



How to Insert a Live Web Page or an Interactive TrueSpectra Image into a PowerPoint Slide

There are three steps to adding a live web page or an interactive TrueSpectra image into a PowerPoint slide:

1. Download the free LiveWeb PowerPoint add-in (*pg. 1*)
2. Add the LiveWeb add-in to PowerPoint (*pg. 4*)
3. Insert a Web page or interactive TrueSpectra image into your PowerPoint presentation. (*pg. 7*)

*Important note: to view live web pages or interactive TrueSpectra images in PowerPoint, the LiveWeb PowerPoint add-in must be installed on the computer(s) you use to both create **and** to display the presentation. LiveWeb is not part of the campus rollout, so you will need to install the add-in yourself using the directions that follow.*

1. Download the Free LiveWeb PowerPoint Add-In

Open your Web browser (Microsoft Internet Explorer, Netscape Navigator, or Opera) and point it to

<http://www.mvps.org/skp/liveweb.htm>


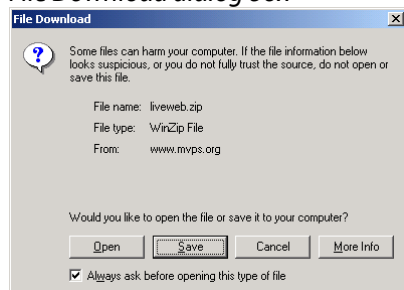
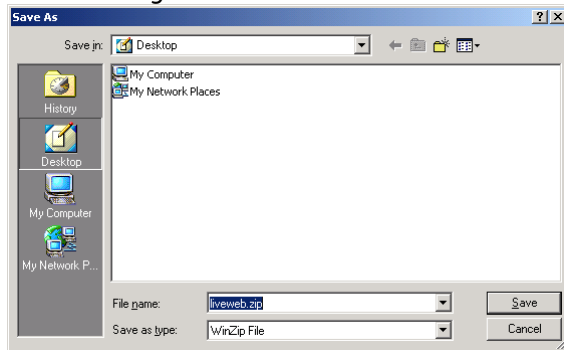
Click on the powder blue word **here** near the top of the page, directly to the left of the  icon. A dialog box appears, asking you what you want to do with the liveweb.zip file. Click on the **Save** button.

Figure 1
File Download dialog box



A new dialog box appears, asking you where you would like to save the liveWeb.zip file. Click the desktop icon on the left side of the Save As dialog box and then click on the **Save** button.

Figure 2
Save As dialog box



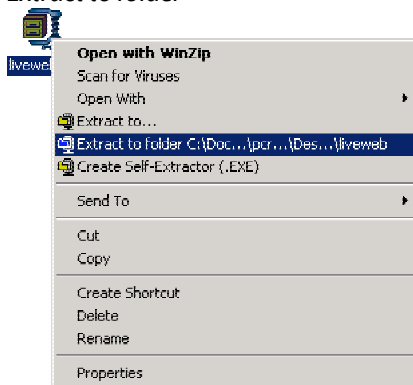
Once the download is complete, close your Web browser. You will see the following liveweb.zip icon on your desktop.

Figure 3
liveweb.zip icon



Right-click on the liveweb.zip icon and choose **Extract to folder** from the pull-down list.

Figure 4
Extract to folder

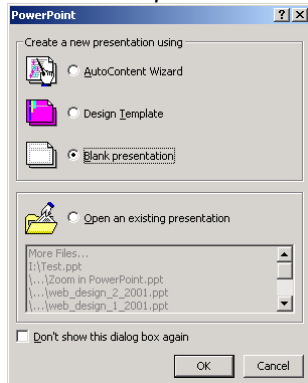


This will create a liveweb folder on your desktop. [If you do not see **Extract to folder** on the pull-down list, your computer does not have the software necessary to open a zip file. Download and install WinZip 8.1 from <http://www.winzip.com/ddchomea.htm> and then right-click on the liveweb.zip icon]

2. Add the LiveWeb Add-In to PowerPoint

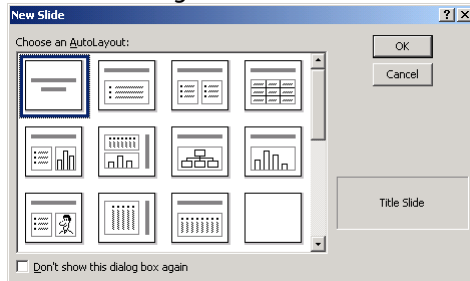
Open Microsoft PowerPoint and choose **Blank presentation** from the following dialog box.

