

# Part Eight

## Distributing Multimedia Applications

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*You can do it.*

—Bela Karolyi, 1996 Olympic U.S. women's gymnastic team coach, to athlete Kerry Strug

After helping you learn how to create multimedia applications, it is appropriate for this book to conclude with a tutorial on distributing them. Why? Because multimedia should not be a spectator sport. Everyone should be able to create and contribute, not just sit back and consume.

There are four ways to distribute a multimedia application created with PowerPoint. First, if you have Windows, you can use the Pack and Go Wizard to pack your application into a compressed format from which it can be installed onto other Windows computers. If your application is small, you can pack it onto diskettes. If your application is large, however, it may require too many diskettes for practical use; not to worry, because you can also use the Pack and Go Wizard to publish an application on higher capacity media such as zip disks or CD-Rs. You just need to make sure that the computer on which you are planning to install the application can handle the medium onto which you pack your application. Whether or not you plan to distribute your application, Pack and Go is a handy way to create a backup of your application onto another medium besides your hard disk drive, so you will not lose your work should an accident occur causing data loss on your hard disk drive. Chapter 39 teaches how to use the Pack and Go wizard.

Second, you can publish PowerPoint applications as Web pages on the World Wide Web. PowerPoint includes an incredibly capable Web publishing tool. Chapter 40 is a tutorial on World Wide Web publishing with PowerPoint.

Third, you can broadcast your presentation live over the Internet, using the Presentation Broadcast feature. Presentation Broadcast lets you invite people to attend the broadcast. If they cannot be there in person, you can archive the broadcast on the Web so people can view it later. Chapter 41 contains a tutorial on broadcasting an application with PowerPoint.

Finally, if you would like to take advantage of the collaborative power of the Internet, you can share your application during a live videoconference. Not only can you show your presentation as part of a videoconference, but you can also yield control to let another user navigate it. You can even permit another person to edit your presentation during the videoconference. Thus, you become a worldwide multimedia collaborator over the Internet. Chapter 42 features PowerPoint's collaborative capabilities that are based on the inclusion of Microsoft's NetMeeting technology into PowerPoint.

# Publishing on Disks with the Pack and Go Wizard

After completing this chapter, you will be able to:

- **Understand the purpose of the Pack and Go Wizard**
  - **Know how the wizard works and what it packs**
  - **Distribute a multimedia application on diskettes**
  - **Tell other users how to unpack and install the application**
  - **Pack a multimedia application for distribution on a CD-R, Zip, or other brand of read/write removable disk**
- The Pack and Go Wizard makes it possible for Windows users to distribute PowerPoint presentations on disk to other Windows users. The wizard packs your PowerPoint .ppt file along with all of the sounds, graphics, and movies you inserted or linked into it. You can tell the wizard to write the packed application to any kind of media your computer can write to, such as diskettes, Jaz, or any other brand of read/write disks. You just need to make sure that the kind of disk you use can be read by the computer on which the application will be installed. You can even include the PowerPoint Viewer, which Microsoft permits you to distribute for free along with your presentation if you think your users do not already have PowerPoint.

Because multimedia applications tend to be large, you will need several blank diskettes if you choose to pack a presentation onto floppy disks. As this chapter will teach you, PowerPoint handles this well by prompting you to insert another disk each time the current disk fills up.

A large show might take up more diskettes than you care to distribute. Happily, the cost of CD-R (compact disc-recordable) drives has been declining steadily, along with the price of the CD-R discs, which cost less than a dollar each when purchased in quantities of 50 or more. For authors fortunate enough to have a CD-R drive, this chapter contains a special section showing how to publish PowerPoint applications on CDs as well as on diskettes.

**Note for Macintosh users:** When this book went to press, the Pack and Go Wizard was not available for the Macintosh. To check the status of PowerPoint publishing on the Macintosh, go to the PowerPoint Web site at <http://www.microsoft.com/powerpoint> and follow the links to downloads and support for the Macintosh version of PowerPoint.

