

## Creating a single web graphic with Powerpoint

Besides use in presentations, Powerpoint can be used to create graphics for many other applications, such as desktop publishing, and the web. In this case we'll be preparing a graphic for use on World Wide Web page.

All graphics on the web must be in bit mapped format, so after creating the graphic we'll have to export it as a GIF or JPEG file.

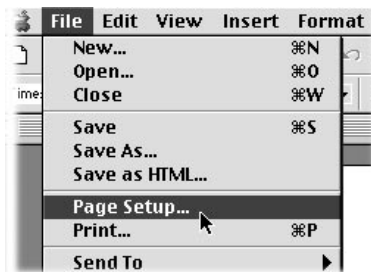
Many types of graphics such as graphs, maps and banners are much easier to create and edit with object oriented software such as Powerpoint than with image editors

Since we're creating this graphic for the web, create a new Powerpoint document from the Blank Presentation and create a blank slide

When Powerpoint saves graphics in bitmapped formats, it saves the whole slide, at the screen resolution of 75 dots per inch, *including any white space*. If we wish to use the graphic on a web page without excessive space around it, we'll have to change the size of the slide to the the exact size we want the graphic to be on the web page. For this exercise we'll create a 1 inch wide by 6 inch high graphic.

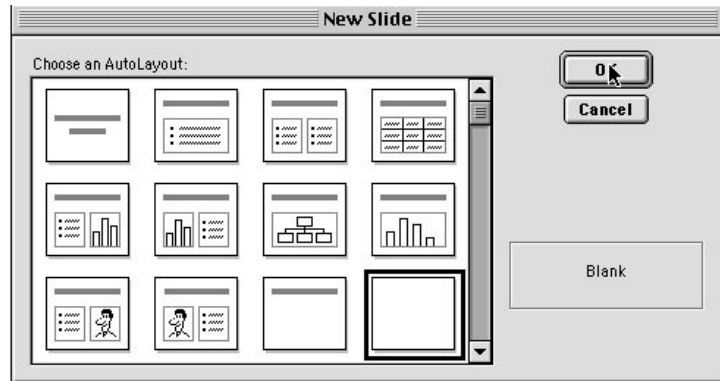
Choose Page Setup

from the File menu. From the menu at the up left, choose Custom, and type 6 in the width box and 1 in the height box.

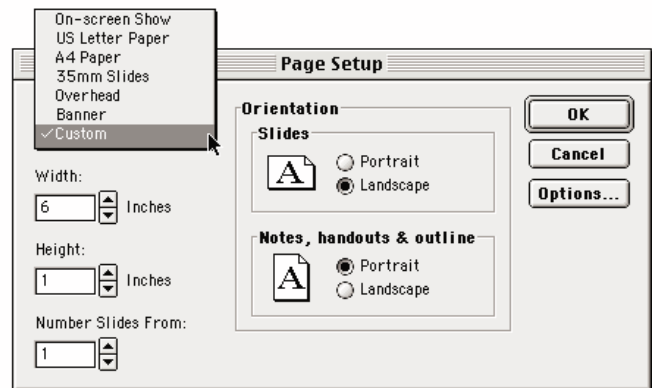


*The smallest dimension you can make with Powerpoint is one inch. If you need a smaller graphic than that, you'll have to crop the extra white space out of the resulting bit mapped image with an image editor such as PhotoShop.*

*When sizing graphics for the web, remember that most people will be viewing it on a 15" monitor displaying 640 x 480 pixels. After taking into account toolbars, menus and scroll bars, only about 600 x 375 pixels are left without scrolling around. At the typical 75 dpi Powerpoint assumes for most monitors, that's 8 x 5 inches.*



*It's best to determine this size before hand. If you change the page set up in Powerpoint after creating graphics, Powerpoint resizes the graphic to fit the new size, if the aspect ratio changes, it will distort the graphic to fit the new aspect ratio. While it is possible to resize the graphic, it's easiest if you choose the size you need in the first place.*

