Presentation 0161

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Instructions

Two simple steps to display your presentation(s), upload and embed.

Uploading

1. Drag and drop the presentation(s) into the upload area below to upload and attach them to this page.
2. We recommend saving PowerPoint presentations as PDF files.
3. Once uploaded, the files are listed below. You may click on the small arrow to the left of a document ? Unknown Attachment to change its properties or delete it.

Embed

1. Click on ? Unknown Attachment in the upper right corner of the page to open the editor.
2. Put the cursor into the Excerpt box. (The Excerpt box will appear once you edit the page.)
3. You need to select the appropriate macro to embed the presentation.
    a. For PDF files (file name extension pdf) type **{pdf** and select **PFD** from the drop-down menu to open the macro. Select the desired file under "Filename" and click "Save" to insert the macro in the Excerpt box.
    b. For PowerPoint files (file name extension ppt or pptx) type **{pp** and select **Office Powerpoint** from the drop-down menu to open the macro. Select the desired file under "Filename" and click "Save" to insert the macro in the Excerpt box.
    c. For Word files (file name extension doc or docx) type **{doc** and select **Office Word** to open the macro. Select the desired file under "Filename" and click "Save" to insert the macro in the Excerpt box.
4. You may add several files, one after another.
5. Click on ? Unknown Attachment in the lower right corner of the editor to save your changes.

For PDF write **{pdf**	For PowerPoint write **{pp**	For Word write **{doc**
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File	Modified

No files shared here yet.