

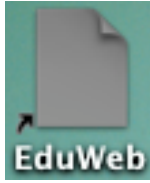


How to Edit Your EduWeb Website

**Using Netscape Communicator 7
and Netscape Composer
with Mac OSX**



Viewing Your EduWeb

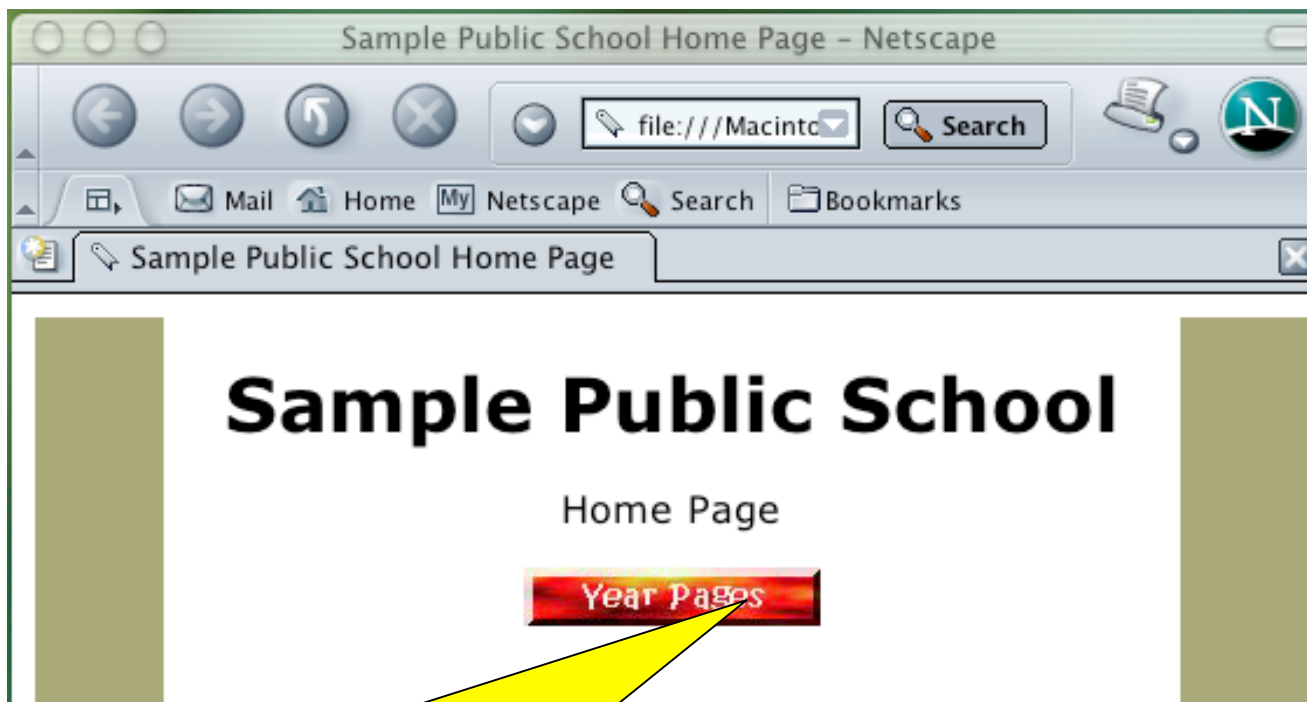


EduWeb

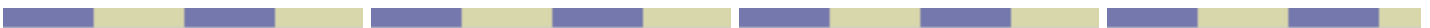


Intranet

Double-click the icon on your desktop (or dock) that opens the school's intranet (or EduWeb) using Netscape Communicator

