

CREATING WEBPAGES with MICROSOFT WORD

INTRODUCTION

The idea of sharing information directly from computer to computer through the Internet took hold in the 1960s as a quick and efficient method of communication, but the format was generally technical and unimaginative. In the 1980s, programmers at the University of Illinois developed the first webpages as an easier and more appealing format for sharing information between computer users. Today's rapid expansion of the Internet has quickly made webpages a popular means of communication in our society.

STEP 1: WHY WOULD I WANT A WEBPAGE?

1. Visit the MMS homepage (<http://www.mmsnet.org>) or double click on the MMSnet (globe) on computers here at school.
2. Now click on the link for "staff homepages" on the left side of the screen.
3. Click on the links for a number of different staff members. As you browse these sites you will quickly see the many possibilities for a teacher homepage.

STEP 2: CREATING A BLANK WEBPAGE

1. Remember – you must be logged into the computer as yourself to create a webpage. If you are logged in as a different person, click on the Start button in the lower left-hand corner and choose "close all programs and logon as a different user."
2. Double click on the folder on the desktop that says "Microsoft Office 97," and then double click on the icon that says "Microsoft Word."
3. In the upper left hand corner of the screen click on "file," & click on "save as HTML."
4. Double click on the folder that contains your private network folder as needed. This probably means that you will need to double-click on either "classroom faculty a-m" or "classroom faculty n-z" and then double-click on the folder with your name.
5. Once you are in your private network folder, double click on the folder that says "Intranet."
6. Type in a file name and click save. With webpages it is safer to use shorter file names because users may have to type in the file name you choose, and older software may not be able to view long file names. To be safe, keep the file name 7 letters or less. Your file is now a webpage!

STEP 3: ADDING BASIC CONTENT TO YOUR WEBPAGE

1. The file you just created is now a webpage, but obviously you will need to add content to it in order for it to be a useful webpage.
2. The easiest thing to start with is text. Text simply involves typing words. You may want to start your page with a title, followed by a short introductory paragraph.
3. Highlight your title with the mouse. Click on "format" at the top of the screen and then "font." Change the size, color, font style, font type, and effects for your title. Remember that because people are viewing your webpage on a computer, you can use color.
4. Highlight your title again and click on the center button (looks like a series of six horizontal lines that are centered; is located near the top of the screen in the middle).

STEP 4: USING BULLET POINTS TO OUTLINE INFORMATION

1. Bulleted/numbered lists are frequently found on webpages as an easy method for breaking down information into quick pieces for readers.
2. Move the cursor underneath your introductory paragraph by hitting enter after the end of your paragraph. You will now create a list of information, so type in the first item in the list. For

example, if you were going to list the units in one of your classes, you would type the name of the first unit.

3. Next, highlight the words you just typed and click on “format” at the top of the page, then “bullets and numbering,” then choose the type of bullets/numbers you want.
4. Press enter and type the next item in your list.
5. When you are done with your list, just click “enter” twice to stop the bullet points on future lines.

STEP 5: ADDING CLIPART / PHOTOGRAPHS

1. One advantage of a webpage is that you can add clipart or photographs without worrying about color ink, paper costs, unclear copies, etc.
2. Click on “insert,” then “picture,” then “clipart.”
3. Double click on the piece of clipart you would like to use in your webpage. Use the “find” button on the right side of the window to search for a piece of clipart by keyword. Click on the globe icon in the lower right hand corner to get additional clipart from the Internet.
4. To insert a photograph file, click on “insert,” then “picture,” then “from file.” **Keep in mind that for this option you will need to have a picture file to use.** Many people take pictures with a digital camera and then insert it into their page this way.

