

READY FOR THE SHOW: SAVING YOUR PRESENTATION TO OPEN IN SLIDE SHOW VIEW

Creating a presentation that automatically opens in slide show view is a simple, but effective modification that viewers will appreciate and can prevent unwanted edits or changes to the slide deck.

Here's how:

- 1 Open the PowerPoint presentation that you would like to have automatically open in slide show view (as a PowerPoint Show).
- 2 Click "File" from the drop down menu and choose "Save As".
A new dialog box will open.
- 3 At the bottom of the dialog box you'll find "Save as type:".
Click on the drop down arrow to the right of the "Save as type:" box.
A list of additional choices/file types will appear.

- 4 Using the Scroll bar within the drop down, find and select "PowerPoint Show".

- 5 Click "Save".

The newly saved presentation is now a PowerPoint Show, saved with a ".pps" file extension. When this file is opened, the presentation will automatically start in slide show view.

****Be sure to select the ".pps" (PowerPoint Show) file instead of the editable, ".ppt" version when sending to others.**