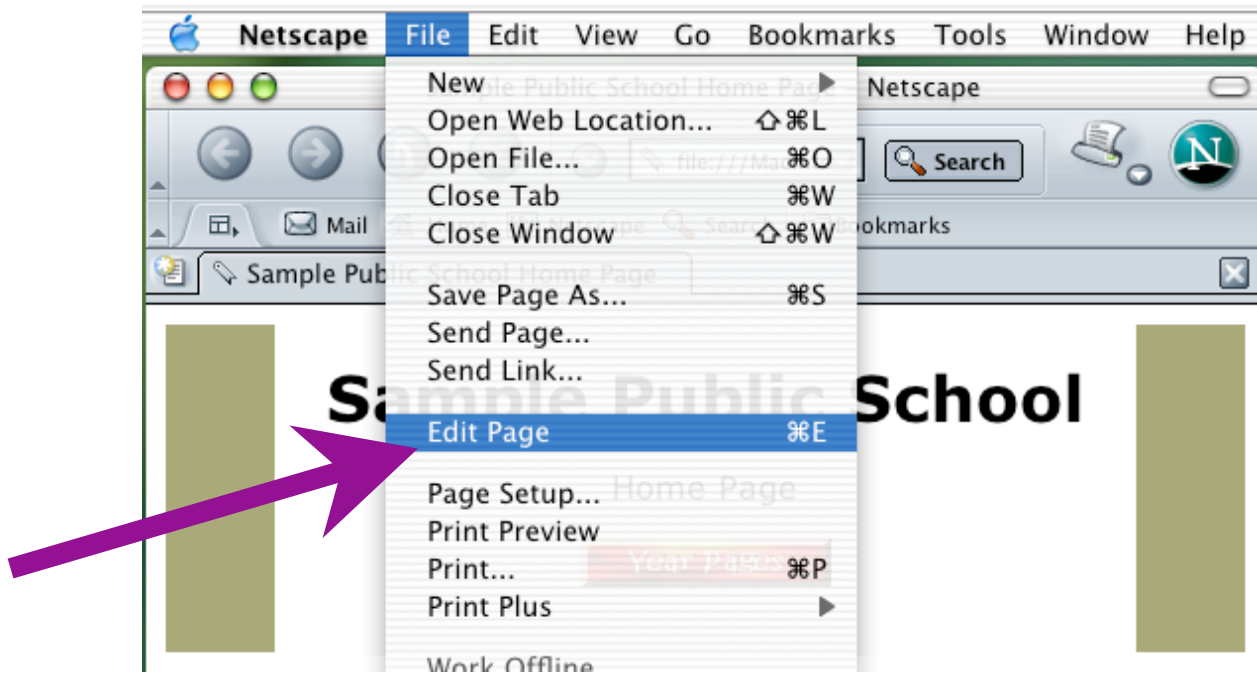


Click the Year Pages button, then click the year you are in, then choose your class and finally choose your website





Editing Your Website



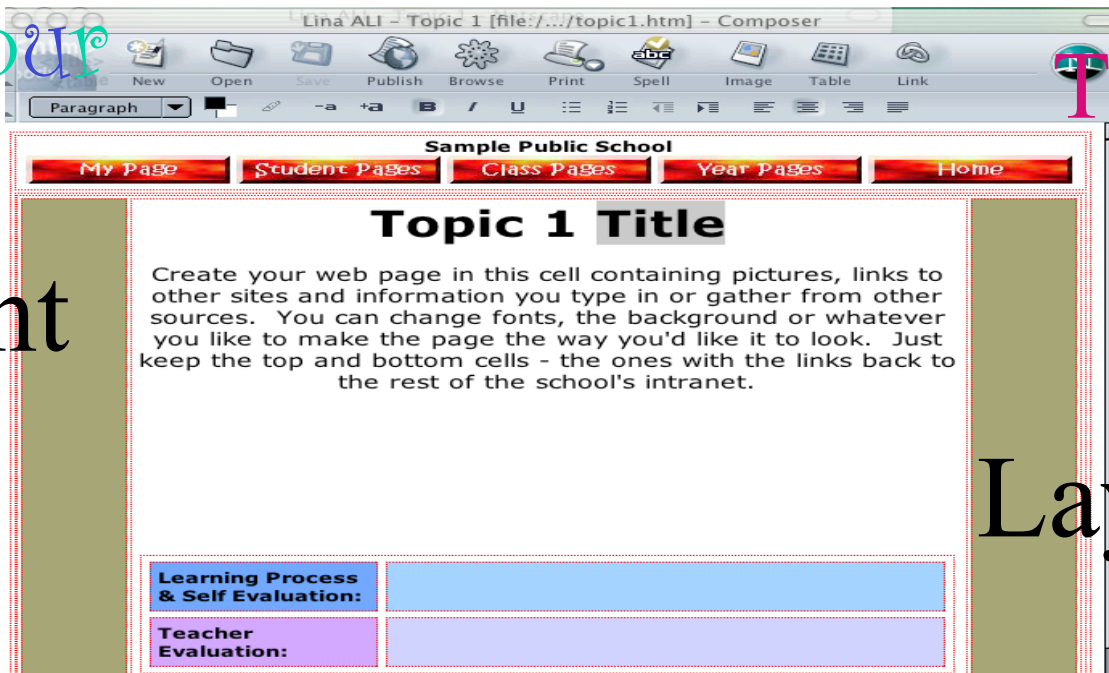
Go to the File menu to Choose **“Edit Page”** The displayed page will then open in Netscape Composer ready for **Editing** with...

