**Documented process for creating php webpages**

1. Open the main index.html
2. From the index.html copy the code and create a new page named index.php (from this page, then the code must be cut and pasted into the footer.php and the header.php. Also, <?php include ‘includes/footer.php’;?> ,and <?php include ‘includes/header.php’;?> must be declared in the index.php document at the moment when the code was cut.
3. Cut up the page into footer and header.
4. From the index.html, cut the bottom part of the footer and add <?php include ‘includes/footer.php’;?> Create a folder names: includes. Add the code into the new created footer.php
5. Do the same for the header from the index.html Cut the top of the page and name it header.php , copy and paste the code.
6. Make sure both, the footer.php and the header have been created.
7. Then, cut all the body code except <h2 class="subheader">Template</h2> and add <p>this is my model for creating additional pages</p> right to the bottom. Then, create a new php named template.php
8. Proceed and upload all entire file portal to the server, and delete the index.html from the server.

It looks like this: <?php include 'includes/header.php';?>

       <h2 class="subheader">Template</h2>

       <p>this is my model for creating additional pages</p>

<?php include 'includes/footer.php';?>