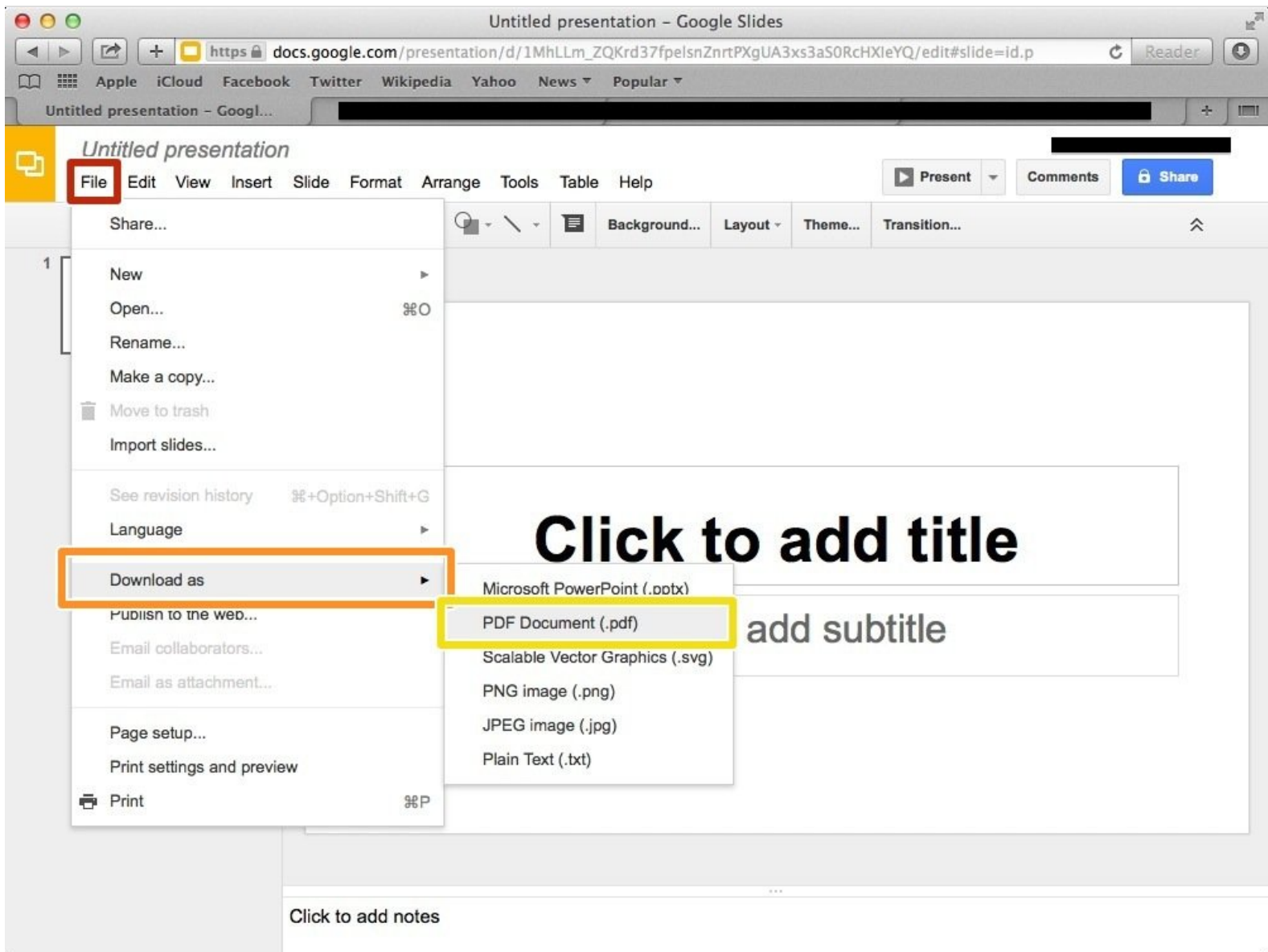# BIS Help Guides

Saving A Presentation So That Others Cannot Modify It

Learn how to save a presentation so that others cannot modify it.

