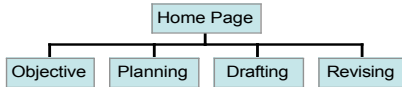


Creating a Website Using Tables on a Mac

This writer's tutorial shows how to create a website using Word 2004 for Mac. If you use a different word processor or get stuck, click on your program's **Help** menu for assistance.

Plan Your Website

1. Pick a topic or use "Writing Effectively."
2. From the home page, list 4 subtopics with one word each (e.g., Objectives, Planning, Drafting, Revising).



Make Your Website Folder

1. Create a new folder.
2. Title it "Website" followed by your initials.
 - All files for your site must be saved in this folder.



Create Your Home Page

1. Open a new Word document.
2. From the **Table** menu, choose **Insert Table**.
3. Give the table **4** columns and **3** rows.
4. Click **OK**.

5. In the top row, highlight the 3 right-hand cells.
6. From the **Table** menu, choose **Merge Cells**.
7. Repeat Steps 5 and 6 for the bottom row's 3 right-hand cells.

Create Content for Your Home Page's Top Two Rows

1. In the first row's right-hand cell, type your site's title.

	Writing Effectively		

2. In left-hand cell of the first row, center a logo or your initials.
 - This row will be your home page's banner.

A	Writing Effectively		

3. In the second row's cells, type the titles of your site's 4 topics.
 - These titles will become links to the pages in your website that provide information about each of your 4 topics.

A	Writing Effectively		
Objectives	Planning	Drafting	Revising

4. Add color to the first row.
 - Highlight the cells in the first row.
 - From the **Format** menu, choose **Borders and Shading**.
 - In the window that appears, click on the tab for **Shading**.
 - Click on the color you want.
 - From the **Apply to** menu (lower right side of the window), choose **Cell**.
 - Click **OK**.

A	Writing Effectively		
Objectives	Planning	Drafting	Revising


5. Repeat Step 4 for the second row.

A	Writing Effectively		
Objectives	Planning	Drafting	Revising


6. Repeat Step 4 for the left-hand cell in third row.

A	Writing Effectively		
Objectives	Planning	Drafting	Revising

- In the left-hand column of the third row, type “Home” and the names of any additional links you wish to include.
 - This cell will be your vertical navigation area.

	Writing Effectively			
	Objectives	Planning	Drafting	Revising
Home				
Graphics				
Page Design				

- Adjust the fonts, sizes, colors, and alignment of the text to create an attractive design.

	Writing Effectively			
	Objectives	Planning	Drafting	Revising
Home				
Graphics				
Page Design				

Save Your Home Page as a Web Page

- From the **File** menu, choose **Save As Web Page**.
- In the field next to **Save As**, type “Index.”
- Navigate to the website folder you created.
- Click **Save**.

Create the Other Pages

- Create a new, blank Word document.
- From the **File** menu, choose **Save As Web Page**.
- In the field next to **Save As**, type the name of one of your subtopics (for example, “Objectives”).
- Navigate to the website folder you created.
- Click **Save**.
- Repeat steps 1 through 5 for each of your subtopics and other links **EXCEPT** “Home.”
 - You now have a web page for each topic and link.

Open Your Home Page for Editing

- From the **File** menu, choose **Open**.
- From the pull-down menu by **Enable**, choose **All Readable Documents**.
- Navigate to the “Index” file in your Website folder.
- Click **Open**.

Create Links from Your Home Page

- In the table’s third row, highlight “Home.”

- From the **Insert** menu, choose **Hyperlink**.
- In the window that opens, click on the tab for **Document**.
- Click **Select**.
- Navigate to your website folder.
- Highlight the file named “Index.”
- Click **Open**.
- Click **OK**.
- In the table’s second row, highlight the text in one cell.
- From the **Insert** menu, choose **Hyperlink**.
- In the window that opens, click on the tab for **Document**.
- Click **Select**.
- Navigate to your website folder.
- Highlight the appropriate web page in the folder.
- Click **Open**.
- Click **OK**.
- Repeat Steps 9 through 16 for the other subtopics and links on your home page.
 - You now have links from your homepage to all of your other pages.
- Save** your homepage file.
 - If you make a change in your file but don’t save the file, the change will not appear when you open the page in a browser. Browsers show only the saved contents of a web page.

Test Your Links

- On your home page, click on a subtopic.
- Read the address bar at the top of the blank page that opens.
 - If the last item in the address matches the name of the link you are testing, close the page and test another.
 - If no page opens or the last item in the address does not match the link you are testing, go to the home page and repeat the steps for creating links.
- When all your links work, go to the next section.

Transfer the Home Page’s Design to the Other Pages

In the following steps, open all files in Word, not your browser.

- In Word, choose **Open** from the **File** menu.
- Navigate to the “Index” file.
- Click **Open**.
- Copy** the table on your home page.
- Open one of your other pages in Word.
- Paste** the table into the page.
- Save**.

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8. Repeat Steps 5 through 7 for the other pages.
 - You now have a complete set of pages with the same framework and working links.

NOTE

If you move files to a different location or computer, move the entire folder. If you move individual files, the links will be broken.

Finish Your Site

1. Open your web page files in Word.
 2. On each page, type and format the appropriate content in the lower left-hand cell.
 3. Remember to **SAVE** each file before you try to look at it in a browser.
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