How to Display Your PowerPoint presentation as a Gallery

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 \rightarrow Save As \rightarrow JPEG.

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

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2	Each slide of your presentation has been saved as a separate file in the folder /Users/ normsytaria/Desktop/MyPresentation .	
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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.

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

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



7) Click on "Add Media"

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

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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.

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11) Be sure to publish your changes.



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

