

Lesson 3-11: Saving a Web Page

Figure 3-17

The Save Web Page dialog box.

IC3

Objective: 3.3.2.7

Req. File: None

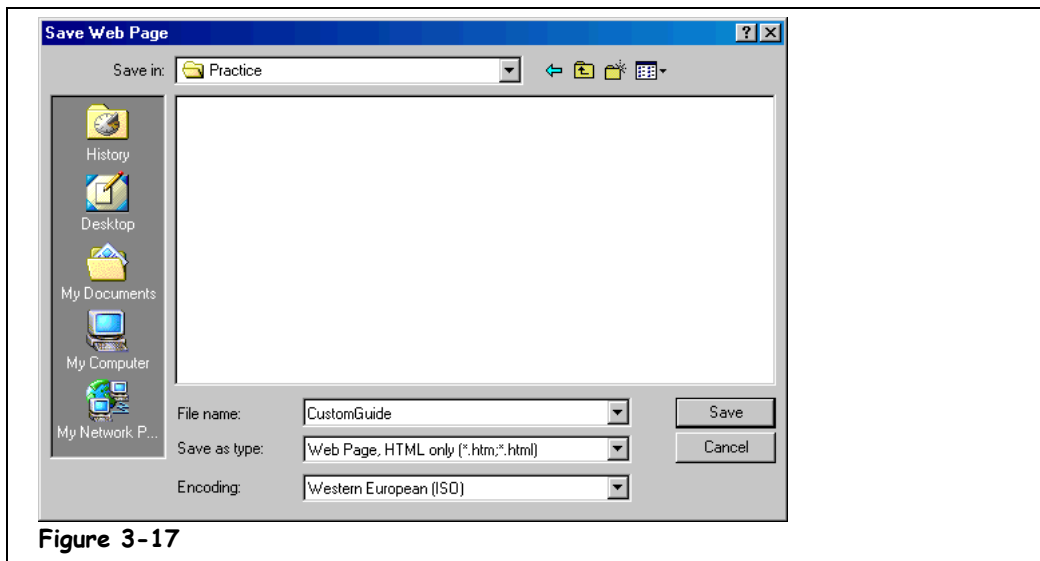


Figure 3-17

If you have found an incredibly useful Web page, but it contains more information than you have time to look at in one sitting, you may want to save the Web page to a location on your computer's hard disk. This way, you can access the page's content without having to be connected to the Internet. In this lesson, you'll learn how to save a Web page.

Let's try saving the CustomGuide, Inc. Web site.

1. If necessary, open your Web browser and navigate to the **CustomGuide, Inc. Web site** by typing www.customguide.com into the Address bar.
2. Select **File** → **Save As** from the menu.
The Save Web Page dialog box appears, as shown in Figure 3-17. This is where you give the Web page a name so that you can return to it later.
3. Type **CustomGuide** in the **File name** text box.
You also have to specify where you would like to save the Web page.
4. Click the **Look in** list arrow and navigate to the folder in which you want to save the Web page.

Your computer stores information in files and folders, just like you store information in a filing cabinet.

The Save dialog box has its own toolbar that makes it easy to browse through your computer's drives and folders. Two controls on this toolbar are particularly helpful:

- **Look In List:** Click to list the drives on your computer and the current folder, then select the drive and/or folder whose contents you want to display.
- **Up One Level button:** Click to move up one folder level. This is especially helpful when sifting through folders within folders

Follow your instructor's directions to select the appropriate drive and folder to save this Web page.

Saving a Web page is a little different than saving a document or spreadsheet. You need to specify a file type.



Look in List



**Up One Level
button**

5. Click the **Save as type list arrow.**

You have several options here:

- **Web Page, complete:** This option will save every file that is needed to display the current Web page. This includes style sheets, frames, graphics, animations, etc. Each individual file is saved in its original format. This can be a very large file.
- **Web Page, HTML only:** This option will save just the information contained in the Web page. It will not save graphics, animations, sounds, videos, etc. All of the text will maintain its original formatting and placement.
- **Text Only:** This option will save just the information contained in the Web page, much like the HTML only option. However, the Text Only option, will save the file in straight text format.

6. Choose the **Web Page, HTML only option.**

If you actually wanted to save this Web page, you would go ahead and click the Save button. You don't want to save the page, so...

7. Click the **Cancel button in the Save Web Page dialog box.**

The Save Web Page dialog box closes and you return to the Internet Explorer program window.

 **Quick Reference**

To Save a Web Page:

1. Select **File** → **Save As** from the menu.
2. Type a name for the Web page in the File name text box.
3. Click the **Save as type** list arrow and select the desired file type.
4. Click the **Save button**.