

USING *MS WORD* TO CREATE LEARNING RESOURCES

ACTIVITIES 1-3

Activity 2 – Using *Word* prepare documents for online dissemination

MS Word, especially the more recent versions, is a powerful tool for creating web pages. Unfortunately, at the moment the code that *Word* generates does not meet the requirement of contemporary disability legislation; and, accordingly, we can not recommend that staff simply use *Word* alone. However, since many academic documents, e.g. lecture notes, handouts, reports, scholarly articles, do begin life as *Word* documents, there are several strategies that you can employ to make preparing these documents for online dissemination relatively easy. This activity will look at some simple things you can do to produce materials that can comfortably be read online and used by anyone. More detailed information about the creation of readable, accessible documents can be found at <http://www.techdis.ac.uk/ebooks/Home.htm>.

Please note this activity concentrates on creating individual pages/documents for dissemination through Blackboard or some other web site. It is not a guide to creating websites. This involves other design and planning activities and if you wish to create a complex site may also require more sophisticated development tools. This activity also focuses pretty exclusively on text only documents. If you use a lot of tables or pictures or illustrative multimedia objects in your work, you may find that you need more sophisticated tools than *Word*. Of course, you can add such things to *Word* documents and you can then convert those documents into to readable, accessible online versions; but the process is too complex to be treated in this workshop and ideally you would need some basic knowledge of HTML editing.

Preparing *Word* documents for use in Blackboard

Basically there are two ways of preparing *Word* documents for use in Blackboard. First, you can simply upload your *Word* document into Blackboard in the normal manner. Second, you can convert *Word* documents into HTML documents and upload these into Blackboard (see Steps 3 to 6).

Word documents usually meet the needs of users with accessibility issues (but do take care with illustrations and tables) and you can enhance them with bookmarks, hyperlinks (see Steps 2 and 3) and hyperlinked Tables of Contents (see Activity 1, Application 2). Also, you can export your *Word* documents along with hyperlinks etc. to *PowerPoint* (see Activity 3). The drawback to just using *Word* is that this means that you are relying on your students all having access to an appropriate version of *Word*; and this is not always easy to insure. Also, *Word* documents are rarely well designed for reading from the screen. They are designed to be printed and read from paper. They can be designed for reading from the screen, but, if you are going to do that, you might as well convert them to HTML documents and so not restrict your audience to *Word* users.

Adding hyperlinks and bookmarks

Bookmarks and hyperlinks are essentially automated links between different places within a document (bookmark) or between documents (hyperlink). Both of these are preserved when you send a *Word* document to *PowerPoint*, but only hyperlinks are preserved when using the strategies described in Step 3 to convert a *Word* document to HTML.

Step 1 – Open a document. Either choose the document that you formatted in Activity 1 or a document of your own. However, you must choose a document that has been formatted using styles. If you have not done Activity 1 and you are not familiar with Styles and Templates in *Word*, please do Activity 1 before proceeding.

Step 2 – Inserting hyperlinks

Select a Word or two of text. Anything will do. If you are using the Sample Document choose the *Word* ‘University’ under the heading Issue 1.

Choose Insert. Choose Hyperlink.

Type <http://www.tees.ac.uk> in the box labeled *Address*.

Click OK.

You have now created a hyperlink to the University’s home page. In networked environments *Word* documents can usually link to the web. If you click on it, your web browser will open and you will go to the home page. Click on the back arrow to return to your document or just close the browser.

Step 3 – Inserting Bookmarks

If you are using the Sample Document *place the insertion point immediately before the heading Issue 1* (after the initial list of issues). [If you are using your own document, choose the first instance of a heading with the style heading 1.]

Choose Insert. Choose Bookmark.

Type “Issue1” (with no space between issue and 1) in the space for bookmark name.

Click add.

Select the text “Issue 1” in the initial list of issues. [If you are using your own document, just type the heading at the beginning of the document and select it. In effect you are creating a table of contents.

Now follow the steps for inserting a hyperlink, but instead of adding a url, *Choose Browse* next to the lower box and *Choose* “Issue1”. [N.B. in *Word XP*, *Choose Bookmark* and *Select* the Bookmark you have just created.]

Click on OK.

You have now created a link between the first mention of “Issue 1” and the discussion of that issue in the body of the text.

If you wish, *Repeat the steps above* until you have created what is effectively a table of contents for the document and then *Choose Save*.

[Note: You can use bookmarks to link any two parts of a document together. For example, if you use the expression “See below” in a paper, you could use a bookmark to link it directly to the relevant part of the paper; or you can use bookmarks to link references in the text (e.g. Bloggs, 2000) to the full bibliographical entry at the end. You can also link to bookmarks in other papers. In this way, you

can begin to create complex hypertexts; but note, Bookmarks don't export to HTML using the strategy described in Step 3. Also, note that if you wish to upload several interlinked *Word* documents into Blackboard, you will need to ZIP them together (See Step 5).

Converting *Word* to HTML

There are many ways of converting *Word* documents to HTML. The one described in Step 3 uses a simple Wizard available from the University of Illinois that is suitable for converting well formatted *Word* 2000 (and above) documents with few illustrations into HTML pages that meet the requirements of current disability legislation. In order to obtain the *Accessible Web Publishing Wizard for Microsoft® Office* go to <http://cita.rehab.uiuc.edu/software/office/> and follow the instructions. From there you can install the Wizard and it will appear in the *File Menu* on your *Word* Menu Bar as *Save as Accessible Web Page*. If you do not have administrator privileges on your computer, you may need to ask technical support in your School or Department to do the installation for you.

