

## Package for CD

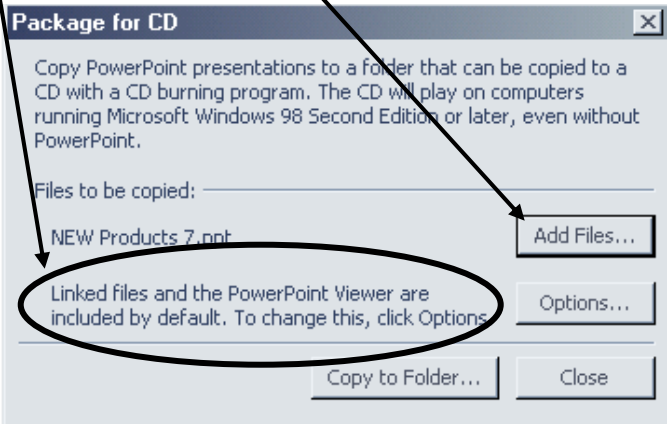
The **Package for CD** option replaces the **Pack and Go Wizard** of previous versions; this option allows the presenter to pack a presentation so it can be shown on another computer. In addition, the option includes the PowerPoint® viewer, enabling one to view presentations without having PowerPoint® installed; it also links *all fonts and files* connected to the presentation. **Package for CD** also makes it possible to package more than one presentation on a storage medium. Keep in mind that if changes are made to the presentation after running **Package for CD**, it must be “packed” again in order to update the information.


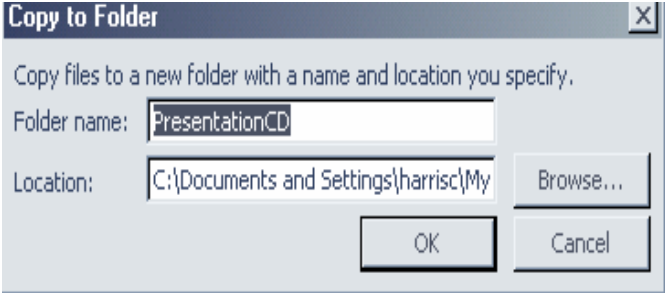
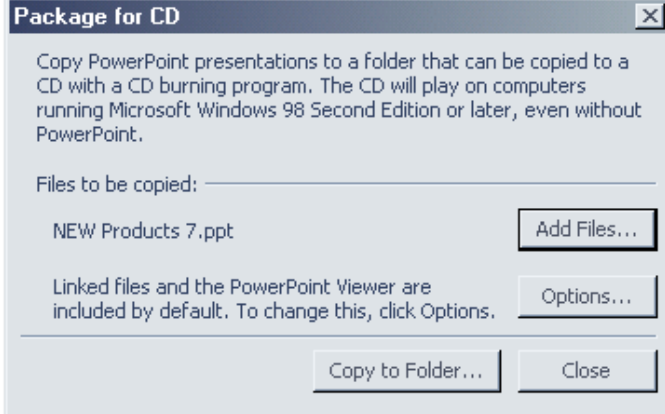
## Creating a Package for CD Presentation

### New Terms

<b>Package for CD</b>	This option packages one or more presentations and all of related elements, along with the PowerPoint® Viewer, into a folder. This includes all video files which may be linked in a presentation. Each presentation has an executable file which may be loaded and viewed from any machine.
<b>PowerPoint® Viewer</b>	The PowerPoint® Viewer is a program that comes with PowerPoint® and allows one to view presentations without having PowerPoint® installed.

