

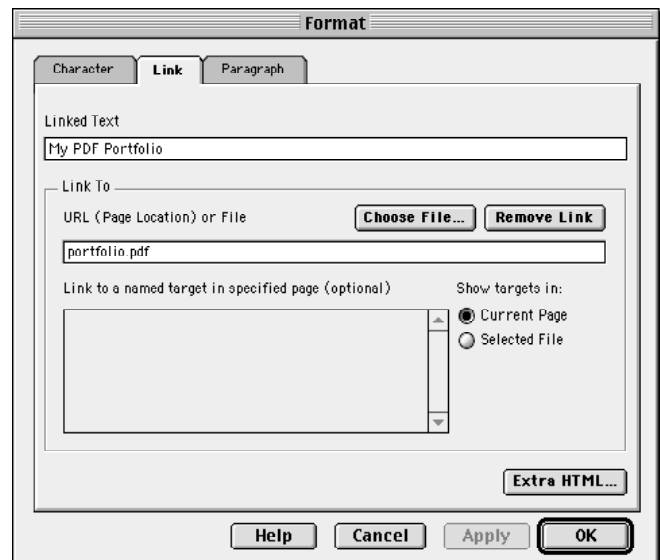
Step-by-Step

Create an Electronic Portfolio website using Netscape Composer and posting Acrobat files to a web page

This will not be a comprehensive tutorial on using Netscape Composer. The Program has a very comprehensive website with information about all of the features of the program: <http://help.netscape.com/products/client/communicator/IntroComm/Introcom.html>

Look specifically at **Chapter 6, Using Composer** . Here are specific steps for creating a simple web page, linking Acrobat files to that page, and then uploading both the web page and the Acrobat file to a web server.

1. To create a web page in Netscape, select **File Menu -> New Blank Page**. You may choose to use a template.
2. Type the basic information on the page that you want your audience to read. You might want to add graphics or a background image. You might also want to use different sizes of headers for emphasis. Creating tables lets you place text and graphics where you want them on the screen. Consult the Composer website for how to work with these components.
3. To create a link to a PDF file, select **Insert Menu -> Link...** or click on the Link icon on the menu bar. Complete the blanks in this screen. You cannot see a PDF file if you select **Choose File**, so simply type in the file name.



4. Once your page is complete (as if a web page is EVER finished!) save the file. Be sure that your file names have NO SPACES (even your PDF file). Web servers are very fussy, and will insert strange characters instead of the spaces and other odd characters in your file names. It is just a good habit to leave spaces out of your file names if you think you will EVER post them to the Internet.
5. Use Fetch to upload your files to your Internet Service Provider. On the next page are instructions on how to upload files to your CWOLF account at UAA using Fetch.
6. You may want to restrict access to your portfolio by assigning a password, so that only those who know the password can open the file. To set security:
 - Select **File Menu -> Save As...**
 - Change **Security: None** to **Security: Standard** (see right) and another window will immediately open (see below).
 - Type in a password needed to **Open** the file
 - Click **OK**. You will be asked to confirm the password(s). The **Save As...** window will appear again with the **Security: Standard** option checked.
 - Click **Save**. Be sure to keep a backup version without the Security Options, just in case you forget the password!

