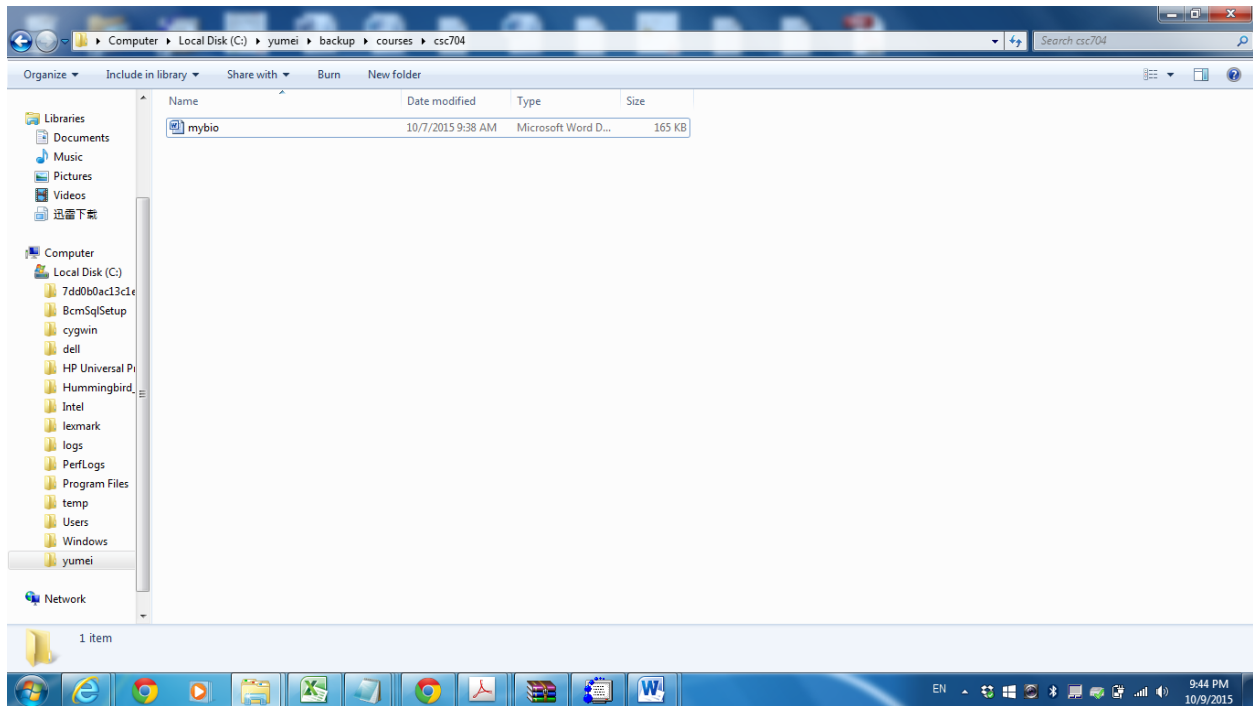# Converting your word document to a Web Page

