



ON POINT

Content Creation: Importing Existing Content from *MS Word*

OnPoint Course Manager

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This document provides basic instruction on how to create, capture and convert **Word Processing** content to be uploaded into OnPoint's Course Manager for online delivery to users. By understanding how to prepare your files before uploading them to Course Manager, you can better manage the upload process as well as ensure your assets have the look and behavior you desire once they are part of an online course.

Course authors can import existing content from Microsoft Word using several different approaches. This is an easy way to reuse text previously prepared in Word. HTML and standard text files can be imported in four different ways:

1. Copy/Paste Text from Microsoft Word

For really simple text assets (read: no special formatting needs, fonts, bullets or numbering), you may copy and paste text directly from Microsoft Word into the Course Manager's text editor. To do this, you must first:

Create an Asset in Course Manager:

1. Under **CONTENT**, select **Assets** from the pull-down menu.
2. Click the **Add Asset** Button.
3. Provide an **Asset Name**.
[Note: The system's default setting is fine for **Asset Type** = Text/HTML.]
4. Change the **Asset File Type** selection to Create Empty Asset File.
5. At the **Upload File** field, supply a name for your text file (should not have spaces, and should end with .htm).
6. Specify a Category (to simplify file location/selection later).
[Note: Don't worry about specifying an Asset Size; it is not needed for Text/HTML documents.]
7. Click the **Save** Button.
The asset record will appear. Notice that the system has assigned an **Asset File** name automatically.
6. Click the **Refresh** Button to confirm entries.

Now copy and paste text:

1. Select the appropriate text from your Word document and perform a block copy (by pressing block/right-click/**Copy**, or by pressing **CTRL-C** on your keyboard).
2. Switch back to Course Manager, to the Asset you created (as described above) on the Content: Asset screen. Click the **Edit-Text** Button (located to the right of the 3rd line -- Asset Type field). A text editor will appear.
3. Click inside the text box, then paste by pressing right-click/**Paste**, or by pressing **CTRL-V** on your keyboard. Your text will appear inside the text box. You may edit as desired.
4. Click the **Save** Button. The Asset record will reappear.
5. Click the **Refresh** Button. Notice that the word "Text" now appears in the **Asset Type** field. The Asset is now active and can be assigned to a Page.

Click the **Preview** Button to review the Asset if you wish. Click the [Close](#) Button when finished previewing.
Click the **List** Button to return to a list of all Assets.

2. Copy a Document or Table from MS Word by saving it as a Web Page (HTML file)

You may import an entire Word document, a table, or a portion of a document into Course Manager as an HTML document generated using MS Word's "Save as Web Page" function. [Remember, you will want to limit the amount of text that a learner is required to read as one asset inside the Content Viewer.]
To do this, you must first:

Save the Word document or fragment as an HTML file:

1. Create or select the Word document. Click on the **Save as type** drop-down in Word, and choose the Web Page (HTML) file format.
2. Close the document.
3. Switch to Course Manager.

Now create a new Asset:

1. Under **CONTENT**, select [Assets](#) from the pull-down menu.
2. Click the **Add-Asset** Button.
3. Provide an **Asset Name**.
[Note: The system's default settings are fine for **Asset Type** = Text/HTML and **Asset File Type** = Upload Single Asset File.]
4. At the **Upload File** line, select the **Browse...** Button and locate the new HTML file you just created. Double click on the file, and it will be uploaded into the Asset.
5. Specify a Category (to simplify file location/selection later).
[Note: Don't worry about specifying an Asset Size; this is not needed for Text/HTML documents.]
6. Click the **Save** Button.
The Asset record will appear. Notice that the **Asset File** name has been entered as an .htm file.
7. Click the **Refresh** Button. Notice that the word "Text" now displays in the **Asset Type** field.
The Asset is now active and can be assigned to a Page.

Click the **Preview** Button to review the Asset if you wish. Click the [Close](#) Button when finished previewing.

