



Technology Tools for Teaching



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Pack and Go with PowerPoint

When PowerPoint presentations include scanned images, digital photos, and Internet graphics, they sometimes become too large to store on one floppy disk. This becomes a problem if you need to show the slide show on another computer. If saving to a zip disk or CD is not an option, you can use a PowerPoint feature called "Pack and Go".

Pack and Go allows you to "pack" your PowerPoint presentation onto multiple disks. When you get to the destination computer, you simply "unpack" the presentation onto the computer's hard drive. You can even unpack presentations onto computers that do not have PowerPoint installed!

Packing the Presentation

1. Open the presentation you want to save to disks.
2. Insert a disk into your Floppy A:\ drive. Have other disks on hand.
3. From the File menu, select Pack and Go.
4. Follow the instructions in the Pack and Go Wizard.
 - Make sure you click "Embed TrueType Fonts" to ensure the fonts you have selected will appear in the presentation. (*If the computer you will be using does not have the fonts you selected for your presentation, the text in the presentation will revert to the computer's default font.*)
 - When prompted, select to include the PowerPoint Viewer if the destination computer does not have PowerPoint installed. This increases the file size, so only include the Viewer if necessary.



Advice!

**Number the disks as you pack your presentation. Unpacking requires you to insert the disks in order!*

Unpacking the Presentation

1. Insert Disk 1 into the floppy disk drive.
2. On the Windows Desktop, double-click My Computer.
3. Double-click 3½ Floppy [A:].
4. Double-click **Pngsetup.exe**. The Pack and Go Setup dialog box will appear.
5. Select a folder on the computer's hard-drive. Suggestion: **C:\WINDOWS\DESKTOP\NEWPP**
Click "OK" when asked if you want to create a new folder. This saves the presentation to a new folder called "Newpp" to the desktop.
6. When instructed, insert the next disk. **Be sure the disk drive light has gone out before removing a disk!** When the presentation is installed, a message box appears confirming the installation.
7. If you choose NOT to view show right away, you can exit all windows.
8. When ready to view the PowerPoint presentation, simply double-click the folder "Newpp" (or whatever you named it) and then double-click the icon for the slide show.
9. After you have presented the slide show, you may want to delete the file from the computer. (Remember, you still will have two copies of the show, one on the "pack and go" disks, and one on the hard drive of the original computer. To delete, close the presentation and return to the desktop. Right-click the new folder, and choose delete.

Desktop: When using Windows, the **desktop** is the opening screen, which displays icons for files, folders and programs.



FITTING A POWERPOINT PRESENTATION ONTO ONE DISK

If you don't want to go through the Pack and Go process, limit the size of the presentation to 1.4 MB, if using a high density (HD) floppy disk.

Each time you save your presentation, check the size of the file by going to:

File→Properties→General

The size of the file is noted, along with other information you may find useful.

(1 MB = 1,024 KB)

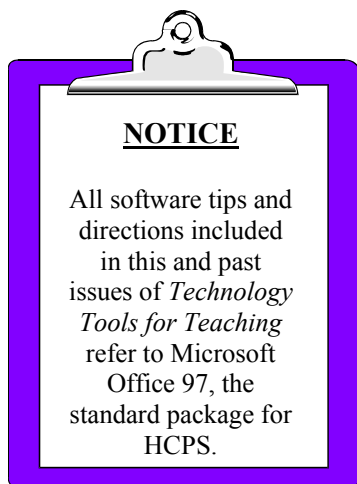
A CASE STUDY

Microsoft Word provides a shortcut for changing the case of your text. You can quickly change between lowercase, uppercase, and initial caps (first letter only is capitalized). To do this, select the text and press Shift F3. This key combination is a toggle; continue to press Shift F3 until you get the case you wish:

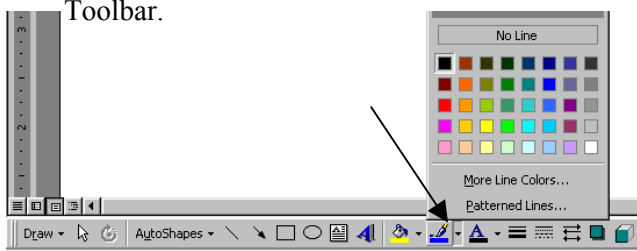
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This tip is particularly handy when you've been typing away, and suddenly realize you're in "Caps Lock"!

Text Graphics



To place text onto a piece of clipart, draw a text box onto the graphic by going to Insert→Text Box. Position the mouse pointer (crosshair) where you want one corner of the box to be, hold down the mouse button and drag diagonally to the opposite corner. Release the mouse button and enter your text. If you do not want a line around the box, choose "No Line" from the Line Color Menu on the Drawing Toolbar.



TrackStar is an on-line bookmark manager that helps instructors organize and annotate Web sites (URLs) for student use.

To see an example of a track I created about PowerPoint follow these steps:

- Go to: <http://trackstar.hprtec.org/>
- Under "Find a Track" use author search.
- Type in my last name (derose). The search should deliver my track on PowerPoint.
- When you click on "PowerPoint", choose to view in frames. On the left will be the links to the sites I've compiled. When you choose a link, the web site appears on the right, with my annotations above it.

The links in the track act like a table of contents and remain visible throughout the lesson allowing the user/student to easily browse through the lesson and stay "on track".

I have searched by keyword to find many valuable tracks on various topics. Tracks you create can be edited at any time, and the site includes tools for creating quizzes and web sites. It is very simple to register and set up tracks on TrackStar.

TrackStar is not the only bookmark manager online, though. Use Yahoo to search for "Bookmark Managers" to find links to others.

Adjusting Columns in Excel

There's an easy and consistent way to adjust the column widths in Microsoft Excel. Move the cursor to the line between two columns. It changes to a crosshair. Double-click the crosshair. The column to the left narrows or widens to fit the data.

