

Saving a Presentation in HTML Format

You can save your slide show presentation as an HTML file also. This is helpful if you want to share your presentation with others who have other kinds of presentation software. Using an HTML file enables anyone with a browser on his or her computer to download the file.

1. Open the presentation that you want to save in HTML format.
2. From the **File Menu**, click on **Save as Web Page**.
3. Select a folder for the file.
4. Name the file.
5. Click **Save**.

To view the presentation as a Web page, open it in your browser.

PowerPoint contains an Internet Assistant that creates HTML documents from your presentation that are ready to publish on the World Wide Web. There are also Online Internet templates available for presentations.

You can also use Microsoft PowerPoint Animation Player, a free Internet browser extension, to create animated Web pages. The player is an add-in that integrates with your Web browser to play animated PowerPoint presentations over the Internet in *real time*. Your audience must be running Windows 95 or Windows NT Workstation or higher. To play a presentation over the Internet, you must have Microsoft Internet Explorer 2.0 or 3.0 or Netscape Navigator 1.22 or 2.0 installed, along with the Animation Player add-in.

To save a copy of a presentation to a Web server in Windows Explorer

1. In *Windows Explorer*, right-click the file you want to copy or move to a Web server and then click **Copy**.
2. Double-click **Web Folders**.
3. Double-click the folder you want in the list of Web folder sites and then right-click the destination folder that you want to save the presentation to.
4. Click **Paste**.
5. If you do not see the Web server you want to save your presentation to, double-click **Add Web Folder** located at the root folder of Web Folders to create a new Web folder. All of the supporting files are organized in a supporting folder. If you move or copy a Web page, you must also move the supporting folder so that all links, graphics, and backgrounds are maintained.