

Netscape Page Composer: Web Page Creation

Objectives of the Workshop

- Students will learn to create their own Web pages that may be viewed using standard Internet browsers (*Netscape Communicator*, *Internet Explorer*).
- Students will learn to make formatting changes such as background color and text color.
- Students will learn to create and manipulate text on a Web page.
- Students will learn to insert a bulleted or numbered list and use the indent option.
- Students will learn to place images on a Web page.
- Students will learn to create links to other Web pages.
- Students will learn to insert a table on a Web page.

Software

Netscape *Communicator* 4.7x or higher

- *Navigator*—Web **browser**, the viewer where the Web pages can be seen but not altered
- *Page Composer*—WYSIWIG (“what you see is what you get”) Web page **editor** where pages are created and altered



This toolbar appears in the lower right-hand corner of both *Navigator* and *Composer* windows. Click on the appropriate icon to move between the two windows. Alternatively, you can use the ALT > TAB keys to move between *Navigator* and *Composer*. Keep in mind that what you see when you work in the *Composer* window is not necessarily what you will see when you view the page from the *Navigator* window. You will want to check your page frequently in the *Navigator* window to be certain things look the way you want them to look.

Page Composer File Folder

When you initially create a *Page Composer* page, you must save the page in order for it to be viewed in *Netscape Navigator*. It is important to create a folder in which to place the page and all of its component parts. This way the Web page files also can be saved in the folder in other locations and none of the page's components will be lost. *Page Composer* automatically saves any inserted files in the same location as the Web page "htm" file. You will save the page you create in a folder on the computer's desktop. That folder will then be saved to a diskette and transferred to your personal laptop. It will also be put on the C·R·E·A·T·E for Mississippi shared drive.

Alternating between Navigator and Composer

Before you can view your Web page, you must save it. Once it is saved, you can view it in *Netscape Navigator*. After you initially save the page, the easiest way to view the page is to use the **PREVIEW** button on the tool bar. This will automatically load the page in *Netscape Navigator*.

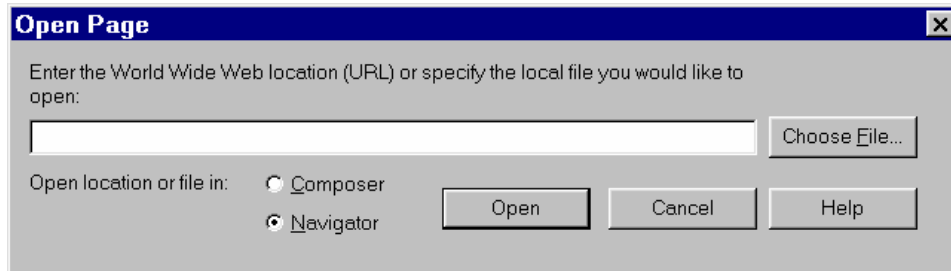
These are the steps you should take:

1. Save the file in the *Page Composer* folder.
2. Click on the **PREVIEW** button on the *Composer* tool bar to load the page in *Navigator*.
3. **ALT + TAB** to get back to the *Composer* window, or click on the *Composer* icon in the right-hand corner of the window.
4. Make changes to the page. Save the file. (**CONTROL + S** or click on the **DISKETTE ICON** on the toolbar.)
5. Repeat steps 2 – 4 as many times as necessary.

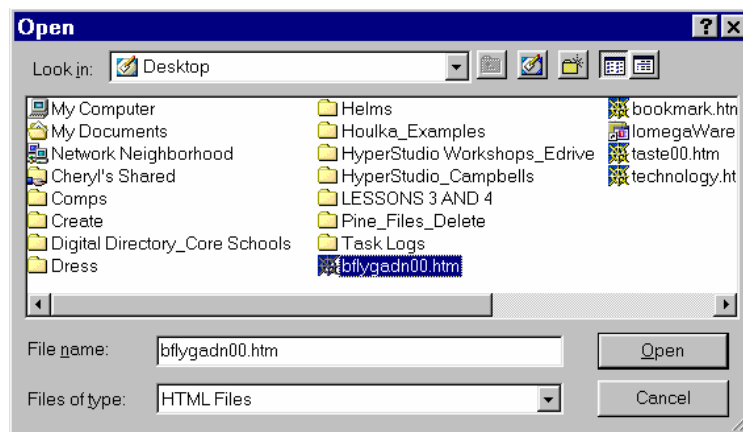
If you want to open a Web page file that you have already created:

- Click **FILE > OPEN PAGE**.
- Click **CHOOSE FILE**.

