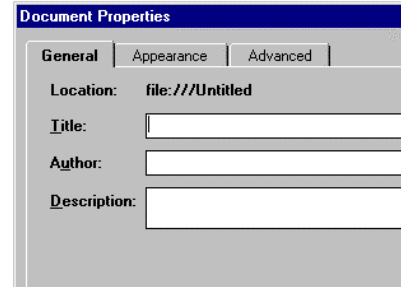


Working With Netscape Editor

1. Open **Netscape** go to **Communicator** and click on **Composer**.
2. Go to **File** and choose **New** and then choose **Blank Page**.
3. It is recommended that you now give your document a title (so that when your web page comes up it has a title at the top):

- Click on **Format**
- Click on **Page Colors and Properties**
- Click on **General** at the top
- Click in the white spaces to enable you to type.

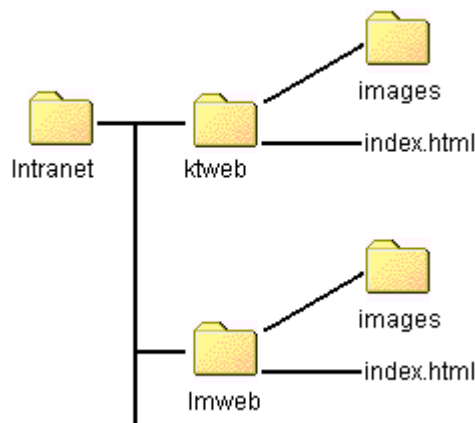
NOTE: If this is going to be a main page then this should be titled "**index.htm**".



4. SAVING:

At this point you need to save your document. This needs to be saved on the **F** drive, in the folder where your school web site is saved it may be called **Intranet**. If you don't have this folder already created, ask your school Network Manager to create it for you or show you where it is.

Students and teachers should create a folder for themselves in the Intranet folder with their initials and the word web (ex. **ktweb**). Within this folder they need to create another folder entitled **Images**. Save the main page in the original folder as **index** (the computer will add htm or html). They should save any pictures they intend to place on their site in the **Images** folder. Ex:

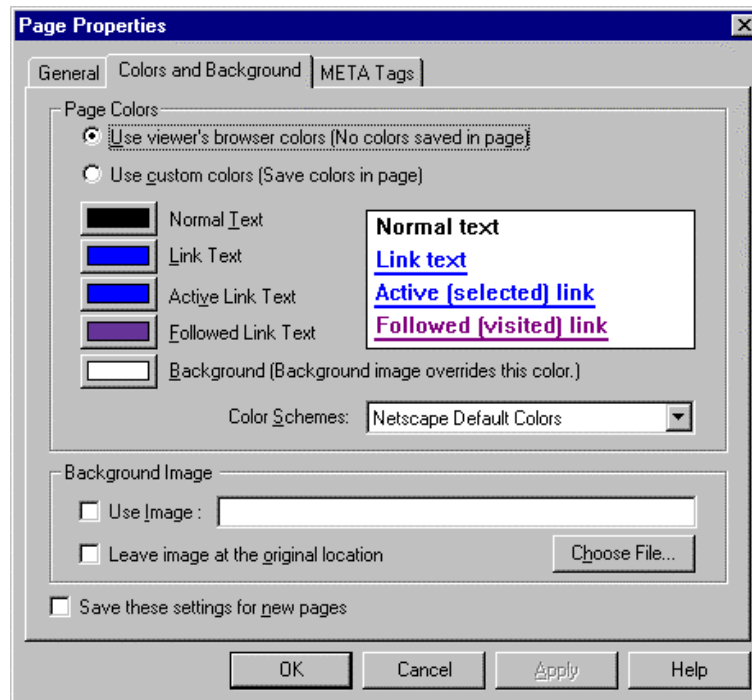


(If you have any trouble with this, talk to your Network Manager and make sure that students and teachers have "rights" to the Intranet folder.)

If you intend for students to use the web page to display work that they have completed on the computers, you will need to create another folder called **Work** for them to transfer or save their work in.

Always keep your web page names and folders with names that are 8 letters or less. Do not use extra periods or punctuation and DO NOT separate words with spaces.

