



Blackboard Best Practices: Saving a PowerPoint Presentation as a Web Site

A Blackboard Learning Services Tip Sheet

Introduction

Students who do not have Microsoft PowerPoint or the PowerPoint Viewer installed on their workstations may not be able to view your presentation in Blackboard. To avoid this problem, you can save your PowerPoint Presentation as a Web site, and then import that Web site into Blackboard.

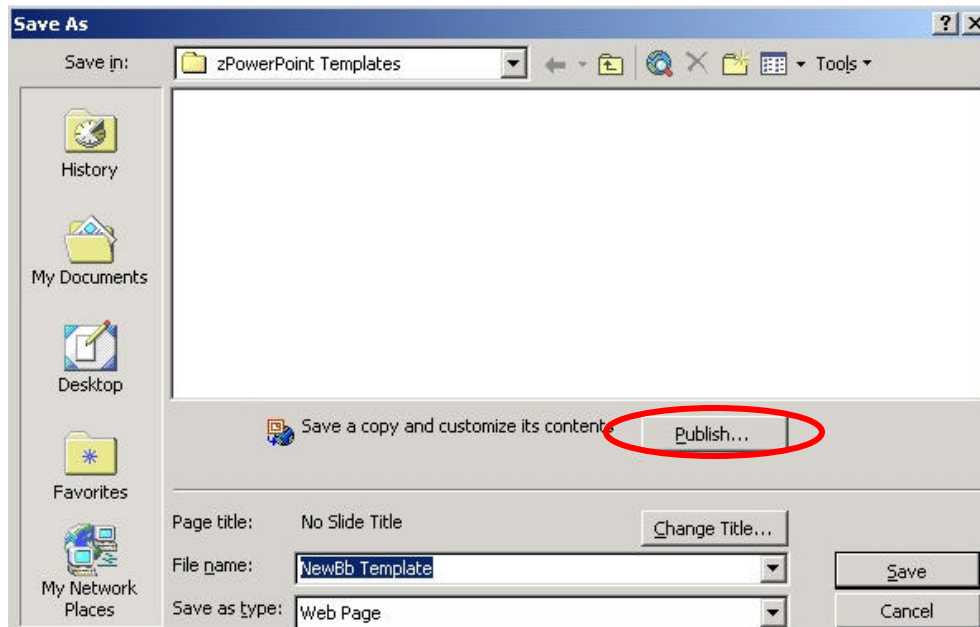
A second Blackboard Learning Solutions Tip Sheet, "Importing a Website," details how to take the file you create here and place it in a Blackboard course.

Saving Your Microsoft PowerPoint Presentation as a Web site

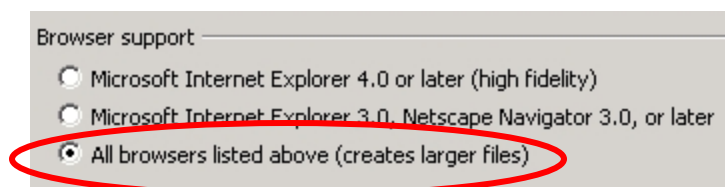
Open the existing Microsoft PowerPoint presentation you want to save as a Web site.

Step 1: From the File drop down menu select **Save as Web Page** (available in Microsoft PowerPoint 2000 or higher)

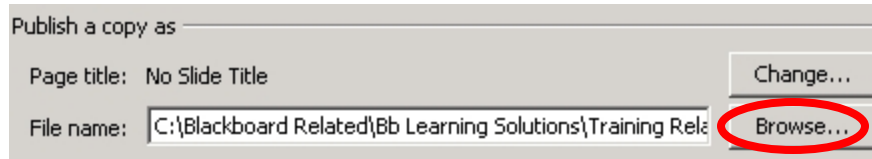
Step 2: Click on the **Publish** button.



Step 3: From the Browser Support section, click on the radio button **All browsers listed above** to ensure the widest possible audience will be able to view your presentation.



Step 4: From the Publish a copy as section, click on the **Browse** button and specify where you would like to save your presentation.



Step 5: Select a location on your local machine where you wish to save the presentation.
Note: In this example we will save the presentation to the desktop.

Step 6: Click on the **Create new folder** icon.



Step 7: Enter a name for the folder and click **OK**.



