

Converting Files for Online Teaching

The best file formats for the web are not the basic file formats used to produce files for printing or projected on a classroom screen. Usually the only requirement for students registering for online courses is to have Internet access. Therefore, instructors consider file formats before delivering instruction on the web.

Objectives:

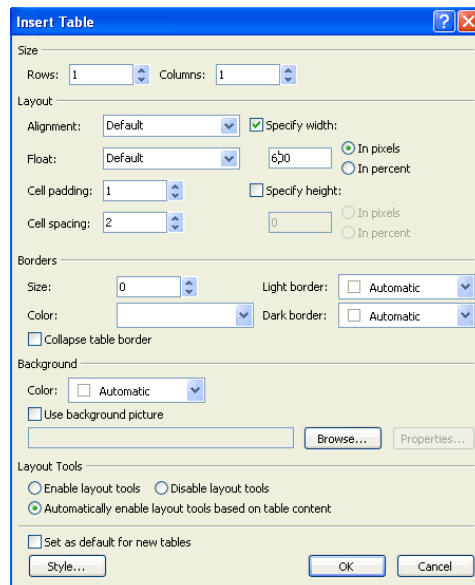
1. Convert files to HTML
2. Convert files to PDF
3. Convert files to RTF

Converting Files to HTML

NHMCCD uses a course management system for online instruction, and web pages are the preferred format for online courses. Existing files can easily be converted by using FrontPage or other HTML Editors.

Word files – copy and paste or import. However importing inputs text at 100% of user's monitor screen, which is not the best practice for online instruction. Therefore, creating the 600 pixel borderless table first in an HTML Editor before pasting in text copied from Word generates a good instructional page.

- **Steps:**
 1. Create a file in FrontPage, name it, and give it a place to "live"
 2. Insert a 600 pixel borderless table as pictured below:



Mark Accordingly

Rows – 1
Columns - 1
Width - 600 Pixels
Border - 0

Click OK with the above specifications.

The 600 pixel borderless table will serve as an area for all text, graphics, etc. for a good readability area for students.

3. Open a Word file
4. Edit > Select All
5. Edit > Copy
6. Return to the HTML file, put the cursor inside the table, and Edit > Paste

Excel files – Selecting all of a spread sheet doesn't generate the same results as with a Word file after copying. Selecting a specific highlighted range of cells and pasting into an HTML editor is best practice. However if range is too wide, choosing portions to copy and pasting separately would be better. (Example: *Downloading delimited files from WebCT, opening in Excel and then copying and pasting into HTML.*)

▪ **Steps:**

1. Create a file in FrontPage or other HTML Editor, name it, and give it a place to "live"
2. Open a spreadsheet
3. Determine the rows, columns, cells intended to be viewed immediately on the web
4. Highlighted the designated area (if too extremely wide, create two pastes)
5. Copy the desired area
6. Paste into the FrontPage file (paste a second highlighted and copied area beneath the first, if the width of the spread is extremely wide)

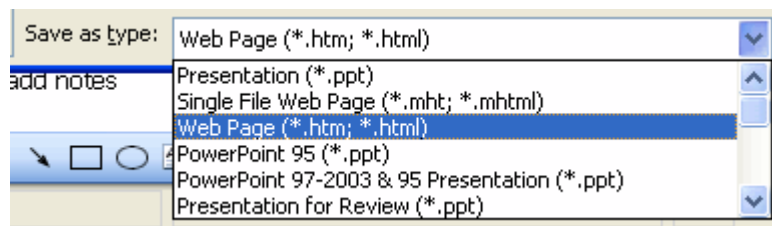
PowerPoint – This section covers 2 possible conversions to HTML.