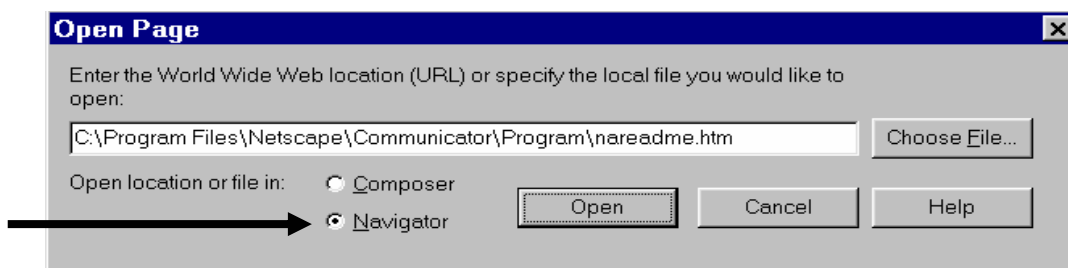
- Select the appropriate folder.



- Double-click on the selected *Page Composer* file you want to view. This will load the file in the **OPEN FILE DIALOGUE** box.



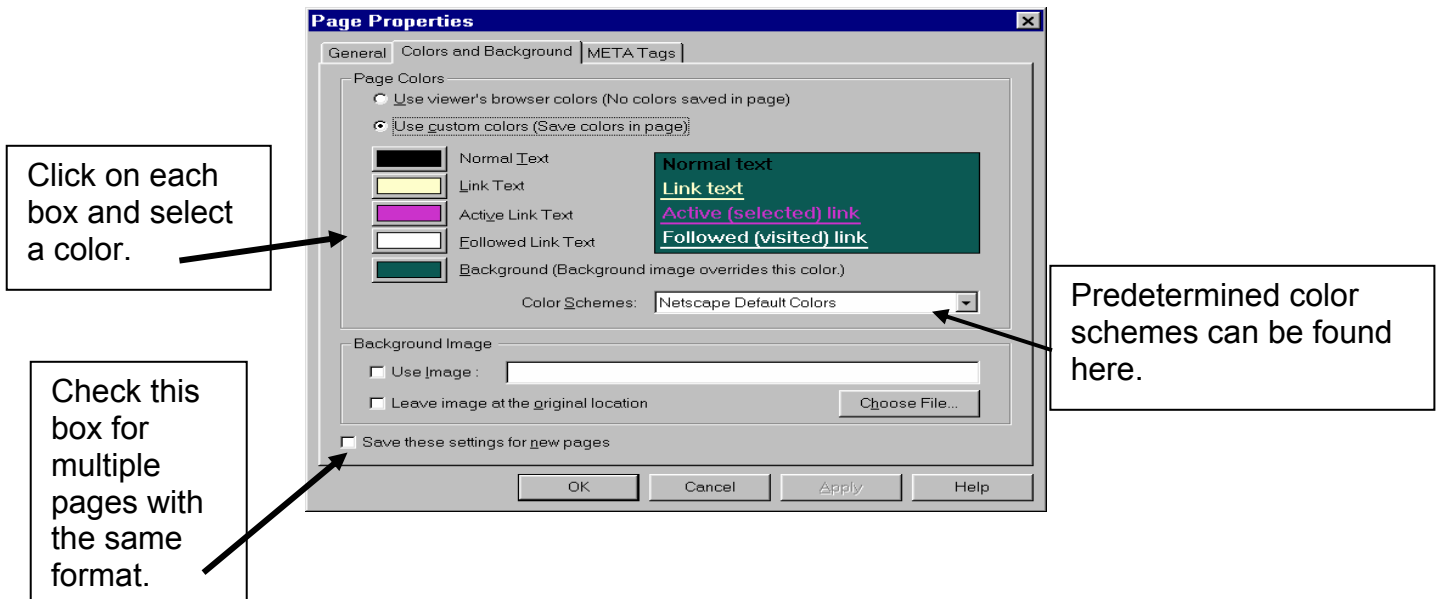
- Make sure **NAVIGATOR** is selected in the “open location or file in” options. Click **OPEN**. This will load the file name in the **OPEN PAGE** dialogue box.



Click **OPEN** again to open the page.

