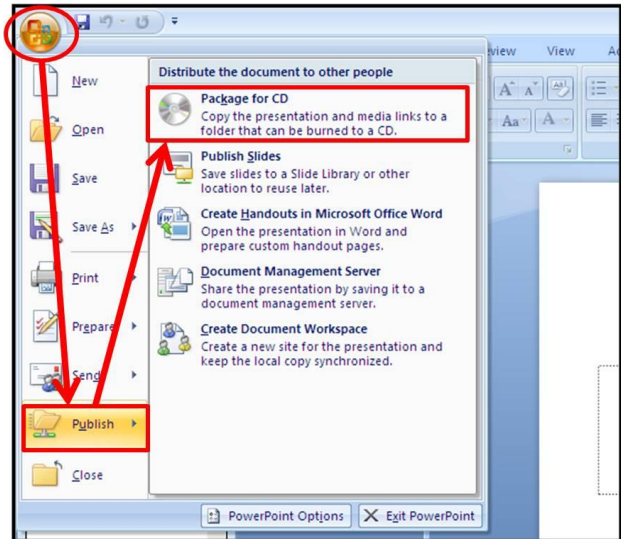
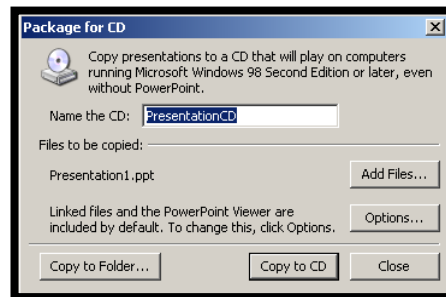


Packaging Media Files Together in PowerPoint

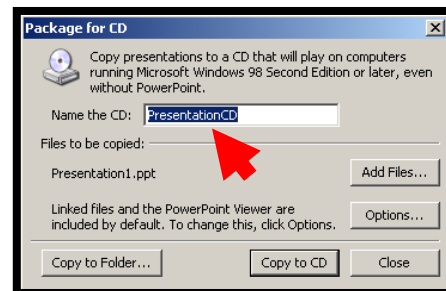
1. Click on the **Microsoft Office Button** then choose **Publish** → **Package for CD**.



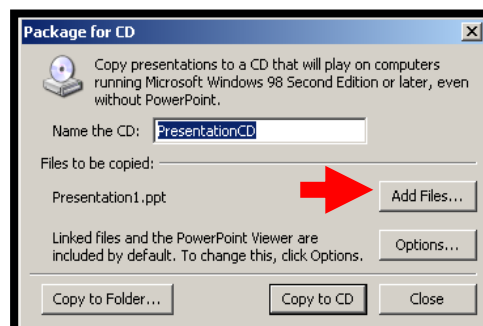
2. This dialog box will now appear:



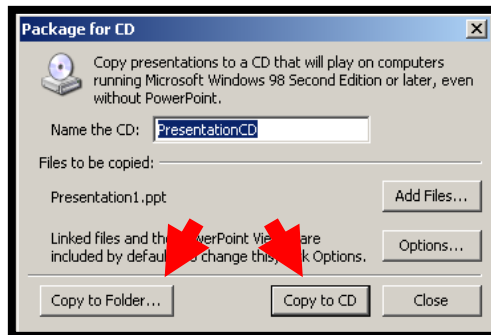
3. Assign a name to your CD.



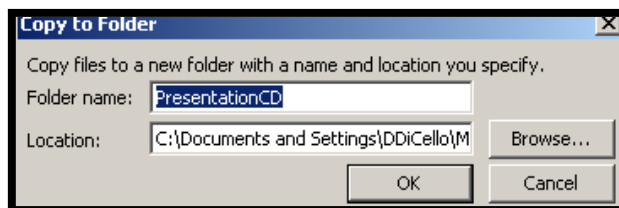
4. When you select **Package for CD**, PowerPoint will automatically scan your presentation and collect all of your referenced files. In the event you want to attach additional files that are not included in your presentation, click on **Add Files** and follow the prompts to point to those additional files.



5. If you want to burn your presentation to a CD, click on **Copy to CD**. The program will check for a valid CD. If it cannot find one, you will be prompted to insert one into your CD drive.



If you to save the presentation to a folder (to transfer to a portable storage device), click on **Copy to Folder**. Assign a folder name and select a location for it to be saved. After you have made your choices, click **OK**.



6. When you are finished, select **Close**.

Note:

If you want to email this file or upload it a teacher web page, you must choose the **Copy To Folder** option and then **Compress** the Folder (create a **Zipped Folder**).

To do this, **Right Click** on your folder (created from step #5) and select **Send to--> Compressed (Zipped) Folder**. This will create a folder that has a zipper on it. This may now be uploaded to a web page or sent via email.

