

# CHAPTER 7

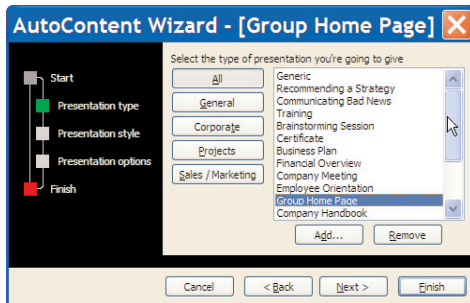
## Creating Web Presentation

Creating a Group Home Page  
Saving a Presentation

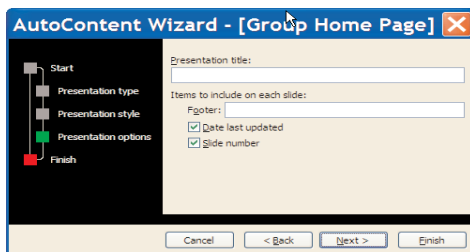


**Microsoft Office  
PowerPoint 2003**

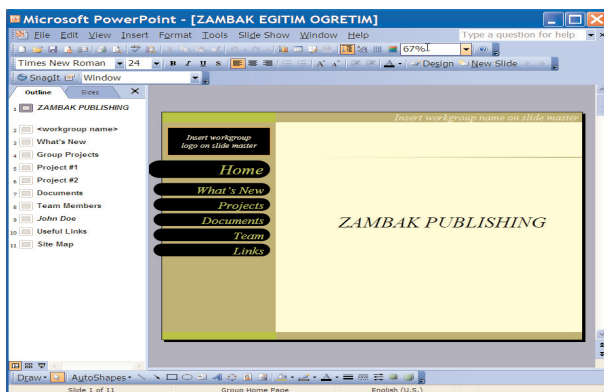
It is a fact that technology is taking place in every part of human life. If you want to increase the effectiveness of the presentation, permanent precautions may be quite useful since the audience can gain access to the document later. Printing handouts is one of the solutions. The second solution is to publish your presentation on the internet or intranet.



*AutoContent Wizard-Select the type of presentation*



*AutoContent Wizard-Adding title*



*Group home page presentation view and Web Page preview. It looks like a web page.*

## 7.1.Creating a Group Home Page

Creating a presentation by using the AutoContent wizard was discussed in the first chapter. Besides, you can use this feature to create group home page or a [summary page](#). Group Home Page is more likely a web site rather than a presentation, where group members share and add information. Let us start AutoContent Wizard.

**step 1:** Click [File>New](#)

**step 2:** Choose [From AutoContent wizard...](#)

**step 3:** Select Group Home Page and click [<Next>](#) from the list.

**step 4:** Choose Web Presentation from the output types. Click [<Next>](#)

**step 5:** You can add a title that will be displayed on the title bar of the browser.

**step 6:** Click [<Finish>](#) button to finish the creating home page.

As you see a sample Group Page is created with sample texts. All you have to do is to replace these texts with your own texts. On the left hand side of the slide a navigation menu is located. If you pay attention, you will see that it looks like a web site, though slides exist in place of web pages. Now let us see how it will be, when you save the presentation as a web page. You will click [File>Web Page Preview](#) to see it through a web browser.

You have noticed that it has **mhtml:file** on the title bar. This file type is the type for web archive. PowerPoint can save the whole presentation with all the texts, animations and effects as a single file. But the viewers must have higher versions of the web browsers to view it correctly.

## 7.2. Saving a Presentation

If you want to save your presentation, there are several ways of doing this for your use.

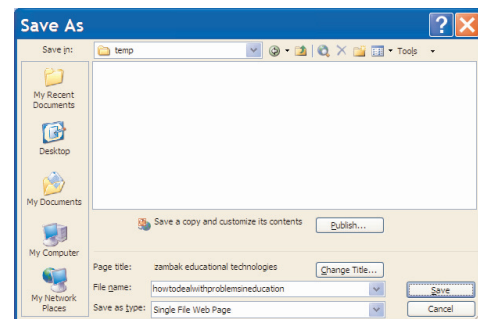
### 7.2.1 Saving as MHT (Single File Web Archive)

You can save the presentation as a web archive. This feature lets you save all the contents as a single file. On the other hand, it slows down the web page loading. It is better to be used with local use or attachment to an e-mail.

