Getting Started Guide

Chapter 16
Creating Web Pages:

Saving Documents as HTML Files

OpenOffice.org

Copyright

This document is Copyright © 2005 by its contributors as listed in the section titled **Authors**. You can distribute it and/or modify it under the terms of either the GNU General Public License, version 2 or later (http://www.gnu.org/licenses/gpl.html), or the Creative Commons Attribution License, version 2.0 or later (http://creativecommons.org/licenses/by/2.0/).

All trademarks within this guide belong to their legitimate owners.

Authors

Ian Laurenson
Jean Hollis Weber
Linda Worthington
Peter Kupfer
Agnes Belzunce

Feedback

Maintainer: Jean Hollis Weber
Please direct any comments or suggestions about this document to:
authors@user-faq.openoffice.org

Acknowledgments

This chapter is based upon an article by Ralph Krause, titled “HowTo: Creating web pages with OpenOffice.org”. The original document is available at:
http://www.linuxjournal.com/article.php?sid=6289.

Publication date and software version

Published 17 March 2006. Based on OpenOffice.org 2.0.2.

OOoAuthors

You can download an editable version of this document from
http://oooauthors.org/en/authors/userguide2/published/

Contents

Copyright....i
Authors....i
Feedback....i
Acknowledgments....i
Publication date and software version....i
Introduction....1
Saving Writer documents as web pages....1
Inserting hyperlinks....1
Saving a document as a single web page....2
Saving a document as a series of web pages....2
Creating web pages using a Wizard....3
Saving Calc spreadsheets as web pages....7
Saving Impress presentations as web pages....7
Saving Draw documents as web pages....9

Introduction

This chapter describes how to save documents as web pages from Writer, Calc, Draw and Impress. For more details about using Writer as a web page creator and editor, see the *Writer Guide*.

Saving Writer documents as web pages

Writer's HTML capabilities include saving existing documents in HTML format, creating new documents as HTML and creating several different types of web pages using a wizard.

The easiest way to create HTML documents is to start with an existing Writer document. You can view it as it will appear on a web page by using **View > Web Layout**.

Inserting hyperlinks

You can insert and modify links using the hyperlink dialog. Display the dialog by clicking the **Hyperlink** icon on the Function Bar or **Insert > Hyperlink**. Writing or pasting a URL into a document will (depending on AutoCorrect settings) automatically convert to hyperlink.

To edit an existing link:

1) Either move the cursor into the link using the keyboard arrow keys, or toggle the "HYP" to "SEL" in the Status Bar (by clicking on the letters *HYP* or *SEL* in the status bar, as shown in Figure 1) and use the mouse to position the cursor.

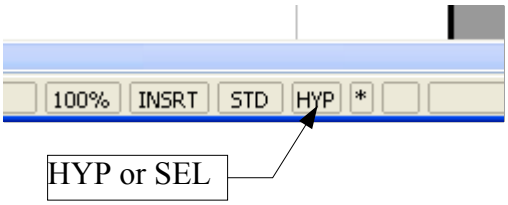


Figure 1. Writer status bar

Note If the status bar says *HYP* and you left-click on a link, OOo will try to open the link in your default web browser. It has to say *SEL* in the status bar for you to be able to click and position the cursor.

2) Click **Edit > Hyperlink**. The Hyperlink dialog (Figure 2) opens.

3) From the Hyperlink dialog, you can choose the type of link, as well as specify the link's address, text and how it should be displayed (for example, in a new window).

