

Title and Save Your Web Page

Give your page a descriptive title. The clearer the title, the more likely people will find your page when they are searching the Web for the kind of information you are presenting.

- From the Modify menu, choose Page Properties... The Page Properties dialog box appears.

- In the Title field, type the title of your document: NU Zoology Department

The title is what appears in Internet Explorer's title bar when your page is viewed on the Web. You'll see it in a moment. Leave the rest of the fields blank. You'll return to this window later to change text and background colors.

- Click OK to close the Page Properties dialog box.

On your hard disk is a folder called Zoology_Web. You'll save all of your web files, including this document, to that folder.

- From the File menu, choose Save. A Save As dialog box appears.

- Using the dialog box, locate and open the Zoology_Web folder on your hard disk.

Now you need to name the file that you're working on. This name is different than the title; it won't appear on your web page, but you'll see it as you organize and link your web files.

- Name your page index.htm

The main page in a web site is often called index.htm or index.html. This naming scheme makes it easy for your visitors to find your page. You'll learn about the reasons in the third step of the web publishing process: Transfer Files to the Web.

- Click Save.

- From the File Menu, Preview in Browser submenu, choose iexplore. Your page appears in Internet Explorer, with the title in the title bar.

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