Composer Overview

Maintaining a Web Site

The Process

There is a standard process to follow whenever changes to a web site are needed:

1. determine location in your site of the page, or pages, to be changed, and for each page:
   a. download the latest version of the page(s) from the preview server, webdev, to your local computer
   b. make the required changes to the page text and images
   c. upload the changed page back to the preview server, webdev
2. preview the changed page(s) in your browser and checking all aspects, particularly, test all links and ensure the page layouts are correct
3. after testing, upload the changed page(s) to the live site using the Webaccess tool.

The first step is carried out using two separate programs. The file management functions of downloading and uploading pages to be changed are carried out by WS_FTP, while the editing functions which enable the changes to be made are done in Netscape Composer. The second and third steps, preview and upload, repsectively, are performed using your browser, usually Netscape Navigator.

Finding the Page to Edit

In order to find the page you need to change, it is often easiest to find the page using your browser. Once you have found the page you want in your browser, you can use

the URL determine where to find the page within your site to edit. The first part of the URL is your site. Any words after that which are followed by a "/" are folders within your site. If the URL ends with a "/" sign, the file you are looking for is the "index.html" within the folder as this is the default filename. Otherwise, the filename should appear at the end of the URL.

As an example, consider the following page in the webstandards site:
http://www.adelaide.edu.au/webstandards/upload/
First discard the site part of the (URL http://www.adelaide.edu.au/webstandards/) and look at what remains. In this instance it is /upload/ therefore the file to be edited will be the index.html file within that folder.

However if the URL were:
http://www.adelaide.edu.au/webstandards/upload/webaccess.html
the page to be edited would be the file webaccess.html within the /upload/folder.

Starting Composer

To start Netscape Composer, click on the **Start** button on the taskbar,
select **Programs** from the list,
select **Netscape Communicator,**
select **Netscape Composer.**

Alternatively, if you already have a Netscape window open (either Navigator or Messenger), select **Communicator** from the toolbar and then **Composer** from the dropdown menu. Communicator can also be started by clicking on the *pen and paper* icon at the bottom of other Netscape windows.

This will open Composer with a blank untitled web page opened for editing. To open a new blank web page at any time, from the **File** menu, select **New** and then **Blank Page** or click on the **New** icon**.** To open an existing page for editing, either click on the **Open** icon or, from the **File** menu, select **Open Page** and then **Choose File** and browse for the file to edit.

Site Management

Using WS_FTP

Start WS_FTP by clicking on the **start** button, selecting **Programs**, **then Internet Tools** and finally **WS_FTP**.

The first time you use WS_FTP to connect to the development server you must enter information to define the connection (see further information below for details on setting up WS_FTP access). Subsequently, make sure the profile name is the one you specify for the connection to the development server and the remaining settings will be remembered.