## Packing an Application Onto Diskettes

### Show-Me Movie:

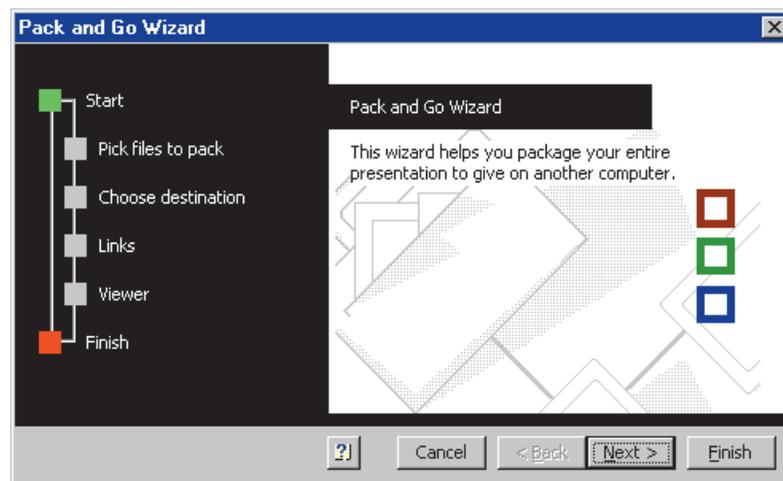
“Publishing on Diskettes with the Pack and Go Wizard”

To use the Pack and Go Wizard to publish an application onto diskettes, follow these steps:

- ▶ Get several blank, formatted diskettes ready. In this example, you will need about eight blank diskettes to publish the *History of Flight* application.
- ▶ It is important to keep the disks clearly labeled and numbered throughout the publication process. On the stick-on label of the first disk, write the name of your application, followed by Disk 1. For example, if you are publishing the *History of Flight* application you created in Chapters 26 through 31, write this on the label:

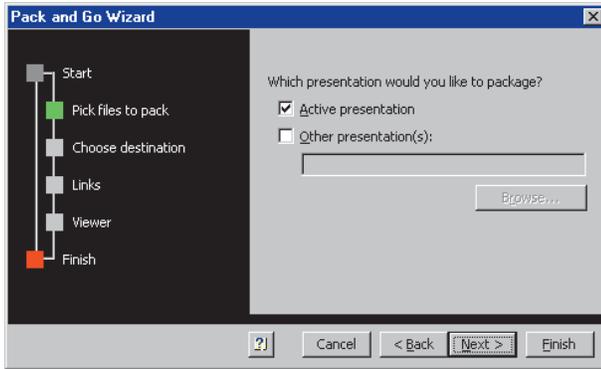
**History of Flight  
Disk 1**

- ▶ Insert disk 1 into your computer’s floppy disk drive.
- ▶ Use PowerPoint to open the application you want to publish. In this example, open the *Flight* application you created in your *Multilit* folder.
- ▶ To begin packing the application, pull down the File menu and choose Pack and Go.
- ▶ The first screen of the Pack and Go Wizard appears, as illustrated in Figure 39-1. Click the Next button to continue.

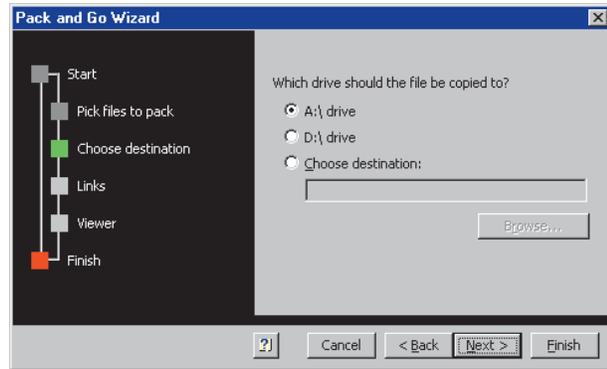


**Figure 39-1** The first screen of the Pack and Go Wizard. Click the Next button to continue.

- ▶ The second screen asks what presentation you want to package. In this example, since you already have the *Flight* application open, check the box that says Active presentation, as illustrated in Figure 39-2. Then click the Next button to continue.
- ▶ On the third screen, the wizard asks what drive to which the presentation should be copied. In this example, since you are publishing to diskettes, click to select the A drive, as illustrated in Figure 39-3. Then click the Next button to continue.

