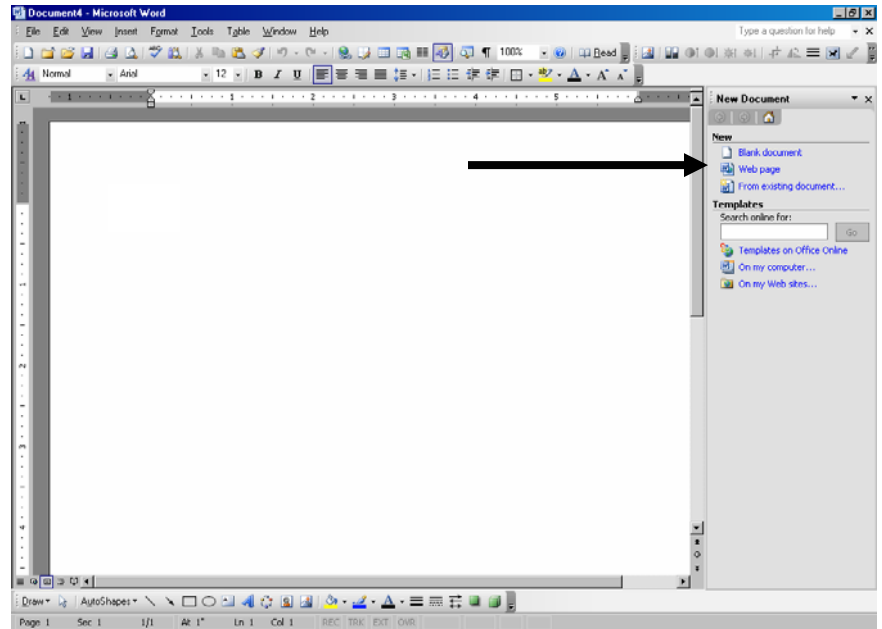


WEB DESIGN IN WORD 2003

Accessing Word


1. Click > Start > Programs > MS Office > Word or click the shortcut icon on the desktop
2. Click > File > New
3. In the task pane, select Web Page

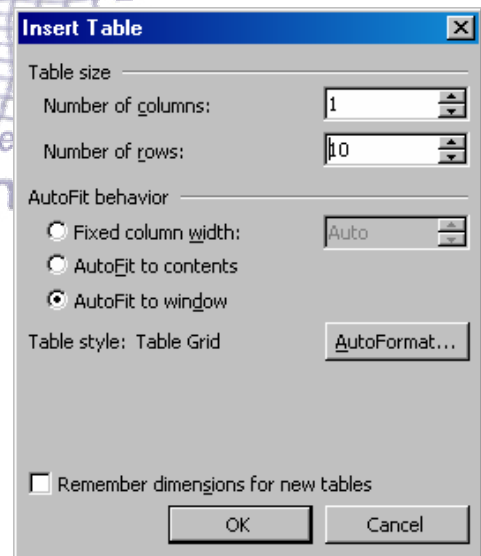


Tables

- *All content should be placed in a table. This will prevent any formatting from being lost.*

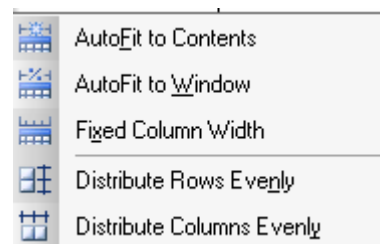
Add a Table

1. Place the cursor where the table is to be located.
2. Click > Table > Insert > Table or click > 
3. The Insert Table dialog box will open.
4. Enter the desired number of columns and rows.
5. Click AutoFit to window
6. Click > OK



Format Row and Column Size

1. Place the cursor inside of the table, row, or column to be formatted.
2. Click Table > AutoFit
3. Click desired option > OK



