

## Taking a Show on the Road

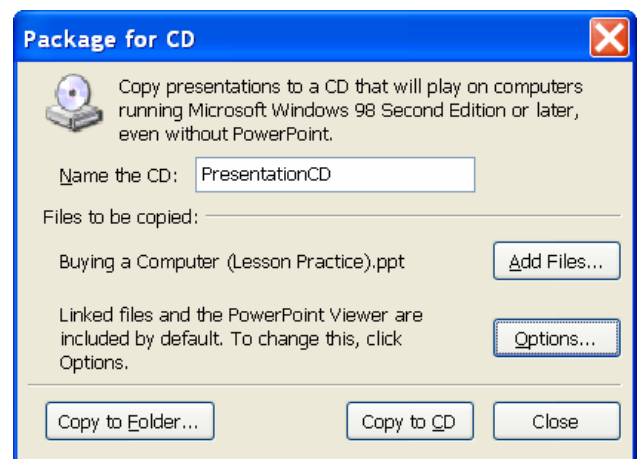
When taking a presentation to another location, it is not always possible to have a PowerPoint program available to present the show, which is not always necessary. PowerPoint provides a program called the PowerPoint Viewer that allows the presentation to be presented on a computer that does not contain PowerPoint. It is also possible to use the PowerPoint Package to CD feature to save a presentation.

### Packing a Presentation to a CD

Package for CD is a new feature in PowerPoint that can be used to distribute presentations. With this feature, it is possible to make CDs of presentations for viewing on computers running a Microsoft Windows operating system, but does not have PowerPoint installed. Microsoft Windows XP or later is required to burn CDs directly from PowerPoint. If Windows 2000 is being used, it is possible to package the presentation to a folder and then use third-party CD burning software to copy the presentation to a CD.

Presentations and all of the supporting files, including linked files, can be packaged and the presentations can automatically run from the CD. The updated Microsoft Office PowerPoint Viewer is included on the CD when the presentation is packaged. Therefore, no installation of the Viewer is required on a computer that doesn't have PowerPoint installed. Package for CD also gives the option of packaging presentations to a folder instead of a CD for archiving or posting to a network. In order to run the PowerPoint Viewer, PowerPoint 97 or later must be used.

- ❖ Open the presentation that is to be packaged to the CD.
- ❖ Insert a CD into the CD drive. One of the following types of CDs is required:
  - A blank recordable CD (CD-R) - If this type of CD is used, all the files have to be copied to the CD at one time. It is not possible to add additional files after the files have been copied.
  - A blank rewritable CD (CD-RW).
  - A CD-RW with existing content that can be overwritten.
- ❖ On the **File** menu, click **Package for CD**.
- ❖ The **Package for CD** dialog box will appear (see illustration).
- ❖ In the **Name the CD** box, type a name for the CD.
- ❖ To specify the presentations to include and the play order, do any of the following:
  - To add more presentations or other files that aren't included automatically, click **Add Files**.
  - The **Add Files** window will appear.
  - Select a file from the folder where it is stored.
  - Click **Add**.
  - Continue this process until all the files have been added.



- Presentations will run automatically in the order in which they are listed in the **Files to be copied** list. To change the play order:
  - Select a presentation.
  - Click the **UP ARROW** or **DOWN ARROW** to move the presentation to a new position in the list.
  - The presentation that is currently open should already appear in the **Files to be copied** list.
  - Files linked to the presentation, such as graphic files, are included automatically.
  - These files won't appear in the **Files to be Copied** list.
  - Because the **Microsoft Office PowerPoint Viewer** is included by default, the presentation can be run on a computer that does not have Microsoft PowerPoint installed.
- To remove a presentation, select it, and then click **Remove**.
- ❖ Click the **Options** button to change any default values.
- ❖ The **Options** dialog box will appear (see illustration).
- ❖ Do any of the following:
  - To exclude the **Viewer**, clear the **PowerPoint Viewer** check box.
  - To prevent presentations from playing automatically or to specify a different automatic play option, select your preference from the **Select how presentations will play in the Viewer** list.
  - To include linked files, click the **Linked files** check box.
  - To include **TrueType** fonts, click the **Embedded TrueType fonts** check box.
  - Under **Help protect the PowerPoint files**, enter the password that will be used to secure the files, if desired.
  - To close the **Options** dialog box, click **OK**.
- ❖ Click **Copy to CD** to copy the presentation to a CD.
- ❖ To copy the file to a folder instead of a CD, click **Copy to Folder**, and then provide the folder information.
- ❖ The **Copy to Folder** dialog box will appear (see illustration).
  - In the **Folder Name** box, input a name for the folder.
  - Click the **Browse** button to specify a different folder location than the default.
  - Click **OK** to exit the **Copy to Folder** dialog box.
- ❖ Click **OK** again to exit the **Package for CD** dialog box.

