

Word to **Web Page**



**Automatically
Convert
Word Documents
Into Web Pages**

www.wordtowebsite.net

WordToWebPage User's Guide

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Table of Contents

WordToWebPage User's Guide	1
Getting Started	3
Overview	3
Using This Guide.....	3
Conventions Used in this Guide	3
Computer Skills Needed.....	3
Installing WordToWebPage	4
Overview	4
System Requirements.....	4
Installing WordToWebPage	4
Uninstalling WordToWebPage.....	7
Using WordToWebPage	8
Overview	8
Starting and Exiting WordToWebPage	8
Navigating WordToWebPage	9
Creating a New Project or Modifying an Existing Project	9
Index	14

Getting Started

Overview

If you have Microsoft® Word documents that you would like to convert to web pages, WordToWebPage is the tool to make it happen! WordToWebPage is user-friendly application that allows you to easily convert any Microsoft Word document into a web page, maintaining all the fonts and formatting in the original document.

WordToWebPage includes the following features:

- Ability to specify meta keywords and other search optimization options to enhance your Internet presence
- Multiple templates
- Facility for uploading graphics
- Activate Google AdSense elements
- Fast and efficient Word document-to-website conversion

Using This Guide

This user guide provides instructions for setting up and fully utilizing all of the WordToWebPage features.

Conventions Used in this Guide

The step-by-step operating instructions that you find in the WordToWebPage documentation follow these conventions:

Bold - Indicates that a word represents a command, window name, field name, or title that displays on a page or window. *For example*, Click the **Upload** button.

Italics - Indicates a note or example information. For example, *Note: Graphics cannot exceed 750 pixels.*

Computer Skills Needed

WordToWebPage runs in Windows. If you are already familiar with the general operation of the Windows Operating System, you are well on your way to being able to use WordToWebPage. You will use the mouse and keyboard the same way as you do in that application.

However, if you are not familiar with using a Graphical User Interface (GUI) environment, refer to your operating system's manuals and tutorials. Before you can use WordToWebPage, you need to know how to perform the following:

- Interpret windows or GUI terms, such as scroll
- Use a mouse
- Recognize the function of keyboard keys such as TAB
- Fill-in windows and dialog boxes

Installing WordToWebPage

Overview

WordToWebPage is an application that converts Word documents into a website. This chapter describes how to install WordToWebPage. There are two Reg Keys you will need One serial number Key one Register key on desktop startup. You will get these from www.windowsoftware.us and www.wordtowebsite.net on purchase. **Recent changes . is now www.wordtowebsite.net no longer .com**

System Requirements

Prior to installing WordToWebPage, you should ensure that your system meets the following minimum system requirements:

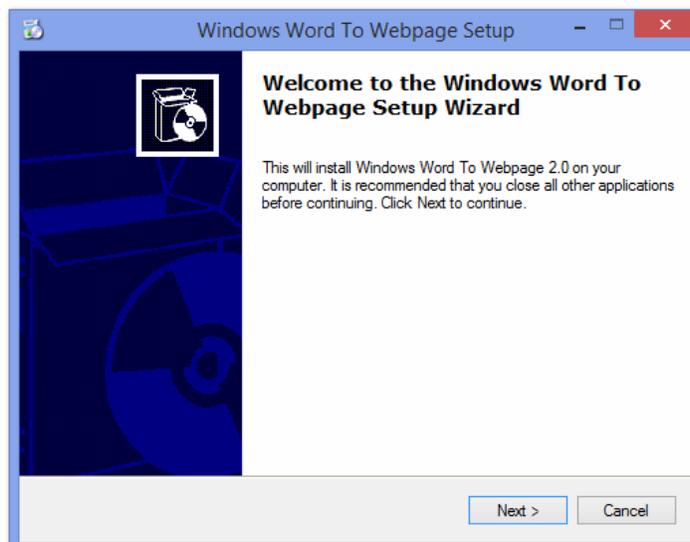
- Microsoft Windows 98, XP, 2000, Vista, 7.8.8.1 or higher
- Internet Explorer 8.0 or later

Installing WordToWebPage

The following instructions walk you through the process to install WordToWebPage.

