

# Kompozer Basics

Kompozer is a web authoring software with which you can create web pages and manage a website with no technical expertise or knowledge of HTML.

This tutorial will introduce you to the basics of web page creation:

- Creating new html documents
- Formatting html documents
- Inserting objects such as images
- Creating links

Your web site can be simple or complicated. We recommend that you start with a simple website while you are learning how to use Kompozer. As your knowledge and skills increase you can start to build more sophisticated web sites.

## Creating web pages and Publishing a website

In order to show your website on a web browser, you have to go through two different steps:

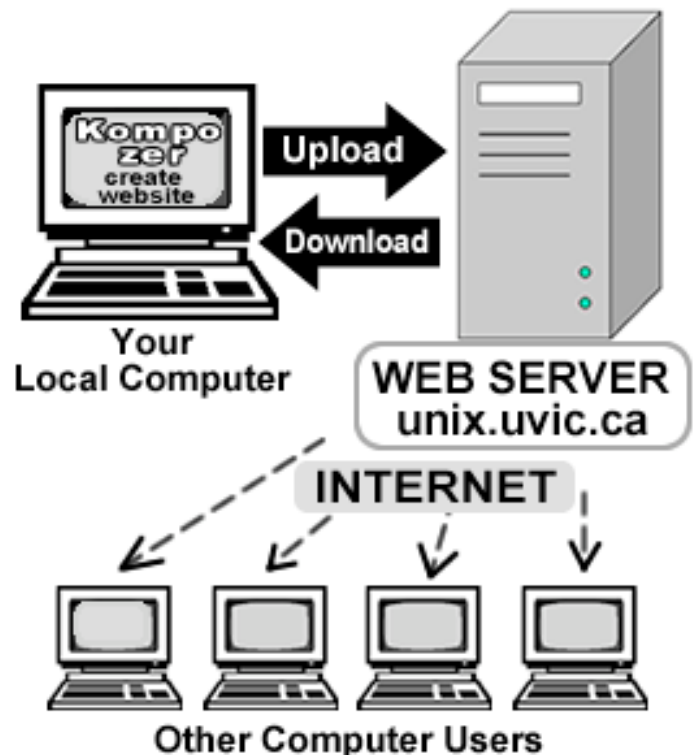
1. Create web pages using Kompozer. Save all the files in one folder on your local computer.
2. Publish (Upload) your site files to your web server. UVic's web server is called **unix.uvic.ca**.\*\*

The web server will allow the pages to be seen by people using web browsers (ex. Internet Explorer) on other computers. The web server sends your web pages to them across the internet.

**NOTE:** Please see our “Web Publishing” tutorial handouts for more information.

### Tips for building your web site:

- Save all of your web pages and images in the same directory (folder)
- Only images in the format: .gif, .jpg, and .png are usable on the web
- Images should be resized prior to your use in Kompozer
- Do not use spaces in your file names
- Do not use capital letters in your file names
- Your web pages can have the extension .htm or .html but you should pick only one
- Learn how to create basic sites before you try more advanced things



