

Saving your Microsoft Word Document as a webpage

0. Just as a note, your website when initially set up had this, or a similar display

phillips.lafll.org is under construction - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://phillips.lafll.org/

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ix WEB HOSTING

Website Is Under Construction **Contact Us 24/7**

phillips.lafll.org
is currently UNDER CONSTRUCTION

You can access your website right away using the following link:
d16352204.u63.c4.ixwebhosting.com.

Over the next few days DNS servers all across the internet will update themselves with your new domain name. Once that is done you will be able to access your site at its permanent address.

IX Web Hosting - 24 / 7
Control Panel
Our Control panel is user-friendly and fast, and reliable.
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Site Studio is an easy to use browser-based design & page creation tool.
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24/7 Phone and Instant Chat Support

User Manual and **FAQ**

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Become part of the record-breaking IX Web Hosting **Affiliate Program** and receive up to **INDUSTRY-LEADING \$150 per Referral**. Join today!
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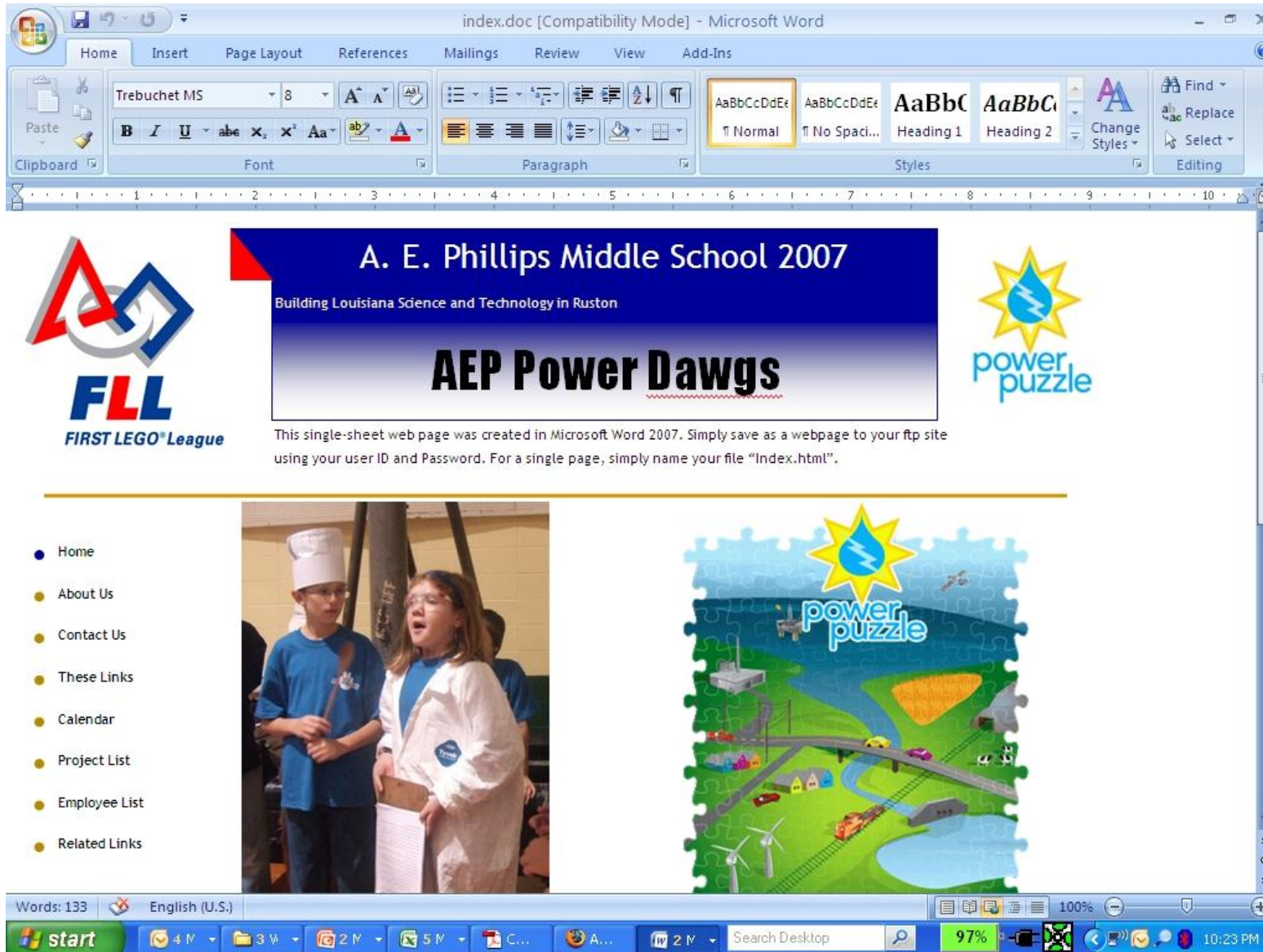
Hosted by IX Web Hosting

IX Web Hosting is one of the world's fastest growing hosting companies. We have a superior selection of most generous plans and 24 / 7 telephone support.
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Done

