

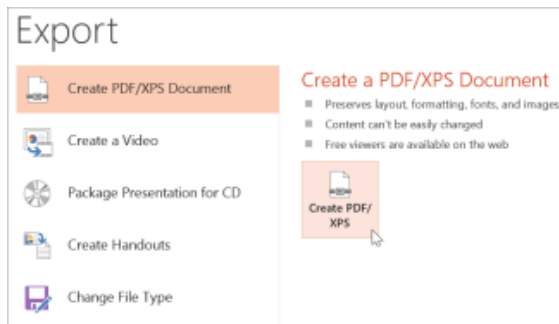


Collaborate in PowerPoint

Save PowerPoint presentations as PDF files

When you save presentation as a PDF file it freezes the formatting and layout. People can view the slides even if they don't have PowerPoint, but they can't make changes to it.

1. Select **File > Export**.



2. Click **Create PDF/XPS Document**, then click **Create PDF/XPS**.
3. In the **Publish as PDF or XPS** dialog box, choose a location to save the file to. If you want it to have a different name, enter it in the **File name** box.
4. Optionally, if you want to change what the final PDF file is like, do any of the following:
 - At **Optimize for**, select **Standard** for higher quality (for example, if you want to print it). Select **Minimum size** to make the file smaller (for example, if you want to send it as an e-mail attachment).
 - Click **Options** to set how the presentation will appear as a PDF. Here are some of the available options:
 - To save the current slide only as a PDF, under **Range**, select **Current slide**.
 - To save specific slides as PDF, in **Slides(s)**, enter the slide number range in **From** and **To** boxes.
 - If you don't want to save slides, but instead only save comments, handouts, or Outline view, under **Publish what**, select an appropriate option. You can also specify the number of slides to appear in **Slides per page** dropdown box, and modify the order (**Horizontal** or **Vertical**).
 - You can choose to include frame slides, hidden slides, comments, ink, non-printing information such as Document properties or Document structure tags, in your PDF by selecting the appropriate options.
 - Click **OK**.
5. Click **Publish**.



Collaborate in PowerPoint

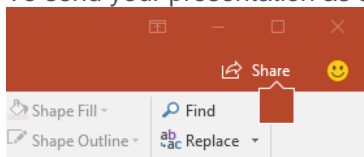
Share your PowerPoint presentation with others

1. Select **Share**.
2. If your presentation isn't already stored on the cloud, select where to save your presentation to the cloud.
3. Choose a permission level.
4. Select **Apply**.
5. Enter names and a message.
6. Select **Send**.

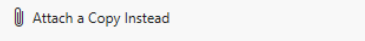
Share by using a traditional email attachment:

From OneDrive for Business or SharePoint, share a PDF or copy of a presentation by email

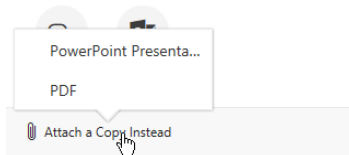
1. To send your presentation as a copy or a PDF, select **Share**.



2. Select **Attach a Copy Instead** in the **Share** dialog box.



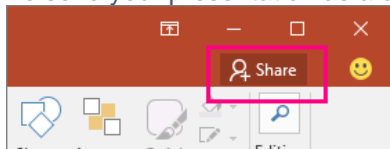
3. Select either **PowerPoint Presentation** or **PDF**.



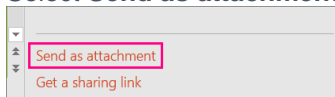
PowerPoint will open the email application and attach the file to a new message. Enter the recipients details and a short message, and click **Send**.

From OneDrive, share a PDF or copy of your presentation by email

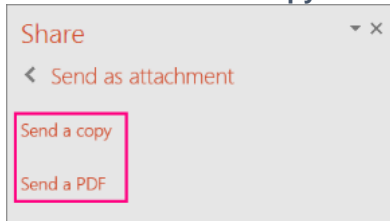
1. To send your presentation as a copy or a PDF, select **Share**.



2. Select **Send as attachment** in the **Share** pane.



3. Select either **Send a copy** or **Send a PDF**.



PowerPoint will open the email application and attach the file to a new message. Enter the recipients details and a short message, and click **Send**.