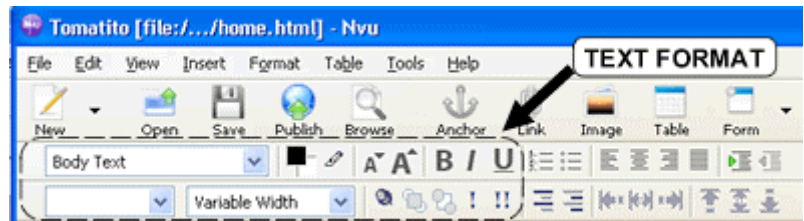
<b>Getting Started</b>	
Create a site folder on Desktop	<ol style="list-style-type: none"> <li>1. <b>Right click on Desktop</b></li> <li>2. <b>New &gt;&gt; Folder</b></li> <li>3. Name the folder (ex. "Site" or "WWW")</li> </ol> <p><b>Note:</b> All the image files and html files that you create for your website will be saved in this folder</p>
Create an image folder in the site folder	<ol style="list-style-type: none"> <li>1. Double click on your site folder on desktop and open it. Right click within the folder.</li> <li>2. <b>New &gt;&gt; Folder</b> Name the folder (ex. "images")</li> </ol> <p><b>Note:</b> All the images that you use for your website will be saved in this image folder</p>
Create a new page (html / htm document)	<b>File &gt;&gt; New</b> Choose "Blank Document"
Open an existing document	<b>File &gt;&gt; Open</b>
Save	<b>File &gt;&gt; Save as...</b> Name the document  <b>Note:</b> Top page of your website should be saved as "index.html" or "index.htm"
Set <b>Page Property</b> for the Site  <b>NOTE:</b> When you create a new page, the same page setting (property) will be applied.	<b>Kompozer &gt;&gt; Preferences...</b> , " <b>Option</b> " window opens.  <ul style="list-style-type: none"> <li>• <b>Fonts:</b> Choose the <u>type face</u> and <u>font type</u></li> <li>• <b>New Page Settings:</b> Set the <u>link colors</u>, <u>background colors</u>, <u>character set</u></li> </ul>
Set Page Property <u>on the individual page</u>	<ol style="list-style-type: none"> <li>1. Open the page that you want to apply a specific page property.</li> <li>2. <b>Format &gt;&gt; Page Title &amp; Properties</b></li> </ol> <p>You can set: <u>page title</u>; <u>author</u>; <u>description of the page</u>; <u>language</u>; <u>writing direction</u>; <u>character set</u>, etc.</p>
Set Background colors and Text colors <u>on the individual page</u>	<b>Format &gt;&gt; Page Colors &amp; Background</b>  You can change "colors and images of background" and customize the text colors.
Choose Normal View	<b>View &gt;&gt; Normal Edit Mode</b> Or <b>Click on the "Normal" tab on the bottom left corner.</b> In the Normal View, you can format and arrange the contents as in MS Word.  <ul style="list-style-type: none"> <li>• <b>HTML Tags:</b> you see HTML tags added to the elements</li> <li>• <b>Source:</b> you can edit HTML codes of your web page</li> <li>• <b>Preview:</b> you see almost the same view as in a browser</li> </ul>

## Formatting Text

Insert Text and Format Text

You can type text in the document as in MS Word

1. Select (Highlight) the text first
2. You can change “Font,” “Size,” “ Style,” and “Color” using the Composition toolbar buttons,  
Or go **Format >>**



## Inserting & Formatting Table

Insert a Table

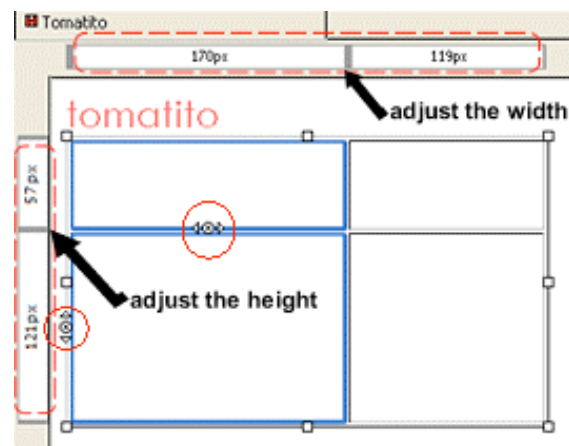
1. **Insert >> Table...**
2. “Insert Table” window opens.
3. Choose the number of columns and rows in “**Quickly**” view.
4. In “**Precisely**” view, you can set the table size and border precisely.
5. In “**Cell**” view, you can set the text alignment, text wrap, cell spacing and cell padding.

**Note:** You can change the table/cell properties anytime later if you don’t set them when you first create a table.

Select row(s) and/or column(s)

1. Hold down the mouse and roll the cursor over the cell(s), row(s), column(s) that you want to select (the selected area will be bordered with blue lines).



**NOTE:** To quickly choose a row or a column, click on the rectangle box around the document frame (top and left -- dashed circles below)



