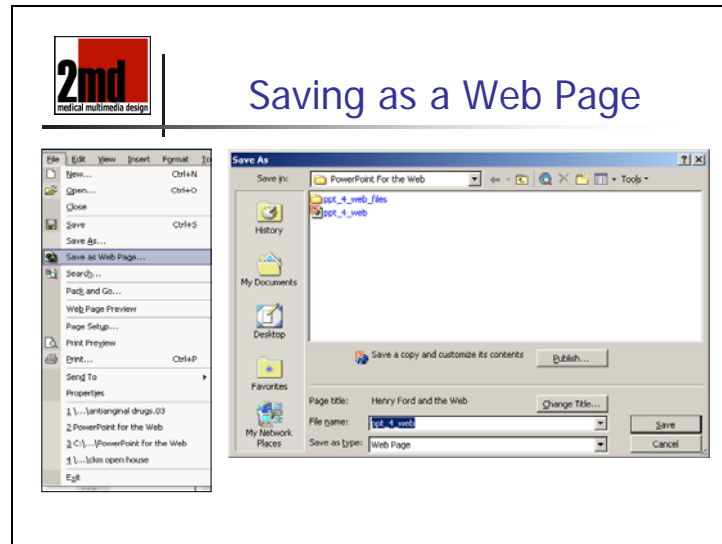


Saving PowerPoint Presentations as Web Pages

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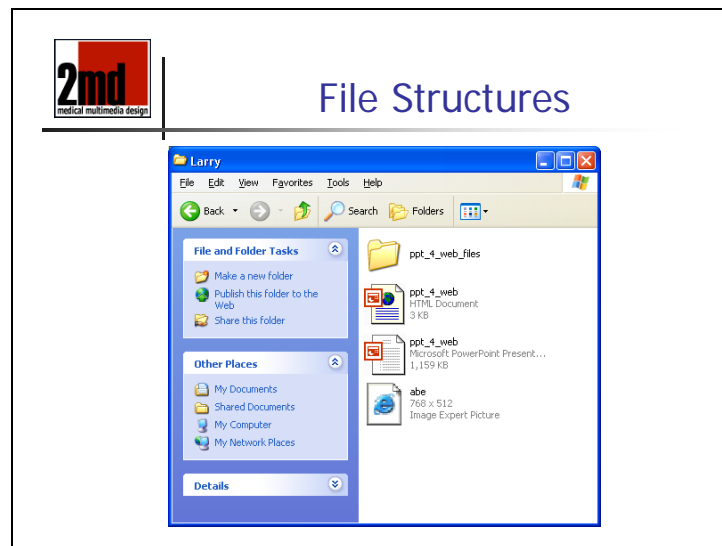
Saving as a Web Page



To save a PowerPoint as a Web Page,

1. Open your PowerPoint file
2. Go to the file menu
3. Trace to Save As Web Page
4. Choose a file name. (shorter names, 8 characters or less containing letters or numbers will work best in most situations)
5. Change the Title if needed
6. Click Save

File Structures



When you export your word document to compact html, typically word will create a file named *.htm, for example ppt_4_web.htm. Word will also create a folder named *_files for example ppt_4_web_files. The * represents the name you give the file when you save it. The folder will contain all the support files such as graphics. You will need to upload, publish or FTP the file and the folder (*.htm and *_files) in order for your page to work on the internet.