

Creating Student Friendly Web Pages Using Microsoft Word

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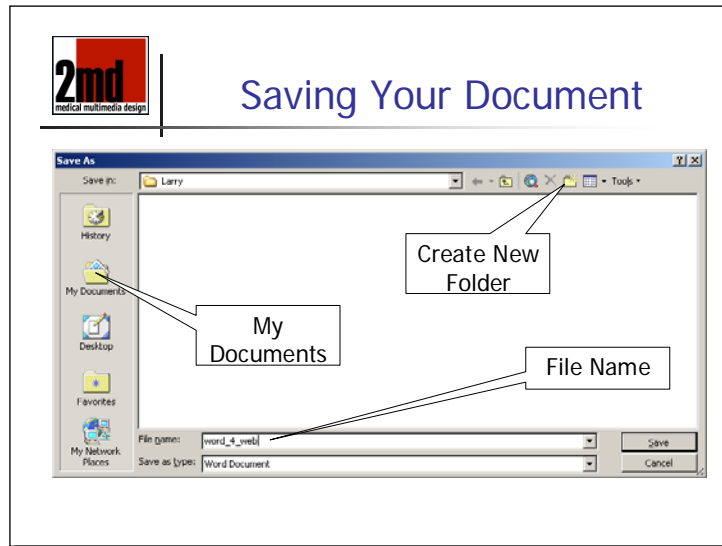
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To Begin:

Launch Microsoft Word

Type your name address, phone, email address and why you are interested in this workshop.

Saving Your Document



Saving your Document:

To save your document the first time, click on the File Menu and trace to Save as or click on the Save Icon. You will be presented with a Save As window.

For today's workshop, Go to My Documents

Use the Create New Folder button to make a folder with your first name

Type the name of your document in the File name field.

Click Save.

Saving Tip:

When thinking about how often to save, remember to save when you have done enough work or difficult work that you would not want to lose it if the power went out unexpectedly.

When thinking about where to save it remember the following two principles:

Single Point of failure. Save your work in more than one place so that you are not relying on one media.

Authoritative Source of Information. Mentally designate one place as your authoritative source. Make updates there then back it up to other media.

Exercise

Save the presentation you began in the last exercise.

Create a hyperlink

Microsoft Word creates a hyperlink for you when you type the address of an existing Web page, such as <http://www.osu.edu>, if the automatic formatting of hyperlinks has not been turned off.

To create more customized hyperlinks, to an existing or new document, file, or Web page

1. Select the text or picture you want to display as the hyperlink, and then click **Insert Hyperlink** on the Standard toolbar.
2. Under **Link to**, click **Existing File or Web Page**.
3. If you know the address you want to link to, type it into the **Address box**.
4. Click one of the locations under **Look in**, and then locate and select the link you want.
5. Type a name for the new file. You can also specify the path to the new file and then choose whether you want to open the new file for editing now or later.

An e-mail address

You can also create a hyperlink to an e-mail address by typing the address in the document. For example, type 8help@osu.edu and Word creates the hyperlink for you.

Current document or Web page

To link to a place in the current document, you can use either heading styles or bookmarks in Word. We will explore heading styles later.

In the current document, do one of the following:

1. Insert a bookmark at the location you want to go to.
2. Insert a bookmark
 - a. A bookmark identifies a location or selection of text that you name and identify for future reference. For example, you might use a bookmark to identify text that you want to revise at a later time. Instead of scrolling through the document to locate the text, you can go to it by using the **Bookmark dialog box**.

- b. Select an item you want a bookmark assigned to, or click where you want to insert a bookmark.
 - c. On the Insert menu, click Bookmark.
 - d. Under Bookmark name, type or select a name.
 - e. Bookmark names must begin with a letter and can contain numbers. You can't include spaces in a bookmark name. However, you can use the underscore character to separate words — for example, "First_heading."
 - f. Click Add.
3. Select the text or object you want to represent the hyperlink.
 4. On the Standard toolbar, click Insert Hyperlink .
 5. Under Link to, click Place in This Document.
 6. In the list, select the bookmark you want to link to.

