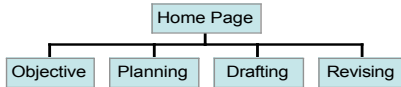


# Creating a Website Using Tables on a PC

This writer's tutorial shows how to create a website using Word Office 2003 for Windows. 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.

A	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.

A	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**.
- In the menu by **Save in**, choose your **Website folder**.
- In the **File name** field, type “Index.”
- In the menu by **Save as type**, choose **Web Page**.
- Click **Save**.

## Create the Other Pages

- Create a new, blank Word document.
- From the **File** menu, choose **Save As**.
- In the menu by **Save in**, choose your **Website folder**.
- In the **File name** field, type the word for one of your subtopics (for example, “Objectives”).
- In the menu by **Save as type**, choose **Web Page**.
- 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**.
- Navigate to your **Website folder**.
- In the pull-down menu next to **Files of type** (bottom of the window), choose **All Files**.
- Highlight the “Index” file.
- Click **Open**.

## Create Links from Your Home Page

- In the table’s second row, highlight “Home.”
- From the **Insert** menu, choose **Hyperlink**.
- In the **Link to** menu of the window that opens, click on **Existing File or Web Page**.
- From the **Look in** menu, click on **Current Folder**.
- Highlight the “Index” file.
- Click **OK**.
- In the table’s second row, highlight the name of one of your subtopics.
- From the **Insert** menu, choose **Hyperlink**.
- In the **Link to** menu of the window that opens, click on **Existing File or Web Page**.
- From the **Look in** menu, click on **Current Folder**.
- Highlight the appropriate web page file.
- Click **OK**.
- Repeat Steps 7 through 12 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

- Open a web browser (Internet Explorer, Mozilla Firefox, etc.)
- From the **File** menu, click on **Open File**.
- Navigate to the “Index” file in your website folder.
- Click **OPEN**.
- On you 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.

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3. Click **Open**.
  4. **Copy** the table on your home page.
  5. Open one of your other pages in Word.
  6. **Paste** the table into the page.
  7. **Save**.
  8. Repeat Steps 5 through 7 for the other pages.
    - You now have a complete set of pages with the same design 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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