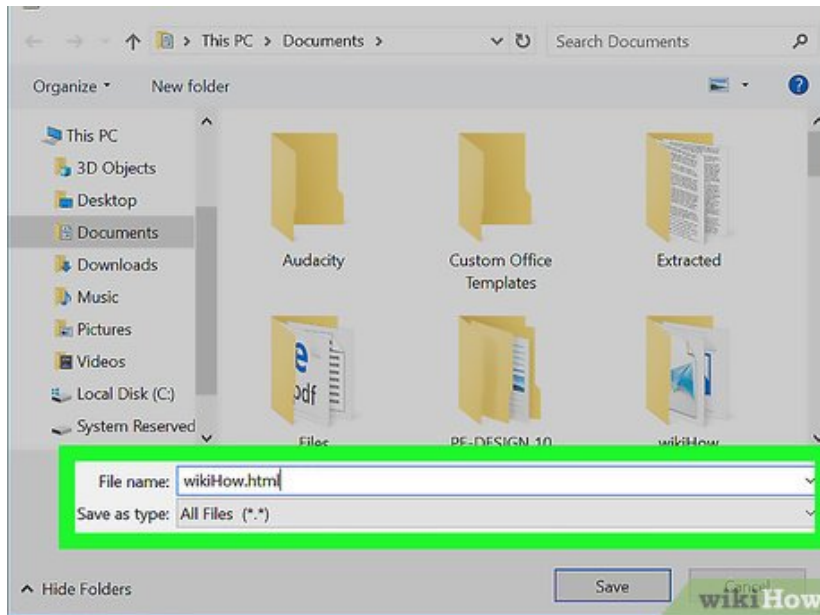


How to Convert Html to Word

This wikiHow teaches you how to convert an HTML file into a Word document. You will need to use Microsoft Word to perform this process; luckily, Word will automatically convert an HTML document into its web page format when you open the...

Method 1 of 2:

On Windows

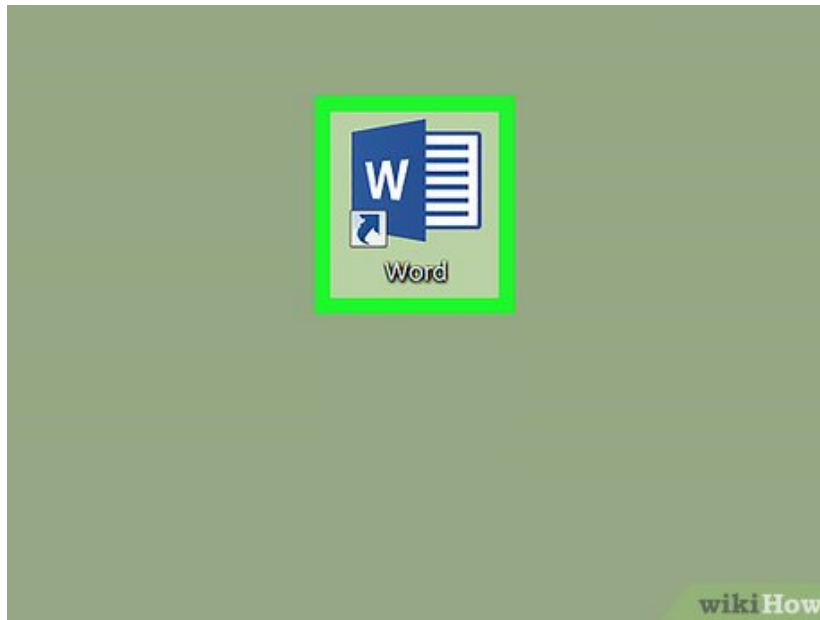


1.

Convert your HTML file to plain text if necessary. If you saved your HTML file as an RTF (rich text format) file—especially if you copied it from the internet—it may have retained some of its formatting; if so, Word may not format the page for you when you open the HTML file. You can ensure that your HTML file uses plain text format by doing the following:

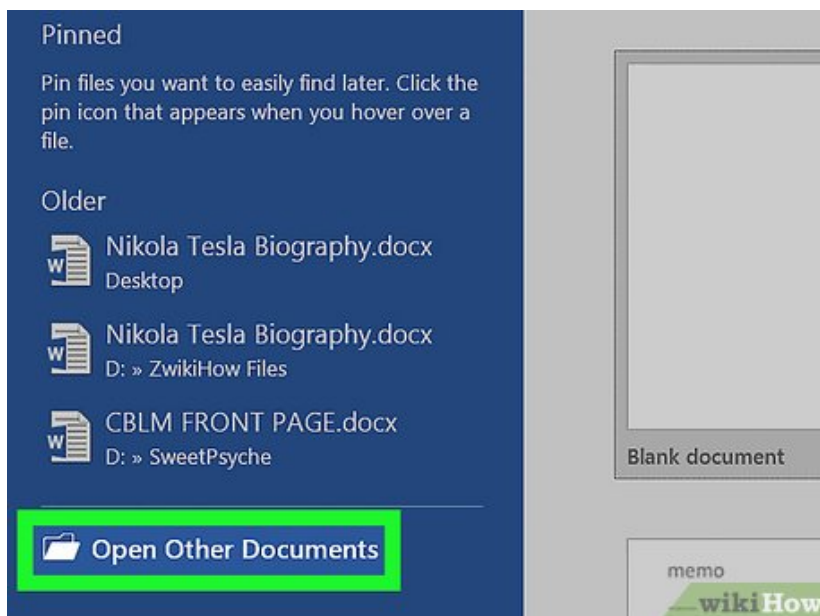
1. Open Notepad by typing `notepad` into Start and then clicking **Notepad**.
2. Paste your copied HTML into Notepad by pressing `Ctrl + V`.
3. Click **File**.
4. Click **Save As...**
5. Click the "Save as type" drop-down box.
6. Click **All Files**.
7. Type a file name followed by `.html` into the "File name" text box.
8. Click **Save**.

2.

