

Putting MS PowerPoint 2003 Presentation Online

MS PowerPoint program is a powerful tool to outline and organize course materials for in-class presentations. These presentations can be viewed as on-screen slide show. Students who do not have MS PowerPoint program or the PowerPoint viewer installed on their computer may not be able to view these presentations in WebCT. To avoid this problem you may convert these to web (.html) format. These web formatted PowerPoint presentation can be imported to a WebCT course shell or linked from faculty web pages. Student's can view these presentations after class time, at their own pace. They may also, print copies of these presentations to refer to at a later time.

Simply, converting these to web format helps to view presentation in their actual size. However, printing these may result in jamming the printers located in the college lab or library. Also, for security reasons you may like to restrict editing and printing of these presentations. Some of the options to save these presentations before making them available to students from a WebCT shell or faculty web pages are described below. You may choose a combination of these options to deliver your presentations in different formats to students.

If you need help with setting any of these options contact our Instructional Designer through email at akaur@bergen.edu.

I. For slide view presentation

Convert PPT to HTML

1. Open PowerPoint presentation in Microsoft PowerPoint program
2. Click **File** from main menu and then click **Save As Web Page**
3. Pull down *Save as type:* menu and click **Web Page (*.htm, *.html)**
4. Select the drive name from the *Save in:* box
5. Type in the file name
6. Click **Save**

