

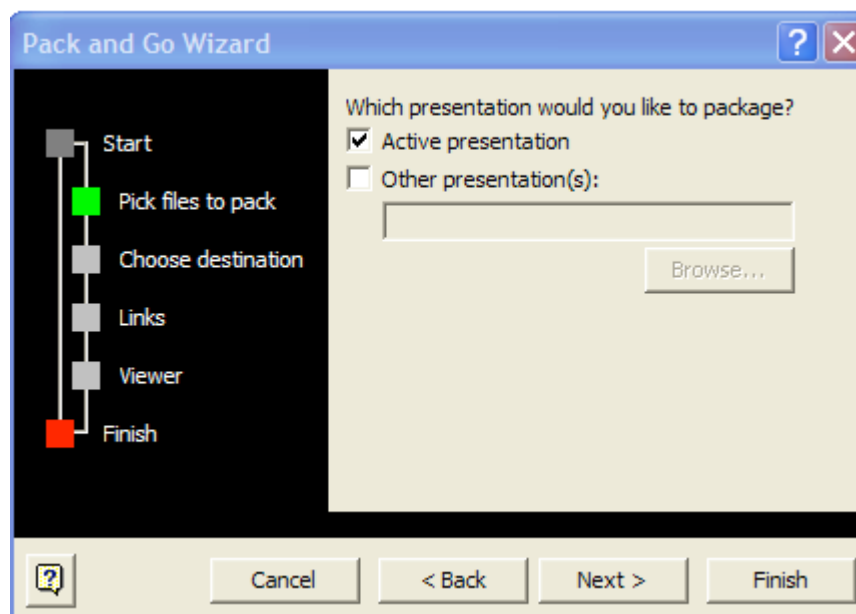
PowerPoint Pack and Go

Uploading your PowerPoint Presentation to the server as a package
Windows XP Version

Once you are finished with your PowerPoint Presentation, you are ready to save it so that you can transport your project. This option is used if you are going to upload your Presentation to the server to use as part of your Interactive Lesson Plan or on your classroom website.

When you are ready to upload the presentation: Go under FILE and choose PACK AND GO. This will bring up a wizard for you to follow. It will tell you that this wizard will help you package your presentation. Click on the NEXT button.

The next question the wizard will ask you is if you would like to package this active presentation (the one you just finished) or another presentation (maybe one saved on the desktop.)

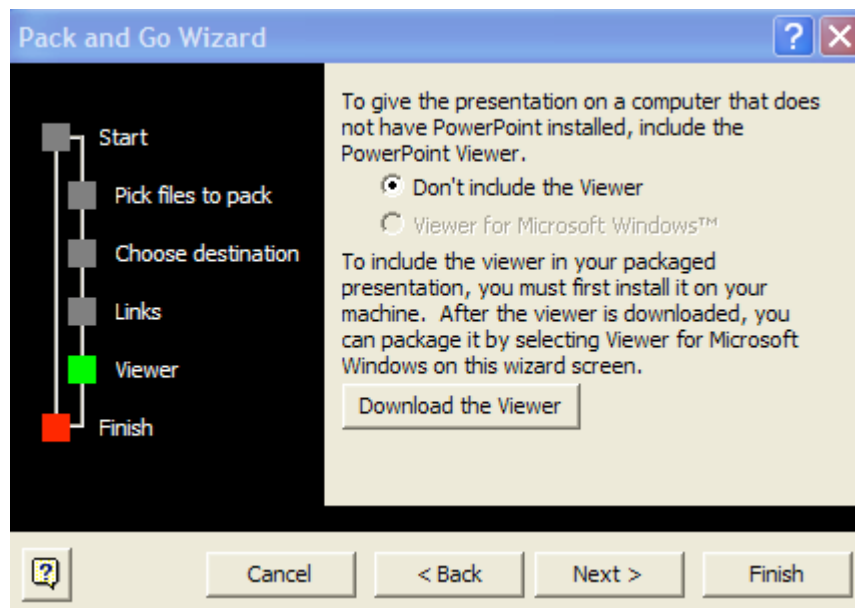


If you want to package the one you have been working on, leave it as the default ACTIVE PRESENTATION, then click NEXT. If you would like to add more presentations, put a check mark in the Other Presentation(s) box and then browse for them. Where are they saved on your computer? When you are ready to move on, click on the NEXT button at the bottom.

Select the destination you would like your packaged PowerPoint(s) to go. If you are planning on uploading them, you might want to save them somewhere where you can see them such as a personal folder on the desktop. You may need to browse for this destination. When you find it, click NEXT.

The Pack and Go wizard wants to know if you would like to include linked files and fonts used in your presentation. By default it has *include linked files* checked; this will enable you to open the files on the destination computer. Embedding fonts will ensure that the text displays correctly if the font is not installed. When you are finished, click on the NEXT button.

