



Get Fit! A Health and Fitness Magazine

Creating a web page for the newsletter.

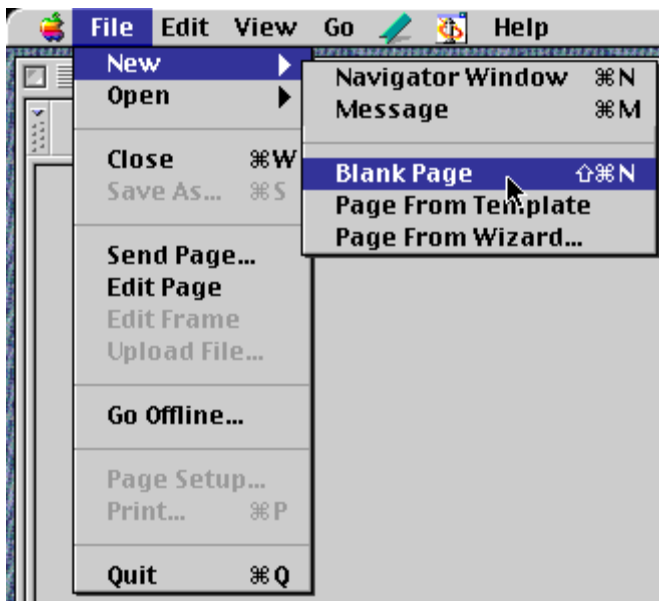
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1. How to Create a Page

- Go to the File menu.
- Select New.
- Select Blank Page.



Netscape creates a new "Composer" window.

Notice the Icon is a blue "screwdriver" for this page and the file is "untitled."

2. How to save your file

NOTE: Before saving any files create you need to create a folder for your web page and save all files and images to this folder. Don't forget to do this! Trust me, this will be important when it's time to send the files to your host server!

- The **first time** you save a file, use the File Menu and select **Save As**.
- Navigate to the folder where you want to save.
- Keep these conventions in mind: use **8 characters or less and**
 - use no punctuation - no commas, apostrophes, semicolons, etc.
 - use no spaces. Use an underline **_** character to separate words

Good file names	Bad file names
Jmheart.html	My Page
Rbwoods.html	A terribly long and complicated filename
BillFile.html	Bill's horrible:punctuated filename

You will see a **Page Title** Dialogue box. Type a descriptive phrase that helps the user understand a little bit about your web page. For example, for a web page about the heart, you might type "All About the Heart" This information will be available to the user when your page is published on the Internet.

From now on, when you save this file, you can use **File→Save** and Composer will automatically save your file as the same name and to the same folder.

Note: To open your web page after you have saved it, Select **File→Open Page→Open Location** or **File in/Select Composer**

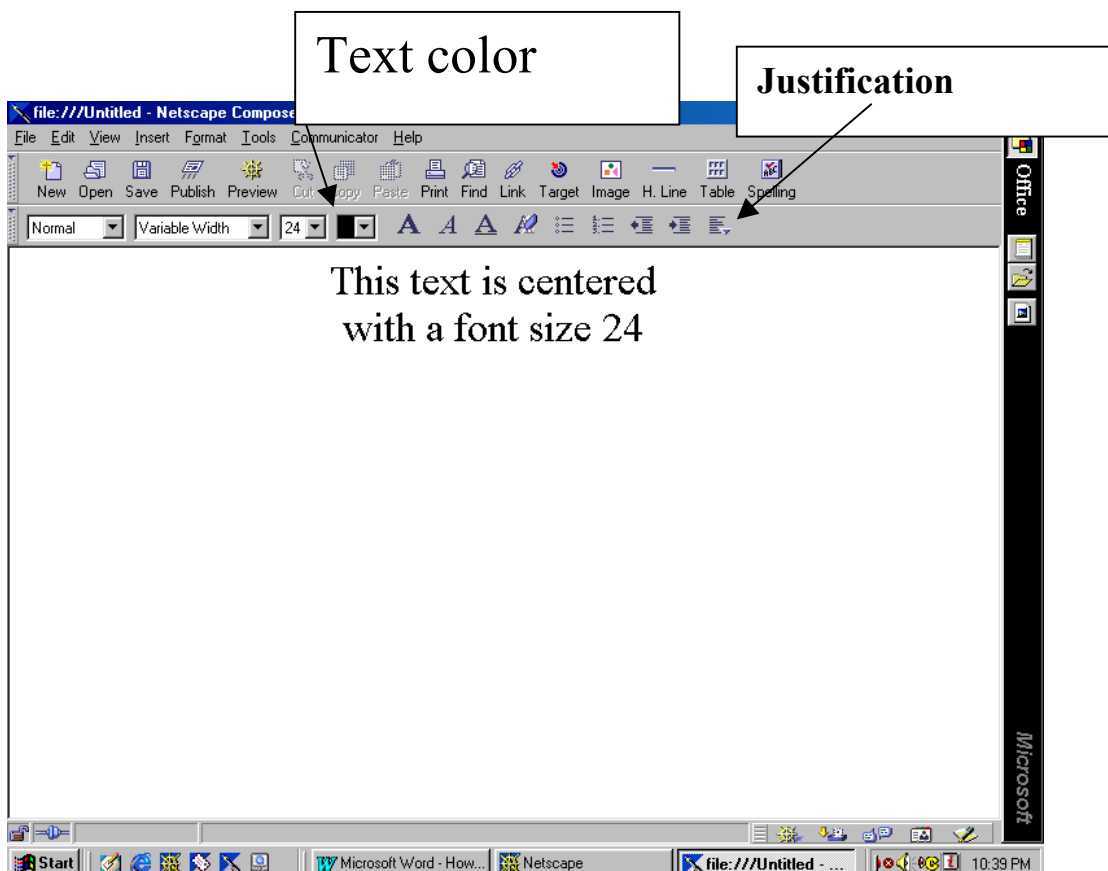
Navigate to your file. Be sure it has an **.html** file extension. This signifies that the file is a web page. Now you are back in business!

