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## **A New Look for *Tips, Training N Technology!***

by Larry Lippke

This will be the last issue of the TTnT newsletter we will publish in this format. Since our first issue in February 2003, we have strived to create a publication format newsletter every month, which we then distributed to you in portable document format (PDF). What often happens, though, is that we spend almost more time in formatting the document, packing together a set of materials, and centralizing distribution, than we do in actually creating the content to begin with.

That has generally worked well; we have assembled quite a library of excellent technology tips (see <http://eit.tamu.edu/EITDOCS/TnT/tntindex.html>). But technologies and expectations have outlived this format. We no longer need to centralize the assembly and distribution of such content. We no longer need to distribute it in packages or as a periodical. We no longer need to present it in pdf format. And, we in EIT no longer need to be the only people sharing technology tips with you.

Beginning with the September issue, we will begin using a web log (or blog) as a publishing platform for our technology tips. Through this format, any of our faculty and staff--and that includes you--can write up and publish such tip at a time when it is "hot." After reading these tips, you will be able to post comments and questions. These tips can be delivered to you through RSS and ATOM syndicated feeds (see [http://en.wikipedia.org/wiki/Web\\_syndication](http://en.wikipedia.org/wiki/Web_syndication)). And, we can devote a greater portion of our time to finding tips to share with you, and less on the publication process itself.

We recognize, however, that many of you like newsletters like this "pushed" to you through email. So, unless you subscribe to one of the syndicated feeds, you are not likely to take the time to go to the blog and read the latest postings. Therefore, we do intend to continue sending you a monthly email, but it will only include links to the articles published, a brief description of each, and a calendar of upcoming technology training opportunities you may find useful.

So, please familiarize yourself with <http://tceblogs.tamu.edu> where you will find a number of blogs, including the one for our new *Tips, Training ~n~ Technology* home. We look forward to continued and improved service to you.

## Centra Central

A new Friday Online Schedule is available at [http://tcewiki.tamu.edu/wiki/Friday Online Topics!](http://tcewiki.tamu.edu/wiki/Friday_Online_Topics!)

Enroll or browse upcoming events or learn more about Centra by clicking the Centra Symposium link from the EIT webpage or going directly to <http://eit.tamu.edu/centra.html>. Playback any of the 250+ recorded sessions from the Public Recordings link at <http://centra.tamu.edu/main/tce>. For more information, go to <http://eit.tamu.edu/Centra/frionline0607.pdf>.

## Changing the Default “Save File Format” in PowerPoint 07

By Jeffrey SoRelle

If you received a cost-share machine or bought a new machine in the last year, chances are it has Microsoft Office 07 installed on it.

One of the most frustrating things for users, other than it looks completely different, is the fact that the **default saved file format** is .pptx (PowerPoint Files) and .docx (Word Files).

What that means in a nutshell, is that anything saved in PowerPoint 07 will not easily open in any earlier version of PowerPoint. This tip will show you how to change the default save file format back to something compatible with older versions of PowerPoint.

1. **Start PowerPoint**
2. Left-click the **Office Button** (figure 1, step 1)
3. Left-click the **PowerPoint Options** button (figure 1, step 2)
4. From the left panel, select **Save** (figure 2)
5. Navigate to the right panel and the **Save Presentations** section
6. From the “Save Files in the format” Drop-down menu, select **PowerPoint Presentations 97-2003** (figure 2)