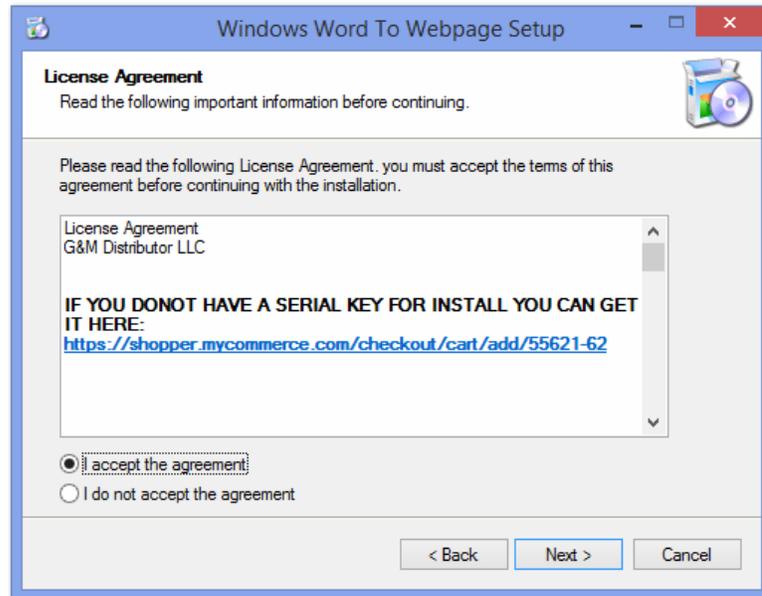
To install WordToWebPage

1. Run the install program. The **Welcome to the WordToWebPage Setup Wizard** window displays:

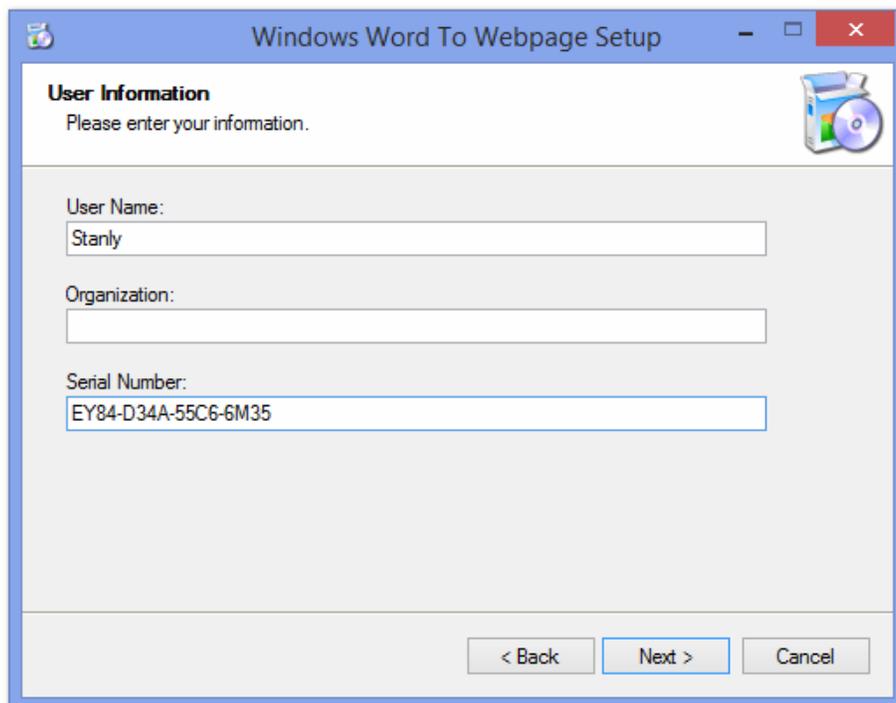


2. Click **Next**. Accept agreement The **Select Destination Location** window displays. You can accept to install WordToWebPage to the default folder location or click the **Browse** button to specify a different location.

