



Getting Started with Web Pages using Netscape Communicator At CSU, Chico

Note: This document applies to WildCatMail Email accounts (email addresses like “userid@mail.csuchico.edu”). It is not for ECST accounts (email addresses like “name@ecst.csuchico.edu”).

Purpose:

This document will step you through creating a sample web page. It will assist you in some of the more basic modifications that you can make to your web page. For more advanced web page topics, check out the free workshops open to Chico State students. For a listing of weekly offered workshops, browse to the Student Computing web page at <http://www.csuchico.edu/stcp>

Prerequisites:

- You must have a working CSU, Chico WildCatMail account.
- You must use a computer, either in a campus lab or at home, with access to the WWW via Netscape Communicator (4.08 is available for free download from <http://www.netscape.com> or from Student Computing at <http://www.csuchico.edu/stcp/romoutil.shtml>) Instructions for downloading it from CSU, Chico are available from the Student Computing Help Desk in the first floor Meriam Library computer lab.

General overview:

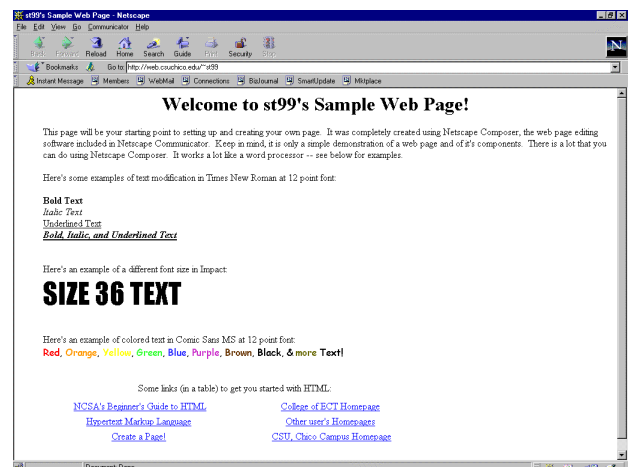
There are four parts to the Netscape Communicator Package: Collabra, Messenger, Navigator, and Composer. Throughout this documentation, we will only be using two parts, Navigator and Composer, to create your very own web page. Navigator is the web page browser that is used to view completed web pages. Composer is the editor that is used to create and modify web pages. Whenever you start Netscape Communicator, you will automatically start in Navigator mode.

I. Creating Your Web Page Using Netscape Composer

1. First open Netscape Navigator by double-clicking the icon on your desktop. Go to the example homepage by typing the address below into the location bar:

<http://www.csuchico.edu/stcp/example.html>

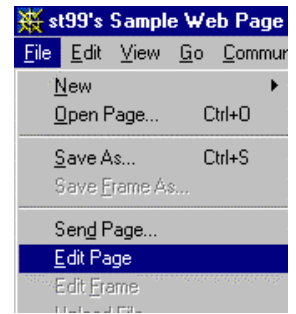
Hit “**Enter**” on your keyboard.



II. Editing Your Web Page

First, you need to make this page (which you are currently viewing through Navigator) into a local working copy.

By doing this, you can make changes to the web page using Composer. Go to the **“File”** menu in Navigator and click on **“Edit Page”** from the pull-down menu. Composer will open up with the web page ready to be edited.



1. The Composer portion of the Netscape Communicator package works a lot like a word processor. Try changing the heading on your web page from "Welcome to the Example Web Page" to "Welcome to <your full name>'s Web Page!" (or something else that you would rather have). If you're working on a PC, change the title of your page by going to the **“Format”** menu and select **“Page Colors and Properties”** from the pull-down menu. On a Mac, choose **“Page Title”** from the pull-down menu. Enter the **“name”** of what you'd like the page to be called. This is the title that will be displayed at the top of the Navigator window when the page is browsed. You have made several changes to the local copy of your web page.



The changes that you have made will not affect the publicly-seen copy of your web page that is on the Chico State web server until you publish it. (Refer to section III for information on publishing your modified web page.) You'll need to save your edited local copy of your web page on either a floppy or onto the hard disk of the computer that you are working on.



Either click on the **“Save”** button on the toolbar, or open the **“File”** menu and choose **“Save”** from the pull-down menu. When you save the web page, you will need to give it a file name.

The file name for your main web page should be **“index.html”**. Make sure that you type in **“.html”** in the file name to avoid confusion in the future when making links to other pages. (Note: File names are case-sensitive and cannot have any spaces in the file name.)

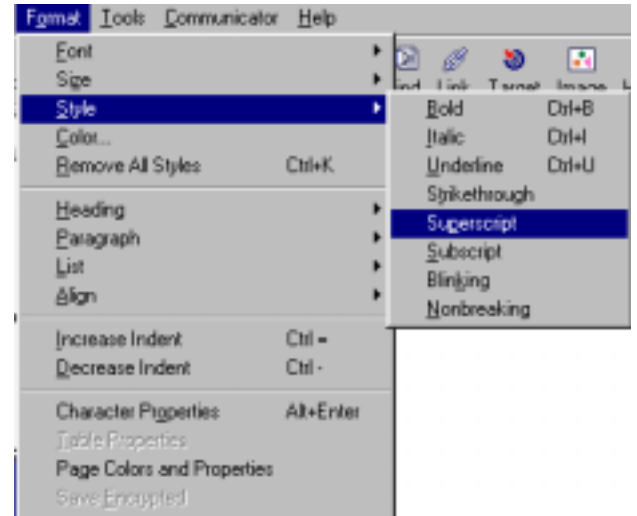
2. It's easy to modify the look of text on your web page with Netscape Composer. First, select the text that you want to modify by clicking down the mouse button (the left button on a PC, the only button on a Mac) and holding it down. Drag over the text that you want to select (then release the button). On the Netscape toolbar, find the button that has a bold "A". If you depress that button while you have text selected, it will make the text bold. Just to the right of that button is a button with the letter "A" in italics. If you depress that button while text is highlighted, it will make the text italic. To turn off bold or italic, click the corresponding button again while the text is selected.



