Creating Web Pages with SeaMonkey Exercises
Loyola University New Orleans -- Monroe Library

All clicks are made with the left-hand mouse button unless otherwise stated.

I. Put your flash drive in the computer. Create a new folder for all pages and images.   Keep all pages and images in the same folder. Do not create a subfolder for either images or pages.

II. Go to the web page http://www.loyno.edu/~hobbs/. Click *Creating web pages*. Click *web page template*.
   A. Save the page: click *File*, then *Save Page As*. Important: Change *Save as Type* from *Web Page Complete* to *Web Page, HTML only*). Keep the name *template.html* or give it a new name, but keep the .html extension. This gives you a page with margins and double spacing.
   B. Go back and open the file *communications.css* and also save it as above.

III. Start *SeaMonkey* from the computer desktop or from *Start* button (if available).
   A. Click on *Windows* and click *Composer* as below.
   B. Click *Open* and find the page you just saved above.

Click here to start *Composer*. Or hold down the Control key and press 4.

Functions:
Browser
Mail & Newsgroups
Composer
Address book
IRC chat client

Title bar
Pull-down menus
Composition toolbar
Formatting toolbar

IV. Click on *Format*, and then click *Page Colors and Background*.
   A. Click in the circle next to *Use custom colors*.
   B. Click on the white rectangle to the right of *Background*. Click on a color.
   C. Optional: Select a color for all text on page. Review sample background and text. Click on *OK*.

V. Adding a heading.
   A. Press *Enter* three times, and then arrow back to the top. Type a heading, such as *Syllabus* or *Resume*.
   B. Highlight the heading with the mouse cursor.   Click on the down arrow on the left-hand side of the *Formatting* toolbar. Select *Heading 1* or *Heading 2* from the box that says *Body Text* or *Paragraph*.
   C. Click on the *Align center* button on the right-hand side of the *Formatting* toolbar.
   D. Click on *Format* in the pull-down menus, drag to *Font*. Select either *Helvetica, Arial* or *Courier*.

VI. Click in the area below the heading and begin typing some text for the body of the document.
   A. Press Enter twice to start a new paragraph and type some more text.
   B. Press Enter once to start a new line. Type a list of three or more items. Press Enter after each item to put them on a separate line. Highlight the list with the mouse cursor. Press the *Bulleted list* button.

VII. Click on *File* menu item, then drag to *Save As*.
   A. Type a file name (it's best to use all lower case, <u>with</u> no spaces.) Click *Save*. **If you want to take the page with you, be sure you are saving the file to your flash drive**. It's ok to replace the page.
   B. Create a unique and discriptive title for the page by clicking *Format* and drag to *Page Title and Properties*. This shows in the top line of the browser. Optional: add author and description.

VIII. Go back to the text already in the page.
   A. Highlight a few words with the mouse cursor.   Press the *Bold* button.
   B. Highlighting different text, repeat using the *Italics* and *Underline* buttons.
   C. Select some formatted text. Click on *Format* and drag to *Remove All Text Styles*.
   D. Go to a blank area of the page. Click on *Insert* and drag to *Horizontal Line*.

IX. Click on the *HTML Source* tab at the bottom left of the page.
   A. This will show you the underlying HTML description that Composer is writing. You can edit the page if you know HTML. Click the *Normal* tab to return.

X.   Add a link: Click in a paragraph anywhere.
    A. Type the word: *Google*. Go back and highlight the text you just typed.
    B. Click on the *Link* button. The cursor is in the box just under *Link location*.
    C. Type: http://www.google.com. Click on *Ok*. Save the file.
    D. Click on the *Browse* button. This starts SeaMonkey browser if it is not already running and loads the page.
    E. Now you can click on the link to test it. (Editor vs. Browser)   Go back to *Composer*.

XI.   Add an image: In a browser go to http://commons.wikimedia.org/wiki/Main_Page.
    A. Right click on the *Picture of the Day*. Drag down to *Save Image As*. Put it in your web page folder.
    B. Go back to your page in *Composer*. Click at the bottom of the page.   Click on the *Image* button. Click *Choose File*.   Locate your image file and click *Open*.
    C. Click in the area to the right of *Alternate text*. Add a few words to describe the image.
    D. Click on *Appearance* tab. Pull down *Align text to image*. Change to *Wrap to right*. Click on *Ok*. Add some text next to the image to see the effect.

XII.   Go to the bottom of your page. Click on the *Table* button.
    A. Change *Rows* from 2 to 3. Change *Columns* from 2 to 3.
    B. Leave *Border* at 1 only if you want a table with visible borders. Click *OK*.
    C. Type some text in the first cell (upper left). Press Tab to go to the next cell and type some more text. Continue using Tab to move from one cell to another until the last cell (lower right).
    D. Press Tab again to create a new row.
    E. Click in a cell with text.
    F. Click on *Table* menu (not button), drag to *Delete,* drag to *Cell(s)*.
    G. Click on *Table* menu (not button), drag to *Delete,* drag to *Row(s)*.
    H. Click on *Table* menu (not button), drag to *Insert,* drag to *Row below*.
    I. Click on *Format* menu, drag to *Table cell properties*. Click on *Table* tab.
    J. Change *Border* change width to "0" pixels.
    K. Click in a cell with text. Use the *Alignment* button to change the alignment.
    L. Click on *Format* and drag to *Table properties*. Change settings for *Spacing* or *Padding*. Observe results.
    M. Change *Background Color* for the table here. Click *Save*.

XIII.   Click on *Help* drag down to *Help contents*.
    A. Use one of the left-hand areas: *Glossary*, *Index*, *Search* or *Contents* [default].
    B. Use the *Find* button to search for something.

XIV.   Publish your page with FileZilla: see publishing handout for details

If your image disappears while editing the page, don't panic. As long as the page and image file are published, they will be visible in your presentation. But – be sure to check that first!