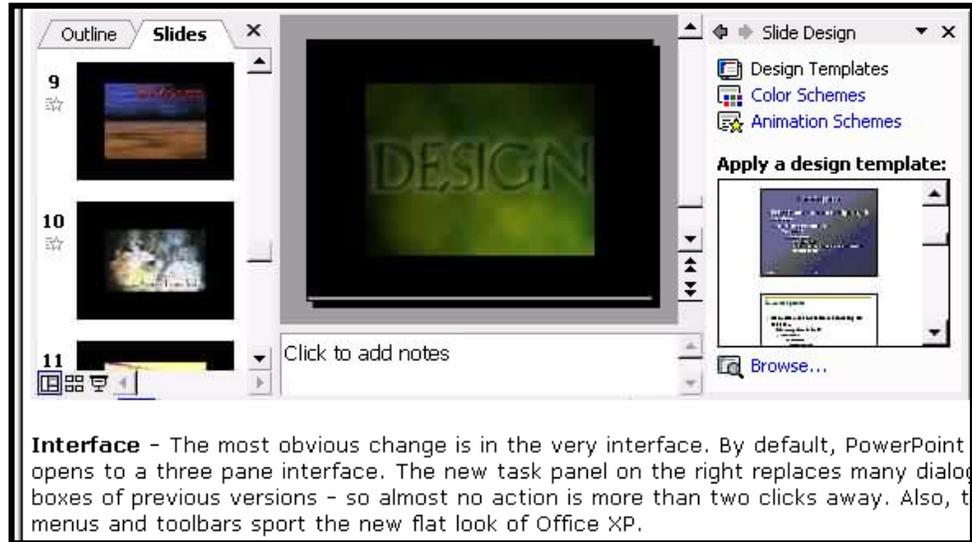


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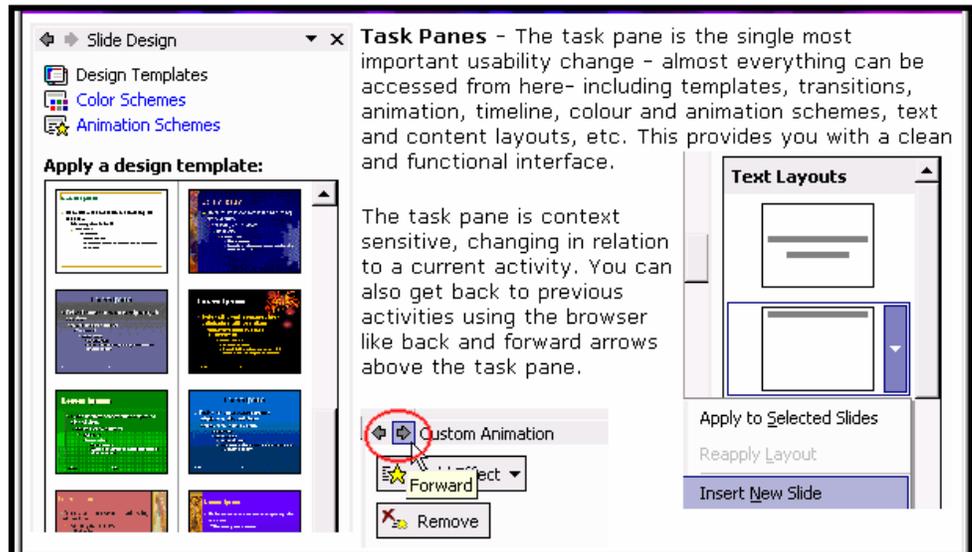
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New Features of PowerPoint 2002

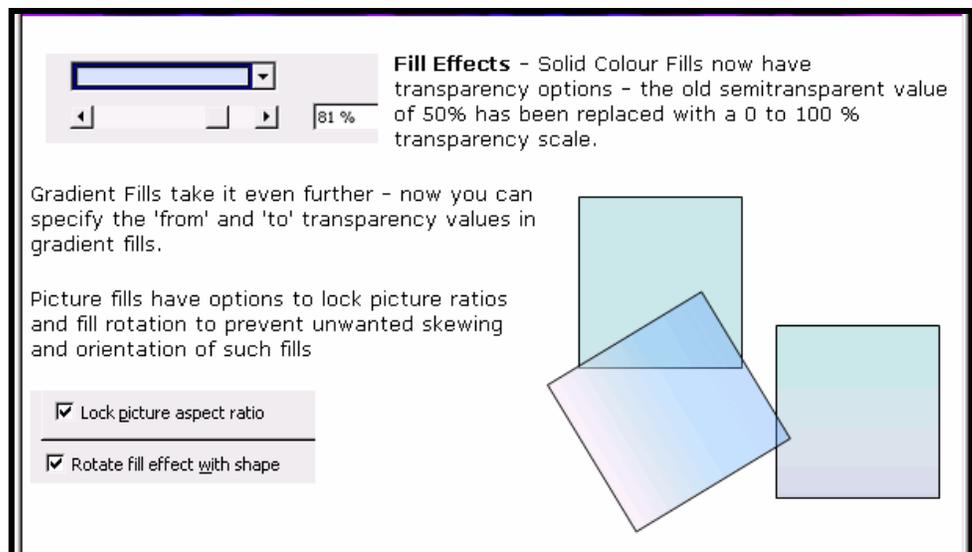
- **INTERFACE**
(How it looks!)



- **TASK PANES**
(appearing to the right of the slides)



- **FILL EFFECTS**



- **IMAGE ROTATION AND COMPRESSION**

Image Rotation & Compression - At last, images can be rotated - either using numeric values in the Format dialog box, or using the image rotation handle which appears on selected images.

