

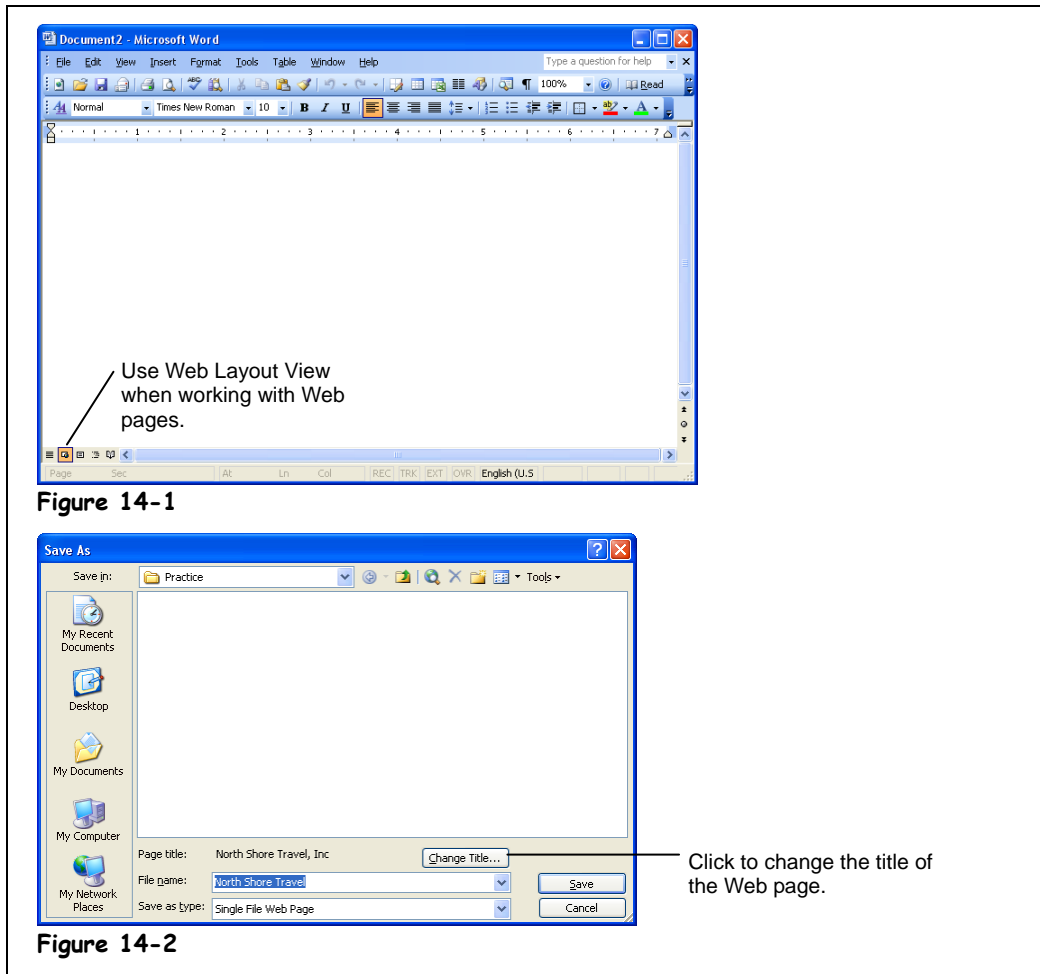
Lesson 14-1: Creating and Saving a Web Page

Figure 14-1

A new Web page.

Figure 14-2

The Save As dialog box.



Though Web pages work and act much differently from a document, creating a new Web page is just as easy as creating a new Word document.

1. **Start Word.**
2. **Select **File** → **New** from the menu.**
The New Document task pane appears.
3. **Click the **On my computer** link in the New Document task pane.**
The Templates dialog box appears.
4. **Double-click **Web Page** template in the General tab.**

A new blank Web page appears.

You might think you just created another Word document. But if you look closer, you'll notice that you're in Web Page Layout view.



Web Page

**Web Page
template**

One of the major differences between Web pages and documents is how they are saved. When you save a Word document, everything you see on the page is saved in one file. For example, if you have inserted clip art in your document, the clip art file is embedded in the document; it's not saved as a separate file outside of the document.

Web pages do not use embedded files. Each element of a Web page—the text and graphics—are saved in a separate file. For example, if you want to use a picture in your Web page, you have to define the image source, or where the file is saved on the Internet, in the Web page. All of these files required for a Web page are normally saved together in their own Web site folder.

Word 2003 saves you from some of this confusion with MHTML, a special type of file that encapsulates all the elements of a Web page into one file, just like a Word document. The drawback of this file type is increased file size, but it's very convenient.

Now that you basically know how Web pages are saved, let's try it.

5. Click the **Save button on the Standard toolbar.**

The Save As dialog box appears.

6. Type **North Shore Travel in the File name box.**

Any text you type in the Web page will be stored in this file.

Another difference between Web pages and documents is the Page Title. When a Web page is viewed in a Web browser, the Page Title appears in the title bar of the browser.

7. Click the **Change Title button in the Save As dialog box.**

The Set Page Title dialog box appears.

8. Type **North Shore Travel, Inc. and click **OK**.**

The Page Title you just entered appears in the Save As dialog box.

Notice that Single File Web Page appears in the Save as type area of the dialog box. This is the MHTML file that saves all the elements of the Web page in a single file.

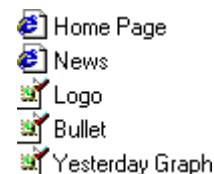
Now tell Word where to save your Web page.

9. Navigate to your Practice folder and click the **Save button.**

The Web page is saved as a single file in your Practice folder.

Most of the time you will save a Web page in a Web site folder with all the other pages and files in the site.

NOTE: Microsoft Word is not the best tool to use for creating and designing Web pages. If you want to get really serious about creating your own Web site, use FrontPage, the Web design tool for Microsoft Office.



In a Web site, each page, graphic, and picture is stored in a separate file.

Quick Reference

To Create a Web Page:

1. Select **File** → **New** from the menu.
2. Click the **On my computer** link in the New Document task pane.
3. Double-click the **Web Page** template in the General tab.

Or...

1. Select **File** → **New** from the menu.
2. Click the **Web Page** link in the New Document task pane.

To Save a Web Page:

1. Click the **Save** button on the Standard toolbar.

Or...

1. Select **File** → **Save** from the menu.
2. Click the **Change Title** button to add a Page Title.
3. Type a file name for the page in the File name box.
4. Click the **Save** button.