

CHAPTER 11

SAVING AND SHARING PRESENTATIONS

INFocus

WPL_P820

PowerPoint 2010 enables you to save your presentation in a variety of file formats, such as a PDF document or a web-based presentation. You may need to do this to reduce file size when distributing it via email, or to ensure that your audience can view the presentation even if they don't have PowerPoint installed.

There are various ways that you can share your presentation with others, such as packaging onto a CD or broadcasting a slide show on the internet.

In this session you will:

- ✓ learn how to package presentations for **CD**
- ✓ learn how to save a presentation as a **PDF** document
- ✓ learn how to save a presentation as a video
- ✓ gain an understanding of how to broadcast a slide show.

PACKAGING PRESENTATIONS FOR CD

With PowerPoint's **Package Presentation for CD** feature, you can save the presentation onto a CD, network or local drive for others to view. When you save the presentation in this way, any

linked files, media clips and the **PowerPoint Viewer** will be saved with it. PowerPoint viewer ensures the audience can read your presentation even if they don't have PowerPoint installed.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file P820 Saving & Sharing_1.pptx...

1 Click on the **File** tab, then click on **Save & Send** to display the options for saving and sending presentations

2 Click on **Package Presentation for CD** under **File Type**

The right side of the window displays information about what the package includes...

3 Click on **Package for CD** to open the **Package for CD** dialog box

For this exercise we will actually copy to a new folder instead of copying to a CD...

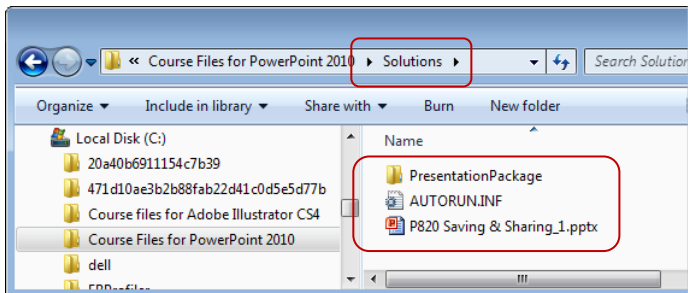
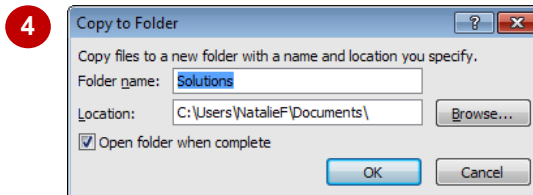
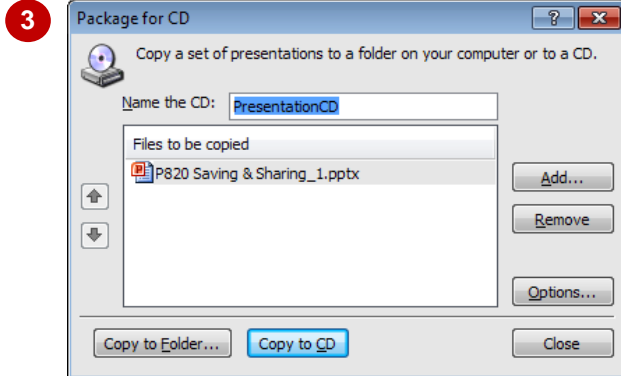
4 Type **Solutions** in **Name the CD**, then click on **[Copy to Folder]** to open the **Copy to Folder** dialog box

5 Click on **[Browse]**, navigate to the course files folder and click on **[Select]**

A message box will appear confirming that you want to include linked files...

6 Click on **[Yes]** to include linked files
PowerPoint will copy all files and Windows Explorer will open the Solutions folder that you created...

7 Switch to PowerPoint, then click on **[Close]**



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For Your Reference...

To **package a presentation for CD**:

1. Click on the **File** tab, click on **Save & Send**, click on **Package Presentation for CD**, then click on **Package for CD**
2. Insert a CD if required, type the **Folder name**, click on **[Copy to Folder]** or **[Copy to CD]**, click on **[OK]**, then click on **[Yes]**

Handy to Know...

- When copying a presentation to CD, make sure you have a blank CD-R disk inserted in the CD drive. PowerPoint will automatically detect the CD. Once files have been written to a CD-R, they cannot be overwritten nor can files be added. You can also copy the presentation to a rewritable CD (CD-RW).

SAVING A PRESENTATION AS A PDF DOCUMENT

To ensure that all of your audience can view your presentation or to reduce file size if you want to distribute it via email, you can save the presentation as a **PDF document**. So long as

your audience has a **PDF viewer** installed (there are many types that are free to download), they can view a PDF version of the presentation, with the original layout and formatting preserved.

