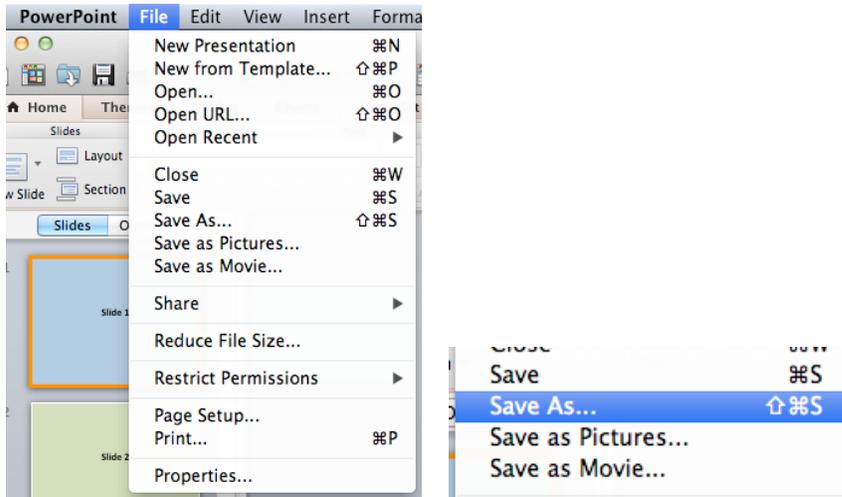


# How to Display Your PowerPoint presentation as a Gallery

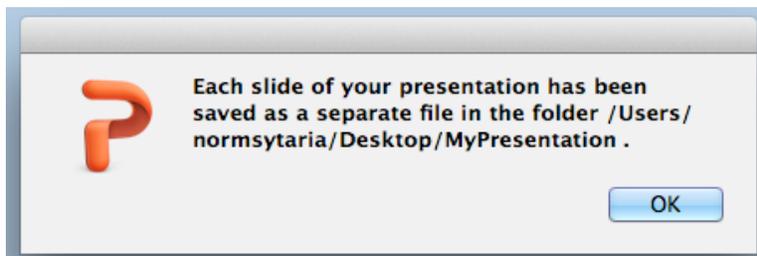
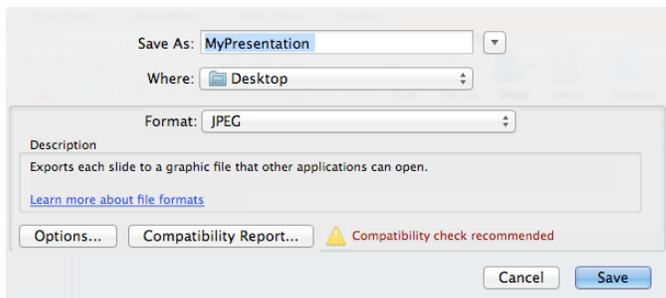
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This tutorial will guide you through displaying your PowerPoint (PPT) as a photo gallery so viewers will not need to

1) Create your Powerpoint and save it as a regular PPT file. Then you need to save it as a JPEG. **File → Save As → JPEG.**



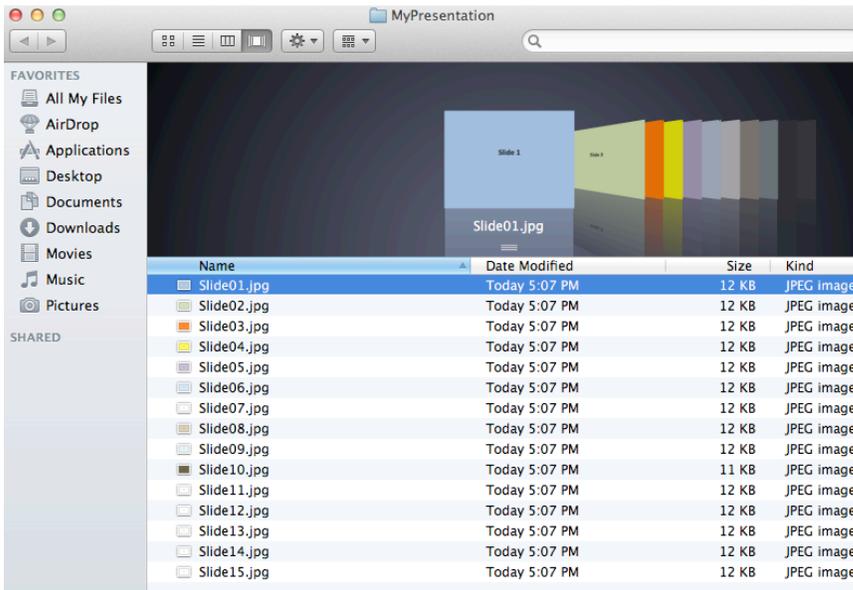
2) Save Your PPT as a JPEG. Powerpoint will automatically generate a folder and convert each slide to a JPEG picture.



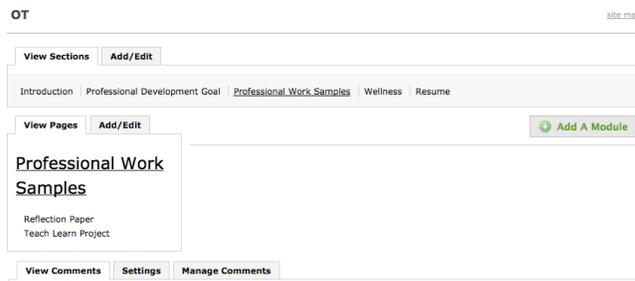
3) The folder will most likely appear on your desktop or in your documents folder.



