

# Creating Web Pages Using MS Word for Mac

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## A. Introduction

Web pages you see on the Internet are usually so-called “HTM” or “HTML” documents. These documents are not exactly the same as the documents you usually make using applications such as MS Word because the web pages are written in a different type of code called “htm (hyper text mark-up)” or “html (hyper text mark-up language)”.

Open any web page, click on “View” in the task bar and click on “Source” to see how that particular page is actually written. The source (or “htm” document) looks totally different than how it appears on the web page screen (the program you use to view web pages is called a “browser”, i.e. Internet Explorer, Netscape Navigator, etc.). That’s how web pages are written.

But, don’t worry. You don’t need to know this programming language called “htm” or “html” to create simple web pages because applications such as MS Word can switch the code from a normal document such as a “doc.” document into an “htm” document.

## B. Creating a web page using Microsoft Word for Mac

### 1. Switching “doc” (Word) document into “HTM” (web page) document

B-1-1 Start MS Word, open a new document and type in “あいいうえお” in that document.

B-1-2 Click on “File” and click on “Save As...”. The “Save” dialogue box appears. Click on “Desktop”, click on “New Folder” button at the left bottom corner, type in your school name, then click on “Create” button. Then click on “Format”, scroll down and choose “Web Page” in the “Save As” box. Type in a file name (lower case letters or Arabic numbers only; do not use space, capital letters and other symbols). You need “index.htm” for the first file of your website, so type in “index.htm”, and then click on “Save”.

B-1-2 Let’s have a look at the web page you just created. Click on “File”, then click on “Web Page Preview”. This will open the page in the Internet Explorer screen.

### 2. Editing HTML document

B-2-1 When you need to edit the page, go back to the MS Word. Make the necessary changes (we add “かきくけこ” here) and click on the “Save” icon in the MS Word task bar, click on “File”, then click on “Web Page Preview”. Internet Explorer will open.

B-2-2 The processes in Steps B-1 to B-2 above (moving back and forth between the MS Word screen and the Internet Explorer screen) are basically the way you check how your web pages appear before you upload them to the Geocities server. You need to do this quite frequently when you are creating or editing web pages because pages in the MS Word screen do not necessarily appear exactly the same on the Internet Explorer screen. Make sure you save the files/pages before you close them.

### 3. Editing HTML document later

When you need to work on the pages again after you closed all files, open MS Word, open a blank document, click on “File”, click on “Open”, choose the right folder (Desktop, your school name), choose the right file, and click on “Open”.

Alternatively, you can click on MS Word icon. The “Project Gallery” dialogue box appears. Click on “Open” at the left bottom corner. The “Open Ms Word” dialogue box appears. Choose “Web Pages” from “Enable”, choose the right folder, choose the right file, and click on “Open”.

## C. Setting Page Properties for web pages

Before you actually start working on web pages, you need to set some “Web Options” right so that your web pages will be displayed correctly on viewers’ screens.

### 1. Setting Page Properties

C-1-1 We’ll set the Page Properties. Click on “File” in the task bar, then click on “Properties”. In the Properties dialogue box, click on “Summary” tab, type in your school name in the “Title” box, type in your name in the “Author” box, type in your school name in the “Company” box, and click on “OK”. The title will appear at the top of the browser. You can give a title to each of your web pages if you wish. Otherwise, you can type the website name for all pages of your website. Mind you that this will not change the document/file name.

## D. Fonts

### 1. Fonts recommended for Japanese

Only the following five font types should be used for Japanese in your web pages as most computers/browsers do not have other Japanese font types (such as “Kyokasho-tai” and “Ariel”). From my experience, “MS UI Gothic” seems to work nicely in Japanese for the best results:

MS 明朝 - MS Mincho  
MS P 明朝 - MS P Mincho  
MS ゴシック - MS Gothic  
MS P ゴシック - MS P Gothic  
MS UI Gothic

## 2. Fonts recommended for English

Try to use the commonly used fonts listed below for English parts because other fonts usually do not appear as you wish:

Arial  
Gothic  
Times New Roman  
Verdana

**!!!** If you know how to change the font type, font size, font colour and text background colour, you can skip the next 4 steps (D 3 to 6) and go to Section E “Using tables for page layout”.

