

Setting Left Margin on HTML Converted from Microsoft Word

HTML files converted from Microsoft Word and uploaded to Blackboard Vista have no left margin. This results in a poor appearance when the file is seen through a learning module. Here is how to correct this issue.

1. Convert Word Document to HTML and upload to Blackboard Vista (see separate job aid).
2. Inside Blackboard Vista (file manager or learning module) Edit Properties for the file.
3. Find:

`/* Style Definitions */`

*Content:

Enable HTML Creator

```
/* Style Definitions */
p.MsoNormal, li.MsoNormal, div.MsoNormal
{mso-style-parent:"";
margin:0in;
margin-bottom:.0001pt;
mso-pagination:widow-orphan;
font-size:12.0pt;
```

Use HTML Insert equation: New >

4. Insert:

`body {margin: 5%;width: 90%;}`

*Content:

Enable HTML Creator

```
/* Style Definitions */
body {margin: 5%;width: 90%;}
```

5. Click Save.

You can vary the margin % as desired.