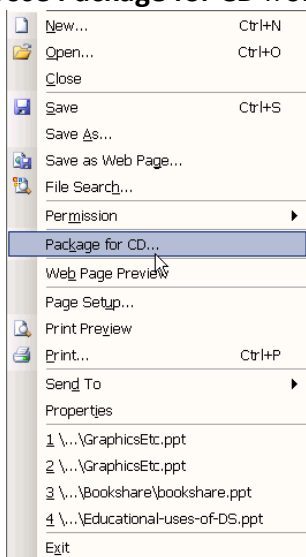


## Sharing PowerPoint Presentations in which you have used Video or Sound

If you use videos and sound in PowerPoint, you need to make sure that you keep all of those files together when sharing your presentation with others. An easy way to do this is to use the **Package for CD** command from the **File** menu (PowerPoint 2003).

With your presentation open in PowerPoint

- Choose **Package for CD** from the **File** menu



In PowerPoint 2003:

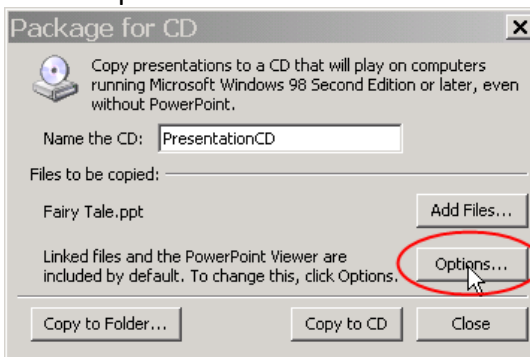
**Package for CD** is found in the **File** menu



In PowerPoint 2007:

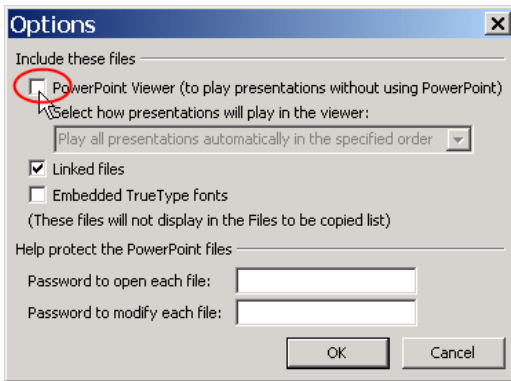
**Package for CD** is found by clicking on the Office button → **Publish**

- If you plan to share the presentation with people who have the PowerPoint software, then you can exclude the PowerPoint player from your “package.” The PowerPoint player is only needed to display the presentation on a computer that does not have PowerPoint installed.

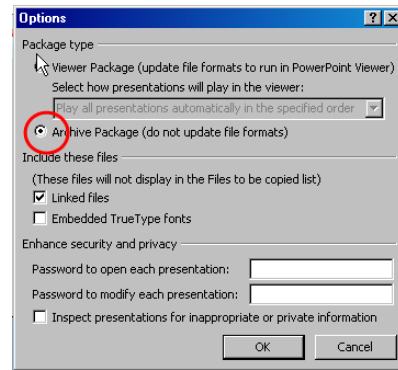


In the **Package for CD** dialog box Click **Options**

-

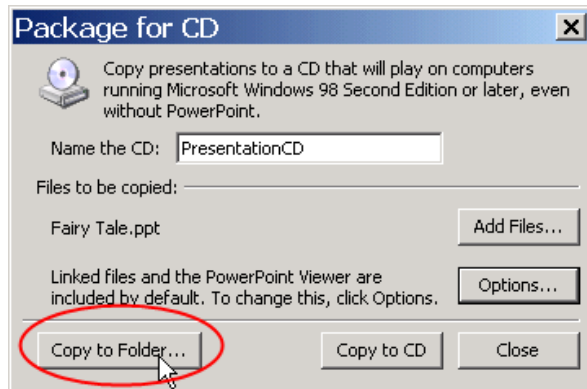


In PowerPoint 2003:  
 Uncheck the box next to **PowerPoint Viewer**

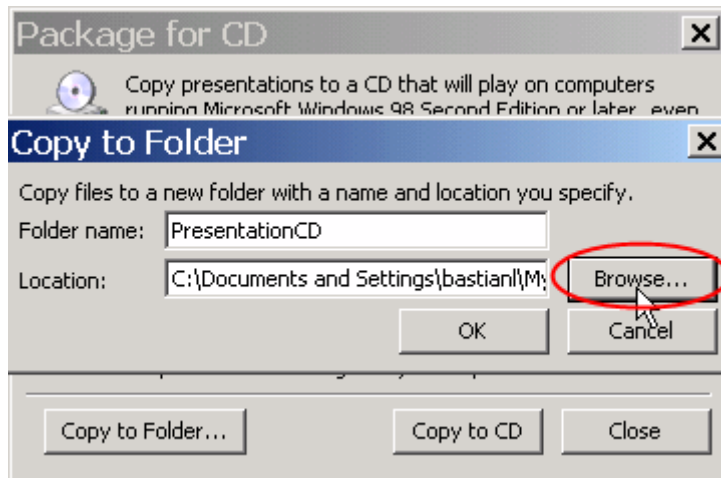


In PowerPoint 2007:  
 Check the radio button next to **Archive Package**

- Click **OK**
- Now to save your presentation in a folder with all the required supporting files, click **Copy to Folder...**



- Before clicking OK, make sure that you click on **Browse...** to specify where you want the folder to be saved. You can also name the folder whatever you like.



- To share your presentation, you need to share the contents of the **entire folder**, not just your .ppt file.