

**KompoZer** is a free, cross-platform program that provides an easy-to-use WYSIWYG (What You See Is What You Get) interface for web page authoring and editing. KompoZer has many of the features of more expensive commercial programs such as Macromedia Dreamweaver and Microsoft Frontpage. With KompoZer, you can work on your web page using the graphical interface, or you can quickly switch to code view to make changes to the HTML code.

## Getting Started: The Interface

The first time you start KompoZer, a window may pop up asking you to notify the creators of KompoZer that you have installed the program. The program will not send any personal information to the servers at KompoZer.net (it will just increment a counter used to track how popular the program is) so it's safe to click on OK on this window. You will also see a window with some tips. If you do not want to see this window each time KompoZer starts, uncheck the box next to Show tips at startup and close the window.

KompoZer provides a graphical interface for web design. At the top of the KompoZer window you will see a toolbar that has buttons for the most common items you might want to insert into your web pages, such as links, images, tables, and form fields.

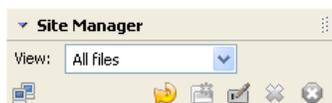


The toolbar also contains buttons that allow you to create a new document, open an existing document, and save the currently open document.



The other toolbars at the top of the KompoZer window include buttons for changing the formatting of your text.

Below the toolbars you will see the Site Manager on the left and the Page Area on the right. The Site Manager is where you will see a list of the files and folders in your site.



The Page Area is the main work area in KompoZer. This is where you will lay out and format the contents of your new web pages.

Below the Page Area, you will see a set of tabs that allow you to change your view. Most of the time, you will be working in Normal view, but you can also switch to Source view to view the HTML code created by KompoZer in the background. This is the code used by your web browser to render or display your web page.



The Preview tab is supposed to give you an idea of what your page will look like once it is uploaded to the server, but it is much better to check your page(s) with an actual web browser.

The tab at the top of the Page Area shows you the title of your page (it will be shown as untitled when you have an unsaved new document open). You can open several pages at a time with KompoZer. Their titles will be displayed as separate tabs.

The Status Bar at the bottom of the KompoZer window shows you the HTML tag you're currently working on. You can quickly select an element on your page by clicking on its tag in the Status Bar.

## File Management

Before you begin creating new pages with KompoZer, you should create a folder on your desktop where you will save all of your pages. Having all the web pages for your site in one folder will make it easier to upload them later on. Your files must be on a web server before they can be accessed by others over the Web. KompoZer has an FTP (File Transfer Protocol) client built in, but it does not work with servers that require a secure connection. In order to upload your files to a server that requires a secure connection you

will have to download a program such as Fugu on the Mac or PuTTY on Windows.

Once you have created a folder to store your web pages, you will need to set up a site in KompoZer as follows:

1. Select Edit, Publishing Site Settings.
2. Enter a name for your site in the Site Name field.
3. Point KompoZer to the folder you created to store your files on your computer by clicking on Select Directory in the Publishing Server section.
4. Click on the New Site button. Your new site will be listed under Publishing Sites.
5. Click on OK to close the Publish Settings window.

The next step will be to create a folder to hold all of your images. By keeping all of your images within a subfolder of your site's folder you will ensure that the file paths work when you upload your site. To create a new folder for your images, click on the New Folder button at the top of the Site Manager (you may have to save your new document, then click on the Refresh button to see the contents of your site in the Site Manager). When you click on the New Folder button, a window will pop up where you can provide a name for your folder. I recommend naming it images. You should place any images you want to use in your site in that subfolder before you insert them in KompoZer. You can do this using the Finder on the Mac or Windows Explorer on Windows XP or Vista.



### Creating a New Page

Creating a new page is very simple with KompoZer. To create a new page, click on the New button in the toolbar.



You should save your new page before you begin adding text and images. To save your new page, click on the Save button or use the keyboard shortcut Command (Control) + S.



KompoZer will ask you to give your page a Page Title before it can be saved. The title is displayed in the title bar of the web browser. It is also displayed when the page is bookmarked, so you should make it as descriptive as possible.

Once you've given your page a title, click on OK to open up the Save Page As dialog box

where you can select the location where you want to save your page.

### Adding Content

Once you have created a new page, start typing the text you want to display on your page in the Page Area, then use the buttons in the Format Toolbar to change its appearance. You can also copy and paste text from a text editor such as Notepad or Text Edit, then use KompoZer to format it.

You do not need to press Enter or Return when you reach the end of a line in the Page Area. You should let your text wrap until you are ready for a new paragraph, then press Enter or Return. KompoZer will create a new paragraph each time you press Enter or Return. A paragraph is a block-level element in HTML, meaning that it has a space before and after it. Other block-level elements that also have spaces before and after them include headings, which you can use to divide your page into sections.

