

Web Page Editors I

Netscape Composer



**Utah
Education Network**

Staff Development

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Date: March 21, 2000

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Web Page Editors Agenda

Instructor: _____

Date: _____

Phone: _____

E-mail: _____

- ____ 1. Preview Manual
- ____ 2. Plan a Web Page
- ____ 3. Explore the interface of Netscape Composer
- ____ 4. Review the Basics
- ____ 5. Set up a web page
- ____ 6. Add text to a web page
- ____ 7. Add images to a web page
- ____ 8. Create Hyperlinks
- ____ 9. Work with Tables
- ____ 10. Learn how to publish a web site
- ____ 11. Complete Course Evaluation



Web Page Editors Introduction

Welcome

Welcome to Web Page Editors: A Hands-On Introduction to Netscape Composer. This class will introduce you to the world of creating web pages using a specialized program available to you with your Netscape browser. We have selected to teach Netscape Composer for two reasons. First, it is easy to use especially for beginning web designers and second, Composer is a free program that is part of the Netscape Communicator suite.

Why Use the Web?

Many educators wonder why they would want to use the web as a medium for storing and presenting information. Here are some points to ponder when deciding if the web is a worthwhile medium for you and your classroom:

- The web runs 24 hrs a day. Students, parents, and other educators can access your information any time.
- The web has worldwide access. A parent or student can find out about class activities, homework assignments or read lecture materials from anywhere they have access to the Internet.
- The web makes your presentations instantly portable. You can access lecture notes from any computer either in your classroom or at a conference across the state or around the world.
- Information is one of the most valuable commodities we have to share today. The Web allows you to gain access to that commodity.

Even when you understand the Web is a valuable tool there are still concerns about how to use it in the classroom. UEN offers many classes on how to integrate the Internet in to your curriculum but in this class we are going to focus on how to create you own web site of information that can be shared over the Internet. You many be thinking “isn’t it hard to make a web page?” or “doesn’t it take a lot of time to create a web page?”. By the end of this class, you will realize that anyone can create a web page.

Web Definitions

Here are some handy definitions that will help you better understand what happens when you create a web page.

HTML – **H**ypertext **M**arkup **L**anguage is a text formatting language that is used to create web pages. HTML consists of tags that are used to tell the web browser (Netscape Navigator or Microsoft Internet Explorer) how to display the information on your computer screen.



Note: *Although it is not necessary to know HTML to create a web page, we highly recommend that you learn how to write HTML code. If you don't take the time to learn HTML you will always be at the mercy of the software you use to create the site. UEN offers several HTML classes.*

Web Page – A single file made up of text and HTML code (Also called an HTML Document). A web page is saved with a .html or .htm extension (index.html).

Web Site – A collection of web pages that make up a specific collection of information. Web pages that make up a web site are usually stored in the same folder on one computer. Very seldom will you ever make just one web page most likely you will make a web site.

Web Server – A computer with a constant connection to the Internet that stores the pages that make up your web site. To make your web site available to the WWW you must have your pages on a web server.

Home Page – The first page or “home base” page of your web site. The home page is usually the “welcome” page. It is a good idea to always save your home page with the name index.html.

Hypertext/Hyperlink – Text or graphic that when clicked on will take you to another web page. Hypertext and hyperlinks are what make the web such a useful tool.

WWW - World Wide Web

URL - **U**niform **R**esource **L**ocator an electronic address for the web page.

Web pages or HTML documents are nothing more than text. To create a web page by hand all you need is a text editor like Notepad (Windows) or Simple Text (Mac) and a collection of images to put in the page. Creating web pages by hand can be a very time consuming task depending on how large your web site is. Web Editors were developed to save web designers time as well as make it easier for anyone to make a web page.

Web Editors are “word processors” for web documents. They give you the ability to create a web page without being ‘bogged down’ in the code. Editors increase efficiency and simplify many of the processes used in creating a good web site.

However, to be a true webmaster or web designer requires an understanding of HTML and the support of a good editor to help you accomplish your goals.

There are dozens of web editors available on the market of differing costs, complexities and abilities. In this class, we will concentrate on learning to use Netscape Composer. Netscape Composer is not the most powerful web editor around but it is easy-to-use and the price is right (free), making it a perfect tool to use for beginning web designer.



Section 1

Planning Your Web Site

CAN I MAKE A WEB PAGE?

The real question is not if I can make a web page, but should I make a web page? Anyone with a little desire can build a web page. The process is no more difficult than creating a newsletter or putting together a “PowerPoint” presentation. The difference is the medium used to present the information and the potential audience that you can reach with your web page.

There is only one rule you should apply to creating a web page. Make sure that there is a purpose for putting information on the web. Ask yourself, “will my web page add to the wealth of knowledge available on the web and/or provide a valuable resource to a community I interact with.” No one likes to look at a page that just says Hi. If the information you are going to provide is already on the web there is no need to completely duplicate the information. However, providing a collecting point for information pertinent to your classroom or school is a beneficial use of the web.

Planning

Before you sit down at a computer to make your web site, you should plan it on paper first. Decide on the purpose of your web site, make a list of the items you want to include on your site. Sketch out the layout of each page and show how they link together. Gather the resources you need, text, graphics etc.

Planning includes more than just the layout of the site. A good site also has a consistent look and an orderly method of presenting information. Before the first <HTML> tags or images are put on a page, a true webmaster will have a strategy for the site about to be created.

The Look

The look of the page should be consistent. Use the same background, color scheme, font, and header/footer style. Pages that change design from page to page may show off your design ability but the viewer will have a hard time knowing if he/she has left your site or is still accessing the intended information.

Consistency applies to more than your current pages. As you update and maintain the site, try to maintain the look of your site. Web pages are a lot like magazines. When people choose to subscribe to a magazine, they often have a choice between several on the topic. Subscription is based as much on the layout as on the content. A layout change can have a drastic effect on readership. If you are going to change the look of your site, publicize it and help people get adjusted to it.

The Information

Present the information in tidy packages. Too much information on the screen is very difficult to read and inconsistencies in the presentation style will cause confusion. Some designers recommend a 3 x 3 rule for their pages. No more than three paragraphs of three sentences each per page. This will assure plenty of "white space" on the page.

Navigation

Navigation is a critical issue. A good web site has a structure that is easy to follow. When designing your site create a flow chart that represents the pages and how they will be interconnected. Buttons that let the guest return to your homepage are essential. Sometimes people will access a web site from somewhere other than the homepage. If you don't provide good navigation, people browsing your site won't get to see all of your handiwork.

Production

This is the fun part of web creation. Now that you have made the effort to create a plan, it is time to see if the plan is a good one. Some points to remember when creating your page:

- Don't over decorate your page.
- Avoid long text sections.
- Don't use busy backgrounds.
- Keep image sizes small.
- Check your spelling.
- Split long pages into several shorter ones.
- Use lists to avoid long text sections.
- If you use a graphic for navigation provide text links as well.
- Design for your target audience.
- Stick to the established web standards. <http://www.w3c.org/>

Validating

Validating your page is a good final measure before you let the world see your site. Web page validation is like giving your page to a proofreader to look for subtle grammatical errors. HTML is a world wide standard and

has very strict standards on how the code should be used. Web browsers are rather forgiving when it comes to minor infractions of the HTML code. In order to ensure that your page will be viewed successfully around the world, the little extra work of validating you code is worth it. You can get software to help with the validation process. Many web page editors have validators built into them. Additionally web sites offer validation services as well. Below is a list of web site validators:



CAST: Bobby - <http://www.cast.org/bobby/>

Is your Web page accessible to people with disabilities? Bobby is a Web- based checker that will examine your page for accessibility problems.



Doctor HTML - <http://www2.imagiware.com/RxHTML/>

Doctor HTML is a complete HTML checker. It has spell checker, some version validation, tables and forms checking, and link verification.



WDG HTML Validator - <http://www.htmlhelp.com/tools/validator/>

The WDG Validator will check the syntactical correctness of your HTML to help you produce more accessible Web pages.



Weblint - <http://www.unipress.com/cgi-bin/WWWweblint>

This is a more general HTML checker. It's output is friendlier than the HTML validator and also checks for some of the more common mistakes. Weblint now charges for its services at this site. However you can submit documents of less than 2k for free.

