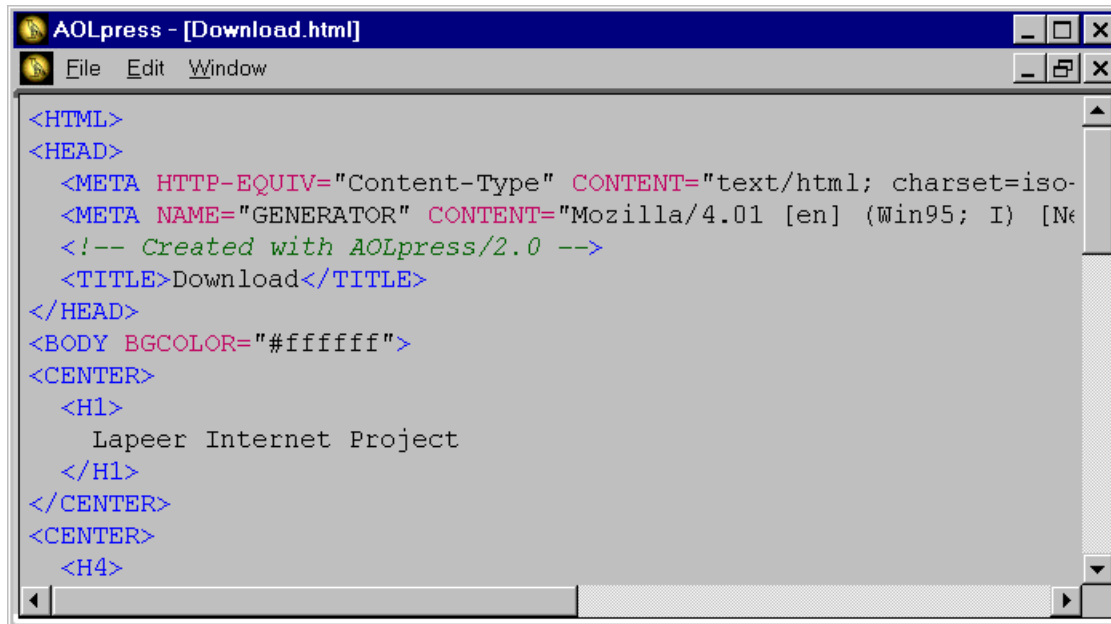
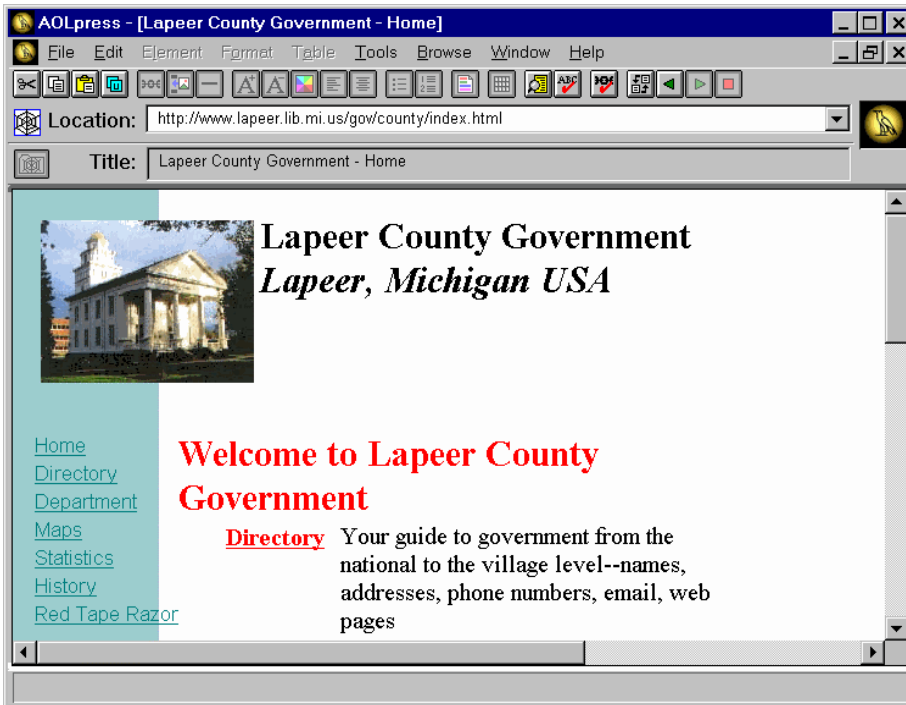


