

How to Save A Powerpoint File As a PPS File

When people first try uploading Powerpoint files to the Internet, they often discover that their files don't work. That's because Powerpoint projects are usually saved with a .ppt extension, and these cannot be viewed with a web browser. Also, these files require that many other files, such as images, be in a certain place on the computer viewing the finished project. Obviously, random people viewing your movie over the Internet will not have these images on their hard drives.

But Powerpoint allows you to save your finished projects as a single file, and in a format that is viewable in most web browsers (.pps). (This is really easy!)

1. Open your file with Microsoft Powerpoint.
2. Click "File" | "Save As"
3. In the File Name drop-down box, choose "Powerpoint Show (*.pps)"
4. Name your file, and choose where to save it, then click "Save."

