

Using the Web in Mathematics – Foundations Course Website Creation Using MS Word 2000

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Overview: Word-processing software such as Microsoft Word 2000 and WordPerfect have a Save as Web Page option that allows you to save documents as html files. Thus, any files that you create using MS Word or WordPerfect can be modified, saved as html, and posted as pages in web sites. If you are already familiar with Microsoft Word 2000 or other word processing software, you are ready to create web pages even if you do not know html. This handout will focus on the basics of how to turn existing MS Word 2000 documents into web pages and how to create both individual web pages and web sites using MS Word. Our examination will include the use of templates, adding content to pages, adding hyperlinks, pictures, and clipart, and the use of tables to organize and to format both text and graphics. Our examination and discussion will assume that the reader is familiar with creating files using MS Word 2000.

Creating a Web: A web is the folder in which we save the pages that make up a web site. It is important to collect the pages of the web site in the same folder so that we can maintain the original pages in the web site and post the pages on the server. Trying to edit web pages that are posted on a server makes the page inaccessible to those who access the web site. In addition, it is easier and quicker to edit the web page saved on the computer's hard drive or on a disk and then post the modified file to the server than it is to try to edit web pages on the server.

We create the web in the same way in which we create other folders: we can create the folder using the Windows Explorer, when we save a document, or when we create a new document. Here, we will create our web folder when we save our first web page.

Saving Existing MS Word Files as Web Pages

Suppose we have a MS Word document, for example, a course handout that we want to post on a web site. To save any file as a web page, we select left-click the *Save as Web Page* option on the *File* menu.

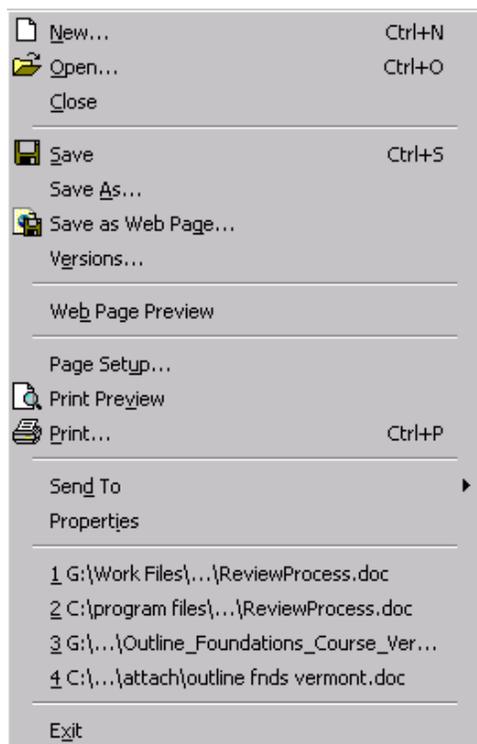


Figure 1: The File menu

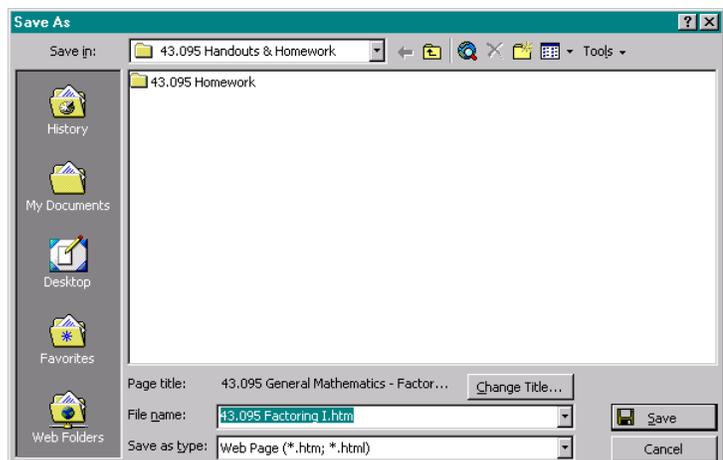


Figure 2: The Save As dialog box displays a Web Page file type since we selected the *Save as Web Page* option on the File menu.

This generates the *Save As* dialog box with a file type of Web page. As with any MS Word document, we select the folder into which we want to save the file, we enter the desired file name, and left-click the *Save* box to save the new web page. However, with a Web Page file type, the dialog box displays a file title and a *Change Title* box. If

we enter the document title using the *Properties* option on the *File* menu prior to saving the document as a web page then this title will be displayed as the page title. If we have not

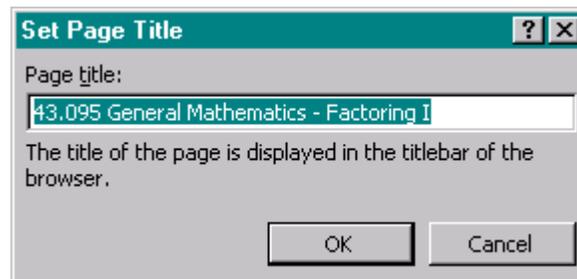


Figure 3: The Set Page Title dialog box.

entered a document title then we can left-click the *Change Title* box and enter a title for the page; after entering the desired page title, we left-click the *Ok* box.

The document title for an MS Word document will be used as the page title when the document is saved as a web page. If we do not enter a document title by setting the page properties (easily done using the *Properties* entry on the *File* menu) then, by default, MS Word will use part of the first line of the document as the document title. The page title, displayed at the top of the browser window, helps the user to identify the page (s)he is examining for the browser history listing (*Go for Netscape*) and for the bookmarks/favorites that are saved.

Filenames: Another complication of which we must be aware for saving web pages is the use of long file names and file names that contain spaces. Long file names for web pages make it more difficult for the user to access the page by typing the web page address in the web browser. In addition, some servers restrict the length of the web page name. Url's that contain spaces cannot be entered in the web browser and some servers will not save documents for which the filename contains spaces. Servers that permit documents with filenames containing spaces display %'s and 20's in place of the spaces as the document address in the browser. So, if we want to simulate a space in a document address it is best to use an underscore (_) rather than a space in the filename.

Formatting: The major complication in using MS Word to create web pages is that most special formatting is not supported in HTML, and thus, will not be preserved when the document is saved as a web page. In particular, columns are not preserved when a MS Word document is saved as a web page (as html).

If the file contains any formatting from columns that we want to keep, we must replace the columns with tables; tables are preserved when the file is saved as a web page. To create columns for a web page, we create a table and enter the information in the cells. As with any MS Word document, we can align the information within the cells of the table and set the background colors for the individual cells of the table. If we want to display the columns rather than the table, we can set the table properties so that the table borders are not displayed. To control the table size, we can manipulate the table as it appears on the screen as we would ordinarily when editing a MS Word document or we can set the row height and column width for the table by changing the table properties.

The default alignment for tables and graphics for which the page alignment has not been set is flush left. If we want to center a table or a graphic on a page, we must set the page alignment. If we want to format a page so that a graphic appears using an alignment other than left, center, or right, we can set up a table without borders and paste the graphic into an appropriately located cell within the table.

The left align, right align, centering, and full justifying are preserved when the document is saved as a web page as are single, 1.5, and double spacing. However, headers and footers are not preserved. If we want to preserve information that was originally displayed in the header and/or footer, it is best to copy, cut, and paste this information at the top (for header) and/or bottom (for footer) of the document *before* saving the file as a web page.

To illustrate formatting changes that can arise when saving an MS Word document as a web page, let us examine what happens to a file that contains columns; for our example we will use one of the author's course handouts.

As we see in the Figure 4 below, the MS Word file contains a three and four column format. In addition, the file contains numbering/lettering as well as a table containing a course number and handout title at the top of the page. The equations are all “numbered” and equally distributed in columns on the page.

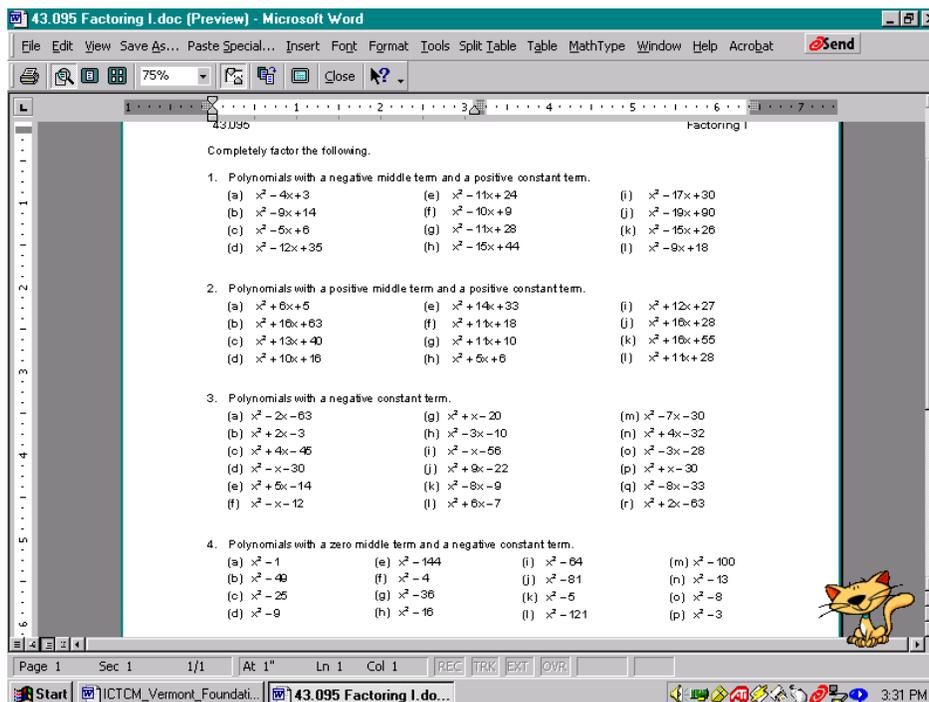


Figure 4: Print preview for an MS Word document using three and four column formatting.

To save the file as a web page, we select the *Save as Web Page* option on the *File* menu. Using the *Save in* drop down menu at the top left of the *Save As* dialog box, we can select the location of the folder in which we want to

save the web page. To create a new folder, we left-click the *Create New Folder* icon, , and enter the name of the new folder in the *New Folder* dialog box. Here, we name the new folder *My_Word_Webstuff*; notice the use of the underscore instead of spaces. After we enter the name of the new folder, we left-click the *Ok* box.

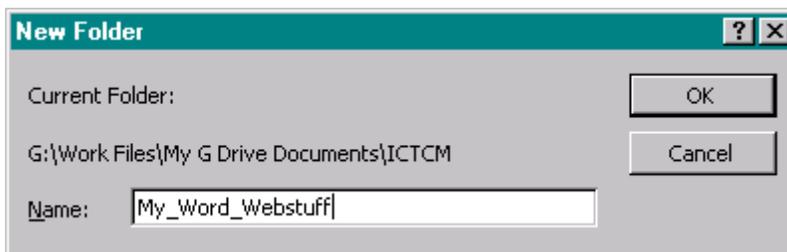


Figure 5: The *New Folder* dialog box.

Since the filename of the original document, 43.095 Factoring I.doc, contains spaces, we should rename the document. At the very least, we should replace the spaces with underscores, 43.095_Factoring_I.htm. As previously discussed, we can change the title of the document by left-clicking the *Change Title* box, entering the new title in the *Set Page Title* dialog box, and left-clicking the *Ok* box.

So, in Figure 6 below, we see that we are saving our file as a web page in the folder *My_Word_Webstuff* with the filename 43.095_Factoring_I.htm, and the page title for the document is “43.095 General Mathematics – Factoring I”. The htm extension on the filename indicates that the document is being saved as HTML, a web page. We left-click the *Ok* box to finish saving the document.

