

## Posting Word 97 Documents on the Web

Web page authoring tools are not available when you work in a Word document. They become available only when an HTML document is active.

You can

- open your existing Word file and Save it as HTML
- open an existing HTML document
- open a new blank HTML document
- use the Web Page Wizard to guide you through the process of creating a Web page

The Web pages you create in Word are saved as HTML files. They appear on your disk with the HTML file extension.

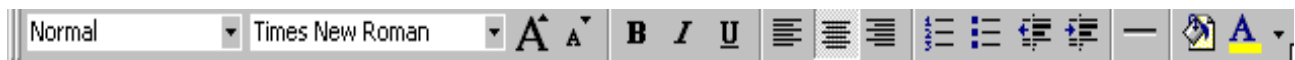
When creating your home page be sure to save the document as **index.html**. All web pages created in Word are saved with the default extension of **.htm**. Be sure to change the extension from **.htm** to **.html** when saving your web page in Word. Otherwise, the web server will not be able to automatically display your home page.

### Save an existing document as HTML

1. Open the file in Word
2. Choose **File | Save As HTML**

Once you save as HTML, the toolbars change to display Web development tools.

### Using Word's Web Page Authoring Tools



Inserting Background:

1. Choose **Format | Background** or click on the **Paint bucket** icon
2. Select a **color** or select **More Colors** to create a custom Color  
Select **Fill Effects** to display the textured and marbled background
3. Choose **OK**



Formatting the Color of body Text:

Choose **Format | Text Colors** or click on the **Font Color** icon

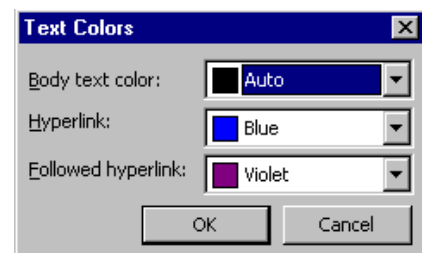


To change Hypertext link colors:

1. Choose **Format | Text Colors**
2. Select a color from one or more of the following:

**Hyperlink** changes the color of hyperlink text that has never been used.

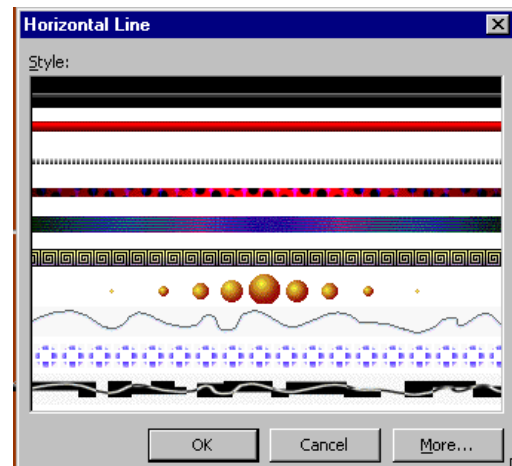
**Followed Hyperlink** changes the color of a hyperlink that has been used at least once.



Inserting a Horizontal Line:

One way to visually break your documents into discrete chunks is to use horizontal lines.

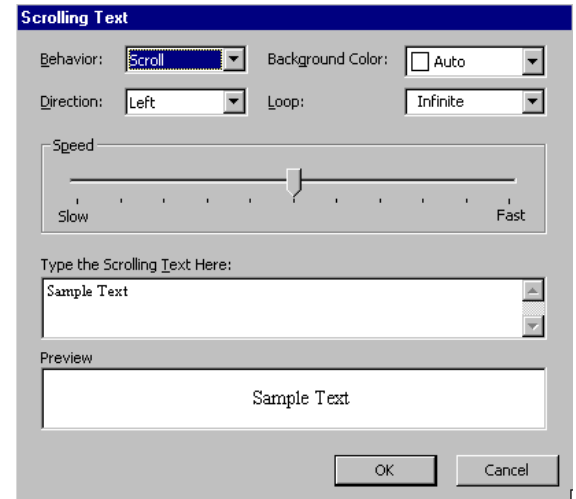
1. Choose **Insert | Horizontal Lines**
2. Select a **Style**
3. Choose **OK**