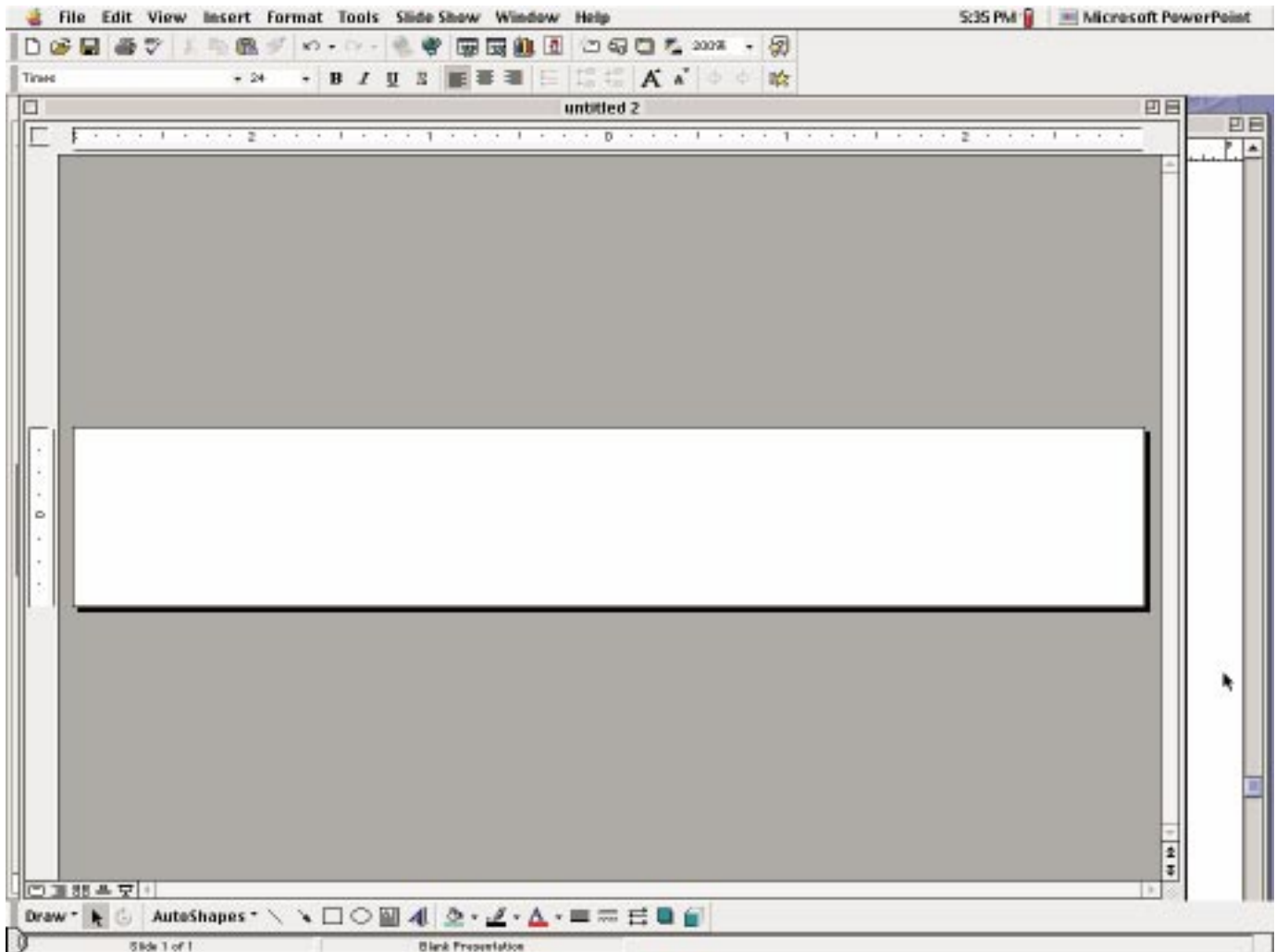


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When you click OK, the page set up will change. If you have the rulers displayed you will see that they reflect the new size. If you've been used to working on full screen sized Powerpoint slides, which you normally view in a reduced size in this view, this much smaller slide may display in an enlarged size in the fit to window view. In this case it's almost twice its actual size.

If you view it in the presentation mode, it will fit to the screen, also probably enlarged.

To see how your graphic will look in a web browser, change to the 100% view.



Now use the drawing tools to create your graphic.

Remember to fill the slide. When the image is exported, any extra space around it will be included. If the background of your web page is anything but white, if you know the RGB values, you can enter them and it may match, but it's kind of a crap shoot since different systems display colors differently.

If you leave the background white, you can use a GIF utility like Transparency, or an image editor like Photoshop to make the white background transparent so the background of the web page shows through.

If, when creating your graphic, you decide you need more or less room, you can change the page size. PowerPoint will automatically resize your graphic to fit the new page size, possibly distorting it if you change the aspect ratio. Sometimes the relationship of objects will change.

