

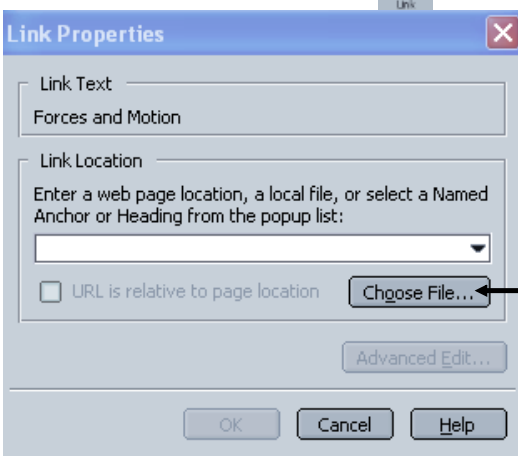


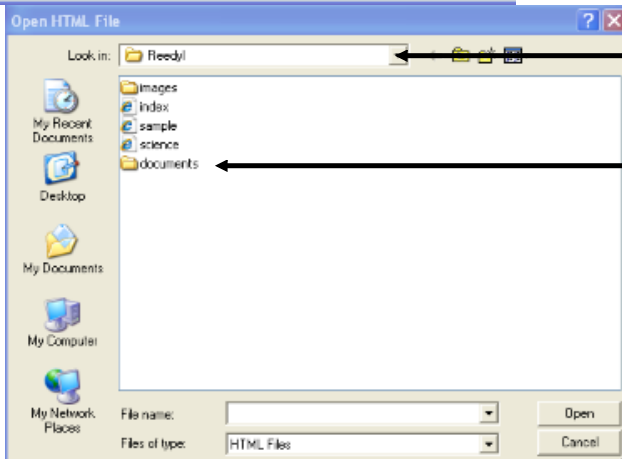
## Inserting Files into a Web Page

### Inserting an Office Document (Word, PowerPoint, Excel)

- Save the file as a 97-03 Document (because you do not know what version parents have at home)
- To do this go to the Office Button  and select Save As, Save as Word 97-2003 Word Document
- Save it in your Teachers on Shsweb\sys\novonyx\suitespot..... and then your folder (within your folder make a folder called documents) and save the file in there
- You save your file to your web folder so that it can be viewed online. Your web folder is the only folder that is contained c the web. If you keep your original file on your hard drive or on your H drive, it is not accessed by the web.
- Now you need to link to this file
- In Composer, type some text or the document name you want displayed on your webpage
- Highlight that text and click the  Link button



Click Choose File



Drop down to your shsweb folder to your name

Double Click on your documents folder and double click on the file you want to link to

Then Click OK.

Remember to SAVE