

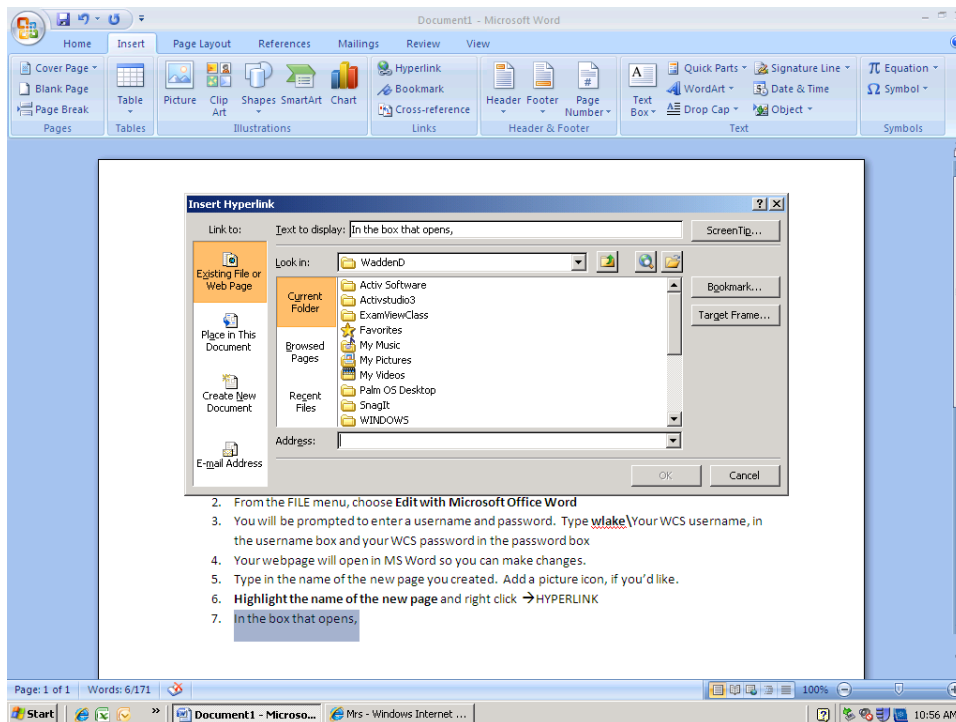
CONTACT DEB WADDEN IF YOU NEED ASSISTANCE OR HAVE NEVER CREATED A PAGE IN MS WORD ☺

CREATE A NEW WEBPAGE IN MICROSOFT WORD:

1. Open **MS Word**
2. Insert a **table** with the number of rows and columns you anticipate needing.
3. Right click on the table and center your table.
4. Type text and insert text and pictures or clip art to your specifications.
5. Go to **FILE →SAVE AS →MY NETWORK PLACES →Your WEBFOLDER** and save your document **AS A WEBPAGE** in your webfolder

LINKING YOUR NEW PAGE TO YOUR EXISTING WEBSITE:

1. Open **INTERNET EXPLORER** and navigate to your website
2. From the FILE menu, choose **Edit with Microsoft Office Word**
3. You will be prompted to enter a username and password. Type **wlake\Your WCS** username, in the username box and your WCS password in the password box
4. Your webpage will open in MS Word so you can make changes.
5. Type in the name of the new page you created. Add a picture icon, if you'd like.
6. **Highlight the name of the new page** and right click →**HYPERLINK**
7. In the box that opens, you can choose current folder, browsed pages or recent files. The new page you created will be in the current folder(your webfolder). Find the new page and click it. The link will appear in the "address" window. Click OK.



8. Go to **FILE→SAVE** and save your newly edited page. Close out of **WORD**. Check your website to see the changes and make sure the links work the way you intended.