Pack and Go will now ask you if you would like to include the PowerPoint viewer. Including the PowerPoint Viewer will allow you to show the presentation even if PowerPoint is not installed on the destination computer. Follow the directions to download the viewer if needed. Then click on the NEXT button.



Pack and Go will show you where your presentation will be saved; then click on FINISH. Your PowerPoint will be saved as a Pack and Go file (consisting of two different files) in the folder that you specified. One file will have an .EXE extension, and the other one will have a .PPZ extension. These are both part of the PowerPoint Package. If you downloaded the PowerPoint viewer, this will be the third file.

Uploading this Presentation to the Server:

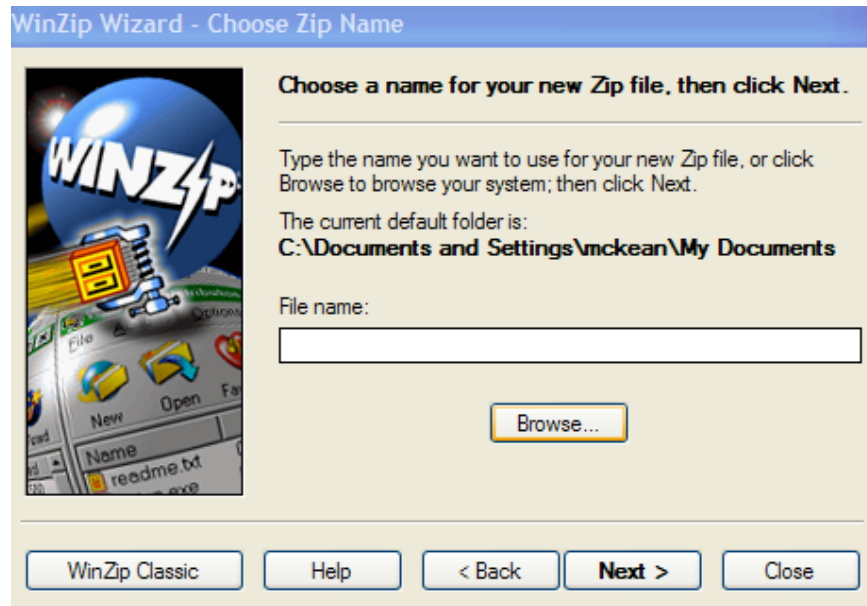
Once you have your Presentation packaged, you will need to zip this package before uploading it to the server. This guarantees that the presentation will work the same as it does on your desktop. Zipping a file folder will allow the Presentation to move from one computer to another.

Make sure you have Win Zip installed on your computer. If not, go to NWOCA's home page, click on the Hardware button → Software → and then Windows or Mac format. The actual file you are looking to download is named [winzip81.exe](#)

Open up Win Zip and click NEXT until you get to the screen below.



Click on the radio button that specifies that you would like to Create a new Zip file, then click NEXT. You will then need to browse for where you would like to save this folder, or you can use the default folder, but you need to specify a name for your new zip file.



When moving to the next screen, you will need to choose what item(s) you would like to zip for your PowerPoint. Be sure to include all files that were created for your PowerPoint Presentation. There should be two files and the PowerPoint Viewer if you decided to download it for a computer that does not have PowerPoint. You can do this by clicking on the add files button until you have all the files listed in the win zip wizard. Click on Zip Now once you have all the files listed.



After your folder is zipped, the next step is to go to your Interactive Lesson Plan, and upload this zipped folder.

Log in the Interactive Lesson Plan Website, and choose the Edit Resources icon for the ILP that you want to work on. Scroll down to the PowerPoint Presentation part of the ILP.

PowerPoint Presentation

To make your powerpoint available for others to use you will need to upload it to the server.

If the Powerpoint contains **movies** then you will need to **upload them separately** and reference them in placeholders inserted for each movie.



[View PowerPoint Files Already Uploaded](#)

Title

Type the title of the powerpoint presentation in this box.

URL

Paste the URL (Web Address) that you copied from the upload screen (link in white box) into this box.

[Hint: Use CTRL V to paste]

Title your PowerPoint and then click on Upload PowerPoint. You will need to browse for your zipped folder. When you find it, it will automatically put the path to the file in the box. You will just need to click on Upload.

Please Select your Zipped Powerpoint by clicking the BROWSE button.
File Size limit 10Mb.

Upload PowerPoint C:\Documents and Settings Browse... Upload

[Back to Resources Page](#)

It will come up with a red link that you need to highlight and copy to put in the URL box of the ILP Resources Page. Be sure to click on the Save Resources and Documents button at the very bottom of the ILP page when you are finished.

This completes the process. Now, when you or someone else wants to utilize your lesson and PowerPoint, they will be able to download it from the ILP page, unzip it (using Win Zip) and then use it in their classroom. The PowerPoint will look and act the same as you have created it.