# 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.

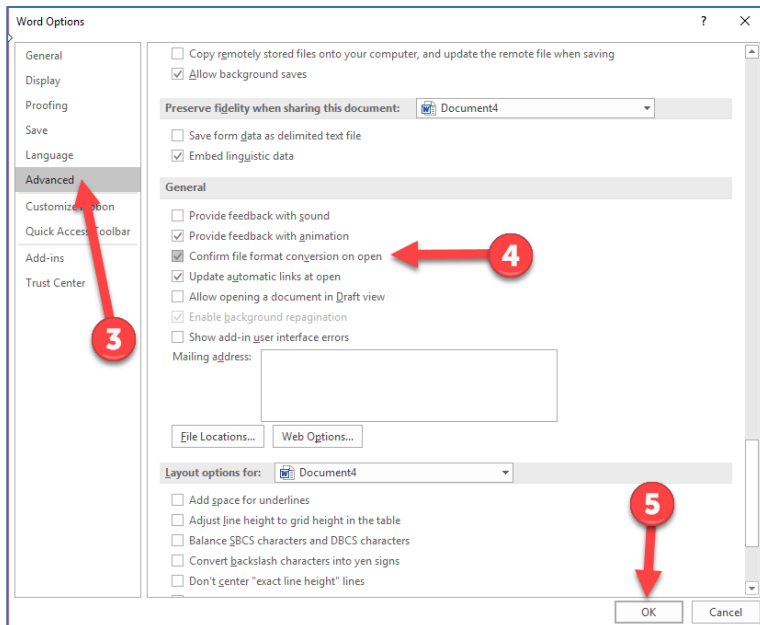### Step One – Open Microsoft Word and click on the "File" tab.
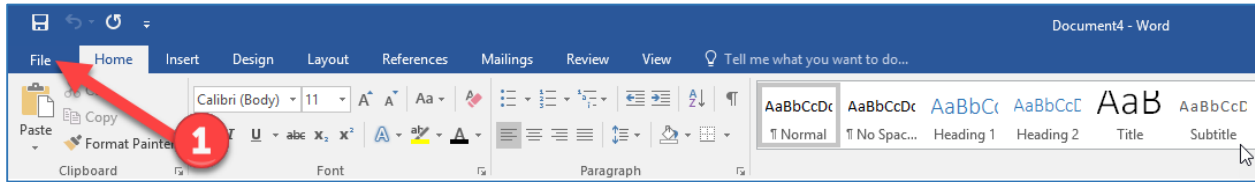
Step Two – Click "Options" to adjust settings before downloading HTML syllabus.
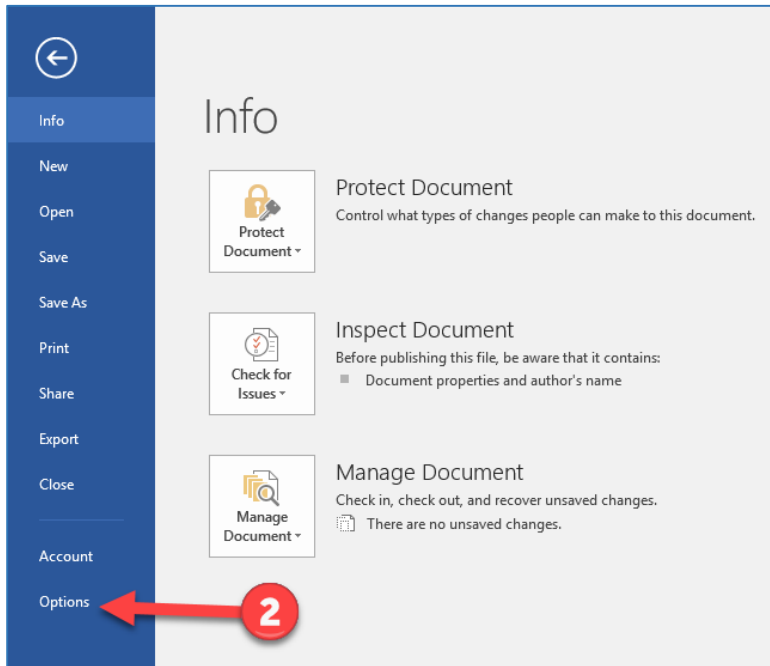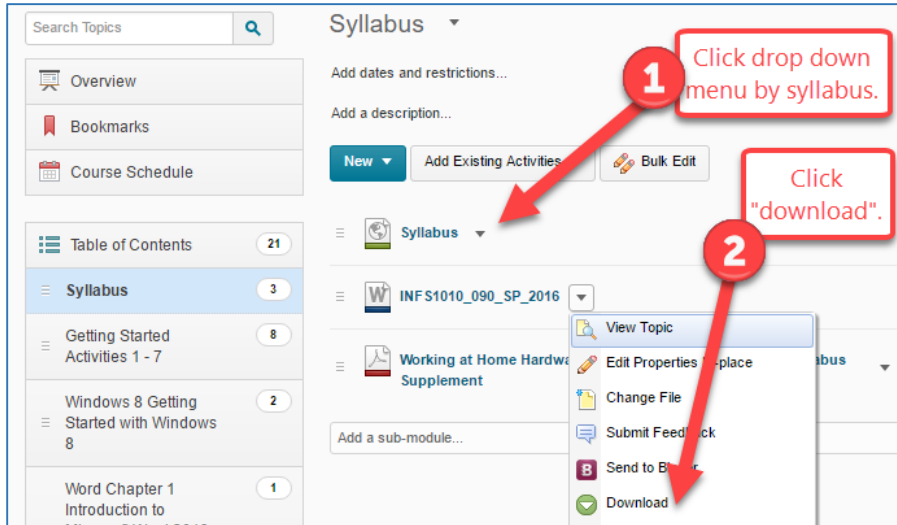