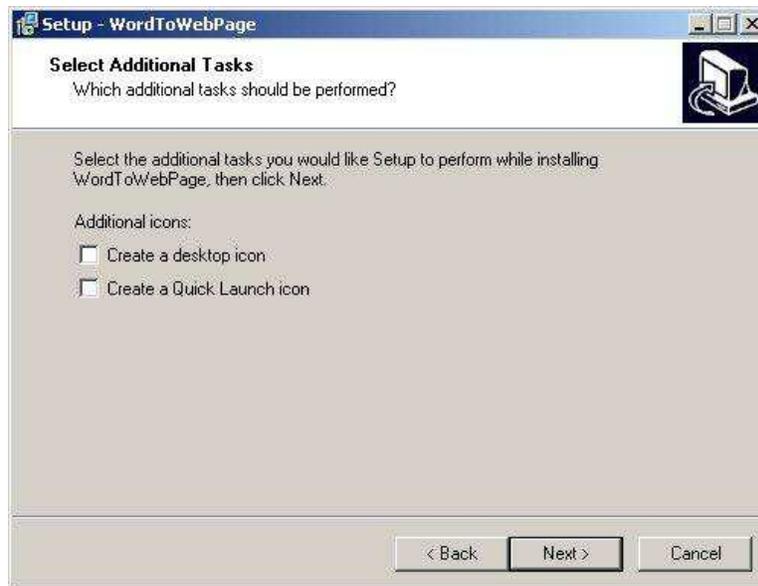
Note: The destination location must have 1.1 MB of disk space available to install WordToWebPage. Note if you donot have your keys you can click the blue link in install licence agreement to purchase them.



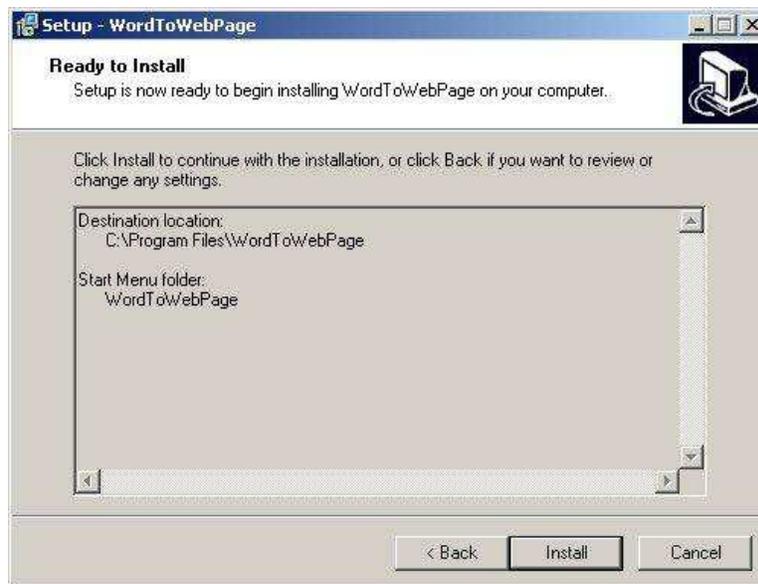
3. Click **Next**. The **Select Start Menu Folder** window displays. You can accept to install WordToWebPage to the default folder location or click the **Browse** button to specify a different location. Otherwise, select the **Don't create a Start Menu folder** option. here you need to put in your serial number key that you recieved from us.



