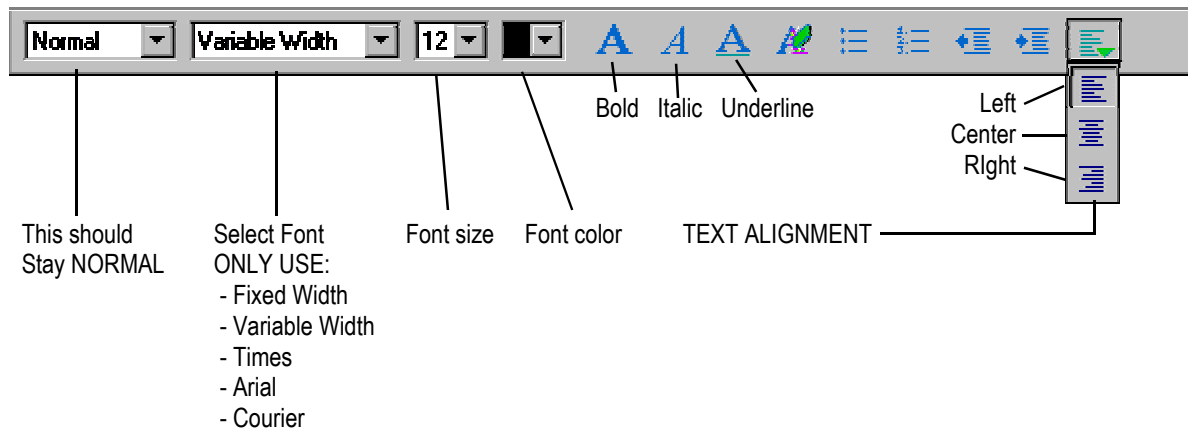
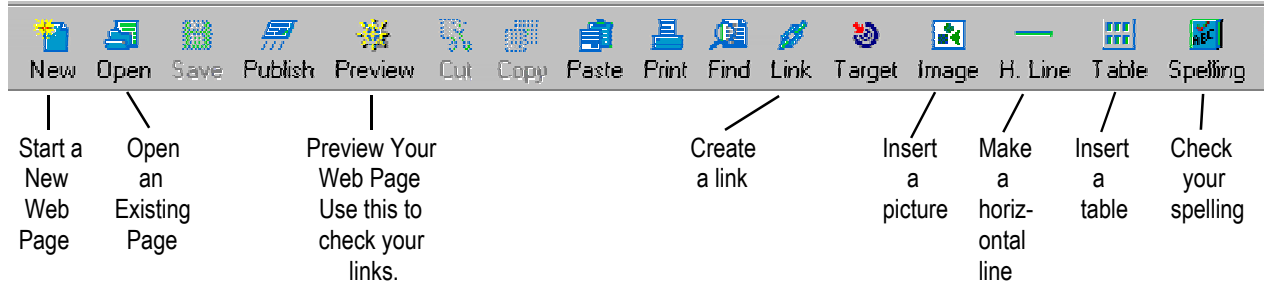


Using Netscape Composer

The Netscape Toolbar



General Web Page Rules:

SAVING YOUR PAGE

- All of your web pages must be saved in the same directory (folder) or floppy disk.
- Your *home page* should ALWAYS be named **index**
- DO NOT use spaces in your file names.
- DO NOT use UPPER CASE letters in your file names.

PICTURES

- All the picture files used on your page must be saved in the same directory (folder) or floppy disk as your web pages.
- Use only **.jpg** or **.gif** picture file types.
- Other file types will not work properly.

Changing background color or image

Go to the **Format** menu and select **Page Color and Properties**.

Click here to change the background color.

Click here to choose from a list of different color schemes.

To use a background image:

- Make sure the picture is saved in the same folder as your web page.
- Check the Use Image box
- Click on Choose File and open the picture you want to be your background.

Page Properties

General | Colors and Background | META Tags

Page Colors

Use viewer's browser colors (No colors saved in page)

Use custom colors (Save colors in page)

Normal Text

Link Text

Active Link Text

Followed Link Text

Background (Background image overrides this color.)

Color Schemes: Netscape Default Colors

Background Image

Use Image: []

Leave image at the original location

Choose File...

Save these settings for new pages

OK Cancel Apply Help

DO NOT USE ANIMATED BACKGROUNDS

Make sure your text color stands out from your background.

- If your background is dark, pick a light text color.
- If your background is light, pick a dark text color.

