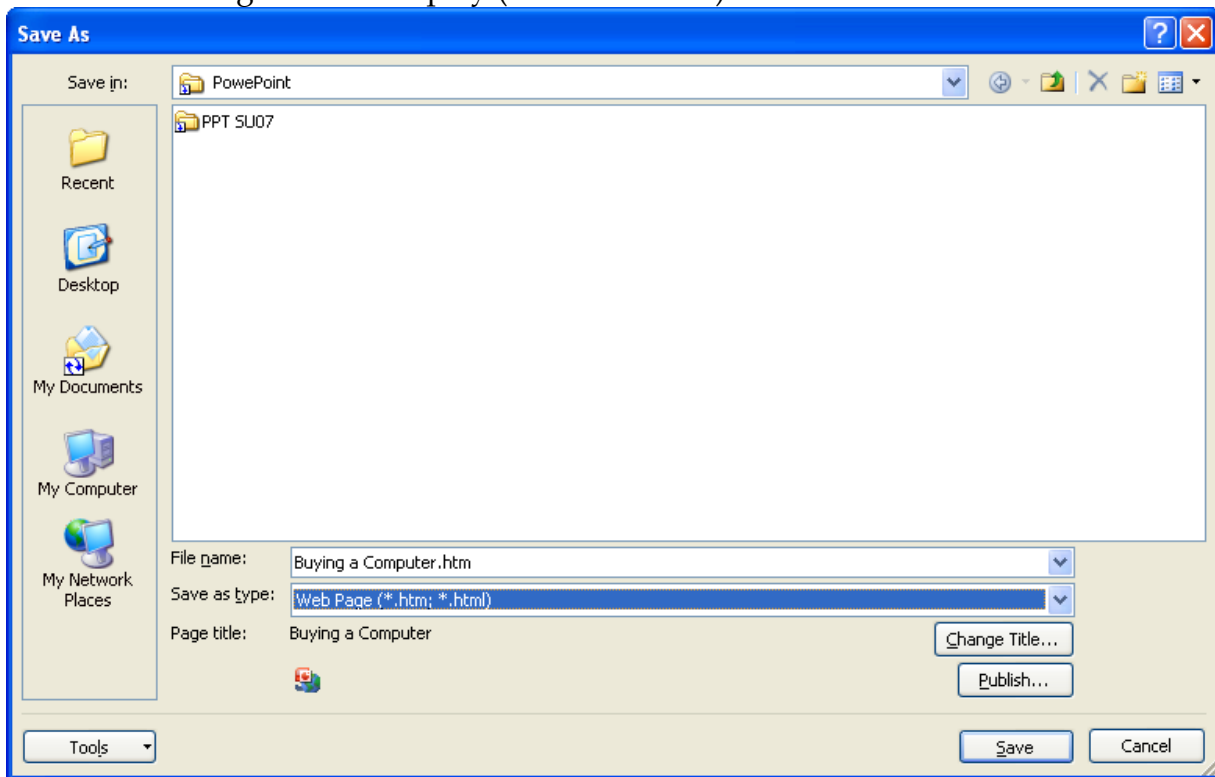


Saving a Presentation as a Web Page

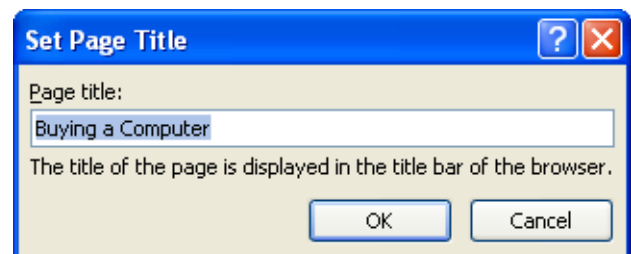
PowerPoint provides the tools necessary to create and save a presentation as a Web page. When the presentation is saved, it is formatted as an HTML (Hypertext Markup Language) document. Saving the presentation as a Web page means that the presentation can be viewed on almost any Web browser. Once a presentation 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:

Saving the Presentation as a Web Page

- ❖ Open the presentation in PowerPoint.
- ❖ Click the **Office Button**.
- ❖ Move the mouse pointer over the **Save As** option.
- ❖ In the list that appears on the right, click the **Other Formats** link.
- ❖ The **Save As** dialog box will display (see illustration).



