How to save a Powerpoint presentation HTML using Powerpoint 2000
and a Windows computer in the library
© 2004 Bacro

Purpose:

This protocol was designed to show how to save a standard Powerpoint presentation 2000 as a
  web page using an MUSC library computer and how to move it on a MUSC homeroom or in
  WebCT 4.1 for display. Note that in the process, the images contained in the Powerpoint will
  be compressed and may loose some quality. Also, some symbols may not transfer correctly and
  the designer may have to go back to changes these symbols in order to correct this problem.

Rationale for transferring a Powerpoint to a Web format

This will allow the learners to access the contents of the Powerpoint through a web browser,
  regardless of the platform they use and without requiring the use of the native Powerpoint
  software. They will also access the HTML Powerpoint file a lot quicker than a native
 Powerpoint.

General Instructions

1. Keep in mind these instructions are step by step; therefore to be successful, go slowly and
  follow each step as written.

2. This protocol was written specifically for Window machines and for Powerpoint 2000,
  although it can be used with some modifications with Mac computers. In this case, the designer
  will need to save the HTML files to his/her homeroom in order to zip them on a Window station
  as the Winzip software does not exist for Mac.

3. Conceptually, it must be understood that converting a Powerpoint presentation in HTML to
  upload in WebCT takes 3 separate steps, 2 of then taking place outside WebCT:

  - Converting a ppt to HTML
  - Zipping the HTML files into a single file
  - Uploaded the .zip file in the WebCT file Manager, unzipping it and picking the correct file to
  post it as single page or "adding" to a "Table of Contents"

4. Software needed: Powerpoint Microsoft Office 2000 and Winzip (demo available at
 www.winzip.com).

Protocol

- First, start to save the Powerpoint you are about to use with a rather short name, no space or strange symbols in the name (like ~, #, &). You can use "underlined" in the name (i.e. Pharynx_lecture)

- In the menu at the top, go to "**File**" and scroll down to "**Save as Web page**"

- Click on "**Save as Web page**"
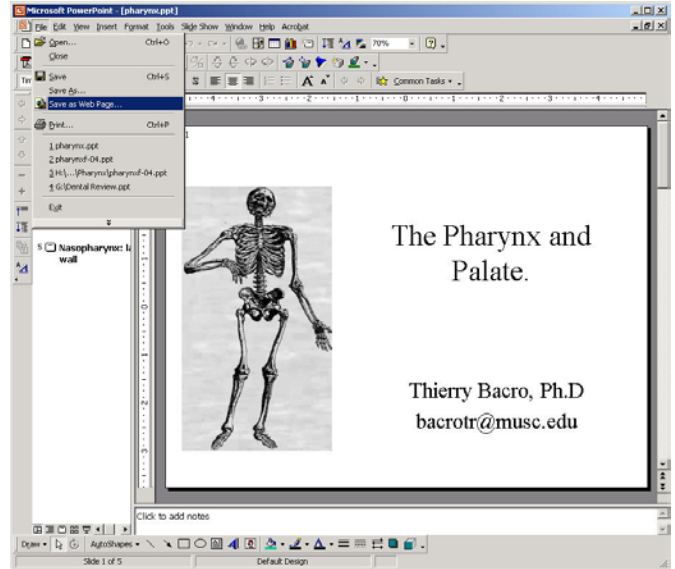
- A window comes up where you must enter the name for the Powerpoint file you are going to save. My suggestion here: let the computer put the name matching your Powerpoint file (easier to keep track of it +++). Click on "**Save**"
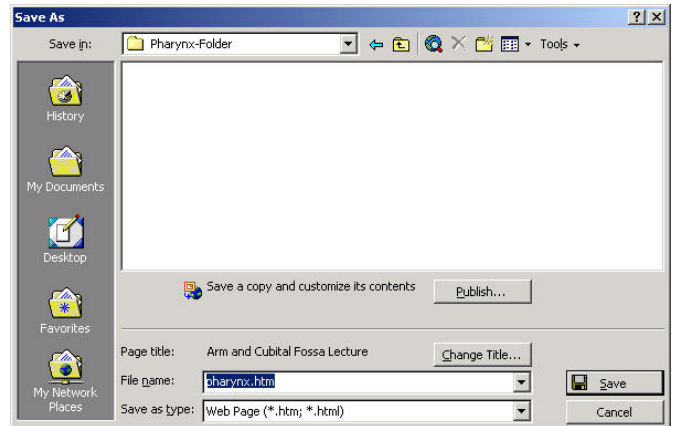

