

Creating a Basic Web Page Using Netscape Composer 4.5

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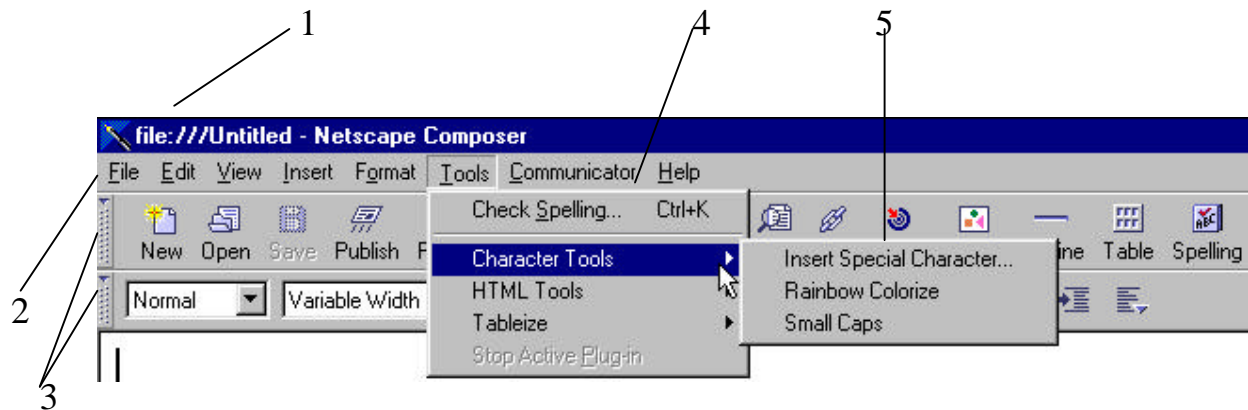
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Table of Contents

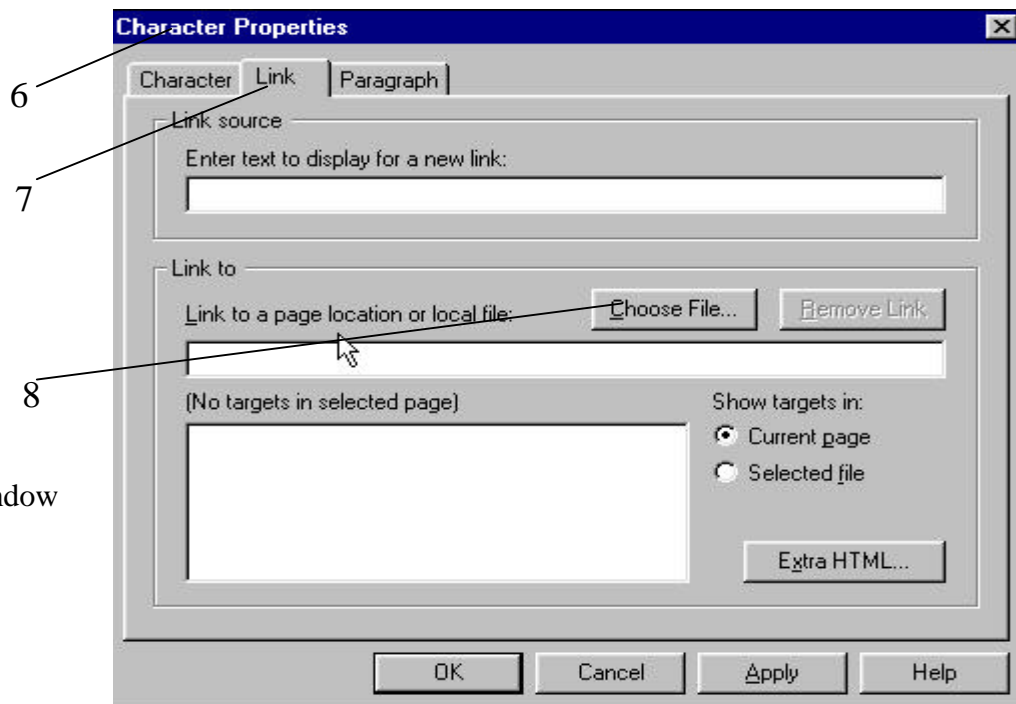
The Anatomy of a Window_____	3
Introduction _____	4
Getting Started_____	4
Choosing Your Background _____	5
Color Background	
Image Background	
Saving Your Web Page _____	6
Adding and Formatting Text _____	6
Font Selection	
Font Size	
Font Color	
Text Creation/Alignment	
Adding and Formatting Images_____	7
Inserting an Image	
Formatting an Image	
Aligning an Image	
Creating Links _____	7
Linking to Another Page	
Linking to a Reference within the same web page	
Opening and Closing Your File _____	8
Previewing Your Web Page _____	9

The Anatomy of a Window

This is a basic diagram designed to help you better understand the vocabulary used in this guide surrounding the different parts of windows.