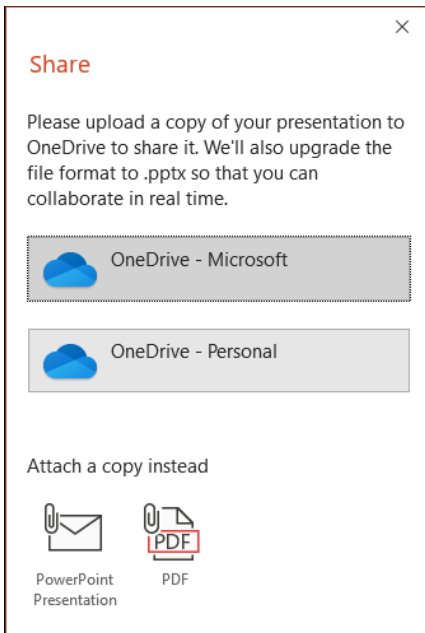
Collaborate in PowerPoint

Work together on PowerPoint presentations

Share your presentation with others and collaborate on it at the same time

1. Open your PowerPoint presentation, and choose **Share**  in the top-right corner of the ribbon when you're ready to collaborate.

If you haven't saved your presentation to OneDrive or [SharePoint Online for Microsoft 365](#), PowerPoint prompts you to do so now. After you do that, the email invitation will be sent.



Note: If you don't want to upload your presentation to the cloud, you can share it by using the **Attach a copy...** options at the bottom of the dialog box.

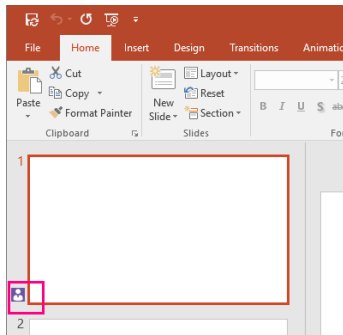
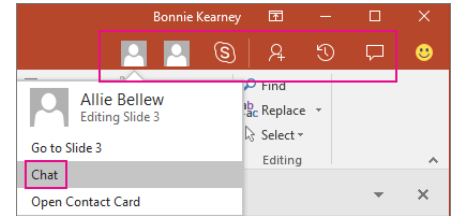
2. In the **Send Link** box, enter the email address of the person you'd like to share the presentation with. If you already have the person's contact info stored, you can just enter the name. The drop-down list lets you determine whether your invitees **can edit** the file or only **can view** the file.
3. Click **Share**. If your file has already been saved to the cloud, an email invitation will be sent to your invitees.



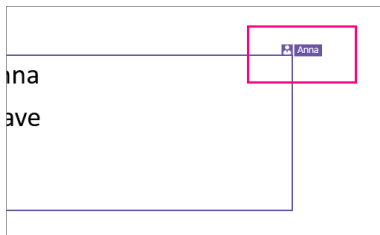
Collaborate in PowerPoint

See where others are working in your shared presentation

1. Open the presentation and start working in it.
If someone else is viewing or working in the presentation, their thumbnail picture appears in the top-right corner of the ribbon. PowerPoint alerts you when people enter or leave your presentation.
2. You'll also see the name of anyone viewing or editing the presentation in the **Share** pane. There's an indicator—on the thumbnail of the slide and in the actual slide—that shows where someone is working in the presentation. Hover over or select that indicator to find out who is editing.

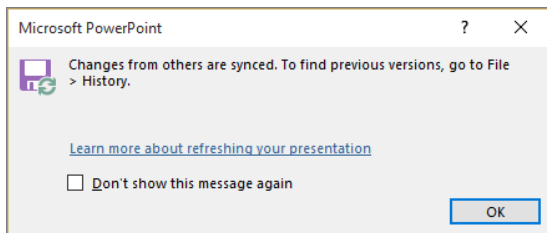


(For accessibility, PowerPoint also allows you to turn on automatic display of the editor's name. Turn it on by doing **File > Options > Advanced > Display > Show presence flags for selected items.**)



3. When you're done working, save your file.

When other authors have made changes, you'll see the following when you save.



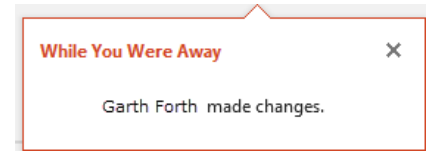
If your updates and other authors' updates don't conflict, they'll be merged automatically, and you don't need to do anything else.