### Action Steps—Creating a Package for CD Presentation

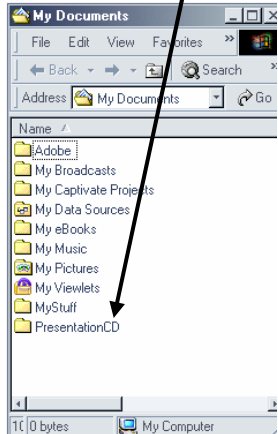
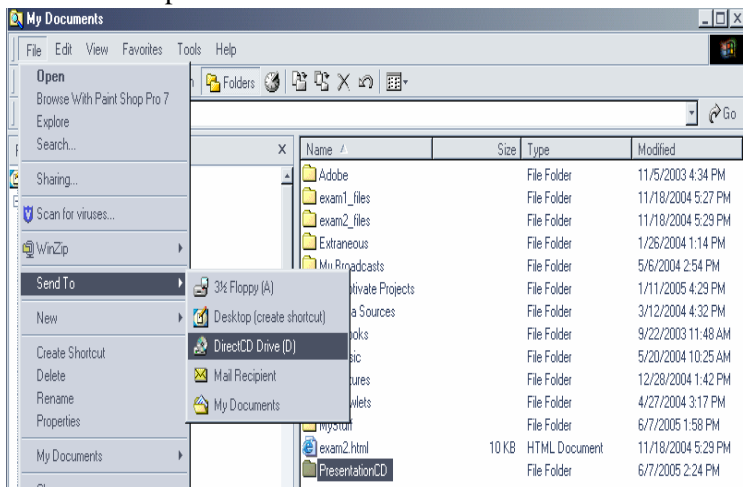
What to do	What happens
1. Open the presentation to be packaged. Select <b>File</b> on the menu bar, then trace to and click <b>Package for CD</b> .	Opens the <b>Package for CD</b> option.
2. Click <b>Copy to Folder</b> .	<p>If additional presentations were to be added to the CD, one would click <b>Add Files</b>. Note the message regarding linked files and the PowerPoint® Viewer.</p>  <p>Advances to the next page.</p>

What to do	What happens
<p>3. In the <b>Copy to Folder</b> window, a folder is created to store the presentation and all its ancillary files. The default folder title is <b>PresentationCD</b>. This folder is located automatically in <b>MyDocuments</b>.</p> <div data-bbox="295 478 703 762" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  <p>The Folder title and the location in which to save the folder can both be changed. If the defaults are not used, make note of the folder name and its location!</p> </div>	
<p>4. Click <b>OK</b>.</p>	<p>Starts the process of packaging the presentation; the time duration is seen briefly in a progress window.</p>
<p>5. Click <b>Close</b>.</p>	<p>Upon completion of the packaging, the <b>Package for CD</b> window is returned.</p>  <p>Closes the <b>Package for CD</b> window.</p>
<p>6. From the <b>menu bar</b>, click <b>Close</b>.</p>	<p>Closes the current file.</p>

## Copying the Presentation to the CD-- Completing the Package for CD Process

Once the presentation has been copied into a folder with its ancillary files one can create or send copies of that folder.

### Action Steps—Copying the Completed Presentation to CD

What to do	What happens
<p>1. Navigate to <b>MyDocuments</b> or wherever the <b>PresentationCD</b> folder has been created..</p>	<p>Reveals the location and folder name for the presentation to be packaged to CD.</p>  <p>The screenshot shows a Windows Explorer window titled 'My Documents'. The address bar shows 'My Documents'. The file list includes folders like Adobe, My Broadcasts, My Captivate Projects, My Data Sources, My eBooks, My Music, My Pictures, My Viewlets, My Stuff, and PresentationCD. A black arrow points from the text 'PresentationCD' in the text above to the 'PresentationCD' folder in the list.</p>
<p>2. Click the folder entitled <b>PresentationCD</b> or whatever the folder has been named.</p>	<p>Selects the targeted folder to be copied to the CD.</p>
<p>3. From the <b>menu bar</b> select <b>File</b> and scroll down to the option <b>Send to</b>.</p>	<p>Reveals the option to send the folder to a CD drive.</p>  <p>The screenshot shows the same 'My Documents' window. The 'File' menu is open, and the 'Send To' option is selected. A sub-menu is displayed with 'DirectCD Drive (D:)' highlighted. The file list in the background shows the 'PresentationCD' folder selected.</p>
<p>4. Make certain a previously formatted CD is in the CD drive. Then click the option <b>DirectCD Drive (drive name)</b>.</p>	<p>Copies the folder, <b>PresentationCD</b>, and its contents to the CD in the appropriate drive. Once the folder has been copied, the CD is ready to be distributed to another user.</p>