Step Three – Check settings in the "General" section.

Assure that the correct checkboxes are marked as illustrated in the picture below.
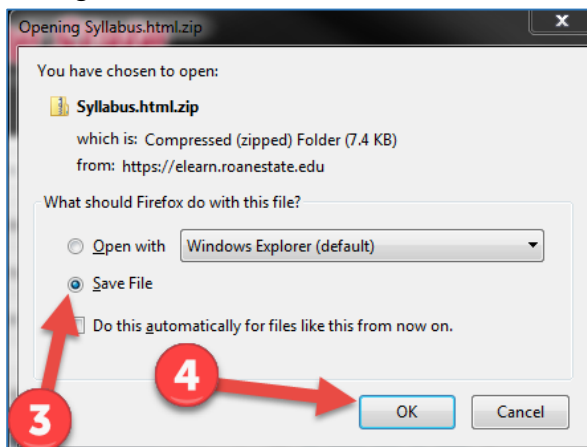
Part 2: Downloading Syllabus for Conversion

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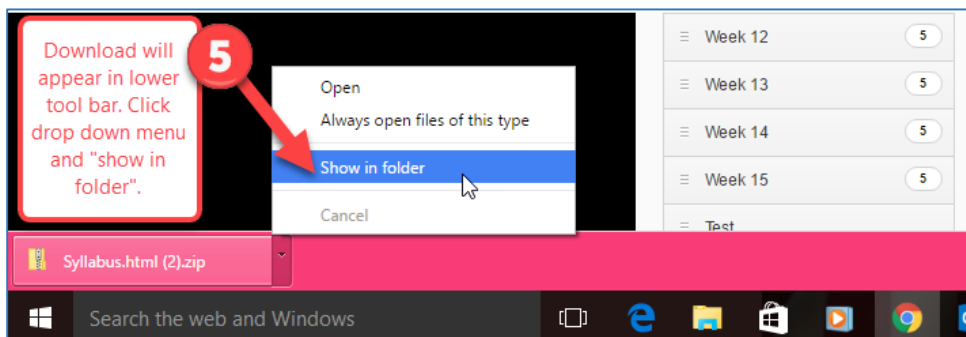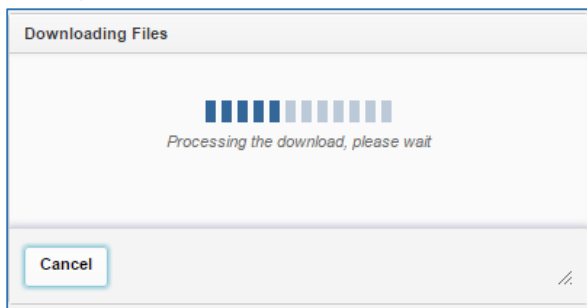

