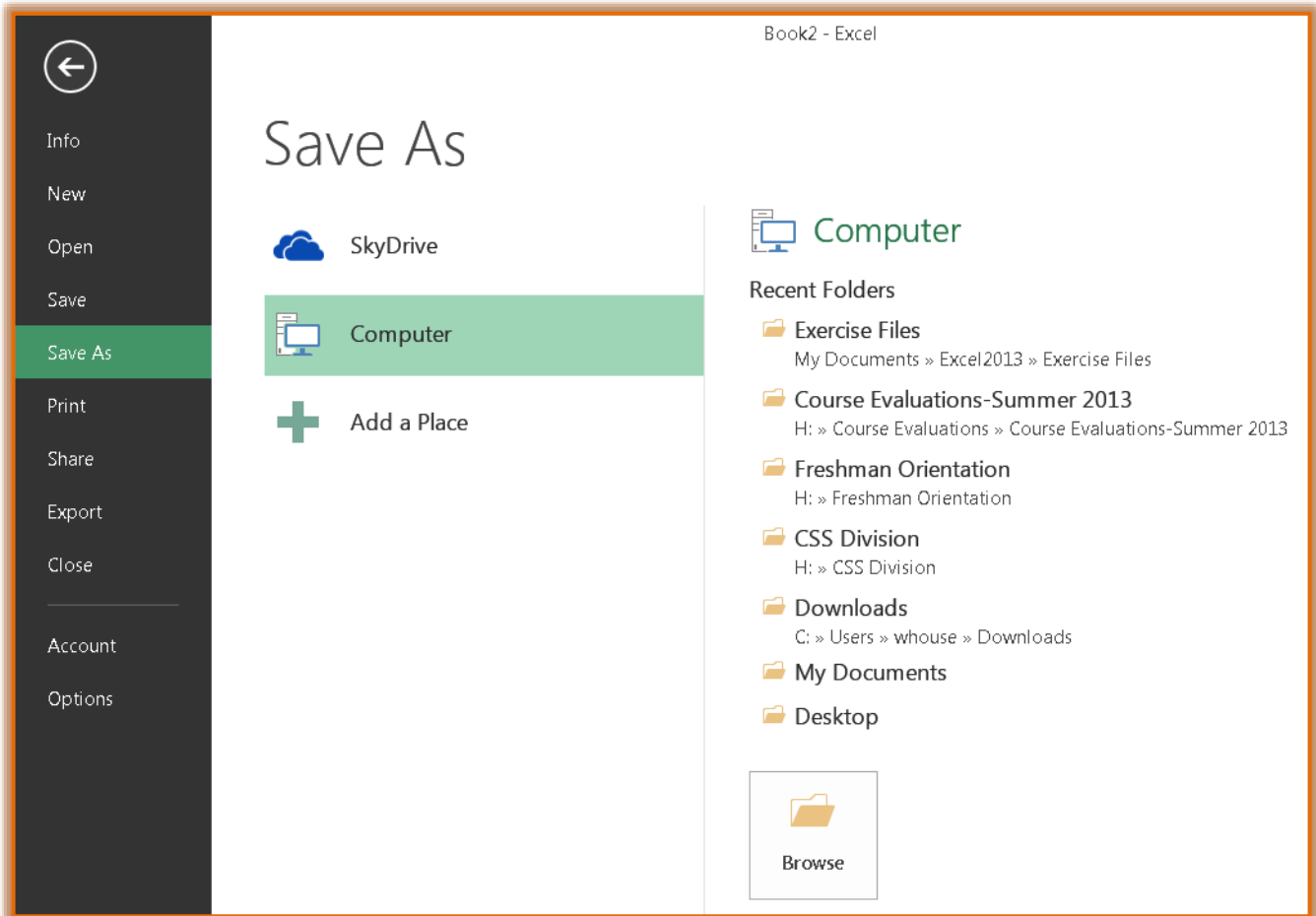


Save Workbook as Web Page

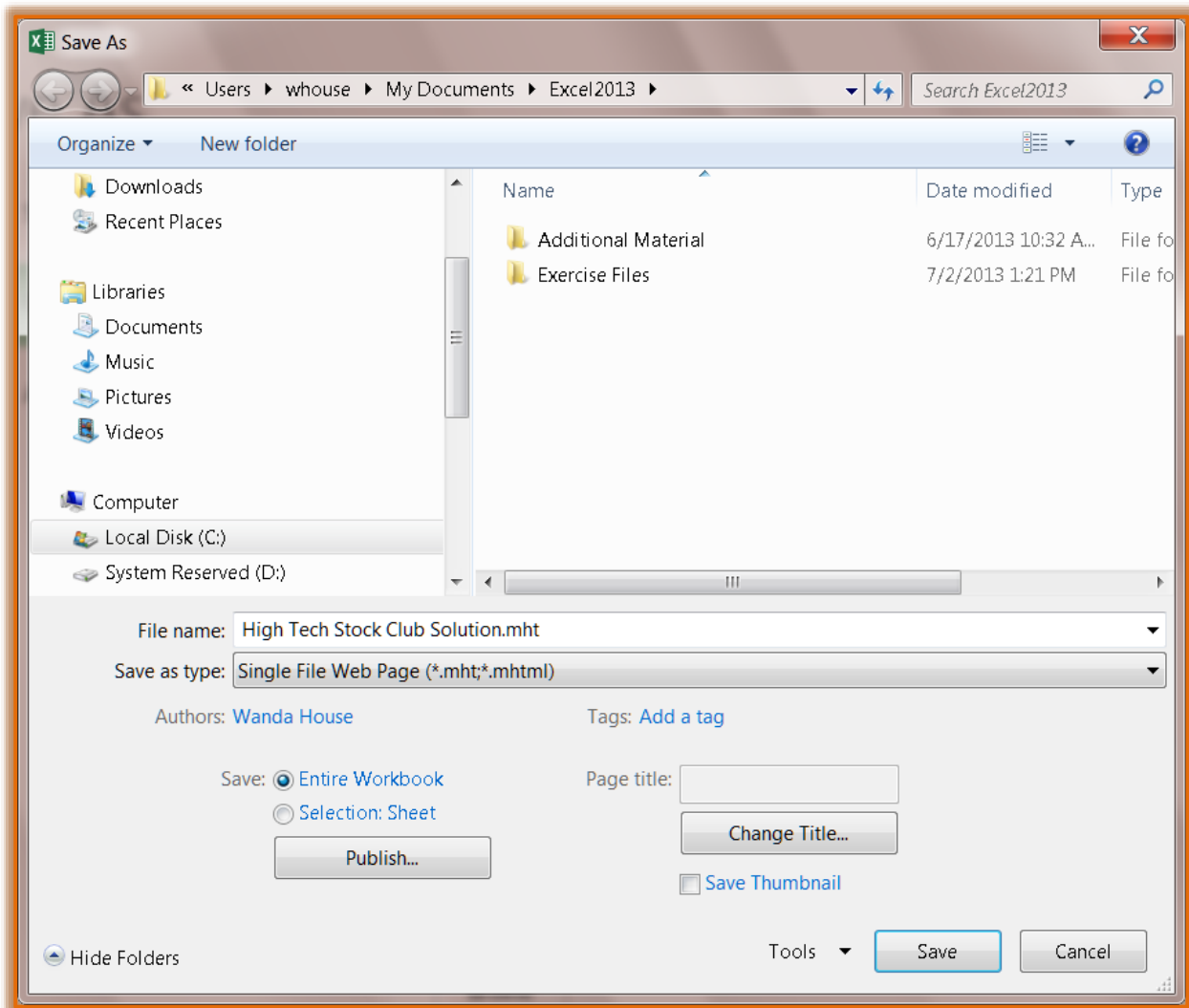
Excel provides the tools necessary to create and save a workbook as a Web page. When the document is saved, it is formatted as a Web page workbook. Saving the workbook as a Web page means that the workbook can be viewed on almost any Web browser. Once a workbook has been created, you might want to save it as a Web page and then publish it to the Web in order to view it in a Web browser. To do this:

- ✦ Open the workbook in Excel.
- ✦ Click the **File Tab**.
- ✦ Click the **Save As** link.
- ✦ The **Save As** window will display (see illustration below).

