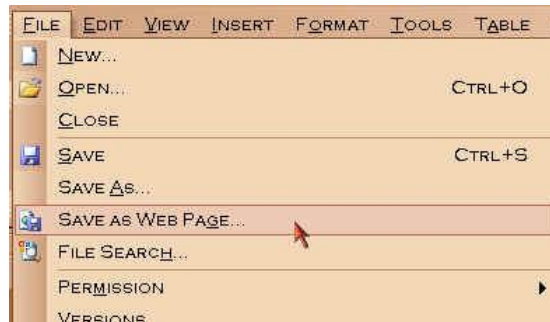


# Making a Web Page using Word

## Basics

1. Create a regular document, including pictures and tables and words.
2. Save as Web Page.



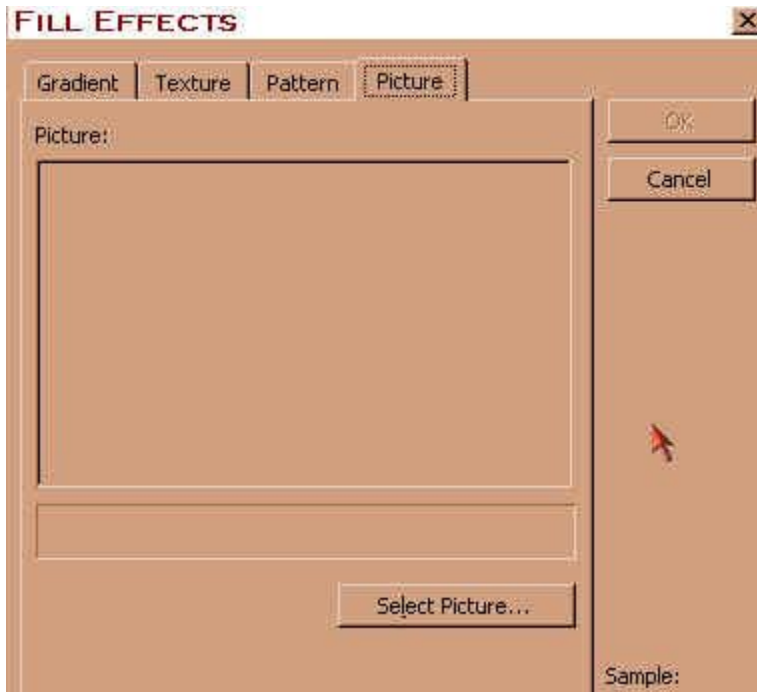
3. You know official have a web page.

# Adding a background

1. Go to [www.sdedwards.com](http://www.sdedwards.com) and choose Graphics.
2. Choose a background from the background section by right clicking on the one you want.
3. In Word, Choose Format, Background and finally Fill Effects.




4. In the Fill Effects tab, at the top choose Picture and select the picture you want to use.



5. Be sure you do not use a person, place or thing as your background. You should not see division lines around your image. It automatically tiles the graphic across and down for as far as you need it.

# Adding Hyperlinks

1. Decide on what word you want to be able to click on to go to an Internet site.
2. Find the Internet site you want in Internet Explorer and copy the address.
3. In Word, highlight the word and choose  or choose Insert and Hyperlink.
4. In the address box, use Ctrl V to paste your address.



5. Your word should now be blue or purple and have an underline on it.
6. Keep in mind that you don't click it here.
  - a. You should save your work in Word.
  - b. Go to Internet Explorer and choose File-Open
  - c. Select your Webpage.
  - d. Then test your link.