

creative techniques

Create your own interactive CD with PowerPoint 2003



by julie terberg

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I know I wasn't the only one who'd been (im)patiently waiting for an updated PowerPoint Viewer. Two years ago, I received my copy of Microsoft PowerPoint 2002 and was excited to learn about the new animation features and show my colleagues and clients what could be done with the program. Unfortunately, few others upgraded to PowerPoint 2002, and the old PowerPoint 97 Viewer did not support any of the new features. So I was left waiting and hoping for yet another update.

Until now. The updated PowerPoint Viewer is finally here and is included with PowerPoint 2003. The Viewer is also available free as a download from the Microsoft Office Web site (www.microsoft.com/powerpoint — in the downloads section).

Probably the biggest advantage to the new Viewer is that it works in tandem with a handy new feature in PowerPoint 2003 — Package for CD. When you use Package for CD, a presentation, its supporting files and the PowerPoint Viewer are packaged together to run on another Windows computer, even if PowerPoint is not installed on that machine. (*Note:* This



feature only works for playback on Windows computers running Windows 98 Second Edition, ME, 2000 with Service Pack 3, XP or Server 2003.

Interactive PowerPoint

The most obvious use for the Package for CD feature is to easily share presentations with colleagues or clients.

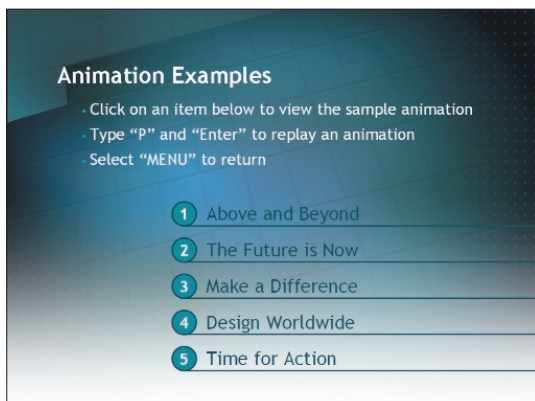
But another great way to take advantage of this feature is to create an interactive CD with PowerPoint. By creating a menu slide with action buttons programmed to link to corresponding slides, you allow the person viewing the presentation to navigate through the menu items at their own pace and in a nonlinear fashion.

To illustrate this process, I created a simple presentation that runs from a main menu slide. Each item or bullet point on the menu is linked to an

individual slide. When the presentation is "packaged for CD," the animated slides will play back on another Windows machine exactly as they appear in the original file.

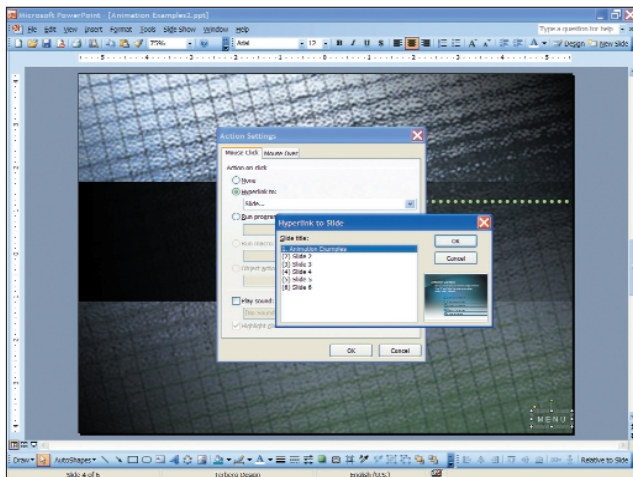
To begin, I copied five animated slides into a new presentation. *Tip:* When copying slides into the slide sorter, you can retain a slide's original formatting by clicking the clipboard icon (in the lower right of the last slide's thumbnail). Select Paste Options and choose "Keep source formatting."

Next, I created a menu slide and included a few notes about running the presentation. Each of the menu items is typed in a separate text box (see **EXAMPLE 1**) then hyperlinked to the corresponding slide. To create a hyperlink, highlight an item on the menu slide and from the **SLIDESHOW** menu select **ACTION SETTINGS** (or right-



EXAMPLE 1 A menu slide with instructions and links makes it easy for the user to skip through a presentation to topics of their choice.