## 3. Changing font type

You can choose or change the font type. Highlight the part you want to change, click on Font Type “▼” on the right-hand side of the font type box, and click on the type you want in the pull-down menu.

## 4. Changing font size

You can choose or change the font size. Highlight the part you want to change, click on Font Size “▼” on the right-hand side of the font size box, and click on the size you want in the pull-down menu.

## 5. Font colour

You can choose or change the font colour. Highlight the part you want to change, click on Font Color “▼” on the right-hand side of the font colour icon, and click on the colour you want in the pull-down menu. There are more colours available. Click on “More Colors...” and choose the colour you like.

## 6. Text background colour

You can choose or change the background colour of the text. Highlight the part you want to change, click on Font Highlight “▼” on the right-hand side of the text background colour icon, and click on the colour you want in the pull-down menu.

### E. Using tables for page layout

Because web pages are written in a special code called “htm”, arranging the layout of a page is not exactly the same as on normal documents. The easiest way to arrange the layout on web pages would be using tables.

**!!!** Do Step 1 (E-1-1 to E-1-5) first, then try to upload the file to the Geocities server. If the server rejects the file (invalid file), then the table function can not be used for your web pages.

#### 1. Inserting table

E-1-1 Click on “Table” in the task bar, click on “Insert”, then click on “Table...”.

E-1-2 Change the numbers of the columns and rows as you wish. You can do so if you click on the small black triangles. We'll set it 3 and 10 respectively here. Click on “OK” at the bottom.

E-1-3 A table should appear. If the table is not all the way across the page, you need to change the Table Properties to make the table wider.

E-1-4 Move the cursor to anywhere in the table, click on “Table” in the task bar, click on “Select” (if you don't see “Select” in the menu, click on the arrow at the bottom), and then click on “Table”. The table will be highlighted.

E-1-5 While the table is highlighted, click on “Table” in the task bar, and click on “Table Properties”. The Table Properties dialogue box appears. Click on the “Table” tab, make sure the “Size” box is checked, “Preferred width:” is “100%” (use the black triangles) and “Measured in:” is “Percent”. Then click on “OK” at the bottom. Now the table should be all the way across the page.

#### 2. Making table invisible

Because you are using the table just for layout purposes, you want the table itself to be invisible.

Do the following after you finish editing the page (just before you upload the file).

Repeat the same in the Step E-1-5 above (“Table” in the task bar, “Table Properties”) to get the “Table Properties” dialogue box again, and click on the “Borders and Shading...” button towards the bottom of “Table” tab. The “Borders and Shading” dialogue box appears. Click on the “Borders” tab, click on the “None” box under “setting:”, then click on “OK” at the bottom. The lines of the table should disappear and when you view this web page using a browser, the table won’t appear, but the contents (text, images, background, etc.) you place in the table will appear as you placed them.

### 3. Writing text in Table

E-3-1 You can type in any text in any cell in the table now. Try to type in your website name in the middle cell of the first row and arrange the font type, size and colour.

E-3-2 Try to view the page on the browser (“File”, then “Web Page Preview”).

### 4. Changing table width and height, merging and splitting cells, etc.

E-4-1 If you want to change the width of the columns and height of the rows, move the cursor exactly on the line which you would like to change. Make sure the cursor becomes something like “← | →”, then press the left button of the mouse. Keep pressing it down, move the cursor to where you want the line and release the button (we call this series of actions “drag”). The line should be where you wanted it to be (where you released the button).

E-4-2 Let’s try to merge cells this time. Highlight the cells you want to merge by dragging the cursor (move the cursor to one of the cells you want merge, press the left button, keep pressing it down and move the cursor to the other cell, and release the button). The cells should be highlighted. Click on “Table” in the task bar and click on “Merge Cells”. The cells should have been merged to one cell.

