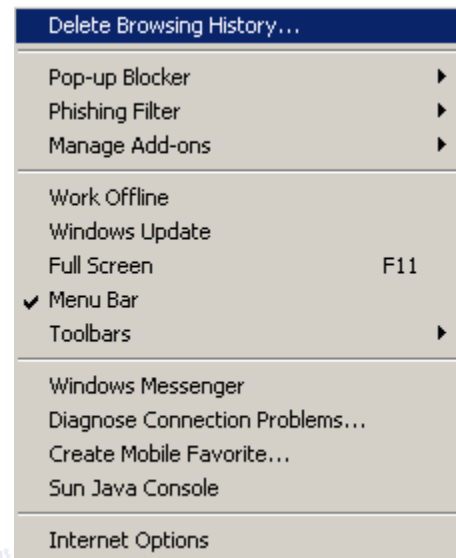




Editing a Word Web Page Using Internet Explorer 7

Add the Menu Bar

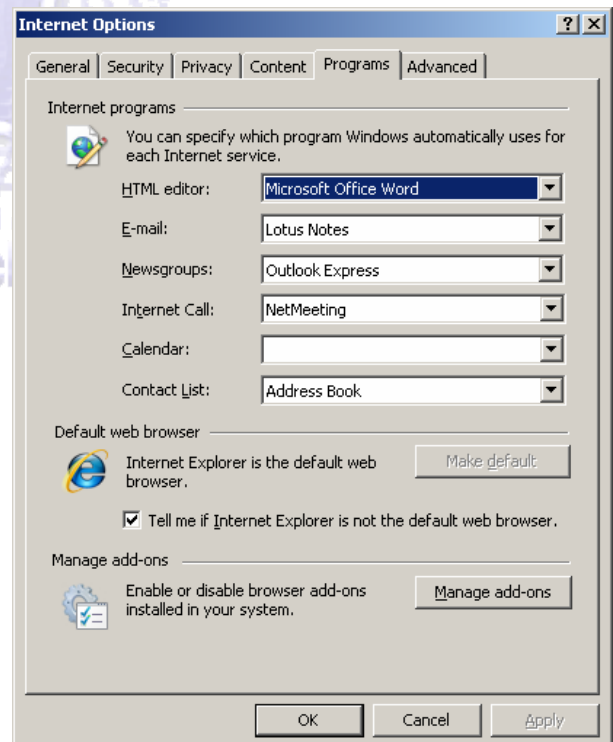
1. Click > Tools on the Command bar on the right side of the window
2. Click > Menu Bar on the drop down list
The Menu Bar is added.



Set the Default Web Page Editor

1. Click > Tools > Internet Options > Programs tab
2. Click > the drop down arrow of the HTML editor:
3. Select the program that will be used to edit the web page
4. Click > OK

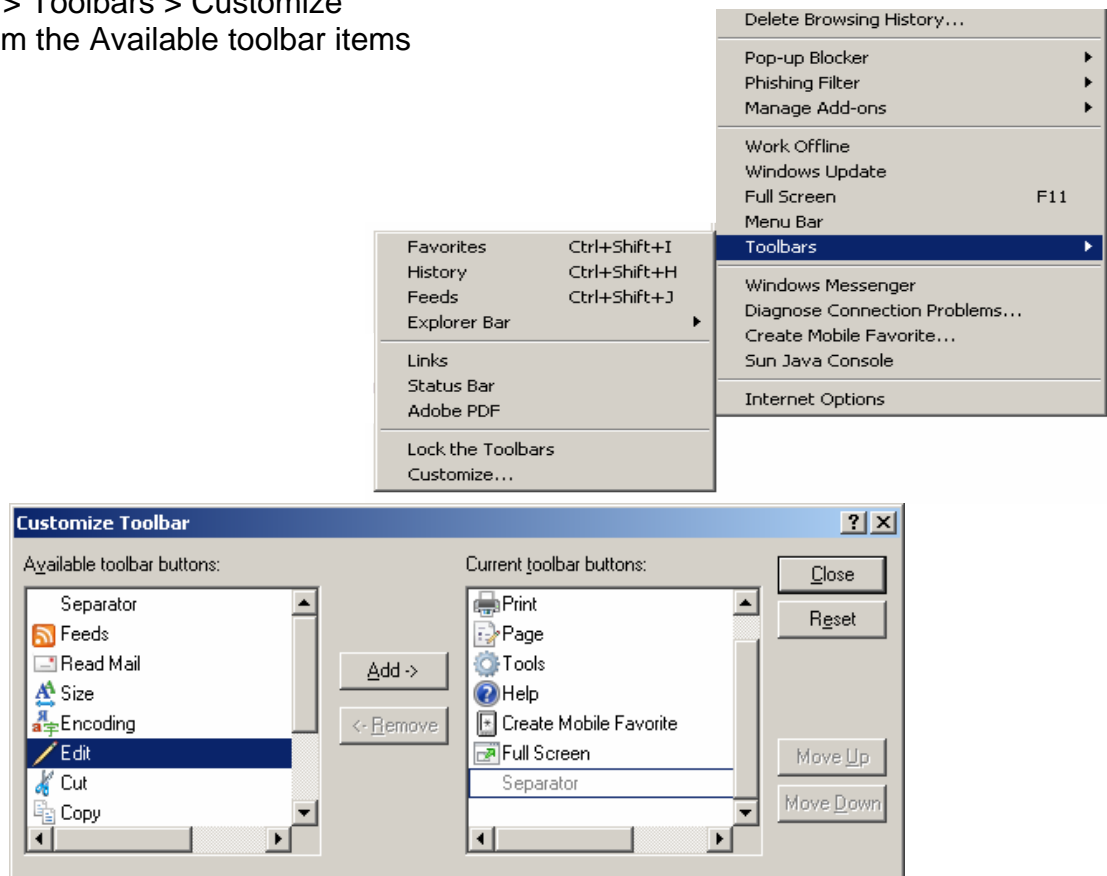
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Customize Editing Options

To provide easy access to two different web page editors, the Command Bar needs to be modified.

1. Click > Tools > Toolbars > Customize
2. Select Edit from the Available toolbar items
3. Click > Add>
4. Click > Close

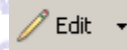


5. If the Editor pencil icon is not visible on the Command Bar, click> the expand arrows >> Or click and drag the separator bar to the left

Use Editing Options / Switch Web Page Editors

Switching from the default web page editor, to an alternate webpage editor is easy.

1. Click > the drop down arrow next to the pencil Edit icon
2. Select the desired editor



Lee's Summit, Missouri R7 School District

Instructional Technology Specialists

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