Converting an HTML Page into a Word Document

Part 1: Changing Settings in Microsoft Word (Must be completed first.)

If you chose to create your syllabus by using templates in D2L, follow these instructions in order to convert an HTML page into a Word Document. This process will be necessary in order for Academic Departments to check syllabi for accessibility.

Step One – Open Microsoft Word and click on the "File" tab.



Step Two – Click "Options" to adjust settings before downloading HTML syllabus.



Step Three – Check settings in the "General" section.

Assure that the correct checkboxes are marked as illustrated in the picture below.

Word Options		?	×
General Display	Copy remotely stored files onto your computer, and update the remote file when saving Allow background saves		*
Proofing	Preserve fidelity when sharing this document:		
Save	Save form data as delimited text file		
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Advanced	General		
Customizes poon			
Quick Access Toolbar	Provide feedback with sound Provide feedback with animation		
Add-ins	Confirm file format conversion on open		
Trust Center	✓ Update automatic links at open		
	Allow opening a document in Draft view		
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3	Show add-in user interface errors		
	Mailing address:		
	Eile Locations Web Options		
	Layout options for: Document4		
	Add space for underlines		
	Adjust line height to grid height in the table		
	Balance SBCS characters and DBCS characters		
	Convert backslash characters into yen signs		
	Don't center "exact line height" lines		Ŧ
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Part 2: Downloading Syllabus for Conversion

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Word Chapter 1 Introduction to	1	B Send to B C

Step One – Login in to D2L/Momentum and download syllabus.

Step Two – Save File

If using Mozilla Firefox Web Browser:



If using Chrome Web Browser:

Downloading	Files	
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Step Three – Save and Extract Zip File

If using Mozilla Firefox Web Brower:

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If using Chrome Web Browser:

Downloads

HTML File

Part 3: Final Conversion Process

Step One – Locate the HTML file (See previous step to locate file).

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Syllabus Date modified: 7/27/2016 1:18 PM Date created: 7/27/2016 5:17 PM Chrome HTML Document Size: 30.4 KB					on the drop down menu) I.		

Step Two – Choose default program (Microsoft Word).



Step Three – Select default program and "Ok".



Step Four – Select HTML document/Save as Word File



Upon completion of Step Five, the syllabus will appear in Microsoft Word. You should be able to run the Accessibility Checker before emailing your syllabus to Department Secretaries. Email ctatmailbox@roanestate.edu or call us at 865-882-4556 with any questions regarding accessibility.