

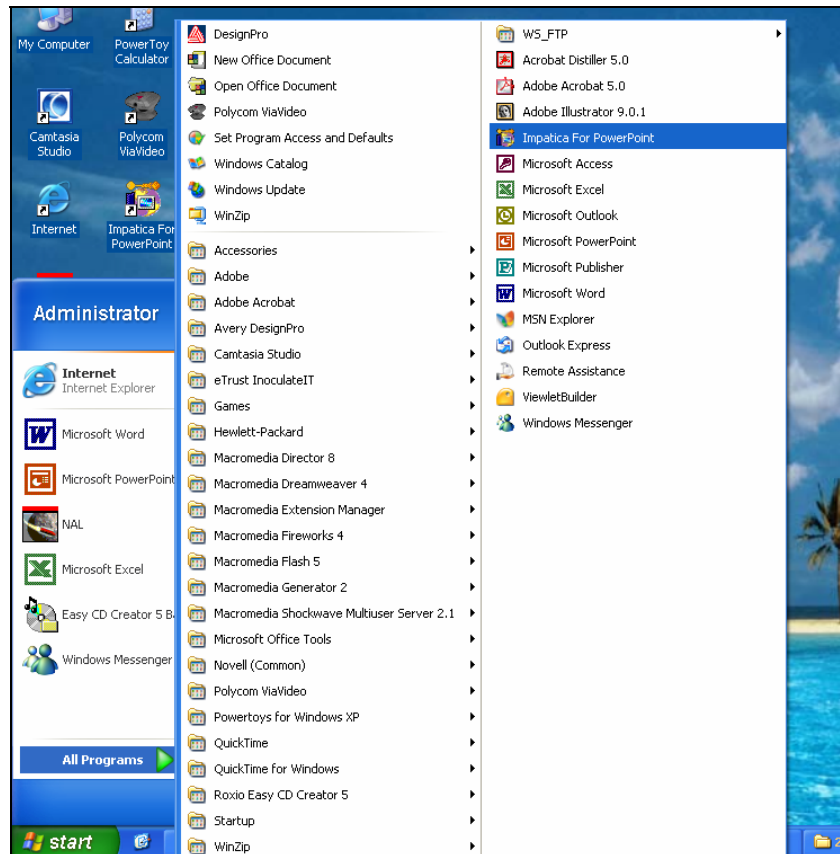
## How To . . .

# Package PowerPoint as a Web page

Impatica is a compression program that will reduce the Powerpoint file size and compress audio and video better than the standard save as web page function in Powerpoint.

You can obtain a free evaluation copy from Impatica at <http://www.impatica.com/evaluation/request-imp4ppt.html> and see example presentations. Limitation is that it is not currently 508 compliant and there is a cost per license.

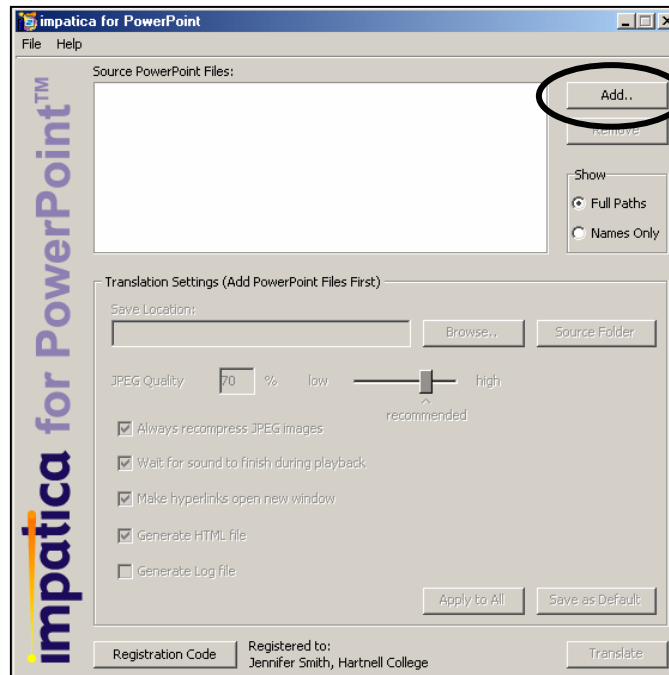
**Step 1:** Click Start and Select **ALL Programs** a submenu will appear, Click on **Impatica for PowerPoint** to open the program.



