

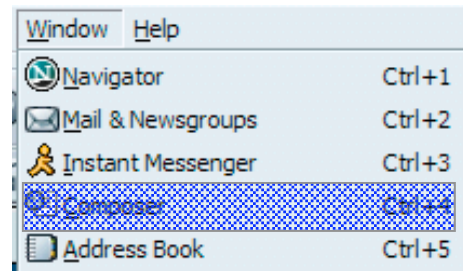
Netscape Composer Basics

Netscape Composer is a part of the free Netscape package that allows you to create web pages.

Opening Composer

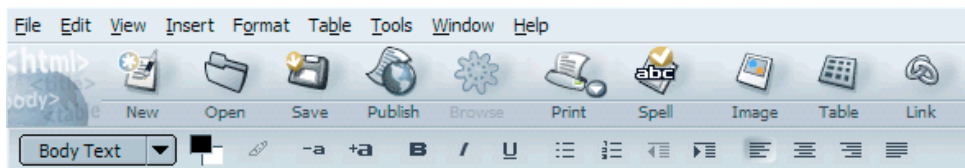
The first thing you need to know how to do is to get into the **Composer** part of Netscape.

- Open **Netscape** from the icon on the desktop. This may take a little while.
- When Netscape opens, it opens the **Netscape Navigator** web browser and goes to the home page.
- We need to get into **Composer**.
- Go to the **Windows** menu and select **Composer**

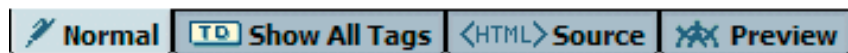


Composer Basics

You will get a new blank screen, with a menu bar and two rows of buttons at the top.



- This first row of buttons is fairly self-explanatory: you can create **New** pages, **Open** existing pages, **Save** your work, (ignore the Publish button, you won't be using it), **Preview** a page in Navigator using the **Browse** button, **Print** your pages, use a **Spell Check**, and insert **Images**, **Tables**, and **Links**.
- The **File**, **Edit**, **Window**, and **Help** menus allow you to do the standard actions.
- The **View** menu takes you to different Composer modes, the same as using the tabs at the bottom of the screen.



- The **Insert** menu allow you to do many things you can do with the buttons: insert an image, table, or link in addition to adding a **Named Anchor** or **Horizontal Line** (discussed below).
- The **Table** menu allows you to add, delete or edit tables (discussed below).
- We won't be using the Tools menu.

Working with Text

Adding text works much like in a word processor: you can start typing and your text will appear next to the blinking insertion point in your page.

When making our pages in HTML, we used different tags to adjust the size, boldness, and alignment of text. The second row of buttons allows you to do this and more.

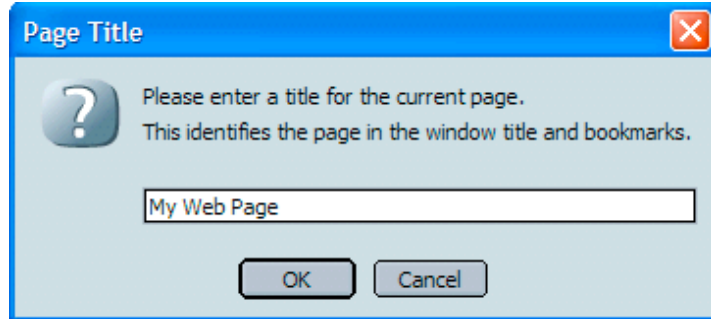


- Click on **Body Text** to pop up a list of text formatting options, especially **Heading 1** to **Heading 6** to make various sizes of bold text.
- The **black** and **white** color swatches allow you choose a color for highlighted **text** (the black swatch) and the **line of text** (the white swatch).
- For compatibility, avoid using the **-a** and **+a** buttons.
- The **B**, **I**, and **U** buttons allow you to make highlighted text bold, italic, or underlined respectively.
- The next four buttons allow you to create **numbered** or **bulleted lists**, and increase or decrease the **indentation** of your text.
- The last four buttons on the right allow you to **align text left, center, right, or fully justified**.

