

Modifying html page with Netscape Composer

Once you've selected and downloaded the Template from the URL <http://www.eportfolio.lagcc.cuny.edu/downtemp.html> , you can begin to modify it and add your content (*your ideas, your pictures, and your work*).

Step 1: Open index.html file.

1a. Double-click the Netscape 6 or Netscape 7 icon on the desktop. (See image 1.1)



Image 1.1

1b. Choose **Composer** from the Netscape Window Menu. (See image 1.2)



Image 1.2

1c. Navigate your mouse cursor to the Menu Bar and click on **File**. Then, select **Open File**. (See image 1.3)

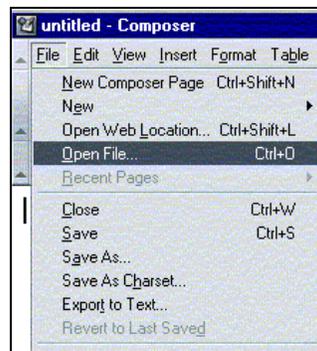
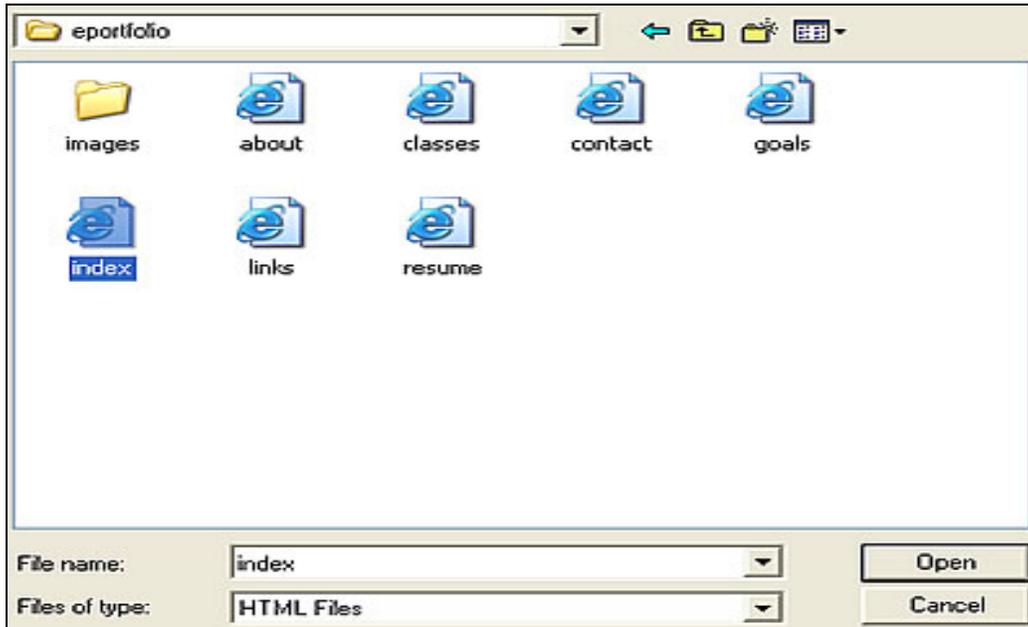


Image 1.3

1d. Open Template file. Go to the folder where your template files are located.

(For example, if your template files were located in your floppy drive you would select the following path: **My Computer > Floppy Drive > ePortfolio > index.html**)

1e. Select the **index** file and click **Open**. (See image 1.4)



Step 2: Add Text to a Template Page.

2a. Place your cursor on the page and replace the existing text with a sentence welcoming visitors to your site. This method is identical to the way in which you would add information in any standard word processing application. (See image 1.5)



Image 1.5

Step 3: Formatting Text

In Netscape Composer, you can format your text as you would in any other word-processing program using the buttons on the menu bar. You can do the following from the menu bar: Make the text Bold; Italicize; change font size; change text color. (See image 1.6)



Image 1.6

PLEASE NOTE: To format your text, you can do the following from the pull down menu: **Highlight text** and choose font options from the "Format" pull-down Menu (see image 3.7)

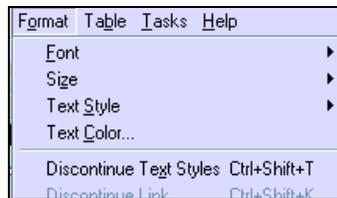


Image 1.7

Step 4: Inserting images.

4a. Place your cursor in the page where you want your image inserted.

4b. Choose **Image** from the Netscape Task bar menu. (See image 1.8)



Image 1.8

4c. Click on **Choose file** button and search for your ePortfolio template folder by going to **My Computer** and select the Floppy drive or wherever you have your Images folder located.

4d. Select an image inside the image folder that you want to insert and click **Open**.

