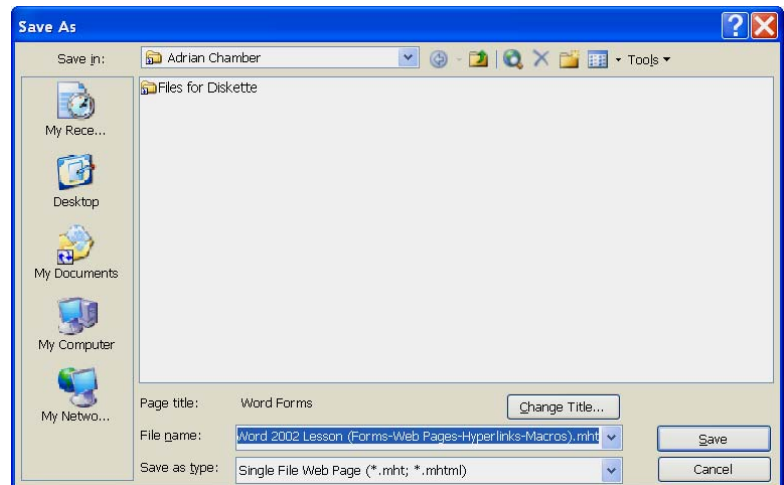


Creating a Web Page from a Current Document

When working with Word documents, it is possible to create a Web Page from a document that was created as a regular Word document. For instance, this document could be converted from a Word document to a Word Web Document by completing the steps below:

- ❖ Click **File** on the **Menu Bar**.
- ❖ Choose **Save as Web Page**.
- ❖ The **Save As** dialog box will appear.
- ❖ In the **Save In** drop-down list choose a location for storing the Web page.
- ❖ To create a new folder to store the Web page information in, click the **Create New Folder** button.
 - This is the third button from the right on the **Save As** dialog box toolbar.
 - This is the recommended option for saving the Web page



- ❖ Input an appropriate name for the folder.
- ❖ In the **File Name** text box, input a name for the document.
- ❖ **Web Page (*.htm *.html, *.mht, or *.mhtml)** will appear in the **Save As Type** list.
- ❖ Click the **Change Title** button.
- ❖ In the dialog box, input an appropriate title for the page. This is the title that will show on the Web page.
- ❖ When all the changes have been completed, click the **Save** button.
- ❖ The document will appear as a Web page in the window.
 - The document will have one of the extensions mentioned previously.
 - This can be seen in the **Title** line at the top of the window.
- ❖ Close the document or continue to work on the document.
- ❖ When the **Save** button on the **Standard** toolbar is clicked, the Web page will be updated.