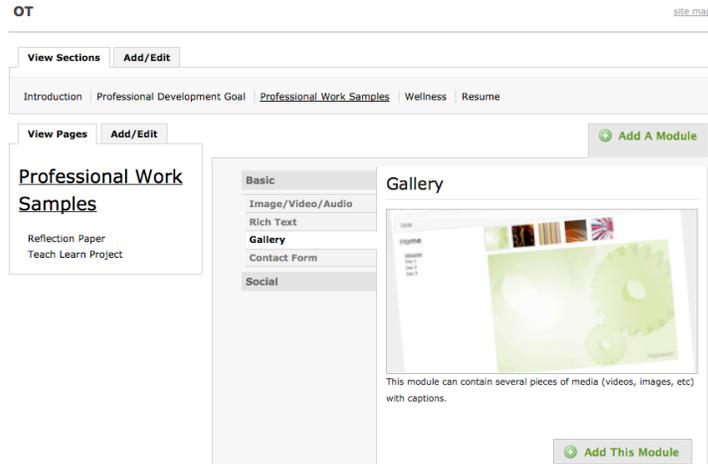
4) Each slide in the folder will be a JPEG image.



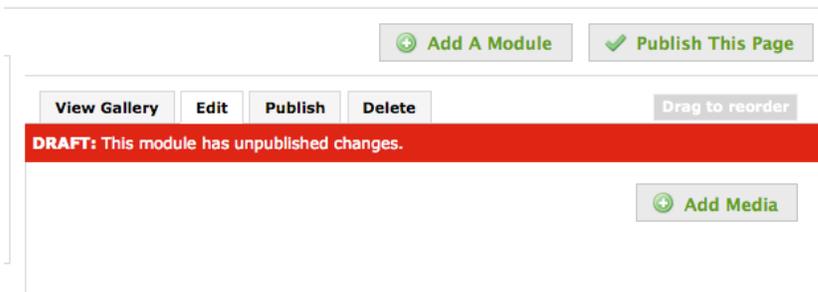
5) Quit Powerpoint and go to your Digication ePortfolio. <http://liu.digication.com>. Navigate to the appropriate section. Click on “Add A Module”



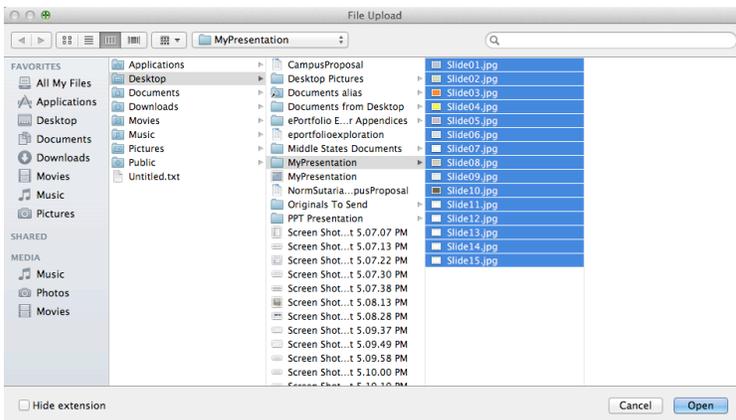
6) Click on the “Gallery” tab and click “Add This Module”.



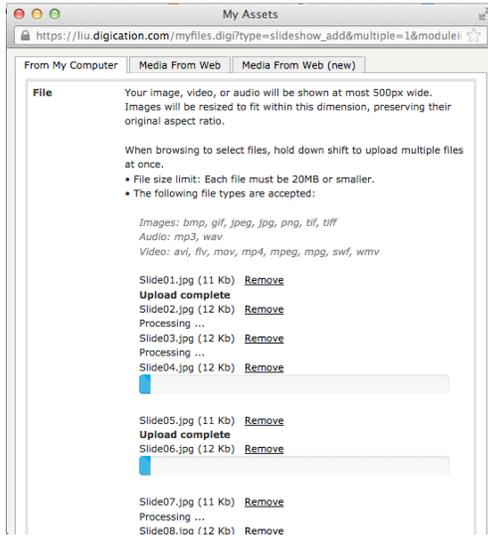
7) Click on “Add Media”



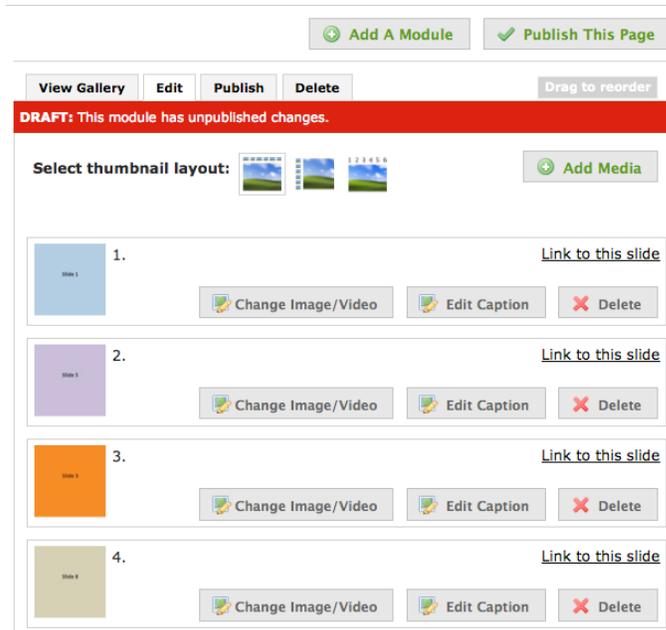
8) You can upload all of your slides (that are saved as pictures) at one time.



9) A status bar such as the one below will appear. Scroll down and click on “insert”.



10) Your slides will then appear as shown below.



11) Be sure to publish your changes.



12) Your PowerPoint slides will look something like this and a viewer would click through them.