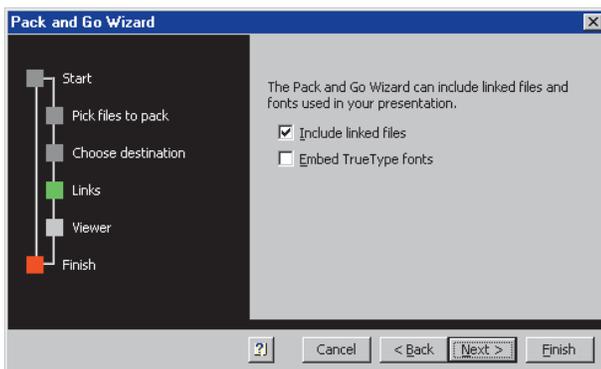


**Figure 39-2** The second screen of the Pack and Go Wizard asks what presentation you want to pack.

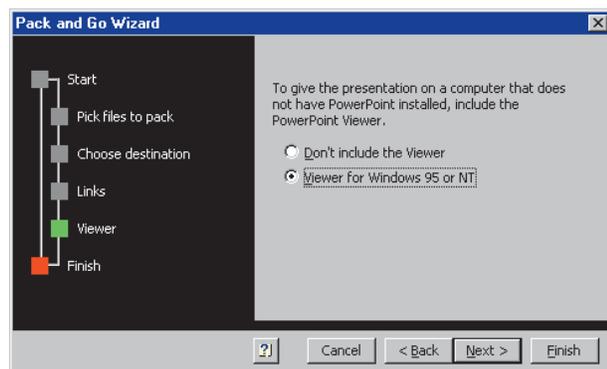


**Figure 39-3** The third screen of the Pack and Go Wizard asks what drive you want to publish onto.

- ▶ On the fourth screen, the wizard asks whether you want to include linked files and fonts used in your presentation. In this example, since you want the linked files (i.e., the movies and ambient sounds) to be included, check the box next to the option to include linked files, as illustrated in Figure 39-4. If you used any exotic fonts not likely to be found on the targeted machine, you can check also the option to embed fonts, but be aware that the wizard does not permit you to publish fonts that have built-in copyright restrictions. Click the Next button to proceed.
- ▶ On the fifth screen, the wizard asks whether you want to publish the PowerPoint Viewer. As illustrated in Figure 39-5, you will probably want to click the option to include the viewer, especially if you suspect that one or more of the machines onto which you plan to install the application lacks PowerPoint.