You have finish your word document named "It is All About Me!". Now we will convert this document to a web page so that you can upload it to the server and other people can access it through the web address. This means that the word document has to be changed into html, hypertext markup language. Fortunately, we don't have to know anything about this language to do this.
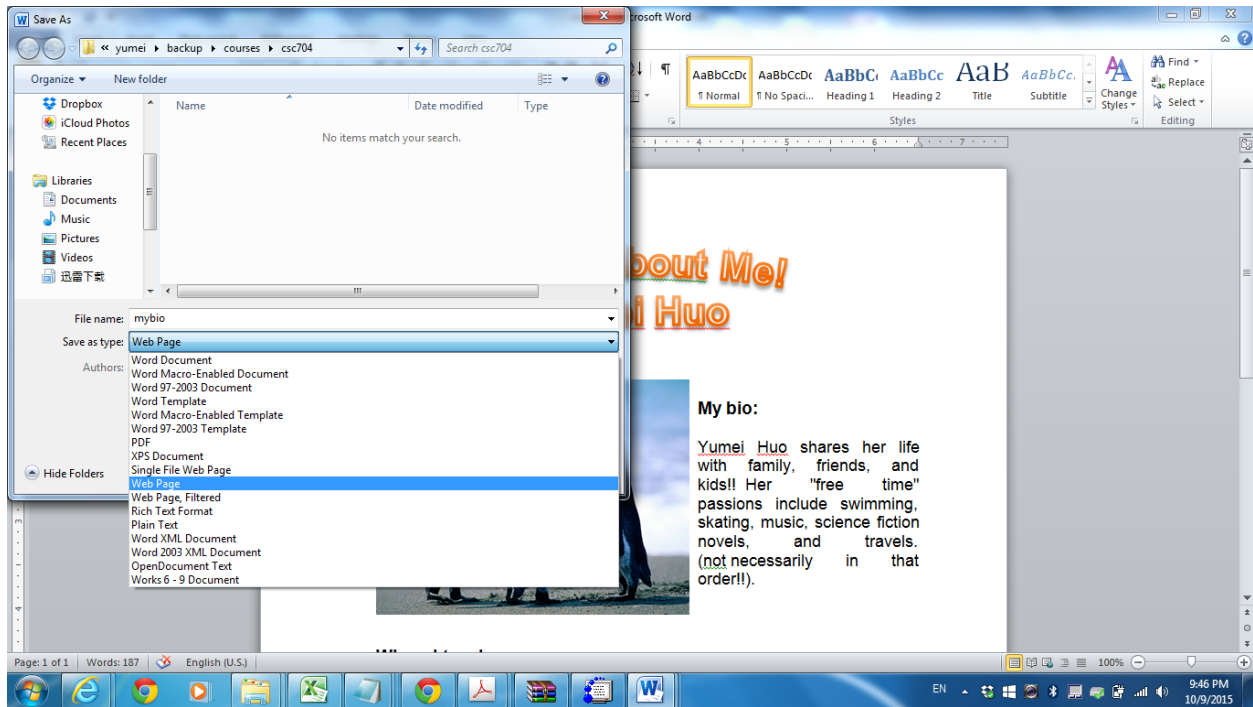
If you open windows explorer and look at the directory your document is in (In the class, we save the file on the desktop), you will notice that your document is displayed with the word icon.
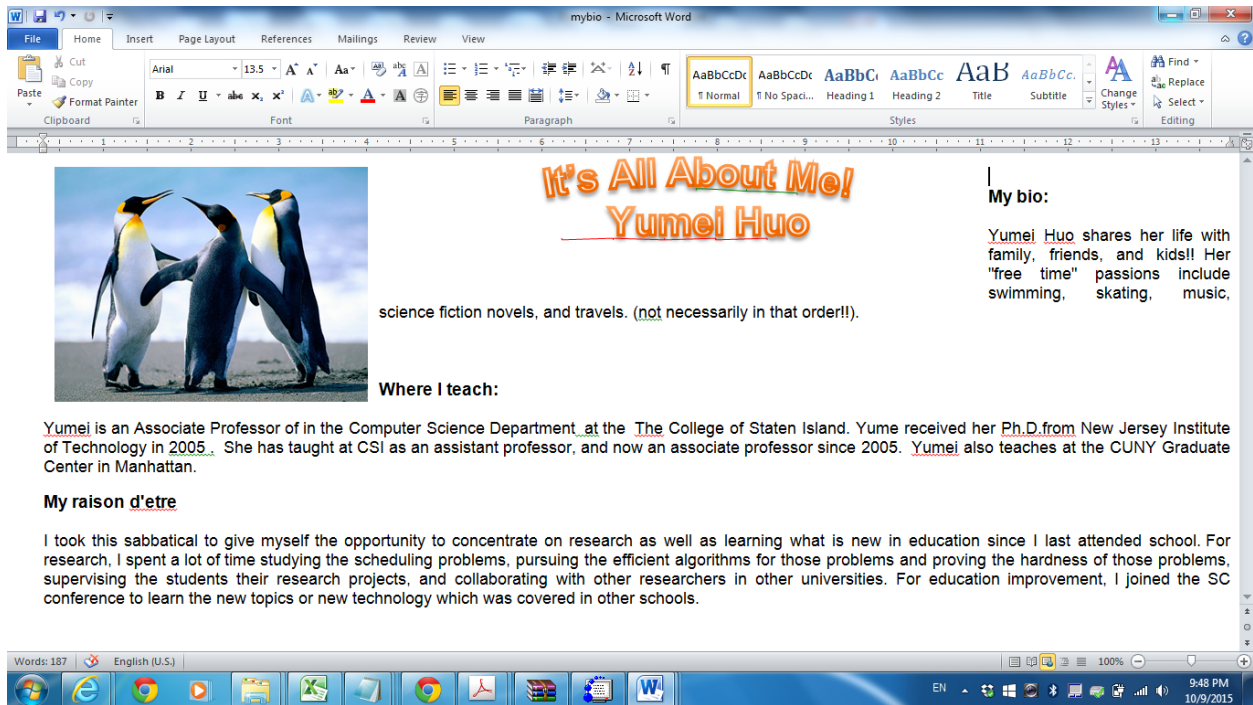