1. Title Bar – This is where the name of your file will appear.
2. Menu Bar – Click on one of the words on this bar to produce a drop-down menu.
3. Tool Bars
4. Drop-down Menu – The options with little arrowheads produce slide-out menus.
5. Slide-out Menu



6. Pop-up Window
7. Tab
8. Button

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Introduction

A world wide web page is your "window" to the Internet universe. However, unlike the windows in your home, a web page's versatility allows your Internet neighbors to "look into" whatever it is you would like them to see. Web pages can be used to advertise, publish graphics or text, and communicate information and pictures to family and friends who may live far away but are just a mouse click away on the Internet.

This booklet is provided for Netscape Communicator 4.5 users who have never set up their own web page before, who need a quick guide to the basics of creating a simple web page using Communicator's Netscape Composer. Composer is what is known as a WYSIWYG (what you see is what you get) application. This means that how your file looks on your computer screen while you are editing it is how it will look when someone views it.

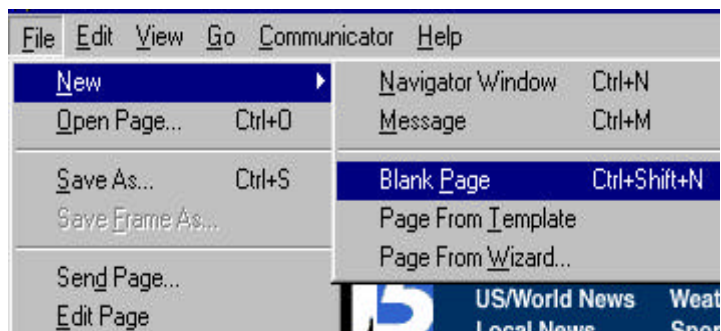
This booklet will guide you in the creation of a web page, introducing you to the formatting and editing of text and images, and will teach you how to add links to other web pages and even information within your own page. This booklet will also guide you in saving your document prior to its publication. These instructions assume that users have a working knowledge of internet terminology.



This booklet will **not** assist you in publishing your web page on the world-wide web. To learn to do this, you will need to contact your Internet service provider for instructions, because web page publication differs from provider to provider.

Getting Started

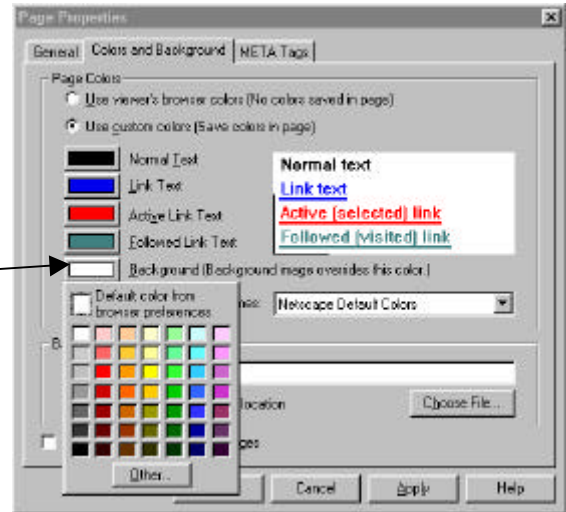
1. Open the Netscape Communicator program in your normal fashion.
2. From the menu bar, click on "File".
3. From the open menu bar, select "New" and click on "Blank Page" in the slide-out window that appears.
4. This action has opened Netscape Composer to the edit screen. You will use this screen to create your web page.



Choosing Your Background

Color Background

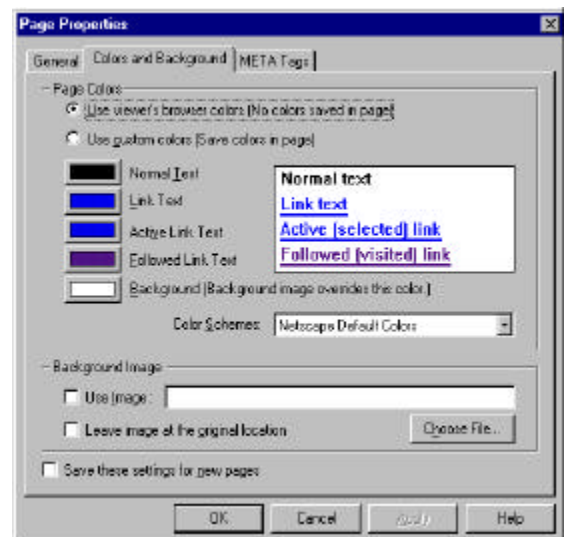
1. From Composer's menu bar, click on "Format" and choose "Page Colors and Properties".
2. In the Page Properties window, click on the "Colors and Background" tab.
3. In the "Page Colors" section, select "Use custom colors".
4. Now, click the box beside "Background" and select your background color. For readability, your background color should differ from the colors you choose for text and links.
5. Finally, click "OK" at the bottom of the "Page Properties" window. Your chosen color should now appear as your page background.



