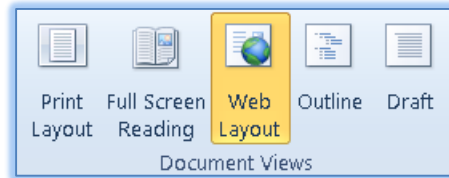


## Format Word Documents for Upload

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When a document is created in Word and uploaded as a Microsoft Office-type Content Item in an eCollege course, the formatting will look entirely different online. However, there is a way to ensure that what you see in Word is what you get online

- ✦ Open the document in **Word 2007**, **Word 2010** or **Word 2013**.
- ✦ Click the **View** tab.
- ✦ In the **Document Views Group** click the **Web Layout** button.



- ✦ This view is the same **HTML** view that the **Office Document Converter** creates when a file is uploaded to **eCollege**.
  - ✦ Format the document under that view.
  - ✦ When the document is uploaded to eCollege it will appear as it does in Word.
- ✦ Items like images and text that appears in columns will line up better if a table is inserted into the document and the image and text that needs to appear on one line is inserted into the table. Examples of text that should be inserted in tables include the Grading Criteria, the Course Content, or anything else that appears in columns.