Click on the Office button and use the Save <u>A</u>s option.
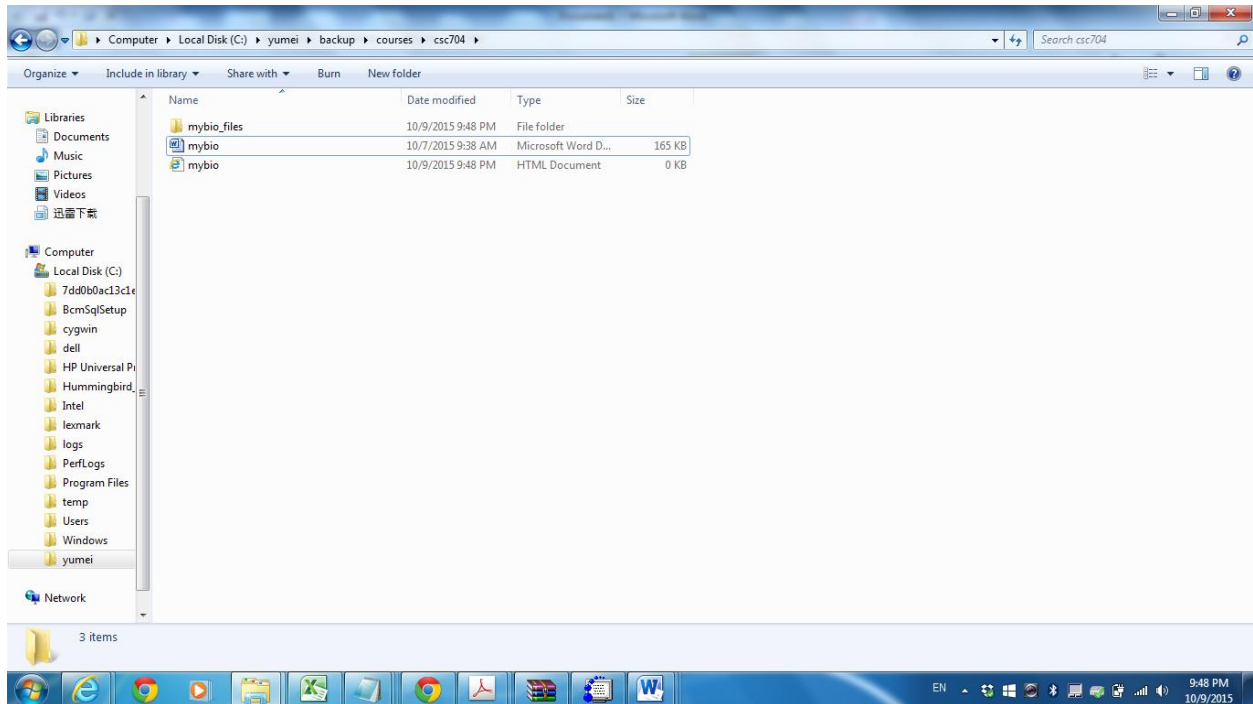For the File name, name your file index.
Under the Save as type, and option for web page, and then click on save.

Sometimes things change when we convert to the web page. You may have to tweak things to get them to look the way you want. The page still may look different when viewed in a browser.

When word saves a page as a web page, it saves the html version of the page along with a directory that contains all the pictures and images associated with that page.   If you open windows explorer and look at the directory your document is in, you will notice that your web page has a different icon than the word document. You will also notice a new directory is named with your file name the underscore and the word files.

In our next assignment we will place these files onto a computer attached to the internet so that everyone can view your beautiful web pages.