

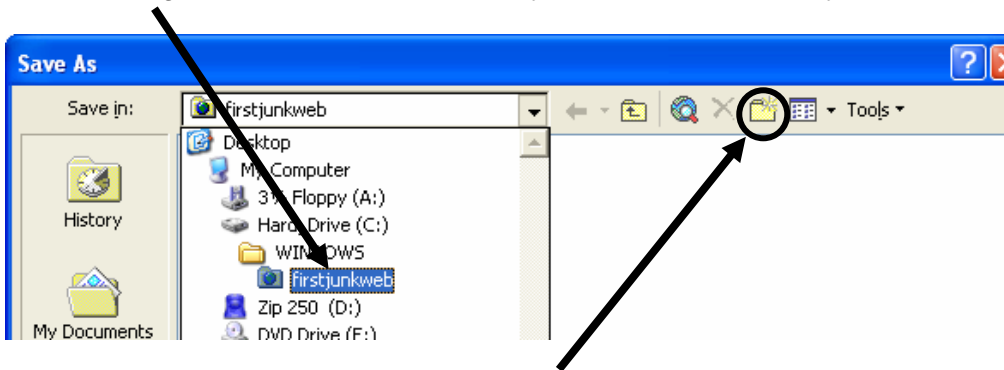
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PowerPoint: Creating Web Sites from Presentations

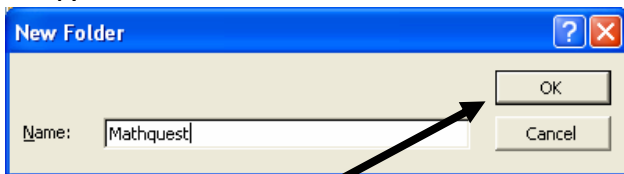
PowerPoint files (ending in .ppt) are not universally accessible through web browsers. Internet Explorer will display them as a slideshow, but other browsers such as Netscape Navigator will not. Saving a PowerPoint Slide Show as a web page will allow all browsers to display the presentation.

Saving a PowerPoint Presentation as a web page

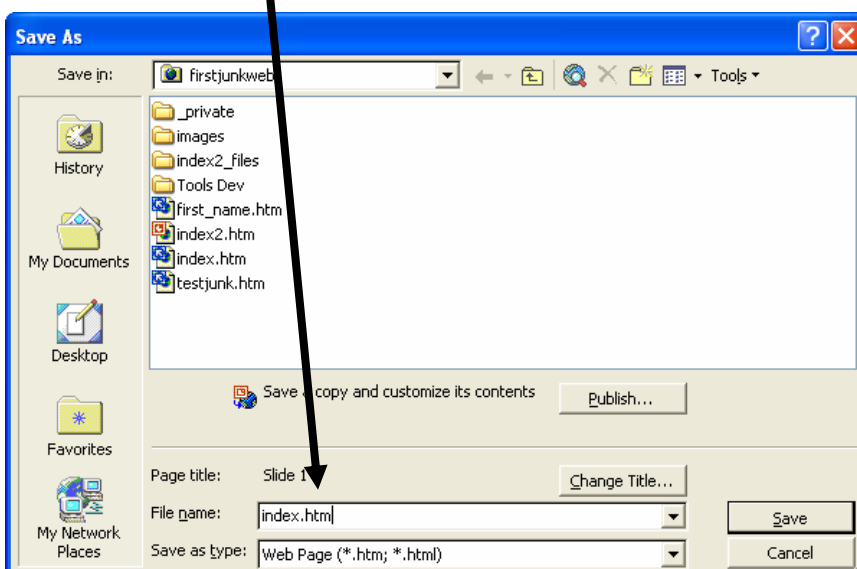
1. Open PowerPoint
2. Open the presentation you wish to convert to a web ready format
3. File | Save as Web Page
4. Navigate to the location in which you would like to save your file



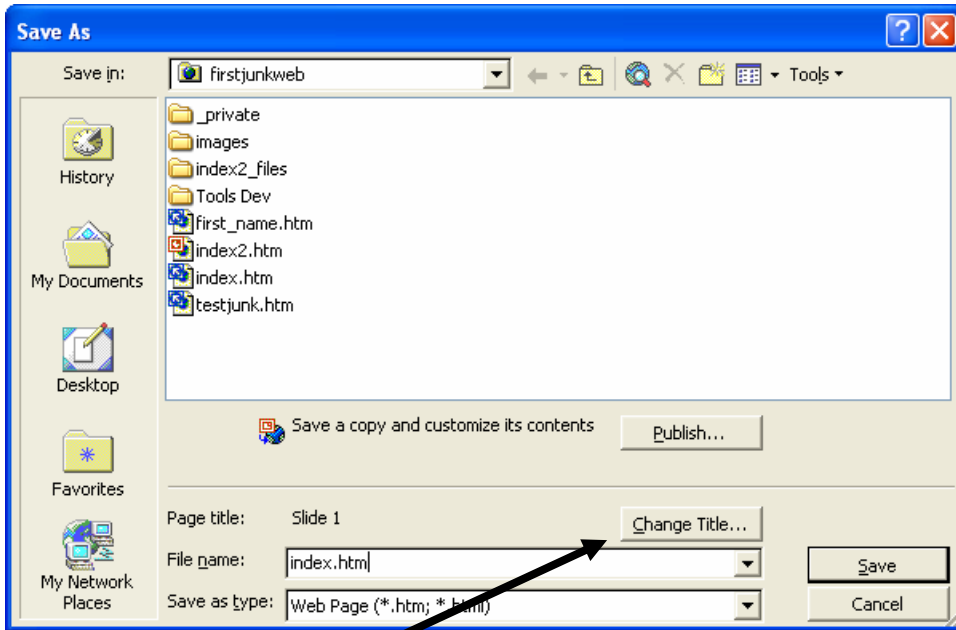
5. Click the “create a new folder” icon from the icons on the menu bar
6. In the pop up window, type the name by which you will call your project (Ex: “mathquest”)
- 7.