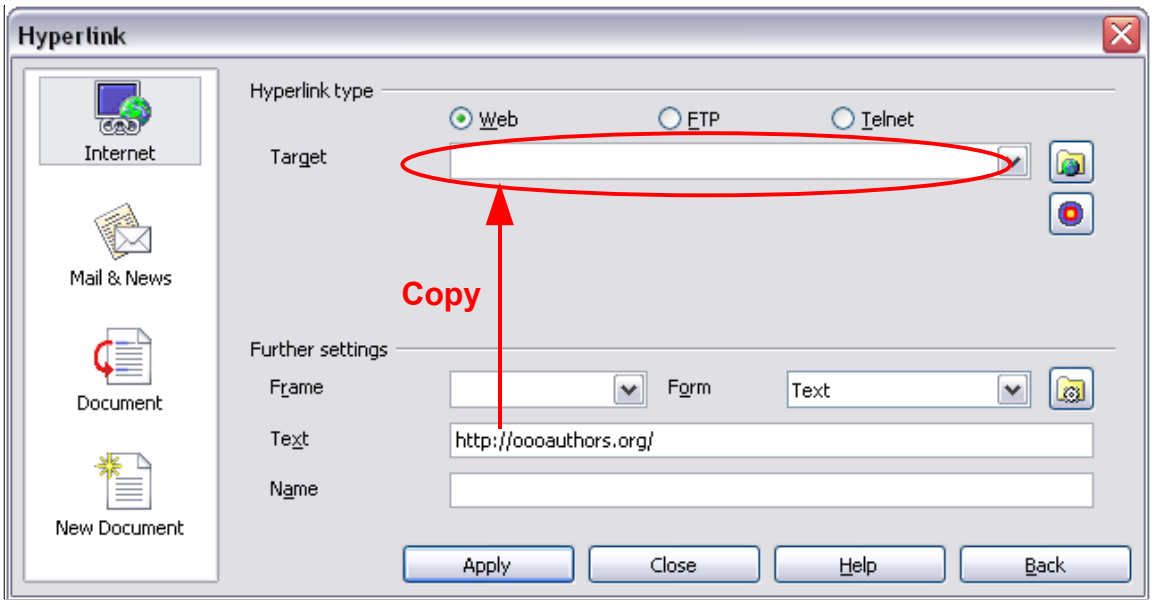


Figure 2. Hyperlink dialog

To turn existing text into a link, highlight it, then open the Hyperlink dialog. Copy the text into the Target field. Click **Apply** to insert the link into the document before closing the dialog.

Note Cross references do not become hyperlinks in an HTML document.

Saving a document as a single web page

To save a document as a single web page (HTML format), select **Save As** from the **File** menu and specify **HTML Document** as the file type.

Note Writer does not replace multiple spaces in the original document with the HTML code for non-breaking spaces. If you want to have extra spaces in your HTML file or web page, you need to insert non-breaking spaces in OOo. To do this, press *Control+Spacebar* instead of just *Spacebar*.

Saving a document as a series of web pages

Writer can save a large document as a series of web pages (HTML files) with a table of contents page. To do this:

1) Decide which headings in the document should start on a new page and make sure all those headings have the same style (for example, Heading 1).
2) Select **File > Send** and click on **Create HTML Document**.
3) In the dialog (Figure 3), enter the file name to save the pages under. Also specify which style indicates a new page (as decided in step 1).

4) Click **Save** to create the multi-page HTML document. (For those who may be interested, the resulting HTML files conform to the HTML 4 Transitional.)

