

Saving a presentation in power point 2016

Introduction

Whenever you create a new presentation in PowerPoint, you'll need to know how to **save** in order to access and edit it later. As with previous versions of PowerPoint, you can save files to your **computer**. If you prefer, you can also save files to **the cloud** using **OneDrive**. You can even **export** and **share** presentations directly from PowerPoint.

Save and Save As

PowerPoint offers two ways to save a file: **Save** and **Save As**. These options work in similar ways, with a few important differences.

- **Save:** When you create or edit a presentation, you'll use the **Save** command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time. After that, you can just click the Save command to save it with the same name and location.
- **Save As:** You'll use this command to create a **copy** of a presentation while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.

About OneDrive

Most features in Microsoft Office, including PowerPoint, are geared toward saving and sharing documents **online**. This is done with **OneDrive**, which is an online storage space for your documents and files. If you want to use OneDrive, make sure you're signed in to PowerPoint with your Microsoft account. Review our lesson on [Understanding OneDrive](#) to learn more.

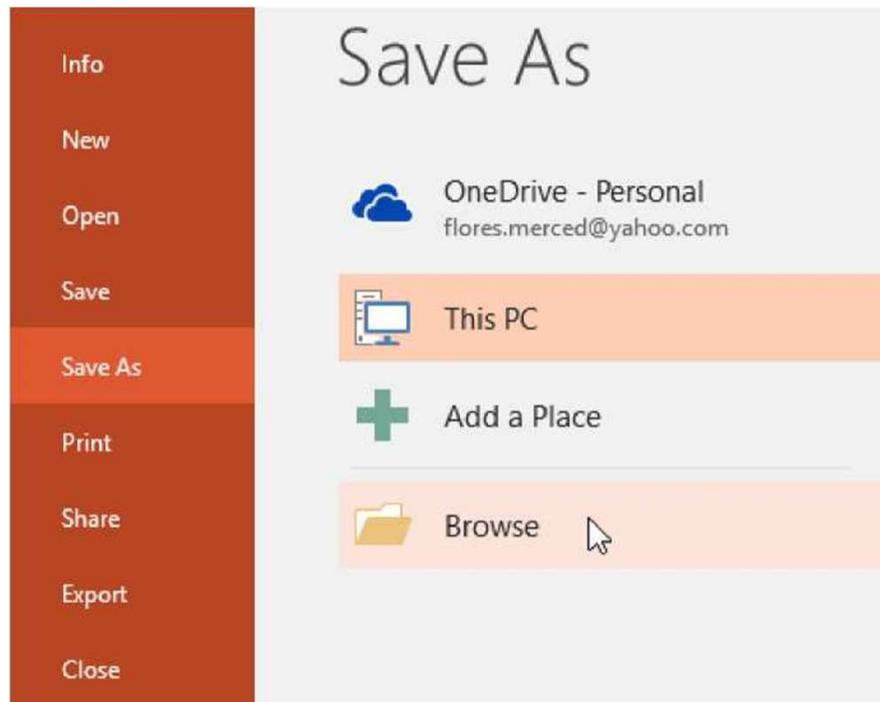
To save a presentation:

It's important to **save your presentation** whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost. You'll also need to pay close attention to **where you save** the presentation so it will be easy to find later.

