

Chapter 10: Swimming Deeper into Web Waters with Word and XML

Inserting Basic Text

When you create Web sites in Word, you can insert text in all the typical ways—typing, pasting, importing, and so forth. To add the text we've prepared for you, follow these steps:

1. In the **C:\scuba** folder, right-click **index.htm**, click **Open With**, and then click **Microsoft Office Word**.
2. Click below the gray **home** page identifier in the upper-left area of the page.
3. Click **File** on the **Insert** menu, and then double-click **home_text.doc** to insert the text.
4. Save the **index.htm** file.
5. Click the **Open** button on the **Standard** toolbar, and open **feature.htm** in Word.
6. Click below the gray **feature** page identifier in the upper-left area of the page, click **File** on the **Insert** menu, double-click **feature_text.doc**, and then save **feature.htm**.
7. Click the **Open** button on the **Standard** toolbar, and open **contact.htm** in Word.

8. Click below the gray **contact** page identifier in the upper-left area of the page, click **File** on the **Insert** menu, double-click **contact_text.doc**, and then save and close **contact.htm**.