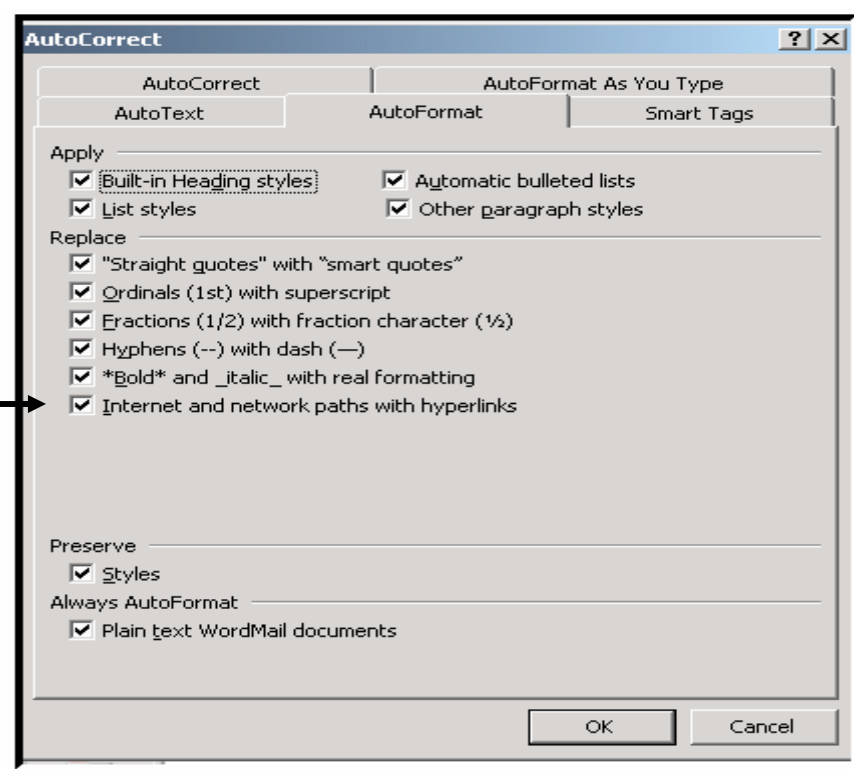


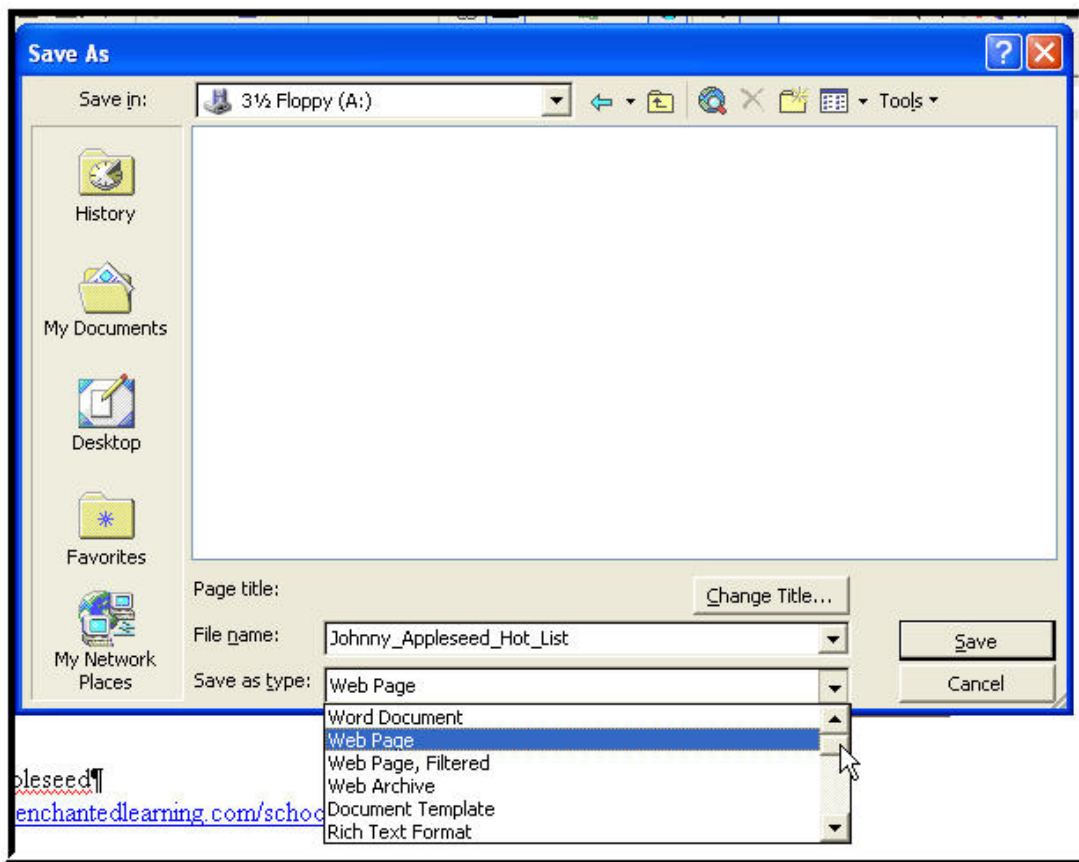


## Creating a Web Page Hot List of Links

1. Select a topic to introduce or review with the students. In this handout, the topic of “Johnny Appleseed” has been chosen.
2. Locate appropriate Web sites about the topic.
3. Open *Microsoft Word* or other word-processing software and create a document containing links to the appropriate Web