

WORD 2010 - USING MICROSOFT WORD TO CREATE A WEBPAGE



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Target Audience

This Instructional Packet is directed to moderately advanced users of Microsoft Word who wish to design a website without having to use Java Script or HTML scripting. This Instructional Packet is intended for those wishing to make single-page or multi-page websites.

Introduction

The purpose of this document is to provide a simple alternative in designing a web page, without having to use advanced scripting or expensive web page editors. This Instructional Packet will show users how to format their Word document appropriately for web viewing, how to save a Word document as an .html document, and how to upload their information to the web for anyone to view. This instructional packet will also show you how to retrieve the HTML Source code to input in your choice of webhost.

Information on some free web hosts can be found in the Additional Resources section of this document.

Index of Terms

Term	Definition
HTML	Hypertext Markup Language - The language the Internet uses to read a webpage
Website	A collection of web pages under one domain (ex: yahoo.com)
Web Page	An independent page contained within the website (ex: Yahoo News)
URL	Uniform Resource Locator - Often referred to as a "web address". This tells the Internet the location of your website or webpage.
Browser	Software used to 'browse' the Internet. Some common examples are Mozilla Firefox, Internet Explorer, Safari, and Google Chrome

Figure 1, Index of Term

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Adding Text to Your Webpage

The first step in adding text to your website is to decide how you are going to organize it.

Websites may be organized in two ways:

1. Multiple *sections* on one website
2. Unique information on multiple web pages.

If you are creating a website to publish a book, you may want to have one website, with sections for each chapter. This will allow users to read all of your information without having to jump between pages.

If you wish to create a webpage for your classroom, it may be best to create a website with multiple pages. For example, you may choose to have a page for Upcoming Events, Class Rules, Parent Information, and Homework Help. All of this information is unique, and could be viewed independently.

1. Multiple Sections on One Website

If you choose to create multiple sections on one website, it is best to begin with a Table of Contents. When published as a HTML document, Word will automatically link this table and it can be used as a Site Index for users to navigate your page. Using the example of a book, users can select the chapter they were previously on, and jump directly to that chapter instead of scrolling through several pages of previous chapters.

In order to create a Table of Contents, you will need to assign Headers to each chapter or section of your page. It is essential that you use the Microsoft Header Style tools to create your headers. (See Figure 2, Header Styles)

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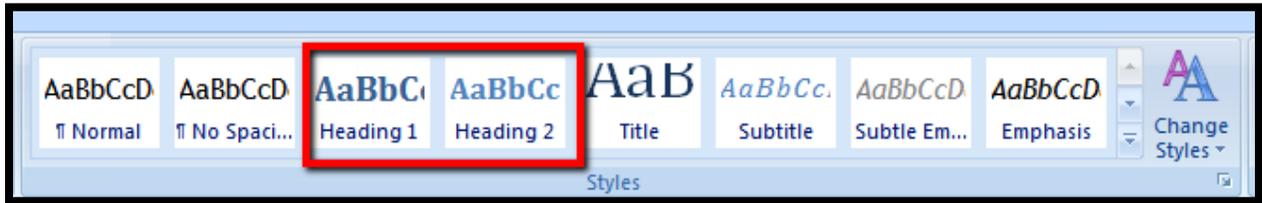


Figure 2, Header Styles

After you have created your Headers using the Header Styles, return to the first page of your document and insert a Table of Contents.

A Table of Contents can be found by clicking “References” in the Home Ribbon.

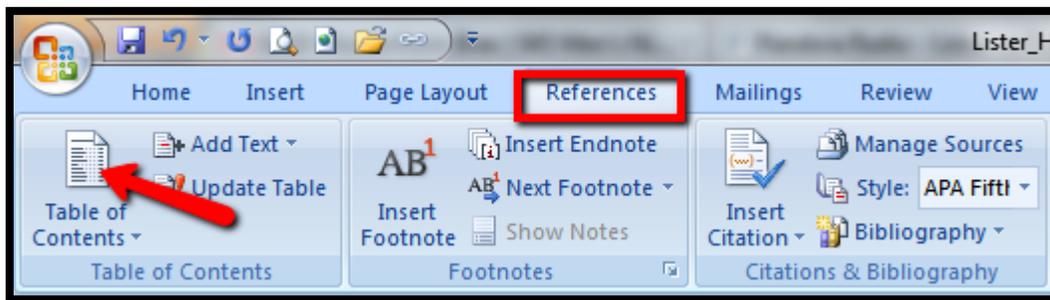


Figure 3, Table of Contents

Upon clicking Table of Contents, you will be prompted with options on how your Table of Contents will appear.