Publishing

Once all the hard work of creating the page is complete, it's time to get the page on a server and let people see your work. This can be accomplished many different ways. One is "word of mouth." In the case of a school site this may be enough.

If you really want to get your site out there then you should register with the various search engines on the web. Lycos, Yahoo, Excite and Web Crawler all have registration opportunities. This can be a slightly time consuming process, but it will ensure that you get into the search engine databases. The easier alternative is to use the services of Submit It! Submit It! (www.submit-it.com/) is a web site publicity service that relays information to all of the major search engines for a modest fee. When registering your site remember to give a good description of your site using keywords that people are likely to use when searching for a site like yours.

The last alternative is to use the lazy persons method, that is to wait for the search engine spiders to come crawling through your site. This method doesn't typically produce as many hits unless you have used the <META> tag effectively, titled your pages to produce hits or are just plain lucky. The <META> tag is introduced in UEN Staff Development "Advanced HTML" class. The size of the audience you want to collect will determine which alternative you will use.

Hosting A Web Site

Creating a web page doesn't require any particularly sophisticated equipment. A basic text editor and a web browser are the only tools that are a necessity. On the other side of this coin is the hosting of a web page. Hosting or publishing a web page requires the use of more sophisticated resources, specifically a web server and an Internet connection. This section discusses various ways of finding a home for your web site and topics that you should be aware of when publishing your web site.

A web server is a specialized computer that is set up to present HTML documents to client machines that request the information. Getting access to a web server is not a particularly difficult obstacle to overcome. Depending on the nature of your site, the frequency of revision, size and other variables one of the following solutions will allow you to get your site online.

District/School Hosting

One of the best resources to use as an educator is your district or school web server. To find out what resources are available to you check with your Network Administrator. There should be space available to you for publishing a school or classroom web page.

Depending on how your district or school administers their web site, you may be limited in some areas such as site size, access to the server, and content on pages. As you approach your district or school ask some questions:

- Will I have personal access to the server or will the administrator be managing the file transfers?
- Who else will have access to my web site?
- Do I have a limit to the amount of information I can store on the server?
- What type of directory structure is preferred / required?
- What is the default home page name if index.html is not used?
- What MIME types are supported? Flash, Java, Microsoft, VRML, Sound, Video?
- Can I use "X" software with the server?
- What will be the URL of my web site?
- Can I use CGI scripts?

Commercial Internet Service Providers (ISP)

Typically ISP's are very easy to work with and very accessible, they do however cost money for the account. Commercial Internet providers typically use UNIX machines for their servers. This is a different platform from Windows or Macintosh. Working with these types of machines requires familiarity with Telnet, FTP and a basic understanding of UNIX permissions to take full advantage of the web hosting capabilities.

Many of the same types of questions apply when working with a commercial ISP or web host. However some things are different.

- You will be responsible for posting your web pages.
- Customer support may be more (or less) accessible.
- Space limitations will apply.

If you have a commercial Internet account you are likely paying for a web page whether you are using it or not. Additionally you may find that your ISP has more capabilities available for your web site than may be available through District/School hosting. For instance:

- Preformatted CGI scripts for form parsing.
- Preformatted Guestbooks and hit counters.
- Database Support (i.e. SQL, Access, Oracle)

Free Hosting

Several web sites provide free web page hosting. Of course, you may end up with a URL that is extremely long we recommend reading the fine print when using a free hosting service. Here are a few site that provide free web page hosting:

ACME City - www.acmecity.com/
B-City - www.bcity.com/bcity/
Conk!World - <http://conk.com/world/>
Geocities - www.geocities.com
FreeTown - <http://www.freetown.com/>
Homestead - <http://www.homestead.com/>

Self Serving

If the other three options won't work, you can always set up your own web server. This is not a particularly difficult task, however many new variables enter the picture as you shift from Web Master to Server Administrator. UEN offers Web Server class if you are interested in learn how to set up your own web server.



Now You Try It Activity 1

Take some time and plan your web site. Decide its purpose and what information you will include on it. Draw the layout and navigation on paper. Create a storyboard!



Section 2

Getting Started

The following sections are designed to introduce you to the basic functions of Netscape Composer, a web page editor that is part of both Netscape Navigator (v3.0) and Netscape Communicator (v4.0). Using this editor allows you to do almost everything you need to do when creating a basic web page. You don't have to be a computer whiz – you can use Netscape Composer, to create, and edit, your own web pages.



Netscape Composer

Composer helps you create and edit your own web pages. Composer looks and acts like a word processing program, and is just as easy to use. The basic elements of a web page are text, pictures, and links; composer give you access to all of these elements in a simple format.



Note: *Netscape Composer is the web page editor that comes with Netscape Communicator Suite. If you don't have Netscape Communicator or are using an older version, you can download the latest version of Netscape's browser free by going to <http://www.netscape.com/computing/download>.*

- Netscape Communicator 4.7 – the newest version with the heaviest system requirements. The Windows 95/98/NT version requires a 486 processor and 32 MB RAM; the Macintosh version requires a PowerPC processor, 24 MB Ram, and system 7.61/8.1 and higher.
- Netscape Communicator 4.0 – an older version that works for Windows 95/NT and even Windows 3.1; also OK for Macintosh 68K processors but still requires System 7.6

Setting up a File Structure



Before you begin to create a web site, you should set up a file structure on your computers hard drive. This is the location on your computer where all of your HTML documents and images for your web site are going to be saved. It is very important to save all of you web pages for your site in the same folder, by doing so you will save yourself many headaches. For the purposes of this class, let's create a folder on the desktop. Use the right mouse button (right click) on the desktop, a pop-up menu will appear, select **New** and **Folder**. A new folder will appear on your desktop. Give the folder a name such as “my web page” or “web

site” or something as equally descriptive. Open your new folder by double clicking on it with your mouse. Once the folder is open, create another new folder. Name this folder “*images*” or “*graphics*”. You will save all of the graphics that you use on your web pages in this folder. The purpose for creating a graphics folder is to help keep your folder organized and easy to maintain. There is no set rule has to how your file structure should be set up inside of the web site folder. Do what ever is most logical to you.

How to Start Composer

To begin creating a web page, open Netscape Navigator (the browser). When you create a web page, you will need BOTH Netscape Navigator and Netscape Composer. You will create your web page in Composer and then view the results in Navigator. Look at the lower right-hand corner of the Netscape Navigator screen. You should see a small toolbar that looks like this:

