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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