Netscape Composer Tutorial

This tutorial will show you how to use Netscape Composer to create web pages. Netscape Composer integrates powerful *What-You-See-Is-What-You-Get* (WYSIWYG) document creation capabilities into Netscape Communicator's already rich set of World Wide Web features. In addition to electronic mail, threaded discussion group, and file transfer features included in Netscape Communicator, Composer makes composing for the Web, email, or newsgroups a simple cut-and-paste, drag-and-drop process.

The document creation capabilities in Netscape Composer are designed to provide both experienced and beginning content creators with a simple yet powerful solution for editing and publishing online documents. WYSIWYG editing allows first-time users to create dynamic online documents easily and publish them to local file systems and remote servers with ease.

An overview of Composer and its features

There are a lot of things you can do with Composer:

- **Work in a WYSIWYG environment.** You can see the results of paragraph and font tags applied as you type.
- **Add, remove and modify text.** Click on any part of a downloaded Web page and immediately work with text and images.
- **Drag-and-Drop.** Drag-and-drop hyperlinks and images from the bookmark, mail, news, or browse windows, to a document in the editor (Windows and Macintosh only). You can also drag an HTML or image file from the Windows File Manager (Explorer in Windows 95) and drop it in an edit window.
- **Publish your documents on the Internet.** Simplify the process of posting pages to a server by using one button to copy your files from your local hard disk to a remote directory or server.
- **Format text to suit your needs.** You can apply paragraph and character styles to text just as you would in your favorite word-processing application.
- **Change font, font size and color.** Use these features to create pages that focus a reader's attention where you want.
- **Include objects in your pages.** You can insert tables, images, horizontal lines, and hyperlinks in the Web documents you create.
- **Edit JavaScript statements.** Include JavaScript in your documents. JavaScript is an open, cross-platform object scripting language for enterprise networks and the Internet.

Begin the tutorial below, or jump straight to a particular topic. You may also download a complete pdf file of the tutorial.

Composer

- **Begin Tutorial** -

Getting started with Composer

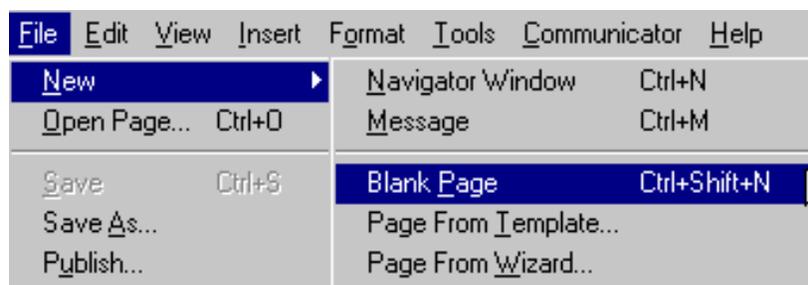This section provides an overview of ways to start Composer and create an HTML document.

Quick Links:

- **Creating a New Document**
- **Editing the Page You're Browsing**
- **Editing an Existing Page**
- **Using the Toolbars and Pop-up Menus**
- **Drag and Drop**

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Creating a New Document

Choose **New|Blank Page** from the File menu or click the Composer button (pencil icon) on the Component bar.

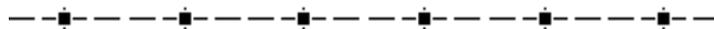A Composer window opens containing a blank page. The original browse window remains open behind the Composer window.

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Editing the Page You're Browsing

Click the Composer button (pencil icon) on the Component bar. You can also choose **File|Edit Page**. The current browse window becomes an edit window containing the document you were viewing.

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Editing an Existing File

Choose **File|Open Page** in Composer. A Composer window opens containing the specified file. The original browser window remains open but behind the Composer window.

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Using the Toolbars and Pop-up Menus

The two Composer toolbars contain buttons corresponding to frequently-used commands. You can access most of these commands from the menus, but it's generally quicker to use the toolbars.

Composition Toolbar

Use these items to create, open, and save HTML files, publish (upload) files to a remote server, view your HTML document in the browser, perform standard editing tasks, create links and targets, and insert images, horizontal rules, and tables.

Formatting Toolbar

Use these items to apply paragraph formatting, specify fonts, font sizes and font styles, apply text color, control text alignment, and check spelling.

You can reposition a toolbar by dragging it to the area you want. Depending on the area to which you move the toolbar, it will either snap into position (the area below the menus), or become a floating palette (anywhere else).

Pop-up Menus

Pop-up menus are a handy way to get to frequently used commands: you select an object (such as text or a link) and then right-click the mouse to display the pop-up menu. The commands that are available are completely dependent on what's selected when you right-click. For example, right-clicking while on a link provides you with commands to copy the link or modify its properties. If you right-click while on an image, you'll have quick access to commands to save the image under a new name or display its properties.

Place the pointer on	Use the pop-up menu to

Text	Change character, paragraph, or list properties, insert a new link, or paste from the clipboard.
A link	Change link, paragraph, or list properties, open the link in a browse or edit window, copy or remove the link, or add a bookmark for the link.
An image	Change link, paragraph, or list properties, create a link using the image, save the image under a new name, cut, copy, or paste.
A horizontal line	Change horizontal line, paragraph, or list properties, cut, copy, or paste.
An HTML tag marker	Change tag, paragraph, or list properties, cut, copy, or paste.
A table	Change paragraph, character, or list properties; change table, row, or cell properties; insert or delete a table, column, row, or cell; insert a link; paste.

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Drag and Drop

Several drag-and-drop operations are available while using Composer. You can:

- Drag a link from a browse window and drop it in an edit window. This is like inserting a link in the document you're editing.
- Drag an HTML file (or multiple files) from the Windows File Manager (Explorer in Windows 95) and drop it in an Composer window to create a link to that file.
- Drag a link from a bookmark, mail, or news window and drop it in the Composer window.
- Drag an image from a browse window and drop it in the Composer window. This is the easiest way to add images to your Web pages.
- Drag an image file (.GIF or .JPG) from the desk and drop it in an edit window to insert the image in the current document.

Working with Web pages

This section provides an overview of Composer's basic text editing features.

Quick Links:

- Creating Your First Web Page
- Browsing Your New Page
- Entering Text
- Selecting Text
- Cut, Copy and Paste
- Finding Text
- Using the Spell Checker

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Creating Your First Web Page

Create a page from scratch that you can build on as you learn more about Composer's features.

Summary

1. Choose **New|Blank Page** from the File menu.
2. Type some text in the Composer window.
3. Choose **Save** from the File menu or click the **Save** button and name the file.

Details

1. Choose **New|Blank Page** from the File menu or click the **New Document** button on the **Composition Tools** toolbar.
2. You see the Composer window with a blank page, and toolbars at the top.
3. Choose **Save** from the File menu (or click the Save button on the Composition toolbar).
4. When you save your file, name it something unique, such as `firstpg.htm`, and click **OK**. If you are using an operating system that supports long filenames (such as Windows 95), you can give the file an .HTML extension. (If you skip this step and try to insert a link, the Composer will prompt you to save the file locally before continuing).
5. Type "Netscape Home Page" in the edit window.
6. Select the text you just typed.
7. Choose **Link** from the Insert menu (or click the **Link** button in the **Composition Tools** toolbar).The Link Properties dialog box appears.
8. In the Link To text box, type `http://home.netscape.com` and then click **OK**.

Note: `http://home.netscape.com` is the address, or URL (Universal Resource Locator), for Netscape's home page. Every link in a document has a URL similar to this one.

Once you've completed the steps outlined above, you will have authored a page that links to another page. The underlined text and different color indicate a link to another Web page.

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Browsing Your New Page

To browse your new page:

1. Choose **File|Save** and name the page if you haven't already done so.
2. Choose **File|Browse Page** to open your newly created page in the Browser window. The Composer window remains open behind the new Browser window.

If you're online (connected to the Internet), right now you can click on the link and view Netscape's home page. If you're not, open this file the next time you connect and test your link.

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Entering Text

An overview of how text entry works in Composer

Editing text in the Composer works the same as in most word-processing applications. These features are of vital importance since writing is what you'll spend most of your time doing when creating your Web pages.

As you move the cursor over the Composer window, it appears as an I-beam. When you click the mouse, a small flashing vertical bar marks the insertion point where text typed is placed in the window. You can start typing right away.

The Composer supports the special keyboard characters, such as the ampersand and percent sign. To insert symbols, such as the copyright symbol, run the Windows Character Map application (or use the Key Caps program on the Macintosh). Change the font to Times Roman, copy the symbol you want, and paste it into the edit window.

Note: Choose **Edit|Undo** to cancel the effects of the most recently performed command (not all actions can be undone). Choose **Edit|Redo** to perform the most recent action again.

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Selecting Text

To select words or blocks of text in the Composer window.

- Double-click before a line to select a paragraph, and after a line, to select the last word or element in that line.
- Double-click on a word to select the word.
- Click before a line to select the entire line.
- Use the mouse to drag and select a block of text.

Tip: Choose **Show|Paragraph Marks** from the View menu to see where paragraph marks are located in your document--they appear as black rectangles. A short horizontal line appears to indicate the end of the page.

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Cut, Copy, and Paste

You can enter text into your document by pasting from almost any source. For example, you can select text on a page you are viewing in the browse window and copy it with the **Edit|Copy** command. You can then paste it into the page you are currently editing by choosing **Edit|Paste**.

You can also use the Cut, Copy and Paste buttons on the Composition toolbar.

Tip: In Windows, you can right-click your mouse on selected text to quickly cut, copy, or paste the text.

Note: Unlike the Composer window, text that you cut or copy from the Browser window does not retain formatting information.

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Finding Text

Search for text on a page.

1. Choose **Edit|Find**, or the Find button on the Composition toolbar.
2. Enter the characters you want to search for.
3. Specify a search option.

Details

1. Choose **Edit|Find in Page** to display the Find dialog box.
2. Enter the characters you wish to search for in the **Find What** text box.
3. Choose one of the following Search Options:
    a. **Match Case**: Makes the match case-sensitive. The default ignores case.
    b. **Up or Down**: Specifies whether to begin searching up or down in the file.
4. Click **Find Next** to find the text.

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## Using the Spell Checker

Summary

- Click the **Spelling** button on the Format Tools toolbar
- Choose **Spelling** from the Tools menu.

Composer checks for spelling errors using its main dictionary, which contains most common words. If Composer finds a word that is not in the main dictionary, it displays the word in the Spelling dialog box and gives you choices for correcting the possible misspelling.

You can check the spelling of one word, a selection of text, or an entire document.

To check the spelling in the current document, do one of the following:

1. On the Format Tools toolbar, click the **Spelling** button.
2. From the **Tools** menu, choose **Spelling.**
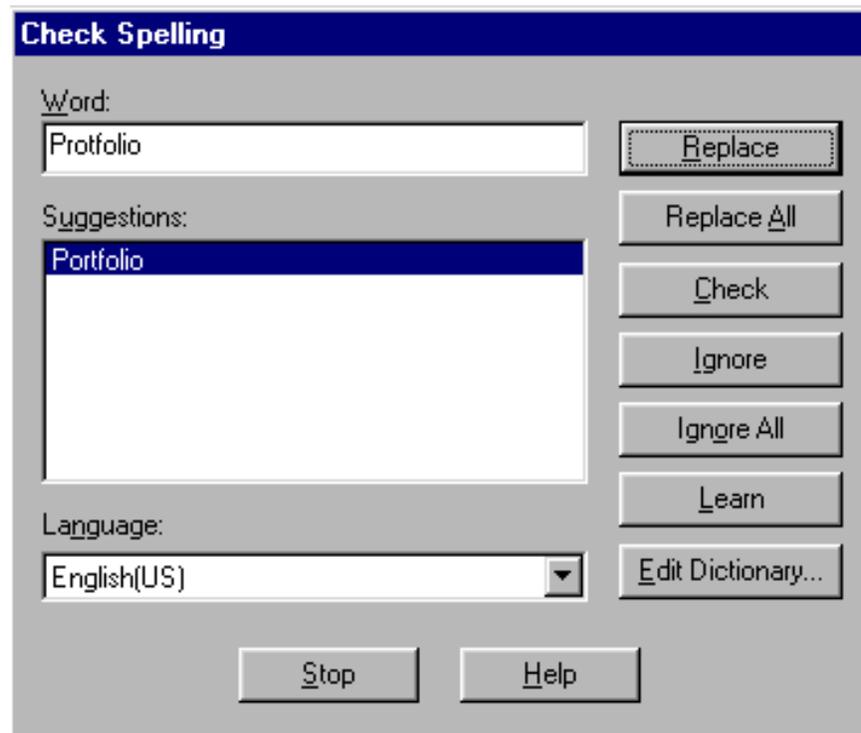
The Check Spelling dialog box appears.

- For each word that is found, choose whether to correct it, ignore it, or add it to the dictionary.
- To return to the document, click the OK button.

About the Check Spelling dialog box:

Word field and Suggestions list - The Word field displays the misspelled word. Click a word in the Suggestions list or type a correction, and then click Replace or Replace All.

Check - Click to check the spelling of any word you type in the Word field.

Language pop-up menu - To use a different spelling dictionary, click this pop-up menu and choose from the list.

Ignore and Ignore All - Click to continue checking without changing the word (or all occurrences of the word).

Learn - Click to add the word to the dictionary. If there are several words in the Word field, each is added the dictionary.

Edit Dictionary - Displays a dialog box to add, replace, or remove words from the dictionary.

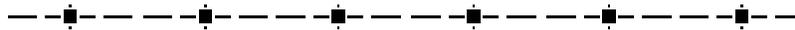# Paragraphs Formats

The next two sections discuss ways to format the text in your web pages.

Quick Links:

- Formatting
- Overview
- Headings 1-6
- Address
- List Item
- Description Title
- Description Text
- The Paragraph Properties dialog

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Formatting

An overview of format styles in Composer

There are two types of format styles available to you in Composer:

1. Paragraph formats: includes heading levels and alignment options, and affects all paragraph in the selected block of text.
2. Character formats: includes font types, styles, sizes, and colors.

This section discusses Paragraph formats. The next section discusses Character formats.

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Overview

### To apply paragraph styles in Composer:

- Select the text and then choose a paragraph style and/or alignment option from the **Formatting** toolbar.
- Select the text and then choose an item from the **Format** menu (or in Windows, right-click the selected text and then choose **Paragraph/List Properties** from the pop-up menu).
- Select the text and then choose **Format|Character Properties** to see the Character Properties dialog. Then select the **Paragraph** tab

Paragraph formatting affects all paragraphs in the selection, or the paragraph in which the insertion point located.

These paragraph formats are available in Composer:

- Headings
- Address
- List Item
- Description Title
- Description Text

In addition to the formats mentioned above, you can also apply center, right-justify and left-justify alignment options.

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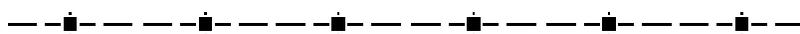
Headings 1-6

Headings divide sections of text. HTML defines six heading levels, which is reflected in the six heading choices available from the Paragraph control on the Format Tools toolbar, or by choosing **Heading** from the Format menu. The headings differ from regular text by their type size.

Examples of heading levels:

Heading 1

Heading 2

Heading 3

Heading 4

Heading 5

Heading 6

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Address

This format is used for a Web page "signature" that indicates who wrote the page and who to contact for more information, for example:

Carlos_Goldstein@netscape.com

You might want to also include the date, any copyright notices, and other applicable information. This format usually appears at the bottom of the Web page and is often preceded by a Horizontal Line.

List Item

The List Item style formats text in a list with a special symbol or bullet at the beginning of each line. The Composer provides support for the following types of lists:

Unnumbered: Preceded by a bullet or other symbol.

