

## Packaging PowerPoint Presentations in Slide Show View

AgIT Operations

FAQ No. S1.1.17

### What new features have been added to Power Point 2003?

It is now possible to make a CD especially for PowerPoint presentations that will automatically open your presentation in slide show view. Additionally, the Microsoft Office PowerPoint Viewer is included by default so you can run the packaged presentation

It is also possible to use the following procedure to package one or more presentations into a folder on your computer or a network location instead of onto a CD. With the exception of Step 6, the instructions for this procedure are identical to saving your presentation to a CD.

#### Saving your presentation to a CD

1. To create a CD that will automatically open your presentation in slide show view, first open the presentation you want to package. If you are working with a new presentation that has not been saved previously, save the presentation to your computer.
2. Insert a CD into the CD drive. You will need one of the following types of CDs: a blank recordable CD (CD-R), a blank re-writable CD (CD-RW), or a CD-RW with existing content that can be overwritten. If you choose to use a CD-R, make sure you copy all the files you will need onto the CD the first time. After the files are copied, you cannot add more files to the CD.
3. On PowerPoint's **File** menu, select **Package for CD**.
4. In the **Name the CD** box, type a name for the CD.
5. To specify the presentation to include and the play order, choose one of the following steps:
  - To add more presentations or other files that are not included automatically, click **Add Files**. Select the files you want to add, then select **Add**.
  - By default, presentations are set up to 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 then click the **Up** arrow or the **Down** arrow to move it to a new position in the list.
  - To remove a presentation, select it and click **Remove**.

Frequently Asked Questions

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6. Click **Copy to CD**. If you would prefer to package one or more presentations into a folder on your computer or a network location instead of onto a CD, do not select **Copy to CD**. Instead, select **Copy to Folder** and provide the folder information.

### Changing Default Settings

By default, the presentation this is currently open is already in the **Files to be copied** list. Files linked to the presentation, such as graphic files, are included automatically but will not appear in the **Files to be Copied** list.

It is possible to change many of PowerPoint's default settings by opening the **Options** menu and adjusting your preferences as outlined below.

- If you know the computer you will be using for your presentation has PowerPoint installed on it, you can exclude the Microsoft Office PowerPoint Viewer. Simply 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 **Choose how presentations will play in the PowerPoint Viewer** list.
- To include TrueType fonts, select the **Embedded TrueType fonts** check box.
- To require a password to open or edit all packaged presentations, under **Secure the PowerPoint files**, enter the password you want to use.
- To close the **Options** dialog box, click **OK**.

### Contact Information

If you have any questions or concerns about this topic, please contact the AgIT Help Desk at (888) 226-2438 or (765) 494-8333, or visit our website at <http://agithelp.agriculture.purdue.edu/>.