Colour

Text

Font

Layout



Remember to Save regularly using this icon





Use this toolbar button to select a photo or picture to insert (photos should have .jpg endings and pictures should have .gif endings)

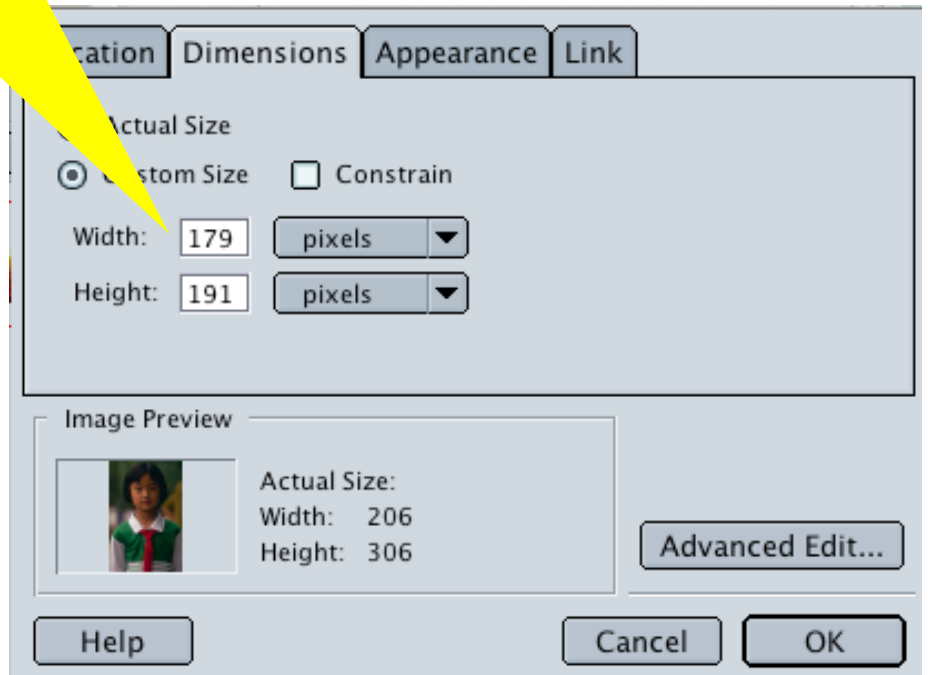
Adding Your Images

First you must find the image you want to use and **copy (option-drag)** it into your **Website folder**. In 'EditPage' select the place where your image is to go (eg. Click on the Owl, as above, to replace it). Now choose **Insert ... Image ... Choose File**, and select from the place where you copied the image, now click **Open** and finally **Apply**. Remember to **Save** your page, your photo will now replace the owl picture.

