

## Saving PowerPoint Presentations for Viewing in Blackboard (not for printing)

### Included in this Tutorial:

- Download iSpring Free (first time only)
- Save PowerPoint presentation with iSpring
- Upload presentation to Blackboard
- Create link to presentation

### Download iSpring Free

1. iSpring Free is a free PowerPoint add-in that allows you to save PowerPoint presentations in a format that can be easily viewed in Blackboard. You only have to install iSpring the first time you use it. After that, it will be available in PowerPoint.
2. Open your browser and go to <http://www.ispringsolutions.com/>
3. Click on *Download*.



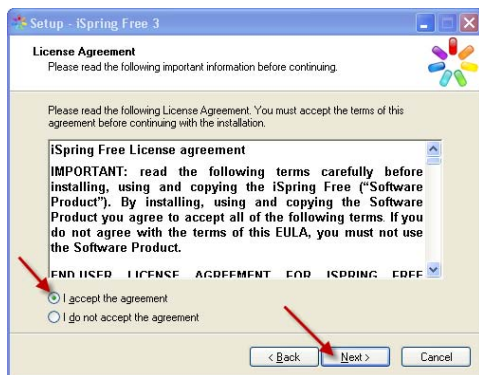
4. Click *Run*. (If in Firefox, click save to save file on your computer. Then double click on the file to run it.)



5. Click *Run* again if prompted.
6. Click *Next*.



7. Choose *I accept the agreement* and click *Next*.



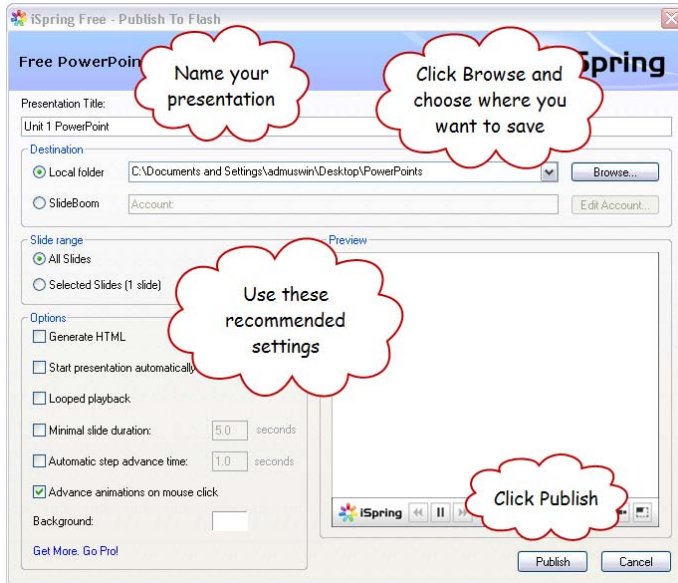
8. Click *Next* again and then click *Install*.
9. Wait for the add-in to install and then click *Finish*.

## Save PowerPoint presentation with iSpring

1. Open your PowerPoint presentation.
2. In the toolbar of PowerPoint, click on *iSpring Free*.



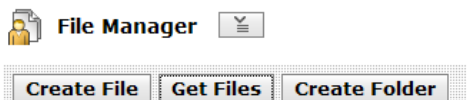
3. Click *Publish* to bring up the publish menu and follow steps in image.



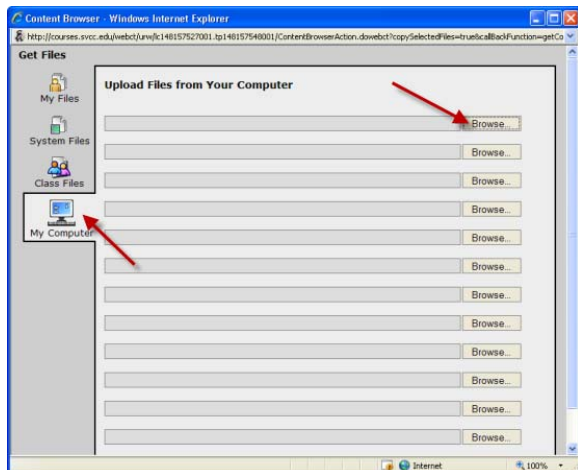
4. A folder is created with one file inside. Repeat above steps for each PowerPoint presentation you want to use in Blackboard.

