

Best Practices: Creating an Instructional Material Microsoft Word Template

After extensive testing, I have found that if you follow the steps as defined below, you will minimize conversion errors when pasting a Microsoft Word document into the Schoolnet Instructional Materials Content Editor.

This process can be used for two purposes.

1. Steps 1 through 5 can be followed for any document that is being copy and pasted from Microsoft Word to the content editor in Schoolnet's Instructional Material content templates to minimize conversion errors.
2. Adding Steps 6 through 9 provide a means for building a Microsoft Word template that will be ready-to-import into the Schoolnet Instructional Material Content Editor content template(s) and as a MS Word Template, can then be reused for building additional documents that will import with minimum conversion errors.

The process involves 9 steps, summarized below and documented in detail on subsequent pages:

Step 1: Prepare the Microsoft Word document for conversion

Step 2: Save the Microsoft Word document as .htm format using the Web Page, Filtered option

Step 3: Copy and paste the content of the Web Page, Filtered (*.htm) version of the file into the Schoolnet Content Editor

Step 4: QA the copy and paste operation in the Schoolnet Content Editor and make corrections as necessary

Step 5: Select all in the Schoolnet Content Editor and press the Fix Messy Code button

Step 6: In the Schoolnet Content Editor, open the document in the HTML editor

Step 7: Copy and paste the HTML into a text file and save it as a *.htm file

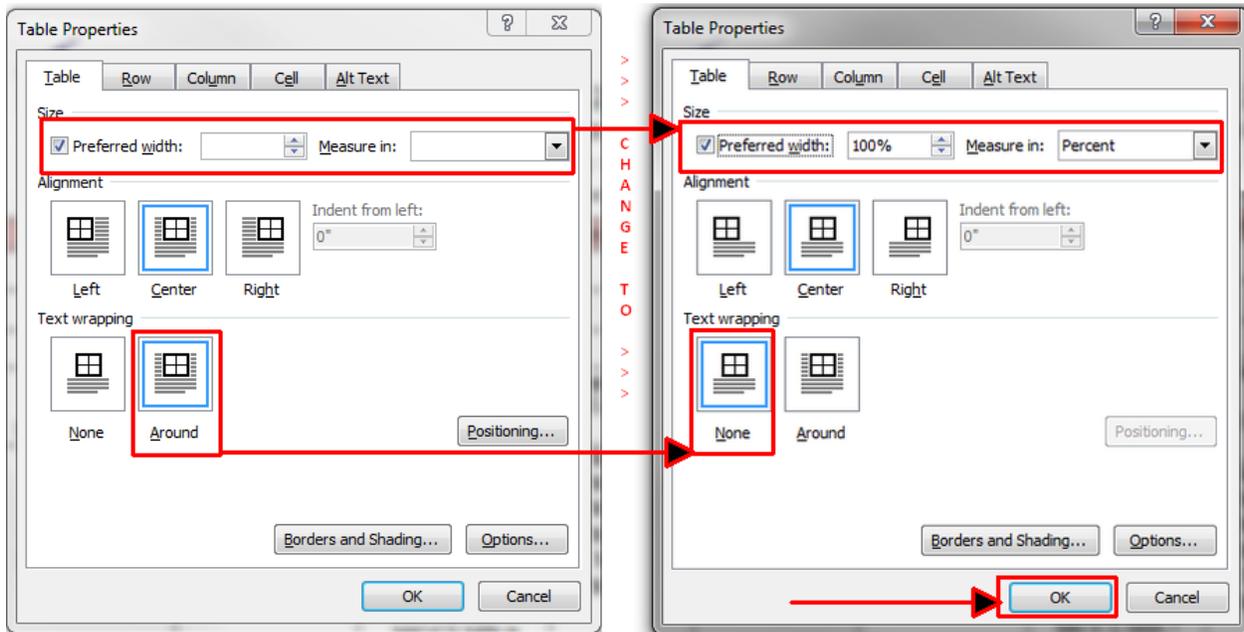
Step 8: Open the *.htm file from Step 6 in Microsoft Word

