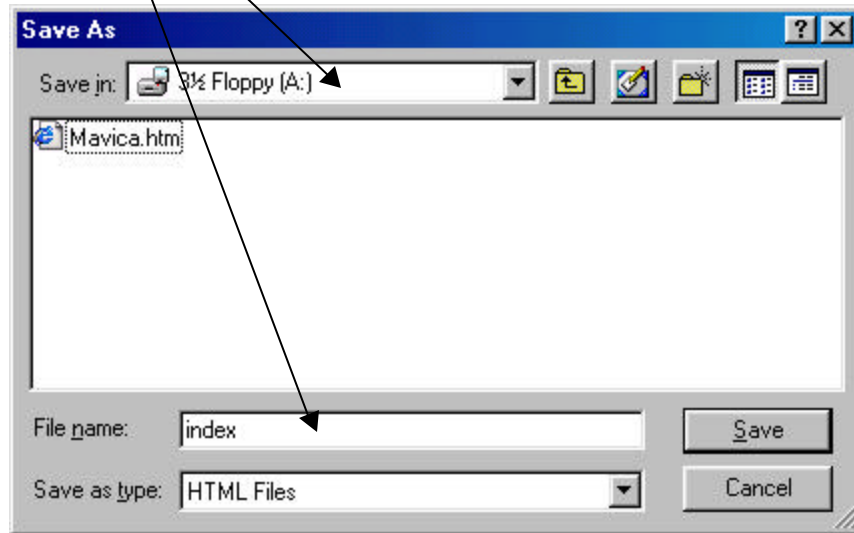
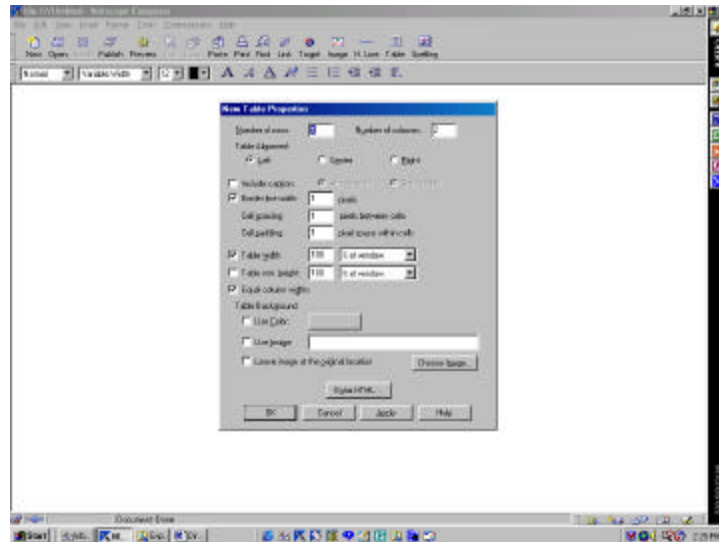


Directions to Create Your Faculty Home Page

- **Open Netscape.** Click on Communicator; click on Composer.
- **Open Factempl** (from your disk)
 - Click on File. . . Open. . . Factempl
- **Save as A:index**
- **Enter a page title. . .** "Your name home page." **OK.**



- **Change heading**, "Welcome to Web Template for Your Faculty Home Page or Syllabus," to a heading of your choice.
 - **Select** the heading
 - **Type** your text
 - Strike **Enter** twice
- **Create a table** to hold your text. (When creating documents for the Web, page formatting is limited; therefore, tables are used to create organization for a Web page).
 - Click the **Table** icon on the menu bar. The New Table Properties dialog box opens. (See next page.)



- You need one row and three columns
- Center the table
- Deselect "Equal Column Width"
- If you don't want a border, change the Border pixels to zero.
- Click on "OK" to close the dialog box.
- Add text in columns one and three. Move from cell to cell using the Tab key. You may set the alignment of your text (left or center).
- To add your photo. . .
 - Insert. . . Image. . . From File
 - Resize as needed

At this point you may wish to strike Enter a few times before your first line of text (Professional and Office) in each cell to make the text look centered vertically in the column.

Save frequently.

