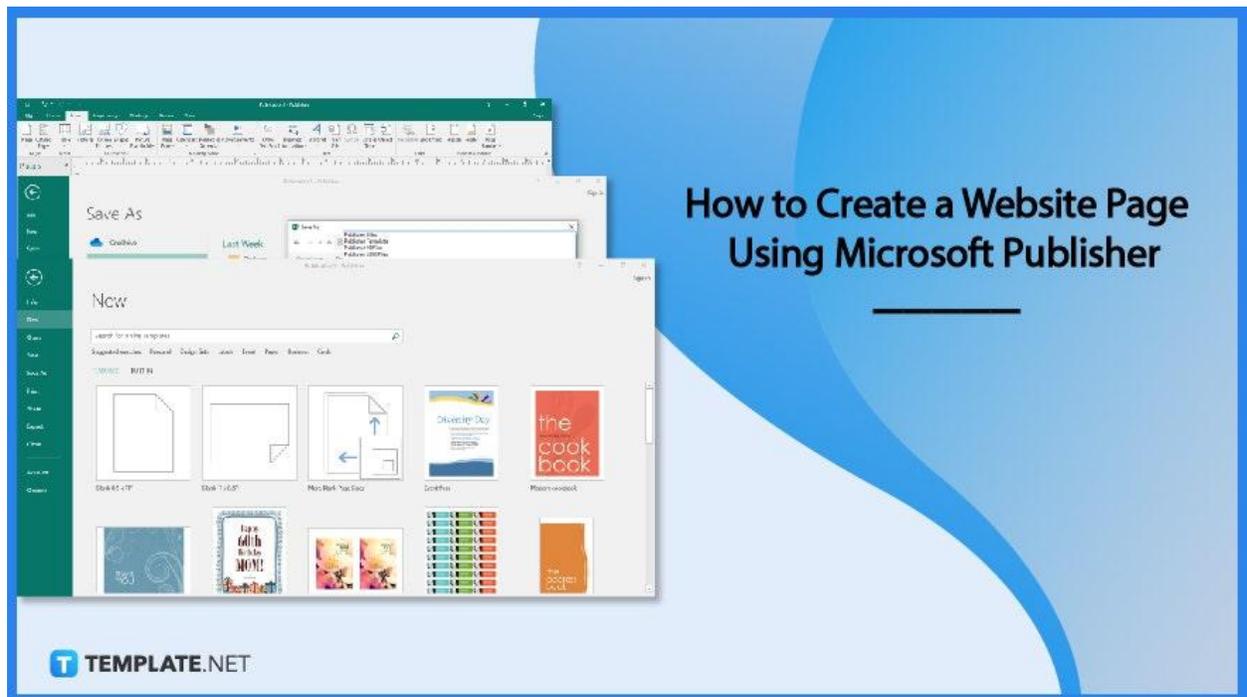


How to Create a Website Page Using Microsoft Publisher

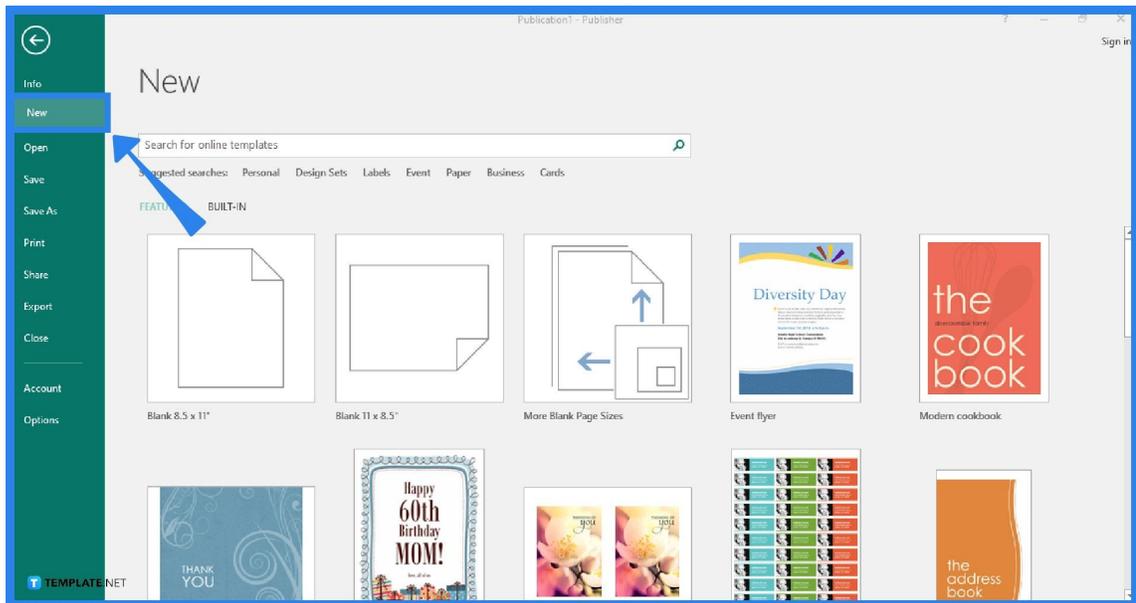
Microsoft Publisher makes it possible for you to build a website page even though it isn't a major tool for web designers. In addition, the application offers tools that make your website look more appealing and functional.



How to Create a Website Page Using Microsoft Publisher

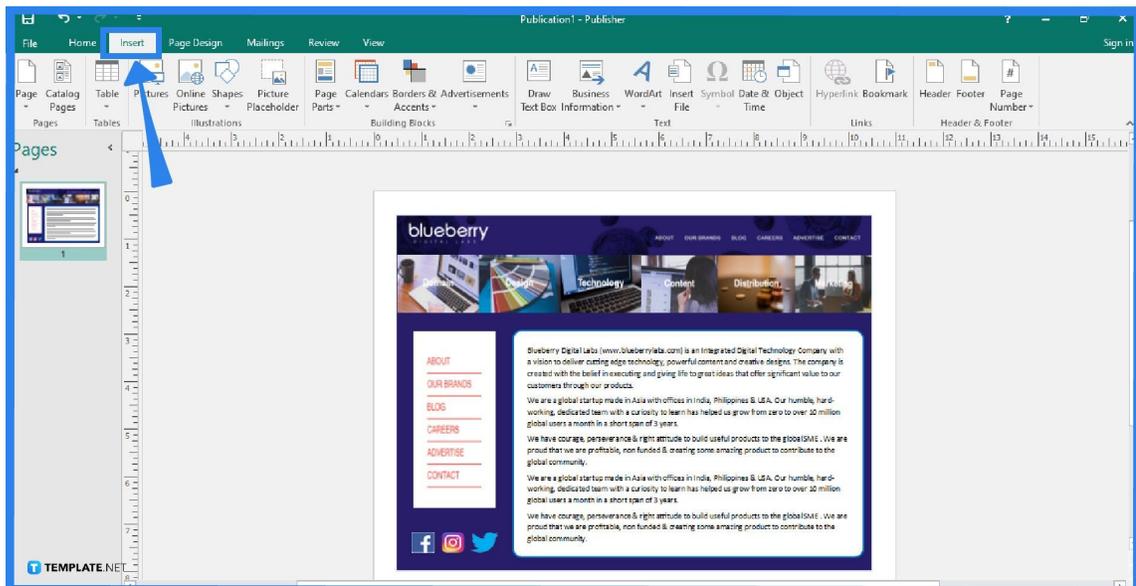
You can create a simple website in just a few easy steps and export it to a format that web browsers can understand.

- **Step 1: Create a New Publication**



Launch the Microsoft Publisher application and create a new publication by going to the File tab and clicking New. You can either select a template in the template category that closely resembles the kind of website you want to build or use a blank template if you want to start from scratch when creating the website.

