Creating a HTML page from a Word document
This tutorial shows how to copy a Word document into the Sakai HTML Editor and create a HTML page.

1. To start, login at http://sakai.unc.edu

2. Select the course that you want to add this page to, and then click on the “Resources” link on the left hand side.

3. You may use a folder already created or create a new folder by clicking “Create Folders” in the Add dropdown.

4. Under the Add dropdown of the folder you want to use, click on “Create HTML Page.”

5. The box that appears has a toolbar that works a lot and looks similar to Microsoft Office Word.
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6. Open your Word document and select and copy the text that you want to put into the Sakai page.

7. Click the icon for “Paste from Word” from the HTML Editor toolbar.

8. Paste the copied text into the dialog box that appears and then select “Ok”.

9. You can use the editor to make any changes that you need and when you have finished, select “Continue” from the bottom of the page.
10. Give the page a name and set your availability and access options.

- Under **Availability and Access**, you can determine how this specific page is viewed and which groups will have access to the content.
- Under **E-mail notifications**, you can determine whether an email is sent out to announce the addition of this content item.

11. Select “Finish.”

*If you would like to make the page appear on the left hand side:*

1. Go to its **Actions** dropdown next to the page that you want the URL for and click “Edit Details.”
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2. Scroll down to Web address (URL) and click the "Select URL for copying."

3. Create a "Web Content" link by going to Site Editor → Tools → Web Content

4. Give the page a Title and paste the URL

5. Select “Continue”

6. If you would like to change the location of this page, you will want to go into "Site Info" and then select "Page Order" and move the page to the new location.