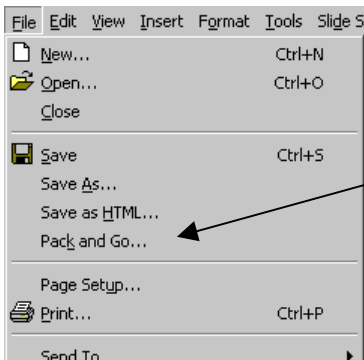


PowerPoint: Pack and Go

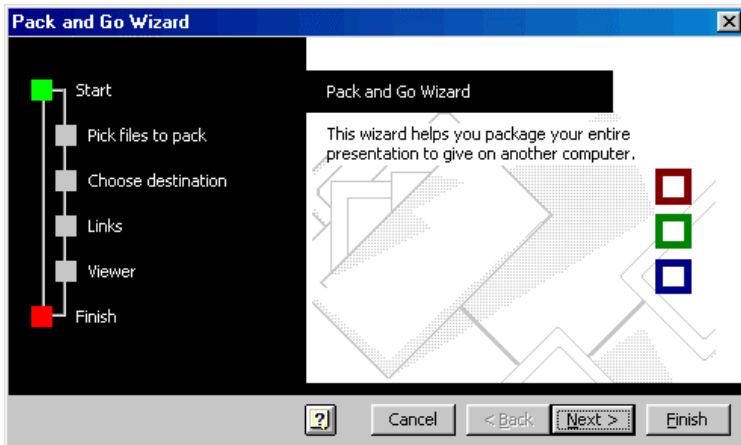
PowerPoint is a wonderful tool with many great features. Unfortunately, as you learn to use more and more of these powerful options, your presentations get bigger and bigger and may no longer fit on a floppy disk.

Thankfully, PowerPoint has a solution: **Pack and Go**. What Pack and Go does is to split your presentation file onto several floppy disks so that you can easily transfer it to another computer.

Packing: Below are the steps needed to pack a presentation. Be sure to have several blank floppy disks on hand when you are ready to begin for real.

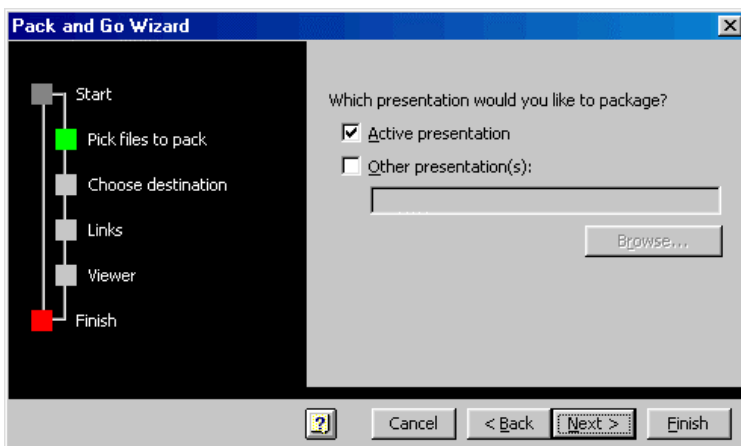


Step 1 - With your presentation open, click on "**File**" in the top menu bar and then choose "**Pack and Go ...**" from the drop-down menu.



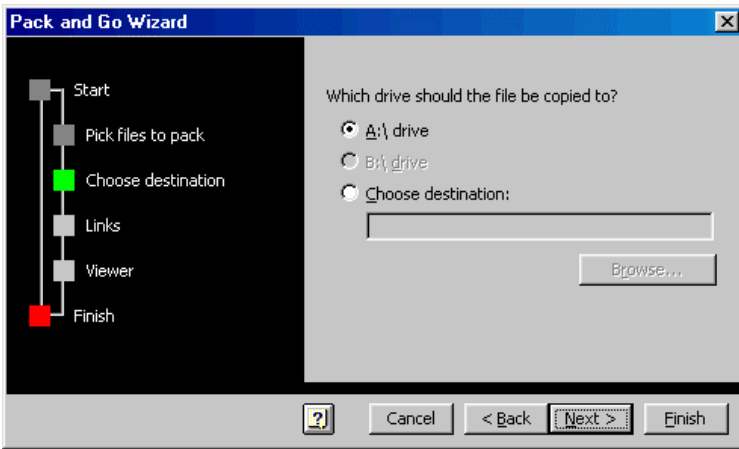
Step 2 - You will be greeted by the **Pack and Go Wizard**. This wizard will walk you through the steps of packing your presentation onto the floppy disks.

