All web sites must have an index.htm file. All filenames must be all lowercase—no spaces or special symbols—and include the .htm extension.

Saving as HTM: Once you are finished with your Word document, you can save it as a Web page by selecting “Save As” from the File menu. Make sure you save it in the folder (directory) designated for Web pages. Word automatically adds the *htm (Windows) or *html (Mac) extension to your file name. If you can’t see the extension, you didn’t change FolderView Options>uncheck Hide Known File Extensions.

Note: Beginners should avoid graphics, as they automatically create subfolders and graphics files when saved as .htm. These extra folders and graphics files must be uploaded—as is—to be seen online (don’t move or delete these files or folders).