

Packaging a Power Point Presentation

The information below was taken from <http://support.microsoft.com/kb/828504>

This will explain how you do it with either version 2003 or 2007

To save a presentation as a package, follow these steps:

1. Start PowerPoint 2003 or PowerPoint 2007.
2. Open the PowerPoint presentation file that you want to move.
3. In PowerPoint 2003, click **File**, and then click **Package for CD**.

In PowerPoint 2007, click the **Microsoft Office Button**, point to **Publish**, and then click **Package for CD**.

Note This process packages the presentation for either a folder or a CD.

4. In the **Name the CD** box, type the name for your folder or your CD.
5. You can include more than one PowerPoint presentation file. If you want to include more files, click **Add Files**, and then select the additional files that you want to add.

Note By default, PowerPoint Viewer 2003 will play all files automatically in the order that is specified. You can specify the order that you want when you include additional files.

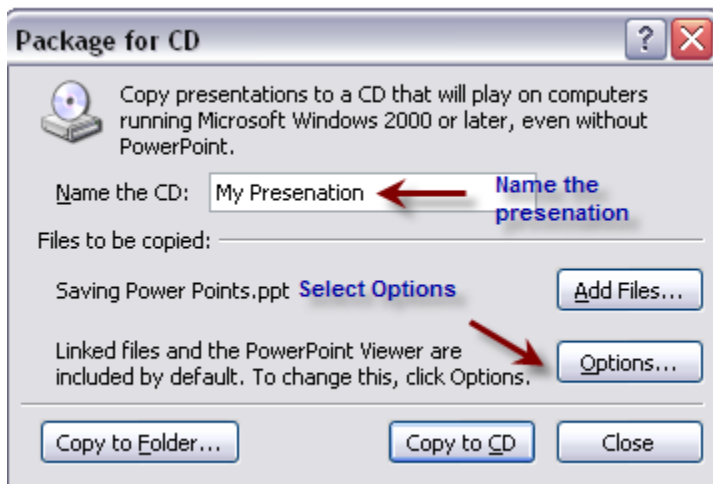
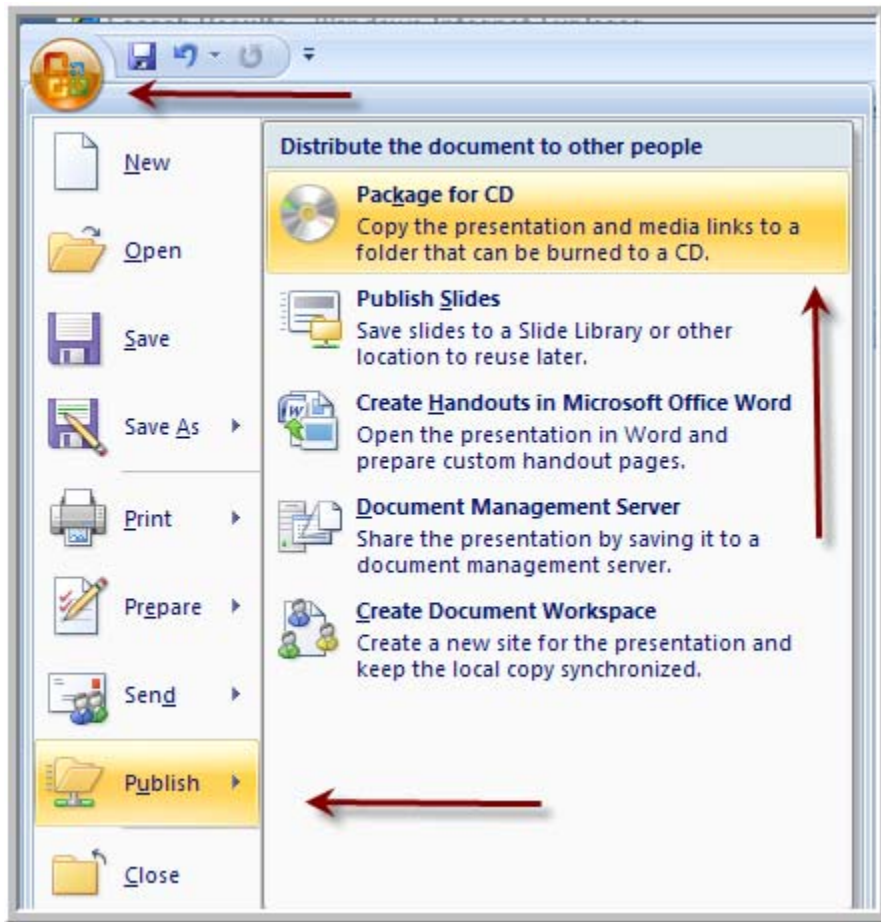
6. If you want, you can click **Options** to change the following settings:
 - o Include the PowerPoint Viewer
 - o Include linked files
 - o Embed TrueType fonts
 - o Use a password to help to protect the PowerPoint presentation
7. Click either the **Copy to Folder** button or the **Copy to CD** button.
8. If you click the **Copy to CD** button, the file will be copied to the CD.

If you click the **Copy to Folder** button, PowerPoint copies the files together with a name and a location that you specify.

