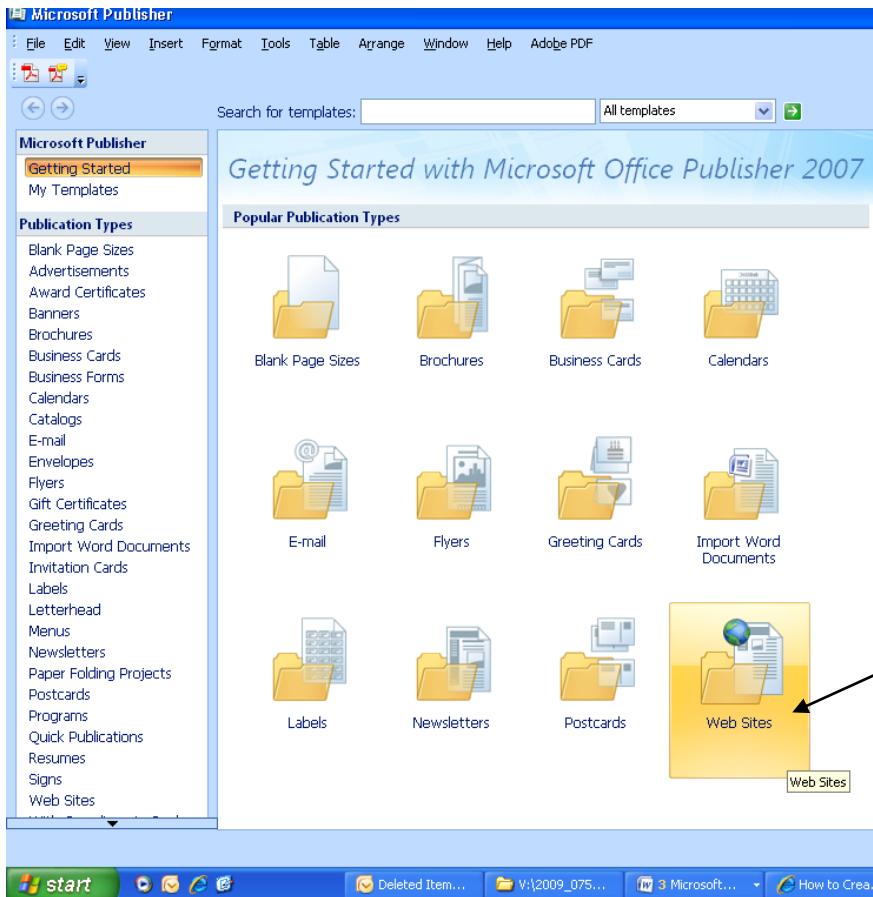


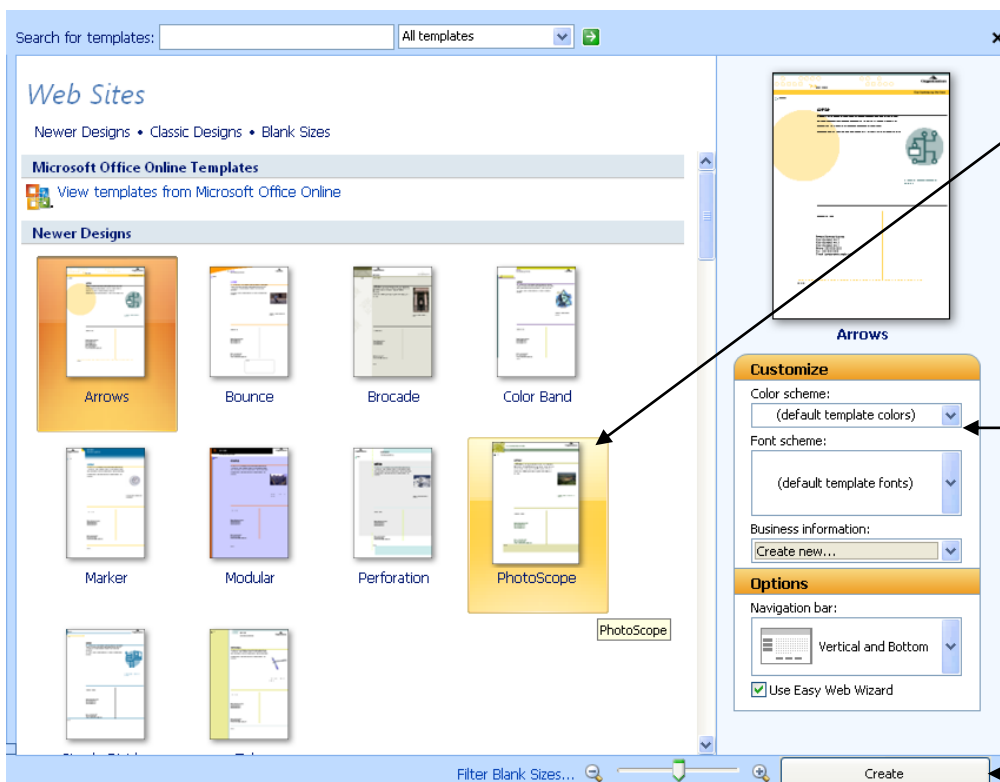
How to Create a web page using Microsoft Publisher

