

## Saving Your Excel Grade Book as a Web Page

Saving an entire Excel workbook, a single worksheet, or a range of cells requires only a few simple steps. In this example a portion of a course grade book is saved for viewing on the web.

1. Open the Excel workbook that you want to save (or save a portion of) as a web page.

If you want to save only a selection of cells, then highlight those cells next. (For this example only a range of cells on the worksheet is to be saved as a web page. So, after opening the Excel file, cells C4:G51 are, highlighted.)

2. From the **File** menu, choose **Save as Web Page...** (See Figure 1.)
3. The dialog box shown in Figure 2 will appear. In the **Save in** list at the top of the dialog box, choose the location where you want the new Web page to be stored. This may be on your local computer for upload to a Web server later or directly on the Web server.
4. You have three **Save** options: the **Entire Workbook**, a **Selection**, and if a Selection is chosen, you may **Add Interactivity to the Web Page** (this is the subject of another Tip Sheet).



Figure 1: Using the File Menu

To save the entire workbook as a web page, click **Entire Workbook**.

In this example, only a range of cells needs to be viewed on the web. So the radio button just left of **Selection** is highlighted and the range of cells already selected, C4:G51, is shown.

5. Under **Title**, click the **Change Title...** area. Enter a title for the web page (see Figure 3). (Note that this is the title of the *web page*, not the saved file. This title is used by the web browser when a user bookmarks the web page.) After you have entered a title, click **OK** and you will return to the **Save As** dialog box.
6. In the File name box, enter a file name. Remember that this is a web page so you should keep the title short and avoid spaces in the file name. Excel will automatically add the .htm suffix to the file name. If you prefer, you can type the .html extension your self.

The next step is optional. If you have no more changes to make, click **Save**.

