

## LESSON 10

# Word and the Web

**After completing this lesson, you will be able to:**

- *Send a document as an e-mail message attachment.*
- *View a document in Web Page Preview.*
- *Save a Word document as a Web page.*

Most documents that people create for business and personal use are composed chiefly of text—with some graphics added to provide visual information and attractive effects. For years, Microsoft Word has been and continues to be the most popular software tool for creating these documents.

However, in recent years, a different type of document has been growing in popularity and use. As the **Internet** continues to grow in popularity, an ever-increasing number of people want to create documents that can be viewed on the **Web**—the term used to describe the technology that delivers text, graphics, sound, and even video on the Internet. Although these multimedia capabilities are widely used by Web sites around the world, most Web documents continue to be composed chiefly of text and graphics.

It makes sense, then, to use Microsoft Word 2002 to create Web documents. In previous versions of Word, you could convert your Word documents to Web documents, called **Web pages**. Web documents use a coding system called **HTML** (Hypertext Markup Language) to format text and graphics on screen. The text and graphic formatting system that Word uses to display and print documents is much more sophisticated. Consequently, with these earlier versions, Word had to convert much of the complex text and graphic formatting in Word documents into more basic HTML formatting. Web pages that originated as Word documents often looked nothing like the originals.

Fortunately, HTML formatting has evolved rapidly in recent years, and so has Word. With Word 2002, you can save your Word documents as Web pages with little or no loss in formatting. And Word has many additional features that make it a useful tool when you work with the Web. You can even send your Word documents as **e-mail** messages—without having to quit Word to do so.

In this lesson, you will learn how to use these and other Web features that Word provides. You will learn how to save a Word document as a Web page and how to send a Word document as an e-mail **attachment** or as an e-mail message itself.

To complete the procedures in this lesson, you will need to use the file Brochure 10 in the Lesson10 folder in the Word Processing Practice folder located on your hard disk. This document publicizes the services of Contoso, Ltd. You will attach the document to an e-mail message and send it to a prospective client. Because the Webmaster of the company wants to post the

brochure on the company's Web page, you'll also save the brochure as an HTML (Web) document.

## **Sending a Document as an E-mail Message Attachment**

Documents can be easily sent via e-mail from within Word. E-mail is an abbreviated term for electronic mail. By using an e-mail program (such as Microsoft Outlook or Microsoft Outlook Express), you can send an electronic message or document to another person over the Internet. The recipient must also have an e-mail program as well as an e-mail address (a unique e-mail identifier). You can send a document as an attachment to an e-mail message, or Word can convert the document into a format that e-mail programs can read, in which case the document becomes the body of the e-mail message. An attachment is a file that can be sent as part of an e-mail message. When a recipient receives the e-mail message, he or she can open and view the attached file in Word.

### **tip**

You can create a hyperlink to an e-mail address. When you click a hyperlink to an e-mail address, the Web browser creates an e-mail message with the correct e-mail address in the To box. You must have an e-mail program installed to send a message using this type of hyperlink. To create a hyperlink to an e-mail address, type the e-mail address in the document, and then press Enter or the spacebar. Word converts the address you typed to a hyperlink. For example, if you type *someone@example.com* and press the spacebar, Word creates the hyperlink.

To send a document as an attachment to an e-mail message, open the document that you want to send and, if necessary, connect to the Internet. On the File menu, point to Send To, and click Mail Recipient (As Attachment). By clicking Mail Recipient, Outlook, Outlook Express, or the default e-mail program on your computer opens. Type the name of the recipient in the To box, type a message in the message box, and then click the Send button.

You can also send a Word document as the content of an e-mail message, rather than as an attachment. To do this, open the document that you want to send, and on the Standard toolbar, click the E-mail button. Word converts the document into an e-mail message, which is coded in HTML. A message window appears so that you can address and send the e-mail.

If you click the E-mail button and then decide that you don't want to send the Word document as an e-mail message, click the E-mail button again to remove the message window.