Step 9: Perform a final QA on the Word file, and then Save As... *.doc|*.docx|*.dot|*.dotx

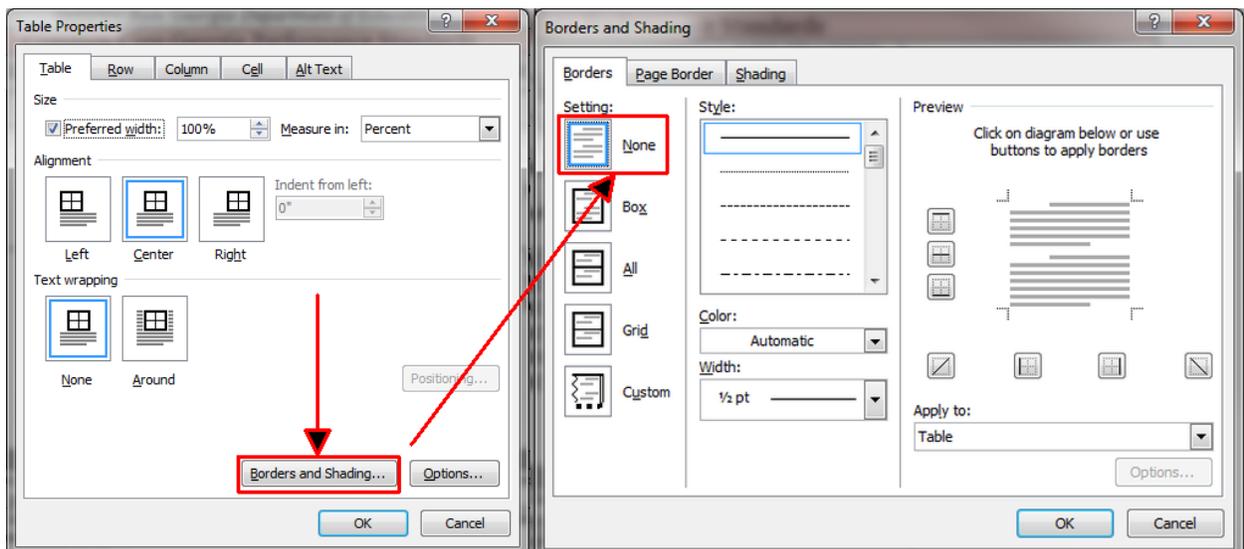
Step 1: Prepare the Microsoft Word document for conversion

Take these steps in your document to prepare it for conversion.

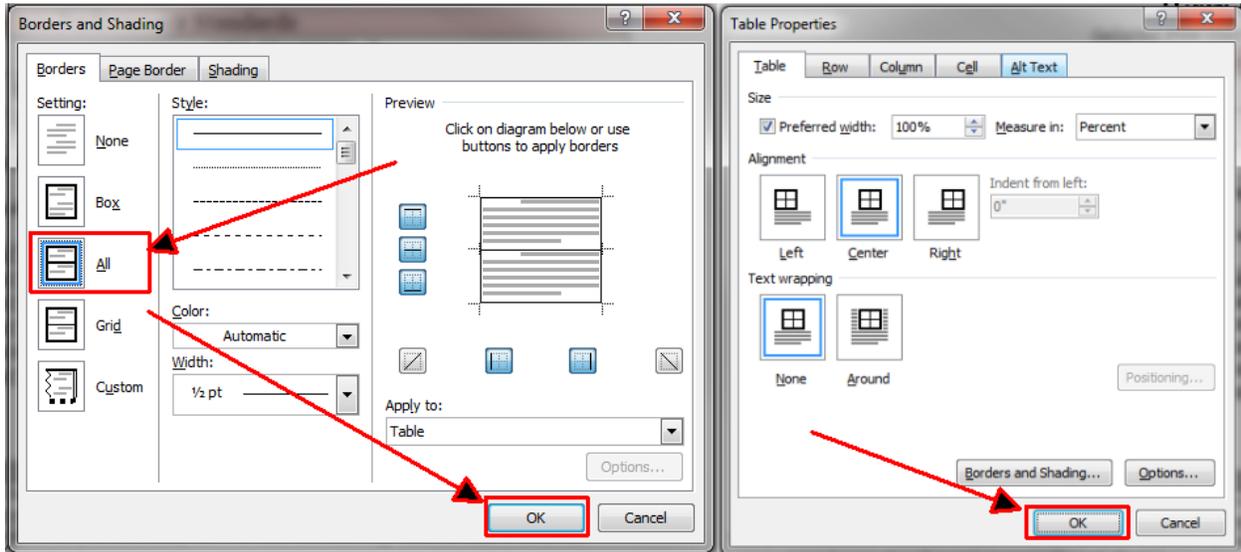
1. Select all Tables in your document, then go to the **Table Properties** dialog box.
 - a. If the **Preferred width** is not set to **100%**, change it to **100%**.
 - b. If **Text wrapping** is not set to **None**, change it to **None**.
 - c. Press the [OK] button to save.



