

Creating an HTML Template

1. Enter the following in a blank text file:

```
<HTML>
<HEAD>
<TITLE>enter Title Here</TITLE>
<!--Designed by Janet Benincosa - - >
<!--Last updated 3/22 - - >
</HEAD>
<BODY>

</BODY>
</HTML>
```

2. Save this as an ASCII text file called **TEMPLATE.HTML**. Then, whenever you need to create a document, simply open the file, create your new document, and use **File > Save As** to rename it.