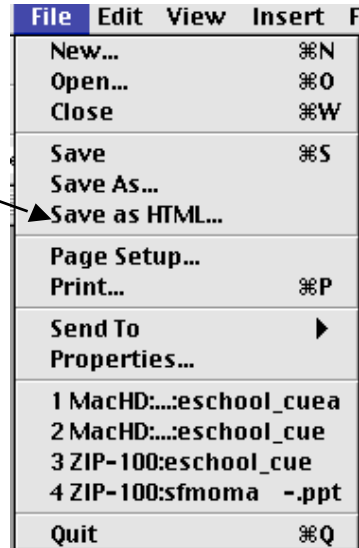


POSTING POWERPOINT TO THE WEB

Select the **FILE** Menu.

Select **SAVE AS HTML**

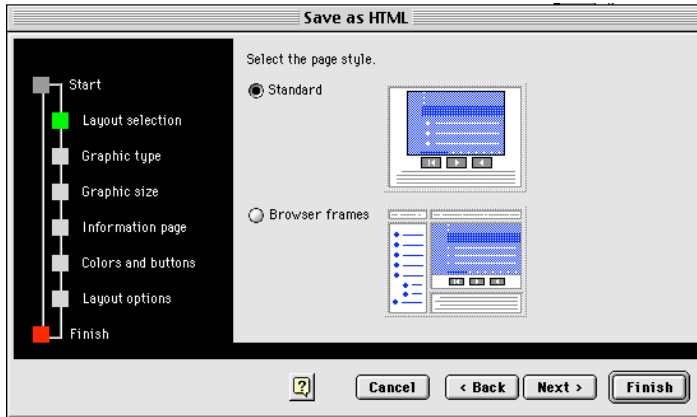


1. The first screen you see, which is the html Wizard, looks like this:



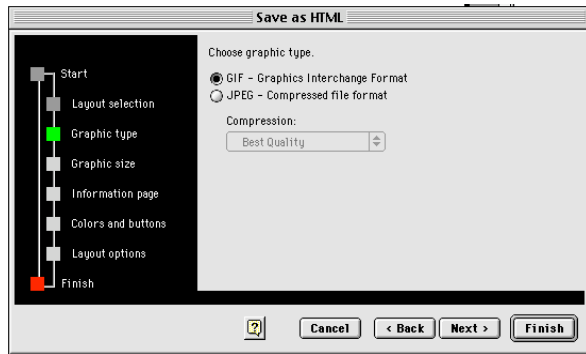
2. Select the **NEXT** button.

3. The next screen looks like this:



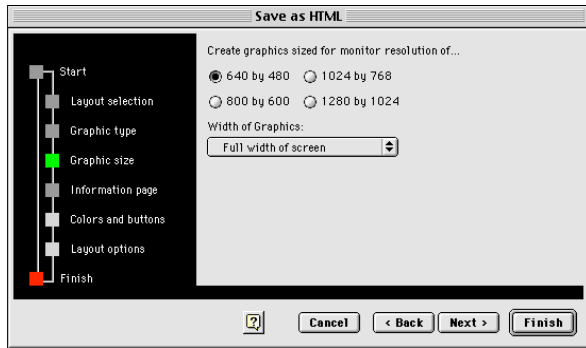
4. Select the browser style you want, then select NEXT

5. The next screen looks like this:



6. Select they graphic type (gif or jpeg) then select NEXT

7. The next screen looks like this:

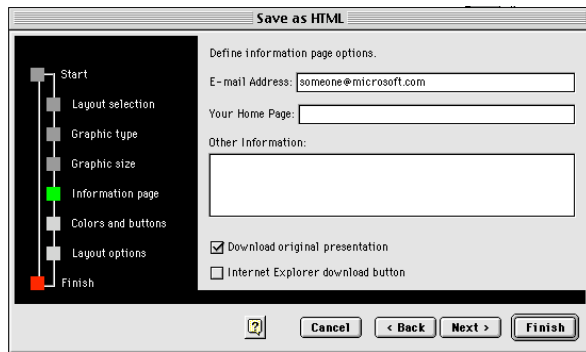


8. Select the graphic size for the monitor resolution. 640 x 480 is the default, and is probably best for most monitors. Remember that your PowerPoint is going to plan

on the Internet, and monitor sizes of the end users will vary. Try to choose a size that will be best for most end users.