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EXAMPLE 2 In the Action Settings window you can set hyperlinks to other slides, creating an interactive menu within your presentation.

click on the item and select ACTION SETTINGS). Then choose "Hyperlink to" and click the drop-down arrow to reveal the options. Scroll down, click on Slide and select the slide that corresponds with your menu item. Click OK to finish the link.

To ensure that my end users could



EXAMPLE 4 The bottom menu bar provides an easy-to-use navigation bar that is elegant enough to blend into the slide's design.

return to the menu slide at any time, I added a menu button to each of the animated slides. To do this, type the word *Menu* in a separate text box (or Action Button) and move it to the lower-right corner of one of your slides. Then select the text box and choose SLIDESHOW → ACTION SETTINGS from the top menu bar. Choose "Hyperlink to," click the drop-down menu, scroll down the list and select Slide. Click on the title that corresponds to your menu slide and click OK (see EXAMPLE 2). Now that the

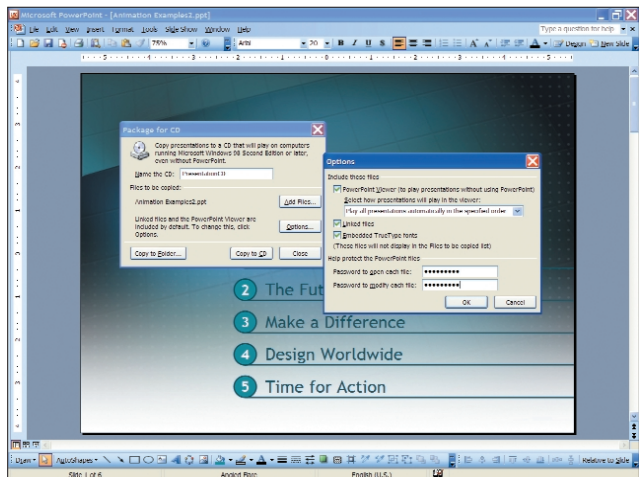
hyperlink has been formatted, you can COPY and PASTE the word *Menu* onto each slide in your presentation. The link back to the main menu slide will be copied along with the text box. Finally, save your work with a new file name.

The final package

The final step is to pull down the FILE menu and select PACKAGE FOR CD. The Package for CD menu will prompt you to type in a name for the CD. You can also include additional presentation files on the CD by clicking the Add Files button. The Options button allows you to include the PowerPoint Viewer, to select how the presentation will be played by the Viewer, to copy any linked files, and to embed fonts. You may also elect to add a password for opening or modifying each PowerPoint file (see EXAMPLE 3).

Note: If you use TrueType fonts, you can embed them. By doing so, the presentation will appear the same when you run it from a different computer. However, be aware that the program will not embed copyright-restricted fonts. You will be prompted if the fonts have any licensing restrictions and you'll have to replace them before packaging the presentation for burning to a CD.

If you are currently running Windows XP, you can burn a CD right from the Package for CD menu. Simply insert a blank CD and choose Copy to CD. If you are running an



EXAMPLE 3 The Options window provides controls for how the final presentation will play, what linked files will be included and whether fonts are embedded.

older version of Windows, choose Copy to Folder. Type in a name for your new folder and select a location on your system. After the files have been copied to the new folder, use a CD-burning program to copy the files to a CD.

Expanding the idea

Another way to produce an interactive presentation is to create a menu bar on every slide for use as a navigation tool. You can create buttons for "Next" or "Previous" and program in hyperlinks. In EXAMPLE 4, the menu bar includes each of these, as well as text indicating the current section and page number and a link back to the main menu.

Regardless of the kind of interactive functions you choose, Package for CD gives you the extra leverage to develop a training presentation that includes informational slides, questionnaires, even a button to reveal a correct answer. The feature also makes it easy to design a CD that details a company's services using an interactive brochure or to assemble and display a series of photographs or digital-video files.

You will find the new feature to be a quick and easy way to share your best work with others. ■

Software and system used:

Microsoft PowerPoint 2003; Microsoft Windows XP.