You may edit the text by:

1. Select the **Edit-Text** button on the Asset record (located to the right of the Asset Type field). The text editor program will load.
2. Click the **Load Text** button.
3. Edit the text as desired. You can also click the "Edit HTML" checkbox to view the HTML codes for the text asset and edit in HTML as needed. **[NOTE: If you do edit in this mode, make sure you deselect the "Edit HTML" checkbox before you Save, otherwise your asset may not work properly].**
4. Click the **Save** Button.

Click the **List** Button to return to a list of all Assets.

Tip: If you:

- (1) have a highly formatted document,
- (2) may need to edit the text in the future from inside Course Manager, or
- (3) are not versed in html editing,

then you may want to eliminate the formatting from the Word document before you import it to Course Manager. To do this, click on the **Save as type** drop-down in Word, and save the document as a "Plain Text" file. This will strip out all the formatting, leaving just the text to block paste (Option #1 above) or import (Option #2 above) into Course Manager. You can then use Course Manager's Text Editor to apply bullets, colors, font types and sizes, etc., and you will not need to use the html editor to do so.

Tips for Using Course Manager's internal Text Editor

Funky Characters

If you experience problems with certain characters such as apostrophes, quotation marks, and double dashes, either delete them in the **Edit-Text** mode, or use (enter) html code to surround them so that they can be recognized properly when displayed via the Internet.

Bullets

If you use the internal Text Editor to block text to assign as a bullet, you will have better results if you do this one bullet at a time, rather than blocking the entire page. And always "scrape" your block action from top to bottom.

Edit HTML

If you click the Edit HTML checkbox, all HTML codes will appear with the text. If you edit in this mode, remember to "uncheck" the box before you Save.

3. Importing a Collection of HTML/Text Documents (Mass Imports)

When dealing with an abundance of existing content, it's much easier to do a mass import of your files by executing the following procedures. **[Note: These same procedures work with all other asset file types as well, including images, Flash animations, Impatica files, and audio and video files. You can even mix and match asset types in a zip file during imports. Currently, you are limited to one asset per created page using this import method, but assets added this way are easily reassigned to other compound asset pages as required.]**

To do this, you must first:

WINZIP all of the files you'd like to upload in mass:

1. Copy all of the files you wish to upload in mass to a common directory or folder. For simplicity later in managing and organizing these files, make sure your files have descriptive names so you'll be able to recognize and order them during the import process. **[NOTE: It may even make sense to number each of the files so they will appear in order upon import and won't require re-sequencing later].**
2. Zip all of the files up into a single ZIP package.
3. Access Course Manager with your administrator username and password. [NOTE: Currently, you need to be a Content Administrator to use the Import/Export feature].
4. Go to the **Administration** menu and select **Import/Export** from the pull-down menu.
5. Click the "Import Course" link to begin importing your prepared zip file.
6. Step 1 – Select your Zip File to Import. Click the **Browse** button to locate and pick your zip file from your local or network drive. After you've selected the file, click the **Continue** button to go to the next step of the import wizard. The file will begin to process. Depending on how many files you've included in your zip file, this may take a few seconds to process.
7. Step 2 – Create Course. In this step, you can decide whether to import the contents of your zip file into an existing course, or create a new course. If you want to create a new course, replace the name of the zip file with the name you'd like to use for the course and you can also assign one topic name to your course. You should also assign a category to your course. If you choose to add these new objects to an existing course, scroll down and punch the appropriate radio

button. [NOTE: If you've got your universal filter selected for a given category, only courses within that category will appear in the displayed course list; otherwise, you'll see all of the courses on your server]. After you've named or selected the course you want to import into, click the **Continue** button to go to step three of the import wizard.


