

## **Uploading PowerPoint Files**

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If you elect to upload raw PowerPoint files to Educator, you can certainly do that however you'll need to keep in mind that in order for the students to view these files, they'll either need PowerPoint on their computer, or they'll need the Microsoft PowerPoint viewer which is very difficult to obtain for students who have Apple Computers.

An alternative strategy can be to convert the PowerPoint to HTML. This is not perfect as there are often formatting losses in the conversion, but at least all users are able to see the resources.

To do this, I have developed a recipe that works for me.

1. I first export PowerPoint to HTML.
2. I open up the folder that PowerPoint creates on the computer desktop. I locate the opening page of the PowerPoint folder converted to HTML and I rename it **index.html**.
3. I select all the files in the folder and zip them into a zipped file. The file name should end with a .zip extension once compressed.
4. I upload the .zip file into Educator and then Educator will present me with an 'UNZIP' link.
5. Upon following that link, I am presented with two options. I want to choose the option that reads '**Deflate to a website**'.

Essentially, the PowerPoint to HTML conversion simply converts the PowerPoint to a website and deflating to a website lets a compressed group of files preserve its original directory structure.

These instructions above should be followed exactly if you wish to convert a PowerPoint to HTML and then incorporate into Educator.