Microsoft PowerPoint 2007: Package for CD

PowerPoint presentations often contain many extra files than the presentation itself—images, music, PDFs, etc. The Package for CD function bundles everything together, makes sure that the files can be found, and bundles the correct version of the PowerPoint player to play your presentation. The procedure is slightly different than with previous versions of PowerPoint.

- Click the Office Bubble > Publish > Package for CD (figure 1).
- The Package for CD dialog pops up (figure 2). Change the Name of the CD. Click the Options button.
- The Options dialog pops up (figure 3). Check Linked Files and Embedded TrueType fonts. Click OK.
- Back at the Package for CD dialog (figure 2). Click the Copy to CD button. Agree to any warnings that may pop up. You’ll be prompted for a blank CD-R or DVD-R if you haven’t inserted one already.