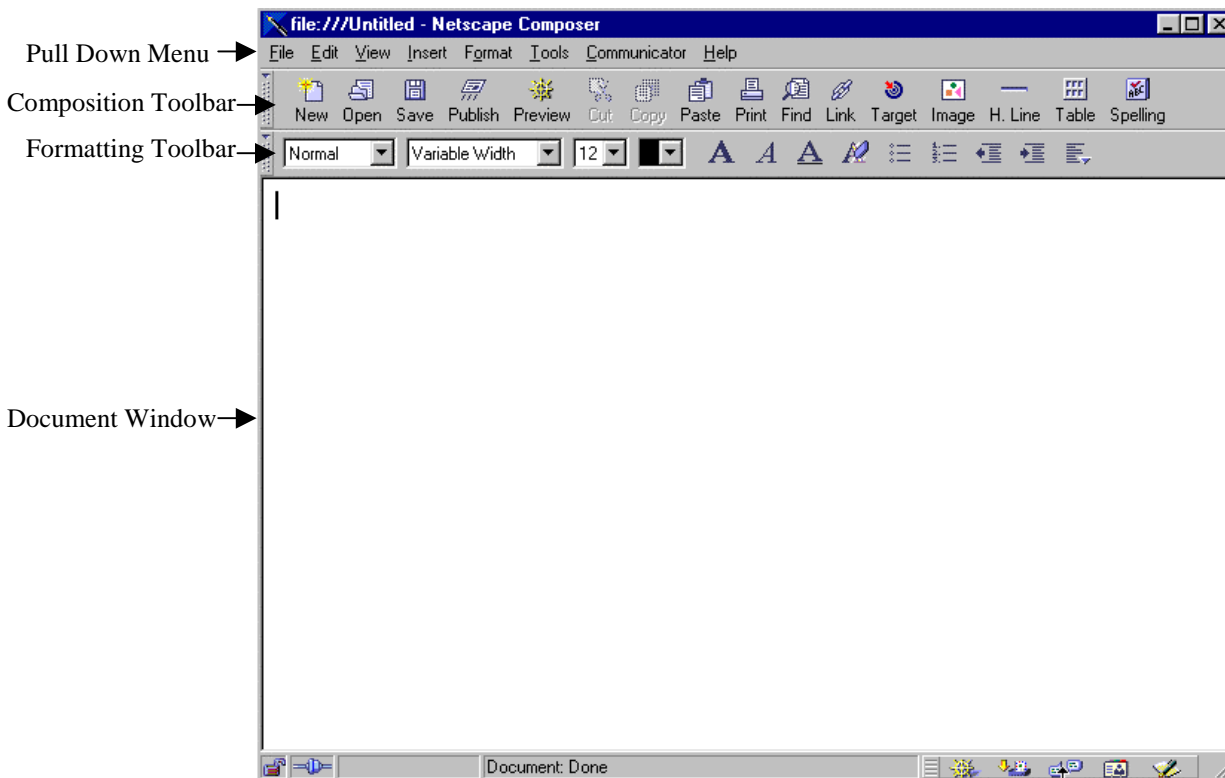


On the left is the wheel  symbol for Navigator (browser). On the right is the pen and pad  symbol for Composer. When you click on the compser symbol Composer will be launched opening to a blank page. You can move from Composer to Navigator simply by clicking on the appropriate symbol.

Two other ways to start Composer are:

1. Go to the **File** menu, select **New**, and **Blank page**.
2. Go to the **Communicator** menu and select **Composer**.

This is what Netscape Composer looks like when it is open:



Netscape Composer has three major tool bars:

Pull Down Menu - is at the top of the screen at all times. Click on one of the words in the menu and a Pull down menu will appear.

Composition Toolbar – this toolbar contains shortcuts to the most commonly used functions in Composer. If you would like to hide the Composition Toolbar pull down the **View** menu and select **Show Composition Bar**. If you would like to bring the toolbar back, repeat the above step.

Formatting Toolbar – this toolbar contains shortcuts to the most commonly used formatting command used when creating a web page. This toolbar is very similar to the formatting toolbars in a word processor. If you would like to hide the formatting toolbar pull down the **View** menu and select **Show Formatting Bar**. If you would like to bring the toolbar back, repeat the above step.

Review the Basics

Many of the techniques you use in your word processor will also work the same way in Netscape Composer. Perhaps the most useful of these are the cut, copy paste, undo, and save functions.



TO CUT: Highlight the item you want to move. (Remember, "cut" will take something such as text or an image, remove it from where it is and place it somewhere else). Then click once on the "cut" icon at the top of the page.



TO PASTE: Click your cursor once on the page where you want to put what you just cut. Then click on the "paste" icon at the top of the page. Bingo! It magically reappears in its new location.



TO COPY: Same procedure. Highlight the section you want to copy, then click on the "Copy" icon at the top of the page. When you copy, you will make a second version that you will then insert in a new location, leaving the original where it is. To paste the second version, see instructions above.



SPELL CHECK: Place your cursor at the beginning of the page then click the Spelling Button. A suggestion list will appear for each misspelled word.

TO UNDO: If you try something and don't like it, you can use the "undo" feature to get rid of it. Go to the **Edit** drop-down menu at the top of the screen and Select **Undo**. However, you must invoke this command immediately after the goof. "Undo" will only undo the last operation.



TO SAVE: As you work on your web page, do a little bit at a time, and save often by clicking on the save icon. Each time you add to your web page in Composer, then switch to Navigator to view it, you will need to click on the RELOAD icon in Navigator to view the changes.



Now You Try It Activity 2

Complete the following step.

1. Create a folder on the desktop of your computer. Name the folder “your name” or “web folder”. This is the folder were you will save all of your work.
2. Open Netscape and practice going between Netscape Navigator and Netscape Communicator. Practice until you feel comfortable going between the two programs.
3. In Netscape Composer, become familiar with the interface by looking in the pull down menus and clicking on some of the buttons.



Section 3

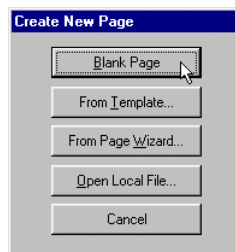
Setting up a Web Page

The easiest way to learn how to make a web page is to make one and then experiment with it. The following are step by step instructions on how to create your own web page using Composer. There are many web sites tutorials on how to use Netscape Composer. The step by step instructions for this manual are a combination of few of the following web site tutorials.

- www.msubillings.edu/tool/tutorial
- admin5.hsc.uth.tmc.edu/ishome/applications/composer/wbt/index.htm
- www.oxy.edu/departments/intech/how-to/publishing.html
- WWW.CS.Trinity.Edu/~thicks/Communicator/Composer1/
- www.furman.edu/~pecoy/mfl195/composer/

Creating a New Page

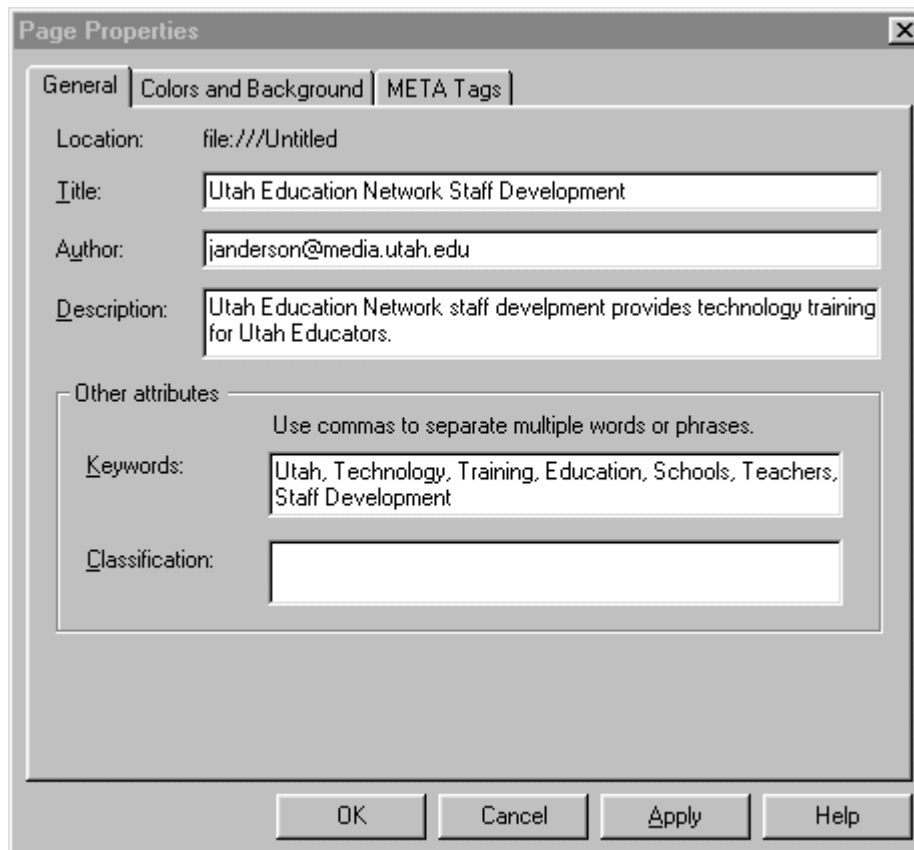
1. Start Composer.
2. Composer will launch with a new, blank web page in the window. This new page is your blank canvas for composing a web page, hence the name Composer!
3. If you would like to create another blank page while in Composer, you can do it one of two ways.
 - Go to the **File** menu, select **New**, and **Blank page**.
 - Click the **New button** on the Composition toolbar. Select Blank Page button from the pop-up menu.



Setting Page Properties

Begin your web page by setting up the basic characteristics for the page. Such as background text color, page title etc.

1. Go to the pull down menu **Format > Page Colors and Properties**. A pop dialog box will appear select the **General** tab.



The screenshot shows the 'Page Properties' dialog box with the 'General' tab selected. The 'Location' is 'file:///Untitled'. The 'Title' is 'Utah Education Network Staff Development'. The 'Author' is 'janderson@media.utah.edu'. The 'Description' is 'Utah Education Network staff development provides technology training for Utah Educators.' The 'Keywords' are 'Utah, Technology, Training, Education, Schools, Teachers, Staff Development'. The 'Classification' field is empty. The dialog box has 'OK', 'Cancel', 'Apply', and 'Help' buttons at the bottom.

