

# **Microsoft Word to HTML Conversion**

## **Bold, Italic, and Underlined Text**

Bold, italic, and underlined text should be marked using the standard Word formatting commands. They will be converted to HTML automatically.

## **Headings**

Text to be converted to a heading should be selected with the mouse. Click the "H" button on the Toolbar with the mouse. A dialog box will appear, requesting you to select the heading level. Make the appropriate selection, and click on "OK". The text will increase proportionately in size, and be surrounded by the appropriate HTML tags. The tags have the Hidden attribute.

## **Lists**

Numbered and Bulleted Lists are supported. Text to be converted to a list should be selected with the mouse. Click either the "Numbered List" or the "Bulleted List" button on the Toolbar with the mouse. Each paragraph in the selected text is converted to a list item. HTML list tags are inserted, and tags have the hidden attribute.

## **Hypertext Links**

Hypertext links are created from selected text in the following way. The last continuous string of text in the selection (i.e. no spaces) is interpreted as the URL. All preceding text is interpreted as the hypertext link. For example, the word "here" in the following sentence is a hypertext link to <http://www.ncsa.uiuc.edu/SDG/Software/Mosaic/NCSAMosaicHome.html>, the NSCA Mosaic home page:

Click here for the NCSA Mosaic home page.

You would type:

Click here <http://www.ncsa.uiuc.edu/SDG/Software/Mosaic/NCSAMosaicHome.html> for the NCSA Mosaic home page.

And select with the mouse:

here <http://www.ncsa.uiuc.edu/SDG/Software/Mosaic/NCSAMosaicHome.html>

Finally, a click on the "L" (for Link) button on the Toolbar will convert the selection to an HTML hypertext link. HTML tags will be inserted in red, and will have the Hidden attribute.

## Converting a Document to HTML

When you are ready to convert your document to HTML format, select the "C" (for Convert and save) button from the toolbar. **Your Word document will automatically be saved before making an HTML conversion!** A lot of file swapping goes on during the conversion process, and your changes could get lost without this automatic save. If you're not sure about current changes to your document, use Save As... to create a working copy before making the HTML conversion.

You will be prompted for a filename for the HTML document. The default is the current filename, with the extension ".htm". Simply press [Enter] to accept the default filename. Note: an intermediate form of the document is created in your Word directory called "@HMLTEMP.DOC". Currently, this file is saved for debugging purposes. After the conversion is complete, you will be returned to the original document.

## Entering In-line Graphics

Highlight the graphic's filename and click on the "G" button on the Toolbar. The proper HTML tag will be inserted, and a "dummy" graphic will be inserted to approximate what the rendered document will look like.

## Help on the HTML Toolbar Buttons

Selecting the "?" button from the toolbar will invoke a window showing a brief reminder of the functions of the Toolbar buttons. Clicking on the "Open Instruction Document" button in this window will open a document giving more detailed help.