

To Make a Web Page at Tavelli with Netscape Composer:



1. First make a folder for your web page inside your folder:
 - a. Name your folder your login name_web. (For example, s1234_web, or rdeakin_web). All images and web pages that you will use need to be saved in this folder!
2. Start > Netscape Composer
3. File > New > Blank Page
4. Format > Page Colors and Properties
5. Click the Colors and Background tab.
 - a. Use the text and background colors you want. Use contrasting colors to your text is easy to read.
6. Click "General" tab
 - a. In Title box, type whatever you want it to say at the top of the window
 - b. Click OK
7. Alignment tool > Center > Type the heading of your web page. (Larger size and bold.)
8. File > Save > name your file with all lower case letters and no spaces. Save in the folder you made in Step 1. Again, make sure any images you want to use are inside this folder before moving to Step 9.
9. Inserting Images: Double check and make sure that your images are in the same folder as your web page. Some people like to make a folder inside their web page folder just for images and keep all their images in there. Once you insert an image, if anything is moved from its original location, it will break the connection with the image and it won't work. After making sure your image is in the folder, click Insert > Image > (Or use the Insert Image tool). From the Image Properties window, click the Choose image button. Choose the image you want to put in your page. Notice the different choices of the way the image can interact with text. You also can add space or border around the image or make the image a link here. Note: To see what your image will truly look like as a web page, you have to view it in a browser. (Click the Preview tool to do this.)
10. Making links between files or to external web sites:
 - a. Make sure all files are saved in your web page folder and:
 - i. Select the text or image you want to make into a link
 - ii. Insert > Link, or click the Link tool
 - iii. To link to other files, click the Choose File button, or to link to web sites, type or paste the URL of the web site into the Link to: box.
 - iv. If you want the new page to open as a new window, click the Extra HTML button and type target= "_blank" in the space.
11. File > Save to save all changes.
12. Quit all applications.
13. Everything in your web page folder needs to be kept together and stay in the same place once you've made changes and saved. If you remove any files from the folder, it will ruin any links you had on them and things won't work.