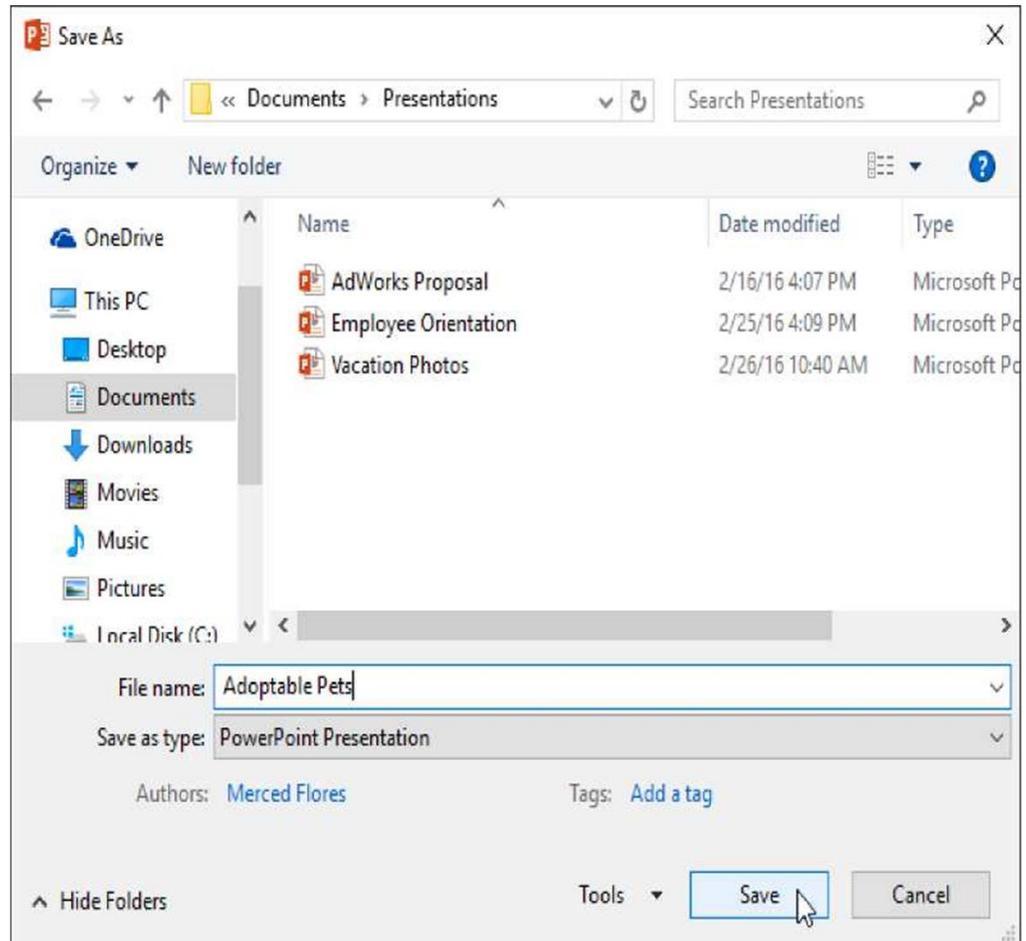
1. Locate and select the **Save** command on the **Quick Access Toolbar**.



2. If you're saving the file for the first time, the **Save As** pane will appear in **Backstage view**.
3. You'll then need to choose **where to save** the file and give it a **file name**. Click **Browse** to select a location on your computer. Alternatively, you can click **OneDrive** to save the file to your OneDrive.



4. The **Save As** dialog box will appear. Select the **location** where you want to save the presentation.
5. Enter a **file name** for the presentation, then click **Save**.



6. The presentation will be **saved**. You can click the **Save** command again to save your changes as you modify the presentation.

You can also access the **Save** command by pressing **Ctrl+S** on your keyboard.

Using Save As to make a copy

If you want to save a **different version** of a presentation while keeping the original, you can create a **copy**. For example, if you have a file named **Client Presentation** you could save it as **Client Presentation 2** so you'll be able to edit the new file and still refer back to the original version.

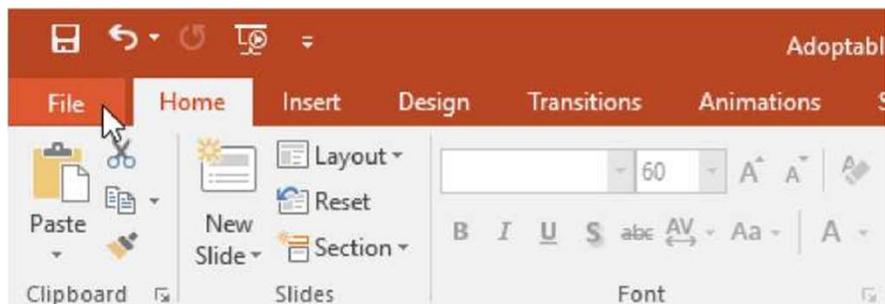
To do this, you'll click the **Save As** command in Backstage view. Just like when saving a file for the first time, you'll need to choose **where to save** the file and give it a new **file name**.



To change the default save location:

If you don't want to use **OneDrive**, you may be frustrated that OneDrive is selected as the default location when saving. If you find this inconvenient, you can change the **default save location** so **This PC** is selected by default.

1. Click the **File** tab to access **Backstage view**.



2. Click **Options**.



3. The **PowerPoint Options** dialog box will appear. Select **Save**, check the **box** next to **Save to Computer by default**, then click **OK**. The default save location will be changed.

General

Proofing

Save

Language Advanced

Customize Ribbon Quick

Access Toolbar Add-ins

Trust Center

Customize how documents are saved.

