

Creating Web Pages with Microsoft Word

- Creating Your Main Web Page
- Inserting Bookmarks and Creating Hyperlinks
- Saving your Web Page
- Inserting Images
- Publishing Your Web Page
- Changing Passwords

Create Your Main Web Page in Word

This document is online at: http://www.clarion.edu/ltc/workshops/word/create_web.htm

1. Create a folder either on a floppy disk if you are in a lab or in your MY DOCUMENTS folder called "**My Web Files**" if you are using your computer. Inside the "My Web Files" folder create a folder called "**research**" or a name that you want to use (i.e., syllabus) in lower case letters. In a Clarion University open lab? Use ThawSpace to create your folders.



This folder is where you will save all your files about this Web. As you create more Webs, make new folders and keep them in the "My Web Files" folder. This helps to keep your Webs organized. Now you are ready to create your first Web.

2. Practice using an example word template before you create your document and then continue the steps below. If the template opens in your browser, you will need to go to FILE and SAVE AS to open it in Word. Save the file on a floppy, your computer, or the "thawspace" in the computer lab. Once you open the template, go to the page on "Inserting Bookmarks and Creating Hyperlinks" link at the top of this page.
3. After you have practiced with the example template, Open Microsoft Word.

4. Go to **FILE** on the menu bar and select **NEW** (you may have to use the drop down arrows at the bottom of the list). You can also use a shortcut, "CONTROL" key + "N" key.
5. Beginner: Create a **BLANK WEB PAGE**
Intermediate user: Select the **WEB PAGES** tab. (In Office XP, click on the link to "**General Templates**" on the right column of the window and then the WEB PAGES tab.)
6. Beginner: You are ready to begin entering your content.

Beginners: Begin entering content into your Web page.

- Add a title to your page.
- Double space and add a description of your Web page; i.e., what it is about.
- Insert a picture. See Inserting Images.
- Add links to resources. To create a hyperlink, highlight the text and click on the link icon on your toolbar. Enter the URL of the page you want to link to.
- Create bookmarks within your page. To learn how to make bookmarks (or targets) and hyperlinks to within a Web page, review the "Bookmarks" link. Bookmarks are defined as links within a document as opposed to hyperlinks which link to external documents.
- When you have finished your page, you will need to save it. See saving your web page.
- Now you are ready to publish your Web page. See publishing your Web page with FTP.

Intermediate Users: If you already know how to create a Web page and would like to create a Web page with tables, go to the Column with Contents Template.

Creating Web Pages with Word Created by Jeanne Vilberg. Updated 10-21-03.

[Home](#) | [Inserting Images](#) | [Saving Your Web Pages](#) | [Publishing](#) | [Changing Passwords](#)

Inserting Bookmarks and Creating Hyperlinks

Creating bookmarks or targets is a bit confusing at first because your tendency is to want to create a link to something rather than creating the target first. Look at the figure below to help identify the process.

Research c

This Web site is a cor
links to obtain more ir

Merlot 2. Link
Stanford Center for T
TLT Group
National Teaching and
NEA Higher Education

First, you will create the target (bookmark) and then you create the link. When the visitor clicks on the link, it goes to the target. The link is usually before the target on the page. It is helpful to create bookmarks so visitors can quickly find the information they are looking for. Look at the instructions below to find out how this is done. First we'll create the bookmark.

Merlot 1. Target
http://www.merlot.or
MERLOT is a free and
online learning materi.

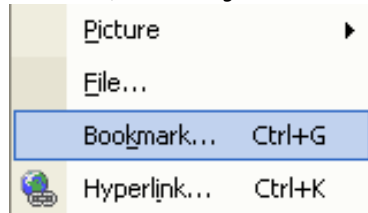
Inserting a Bookmark

To link to an area within a Web page, you can use a "bookmark". A bookmark acts as a target for a hyperlink.

1. To create a bookmark, select the location you want to link to in the document by clicking the mouse at that location. For example, if you wanted to set a bookmark for the Merlot Web site (see example document), you would click before the "M" in "Merlot".