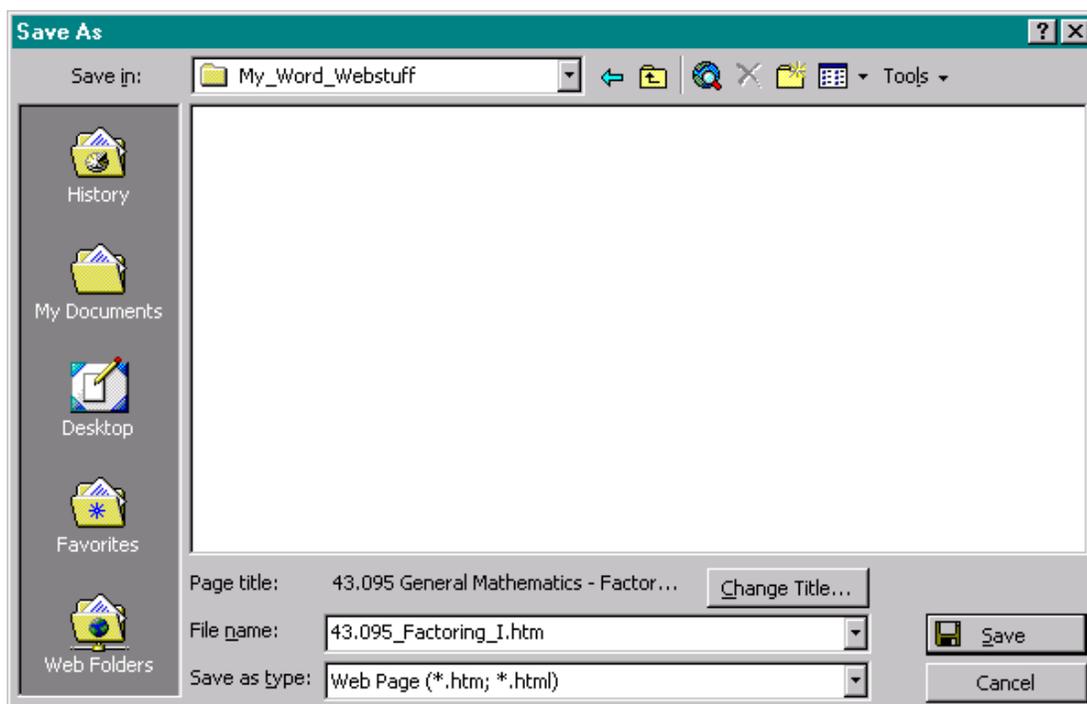


Figure 6: The Save As dialog box.

After left-clicking the *Ok* box, an information dialog box appears providing information about some features that are not supported by web browsers. In this case, the dialog box appears due to the equation gifs present in the document. To finish saving the document, we left-click the *Continue* box.

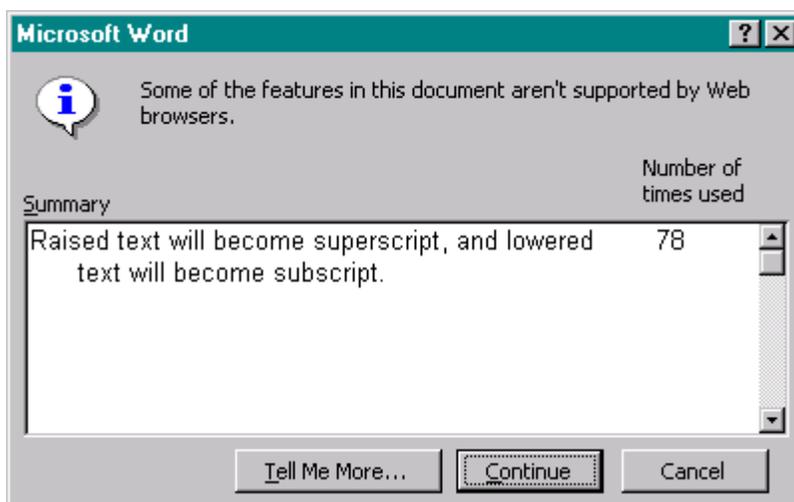


Figure 7: An information dialog box that appears.

The new document window, displayed in Figure 8, shows the changes to the file. While the table containing the course number and handout title, the equation gifs, and the numbering were preserved, we see that the columns were not preserved. In place of the beginning and ending of column sections, we see “Section Break (Continuous)”. In addition, there are returns at the ends of each the column groupings.

If we want to create the columns again, we must put the equations into tables. If we decide not to add the tables, we should correct the line spacing so that the equations are equally spaced and do not overlap when displayed in a web browser.

It is worth mentioning that if the table containing the course number and handout title had not been previously centered on the page, the table would now be aligned at the left-hand side of the page.

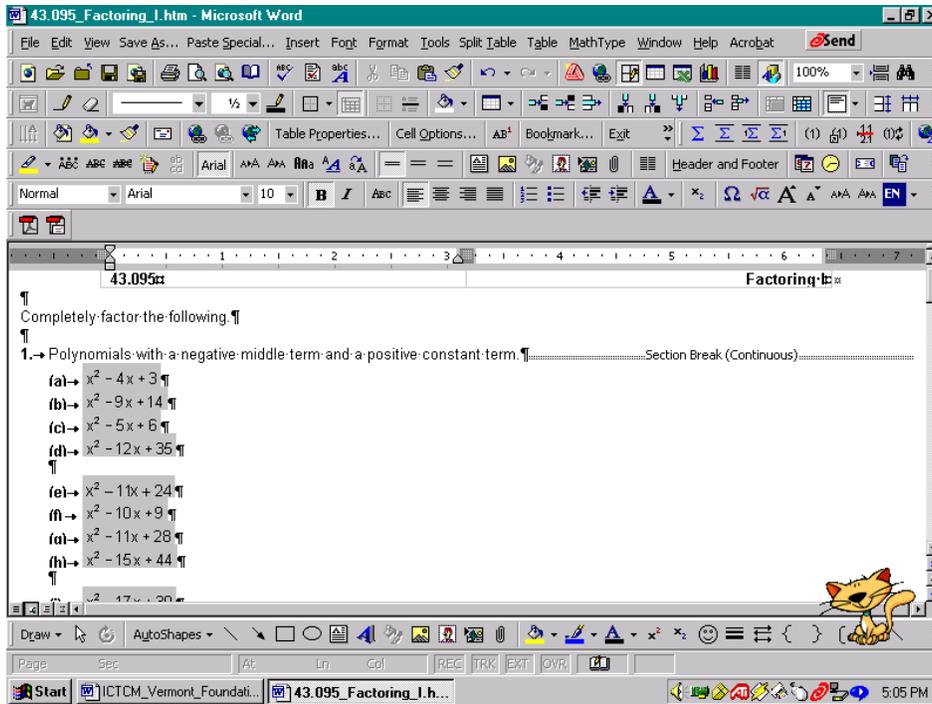


Figure 8: The new HTML document.

Preview in Browser: To view the new document in a web browser window, we left-click *Web Page Preview* on the *File* menu or left-click the *Web Page Preview* toolbar button, .

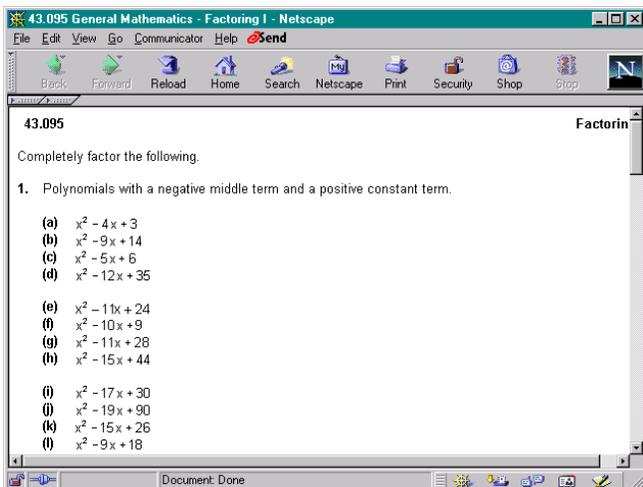


Figure 9: The top of the new web page displayed in the web browser.

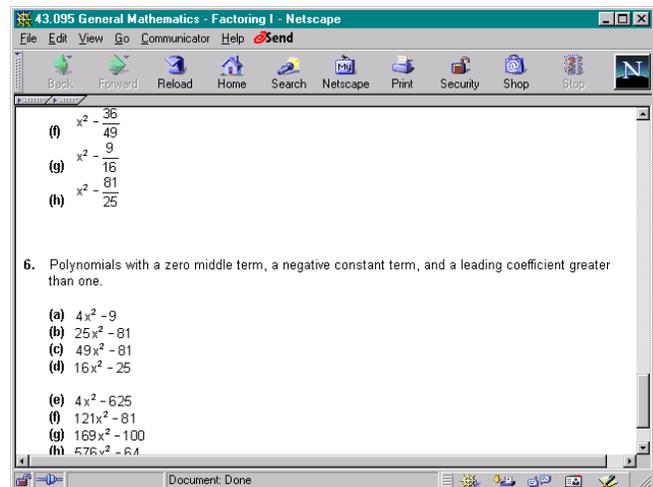


Figure 10: The bottom of the new web page displayed in the web browser.

Figures 9 and 10 display the handout's appearance as displayed in Netscape. We see that some of the lines appear to be rather close together and we see the presence of extra lines. To improve the appearance of the file when displayed in the web browser, it would be desirable to correct the spacing. In order to post the handout in its original format on the WWW, we can either enter the equation gifs in the cells of appropriately formatted tables or we can save the MS Word document as a pdf file using Adobe Acrobat. Using Adobe Acrobat allows us to save the original MS Word document in a format that can be viewed and printed in its original format using a web browser.

Creating Hyperlinks And Bookmarks

When we enter a URL, MS Word automatically turns the URL address into an active hyperlink in the file in the same way in which the program turns an email address into any active email hyperlink. For example, when we type the author's URL, <http://www.frc.mass.edu/smabrouk>, or her email address, smabrouk@frc.mass.edu, MS Word automatically creates the associated *active* hyperlinks; when we position the cursor near either of these the arrow automatically becomes the pointing finger and a text box displays the URL and the *mailto* email address for each, respectively.

In addition to entering the exact URL or email address, we may want to create a hyperlink to text. For this example, let us use another of the author's handouts, a course syllabus, and let us create a hyperlink from the author's name at the top of the syllabus to her web site. First, we save the file as a web page. Again, we must be careful to use a filename that does not include spaces, we should make sure that the document has a page title for display in the web browser, and we should save the document in our web. Next, we select the text for which we want to create a hyperlink, here, Dr. Sarah L. Mabrouk. After selecting (highlighting) the text, we can right-click on the text and left-click on the *Hyperlink* entry on the popup menu, left-click the *Hyperlink* entry on the *Insert* menu, use the Ctrl-K keyboard shortcut, or left-click the *insert hyperlink* button, , on the toolbar.

