

CREATE A WEB PAGE WITH LINKS TO DOCUMENTS USING MICROSOFT WORD 2007

For Denise Harrison's College Writing Course students

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CREATE A WEB PAGE USING MICROSOFT WORD 2007

For Denise Harrison's College Writing Course
(Instructions for Word 2003 included)

Before You Start Creating your Webpage:

Create the 3 documents that you will be including as linked documents from your webpage:

- Release Form
- Philosophy Statement
- Reflection

Create these using MS Word and **save as Word 97-2003 documents** (with a **.doc** extension). **Do NOT save them as Word 2007 documents (with a .docx extension)**... docx documents won't open properly after uploading them to the web server!

Better... after creating the documents in Word, **save them as PDF files.**

- If your computer has Adobe Acrobat installed, you can just choose Print then choose Adobe Acrobat as the "printer". If you don't Acrobat installed, you can download a **free PDF maker** from:
<http://www.cutepdf.com/Products/CutePDF/writer.asp>

You will also need to download and install the **PS2PDF converter** free from:
<http://www.cutepdf.com/download/converter.exe>

Follow the instructions on how to create the PDF document available on the above website but essentially, you **PRINT** your document but instead of choosing a printer you choose **Acrobat PDF** or **CUTEPDF** as the "printer".

The PDF will be "printed" as a .pdf file to whatever location you choose... choose your website folder and you've completed the first part... saving your documents into your website folder!

Create a new folder on your jump drive and name it anything you want. For this tutorial we are going to name the folder **website**.

Save all your documents (.doc or .pdf (no docx files allowed) into the website folder that you just created. You must do this before you start constructing your web page and creating links from the web page to these documents.

Open Microsoft Word and Immediately Save it as a Web Page

- After opening Microsoft Word 2007, before you do anything else, do the following:
 - Click on the **VIEW TAB** on the Main Toolbar (at the top) and choose **WEB LAYOUT** from the Document Views Section on the Toolbar.
 - Now save the word document as a web page.
 - Click on the **OFFICE BUTTON** (top left corner of Word Toolbar) then choose **SAVE AS > OTHER FORMATS**
 - In the **SAVE AS WINDOW**:
 - Make sure the *Save as Type* is *Web Page Filtered (*.htm; *.html)*.
 - **Change the Filename to *index.htm***
 - Make sure before you save, that you're saving it into the folder, **website**.

[In Word 2003: Choose **View > Web Layout** then just choose **Save as Webpage** and make the changes in the **SAVE AS WINDOW** as described above]

If you stop and want to reopen and edit the *index.htm* page you just created, you have to open it in MS Word. Double clicking the file will open it in a web browser because it's now a web page. Either open word then open the file in word or right click on the file and choose: **Open With > Word**

Adding Content to the Web Page:

YOU MUST CREATE A “TABLE” TO CONTROL HOW TEXT AND PICTURES WILL BE ORGANIZED ON YOUR WEB PAGE.

It’s not necessary, but it is very helpful to make a quick drawing on a sheet of paper that shows how everything (Page Title, Blocks of Text, Pictures and Links to documents) are going to be placed on your web page.

A hand-drawn wireframe of a web page layout. The page is titled "College Writing I" with a subtitle "essay note". Below the title, there are three columns: "RELEASE FORM", "Philosophy Statement", and "Reflection". The main content area is divided into two rows. The first row has a "Picture" placeholder on the left and a "PROBLEM DESCRIPTION" section with four horizontal lines on the right. The second row has another "PICTURE" placeholder on the left and a "POSSIBLE SOLUTIONS" section with four horizontal lines on the right. At the bottom, there is a section titled "FOR MORE INFORMATION contact:" followed by three lines for "website link 1", "website link 2", and "website link 3".

After creating the drawing you can then draw a large rectangle around all the objects on your page to represent a **Table**, then draw lines that divide the table into “cells” (**Rows and Columns**) which will be needed to position the different elements of your page to prevent wrapping.