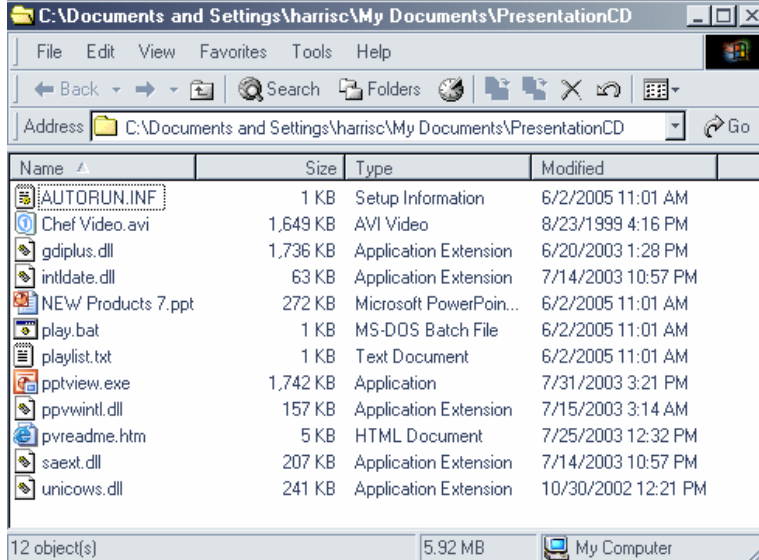
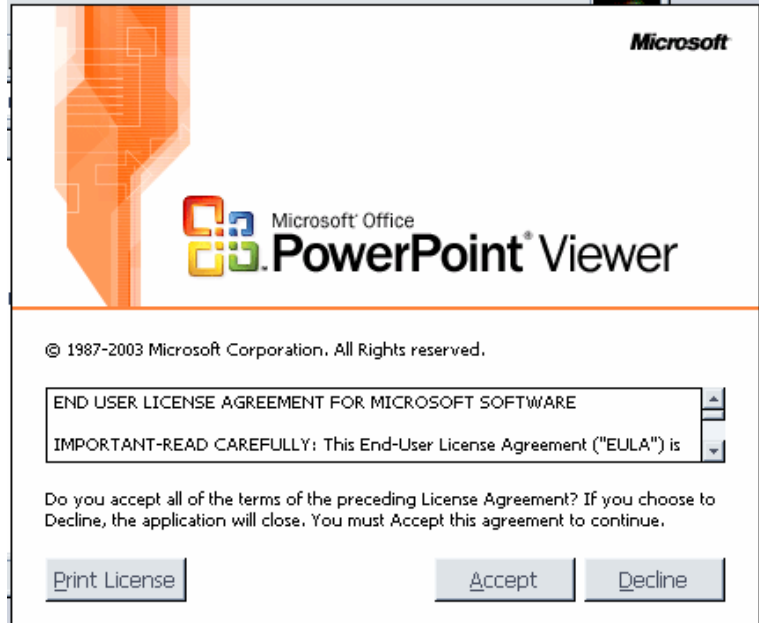


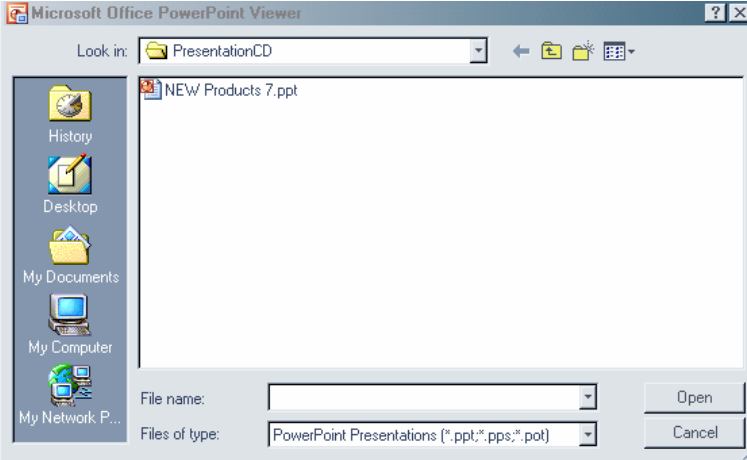
One can use **Send To > Mail Recipient** to convey the **PresentationCD** folder via e-mail to a recipient (provided the receiver's e-mail has enough capacity to receive the folder).

## Running a Packaged for CD Presentation with the PowerPoint Viewer

The directions for this activity start out from the **PresentationCD** folder, where the Presentation has been saved. Someone who has received a CD with the presentation folder or an e-mail with the folder as an attachment, would access it from the CD or from the transmitting e-mail respectively.