3. How to Enter Text

Enter text on your web page by using the copy/paste commands from your word processor. _

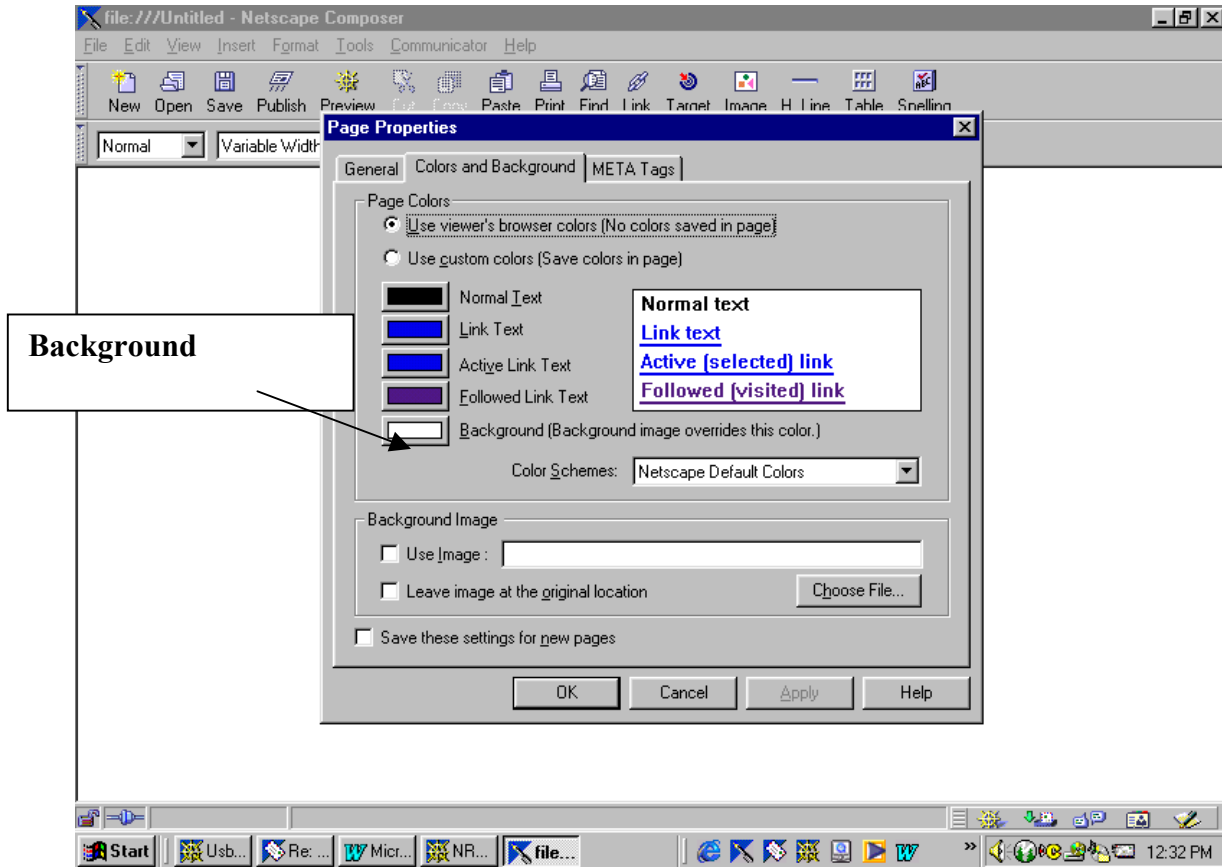
How to Format Text

1. Use the toolbar to format text - avoid using TAB, space bar, or the Enter key to insert spaces because they may not show up on your web page.
2. The text toolbar has options for font size, font color, bold, underline, italics, bullets, numbering, and justification (left, right, centered.)
3. In general, highlight the text you want to change by clicking and dragging. Then select the option.



4. How to Change the Background Color

Select Format. Select Page Colors and Properties. Select Background. A color selection box will appear. Select the color. Click Apply.



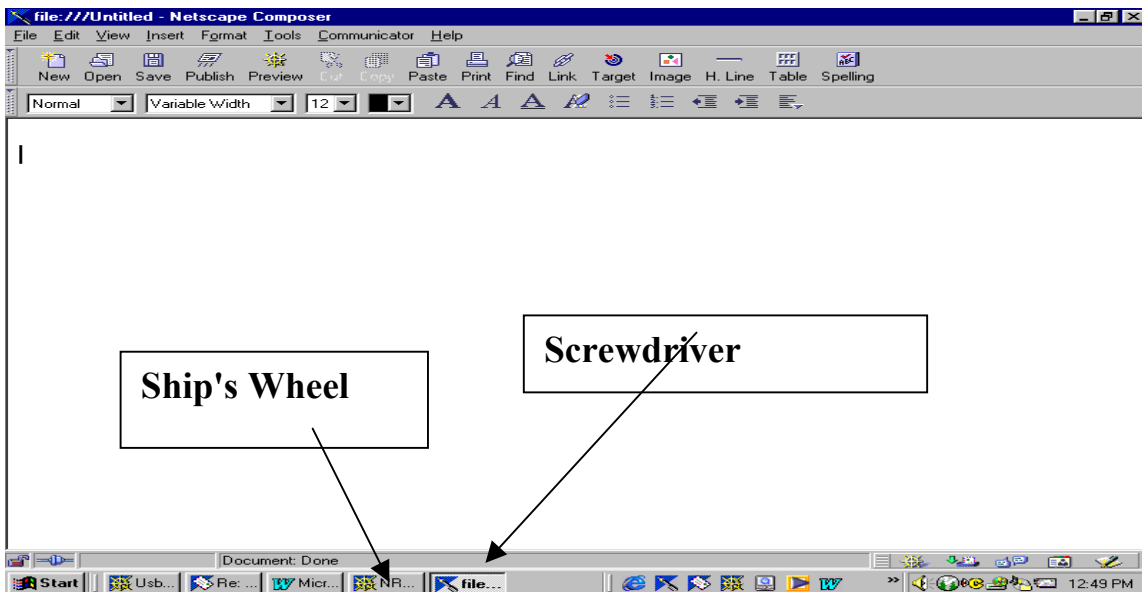
Remember to save your work!

5. How to Preview and Edit

Composer is really two screens. The screen where you do your typing and editing shows a blue "screwdriver" icon. This is the only screen where you can edit your work.

To see your web page as it will appear on the Internet, and to check links, you need to use the Preview tool.

Select Preview from the Tools Bar. A prompt may appear asking you to save your work. Click yes. Notice the new screen has the "Ship's wheel" (yellow) icon. This is the screen to check for formatting errors BUT you cannot fix them now. To do that, you need to close this screen and return to the edit screen

