

# A NETchi Guide to File Safekeeping

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## Summary:

In our job as Native English Teachers in the Republic of Korea, we take on many different tasks. A lot of orientation training focuses on interacting with Korean culture and coworkers (that famous nunchi). Sometimes the focus on nunchi overshadows the concept of how we (and Korea) interact with other Native English Teachers (I like to call NETchi). We share a lot of materials across the internet and chatrooms. Sometimes the practices of protecting work and giving credit where due gets swept under the rug. Here is a guide to help you retain some form of control and ownership over your own work.

- Many NETs work on computers using Korean Language PPT. I will show screenshots of Korean PPT, not English. I don't even have English PPT to take that kind of screenshot.
- Before deciding a method, think carefully as to your most pressing concern:

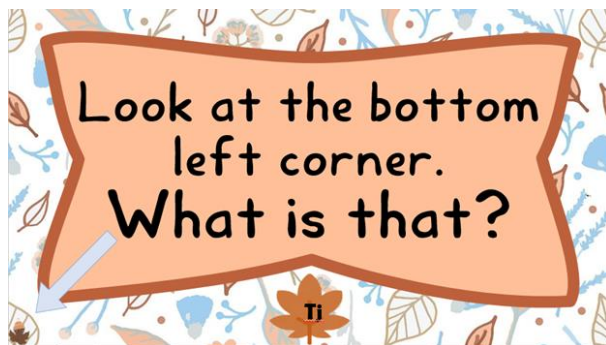
*Is it someone passing off work as yours?*

*Are you uncomfortable with your work being potentially uploaded outside your purview?*

If you'd like to share materials but retain credit for what you've done, perhaps a watermark.

If you don't want your work being shared but want/need it checked over, non-editable or non-functioning may work best for you.

## Watermarking:



You may have noticed that some creators 'watermark' their materials. Mine, for example, is a leaf. While my leaf is typically only on the title slide, some users choose to mark multiple or all slides of their ppts.

You and others are able to edit the actual content. You'll be able to swap vocabulary, photos, instructions, etc... there is simply a 'signature' in the background of your files.

However, like other methods, this is not foolproof. People can edit watermarks out and pass it off as their own. Depending on method, you'll have to think a bit more about the design (for both in this guide, you can accidentally cover your mark depending on location).

Here are two ways to watermark in PPT:

- [PPT SlideMaster](#)
- [Background](#).



Examples:

Teal:

SlideMaster (edited image)



Duskwish:

SlideMaster (image + text box)

**Dusk (2023)**

Tay's Teaching Toolkit:

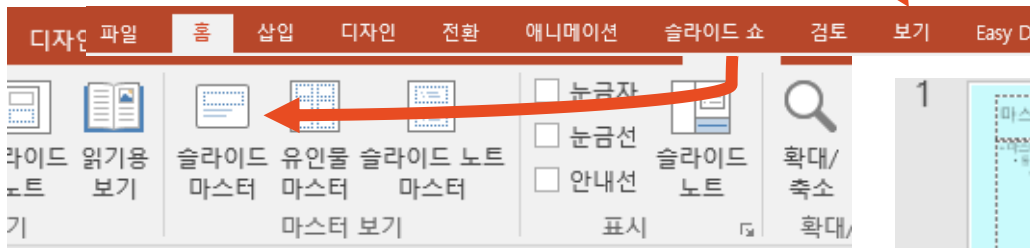
Background

Game template by [taysteachingtoolkit.com](http://taysteachingtoolkit.com)

(From Bad Luck Billy)