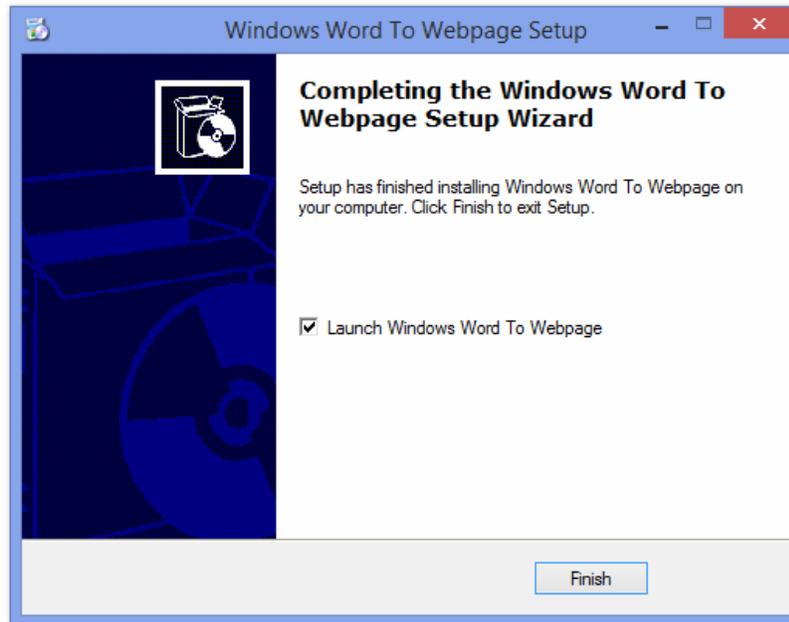
4. Click **Next**. The **Select Additional Tasks** window displays with the options to create desktop and Quick Launch icons:



5. Select one or more tasks (optional) and click **Next**. The **Ready to Install** window displays:



6. Click **Install**. When the installation is complete, the **Completing the WordToWebPage Setup Wizard** window displays:



7. You can select **Launch WordToWebPage** to start the program. Click **Finish** to exit the program.

Uninstalling WordToWebPage

If you need to uninstall WordToWebPage for any reason, *for example*, to install a different edition, you will need to access the uninstall program.

To uninstall WordToWebPage

1. Select **Start> Programs> WordToWebPage> Uninstall WordToWebPage**.
2. A message displays asking you to confirm that you want to remove all of the WordToWebPage components from your system. Click **Yes** to continue with the process to uninstall WordToWebPage.
3. The system uninstalls WordToWebPage from your system. A message displays to inform you that WordToWebPage has been successfully removed from your system. Click **OK** to close the message dialog box.

Using WordToWebPage

Overview

The easiest way to start using WordToWebPage is by following the four steps outlined in the program: **Select Template**, **Page Settings**, **Google AdSense Settings**, and **Convert**. Once you are accustomed to using the program you can go back and forth between the steps.

Starting and Exiting WordToWebPage

To start WordToWebPage

1. Start WordToWebPage:

Click **Start> WordToWebpage> WordToWebpage**, or

Click the **WordToWebpage** icon located on the Windows desktop (if during installation you selected the option to create a shortcut)

2. The first time you start WordToWebPage, the **Enter your name and register key** window displays **Enter your name and register key!**(only do-not include the dashes(-) Dashes are already adaed) **This is the key that you recieved from us ! :**



The image shows a Windows-style dialog box titled "Enter register key". Inside the dialog, there is a section labeled "Register info" containing a text input field for "Your name". Below that is a section labeled "Register Key" containing three text input fields separated by dashes. At the bottom right of the dialog is an "OK" button.

3. Enter **Your Name** and **Register Key** in the spaces provided and click **OK**.

To exit WordToWebPage

You can safely exit WordToWebPage at any time by selecting **File >Exit** from the menu. If you have any unsaved changes, WordToWebPage will prompt you to save your project before it closes.

Navigating WordToWebPage

You have three options for navigating through the four steps to create a website:

Menu Bar – Previous and next arrow icons display on the menu bar to enable you to move forward and backward through the process to create a website.

