

Operation SAVE PowerPoint Instructions

1. Download and save **save-vcl-ppt.zip** or **save-vcl-ppt-captions.zip**
2. Navigate to where you saved the file and **unzip** it. Unzipping can vary depending on the version of Windows and software installed, but it usually can be done by right-clicking the file, selecting “Extract all...,” and extracting the contents to a location you specify.
3. Navigate to the extracted directory. Within that folder, you’ll find the PowerPoint presentation file (with the .ppt extension) and a Windows Media Video file (with the .wmv extension). **It is important to keep these files together in the same directory** to ensure that the video plays within the presentation.
4. Double-click the PowerPoint file to launch PowerPoint and begin the slide show. The presentation begins with a title screen, and upon advancing to the second slide the SAVE video will begin playing automatically.

For additional help, or if you are unable to play the video, contact your local IT help desk.



U.S. Department
of Veterans Affairs

