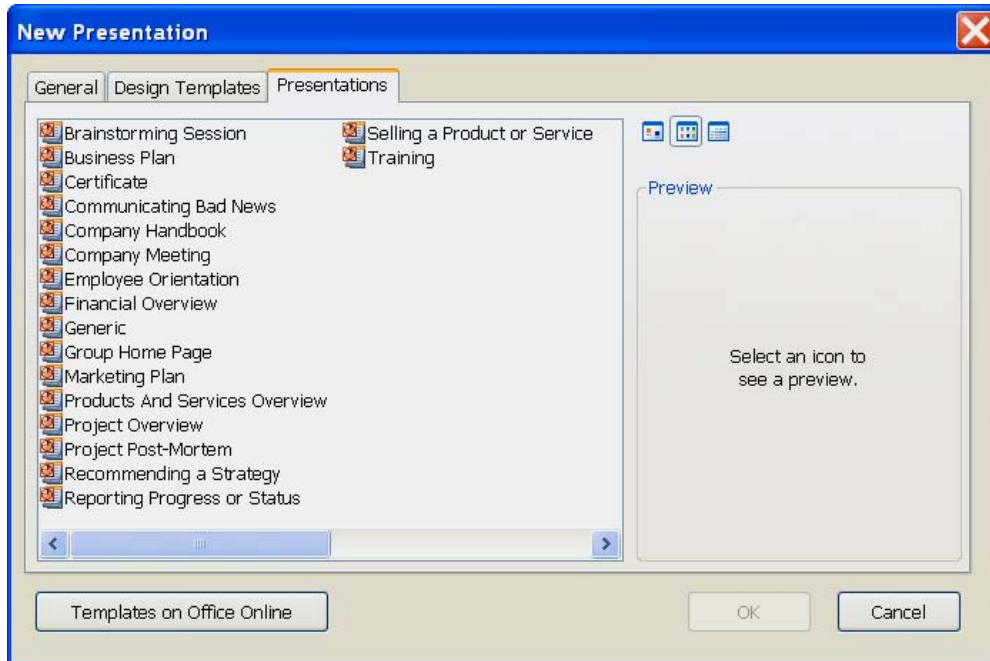


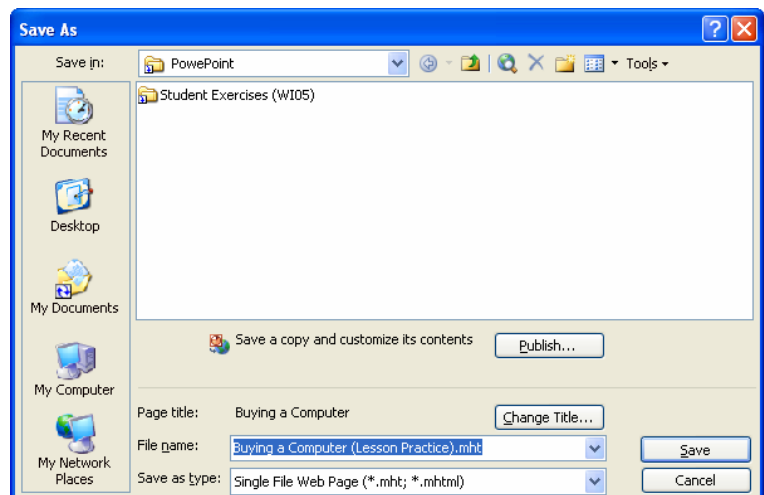
Creating a Group Home Page

In PowerPoint there are several ways that presentations can be created. One of those ways is to use the Presentations template option. When this option is chosen, a presentation is created with information on how to work with each slide in the presentation. To create this type of presentation, follow the instructions below.

- ❖ Click **File** on the **Menu Bar**.
- ❖ Choose **New** from the list of choices.
- ❖ Click the **On my computer** link.
- ❖ Click the **Presentations** tab in the **New Presentation** dialog box (see illustration below).



- ❖ Click the **Group Home Page** icon.
- ❖ Click **OK**.
- ❖ Edit the Presentation as necessary.
- ❖ Click **File** on the **Menu Bar**.
- ❖ Click the **Save As Web Page** option from the list that appears.
- ❖ The **Save As Web Page** dialog box will appear.
- ❖ In the **Save As** dialog box, specify a file name and location for the presentation (see illustration) .
- ❖ Click **Change Title** to change the title of the Web page.
- ❖ Type the new title in the **Page Title** box.
- ❖ Click the **Save** button to save the presentation to a folder.
- ❖ Click the **Publish** button to **Publish** the presentation to the Web.



- ❖ The **Publish as Web Page** dialog box will appear (see illustration).
- ❖ Under **Publish What**, choose whether you want to publish all the slides in the presentation or whether to publish selected slides.
- ❖ Under **Browser Support**, choose which browser the presentation should support.
- ❖ In this box, it is also possible to change the location of the presentation and to change the title.
- ❖ Click the option to **Open published Web page in browser** if you want the presentation to open into the browser immediately.
- ❖ Choose the desired options from this dialog box.
- ❖ When all the options have been chosen, click **Publish**.

