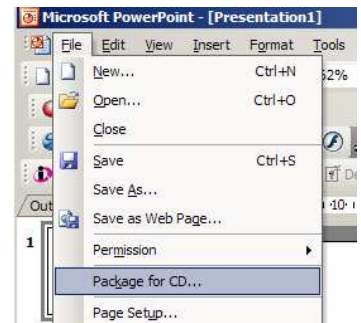


**Problem:** when you move your powerpoint presentation to a different computer the video clips don't play.

**Explanation:** When you insert a video or audio clip onto a powerpoint slide, the clip is not actually part of the presentation. That slide just points to where the clip is on your computer, retrieves it and plays it at the appropriate time. When you put your .ppt file on a different computer (by email, USB stick, CD or some other method) the slide still points to where the original video clip is – on the computer you used to create the presentation.

**Solution:** When you're moving a powerpoint presentation that contains video or audio files to a different computer you must save the presentation in a way that also copies the linked video or audio files and puts them in the right place.

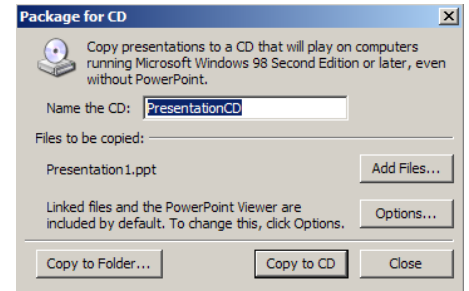
In **Powerpoint 2003** pull down down File to Package for CD.



You can choose Copy to Folder or Copy to CD.

Note that Linked files are included by default. This means all your video and audio clips will be copied to the folder or CD.

What you end up with is a folder that contains your ppt file along with all your linked video and audio clips (and a whole bunch of other stuff you don't have to worry about).



Put this entire folder on the new computer and your presentation will run with all its media intact.

In **Powerpoint 2007** the process is similar but you pull down to Publish, then Package for CD. You get the same Copy to folder or Copy to CD choices.