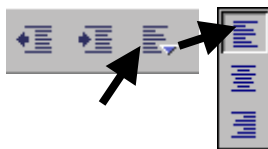
To change the color of text, select some text and click on the down-turned arrow box (by default it is black) between the font size box and the bold button. On a Mac, it will look like a color grid. It will allow you to choose from any of the default colors for the text or to choose a custom color.



To change the size of the font, select the text that you want to modify and click on the down-turned arrow in the box showing the font size (on the toolbar to the left of the color box and below the "cut" button). There are several other ways that you can format text on your web page (such as underlining, subscript, superscript, etc.). To take advantage of them, select your text that you want to modify, open the "Format" pull-down menu, select "style" and choose the style that you want.



To change the alignment of text, select the text that you want to modify. Now click and hold over the button on the toolbar that shows text aligned to the



left. This will bring up a miniature menu showing you three alignment choices: left, center, or right.

3. You can insert graphical images into your web page. You can either use "GIF" or "JPEG" files in your web page. "JPEG" files end in the extension, ".jpg" or ".jpeg" and "GIF" files end in the extension, ".gif". To insert an image in your web page, click the mouse button in the location that you want to insert the image in and click on the "Image" button on the toolbar. When the "Image Properties" window opens up, click on the "Choose File" button and choose the image that you want to insert into your web page.



4. You can "link" text on your web page to other pages so that when users are browsing your page and they click on the linked text, it will take them to the page that you linked the text to. To create a link, highlight some text on your page and click on the "Link" button on the toolbar. Type the full web page address that you want to link to in the "Link to a Page Location" box and click "OK".



III. Publishing Your Modified Web Page

1. You can use composer to edit your page locally, insert images, add text, etc., until you get your page the way that you want it to look. Once it looks satisfactory to your standards, save it locally by clicking on the "Save" button on the toolbar. You're now ready to publish your edited web page to the server so that others can see it.



2. To publish your web page, click on the “**Publish**” button on the toolbar or open the “**File**” menu and choose “**Publish**”.



3. If you configured Netscape Communicator with the help of the packet published by Student Computing, you should already have the “HTTP or FTP Location to publish to:” box filled in. If the box is blank, enter:

HTTP or FTP Location to publish to:

On a PC:

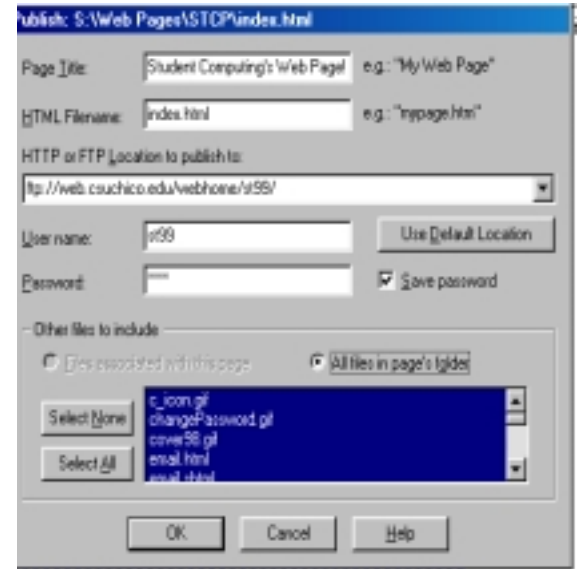
ftp://LOGIN@web.csuchico.edu/webhome/LOGIN

On a Mac

ftp://LOGIN@web.csuchico.edu/webhome/LOGIN/index.html

(Remember to enter your email login name instead of "LOGIN".)

In the user name box, enter your email login name. Enter your email password in the password box. If you have images in your web page, make sure that they are listed and highlighted. If they aren't, click the button of “All files in page's folder” or “Files associated with this page”. Scroll through the list below to find your complementary files. Click on “OK” when you are ready to upload your edited web page and additional components.



If everything worked correctly, a window should pop-up telling you, “(Number of) files uploaded successfully”. Click on “OK” to continue.

4. Your web page is now published. Open the Netscape browser, browse to your web page at:

http://web.csuchico.edu/~LOGIN

(Remember, keep the tilde “~” as part of your web page address, but you need to substitute the word “LOGIN” with your own email login name.)

Click on the “Reload” button to see the changes that you made.

Congratulations! For information on free workshops open to Chico State students on web page creation, advanced web page creation and other topics, check the Student Computing workshops web page at <http://www.csuchico.edu/stcp> or contact:

Student Computing HELP

Phone: (530) 898-4357

E-Mail: helpstu@csuchico.edu