

# ACTIVITY 3-7

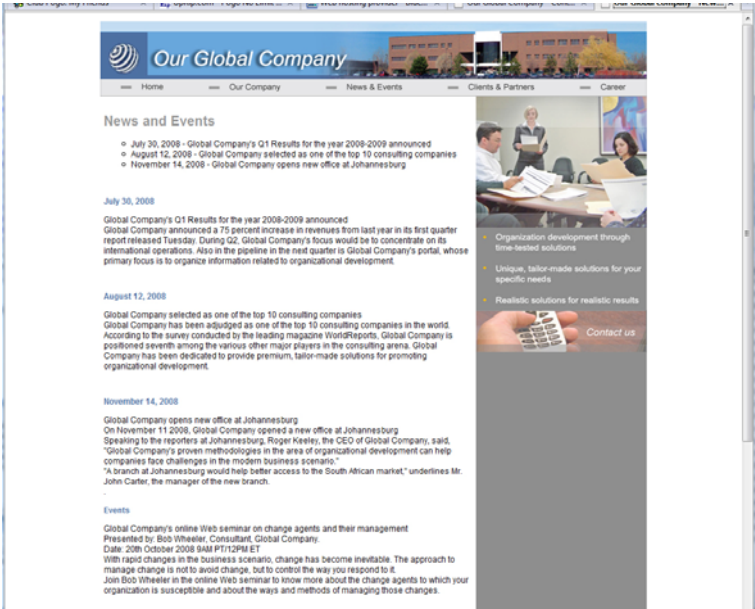
## Importing Word Documents into Dreamweaver

### Data Files:

newsandevents.html, trademark.html

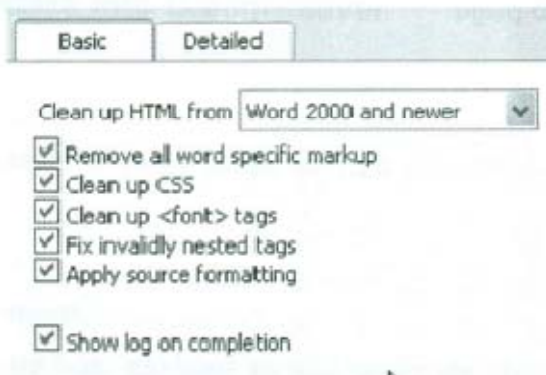
### Scenario:

One of your colleagues has given you a Word document with content that he wants to included in the News and Events page. Additionally, he has also provided the Trademarks and Copyrights page, which was saved as an html file using Microsoft Word. You need to insure that the content is available as HTML pages and do not contain any Word-specific markup tags.

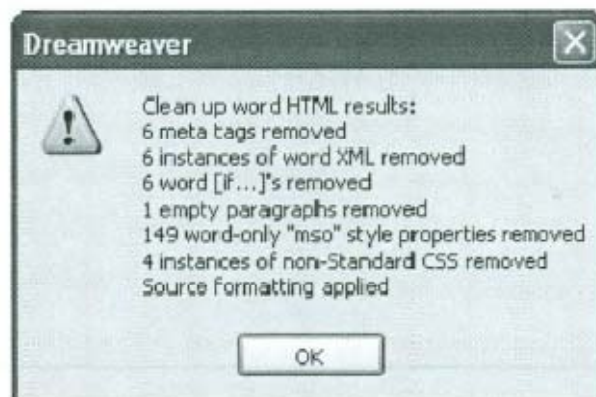
What you do	How you do it
<p>Import the Word document into the web page.</p>	<ol style="list-style-type: none"> <li>In the <b>FILES</b> panel, scroll down, and double-click <b>newsandevents.html</b>.</li> <li>In the document window, place the insertion point below the <b>Home</b> image.</li> <li>Choose <b>File</b>→<b>Import</b>→<b>Word Document</b>.</li> <li>If necessary, in the <b>Import Word Document</b> dialog box, navigate to the My Documents\Your Folder\Dreamweaver Files\ Working with Web Pages\Our Global Company folder.</li> <li>Select <b>News and Events.doc</b> and click <b>Open</b>.</li> <li>Observe that the content of the Word document is imported onto the web page.</li> </ol>
<p>Preview the web page in a browser</p>	<ol style="list-style-type: none"> <li>Choose <b>File</b>→<b>Save</b>.</li> <li>Choose <b>File</b>→<b>Preview in Browser</b>→<b>IE Explore</b> to preview the web page in Internet Explorer.</li> <li>Close the Internet Explorer window.</li> <li>Close the newsandevents.html file.</li> </ol> 

Clean up the Word HTML file

- a. In the **FILES** panel, double-click **trademarks.html**.
- b. Switch to Code view.
- c. In the document window, scroll to the bottom of the code.
- d. Observe that there are 593 lines of code with some unnecessary tags in the HTML code.
- e. Choose **Commands**→**Clean Up Word HTML** to display the **Clean Up Word HTML** dialog box.
- f. In the **Clean up HTML from** drop-down list, verify that **Word 2000 and newer** is selected.



- g. Verify that all the check boxes are checked.
- h. Click **OK** to clean up the HTML file. In the **Dreamweaver** message box, observe the results and click **OK**.



- i. Scroll down to the bottom of the file.
- j. Observe that the number of lines of code is reduced to 88 and all the unnecessary tags are removed from the **HTML** code.
- k. Save the file.
- l. Close the trademarks.html file.