

Posting a PowerPoint Presentation on BlackBoard

There are a couple of ways to post your PowerPoint presentation on your BlackBoard coursesite: **Save the presentation as a web page** and upload a zipped file, **or save as a PDF file**.

The special benefit of saving as a PDF is that your students will be able to print the file easily, probably without downloading any software, since most computers already have Adobe Reader installed. You can convert PowerPoint to PDF using Adobe Acrobat, on the Resource 2 computer in the Faculty Tech Center, or by installing Star Office 7, a free download from Sun Microsystems.

Saving PowerPoint as a Web Page

Note: If you post your PowerPoint file as a web page, you should also make an easily printable version available, by also posting a Word or PDF version.

- If you have an ampersand (&) or an apostrophe in your filename, rename the file without either of those characters.
- Create a new folder.
- Copy your PowerPoint file into the folder.
- If you using audio or video files, copy them into the same folder.

Saving as a Web page—This section is done in PowerPoint.

- Open the PowerPoint file in the new folder.
- If you have links to audio or video files in the presentation, edit the links so they go to the audio or video files you copied into the new folder.
- Click File; Save as Web page.
- If you are using TrueType fonts that might not be on the user's computer, such as Hebrew or Greek, click Tools/Embed TrueType fonts/Save. It will save as your filename.htm. Then click File/Save as Web page again and make sure the same filename is listed.
- Click Publish button.
- Choose "all browsers listed above."
- Click on the "web options" button.
- Click on the "files" tab.
- "Organize supporting files in a separate folder" should NOT be checked.
- Click on the General tab.
- Click to check the box "Add slide navigation controls."
- Check "Show slide animation while browsing."
- Check "Resize graphics to fit browser window."
- Click OK
- Click Publish.

If you look in the folder, you should now see a lot of HTML and image files. Delete (if you delete, make sure you have the file saved somewhere else) or move the file with a PowerPoint icon on it (little red square) out of the new folder.

The folder must be zipped in order to upload.

Zipping and Uploading the Folder

(most of this section is done at your coursesite)

- Right-click on the folder and choose “add to zip.”
- Give the zip file a name and click Add. (Notice the name of the file so you can find it again. It has a .zip extension.) If you zip the same file more than once without deleting the original .zip file, in the Add window, select “Freshen existing files” instead of “Add and replace files” unless you are really adding new files.
- To upload, go to your site’s Control Panel.
- Click on the area you want to upload to: Course Documents or Course Information.
- Add item.
- Enter following information for viewing the presentation:
 - Use slide controls at bottom to go to next or previous slide.
 - Outline of the presentation is at left; click on a slide to go to it directly.
 - To increase the size of the slides, remove some toolbars by clicking the View menu, then Toolbars, and removing the checks beside Standard Buttons, Address Bar and Links.
 - Full-screen option is in lower right corner. If you choose this, use left mouse button to move forward in the presentation; right mouse button brings up a menu with forward, back, and end show options. Press Esc button on keyboard to exit full-screen option.
- Browse to the .zip file to upload.
- Type a link to the file (this will be what students will click on to get to the presentation)
- Under “Special Action” choose “Unpackage this file.”
- Click the Submit button.
- Wait until you see “Please select the entry point of the package you just uploaded.”
- Click on the opening file, which is in the format filename.htm.
- Click Submit.