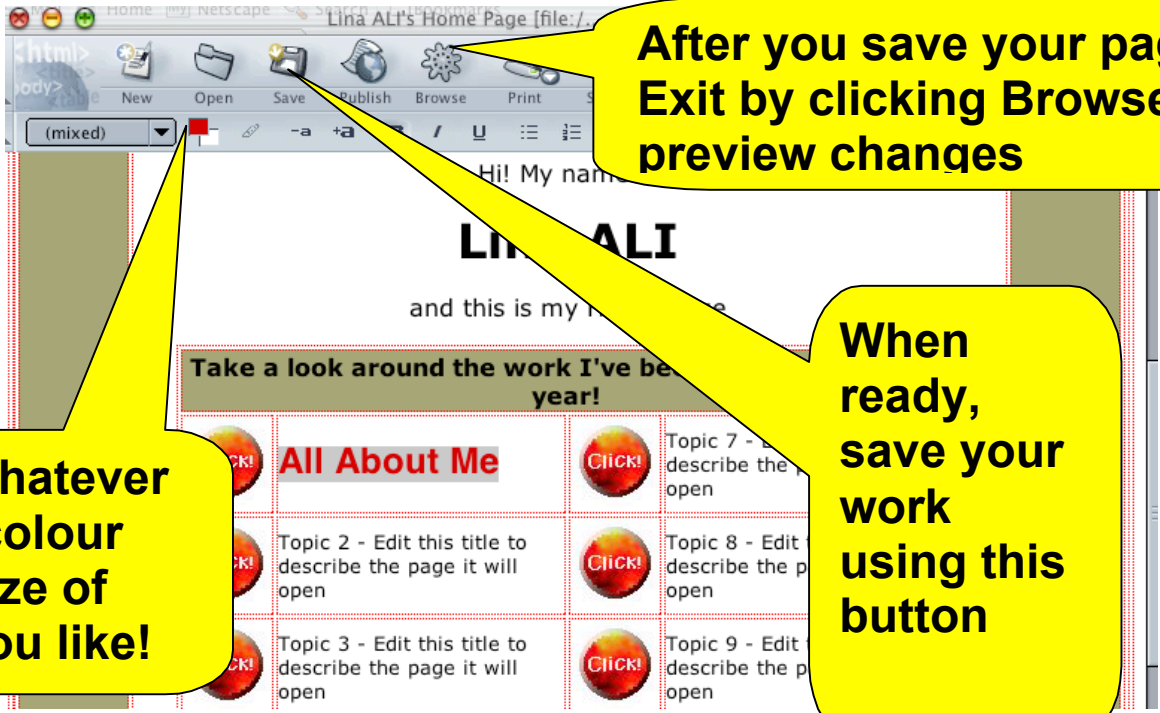
Resizing/Cropping Photos



To remove areas of the image that you don't want you will need to crop them with another program like Graphics Converter or OSX "Grab"



Defining a new Topic Page



The screenshot shows a Netscape browser window with a web page editor. The page content includes a title "Lina ALI", a subtitle "and this is my...", and a main heading "Take a look around the work I've been doing this year!". Below this is a grid of topic cards, each with a "Click!" button and a description. Callouts point to the "Save" button, the "Browse" button, and the text area.


Use whatever font, colour and size of text you like!

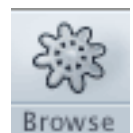
After you save your page, Exit by clicking Browse to preview changes

When ready, save your work using this button

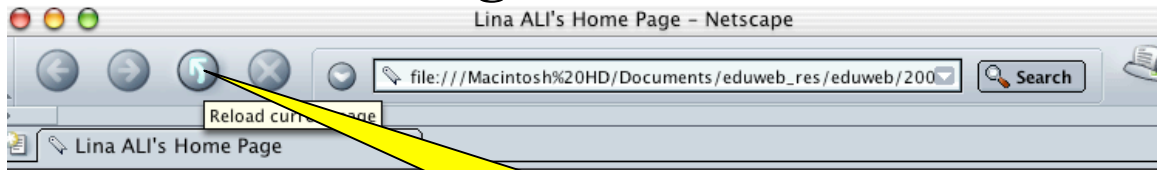
Just replace the text for the topic that you want to start on first (*topic 1 is usually a good starting point*). You can choose any font, colour and size you like! It's a good idea to work on only one topic at a time.

When you have set your title, save your web page

using the **Save** button  then either close (N) Composer or choose 'Browse' to preview changes. Be careful **not to choose quit** or you'll close the (N)etscape browser too! If you choose 'Browse' you will be prompted to save if you have made any unsaved changes.



Refreshing Your Browser



Sometimes to see your changes you may need to reload a page by clicking here.



Hi! My name is

Lina ALI

and this is my Home Page



Whenever you make changes to your web page and close (N) Composer, you will be returned to (N)etscape Browser which shows you how the page looked BEFORE you edited it. To see the changes, you might need to click the **Reload** button. You will not need to choose Reload if you choose the 'Browse' button once you have finished your editing.

