

Convert Microsoft Office Files to HTML or PDF

Convert a Word Document to HTML

1. In Microsoft Word, open the document you wish to convert.
2. Choose **File > Web Page Preview...** Your document will open as an HTML preview in a browser. Your page may look quite different in the browser from how it appears in Word. Check or double line spaces where you expect single ones, and remember, tabs do not convert to HTML. Remove them from the Word document before you convert it.
3. Close the browser window, return to Word and revise as necessary. Continue to preview and revise until the HTML page looks right.
4. When you are done revising, go to **File > Save as...**
In the Save as... window:
 - Next to “*Save as type:*,” choose “Web Page, filtered (htm*, html*)” if available or “Web Page (HTML).”
 - Name the file. Remember that file names should not contain spaces, capital letters, or any “special” characters such as: . , ! @ # \$ % ^ & * < > ?) (;
 - Navigate to the directory where you wish to save your new file.
5. Click **Save**.

For more information about converting from Word to HTML (including converting files with images), please see the OIT document titled “Converting Word Documents to HTML,” located on the OIT website or in the Instructional Media Lab, or call the Instructional Media Lab at 545-2823.

Convert a Word Document to PDF

Note: You must have conversion software such as Adobe Acrobat Professional to convert files to PDF.

1. With the document open in Microsoft Word, choose **File > Print...**
2. Change the selected printer to “Adobe PDF.”
Click **OK**. The “*Save PDF file as*” pop-up window will open.
3. You will be prompted to choose a name and place to save your new PDF file.
Name your file, select the location where you wish to save the file, and then click **Save**. Your PDF will be created.

Convert a PowerPoint Presentation to PDF

1. In PowerPoint, open the file you wish to convert.
2. Go to **File > Print...**
3. Change the Printer to “Adobe PDF.”
Under “*Print What:*” select the format you wish for your PDF to have. (This can be any of the settings you can usually choose when printing a PowerPoint presentation such as one slide per page, or handouts that have anywhere from 2-9 slides per page.)
4. Click **Print**.
5. You will be prompted to choose a name and place to save your new PDF file.
Name your file, select the location where you wish to save the file, and then click **Save**. Your PDF will be created.

Note: Converting Microsoft Excel files to PDF is very similar. Open the file in Excel, and follow the instructions above for Word Documents.