## Upload presentation to Blackboard

1. Log in to Blackboard.
2. In the *Build* tab, click on *File Manager*.
3. Click *Get Files*.

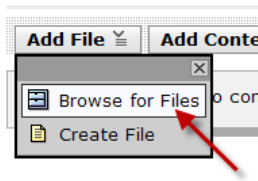


4. Choose *My Computer* and then click *Browse*. Find the file created with iSpring (it should end with .swf) in the window that pops up and click *Open*. Click *OK*.

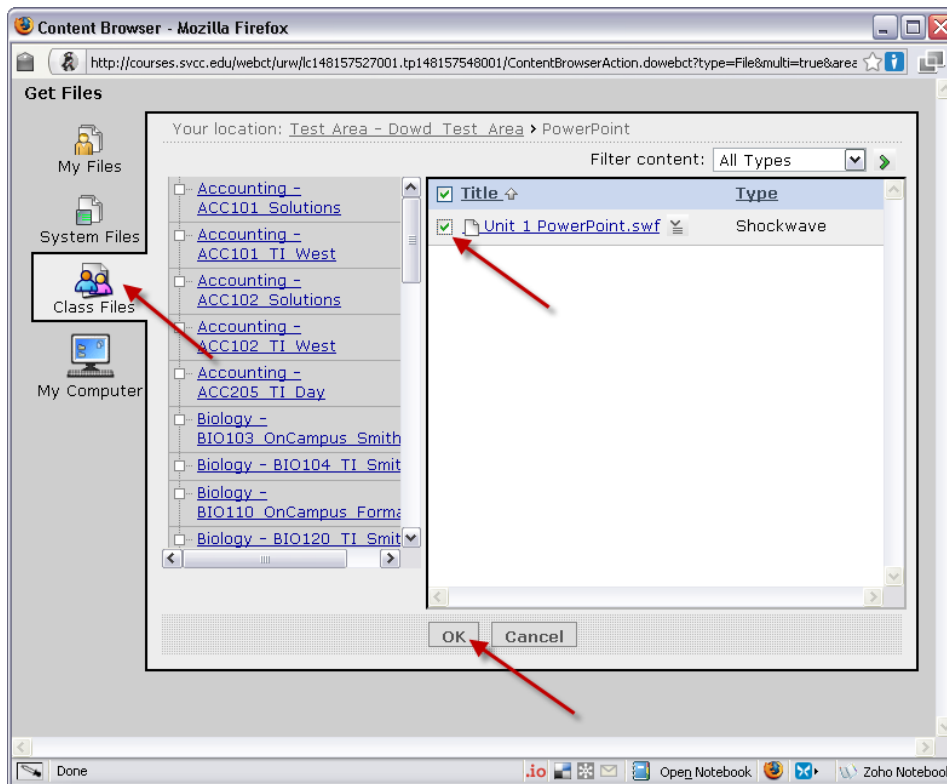


## Create link to presentations

1. Now you need to create a link to the presentation so students will be able to view it.
2. In the Build tab, go to the place where you want to display the PowerPoint. It could be in a Learning Module or in a folder on your Course Content page.
3. Click *Add File* and choose *Browse for Files*.



4. Make sure *Class Files* is chosen on the left. Navigate to the folder that contains the presentation you want to link to. Choose the file (it ends with .swf) and click *OK*.



5. Repeat steps 2-4 to link your other presentations in the appropriate places. Students will now be able to view your presentations directly in Blackboard.

**NOTE:** Students will NOT be able to print your PowerPoint presentations from this format. If you want students to be able to print your presentations, print PowerPoint handouts to pdf in Microsoft PowerPoint.