

## PowerPoint Presentations in WebPages

1. Open existing PowerPoint presentation that you want on your webpage.
2. Within PowerPoint, go to **File** and select **Save as WebPage**.
3. Give your presentation a one word file name with “.html” at the end. For the **Save in** location, select your existing webpage folder.
4. You are now done with PowerPoint and can close the program.
5. Go into Frontpage and **open** your webpage.
6. Go to **File** → **Import**.
7. Click **Add File** and select your WebPage folder and then your PowerPoint presentation with “.html” at the end and select **Open**.
8. Click **Add Folder** and select your WebPage folder and then a folder with your PowerPoint presentation name followed by “\_folder” and then select **Open**.
9. Select **OK** and be patient as the files are imported.
10. **SAVE** your FrontPage Web.
11. Create the hyperlink for the PowerPoint.
12. Go to **Insert** → **Hyperlink** → select your presentation.html → select **OK**.
13. **SAVE** your web.
14. **Publish web**.
15. Be patient because it takes awhile to load the PowerPoint.

If you have any questions please contact the Lab Assistant on duty in Smyth Hall room 85 or call extension 2088. You may also call the User Support Line at extension 2111 on campus or dial 389-2111 from off campus.