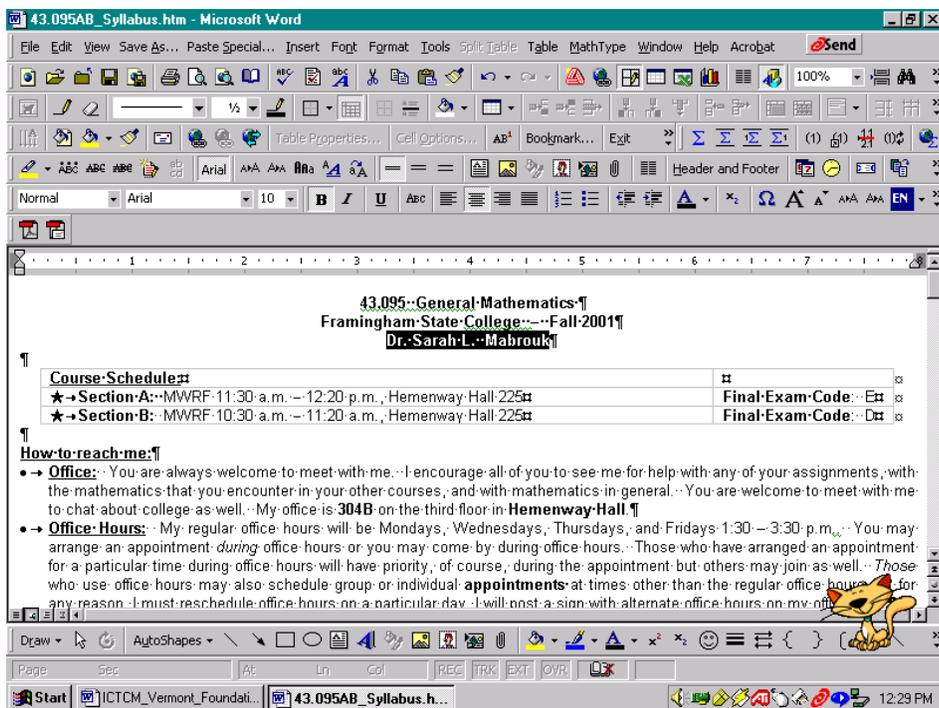


Figure 11: The selected text for the hyperlink.

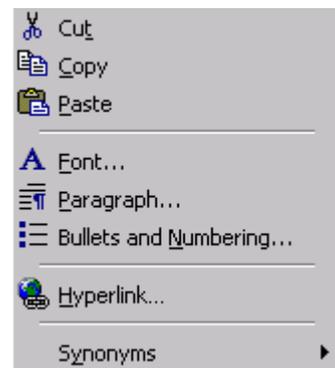


Figure 12: The popup menu that appears when we right-click on the highlighted text.

In the Insert Hyperlink dialog box, Figure 14 below, we can change the text for the hyperlink, and enter the URL for the hyperlink. We can enter a URL for an external web site as we have here for the author's web site or we can enter the address of a file within our own web site. The *File* and *Web Page* buttons in the dialog box allow us to browse for a particular file or web address if we cannot enter the exact hyperlink at the *Type file or Web page name* line. To complete the hyperlink, we left-click the *Ok* box. At this point, we see that the selected text is now blue and underlined – the standard format for a hyperlink since we have not changed the color and hyperlink scheme.

Let us now insert from this syllabus to the previous handout. To begin, we select the text. Here, we will use the word "Homework" on the second page of the syllabus. Again, we select and highlight the desired text, and we launch the *Insert Hyperlink* dialog box by right-clicking the highlighted text and left-clicking *Hyperlink*, left-clicking *Hyperlink* on the *Insert* menu, using the Ctrl-K keyboard shortcut, or left-clicking the *insert hyperlink* toolbar button, .

name box or we left-click the *File* button in order to browse for the file and automatically enter the file location; browsing for the file location can be beneficial if your web contains nested files. Using the *Link to file* dialog box in Figure 16, we select the location of the folder containing the file using the *Look in* drop down menu and then enter the file name at the *file name* box, left-click the file name and left-click the *Ok* box, or double left-click the file name.

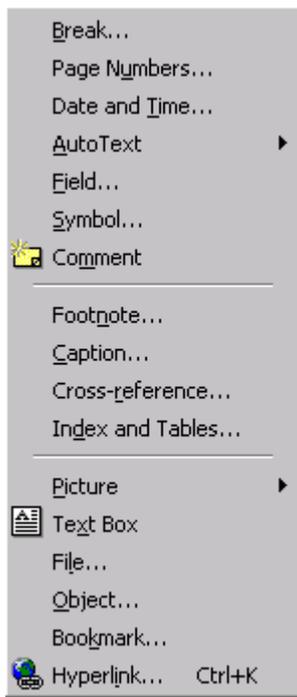


Figure 13: The Insert Hyperlink menu.

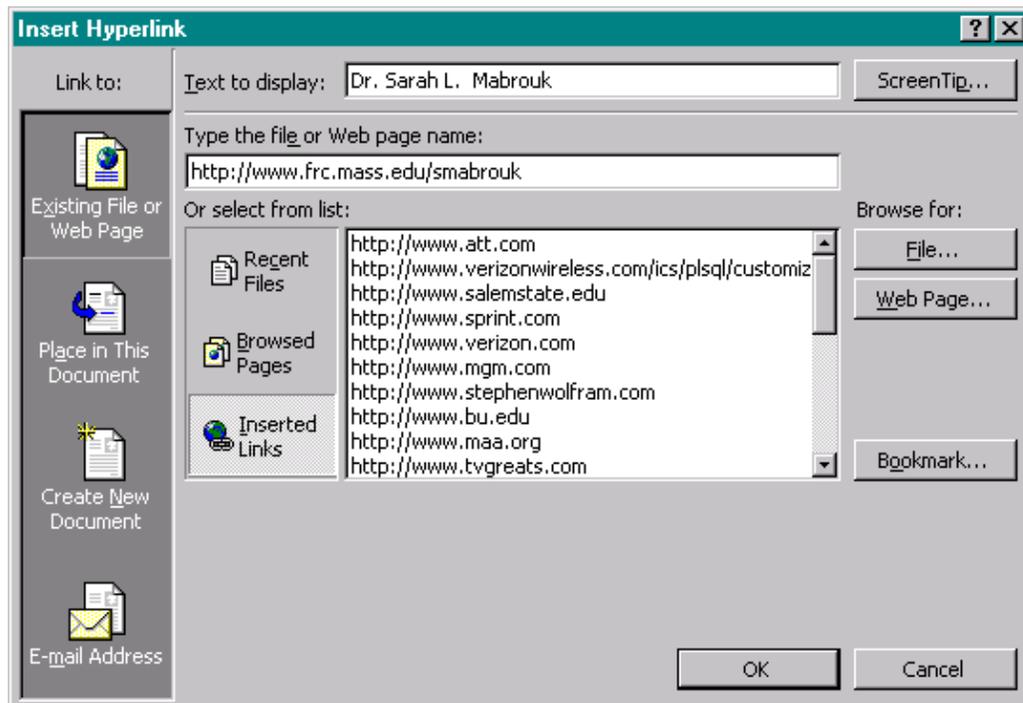


Figure 14: The Insert Hyperlink dialog box.

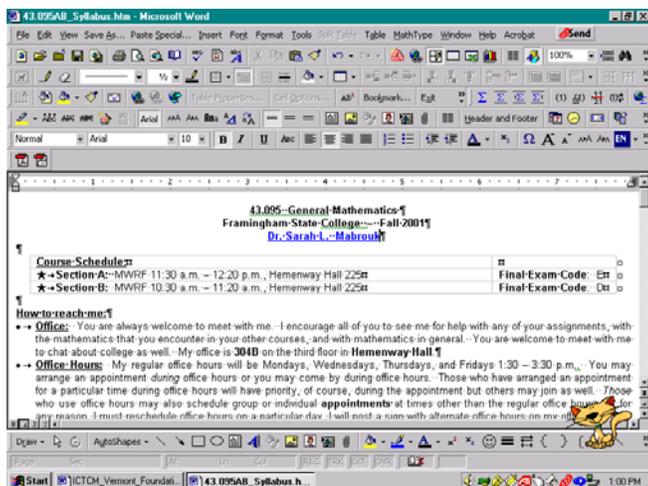


Figure 15: The newly created hyperlink.

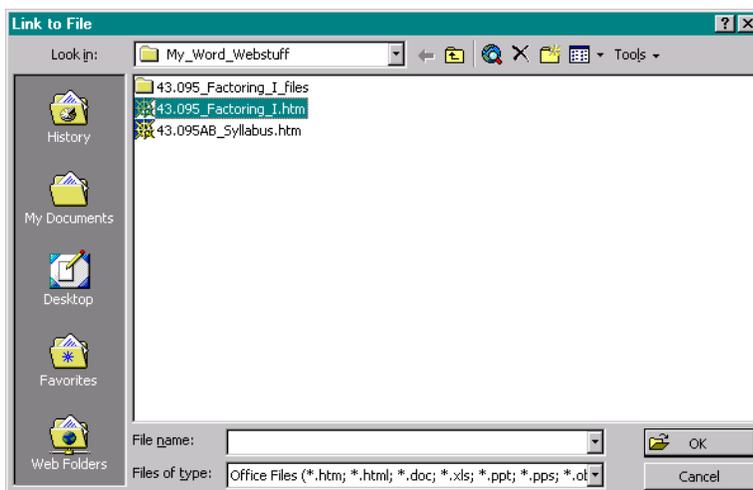


Figure 16: Selecting the file to which to create a hyperlink.

After left-clicking the *Ok* box in the *Link to File* dialog box, the file name appears in the *Type the file or Web page name* box. When the file to which we are creating the hyperlink is saved in the same folder as the document in which we are creating the hyperlink, only the file name appears in the *Type the file or Web page name* box.

Changing The Color Scheme

To change the color scheme for a web page and, in general, the style for any file, we select the *Style* option on the *Format* menu, Figure 17. Left-clicking the *Style* option generates the *Style* dialog box, Figure 18, in which we can select *Hyperlink* or *Followed Hyperlink* (to change the hyperlink style and color scheme) and then left-click the

Modify box. In the *Modify Style* dialog box, Figure 19, we select *Font* on the popup menu, Figure 20, in order to change the font type, style, effects, colors for hyperlinks in the file.

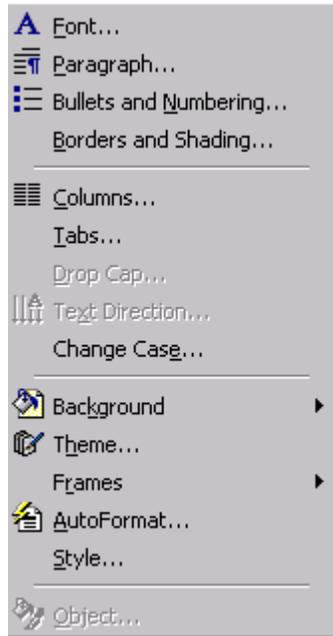


Figure 17: The Format menu.

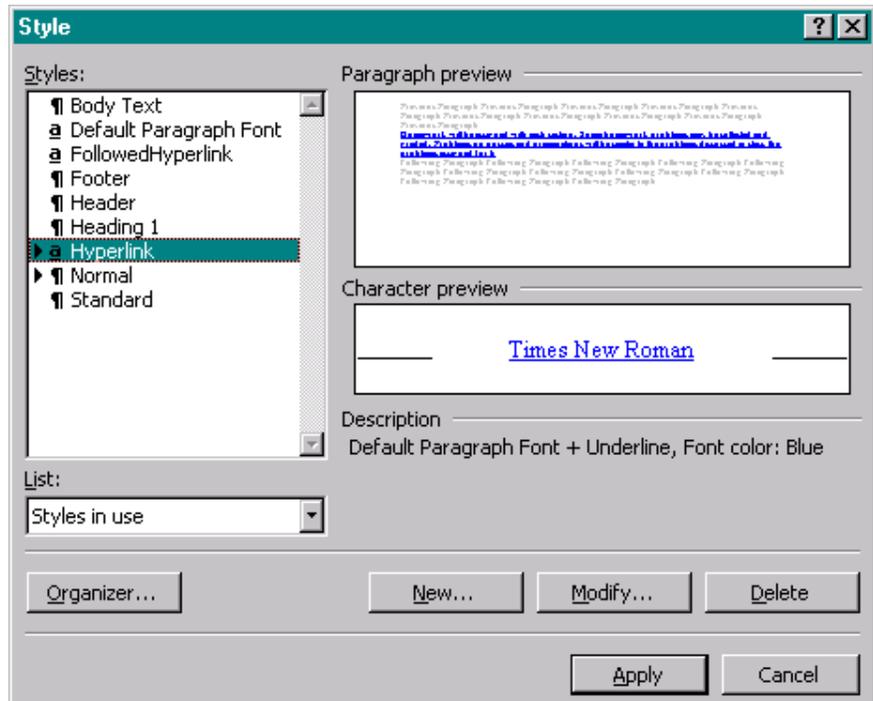


Figure 18: The Style dialog box.

