

```
<html xmlns:v="urn:schemas-microsoft-com:vml"
xmlns:o="urn:schemas-microsoft-com:office:office"
xmlns:w="urn:schemas-microsoft-com:office:word"
xmlns="http://www.w3.org/TR/REC-html40">

<head>
<meta http-equiv=Content-Type content="text/html; charset=windows-1252" />
<meta name=ProgId content=Word.Document />
<meta name=Generator content="Microsoft Word 11" />
<meta name=Originator content="Microsoft Word 11" />
<link rel=File-List href="convertwordb_files/filelist.xml" />
<title>Case Daily production procedures: The Heidi Method</title>
<!--[if gte mso 9]><xml>
<o:DocumentProperties>
<o:Author>hac4</o:Author>
<o:LastAuthor>hac4</o:LastAuthor>
<o:Revision>2</o:Revision>
<o:TotalTime>144</o:TotalTime>
<o:Created>2007-04-25T20:50:00Z</o:Created>
<o:LastSaved>2007-04-25T20:50:00Z</o:LastSaved>
<o:Pages>1</o:Pages>
<o:Words>556</o:Words>
<o:Characters>3172</o:Characters>
<o:Lines>26</o:Lines>
<o:Paragraphs>7</o:Paragraphs>
<o:CharactersWithSpaces>3721</o:CharactersWithSpaces>
<o:Version>11.8122</o:Version>
</o:DocumentProperties>
</xml><![endif]--><!--[if gte mso 9]><xml>
<w:WordDocument>
<w:SpellingState>Clean</w:SpellingState>
<w:GrammarState>Clean</w:GrammarState>
<w:PunctuationKerning/>
<w:ValidateAgainstSchemas/>
<w:SaveIfXMLInvalid>>false</w:SaveIfXMLInvalid>
<w:IgnoreMixedContent>>false</w:IgnoreMixedContent>
<w:AlwaysShowPlaceholderText>>false</w:AlwaysShowPlaceholderText>
<w:Compatibility>
<w:BreakWrappedTables/>
<w:SnapToGridInCell/>
<w:WrapTextWithPunct/>
<w:UseAsianBreakRules/>
<w:DontGrowAutofit/>
</w:Compatibility>
<w:BrowserLevel>MicrosoftInternetExplorer4</w:BrowserLevel>
</w:WordDocument>
```

```

</xml><![endif]--><!--[if gte mso 9]><xml>
<w:LatentStyles DefLockedState="false" LatentStyleCount="156">
</w:LatentStyles>
</xml><![endif]-->
<style>
<!--
/* Font Definitions */
@font-face
    {font-family:Wingdings;
    panose-1:5 0 0 0 0 0 0 0 0;
    mso-font-charset:2;
    mso-generic-font-family:auto;
    mso-font-pitch:variable;
    mso-font-signature:0 268435456 0 0 -2147483648 0;}
/* Style Definitions */
p.MsoNormal, li.MsoNormal, div.MsoNormal
    {mso-style-parent:"";
    margin:0pt;
    margin-bottom:.0001pt;
    mso-pagination:widow-orphan;
    font-size:12.0pt;
    font-family:"Times New Roman";
    mso-fareast-font-family:"Times New Roman";}
h1
    {mso-style-next:Normal;
    margin-top:12.0pt;
    margin-right:0pt;
    margin-bottom:3.0pt;
    margin-left:0pt;
    mso-pagination:widow-orphan;
    page-break-after:avoid;
    mso-outline-level:1;
    font-size:16.0pt;
    font-family:Arial;
    mso-font-kerning:16.0pt;}
h3
    {mso-style-next:Normal;
    margin-top:12.0pt;
    margin-right:0pt;
    margin-bottom:3.0pt;
    margin-left:0pt;
    mso-pagination:widow-orphan;
    page-break-after:avoid;
    mso-outline-level:3;
    font-size:13.0pt;
    font-family:Arial;}