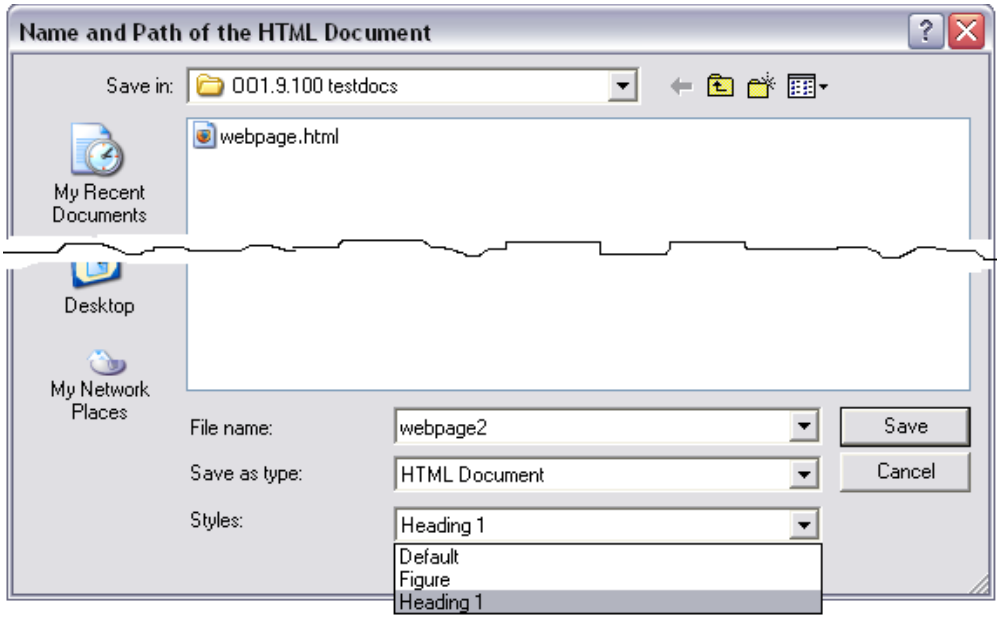


Figure 3. Creating a series of web pages from one document

Creating web pages using a Wizard

OOo's Web wizard allows you to create several types of standard web pages. To use it:

1) Select **File > Wizards > Web Page**. This wizard looks like Figure 4.

Figure 4. Web page wizard step 1

Note If this is your first web page, the only option you will have for the Web Wizard settings is Default. **Click Next.**

2) Choose or browse to the document you would like to format and add the *Title*, *Summary* and *Author* information as shown in Figure 5. Click **Next.**

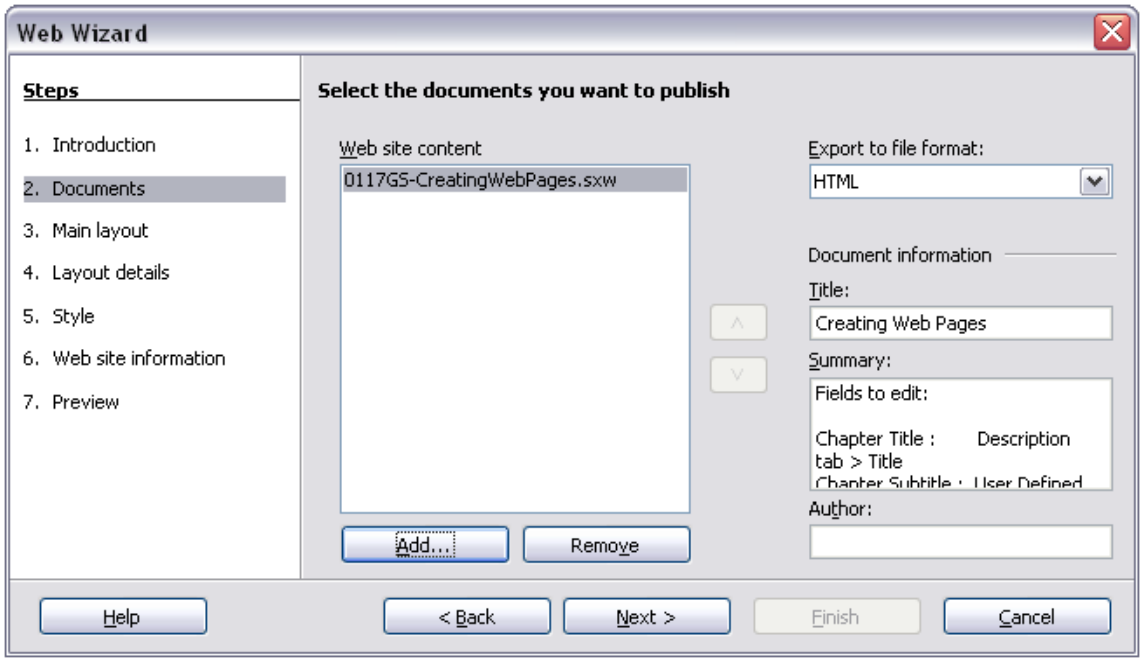


Figure 5. Web page wizard step 2

3) Chose a layout for the web site by clicking on the layout boxes shown in Figure 6. Click **Next.**

