



## **Converting Word documents to HTML**

To convert an existing Word document to a webpage:

1. Open the Word file (e.g., "syllabus.doc").
2. From the File menu, select Save as Web Page.
3. Select the destination folder to which you want to save the file.
4. Change the file name if necessary (with no spaces).
5. Click "Save."
6. Your file will appear with an .htm or .html extension (e.g., "syllabus.htm")

Please Note: There are several issues you need to be aware of when converting Word documents to HTML. When you use the Save as Web Page command, additional markup (XML and Office-specific markup tags) will be brought with it as well. This may cause the document to be converted in a way that does not maintain the formatting to your satisfaction. For example, since font and size tags are embedded into the document, the text may display improperly. To possibly avoid this kind of problem, use minimal formatting and avoid the use of tables.