Rotation: 23°

Images can be compressed too - a boon for those who input high resolution gargantuan images into PowerPoint to end up with presentations running into many megabytes! Changing resolutions from 200 to 72 dpi ensures a big drop in file size, without compromising onscreen quality.

Change resolution

Web/Screen
 Print Resolution: 200 dpi
 No Change

Options

Compress pictures
 Delete cropped areas of pictures

- **PHOTO ALBUM**

Photo Album - PowerPoint provides a quick way to create presentation and web photo albums. Inserting a Photo Album component allows you to select multiple pictures from disk, scanner or a digital camera.

Album Content

Insert picture from:

File/Disk...
Scanner/Camera...

Insert text:
New Text Box

Specific control is provided for sizing, layout, and captions accompanying these pictures. The pictures themselves can be adjusted for brightness and contrast, as also rotated within the Photo Album interface.

- **CLIP ORGANIZER**

Clip Organizer - The new Clip Organizer replaces the old Clip Gallery - although both can exist and function concurrently. This is significant since Clip Organizer is not backward compatible with Clip Gallery, nor can it import your old Clip Gallery catalogs!

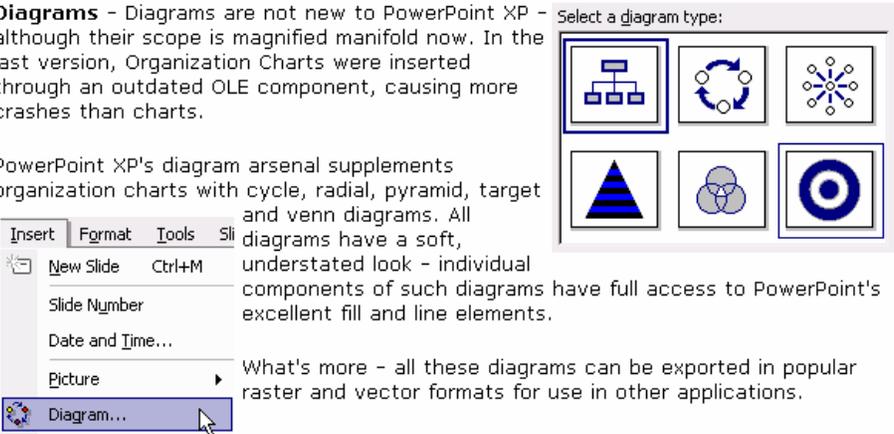
On its part, the new Clip Organizer functions as you would expect it to - adding a few niceties like better web integration, shared catalogs, etc. Also, the Clip Organizer functions in a task pane in PowerPoint - so that you can view the slide and the clip previews at the same time. Inserting clips is through drag-and-drop.

• DIAGRAMS

Diagrams - Diagrams are not new to PowerPoint XP - although their scope is magnified manifold now. In the last version, Organization Charts were inserted through an outdated OLE component, causing more crashes than charts.

PowerPoint XP's diagram arsenal supplements organization charts with cycle, radial, pyramid, target and venn diagrams. All diagrams have a soft, understated look - individual components of such diagrams have full access to PowerPoint's excellent fill and line elements.

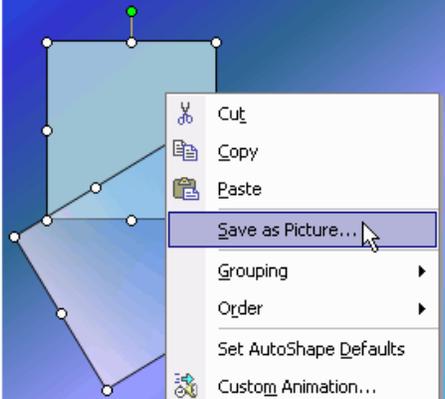
What's more - all these diagrams can be exported in popular raster and vector formats for use in other applications.



• SAVE AS PICTURE

Save As Picture - Every vector illustration, picture, diagram - even every WordArt component and chart can be saved as a separate picture on disk in a choice of seven export formats. However, don't expect miracles - in a trial, pictures with transparency were exported with black backgrounds, and rotated elements were saved with a sizeable grey background. Yet - it still is a breakthrough.

The best deal may be the ability to export your diagrams and charts for usage on a web site or touch up in an image editing application.

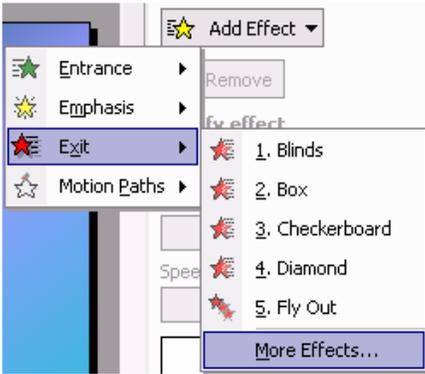


• CUSTOM ANIMATION

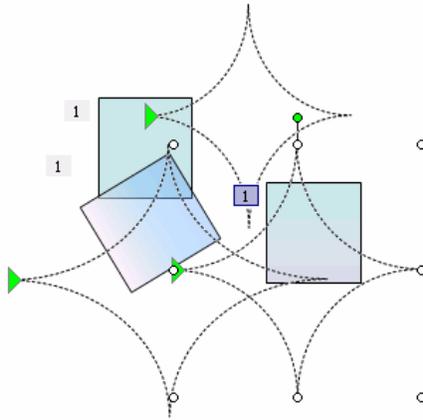
Custom Animation - Custom Animations have been beefed up - there are more than two dozen new styles conveniently presented in four categories: Entrance, Emphasis, Exit and Motion Paths.