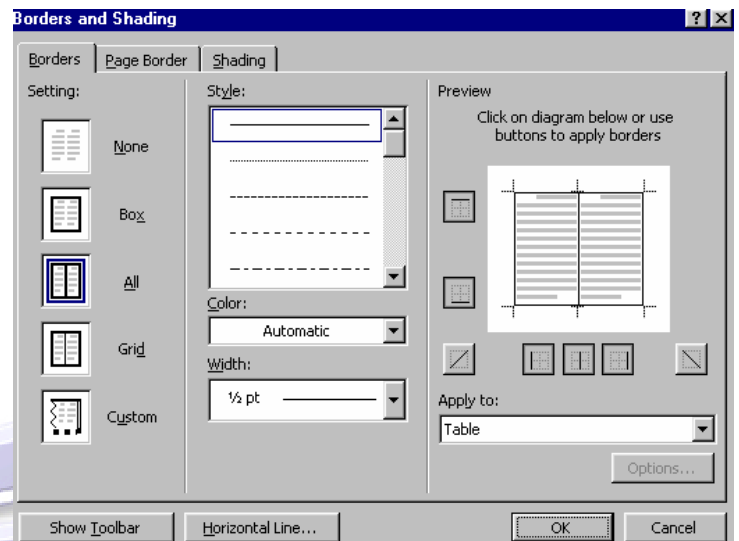
Adjust Cell Size

1. Position the mouse over the line to be adjusted. The mouse changes to a crosshair.
2. Click > hold the left mouse button while dragging the vertical (or horizontal) dotted line to the desired location

Add a Border

1. Click > inside any table cell
2. Click > Format > Borders and Shading > Borders tab
3. Customize the border by selecting options in the Setting, Style, Color, and Width sections.
4. Click OK the border will be applied.

- Some styles are not supported by web browsers. If one of those styles is chosen, an error message will appear. Click > OK and make another selection.

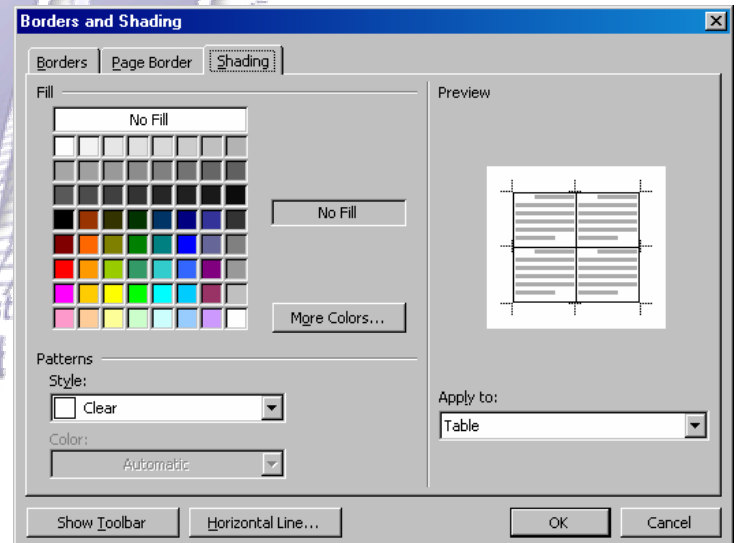


Remove a Border

1. Click > inside any table cell
2. Click > Format > Borders and Shading > Borders tab
3. Click None

Shading

1. Click > inside any table cell
2. Click > Format > Borders and Shading > Shading tab
3. Select the fill color.
4. Click > OK The shading will be applied.