Downloading Files to Edit

Once you connect to webdev with WS_FTP you will see a window with two lists of files. The one on the left is the local system, that is, your hard disk, while the one on the right is the remote site, which is the webdev server as shown below:
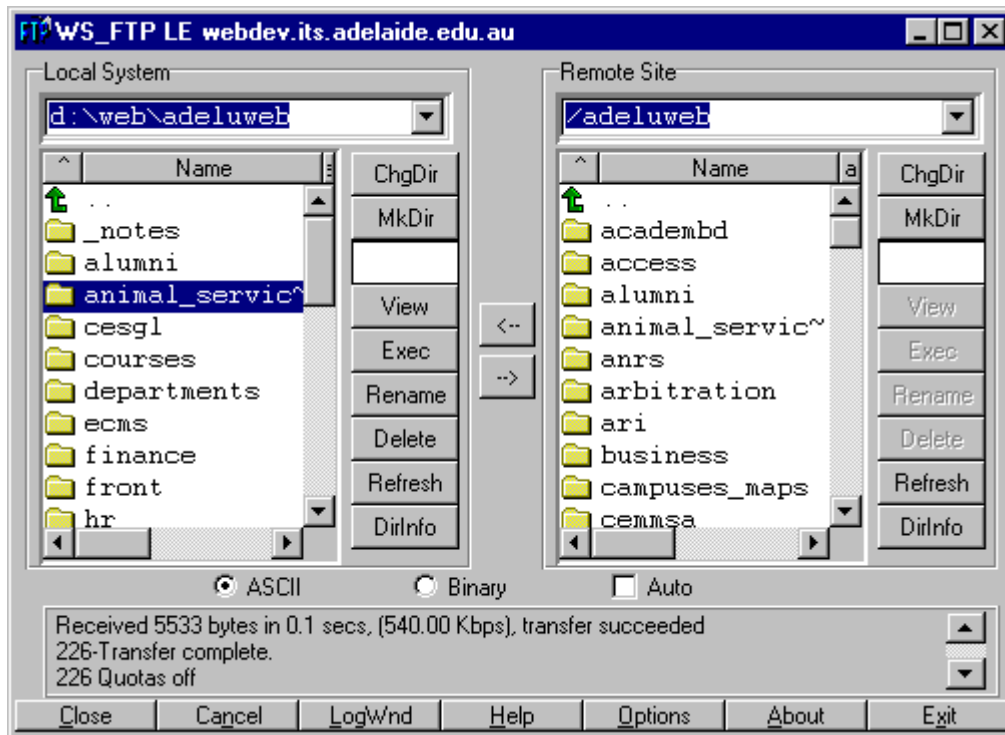
In general, it is recommended that you set up WS_FTP so that the local system is set to your top level web folder and the remote system is set to the top level of your web site on the server. It is also strongly recommended that you mirror the structure of your web site from the server to your local computer. That helps in ensuring that the intended files are always uploaded and downloaded.

Navigate through both your local and remote sites to the file you want to edit. To do this, double click on a folder below your current folder to move to it, or double click on the "uparrow with dots" at the top of the list to move one level up the folder structure.

Once you have both the local and remote sites at the appropriate folder, click on the file you want to download in the right hand (remote server) window. Then click on the left pointing arrow (<=). This will copy the file from the server to your local computer, allowing you to make changes to the webpage.

Uploading modified (and new) files

Once you have made changes to the file, or have created a new file, you must then upload the file to the web server to enable people visiting your web site to see the webpage.

To do this, click on the refresh button to the right of the local computer window to make sure that you are looking at the correct file to upload, by checking the date on the file. Once again, make sure that the local and remote sites are set to the same

folder, then click on the file you want to upload in the left hand (local computer) list and click on the right pointing arrow (=>) to upload it. Doing this will copy the file from your local computer to the web server, making the page visible on the development web site where they can be previewed to make sure they are working correctly before they are uploaded onto the live web server.

Creating Pages from Templates

There are three standard templates available for creating new web pages. These are as follows:

tmpl_1.html: single column format without any navigation, generally used for wide tables or front pages.

tmpl_2.html: the most commonly used format with a left hand navigation area and a right hand main page area.

tmpl_3.html: similar to tmpl_2.html but with an extra column for images or side bar information.

To create a new page from the templates, connect to the server and change to the templates directory on the server. Change to the local directory where you want to create the new page. Copy the template to the local computer. Rename the template to the required webpage name. You can then add content to this new page as required.

Editing Pages in Composer

The Editing Toolbar

Most editing functions in Composer can be carried out from the format toolbar, which generally appears as the last toolbar at the top of the page. The fields in the toolbar have the following purpose:

> **Paragraph style**: Allows text to be formatted to pre-defined heading styles. Applies to selected paragraph.
> **Font**: Apply font to selected text - do not use.
> **Font size**: Specify relative size of selected text - do not use.
> **Font colour**: Specify font colour of selected text - do not use.
> **Bold**: Set selected text in bold type.
> **Italic**: Set selected text in italics.
> **Underline**: Set selected text with underlines. Not recommended because looks like link text.
> **Remove all styles**: Remove all explicit text formatting.
> **Bullet list**: Set selected paragraphs as bullet points.
> **Number list**: Set selected paragraphs as a numbered list.
> **Indent/Outdent**: Indent or outdent selected paragraph.
> **Alignment**: Left, centre or right justify selected paragraph.

Formatting Text

Use the format field in the toolbar to format text within the webpage. The formatting style is applied to the selected paragraph of text. For body text, this field will be set to either *Normal*.