Entrance animations introduce an object, emphasis styles are in-place animations, exit styles accompany an object-leaving-the-stage and motion paths allow you to pick up from a specimen library of 64 paths or draw your own!

Each animation has specific variables like speed, timing, delay and trigger - and multiple animations can be used on the same object to create sequential animations - such sequences can be re-ordered and edited.



• MOTION PATHS AND TIMELINES



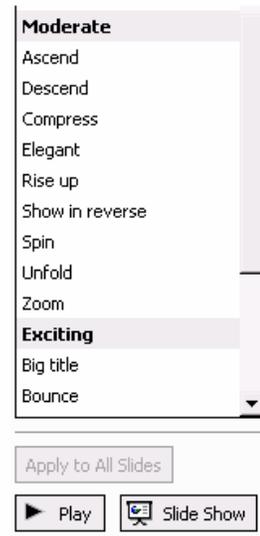
Motion Paths & Timeline - Although Motion Paths & Timelines are part of Custom Animations in PowerPoint, we're discussing them separately since they open the avenues to create so many special effects.

- Not only can paths be drawn, they can also be individually scaled and edited - and multiple objects can travel on multiple paths concurrently using the timeline.

Path: Unlocked Speed: 4.2 seconds

- 1 Rectang...
- Rectang...
- Rectang...

• ANIMATION SCHEMES



Animation Schemes - Professionally created animation schemes work wonders with titles and bulleted text. These schemes have been categorized as either Subtle, Moderate or Exciting, depending on their motion qualities.

After applying such schemes, all animations can be further fine-tuned using the specific animation options and the timeline. Users can also create and store their own Animation Schemes.

A sample file with all animation schemes applied to specific individual slides is included with PowerPoint XP.

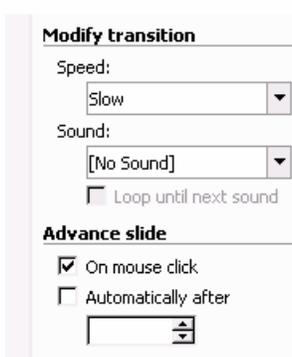
Apply to selected slides:

- No Animation
- No Animation
- Subtle
- Appear

Apply to All Slides

Play Slide Show

• TRANSITIONS



Transitions - There are new transitions too! There's the much needed Smooth Fade, as well as Circle, Diamond and Plus shaped transitions. Then there are the two Comb transitions and finally the Newsflash, Wedge and Wheel transitions.

Not unlike the Custom Animations, Transitions too appear on the Task Panel - there are lots of options to play with concerning the Speed, Transition Sound and Timing.

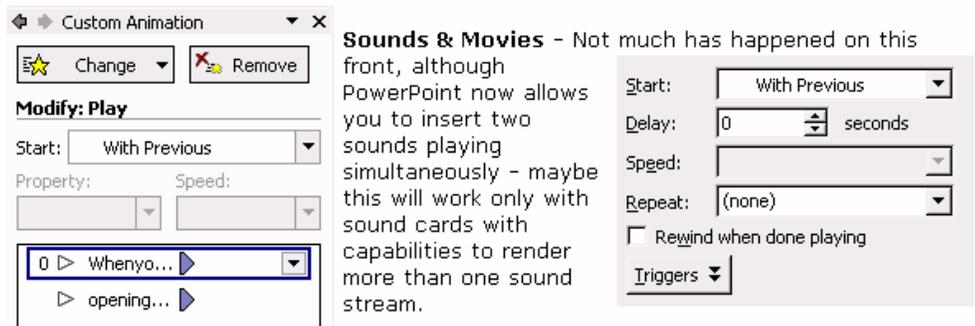
What's more - previews are in realtime on the actual slide - not on a small stamp sized image like before.

Slide Transition

Apply to selected slides:

- Cut
- Cut Through Black
- Dissolve
- Fade Smoothly

- **SOUNDS AND MOVIES**



Sounds & Movies - Not much has happened on this front, although PowerPoint now allows you to insert two sounds playing simultaneously - maybe this will work only with sound cards with capabilities to render more than one sound stream.

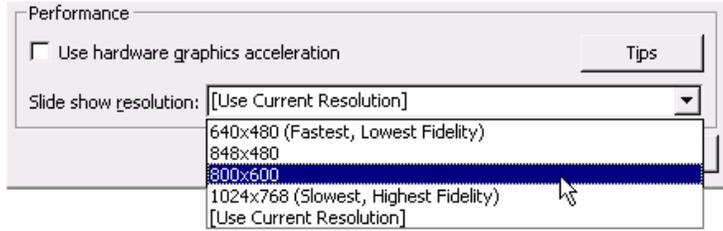
There's an elementary timeline for sounds as well.

In the same way, PowerPoint allows you to insert two simultaneously playing movies - but this does not seem to work in practice.

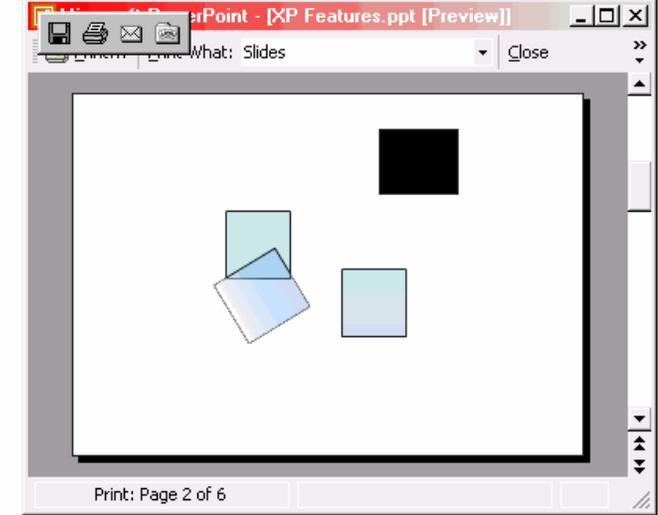
- **SET UP SHOW**

Set Up Show - There are new Presenter Tools, including a new view for those whose systems have multiple monitors. This functionality enables the presenter to view whatever is coming next.