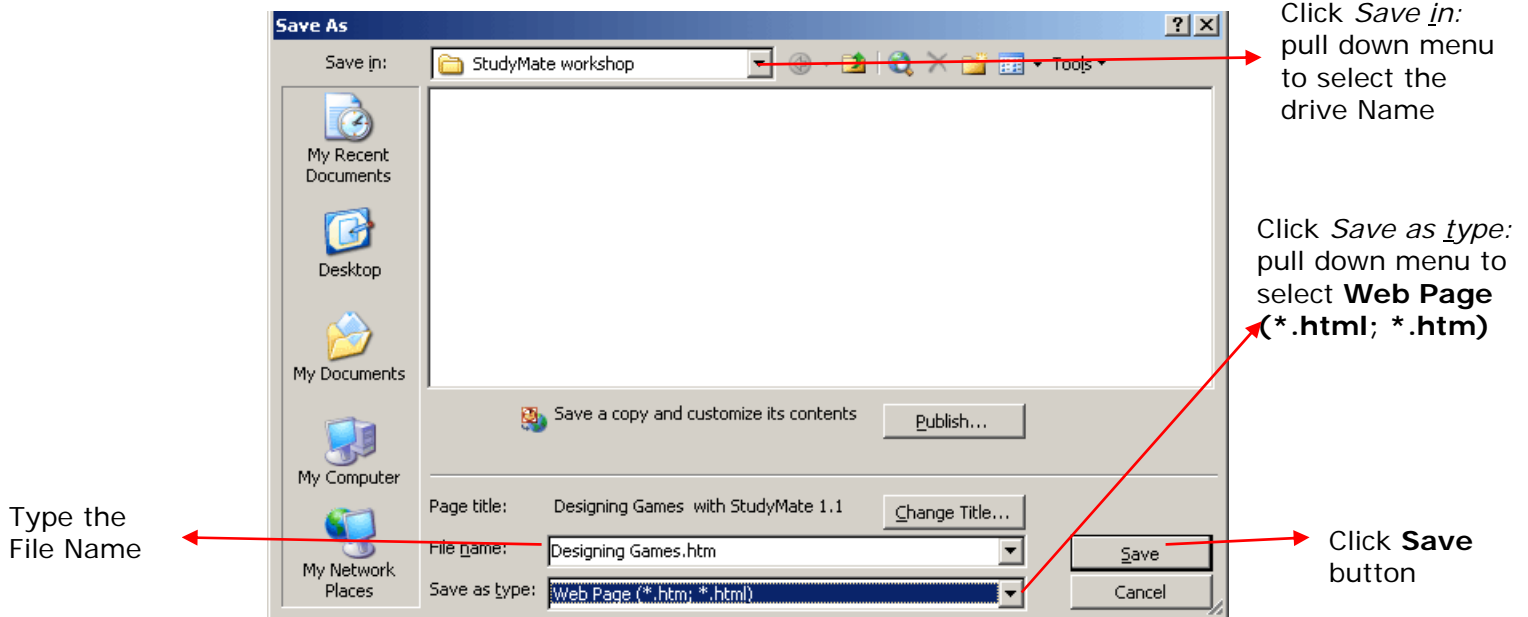


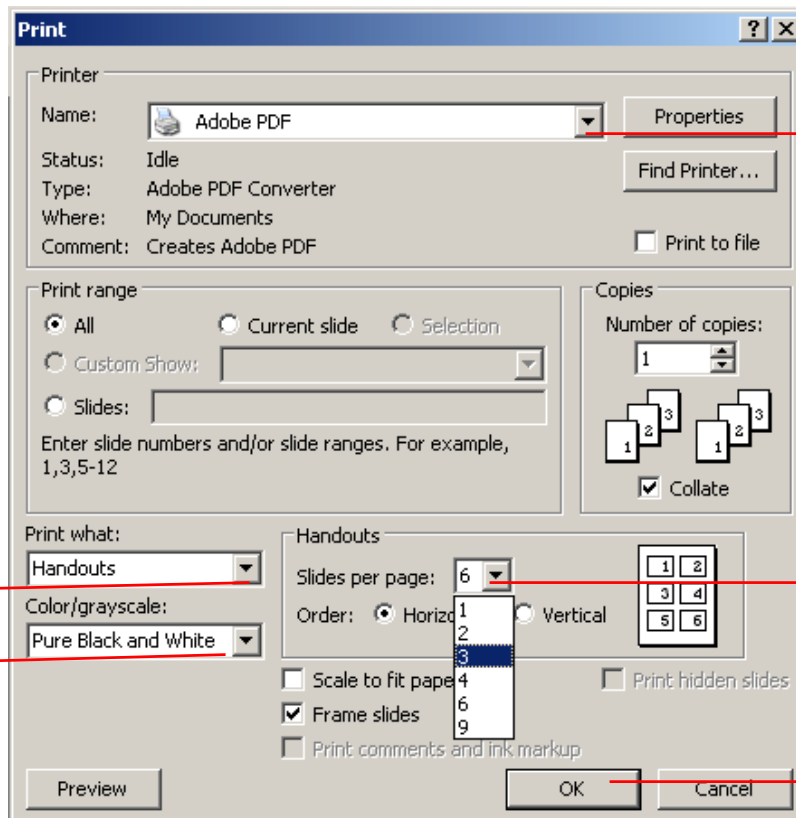
Figure 1. Save As Web Page window

As a result of saving PPT to web page format a) a base file named <filename.htm> and b) a folder named <filename_files> containing the rest of the files are created. Both the file and folder need to be uploaded and linked from a WebCT course shell or a FTP directory, to view PowerPoint presentation from the web browser.

II. For making a print copy of presentation

Convert PPT to Acrobat PDF

1. Open PowerPoint presentation in Microsoft PowerPoint program
2. Click **File** from main menu and then click **Print**
3. Pull down *Printer Name:* menu and click **Adobe PDF**
4. Pull down *Print What:* menu and click **Handouts**
5. Pull down *Slides per page:* menu and select number of slides for e.g. 3
6. Pull down *Color/grayscale:* menu and click **Pure Black and White**
7. Click **OK**



Click *Printer Name:* pull down menu to select **Adobe PDF**

Click *Print what:* pull down menu to select **Handouts**

Click *Color/grayscale:* pull down menu to select **Pure Black and White**

Click *Slides per page:* pull down menu to select the number of slides

Click **OK**

Figure 2. Print window

8. Select the drive name from the Save in: box
9. Click **Save**

As a result of saving PPT to PDF format, a single file is generated called <filename.pdf> displaying more than one slides per page. This single file will need to be uploaded and linked from a WebCT Course shell or a FTP directory, to view and print the PowerPoint presentation with more than one slide per page from the web browser.

