

How can I compile a class list with student photographs in Word?

Background

The University's student administration system enables the production of a class list including student photographs. This list is displayed as a web page, and requires a small amount of formatting to allow editing in Word.

Solution

Begin by producing your class list with photos in PeopleSoft. Access to the system is provided only after appropriate training has been completed. This particular exercise is included in the Express Reports and Reports courses.

Locate the web page and image files

- When a class list with photos is produced, a folder is automatically created containing the web page (an html file) with links to each photograph (individual jpg files). The folder is called **sr307** and is usually located in **C:\winnt\temp**.

Open the web page

- Open Word.
- Open the file called **course_list.html** in the sr307 folder.
- Select the entire document (either press **Ctrl+A** or from the **E**dit menu, choose **Select All**)

Break the link between the web page and the photographs

- With the whole document selected, press **Ctrl+Shift+F9**. This breaks the link between the web page and the images, forcing them to become part of the document. The document can now be edited and saved to another location without losing the associated photographs.

Power tip

As well as reformatting the text, columns and graphic sizes, you can sort the list by ID or name. Word tables can also be used as data sources for mail merges (how about producing name tags for an Orientation Week function?).