

[ Tech Topic—PowerPoint Portability ]

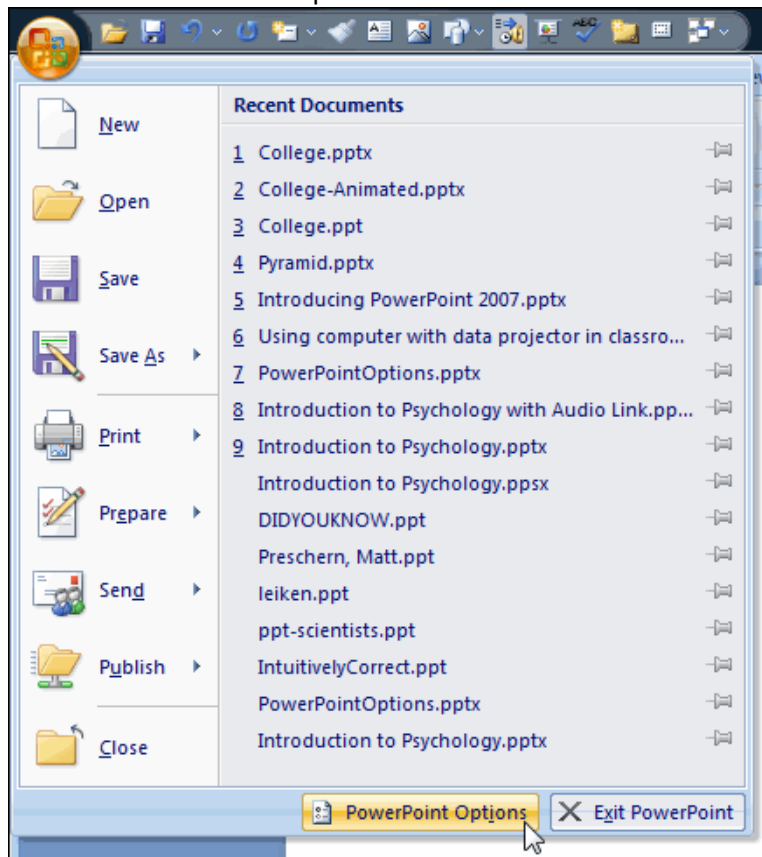
**The Problem**

The number 1 problem people report with giving PowerPoint presentations on computers on which they were not created (which is usually the case) is that certain things do not display correctly or at all or that media linked from the presentation does not play correctly. This document describes what steps can be taken to minimize these problems.

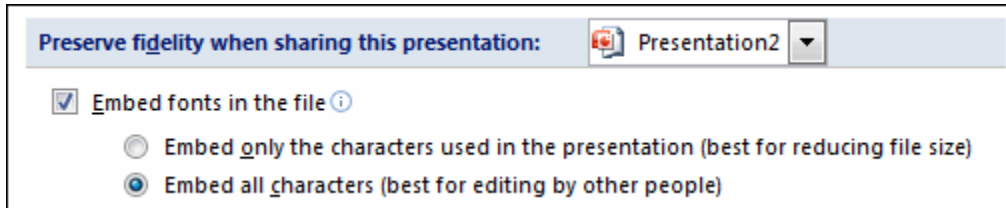
**Missing Fonts**

A common problem is that fonts that displayed correctly on the computer that created the presentation do not display on the computer used to give the presentation. This problem can be eliminated by embedding the font in the presentation file before moving it to another computer. This will result in somewhat larger presentation file sizes, but will eliminate this embarrassing problem.

To embed fonts in presentations when they are saved (using PowerPoint 2007) click the Office button and choose PowerPoint Options.



In the PowerPoint Options dialog box, the “Preserve fidelity...” section select “Embed Fonts in the file” and click the radio button next to “Embed all characters”. While it is really only necessary to embed the characters used in the presentation rather than all the characters in the font, most PowerPoint presentations are dynamic things that get edited right up to the last minute, and it is handy to have the font available if additions need to be made to the slides.



Note that this selection needs to be made for each presentation in which you want to embed fonts. It is not a global setting that will remain in effect for PowerPoint.

## Missing Media

A common problem is video and audio files that play just fine on the computer where a presentation is created do not play on the presentation computer. Most always this is caused by missing files. The audio or video files are actually linked to the PowerPoint .pptx file (or .ppsx file, if that is the format you have saved in) NOT embedded in the file. When the presentation file is moved, the media files are not moved with it, and therefore cannot be found by PowerPoint on the presenter computer since they do not exist there.

