
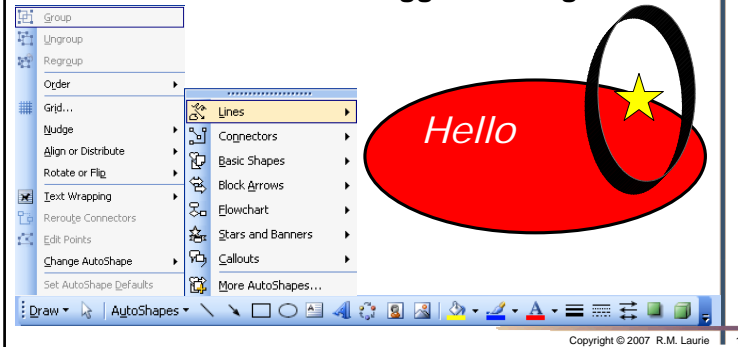



Drawing Tools

- ❖ The drawing tools can be used to create or use illustrations in your document
- ❖ Click on button  will toggle drawing toolbar



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Clip Art

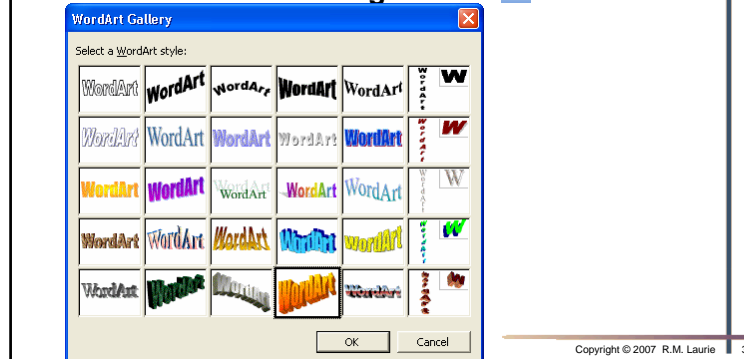
- ❖ Clip art is **ready-to-use** art than can enhance the text design
 - ◆ Cartoon style images with relatively few colors, improves compressibility (file size)
 - ◆ Accessed in Task Pane or Drawing toolbar 
 - ◆ Menu command Insert | Picture | Clip Art
 - ◆ Create your own using a painting program



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WordArt

- ❖ Decorative text with 3-dimensional effects
- ❖ Menu command Insert | Picture | WordArt
- ❖ Or available on drawing toolbar 



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Microsoft Word and the Internet

- ❖ Internet
- ❖ World Wide Web
- ❖ Hyperlink
- ❖ HTML
- ❖ Can open web pages
- ❖ Can create web pages
- ❖ Save As Web Page command



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Copyright Protection

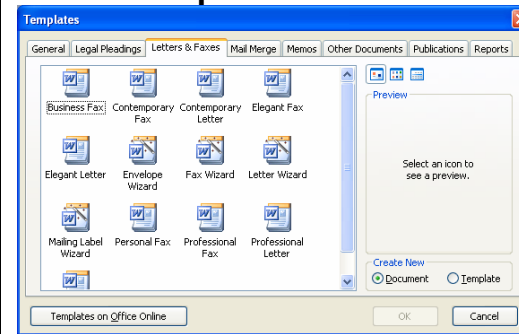
- ❖ Copyright
- ❖ Infringement of a Copyright
- ❖ Insert Footnote command
- ❖ Public domain
- ❖ Fair use
- ❖ Footnote
- ❖ Endnote
- ❖ Software piracy



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Templates and Wizards

- ❖ Templates are pre-formatted documents
- ❖ Wizards are an interactive document creation process



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Creating a Web Page with MS Word

1. Create and Format document as you would any Word Processing document
2. Create Files using **File | Save as Web Page...**
 - a. Select Tools | Web Options...
 - i. Select Browsers tab and choose Navigator 4.0 or later
 - ii. Select Files tab and uncheck Organize sup. files in folder
Also uncheck both Default editor check boxes
 - b. Change Title – will appear in browser title bar
 - c. Save as type: Single File Web Page (*.mht)
Good for file archive because, because IE only
 - d. Save as type: Web Page, Filtered (*.htm; *.html)
Use this one to create your web page
 - e. Create a folder called MyWebPage and name the file index.html then click Save button

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Test and Serve Up the Web Page

- ❖ Test the web page by opening in a web browser (IE or Mozilla Firefox)
- ❖ Choose a web host such as Geocities
 - ◆ geocities.yahoo.com Enter YahooID
 - ◆ Click Easy Upload
 - ◆ Browse and select each and every file you created in your MyWebPage folder
 - ◆ Click Upload Files button
 - ◆ You now have a web site with the URL is <http://www.geocities.com/YahooID>
 - ◆ Email a friend the URL and tell them to visit

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