Performance wise, you can now choose the resolution at which you would like to view the presentation, including an option to allow hardware graphics acceleration.



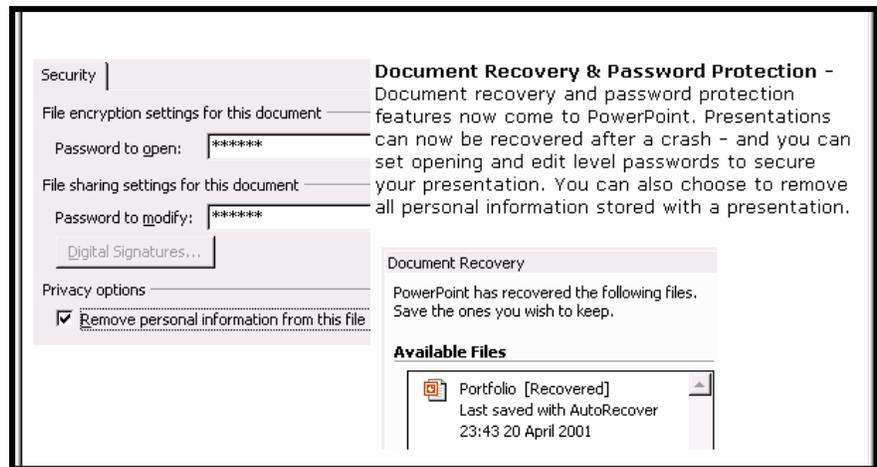
- **PRINT PREVIEW**



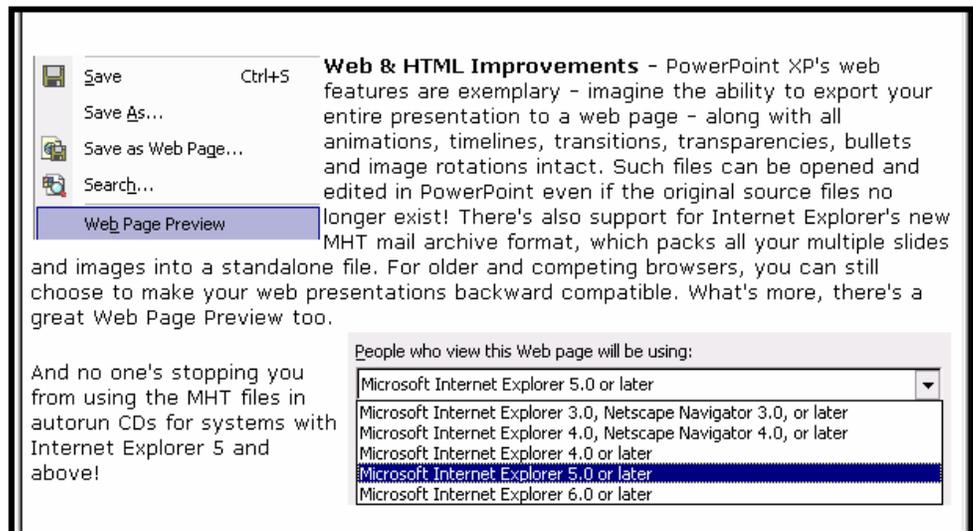
Print Preview - A Print Preview feature is now available, so that you can see what you're going to print.

You can change views between slides, handouts and notes as also change orientations for print between landscape and portrait.

- **Document Recovery & Password Protection**



- **Web & HTML Improvements**



How to create a slide template

1. Open a New slideshow.
2. On the **View** menu, point to **Master**, and then click **Slide Master**.
3. Make the changes you want to the slide master.
 - To change the background, on the **Format** menu, click **Background** and make selections in the dialog box, then click **Apply**. If you have inserted a title master (see the note, below) and want the changes to apply to it, too, click **Apply to All**.
 - To work with color schemes, on the **Formatting** toolbar, click **Design**, and in the **Slide Design** task pane, click **Color Schemes**. The color scheme that's currently applied will be selected. Click any other scheme to apply it, or to change the color scheme, click **Edit Color Schemes** at the bottom of the task pane.
 - To change fonts, click the text or the placeholder containing the text (such as footers), and on the **Formatting** toolbar, make selections in the **Font**, **Font Size**, or **Font Color** list boxes.
 - To insert a **picture** or add a shape or text box, use buttons on the **Drawing** toolbar.
 - To move a placeholder, click it, and then drag when the pointer becomes a four-pointed arrow. To resize a placeholder, click it and point to a sizing handle, then drag when the pointer becomes a two-pointed arrow.
4. Close the **Slide Master** by clicking on the **Close Master** button on the **Slide Master** Toolbar.
5. If you want additional slides to be part of this template, click the **Normal View** button in the lower left of the window and add the slides and any text you want on them.
6. On the **File** menu, click **Save As**.
7. In the **File name** box, type a name for your template, and in the **Save as type** box, click **Design Template**. Be sure to notice what folder you are storing this particular template into for future reference and retrieval.
8. Click **Save**.