Click "**Next>**" to continue.



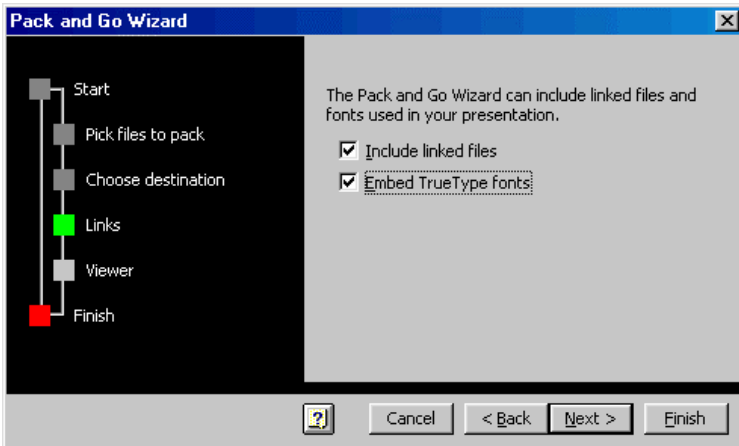
Step 3 - On this step the wizard will ask you what presentation you want to pack. As long as you have your presentation open already, just leave the check mark in the box for "**Active presentation.**"

Click "**Next>**" to continue.



Step 4 - Now the wizard asks where to copy the presentation. Since we are trying to put the presentation onto floppy disks you just want to make sure that "**A:\ drive**" is selected.

Click "**Next>**" to continue.

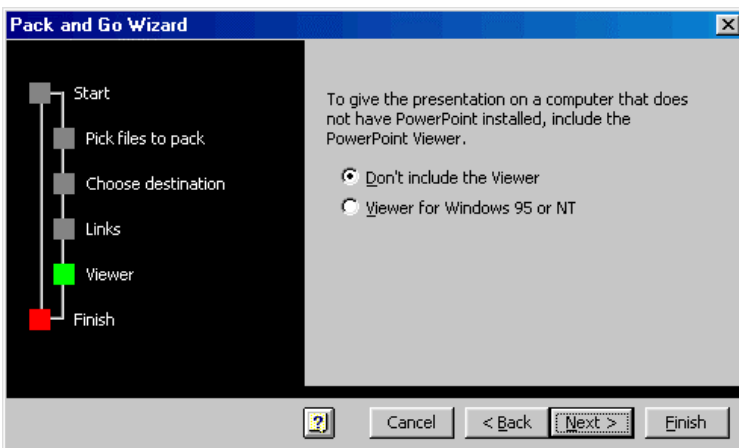


Step 5 - Next the wizard wants to know what extra files you would like to include in the packed presentation.

Choose "**Include linked files**" to pack video and audio clips along with your presentation.

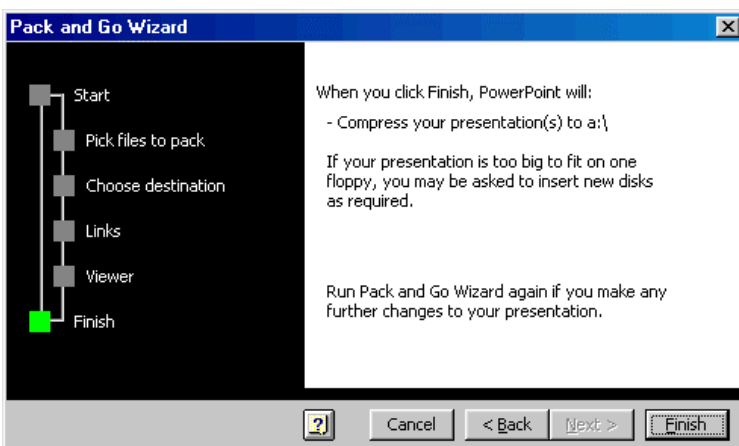
Choose "**Embed TrueType fonts**" to include the fonts you used, so your presentation is guaranteed to look the way you designed it.

