

## Microsoft PowerPoint 2013: Package for CD

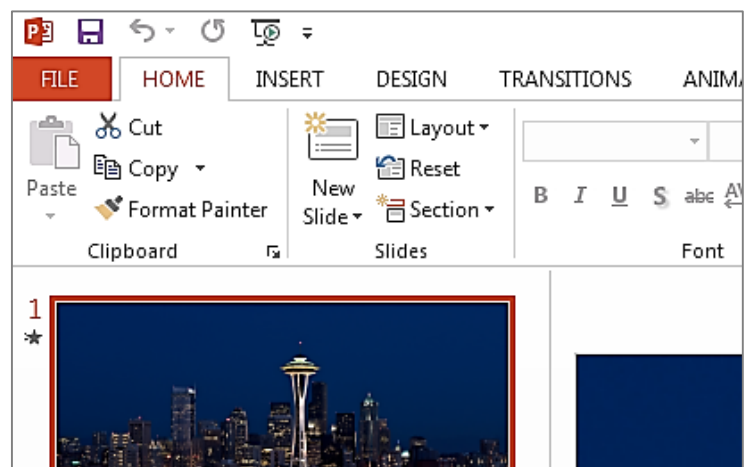
Although PowerPoint presentations are often presented from the same computer on which they are made, in many instances it is necessary to show the presentation from another computer. In this sort of instance the PowerPoint presentation has to be “packaged” onto a CD or flash drive so that it can be transported to the other computer.

This document explains how to package a PowerPoint presentation for CD and discusses how a presentation can be packaged to a flash drive.

PowerPoint presentations often contain additional files that are inserted or linked to the original PowerPoint file. These files may be images, audio, PDFs, videos, and many more. In addition, the presentation may be viewed on a computer that does not have the same fonts installed that are used in the PowerPoint presentation. In fact, the presenting computer may not have PowerPoint! The Package for CD function bundles everything together, makes sure that the PowerPoint files can be viewed or played and that the text displays in the appropriate font.

Complete making your presentation. Test it to be sure it works as expected. When you are sure that the presentation is ready to go you can start the Package for CS steps.

Click the File tab on the Ribbon, as shown on the right.

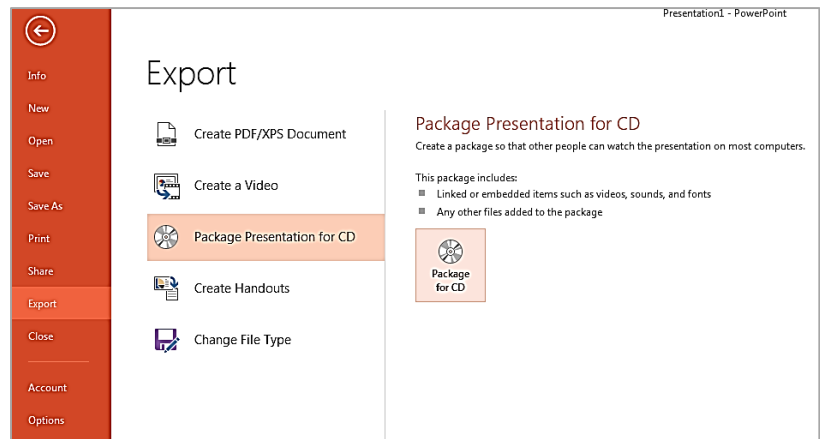


A list of options will be displayed.

Select Export from the list.

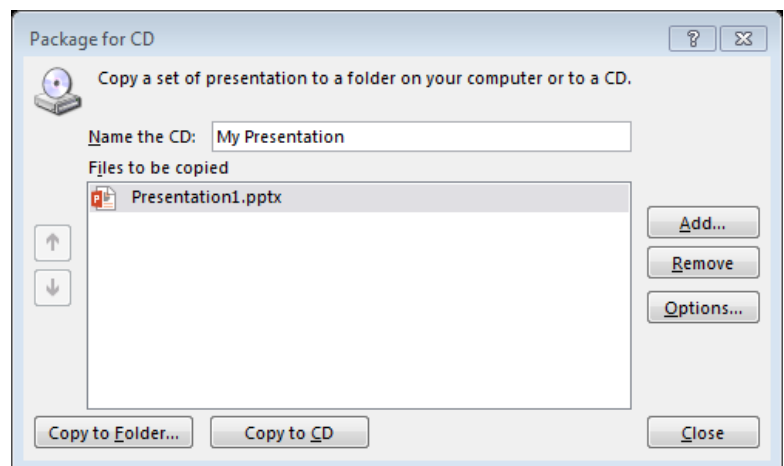
Select Package Presentation for CD in the center section of the panel.

