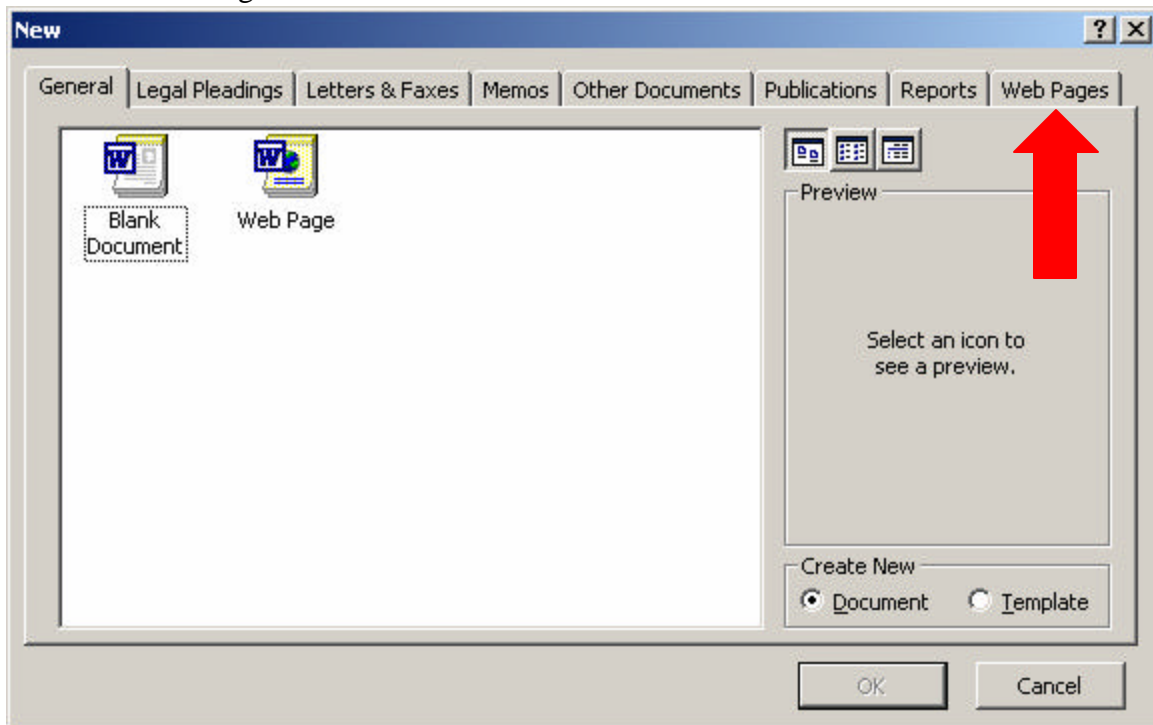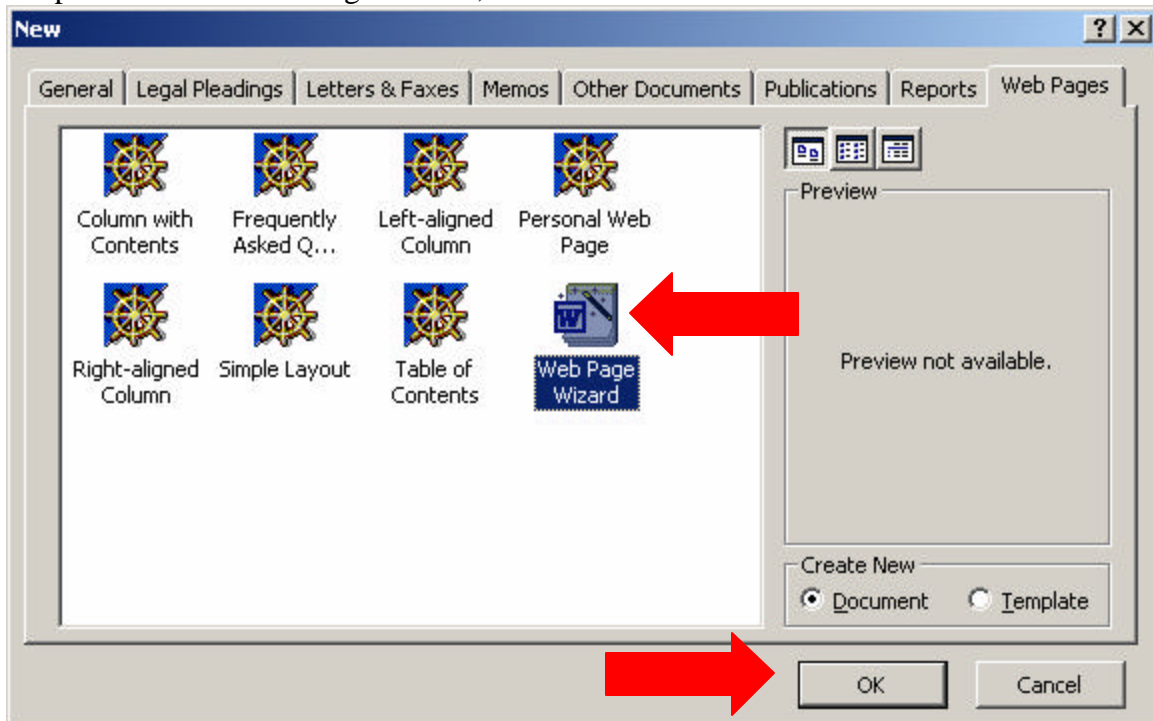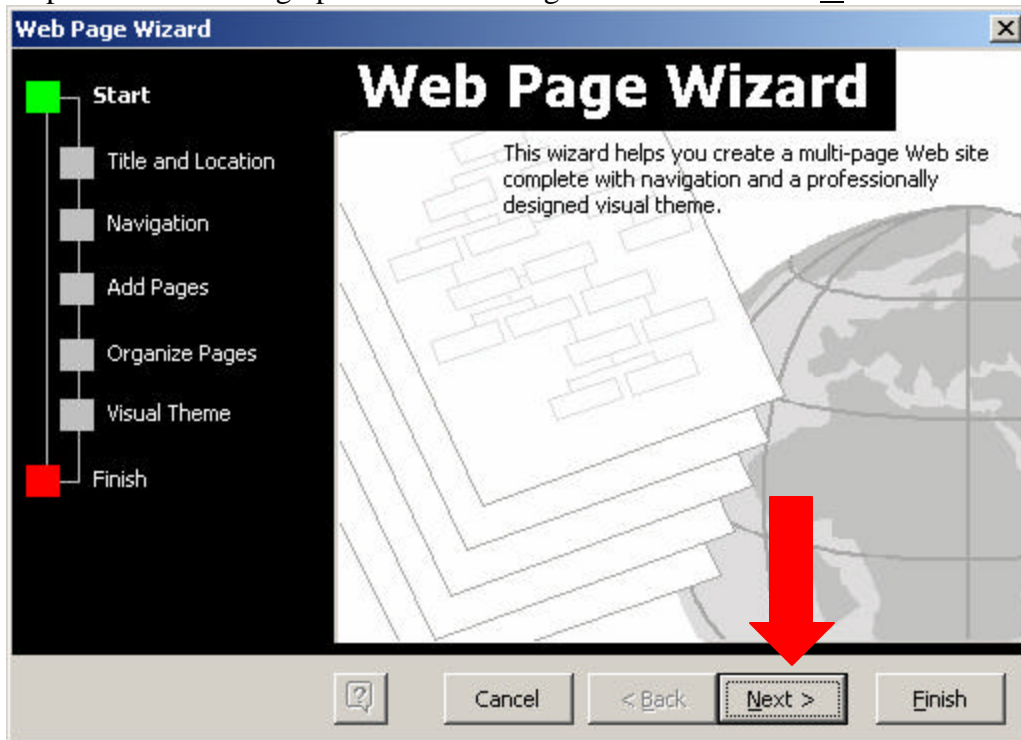Making a Web Site Using Word 2000

Step 1. Use the File menu and choose New that will bring up the window shown below.
