The Student Multimedia Studio's

5 Tips for Sharing PowerPoint Presentations with Multimedia

The single most troublesome problem that occurs with *PowerPoint* (*PPT*) presentations that include multimedia components or links to documents, like PDFs, is that they aren't easily distributed.

1. **Options for Distributing / Sharing Multimedia *PPT* Presentations:**
   - Use PPT's **Package for CD** feature.
   - Convert the *PPT* to a video using **Debut Screen Capture** software
   - Use the free *Author Share plug-in* for *PPT* to upload the *PPT* to the Author Share website
   - Use the free *iSpring Free plug-in* for *PPT* to convert the *PPT* into a Flash Video or even a webpage with the *PPT* embedded on the page.
     Tutorials and links for the above are on the SMS' Tutorials website at:
     http://www.library.kent.edu/smstutorials
     Click on the PPT Tutorials link.

2. **Try using KSU Drop Box and KSU Tube for Distribution and Sharing**
   - These sites allow students to upload & download large multimedia, video and other types of files easily.
   - For PPT with hyperlinked media and documents, make sure you tell your students to create and save the PPT presentation AND all their hyperlinked media in a single folder. Then, have them ZIP the folder and upload the zipped folder (with the presentation and all the linked files) to your Drop Box. When you unzip or extract the zipped files, everything will work!
   - You might want to tell students what to name their files, like using their last name AND the name of their project so they can be found.
     Links and instructions for using KSU Drop Box and KSU Tube for faculty and students are located at the bottom of the SMS' Tutorials page at:
     http://www.library.kent.edu/smstutorials

3. **Use Google Sites and Docs**
   Google Sites and Docs are also good choices for sharing *PPT* presentations or videos created from *PPT* presentations. It's easy and there are Google Site and Google Docs Tutorials on the SMS' website at: *http://www.library.kent.edu/smsweb*

4. **Don't use *PPT* for creating e-Portfolios that you want to put on the web.**
   You can save a *PPT* as a website but more often than not they won't display correctly in anything other than IE and when they include multimedia components like video, audio or linked documents, the links won't work without significant knowledge of how to modify hyperlinks.

5. **Consider other options if you really need a video for posting on a website**.
   If the end result is a video then you should just consider using software specifically made to create videos rather than PPT. Some options include Microsoft's *PhotoStory*, *Windows Movie Maker* (PC) or *i-Movie* (MAC).
   The tutorials for these options are available on the SMS' Video Production Tutorials page at:
   http://www.library.kent.edu/page/13683

For more information about the SMS or help deciding which *PPT* option to use, contact Gary Mote, SMS Manager, at: gmote@kent.edu or visit the SMS website at: *http://www.library.kent.edu/sms*