

Using MS Word To Create Your Own FEN Page

During this session we will assist you in creating an "advanced" FEN webpage. We hope that you have brought something with you to post that your parents and students will benefit from:

- ☞ Assignments and due dates
- ☞ Calendar of events
- ☞ Information about special projects
- ☞ Suggested reading lists
- ☞or anything else you can think of!

Here are the basic steps to creating your advanced FEN page:

- Type your document into **MS Word**
- Format the document as you would like it to appear on the webpage; use bold, italicize, underline, colored text, various font styles but **NO CLIP ART, WORD ART, or DRAWING ITEMS!!!!**
- After you have completed the word processing of the document, go to **File**, pull down to **Save As**
- Tell the computer where you want to save the document (floppy disk or hard drive of the machine, specific folder, etc.) and what you want to call it
- Now go back to **File** and this time **Save As HTML** (I suggest saving your document in both formats so that if you need to make changes to it you have that ability!!!)
- If prompted to continue with the save or not even though some of the formatting may be lost, say **Yes**
- If prompted to check the Internet for a newer version of the Internet tools, say **No**
- Once you have saved the document as HTML it will appear on the monitor similar to what it will look like on the webpage.
- We now need to get the HTML for this page. To do this, go to **View** and pull down to **HTML Source**
- You will now see the HTML for the document you created on the monitor.

Let's select this text by going to **Edit** and pulling down to **Select All**

- Now go to **Edit** and **Copy** this text
- Go to FEN webtools and add the HTML code by clicking on **Edit** and pulling down to **Paste**