The template is saved to the default Templates folder. When you close and reopen PowerPoint, the template will be available in the **Slide Design** task pane, in alphabetical order by file name, under **Available for Use**. Also, after you apply the template once, save your presentation, and reopen PowerPoint, the template appears in the **New Presentation** task pane (**File** menu, **New**) under **New from template**, with other recently used templates.

Notes:

If you want to include a title master in the design template, you can insert it in master view: on the **Insert** menu, click **New Title Master**. Changes you make to the title master affect only those slides that use the **Title Slide** layout.

To use a content template you have created — one with multiple slides and content — save the template, then add it to the AutoContent Wizard and open it from there. To add the template, on the **File** menu, click **New**. In the **New Presentation** task pane, click **From AutoContent Wizard**. Then click **Next**, click the template category you want, click **Add**, find the template you want, and click **OK**.

Duplicate slides within a presentation

Duplicated slides are inserted directly below the slides you have selected.

1. On the **Outline** tab or **Slides** tab in normal view, select the slides you want to duplicate. (If you want to select slides in order, press SHIFT as you click; for slides not in order, press CTRL as you click.)
2. On the **Insert** menu, click **Duplicate Slide**.

Using Macros

You can automate tasks with a macro for those tasks you perform repeatedly in Microsoft PowerPoint. A macro is a series of commands that is stored in a *Microsoft Visual Basic* module and can be run whenever you need to perform the task.

Recording macros

When you record a macro, PowerPoint stores information about each step you take as you perform a series of commands. You then run the macro to repeat or "play back" the commands. If you make a mistake when you record the macro, corrections you make are also recorded. Visual Basic stores each macro in a new module attached to a presentation.

1. Set the security level to **Medium** or **Low**.
 - On the **Tools** menu, point to **Macro**, and then click **Security**.
 - On the **Security Level** tab, select the security level you want to use, and then click **OK**.
2. Make sure you are on the last slide before you begin. That way the macro will always perform its actions after your last slide.
3. On the **Tools** menu, point to **Macro**, and then click **Record New Macro**.
4. In the **Macro name** box, enter a name for the [macro](#).

Note The first character of the macro name must be a letter. Other characters can be letters, numbers, or underscore characters. Spaces are not allowed in a macro name; an underscore character works well as a word separator.

5. In the **Store macro in** box, click the location where you want to store the macro.
6. If you want to include a description of the macro, type it in the **Description** box.
7. Click **OK**.
8. Record the actions you want for the macro, and then on the **Stop Recording toolbar**, click **Stop Recording** button.

Making a macro easy to run

You can run a macro by choosing it from a list in the **Macro** dialog box. To make a macro run whenever you click a particular button or press a particular key combination, you can assign the macro to a **toolbar** button, a **keyboard shortcut**, or an **object** in a presentation

1. Click on the last slide in your presentation.

2. Click on the **Tools** menu; then choose **Macros**; then click on **Macro**.
3. Choose **red_slide** (the name of the macro we created) and click **Run** button.
4. Notice it performs all the steps you chose during the recording of the macro.

Add a button, menu, or command

Do one or both of the following:

Add a button, menu, or command to a toolbar

1. Make sure the toolbar you want to change is visible.

How do I make that toolbar visible?

- On the **View** menu, point to **Toolbars**.
- Click the toolbar you want to display.

2. Click the **Toolbar Options** arrow. (The black triangle at the end of the toolbar.)
3. Point to **Add or Remove Buttons**, and then click **Customize**.
4. Do one of the following:

Add a button

- a. Click the **Commands** tab.
- b. In the **Categories** box, click a category for the command you want the button to perform.
- c. Drag the command or macro you want from the **Commands** box to the displayed toolbar.

Add a built-in menu to a toolbar

- a. Click the **Commands** tab.
- b. In the **Categories** box, click **Built-in Menus**.
- c. Drag the menu you want from the **Commands** box to the displayed toolbar.

Add a custom menu to a toolbar

- a. Click the **Commands** tab.
 - b. In the **Categories** box, click **New Menu**.
 - c. Drag **New Menu** from the **Commands** box to the displayed toolbar.
 - d. Right-click the new menu on the toolbar, type a name in the **Name** box on the shortcut menu, and then press ENTER.
5. On the **Customize** dialog box, click **Close**.
 6. Try it out by clicking on the **Red_Slide** button we added.

Before we move to the next section, spend some time entering text as shown below into each slide. Use the **AutoShapes** to create drawings on the third slide. Insert **ClipArt** from the **ClipArt Pane** into the fourth and fifth slides.

Adding multimedia content

As audiences become more sophisticated, they expect lively, professional-looking presentations. Adding multimedia content such as video and sound to your presentation gives it the edge that it needs to capture your audience's attention and hold it. At the same time, multimedia content can often communicate more information than a slide with only a few sentences.

Sounds, music, videos, and animated GIF pictures are available in the Clip Gallery. You can insert a music, sound, or video clip into a slide show. You can have the clip play automatically when you move to the slide or have the clip play only when you click its icon during a slide show.

You need speakers and a sound card on the computer to play music and sounds. To find out what's installed on the computer and what settings are in use, check both the Multimedia and Sounds categories in Windows Control Panel.

To record a voice narration

For this procedure, you need a microphone. *Therefore, the instructor will demonstrate.*

1. On the **Slide Show** menu, click **Record Narration**. A dialog box appears showing the amount of free disk space and the number of minutes you can record.
2. If this is the first time you are recording, click **Set Microphone Level**, and then follow the directions to set the microphone level.
3. Do one of the following:
 - To insert the narration on your slides as an embedded object and to begin recording, click **OK** to begin recording.
 - To insert the narration as a linked object, select the Link narrations in check box and then click **OK** to begin recording.
4. Advance through the slide show, and add narration as you go.
5. To save the timings along with the narration, click **Yes**. To save only the narration, click **No**. A sound icon appears in the lower-right corner of each slide that has narration.