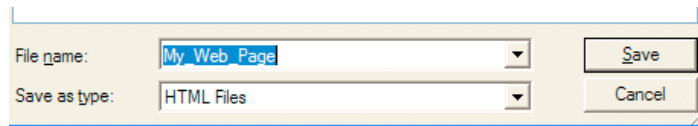
Saving

When you're ready to save your page, press the **Save** button, or select **Save** from the **File** menu.

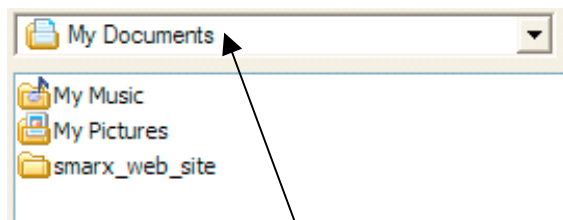
- First you are asked to give your page a **title**. This is different from the name of the file, but Netscape will try to make your title into the file name as well. The title is what appears at the very top of your page.



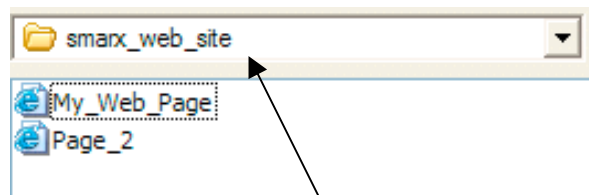
- After selecting a title, you get to the **Save** screen. Again, Netscape will make your title into a file name, but you can type in whatever file name you want (such as **index**, if this is the first page in your site).



- Make sure you **save your page in the correct location (the folder you should have already created for your web site)**, and go back to working on your page.
- Remember to save all your work into this folder.



Page will be saved in My Documents, **not** my web site folder.

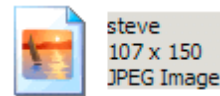


Page will be save in my web folder (smarx_web_site)

Inserting Images

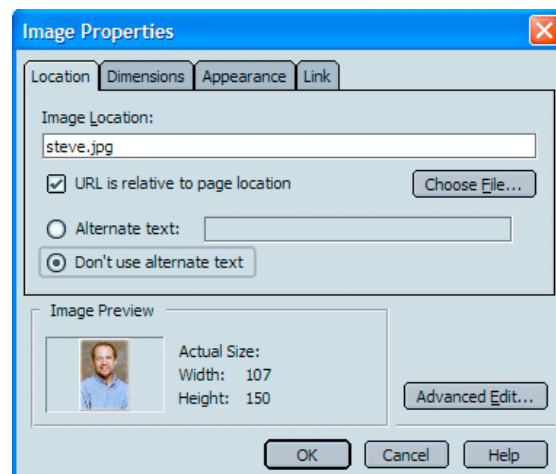
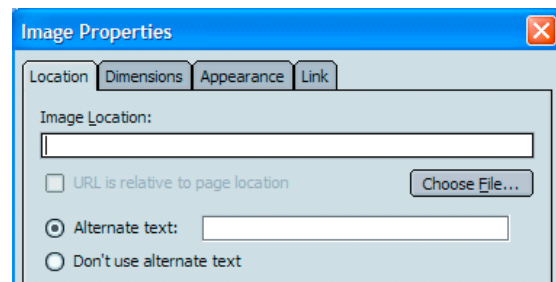
Before you put an image into your page, you need to make sure your image is in the correct location and is the correct file format for web pages.

- Images for your web pages should be stored in the same folder with your pages (smarx_web_site in the example above).
- If you want, you can organize your site better by creating a folder within your web site folder to hold your images (usually called images), and put your images in that folder.
- Images for your web pages must be in one of two formats, **.gif** or **.jpg**.
- To check this, look at your images in the Finder and see how they are listed. If it shows a JPEG or GIF image, you're ok, but if it says BMP or Bitmap image, you will need to convert your graphic.



