

# Web Page Basics

## Using Netscape Composer

**Important:** The new Netscape 8.x browser does NOT include Composer. Go to [browser.netscape.com/ns8/download/archive.jsp](http://browser.netscape.com/ns8/download/archive.jsp) to download Composer 7.x or 4.x.

Open Netscape -

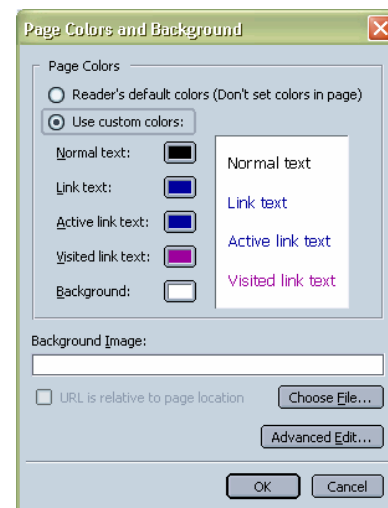
- Go to Window on Menu Bar
- Choose Composer

Save Page -

- Go to File > Save As
- When prompted, give page a title (this is what will appear at the top of your page in a browser and will become the bookmark reference)
- Save page in your folder on website drive (*ie* kruegerj)
- File name should be lower case (no symbols or spaces) and limited to 8 characters if possible

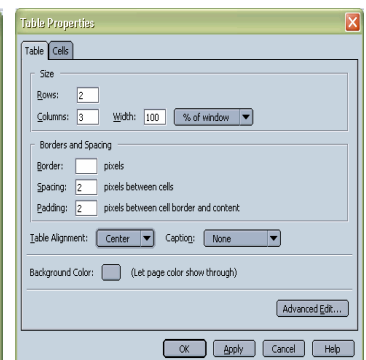
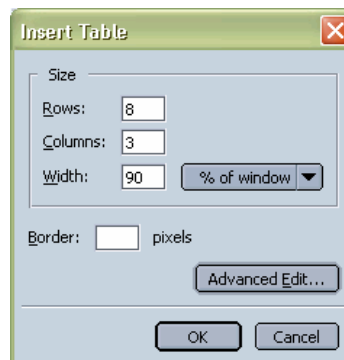
Select Background -

- Plain color background - Go to Format > Page Colors and Background, choose Use Custom Colors, click on Background button, select color, click OK.
- Background image - Go to Format > Page Colors and Background, click Choose File... button, select background image file in your website folder, click OK. [Note: All image files (backgrounds, photos, clip art) must be saved in your website folder before they can be used on your web page.]



Insert Tables -

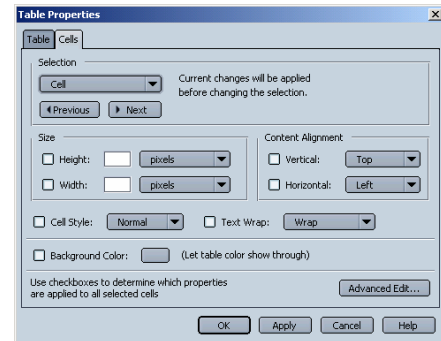
- Go to Table > Insert Table
- Choose 3 columns and any number of rows



- Set table width at 90%
- For an invisible table, set border at 0 pixels
- Click OK
- Right click in table > choose Table Cell Properties > Table Alignment > Center > click OK

#### Edit Tables -

- Right click in a cell of the table and choose Table Properties
- Edit table or individual cells
- Right click or highlight cells in table and join cells or split cells as needed
- **Use cells of table to position graphics and text on page**



