

## Titling and Renaming Pages

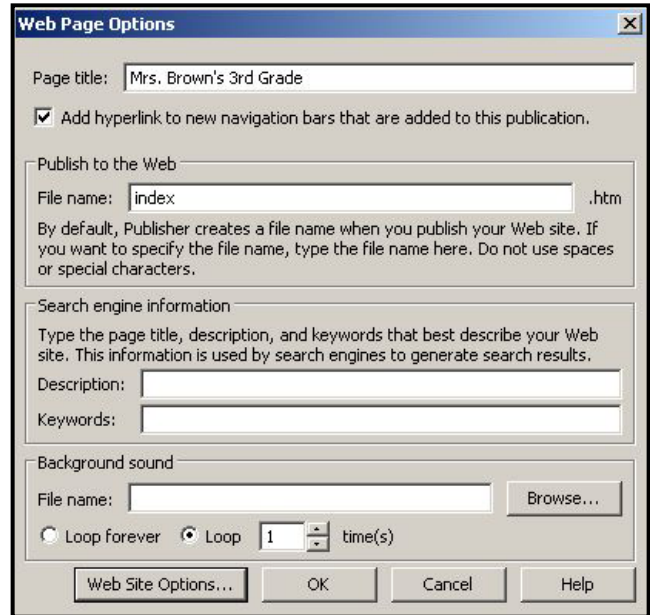
A webpage **title** is different from its **file name**.

- The **title** is what your visitor will see in the blue title bar at the top of their Internet browser. The title is also what gets listed when a website is made a favorite or bookmark.
- The **file name** of the webpage is what you see in the URL or webpage address. It's important to have logical names for both.

### Changing the title and file name

1. Go to the specific page for the change of the title and name.
2. Go to Tools, Web Page Options.
3. In the Page title, type a title.
4. In the file name line in Publish to the Web, give your page a file name.

***It is very important the file name is in all lower case letters, no spaces and no punctuation!***



The screenshot shows the 'Web Page Options' dialog box with the following fields and settings:

- Page title:** Mrs. Brown's 3rd Grade
- Add hyperlink to new navigation bars that are added to this publication.
- Publish to the Web:**
  - File name:** index .htm
  - By default, Publisher creates a file name when you publish your Web site. If you want to specify the file name, type the file name here. Do not use spaces or special characters.
- Search engine information:**
  - Type the page title, description, and keywords that best describe your Web site. This information is used by search engines to generate search results.
  - Description:** [Empty text box]
  - Keywords:** [Empty text box]
- Background sound:**
  - File name:** [Empty text box]
  - Loop forever  Loop 1 time(s)
- Buttons: Web Site Options..., OK, Cancel, Help