

## Saving a PowerPoint Slide Show to be Viewed as a Web Page

This process is very simple. You'll use PowerPoint to export the slide show, saving it to your desktop, then use FrontPage to create a hyperlink to view the show online.

Here are the detailed steps.

1. Be certain that your PowerPoint (PPT) slide show is completely finished and that you wish to make no more additions or changes to the slide show.
2. In PPT, click the **File** pull-down menu and select **Save as Web Page**.
3. In the dialog box, check the "File Name." Be sure your file name is short and that it contains no spaces. Make changes as necessary.
4. Check the "Save In" box at the top of the dialog box. Be sure it says "Desktop" so that you can quickly and easily find you're the HTML file and its accompanying folder.
5. Click **Save**.
6. You are now finished with PowerPoint and can exit this application.
7. Launch FrontPage (FP) and open your website.
8. Click **File > Import** and use the **Add File** button to locate the newly created HTML file on your desktop. Click **OK**.
9. Now click the **Add Folder** button and locate the new folder on your desktop. Click **OK**.
10. You should be able to locate two new items in your web folder list: a new file with a modified PPT icon with the file name you gave in step 3 and a new folder with the same name as your file followed by an underscore ( \_ ) and the word "files."
11. On the page where you want the PowerPoint link, type some text which indicates a PowerPoint slide show and hyperlink the text to the PPT .htm file. *Do not link to the PPT folder!*
12. Save and check your link in preview mode.