E-4-3 You can also do the following to the table by doing basically the same manoeuvring seen in Step E-4-1 and E-4-2 above (you need to give numbers of columns and rows for some of them).

Try them and see how it works:

- splitting cells
- deleting cells
- inserting rows
- inserting columns
- inserting a table in a cell

- distributing rows evenly
- distributing columns evenly

Note: Some of the manoeuvrings above behave in a strange way (changing the whole table the way you don't want) so you may not want to use them. If this happens, click on "Edit" in the task bar and click on "Undo". This will take it back to the step just before.

## F. About photos used in web pages

### 1. Creating a folder for images

It is always a good idea to create a folder for images and save them all in that folder so that you know exactly where they are. This will make it very easy when you insert them onto your web pages.

To create a new folder on the desktop, click on "File", then click on "New Folder". An "Untitled folder" appears. Press the delete key, type in "Images", and click the mouse.

### 2. JPG files - photos

There are many image file types, but only ".jpg" and ".gif" files are permitted in the Contest websites (See "Contest Guidelines, C. Technical Regulations, 3"). ".jpg" files are usually for photos and ".gif" files are usually for illustrations.

You need to be careful about ".jpg" files. This is because they can be very large (which means a long loading time for viewers and a lot of server space taken for you) if you use photos right out of your digital camera. There are a couple of ways to reduce the size (not the physical size that appears on the screen, but size of the file in kilobyte or KB) of a ".jpg" file (photo) without losing much of the photo quality.

### 3. Downloading and saving JPG images

To download a JPG file (photo) from a web page, move the cursor on the image, press the mouse button, keep holding it down and move the mouse down just a little bit (1mm). The menu box appears. Keep pressing the mouse down, move to "Download Images to the Disk", release the mouse, click on "Desk top", click on the right folder ("Images" folder), and then click on "Save".

### 4. Using "iPhoto" to reduce file size

F-4-1 Double-click on “Finder” icon, click on “Applications”, and click on “iPhoto”.

F-4-2 Click on “File”, click on “Import”, choose the right folder (“Images” folder), click on the right photo, and click on “Yes”. The photo appears.

F-4-3 Click on “File”, and click on “Export”. The “Export Photos” dialogue box appears. Choose “JPG” for “Format”, click on “Scale images in larger than:”, change the size to desired size (for example, 100 pixels appears about 3cm on screen), then click on “Export”.

F-4-4 Another dialogue box appears. Change the name in the “Save As” box, make sure it’s in the right folder (Images folder), then click on “OK”. You should have a new reduced-size photo in the Images folder.

F-4-5 To check the file size of the photo, open the folder and click on the photo to open it. The photo appears. Click on “Tools”, and click on “Get Info”. This will provide information on the photo such as the visual size of the photo and the file size (KB) of the photo.

## 5. Thumbnail photos

You can make thumbnails photos by exactly the same way above. Just make sure to make the visual size of the photo a lot smaller (maybe 100 pixel width?).

!!! How do I use these thumbnail photos? Go to Section H. Inserting images and Section K. Hyperlinks.

## G. About other images used in web pages

### 1. GIF files – clipart and other illustrations

We will use the “.gif” file type for other non-photo images (remember only “.jpg” files and “.gif” files are allowed to use on the Contest web pages). So when you download images and clips from the Internet or any other sources such as CD-ROM, please make sure you save images other than photos as “.gif” files.

There are many websites on the Internet which offer free downloadable images and clipart. Please make sure that the images and clipart you are using on your website are copyright free.

You might want to check out the websites listed under “Online language teaching illustration sites” and “Free downloadable clipart” sections on the “Links” page of “Nihongo Memo” website (<http://www.nihongomemo.com/links.htm>).

You can also use search engines such as “Google ([www.google.com](http://www.google.com))” and “Yahoo ([www.yahoo.com](http://www.yahoo.com))” to look for images. Use key words like “free clipart” and “free images”, then you can also narrow it down to “free clipart cat” and “free images soccer”.

G-1-1 Let’s try to download and save an image of a cat from a website. Go to “UVic’s Language Teaching Clipart Library” and find an image of a cat on this web page.