Numbered: Preceded by numbers or letters.

Directory: Lists of short items that display horizontally in columns, such as DOS directory listings.

Menu: Lists of short items but without any bullets or numbers.

Description: Sometimes called a Definition or Glossary list. Lists of definitions or when an indented list is needed.

Note: Netscape Navigator does not support display of the Directory and Menu styles, but other browsers may display them.

Tip: In Windows 95, you can right-click your mouse anywhere in a paragraph and choose **Paragraph/List** properties to select a list type from the dialog.

Description Title

Use the Description Title format for glossaries, definition lists, or other situations where left-justified short entries pair up with longer blocks of indented text. Usually used in combination with the Description Text format, as in this example:

Glossary Term
Use the **Description Text** format to indent lines of text, such as listings of

definitions in a glossary or other kinds of list. Use **Description Title** to format the glossary term itself.

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Description Text

Use the Description Text format for glossaries or other kinds of lists where a single term or line needs to be associated with a block of indented text, for example:

Glossary Term
Use the **Description Text** format to indent lines of text, such as listings of definitions in a glossary or other kinds of list. Use **Description Title** to format the glossary term itself.

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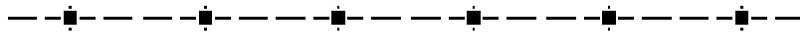
The Paragraph Properties dialog

About the Paragraph Properties dialog

Lets you specify a paragraph style and text alignment for the selected paragraph(s). If you select the list Item paragraph style, additional list-specific options become available.
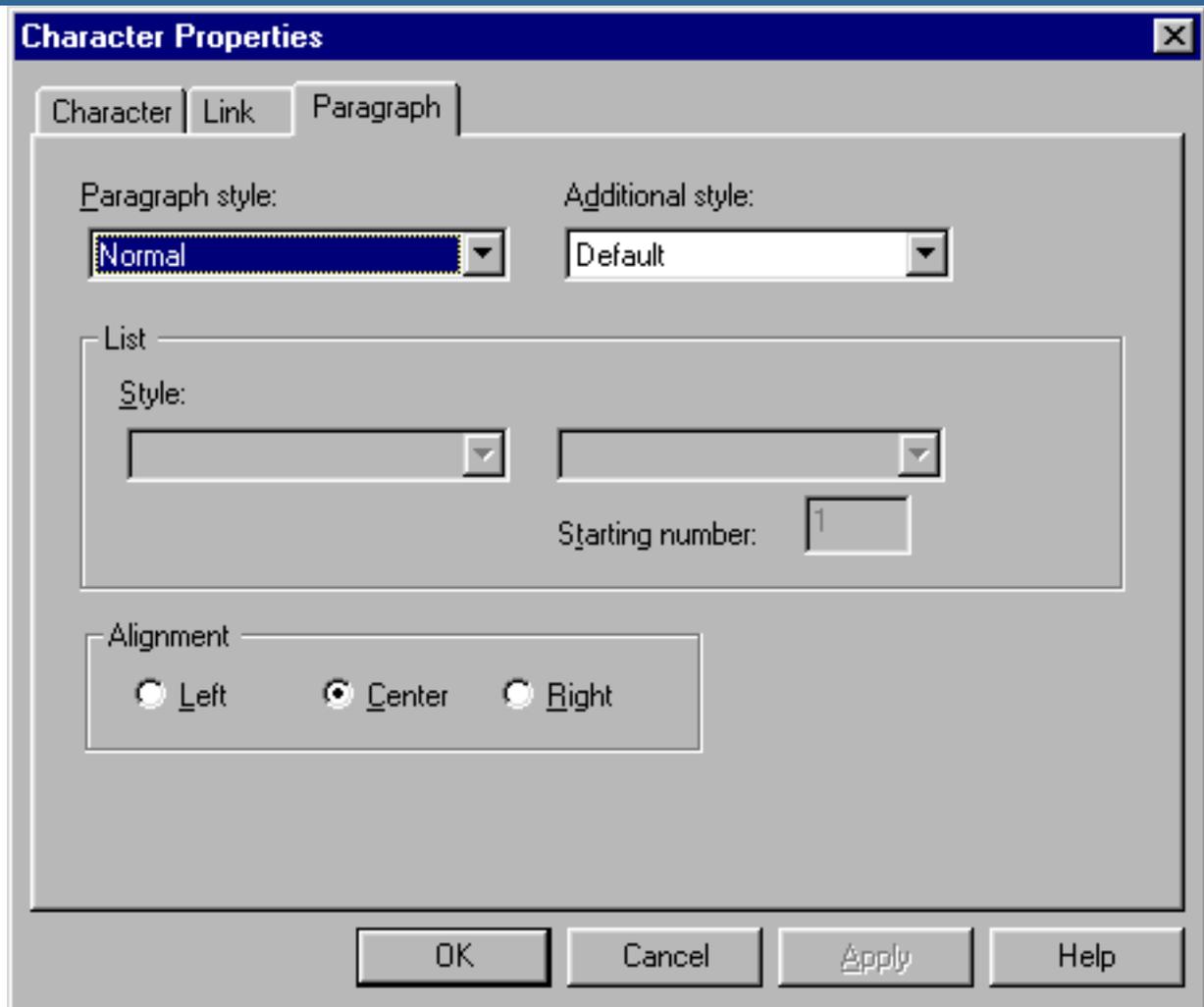
Paragraph style - The available paragraph styles you can apply to the selected paragraph.

Additional style - Additional attributes for the paragraph style you've selected. Select **List** to enable the list and **Number/Bullet** style fields which allow you to specify the type of list you want in your document. The Block Quote attribute can be used w/ any paragraph style.

List style - The type of list you want. Select the **Unnumbered**, **Numbered**, **Directory**, **Menu**, or **Description List** style.

Number/Bullet Style - Specify the type of sequential indicator to use for Numbered lists, such as 1,2,3, or A,B,C. Bullet: specify the type of bullet to use (square, circle, or open square) for the Unnumbered list style.

Starting number - The number with which to begin a Numbered list. Type a number in the box.

Align - Lets you specify whether to align the selected paragraph to the left, right, or center of the page.

Note: Netscape Navigator does not support the Directory or Menu styles (it displays these text styles as Normal), but other browsers may display them. Click **OK** to make the specified changes and close the dialog box. Click Apply to preview the changes you've specified and then click Close to accept the changes and exit the dialog box.

Character Formats

Formatting your text and using color goes a long way to making your Web pages or presentations unique and interesting. Add images, horizontal lines, tables, and links and you start to understand why the Web has attracted so much attention. These elements are the stuff of the Web page.

Quick Links:

- Formatting
- Overview
- The Character Properties dialog
- Adding Color
- Adjusting Font Size
- Inserting Horizontal Lines

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Formatting

An overview of format styles in Composer

Remember, there are two types of format styles available to you in Composer:

1. Paragraph formats: includes heading levels and alignment options, and affects all paragraph in the selected block of text.
2. Character formats: includes font types, styles, sizes, and colors.

The previous section discussed Paragraph formats. This section discusses Character formats.

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Overview

You can apply character styles to one or more characters, within a paragraph, or spanning parts of multiple paragraphs. The following character styles are currently supported in the Composer and are available from **Format|Character Properties,** the Character Properties dialog, and the toolbar:

- **Bold**
- *Italic*
- `Fixed width`
- Superscript
- Subscript
- Blink
- Underline

Note: The JavaScript server and client tags are also treated as special character styles. For more information about applying JavaScript tags, see Using JavaScript.

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The Character Properties dialog

About the Character Properties dialog

Lets you specify attributes such as size, color, style, and JavaScript for the selected character(s).
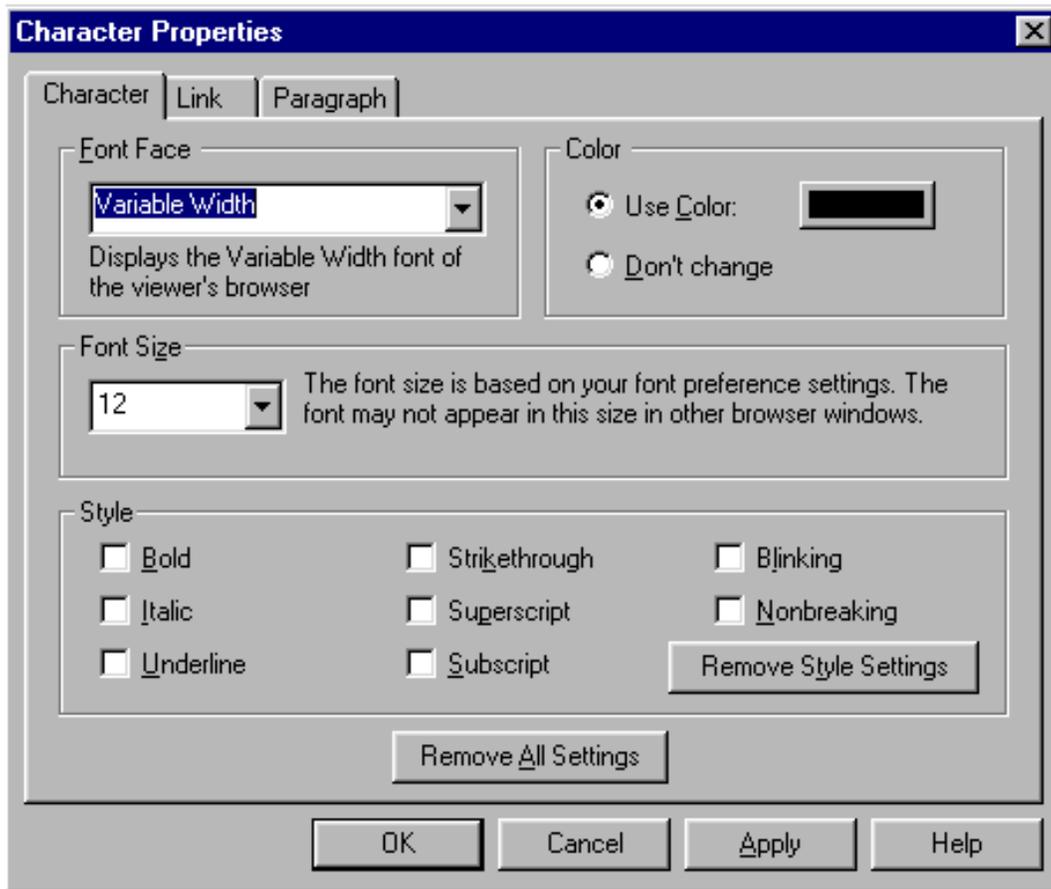
Font Face - Choose the font you wish to use.

Color - The color of the selected character(s). You can select to use the document's default text color or define a custom color.

Size - The point size of the selected character(s). This determines how large or small the characters appear. This box will be empty if the point size of the selected text varies. You can type a point size in the box or select one from the drop-down list. Default sets the size to that specified by the default paragraph style.

Style - The style of the selected character(s), such as italic, bold, or underline. You can also select to apply a special style called blinking which causes text to blink on and off. JavaScript Allows you to specify special JavaScript attributes for the selected character(s).

Remove Style Settings - Resets any style checkboxes you have marked to unselected.

Remove All Settings - Resets all settings you have made in this dialog box to unselected or blank.

Click OK to make the specified changes and close the dialog box. Click Apply to preview the changes you've specified and then click Close to accept the changes and exit the dialog box.

Adding Color

Applying color to selected text is a good way to emphasize different parts of your Web page.

1. Select the text whose color you want to change and click the Font Color button on the Format Tools toolbar. In Windows, you can also right-click your mouse on the selected text to display the Character Properties dialog and select Custom Color.
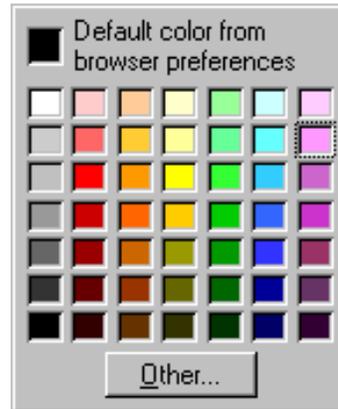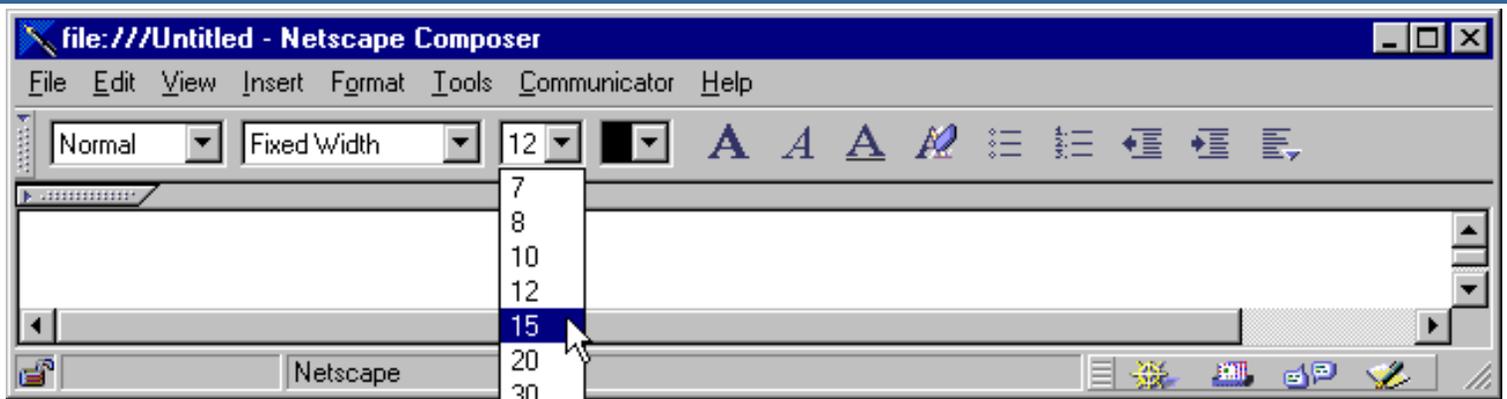
2. In the Color dialog, select a color or select **Other** to define your own custom color (below). You can specify default text color in the Appearance panel of the Composer Preferences dialog.
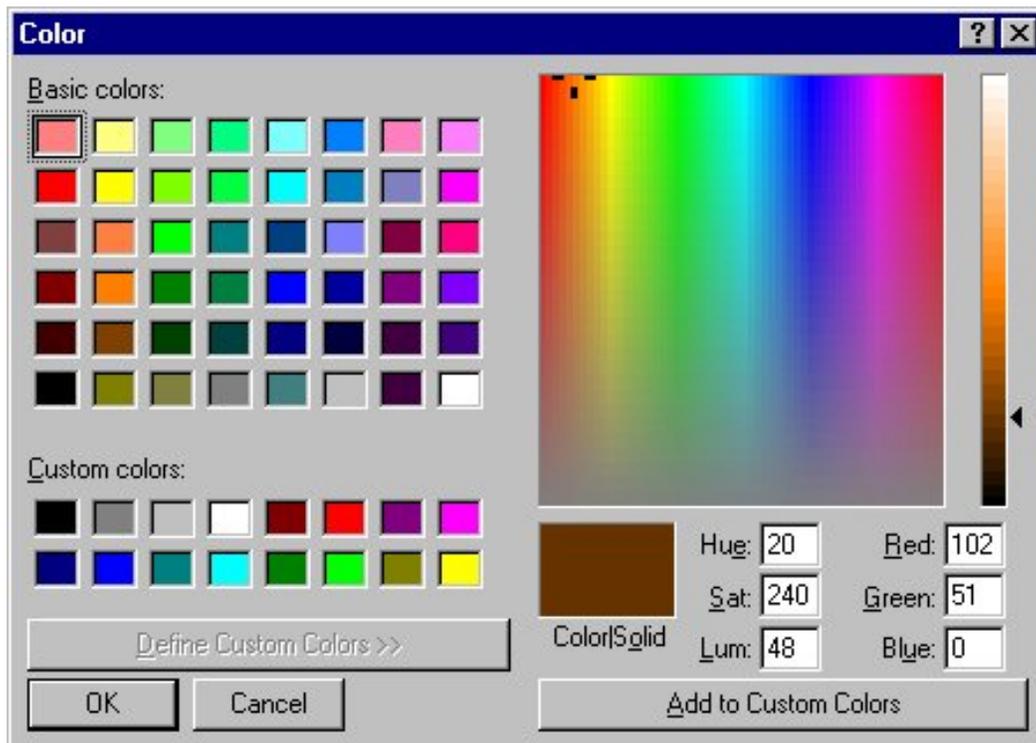
Adjusting Font Size

You can adjust font size by choosing **Size** from the Format menu or using the font size pulldown menu on the **Formatting** toolbar.

