Powerpoint Conversion into Image Slides

Directions for PC
(Note: Mac methods are slightly different in terms of programs used but the steps are the same.)

Use PowerPoint (PPT) slides saved as .gif or .jpg images and use a simple html page (template) to call to the images. The display is one long html document with horizontal lines placed between each slide.

Basic Overview:
Using the PowerPoint application, save the slides as .jpg's or .gif's (see "Rule of thumb..." below for guidelines). Create a folder on your computer named after the course the PPT is being used in and direct the "PPT conversion to .jpg or .gif" save into this folder.

- **Note:** When saving the PPT as .jpg or .gif files, PPT automatically creates a folder based on the file name of the PPT presentation and saves the image files (.jpg or .gif files) into it.

When using this method you'll upload both the slides and html template into a course inside of a single folder. It's important to nest the slides and the html template in the folder to maintain the link integrity because the templates are set up to support a direct path to the images. If you wish to set up a different schema, the html code would have to be adjusted.

Important: The .jpg or .gif print/screen viewing size (width and height) is determined by the size you select while in "Page Setup" in the actual PPT document. All image files are saved at 72 or 96 dpi. In Powerpoint, the "Page Setup" is in inches-- so, to choose the size you want, you select File/Page Setup/"Custom" (from the dropbox available) and specify the size that you need by typing information in as inches in the width and height boxes. Leave "Number slides from: "1" (the default) and leave "Orientation" at "landscape".

Additionally: Number of pixels, in conjunction with dpi, has effect on printing characteristics. For instance, if you specify image size to be 6.667 inches x 5 inches (480 x 360 pixels) then you can usually assure prints of 2 slides per page. Testing is in order.

Rule of thumb for selecting file type of image capture:

- .gif compression is typically used more for text and drawing/cartoon/table/form type images
- .jpg compression is typically used more for photographs
    - You may find it beneficial to experiment. It may be that you'll need a "mix and match" scenario sometimes or that slides with photographs will look fine under a .gif format...

Common conversions - Inches into Pixels:

- Inches: width 10.0 / height 7.5 **converts to** Pixels: width 720 / height 540 (10" X 7.5" is the usual PPT default)
- Inches: width 8.889 / height 6.667 **converts to** Pixels: width 640 / height 480 (common PC screen display sizing)
- Inches: width 8.0 / height 6.0 **converts to** Pixels: width 576 / height 432
- Inches: width 6.667 / height 5.0 **converts to** Pixels: width 480 / height 360 (print 2 slides to a page)

Step by Step:

Step 1: Create a new folder on your computer. Name it after the course that the converted PPT(s) will be used in. This folder will hold all of your PPT conversions for the course.

Step 2: Open the PPT presentation and go to File/Page Setup. Select "Custom" from the drop-down menu. Size your picture accordingly (conversions noted above)-- PPT default is usually 10" x 7.5" (720 X 540 in pixels) - you'll most likely wish to change this for display and printing.

Step 3: Save the slides as jpg's (or gifs) [File/Save As/JPEG File Interchange Format (*.jpg) or GIF Graphics Interchange Format (*.gif)].

* **TIP:** Direct the save (under "Save In" dialogue box) so that it is going into the course folder you created earlier in Step 1.
* * **Note:** When saving the PPT file as a jpeg or gif, PPT automatically creates a folder based on the file name of the PPT presentation and saves the image files (.jpg or .gif files) into it. Thus, if you created a folder for the course with the purpose of holding all of your PPT conversions (Step 1), and you save the PPT .jpg or .gif slides into it, you now have a file structure that has the "top level" as the course folder created in Step 1 and then a sub-folder that is named after the PPT that you are converting. This helps organizatially.

* **TIP:** The default name for the slides (for example: in a 10 slide .jpg presentation) that are saved is: "Slide1.jpg; Slide10.jpg; Slide2.jpg; Slide3.jpg; Slide4.jpg..." and so forth...

* **TIP:** When the file names of the images are listed, they list alphabetically (that is the default). So, if you have 11 slides it will list in this order: Slide1; Slide10; Slide11; Slide2; Slide3 and so forth-- this is a consideration - don't let it confuse you. You can rename using a batch renaming program of some sort if you wish but it's not really necessary.