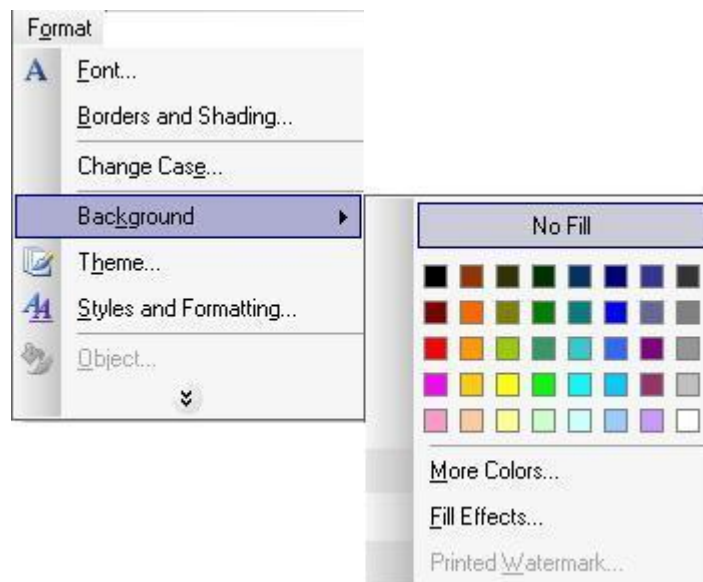
Delete a Table

1. Click > inside any table cell
2. Click > Table > Delete > Table

Adding a Background

Solid Color Background

1. Click > Format > Background
2. Click > the desired color in the palette or choose More Colors

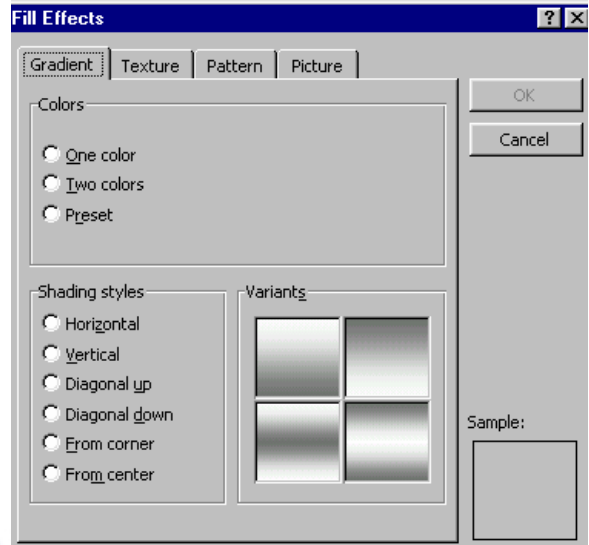


Other Background Options

1. Click > Format > Background > Fill Effects
2. Choose Gradient, Texture, Pattern by clicking on the tabs.

Adding a Graphic as a Background

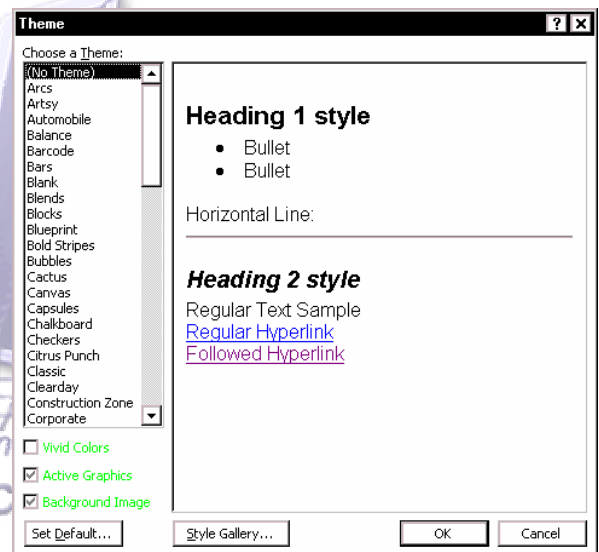
1. Click > Format > Background > Fill Effects
2. Click > Picture Tab
3. Click > Select Picture
4. Use the Select Picture dialog box to navigate to the location where the file is stored.
5. Select the background image by clicking on the graphic.
6. Click > Insert
7. Click > OK The background graphic will be inserted.



Adding a Theme as a Background

A theme is a set of unified design elements and color schemes for background images, bullets, fonts, horizontal lines, and other document elements.

1. Click Format > Theme
2. Click > the desired theme > OK



Text

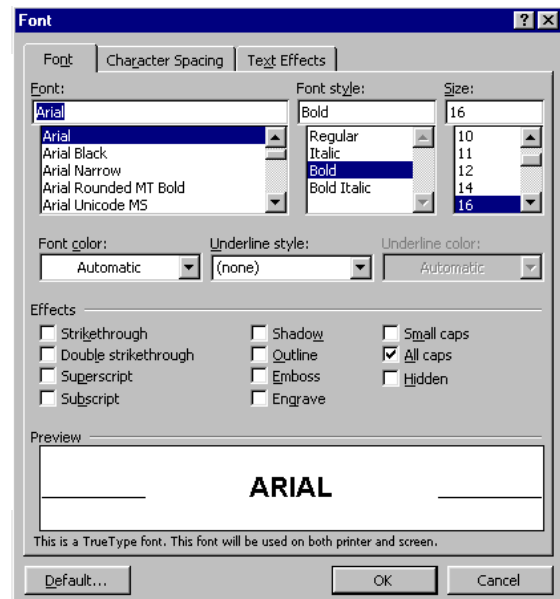
- Use standard fonts such as **Arial**, **Comic Sans** or **Times New Roman** to prevent loss of formatting and protect the appearance of your page.