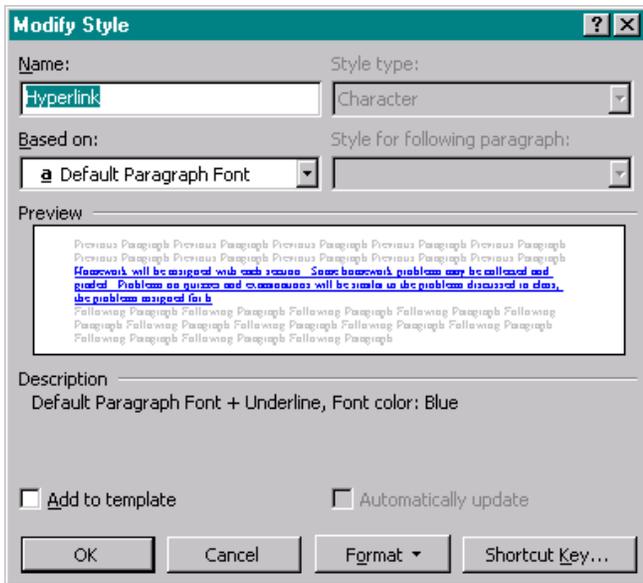


Figure 19: The *Modify Style* dialog box.

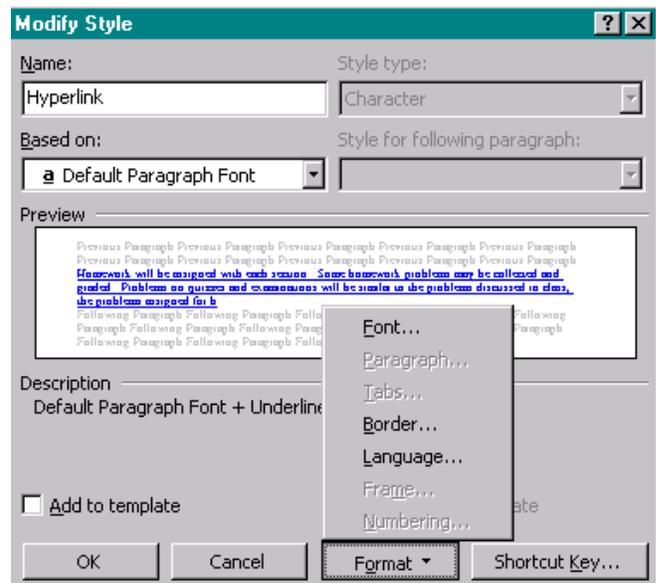


Figure 20: The popup menu that appears when we left-click the *Format* box.

Using the *Font* dialog box in Figure 21, we can change the font type, style, size, color, and general effects. After making the desired changes in the *Font* dialog box, we left-click the *Ok* boxes in the *Font* and *Modify Style* dialog boxes and left-click the *Apply* box in the *Style* dialog box.

The standard for hyperlinks is underlined text in blue for a hyperlink that has not been visited, red for an active hyperlink, and purple for a visited hyperlink. Accessing the page style in this manner, we can change the hyperlink color scheme to match or complement any design scheme that we choose to use on a web page or in a web site.

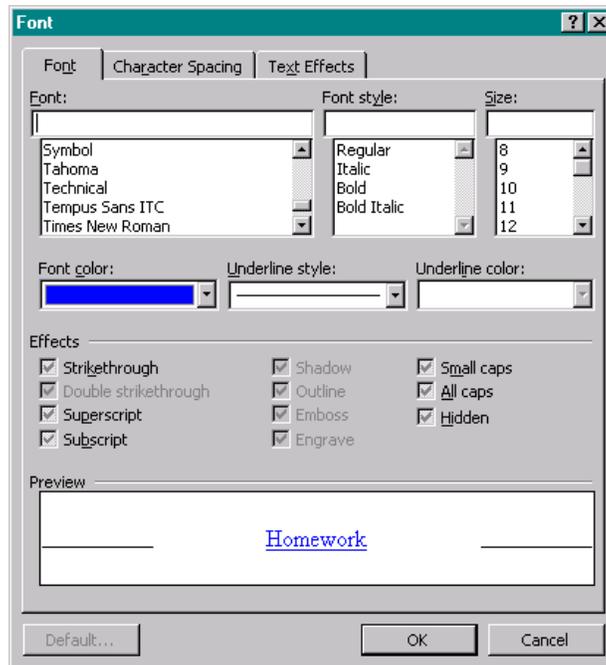


Figure 21: The *Font* dialog box.

If we choose to use text without underlining for hyperlinks, we should add comments on the page so that visitors to the page will be able to find and to recognize the hyperlinks. Hyperlinks are only useful if the visitors to the web page can find them: accessing hyperlinks should not depend on the visitors to a web page moving the cursor around on the page to discover the presence of hyperlinks indicated by the cursor's change from the standard arrow to a hand with a pointed finger.

Creating Hyperlinks To Text In A File

Suppose we want to create hyperlinks to text on the web page. To do this, we create a Bookmark at the text to which we want to direct the hyperlink and then create the hyperlink to the bookmark. In this example, let us create a bookmark for the Course Participation and Attendance grade component and then create a hyperlink from the word participate in the Requirements and Grading Policy section of the syllabus to this grade component.

Let us begin by creating the bookmark for the hyperlink. To do this, we select the text to which we want to direct the hyperlink and left-click *Bookmark* on the *Insert* menu, Figure 13.



Figure 22: The *Bookmark* dialog box.

We enter the bookmark name in the *Bookmark* dialog box in the *Bookmark name* box. A bookmark name must begin with a letter, can contain numbers, but cannot contain spaces; if we want to use a long bookmark name containing spaces, we can use the underscore (*_*) in place of the spaces as we have here. After entering the bookmark name in the *Bookmark name* box, we left-click the *Add* box. If we want to remove a bookmark, we select the bookmark name in the box below the *Bookmark name* box and left-click the *Delete* box.

Now we create the hyperlink: we select the text of interest, launch the *Insert Hyperlink* dialog box using one of the methods previously presented, and left-click the *Bookmark* box to launch the *Select Place in Document* dialog box, Figure 23. We can create a hyperlink to the top of the document, to any headings that we have created, or to any bookmarks that we have created. Here, we left-click our bookmark *Course_Participation_and_Attendance* and left-click the *Ok* box.

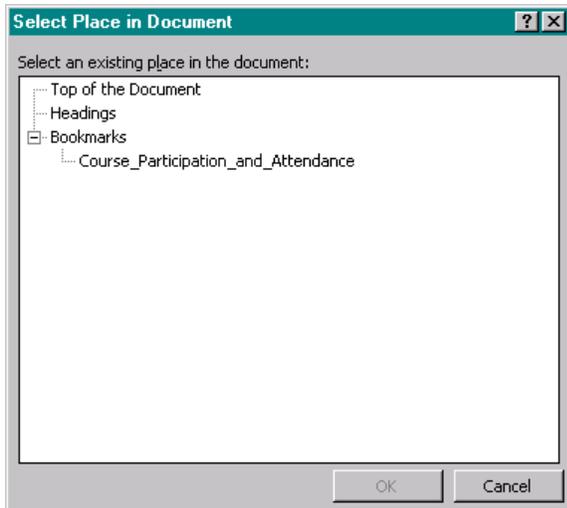


Figure 23: The *Select Place in Document* dialog box.

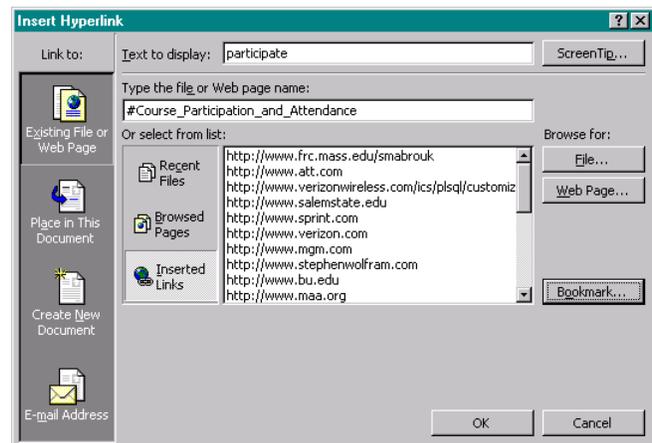


Figure 24: The bookmark listed in the *Type the file or Web page name* box in the *Insert Hyperlink* dialog box.

After left-clicking the *Ok* box in the *Select Place in Document* dialog box, we see that the name of the bookmark is entered after a number sign (#) in the *Type the file or Web page name* box. We left-click the *Ok* box to complete the hyperlink.

To test our new hyperlinks, we can preview the web page in the browser as we did before by selecting *Web page Preview* in the *File* menu, Figure 1, or by left-clicking the *Web Page Preview* toolbar button, .

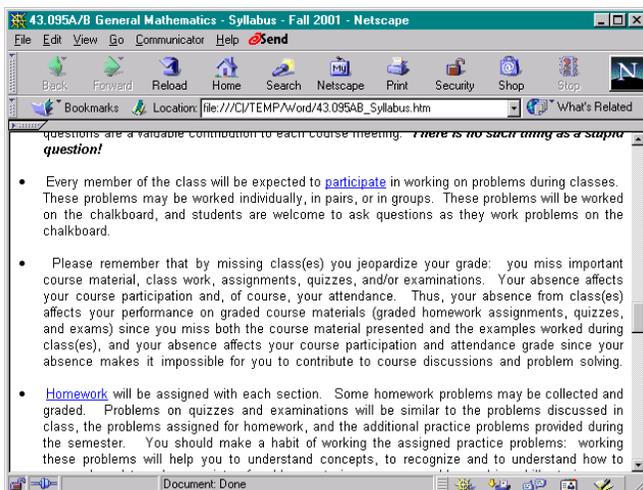


Figure 25: Web page preview of the file with created hyperlinks for the words *participate* and *homework*.

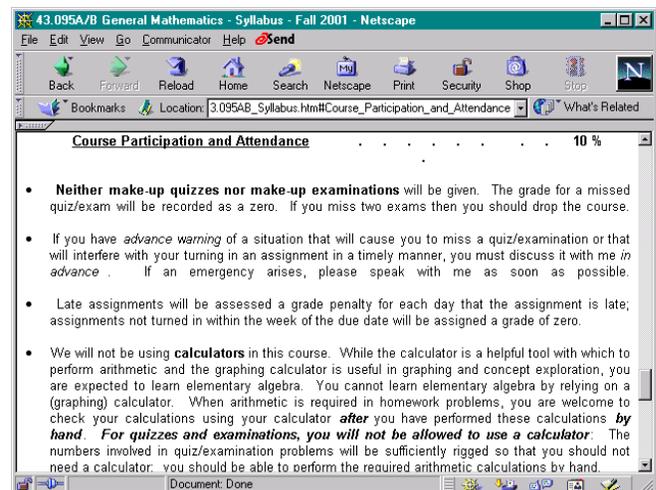


Figure 26: Left-clicking the hyperlink at the word *participate* uses the created bookmark.

