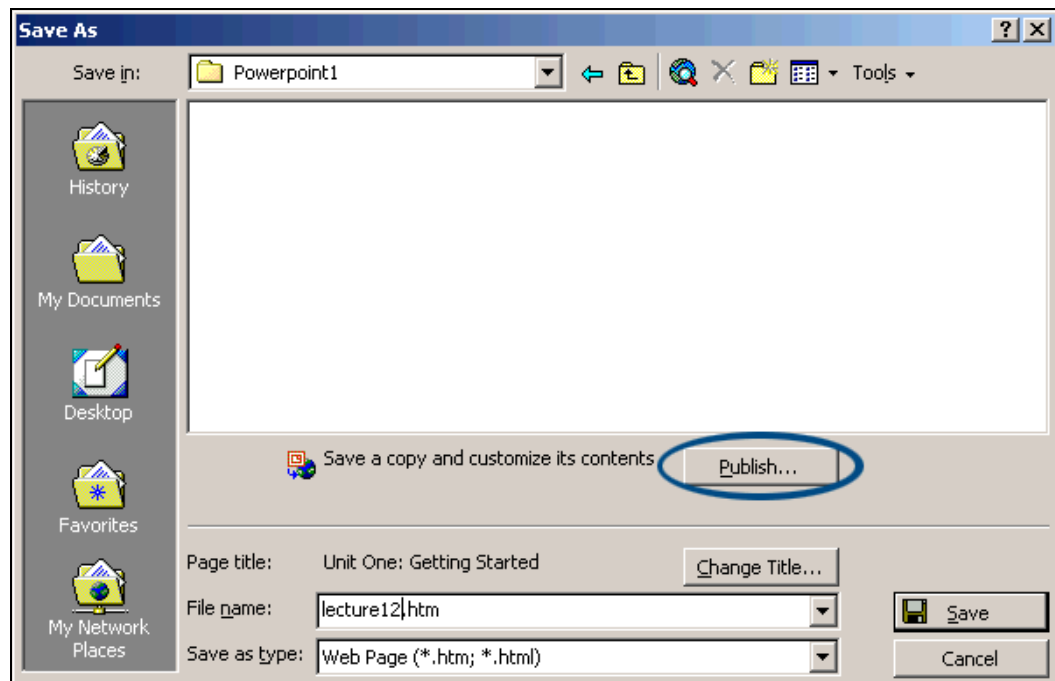


## ..... CONVERTING POWER POINT FILES TO HTML FORMAT

You can convert your Power Point file to HTML format. By converting your Power Point you can reduce the file size and also keep the image quality the same at the Power Point presentation.

**To save your Power Point as a web page, complete the following steps:**

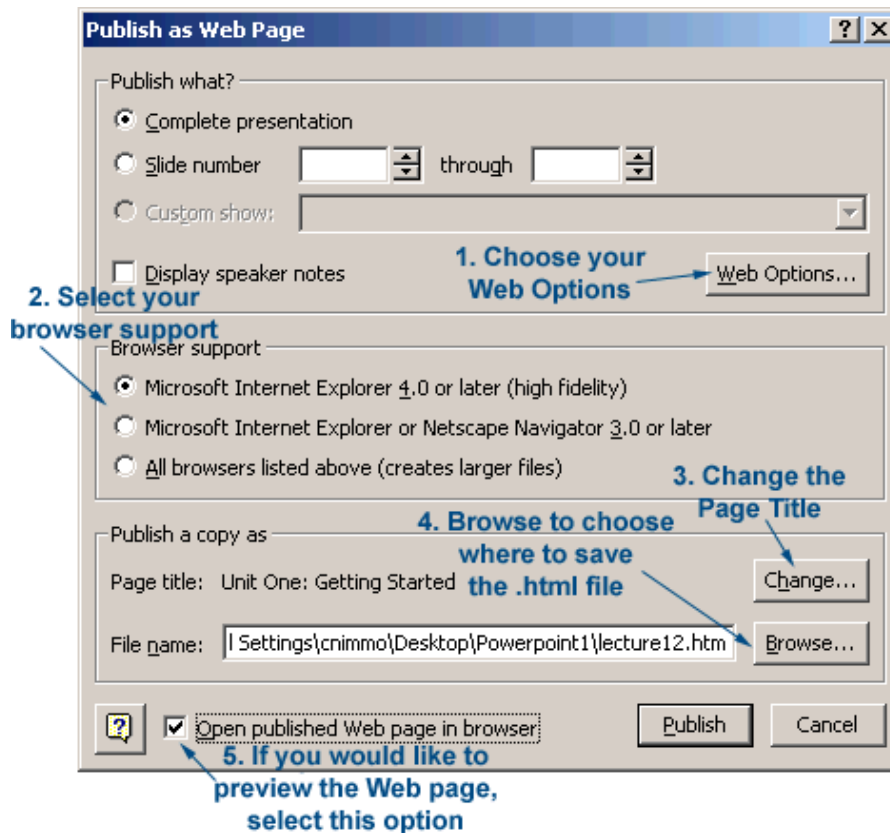
1. Open the Power Point file that you would like to convert in the Power Point program.
2. Select **File > Save as Web page**. The Save As screen appears:



3. Enter a file name for your presentation.

**Note:** If you have any illegal characters in the filename of your Power Point presentation (i.e. ,/\*\$^%\$#@!) you presentation will not be viewable in a web browser.

4. After you have entered a file name, click the **Publish** button. The Publish as Web Page screen appears:

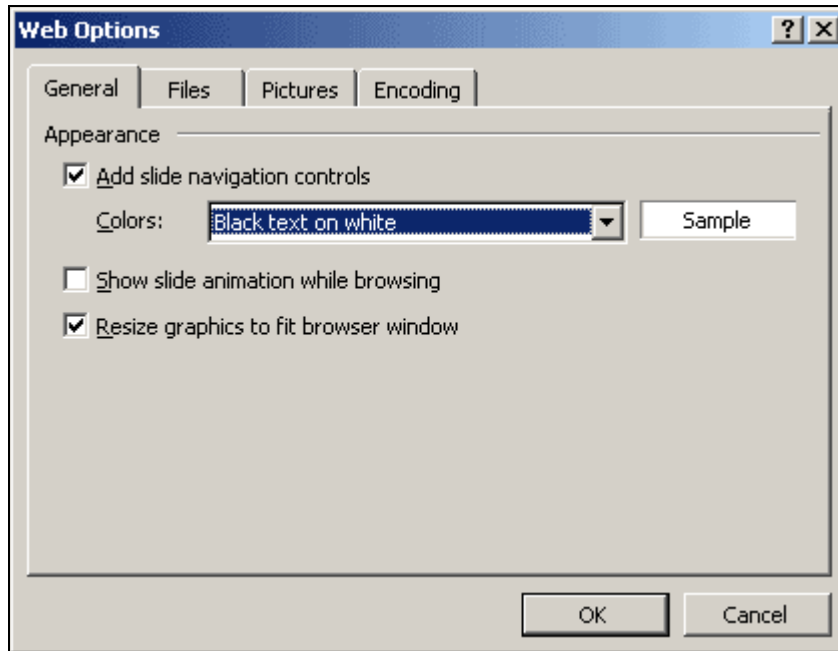


## Selecting the Web Options

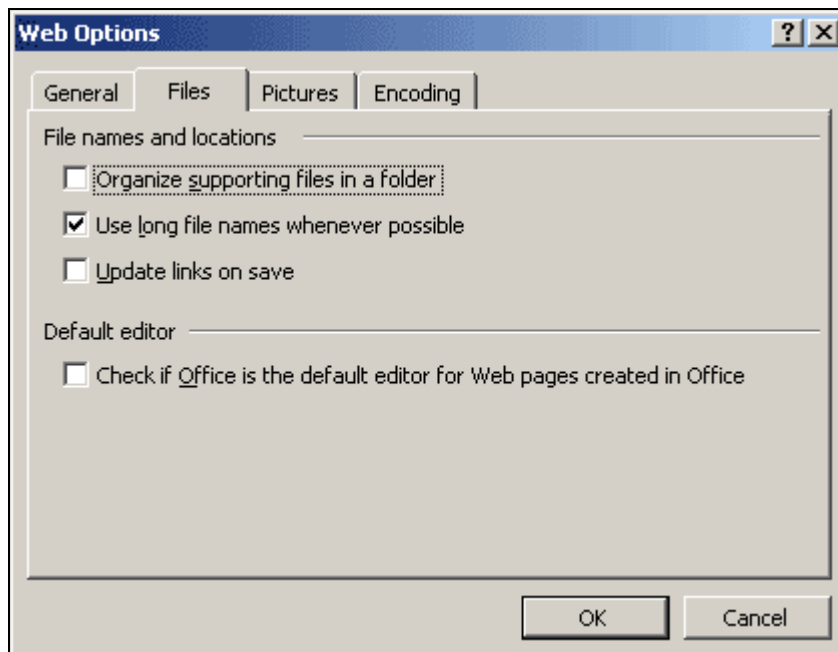
Select your Web Options, and then select the browser options and file directory.

**To accomplish this, complete the following steps:**

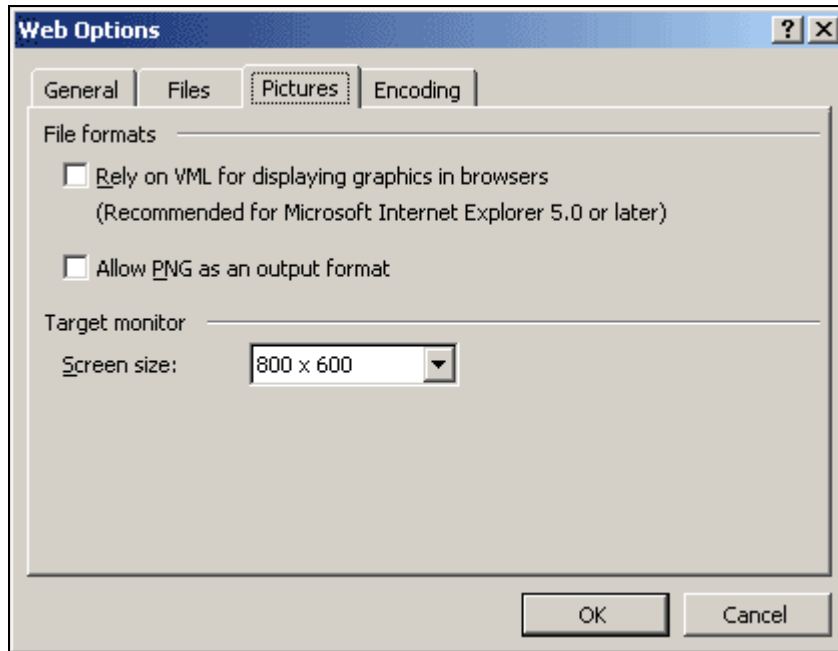
1. Select the **Web Options** button to choose your appearance, files, and target monitor. The Web Options screen is displayed:



2. On the General tab, make sure that **Resize graphics to fit browser window** is checked on this screen.
3. If you would like to insert the navigation controls option on your presentation, select the **Add slide navigation controls**.
4. Click on the Files tab, the Files screen appears:



5. Make sure that **Use long filenames whenever possible** is the only thing checked on this screen.
6. Click the Pictures tab, the Pictures screen appears:



7. Make sure that both check boxes are unset and that the Screen Size is 800 X 600.

8. Click **OK**.

You will be taken back to the Publish screen. You will then need to select the rest of the Publishing options.

9. Under Browser Support make sure you select either the **Microsoft Internet Explorer** or **Netscape Navigator 3.0 or later** option.