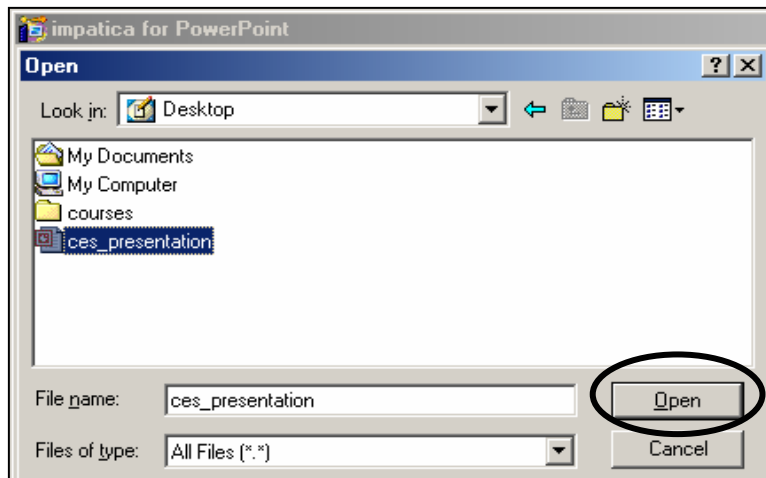
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**Step 2:** Once the program is open, click the **Add** button.



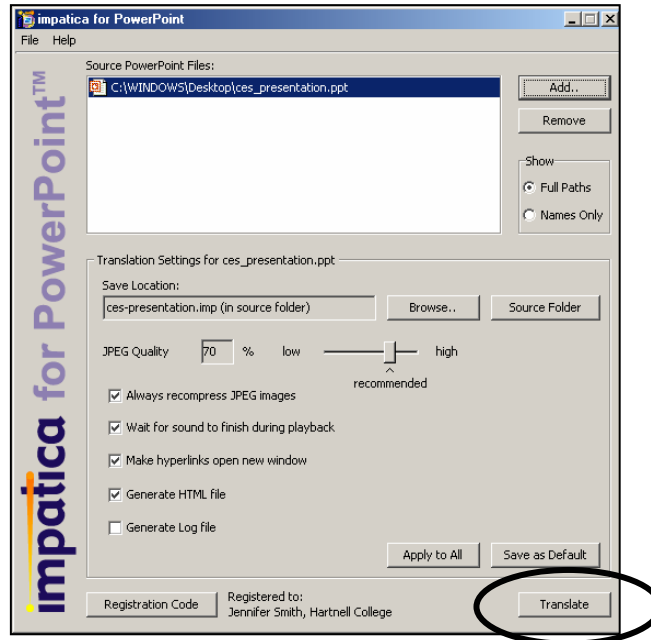
**Step 3:** The Open Dialogue Box will appear. Select the PowerPoint file located on the desktop or disk to be compressed and Click **Open**.



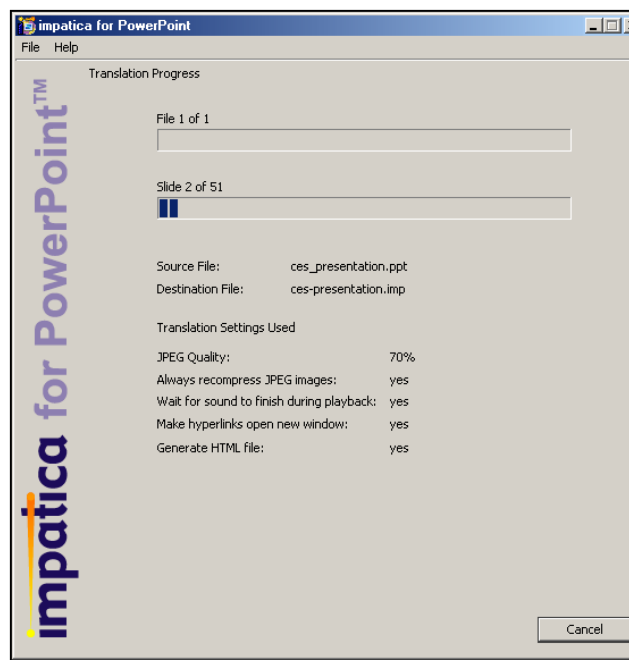
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**Step 4:** Once the PowerPoint file is selected click on the **Translate** button.