Collaborate in PowerPoint

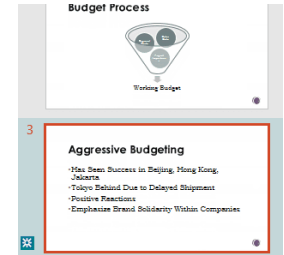
Notifications when you open a changed file

After other people make changes to a shared presentation file, PowerPoint for Microsoft 365 notifies you when you re-open the file. A small banner tells you who has made changes to your presentation while you were away.



Tracking changes: Revisions by others are highlighted

1. When you re-open a changed presentation (or are in a file being actively edited by someone else), changed slides are highlighted in turquoise in the thumbnail pane. A tooltip says, "Slide has unread changes."





2. Select a thumbnail to look at the full-size slide. You'll see the changed portion of the slide outlined in turquoise. An accompanying notation tells you who made the change, and when. By looking at the revised slide, you clear away the turquoise highlighting and the "slide has unread changes" notation on that slide.

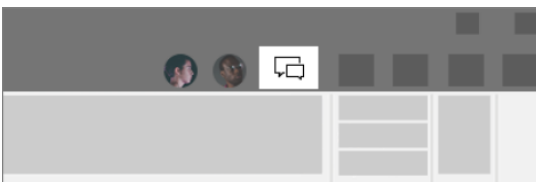
Budgeting



Communicate with Chat or Comments

Choose **Comments**  to make or view comments. Also, you can reply to or resolve comments and then mark them as complete.

You can instantly chat with other people who are working in a presentation stored on OneDrive for work or school or SharePoint in Microsoft 365. Choose the **Chat** button  to start a group chat with everyone working in the document.



- The chat history isn't preserved, so if you close the document and reopen it later, you'll be starting fresh with an empty chat. If you need more persistent discussion, consider using **Comments** instead.
- If another person opens the file to edit it, they can join the chat, too, but they won't see any history of the chat from before they opened the file. They'll only see new messages as of the time they opened it.



Collaborate in PowerPoint

See previous versions of the file

Office preserves prior versions of your SharePoint, OneDrive, and OneDrive for work or school files while you're working on them.

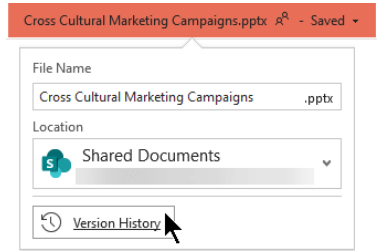
To open the list of the prior versions of a file, select the file name in the title bar of the app window, then select **Version History**.

Version History is for viewing, not editing. You can see any prior version of a file.

To open a prior version:

- In the **Version History** pane on the right, select **Open version** in one of the version-history items.

A read-only copy of that version is opened in a separate PowerPoint window.



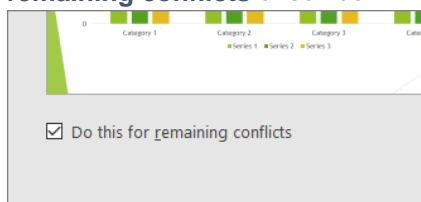
Resolve conflicting changes

If there are conflicting changes, a visual comparison between your changes and the conflicting changes from one of your collaborators will pop up when you select **Save**. You can choose the changes you'd like to keep.



Only changes made by others that directly conflict with changes you've made will show up in the comparison. Non-conflicting changes are merged automatically into your presentation when you save, and you'll see them in the **My Changes** view.

1. Choose either **My Changes** or **Changes by Others**.
2. If there is more than one conflict to resolve, do one of the following:
 - Choose **Next** to keep resolving conflicts. Choose **Previous** to revisit an earlier conflict.
 - If you'd like to choose the same set of changes for all the remaining conflicts, select the **Do this for remaining conflicts** check box.



3. When you're done resolving conflicts, choose **Done**.

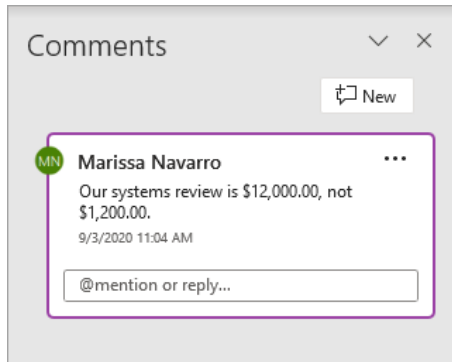


Collaborate in PowerPoint

Add, change, hide, or delete comments in a presentation

Add a comment

1. Select **Review > New Comment**. Or select **New** if the **Comments** pane is open.
2. In the **Comments** pane, type your message in the box and press Enter.