Step Two – Save File

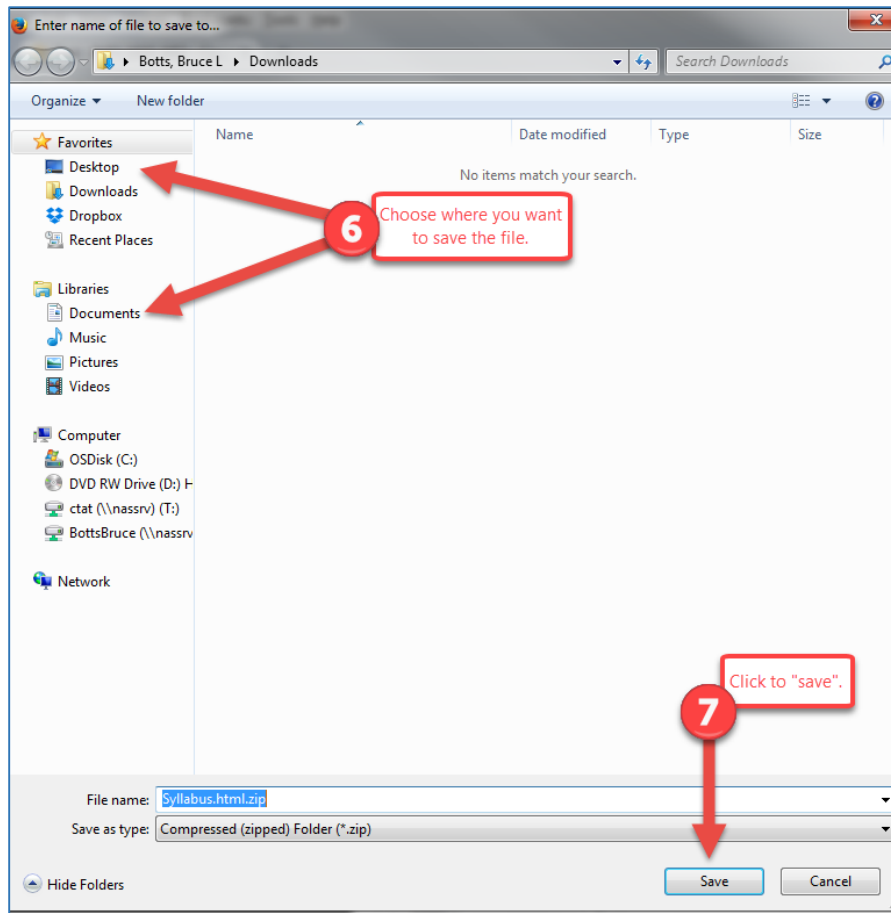If using Mozilla Firefox Web Browser:
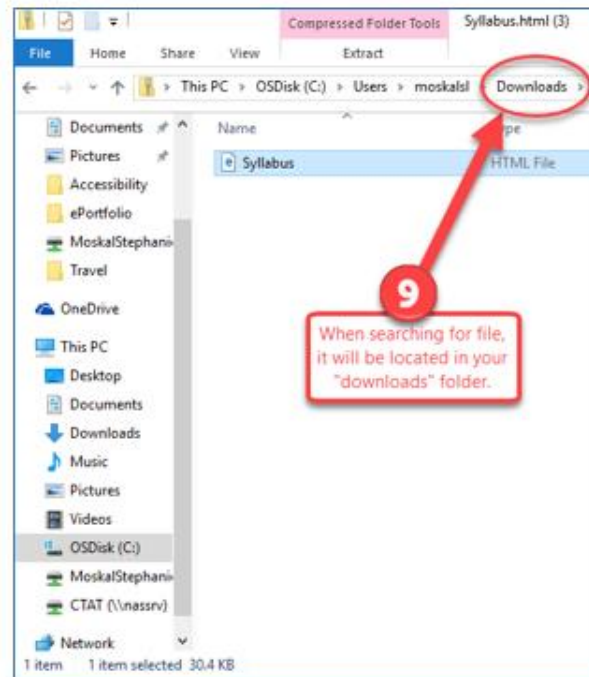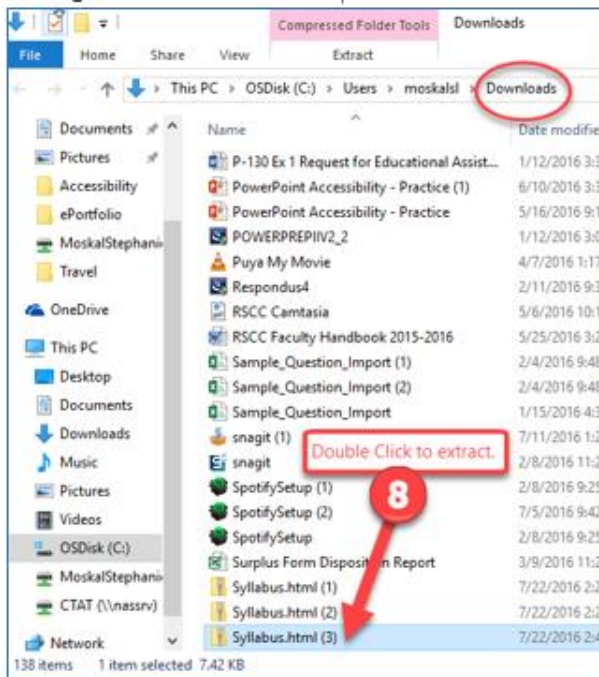