## Inserting Scrolling Text:

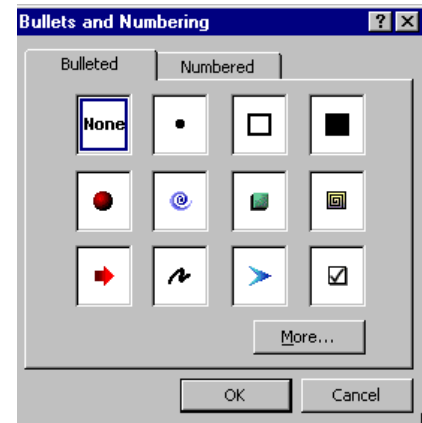
Scrolling text appears like a marquee of text traveling across the page. Different browsers handle special features such as scrolling text in different ways.

1. Move the cursor to its own line. Scrolling text must appear on its own line in the page.
2. Choose **Insert | Scrolling Text**
3. Type in the **Text** and select **the Behavior, Direction, Background Color and Speed**.
4. Choose **OK**



## Formatting with bullets and Numbers

1. Select the paragraphs or lines to be preceded by a bullet.
2. Choose **Format | Bullets and Numbering**
3. Select the **type** of bullet you want
4. Choose **OK**



## Typing Hyperlinks to Web Pages

One very quick way to create a hyperlink in an HTML document is to type it directly into the document. If Word recognized what you type as a valid URL, then it will convert your typed URL into a hyperlink.

Note: the option for **Ignore Internet and File Addresses** must not be selected under **Tools | Options | Spelling and Grammar** for Word to recognize the URL and treat it as a link.

For example, the following lines will be recognized and turned into hyperlinks:

<http://www.colostate.edu>  
<mailto:fran@lamar.colostate.edu>

Another method of creating a hyperlink in the Web page is with the **Insert | Hyperlink** command or select the link button from the toolbar.



Inserting Graphics:

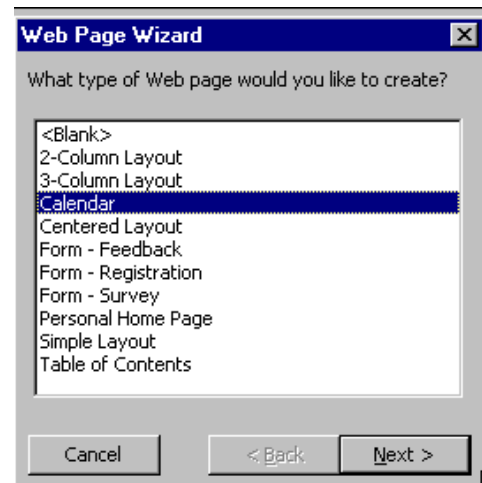
1. Move the cursor to where you want the image or picture
2. Choose **Insert | Picture**
3. Select **Clip Art** to display the clip gallery, or select **From File** to display the Insert Picture dialog box.
4. Select the image you want inserted, then choose **Insert**

### Creating a Web page with the Web Page Wizard

If you are creating a simple Web page that fits a predefined category, or if you are new to Web publishing, you may want to use the Web page Wizard to help you get started.

Follow these steps:

1. Choose **File | New | Select the Web Pages tab | Select the Web Page Wizard**
2. Choose **OK**
3. A Web Page Wizard dialog box appears. Select the **type** of Web page you want to create and preview the page behind the dialog box.
4. Choose **Next**
5. Select the **style** of Web page from the dialog box.
6. Choose **Finish**



### Viewing Your Web Page

To see an approximation of how the HTML file appears in a browser as you are working in Word, choose **File | Web Page Preview** or click on the **Web Page Preview** button in the toolbar.



## **Copying Your Web page to Another Location**

After you create your Web page or pages, you will probably want to copy them to a Web server. If you included graphics in the Web page, you will need to copy the GIF and JPE files for those graphics as well as the HTML file themselves.