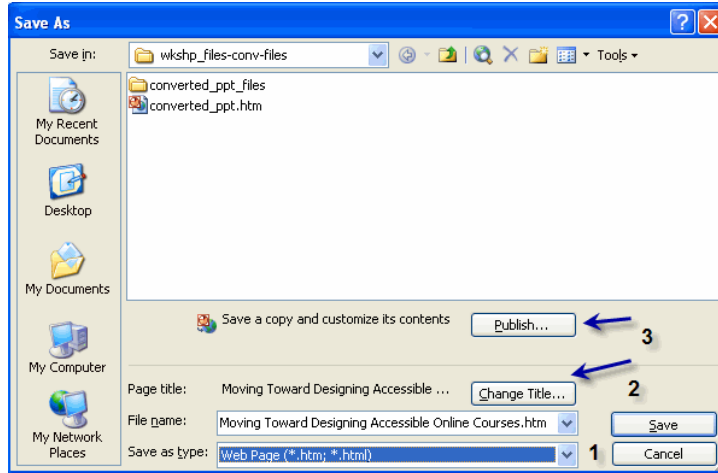
1. **HTML Presentation** - Even though PowerPoint presentations lose purpose for online learners, they can serve as a visual reminder for students to associate with notes taken in class. Therefore, converting directly from the PowerPoint presentation to HTML would serve a purpose – for instructors using WebCT to supplement.

Converting PPT to HTML violates ADA specifications

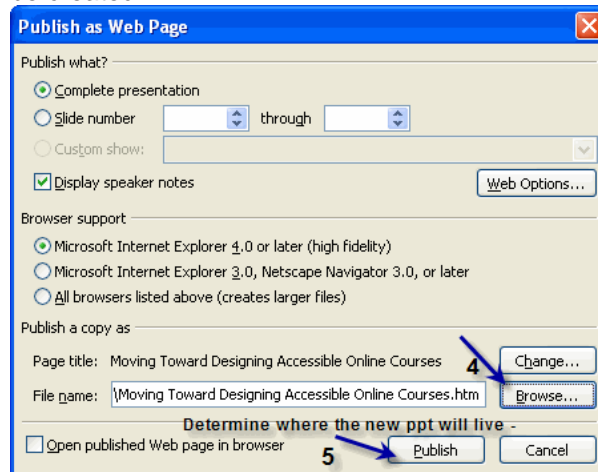
○ **Steps:**

1. Open PowerPoint presentation
2. File > Save As
3. Use the dropdown menu for file type and choose webpage





4. Another screen will appear, asking for the title to be changed and then to publish.
5. By clicking the Publish (#3), a new screen will appear. Follow steps 4 & 5. By choosing the Browse button, determine the name of the new file and where it will “live.” By clicking the publish button (#5) the html fill will be created.

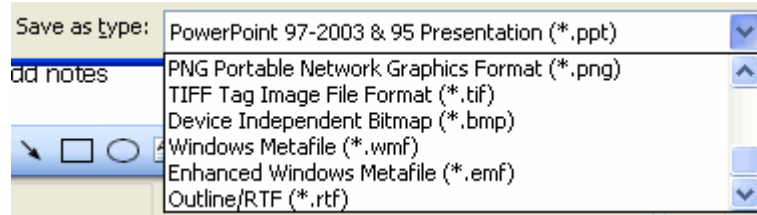


However, not only will the HTML file be created but will be accompanied by a supporting folder with the same name. Both the file and the supporting folder will need to be uploaded to WebCT – using WebDAV because folders can't be uploaded into WebCT's File Manager.



2. **Presentation Outline** – PowerPoint outlines can be used by instructors for students to download from WebCT and use for notetaking. The outline can also be used by the instructor as a basis for adding elaboration in HTML for online learners, as what would be spoken in a traditional classroom while showing the PowerPoint on the screen.

- **Steps:**
 1. Open a PowerPoint
 2. File > Save As
 3. Use the dropdown menu for file type and choose Outline/RTF, which is the last choice in the list.



4. From the file, choose Edit > Select All
5. Edit > Copy
6. Create a new html file, name it and give it a place to live
7. Insert a borderless 600 pixel table, as was done when pasting Word file
8. Put the cursor inside the table and choose Edit > Paste
9. The file is ready for elaboration to be added for each of the bulleted points as would be spoken in class, when lecturing from the PowerPoint Presentation.

Converting Files to PDF

Even though HTML is the preferred format for online instruction, there may also be reason to offer files for students to download and print. Using PrimoPDF, the process is the same for all file types - Simply open a file, choose to print and choose the PrimoPDF printer.

Downloading PrimoPDF – PrimoPDF is a free program and can be downloaded from a link offered on eCampus.

