

Converting PowerPoint Presentations to HTML

Why?

PowerPoint is desktop software designed for making digital presentations or slideshows. Such presentations may include images, animation, text as well as, imported video and audio. Good presentation design dictates text should be concise and the use of animation and slide transitions kept to a minimum. Normally presentations are provided in a classroom with the instructor providing some explanation. In order for these PowerPoint presentations to be effective outside the classroom they may need to include narration or some printed material which covers the topic more in depth. PowerPoint presentations may include notes, navigation and links. Many instructors choose to post their PPT files on their Web sites, or within their WebCT courses.

A couple of things to consider before posting PPT files on the Internet: PPT files are Microsoft application files and require the viewer either have PowerPoint software on their computer, or a viewer (plug-in) to display the file in their browser - ppviewer.exe. The viewer can be downloaded free of charge from Microsoft:

<http://www.microsoft.com/downloads/>

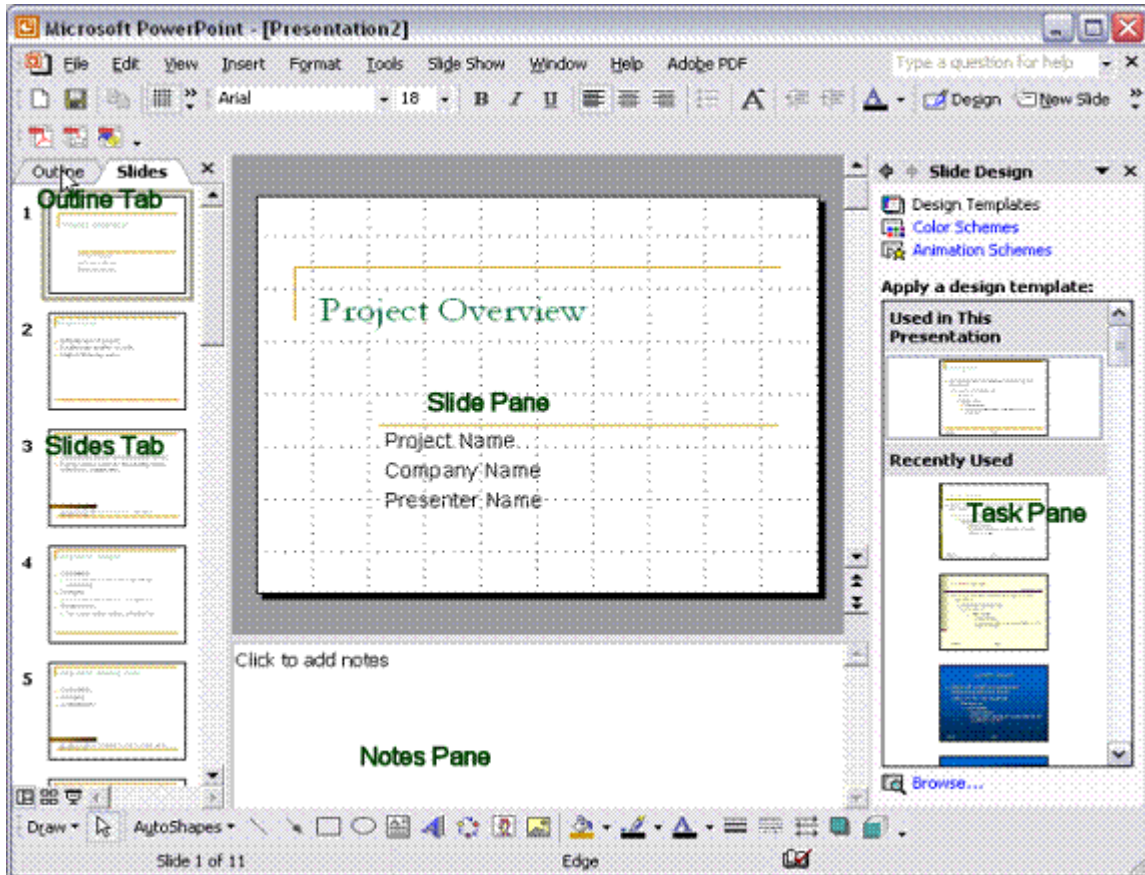
Regardless of how you share the PPT file over the Web, the fact is that PowerPoint is not Web-based technology (e.g. HTML, XML, Flash, etc.) – but rather, desktop technology. The entire file must be *downloaded* before it can be displayed on the end-user's computer. PPT files can be rather large, especially when they include a lot of images, or other multi-media. A 6 MB file is not unusual for a PPT presentation. Over a 28.8 k dialup connection, it could take half-an-hour, or more (15 minutes, or more over a 56 k connection). An alternative to downloading PPT files, is to convert the file to HTML, which designed to be accessed via Web browsers and rather than be downloaded in its entirety, may be displayed one page (slide) at a time.

