

# Using Images in MS Word Documents for Use in WebCT

## Insert Images

Click on Insert



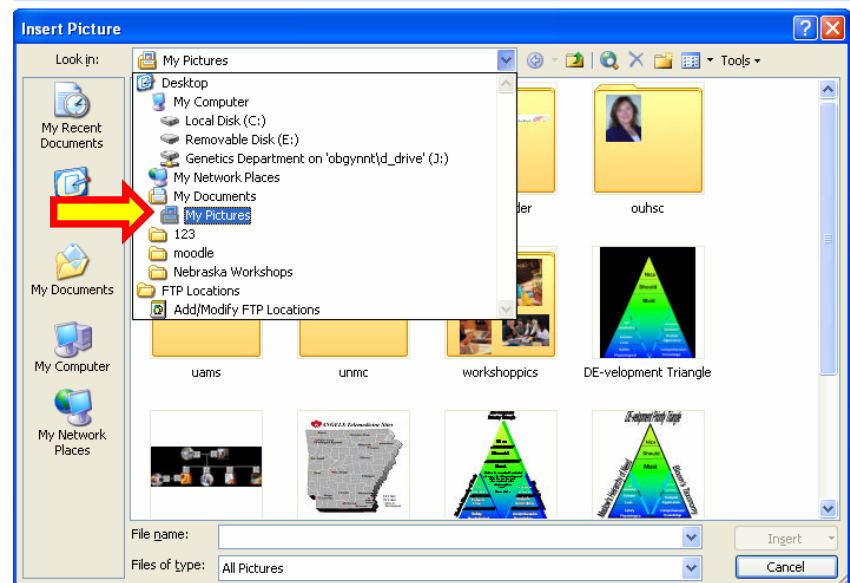
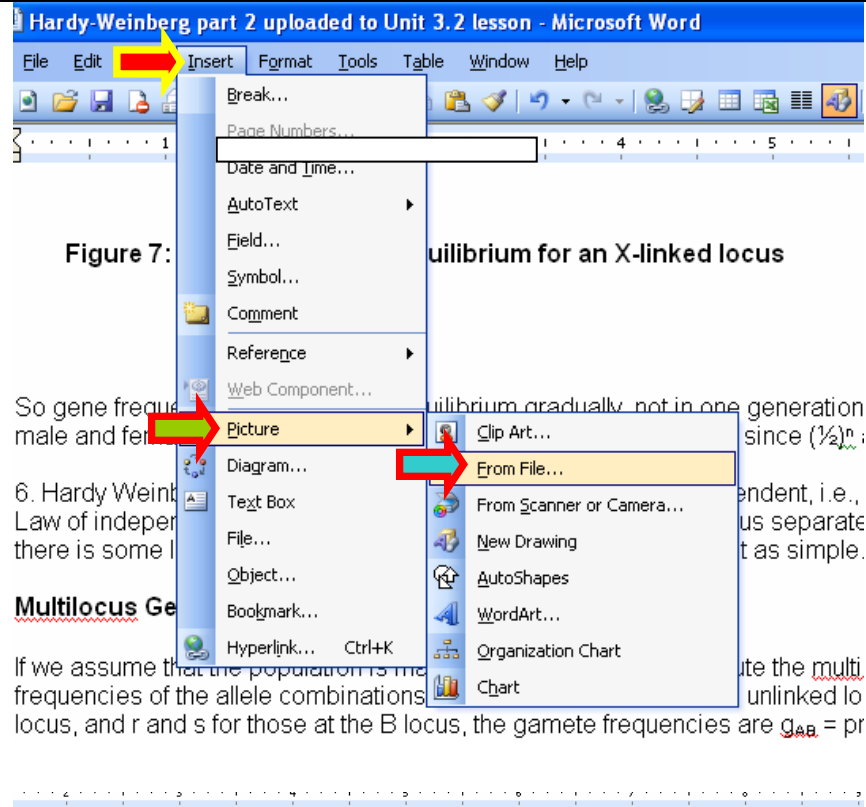
Click on Picture



