

# **Word for the Web**

## **How to create, save, and upload Microsoft Word™ documents as Web pages**

Writing documents in Microsoft Word™ is convenient and produces good looking results, but posting these documents to web sites presents a problem. Students who do not have a copy of Word installed can not view the documents. When a person without Word left-clicks on the link to the word document, they will be prompted to download the doc as a file. If they figure out how to download it and then try to open it, they will be presented with several unfriendly looking windows asking them how to open the file. This is more than enough to scare off the average student.

Fortunately, there is an easy way to make Word convert documents into web friendly HTML pages. HTML pages can be viewed in any modern web browser and students do not need Microsoft Word™ to view them. This document covers creating a web friendly Word document, converting the word document into a web friendly HTML file, and uploading that file to a Blackboard Vista course.

### **Part 1: A guide to creating web friendly Word documents**

Most basic word documents translate very well into web friendly HTML files with little to no modification, but there are a few guidelines that it helps to follow while writing the Word doc.

Some Word elements translate easily into web pages. Try to use these elements to format your pages as much as possible. Elements that work well for the web include:

- Alignment (left, right, centered).
- Bold and italics. Try to avoid using underline if possible.
- Font size and color.
- Bulleted and Numbered lists work well, but don't use fancy bullets.
- Tables.
- Hyperlinks.

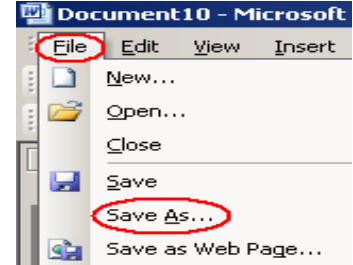
Other word elements translate poorly into web pages. Try to use these elements as little as possible. Elements that work poorly for the web include:

- Fancy fonts. Stick with Times New Roman or Arial.
- Line spacing.
- Headers and Footers.
- Symbols, comments, or most other items under the **Insert** menu in Word.
- Images.
- Borders or backgrounds.

Try to keep the document well formatted, clearly focused, and clean. This type of document translates well into a web page, and is easy for students to read on their computer screens. Once you have your document finished, it's time to convert it into a web page.

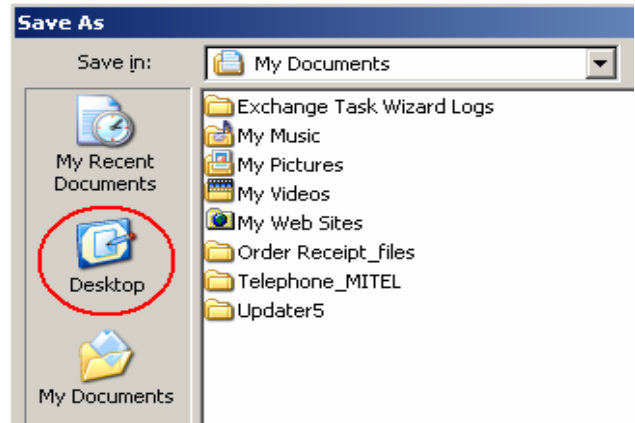
## Part 2: Converting your document to HTML

