Create a Web Page for Your Syllabus

- **Open syltempl in Netscape Composer.**
  I you are using a syllabus previous created in word, open the syllabus in Word. You may cut and paste the information from your syllabus to this template or you may type text directly into the template.

- **Save as Web page   CA100syl** for example. For the Web, keep filenames to eight characters or less and no spaces.

- **Add a text navigation button(s)** to the bottom of your syllabus and link them to a destination—back, next.

  To create this (these) link(s), select the word, back or next.
  Click on the chain link.
  Type or browse for the url where you want to take your reader.

- **Save**

- **Create a link from your faculty Web page to the syllabus.**

  Select course designator or title
  Click on the chain link
  　　　Browse for your syllabus file
  　　　Select your syllabus
- Save

- You are ready to **upload** to the Web and share your documents with the Net Generation**!**