



## Using PowerPoint in WebCT

If you want to make PowerPoint presentations available in your WebCT course site, you can do so in one of two ways:

1. Upload the PowerPoint presentation (as a .ppt file) to WebCT. Students must either have MS PowerPoint or the free PowerPoint Viewer installed on their computers. You may upload this file as you would any other file.
2. Convert the presentation to HTML and use it in a single page or in a content module. Students will not need additional software. The following directions will allow you to convert your presentation.

### Converting Your PowerPoint Presentation to HTML

PowerPoint versions 97 and later have the ability to convert presentations to HTML documents. The following information can be used with PowerPoint 2000 and later. If you need assistance in converting a PowerPoint 97 file, please contact the Office of Online Learning.

1. Open the presentation in PowerPoint.
2. From the File menu, select Save As Web Page....
3. In the Save As window, make sure the files are being saved in the appropriate folder. Create this folder if necessary. The Save As file type should be "Web Page."
4. Click the Publish button. This brings up the "Publish as Web Page" window.
5. Under "Publish what?" select the parts of the presentation you want included.
6. Click the "Web Options" button. There are four tabs in the Web Options window. In the Files tab, deselect "Organize supporting files in a folder." In the Pictures tab, select Target monitor: 800 x 600.
7. Click the "OK" button.
8. In the "Publish as Web Page" window, under Browser support, select the radio button for "Microsoft Internet Explorer or Netscape Navigator 3.0 or later."
9. Under "Publish a copy as," verify the page title and file name.
10. Make sure the check box for "Open published Web Page in browser" is checked.
11. Click "Publish."

Each slide is converted to an HTML file and a graphic file. A file titled with the name of the presentation (presentationname.htm) is created as a "homepage" for the presentation. These files are put in the folder you designate in #3 above.

Note: If you did NOT deselect "Organize supporting files in a folder," most of the files are placed in a folder called *presentationname\_files*; the homepage file (*presentationname.htm*) is created outside of the folder. This is important to know, as this relationship must be maintained when uploading to WebCT.

### Uploading Your HTML PowerPoint Presentation to WebCT

In WebCT you can only upload one file at a time. You have two options to avoid uploading them one at a time:

1. Use a zip utility to compress all the files (your html file and all the images) into a single file for uploading. For more information, see *Zippping Files for WebCT*.
2. Use WebDav. For more information, see *Uploading Files with WebDav*.

### Linking to a PowerPoint Presentation in HTML as a Content Module

Convert your presentation to HTML as noted above, zip the files as noted in *Zippping Files for WebCT* and then in a Content Module or Single Page, link to the presentation file (*presentationname.htm*).