



Saving a PowerPoint as a Website

A Blackboard Learning Services Tip Sheet

Introduction Saving a PowerPoint presentation in HTML format has two advantages. First, a web page is much faster for students to download than a .ppt file. Second, students can access the presentation without having Microsoft PowerPoint or PowerPoint Viewer installed on their computers.

This tip sheet is designed for Instructors who will be building and teaching courses with the *Blackboard Learning System*.

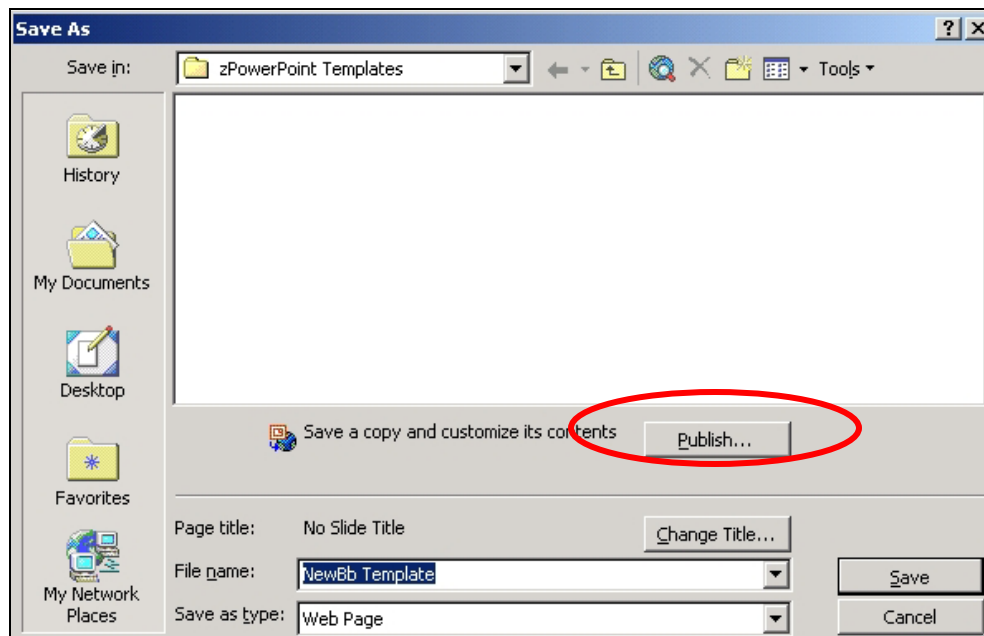


Note: Concepts introduced in this tip sheet are continued in another document: "[Importing a Website](#) into Blackboard."

Saving, Publishing the Presentation

Procedure: To save then publish the presentation, perform the following steps:

1. Open your presentation, and Click **File** then select **Save as Web Page** (available in Microsoft PowerPoint 2000 or higher)

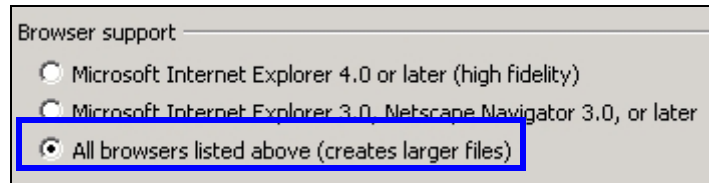


➤ Save As dialog box appears.

2. Click **Publish**.

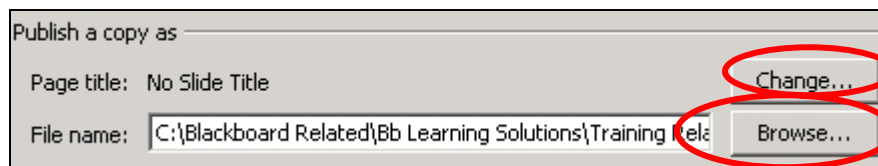
➤ **Publish as Web Page** dialog box appears.

- Under **Browser support**, choose **All browsers listed above**



Note: This ensures the widest possible audience will be able to view your presentation.

- Under **Publish a copy as**, click **Browse** to specify the location where you would like to save your presentation.



➤ The **Publish as** dialog box appears.

- Select the desired location to save presentation, then click **Ok**.



Note: In this example, we are saving the presentation to a folder called "MyWebsite" on the computer's desktop.

- When you return to the "Publish as Web Page" option screen, click **Publish** to publish the presentation as a web site.



Note: The elapsed time will depend on the overall size and number of slides in your original Microsoft PowerPoint presentation.

- Locate the folder (in this case, the folder "MyWebsite" appears on the computer's desktop) where you saved your presentation. The folder now contains two items: a file, and another folder.

Microsoft PowerPoint creates these items automatically when you use the Save as Web Page option. The file, My Presentation, is an .html file. The folder contains all of the images and other files that make up all of the individual slides in the presentation.



Note: While you are still on this screen, you may want to write down the name of the .html file; you will need to refer to it later!

“Zipping” Your File

About File Compression

In order to maintain the integrity of your presentation, the Web Site that you just created needs to be compressed in one of these formats: zip, gzip, or tar. The tar and gzip formats are primarily used only on UNIX or Linux computers. The zip format is standard on all Microsoft Windows computers and can also be used on Apple Macintosh computers. We will only deal with the zip format here.

The procedure for creating the zip archive file will vary slightly depending upon the compression utility that you choose. WinZip (for Windows users) and StuffIt (for Macintosh users) are popular, but there are other freeware and shareware programs available as well. Refer to the documentation for your compression utility to learn how to operate that particular program. Whichever program you choose, make sure that:

- the compression tool retains the directory structure
- the compression tool saves to the .zip format

After you have selected the compression utility that suits your needs and set the options, compress the entire directory that contains the Web site you wish to incorporate into Blackboard. This should result in a single file with a name that ends in .zip.



Note: This process is very simple for WinZip users. When WinZip is installed, it adds commands to the context-sensitive menus (the menus that pop-up when you right-click on something). If you are using WinZip, follow these steps to create the zip archive that contains your Web site:

Step 1: Right-click on the folder containing your Web site

Step 2: Select "Add to filename.zip" where filename is the name of the folder.

Additional Reference Materials

To add this presentation into a Blackboard course, follow the directions for:

- [Importing a Website into Blackboard](#)

To Learn More...

Blackboard Learning Services offers comprehensive classroom training programs and educational materials for the *Blackboard Learning System*™ products. For more information about how Blackboard Learning Services can serve your institution's training needs through on-site events, remote seminars, or via our Certified Education Center partners, please contact your Account Manager at Blackboard or visit the online [Training Center](http://behind.blackboard.com) at <http://behind.blackboard.com>.

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