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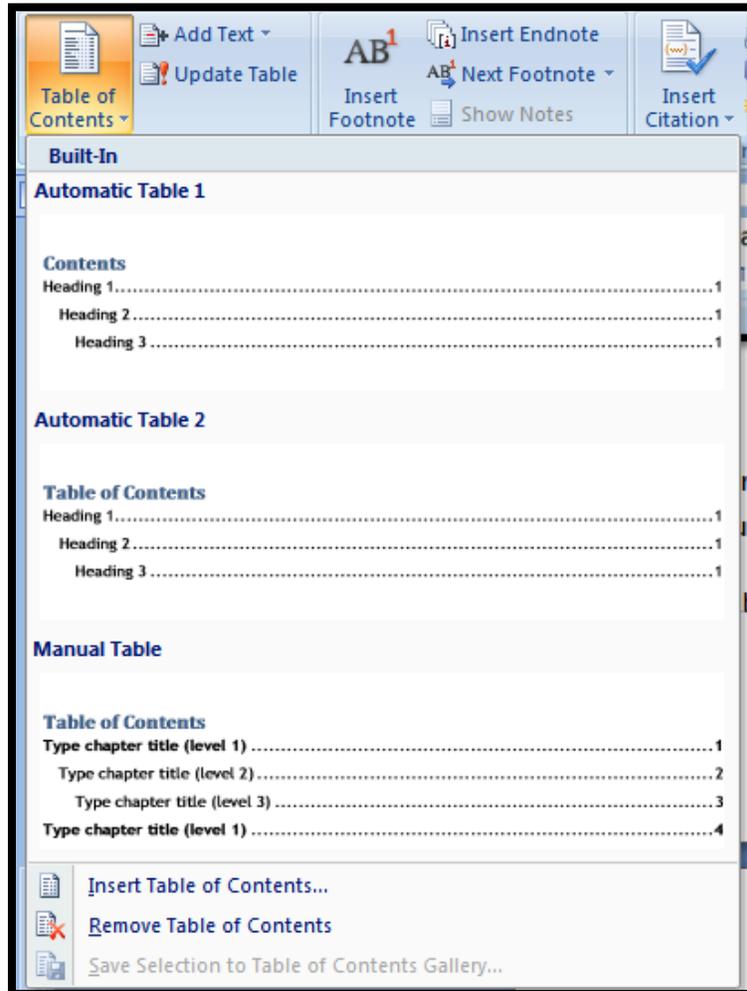


Figure 4, Table of Contents Format

When you make a selection, Microsoft Word will automatically create a Table of Contents page featuring the section Headers you created using the Header Styles.

As you add more content to your webpage, you may need to occasionally update your table to reflect your changes. You can update your table automatically by selecting the Table of Contents and clicking “Update Table”.

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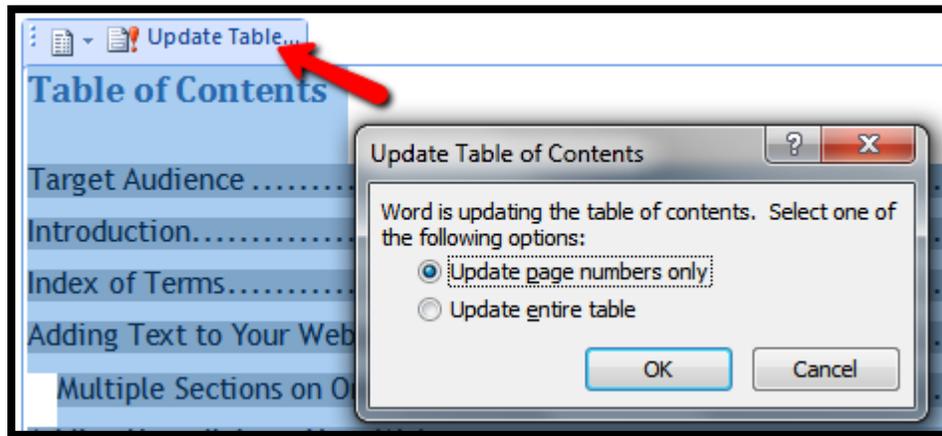


