

Portfolio: Constructing Your Web Site #1

FOLLOW DIRECTIONS! Bring along your portfolio handouts/notes folder with you whenever you work on this project! Following directions is a basic part of this project.

Some basic rules

1. Do not change the file names of the graphics.
 2. Use lower case for any files that you create.
 3. Never leave a space in file names.
-

Accessing Netscape Composer

1. **Composer** is accessed from the Communicator drop down menu.
 2. **Page Colors and Properties** is accessed from the Format menu.
 3. The “**paragraph style**” drop down menu is on the far left–3rd tool bar. Look for “**Normal**” and open the menu to use the heading styles.
-

Task: Setting up the three pages of your web site.

A. Create the Home Page.

1. Go to File (drop down menu) and click on New–Blank Page.
2. **Save** this page as **home.html**
3. Name (title) this page with your portfolio name followed by **Home**, eg., Jocelyn’s Portfolio: Home

4. Choose Font Colors and Insert Background

- a. Open **Page Colors and Properties**.
- b. If it is not open, Click on the **Colors and Background** tab.
- c. Choose **Use custom colors**.
- d. Click on each text button and choose your font colors.
- e. **Do not** choose a color for **Background**.
- f. Find **Background Image** down towards the bottom of the dialog box.
- g. Check the square that is to the right of **Use Image**.
- h. Look over to the right side of the dialog box and click on **Choose File**.
- i. Find your background image file in the pop up dialog box, click **Open**.
- j. If your background image file name appears in the space above **Choose File**, you are ready.
- k. Click on **OK** at the bottom of the dialog box.

5. Adding Text to your Home Page.

- a. Open the Paragraph Style drop down menu (first on the left) on the **Text Format Tool Bar**.
- b. Choose **Heading 2**.
- c. Click on the **Alignment button** (far right) and choose left or center alignment.
- d. Type the name of your portfolio, eg., Jocelyn’s Portfolio.
- e. **Save**.
- f. **Close** this page from the File menu.

B. Create the My Work Page.

1. Go to File (drop down menu) and click on New–Blank Page.
2. **Save** this page as **work.html**
3. Name (title) this page with your portfolio name followed by **My Work**, eg., Jocelyn’s Portfolio: My Work.
4. Choose your font colors and add your background image.
5. **At the top of this page type your portfolio name, eg., Chantel’s Portfolio, in normal font—either left or right aligned—NOT centered.****
6. Press Enter.
7. Use Heading 2 and type **My Work**. (Alignment should be the same as the title of your home page.)
8. **Save**.

****From now on, your portfolio name must appear at the top of every new section and/or page you create.**

C. Create the My Interests Page.

1. Follow the steps you already used.
2. File name is **interests.html**
3. Title, eg., Jocelyn’s Portfolio: My Interests.
4. Text: Portfolio name at the top (normal font) followed by **My Interests** using Heading 2.
5. **Save**.
6. **Close** this page

D. Linking My Work and My Interests Pages to your Home Page.

1. **Open** the page (either work.html or interests.html).
2. **Select** (highlight) your portfolio name at the top of the page.
3. Click on the **Link button** on the Composition Tool Bar.
4. Click on **Choose File** in the **Link dialog box**, find **home.html** in the pop up box, and click on **Open**.
5. Click on **OK** at the bottom of the Link dialog box.
6. **Save** and **Close** this page.
7. **Open** your third page and repeat the linking steps.

Notes

1. After you finish choosing your font colors (especially the normal text color) and inserting your background image, type something on the page to see how the font looks. Go back to Colors and Background if you want to change the font color.
2. Check your work frequently by clicking on the Preview button on the Composition Tool Bar.
3. **Every time you make a change, click on SAVE. Don’t trust the computer, ever!**

Requirements for Grading:

1. 3 web pages, required title and colors/properties work, required file names, required text.
2. Linking of interests.html and work.html to home.html.