View and reply to comments

1. Select the comment icon  on the slide.

The **Comments** pane will open and you can see comments for that slide.

2. Select **Reply** to respond to a comment.
3. Select the **Next** or **Back** buttons to go between comments and slides.

Delete a comment

- In the **Comments** pane, select the comment you want to delete and select the **X**.
- On the slide, right-click the comment icon  and select **Delete Comment**.

Print comments

You can include comments on your printed slides.

1. Select **File > Print**.
2. Under **Settings**, select the second drop-down box. Near the bottom of the pop-up menu that appears, ensure that **Print Comments** (or **Print Comments and Ink Markup**) is selected.

Comments are editable

Keep in mind that it's possible for others to edit your comments. Comments in an Office document are stored in the file, so anyone with edit access to your file can edit your comment.

[Click to watch the "Add, change, hide, or delete comments" video.](#)



Collaborate in PowerPoint

Track changes in your presentation

PowerPoint doesn't have a Track Changes feature like the one in Word, but you can receive comments and feedback from reviewers by first saving your presentation to your computer, and then posting a second copy to a shared location such as OneDrive or [SharePoint](#). You can ask people to make changes and add comments to the shared copy.

Step 1: Send your presentation for review

Before people can review your presentation, it's a good idea to save the original copy, and then post a second copy for them to review. Saving the original will give you something to compare changes with when everyone's done reviewing.

1. Create a draft of the presentation and save a hard copy.
2. Save another copy of your presentation with a different name to a shared location, such as OneDrive or [SharePoint](#).
3. In OneDrive or SharePoint, right-click the file and select **Copy Link** to get a link you can send in email to your reviewers.
4. Ask reviewers to [add comments](#) to your slides and to add their feedback to the presentation.

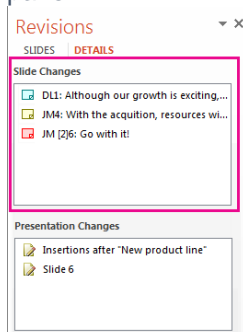
Step 2: Compare and merge two versions of the same file

When everyone is done reviewing the presentation you shared, you can review the changes and merge it with the copy you saved of the original.

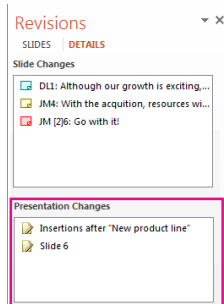
1. Open the original version of the presentation that you saved on your computer.
2. Click **Review > Compare**, and then click **Compare**.
3. In the **Choose File to Merge with Current Presentation** box, find the version of your presentation that you saved to the shared location, click it, and then click **Merge**.

Note: The **Revisions** task pane opens to display all comments and changes made by reviewers.

4. If reviewers left comments in your presentation, you'll see them under **Slide Changes** in the **Revisions** task pane.



5. To read the comments in detail, at the bottom of the PowerPoint window, on the status bar, click **Comments**.
6. If reviewers made changes to your presentation, you'll see them under **Presentation Changes** in the **Revisions** task pane.





Collaborate in PowerPoint

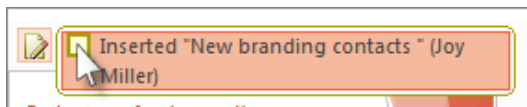
7. To see the details about a change in the body of the slide, click each list item.



Accept or reject changes made by others

To accept or reject changes made by reviewers, do the following:

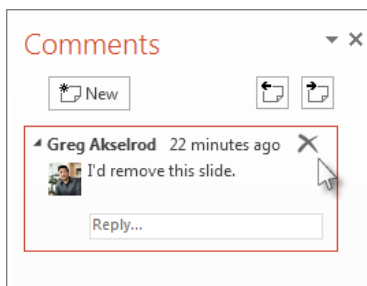
- To accept a change, check the box next to the **Other authors** icon (also shown below).



- To reject a change, do nothing. Boxes that aren't checked won't be added to the presentation.

Tips for working in the Comments task pane

- On a slide you'll see a **Comments** icon when someone has left a comment. Double-click the icon to read the comment.
- Click **Next** to move to the next comment and click **Previous** to move to the previous comment.
- To delete a comment, move your pointer over the comment and click **Delete** .



For more information, please refer to the Microsoft training resource page [HERE](#)