Figure 5, Update Table of Contents

2. Creating Multiple Pages

If you wish to create a website with multiple pages, you will need to create a separate Word document for each individual webpage. You will need to save each page as an HTML documents. Follow the steps outlined in the section titled, “Saving Your Word Document as a Web Page” of this Instructional Packet.

You may choose to have a page for Upcoming Events, Class Rules, Parent Information, and Homework Help. All of this information is unique, and could be viewed independently.

A benefit in having one web site with multiple web pages is the ability to share a specific URL that can direct users to specific information. For example, in a classroom newsletter you can direct parents to a part of your website dedicated to them by providing them the specific URL (for example, www.missapple1stgrade.com/parentpage).

Do not be afraid to post the same information in multiple places. Think of the way you navigate your favorite websites, and what you see on every page. There is key information that is usually featured on every page. For example, contact information and company or personal identifying information is usually information that users may want for a variety of reasons, and it is helpful to feature this information in multiple locations.

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The most important thing to consider when putting text in your document is to consider how it will look as a finished webpage. I always recommend composing your webpage text in the “Web Layout” view option in Word. This will give you a sense of what your webpage will look like when published.

You can access the Web Layout by clicking “View” on the ribbon, and clicking “Web Layout”.

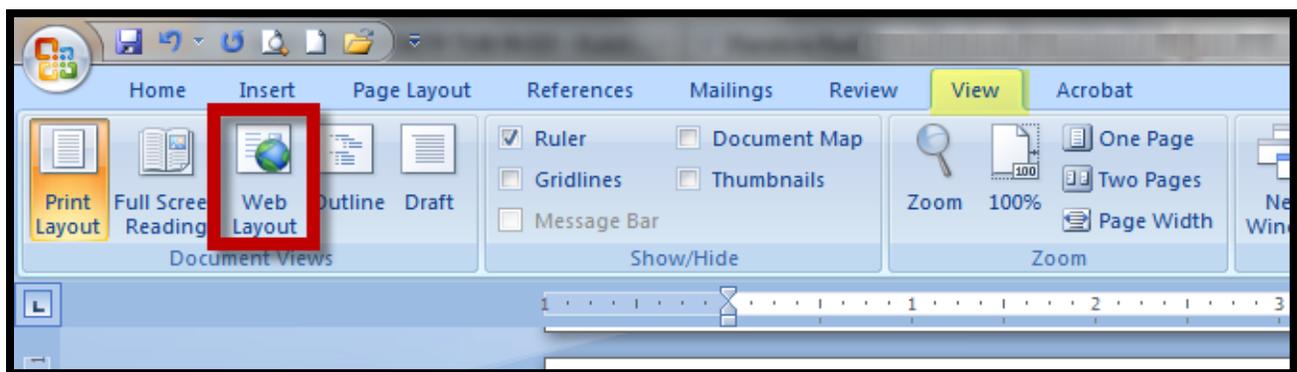


Figure 6, Web Layout

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Adding Hyperlinks to Your Webpage

There may be opportunities in the body of your webpage to link to an external website. For example, on your class webpage you may want to link to your local news station's website that just featured an article on your school. There are several ways to provide your webpage viewers access to this information. You may choose to have viewers click on a word within the body of your text, or you may have users click on an image or an icon.



Figure 7, Hyperlinking Options

Changing the Look of Your Webpage

Using Microsoft Word, you can easily change the look of your webpage in a few simple clicks. A simple change of the font, font color, font size, and background can give your webpage a completely new look.

When choosing how to format the style of your webpage you will want to keep a few items in mind:

- Some fonts are not accessible on every computer, and a default font (such as Times New Roman or Arial) may appear in its place.
- If choosing an image for your background, keep in mind that it may repeat across the page. It is always best to choose a simple background image with a pattern that seamlessly repeats. Tip: Test in Web Layout

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- If choosing a background color, pick a light color font to contrast.