Try This Yourself:

Same File

Continue using the previous file, or open the file *P820 Saving & Sharing_1.pptx...*

1 Click on the **File** tab, then click on **Save & Send**

2 Click on **Create PDF/XPS Document**

XPS is another type of universal document type, created by Microsoft...

3 Click on **Create PDF/XPS** to open the **Publish as PDF or XPS** dialog box

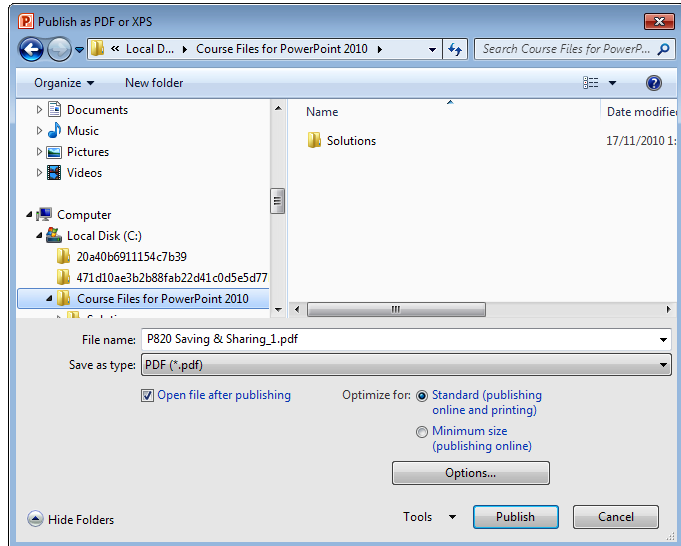
4 Leave the file name as is, ensure that **Open file after publishing** and **Standard (publishing online and printing)** are selected, then click on **[Options]** to open the **Options** dialog box

Here you can review and change the publish settings, but we'll leave them as they are...

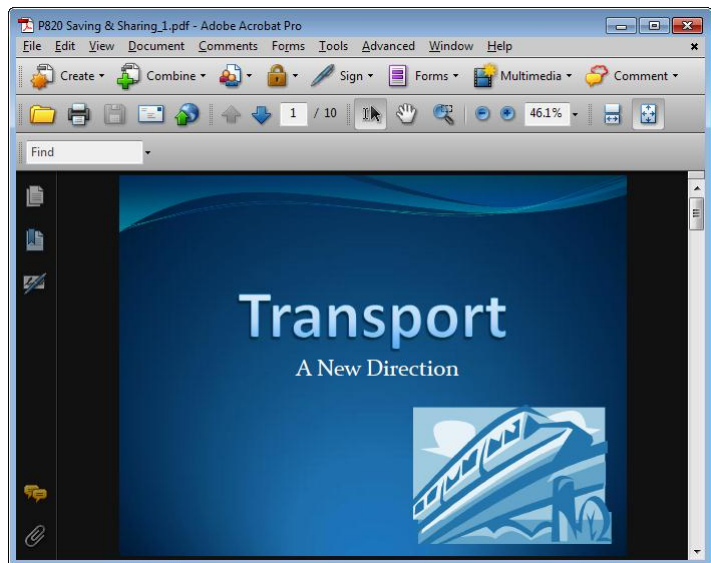
5 Click on **[OK]** to close the **Options** dialog box, then click on **[Publish]**

PowerPoint will save the presentation as a PDF document and will open it in your PDF viewer (if available)...

6 Browse the presentation, then click on **Close** to close the PDF viewer



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For Your Reference...

To **save a presentation as a PDF document**:

1. Click on the **File** tab, click on **Save & Send**, click on **Create PDF/XPS Document**, then click on **Create PDF/XPS**
2. Type a **file name**, navigate to the save location, then click on **[Publish]**

Handy to Know...

- **PDF** is a universal document format owned by **Adobe Systems** that is designed to be viewed by anyone with a PDF viewer installed on their computer. **Microsoft's** answer to a universal document format is the **XPS** document, which can also be viewed in any PDF viewer.