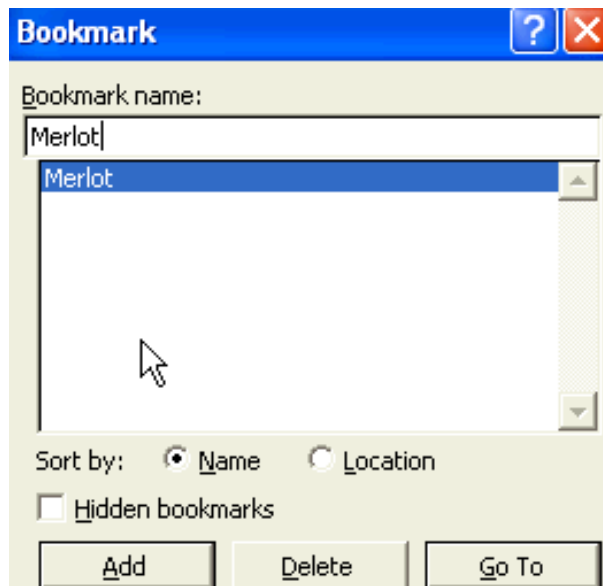
Merlot
http://www.merlot.org/

2. Then go to the menu bar and select **INSERT** and **BOOKMARK** or "Control +G". (You may need to use the drop down arrow to see bookmark in the list.)



3. For this example, we will create a bookmark to "Merlot" in the document. When you create a bookmark, it cannot have any spaces in the name. This is not a problem in this example since it is only one word. Use an underscore (_) if you

need to use two or more words for the bookmark name as in "page_1."



Click the **ADD** button to set the bookmark in your document.

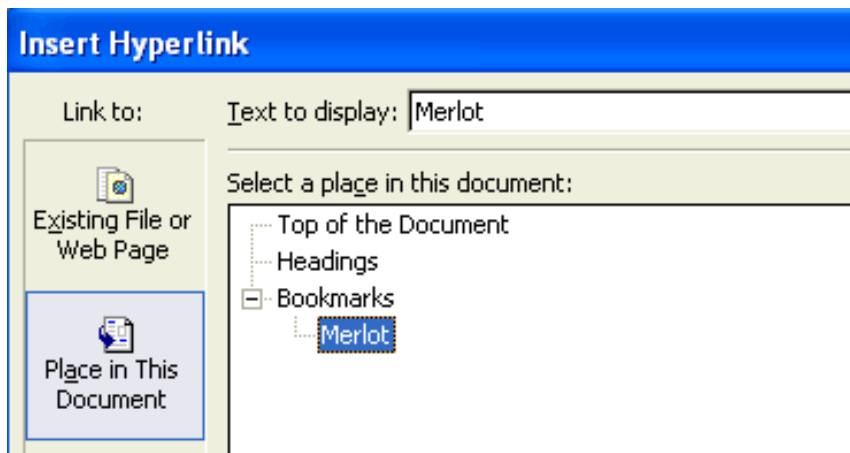
3. Now you can add the other bookmarks to your document for other targets by repeating the steps.
4. After you have added all your bookmarks, go to the next section "Making a Hyperlink to a Bookmark".

Making a HYPERLINK to a Bookmark

1. Highlight the text that you want to click on to go to your bookmarks. For this example, we will highlight the word "Merlot" on the example document.

Merlot
Stanford Center for
TLT Group
National Teaching at
NEA Higher Educatio

2. On the menu bar go to INSERT and select HYPERLINK.
3. You will see the bookmark for "Merlot". Notice that "Place in This Document" is highlighted on the left under the "Link to" location.
4. Highlight "Merlot" under "Bookmarks" and click OK.
5. Do the same for the rest of your bookmarks using the appropriate bookmark.

