

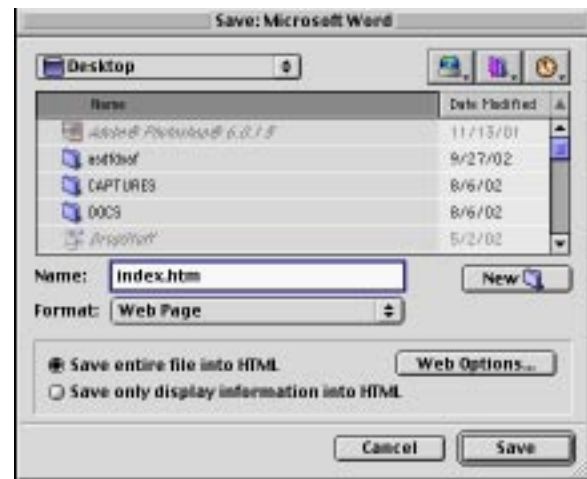


Save as Web Page: Microsoft Word

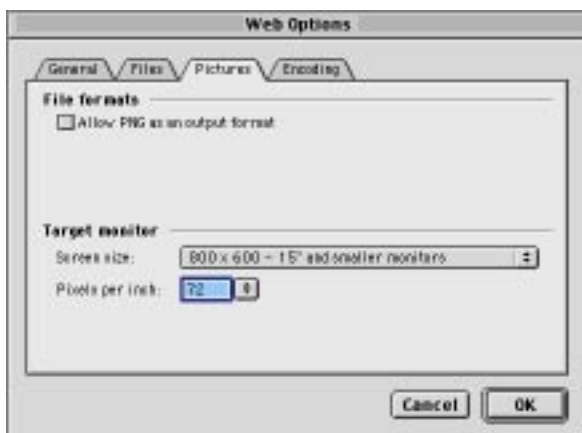
1) To save a Microsoft Word file for a web page, open your file in Microsoft Word and go to **File**, then **Save as Web Page**



2) The following menu will come up. Make sure you select **Web Page** in the **Format:** pull-down. Name the file appropriately. Note the .htm extension on the file name.



3) Click on the **Web Options** button if you want to set other options. The following box will appear. Click on the tabs across the top and make your selections from the drop-down list boxes. (Normally, you want the options seen in the graphic below.) Click **O.K.** in the **Options** dialog box.



4) Click **Save** in the **Save box**. You might want to check your saved page by opening a browser and opening the page from where you saved it. If everything looks good, your document is now ready to be served on the web. If not, you might have to play with your document in Word and try going through steps 1 - 4 again.

