

Creating a Web Page from a Template

It is possible to create a page using a Template. A template is a document that contains all the attributes needed to create a document such as font type, color, and size as well as margins. There are several templates provided with the Word program. To create a Web page using a template:

- ❖ Click **File** on the **Menu Bar**.
- ❖ Click **New**.
- ❖ The **New Document Task Pane** will appear.
- ❖ Click the **On my computer** link under **Templates**.
- ❖ In the **Templates** dialog box, click the **General** tab.
- ❖ Click the **Web Page** template icon.
- ❖ Click **OK** to create the selected Web page.
- ❖ A new blank page will appear.
- ❖ The **Title Bar** should display in **Web Layout** view.
- ❖ The **New Page** button will change to a **New Web Page** button.
- ❖ An alternative way to create a new blank Web page is to click the **Web Page** link under **New** in the **New Task Pane**.
- ❖ Once the Web page has been created, just add the desired material for the page.
- ❖ Once the material has been added, save the page in the same way that you would save any other document.