Inserting horizontal lines

To insert a horizontal line:

1. Click the spot in the edit window where you want the line to appear.

2. Click the Horizontal line toolbar button or choose **Insert|Horizontal Line**. Right-click on the line and choose Horizontal Line properties to specify alignment, width, height, and whether to use 3-D shading.

Tip: Double-clicking non-text objects in your document lets you modify their properties.

HTML and JavaScript

Strictly speaking, you don't need to know HTML to use the Composer. However, it pays to be familiar with what's really going on inside an HTML document when you're troubleshooting a Web page you're working on. If you don't get the results you want, it's useful to look at the raw HTML file and tags to see what the problem might be.

Quick Links:

- HTML Basics
- JavaScript
- Adding HTML or JavaScript

HTML Basics

An overview of Composer's use of HTML tags

Formatting in HTML documents consists of tags of plain ASCII text instructions enclosed in angle brackets **<>.** A format area typically uses two tags: one at the beginning and another at the end. For example, to designate a particular line as a heading, you enclose the heading text inside tags that mark the beginning and end:

```
<H3>Hello World Wide Web!</H3>
```

The <H3> tag marks the beginning of text to be considered a level 3 heading (Heading 3); the </H3> tag marks the end of the text heading. Instead of the usual manual way of inserting this tag, the Composer lets you automatically apply an H1 format using the drop-down style list on the Paragraph toolbar, or by choosing **Format|Paragraph**.

How Composer formats correspond to HTML tags
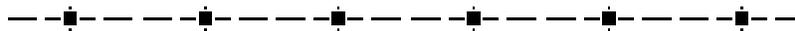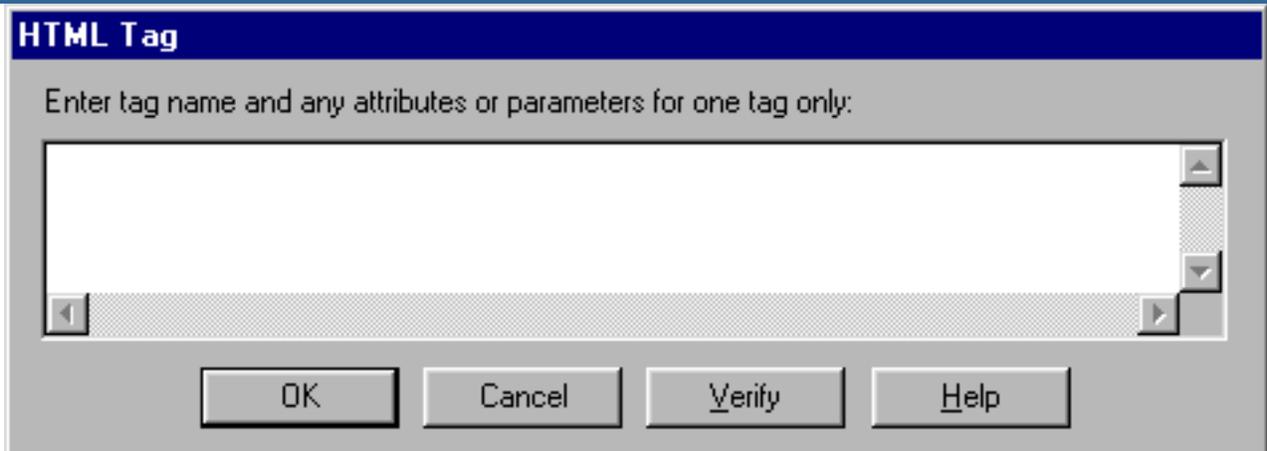
This Composer format	Corresponds in HTML to
Address	<address>
Formatted	<PRE>
List Item	<LI>

Unnumbered	<UL>
Numbered	<OL>
Directory	<DIR>
Menu	<MENU>
Description List	<DL>
Description Title	<DT>
Description Text	<DD>

JavaScript

JavaScript, a Netscape-developed scripting language derived from Java, provides developers with a simplified language to create scripts and small programs. With Composer, you too can take advantage of the power of this scripting language in your Web pages.

JavaScript is a small, property-based scripting language. Scripts written in JavaScript can enhance the features of Web pages, as well as client and server applications. For example, a JavaScript script embedded in HTML can recognize and respond to user-initiated events such as form input and page navigation.

Adding HTML or JavaScript

If you already have an understanding of HTML or Java and want to insert particular tags that aren't available from the Composer's format menus, choose **Insert|HTML Tag**. A dialog box appears that lets you type the HTML or Java you want to insert at the selected place in your document.

HTML Tag dialog box

HTML Tag

Enter tag name and any attributes or parameters for one tag only:

[OK] [Cancel] [Verify] [Help]

When typing tags in this box, press Enter at the end of each line to ensure that your code is easily readable. Click Verify to have the Composer check the HTML you've typed. The Composer checks to make sure you have both opening and closing brackets < > around your HTML, and quotation marks around any attribute text.

This feature is particularly useful for inserting HTML form tags, and Java applet and plug-in code into your documents. Although the Composer does not display these objects, it does insert special HTML tag icons so you know where they are.

HTML tag icons

You can still insert and edit them using the **HTML Tag** box, and then browse your document to see them. When you view the HTML source, you'll see <SCRIPT> and </SCRIPT> HTML tags around your JavaScript statements.

Tip: Double-click the tag icons to display the **HTML Tag** box and quickly edit your HTML, Java applet, or plug-in code.

Setting Composer Preferences

The Composer Preferences dialog box lets you set various properties that you want to apply to all the documents you create in the Composer. Use the Page Properties dialog when you want settings to pertain only to the current document.

Quick Links:

- Preferences - General
- Preferences - Publish

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Composer Preferences - General

- Choose **Edit|Preferences** and then select Composer in the Category window.

Lets you specify which applications to open when you want to make changes to HTML (advanced users) and image files. You can also indicate a default template file to use for all new documents. Click OK to make the specified changes and close the dialog box.

Preferences

Category:

- Appearance
  - Fonts
  - Colors
- Navigator
- Mail & Newsgroups
- Roaming Access
  - Server Information
  - Item Selection
- Composer
- Offline
- Advanced

Composer — Set general preferences for authoring Web pages

Author Name: IT McClooney

☑ Automatically save page every `10` minutes

External Editors

HTML Source:

[_____] [Choose...]

Images:

[_____] [Choose]

Font Size Mode

- ⦿ Show relative size as points based on your Navigator font sizes
- ○ Show relative HTML font scale: -2, -1, 0, +1, +2, +3, +4
- ○ Show relative HTML scale and absolute "point-size" attributes

[OK] [Cancel] [Help]

Author name

The default name used by the editor to indicate who created a document. This information can be helpful to readers who've found your document by using a Web search tool and must now select from a list.

Auto Save

Specify the interval (in minutes) between automatic saves of your document. If you are working on a new document that hasn't been saved, the editor prompts you to save it.
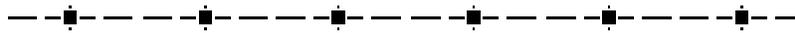
External editors

The path and file name of the text and image editors of your choice. For example, if you want to use Notepad to edit the actual HTML source, type C:\WINDOWS\NOTEPAD.EXE.

Choosing **HTML Source** from the Edit menu starts Notepad with the current document displayed. If you're not sure of the file name, click Browse to find the application. Note: When you edit HTML source using this method, you must save your changes in the source editor and then choose **View|Reload** to see your changes.

Font Size Mode

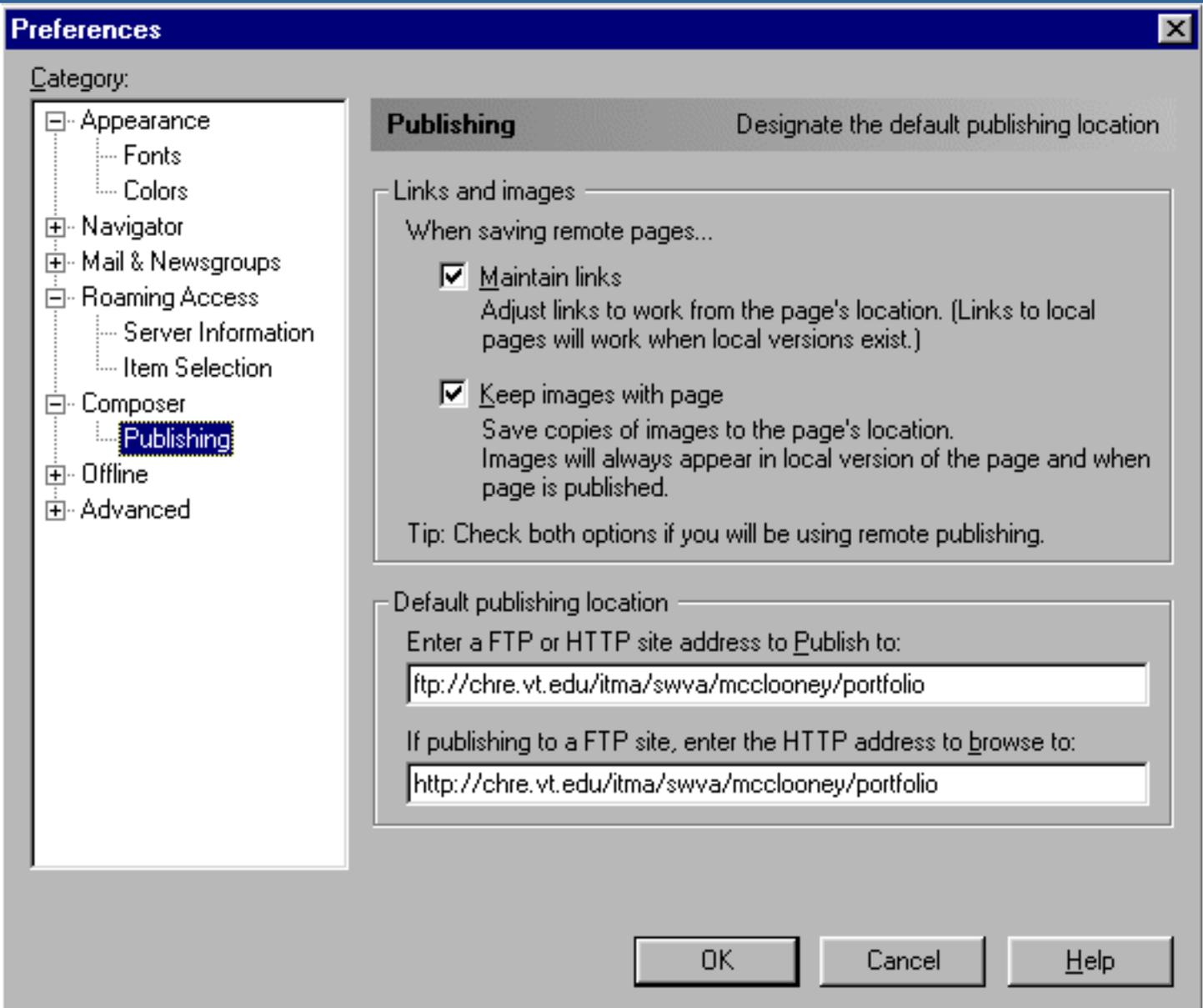Select how Composer will display font sizes:

- relative to the point size of the default Navigator font.
- a relative HTML font scale (between -2 and +4).
- relative to both HTML font scale and absolute point sizes.

— –∎- — — –∎- — — –∎- — — –∎- — — –∎- — — –∎- —

Composer Preferences - Publish

To view the Publishing Preferences dialog box, click the plus sign next to the Composer category in the left pane, then select Publishing.

This window lets you specify Composer settings for saving remote documents locally so you can edit them, insert images, and publish files to remote servers. When you're done, click Apply to make the changes you've specified and leave the dialog box open. Click OK to make the changes and close the dialog box.

Maintain links

Makes sure that inserted links are relative to the current document. When saving a document from a remote server to your local disk, this option insures that any links in that document to other files in the same directory are relative when saved locally. These links will work locally if you've also saved the remote files they pointed to. Links to files outside the document's directory are absolute. Unchecking this option means that the link path names are not modified and links local to the saved document may no longer work.

Keep images with page

Saves a copy of the image file in the same location as the document. Since images are not located in the document itself, unchecking this option means that only the HTML document is saved locally, not the image files. Leaving this option checked (recommended) means that a document's images are always kept in the same directory

as that document.

Default publishing location

FTP: Enter the default location where you want to upload your web pages using the File Transfer Protocol. For example, the URL in this box might look something like this:

ftp://ftp.chre.vt.edu/topfolder/myfolder/

HTTP: Enter the default location where you want to upload your web pages using the web server protocol (not used for this course). If you are not running your own web server, you may need to contact your Internet service provider to find out what to type here. For example, the URL in this box might look something like this:

http://websurf.com/docs/

If publishing to a FTP site, enter the HTTP address to browse to. Enter the default location of your published web pages. For example, using the FTP example from above, you might type:
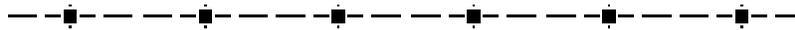
http://www.chre.vt.edu/topfolder/myfolder/index.htm

Setting Page Properties

This section describes how to set overall document properties

Quick Links:

- Page Properties - General Tab
- Colors and Background Tab
- META Tags Tab

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Page Properties - General Tab

Choose **Format/Page Colors and Properties** to get the Page Properties dialog box. Here you can set various properties for documents. When you're done, click Apply to make the changes you've specified and leave the dialog box open. Click OK to make the changes and close the dialog box.

About the General Page Properties dialog

Displays information about the current document and lets you provide additional information helpful to Web users searching for specific topics. Click OK to make the specified changes and close the dialog box. Click Apply to preview the changes you've specified and then click Close to accept the changes and exit the dialog box.

Page Properties

General | Colors and Background | META Tags

Location: file:///C|/WINDOWS/Desktop/fbgdd.htm

Title: My Home Page

Author: IT McClooney

Description:

Other attributes

Use commas to separate multiple words or phrases.

Keywords:

Classification:

OK | Cancel | Apply | Help

Location - The location of the current document on your local disk.

Title - The text you want to appear in the window title when the document is browsed. Although optional, it's a good idea to specify a title for your documents since this is how most Web search tools locate specific Web pages. So, if you want readers to be able to locate your page easily, select a useful title that conveys what your page is all about.

Author - The name of the person who created the current document. This information can be helpful to readers who've found your document by using a Web search tool and must now select from a list.

Description - A brief description of the contents of your document. Again, this information can be helpful to readers searching for a specific topic.

