

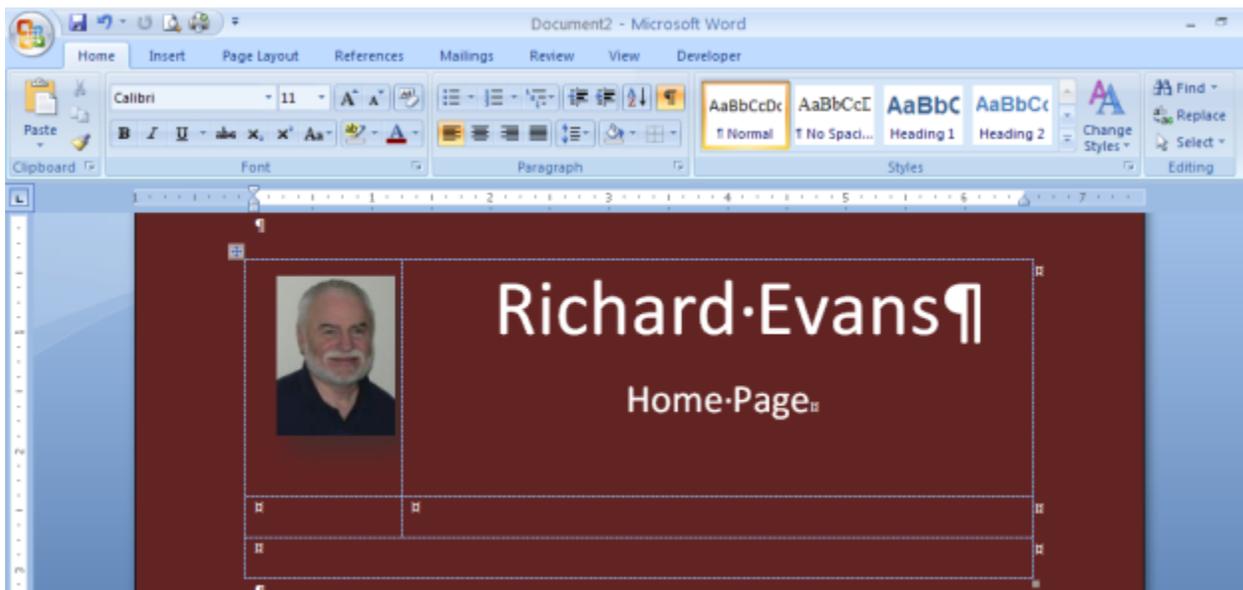
Web Pages with Word 2007

by Dick Evans

Word can be used to create Web pages easily. Simply create the page, then Save As an HTML document. Multiple pages can be linked and pictures inserted. This is not the tool Web designers would choose, but serves the purpose for the occasional Web page.

The Home Page

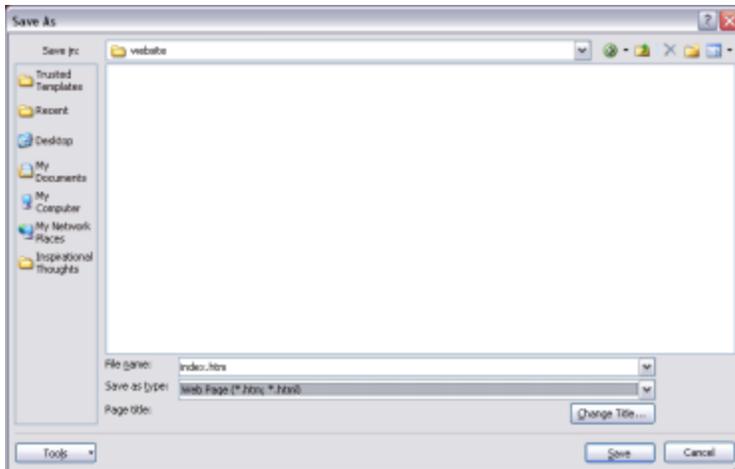
1. Open Word



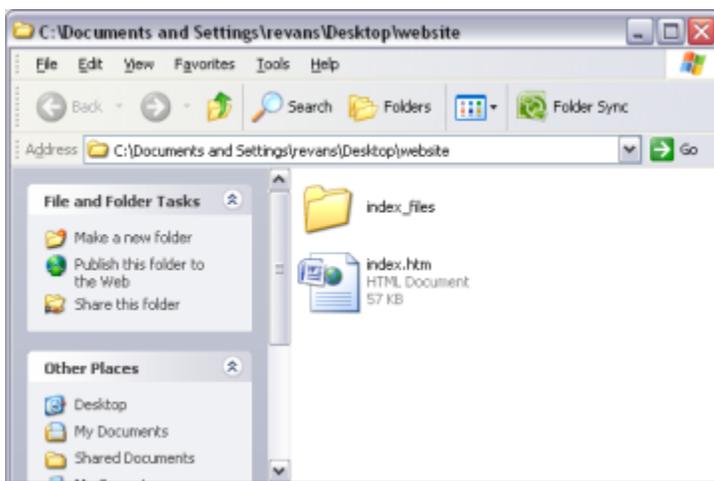
2. Create a home page with a picture and wording