1. Open your finished document in Microsoft Word™.
2. Left click on **File** and then on **Save As...**



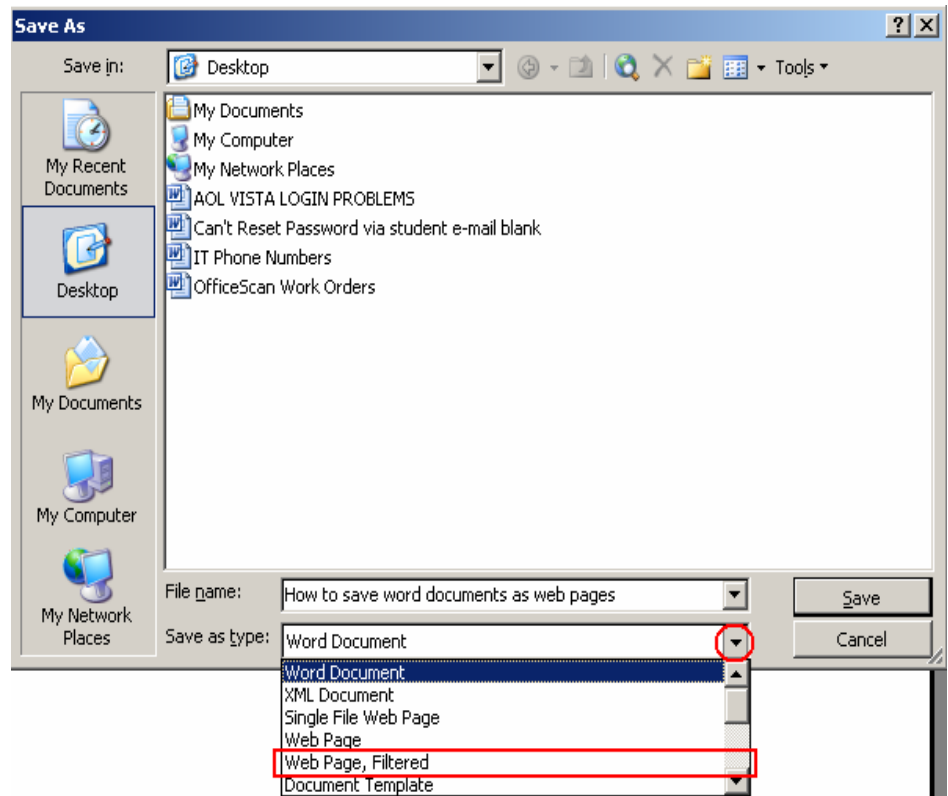
3. The **Save As...** Dialog box will open. To select your desktop as the location for the new file, Left click on the **Desktop** icon on the middle left of the dialog box.

You can choose to save your file to another location instead, but you must remember where you saved it to. When in doubt, save it to the desktop.



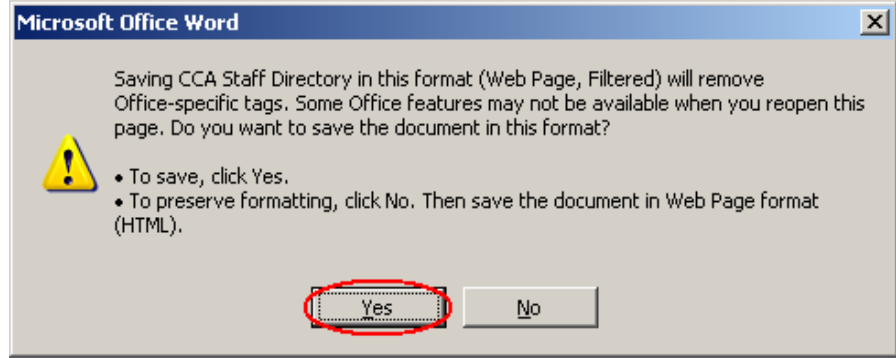
4. Left click on the small triangle to the right of the **Save as type:** dropdown box, then select **Web Page, Filtered**, from the dropdown list.

Note: You do not want to select the **Web Page** option. Be sure to select the **Web Page, Filtered** option.

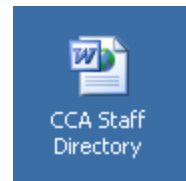


5. Once you have selected **Web Page, Filtered**, Left click on **Save** to save the document as a new HTML page.

Word will pop up the following warning box. Left click on **Yes** to save the document.



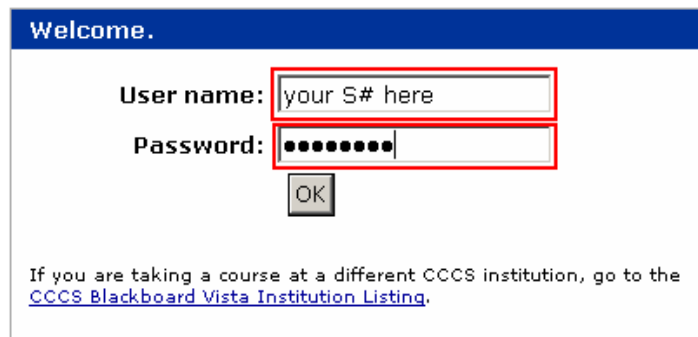
6. Depending on what other elements you have in your Word document, you may see other message boxes warning you about how some of those elements will translate into a web page. If you followed the guidelines in Part 1, you shouldn't have any trouble. Left click on Yes to any additional warning boxes you see.
7. The Word document has now been saved as an HTML file that can be uploaded onto a website. Close Word and look on your desktop. You should see the new file with the same name as your Word document sitting on the desktop.



### Part 3: Uploading your new HTML file into Blackboard Vista

Once you have created your new HTML file, you need to get it into your course. These directions will show you how to place a HTML file into Blackboard Vista, and how to link up that file. One of the most common items written word that needs to be uploaded into Vista as HTML is the course syllabus, so we will focus on how to perform this task.