**step 1:** Choose [Single File Web Page](#) from the Save as type drop-down box. Save as dialog box changes and [Publish](#) and [Change Title](#) appears on top of the [File Name](#) tab. This title appears on the title bar of the browsers when the presentation viewed in internet. It is the main title by default. If you want, you can add a descriptive title for your presentation, or simply type the name of the company.

**step 2:** [Publish](#) option will be discussed later in the same unit. It is used to change some properties of the web site format.

**step 3:** Just give a name and click [Save](#) button.

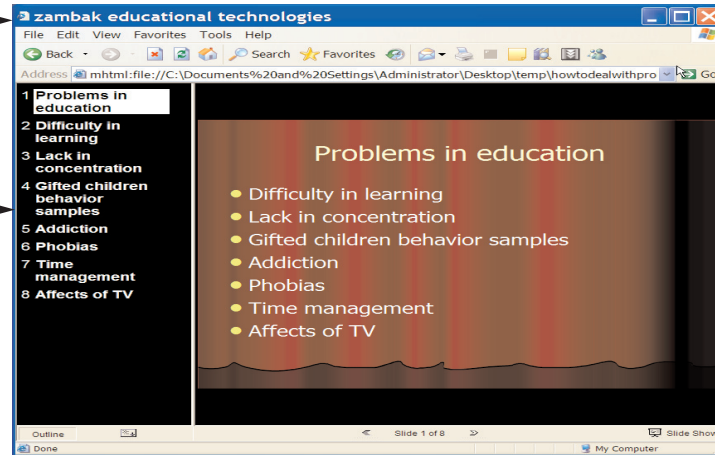


*Save as Web Page dialog box*

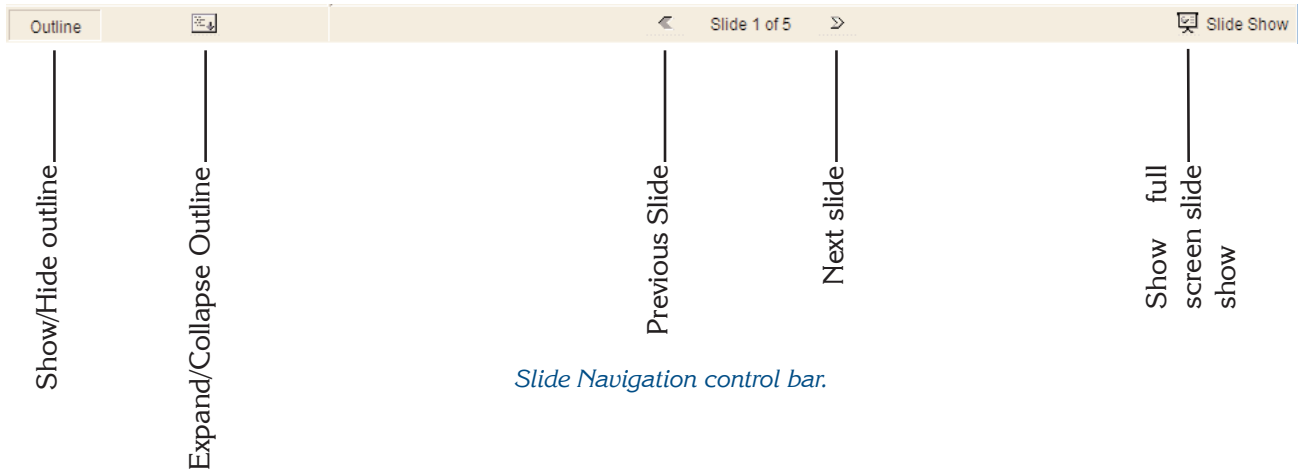
Now go to where you saved your file and double-click to see what you have created. When clicked, it will start in the web browser.

