

## Saving a Document as a Web Page

You can work with simple Web pages in Word. This lesson shows you how. When a Word document is saved as a Web page, Word converts the text and other items in the document so that it is readable in HTML, the language that communicates how a page should look to your Web browser, such as Internet Explorer.

The difference between working with a document and a Web page is not very great in Word 2007. Some of Word’s features are not available in Web pages, such as some font formats, headers and footers, and cross-references. On the other hand, some features work perfectly for Web pages, as shown in Table 16-1: Features that Work Well in Web Pages.

The difference between how these documents are saved is very important. 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 the page—page, graphic, or picture—is stored as a separate file. For example, if you want to use a picture in your Web page, you have to define the image source—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.

With that understanding in mind, here’s how to save a document as a Web page.

1. Click the **Office Button** and select **Save As** from the menu.

The Save As dialog box appears.

2. Click the **Save as type** list arrow and select **Web Page (\*.htm, \*.html)**.

Now change the page title. The page title appears in the title bar of the browser when the page is displayed.

There are two additional Web Page Formats you can choose from. See Table 16-2: Web Page Format Options for more information.

3. Click the **Change Title** button.

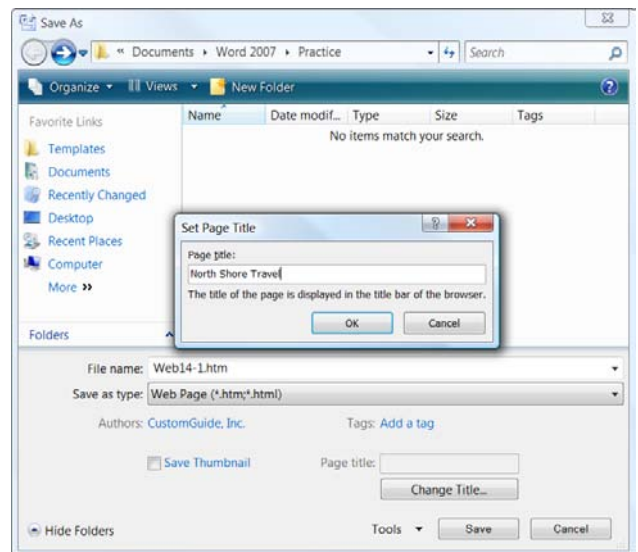
The Set Page Title dialog box appears.

### Exercise

- **Exercise File:** Web16-1.docx
- **Exercise:** Save Web16-2 as a Web page. Add “North Shore Travel” as the page title.

**Table 16-1: Features that Work Well in Web Pages**

<b>Page Color</b>	Change the background of the page to a color, pattern, texture, or picture.
<b>Page Borders</b>	Add a border around one or all sides of the page. You can also use different line styles for different effects.
<b>Tables</b>	Tables are a great way to organize the structure of the Web page. Use the cells to contain text, graphics, and pictures and to provide spacing between elements.
<b>Web dividers</b>	A graphical way to provide separation in a Web page. Search for web dividers under Clip Art to find one that works with your Web page.



**Figure 16-1:** The Page Title will be displayed in the title bar of the browser.

4. Type a title for the page and click **OK**.

The page title is set, and the .htm file type is also selected. Go ahead and save the page.

5. Click the **Save** button.

The document is saved as a Web page and is shown in Web Layout view.

Also, Word has created a folder that contains all the elements of the Web page that are stored as separate files.

✔ **Tip:** Web pages can't display the same things as Word documents. If Word can't convert something in your document into HTML, the Compatibility Checker will appear to warn you which features won't be supported. Follow its instructions to continue

✔ **Tips**

- ✓ A typical convention for file names of Web pages is no caps and no spaces. Use an underscore (\_) to separate words.

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**Table 16-2: Web Page Format Options**

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<b>Single File Web Page</b>	(Default) Encapsulates all the elements of the Web page (text, graphics, etc.) in a single file.
<b>Web Page</b>	Saves a document as a Web page and preserves all Word-specific document formatting by embedding it using XML tags – at the cost of large file sizes.
<b>Web Page, Filtered</b>	Save a document as a Web page without preserving any Word-specific formatting. Filtered Web pages are much smaller in size.

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