Click on From File...  
(or whatever the source  
of the image is)



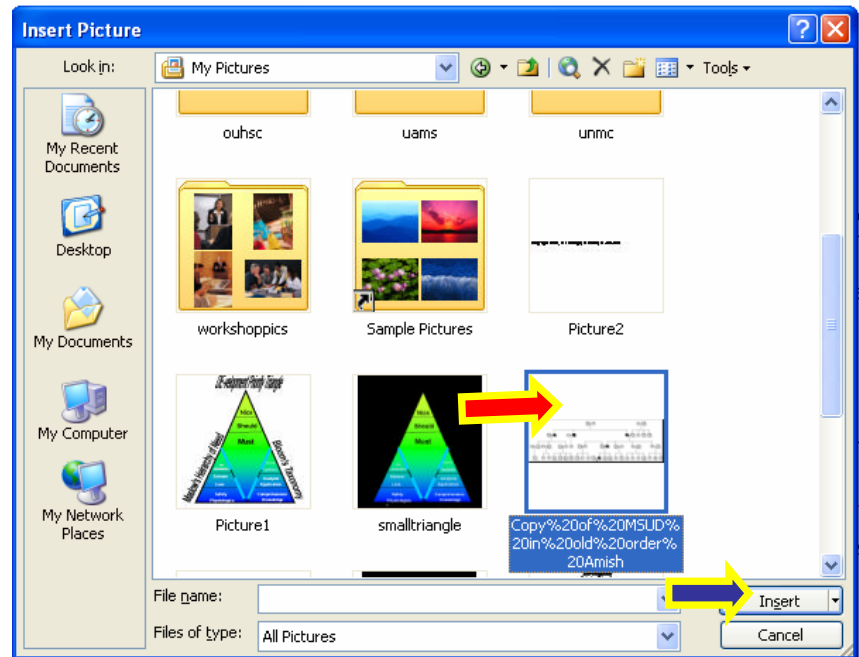
Select where image is  
stored



Select the image



Choose



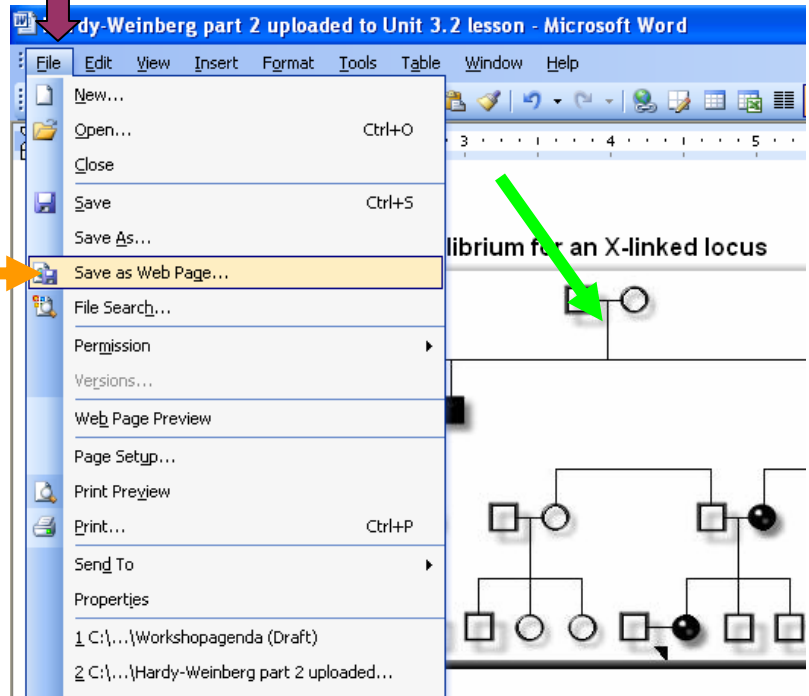
The image is added to the document.



Click on File



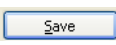
Choose **S**ave as **W**eb **P**age...



