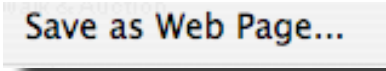
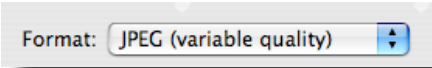
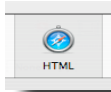
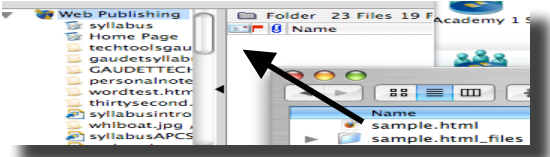
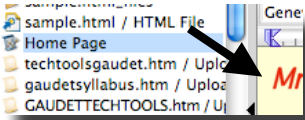


Thirty Second Guide to Saving PowerPoint or Keynote as WebPages

If you want to:	Do This:
<p>Save PowerPoint as a Web Page</p>	<ul style="list-style-type: none"> • Under File drag to SAVE AS WEB PAGE  <ul style="list-style-type: none"> • Make sure the name is less than 15 characters long and ends in <i>.htm</i> • Save to a folder on your computer
<p>Save Keynote as a Web Page</p>	<ul style="list-style-type: none"> • Under FILE drag to EXPORT. • Choose HTML • Choose JPEG ...   <ul style="list-style-type: none"> • Click NEXT and type a name less than 15 characters ending in <i>.html</i> • Choose a folder on your computer and click EXPORT.
<p>Place PowerPoint or Keynote Web Page Into FirstClass</p>	<ul style="list-style-type: none"> • Open FirstClass and double click on WEB PUBLISHING icon. • Make sure WEB PUBLISHING is highlighted • Drag the webpage ending in <i>.htm</i> or <i>.html</i> AND the associated folder into the big window of the Web Publishing folder. 
<p>Link Presentation Web Page to Your Home Page</p>	<ul style="list-style-type: none"> • Highlight HOME PAGE • Drag the <i>.htm</i> or <i>.html</i> file ONLY to your Home Page. 

<p>Save PowerPoint as .pdf (So pages can be printed from the web.)</p>	<ul style="list-style-type: none"> -Under FILE drag to PRINT -See PDF on the bottom of the print window. -Click on the PDF drop down menu and choose SAVE AS PDF -Save the file making sure that .pdf is at the end of the name. -Drag this file into your Web Publishing folder as before <ul style="list-style-type: none"> • Drag the files onto your Home Page to make a link.
<p>Save Keynote as .pdf (So pages can be printed from the web.)</p>	<ul style="list-style-type: none"> • Under File Drag to EXPORT • Choose PDF • Save the file making sure that .pdf is at the end of the name. • Drag this file into your Web Publishing folder as before