Publish a PowerPoint Presentation to the Web

Before you begin, create a folder within in your DreamWeaver Site folder (lsweder, mkelly, setsep) and call it ls_web_ppoint **or if you do not want to create a separate folder** simply save to the site folder where all your .htm pages are saved.

1.   Open the PowerPoint presentation that you want to publish to the Web.
2.   On the **File** menu, click **Save as Web Page** (Do not select Single Web Page if that choice comes up).
3.   In the **File name** box, type a name for the Web page or keep the name that is there.
4.   **Save as…Other Formats**…**Save As Type: Web page**
5.   Click **Publish** and then the new screen comes up, do one or more of the following:
        a. Select Complete PowerPoint to publish your entire PowerPoint presentation.
        b. To display speaker notes for a presentation, under **Publish what?** select the   **Display speaker notes,** check box.
        c.(Optional changes not necessary)To set additional Web page formatting and display options, click **Web Options**, select the options you want, and then click **OK**.
6.   In the **File name** box, specify a location for the Web page, or click **Browse** for the location you want to use.
7.   If you want to immediately see how your published Web presentation looks in your browser after you publish it, select the **Open published Web page in browser** check box in the **Publish as Web Page** dialog box.
8.   Click **Publish** a second time.
9.   You will end up with two items, a Web PowerPoint .htm or .html file and a folder that contains your slides.

    Notice the globe icon that is created to identify Web PowerPoint's from your presentation PowerPoint.

10. Remember to upload your both the folder and the .htm or .html file to the Web server.
11. Create a link on the page you want the PowerPoint to be launched from and… of course upload that page with the link.

If you make any changed to the PowerPoint you will have to go through these steps to re-save it for the Web. It becomes easy after you go through these steps a few times.