

Creating a Web Presentation with the AutoContent Wizard

The AutoContent Wizard allows for the addition of hyperlinks between slides in a presentation, a link to an e-mail address, or links to other files. This is the same Wizard that was used earlier to create a presentation. To create a Web presentation using the Wizard, complete the following steps:

- ❖ Click **File** on the **Menu Bar**.
- ❖ Click **New** to start a new presentation.
- ❖ The **New Presentation Task Pane** will appear.
- ❖ Click the **From AutoContent Wizard** link in the **Task Pane**.
- ❖ The first dialog box in the **AutoContent Wizard** will be displayed.
- ❖ Click **Next** to move past the first screen.
- ❖ Click the button for the type of presentation to be created. The options are:
 - All
 - General
 - Corporate
 - Projects
 - Sales/Marketing
 - Carnegie Coach
- ❖ Choose a presentation from the list of choices in the box on the right by clicking it.
- ❖ Click the **Next** button to continue to the next slide.
- ❖ Click the **Web presentation** button to specify the presentation output option.
- ❖ Click **Next** to continue to the next screen.
- ❖ In this box, enter the presentation title and any footer information.
- ❖ To remove the **Slide Number** or **Date Last Updated** footer items from the slides, click the respective check boxes.
- ❖ Click **Next** to continue.
- ❖ Click **Finish**.
- ❖ Follow the instructions for **Saving a Presentation as a Web Page**. This link is found on the **PowerPoint Web** page link in the **Computer Services and System Training Site**.

