

# Building Web Pages with Microsoft Word

## The Basics

### Getting Started

Open Microsoft Word.

Enter information as usual including photos and other elements.

### Making Hyperlinks to Websites

There are two ways to make hyperlinks:

#### **Option 1: Hyperlink in Text**

Type a web address such as <http://cnn.com> into the text of your document.

Press the spacebar or Enter/Return key.

It will turn blue and underlined.

#### **Option 2: Insert Hyperlink**

Type a word or phrase such as USA Today News.

Select this word so it is highlighted.

Click the Hyperlink tool on the Tools palette. Or,

Pull down to the Insert menu and select Hyperlink.

Enter the web address starting with http:// next in the Link to box such as

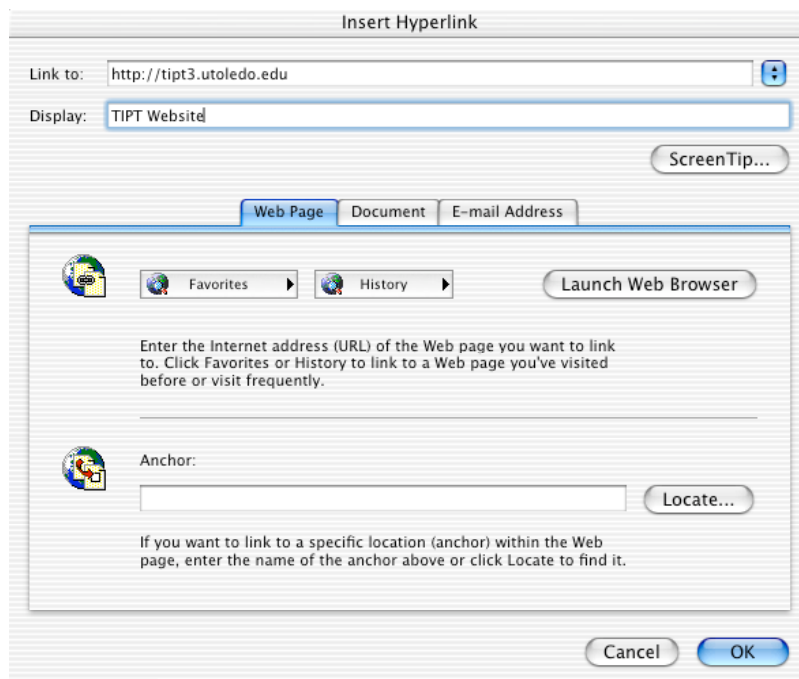
<http://www.usatoday.com>

To avoid typos, copy the URL from the web browser and paste it directly into the hyperlink.

To copy in Mac, use Apple-C. To paste, use Apple-V.

To copy in Windows, use Control-C. To paste, use Control-V.

The words you selected will appear next to Link to.



Click OK.

To locate good hyperlinks in your subject area, go to <http://tipt3.utoledo.edu>

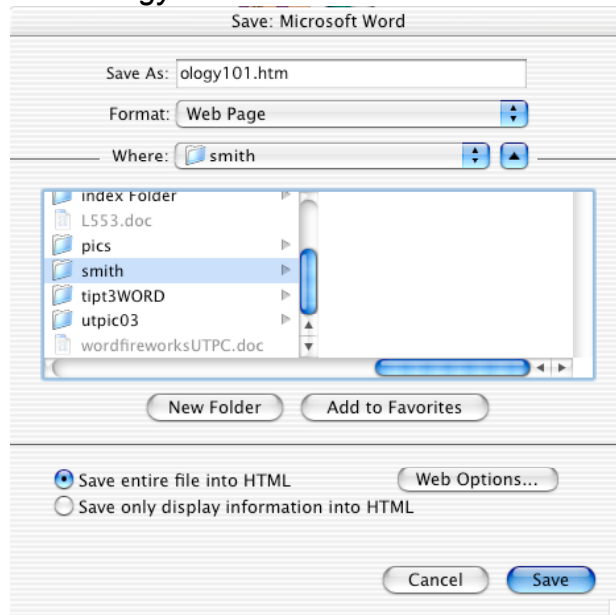
To locate UT logos, go to <http://tipt3.utoledo.edu/logo.html>

### Saving a Document

Open Microsoft Word.

