
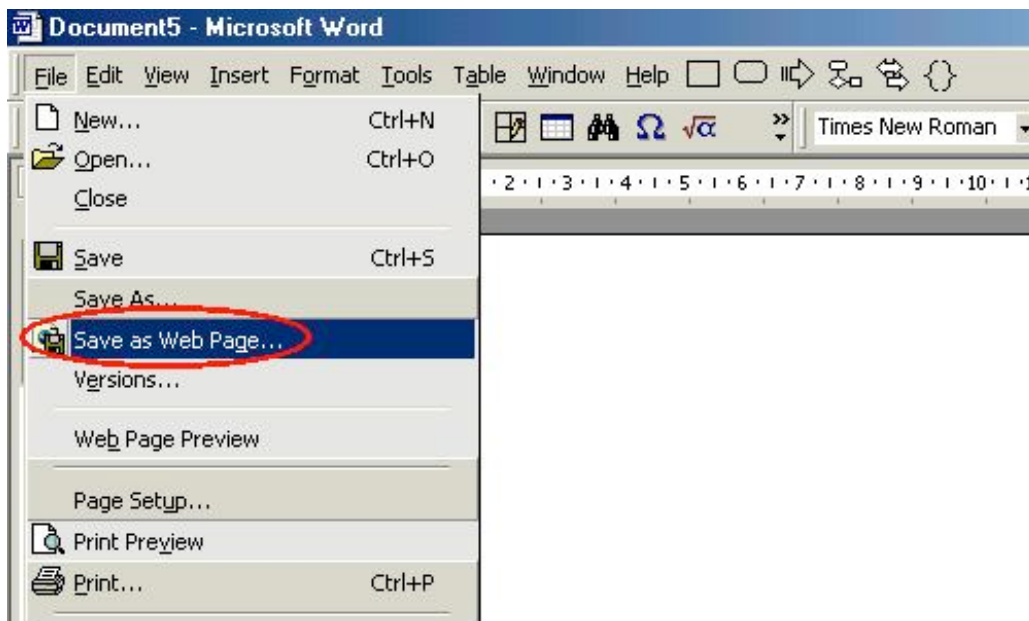
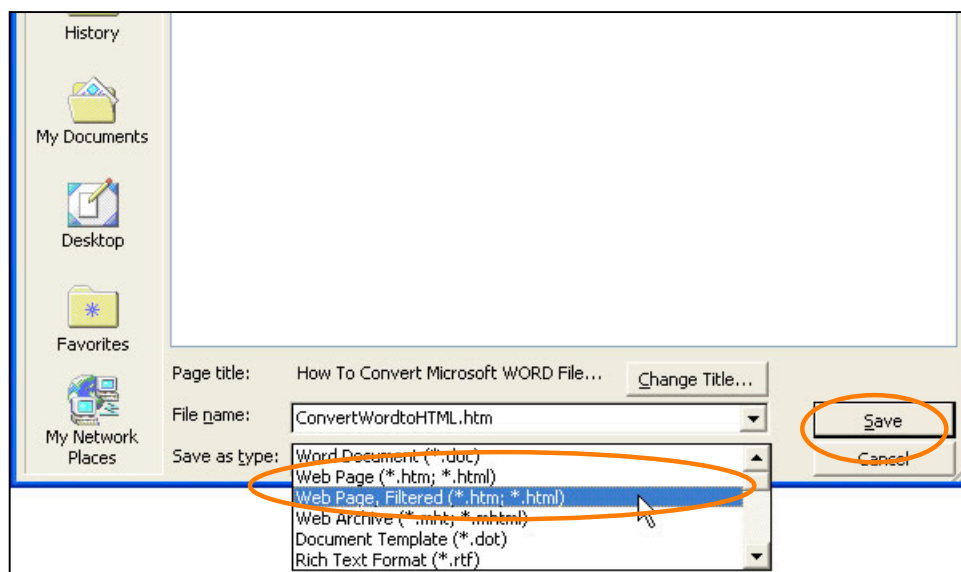


How To Convert a Microsoft Word File into HTML for WebCT

Within your document in Microsoft Word, take a look at the File menu options. One of them is “Save as Web Page ...” (If this menu choice is hidden, click the double arrows  at the bottom of the menu to view this option.)



Under the “Save as Type” selection, choose, “Web Page, Filtered.” * Press “Save” to save the file as a web page.



** NOTE: if this option is unavailable in your version of Word, choose “Web Page” – the ‘filtered’ option just creates a smaller and easier-to-work-with file.) Select this to save the Word file as a web page.*

Next, login to your course in WebCT and do the following:

1. Within your group presentation area:

Homepage > Student Presentations > Group Projects > Manage Files > **Edit File**

Student Presentations
To view a project, click its linked title in the Description column. (If the title is not linked, the presentation is not yet in place.) If the Group column contains links, click a group name to view the members of the group. To import files to your presentation, click **Edit Files**.
Note: Please remember to name your first page index.html.

Mail	Group	Files	Description
	_Contribute to Course Portfolio	Edit Files	Untitled Document
	_Red Group	Edit Files	Group 2.
	_Yellow Group	---	Group one.

- Select the [**Edit Files**] link next to your group name.
- Under “**File Options**” select “**Upload.**”

Options: Files

- Create file
- Edit
- Delete
- Copy
- Move
- Rename
- Zip
- Unzip
- Upload

2. Upload your file:

- Browse for your file (next to Filename box, click “**Browse**”).
- click “**Upload.**”

Upload File
Note: Depending on the file size and network connection, this process may take several minutes.

Filename:

Destination folder: [Library Guest]

Once you have uploaded the file in WebCT, you can then link to it from other pages within the Presentation area.