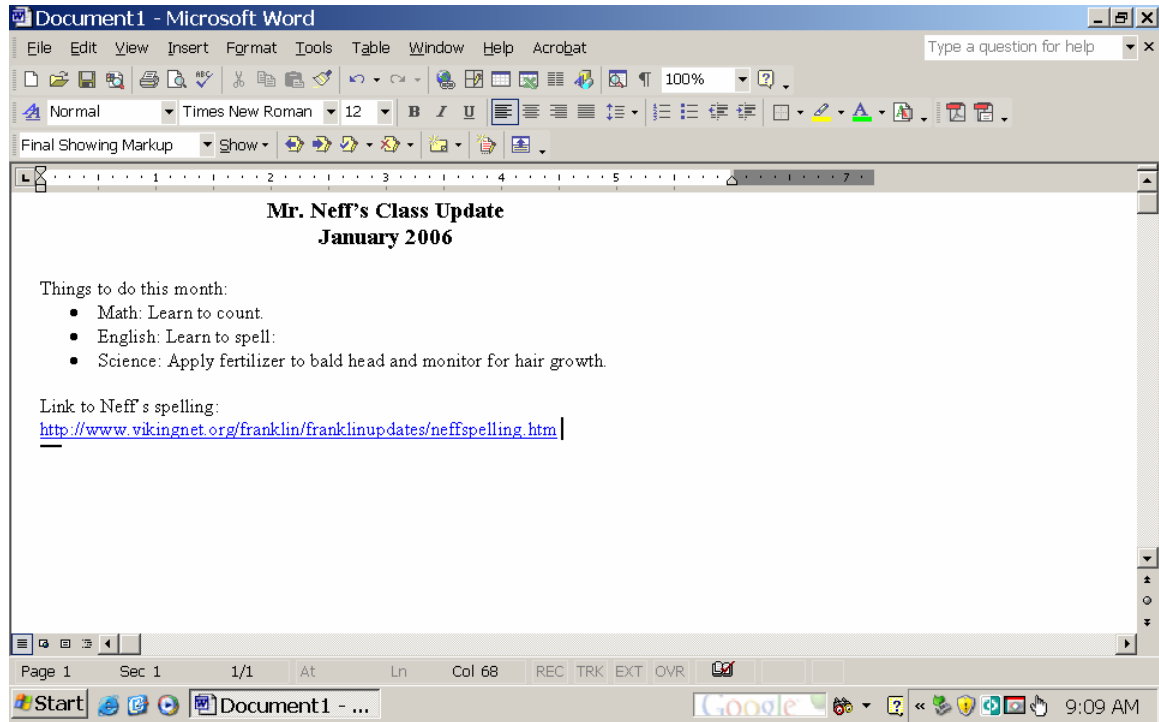


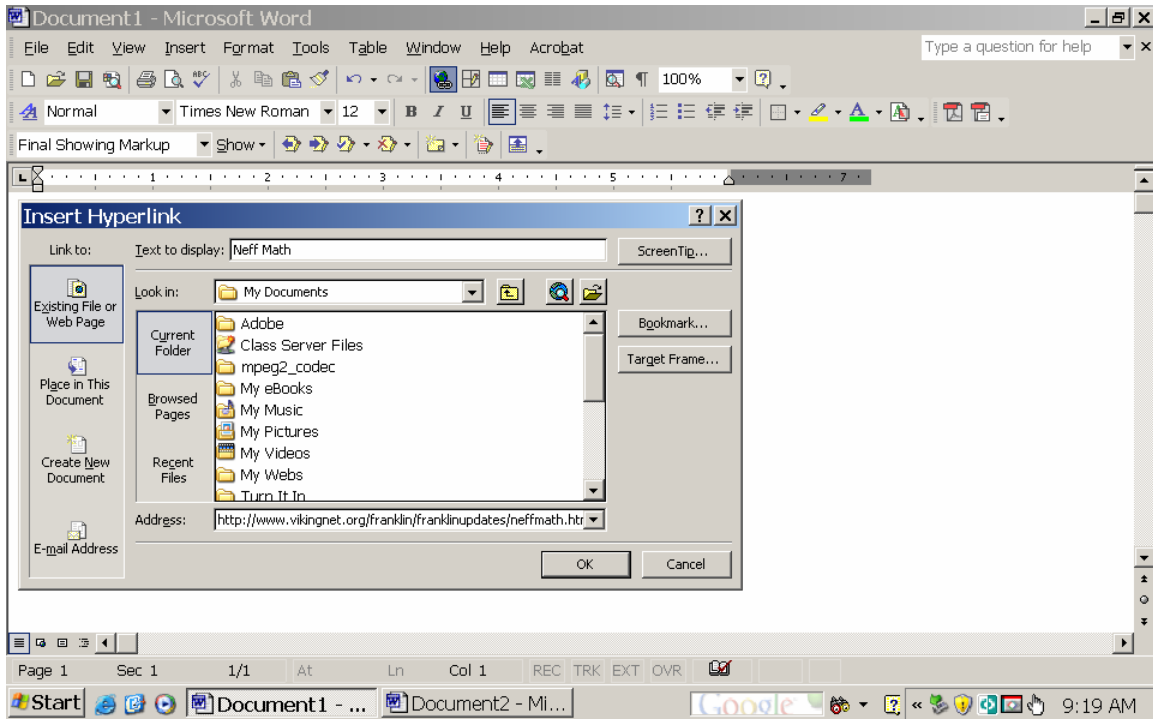
HOW TO SAVE A MICROSOFT WORD DOCUMENT AS A WEB PAGE

1. Create a Microsoft Word document.

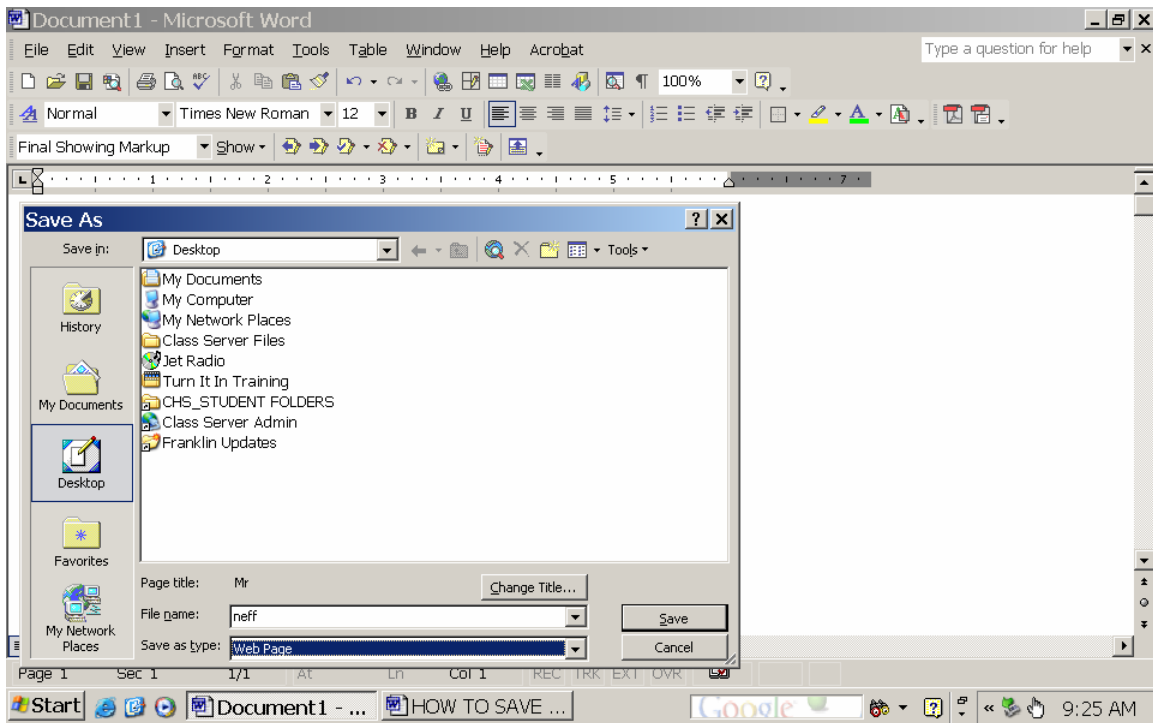


2. Note: If you want to include a link, there are two ways to accomplish this. In each case, you must use the entire web file path as it will be on the web. Do not simply link to a document on your own hard drive.