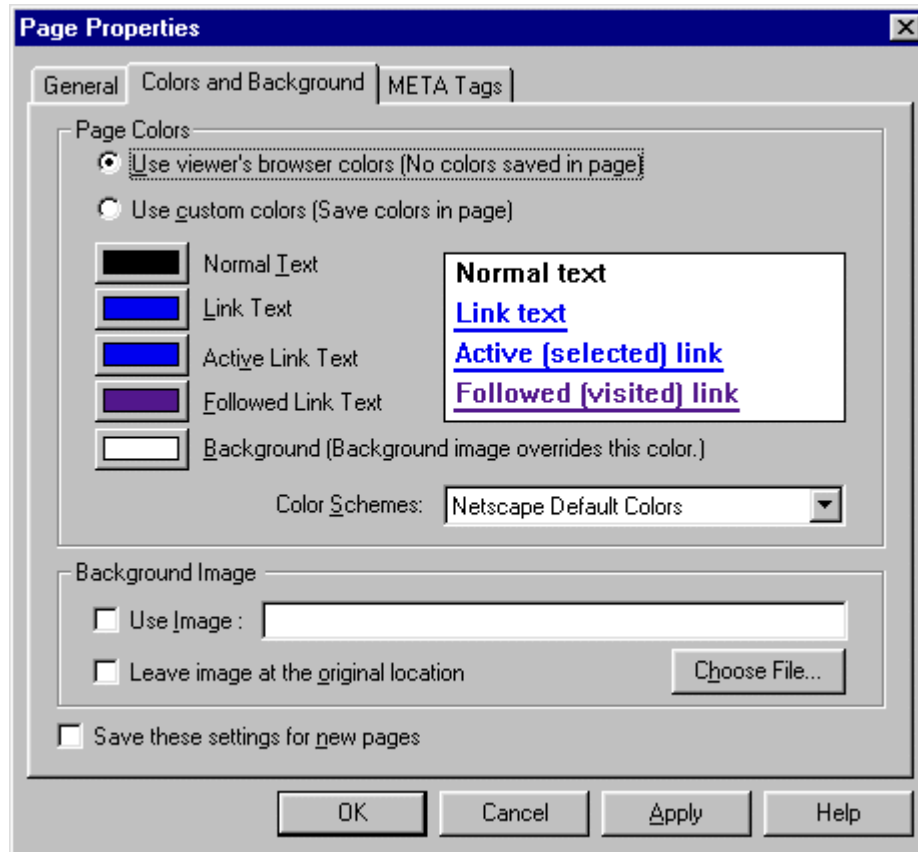
2. Type a title for your web page in the title text box.



Note: The title is displays at the top of the screen when you view the page in a web browser. Enter a descriptive, user-friendly title. (if you don't do it at this point, you will be prompted to do it later).

3. Enter your name or email address in the author text box.
4. Type a description for your page in the Description text box. Make the description short and accurate. This description is used by search engines to describe your page.
5. Type in some keywords in the keyword text box. Use keywords that you think people will use at a search site to find your page.

6. Click the **Colors and Background** tab.



7. Select the radio button next to “*Use custom colors*”. You can change the text, links, and background color for your page by clicking on the color box and selecting the desired color from the palette.



Note: Netscape provides color schemes to choose from. White or subtly colored backgrounds work best. If you use a dark color, make sure that you have contrasting text colors.

8. If you have a background image that you would like to use for your page, put a check mark next to “*Use Image:*” and click **the Chose File...** button. Your background image should be saved in your web folder.
9. If you want to use these page settings on all of your pages that your are creating for your web site check the box next to “*Save these setting*”

for new pages.” Every time you create a new page in Composer it will have these page settings and colors.

10. Click the **OK** button when finished.

Saving Your Page

Before you get too far on your web page, you should save it. This will ensure that if your computer crashes you will not lose everything. It also establishes the location of the file, which is important when you are adding graphics and creating hyperlinks.

1. To save your page go to the pull down menu **File > Save** or click the Save button on the Composition toolbar.



2. In the save as dialog box find the location of your web folder and give your page a file name i.e. *index.html* or *class.html*.



Note: Avoid using spaces or special symbols in your file name. If this is the very first page of your web site, use the name *index.html*. Any other page can have whatever name you want to give it. Make sure that you save often!

Previewing Your Page

You can preview your document at any time while you are working on it. It is recommended that you preview your page often because what you see in the document window in composer is not always what it will look like in the browser. It is especially important that you preview your web pages before you put them on to the Internet. Make sure that your page formatting looks good, all of your images appear and all of your links work.

1. If you haven't already done so, save the page you're working on by clicking on the Save button on the Composition toolbar.



Note: Always save your page before you preview it. If you do not save the changes you made since the last save will not be displayed.

2. From the composition toolbar, click the Preview button. Your web page will open in Netscape Navigator and display as others would on the web.





Now You Try It Activity 3

Complete the following steps.

1. Create a blank web page.
2. Set up the page properties for your web page. Give it a page title, set up the color scheme and background color or image.
3. Save you web page in you desktop folder.
4. Preview you page.



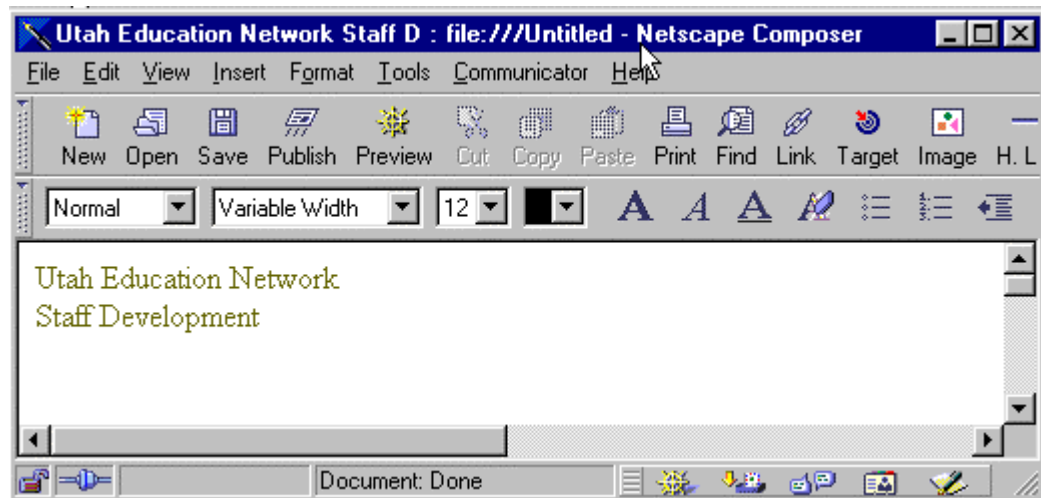
Section 4

Working with Text

Adding and Formatting Text

Adding text to your page is very similar to adding text in a word processor.

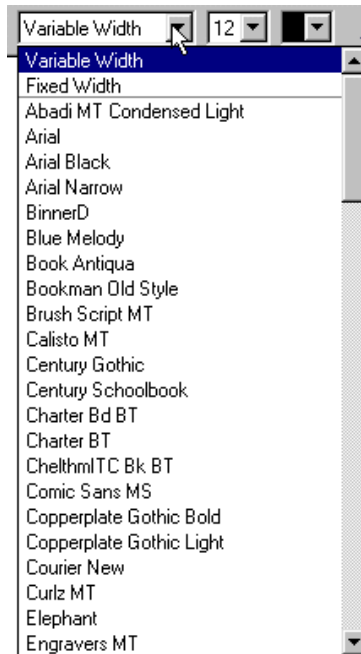
1. In the document window, click to place your cursor in the window. Your cursor will appear in the top left corner of the page.
2. Start typing.



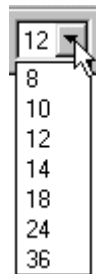
Now that you have text on your page, you can change the formatting.

3. Select the text you would like to format.

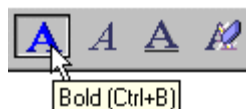
4. Change the font for the selected text by going to the pull down menu **Format > Font**. Or select a font from the font pull down menu on the Formatting Toolbar.