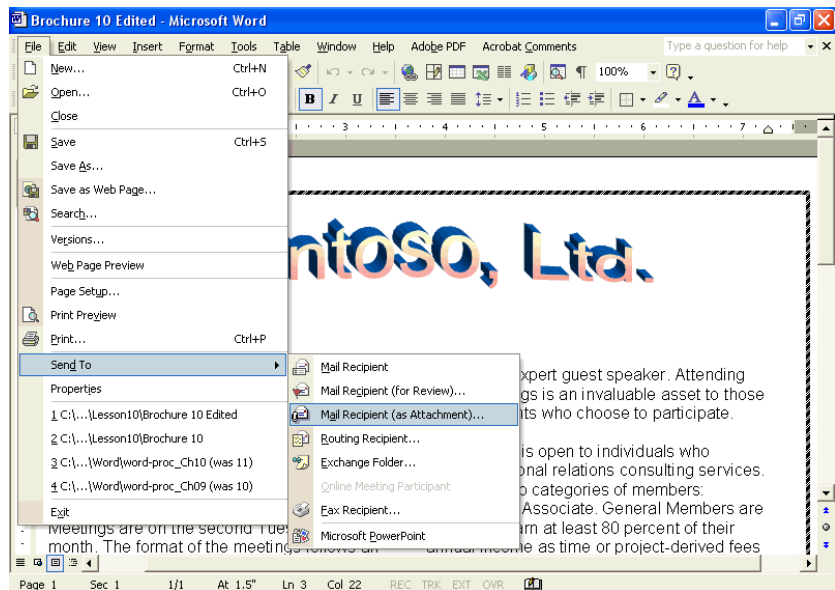
The recipient does not have to open an attachment to read the e-mail message; however, if the document that you sent has formatting that can't be converted to HTML, the recipient's document might not look the way you had intended. For this reason, it is a good idea to send documents as attachments so that formatting is not lost in the conversion. If you attempt to send a Word document as an e-mail message and the document contains characters that

cannot be converted to HTML, Word displays a dialog box asking you to specify the **character set** (all the alphabetic, numeric, and special characters that are available to a particular program or feature) to use when the message is sent.

The marketing manager at Contoso, Ltd. decided to send the company brochure to some prospective clients as an attachment to an e-mail message.

In this exercise, you send the brochure as an attachment to an e-mail message.

- 1 On the Standard toolbar, click the Open button.  
The Open dialog box appears.
- 2 Click the Look in down arrow, click the icon for your hard disk, double-click the Word Processing Practice folder, and then double-click the Lesson10 folder.  
The contents of the Lesson10 folder appear in the Open dialog box.
- 3 Double-click the file Brochure 10.  
The Open dialog box closes, and the file Brochure 10 appears in the Word window.
- 4 On the File menu, click Save As, and save the document as **Brochure 10 Edited** in the Lesson10 folder.  
Word saves the document.
- 5 On the File menu, point to Send To, and click Mail Recipient (as Attachment).



Your computer's default e-mail program starts.

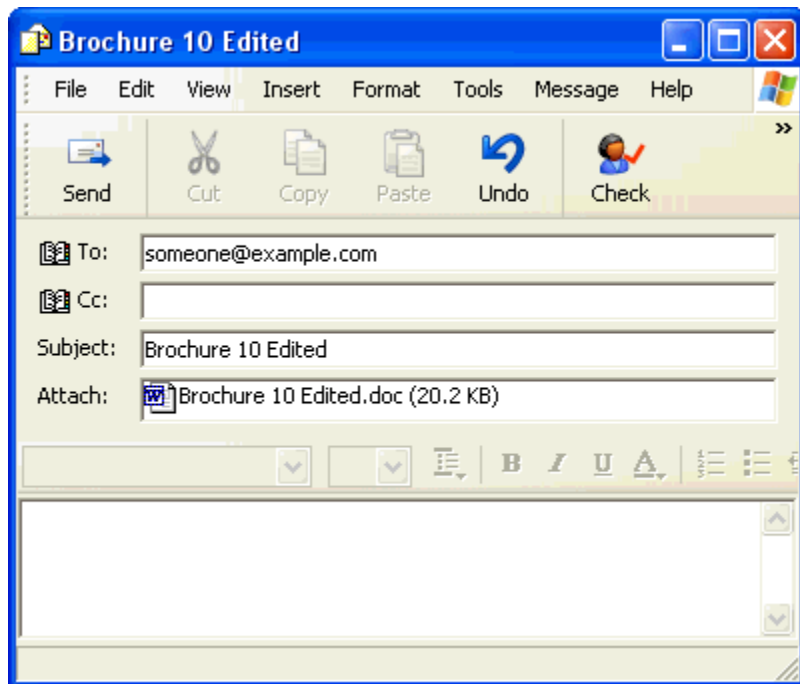
When you send an e-mail message to someone@example.com, you'll eventually get a response from Microsoft.

