



## Save as Web Page: Microsoft PowerPoint

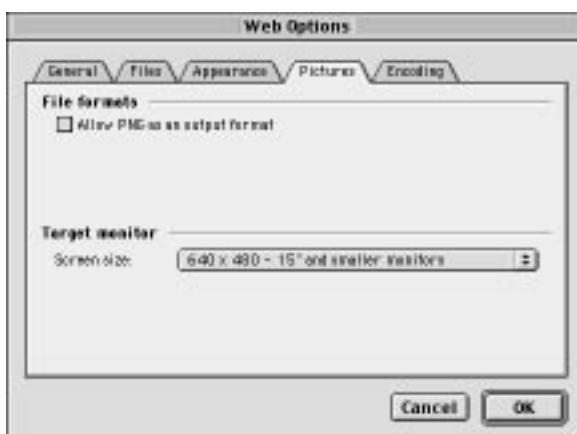
1) To save a Powerpoint file as a web page, open your file in Powerpoint and go to **File**, then **Save as Web Page**



2) The following dialog box will appear. Make sure you select **Web Page** in the **Format:** pull-down. Name the file, keeping the .htm extension.



3) Click on the **Web Options** button, if you desire to set other options. The following box will appear. Click on the tabs across the top and make your selections from the drop-down list boxes. Click **OK** in the **Options** dialog box and **Save** in the **Save** dialog box.



4) Two files will appear where you saved them. One will be a web page icon with the name of the file and an ".htm" extension, the other will be a folder with the name of the file plus a "\_files" tag. Click on the web page icon to open it in a browser, or open your browser and direct it to open your file.