Page title added  
in the Save as  
dialog box.

Slide titles has the  
role of navigation  
menu to switch  
between the slides.



Slide navigation  
control bar



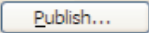
*Slide Navigation control bar.*

### 7.2.2 Saving as Web Site

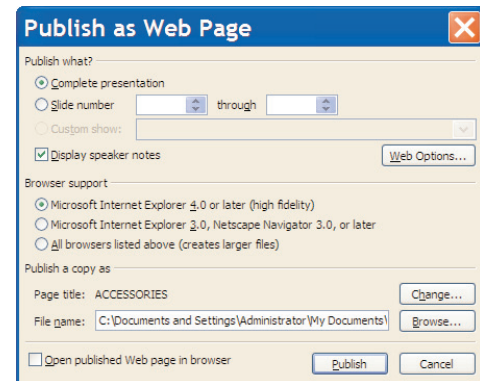
Single File Web page is a new type, so the older versions of the browsers do not support this type. You can use web page format for older browsers that do not run web archive files. When using web page option, PowerPoint creates a folder and puts all the components of your presentation and pictures in this folder. It creates array of GIF and HTM files, - and WAV, AVI, JPG and other files depend to your presentation.

The procedure of creating a web page is the same as creating a single web page. Select the **Save as type** option as web page.

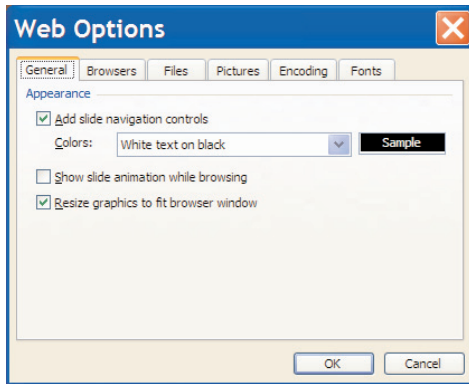
### 7.2.3 Publishing to the Internet

So far you have learned how to save the presentation without changing the web site features. If you click  while saving, you will be able to make some arrangements that are necessary for web creating.

- **Publish what?** Use this section to specify whether you want to create a web page of the whole presentation or of a custom show.
- **Display speaker notes:** This option is selected by default. Uncheck this option if you do not want the viewers to see your notes automatically. You can leave this option checked if you publish the presentation for reviewing purposes.
- **Browser support:** This section has three options;  
**Microsoft Internet Explorer 4.0 or later (high fidelity):** When this option is selected, almost all of the effects, sound, transitions etc. of the presentation are transferred to the web page. Viewers can see the animation in full screen mode, or they can edit the presentation in PowerPoint later. Use this option if you are sure all of the viewers have the later versions of the web browsers, otherwise they will face error messages or will lose most of the animation effects.  
**Microsoft Internet Explorer 3.0, Netscape Navigator 3.0 or later:** You will lose many of the special effects that you used in the presentation. You create a presentation with basic elements; hence more people can view it. You can not open or edit this file in PowerPoint anymore.  
**All browsers listed above:** When you select this option, all versions of the browsers can view the presentation. Newer browsers can show the animation effects, but older browsers can view the basic presentation. This option creates more files and occupies more space in memory. The file sizes are important in the Internet; they affect the webpage's loading time-which is essential for viewers. It is not preferred unless it is necessary.
- **Publish a copy as:** This section is used to specify the destination folder which the presentation takes place. You can change if you want.



*Publish as Web Page dialog box*



*Web Options dialog box*

- **Open published Web page in browser:** Select this option if you want to preview the web page immediately after the creation.

- **Web Options...** Click this button to modify the details of the web page.

**General:** You can enable/disable slide navigation controls (Slide navigation control bar and navigation menu). You can disable the animations if you want. If you select Resize graphics to fit browser window, it automatically fits the pictures the browser window.

