

## Saving a Presentation as a Web Page

PowerPoint provides the tools necessary to create and save a presentation as a Web page. When the presentation is saved, it is formatted as an HTML (Hypertext Markup Language) document. Saving the presentation as a Web page means that the presentation can be viewed on almost any Web browser. Once a presentation has been created, you might want to save it as a Web page and then publish it to the Web in order to view it in a Web browser. To do this:

- ❖ Open the presentation in PowerPoint.
- ❖ 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**.