Other Attributes - Type keywords that you want searching services such as Yahoo to use to help users locate your document on the Web. Type the category name (obtained from a catalog server) you think best applies to your document.
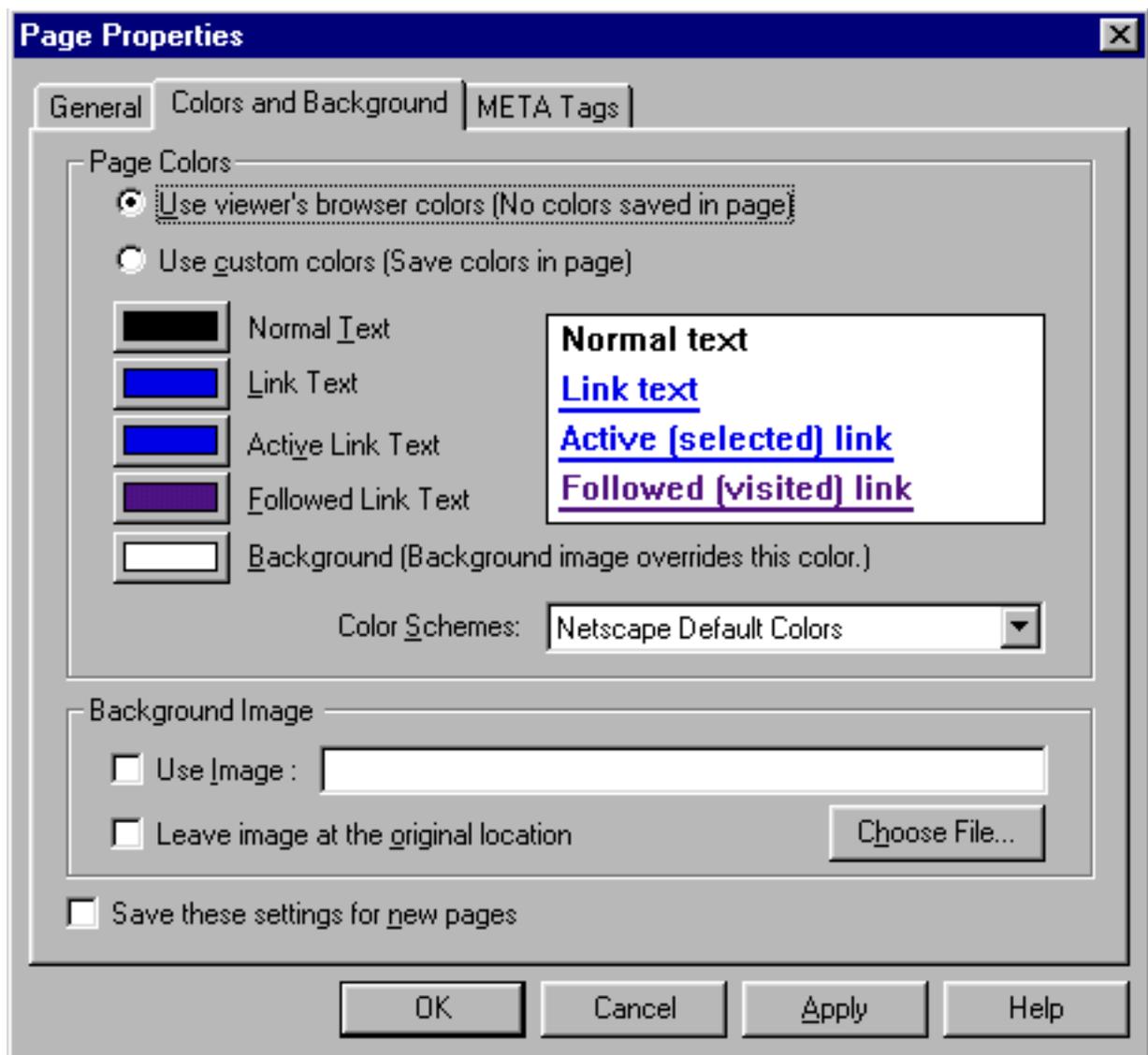
Classification names are another method used by searching services to locate documents.

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Page Properties - Colors and Background Tab

About the Page Properties Colors and Background dialog

Lets you specify how to use the browser's colors for link text and document background or specify custom colors for the current document (Page Properties), or for all documents (Composer Preferences). Click OK to make the specified changes and close the dialog box. Click Apply to preview the changes you've specified and then click Close to accept the changes and exit the dialog box.

Use viewer's browser colors - The viewer's color preferences (specified in the General preferences panel) will be used.
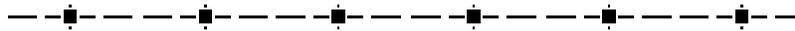
Use custom - Allows you to set your own colors for text, linked text, and document background (default) and save it in the document.

Custom colors - Allows you to specify the color for Normal, Link, Active Link, and Followed Link text. Click on a button to display the Color dialog and select the color you want. Sample text in the color you've specified appears to the right.

Background - Click this to display the Color dialog and choose a solid color to appear as the background for the current document.

Color schemes - Lets you select a scheme from the list.

Use image - Check this box to use an image as the background and type an image file name. If you're not sure of the file name or its location, click Browse to select an image file from the directory list. **Note**: Background images appear tiled and override background color selections.

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Page Properties - META Tags Tab

This panel displays optional information that your online service provider might want you to include in your document. This information doesn't actually appear in the document when edited or browsed--only in the source HTML. Contact your provider for more information.
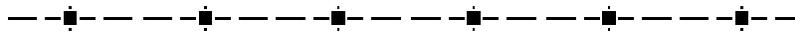
[Back] [Next]

Publishing

Now that you've learned the basics of Web page authoring with Composer, it's time to let other people on the Internet see what you've accomplished. In this section you'll learn how to publish your Web pages from Composer.

Quick Links:

- Publishing Your Pages
- Using One-Button Publishing
- Publish Files dialog box

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Publishing Your Pages

Once you have finished creating your Web page, or perhaps an entire Web presentation and tested it on your own system, you can *publish* it to a server. Right now your page exists on your local disk; you can browse your Web page, but no one else can. When you publish to a server, you're copying your Web pages (HTML files) to a Web server so that others can see what you've done.

What is a Web server?

A Web server is a program that runs all the time and waits for Web clients (such as Navigator) to connect to it and request data, usually a file. Servers and browsers communicate using the HyperText Transfer Protocol (HTTP), a language created for transferring hypertext documents over the Web. Web servers are often called HTTPD servers.

Note: The "D" in HTTPD stands for daemon. A daemon is a UNIX term for a program that sits in the background and waits for requests. You don't have to be on UNIX for a program to behave like a daemon, so Web servers on any platform are still called HTTPD servers, or simply HTTP servers.

Finding a Web server

Ideally, you'll be able to publish your Web pages using the same organization that gives you access to the Internet. If you get access to the Internet through a commercial provider, that organization might offer Web space that you can use as well. Ask your system administrator if they offer Web server access.

Filename Conventions

Filenames have different conventions and restrictions depending on the platform. It's important to understand these distinctions before publishing your Web information, because you want your documents to be as portable between platforms as possible. If you are working with more than one platform, naming your files is very important.

For example, if you're moving your files to or from DOS-based systems, you'll need to follow the 8.3 rule, which means that file names must be only 8 characters long with a 3-character extension. Also, if you're moving files from a Macintosh to other systems, don't use spaces or other funny characters, use only letters and numbers and keep your file names under 8 characters.

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Using One-Button Publishing

The one-button publishing feature in Composer makes publishing your Web pages quick and easy. You can select which files or directories you want to upload (publish) to a remote server. You can also specify the remote server site.

1. Choose **File|Publish** or click the **Publish** button on the Composition toolbar. If you have specified default publishing preferences in the Composer Preferences dialog, those settings appear in the Publish dialog.

Publish: C:\WINDOWS\Desktop\fbgdd.htm

Page Title: [My Home Page] e.g.: "My Web Page"

HTML Filename: [index.htm] e.g.: "mypage.htm"

HTTP or FTP Location to publish to:

[ftp://chre.vt.edu/itma/swva/mcclooney/portfolio] ▼

User name: [mcclooney] [Use Default Location]

Password: [ ] ☐ Save password

┌─ Other files to include ─────────────────────────┐
│ ⦿ Files associated with this page   ○ All files in page's folder │
│   ┌──────────────────────────────┐ │
│ [Select None]   │ file:///C|/WINDOWS/Desktop/104.jpeg │ │
│   │   │ │
│ [Select All]   │   │ │
│   └──────────────────────────────┘ │
└───┘

[OK]   [Cancel]   [Help]

2. Select the "Files associated with this page" option to display all of the image files in the current document (default). Then select any image files you want to publish along with the document. Select the "All files in page's folder" option to display all of the files (.HTML, .GIF, .JPG) in the current document's directory. Then select the files you want to publish along with the document. This is a quick way to publish an entire Web presentation that is made up of several HTML files. **Note:** If a file on the remote server where you're publishing has the same file name as the one you're uploading, it will be replaced with the new one without asking you to confirm the action.

3. Type the location of the remote site you want to publish your Web pages to. For example, if you were using the FTP protocol, the URL you entered in this box might look something like this:

ftp://ftp.chre.vt.edu/topfolder/myfolder/

Once you've typed some locations here, in the future you can select from the list of remote locations you've established. Click **Use Default Location** to have the editor automatically enter the location you've specified in your Editor preferences.

4. Type your user name in the appropriate space.

5. Type the password for your user name in the appropriate space. Check "Save Password" to save your password information so you don't need to retype it each time you publish your Web pages.

6. Click OK to have Composer upload the files.

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Publish Files dialog box

Learn about each item on the Publish Files dialog box.

About the Publish Files dialog

Lets you select which files or directories you want to upload (publish) to a remote server. You can also specify the remote server site.

Page Title - The title of the page you are publishing. The title will appear at the top of the browser window.

HTML Filename - If you have already created and saved a page, this field is filled in. If not, enter a filename for the current page you want to publish. The filename must have an .htm or .html extension.

HTTP or FTP Location to publish to - Enter the location of the remote site where you want to publish your web page.

User name - The name you type when accessing the network your Web pages will be located on.

Password - The password for your user name.

Save Password - Saves your password information so that you only need to type it in the box once instead of each time you publish your Web pages.

Files associated with this page - Click to display all of the files referenced by the current document. Then select the files you want to publish along with the document. Click Select None or Select All to quickly select and deselect files in the list.

All files in page's folder - Click to display all of the files in the current page's directory. Then select the files you want to publish along with the page. Click Select None or Select All to quickly select and deselect files in the list.

Warning: If a file on the remote server you're publishing to has the same filename as one you're uploading, the newly uploaded file will replace the existing one. You will not be asked to confirm the action.
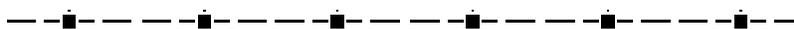
Tables

Tables are useful for presenting information you want to display in a grid, such as a calendar, or in a spreadsheet, such as financial data. But you can also use tables whenever you want to have greater control over page layout than you normally would. For example, you could combine graphics in a table to create a resume or a newsletter. Or, you could create a table that encompasses an entire page, and then nest tables within the main table for even more layout control.

Quick Links:

- Inserting a Table
- New Table Properties dialog
- Selecting and Deleting Tables
- Adding and Deleting Rows, Columns, and Cells
- Setting Table Properties
- Table Properties dialog box
- Setting Row Properties
- Row Properties dialog
- Setting Cell Properties
- The Cell Properties dialog
- Displaying Tables

Inserting a Table

Summary

To insert a table:

1. Place the insertion point where you want the table to appear in your document.
2. Choose **Table** from the **Insert** menu or click the Table button on the **Format Tools** toolbar.
3. In the New Table Properties dialog, set the properties you want.
4. Click OK to accept the settings and close the dialog box. Click Apply to preview the settings you've specified and then click Close to accept them and exit the dialog box.

New Table Properties dialog

About the New Table Properties dialog

Lets you create a table and specify attributes such as number of rows and columns, border line width, cell spacing and padding, table width and height, color, and captioning. Click OK to make the specified changes and close the dialog box. Click Apply to preview the changes you've specified and then click Close to accept the changes and exit the dialog box.

New Table Properties

Number of rows: `1`   Number of columns: `2`

Table Alignment
- ● Left   ○ Center   ○ Right

☐ Include caption: ● Above table   ○ Below table
☑ Border line width: `1`   pixels
    Cell spacing: `1`   pixels between cells
    Cell padding: `1`   pixel space within cells

☑ Table width: `100`   [% of window ▼]
☐ Table min. height: `100`   [% of window ▼]
☑ Equal column widths

Table Background
☐ Use Color: [   ]
☐ Use Image: [   ]
☐ Leave image at the original location   [Choose Image...]

[Extra HTML...]

[OK] [Cancel] [Apply] [Help]

Number of rows - The number of rows in the table. Type a number in the box.

Number of columns - The number of columns in the table. Type a number in the box.

Table alignment - Lets you select a left-justified, centered, or right-justified alignment for the table within the document.

Include caption - Lets you inserts space for a centered line of text above or below the selected table.

Border line width - The size (in pixels) of the border lines around cells. Type a number in the box. Type 0 to make the border invisible.

Cell spacing - The space (in pixels) between cells in the selected table. Type a number in the box.

Cell padding - The padding (in pixels) within each cell. This sets the top, bottom, right, and left margins of each cell in the selected table. Type a number in the box.

Table width - The width of the selected table. You can specify table width as a percent of the window width or as a number of pixels. If you specify the width as a percent of the window, the table width changes whenever the window changes. Type a number in the box and select "pixels" or "% of window."

Table min. height - The minimum height of the selected table. This is the smallest height the table can have. If you type more text in the table, the table automatically resizes to fit the text you enter. You can specify table height as a percent of the total window height or as a number of pixels. If you specify the height as a percent of the window, the table height changes whenever the window height changes. Type a number in the box and select "pixels" or "% of window."

Table Background - Select a background color for cells in the selected table. You can use the document's default background color as specified in Page **Properties|Appearance**, or define a custom color. You can also use an image as the background of the table.

Note: If you are inserting a table within a table (called nesting tables), you can also set the minimum height and width of the nested table as a percentage of the parent cell (the cell of the table in which the nested table resides). The nested tables height and width changes whenever the parent tables height and width changes. Type a number in the box and then select "% of parent cell."

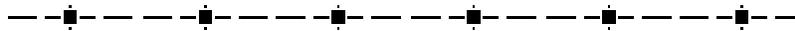— —▪— — — —▪— — — —▪— — — —▪— — — —▪— — — —▪— —

Selecting and Deleting Tables

To select a table: place the insertion point inside the table and then choose **Edit|Select** Table. Then you can cut or copy the table to paste somewhere else in your document.

To delete a table: place the insertion point inside the table and then choose
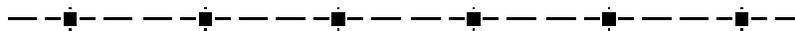
Edit|Delete Table.

— —·—■— — — —·—■— — — —·—■— — — —·—■— — — —·—■— — — —·—■— —

Adding and Deleting Rows, Columns, and Cells

To add a row, column, or cell: place the insertion point in the table where you want the addition to appear. Then choose **Insert|Table|Row** (or **Table|Column** or **Table|Cell**).

To delete a row, column, or cell: place the insertion point inside the row, column, or cell you want to delete. Then choose **Edit|Delete Table|Row** (or Delete **Table|Column** or **Delete|Table|Cell**).

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Setting Table Properties

Once you've created a table, choose **Format|Table** Properties to set various properties for rows and cells, or modify the properties you set for the table itself.

