

Word Web (Pages)

If you need help at any time, please let me know. Send me an email (ballen@mail.norridge80.org) or drop me a note.

Log in if you haven't already.

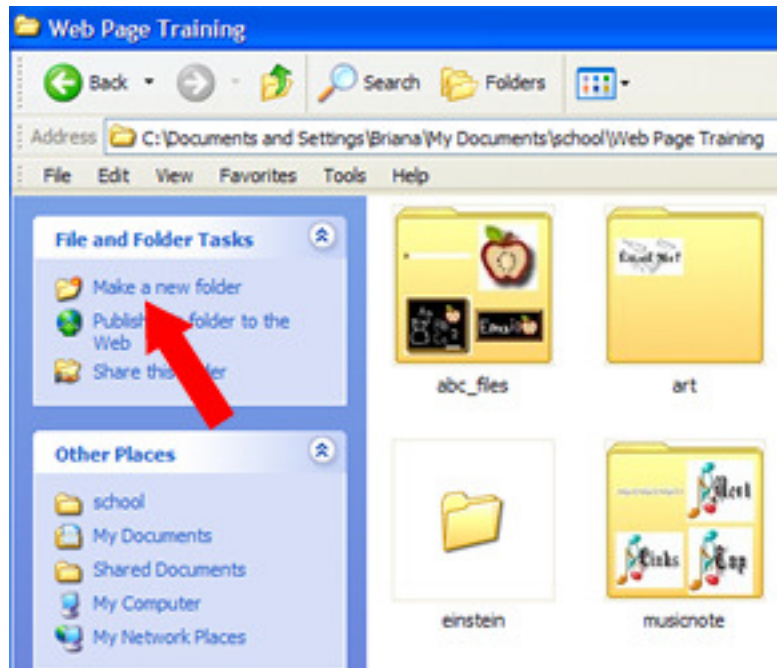
Click Start>My Computer>U: on educate>Teachers>your username
Click the New Folder button in the top left corner of the window

Name the folder Web Page

This is the folder where you will save your web page

Minimize the window, don't close it- we will need it later

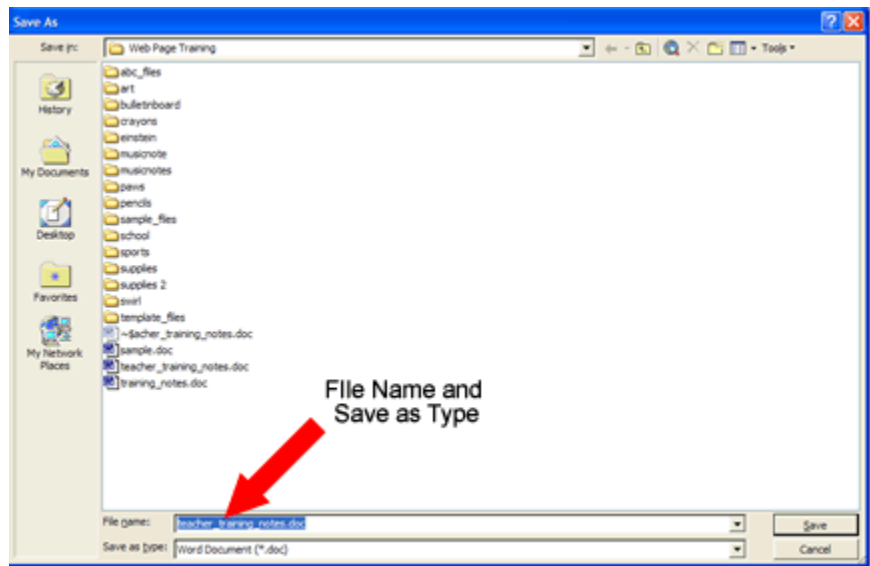
Click Start>All programs>Microsoft Word or New Office Document>Click View>Click Web Layout>Press Enter



Save a Word Web Page

Click File>Save As>U: on educate>Teachers>your username>At the bottom for File Name:, type sample>Below that click the Save as type: drop-down arrow and choose Web Page >Click Save

WHEN CREATING YOUR ACTUAL WEB PAGE, BE SURE TO SAVE IT AS INDEX!
You will now see the screen as it would appear in a web browser.



Adding Background Color

Click Format>Click Background>Choose a color, More Colors, or Fill Effects

Backgrounds can be a solid color, pattern or picture. Be careful with pictures. Bold images make it hard to see text. Background patterns can be found on the Internet. The best are light in color or have a subtle pattern.

Organizing Text and Images

The best way to arrange text or images is to use a table. Tables help line up images and text and make it easier to organize and edit information.

Click Table>Click Insert>Click Table> (2 x 5) Choose the number of columns and rows needed>Click OK

When using tables to create a web page it is a good idea to plan out how you want the page to look. It can save you time by creating a plan. Tables can be changed easily by adding or deleting rows and columns.