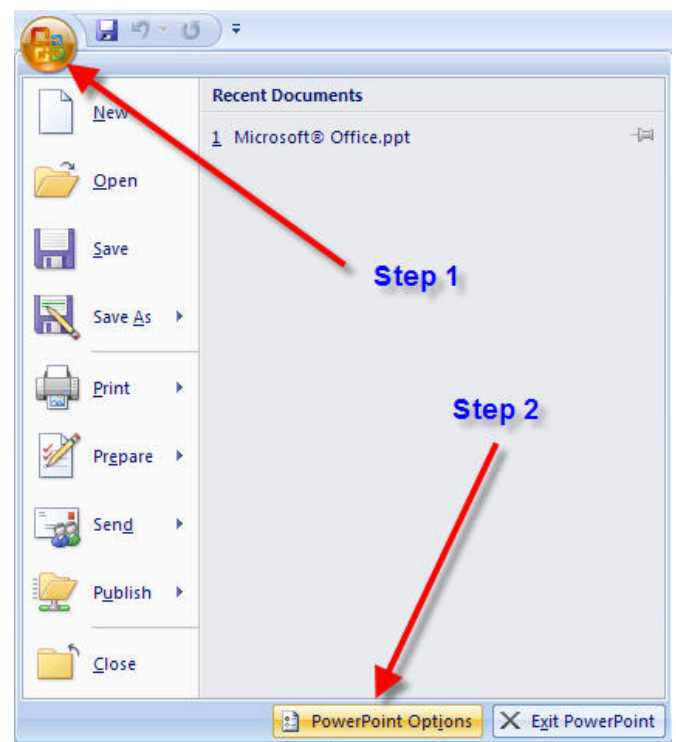


Figure 1

**NOTE:**  
This sequence of key strokes works for Word 07 and Excel 07 too!

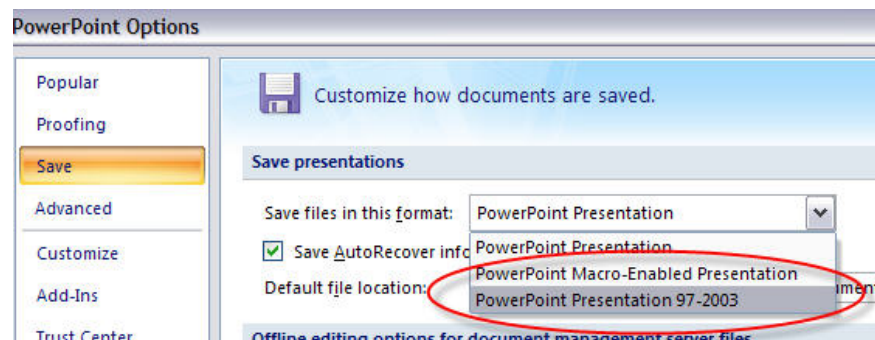


Figure 2

## Tip of the Month: Package your PowerPoint 03/07 slide show to a Thumb/Flash/Jump Drive. by Jeffrey SoRelle

If you have used PowerPoint 2003 or 2007 for very long, I am sure you are like me and had a presentation fail to play correctly on a third party's computer. Some examples - the font is wrong, the movie clip was just a black square on the slide, or the person's machine did not have PowerPoint even installed.

Never fear, there is a very easy solution to your problem right inside PowerPoint, it's just kind of hidden. If you don't know to look for it, you might not even know it's there. This tip will walk you through how to use the "Package for CD" option in PowerPoint. Although I have never used it to "Package for CD", I have used it several times for my flash drive. It works very well for that and puts everything you need in **one folder!** Of course, you can also use it to package your presentation to a CD if you don't happen to have a flash/thumb/jump drive.

1. PowerPoint 03/07 - **Save** your PowerPoint slide show as normal
2. Once saved,
  - a. **PowerPoint 03** - Click File > **Package for CD**
  - b. **PowerPoint 07** - Click the Office button > Publish > **Package for CD**
3. Once Package for CD has been **selected**, the Package for CD dialog box will open (figure 1)
4. Click the **options** button
5. On the options tab, check **Link Files** and **Embedded TrueType fonts**
6. Click **Ok**
8. From the Package for CD dialog box, click **Copy to Folder**
9. Give your Package a **folder name**
10. Select **Browse** from the location line and navigate to your Thumb Drive or Flash Drive
11. Click **Select**
12. From the Copy to folder dialog box, click **OK**
13. Answer **Yes** to the question, "Do you want to included Linked files in your package?"
14. You may receive an additional message regarding Macros etc, just click **Continue**
15. From the Package for CD dialog box, click **Close**

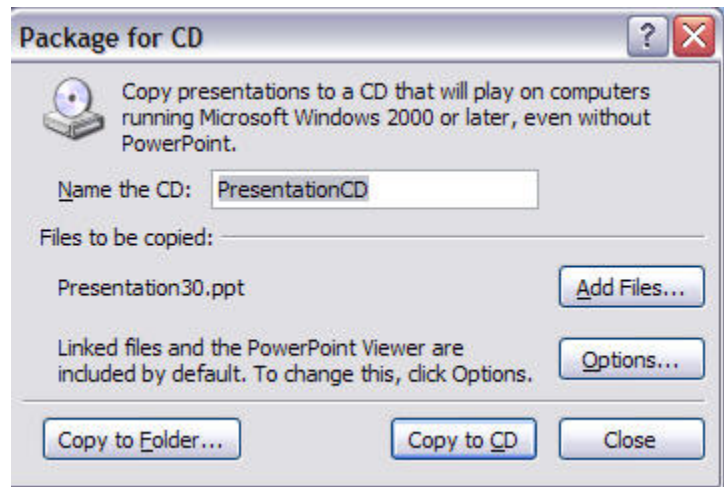


Figure 1

You can now explore the contents of your thumb/flash/jump drive you will find a folder with your PowerPoint slide show and many additional files. To run the presentation make sure you open the PowerPoint file from THIS folder (don't copy the PPT file to the desktop or it won't work properly). You can create a shortcut on the desktop that points to the file in the packaged folder and it will work fine. PowerPoint puts everything you need to run the slide show in a single folder for you and links it to the presentation.

Additionally, the folder will include an application called PowerPoint Viewer. PowerPoint Viewer allows you to play a slide show on a computer that may or may not have PowerPoint installed.

So make your presentation a "to go" order next time you hit the road.