Figure 5
Create a new presentation dialog box



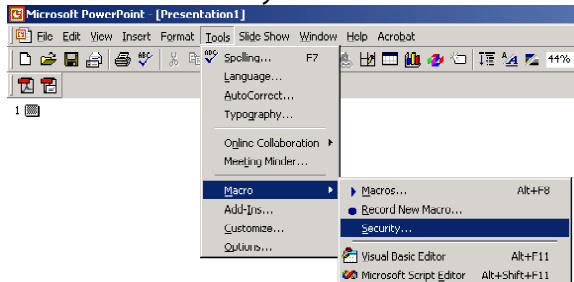
If you are using PowerPoint 2000 (which is loaded on all campus rollout computers), click on the **OK** button on the New Slide dialog box.

Figure 6
New Slide dialog box



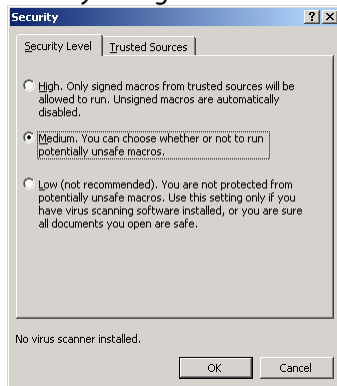
Go to **Tools > Macro > Security...** You may need to hold your mouse over the Tools menu for a few seconds before the Macro menu item appears.

Figure 7
Tools > Macro > Security... menu



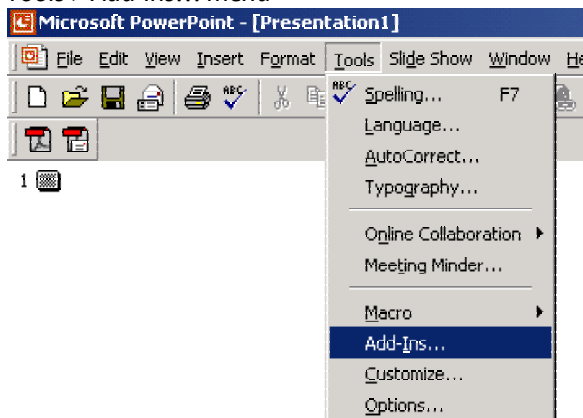
On the Security dialog box, select **Medium**. Then click on the **OK** button.

Figure 8
Security dialog box



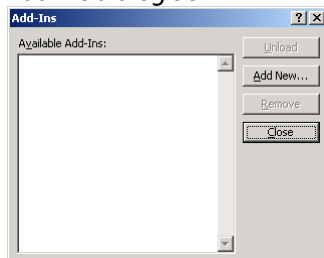
Then go to **Tools > Add-Ins...**

Figure 9
Tools > Add-Ins... menu



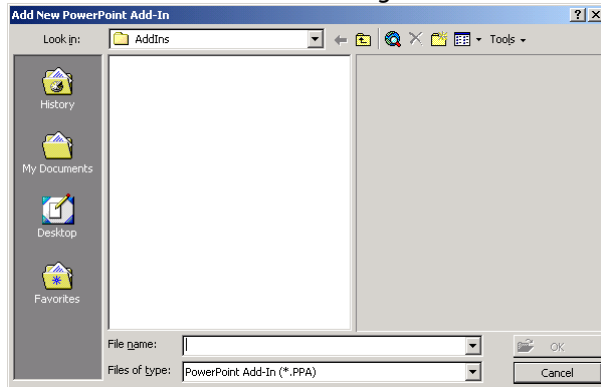
This opens the Add-Ins dialog box.