1. Write your syllabus in Word and save it as a filtered HTML as directed in Parts 1 and 2 above.
2. Perform any steps needed to connect to the internet (e.g. dial-up).
3. Open your web browser, go to <http://online.ccaurora.edu> and login to Vista



4. Enter the course you want to upload your newly created syllabus into by left clicking on its title.

Welcome, Justin Sherrill . Today is September 5, 2007.

**To Do List**  
You currently have no items.

**My Grades**  
You currently have no new grades.

**Course List**

[MAT090 - MAT090 - Sherrill, J.](#)  
Section Instructor: Jonathan Sherrill , Justin Sherrill

**External Courses**  
You currently have no external courses.

5. Left click on **Build** to enter Build Mode for the course.

**Build** Teach Student View

**Course Tools**

- Course Content
- Announcements
- Assessments
- Assignments
- Calendar
- Discussions
- Learning Modules
- Mail
- Syllabus

(H) = Hidden

**Designer Tools**

- Manage Course
- File Manager**

6. Left click on **File Manager** under **Designer Tools** to open up the file manager page.

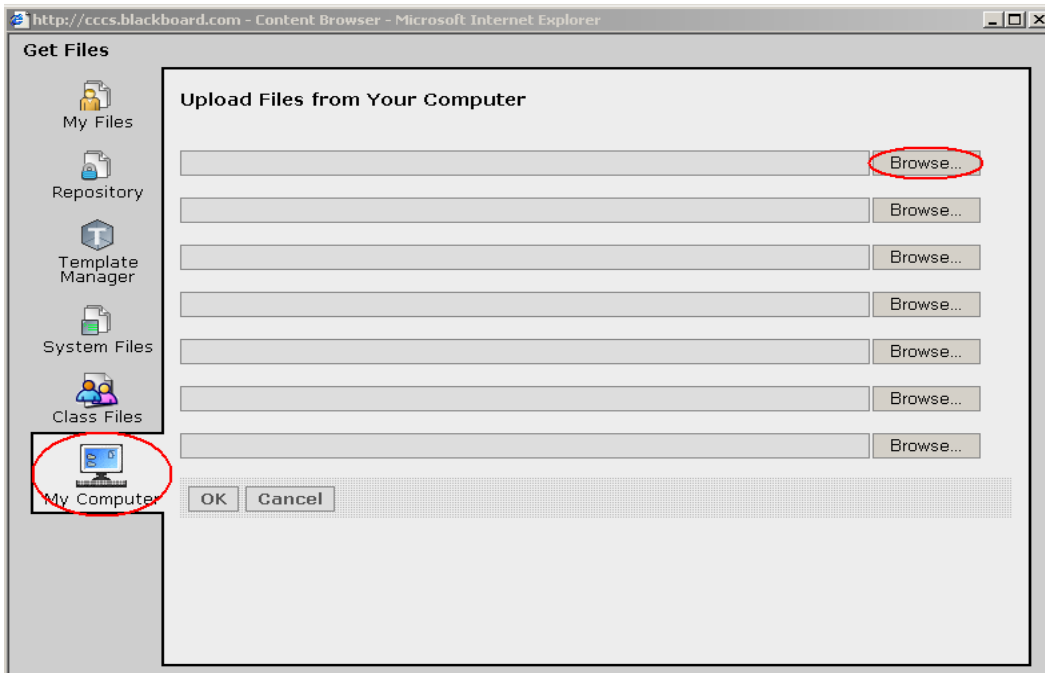
7. Left click on the **Get Files** button and a popup window will open