Select where to save the document →

Make sure the type is \*.htm; \*.html →

Type a **File name**: →

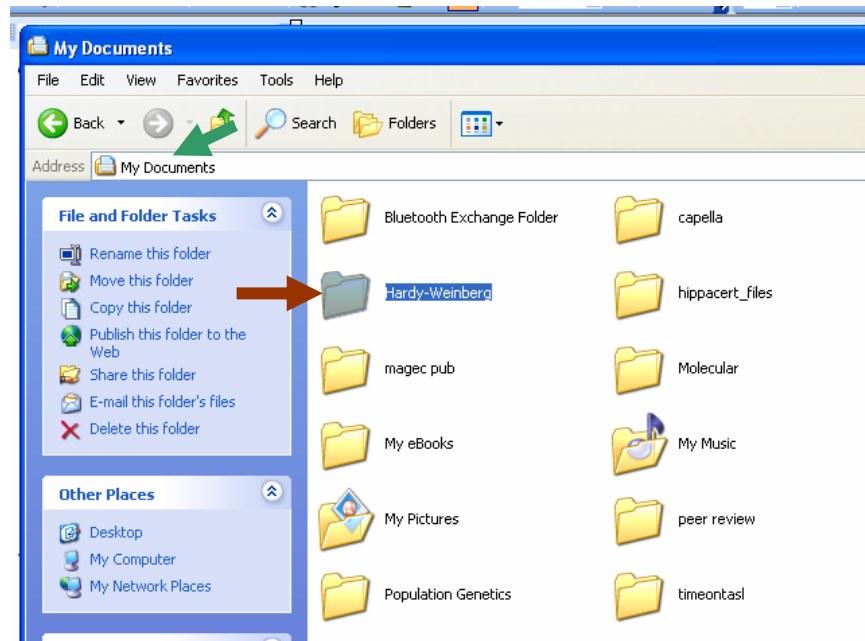
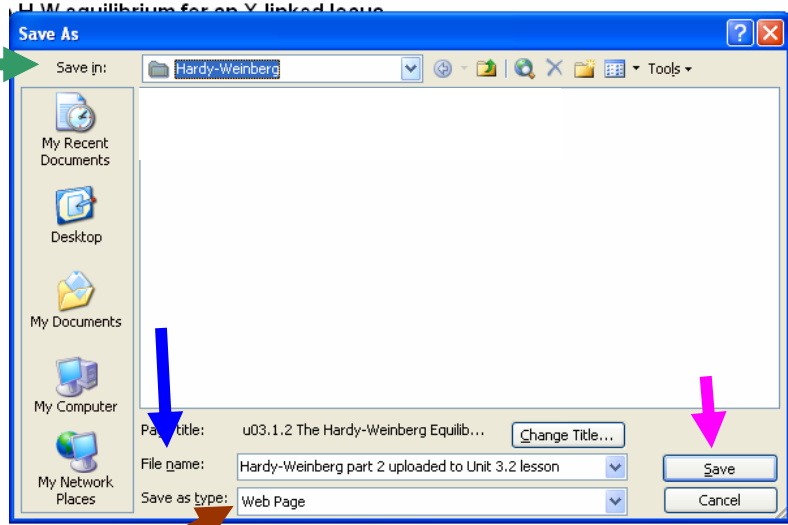
Choose  →

The file is saved as an .html file.

Close Word.

Locate the file where you saved the document and open. →

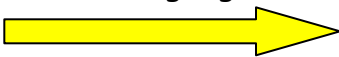
Double-click on the file to open it and reveal its contents. →



You will now see that there is a file (\*\_files) and an html doc (\*.html)



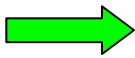
Hold down the Control button on your keyboard and click on each. (This should be simultaneous.) Select both the file and the html document. (Both should be highlighted)