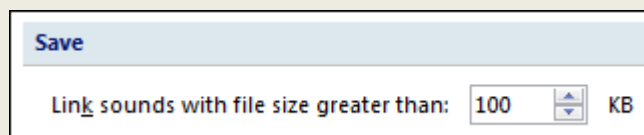
### Rules for embedding and linking

The rules for embedded vs. linked files are actually quite simple.

All video files are linked, NOT embedded in the PowerPoint presentation.

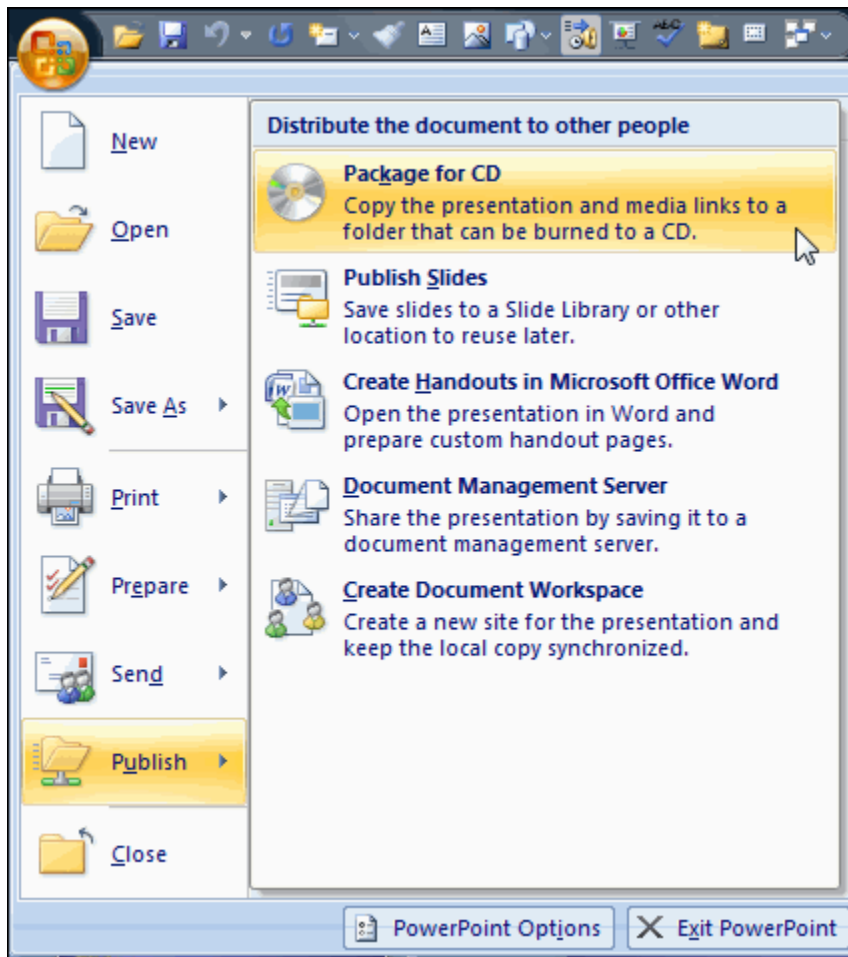
The same is true of Flash objects. They are always linked, never embedded.

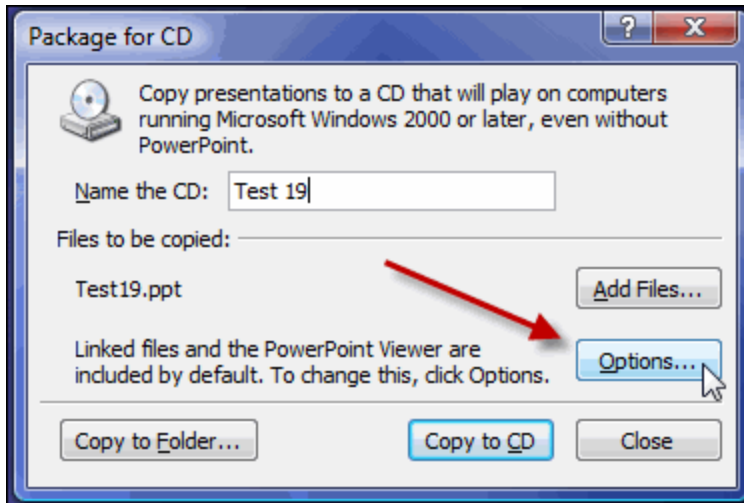
WAV audio files smaller than a certain file size are embedded, those larger than that file size, and all non-wav format files, are linked. The threshold size can be found by clicking the Office button > PowerPoint Options > Advanced > Save. In the Save section of this PowerPoint options dialog box you will find a “Link sounds with file size greater than” parameter. The default setting for this size in PowerPoint 2007 is 100KB, but you can change it to any value you wish up to 50000KB (that is 50MB).