8. Step 3 – Define Pages. In this step, you can assign some global defaults to your imported assets. Making careful selections here in Step 3 will simplify the process of organizing and readying your new assets for delivery in a course.
9. First, select a default asset size for all of the assets you're importing choosing either an appropriate "t-shirt" size or custom size as needed. [NOTE: HTML/Text assets don't use asset sizing].
10. Next, select a default style sheet from the available choices. This will be applied to every page you create using this wizard.
11. Next, assign the topic you want your new pages to appear in. [NOTE: This will be defaulted to the new Topic Name you supplied in Step 2 if you are creating a new course].
12. Next, you can enter a new Page Name for each page. If the files you are importing were named with numerical prefixes, you can strip those out here but the pages will be saved in the proper order. When you're satisfied with the Topic assignments, Asset Types and Page Names, click the **Continue** button to complete the Import Course wizard.
13. Now a basic framework for your course exists and is accessible from the Content/Course menu. Access your new course by going to the **Content** menu and selecting **Courses** from the pull-down menu. Find your new (or existing) course in its assigned category and access it by clicking on the name link.
14. Once you've accessed the course, you'll need to add a **Welcome Message** and **Finish Message** and mark the course "**Published**" in order for it to appear in the course catalog.
15. You'll also need to assign users or groups from the **Assign User/Groups** function at the bottom of the **Content: Course** screen.

4. Third Party Word Conversion Tools for Complex Documents

You can import the contents of a highly-formatted Word document (or portion thereof) into Course Manager as a multi-file asset ("MFA") by first converting your document to a more standards compliant HTML format using an inexpensive third party conversion tool like Click to Convert v5.5 from Inzone Software. This US\$79 utility package, available via a complimentary 15-day free trial version from the Inzone's web site (www.clicktoconvert.com), produces far superior results vs. Microsoft's own "Save as Web Page" functionality and provides a broad range of features that make it easy to create embedded navigation controls and links in your generated outputs.

Once you've downloaded and installed a copy of Click to Convert on your Windows PC, follow these instructions to convert the sections of your Word document into online courseware/content:

Prepare the Word document or fragment as a Word document file for the text section you wish to present:

1. Create or select the Word document. We suggest using Tahoma or Verdana fonts for web-presented content as they are easier to read in a web browser.
2. Click the Click to Convert icon  or select the "**Click to Convert**" menu option at the top of your Word toolbar to start Click to Convert.
3. When launched, the Click to Convert application will appear as a pop-up utility and provides several configuration settings to assist you in preparing and formatting your new content. You can use Click to Convert to generate your content in HTML or PDF format (or both). Most authors will need to de-select the "**Create PDF**" checkbox and just output an HTML version of their content (see Figure 1 below). It's a good idea to also select the "Open the HTML file" checkbox as well to review your output as soon as it's been generated so you can check it for form and format.

