Work on a presentation at the same time as your colleagues

Applies to: Microsoft PowerPoint 2010

In Microsoft PowerPoint 2010, multiple authors can simultaneously change the same presentation stored on a server.

Overview of co-authoring

Co-authoring enables you and other collaborators to change a presentation at the same time, instead of having to do so separately. It also prevents anyone from being "locked out" of a file that is being used by or that is checked out to someone else. You and your co-authors no longer have to take turns editing a presentation and then merge different versions of the presentation together.

You can use SharePoint Foundation 2010, Microsoft SharePoint Server 2010, or Microsoft Office Live Workspace to host and store your presentation. The server keeps a central copy of the presentation and records edits from multiple authors. You and your co-authors can see who is editing the presentation and where in the document they are working, and their changes get merged into your presentation.

Earlier versions of PowerPoint do not support co-authoring. To take advantage of this new feature, all co-authors must have PowerPoint 2010 installed on their computers.

Co-author a presentation

1. In PowerPoint 2010, open the presentation that is stored on the server.

   NOTE   When one or more other authors does the same, a notification appears in the status bar at the bottom of PowerPoint, together with the total number of co-authors currently working on the presentation. To see the names of the co-authors, click the number in the status bar.
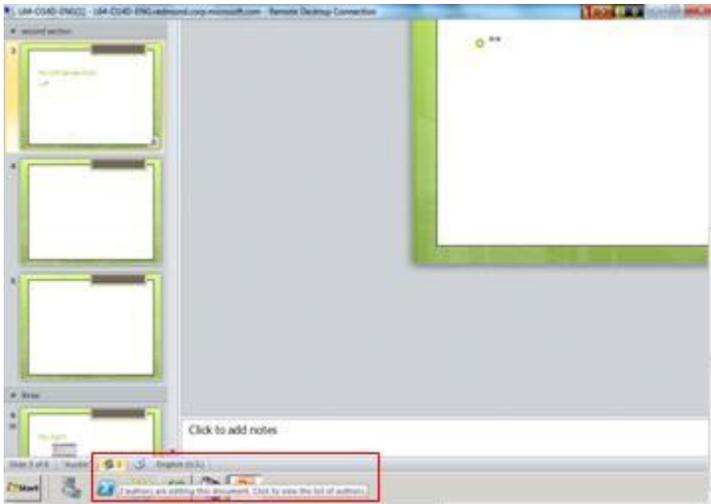
2. On the **View** tab, in the **Presentation Views** group, click **Normal** to view your presentation in Normal view.

3. In the left pane that contains the Outline and Slides tabs, on the **Slides** tab, a small icon appears on the lower-right corner of the slide thumbnail that indicates that a co-author is making changes to that slide. Click the icon to see the name of the co-author.

    NOTES

- Another way to see the names of the co-authors of the presentation is to click the **File** tab, and then click **Info** on the left side of the screen. The names of the co-authors appear in the middle pane.
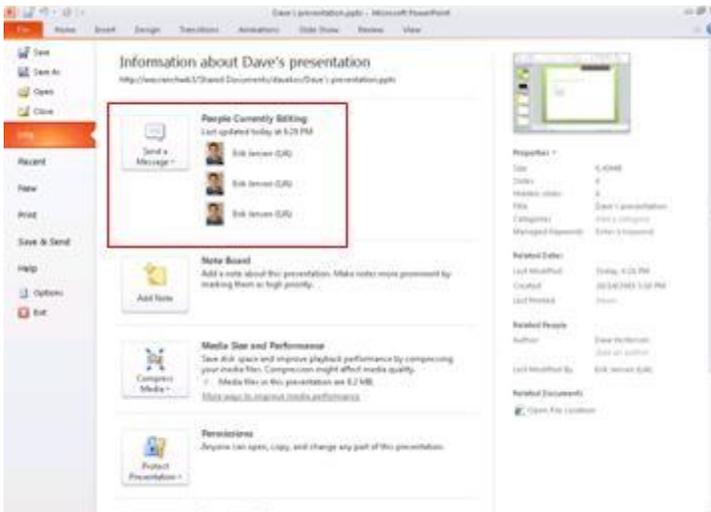

- To send an e-mail message or instant message to your co-authors, click **Send a Message**, and then click **Send an E-mail Message** or **Send an Instant Message**.

