

PowerPoint 2007

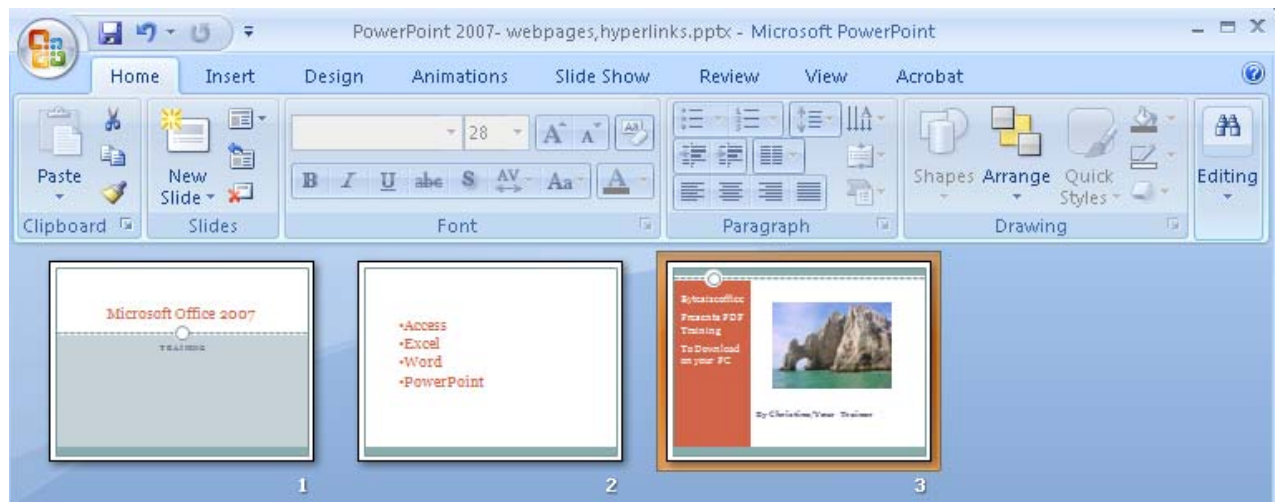
WebPages
Hyperlinks
Email

In this lesson you will learn how to:

- *Save your Presentation for the web*
- *Send your Presentation via email*
- *Add External and Internal Hyperlinks*
- *Add Action Buttons*

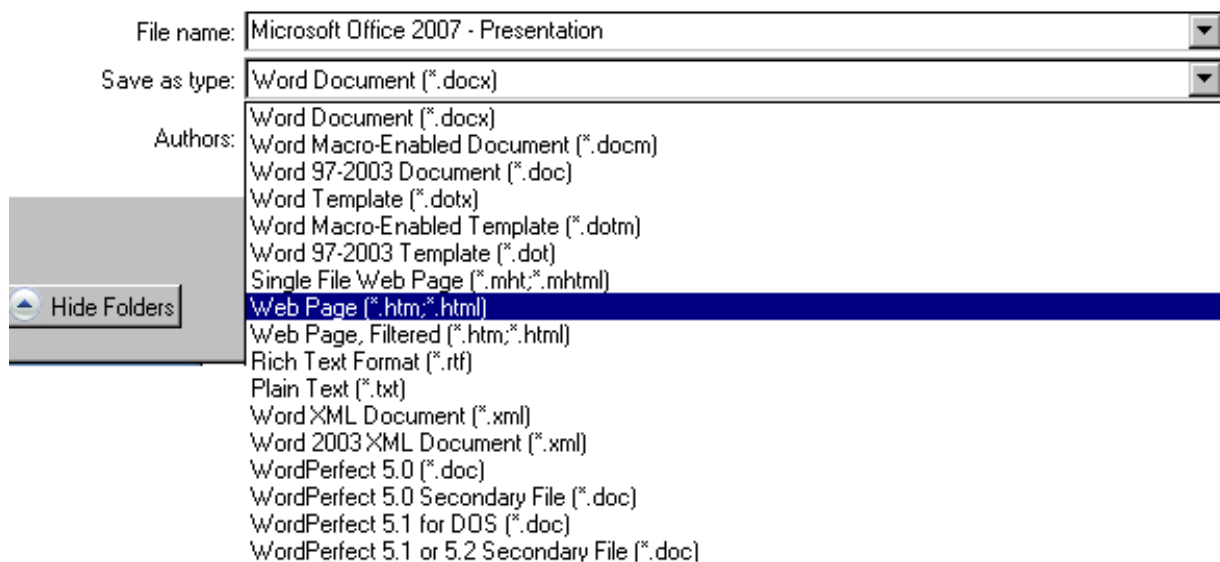
Save and Print your PDF so that you have it to hand and can work alongside it, practising the techniques as you go.