SAVING A PRESENTATION AS A VIDEO


New to PowerPoint 2010 is the ability to save your presentation as a high quality **video**. This might be useful if you want to upload the presentation to the internet or to burn it onto

DVD. When you save the presentation as a video it will be saved as a **Windows Media Video** file (**.wmv**), and it will include any narrations, audio, animations and transitions.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *P820 Saving & Sharing_1.pptx...*

- 1 Click on the **File** tab, then click on **Save and Send**
- 2 Click on **Create a Video** under **File Types** to display the options for creating a video
- 3 Read the information in the right pane and ensure the default settings are selected as shown
- 4 Click on **[Create Video]** to open the **Save As** dialog box
The default file type in Save as type will be Windows Media Video (.wmv)...*
- 5 Type **Solutions Video** in **File name**, navigate to the course files folder, then click on **[Save]**
It may take some time to save in this video format. You can check the progress of the save operation in the Status bar...
- 6 Once the operation is completed, click on the **Start** button , click on **Computer**, navigate to the course files folder in the left pane, then double-click on **Solutions Video.wmv** to play the video in **Windows Media Player**

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Create a Video

Create a full-fidelity video from this presentation that can be distributed by using a disc, the Web, or e-mail.

- Incorporates all recorded timings, narrations, and laser pointer gestures
- Includes all slides not hidden in the slide show
- Preserves animations, transitions, and media

The time it takes to create a video varies depending on the length and complexity of the presentation. You can continue to use PowerPoint while the video is being created.

[Get help burning your slide show video to DVD or uploading it to the Web](#)

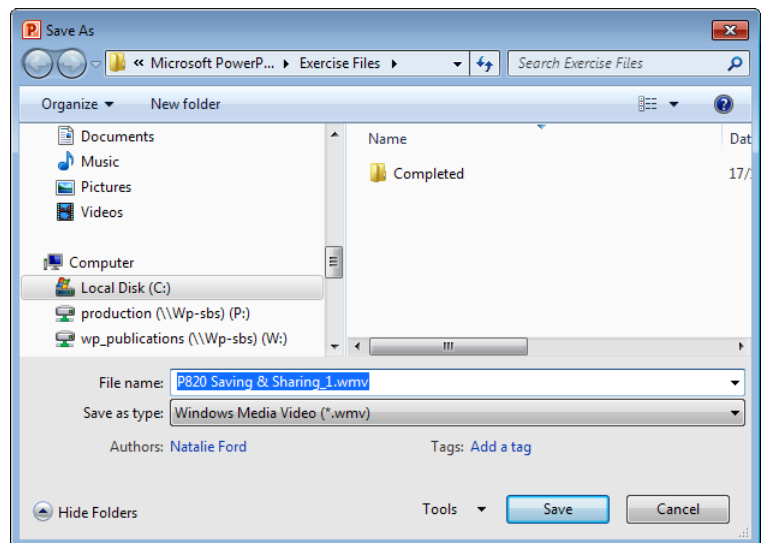
Computer & HD Displays
For viewing on a computer monitor, projector, or high definition display...

Use Recorded Timings and Narrations
Slides that do not have timings will use the default duration set below. A...

Seconds to spend on each slide: 05.00

Create Video

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For Your Reference...

To **save a presentation as a video**:

1. Click on the **File** tab, click on **Save & Send**, click on **Create a Video**, then click on **[Create Video]**
2. Type a **file name**, navigate to the desired save location, then click on **[Save]**

Handy to Know...

- If you do not want to distribute the video in the native **.wmv** format, you can use third-party conversion software to convert the file into your preferred video format.
- Video files will be much greater in file size than the presentation file. In this exercise, the video file is about 25 Mb!

SENDING A PRESENTATION VIA EMAIL

If your audience cannot attend your presentation, or you want others to review your presentation, you can easily distribute the presentation to them via email. By default, the presentation will be sent

as a PowerPoint file, however, you can also choose to send the presentation as a PDF or XPS document if they do not have PowerPoint installed or if you want to reduce its file size.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *P820 Saving & Sharing_1.pptx...*

- 1 Click on the **File** tab, then click on **Save & Send** to display saving and sending options

