

# Converting MS® PowerPoint Screen Shows to HTML for your Web Site

---

*A Workshop for San Diego State University Students*



## Where to Find Help When You Need It

### Student Computer Help Web Site

The computer help web site for students provides information about the type of help you can get and locations where help is available. To find this information, look to:

<http://rohan.sdsu.edu/~students>

### Help from the BATS Web Page

BATS (Baseline Access, Training and Support) is a California State University initiative to provide all students, faculty, and staff with "baseline" access to information resources via networks, training in the uses of baseline hardware and software systems, and ongoing professional and technical support for utilization of computer resources at San Diego State University. You can access the BATS Web Page by pointing your browser to:

<http://rohan.sdsu.edu/~bats/>

### Help in the Love Library Student Computing Lab

The Student Computing Lab's purpose is to facilitate students in completing assigned class work, as well as provide assistance to students having computer problems relating to the Internet, Netscape, SPSS, File Transfers, PC Operating Systems, Microsoft Office Software and Business Databases.

**Location:** 2<sup>nd</sup> floor of the Love Library building in LL-224

**Hours:** 10:00am – midnight Sunday  
7:00am – midnight Monday - Thursday  
7:00am - 6:00pm Friday  
10:00am - 6:00pm Saturday

### Help from the Student Computing Help Desk

**Phone:** 594-3189

**Location:** Love Library 220

**Hours:** 8:00am – 4:30pm Monday  
8:00am – 4:30pm Tuesday  
8:00am – 7:30pm Wednesday  
8:00am – 7:30pm Thursday  
8:00am – 4:30pm Friday

**E-mail:** [problems@rohan.sdsu.edu](mailto:problems@rohan.sdsu.edu)

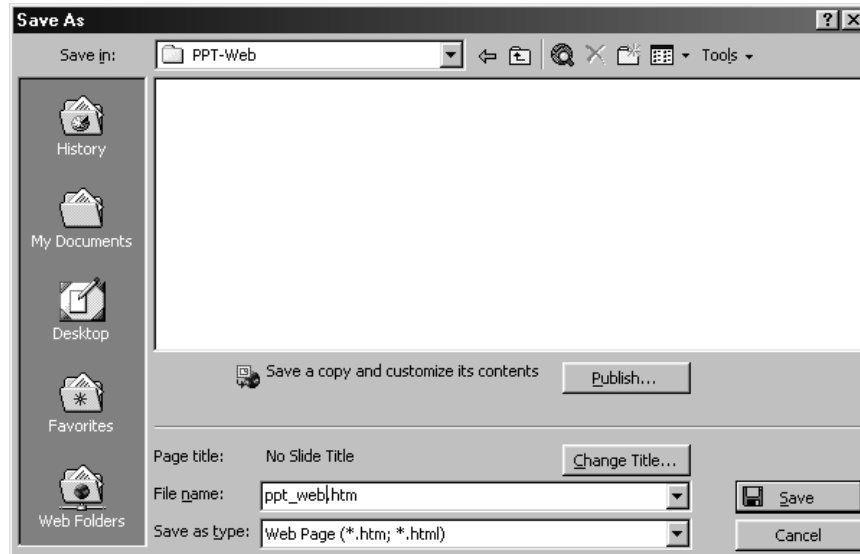
## Table of Contents

Saving a Presentation as a Web Page: Basic.....	1
Saving a Presentation as a Web Page: Customized.....	2
Publish What? .....	2
Browser Support.....	2
Publish Copy As.....	2
The Web Options Button.....	2
General .....	2
Files .....	3
Pictures .....	4
Encoding.....	5
Transferring Your PowerPoint Web ScreenShow to Your Rohan Account .....	5

## Saving a Presentation as a Web Page: Basic

Publishing your PowerPoint Presentation to the web requires two steps: saving the presentation in HTML format on your hard drive and transferring that presentation to a web server.

1. Click on **File, Save as Web Page**.



2. In the **Save In** box, browse to the location where you want to save your presentation.
3. In the **File Name** box, change the name of your presentation to **index.html**.

*Note: PowerPoint is going to create an extra folder called index\_files which contains the converted PowerPoint to HTML files*

4. Click **Save** to save your presentation as a Web Page on your hard drive.

Once you have saved your presentation to your hard drive you are now ready to transfer it to a web server. For instructions on this process, turn to page 5.

→ For more detailed instructions on setting specific options for how your presentation will look on the web, turn to page 2.

## Saving a Presentation as a Web Page: Customized

If you want to format the way your presentation is shown on the Web, choose **Publish**. The following choices are available:



### **Publish What?**

Either choose to publish the entire presentation, which includes all slides, or a specific range of slides. Additionally, if you have speaker notes and would like to publish those notes on the web along with your slides check "Display speaker notes."

### **Browser Support**

The best choice here is choosing "All browsers listed above (creates larger files)." This choice will enable any user, regardless of browser type or edition, to view your slide show on the web.

### **Publish Copy As**

File name lists where the web slide show will be saved on your hard drive. When the presentation is saved as a web slide show, PowerPoint will create a file and a file folder associated with that file on your hard drive. Note that PowerPoint automatically gives your slide show a file name and saving location. You can accept the default, or you may change the file name or saving location at this time..

## **The Web Options Button**

### **General**

#### *Add Slide Navigation Controls*

Selecting this option will include a list of the slides, plus Back and Forward buttons so you can move back and forth and skip through slides while on the web.