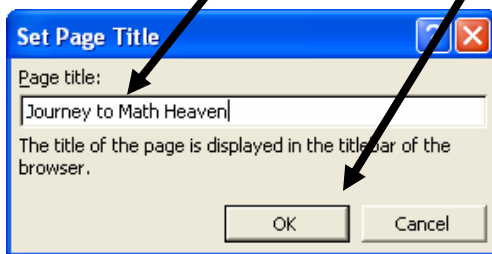
8. Click “OK”
9. In the file name box enter “index.htm”



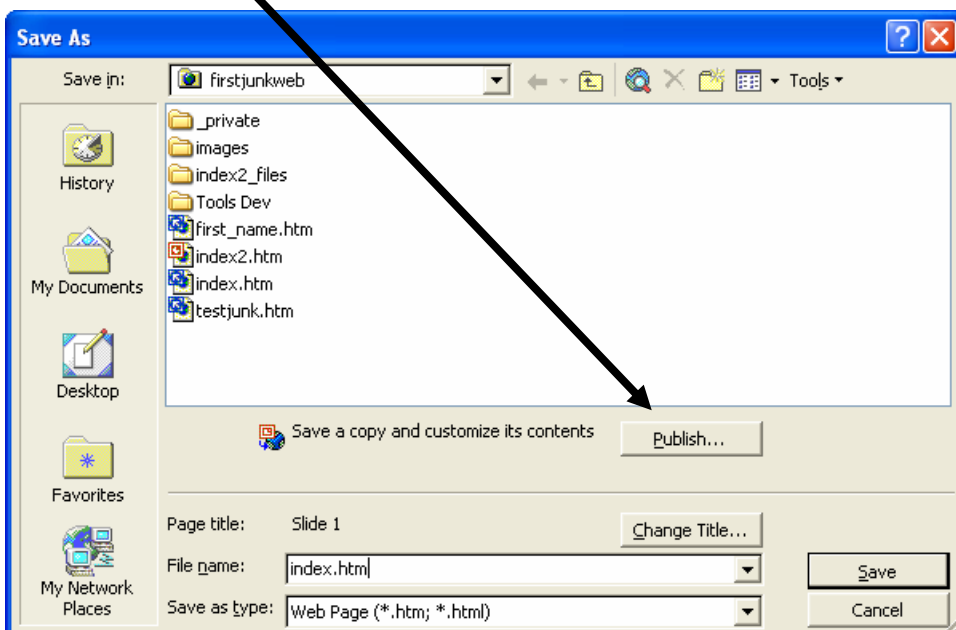
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10. Click the change title button
11. Type a page title for your site | OK

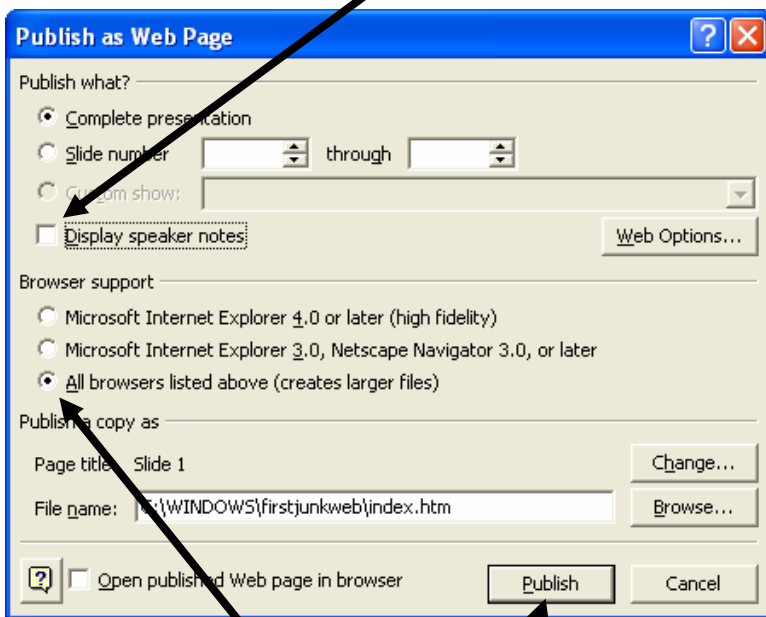


12. Click Publish



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13. Uncheck “Display Speaker notes” option if none are present



14. Select “All Browsers” Option | Publish

Your site is now ready to be copied to the server using FTP.