Note: The settings you choose in the Table properties dialog box always override the settings used when you first created the table.

To set table properties:

1. Place the insertion point in the table.
2. Choose **Format|Table** Properties and then select the Table tab.
3. In the Table Properties dialog, set the properties you want.

— —·—■— — — —·—■— — — —·—■— — — —·—■— — — —·—■— — — —·—■— —

Table Properties dialog box

About the Table Properties dialog box

Lets you specify attributes such as border line width, cell spacing and padding, width, height, color, and captioning for the selected table. Click OK to make the specified changes and close the dialog box. Click Apply to preview the changes you've specified and then click Close to accept the changes and exit the dialog box.
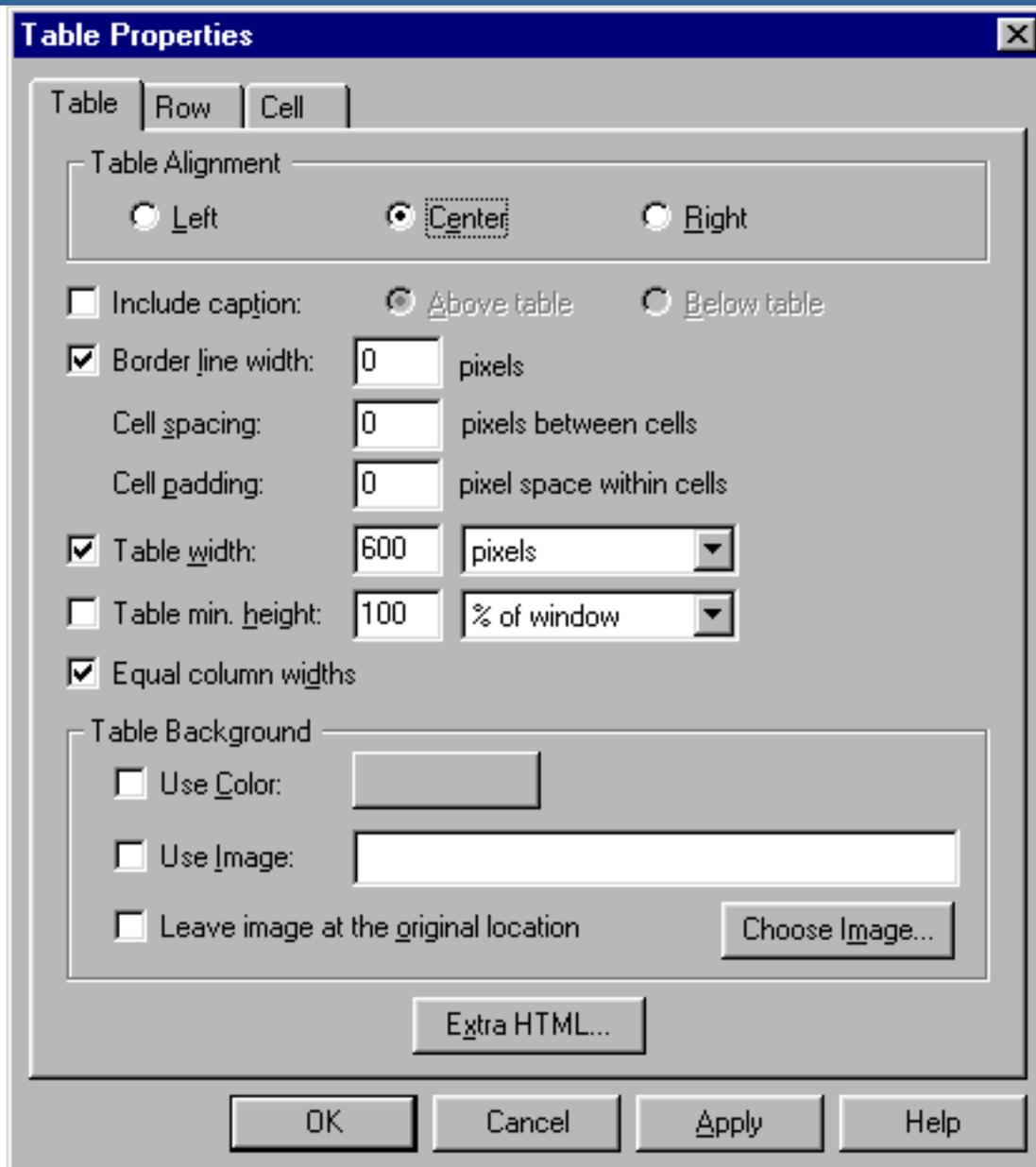
Table alignment - Lets you select a left-justified, centered, or right-justified alignment for the table within the document.

Include caption - Lets you inserts space for a centered line of text above or below the selected table.

Border line width - The size (in pixels) of the border lines around cells. Type a number in the box.

Cell spacing - The space (in pixels) between cells in the selected table. Type a number in the box.
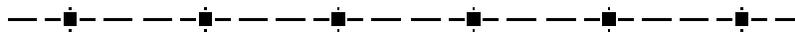
Cell padding - The padding (in pixels) within each cell. This sets the top, bottom, right, and left margins of each cell in the selected table. Type a number in the box.

Table width - The width of the selected table. You can specify table width as a percent of the window width or as a number of pixels. Type a number in the box and select "pixels" or "% of window."

Table min. height - The minimum height of the selected table. This is the smallest height the table can have. If you type more text in the table, the table automatically resizes to fit the text you enter. You can specify table height as a percent of the total window height or as a number of pixels. If you specify the height as a percent of the window, the table height changes whenever the window height changes. Type a number in the box and select "pixels" or "% of window."

Table Background - Select a background color for cells in the selected table. You can use the document's default background color as specified in Page **Properties|Appearance**, or define a custom color. You can also use an image as the background of the table.
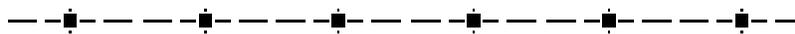
Note: If you are inserting a table within a table (called nesting tables), you can also set the minimum height and width of the nested table as a percentage of the parent cell (the cell of the table in which the nested table resides). The nested tables height and width changes whenever the parent tables height and width changes. Type a number in the box and then select "% of parent cell."

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Setting Row Properties

To set row properties:

1. Place the insertion point in the row you want to modify.
2. Choose **Format|Table** Properties and then select the Row tab. The Row properties panel appears, allowing you to specify properties such as horizontal and vertical text alignment, and text color.
3. Set the properties you want.
4. Click OK to accept the settings and close the dialog box. Click Apply to preview the settings you've specified and then click Close to accept them and exit the dialog box.

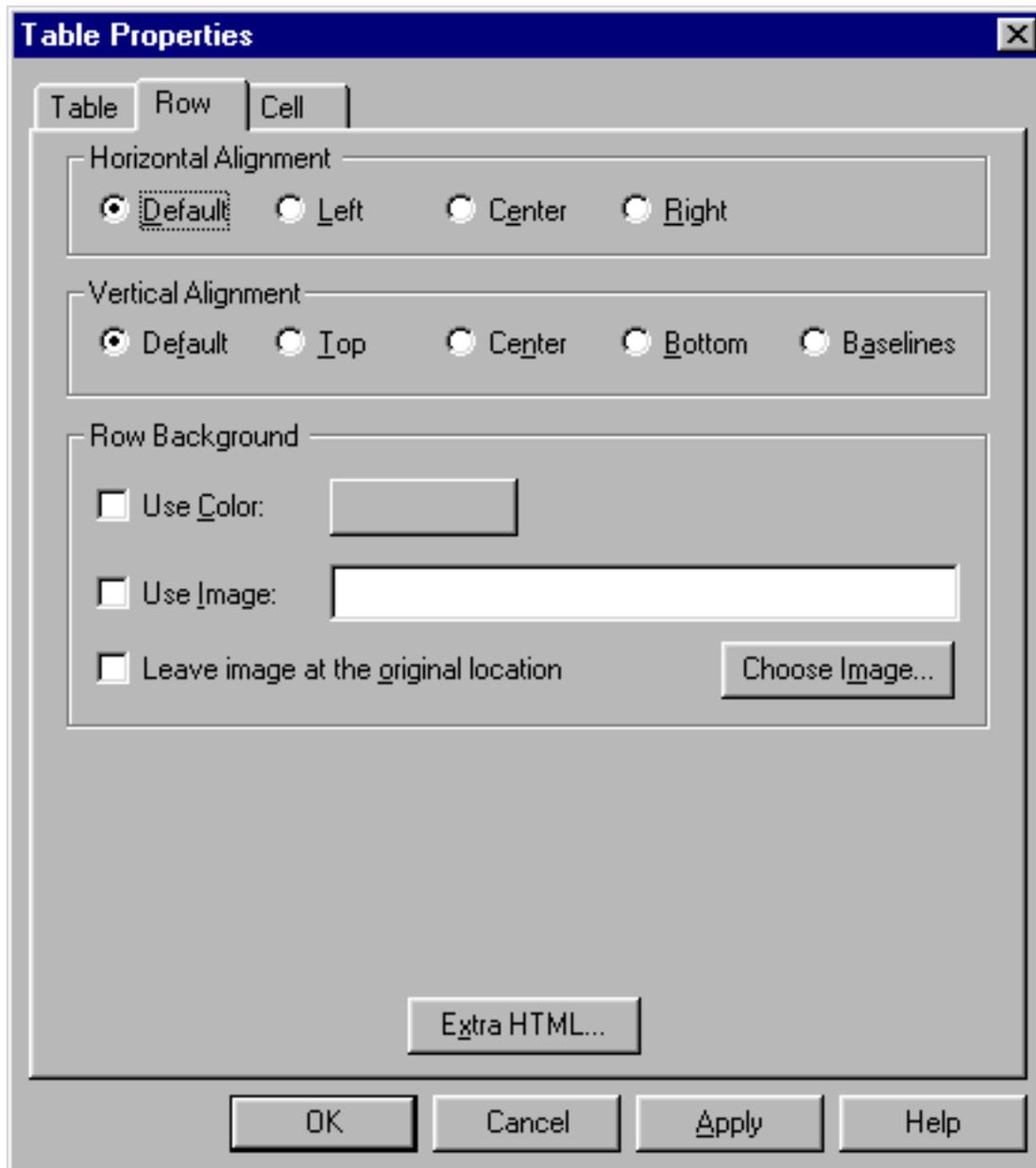— –|– — — –|– — — –|– — — –|– — — –|– — — –|– —

Row Properties dialog

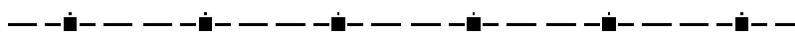**About the Row Properties dialog**

Lets you specify attributes such as horizontal text alignment, and vertical text alignment, and text color for the selected table row. Click OK to make the

specified changes and close the dialog box. Click Apply to preview the changes you've specified and then click Close to accept the changes and exit the dialog box.

Table Properties

Table | **Row** | Cell

Horizontal Alignment
- ⦿ Default ○ Left ○ Center ○ Right

Vertical Alignment
- ⦿ Default ○ Top ○ Center ○ Bottom ○ Baselines

Row Background
- ☐ Use Color: [   ]
- ☐ Use Image: [_____]
- ☐ Leave image at the original location   [Choose Image...]

[Extra HTML...]

[OK] [Cancel] [Apply] [Help]

Text alignment - Position of text relative to the top, bottom, and sides of cells in the selected table row. You can specify horizontal and vertical alignment or leave the alignment as it was set when the table was created.

Row Background - Select a background color for cells in the selected table row. You can use the document's default background color as specified in Page **Properties|Appearance**, or define a custom color. You can also use an image as the background.

Setting Cell Properties

To set cell properties:

1. Place the insertion point in the cell you want to modify.
2. Choose **Format|Table** Properties and then select the Cell tab. The Cell properties panel appears, allowing you to specify properties such as spanning additional rows and columns, horizontal and vertical text alignment, text style and wrapping, cell width and height, and cell color.
3. Set the properties you want.
4. Click OK to accept the settings and close the dialog box. Click Apply to preview the settings you've specified and then click Close to accept them and exit the dialog box.
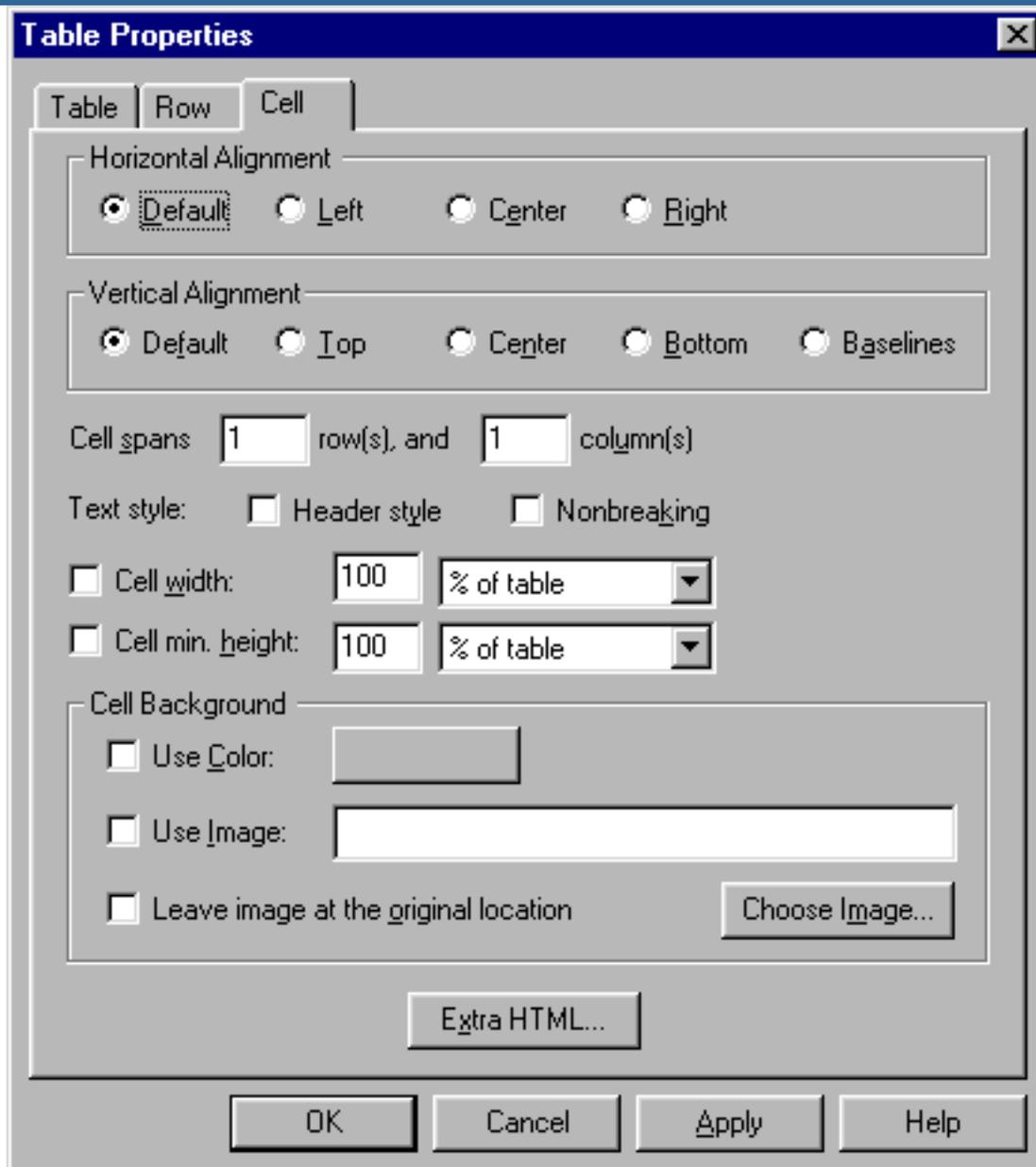
Note: If you are modifying a table within a table (called a *nested table*), you can also set the minimum height and width of the cell in the nested table as a percentage of the parent cell (the cell of the table in which the nested table resides). The height and width of the cell in the nested table changes whenever the parent cell's height and width changes. Type a number in the box and then select "% of parent cell."