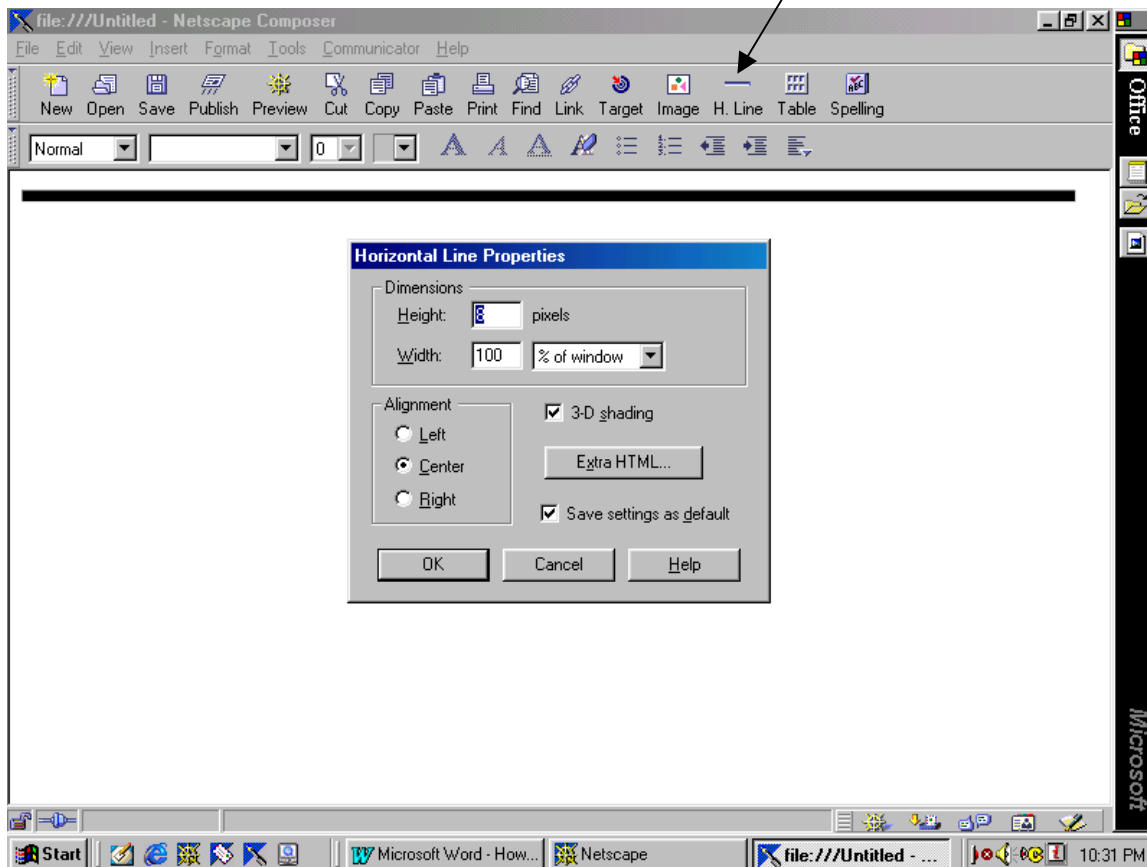


Tip: Keep track of your web page on the task bar. If you start getting too many screw drivers and ship's wheels, it's time to close some of the files and just use your most recent work.