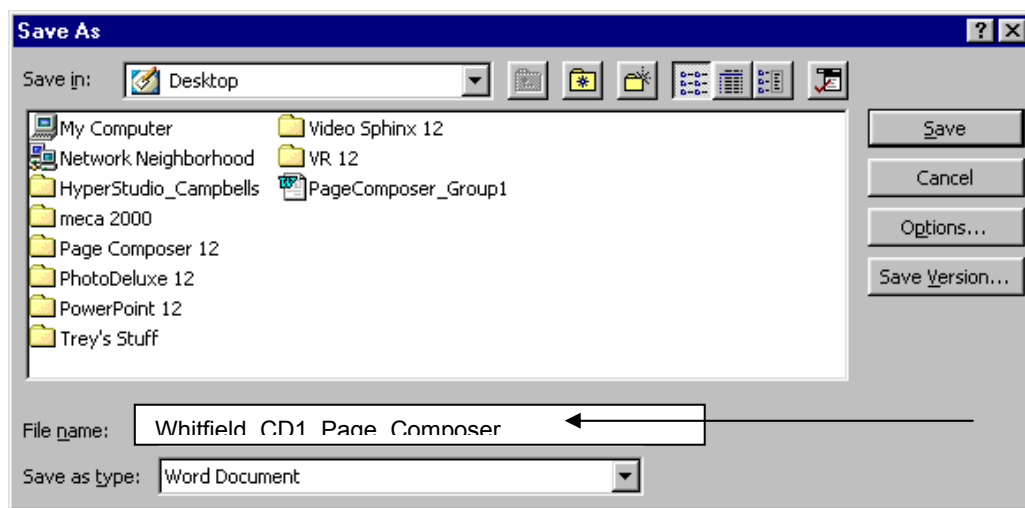
Procedure for Creating a Page

1. To create a folder in which to save your Web page file, minimize any open windows. Right click on the desktop. Go to **NEW > FOLDER**. Name the folder **YOUR LAST NAME_CD1_PAGE COMPOSER PAGE**.
2. Double click on the Netscape icon on the desktop to open Netscape *Communicator*.
3. Click on **COMMUNICATOR** from the menu bar and select **COMPOSER**. This will bring up a blank page on which you will create your Web page.



4. From the **FORMAT MENU** select **PAGE COLORS AND PROPERTIES**. Click on the **COLORS AND BACKGROUND** box and select a background color for your page. Next, select text colors that will harmonize with that color. Remember that there needs to be a high contrast between the background and the text in order for the visually impaired to be able to read your page. Also, remember that it is sometimes difficult to print out pages that have white or yellow text. You can click on each box as many times as you want until you have a pleasing color scheme. Click **OK** when you finish developing the color scheme.

5. Go to the Menu Bar, click on **FILE > SAVE AS**. A dialogue box will appear. Click on the **DOWN ARROW** in the dialogue box, and click once on **DESKTOP** from the drop-down menu. Locate the appropriate Web page file folder you created and double click on it. Put the name of your file in the field to the right of **FILE NAME**. Give the file the same name as your folder: YOUR LAST NAME_CD1_PAGE_COMPOSER_PAGE. Please remember to put in the underscore connecting all parts of the file name. When you have the file name entered, click on **SAVE**.

