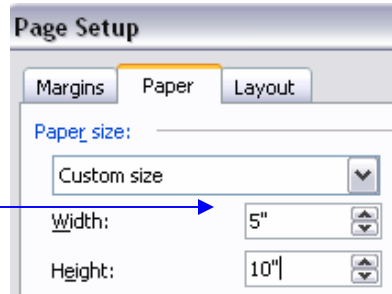
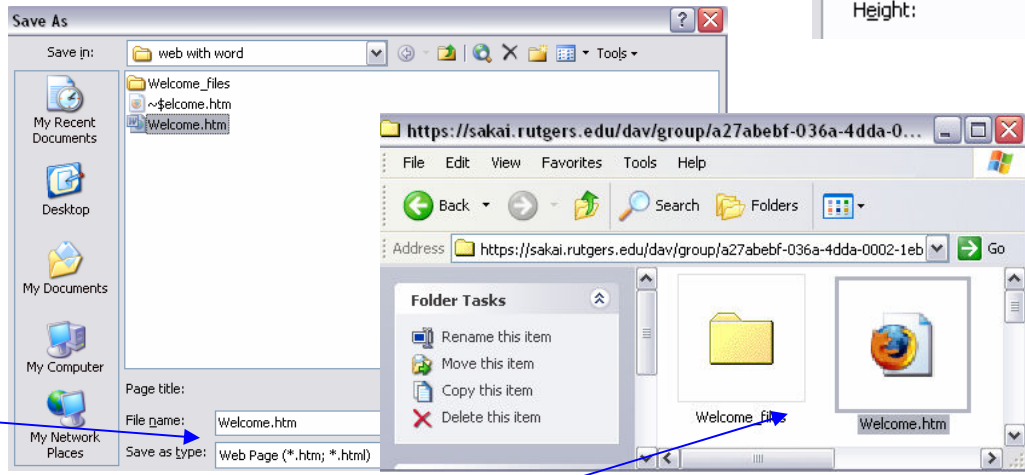


Simple steps to create an html file you can use for your home page!

- 1. Create a new Word document
- 2. Click File > Page Setup.
Make the Paper size 5" by 10". Fix the margins if prompted



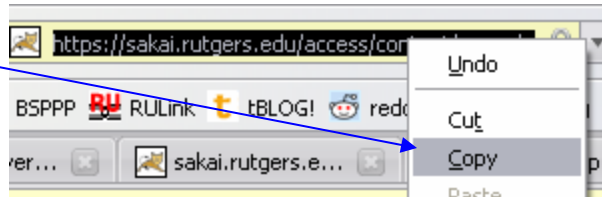
- 3. Click View > Web Layout
- 4. To add a background color, click Format > Background.
- 5. Add pictures by clicking Insert > Picture
 - * From file allows you to choose a picture on your hard drive
 - * Clip art gives you the option to search for clips online



- 6. Add the text you want.
- 7. Click File > **Save as Web Page**
 - * This creates a file and a folder with the pictures
- 8. Upload the **file and folder** to Sakai's Resources via upload-download multiple resources



- 9. Through the Sakai menu, navigate to your web page under Resources and click the link.
- 10. Copy the URL.



- 11. Close this window
- 12. Click on the Home button in Sakai
- 13. Click Options
- 14. Paste the URL in the **Site Info URL box**.



- 15. Click Update Options button.
- 16. You can always repeat steps 4-8 above if it doesn't look the way you want. Just save over the files in Sakai and the click Refresh in your browser.