Pull down the File menu, select Save as Web Page.

Locate the folder where you wish to store your project. Or, create a New folder. Use a short name such as lamb for your folder.  
Give your file a name such as *ology101.htm*

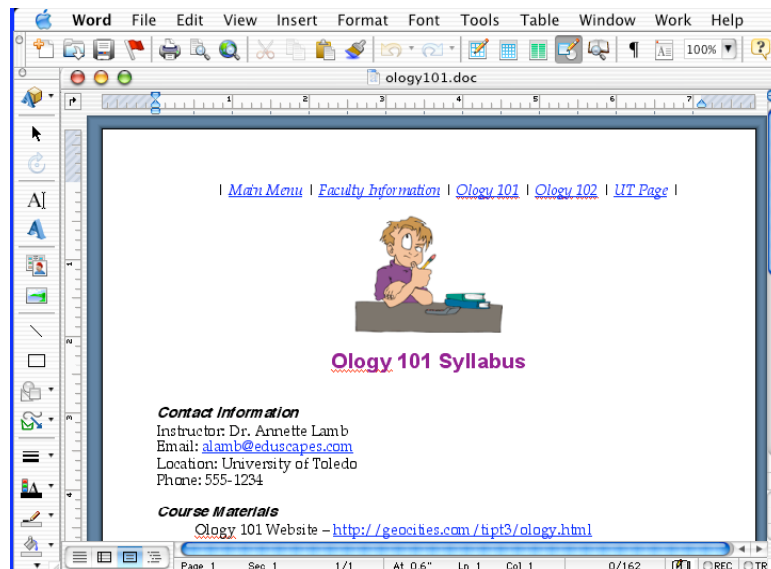


### Connecting Documents

Create a simple menu bar.  
Type the names of the other files such as

| [Main Menu](#) | [Faculty Information](#) | [Ology 101](#) | [Ology 102](#) | [UT Page](#) |

Create hyperlinks to the files you've created such as index.html, faculty.html, ology101.html, ology102.html, http://utoledo.edu

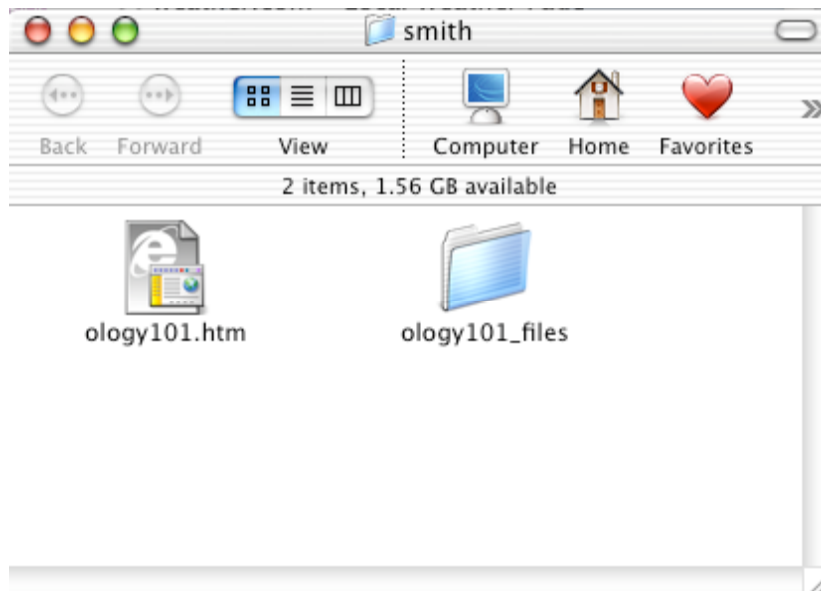


### Viewing an Web Document

Open Internet Explorer.  
Pull down the File menu, select Open File.  
Locate your document such as ology101.htm  
Click Open.  
It will appear on your screen.

## Uploading the Document

When the pages are saved, the system may generate a second folder. This must also be uploaded to the website.



## Other Cool Word Features

### Inserting Comments

Pull down the Insert menu and select insert Comment.

Enter your comment in the space at the bottom of the screen.

### Inserting Movies

Pull down the Insert menu and select insert Movie (use with sound files too).