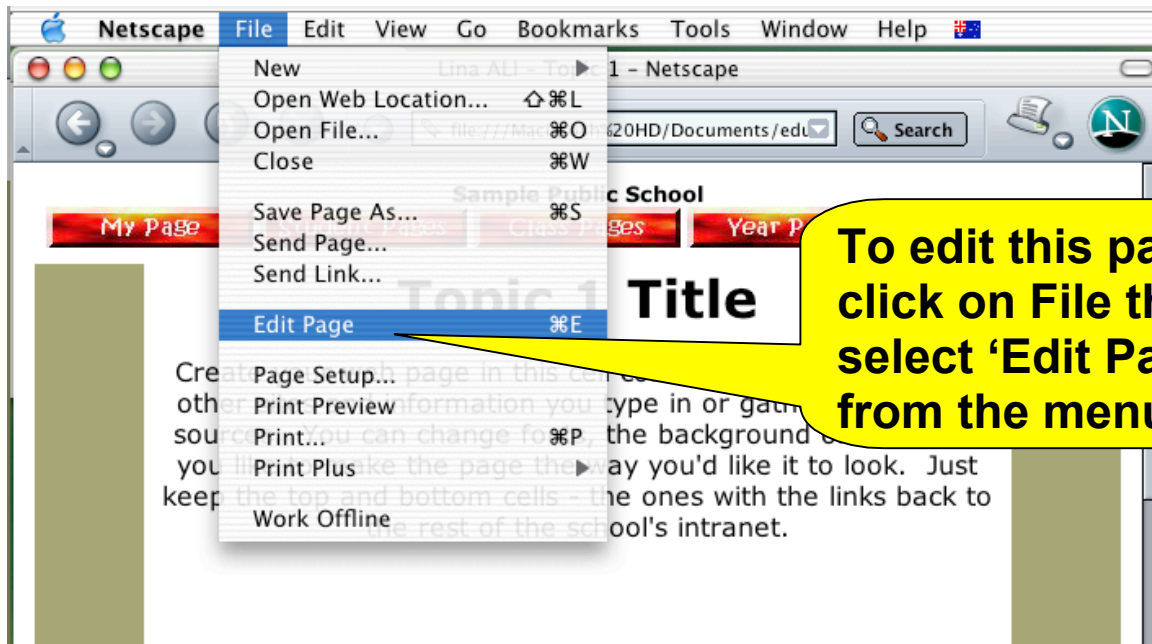




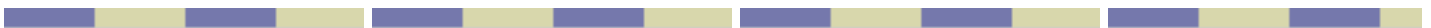
Editing a New Topic Page



Click a topic **Click** button (one you have just edited) to open it.



The “topic pages” contain all of the work that you want to include in your website. There are 12 topic pages for each year. Click the Edit page pull-down menu item to open the page in (N) Composer.





Editing Topic Pages



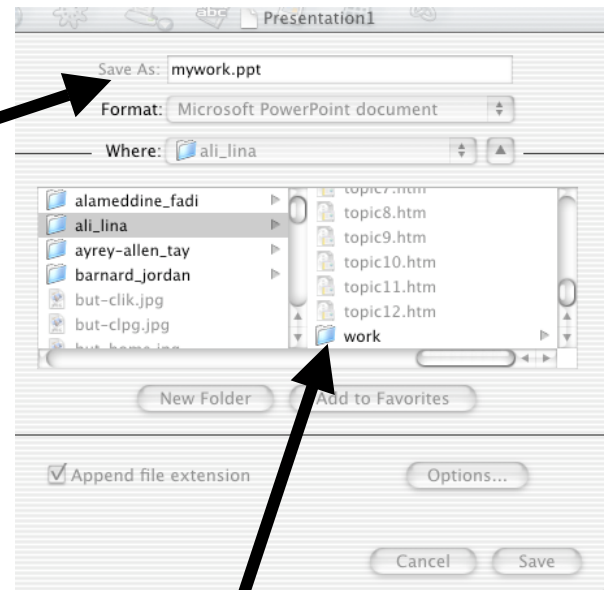
The topic title should be edited to show what this topic is going to be about. Remember, while you can play with fonts and colours, it is more important to get your content right FIRST! Spend your time more on making your information accurate and relevant rather than making it look pretty. Also remember to check your spelling!

Hint: Putting your name on the page (eg. Just below the topic heading) can help later in identifying your printed or linked webpage work.

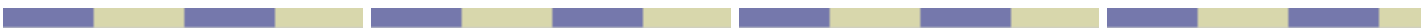
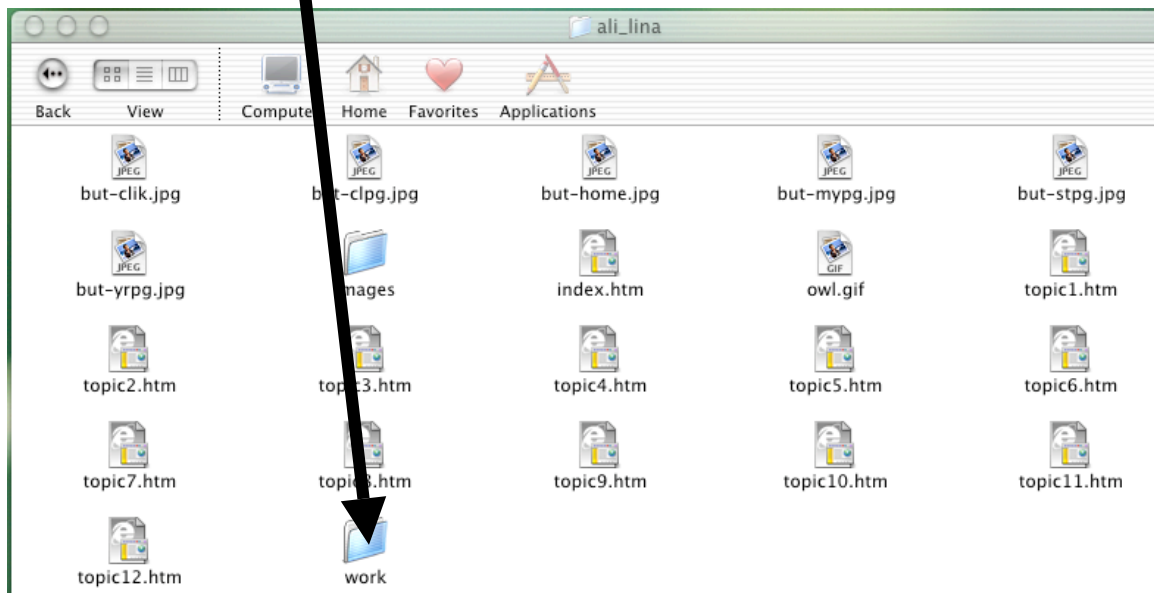


Saving Your Work

You can link all sorts of files and work into your EduWeb website including Word documents, photos, PowerPoint slideshows, Hyperstudio stacks, KidPix Drawings, videos and sound files etc...