```

h5

```
{ mso-style-next:Normal;  
margin-top:12.0pt;  
margin-right:0pt;  
margin-bottom:3.0pt;  
margin-left:0pt;  
mso-pagination:widow-orphan;  
mso-outline-level:5;  
font-size:13.0pt;  
font-family:"Times New Roman";  
mso-bidi-font-style:italic;}
```

@page Section1

```
{ size:612.0pt 792.0pt;  
margin:72.0pt 90.0pt 72.0pt 90.0pt;  
mso-header-margin:36.0pt;  
mso-footer-margin:36.0pt;  
mso-paper-source:0;}
```

div.Section1

```
{ page:Section1;}
```

/* List Definitions */

@list l0

```
{ mso-list-id:310058112;  
mso-list-type:hybrid;  
mso-list-template-ids:1190813934 67698689 67698691 67698693 67698689  
67698691 67698693 67698689 67698691 67698693;}
```

@list l0:level1

```
{ mso-level-number-format:bullet;  
mso-level-text:\F0B7;  
mso-level-tab-stop:36.0pt;  
mso-level-number-position:left;  
text-indent:-18.0pt;  
font-family:Symbol;}
```

@list l1

```
{ mso-list-id:368454501;  
mso-list-type:hybrid;  
mso-list-template-ids:-380703786 67698689 67698691 67698693 67698689  
67698691 67698693 67698689 67698691 67698693;}
```

@list l1:level1

```
{ mso-level-number-format:bullet;  
mso-level-text:\F0B7;  
mso-level-tab-stop:72.0pt;  
mso-level-number-position:left;  
margin-left:72.0pt;  
text-indent:-18.0pt;  
font-family:Symbol;}
```

@list l2

{mso-list-id:794828579;
mso-list-type:hybrid;
mso-list-template-ids:1443501154 67698689 67698691 67698693 67698689
67698691 67698693 67698689 67698691 67698693;}

@list 12:level1

{mso-level-number-format:bullet;
mso-level-text:\F0B7;
mso-level-tab-stop:72.0pt;
mso-level-number-position:left;
margin-left:72.0pt;
text-indent:-18.0pt;
font-family:Symbol;}

@list 13

{mso-list-id:805902607;
mso-list-type:hybrid;
mso-list-template-ids:624976974 67698689 67698691 67698693 67698689
67698691 67698693 67698689 67698691 67698693;}

@list 13:level1

{mso-level-number-format:bullet;
mso-level-text:\F0B7;
mso-level-tab-stop:36.0pt;
mso-level-number-position:left;
text-indent:-18.0pt;
font-family:Symbol;}

@list 14

{mso-list-id:894438004;
mso-list-type:hybrid;
mso-list-template-ids:1495855186 67698689 67698691 67698693 67698689
67698691 67698693 67698689 67698691 67698693;}

@list 14:level1

{mso-level-number-format:bullet;
mso-level-text:\F0B7;
mso-level-tab-stop:36.0pt;
mso-level-number-position:left;
text-indent:-18.0pt;
font-family:Symbol;}

@list 15

{mso-list-id:919682542;
mso-list-type:hybrid;
mso-list-template-ids:1247856952 67698689 67698691 67698693 67698689
67698691 67698693 67698689 67698691 67698693;}