Power up PowerPoint 2007 and design a simple 3 page Presentation for you to work with. Or copy the Presentation below.

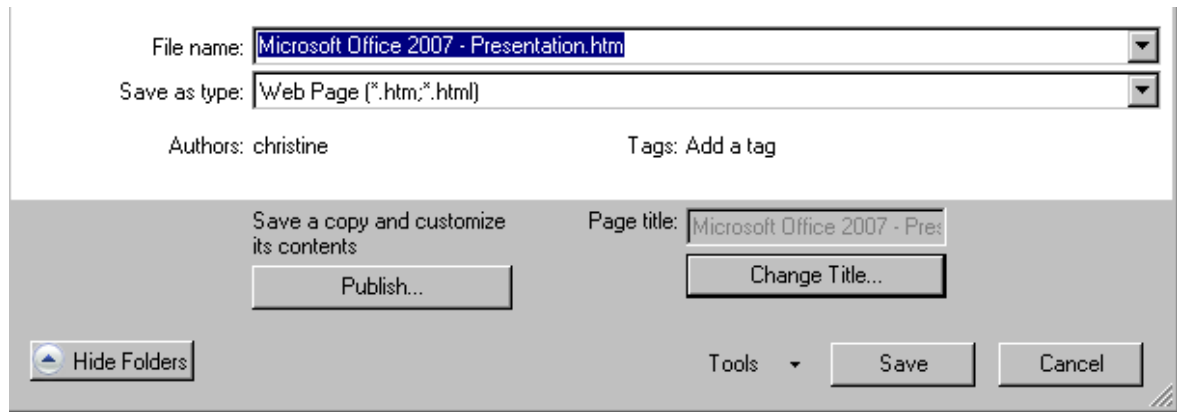


Web Pages

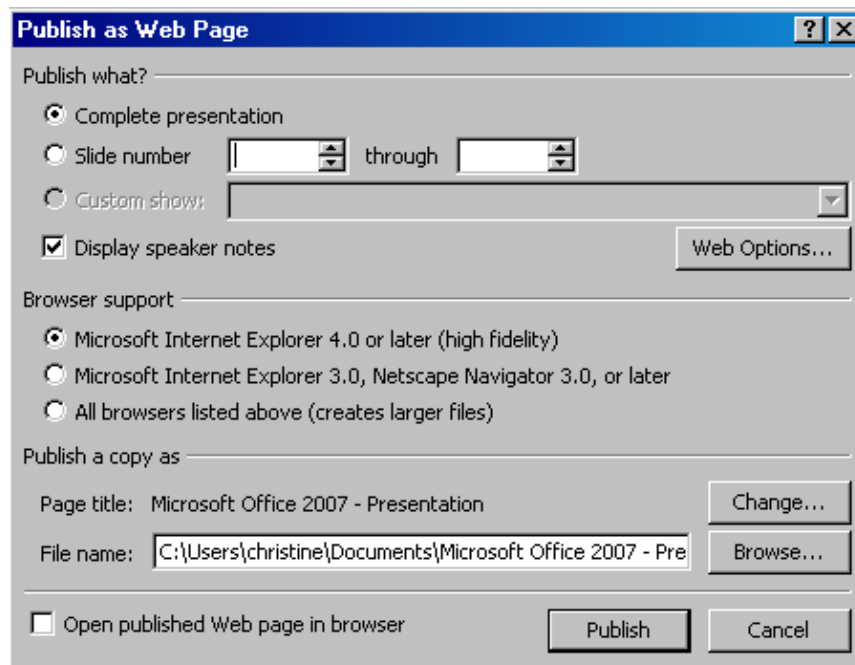
To save this Presentation for the Web, go to the Office button and click on Save as: in the Save as type box, scroll down to Save as Webpage.



