

Creating HTML Files with Microsoft Word 2000

HTML is the file format that is most compatible within WebCT, as well as the World Wide Web in general. You can use Microsoft Word to simply and swiftly create your own HTML files, with or without images.

Preparing Your Word Document for Web Publishing

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 document:

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

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.

Converting your Word document into an HTML file

When you have finished preparing your Word document for web publishing 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. For information on uploading, see *Uploading Files to WebCT*. **Note:** If you have added images to your HTML document, please see *Uploading Word 2000-Created HTML Files with Images*.