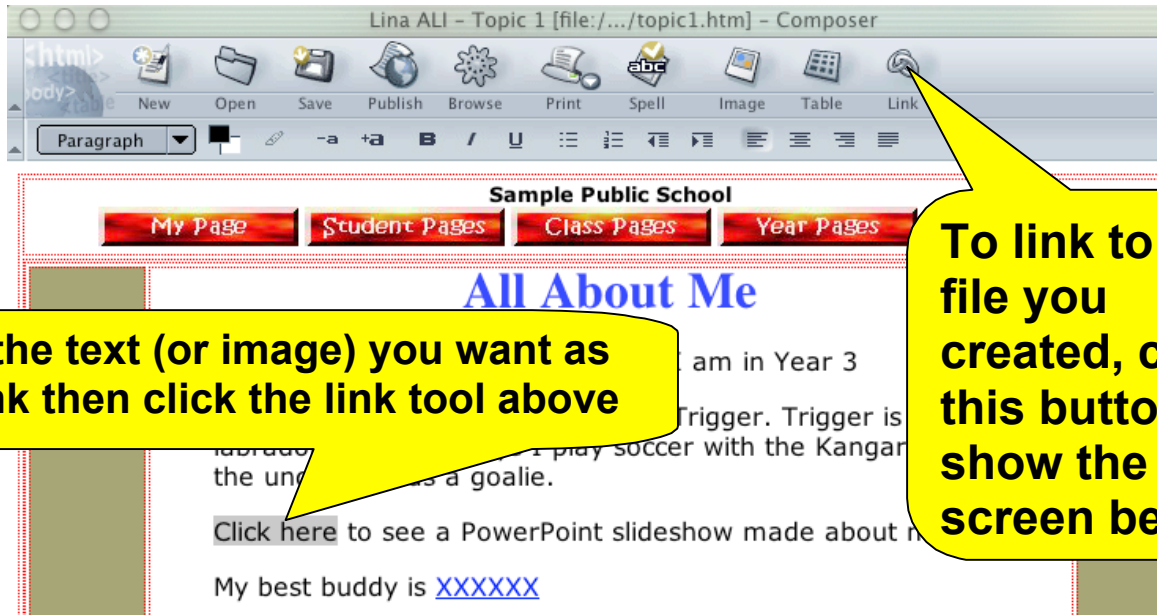


When you want to save one of these types of files, you should remember to save them into your EduWeb Work Folder. Or drag saved items into your folder.



