

Creating WebCT Student Presentations Using Microsoft Word 2000

In order to create an online presentation, you will need the following things:

- your paper or abstract, saved as a Microsoft Word document (.doc)
- any images you would like to include in your presentation, saved as JPEG (.jpg or .jpeg) or GIF (.gif)

There are three major steps to creating a presentation:

1. Finalizing the presentation in Microsoft Word.
2. Converting the Word document into an HTML file.
3. Uploading the presentation to WebCT.

Step 1: Finalizing your presentation in Microsoft Word.

Before you convert your Microsoft Word document into an HTML file for online presentation, you must make sure that the document is exactly the way you want it to look: you must proofread your text for errors, **set the title** of the document, and **insert images** you would like to use. As you complete each step, you should **save** your document to avoid losing your work.

Every web page should have a title, which will appear in the title bar of the web browser when the document is being viewed.

To set the title of your presentation:

1. On the toolbar at the top of the window, go to File > Properties. You may have to click on the double arrows at the bottom of the File drop-down menu to expand the menu and see the Properties option.
2. Click on Properties. The file Properties dialog box will appear.
3. Choose the Summary tab.
4. In the Title area of the Summary tab, type in the title of your presentation.

5. Click OK.

You can enhance your presentation by adding images that are relevant to the information you are presenting; in some cases, images may be an essential part of your presentation.

To insert images into your Word document:

1. Make sure that the images you wish to insert are in JPEG (.jpg or .jpeg) or GIF (.gif) format.
2. Place the cursor at the point in the document where you would like to insert the image.
3. On the toolbar at the top of window, go to Insert. When the drop down menu appears, choose Picture > From File... . The Insert Picture dialog box will appear.
4. In the Insert Picture dialog box, find the image you want to insert. Select the image.
5. Click Insert. The image will appear in your document.

Depending on where the image was inserted, it may cause your text to be rearranged. It may also be too large or too small. You can **resize** the image to the desired proportions and **format** the image to make the text wrap around it.

To resize your image:

1. Click on the image once. A thin black border will appear around the image, with small black squares at the corners and sides.
2. Position the cursor over one of the corner squares until a double-headed arrow appears.
3. Click and drag on the arrow to adjust the picture to the desired size.

To format the image for text wrapping:

1. On the toolbar at the top of the window, go to Format > Picture... . The Format Picture dialog box will open.
2. In the Format Picture dialog box, choose the Layout tab.
3. In the Layout tab, under Wrapping Style, choose Square.

4. In the Layout tab, under Horizontal Alignment, choose Left to align the image to the Left side of your page. Choose Right to align the image to the right of the page. Choose Center to center the image on the page.
5. Click OK.
6. Repeat steps 1-5 for each image you wish to insert.

After you have finished inserting all of the images into your document, you must view the document in Web Page Preview mode to make sure all of the images are positioned correctly.

To view your document in Web Page Preview mode:

1. In the toolbar at the top of the window, choose File > Web Page Preview.
2. Netscape Navigator will open with your document in the main window. Check the document to make sure that everything is exactly as you want it.
3. If there are formatting mistakes in the Web Page Preview mode, go back to the original document and adjust the formatting accordingly.
4. Repeat steps 1-3 until the Web Page Preview mode shows your document the way you want it to look.

After you finish viewing your document in Web Page Preview mode, proofread it once more for spelling and grammar errors. When you are certain that the document is as you want it, save it. Then you are ready to convert the document to HTML.

Step 2: Converting your Word document into an HTML file

When you have completed Step 1 and are absolutely certain that your document looks the way you want it to look, you convert the Word document into an HTML file.

To convert your Word document into HTML:

1. In the toolbar at the top of the window, go to File > Save as Web Page.
2. Click on Save as Web Page. The Save As dialog box will open.
3. In the File name area of the Save As dialog box, type in index.html. **Your file MUST be named index.html in order for WebCT to recognize your presentation.**

4. In the Save as type area of the Save As dialog box, be sure it says Web Page.
5. Click Save.

Microsoft Word will convert your file into HTML, allowing you to upload the file into WebCT.

Step 3: Uploading your presentation to WebCT

When you saved your Word document as a web page, Microsoft Word converted your text into HTML, renamed your image files, and placed them in their own folder. In order for WebCT to interpret your HTML file correctly, you must recreate in WebCT the same file structure that Microsoft Word gave your presentation. This is done simply by creating a folder for your images within your file folder in your WebCT course.

To add an image folder in your WebCT file folder:

1. Log in to your WebCT course.
2. Click on the Student Presentations link on the course homepage. A list of the students in your class will appear.
3. An **[Edit Files]** link appears next to your name. **Click on the Edit Files link.** Do **NOT** click on your name.
4. The Manage Files screen appears. Select the checkbox next to the folder with your name near it.
5. Under Folder Options, select Create New from the drop-down menu. Then click Go.
6. The Create Folder screen appears. In the Create a folder named: text box, type index_files.
7. Click Create. The Manage Files screen reappears with a new folder named index_files beneath the folder with your name on it.

To upload your presentation text to WebCT:

1. In the Manage Files screen, select the checkbox next to the folder with your name near it.
2. Under File Options, select Upload File and click Go.
3. The Upload File screen appears. Click on the Browse button.

4. The Choose File dialog box appears. Locate your index.html file, select it, and click Open. If your file does not appear, make sure that you are searching for All Files in the Files of type: box.
5. In the Upload File screen, make sure that your file appears in the Filename text box. Click Upload.

To upload your presentation images to WebCT:

1. In the Manage Files screen, select the checkbox next to the image_files folder.
2. Under File Options, select Upload File and click Go.
3. The Upload File screen appears. Click on the Browse button.
4. The Choose File dialog box appears. In the same directory where you located your index.html file, find the index_files folder.
5. Open the index_files folder. Inside are files named image001, image002, etc. If these files do not appear, make sure that you are searching for All Files in the Files of type: box. Select image001 and click Open.
6. In the Upload File screen, make sure that the file appears in the Filename text box. Click Upload.
7. Repeat steps 1-5 until all of the images files have been uploaded to the index_files folder.

After the index.html file and all the image files have been uploaded to WebCT, return to the main page for your WebCT course and click on the Student Presentations icon once again. Click on the title of your project in order to view the completed presentation.