Save presentations

Save files in this format:

PowerPoint Presentation	▼
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0 Save AutoRecover information every

10

minutes

0 Keep the last autosaved version if I close without saving

C:\Users\AppData\Roaming\

AutoRecover file location:

G Don't show the Backstage when opening or saving files 0 Show additional places for

saving, even if sign-in may be required. SI Save to Computer by default

C:\Users\Documents\

Default local file location:

Default personal templates location:

OK

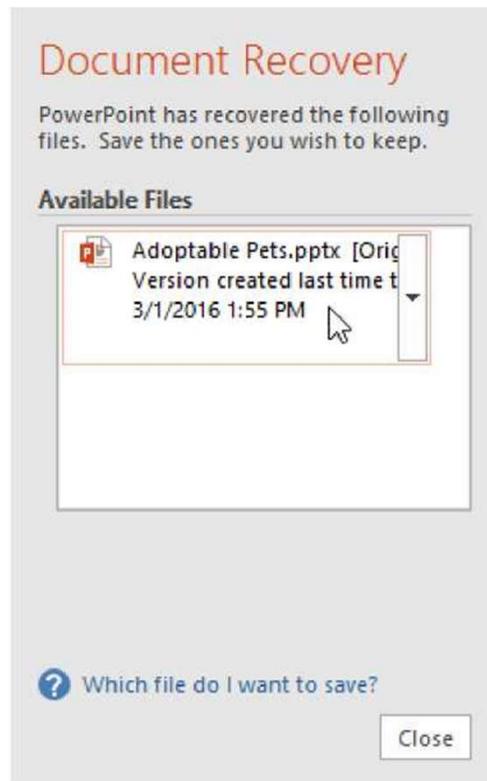
Cancel

Using AutoRecover

PowerPoint automatically saves your presentations to a temporary folder while you are working on them. If you forget to save your changes or if PowerPoint crashes, you can restore the file using **AutoRecover**.

To use AutoRecover:

1. Open PowerPoint. If **autosaved versions** of a file are found, the **Document Recovery** pane will appear.
2. Click to **open** an available file. The presentation will be recovered.



By default, PowerPoint autosaves every 10 minutes. If you are editing a presentation for less than 10 minutes, PowerPoint may not create an autosaved version.

If you don't see the file you need, you can browse all autosaved files from **Backstage view**. Just select the **File** tab, click **Manage Presentation**, then choose **Recover Unsaved Presentations**.



Check for
Issues™

Inspect Presentation

Before publishing this file, be aware that it contains:

- Document properties, author's name and cropped out image data
- Content that people with disabilities are unable to read



Manage
Presentation ⓧ

Manage Presentation

Check in, check out and recover unsaved changes. !Q

There are no unsaved changes,



Recover Unsaved Presentations

Browse recent unsaved files



Exporting presentations

By default, PowerPoint presentations are saved in the **.pptx** file type. However, there may be times when you need to use **another file type**, such as a **PDF** or **PowerPoint 97-2003 presentation**. It's easy to **export** your presentation from PowerPoint in a variety of file types.

- **PDF:** Saves the presentation as a **PDF document** instead of a PowerPoint file
- **Video:** Saves the presentation as a video
- **Package for CD:** Saves the presentation in a folder along with the Microsoft PowerPoint Viewer, a special slide show player anyone can download
- **Handouts:** Prints a handout version of your slides

- **Other file type:** Saves in other file types, including **PNG** and **PowerPoint 972003**

To export a presentation:

In our example, we'll save the presentation as a **PowerPoint 972003** file.

1. Click the **File** tab to access **Backstage view**.
2. Click **Export**, then choose the desired option. In our example, we'll select **Change File Type**.

Info	Export
New	
Open	CI Create PDF/XPS Document
Save	j^™j Create a Video
Save As	
Print	Package Presentation for CD
Share	
	Create Handouts
Export	
Close	Change File Type ^

