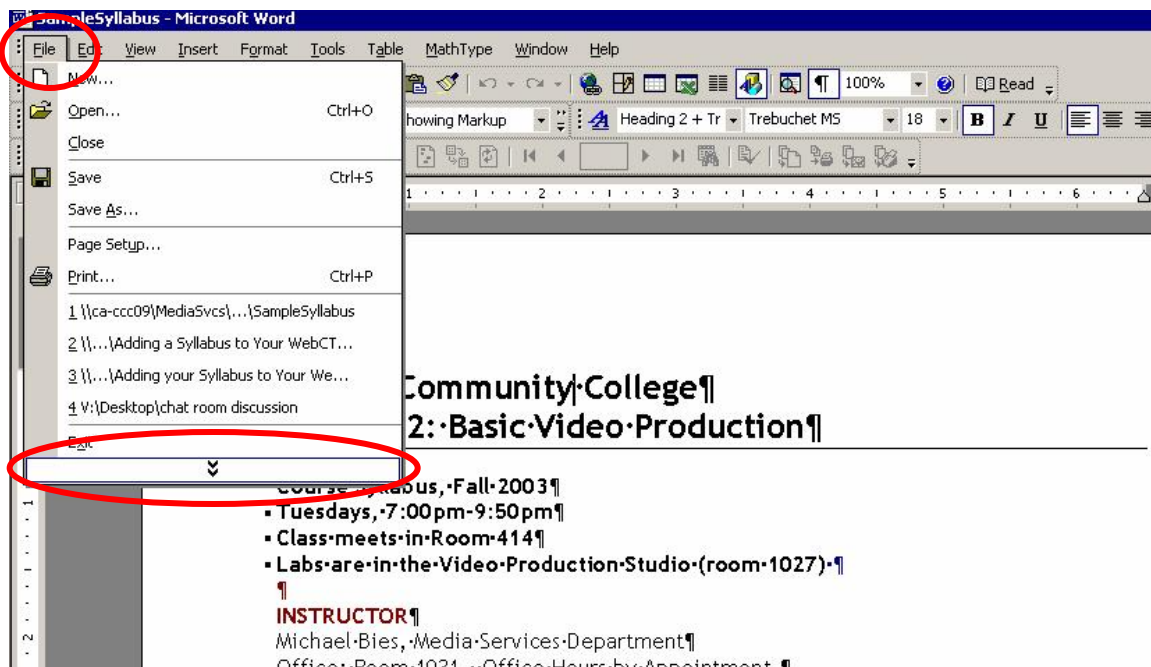


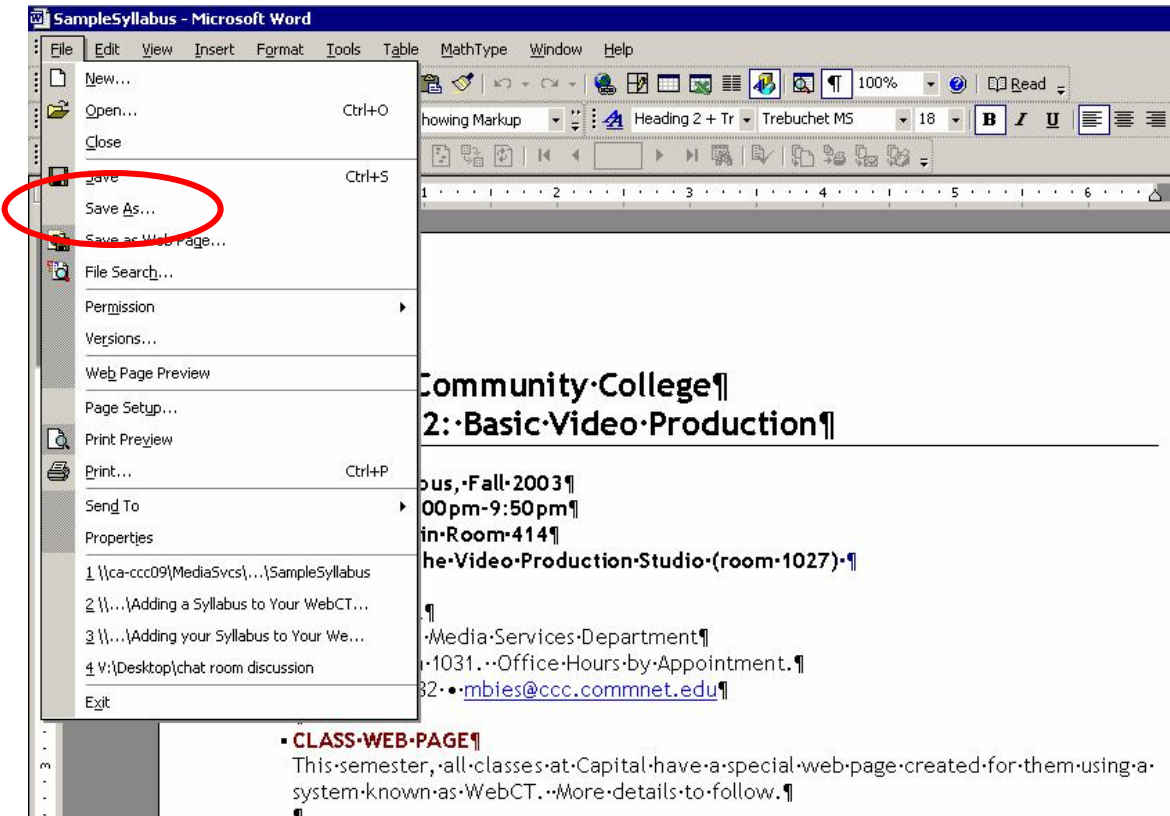
## How to Save a Microsoft Word Document as a Web Page or HTML file Ready to Use in WebCT Vista

