Publishing as a Web Page

PowerPoint allows you to publish a presentation as a web page so it can be viewed on the internet or your school's intranet.
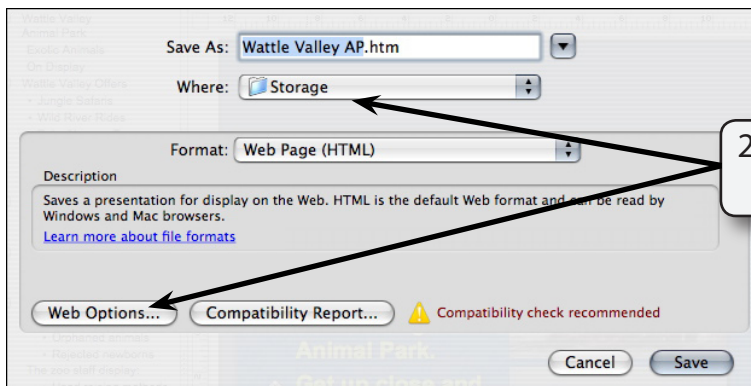
Loading the Presentation

1   Load Microsoft PowerPoint and select OK to the PROJECT GALLERY screen, or close the current presentation.

2   Display the FILE menu and select OPEN.

3   Access your STORAGE folder and open the WATTLE VALLEY AP file.

Setting the Location

The web file needs to be saved in your STORAGE folder.

1   Display the FILE menu and select SAVE AS WEB PAGE.

2 Access your STORAGE folder and click on the WEB OPTIONS button.

Web Options

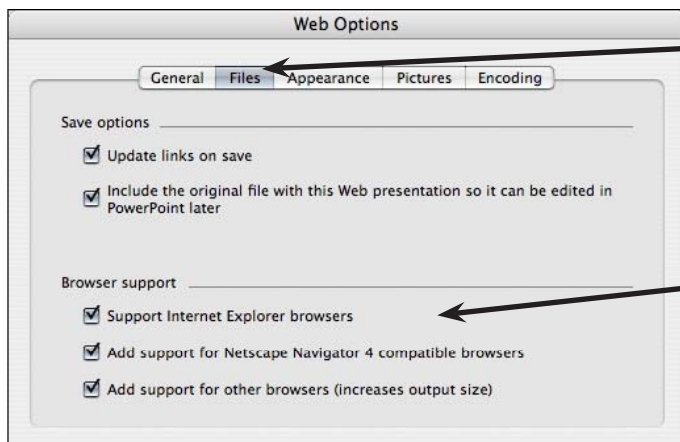## A   General

1 In the GENERAL tab check that the title is correct.

2 In the WEB PAGE KEYWORDS box enter some key search words:

    Zoos
    Animals

NOTE: The keywords are used by internet search engines to locate sites.
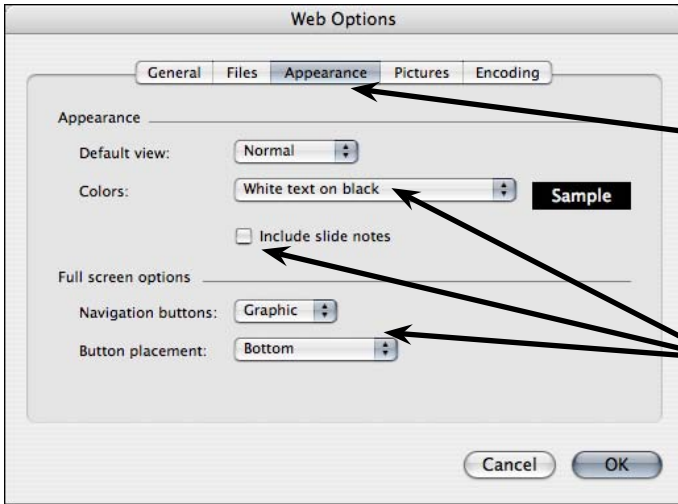
B   Files

1 Click on the FILES tab.

2 This dialogue box allows you to set details about which browsers can be used. Leave the default settings.

NOTE: The more browsers you allow for the more people are able to find your web site, but the site becomes larger in file size.
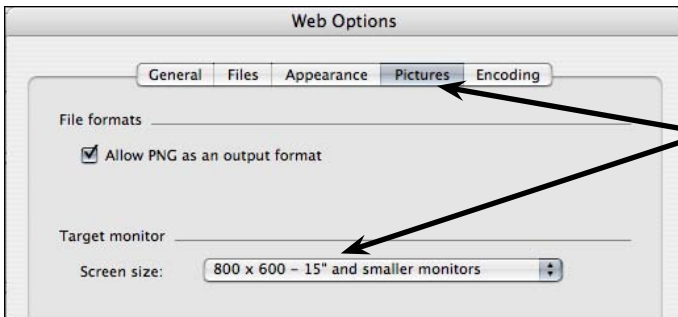
C   Appearance

1 Click on the APPEARANCE tab.

2 Select a COLOUR theme from the COLOURS box (for example, WHITE TEXT ON BLACK), turn off INCLUDE SLIDE NOTES and leave the other settings.

NOTE: Slide notes are the speaker notes in the presentation. We don't really need those on a web site.

D   Pictures

Click on the PICTURE tab which allows you to adjust the screen size, set it to 800 x 600.

NOTE: You need to think about what sort of equipment will be used to view your site when selecting TARGET MONITOR. It is better to be a little conservative.