## SlideMaster:

On the PPT menu, click on 보기, then 슬라이드마스터



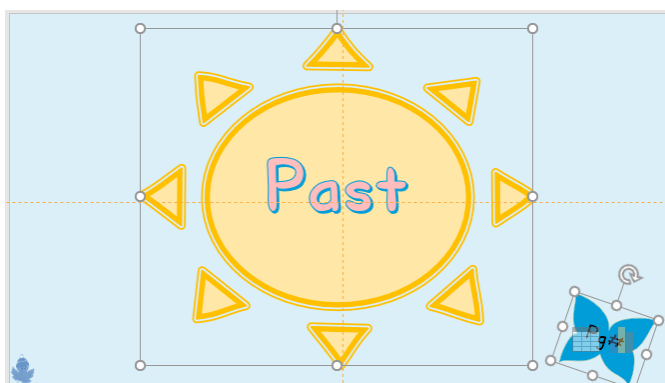
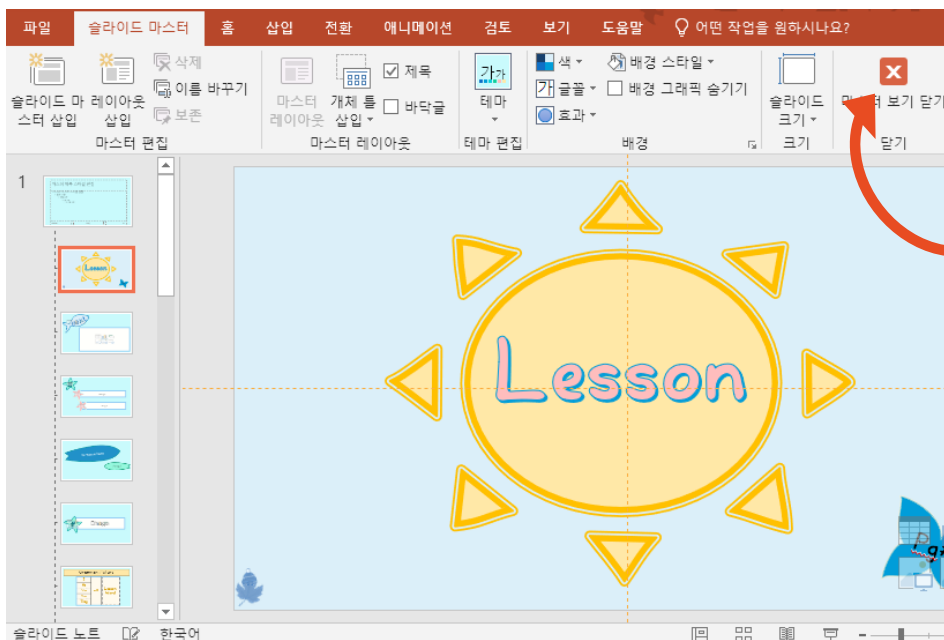
You'll see one slide template with sub-slides underneath. ANYTHING you add to the 'parent' slide is on the sub-slides.

Put it on the 'title' template if you only want it on the title slides.



Copy/paste the image and it will occur on all slides of that template.

Click the X to exit SlideMaster.



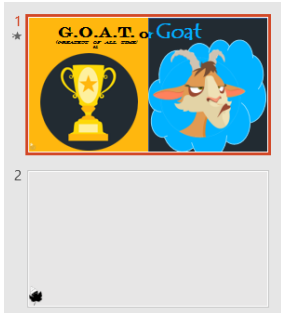
It is not selectable on the main view.

PROS: This is super quick, just a copy/paste and it'll appear on all the slides you want.

CONS: If someone knows about SlideMaster... they can delete it.