- Click on the "**Change Title**" button and change the title to the desired name (i.e. Pharynx), click on **OK**
- Click then on the "**Publish**" button and bring up a small window called "**Publish as Web Page**"
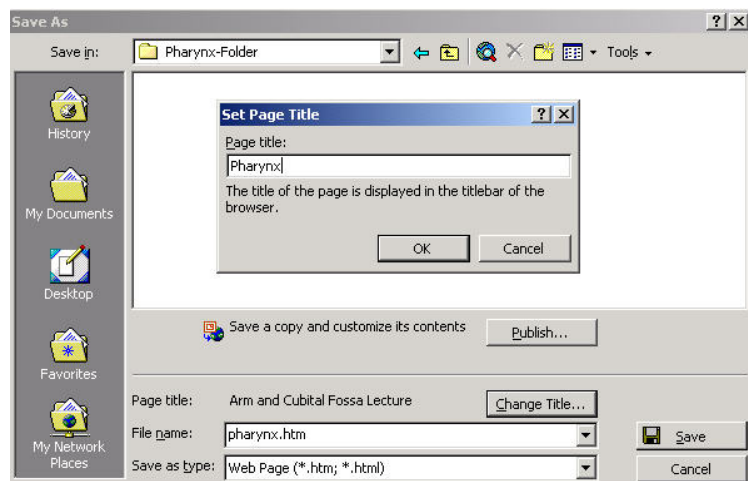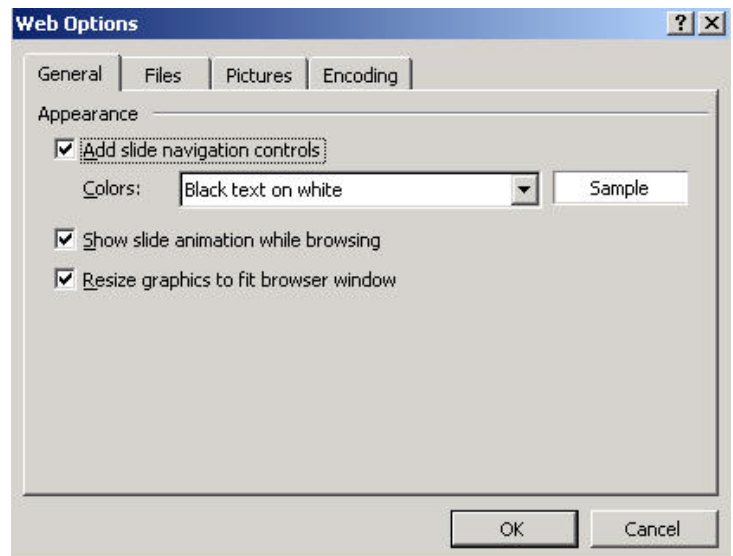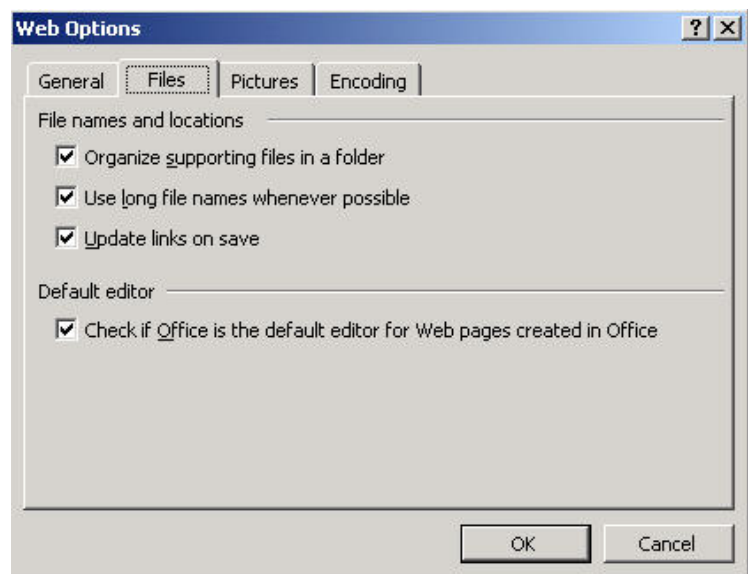
In this new window:
- Keep "**Complete presentation**" marked