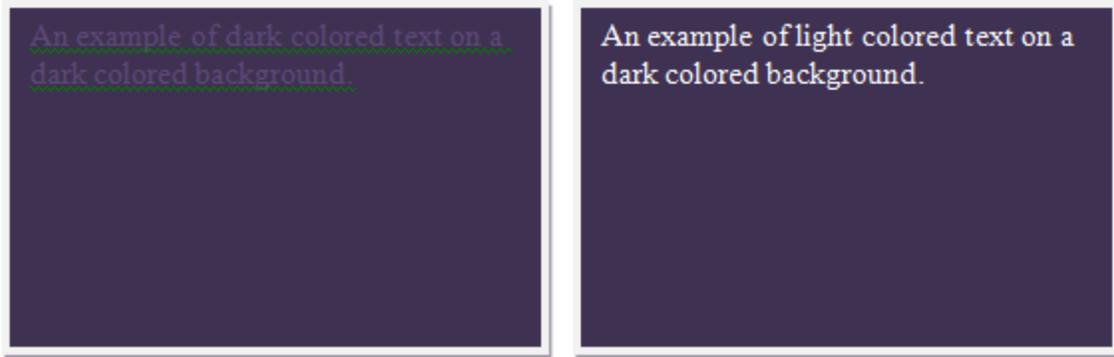


Figure 8, Dark and Light Colored Text

Saving Your Word Document as a Web Page

It is always good practice to run a spell check prior to publishing a document. Once you are satisfied that your document has everything you wish to include in your webpage, you will first want to save your Word document as a .doc or a .docx file. (This is the way you would normally save a Word document.) This will allow you to return to the document to make any necessary changes.

After you have saved your document as a Word document, click File > and “Save As...”

Click on the “Save As Type” drop-down box. Select **Web Page**.

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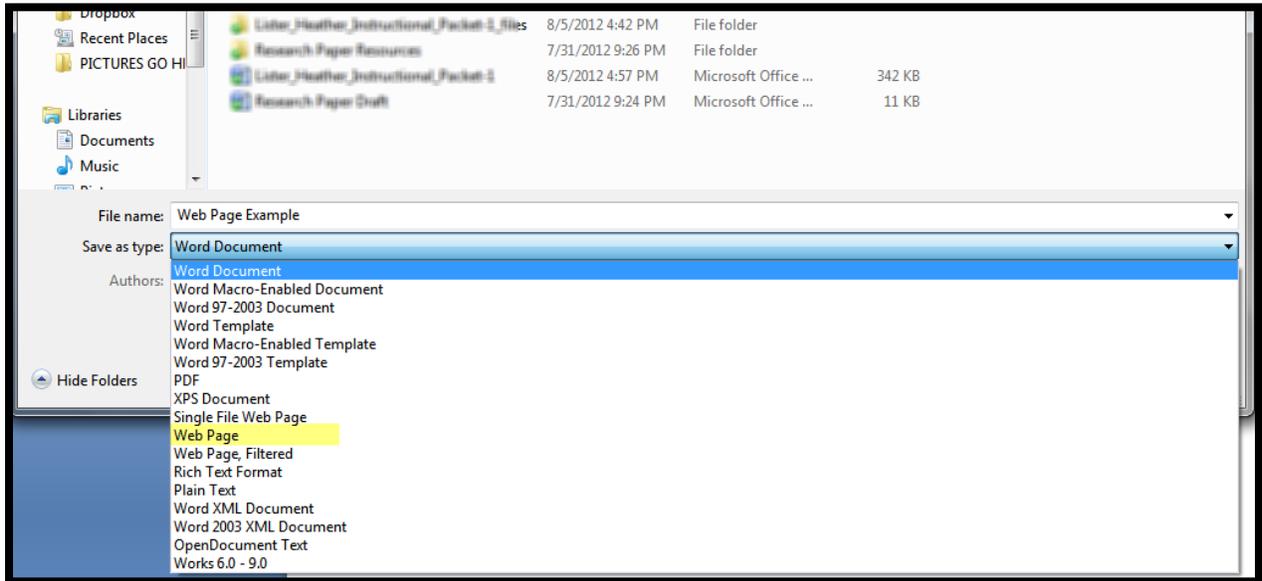


Figure 9, Web Page File Type

Next, you will want to click on the “Change Title” button and enter a title for your web page. Depending on the website building you choose to host your website, this text may appear in the title bar of the browser.

