

Microsoft Word Web-site



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STARTING A PROJECT

1. Create a new folder and name it webpage.
2. Open **Microsoft Word**.
3. **VERY IMPORTANT!** Choose **View > Web Layout** before starting to create your webpage!
You have to do this so you will see the correct web placement as you type and layout your page. Print and Normal layout may not represent the true layout of your page.
4. **File > Save As.** In the Save As window, navigate to the folder you created. Save your homepage as a **Webpage, Filtered** and name it **index.htm**.

ADDING ADDITIONAL PAGES

You should have your page layout design before you start creating the site. Create all of your pages before trying to insert hyperlinks.

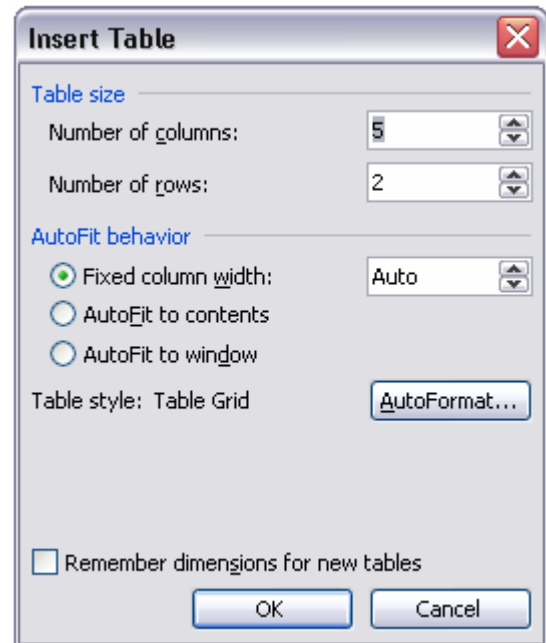
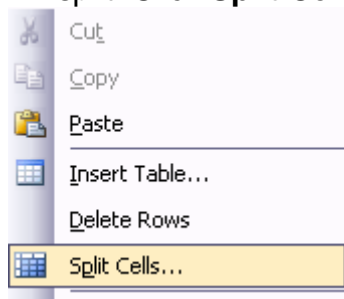
1. **File > New.**

2. For temporary reference purposes, type the name of the page at the top of the new document.
3. **File > Save As.**
4. Save your homepage as a **Webpage, Filtered** and name it accordingly, **only using lowercase letters and no spaces!** Example: If it's your resume, then name it resume.htm.
5. Repeat this process until you have all your pages created and saved in the same folder.

LAYOUT YOUR PAGE USING TABLES

This will keep your formatting laid out the way you want it.

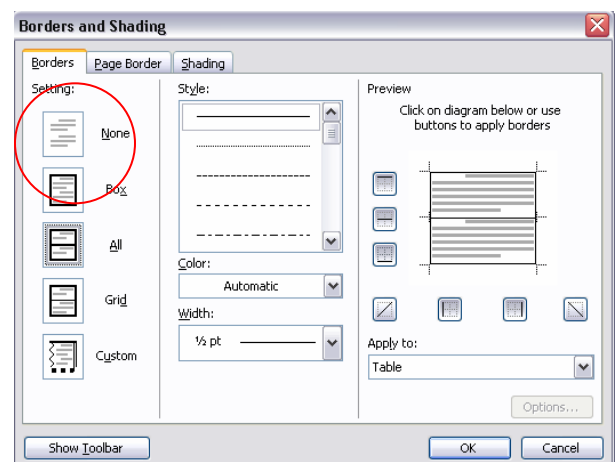
1. Click **Table>Inset>Table.**
2. Choose the number of Columns and Rows and Click **Ok.**
3. You can split Rows and Columns if you need to for layout purposes.
4. Right Click on the row that you want to split. Click **Split Cells.**



5. Choose the number of Rows and Columns you want and click **Ok.**
6. You can also merge Cells together, to get rid of rows or columns.
7. Highlight the Rows/Columns you want to combine. Right Click and choose **Merge.**
8. **Example:**

Welcome to CourTney's Site	

9. You can make your text box invisible if you prefer.
10. Highlight the text box and **CLICK Table>Table Properties.**
11. **Click Borders and Shading.**
12. Under settings, **Click None.** The text box will turn light grey, and when the document is converted to a



website, you will no longer see the box.