Change the width of column(s) and the height of row(s)	<ol style="list-style-type: none"> <li>1. Bring the cursor on the <b>grey line</b> between rectangle boxes in the document frame (see above image).</li> <li>2. Move the line up &amp; down or left &amp; right.</li> </ol>
Insert row(s)	<ol style="list-style-type: none"> <li>1. Put the cursor in one of the cells.</li> <li>2. <b>Table &gt;&gt; Insert &gt;&gt; Row Above / Below</b></li> </ol> <p>Or</p> <p>Click on the small triangle on the table border</p>
Insert column(s)	<ol style="list-style-type: none"> <li>1. Put the cursor in one of the cells.</li> <li>2. <b>Table &gt;&gt; Insert &gt;&gt; Column Before (left) / After (right)</b></li> </ol> <p>Or</p> <p>Click on the small triangle on the table border</p>
Merge cells	<ol style="list-style-type: none"> <li>1. Select the cells</li> <li>2. <b>Table &gt;&gt; Insert &gt;&gt; Join Selected Cells</b></li> </ol>
Split the cell	<ol style="list-style-type: none"> <li>1. Select the cell that has been merged</li> <li>2. <b>Table &gt;&gt; Insert &gt;&gt; Split Cell</b></li> </ol>
Delete table / row(s) / column(s) / cell(s) / cell contents	<ol style="list-style-type: none"> <li>1. Place the cursor in the right place within a table</li> <li>2. <b>Table &gt;&gt; Delete &gt;&gt; table / row(s) / column(s) / cell(s) / cell contents</b></li> </ol> <p>Or</p> <p>Click on the small “<b>cross mark</b>” on the table border</p>
Change colors of cells, columns and rows in a table	<ol style="list-style-type: none"> <li>1. Select the cells, columns, rows or table.</li> <li>2. <b>Table &gt;&gt; Table or Cell Background Color...</b></li> </ol>
Change Table Properties	<ol style="list-style-type: none"> <li>1. <b>Table &gt;&gt; Table Properties... (or Double click anywhere on table)</b></li> <li>2. Clicking “<b>Table</b>” tab you can customize: <ol style="list-style-type: none"> <li>a. table width &amp; height, borders, spacing, padding,</li> <li>b. table alignment, background color</li> </ol> </li> <li>3. Clicking “<b>Cell</b>” tab you can customize: <ol style="list-style-type: none"> <li>a. cell size, content alignment, cell style, text wrap, background color</li> </ol> </li> </ol>
<b>Inserting &amp; Formatting Image</b>	
Insert an Image	<ol style="list-style-type: none"> <li>1. <b>Insert &gt;&gt; Image...</b></li> <li>2. “Image Property” window opens.</li> <li>3. You can either set the “Alternate text” here or not.</li> </ol> <p><b>Note: Resize the images before you use them in Kompozer</b></p>
Set the image properties	<ol style="list-style-type: none"> <li>1. Select the image.</li> <li>2. <b>Format &gt;&gt; Image Properties... (or Right Click on the image, Image Properties...)</b></li> </ol> <p>**In “<b>Dimension</b>” view, you can resize the image size.</p> <p>**In “<b>Appearance</b>” view, you can customize “left / top spaces,” “image border” and “text alignment to image.”</p>

## Creating Links

Links allow you to move from one place to another on the same page, to a different page on the same site or to a page on a different site. Links may be attached to any element on a page such as text and image.

<p>Create a link</p>  <p>Link (link button)</p>	<ol style="list-style-type: none"><li>1. Select (highlight) text or image.</li><li>2. Click the link button on the Composition tool bar. "Link Properties" window opens.</li><li>3. Click on "Choose File" and choose the file that you want to link to.</li></ol>
<p>Insert an email address</p>	<ol style="list-style-type: none"><li>1. Select (highlight) the email address.</li><li>2. Click the link button on the Composition tool bar. "Link Properties" window opens.</li><li>3. Enter the email address and <b>check the box "The above is an email address."</b></li></ol>
<p>Edit links</p>	<ol style="list-style-type: none"><li>1. Double-click on the linked text or image.</li><li>2. "Link Properties" window opens.</li><li>3. Change the file name or delete.</li></ol>
<h3>Finishing</h3>	
<p>Preview the webpage on the browser</p>  <p>Browse (browse button)</p>	<p><b>**You must save the file in the appropriate folder (ex. WWW or Site) first to view it on a browser.</b></p> <ol style="list-style-type: none"><li>1. Click on Save on the tool bar. (or <b>File &gt;&gt; Save as...</b>)</li><li>2. Click on "<b>Browse button</b>" on the tool bar.</li><li>3. Click "Launch Application" to view the page on a browser.</li></ol>
<p>Publish your site</p>	<p>When you are ready to upload (publish) the site files, open <b>FTP program</b>. (<b>WS_FTP</b> for Windows, <b>Fetch</b> for Mac) Set the proper "permissions" for the folder and files that you upload. (**See the <u>Web Publishing instruction</u>)</p>

### NOTE:

All the files that you create or use in the site (ex. images, html files) have to be saved in the same folder.

Thank you for attending our Microsoft Office tutorial series.

This tutorial series was originally developed by the E-Learning Systems Group (ESG) at UVic and has been expanded for use in the Student Computing Facilities.