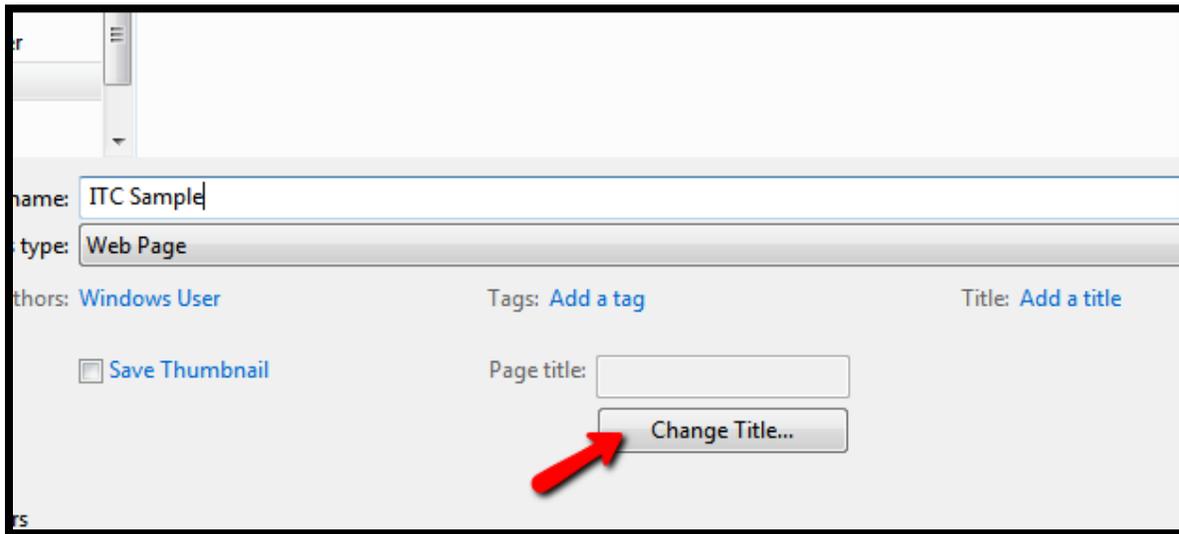


Figure 10, Change Title of Web Page

After you have changed the “Save As Type” to Web Page and have added a Page Title, click “Save”. Remember the location of this file as you will need it for the next step.

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Getting the HTML Code for Your Document

After you have successfully saved your document as an HTML document, you may now exit out of Microsoft Word.

On your computer, locate the document you just saved as an HTML document. Double click on this document.

You will notice that this document will not open in Word, but instead it will open in your default Internet browser. This is because the computer is recognizing this document as being formatted for Web browsing.

You may wonder why you cannot simply copy and paste the URL that is in the address bar of your Internet browser. This is because the URL is actually pointing to a location on your computer (the place where you saved the file) instead of a Web address. If someone else was to try to use that link to find your document, they would not be able to locate the file because they do not have access to the files on your computer.

In order for others to see your document, you need to post it to a Web host. There are many free web hosts available. It is important that you evaluate the features of each to determine which is best for your needs. See the “Additional Resources” section of this document for more information on choosing a web host.

Regardless of the web host you choose to host your website, you will need the HTML code for your document.

With your document open in your Internet browser, right click and select “View Page Source”.