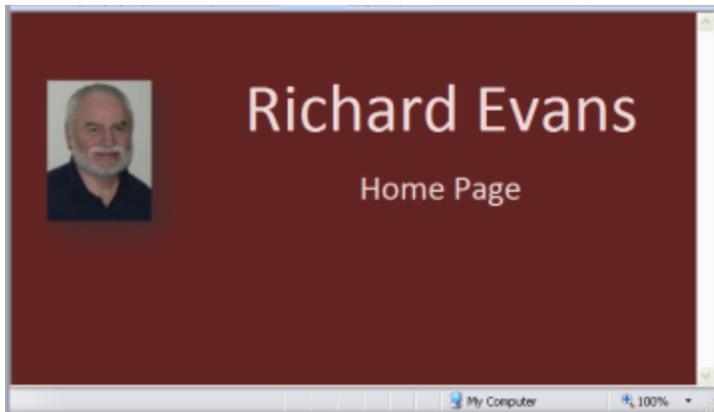
3. Office > Save As > Other Format



4. Create a folder named website to store you Web pages. All files having to do with the site must reside in the same folder. Name the file index and Save as Type Web Page (*.htm; *.html)
5. Close the document, and then open the website folder



6. The index.htm file is the Home Page created above. The index_files folder contains the images used on the page and edit information needed by Word to modify the page later. Double-click index.htm to open it in the browser.



7. Upload the page to your hosting site and it will be on the Internet. Most ISPs have member hosting space with URLs something like <http://members.cox.net/username>--check with your provider for how to upload the Web pages and what your URL will be.

Adding a Link

8. This is a Word document, so adding a link to another Web site or to an email address is as easy as typing the address and pressing the space bar or the Enter key.



9. Add a couple of links and an email address, save the changes, and then review in the browser

Add a Second Page

10. Web sites generally have more than one page. Each page will have a link bar to allow the user to switch between pages.

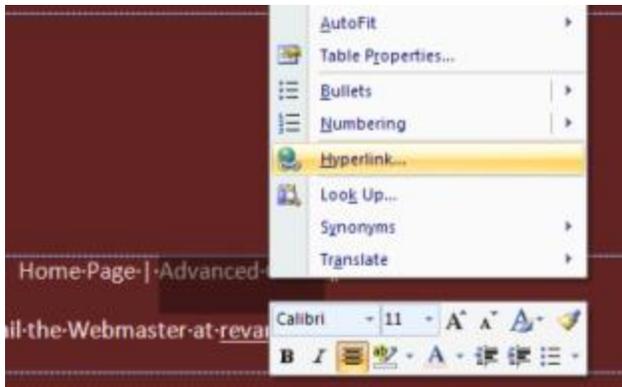


11. Create a new document for the second page. To line up the items in the page, use a table. The title line explains the content, the body is the contents, and the last line is a link bar for all pages in the Web site. Save the page as cis351.htm and try it out.

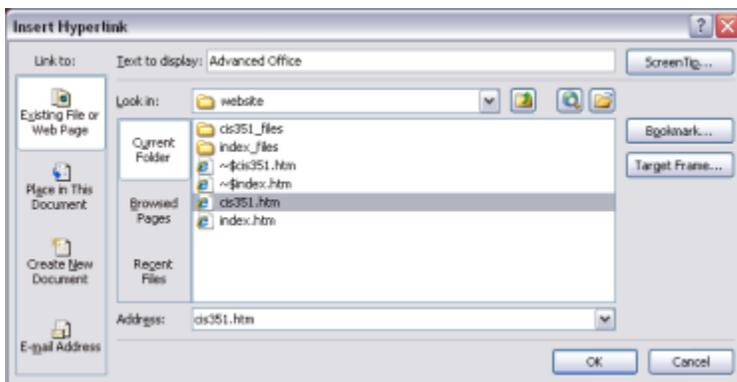


12. Copy the link bar to the home page

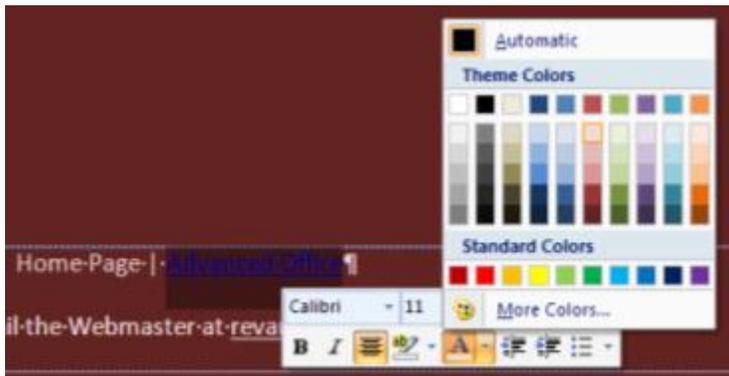




13. On the Home Page, select the Advanced Office link, then right-click, and then select Hyperlink



14. Select cis351.htm, and then click OK



15. Select the "blue" link and change the color to white



16. Add a link to the Home Page (index.htm) to the link bar on the second page

Try out the links in the browser. Home should link to Advanced Office and Advanced Office should link back to Home.