Step 4 – Saving as an Accessible Web Page

Choose File

Choose Save as Accessible Web Page

Now follow the instructions in the Wizard making choices and clicking *Next* as necessary.

When asked, Choose *text only*. [Note: If you have included illustrations in your text, choose *text mostly* as well. The Wizard will help you to add additional information for users with disabilities to the pictures you have included. However, please note that these may not appear in the place that you expect them to and you may need to do some further editing of the file to achieve the desired effect.]

When asked, click on *Change*, give the file a name (e.g. MyTest) and save it to the desktop.

When you reach the end of the Wizard, click on *Finish* and close your *Word* document.

On your desk top you should now find a file and folder with name you gave (e.g. MyTest and MyTest_files). If you click on the file, it will open an HTML point of entry to your document. Choose *text-only version* (if you created a *text-mostly version*, you can examine this later). This will take you to a table of contents that was created according to your style settings from which you can navigate to the document. [Don't forget that any book marks you included won't work, but any hyperlinks should.]

At this point you can ZIP the file and the folder together (see Step 5) and then upload them into Blackboard. However, while this will meet the disability guidelines, you will have noted that the documents created by the Wizard are not particularly well-designed for reading from the screen. However, it is possible to improve the look of these documents by changing the style sheet that is associated with them.

Step 5a – Applying an alternative style sheet to your HTML page

The Accessibility Wizard partly works by creating Cascading Style Sheets (CSS) based on the style headings that you used in your original document. These style sheets describe the look of the code and you can replace them with style sheets of your own. You will find the style sheets in the folder created by the wizard (e.g. mytext_files). They are called GeneratedStyles.css and OfficeExport.css.

In order to modify them, first open each of them in turn in Notepad (*Right Click* on the file name and *Choose Open with* and *Notepad*). Then choose *Save as* and save each of them under a different name (e.g. GenStylesBackup and OffExpBackup) and close them. [Note: This is just in case you want to return to them in the future.]

Now go to <http://www.techdis.ac.uk/ebooks/Style%20Sheets.htm>. Scroll down the page to see some sample documents formatted with difference style sheets. Choose one of these and then *Click on the .txt file* with the same name (e.g. style sheet 1.txt). Choose *Edit*, choose *Select all*, choose *Copy* and then close the style sheet and minimize the browser window.

Now *Open* GeneratedStyles again using Notepad and choose *Edit*, *Select all* and *Paste*. Now choose *Save* and close the file; and repeat the process with OfficeExport.

Finally, click on the file (e.g. MyTest) on the desk top to access the document again. You should now find that the text has been formatted in a manner that is comfortably readable as well as accessible. You can now ZIP up the file and the folder (see Step 5) and upload them into Blackboard.

Step 5b – embedding an alternative style in an existing HTML document.

For small documents, or some existing HTML documents, you won't necessarily want the table of contents and so on that is generated by the Accessibility Wizard. In such cases, you may prefer to embed the style in the document rather than attach a style sheet to it. There are details about how to do this on the readability web site at <http://www.techdis.ac.uk/ebooks/Style%20Sheets.htm>. However, if you wish to try it out with the file created by the wizard:

Go to the 'text only' folder in the folder created by the Wizard and then *Open* the file named 'document' with Notepad and save it under another name (e.g. document 2) – in case you want it again later. Then *Close* the new document and *Open* the original file called 'document' again using Notepad.

Now go to the Sample Documents folder in the Blackboard course for this workshop and open the Style Code Insert document and copy all the text from it.

Go back to the document open in Notepad. At the very beginning of that document you will see the following code:

```
<!DOCTYPE html PUBLIC "-//W3C//DTD HTML 4.01 Transitional//EN"
"http://www.w3.org/TR/html4/loose.dtd">
<html>
<head>
<META http-equiv="Content-Type" content="text/html; charset=utf-8">
<meta name="generator" content="UIUC Web Publishing Accessibility Wizard
1.0a">
<link href=" ../OfficeExport.css" rel="stylesheet" type="text/css">
<link href=" ../GeneratedStyles.css" rel="stylesheet" type="text/css">
```

Select the two lines beginning <link href (in Bold above) and Choose *Edit* and *Paste*. Those two lines should now have been replaced with text from the Style Code Insert. Check to make sure that your insert begins with <style> and ends with </style>. If it does choose *Save* and *Close* the document.

The 'document' is now independent of the other files created by the Wizard and you can move it out of the folder and on to the desktop. Now when you open it, you should find that it has been reformatted in a slightly different way.

Finally, you can now upload this file directly into Blackboard in the normal way.

Step 5c – ZIP documents for input into Blackboard

Where documents are linked together (e.g. a web site, *PowerPoint* HTML files, or Accessibility Wizard HTML files), they must be zipped together in order to preserve the links in Blackboard. With Windows 2000 and above this is very easy. Just choose the files you want zipped together and *Click the right mouse button*, then choose *Send to* and *Compressed (zipped) Folder*. This will immediately create a zipped (note the icon) folder containing those files. You can then upload the zipped folder into Blackboard. Try creating a Zipped folder with the file and folder created during Step 4. [Note: If you are running an earlier version of Windows, you may need to obtain a separate copy of ZIP from your technical support staff.]

N.B. Remember when you upload a Zipped folder in Blackboard, you must choose 'Unpackage this file' rather than 'Create a link to this file'. When you do that Blackboard will ask you which file to begin with. In the case of files created by the Accessibility Wizard, choose the first file (e.g. MyTest). In the case of PowerPoint HTML files, you will want to choose the first slide. (See PowerPoint workshop.)