

# WebCT: Powerpoint Presentations - Windows

1. Apply Existing Office Updates and Patches	2
2. Linking to a PowerPoint Presentation (PPT or PPS)	2
3. Viewing an Unconverted PowerPoint Presentation in WebCT	2
4. Converting Your PowerPoint Presentation to HTML	2
• Procedure for PowerPoint 97	3
• Procedure for PowerPoint 2000	3
5. Previewing Your Presentation in a Web Browser	4
6. Uploading Your HTML PowerPoint Presentation to WebCT	4
7. Linking to an Unconverted PowerPoint Presentation (PPT) in WebCT	5
8. Linking to a PowerPoint Presentation in HTML as a Single Page	6
9. Linking to a PowerPoint Presentation in HTML as a Content Module	6

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## Apply Existing Office Updates and Patches

You may want to check Microsoft's Web site for any updates, converters, or viewers that are available for Microsoft Office and PowerPoint.

Office 97/2000 < <http://office.microsoft.com/Downloads/default.aspx> >

## Linking to a PowerPoint Presentation (PPT or PPS)

**Advantages:** You don't have to convert the PowerPoint file to HTML. All animation and transition effects are preserved.

**Disadvantages:** Users must have the appropriate version of PowerPoint or the PowerPoint Viewer installed on their computer. In a non-streaming format, the users have to download the whole file before they can view it.

**Getting the PowerPoint Viewer:** The PowerPoint 97 Viewer (opens PowerPoint 97 and 2000) < <http://office.microsoft.com/downloads/2000/Ppview97.aspx> >

The PowerPoint 98 Viewer (opens PowerPoint 98 and older versions)

< <http://www.microsoft.com/mac/download/default.asp> >

### • Viewing an Unconverted PowerPoint Presentation in WebCT

When students click the icon or link, depending on their platform and browser, they will be asked to make a choice.

**Netscape** will ask you if you want to Open the file or Save it to disk. "Open" will attempt to launch PowerPoint or the PowerPoint Viewer.

#### Internet Explorer

will look for PowerPoint or the PowerPoint Viewer and open the file. If it can't find the program it asks if you want to Save the file to disk.

## Converting Your PowerPoint Presentation to HTML

PowerPoint versions 97 and later have the ability to convert presentations to HTML documents. Each slide is converted to an HTML file and a graphic file. In 97 an index.htm file is created as a "homepage" for the presentation. In 2000 this file is called by the name of the presentation.

Certain options in the HTML conversion process work better for the Web while some are better for WebCT. The default conversion settings work best with Internet Explorer, but not with WebCT.

**Advantages:** You don't need any special software other than your web browser to view the presentation.

**Disadvantages:** Custom animation settings that specify embedded video and sounds are not retained. PowerPoint 97 and 2000 versions lose transitions and animations when converted to HTML.

**Procedure for PowerPoint 97:**

1. File menu: Save As HTML... (Brings up Save As HTML Wizard.) Click the Next button to navigate.
2. Layout Selection: Choose Standard or Browser Frames.  
Choose Standard in order to have more screen area for your presentation.  
Choose Frames to have more navigation options.  
Click Next.
3. Graphic Type: Choose GIF or JPEG.  
Select GIF if you have no graphics in your presentation, or if the graphics do not include photographs.  
Select JPEG for photographs or other high quality images. For Compression, higher values will produce better image quality but larger file size.  
Click Next.
4. Graphic size: From drop-down menus, choose Resolution and Width of Graphics.  
Resolution: "800 x 600."  
Width of Graphics: "1/2 width of screen." This will allow the entire slide to be seen without scrolling on most monitors.  
Click Next.
5. Information Page: Anything typed here will appear on the index or "homepage."  
Click the checkbox if you want the original presentation file to be downloadable.  
Click Next.
6. Colors and Buttons: Colors. These colors are for the index/homepage and frames if you choose them. Browser (standard) or Custom Colors.  
Click Next.
7. Colors and Buttons: Buttons. Choose a style of navigation button.  
Click Next.
8. Layout Options: Navigation button location. Only an option if you choose the Standard layout.  
Top or bottom placement may force vertical scrolling depending on Graphic Size you choose.  
Left or right placement may force horizontal scrolling.  
Click the checkbox if you want any presenter's notes to be included.  
Click Next.
9. Finish: Choose a location and folder name for the HTML presentation files.  
Click Finish.

Each slide in the presentation is converted to a graphic and an HTML file. An index file is created that functions as the homepage.

**Procedure for PowerPoint 2000:**

1. Open the presentation in PowerPoint 2000.
2. From the File menu, select Save As Web Page....
3. In the Save As window, make sure the files are being saved in the appropriate folder. Create this folder if necessary. The Save As file type should be "Web Page."
4. Click the Publish button. This brings up the "Publish as Web Page" window.
5. Under Publish what? Select the parts of the presentation you want included.
6. Click the "Web Options" button. There are four tabs in the Web Options window.

7. General: Appearance.
  - Deselect “Add Slide Navigation Controls”
  - Deselect “Show slide animation while browsing”
8. Files: File names and locations.
  - Deselect “Organize supporting files in a folder”
9. Pictures: File formats.
  - Deselect both. (PNG = Portable Network Graphics. Designed to correct differences in appearance on graphics on Macs and Windows. Great for latest versions of IE only. Don’t check this for WebCT or Netscape.)
  - Target monitor: 800 x 600.
10. Encoding: Save this document as: Western European Windows.
11. Click the “OK” button.
12. In the “Publish as Web Page” window, under Browser support, select the radio button for Microsoft Internet Explorer or Netscape Navigator 3.0 or later.
13. Under “Publish a copy as,” verify the page title and file name.
14. Make sure the check box for “Open published Web Page in browser” is checked.
15. Click “Publish.”