10. Select the **Change** button under Publish a copy as to set your Page Title.

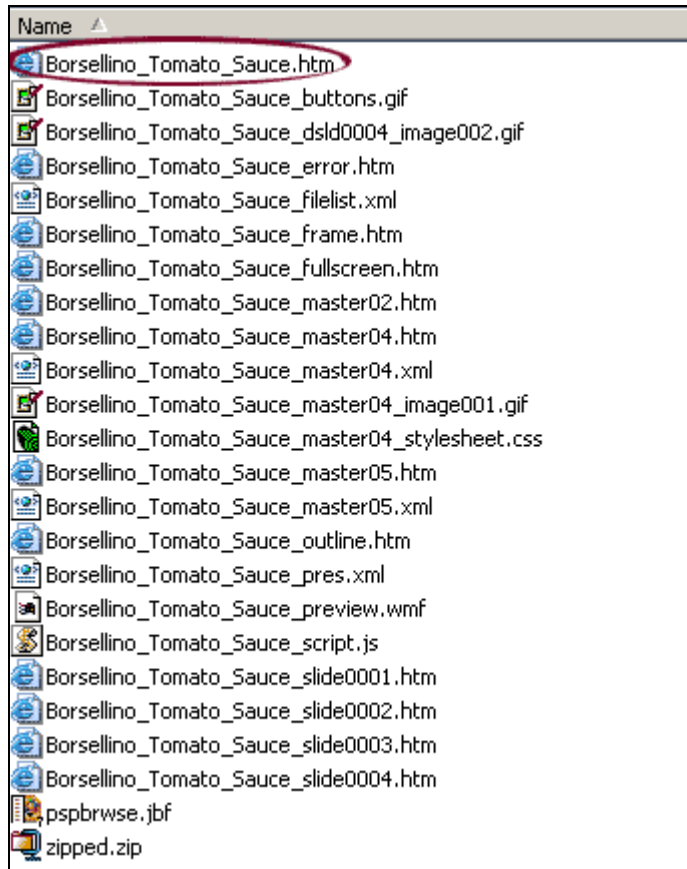
11. Click the **Browse** button to save the new files on your computer.

**Note:** When the PowerPoint presentation is saved as HTML, it creates multiple files (between 20 and 80 depending on how long your presentation is). Make sure to save the presentation to an empty folder.

12. Check **Open published Web page in browser**, if you would like to preview the web page as soon as it has been created.

13. Click the **Publish** button on the *Publish As Web Page* screen. The Power point program will create the HTML files in the folder you previously specified.

14. Open the directory that the files are saved in, it will look similar to the screen shot below.



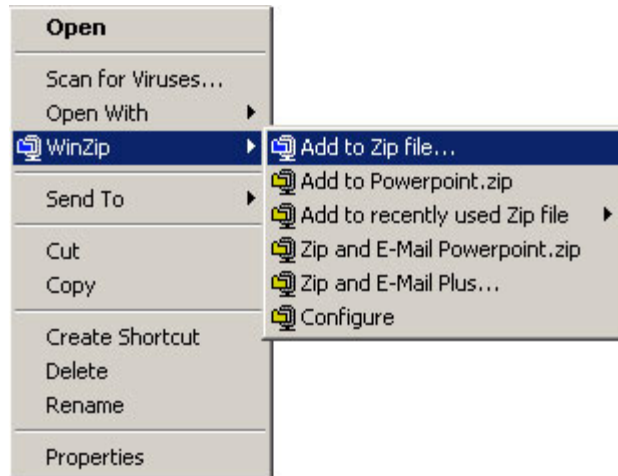
**Note:** If you have selected the **Open published Web page in browser** in the Publish as Web Page screen, you will be able to see the file that is the calling up the HTML pages. Usually, it will be the main .htm file.