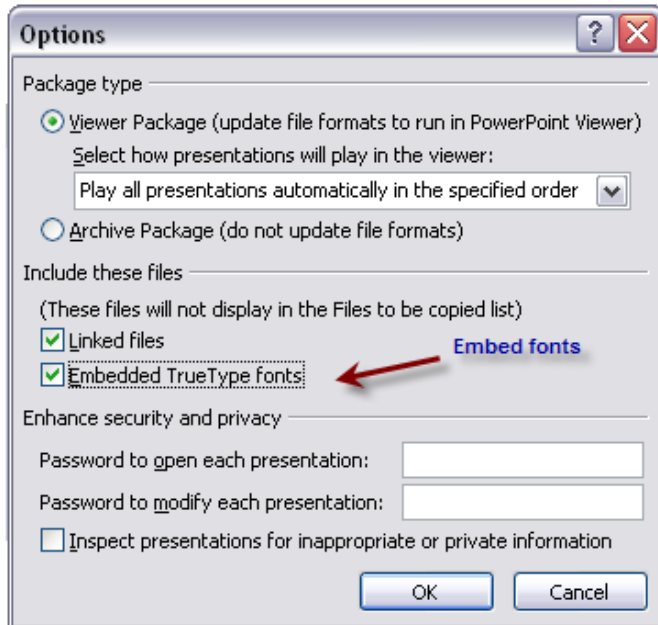
If you click the **Copy to Folder** button in step 7, you can now use a third-party CD-burning program to copy the files to a CD.

Note The PowerPoint Viewer 2003 package will play on computers that are running Microsoft Windows 98

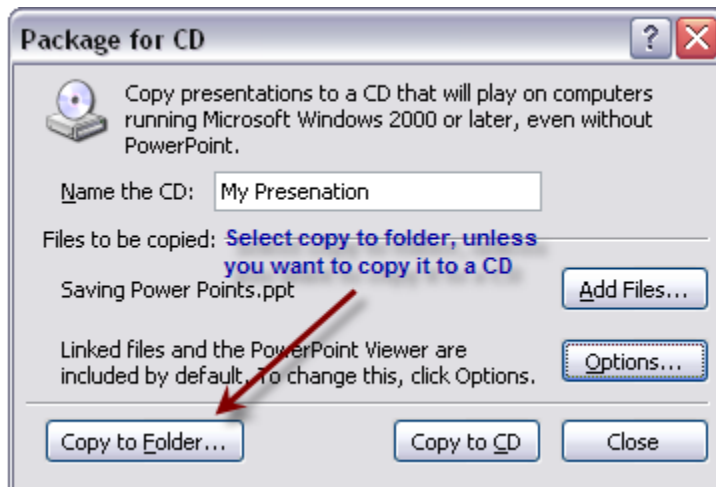
Second Edition or a later version of Windows. You do not have to have PowerPoint 2003 or PowerPoint 2007 to play these files.



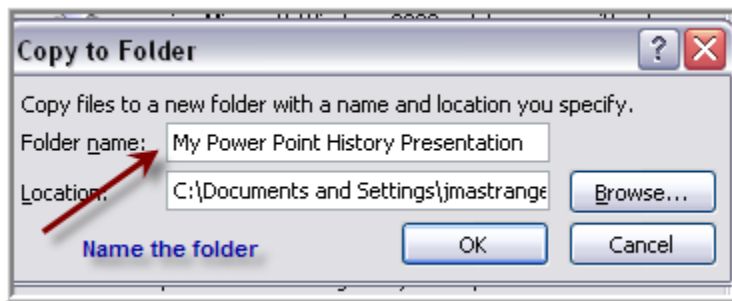
Select options and Embed Fonts



Use copy to folder, Unless you want to put it directly on a CD. If you want it to go to a flash drive do a copy to folder.

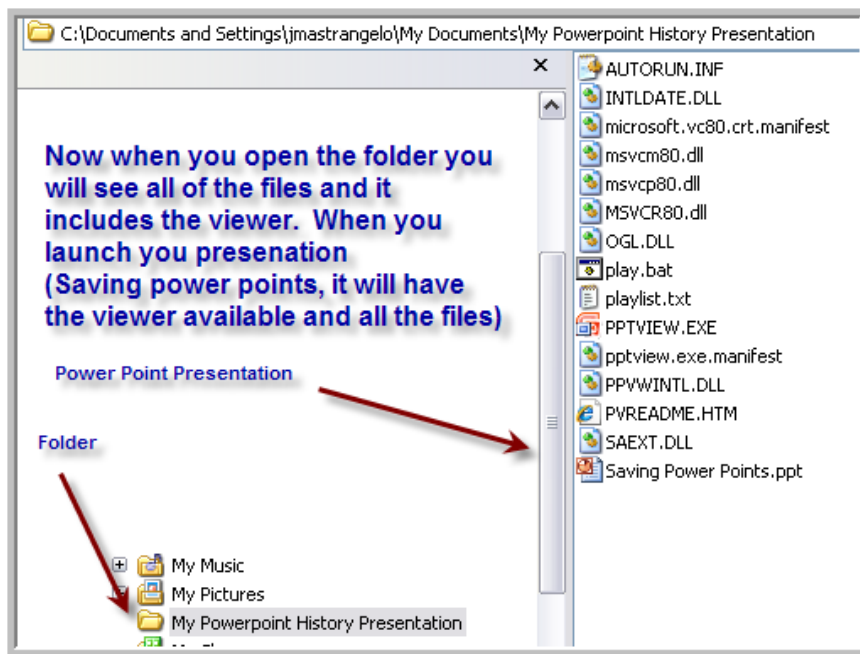


Name what you want the Folder to be called and Browse to a location.



When you click on OK, it will give you a warning that you are copying linked files and will ask if you trust the source. If you agree, select OK.

You can Close when done, or add another Powerpoint file if you want to select Add



Now you can copy the Entire Folder to Your Flash Drive. Remember copy the entire folder not just the presentation.