How to Publish PowerPoint Presentations on the Web
By Sean Wolosin

The following tutorial explains how the PowerPoint TEST & PowerPoint TEST2 links were created on my CHEM 502 website.

Section I: Posting a PowerPoint presentation on Website as .ppt file

1. Create your PowerPoint presentation (purpose of this how too is to explain how to publish PowerPoint files on the web, not create them).
2. In the file menu left click "save as".
3. Select the folder or area you would like to save the file in. I recommend saving it in the web folder that you have created to store all files that are being published to the web. Give the file a title.
4. Open Mozilla.
5. Click on "file" on the navigation bar at the top of the page.
6. Scroll down to "New" and click on "composer page".
7. Click on file, scroll down to "open file" and open the index web page that you would like to add your PowerPoint presentation to.
8. Type in a text statement that will be linked to the PowerPoint presentation. I used "PowerPoint TEST – Downloadable presentation"
9. Use the cursor to highlight the text that you would like to link the PowerPoint presentation to.
10. Right click on the highlighted text.
11. A pop up window will open. Left click on "Create Link…"
12. The link properties window will open. Under "Link Location" you can type in the location of your PowerPoint presentation file on your computer or left click "Choose File".
13. When you left click "Choose file" you must then locate your PowerPoint file and left click the file (the file should be saved in your web folder).
14. If you cannot locate the file make sure that "all files" is selected in the "Files of Type" window.
15. Click "Open"
16. You will now be back to the link properties window. Click "Ok"
17. You should now see the highlighted text change color (changes to blue) and it should be underlined. This is now the link to your PowerPoint presentation.
18. Once you have finished adding media and content to your website construct page click "File" and then click "Save".
19. If you want to preview the page before you publish it to the web you can click on the "browse" button located on the toolbar at the top of the page. This will allow you to navigate the page.
20. You now may close Mozilla.
21. Open FileZilla 2.2.14. If you do not have this program than go to the following website to download the file: http://www.upenn.edu/computing/product/
22. Once FileZilla is open find the open site manager button at the top left of the tool bar. Click the down arrow next to the button and you will see a drop down menu with two options (You must choose and click on your site. It should read something like seanjw@sas).
23. A new window will pop up asking you to enter your password. You must enter the password that you use for your SAS Webmail account).
24. Once you enter your password click "Ok"
25. If you successfully connect you will see this happen in the main status window (topmost window). If you do not successfully connect you will see a message that tells you that the computer is retrying to connect. This probably means that you entered an incorrect password. If this happens click disconnect in the file menu and retry steps 2-4 using the correct password.
26. Once you have successfully connected find the Web folder you created in the "Local Site" window. Double click on this folder to view its contents in the window below the "Local Site" window.

27. To the right you will see a window entitled "Remote Site" with a number of folders. Double click on the folder entitled "html". This is the folder that all web items must be placed into.
28. Once you have opened the "html" folder you can transfer the PowerPoint presentation that you would like to publish to the web. There are two ways to do this.
    a. You can click and drag the file directly from the "File Name" window to the "Remote Site" folder.
    b. You can right click the file from the "File Name" window and click on "Upload".
29. You must also upload the index.html folder (that you modified and linked the PowerPoint presentation to) to the remote site folder.
30. Once you have transferred all files to the "Remote Site" folder check the permission for the file. If you don't have the proper permissions selected you and others may not be able to view the document on the web. To fix the permissions you can right click on the file in question and click "File Attributes". This will allow you to change file attributes such as owner, group, and public permissions.
31. Click "File" and "disconnect" to end your session.
32. Open your server and navigate to your webpage to check if your picture is visible (It should be).

