

Step-by-Step

Adding a Graphic to a Composer Web Page

You can add many types of images to the Web pages you create with Mozilla Composer. The images can be used both to enhance the page and to use as clickable links to other locations. The images you add need to be in a Web format, usually JPEG or GIF. You can create your own graphics, modify ones from other sources, or use pre-made graphics available with AppleWorks, other software programs, or resource CDs.

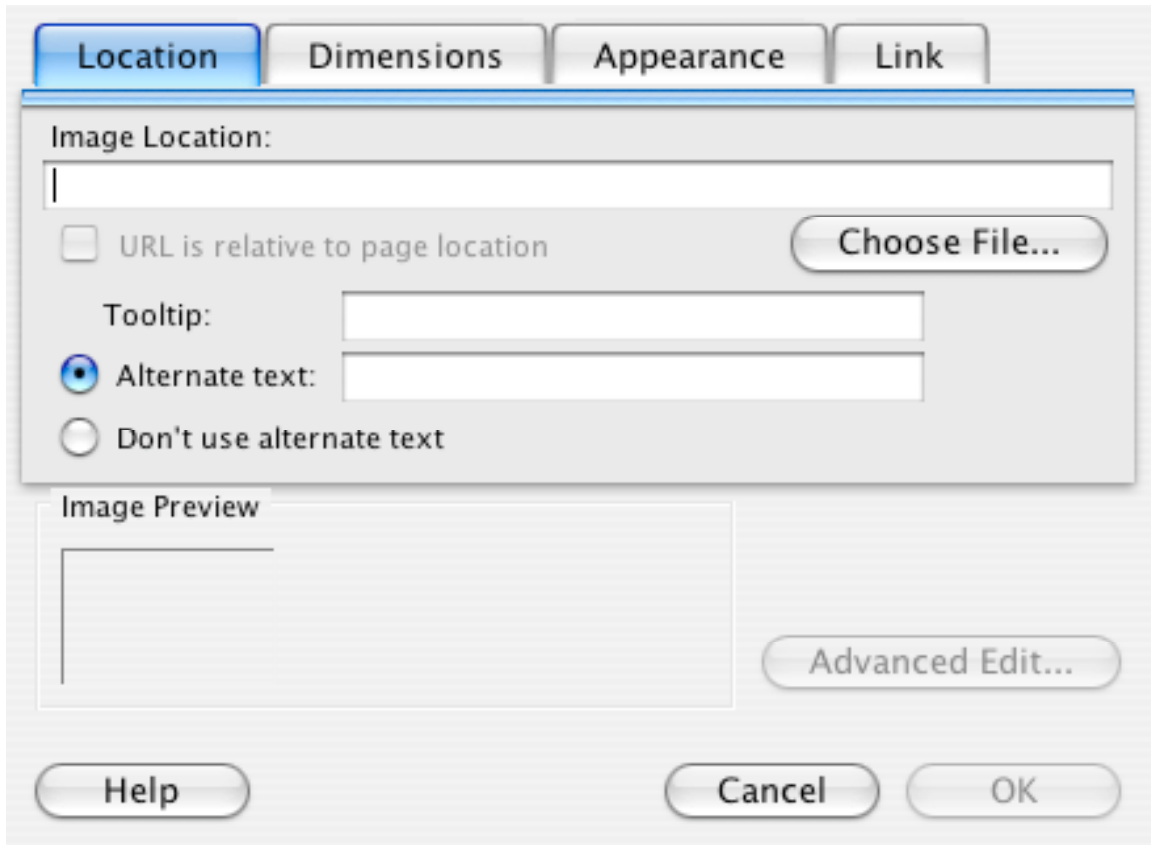
Adding a graphic using the Insert menu

To add a graphic to a Web page created with Netscape Composer, follow these steps:

- 1 Open the Composer page to which you want to add an image.
- 2 Place the insertion point where you want to insert the image. You can place an image in a cell in a table or directly on your page. Just as with text, you can use the Align command in the Format menu to choose an alignment for the image.

Tip: The easiest way to place your image exactly where you want it is to put it in a table cell.

- 3 Choose Image from the Insert menu. The Format dialog box appears.



4 In the Format dialog box, click Choose File. Navigate to and select the image you want to use, then click Open.

5 Make any other selections you want in the Format dialog box.

- To select how text is aligned with the image, use the Align Text to Image pop-up menu from the Appearance tab.
- To specify the amount of space left around the image, enter numbers in the text boxes in the Spacing area.
- To enter a custom size in pixels for the image, click Custom Size from the Dimensions tab and enter numbers in the text boxes.
- To specify alternative text for those users who have graphics turned off, use text only browsers, or who have the contents of Web sites read to them because of a disability, use the Text box from the Location tab.

6 When you are done making selections, click OK.

Note: The next time you save this page, the image you inserted is saved in the folder that contains the Web page. If you don't want to save the image there, select the "Leave image at the original location" option in the Format dialog box.

Adding a graphic by dragging or copying

You can also add a GIF or JPEG image to a Composer page by dragging it from another application's window, or by copying and pasting.

- 1 To drag an image from another application, make sure both the application window and your Composer page are open.
- 2 Select the image in the application window, then drag it to your Composer page.
- 3 To copy and paste the image, select the image and choose Copy from the Edit menu.
- 4 Place the insertion point in the Composer page and choose Paste from the Edit menu.

Note: If you copy an image file saved in the PICT format, you can add it to your Web page with the Copy and Paste commands. A dialog box asks you for a file name and Composer then converts it to the JPEG format before pasting it in your page.

Resizing an image

Once you have placed an image on your page, you may need to resize it.

- 1 Double-click the image. The Format dialog box appears. Click on the Dimensions tab. The height and width of the image is displayed in pixels.
- 2 Select Custom Size.
- 3 Select Constrain to keep the image's original proportions.

4 Enter a new height or width. (The other number changes automatically if you selected Constrain. If you did not select Constrain before entering either number, enter a new height and width.)

5 To preview how the image will look on the page, click Apply. Click Close when you are satisfied with the results.

Deleting an image

To delete an image, click to select it, then press the Delete key.