Since we did not previously change the hyperlink scheme or colors, the new hyperlinks are displayed in underlined blue text using the same format as the other hyperlinks. When we left-click the hyperlink at the word *participate*, the browser changes the browser window to display the *Course Attendance and Participation* grade component, our bookmark location, at the top of the browser window.

Creating Blank Web Pages: To create a new web page, we can enter the information in a regular MS Word document and then save the file as a web page as previously discusses or generate a new web page by left-clicking *New* on the *File* menu or by left-clicking the *New Web Page* toolbar button, . Using *New* on the *File* menu launches the *New* dialog box, Figure 27.

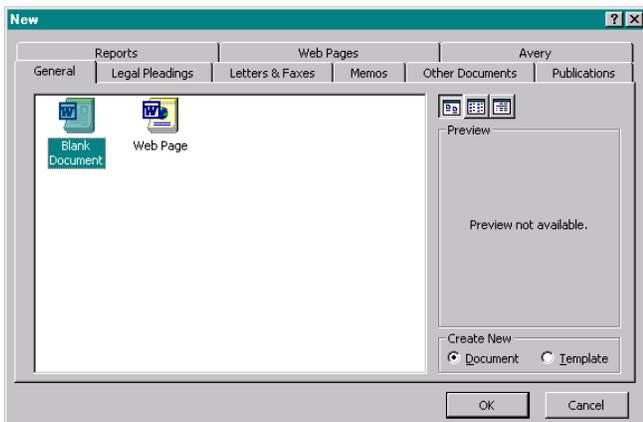


Figure 27: The *General* tab of the *New* dialog box.

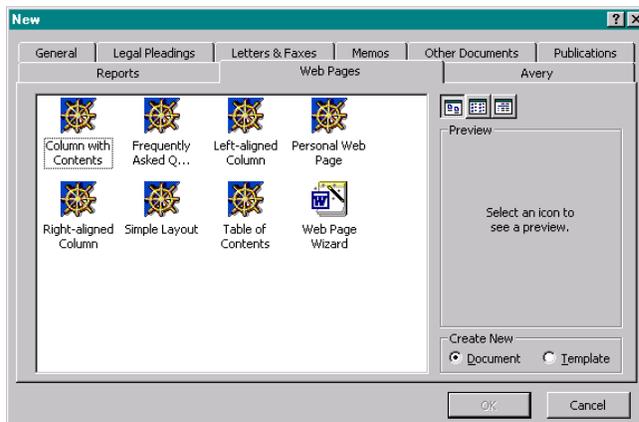


Figure 28: The *Web Pages* tab of the *New* dialog box.

We can select *Web Page* in the *General* tab window and left-click the *Ok* box to generate a blank web page. We can select from seven (7) preformatted web pages using the *Web Page* tab. In addition, we can use the *Web Page Wizard* to generate a web site.

Let us begin by generating a blank web page. To create the new blank web page, we left-click *Web Page* in the window on the *General* tab and then left-click the *Ok* box or double left-click *Web Page* in the window on the *General* tab. We can enter the page title by left-clicking *Properties* on the *File* menu or wait until we save the file and use the *Change Title* option in the *Save As* dialog box as previously discussed.

Once we have created the new web page, we can enter the content including text, hyperlinks, and graphics on the page.

Inserting Pictures

Let us insert some graphics on our new web page.

We begin by inserting clip art. To insert clip art, we left-click *Picture* on the *Insert* menu, Figure 13, and left-click the *Clip Art* entry on the popup menu, Figure 29, or left-click the *Insert Clip Art* toolbar button, . Each of these launches the *Insert Clip Art* dialog box, Figure 30.

We can select clip art from any of the available categories or search for clip art associated with a particular word by entering the topic at the *Search for clips* box and pressing *Enter*. In addition, we can select sound clips and motion clips to use on web pages.

Both clip art and motion clips can be used to decorate and to support themes on web pages. We can import a variety of clips from the World Wide Web and from the Microsoft Office Design Gallery Live, <http://dgl.microsoft.com/>.

While sounds and background music may be amusing, they can be very annoying to those visiting a web page. It is important to remember the purpose of the web page and carefully consider the use of any sounds and background music before embedding the files as part of the page. Sounds and background music make web

pages seem less professional, and they may have a negative impact on the use of the web pages that you create and post.

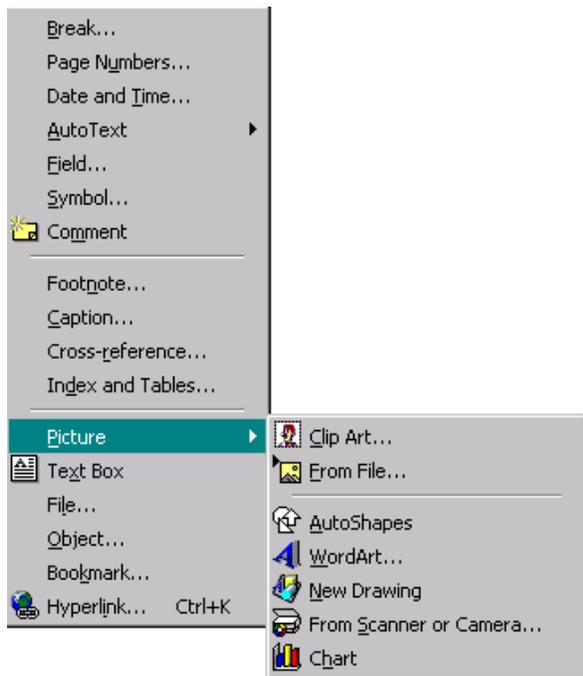


Figure 29: The *Insert* menu with *Picture* popup menu.

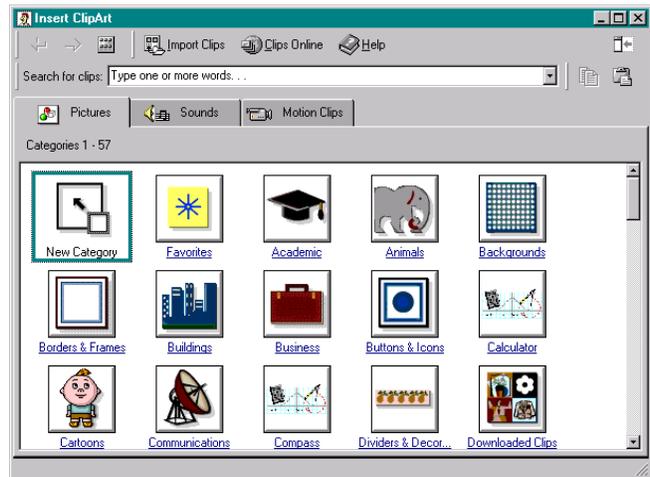


Figure 30: The *Insert Clip Art* dialog box.

For our example, let us select the category *Animals*. To select this category, we left-click on the word *Animals* or on the elephant icon displayed in the *Insert Clip Art* dialog box, Figure 30. We browse the available clips and select a graphic. Here, let us insert the image of the owl reading a book, Figure 31.



Figure 31: A graphic image displayed in the *Animals* category in the *Insert Clip Art* dialog box.



Figure 32: The left-click popup menu in the *Insert Clip Art* dialog box.



Figure 33: The right-click popup menu in the *Insert Clip Art* dialog box.

To insert the image, we left-click the owl image and select the first entry, *Insert Clip*, on the popup menu or we right-click the owl image and left-click the *Insert* entry on the popup menu. The image is inserted on the web page, Figure 34. Since more often than not, the image is inserted at a greater size than desired, we must resize the image. We can resize the image by selecting *Format Picture* on the popup menu generated by right-clicking the image, Figure 37, or we can resize the image by left-clicking on the image and dragging one of the corner squares of the image until the image is the desired size. Left-clicking the image and dragging a corner square until the image is the desired size is easier to do since we can easily fit the image size to the page contents. In addition, as we drag one of the corner squares in (to shrink the image) or out (to expand the image) we can compare the new image size to the original image size using the dotted outline generated by this action. It is important to resize the image using the corner squares only since resizing from the top or the side will distort the image. The resizing process is illustrated in Figure 35; the newly resized image is displayed in Figure 36.



Figure 34: The owl image inserted on the blank web page.

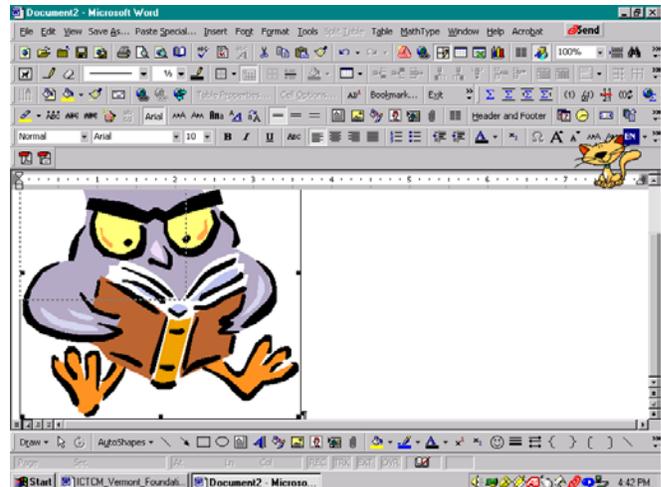


Figure 35: Resizing the owl image on the web page.

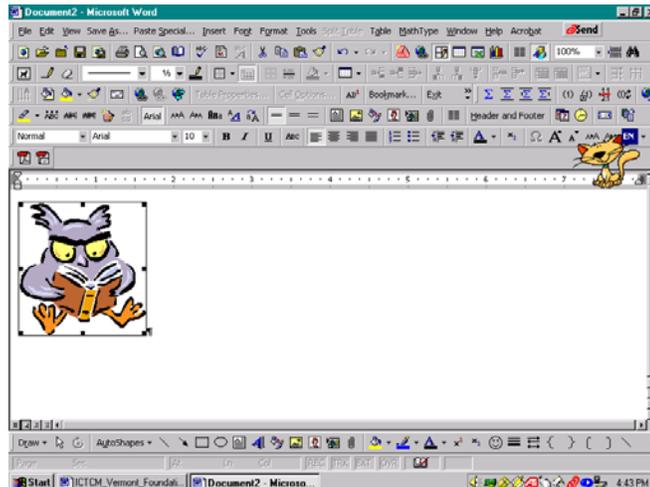


Figure 36: The resized owl image.

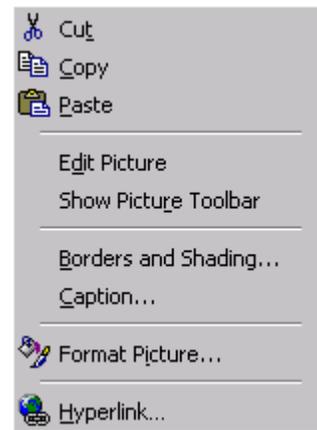


Figure 37: Popup menu launched by right-clicking on a graphic image.

Alternate Text: When we use graphics, it is important to include alternate text to be displayed when the image cannot be displayed in the browser, for those who use text-only web browsers, and those who choose not to display the graphic images in the web browser. To add alternate text, we left-click on the image and select *Format Picture* on the popup menu, Figure 37. This launches the *Format Picture* dialog box in which we left-click the *Web* tab and enter the alternate text in the text window. Here, we use the alternate text “The graphic image displays an owl reading a book. There is no hyperlink on this graphic.” as displayed in Figure 38.