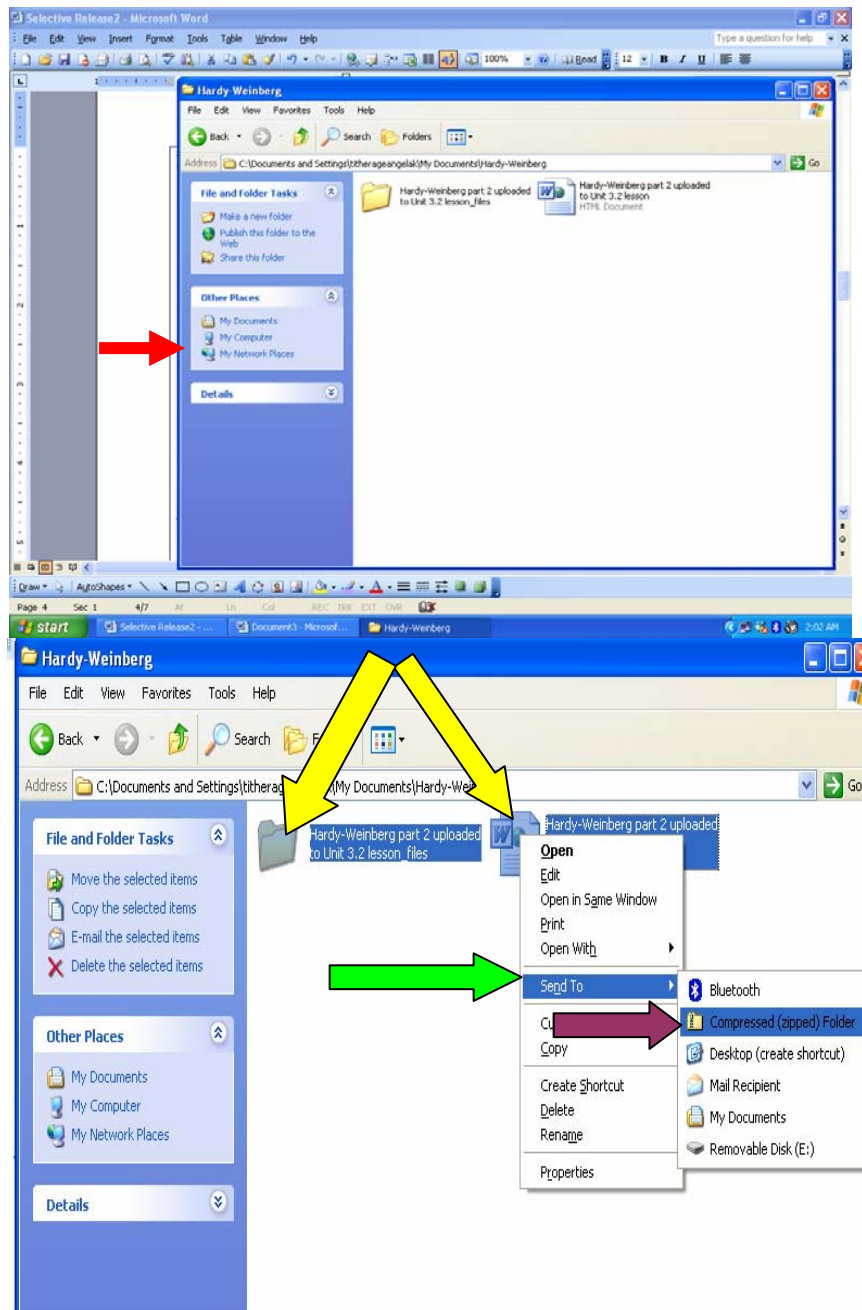
(You can now release the Control button on your keyboard.)


