

Step-by-Step Using Mozilla Composer

Keep the following tips in mind as you create pages in Mozilla Composer:

- **Use JPEG images for photographs and GIF images for other graphics.**
- **Keep image files in the same folder.** Keep all folders for the same Web site within a common folder.
- **Use the name index.html for the entrance page to the Web site.** This is the name that browsers look for first by default.
- **Link every page back to the main table of contents.**
- **Preview your pages.** By doing so, you can make sure the links work and see how they look in final form. To preview a page, save the page, ending its name in “.html” (as in mypage.html), then click the Browse icon (fifth one from the left—it looks like a ship’s steering wheel) on the toolbar.
- **To place an image on a page:** Choose Image from the Insert menu. Click Choose File in the dialog box that appears, navigate to and select the image you want to use, then click Open. Finally, click OK to close the dialog box.
- **To convert an image or some text into a link:** Select the image or text, then choose Link from the Insert menu. Type the URL (Web address) of the page you want to link to or click Choose File, navigate to and select the file you want to link to, then click Open. Click OK to close the dialog box.
- **To use Composer’s help system:** Choose Help Contents from the Help menu. For general overview information click on Creating Web Pages. For more specific questions, click Search, then type a few words into the text box.
- **To see the HTML tags for the current page:** Choose HTML Source from the View menu.