INSERTING PICTURES

1. Click the cursor where you would like to insert the picture. (Preferably inside a table, so it won't move around.)
2. **Click Inset > Picture > From File.**
3. Navigate to where your picture is saved.
4. Click on it to highlight it.
5. **Click Ok.**

****Once you insert a photo in word, you don't need to save it, because word creates a copy of it for you.**

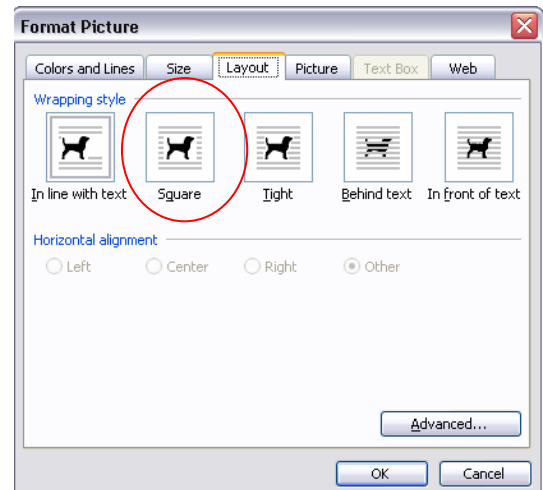
Inserting Pictures from the Internet

1. Find a Picture you like on the internet.
2. Right click on the image and **Click Copy.**
3. Go back to your word document and Click the cursor where you would like to insert your photo, **Right Click and Click Paste.**

Formatting your images for word

Once you insert your picture, you may need to change its formatting so you can situate it the way you like.

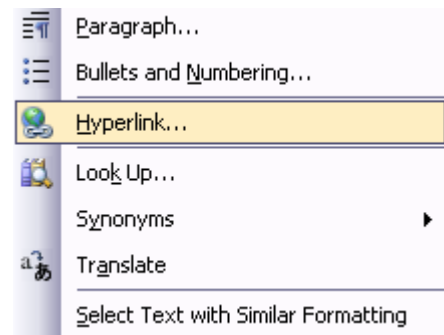
1. Right Click on the Image in your word document.
2. **Click Format Picture.**
3. Click the **Layout Tab.**
4. Choose Square and click Ok.
5. This layout method will let you move the picture around, and it will auto wrap the text around the picture.