Your location: **MAT090 - MAT090 - Sherrill, J.**

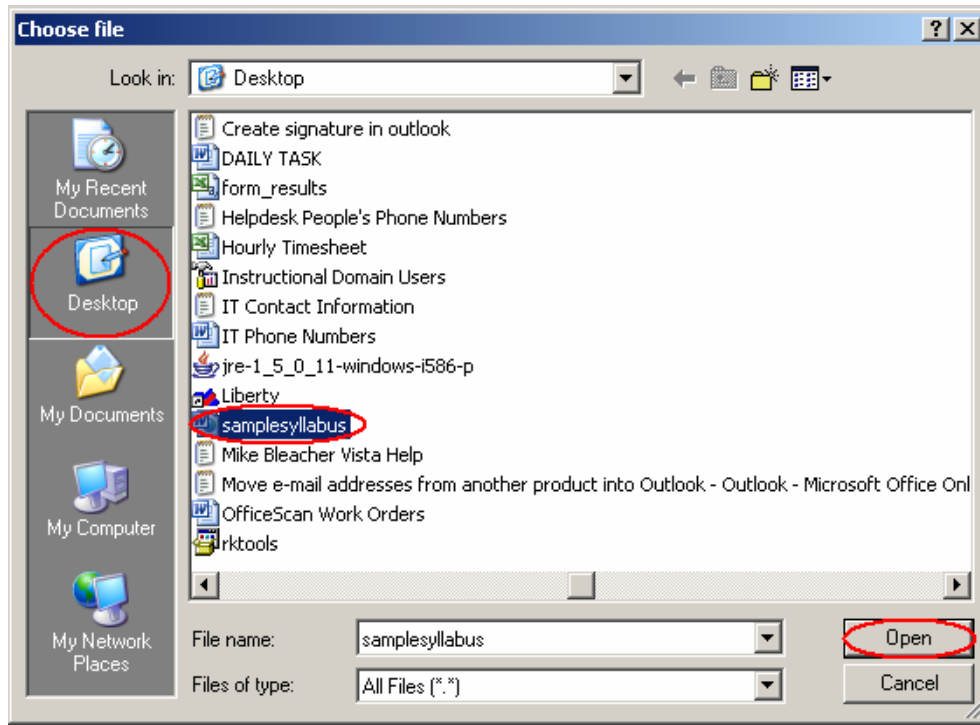
**File Manager**

Create File **Get Files** Create Folder

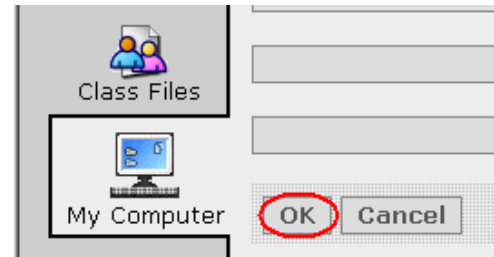
8. In the **Get Files** popup window, left click on the **My Computer** icon on the lower left side. Then left click on the **Browse** button to the right of the first grey box.



9. A new popup window called **Choose File** will appear. Left click on the **Desktop** icon, then left click on the HTML file you created in Parts 1 and 2 above. Now left click on **Open**.



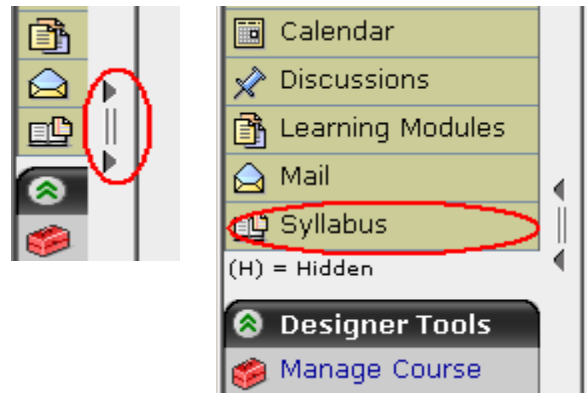
10. Now left click on OK and the file will be uploaded into your Vista course. If you have a slow connection, the upload process may take a few minutes.



11. Once the file has finished uploading, the popup window will close, and you will see your newly uploaded HTML file in the file manager.

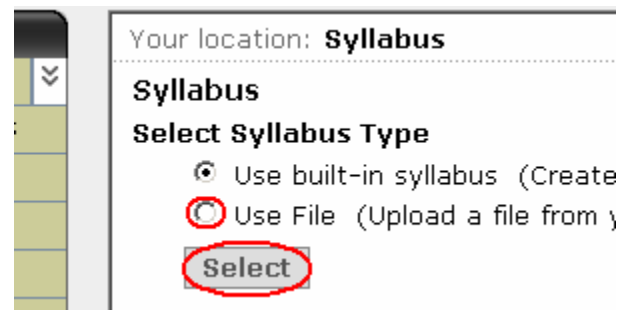
12. Expand the left hand menu by double clicking on the expand icon.

