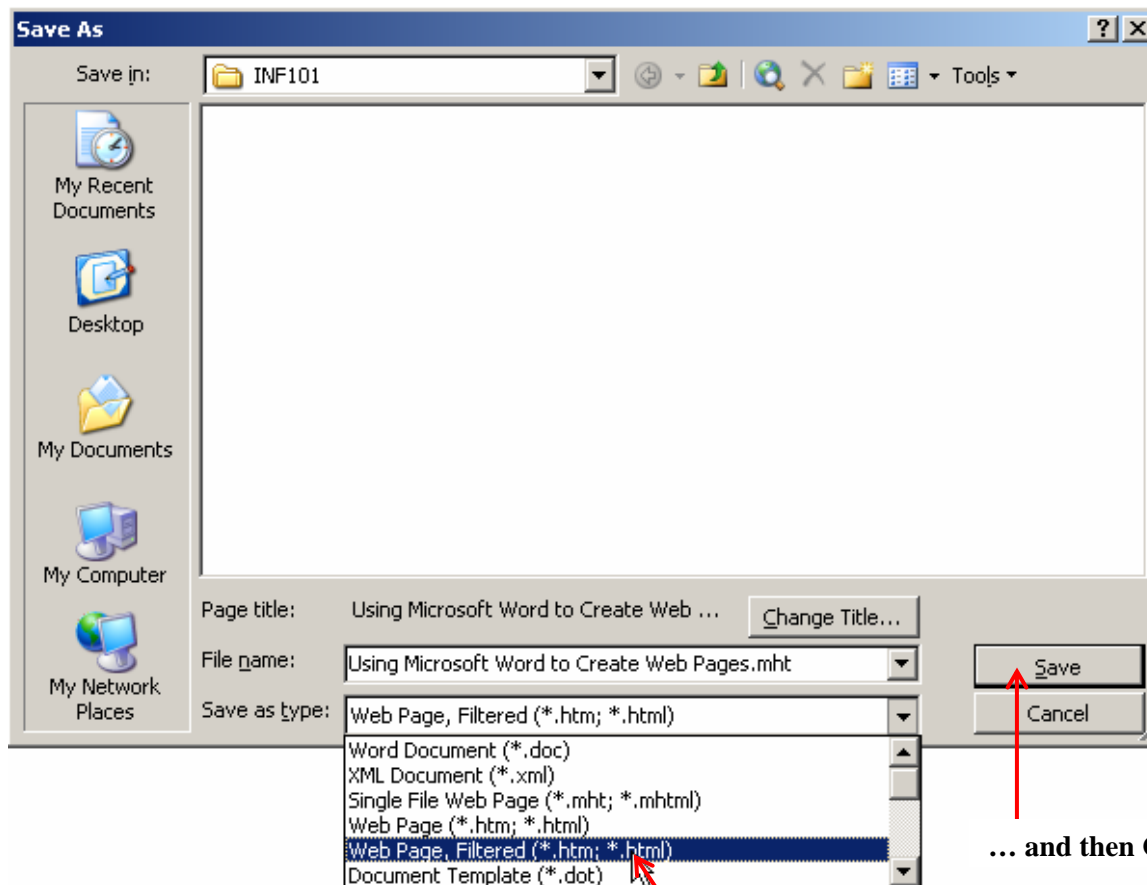


Save Documents as Web Page

1. Open a new or an existing document in Microsoft Word.
2. If you are creating a new document, type some text or paste some text that you would like to include on your Web page.
3. To convert the document to a Web page, click **File** from the main menu and then **Save as Web Page**.
4. In the *Save File* window click **Change Title** to give your document a title that describes the document.
5. Type in a descriptive filename. In WebCT, it's generally safest to leave spaces out of your filename.
6. Pull the *Save as Type* drop-down menu, select **Web Page Filtered**. DO NOT select Single File Web Page.



... and then Click Save

Select Web Page, Filtered...

6. Select appropriate drive name and click **Save** to place the file on your computer.