

PowerPoint Package for CD (Windows)

PowerPoint presentations often include media files that are linked in the presentation. Since these links are document relative links, if the location of the presentation or the linked media files changes, the links become invalid. You will want to use the PowerPoint Package for CD feature to maintain the links in your presentation when you want to transfer the files from one computer to another. The files can be copied to any removable media or an alternate folder.

The following tutorial will require:

- Microsoft PowerPoint for Windows
- PowerPoint presentation
- Removable Media (optional)
- CD burner (optional)

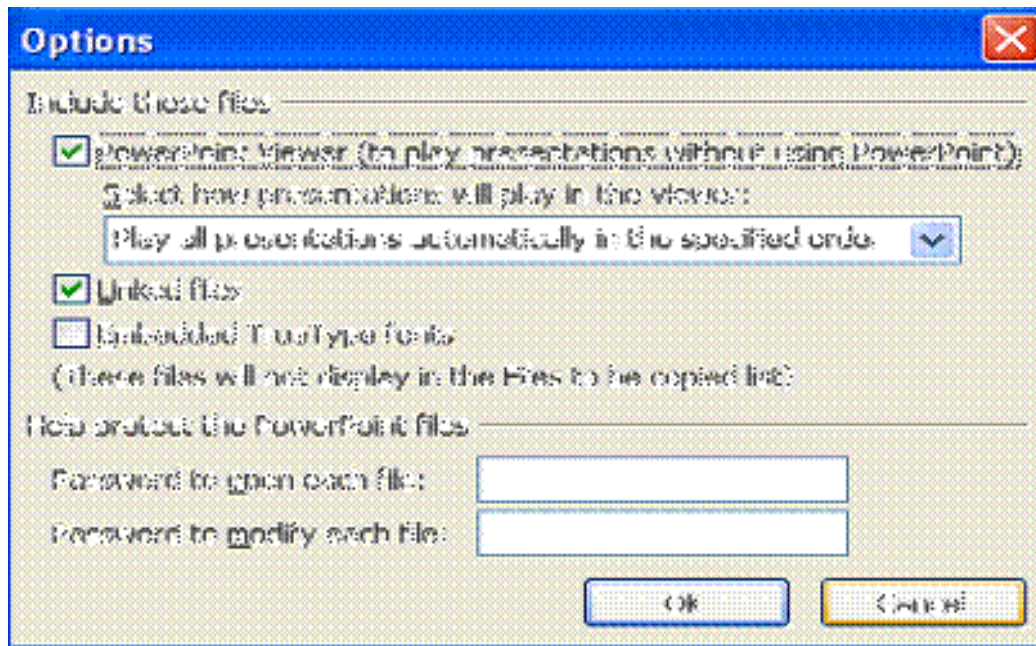
- **Initiating Package**

- First, open a PowerPoint presentation that contains linked media files.
- Next click on “File>Package for CD” on the menu bar along the top of the powerpoint window.

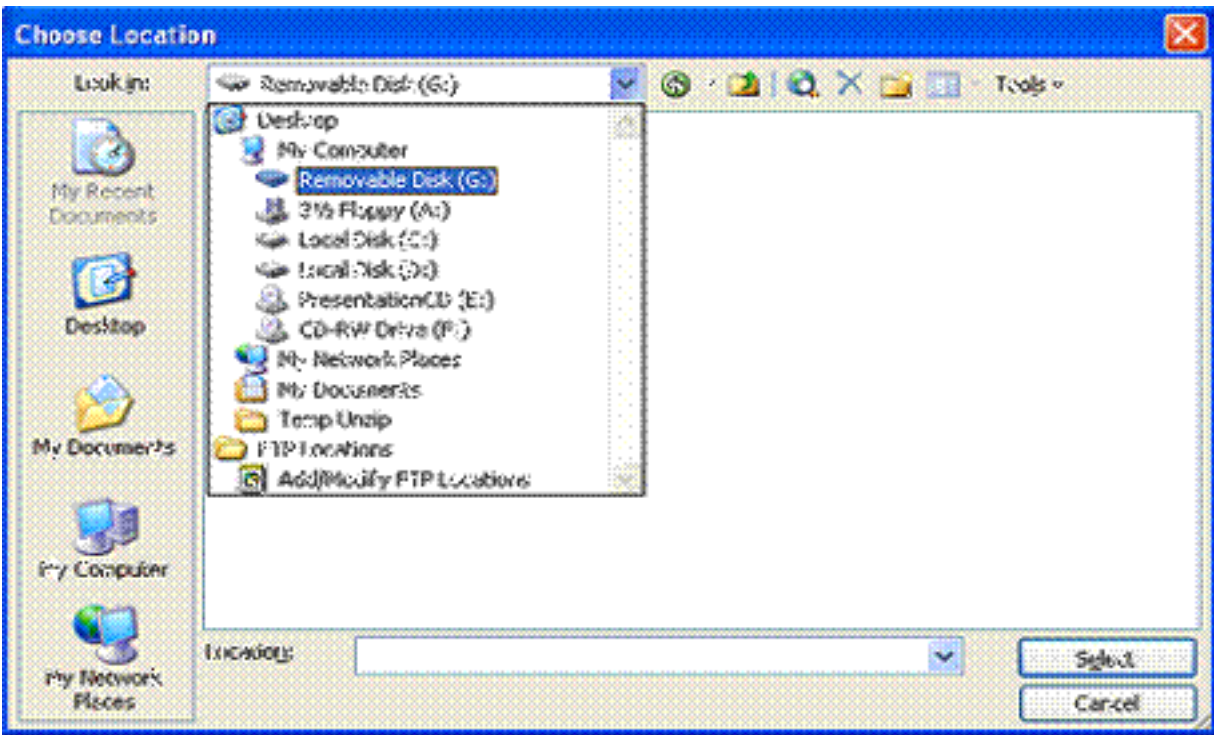


- Choosing presentations to be copied
 - The open presentation will be copied by default but others can be added as well.
- Choosing your package options
 - PowerPoint Viewer will be used by default so that presentations can be run on computers that do not have PowerPoint installed.

- Linked files are included by default so that your presentation and its included media content will function correctly.
- Embedded fonts are not installed by default. Enable this if you are worried that needed fonts will not be available on the computer that will be used to run the presentation.



- Decide where you want your files to be saved:
 - Choose “Copy to CD” to burn the files to a CD
 - All files will be copied automatically without further prompt and the CD will be closed to further additions. This new CD will autorun when double clicked from My Computer and PowerPoint Viewer will be used to view the presentation(s) unless you previously specified otherwise.
 - Choose “Copy to Folder” to copy your presentation to a folder on your computer or some form of removable media, such as a USB thumb drive or external hard drive.
 - Browse to the desired location that you wish for the files to be copied to



- Click Select
- Click Ok to begin copy