5. Change the font size for the selected text by going to the pull down menu **Format > Size**. Or select a size from the Size pull down menu on the Formatting Toolbar.



6. Change the font Style for the selected text by going to the pull down menu **Format > Style**. Or select a Style from the Formatting Toolbar. You have a choice of **Bold**, *Italic*, Underline, or No Style.



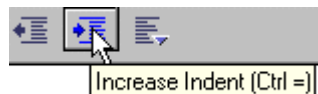
7. Change the font color for the selected text by going to the pull down menu **Format > Color**. Or select a color from the color pull down palette on the Formatting Toolbar.



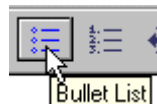
8. Change the alignment for the selected text by going to the pull down menu **Format > Align**. Or select an alignment from the alignment pull down icon on the Formatting Toolbar. You have a choice of Left, Center, or Right alignments.



9. Indent the selected text by going to the pull down menu **Format > Increase Indent**. Or click on the increase indent icon on the Formatting Toolbar.




10. To create a number or bulleted list go to the pull down menu **Format > list** and select the type of list you want to create. Or select either the number or bullet list icon from the Formatting Toolbar.

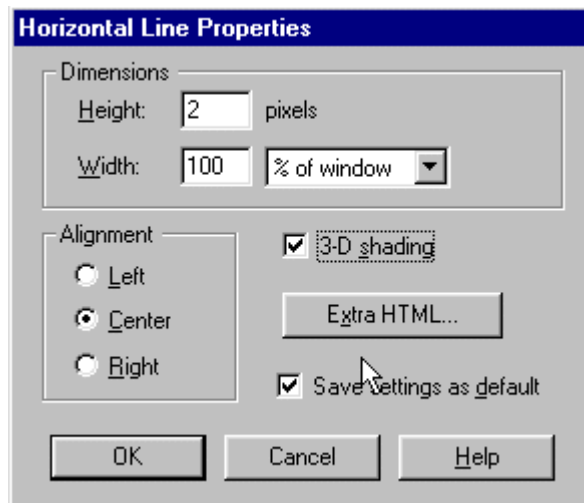


Note: When using a number list you will only see # where the numbers should be. When you preview the page in Navigator the numbers will appear correctly.

Add a Horizontal Line

Horizontal lines are a good way to break up sections of text or divide the space on your page.

1. Click the location in the Composer window where you want to insert the line.
2. Go to the pull down menu **Insert > Horizontal Line** or click the Insert Horizontal Line button  on the Composition toolbar. A line will appear on your page.
3. Double click the line to change its size or style. The horizontal Line Properties dialog box will appear.



4. Set the properties the way you would like line to appear.
5. When you're done click **OK** to close the Horizontal Line Properties dialog box.



Now You Try It

Activity 4

Add text to your web page. Use some of the formatting tools available in Composer. Use a couple different styles and colors.



Section 5

Working with Images

Graphics for the Web

You can put images on your pages to make them more visually interesting. Images are part of why the web is so popular.

Each image on a web page is a separate file, distinct from the HTML document that makes up a web page. The page contains not the images themselves, but a link to the image, which is displayed as part of the page. It is very important to save your images your web folder. When you publish your pages on the Internet both the pages and the images must be placed on the web server.

File Formats for the Web

There are two graphics formats that are used on the web: GIF and JPEG. GIF's are usually the best format for graphics with a few solid colors, such as logos. GIF files end with the extension .gif. JPEG's are the best for graphics with many colors such as photographs. JPEG files end with the extension .jpg.

Where can I get graphics?

There are several ways to obtain graphic for your web page.

1. **From other web sites:** Right-click on a picture and the option to save it will usually appear on the shortcut menu ("Save Image As" or "Save Picture As"). Save it in the folder you have created for web page files.



Note: *When you are considering using other people's graphics, always assume they are copyrighted unless otherwise noted. There are several free clipart sites on the web try to stick with them. If you are using a graphic from someone else's page, ask permission first.*

Here is some web sites that offer free graphics (unless otherwise noted on the site):

Barry's Clip Art Server: www.barrysclipart.com

Clip Art Connection: www.clipartconnection.com

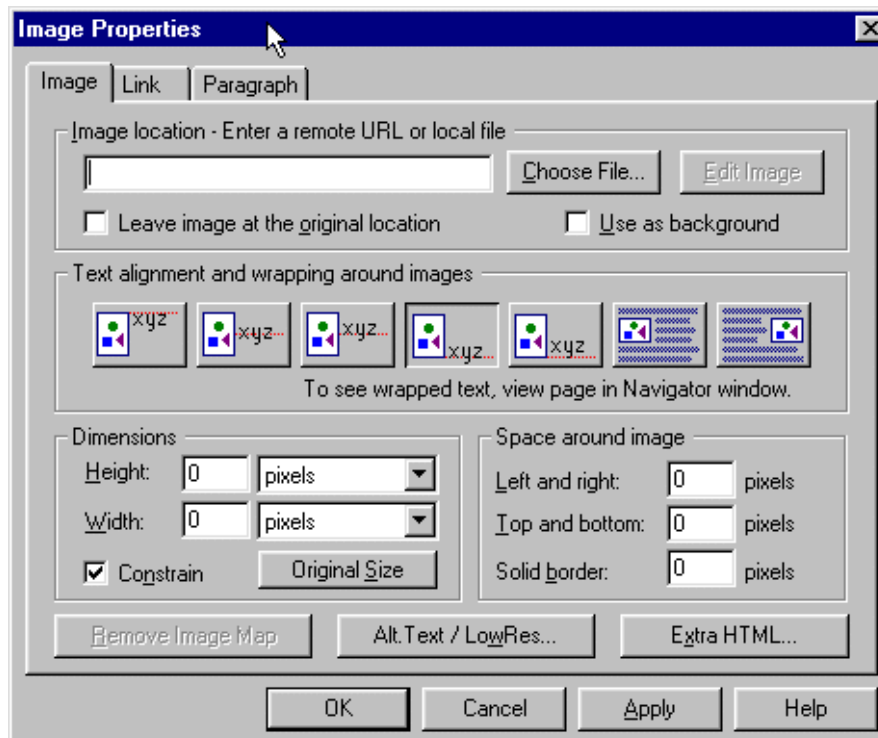
Search Altavista: www.altavista.com

2. **Scan them:** Some schools have scanners available that convert photos to computer graphics. To learn more about scanning photos take the UEN's Web imaging I class.
3. **Digital Camera:** If you have access to a digital camera you can take pictures and they are saved in the digital format. Check the setting of you camera and make sure that the pictures are saved as .jpg.
4. **Convert existing graphics:** If you have access to Graphics Editor Program, you may be able to open and save an existing graphic in the GIF or JPEG format.

Now that you know how to obtain graphics lets put them on your web page. Just make sure that the graphics that you are going to use are saved in you web folder.

Placing Images

1. Click the place in the document window where you want the image to appear.
2. From the pull down menu Insert > Image or click the image button on the Composition toolbar. Either way, the Image Properties dialog box will appear with the Image tab visible.



3. Click the **Choose File...** button on open dialog box will appear. Locate the Image file on your hard drive and click Open. The Open dialog box will close. You'll see the path and name of the image file you selected in the Image Location text box.



Note: By default, Composer saves a copy of the image in the same folder as the page so that images will always appear with your web page. If you move the image file to a different folder, it will no longer appear on your page.

4. You can set several other properties for your images experiment with them and see how they affect your page and image.
5. When you're done, click OK to close the Image Properties dialog box and return to the Composer window, where you'll see the image on the page.
6. If you would like to align your image select it and go to the pull down menu **Format > Align**.



Note: You can make the image bigger or smaller by selecting it and then clicking and dragging the image from the corner. However, this will sometimes distort the image or make it look pixelated.



Now You Try It Activity 5

Add some graphic to your page. If you need to take some time and find graphic on the Internet that you can use. Make sure that you save all graphics you want to use on you web page in your desktop folder.



