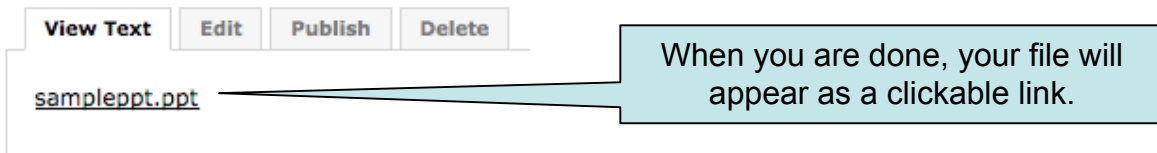LEHMAN COLLEGE

ePortfolio
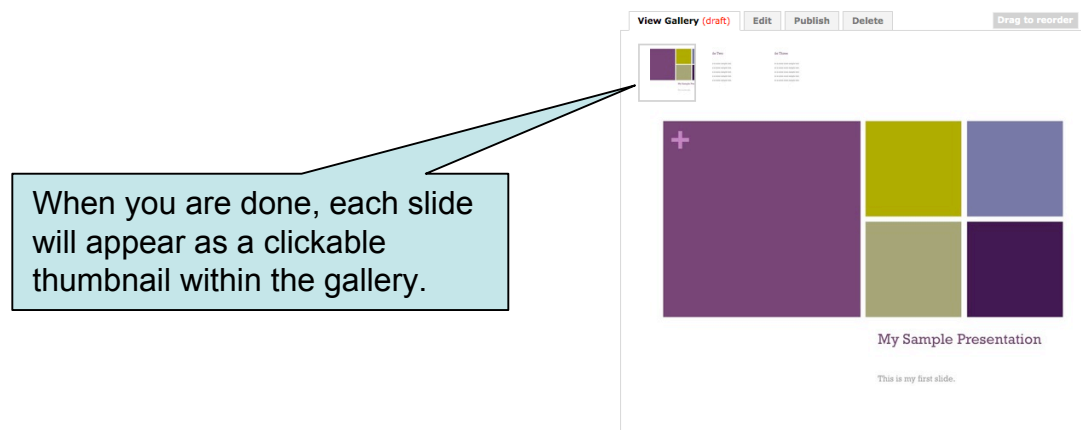*Guide 7 of 8*

Add a PowerPoint Presentation

Option 1: Insert as a link to a downloadable file. Click on the **Edit** tab of a **Rich Text** module. Then do the following:

1. Click the **Insert File** icon**.**
2. **Click, Browse for File**, and select your .ppt file.
3. Click **Insert, Save.**

View Text	Edit	Publish	Delete

sampleppt.ppt

When you are done, your file will appear as a clickable link.

Option 2: View presentation as individual slides. You'll do this within a **Gallery** module.

1. Open your presentation in PowerPoint. and select File->Save As, and choose JPEG as the file type. This will save each slide as a separate image.
2. Follow the instructions in Guide 6, **Add Media,** for instructions on uploading these images to your gallery module.

View Gallery (draft)	Edit	Publish	Delete	Drag to reorder

When you are done, each slide will appear as a clickable thumbnail within the gallery.

My Sample Presentation

This is my first slide.

Option 3: View presentation as movie. You'll do this within an **Image/Video** module. (Note that the quality of the presentation will be lower when viewed as a video.)

1. First, open your presentation in PowerPoint. and select File->Save As, and choose Movie (.mov) as the file type.
2. Follow the instructions in Guide 6, **Add Media,** for instructions on adding this movie to your **Image/Video** module.

When you're finished, the presentation will display with movie viewer controls at the bottom.