

Packaging PowerPoint 2003 Presentations for use offsite ***A must*** when inserting special fonts and audio and video files

PowerPoint presentations are almost always created on one workstation and used offsite. The offsite computer where you are using your presentation may not have PowerPoint installed and may not recognize the fonts you used in your show. In addition, if you do not follow the instructions below, the linked audio and video files may be missing. To ensure that the presentation is successful it is important to not only Save your presentation but to include the linked files, to embed fonts and to include a PowerPoint Viewer. This final step is called “**Package for CD**”. Whenever possible try to accommodate both Macintosh and Windows operating systems; select file types that are interpreted by both platforms.

Suggest:

1. All images files should be GIF or JPEG formats.
2. All audio files should be mp3 formats.
3. Create and package a separate PowerPoint presentation for Macintosh and Windows platforms *if* using video. Select QuickTime (.mov) for video format to be used on a Macintosh; select Windows Media Video file (.wmv) to be used on a Windows machine.

Select **File > Package for CD**



Select **Options**



Linked files and Embedded True Type fonts must be selected.

Select **ok**. Select **Copy to folder** to place on a USB drive or hard drive.

Select **Copy to CD** to burn to CD. Use a CD-R.

