

Netscape Composer Basics

TEXT

Type text just as you would a word processor. To change the **FORMAT** of any text, **HIGHLIGHT** it first, then use various format tools (fonts, bold, italic, underline, text color, alignment, etc.). Keep in mind that fonts you use may not be viewed by people who don't have them on their computer, so you may want to avoid exotic or unusual fonts.

PICTURES (Images)

Set the **CURSOR** where you want to place an image. Then click button 13 to bring up the insert image box. You can also use the **INSERT** menu above. Browse for the image you want to use. Make sure that the image is saved in the same folder as your web page. You can also use a picture as a background to your page. Go to **FORMAT** menu, choose **PAGE PROPERTIES**, then select **COLORS** and **BACKGROUND**. You can choose a picture for your background.

LINKS (external)

There are two kinds of links. This instruction is for **EXTERNAL** links. Those are links that take you to a page on the Internet using a **www** address. Type the word or phrase you want as your link. Then highlight it. Choose button 11 (or use the **INSERT** menu). This will bring up the link window which allows you to put in the web address you want to link to. Be sure to use the full internet address which always begins with **http://** Most web sites begin **http://www** but not all use **www**.

LINKS (internal)

An internal link is a link to another page you create as part of a multi-page site. It works exactly the same as an external link, except you don't enter an **http** address. Instead, **BROWSE** for the file you created. It must be in the same folder as your web pages. You can also link a picture. Just click on the picture to select it, then choose the **Link** tool to assign the picture as a link.

TARGETS

Targets allow you to make a link which takes you to another part of a long page. To make a target, set your cursor where you want the link to take you and choose **TARGET** (button 12) or use the **INSERT** menu. Give the **TARGET** a name. Then return to where you want the link and **INSERT** a link just like the ones above. This time, choose the target name which will be listed in the link window.

TABLES

Tables are essential in a web page because they allow you to design it visually the way you want. To create a table, choose button 15 (or **TABLE** from the **INSERT** menu). This will bring up the table window where you can decide what your table will look like. After you created your table, you can insert text, pictures and links inside the various **CELLS**. After you create the table, you can always make changes to it under the **FORMAT** menu. Just set your cursor inside the table where you want to make a change.

