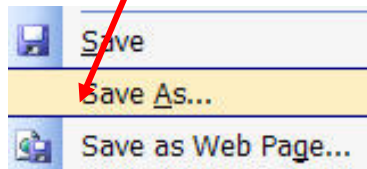


# Web Page for Proficiency III (Annotated Collection)

## Creating & Saving a Microsoft Word Doc as a Web Page

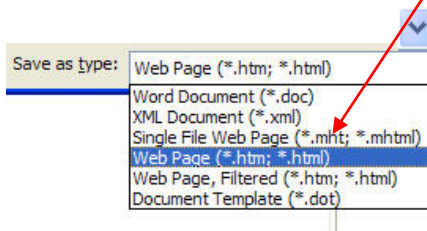
1. Open a blank Microsoft Word document.

2. Click **File > Save As** (NOT "Save As a Web Page")



3. Change **Save as type:** Choose **Web Page (\*.htm; \*.html)** from the pop-down window.

Do **NOT** choose "Single File Web Page" or "Web Page Filtered"



4. Type the **File Name**. (Use your last name\_topic title)

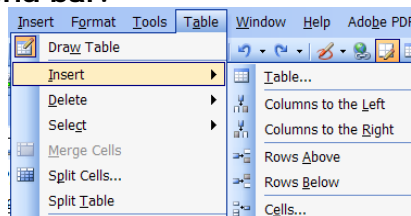
Examples:

File name:

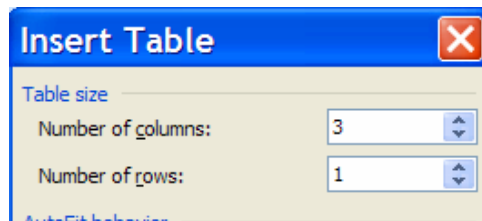
File name:

File name:

5. Go to **Table > Insert > Table** in the menu bar.

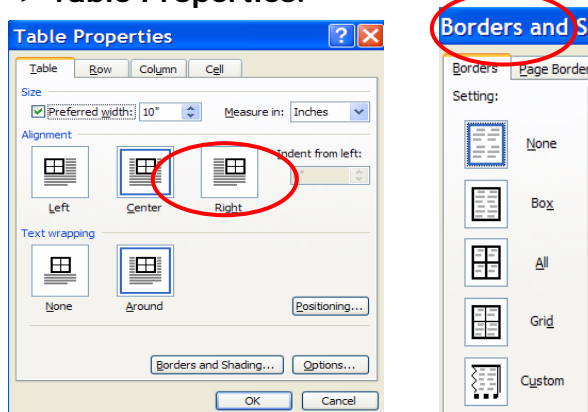


6. Change **Columns** to 3 and **Rows** to 1.



You can insert more columns & rows, if desired.

7. Click inside of a cell and then go to **Table > Table Properties**.



8. Click **Borders and Shading**.

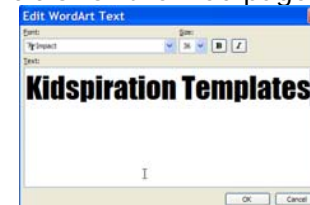
9. In the next window, click **None**. (This makes the table invisible on the web page.)

10. Click inside the center cell to place the insertion point (cursor).


11. Click **WordArt...**

12. Choose a WordArt design. Click OK.

13. Type a **title** for the web page.





14. Click OK. **Kidspiration Templates**

15. **Save** as you work by clicking the  icon or use the shortcut keys. (Ctrl + S)

# Web Page for Proficiency III (Annotated Collection)

CONTINUED

**16. Insert graphics in the other cells of the table.** (The cells will keep the graphics in the correct location.)

- Insert Clipart. 
- Insert From File. 

Make sure credit is given at the bottom of the web page for all graphics, especially any copied from the Internet. Check all copyright requirements from the graphic source.

**17. Format the Page**

- Change font, text color, size, etc.
- Add bullets as needed.
- Change the background color.

**18.** Under the WordArt Title you may include an introduction for the web page. (Brief Description of the content or purpose of the hotlist.

**19. Insert hyperlinks.** See the "Hyperlink\_Help Card" for assistance.

**20.** Include for each site you use on the page

- Name of Website
- Brief description of what will be found on the web page
- URL address

#### UnitedStreaming

Collection of over 1000 clipart and graphics. Login to UnitedStreaming. Type your keyword in the search box and use the down arrow to find the clipart section.

[www.unitedstreaming.com](http://www.unitedstreaming.com)

**21. Minimum # of URLs to include:**

- 8 free Web resource links
- 3 subscription database links

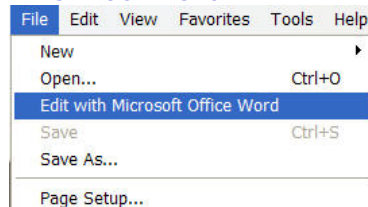
**22. Make sure the sites you include have been checked for:**


- authority
- accuracy
- currency
- reliability

**23. Save often!!!!**

## To Edit an Existing Web

1. Open the web page you saved in your H: drive.
2. Go to **File to Edit with Microsoft Office Word.**



3. Begin making changes:
  - Delete words & add your own.
  - Change colors and fonts.
  - Enhance as desired.
  - Insert Hyperlinks.
  - Save as you go. Click on the  icon. This continues to save the file in your H: drive.

## To Submit the Web Page

1. Open the saved web page file & then go to **File to Edit with Microsoft Office Word.** (This step is only if you are not already editing the page.)
2. **Go to SAVE AS.**
3. Change **Save as type:** Choose **Web Page (\*.htm; \*.html)** from the pop-down window. **Do NOT** choose "Single File Web Page" or "Web Page Filtered"
4. In the **Save in:** space navigate to: **My Computer > LISDcomm > Proficiency 3 > Campus folder > Grade or Ancillary folder**
5. **Double-check:**
  - File name: last name\_topic description
  - Save as Type: web page
  - Save In: Your Grade Level folder (see above)
6. Click SAVE.

## Option 2: To Submit the Web Page

1. After completing the web page save a final time in your H: drive.
2. Close the web page. Close Microsoft WORD.
3. Open your H: drive folder and locate the web page file in the Prof. III folder.
4. Copy the file: (Options)
  - Right-click on the file and go to copy.
  - Highlight the file and use CTRL + C to copy.
  - Highlight the file and go to Edit to Copy.
5. Paste it in the designated location.

### **IMPORTANT!**

**Email the Proficiency III Workshop facilitator (usually your ITS) that you have submitted the web page & what you named the file.**