

Getting Files Ready for a Web Site

Most files capable of being viewed on a computer may be placed onto a web site. However, converting files into certain standard formats is often advantageous to download speed, viewing ease, and protection.

Word Documents

When saved normally, word documents are saved as a “doc” file. These files may be used for a web site as follows:

- Attached to a hyperlink as is-which allows a user to open and edit the file if they have their own copy of Microsoft Word
- Inserted onto a web page-which places the text from the document onto an actual web page. This may cause some loss of format as well as other components
- Saved as a text document, “txt”, and attached to a hyperlink-this allows any one to open the file, but nearly all format and other components, with the exception of text, is lost
- Saved as an adobe document and attached to a hyperlink-this is the recommended procedure. Using adobe to save a word file, as a “pdf” will reduce the size of the file, keep all components as is, and protect the documents from change. In addition, there is a standard viewer available on the Internet, which allows any user to view pdf documents.

Pictures

There are a number of different formats in which pictures may be saved. Most of these will allow for use with a web site. However, size and quality may have a detrimental effect to the speed and ease at which your web site functions. There are many programs, such as Paint or Microsoft Photo Editor, which will allow you to modify picture files.

Recommendations:

- Save or convert pictures in jpg or gif format (jpg is more detailed, but requires more space)
- Reduce picture size as much as possible when detail is not important
- Avoid using bmp’s, these files are cumbersome and only slightly more detailed than jpg’s
- When large detailed pictures are desired, use a photo gallery option to reduce down load times

Videos

There are many different formats in which videos exist. However, there are only a couple of formats, which work well on a web site.

Recommendations:

- If detail is important save videos in the mpg format. This format retains the detail and clarity one is used to seeing on a television monitor, but these files are quite large if the video is lengthy.
- If detail is less important save videos in avi format. This format allows for relatively small file size, but much detail is lost when the video window is enlarged.

PowerPoint Presentations

PowerPoint Presentations are often used for presentations to groups. They may also become a valued component of a web site. These presentations may be placed on a web site as follows:

- Recommended--Hyperlinked to a PowerPoint presentation, which has been saved as a web site. PowerPoint presentations may be saved as a web site by choosing that option when saving normally in the program. This allows anyone to view the presentation as a web site.
- Attached to a button as a hyperlink-this allows a user to download a PowerPoint presentation as is and view only if Microsoft PowerPoint is on the users computer.

Using Adobe Acrobat

Used to convert word files into adobe files.

- This may only be completed on a computer which Adobe Acrobat is installed
- Open the desired file in word
- Next choose *File; Save As*
- Now in the option box "Save as type:" choose Adobe
- Choose *Save*

Using Microsoft Photo Editor

Used to convert or resize picture files.

To convert to jpg:

- Start Microsoft Photo Editor
- Open the desired picture file by *File; Open;* locate the file and open
- Once the file is open it may be converted to jpg or gif by *File; Save as;* in the "Save as type:" option box, choose "JPEG File Interchange Format .jpg" and then *Save*

To resize:

- Start Microsoft Photo Editor
- Open the desired picture file by *File; Open;* locate the file and open
- Next choose *Image; Resize*
- Scale down the image percentage wise to the desired size and choose *OK*
- Finally save the new resized file
- To check the size of the file choose *File; Properties;* and examine the number of bytes

Using Microsoft PowerPoint

Used to convert a PowerPoint presentation into a web site.

- Open or design a presentation with in PowerPoint as usual
- Now choose *File; Save as web page;* type the desired name of file and *Save*

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