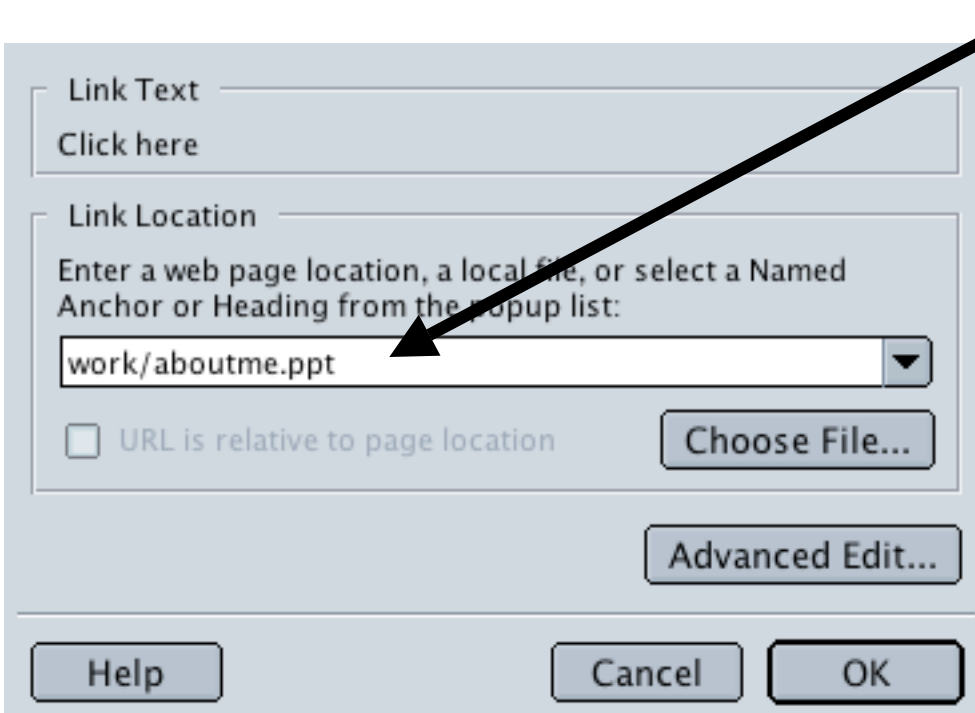


Linking to Other Files

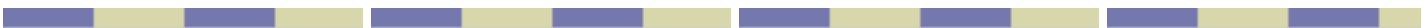


Select the text (or image) you want as your link then click the link tool above

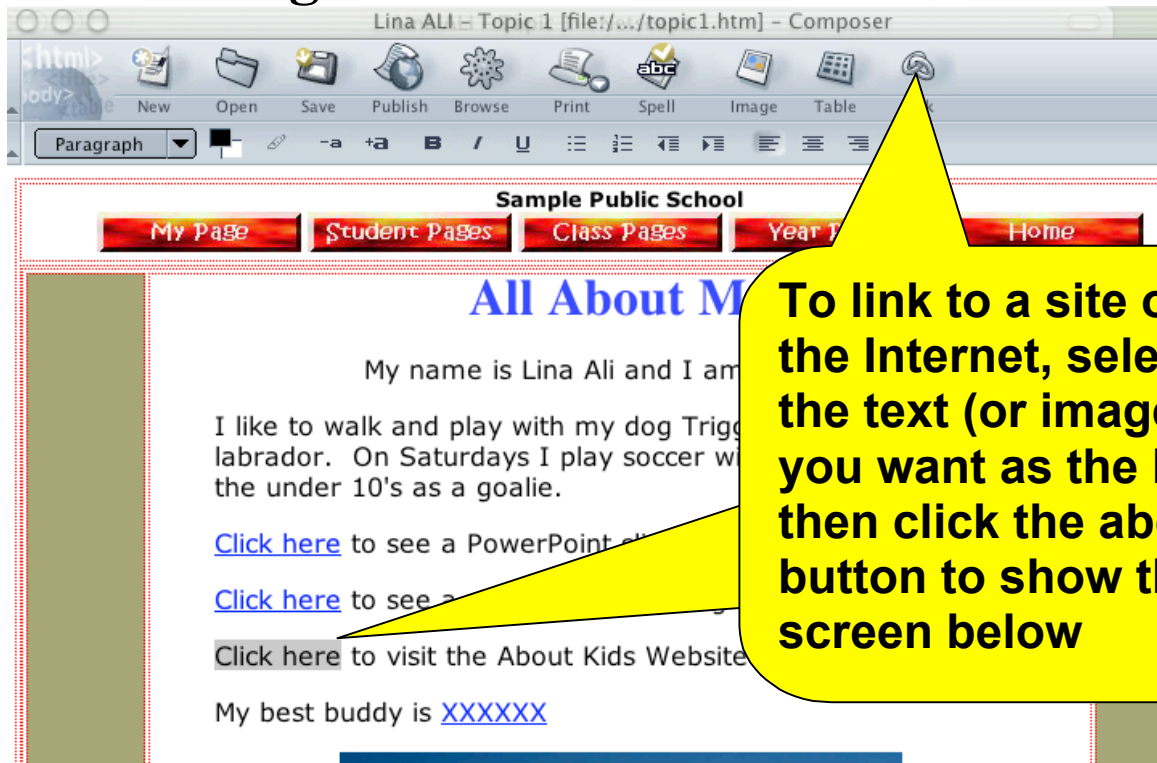
To link to a file you created, click this button to show the screen below