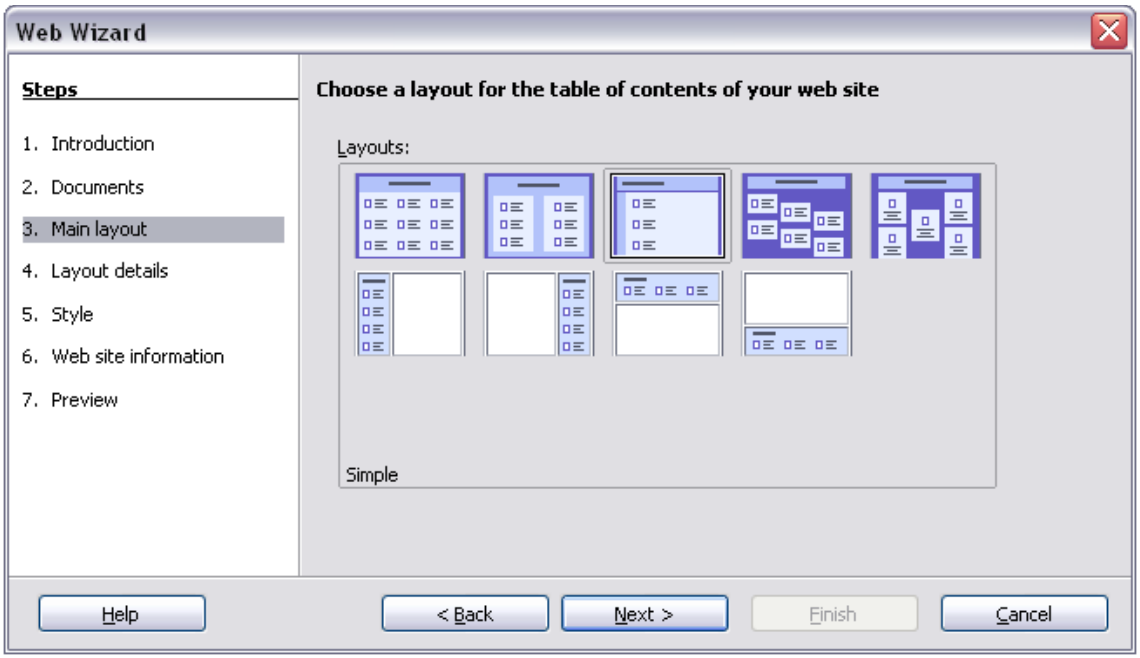


Figure 6. Web page wizard step 3

4) Chose the information to be listed and the screen resolution, as shown in Figure 7. Click **Next.**

