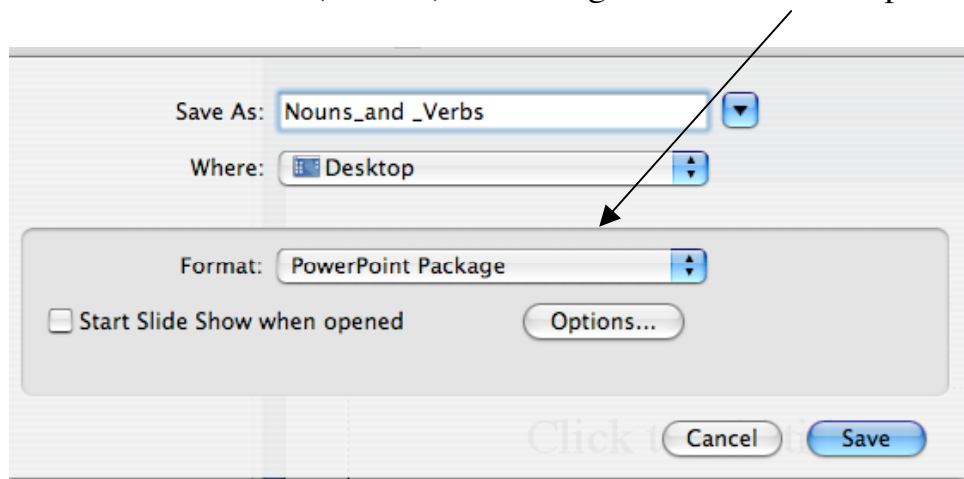


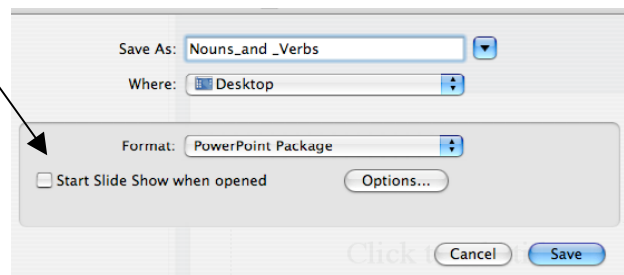
PowerPoint: Save as a Package Mac Version

When you are finished creating your PowerPoint Presentation, you have the option of saving it as a Package to assist in uploading your project to the Interactive Lesson Plan Page. To do this, you must start by saving your presentation as a package.

When saving your project, instead of saving it as a presentation, save it as a PowerPoint package. Drop down the File menu and choose Save As. Next, drop down the third menu (Format) and change it to PowerPoint package.

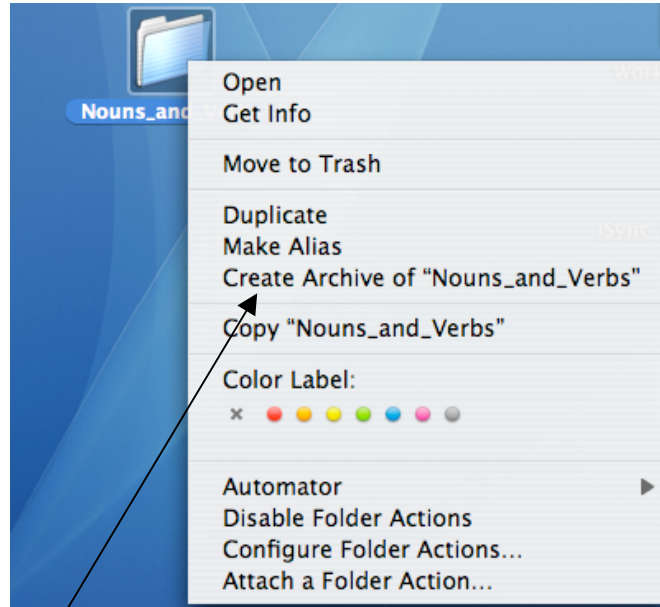


This will save your PowerPoint as a folder, and it will keep everything together. Be sure to rename your presentation to your lesson plan topic when you are saving it. You will also notice that there is a box that is currently unchecked that specifies to check it if you would like your slide show to start when it is opened. If you check this box, your slide show will start when it is opened, but it will not have the ability to be edited. Therefore, if you are creating this PowerPoint to put it out on the Interactive Lesson Plan website to share with other teachers, you must keep this box unchecked.



After you have finished working on your presentation and your work is saved as a package, you are ready to upload it to the Interactive Lesson Plan website.

Find the packaged folder that your whole PowerPoint presentation is saved in, including videos, pictures, and sounds. You need to zip this file so that all the components will be included when you upload it. Hold down your control key and click once on the folder. You should see a menu of choices.



Choose Create Archive of "Presentation Name." Once you do this, a zip file of your Presentation folder will be created. This is the file that you want to upload to the ILP site.

To do this, open the Internet, and go to <http://training.nwoca.org>, then click on the Interactive Lesson Plan link. This will take you to the page where you can log in.

NWOCA Interactive Lessons

Enter your Username and Password and click button to log-on
(your username should be your email address)

Username	<input type="text" value="mckean"/>
Password	<input type="password"/>
<input type="button" value="Log-On"/>	

[create a new log-on account](#) | [Help](#)

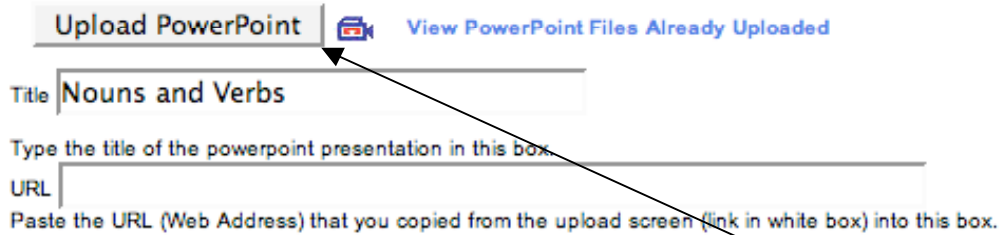
Having Trouble logging on? [Email NWOCA INS Staff](#)


Once you log in, go to the lesson plan that you want to add the PowerPoint Presentation to, and choose Edit Resources. Scroll down until you get to the part of the ILP where you can upload your zip file.

PowerPoint Presentation

To make your powerpoint available for others to use you will need to upload it to the server.

If the Powerpoint contains movies then you will need to upload them separately and reference them with placeholders inserted for each movie.



Upload PowerPoint  [View PowerPoint Files Already Uploaded](#)

Title

Type the title of the powerpoint presentation in this box.

URL

Paste the URL (Web Address) that you copied from the upload screen (link in white box) into this box.

Add a title to your Presentation, and then click on the upload button. You will have to browse for your project zip file. Once you find it and click on OK – it will give you a link (in red font) that you need to highlight and copy. This link needs to be put into the URL box underneath your PowerPoint title on the Interactive Lesson Plan website. Be sure to scroll down to the bottom of the page and click on Save Resources and Documents. Now, your PowerPoint is uploaded as a whole presentation and it can easily be downloaded for you or other teachers to utilize in the classroom.