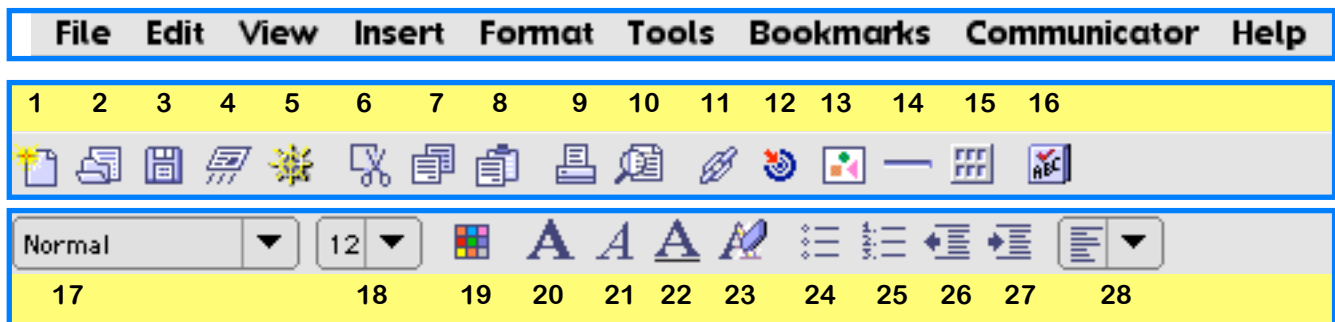


Netscape Composer Tool Bar

HO 16



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|---------------------|---|
| 1. New | Open a new blank page |
| 2. Open | Open a page from disk |
| 3. Save | Save your work (do this often) |
| 4. Publish | Upload page to a server |
| 5. Preview | See how you page looks in Netscape |
| 6. Cut | Cut something you highlighted or selected |
| 7. Copy | Copy something you highlighted or selected |
| 8. Paste | Paste copied of cut |
| 9. Print | Print your composer page |
| 10. Find | Find text in the page |
| 11. Link | Insert a hypertext link (at location of cursor) |
| 12. Target | Place a target somewhere in your page (at location of cursor) |
| 13. Image | Insert an image and link it if you want (at location of cursor) |
| 14. Horizontal Line | Insert a rule (at location of cursor) |
| 15. Table | Insert a table (at location of cursor) |
| 16. Spellcheck | Check your spelling |

These tools require that you highlight the text first

- | | |
|---------------------|--|
| 17. Paragraph Style | Choose from a variety of formats |
| 18. Size | Text point size |
| 19. Color | Text color |
| 20. Bold | Bold text |
| 21. Italic | Italic Text |
| 22. Underline | Underline text |
| 23. Remove Styles | Makes text plain, no styles |
| 24. Bullets | Make a list of items in bullet forms |
| 25. Numbered Items | Make a list of items numbered when previewed |
| 26. Indent Decrease | Move paragraph to the left (click more than once) |
| 27. Indent Increase | Move paragraph to the right (click more than once) |
| 28. Alignment | Align highlighted text left, right, center |