

## Sharing Slide Shows and Files

If you use email to share files with other students or your teachers, you might encounter problems like lost work or slide shows too big to send in one message.

We have three solutions to those issues:

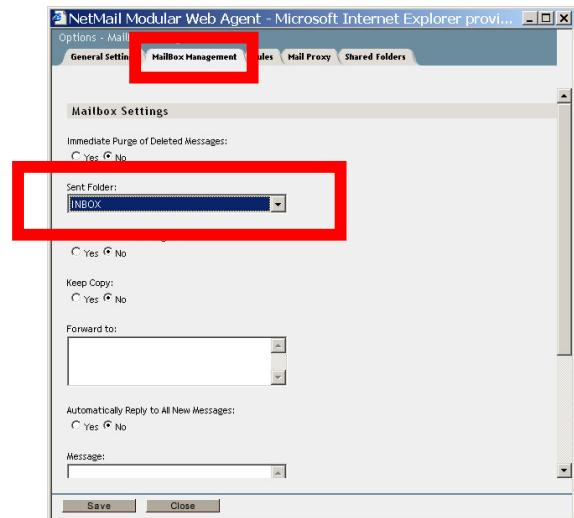
1. Set up your email so that it saves your "sent" messages.
2. **Save** your attachments to your H drive instead of using **Open**.
3. Make your file smaller by converting it to PDF or splitting it into two parts.

## Saving Your Sent Email Messages

1. Click on the **Options** button. A new window comes up.



2. Click on the **Mailbox Management** tab.
3. Find the **Sent Folder dropdown menu**.
4. Click on **Inbox**. (It may already be selected.)
5. Click **Close**.
6. **What does this do?** Each time you send a message, you'll **have a copy of the message** in your inbox. If that message includes an attachment, you also have a **copy of that file**.

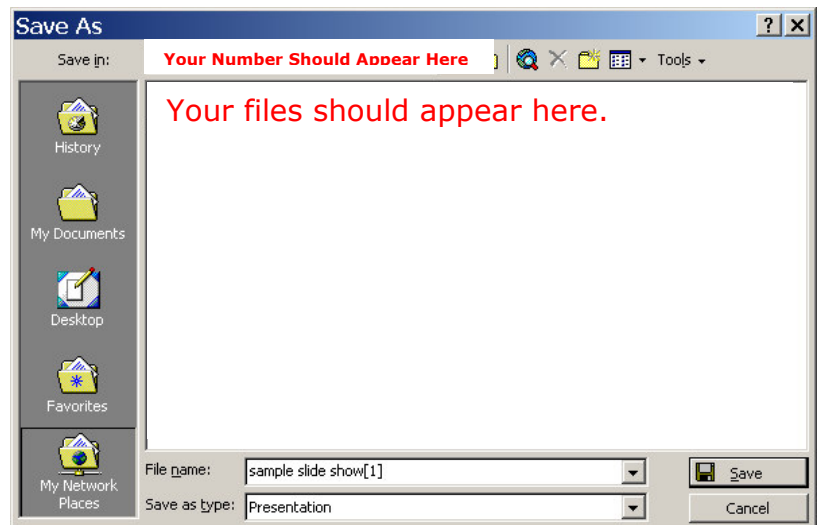
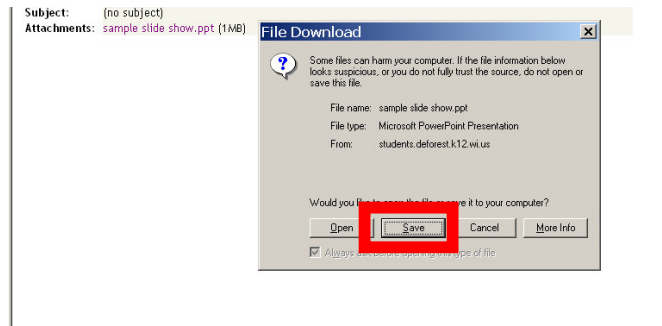


## Saving Your Attachments

When you click on an attachment, a new window pops up asking if you'd like to **Open** or **Save** a file.

