

### Step 3: Modifying the Intermediate Template with Netscape Composer

Once you've selected and downloaded your Template, you can begin to modify it and add your content (*your ideas, your pictures, and your work*) using Netscape Composer.

#### Opening Netscape Composer

**3a.** To Open up the Netscape, double-click the Netscape 7.1 or 7.2 icon on the desktop or Go to **Start > Program > Netscape7.1**. (image 3.1)

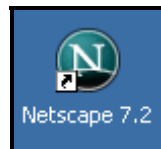


Image 3.1

**3b.** Go to Menu bar > **Window** and choose the **Composer**. (image 3.2)



Image 3.2

#### Opening a Document

**3c.** Once you open up composer, navigate your cursor to the Menu Bar and click on **File**. And then, select **Open File**. (image 3.3)

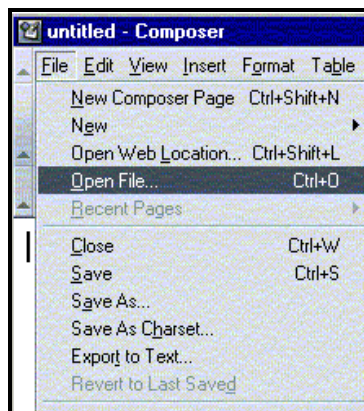


Image 3.3

**3d.** Click on the **Desktop** Icon on the left side panel of the following screen. (image 3.4)

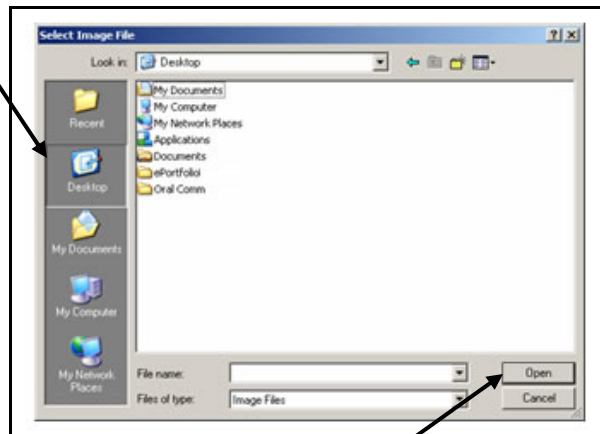


Image 3.4

**3e.** Choose your **ePortfolio folder** and then click **Open**.

**3f.** Click on the **index** and click **Open**. (image 3.5)

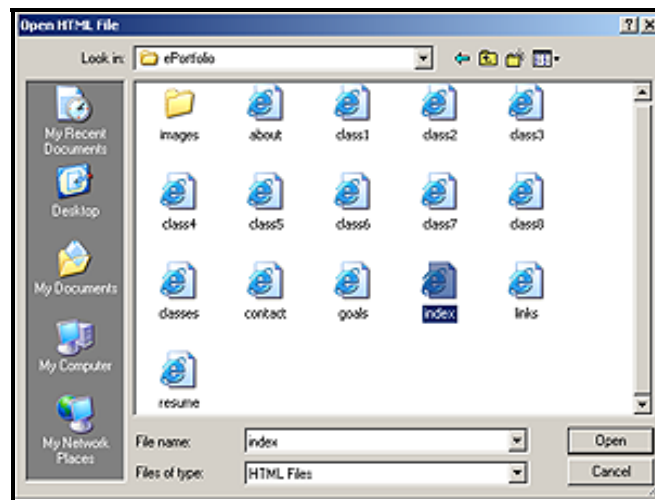


Image 3.5

### Adding and Formatting Text

**3g.** Once your index file opens, place your cursor inside the text box and type your welcome statement for your ePortfolio visitors. (image 3.6)