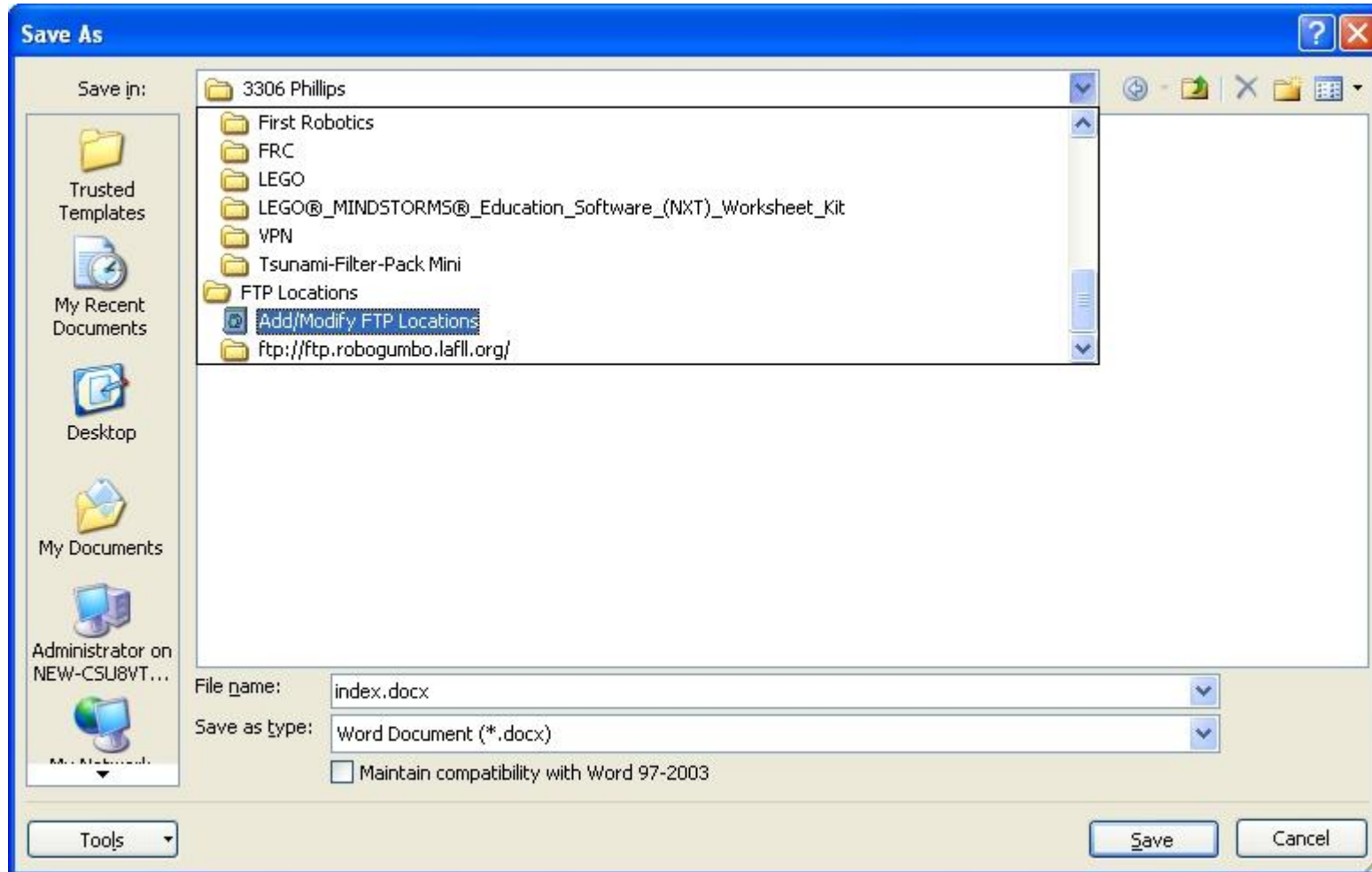
1. Create your webpage in MS Word exactly the way you want to see it on the internet!
2. Save a copy as index.doc so you have a master to edit next time



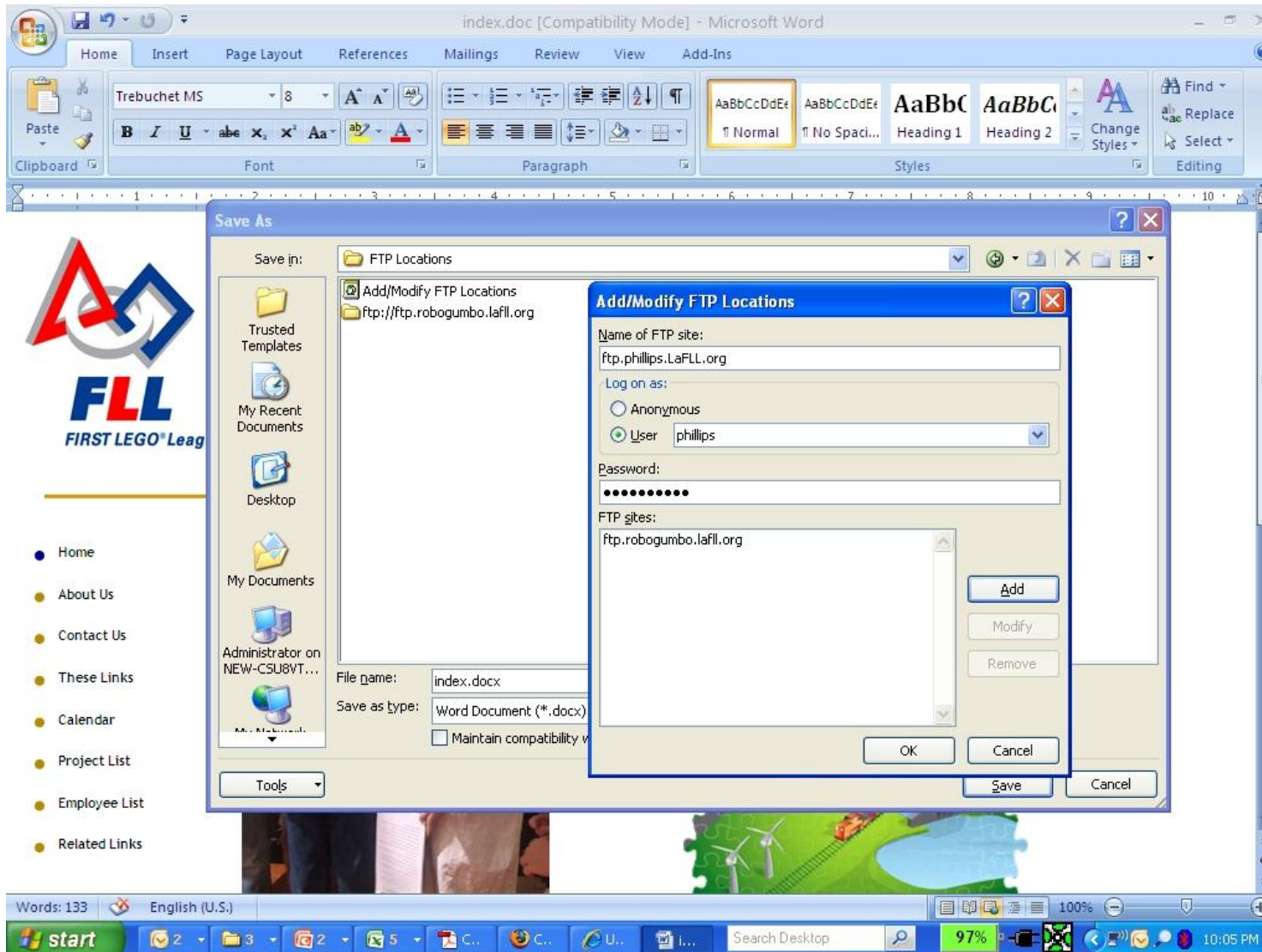
The screenshot shows a Microsoft Word 2007 window with the following content:

- Title Bar:** index.doc [Compatibility Mode] - Microsoft Word
- Menu Bar:** Home, Insert, Page Layout, References, Mailings, Review, View, Add-Ins
- Ribbon:**
 - Clipboard:** Paste
 - Font:** Trebuchet MS, 8, Bold, Italic, Underline, Text Color, Background Color, Font Color, Font Style (Normal, No Spacing, etc.)
 - Paragraph:** Bullets, Numbering, Indentation, Line and Paragraph Spacing, Text Alignment, Text Orientation, Text Wrapping, Text Effects
 - Styles:** Normal, No Spacing, Heading 1, Heading 2
 - Editing:** Find, Replace, Select
- Page Content:**
 - Left Side:** FLL FIRST LEGO League logo.
 - Header:** A. E. Phillips Middle School 2007, Building Louisiana Science and Technology in Ruston.
 - Section Header:** AEP Power Dawgs
 - Text:** This single-sheet web page was created in Microsoft Word 2007. Simply save as a webpage to your ftp site using your user ID and Password. For a single page, simply name your file "Index.html".
 - Right Side:** power puzzle logo.
- Navigation Menu (Left):**
 - Home
 - About Us
 - Contact Us
 - These Links
 - Calendar
 - Project List
 - Employee List
 - Related Links
- Image Gallery:**
 - Two students in lab coats and a chef's hat.
 - A colorful puzzle graphic with the 'power puzzle' logo and various energy-related icons like wind turbines, solar panels, and a power plant.
- Word Count:** Words: 133, English (U.S.)
- Taskbar:** Start button, taskbar with icons for 4 M, 3 W, 2 M, 5 M, C..., A..., fw 2 M, Search Desktop, 97% battery, 10:23 PM.

3. Select Save As...
4. Scroll to the bottom of the Save In: (top) window
5. Double-click Add/Modify FTP Locations



6. Enter the ftp site (ftp.<team website>) (See example below)
7. Select the 'User' radio button and enter your user name provided in a separate email when your site was created
8. Enter your password provided in that same email
9. Select Add

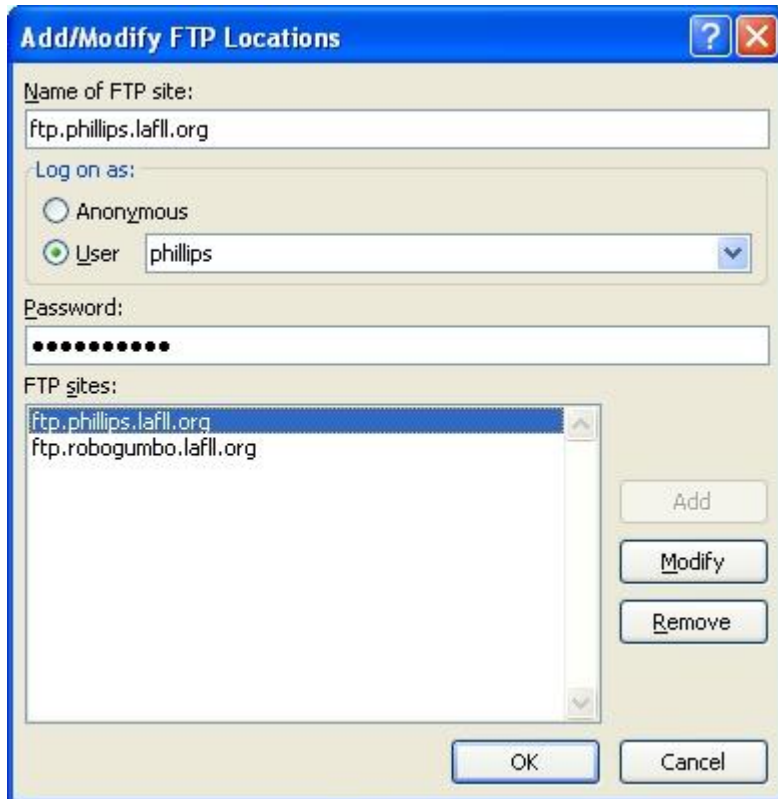


The screenshot displays the Microsoft Word 2007 interface. The main window is titled 'index.doc [Compatibility Mode] - Microsoft Word'. The ribbon shows the 'Home' tab with various font and paragraph options. A 'Save As' dialog box is open, showing the file name 'index.docx' and the save location 'FTP Locations'. Within this dialog, the 'Add/Modify FTP Locations' sub-dialog box is active, showing the following configuration:

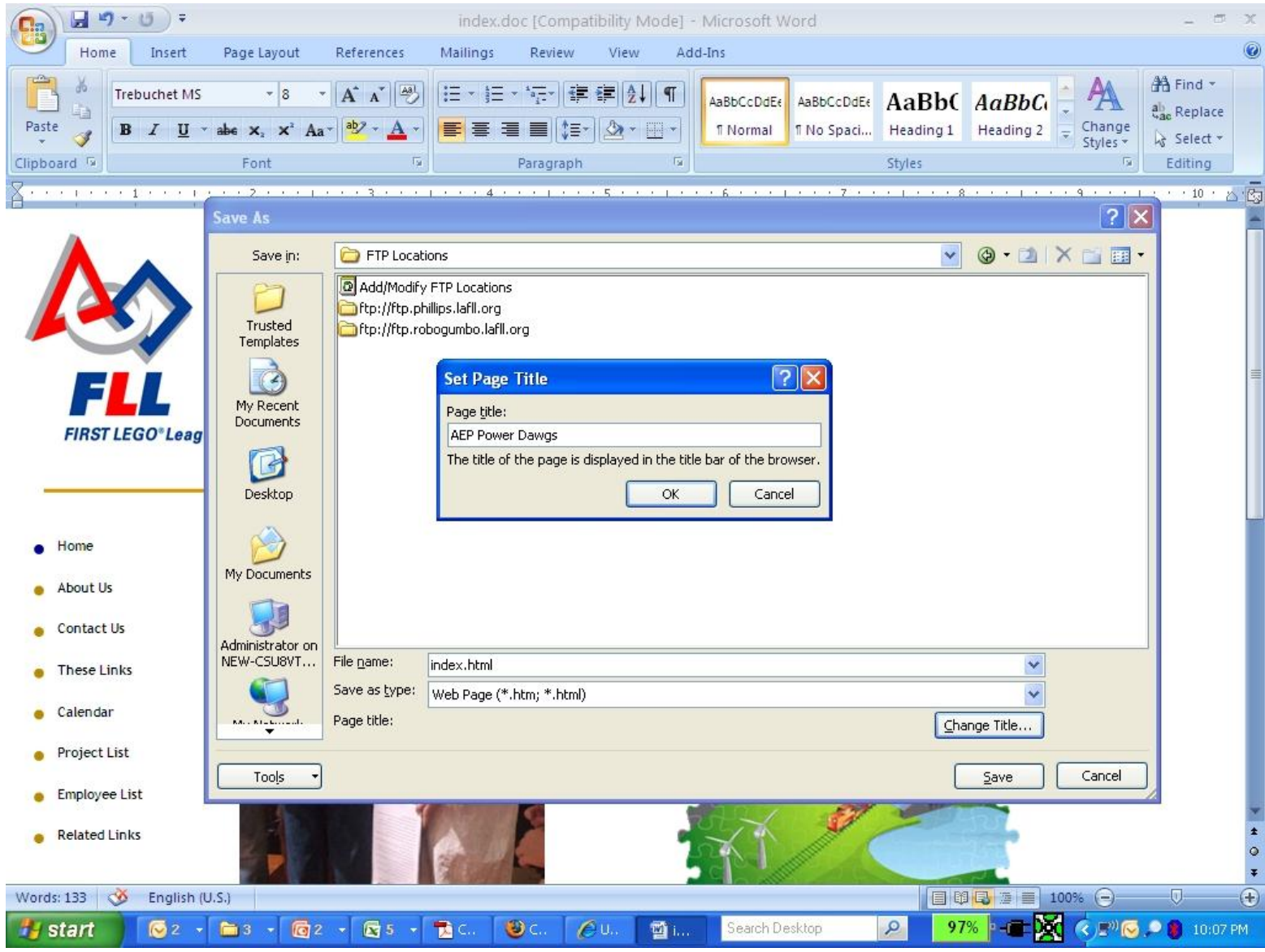
- Name of FTP site:** ftp.phillips.LaFLL.org
- Log on as:** User phillips
- Password:** [Masked with dots]
- FTP sites:** ftp.robogumbo.lafll.org

The 'Add' button is highlighted, indicating the next step in the process. The background of the Word window shows a sidebar with navigation links and a desktop background featuring a wind turbine and a lake.