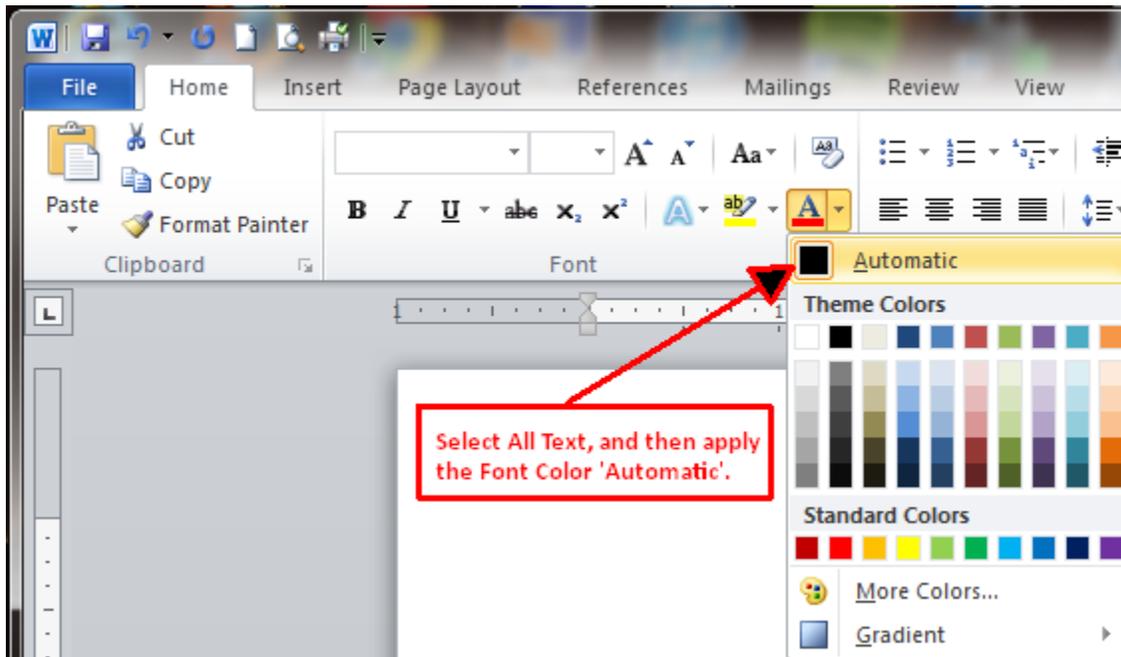
2. [Optional] If you have borders in your tables, re-open the Table Properties dialog to clean up the borders.
 - a. Click on [Borders and Shading...] button.
 - b. Click the **None** option to reset all borders to off.



