



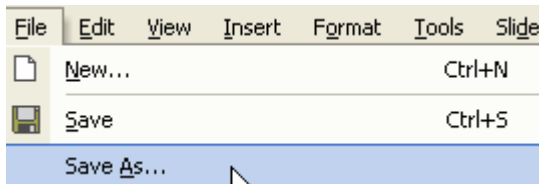
MS PowerPoint: Saving and Sharing

Windows version 2002

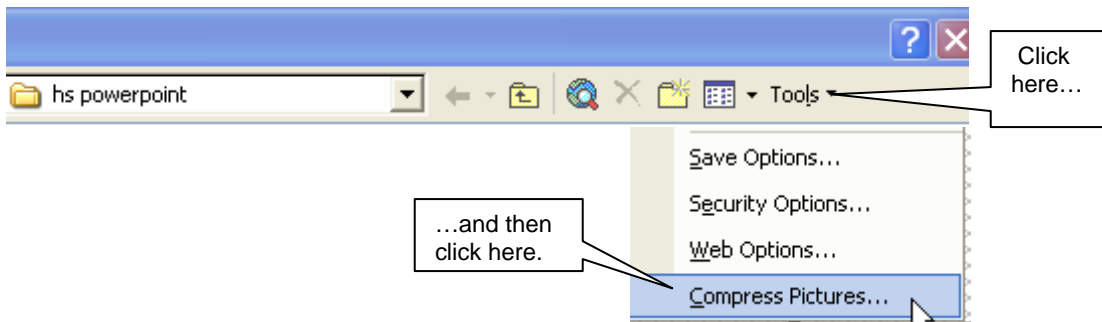
You should compress the images in your presentation to reduce the file size of your final project. You can also save your project using the “Pack And Go” feature; this allows your presentation can be viewed correctly on any computer.

To compress images:

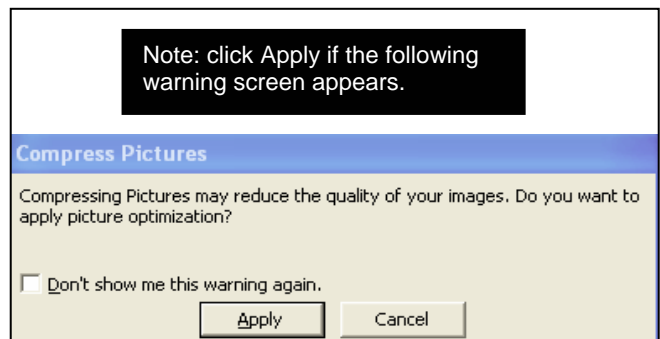
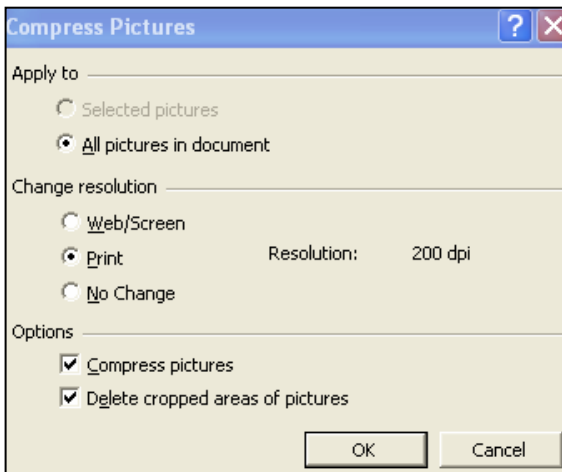
When you are ready to save the final version of your project, go to File>Save As.



Click on the drop-down menu next to the Tools option and choose Compress Pictures...

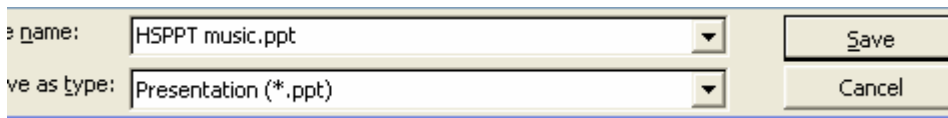


Using the example below, check the prompts and then click OK.



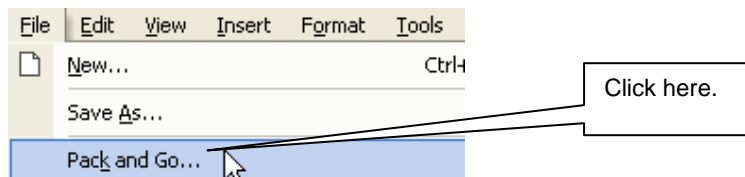
MS PowerPoint: Saving and Sharing (continued)

Continue saving your project on your USB drive or in another location.



“Pack and Go”

Once your presentation is ready to share, or burn to CD, go to File>Pack and Go.



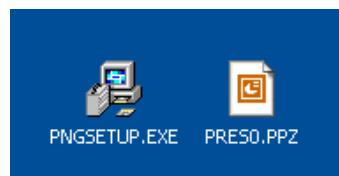
Click Next to begin to begin the Wizard.



Follow the prompts to complete the Pack and Go Wizard.
The default prompts should work correctly for your presentation.

When directed to save the presentation, choose your USB drive, or else burn the project to a CD.
Ask your teacher or use the Help files if you need more information about using the Pack and Go feature.

When the Pack and Go process is complete, two icons will be created. These are the files that you will use when sharing this presentation. These files will be shared onto another computer to run the presentation.

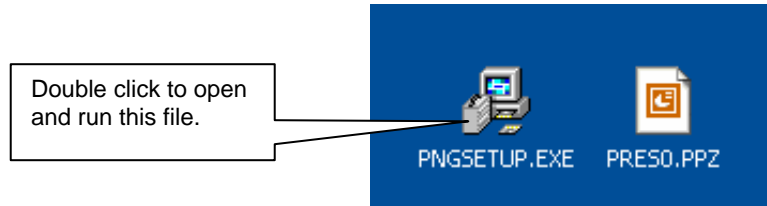


MS PowerPoint: Saving and Sharing (continued)

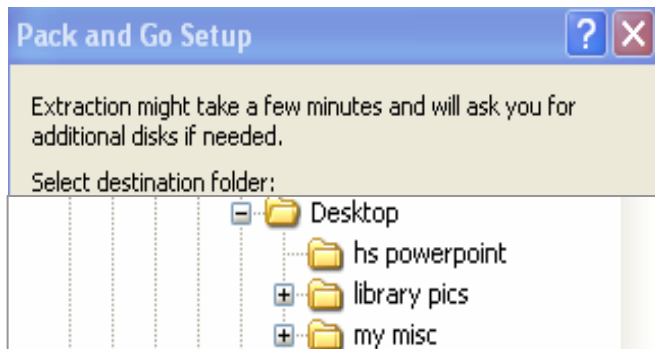
To run the presentation:

Insert the USB drive or CD containing the Pack And Go files.

Double click the .exe icon to download the presentation on the computer's desktop.



The following message will appear; navigate to the desktop of the presentation computer in order to download your project.



The PowerPoint presentation will now appear on the shared computer's desktop.

You will also see any sound files and media that were saved during the Pack And Go process; these files need to stay on the desktop in order for the presentation to run correctly.