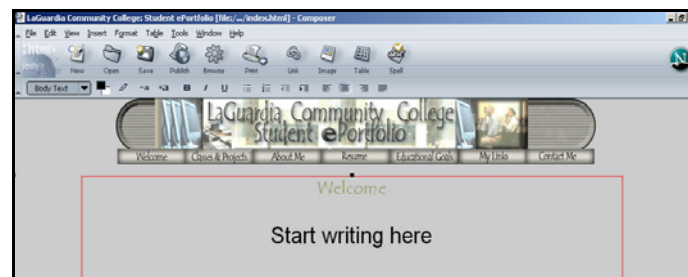
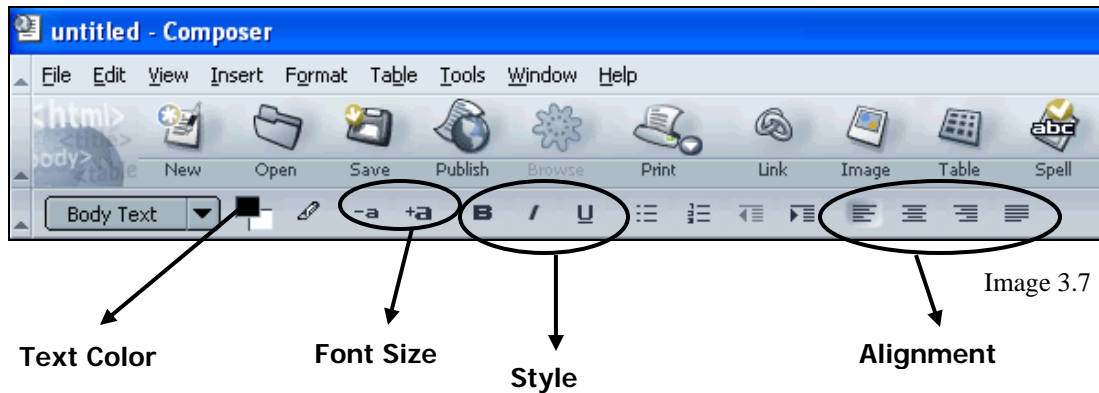


Image 3.6

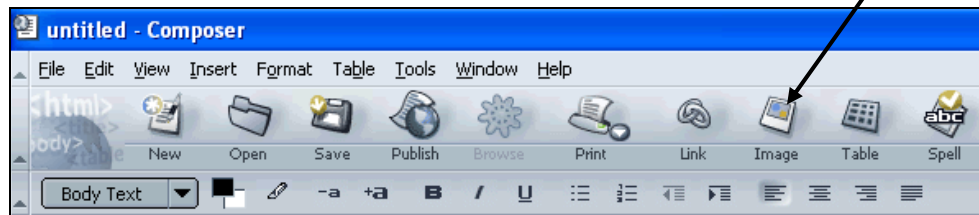
In Netscape Composer, you can format your text as you would in any other word-processing program using the buttons on the menu bar. You have the following options to modify the text from the menu bar: Bold; Italicize; Underline; Size; Color; Alignment. You can also use the **Format** pull-down Menu to make the same changes. (image 3.7)



### Inserting images

In order to show your images properly on your ePortfolio, you must place the image files inside the **Images folder**. Any images you grab from the internet or copy from somewhere else on your computer also must be saved into the **Images folder** before you insert it into your ePortfolio web page. The **Images folder** is inside the **ePortfolio folder** that you created on your desktop.

**3h.** Place your cursor in the page where you want to insert your image, then click the **Image** button on the Netscape Composer menu. (image 3.8)



**3i.** Click on the **Choose File...** button. (image 3.9)

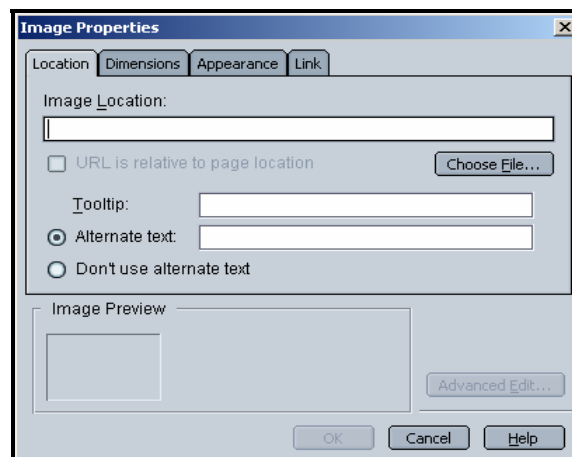


Image 3.9

**3j.** Double-click on your **ePortfolio** folder and on your **Images** folder. Then, select the picture file that you want to insert and click **Open**. (See image 3.10)

