



Microsoft Office SharePoint Server

Convert a Word document to a Web page

Applies to: Microsoft Office SharePoint Server 2007

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With Microsoft Office SharePoint Server 2007, you can easily create and publish Web pages directly in a Web browser. In addition, you can create Web pages directly from existing Microsoft Office Word 2007 documents, which makes it easier to publish and share that content with others on your team, your company, or anyone on the Web.

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Advantages of converting Word documents to Web pages

There are a number of advantages to converting Office Word 2007 documents into Web pages for your site:

- **Familiar authoring environment** Word 2007 is a familiar and comfortable environment in which to author content. You don't have to learn HTML or use the Web page creation tools in Office SharePoint Server 2007.
- **Richer feature set** Word 2007 provides more word-processing features than are offered by the Web page creation tools in Office SharePoint Server 2007 alone.
- **Faster creation** You can turn important Word 2007 documents — for example, white papers or status reports — directly into Web pages without having to specially format them as a separate Web page for use

on the Web.

- **Single-sourced content** You can use just one document for multiple purposes, instead of creating one version for your team in Word 2007 and another version for the company in HTML. Here, the two are linked.
- **Work offline** By using Word 2007 to create a Web page, you are free to work on the content with or without a connection to the Internet.
- **Document sharing** When you convert a Word 2007 document into a Web page, that authored content can be easily shared with others who may not have Word 2007 installed or who are using a limited network connection that cannot support opening or downloading a Word 2007 document in a Web browser.
- **Web site integration** When you convert a Word 2007 document to a Web page, you can seamlessly display that page as part of a larger Web site. As a result, readers may not even realize the content originated as a Word 2007 document because it appears as a natural part of the Web site.

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Considerations when converting Word documents to Web pages

Keep the following in mind when you use Word 2007 to create documents that you plan to convert to Web pages:

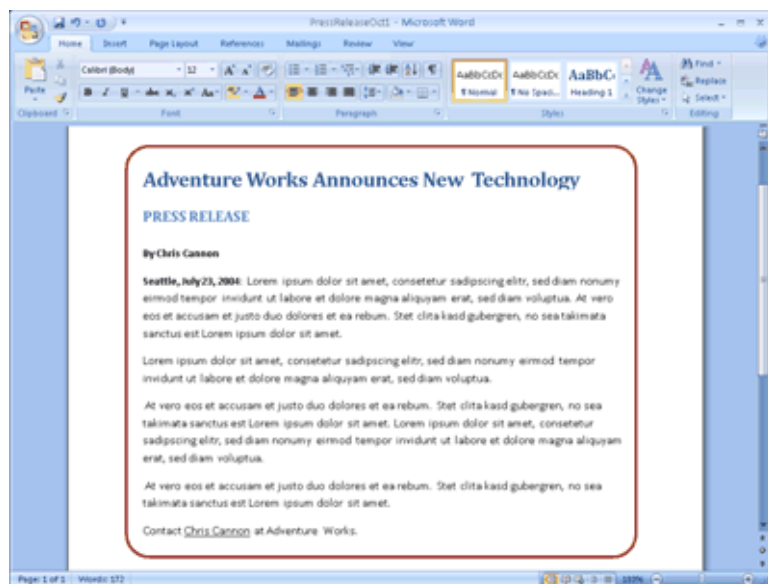
- The document conversion feature in Office SharePoint Server 2007 supports only the Open XML Formats in Office Word 2007. If you have existing documents that were created in an earlier version of Word, you need to save them using the Open XML Format. There are a couple of ways to do this:
 - If you are using an earlier version of Word, you can install the Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 File Formats.
 - If you are using Office Word 2007, you can convert the existing documents to the Open XML Format by using the **Convert** command.

Find links to more information about the Compatibility Pack and using Word to open documents from previous versions in the **See Also** section.

