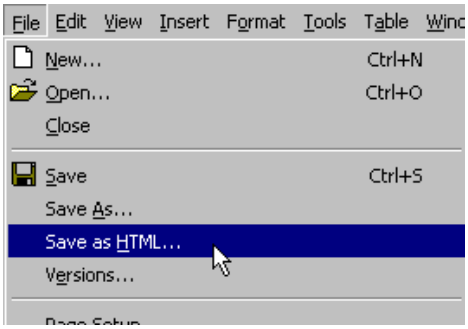
Putting your Class Materials on the Web: *Word 97 and Web Pages*

Introduction

Word 97, like other MSOffice programs such as Excel and PowerPoint, has the capability of saving documents in HTML (web page) format. Users can easily create a simple web page without using any actual HTML code.

Steps for creating a Web Page with Word 97

1. Start Word 97
2. Create a new document or open an existing document
3. Click on the `File` menu
4. Select `Save as HTML`
5. Name the file and save it to a local or network drive



If you save this file to your H: drive under the public.www folder, you now have a basic web page available to the rest of the Internet. You can, however, save it to the same folder as the original Word document-- the original will not be overwritten even if you used the same file name since the converted document will have an extension of ".htm."

A few cautionary notes:
The converted Web document will undergo some visual changes in the process. Word is not the best choice for creating or editing web pages but the conversion process is very handy for getting you started. It certainly beats re-keying the document and is generally better than copying and pasting from one program to another, but you can usually count on having to do some post-conversion cleanup.

It is strongly recommended that once the document is converted, you open it in a real web-authoring program such as Composer to make any changes. This will help assure that the final product is "up to code." Also, remember that after you 'Save as HTML,' the new page will open in *Word*. You will not see all the problems until you close it in Word and open it in a *web browser*.

Some elements of a Word document just will not convert to HTML well, if at all. Among the more common problems:

- Headers and Footers are lost in the conversion.
- Your page numbers will disappear too, but since page numbers become meaningless in a browser, that shouldn't be considered a problem
- Text Boxes and their contents are lost in the conversion

- Text sizes may be altered slightly-- browsers recognize a narrower range of sizes and Word seems to convert down to the next smallest.
- Fancy fonts (other than the default Times Roman and Arial) will convert BUT you can't count on other people being able to see them just as you intended. If people don't have the same font installed on their computers, their browser will use a default font. This actually applies to all web pages-- not just those converted from Word.
- Tab spacing doesn't convert well and can result in a jumbled mess.

Tabs and Tables

Two common ways of aligning information in a *Word* document are to place items in the cells of a table or to use the tab key to create columns. The HTML conversion process will preserve tables but tabs will be corrupted.

Examples

Tab-aligned text in the *original* Word Document

Grading:

Attendance	Quizzes	Mid-term	Final
20%	20%	30%	30%

After conversion to HTML

Grading:

Attendance Quizzes Mid-term Final

20% 20% 30% 30%

If spaces were used in the original, the conversion can get even messier:

Grading:

Attendence	Quizzes	Mid-term	Final
20%	20%	30%	30%

Converting text-to-tables

In the examples above where tab-separated text is rearranged during the HTML conversion, you have two options for cleaning it up.

Option 1

After the conversion, in the web document, you can create a table and drag the text into the cells.

Option 2

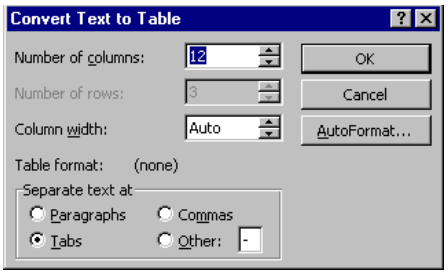
Before converting, in the original Word document, convert the tabbed text to a table.

To convert text to tables in Word:

1. Drag the mouse across the desired text to select it

I.	Course Prefix	Course No.	Course Name	Credit	Lecture	Lab
	EGL	101	Composition I	3	3	0

2. Click on Word's Table menu and click "Convert Text to Table." Use the default settings and click OK.



3. The resulting table may not be perfectly aligned so you may need to use the mouse to adjust column widths. Hold the mouse over a borderline and drag it until the appearance of the text within a cell improves.

I.	Cours e		Cours e								
	~~Prefix~~		No.		Cours e Name		Credi t		Lectu re	Lab	
	EGL		101		Comp ositio n I		3		3		0

4. A little tweaking of the column widths should result in a table like the one below. Once you are satisfied, you can save the Word document as HTML and the table should convert reasonably well.

I.	Course Prefix		Course No.		Course Name		Credit		Lecture	Lab	
	EGL		101		Composition I		3		3	0	

After the HTML conversion, you can choose to hide the grid lines.

Spacing

Word also likes to adjust the spacing when converting a document to HTML. Single spaced lines can become double-spaced and indents can be increased. The following "before and after" examples show how some common formatting survives a conversion as well as how a Word document becomes a rather loosely arranged web page. Correcting spacing problems will have to be performed manually and individually using the web authoring program.

Word Document (Pre-conversion)	HTML Document (Converted from Word)
Underlined Text Bulleted List • Item One • Item Two • Item Three Numbered List 1. One Potato 2. Two Potato 3. Three Potato No Indent Indent No Indent Example of super^{script}	Underlined Text Bulleted List • Item One • Item Two • Item Three Numbered List 1. One Potato 2. Two Potato 3. Three Potato No Indent Indent No Indent Example of super^{script}

Graphics

A Word document can support graphics from a wide variety of image formats in addition to the native .WMF format of its clip art files. Web browsers, for all intents and purposes, will only display .GIF, .JPG and .PNG format images.

While graphics in a word document become integrated with the text to form a single file, a web page with graphics is actually an HTML file that summons up separate image files and instructs them where to be placed. In converting to HTML, Word isolates all the images in a document and converts them all to individual .GIF format files which will be named like this: *Image1.gif, image2.gif, image3.gif, etc*.

The result of this conversion can make for some muddy looking pictures (the fault of the conversion process, not the GIF format). Should you decide to replace any images later on by recreating them with a real graphics program, it may take a bit of detective work to figure out which is which.