To insert music or sound on a slide

1. Display the slide you want to add music or sound to. (*Last slide **American Symbols***)
2. On the **Insert** menu, point to **Movies and Sounds**.
3. Do one of the following:
 - To insert a sound from the Clip Gallery, click **Sound from Gallery** and then locate and insert the sound you want. (*Search for **fireworks** and insert the sound on the **American Symbols** slide.*)
 - To insert a sound from another location, click **Sound from File**, locate the folder that contains the sound, and then double-click the sound you want. (*Locate the **America the Beautiful.wav** file in the Microsoft Office XP folder on your desktop.*)
 - A sound icon appears on the slide.

4. A message is displayed. If you want the sound to play automatically when you go to the slide, click **Yes**. If you want the sound to play only when you click the sound icon during a slide show, click **No**.
5. To preview the sound in **Normal view**, **double-click** the sound icon.

To insert a CD audio track on a slide

You may need to preview the selection on the CD using the CD player first to know exactly which track and how long to play the selection.

1. Insert the CD in the CD-ROM drive. *(It must be in the drive anytime you view the slide show. The music is not attached to the slide show just played from the CD.)*
2. Display the slide you want to add a CD audio track to. *(Insert music on Title Slide.)*
3. On the **Insert** menu, point to **Movies and Sounds** and then click **Play CD Audio Track**.
4. Select the track and timing options you want, and then click **OK**. A CD icon appears on the slide.
5. A message is displayed. If you want the CD to play automatically when you move to the slide, click **Yes**. If you want the CD to play only when you click the CD icon during a slide show, click **No**.
6. To preview the music in Normal view, double-click the CD icon.

To insert a video on a slide

1. Display the slide you want to add the video to.
2. On the **Insert** menu, point to **Movies and Sounds**.
3. Do one of the following:
 - To insert a video from the Clip Gallery, click **Movie from Gallery** and then locate and insert the video you want.
 - To insert a video from another location, click **Movie from File**, locate the folder that contains the video and then double-click the video you want.
4. A message is displayed. If you want the movie to play automatically when you move to the slide, click **Yes**. If you want the movie to play only when you click the movie during a slide show, click **No**.
5. To preview the movie in Normal view, double-click the movie.

Adding Hyperlinks

A hyperlink is a connection from a slide to another slide, a Web page, or a file. The hyperlink itself can be text or an object such as a picture, graph, shape, or WordArt.

Linking to a Web Site

1. Add a new **bulleted-list slide** and create the title, "**Great Sites to Visit**".
2. In the **bulleted-list box**, type in the names of the links as shown here. 
3. Select the text or object you wish to link
4. Click on **Insert Hyperlink**  on the standard

Great Sites to Visit

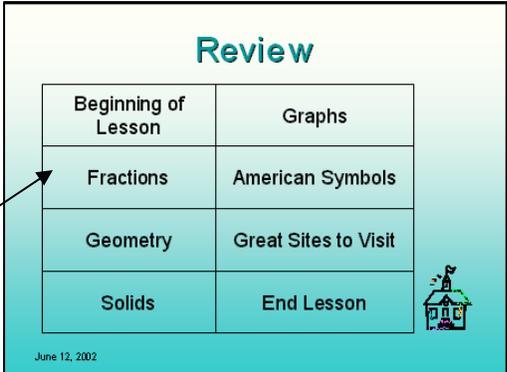
- [White House](#)
- [Smithsonian Institute](#)
- [Statue of Liberty](#)
- [Mount Vernon](#)
- [Washington Monument](#)

toolbar.

5. Since we have “browsed” to these web pages earlier, click on the **Browsed Pages** button.
6. Scroll through the list of web sites to locate the site’s name. Click on the name of the web page and notice the page’s URL appears in the **Address** window. Click **OK**.
7. Repeat the process for any or all of the other Sites.
8. To view the sites, you must run the Slide Show.

Linking to another Slide in the Same Show

1. Add 2 new slides. First add a **Title and Table** slide under **Other Layouts** in the **Slide Design Pane**, and then add a blank slide at the end.
2. Add text according to the slide shown here.
3. To create a link for each cell in the table to its corresponding slide, first **select the text** you wish to link.
4. Click on **Insert Hyperlink**  on the standard toolbar.
5. Click on **Place in this Document** button, then select the slide name you wish to link to. A Preview of the slide is displayed to the right. Click **OK**.
6. Continue creating links for the other topics in the table – matching them to the corresponding slide. Link the **blank slide** at the end to the **End Lesson** cell.
7. To use the links, you must run the slide show.



Review	
Beginning of Lesson	Graphs
Fractions	American Symbols
Geometry	Great Sites to Visit
Solids	End Lesson

June 12, 2002

Hiding slides

1. Select the slide or slides you wish to hide.
2. From the slide show menu, choose Hide slide.
3. Slides are not deleted, only hidden from the show.
4. Run the show to see that some of the slides are hidden.

Review Animations and Slide Transitions

Animating Bulleted Lists, Clip Art, Pictures or other objects

1. Locate a slide with a bulleted list (*in this case – **Fractions** slide*).
2. **Right-click** on the bulleted list text box and click **Custom Animation**.
3. Click on **Add Effect** button. Point to an effect type, and click a specific effect. *There are many possible effects that you need to experiment with them to discover what you can do.*
4. Move to the **Graphs** slide and animate all objects. Use the **Reorder** buttons at the bottom of the **Custom Animation Pane** to have the objects appear appropriately.

