

Web Pages, The Next Step

Create a folder

Create a folder inside Sites and drag all the necessary images (photos and graphics) into it.

Create a new page

Under **File**, select **New**, then choose **Composer Page**.
Save this new web page in your folder: **File** --> **Save as**

The main page of the folder should be called **index.html** or **index.htm**. There should be no spaces in between. Use lower case letters.

Open and edit an existing webpage

Drag the file into Netscape. Under **File** choose **Edit Page**.

Add a background

Under **Format** select **Page Colors and Background**.

To choose a background color, select **custom colors**. Click on **background** and choose a color.

To add a background picture, select **Choose File** and locate the image you want to use as your background. Click on **Open** and the "path" of the image file will show up in the space for **Background Image**. Click **Ok**.

Add a title

Under **Format** select **Page Title and Properties**. Enter the title.



Insert an image

Choose **Insert** then **Image** or click on the image button at the top. Click on **Choose File**. Locate the image you want to insert and click on OK. (Alternate text is what would show up if your picture can't load. If you choose to insert text, write it in this field. Otherwise, just select "Don't use alternate text". Click Ok.)



Create a link to another webpage

Highlight the text or the image that you want to make into "hypertext" or an active link. While still highlighted, choose the LINK button at the top. To make a link to one of your pages, select **Choose File**. Simply find the ".htm" or ".html" file that you want to link to, and select it. Click Ok.



Create a link to an Internet site

To make a link to an external web page, you must type in the exact web address (or copy it from the web and paste it here) in the **Link Location** field (second box). Click Ok.



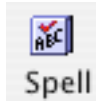
Create a link to an email address

Highlight the text or the image that you want to make into "hypertext" or an active link. While still highlighted, choose the LINK button at the top. Inside **Link Location** (second box) type: mailto:email_address
(Ex: mailto:mbr@hotmail.com)



Create a link to a pdf document

Highlight the text or the image that you want to make into "hypertext" or an active link. While still highlighted, choose the LINK button at the top. To make a link to the pdf document, select **Choose File**. Simply find the ".pdf" file that you want to link to, and select it. Click Ok.



Check spelling

Under **Edit** select **Check Spelling** or click on the spelling icon on top.



Preview webpage

Click on the Browse icon to preview your webpage.

Things to Keep in Mind

- All files and images must be saved under the same folder
- Resizing of graphics and photos is done outside of Netscape Composer.
- Photos have a jpeg format and graphics have a gif format
- There are 216 web safe colors that are shared between computer platforms
- Not all computers have the same fonts. Some common ones are: Arial, Times, Times new roman, Courier, Helvetica, Verdana, Geneva & Georgia. If the person browsing your webpage doesn't have the font your page is using, plain text will be displayed.
- Guidelines for file names
 - file names end in extension .htm or .html
 - graphic files extensions are .jpg, .jpeg, and .gif
 - onl lower case letters or numbers
 - no spaces
 - underscore can be used to create spaces
 - no special characters
- Keep webpages small. The smaller, the faster.

Extras

Free clipart, buttons & backgrounds

Barry's Clipart

<http://www.barrysclipart.com>

Kidsdomain Clipart

<http://www.kidsdomain.com/clip>

Discovery School Clipart Gallery

<http://school.discovery.com/clipart>

Pics4learning

<http://pics.tech4learning.com>

Backgroundcity.com

<http://www.backgroundcity.com>

Thematic Graphics Archives

<http://www.ausmall.com.au/freegraf/freegrfa.htm>