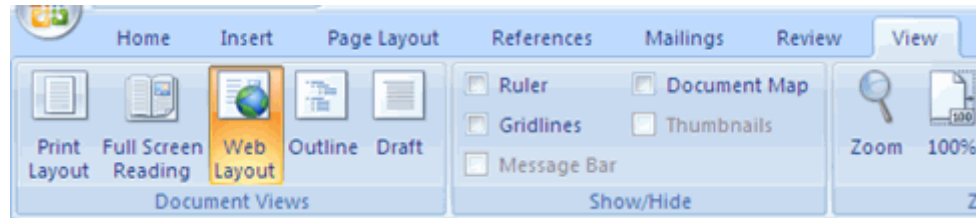


Word 2007- Creating Simple Web Pages

Simple web pages can be created in Word using the Save as Feature. In a web document, you can insert pictures and hyperlinks. To view the document as you would a web page:

- Click the **View** Tab on the Ribbon
- Click the **Web Layout** Button in the Document Views Group



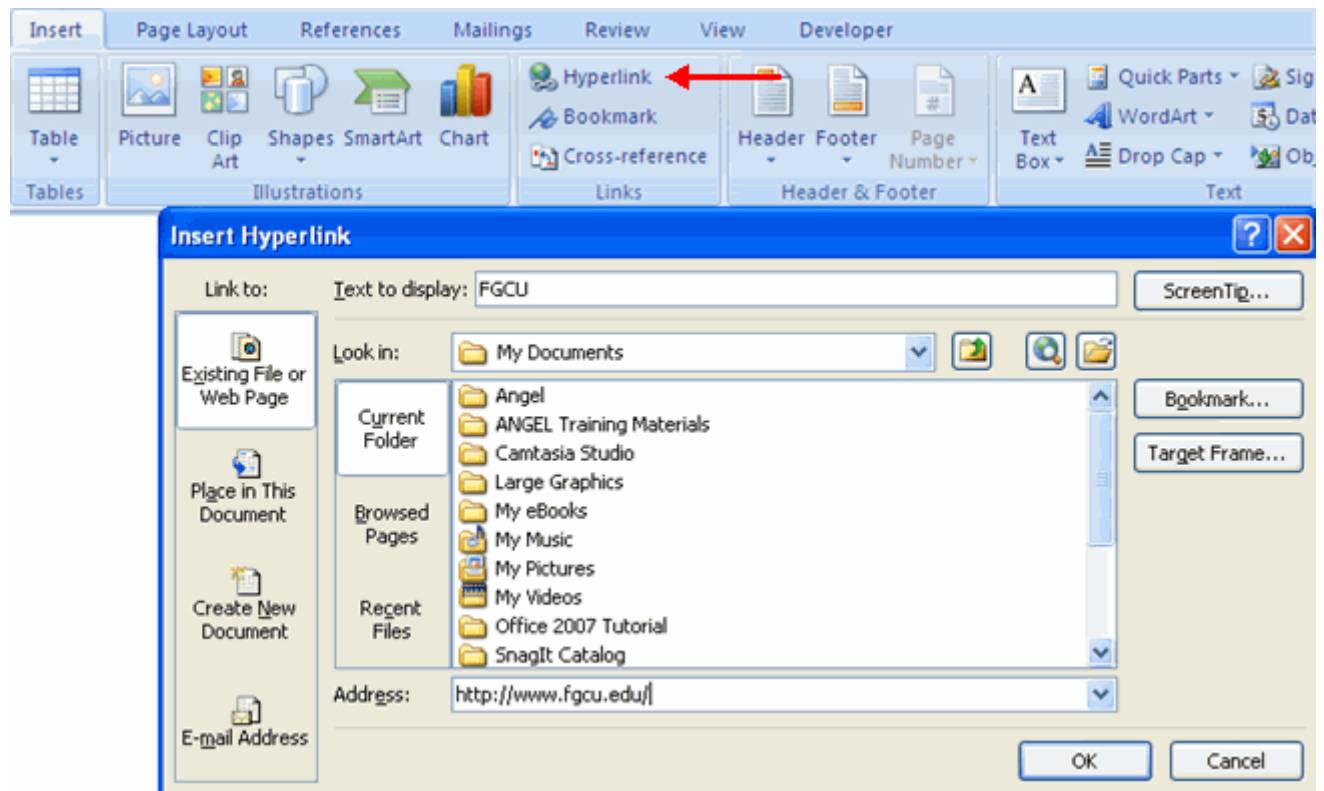
Entering Text

To enter text into the document, simply begin typing. If you want to adjust the layout of the page and text, you should use tables to format the page properly.

Hyperlinks

Hyperlinks, or links, allow the reader to click on text and go to another web site. To create a hyperlink:

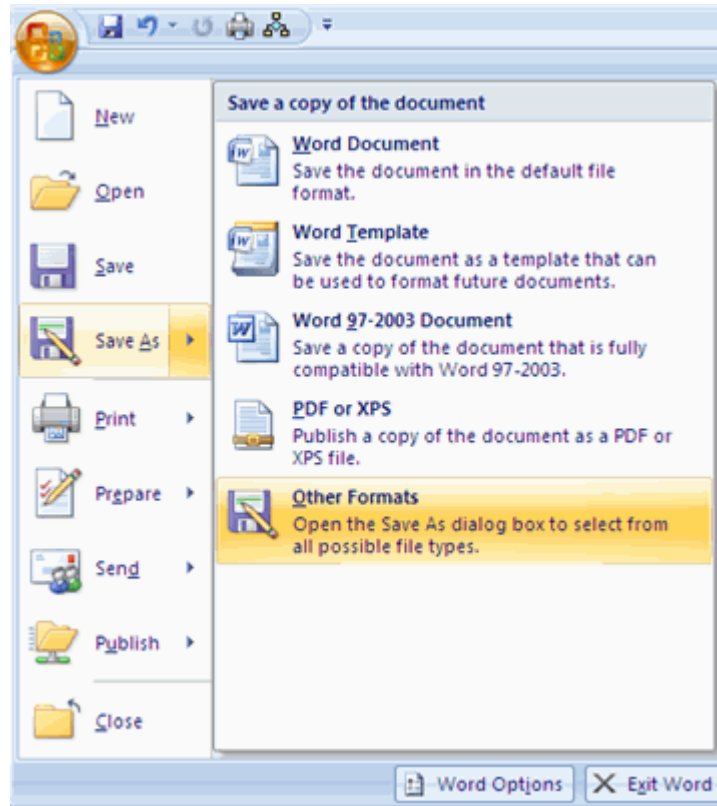
- Select the text that will be the link
- Click the **Insert** Tab of the Ribbon
- Click the **Hyperlink** Button on the Links Group
- Type in the web address, or URL, of the link
- Click **OK**



Saving Web Pages

To save a web page:

- Click the **Office** Button
- Move the cursor over **Save As**
- Click **Other Formats**



- Under Save as Type, click **Web Page**
- Type in the name of the document (without spaces)