13. Then Left click on **Syllabus**.

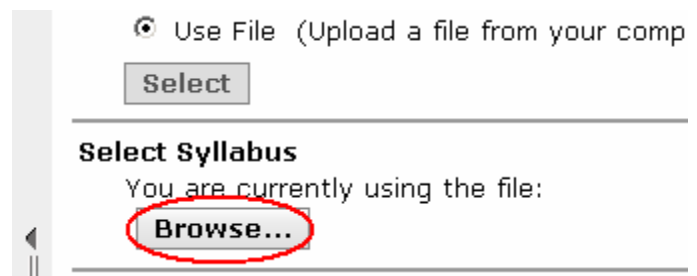


14. Under **Select Syllabus Type**, select the **Use file** radio button by left clicking on it. Then left click on **Select**.

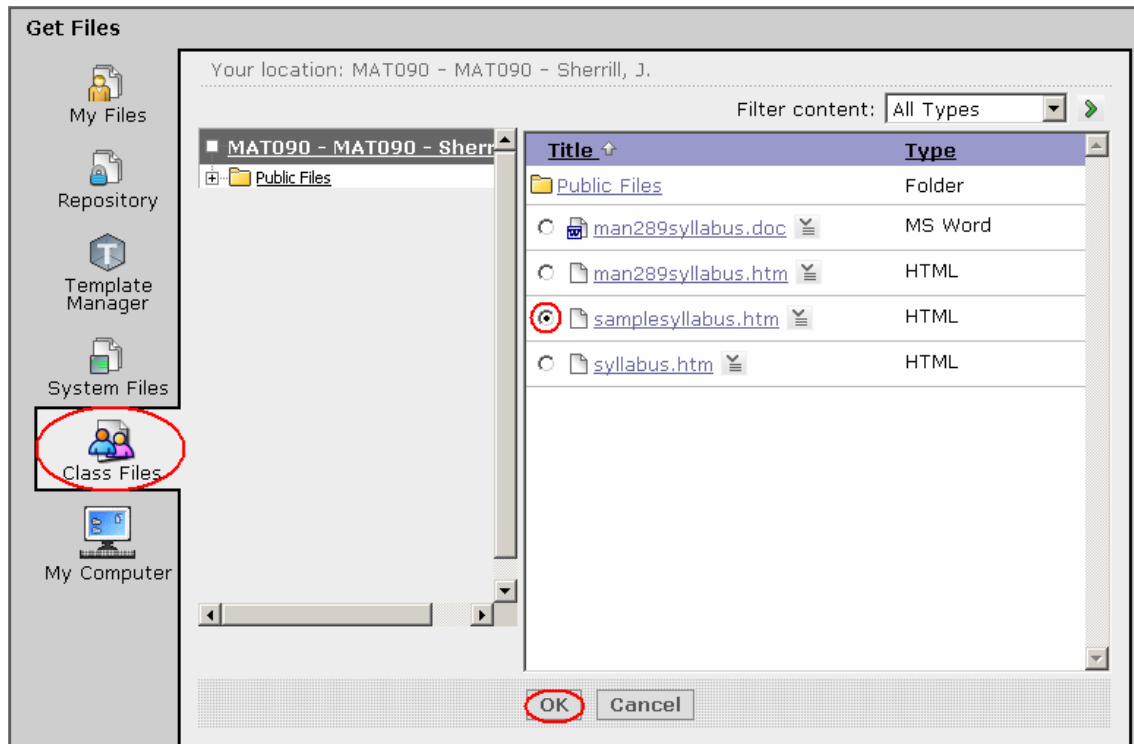
The button may look greyed out, but it will still work if you click on it.



15. You should now see a **Select Syllabus** option just under the select button. Left click on **Browse**. The **Get Files** popup window will open. You may recognize this window. It is identical to the one used to upload files to the course.



16. In the **Get Files** popup window, left click on **Class Files**. Then in the right hand side, left click on the radio button next to name of your uploaded syllabus file. Finally, left click on **OK**.



That's all you need to do. Go into **Student View**, left click on **Syllabus** and congratulate yourself for a job well done.

These directions are specifically concerned with uploading a syllabus, but uploading other HTML files, such as comments, works in much the same way. For example, if you want to place a link to a set of comments you have uploaded inside of a learning module.

First, you would write the comments in word and save them as an HTML file as directed in parts 1 and 2 above.

Then you would upload the newly created HTML file into vista, just as we did with the syllabus in part 3 (remember, you must be in build mode to do this).

Finally, you would go into the learning module or folder where you wanted the link to the file (again, in build mode), and left click on **Add File**. This will bring up the same box as the one in step 16 above. This time, you would select the radio button next to the HTML file you just uploaded, rather than the syllabus html file.

You can do this with as many HTML files as you want.