- Keep "**Display speaker notes**" if you desire so
- Check "**All browsers listed above**"
- Choose the location where you want to save the output by using the "**Browse**" button
- You can modify (slightly…) the "**Web Options**" by clicking on that specific tab (see next)
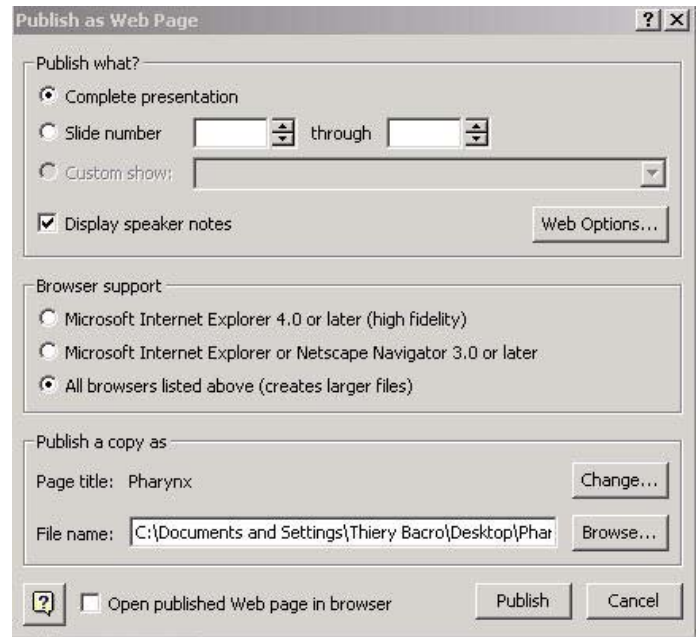
- Under the "**General**" tab, check the tabs you want (in my opinion all of them)