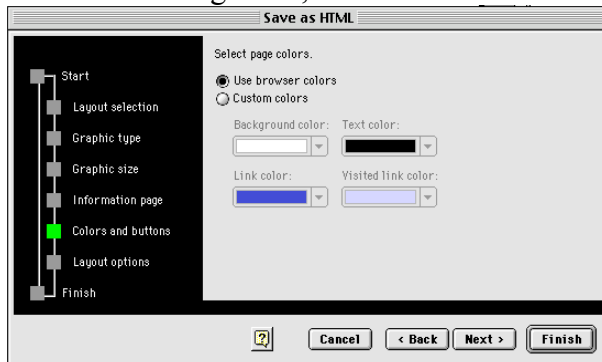
9. Select NEXT.

10. The next screen looks like this:



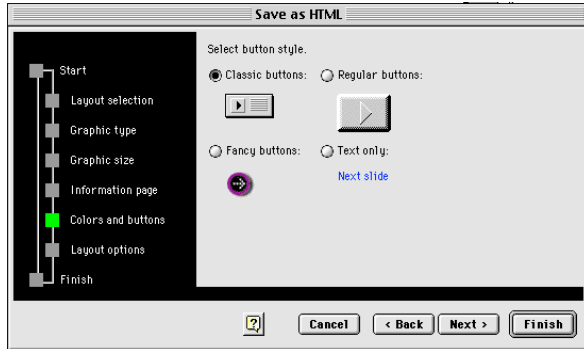
11. The information you enter on this screen will be shown on the index page of your PowerPoint presentation on the Internet. You also give download permission on this screen. When done select NEXT.

12. The next screen looks like this. You can choose to use the default colors for background, text and links in the browser or to set custom colors for these items.

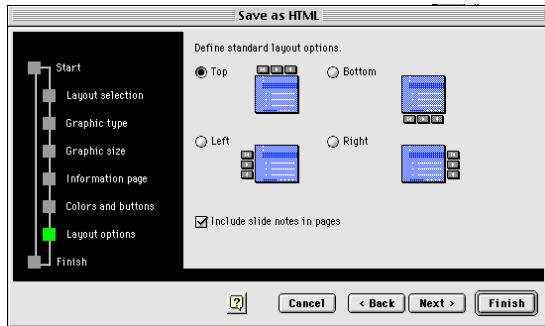


13. When done select NEXT.

14. The next page looks like this:

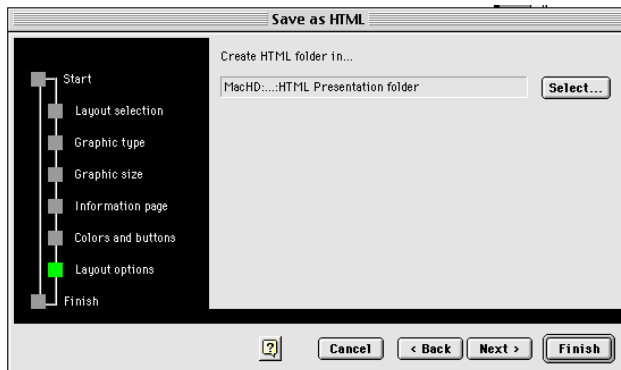


15. Select the type of button you want just to move your PowerPoint presentation from one slide to the next on the Internet. When finished select NEXT.



16. On this screen you will select the layout.

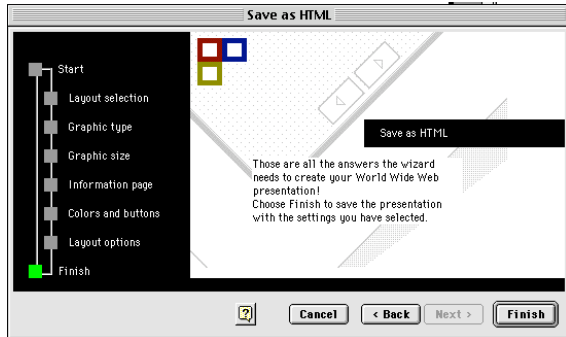
17. After you select the layout you want, select NEXT.



18. This screen allows you to select where you want to save your PowerPoint html folder. The default folder is the Hard Drive. Choose the SELECT button to give your presentation a name and choose where you want to save it.

19. After you have carefully selected the folder in which you want to save the html version of your PowerPoint presentation, select the NEXT button.

20. The final screen looks like this:



21. You are now nearly finished saving your PowerPoint presentation to post it on the Internet. All that is left is to select the FINISHED button.

22. You will need to upload your PowerPoint slides to a server using ftp software. You will need to link to your PowerPoint file from your web page. Make this link go to the index page of your presentation.