



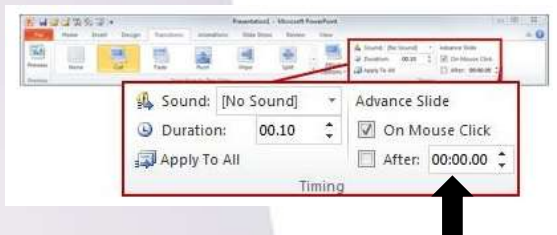
Save PowerPoint as a Show

Saving your PowerPoint file as a show or wmv video enables you to present material without permitting editing of your original file.

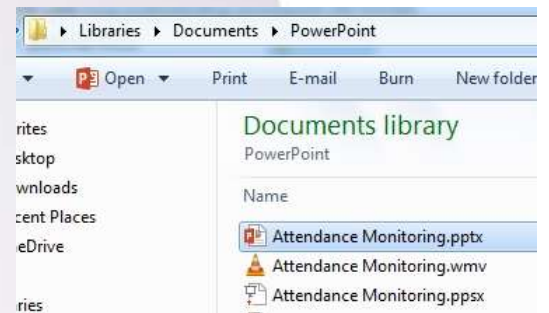
A .wmv also does not need PowerPoint installed to view, which increases accessibility. Both file types can be uploaded to Moodle.

Step 1: Create your PowerPoint file as usual or use one you already have.

Step 2: On the **Transitions** tab, in the Timing group, under Advance Slide, specify the time before the slide advances, select the **After** check box and then type the number of minutes or seconds that you want into the associated text box. Otherwise slides will advance every 5 seconds.

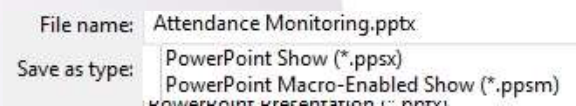


Step 3: save as usual in your documents PowerPoint folder. This will be your edit copy.



Step 4: On the **File** menu, left click **Save As** and select where you are saving the new file.

For a Show: From the **save as type** dropdown list select PowerPoint Show (*.ppsx) OR, *.ppsm if you have used macros.



For a video: From the **save as type** dropdown list select Windows Media Video (*.wmv)



Top Tip: Keep your original PowerPoint file for editing later as .ppsx and .wmv files cannot be edited/revised for future presentations.

Alternative: Consider making an Office Mix instead.