Once you have clicked OK your screen will change



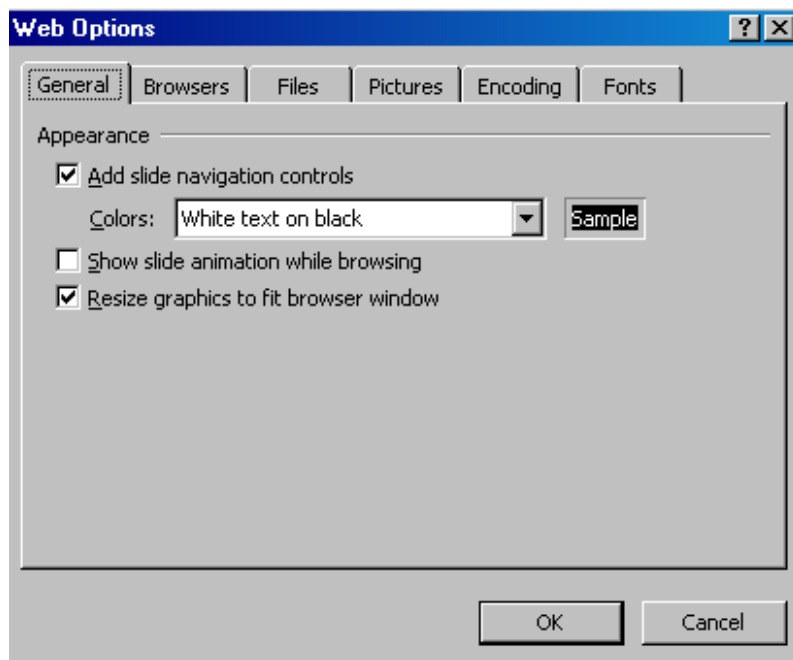
You have the option on this screen to change the title, or publish. If the Title is how you want it, click on Publish, PowerPoint 2007 will save a copy for you. Another dialogue box will open up.



Here you can chose the options for your screen show. Do you want the whole presentation or just a few pages? You would indicate this in the Publish What Boxes. Do you want to display the speaker notes that you may have prepared, if so, tick in that box.

Choose your browser all or just I.E. If you click on all browsers your web pages are more likely to be seen by most browsers, but this option does take up more disk space. There is the Title again of the Presentation that you can change. The filename of the document, you can tick the Open published page in browser box, which will do just that. So you can view your Presentation.

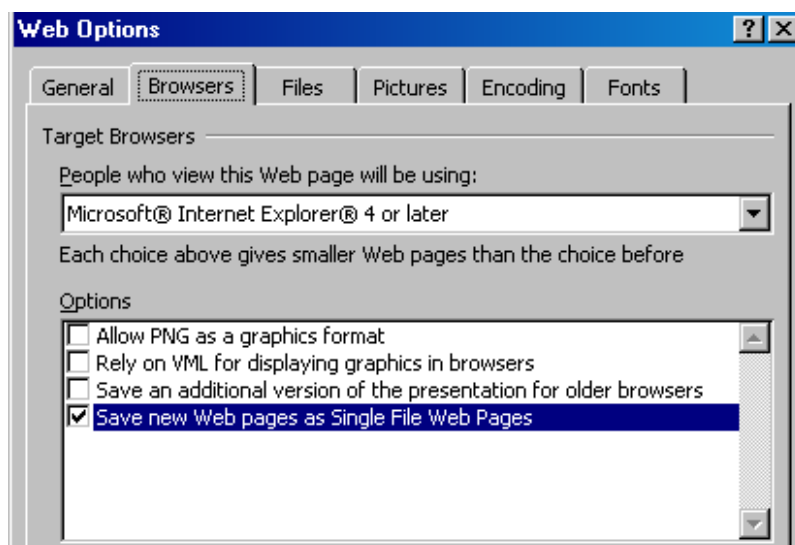
Click on the Web Options button.