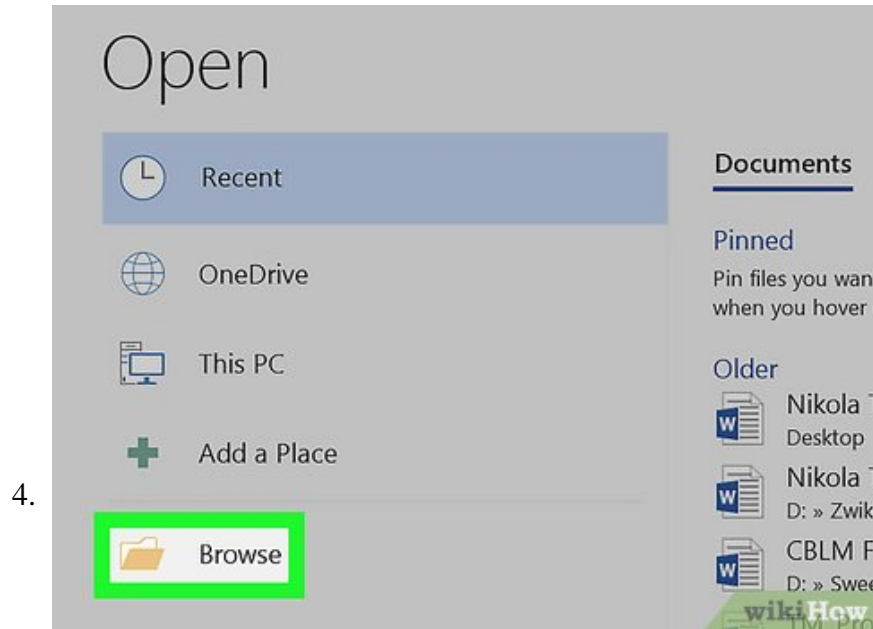


Open Microsoft Word. Click or double-click the Word app icon, which resembles a white "W" on a dark-blue background. This will open the Microsoft Word launch page.

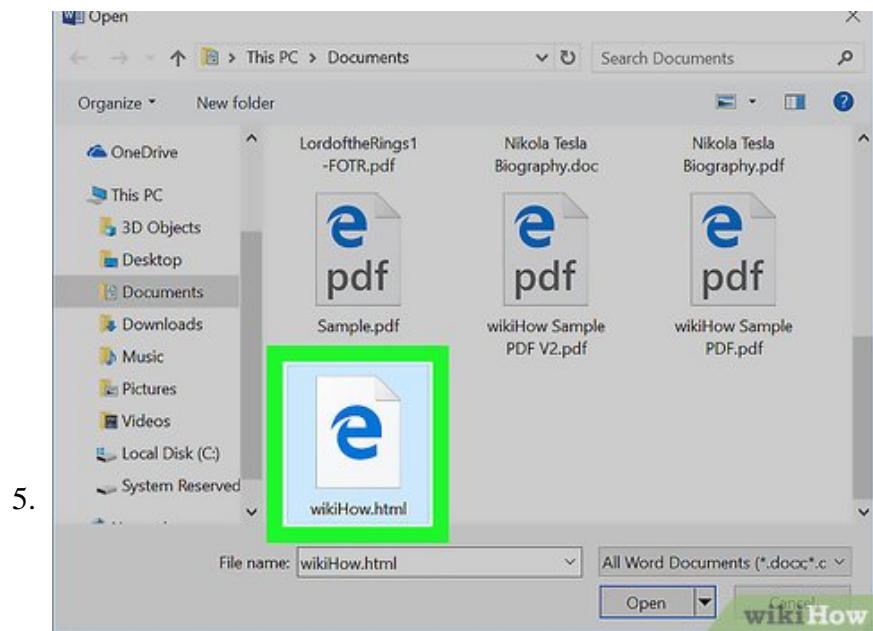
3.



Click **Open Other Documents**. It's a link in the bottom-left corner of the window.

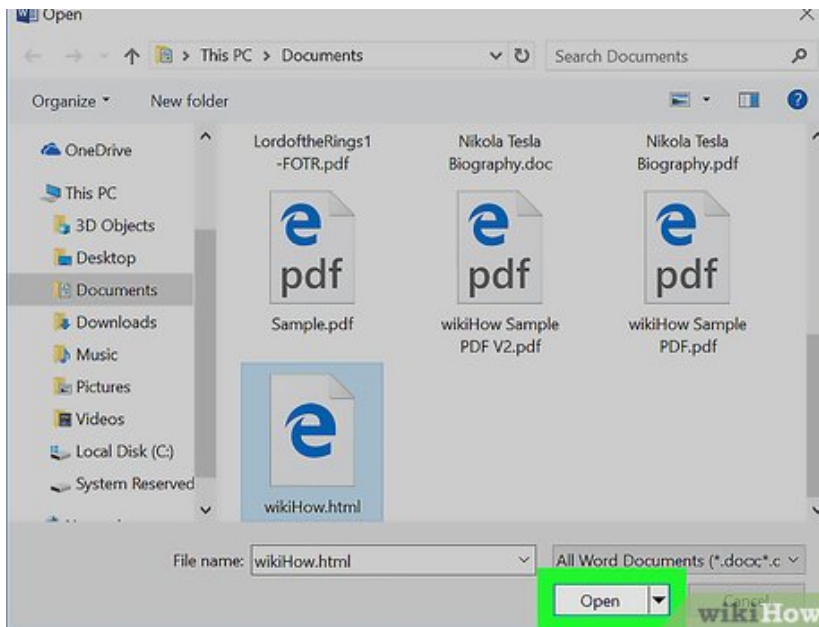


Click **Browse**. This folder-shaped option is at the bottom of the page. Doing so opens a File Explorer window.