Inserting a picture

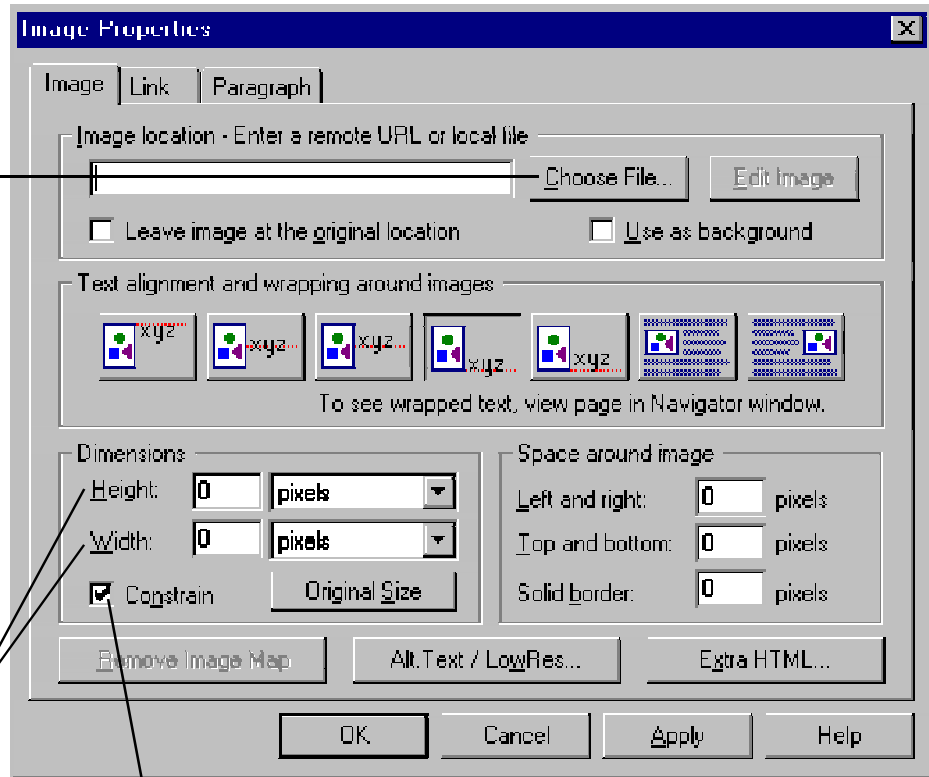
1. Make sure the picture is saved in the same folder as your web pages.
2. Position your flashing cursor on your screen where you want the picture to go.
3. Click on the **Image** button on the tool bar.

4. Click on **Choose File** and open the picture you want to insert.

5. Click **OK**

After the picture is on your page, you can resize it by right clicking on the picture and selecting **Image Properties**

Then change the height or width by typing in new numbers.



If you want the picture to keep it's same shape, make sure the **Constrain** box is checked.

Making Links

1. Highlight (select) the text or picture that you want to be your link.
2. Right click inside what you just highlighted.
3. Select **Create Link Using Selected...**

The text or the file name of the picture that you highlighted will appear here. Make sure it is correct.

To Link to one of YOUR web pages, Click Choose File. Select the Web page you want to link to.

To Link to another page on the Internet, Type the Location of the web page here. Remember to start with http://

When you are done, click OK

Character Properties

Character | **Link** | Paragraph

Link source

Linked text:
Click here to go to my Home Page

Link to

Link to a page location or local file:

(No targets in selected page)

Show targets in:
 Current page
 Selected file

Making Tables

1. Position your flashing cursor on your screen where you want the picture to go.
2. Click on the **Table** button on the tool bar.

Set the number of rows and columns for your table.

Select the where you want the table to appear in your page using the Table Alignment buttons.

To set the table to automatically adjust it's size to whatever you put in it, make sure the Table Width, and Equal column widths boxes are NOT checked.

If you would like your table to have a different background color than your web page, check Use Color and select a color for your table.

The image shows a 'New Table Properties' dialog box with several settings and annotations. The dialog has a title bar 'New Table Properties' and a close button (X). The settings are as follows:

- Number of rows: 1
- Number of columns: 2
- Table Alignment: Left, Center, Right
- Include caption: Include caption, Above table, Below table
- Border line width: Border line width: 1 pixels
- Cell spacing: 1 pixels between cells
- Cell padding: 1 pixel space within cells
- Table width: Table width: 100 % of window
- Table min. height: Table min. height: 100 % of window
- Equal column widths: Equal column widths
- Table Background: Use Color, Use Image, Leave image at the original location

Annotations with arrows point to the following elements:

- Number of rows and columns input fields.
- Table Alignment radio buttons.
- Table width and Equal column widths checkboxes.
- Use Color checkbox and the color selection box.

Buttons at the bottom: Extra HTML..., OK, Cancel, Apply, Help.