

Producing Web Active Files - II

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PRODUCING LINKS AND HYPERLINKS IN A WEB-ACTIVE FILE

We are going to produce an HTML file suitable placing on your web server that will access the UMR homepage and also the Science Teacher Consortium website.

1. Download our common Web Production Worksheet template (**template.doc**) by clicking on this [link](http://campus.umn.edu/lead/sciconsort/web/template.doc) (which is to <http://campus.umn.edu/lead/sciconsort/web/template.doc>).
2. When the File Download window pops up, **choose the SAVE option** and put it in your **My Documents** folder or whatever folder in which you are working. IMPORTANT: a SAVE AS window will pop-up when you do this, and you will be allowed to save the file with a new name in whatever folder you specify. In the File name input box, change “template.doc” to “lastname-template.doc” where you put your actual last name at the start of the filename. Then click the save button to the right of the file name box.
3. Open the file you have just saved into Microsoft Word.
4. Two lines under title lines **template.doc**, copy in this active link to the UMR homepage: **<http://www.umn.edu>** (hit Enter at end to activate link <http://www.umn.edu>)
5. To produce a hyperlink to the Science Teachers Consortium website at <http://campus.umn.edu/lead/sciconsort>
 - a. go to indicated website by clicking on the link above.
 - b. highlight URL in browser
 - c. right click mouse, copy
 - d. under link to UMR’s home page (done in step 3), make line space
 - e. type: *Science Teacher Consortium*
 - f. highlight *Science Teacher Consortium* by holding left mouse key and dragging
 - g. right click mouse on highlighted phrase and select Hyperlink from pop-up menu (**important note:** if “Hyperlink” does not appear as a selection in the pop-up menu, then just click on “Insert” button in the horizontal toolbar at the top of the Word program window while the phrase is still highlighted and select “Hyperlink” from the pull-down menu)
 - h. When the **Insert Hyperlink** window opens, hold-down control key and press v-key to paste in copied URL to hyperlink address window [CTRL-V is Windows paste command].
 - i. Hit OK button in Hyperlink window
 - f. [Science Teacher Consortium](http://campus.umn.edu/lead/sciconsort) is now hyperlinked to <http://campus.umn.edu/lead/sciconsort>.
6. To download and add a hyperlink to file at your own “website”.
 - a. download the next file in this web-active training by clicking on [webactive-III.doc](#)
 - b. when the File Download window pops up, select “Save” and save the file to your folder, i.e., the same one where your template.doc resides.

- c. in the template.doc document you are creating, type *Webactive 3* on a new line
 - d. highlight *Webactive 3* and initiate the creation of a hyperlink (step 4g above)
 - e. when the **Insert Hyperlink** window opens, you will see a list of files. Select the file webactive-III.doc and then click on the OK button in the Hyperlink Window.
 - f. *Webactive 3* is now linked to the file webactive-III.doc in your folder.
7. Save your template.doc file in the current format (*.doc)
 8. To produce a web-active HTML format version of this file
 - a. Selected “**Save As**” (not “Save”) from pull-down File menu in top bar of MS Word
 - b. In the pulldown selector “Save as type” at the bottom of the Save As pop-up window, change “Word Document (*.doc)” to “Web Page (*.htm, *.html)” and then hit the “Save” button at the lower right of the pop-up window.
 - c. Your folder now has file **lastname-template.htm** in HTML format with active links that can be placed at a website.

You have now produced several useful files that your students can access and open from your website. Good going!! Open the folder where these files are located, and click on each of them (**lastname-template.doc**, **lastname-template.htm**) and admire your handiwork. See if the links work.

You may now wish to acquire (or be aware of) a few more advanced techniques of creating web active documents and web sites (including free **software to generate PDF files** from any document) by clicking [here](#).