



Documents on the Web

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Introduction

- The WWW is a multimedia platform (text, sound, film,...)
- There are several ways to put information produced with standard office packages on the Web
 - present as is
 - convert to HTML
 - convert into a PDF

Present as is

- We can just put a File (e.g. a .doc file) on our Web server and provide a link to the file from a HTML page
 - fast to produce and easy to change
 - it exactly looks like we produced it
 - the other person gets the original file
 - can the other person use the file (software, version, viruses)?
 - is the file big? Download time?

Convert to HTML

- Most Office products have a "save as HTML..." function. We get one or multiple HTML pages and the images extra
 - more effort to produce and change
 - can easily be found by search engines
 - looks different than the original
 - no download necessary
 - no special software necessary
 - often hard to print

Convert to PDF

- The Portable Document Format is a product of Adobe Systems Inc.(www.adobe.com). To produce and view PDF you need special software.
- Acrobat Viewer (free viewer)
- Acrobat Distiller (create PDF)
 - the viewer is common (plug-in for the browser)
 - the files are smaller than the originals
 - the print document looks like the original and is easily searchable and printable
 - the document is not easy to changed
 - some search engines also index PDF

How to convert to PDF

File -> Create Adobe PDF...

or

File -> Print...

and choose the printer Acrobat Distiller or
Acrobat PDFWriter

- For part of the configuration you have to start the Distiller (settings, security)