6. How to Add a Horizontal Line

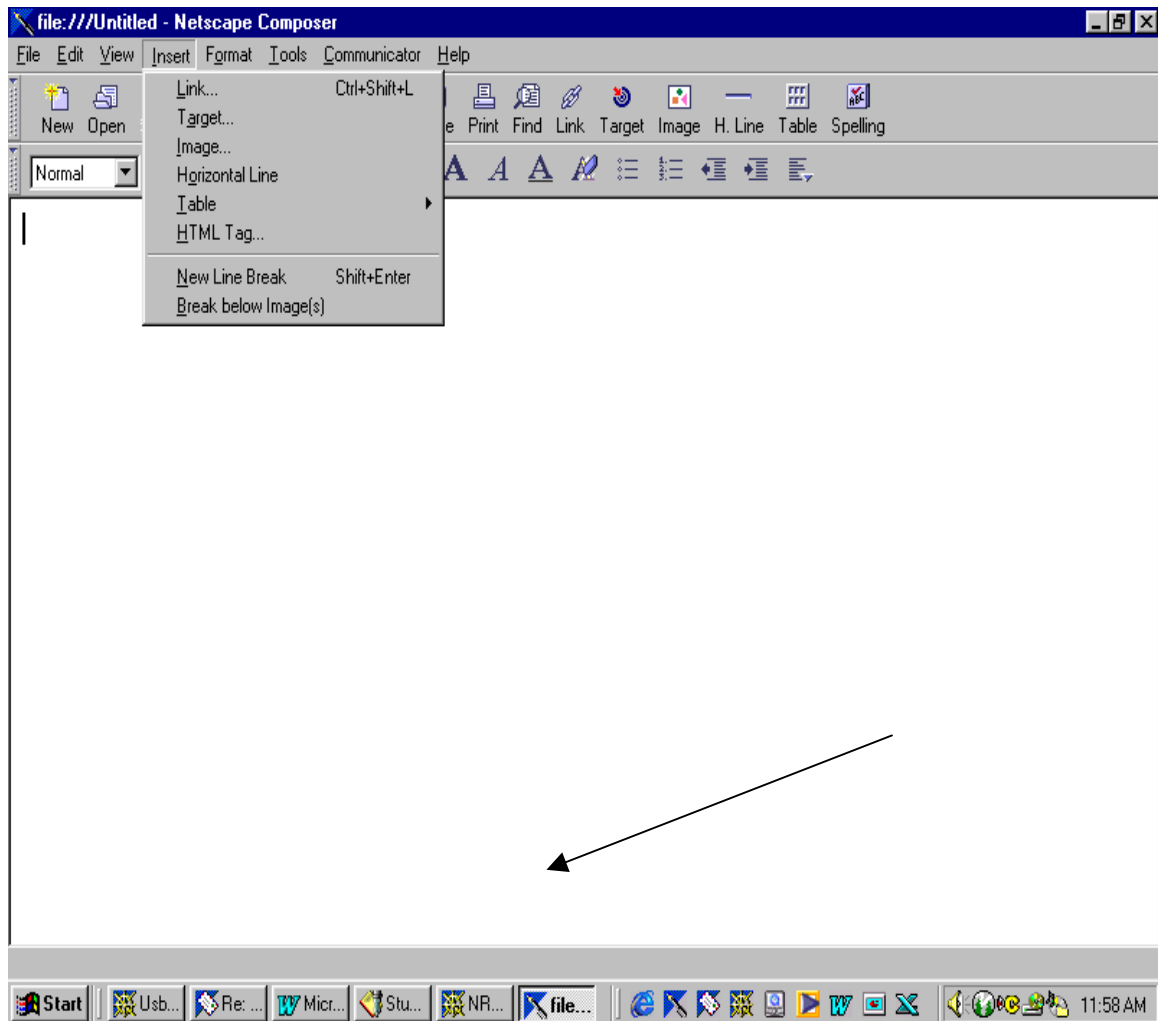
***Before making a horizontal line, be sure the cursor is blinking on a blank line space.**

1. From the tools bar, select H. Line.
2. A horizontal line will appear.
3. Double click the line to show the Horizontal Line Properties Box.
4. Height should be a number from 1-8.
5. Width should be 100.
6. Alignment should be centered.

