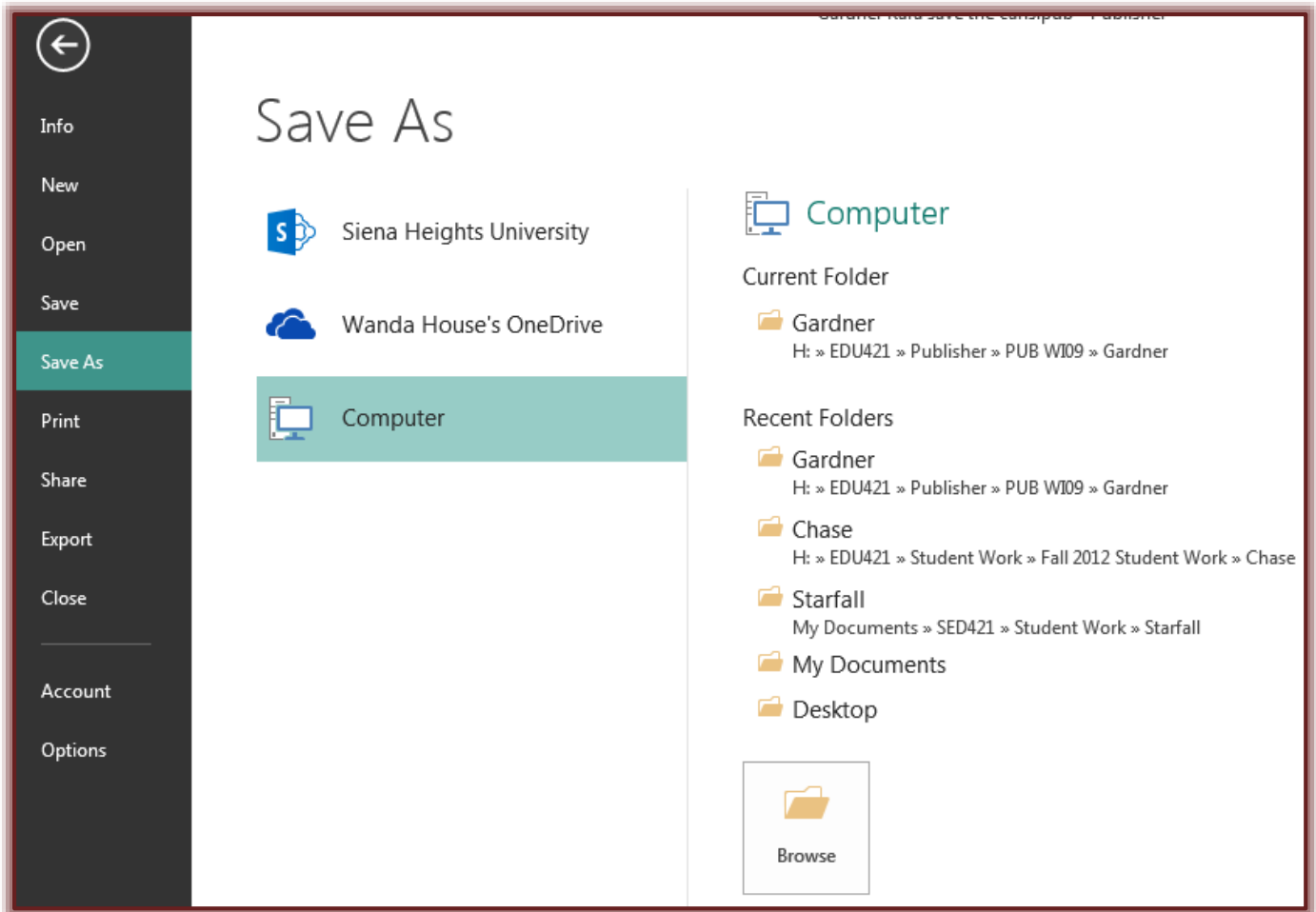


Save a Publication as a Web Page

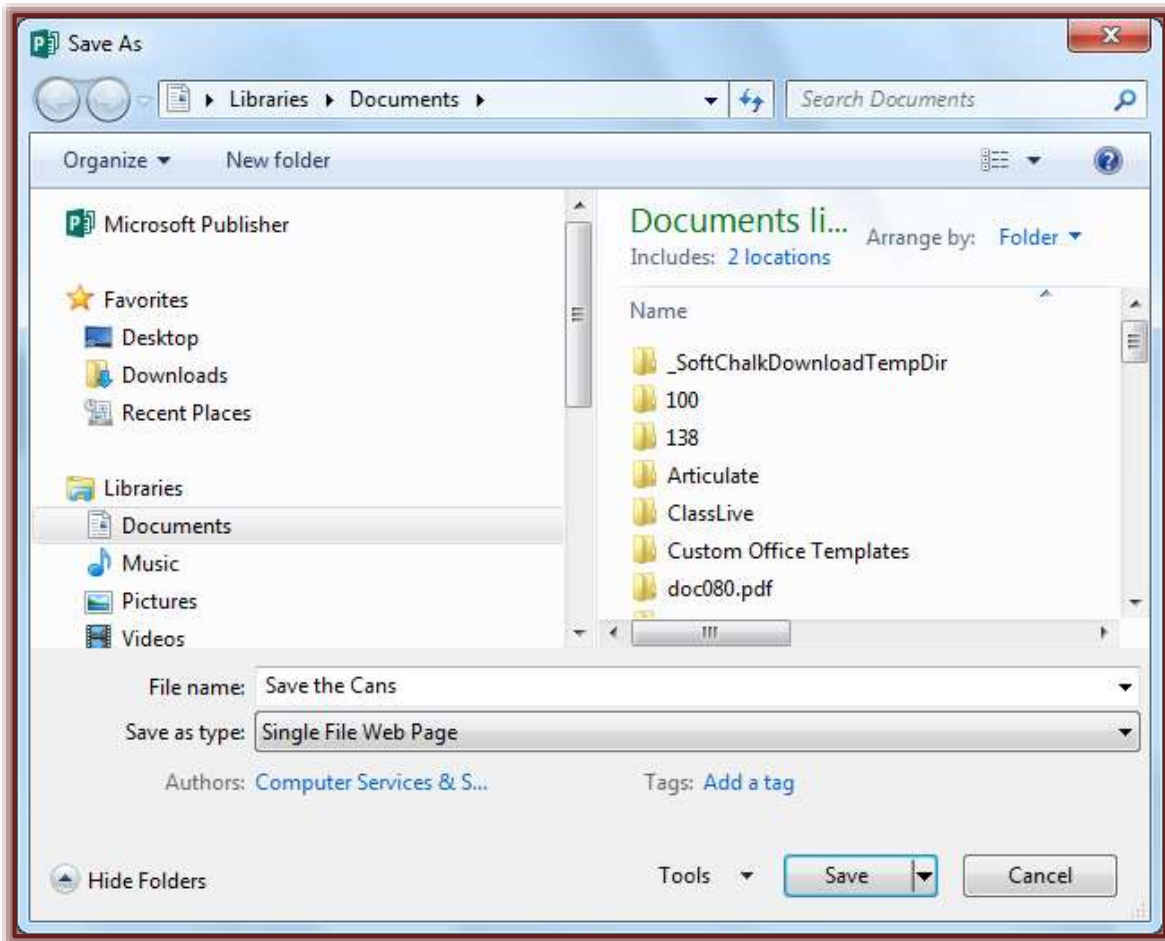
Publisher provides the tools necessary to create and save a publication as a Web page. When the document is saved, it is formatted as a Web page document. Saving the publication as a Web page means that the publication can be viewed on almost any Web browser. Once a publication has been created, you 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.

Use Save As

- ✦ Click the **File Tab** to open **Backstage View**.
- ✦ Click **Save** or **Save As** from the list of choices.
- ✦ The **Save As** window will display (see illustration below).

