

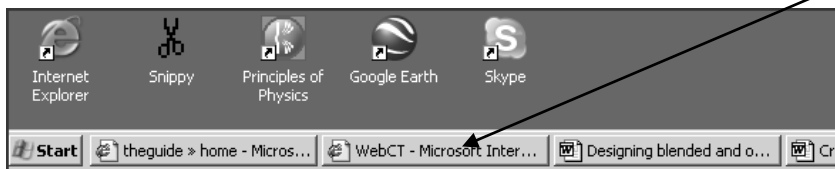
Appendix 6

Guidance for academic staff

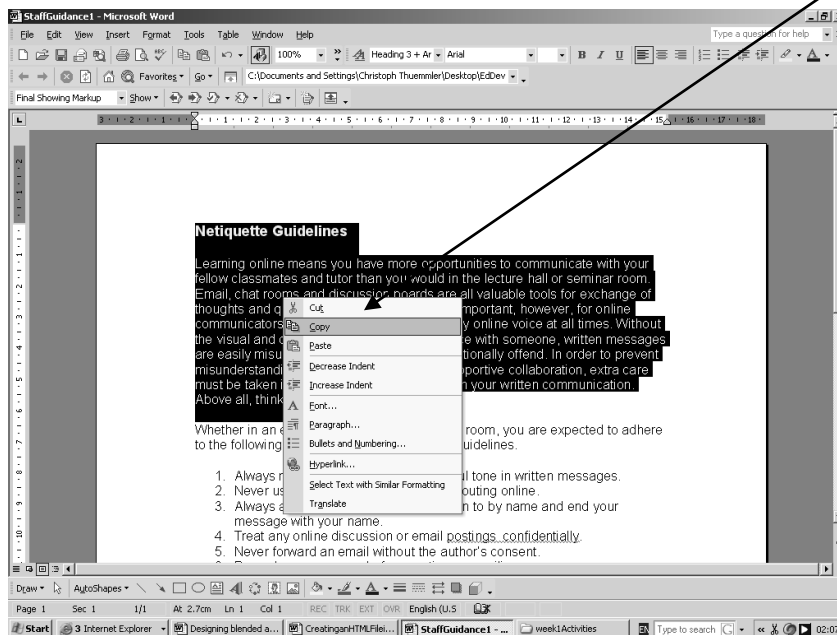
Converting your Word doc to an HTML file in WebCT

The most universally accessible file format across all types of machines and operating systems is HTML (or XHTML) and always the preferred format for publishing on the VLE. In WebCT, creating an HTML file from your existing Word docs is easy:

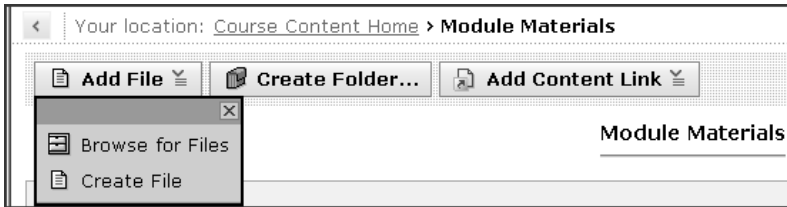
1. Login to WebCT and enter your module. In the *Build mode*, go to the page on which the HTML file should be created. Minimise the screen (simply click on the little minus symbol in the top right hand corner). Your WebCT page is temporarily on the bottom browser menu bar. Open the appropriate Word document.



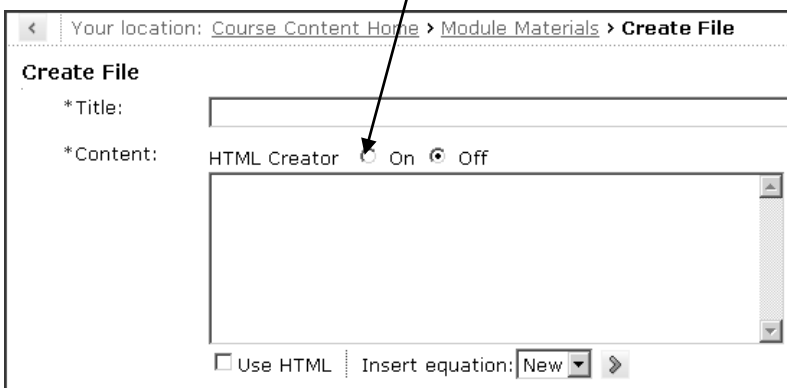
2. Left click over the text in Word you want to copy in order to highlight it. Release the mouse, right click over the highlighted portion and select Copy from the pulldown menu.



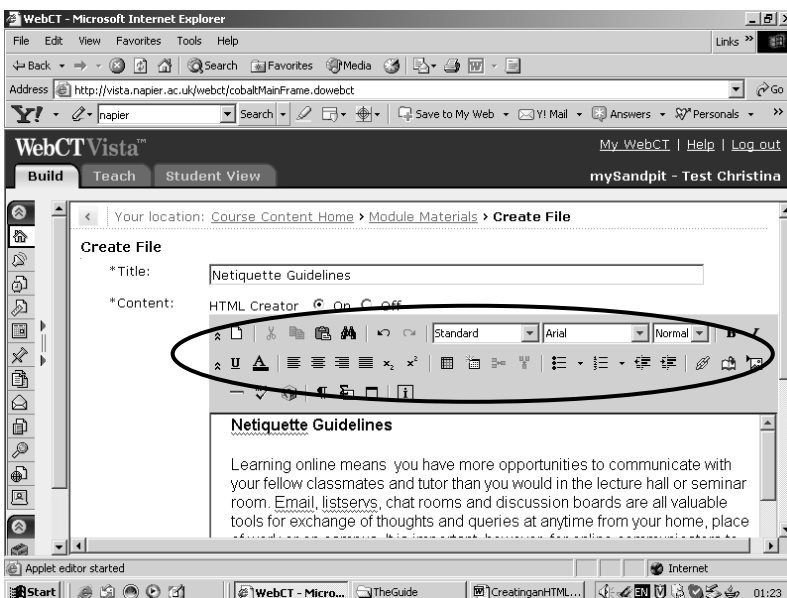
- This portion of the Word document can now be pasted to the HTML Creator in WebCT Click on WebCT bar at the bottom of your screen to enlarge the WebCT page again. From the top menu bar choose Add File and then Create File



- Choose HTML creator 'on'



- Left click your mouse cursor in the edit box, right click and choose Paste and the highlighted Word text will appear. Add a title.



6. Carry out any formatting. Notice you can create tables, hyperlinks, upload images and change font style, size and colour, as you would in Word. Click on Save. The content file icon will appear on the page.

