

# Importing a Word document into an HTML template in Gym Assistant

Word is an excellent editor, but the HTML output by Word is bloated with extra information that typically causes problems for our editor and email engine.

By following the steps outlined below you can convert a Word document to clean HTML that should work well with Gym Assistant:

- Create the document template in Word. Note that Gym Assistant will not currently handle embedded (attached) pictures ... yet.
- Convert the Word document to clean HTML
- Copy the contents of the Word document (in Word).
- Go to <http://word2cleanHTML.com>
- Paste the Word document contents into the text box area.
- Check all of the checkboxes on the left side.
- Click Convert to Clean HTML.
- Click Copy HTML to Keyboard.
- Right-click on the text and select Copy. The cleaned HTML is now in your clipboard.
- Copy clean HTML into Gym Assistant template
- In Gym Assistant select Edit Letter Template from the Documents menu.
- Open an existing template (or create a new template).
- Choose Select All from the Edit menu.
- Choose Paste from the Edit menu.
- Save the template.

Online URL: <https://gymassistant.phpkb.cloud/article/importing-a-word-document-into-an-html-template-in-gym-assistant.html>