STEP 6: PROVIDING LINKS TO OTHER WEBSITES

1. Frequently teachers will create websites for students that contain links to pre-selected websites for students to use for research. This provides an effective technique for focusing student efforts on useful sources of information.
2. Imagine that you wanted to provide a link to the search engine “yahoo.” Press enter to get a new line and type in the text “Yahoo Internet Search Engine.”
3. Now use your mouse to highlight the words that you just typed.
4. Click on “insert” at the top of the screen, and then click on “hyperlink.”
5. In the white boxed label “link to file or url” type in the address of the webpage that you want to link to. In this case, type in the address “<http://www.yahoo.com>”.
6. Now you have a link to Yahoo on your page. This technique also works when you highlight pictures (essentially a picture/clipart) can be a link to a website. You can also link to other webpages that you make by typing in the names of those files in the white box.

STEP 7: SHARING YOUR WEBPAGE WITH STUDENTS, PARENTS, STAFF, ETC.

There are two different ways that someone can access your webpage.

- A. First, if someone is inside the building, they can double click on the MMSnet (globe) icon on the desktop and then click on “staff homepages.”
- B. Second, someone outside of our building (including on the other side of the planet!) could use the Internet to view your page. They would go to <http://www.mmsnet.org> and then click on “staff homepages.”

STEP 8: CAN I TURN MY EXISTING WORD DOCUMENTS INTO WEBPAGES?

1. Yes! This is a very easy way to turn your existing documents into documents available on the Intranet and Internet for other people to view.
2. Just open up an existing Microsoft Word document, click on “file” at the top of the screen, and then “Save as HTML.”
3. Double click on the folder that contains your private network folder as needed.
4. Once you are in your private network folder, double click on the folder that says “Intranet.” Type in a file name and click save.

5. Your file may look slightly different as a webpage because webpages do not have exactly the same formatting as Microsoft Word files.

STEP 9: IMPORTANT INFORMATION TO REMEMBER

1. When you save your file, it immediately becomes part of our school's Intranet. This means that it is only accessible from within our computer network (essentially our building). By default, at the end of the week your webpage(s) are also sent to our Internet site where they are accessible from around the world. This distinction is important for the following reasons:
 - a. Students/teachers can access your page immediately through the local Intranet, but your Internet webpage address will not work until we send your page to the Internet. As previously mentioned, this occurs by default at the end of the week, but if you need an update sooner, just call down to phone extension 196 and we can send your page to the Internet immediately.
 - b. If you have a webpage that should not go on the Internet (such as a page with materials where the copyright only allows for building use), let us know so we can put your page on a secure location on the Intranet where it will not go on the Internet.
2. Mansfield is still in the process of formalizing Board of Education policies regarding the use of school computer networks for posting Internet pages, **but the following concepts are important to keep in mind...**
 - a. Do not use students' full names, but instead use a format such as "Jane D."
 - b. Obviously your page must comply with Federal, state, and local laws and the policies of the Mansfield Public Schools and the Middle School. This includes **copyright** policies, and if you are considering corporate logos or fundraising, you will need to get Carole's approval just like you would if it was a regular fundraiser/sponsor.
 - c. Please include a link to the school's homepage on your site (<http://www.mmsnet.org>).
 - d. Generally it is good practice to put a statement such as "last updated on 2/00" at the bottom of your page to let the reader know if your page is current.

STEP 10: AN OPTION TO CONSIDER: WEB PAGE WIZARD

1. Microsoft Word also has a "webpage wizard" that is designed to make it quicker and easier to make a webpage. The disadvantage is that it only has a limited number of layout choices.
2. Click on "file" at the top of the screen, and then "new."
3. Click on the gray tab for "Web Pages" at the top-right side of the window that appears.
4. Double-click on the "Web Page Wizard" icon.
5. Choose a layout and press "next." Continue with this process following the on-screen directions for the layout that you select.
6. When the wizard is finished, you can type your own content into their webpage and then save it as your own!

Glossary of Terms:

- **Intranet:** Web pages (or other computer resources) accessible from within a site's computer network. Contains information appropriate for staff and/or students, but not the world at large.
- **Internet:** Web pages (or other computer resources) accessible outside a site's computer network. Contains resources appropriate for the world at large.