

# Word on the Web

*Create Web Pages Instantly in Microsoft Word 2003*





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## **PREFACE**

**This manual documents how to build simple pages instantly in Microsoft Word 2003. The reader is not expected to know html or have a programming or designing background. This is not a reference manual; for detailed instructions on advanced Word functions it is best to consult Microsoft Office Word Help or consult Microsoft's online help. The manual is intended as a primer for users who wish to quickly create a web page with the minimum of fuss. This guide is also ideal for those who are exploring the design capabilities of Word for the first time. It is assumed that the reader has a basic knowledge of Word functions and is already able to perform such functions as formatting text and placing images. In addition, the user should already be familiar with basic web-related terms. Complete beginners are advised to complete an online Microsoft word tutorial before reading this manual.**

## GETTING STARTED

Before you start building your web site, you have to set up a web document in Microsoft Word.

1. Open Microsoft Word
2. Click **File > New > Web page**
  - A new web page will open in Microsoft Windows. The Web Layout View will be selected by default.

The default file extension for a web page in Word is \*.mht, which can only be opened by Internet Explorer. Save the file as an html document if you want to open it in other web browsers, such as Firefox:

3. Click **File > Save As...**
  - Choose a name for your document.
4. Under **Save as Type**, choose **Web Page**.
5. Click **Save**.

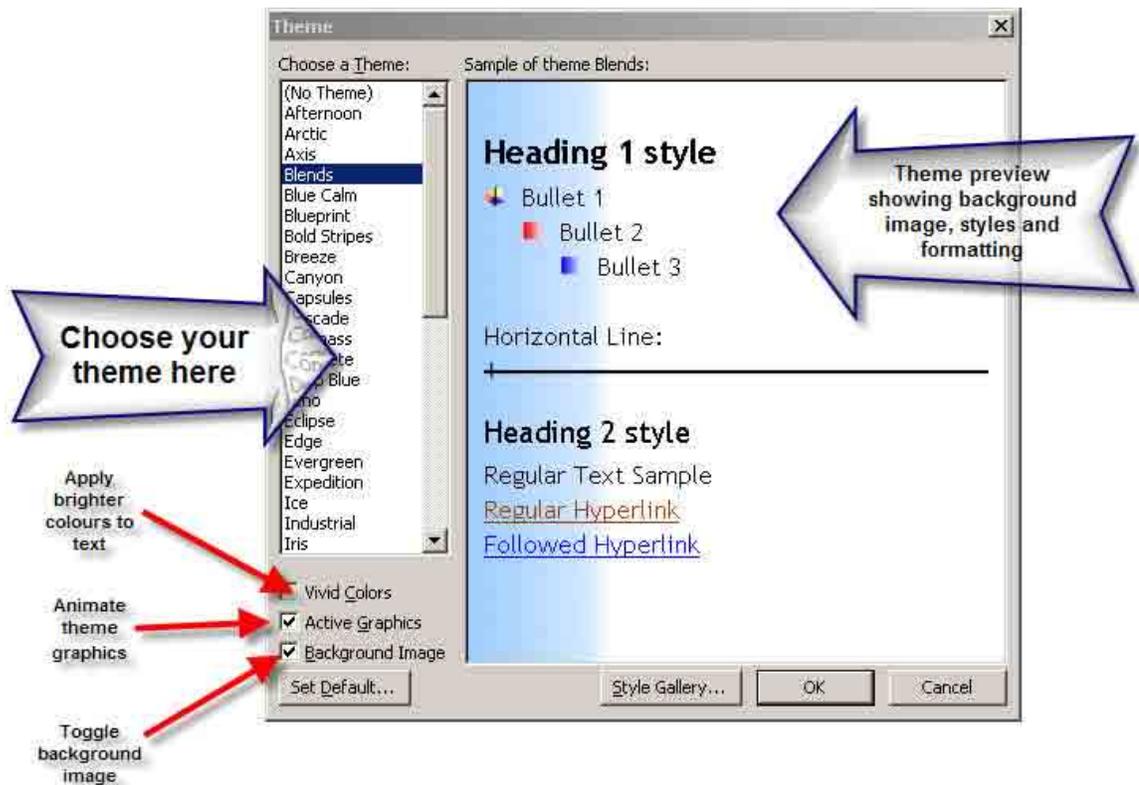


*You can also save existing word documents as web pages. Word will automatically translate all text and images into web compatible format.*