- c. Click the **All** option to reset all borders to on.
- d. Click the **[OK]** button twice to exit the Table Properties dialog



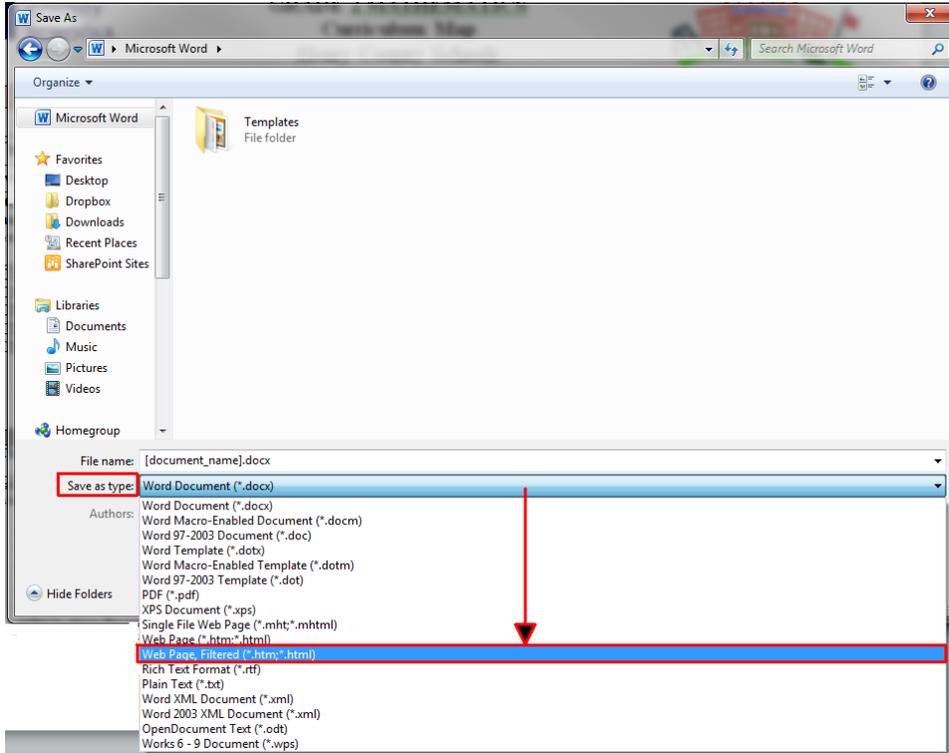
3. [Optional] If the document is all 'black' text, select all text in the document and apply the **Font Color 'Automatic'**. This prevents the addition of the 'color:black' tag in the conversion process.



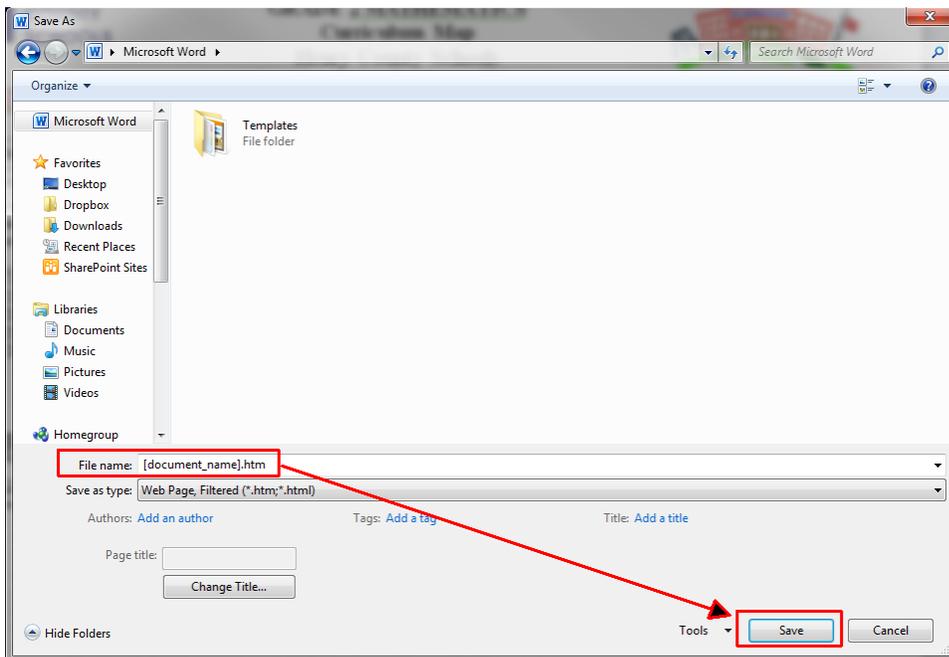
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Step 2: Save the Microsoft Word document as .htm format using the Web Filtered option