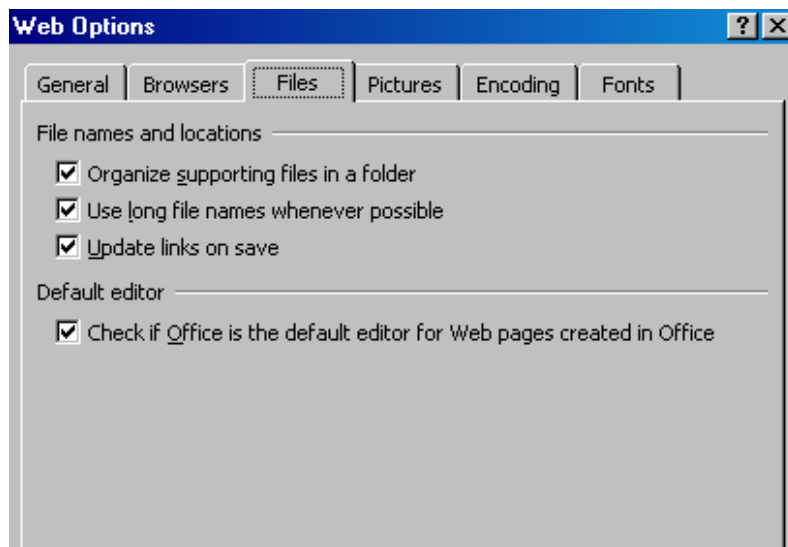
You can tick the box to add slide navigation controls, which means the reader can click to advance the next slide and will have a navigation pane and buttons.

Do you want to show animation when browsing, this is not really necessary as the reader will see the animation on the screen show. Tick the resize graphics to fit browser window, as you do not want your graphics to come of the web page.

The next tab is the Browsers tab, click on that. The target browser shows Internet Explorer or later which is what we want. In the options box, tick saves new Web as single Web pages. There is another option to save an additional version of the presentation for older browsers, which you can tick if you want to. The other two options are for graphics and unless you have known you use these formats you can leave them blank.

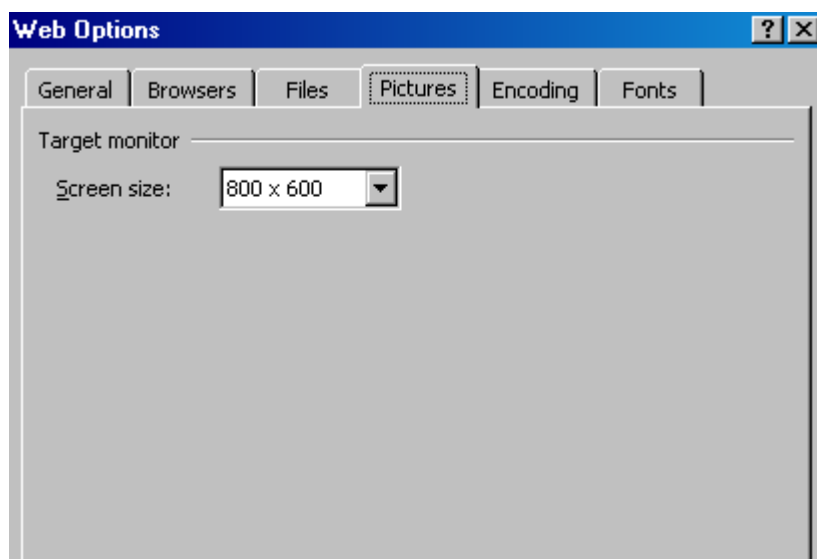


The next Tab is Files so click on that now.



You can tick the first box, if you have other files in your Presentation that you want to add. PowerPoint 2007 will organise those for you. Use long filenames, yes, and update links on save; if this is not ticked your links may not work. You do not need to tick the Default Editor Box.

The next Tab is pictures, so click on that now.



Yes this is what we want a good resolution for the web pages. Anything lower and the pictures will not show up very well. 800x600 is the normal resolution.