sites as well as any instructions for the students. Check to see that Web addresses are automatically hyperlinked as the document is typed.

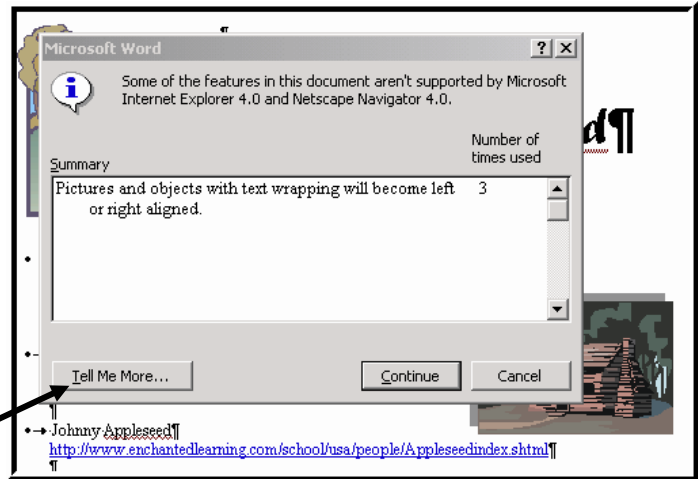


If the URLs do not automatically become “hot” after they are keyed into the word-processing document, go to **FORMAT > AUTO FORMAT > OPTIONS** and select the appropriate boxes under the **AUTO FORMAT** and **AUTO FORMAT AS YOU TYPE** tabs.

