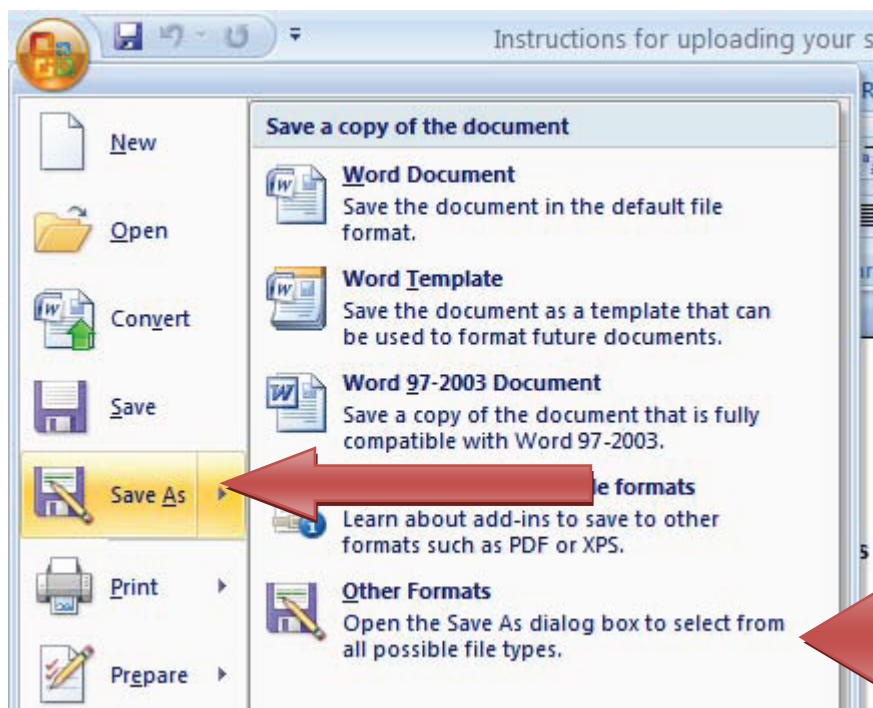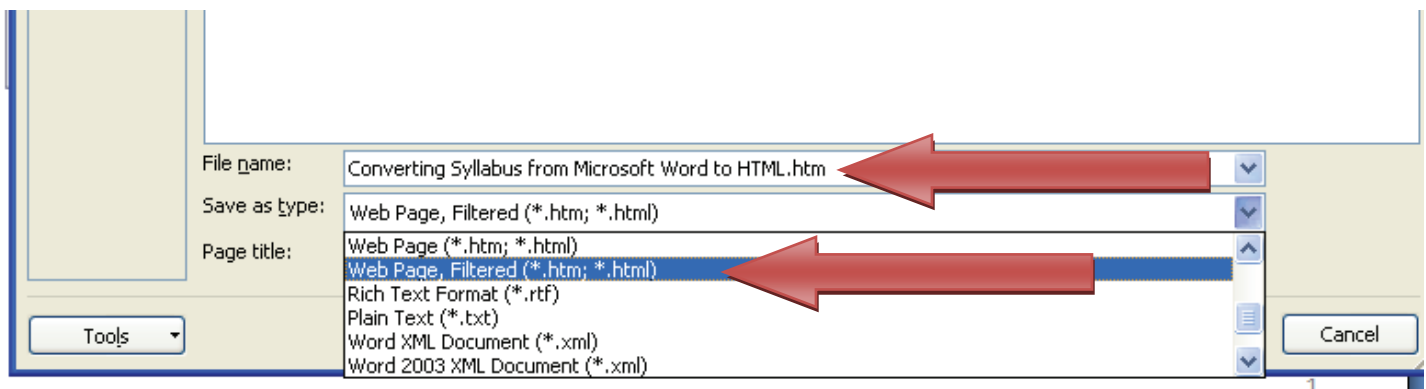# Converting Documents
from Microsoft Word to HTML