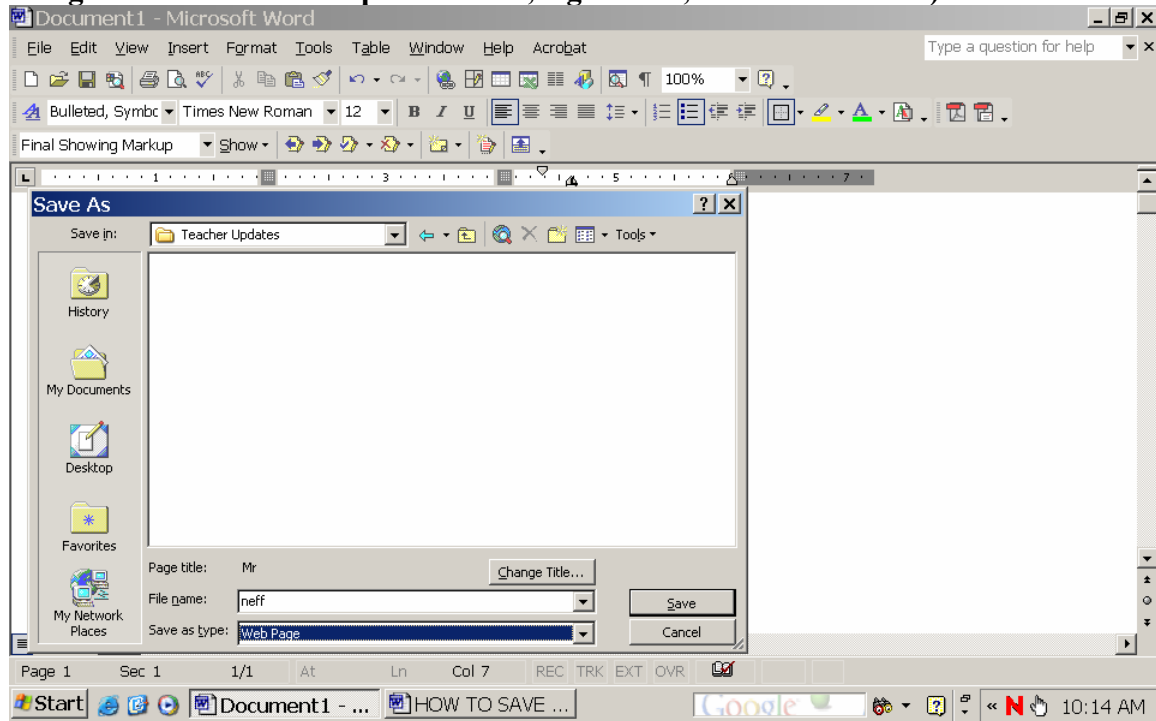
- **Type in the entire path inside the document (as shown above).**
- **Use the Insert – Hyperlink function (either from the Insert menu at the top or the icon that looks like Earth with a chain link under it). Put your cursor where you want the link to appear and fill in both the “Text to display” and “Address” fields. If you do it this way you must still include the entire path (see below).**



3. When you are ready to SAVE your document as a WEB Page, go to File – Save As. In the “file name” field put your last name in lower case. In the “Save as page” field use the drop-down menu and choose “Web page” (or .htm or .html in older versions of Word).



