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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
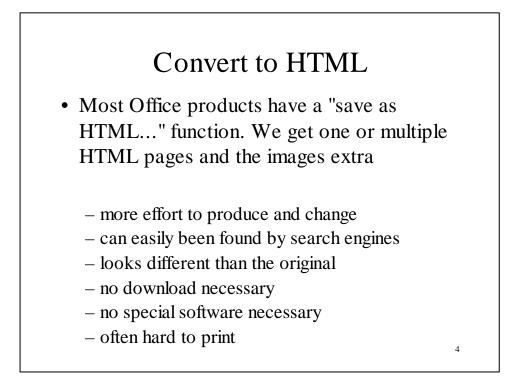 - convert into a PDF

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Present as is

- We can just but 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?

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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 been found by search engines
    - looks different than the original
    - no download necessary
    - no special software necessary
    - often hard to print

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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

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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)

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