

## Sharing a Power Point Christopher Huston

Many times a Training Officer, Instructor, or even a Firefighter, needs to share a slide presentation via e-mail. This does not stop at e-mail; it may be via the day room computer, training website or blog. You could send out the entire file, and risk it being too large to download. You also run the chance of someone changing it, either on accident or maliciously. To prevent this from occurring, share this file as a PowerPoint Show or **' .pps'**.

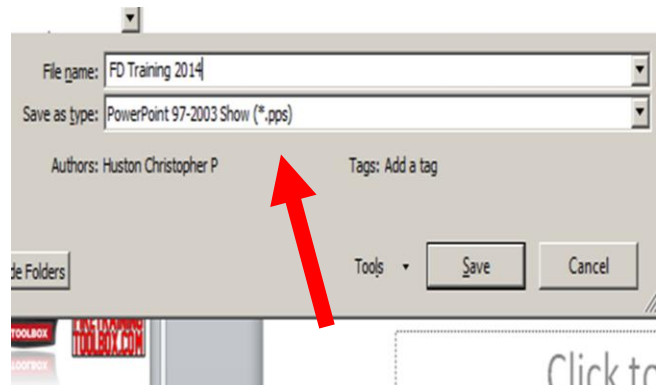
Prepare and complete your slideshow as you normally would. When you are ready to share this file, you need to create another copy in the .pps format. Simply follow the attached directions:

**FILE>**  
**SAVE AS>**  
**SAVE AS TYPE TYPE>**  
**.PPS**

Once you have the .pps version, mail it, share it, post it, and watch it. When the user opens the file, it will open in full screen mode which is navigated easily and cannot be tampered with.

Not only will this compact training presentation be better for sharing, but you also have a new skill to start *Flipping the Classroom!*

*\*For the students who have attended the Fire Training Toolbox FLIPPING THE CLASSROOM Workshop, remember this is the format you need to share your self-navigated flipped course.*



*Desire more than a flashy photo or a catch phrase.*

*Seek training that makes a difference, training that changes peoples lives!*



When the end user opens the file they only will see the FULL SCREEN PRESENTATION MODE.