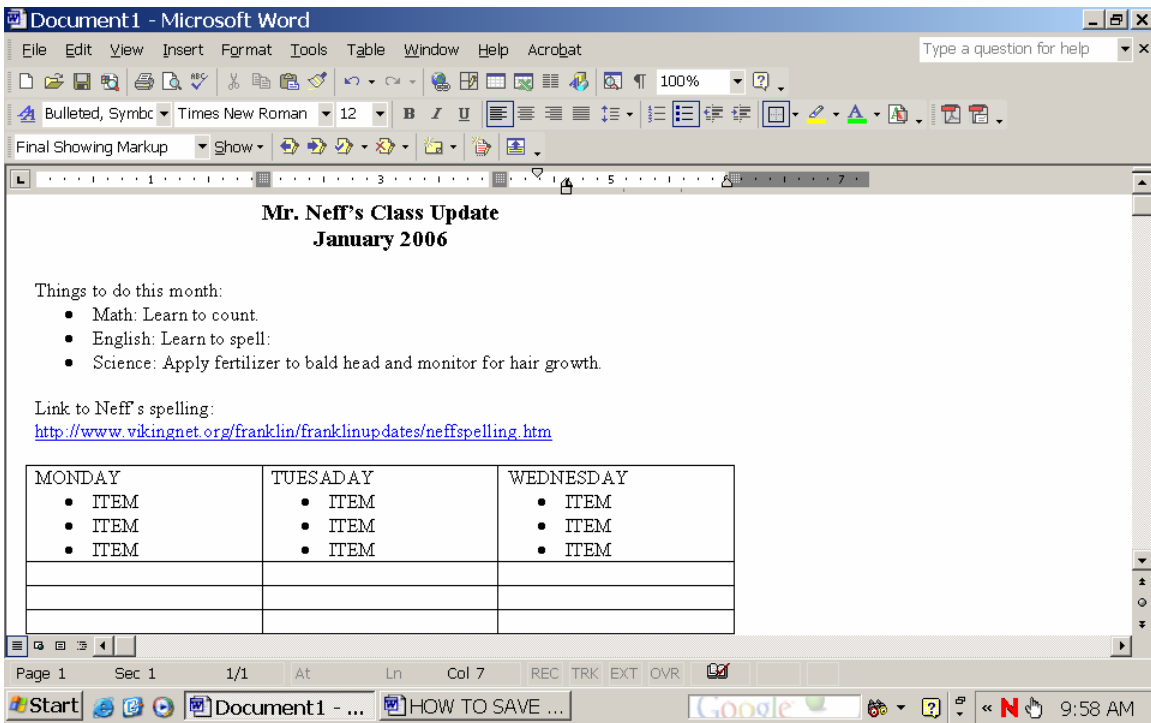
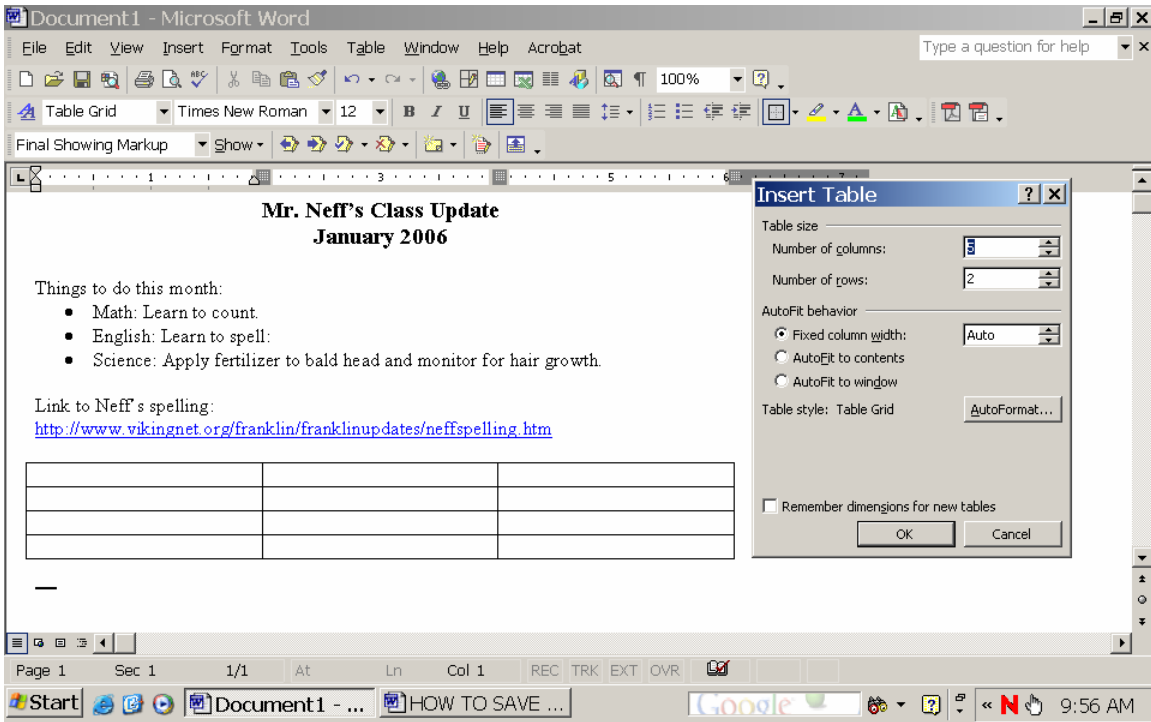
4. Then click File – Save as again and navigate to Staff_data Sfraadm(z) on our network, then click on the Staff yellow folder, then click on the Teacher Updates folder (on the Franklin server - \\Sfraadm\staff_data\Staff\Teacher Updates). Save it in that network folder as a Web page also. (Another way to do this is to right click on the web page you saved to your computer or personal folder, choose Copy, then navigate to the Teacher Update folder, right click, and choose Paste).