Exercise

- Add a bookmark to the bottom of the document
- Create a link to it from the top of the document
- Add a link to <http://www.osu.edu>
- Add a link to 8help@osu.edu

Lists

Add bullets or numbering

Microsoft Word can automatically create bulleted and numbered lists as you type, or you can quickly add bullets or numbers to existing lines of text. Bulleted and numbered lists are also web conventions so these elements in Word convert well to the web.

Create bulleted and numbered lists as you type

Type 1. to start a numbered list or * (asterisk) to start a bulleted list, and then press SPACEBAR or TAB.

Type any text you want.

Press ENTER to add the next list item.

Word automatically inserts the next number or bullet.

To finish the list, press ENTER twice, or press BACKSPACE to delete the last bullet or number in the list.

Note If bullets and numbers do not automatically appear, click AutoCorrect Options on the Tools menu, and then click the AutoFormat As You Type tab. Select the Automatic bulleted lists or Automatic numbered lists check box.

Add bullets or numbering to existing text

Select the items you want to add bullets or numbering to.

On the Formatting toolbar, click Bullets or Numbering .

Tips

You can select different numbering formats by clicking Bullets and Numbering on the Format menu.

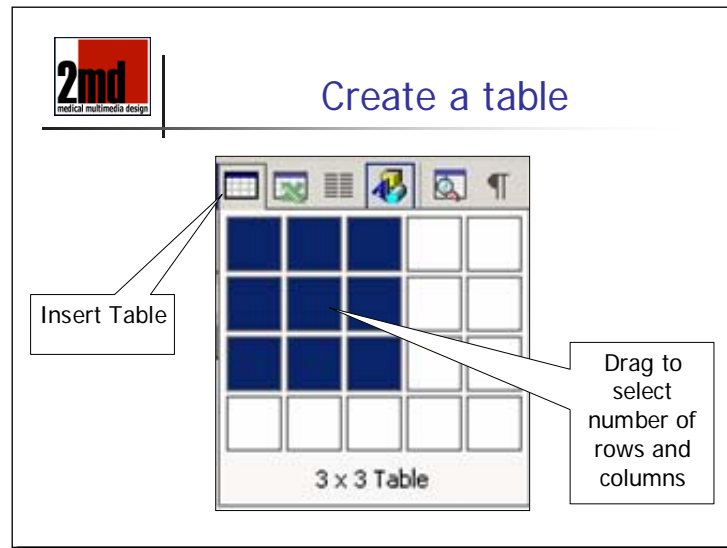
You can move an entire list to the left or the right. Click the first number in the list and drag it to a new location. The entire list moves as you drag, without changing the numbering levels in the list.

You can turn an existing list into an outline numbered list by changing the hierarchical level of items in the list. Click a number in the list other than the first number, and then press TAB or SHIFT+TAB, or click Increase Indent or Decrease Indent on the Formatting toolbar.

Exercise

Add some bulleted text to your document

Create a Table



Create a table

Click where you want to create a table.

Click **Insert Table** on the Standard toolbar.

Drag to select the number of rows and columns you want.

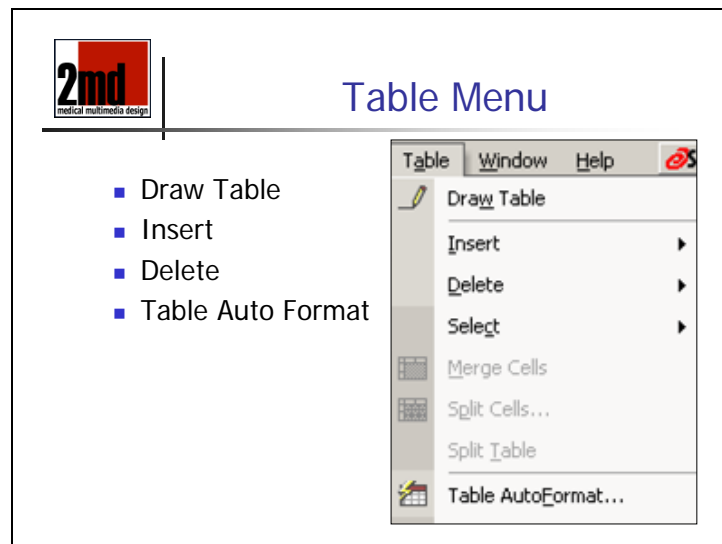
Tips:

When planning the number of rows and columns you may want an extra row and column for labels.