How?

Getting acquainted with the PPT display window...

We will be using the “normal” view. You should see it listed as an option in the “view” menu. The display window is divided into four main areas: the center top area is called the **slide pane**. Here you will preview and modify the appearance of your slides. The area below the slide pane is the **notes pane** and is used to provide additional information which is not convenient to display on the slide itself. Many presenters use this area to write out their narration. The area to the left of the slide and notes pane is the **tab area**, and you have two choices here: the **slides tab**, and the **outline tab**. The slides tab allows you to navigate your presentation by slide thumbnail images. The outline tab will provide

the headings and subheadings as a navigation tool. Your outline may also serve as a table of contents for your Web presentation. To the right of your slide pane is the **task pane**. Here you will be able to choose slide layout, animation, transitions, and color schemes for your presentation. If you do not see the task pane you can turn it on by checking “task pane” under the “view” menu..



Preparing your PPT presentation for conversion to HTML.

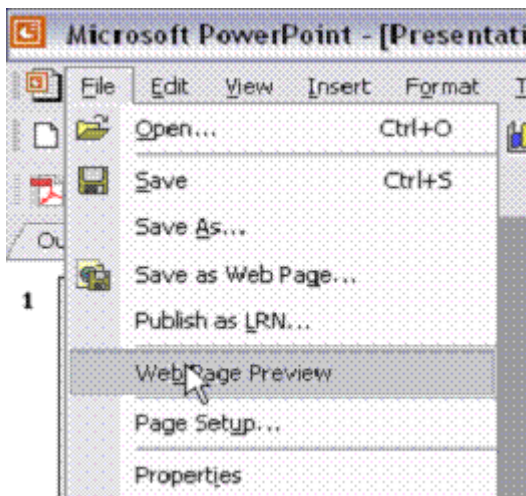
If you have previously used PowerPoint software, you may already be aware of the “save as” html, or “save as Web page” options. What you may not be aware of is that you have some degree of control over how the end product looks and works. Here are some suggestions.

- Begin preparing your presentation by selecting the outline tab in the tabs pane. You should see headings in bold, and bulleted subheadings below for each of your slides. If the headings are not what you want to use for navigation, you may modify them right in the outline tab. *Suggestion: keep headings brief, as they will be displayed in large text.*

- Add any hypertext links you may wish to provide before you make your conversion. I would suggest opening a browser window and navigating to the Web site you wish to link to. Highlight the address in the browser address bar, and copy (ctrl-c). Then highlight the text you wish to use for the link and click on “insert hyperlink”. The text will be displayed at the top of the hyperlink window, there is a place to paste (ctrl-v) your address in toward the bottom of the window.
- The task pane allows you to make layout changes to your presentation. I would suggest using simple text with light background colors; however, there are many other choices available to you. Your slide transitions and text animation can be included in your HTML version. Again, I would suggest keeping animation to a minimum as sometimes it is distracting rather than enhancing.

Preview your Presentation

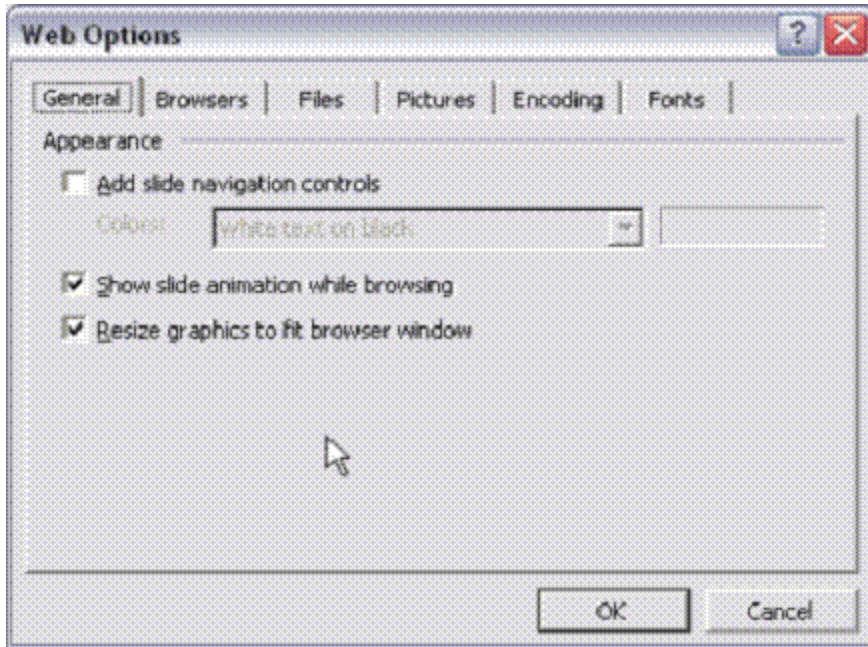
It may be helpful to preview your presentation before converting it. You can do this by selecting “Web page preview” under the “file” menu.