Follow these steps to create a simple website

1. Open Microsoft Publisher



2. Select websites



3. Select a design template

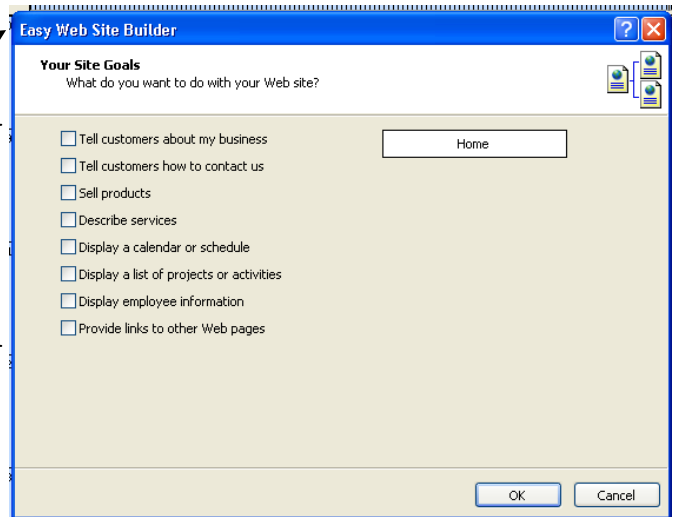
4. Customise the appearance and navigation for your template