Exercise

Insert a 3x3 Table into your document. Add some text. For example, add the names of some of your favorite presidents and their years in office in the cells.

Table menu



- You can also use the Draw Table tool to draw the row or column where you want.
- To quickly add a row at the end of a table, click the last cell of the last row, and then press the TAB key.
- To add a column or row, click in any cell then on the Table menu, point to Insert, and then click the appropriate option, (e.g. Columns to the Right.)
- Table AutoFormat allows you to change the color scheme of the table. Click on any cell then on the Table menu click Table AutoFormat and choose a layout.

Tip: For the web remember most tables are invisible. If not, use darker lines and light backgrounds.

Exercise: Divide one cell in your table using the draw table tool. The insert a column or row and use Table AutoFormat to change the color scheme.

Searching the Internet



One way to do research is to search the internet. If you use information or images from a site in your presentation make sure you have permission to do so and site the source.

You can search specifically for images at Google, <http://www.google.com> or at Alta Vista, <http://altavista.com/>. Go to the site, click on the image tab and enter your search.

Tip

Limit your search by using "quotation marks." Most search engine will search for specifically that word combination instead of finding pages that contain either word.

For example,

There were about **389,000** Google results for **Coaching Soccer** and there were about **9,070** Google results for **"Coaching Soccer"**.

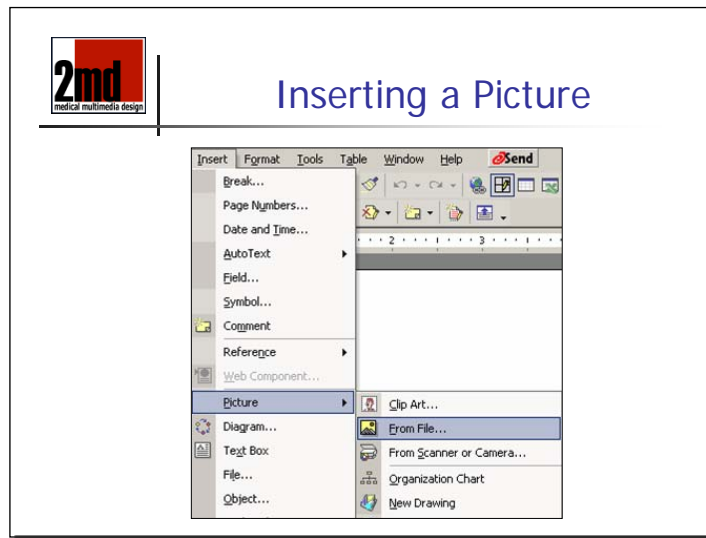
Second Tip

At the bottom of Google search results there is a link to "Search within results"

Exercise

Enable your access and do a Google search for an image that complements the information in your table. Right click on the image and save it to the file with your name in My Documents.

Inserting a Picture



Insert a picture

Click where you want to insert the picture.

On the Insert menu, point to Picture, and then click From File.

Locate the picture you want to insert.

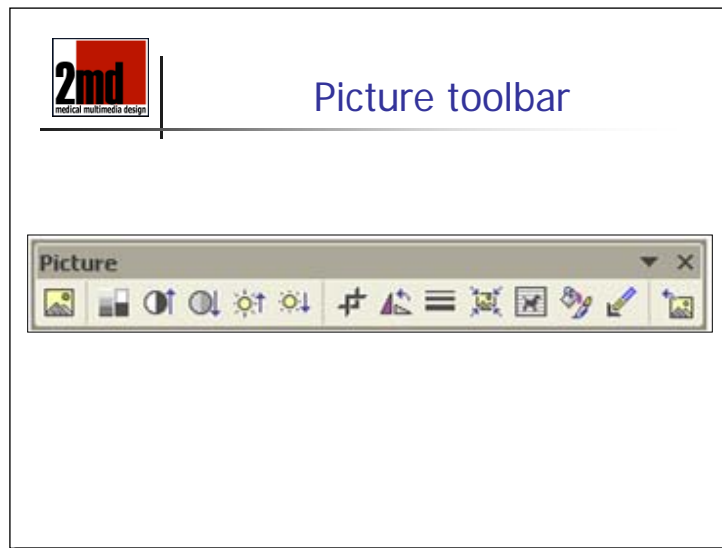
Double-click the picture you want to insert.

can reduce the size of a file by linking a picture. In the Insert Picture dialog box (Insert menu, From File submenu), click the picture, click the arrow to the right of the Insert button, and then click Link to File.