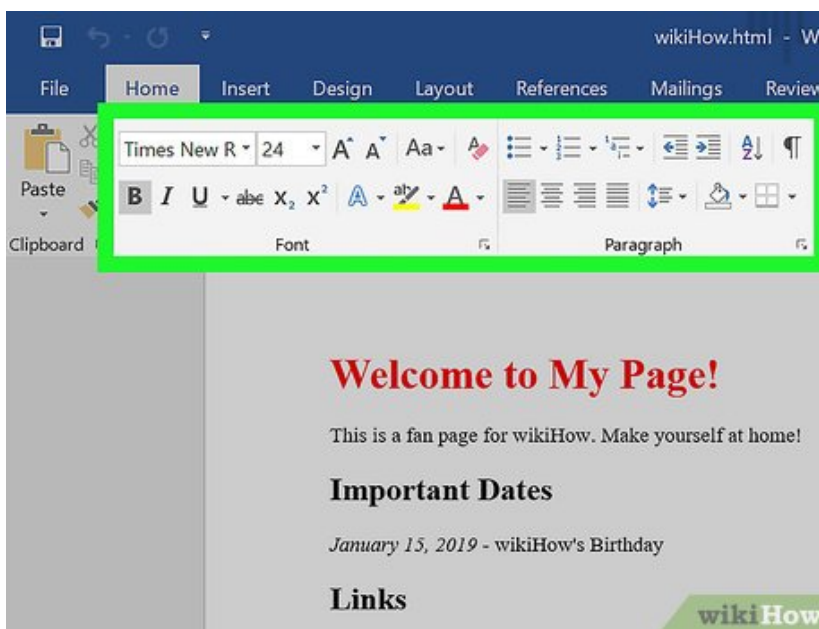
Select your HTML document. Go to the location in which you've stored your HTML document, then click the HTML document.

6.

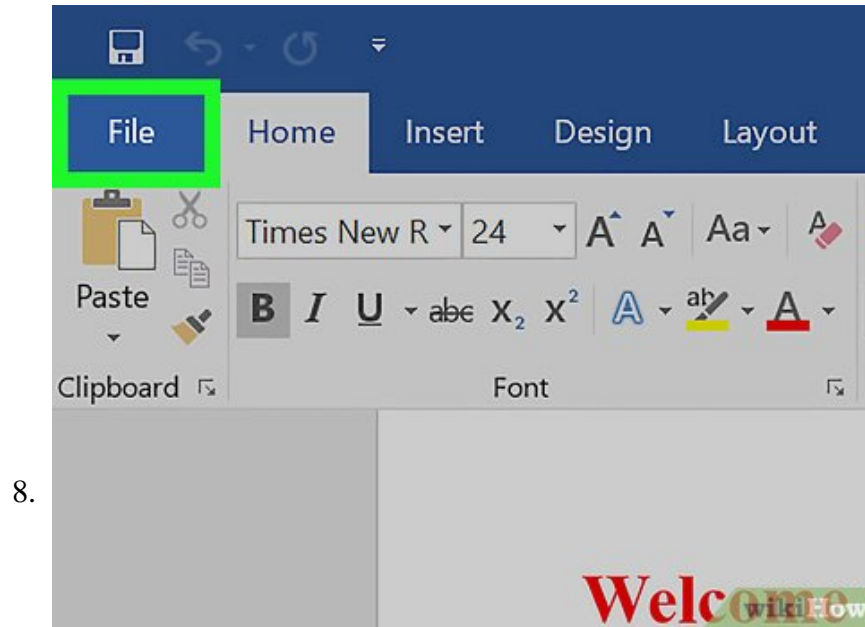


Click **Open**. It's in the bottom-right corner of the window. This will open the HTML document in its formatted form in Microsoft Word.

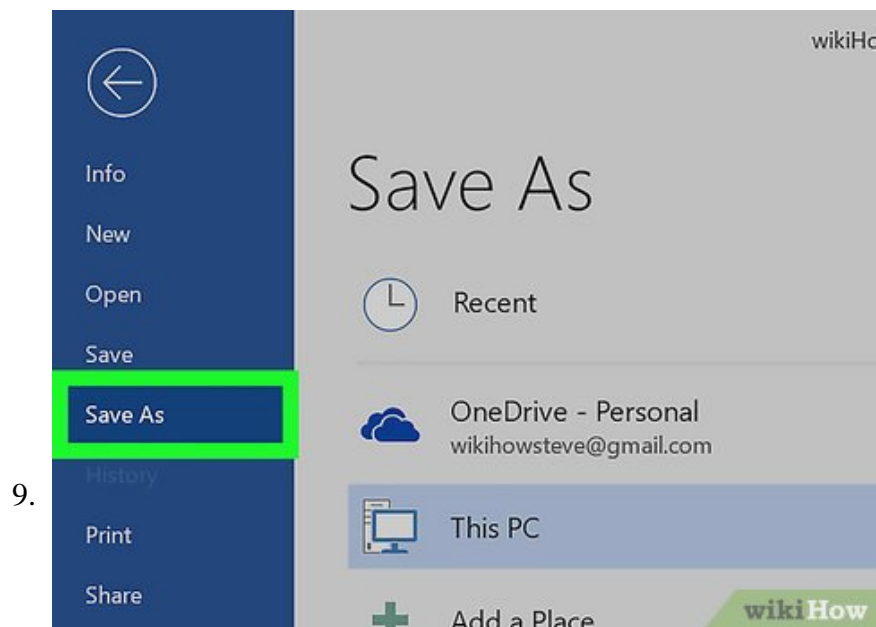
7.