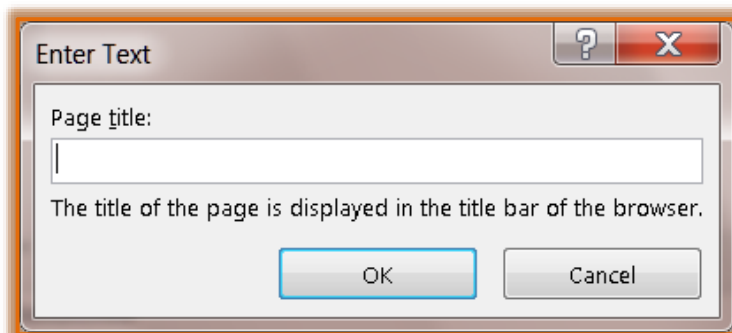


- ✦ Click the **Computer** link.
- ✦ Click the **Browse** button.
- ✦ The **Save as** window will display (see illustration on next page).
- ✦ In the **Save As** dialog box:
 - ★ Click the **Save As Type** arrow.
 - ★ In the list that appears scroll down to locate either Single File Web Page or Web Page.
 - ★ Click one of these two options.
 - ★ Click the **Look in** arrow to locate the folder where the presentation is to be stored.
- ✦ In the **Save** area, choose one of the following.
 - ★ **Entire Workbook** – This option is used to publish the entire workbook to the Web.