5. Now you can make your page look the way that you would like. Click on **Colors and Background**.



- Normal Text** = Regular writing that is not a link to another site or page.
- Link Text** = This will be the colour of the links that people can click on to go to another page.
- Active Link Text** = This is the colour that the links turn while the computer searches for the next page (only stays that colour for a few seconds).
- Followed Link Text** = This is the colour the link will be after you have visited that link. It is important that this be a different colour than the Link Text so that you can keep track of which links you have already visited.
- Background** = Colour of the background. Make sure that students pick colours and background that are easy to read (ex. purple writing on a black background is hard to see).

Click **Apply** and then **Close**.

6. Now you are ready to type in your document. This works the same as a regular word processor except for a few changes:

FONT

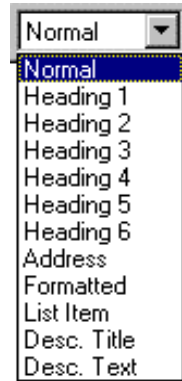
-To change the font click on the down arrow beside **Variable Width**. Try to choose a common font like Arial. This is so that people all over the world will be able to view your page. You can choose to have the words Bold, Italic or Fixed Width which is a bit like changing the font.




FONT SIZE

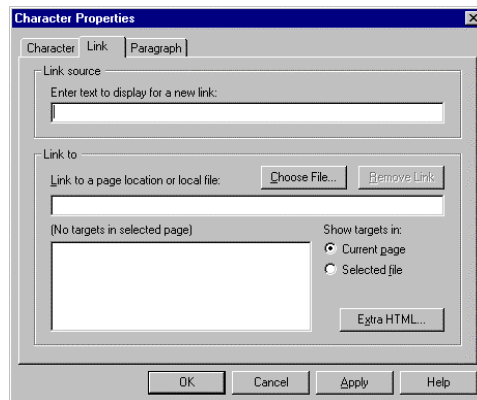
-The font size can be changed in a different way. Rather than choosing a size for your font (ex. 12, 14, etc...) you can choose a type of size. Click on the down arrow beside **Normal** and you will see that there are the titles **Heading 1 - Heading 6**. **Heading 1** is the largest size and **6** is the smallest. So for your main title you would might use **Heading 1**.

In Netscape Communicator you can also change the font in the regular way by clicking on the down arrow beside the number 12.



7. CREATING LINKS TO ANOTHER WEB SITE:

1. First visit the web site that will you will be linking your site to.
2. Highlight the text (click and drag) that you would like to make become a link. This is the address in the box beside **Location**.
3. Press **Ctrl-C** to copy it.
4. Go back to your site and click and drag to highlight the text that you would like to make become a link.
5. Click on the chain link symbol at the top 
6. Click in the white box beside: **Link to a page location or local file:** and press **Ctrl-V** to paste.



If you decide to type the web address of the site manually rather than copying and pasting it, make sure that you begin the address with `http://`

7. Click **Apply**.
8. Click on **Close**. Your link should now be the colour you chose for links and it should be underlined.

CREATING LINKS TO A FILE ON YOUR COMPUTER:

1. Type a name for the link (ex. Science – Nutrition)
2. Click and drag to highlight the words that you typed for the link.
3. Click on the chain link symbol.
4. Where it says “**Link to a page location or local file**” click on **Choose File or Browse**.
5. Find the file that you are linking to (should be in the F drive, then Intranet...) and click on it and then click **Open**.
6. Click **Apply** and then **Close**.

8. TO TEST YOUR LINK:

1. You have to **Save** first.
2. Now click on the



3. Your cursor should now change to the hand when you go over your link. Click on it to test it.
4. When you are done you need to click on the pencil symbol at the top to return to the editor or look for it on the grey bar at the bottom.

9. GETTING IMAGES FOR YOUR PAGE:

In order to place an image on your page it must end in the suffix .jpeg or .gif (jpeg is better for photographs).

1. GETTING PICTURES FROM THE INTERNET:

- Go to the web site with the picture that you would like to copy. There are copyright laws about pictures so you may wish to email the owner of the picture and ask permission to use it.
- Move your cursor over the picture and then click with your right button on your mouse.
- Choose to **Save Picture As...** and save the picture in a place you will remember. Students and teachers should save on the F drive then go to the Intranet folder, then their folder and then in the image folder.