The Cell Properties dialog

About the Cell Properties dialog

Lets you specify attributes such as spanning additional rows and columns, horizontal and vertical text alignment, text style and wrapping, cell width and height, and cell color for the selected cell. Click OK to make the specified changes and close the dialog box. Click Apply to preview the changes you've specified and then click Close to accept the changes and exit the dialog box.

Table Properties

Table | Row | Cell

Horizontal Alignment
- (•) Default
- ( ) Left
- ( ) Center
- ( ) Right

Vertical Alignment
- (•) Default
- ( ) Top
- ( ) Center
- ( ) Bottom
- ( ) Baselines

Cell spans [1] row(s), and [1] column(s)

Text style: [ ] Header style   [ ] Nonbreaking

[ ] Cell width: [100] [% of table ▼]

[ ] Cell min. height: [100] [% of table ▼]

Cell Background
- [ ] Use Color: [   ]
- [ ] Use Image: [   ]
- [ ] Leave image at the original location   [Choose Image...]

[Extra HTML...]

[OK] [Cancel] [Apply] [Help]

Text alignment - Position of text relative to the top, bottom, and sides of the selected cell. You can specify horizontal and vertical alignment or leave the alignment as it was set when the table was created.

Cell spans - Lets you set the selected cell to span more than one column or row. Type a number in the rows box to span additional rows. Type a number in the columns box to span additional columns.

Header style - Centers the text in the selected cell and sets its style to bold.

Nonbreaking - Lets you set the text in the selected cell to wrap to the next line when it reaches the preset width of the cell. Turning "Wrap text" off causes the cell (and the table) to expand to fit the text you type.

Cell width - The width of the selected cell. You can specify cell width as a

percent of the table width or as a number of pixels. If you specify the width as a percent of the table, the cell width changes whenever the table width changes. Type a number in the box and select "pixels" or "% of table."

Cell min. height - The minimum height of the selected cell. This is the smallest height the cell can have. If you type more text in the cell, the cell automatically resizes to fit the text you enter. You can specify cell height as a percent of the total table height or as a number of pixels. If you specify the height as a percent of the table, the cell height changes whenever the table height changes. Type a number in the box and select "pixels" or "% of table."

Cell Background - Select a background color for the selected table cell. You can use the document's default background color as specified in Page **Properties|Appearance**, or define a custom color. You can also use an image as the background.

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Displaying Tables

If you plan to create large tables with many columns and rows, you might want to consider displaying tables *flat* in order to save time and your computer's memory. You can still edit individual cells and modify their properties when the table is flattened, and when you browse your document the tables display normally. Select **View|Display** Tables (when the item is checked it's selected) to display tables normally in the edit window. When **View|Display** Tables is unchecked, the Composer displays a table as one long series of cells in successive order. Borders and colors are not displayed. The following example shows a 2-column, 3-row table with a normal display (**View|Display** Tables checked) on the left, and the same table with a flattened display on the right.

My Favorite Table

Column 1	Column 2
Column 1/Row A	Column 2/Row A
Column 1/Row B	Column 2/Row B
Column 1/Row C	Column 2/Row C

My Favorite Table

Column 1

Column 2

Column 1/Row A

Column 2/Row A

Column 1/Row B

Column 2/Row B

Column 1/Row C

Column 2/Row C

Hyperlinks

This section discusses the creation of Hyperlinks, which provide pathways to other pages and sites.

Quick Links:

- Working with Hyperlinks
- About URLs
- Creating Links
- Link Properties dialog
- Linking Images
- Linking to Targets
- Relative and Absolute Links

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Working with Hyperlinks

A *hyperlink* is an active part of a document. When you click a hyperlink, you can link to

- Parts of the same Web page.
- Files on your computer.
- Computers on the Internet.

Hypertext and hyperlink documents are commonplace in computing now. Consider the MS Windows, Macintosh, and OS/2 Help systems, for example. Help typically displays highlighted areas that you can click to access additional information. This other information might be contained elsewhere in the same file or in another help file on your computer. On the Web, hyperlinks access information on your own computer, and potentially on any accessible computer on the Internet. The information you access, stored in computer files, can produce words, sounds, pictures, or even action video on your own computer.

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About URLs

Uniform Resource Locators or URLs are street addresses for bits of information on the Internet. Most of the time, you can avoid trying to figure out your own URLs by simply navigating to the information you want to point to with your browser, and then copying and pasting the long string of "stuff" into your link. But it's often useful to understand what a URL is all about, and why it has to be so long and complex.

Also, when you begin publishing your own information on the Web, you'll want to know something about URLs so that you can tell people how to find your Web page.

Most URLs have four parts: the protocol, the host name, the directory, and the file name; for example:

```
http://mysystem.com/docs/index.htm
```

1. The *protocol* (`http:`) is how the document is accessed; that is, the type of protocol or program your browser will use to get the file. If the browser is using HTTP to get to the file, the protocol part is http. If the browser uses FTP, it's ftp.

2. The *host name* (`mysystem.com`) is the system on the Internet where the information is stored, such as `home.netscape.com`. You can have the same host name but have different URLs with different protocols, for example:

> http://mysystem.com

> ftp://mysystem.com

> gopher://mysystem.com

This is the same machine, but with three different information servers. As long as all three are installed on that system and available, there's no problem having the same host name.

3. The *directory* (`/docs`) is the location of the file or other form of information on the host. The directory might be the actual directory and file name, or it can be another indicator that the protocol uses to refer to the location of that information.

4. The *file name* (`index.html`) is the .HTML file for the Web page.

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Creating Links

To create links in your page to other documents.

Summary

1. Select the text or image you want to create a link for.
2. Choose **Insert|Link** or click the Link button on the **Composition Tools** toolbar
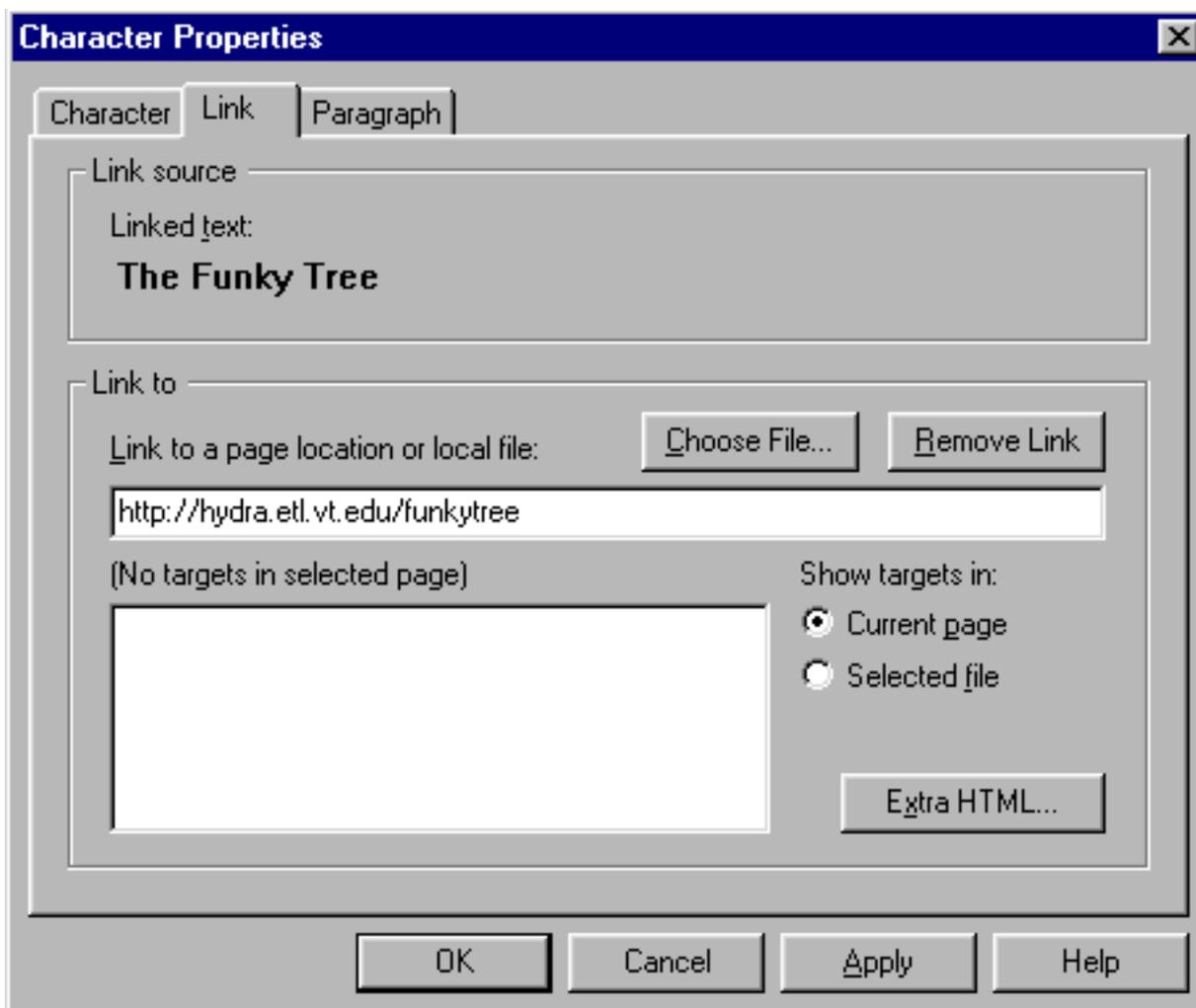3. Enter the file name or URL to link to.

Tip: To create a link to a page displayed in the browser, drag the link icon from the browse window (left of the location box) to an edit window.

When you link to a local document, you're linking to a document on your computer; documents you reference don't have to be in the same directory (it's a good idea though). Linking to a remote document means you're linking to somewhere on the Internet rather than on your local disk.

Details

You can create links in your documents by dragging them from other windows and then dropping them into the edit window. For example, you can drag a link from a browse, bookmark, mail, or news window and drop it on a document in the Composer window. You can also create links using the Link Properties dialog.

1. Select the text or image you want to create the link for.

2. Choose **Insert|Link** or click the Link button on the **Composition Tools** toolbar. You'll see the Link Properties dialog.
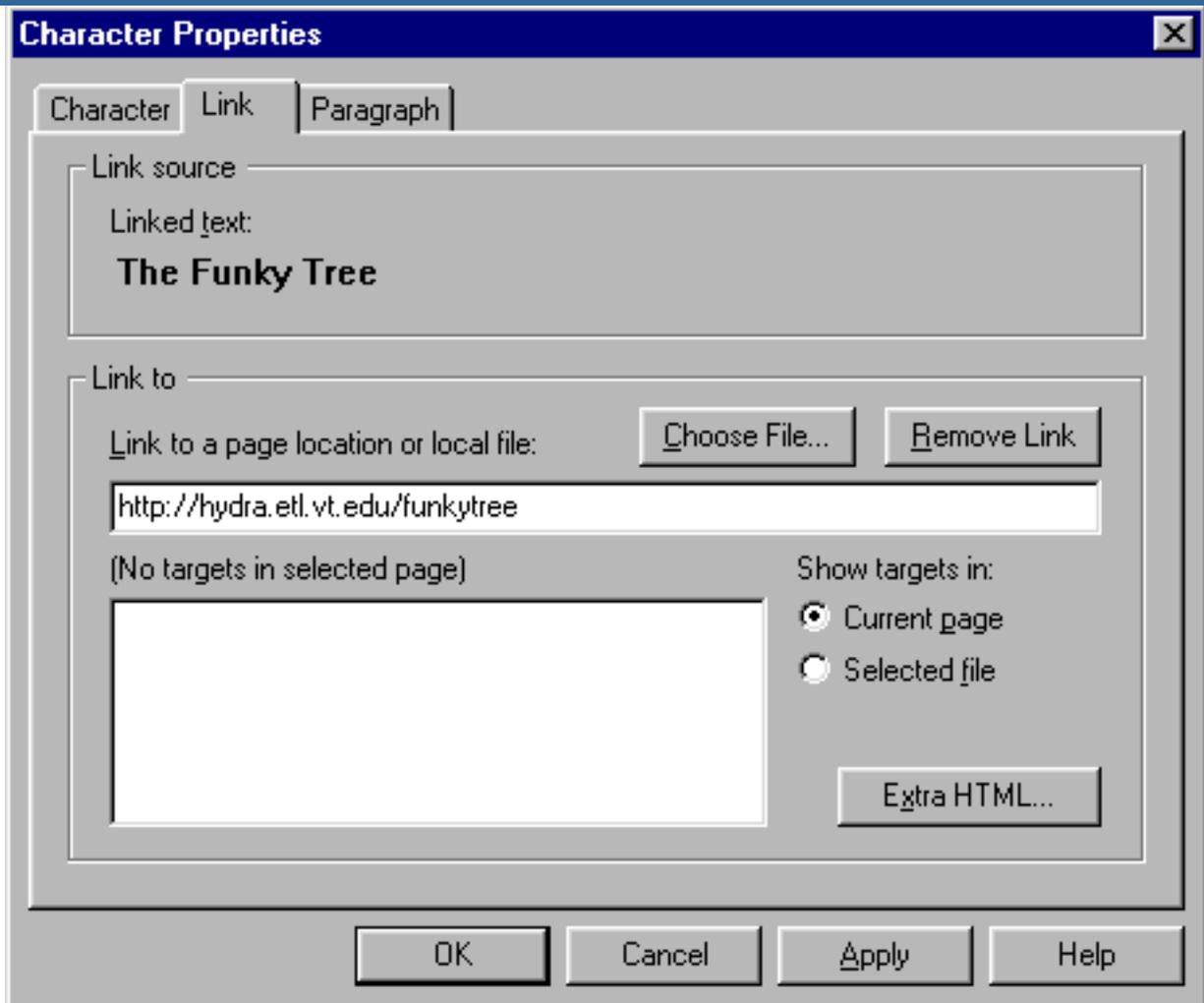
3. **Link Source** displays the selected text you want to use to create a link. To change this text, select the text in your document and retype. To see the change reflected in the dialog, select the text before opening the dialog. **Note:** If you don't have any text selected when inserting a new link, the title of the document to which you're linking appears in your document as the link text.

4. Type the local file name or remote URL to link to the selected text. Click **Browse File** to select a local file.

5. Select a named target present in the current document or selected file (depending on how you've set the "Show targets in" option). Select a target to which you want to link the selected text. The **Show targets in** option lets you specify displaying either the named targets in the current document or those in the file specified in the Link to page or file box.

6. Click Apply to make the changes you've specified and leave the dialog box open. Click OK to make the specified changes and close the dialog box.

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Link Properties dialog

About the Link Properties dialog

Lets you insert a new link or modify an existing link's properties. Click **OK** to make the specified changes and close the dialog box. Click **Apply** to preview the changes you've specified and then click Close to accept the changes and exit the dialog box.

Link source - Displays the selected text or image you want to use to create a link. To change linked text, select the text in your document and retype it. To see the change reflected in the dialog, select the text before opening the dialog. Note: If you don't have any text selected when inserting a new link, the title of the document to which you're linking appears in your document as the link text.

Link to page or file - The local file name or remote URL to which you want the selected text to link. Type a URL or click Browse File to select a file.