Select the Web Pages tab.

 Step 2. Select the Web Page Wizard, then click OK

Step 3. This will bring up Word's Web Page Wizard. Just click Next > here.

Step 4. Word will ask you for a title and a location for your Web site. Here I have titled this Web Site "Language and Communication COM 110". Notice the default Web site location is on the desktop. If you have another place you want to put it click browse to change the default location.
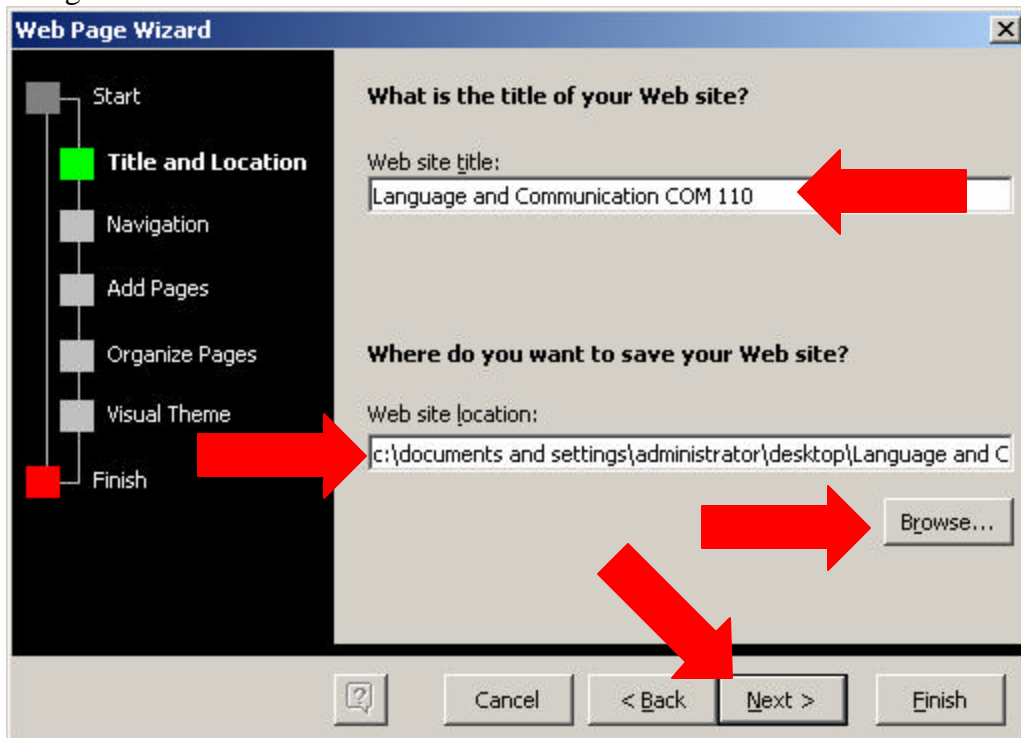
Step 5. Word will then ask you to choose what type of navigation you want.
