

STEP BY STEP DIRECTIONS

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TO SAVE AN IMAGE:

1. Find a picture you like.
2. Put your cursor on top of it.
3. Right click.
4. Click on "save image(a description appears here)"
5. Click on "my documents"
6. Click "open"
7. If you made a picture folder, click on "my pictures"
8. Click "open"
9. Type a descriptive name for the picture in file name box.
10. Click "save."

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TO INSERT AN IMAGE:

1. Open your page in composer.
2. Click "Insert."
3. Click "image."
4. Click "choose file."
5. Find your picture file where you saved it and click on it.
6. Click "open."
7. Type a brief description of the image in the Alternative Text box.
8. Click "ok."
9. Your picture or the alternative text will appear on your composer page. When you "browse page," your picture will appear as it will look on your published page.
10. Save.

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TO MAKE A TABLE:

1. Open the page in composer.

2. Place your cursor where you want the table.
3. Click "insert."
4. Click "table."
5. Type in number of rows and number of columns you want.
6. Click ok.
7. The table will appear on your page - remember the cells will expand to accommodate the images or text you put in them.
8. If you want to change the colors in your table, place your cursor inside the table.
9. Click "table."
10. Click "Table or Cell Background Color."
11. To change the color of the entire table, click in the circle in front of Table. To change the color of 1 cell, click the circle in front of Cell.
12. Click on the color you want.
13. Click "Ok."
14. Save.

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TO CHANGE BACKGROUND COLOR ON YOUR PAGE:

1. Click "format."
2. Click "page colors and background."
3. Click "Use custom colors."
4. Click "background."
5. Click on the colored rectangles and experiment!
6. Click "ok" to see a sample of the colors you chose.
7. Click "ok" to see the results.
8. Save.

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TO LINK AN IMAGE OR TEXT ON YOUR PAGE:

1. Go to the site you wish to link to and copy the url (highlight the url; then hold down CTRL C at the same time - this is how you use the keyboard strokes to copy things)
2. Return to your page that you want to make the link on.
3. Highlight the text or image you want to link.
4. Click "Insert;" click "link" OR click the link button on the toolbar.
5. The cursor should be in the box under "Enter a web location or local file."

6. Hold down CTRL V - this is how you use the keyboard strokes to paste things (don't hold too long, or you will paste multiple links and they won't work) - the link will be pasted into the rectangle.
7. Click "ok" and the link will appear on your page!
8. Save.

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TO LINK TEXT OR IMAGE TO AN E-MAIL ADDRESS

1. Highlight the text or image you wish to link.
2. Click the link button.
3. The cursor should be under "Enter a web page location or local file."
4. Type in "mailto:thename@wherever"; click OK. Do not use the quotation marks; do not add spaces anywhere.
5. Save.

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MAKE AN ANCHOR (link with another location on the same page)

1. Place the cursor at the beginning of the anchor line. Click on the anchor button or click "Insert;" "Named Anchor."
2. Type in a name for this anchor; click "Ok"
3. An anchor will appear on your page in composer, but will not appear on the "browse page" mode.
4. Highlight the text or image that is to be linked to the target. Click on the link button. If the "More Properties" box is showing, click on it. Click on the anchor name under "or select a Named Anchor:" box. If the "Fewer Properties" box is already showing, click on the anchor name. Your highlighted text will then become a link to the named anchor on your page.
5. Important hint: Put an anchor at the top of your page named "top of page." At the end of the document, link an image or line of text such as "return to top" so that the viewer can easily get back to where he/she began.
6. Save.

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