@list 15:level1

{mso-level-number-format:bullet;
mso-level-text:\F0B7;
mso-level-tab-stop:36.0pt;
mso-level-number-position:left;

```
text-indent:-18.0pt;
font-family:Symbol;}
@list 16
{mso-list-id:1012027148;
mso-list-type:hybrid;
mso-list-template-ids:-1908519274 67698689 67698691 67698693 67698689
67698691 67698693 67698689 67698691 67698693;}
@list 16:level1
{mso-level-number-format:bullet;
mso-level-text:\F0B7;
mso-level-tab-stop:72.0pt;
mso-level-number-position:left;
margin-left:72.0pt;
text-indent:-18.0pt;
font-family:Symbol;}
@list 17
{mso-list-id:1290089794;
mso-list-type:hybrid;
mso-list-template-ids:-1218260064 67698689 67698691 67698693 67698689
67698691 67698693 67698689 67698691 67698693;}
@list 17:level1
{mso-level-number-format:bullet;
mso-level-text:\F0B7;
mso-level-tab-stop:36.0pt;
mso-level-number-position:left;
text-indent:-18.0pt;
font-family:Symbol;}
@list 18
{mso-list-id:1337540072;
mso-list-type:hybrid;
mso-list-template-ids:2064146080 67698689 67698691 67698693 67698689
67698691 67698693 67698689 67698691 67698693;}
@list 18:level1
{mso-level-number-format:bullet;
mso-level-text:\F0B7;
mso-level-tab-stop:36.0pt;
mso-level-number-position:left;
text-indent:-18.0pt;
font-family:Symbol;}
@list 19
{mso-list-id:1611929431;
mso-list-type:hybrid;
mso-list-template-ids:953688124 67698689 67698691 67698693 67698689
67698691 67698693 67698689 67698691 67698693;}
@list 19:level1
{mso-level-number-format:bullet;
```

mso-level-text:\F0B7;
mso-level-tab-stop:36.0pt;
mso-level-number-position:left;
text-indent:-18.0pt;
font-family:Symbol;}

@list 110

{mso-list-id:1741899137;
mso-list-type:hybrid;
mso-list-template-ids:953462432 67698689 67698691 67698693 67698689
67698691 67698693 67698689 67698691 67698693;}

@list 110:level1

{mso-level-number-format:bullet;
mso-level-text:\F0B7;
mso-level-tab-stop:36.0pt;
mso-level-number-position:left;
text-indent:-18.0pt;
font-family:Symbol;}

@list 111

{mso-list-id:1839611984;
mso-list-type:hybrid;
mso-list-template-ids:-309167228 67698689 67698691 67698693 67698689
67698691 67698693 67698689 67698691 67698693;}

@list 111:level1

{mso-level-number-format:bullet;
mso-level-text:\F0B7;
mso-level-tab-stop:36.0pt;
mso-level-number-position:left;
text-indent:-18.0pt;
font-family:Symbol;}

@list 112

{mso-list-id:1997681607;
mso-list-type:hybrid;
mso-list-template-ids:1221100690 67698689 67698691 67698693 67698689
67698691 67698693 67698689 67698691 67698693;}

@list 112:level1

{mso-level-number-format:bullet;
mso-level-text:\F0B7;
mso-level-tab-stop:54.0pt;
mso-level-number-position:left;
margin-left:54.0pt;
text-indent:-18.0pt;
font-family:Symbol;}

@list 113

{mso-list-id:2032105870;
mso-list-type:hybrid;

mso-list-template-ids:97533552 67698689 67698691 67698693 67698689
67698691 67698693 67698689 67698691 67698693;}

@list l13:level1

{mso-level-number-format:bullet;
mso-level-text:\F0B7;
mso-level-tab-stop:36.0pt;
mso-level-number-position:left;
text-indent:-18.0pt;
font-family:Symbol;}

ol

{margin-bottom:0pt;}

ul

{margin-bottom:0pt;}

-->

</style>

<!--[if gte mso 10]>

<style>

/* Style Definitions */

table.MsoNormalTable

{mso-style-name:"Table Normal";
mso-tstyle-rowband-size:0;
mso-tstyle-colband-size:0;
mso-style-noshow:yes;
mso-style-parent:"";
mso-padding-alt:0pt 5.4pt 0pt 5.4pt;
mso-para-margin:0pt;
mso-para-margin-bottom:.0001pt;
mso-pagination:widow-orphan;
font-size:10.0pt;
font-family:"Times New Roman";
mso-ansi-language:#0400;
mso-fareast-language:#0400;
mso-bidi-language:#0400;}

