

Case Study:

Maintaining Websites with Microsoft Word

Department of Enterprise Trade and Employment

www.entemp.ie

The Department of Enterprise Trade and Employment implements Government policy in five key areas – development of enterprise, employment promotion, trade development, protection of workers and the regulation of businesses. A large element of the work of the Department arises from Ireland's membership of a number of international organisations, in particular the European Union (EU) and the World Trade Organisation (WTO). The Department plays an active role in the development of EU and WTO policies in these areas to ensure that Ireland's interests are protected.

Benefits

For the Department, maintaining their website in Word using the YAWC-Plus plug-in delivers a number of benefits:

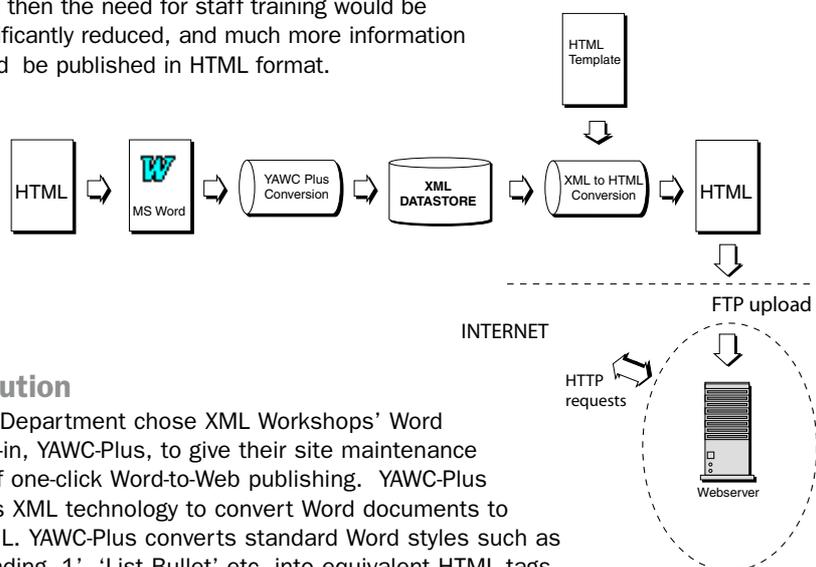
- One-click web publishing from MS-Word in a site-definable HTML template
- Reduced end-user training, with no HTML knowledge required
- Built-in site accessibility through automatic compliance with WAI accessibility guidelines
- Maintenance of Dublin Core meta-data in Word

Background

The Department of Enterprise Trade and Employment publishes significant amounts of information on its website. Each division in the Department is responsible for its own part of the site, so the designated maintainer requires HTML expertise. Preparing information for web publication is time-consuming, as information is usually authored in MS-Word and manually converted to HTML. To avoid this conversion bottleneck, many free-standing reports are published simply as MS-Word or Adobe Acrobat PDF documents.

A new website look and feel is being designed, and the entire site consisting of over 1,500 HTML pages will need to be converted to the new look. In addition, all public sector bodies are required to follow a range of government guidelines for the technical formatting of their website content. These are contained in the report *Recommended Guidelines for Public Sector Organisations* (<http://www.gov.ie/taoiseach/publication/webpg/guidelines.htm>). The recommendations require that all websites are accessible to people with disabilities, and are indexed using Dublin Core Metadata tags.

The Department needed a solution that allowed them to upgrade their site to the new design, and also complied with government guidelines on accessibility and metadata. Ideally, if the HTML pages could be maintained as Word documents as well, then the need for staff training would be significantly reduced, and much more information could be published in HTML format.



Solution

The Department chose XML Workshops' Word plug-in, YAWC-Plus, to give their site maintenance staff one-click Word-to-Web publishing. YAWC-Plus uses XML technology to convert Word documents to HTML. YAWC-Plus converts standard Word styles such as 'Heading 1', 'List Bullet' etc. into equivalent HTML tags. Tables, figures, hyperlinks and even footnotes are converted too, with no need for post-conversion touch-up of the HTML. No special Word markup is required, but users were trained in the correct use of Word styles, particularly structural styles, and in the use of information meta-tagging. XML Workshop carried out a once-off upgrade of the entire site using YAWC-Plus, to apply the new design template, clean up the web pages to HTML 4.01 (Strict) standard, add meta-data, and create Word equivalents for every web page, so that site maintenance staff could begin ongoing maintenance with the complete site available in MS-Word documents.