

Transferring Word Text to Web Pages

It is easy to transfer text from a Word document to a web page, but this process can cause problems with web pages. An excessive amount of HTML code is added to the web pages if you simply copy and paste from Word documents. Word adds more than simple HTML tags. The code also contains style definitions, Word-specific tags, and formatting instructions that allow you to transfer the text back to a Word document again. All of this extra code can cause the web files to become very large, as well as cause the text to display improperly in a browser.

It is important to keep web pages as small as possible and to avoid the excess code. Here are some methods you can use to transfer text from Word documents to a web page without all of the excess code:

Copy and Paste Text

To place a small amount of text from a Word document on a web page, you can use copy and paste. However, it is recommended that you transfer the content **but not the formatting**. You can do this in one of two ways:

- Copy the text from Word and paste it into Notepad. Then copy the text from Notepad and paste it on the web page.
- Copy the text from Word and paste it on the web page using Paste Text. (In SharePoint Designer, select **Paste Text** from the Edit menu, and then select **plain text**.)

Both of these methods strip all formatting from the text, including any tables. Apply formatting, from the LCC template (such as 'paragraph' or 'heading 3 <h3>'), after pasting the text on the web page.

Copy and Paste a Table

- In SharePoint place cursor on web page where table is to be placed and Paste (Edit menu).
- The table may break the page, sending the right navigation to the bottom of the page or run over on top of the right navigation.

If this occurs:

- Place cursor in table and right click, select **Table Properties**.
- In the Layout section select **Specify width: 100 In percent**. Apply and OK.
- Apply formatting to content and cells as needed.