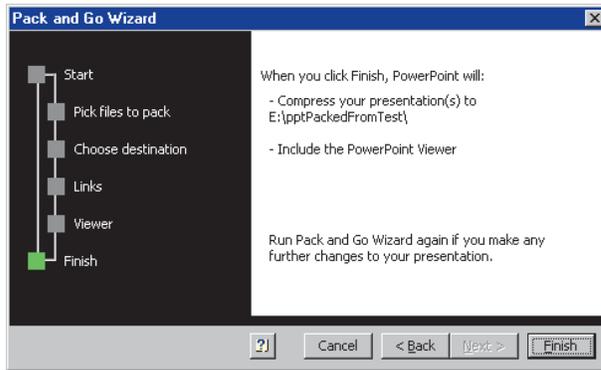


**Figure 39-4** The fourth screen of the Pack and Go Wizard asks whether you want to include linked files and fonts.

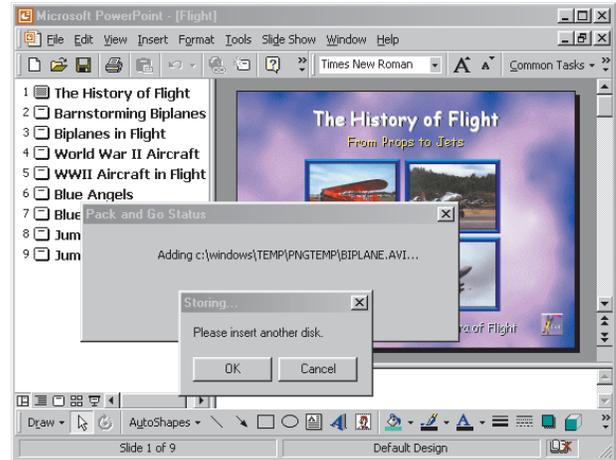


**Figure 39-5** The fifth screen of the Pack and Go Wizard asks whether you want to include the PowerPoint Viewer.

- ▶ On screen six, the Pack and Go Wizard tells you what will happen when you click the Finish button to begin packing your presentation, as illustrated in Figure 39-6. If any of the settings are wrong, you can click the Back button to page back to previous screens of the wizard. In this example, if everything looks all right, click the Finish button.
- ▶ A status dialog will keep you informed as the Pack and Go Wizard packs your application.
- ▶ If the diskette fills up, which will definitely happen in this example in which you are publishing the *History of Flight* application, the wizard will prompt you to insert another blank diskette, as illustrated in Figure 39-7.



**Figure 39-6** On screen six of the Pack and Go Wizard, if the settings look OK, click the Finish button to pack the presentation, or click Back to change the settings.



**Figure 39-7** The Pack and Go Wizard displays a status dialog to keep you informed as your application gets packed. Here, the wizard is prompting you to insert another blank diskette.

- ▶ Label each disk before you put it into the drive. For example, if you are about to put in disk 2 of your *History of Flight* application, write this on the disk's stick-on label:

**History of Flight  
Disk 2**

- ▶ If the Pack and Go Wizard reports any errors during the publication process, you should correct those errors, then repeat the process by pulling down the File menu and running the Pack and Go Wizard again.
- ▶ Do not distribute diskettes to your users if errors happened during the publication process.

**Note:** Beware of embedded objects when publishing an application onto disks, because the wizard may have trouble locating them. If you have embedded objects, the wizard may ask you to help find where they are. If so, help the wizard. Be aware that on playback, however, PowerPoint may also have trouble finding embedded objects. Therefore, it is best to link, as opposed to embed, objects if you are planning to publish via the Pack and Go Wizard.

## Distributing Diskettes to End Users

**Show-Me Movie:**

"Installing a Packed Presentation from Diskettes"

As always, before you distribute diskettes to your users, you should test the disks and make sure they work properly. Put disk 1 into your computer, and use Windows to run the *pngsetup* program on disk 1. Only after you verify that the application installs and runs properly should you consider distributing the diskettes. When you do distribute your application, you should include instructions on how to install it. Since the installation process is so simple, you can tell the average user something like this: "To install the *History of Flight* application, put disk 1 into your diskette drive and use Windows to run the *pngsetup* program on disk 1. The Installer will prompt you with additional instructions as needed. When prompted, enter *Flight* as the name of the destination folder."

If your users are more experienced, your instructions can be briefer. On the label of disk 1, you can write simply:

**Run *pngsetup* to install.**

**When prompted, enter *Flight* as the name of the destination folder.**

If your users are novices, however, you will need to supply more detailed instructions, explaining how to “run” the *pngsetup* program. Here is an example:

- **Insert disk 1 into your diskette drive.**
- **Use the Windows Explorer to locate the *pngsetup* program on the diskette.**
- **Double-click *pngsetup* to run it. The Pack and Go Setup dialog appears.**
- **When the Pack and Go Setup dialog asks you for the destination folder, enter *c:\flight* (assuming your hard drive letter is *C*; substitute a different letter if your hard drive is not *C*).**

As a courtesy, you should always recommend that the user specify a folder in which to unpack your application. Otherwise, the files will unpack to the root of the user’s hard drive, resulting in clutter that could confuse or even irritate the user. The name of the destination folder cannot be longer than eight characters. If the destination folder does not already exist, the *pngsetup* program will create it. The *pngsetup* program will warn the user if any files on the distribution diskettes are going to replace any files on the user’s computer, and if so, the user will have an opportunity to stop the installation or permit it to continue.

