



# How to Download and Save a Working Copy of Your Presentation

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## **Please take NOTE:**

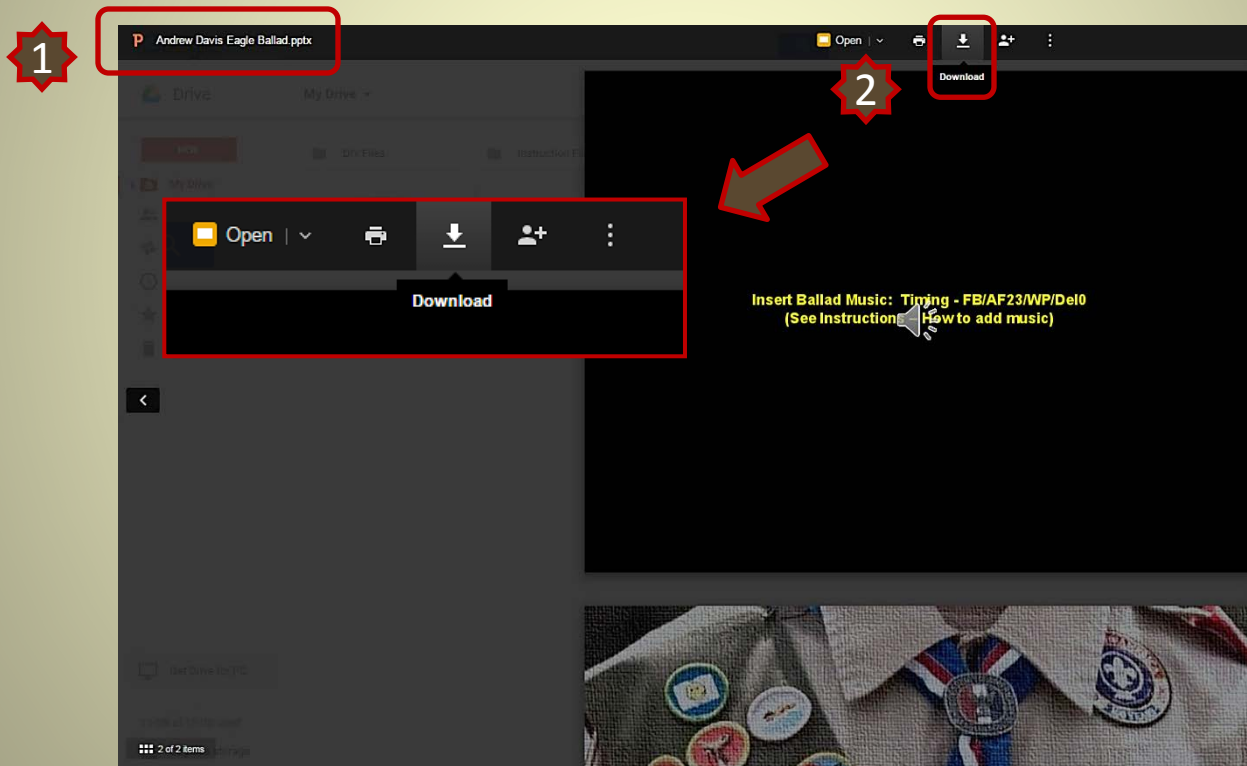
**This tutorial has been designed to show you how you can create the Ballad of an Eagle Scout presentation using Microsoft Power Point 2010. Other versions of Microsoft Power Point such as 2003, 2007 and 2013 are available, however, some have experienced issues using these versions. For best results you should use Microsoft Power Point 2010.**

**This tutorial also demonstrates how to design the Ballad of an Eagle Scout presentation using the original music score “Men of Honor” by Randy Edelman. This presentation is “Timed” to this music. If you wish to use a different sound track for the presentation you will need to “re-time” the presentation to fit your new sound track.**