## Background:

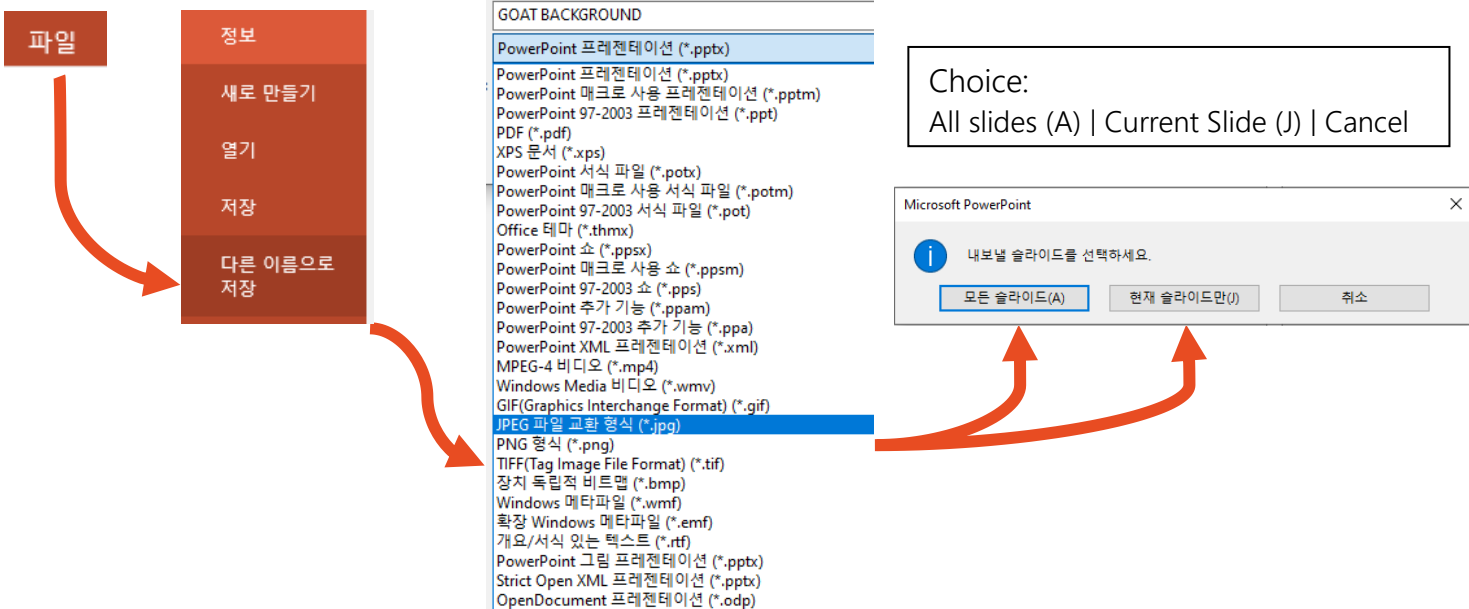
Some ppts' watermark cannot be removed without replacing the background. If you have photoshop, illustrator, etc. you can create one. THIS following is for those who wish to stay within PPT:



1: Create NON-MOVING or changing parts of your slides.

Example: I've made two main backgrounds for my PPT that I personally don't want edited. *You cannot animate any of this*, but alas, this is for tutorial purposes.

2. Click on File -> Save As -> JPEG



Congratulations: you can now set it as the PPT background. Do this for any/all the different backgrounds you create THEN add in the moving parts of your ppt!

See the next page if you need instructions on setting PPT backgrounds.

## Setting a Background

You don't HAVE to use SlideMaster. I simply recommend as it makes adding new slides easier.

**SlideMaster:**  
보기 -> 슬라이드 마스터 -> 배경 스타일.



**Regular: Design (디자인) -> 배경서식**



**배경 서식**

재우기

- ☐ 단색 채우기(S)
- ☐ 그라데이션 채우기(G)
- ☒ 그림 또는 질감 채우기(P) 1
- ☐ 패턴 채우기(A)
- ☐ 배경 그래픽 숨기기(H)

다음에서 그림 삽입:

파일(F)... 클립보드(C) 온라인(O)...

질감

투명도 0% 2

☒ 그림을 질감으로 바닥판식 배열(I)

오프셋 X(O) 0 pt

오프셋 Y(E) 0 pt

배율 X(X) 100%

배율 Y(Y) 100%

맞춤(L) 왼쪽 위

대칭 유형(M) 없음

☐ 도형과 함께 회전(W)

1. In the side panel, check the third option (그림 또는 질감 채우기)
2. Click file (파일)
3. Select the background you made
4. IF you want ALL slides the same background: click 모두 적용

GOAT BACKGROUND.jpg

모든 그림 (\*.emf;\*.wmf;\*.jpg;\*.\*)

