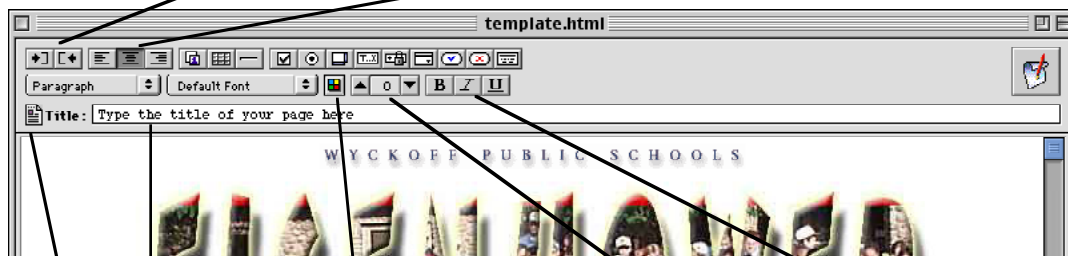


Creating Web Pages With Text

How to copy a text file from a word processing program like Apple Works or Word and paste the text onto a template web page.

1. First, open the text file you would like to paste onto a web page.
2. Select all of the text that you would like to paste onto your web page and copy it. (In Apple works go to the Edit Menu and choose Select All and then go back to the Edit Menu and select copy.)
3. Open the template.html file in your folder.
4. Place and click the cursor in the body of the web page where you would like the text to be. Go to the Edit Menu and select Paste.
5. The text from your word processing document should now appear on your web page.
6. You will probably have to format the text so it looks good on your page. You can use the indent controls and the text alignment controls.



You can also change the color of your text, the size and the style.

7. Type the title of your web page in the title field.
8. When you are done formatting the text use the **SAVE AS** choice in the file menu. Be sure to name your page with 8 letters or numbers and **DO NOT** use any periods, commas. A **.html** **MUST** be at the end of the file name, englishverbs.html, for example. Also, be sure to save your web page in your folder.
9. To place a link from your nex page to you main index page, open the main index page and drag the title icon from your new page to your index page. Be sure to save your index page after you have added your title.