
How to Modify HTML File

Open the web site and download the latest version of the file that you want to update from your web site. You may save the file using following procedures:

- a) If you are using Internet Explorer then :
 - First browse the page
 - Click the right mouse button on the page in browser and then click view source.
 - The page will be opened in the notepad. Now you can save it in your hard disk by using save as option. Use the same file name as it is in current web site.
- b) If you are using the Netscape Navigator then:
 - Browse the intended page and use save as option to save it onto your hard disk
 - If the page is using frames then before saving any page first click inside that frame which you want to save and then use the option save frame as.

In case you are downloading the home page of the site then save the file as "welcome.html", because while saving the home page from browser, the title of the page is taken as its file name since browser does not display its name in the location (address) bar. Some of the homepages might have been modified by webmaster for including counter, forms, base ref etc. So it is all the more important that the latest file is downloaded.

Open the file in notepad or MS FrontPage and edit the contents without disturbing the page layout. Test the file by opening it in a browser. Reload the file in browser and verify the links, images and other changes that have been made. Do not rely on the preview option of the FrontPage.

Checking the files: Guideline

- a) Usually FrontPage automatically creates the path for the image files once you open the file in the front page editor.

For example `img src = file:///D:/users/others/anshu/ image.jpg`, so if the path like this is automatically created by the program, the browser naturally look for the image file from the source path.

You have to delete the path and put just the file name i.e.; `"img src = edu.jpg"` (or if the images are in another subfolder then: name of subfolder/image-file-name" e.g. "images/edu.jpg"). Check the files using view HTML option available in Front Page editor or Notepad can be used.
- b) Also check for the lower caps of the file names. This is because the Unix servers are case sensitive. Use the lower case for the complete file name including extensions. Also, avoid more than 10 characters while giving the file names.
- c) Maintain the same format of the file, e.g. text fonts, colors, size, caps, bg cols, bg image, so that the identity of the page remains the same.
- d) In case the site has frames, then make sure that the target of the links has been specified. Otherwise the destination file might open at a wrong place.
- e) When there are more than one files being updated then the best way to test from the local machine is to rename the folder, e.g., armed forces can be renamed as armedforces1. After renaming the folder it will become easier to test for any missing links or file paths.

For Major change

If some major changes have to be made e.g. addition of some images or changes in the layout then, the updated file should be viewed in both the browsers - Netscape and Internet Explorer.

For more details, please visit <http://webservices.nic.in>