Create another table

Place the cursor under your current table

Click on the Table icon

Two columns, one row

Center

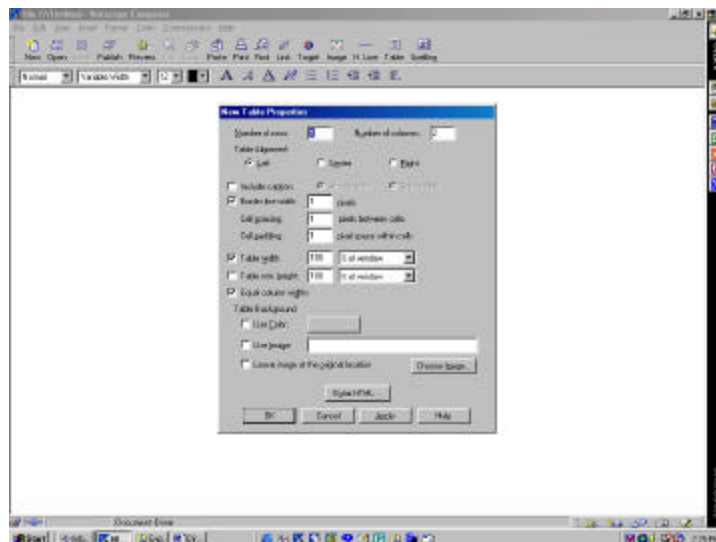
Unequal columns

Border?

Add text as desired (Course Syllabi CA272) and (I am an associate professor . . .)

Edit the table(s)

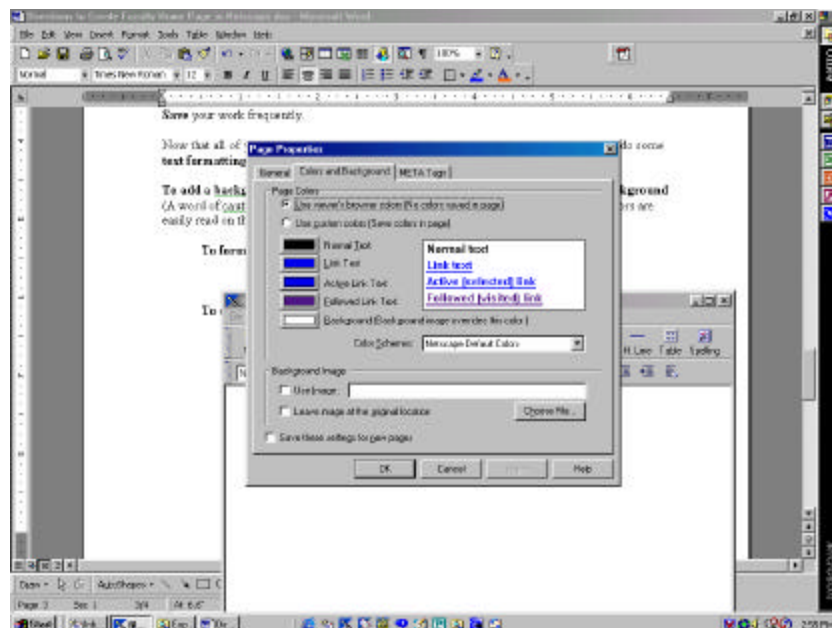
Right-click on the table you wish to edit. The Table Properties dialog box opens. Make any changes you desire.



Save your work frequently.

Now that all of your text has been entered, you may **choose a page background color**, do some **text formatting**, and do some **linking**.

To add a background or to change colors of text. . . Format. . . Page Colors and Properties. . . Colors and Background (A word of caution. . . be sure that your background is not too busy and that the text colors are easily read on the colored background).



To format text, select the text you wish to format and choose a format button from the formatting menu.