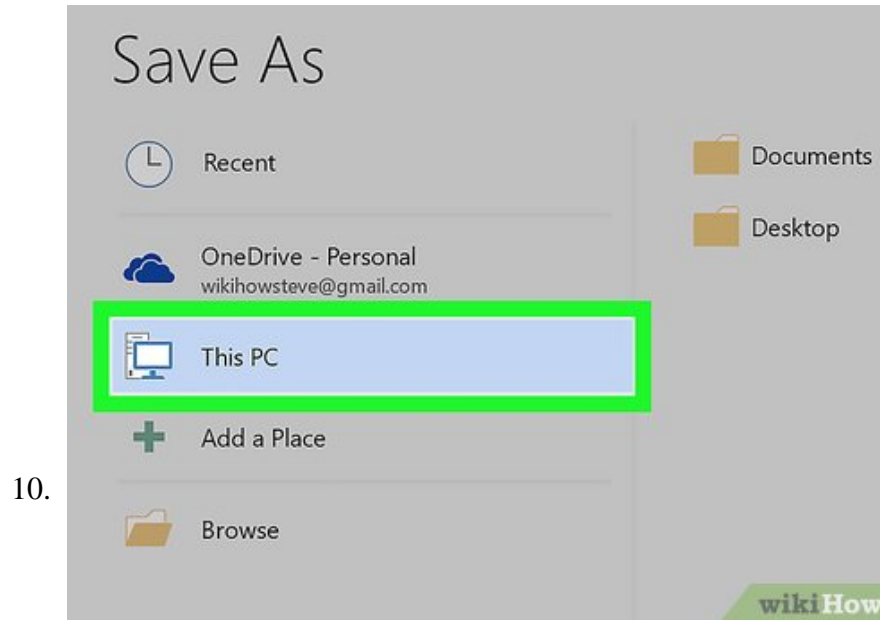
Make any necessary changes. While Word should format your document exactly as it appears on the web page, you may need to clean up the formatting by ensuring that headings are bolded, images are centered, and so on.



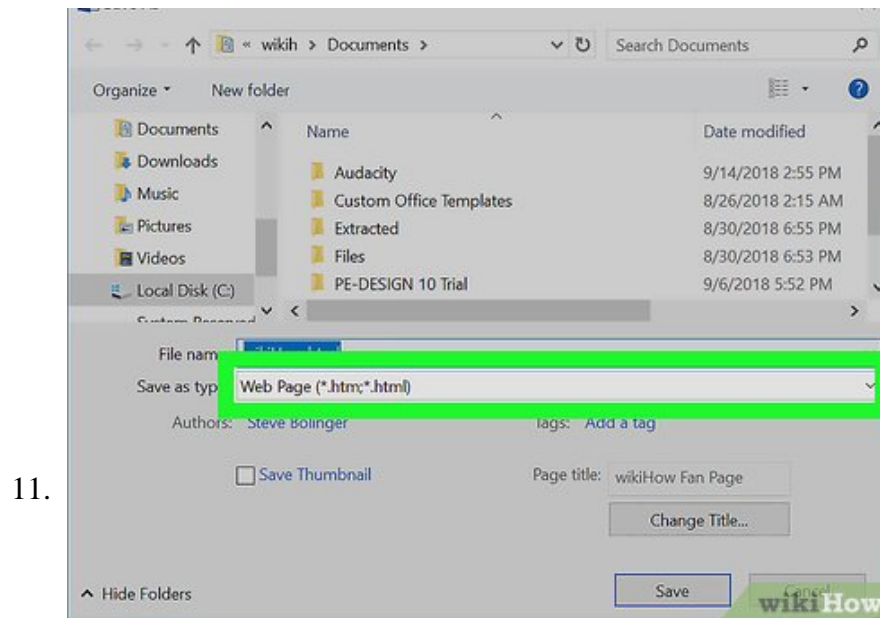
Click **File**. It's in the top-left side of the Word window.



Click **Save As**. You'll find this option on left side of the window.

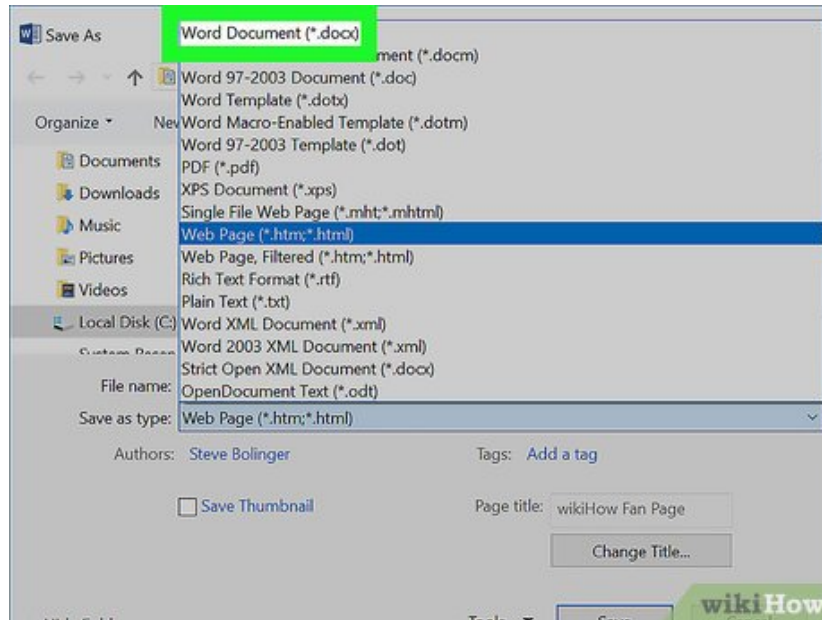


Double-click **This PC**. It's in the middle of the page. Doing so prompts a pop-up window to appear.



Click the "Save as type" drop-down box. This option is at the bottom of the pop-up window. A drop-down menu will open.

