

A graphic for Lesson 7. It features a large, stylized number '7' in the center. Above the '7' is a grey, semi-circular arc containing the word 'LESSON' in a sans-serif font. The entire graphic is surrounded by several short, grey, rectangular dashes of varying lengths, some pointing towards the center and others away from it, creating a clock-like or compass-like feel.

7

LESSON

SAVING AND PRINTING WEB PAGES

In this lesson, you learn how to save Web pages you come across as HTML files and how to print them.

SAVING A WEB PAGE

The World Wide Web is a sprawling maze of information. As you wander from site to site, you'll come across pages you want to keep either in print or electronic form. With Netscape Navigator 4.0, you can print out Web pages or save them as files on your computer's hard drive.

The handy part about saving a Web page onto your hard drive is you can go back and examine it later. Sure, you may choose to save the page as a bookmark and revisit it while surfing Web pages (see Lesson 5, "Creating, Editing, and Organizing Bookmarks"), but by saving the document as a file, you can open it at your leisure and take a look at its contents without tying up a phone line or incurring connection charges.

When saving a document file, you can choose to save the file in HTML format or as plain text. HTML format (which adds the extensions *.htm* or *.html* to the file name) saves the Web page with all its HTML coding. When you open the file again, you'll see it with its original Web formatting, minus the graphics.

When saving Web pages, only the text and its formatting are retained. Any multimedia files or graphics must be saved separately.



HTML HTML stands for *Hypertext Markup Language*, a code used when creating Web pages. HTML codes control how a document appears in your Web browser, such as bolded text and other text formatting. It's also used to insert anchors that link the document to other Web pages.

When saving a file in plain text format (adds the extension *.txt* to the file name), you get a document without the HTML formatting—just plain, no-frills text.

To save a Web document, follow these steps:

1. Open the Web page you want to save.
2. Pull down the File menu and choose Save As. This opens the Save As dialog box, as shown in Figure 7.1.



FIGURE 7.1 The Save As dialog box.



Use the Shortcut Menu If you find a link you want to save, right-click the link and choose **Save Link As** from the Shortcut menu. (Mac users must hold down the mouse button instead of clicking it.) This opens the same Save As dialog box where you can designate a storage place and file name.

3. Select the directory or folder where you want the file saved.
4. Type in a name for the file in the File Name text box.
5. Open the Save As Type drop-down list and select the file format you want the file saved as.
6. Click the Save button. The Web page is saved.

To view the page later, simply open the File menu, choose Open File in Browser. This opens the file in the Netscape window. Remember, with a saved document page, it is not necessary to connect to the Internet to view the page. You can view the file from within the Netscape Navigator window without logging on.



Can I Save Other Types of Web Page Elements? You can easily save pictures, sound, and audio clips onto your computer's hard drive. It's best to save such items by using the appropriate helper application or plug-in associated with the clip or picture. Use the application's **File, Save** command to do so. Learn more about plug-ins and helper applications in Lesson 8, "Working with Plug-Ins."

PRINTING A WEB PAGE

Printing a Web page is even easier than saving it. You can print any Web page you view by using Netscape Navigator's Print button. Keep in mind that many Web pages are longer than what you see on your screen and can run several pages in length.

Follow these steps to print a Web page:

1. From the Netscape Navigator window, open the Web page you want to print.

2. Open the File menu and choose Print Page, or click the Print icon in the Netscape Command toolbar. This opens the Print dialog box, as shown in Figure 7.2.

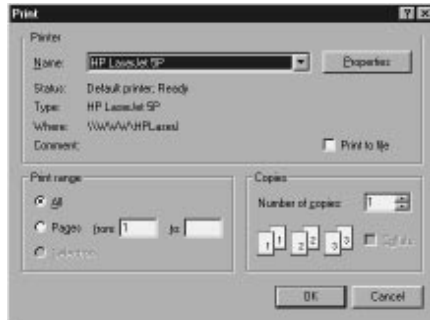


FIGURE 7.2 The Print dialog box.

3. Make sure the All option in the Print Range area of the dialog box is selected.
4. Click OK to print the page.

CHANGING PRINT PREFERENCES

By default, the printed document appears as an 8.5×11-inch page, which includes a header and footer detailing the document title and URL. However, you may want to change the way a Web page is printed. To do so, you need to open your system's Page Setup dialog box. Pull down the File menu and choose Print Setup (or a similar command used by your operating system).

Depending on your operating system, the Page Setup box may differ in the number and type of options available. For example, the Windows 95 Page Setup dialog box offers options for changing page margins, options for text printed in the header or footer, and options for controlling different Web page elements as

printed on a page (see Figure 7.3). Mac users can find options available in drop-down lists. Unlike Windows users, the Mac Page Setup box also has print controls for paper choice and page orientation.

You may want to print a page first before making changes to the printing options. This enables you to clearly see what you want to change about the page, such as a margin. You can also preview a page before printing, which you learn to do in the next section.

When you do decide to make changes to printing preferences, simply select any options you want to change from the Page Setup dialog box, and then click OK. Now you can print the page using the new options you chose.



Use Your Printer Controls You can also control how your pages print by using your printer's setup controls. For example, if you are using Windows 95, open your printer's **Properties** window and adjust the settings for printing pages. Mac users can change printer controls in the Chooser Control Panel.

PREVIEWING BEFORE PRINTING

You may want to preview how the Web page is going to look before you tell Netscape to print. It's a good idea to preview any Web page before printing, especially if you want to know if all the graphics are going to appear on the page or to check how the bulleted lists line up.