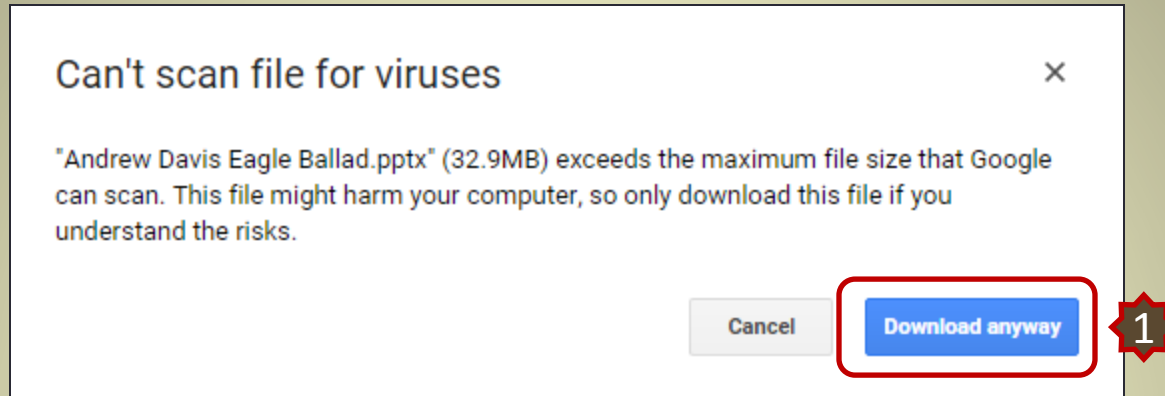
1. Click on the link you receive from Scoutworks.

example: <https://drive.google.com/file/d/0ByxSFVYJncHhk/view?usp=sharing>

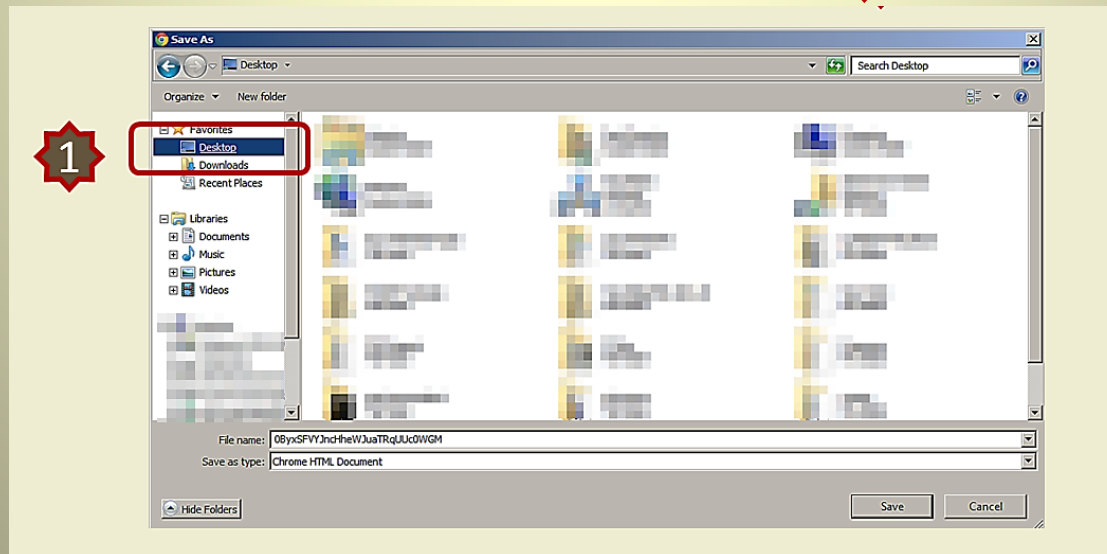
2. Verify that the presentation is correct **1**. Select [Download] **2**.