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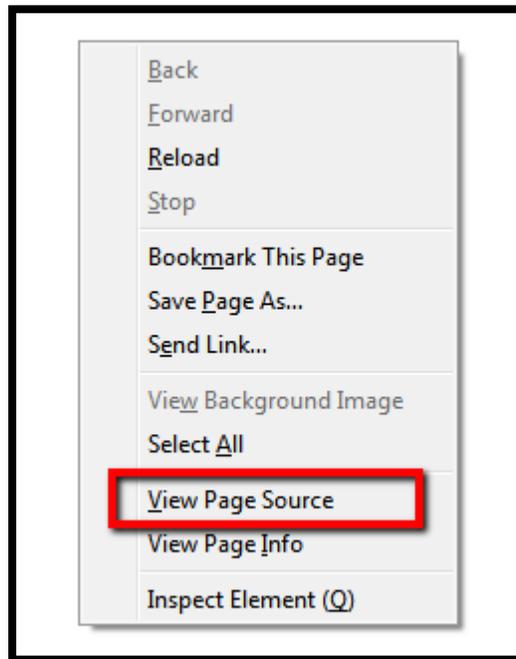


Figure 11, View Page Source

Depending on the Internet browser you are using, a new page may open containing a lot of text. This is the HTML text for the webpage you just created (see example in Figure 12). Every website on the Internet has unique HTML text. (Click “View Page Source” for one of your favorite websites to see how it compares to yours!)

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```
114 <w:LsdException Locked="false" Priority="39" Name="toc 2"/>
115 <w:LsdException Locked="false" Priority="39" Name="toc 3"/>
116 <w:LsdException Locked="false" Priority="39" Name="toc 4"/>
117 <w:LsdException Locked="false" Priority="39" Name="toc 5"/>
118 <w:LsdException Locked="false" Priority="39" Name="toc 6"/>
119 <w:LsdException Locked="false" Priority="39" Name="toc 7"/>
120 <w:LsdException Locked="false" Priority="39" Name="toc 8"/>
121 <w:LsdException Locked="false" Priority="39" Name="toc 9"/>
122 <w:LsdException Locked="false" Priority="35" QFormat="true" Name="caption"/>
123 <w:LsdException Locked="false" Priority="10" SemiHidden="false"
124   UnhideWhenUsed="false" QFormat="true" Name="Title"/>
125 <w:LsdException Locked="false" Priority="1" Name="Default Paragraph Font"/>
126 <w:LsdException Locked="false" Priority="11" SemiHidden="false"
127   UnhideWhenUsed="false" QFormat="true" Name="Subtitle"/>
128 <w:LsdException Locked="false" Priority="22" SemiHidden="false"
129   UnhideWhenUsed="false" QFormat="true" Name="Strong"/>
130 <w:LsdException Locked="false" Priority="20" SemiHidden="false"
131   UnhideWhenUsed="false" QFormat="true" Name="Emphasis"/>
132 <w:LsdException Locked="false" Priority="59" SemiHidden="false"
133   UnhideWhenUsed="false" Name="Table Grid"/>
134 <w:LsdException Locked="false" UnhideWhenUsed="false" Name="Placeholder 1"/>
135 <w:LsdException Locked="false" Priority="1" SemiHidden="false"
136   UnhideWhenUsed="false" QFormat="true" Name="No Spacing"/>
137 <w:LsdException Locked="false" Priority="60" SemiHidden="false"
138   UnhideWhenUsed="false" Name="Light Shading"/>
139 <w:LsdException Locked="false" Priority="61" SemiHidden="false"
140   UnhideWhenUsed="false" Name="Light List"/>
141 <w:LsdException Locked="false" Priority="62" SemiHidden="false"
142   UnhideWhenUsed="false" Name="Light Grid"/>
143 <w:LsdException Locked="false" Priority="63" SemiHidden="false"
144   UnhideWhenUsed="false" Name="Medium Shading 1"/>
```

Figure 12, HTML

You can now save this HTML text (be sure to save all of it) and upload it to your choice of web hosts.

Additional Resources

Temple University's Computer Services: <http://www.temple.edu/cs/web/wordconvert.html>

About.com: <http://webdesign.about.com/od/beginningtutorials/qt/doc-to-html.htm>

Another step-by-step guide in using Word to create a webpage:

http://www.hartnell.edu/library/word_web_design/word_web_pages.htm

Microsoft Word's Web Page Information: <http://office.microsoft.com/en-us/word-help/create-a-web-page-HP00522272.aspx>

Youtube Video Tutorial on Using Word to Create a Webpage: http://youtu.be/HQu5JQ07C_c