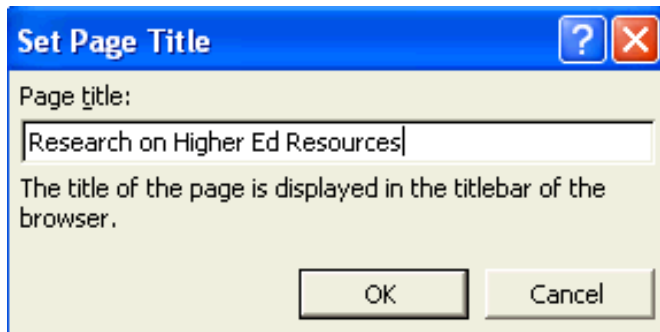


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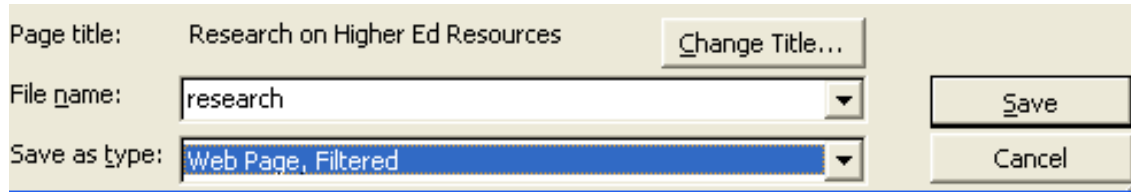
[Home](#) [Bookmarks](#) [Inserting Images](#) [Saving Web Pages](#) [Publishing](#) [Changing Passwords](#)

Saving Your Web Page in Word

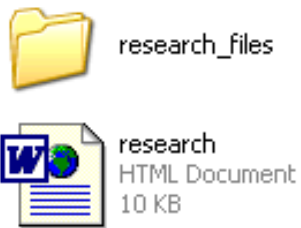
1. Go to **FILE** on the menu bar and select **SAVE** or **SAVE AS WEB PAGE**. Do not wait until you have created the entire page so you don't lose your work.
2. Browse until you find the folder on your floppy drive, "thawspace" or in "**My Documents**" containing "**My Web Files**" and then "**research**" or the name you have given the folder.
3. At the bottom of the window, you can change the page title. The title will appear at the top of your browser window after it has been published to the server to tell viewers what the page is about.



4. At the "**File Name**" field (see example below) enter a name that does not contain spaces. You can use an underscore to separate words, however, try to keep the name short. Use lower case letters but do not use any special characters such as an apostrophe, or quotes, etc. in the name.
5. At the "**Save as Type**" field select **WEB PAGE** or **WEB PAGE FILTERED** if available.
6. Click **SAVE**.



Once you save your Web page, it will appear in the **research** folder you created in "**My Web Files**". If you inserted any images in your Web page, you will see an additional file as well as a folder. Word saves images in a separate folder (see below). When you publish your Web page, you will also need to publish the folder that contains the images. Do not separate the image(s) from the folder or the link may not work properly and your image will not appear on the page. Now you are ready to publish.



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[Home](#) | [Inserting Bookmarks](#) | [Saving Your Web Pages](#) | [Publishing](#) | [Changing Passwords](#)

INSERTING an Image into a Web Page


To insert a picture into a Web Page

1. Click in the area where you want to place the image. (To replace an image with another one, simply click on it. You should see a border and black dots surrounding the image.)
2. Go to the menu bar and select **INSERT** and **PICTURE>FROM FILE** if you have an image on your computer or floppy or if you want to use **clip art** select **PICTURE>CLIP ART**. You can also use Microsoft Gallery on the Web (<http://dgl.microsoft.com/>).
3. Browse to find your picture or clip art. For clip art you just need to select the image and it will be inserted into the document.
4. To resize the image, click on it and drag one of the black boxes on the diagonal to make it larger or smaller. (You will see a double headed arrow when you are in the right position to drag.)
5. To crop the image, you will need to check to see that the **PICTURE FORMATTING** toolbar is

available on the menu bar under **VIEW>TOOLBARS**.

6. Then click once on the image and the **PICTURE TOOLBAR** will open.



7. To crop your image, click on the **CROP** icon  once on the **PICTURE TOOLBAR** and then click on the edge of the image you want to crop. It will turn into a sideways "t" that you then click and drag until you have the area cropped. Everything outside the crop border will be deleted. If you make a mistake, simply click the undo button or go to **EDIT>UNDO**.
8. You can also change the brightness, contrast, borders, wrapping, etc. with the **PICTURE TOOLBAR**.

How Do I Use FTP to Publish Files to the Jupiter Server Using Windows?

Publish Using WebDrive

Helpful Links: [View Flash Movie on Publishing to Jupiter]

Tutorial and Download for WS_FTP LE - Windows
<http://www.ftpplanet.com/tutorial/index.html>

You can publish or upload files to Clarion's server, named Jupiter, by using ftp (file transfer protocol) programs. This will allow others to view your files. FTP programs are not used to create Web pages; they are only used to transfer the pages you have already created on your computer using a Web editor such as Dreamweaver, FrontPage, Word or Netscape to a server where they can be viewed in a browser. For more information on FTP, check out the tutorial for WS_FTP_LE above.