Click "**Next>**" to continue.



Step 6 - You now have the option to include a **PowerPoint Viewer** with your presentation. This would only be needed if the computer you are taking the presentation to does not have PowerPoint. Usually it is best to just leave "**Don't include the Viewer**" selected.

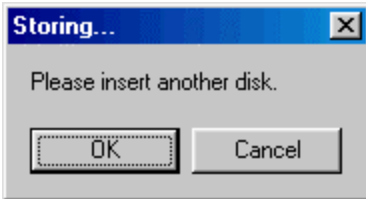
Click "**Next>**" to continue.



Step 7 - Now PowerPoint is ready to pack your presentation.

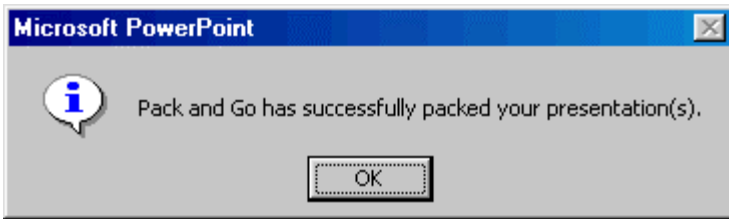
Be sure to insert a blank formatted floppy disk into you're "**A drive**" if you have not already done so.

Click "**Finish**" to continue.



Step 8 - PowerPoint will now begin to put your presentation onto your floppy disk. The process can take quite a while.

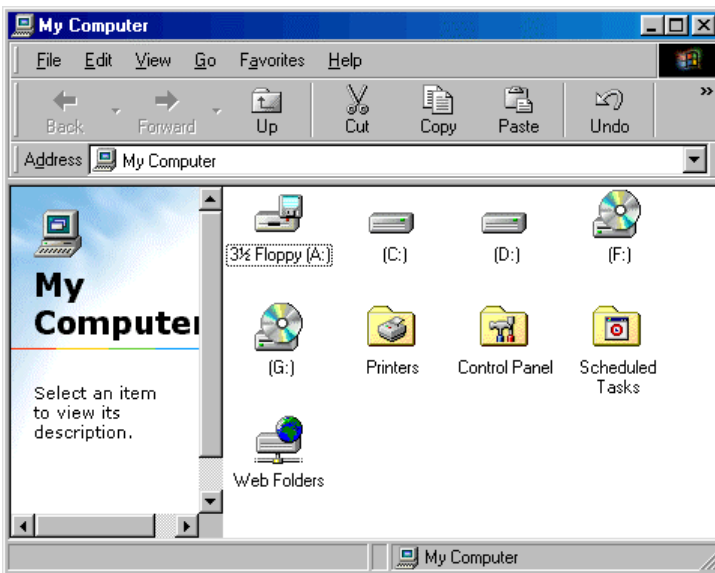
If PowerPoint needs more disks it will ask you to insert another one. **Be sure to number the disks** so you can keep them in the proper order for later.



Step 9 - When PowerPoint is done packing your presentation you will get this message.

Click **"OK"** and remove your final disk. Be sure they are all properly numbered.

Unpacking: Below are the steps needed when you are ready to unpack your presentation on another computer.



Step 1- Begin by making sure you have all the floppy disks in the proper order from the **Pack and Go** operation. Insert **Disk #1** into your floppy drive.

Now find the **"My Computer"** icon on your desktop and double click it to open it up.

