



Creating a Template Document

Exercise #5

Template documents are often used to save the Web Developer time. These documents can be very simple to quite complex. The purpose is to include as much within the document that does not change from page to page. Examples of this static content would be navigation elements, logos, header/footer information and tables that hold the main structure of the page together.

Over the duration of the course you will need to create many HTML documents from scratch. To save you time, you will create a "Template" document from which you will begin every new web page. This will save you the repetitive steps of adding the basic required tags. The template is about as bare-bones as you would want to go.

1. Launch Notepad [Start / Programs / Accessories / Notepad]
2. Create a new Notepad document by selecting New from the file menu [File / New].
3. Enter the following on the blank page as it appears below.

```
<html>
<head>

<title>add page title here</title>

</head>

<body>

</body>
</html>
```

4. Save the Notepad document to your **web_dev_exercises** folder as **template.htm**

For all future HTML documents you create, begin by opening your **template.htm** document. Ensure that before you make any changes, you save the document with a different file name.

Example: From the Notepad Menu Bar: [File / Save As...] Then name it something other than template.htm. Remember to select **All Files** in the **Save as type:** drop-down menu.

You would then proceed to add the additional HTML code to your page.