If using Chrome Web Browser:

Step Three – Save and Extract Zip File

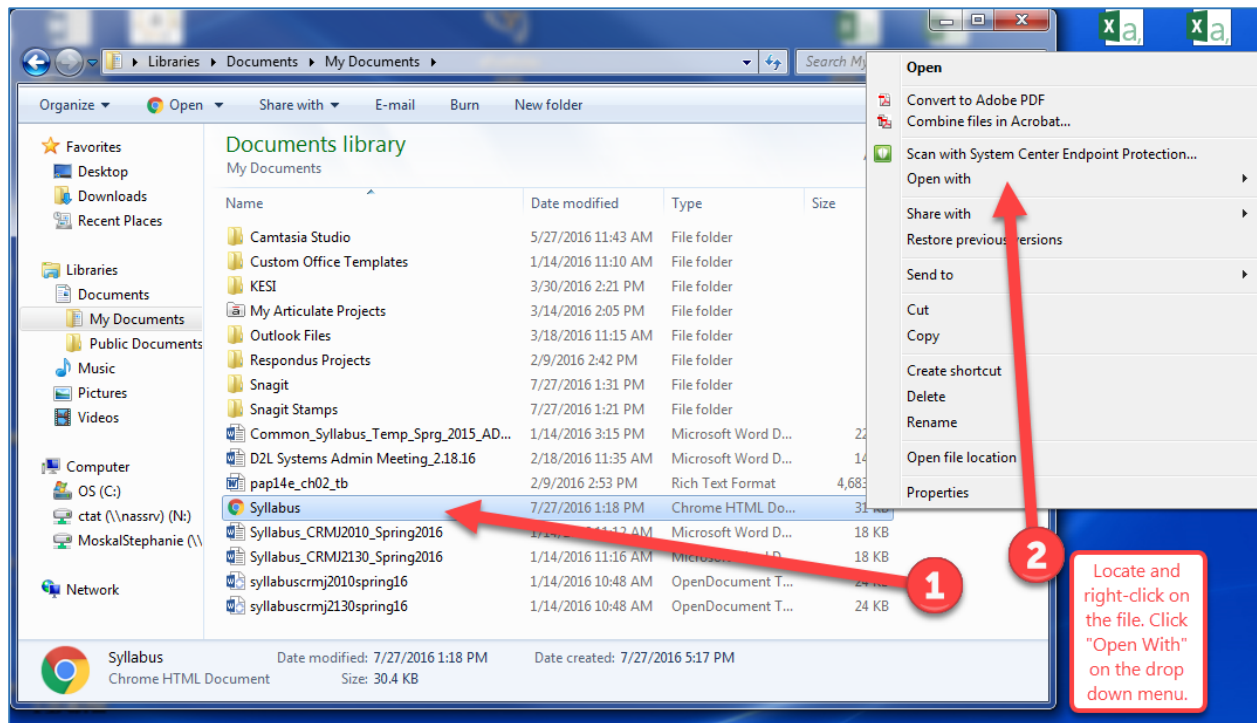If using Mozilla Firefox Web Brower:

If using Chrome Web Browser:

Part 3: Final Conversion Process

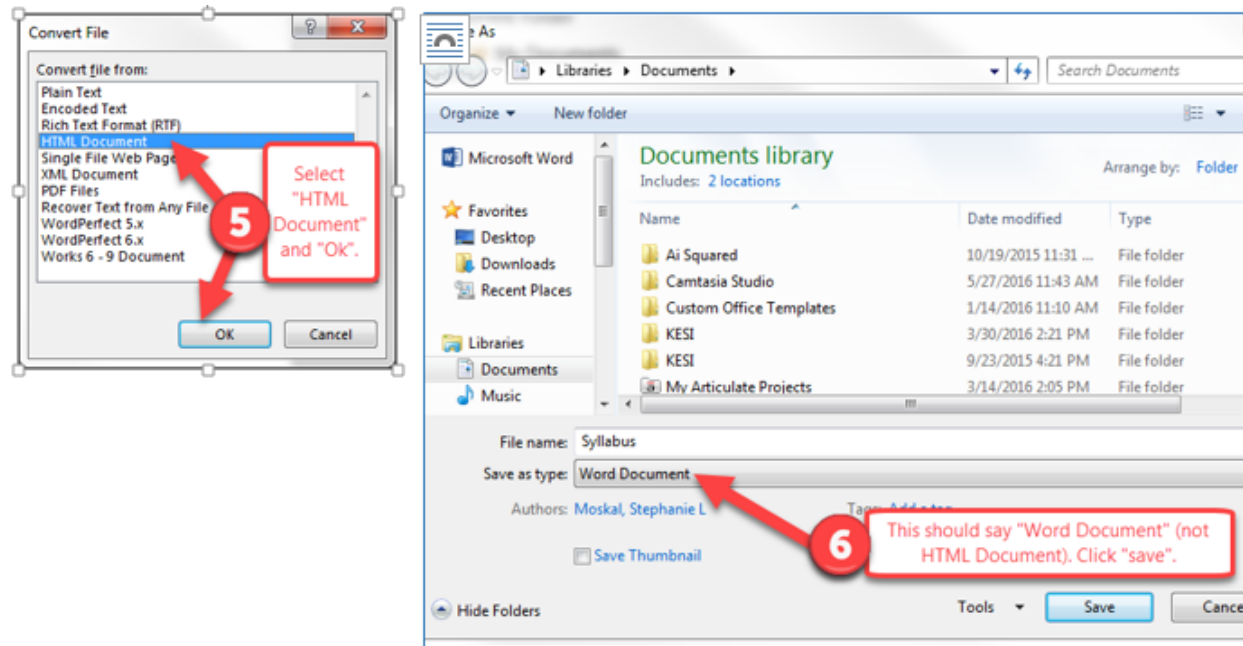### Step One – Locate the HTML file (See previous step to locate file).