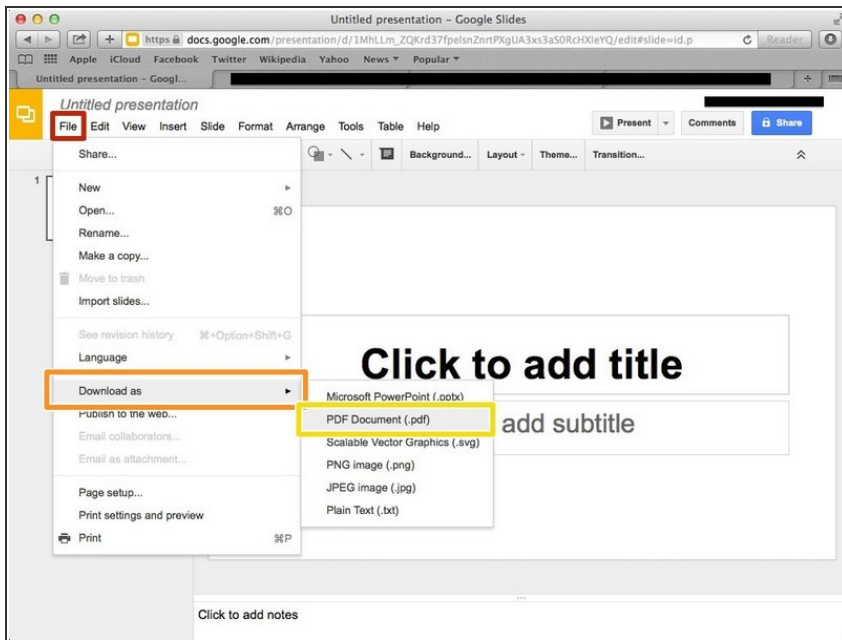Written By: Aaron

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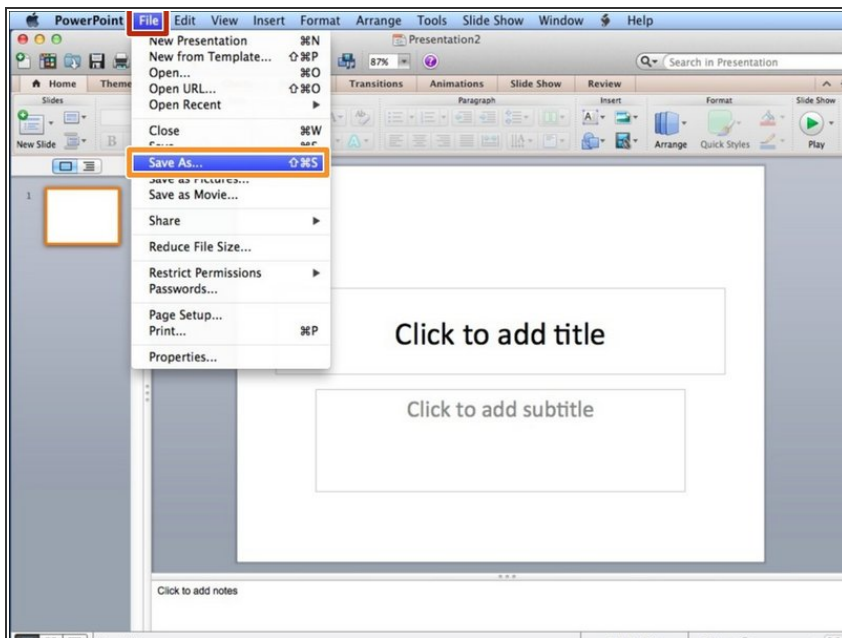
INTRODUCTION

Learn how to save a presentation so that others cannot modify it.

Step 1 — Saving A Presentation In Google Slides So That Others Cannot Modify It
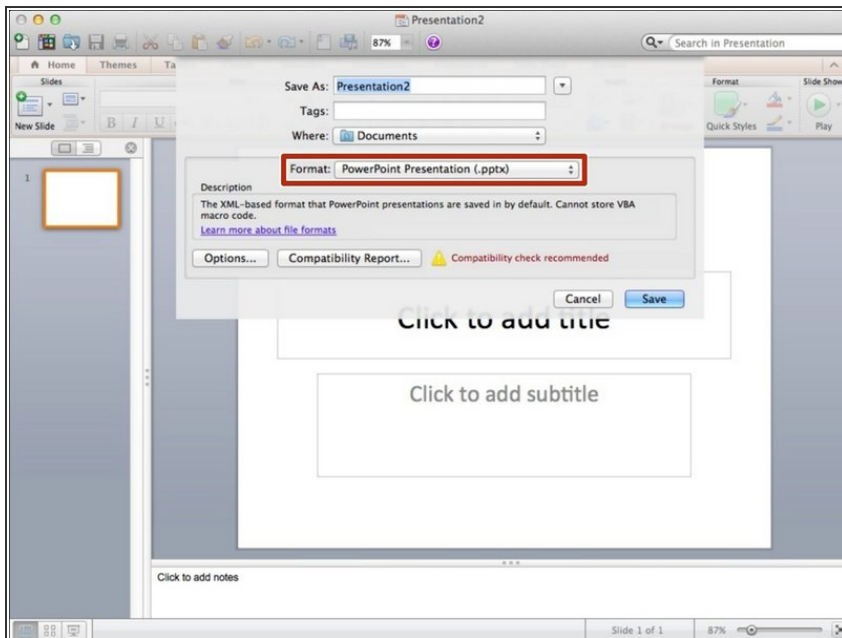

