



Instructional Technology Center

216 North 21st Street
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PowerPoint on the Web



Background: PowerPoint is a powerful presentation application for the classroom or the boardroom. To enable your audience to revisit a presentation time and again, take a few extra steps to prepare it for the Web.

Prepare the Presentation

- Create and save the PowerPoint presentation as a .ppt or .pps file.

Save for Presentation on the Web

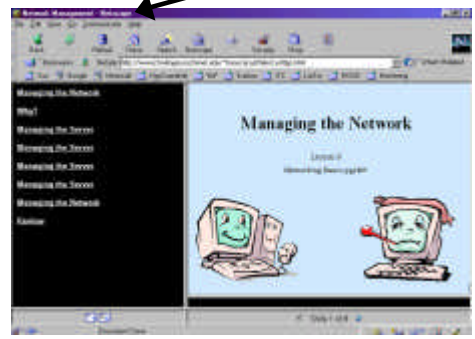
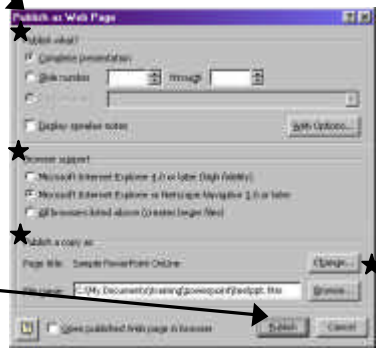
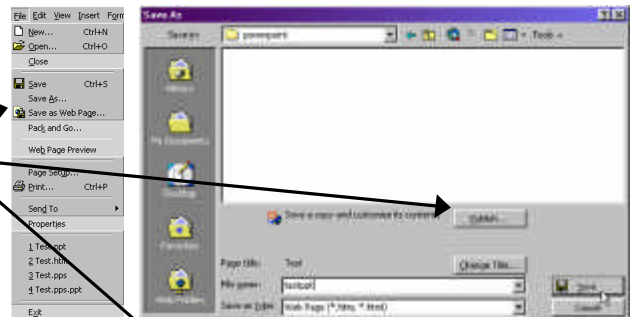
- Save the presentation *As Web Page*
- Choose Publish before completing Save
 - *Publish What?*
 - ~ The Complete Presentation or part?
 - *Browser Support*
 - ~ Elect the support that will allow the presentation to be view by the greatest number of viewers: Netscape 3.0 or later
 - *Publish a Copy As*
 - ~ Change the Page Title (as seen at the top of the Web browser)
 - ~ Designate the File location and Name
- Publish

Create a Path to Access the Presentation

- Open a Web Browser (Netscape or Internet Explorer)
- Open the presentation file (now an .htm or .html file): File – Open Page – Browse to locate the file – Open. Check that the presentation in Web page format appears as you intended. Return to PowerPoint to edit and re-save if needed.
- Create or Edit a Web Page to include a link which accesses the presentation on the Web.

Post the Presentation to the Web

- Upload (FTP) the .htm file of the presentation and the page used to access the file to the Web server (www2.harlingen.isd.tenet.edu).
- Test your links and Ta-Da!



Notes: _____