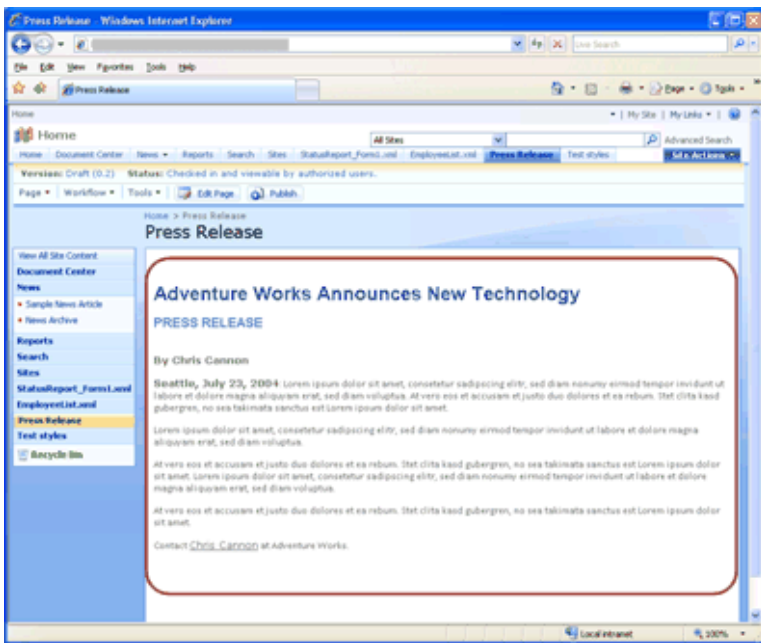
- Word 2007 document converters are available for only the following Open XML Formats:
 - Word 2007 document (.docx file format)

- o Word 2007 macro-enabled document (.docm file format)
- Styles and formatting in your Word 2007 document may not be preserved when the document is converted to a Web page. Much of this depends on the conversion settings chosen by the site owner. The site owner can determine these settings for each content type (content type: A reusable group of settings for a category of content. Use content types to manage the metadata, templates, and behaviors of items and documents consistently. Content types are defined at the site level and used on lists and libraries.) as well as for Word 2007 documents in general. To find out whether styles and formatting are preserved for Word 2007 documents and for specific content types, contact the site owner.

The following pictures show how a document might appear before and after conversion. The red line highlights the contents of the document.



Original document in Word 2007




Converted Web page as it appears in the browser after conversion

- Objects such as images that you add to your Word 2007 document will not appear on the converted Web page if they are embedded in the document. To add these objects so that they appear on the converted Web page, first upload these objects to a document library (document library: A folder where a collection of files is stored and the files often use the same template. Each file in a library is associated with user-defined information that is displayed in the content listing for that library.) and then insert them as linked objects (from this location) rather than embedded objects in your document.

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Upload a Word document to a document library

To convert a Word 2007 document into a Web page, the document must first reside in a document library (document library: A folder where a collection of files is stored and the files often use the same template. Each file in a library is associated with user-defined information that is displayed in the content listing for that library.) in an Office SharePoint Server 2007 site. To add a document to a document library, do one of the following:

- Use the Publish or Save As command in Word 2007. Click the Microsoft Office Button , point to Publish, and then click Document Management Server. Or click Save As after clicking the Microsoft Office Button, and then browse to the appropriate document library in Office SharePoint Server 2007. For more information, see the article [Save a file to a](#)

[SharePoint library or another Web location.](#)

- Upload the document in the browser When viewing the document library in the browser, click Upload on the menu bar. You have the option to upload an individual document or multiple documents to that library. For more information, see the article [Add one or more files to a library.](#)

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Convert a Word document to a Web page

1. Open the document library that contains the Word 2007 document that you want to convert to a Web page.
2. Point to the file name of the document that you want to convert, click the arrow that appears, and then point to Convert Document.



Note If you don't see this option, the document conversion feature may be disabled, or your document may not be in the Open XML Format. Contact the site owner for assistance.

3. Do one of the following:
 - If the document is in the .docx file format, click From Word Document to Web Page.
 - If the document is in the .docm file format, click From Word Document with Macros to Web Page.

The Create Page From Document Web page opens. Depending on how your site was set up, you may see all of the options or just a portion of the options described below.

- In the Location section, click **Browse**, and then select the site where the page is to be created.

The site that you select must have publishing turned on. If you receive a message that publishing is not enabled on your site, contact the site owner.

Note If instead of the Location and Page Title and Description sections, you see Existing Page with the option to update an existing page, this means the document was already converted. For information on updating existing Web pages, see the later section [Update the Word document or the Web page](#). To ignore the existing page and create a new one, clear the Update existing page check box and continue with the following steps.

- In the Page Title and Description section, enter a title, description, and URL (file name) for the Web page that you are creating.

The URL name must be unique and may not contain special characters (#,%,&, etc.). If you use spaces, they are removed automatically when the page is created.

Note The title appears above the new Web page, in the Web browser title bar (the HTML title tag), and in the item's properties in the document library. The description appears only in the item's properties in the document library. The URL appears in the Web browser address bar (followed by the .aspx extension).

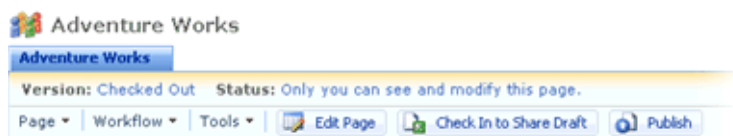
- In the Processing section, you may have the option to create the page immediately or to create the page in the background. For more information on these options, see the article [Create a page in the foreground or in the background](#).