If the graphic image is for decoration then we should include alternate text that explains what the image is and comment that there is no hyper link on the graphic. If we choose not to use alternate text then we can provide text explanation of the image below or near the graphic. Here, we will include some alternate text to explain that the graphic image displays an owl reading a book and that there is no hyperlink associated with the image.

Depending on the web browser, the alternate text may or may not be displayed as a popup text box when the cursor is on the image. Popup text boxes can be helpful in identifying graphic images and to provide information about hyperlinks on graphic images.

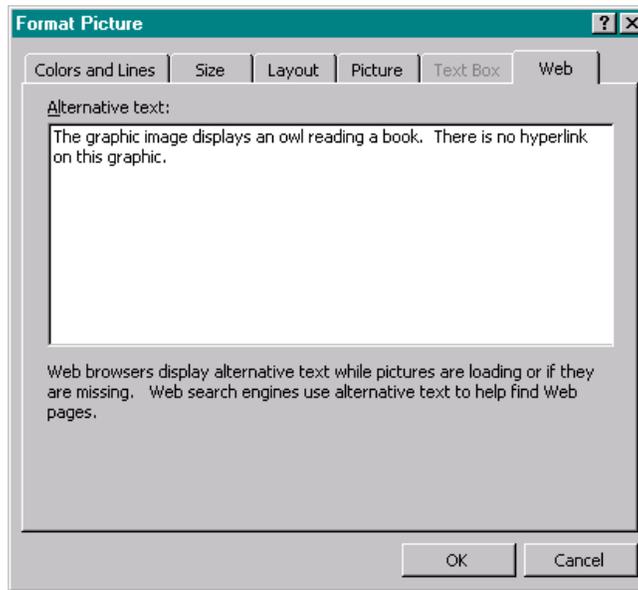


Figure 38: The *Web* tab *Format Picture* dialog box.

Inserting Graphics From Files: In addition to inserting clip art, we can insert graphic images that we have saved in files. This not only includes graphics that we can download from the World Wide Web but also graphics that we can create using a scanner or a digital camera.

To insert a graphic image from a file, we select *Picture* on the *Insert* menu and then left-click *From File* on the popup menu, Figure 29. In the *Insert Picture* dialog box, Figure 39, we select the location of the picture file that we want to insert using the *Look in* pull down menu and then select the file of interest. The images can be examined in the preview window on the right hand side of the dialog box.

If the new graphic is too large or too small, we can resize the image in the same manner in which we resized the clip art image.

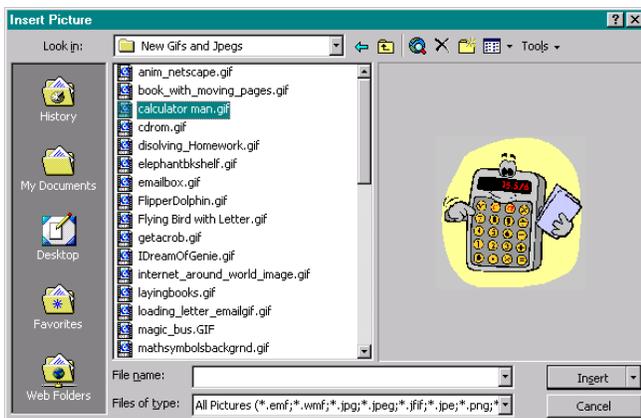


Figure 39: The *Insert Picture* dialog box.

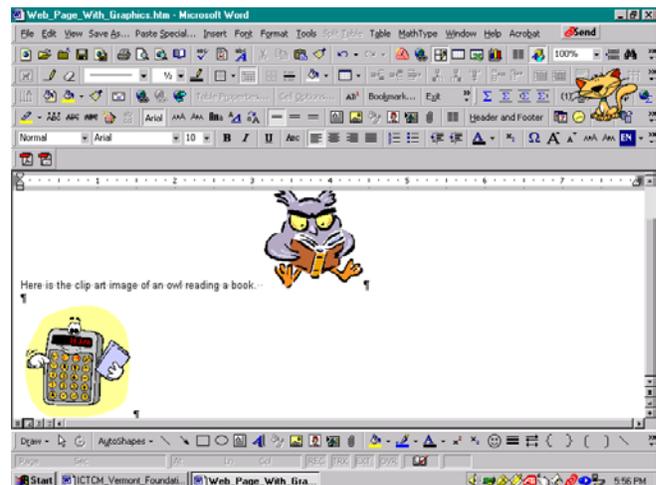


Figure 40: The new graphic displayed in the web page editing window.

Inserting A Hyperlink On A Graphic Image: Let us add a hyperlink to our last graphic image. We add the hyperlink in the same way in which we added hyperlinks to text. Here, let us right-click on the image of the calculator and left-click on *Hyperlink* on the popup menu. Let us make this graphic act as a hyperlink to the external web site Math.com. To do this, we simply enter the URL <http://www.math.com> in the *Type the file or Web page name* box and left-click the *Ok* box in the *Insert Hyperlink* dialog box, Figure 41, as we have before.

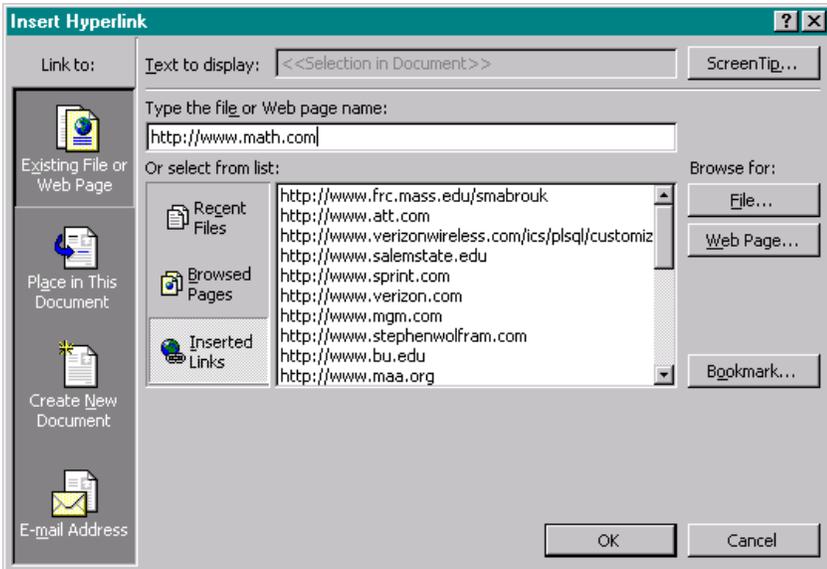


Figure 41: Entering the URL <http://www.math.com> in the *Insert Hyperlink* dialog box.

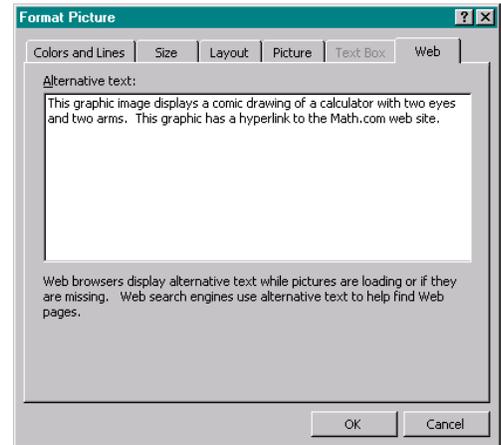


Figure 42: Adding alternate text and information about the presence of the hyperlink for the new graphic.

Again, it is a good idea to provide alternate text for the graphic, Figure 42.

Creating New Web Pages Using The Web Page Templates: To create a web page using one of the web page templates, we access the web page templates using the *New* entry on the *File* menu, Figure 1, and left-click the *Web Pages* tab in the *New* dialog box, Figure 28. There are seven (7) web page templates from which we can generate a pre-formatted web page: Column with Contents, Frequently Asked Questions, Left-aligned Column, Personal Web Page, Right-aligned Column, Simple Layout, and Table of Contents. For this example, let us select Simple Layout.

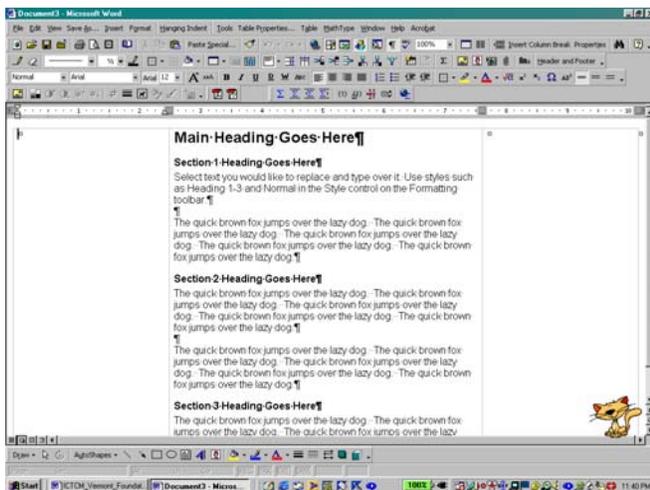


Figure 43: The new web page generated using the Simple Layout template.



Figure 44: The edited web page displayed in the web browser.

The Simple Layout template generates a web page with a three-column table, Figure 43. The text is entered in the middle column and the first and third columns are blank and used, in this case, as margins. However, we can enter text or graphics in any of these columns. We edit the text of the page, replacing it with our desired content. We can add additional sections, change the font type, size, and color, and the alignment of the text within the columns of the table.

Suppose we add a clip art image to the first column, change the text alignment for the center column so that the text will be full justified and the main heading will be centered, and insert a graphic image from a file in the third

column. We insert the graphic images in the same way in which we inserted the graphic images in our previous web page. We insert hyperlinks, text or on graphic images, and graphics with alternate text as previously discussed. Here, we add alternate text for each graphic image as well as a hyperlink to the ICTCM web site, <http://www.ictcm.org>. Once we have completed our changes, we can save the new page, here as Simple_Layout_Page.htm with page title Web Page Generated Using The Simple Layout Template. The newly edited and saved web page previewed in the web browser is displayed in Figure 44.

Creating New Web Pages Using the Web Page Wizard: We access the Web Page Wizard using the *Web Pages* tab in the *New* dialog box launched by left-clicking the *New* entry on the *File* menu, Figure 1.

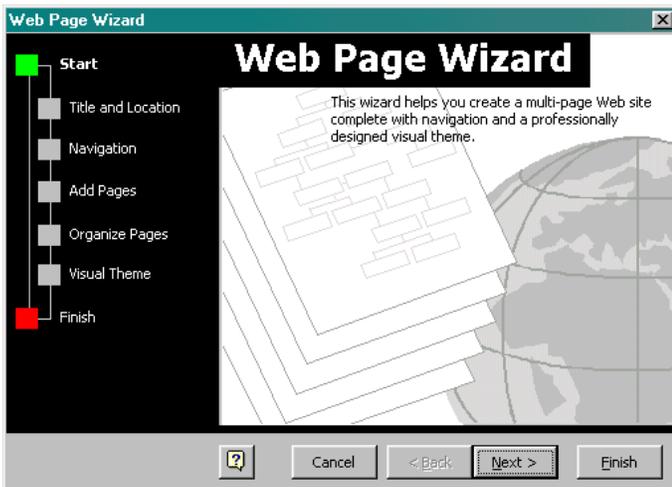


Figure 45: The *Start* window of the *Web Page Wizard*.