- Click on the "File" button to open a menu of different options

- Click on "Download as"

- Select the "PDF Document (.pdf)" option

Step 2 — Saving A Presentation In PowerPoint So That Others Cannot Modify It
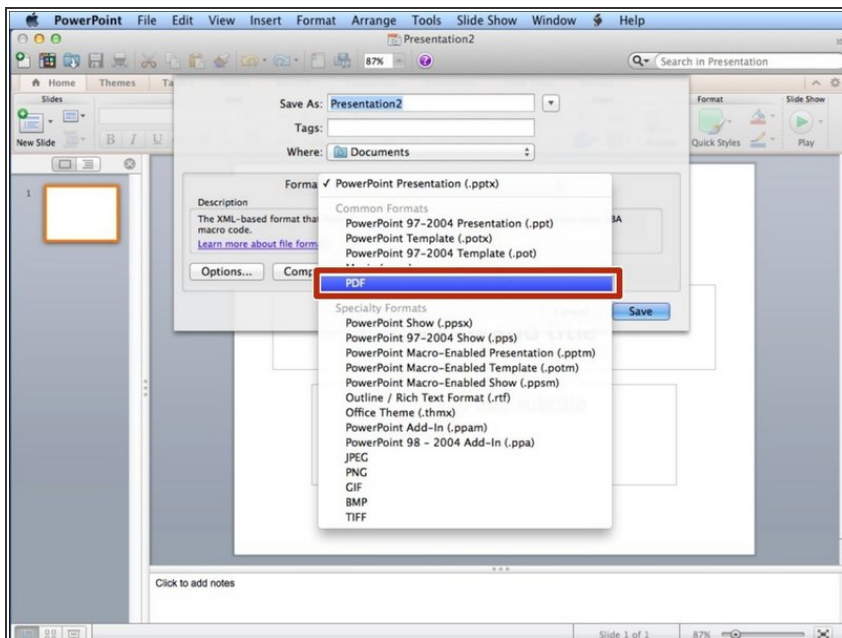

- Click on "File"

- Select "Save As"

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Step 3 — Saving A Presentation In PowerPoint So That Others Cannot Modify It
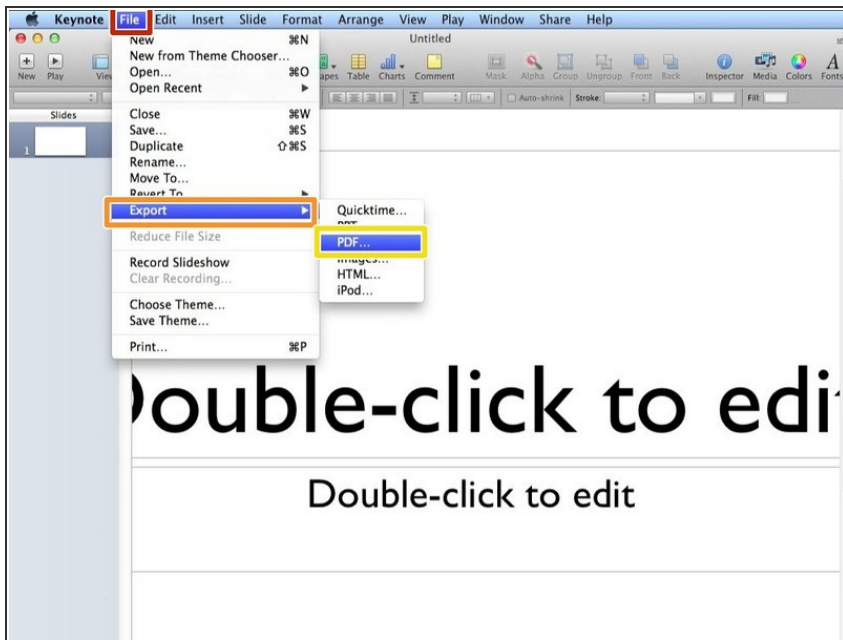

- Click on "Format" to open a menu of options

Step 4 — Saving A Presentation In PowerPoint So That Others Cannot Modify It

- Select the PDF option

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Step 5 — Saving A Presentation In Keynote So That Others Cannot Modify It

- Click on "File"

- Click on "Export"

- Select "PDF"

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