Add Text

1. Click > in the desired cell to place the text
2. Begin typing

Format Text

1. Highlight the text to be formatted.
2. Click > Format > Font
3. The Font dialog box opens.
4. The Font, Font style, Size, Font color, Underline style, Underline color, and Effects may be formatted as desired.




Or click the appropriate icon in the Formatting toolbar



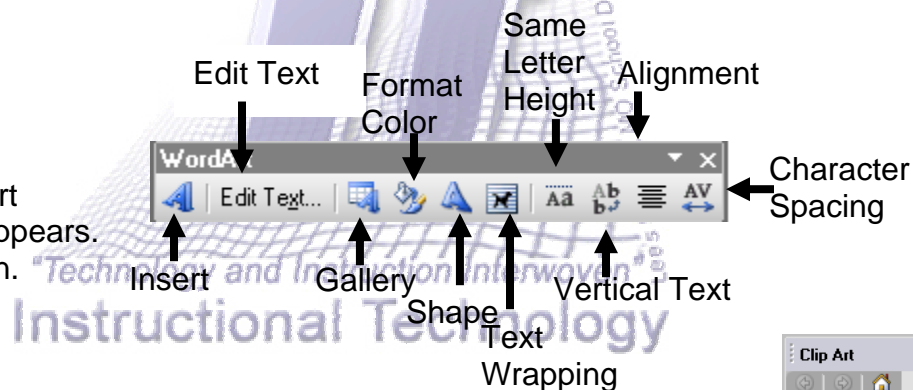
Adding WordArt

Create WordArt


1. Click > Insert > Picture > WordArt or click  on the Drawing toolbar
 2. The WordArt Gallery dialog box will open.
 3. Click > desired WordArt style > OK
 4. The Edit WordArt Text dialog box will open. Type in the text.
 5. Click > Font to select the font
 6. Click > Size to select the font size
 7. Select the Bold button and Italic button as desired.
 8. Click > OK
 9. The WordArt will be inserted onto the page.
 10. To size the WordArt proportionately, drag a corner handle while pressing and holding down on the mouse button.
- WordArt will not automatically insert in a cell, but after formatting it can be moved to a cell.

Format WordArt

1. Single click the WordArt
2. The WordArt toolbar appears.
3. Click the desired option.




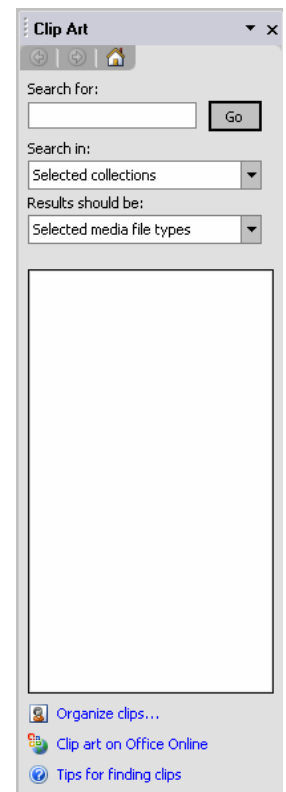
Move WordArt

1. Single click the WordArt
2. Click the Text Wrapping button on the WordArt toolbar 
3. Select Tight
4. Click the WordArt. When the cursor is hovered over the WordArt text, it becomes a multi-directional arrow. Press and hold on the left mouse button to drag the object to the desired location.


Adding Images

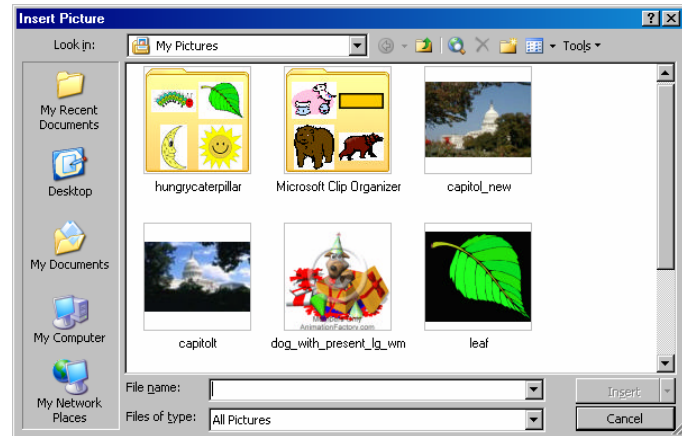
Insert Images From ClipArt Gallery

1. Click > Insert > Picture > Clip Art or click 
2. The Microsoft ClipArt Gallery task pane will open.
3. Type in the image to search for
4. In the Search for box, type a word that describes the desired clip
5. Click Go.
6. Click the clip to insert it.