Menu List – The four steps to create a website display in the menu list located in the left-pane of the window. This list displays on every page of the application.

Navigation Buttons – Previous and next arrow buttons display at the bottom-right of each window to enable you to move forward and backward through the process to create a website.

Creating a New Project or Modifying an Existing Project

WordToWebPage makes website creation easy by providing four basic steps:

1) Selecting a template, 2) Specifying page settings, 3) Specifying Google AdSense Settings, and 4) Converting a document to a website.

To start a new project

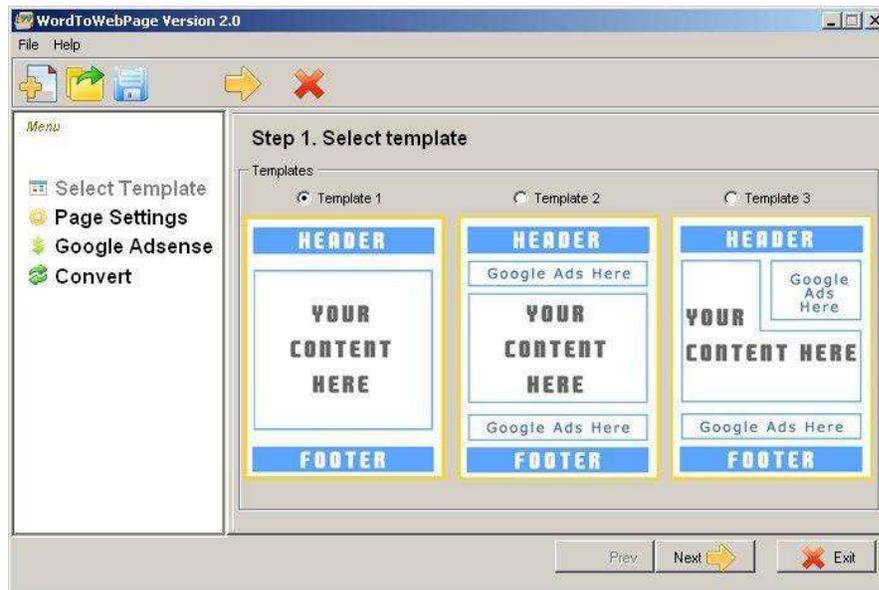
1. Click **File >Add** or click the **Add** icon () located on the menu bar. If you have an existing project open and have unsaved changes, WordToWebPage prompts you to save the changes before starting the process to create a new project.
2. Continue through the four steps described in the next procedures to create your website.

To open an existing project

1. Click **File >Open** or click the **Open** icon () located on the menu bar. If you have an existing project open and have unsaved changes, WordToWebPage prompts you to save the changes before starting the process to modifying an existing project.
2. Continue through the four steps described in the next procedures to create your website.