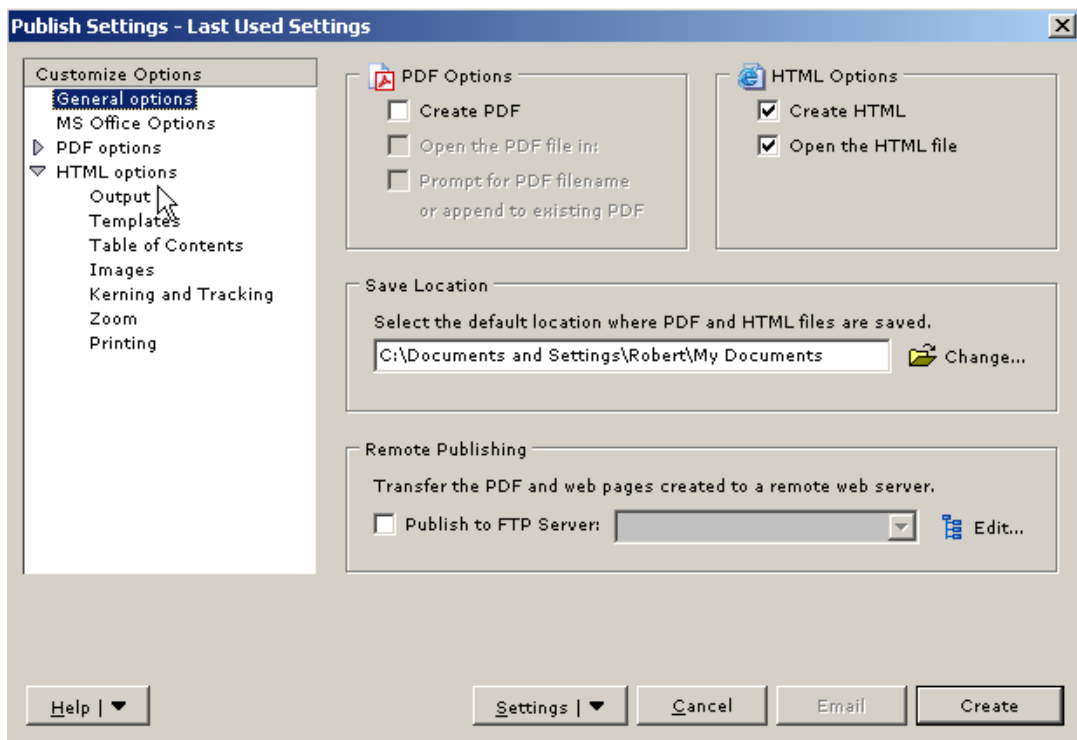


Figure 1

4. Next, select the "HTML" options section of the "Customize Options" as shown in Figure 2 below to update your standard configuration settings as shown. Enter your home link and supply an appropriate file name you'll use to launch your asset (e.g., index.html) in the Output menu.

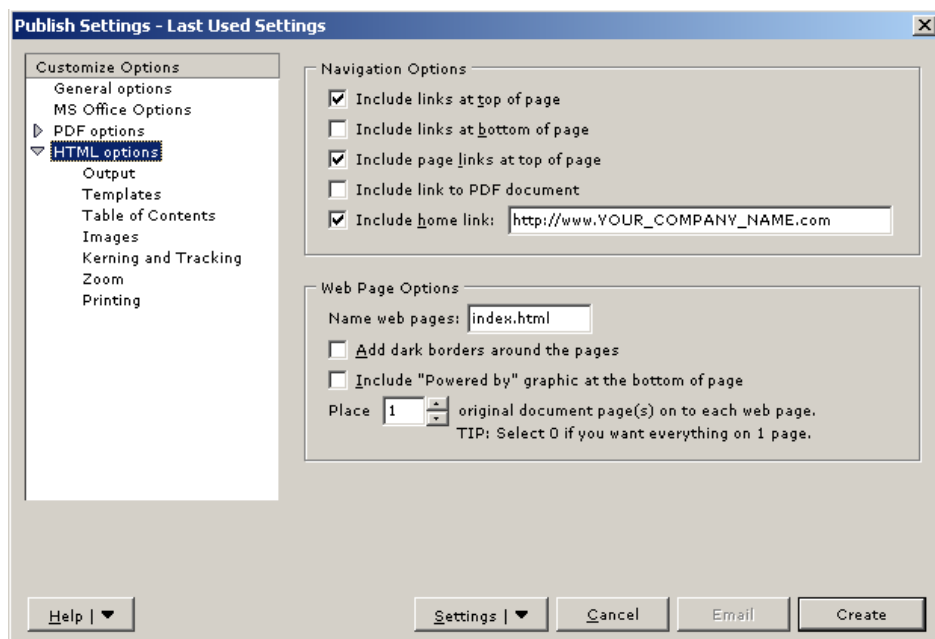


Figure 2

- Next, switch to the “Table of Contents” page under “HTML options” and either activate or deselect the TOC feature to best suit your output needs. For longer documents, including a TOC frame is a good idea (as shown in Figure 3). For shorter documents, deselect the TOC options.