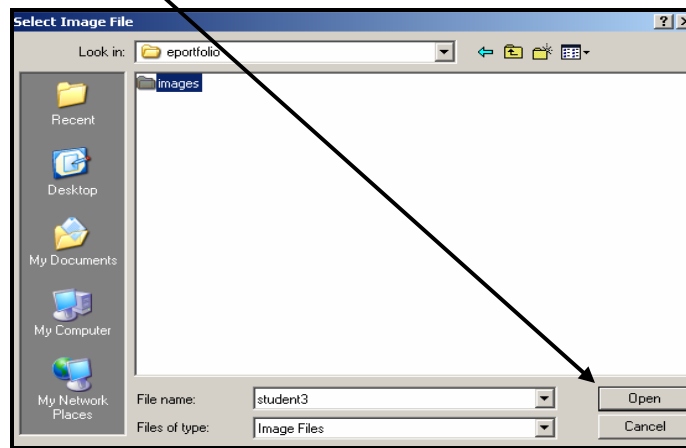


Image 3.10

**3k.** Click inside the round radio button next to **Don't use alternate text** and then click **OK**. (image 3.11)

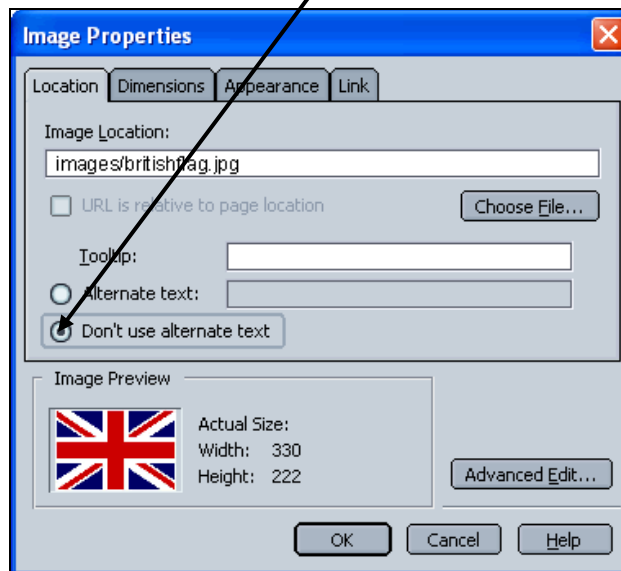


Image 3.11

**Tips:** You can resize the image by changing the number for the picture size in the Dimensions option before you click the OK button. Or, you can resize the picture after you hit the OK button and insert it onto your ePortfolio page.

### Inserting Links

**3l.** Highlight the area, words or image that you want to create link. Then click on the **Link** button. (image 3.12)

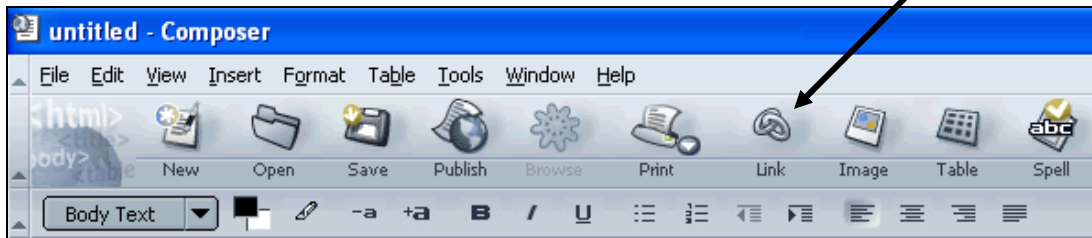


Image 3.12

**3m.** Enter the actual **URL** of the link into the Link Location text box. Make sure to type the full address, including <http://>. For example, <http://www.laguardia.edu>. (image 3.13)