<http://web.uvic.ca/hcmc/clipart/>

or go to “Nihongo Memo”, click on “Links” and click “UVic’s Language.....” under “Online language teaching illustration sites” section

## 2. Downloading and saving GIF images

The way you download and save GIF images (illustrations, clipart, etc.) from a web page is exactly the same as the way you download JPG images.

Move the cursor on the image, press the mouse button, keep holding down and move the mouse down just a little bit (1mm). The menu box appears. Keep pressing the mouse down, move to “Download Image to the Disk”, release the mouse, click on “Desk top”, click on the right folder, and then click on “Save”.

## 3. Contest logo

This time, as you need to have the Contest logo at the left-hand side top corner on every page of your website (See the Contest Guidelines Section D Item 9), try to download and save the Japanese Web Page Contest logo in the folder. Go to the Contest website, click on “Contest Guidelines” in the menu, scroll down to Section D Item 9, move the cursor to the Contest logo, then repeat the same process in Step 2 above.

## H. Inserting images

For normal MS Word documents, you can simply copy and paste images, but this method doesn’t work well for HTML documents. Here’s the better method:

## 1. Inserting images

H-1-1 Move the cursor to where you want to place the image. Click on “Insert” in the task bar, click on “Picture”, click on “From File...”.

H-1-2 The “Insert Picture” dialogue box appears. Make sure that “Enable” indicates “All Picture Files (or JPG files)”, choose the right folder, click on the image you need, and click on “Insert”. The image should appear.

H-1-3 At this point, MS Word automatically created a new folder in the website folder. Open the website folder and see what’s in there. There should be a new folder and the name of this automatically created folder should be “????\_files” (“????” is the HTML file name), and this is what MS Word does when you add or insert an image to the web page: MS Word creates a new “????\_files” folder and saves that image file in the folder. Click and open the “????\_files” folder. You will see a file called “image001.gif”. The original file name is different, but MS Word automatically changed the file name to “image001.gif” and saved it in here. You don’t have to do anything to this, so just close the “????\_files” folder, then close the website folder.

H-1-4 Let’s check how the web page appears on the browser (don’t forget to save the page first). Click on “File”, and click on “Web Page Preview” to open the page with Internet Explorer. The image should appear on the browser screen.

## 2. Adjusting image in table cell

H-2-1 If an image is vertically too close to another image or a text, you can adjust the height of the cell in which the image is by dragging (See Section E. using tables for page layout Item 4). But MS Word sometimes doesn’t let you do this (don’t ask me why).

H-2-3 You can also add a blank line (or hit the “Enter” key) before (or above) the image. If you click on an image, a black frame appears around the image. Hit the left arrow key on the key board. The cursor should move just before the cat image. Then hit the “return” key. A blank line should have been added above the image. Click “File”, then click “Web Page Preview” to check how it appears on the browser.

## 3. Inserting photos

Inserting photo images (.jpg files) is basically the same as inserting illustrations and clips (.gif files)

as shown above. Just be careful about the size of the table cells when you insert photos because they tend to be bigger. You need to resize the cell or merge cells to create a larger cell (See Section E. using tables for page layout Item 5).

#### 4. Changing image size

You can change the size (size appearing on the screen) of an image by doing the following: Click on the image. A black frame appears around the image. Drag the black frame to the size you want.

#### I. About images created using MS Word Functions

You can use functions such as “WordArt” and “AutoShapes” as well. But you need to remember that the objects you create using these functions are not text, but images. So you need to handle them the same as images.

Also, these objects (or images) created by the Word functions tend NOT to behave. Sometimes these objects (or images) you create using the Word functions change positions without you prompting them. They somehow move to another position when you are working on another part of the page. And I don't know why. So you need to be careful about this.

#### J. Background

##### 1. Page background colour

You can specify the colour of the web page. Click on “Format” in the task bar, click on “Background”, then click on the colour you like. If you click on “More Colors...”, you can have more colour variation.