This will give you a pretty good idea of what the Web page will look like when converted. It also allows you to make any edits before saving as HTML.

There are default options when you save your presentation as HTML, which you may wish to modify, such as the size of the page, whether to include a navigation frame, or notes, and which browsers you wish to be able to view your pages (Note: If you choose older browsers, some animation and slide transitions may not be viewable).

To modify these options, select “options” under the “tools” menu, click on the “general” tab, and “Web options”.



General options include:

- Add slide navigation controls
- Show Slide Animation while browsing
- Resize graphics to fit browser window

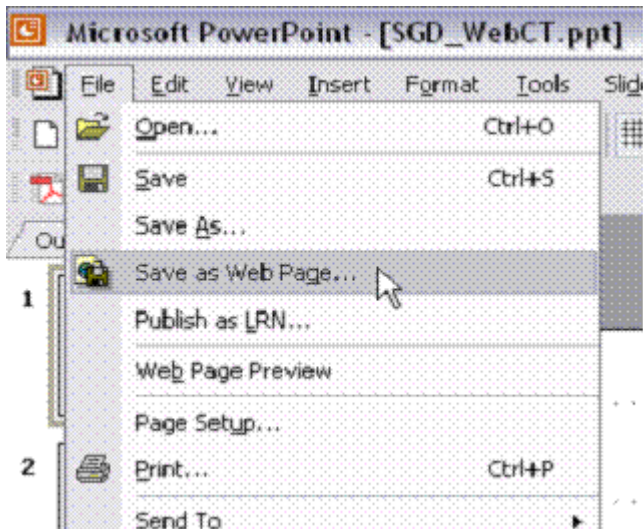
Specifying a size: 800 x 600 px = 11.1 x 8.3 inches (@ 72 ppi)
640 x 480 px = 8.889 x 6.667 inches (@ 72 ppi)

Under browser options you will find a number of choices. In order take advantage of some animation features you may need to choose current browser versions. If you have not included animation or transitions, choosing older browsers will ensure more accessibility.

You may use the Web page preview feature to check on the results of your edits.

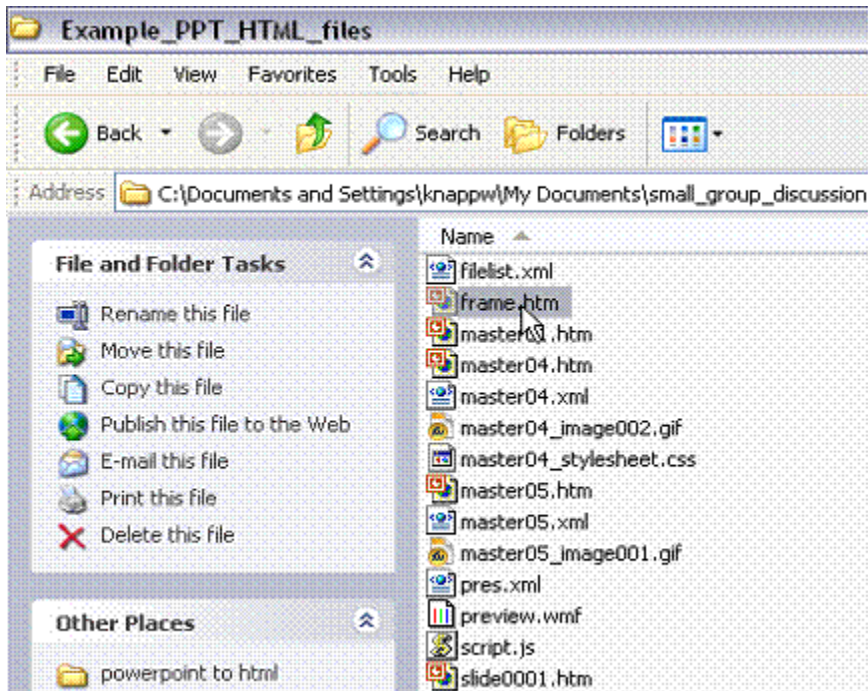
Converting your presentation

When you are ready to convert your presentation, select “Save as Web page” under the “file” menu.