Slide Transitions

1. Change your view to the **Slide Sorter** view (Click on **View** menu – choose **Slide Sorter**).
2. Click on the **Title Slide**. Click on **Slide Show** menu and choose **Slide Transitions**.

3. In the **Slide Transition Pane**, in the **Apply to Selected Slides** list, choose a transition. *As soon as you choose it, the transition happens in the displayed slide.* Click different ones to find one you like.
4. Below the list of transition names are several options for playing the transitions. Determine **Speed**, **Sound**, and **Advancement of Slides** for this slide. If you want all slides in the show to have the same transition, click **Apply to all Slides** button.

Techniques for Presenting the Show

While you are presenting the slide show, you can access options that will help you by **right-clicking** on the slides. A menu appears with many options – some will be discussed below.

Using the Pen for Emphasis

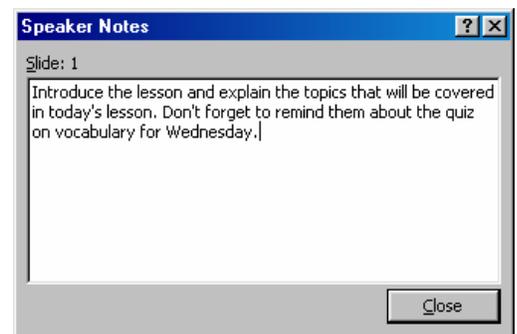
1. **Right-click** anywhere on the slide while you are viewing the presentation, point to **Pointer Options**, and click **Pen**. *The pointer changes to a pen.*
2. Click and drag to draw lines and shapes onscreen.
3. Press **ESC** key only **once** when you are finished using the pen. *Pressing the ESC key a second time will end the presentation.*

Choosing a Pen Color

1. **Right-click** anywhere on the slide while you are viewing the presentation, point to **Pointer Options**, point to **Pen Color**, and choose a **color**.
2. Click and drag to draw lines and shapes onscreen.
3. Press **ESC** key only **once** when you are finished using the pen. *Pressing the ESC key a second time will end the presentation.*

Speaker Notes

1. **Right-click** anywhere on the slide while you are viewing the presentation, click on **Speaker Notes**. *A window appears allowing you to type in any notes you wish to have appear on the **Speaker Notes Page** that can be printed out later.*
2. Click **Close** button when you are finished typing in the speaker's notes.

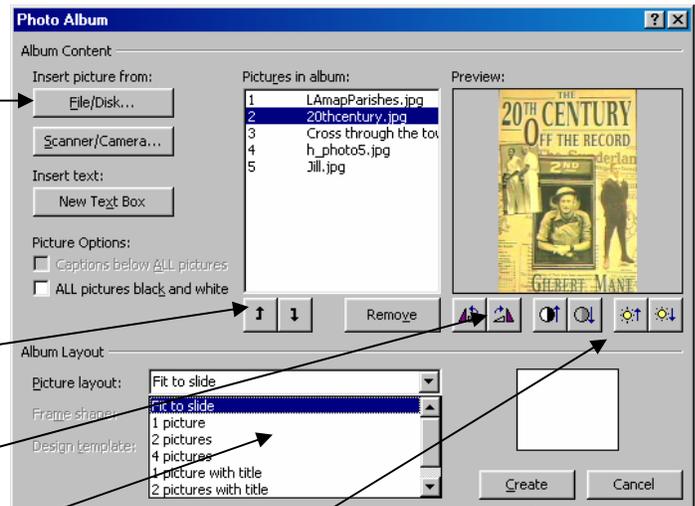


Navigating in the Slide Show

1. **Right-click** anywhere on the slide while you are viewing the presentation. Notice the different options related to moving from one slide to another such as **Next**, **Previous**, **Go**, and **End**. These allow you to move freely in your slide show from one slide to another and not necessarily in a consecutive order. *Run your slide show and experiment with these options.*

Creating a photo slide show in PowerPoint 2002

1. You can insert a batch of photos into a slide show all at the same time with each picture on a separate slide. *Great for use for **Parent night** or **Awards Night** at our schools.*
2. Open a new slide show. (**File** menu, click on **New**. In the **Presentation Task Pane**, choose **Blank Presentation** or pick a **Design Template**.)
3. At the **Title Slide**, choose **Insert** menu, point to **Picture**, and choose **New Photo Album**.
4. In the **Photo Album** window, under **Insert picture from:** click on **File/Disk...** button.
5. Locate the folder where you have all your pictures located and select the pictures you want to include. To select more than one, hold down the **CRTL** key as you click on different pictures. Click **Insert** button.
6. Use the **Up** or **Down** arrows to reorder the appearance of the pictures in the slide show.
7. Use the **Flip/Rotate** buttons to change the direction of each picture. Use the **Contrast** or **Brightness** buttons to control those features in each picture.
8. Select which **Picture layout** you wish from the list displayed.
9. Once all options are decided, click on **Create** button.
10. *Notice every picture is placed on a separate slide or according to the **Picture layout** you chose.* Now edit each slide by resizing each picture or adding text boxes as needed.



Creating a photo slide show in earlier versions of PowerPoint

You need third party software such as PowerPoint Batch Image Importer - freeware you can download from <http://www.consumerdvreviews.com/pptimport/>

Saving as a Webpage

When you publish your presentation to the Web or save it as a Web page, your presentation automatically includes the following:

- A navigation frame, which is the outline of the presentation.
- A slide frame.
- A control for showing or hiding the outline of the presentation.
- A control for showing or hiding the notes pane.