도구(L) 열기(O) 취소

3

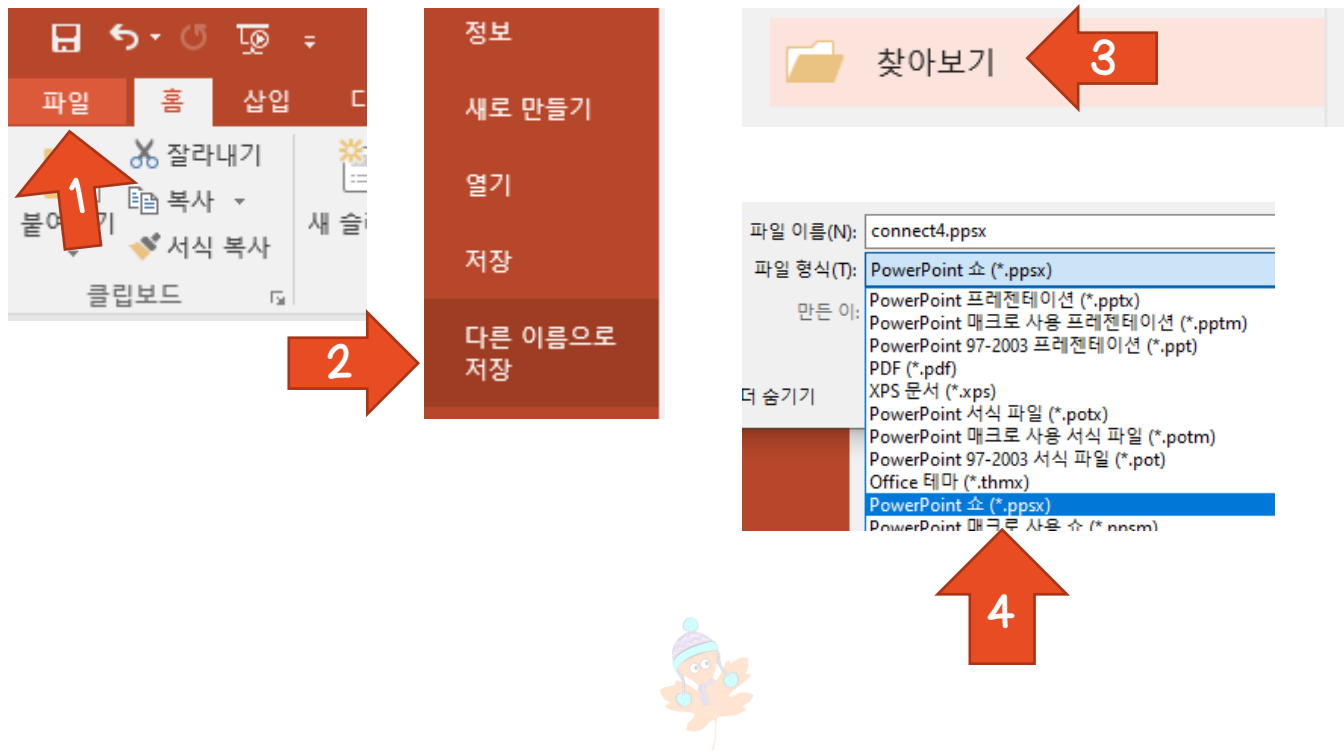
모두 적용(L) 배경 원래대로(B) Only this slide

All

## Show Files

This format is considered FUNCTIONAL but un-editable (to a point\*). Show files automatically open to the presentation itself (skipping the process of opening PowerPoint then playing the slideshow).

\*DISCLAIMER: If you send the file to others... they can still copy as a regular presentation.\*



## PDF

If you want nobody to be able to edit the presentation at all, you'll have to save it as a PDF. Follow the same steps as above except choosing .pdf instead of .ppsx



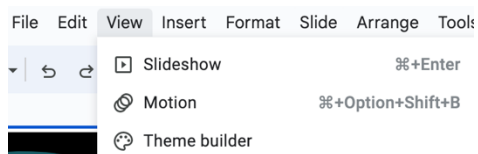
# Google Drive

**\*\*IMPORTANT\*\*** Sharing as 'view only' DOES NOT prevent ANYONE from copying your file and making changes and/or uploading. It only makes your personal copy uneditable to others.