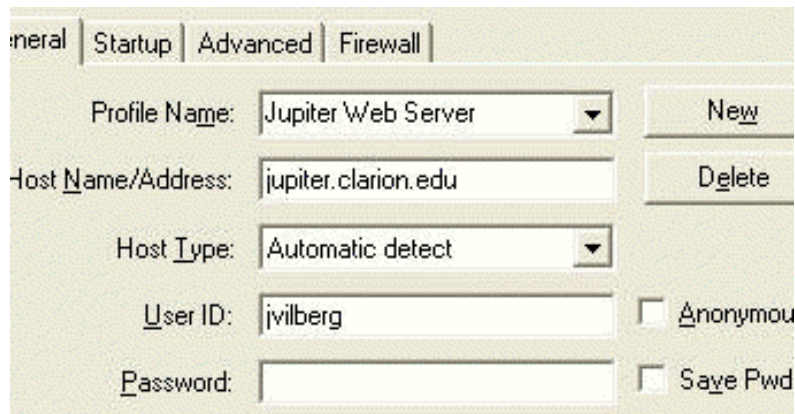
The most popular program for Windows is WS_FTP_LE which is freely available to educators and students (links to these programs are at the top of the page). On the **Macintosh** Fetch is the software of choice. Go to the Macintosh Fetch site for instructions if you use a Macintosh computer. Review the information below to publish your files.

Instructions for WINDOWS Users

Steps to Connect to Clarion's Jupiter Web Server - WS_FTP LE (Win)

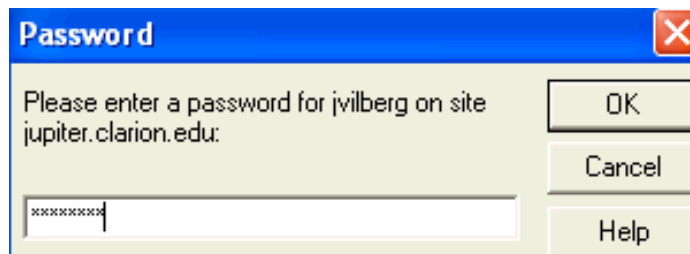
(Instructions based on version 5.08)

1. Open WS_FTP LE (Start/Programs/WS_FTP>WS_FTP95_ LE)
2. Create a new connection: click on New
3. Enter a Profile Name: **Jupiter Web Server**
4. Enter the Host name: **jupiter.clarion.edu**
5. Host Type: should be **Automatic Detect**
6. Click on the APPLY button
7. Enter your User ID: youruserid (**students use s_userids**)



Important Note: Do not enter your password at this window unless this is your home computer. If you are in a public location, your password may be cached in the window and another user will have access to your files.

8. Click OK.
9. Enter your password and click OK.

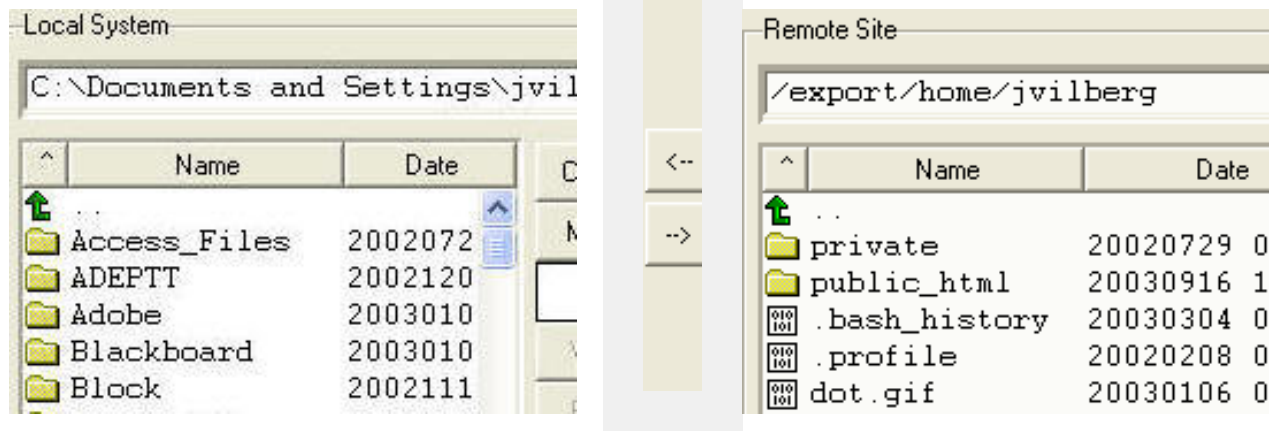


Understanding the WS_FTP_LE Screens

1. The WS_FTP_LE window will open with the "Local System" (your computer) in the left window and the "Remote Site" (Jupiter Web Server) in the right window. Notice the "private" and "public_html" folders. If you want your files to be viewable, you will need to open the public_html folder first.