- No need to change anything under the "Files" tab

- Under the "**Pictures**" tab, check on the "**Rely on VML…**" and choose the desired target screen size. Leave other parameters unchanged.
- Do not changes parameters either under the "**Encoding**" tab
- Click on "**OK**" and then on "**Publish**"
- Be PATIENT…

The above process create 2 items:

- A file that will be an HTML file (this used to be called the "index" file in previous older versions). This file now carries the name of the file as you choose it (i.e. **pharynx.htm**)
- A folder that contains all the other files necessary to open the HTML version of your powerpoint. This folder will also be called using the name you initially choose for the file and will have "_files" attached to it (i.e. **pharynx_files**)

Note:

- These 2 names can NOT be changed in any way. These 2 files must stay together, in the same folder at all times for the HMTL Powerpoint to work well.
- The 2 items (file and folder) can then be moved (together+++) to the "**public_hmtl**" folder on your homeroom or to a folder in the "My Files" folder of WebCT 4.1
- To display this file using a link, simply link to the HTML file created by the above process, i.e. "**pharynx.htm**"

## Zipping the folder to move it in WebCT 4.1

- Open the folder containing the files to Zip using the Winzip software
- Go to "**Edit**", scroll down to "**Select all**" and click it
- Go to "**File**", scroll down to "**Add to zip file…**" and click on it
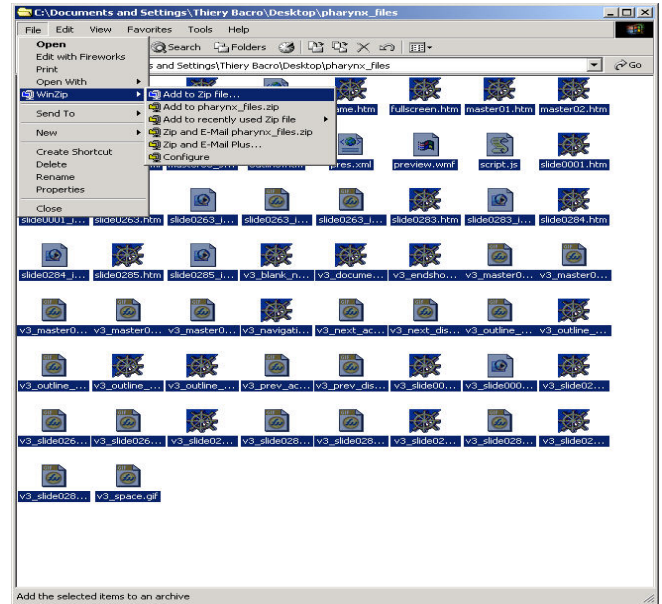
- Click "**I Agree**" if needed
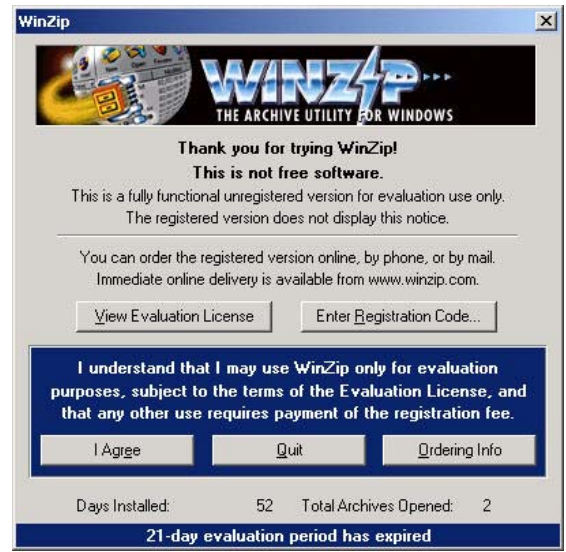
- Under the new window "**Add**", specify the name of the name of the zip file to create (my opinion: keep the name of the Powerpoint file)
- Click on "**Add**"
- Close the new window that appears
- Return to the folder where you saved the file and visualize the zip file you created
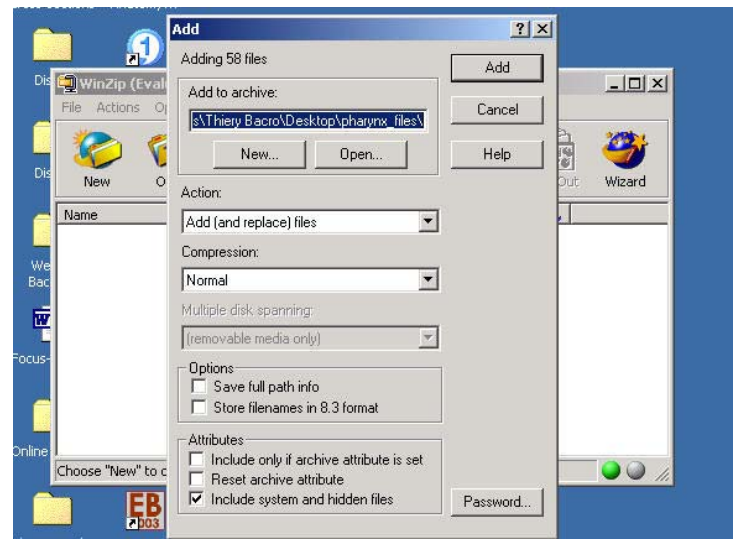
Moving the file and folder in WebCT 4.1

- Create the appropriate folder structure in the MyFiles of WebCT 4.1 to then upload the file and zipped folder to respect the fact that both the file and folder of interest have to be present within the same folder to display well
- Mark the zipped file to unzip within WebCT

- Make sure you unzip the folder to the correct destination folder that you have just created with exactly the correct name, i.e. in our case "**pharynx_files**"

- Return to the Designer view in WebCT and go to the "**Control Panel**", under "**Pages**", click on "**Single Page**" and proceed to link the "**pharynx.htm**" file to add it to your homepage or to a page of your choice

- Test the new page in your browser of choice.