

Saving PowerPoint Presentations for the Web

Techniques
Formats
Pros and Cons

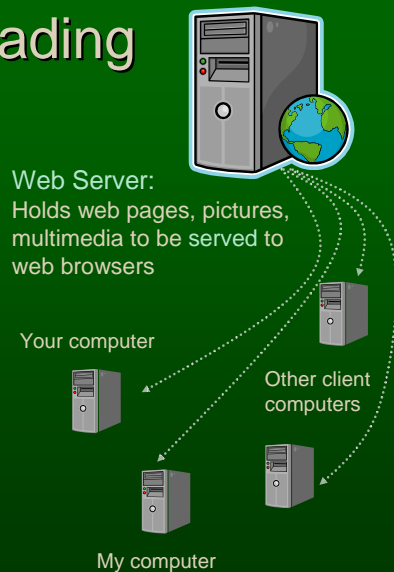
Summary

- Basic Terms: Downloading / Uploading
- Accessibility issues (508 compliance)
- Regular PowerPoint (.ppt files)
- PowerPoint shows (.pps files)
- PowerPoint converted to PDF (.pdf files)
- PowerPoint saved using Save as Web page option on the file menu
- Other possibilities: Camtasia, Captivate...

Downloading

Definition:

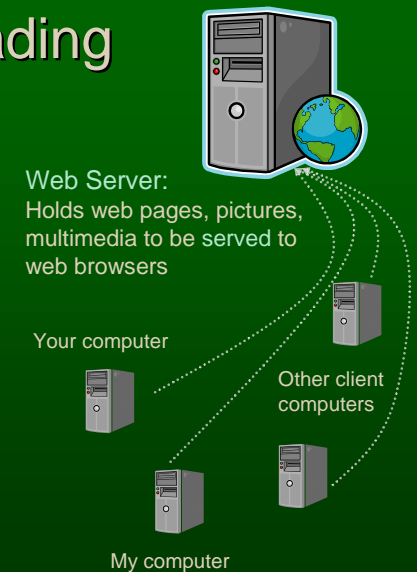
- Normally used to describe the transfer of data from the Internet.
- Also used to describe the transfer of photos from a camera memory card to the computer:
Example: I **downloaded** photos to my PC.



Uploading

Definition:

- Transmitting a file from one computer system to another, usually larger computer system

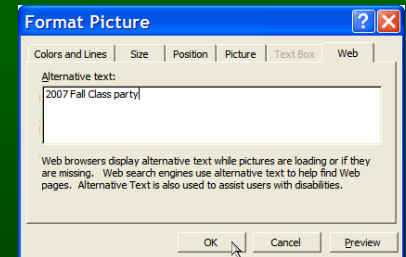


PowerPoint as Web Pages

- 508 accessibility issues
- Before you start:
 - Add Alt Tags to pictures
 - Explain pictures or charts in Notes View → Notes Page
- If using sound:
 - Provide a text equivalent:
 - Notes pages hold your script
 - Upload a text file of your script

Adding Alt tags to pictures

- After you add a picture
 - Right-click the pic (Mac: Control-click)
 - Choose Format Picture
 - Click the Web tab
 - Type in explanatory text
 - Click OK
- Shows up when cursor hovers over picture
- Read by screen readers to sight-impaired



Version problems: Office 2007

- Newer versions of Word / Excel / PowerPoint
- Different and incompatible file format
- Older office versions (like our Office XP):
 - Must download converter from Microsoft
 - Otherwise
 - Get error messages
 - Can't open file

Regular PowerPoint

- To Create: Regular save
- File name ends in .ppt
- Easily downloaded
- On user's computer – Requires
 - PowerPoint
 - Or PowerPoint Viewer
- Viewed from Web: Best in Internet Explorer
- After downloading: Opens in edit mode in PowerPoint

PowerPoint Show

- To Create:
 - On File menu → Save As...PowerPoint Show
- File name ends in .pps (not .ppt)
- Easily downloaded
- On user's computer – Requires
 - PowerPoint
 - Or PowerPoint Viewer
- Viewed from Web: Best in Internet Explorer
- If downloaded opens in Slide Show mode in PowerPoint

PowerPoint → pdf

- Free viewer on > 90% of computers
- Preserves text, design, pictures
- Loses all animations
- Easily downloaded, printed
- Mac: File → Save As...Choose pdf
- Windows: Must have a pdf creator
 - Our lab computers can print to pdf
 - Free **PDF Creator** for Windows downloadable

Setting up for Save as Web Page

- Titles
 - Show beside main window
 - Act as live index
 - Viewer can move through by clicking titles
- Titles should be:
 - Unique
 - Informative

Saving as Web Page

- On Save menu
- Results:
 - Html file (PowerPoint name + .htm)
 - Folder with PowerPoint name containing many files
- Viewable with web browser
- Doesn't require PowerPoint
- Meant to be viewed online
- Downloading difficult

Uploading Save for Web results

- To successfully upload PowerPoint saved for the web: Follow these rules
 - Do not put the html file inside the folder of the same name
 - Upload both the file and the folder
 - Link to the html file in your webpage
 - Can't be uploaded using Contribute

Other Options: Camtasia

- [Techsmith](#) Product (\$179 Educational)
- Play PowerPoint or record anything off the screen
- Record narration with capable sound editor OR Record sound separately
- Produces movie with timings recorded
- Reproduces animations
- Outputs to compressed formats like Flash

Other Options: Captivate

- [Adobe](#) Product (\$199 educational)
- Play PowerPoint or record anything off the screen as you play
- Record narration with capable sound editor
- OR Record sound separately
- Easy to change timings, mouse movement
- Outputs to compressed formats like Flash

That's all, folks!

Thanks for your attention