

## PowerPoint Troubleshooting

Having difficulty uploading your PowerPoint to the assignment dropbox? Here are a couple of suggestions to help you overcome this:

1. Make a zip file to compress (shrink) your file:
  - a. Locate the file that you want to compress.
  - b. Right-click the file, point to **Send To**, and then click **Compressed (zipped) Folder**.
  - c. A new compressed folder is created. To rename it, right-click the folder, click **Rename**, and then type the new name.
  - d. You should now be able to upload the compressed file to the assignment dropbox.
  
2. Still not working? Use email:
  - a. Send your PowerPoint presentation to me in an email to [stacey.barnes@my.gcu.edu](mailto:stacey.barnes@my.gcu.edu). I will send you a confirmation email within 24 hours letting you know that I have received it.
  - b. Please submit a message in the Module 2 assignment dropbox letting me know that you have sent me your PowerPoint via email (no attachment necessary, since you have sent it via email). This will ensure that I remember to grade your PowerPoint. ☺