## CHOOSING A THEME

Using a theme will save you a lot of time. Themes already contain web-friendly heading styles, hyperlink colours, and a background image. Some themes also contain animations (only viewable if you open your document in a web browser).

1. Click **Format > Theme**
  - The Theme window will open.



2. Choose a theme in the selection window.
  - You can see what the theme will look like in the preview window.
3. Click **OK**.

## CREATING A NAVIGATION BAR

To create a navigation bar, you'll insert a frame into your document. A frame is a smaller, separate window with its own scrollbar. This is useful for navigation menus because it will always be visible, even if you scroll down in the main window.

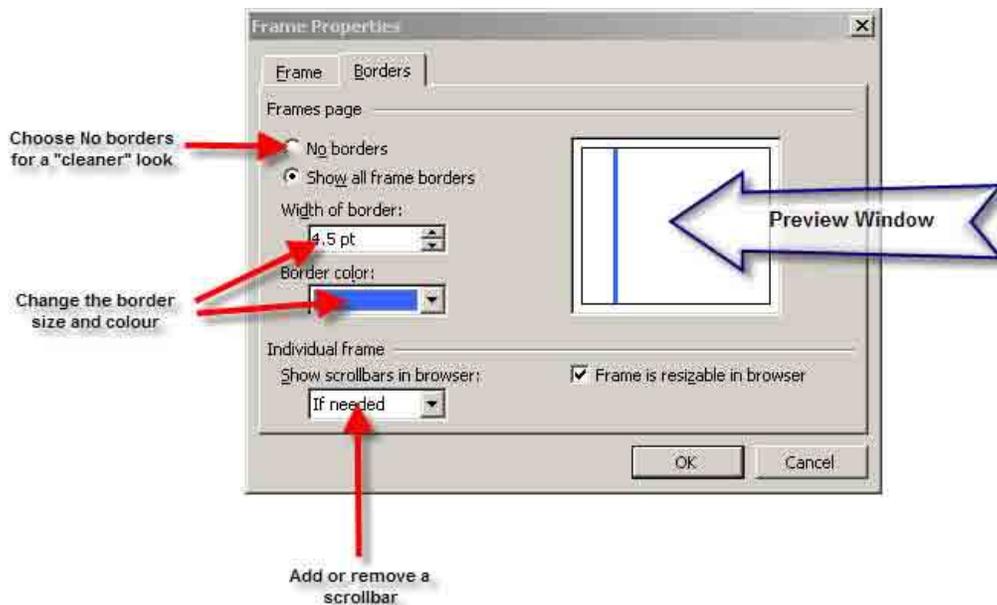
1. Click **Format > Frames > New Frames Page > New Frame Left**
  - A new frame will be created on the left side of your document.

You'll now adjust the size of your frame.

2. Position the mouse cursor over the frame border until the resize icon appears.
3. Hold down the mouse button and move the mouse left or right to adjust the frame's size to your satisfaction.

