



## So you are going to prepare a web page?

Follow these steps to create and upload a web page to the class project website:

### 1. Prepare a file:

- Open a new or existing document in Word (or WordPerfect or Works, etc.)
- Put in your text and insert pictures, audio, and/or video clips (in Word, use **Insert: Picture** or **Insert: Object**).
- Design your web page by arranging and formatting the text, images, and objects
- Include active links to webpages you have used by clicking onto **Insert: Hyperlink**. You will need to copy the URL (web address) and past it into the hyperlinking menu.
- To preview your web page as it will appear on the internet, use **File: Web Page Preview** feature if it is available in your word processing program

### 2. Save your file as a web page:

- Save your document using **File: Save as Webpage** (if available, use **Web Page Filtered** feature in **Save As** popup to reduce size of file). Ask your teacher for a disk. Mark the disk with your names and your block.
- You can preview your web page before uploading it by clicking on newly saved .html file.
- You can further edit, revise, and preview the web page until you are satisfied with its form and content.

### 3. Upload the web page:

- Your teachers will upload the page when you are finished.