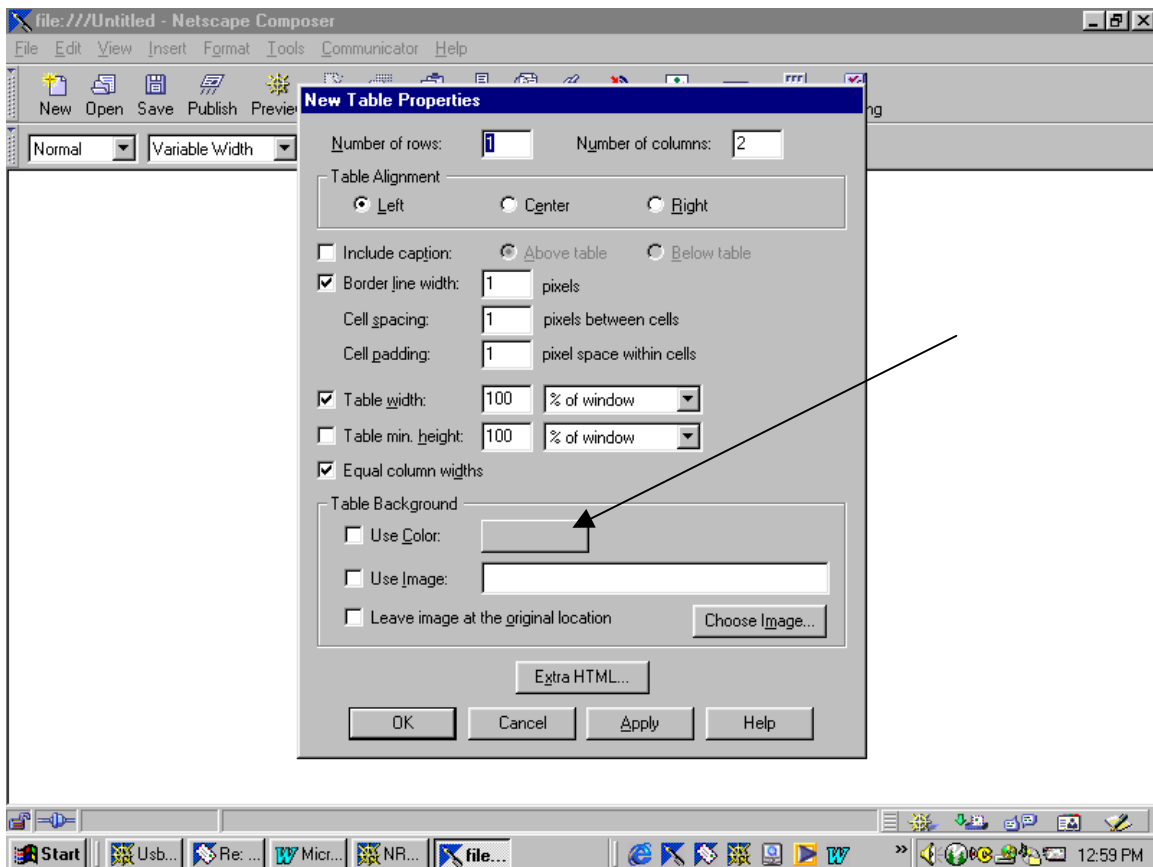


7. How to Create a Table

1. Select Internet → Select Table → Select Table



2. The New Tables Dialogue Box Appears.
3. Select the number of rows and columns.
4. Select Table Alignment
5. Select Table Background
Select the radio button Use Color
Select the gray rectangle to the right.