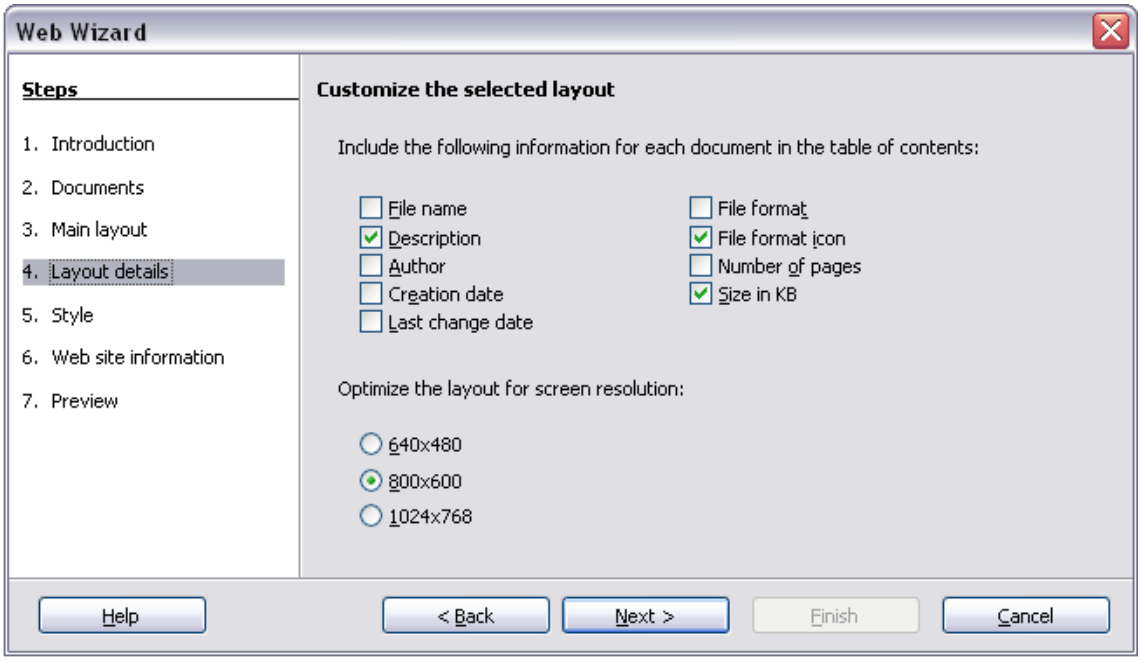


Figure 7. Web page wizard step 4

5) Select a style for the page. Use the drop-down list, shown in Figure 8, to choose different styles and color combinations. You can browse to a background image and icon set from the Gallery. Click **Next.**

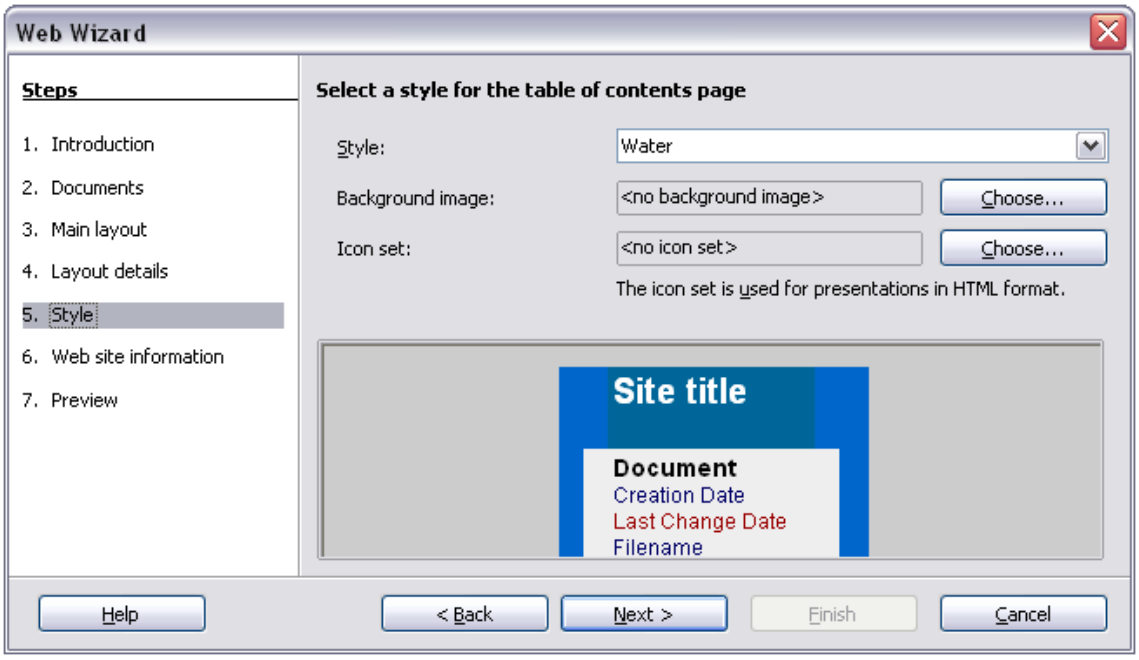


Figure 8. Web page wizard step 5

6) Enter general information such as Title and HTML Metadata information, as shown in Figure 9. Click **Next.**