Figure 10
Add-Ins dialog box



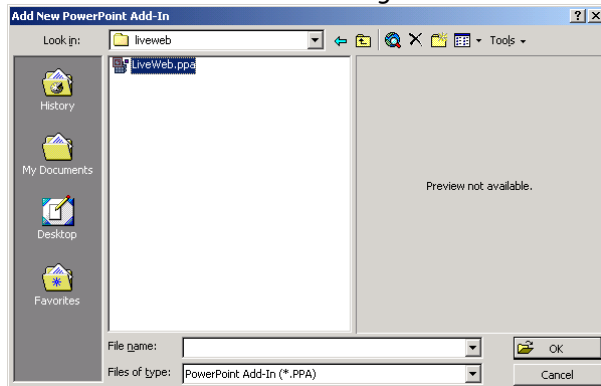
Click on the **Add New...** button. This opens the Add New PowerPoint Add-In dialog box.

Figure 11
Add New PowerPoint Add-In dialog box



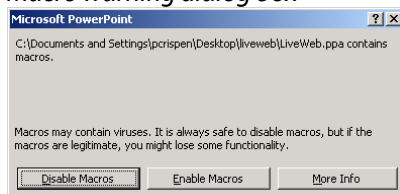
Click on the **Desktop** icon on the left side of the dialog box. Then double-click on the **liveweb** folder icon. The LiveWeb (or LiveWeb.ppa) icon should automatically be highlighted. Finally, click on the OK button.

Figure 12
Add New PowerPoint Add-In dialog box with LiveWeb selected



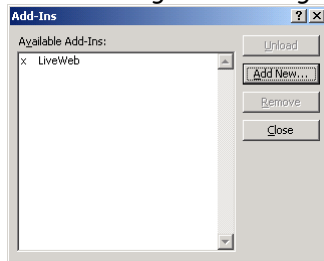
A warning box will appear telling you that macros may contain viruses. The LiveWeb add-in is safe, so click on the **Enable Macros** button in the middle.

Figure 13
Macro warning dialog box



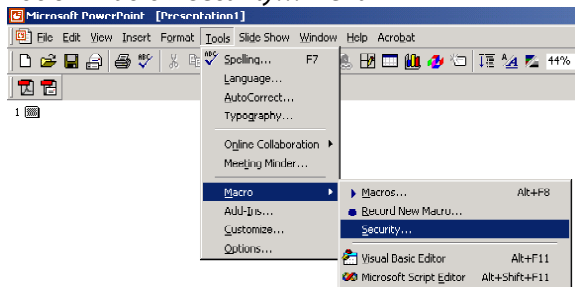
The following dialog box appears, showing you that LiveWeb is now available (if *LiveWeb is properly loaded, you'll see a lower case letter x to the left of the word LiveWeb*).

Figure 14
Add-Ins dialog box showing LiveWeb is available



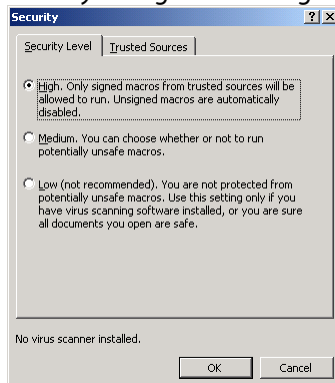
Click on the **C**lose button to close the dialog box. Then go to **T**ools > **M**acro > **S**ecurity.

Figure 15
Tools > Macro > Security... menu



On the Security dialog box, choose **H**igh. Then click on the **O**K button.

Figure 16
Security dialog box with High selected

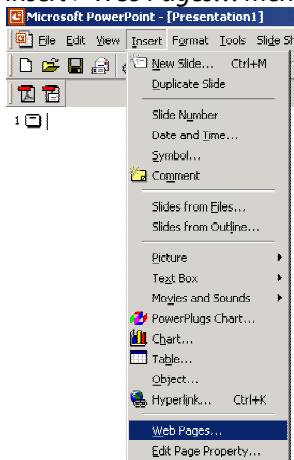


3. Insert a Web Page or an Interactive TrueSpectra Image into Your PowerPoint Presentation

Once you have downloaded and installed LiveWeb, adding web pages or interactive TrueSpectra images into your PowerPoint presentations is easy.