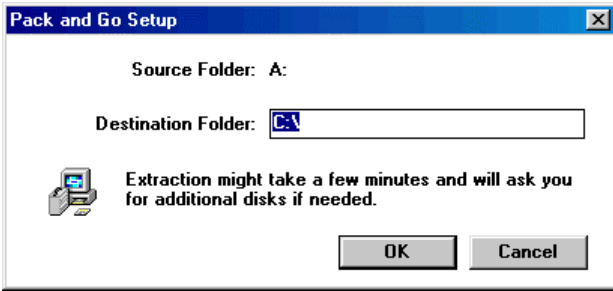
You will get something like the window on the left.

Now double click on the icon for **"3 1/2 Floppy (A:)"**



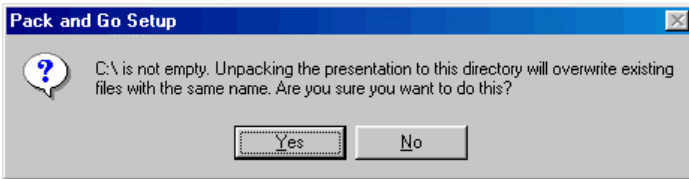
Step 2 - When the window for the floppy drive opens you should get something like the picture to the left.

Locate the icon labeled **"Pngsetup"** and double click it. This will begin the unpacking procedure.

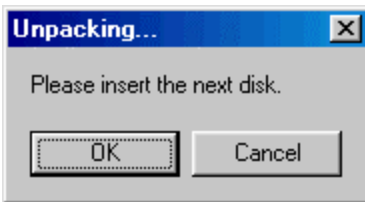


Step 3 - Now you will be asked where to unpack the presentation to. It is probably easiest to simply allow it to be unpacked to the root directory of your hard drive, which is **Drive C**.

Just click "**OK**" to continue.



Step 4 - You will now probably get this warning, which is perfectly fine. Just click "**Yes**" to proceed.



Step 5 - If Pack and Go needs another disk, it will ask you to insert the next one. **Make sure to insert the disks in order.**



Step 6 - When the presentation is unpacked you will get a message telling you it was a success.

If you wish to run the presentation now, you can click "**Yes**"

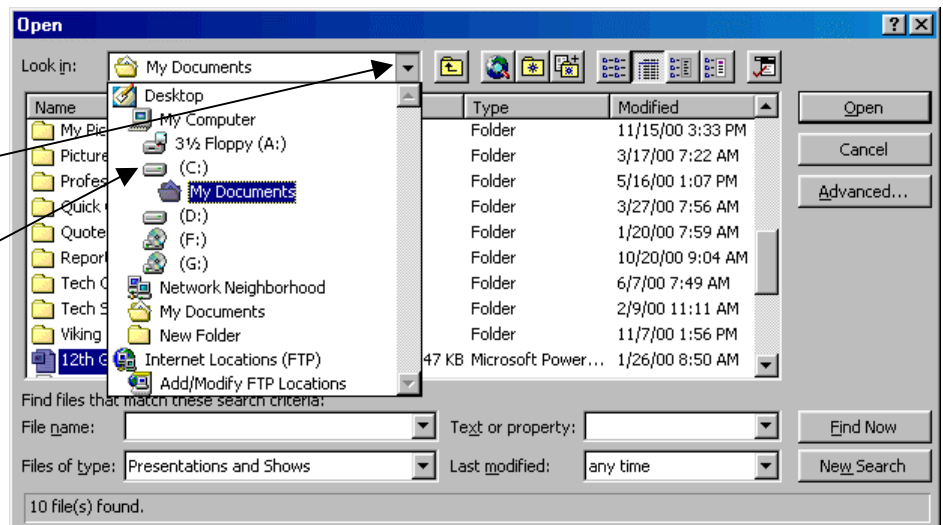
If you wish to open the presentation later, you will find it in the root directory of your hard drive, which is **Drive C**. It will NOT be in the "My Documents" directory, where you are probably used to finding all Office files.

In PowerPoint, click "**File**" and then "**Open...**" from the drop down menu.

Click on the down black arrow at the end of the "**Look in:**" box.

Click on the hard drive icon (**C:**) to look at what is on your hard drive.

You will now be able to scroll through the files to find your unpacked presentation.



Questions, comments, concerns? Email me at:
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