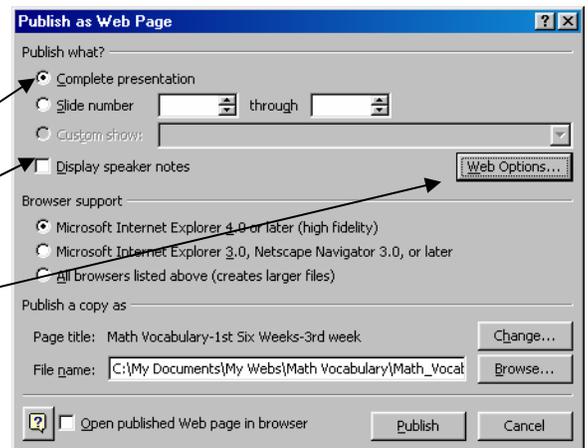
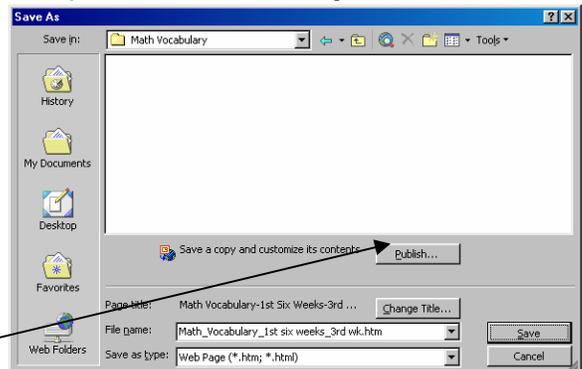
A full-screen viewing option, which hides the browser controls and is similar to slide show view in Microsoft PowerPoint. If you have custom shows in your presentation, they can be viewed only in full-screen mode.

Publish a presentation when you want to do any of the following:

- Make available on the Web a copy of a presentation that you can edit and update (you can keep your original work in the PowerPoint presentation [.ppt] format).
- Publish copies of the same presentation to different Web locations.
- Make a subset of your presentation available (for example, a custom show, a single slide, or a range of slides).
- Customize the presentation to view best in a particular browser or browser version, such as Microsoft Internet Explorer 5 or Netscape Navigator 3.0.
- Choose which elements, such as speaker notes, animations, and navigation buttons, will appear in the Web version of the presentation.

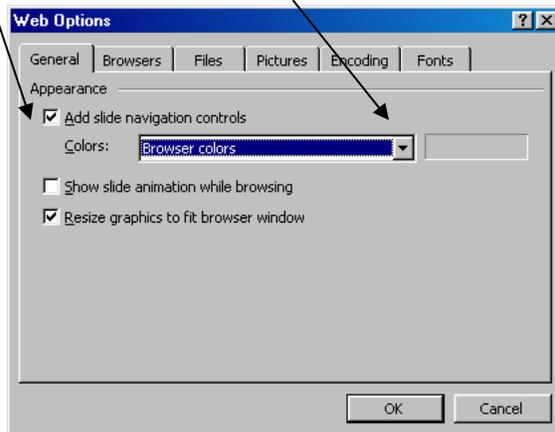
Save a presentation as a Web page

1. On the **File** menu, click **Save as Web Page**.
2. In the **Save In:** window, click the **My Documents** folder, then the **My Webs** folder.
3. Create a new folder with your Presentation's name.
4. In the **File Name** box, type a filename for your web page. *(Some servers where you may wish to publish your web page will **not** accept filenames with **spaces** or names with more than **8 letters** – so be careful in determining a filename or check with your network technician at your school/district for guidelines.)*
5. Verify that the **Save As Type** box shows the web page extension as **(.HTM OR .HTML)**
6. To change the title of your web page, click the **Change Title** button, and enter a new title in the **Set Page Title** dialog box.
7. Click the **Publish** button.
8. The **Publish as Web Page** window appears. In the **Publish what?** section, indicate whether you want to publish the **Complete presentation** or a selection of slides.
9. Check or uncheck the **Display speaker notes**.
10. Click the **Web Options** button to open the **Web Options** dialog box.



11. Leave the **Add Slide Navigation Controls** box checked to be able to navigate in the slide show once it is on the web.

12. Choose the **Colors** you want the slide show to appear in.



13. Select the **Pictures** tab to specify the format of the picture files and to specify the size of your target monitor. Leave it at either **800 x 600** or **640 x 480**.

14. In the **Browser** tab, choose Internet Explorer 6.0 or later. (*The lower the version you choose the larger the size of the file that needs to be published.*) Click **OK**.

15. If needed, click on **Change...** button to change the name of the page title or filename. Click **OK** if you made a change.

16. If you selected the **Open published web page in browser** option at the bottom of

the window, the slide show will be opened in a browser for you to preview it.

17. When you have specified all your options, click **Publish**. (*Notice the different ways to view the different panes in your presentation. Also, notice how you can navigate using the Outline pane or the navigation options at the bottom of the window.*)

Saving a presentation to a CD (autorun)

You can turn any PowerPoint compatible presentation into an **autorun** compact disc. This can be accomplished with freeware called **PPPCD** which is FREE software that will let you turn any PowerPoint compatible presentation into an autorun compact disc. PPPCD is EXTREMELY easy to use. Simply add your presentation files to a specified directory, rename the main file, and burn the system to a CD. The CD will play your presentation when the user loads it into a CD player.

Download the free software at http://www.bhwhost.com/tcb_software/pppcd.html

This software will also put the PowerPoint viewer on the CD, so computers without PowerPoint will be prompted to install the viewer to view your show!