

Creating a Web Page in Microsoft Word

From the "View" menu, choose "Toolbars", and then select the "Web Tools" toolbar.

Create a Web page

On the File menu, click New.


In the New Document task pane, under Templates, click On my computer.

On the General tab, double-click the Web Page template.

Create a Web form



1. On the **File** menu, click **New**.
2. Under **New** in the **New Document** task pane, click **Web Page**.
3. On the **View** menu, point to **Toolbars**, and then click **Web Tools**.
4. Click where you want to insert the form controls. On the **Web Tools**, click the control you want to use.


The control appears on your Web page.

5. Click the form control, and on the **Web Tools** toolbar, click **Properties** .
6. Set the properties for the control by using either the **Alphabetic** tab or the **Categorized** tab.



To set a property, click the cell to the right of the property, and then type or select an option, such as True or False.


7. Repeat steps 4 through 7 until you've added all the form controls you want.

Note To enable users to submit the form after filling it in, you need to include a **Submit**  control or a **Submit with Image**  control.

8. Add or modify any content.
9. When you are finished inserting form controls, click **Exit Design Mode**  on the **Web Tools** toolbar.
10. Publish the form to your Web server.

Modify the properties of a Web form control

1. On the **Web Tools**, click **Design Mode** .
2. On the form, click the control you want to modify.
3. On the **Web Tools** toolbar, click **Properties** .
4. Enter the properties for the form control by using either the **Alphabetic** tab or the **Categorized** tab.

When you are finished modifying the properties, click **Exit Design Mode**  on the **Web Tools** toolbar.

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About link bars on Web pages

Link bars are an easy and professional way to provide navigation to other Web pages.

You can use back and next links for moving between a series of pages, as in a story. You can use custom links to specify which links will appear on the bar, such as links to your company information, news releases, or related Web pages.

To create link bars, you must save your document as a Web page or Single File Web Page to a Web server that is running FrontPage 2002 Server Extensions from Microsoft or SharePoint Team Services from Microsoft.

Add scrolling text to a Web page








1. On the **Web Tools** toolbar, click **Scrolling Text** .
2. In the **Type the scrolling text here** box, type the text you want to have scroll across your Web page.
3. Select any other options you want.
4. To format the text, use the **Font** command (**Format** menu) while you are in design mode (click **Design Mode**  on the **Web Tools** toolbar). Turn off design mode to see the results (click **Exit Design Mode** ).

In browsers that don't support scrolling text, the text will appear but it won't be scrolling.

Remove a movie, background sound, or scrolling text from a Web page

1. On the **Web Tools** toolbar, click **Design Mode** .
2. Click the movie , background sound , or scrolling text that you want to delete.
3. Press **Delete**.

Create a Web script on a Web page

1. If you have not already done so, add the **Insert Script** command to the **Tools** menu.
 -  On the **Tools** menu, click **Customize**, and then click the **Commands** tab.
 -  In the **Categories** box, click **Tools**.
 -  Drag **Insert Script** from the **Commands** box over the **Tools** menu.
 -  When the **Tools** menu displays the menu commands, point to the **Macro** submenu.
 -  When the **Macro** submenu displays the menu commands, point to the location where you want **Insert Script** to appear on the menu, and then release the mouse.
 -  In the **Customize** dialog box, click **Close**.
2. Click in your Web page where you want to add a script.
3. On the **Tools** menu, point to **Macro**, and then click **Insert Script**.
4. Use the Microsoft Script Editor to write your script.
5. Return to the Office program.
6. To update your Web page with the changes, click **Refresh**  on the **Refresh** toolbar.

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View or edit a Web script

If you have not already done so, add **Show All Scripts** to the **Tools** menu.

1. On the **Tools** menu, click **Customize**, and then click the **Commands** tab.
 2. In the **Categories** box, click **Tools**.
 3. Drag **Show All Scripts** from the **Commands** box over the **Tools** menu.
 4. When the **Tools** menu displays the menu commands, point to the **Macro** submenu.
 5. When the **Macro** submenu displays the menu commands, point to the location where you want **Show All Scripts** to appear on the menu, and then release the mouse.
 6. In the **Customize** dialog box, click **Close**.
2. On the **Tools** menu, point to **Macro**, and then click **Microsoft Script Editor**.

If you have edited your script in the Microsoft Script Editor, return to the Office program and update your Web page by clicking Refresh on the Refresh toolbar.

The Accessible Web Publishing Wizard for Microsoft Office makes publishing accessible Web content from Office quick and easy. Simply load your document in Office, run the Wizard, and answer some questions in the familiar Wizard format. Images, tables, diagrams, and charts are converted step by step into accessible HTML formats. The Wizard's output meets all relevant W3C, WCAG AA, and Section 508 standards for well-formed HTML and accessibility.

To preview a document as a Web page, On the File menu, click Web Page Preview.