- 2 Click on **Send Using E-mail** under **Save & Send**

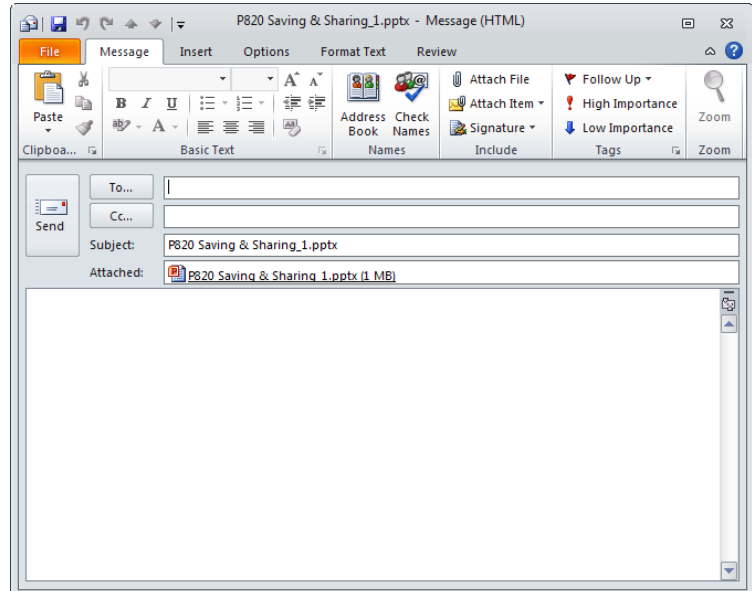
Here you have a range of email options, such as publishing the presentation as a PDF or XPS document before sending. In this exercise you will send the presentation in its original file format...

- 3 Click on **Send as Attachment** to open a new email message window.

The file is attached and a subject heading is already inserted, so you only really need to type the recipient's email address and a message if required...

- 4 Type your email address in **To**, then click on **[Send]**

You can open your default email program to receive and open the email with the presentation attached



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For Your Reference...

To **send a presentation via email**:

1. Click on the **File** tab, click on **Save & Send**, click on **Send Using E-mail**, then click on **Send as Attachment**
2. Type the recipients' email addresses in **To**, type a message if required, then click on **[Send]**

Handy to Know...

- When you save a presentation as a PDF document, the file size will be about half of the original file size. But if you have used images in your presentation, you will see no real reduction in file size. Some email service providers will not transmit emails where the attachment is greater than 1 Mb.

BROADCASTING A SLIDE SHOW

PowerPoint 2010 provides two web-based viewing options. You can save your presentation for the web so that your audience can view your presentation at their own pace, or you can

broadcast a slide show over the internet in real time. Both of these options require you to have a current **Windows Live ID** to use these features. Here we discuss broadcasting a slide show.

Overview

Where your audience are scattered far and wide, you can deliver your presentation remotely and in real time. As long as your audience has internet access, you can send them a URL (web address or link) via email, and they can copy the link into their browser to view the presentation. Your audience therefore does not need to have PowerPoint installed to view the slide show. As you advance each slide, their web page will update automatically, so your audience will see what you see.

What You'll Need

To broadcast a slide show, you'll need the following.

- **A Windows Live ID account**, such as a **Hotmail** account. This is because the broadcast is streamed via the **PowerPoint Broadcast Service** which is hosted by **Windows Live**. If you don't have a Windows Live ID, you can create one by going to **www.live.com** and clicking on **Sign Up**. Note that your audience does not require a Windows Live ID to view the broadcast, they will only need the link (URL address) to the broadcast.
- **Supported browser** which includes Internet Explorer, Mozilla Firefox and Safari for Mac.

Unsupported Slide Show Elements

When broadcasting a slide show, your audience will not be able to see the following elements of your presentation so it's best not to include them.

- **Transitions**: any transition effects that you've applied to slides or objects will be shown as the **Fade** transition effect, regardless of which transition effects you have applied.
- **Audio**: such as sounds and narrations will not transmit through the broadcast. If you need to supplement the broadcast with narration, you could use call conferencing or online chat.
- **Annotations**: such as drawing with laser pointers and annotating devices are not supported.
- **Media**: if you have embedded any media, such as digital video and animated GIFs, the audience will not be able to view them.

Broadcasting A Slide Show

To begin broadcasting a slide show, follow these steps.

1. Open your presentation in PowerPoint and make sure you are connected to the internet.
2. Click on the **Slide Show** tab then click on **Broadcast Slide Show**. The **Broadcast Slide Show** dialog box will appear.
3. Click on **[Start Broadcast]**. PowerPoint will then attempt to connect to the **PowerPoint Broadcast Service**.
4. Enter your **Windows Live ID** or **Hotmail** email address and password. Click on **[OK]**. If all goes well, you will be connected to the **PowerPoint Broadcast Service**, and the **Broadcast Slide Show** dialog box will include a link.
5. Click on **[Send in Email]**. A new email message window will open with the link in the email body. Note that the link is not fully hyperlinked, so your audience will need to copy and paste the link into their browser.
6. Type the email addresses of your audience in **To**. Edit the email as required. Click on **[Send]**.
7. Click on **[Start Slide Show]** to begin the broadcast when the audience is ready. Right-click to display the shortcut menu and navigate the slide show as required.