Locate and right-click on the file. Click "Open With" on the drop down menu.

Step Two – Choose default program (Microsoft Word).

If Microsoft Word does not appear, click "Choose default program".
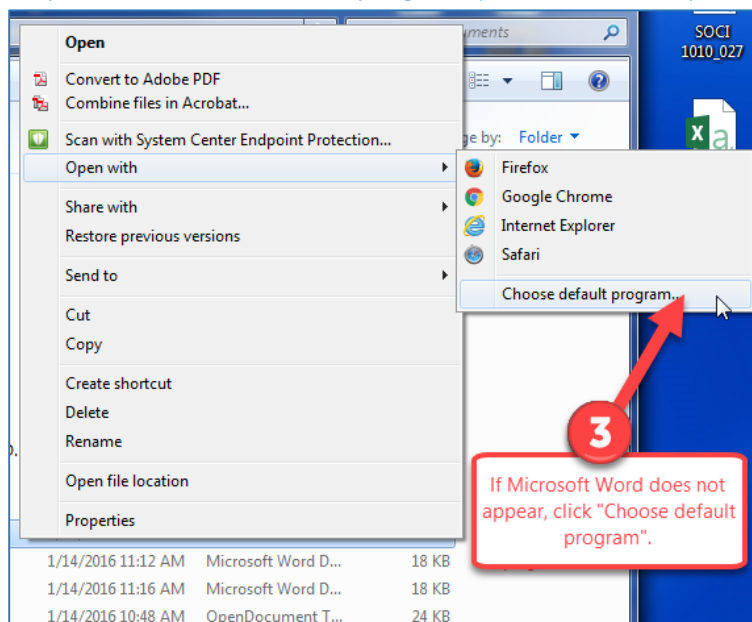
Step Three – Select default program and "Ok".
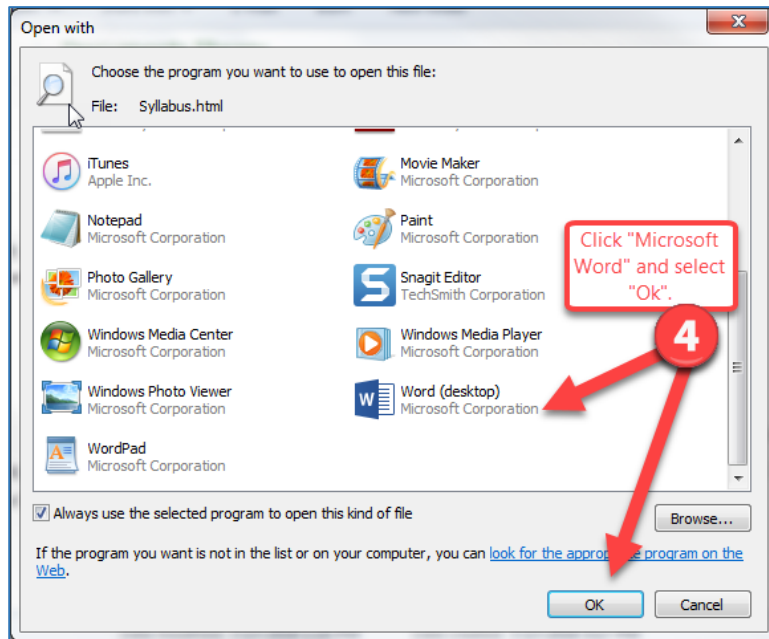
Step Four – Select HTML document/Save as Word File

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.