Insert Image From File

1. Click > Insert > Picture > From File or click 
2. The Insert Picture dialog box will open.
3. Click > Look in to browse for the location of the file
4. Double click > the desired file or click > the desired file > Insert
5. The image will be inserted onto the page.




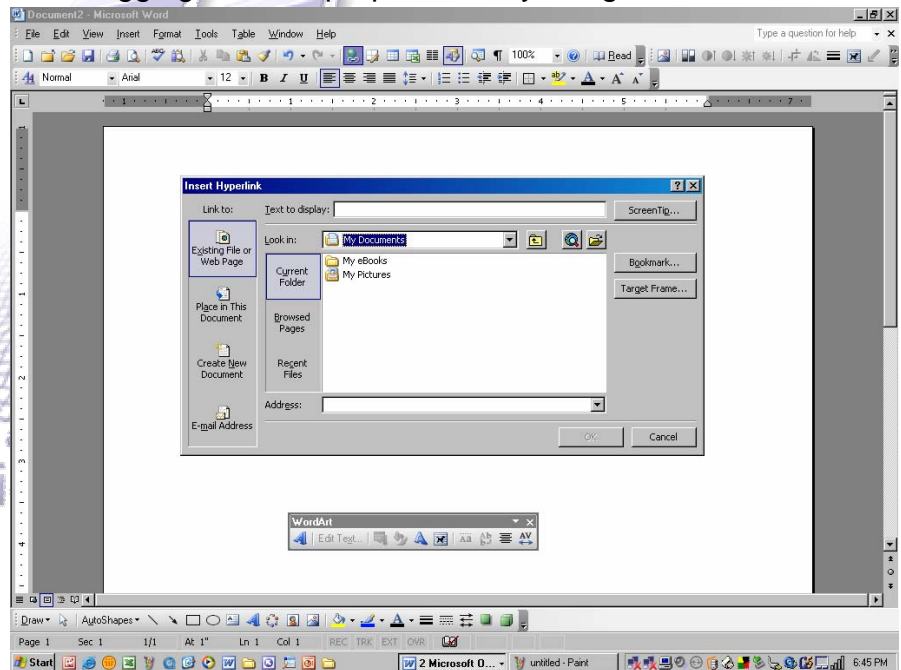
Size Images

1. Select the image.
2. Place the mouse on a corner handle and the mouse pointer will turn into a diagonal line.
3. Press and hold the left mouse button while dragging. To size proportionately, drag from a corner handle.


Creating Links

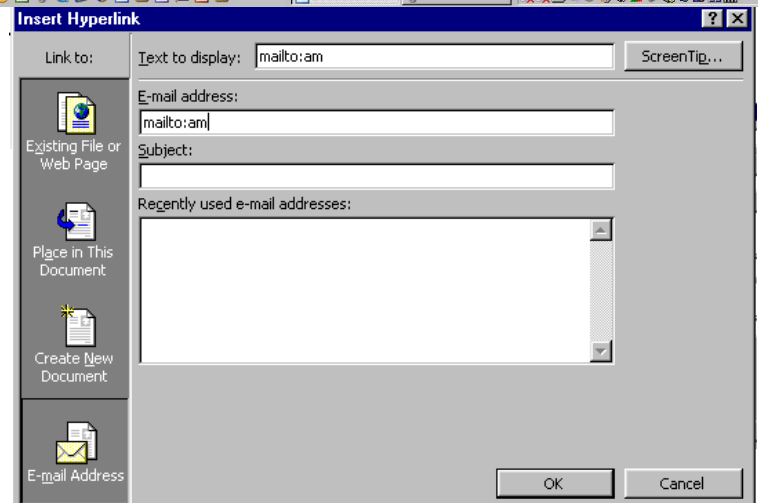
Creating a link to a Web Page

1. Select the text or image that will be the link.
2. Click > Insert Hyperlink or the Link button 
3. Carefully type the URL; or copy (Ctrl C) and paste the URL using Ctrl V
4. Click > OK The link is created.



