



Netscape Composer 7 – Level II

Background: Netscape Composer, which is a component of Netscape 7, allows you to create a Web page in “WYSIWYG” (“What you see is what you get”) format. This training assumes you have attended a Level I training session or a basic familiarity with Netscape Composer as a Web page editor.

Tips & Review before we begin...

- ❖ Always place Web page components (pages, images, etc.) in the SAME folder in My Documents, a diskette or pen drive.
 - It is best to do this from the start, rather than trying to correct file locations later
- ❖ Use short file names, in all lowercase letters with no spaces (i.e., run it all together and abbreviate).
 - Letters, numerals, and Underscores (_) are acceptable characters in Web file names.
- ❖ Make your Web page viewable on all systems.
 - Always begin Web pages by inserting a 700 pixel-wide Table and placing all pages components within this table.
- ❖ Images from the Internet carry a copyright.
 - Read the fine print and make sure you have permission to use a picture or image.
 - When in doubt – get permission in writing and always cite your source!
- ❖ Get parental permission before posting a student’s work or including his or her name or picture on a Web site!
 - It is okay to post first names without permission
 - Pictures and/or last names require a signed CQ Exhibit D for each Web site where the student is referenced, pictured, or where his/her work appears.
 - Students retain ownership of all created works – art, essays/papers, web pages, music, etc. – permission MUST be granted for it to be posted.
- ❖ Contact ITC or your campus webmaster to transfer your Web pages on the Internet.

1. Open Composer to Create or Edit a page
Any computer with Netscape Communicator or Netscape Navigator automatically has Netscape Composer.

New

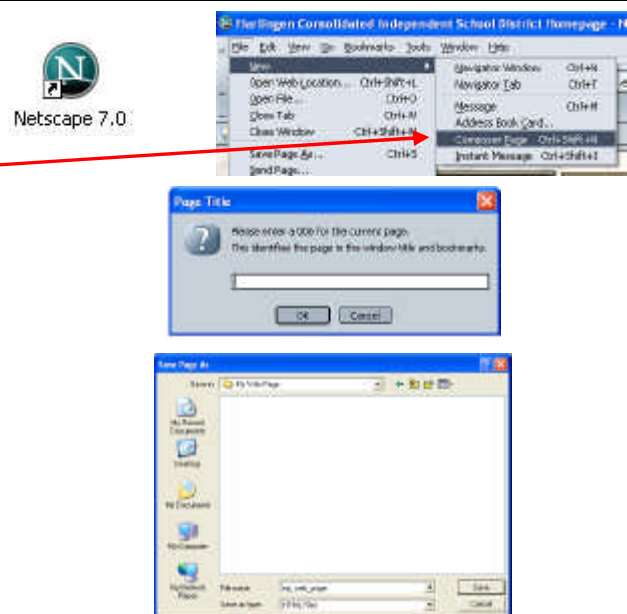
- Open Netscape 7, Click on File ⇒ New ⇒ Composer Page
(This will open Netscape Composer)

Existing

- Open Netscape 7, Click on Window ⇒ Composer then Click on File ⇒ Open Page and locate the Folder and File to use in My Documents and Click Open

Borrowed

- In Netscape, locate the Web page whose design you like *and that you have permission to use*. Click on File ⇒ Save As ⇒ locate the Folder where you would like to save the file ⇒ determine if you are saving only the HTML or the complete page ⇒ Click Save



★Note: When borrowing a web page from another source, Netscape's "Complete Page" save option & Internet Explorer will create an additional folder and will put all images on the page in this folder. It will also change the code on the page to reference that folder. Later, when FTPing the page, the page and its folder will both need to be uploaded.

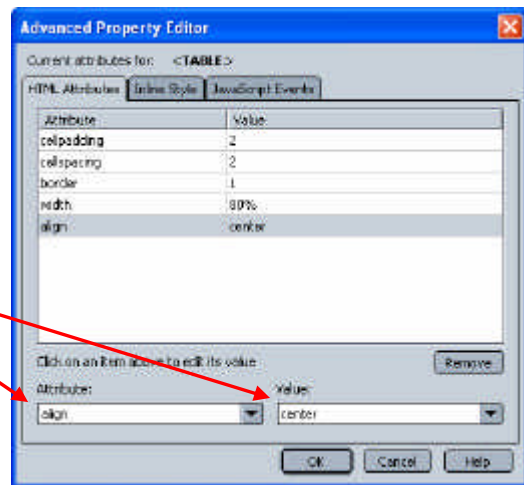
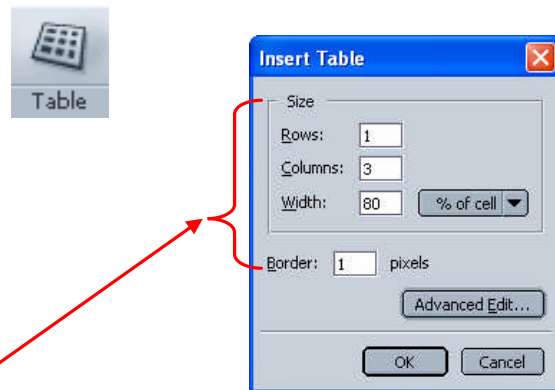
2. Add a Table inside the original Table

What is the advantage of using Tables?

