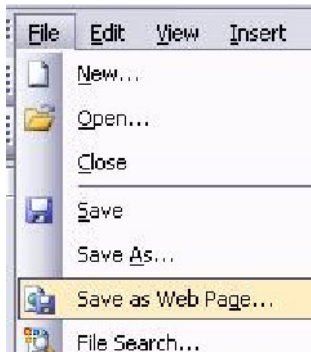


Word



Word is one of the easiest programs to create a website in.

All you have to do is add your content and then select:
'File' > 'Save as Webpage'

(or **'Save as HTML'** if you have an older version of Word).

That is all – if you want a little more detail, read on...

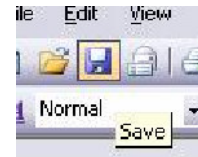
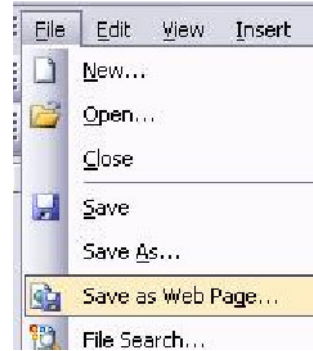
Important notes

- ✓ Most people make mistakes with their **hyperlinks**. When you save a Word document as a Web Page the filename ends **'html'**. To create a hyperlink you must have a page to link to!
- ✓ So to link your **homepage** (perhaps called **'index.html'**) to a page with contact details (perhaps called **'contact.html'**) you must create the contact.html page first!
- ✓ As with all websites, it is vital you keep things organised. Create a new folder to store all your pages in – this will help you keep control of your site.
- ✓ When you save your files, use filenames that are clear and simple. For your homepage use **'index.html'** or **'homepage.html'**. If you have an information page, call it **'information.html'** – and so on!
- ✓ Try to avoid using spaces in filenames – some **web servers** do not like spaces. Use the **underscore** character – so call it **'main_page.html'** rather than **'main page.html'**.

Create your site

Create the homepage

1. Load Word
2. Type 'homepage'
3. Press 'File' > 'Save as Webpage' or 'Save as HTML'
4. Save your page as 'index.html'
5. You'll see that the page changes – it doesn't look like a normal Word document – you are now in 'outline mode'
6. Just add some additional text – try typing 'This is my homepage'.
7. Save your work – here you just press 'Save' or click the disk icon – Word will remember you've already saved your document as a webpage.



Create the other pages

1. Remember (see the important notes) that to add a **hyperlink** you need to create the page you want to link to.
2. We can create our four pages simply by copying the one we've already made.
3. Delete the 'homepage' text and type 'Information page' [or whatever you want this page to be].
4. Press 'File' > 'Save as Webpage' or 'Save as HTML'
5. Save your page as 'information.html' [or a clear name for whatever you want this page to be]
6. Now add some additional text – for example 'This is my information page – another page of my site'
7. Save your work.

THINK: We can now create a **hyperlink**. This is because we now have two pages! The next steps show you how to link from this page back to the homepage.

8. A **hyperlink** can be added to text or images. Here we are going to use both to make the pages nice and clear.
9. Type 'Link to homepage' underneath your text.
10. Insert a picture - you might have been given an image to use such as a house or logo.



Link to homepage



11. Highlight both the text and your image.

12. You can now insert a hyperlink. There are lots of ways to do this – one of the easiest is to press 'Insert' > 'Hyperlink'

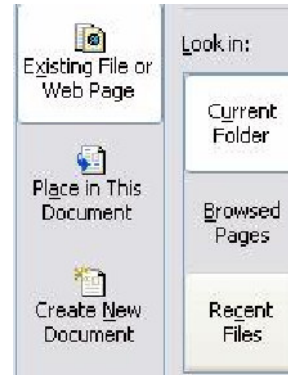


13. Now see what you can do. You need to link to your homepage, the one we called '[index.html](#)'.

If you think carefully you'll be able to find your file without any problem at all.

Try '**Existing File or Web Page**' or '**Recent Files**'.

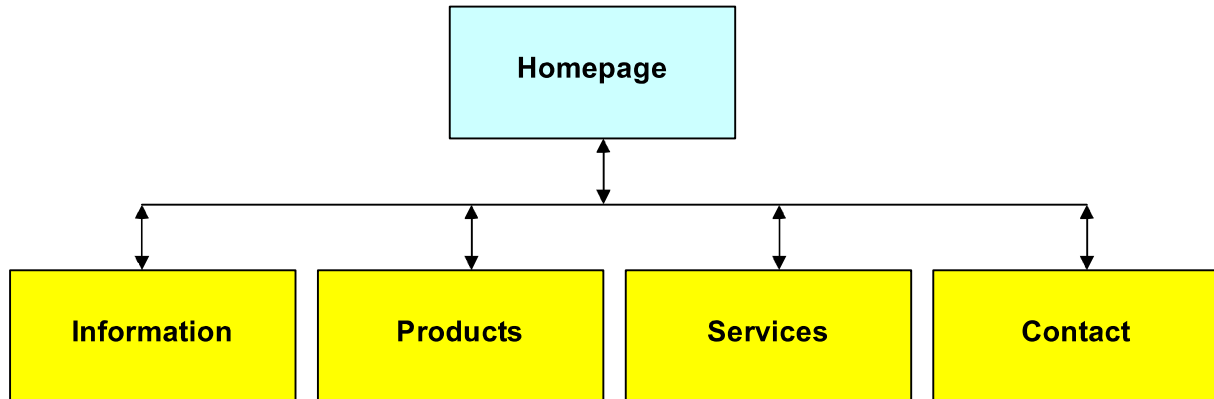
When you have found your homepage file, just select it and press '**OK**'. You have now created your **hyperlink!**



14. You have now created your homepage ([index.html](#)) and one additional page (in the example – [information.html](#) – but you have probably called it something else).
15. To create additional pages, just save your page as something else. As you've already created the **hyperlink** back to the homepage it will already be there!
16. Save your current page.
17. Now you need to make a copy of the current page to use for a new one. Press '**File**' > '**Save as Webpage**' or '**Save as HTML**'.
18. Call the new page '[page2.html](#)' [or a clear name for whatever you want this page to be]
19. Edit the text on the page – change the text to what you need. For example, where it say 'Information page' change this to 'Page 2' [or whatever your second page is called....]
20. You now have your homepage and two additional pages. To create additional pages, just repeat steps 15 – 19. Each time you want a new page, save the current one with a new name. Simple!



The only thing you haven't done yet is create the links from the **homepage** to your four other pages. You now know how to create **hyperlinks** – so try and do this yourself!



Hints:

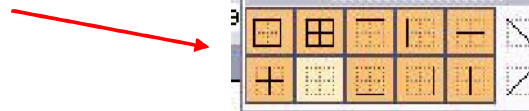
- ✓ Just open up your homepage ([index.html](#)) and then add the hyperlinks in....
- ✓ One clever way to make your page look clearer is to use an invisible table.



- Press the **'Insert Table'** button
- Drag your mouse to create a table four cells wide and one cell high
- Now add your links (text, images whatever your design needs) to the table.



- Add your **hyperlinks** as you did before – highlight and select **'Insert' > 'Hyperlink'**
- Finally, make the table 'invisible' - highlight the table, click on the drop-down arrow by the 'border tool' and click the option to make it invisible.



- ✓ Now try your pages out – press **'File' > 'Webpage Preview'** to see your homepage and check all your hyperlinks work.