PLEASE NOTE:

Images must be inside of your template folder in order for you to use them.
(See image 1.8)

If you want to add your own images from the internet or from somewhere else on your computer, they must be copied into to the **Images folder** before you insert it into your ePortfolio web page.

4e. Type a description for the image into the **Alternate text** field. Then, click **OK**. (See image 1.9)

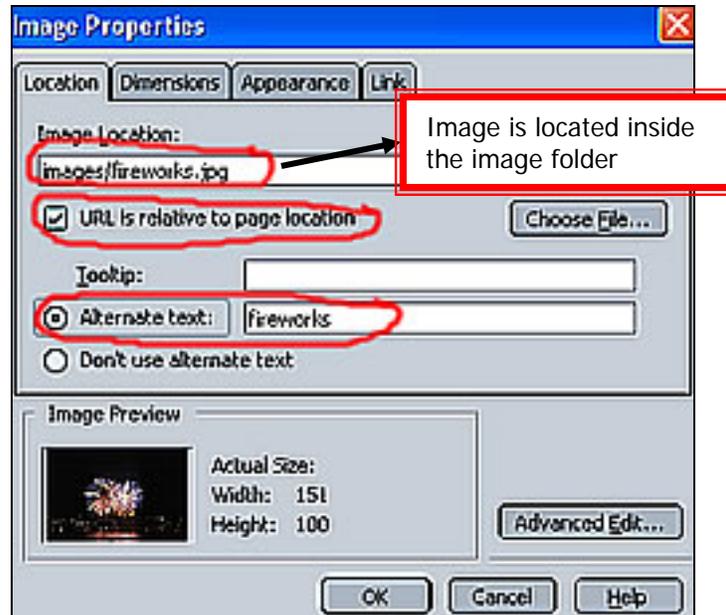
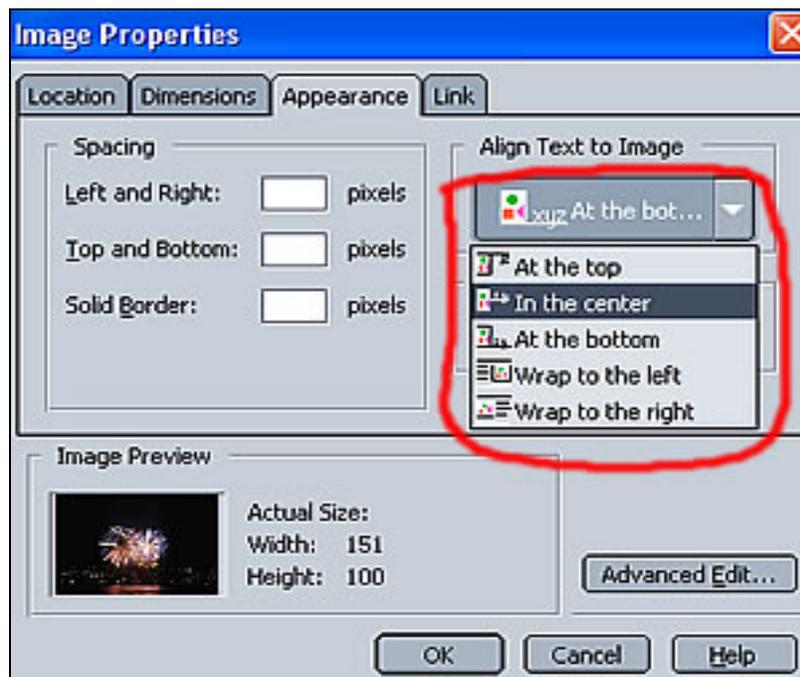


Image 1.9

4f. Align the image as shown in Image 1.10. Click **Align Text to Image** and select one of the options that appear in the drop down box.



Step 5: Modify Page Colors and Backgrounds

In this section we will learn to do the following: modify text colors, create hyperlinks, change page colors and Background.

- 5a. Click on **Format** in the menu bar and select **Page Colors and Background**.
(See image 1.11)



Image 1.11

- 5b. Click the **Use Custom Colors** radio button. (See image 1.12)

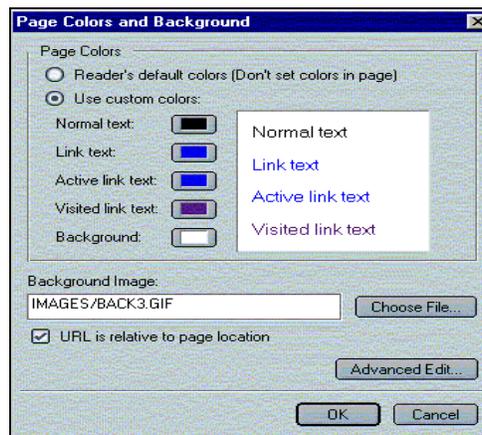


Image 1.12

- 5c. Click on the colored squares next to **Normal Text** and choose a color for the text on your page. Then, click **OK**. (See image 1.13)



Image 1.13

- 5d. Repeat Step 5a and 5b. Next, click on the colored squares next to **Link Text**.