If you would prefer your page have a background image rather than color, follow these instructions.

Image Background

1. From Composer's menu bar, click on "Format" and choose "Page Colors and Properties".
2. Click on the "Colors and Background" tab.
3. In the "Background Image" section of the "Page Properties" window, click on the "Choose File" button.
4. When the "Choose Image" window opens, type in the file name or location of the image file you wish to use for your background. Image files include .gif, .jpg, .jpeg, and .bmp files. Select this image for your page by clicking the "Open" button.
5. To complete the image selection process, click on the "OK" button at the bottom of the "Page Properties" window. Your chosen image should now appear in your page background.



Saving Your Web Page

Now would be a good time to name and save your web page, before making any substantial formatting decisions.

Saving the Page

1. While in Composer, click on "File" and choose "Save As" from the pull-down menu.
2. In the "Save As" window, place your cursor in the "File name" box and enter a name for your page. Your page will automatically be saved in the default *.html format.
3. Click on the "Save" button in the "Save As" window. This action will save your file and bring up the "Page Title" window. Enter a title for your page and click "OK". Your web page is saved.



Adding and Formatting Text

Font Selection

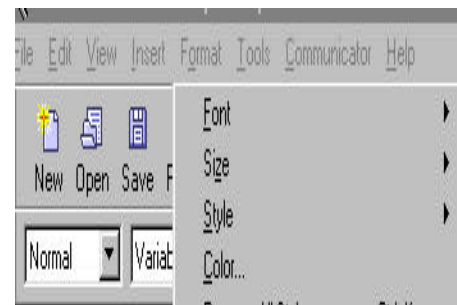
1. From the menu bar select "Format" and click on "Font".
2. Select your desired font from the slide-out window.

Font Size

1. From the menu bar select "Format" and click on "Size".
2. Click on desired type size from the slide-out window.

Font Color

1. From the menu bar select "Format" and click on "Color".
2. Select the font color by clicking on desired color in pop-up window.



Text Creation/Alignment

1. After selecting font, size, and color, place cursor in desired position by clicking on your blank Composer page. Enter text as you would using word-processing software.
2. To align text, select "Format" from the title bar and click on "Align".
3. Select desired alignment (either left, center, or right) from slide-out window.

Adding and Formatting Images

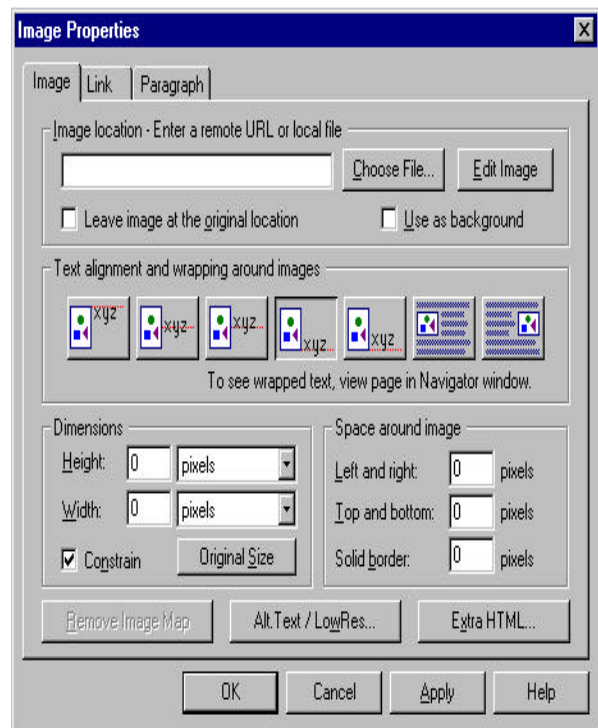
Inserting an Image



1. Click the "Image" button on the upper right side of the toolbar.
2. Select the "Image" tab in the "Image Properties" window.
3. Click the "Choose File" button and type in the file name or location of the image file you wish to use for your background.
4. Click the "Open" button to select your image.
5. Place the image onto your page by clicking the "OK" button in the "Image Properties" window.

Formatting an Image

1. After your image is inserted on the page, click once on the image to select it. Once selected, the image border will be highlighted.
2. Click on the "Image" button on the upper right side of the toolbar.
3. Select the "Image" tab inside the "Image Properties" window.
4. Adjust the text wrapping and image dimensions by using the "Text alignment and wrapping around images" and "Dimensions" windows until you produce the desired effect.