Click the Package for CD button on the right side of the panel.



The Package for CD panel will appear.

Give the CD a name, if you wish. Many presentation builders prefer to give the CD their own name or the name of the presentation. Note that there is a limit to how long the name can be, so if it has too many characters you could have to shorten it.

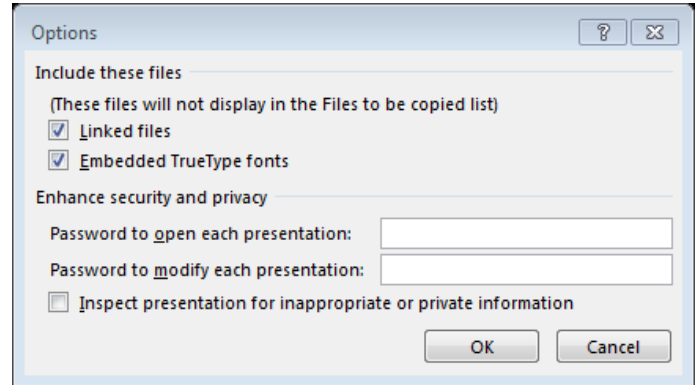


If you have to add “non-presentation” files to the CD, click the Add button and find the files. Non-presentation files are files that you may have to include on the CD, but are not actually used in the presentation. An example is when you are asked to include a resume in the PDF file format. Although you are not using the file in the presentation, this option allows you to include it on the disk.

Click the Options button. The Options panel, shown on the right, will be displayed.

Accept the default selections:

- **Linked files** – These are files that are used in the presentation; almost always files that you link to in some way.
- **Embedded TrueType fonts** – These are the fonts that you are using for the text. Not all fonts are installed on all computers. By including the fonts you will make sure that the presentation looks the way you want it to.

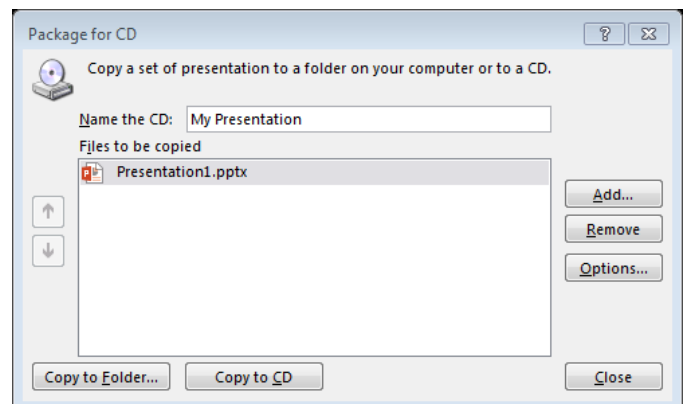


Generally speaking, **DO NOT** specify a password. This is only to be used if you are trying to control who sees the presentation. If you use a password and forget what it is, you can have serious problems.

If you check the “Inspect presentation for inappropriate or private information box” PowerPoint will run a search to see if there is information buried in the file that you may want to control.

Click OK. You will return to the Package for CD panel.

You now have two choices. If you wish to package your presentation to a flash drive, click Copy to Folder and follow the prompts. All the files will be copied to a flash drive, including the PowerPoint Viewer and supporting files.



If you intend to burn the presentation to a CD, place a CD in the appropriate drive and click Copy to CD. Follow the prompts and PowerPoint will create a CD with all the necessary files and the PowerPoint Viewer.

The PowerPoint Viewer is included in the presentation in case the computer being used to show the presentation does not have the full version of PowerPoint or the viewer.