10. Select your website that is now in the FTP sites: window

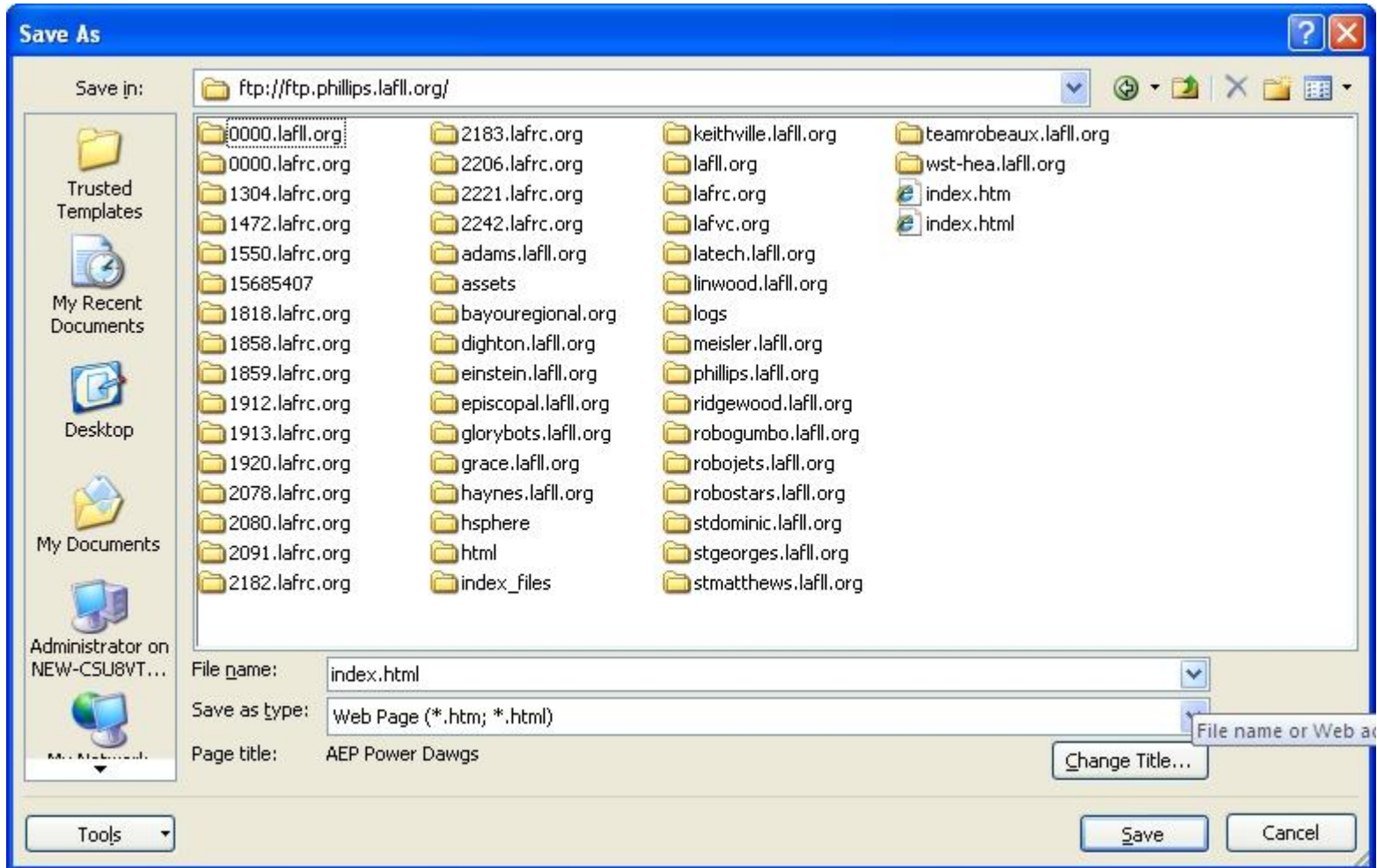


11. If prompted, add a title for your webpage that will display in the blue bar at the top left side of the browser, click OK



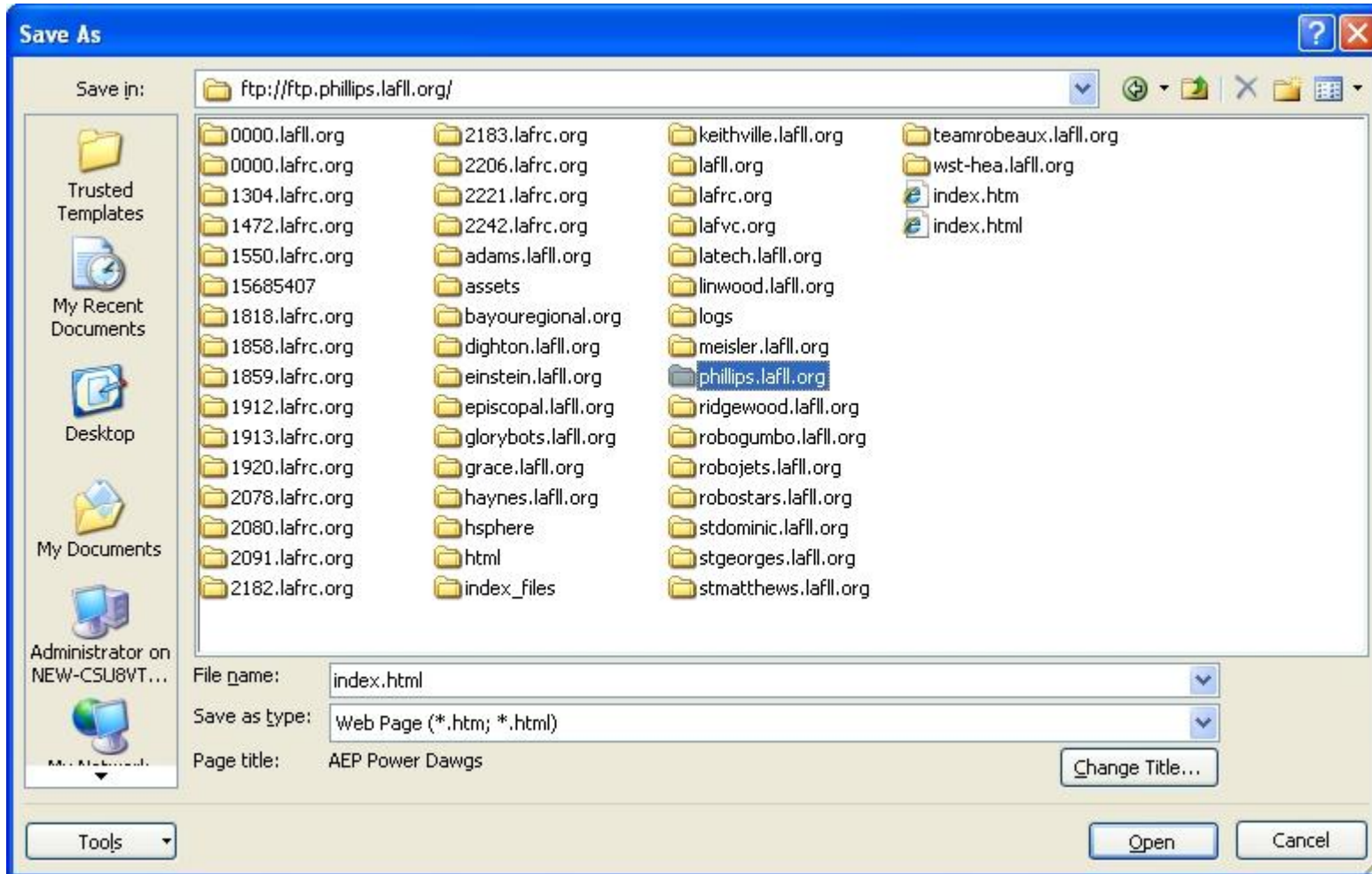
12. If that stage is successful, your 'Save As' window will now list a bunch of files that are currently on the LaFirst server

Note: Don't mess with any others but yours!

