

# Prepare a Presentation for Viewing on the Road


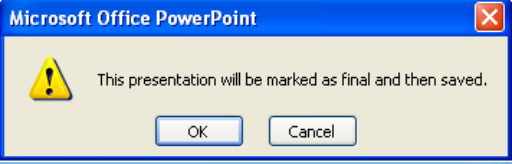

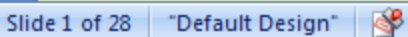
## Situation:

You are not sure if the computer you will use or the viewer will use has PowerPoint or even the fonts in the presentation. Also, you don't want people to be able to change the presentation.

## Overview:

This will be a two step process. After saving the file, you will 1.) prepare the presentation and then 2.) publish the presentation.

## Step by Step Instructions:

1.	Your PowerPoint presentation has been created and saved	
2.	Click the Office button	
3.	Select Prepare Mark as Final	
4.	Click OK	
5.	Click OK	
6.	Mark as Final icon that appears in the status bar	
7.		