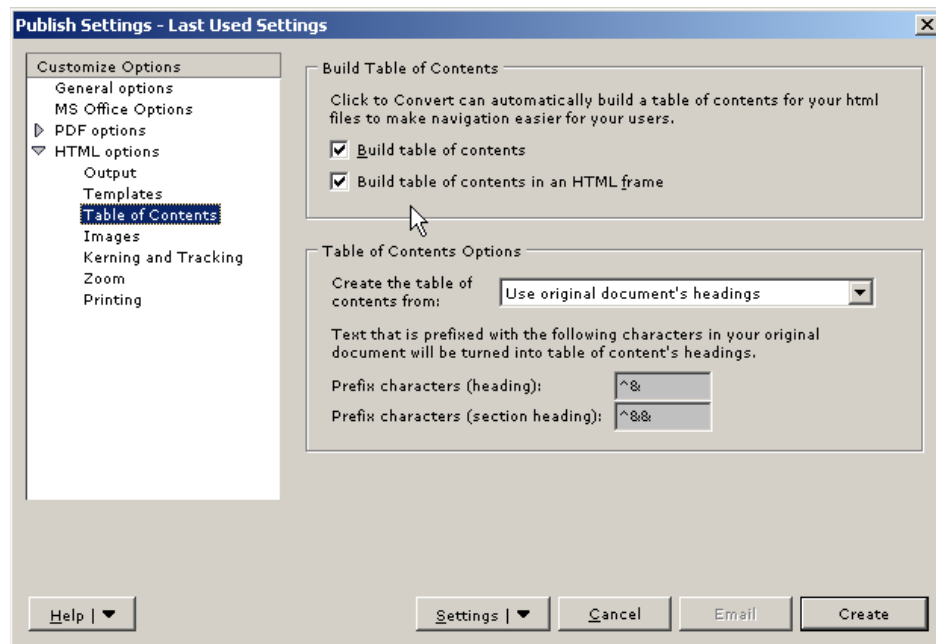


Figure 3

- Once you’ve selected all your options, click on the “**Create**” button and your HTML files will be produced. You should also be able to preview them in a browser window if you checked that option as stated in Step #3 above.
- Next, package up all of the generated files into a ZIP package using WinZip and you’re now ready to add the new content to Course Manager as a URL multi-file asset. Set the asset size to something fairly large like 800x600 for a text page and 950x600 if you used the TOC option.

5. Export Word File as PDF File and Display Using the PDF Asset Type

One of the most popular and industry standard file formats for packaging and delivering information over the web is exporting content saved in Adobe’s *Portable Document Format* or “PDF” file format. The format has become so ubiquitous, in fact, that every major computer operating system vendor, including Microsoft, includes a free Adobe Acrobat Reader® application or browser plug-in bundled in as part of their standard customer offering. The benefits of creating and distributing PDF files stem from the fact that almost any applications can generate native-looking print quality materials, complete with all their intended formatting and visual elements, and have these files read online without needing the original application to display them properly. In short, Adobe PDF files are digital “printouts” of any commonly generated computer output that can electronically emailed or downloaded as opposed to being physically mailed, copied or faxed. Standard software enables business professionals to convert any Microsoft Office and other paper or electronic document to reliable Adobe Portable Document (PDF) files, and send them to colleagues for review.

Acrobat 6.0© from Adobe Systems Incorporated, with a street price of around **US\$300**, enables business professionals to convert any Microsoft Office and other paper or electronic document to reliable Adobe Portable Document (PDF) files, and send them to colleagues for review. For standard document files created using Microsoft Word, content authors can use Acrobat to print out electronic handouts of all or

portions of a Word document to be viewed in a web browser as content within an online course or as a means of distributing other supporting documentation for that course that can be downloaded and printed. Alternatively, other third party applications (like **Click to Convert v5.5** covered in the Section 4 above) can also be used to convert documents to PDF's, cost much less (e.g., US\$79) and produce Acrobat Reader compatible content.