**Step 5:** After clicking on the Translate button, the PowerPoint file will then process by packaging/ compressing it into an html file.



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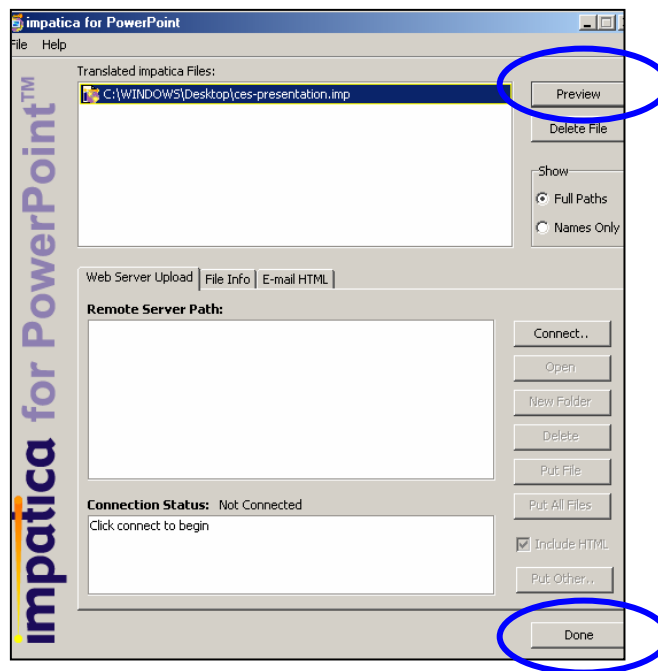
**Step 6:** Once the PowerPoint file is done packaging.

There are **two** options:

1. Click on the **Preview** button to view the PowerPoint file.
2. Click on the **done** button.

**\*Note:**

Before closing the program click on the **File Info** tab to see the information on the file.



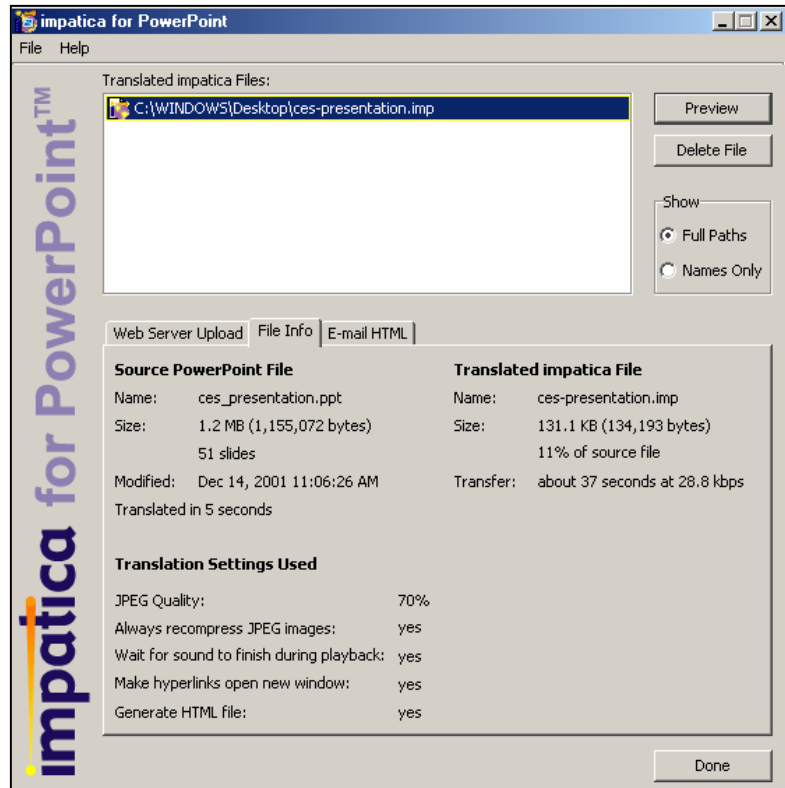
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\*Note:

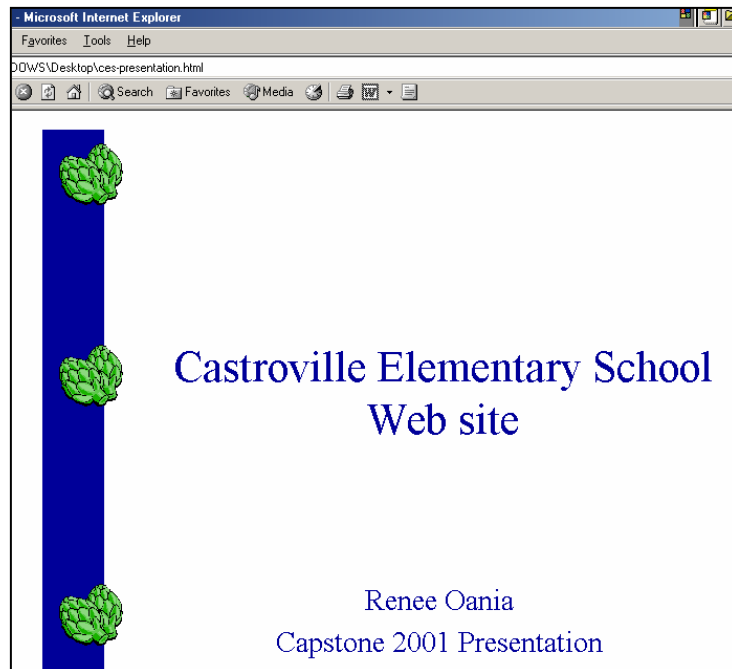
The screen capture shows the **File Information** Tab on the PowerPoint Presentation file.

The left side shows the file original size and on the right side shows the new file size of the PowerPoint.



\*Note:

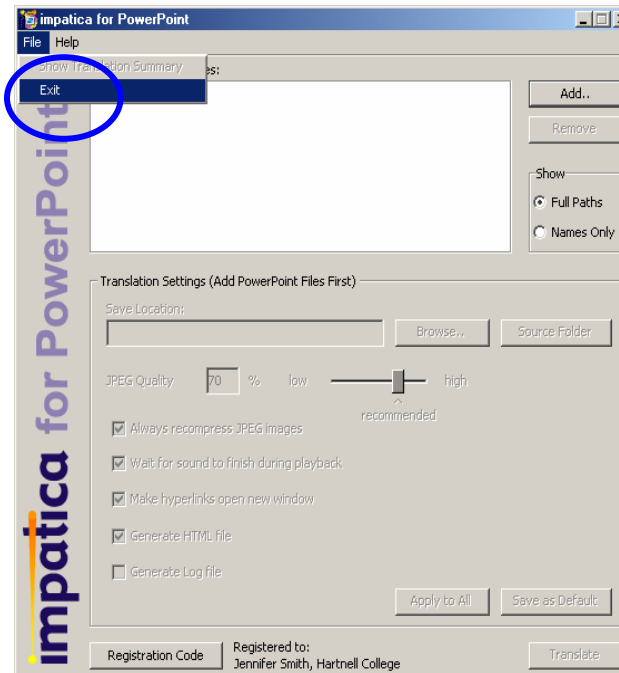
The screen capture shows the PowerPoint presentation as an html file that is being previewed.



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Step 8: Go to File – Exit



\*Note:

The html file that is highlighted put it inside the folder with the other files.