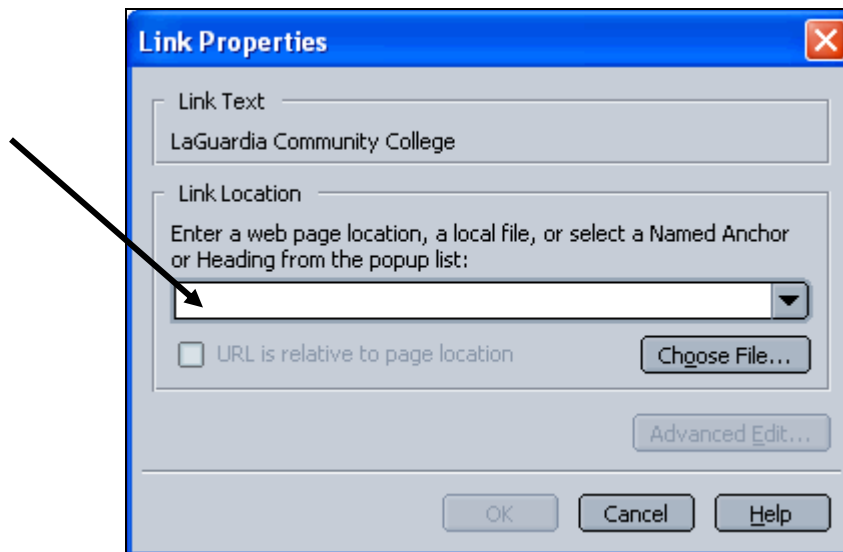


Image 3.13

**3n.** Click **OK** once you are done. The link should appear on the page.

### Saving your File(s)

**3o.** Now save your page by choosing **Save** from the **File** menu OR by clicking on the **Save** button at the top. (image 3.14)

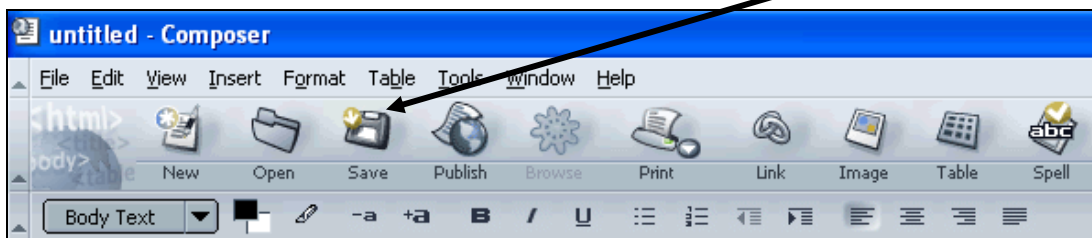


Image 3.14

**3p.** If you want to see a preview of your webpage, click on the **Browse** button and your webpage opens up in the Netscape Browser. (image 3.15)

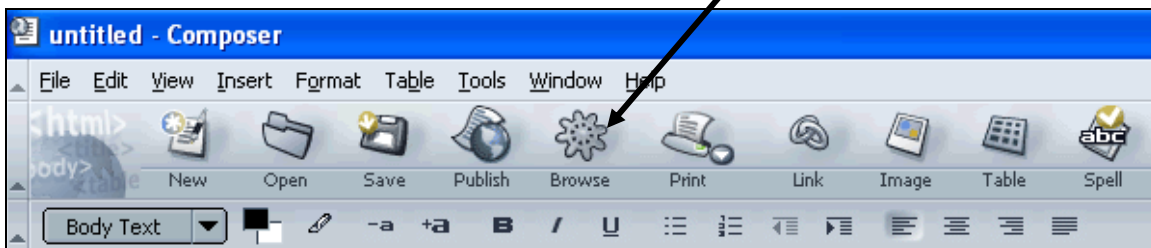


Image 3.15

**3q.** When you finish making all the changes to your file, click the red X button on the upper right hand corner to exit the program.