To select a template

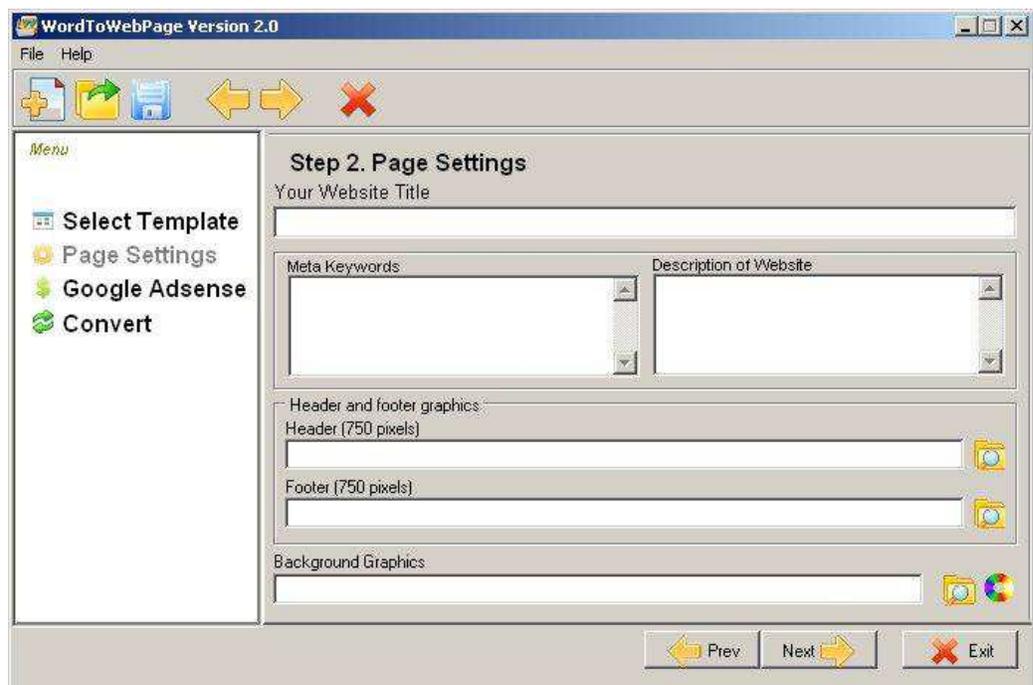
The first step in creating a web page using WordToWebPage is to select a template. The template you select determines the layout of each web page in your website.



1. Select one of the three templates.
2. Click **Next** to continue setting up your website.

To specify page settings

Once you have selected your template, the next step in setting up your web page in WordToPage is to specify the common page settings.



The following page settings are available:

Your Website Title – Use the space provided to enter a name for your website.

Meta Keywords – Use the space provided to enter keywords that you want to use for search optimization.

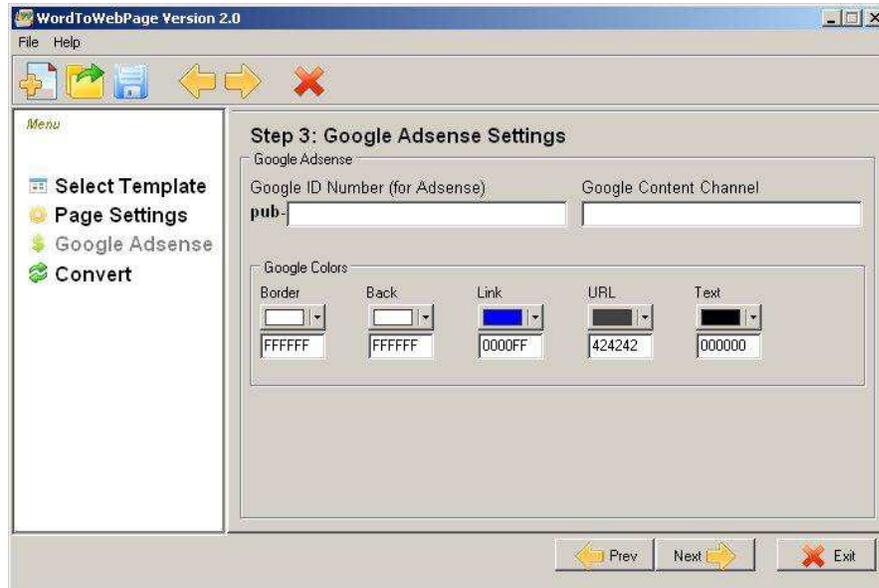
Description of Website – Use the space provided to enter a description of your website.

Header and Footer graphics area – Click the appropriate icons to browse to images to use for your **Header**, **Footer**, and **Background Graphics**. Click the **Page background color** icon () on the **Background Graphics** browse icon to select a color for your background.

