Importing a Word document into BookStack

Here's how you convert a word document into a format that you can import into BookStack.

One-time operation:

- There's a plugin for word that allows you to convert a Word (.docx) document into a Markdown (.md) file.
- Install https://www.writage.com/docs-page/

For each Word document that you want to convert:

- Use your file explorer to find the file that you want to convert
- Double click on the .docx file to open it in Word
- Save-AS Markdown file (mine shows up at the bottom of the list). Save it in the same directory as the original file
- In your file explorer, you'll now see your word document with a ".md" extension
- Right click on that and Open-Using either NotePad or WordPad or whatever editor you want
- In NotePad/WordPad
    - ^A to select all
    - ^C to copy everything

- In your web browser
    - Open https://bookstack.freshstartfurniturebank.org/shelves
    - Click on the book that you to insert the page into (for example, Volunteer Policies and Procedures in the Policies and Procedures book)
    - Pick the chapter where you want to insert the page (for example, Front Desk)
    - On the right-hand side, click on New Page
    - At the top, Change "New Page" to whatever title you want
    - At the very top, you will see 3 vertical dots. Click on those
    - Click on "Switch to Markdown Editor (clean content)"
    - The screen will spit into 2 screens.
    - Click on the line labeled "1" on the left-hand screen
    - ^V to paste what you copied from NotePad/WordPad
    - Click on the 3 vertical dots on the top
    - Switch to WYSIWYG editor
    - Make any changes that you want to the document

        - Select document headers. Change their style from "Paragraph" to one of the header styles. I use Medium and Small. These will form breadcrumbs that appear on the right hand of the screen for the reader.

    - When you're done, click on Save Page
    - If you want to re-arrange the order that pages appear in the book, click on the Sort Book link on the right-hand side

If your document isn't a Word document

- Select and Copy the content
- Follow the 1st 5 instructions from above
- Paste your content into the WYSIWYG editor and make changes as needed

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