The appearance of the window depends on the e-mail program that you use.

The text in the first line of the attachment is automatically inserted in the Subject box. The first line of text is often the title of the document and can be an effective subject. In this case, because the title of the document is a WordArt object, Word inserted the subheading as the subject.

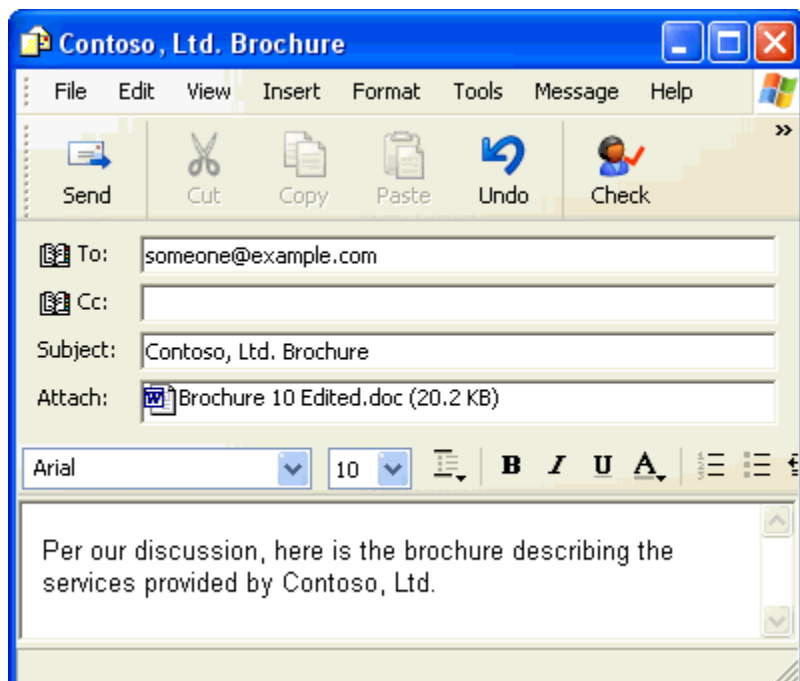
The appearance of the window depends on which e-mail program you use.

- 6 In the To box, type **someone@example.com**.



The e-mail address of the client is entered.

- 7 Select the text in the Subject box, and type **Contoso, Ltd. Brochure**.
- 8 Click the message area, and type **Per our discussion, here is a brochure describing the services provided by Contoso, Ltd.**



- In the e-mail window, click the Send button.  
Follow the instructions provided by your e-mail program to send the message.  
Keep this file open for the next exercise.

## Viewing a Document in Web Page Preview

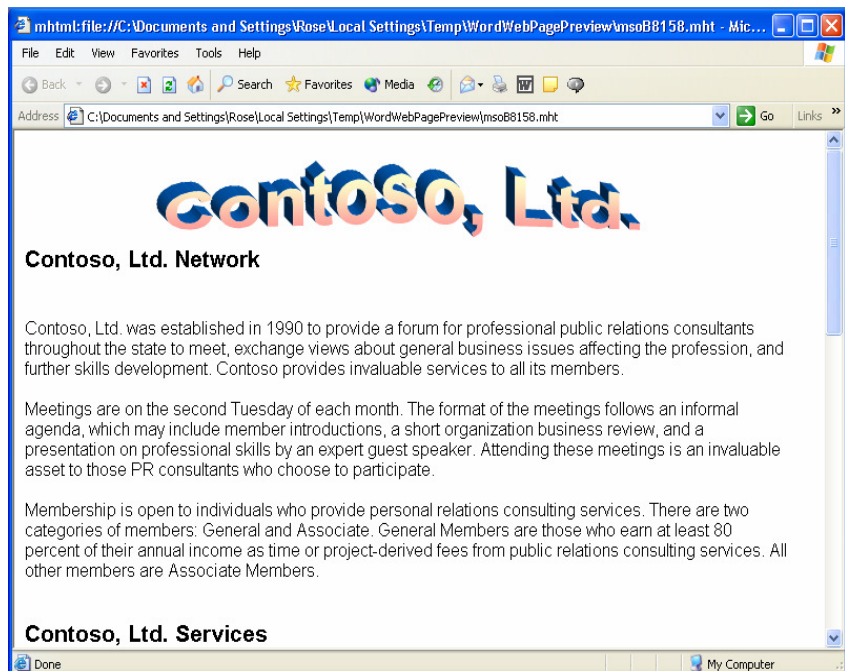
Before you convert a Word document to a Web page (which you will do in a later exercise), you can preview how the document will look as a Web page. This approach is useful because the formatting might change when you convert a Word file to HTML (Web page) format. You can use Web Page Preview to quickly check that your document will look the way you want prior to saving the document as a Web page. For example, if your document contains page breaks, columns, text wrapping around figures, small caps, and text effects (such as shadows) these formats do not convert to HTML format.

