

## Using PPT2HTML with the Learning Administrator

### The Purpose and Benefit of this lesson

The purpose of this lesson is to teach you how to:

- Install PPT2HTML Demo
- Purchase PPT2HTML
- Set preferences for PPT2HTML and save a PowerPoint with PPT2HTML
- Force links to open in new window
- Upload the content – See “Uploading a course” document
- Forcing User to Review Content

### Install PPT2HTML Demo

*You must have administrative privileges to install PPT2HTML. This section will show you how to download a free copy without purchasing so you can try it. You will need to follow the “Purchase PPT2HTML” steps in this document if you decide to purchase this product.*

1. Open up your internet browser and go to the following website:  
<http://www.pptools.com/downloads.htm>
2. In the list of product, find PPT2HTML and click on the title.
3. Click **Run**.
4. Click **Run**.
5. Click **Start**.
6. Click **Next**.
7. Click **OK**.

### Purchase PPT2HTML

*You must have administrative privileges to install*

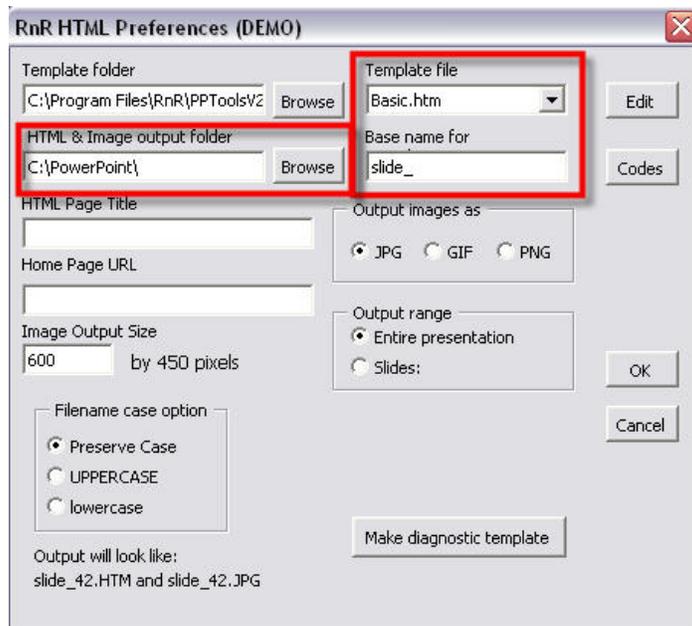
1. Open up your internet browser and go to the following website:  
<http://www.pptools.com/ppt2html/FAQ00008.htm>
2. Click “**Click here to purchase PPT2HTML**”.
3. Enter your information and you can use the product without it stamping the “DEMO” on each slide as it does in the demo section.

### Set preferences for PPT2HTML and save a PPT with PPT2HTML

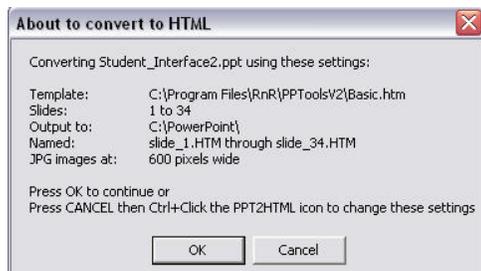
*We must set preferences for this product so it will work with our specific Learning Administrator. Then, we can save the presentation in a pre-determined folder. We must set these preferences so the look of each file will be “slide\_#.HTM” or the “Force User to Review Content” button will not work.*

1. Open up a PowerPoint that you would like to save and use the “Force User to Review Content” button with.
2. Once you have edited the PowerPoint (put action buttons on it, ensured all content is correct), at the top of the screen, on the menu bar, click **PPTools**. This should now appear since you have installed the product on your computer.

3. Click **RnR PPT2HTML**.
4. Click **PPT2HTML Prefs**.
5. In the top right hand corner, ensure that the Template file selected is “**Basic.htm**”. Also, ensure that the “Base name for” is “**slide\_**” (without the quotes). If you decide that you need the output file larger, notice that “Image Output Size” is set to 600 by default. You can change this if necessary.



6. You will also need to determine where you want to save this. Look at the “**HTML & Image output folder**”. Click **Browse** to the right of this and choose where you want this to save all of the files. It needs to be in a separate folder. [*Open My Computer, double click on Local Disk C:, right click somewhere in the white area and click New – Folder, name the folder – this is the folder you would browse to here*]
7. Click **OK**.



8. Click **CONVERT**.



9. Click **OK**. At this point, you should see the PowerPoint go through each slide. It is saving each slide into the folder you told it to save it in on step #6.
10. Click **Yes** or **No** depending on whether you want to view the presentation now. If you **DO** want to view it, you will be able to click through each slide to ensure that it works. If you **DON'T** want to view it, click no.



## Force Links to Open in New Window

If your PowerPoint has any website hyperlinks, you will need to do the following to ensure they open in a new window and do not take the student out of the Student Interface.