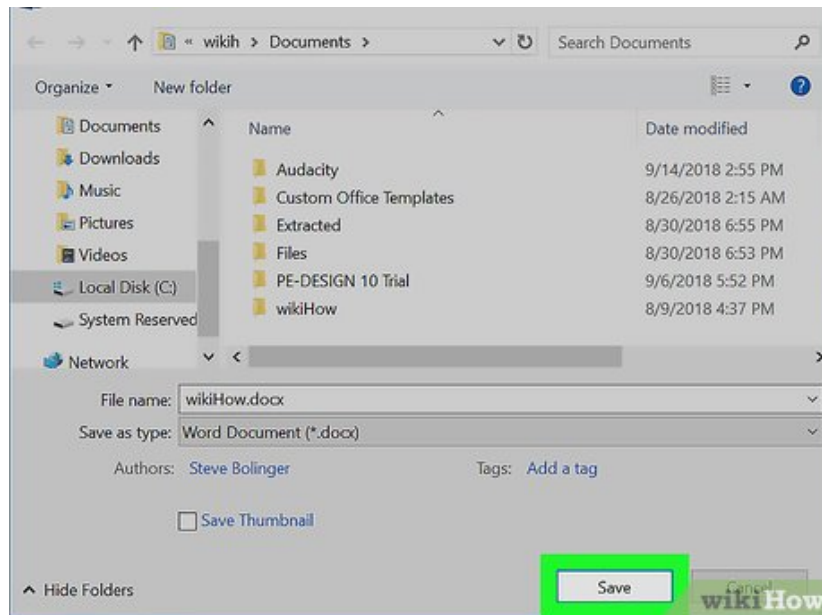
12.



Click **Word Document**. It's near the top of the drop-down menu.

1. You can also enter a new name for your Word file in the "File name" text box if need be. You can also choose a new save location (e.g., the Desktop) by clicking a folder in the left-hand sidebar.

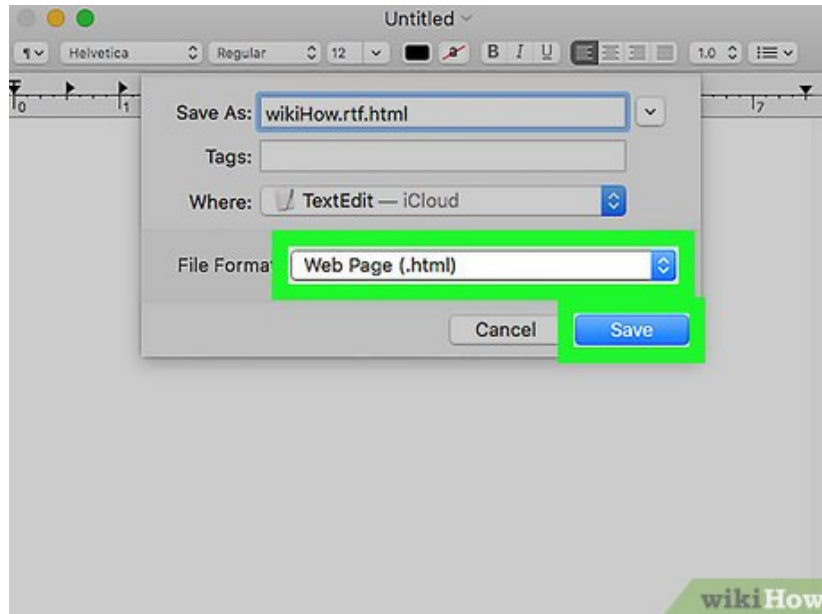
13.



Click **Save**. This option is in the bottom-right corner of the window. Doing so will save a Word copy of your HTML file.

Method 2 of 2:

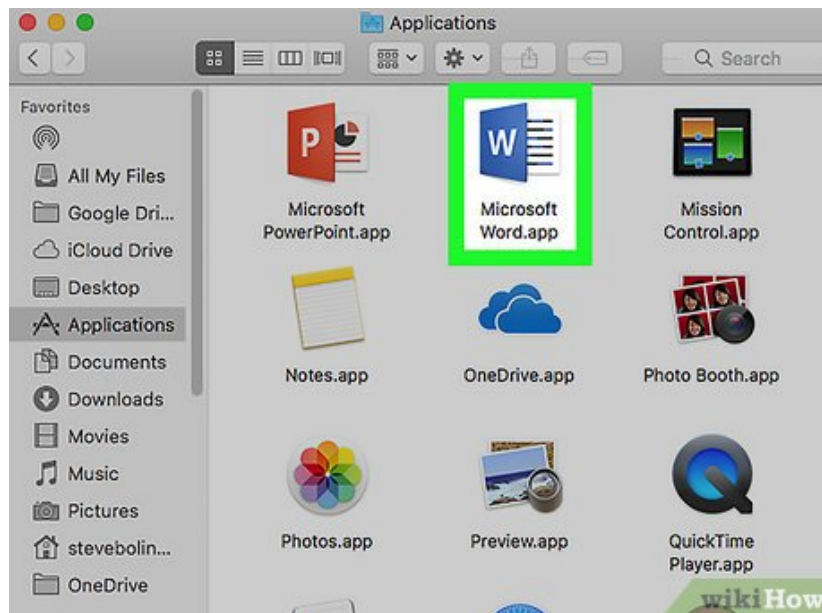
On Mac



1.

Convert your HTML file to plain text if necessary. If you saved your HTML file as an RTF (rich text format) file—especially if you copied it from the Internet—it may have retained some of its formatting; if so, your Mac's Microsoft Word won't convert it into a document. You can remove formatting by doing the following:

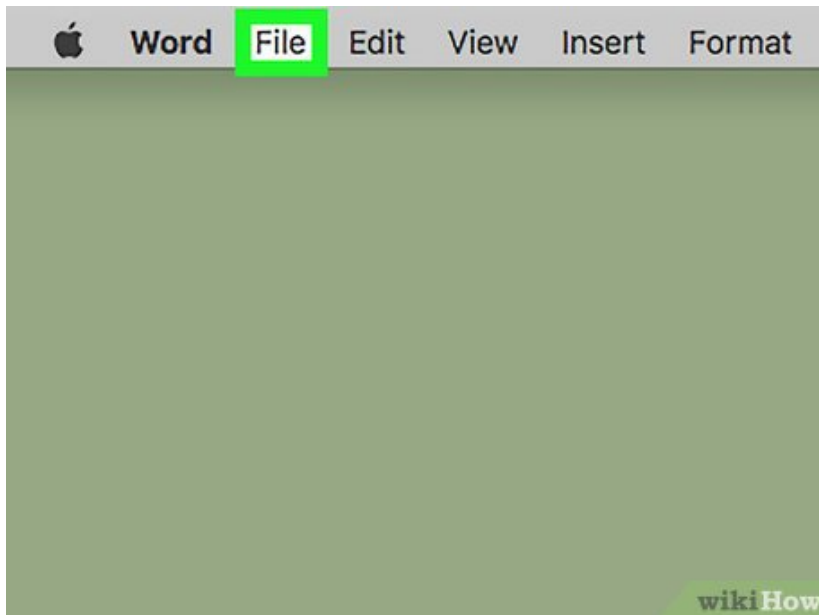
1. Open TextEdit by typing `textedit` into Spotlight and then double-clicking **TextEdit**.
2. Click **New Document** when prompted.
3. Click **File**.
4. Click **Make Plain Text**.
5. Paste in your HTML file's text.
6. Press `Command + S`.
7. Select **Web Page** from the "File Format" drop-down box.
8. Click **Save**.