Above is an example of a web page laid out on paper. You can use this or create your own layout:

Now you can start creating your webpage

Make sure you're still using the **WEB LAYOUT** view you set at the beginning of this tutorial.

1. Create a TABLE to HOLD EVERYTHING

- Click on the **Insert tab** on the **Main Toolbar**
- Choose **Table**
- To create the table and cells (rows and columns) as seen in the “drawing” above:
 - Drag the mouse cursor over the **Table Layout boxes** to create a table with 2 Columns and 6 Rows.
 - A 2 column, 6 Row table will be created on your page that looks like this....
 - *You should create the number of rows and columns that you need for your layout.*

[In Word 2003: Choose **Table > Insert > Table** then enter the # of Rows and Columns.]

The table will be placed on the left side of the page (Aligned to the Left). You can leave it Aligned to the Left or you could CENTER THE TABLE ON THE PAGE (Recommended).

2. Centering the Table on the Page

- Right click anywhere on the Table
- Choose Table Properties from the drop down box that opens
- Under “Alignment”, click on the CENTER icon.
- The table will move to the center of the page.

Now you need to Merge Columns on some of the Rows to match the layout design you drew when planning your web page

3. Modify the Table's Rows/Columns to match the drawing

- To merge columns on the top row (for the Page Title)
- Click and drag a selection over the left and right columns on the top row
- The “selected cells” on the top row will be shaded.

- Now **Right Click on the shaded cells** and choose **MERGE CELLS** from the drop down box.
- The Top Row now has only one column (or one cell) as shown below

Repeat this procedure for all the rows that you need to merge the cells on that row into one cell.

To match our example page layout drawing, the cells on rows 2, 5 and 6 were merged... one row at a time as shown below:

Congratulations! You now have a Table with Rows and Columns that match the layout you planned. You use these cells to control how Pictures and “blocks” of text are arranged on the page.

But before you start inserting pictures or typing text into the cells, there’s one last thing you should do....

4. “Lock” the Table Width so the Table doesn’t change widths when viewed as a webpage on different computers

- Right click anywhere over the table and choose **Table Properties**
- **In the Table Properties Window**
 - Click on the **Preferred Width check box**
 - Enter “**8**” into the type-in field.
 - Leave the “**Measure**” set to “**inches**” (Don’t choose Percent!)
- The table will resize to 8 inches wide... this is the typical width that will look good in most browsers. It may look too narrow on your computer if it’s set to a really high resolution but don’t worry about that.

5. SAVE!!

- Because you already saved the “Word” Document as a “Web Page”, you only need to choose “SAVE” to save the webpage with the changes you made.
- As a reminder, the webpage you saved should have the filename: **index.htm**


Adding Text

- This is simple: Just click inside the cell where you want to type-in text and type it in. The text will automatically “wrap” within the cell
- Use the toolbar to left, center or right justify the text within a cell, change the font style, size, color, etc.

Adding Pictures

- Click inside a cell
- Choose **Insert > Picture** from the top tool bar
 - The picture will be inserted into the cell where the cursor was positioned.

More than likely, the pictures you insert will be larger than the cell width. If so, the entire table width is also changed beyond the 8” “Preferred Width” that you set up earlier. This needs to be fixed by Resizing the Picture...


College Writing I Demo		
Gary Mote		
Release Form	Philosophy Statement	Reflection
		Problem Description: Asldf asdf haksf asdf asdlkfjhas dfalskjdh faslfh asdfkj asdgf asdf askf asdgf asdfjk asdfkj asdfkj asdjfg asdgf asdgf asdjfg


RESIZING THE PICTURE TO FIT THE CELL

- **Select the Picture** by clicking on it once
- **Click and drag one of the corner “handles” (little blue ball)** toward the opposite corner to reduce the size of the picture.
 - *Do this until the table and cell no longer get smaller as you resize the picture.*
- Click and drag one of the corner handles out from the picture to make it larger.

