

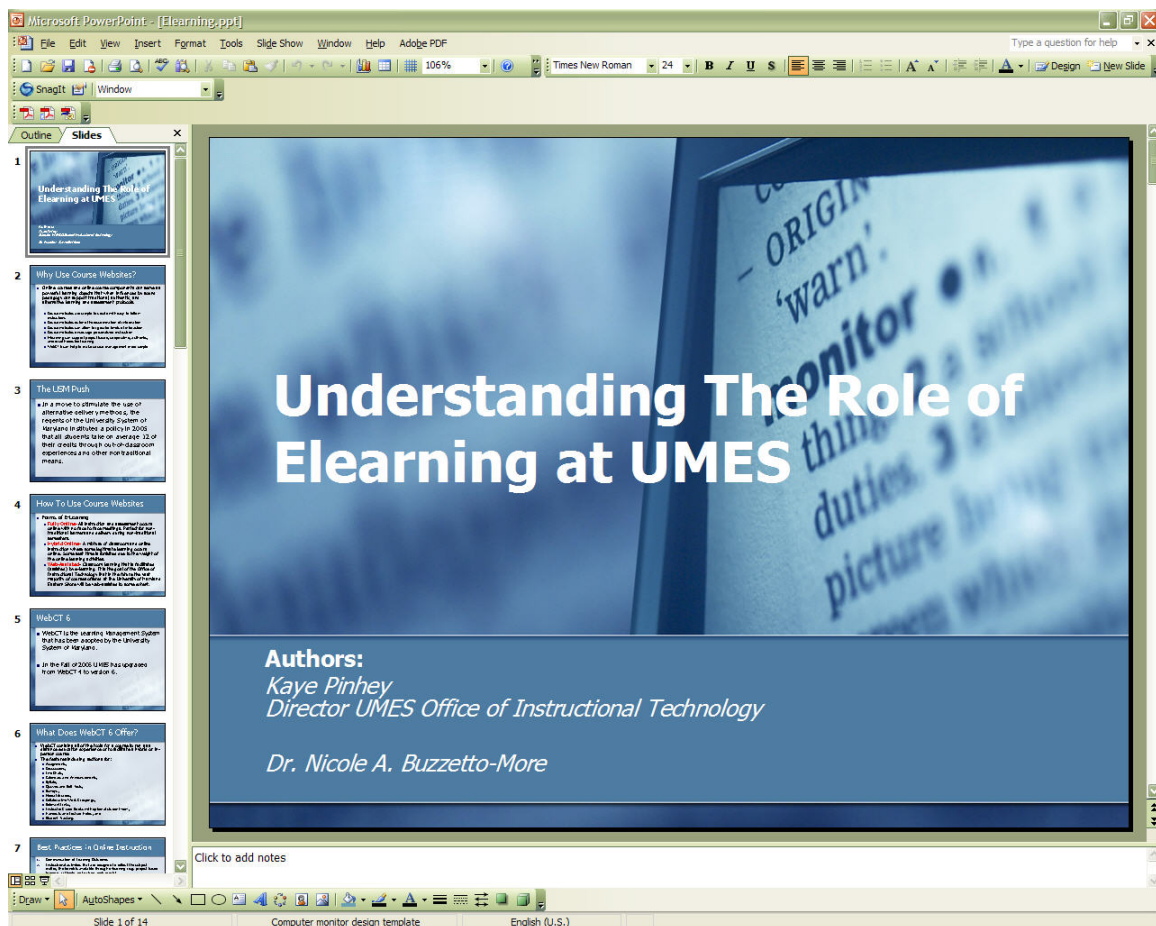
How to save a PowerPoint to a one page WebCT ready file

