

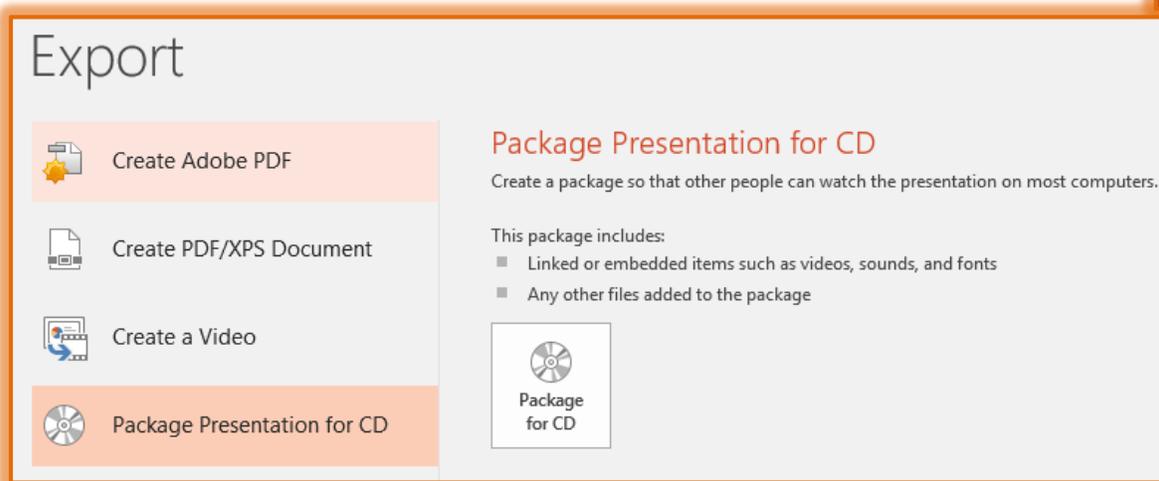
Package a Presentation for a CD

When taking a presentation to another location, it is not always possible to have a PowerPoint program available to present the show, which is not always necessary. PowerPoint provides a program called the PowerPoint Viewer that allows the presentation to be presented on a computer that does not contain PowerPoint. This is done through the **Package for CD** feature. This is also a good feature to use if a presentation contains links to other documents or presentations. The presentation can be stored on the local computer, a memory stick, or any other storage device.

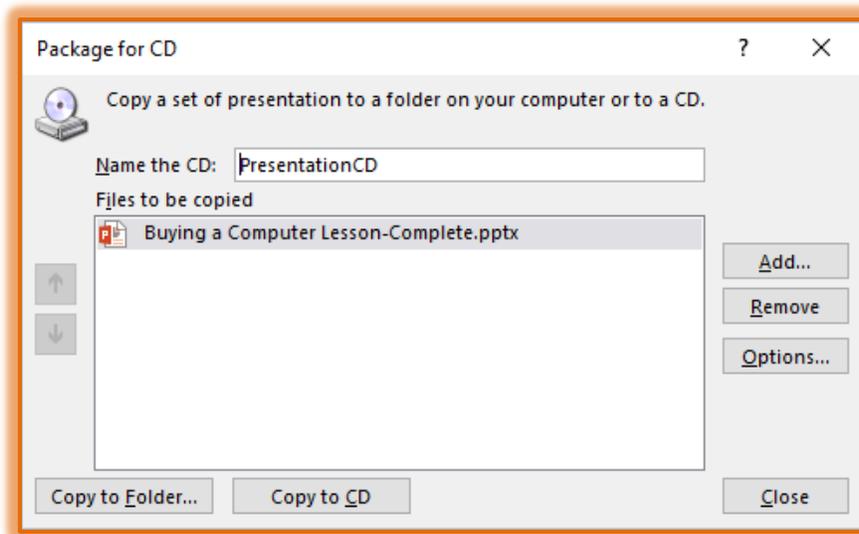
- ✦ Open the presentation that is to be packaged.
 - ✦ Make sure the **Storage Device** is inserted into the machine.
 - ✦ Make sure all the files for the presentation, including attachments, are all in the same folder.
 - ✦ When Packing a Presentation, make sure that all the files are copied at one time.
- ✦ Click the **File Tab**.
- ✦ Select the **Export** option.
- ✦ Select the **Package Presentation for CD** option in the **Export** window.
- ✦ Click the **Package for CD** button.