5. Click on 'Create'

6. Use the 'Easy Web Site Builder' at first to help set up your navigation

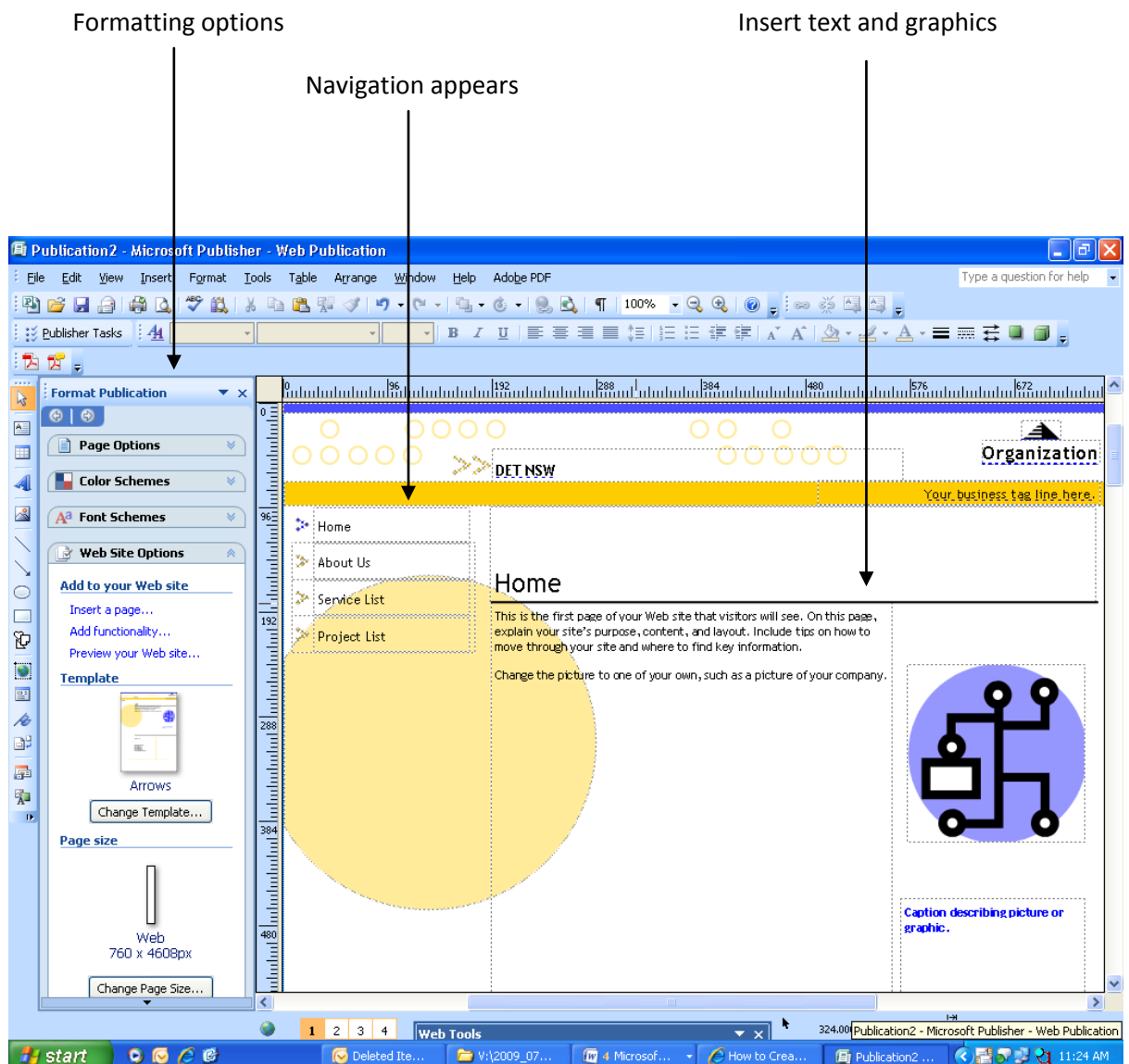
7. Select which options most suit your site (you can change text later)