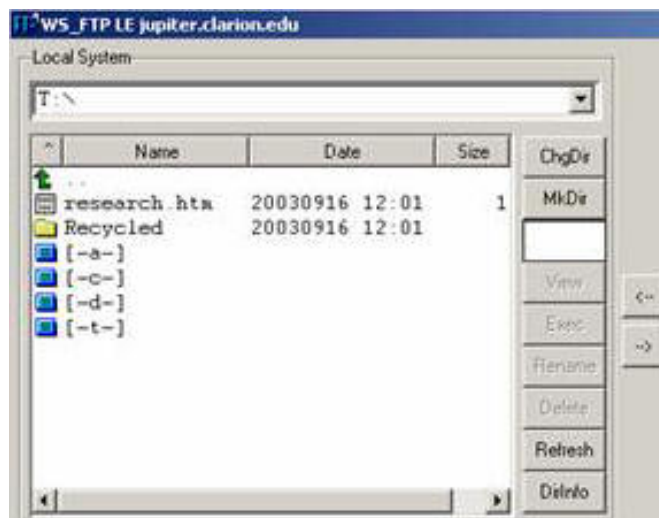
Your Computer

Jupiter Web Server

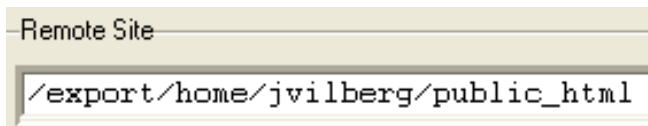


- The next step is to **find the files** on your local system that you want to publish to the Jupiter server. Remember, you saved them either to a floppy (A) drive or "My Documents>My Web Files>research" on your computer.

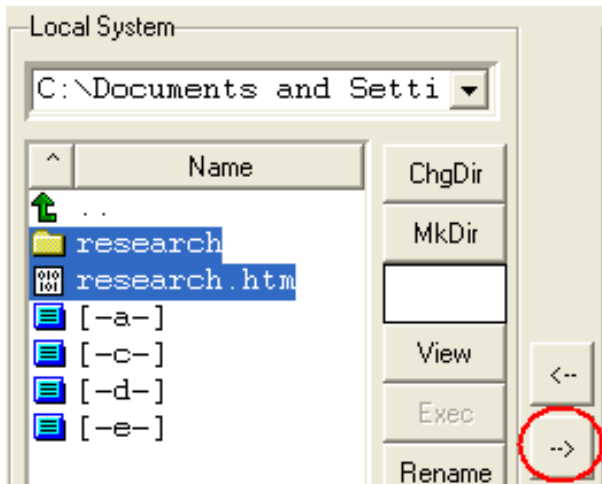
However, if you are publishing your files from a computer lab on Clarion's campus, you may have saved your files in the "(T)" drive "thawspace." If you use the "thawspace," your "Local System" in the left window will look like the example below.



- When you have found the files to transfer, you will need to check that the "public_html" folder (on the Remote Site) is open. To open the folder, double click on it. Now the "public_html" path will show at the top of the Remote Site window. To be viewable, the files must be published here. If you want to keep your files private, you can put them in the private folder.



4. Now you are ready to publish your files; simply highlight the files on your "Local System" and click on the right arrow between the two windows.



- They should then appear in the window at the "Remote Site" side in the "public_html" folder.
- Once the files have been sent be sure to EXIT from WS_FTP_LE (click on the EXIT button in the lower right hand corner).

How to View Your Files: <http://jupiter.clarion.edu/~username/filename.htm> (Insert your username and file name in the appropriate places.)

Changing Passwords in Jupiter

To change your password for Jupiter, go to the Computing Services home page and click on the link to "Change iClarion Password". Your password will be changed on Jupiter as well as in the iClarion portal for your email. (<http://www.clarion.edu/computing/>)