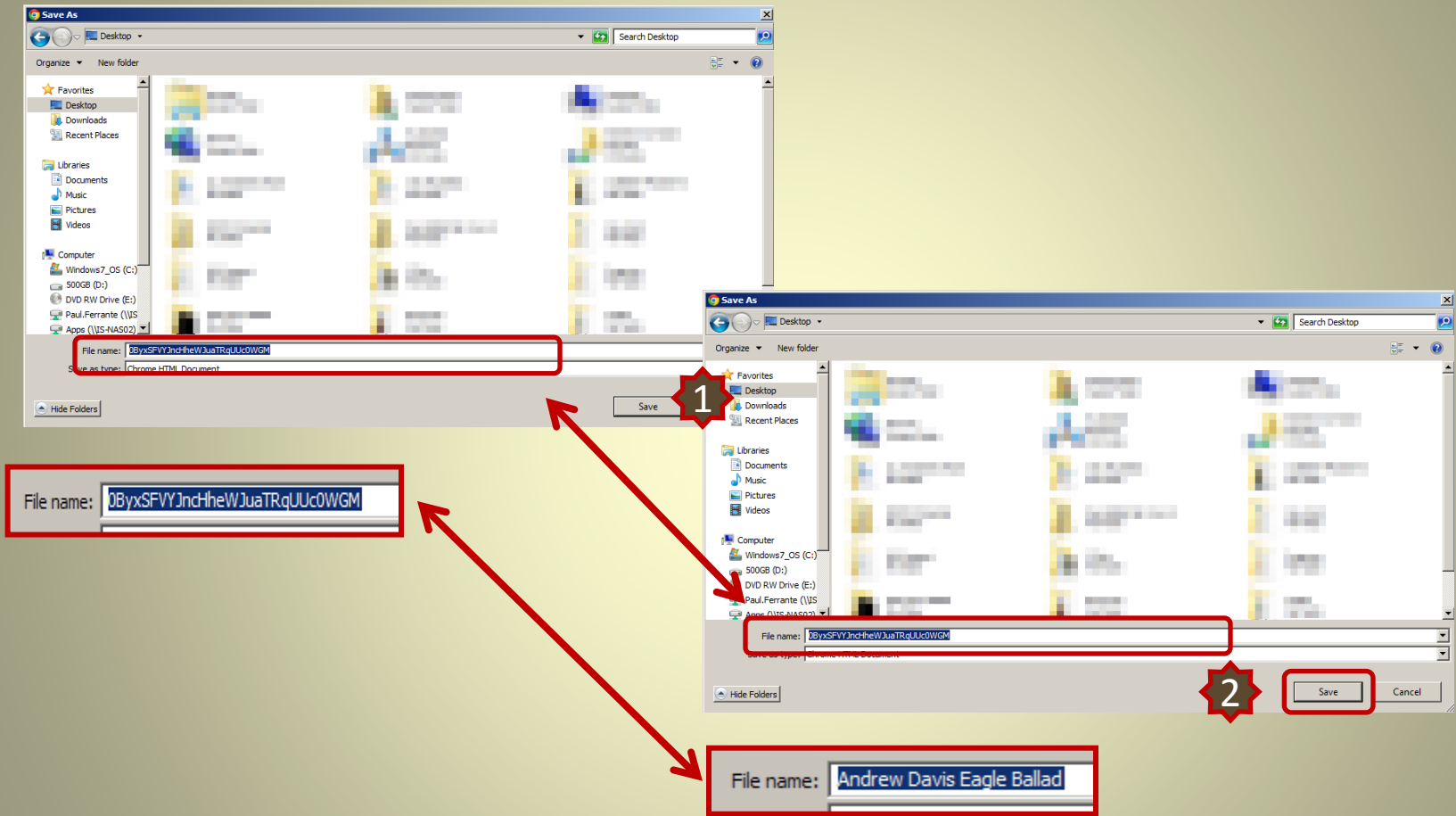
3. If the below message appears select [Download anyway] **1**. This message may appear because of the file size.