8. Click 'OK'

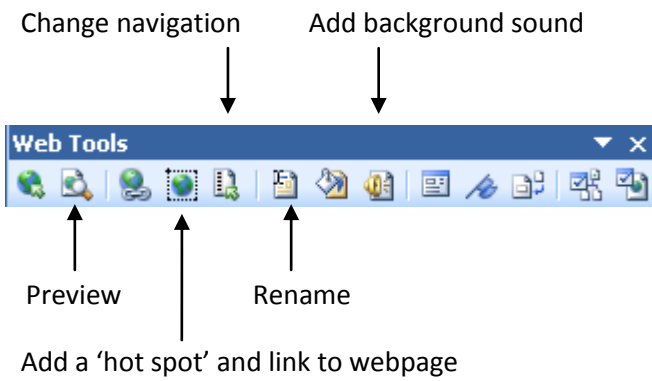


9. Your home page will appear

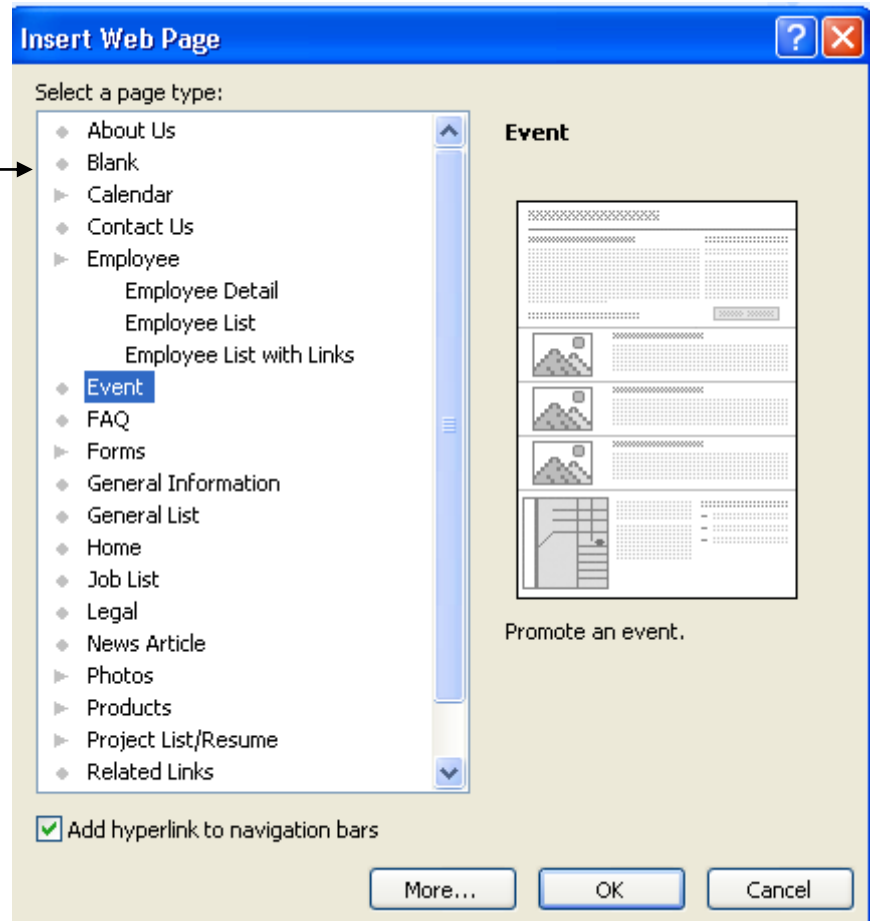
If you don't like the appearance and design, you can change most things such as page layout, navigation buttons, colour, font etc



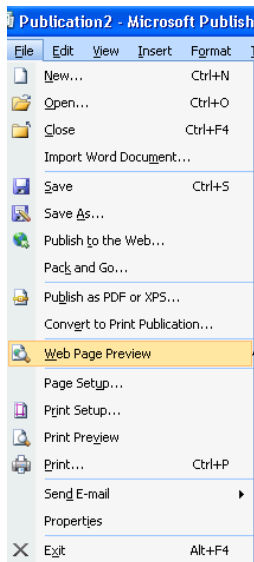
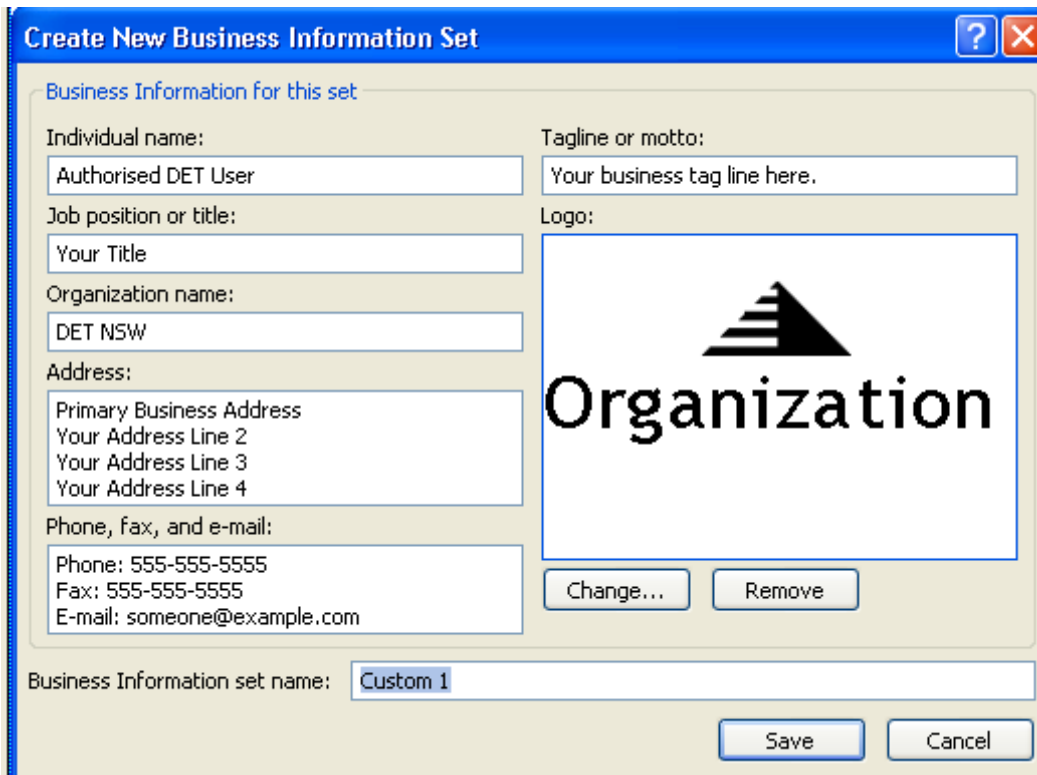
10. Use the toolbar for more options. For example