Section II: Posting a PowerPoint presentation on Website as a series of WebPages
1. Create your PowerPoint presentation.
2. In the file menu left click "save as".
3. Select the folder or area you would like to save the file in. I recommend saving it in the web folder that you have created to store all files that are being published to the web. Give the file a title.
4. This next step is very important. At the bottom of the window under the file name window is a window entitled "Save as type". Left click the down arrow to the right of the window.
5. This opens a drop down window. Scroll down and left click on "GIF Graphics Interchange Format"
6. Left Click "Save"
7. An information window will open asking you if you would like to export every slide in the presentation or only the current slide. Left click on "Every Slide".
8. A new information window will open informing you that each slide in your presentation has been saves as a separate file in the folder -name and location of folder-. Left Click "Ok".
9. You may now close the PowerPoint presentation.
10. Open the folder that the PowerPoint presentation was saved into. Find the file folder for the presentation and open it. Inside this folder will be a GIF file for each slide in your PowerPoint presentation. Move each of these files out of this folder and into the main web folder where you stare all files to be published onto the web. You can name these files if you choose but they wil be named "slide1, slide2, etc…" by default.
11. Open Mozilla.
12. Click on "file" on the navigation bar at the top of the page.
13. Scroll down to "New" and click on "composer page".
14. Click on file, scroll down to "open file" and open the index web page that you would like to add your PowerPoint presentation to.
15. Type in a text statement that will be linked to the PowerPoint presentation. I used "PowerPoint TEST2 – Series of WebPages"
16. At the toolbar at the top of the page left click "New".
17. You now have a new html index page that you can add the first slide of your PowerPoint presentation to.
18. At the top of the page left click on the "Insert" menu.
19. Scroll down and left click on "Image…"
20. A window entitled "Image Properties" will pop up.

21. Next to "Image Location" is a box where you can type in the location of the PowerPoint slide 1 GIF image.
22. Easier method is to click on "Choose File" and then find the slide 1 image on your computer (should be in your web folder if you saved it there).
23. Once you locate the image click on it and then click and then click "Open"
24. Next to "Alternate Text" enter a brief description of your slide.
25. Then click "OK".
26. Your slide will now be visible on your construct page as an image.
27. Under the slide type in text that will be used as a link to the webpage for the next slide. I typed the text "Click here to go to slide 2".
28. Left click "Save as" at the top of the page. Name this html file slide1 index. Left click "Save"
29. Left click "New" at the top of the page. You will now repeat steps 17-28 for each GIF image corresponding to a slide in your PowerPoint presentation.
30. When you have finished creating each of the new html pages close them all and open the index page you originally started with in step 14.
31. Use the cursor to highlight the text that you would like to link the PowerPoint presentation to.
32. Right click on the highlighted text.
33. A pop up window will open. Left click on "Create Link…"
34. The link properties window will open. Under "Link Location" you can type in the location of your PowerPoint slide 1 index html file on your computer or left click "Choose File".
35. When you left click "Choose file" you must then locate your PowerPoint slide 1 index html file and left click the file (the file should be saved in your web folder).
36. Click "Open"
37. You will now be back to the link properties window. Click "Ok"
38. You should now see the highlighted text change color (changes to blue) and it should be underlined. This is now the link to the first slide of your PowerPoint presentation.
39. You must now repeat steps 31 - 38 for each html index page that was created for each slide in your presentation. (Hope you don't have too many slides). Make sure you click save after each change made. Once all of the pages have been linked together you may close Mozilla.
40. Open FileZilla 2.2.14. If you do not have this program than go to the following website to download the file: http://www.upenn.edu/computing/product/
41. Once FileZilla is open find the open site manager button at the top left of the tool bar. Click the down arrow next to the button and you will see a drop down menu with two options (You must choose and click on your site. It should read something like seanjw@sas).
42. A new window will pop up asking you to enter your password. You must enter the password that you use for your SAS Webmail account).
43. Once you enter your password click "Ok"
44. If you successfully connect you will see this happen in the main status window (topmost window). If you do not successfully connect you will see a message that tells you that the computer is retrying to connect. This probably means that you entered an incorrect password. If this happens click disconnect in the file menu and retry steps 2-4 using the correct password.
45. Once you have successfully connected find the Web folder you created in the "Local Site" window. Double click on this folder to view its contents in the window below the "Local Site" window.
46. To the right you will see a window entitled "Remote Site" with a number of folders. Double click on the folder entitled "html". This is the folder that all web items must be placed into.
47. Once you have opened the "html" folder you can transfer the PowerPoint presentation image files and index pages that you would like to publish to the web. There are two ways to do this.
    a. You can click and drag the file directly from the "File Name" window to the "Remote Site" folder.
    b. You can right click the file from the "File Name" window and click on "Upload".

48. You must upload the index.html folder (that you modified and linked the first PowerPoint index page to) to the remote site folder.
49. Once you have transferred all files to the "Remote Site" folder check the permission for the file. If you don't have the proper permissions selected you and others may not be able to view the document on the web. To fix the permissions you can right click on the file in question and click "File Attributes". This will allow you to change file attributes such as owner, group, and public permissions.
50. Click "File" and "disconnect" to end your session.
51. Open your server and navigate to your webpage to check if your picture is visible (It should be).
52. You are now done. Isn't that nice;)