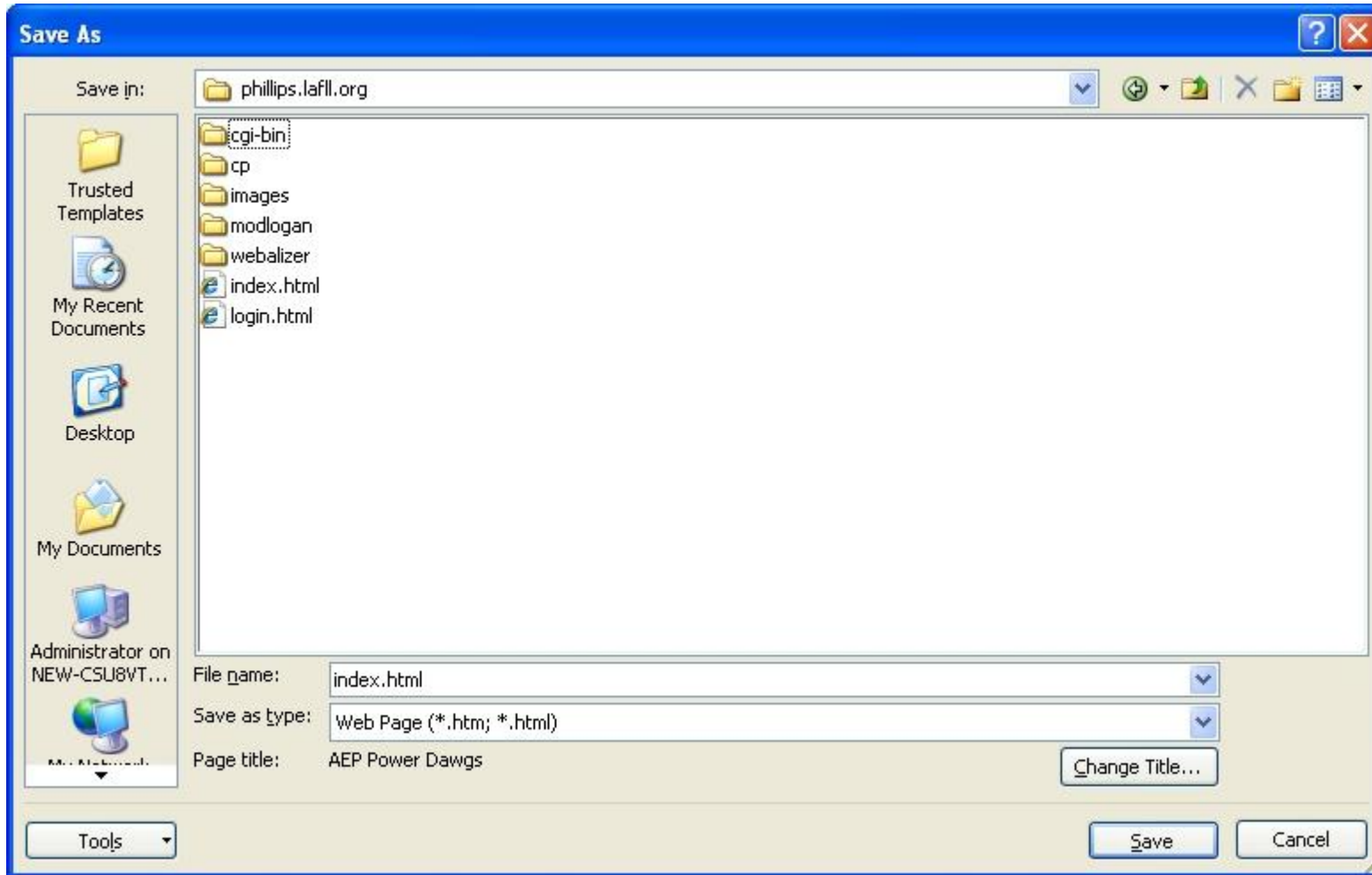


13. Locate your website on the server and double-click it

Note: Don't mess with any others but yours!