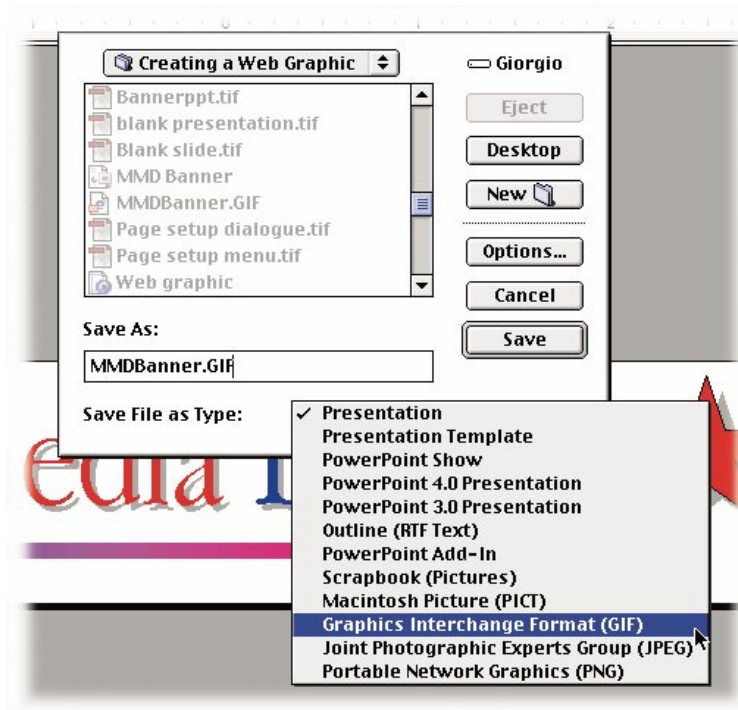
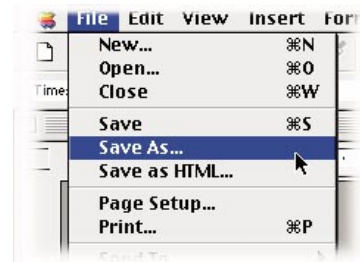
To resize the page size without changing the graphic, choose select all from the edit menu, cut everything to the clipboard, change the page size, and then paste it back in. Your graphic will appear on the new page size exactly as it was before resizing the page.

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Don't forget to save the Powerpoint file in case you want to go back and change it, but in order to use it on the Web, the image will need to be exported either as a JPEG or a GIF file, depending on the nature of the image.

From the file menu, choose save as, select the appropriate file type from the pull down menu, and name the file.



### Macintosh

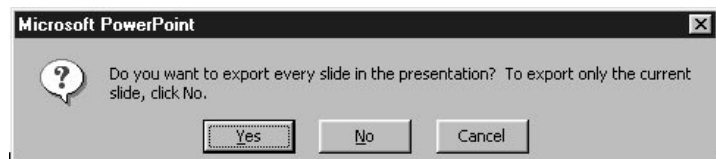
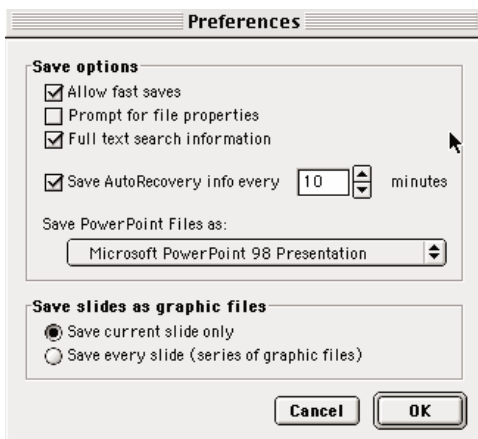
Click on the Options button. At the bottom, select "Save current slide only", and click OK.

Give the file a name and be sure to add the .gif or .jpg extension. The extension is essential for the file to be read correctly by the web browser.

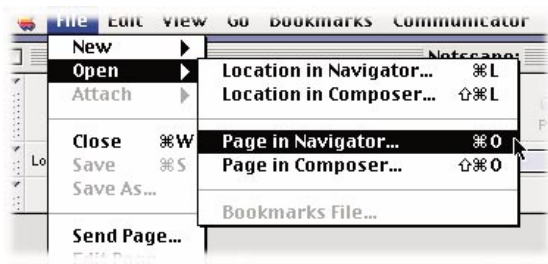
If "Save every slide (series of graphic files)" is checked in the options dialogue box, you will be prompted for the name of a folder and each slide will be saved in it as sld1 sld2., etc. You will have to rename them and add the extension later.

### Windows

In Windows, there is no options button, instead, after you click save, the dialogue box below appears. If you choose No, Powerpoint saves only the current slide as a file with the name you gave it. In Windows, the extension is automatically added when the file is saved. If you choose Yes, PowerPoint will automatically create a folder with the same name as the PowerPoint file, and each slide will be saved in it as sld1 sld2., etc., with the extensions automatically added.



## Creating a single web graphic with Powerpoint



To view your file as it will appear on the web, in Netscape, choose "Open - Page in Navigator"

You will get a standard file dialogue box. Find your file and click "Open"

In Windows, there is only an open command which brings up a dialogue to enter a URL and a "Choose a file" button which brings up a file dialogue box. At the bottom, select "All files" in the "Files of type" window or you won't be able to select anything but HTML files



Your image will be displayed against the default medium grey background, making the borders of your file obvious. If the background of your web page is white or you have used some other utility to make a transparent GIF, the borders won't be so obvious.