














Feature	Benefit
 PowerPoint library	Maintain a local library of your PowerPoint files, where individual slides are readily accessible
 Preview individual slides	Quickly toggle from one presentation to another, and preview individual slides
 Drag & drop to create new presentations	Drag and drop individual slides into the New to create a new presentation
 Apply master templates	Drag & drop any slide to apply that template throughout the new presentation
 Search	Keyword search the entire library by presentation name, title, content and speaker notes
 Video library	Maintain a library of video files
 Preview video	Click on video file name, and it will open in the slide view window
 Automate video to run full-screen	Video automatically formats to run as a full-screen slide in PowerPoint.
 Share Presentations and video	Uploads PowerPoint, video and other files directly to the PPTshare secure site. IT creates an encrypted link that users can then send to clients and colleagues
 Share History	Maintains a log of all presentations and files shared
 View Slide Show	Open PowerPoint slide show directly from the library. Ensures that video links remain intact
 Edit in PowerPoint	Users can edit their presentations in PowerPoint
 Synchronize with PPTshare Online Library	Ensures individual users have the most-up-to-date versions of presentations and video. Downloads PowerPoint and video files directly from the PPTshare Online Library