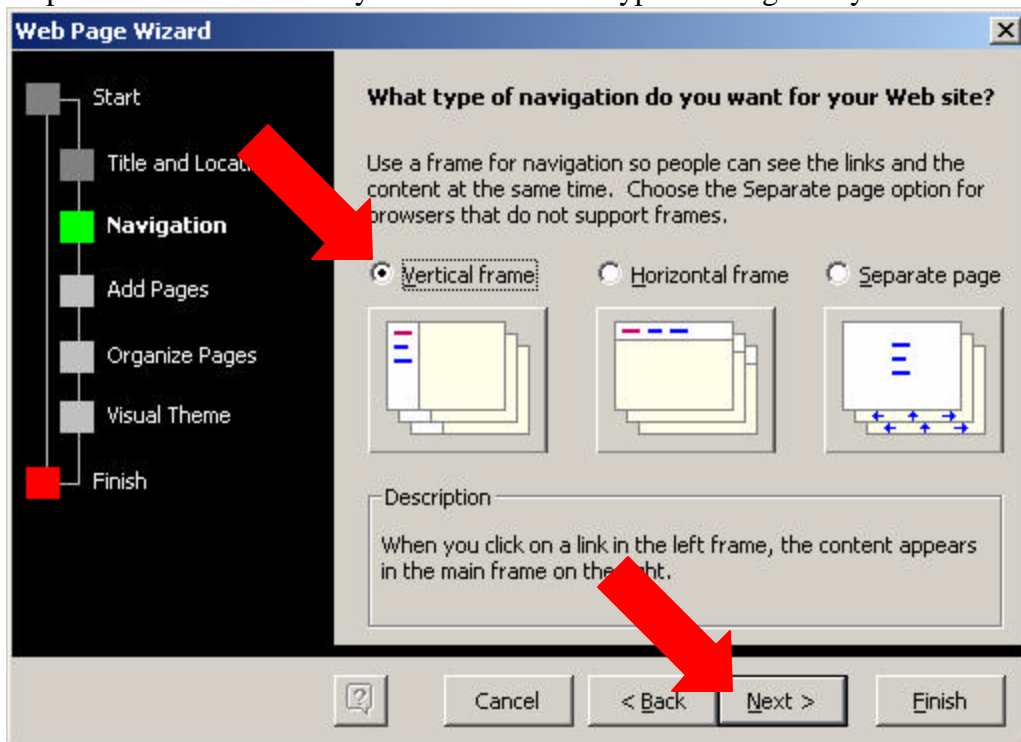
Step 6. Now you will need to tell Word how many blank pages you want. You can also add files (like Word documents) here. If you already have your course materials as Word Documents add them here. You may want a page for each or you may want a page for area within a single course (e.g. syllabus—speeches—assignments—etc.).
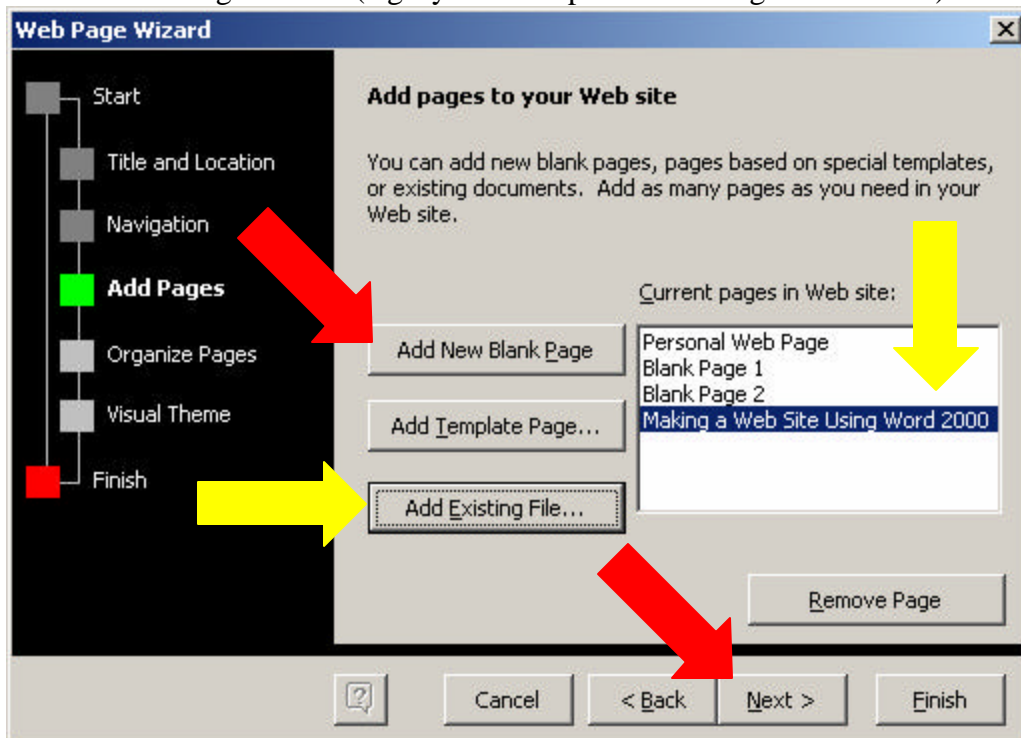
Step 7. Here you can change the order of site elements. You want to place elements in the order that you want them to appear in the navigation. Here I have moved my document up above the blank pages.