The advantages of outputting Word documents as PDF files are obvious. First, the process is very quick and requires almost no decisions to be made given it's the equivalent of outputting the necessary content to a network printer. Second, the content can be displayed in a browser window as part of a course but also can be expanded to view at full screen, viewed as a series of thumbnail images for each included page, printed out and even stored locally serving as hard copy documentation for those who require that. Thirdly, the content can not be tampered with or changed in any way once it has been published as a PDF file. **Finally, for OnPoint customers, this method is probably the fastest way to produce good looking content from highly formatted existing materials with the least amount of effort.**

There are a few disadvantages of outputting Word documents in PDF format including the fact that the more pages you wish to include in your PDF output file, the larger the resulting PDF Asset is going to become, and the harder it is to load and navigate around when viewed via a web browser. It makes sense to create short PDF output files with one to four pages each (think "chicklets") instead of one large document with 30 or more pages (a chunk or boulder). Also, using the chicklet method allows you to intersperse topic-level quizzes or tests and intermix rich media pages within the same course thus adding to the overall online experience.

Exporting Your Microsoft Word Document as a PDF File

Step #1 – Printing to PDF from Inside Microsoft Word

1. Open the Word document you wish to take online in PDF format.
2. Once your document has been displayed, select the pages or paragraphs you'd like to output as a "PDF Chicklet" and select "Print" from the "File" menu in PowerPoint; you will then be presented with PowerPoint's standard Print Dialog Box. It may make sense to copy/paste these pages to another empty document before generating your PDF file.
3. **FOR ADOBE ACROBAT** - Open the Printer "Name" dropdown box and select "Adobe Distiller" from the presented choice list (Note: You must have a copy of Adobe Acrobat installed in your computer for this to appear).
 - a. Most of the default settings in the "Adobe Distiller" print driver are fine but you can fine-tune your output by clicking the **Properties** button. Typical fine-tuning would include:
 - i. Under the Layout tab, select "Portrait" orientation to make sure your output appears as standard pages in the PDF file.
 - b. Select the "Print Range" you'd like to output and click the **OK** button to begin the output process. Your computer will now generate the PDF containing static image copies of all of the slides you selected for inclusion in your PDF chicklet.

Note: *If you make sure all of the Properties fields found under the File menu have been filled out for your Word document before you output your PDF file, this information will be included in the Document Summary that accompanies the generated PDF file. This may be important for reasons of copyright and support later for those users who download, save and printout PDF assets while taking an online course.*

- c. **FOR CLICK TO CONVERT** – Click the Click to Convert icon on your Word Tool bar and follow the instructions as outlined in Section 4 above but this time select the PDF options and disable the HTML configuration options.

Step #2 – Upload PDF File to Course Manager as PDF Asset

1. Login to Course Manager as a Course Coordinator, Content Administrator or Site Administrator.

2. Under **CONTENT**, select **Assets** from the pull-down menu (and set a **Filter** if desired).
3. Click the **Add-Asset** Button.
4. Provide an **Asset Name** and **Description**.
5. Select **Asset Name** = "PDF" from the dropdown menu.
6. Select the "Single File Asset" **Asset File Type**.
7. Browse for and select for the PDF file you wish to upload.
8. Specify the **Category** and **Asset Size** for your new PDF asset. You can pick from any of the "t-shirt" sizes or specify your own custom asset size.

NOTE: *PDF Assets of text documents should tend to be larger in size but you may wish to play around with the formatting to get the best window size to accommodate the page orientation of a Word document. A custom size of 750x450 may prove best. Remember, all PDF Assets can also be opened full-screen in the Content Viewer with the "Open in New Window" link that automatically gets inserted onto every OnPoint Page that contains a PDF asset.*

9. Click the **Save** Button.
10. The asset record will appear. Notice that the system has assigned an **Asset File** name automatically. Click **Preview** to view the new PDF Asset in a window and check its size.
11. Assign the new Asset to a Page, Topic and Course as needed.