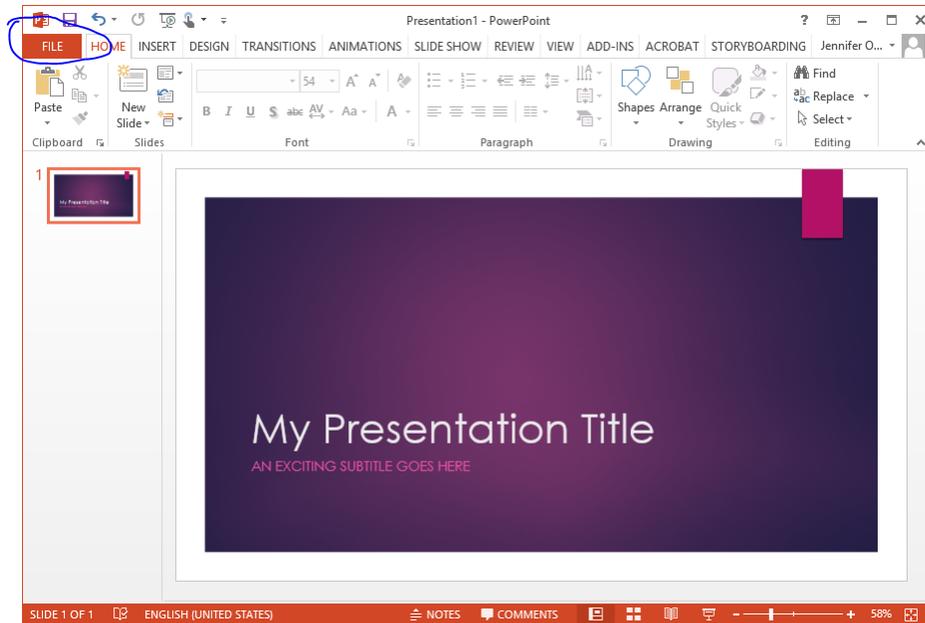


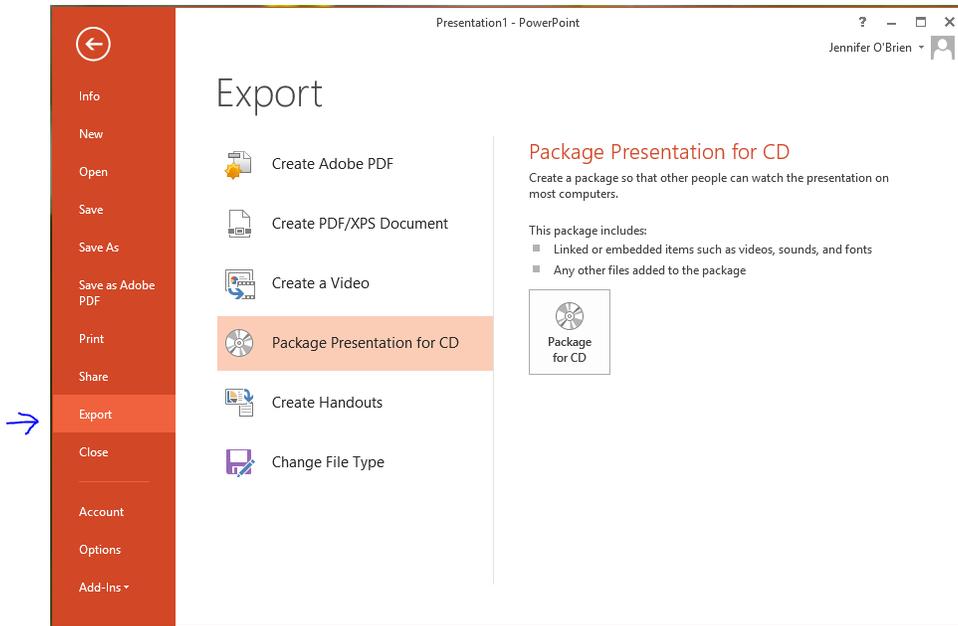
## Packaging your PowerPoint Slides

When saving a final copy of your PPT files to a thumb drive, we recommend using the “Export” function to “Package Presentation for CD” – or in this case package it for a thumb drive. This tool ensures that any linked or embedded items, fonts, etc. are placed on the drive and are properly embedded linked. It also includes a link to a run-time version of PowerPoint in case it is ever needed. The resulting packages are much more reliable when run on an unfamiliar computer.