Note: When you click OK you will be inside the folder you just created.

Step 8: Enter a name for the file and click **OK**.



You will return to the *Publish as Web Page Option* screen.

Step 9: Click **Publish** to publish the presentation as a web site.

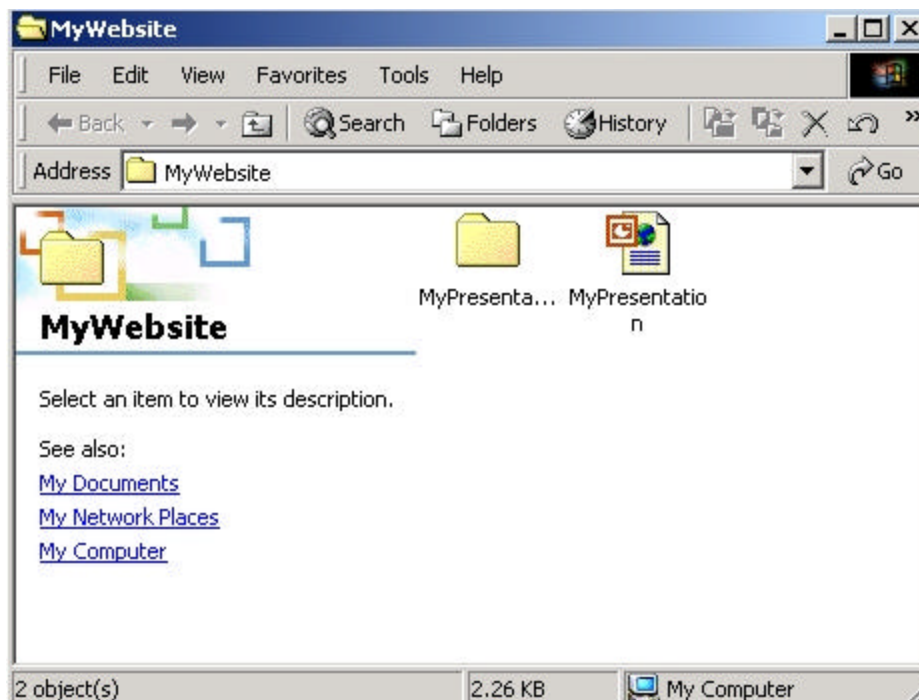


Wait until the presentation has been published. This will depend on the overall size and number of slides in your original Microsoft PowerPoint presentation.

Step 10: Close the Microsoft PowerPoint application.

Step 11: Locate the folder where you saved your presentation. In this example the folder resides on the desktop.

Step 12: Open the folder by double clicking on the folder icon. Inside the folder will appear a file and a folder.



Microsoft PowerPoint creates this file and folder automatically when you use the Save as Web Page option. The file, My Presentation, is an html file and the folder contains all of the images and other files that make up all of the individual slides in the presentation. Remember the name of the htm(l) file as you will need to refer to it later.

Archiving the Web Site

The Web site has 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.

(Note: don't confuse the zip archive file format with the Zip disk drives from a company named Iomega. Iomega makes a kind of disk drive called a Zip drive. That is merely a brand name and is in no way related to the zip archive file format.)

There are many utilities that you can use to create zip archives. On Windows, the most common is WinZip. On Macintosh, Aladdin Systems' StuffIt Deluxe is the most popular compression tool. You will need to download and/or purchase this software. There are many that you can choose from in addition to those listed above, some of which are free or shareware. The procedure for creating the zip archive file will vary depending upon the compression utility that you choose. Refer to the documentation for your compression utility to learn how to operate that particular program. There are just a couple of key options that you want:

- the compression tool should retain 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.

WinZip, the most popular compression tool for Windows computers, makes it very simple. When WinZip is installed, it adds commands to the context-sensitive menus (the menus that pop-up when you right-click on something). On Windows computers with 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.

This concludes the process of saving your Microsoft PowerPoint presentation as web page and saving the file as a .zip file. For information on how to import a Web site into Blackboard, refer to the tip sheet, Importing a Web Site.

Education Opportunities

Blackboard Learning Services offers comprehensive classroom training programs and educational materials for the *Blackboard Learning System* and *Blackboard Community Portal System*[™] products. For more information about how Blackboard Learning Services can serve your institution's training needs, 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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