

Microsoft® Word to HTML Hyper Text Markup Language

```
<HTML>
<HEAD>
<TITLE> Word to HTML </TITLE>
</HEAD>
<BODY>
</BODY>
</HTML>
```

Microsoft Word® documents can be converted to HTML so they can be viewed from the Web. However, Word documents generally create unnecessarily large Web pages that increase download time. Dreamweaver is a better option for creating Web pages at Sac State. However, if there is a need to disseminate information quickly to students or colleagues, Word documents can be converted for uploading to the Web.

- * Create or open a document.
- * File > Save as Web Page or Save as HTML.
- * Name the page. Click Save.

A better result, with fewer problems, may be obtained by adding a few steps.

PROCEDURE

When Microsoft Word® is converted to HTML, specific markings are added that allow editing upon returning to the document in Word. These tags increase the file size and download time. Microsoft HTML Filter 2.0 removes these markings from Word 2000 and older versions. The filter is included in Office XP and 2003 (see first Note on reverse).

1. Download Microsoft HTML Filter 2.0 from: <http://www.microsoft.com/downloads/>. Type "HTML Filter" in the search box. Click Office 2000 HTML Filter 2.0 and follow onscreen instructions.
2. Create or open a document.
3. **File > Web Page Preview.** Review document noting changes that may need to be made.
4. Close simulated browser window. Make changes.
5. **Save.**
6. **File > Export To > Compact HTML.**
7. **Save** with .htm or .html extension. The result will be an .html page and a supporting file.
8. Create a new folder and place the .html document and supporting (images) folder into it.

IMPORTANT NOTE!

The .html page and supporting files must be kept in the same folder to prevent broken links. Moving, renaming, or deleting portions of the .html page or the supporting files may cause broken links if corresponding changes are not made in both.

Elements that do not convert well

- Borders *Remove; borders convert inconsistently.*
- Drop caps *Delete; these do not convert well.*
- Margins *Leave; though text will occupy size of screen.*
- Page breaks *Remove from Word document.*
- Headers and footers *Remove; these do not convert well.*
- Special characters *Can be inserted later into HTML code.*
- First line indentation *Use flush left placement of text.*
- Placement of text boxes *Remove text boxes; use tables.*
- Tables of contents & indexes *Delete before converting.*
- Tabs display as spaces *Use tables instead of tabs.*
- Animations/WordArt *Remove; these do not convert well.*
- Single-spaced lines with Enter/Return at the end of the line may be double-spaced *In Web editor, remove paragraph tags and insert line breaks (Shift/Enter).*

Fonts

Utilize universal font families to assure that end users may view your document without having special fonts installed on their systems:

Serif: Times New Roman, Times, Courier, Georgia

Sans Serif: Arial, Helvetica, Geneva, Verdana

Excel and PowerPoint convert to HTML essentially the same way although formulas in Excel do not convert to HTML.

Notes

- > Most commonly used graphic formats: GIF, TIF & JPG.
- > Use letters, numbers, underscores, hyphens, & lower case in naming files. Never use special characters or spaces.
- > Remove previous versions of HTML Filter *before* installing Microsoft HTML Filter 2.0.
- > The HTML Filter is incorporated into Office XP and 2003. Choose **File > Save as Web Page**. In dialog box in **Save as File Type**, choose **Web Page Filtered**. **Save**.
- > Add hyperlinks in Word by selecting Insert > Hyperlink.
- > Converting Word to HTML results in two documents: the Word document and the HTML document. Changes in one do not change the other. *You must update both.*
- > To make changes to the HTML document, open the document in Dreamweaver, FrontPage or other Web editor, make the changes, and Save.
- > You can further clean up HTML code in a Web editor. *In Dreamweaver, click Commands > Clean Up Word HTML. In the dialog window, choose the version of Word used to create the file, click appropriate checkboxes, then click OK. After clean-up, a dialog box will appear listing the changes that were made. Click OK.*

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