#### 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.

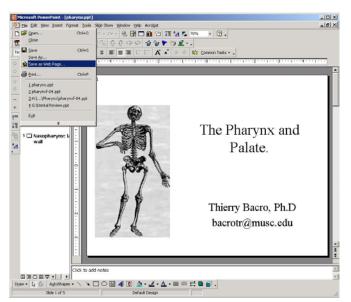
# General Instructions

- 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 <u>www.winzip.com</u>).

# 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"





Save As			? ×
Save <u>i</u> n:	Pharynx-	Folder 🗾 🗢 🖻 🔯 🗡 🖽 - Tools -	
(intervention) History		Set Page Title ? X Page title: Pharynx	
My Documents		The title of the page is displayed in the titlebar of the browser.	
Favorites	<b>R</b>	Save a copy and customize its contents	
	Page title:	Arm and Cubital Fossa Lecture	
My Network	File <u>n</u> ame:	pharynx.htm	<u>S</u> ave
Places	Save as <u>t</u> ype:	Web Page (*.htm; *.html)	Cancel

 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)

Complete presentation	n	
🔿 Slide number 🛛 🗌	🛨 through 🔤	÷
C Custom show:	an dia kaominina dia mandritra dia mandritra dia mandritra dia mandritra dia mandritra dia mandritra dia mandri Ny INSEE dia mampina mandritra dia mandritra dia mandritra dia mandritra dia mandritra dia mandritra dia mandrit	
Display speaker note	s	Web Options
Browser support		
C Microsoft Internet Ex	plorer 4.0 or later (high fidelity)	
C Microsoft Internet Ex	plorer or Netscape Navigator 3.	0 or later
<ul> <li>All browsers listed ab</li> </ul>	ove (creates larger files)	
Publish a copy as		Change
Publish a copy as Page title: Pharynx		- Change

- Under the "General" tab, check the tabs you want (in my opinion all of them)

Web Options							? ×
Appearance	Bla lide anin	Pictures ation contro ick text on w nation while s to fit brow:	vhite browsing	<u> </u>		Sample	
					OK	Car	ncel

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

eb Opti	ons				?
General	Files	Pictures	Encoding		
File nam	es and locat	ions			
🔽 Or	ganize <u>s</u> uppo	orting files in	i a folder		
🔽 Use	e <u>l</u> ong file na	imes whene	ver possible		
🔽 Up	date links or	save			
Default (	editor ——				
Ch	eck if <u>O</u> ffice	is the defau	It editor for \	Web pages create	ed in Office
					1
				OK	Cancel

- 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...

eb Options		<u>? &gt;</u>
General Files	Pictures Encoding	
File formats		
Rely on VML for	displaying graphics in browsers	
(Recommended	for Microsoft Internet Explorer 5.	0 or later)
Allow PNG as ar	output format	
_		
Target monitor —		
<u>S</u> creen size:	800 × 600 💌	
		OK Cancel

## The above process create 2 items:

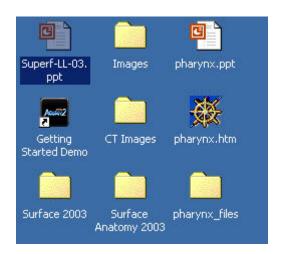
- A file that will be an HTML file (this used to be called the "index" file in previous older versions). This file now carries the name of the file as you choose it (i.e. **pharynx.htm**)

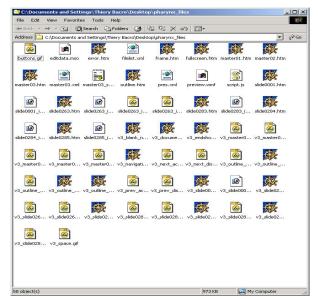
- A folder that contains all the other files necessary to open the HTML version of your powerpoint. This folder will also be called using the name you initially choose for the file and will have "\_files" attached to it (i.e. **pharynx\_files**)