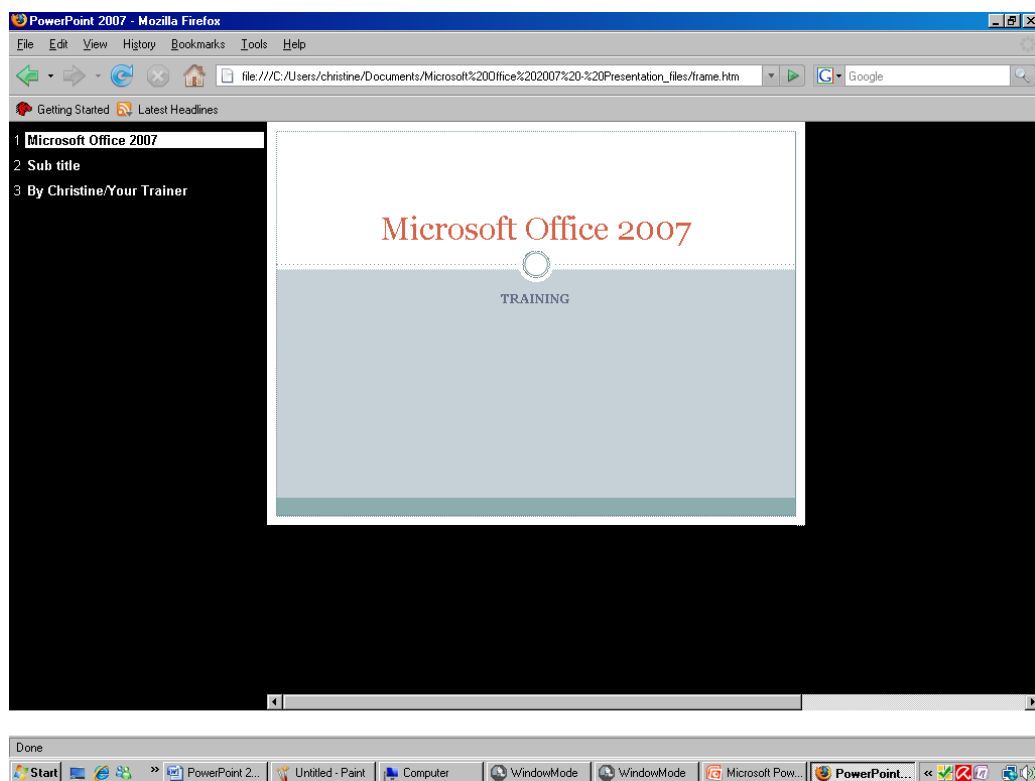
The next two Tabs are usually default based on your computers configuration so they are not important.

That's how to do a Web Page of your Presentation, click on publish, and you will see your Presentation in the browser, first, people will be given this notice.

This presentation contains content that your browser may not be able to show properly.

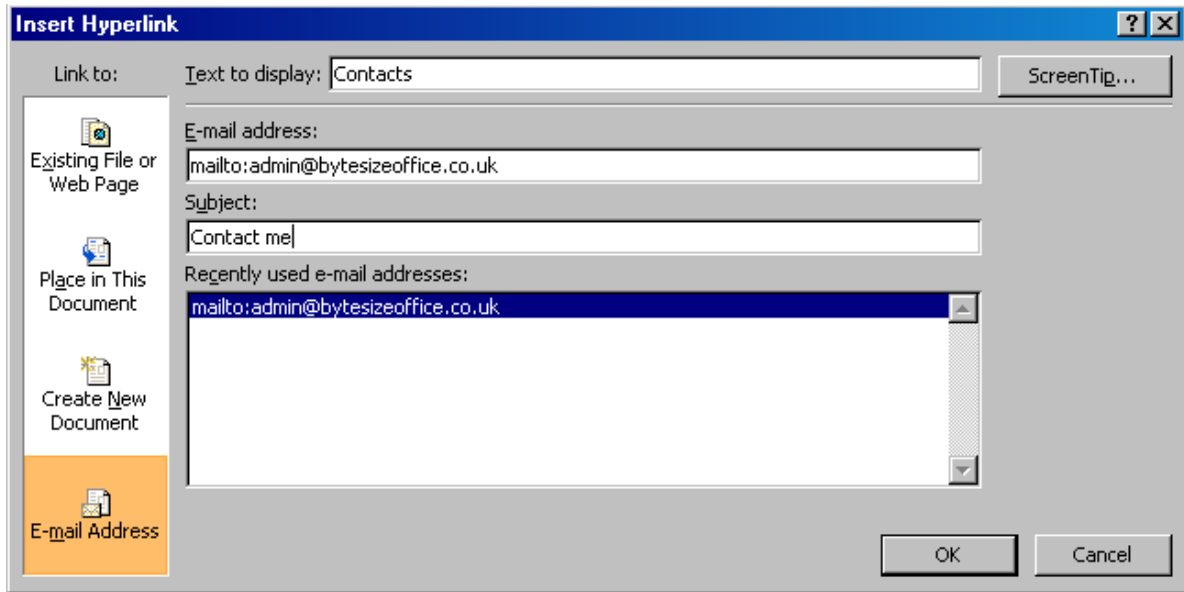
If you would like to proceed anyway, click [here](#).

'Allow Active X' content may need to be opened up if you they have the new Internet Explorer 7. Click on the [here](#) word, and you will see your Presentation as web readers will see it.



