

Netscape Composer Cheat Sheet

(modified from Alaina Dillon Feliks' original to be current with version 7.1)

1. Open Netscape (if not already running) and begin a new page:
 - a. Open Netscape Web Browser.
 - b. Click on **"File"** Then on **"New"** then **"Composer Page"**
2. To continue working on a saved page
 - a. Open Netscape Web Browser
 - b. Click on **"File"** then click on **"Open File"**
 - c. A window will open that will let you browse the computer's files to find your file. Click on the file name that you want to work on, then click on **"Open"**
 - d. Click on **"File"** then **"Edit Page"**
3. To insert a table:
 - a. Click on **"Insert"** Then click on **"Table"**
 - b. A box will come up where you can set the specifications of your table. You will want to have as many rows as you have work to insert on your page. So, if you have 5 poems that you are going to put on the page, make sure you have 5 rows. (If you need more rows or columns later, you can add them.)
 - c. In the same box under, **"Border"** you can specify the width of the lines around the table. If you set this to "0" you can a table without showing that you have a table.
 - d. In the same box under **"Table Background"** you can chose a color for your table.
4. To copy and paste text into the table:
 - a. Open the file that contains the work that you want to add to the website.
 - b. Highlight all the text that you want to be on the website.
 - c. Copy this text by clicking on **"Edit"** then on **"Copy."**
 - d. Now, go back to Netscape Composer. Put your cursor where you want the work to be displayed. Then, click on **"File"** then on **"Paste."**
5. To set a background color or background image:
 - a. Click on **"Format"** then **"Page Colors and Background"**
 - b. Select the button named **"choose custom colors"**
 - c. Click on the box next to **"Background"** and choose a color, or under **"Background Image"** click **"Choose File"** and find your background image on your hard drive.
 - d. When you are done, click on **"OK"** to return to your composer page.
6. To make links between pages:
 - a. Highlight the text you want to be the link.
 - b. Click on **"Insert,"** then on **"Link."**
 - c. A box will come up that will allow you either to type in an address for a page external to your own site, or browse your hard drive for one of your own files.
 - d. Click **"OK"** to return to your Composer page.
7. To save your Composer file:
 - a. Select **"File"** then **"Save"**. If the file does not already have a name, you will be asked for one.

- b. Pay close attention to where on the hard drive you put your file! It is helpful to keep all the files for your site in one folder on the desktop, then back them up someplace else (e.g. your Blackcomb account).

8. Finally, to name and describe our page:

- a. Click on “Format” and then “Page Title and Properties”
- b. In the boxes, type in the titles of the pages and a brief description of what the page contains. This will help people who may be searching for our site with a web browser.
- c. When you are done, click **“OK”**

9. Design Considerations:

- a. Make sure the color scheme you choose allows viewers to easily read all the text.
- b. Make sure your pages are simple, and not too cluttered with stuff. We don’t want the pages to take a long time to load.
- c. Make sure the individual pages you create look similar. This is one web site, so we want to present one look.
- d. Make sure people can navigate between the pages easily.