In order to specify text as a heading, click anywhere in the line of heading text and select one of the heading styles *Heading1* to *Heading 6* from the drop down list. This will format the text as the appropriate level of heading. To check the way that the heading will appear in the live page, you can go to the webguide <http://www.adelaide.edu.au/webguide>.

Do not use Font, Font size or Font colour to format text as these types of formatting are not compatible with the style sheets used with the University templates. If they are used, they will be stripped from the text when the page is displayed and so the page will not have its intended appearance. In addition, they may cause the style sheets to "break", stopping any correctly applied heading styles from being applied.

Bold and italics formatting can be applied to selected text for minor headings and highlighting within a paragraph. Note that underlining text for emphasis is not recommended as it may be confused with a link.

Creating and Editing Links

To create a link, select the text to appear as the hyperlink and then click the **Insert Link** icon. A pop-up box will be displayed allowing you to enter the URL of the link in the entry field. There are several ways of doing this. If the link is a link outside the site, type the hyperlink into the link field (you can use cut and paste from your browser). If the link is within your site, click on **Choose File** to use the windows browse to select the link you require. This will create a relative link, showing the link relative to the current page, which is the recommended way of entering links to pages within your site.

To change a link, click anywhere within the link text and use the same techniques to change the link details within the link field.

To delete a link, click anywhere within the link, click the Link icon and then click on **Remove Link**.

When linking to a page within within the University site, clicking on the link should open in the page in the current window. The back button can then be used to move back to a previous page if needed. For links outside the University site, the convention is to open the link in a new window, leaving the University site open in a the original window. Click anywhere within the link text and click the Link icon then click the Extra HTML button and enter *target="_blank"* in the entry field. Click OK twice.

Creating Email Links

To create email links, follow the steps outlined above and in the link field enter **mailto:email_address** where email_address is the email address to mail to when this link is clicked.

Creating Targets

Targets, or anchors as they are also known, are used to jump to a specified point within a webpage.

To create a target, place the cursor at the point you want to jump to in the page and click the Target icon. Enter a name for the target and press enter. It is good practice to give the target a name that relates to its position within the page, for example, if it is at a heading a short form of that heading would be a suitable name. A target icon will appear in your webpage to denote the target point. Note that this is not visible when the page is viewed through a browser.

You can then create a link to this target within the page by typing **#target_name** within the link field when creating a link as described above. You can also link to a target in another html page by typing **web_page#target_name** for a target set within that page.

Inserting Images

To insert an image into your web page, first place your web ready image file within your local web site on your hard drive, preferably in a folder created specifically for storing images. To insert the image click on the **Image** icon in the objects toolbar or go to the **Insert** menu and select **Image**. Enter the image file name in the pop-up window which is displayed. Remember to upload the image file to the server when you upload your webpage or it will not be visible when the page is displayed.

To wrap text around the image select the **Left** or **Right** option for text wrapping, depending on which side of the text you want the image to appear.

Avoid scaling images within your html pages by always using a program such as photoshop to save the images to the required site and format before inserting them into your html page.