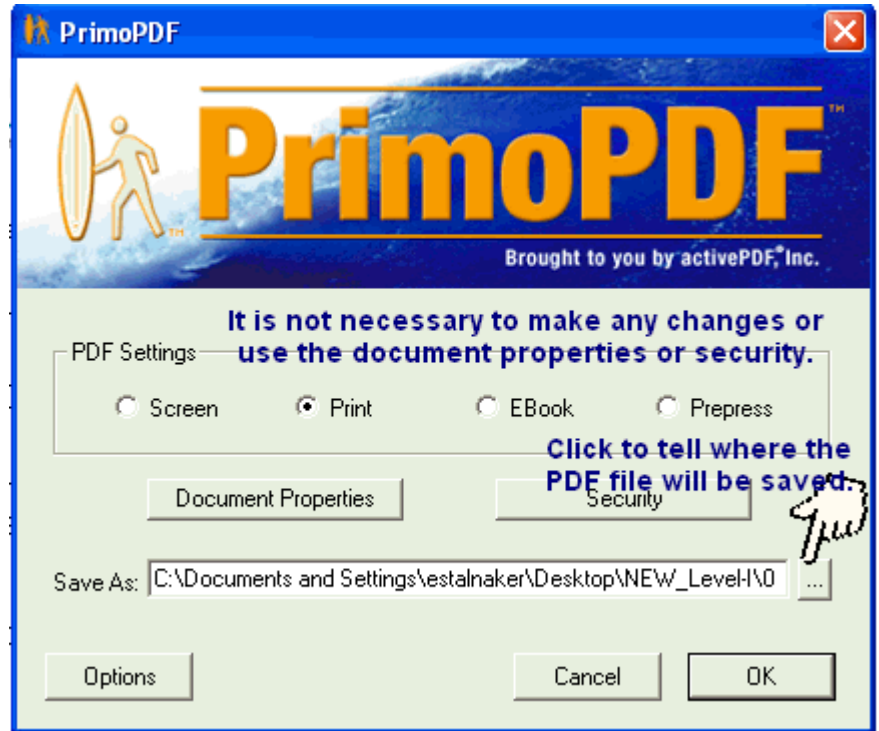
- eCampus > Faculty/Staff > Tools & Forms > Software Downloads for Faculty
- Then, scroll down to Other Software and click on PrimoPDF, which will direct you to the PrimoPDF Download NOW page.
- Click Download and then on the new page click Download Now
- Choose RUN and continue until the program is installed

After following the download instructions, PrimoPDF ought to be installed and functional. The installation actually adds a “printer” named PrimoPDF to the computer’s list of printers. From then on, each time “print” is chosen for any file, selecting the PrimoPDF printer can be selected to convert that file to PDF, not physically print.

1. Open a file
2. File > Print
3. Choose the Primo printer from the list of printers

From the Primo PDF screen:

- Click the radio button for **Print**
- In the Save As: textbox, click to choose where the file will be saved
- Give the file a name
- Click OK and the PDF document will be saved in the intended location and will also open for viewing.

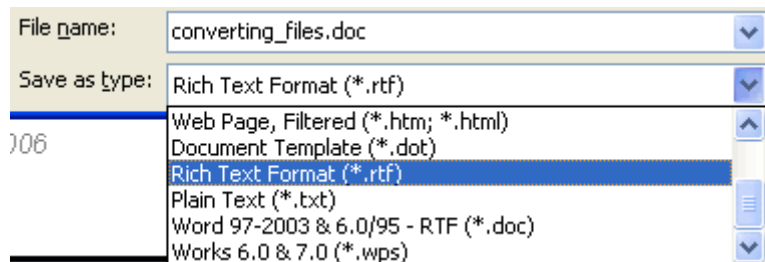


If you have any difficulties or simply would like someone to walk you through the process, you can call the eCampus Help Desk at 936-273-7600

Converting Files to RTF

Even though HTML is the preferred format for online instruction, many times instructors may have reason to give a word-processing file to students to complete and submit through the assignment tool. Rich Text Format is the universal word-processing file ensuring that no matter what word-processing program students use, an RTF can be read.

1. Open a Word file, or any other word-processing document
2. File > Save As
3. From the Save As Type dropdown menu, choose Rich Text Format



Within WebCT, instructors can download grades and survey results which are generated as .txt files.

1. Take the default download, separated by Comma
2. Save the file to the computer
3. Change the .txt to .csv (comma separated value)
4. Open it within Excel where it can be edited and changed for whatever purpose is intended.