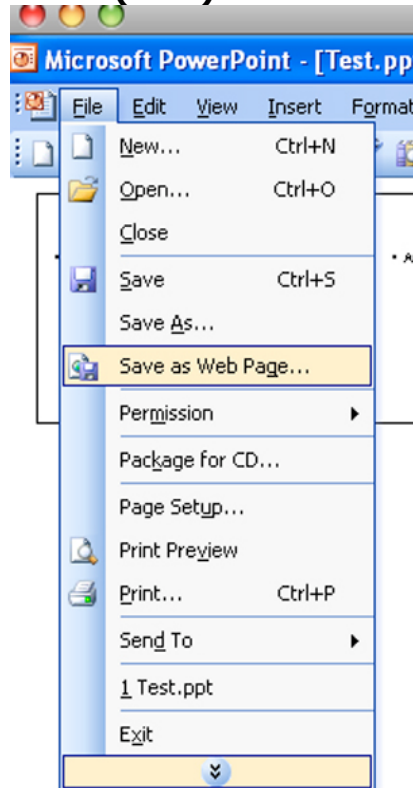


How to Save a PowerPoint presentation as a Web Page

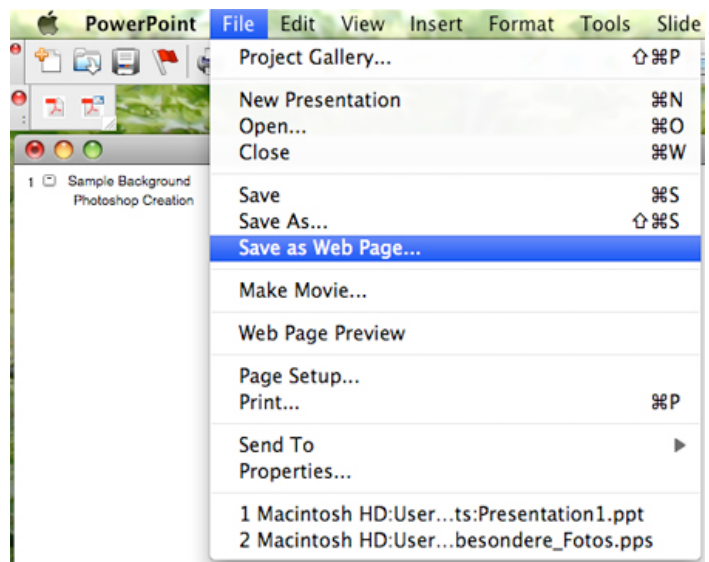
To save a PowerPoint presentation as a web page in **PowerPoint 2003 (Win)** or **2004 (Mac)**, you will need to:

1. Select the **File** menu, click on **Save as Web Page**.

2003 (Win)

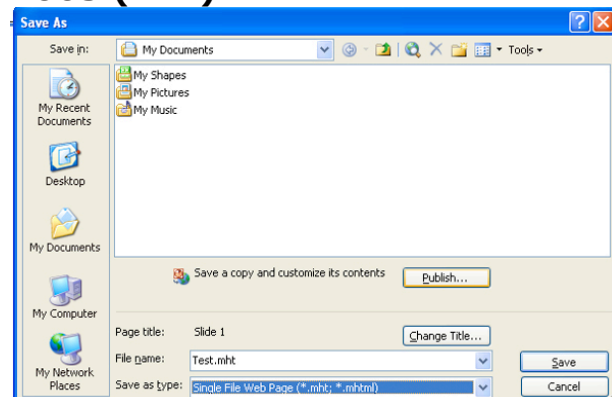


2004 (Mac)

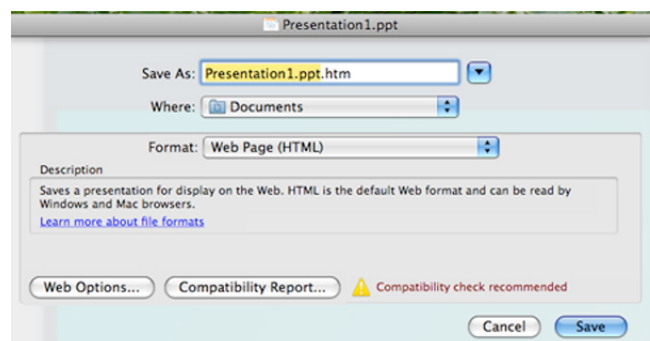


2. Type in a name for your presentation (remember to include the .html extension).

2003 (Win)



2004 (Mac)

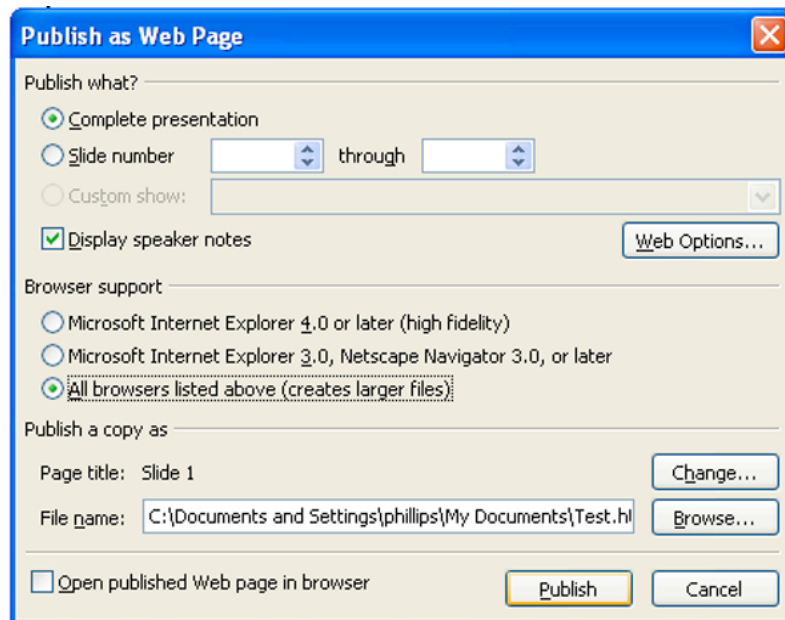


In **PowerPoint 2004 (Mac)**, select the folder where you want your presentation

stored, you can optionally do some customizing (click the **Web Options** button), and then click the **Save** button. The web page and associated files in a folder of the same name have been saved and can now be moved to your web server account.

In **PowerPoint 2003 (Win)**, select the folder where you want your presentation stored, you can optionally change the *Page Title* (click **Change Title** button), and then click the **Publish** button. This will save a copy and allow some customizing of its contents.

4. In **PowerPoint 2003 (Win)** at the **Publish as Web Page** dialog box, select the **Complete Presentation** option, or you can choose to publish a range of slides, and then select the **All browsers listed above (create larger files)** option.



5. In **PowerPoint 2003 (Win)**, clear the **Open published Web page** in browser check box, if necessary, and then click the **Publish** button to finish. The web page and associated files in a folder of the same name have been saved and can now be moved to your web server account.