A color selection box will appear.
Select the color.
Select OK.



6. Your table will appear on the screen. By placing the cursor in the appropriate cell you can copy/paste text and insert images.

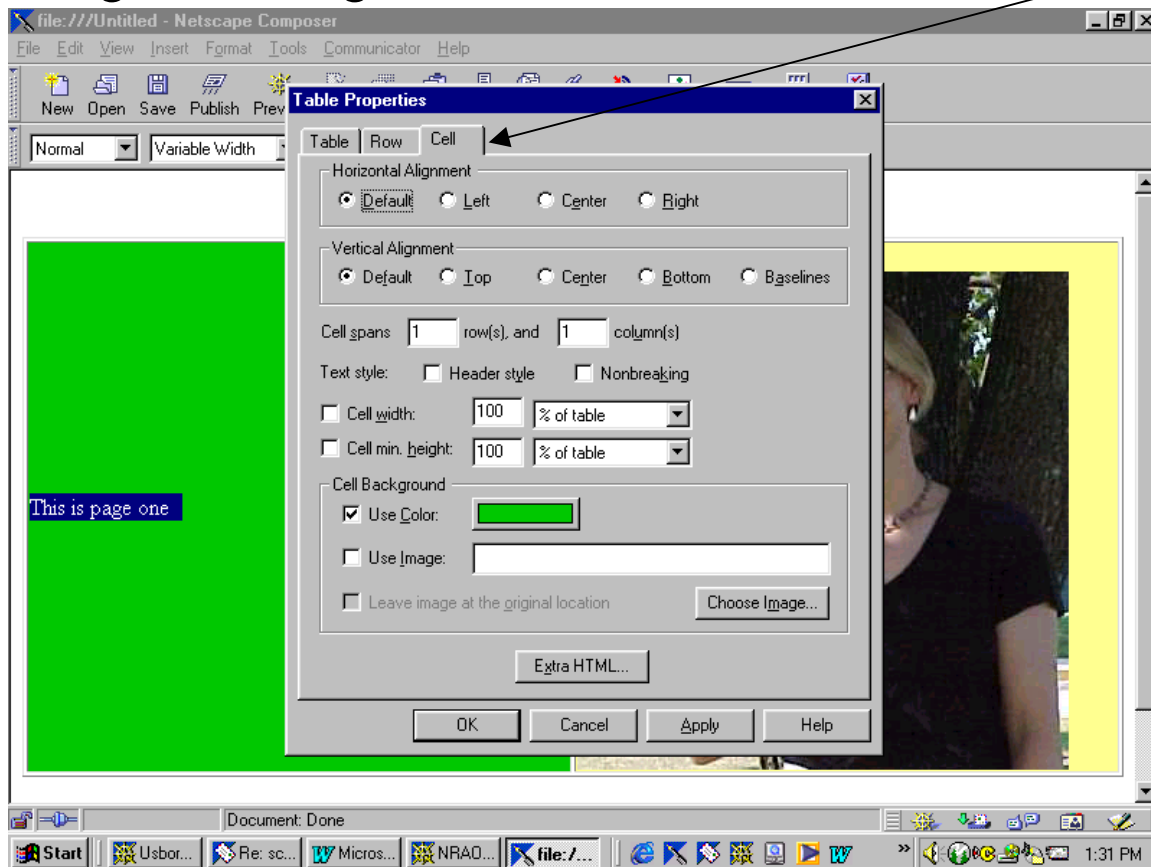
Editing Tables

By placing the cursor in the table and right clicking, a dialogue box will appear. You can:

**Select Delete to remove a table, row, column, or cell.

OR

**Select Table Properties. Select the Cell Tab to change the background color of an individual cell.

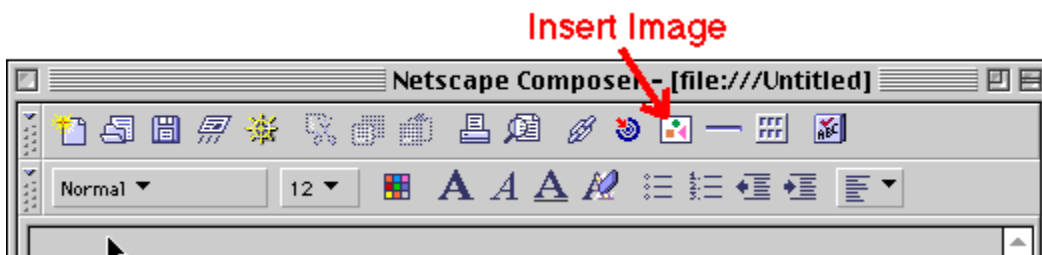


8. How to Add an Image

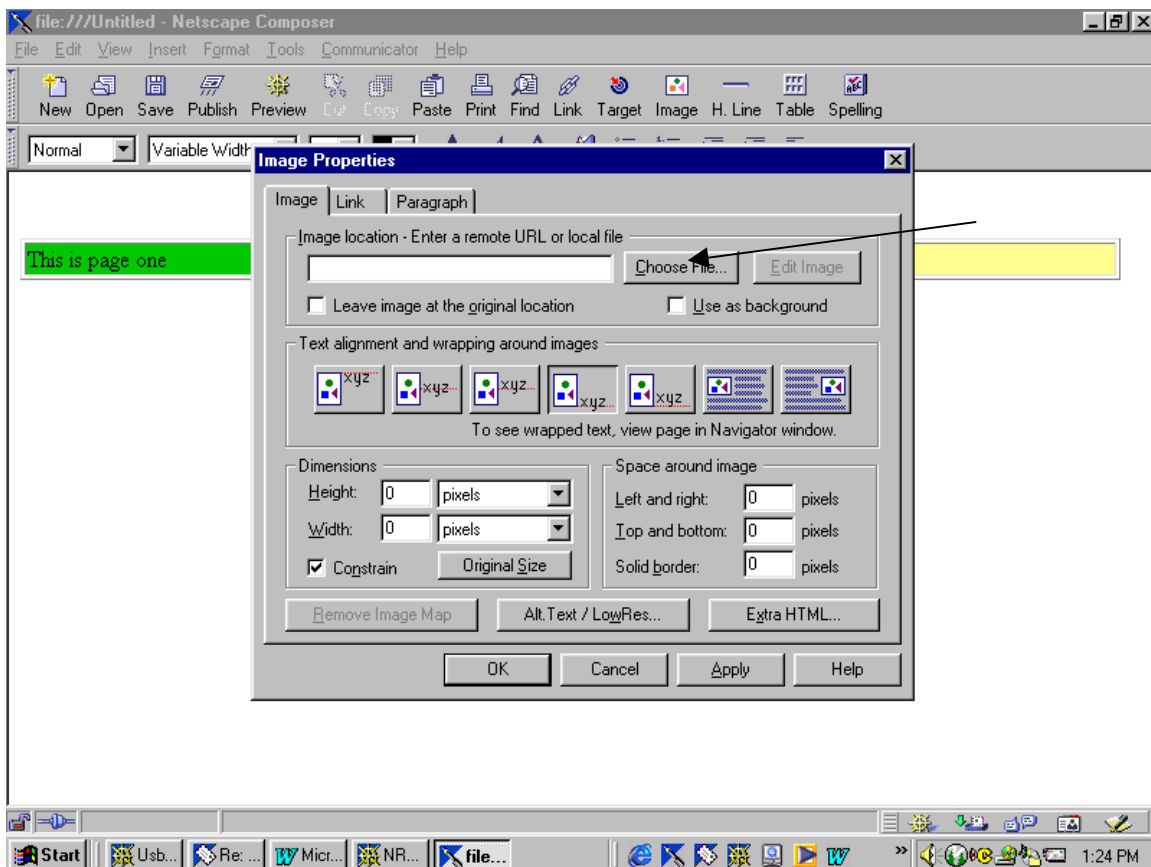
First place your cursor where you want the image to appear. I recommend inside a table cell.

