

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:



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.

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Copy presentations to a CD that will play on computers running Microsoft Windows 98 Second Edition or later, even without PowerPoint.	
Name the CD: PresentationCD	
Files to be copied:	
	1
Hairy Lale.ppc	Add Files
Fairy Tale.ppt Linked files and the PowerPoint Viewer are included by default. To change this, click Options.	Add Files Options

In the Package for CD dialog box Click Options

Options	Options ?X
Include these files	Package type
ReverPoint Viewer (to play presentations without using PowerPoint)	Select how presentations will play in the viewer:
Select how presentations will play in the viewer:	Play all presentations automatically in the specified order
Play all presentations automatically in the specified order	Arnive Package (do not update rile formats) Include these files
Linked files	(These files will not display in the Files to be copied list)
Embedded TrueType fonts	Linked files
(These files will not display in the Files to be copied list)	Embedded TrueType fonts
Help protect the PowerPoint files	Enhance security and privacy
Password to open each file:	Password to open each presentation:
Deserve of the second films	Password to modify each presentation:
Password to modify each nie;	Inspect presentations for inappropriate or private information
OK Cancel	OK Cancel
n PowerPoint 2003:	In PowerPoint 2007:
hcheck the box next to PowerPoint Check the radio button next to Arc	
Viewer	Package

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

Package for CD	×
Copy presentations to a CD that will play or running Microsoft Windows 98 Second Edition without PowerPoint.) computers on or later, even
Name the CD: PresentationCD	
Files to be copied:	
Fairy Tale.ppt	Add Files
Linked files and the PowerPoint Viewer are included by default. To change this, click Options.	Options
Copy to Folder Copy to CD	Close

• 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.

Package	for CD 🔀
Cop	y presentations to a CD that will play on computers ping Microsoft Windows 98 Second Edition or later leven
Copy to F	older 🔀
Copy files to a	new folder with a name and location you specify.
Folder name:	PresentationCD
Location:	C:\Documents and Settings\bastianl\M; Browse
	OK Cancel
Copy to Fo	older

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