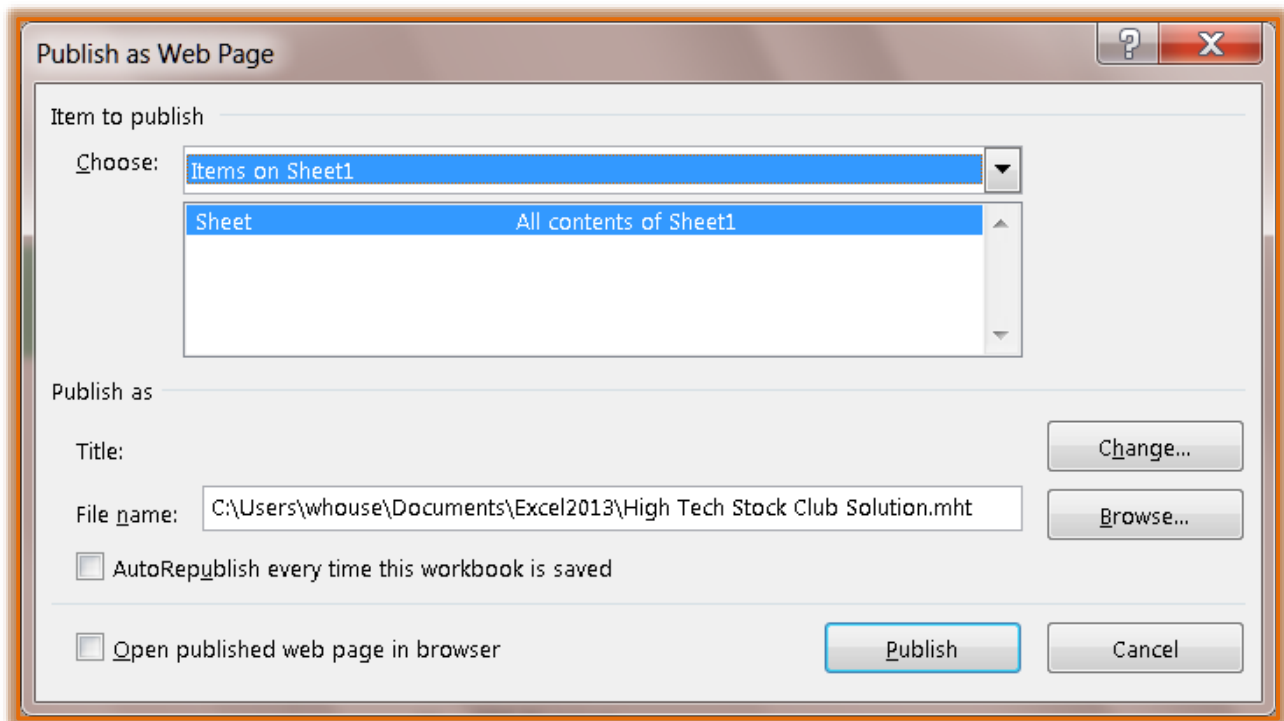
- ★ **Selection: Sheet** – When this option is chosen, only the sheet where the insertion point is located will be published to the Web.



- ✚ Click the **Change Title** button to change the title of the Web page.
- ✚ The **Set Page Title** dialog box will display (see illustration below).



- ✚ Type the new title in the **Page Title** box.
- ✚ Click **OK** to exit this dialog box.
- ✚ Click the **Publish** button to publish the workbook to the Web.
- ✚ The **Publish as Web Page** dialog box will display (see illustration on next page).



- ✦ In the **Choose** area, select from one of the available options.
 - ★ A list of available worksheets within the workbook will be displayed.
 - ★ It is also possible to choose to publish the entire workbook using this list.
- ✦ It is possible to change the title within this dialog box by clicking the **Change** button.
- ✦ Click the **Browse** button to select a location for saving this workbook. The default storage area is the same as the Excel Workbook.
- ✦ Click the **AutoRepublish every time this workbook is saved** check box, if desired.
- ✦ To open the published web page in the browser when it is published, click the **Open published web page in browser** check box.
- ✦ Click the **Publish** button to complete the process of publishing the workbook as a Web page.