4. When the [Save As] dialog box appears select [Desktop] **1**.



5. Rename your presentation **1** and select [Save] **2**.



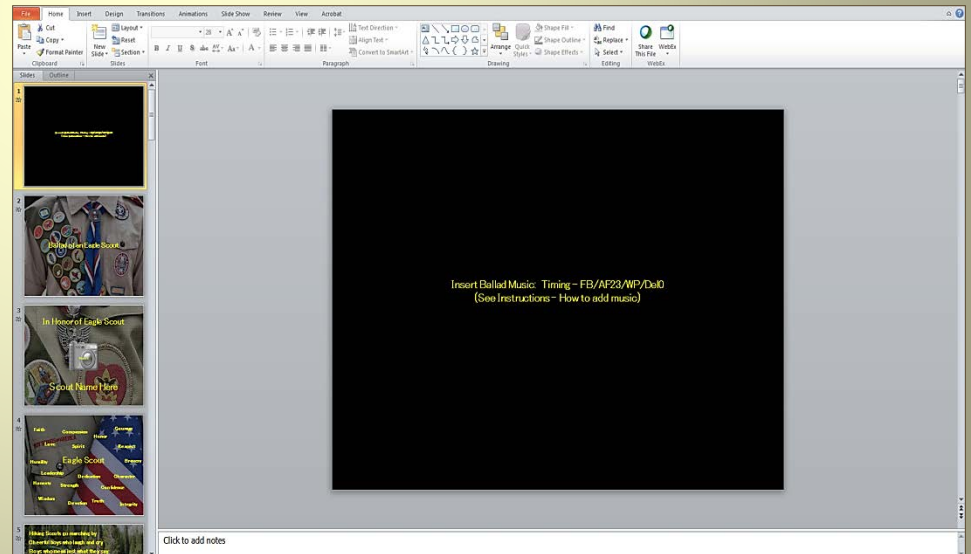
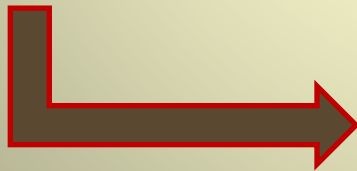
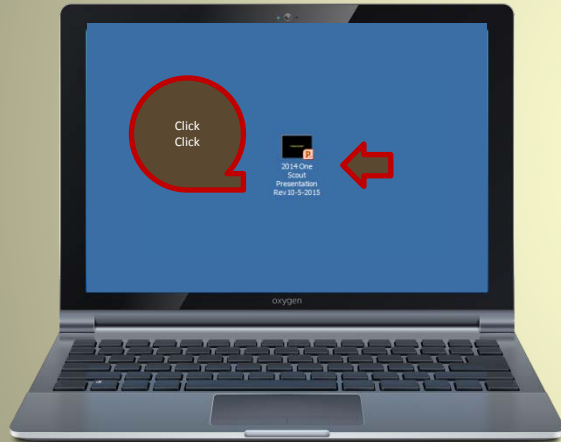
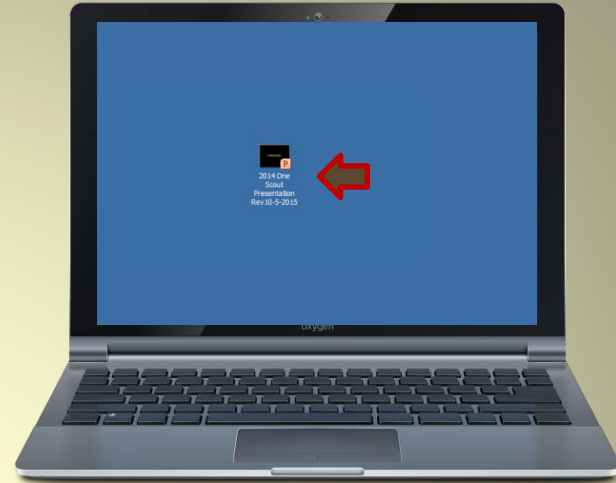
5. Your presentation will now appear on your desktop **1**.





# Save a Working Copy

1. Double Click the presentation to open it.



2. Select **1** “File” **2** “Save As” **3** “Rename your project” and **4** “Save”. This is the project you will edit to make your own. The original presentation should be kept as backup in the event you have issues. You can always go back to the original and start over.

The screenshot illustrates the process of saving a presentation in Microsoft PowerPoint 2010. The main window shows the 'File' menu open, with the 'Save As' option highlighted. The 'Save As' dialog box is also open, showing the file name '2014 One Scout Presentation Rev10-5-2015.pptx' and the file type 'PowerPoint Presentation (\*.pptx)'. The 'Save' button is highlighted in the dialog box.

Numbered callouts indicate the steps:

- 1**: Click the 'File' menu.
- 2**: Click 'Save As' in the File menu.
- 3**: Enter the new file name in the 'Save As' dialog box.
- 4**: Click the 'Save' button in the 'Save As' dialog box.



Thank you for choosing to Honor Your Eagle Scout with our presentation.  
If you have any questions regarding this tutorial please send us an email at:

**Scoutworks@gmail.com**

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