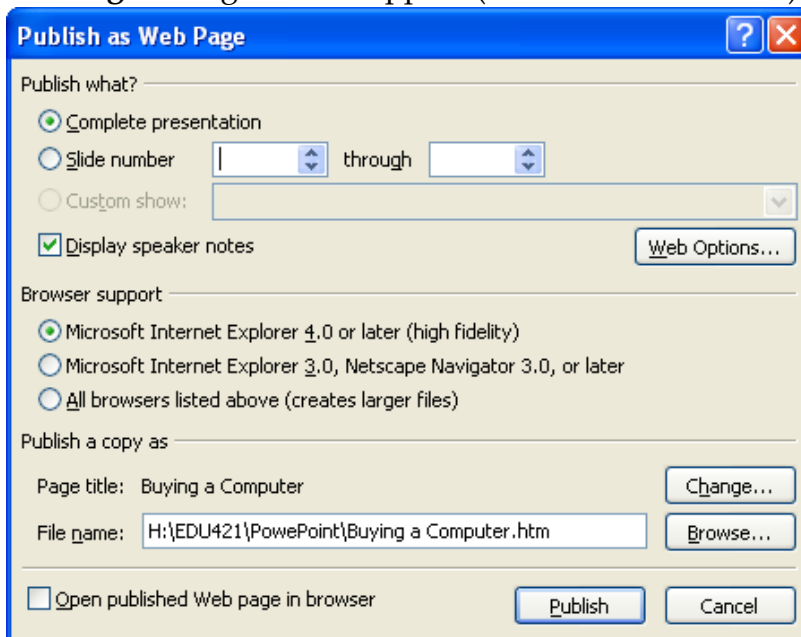
- ❖ In the **Save As** dialog box:
 - Click the **Save As Type** arrow.
 - In the list that appears scroll down to locate one of the following:
 - Single File Web Page (*.mht; *.mhtml).
 - Web Page (*.htm; *.html).
 - Click the **Look in** arrow to locate the folder where the presentation is to be stored.
- ❖ Click **Change Title** to change the title of the Web page.
- ❖ Type the new title in the **Page Title** box (see illustration).



- ❖ Click **OK** to exit this dialog box and return to the **Save As** dialog box.
- ❖ Click the **Save** button to save the presentation to a folder.

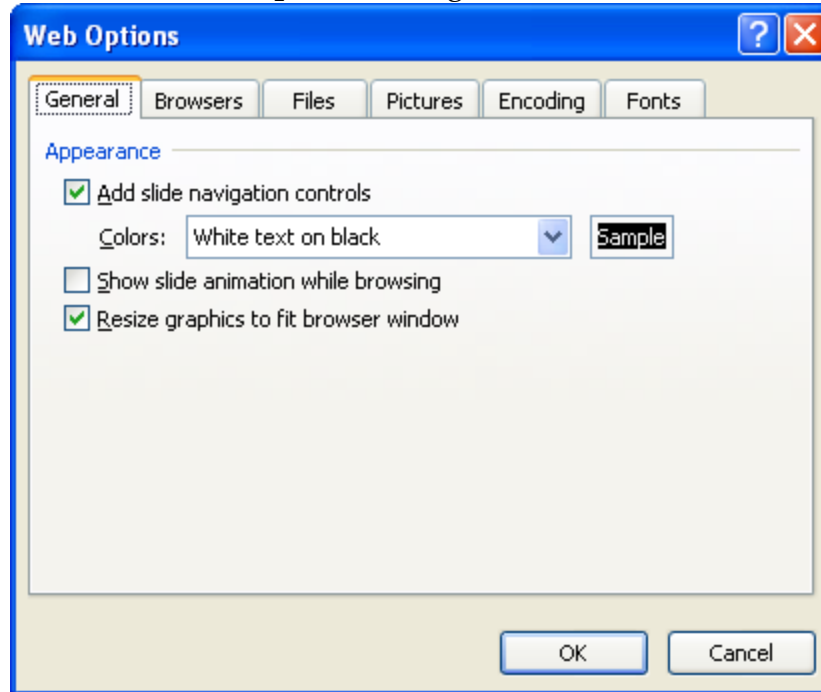
Publishing the Presentation to the Web

- ❖ Click the **Publish** button to **Publish** the presentation to the Web.
- ❖ The **Publish as Web Page** dialog box will appear (see illustration below).



- ❖ 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.
- ❖ Click the **Web Options** button to display the **Web Options** dialog box (see illustration on next page).
- ❖ Make sure that the **Add slide navigation controls** check box contains a check mark.
- ❖ Click the **Show slide animation while browsing** check box if the animation controls are to display during the Web presentation.
- ❖ Click the **Show slide animation while browsing** check box to have recorded sound play during the Web presentation.
- ❖ Click the **Colors** list arrow to choose from the four options there. These options determine how the navigation pane will be displayed in the browser.
 - **Browser Colors** – The links and background of the Navigation Pane will be determined by the browser colors.
 - **Presentation Colors (Text Color)** – The text colors of the PowerPoint presentation will be used for the colors in the Navigation Pane in the browser.
 - **Presentation Colors (Accent Color)** – This option is used to display the accent colors of the PowerPoint presentation in the Navigation Pane in the browser.

- **White Text on Black** – The Navigation Pane will be displayed with white text within a black background.
- **Black Text on White** – This option will display black text on a white background in the Navigation Pane of the browser.
- ❖ Click the other tabs to see what other options are available.
- ❖ Click the **OK** button in the **Web Options** dialog box to exit.



- ❖ The **Publish as Web Page** dialog box will display.
- ❖ When all the options have been chosen, click **Publish**.