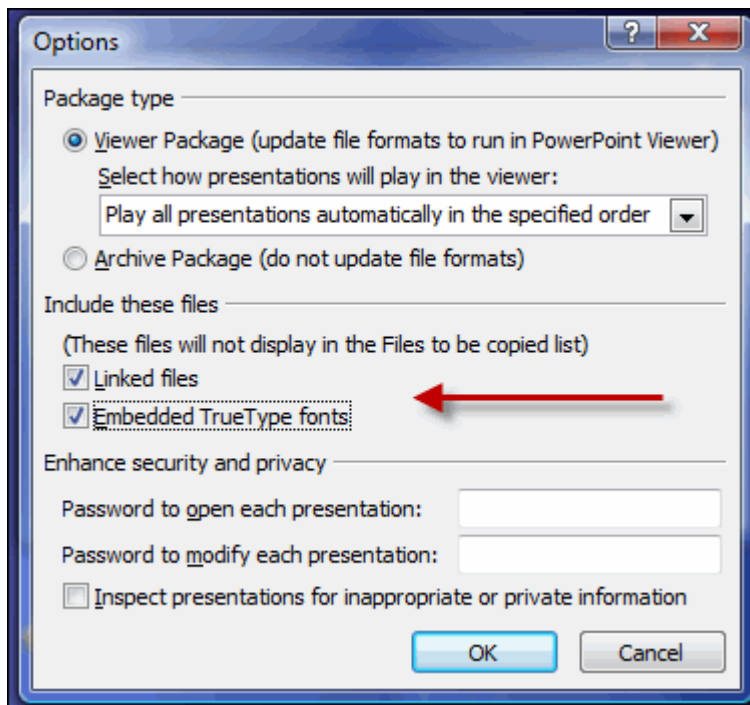
There are two simple solutions to this problem.

1. When creating your presentation, be sure all media files linked from your presentation are in the folder in which the presentation is saved. Then when you transfer the media to a flash drive, CD or email it to yourself, transfer the ENTIRE FOLDER, not just the .pptx (or ppsx) file. That way you will be guaranteed to have all the media your presentation needs present in the same location and links to the media from within your presentation will be correct. If you first link to the file, and then move it to the presentation folder, delete it and re-link it from the presentation so the link to it will be in the default presentation folder.
2. Use PowerPoint's "Package for CD" option to save your file. That way all files necessary for giving the presentation will be saved in the same "package".





Click the option button on the Package for CD dialog box.

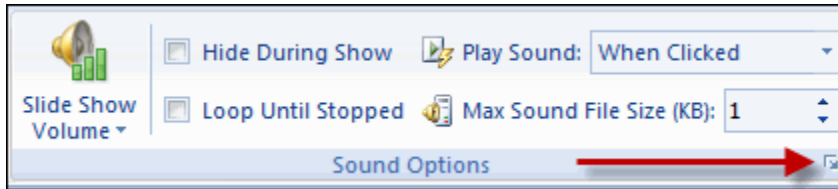


Be sure the “Linked files” option is checked, and if you want to embed the fonts used by the presentation (a good idea) check that box also. Note that this Option dialog will save as a “Viewer Package” as distinct from an “Archive Package.” The difference is that file formats (should there be any old ones) will not be updated and a copy of the PowerPoint Viewer (PPTVIEW.EXE) will be placed in the file when Viewer Package is selected.

After configuration options are selected, click on “Copy to Folder” from the initial “Package for CD” dialog box. Then, drag this folder to whatever other media you want to place it on, like a CD, flash drive, portable hard drive, email attachment, etc.

### ***How to tell if an audio file is embedded or linked***

To tell if an audio file is embedded or linked, select the audio object, click on the Sound Tools tab, and click the dialog launcher in the Sound Options command group.



The Sound Options dialog will tell you whether the file is contained in the presentation (ie, embedded) or not. If not, the path to the file will be shown.



### **Missing Media Players**

While far less likely to be the cause of the problem when media will not play, it is possible that it will not play because the media player to handle the media is not present on the host computer. If PowerPoint is installed on the computer, this is almost certainly not the case for audio and video files that play on another computer, though there may be issues related to missing codecs. If codecs are missing, it is time to call for technical support. If technical support is not available try installing the latest version of the Windows media player and many codec issues will disappear. The Windows media player is free and available from:

<http://www.microsoft.com/windows/windowsmedia/player/>

Flash objects are the exception. If a Flash Object will not play, be sure the computer you are using has the latest version of the Adobe Flash player. The free Adobe Flash player is available from:

<http://www.adobe.com/products/flashplayer/>

This will install and register the required ActiveX controls to play Flash within PowerPoint.