

## Making Your Presentation Portable


It is a common practice to save a PowerPoint presentation in order to open it on another computer. You can save your packaged presentation to either a CD or a new folder on your computer or other media, such as a USB drive. PowerPoint's *Package for CD* feature allows you to include your linked files, and its *PowerPoint Viewer* ensures your presentation will operate most computers.

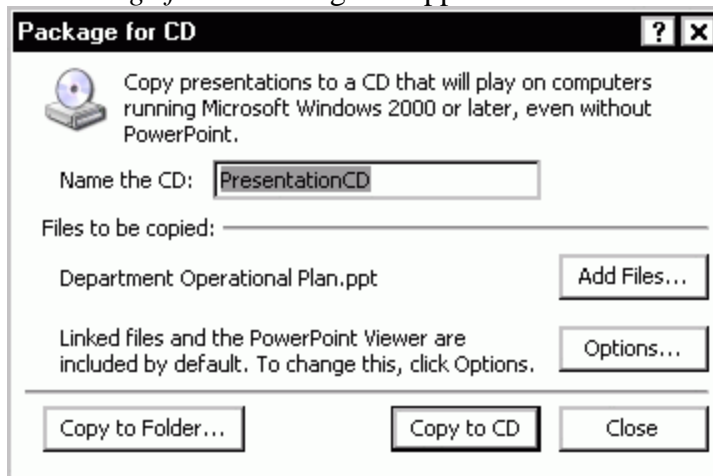
### Using “Package for CD”

PowerPoint's *Package for CD* dialog box will assist you with packing up your presentation. You can save your packaged presentation to either a CD or a new folder on your computer or other media, such as a USB drive. If you want to add security to your presentation, you can specify passwords to open or modify the file.

1. Open the PowerPoint presentation you wish to save

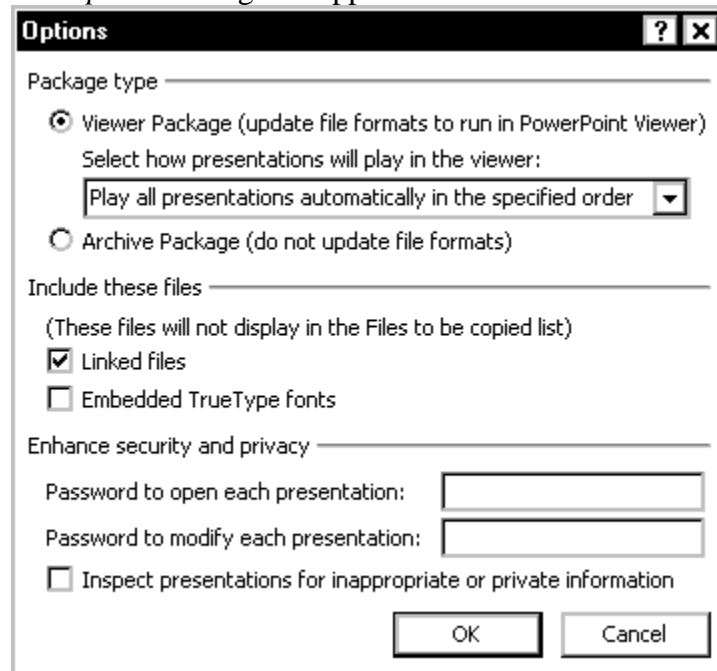


2. From the *Office* button , select **Publish** » select **Package for CD** the *Package for CD* dialog box appears.



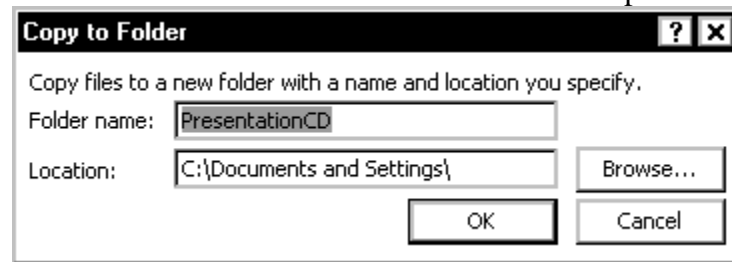
3. If you are saving your presentation to a CD, In the *Name the CD* text box, type a name for your disc  
NOTES: Presentations saved to a folder will title their folder in an upcoming step. This will not change the name of your presentation.
4. In the *Files to be copied* section, verify that the desired presentation is selected  
NOTE: By default, your linked files are included.
5. To include files not linked to your presentation,

- a. Click **ADD FILES...**  
The *Add Files* dialog box appears.
  - b. Use the *Look in* pull-down list to locate and select the desired file
  - c. Click **ADD**  
The *Package for CD* dialog box refreshes, showing the file(s) you've added
  - d. To add more files, repeat steps a-c
6. To specify a password for the presentation(s),
- a. Click **OPTIONS...**  
The *Options* dialog box appears.



- b. From the *Enhance security and privacy* section, create your password(s)
  - c. Click **OK**
7. To copy presentations to a CD,
- a. Insert a blank CD-R or CD-RW, or a CD-RW that has information that can be overwritten  
NOTE if a Windows dialog box appears providing options for using the CD, close the window or click **CANCEL**.
  - b. In the *Package for CD* dialog box, Click **COPY TO CD**  
A window will appear asking you if you want to save linked files with the presentation.
  - c. To save linked files to your CD, click **YES**  
To keep the files in their linked locations, click **NO**
- NOTES:  
Clicking NO will cause links to not work when presenting on another computer. The progress is displayed in the *Copying Files to CD* dialog box. When all files have been copied, a dialog box appears asking if you want to copy the files to another CD.

- d. To repeat the process with another CD, click **YES**  
To finish copying presentations to CDs; click **NO**  
the *Package for CD* dialog box reappears.
- e. Click **CLOSE**
8. To copy presentations to a folder,
  - a. Click **COPY TO FOLDER...**
  - b. The *Copy to Folder* dialog box appears.



- c. In the *Folder name* text box, type a name for the folder which will contain the presentation
- d. To navigate to and select the desired location, click **BROWSE...**  
**OR**  
In the *Location* text box, type the path where the folder will appear
- e. Click **OK**  
A window will appear asking you if you want to save linked files with the presentation.
- f. To save linked files to your CD, click **YES**  
To keep the files in their links' destinations, click **NO**  
NOTES:  
Clicking NO will cause links to not work when presenting on another computer.  
The presentation is saved to the specified folder.
- g. Click **CLOSE**

## Viewing a Packaged Presentation

After saving your packaged presentation to a CD or to your computer, accessing it is simple.

NOTE: You cannot edit the presentation from its packaged file.

1. If you have saved your PowerPoint presentation to a CD, insert it
2. From the *Start* menu, select **All Programs » Accessories » Windows Explorer**  
**OR**  
Right click the **START** menu » select *Explore*  
*Windows Explorer* opens.
3. In *Windows Explorer*, open the drive or folder where you saved your presentation
4. Double click **PPTVIEW.EXE**  
the *PowerPoint Viewer* appears.
5. Click **ACCEPT**  
the *Microsoft Office PowerPoint Viewer* dialog box appears.

6. Select the presentation to be viewed
7. Click **OPEN**  
the slide show begins.

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