Create a link to an E-mail Address

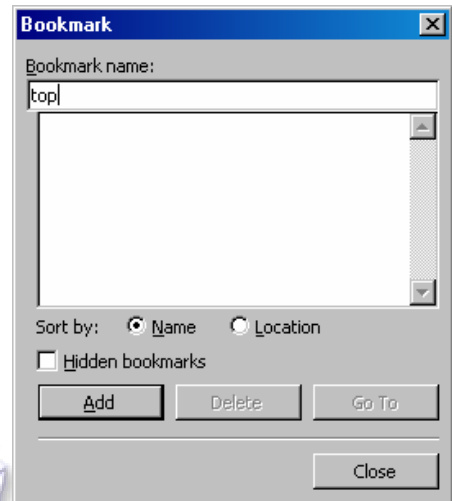
1. Select the text or image that will be the link
2. Click > Insert Hyperlink or the Link button 
3. In the Insert Hyperlink dialog box, click > E-mail Address
4. Carefully type the e-mail address (note that mailto: will automatically appear).
5. Click > OK The link is created.




Create a link to Place in this Web Page / Create a Bookmark

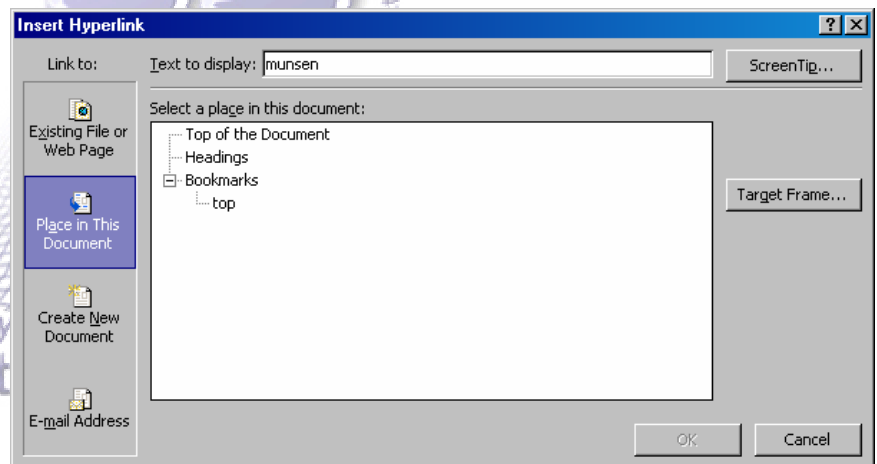
A bookmark is an item or location in a document that the user can identify and name for future reference. Bookmarks can be utilized to quickly jump to a specific location in a document or web page.

1. Select the text or image that will be the bookmark.
2. Click > Insert > Bookmark
3. The Bookmark Dialog box will appear.
4. In the Bookmark name: field, type the appropriate name for the selected text or picture. The name cannot contain spaces.
5. Click > Add
6. The bookmark is created.



Create a link to a Bookmark

7. Select the text or image that will be the link
8. Click > Insert Hyperlink or the Link button 
9. In the Insert Hyperlink dialog box, click > Place in this Document
10. Click > the appropriate location
11. Click > OK
12. The hyperlink is created.



Spell Check

1. Click > Tools > Spelling and Grammar
2. Use the Spelling and Grammar dialog box to ignore, change, edit or add works.
3. Click > OK when finished

Saving

1. Click > File > Save As
2. The Save As dialog box will open.
3. Click > the Save in: pull down arrow
4. Choose the W: drive.
5. Type in a File name. **All start, first pages should be named default.**
 - a. Use only letters and numbers. Do not use any special characters such as #, &, or %
 - b. Do not use spaces.
 - c. Do not use capitals.
 - d. Name the first page in a web site default.

6. Click > Save
7. The page and a files folder will be created.



Folder contains all images from the page.




First page of the web site.

Previewing

1. Click > File > Web Page Preview
2. The page will open in a browser.

To Edit Pages

1. Open Microsoft Word
2. Click > File > Open or the Click the Open button 
3. Navigate to where the file is located.
4. Click > the file name > Open
5. Begin editing.

Help

1. Click > Help > Microsoft Word Help
2. Click > Answer Wizard tab
3. Type a question.
4. Click > Search
5. The answer to the question should appear in the right side of the screen.

For more information and tutorials on Web Design in Word 2003, go to the LSSD Technology Integration site: <http://its.leesummit.k12.mo.us>



Lee's Summit, Missouri R7 School District

Instructional Technology Specialists

<http://www.leesummit.k12.mo.us/its>

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