1. Open the document in Microsoft Word.

2. Click on the **Office Button** in the top left-hand corner of the Application Window.

3. Choose **Save As** from the file menu.
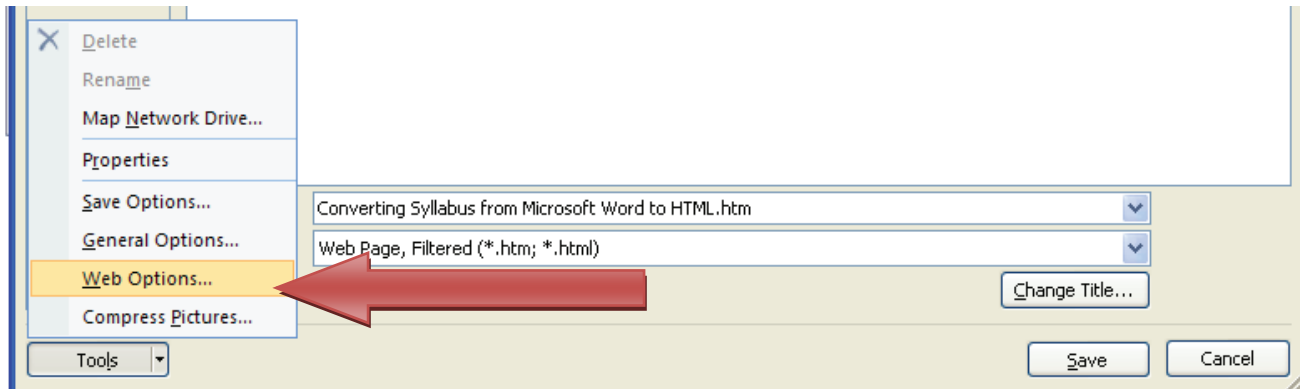
4. Choose **Other Formats**.

5. Type in a **File Name** and then from the **Save as type** drop down, select **web page, Filtered**.
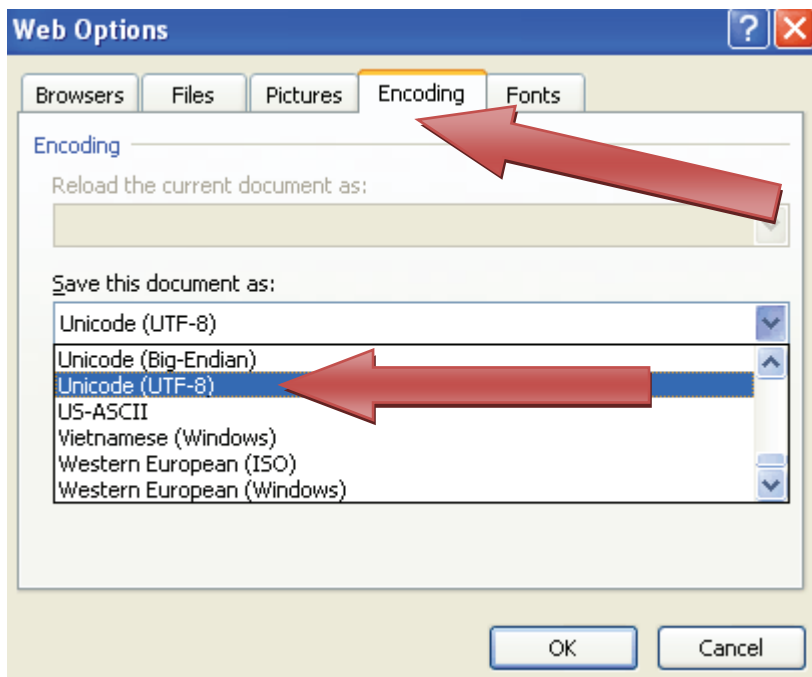

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Converting Documents
from Microsoft Word to HTML

6. Click on the **Tools** button and select, **Web Options...**.

7. Click on the **Encoding** tab and choose **Unicode (UTF-8)**, then click **OK**.

8. Click the **Save** button and save your document. It is now ready to upload into eLearn@TSU.