2.

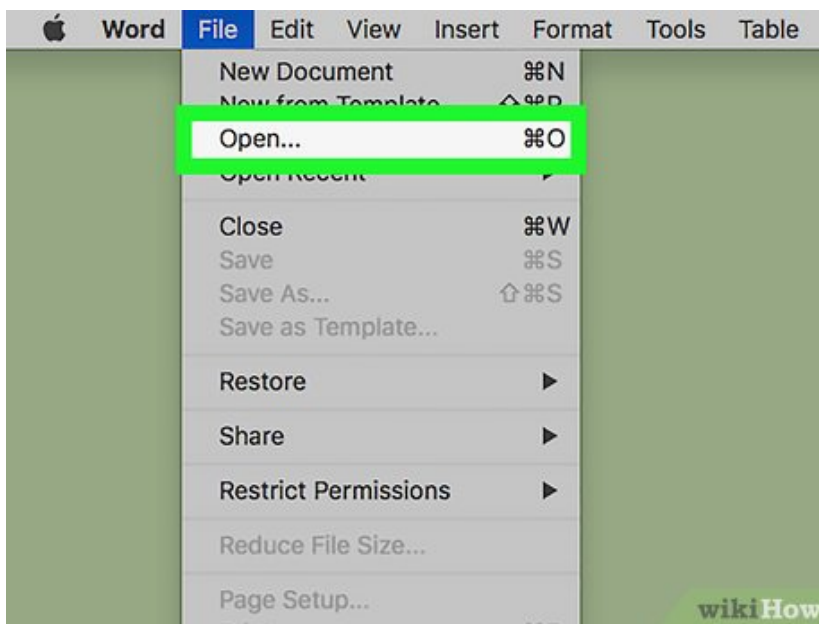
Open Microsoft Word. Click or double-click the Word app icon, which resembles a white "W" on a dark-blue background.

3.



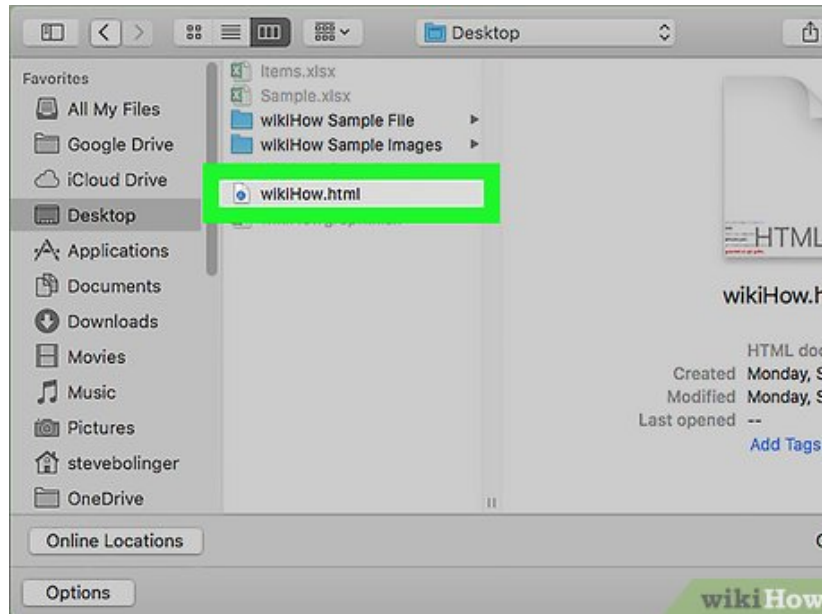
Click **File**. It's a menu item in the upper-left side of the screen. A drop-down menu will appear.

4.



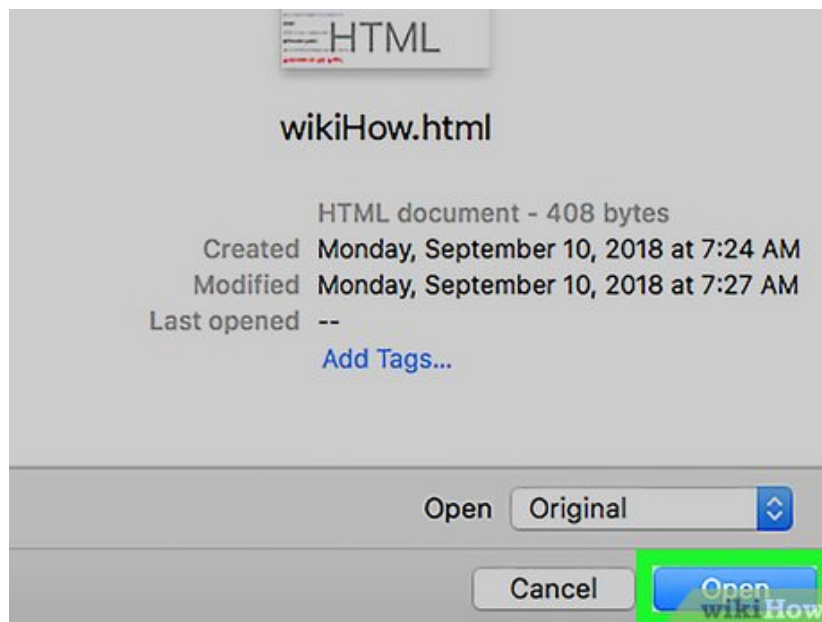
Click **Open...**. This is in the drop-down menu. Doing so opens a Finder window.

