

28. Share or Download Content

You can share content via e-mail or save content to your device using the feature **Share**.

To do so, follow the following steps:

1. If you want to share or save single or multiple slides, select these slides in your presentation. If you want to share or save the whole presentation, you can skip this step.
2. Navigate to the group **Finalize** and click on the button **Share** (Figure 453). A dialog box opens.
3. In the input field, enter a name for the file (Figure 454 (1)).
4. Then, choose if you want to share or save all slides in the presentation or only the selected slides (Figure 454 (2)).
5. Choose if you want to share or save the slides as a .pptx file, a .pdf file or a PowerPoint notes file (Figure 454 (3)). You can choose multiple formats at once.
6. To save storage, switch the toggle button for **Compress PDF Images** to **Yes** (Figure 454 (4)). This option is preselected when you open the dialog box. It is grayed out if you only select the .pptx option.
 - a. If you do not want to compress the images, switch the toggle button to **No**.
7. To apply the slide protection on the slides to be sent, switch the toggle button for **Protect Slides** to **On** (Figure 454 (5)).

The slide protection options appear in the dialog box. This option is grayed out if you have not selected the PowerPoint format.

Now, you can either send the slides via e-mail to a specific recipient or save them to your device in the chosen format.

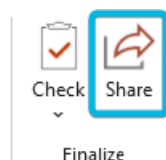


Figure 453. Button Share

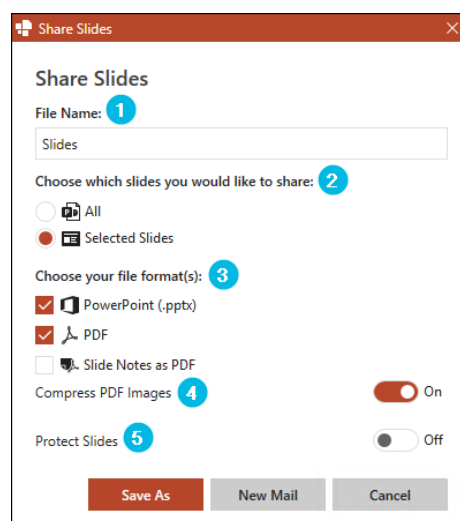


Figure 454. Options for Sharing Slides

To send the slides via e-mail, click on the button **New Mail** (Figure 455).

empower® opens an e-mail draft in the e-mail program of your choice. The slides are already attached to this e-mail in the corresponding format.

Enter the recipient's e-mail address, add a message and send the e-mail.

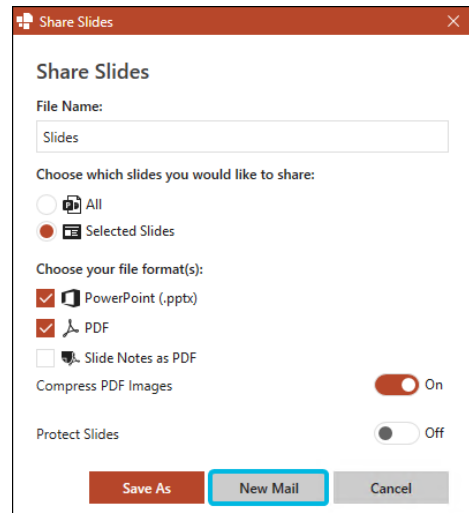


Figure 455. Button New Mail

To save the slides to your device, click on the button **Save As** (Figure 456).

empower® opens your explorer. In the explorer, navigate to the location you want to save the slides to and click on the button **Save**.

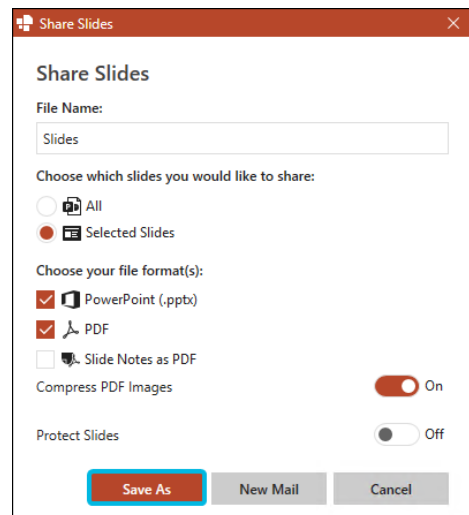


Figure 456. Button Save As



The feature **Share** can only be used to send e-mails with Classic Outlook or Lotus Notes.



For further information regarding slide protection, see [Protect Slides](#).
For further information regarding empower® Links, see [Use empower® Links](#).

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Be your best at work.

If you need any further help, refer to our [Help Center](#) and to our [Video Tutorials](#).