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## How to Package a PowerPoint Presentation for Blackboard

### You will:

1. Generate HTML Files for the PowerPoint Presentation
2. Zip (Compress) the (HTML Files)
3. Upload the Zipped (Compressed) Package into Blackboard

*Information provided in this document is based on the use of Microsoft PowerPoint 2000 (or higher) and Windows XP.*

### How to Generate HTML Files Using Microsoft PowerPoint 2000

1. Create or open your PowerPoint presentation in MS PowerPoint 2000. (If you create a new presentation, save a copy in its original format.)
2. From the “File” menu, select **Save as Web Page**.
3. Under the “Save in:” drop-down menu at the top, choose **Desktop** (or specify a location).
4. Click **Publish** (near the center of the window).
5. Under the “Publish What?” section, make sure **Complete Presentation** is selected.
6. Under the “Publish What?” section, determine if you want to display speaker notes (these may have been placed in your original PowerPoint presentation). If so, check the box next to **Display Speaker Notes**.
7. Under the “Publish What?” section, click the **Web Options** button to review other options. Click **OK** if any selections have been made.
8. Under the “Browser Support” section, select **All Browsers Listed Above**.
9. Click **Publish**.
10. Your HTML files should now appear on the desktop (or the location you selection in Step 3). On the desktop, you should see two (2) new items, which will have similar names: the original presentation saved as a web page (HTML file) (the web page should have an .htm extension) and a folder with the same name (should have \_files added to the name). **The web page (with the .htm extension) will be used later as the “point-of-entry” file in Blackboard.**
11. Create a new folder on the desktop – name the folder using **all** lower case letters, with **no** spaces or special characters. Place the **web page (.htm extension)** and the **folder (with \_files added to the name)** in the new folder.

### How to Zip (Compress) the HTML Files Using Windows XP

1. Locate the new folder that you created on the desktop – do not open the folder.
2. With your **right** mouse button, click on the folder. A menu should appear.
3. Click **Send To** and select **Compressed (zipped) Folder**.
4. You will receive a **Compressed (zipped) Folder** pop-up. Click **Yes**.
5. The compressed file will now appear on your desktop. The file will have the same name as the folder, but the icon (image) will be different.

## How to Upload the Zipped (Compressed) Files into Blackboard

1. Open the course in Blackboard where the zipped (compressed) PowerPoint presentation will be placed.
2. Determine the content area that will house the presentation. Click the appropriate button (or text link), or access the content area using the **Control Panel**.
  - ~ If you clicked the button (or text link), you must click **Edit View** button in the top right-hand to edit this section.
3. Add an **Item, Folder (and Item), or Learning Unit (and Item)**, or modify an existing **Item, Folder, or Learning Unit** (to add the presentation).
4. Add the content information (name, text, etc.) under the **Content Information** section (1).
5. Under the **Content** section (2), you will **Browse** to add the presentation. When you click **Browse**, locate the **zipped** presentation on your desktop and double-click on the item or click on the document once and then click **Open**. **You must use the zipped file and NOT the folder you created.**
6. You can now add a text link for the presentation in the **Name of Link to File** field. This is the link the user will click to open your presentation. *This step is optional.*
7. Under the **Special Action** section, select **Unpackage this File** from the drop-down menu.
8. Under the **Options** section (3), select any other options that you want to apply to your document.
9. Click **Submit**.
10. You will be taken to the **File Options** page. Under **Package Entry Point**, you must identify the page of the presentation that will be the starting point or “primary entry point”. This will be your original **.htm** file (from Step 10 under “How to Generate HTML Files”. The file will probably be the first item on the list). **Select the item.**
11. Determine whether you want your presentation to open in a new window. If so, place a check in the box after **Launch in a New Window**.
12. Click **Submit**.
13. You will receive a **Content Added** receipt. Click **OK**.
14. You will now have a link to your packaged PowerPoint presentation.