### Action Steps—Running a Packaged for CD Presentation with PowerPoint Viewer

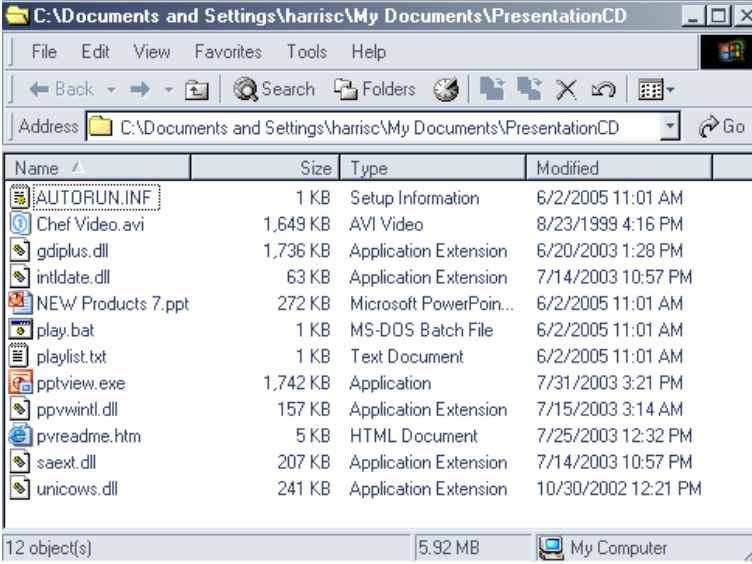

What to do	What happens
<p>1. Double-click the folder entitled <i>PresentationCD</i>.</p>	<p>Shows the contents of the <b>PresentationCD</b> folder.</p> 
<p>2. Double-click <i>pptview.exe</i>.</p>	<p>Opens the <b>PowerPoint Viewer</b> dialog box.</p> 

What to do	What happens
3. To activate the <b>Viewer</b> the first time, click <b>Accept</b> .	Indicates acceptance of the License Agreement to use the <b>Viewer</b> .
4. Click the title of the presentation to select it.	<p>Opens a <b>Microsoft Office PowerPoint® Viewer</b> window listing the presentations available to view.</p>  <p>The screenshot shows the Microsoft Office PowerPoint Viewer application window. The title bar reads 'Microsoft Office PowerPoint Viewer'. The address bar shows 'Look in: PresentationCD'. The main pane displays a file named 'NEW Products 7.ppt'. The left sidebar shows navigation options: History, Desktop, My Documents, My Computer, and My Network P... At the bottom, there are fields for 'File name:' and 'Files of type: PowerPoint Presentations (*.ppt;*.pps;*.pot)', along with 'Open' and 'Cancel' buttons.</p>
5. Now click <b>Open</b> .	Opens the presentation.
6. Watch the slide show, right-click anywhere on the screen, then trace to and click <b>End Show</b> .	Opens a shortcut menu from which one can close the presentation.
7. Click <b>Close</b> .	Closes the <b>Microsoft Office PowerPoint® Viewer</b> window.
8. Click <b>Close</b> .	Closes the <b>PresentationCD</b> folder.
9. Click <b>Close</b> .	Closes the folder, <b>MyDocuments</b> .

## Running a Packaged for CD Presentation Using PowerPoint®

The directions for this activity start out from the **PresentationCD** folder, where the Presentation has been saved. Someone who has received a CD with the presentation folder or an e-mail with the folder as an attachment, would access it from the CD or from the transmitting e-mail respectively.

### Action Steps—Running a Packaged for CD Presentation Using PowerPoint®

What to do	What happens
<p>10. Double-click the folder entitled <i>PresentationCD</i>.</p> <p>Double-click the title of the presentation. In the example it is <i>NEW Products 7.ppt</i>.</p>	<p>Shows the contents of the <b>PresentationCD</b> folder.</p>  <p>Opens PowerPoint® and the selected presentation in the editing format.</p>
<p>11. From the lower left click the <b>Slide Show</b> button. </p>	<p>Changes to <b>Slide Show</b> view, opening with Slide 1.</p>
<p>12. Watch the slide show, right-click anywhere on the screen, then trace to and click <b>End Show</b>.</p>	<p>Opens a shortcut menu from which one can close the presentation.</p>
<p>13. Trace to the <b>menu bar</b> and click <b>File</b> and scroll down to and click <b>Exit</b>.</p> <p>15. Close the <b>PresentationCD</b> folder.</p>	<p>Closes the <b>Microsoft Office PowerPoint®</b> window.</p>