## Publishing on Zip Disks and other High-Capacity Read/Write Disks

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Because of the large file sizes of waveform audio, full-color graphics, and especially movies, multimedia applications tend to be large. If you publish a large application on diskettes, you will need many floppy disks! If you completed the tutorial earlier in this chapter, in which you packed the *History of Flight* application onto diskettes, for example, you discovered that it required eight (or more) diskettes, even though the application is relatively small. Many users have higher capacity read/write drives, such as the popular Zip drives. If you know that the computer onto which you are planning to distribute a PowerPoint application has a Zip drive, you can use it as your publishing medium. To do so, follow these steps:

- ▶ Insert a blank, formatted disk into your Zip drive.
- ▶ Use PowerPoint to open the application you want to publish. In this example, open the *Flight* application you created in your *Multilit* folder.
- ▶ To begin packing the application, pull down the File menu and choose Pack and Go.
- ▶ The first screen of the Pack and Go Wizard appears, as you saw in Figure 39-1. Click the Next button to continue.
- ▶ The second screen asks what presentation you want to package. In this example, since you already have the *Flight* application open, check the box that says Active presentation (see Figure 39-2). Then click the Next button to continue.
- ▶ On the third screen (see Figure 39-3), the wizard asks for the drive to which the presentation should be copied. Click to select the drive letter of your Zip drive. Then click the Next button to continue.

- ▶ On the fourth screen, the wizard asks whether you want to include linked files and fonts used in your presentation. In this example, since you want the linked files (i.e., the movies and ambient sounds) to be included, check the box next to the option to include linked files (see Figure 39-4). If you used any exotic fonts not likely to be found on the targeted machine, you can also check the option to embed fonts, but be aware that the wizard does not permit you to publish fonts that have built-in copyright restrictions. Click the Next button to proceed.
- ▶ On the fifth screen, the wizard asks whether you want to publish the PowerPoint Viewer. As was illustrated in Figure 39-5, you will probably want to click the option to include the viewer, especially if you suspect that one or more of the machines onto which you plan to install the application lacks PowerPoint.
- ▶ On screen six, the Pack and Go Wizard tells you what will happen when you click the Finish button to begin packing your presentation (see Figure 39-6). If any of the settings are wrong, you can click the Back button to page back to previous screens of the wizard and change the settings. In this example, if everything looks right, click the Finish button.
- ▶ A status dialog will keep you informed as the Pack and Go Wizard packs your application.
- ▶ If the Pack and Go Wizard reports any errors during the publication process, you should correct those errors, then repeat the process by pulling down the File menu and running the Pack and Go Wizard again.

## Distributing Zip Disks to End Users

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When you get your application published onto the Zip disk without any errors, you are ready to distribute the disk. Remember that the user will need to have a Zip drive in order to install your application from a Zip disk. Before you distribute the Zip disk, you should test it and make sure it works properly. Use Windows to run the *pngsetup* program on the Zip disk. Only after you verify that the application installs and runs properly from the Zip disk should you consider distributing the disk. When you do distribute your application, you should include instructions on how to install it. Since the installation process is so simple, you can tell the average user something like this:

**To install the *History of Flight* application, put the disk into your Zip drive and use Windows to run the *pngsetup* program you'll find on it. The Installer will prompt you with additional instructions as needed.**

**When prompted, enter *Flight* as the name of the destination folder.**

If your users are more experienced, your instructions can be briefer. On the label of the disk, you can write simply:

**Run *pngsetup* to install.**

**When prompted, enter *Flight* as the name of the destination folder.**

If your users are novices, however, you will need to supply more detailed instructions, explaining how to “run” the *pngsetup* program. Here is an example:

- **Insert the disk into your Zip drive.**
- **Use the Windows Explorer to locate the *pngsetup* program on the Zip disk.**
- **Double-click *pngsetup* to run it. The Pack and Go Setup dialog appears.**
- **When the Pack and Go Setup dialog asks you for the destination folder, enter *c:\flight* (assuming your hard drive letter is *C*; substitute a different letter if your hard drive is not *C*).**

## Publishing on CD-R Drives

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Happily, the cost of CD-R drives has declined steadily, along with the price of the CD-R discs, which cost less than a dollar each when purchased in quantities of 50 or more. If you have a CD-R drive, and if your users have CD-ROM or DVD drives, publishing on CD-R will be the least expensive method of distributing your application on disk. Since CD-ROM runs so fast, you can publish your application in an executable format that will run directly from the user's CD-ROM or DVD drive, thereby saving valuable disk space on the user's hard drive.