Step 4: Open the "template_jpg.txt" (for .jpg image files) or "template_gif.txt" (for .gif image files). Modify to fit the number of PPT slides that you have in the presentation or the size (width and height) of images you'll be using. (* See modification directions below)

Step 5: Select "Save As" and save "template_jpg.txt" or "template_gif.txt" as "template_jpg.html" or "template_gif.html" (simply change the extension on the file by replacing .txt with .html -or- rename the whole file to reflect the title of the presentation you are working with, replete with appropriate .html extension) into the folder that the images (.jpg or .gif image files) reside in.

Step 6: Check your work by opening the folder and then selecting the .html file that you just created. The file should open with all of your images (former PPT slides, now .jpg or .gif image files) displaying on one scrollable page. Note: Sometimes it is best to open a browser and then open the file from within the browser.

Step 7: Troubleshoot as necessary. (HTML code or image files)

Step 8: Zip the folder containing both the html document and the images from your presentation.

Step 9: Upload the Zip file you just created into a course.

Step 10: Unzip the folder into a sub-folder in the course file management area.

* **TIP:** Creating a file structure of your choosing within the course file management area (hierarchically arranged sub-folders) is recommended-- it helps you keep track.

- **Note:** If you don't, if you just keep unzipping these folders into the course file management area, the html documents will get messed up because they won't know which "Slide1, Slide2, etc." images to associate with-- the html document will associate randomly-- you'll get images but they will most likely be the wrong ones.

Step 11: Release/reveal the html file inside the course. Test. Troubleshoot as necessary.

Modifying the HTML template--

About the templates:

Both templates are 50 slides long and specify image width as 480 pixels (6.667 inches) by height of 360 pixels (5 inches).

You'll have to make adjustments if you want to have larger or smaller slide images displayed.

HTML templates are set up for either .gif (template_gif.txt) or .jpg (template_jpg.txt) images.

To modify the number of slides:

Open the template you wish to adjust.

Trim for less slides:

Step 1: Select "Save As" from the file menu and rename the document. Replace "template" with a short name for the PPT you have converted (or just leave "template"). Don't rename the .txt extension yet. Direct the save into the folder that contains the image files associated with the template you are using.

Step 2: Scroll down the .txt document until you come to the number of slides that the converted PPT contains. Select the unnecessary code (code that is calling to slides you don't need) and delete it. Be sure to leave the closing html tags in the document (</body></html>) so that the html document functions properly.

Example:
You have a converted .gif PPT that is 19 slides long. So you need to get rid of the <img SRC="Slide..."> tags that call slides 20-50.

1: Scroll down until you see
<img SRC="Slide19.gif" height=360 width=480> line.
2: Left click and hold just before the
 that is directly beneath the above statement.
3: Drag down until you have selected all of the code from the
 (above) to the end-tag </body>. (DO NOT DELETE the </body> tag!)
4: Delete.
5: Save As .txt, then Save As .html.
6: Test the .html file.

Now your document contains code that will only call to slides 1 thru 19.

Add more slides:

Step 1: Select "Save As" from the file menu and rename the document. Replace "template" with a short name for the PPT you have converted. Don't rename the .txt extension yet. Direct the save into the folder that contains the image files associated with the template you are using.

Step 2: Scroll down the document until you come to the statement
<img SRC="Slide50.gif" height=360 width=480> which is just above the document end-tags </body></html>

Step 3: Select the correct snippet of code and copy/paste it into the document multiple times (or enough code to cover the amount of images you need to add). Rename the image source code (<img SRC="Slide...">) to reflect the names of the added slides (image files). Be sure to leave the closing html tags in the document (</body></html>) so that the html document functions properly.

Example:
You have a converted .gif PPT that is 55 slides long - you need to add 5 <img SRC="Slide..."> tags that will call to slides 51-55.

1: Scroll down until you see
<img SRC="Slide50.gif" height=360 width=480> line.
2: Select the following code:

<hr WIDTH="100%">

<img SRC="Slide50.gif" height=360 width=480>
3: Copy.
4. Hard return until your cursor is just below the
<img SRC="Slide50.gif" height=360 width=480> line.
5. Paste.
6. Rename the portion of the code "...Slide50.gif..." as "...Slide51.gif...".
7. Repeat as necessary.
8: Save As .txt, then Save As .html.
9: Test the .html file.

Now your document contains code that will call to additional slides.

To modify the width and height of the slides (image files).

Open the template you wish to adjust.

Step 1: In the code where it says height=360 replace the 360 with the appropriate pixel dimension. Do the same for the width=480 sections. You can use a "Find and Replace" program to do this (like MS Word or even Notepad).

Step 2: Save As .txt, then Save As .html.

Step 3: Test the .html file.

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