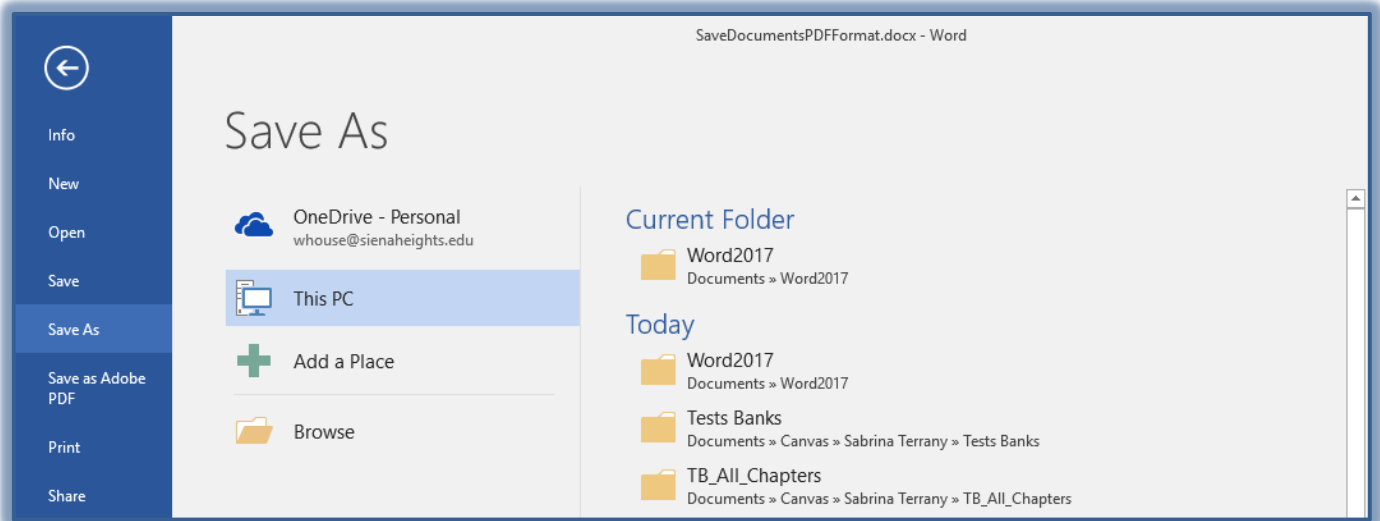


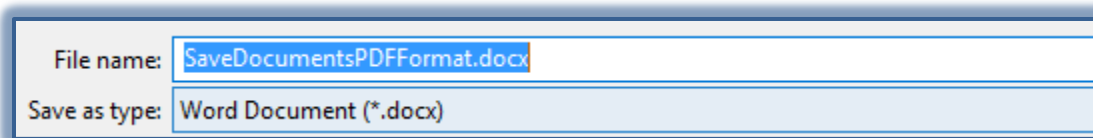
Save a Document as a Web Page

Word provides the tools necessary to create and save a document as a Web page. When the document is saved, it is formatted as a Web page document. Saving the document as a Web page means that the document can be viewed on almost any Web browser. Once a document 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:

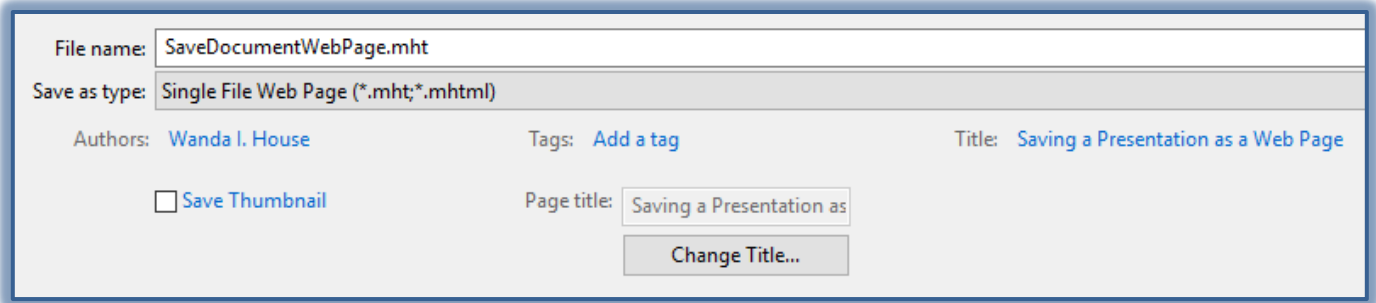
- † Create or open the document that is to be saved to **PDF format**.
- † Make any revisions that need to be made to the document.
- † Save the document as a **Word** document.
- † Click the **File Tab**.
- † Select **Save As** from the list of commands that appear.
- † The **Save As** window will display.



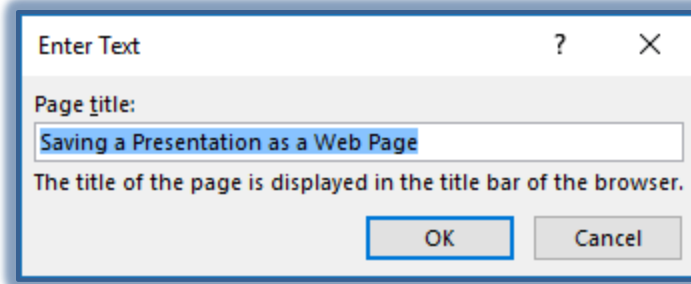
- † The options are:
 - ★ **This PC** - This will display recent folders from which documents have been opened. Click the folder to open it.
 - ★ **Add a Place** - To add another location to the list, click this option.
 - ★ **Browse** - Select this option to browse for other folders to which you have access.
- † The **Save As** dialog box will display.
- † In the **Save as Type** list, select **PDF**.



- † In the **Save As** dialog box:
 - ★ Click the **Save as Type** arrow.
 - ★ In the list that appears scroll down to locate and select one of the following:
 - ⚙ Single File Web Page.
 - ⚙ Web Page.
- † Click the **Change Title** button to change the title of the Web page.



† The **Enter Text** dialog box will display.



† The **Title** will default to the title of the document.

† Type the new title in the **Page Title** box.

† Click the **OK** button and then the **Save** button to save the document to a folder.