To publish a PowerPoint application on a CD-R in an executable format, follow these steps:

- ▶ Create a folder on your hard disk drive to hold temporarily the published application. In this example, since you will be publishing the *History of Flight* application, create a folder called *FlightPub*. Make sure there is enough disk space available to hold the published application. In this example, you will need about 15 megs.
- ▶ Use PowerPoint to open the application you want to publish. In this example, open the *Flight* application you created in your *Multilit* folder.
- ▶ To begin packing the application, pull down the File menu and choose Pack and Go.
- ▶ The first screen of the Pack and Go Wizard appears, as you saw in Figure 39-1. Click the Next button to continue.
- ▶ The second screen asks what presentation you want to package. In this example, since you already have the *Flight* application open, check the box that says Active presentation (see Figure 39-2). Then click the Next button to continue.
- ▶ On the third screen (see Figure 39-3), the Wizard asks for the drive to which the presentation should be copied. Click to select the option to choose destination, and browse to the folder you created in step 1 of these instructions. Then click the Next button to continue.
- ▶ On the fourth screen, the wizard asks whether you want to include linked files and fonts used in your presentation. In this example, since you want the linked files (i.e., the movies and ambient sounds) to be included, check the box next to the option to include linked files (see Figure 39-4). If you used any exotic fonts not likely to be found on the targeted machine, you can also check the option to embed fonts, but be aware that the wizard does not permit you to publish fonts that have built-in copyright restrictions. Click the Next button to proceed.
- ▶ On the fifth screen, the wizard asks whether you want to publish the PowerPoint Viewer. As was illustrated in Figure 39-5, you will probably want to click the option to include the viewer, especially if you suspect that one or more of the machines onto which you plan to install the application lacks PowerPoint.
- ▶ On screen six, the Pack and Go Wizard tells you what will happen when you click the Finish button to begin packing your presentation (see Figure 39-6). If any of the settings are wrong, you can click the Back button to page back to previous screens of the Wizard and change the settings. In this example, if everything looks OK, click the Finish button.
- ▶ A status dialog will keep you informed as the Pack and Go Wizard packs your application.
- ▶ If the Pack and Go Wizard reports any errors during the publication process, you should correct those errors, then repeat the process by pulling down the File menu and running the Pack and Go Wizard again.

- ▶ After the Pack and Go Wizard publishes your application with no errors, use the Windows Explorer to locate the *pngsetup* program in the folder to which you just finished packing it, and double-click the *pngsetup* program to run it.
- ▶ When the *pngsetup* program asks you where to install the application, type the letter of your hard drive, followed by the name of another temporary folder that is going to hold the files to be published onto the CD-R. In this example, name the folder *FlightCD*.
- ▶ Follow the on-screen instructions as the *pngsetup* program installs the application to your temporary folder, in this example, *FlightCD*. When the *pngsetup* program asks if you want to run the application, say Yes, and run through it to make sure it runs properly. Then close the application. Now you are ready to burn the files onto your CD-R.
- ▶ To create the CD-R, get your CD-R creation software running, such as Easy CD Creator, a very popular program that comes with many CD-R drives.
- ▶ Use your CD-R software to copy all of the files from the temporary folder you created in the previous steps (*FlightCD* in this example) to the root of the CD-R.
- ▶ After you are done creating the CD-Rs, you can delete the temporary folders (*FlightPub* and *FlightCD* in this example) if you want to free the disk space they consume on your hard disk drive.