1. In the **File, Save As...** dialog, drop down the **Save as type** and select **Web Page, Filtered (*.htm;*.html)**

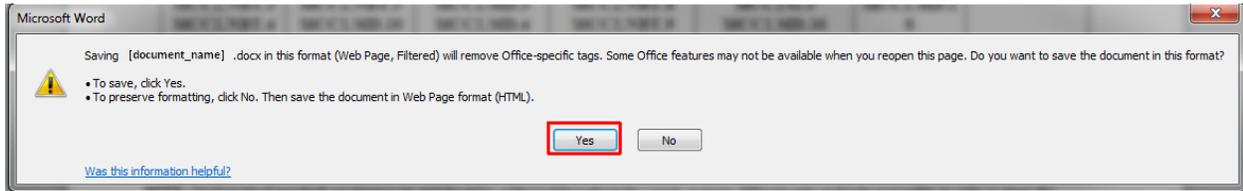


2. Press the **[Save]** button

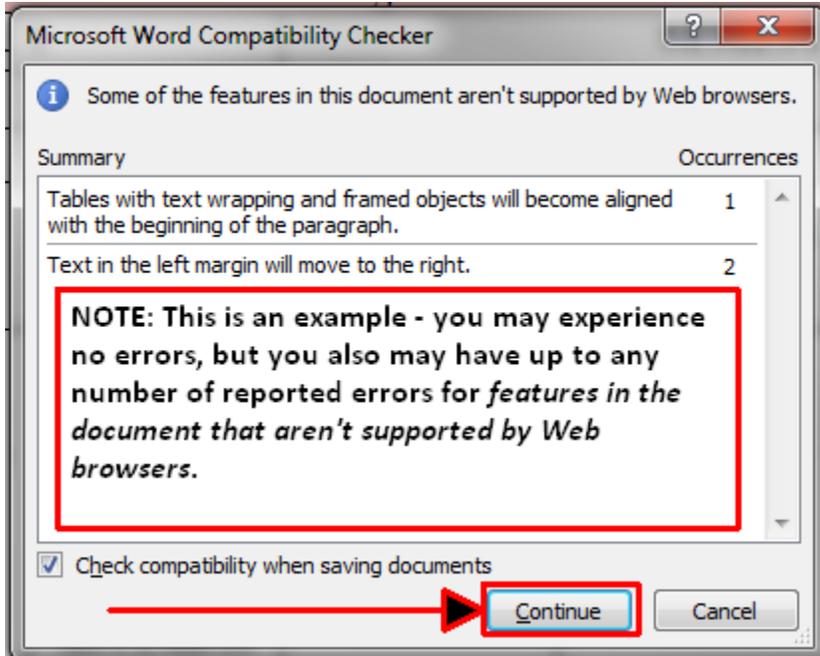


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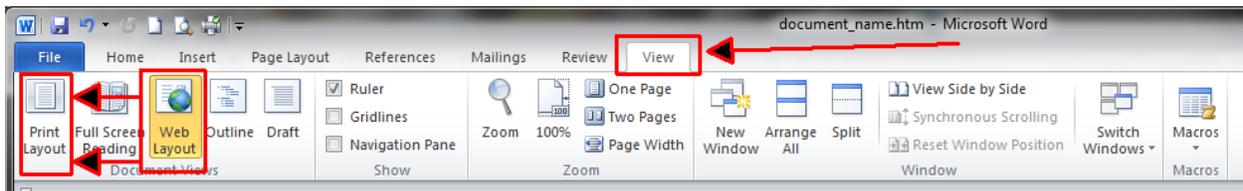
3. You will get the following prompt >> Select **[Yes]**