Tables

Insert a Table

To insert a table click on the **Table** icon in the objects toolbar or go to the **Insert** menu and select **Table**. Select the appropriate options for the table in the pop-up window which is displayed:
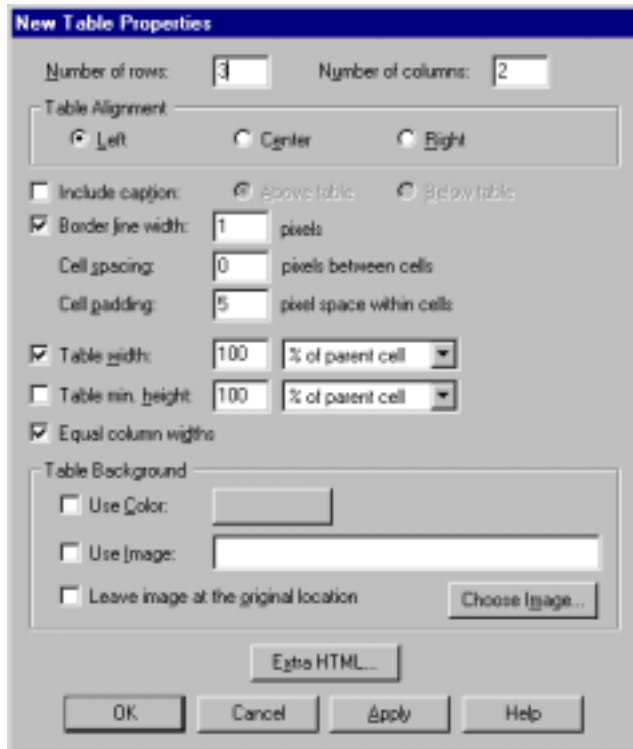
Enter the number of rows and columns and percentage width you require for the table. Cell Padding is the space between the border of the cell and the text or images and the Cell Spacing is the space between table cells. Either of the following settings work well for tables: **Border** = 1 with **Cell Padding** = 5 and **Cell Spacing** = 0, or **Border** = 0 with **Cell Padding** = 3 and **Cell Spacing** = 2.

Modify Tables

There are numerous options available for modifying a table within your webpage. To edit basic table properties, click the cursor inside the table and click the Tables icon. For more editing options, from the toolbar select **Format** and then **Table Properties**. Depending on the tab selected, Table, Row or Cell, different aspects of the table or table element can be changed.

Saving Webpages

When you have finished making changes to the webpage you can save changes by selecting **File** and **Save** from the top menu bar or by closing the file and clicking **Yes** to save changes. Alternately, when you close the file, Composer will prompt you whether to save your changes. Click **Yes** to save.

Note that when you save a file the update information which is displayed at the bottom of the page will automatically be updated with the current date so that others can see the page has changed.

Further Information

Netscape Composer Preferences

To change Netscape Composer preferences, from the Toolbar select **Edit**, then select **Preferences.** The window shown below is the one for which changes are recommended to the standard Composer preferences.
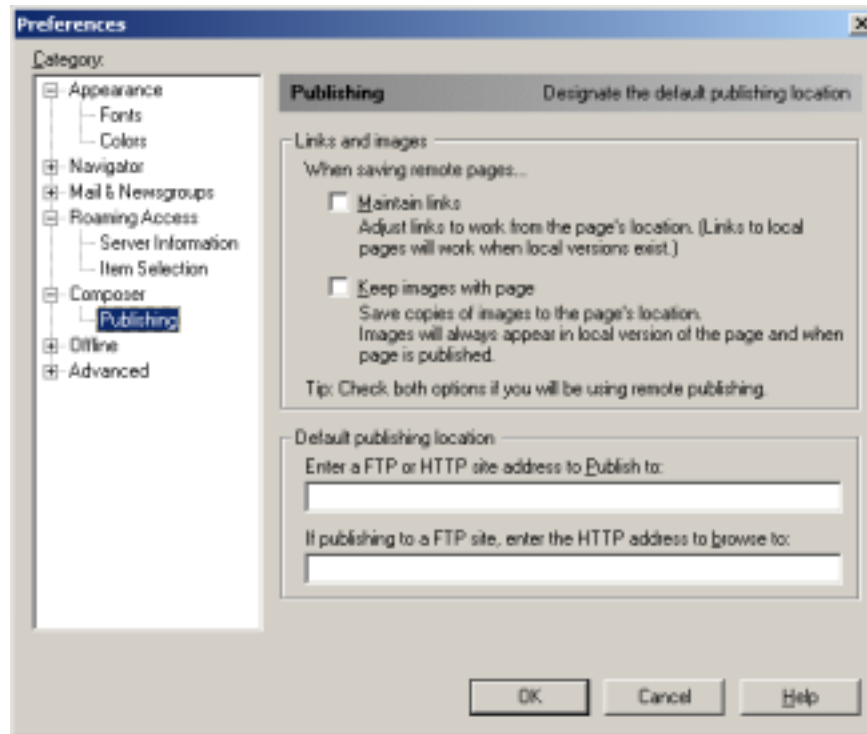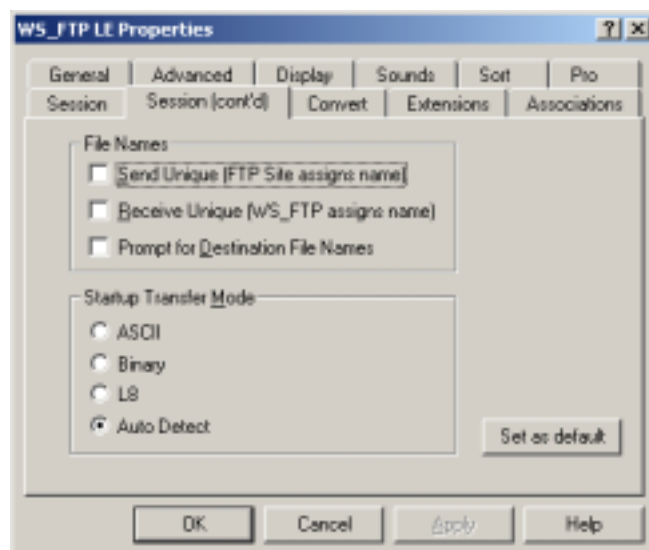
When saving remote pages…Maintain links: UNTICK