III. For restrictive printing and editing of presentation

Set options for PPT converted to Acrobat PDF

1. Open a PPT converted to PDF in Adobe Acrobat Professional program
2. Click **Document** from the main menu and then click **Security**
3. Click **Restrict Opening and Editing**
4. Click check box for 'Use a password to restrict printing and editing of the document and its security setting'
5. Type a permission password
6. Click **OK**

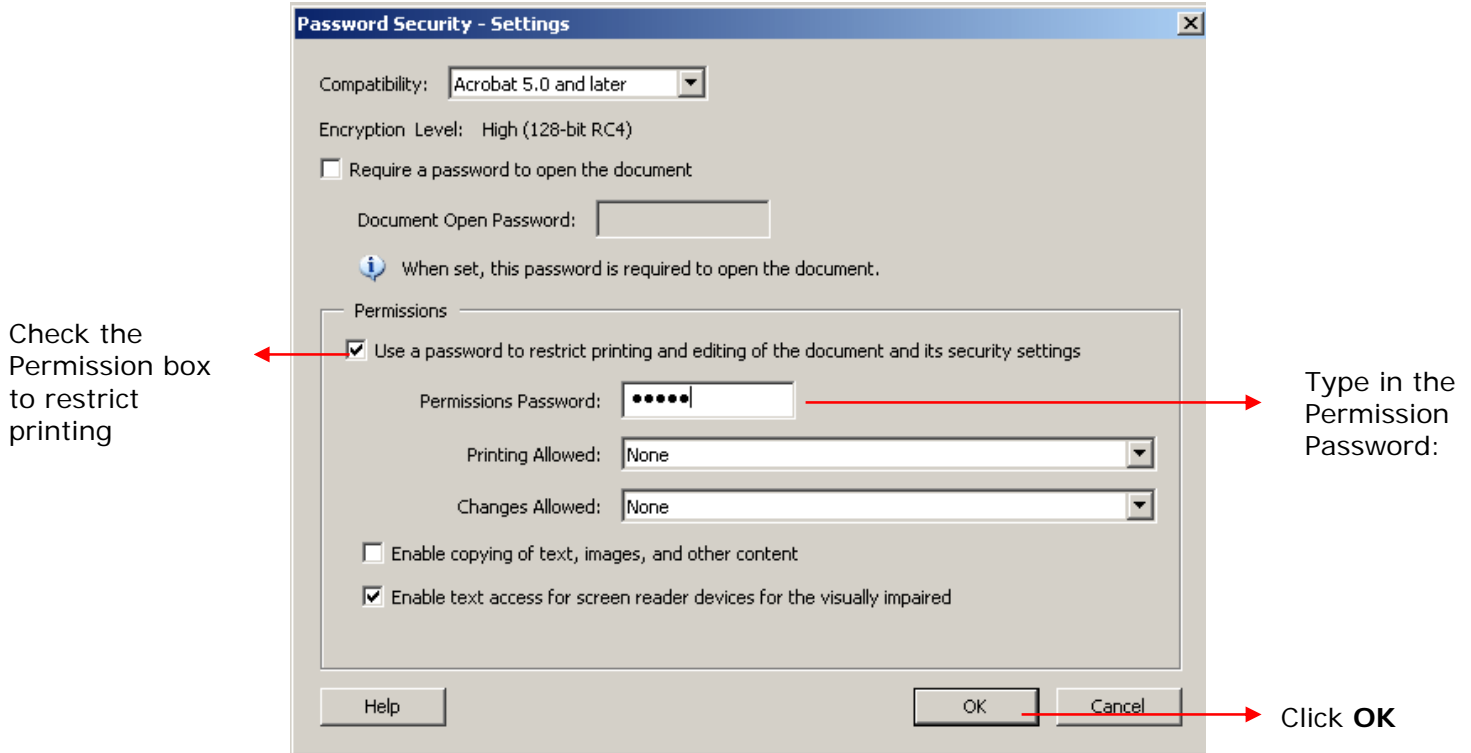


Figure 3. Password security settings window

7. Click **File** from the main menu and then click **Save**

As a result of saving the document with restrictive printing and editing option, the print option will be grayed out for users accessing the PowerPoint presentation from the web browser.