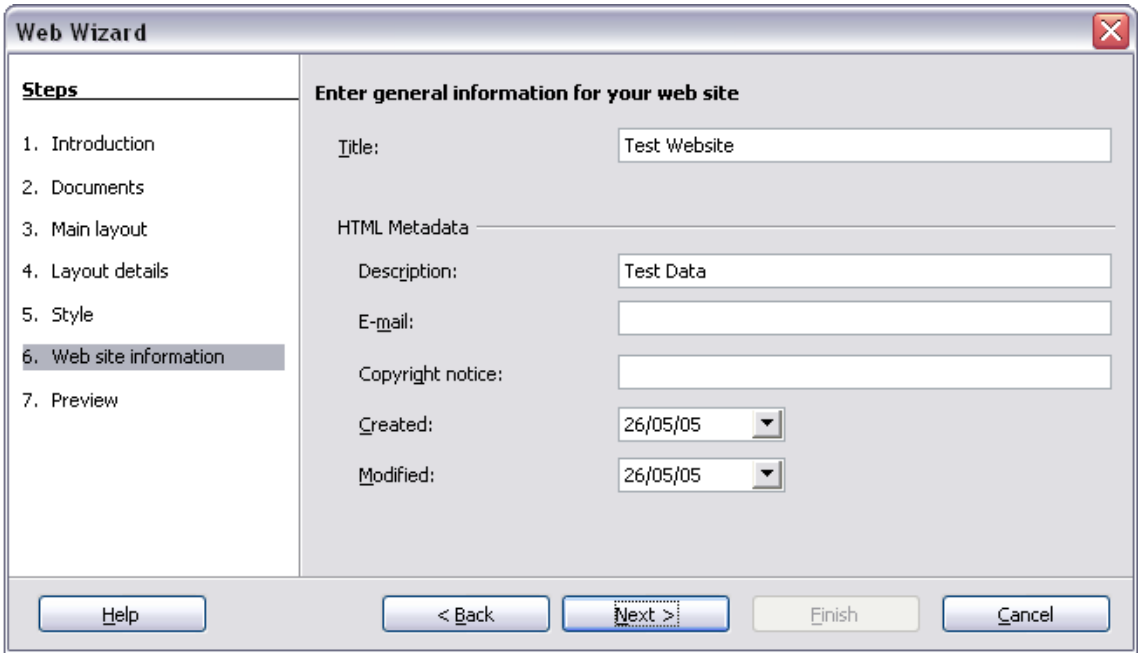


Figure 9. Web page wizard step 6

7) Chose where to save the file and preview the page if you wish, as shown in Figure 10.

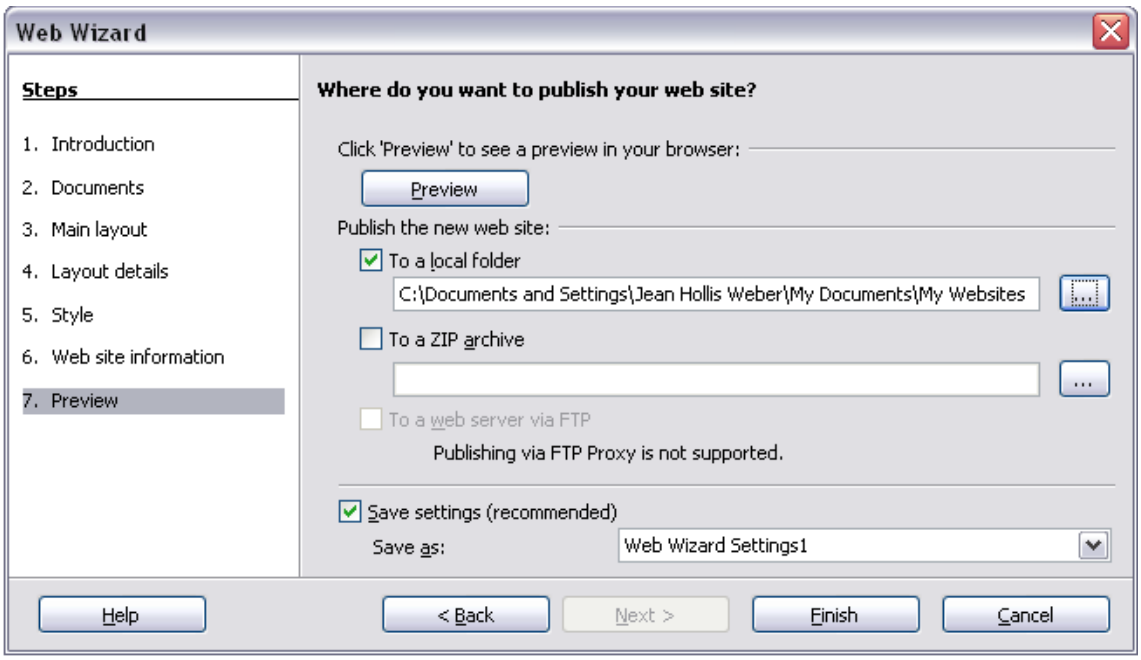


Figure 10. Web page wizard step 7

To edit or view the document's underlying HTML code, click **View > HTML Source** or click the **HTML Source** icon on the Main toolbar.

