

Converting PowerPoint Presentations to HTML Format

Draft

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1. Open presentation

Double click on filename or icon representing the file

or

Start application, select **File > Open**, navigate to folder where presentation is stored (usually "My Documents" if you used the default location) and select file from list.

2. Select **File > Save As Web Page**

In other applications you may see selections such as "Save as HTML." You can select the **Save as Type** list box and select **Web Page**. The **Save as Type** list box is a fairly standard way to convert your document to another format within the original application. Note that conversion to pdf is typically not provided by the application itself. (WordPerfect is an exception.)

3. Check filename and change if necessary

PowerPoint, as well as most other Windows applications, create a filename.ext for the converted file using the original filename followed by the extension of the type to which you are converting (e.g. .htm, .doc, .pdf).

The filename should not include blanks and other special characters and should be relatively short. In general, avoid filenames suggested by Windows, esp. the use of an entire sentence as the filename in Word.

4. Check Page Title and change if desired

The Page Title is significant in HTML. Browsers tend to display the Page Title in the title bar of the browser window. Titles were also used extensively by search engines at one time. Click on **Change Title** to change title.

5. Note the save location

Note the **Save In** text box near the top of the **Save As** dialog box. This is the folder in which the converted file will be saved if you do nothing. The full path to the folder is displayed if you click on the arrowhead next to the file name. It is not a good idea to use the suggested location for reasons that will be clearer in the following steps. Create a new folder for the converted document by navigating to the folder in which you want to create the new folder. Then click on the Create New Folder icon. Give the folder a suitable name. Navigate to the new folder by clicking on its name.

6. Set Web Options

Select **Tools** in the upper right of the **Save As** dialog box. Select **Web Options**. You may need to make changes under the **Browsers** and the **Files** tab. In particular, remove the checkbox next to **Organize supporting files in a folder**. This will make it easier to “package” the file for uploading to Blackboard.

7. Click on Save

Note that the title bar changes to reflect that you are now editing the .htm file. Remember that changes and updates made from this point on will not be reflected in the original .ppt file.

Close PowerPoint

8. Run WinZip or another compression utility

WinZip, Stuffit, pkzip and similar programs will compress multiple files into one.

Start WinZip

Select **Create a new Zip file**

Navigate to the folder where you want to create the zip file

Close WinZip

9. Attach (upload) the .zip file to BB

Go to **Control Panel** of class

Select **Content Area** (e.g. Course Documents)

Add zip file

Next to **Special Action** select **Unpackage this file**

Select Entry Point (opening page)