

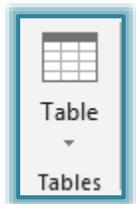
Misalignment after Word Document Conversion Process - Why Does This Happen?

Have you ever uploaded a Word document into an MS Office-type Content Item and the images, text, tables, etc. are not aligned the same after the conversion process to HTML was complete? This is because the conversion tool can only successfully convert files containing formatting that has an HTML equivalent in the Word background code. That tool uses the background code to reproduce a document for online viewing.

The most common instances of misalignment occur if a document contains tab and margin settings. Tabs and margins do not have HTML equivalents, meaning that there is not an HTML “tag” that will produce the same formatting. The upload tool will be unable to replicate this information correctly since tabs and margins are not referenced within HTML. To ensure that the uploaded document retains the same formatting as the original Word file, try the following tricks when creating the Word file.

New Word Document

- 📄 Open a new **Word** document and create a **1x1 table** within the document.
 - 👉 Click the **Insert Tab**.
 - 👉 In the **Tables Group**, click the **Table** button.
 - 👉 Do one of the following:
 - ★ Click the first cell in the grid that appears.
 - ★ Click the **Insert Table** option and then specify one column and one row.
- 📄 Copy and paste the text from your original document inside this table.
- 📄 This is one of the most important pieces, as it adds a margin (white space) and visually enhances the look of the overall text within the document.



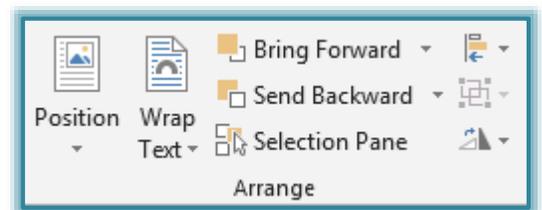
Bullets and Numbering

- 📄 When creating an outline, use the **Multilevel List** feature.
- 📄 This feature is provided within Word under the **Home Tab** in the **Paragraph Group**.
- 📄 When this format is used, rather than tabs, Word will create background code in the document that can be converted to HTML.
- 📄 The outline will then display accurately after the document is uploaded.



Text Wrapping

- 📄 Try changing the Text Wrapping settings for each image, if text is not aligned properly in relation to images.
- 📄 Select the image.
- 📄 Click the **Picture Format** tab.
- 📄 In the **Arrange Group**, click **Wrap Text**.
- 📄 Select the option for wrapping text around an image, such as Square, Tight, or Top and Bottom.



Web Page Preview

- 📄 This feature can be used to determine if the data in the document will display properly when it is converted to HTML.
- 📄 Click the **View Tab** in **Word**.
- 📄 In the **Document Views Group**, click the **Web Layout** button.
- 📄 The document will display in HTML format.



Finally, keep your Word documents as simple as possible to ensure that what you see in Word will be the same as what is displayed on the Course side of your Content Item.