WATCH OUT!! *If the table starts to get bigger as you make the picture larger, you may have to change the width of the cell holding the picture so the table width stays at 8”. If so, see next step....*

Change the width of columns for a “better fit” of text and pictures

- Position the cursor over the “edge” or “border” between to cells.
- The cursor will change to this: 
- Now click and drag the border between columns to the left or right, up or down if between rows, until it “fits” the picture or text.

College Writing I Demo		
Gary Mote		
Release Form	Philosophy Statement	Reflection
	Problem Description: Asldf asdf haksf asdf asdlkfjhas dfalskjdh faslfh asdfkj asdgf asdf askf asdgf asdfjk asdfikj asdfkj asdjfg asdgf asdgf asdjfg alsdjf as falskjf asd faskf . Aldjf aldkfj alfj asdfasdfkj sadfasf Asldkfjaslkfj asdfj asl;kfj as	

If you want to change the width of one cell independently of the cell widths on other rows

- As you change the width of the border on the third row, notice that the width of the border between columns on the 4th row change as well (and vice-versa).
- To change the width of a cell (and column borders) on the 4th row without changing the width on the 3rd row do the following:
 - Select both cells on the 4th row by clicking and dragging a selection over both cells on that row
 - Right click on the two selected cells
 - Choose **Merge Cells**
 - Right click on the 4th row (now with only one column) and choose **Split Cells**
 - A new border will be created between the two cells on the 4th row which can be adjusted independently of the 3rd row.

To “hide” the borders of a table

- Open **Table Properties** as previously described
- Click on the **Borders and Shading** button
- Choose “**None**” under the **Borders Tab**
- The borders will “disappear”

Suggestion: In Word 2007, to “show” the borders so you can select them and change their position, select **Table Tools > Layout > View Gridlines**. They will appear as dotted lines but will be invisible when viewed as a web page. In Word 2003, the borders remain “visible” as light gray lines but will disappear when viewed as a web page.

Adding a “Background Color” to your Web Page (if desired).


- Choose **Page Layout > Page Color** from the top tool bar. Select a color.
- Watch....If the color is too dark, black text will be hard to read. Change the text color if necessary

Note: You should not add a picture as a background. It generally “tile” and look bad.

Creating Links to your Documents (or Media)

- Type-in text that you will use as a hyperlink to the document or media
 - Select the text, like the words: **Reflection**
 - Right click on the selected text and choose **Hyperlink**
 - In the **Hyperlink Window**, just click on the document that you want to link the selected text to.
 - Note: You should already be inside the **website folder** where your web page is saved when the **Hyperlink Window** opens and the **Existing File or Web Page** button on the left should be selected.
 - The filename of the linked document or media clip will appear in the **Address:** window at the bottom
 - Click **OK**
- **Changing Hyperlink and Followed Hyperlink Text Colors**
Sometimes when you turn text into a hyperlink, the text is hard to see because the color is changed. You can fix this....
 - On the **Page Layout** tab, in the **Themes group**, click **Theme Colors**
 - Click **Create New Theme Colors**
 - Under **Theme colors**, select the colors that you want to use for Hyperlinks and Followed Hyperlinks
 - In the **Name** box, type a name for the new color theme.
 - Click **Save**.

[In 2003: If you want to change the appearance of all text hyperlinks in a document, do the following:]

- Open the document that contains the hyperlinks you want to change.
- On the **Formatting** toolbar, click **Styles and Formatting** .
- Do one of the following:
 - To change the appearance of hyperlinks, in the **Pick formatting to apply** box, right-click the **Hyperlink** style, and then click **Modify**.
 - To change the appearance of followed hyperlinks, in the **Pick formatting to apply** box, right-click the **FollowedHyperlink** style, and then click **Modify**.
 - **Note** If the **Hyperlink** or **FollowedHyperlink** styles do not appear in the **Pick formatting to apply** box, in the **Show** box, click **All Styles**.
- Select the formatting options that you want, or click **Format**, and then click **Font** to see more options.
- To use the modified **Hyperlink** or **Followed Hyperlink** style in new documents based on the same template, select the **Add to template** check box in the **Modify Style** dialog box.
- You can also use **themes** (theme: A set of unified design elements that provides a look for your document by using color, fonts, and graphics.) to change the appearance of hyperlinks and other elements in your document or Web page.