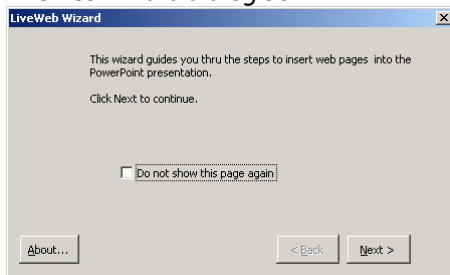
In PowerPoint, go to **Insert > Web Pages**. You may need to hold your mouse over the Insert menu for a few seconds before the Web Pages menu item appears

Figure 17
Insert > Web Pages... menu



The LiveWeb Wizard dialog box appears. Click on the **Next >** button

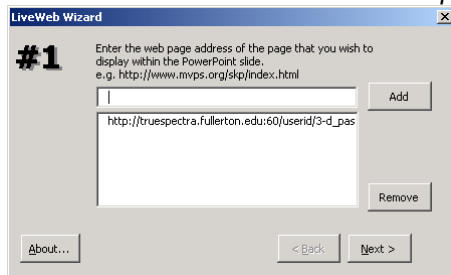
Figure 18
LiveWeb Wizard dialog box



A dialog box appears asking you to enter a web page address. Key in (or cut-and-paste) the address of the web page or TrueSpectra image you would like to insert into your PowerPoint presentation. [To obtain the URL of a TrueSpectra image, point your Web browser to your personal TrueSpectra browse tool address (see page 1 of the "Your CSUF TrueSpectra Account Information" handout) and then cut-and-paste the URL of the image you would like to use.]

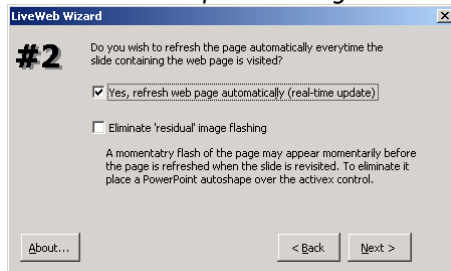
Click on the Add button, then click on the **Next >** button.

Figure 19
LiveWeb Wizard with the URL of a TrueSpectra image added



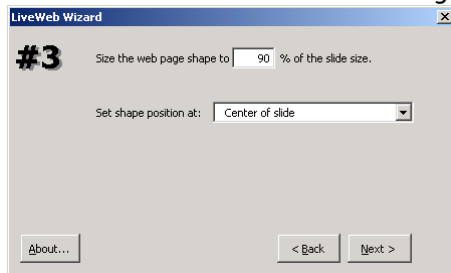
The next dialog box asks you if you want to automatically refresh the Web page (recommended) and/or eliminate residual flashing (optional). Choose the options you want, and then click on the **Next >** button.

Figure 20
LiveWeb Wizard options dialog box



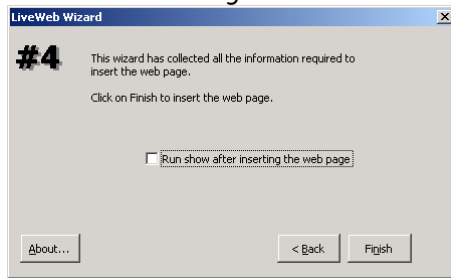
The next dialog box lets you choose how large the Web page or image will be and where it should be located on the slide. Choose the size and location you want, and then click on the **Next >** button.

Figure 21
LiveWeb Wizard size and location dialog box



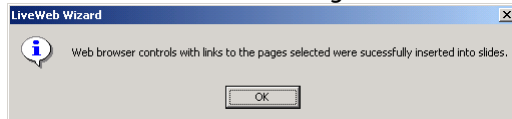
The next dialog box tells you that you are finished. Click on the **Finish** button.

Figure 22
LiveWeb finish dialog box



A dialog box appears telling you that LiveWeb has successfully added the web page or image to your presentation. Click on the **OK** button to close this dialog box.

Figure 22
LiveWeb Wizard success dialog box



This returns you to your PowerPoint presentation. A new slide containing your web page or TrueSpectra image is added to the end of your presentation. To view it, start the slide show (**Slide Show > View Show** or just press the **F5** key on your keyboard).