Each slide in the presentation is converted to a graphic and an HTML file. A *presentationname.htm* file is created that functions as the homepage. These files are put in the folder you designate or create in #3 above. (If you did NOT deselect “Organize supporting files in a folder,” most of the files are placed in a folder called *presentationname\_files*; the homepage file (*presentationname.htm*) is created outside of the folder. This is important to know, as this relationship must be maintained when uploading to WebCT.)

## Previewing Your Presentation in a Web Browser

**Netscape:** File menu: Open: Page in Navigator. Locate the index.htm file (97) or the *presentationname.htm* file (2000).

**Internet Explorer:** File menu: Open File. Locate the index.htm file (97) or the *presentationname.htm* file (2000).

## Uploading Your HTML PowerPoint Presentation to WebCT

In WebCT you can only upload one file at a time. The best way to move your PowerPoint presentation files is to use a zip utility to compress them into a single file for uploading.

### Getting a Zip Utility

The University has a site license for WinZip. You can download it from the ADCS Public Info Server. < <http://www1.umn.edu/adcs/help/sw-updates/win32.html#util> > (WINZIP80.EXE)

## **Ziping Files**

### **WinZip**

1. Drag the folder containing your converted PowerPoint presentation
2. to the WinZip icon.
3. Click the "I Agree" button.
4. In the Add window, click the New button.
5. Navigate to the directory where you want to save the file.
6. Name your file: *presentationname.zip*. Click OK.
7. The New Archive window opens. Click OK.
8. If you want, deselect "Include system and hidden files."
9. Click the Add button. All the files from the original folder will appear in the window.
10. Close WinZip.

## **Uploading Zipped Files**

1. In WebCT, select Manage Files from the Navigation bar.
2. Create a new directory to put your presentation files in.
3. Click the checkbox for the existing directory you want the new directory created in.
4. From the Folder Options drop-down menu, choose Create New. Click Go.
5. Type a name for the new directory, Verify the destination directory, and click Create.
6. Click the check box next to the new directory.
7. From the File Options menu, choose the radio button for Upload file and click Go.
8. Click Browse and locate the zipped file to upload.
9. Verify the destination directory and click Upload.
10. Click the checkbox for the uploaded file, and from the File Options menu, choose Unzip from the drop-down list, and click Go.

## **Linking to an Unconverted PowerPoint Presentation (PPT) in WebCT**

In WebCT you can create a link to a presentation (.ppt) file as a single page.

**Advantages:** Retains features of the original PowerPoint presentation.

**Disadvantages:** No tracking. Students must have the PowerPoint program or Viewer.

### **Procedure:**

1. Upload the presentation file (*filename.ppt*) to WebCT My-Files.
2. Click Add Page or Tool on the Navigation Bar. The Add Page or Tool screen appears.
3. Under Pages/URLs, select Single Page and click Add. The Add Page/URLs screen appears.
4. In the Title text box, type the title as you want it to appear.
5. Under Enter the information for the Single Page, click in the text box and click the Browse button. This will take you to Manage Files. Locate the presentation file, select it and click Pick. The path to the file will appear in the text box.
6. Select the check box for showing the presentation in the same or new window.
7. Under Decide where to show this item in your course, select On an Organizer page and choose the page from the drop-down list.
8. To select the appearance of the link, select both options to show an icon with a text title.
9. To add the page to your course, click Add.
10. Return to the Organizer page, switch to Student View and click the link for the presentation.

## Linking to a PowerPoint Presentation in HTML as a Single Page

In WebCT you can create a link to either the index page or *filename.htm* (97) or first slide (2000) of a presentation that has been converted to HTML and uploaded to the File Manager.

**Advantages:** No viewer or plugins required. Works best in WebCT.

**Disadvantages:** Limited tracking. Loss of animation, narration, and sound.

### **Procedure:**

1. Click Add Page or Tool on the Navigation Bar. The Add Page or Tool screen appears.
2. Under Pages/URLs, select Single Page and click Add. The Add Page/URLs screen appears.
3. In the Title text box, type the title as you want it to appear.
4. Under Enter the information for the Single Page, click in the text box and click the Browse button. This will take you to Manage Files. Locate the index page, *filename.htm*, or first slide of your presentation, select it and click Pick. The path to the file will appear in the text box.
5. Select the check box for showing file in the same or new window.
6. Under Decide where to show this item in your course, select On an Organizer page and choose the page from the drop-down list.
7. To select the appearance of the link, select both options to show an icon with a text title.
8. To add the page to your course, click Add.
9. Return to the Organizer page, switch to Student View and click the link for the slide.

## Linking to a PowerPoint Presentation in HTML as a Content Module

Convert your presentation to HTML and then use a content module to link to and navigate through the individual pages of the presentation.

**Advantages:** No viewer or plugins required. Tracking available.

**Disadvantages:** Doesn't work with all versions of PowerPoint. Additional configuration required.

### **Procedure:**

1. Click Add Page or Tool on the Navigation Bar. The Add Page or Tool screen appears.
2. Under Course Content and Related Tools, select Content Module, and click Add. The Add Content Module screen appears.
3. Type the title as you want it to appear in the Title text box.
4. Under Decide where to show this item in your course, select the Organizer Page where you want the hyperlink to be displayed.
5. To select the appearance of the link, select both to show an icon with a text title.
6. Add this page or URL to your course: Click Add.
7. In the Content Module Added screen, click "Add content to this content module."
8. In the Content Module screen, under Add or Delete Items, select Add file. Click Go.
9. In the Add File screen, select the file for the first slide of your presentation and click Add.
10. Repeat steps 8 and 9 to add all the slides in your presentation.
11. Switch to Student View and click the link for the slide.