

How to Put a PowerPoint 2007 Presentation on a CD

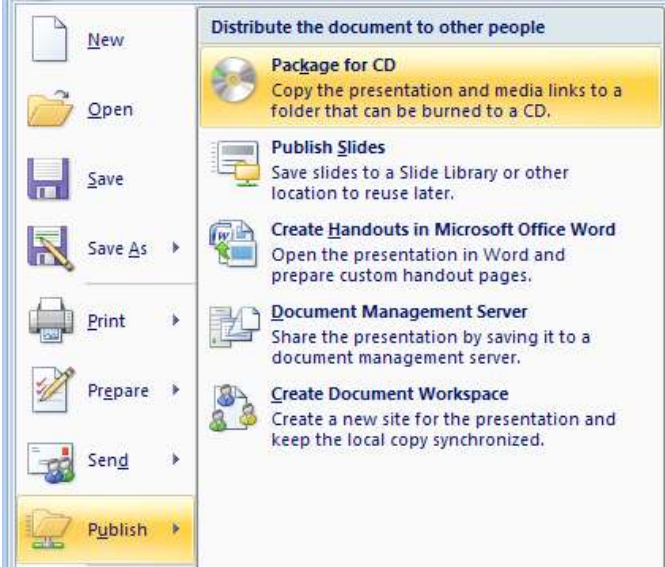
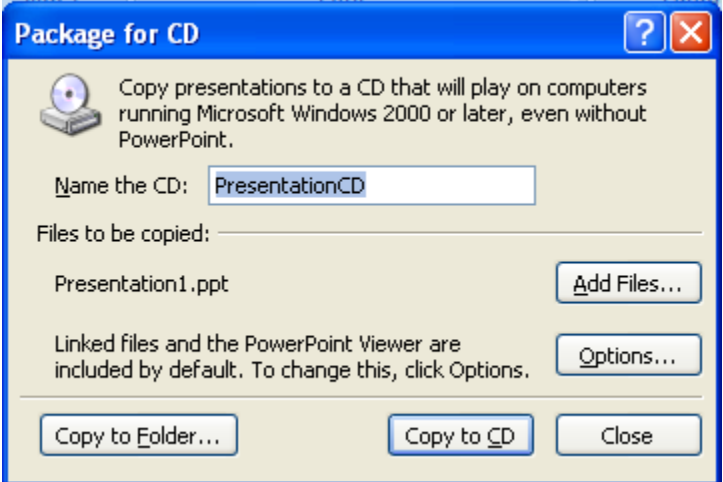
Situation:

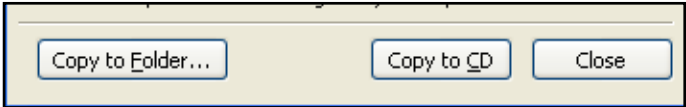
You are presenting at a conference and either don't want to take your laptop or want the extra insurance of your presentation being on a CD and laptop. Or you would like to give your presentation to a client and so they can run it from the CD.

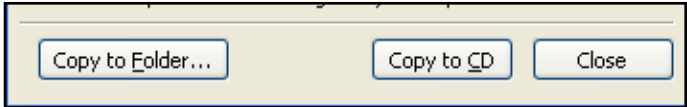
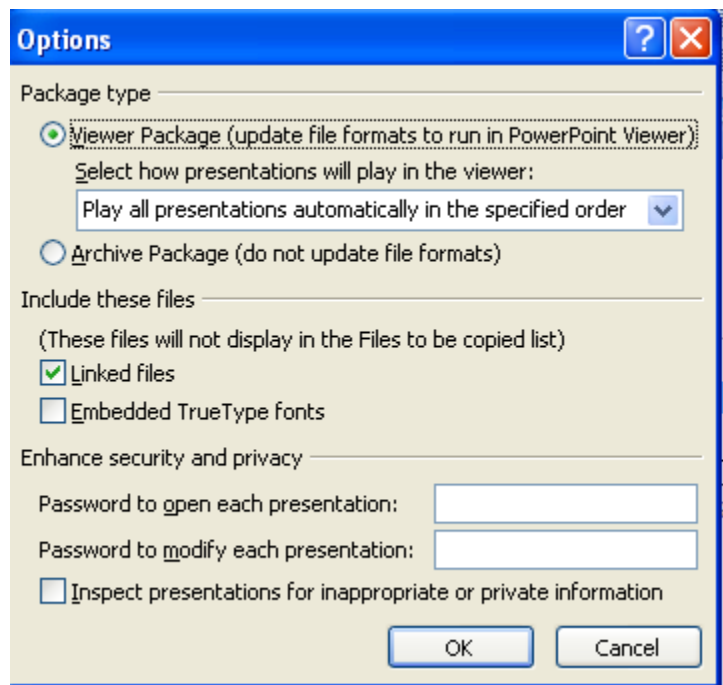
Overview:

The process of putting the presentation on a CD and all associated files is called packaging. Packaging can be found by clicking the Office Button and choosing Publishing, then Package for CD.

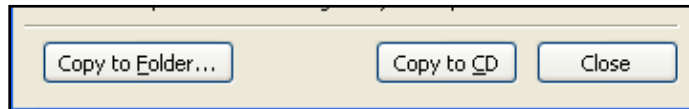
Step by Step Instructions:

1.	Insert a blank CD into the CD writer
2.	Open the PowerPoint presentation
3.	Click the Office Button, click Publish, click Package for CD 
4.	Type a descriptive name for the package in the Name the CD text box 

5.	Click Add Files... button to add any files you want in the package that are not included in the package by default
6.	<p>Click Options... button to modify the default settings for creating the package</p> <p>Viewer Package: When this option is selected, the PowerPoint View is included in the package. The Viewer enables someone who doesn't have PowerPoint to view the presentation.</p> <p>Archive Package: Specifies how a presentation will play in the PowerPoint Viewer if the user has PowerPoint or PowerPoint Viewer already installed.</p> <p>Linked Files: Included all the files that are linked to the package, such as Excel workbooks, videos, sound files, etc.</p> <p>Embedded True Type Fonts: Embeds all the TrueType fonts within the presentation so that they will be available on other computers that may not have them.</p> <p>Password To Open Each Presentation: Enter a password to protect the presentation.</p> <p>Password To Modify Each Presentation: Enter a password to restrict modification of any file in the package.</p> <p>Inspect Presentation for Inappropriate or Private Information: Inspects presentation for hidden data and personal information.</p>
7.	Click OK
8.	<p>Copy to CD: If you are copying to a CD Click Yes to include linked files</p>  <p>When the procedure is complete, the Copying Files to CD window will display the message that it is completed. After a few moments the CD will eject from the drive and the Copying Files to CD window will close</p> <p>Now you have the option of copying the same files to an additional CD</p>



9. **Copy to Folder:** If you are copying to a network or to a local disk drive on your computer Browse to location where you want the package saved, select a folder name, click OK



The package will be created and copied to the location specified. You won't be notified that the procedure is complete.

To view the presentation and the files included in the package, open Windows Explorer and navigate to the location where you saved the package.

Example of files included in a package. In addition to the PowerPoint presentation and the supporting files, this package contains the PowerPoint Viewer (pptview.exe)