Section 6

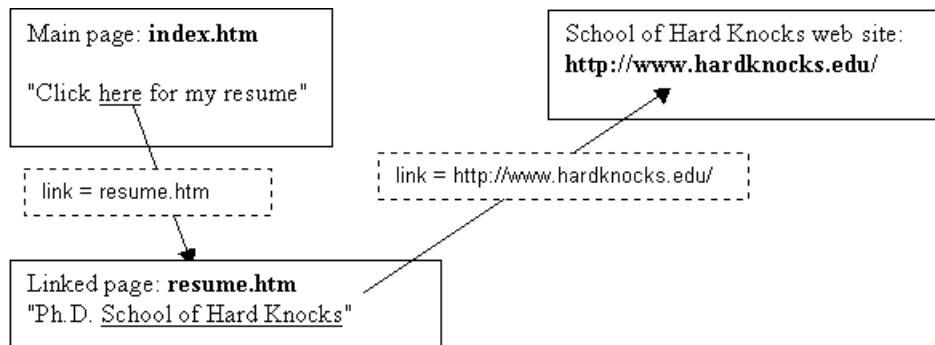
Creating Links

Creating Links

A link, also known as a hyperlink, is what distinguishes web pages from plain old pages. Clicking a link takes a web user to another web page. A link is simply the address of the other web page. Both text and graphics can be hyperlinks.

There are two types of links: internal (or relative), external (or absolute). Use internal links to connect files within the web site you are creating. Use external links to connect to other web pages outside of your web site.

In the example below, the pages `index.htm` and `resume.htm` are being created by the same person. The links are internal. The School of Hard Knocks web site is an external link.

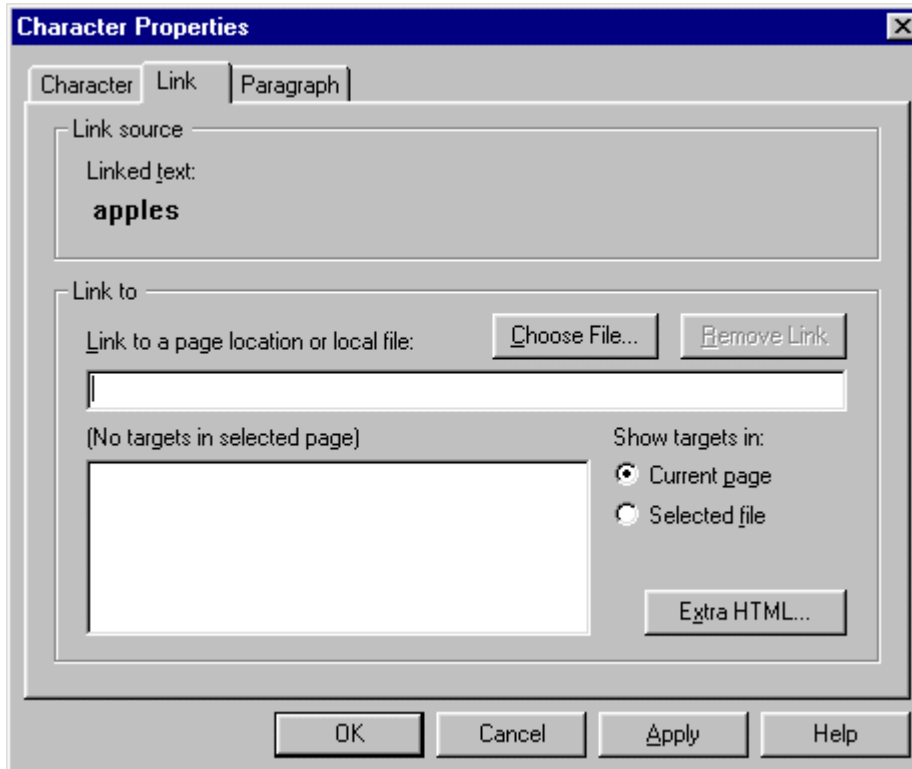


There are two special links, an email link and a target link. You can use the email links to send email from your page. Use a target link to link to information within the same page. Let's go ahead and create some links.

Text Link

1. In the Composer window, select the text that you want to become a link.

2. Go to the pull down menu **Insert > Link** or click the Link button on the Composition toolbar. The Character Properties dialog box will appear, with the Link tab at the front.



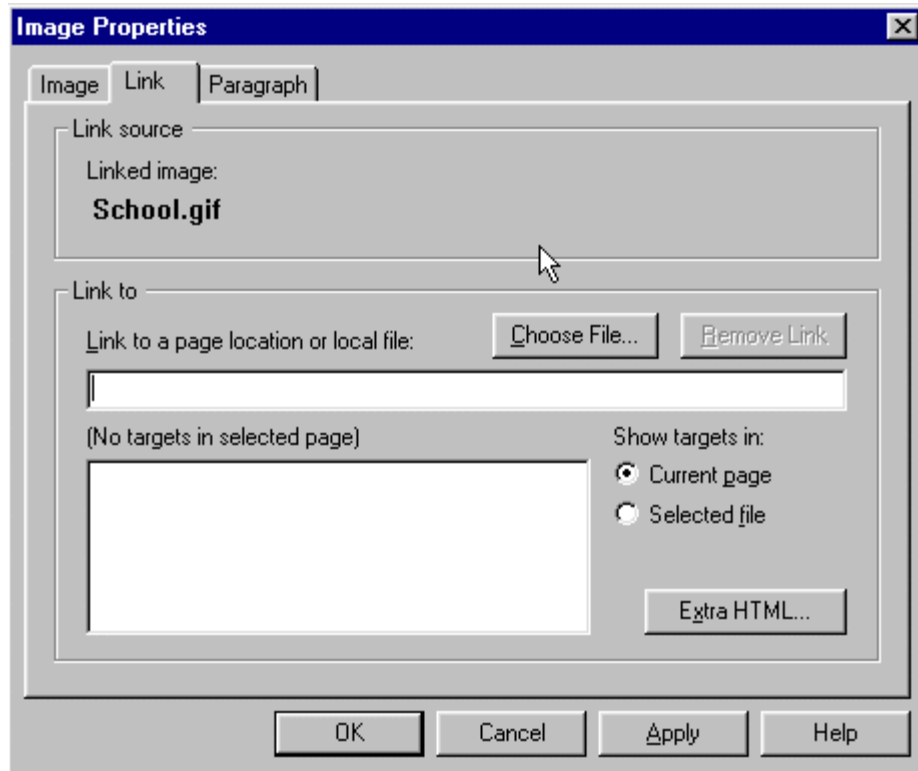
3. If you are linking to an external source type (or paste) the URL of the page to which you want to link in the Link to text box. Make sure that you address starts with an HTTP:// your link will now work with out it.
4. If you are creating an internal link, click the **Choose File...** button and browse to location of the internal page. The page you are linking to should be in the same web folder.
5. Click OK to close the Character Properties dialog box and return to the Composer window.



Note: An email link allows the reader to send you an email message directly from your web page. To create an email link simply follow the above steps and instead entering the web page URL in the link to text box type [Mailto:name@someware.com](mailto:name@someware.com). (Do not add any spaces). This will create an email link.

Image Links

1. In the Composer window, select the image that you want to become a link.
2. Go to the pull down menu **Insert** > **Link** or click the Link button on the Composition toolbar. The Image Properties dialog box will appear, with the Link tab at the front.

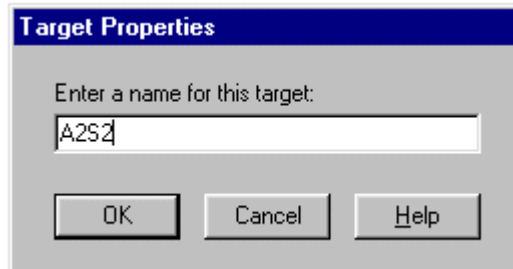


3. If you are linking to an external source type (or paste) the URL of the page to which you want to link in the Link to text box. Make sure that you address starts with an HTTP:// your link will now work with out it.
4. If you are creating an internal link, click the **Choose File...** button and browse to location of the internal page. The page you are linking to should be in the same web folder.
5. Click OK to close the Image Properties dialog box and return to the Composer window.

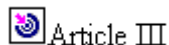
Target Link

You would use a target link if you had a long web document such as the Constitution of the United States and you wanted your readers to be able to jump to certain parts of you document i.e. Article III. Section 2. Then you would use a target link.