11. Insert new pages when needed and select a template

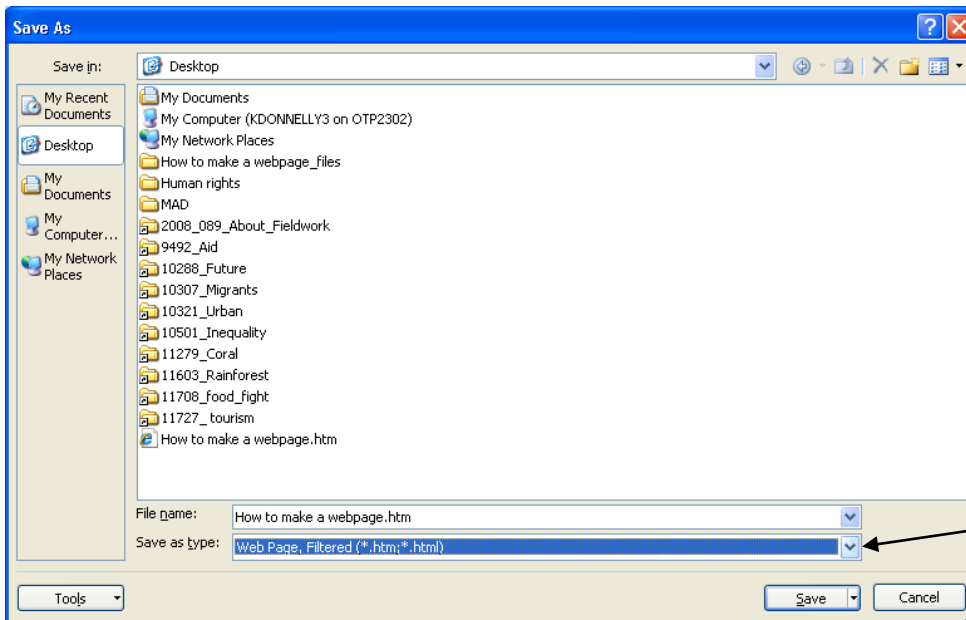


12. To change the business information such as name, contact details and logo
Click on 'Edit' and select 'Business Information'
Save any changes.



13. To preview your webpage

Click on File and 'Web Page Preview'



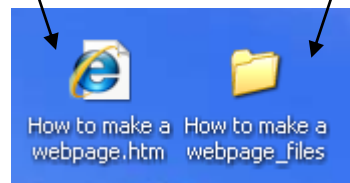
14. Save your project!

If you want to keep working on it, refine it and make any alterations, save it as a Microsoft Publisher File (*.pub).

15. Save your web site

Select 'File' and 'Save As...' then select *.htm, *.html

16. Publisher saves an index file (this is the one you open) and a folder that contains all related items. Put these in the one place or folder.



Please note this will look and act like a website.

If you have a place to host your site –

you may even be able to 'Publish to the Web' for viewing by the general public.