When saving remote pages…Keep images with page: UNTICK

WS_FTP Preferences

To change the WS_FTP preferences, click on **Options** from the Toolbar. The windows shown below are the ones for which changes are recommended to the standard W_FTP preferences.
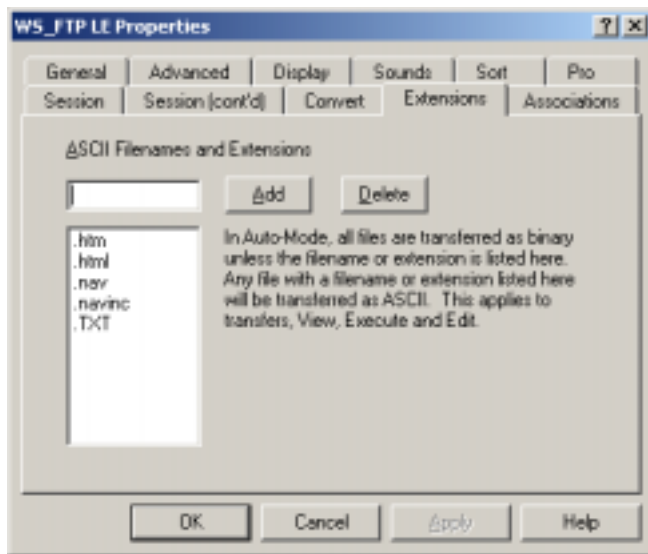
Session (cont'd) Tab

Startup Transfer Mode: Auto Detect
and click Set as default

Extensions Tab

ASCII Filenames and Extensions: add the following
.htm
.html
.nav
.navinc

All files with these extensions will be transferred as ASCII files and all others will be transferred as binary files

Setting up WS_FTP

To define the ftp connection to the webdev development server, start WS_FTP and enter the following information:

Make sure that the **General** tab is selected and enter the following information:
- **Profile name:** any name that will remind you that this is the connection to your internet site.
- **Host Name/Address:** webdev.adelaide.edu.au
- **Host Type:** Automatic detect
- **User ID:** Your email login- xxxxxnn where xxxxx is the first letter of your first name and the first five letters of your surname and the nn is the unique number assigned to you
- **Password:** Your email password.
    - If your computer is secure, tick the checkbox for Save pwd.
- **Account:** Leave blank
- **Comment:** Leave blank

Click on the **Startup** tab and enter information in the following fields.
- **Initial Remote Site Folder:** the location of your site on the server.
Initial Local Folder: the folder on your hard drive where you will be saving files temporarily in order to update them.

Webstandards Guide

The University of Adelaide web site has a sub site designed to provide information to people creating and maintaining web sites within the University. This can be found at:
- **The University of Adelaide Web Standards Guide:**
  http://www.adelaide.edu.au/webstandards
- **List of header styles:**
  http://www.adelaide.edu.au/webstandards/develop/headings.html
- **Upload information:** http://www.adelaide.edu.au/webstandards/upload/