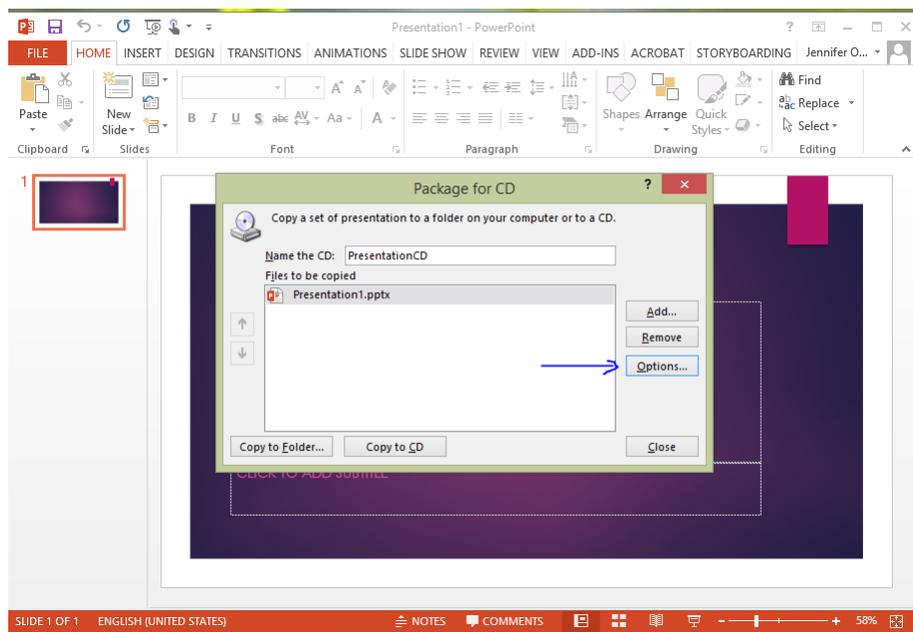
First, find the “file” menu on your version of PPT. It might be in a slightly different place on your system.



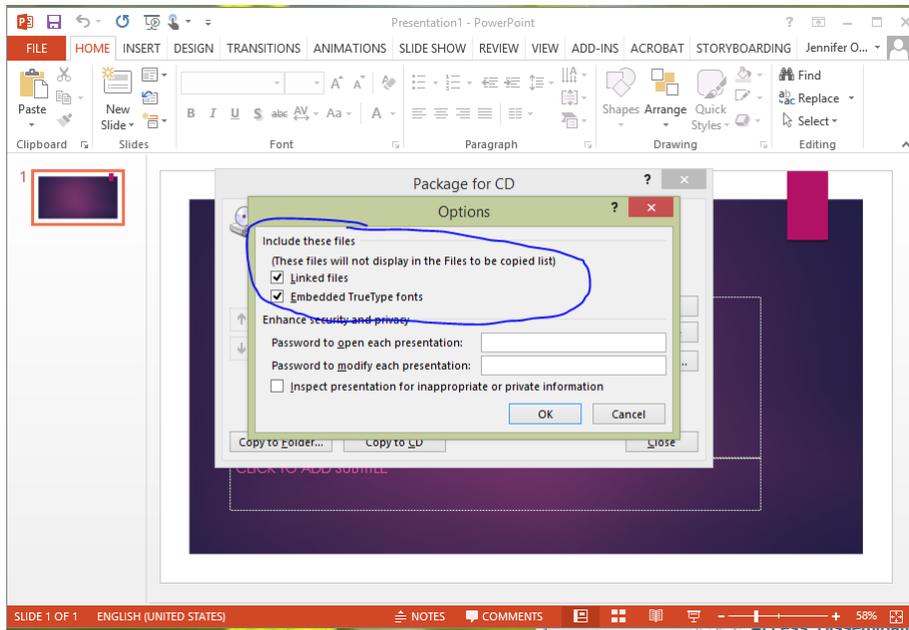
Then, instead of clicking “save”, or “save as”, look for the option to export, and then choose “Package Presentation for CD”



