

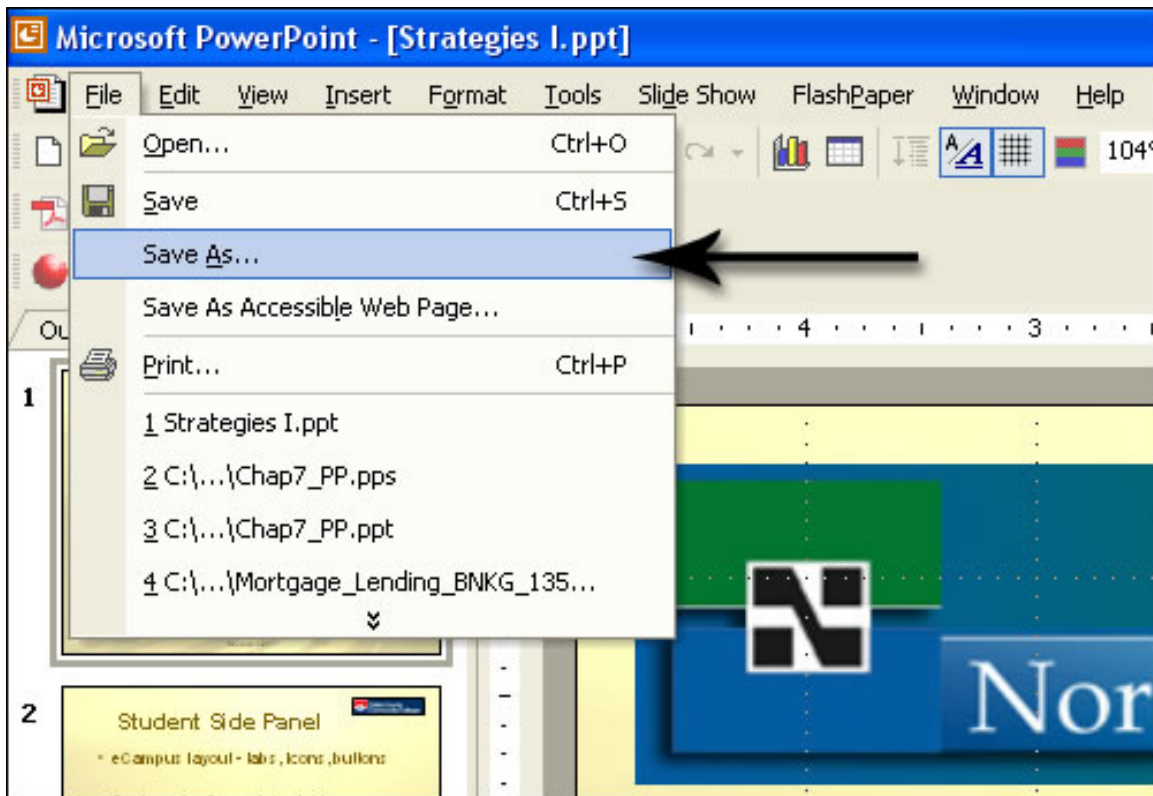
PowerPoint Presentations in eCampus

I have noticed while working with various instructors that they are mounting PowerPoints in their online courses. When they save them as **.PPT**, they are forgetting that probably half of their students do not have PowerPoint and can't open the file and view it.

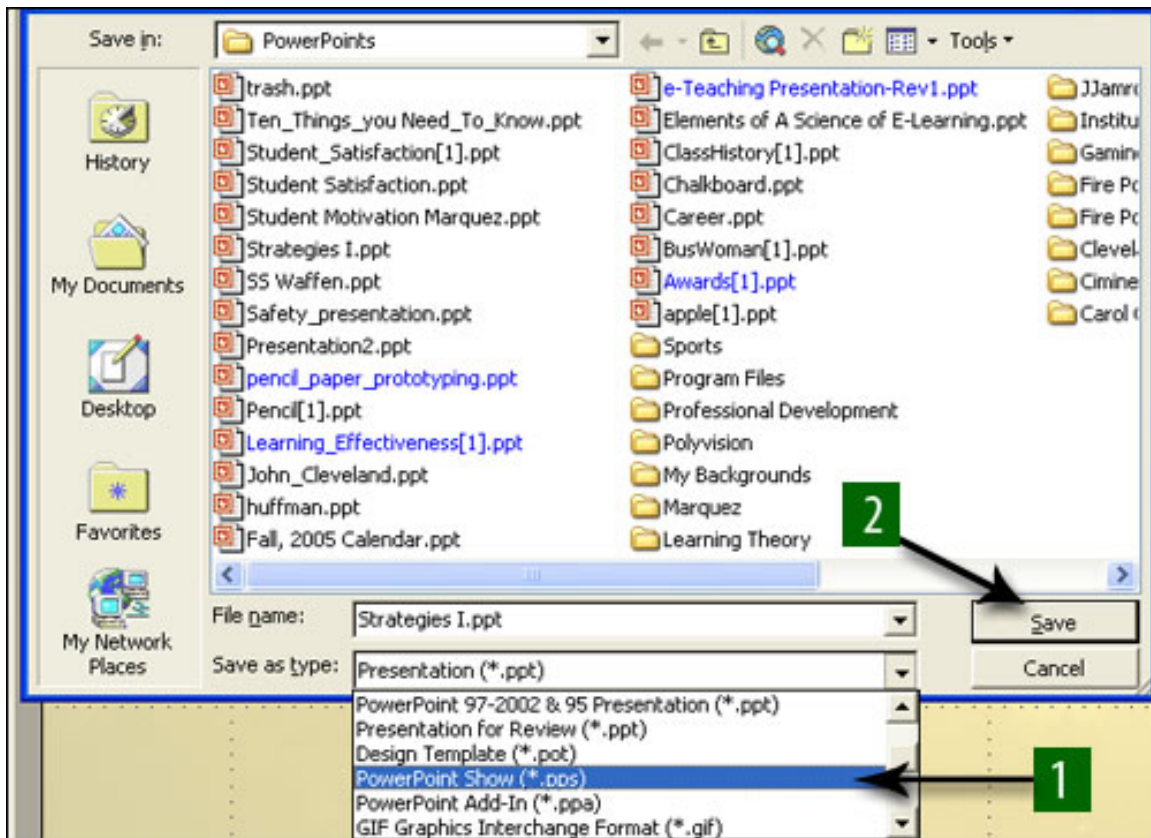
My solution is to save them as a **.PPS**, PowerPoint Show. PowerPoint viewer 2003 is a free download much like Flash Player etc. I have started including a link to it in our software RLO's.

Here is a brief Tutorial on how to save them so that all students can view them.

Step 1: Open your PowerPoint, go to **File, Save As...**



Step 2: When the dialog box opens, click the arrow in the **Save as type** box and select **PowerPoint Show (*.pps)**, choose a location to save it to and click **Save**.



Step 3: This is what the PowerPoint will look like as a PowerPoint Show. This file can be loaded into eCampus by browsing and attaching it like you would a Word Document or PDF.