- When another author saves their changes, PowerPoint notifies you, the original author of the presentation, that changes have been made. On the pane that contains the Outline and Slides tabs, on the **Slides** tab, an icon appears in the lower-right corner of the slide thumbnail that was changed.
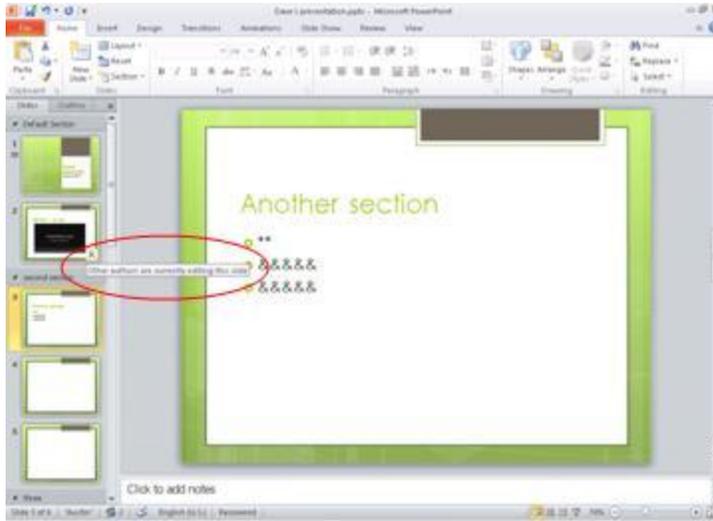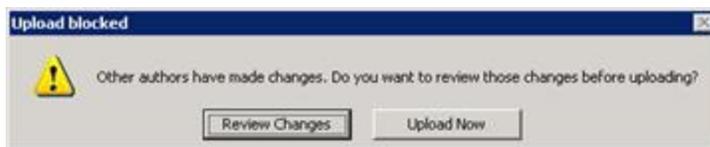

Review changes made by other authors

1. To see whether other authors have changed your presentation, click the **File** tab and then click **Info**. Then, next to **Document Updates Available**, click **Save**, and then click **Save and Review**.
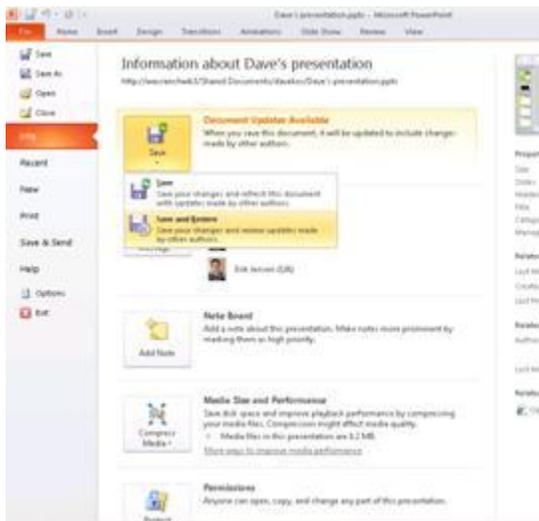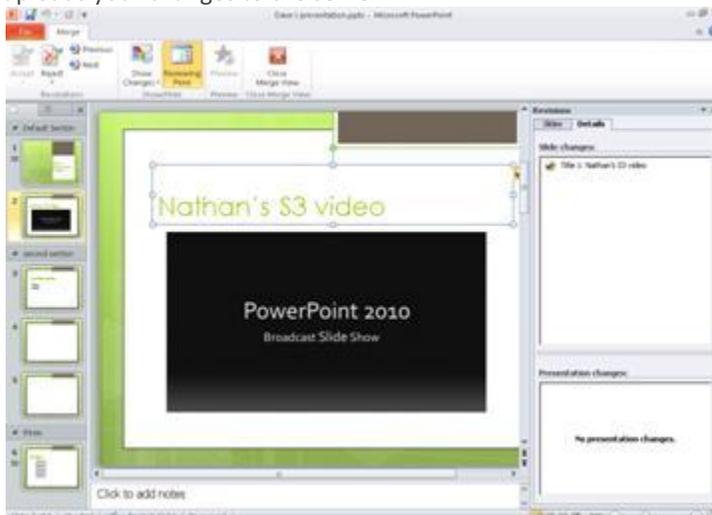

2. Then, to see the changes that other authors made, click **Review Changes**.

3. When you click **Review Changes**, PowerPoint opens a new tab, which is named the **Merge** tab, on the ribbon and a **Revisions** pane on the right side of the PowerPoint window. The Revisions pane contains a **Slides** tab that lists the slides that other authors changed, and a **Details** tab that lists the changes to the currently displayed slide.

> On the **Merge** tab, you can use the buttons in the **Resolutions** group to show next and previous changes made by other authors, and accept or reject those changes. To exit Merge view, click **Close Merge View**.

> NOTE   While in Merge view, you cannot merge in new updates from other authors or upload changes to the server. You must complete your review by clicking **Close Merge View**, which then automatically uploads your changes to the server.

Configure PowerPoint to notify you each time authors make changes

If you always want to review (and then accept or reject) changes that other authors make to all PowerPoint 2010 presentations that you work on, instead of having changes merged with your presentations without notification, do the following:

1. Click the **File** tab.

2. Click **Options** on the left side of the screen, and then in the **PowerPoint Options** dialog box, click **Save**.

3. Under **File merge options for shared document collaboration server files**, select the **Show detailed merge changes when a merge occurs** check box.