

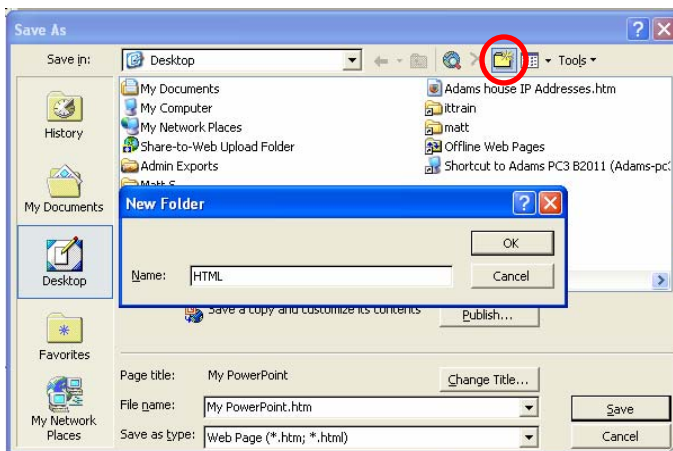
Saving a PowerPoint Presentation as a HTML document

7 Steps

This Step-by-Step explains the procedures saving a PowerPoint Presentation as HTML for use on the Internet.

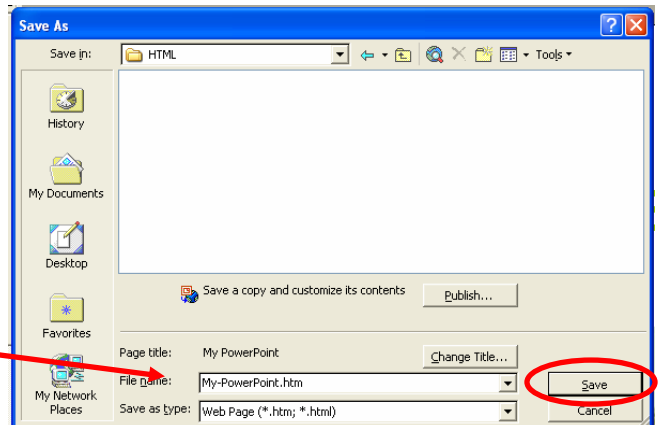
This Step-by-Step assumes that the user has already created and saved a PowerPoint Presentation.

1) Go to **File** and select **Save As Web Page...**

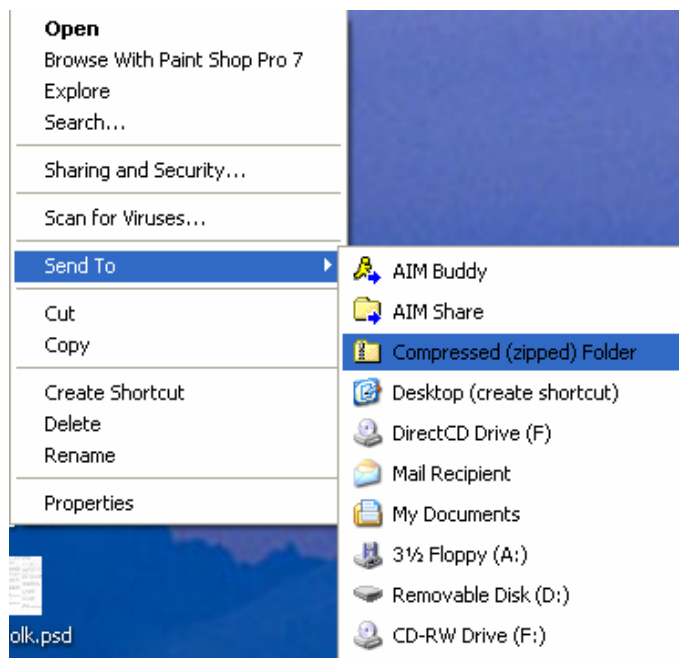
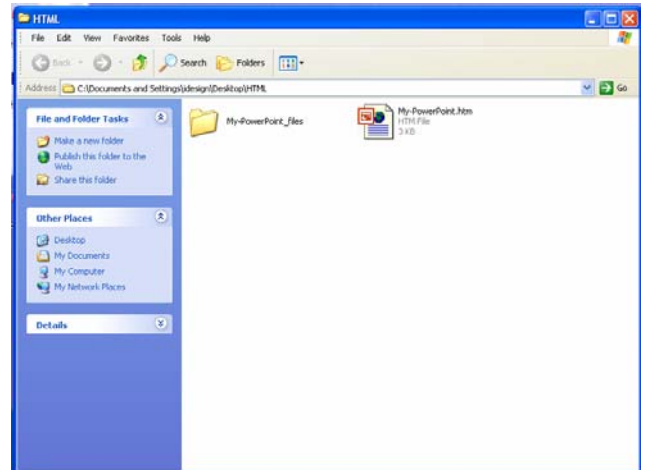


2) Navigate to the appropriate location that you wish to save this document. Once there, select new folder (as seen in the picture, circled), and give the folder a name. It will automatically open this folder. Make sure you save the HTML page inside this folder!

3) Give the presentation a name. It is suggested that there should be no spaces in the name. Spaces can be either removed, or replaced with another character, such as the following:
- _ . After naming the file, select save.



- 4) After you have saved the file, you will find (upon navigating to the location) that inside the folder you created is now one file and one folder. Both the file and the folder are required for viewing the PowerPoint Presentation on the Internet.



- 5) Select the HTML file and the Folder at the same time (either by highlighting these two items, or using control and left clicking on the files). In Windows XP, right click one of these two items, and go to the menu “Send To” and select “Compressed (zipped) Folder” in order to make such a zip file.

- 6) To upload in Blackboard, add a new item in one of the Content Areas. Go to the section labeled “2 Content” and select “Browse....” Find the zip file made in Step Five, and select open. Supply a name for the link if you so desire in the “Name of Link to File:” text block. Under Special Action, select “Unpackage this file.” Then go to the bottom and select “Submit.”

2 Content

Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.

File to Attach:

Name of Link to File:

Special Action:

Currently Attached Files:

- 7) Select which file should be the entry point, and whether this file should be launched in a new window. Click “Submit” when completed.