Do one of the following:

- To start the conversion process right away, click **Create this page for me now**. You are taken to a long-running operations (LRO) page until the conversion is complete. This process usually takes under a minute but may take longer depending on the conversion queue and your conversion settings.
 - To start the conversion process in the background, click **Create this page for me in the background**. You return to the document library where your Word 2007 document resides.
7. If you have the option to send the created page to others, select the **Send e-mail to the following users when the page is created** check box, and then enter the names of users whom you want to notify in the **Users** box.
8. Click **Create** to convert the document.

Options for the newly created Web page

If you choose to create the Web page right away, you are taken to the new page when the conversion is completed. On the toolbar at the top of that page, you see several options, as shown here.



From here, you can do one the following:

- Check in or publish the page so that others can access it from the Pages library of your Web site. For more information, see the article [Work with pages in a publishing site](#).
- Start a workflow. For more information, see the article [Use an Approval workflow](#).
- Edit the page, the Word 2007 document, or both. For more information, see the following section [Update the Word document or the Web page](#).

You may see even more options depending on how your site was set up by the site owner.

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Update the Word document and the Web page

When you convert a Word 2007 document into a Web page, you end up with two files in Office SharePoint Server 2007: the document and the Web page. Each file has its own URL, versioning, history, workflow, and so on (assuming those features are enabled for that particular content type or document library).

At the same time, the two files remain linked. When you edit the Word 2007 document and save it to a document library, you can then re-generate the Web page from that document. This loose coupling allows you to focus on creating content in Word 2007 while at the same time delivering a version that is formatted for the Web.

To allow the maximum flexibility, Office SharePoint Server 2007 provides a number of ways for you to update the source document, the Web page, or both. These options are explained here.

Update the Word document but not the Web page

There are two ways to update the source document after it has been converted to a Web page.

Update the Word document from the document library

1. Browse to the document library that contains your Word 2007 document.
2. To check out the document, point to the file name, click the arrow that appears, and then click **Check Out**. Checking out the document is not required, but it is a good practice to preserve versions of the document. It also prevents other users from making changes to the document while you edit it.
3. To edit the document, point to the file name, click the arrow that appears, and then click **Edit in Microsoft Office Word**.
4. Edit the file, save the file, and then close Word 2007. You are prompted to check in the file when you close it. If you do not want to check in the file at this time, you can check in the file later by using the drop-down menu of the file in the library.

Update the Word document by using the Web page toolbar

1. Browse to the Web page that was generated from the Word 2007 document. Typically, you find the Web page in the Pages library of the site where you chose to create the page.
2. Click **Edit Page** on the authoring toolbar. The page opens for editing.

3. In the Page Content field control, click **Open Source Document**. You are prompted to confirm that you want to check out and edit the Word 2007 document.
4. Click **OK**. The document opens in Word 2007.
5. Edit the file, save the file, and then close Word 2007. You are prompted to check in the file when you close it. If you do not want to check in the file at this time, you can check in the file later by using the drop-down menu of the file in the library.

Update the Web page but not the Word document

Note You should exercise caution when updating the Web page by itself because your changes will be lost if you choose to update the page from the Word 2007 document again in the future.

1. Browse to the Web page that was created from the Word 2007 document. Typically, you find the Web page in the Pages library of the site where you chose to create the page.
2. Click **Edit Page** on the authoring toolbar. The page opens for editing.
3. In the Page Content field control, click **Edit Content**.

The HTML Editor appears directly above the page content. For more information about using the HTML Editor, see the article [Use the HTML Editor](#).

Update the Web page with changes made to the Word document

There are two ways to update the Web page with changes made to the Word 2007 document.

Note Before the Web page can be updated with changes made to the Word 2007 document, the Web page must be checked in. You may need to perform this step separately.

Re-convert the Word document

1. Follow the same steps that you performed earlier to convert your Word 2007 document to a Web page — see the earlier section [Convert a Word document to a Web page](#).
2. This time, on the Create Page From Document page, leave the Update existing page check box selected.

3. Click **Create** to update the Web page with changes made to the Word 2007 document.

Update the Web page by using the Web page toolbar

1. Browse to the Web page that was created from the Word 2007 document. Typically, you find the Web page in the Pages library of the site where you chose to create the page.
2. Click **Edit Page** on the authoring toolbar. The page opens for editing.
3. In the Page Content field control, click **Update Content from Source**.
4. When prompted to confirm, click **OK** to update the Web page.

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