## After completing this lesson, you will be able to:

- Send a document as an e-mail message attachment.
- View a document in Web Page Preview.
- Save a Word document as a Web page.

## Sending a Document as an E-mail Message Attachment

**To send a Word document as an attachment to an e-mail message**

1. Open the document that you want to send and, if necessary, connect to the Internet.
2. On the File menu, point to Send To and click Mail Recipient (as Attachment).
3. In the e-mail message window, type the e-mail address of the recipient in the To box.
4. In the message area, type a message.
5. Click Send.

## Sending a Document as an E-mail Message Attachment

**To send a Word document as the body of an e-mail message**

1. Open the document that you want to send and, if necessary, connect to the Internet.
2. On the Standard toolbar, click the E-mail button.
3. On the e-mail header in the To box, type the recipient's e-mail address.
4. Click Send.

## Viewing a Document in Web Page Preview

**To preview a Web page in the Web browser**

1. Open the document that you want to preview.
2. On the File menu, click Web Page Preview.

## Viewing a Document in Web Page Preview

**To preview a Web page in Word**

1. Open the document that you want to preview.
2. Click the Web Layout View button to the left of the horizontal scroll bar.

## Saving a Word Document as a Web Page

**To save a document as a Web page**

1. Save the document as a Word file.
2. On the File menu, click Save as Web Page.
3. Click Save.