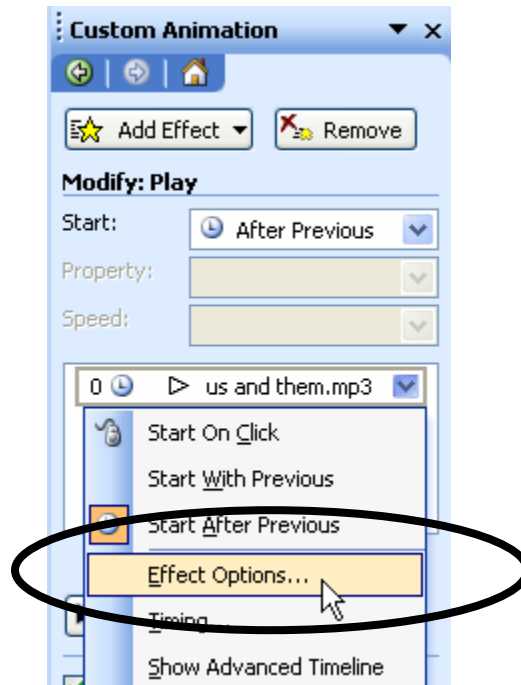
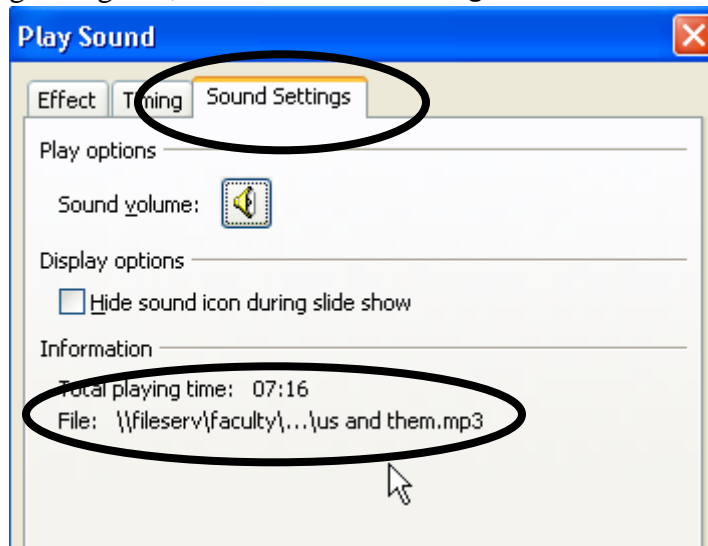


Ensuring All Your Sound/Video Files Work in *PowerPoint 2003*

Sound or video files--especially large ones--are NOT saved with your *PowerPoint* presentation, but are rather "linked" to the location on your hard drive from where you originally imported them. This means that simply copying your *PowerPoint* file onto a USB when you are ready to present it somewhere will likely mean the sound or video files will *not* be traveling with it! This will happen even if all your files are together in one folder. One way to check this is after inserting a sound file in your presentation, look at the **Custom Animation** task pane. Click the drop-down arrow on the right for the sound file you inserted, and then click **Effect Options...**

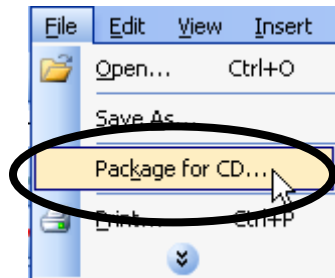


From the ensuing dialog box, click the **Sound Settings** tab:

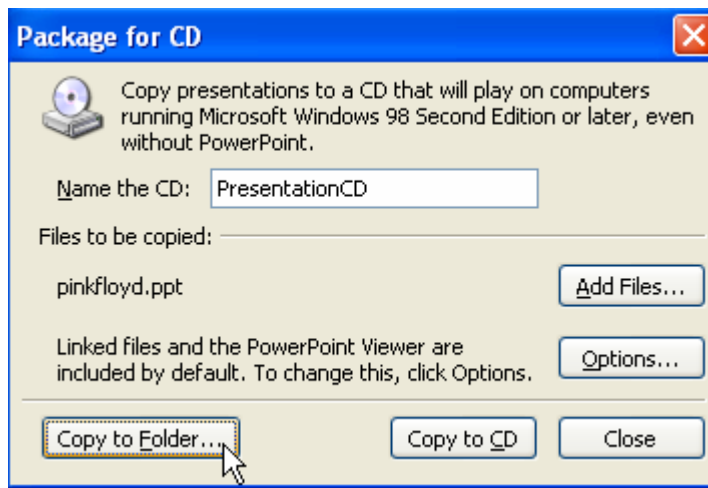


Note that the file path is listed under **File:** , circled above. In this case, it's pointing to a faculty member's N: drive (the **fileserv** server, also known as the network drive). Even if you copied the *PowerPoint* presentation onto a USB, *PowerPoint* will still "look" for the sound file on the N: drive. You want to ensure that when the presentation goes onto a USB, so will the sound file!

In order to ensure the sound or video files play, in addition to saving a presentation the usual way you must choose the option to **Package for CD**--even if you're not necessarily burning it onto a CD. First, click the **File** drop-down menu, and then **Package for CD...**:

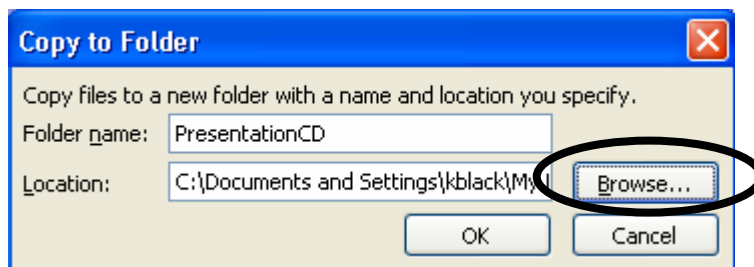


You will then see the following dialog box. By default, *PowerPoint* will name the new item **PresentationCD**, though you can change this. Next, you want to click **Copy to Folder...**. This choice will allow you to eventually copy it to a USB device:

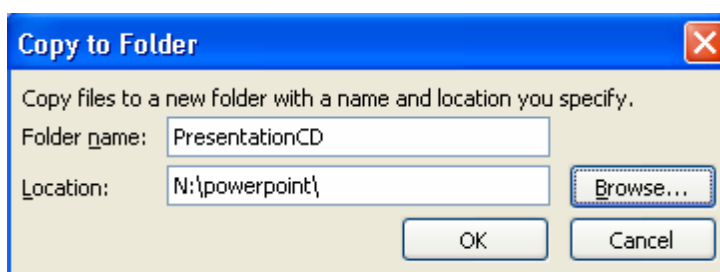


If you want to copy directly to a CD and not worry about the intermediate step of copying it to your N: drive first, just click the **Copy to CD** button. If you plan to copy to a USB, though, keep reading!

By default, *PowerPoint* will want to install it on the C: drive. If you're at an office computer that's fine, but if you are in a lab or on a computer that's not yours, you will likely want to click the **Browse...** button and aim it at your network (N:) drive.:

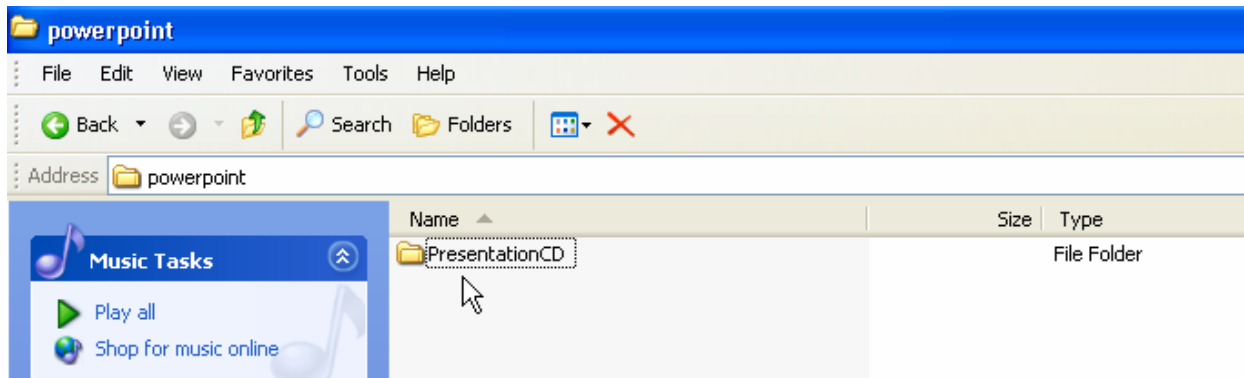


If you place it on your N: drive, due to security restrictions it **must be within a folder on your N: drive**. Here, you see that we browsed to a folder named **powerpoint**:

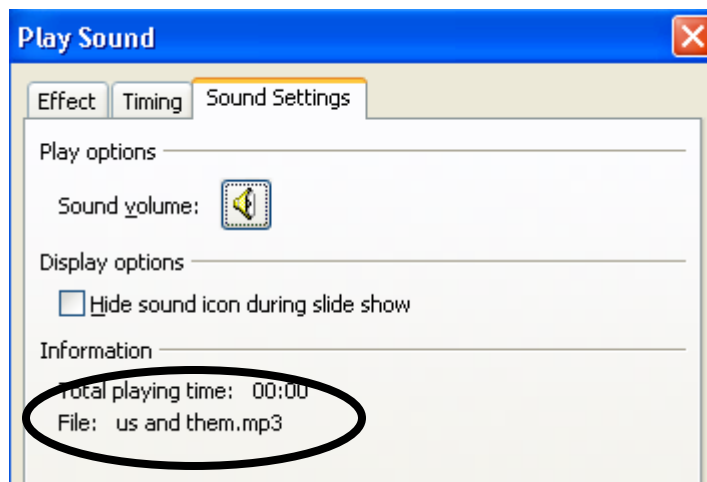


Click **OK**. You will then be returned to the above dialog box after *PowerPoint* copies the files, after which you can **Close** the dialog box.

When you do this, *PowerPoint* will create a new subfolder called **PresentationCD** (assuming you stuck with the default name). After creating **PresentationCD**, you will see the folder when you go into the correct folder via **My Computer**:



You can then click and drag your **PresentationCD** directly folder onto a USB or, indeed, burn it onto a CD later. This way, you can be assured that all sounds in your presentation have been saved together! Within that **PresentationCD** folder will be the *PowerPoint* presentation file. Double-click it to start. This time, note that when you check the sound file in the **Custom Animation** task pane, that the sound file no longer has the file path name seen earlier, but is indeed "embedded" within the presentation:



Better yet, the **PresentationCD** folder will also contain an executable copy of the *PowerPoint Viewer* software. That way, even if the site you're presenting at doesn't have *PowerPoint* installed, the *PowerPoint Viewer* will still allow you to view your presentation.

Creating a CD in the Technology Center

- Place CD in tray
- From the window that pops up automatically, choose the first option (**Create folder using Windows Explorer**) and click **OK**.
- Click and drag or copy and paste the entire **PresentationCD** folder (or whatever you named it in *PowerPoint*) from your N: drive or USB drive onto the CD drive.
- After a few moments, you'll get another prompt. Select **Write these files to CD**
- Follow the remaining onscreen prompts and be sure to **Finish**. This will ensure the disk is "finalized" and can be played on any computer with a CD drive.

Software you have at home (such as *Roxio* or *Nero*) will differ a bit. The main thing is to be sure to "finalize" the CD so that it can be played on other computers with a CD drive. If you don't, it will still be in "editing" mode, and a computer without the same software you used will likely not be able to play it.

Where Are the CD Burners?

CD burners are NOT deployed in the regular Technology Center workstations, but rather in the workstations in both classrooms (002 and 004) as well as Lewis 130, Lewis 131, Crown 202, and Crown 330.