- Align words and images
- Include a table of contents (links)
- Divide text into newspaper columns
- Create an online calendar
- Add a picture frame around an image without fancy imaging software

- Position the cursor inside the original table where you want the new table to appear.
- Click the Table Icon -or- Insert ⇒ Table
- Establish the following Table Settings:
 - Rows: **1**
 - Columns: **3**
 - Width: **80 % of parent cell**
 - Border: **1 pixels**
- Click on Advanced Edit... and set the alignment of the table:
 - Attribute: **align**
 - Value: **center**
- Click on OK twice.

Note: Once the table has been inserted, it can be resized quickly (overall height & width) on the screen by clicking and dragging the "handles" (little black boxes) around the perimeter of the table.



3. Examples of tables in use

Table of Contents

- In each cell of your table, type a short subtitle.
- Highlight and Insert Links to Internal Anchors/Targets, Web sites, or eMail addresses for each subtitle.

Aligning Words and Images

- In the first cell, Insert an Image
 - In the second cell, type a sentence
 - In the third cell, Insert another Image
- Different cells can have different formats (font, size, style, alignment, color, etc.)



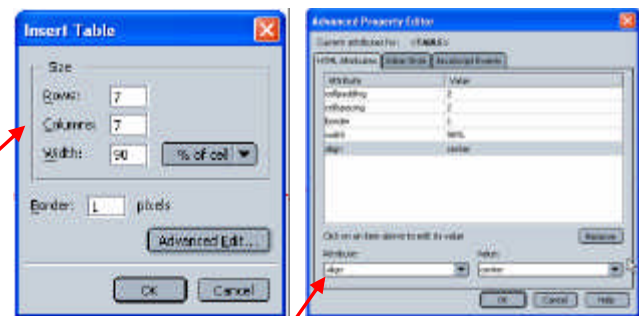
4. Calendars and other types of Tables

- Insert a Table for a monthly calendar:

- Rows: **7**
- Columns: **7**
- Width: **90 % of parent cell**
- Border: **1 pixels**

Advanced Edit...

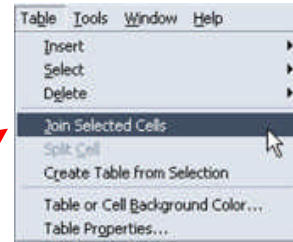
- Attribute: **align**
- Value: **center**



- In the first cell of the first row type the name of the month (ex: September), leaving the remainder of the cells in that row empty
- In the cells in the second row type the days of the week (ex: Monday), filling the second row
- Type a number in each of the subsequent cells, beginning with a 1 where the first day of the month would begin and ending with the last date of the month (28, 30 or 31)
- Stretch the title (September) across the width of the table and merge the cells in the first row
 - Click on the cell containing the title (September), press and hold the shift key and click the last cell in the row to highlight the entire row
 - Choose Table ⇒ Join Selected Cells
- Format the cells of the calendar (center, bold, colors, etc.) and add additional information as needed

September						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September						
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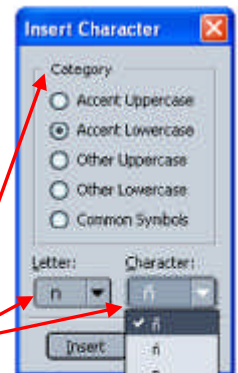
September						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Things To Know About Tables

- Rows can be added by pressing the Tab key.
- Add columns by placing your cursor in the column next to which you would like to insert a new column. Click Table ⇒ Insert ⇒ Column Before (to the Right) or Column After (to the Left).
- Remove elements (rows, columns, cells) from a Table by placing your cursor in the element to remove. Click Table ⇒ Delete and select the element to remove.
- Cells in a Table are formatted individually and do not carry over to other, neighboring cells.

5. Including Special Characters

- Type the word that should include a special character (ex: Pequeño) but leave out the special character (ex: Pequeo)
- Place the cursor in the position of the missing character
- Click on Insert ⇒ Characters and Symbols
- Choose a Category (accent, other or symbol)
- If the character is a letter (ex: ñ), choose the Letter and the Character
- Click on Insert ⇒ OK



Examples:

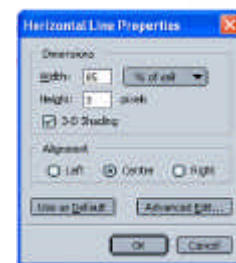
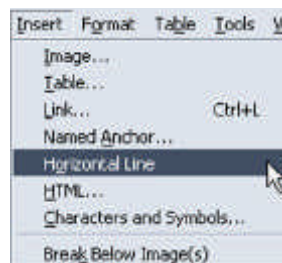
Pequeño ½ € ¿

6. Adding Dividers

Bars and dividers are used to visually separate information on the page. They can be plain or fancy.

Horizontal Rule

- Place the cursor where you would like the line.
- Click Insert ⇒ Horizontal Line
- To format the Line click on the Line once (it will look like nothing is selected) ⇒ Format ⇒ Horizontal Line Properties (allows you to adjust Width, Height, 3-D Shading, and Alignment) ⇒ OK



Divider Images

- Locate the image (file) that contains the divider
- Insert and align the divider (Image) just as if it were a "regular" image.

