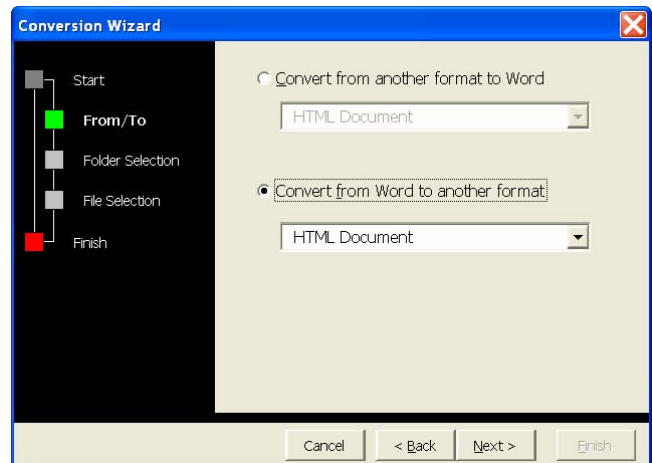


## Using the Batch Conversion Wizard

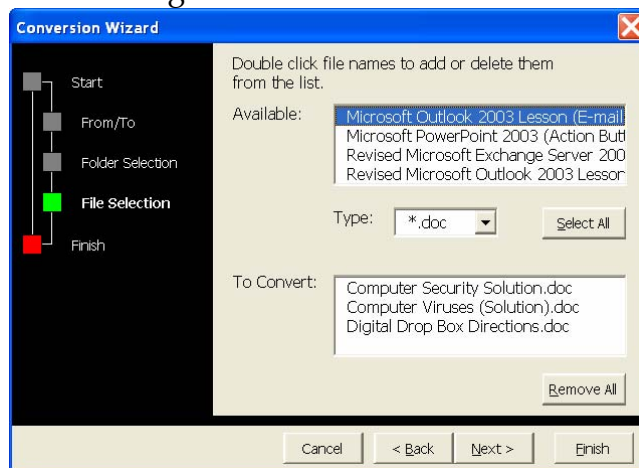
With this wizard, it is possible to convert several Word documents into a Web page format at one time. To do this:

- ❖ Click **New** on the **Menu Bar**.
- ❖ Click **On my computer** from the list of options.
- ❖ Click the **Other templates** tab.
- ❖ Do one of the following:
  - Double-click the **Batch Conversion Wizard** button in the **Other templates** window.
  - Click the **Batch Conversion Wizard** button and then click **Open**.
- ❖ The first dialog box in the **Batch Conversion Wizard** will appear.
- ❖ Read the information in this dialog box and then click **Next**.
- ❖ The **From/To** dialog box will display.
- ❖ In this dialog box, the following options are available:
  - Convert from another format to Word.
  - Convert from Word to another format.
- ❖ Click the **Convert from Word to another format**.
- ❖ Click the drop-down list arrow at the right side of the text box under this option.
- ❖ A list of different formats to which the documents can be converted will be displayed.
- ❖ Select the **HTML Document** format for this exercise.
- ❖ Click the **Next** button to move to the **Folder Selection** dialog box.
- ❖ Click the **Browse** button for the **Source Folder**.
- ❖ The **Browse for Folder** dialog box will appear.
- ❖ A list of folders will appear.
- ❖ Click on the folder where the documents that are to be converted are stored.
- ❖ Click **OK** to return to the **Folder Selection** dialog box.
- ❖ Click the **Browse** button for the **Destination Folder**.



- ❖ The **Browse for Folder** dialog box will appear again.
- ❖ Select the folder where the converted documents are to be stored.
- ❖ Click the **OK** button to return to the **Folder Selection** dialog box.
- ❖ The folder paths will appear below each option.

- ❖ Click **Next** to move to the **File Selection** dialog box.
- ❖ In this dialog box, double-click on one of the file names in the **Available** list that is to be converted.



- ❖ The file name will appear in the **To Convert** box at the bottom of the dialog box.
- ❖ Continue this process until all the files have been moved to the **To Convert** box.
- ❖ To choose a different type of document, click the drop-down list arrow for the **Type**.
- ❖ To select all of the files in the list, click the **Select All** button.
- ❖ To remove a file from the **To Convert** list, double-click on the file name.
- ❖ To remove all of the files from the **To Convert** list, click the **Remove All** button.
- ❖ Click **Next** to move to the last step in the conversion process.

- ❖ Click the **Finish** button to complete the process.
- ❖ A dialog box will appear showing the progress of the process.
- ❖ When the process is completed, a message will appear asking if you want to convert any more files.
- ❖ Click the **Yes** button to convert additional files.
- ❖ Click the **No** button if you don't want to convert any more files.