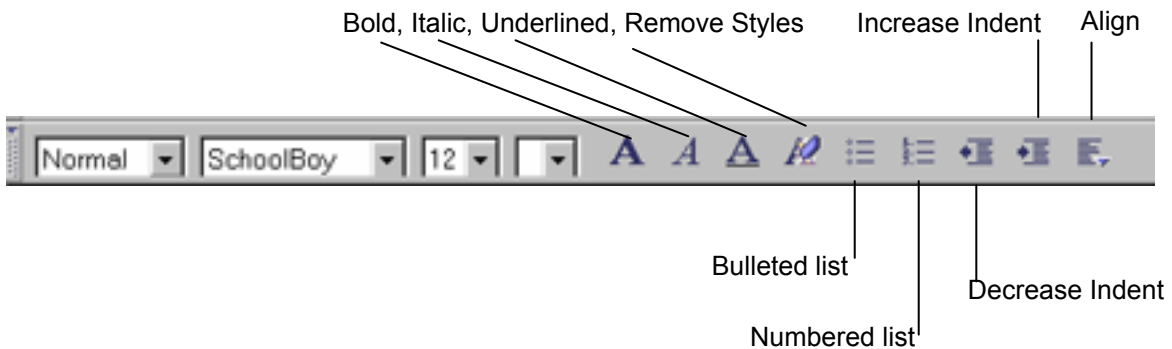


6. When you have saved your file, click on **FORMAT > PAGE COLORS AND PROPERTIES** and select the **GENERAL** tab. Under **TITLE** put in a name for your page. This name will appear at the very top of the computer screen in the narrow blue line. This is what will tell the user what page he/she is visiting. Under **AUTHOR**, list your name. Click **OK**.
7. Step 7 begins the actual design of your Web page. It is best to plan out what you want to do with a Web page before actually beginning construction of a page. There are Web sites and books that will help you decide what elements you need on your page and how best to lay out those pages. First, decide on a heading for your page and type it on your page. Click on **FORMAT > HEADING** and you will be given choices from 1 through 6, with size 6 being the smallest. Since headings are usually larger than other type on a page, select size 1 or 2 and type in your heading.

8. The **FORMAT** menu has options for changing the text in several ways:
- Font—Arial / Helvetica, and Times New Roman work best for **all** browsers. You cannot be assured that other typefaces will be available on all users' computers.
 - Size—Size 8 is very small; size 36 is bigger than you will want for most occasions.
 - Style—This option includes formatting options such as BOLD, ITALICS, UNDERLINED, BLINKING, and so forth. Note: Underlined text on the Web usually denotes a link; use this option with care. Blinking text is annoying. The rule is, “Just because you can do something, doesn’t mean you have to!”
 - Color—This option allows you to change from your default choices.
 - Align—You can align your text left, center, or right
 - Remove All Styles—This option will return settings to the default settings.

Type in the text for your page using whatever text style or combination of styles you want to use. You can alter the text style from one part of the page to another. As you type, remember to save your file periodically. (**CONTROL > S**)

9. Insert a bulleted or numbered list of some type. You can use the shortcuts on the menu bar to create the bulleted list, or you can go to **FORMAT > LIST** to insert one. You will also need to format the alignment of this list using the shortcut on the menu bar or **FORMAT > ALIGN**. If you do not use the **LEFT** option, your bullets will not line up uniformly.



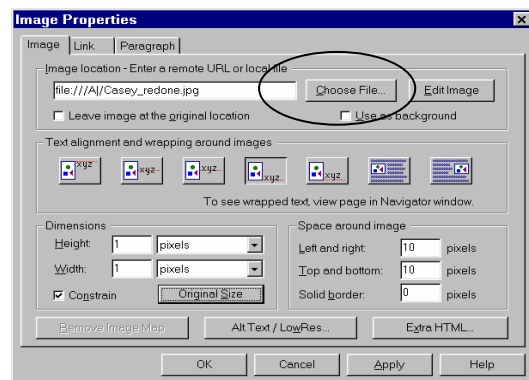
You can use the **INCREASE INDENT** option to move

the list on the page. You will have to click on the **BULLET** or **NUMBER** option when you have finished in order to turn these options off. If you have used the **INCREASE INDENT** option to place the list, you will use the **DECREASE INDENT** option to move the cursor back to the left-hand margin.

10. You can use the **SPELLING** option on the **MENU BAR** to check the spelling on your page. Click **DONE** when you have finished checking. Save your file when you have your list inserted.

11. CETT staff members will take a digital photograph of each of you. Please put your picture somewhere on your Web page. You also may use other **non-copyrighted** images that you have taken with the digital camera, scanned, or downloaded from the Internet. Please identify the contents of each picture.

12. Your photograph image files can be found on DRIVE P. Insert the image on the Web page **INSERT > IMAGE**. Click on the **CHOOSE FILE** option. Click on the **DOWN ARROW** and a drop-down menu will appear. Select DRIVE P. Double click on the image file to load it in the dialogue box and then click **OK** to load the image on your page.



13. When your image is loaded on the page, save your file. This should place both the Web page file and the image file in the folder on the desktop. In the version being used for the workshops (Netscape Communicator 4.7x), you do not have to copy the image file into the folder yourself; Page Composer does it automatically.

