

# Creating a Web Page

## Updating Your Page

1. Sign on to the Web Server through the Chooser.
2. Open your folder and find index.htm and double click on it.
3. HomePage 3.0 or Netscape will open and you can then make the changes that you need.
4. When finished just Save and Quit.
5. Throw the server into the Trash.

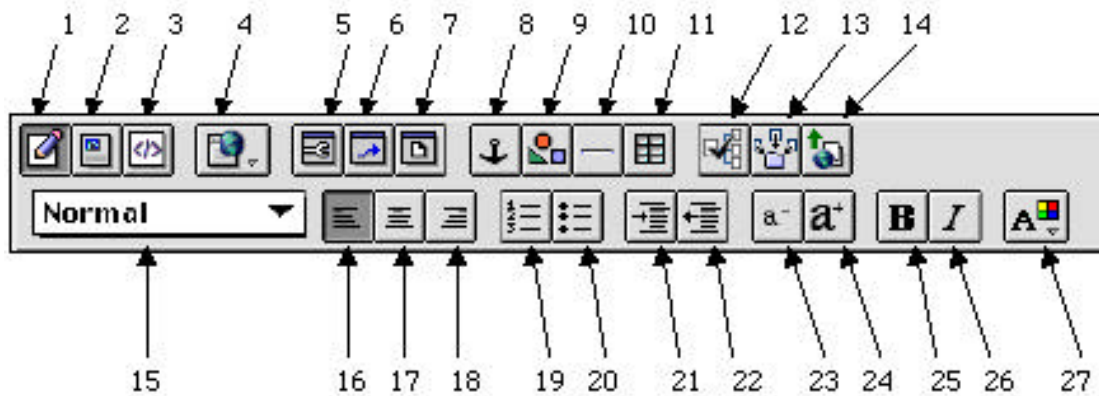
## Creating a New Web Page

1. Plan out what you want your page to look like. It is a good idea to have a theme for your site and if there is another page that looks similar to the one you are constructing use it and make changes to it. This will make things easier in the long run.
2. Retrieve materials for the page – graphics, text, etc.
3. Sign on to the Web Server.
4. Open up HomePage or Netscape Composer and start constructing your page.
5. Before you save the page you need to give it a title so viewers on the web can see it at the top of their browsers. To do this in Claris HomePage, go to Document Options and click on the Parameters tab. Enter the title to your page in the Document Title field. In Netscape Composer, go to **Format** menu and pull down to **Page Title** then enter the title of the page
6. Save your page into your folder on the Web Server. If you were using a page as a template then use Save As instead.
7. When saving the page always use lower case letters and no spaces and end with the .htm or .html extension. If you want spaces use the underscore (shift dash) to simulate a space.

## Graphics on a Web Page

1. There are only two formats for graphics on the web. One is JPEG and is used for graphics with many colors, like photos. The other is GIF and is used for graphics with a small amount of different colors, like buttons, title bars, etc..
2. To create these formats you need to scan in your photo into the computer and use Photoshop to save it in your desired format. To learn how to do this take the Scanning Graphics class.
3. Put all your graphics into the Images folder in your folder on the Web Server.

## Parts of the Toolbar in HomePage 3.0



1 – Edit Page Mode

2 – View Page as if on Web

3 – View HTML code

4 – View page in Browser

5 – Object Editor

6 – Link Editor

7- Document Options

8 – Place Anchor

9 – Place Graphic

10 – Place Separation Line

11 – Place Table

12 – Verify Links

13 – Consolidate

14 - Upload

15 – Text Style

16 – Left Align

17 – Center Align

18 – Right Align

19 – Numbered List

20 – Bulleted List

21 – Indent More

22 – Indent Less

23 – Make Text Smaller

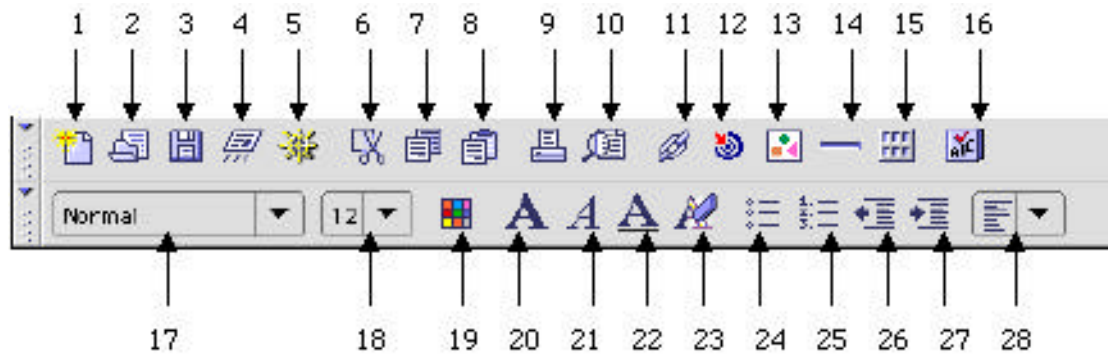
24 – Make Text Larger

25 – Bold

26 – Italic

27 – Change Text Color

## Toolbar of Netscape Composer



- |                     |                        |                    |
|---------------------|------------------------|--------------------|
| 1 – New Document    | 2 – Open Document      | 3 – Save Document  |
| 4 – Email Document  | 5 – View in Netscape   | 6 – Cut            |
| 7 – Copy            | 8 – Paste              | 9 – Print          |
| 10 – Find           | 11 – Link Editor       | 12 – Anchor        |
| 13 – Object Editor  | 14 – Separation Line   | 15 – Insert Table  |
| 16 – Check Spelling | 17 – Text Style        | 18 – Text Size     |
| 19 – Text Color     | 20 – Bold              | 21 – Italics       |
| 22 – Underline      | 23 – Remove All Styles | 24 – Bulleted List |
| 25 – Numbered List  | 26 – Indent Less       | 27 – Indent More   |
| 28 – Text Alignment |                        |                    |