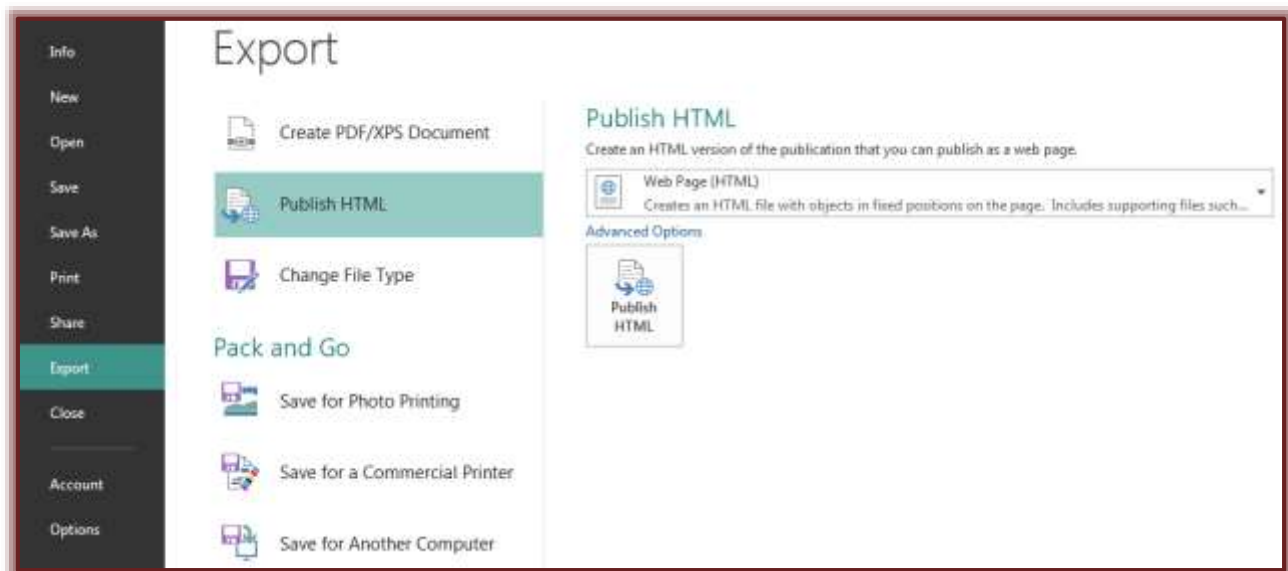


- ✦ Click the **Computer** link.
- ✦ A list of **Recent Folders**, such as My Documents, will appear.
- ✦ Select the location where the file is to be stored.
- ✦ The **Save As** dialog box will display (see illustration on next page).
- ✦ Type the name that is to be used for the file in the **File Name** box. The default is to save the publication in the same folder where the Publication was originally saved.
- ✦ Click the **Save As Type** drop-down arrow. The default for this program is **Publisher Files**.
- ✦ Select **Single-File Web Page** from the **Type** list.
- ✦ Click **Save**.

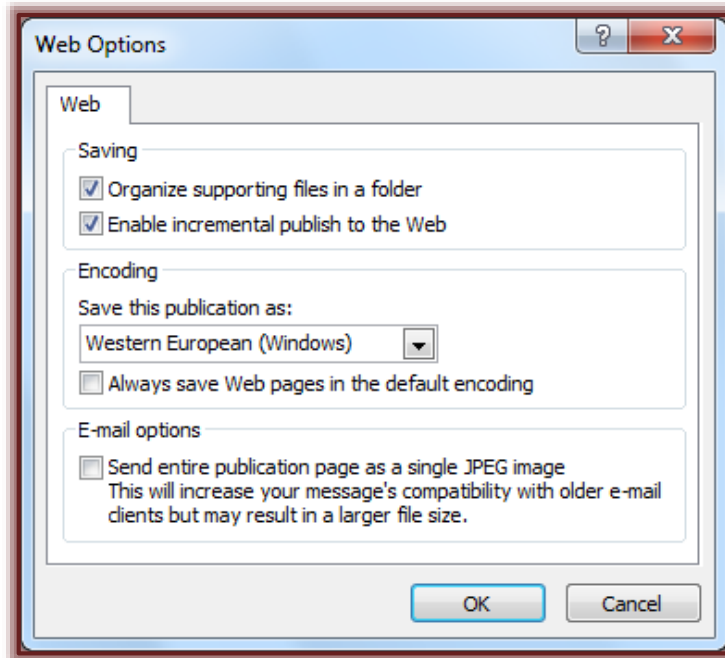


Use Export

- ✦ Click the **File Tab**.
- ✦ Click the **Export** button on the left side of the window.
- ✦ In the middle of the window, click **Publish HTML** (see illustration below).



- ✚ In the list under **Publish HTML**, select from one of the following options:
 - ☆ **Web Page (HTML)** – This option creates a file with objects in fixed positions on the page. It includes supporting files such as images and sounds.
 - ☆ **Single File Web Page (MHTML)** – Select this option to create a file with images embedded in the page. A supporting file folder is not created.
- ✚ Click the **Advanced Options** link to open the **Web Options** dialog box (see illustration) where default Web page settings can be made.



- ✚ When all the options have been selected, click the **Publish HTML** button.
- ✚ Select the location where the Web Page is to be stored. It is a good idea to create a new folder to store the Web Page.
- ✚ Click the **Save** button to save the publication to a folder.