Saving Calc spreadsheets as web pages

Calc can save files as HTML documents. As for Writer, use **File > Save As** and select **HTML Document**, or **File > Wizards > Web Page**.

If the file contains more than one sheet, the additional sheets will follow one another in the HTML file. Links to each sheet will be placed at the top of the document. Calc also allows the insertion of links directly into the spreadsheet using the Hyperlink dialog.

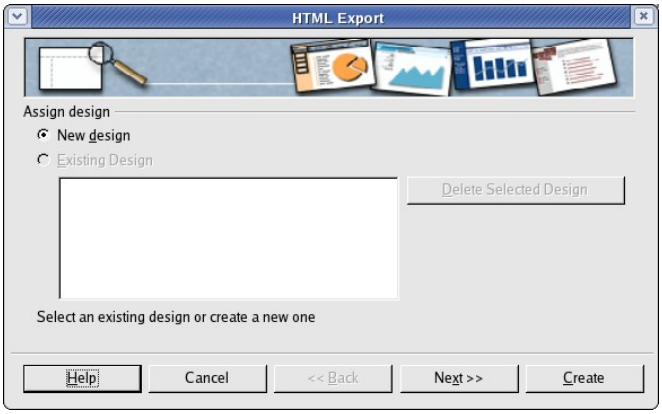
Saving Impress presentations as web pages

You can export presentations as Macromedia Flash files: select **File > Export** and choose Macromedia Flash for the file type.

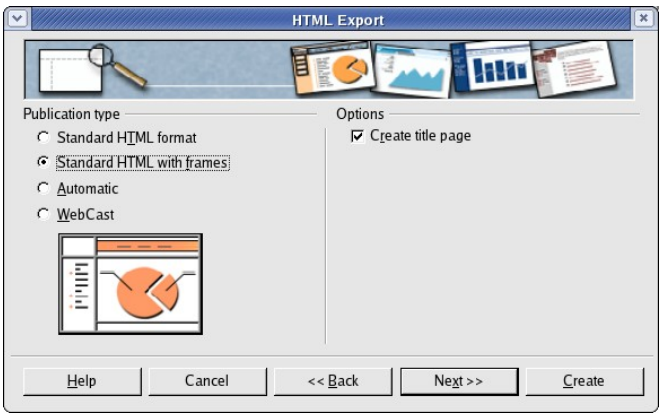
You can also convert presentations into a series of web pages.

1) To begin, select **File > Export** and choose **HTML Document** as the file type.
2) Choose a location for the file, supply a name for the resulting HTML file, and click **Save**. The HTML Export Wizard opens.
3) Choose the design for all of the pages, either from an existing design or by creating a new one.

   If you have not previously saved a design, the *Existing Design* choice is not available.

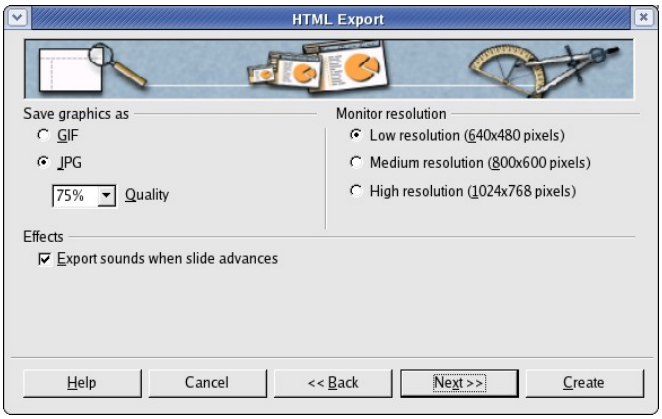


4) Click **Next** to select the type of web pages to create.
   - *Standard HTML*: one page for each slide, with navigation links to move from slide to slide.
   - *Automatic:* one page for each slide, with each page set with the Refresh meta tag so a browser automatically cycles from one page to the next.

