

Prevent Any Changes to a PowerPoint Presentation


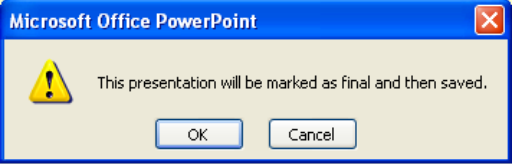

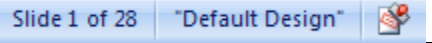
Situation:

You don't want people to be able to change the presentation.

Overview:

After saving the file, you will prepare the presentation. An icon on the status bar will display the Final icon.

Step by Step Instructions:

1.	Your PowerPoint presentation has been created and saved
2.	Click the Office button
3.	<p>Select Prepare Mark as Final</p> 
4.	<p>Click OK</p> 
5.	<p>Click OK</p> 
6.	<p>Mark as Final icon that appears in the status bar</p> 
7.	<p>If you need to turn off Mark as Final, follow steps 2-5</p>
8.	