##### 2. Page background effects

J-2-1 If you click on “Fill Effects...” in the Background dialogue box, the “Fill Effects” dialogue box appears. There are four tabs in the box as follows:

- Gradient
- Texture
- Pattern
- Picture (You can use any photo or image as a background by using this function)

J-2-2 Click on any of the tabs and see what they are like, apply the kind you like and see how they

look on the browser screen.

J-2-3 If you don't like the effect you applied, the easiest way to go back is to click "Edit", and click "Undo". You can do the same manoeuvring action by pressing the "Control" key and the "Z" key at the same time, or click on the "Undo" icon in the task bar.

### 3. Table background colour

J-3-1 You can specify the background colour in the table. Place the cursor anywhere in the table, click on "Table" in the task bar, click on "Select", then click on "Table". The entire table will be highlighted. Click on "Table" again, and then click on "Table Properties...".

J-3-2 The "Table Properties" dialogue box appears. Click on the "Table" tab and click on the "Borders and Shading..." button. The "Borders and Shading" dialogue box appears. Click on the "Shading" tab, choose the colour you like for the background of the table, click on "OK", and click on "OK" again. The table background should be the colour you chose.

### 4. Table cell background colour

J-4-1 You can specify the background colour of a cell in the table as well. The method for this is basically the same as the "Table background colour".

J-4-2 Place the cursor in the cell where you want to specify the colour, click on "Table" in the task bar, click on "Select", then click on "Cell" this time.

J-4-3 The cell will be highlighted. Click on "Table" again, and then click on "Table Properties...".

J-4-4 The "Table Properties" dialogue box appears. Click on the "Table" tab and click on the "Borders and Shading..." button. The "Borders and Shading" dialogue box appears. Click on the "Shading" tab, choose the colour you like for the background of the table, click on "OK", and click on "OK" again. The cell background should be the colour you chose.

## K. Hyperlinks

Hyperlinks are what differentiate web pages from normal documents printed on paper.

In the Contest entry web pages, you are not allowed to link your website to another except for the Contest website (See the Contest Guidelines Section D Item 8)

## 1. Normal hyperlink within your website pages

K-1-1 Clicking on a normal hyperlink will change the page from where you are to another page it has a link to.

K-1-2 You have to have another page in order to make a link from one page to another. Just create a HTML page (click on “File”, then click on “New Web Page”) with a cat image on it in the website folder and name the page “cat.htm”. (See Section B.)

K-1-3 Go back to the “index.htm” page, type in a text (we write “ねこのページ” here), highlight the text, click on “Insert” in the task bar, and then click on “Hyperlink...”.

K-1-4 The “Insert Hyperlink” dialogue box appears. Type in the file name (“cat.htm” in this case). Make sure that you type the name correctly. If there is any error, the hyperlink will not work.

K-1-5 You can tell if the hyperlink is there by the change of colour of the highlighted text. If it's blue, you have successfully created the hyperlink.

K-1-6 Somehow, the hyperlinks you create may not work locally (means within your computer), but once you upload files, they should work.

## 2. Normal hyperlink outside your website

K-2-1 For the Contest entry webpages, you need to make a link on the Contest logo on your web page to go to the Contest website.

K-2-2 Open Internet Explorer, go to the “Japanese Web Page Contest” website ([www.japanesewebpagecontest.com](http://www.japanesewebpagecontest.com)), and copy the URL (web address).

K-2-3 Go back to the Word document (“index.htm”), and click on the Contest logo. The black frame appears around the logo. Click on “Insert”, click on “Hyperlink”, paste the URL in the “Link to:” box, and click on OK.

K-2-4 Alternatively, you can skip processes K-2-2 above if you click on “History” in the “Hyperlink” dialogue box and find the URL you need (“[www.japanesewebpagecontest.com](http://www.japanesewebpagecontest.com)” in this case). Just click on the URL. It should appear in the “Link to:” box.

3. Creating links on images

K-3-1 You can make a link on an image so that people can click on the image to go to another page.

4. Link - open in new window

5. Using “open in new window” link for photos

6. Bookmark - link within a page