

Instructions for using a Datasheet with Netscape Composer

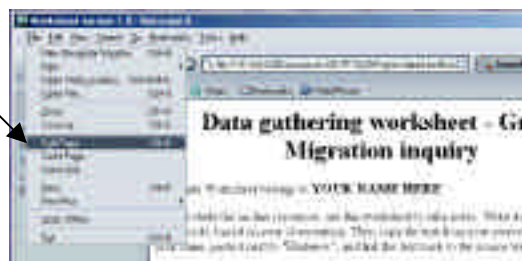
1. Open Great Migration Resource Web Page

2. Open Datasheet, Rename it, Save it

- Click on the link to the *Data Worksheet*.
- Go to FILE→SAVE AS...
- Save file on your disk in the A: drive.

3. Edit Datasheet

- Go to FILE→EDIT PAGE.
- Now you will be able to type on the page, make changes to it, etc.



4. Go to a website and make an observation

- Using the Resource Website, Click on Letters to the Chicago Defender, 1917. Read the letters that you find there, and think about an observation you want to take from this source. (EXAMPLE: *The economy in the South was terrible for Blacks*)
- Return to edit your dataworksheet in Netscape. Click on the first box labeled “Primary Texts” next to the word “Claim” and type in your observation.

5. Copy evidence and Paste into datasheet

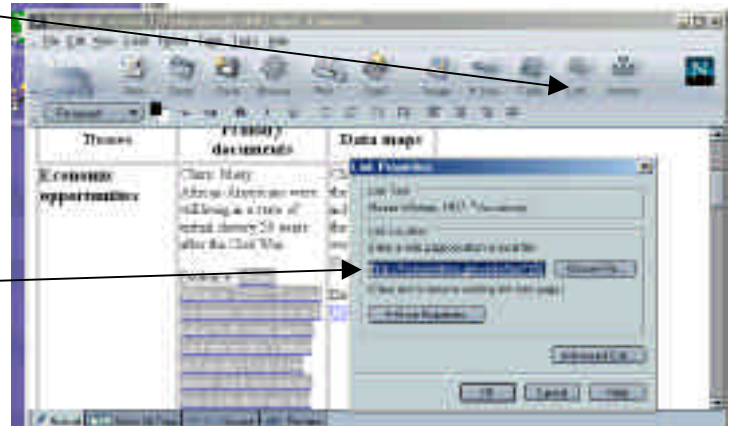
- Find evidence to support your claim. Return to website, and in the locate the first letter (from Lutcher, LA) and find AND highlight the sentence “*I am working hard in the south and can hardly earn a living.*”
- Go to EDIT→COPY
- Return to editing your datasheet in Netscape. Click in the Primary Text box where it says “Evidence.”
- Go to EDIT→Paste. The words you copied from the letter in the website will show up next to the word “Evidence.”

Themes	Primary texts	Data maps
Theme 1: Economic Hardship	Claim: African Americans could not make enough money in the South. Evidence: “I am working hard in the south and can hardly earn a living.” Evidence: “Those the north will leave in just a while for the high wages in the north.”	Claim: Manufacturing was far more prevalent in the North in 1917. Evidence: Manufacturing in 1917. Claim: Average number of wage earners in South was far less than in the North due to less manufacturing in 1921. Evidence: Manufacturing in 1921.

6. Create a link back to the source page

- Now highlight the sentence you just pasted
- Select the “LINK” icon in the toolbar

- A Link Properties dialog box will appear.
- Go back to the website to copy the URL of the source page.
- Paste the URL address in the “Link Location” box.
- You have now created a link! The text you linked should turn blue and underlined. But it won’t work until you preview your page (step 8)



SAVE YOUR WORK OFTEN!!

7. Label your Theme

- In the first column of your table, change “Theme 1” to your new theme Title (EXAMPLE: “Southern Economy”)
- Themes may require more claims. Each claim may have more than one piece of evidence. Place them in the same table cell.

8. Preview your page

- To see what your page looks like in a web browser click on the “BROWSE” button in the toolbar to load your page into Navigator



- Your datasheet will show up as a web page. Try clicking on the link you just made to make sure it takes you to the site you linked.

Shortcuts for COPYING and PASTING

- Once you have highlighted the material to be copied or pasted, you can use the right click button of your mouse to copy and paste.
- You can also use “Control + C” buttons to copy highlighted material, and “Control + V” for pasting.