

## Saving your PowerPoint presentation to html (Web page format)

- I. Click on File, Save as web page
- II. While on the "Save as" window:
  - A. Click on the Publish button.
    1. Publish complete presentation
    2. There should be no check by "display speaker notes"
    3. Click the Web Options button, General tab
      - a. place a check by add slide navigation controls
      - b. colors: choose presentation colors, text color
      - c. it's OK to check 'show slide animation'
      - d. check resize graphics to fit browser window
      - e. click OK
    4. Browser support: Microsoft Internet Explorer 3.0, Netscape Navigator 3.0, or later (the middle choice)
    5. Page title - check on Change button and rename your presentation if you need to. This isn't the file name, but is the title of your presentation.
    6. Note the file name: \_\_\_\_\_ .htm (for example, [anorexia.htm](#))  
This will be to the left of the Browse button
    7. Click Publish
- III. Now go to WS\_FTP. You'll transfer 2 items to your Prism directory. One is the file from #6 above (for example, [anorexia.htm](#)), and the other is a folder that is named [filename\\_files](#) (again the example, [anorexia\\_files.htm](#)). When you transfer the folder, you'll be asked if you want to transfer the folder and all its contents. Say yes!
- IV. The URL to link to in order to locate your PPT presentation in the web page format:  
<http://prism.troyst.edu/~yourid/filename.htm>  
(example: <http://prism.troyst.edu/~stokes/anorexia.htm>)

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