If you wish, you can change the appearance and properties of your frame border:

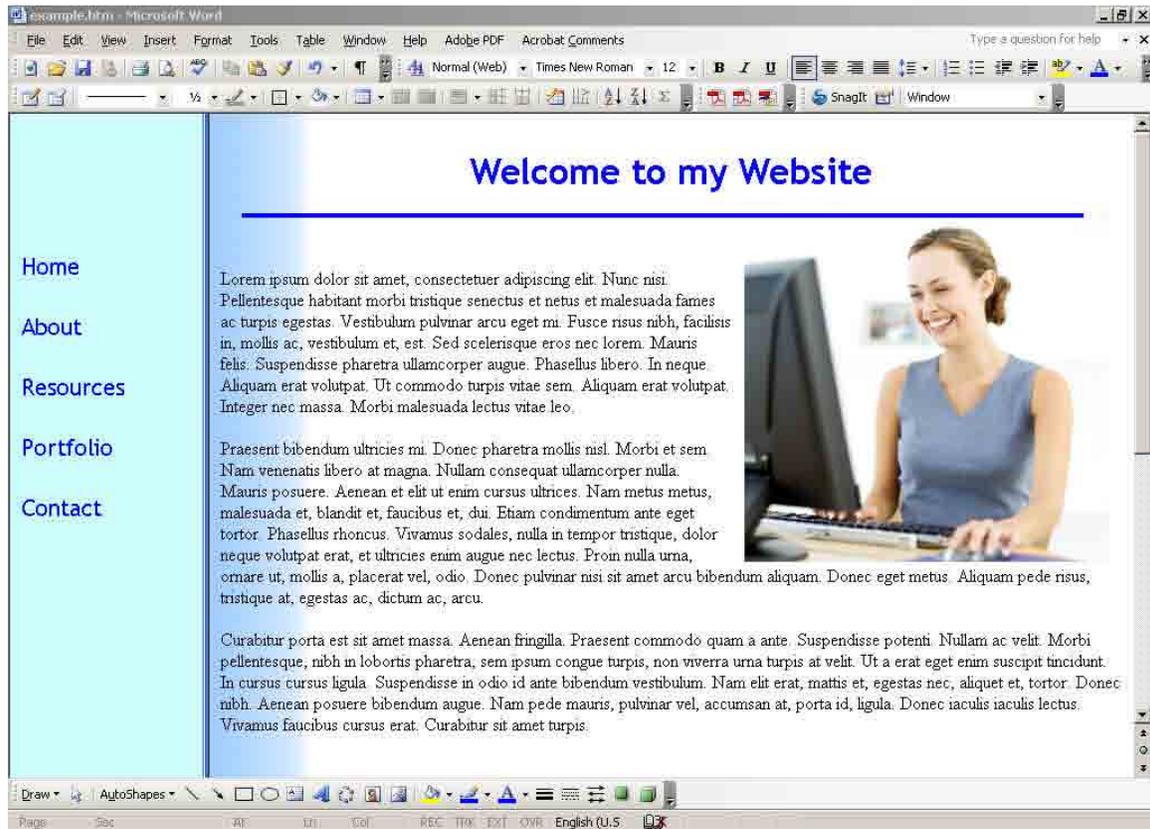
1. Position the mouse cursor over the frame border until the resize icon appears.
2. Right-click > **Frame Properties > Borders**



3. Make whatever adjustments you like, then click **OK**.

## ADDING TEXT AND GRAPHICS

Add text and graphics to your page. Be sure to add some menu items in the frame you created. See the sample document below for some ideas.



If you wish, you can apply the styles and formatting from the current theme:

1. Highlight the text you want to format.
2. Click **Format > Styles and Formatting**
  - The Styles and Formatting sidebar will open.
3. Click on the style you want to apply.



*The frame you created does not have the same theme properties as your main page. Click in the frame and apply the theme again, or choose a new theme.*

## INSERTING HYPERLINKS

You will now insert a hyperlink into your web page. Hyperlinks can link from text or images to other files or web pages, other places in your document, or to emails.

1. Highlight the text or image you want to insert a hyperlink into.
2. Click Insert > Hyperlink
  - The Insert Hyperlink window will open.
3. Click Existing File or Webpage



4. Type in the web URL you want to link to in the address window. You can also select a file from your computer to link to.
5. Click OK.



*Use hyperlinks to snap to major headings. In long documents, use a hyperlink to jump back to the top of the page.*

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