2. SCANNER AND/OR DIGITAL CAMERA:

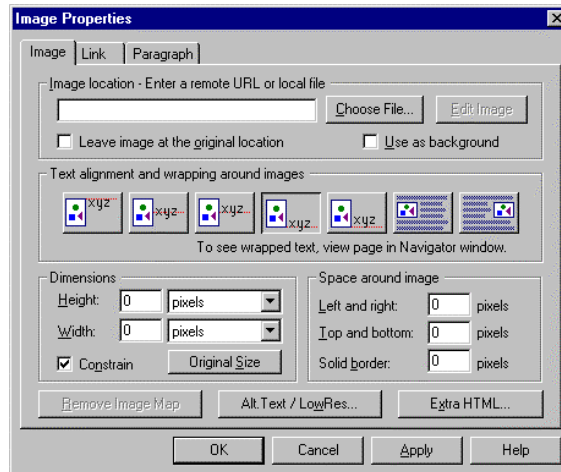
- Pictures need to be saved as .jpeg or .gif
- Save pictures in your images folder in your intranet folder on the F drive.

3. PAINTBRUSH/KIDPIX PICTURES

- These pictures can only be used if they are converted to .jpeg or .gif. In order to do this, you need to open them in a converter program like Adobe Photoshop or Paint Shop Pro.
- Then go to File and Save as...
- Go to type of file and choose jpeg or gif
- Click OK.

10. PLACING THE IMAGE ON YOUR PAGE:

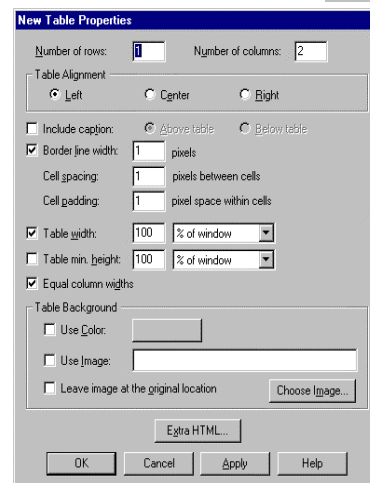
1. Place your cursor in the spot on your web page where you would like to insert the image.
2. Go to **Insert** at the top and choose **Image** or click on the image icon:
3. Type the name of the image in the white space at the top **under Image File Name** or click on **Browse...** and find your image and then click on it.



4. You can choose how you would like the text to wrap around your picture by selecting one of the pictures under Alignment.
5. Click on **Apply** and then **Close**.
6. If you would like to now change your picture size, click once on your picture to select it and then click and drag on the corners or sides to make the picture the size that you would like it to be.

11. INSERTING A TABLE ON YOUR PAGE:

1. Go to **Insert** at the top and click on **Table** or click on the table icon:
2. Choose the number of columns and rows.
3. Type in the dimensions for the border around your table. If you would like the table to be invisible than you need to click on the check mark beside **Border Line Width** to remove it.
4. Click on **Apply** and **OK**.



12. USING TARGETS ON YOUR WEB PAGE:

You can use targets (also called Anchors) on a web page to bring the viewer to point lower on your web page or to help them return to the top of the page. You create a target on the page and then link to the target for the viewer to click. For example: you may create a target at the top of the page called "top" then lower on the page you have a link that reads "Click here to return to the top of the page".

1. You need to create the target (anchor) first. Position your cursor in the spot on the page where you would like the viewer to end up. Click on "target" button on the bar at the top or click on INSERT and then TARGET.
2. Give your target a name. It is recommended that you keep the name eight letters or less and don't use capitals, periods, spaces or other punctuation.
3. Click ok and then you will see a target-this will be invisible when you are on the internet at your site.
4. Go to the area where you would like the viewer to click to get to your target and type in a message for them (ex. Click here to return to the top).
5. Click and drag to highlight the message and then click on the LINK button on the bar at the top.
6. The name of your target will appear in a list at the bottom of this box. Click on the name and then click OK.
7. Save your web page and click on PREVIEW to see if your target works.