With both highlighted, push your right mouse button

Choose **Send To**

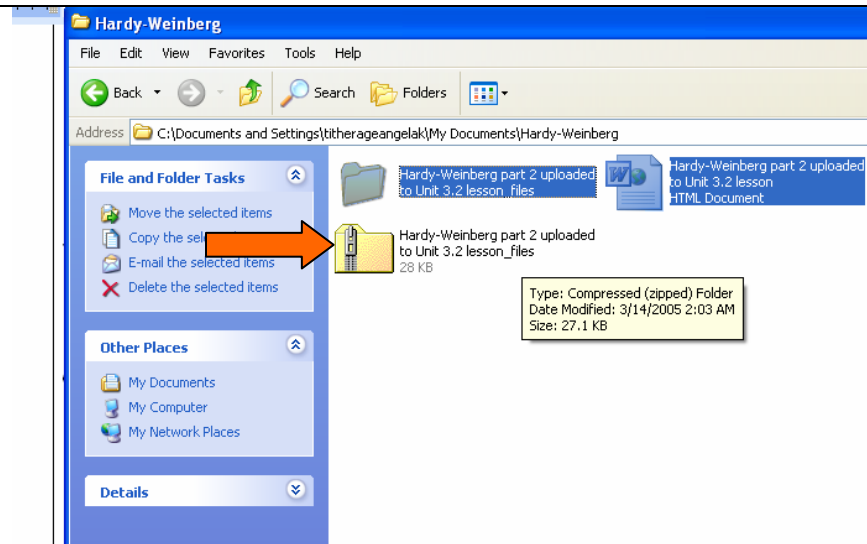


Select **Compressed (zipped) Folder**

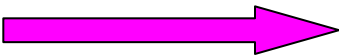


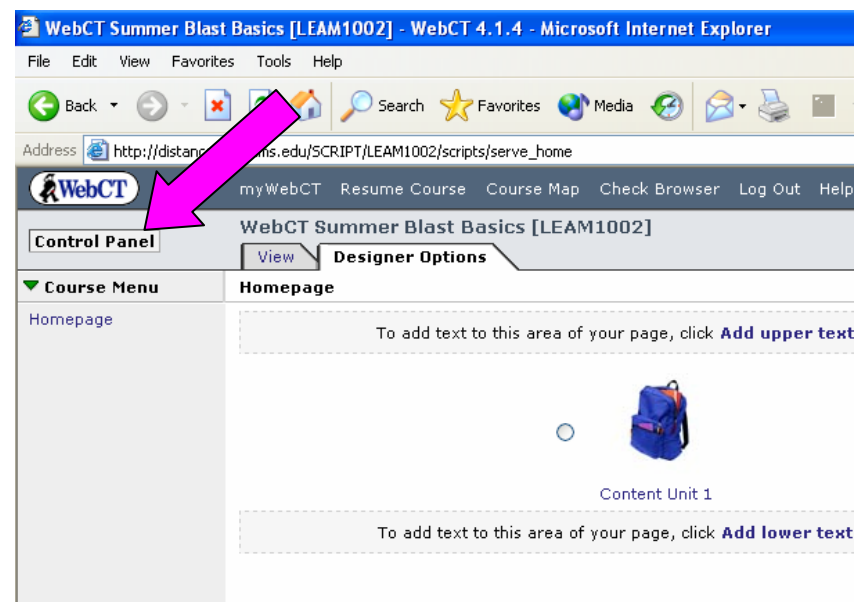
Your computer will automatically assign a name pulled from you html or file. 

A compressed or zipped file will appear.

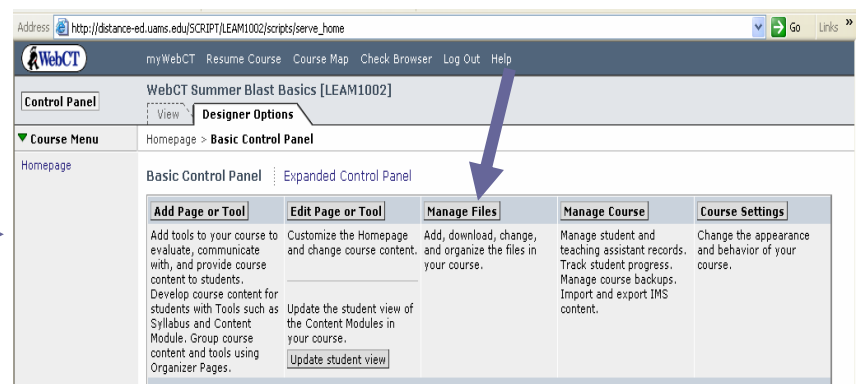


Log into WebCT.