#### Find Graphics on the Web -

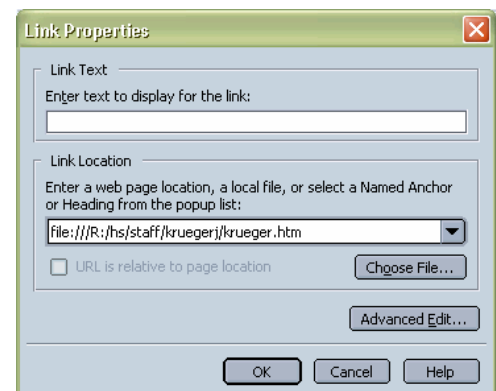
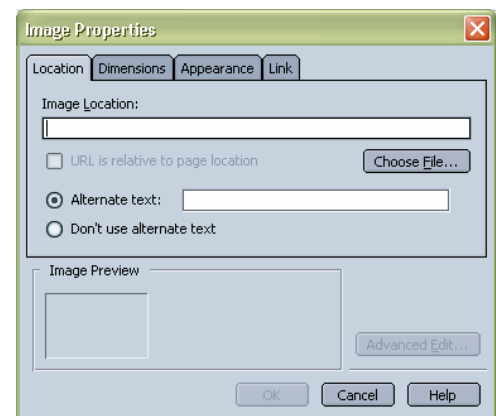
- Use search engine (*ie* Google) to find clipart, photos, backgrounds
- Be aware of copyright issues -- make sure graphics you save are free to use!
- Some graphics require that you give credit on your page or provide a link back to the source

#### Save Graphics -

- Right click on the image
- Chose "Save Image (or Picture) As. . ."
- Save as JPEG or GIF file in your website folder

#### Insert Graphics on Web Page -

- Click in cell of table where you wish to insert graphic
- Select Insert > Image on menu bar or click Image button on toolbar
- Click "Choose File" button > locate graphic file in your website folder
- In Alternate Text box, type in a short description of the graphic or select "Don't Use Alternate Text" > click OK. (Alternate text is what will appear on the page if the image takes time to load.)



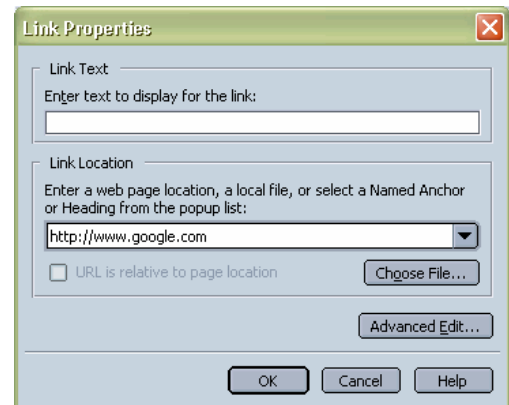
#### Create an Internal Link -

- Highlight text or graphic that you want to become a link

- Select Insert > Link or click Link button on toolbar
- Click "Choose File" button > locate web page you want to link to > click OK
- Save page > click Browse button on toolbar to test link in browser

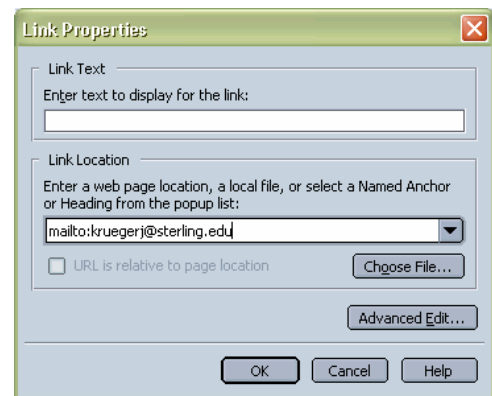
#### Create an External Link -

- Highlight text or graphic that you want to become a link
- Select Insert > Link or click Link button on toolbar
- In "Link Location" window, type URL of page you want to link to (include http://) > click OK
- Save page > click Browse button on toolbar to test link in browser



#### Create an E-mail Link -

- Highlight text or graphic that you want to become a link
- Select Insert > Link or click Link button on toolbar
- In "Link Location" window, type mailto:name@address > click OK
- Save page > click Browse button on toolbar to test link in browser



#### Resources on the Web -

- Web Page Tutorial -- [www.deblogan.com/design.html](http://www.deblogan.com/design.html) (user-friendly site for page design and content)
- Graphics & Images - [www.flamingtext.com/start.html](http://www.flamingtext.com/start.html) (site for making headings, buttons etc.)
- Design / Create / Animate - [www.mediabuilder.com](http://www.mediabuilder.com) (another site for creating original graphics & images)

#### Important USD 376 Policy Reminder -

- Web pages may not contain a picture, name, or project of an individual student unless a signed parent permission form is on file.
- When referring to students on a web page, only first names may be used.