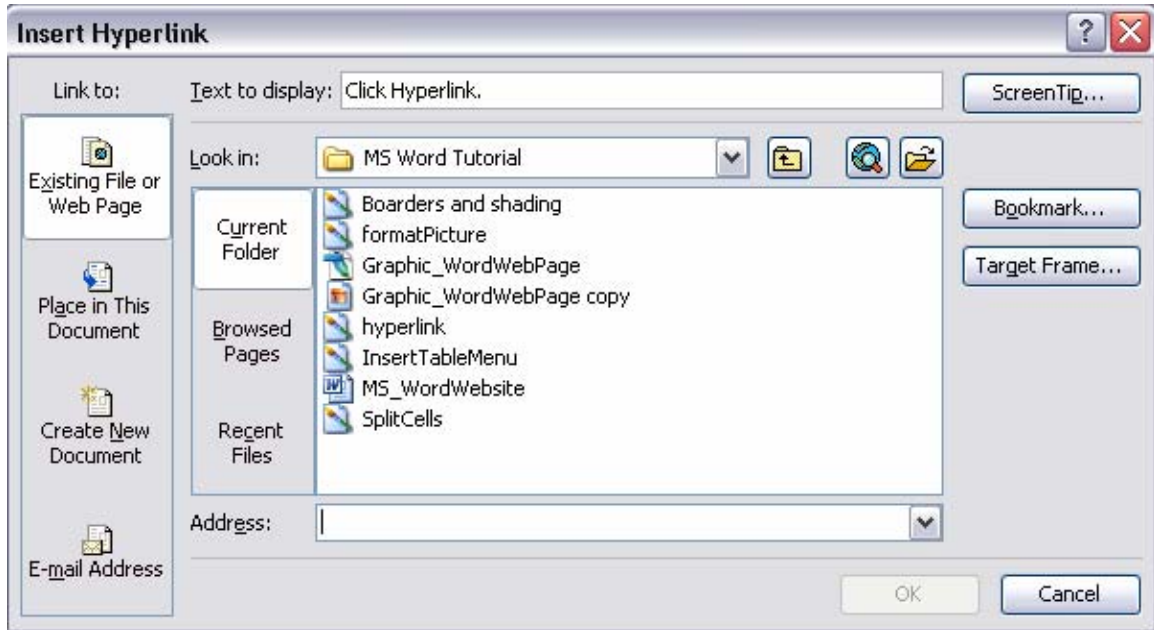
ADDING HYPERLINKS

You can add hyperlinks to other pages inside your website, any external pages, or to documents.

1. Type what you would like the hyperlink to say.
2. Highlight the text you would like to be the hyperlink.
3. Right Click and **Click Hyperlink.**
4. If you are hyper-linking to a document or another page of your website: Navigate to the documents location, click to highlight it, and **Click Ok.**



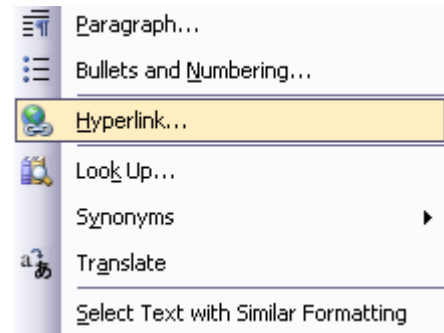
5. If you are hyper-linking to an external website, then type the full address of the site into the Address Box. **Click Ok.**



ADDING AN E-MAIL LINK

You can insert your email address as a link that will open their mailer agent on their computer when they click on it.

1. Type what you would like the link to say.
2. Highlight the text and right click on it.
3. **Choose Hyperlink.**
4. On the left hand side of the dialogue box, choose **Email Address.**
5. The dialogue box will change to a form where you can type your email address. Type in your email address and **Click Ok.**



ADDING THEMES

If you insert a theme onto your webpage, it will format your text, insert a background, and change the colors so it all matches what ever theme you choose.

1. **Format > Theme.**
2. Choose your theme and **Click Ok.**

UPLOAD YOUR WEBSITE TO YOUR FTP SPACE

This is your web space that is given to every KSU student. All you need is your flash-line name and password.

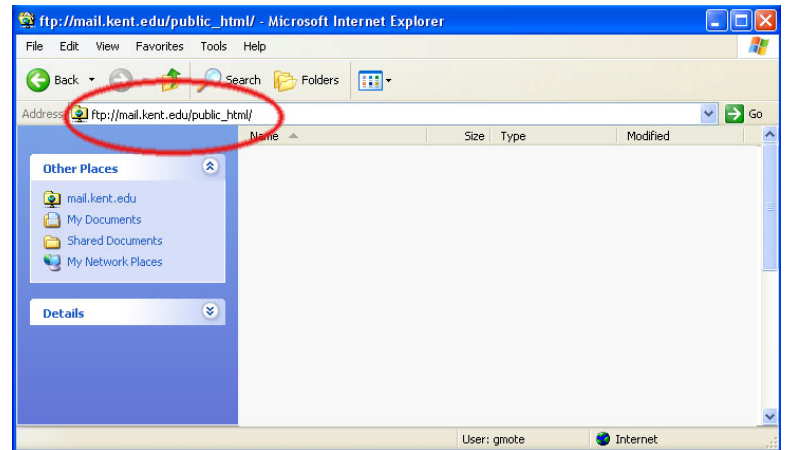
1. After you are completely finished and have saved your web pages for a final time, **Close Word**.