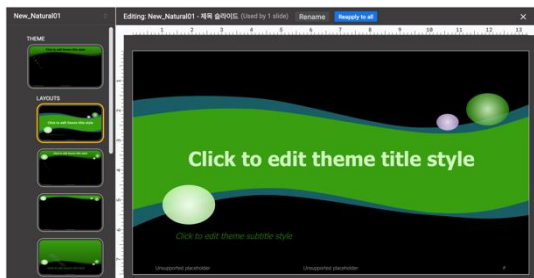
Your real options are: Watermarking and Non-downloadable sharing.

## Watermarking:

PPT:



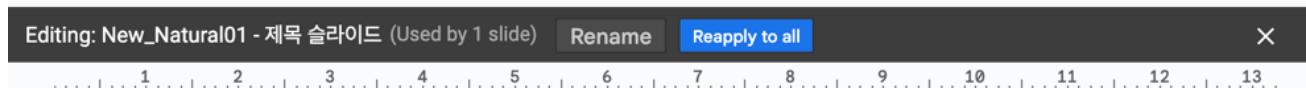
Those familiar with PPT's Slide Master may appreciate Google Slide's Theme Builder, as it is similar in function. Go to View on the top ribbon, then click Theme Builder.



This brings you to the Google version of SlideMaster.

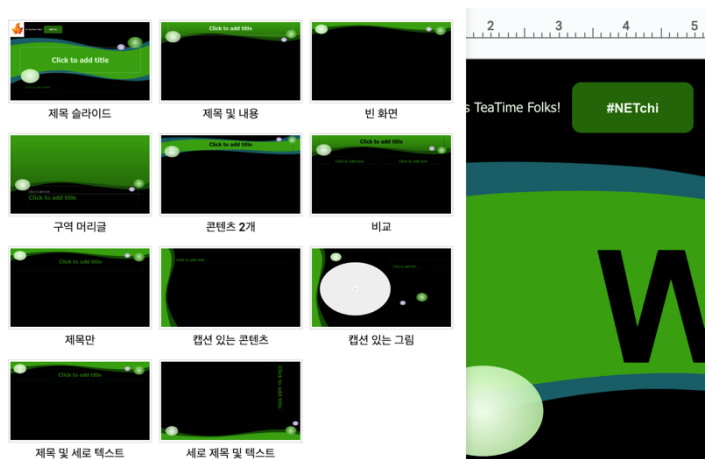
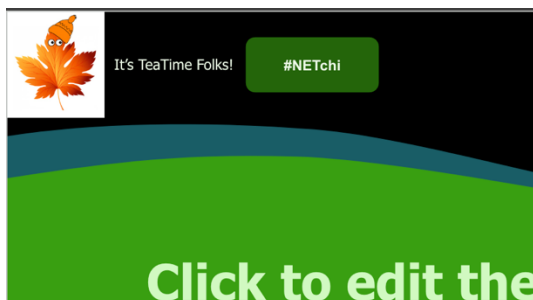
Whatever changes you make on a theme slide will change ALL slides of that style. Take, for example, my title slide style.

Like a regular slide, I added a picture, a text box, and a shape. Whatever your personal signature is, add it in.

