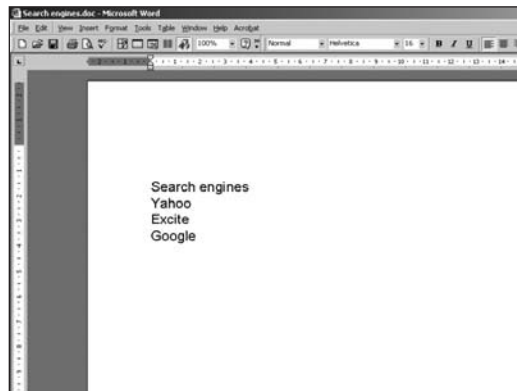


Using Microsoft Word to create a web page

All web pages are based on the structure of **HTML** but different applications can be used to create them. You have already created a simple web page by typing in the HTML tags yourself. These notes will help you to use a **wordprocessor** to create a web page.

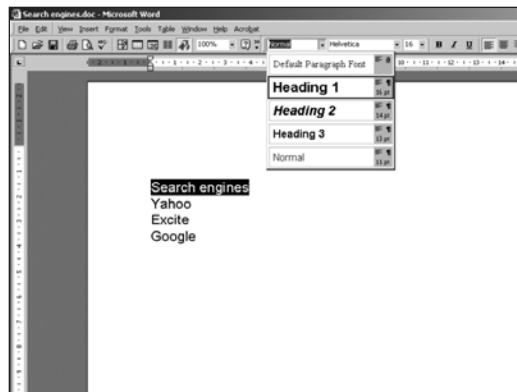
The wordprocessor used in this guide is Microsoft Word.

Getting started: typing the text



The first thing to do is to load Microsoft Word and produce a blank page. Then type in your text for the page.

How to create headings



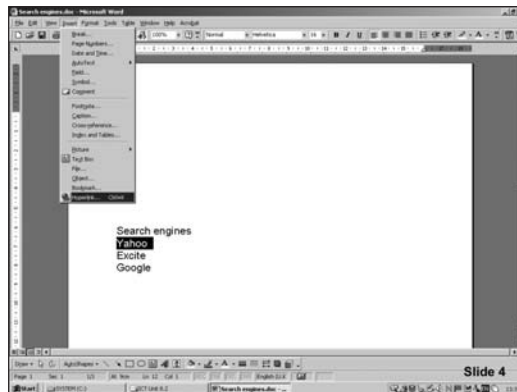
To create the heading, highlight the first row of the text (Search engines). Pull down the style menu. Choose Heading 1, as you did with HTML.

Text specified as a style (Heading1 in this case) in Word stays as that style regardless of any format changes, such as size or font. If you change the format of the style, all the text to which that style has been applied will change accordingly.

If a document is planned using Outline view, headings are automatically formatted as headings.

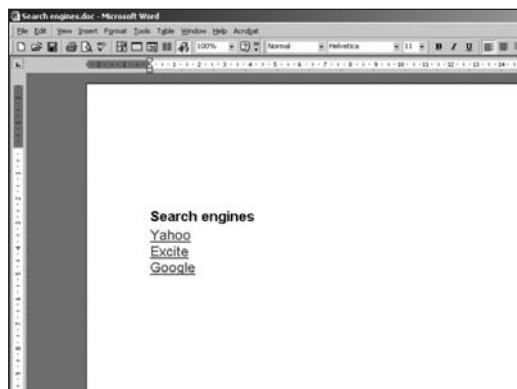
The use of **style sheets** is a key idea in the creation of web pages. They allow text to be formatted, but you can decide the final details of the style, such as its font and size, later on.

How to add hyperlinks



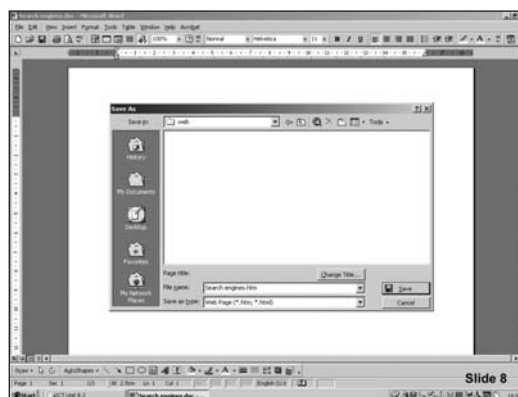
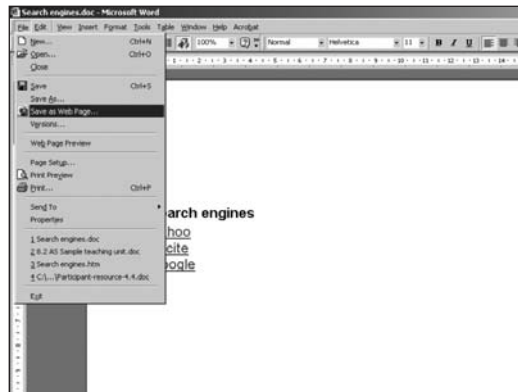
To insert a hyperlink, highlight the text. Pull down the Insert menu and choose Hyperlink. A new box will appear. You can either type in the URL or use the web browser to browse for the required page.

Viewing your page



The names of search engines are now underlined to indicate a hyperlink.

Saving your web page



To convert your Microsoft Word document to a web page, pull down the File menu and choose Save as Web Page.

Remember, you may not use any spaces in the file name.

Your file will be saved with a file name extension of .htm to indicate that it is a web page.

Use your browser software to view your page and to check that it is saved correctly.