

Building a Web Page

Making a web page is very easy if you think of it as:

- Creating a web folder
Remembering that everything you make goes into the folder.
indexlastname
- Creating a main web page
This is the page that has all the links.
indexlastname
- Making related pages
These pages contain the information you want your audience to view
- Linking those pages to the web folder
- Following district web publishing standards

Step I Creating an Index folder

- A. Go to My Computer, 3 ½ floppy (A:),
- B. File Menu, New, Folder and click (A new folder will appear)
- C. Click the folder once to highlight it, wait a second and click it again to name it. Name it index----- (your last name)

Step II Accessing Netscape Composer to create the web page

- A. Go to Start, Program, Netscape, Composer (or)
- B. Go to Netscape (on line), Communicator Menu, Click Composer

Step III Creating the main web page using Netscape Composer

- A. Open 3 1/2-A, click all files, Click on phsfooter, make necessary changes and updates, files save as template.
- B. Create your first page: With template open, do a file save as and name it *indexlastname*, then key all that is to be included on your main page.
- C. Inserting Images
 1. Click the Image icon – shows the image properties dialog box
 2. Click “Choose File”

- a. The image must be on your disk, inside your web folder. If it is not, it will not open when on the web server.
 3. Select the 3-½ floppy drive to see the contents of the disk.
 4. Open your web folder to see the contents.
 5. Click the image you want to place and click “open”
 6. Then “Apply”
 7. Now close – the image is place
- D. Sizing the image
1. Right Click the image
 2. Click on image properties
 3. Highlight and change the numbers to create the desired size. (or) Size the objects dragging the handles inward or outward.
- E. Inserting a line
1. Click the line button on the toolbar
Note: Never create lines or tables over 90% width.
- F. Inserting a table
1. Click on the table icon-the New Table Properties dialog box will appear.
 2. Follow the directions in the box to create a table
 3. Set the table width at no more than 90%.
 4. Determine whether lines of table will be shown or not
 5. Click Apply, when done.
 6. To edit the table, double click on the table to make the New Table Properties dialog box appear again.

Step IV Creating Links

- A. Linking to a word, web address or an object
1. Key a word or a web address or insert an object.
 2. Highlight the word, web address or object
 3. Click the link button-the Character Properties dialog box appears
 4. In the *Link to* area, key the web address or
 5. Click, “Choose file” to search for a file
 6. Note: Any file you link to must be in the web folder
- B. Link to email address
1. Highlight your email address, click copy, click link, key mailto: click paste or Ctrl+V, apply, OK
- C. Creating a Target (a link within the same page)
1. Put the cursor at the beginning of a line where you want to create a target, or select some text at the beginning of a line. (Where you want to go to)
 2. Open the Insert Menu and Choose Target or click the Target icon.
 3. Type a name for the Target in the edit box (up to 30 characters). If you selected some text in step 1, this box already contains a name.

4. Click OK. A Target icon (visible only in the Composer window) appears in your document to mark the target's location.
5. Put the cursor on the text or image that you want to link to the target.
(Usually text at the top)
6. Open the Inset Menu and Choose Link or Choose the Link icon.
7. Select the name of the Target, Click Apply, Close.

Step V Additional Information

- A. Formatting a background color: Format, Page Colors and Properties, Colors and Backgrounds Tab, Click Background, choose color, Apply, OK.
- B. Save Images found on the Internet: Right click over the image desired, Click Save as, determine where file will be saved, click save, insert image following procedures outlined above.