

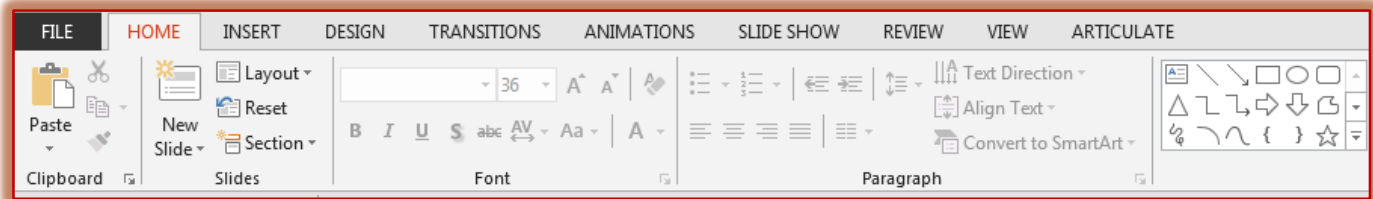
## FILE TAB-BACKSTAGE VIEW

Backstage view is the area where files and data about them is managed – creating, saving, printing, sending to others, inspecting for hidden metadata or personal information, and setting options.

The Ribbon contains the set of commands for working **in** a document, while the Microsoft Office Backstage view is the set of commands you use to do things **to** a document.

To access Backstage View:

- ✦ Open a presentation.
- ✦ Click the **File** tab (see illustration below).



- ✦ The **Backstage View** will display.
- ✦ The options and categories under this view are explained in the table below.

Option	Description
<b>Info</b>	This tab displays different commands, properties, and metadata depending on the state of the presentation and where it is stored. Commands on this tab can include <b>Permissions</b> , <b>Prepare for Sharing</b> , and <b>Versions</b> .
<b>New</b>	This category will provide a list of different templates, including Blank Document, which can be used to create a new document.
<b>Open</b>	Click this option to open a previously saved document.
<b>Save</b>	Use this option to save a document when it is first created. If this option is clicked after a document has been created, the older version of the document will be replaced with the newer version.
<b>Save As</b>	This option is used to save a previously saved document under a new name or to a new location.
<b>Print</b>	Use this category to access the options for printing a document. A preview of the document will appear in this view.
<b>Share</b>	Select this option to send a presentation as an email attachment. The presentation can be send as a PDF, XPS, or as a regular presentation.
<b>Export</b>	This option is used to save the presentation as a PDF or XPS document. This is also the area where presentations are packaged for a CD, handouts can be created, or to change the file type.
<b>Close</b>	To close a document, click this option
<b>Account</b>	Use this area to change the Office Theme and Office Background.
<b>Options</b>	This area is used to change the PowerPoint options. Changes in this area will not change when the program is exited and/or when a new presentation is created.

**TIP:** To quickly return to your document from **Backstage View**, click the **Arrow** at the top of the **Panel**.