

Uploading MS Word 2000-Created HTML Files with Images to WebCT

One of the easiest ways to create content pages for your WebCT courses is to write a document in Microsoft Word, save the document as HTML, and upload the HTML file to WebCT. For plain text documents, this works fine. When you introduce images into your documents, however, things get a little more complicated.

How MS Word 2000 Converts Documents with Images into HTML

If you want to know how to display Word 2000-created HTML documents with images in WebCT, it helps to understand how Word 2000 creates the HTML documents and what it does with the images.

Let's say you have a document named `index.doc`, which contains the picture `mypic.jpg`. You want to turn this Word 2000 document into HTML, so you can upload it to WebCT and have your students view it. When you go to 'File > Save as Webpage', Word opens the 'Save As' dialog box, where you enter the file name and choose where to save it. You decide to keep the name `index`, and save the file as `index.html` in your 'My Documents folder.' You click 'Save' and voila – the document `index.html` appears in the My Documents folder. You upload `index.html` and `mypic.jpg` to WebCT, but when you view the `index.html` page, the picture doesn't show. What gives?

What happens is this: when Word 2000 (and only Word 2000 – Word 97 doesn't have this problem) saves a document with images to HTML, it creates a subfolder named '*filename_files*' in the directory you saved your HTML document to. Then, it saves a copy of all the images included in the file to this new folder, but renames each image in chronological order to `img001`, `img002`, etc. The new HTML file looks for the renamed images in the new folder, not the original images in the original folder. Thus, when you upload your new HTML file and the original images to WebCT, the HTML file looks for the renamed images in the '*filename_files*' folder – but those images and that folder don't exist in WebCT. Essentially, the HTML file can't find what it's looking for because what it's looking for isn't there. To use our earlier example:

1. You save the file index.doc, containing the image mypic.jpg, as a web page, saving it in the 'My Documents' folder on your computer.
2. Word creates index.html and puts it in the 'My Documents' folder.
3. Word creates a subfolder named 'index_files' in the 'My Documents' folder.
4. Word makes a copy of mypic.jpg, renames it to img001.jpg, and places it in the 'index_files' folder.
5. You upload index.html and mypic.jpg to WebCT.
6. You view index.html in WebCT. Index.html looks for img001.jpg in the 'index_files' folder, but doesn't find them because you uploaded mypic.jpg, not the 'index_files' folder and img001.jpg. Therefore, the image doesn't show up.

How to Give Your HTML File What It Wants

Fortunately, there is a solution for this case of misdirected files. Two solutions, in fact. The first is to edit the HTML code in your HTML document to have it look for the right files in the right place. You'd make it search for "mypic.jpg" instead of "index_files/img001.jpg." There are some problems with this method, however: first, you must be familiar enough with HTML (and javascript and all of the other weird stuff Word puts in your HTML document) to know what code you're looking for and exactly how to change it; secondly, if your document contains more than two pictures, the code can become very confusing; and thirdly, you have to repeat the process every time you decide to change the way your document looks. Thus, the first method is best avoided, unless you're very comfortable with HTML and your document only contains one image.

The second solution (the recommended course of action) takes a little more time and effort to begin with, but saves both in the long run. Instead of changing the HTML code to make it look for something else, you give it what it's looking for in the first place. This involves creating a folder in WebCT named '*filename_folder*' and uploading all of the image files from the '*filename_folder*' on your computer to the '*filename_folder*' in WebCT. In our example, you would create a folder named 'index_files' in WebCT, and upload img001.jpg from the 'index_files' folder in your 'My Documents' folder. This is easier than it sounds – there are 3 simple steps:

Step 1: Upload your HTML file to WebCT.

Step 2: In the folder you uploaded your HTML file to, create a new folder called *filename_files*, where *filename* is the name of your HTML file.

Step 3: Upload the image files from the '*filename_files*' folder on your computer to the '*filename_files*' folder in WebCT.

step 1. To learn how to upload files to WebCT, see the document *Uploading Files to WebCT*.

step 2. To create a new folder in WebCT:

1. Login to your WebCT Course and go to the Manage Files section.
2. Select the checkbox next to the folder you would like to create the new folder in. **This should be the same folder you uploaded your HTML file to.** In most cases, this will be the 'My-Files' folder.
3. Under the 'Folder Options' header at the top of the page, make sure the option 'Create New' is showing, and click Go.
4. WebCT will open the Create Folder page and prompt you to 'Create a folder named'. Name the folder *filename_files*, where *filename* is the name of the HTML file you have uploaded. Don't forget to use an underscore (`_`) instead of a space, or it won't work.
5. WebCT creates the new folder and takes you back to the Manage Files page.

step 3. To upload your image files from your computer to the folder in WebCT:

1. Select the checkbox next to the '*filename_files*' folder you just created.
2. Proceed to upload files to that folder as you would upload any file. **Be sure to upload all of the files from the '*filename_files*' folder on your computer to the '*filename_files*' folder in WebCT.** MS Word 2000 puts all of the files it needs into the folder; if you omit some, all of your images may not appear on the web page.

Editing Your HTML File After You Upload It

Once you have uploaded your documents to WebCT, you cannot edit them in WebCT. You must go back to the **original Word document** to change the document. Make your changes, then go through the process of saving the document as a web page once more. **Do not make changes in the HTML document saved on your computer.** Upload the revised HTML file and images as you did before, making sure to delete or overwrite the old files in WebCT.