

Creating HTML Files with Word

How to Make Your Wordprocessing Documents ready for WebCT/World Wide Web

Creating files for WebCT is the same as making a web page. Since Microsoft Word is supported at Bard, we recommend you create your wordprocessing documents in Word and then save the file as an HTML* file. To do this:

1. Go to "File"
2. Scroll down and "Save as Html." That's it!

The document is ready to be placed in WebCT, which is accessed via the web. The document could be uploaded to any other place on the web, for example, in your own personal web site. Files saved as HTML are now identified with the Navigator icon if you use Netscape as your browser, or the Internet Explorer icon, if that is your choice of browser.

**HTML is the code which enables documents to be displayed as text on the web.*

Tips

Making Edits: To make edits in your html file, you need to open up the file via the Microsoft Word program. It will convert the Word html file to a Word document file to enable you to make edits. When done, "Save" your file since the document is an html file already, just plain "Save."

Formatting: Use bold, italics and underline and keep everything left, center or right justified, otherwise your formatting might be different in an html format.

Fixing spacing problems: Sometimes spacing changes when a file is saved as an html file. If that happens, place your cursor at the beginning of the text you want to move up to create the single space. Hold down "Shift" and hit "Enter" on your keyboard. This is called a soft return.

Web Preview: Check out how your file will look on the web by going to "File" and scrolling down to "Web Page Preview." It is easier to make edits now by going back and forth between the html file and the Word document file before uploading your file later.

Create a title for your document

Creating a title for your document, e.g. Syllabus, is not the same as saving it as "syllabus.doc." The title shows up later when it is later uploaded into WebCT, so it is important to name the title of your paper in the proper place. To do this:

1. Go un to "File" and scroll down to "properties"
2. Type the title of your paper in the box, e.g. "Syllabus"

How to place an image in your document

Assuming you have already saved your document as HTML, you are now ready to place an image in this document. You first must scan the image which will later be uploaded into WebCT. Instructions on how to use the scanners at Henderson are located in the labs or on the Inside Bard website.

If you need to save your images to a disk, it is recommended that you use a zip disk, since images take up much more disk space than text.

Once your images are scanned you are ready to put it into your html file

- First create a table and insert the image into the table
- Click on "Table" on the tool bar in Word and then select "Insert Table" or click on the icon which is a picture of a table on the tool bar
- Assuming you will be inserting only one image at a time, you pick one column and one row
- Make sure you have saved your document as HTML, otherwise, you will not be able to insert the image into the table
- Next, you put your cursor in the table and then go back to the tool bar and click "Insert." Scroll down to "Picture" and click "file"
- Find your image (either a gif or jpeg) and highlight the file
- Then click "Insert" and your picture will appear in the table
- Click on the image in the table and notice that by putting your cursor on the edge you will see arrows These arrows enable you to adjust the size of the image by moving them up and down and side to side. You can also resize the image in Photoshop or Microsoft PhotoEditor and then place the image into the text.
- To wrap text around an image:
 1. At the Toolbar go to "Table"
 2. From "Table go to "Table Properties"
 3. Select either "left" or "right" to wrap your text around your image