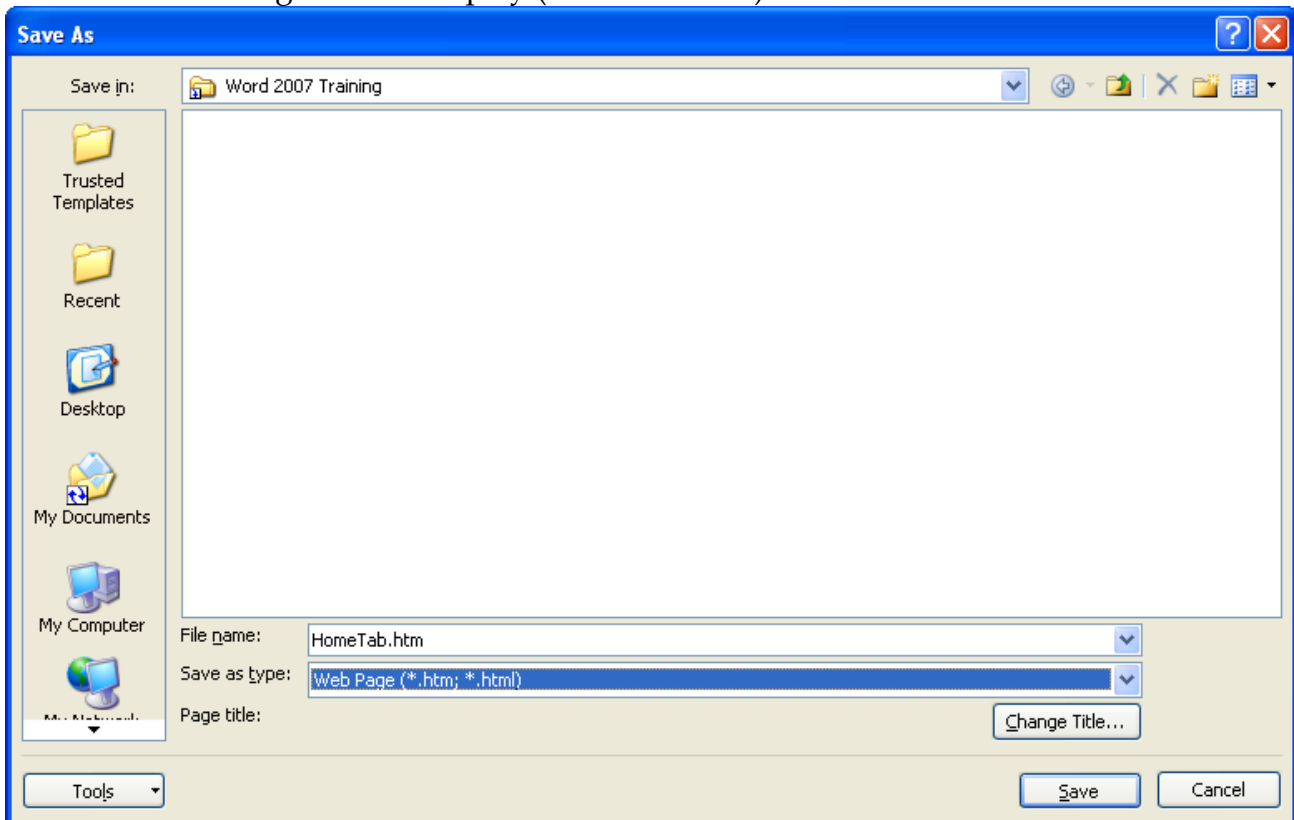


Saving a Document as a Web Page

Word provides the tools necessary to create and save a document as a Web page. When the document is saved, it is formatted as a Web page document. Saving the document as a Web page means that the document can be viewed on almost any Web browser. Once a document has been created, you might want to save it as a Web page and then publish it to the Web in order to view it in a Web browser. To do this:

- ❖ Open the document in Word.
- ❖ Click the **Office Button**.
- ❖ Move the mouse pointer over the **Save As** option.
- ❖ In the list that appears on the right, click the **Other Formats** link.
- ❖ The **Save As** dialog box will display (see illustration).



- ❖ In the **Save As** dialog box:
 - Click the **Save As Type** arrow.
 - In the list that appears scroll down to locate one of the following:
 - Single File Web Page (*.mht; *.mhtml).
 - Web Page (*.htm; *.html).
 - Click the **Look in** arrow to locate the folder where the presentation is to be stored.
- ❖ Click **Change Title** to change the title of the Web page.
- ❖ Type the new title in the **Page Title** box (see illustration).
- ❖ Click the **Save** button to save the document to a folder.