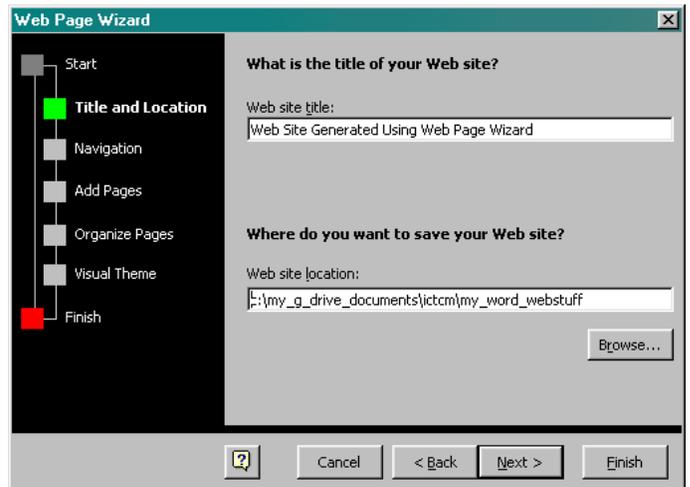


Figure 46: The *Title and Location* window of the *Web Page Wizard*.

We left-click the *Next* box in the *Start* window of the *Web Page Wizard*, Figure 45. As we enter the required information in each window of the *Web Page Wizard*, we left-click the *Next* box when we are ready to continue, the *Back* box if we want to go back to a previous window, and the *Cancel* box if we want to leave the *Web Page Wizard* without creating the web site. When we have completed entering the required information or if we have entered as much of the required information as we desire, we left-click the *Finish* box.

We enter the title of the web site and the location of the web site using the *Title and Location* window, Figure 46. We enter the web site title in the *Web site title* box and then select the location of the web site. We can either enter the web site location in the *Web site location* box or left-click the *Browse* box to browse for the folder location on the computer. Here, we select our web, *My_Word_Webstuff* that we created earlier.

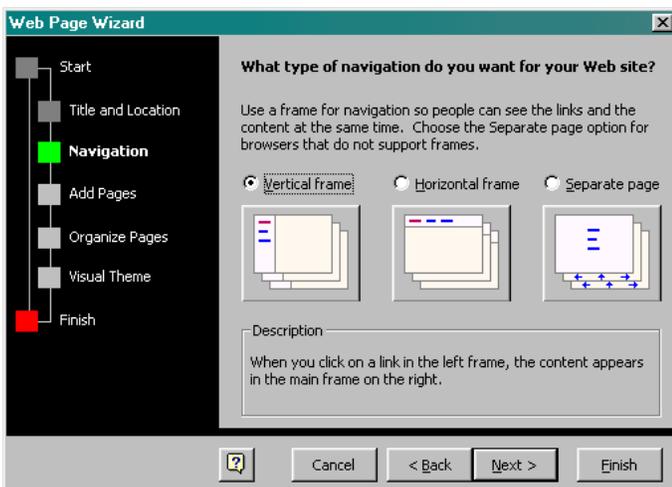


Figure 47: The *Navigation* window of the *Web Page Wizard*.

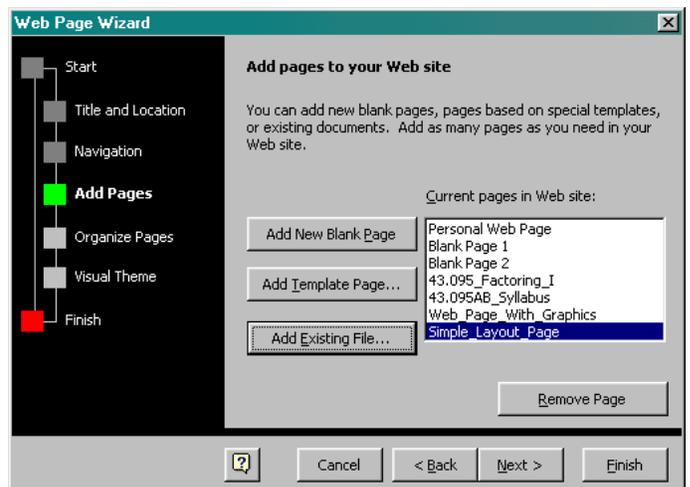


Figure 48: The *Add Pages* window of the *Web Page Wizard*.

The *Web Page Wizard* allows us to navigate the new web site using frames or a separate page for navigation. Displaying the hyperlinks for the web site using a vertical frame that appears at the left-hand side of the web page makes site navigation easier than using the horizontal frame that appear at the top of a web page since the vertical slider that appears at the right-hand side of the page in the browser is easier to access and to use than the horizontal slider that appears at the bottom of the browser window. Here, Figure 47, we select to use a vertical frame.

We use the *Add Pages* window, Figure 48, to add blank pages, template pages, or existing files to the web site that we are creating. We left-click the *Add New Blank Page* box to add blank pages, the *Add Template Page* box to add template pages, and the *Add Existing File* box to include existing files in the web site. Since we used a period (.) in the filename for our factoring handout and syllabus, we will see that MS Word has some difficulty creating the hyperlinks to these pages in the vertical frame. However, this is not a problem since we edit the hyperlinks in the frames in the same way in which we created hyperlinks previously. The only difference is that we should remove the hyperlink from the text before we insert the new hyperlink.

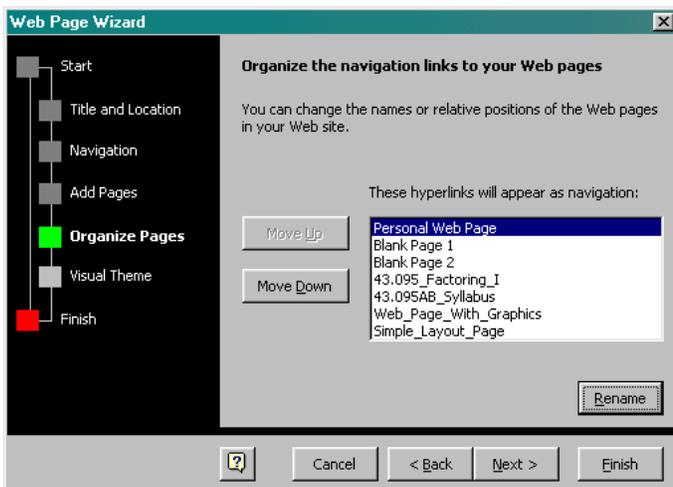


Figure 49: The *Organize Pages* window of the *Web Page Wizard*.

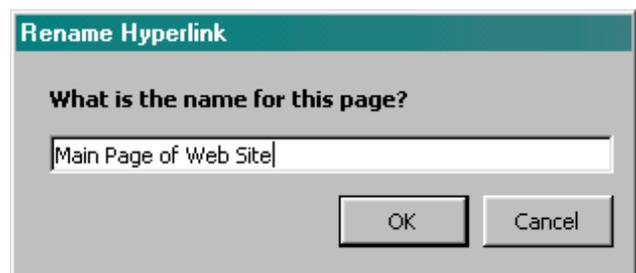


Figure 50: The *Rename Hyperlink* dialog box.

We can change the order and the name of hyperlinks to be displayed in the vertical navigation frame in the *Organize Pages* window, Figure 49, using the *Move Up/Down* and *Rename* boxes, respectively. When we select a page to be renamed and left-click the *Rename* button, we can enter the new name for the page in the *Rename Hyperlink* dialog box, Figure 50.

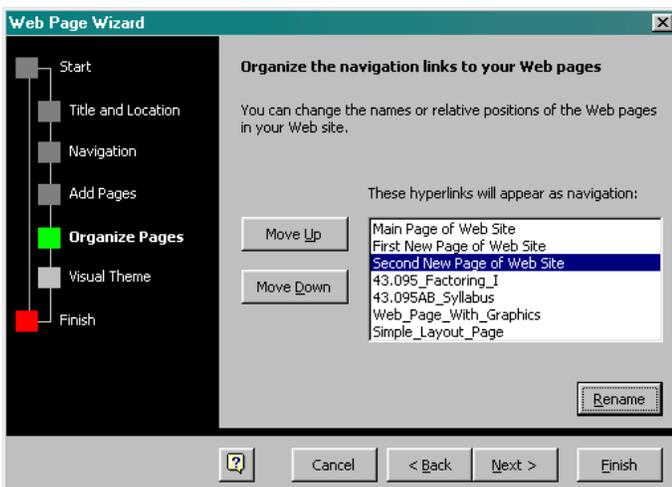


Figure 51: The completed *Organize Pages* window of the *Web Page Wizard*.

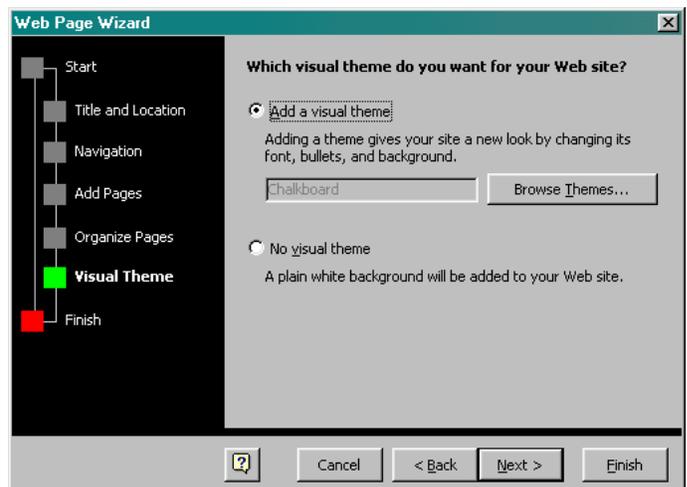


Figure 52: The *Visual Theme* window of the *Web Page Wizard*.

Once we have changed the hyperlink names and order as desired, Figure 51, we can choose a visual theme using the *Visual Theme* window, Figure 52. We can browse the visual themes available by left-clicking the *Visual Theme* box. If we choose not to use a visual theme then we left-click the *No visual theme* radio button before we left-click the *Next* box.

We should be careful not to use a theme with a dark background and light lettering since such pages are difficult to read in the web browser and sometimes impossible to print. Light backgrounds with dark lettering are easier to read in the web browser and rarely difficult to print. As we left-click on the theme names listed in the left-hand window of the *Theme* dialog box, Figure 53, a sample for the theme is displayed in the right-hand window. Once we select a theme, here the *Blank* theme, or we choose not to use a theme, we left-click the *Ok* box (or the *Cancel* box) to return to the *Visual Theme* window. The visual theme that we select will be applied to all the pages in the web site including the existing pages that we added to the site. To complete the web site, we left-click *Finish* box in the *Finish* window, Figure 54, of the *Web Page Wizard*.

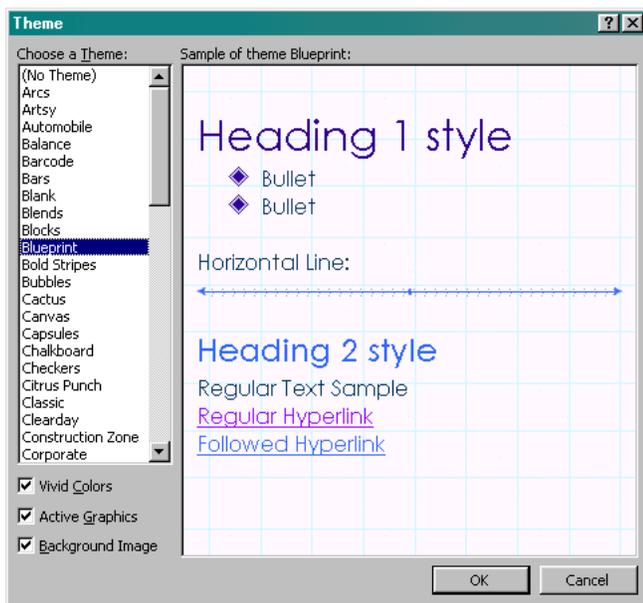


Figure 53: The *Theme* dialog box.

