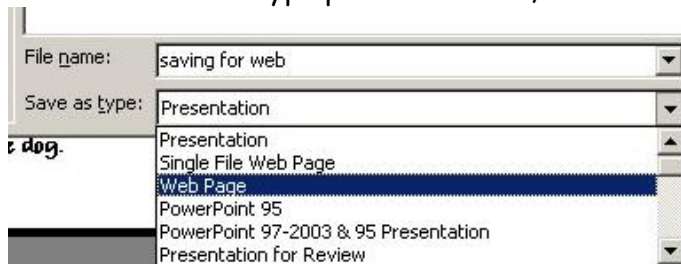


## SAVING YOUR POWERPOINT PRESENTATION FOR THE WEB

### No Audio File, Few Graphics

You can save your Powerpoint presentations for the Web and upload them to your web, including in your online course. If your presentation does not include an audio file nor lots of complex (large resolution) graphics, follow these steps.

1. Open Powerpoint.
2. Browse and open the file you want to save to the web.
3. From the **File** pull-down menu, Choose **Save As**.
4. From the Save as type pull-down menu, select **Web Page**.



### No Audio File, Large Graphics

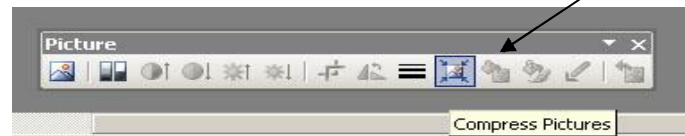
If you have lots of high-resolution graphics in your Powerpoint presentation, the file will be very large. Before uploading to the web, compress the file into the much smaller Flash movie format. Your students won't notice the difference in quality and they can view it much quicker.

1. Open Powerpoint.
2. Browse and open the file you want to save to the web.
3. Click on any image in your Powerpoint presentation. This usually brings up the picture toolbar.

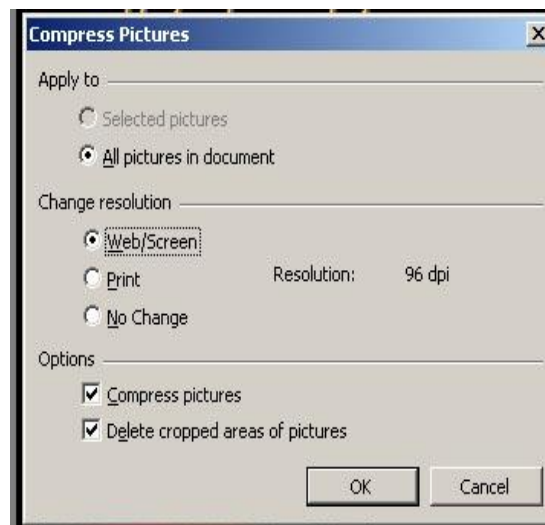


*Note:* If the picture toolbar does not appear, click on an image in your Powerpoint presentation with the right mouse button. Select "Show Picture Toolbar" from the options that appear.

4. On the toolbar, select the button to **Compress Pictures**.



5. Click the radio button to select **All pictures in document**, **Web/Screen**, **Compress pictures**, and **Delete cropped areas of pictures**, as shown below.



6. Click **OK**.

7. Powerpoint will go through all the graphics in your file and compress them. When it is finished, save the document with a new name. It should be significantly smaller in file size than your original, but your graphics will still look good on screen.

### **Audio File (with or without lots of graphics)**

You can add audio to your PowerPoint presentations. MCC has Breeze software to accomplish this task. When you save the file with Breeze, it will be automatically compressed into a small Flash file for you to upload. Click on this link to get information on downloading and using Breeze -

[http://ctl.mc.maricopa.edu/wiki/index.php/Breeze\\_Presentation](http://ctl.mc.maricopa.edu/wiki/index.php/Breeze_Presentation)