1. Create a table of content or some type of text navigation at the beginning of your document.
2. Place your cursor in front of the text in your document that you would like to jump to i.e. Article III. Section 2.
3. Go to the pull down menu **Insert > Target** or click the Target button on the Composition toolbar. The Target Properties dialog box will appear.

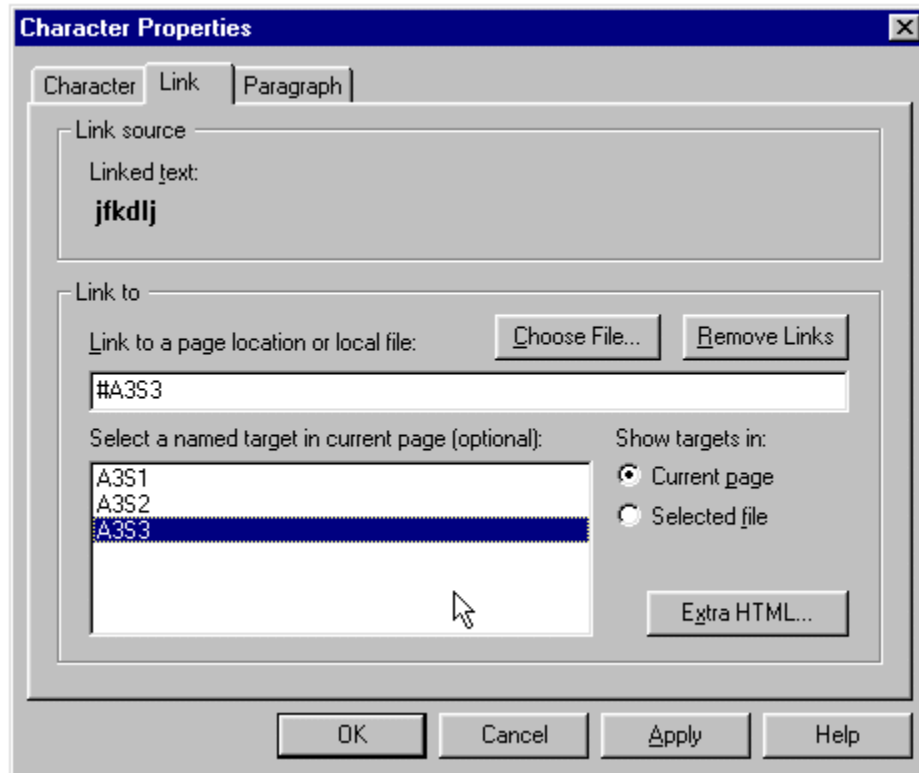


4. Give the target a name. Make the name simple and easy to understand. Click OK when you are finished.
5. A target Icon will appear in front of the text you want to be able to jump to from the beginning of the document. This icon will not be visible when viewing the page in Netscape Navigator.



6. Create the link to the target by selecting the text that you want the readers to click on to get to the target. This text will most likely be in a table of contents, or text navigation at the top of the document.

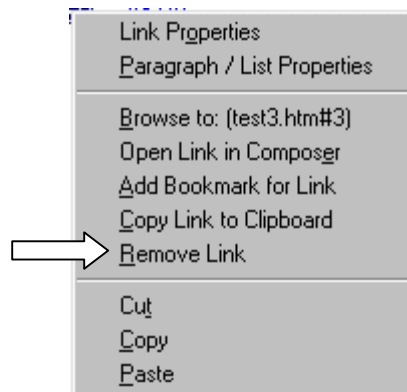
7. Click the link button and the character properties window will open. Click the radio button next to "Current Page". All of the available targets for that page will show up in the target window.



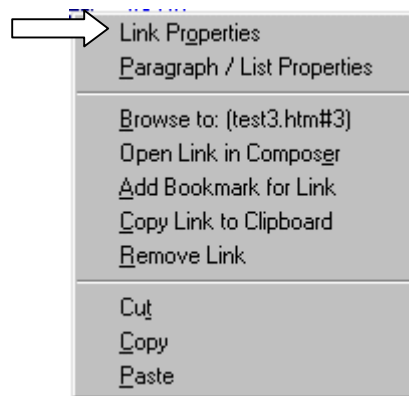
8. Select the target you want to link to from the target window.
9. Click OK when finished.

Removing or Changing Links

1. To remove a link right click on the link and choose **Remove Link** from the pop-up menu.



2. To change a link right click on the link and choose **Link Properties** from the pop-up menu.



3. To remove a target. Select the target icon and press the delete key on your keyboard. Make sure that you remove any links to the target you deleted.
4. To change a target double click on the target icon and the target properties dialog box will appear. Make sure that you change any links to that target.



Now You Try It Activity 6

Complete the following steps:

1. Create a text link to an internal page and an external page.
2. Create an image link.
3. Create an email link.



Section 7

Working with Tables

Tables help you organize and present information, such as a calendar of event, faculty and staff information, or homework assignments for the year in a grid of columns and rows.

You can also use one or more tables on a page when you want to have greater control over the layout of you text and images. Alignment of text and images is a serious problem in HTL documents. Tabs don't work in HTML as they do in word processors. You can't use tabs to line up information in columns. HTML only recognizes on space from the space bar. You can not set Margins in HTML documents. To solve these problems you will want to use tables. They are very easy to do with the table tool in Composer.

Create a Table

1. Click in your document window where you want the table to appear.
2. Got to the pull down menu **Insert > Table** or click the Insert Table button from the Composition toolbar. The New Table Properties dialog box will appear.



3. Set the number of rows and columns you want your table to have. You can always add more later.
4. Set the table alignment (right, left, center).
5. Set the border line width. If you do not want a border around your table change the border line width to 0.
6. Set cell spacing and cell padding.
7. Set the table width. The table width can be either in % or in pixels.



Note: *If you use % then your table will changes sized depending on the browser window size. If you use pixels you table will always remain the same size.*

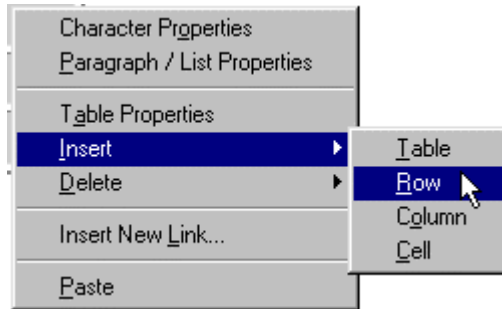
8. Decide if you want your columns to be equal sizes or to adjust to the content that is with in the cell. Check the box if you want the columns to be equal sizes.
9. If you want to have a background color for your table, check the box and pick a color by clicking on the color box.
10. When finished click OK.
11. Once you have your table in composer you can add text in or insert image in the cells. Simply put your cursor in on of the cells and proceed as you would outside of the table. Any formating that you can do outside of the table you can do inside of the table, such as changing font size, color, style, alignment or making the text or image a link. Below is an example of a table.

Faculty and Staff Email List

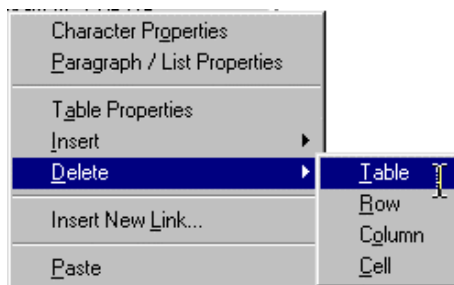
Mr. Smith	msmith@k12.ut.us
Mrs. Anderson	janderson@k12.ut.us
Mr. Jones	jones@k12.ut.us

Adding or Deleting Parts of the Table

1. To add a row to the end of your table, put your cursor in the last cell and press the tab key. A new row will be added to your table.
2. To add a row in the middle of your table, put your cursor in the row ABOVE where you want to add the row. Click the right mouse button and the following menu will appear. Go to **Insert > Row**.

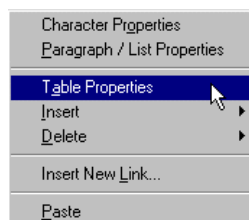


3. To add a column, place your cursor in the cell TO THE LEFT of where you want the new column to appear. Click the right mouse button and go to **Insert > Column**.
4. To delete the table, column, row or cell put your cursor in the location in the table you wish to delete and right click. Select **Delete > "item"** from the pop-up menu.