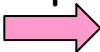
Once logged into WebCT, choose Control Panel 



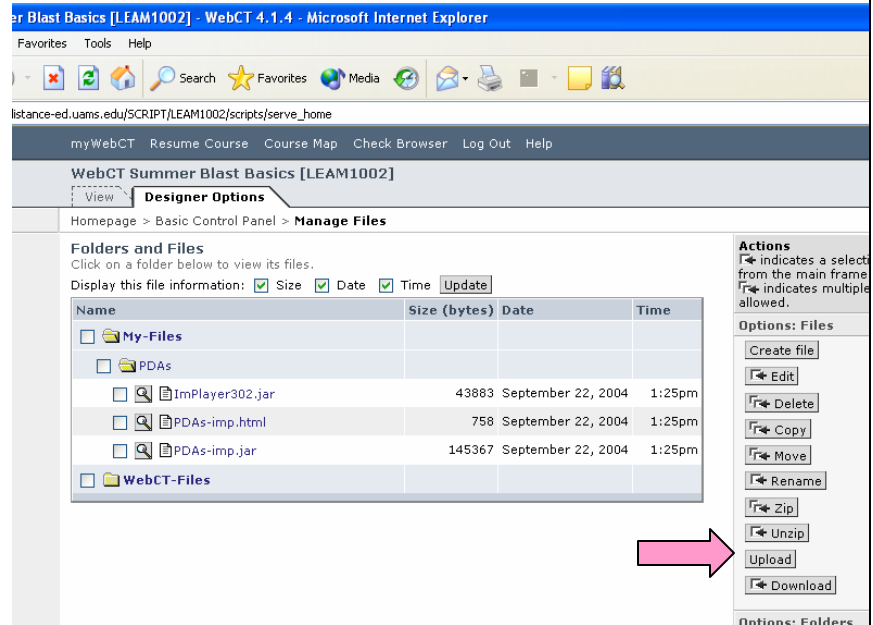
Choose Manage Files 



This opens up the file tree where all of your content resides.

Select the **Upload** button. 

Click **Browse....** 



er Blast Basics [LEAM1002] - WebCT 4.1.4 - Microsoft Internet Explorer

listance-ed.uams.edu/SCRIPT/LEAM1002/scripts/serve\_home

myWebCT Resume Course Course Map Check Browser Log Out Help

WebCT Summer Blast Basics [LEAM1002]

View Designer Options

Homepage > Basic Control Panel > Manage Files

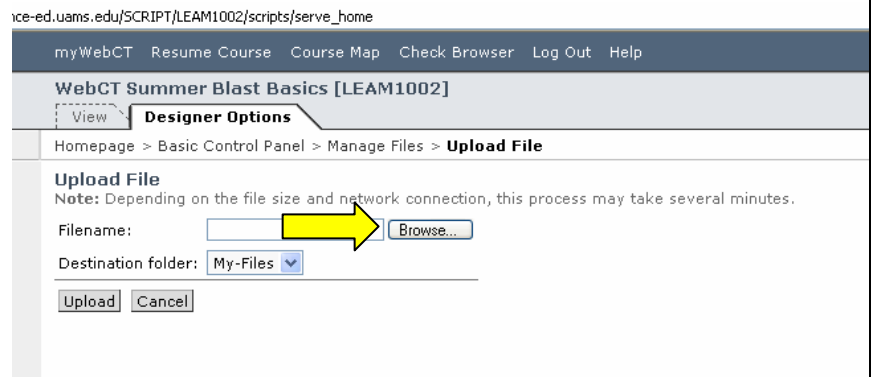
Folders and Files  
Click on a folder below to view its files.  
Display this file information:  Size  Date  Time

| Name                                     | Size (bytes) | Date               | Time   |
|--|--------------|--------------------|--------|
| <input type="checkbox"/> My-Files        |              |                    |        |
| <input type="checkbox"/> PDAs            |              |                    |        |
| <input type="checkbox"/> ImPlayer302.jar | 43883        | September 22, 2004 | 1:25pm |
| <input type="checkbox"/> PDAs-imp.html   | 758          | September 22, 2004 | 1:25pm |
| <input type="checkbox"/> PDAs-imp.jar    | 145367       | September 22, 2004 | 1:25pm |
| <input type="checkbox"/> WebCT-Files     |              |                    |        |

Actions  
 indicates a select from the main frame  
 indicates multiple allowed.

