

# CUW Documentation WebCT – Document Types

## Overview

WebCT can support many different document types, however some types are easier for students to view than others. This is due to the method that certain web-browsers use to deal with document types. Some browsers will try to open a document type in the browser, rather than the program that originally created it. This can then get blocked through “pop-up blockers”. This document is meant to help instructors choose and create documents in formats that are easier for students to open.

## WebCT Supported Document formats:

The document formats listed below are the preferred formats, as they will provide the least amount of barriers.

**PDF:** The Portable Document Format (PDF) was originally developed by Adobe systems. PDF documents are designed to be easy to open for users, using the free Adobe Acrobat Reader software. PDF documents will keep their layout as if the document were printed on paper and is a useful format when layout is important.

**HTML:** Hyper Text Markup Language (HTML) documents are simply webpages. HTML documents are easy for web users to open because they are simply another kind of web page. The html document structure does NOT guarantee that when the document is rendered, or displayed to the user that it will look exactly like it did originally due to the nature of webpages and the variations between peoples computers.

**TXT:** Text (TXT) documents are very simple documents that do not contain any other media elements like images or colors. Like HTML, TXT documents do not require any additional software beyond the web-browser. TXT documents generally have very simple formatting as TXT does NOT support advanced text layout.

## Saving as HTML from Word, Excel or PowerPoint

Microsoft Office products (Word, Excel and PowerPoint ) have a built-in ability to create HTML documents. To create an HTML document follow the steps listed below.

1. Open the document you would like to save as an HTML document in the original software (Open a word document in Microsoft Word; open an Excel document in Microsoft Excel, etc)
2. From the “File” menu choose “Save As” (How the menus are labeled may vary between applications, however “File”->”Save As” is the most common.)
3. Change the “Save as type” to “Web Page (\*.htm;\*.html)”
4. Select the Folder you would like to save the HTML document to and provide a meaningful name so that you can find the file again and click the [Save] button.

*Note: When you save a document as HTML from Word, Excel or PowerPoint that contains images or other media elements, it may create both the HTML (or HTM) document and a folder of other resources that the document needs to render (display) correctly. Both of these must be brought into WebCT for full functionality.*

## Creating PDFs

CUW computers include Adobe Acrobat Professional software. This software allows any printable document to be turned into a PDF document. To create a PDF document, follow the steps listed below.

1. Open the document you would like to be turned into a PDF in the original software (For Example, open a word document in Microsoft Word, open an Excel document in Microsoft Excel, etc)
2. From the “File” menu choose “Print” (How the menus are labeled may vary between applications, however “File”->”Print” is the most common.)
3. From the printer list drop down box choose “Adobe PDF.”
4. Make any changes to the document print settings that need to be made (Like the print range, or Color vs. Black & White.) and click the [OK] button.
5. For PowerPoint Presentations follow the steps below, otherwise skip to step 6.
  - a. If you are trying to provide students with access to class PowerPoint presentations, the following options may be useful to the students, as it also will put multiple slides on a page, and may give students the ability to take notes along with the slide image, otherwise skip ahead to step 6.
  - b. From the “Print what” drop down box choose “Handouts”
  - c. In the “Handouts” section choose the number of slides you would like to appear on the page. *Note: Choosing 3 slides to a page will create slides that are large enough to see detail of, and also create lines for notes next to each slide.*
6. Select the folder you would like to save the PDF into, and provide a meaningful name, so that you will be able to find the file again. *Note: This step may take several moments depending on the document size, type, and computer speed.*
7. Click the [Save] button to save the document as a PDF, or click the [Cancel] button to stop the conversion. *Note: This step may take several moments depending on the document size, type, and computer speed.*

## Saving as TXT from Word, Excel or PowerPoint

Microsoft Office products (Word, Excel and PowerPoint) have a built-in ability to create TXT documents. To create a TXT document follow the steps listed below.

1. Open the document you would like to turn into a TXT document in the original software (For Example, open a word document in Microsoft Word, open an Excel document in Microsoft Excel, etc)
2. From the “File” menu choose “Save As” (How the menus are labeled may vary between applications, however “File”->”Save As” is the most common.)
3. Change the “Save as type” to “Plain Text (\*.txt)”
4. Select the Folder you would like to save the TXT document to and provide a meaningful name so that you can find the file again and click the [Save] button.

*Note: Saving a document in TXT format will remove or reduce the amount of formatting that is in the document as TXT documents have limited formatting.*