



# Creating Web Documents

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**Note:** For detailed procedures and reference information about Internet Assistant, choose Internet Assistant for Word Help from the Help menu.

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## Creating documents using Internet Assistant

When you use Internet Assistant to create a document, you use styles as you usually do. By converting these styles to HTML markup after you are finished authoring, and never displaying the markup unless you want to see it, Internet Assistant masks the complexity of HTML markup. You can author and edit without worrying about markup and can concentrate on content instead.


A document with HTML markup is suitable for publishing on the World Wide Web. The document you create with Internet Assistant will be fully compliant HTML that can be read by any browser on the World Wide Web that can support level 2.0 HTML.

For step-by-step instructions to help you create documents using Internet Assistant, choose Internet Assistant for Word Help from the Help menu.

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## Creating hyperlinks

To create a hyperlink choose  from the toolbar. When you create a hyperlink to connect one document to another, you choose from one of three types of links.

- **Hyperlink to a URL**  
Provides a link between your document and another document on the Web.
- **Hyperlink to a local document**  
Used to create relative links among different documents that you have authored as a set to be published on the Web. You also use these links to create connections among documents on a “local web.”
- **Hyperlink to a bookmark**  
Used to create a link to another location (anchor) within the same document.

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## Using templates in Internet Assistant

You may find it easier to understand what is going on in Internet Assistant by understanding how it uses templates. You switch between browsing and editing a document by changing views. When you change views, Internet Assistant loads a different template.

## WEBVIEW.DOT

When you browse the Web, Internet Assistant attaches the WEBVIEW template to each document you jump to. You cannot edit any document that is attached to WEBVIEW, although you can fill out forms. In order to modify a Web document you must switch out of Web Browse view. After you have finished modifying the document and before you save it, you either attach HTML.DOT (to create a document suitable for posting to the Web) or you reattach WEBVIEW.DOT template (to create a Word document to use in Web Browse view—for example, DEFAULT.DOC).

Note that you cannot modify a Web document and re-post it to the Web server it came from, unless you happen to be Webmaster of the server. To save any changes you make to a Web document, you must save it to a local drive.

## HTML.DOT

When you switch to HTML Edit view, Internet Assistant attaches the HTML template. This template makes HTML authoring easy by limiting your editing selections to valid HTML actions, and assisting you with common HTML tasks like inserting hyperlinks.

## NORMAL.DOT

There may be times when you want to have Word's full capabilities, or perhaps your own custom macros, available to you while you're working on a document. In a case like this, you choose Templates from the File menu and select NORMAL.DOT. Your usual working environment—menu items, custom toolbars, etc.—will be restored. Be sure to attach the document to the HTML or WEBVIEW template before you save. Also, be aware that any custom formatting you do to an HTML document will be lost when the file is reloaded into Word.

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## What is lost when Word documents are converted to HTML?

When you convert an existing Word document to HTML and open it in Internet Assistant, some Word elements are lost:

- annotations
- borders and shading
- captions
- character formatting (e.g. font, superscript)
- drawing layer elements
- embedded objects, or "cut and pasted" objects, such as equations, clip art, Word Art, and MS Draw objects
- fields--only the field result is converted
- footnotes and endnotes
- frames
- graphics embedded via the Clipboard
- headers and footers
- indented paragraphs in any paragraph style other than OL or UL
- index entries
- page breaks and section breaks
- revision marks
- tabs in any paragraph style other than PRE and DL
- TOC entries

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## Viewing the HTML source of Web documents

You can see the HTML markup of a document by following this procedure:

1. Save the document. Make sure that HTML Converter is selected in the Save File As Type box.
2. From the File menu, choose Close.
3. From the File menu, choose Open. Select the document whose markup you want to view.
4. Select the Confirm Conversions check box.
5. In the Convert File From dialog box, choose Text Only and then choose OK.

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