Export

Close

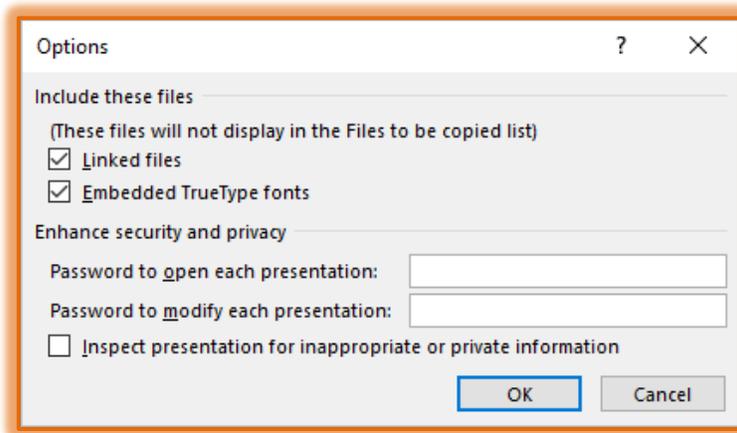


- ✦ The **Package for CD** dialog box will appear.

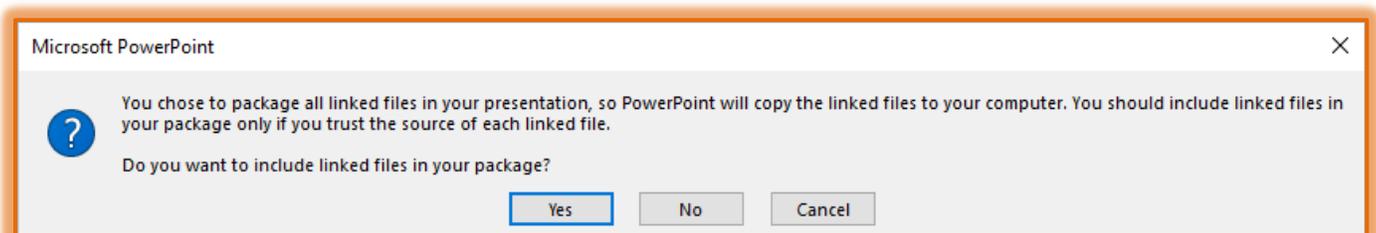


- ✦ In the **Name the CD** box, type a name for the CD.

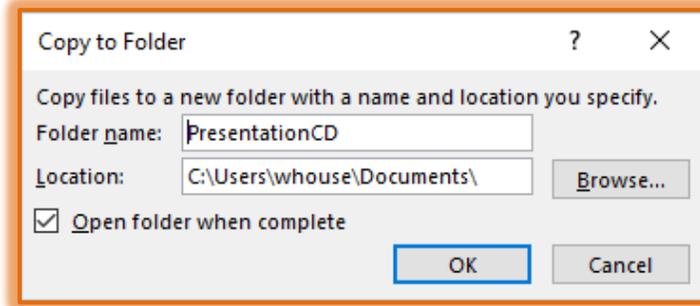
- ✦ To add more presentations or other files that aren't included automatically, click the **Add** button.
- ✦ The **Add Files** window will appear.
- ✦ Select a file from the folder where it is stored.
- ✦ Click **Open**.
- ✦ Continue this process until all the files have been added.
- ✦ Presentations will run automatically in the order in which they are listed in the **Files to be copied** list. To change the play order:
 - ✦ Select a presentation.
 - ✦ Click the **UP ARROW** or **DOWN ARROW** to move the presentation to a new position in the list.
 - ✦ The presentation that is currently open should already appear in the **Files to be copied** list.
 - ✦ Files linked to the presentation, such as graphic files, are included automatically, however, they do not appear in the **Files to be Copied** list.
- ✦ To remove a presentation, select it, and then click the **Remove** button.
- ✦ Click the **Options** button to change any default values.
- ✦ The **Options** dialog box will appear.



- ✦ Do any of the following:
 - ✦ To include linked files, click the **Linked files** check box.
 - ✦ To include **TrueType** fonts, click the **Embedded TrueType fonts** check box.
 - ✦ To prevent unauthorized viewing of the presentation insert a password into the appropriate boxes.
 - ✦ Click the **Inspect presentations for inappropriate or private information** check box to have the presentation inspected for hidden data or personal information.
 - ✦ To close the **Options** dialog box, click the **OK** button.
- ✦ Click **Copy to CD** to copy the presentation to a CD.
- ✦ If linked files are included, the message shown in the illustration will appear.



- ✚ To copy the file to a folder instead of a CD, click **Copy to Folder**.
- ✚ The **Copy to Folder** dialog box will appear.



- ✚ In the **Folder Name** box, input a name for the folder.
- ✚ Click the **Browse** button to specify a different folder location than the default.
- ✚ If the **Open folder when complete** option is selected, the folder where the files are saved will display when the dialog box is closed.
- ✚ Click **OK** to exit the **Copy to Folder** dialog box.
- ✚ Click **OK** again to exit the **Package for CD** dialog box.

NOTE: Because the **Microsoft Office PowerPoint Viewer** is included by default, the presentation can be run on a computer that does not have Microsoft PowerPoint installed.