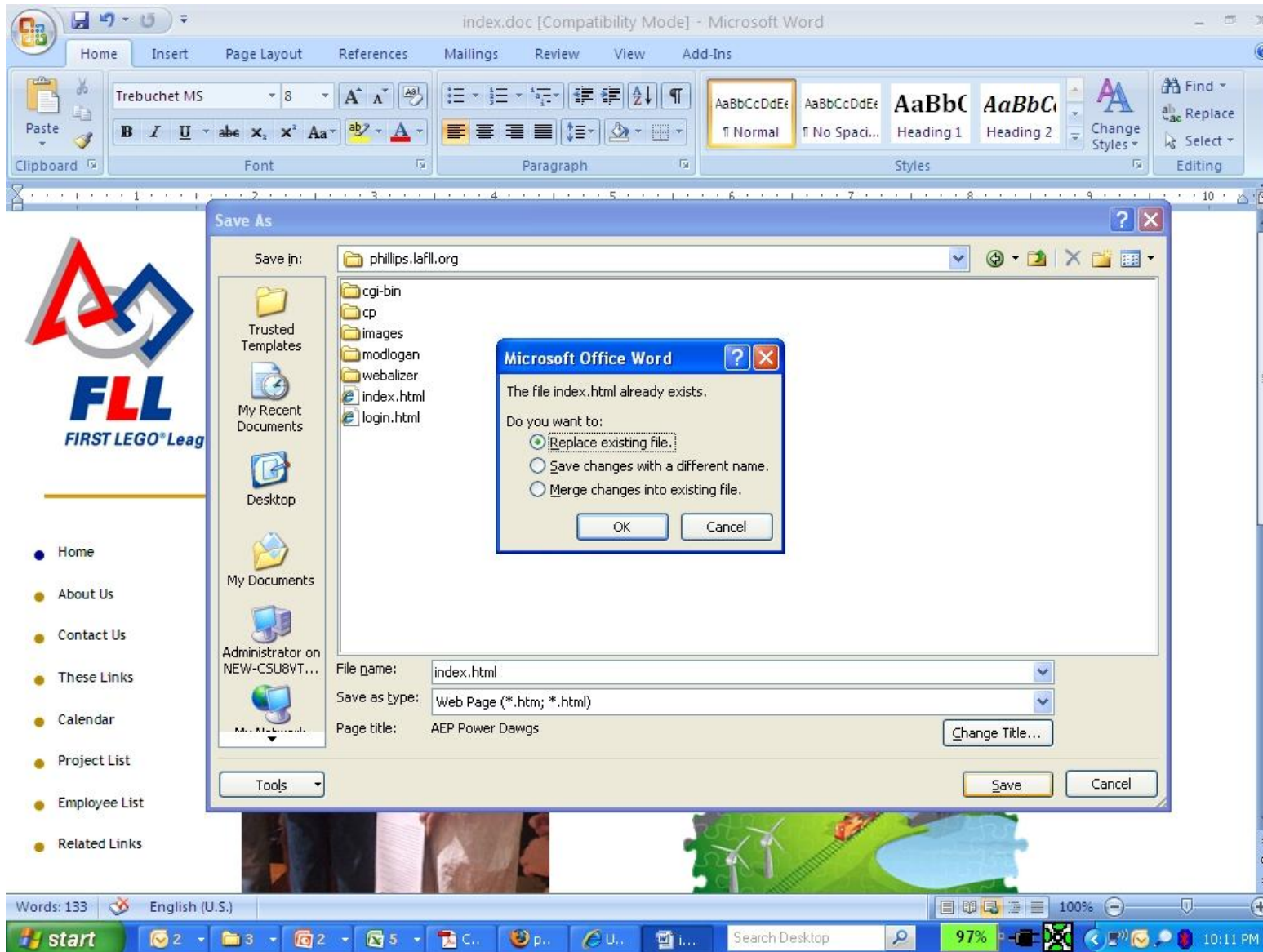


14. If this is successful, your website should display the files within your website.
15. Verify you have an Index.html file in the list and change your file name to the same



16. Click Save

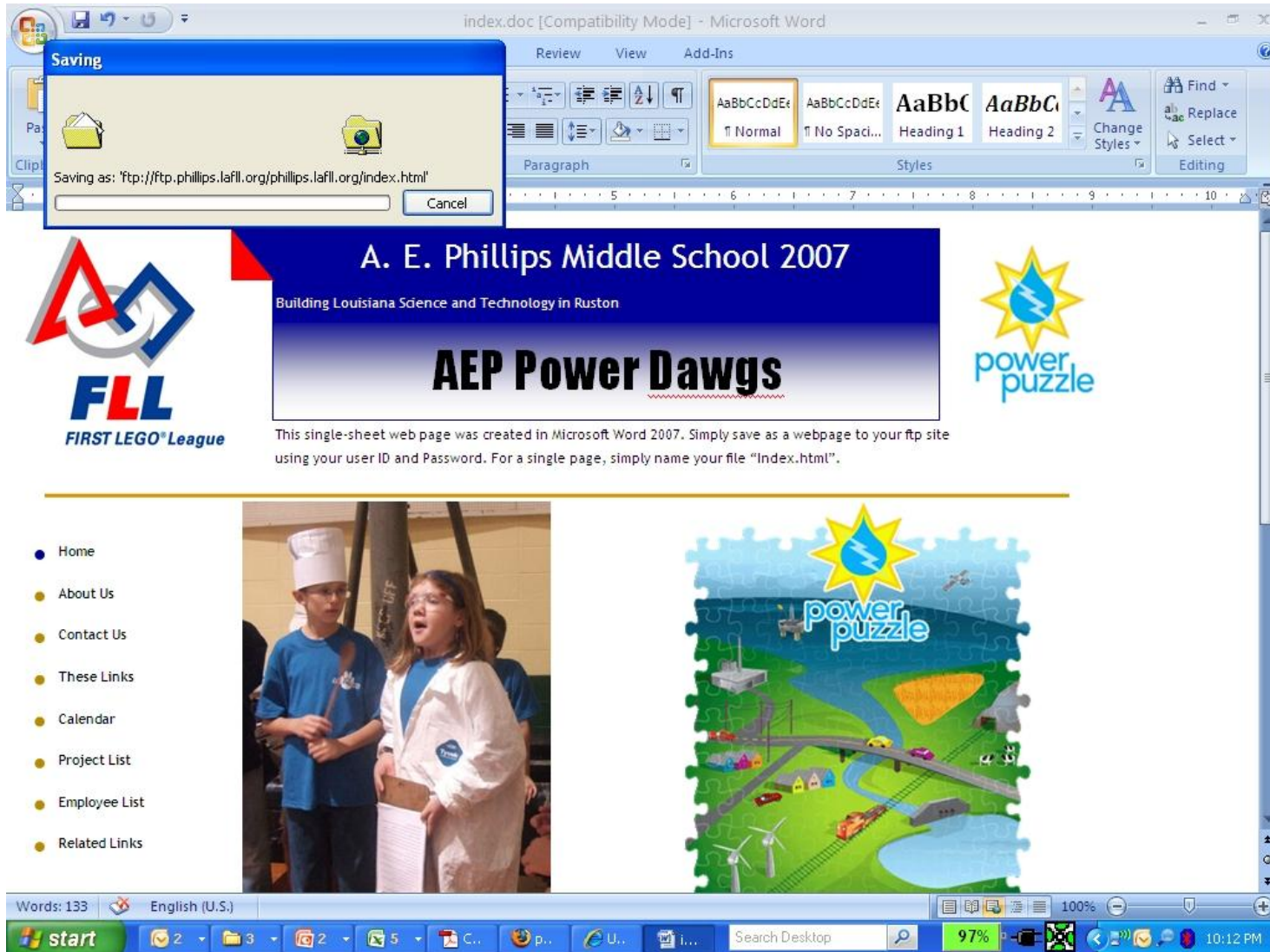
17. When prompted click OK to replace the current website with your newer version



18. If the previous steps were correct, the file will now publish to your website on the Internet.

19. When it is finished, you can check that you like your changes IMMEDIATELY on the Internet site

Note: you may need to refresh your browser to get the new webpage if you cache your webpages



The screenshot shows a Microsoft Word 2007 window with a 'Saving' dialog box open. The dialog box shows the file name 'index.html' and the save location 'ftp://ftp.phillips.lafll.org/philips.lafll.org/index.html'. The main window displays a webpage layout for 'A. E. Phillips Middle School 2007' with the following content:

- Header:** A. E. Phillips Middle School 2007
Building Louisiana Science and Technology in Ruston
- Logo:** FLL FIRST LEGO League (left) and power puzzle (right)
- Section:** **AEP Power Dawgs**
- Text:** This single-sheet web page was created in Microsoft Word 2007. Simply save as a webpage to your ftp site using your user ID and Password. For a single page, simply name your file "Index.html".
- Navigation Menu:**
 - Home
 - About Us
 - Contact Us
 - These Links
 - Calendar
 - Project List
 - Employee List
 - Related Links
- Image:** A photograph of two students in lab coats and a puzzle graphic with the 'power puzzle' logo.