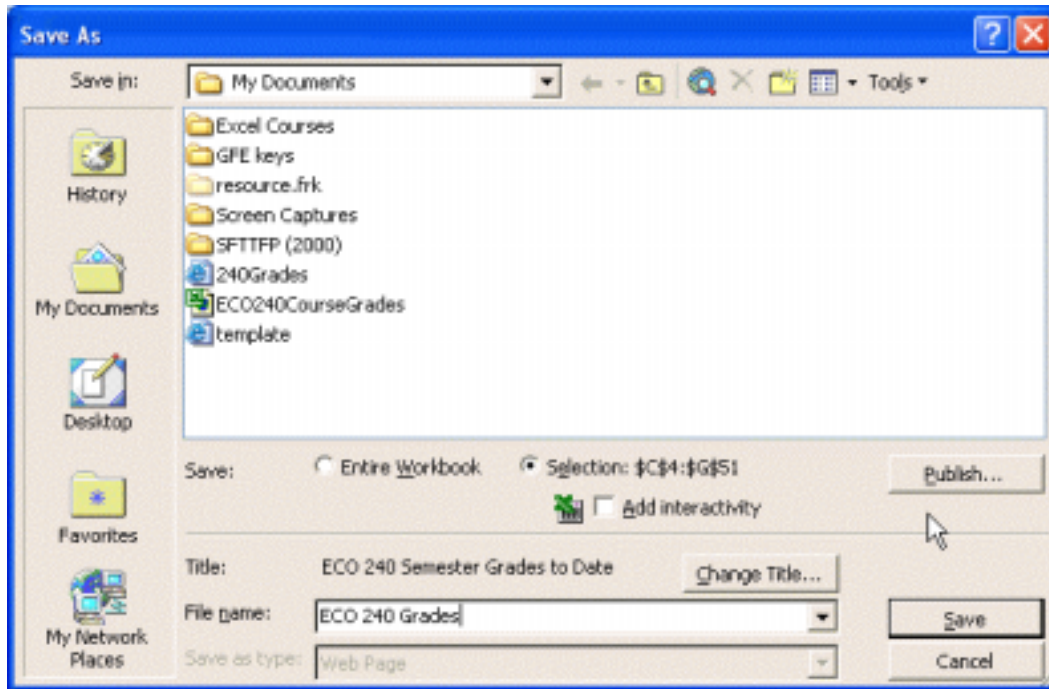


Figure 2: Selecting the Save Option

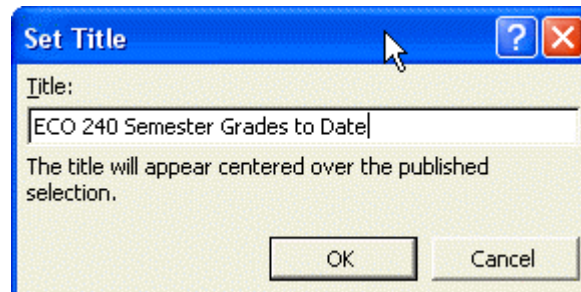
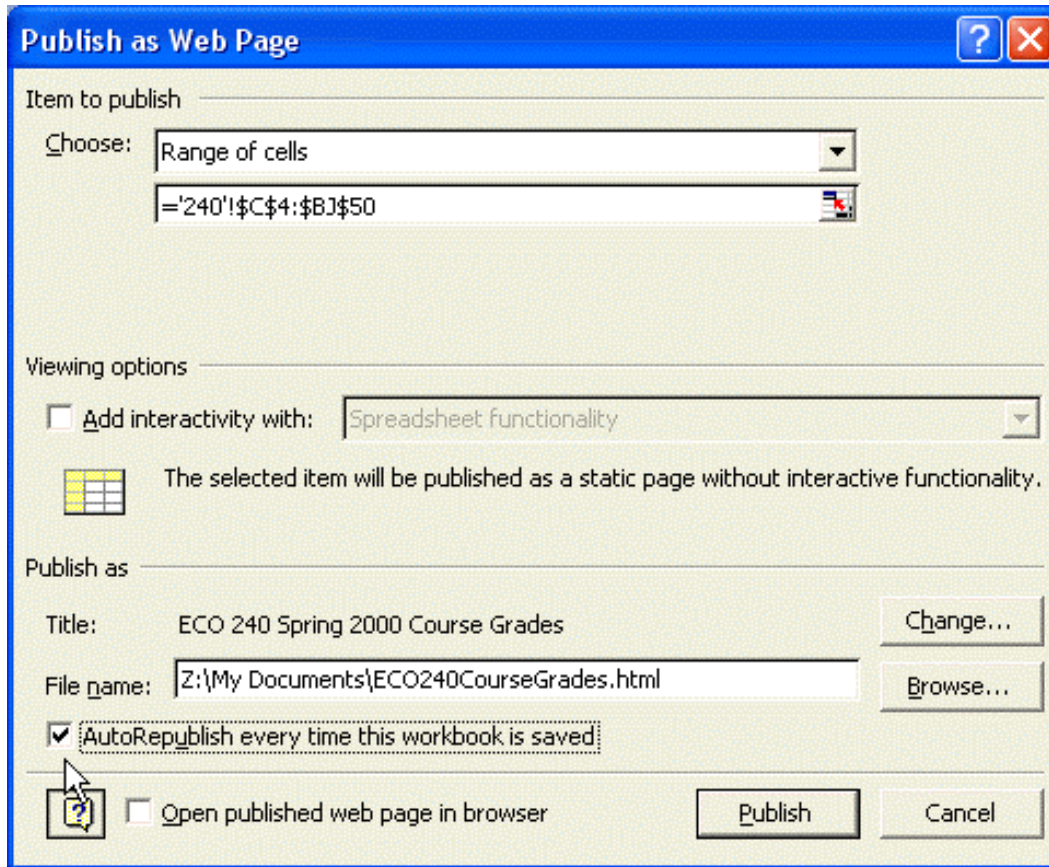


Figure 3: Giving the Web Page a Title

7. Optional:

The **Publish** button, located just to the right of the **Save** area, allows you to make additional setting changes before saving the file. One of those options in particular is quite useful.

Click **Publish** and the **Publish as Web Page** dialog box (see *Figure 4*) appears. From this dialog box, you can edit the Item to publish, the **Viewing** options (i.e., whether to make the web page interactive, the title of the web page, and the file name).



**Figure 4: Publishing Options**

Just below the **File name** field is the check box “AutoRepublish every time this workbook is saved.” If checked, each time you save the Excel file, the web page showing what you want saved will automatically be recreated and saved in the same location specified earlier. While this is a very handy feature you should remember to work on a copy of the file that you would like to save but NOT publish on the web.

The final option here is to decide whether you want to open the newly saved web page in a browser immediately after it is saved. If so, check the “Open published web page in browser” box at the bottom of the dialog box.

Click **Publish** and Excel will complete the save. You may now open the page in a web browser (if you did not ask Excel to do that for you automatically) and view the results.