

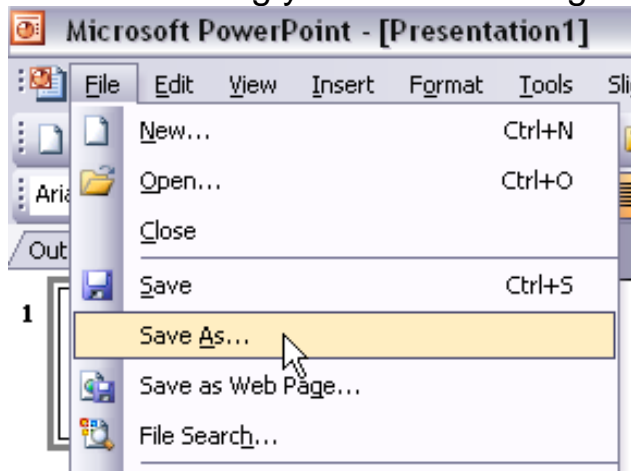
# Directions If You're Bringing a PowerPoint for Use at Carroll Senior High School

**\*IMPORTANT NOTE: CSHS does not have Microsoft Office 2007.**

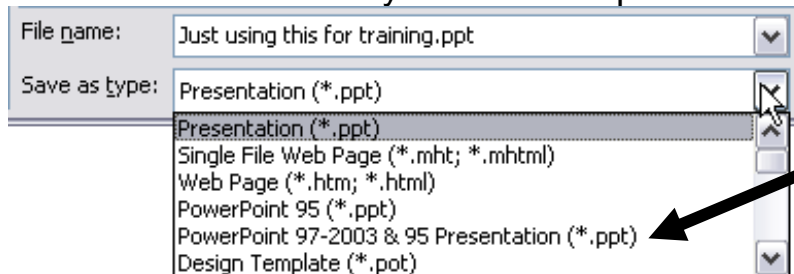
*When saving your PowerPoint you need to make sure you save it with the suffix at the end of the file as **.ppt**. If you save it with **.pptx** teachers will not be able to display it on their computers. Please follow the steps below to ensure that it is saved in the proper format.*

*\*When saving a PowerPoint using Microsoft Office on a Mac computer, also make sure the suffix on the file is either **.ppt** or **.pps***

1. After creating your PowerPoint go to **File** and then **Save As...**

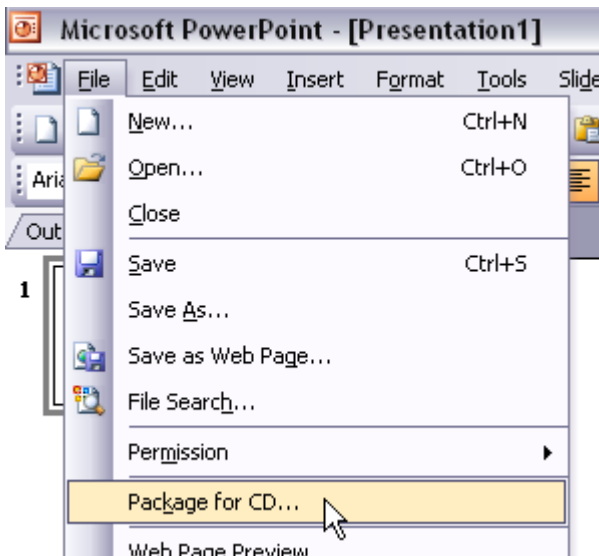


2. You will see a variety of choices...please make sure to choose the **.ppt** option.



**\*\*IMPORTANT NOTE:** *If you are bringing your PowerPoint presentation on a disc or USB drive and the presentation contains music and/or video it's important that you follow the directions below in order to save both the PowerPoint file along with the audio/video files that accompany it.*

1. Instead of **File** and **Save As...** you'll need to go to **File** and then **Package for CD...**



2. A window will pop up where you will enter the name of the CD and then either **Copy to CD** (if you have a CD burner) or **Copy to Folder** (then save the folder to your USB drive)



**\*\*\*IMPORTANT NOTE:** *There is an online alternative to bringing a disc, USB drive, or emailing your presentation and it's called Slideshare.*

If you go to [www.slideshare.net](http://www.slideshare.net) you will find a program that allows you to upload your presentation (PowerPoint or Keynote) to the internet. The presentation can then be accessed via internet. The service is free (just sign up for an account) and is available here at school.

When you're finished uploading your presentation to Slideshare you can just email the link (URL/internet address) to your teacher who can then open it up from the internet.

The screenshot shows the Slideshare website interface. At the top left is the Slideshare logo with the tagline "Present Yourself". To the right of the logo are navigation links: "Browse", "Business" (highlighted in an orange box), "My Slidespace", "Upload", "Community", and "Widgets". In the top right corner, there is a user greeting "Hello, guest!" with links for "Login / Signup" and "All Languages". Below the navigation is a search bar with a "Search" button. A central banner encourages users to "Upload and share your PowerPoint presentations, Word documents and Adobe PDF Portfolios on SlideShare. Share publicly or privately. Add audio to make a webinar. Take a tour or Start Uploading!". To the right of this banner is a login/sign-up form with fields for "Username" and "Password", a "Remember me" checkbox, and buttons for "Sign up" (with the subtext "For a new account") and "Login". Below the banner is a "Browse by category" section with a list of categories: FINANCE, BUSINESS, TECH, EDUCATION, HEALTH, PHOTOS, TEMPLATES, AUTOMOTIVE, DESIGN, CAREER, GADGETS, and ENTERTAINMENT. A "View all" link is provided. At the bottom left, there is a "Hot on Facebook" link with a Facebook icon. At the bottom right, there is a "NEW!" badge, the Slideshare logo, and a promotional message: "Generate business leads or reach a targeted audience with AdShare & LeadShare", followed by a "Try SlideShare Business Now" button.