Building a HTML template

We want to build a template to once so we do not have to write it every time.

Saving

To create any `html` file you need to `save as .html` to make the file in to an html file.

Steps

1. `File` > `New File`
2. `File` > `Save As...`
3. Enter `template.html` in the `Save As` box.
4. Select location to save (in our case **Documents/your_name**).
5. Add the code below.
6. Click `Save` Button

```
<!DOCTYPE html>
<html lang="en">
<head>
    <meta charset="UTF-8">
    <title>Document</title>
</head>
<body>

</body>
</html>
```

We will use this as our starting point for all `html` files that we need to create going forward.

Using the template

Now what we have the template created we just need to save a copy of it.

Steps

1. `File` > `Open...`
2. `File` > `Save As...`
3. Enter a name for your file in the `Save As` box.
4. Ensure that the name has no spaces, is all lowercase and has `.html` as an extension.
5. Select location to save.
6. Click `Save` button

Parts of the template

DOCTYPE

`<!DOCTYPE>` informs the browser which version of HTML you used to write the document. Doctype is a declaration, not a tag.

html

The `<html>` element (or HTML root element) represents the root of an HTML document. All other elements must be descendants of this element.

It may have an attribute of `lang="en"` to define the language that is used on the page. In our case we are sending it to english.

head

The `<head>` element provides general information (metadata) about the document, including its title and links to/definitions of scripts and style sheets. The `<head>` is a child of `<html>`.

body

The `<body>` element represents the content of an HTML document. There can be only one element in a document. The `<body>` is a child of `<html>`.

title

The `<title>` element defines the title of the document, shown in a browser's title bar or on the page's tab. It can only contain text, and any contained tags are ignored. The `<title>` is a child of `<head>`.

[Download a copy of the template (template.txt)](#)