Note: It is VERY important to label your file with just your last name all in lower case. This is KEY so Neff can easily replace your files from week-to-week without having to re-link pages each time on the main web. If you have a second page (spelling words for example) just use your last name followed by a keyword – like neffspelling or neffmath.

If you are doing a page as a group (third grade, for example), just label the page thirdgrade. (Alert Neff as to which teachers are involved in the group page so he can link all the teachers to that group page).

5. TABLES: If you want to set up your web page in sections (for a grid, calendar, day-by-day, etc.) you MUST use tables. The Column feature in Word will not translate to the web. To set up a table on your page, use the Table menu at the top of your screen (or click on the Table icon that looks like a page divided into squares). Once you have a table on your page, you can fill in each cell in the grid with whatever items you wish.



6. NO CLIP ART, PLEASE: While you may use colors on your page, please do not insert any clip art or pictures. While clip art makes your page look better, each clip art is automatically numbered by Windows for each page. So, if you put clip art on your page and another teacher puts clip art on their page the numbers Windows assigns will conflict. You may put an elephant on your page but the image that

displays on the web may be another teacher's petunia. The only way around this is for Neff to identify and rename every image for every teacher page, something too time consuming to do.

7. Web Posting: Neff will check the Franklin Teacher Update folder each Monday. The assumption will be if you have a page in the folder you want it to replace the page currently running on the web. Neff will take your new page and use it to replace the old one (that's why labeling by last name - lower case the same way each time is so important).

Problems, questions: jim.neff@cadillac.k12.mi.us, 876-5872.

A copy of this document will be in the Franklin Staff folder in both word and Adobe.pdf formats. The .pdf will also be at <http://www.vikingnet.org/staff> (in the CAPS Tutorials column).