## Using AOL Press

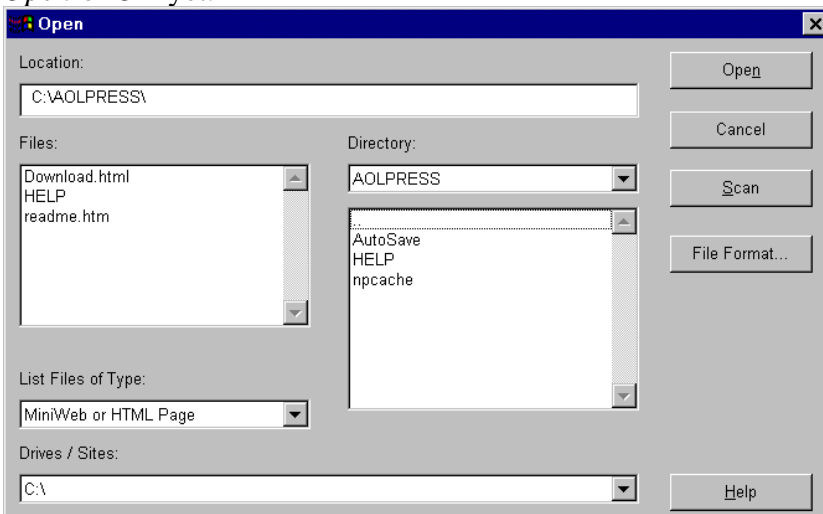
A screenshot of a Windows-style window titled "AOLpress - [Download.html]". The window has a menu bar with "File", "Edit", and "Window". The main area contains HTML code for a page titled "Download". The code includes a head section with meta tags for content type, generator, and title, and a body section with a centered heading "Lapeer Internet Project".

```
<HTML>
<HEAD>
  <META HTTP-EQUIV="Content-Type" CONTENT="text/html; charset=iso-
  <META NAME="GENERATOR" CONTENT="Mozilla/4.01 [en] (Win95; I) [N
  <!-- Created with AOLpress/2.0 -->
  <TITLE>Download</TITLE>
</HEAD>
<BODY BGCOLOR="#ffffff">
<CENTER>
  <H1>
    Lapeer Internet Project
  </H1>
</CENTER>
<CENTER>
  <H4>
```

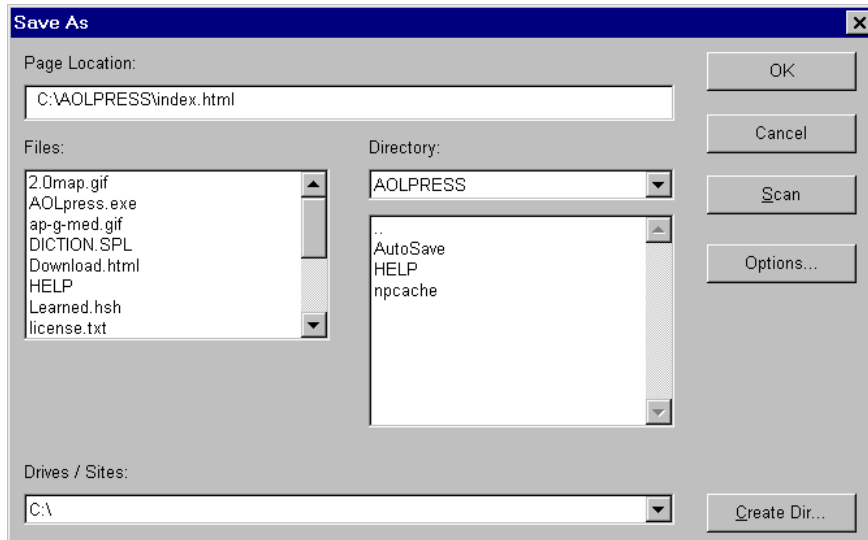
- Essentially, a web page is a text document with *tags* that enhance the look, design and function of the document. (*tags* are pieces of HTML (Hyper-Text Markup Language) code)
- You do not have to be fluent in HTML programming in order to write an HTML page.
- AOL Press will allow you to create a page by using tools similar to those of a word processor and the standard paint program that comes with Microsoft Windows.
- AOL Press will do all of the coding for the page that you create.
- For more information on specific editing and creating of a page refer to the *Help* option at the top of the AOL Press window. (although AOL Press can be used offline, i.e. not connected to the Internet, you should be online, i.e. connected via the dial-up procedure of this document, when accessing the help option)
- To open or save your pages locally to your computer (not on the Internet) you must make sure you are in your directory.



- To open or save click on the *File* menu then *Open* or *Save*.
- First be sure you are in the C:\ by *Drives/Sites* box.
- Use the *Directory* box to select the AOLPRESS directory by double-clicking not pressing *Open* or *OK* yet.



- Now double-click on your directory and you will see a list of the files in your directory.



- If saving type the name in the *Location* box and press *OK*, if opening double-click the file to open.
- You will not be using AOL Press to upload your file to the server. (for uploading instructions go to [Uploading HTML files with Internet Explorer](#))

NOTE!: When you are making changes to an existing document on the Internet it is necessary that you first download a copy of that document. The copy you have on your computer may not be the most current version. During the project, Sheryl or myself may make changes to your page until you are comfortable with making all of the changes yourself. If you were to omit this downloading procedure you risk over-writing any changes that may have been made to your page. We will cover how to download the page later. If, at that time, you have any question or do not understand this procedure do not hesitate to ask one of us.

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