#### *Colors*

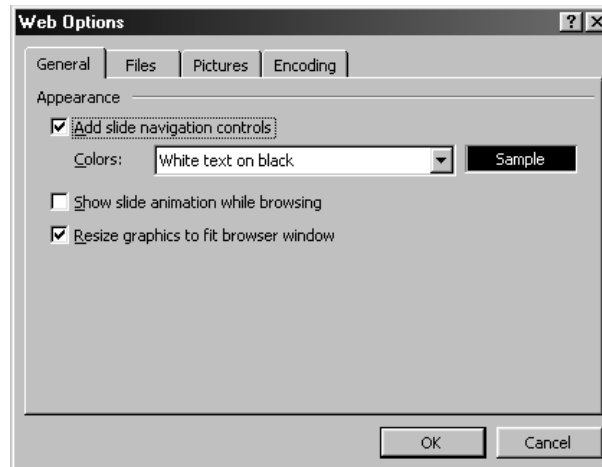
You may choose different color combinations for the Slides Outline navigation menu.

### *Show Slide Animation While Browsing*

Checking this option will ensure that your audience is able to see any animation (both content builds and transitions) that you have included in your presentation.

### *Resize Graphics to Fit Browser Windows*

With this option turned on, the slide automatically sizes itself to display as large as possible within the web browser window.



## **Files**

### *Organize Supporting Files in a Folder*

Leaving this option unchecked allows PowerPoint to save all of the files associated with your presentation into one folder that you designate. This is the option covered in the workshop. If you decide to leave this option unchecked, be sure to create a folder for your presentation on your hard drive and publish the presentation into this folder. This method makes it easier to locate and move or delete all the files related to your Web page presentation.

### *Use Long File Names Whenever Possible*

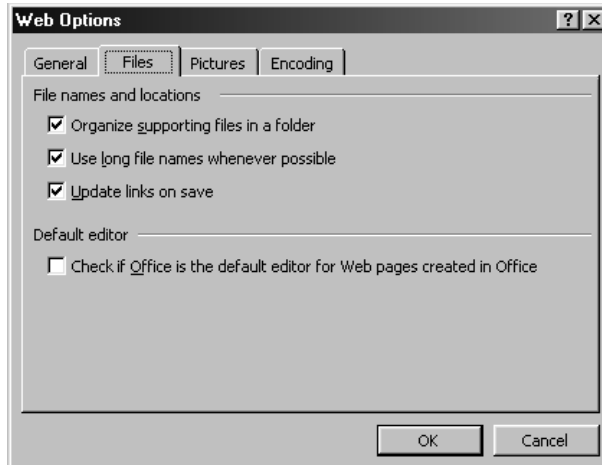
This option allows you to have file names that are longer than eight characters plus three-character extension.

### *Update Links on Save*

If you uncheck this box, links from the main page to the supporting pages will remain intact when you save.

*Check if Office is the Default Editor for Web Pages Created in Office*

Choose this option to enable you to save a PowerPoint presentation in HTML and then open it directly from HTML back into PowerPoint without losing any of the formats that you applied.



**Pictures**

*Rely on VML for Displaying Graphics in Browsers*

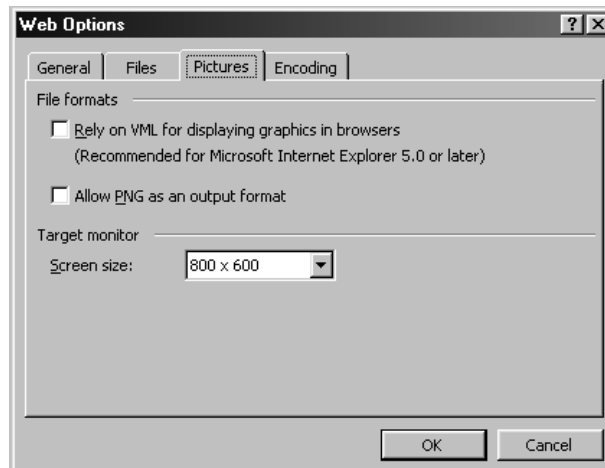
If your audience might be using versions lower than Internet Explorer 5.0, do not use this option.

*Allow PNG as an Output Format*

If your audience might be using versions lower than Internet Explorer 4.0, do not use this option.

*Target Monitor Screen Size*

If you publish your presentation for use on older browsers, this option enables you to specify how large the slides should be.

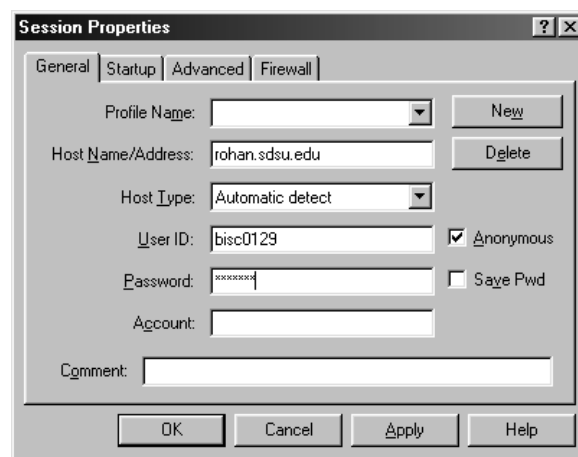


## Encoding

The options under this tab enable you to modify the output for use in browsers that use other languages.

## Transferring Your PowerPoint Web ScreenShow to Your Rohan Account

1. Once you have determined your settings, Click on **Publish**
2. **Locate** the file folder you have published your web screenshow into on your hard drive.
3. **Start** your FTP program and **connect** to Rohan.



4. Once connected, create a folder within the public\_html by choosing **MkDir** on the Remote Site.
5. On the Local System side, locate the folder with your web screenshow and copy the files into the folder you have created on the Remote side, using the **right facing arrow**.
6. Once the files are transferred, view your presentation on a Web browser by typing in your url followed by a forward slash and the name of the folder you created on the Remote side.