Hyperlinks

To add hyperlinks to your documents is really simple; you have Office set up to insert hyperlinks whenever you type out an email address or a web page. There is also another way to insert hyperlinks to your documents, so that within the Presentation itself you can go from one page to the next by clicking on the hyperlink. We will add an email hyperlink now. Using a text box type in the words 'Contacts' Select or highlight the word and click on Insert on the ribbon, we want to insert a hyperlink.



This dialogue box opens up when we insert a hyperlink. As we want to add an email address ensures the email address tab is clicked. Then type in your email address and any subject you may want to add. Once you have done that click on OK

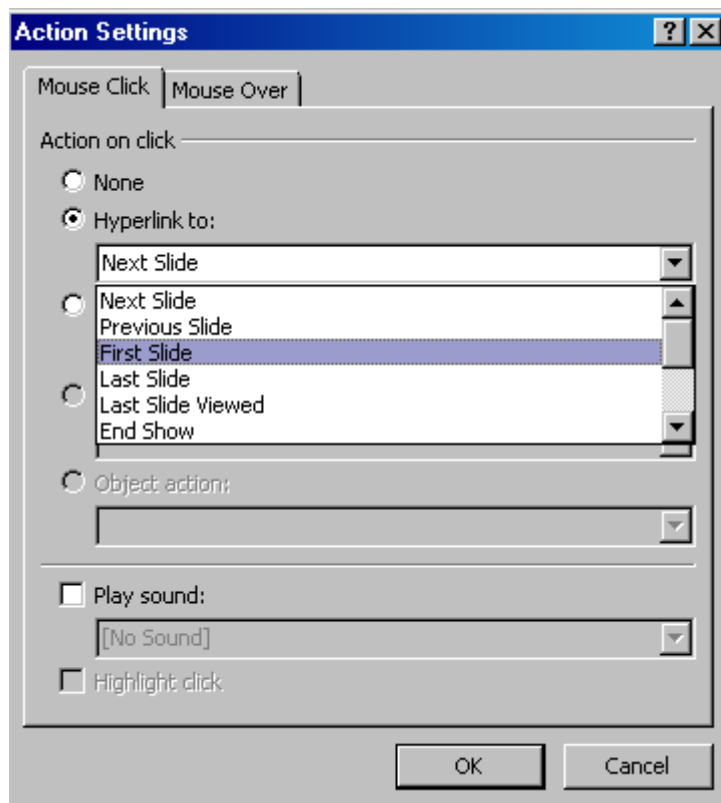
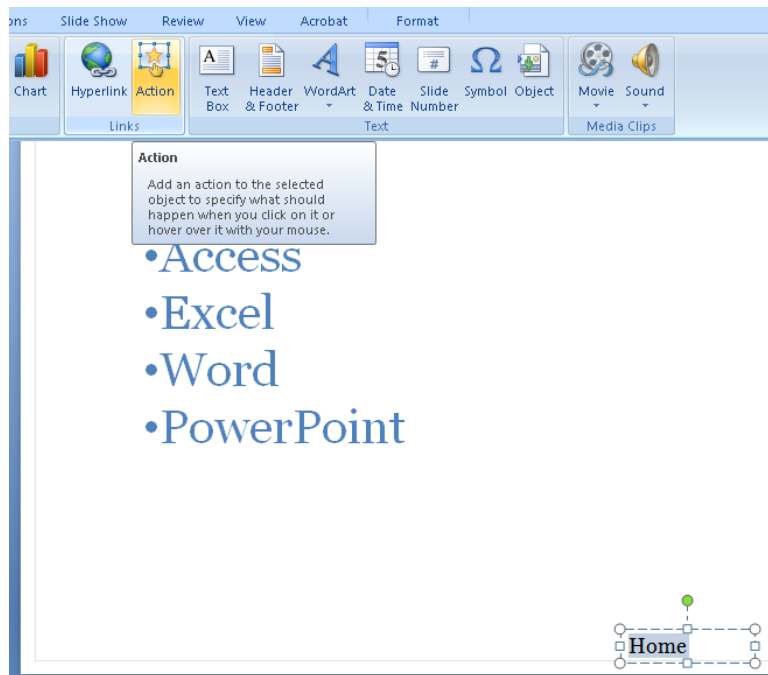


The word contacts have now been converted into an email hyperlink.

Action Buttons

Another kind of hyperlink is an Action button. Let's say we want all of our slides to link back to the first slide or home page. We can add an action button; we could also animate it or add a sound to it, when clicked.

