**Creating a Webpage**

You can use convert an existing document into HTML format. Use the “Save as Webpage” option to create documents for the web. Remember, layout differences may exist after you convert a document. For example, if you used tabs to create a table in a word processing software, the tab space will not appear in the HTML document. To avoid having to correct an improperly aligned table, always use the word processing Insert Table options to create new tables. Also, each time you use the ENTER key in the word processing program, extra white space will appear in the converted document (let the text wrap automatically whenever possible).

Note: Read the instructions for using the "Save as Webpage" option before you start.

1. Open your word processing program.
2. When the application opens, from the “File” menu, choose “Open.” Then, from the list of available documents, double click the document you wish to convert.

Note: When the document opens, familiarize yourself with the layout. The converted document will not look exactly like the original.

1. From the “File” menu, choose “Save as Webpage.” Click “Save.”

Note: When you convert a document to HTML format, you retain the original document as a separate file. The new HTML file has the same file name but a different file extension (.htm).

1. When the conversion is complete, the converted file appears in the window (filename.htm). View the HTML source code file by selecting the “View” menu, then “HTML Source.”
2. If you have graphics in your document, scroll through the HTML source code to find the reference to the image. The program should name images consecutively (Image1.gif, Image2.gif, etc.). When you publish your page, be sure to include these image files.
3. Return to edit mode by clicking the “X” in the HTML Source window.
4. You can modify the HTML file using the formatting buttons and menu options and the Web toolbar options (insert hyperlink, insert image). When you are satisfied with the appearance of your page, be sure to save it.
5. Close your document by selecting the “File” menu, then choosing “Close.” Click the Close button (the “X” in the upper right corner) to close the program.
6. Open your HTML file in a WWW browser to see how it will appear. You can adjust the layout of the page if necessary using appropriate editing options.
7. Next, you must move your files to your Web directory.
8. Once you have published your page, view it in on the Internet to see how it will appear to the world.