Exercise

Insert the picture you saved in the last exercise into a cell in the table in your document

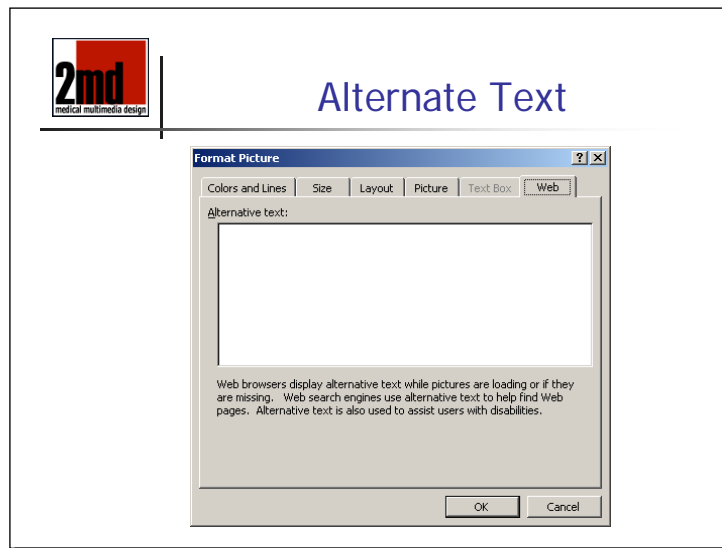
Picture Toolbar



Picture Toolbar Options

- Insert Picture
- Color
- More Contrast
- Less Contrast
- More Brightness
- Less Brightness
- Crop
- Rotate
- Line style
- Compress
- Text Wrapping
- Format
- Set Transparent Color

Alternate Text



Alternate Text

Alternate text is the description of an image that appears if you hold your mouse over the picture when viewing it on the web. For those using a reader to access a page, the description can help them make sense of a page.

Specify alternate text for graphics

Click the picture or shape.

On the Picture Toolbar, click the format button then click the Web tab. In the Alternative text box, type the text you want. The text can be as long as you want, but some Web browsers might be able to display only a limited number of the characters.

Tip:

Descriptions should be as short as possible but still provide all the necessary information

Some conventions are:

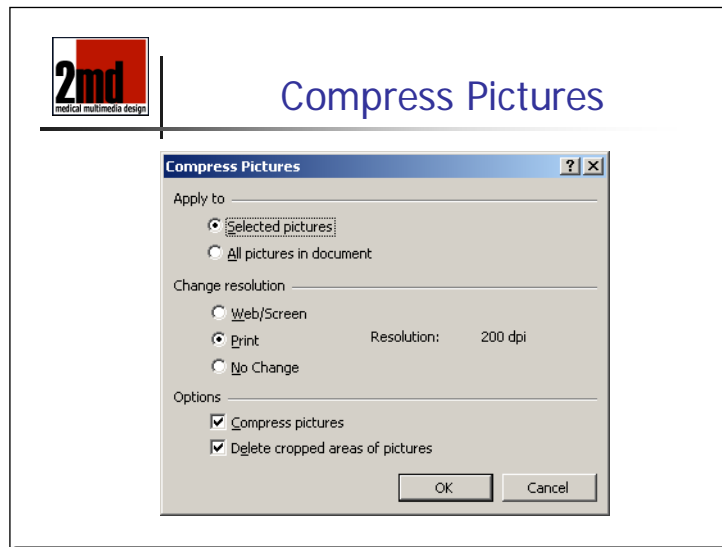
If you break up a logo graphic to make it load faster, the alternate text for the first piece of the image might be something like OIT Logo 1 of 7. All subsequent should be named 2 of 7, 3 of 7 etc.

If you create a graphic that you use like a bullet point, use the * as the alternate text.

Exercise

Provide alternate text for an image you have inserted into your presentation.