Choose File - Lets you select an HTML file to link to

Remove Link - Unlinks the selected linked text. The **Link to** page or file box is cleared. If the current selection contains more than one link, an alert box appears asking you if you want to remove all links.

Select a named target - The named targets present in the current document or selected file (depending on how you've set the "Show targets in" option). Select a target to which you want to link the selected text. Targets are also known as "anchors" or "bookmarks".

Show targets in - Lets you specify to display either the named targets in the

current local document or those in the local file specified in the Link to page or file box.

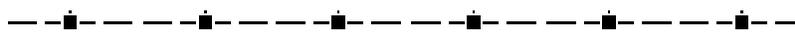— –■– — — –■– — — –■– — — –■– — — –■– — — –■– —

Linking Images

Summary

1. Insert an image
2. Click the Link button on the Composition Tools toolbar
3. Specify a link location.

Details

Just as with text, you can configure images to behave as links in your documents. When you click a linked image, the browse window displays the page that the image is linked to.
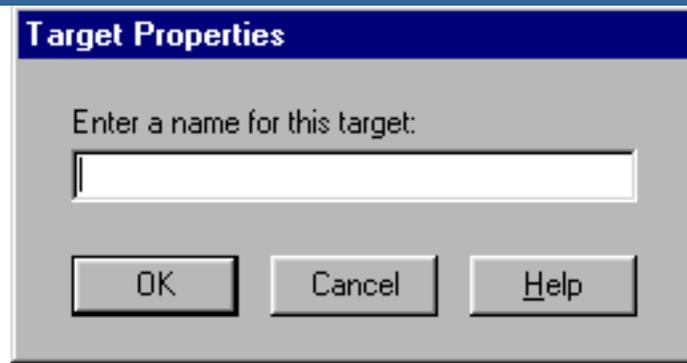
1. Insert an image on your page.
2. Select the image and then choose the Link button on the Composition Tools toolbar. You see the Link properties dialog box.
3. Specify a link location.
4. Select **File|Browse Page** and then click on the image to go to the linked page.
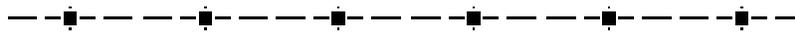
— –■– — — –■– — — –■– — — –■– — — –■– — — –■– —

Linking to Targets

If you want to link to a specific place within a document rather than just linking to the document itself, you create a target (also called anchor or bookmark in HTML). You can do this by inserting a target in one document, and then creating a link in the same document, or another document that points to that target. When you click on the link in the browser, the browser opens the document containing the target and scrolls to the target location. For example, the seven links at the top of this page link to the orange topic headings throughout the page. These headings have been defined as targets. This makes it easier for you to jump to a specific location on the page.

1. Place the cursor at the beginning of a line for which you want to create a target, or select some text at the beginning of a line.

2. Choose **Insert|Target** or click the **Target** button on the Character Properties toolbar.

Target Properties

Enter a name for this target:

[   ]

[OK] [Cancel] [Help]

3. Type a name for the target in the edit box; it can be up to 30 characters long. This name will appear in the target list of the Link Properties dialog. If you selected some text in step one, this box will already contain a default target name.

4. Click **OK**. A special Target icon appears in your document (only visible in edit mode) to mark the location of the link.

5. Insert a link and have it point to the target.

6. Choose **File|Browse Page** and click the link you just created to go to the location marked by the selected target.

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Relative and Absolute Links

When you specify the path name of a file to be linked to as a single file name, Navigator looks for the listed file in the current directory (same directory as the current file), even if it is looking at that file over a network. This is a *relative path name*. Relative path names point to the document you want to link to by describing its relation to the current document.

Relative path names

Path name	Means
link.htm	link.htm is located in the current directory.
files/link.htm	link.htm is located in the directory (or folder) called *files* and the *files* directory is located in the current directory.
docs/files/link.htm	link.htm is located in the *files* directory, which is located in the *docs* directory, which is located in the current directory.

../link.htm	link.htm is located in the directory (or folder) above the current directory (the same directory the current directory is in). You can use multiple "../" to indicate a file location further up the directory structure.

Absolute path names point to the document by starting at the top level of your directory hierarchy and working down through all the subdirectories to reach the file. You should use absolute path names when linking to a page from another Web site, such as the Netscape site.

Note: Check both publish options in the Composer Preferences dialog to take care of this automatically.

Generally, when linking together your own documents, you'll want to use relative path names. If you specify your links as absolute path names and then move your files elsewhere on the disk, rename a directory or a disk listed in that absolute path, or publish your pages to a server, then your links to these files might not work.

Absolute path names or URLs

Path name or URL	Means
/docs/test/link.htm	link.htm is located in the directory /docs/test.
/C|/docs/html/link.htm	link.htm is located on the C: drive in the directory docs/htm.
http://netscape.com/link.htm	link.htm is located on the Netscape Web server.

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Images

This section describes how to use images on your web pages.

- Working with Images
- Inserting an Image
- Images Properties dialog
- Alternate Image Properties dialog

Working with Images

There are two ways that images typically are presented. The most common way is as an *inline* image, where the picture appears as part of the Web page. The less common way is as a separate external link that you need to download apart from Web pages. Images are actually separate image files and do not "live" in the HTML document itself. The images that appear on your Web page can be image files on your local disk, or on a remote computer.

Most of the current Web browsers support either of two image formats; the Composer supports both formats as well:

- GIF (CompuServe Graphics Interchange Format .GIF extension)
- JPEG (Joint Photographic Experts Group .JPG extension)

GIF files lack the higher quality of JPEG files but are usually faster because they're more compact and optimized for electronic downloading.
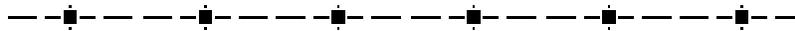
You can get images by drawing them yourself, scanning them, or buying them as part of a commercial clip art package. You can also find images out on the Net in one of the many image archives available. If you intend to use images on your Web pages, it's wise to create your own, get permission from the owner of an image, or use royalty-free clip art so you don't infringe on a possible copyright.

Composer provides two alternatives to displaying images: alternate text and low-resolution images. Alternate text is displayed in place of images. You should specify alternate text for those readers who use text-only browsers.

Low resolution images are another alternate to normal image display. You simply specify a low-resolution image to display while the normal image is loading.

Tip: If the document you're editing contains an animated GIF file, press Esc to stop it

from continually loading so that you can work in the document.

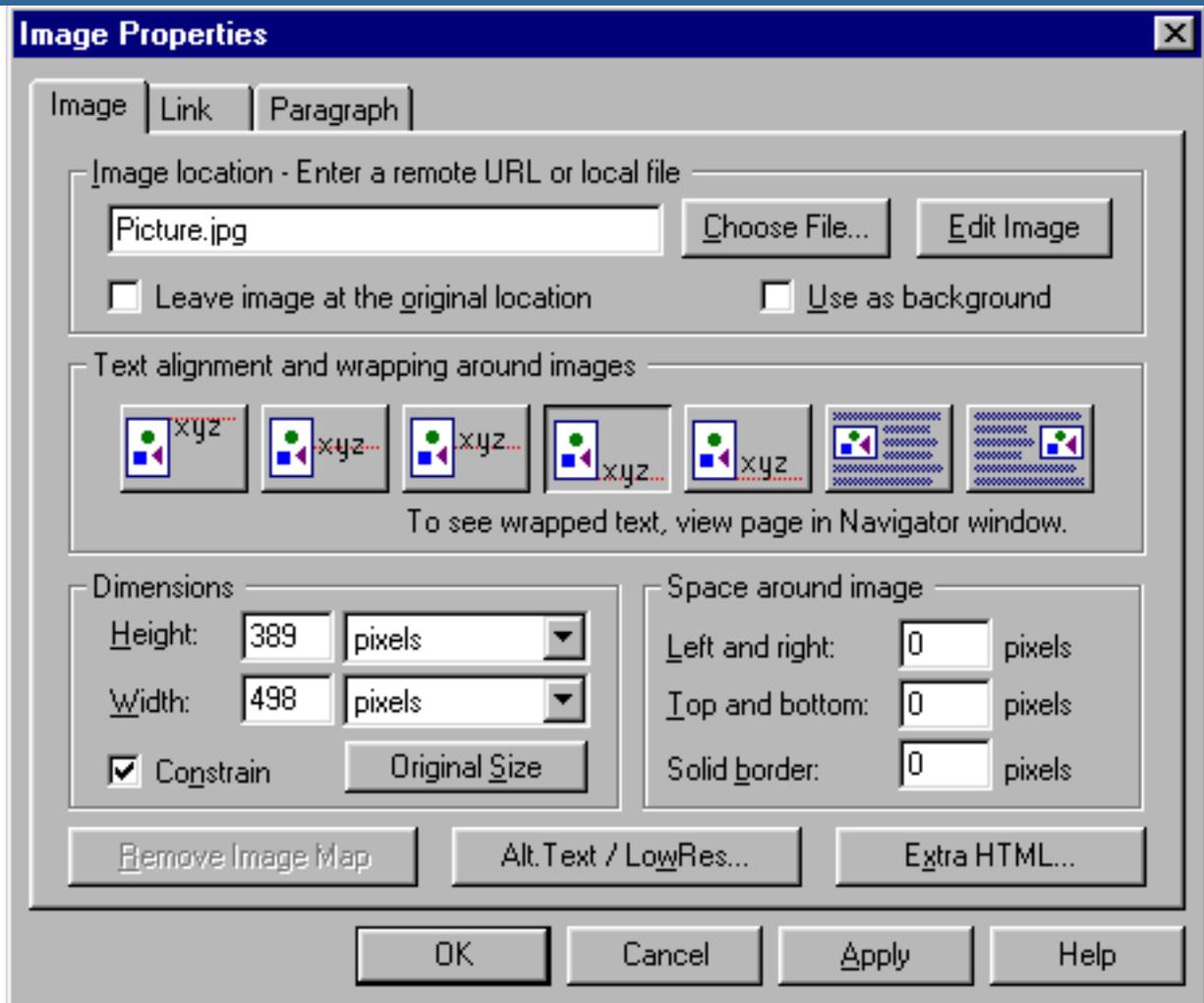— -∎- — — -∎- — — -∎- — — -∎- — — -∎- — — -∎- —

Inserting an Image

Inserting an image in your Web page either copies the image file to the same directory as that of the parent document - the Web page you're editing - or leaves the image file where it is, depending on the settings you've specified in Composer Preferences.

Tip: To quickly insert an image, cut and paste it from the clipboard, or drag and drop it to the location you want on your page.

To insert an image:

1. Place the insertion point where you want the image to appear in your document.

2. Choose **Insert|Image** or click the Image button on the Character Properties toolbar. The Image Properties dialog appears, allowing you to specify the source location of the image, its alignment relative to text, and the amount of space you want around it.

Image Properties

Image | Link | Paragraph

Image location - Enter a remote URL or local file

Picture.jpg   [Choose File...] [Edit Image]

☐ Leave image at the original location   ☐ Use as background

Text alignment and wrapping around images

To see wrapped text, view page in Navigator window.

Dimensions

Height: 389 pixels ▼

Width: 498 pixels ▼

☑ Constrain   [Original Size]

Space around image

Left and right: 0 pixels

Top and bottom: 0 pixels

Solid border: 0 pixels

[Remove Image Map]   [Alt.Text / LowRes...]   [Extra HTML...]

[OK]   [Cancel]   [Apply]   [Help]

3. Type the name and path of the image file you want to insert in your document. If you're not sure of the file name or its location, click Browse to select an image file from the directory list. **Important:** If you later move an image file from the specified location, it will no longer appear on your Web page.

4. Type the name of a low-resolution version of the image previously specified. This image loads first while the higher resolution image is loading on top. If you're not sure of the file name or its location, click Browse to select an image file from the directory list. (Optional)

5. Type the text that you want to have appear in place of the specified image file. You should always specify alternative text for readers who use text-only Web browsers, such as Lynx, or who have graphics turned off. If you don't include this alternative, your readers might see placeholder images instead of informative text. (Optional)

6. Select the options you want.

Images Properties dialog

About the Image Properties dialog

Lets you insert a new image or modify an existing image's properties. Click OK to make the specified changes and close the dialog box. Click Apply to preview the changes you've specified and then click Close to accept the changes and exit the dialog box.
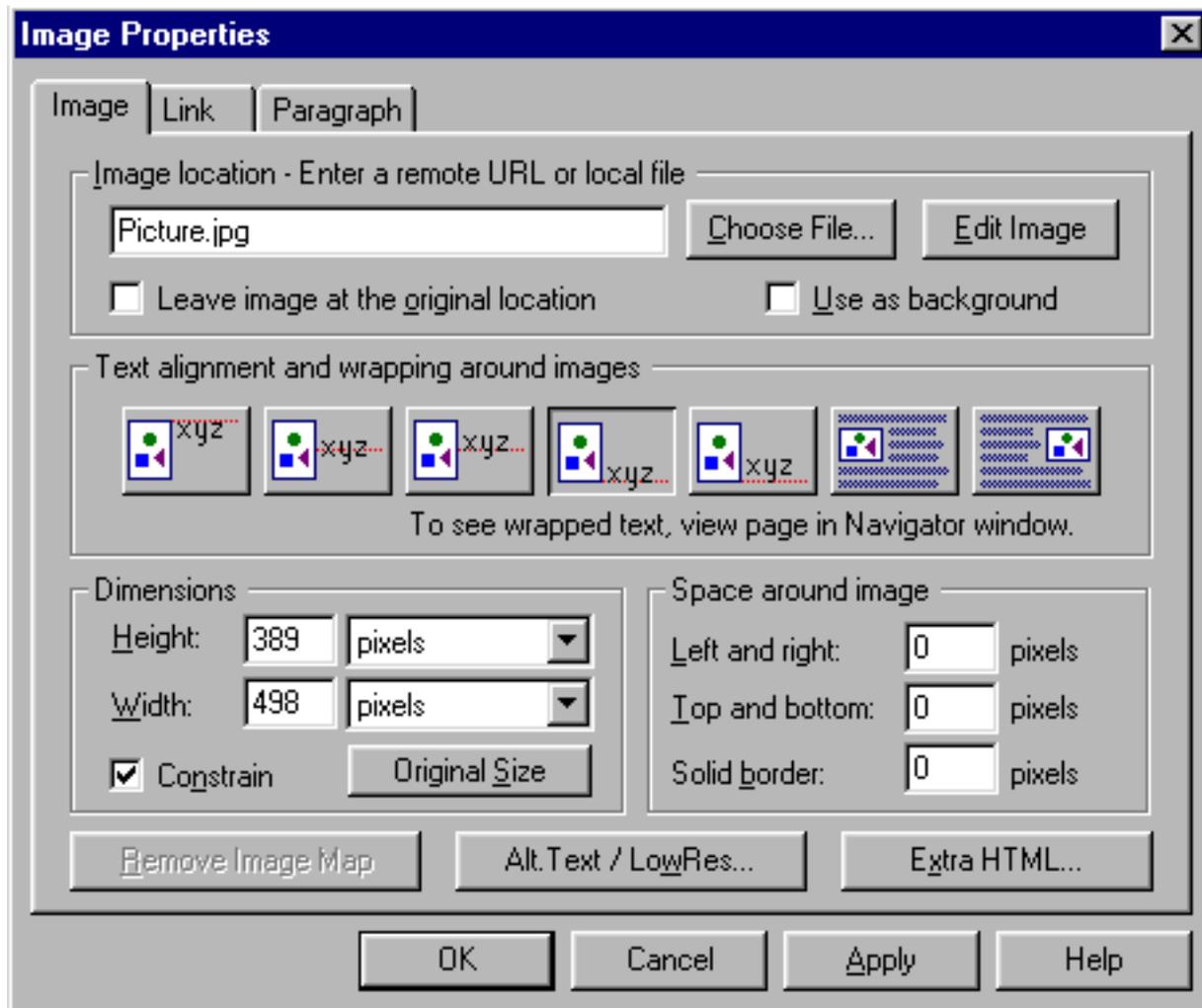

Image file name - The name of the image file you want to insert in your document, or whose properties you want to modify. The editor supports .GIF and JPG image file formats. If you're not sure of the file name or its location, click Browse to select an image file from the directory list.

