

Sharing your OIV Presentation

If you would like to export a Read-Only version of your slide presentation, go to the "File" toolbar menu and select "Save Read-Only Slide Presentation..." from the "Save As" option menu. A window with your computer's directory will open. Give the presentation file a title and save it to the desired location. Next, a message window will appear, giving you a choice of compression level, which will affect the size of the resulting file.

When selecting the compression level, keep in mind that the higher the quality of images that you decide export, the larger the file. The lower the quality, the smaller your resulting file size will be. For example, with an average-sized presentation of 25 images and 25 slides, the resulting Read-Only file size is 4 MB for "Very Low" quality and 20 MB for "Very High" resolution images. By contrast, the same presentation, saved as a working file with both images and slides would be approximately 28 MB in size.

This is because saving your file as a Read-Only presentation will save your slides in a flat, unchangeable format. No full-size images from your Image Palette will be preserved in this file. Doing so generates the smallest possible file for your presentation. This is the best option for portability as the file sizes are much smaller and can be more easily posted to password-protected course web sites for downloading. You can also store more of these Read-Only files on any portable media (such as CDs or removable drives) that you may use for transporting your presentation to remote locations.

Read-Only presentations will be saved as a .shw file that can only be opened in the OIV 2.6 and cannot be edited. Since this is a Read-Only presentation, the person who will be opening the resulting file will see only the slides that you created, not the individual images in your Image Palette collection. In order to change this presentation, you will have to return to the original working file. You can then edit the working file and generate a new Read-Only presentation at any time.

