

Sample for converting a Word Document into .html or .pdf

There are advantages and disadvantages with either format.

With the .html format, pages do not always print correctly when printed from your website. For example, tournament basketball brackets occasionally will print onto two pages rather than one. Each computer and printer may print differently, even when viewing the same page. The .html format is easily read by all internet browsers. Pages load quickly when converted to the .html format.

With the .pdf format pages will always print correctly. The layout you see is the layout that will print. The .pdf format requires that Adobe Reader be downloaded to the computer. This is a free download, but not all computers come equipped with this program. The .pdf format will load more slowly than the .html format.

Bulletins, newsletters, classroom assignments can all be converted to either format. The choice is yours.