5.

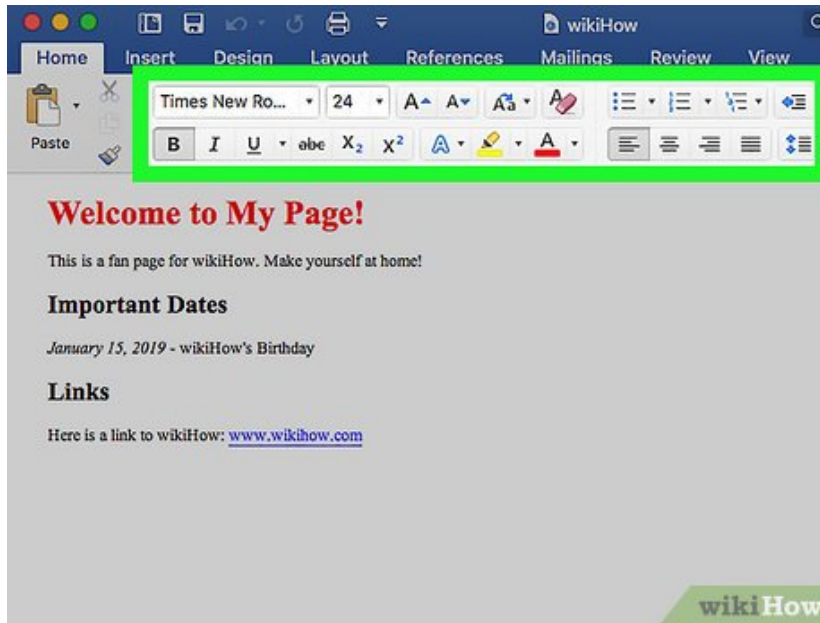


Select your HTML document. Go to the location in which your HTML document is stored, then click it once.

6.

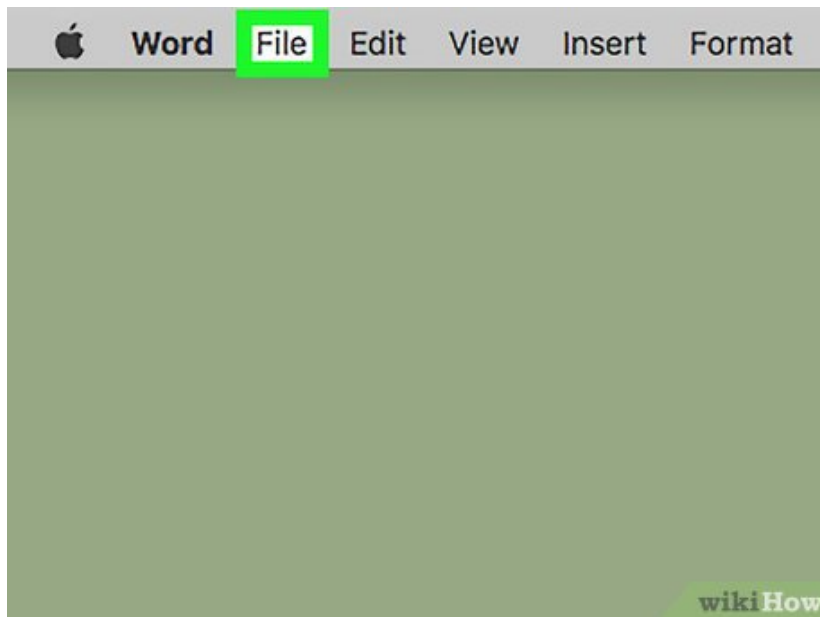


Click **Open**. It's a blue button in the bottom-right corner of the window.



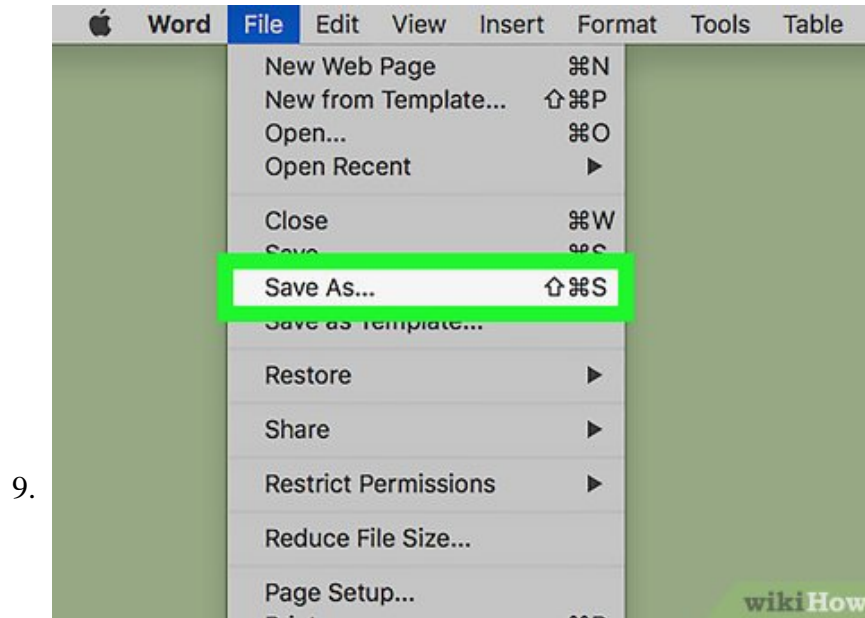
7.

