved it. Next step:

- **Mac users** should highlight your PPT's alias with your mouse. Hold down the Apple key and hit the "I" key. See "Size" under the "General" tab on the small gray menu.
- **PC users** should right-click on your PPT's icon and grab "Properties" from the small gray drop-down menu. The size of your file is listed there.

My PowerPoint file is too big—HELP!

If your file's size exceeds **10 MB or 15 slides**, it's too big. Don't worry, though—cutting it down is easy. Open up your file, and let's have a look.

- Did you embed any YouTube or Vimeo videos in your PPT? Well, don't! They take up a lot of space, so only provide the Web link to the video, not the actual video.
- Are there any unnecessary graphics, GIFs, or photos in your file? Cut them out of your slides if they're not critically important to your Action Plan!
- Maybe you need to crop or compress the images in your file. [Click here for help](#), or search for the article titled, "Reduce the file size of a picture in Microsoft Office."
- Did any of those tips help? If not, convert your PPT to a PDF! Click "File," then "Save As," and change the "Format" to "PDF."

Once you've edited your file down, make sure that it fits the size requirements. If it does, you're ready to submit your Team's Action Plan PowerPoint!

If you still have questions, don't hesitate to contact us at ecochallenge@scholastic.com.