Note: Think of the image as a word which will be on its own line and can be left-aligned, centered, or right-aligned.

Select the **Insert Image** icon in the toolbar.



- A new dialog box will open that looks like this:

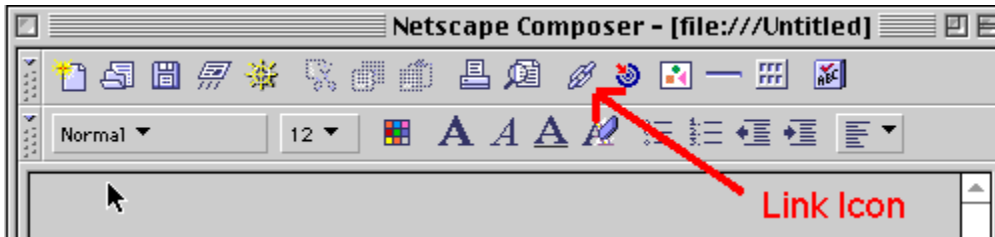


Click on the Choose File button, and then navigate to the file you want to insert.

IMPORTANT: Remember, all of your images must be in the same folder as your web page. Otherwise the web browser will become confused and won't show your picture.

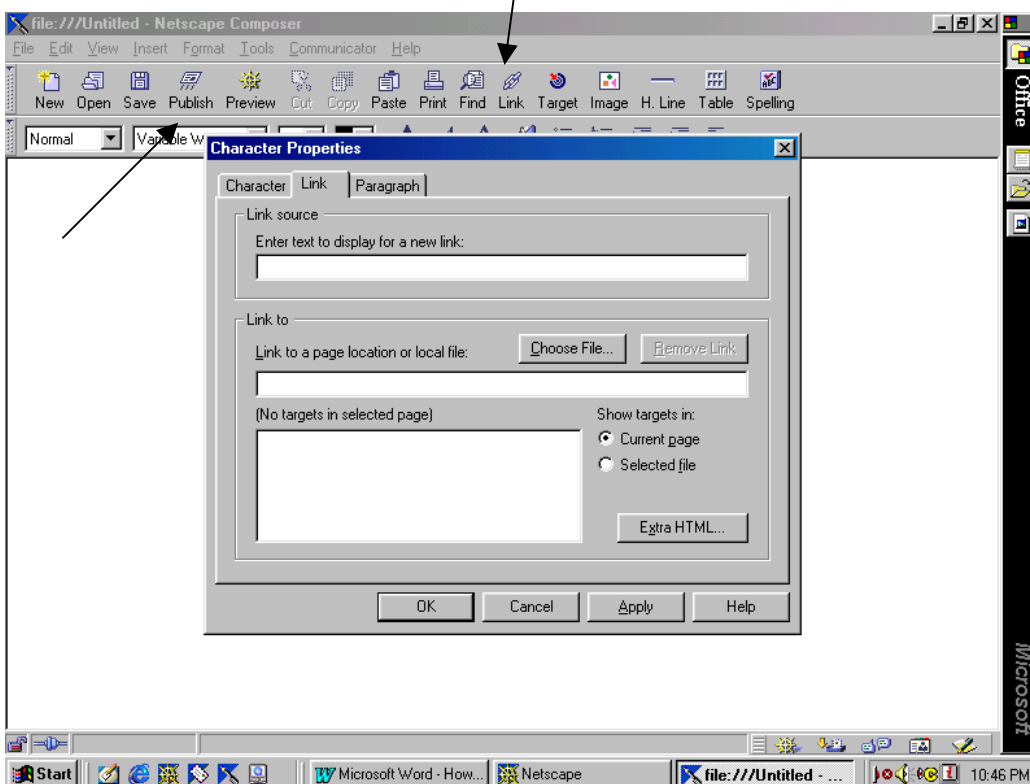
Remember to Save YOUR PAGE!

9. How to Create a Link



***Before you can link to another web page, you must have created and saved the page in your Web folder.** Remember to save your web pages with file names that are 8 characters or less!

1. Click and drag to highlight the text that will be your link prompt.
2. From the tools menu, select the Link option.
3. Select "**Choose File...**" and navigate to the web page you have created..
4. Click OK.
5. The link **WILL NOT WORK** in the editing page. Now you must select **PREVIEW** from the Tools menu. Save your web page again. And then you can test your link.



SAVE
YOUR
WORK
!