1. Enter **Your Website Title** in the space provided.
2. Enter the **Meta Keywords** for your website in the space provided. These keywords should reflect the general theme of your website.
3. Enter a **Description of Website** in the space provided. The description should be concise and reflect the structure and general content of your website.
4. Click the folder icon located on the **Header** field to browse to a graphic that will display in the header of all your web pages. *Note: The graphic cannot exceed 750 pixels.*
5. Click the folder icon located on the **Footer** field to browse to a graphic that will display in the header of all your web pages. *Note: The graphic cannot exceed 750 pixels.*
6. Click the folder icon located on the **Background graphics** field to browse to a graphic that will display in the background of all your web pages. **Page background color** icon () on this field to select a color for your background.
7. Click **Next** to continue setting up your website.

To specify Google AdSense settings

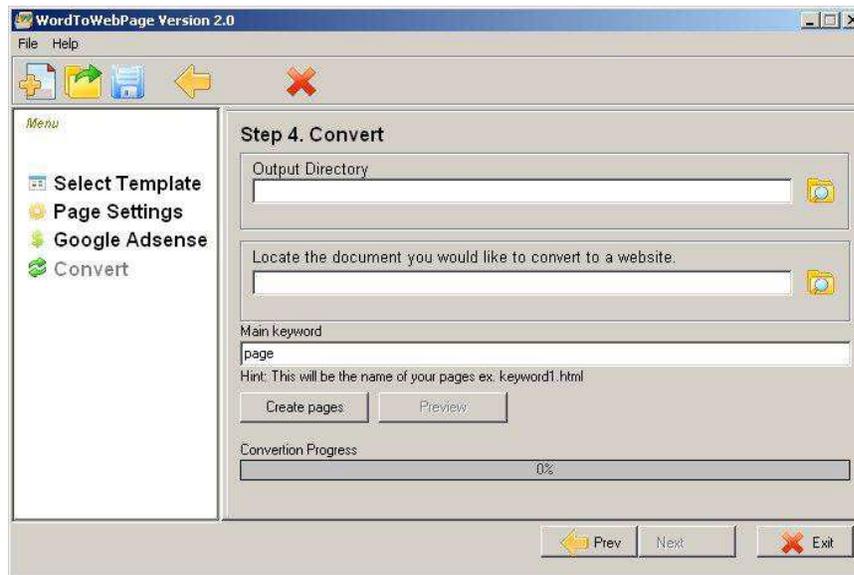
Google AdSense is a very popular program that is managed by Google to enable website owners to host Google ads, videos, and more for the purpose of generating revenue. If you are enrolled in this program, you can specify Google AdSense options for your website.



1. Enter your Google ID number in the space provided.
2. Enter the **Google Content Channel** in the space provided.
3. In the **Google Colors** area, select the colors that you want to use for the **Border**, **Back**, **Link**, **URL**, and **Text** items by clicking the down arrow for the appropriate item.
4. Click **Next** to continue setting up your website.

To convert a Word document

The final step in building your website is to convert your Word document into web pages according to your specifications.



1. Click the folder icon located on the **Output Directory** field to browse to the location where you want to save your work.
2. Click the folder icon located on **Locate the document you would like to convert to a website** field to browse to the Word document that you want to convert to a website.
3. Enter a **Main keyword** in the space provided (*for example*, “html”). This keyword will be appended to each web page title.
4. Click the **Create pages** button. WordToWebPage starts to convert your Word document to a website according to your specifications. The **Conversion Progress** bar indicates the percentage complete.
5. Click the **Preview** button when the conversion process is complete (**Conversion Progress** bar will display 100% and the **Preview** button will be enabled).

Index

- background graphics, adding, 11
- converting a Word doc, 13
- features, 3
- footer graphics, adding, 11
- Google AdSense Options, 12
- header graphics, adding, 11
- installation procedure, 4
- meta keywords, adding, 11
- page settings, 10
- system requirements, 4
- template selection, 10
- uninstalling WordToWebPage, 7

- website setup
 - converting a Word document, 13
 - page settings, 10
 - selecting a template, 10
 - setting Google AdSense options, 12
- WordToWebPage
 - exiting, 8
 - installing, 4
 - starting, 8
 - uninstalling, 7
 - using, 8