### Hyperlinks (such as <http://www.google.com>)

1. After installing, go to the following path on your computer: **C:\Program Files\RnR\PPTToolsV2\PPTTools.INI**
2. Open up the file titled “**PPTTools.INI**”.
3. Look for a line titled [PPT2HTML]. Add the following lines under this line (*see screenshot below*):  
**OpenWebLinksInNewWindow=YES**  
**NewWindowName=AnyNameYouLike**



```
PPTTools.INI - Notepad
File Edit Format View Help
[MASTTBAR]
Version=2.00
Date=2/7/2008 12:39:24 AM
InstalledIn=C:\Program Files\RnR\PPTToolsV2\
[Settings]
ExpertMode=OFF
DebugMode=OFF
TextUpDown=1
[SmallCaps]
CapSize=75
SizeFromFirstLetter=OFF
SmallCapPunctuation=OFF
PunctuationCharacters=~`@#$$%^&*()_-=+[]{}|\|/?.,>,<
[RnR PPT2HTML]
Installed=YES
LastEditDate=16-Dec-2007
PPAfile=RnR_PPT2HTML.PPA
visible=NO
[PPT2HTML]
OpenWebLinksInNewWindow=YES
NewWindowName=AnyNameYouLike
BaseName=slide_
OutputWidth=600
TemplateFileName=Basic.htm
TemplateFolder=C:\Program Files\RnR\PPTToolsV2\
OutputFolderName=C:\works\
OutputImagesAs=JPG
OutputRange=PRESENTATION
OutputFrom=1
OutputTo=19
OutputRangeMode=SHOW
FileNameCase=PRESERVE
DefaultALTText=YES
MakeThumbnails=NO
[Toolbars]
Count=1
1=RnR PPT2HTML
```

4. Click **File** and then **Save**. You can now add hyperlinks in PowerPoint as normal and when you convert the PowerPoint to HTML using PPT2HTML, it will always open the hyperlinks in a new window.

## PDFs

### **Setting up the folder structure**

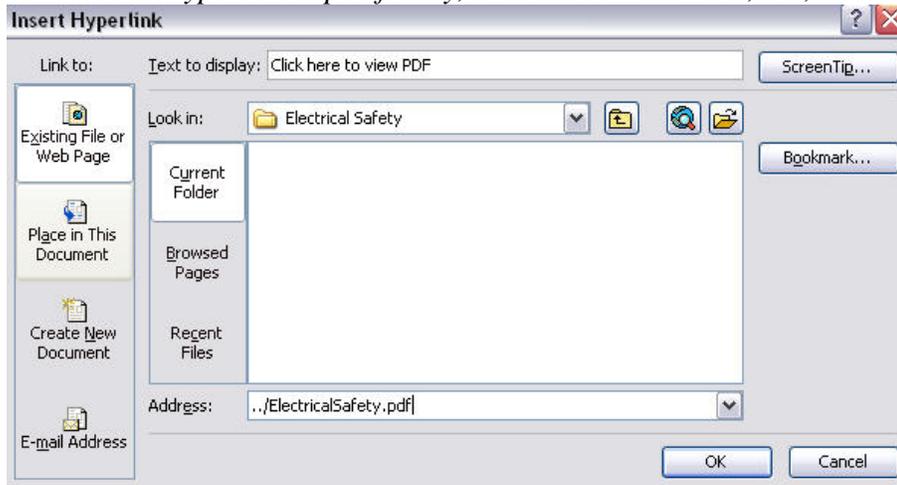
This is used to get the PDF to the NetLearning server so they will open properly. Generally, clients will have a folder on their C drive titled “NetLearning CBLs”. Inside this folder, they’ll have a separate folder for EACH PowerPoint or Learning Module that they create. These instructions assume that you have the “NetLearning CBLs” or a similar folder on your C drive.

1. Inside your “NetLearning CBLs” (or whatever you’ve titled it) folder, create a subfolder for this particular PowerPoint. **Note: There can be no spaces in this folder title.** [*Open My Computer, double click on Local Disk C:, double click on the NetLearning CBLs folder, right click somewhere in the white area and click New – Folder, name the folder*] You’ll generally want to title the folder whatever this course pertains to. If the course topic is Electrical Safety, for example, you would title it ElectricalSafety.
2. Copy and Paste all PDFs you want to put into this CBL into this folder. **Note: There can be no spaces in this PDF title.**

## Add Video Link to PowerPoint

Here we will add a link in our PowerPoint that we have created. Students will view this in the Student Interface, left click on the link and the PDF will open in a new window so the Student Interface also stays open.