You *can* click **Open** and make changes to a file, but **if you don't save it to your H drive before you're done, your work will probably disappear.**

1. Click on your attachment.
2. Instead of clicking Open, **click on Save.**
3. In the **Save In dropdown list**, look for your **H drive**. It's easy to spot by your number.
4. If you need to, give the file a **new name.**
5. Click **Save.**
6. Now you can make changes to the file, knowing it's safely stored on your **H drive.**
7. When you're ready to send the file to your teacher or another student, be sure to **attach your new version of the file** from your **H drive.**



## Slide Shows & File Size Limits

If your slide show or file is too big (say, over 4MB), your email message won't go through. There are a few solutions to this problem; here are two, depending on whether or not you're done with your project.

### **I'm done with my project. I'm handing it in.**

You can shrink your file by converting it to PDF format using CutePDF. The file you create can't be revised, so you'll save your original.

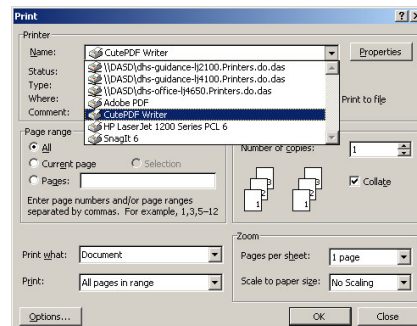
**To access CutePDF**, you need to install the program and restart your machine.

1. Click on **Start**.
2. Click on **Troubleshooting >> PDF >> CutePDF**.
3. The program will take a moment to install. When it's done, you'll be asked to restart your machine. Click **Yes**.
4. Once your machine has restarted, you're ready to go. Read on for the next steps.

### **Here's how to create a PDF file:**

When you create a PDF file, **you print it**, but you're actually saving the file.

1. Create your file as usual. You may use any application (Word, PowerPoint, Excel, Publisher).
2. **Save** your file. Your "H" drive is the best location. This step saves your original.
3. To create your PDF file, go to **File**.
4. Click on **Print**.
5. In the Name box, change your printer to **Cute PDF Writer**.



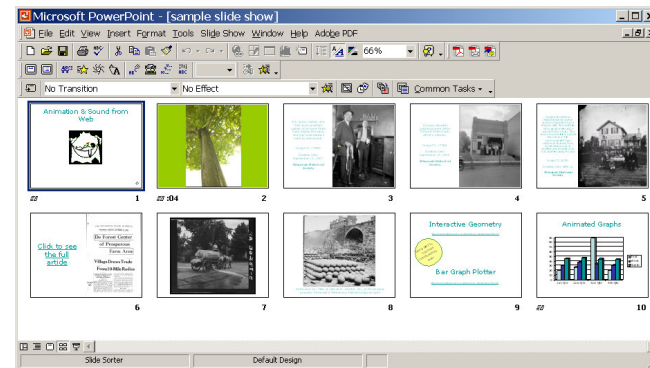
### **I still need to work on my project.**

Most likely, it's a slide show that's too big to send. To see, **check your file size**. One way to do this is to open **My Computer**. Click on your file **once** to see the size (look at the left side of the window).

### **If it's over 4MB, it's probably too big to send.**

You can split your file into two parts and save each part as a separate file. **Here's one way:**

1. Click on the **Slide Sorter**.



2. Highlight half your slides. You can do this by clicking and dragging around half of your slides.

### **Or**

Hold down **SHIFT**. Click on the first slide and then the slide halfway through your show. The slides in between should be selected.

3. Click on **Edit**. Click **Cut**. (Or click the **Cut button**.)
4. Go to **File**. Click on **Save As** and give the remaining slides a new name that indicates whether they are part I, part II, etc.

## I'm done with my project. I'm handing it in.

6. Click **OK**.
7. A save window will appear. Find your H drive and decide on a name for your file. (The file names can be the same without overwriting the original file.)
8. Click **Save**. Your computer won't appear to do anything, but after a short time, your new file will be saved.
9. Open **My Computer** and open your H drive to check out your file.
  - Click on your file once to see the size (look at the left side of the window). If it's over 4MB, it's probably still too big to send. If your file is **still too big** to send via email, split it into two files. Reprint each one with CutePDF.
  - Check to be sure it looks the way you expect.
  - **If you need to make changes** to your PDF file, open your original and make the changes. When it's ready, **reprint it** with CutePDF.

## I still need to work on my project.

5. Open a new slide show. Click your mouse here.
6. Click on **Edit**. Click on **Paste**. (Or click the **Paste button**.)
7. Your other slides should appear.
8. Save your new show a name that indicates whether it's part I, part II, etc.