## 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**"



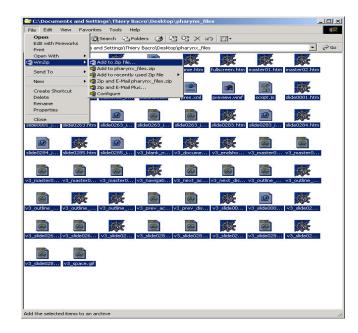


## Zipping the folder to move it in WebCT 4.1

- 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



83.	THE ARCHIVE UTILITY	OR WINDOWS
Than	nk you for trying Wi	nZip!
Th	is is not free softwa	are.
This is a fully functiona	al unregistered version I	or evaluation use only.
The registered	d version does not disp	lay this notice.
Immediate online o	delivery is available from	n www.winzip.com. Registration Code
VC - 1 - 12		
⊻iew Evaluation Li		registration code
	I may use WinZip (	
I understand that surposes, subject to	I may use WinZip ( the terms of the Ev	only for evaluation aluation License, and
I understand that urposes, subject to that any other use r	I may use WinZip o the terms of the Ev equires payment of	only for evaluation aluation License, and the registration fee.
I understand that surposes, subject to	I may use WinZip ( the terms of the Ev	only for evaluation aluation License, and



## 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.

Folders and Files Click on a folder below to view its files. Display this file information: 🗭 Size 🗭 Date 🗭 Time	Update			Actions re-indicates a selection is required from the main frame.
Name	Size (bytes)	Date	Time	The indicates multiple selections are allowed.
🗖 🔁 My-Files				Options: Files
🗖 🖪 @mobydick_question.doc	20480	October 29, 2003	11:01am	Create file
Amysteryrock1.jpg	11850	October 29, 2003	11:01am	F* Edit
Bmysteryrock2.jpg	8996	October 29, 2003	11:01am	₩ Delete
M mysteryrock3.jpg	15489	October 29, 2003	11:01am	Fr∉ Copy
Q Ditectonic.html	2211	October 29, 2003	11:01am	T* Move
🗖 💁 🗋 wan10m.jpg	33424	October 29, 2003	11:01am	r≉ Rename rr∗ Zip
T 🗀 HTML				Fe Unzip
🗖 🤤 Lectures				Upload
🗖 😋 Pharynx				F* Download
🗆 🖳 Dpharynx.htm	2507	March 25, 2004	1:49pm	Options: Folders
🗹 💁 🗈 pharynx zip	843718	March 25, 2004	1:49pm	Create folder
🗖 🧰 pharynx_files				F* Delete
T WebCT-Files				Г <b></b> Rename

WebCT	myWebCT Resume Course Course Map Check Browser Log Out Help
Control Panel	tb101 - Thierry Bacro Testing View Designer Options
▼Course Menu	Homepage > Basic Control Panel > Manage Files > <b>Unzip File</b>
Homepage Course Content Syllabus Calendar Content Module Glossary Search Compile Communication	Unzip File Unzip pharynx zip to: Lectures/Pharynx/pharynx_files - Unzip Cancel

Homepage > Basic Control Panel > Add Page or Tool > Add Single Page

1.	Enter a title for this item: Pharynx
2.	Enter the information for the Single Page.
	Page filename: Lectures/Pharynx/phar Browse
	Open in: O New browser window O Same browser window
	Show navigation buttons
3.	Decide where to show the link to this item.
	On the Course Menu, visible on all pages. Link will appear as tex
	On an Organizer Page: Homepage
	💽 On an organizer Page, Thomepage
	Link shows item title
	<ul> <li>Link shows item title</li> <li>Link shows icon (select below)</li> </ul>
	<ul> <li>Link shows icon (select below)</li> <li>Use default icon</li> </ul>
	<ul> <li>Link shows icon (select below)</li> <li>Use default icon</li> <li>Use custom icon</li> </ul>
	<ul> <li>Link shows icon (select below)</li> <li>Use default icon</li> </ul>