To preview your page, follow these steps:

1. Open the File menu and choose Print Preview. This opens the Print Preview window, shown in Figure 7.3.

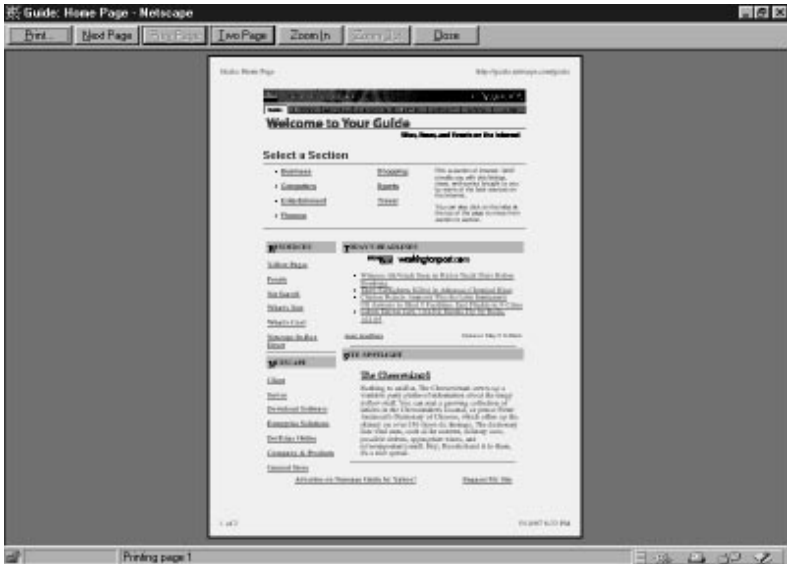


FIGURE 7.3 The Print Preview window.

2. Use the Next Page and Prev Page buttons to view different pages of the Web document.
3. Click the Two Page button if you want to view two pages at once.
4. To get a closer look at the document, click the Zoom In button. To zoom out again, click the Zoom Out button.
5. To print the page (or pages) from the Print Preview window, click the Print Page button.
6. To exit the Print Preview window, click the Close button. This returns you to the Netscape window.

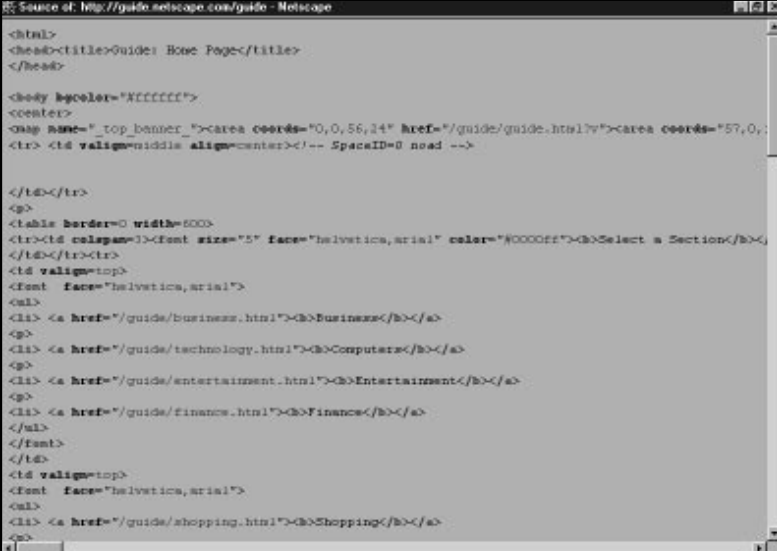
VIEWING SAVED DOCUMENTS

What can you do with the Web documents you save onto your computer? You can open them again in Netscape Navigator's Editor window and make changes to your saved documents. For example, you can save a document you found on the Web, make a few modifications, and send it to your staff as a memo.

You can also open a document to see how it is stored on the original server. By viewing a document's source code, you can learn how HTML codes are used. HTML codes are used to build Web pages and create the formatting you see when visiting a Web site. If you ever decide to create your own Web page, this information will come in handy.

To examine a document and its source codes that you've downloaded from the Web, follow these steps:

1. Load your favorite Web page (or any Web page whose codes you want to view) onto the Navigator window.
2. Open the View menu and choose Page Source. This opens the document into a view window where you can see all the HTML codes that make up the document, such as the page used in the print preview example (see Figure 7.4). If you want to learn how to create your own Web pages, check out the View, Page Source feature and find out how other authors perform many of their Web page tricks.



```
<html>
<head><title>guides Home Page</title>
</head>
<body bgcolor="#ffffff">
<center>
<map name="top_banner"><area coords="0,0,56,14" href="/guide/guide.html?*"><area coords="57,0,
<tr> <td valign="middle align="center">!-- SpaceID=0 read -->
</td></tr>
<p>
<table border=0 width=600>
<tr><td colspan=3><font size="5" face="helvetica,arial" color="#0000ff"><b>Select a Section</b></td></tr></td></tr><tr>
<td valign="top"
<font face="helvetica,arial">
<ul>
<li> <a href="/guide/business.html"><b>Business</b></a>
<p>
<li> <a href="/guide/technology.html"><b>Computers</b></a>
<p>
<li> <a href="/guide/entertainment.html"><b>Entertainment</b></a>
<p>
<li> <a href="/guide/finance.html"><b>Finance</b></a>
</ul>
</font>
</td>
<td valign="top"
<font face="helvetica,arial">
<ul>
<li> <a href="/guide/shopping.html"><b>Shopping</b></a>
<p>
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FIGURE 7.4 View a document's HTML codes in the View Page Source window.

3. Scroll down the page to view the various codes and how they are used.
4. To exit the View Page Source window, click the Close (X) button in the upper-right corner (or upper-left corner if you're using a Mac).

In this lesson, you learned how to save and print Web documents and view their HTML code. In the next lesson, you learn about Netscape plug-ins.