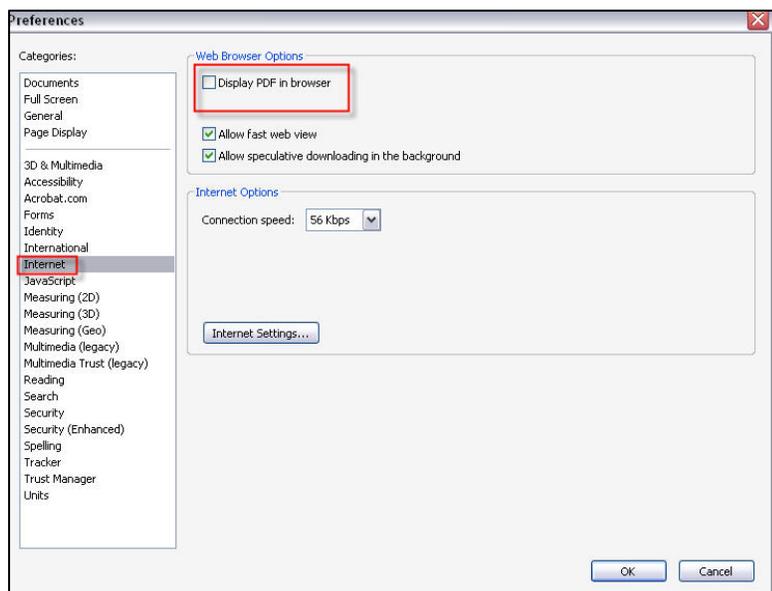
1. In PowerPoint, click **Insert** (on the top menu bar). Click **Hyperlink** (If it’s grayed out, please click on a text box where you want it to appear).
2. The **Insert Hyperlink** box will appear. You can see at the top “Text to display”. Whatever you want the participants to actually see and click on (like “Click here for PDF”) will need to be typed here.
3. At the bottom, type the address you want the participants to view. If you’re Intranet (use your own servers) you can type any file path (may need to get assistance from your IT department). If you’re ASP, you’ll need to type something like the following – **../PDFname.pdf** (Note the ../ at the beginning of the URL. This is VERY important to remember to type here. Specifically, it would be read “dot, dot, slash.”)



4. Save your PowerPoint as a web page as you normally would. You’ll need to save it inside the folder on your C drive that you created for this particular course (Example: C:/NetLearning CBLs/ElectricalSafety)

**Note:** For this PDF link to open in a new window, it depends on the setting in Adobe Reader installed on the computer that is viewing the CBL. Adobe Reader 9 (the newest version) is proven to work with this method. On the computer that will view this PDF, you will need to ensure that “Display PDF in browser” is unchecked by doing the following:

1. Open **Adobe Reader 9**.
2. Click **Edit - Preferences**.
3. Click **Internet**.
4. Uncheck the box “**Display PDF in browser**”.



## Upload the content

*How would you get the content to the Learning Administrator server?*

1. Log into the Learning Administrator and go to **Utilities**.

### **Version 7:**

- A) Click on the “**Manage Course Content**” button at the bottom of the screen.
- B) Click **Upload** at the top left hand corner.

### **Version 6:**

- A) Click on the “**Upload Course Content**” button at the bottom of the screen.
2. You will then see a window that shows the folder of your C drive. Select the folder (make sure you select the *entire* folder, not just the folder that ends in *\_files*) you placed the course in, and click **OK**.



3. The system will upload the course and show a message once the course is uploaded.

**NOTE:** *When you set the Course URL, you MUST choose the first slide. For instance, **Slide\_1.htm** would generally be what you select for the URL.*

## Forcing User to Review Content

If you would like to force students using the Student Interface to review the content you have just uploaded to a certain slide, please follow these instructions.

When adding the test via the “Tests/Exams” screen (Please see Training Manual for step-by-step instructions on how to create a test), place a checkbox in the “Force User to Review Content to Page” and place a number of the slide you want your students to be forced to view to. In the example below, the students must view at least to slide 10 of the course content.

The screenshot shows the 'Test' configuration window with the following details:

- Test Name:** Signing on to a website
- Created:** 02/07/2008
- Issued with:** SIGNING ON TO A WEBSITE
- General:**
  - Max Time allowed (minutes): 5
  - Questions per Test: 1
  - Record grade:
  - Limit Test Attempts: 0 Max
  - Show questions in random order:
- Navigation:**
  - Allow user to go backwards in test:
  - Force user to review course to page:**  10 (Only works with NetLearning CBLs)
- Pre-Test:**
  - Credit for passing:
  - Minimum score (%) to Pass: [ ]
  - Show Missed Questions:
  - Save progress on exit:
- Post-Test:**
  - Minimum Score (%) to Pass: [ ]
  - Show Missed questions:
  - Show Missed answers:
  - Show All Explanations:
  - Save progress on exit:
- 3rd Party CBL Information:**
  - Test source: [ ] (Leave blank unless instructed otherwise by NetLearning tech staff.)
  - Force user to take survey/evaluation in NetLearning after taking test in 3rd party CBL:
- Buttons:** Print, Stats, Course, Introduction, Close
- Message:** There is 1 possible question for this test.
- Actions:** Pick Question(s), Compose a New Ques, Edit this Question, Remove from Test
- Question List:** 1- test
- Response List:** (1) UNASSIGNED
- Footer:** Retire All These Questions

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