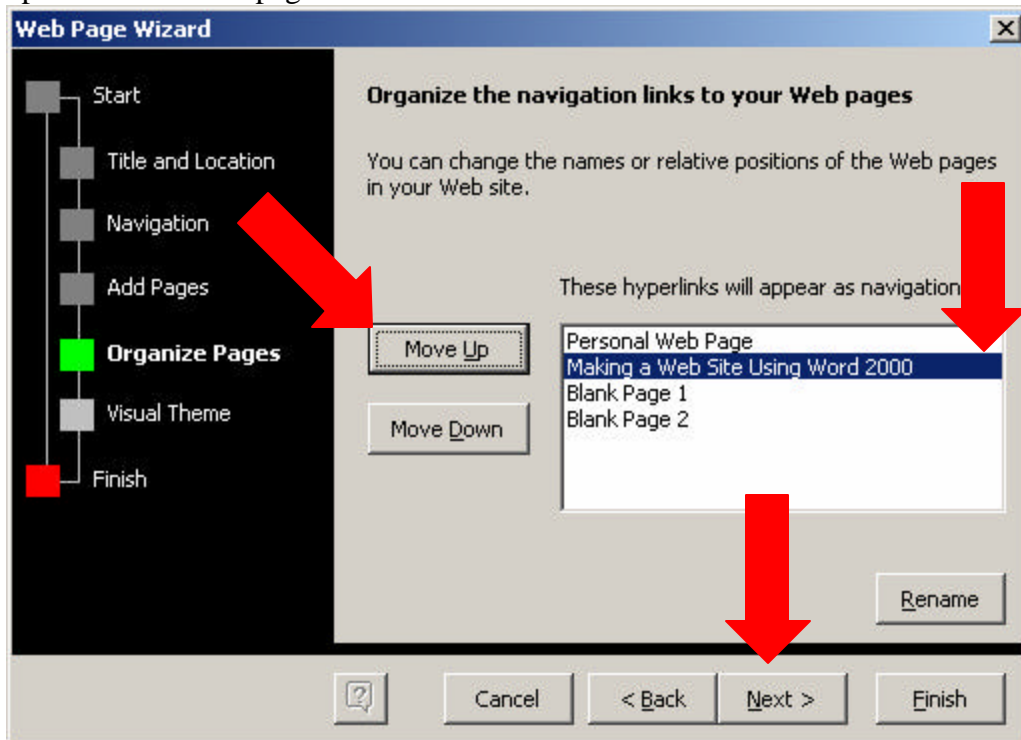
Step 8. Choose a visual theme. If you want a certain look you can browse the themes (see optional step below) to choose one. If you do not want a theme check No visual theme.
