



Instructional Technology Center

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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

- Click on File ⇒ Save As Web Page
- Locate/Open My Documents or a folder inside of My Documents to save in
- Assign a file name with no spaces
- Click on Publish & select the following options
 - ~ *Publish What?*
 - ~ *The Complete Presentation or Slides?*
 - ~ *Display Speaker Notes? (usually "no")*
 - ~ *Browser Support*
 - Select what will allow the presentation to be viewed by the greatest number of browsers: Netscape 3.0 or later
 - ~ *Change the Title*
 - Designate the Page Title (seen at the top of the Web browser) and click OK
 - ~ *Click/check "Open published web page in browser" to preview the pages.*
- Click on Publish

Preview the Web Page Presentation

- Open a Web Browser (Netscape or Internet Explorer)
- Open the presentation file in .htm/.html format
 - ~ File ⇒ Open File ⇒ Browse.
 - ~ Locate the file in My Documents, click Open.
- Check that the presentation is published as you intended. (Return to PowerPoint to edit and re-publish if needed.)

Post the Presentation to the Web

- Create a Web page or edit an existing Web page to will include a link to the .htm version of the presentation on the Web.
- Load (FTP) the .htm file and the accompanying folder of the same name (this includes the slides and graphics) and the page containing the link to the presentation to the Web server. Do *not* put .ppt or .pps files on the Web – they're too large.
- Test your links in Netscape --- Ta-Da!

