

# Saving a Portable PowerPoint Presentation

## Portable PowerPoint Presentations:

If you will be presenting on a different computer than the one on which it was created or if you wish to distribute your PowerPoint Presentation, save your PowerPoint in a portable format. This will insure that images and video in your PowerPoint presentations are saved along with the PowerPoint file itself and will load properly when played on a different computer:

### **Office 2003 (Windows):**

1. Open the PowerPoint file.
2. Click File > Package for CD...
3. Enter a name for the portable presentation and click the "Copy to Folder..." button.
4. Name the folder, select a location to save and click OK.

More details about saving portable PowerPoint presentations on PowerPoint 2003 are available [here](#).

### **Office 2007 (Windows):**

1. Open the PowerPoint file.
2. Click the Office button at the top left of the PowerPoint 2007 screen.
3. Select Publish > Package for CD
4. Enter a name for the portable presentation and click the "Copy to Folder..." button.
5. Name the folder, select a location to save and click OK.

More details about saving portable PowerPoint presentations on PowerPoint 2007 are available [here](#).

### **Office 2010 (Windows):**

1. Open the PowerPoint file.
2. Click the File tab.
3. Click Save & Send, then click Package Presentation for CD.
4. Click the Package for CD button.
5. Enter a name for the portable presentation and click the "Copy to Folder..." button.
6. Name the folder, select a location to save and click Select.
7. When prompted to include linked files, click yes.

More details about saving portable PowerPoint presentations on PowerPoint 2010 are available [here](#).

#### **Office 2004 (Mac OS X):**

1. Open the PowerPoint file.
2. Click File > Save As... and select "PowerPoint Package" from the "Format" drop-down menu.
3. The PowerPoint presentation will be saved to a folder with all image and video files. Copy the entire folder to your flash drive or burn it to a CD in order to view the PowerPoint presentation on a different computer.

#### **Office 2008 (Mac OS X):**

1. Open the PowerPoint file.
2. Click File > Save As... and select "PowerPoint Package" from the "Format" drop-down menu.  
*NOTE: The PowerPoint presentation will be saved as a .pptx. If the version of Office you are using is not able to handle .pptx files, you can download and install a file format converter that will enable older versions of PowerPoint to open files created in the Office 2008. More information can be found [here](#).*
3. The PowerPoint presentation will be saved to a folder with all image and video files. Copy the entire folder to your flash drive or burn it to a CD in order to view the PowerPoint presentation on a different computer.

#### **Office 2011 & Newer (Windows & Mac OS X):**

- Since PowerPoint 2011, PowerPoint embeds images and video into the presentation by default when saving, making all recent PowerPoint presentations portable. There is no longer a need to specify saving the PowerPoint presentation in a portable format.
  1. On the File tab, select Save.
  2. Do of the following:
    - To save to your local drive, such as your laptop, a flash drive, CD or DVD drive, select Computer.

- To save to a SharePoint Library, select SharePoint.
  - To save your presentation to a web location, see [Save and share a presentation to OneDrive](#)
3. Under Save As > Recent Folders, select Browse, pick a path and file folder, and then name the file.
  4. Select Save.
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