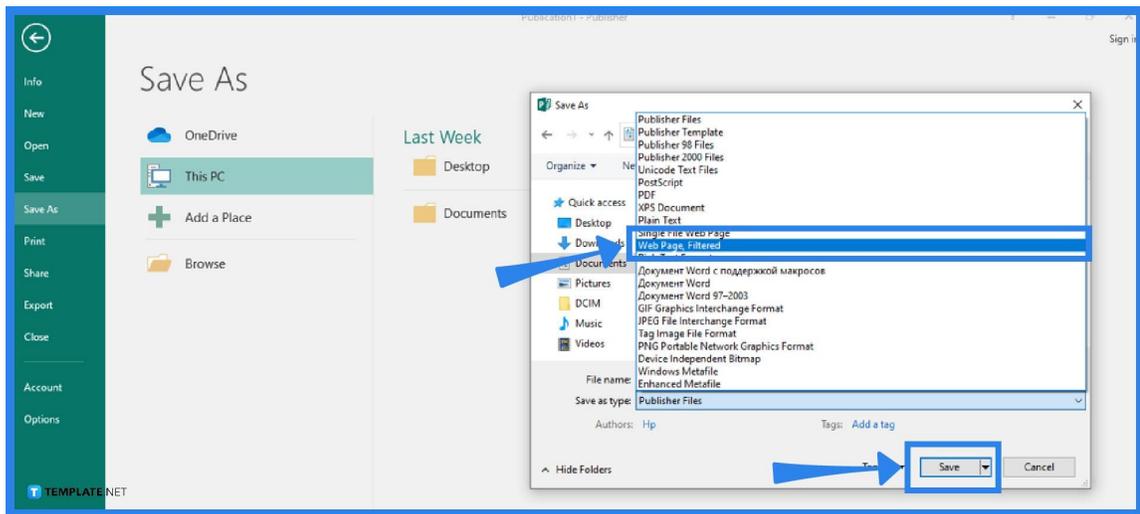
- **Step 2: Design and Customize the Website Page**



To add elements to your website page, select any of the icons from the “Objects” section by clicking the “Home” tab on the Microsoft Publisher toolbar. For example, if

you want to insert a picture, select the “Pictures” button. Click the “Insert” tab to see additional objects you can add to your website, such as WordArt or the Draw Text Box, which is a way to add text, or you can also insert Microsoft Word documents by clicking Insert File. You can also move any of the objects you added by clicking on them and dragging them around to create a layout for your website page.

- **Step 3: Save the Website**



To save your output, go to the File menu of the Publisher ribbon and click on the Save As option. Select a location where you wish to save the website page and give a descriptive name to the file. Move to the “Save as type” section and click the arrow-down button. Then, choose “Web Page, Filtered” and click the Save button.

FAQs

How can I design with Microsoft Publisher?

The fastest way to design in Microsoft Publisher is to use a built-in template, which you can find in the New option from the File tab (the template can be formatted and customized however you want).

Does Microsoft have a website builder?

To aid small businesses that might not have had websites, Microsoft has introduced Smart Pages, a free website builder platform where you can create, edit, and publish your website for free with no payment information required.

Is it possible to create a website using Microsoft Word?

Existing documents can be converted to HTML format using Microsoft Word, and you can create documents for the web by selecting the “Save as Web Page” option when saving the file, but keep in mind that there can be layout variations once you convert a document.

What is the use of Microsoft Publisher?

Microsoft Publisher is a desktop publishing program that can be used to create a variety of publications, where you can easily create business cards, greeting cards, calendars, newsletters, flyers, banners, brochures, and a lot more.

Can a Publisher file be converted to HTML?

Yes, just open the Publisher file, go to the File menu, choose Save As, select a location for the file, enter a new descriptive name for the file, choose “Web Page, Filtered” from the “Save as type” section, and then click Save.