3. Select a **file type**, then click **Save As**.

Change File Type

Presentation File Types



Presentation

Uses the PowerPoint Presentation format



PowerPoint 97-2003 Presentation

Uses the PowerPoint 97-2003 Presentation format



OpenDocument Presentation

Uses the OpenDocument Presentation format



Template

Starting point for new presentations



PowerPoint Show

Automatically opens as a slide show



PowerPoint Picture Presentation

Presentation where each slide is a picture

Image File Types



PNG Portable Network Graphics

Print quality image files of each slide



JPEG File Interchange Format

Web quality image files of each slide

Other File Types

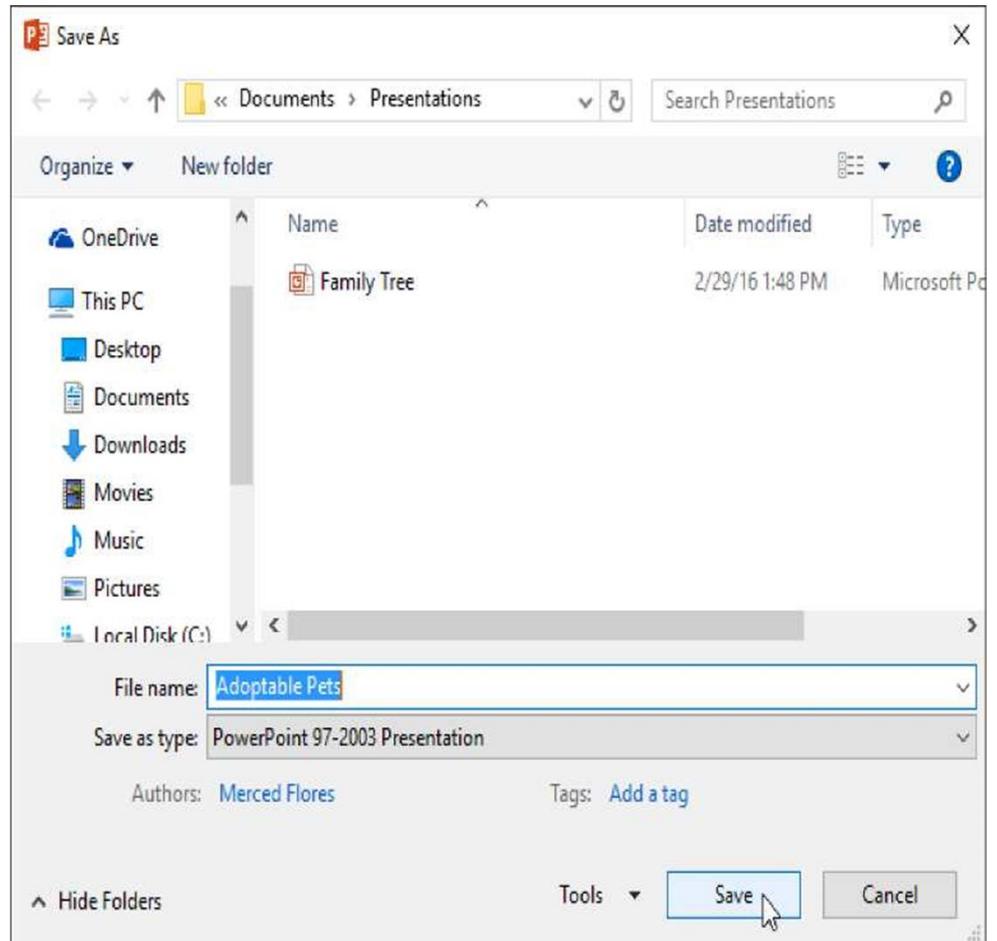


Save as Another File Type



Save As

- The **Save As** dialog box will appear. Select the **location** where you want to export the presentation, type a **file name**, then click **Save**.



You can also use the **Save as type** drop-down menu in the **Save As** dialog box to save presentations in a variety of file types. Be careful to choose a file type others will be able to open.

Organize T Newfolder	Date modified	Type
0 Movies Name		
J' Mus...lc © Adoptable Pets	3/1/16 1:55 PM	Microsoft Po
^ Pictures if^AdWorks Proposal	2/16/164:07 PM	Microsoft Po
Local Disk [C:] ffil Employee Orientation	2/25/164:09 PM	Microsoft Po
— Staff on psf [X:] © Vacation Photos	2/26/16 10:40 AM	Microsoft Po
^ My Passport on		
— Home on 'psf Q		
Network		

File name:	Adoptable Pets	
Save as type:	PowerPoint Picture Presentation	
Authors:	PowerPoint Presentation PowerPoint Macro-Enabled Presentation PowerPoint 97-2003 Presentation	
/v Hide Folders	PDF "	
	XPS Document P owerP o i nt Tern pi PowerPoint Macro-Enabled Template PowerPoint 97-2003 T em plate OfficeTheme PowerPoint Show PowerPoint Macro-Enabled Show PowerPoint 97-2003 Show	

Sharing presentations

PowerPoint makes it easy to **share and collaborate** on presentations using **OneDrive**. In the past, if you wanted to share a file with someone you could send it as an email attachment. While convenient, this system also creates **multiple versions** of the same file, which can be difficult to organize.

When you share a presentation from PowerPoint, you're actually giving others access to the **exact same file**. This lets you and the people you share with **edit the same presentation** without having to keep track of multiple versions.

In order to share a presentation, it must first be **saved to your OneDrive**.

To share a presentation:

1. Click the **File** tab to access **Backstage view**, then click **Share**.

Info	
New	
Open	
Save	
Save As	
Print	
Share	*
Export	
Close	

2. The **Share** pane will appear.

Click the buttons in the interactive below to learn more about different ways to share a presentation.

Share

Adoptable Pets

Merced Floret OneDrive » Documents

Share

Share with People [t]

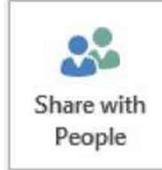
Email



Present Online

Publish Slides

Share with People



- Send invitations and get sharing links.