14. At this point you may want to do several things to your image:

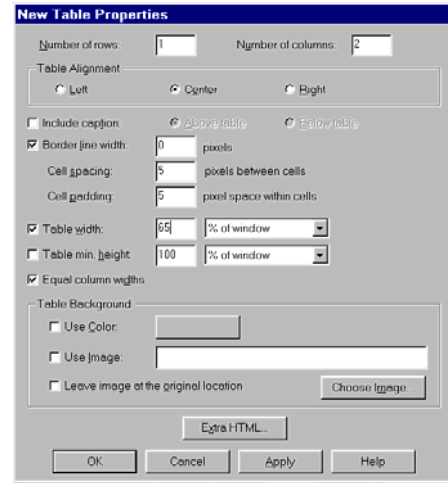
- Resize it (Making it smaller works best)
- Put space around it (try 10 pixels)

- Specify TEXT ALIGNMENT AND WRAPPING
- Make it a link

To do any of these things, **RIGHT CLICK** on your image and then click on **IMAGE PROPERTIES**. The text you type in and its placement in relation to the image will determine which type of wrapping you want to select. Be advised that if you move the image around on the page, the settings you select will frequently change and you will have to reset them using the **RIGHT CLICK > IMAGE PROPERTIES** option. In order to view your page and the image you have placed on it, save the file, click on the **PREVIEW** button, and go to the *Navigator* window. Note: If you do not save your file before hitting **PREVIEW**, you will be requested to do so.

15. Create a text link to another Web page by first typing in the text you wish to link. Highlight those words with your cursor. Then click on the **LINK BUTTON** or **INSERT > LINK**. A dialogue box will appear that asks you to enter the **LINK TO** information. To link to another Web site, you must type in the **entire URL**. When you have finished typing in this information, click **OK**. Save your page and view it in *Navigator*. Check to see that your link is functioning properly. **Note:** If you **DOUBLE CLICK** on the URL in the *Navigator* window, you will select it—the line will be highlighted in blue. You can then return to *Composer* and paste the URL into the URL dialogue box using the **SHIFT > INSERT** or **CONTROL > V** options. This technique helps avoid errors in typing in the URL.
16. It is also possible to create a link from an image in *Page Composer*. From the **COMPOSER** screen, click once to select the image. Click on the **LINK BUTTON** and type in the URL in the dialogue box that appears, just as you did in Step 14. Should a blue border appear around your image when you view it in *Navigator*, you can remove this border by **RIGHT CLICKING** on the image in *Composer*, selecting **IMAGE / LINK PROPERTIES**, and setting the **SOLID BORDER** option at 0. At any time that you want to delete an image, simply right click on it and use the **EDIT > CUT** command.

17. Tabs and spaces do not work in HTML documents in the same way that they do in a typewritten document. One way to make text line up uniformly or to place a picture in a specific location is through the use of tables. For example, to place specific lines of text to the right or left of an image, the best thing to do is to use a table. Insert a table by clicking on the **TABLE BUTTON** on the standard toolbar.



According to the selected settings in the dialogue box on the preceding page, this table will be centered on the page and will only cover 65% of the width of the window on the computer screen. Enter the settings you want, and click **OK**. You can change your choices at any time by right clicking on the table and selecting **TABLE PROPERTIES**.

18. Some of the options you have in working with tables are:

- Alternate color background
- Alignment of text within each cell
- Inserting images
- Adding rows—Place your cursor in last cell of the table (lower right-hand corner) and press TAB
- Adding columns—Place your cursor **TO THE LEFT** of where you want the column to appear. Columns will be added on the right.
- Deleting rows, columns, or tables—Place your cursor in the area you want deleted. Right click and select **DELETE**. A drop-down menu will appear; and you can select **TABLE, ROW, COLUMN, or CELL**.

19. Feel free to enhance your page in any way that you want as long as nothing appears on it that is copyrighted by another individual, group, or corporation. Continue saving to the folder on the desktop as you add to your page. When you have completed it you should have as a minimum the following on your page:

- Title of the page
- Appropriate color choices for background and text
- Your picture / other images you select
- At least one change in font size
- At least one change in type style
- A link to another appropriate Web page from text
- A link to another appropriate Web page from an image
- A bulleted list
- A table with at least two cells, with a border or without
- Text with information on the subject of the page
- Copyright notice

20. If you decide to use *Page Composer* at your school, you can finalize your Web page construction by clicking on the **PUBLISH ICON** on the menu bar. You will then need to enter the FTP or HTTP site address where your files will be stored and accessed from the Internet. You will need to check with your school's or district's Web master to determine what information needs to go in this dialog box. When you have entered the necessary information, click OK and the files will be uploaded to your server.

21. When you have completed all these steps, go to Netscape

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Publish: C:\WINDOWS\Desktop\Samp..._Page_Instructions.html

Page Title: e.g.: "My Web Page"

HTML Filename: e.g.: "mypage.htm"

HTTP or FTP Location to publish to:

User name:

Password: Save password

Other files to include
 Files associated with this page All files in page's folder



Navigator and enter the URL for your new Web page. If you have done everything correctly, you should be able to view your page with no problems.