Collaborative presentation tools

Option 1: PowerPoint online
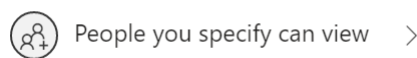This is provided by the University, and you can access it via http://www.office365.ed.ac.uk/
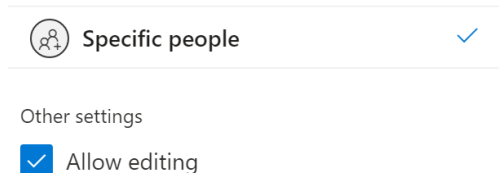
Sharing a presentation
Once you are in to PowerPoint, select "New blank presentation".

Then at the top right of the editing window, you can click the Share button to give access to your groupmates.

To give them editing ability, click:

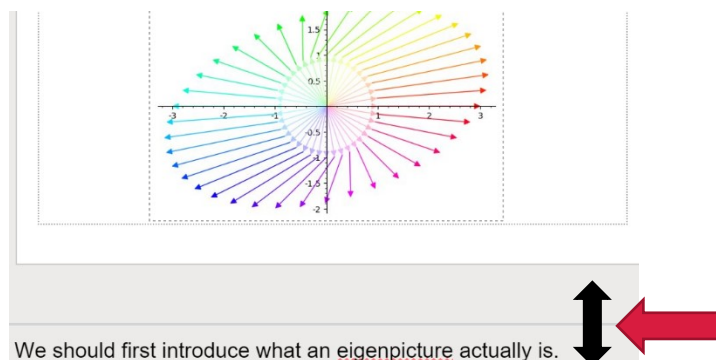And make sure that the "allow editing" option is ticked:

Click "Apply" and then enter the names or emails of your groupmates to give them access.
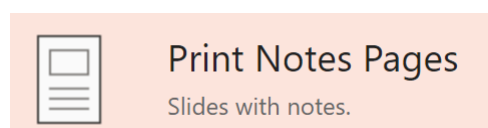
Adding a transcript

From the menu, click *View* then *Notes*:

The notes window appears below the slide – it may be quite small, but you can drag the line at the top of the notes window to make it bigger:

Downloading a PDF
From the menu, click *File* then *Print* then select *Print Notes Pages*:

This will produce a PDF copy of your slides with the notes below.

Option 2: Google Drive

This is a popular option too, but check that everyone in your group has access first: https://drive.google.com/

Sharing a presentation

Start a new presentation by clicking **New** [+ New] then select **Google Slides > Blank presentation.**

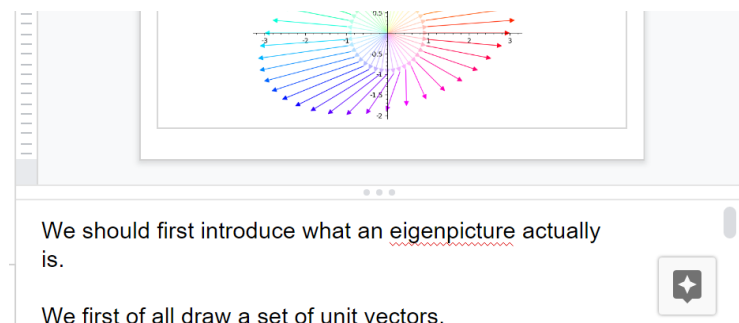Click on **Share** at the top right [🔒 Share] then on the window that appears, add your groupmates' details. Make sure that the "Can edit" option is selected:
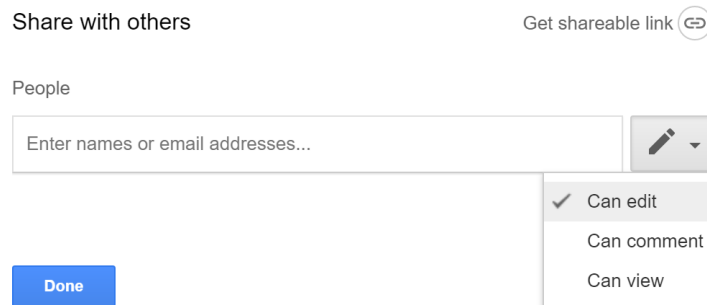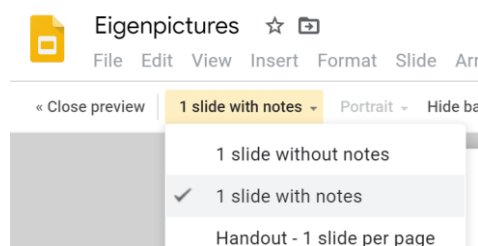

Adding a transcript

Speaker notes appear below the slide:

(If you don't see them, select **View > Show speaker notes** from the menu.)

Downloading a PDF

From the menu, click **File** then **Print settings and preview.** On the toolbar, change **1 slide without notes** to **1 slide with notes**:

Then select **Download as PDF** from the toolbar.

Option 3: PowerPoint (or other software) and swapping files by email

If you want to work offline, you could divide up the task within the group, and each work on separate slides remotely. Each person might want to use a different tool, e.g. PowerPoint installed locally, or free alternatives like OpenOffice Impress (https://www.openoffice.org/product/impress.html).

Just make sure that whatever software you use, is able to produce a .pptx version, which you could use to share the pieces.

It can then be one person's job to join all the slides together at the end, and produce the PDF showing the slides and notes.