## Zipping Your Files to Upload to WebCT

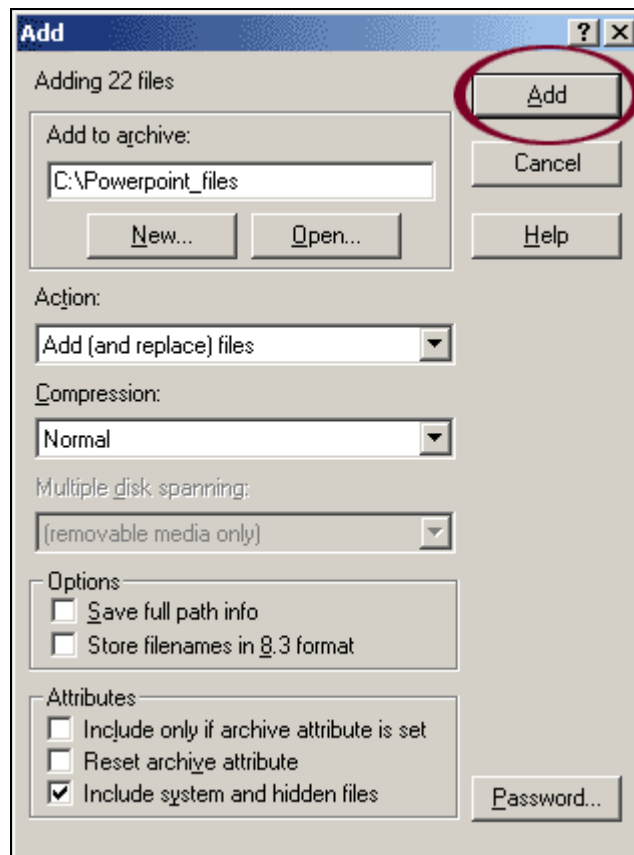
You will now need to upload these files into WebCT. The easiest way to get these files into WebCT is to zip them into one file. To accomplish this, you need to have some compression or zipping software like Winzip [www.winzip.com](http://www.winzip.com) installed. A free evaluation download is available from the web site above. Below is a demonstration of how this is accomplished with WinZip.

### To zip the files, complete the following steps:

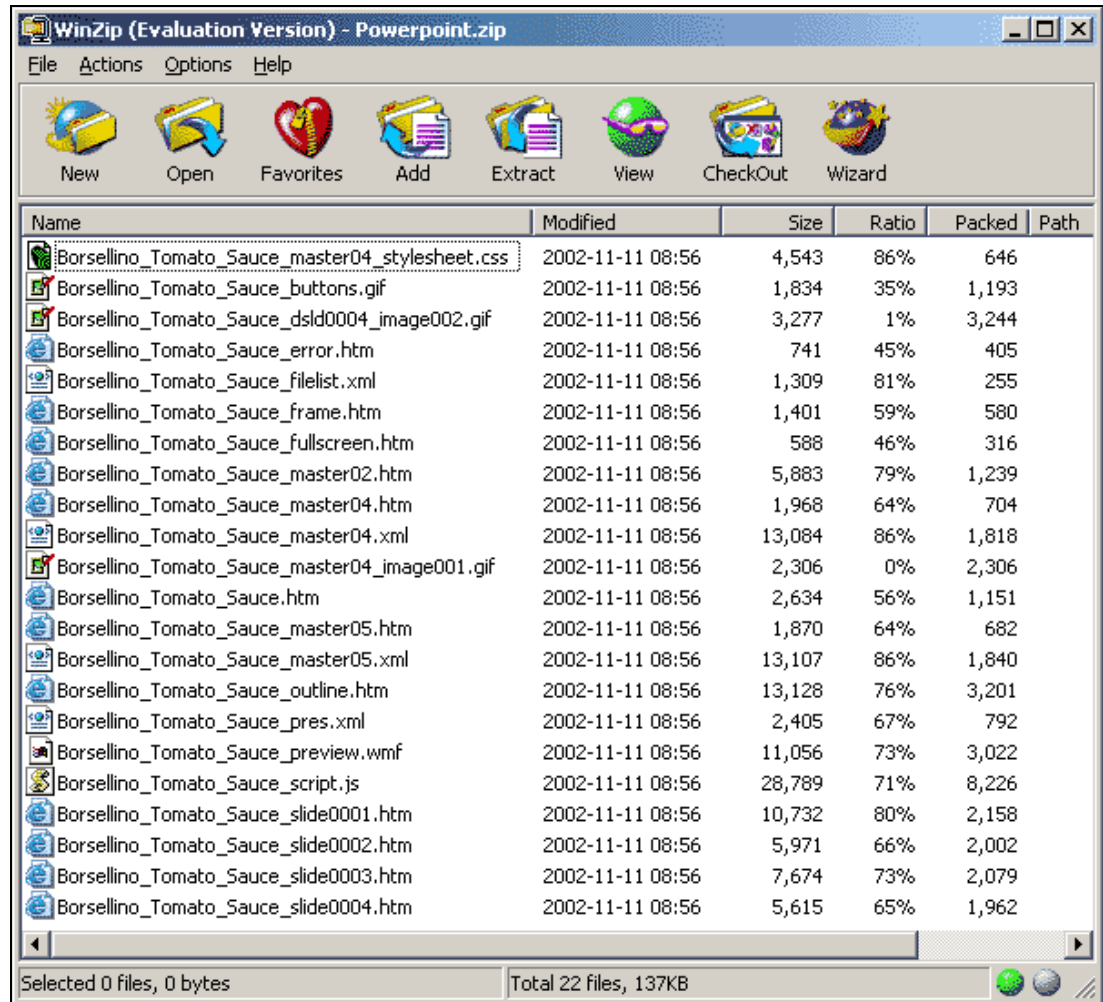
1. After WinZip is installed, navigate to the folder where the PowerPoint presentation is saved.
2. Highlight the files in the folder.
3. Click with the right mouse button over the files and the menu will appear:



4. Select **Add to Zip**, and click the left mouse button. The add screen appears:



5. Enter a name for your zip file by typing it at the end of the archive path.
6. Click **Add**.
7. The files are zipped and you should see a screen similar to the one shown below:



8. You can close the window by clicking the **X** in the upper right hand corner of the screen.
9. Navigate to the folder where you saved your html files. You should see a .zip file in the directory. This file contains a compressed version of the files in your folder you will need to upload into WebCT.

## Uploading the Presentation into WebCT

**To upload the presentation into WebCT, complete the following steps:**

1. Click **Control Panel** button in the top left-hand area of the WebCT page.
2. Select the **Manage Files** option under the Basic Control Panel. The Manage Files screen appears:
3. You will want to create a new folder in WebCT for each of your PowerPoint presentations since the conversion process creates multiple files.
4. Under **Options:Folders**, select **Create Folder**.

- After naming your folder, create **Create**. You are now ready to upload the presentation.
- Under **Options:File**, select **Upload**.
- Select your **Destination folder** and click **Browse** to locate the .zip file you created earlier.

**Test Course**

View **Designer Options**

Homepage > Basic Control Panel > Manage Files > **Upload File**

**Upload File**

Note: Depending on the file size and network connection, this process may take several minutes.

Filename:

Destination folder:

- Click **Upload**.
- After a few seconds, the .zip file will be uploaded into the directory you selected.
- Navigate to this directory in WebCT and place a check mark next to the file.



- After adding the check mark next to the .zip file, navigate to **Options: Files** select **Upzip**.

**Test Course**

View **Designer Options**

Homepage > Basic Control Panel > **Manage Files**

<input type="checkbox"/>		Filename	Size	Date
<input type="checkbox"/>		mobydick_question.doc	20480	June 6, 20
<input type="checkbox"/>		mysteryrock1.jpg	11850	June 6, 20
<input type="checkbox"/>		mysteryrock2.jpg	8996	June 6, 20
<input type="checkbox"/>		mysteryrock3.jpg	15489	June 6, 20
<input type="checkbox"/>		syllabus1.html	3216	June 6, 20
<input type="checkbox"/>		tectonic.html	2211	June 6, 20
<input type="checkbox"/>		tutorial_syllabus.html	7114	March 16,
<input type="checkbox"/>		van10m.jpg	33424	June 6, 20
<input type="checkbox"/>		webct_query.csv	347	March 12,
<input checked="" type="checkbox"/>		zipped.zip	134836	April 8, 20
<input type="checkbox"/>		chat		
<input type="checkbox"/>		Lectures		

**Options: Files**

Create file

12. You will be prompted to select where you want the .html files to be stored.
13. After selecting the destination folder of the files, click **Unzip**.

**Note:** If you have any illegal characters in the filename of your PowerPoint presentation (.,/ & ^ % \$ # @ ! ) you will get an error message if you try to upload a file with any of the illegal characters or spaces