Edit Image - Click this to edit the image using the external editor you specified in the General panel of the Composer Preferences dialog box. If you haven't specified an image editor, you will be prompted to do so.

Leave image at the original location - Normally Composer makes a copy of the image and places it in the same directory (folder) as your page. If you don't want a copy made, click this option.

Important: If you move an image file from the specified location, it will no longer appear on your web page.

Use as background - Click to use the image as a background for your entire page.

Alignment and Wrapping - The position of the selected image relative to text, top, center, or bottom. You can also specify whether to have the image right-align or left-align to the page. To see alignment changes you've made, view your page in the browser.
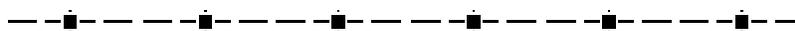
Dimensions - The height and width of the new or currently selected image as measured in pixels. Click **Original Size** to undo any changes to the size you've specified.

Space around - The amount of white space (space where no text is allowed) on the right and left, top and bottom of the image. You can also select to have a black border surround the image and specify its width in pixels.

Remove Image Map - Click this to remove all link regions from the image. An *image map* is a special type of image that contains links to different locations within the same image.
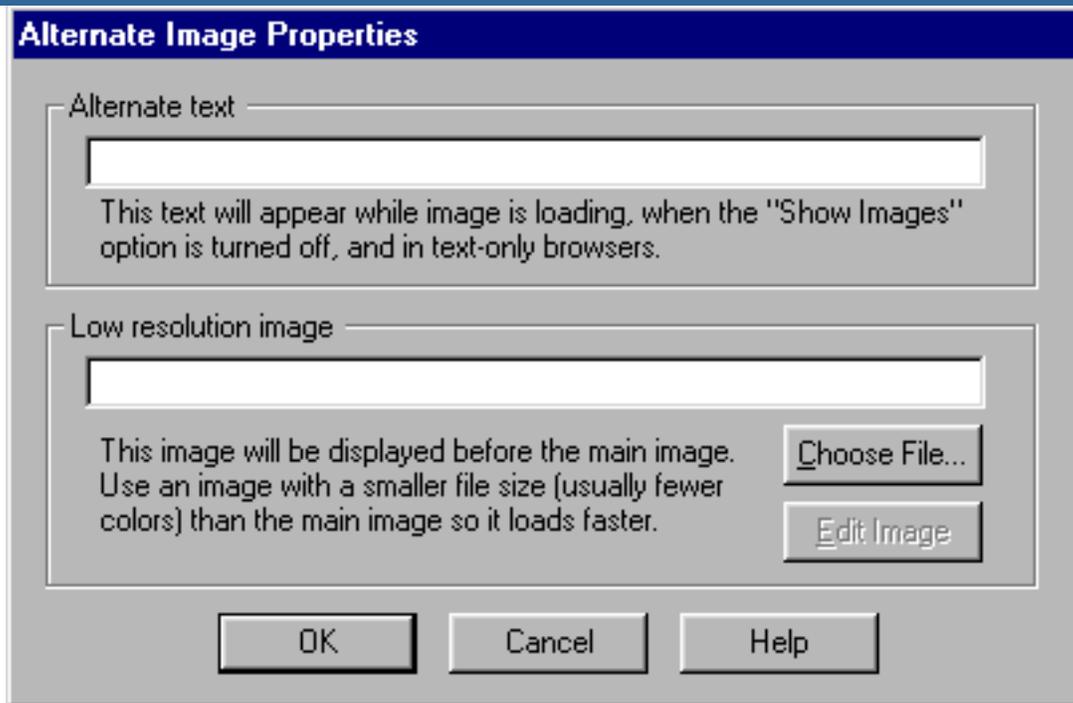
Extra HTML - Displays a dialog box where users familiar with HTML and JavaScript can add tags that manipulate the image.

To preview your settings, click Apply. To accept the changes, click OK.

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Alternate Image Properties dialog

You'll see this dialog when you select **Alt.Text/Lo<u>w</u>Res...** in the Image Properties dialog.

Alternate text - Enter the text string you want to display in place of the image, for example, a caption or brief description of the image. For example, the Alternate Text for the image above is "Alt-Image Dialog". You can see this by holding your mouse still over the image.

Low resolution image - Enter the name of the lower resolution image you want to display while the main image is loading. Click **Choose File** to browse for the file location.

Edit Image - Click to edit the image using the external editor you specified in the Composer Preferences General dialog box. If you haven't specified an image editor, you will be prompted to do so.
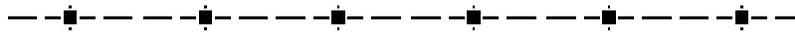
[**Back**] [**Next**]

Design Issues

In closing, we offer some issues to consider when designing and creating your web pages.

Quick Links:

- About Page Design
- Using Different Browsers
- Setting Page Length
- Providing Good Content
- Doing Graphics Justice
- Taking Stock of Colors and Fonts
- Finishing Touches

About Page Design

Even though the Web is relatively young, there are already some definite do's and don'ts regarding content creation. If you heed some of the following credos regarding text, page length, graphics, and color, you'll be on your way to presenting an attractive and well-turned Web page, one with content that readers will enjoyably sink their teeth into.

Time spent planning before you start "cooking" up your creation is time well spent. Consider these issues:

- What's the purpose of the page? Are you providing a service, a product, or entertainment?

- Who is your intended audience? Knowing your readers helps you shape the information content and pick a consistent voice to address them.

- How do you intend to structure the information? It's common to see at least two levels of hierarchy: a top level index and second-level pages. Put as much content toward the top of a hierarchy as possible. (This way, even the casual reader can quickly grasp the sort of information you're presenting.) The easiest way to lay out your information is by chunking it: break your topics into subtopics. If you have several small topics, group them onto a single page.

- How many links will you include? Remember that readers can create links that go to your home page as well as to any page within your set of pages. Also, readers can start to browse your Web page at any number of points; then navigate them in arbitrary fashion, choosing where to start and stop browsing. When planning the number of links you'll include, plan to test their validity on a regular basis.

- How many pictures, sounds, and movies should you use? The fancier and more complex your pages are, the more work and time you'll need to develop them. While multimedia elements definitely add pizzazz to your pages, they also can make a page take too long to load, delaying the reader from the information they're looking for.

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Using Different Browsers

As the Web grows in popularity, more browsers are becoming available. This means you can't assume that folks reading your pages are using the same browser you are. Even those who do use Netscape might not use it all the time (they might use a different browser at home or at work).

Don't make your document overly dependent on HTML features that can't be seen by all browsers. If you decide to use Netscape-only HTML tags, consider how your page might look to someone whose browser doesn't support those tags. Some browsers might not accept your graphics, so provide alternative text. Also, Netscape (and many other browsers) lets users choose how they want the pages they view to look. Users can choose fonts and font sizes, override a page's colors and backgrounds, and generally ignore a lot of the formatting options a Web author has specified.

Do assume that a user's screen size, number of available colors, and screen resolution will be different from yours, even those readers using the same browser. This means that a page that looks great on your screen might look completely different on someone else's. This is another strong reason to concentrate on content first, and use design options as enhancements only.

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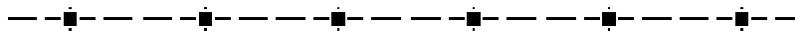
Setting Page Length

Most current personal computer monitors display either 640 x 480 pixels or 800 x 600 pixels on 15-inch to 17-inch screens. Designing your pages so that the information is presented in short, clearly segmented chunks will make it easier to keep pages concise.

A good rule of thumb for writing a page meant to be read onscreen is to make it no longer than two to three 640 x 480 screens' worth of information, including

local navigational links at either the beginning or the end of the page layout. If you make the page longer than the window, your reader has to remember too much information that's already scrolled off the screen.

A disadvantage of a very long Web page is that the reader must depend on the vertical scroll bar slider to navigate. Small scrolling movements can completely change the screen contents, leaving the reader no familiar landmarks.
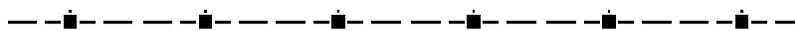
Keep closely related information within the confines of a single Web page, particularly when you expect the user to print or save the text. If you want to provide a good online interface for pages and easy printing or saving of the content, divide the page into chunks of two to three printed pages of worth information, including inline graphics or figures. Or provide a link to a separate file that contains the full-length text combined into one page.

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Providing Good Content

While the graphic design of your pages should be pleasing, it is ultimately the content that determines a page's value to others. Follow these simple guidelines to giving good content:

- Use graphics and color and vary the font size to enhance your page, but make sure your page also works when viewed as straight text. And always include a text alternative to graphic elements.

- Pare down your text. Usability tests show that people will skip over text that they consider non-essential. They don't like to scroll. Often readers will scan a page reading only the text of the hypertext links before they choose their next destination.

- Settle on as few heading styles and subtitles as are necessary to organize your content, then use your chosen styles consistently. Just because Composer provides six levels of headings doesn't mean that you should use them all in a single page! Use heading levels in order, with one level 1 heading at the top, and if necessary, several level 2 headings. Be aware that different browsers use different spacing and fonts. Use the heading levels to indicate structure, as they were intended.

- Avoid overusing boldface, italics, and multiple font styles in your text. One thing you can do to ease the monotony and visual strain of reading lots of text on the computer screen is to use the Block Quote paragraph format and Unnumbered List format (available in the Properties dialog box). Both formats result in indented text blocks that shorten lines of text, keep margins clear, and generally make the page easier to scan. You can also insert horizontal lines to visually separate sections of your document.

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Doing Graphics Justice

Graphics add a lot to the visual appeal and information content of a page. But poor use of graphics can frustrate your readers or keep them from understanding the message you're trying to send. Here are some points to keep in mind:

- Practically every published Web author will agree: keep images small! You should aim to keep the total file size of images used on a page to less than 100K. Remember that not everyone seeing your page has a 56K modem. If you need to use a large image, you might want to consider using a thumbnail of the image and then linking it to the full-size copy. You can reduce file size by using design programs (such as PhotoShop) to eliminate unnecessary colors.

- Use backgrounds intelligently. Backgrounds that are "loud" make it extremely hard to read the text that's on top of them. Don't let your backgrounds interfere with the message you're sending the reader. For a background to work well, color contrast is not enough. The background either needs to be very light (for dark text) or very dark (for light text). A background that contains an image should have low contrast, so it's not too distracting.

- The two types of image formats used by most Web browsers are GIF (CompuServe Graphics Interchange Format, .gif extension) and JPEG (Joint Photographic Experts Group, .jpg extension). The JPEG format works best for photos and continuous tone images. The GIF format works best for inline images, line art drawings, most logos, and screen dumps. Both formats should use a resolution of 72 dpi (dots per inch) and use RGB (red-green-blue) color mapping.

- Since you can't assume your readers are using a graphical browser to view your pages, be sure to enter an alternative description in the Text field of the Image Properties dialog box (choose **Format|Image Properties**). This way, readers using text-based browsers will see the alternate text description, and those using graphical browsers will also see something if the image fails to load.

- Use the Image properties dialog box to indicate the amount of space (in pixels) you want around an image. This speeds up the downloading process because the server doesn't need to request size dimensions to transmit to the client and can therefore display text faster. You may have heard of an extended type of graphic image called an *image map*. An image map is where different parts of the image activate different links. Clicking on one area of the image takes you to a specified page, clicking another area takes you to a different page, and so on.
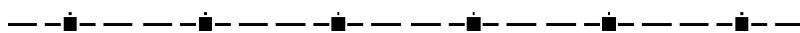

Taking Stock of Colors and Fonts

It's tempting to add lots of colors and font styles to a page just because you can. But the result is more likely to frustrate a reader and detract from the message you're trying to get across. After all, it's the content you want your audience to focus on, and that means presenting a page that's easy to read. Even though most graphical browsers (including Navigator) use a proportionally spaced font such as Times Roman as the default for text, many browsers are user-configurable, meaning the user can choose any font for viewing your page.

Consider *typography* as the tool you use to paint patterns on the page. The first thing your reader sees is not the title or other details of the page, but the overall pattern and contrast of the page. The reader's eye scans the page first as a purely graphic pattern, then begins to track and decode type and page elements.

Good typography depends on the visual contrast between one font and another and the contrast between text blocks and the surrounding empty space. There are a few basic typographic principals that can help make your pages easier on the eye:

- Avoid overusing boldface, italics, and multiple font styles in your text. Too much contrast is just as bad as no contrast at all.

- Making text uniformly bigger doesn't help at all, and only contributes to making the pager longer.

- Boldface fonts become monotonous very quickly, because if everything is bold, nothing stands out, and it looks as if you're shouting at your readers. Using all uppercase can have the same jarring effect.

- Choose a few heading styles to organize your content, and then use your chosen styles consistently. Regular, repeated patterns help readers quickly establish the location and organization of your information, and increase the overall legibility of your pages.

- Use white space judiciously. Don't put blank lines or horizontal rules everywhere or your pages will look choppy. (Plus, you're trying to keep page length to a minimum.)

Thoughtful and consistent use of color in backgrounds can really help pull your pages together into a cohesive presentation. In general, light pastel backgrounds are best for reading substantial amounts of text. If you are showing a lot of pictures, a black background can make your photos look good and give your pages a gallery-like effect. Using tiled backgrounds makes everything above them "float," causing your readers to work much harder to read your text. Using a white background can make text look good and your document look clean, but if you have a lot of pages, it can be extremely wearing on the eyes.

Finishing Touches

And last, but not least, the proverbial icing on the cake. These elements are considered the hallmarks of the work of a professional Web author:

Headers: A consistent titling design at the top of your Web page allows your readers to immediately know what the main point of the document is, and what (if any) relationship the page might have to other pages in a related group. Unlike a browsing a book, which is linear in design, a Web author can never be sure what other pages the reader has seen before linking to the current page. Graphics placed above the main heading should not be so large that they force the title of the page on a standard office-size monitor (640 x 480 pixels) to go off the screen.

Footers: Ideally, each page should have a footer that contains your name, organization, navigational elements (links or icons), copyright information, and revision/change dates.

Email Address: Like any fine work of art, a good Web page should have a signature or some other form of contact information. You can provide a link to an email form your readers can use to send comments and feedback to you. Select the Link tab in the Properties dialog box. In the Link to field, type the HTML tag *mailto*: followed by your email address.

At the very least, provide your name, organization, and street address, in case your page is viewed on a browser that doesn't support email forms.

Navigation: Include a target (a return link) to your top level on each page so readers have a quick way of returning to the beginning. It also helps to include links to an index or table of contents, other sections, and previous and next pages. You might want to add these targets to the bottom of the page, so the reader always knows where to find them. If your links only flow downward from the home page, the pages in your document will become dead ends.

Links: Avoid the "click here" syndrome when defining a link; for example, "Get information about whatever is available by clicking here." Readers then have to remember where they're going to once they jump to another page. It's better to link to words or phrases that are a meaningful part of a sentence; for example, "Information about *whatever* is now available."

If you use links to items on the same page, remember to use relative links, as absolute links (full URLs) can cause a browser to reload the page each time a link is selected.

Time Stamps: Date your revisions and indicate those pages that have been changed or are new additions.