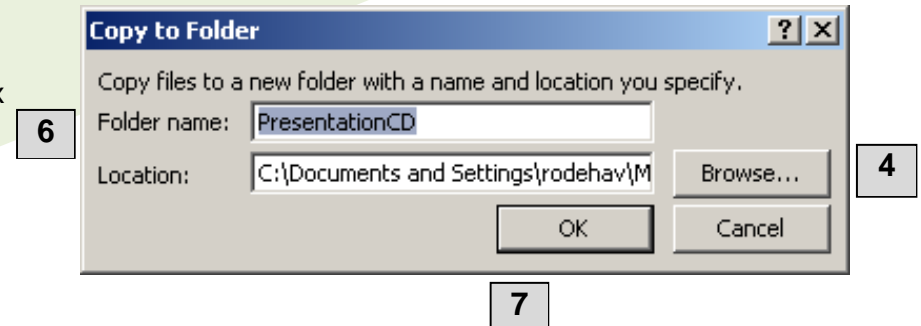
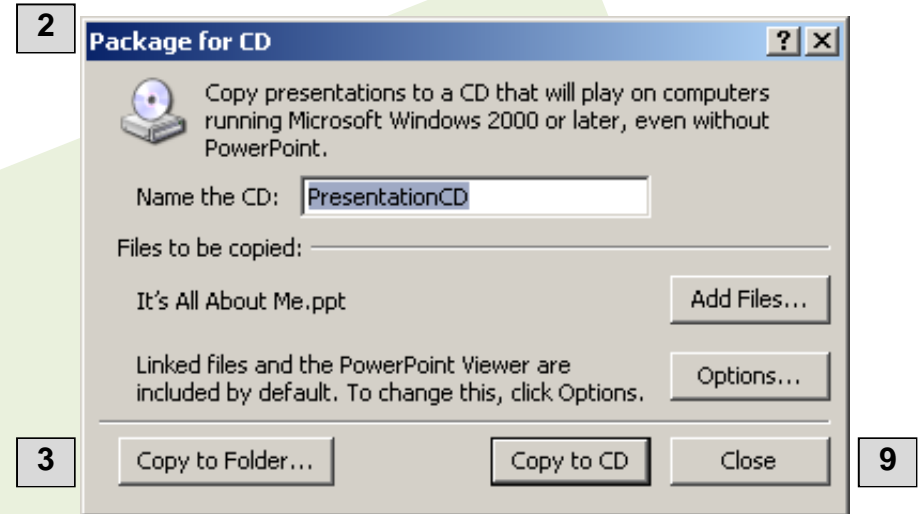




The Package for CD feature is used to make sure that the presentation will run correctly on another computer. The Package for CD feature ensures that the software, fonts, linked objects and other necessary items are available. Although the menu option is titled “for CD,” the presentation files can be packaged to a DVD or USB key (flash drive), as well.

Step 1 - Create a Package for Presentation

1. With the presentation open, select the Office Button > Publish > Package for CD. A message displays.
2. Click on OK to accept the message. The Package for CD dialog box displays.
3. OPTIONAL - Click on the Options button to:
 - Embed TrueType fonts
 - Add passwords to run and/or modify the presentation
 - Look for private information in the presentationIf you are unsure which options to select, leave the defaults.
4. Click on Copy to Folder. The Copy to Folder dialog displays.
5. Navigate to the drive and folder in which to store the copy of the presentation. The Desktop is a suggested location.
6. Click on the Select button.
7. Type a folder name or accept the default name, PresentationCD.
8. Click OK.
9. A message may display. “Do you want to include linked files in your package?” The usual response is Yes.
10. A message displays briefly to let you know that the files are being copied. When the message no longer displays and the Package for CD dialog box displays on top, click on the Close button.



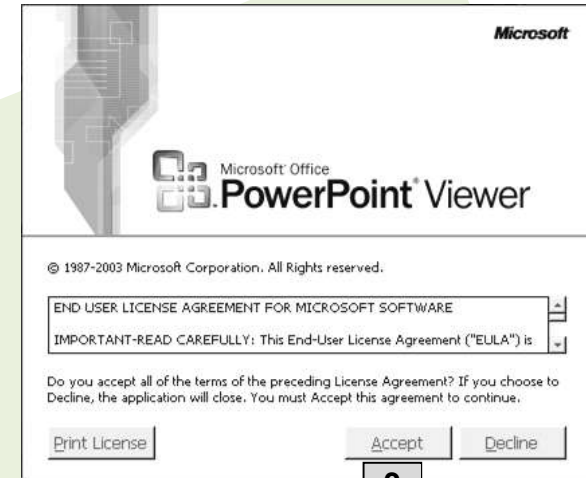


Step 2 - Copy the Presentation to CD, DVD or USB key to Complete the Package

1. Use the Windows Explorer or My Computer to navigate to the folder that holds all the presentation items.
2. Select the **Send To** command by doing one of the following:
 - In the My Computer window, select the folder to be sent. Then, select File > Send To from the menu.
-OR-
 - On the Desktop, right click on the icon for the folder that holds the presentation. Select Send To from the shortcut menu. A sub-menu displays.
3. Place a previously formatted CD in the CD-RW drive, DVD in the DVD-RW drive or a USB key in a USB port.
4. Select the appropriate option from the menu, such as Direct CD Drive, DVD/CD-RW Drive or USB Memory.
The selected folder and its contents are copied to the CD, DVD or USB key.

Step 3 - Run a Packaged Presentation

1. Navigate to the folder that holds the presentation and double click on it to open it.
2. Double click on the file named **pptview.exe**. This is the software that will run the presentation, PowerPoint Viewer.
3. If the PowerPoint Viewer box is displayed, as shown here, click on **Accept** to accept the License Agreement to use Viewer.



The Microsoft PowerPoint Viewer dialog box displays.

4. Click to select the title of the presentation to view.
5. Click Open. The presentation opens in Slide Show view.
6. Run the presentation.