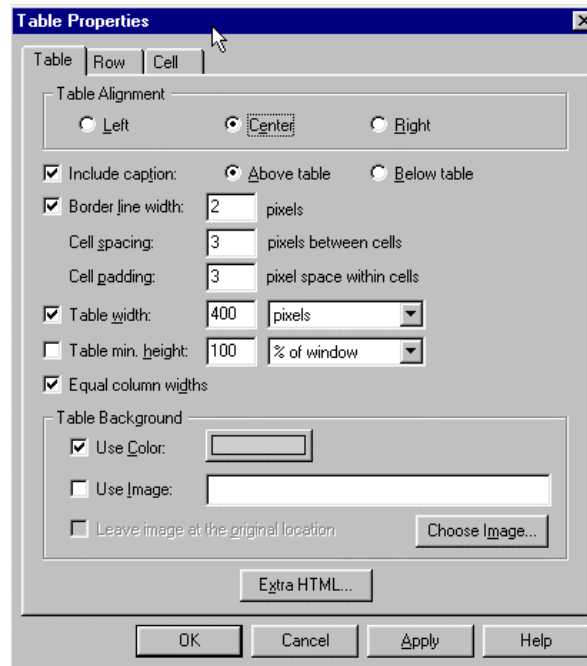


You can at anytime change the basic characteristics of your table.

1. Place your cursor within the table, right click the mouse and the following pop-up menu will appear. Select **Table Properties**.



2. The Table Properties window will appear with the table tab showing. Change whatever properties are necessary and click OK when finished.



3. You can change individual cell properties by clicking in the cell that you want to change and right click and select Table Properties from the pop-up menu.
4. Click the Cell tab in the Table Properties dialog box.



5. If you would like a cell to span over multiple rows or columns change the appropriate text box. This is very helpful when you are trying to create an appealing layout design using tables.
6. You can also change the color of individual cells.
7. Play around with the different options available in the Table Properties dialog box.



Now You Try It Activity 7

Create a table on you web page. Use the table as a way to display information in a grid of columns and rows or use it for layout purposes.



Section 8

Publishing Your Page

Publishing Your Page

If your page exists only on your local hard drive, you can browse the page, but no one else can. Once you have finished making your web page and have tested the links, you need to publish your page to a Web Server. When you publish your page on a Web Server, you copy your page to a computer that lets other people see it over the Internet. You must have access to a Web Server, this access may come from your school or district, a free Internet web server or your local Internet Service Provider (ISP). The important thing to remember is that you can not publish your web page without access to a Web Server.

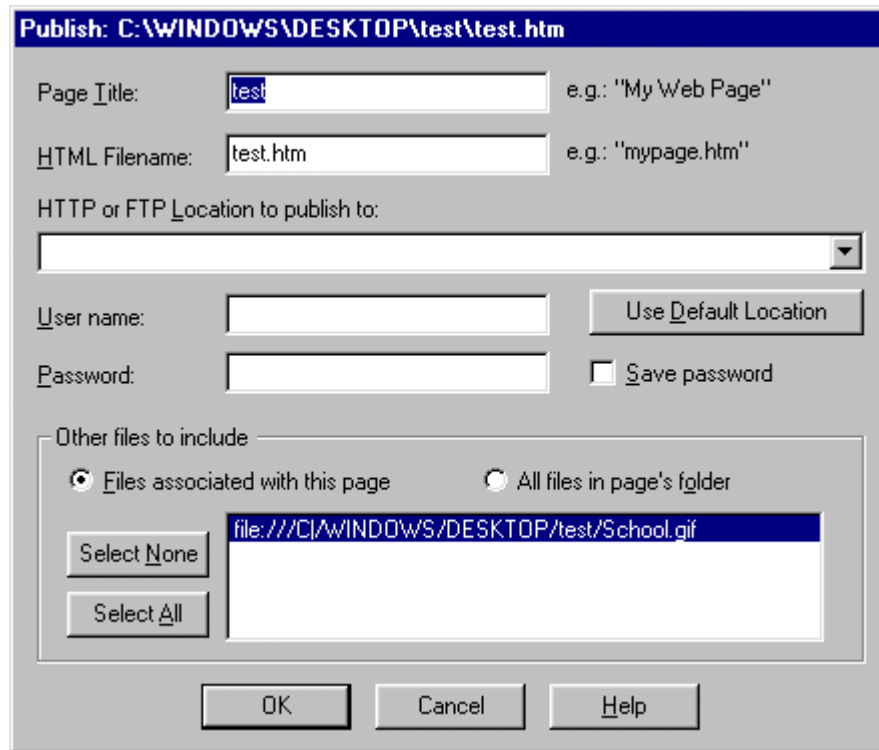
Once you have access to a Web Server Netscape Composer provides you with an easy interface for publishing your web pages, but before you use the publish feature you must have several pieces of information. Make sure you have the information you need to publish your page. You must know:

- The FTP or HTTP address of the server that will be hosting your page.
- Your Internet account name.
- Your account password.

Call your Internet Service Provider or system administrator for the above information.

1. Connect to the Internet as you normally do.
2. If it's not already visible in the Composer window, open the page you want to publish.
3. Click the Publish button on the Composition toolbar or from the pull down menu, select **File > Publish**. Either way, the Publish Page dialog box will appear.





4. In the Publish Files to This Location text box, type the address of the Web Server where you are publish you page.
5. In the User Name text box, type the user name for you internet account.
6. In the password text box, type your password.
7. Click the files associated with the page radio button to include any image files your page uses. Or click the all files in the page's folder radio button to include all the pages and image in that folder.
8. When you have all the information in the correct locations click OK.
9. When the Composer is finished uploading the files, the Publish Page dialog box will close.
10. To see your page live on the Internet, go to Navigator and type in you web page URL.

CONGRATULATIONS!
YOU NOW HAVE A WEB PAGE ON THE WEB!



Now You Try It Home Work

Credit is available in two forms: university credit from Southern Utah University for recertification or inservice credit from the State Office of Education. To receive credit, return the following assignment with in one month of final class date to:

UEN Staff Development
201 Milton Bennion Hall
1705 Campus Central Drive
University of Utah
Salt Lake City, UT 84112-9250

or via fax at (801)585-9040. If you request State credit, your request will be forwarded to the State Office of Education for final approval. If you request university credit, an application form will be returned to you which you can fill out and send back with the fee to SUU. Forms must be returned by the following deadlines: November 1st (fall semester), March 10th (spring semester), August 1st (summer semester).

Name _____

SS# _____

Address _____

Class Title _____

School _____

Date Attended _____

District _____

Instructor _____

Type of Credit:

University (SUU)
500 Level – Graded
\$15.00/per credit

State Office
No Charge

Assignment:

Create a web site using Netscape Composer. Include in you web site:

- 5 pages that link together.
- Use 2 different fonts in you text.
- Use 2 different colors of text.
- 2 graphic on each page.
- 1 table.
- Use 5 internal links, 3 external links, and 1 email link.

Save you web site on a disk and mail it to the above address. If you have published you page on the web write the URL to the page you created on this homework sheet and send it to the above address.

Course Evaluation

Course Title

Instructor

Dates

Please give both a numerical rating and an explanation. On numerical items, 1 means poor, 2 means fair, 3 means average, 4 means good, and 5 means very strong.

Overall, how would you rate your course experience as compared to other inservice you have received? 1 2 3 4 5

Compared to other UEN Staff Development Training you've taken, how would you rate this course? 1 2 3 4 5

What was the **best part of this class**?

List three **ways this class could be improved**.

What should the course **spend more time on** or cover that it doesn't?

In terms of curriculum, what should the course **spend less time on**?

How would you rate the **clarity** of the curriculum? 1 2 3 4 5

How would you rate the **delivery** of instruction? 1 2 3 4 5

How would you rate the **knowledge of your instructor/s**? 1 2 3 4 5

How would you rate the **accessibility of instructors and level of personal attention**? 1 2 3 4 5

How would you rate the **manual quality**? 1 2 3 4 5

How would you rate the **pace of instruction**? Too Fast Good Too Slow

What will be your biggest **obstacles to implementation** of what you learned?

Please rate your past experience with each of the following aspects of UEN
(leave an item blank if you have not experienced it)

Overall _____
Training _____

Help Desk _____
Web Content _____

Web Design _____
Installation Team _____