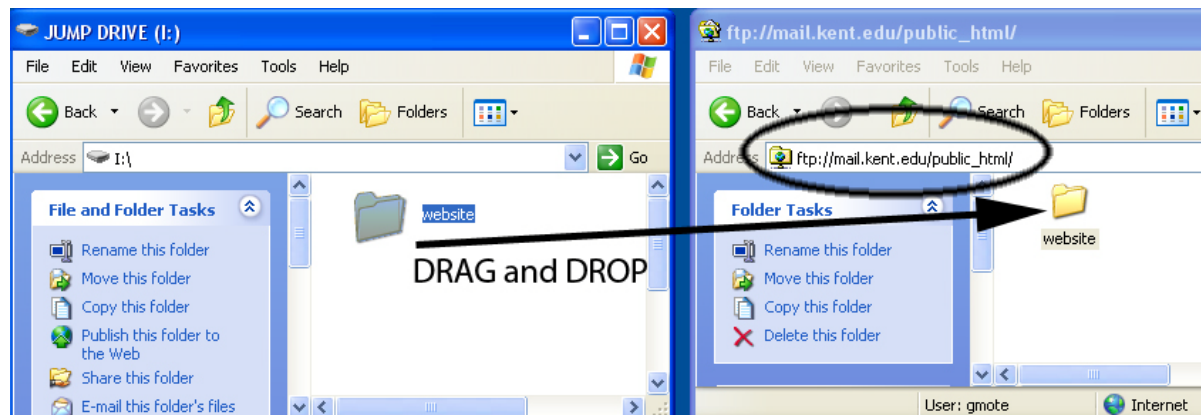
Uploading Your Web Site to the Kent Personal Server

- Open **MY COMPUTER**
- In the Address Bar for My Computer type-in:
ftp://mail.kent.edu/public_html
- Enter your **Flashline User Name** (don't include the @kent.edu)
- Enter your **Password**
 - *You should now be connected to the server and looking **INSIDE** the **public_html** folder on the server. This is where you have to upload your website folder, **website**.*
- **Copy and Paste or Drag and Drop** your website folder, **website**, from you local computer (probably saved on your Jump Drive) to the open My Computer Window.
 - ***Note:** You should close all open word documents (web pages) on the local computer before uploading them to the server. If you don't, you might get an error message when you try to upload.*
- That's it 😊

Your website is now on the server and can be viewed by anyone in the world.... If they know the correct "URL" address to find it. See the next section for viewing your finished page on the web.

The example below shows how you open the **My Computer** window and login to the **Kent Personal Server** then open another window that has your **website folder**, resize them on the monitor so you can see both windows side by side then **drag and drop** the website folder from the Local Computer to the Kent Personal Server.

Notice that the Address bar on the Kent Personal Server shows that you are INSIDE the public_html folder on the “server” ... the Circled Area ...



Your Local Computer
(your jump drive)

Kent Personal Server
(ftp://mail.kent.edu/public_html)

Viewing your Website on the Internet using a Browser

- Open **Internet Explorer** (or any Browser)
- In the Address type-in:
 - **http://www.personal.kent.edu/~yourusername/website**
- Your web page should open in the browser.
 - *Note: If you didn't name your folder, **website**, then you would replace the word “website” at the end of the above URL address with whatever word you used for your folder.*
 - *If you didn't name your webpage, **index.htm**, then it will not open either. If you named your page anything other than **index.htm** (all lower-case letters), you will have to add that filename to the end of the URL, after folder name/*