

Package a Presentation for CD

Follow these steps to create a CD to present your slide show on another computer.

Important Before you copy and distribute your presentation, inspect your presentation for hidden data and personal information (see step 8 below), and then decide whether it is appropriate to include this information in the copied presentation. Hidden information might include your name as the presentation's creator, your company's name, and other confidential information that you might not want outsiders to see. Also, check your presentation for objects or hidden slides that are formatted as invisible.

1. Open the presentation that you want to copy, or, if you are working with a new presentation that has not been saved, save the presentation.
2. If you want to save your presentation to a CD, rather than to a network or to a local disk drive on your computer, insert a CD into the CD drive.

Notes

- You can copy to a blank recordable CD (CD-R), a blank rewritable CD (CD-RW), or a CD-RW that contains existing content that can be overwritten.
 - In PowerPoint, if you copy your presentation to a CD, make sure that you copy all of the files in a single operation. After the first set of files is copied, you cannot add any more files to the disc by using PowerPoint. However, you can use Windows Explorer to copy additional files to a CD-R or CD-RW that contains existing files. See Windows Help for more details.
3. Click the **File** tab.
 4. Click **Save & Send**, click **Package Presentation for CD**, and then in the right pane, click **Package for CD**.
 5. To choose the presentations that you want to copy and the order in which you want them to play, do the following:
 - To add a presentation, in the **Package for CD** dialog box, click **Add**, and then in the **Add Files** dialog box, select the presentation that you want to add and click **Add**. Repeat this step for each presentation that you want to add. Repeat this step also if you want to add other related, non-PowerPoint files to the package.

Notes

- The presentation that is currently open automatically appears in the **Files to be copied** list.
- Files that you linked to the presentation are included automatically, but they do not appear in the **Files to be copied** list.

- If you add more than one presentation, the presentations will appear on a Web page that lets you navigate to the contents of the CD in the order in which they are listed in the **Files to be copied** list in the **Package for CD** dialog box. To change the order, select a presentation that you want to move, and then click the arrow buttons to move the presentation up or down in the list.
 - To remove a presentation or file from the **Files to be copied** list, select the presentation or file, and then click **Remove**.
6. Click **Options**, and then under **Include these files**, do one or both of the following:
- To ensure that files that are linked to your presentation are included in the package, select the **Linked files** check box. Files that are linked to your presentation can include Microsoft Office Excel worksheets that are linked to charts, sound files, movie clips, and more.
 - To use embedded TrueType fonts, select the **Embedded TrueType fonts** check box.

Notes

- If your presentation does not currently include embedded fonts, checking the **Embedded TrueType fonts** check box includes the fonts when packaged. The **Embedded TrueType fonts** check box applies to all presentations that are copied, including linked ones.
 - If your presentation already includes embedded fonts, PowerPoint automatically honors the setting of the presentation to include the embedded fonts.
7. To require other users to supply a password before they can open or edit any of the copied presentations, under **Enhance security and privacy**, type the password or passwords that you want to require to open the presentation, edit it, or both.

Passwords apply to .pptx, .ppt, .potx, .pot, .ppsx, .pps, .pptm, .ppa, .ppam, .mhtml, and .mht files that have been converted to .ppt files, in the copied presentations. If any of the files that you copy already have passwords assigned to them, PowerPoint prompts you to choose between keeping the previously assigned passwords for those files and overriding them with the new passwords. If you choose to override the previously assigned passwords, they are no longer accepted for the copied versions of the files. However, they are still accepted for the original versions.

8. To inspect your presentation for hidden data and personal information, select the **Inspect presentations for inappropriate or private information** check box.
9. Click **OK** to close the **Options** dialog box.
10. Do one of the following:
- If you are copying your presentation to a network or to a local disk drive on your computer, click **Copy to Folder**, enter a folder name and location, and then click **OK**.
 - If you are copying your presentation to a CD, click **Copy to CD**.