Compress Pictures



About reducing a picture's file size

To save room on your hard disk or to reduce download time, you can use the **Compress Pictures** feature to do the following:

- Reduce resolution (to 96 dots per inch (dpi) for Web and 200 dpi for print), and unnecessary information is discarded.
- Discard extra information. For example, when a picture has been cropped or resized, the "hidden" parts of the picture are stored in the file.

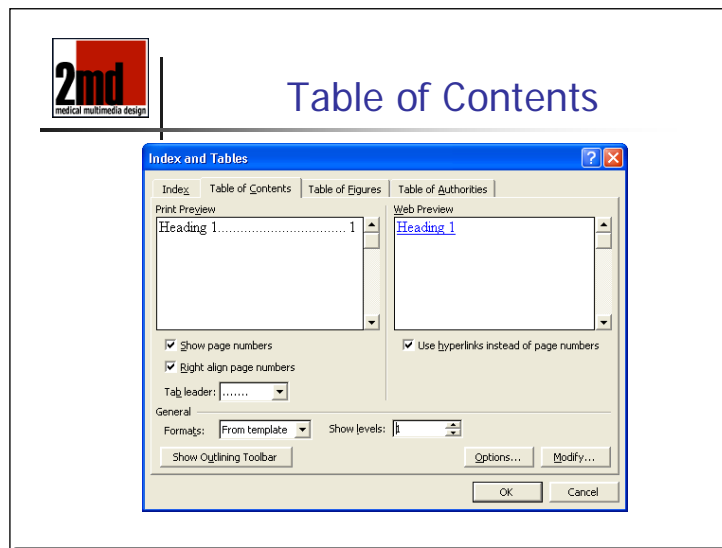
To compress a picture,

1. Click the picture or shape.
2. On the Picture Toolbar, click the Compress button
3. Using the radio buttons select which pictures to compress and how to compress them.
4. Click OK

Exercise

Compress one or more of the images you inserted in your document.

Table of Contents



Create a table of contents

The easiest way to create a table of contents is to use heading styles.

1. Select text through out the document and make headings using the format pull down menu
2. Click where you want to insert the table of contents.
3. On the Insert menu, point to Reference, and click Index and Tables.
4. Click the Table of Contents tab.
5. To use one of the available designs, click a design in the Formats box.
6. Select any other table of contents options you want.

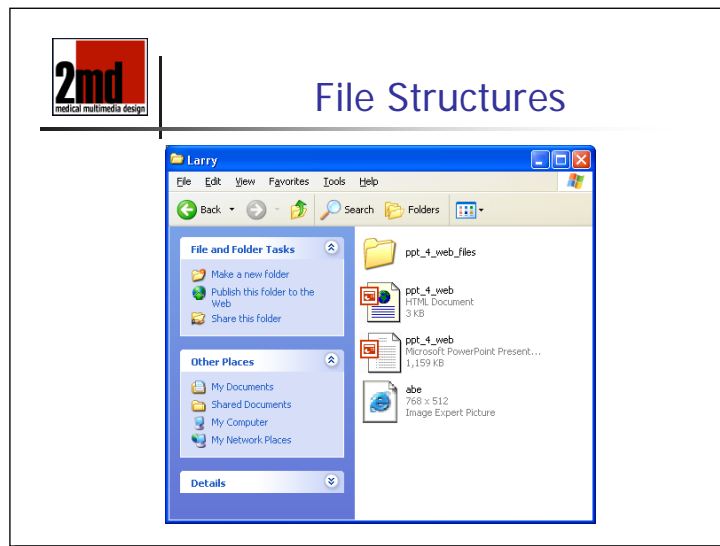
Exercise

Create several headings in your document and add a table of contents

Tip

Use headings consistently. Make all major section titles heading 1 and sub section titles heading 2 etc.

File Structures



When you save your word document as filtered html, typically word will create a file named *.htm, for example ppt_4_web.htm. Word will also create a file named *_files for example ppt_4_web_files. The * represents the name you give the file when you save it. The folder will contain all the support files such as graphics. You will need to upload, publish or FTP the file and the folder (*.htm and *_files) in order for your page to work on the internet.

Additional Resources

[The Non Designers Web Book](#), Robin Williams

The Office of Information Technology
<http://www.oit.ohio-state.edu/>

OSU Web Accessibility Center
<http://www.wac.ohio-state.edu/wac/links.htm>