

Microsoft Word Website Dos and Don'ts

Site and File Organization

Do

Create a **folder** to hold ALL of your web pages, other "linked" documents and media, like video and audio files. Make sure all your web pages are created and saved **INSIDE the folder** and that you create links only to documents or media files that are INSIDE the folder.

Don't

Create links to any pages, documents or media **OUTSIDE the folder**. Don't, create a folder AFTER you've finished making your website and move everything into the folder. In fact, ***DON'T MOVE ANYTHING, ANY WHERE*** after you've created the pages, navigation and links to documents and media. If you do, nothing will work!

Home Page File Name

Do

Save your "home page" with the filename, **index.htm** and only use lower case letters

Don't

Save your "home page" with the filename, **home page.htm**, **Index.htm** or **index.htm.htm** or anything else unless you really know what you're doing!

Other File Names

Do

Use only lower-case letters, numbers and the "underscore" character in file names.

Don't

Use Capital Letters, spaces or any other "symbol" other than the "underscore" in a filename

Controlling Picture and Text Placement

Do

Create a **Table** and immediately Center it then type all text and insert all pictures INSIDE the table's cells.

Don't

Just type text and insert pictures onto a Word document without using tables/cells then convert it to a web page. If you do, the text and pictures will "wrap" around each other randomly messing up your entire web page's layout.

Office 2007 Documents

Do

Save Office 2007 documents as Office 97-2003 compatible documents (.doc) if you want to link to them. Even better: Convert all Office documents to PDFs and link to them!

Don't

Link to any Office documents that were saved as Office 2007 documents (.docx). They won't open from a web browser.

Uploading to the Kent Personal Server

Do

Use "My Computer" to login and copy the entire folder containing your website into:
ftp://mail.kent.edu/public_html

Don't

Drag and Drop your website folder, after uploading it once then making changes to it, onto the existing website folder on the server. If you do, you won't see your changes.