4. You will more than likely get a prompt similar to the following >> Select **[Continue]**

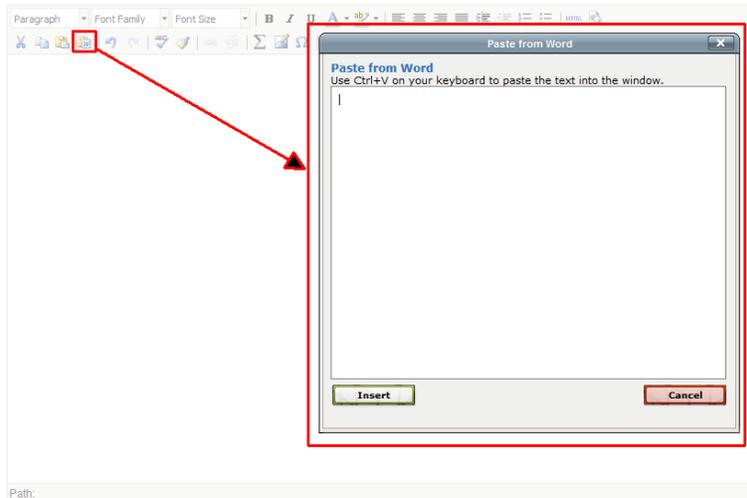


5. You will be placed in Web Layout view mode of your new document >> You can switch back to **Print Layout** view mode by clicking on the **View** tab and then selecting **Print Layout**.



Step 3: Copy and paste the content of the Web Filtered version of the file into the Schoolnet Content Editor

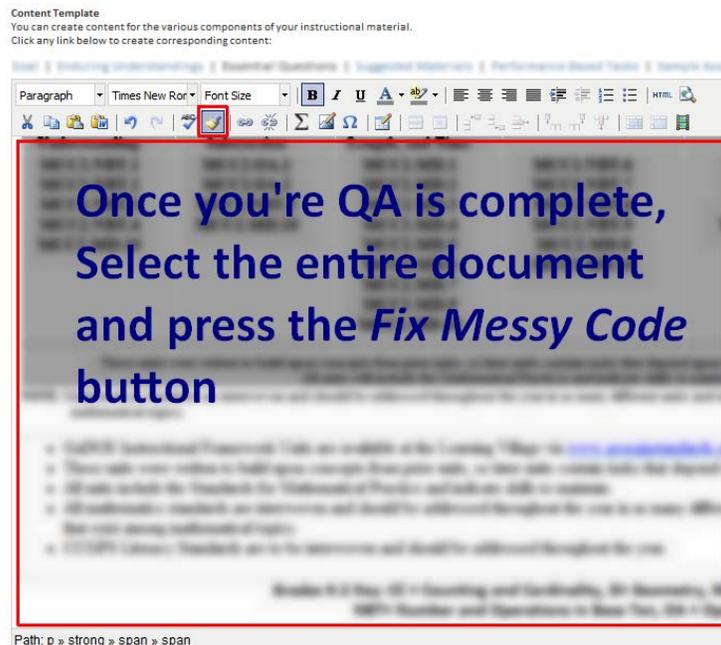
Select All in the new *.htm file that you just saved (and should still have open in MS Word) and paste into the Schoolnet Content Editor, still using the **Paste from Word** button.



Step 4: QA the copy and paste operation in the Schoolnet Content Editor and make corrections as necessary

You may still find items that are misaligned, or require some adjustment. Make those adjustments in the Schoolnet Content Editor before proceeding.