Start Word and open the file you wish to save, probably your syllabus.

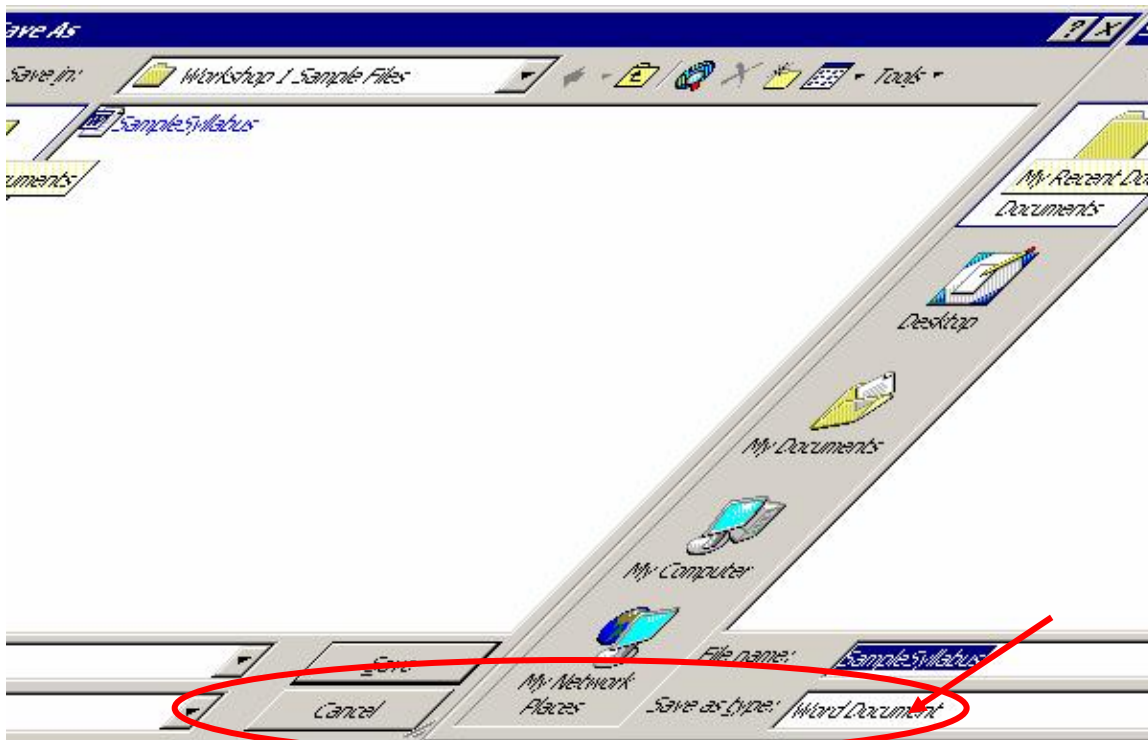
It is best to keep the syllabus in a block style and minimal tabs. In other words, do not use several spaces or several tabs to get information to align properly. Set the tab and use the tab key only once to align your copy. DO NOT use the computer like a typewriter.

Once your document is ready to be converted, leave it open and go the "File" menu at the top of Word. In the drop down menu choose "Save As...". If you do not see the "Save As..." as an option you may need to expand your drop down menu list. To do this, move your mouse down to the double arrow at the bottom of the menu, and the window will automatically expand.