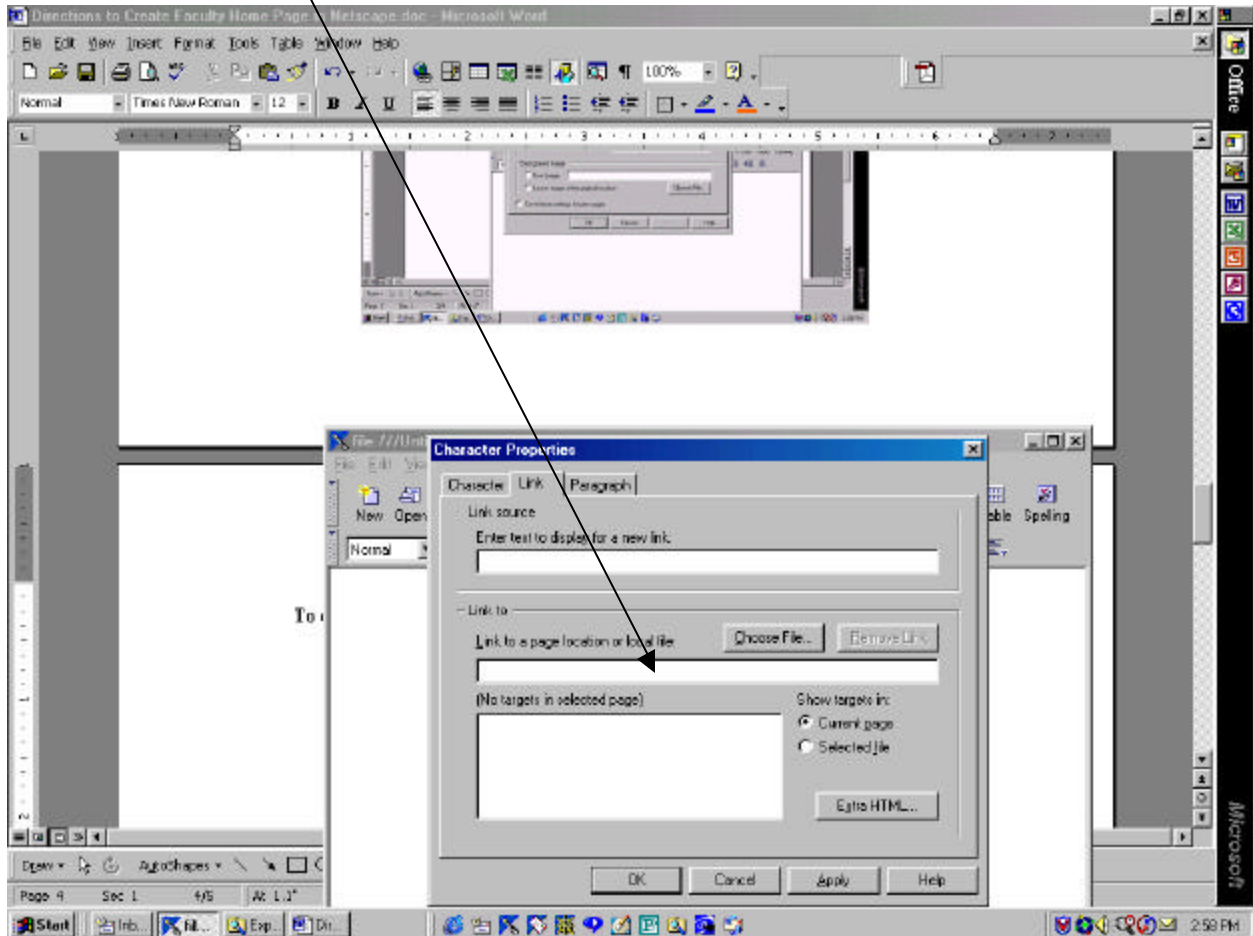
To create links:

Select the text you wish to link.

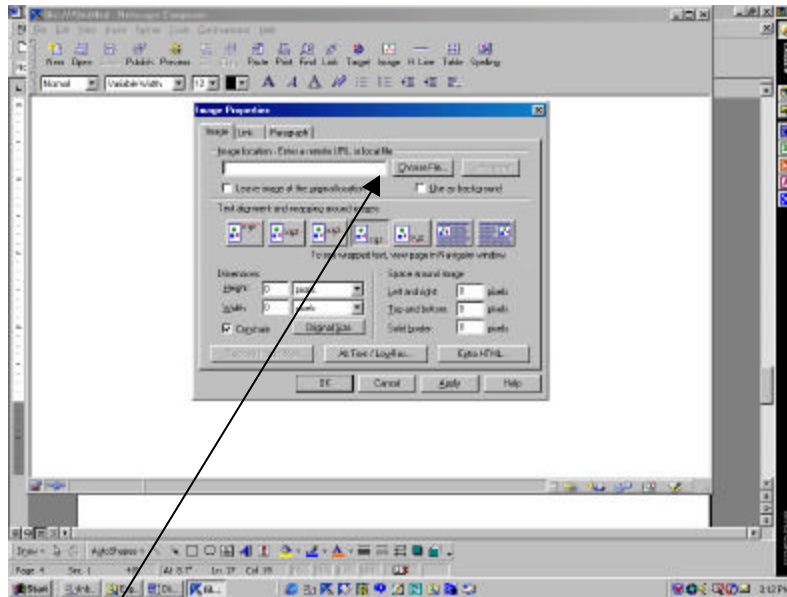
Click the **chain link** on the menu.

Insert the url of the site to which you are linking. You may need to click "Choose File."

For e-mail type <mailto:youremailname@mc.cc.md.us>



To insert clip art
Insert... image



Type in a filename or Choose a File from disk. A web site containing many images is
<http://soback.kornet.nm.kr/~pixeline/heeyun/>

Save your work.

Preview your creation by clicking on the Preview button on the menu bar.