The bottom of the screenshot shows the Windows taskbar with the Start button, several open applications, a search bar, and the system tray showing 97% battery and the time 10:12 PM.

20. Use your favorite browser (Internet Explorer, Firefox, etc.) and check out all your intended changes to make sure they published as you expected them to – you know how software is!

AEP Power Dawgs - Mozilla Firefox

File Edit View History Bookmarks Tools Help

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A. E. Phillips Middle School 2007
 Building Louisiana Science and Technology in Ruston

AEP Power Dawgs

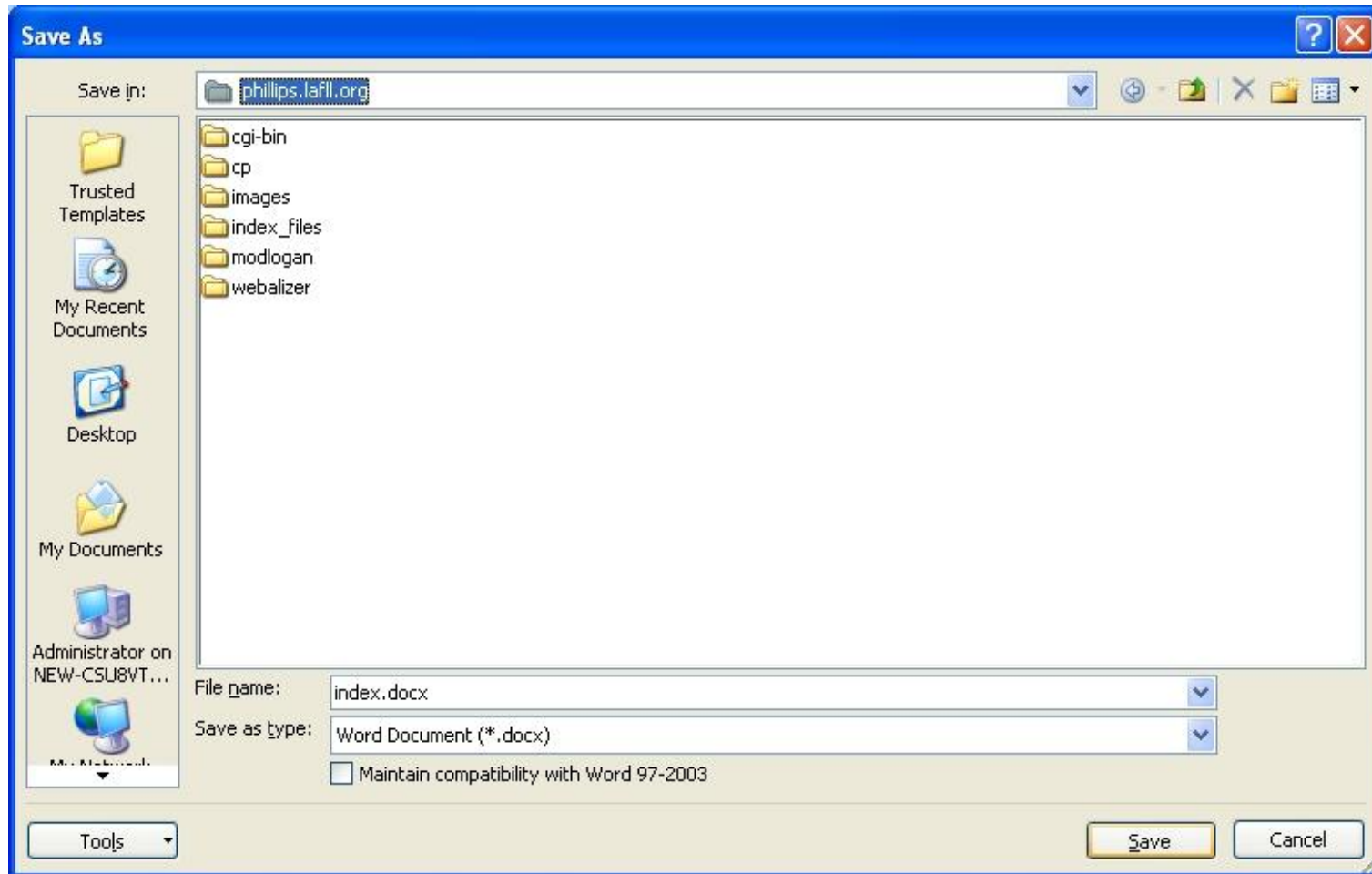
This single-sheet web page was created in Microsoft Word 2007. Simply save as a webpage to your ftp site using your user ID and Password. For a single page, simply name your file "Index.html".

- Home
- About Us
- Contact Us
- These Links
- Calendar
- Project List
- Employee List
- Related Links

Done

start 4 M 3 W 2 M 5 M C... A... D... Search Desktop 97% 10:35 PM

21. If you find that you need to make other changes, do so in your Microsoft Word document
22. Click Save As (since you're a pro, now)
23. This time you may find that many of the previous steps 4 through 14 are already done for you and you just need perform Steps 15 through 18



24. If you have questions about the process or it doesn't work as written, please contact Scot Marshall at scot@lafll.org so appropriate changes can be made