Options: Files

Options: Folders



listance-ed.uams.edu/SCRIPT/LEAM1002/scripts/serve\_home

myWebCT Resume Course Course Map Check Browser Log Out Help

WebCT Summer Blast Basics [LEAM1002]

View Designer Options

Homepage > Basic Control Panel > Manage Files > Upload File

Upload File

Note: Depending on the file size and network connection, this process may take several minutes.

Filename:

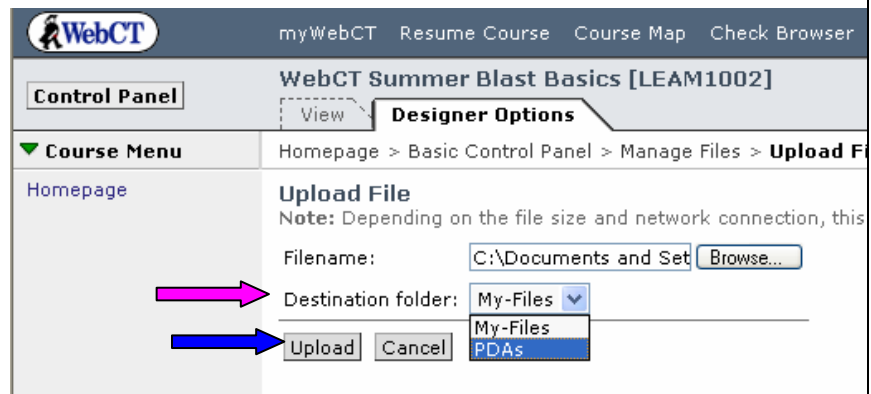
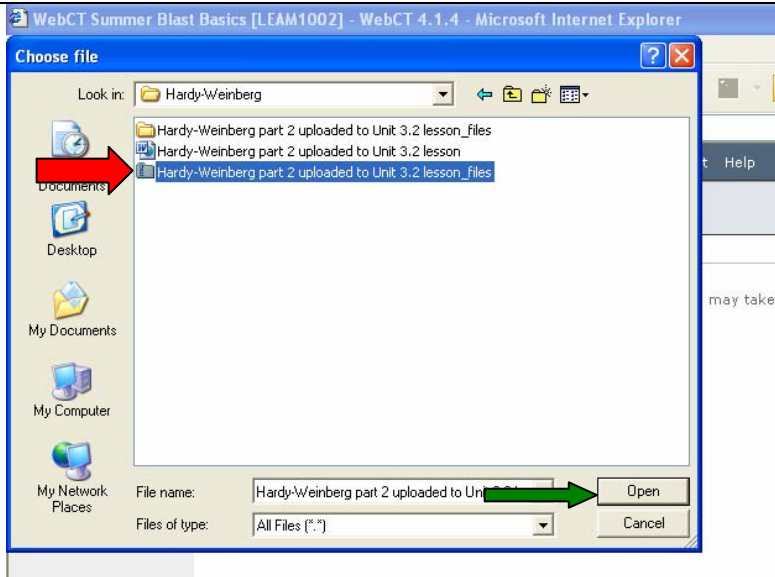
Destination folder: My-Files

Select the compressed (zip) file →

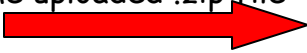
Select Open →

Make sure you select the appropriate Destination folder using the drop-down box. →

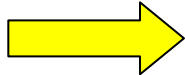
Select Upload →



Select the box beside the uploaded .zip file



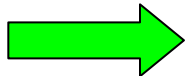
Select Unzip



Use drop down box to select where to save the contents of the .zip file.