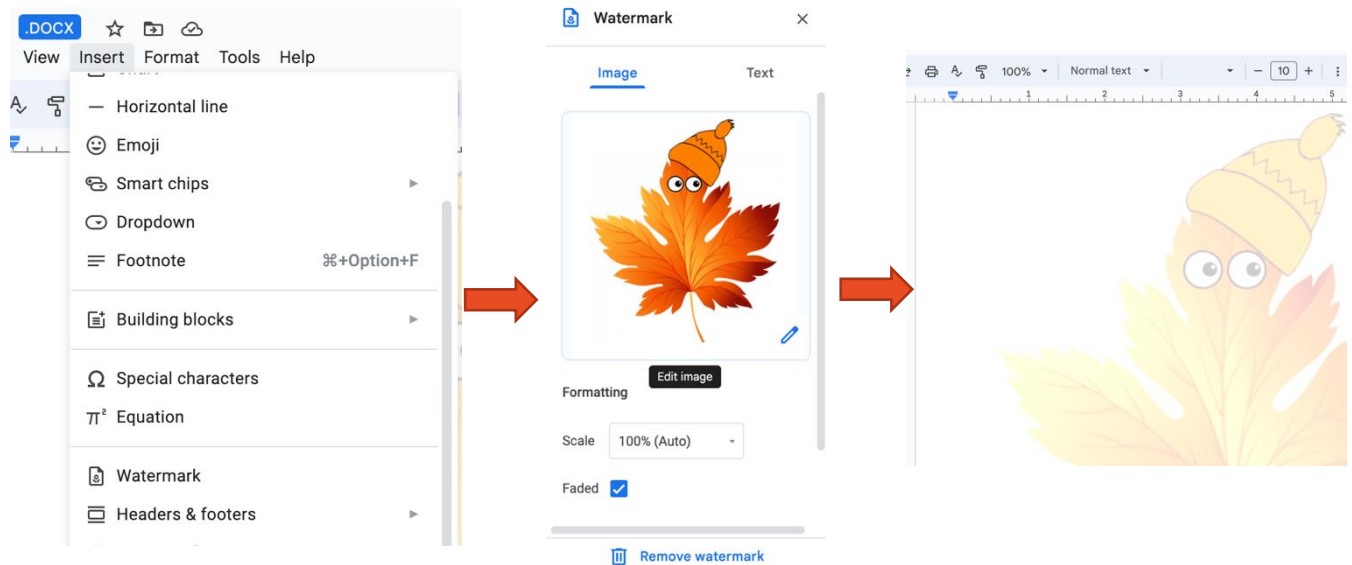


Click "reapply to all" if you have existing slides in your presentation.

These changes appear on all 'Title slides'. If you want your signature on every single slide, simply add it to the Theme slide on the very top instead of the individual styles.



Docs: Insert -> 'Watermark', add an image/text and customize placement and sizing.



### Locked Down:

This method is completely un-editable and undownloadable.

Click the *Share* button on the top right then the options gear. UNCHECK "Viewers and commenters can see the option to download, print and copy"



#### Share "Witch game.pptx"

##### People with access

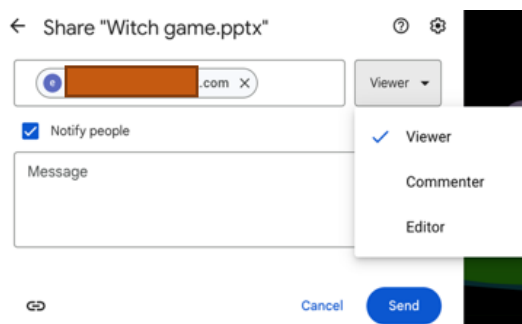
 @gmail.com	Owner
 @gmail.com	Viewer



#### Settings for "Witch game.pptx"

- ☒ Editors can change permissions and share
- ☐ Viewers and commenters can see the option to download, print, and copy

Add who you want to access the file MANUALLY. Send a link via email. They cannot download, share, copy, or edit the file. The user cannot share it without your account approving the share first.



#### Export options disabled

- New
- Open
- Make a copy
- Save as Google Slides
- Share
- Email
- Download
- Rename
- Move
- Add shortcut to Drive



Hey There, thanks for bearing with me!

Some Crediting:

## Watermark Examples:

Thanks [Duskwish](#) and [Tay's Teaching Toolkit](#).

## Font:

Thanks [Hello Literacy](#) for the 'Hello Tiffany' font.



*All PPT and Google screenshots were of my ([Tea!](#)) collection.*

