

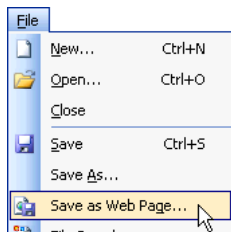
Lesson 9-8: Saving a Presentation as a Web Page

Figure 9-17

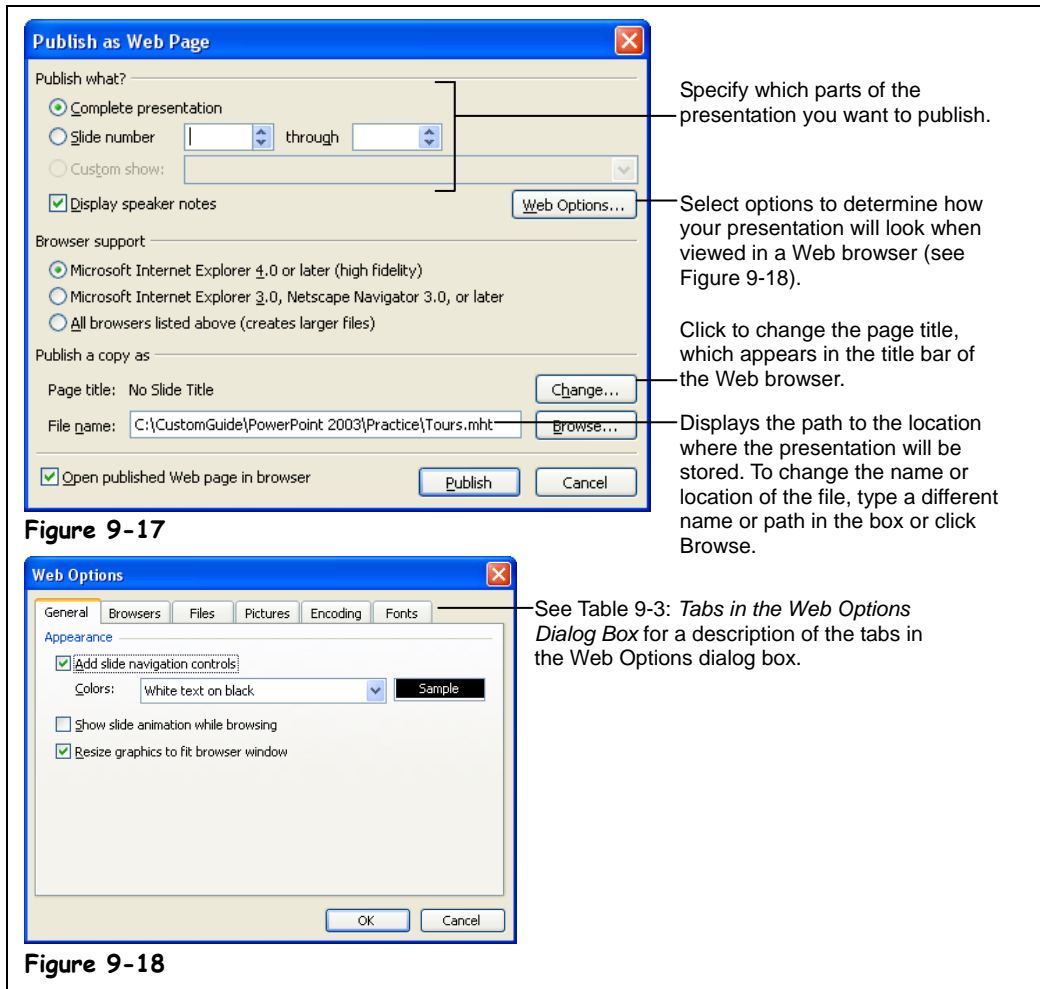
Specify how you want to save your Web Page in the Publish as Web Page dialog box.

Figure 9-18

Specify how your presentation will look when viewed in a Web browser.



Save as Web Page



The Internet has instigated some of the biggest changes in how most organizations and computers work, so it's no surprise that the biggest changes and improvements in recent versions of PowerPoint have to do with how it works with the Internet. This lesson explains how you can save a PowerPoint presentation as a Web page so that it can be viewed on the Internet.

1. Open the **Lesson 7A** presentation.
Here's how to save a PowerPoint presentation as a Web page...
2. Select **File** → **Save as Web Page** from the menu.

The Save As dialog box appears. You can also specify what should appear in your presentation and how it will look in a Web browser.

NOTE: By default, PowerPoint 2003 saves presentations in MHTML format. To save the presentation in the more traditional HTML format, click the Save as type list arrow and select Web Page from the menu.

You may lose some formatting when you save a presentation for the Web.

3. Click the Publish button.

The Publish as Web Page dialog box appears, as shown in Figure 9-17. The Publish as Web Page dialog box lets you specify which parts of the presentation you want to publish, as well as stipulate how your presentation will look when viewed in a Web browser.

4. Click the Open published Web page in browser check box.

This will display the finished presentation in your computer's Web browser after you publish it.

5. Click the Browse button, navigate to your Practice folder or disk if necessary, and type Tours in the File Name box and click OK.

You should also specify the Web page title, which appears in the title bar of the Web browser. Here's how...

6. Click the Change button, type North Shore Tours and click OK.

Currently, there are two major Web browsing programs on the market: Microsoft Internet Explorer and Netscape Navigator. Microsoft's monopolistic practices have given it roughly 90 percent of the market, but you still may want to make sure that your presentation is saved in a format that those few Netscape Navigator users can view. Here's how to view and/or change the options that determine how your presentation will look when viewed in a Web browser.

7. Click the Web Options button.

The Web Options dialog box appears, as shown in Figure 9-18. See Table 9-3: *Tabs in the Web Options Dialog Box* for a description of the available options.

8. Click Cancel to close the Web Options dialog box.

We're ready to publish our presentation as a Web page!

9. Click Publish to save the presentation as a Web page.

PowerPoint saves the presentation as a Web page and displays it on your computer's Web browser. We'll learn how to browse through this presentation in the next lesson.

By default, PowerPoint 2003 saves presentations in MHTML format (single file Web page). This format encapsulates all the elements of the page into one file, instead of storing the different files together in one folder, making it easier to share and upload. However, this format may not be viewable in all types of browsers, and e-mail applications with high security levels may not accept an MHTML file.

Table 9-3: Tabs in the Web Options Dialog Box

Tab	Description
General	Set general options, such as whether the Web page should include slide navigation controls and animation effects, or if graphics should be resized so that they appear in proportion with the rest of the Web page.
Browsers	Specify the Web browser and whose features you want to support in the Web page. Frankly speaking, the default browser option should be Microsoft Internet Explorer 4.0, Netscape 4.0, or later (shame on you, Microsoft!).
Files	Unlike PowerPoint presentations that store multiple pages and graphics in a single file, Web pages store their information in several files. The Files tab lets you specify file-related options, such as if PowerPoint should save supporting files in a separate folder, etc.
Pictures	Specify the screen size that you want for the monitor on which Web pages will be displayed. The screen size that you specify can affect the size and layout of images on Web pages. As of the writing of this manual, 50% of all computers have a screen size of 800 x 600.
Encoding	If you're using foreign characters, select the language code that you want to use when you save the Web page.
Fonts	If you're using foreign characters, specify the character set that is used to encode the file.

 **Quick Reference**

To Save a Presentation as a Web Page:

1. Select **File** → **Save as Web Page** from the menu.
2. Specify a file name and click **Save**.

Or...

- (Optional) Click the **Web Options button** to specify additional options for your Web page.
3. Click **Publish** to save the presentation as a Web page.