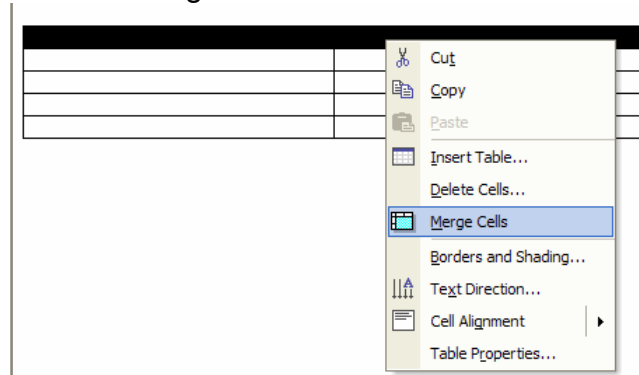
We will be using a 2 column by 5 row table

Click in cell 1>Click Table>Click Table Properties>Click Center>Click OK

Click in cell 1>Right-click>Choose Borders and Shading>Click None on the Borders Tab
You can also add shading (colors) to the table, change the border color, and style

Cells, each individual block, can be combined or split to accommodate different information or layouts.

We are going to select the first row of cells>Right-click>Choose Merge Cells



Type: Welcome to Room ###

Resize Column 1-Position the cursor on the vertical line between the two columns until you see a bold vertical line with two arrow heads>Click and hold the mouse button>Drag to the left to make column 1 narrower

Row2Cell1Type: Classroom News

Row2Cell2 Type: Welcome back to a wonderful year in __ grade. Our class web page will provide you with information about events in our class, what your child is working on and links to useful web sites. I'm looking forward to a wonderful school year.

Row3Cell1 Type: Classroom Expectations

Row3Cell2 Type: Here is a summary of classroom expectations

Row4Cell1 Type: Daily Schedule

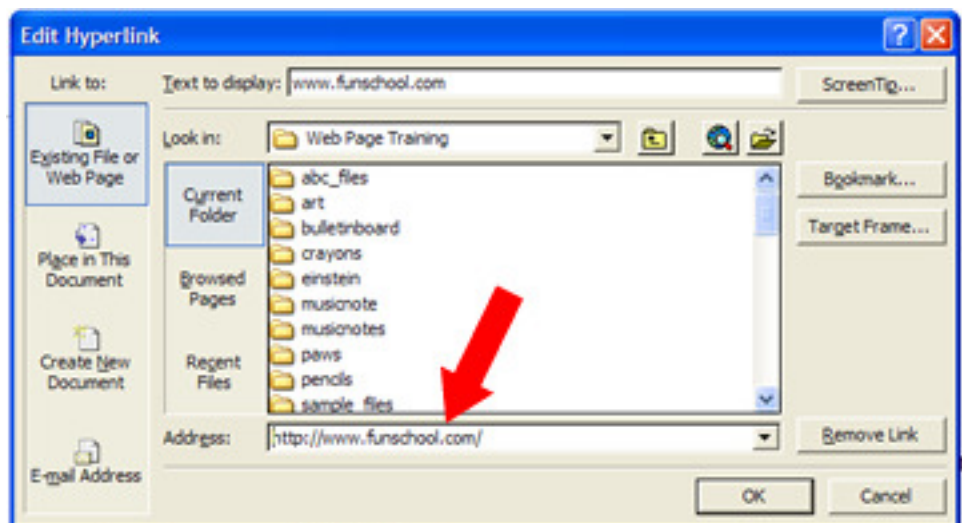
Row4Cell2 Type: We will have PE on Mondays, Art on Thursdays, Library on Wednesdays and Computer on Fridays.

Row5Cell1 Type: Web Links

Row5Cell2 Type: FunBrain and Funschool

Creating Hyperlinks

Highlight
FunBrain>Right-
click>Choose
Hyperlink>Type
www.funbrain.com in the
Address box>Click OK
Repeat for
www.funschool.com



Insert Pictures

Click to the left of FunBrain>Click Insert>Click Picture>Click From File>Click U on educate...Web Page Training>Click Funbrain image>Click OK

Double-click the image>Click Layout>Click Square>Click to the left of FunSchool>Press Enter to move the image & text down

Repeat steps to insert FunSchool image

Formatting Text

Select desired text and change font, size and color

Keep in mind that not all computers have the same fonts. I might have a fairy tale scroll font, but you might not. If I use it for a web page, you won't see the text the same way. Stick to common fonts like Times New Roman, Arial, Garamond, Comic Sans MS, etc.

Previewing Your Web Page

If your Web Page folder is open: Click the Web Page folder on the task bar>Double-click the sample document

This is how your web page will look when posted to the web.

If your Web Page folder is not open: Click Start>Click U: on educate>Click Teachers>Click your username>Click Web Page>Double-click the Sample document

Posting Your Web Page

Click Start>Click Internet>Type ftp://yourusername@www.norridge80.org>Enter your password>Your web space will be visible-It says ftp in the top left corner

If you have **opened** your U drive folder, click the restore button (in the top right corner to the right of the big red X) of your Web Page folder>Click and drag your **index file** and **index file folder** onto your web space

If you have **not opened** your folder, Click Start>My Computer>U: on educate>Teachers>your username>web page folder

Click and drag your **index file** and **index file folder** onto your web space

Viewing Your Posted Web Page

Click Start>Click Internet>Click Pages Made by Teachers and Students>Click your grade level or name link