</style>

<![endif]--><!--[if gte mso 9]><xml>

<o:shapedefaults v:ext="edit" spidmax="2050"/>

</xml><![endif]--><!--[if gte mso 9]><xml>

<o:shapelayout v:ext="edit">

<o:idmap v:ext="edit" data="1"/>

</o:shapelayout></xml><![endif]-->

</head>

<body lang=EN-US style='tab-interval:36.0pt'>

<div class=Section1>

<h1>Converting Word documents to HTML</h1>

<p class=MsoNormal>While I write my own copy for this blog, and some of my other sites, much of what I post on the Web is written by others. This material comes to me in a variety of formats, from Open Office to .pdf files, but most of it is in Microsoft Word, and all of it needs to be converted to HTML. There are a variety of ways to do this, but I'll just review three, two common approaches and my preferred method.</p>

<p class=MsoNormal><o:p> </o:p></p>

<h5>Three common approaches to converting Word documents</h5>

<ul style='margin-top:0pt' type=disc>

- <li class=MsoNormal style='mso-list:l4 level1 lfo12;tab-stops:list 36.0pt'><b style='mso-bidi-font-weight:normal'>Open the file in Word and save as HTML. This is not recommended. When you do this, Microsoft Word adds all sorts of extra coding, much of which is not what you originally intended. I tried that with this entry just to see how weird it would be and turned out to be450 lines long (as opposed to 82 with my HTML).

<p class=MsoNormal><o:p> </o:p></p>

<ul style='margin-top:0pt' type=disc>

- <li class=MsoNormal style='mso-list:l4 level1 lfo12;tab-stops:list 36.0pt'><b style='mso-bidi-font-weight:normal'>Copy and paste to Dreamweaver. Reliability varies. Copy the text from your word file, open an existing HTML file in Dreamweaver, save it with a new name, select the text you wish to replace, switch to "Design" view, and paste in your content. Switch to "Code" view to see how it worked. If your Word document was perfectly formatted this may turn out fine. If the author did a lot of editing you may find that mysterious characters, extra spaces, or the wrong codes (for items such as headers) appear. If there are only a few you can delete them. If there are a lot, you may want to start over using the next method.

<p class=MsoNormal><o:p> </o:p></p>

<ul style='margin-top:0pt' type=disc>

- <li class=MsoNormal style='mso-list:l4 level1 lfo12;tab-stops:list 36.0pt'><b style='mso-bidi-font-weight:normal'>Use Word's "Find and Replace" feature to substitute HTML for Word formatting. This

is what I do. The following instructions will show you how.

Clean up any odd or special characters

-

- Open your Word file

- Find and replace & with & ;

- Look for any other special characters such as trademarks, umlauts, em dashes or percent signs and replace with HTML character or text as appropriate.

- Charts to look up characters are available at <http://www.webstandards.org/learn/reference/charts/entities/>.

- Find and replace ' with ' and " with " to remove curly apostrophes and curly quotes (if appropriate). Curly apostrophes and quotes are typographically correct and can be replaced by special characters, but straight quotes work more consistently in some situations, such as HTML e-mail.

Add coding for bold and italic

Put immediately before each bold entity and after and before each italic entity and after. I usually color these red so that I can easily see if I've closed any tags that I opened.

Add HTML paragraph formatting

-

- Find and replace paragraph marks (^p) with <p>^p<p>

- If necessary replace <p> <p> with blank space.

- Replace

<p class=MsoNormal><o:p> </o:p></p>

<p class=MsoNormal>Now give your code a quick review; if it looks clean, post it to the Web. View the page in your Web browser then validate it using the W3C Markup Validation Service—to find any errors you may have missed. If everything checks out, you're done!</p>

</div>

</body>

</html>