## PACKAGING PRESENTATION IN POWERPOINT 2010

http://www.tutorialspoint.com/powerpoint/powerpoint\_packaging\_presentation.htm Copyright © tutorialspoint.com

Certain presentations are better suited for distribution as a CD to audience. In such cases, you can create a CD packaging which can be burned into a CD and distributed.

Given below are the steps to package your presentation for CD.

Step 1: Go to the Backstage view under the File tab

## Step 2: Click on Save & Send, select Package Presentation for CD option and click on Package for CD button



**Step 3:** On the **Package for CD** dialog, select the package or CD name. Use the file management options of **Add** and **Remove** to add or remove more files to the package

CD Package Name		File management options	
Package for	CD	<u> इ</u> 🗾 🗴	
Cop	y a set of presentations to	a folder on your computer or to a CD.	

F	Files to be copied	
9	Title Slide2.pptx	<u>A</u> dd
		Remove
		Options

**Step 4:** Use the **Add Files** to add files to the package. The default file type filter is set to presentations and shows, but you can change it to search any file type.

Organize 🔻 New folder			准• 🗖 🌘
P Microsoft PowerPoint	Name	Da	
	E 🔒 HTML	17/	
🚖 Favorites	PowerPoint	17/	
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n Desktop			
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File name:	8	Present	ations and Shows (*.ppt
	Tools	• Ope	Cancel

File types supported

**Step 5:** Once you have all the files ready for the package, click on "**Copy to Folder**" or "**Copy to CD**" and follow the steps to create the final package.

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Conversion	Foresentations to a folder on w	our computer or to a CD
) copy a set o	presentations to a folder on y	our computer or to a co.
Copy a set o	presentations to a folder on y	our computer or to a co.

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Copy to <u>Folder</u> Copy to <u>C</u> D	Close
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