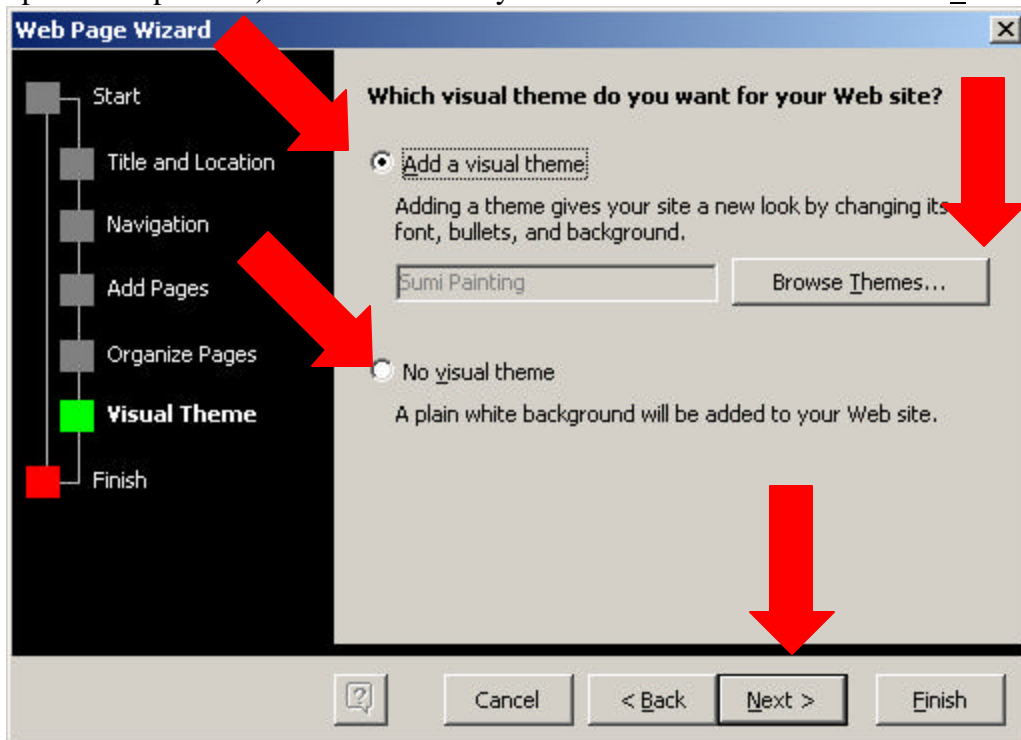
Optional Theme Browsing Step. Here you can choose one of the Themes available with Word. Select a theme and options on the left and then click OK.
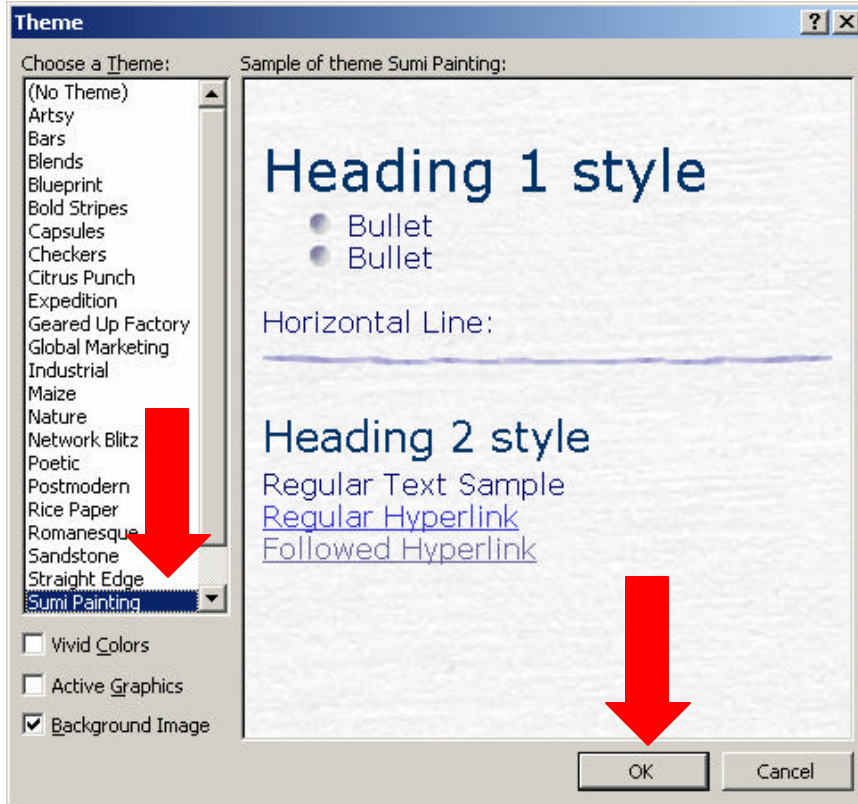
Step 9. Click finish and Word will open up your new Web site.