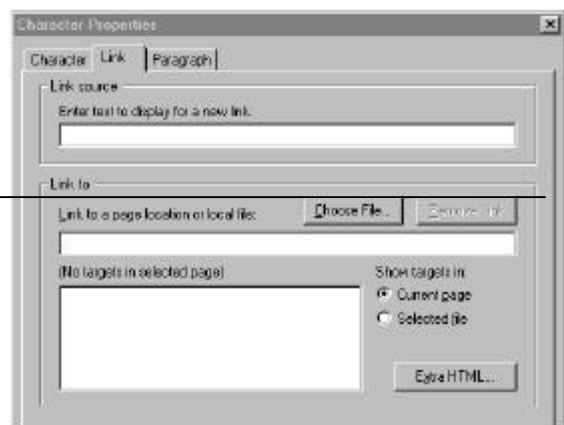


Aligning an Image

1. After your image is inserted on the page, click once on the image to select it.
2. From the title bar select "Format" and click on "Align".
3. Select desired alignment (left, center, or right) from slide-out window.

Creating Links

Linking to Another Page



1. Position the cursor on your web page where you would like a link to appear.
2. Click the “Link” button on the right central portion of the toolbar to bring up the “Character Properties” window.
3. In this window, click on the “Link” tab.
4. In the “Link source” section, enter the text you would like to represent the link on your page.
5. In the “Link to” section, enter the URL to which you wish to link.
6. Complete your work by clicking on the “OK” button in the “Character Properties” window.

Linking to a Reference within the same web page

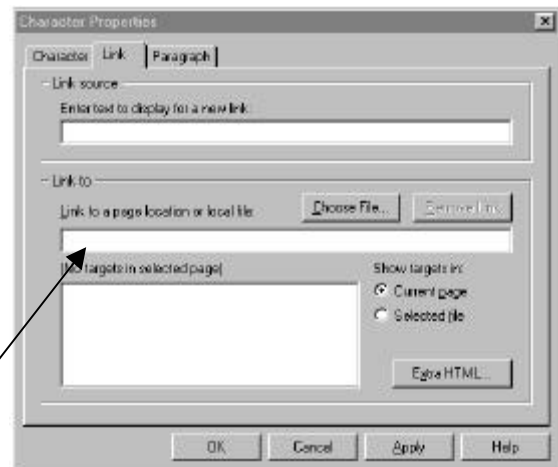
Defining a Target



1. On your web page, position the cursor at a point you would like to link to.
2. Click the “Target” button on the right side of the toolbar.
3. In the “Target Properties” window, enter a meaningful name for the target.
4. Complete defining the target by clicking “OK” in the “Target Properties” window.

Creating the Link to the Target

1. Position the cursor on your web page where you would like the link to appear.
2. Click the “Link” button on the right central portion of the toolbar to bring up the “Character Properties” window.
3. In this window, click on the “Link” tab.
4. In the “Link source” section, enter the text you would like to represent the link on your page.
5. In the rectangular box in the “Link to” section, select which target you would like to link to.
6. To complete the task click “OK” in the “Character Properties” window.



Opening and Closing Your File

Just like a word processing document, you may open and close your web page file at any time after saving to make revisions or updates.

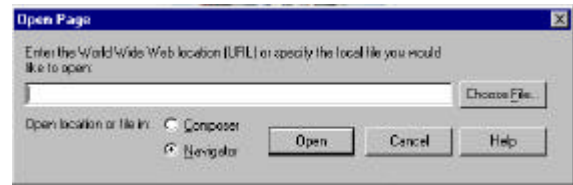
Closing Your Web Page File



1. To close your web page file, ensure you have saved the most recent changes to your document by clicking on the “Save” button on the toolbar.
2. To exit Netscape Composer, click on “File” on the menu bar and select “Close”. You are looking at the Netscape Navigator window used for browsing. Your file is saved.

Opening Your Web Page File

1. To open your web page file, open the Communicator program in your normal fashion.
2. From the menu bar, click on “File” and select “Open Page”.
3. In the “Open Page” window, type in the file name of your web page or browse your computer files to find the page by clicking on the “Choose File” button.
4. Once the file name is entered, click on the circle next to “Composer” to tell Netscape which program to open your window in.
5. Finally, click on the “Open” button in the “Open Page” window. This action should open your file in a Netscape Composer window.



Previewing Your Web Page

Preview mode simply opens your web page in a Navigator window. Previewing your page allows you to discover how the page will look online, and also gives you an opportunity to ensure whether any links you've built into your page work correctly.



Even though your web page is displayed in the Navigator window, it is still originating from your local disk and has not been published.

Activating Preview Mode



1. Locate the “Preview” button in the center of the toolbar.
2. Click the “Preview” button to turn on Preview Mode and open the page in Navigator.
3. Close the Navigator window to return to Edit Mode and the Composer Window.