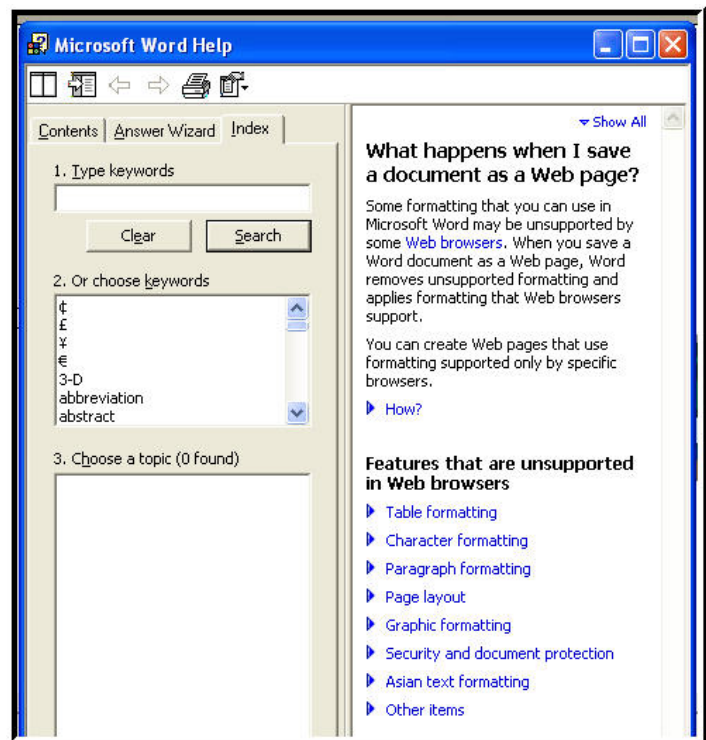


4. Complete the hot list of Web sites. Be sure to key in both the name and the URL for each Web site on the list.
5. Create a new and empty folder on the diskette or the shared network drive that can be accessed by all computers on which the Web page file will be loaded. Assign the folder an appropriate name.
6. Save the hot list file in the folder created in Step 5 on a diskette or on a shared network drive To save the document as an HTML document, go to **FILE > SAVE AS**. Click on the down arrow to the right of the **SAVE AS TYPE** box. Select **WEB PAGE (\*.HTM; \*.HTML)**

When you choose the **SAVE AS** option to save the document as an HTML document, a dialogue box will appear that warns you some of the features in the *Word* document will not be supported (maintained) in the HTML formatting.



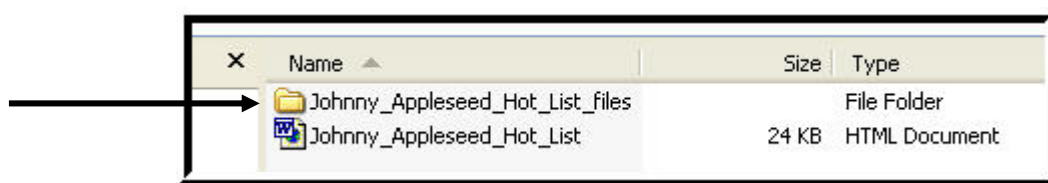
Click on the **TELL ME MORE** button to see a list of information headed by the title **“What happens when I save a document as a Web page?”** Read through this information in order to understand what formatting is supported by the Web-browser software and what is not. This will make a difference in the appearance of the pages.



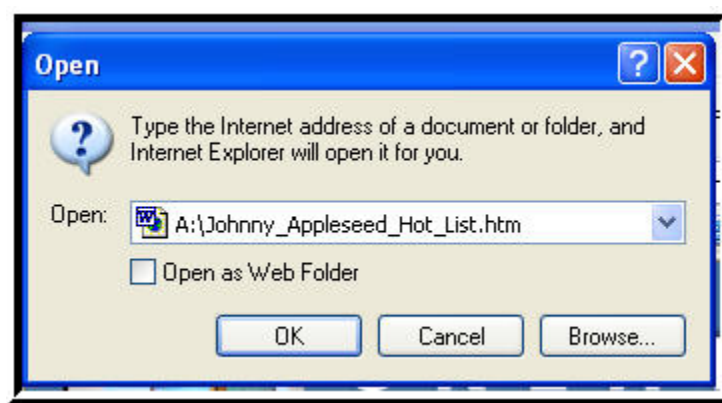
Note: The advantage of saving the document in HTML format is that the students will not be able to alter the document when viewing it through a Web browser (e.g., *Internet Explorer*,

*Netscape*). If the file is loaded on the students' computers as a word-processing document, the students might alter it inadvertently as they work with it.

7. When a hot list containing any graphic images is saved as an HTML file, a separate folder with the same name as the file but with the designation of "files" at the end of the folder name will be created and saved along with the HTML file. The graphic images will be stored in this folder. You must place both this folder and the HTML file on all student computers if you want the graphic images to be displayed on the Web page as the students use the hot list.



8. Close the file. Open **INTERNET EXPLORER**, *Netscape*, or other browser. Go to **FILE > OPEN > BROWSE** and locate the file on the A drive or on the shared network drive.



9. Double-click on the filename to select it and load it in the dialogue box. Click on **OPEN**. Click **OK**. The file should open in the browser window, and the links should take the user to the sites listed. If the links do not work properly, open the file and double-check typing for errors.