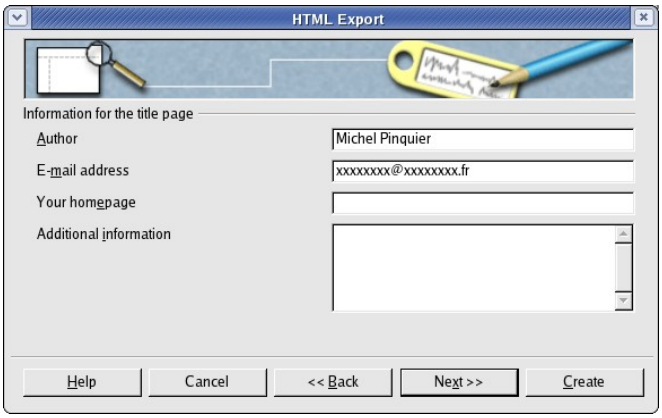


   - *WebCast* generates an ASP or Perl application to display the slides. Unfortunately OOo has no direct support for PHP as yet.

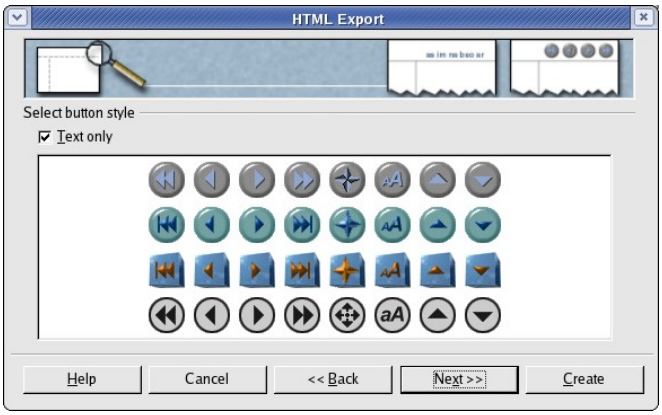
5) Decide how the images will be saved (GIF or JPG) and what resolution to use.



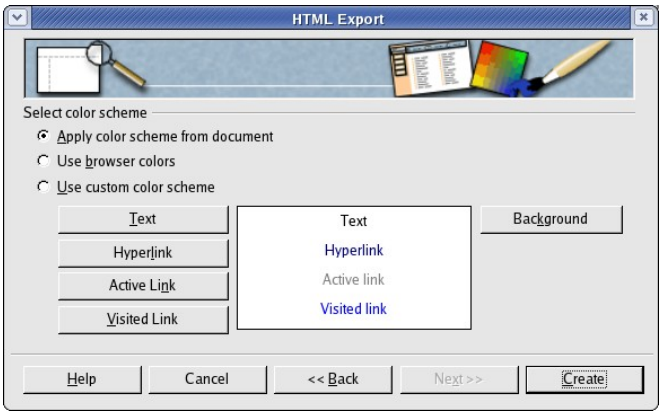
6) If *Create title page* was chosen in step 4, supply the information for it on the next page. The title contains an author name, e-mail address and home page, along with any additional information you want to include.



7) Choose the navigation button style to use to move from one page to another. If you do not choose any, OOo will create a text navigator.



8) Select the color scheme for the web pages. Available schemes include the document's existing scheme, one based upon browser colors, and a completely user-defined scheme. You can save a new scheme so that it will appear on the first page of the HTML export wizard.



9) Click **Create** to generate the HTML files. On the export page, if you do not use the default option, OOo will suggest several vector or bitmap formats.

Note The HTML and image files are placed in the same directory, so it is advisable to create unique directories for each presentation.

Saving Draw documents as web pages

Exporting drawings from OpenOffice.org's Draw application is similar to exporting a presentation from Impress. Use **File > Export** and select **HTML Document** as the file type.

When using the wizard, you can choose to create the web page at any time by clicking the **Create** button.