To preview a Word document as it will appear as a Web page, click Web Page Preview on the File menu. The **Web browser** starts and displays a preview of the current Word document as a Web page. You can also click the Web Layout View button to view the document as an HTML file without having to start your Web browser.

In this exercise, you preview the Contoso brochure as an HTML document in Web Page Preview and in Web Layout view.

- On the File menu, click Web Page Preview.  
The Web browser opens and displays a preview of the brochure as a Web page.

You do not have to be connected to the Internet to view a document in Web Page Preview, but you must have a Web browser installed on your computer.



- 2 Scroll through the document to see if any formatting has changed. Notice that the page border is no longer displayed and the content is no longer formatted into columns.
- 3 Click the Close button in the upper-right corner of your Web browser.  
The Web browser closes and the Word document reappears.
- 4 Click the Web Layout View button located to the left of the horizontal scroll bar at the bottom of the screen.  
Word displays the document as it would appear if it were an HTML file displayed in a Web browser.
- 5 Scroll through the document to see what formatting has changed. Notice that the width and length of the paragraphs are wider, the font is smaller, and you can make edits using Web Layout View. Keep this file open for the next exercise.

Notice that the view is different than the view in Web Page Preview.

## Saving a Word Document as a Web Page

You can easily save any Word document as a Web page. A Web page is a document in HTML (Hypertext Markup Language, the markup language of tags, which determines how text and graphics are displayed in a browser). When you save a Word document as a Web page, Word changes any unsupported formatting, such as table borders, background, and animated text, so that Web browsers can display the information. This file can then be stored on a Web server (a process known as publishing to the Web) so that other people can open the document in their Web browsers. A Web server is a computer that contains special software for receiving requests from the Internet to display Web pages.

To publish a Web document to a Web server, your computer needs to have access to a Web server using an Internet or network connection. Once you have a connection, you can use the Web Folders icon in the Save As dialog box to navigate to a Web server and then save the Web document in the same way that you save a document to your hard disk. The HTML file duplicates most of the styles, format, and content of the Word document. The benefit of converting a Word document to an HTML file is that all Web browsers can interpret an HTML file; however, they cannot interpret a Word document.

You can also save a Word document as a filtered Web page or a Web archive. A filtered Web page is a document in HTML optimized without Microsoft Office-specific HTML tags. A Web archive saves all the elements of a Web site, including text and graphics, into a single document with the .mht extension.