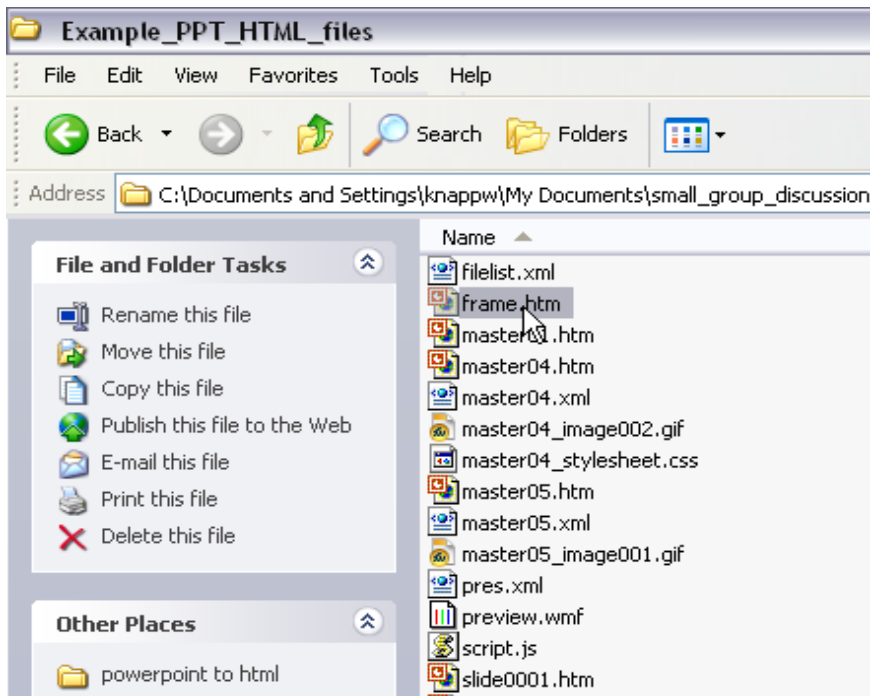


You will be prompted for a file name. I would suggest using a short descriptive name without any spaces or punctuation (you may use the underscore in place of spaces).

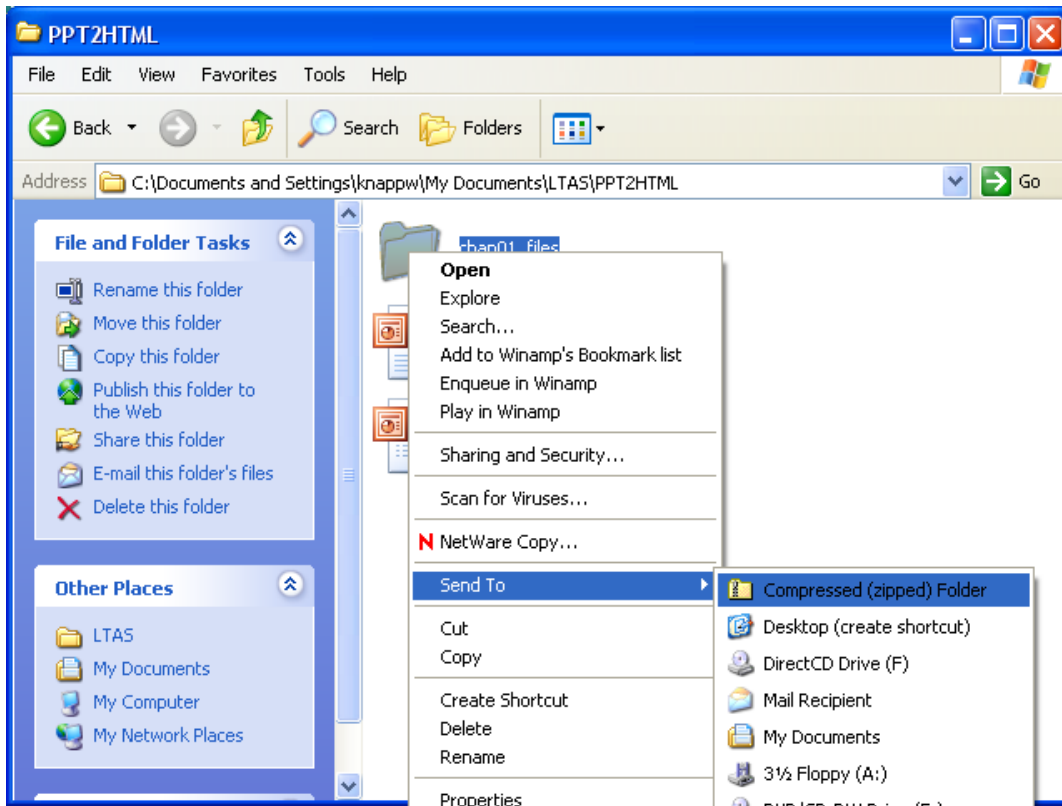
The Web pages created by the conversion will be saved in a folder with a similar name.



There will be a number of files created in the conversion process. The file to use as the main file (the one you want to link to) is the *frame.htm* file.



You may wish to “zip” the folder using a compression tool such as WinZip or in the case of Windows XP, use the send to compressed folder option to post them to your Web-site/WebCT course.



The “zipped” folder can be uploaded to your WebCT course and the “unzipped” using the manage files utility.