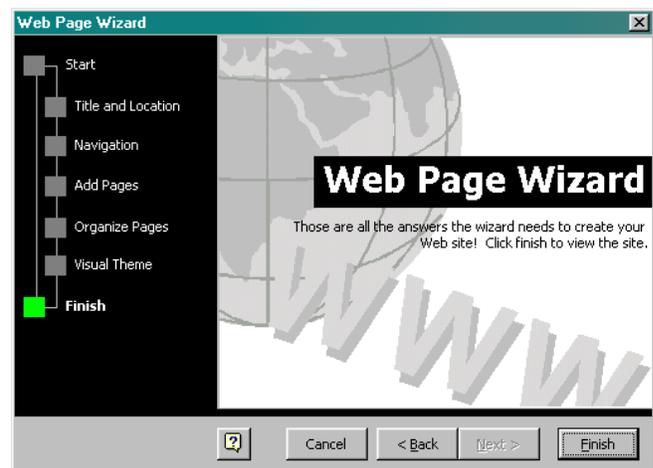


Figure 54: The *Finish* window of the *Web Page Wizard*.

At this, the new web site is generated with a vertical frame for navigation. If we include existing pages, a dialog box will appear inquiring if we want to overwrite or rename the existing pages to be included in the web site. If we select to overwrite the pages, the new theme will not be applied to the existing web pages, and the font type, size, and color themes in addition to the associated bullet scheme and hyperlink colors will not be applied to the existing files. If we want to preserve the original files then we select the rename option instead of the overwrite option.

MS Word generates the new web site with the pages linked to the vertical frame displayed at the left-hand side of the editing window. We use the hyperlinks in the vertical frame to move among the pages in the web site as we edit the pages. We work on these pages in the same way in which we added content, graphic images (pictures from files and clip art), and hyperlinks to the pages that we have created previously.

Examining the hyperlinks displayed in the vertical frame in Figure 55, we see that they hyperlink names for the factoring handout and the syllabus are written as “43”. Left-clicking on each of these hyperlinks brings up the syllabus page, Figure 56. Since MS Word creates each page in order and since, by default, MS Word includes only one period (.) in each filename, we must correct these hyperlinks. We can select any name for the text including the actual file name. Here will use “Factoring” and “Syllabus”. It is easier to enter the new text for the hyperlink before we remove the current hyperlink to the 43 file that MS Word created while generating the web site. Once we have entered the new text, we can remove the old hyperlink and enter the new hyperlink using the *Edit Hyperlink* entry on the *Hyperlink* popup menu that appears when we right-click the selected text and left-click on *Hyperlink*, Figure 57. We can remove the hyperlink using the *Remove Hyperlink* entry on this popup menu as well.

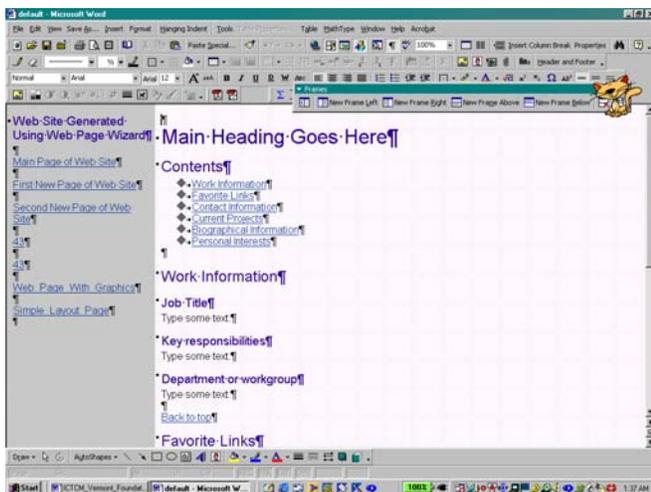


Figure 55: The main page of the new web site.

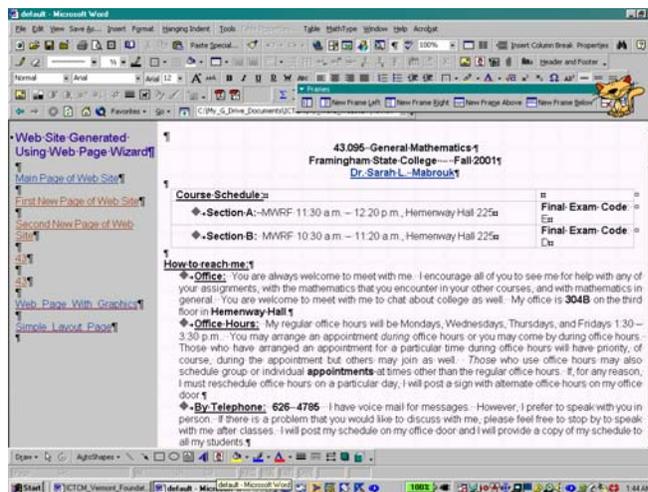


Figure 56: The syllabus page of the web site displayed when we left-click the 43 hyperlink.

After correcting these hyperlinks, we can use the hyperlinks in the vertical frame, Figure 58, to move among the pages and edit the contents and the appearance of the pages.

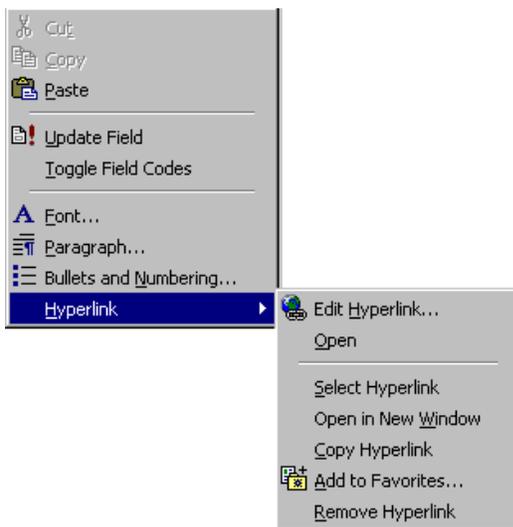


Figure 57: The *Hyperlink* popup menu.

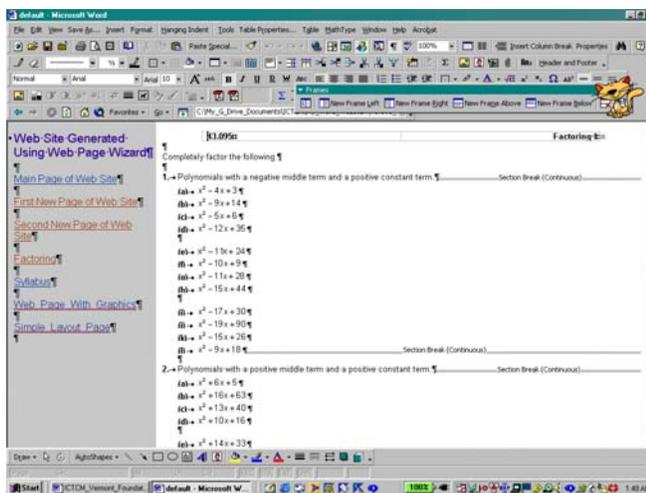


Figure 58: The corrected hyperlinks displayed in the navigation frame.

In addition to changing the hyperlinks displayed in the vertical frame, we can change the title that we select for the web site; we edit the title as we would any other text displayed in the web site.

Again, we edit the content of the web pages and the vertical frame in the same manner in which we have created and edited hyperlinks, added and edited text, and added graphics, both from the *Clip Art Gallery* and from files, previously.

If we right-click on any page of the web site, here the main page, or on the vertical frame and select the *Frame Properties* entry, we can change the attributes of the vertical frame using the *Frame Properties* dialog box. Using the *Frame* tab, we can change the initial page and the name of the initial page for the frame, Figure 59. Using the *Borders* tab, Figure 60, we can select to display or not display borders for the frame. If we choose to display borders for the frame, we can change the width and color of the borders. Using the same tab, we can select to allow or not to allow the user to resize the frame in the web browser and to display scrollbars if needed, never, or always.

In general, it is a good ideal to check the *Frame is resizable in browser* box since this will allow those visiting the web site to adjust the size of the frame so that it is appropriate for their browser window, screen display settings, and monitor size. Selecting the “if needed” option for displaying scrollbars enables the web browser to display scrollbars only when they are appropriate, again, for the browser window, screen display settings, and monitor size.

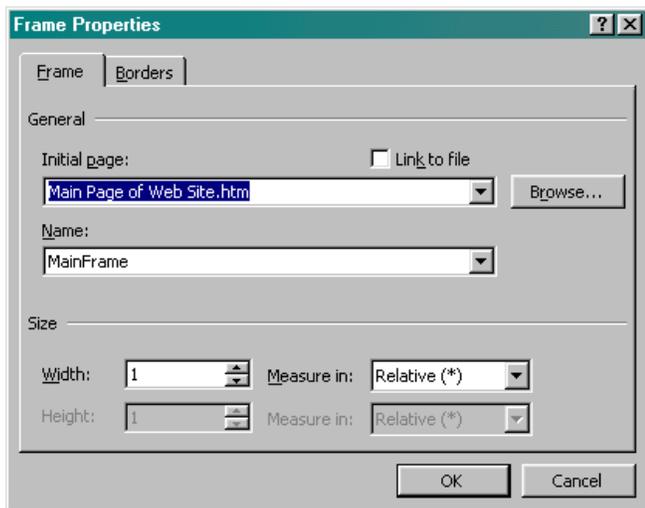


Figure 59: The *Frame* tab of the *Frame Properties* dialog box.

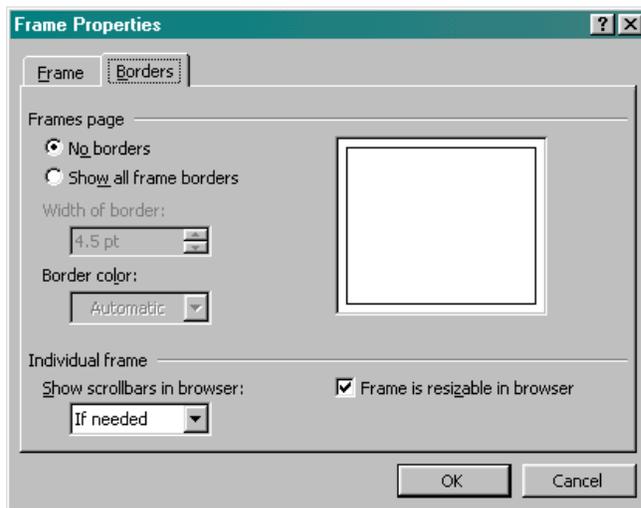


Figure 60: The *Borders* tab of the *Frame Properties* dialog box.

The Home Page For The Web Site: Any page can act as the home page for a web site. In general, the home page is the first page that the user visits in the web site. Examining the web site that we created using the *Web Page Wizard*, we see that the filename for the main page is default.htm. Depending on the set up of the server on which we post our web site, we may need to name our home page differently. For the Microsoft Internet Information Server (IIS), we might have to use the filename default.asp, and for Netscape Suitespot Servers, we would use a home page filename of index.html; default.html is also a possibility. We must consult the server administrator to determine the appropriate name for the home page before we can post the web site on the server.

Final Comments: This concludes our introduction to creating web pages and web sites using MS Word. As we have seen, MS Word provides several options for creating web pages.

Remember that in addition to creating individual we pages, MS Word allows us to construct a web site and to create our own templates that can be used to provide a common theme for a web site.

As with any software, the best way in which to master creating web pages using MS Word is to experiment with the various aspects of the program and to use the Help facility to get more information about the program. Play with the program and have fun – this makes learning more enjoyable!