In a text box on your second slide add the word Home, select or highlight the word and click on Insert on the ribbon and then action which is next to hyperlink.



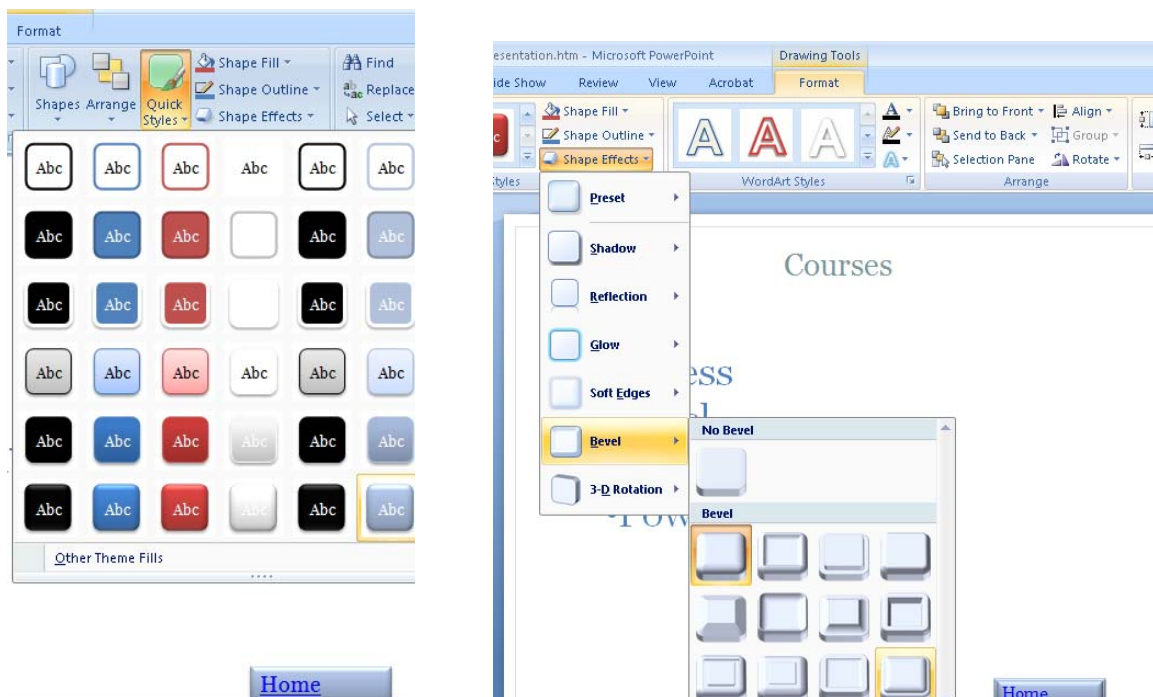
The action Settings box will appear, we want the action to hyperlink to the first slide, so tick the hyperlink to radio and choose first slide. If we want to add a sound we would click on the play sound box, and locate the sound in our files. We could also choose to add the hyperlink on a mouse over instead of a click, by pressing the mouse over tab and following the same procedure. I want the action to be on a click so click on OK.

Insert the hyperlink to the third slide too. Unless you are working with master slides, you will not need to add hyperlinks to each slide, they will be added automatically. But I have not worked with master slides in this presentation so I will add my links to each slide.

Once you have done that. Go back to the word Home on your slide, it is now a hyperlink.

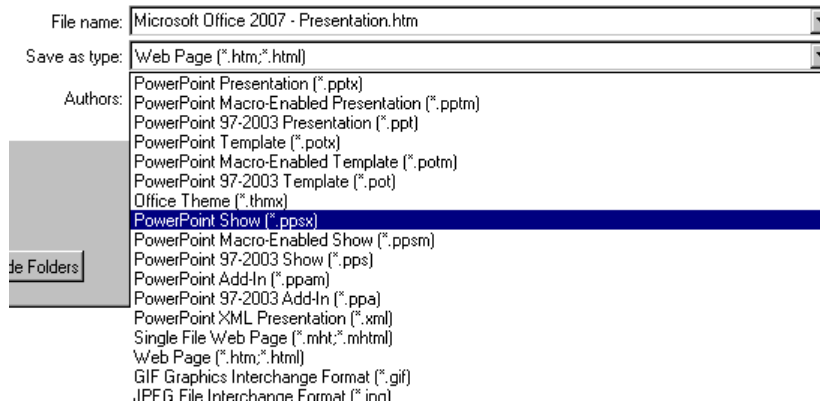
To make the word Home, into a nice button.