Once you have the right type of image and they're in the correct location, inserting them into your web page is fairly easy.

- Click on the **Image** button or go to the **Insert** menu and select **Image**. You will get the following screen.
- Click the **Choose File...** button and navigate to your image.
- When you find the image, double click on it or click once on the image and click the **Open** button.
- You should get the screen on the right that shows a thumbnail of your image, its name and size.
- The **URL is relative to page location** box should be checked. (If it isn't your image isn't in the correct location.)
- Click the **Don't use alternate text** button.
- Click **OK**, and your image should show up on your page.



Creating Links

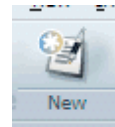
There are two main types of links you will create in your web pages, internal and external. Internal links link one page to another within your site; external links link your page to other pages out on the Internet.

While the procedures for creating internal and external links are similar, the results are somewhat different.

Internal Links

To create an internal link, you first need two pages in your site. If you've been following this document, you only have one, so the first thing we need to do is create a second page.

- To create a second page, click the **New** button on the button bar, or go to the **File** menu, select **New**, then **Composer Page** (File -> New -> Composer Page) .

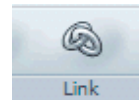


- You will get a new blank page.
- Type some text, Page 2 is fine, then save your page.
Make sure you save your second page in the same folder with your first page.

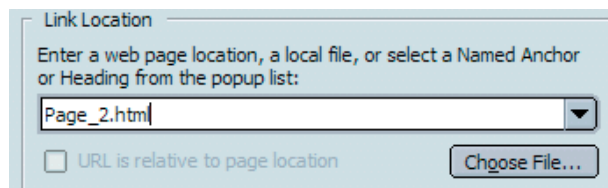
- Go back to your first page and type some text that you can turn into a link to your second page and highlight that text.



- Click the **Link** button on the toolbar, or select **Link** from the **Insert** menu.



- Click the **Choose File...** button, navigate to your second page and double click on it to select it.



- The name of your second page should appear in the Link Location box.
- If instead of just the file name you get a long path name to your file, you need to make sure you have saved your second page and that it is in the correct location, the folder with your other page.
- Click OK in the Link Properties window, and the text you highlighted to make the link should now be blue and underlined like links on other web pages

External Links

To create an external link, you will need the complete URL of the site you want to link to (i.e. <http://www.cnn.com>, not cnn.com or even www.cnn.com).

To make things easier, you can go to the web site you want to link to and copy the URL from the address bar; make sure you copy the whole address.

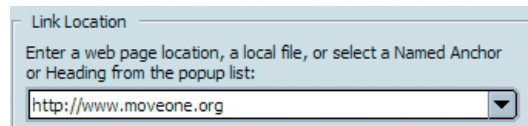
- You begin creating your external link the same way as your internal link – type some text and highlight the text you want to turn into a link.



- Click the **Link** button



- This time, instead of clicking Choose File..., you need to **fill in the Link Location bar with the URL** you want to link to.



- Click the OK button to get back to your page. The text you highlighted should be underlined and blue like any normal web page link.

Previewing & Reopening Pages

Previewing Pages

To preview your pages, click on the **Browse** button in the main tool bar. This will open a new Netscape Navigator web page over your Composer page.



When you are done checking your page, just close the Navigator page and you'll be looking at your Composer page again

Opening Pages in Composer

At some point you will finish your work for the day and quit Netscape. Later, you will want to reopen your pages to work on them some more. Unfortunately, this is not as easy as it could be.

To reopen your saved pages to work on them some more:

- Open Netscape
- From the **Window** menu select **Composer**
- From the **File** menu, select **Open File...**
- Browse the Open window until you find your page, and open it