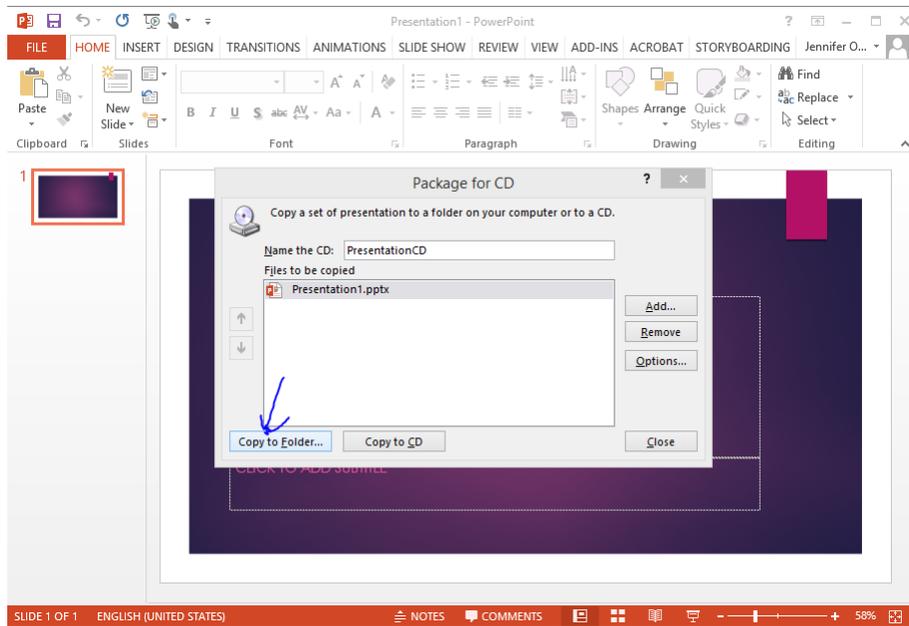
Find the options menu



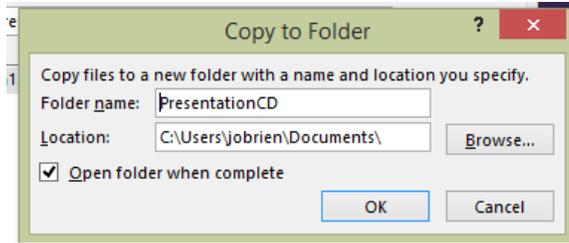
Make sure that the check boxes to include linked files and embedded TrueType fonts are checked. Check “inspect presentation for inappropriate or private information” if you have concerns about this. There’s no need to add a password to your presentation, but if you do add one, don’t forget what it is!



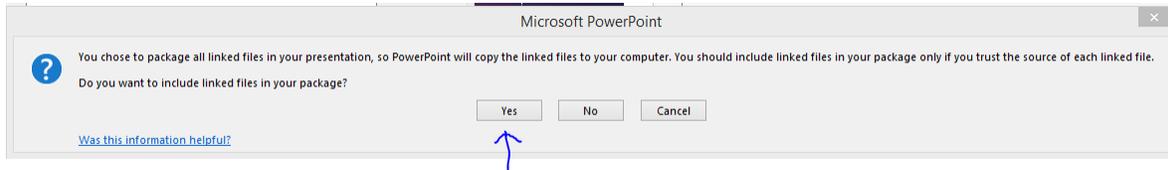
Then, choose “Copy to Folder”



We recommend creating a new folder to hold the entire package – it will contain the power point and any associated files. Give the folder a unique, easy to identify, and compact name. (**hint:** you are not the only one who has named their PowerPoint presentation “Conference 2019 Presentation.”) We recommend using **YearMonthSurnameInitial** (eg. 2019MaySmithM)



Confirm that you really do want to copy all the linked files to your computer. This will include any files that might be on company servers.



After you click yes, a package will be created and placed in the location you specified above. It will contain the PowerPoint presentation with all of the fonts and graphics embedded. Put the entire folder on your USB thumb drive