Go to Quick Styles on the ribbon. Choose a button that you like the look of. This is OK but we can make it better, click on Shape Effects, and choose Bevel from the fly out. From there, choose a button style that you like and click on it. Do the same on the third slide. Now, when you click on the button in a Slide show or on the web, you will be taken back to the first slide. You can try it out when we have finished with the Presentation.

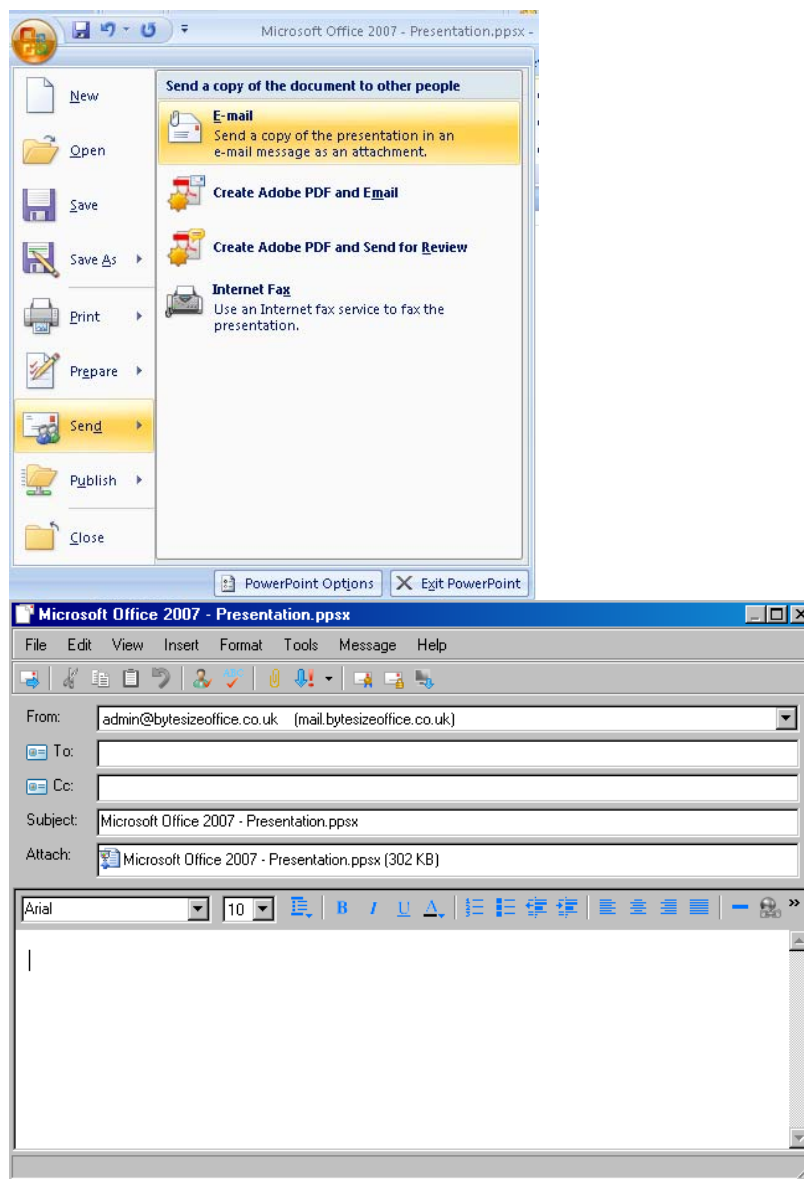


Sending your presentation as an email

Not everyone will have PowerPoint 2007 or any version of PowerPoint. So you can save your Presentations as a 'PowerPoint Show' file. This will enable people to view the Presentation in the PowerPoint Viewer. Once you save your email using this format, when the other party clicks on the icon in the email. They will be taken to Microsoft where people can download the viewer for free. So save your file as a PowerPoint Show or .ppsx file. Click on save as. See next page.



To then send it as an email go to the 'Office' button and click on send, and then click on email.



You can see in this email box, that the presentation show has been added for you and you have only to add a note which it is to and any cc.

That is the end of this lesson well done! You can now work with links.