

Converting Word Documents to HTML

Microsoft Word 2000-2004

1. Open the existing Word file.
2. Delete unnecessary images.
3. Choose **File > Web Page Preview...**
A browser will be launched and your Web page will open. Inspect the page. Depending on your platform (Mac or PC) and the version of MS Word you are using ('98, 2000, or XP), your page may look quite different in the browser from how it appears in Word. In particular, check for:
 - Paragraph returns - Are there double line spaces where you expect single?
 - Tabs - Tabs do not convert to HTML. Remove them from the Word document before you convert.
4. Close the browser window, return to Word and revise as necessary. Continue to preview and revise until the HTML page looks right.
5. Go to **File > Save as...** Under file type, choose "Web Page, filtered (htm*, html*)" if available or "Web Page (HTML)."

Name the file, keeping the following in mind: file names should not contain spaces, capital letters, or any "special" characters, such as: . , ! @ # \$ % ^ & * < > ?) (;

Navigate to the directory (folder) where you want to keep your Web documents. We recommend you keep your Web site in a directory separate from source documents such as the original Word document that you are presently converting to HTML.

Click the Save button.

A Note About Images

Images are not embedded in HTML documents as they are in Word documents. Rather, images are stored as separate files that the HTML document links to.

Word creates a new folder for the images included on each Web page. The folder is named after the file (filename_files) and is stored in the same folder as the HTML file. Word creates numbered graphics files (.gif and .png) for each image.

Whenever you move or copy the HTML file you must keep the HTML file and its file folder together. Also, do not change the file names or folder names, or visitors to your site will see a broken image icon instead of a picture.

Show Invisible Markers

Turn on invisible markers to see paragraph returns, soft-returns, spaces and tabs that you may want to remove or reformat.

Choose **Tools > Options > View tab:** Formatting Marks; check "All."

(Mac — Tools > Preferences > View tab: Non-printing characters; check "All.")

Alternately, depending on how the Tool Bar in your copy of MS Word is set up, you may be able to see the **Show/Hide Markers button**.



-  Paragraph
-  Line Break
-  Spaces
-  Tab

Paragraphs Versus Line Breaks

In HTML, unlike in word processors such as MS Word, paragraph returns create a double line space.

Pressing the ENTER key makes a "hard return" or Paragraph: TWO LINE SPACES

SHIFT + ENTER makes a "soft return," or line break: ONE LINE SPACE

Show File Extensions on Desktop

To set the Windows OS to show file extensions so that you can see the file types of your documents (.doc, .html, .gif, .png, etc.):

Windows XP & 2000: **Start > Settings > Control Panels > Folder options...**

Windows 98: **Start > Settings > Folder Options:** View tab; uncheck "Hide file extensions for known file types."