Step 5: Select all in the Schoolnet Content Editor and press the Fix Messy Code button

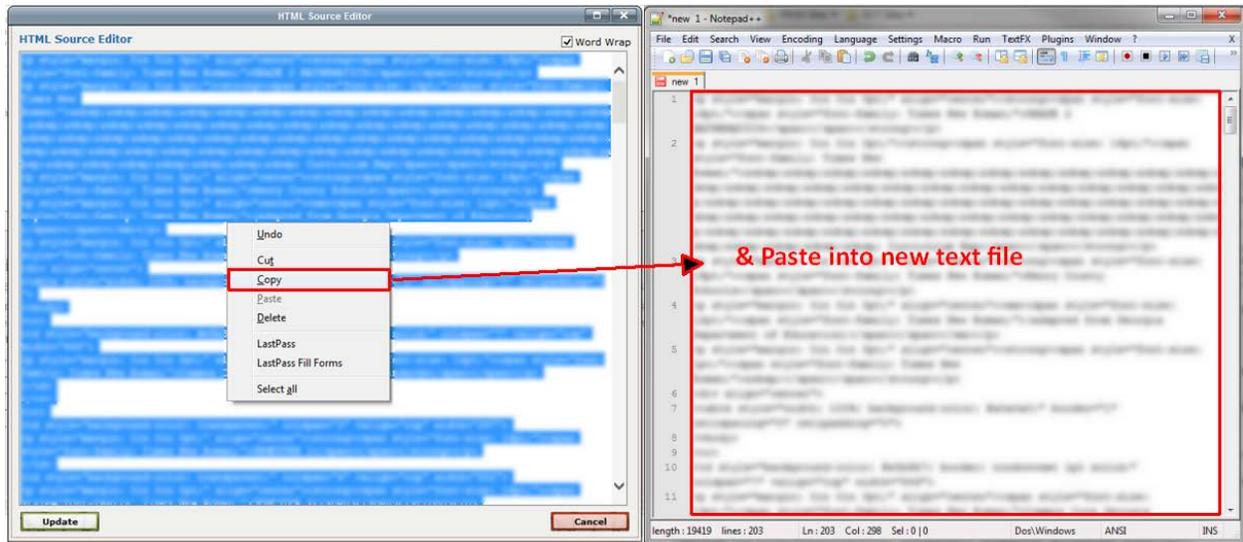


Step 6: In the Schoolnet Content Editor, open the document in the HTML editor

Content Template
You can create content for the various components of your instructional material.
Click any link below to create corresponding content:

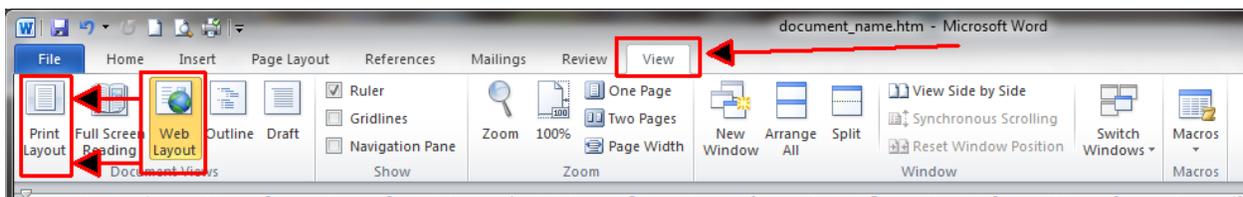


Step 7: Copy and paste the HTML into a text file and save it as a *.htm file



Step 8: Open the *.htm file from Step 6 in Microsoft Word

NOTE: Once again, the file will open in Web Layout view mode >> You can switch back to Print Layout Mode by clicking on the View tab and then selecting Print Layout.



Step 9: Perform a final QA on the Word file, and then Save As...

***.doc|*.docx|*.dot|*.dotx**

Accordingly, if you use the newly created MS Word Template to create an Instructional Material, after you have added content to the template, you should find that it can be pasted into the Schoolnet Content Editor and not require any further editing and the content in Schoolnet will look as close to the original MS Word document as possible.