Make any necessary changes. While Word should format your document exactly as it appears on the web page, you may need to clean up the formatting by ensuring that headings are bolded, images are centered, and so on.

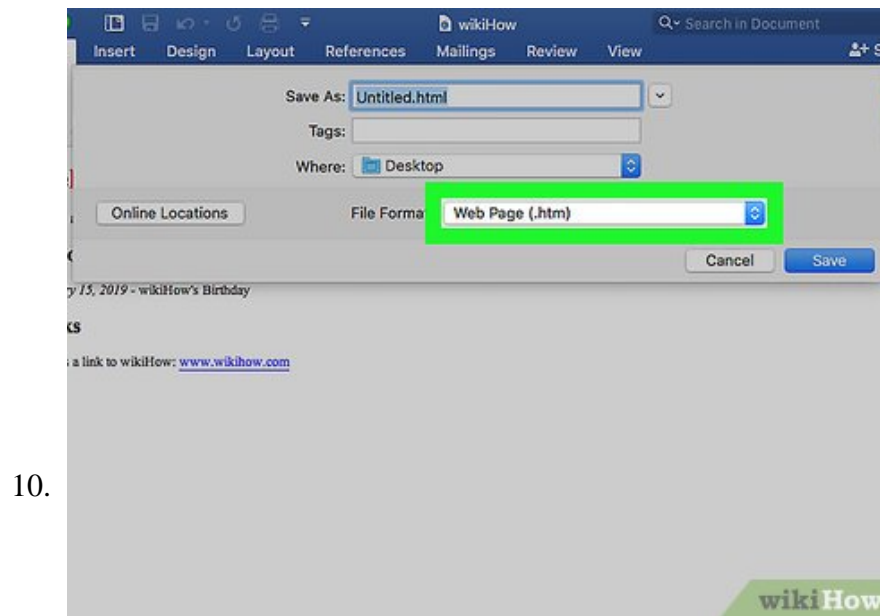


8.

Click **File**. It's in the top-left corner of the screen. This prompts a drop-down menu.

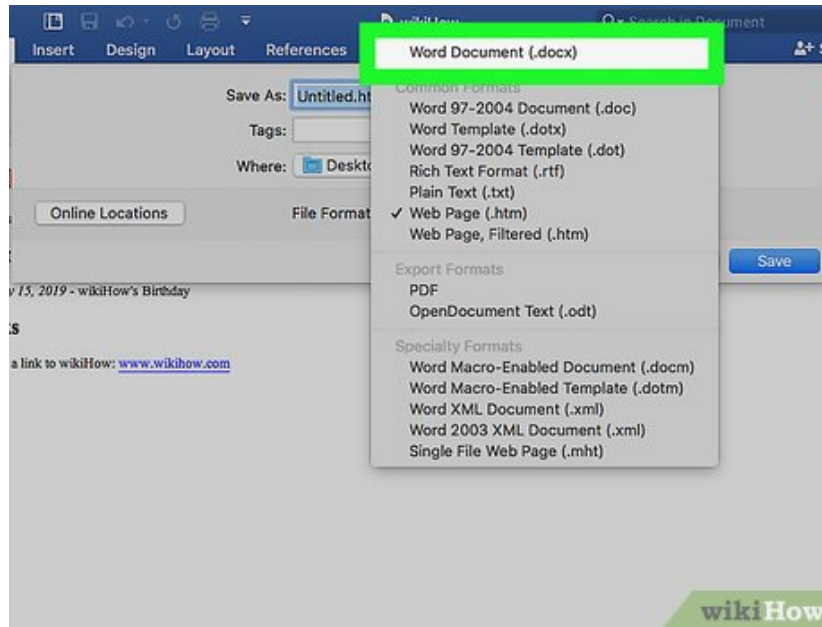


Click **Save As...**. This option is in the drop-down menu. Doing so opens the Save As window.



Click the **"File Format" drop-down box**. It's near the bottom of the window. This will prompt a drop-down menu with different file formats listed.

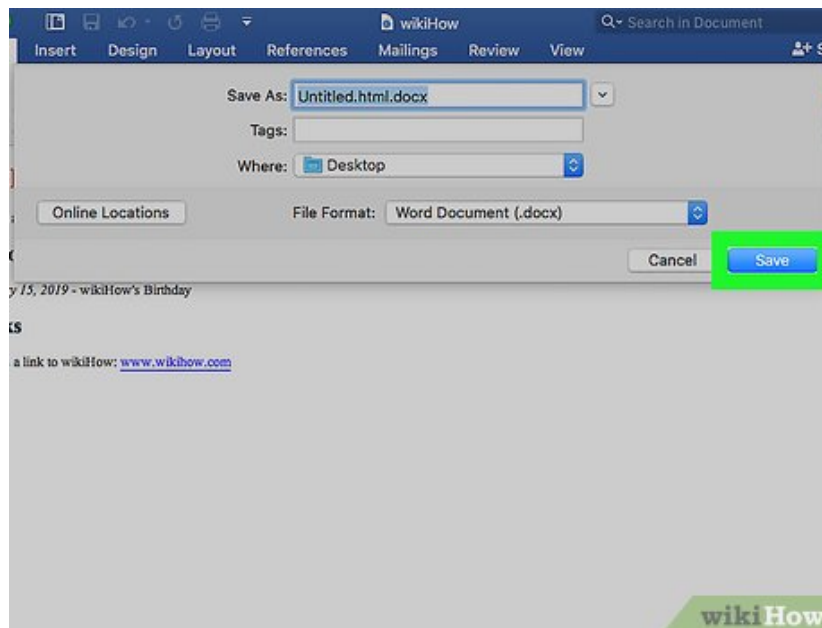
11.



Click **Word Document**. You'll find this near the top of the drop-down menu.

1. You can also change the name of the file by typing a new name into the "Name" text box, or select a new save location by clicking a folder on the left side of the window.

12.



Click **Save**. It's at the bottom of the window. Doing so will create a Word copy of your HTML document.

You finished reading the article "**How to Convert Html to Word**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.