## Distributing CDs to End Users

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Before you distribute a CD to your users, you should test the CD and make sure it works right. Use the Windows Explorer to find on the CD the published PowerPoint, which is *Flight.ppt* in this example. Only after you verify that the application runs properly should you consider distributing the CD. When you do distribute your application, you should include instructions on how to run the application. If your users are experienced, your instructions can be very brief. On the CD's label, you can write simply:

**Use the Windows Explorer to run the *Flight.ppt* application on this CD.**

**If you do not have PowerPoint, use the *pptview.exe* program on this CD to run the *Flight.ppt* application.**

If your users are novices, you will need to supply more detailed instructions, explaining how to run the application. Here is an example:

- **Insert the CD into your CD-ROM drive.**
- **Use the Windows Explorer to locate the *pptview* program on the CD.**
- **Double-click *pptview* to run it. The Run dialog appears.**
- **Make the *pptview* program run the *Flight.ppt* application on the CD.**

## Setting Presentation Options

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In Chapter 31, you learned how to set presentation options by pulling down the Slide Show menu and choosing Set Up Show. When you publish a PowerPoint application via the Pack and Go Wizard, the presentation options get published along with it. If your users are novices and your application has navigation buttons built in, you may want to disable PowerPoint's default navigation options. Otherwise, novices could be confused if they click outside a button and the slide advances. To disable PowerPoint's default navigation options, follow these steps:

- ▶ Pull down the Slide Show menu and choose Set Up Show; the Set Up Show dialog appears.
- ▶ Click the option to set up the application to be browsed at a kiosk.
- ▶ Click OK to close the dialog.
- ▶ Pull down the File menu, choose Pack and Go, and use the Pack and Go Wizard to publish the application.

## The PowerPoint Viewer

Previously in this chapter, you learned how the Pack and Go Wizard asks whether you want to include the PowerPoint Viewer (see Figure 39-5). When you choose to include the PowerPoint Viewer, a program called *pptview32.exe* gets packed along with your application. The *pptview32.exe* program can run slide shows on Windows computers that do not have Microsoft PowerPoint installed. Microsoft permits you to distribute the PowerPoint Viewer freely with no additional license.

When this book went to press, some of the PowerPoint 2000 features, such as picture bullets and automatic numbering, were not supported by the Viewer. You can download the latest version of the Viewer and get updates and additional information from the PowerPoint Web site at <http://www.microsoft.com/powerpoint>.

## exercises

These exercises are designed to help you develop your multimedia publishing skills. First you create a tiny application, then you publish it onto diskettes. Finally, you test the diskettes to make sure the application installs properly.

1. Use PowerPoint to create a new application called *Pubtest* in the *Multilit* directory on your hard disk drive. Use the Insert Picture tool to display the picture of the ocean on the *Multilit* CD in the file *backdrop\ocean.bmp*. Resize the ocean picture to make it fill the slide. Use the Insert Movies and Sounds—Sound from File tool to insert the following waveform audio file from the *Multilit* CD: *ambient\ocean.wav*. When PowerPoint asks if you want the audio to begin automatically, say Yes. Click the Slide Show icon to run the show. You should hear the ocean. Press **[Esc]** to stop the show, and save the *Pubtest* application in your *Multilit* folder.
2. Get a few blank, formatted diskettes ready. Pull down the File menu, choose Pack and Go, and use the Pack and Go Wizard to publish onto the diskettes the *multilit\pubtest* application you created in exercise 1. When the wizard asks if you want to include the PowerPoint Viewer, choose the option to include it. When the wizard prompts you to insert more diskettes, make sure you keep them clearly labeled as disk 1, disk 2, and so forth. This exercise will require about three diskettes.
3. Put the first disk you published in exercise 2 into the diskette drive and run its *pngsetup* program. Follow the installation instructions that appear on-screen. When the Pack and Go Setup dialog asks you for the destination folder, enter **c:\ocean** (assuming your hard drive letter is C; substitute a different letter if your hard drive is not C). When the Pack and Go Setup dialog asks if you want to run the presentation, say Yes. If you see and hear the ocean, you are well on your way to becoming a multimedia publisher. If not, review this chapter and try to figure out what went wrong.