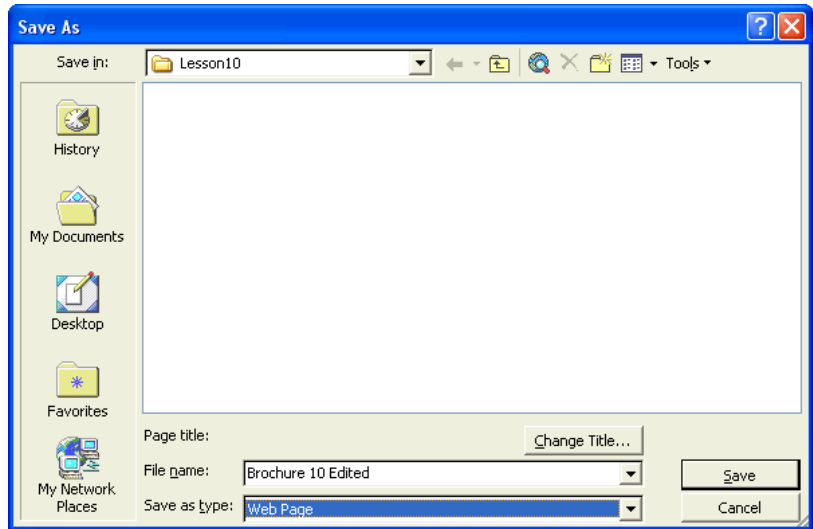
Before you make changes to a document and save it as an HTML file, you should remember to save the document as a Word file. This allows you to retain changes in both the HTML document and the Word version of the document. When a Word document is converted to HTML (saved as a Web

page), Word might not be able to convert some formatting to HTML. As a result, the HTML document might not look the same as the original Word document. If you saved the Word document prior to converting it to HTML, you can return to the original document and make formatting changes as necessary so that the HTML version will look more like what you intended.

In this exercise, you save the Contoso brochure as a Web page.

The text in the first line of a document is automatically inserted as the *title* for the Web page. The title is the text that is displayed in the title bar of the document or browser window and is not necessarily the same as the file name. To change the title of the Web page, click the Change Title button in the Save As dialog box. In the Set Page Title dialog box, type the title, and click OK.

- 1 On the File menu, click Save as Web Page.  
The Save As dialog box appears and the Save as type box contains the text *Web Page*.



- 2 In the File name box, type **Brochure10Web**.
- 3 Click the Save in down arrow to navigate to the Lesson11 folder, if necessary.
- 4 Click the Save button.  
The document is saved as an HTML file and is displayed in Web Layout view.

## tip

If you open the Exploring window, you'll notice that a folder named Brochure10Web\_files appears in addition to the HTML file. This folder has additional files that Word created after you saved the brochure as a Web page. For instance, the WordArt object from the top of the brochure was saved as a separate graphic file so that it could be viewed on the Web page. Graphics that appear on Web pages are stored in a folder so that when the Web pages are published to a Web server, the graphics appear in their intended locations on the Web pages.

## Lesson Wrap-Up

In this lesson, you learned how to send a Word document as an e-mail message attachment, and how to preview and save a Word document as a Web page.

If you are continuing to other lessons:

- On the File menu, click Close.  
The file closes.

If you are not continuing to other lessons:

- On the File menu, click Exit.  
The file closes and the Word program closes.

## Quick Quiz

- 1 What is the difference between Web Page Preview and Web Layout view?
- 2 What are two ways in which you can send the information in a Word document to an e-mail recipient?
- 3 When you save a document as a Web page, in what format or language is the document converted?
- 4 What is a Web browser used for?

## Putting It All Together

**Exercise 1:** If necessary, start Word. Open the document named Web Practice 10 in the Word Processing Practice folder. Send the document as an e-mail message attachment to someone@example.com with a short note indicating the content of the attachment. Save the document as **Web Practice 10 Edited** in the Word Processing Practice folder.

### important

You must complete Exercise 1 to continue to Exercise 2.

**Exercise 2:** View the document used in Exercise 1 in Web Page Preview to verify that the formatting will be acceptable if you convert the document to a Web page. View the document in Word using Web Layout View. Save the document as a Web page using an appropriate name for an HTML file, and then close the document.

**Exercise 3:** Consider the two methods of sending a document via e-mail discussed in this lesson. When would it be logical and advantageous to simply send a document as an e-mail message? Under what circumstances would it be better to send a document as an attachment to an e-mail? Which method do you foresee using more frequently in your daily correspondence?



**Exercise 4:** Use Word's help files to find out more about Web archives. When would you want to use the Web archive feature? Write a brief report of your findings, and include an explanation of what MIME is.

**Exercise 5:** Use Word's help files to find out more about the filtered Web page feature. When is it recommended for use? What is its purpose? Write a brief report on your findings and indicate how you can avoid accidentally losing desired formatting when saving as a filtered Web page.