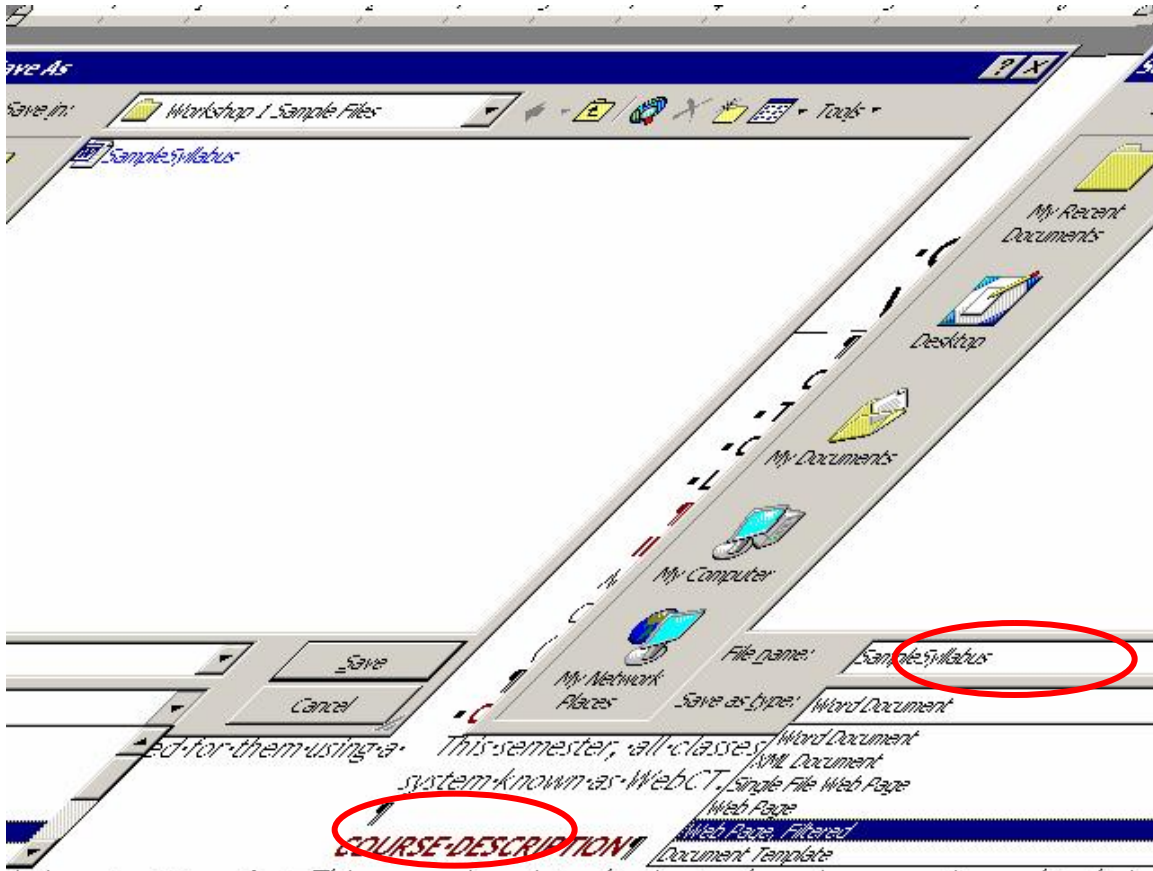




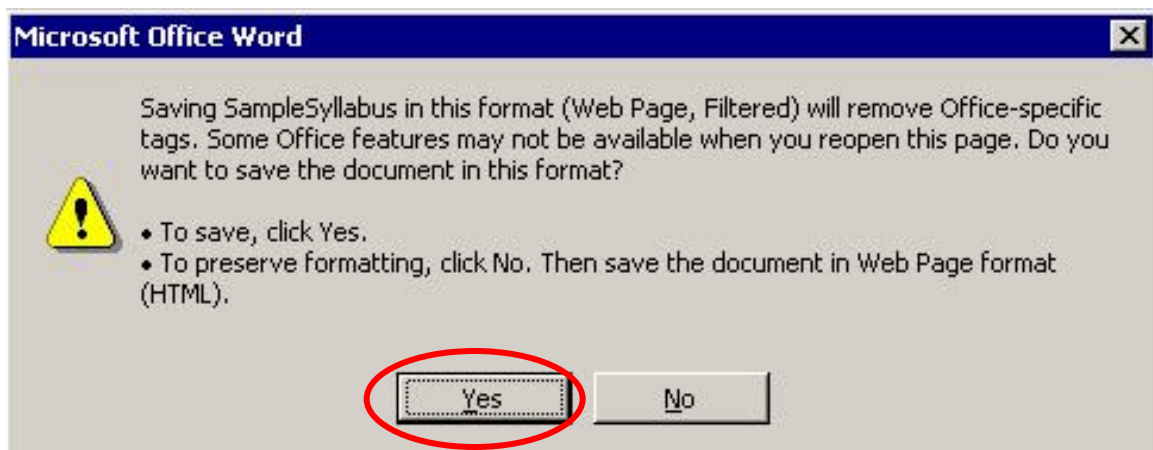
Now choose the “Save As...” item. A new window will pop up that looks like this.



Locate the “Save as type:” box at the bottom of the pop up window. Click on the downward pointing arrow to the far right of the box. Scroll through the options until you find “Web page, Filtered.” Select it. (You can save your file with the same file name and in the same location as the original. Even though you are using the same file name it will not overwrite the original file because the “File Type” is different. You will be able to differentiate the files by the icon the file is given.) Click on “Save.”



Once you have click on save a warning may appear that looks like this, see below, click “Yes” to save in the web page format.



Your file may now look slightly different. You should review the web page document and make any necessary adjustments.



The difference between the Word file and Web Page Filtered file are shown below. The first icon with the “W” and a plain page is the original Word document. The second icon with “W” and the small globe on the page behind it is the web page (or HTML) file. You will be uploading the second file to your WebCT Vista Course.