5e. Select a color for the **Link Text** and click **OK**.

Step 6: Inserting Links

6a. Choose "Link" from the "Insert Menu." (See image 1.14)

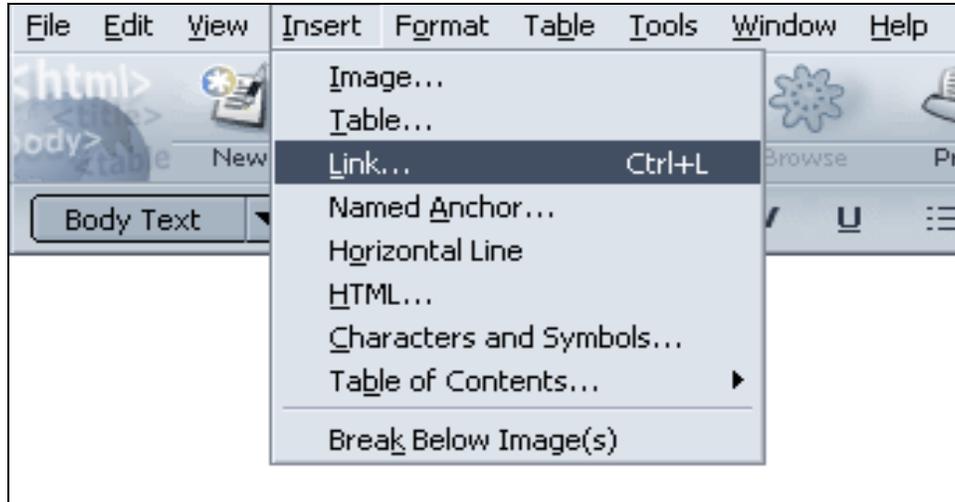


Image 1.14

6b. Under Link Text, enter the name of the link in the text box.

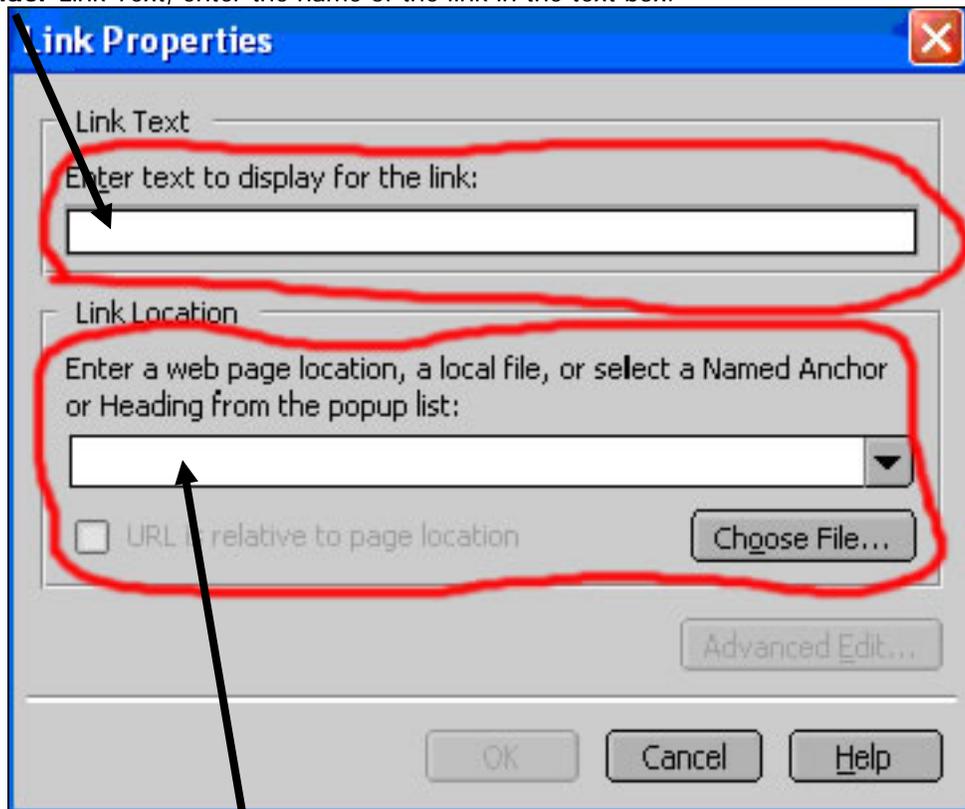


Image 1.15

6c. Under Link Location, Enter the actual URL into the text box. (See image 1.15)

6d. Click **OK** once you are done. The link should appear on the page.

Step 7: Save

7a. Now save your page by choosing **Save** from the **File** pull-down Menu OR by clicking on the **Save** Icon at the top. (See image 1.16)



Image 1.16