By K.D. Pinhey

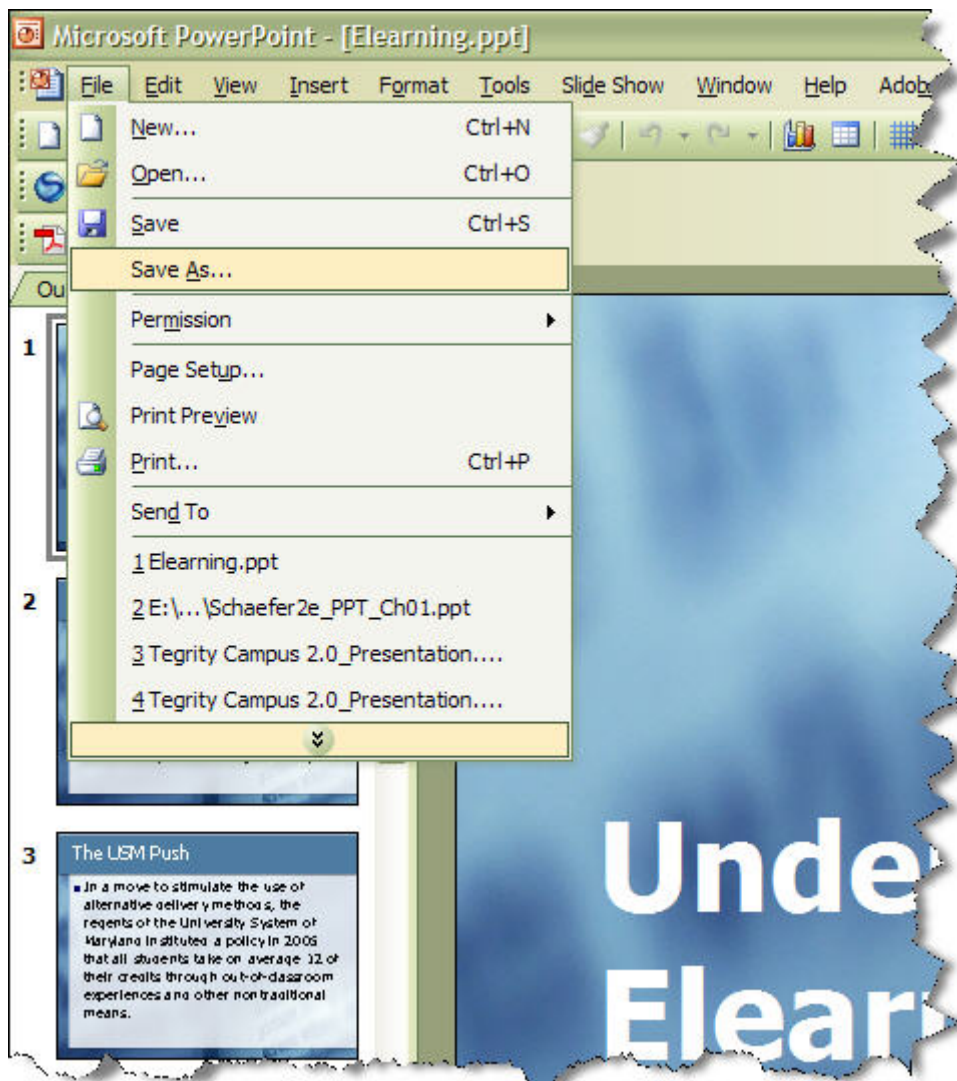
Director of Instructional Technology, UMES

©2006

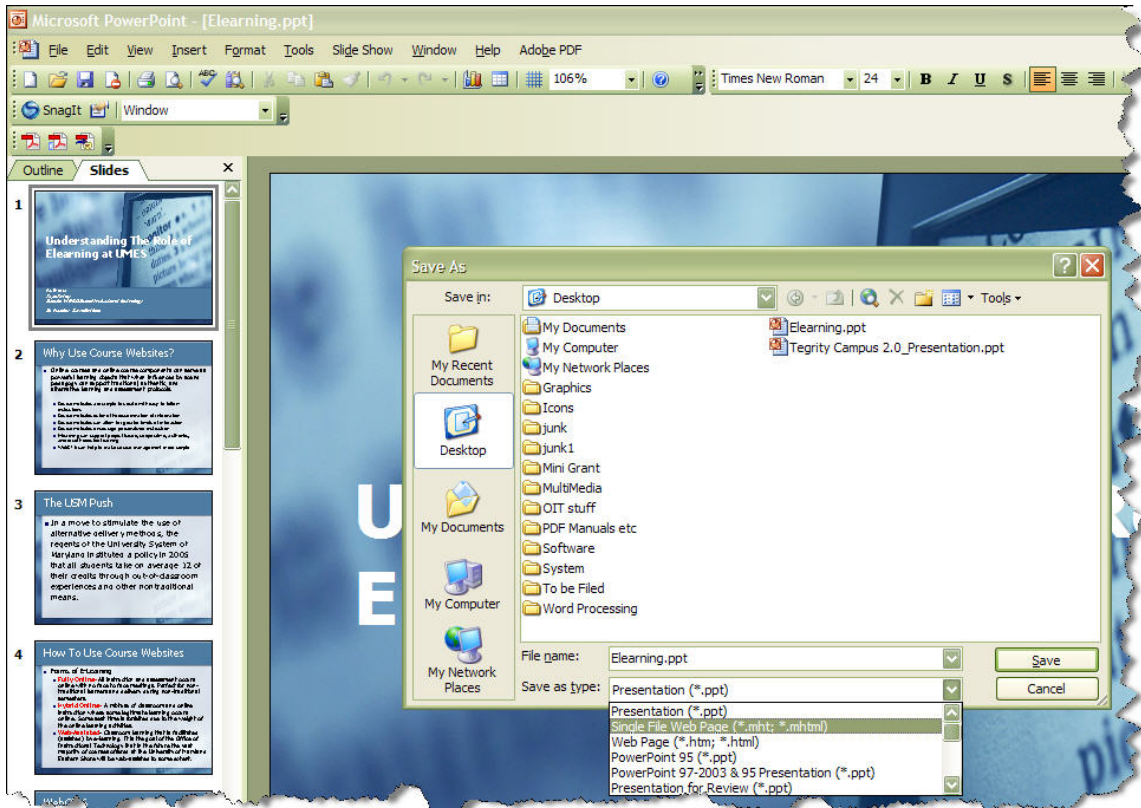
Step 1: Open your completed PowerPoint presentation.



Step 2: Mouse to the “File” command and click on Save As....



Step 3: In the dropdown menu in “Save as type” choose Web Page (*.mht,* .mhtml)



Step 4: Add the PowerPoint to your recent course in WebCT using the .mht file you just created.