Select Unzip



The screenshot shows a Microsoft Internet Explorer browser window displaying the WebCT Summer Blast Basics [LEAM1002] interface. The browser address bar shows the URL: distance-ed.uams.edu/SCRIPT/LEAM1002/scripts/serve\_home. The page title is "WebCT Summer Blast Basics [LEAM1002]". The interface includes a navigation menu with "myWebCT", "Resume Course", "Course Map", "Check Browser", "Log Out", and "Help". The main content area is titled "Designer Options" and "Manage Files". It displays a "Folders and Files" section with a table of files:

| Name  | Size (bytes) | Date          |
|---|--------------|---------------|
| My-Files  |              |               |
| PDA's   |              |               |
| <input checked="" type="checkbox"/> Hardy-Weinberg part 2 uploaded to Unit 3.2 lesson_files.zip | 27851        | March 14, 200 |
| <input type="checkbox"/> ImPlayer302.jar  | 43883        | September 22  |
| <input type="checkbox"/> PDA's-imp.html   | 758          | September 22  |
| <input type="checkbox"/> PDA's-imp.jar  | 145367       | September 22  |
| WebCT-Files   |              |               |

To the right of the file list is an "Actions" menu with options: Create file, Edit, Delete, Copy, Move, Rename, Zip, Unzip, and Upload. A red arrow points to the checkbox next to the zip file, and a yellow arrow points to the Unzip button. Below this, the "Unzip File" dialog is shown, with the text "Unzip Hardy-Weinberg part 2 uploaded to Unit 3.2 lesson\_files.zip to:". A dropdown menu is open, showing options: My-Files, My-Files, PDA's, and PDA's/Hardy-We. A purple arrow points to this dropdown. At the bottom of the dialog are "Unzip" and "Cancel" buttons, with a green arrow pointing to the "Unzip" button.

Now the two files, the .htm (or .html) and the file for it are on the WebCT server. →

Click on  to view document. →

myWebCT Resume Course Course Map Check Browser Log Out Help

WebCT Summer Blast Basics [LEAM1002]

View Designer Options

Homepage > Basic Control Panel > Manage Files

Folders and Files

Click on a folder below to view its files.

Display this file information:  Size  Date  Time

| Name   | Size (bytes) | Date          |
|--|--------------|---------------|
| <input type="checkbox"/> My-Files  |              |               |
| <input type="checkbox"/> PDAs  |              |               |
| <input type="checkbox"/> Hardy-Weinberg part 2 uploaded to Unit 3.2 lesson_files.zip | 27851        | March 14, 200 |
| <input type="checkbox"/> ImPlayer302.jar   | 43883        | September 22  |
| <input type="checkbox"/> PDAs-imp.html   | 758          | September 22  |
| <input type="checkbox"/> PDAs-imp.jar  | 145367       | September 22  |
| <input type="checkbox"/> Hardy-Weinberg  |              |               |
| <input type="checkbox"/> Hardy-Weinberg part 2 uploaded to Unit 3.2 lesson.htm       | 19488        | March 14, 200 |
| <input type="checkbox"/> Hardy-Weinberg part 2 uploaded to Unit 3.2 lesson_files     |              |               |
| <input type="checkbox"/> WebCT-Files   |              |               |

myWebCT Resume Course Course Map Check Browser Log Out Help

u03.1.7 The Hardy-Weinberg Equilibrium - Microsoft Internet Explorer

Address: [http://distance-ed.uams.edu/SCRIPT/LEAM1002/scripts/designer/serve\\_files.asp?ACTION=VIEW\\_FILE&file=LEAM1002...](http://distance-ed.uams.edu/SCRIPT/LEAM1002/scripts/designer/serve_files.asp?ACTION=VIEW_FILE&file=LEAM1002...)

2  
 $\frac{1}{2}$  their genes from their mother.

Suppose, for example, that  $p_m = 1$  ( $q_m = 0$ ) and  $p_f = 0$  ( $q_f = 1$ ) then applying the above two observations gives us the following figure.

Figure 7: Approach to H-W equilibrium for an X-linked locus