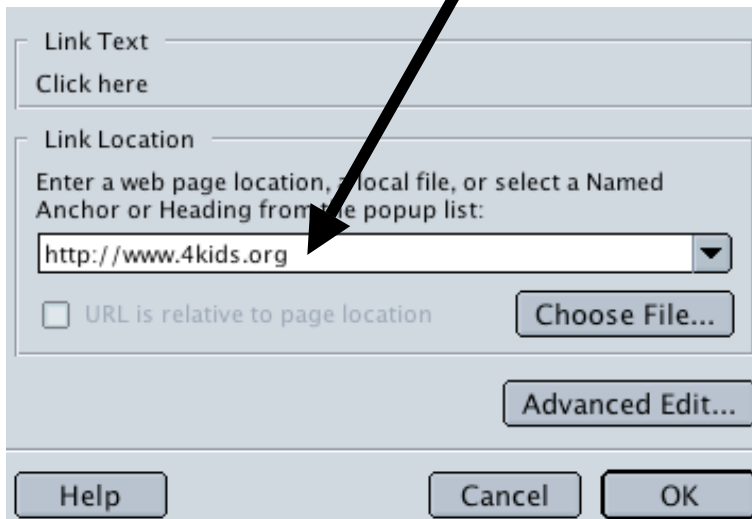
Type in the location and name of the file you want linked to your page. You may need to adjust the preferences for Netscape in order to open the file.



Linking to Internet/Intranet Sites



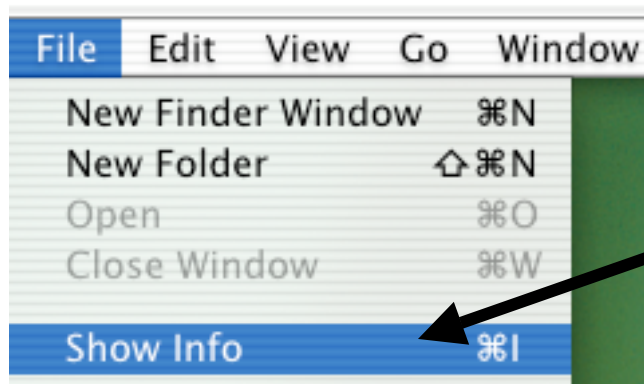
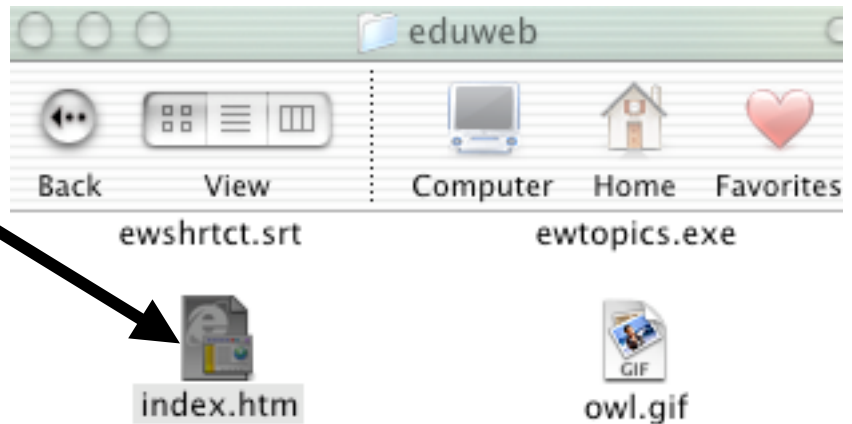
Put the cursor into the URL box and type in the address of the Internet site you want linked to your page. Type carefully!



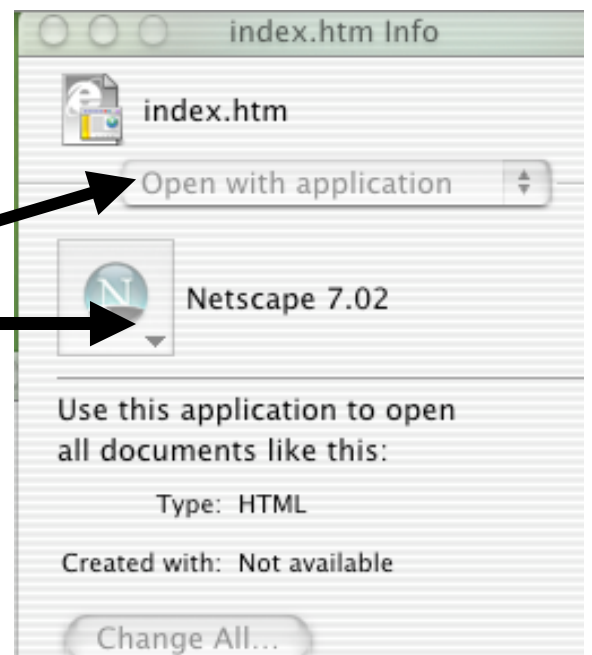
Hint: Check that the site works first in Netscape Browser then copy and paste the address URL. Click OK.

Making Netscape the Preferred Browser

Select one of the icons from the EduWeb web-pages.



Go to the 'File' pulldown menu to select 'Show Info'



Choose open with application then click on the application icon to alter it to Netscape 7. You can also click on 'Change All' to ensure that all web-pages will be opened with Netscape