2. Open an internet explorer window.

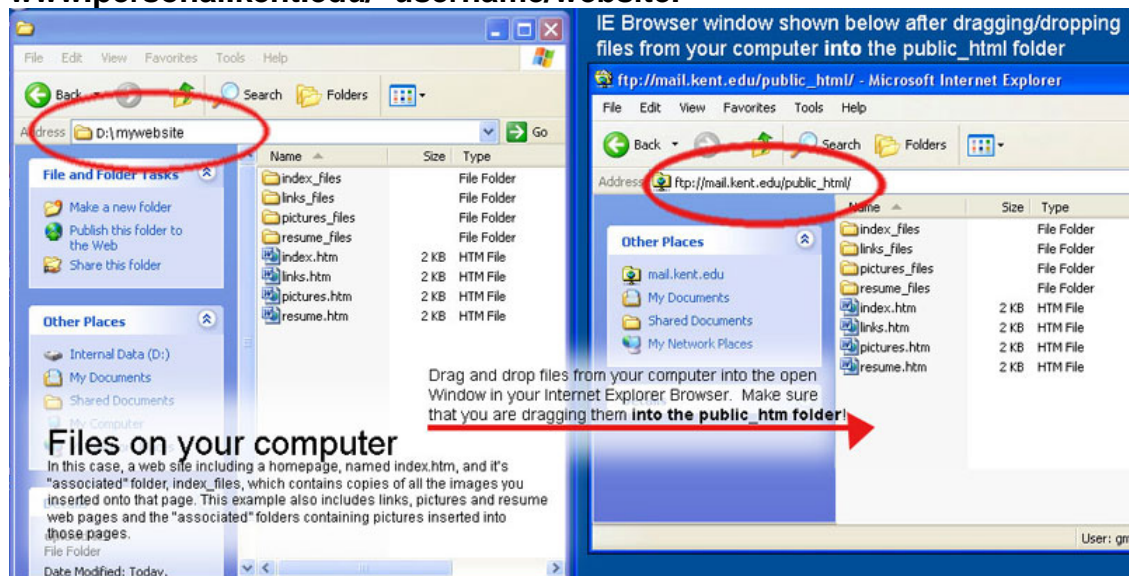
3. Go to the address:
ftp://mail.kent.edu/public_html

4. In my computer, navigate and open the website folder you created earlier.

5. **If this is your only website up on your FTP space:**
Drag and drop all of your web files from INSIDE the website folder to the Internet explorer window. Your address to your new site will be: **www.personal.kent.edu/~username/website**



6. **If you have other websites on your FTP space:** Drag over all of your files INSIDE the website folder. Your address to your new site will be: **www.personal.kent.edu/~username/website**.



VIEW YOUR FINISHED SITE

1. Open up an internet explorer window and type in the follow address:
www.personal.kent.edu/~username
 2. **If you have multiple sites** on your FTP space, then you would add on the name of the folder all of your files are in:
www.personal.kent.edu/~username/website
-

EDIT YOUR FINISHED SITE

If you ever need to edit your website that is already posted on the web, then follow the steps below.

1. Go to the address: **ftp://mail.kent.edu/public_html**
 2. Type in your flash-line username and password and click Ok.
 3. Create a new folder on the desktop, this way all of your files will remain together. Open the folder.
 4. Drag and drop the files from the FTP site to the new folder you have created.
 5. Make all the necessary changes in MS Word and save all of your pages and close MS Word.
 6. Open up the folder you created with all of your web files inside. Again, drag and drop the files onto your FTP space. If it asks you if you want to replace files, **Click Yes**.
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RE-UPLOAD YOUR EDITED SITE

1. After you are completely finished and have saved your web pages for a final time, **Close Word**.
2. Open an internet explorer window.
3. Go to the address:
ftp://mail.kent.edu/public_html
4. Open up the folder you created with all of your web files inside.
5. Again, drag and drop the files onto your FTP space.
6. If it asks you if you want to replace files, **Click Yes**