**Browsers:** You can select the default browser with the version you want.

**Pictures:** You can specify the screen resolution. Default resolution is 800x600 which works fine in many of the computers. If you are sure the viewers can view better resolutions, change the value as you wish.

**Encoding:** Browsers support many languages. You can set the default language for your web page. Default language is Western European (Windows).

**Fonts:** This tab is used to specify a font for your presentation web page.

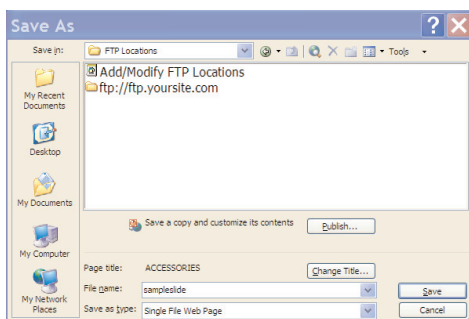
You can upload the web page to the Internet after making all the changes by using any upload manager program.

## 7.2.4 Publishing to a FTP Address

FTP (File Transfer Protocol) provides remote accessibility to the files. You usually download the files from the Internet from FTP sites. You can save the presentation in an FTP site and the others can download your presentation from that site.

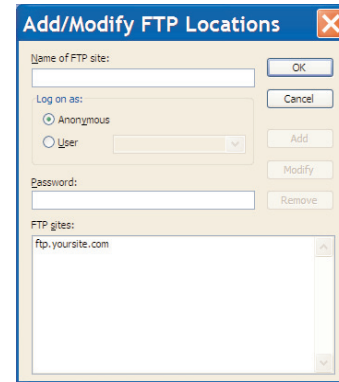
**step 1:** While saving, choose **Add Modify FTP Site** from the **Save In** drop-down box

**step 2:** Type the name of the ftp site address like **ftp://ftp.yoursite.com**. If your site requires a password, type in the password box. Anonymous is selected by default. It is used when no password is required. Click **<OK>**



*FTP locations in Save As dialog box*

**step 3:** Double-click the ftp site you have defined and click **<Open>** to open the web folder. Click **<Save>** to save the presentation to the ftp site.



*Add/Modify FTP locations dialog box*

## **Project 1: Personal Web Page**

Prepare a personal web page about yourself and save your presentation using different saving methods.

## **Review**

**In this chapter you have learned methods for creating and publishing your presentation for web site;**

- Create a web site
- Saving your presentation as web site; single file web archive or web site. Audience can see your presentation using a browser
- Publishing your site to the internet; when you publish your site PowerPoint 2003 creates all the files for web site.

1. (T) (F) You can publish your presentation on the internet or intranet.
2. (T) (F) You can create a group home page using AutoContent Wizard.
3. (T) (F) You can use File>Web Page Preview to see group home page in a web browser.
4. (T) (F) PowerPoint can save the whole presentation with all the texts, animations and effects as a single file.
5. (T) (F) When saving your presentation as a Web Page, PowerPoint creates array of HTM files and other files depends on your presentation (GIF, WAV, AVI, JPG).
6. (T) (F) You can not save your presentation in an FTP.
7. Which one true?
  - I- You can save a presentation as Single File Web Page
  - II- You can save a presentation as Web page
  - III- You can save a presentation as Publishing to the internet
  - IV- You can save the presentation in an FTP site

A) I-II      B) III-IV      C) I-III-IV      D) I-II-III-IV
8. When you are publishing your site you need to modify the details of the web page, such as browser, picture, encoding, and font. Which button gives you these options on Publish as Web Page dialog box?
  - A) Publish what
  - B) Display speaker notes
  - C) Publish a copy as
  - D) Web Options
9. You want that others can easily download your presentation. What is the most common way of doing this?
  - A) Single File Web Page
  - B) Web page
  - C) Publishing to the internet
  - D) FTP site
10. When publishing your presentation to the web you can modify \_\_\_\_\_ using Web Options... button.
  - I- Encoding
  - II- Fonts
  - III- Pictures
  - IV- Browsers

A) I-II      B) I-II-III      C) I-III-IV      D) I-II-III-IV



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