### Formatting

The buttons in the Format Toolbar allow you to do the following (if you hover over any of them a tooltip should pop up to let you know what they do):

- Change the color of your text. The top square sets the foreground color and the bottom square sets a background color.



- Change the text size.



- Make text bold, italic, or underlined.



- Change the alignment so that text is justified, right, or center aligned.



- Indent or Outdent text

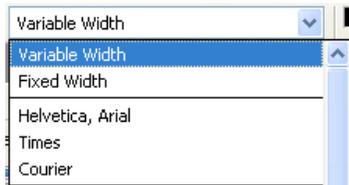


The Format Toolbar also allows you to create bulleted and numbered lists. To create a list, click on the appropriate button, then start typing the text for the first item in your list.



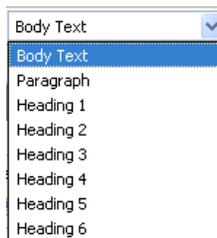
To create another item, press Enter or Return and a new bullet or number will be added for your next item in the list. The actions performed by the buttons in the Format Toolbar can also be performed by using the Format menu.

To change the font of your text, you can select a new font by using the Font drop down menu.



You should select a font such as Arial, Helvetica, or Times New Roman as these are likely to be installed on your visitors' computers.

You should divide your page into sections by creating headings or inserting a horizontal rule. To create a heading, select the text you want to format as a heading and select a heading type from the pulldown menu in the Format Toolbar.



The heading levels begin with Heading 1 (the biggest) and go down in size to Heading 6 (the smallest). A good design practice is to use headings in order (Heading 1 should be used before Heading 2 and so on).

To add a horizontal rule, place the cursor where you want to insert it then select Insert, Horizontal Rule from the Menu Bar.

### Adding Images

You should place your images in the images subfolder of your site's folder before you insert them into your web page using KompoZer. It is also very important that you save your new page first before you add any images to it. This will ensure that they are displayed correctly when your page is uploaded to the server.

To add an image:

1. Place your cursor where you want to insert the image.

2. Click on the Image button in the toolbar (or select Insert, Image). This will bring up the Image Properties dialog box. 
3. In the Location tab, click on the Choose File button to the right of the Image Location field to locate the image file on your computer. 
4. Once you've found the image you want to add to your web page, click on Open and the file path will appear in the Image Location field. A preview of your image will also be shown in the Image Preview area of the Location tab.
5. Make sure the box next to URL is relative is checked and enter some Alt text (this text should describe your image and is used by the visually impaired when they access the web page with a screen reader).
6. Click on OK to add the image to the page.

The other tabs of the Image Properties dialog box allow you to set other options for your image, such as change its dimensions in the Dimensions tab, make it a link by adding a URL in the Link tab, or add space around it in the Appearance tab. You can also set alignment and wrapping options for your image in the Appearance tab.

You can also insert an image by dragging and dropping from the images folder in the Site Manager (you must click on the plus sign next to the images folder to show all the images you have placed in it). You can then set other options for it by right-clicking on the image (or Control-clicking on a Mac) and selecting Image Properties.

### Creating Links

There are three main types of links you can create in KompoZer:

1. A link to another web page on your site or on the Web.
2. A link to another section within the same web page.
3. A link to an email address.

To add a link to another page:

1. Select the text you want to make into a link.
2. Click on the Link button in the toolbar. This will open the Link Properties dialog box. 
3. Enter the URL of the Web page you want to link to in the Link Location field. If you are linking to a page within your

site, click on the Choose File button and locate the file on your computer.

4. Click on OK to add the link to your page.

The link will be displayed in the default color for links (blue) and underlined. You can change the default colors for your links by selecting Format > Page Colors and Background and then clicking on the radio button next to Use custom colors. You can then change the default colors for your links by clicking on the Link text color square.

To add a link to an email address (such as for a contact link), you will open up the Link Properties dialog box as described above and check the box next to The above is an email address.

You can also create links to other sections within the same page. You should do this if you have a long page. To create this kind of link you must first create an anchor at the beginning of the section you want to display when the link is clicked. To insert an anchor, place your cursor where you want it to be placed, then click on the Anchor button in the toolbar. Give your anchor a brief name and click on OK to add it to the page.



To create a link to the anchor, create a link as usual, but instead of entering a URL select the anchor using the drop down menu in the Link Location field. The anchor will be listed with a pound sign before its name.

It is recommend that you create an anchor at the top of the page as well, then include a Back to Top link after each section to allow the user to get back to the beginning of the document.

### Changing Backgrounds

You can change the default background of your document from white to any color you want. You can also select to have an image as your page's background. To change the background for your page, select Format > Page Colors and Background. To select a color as your background, first click the radio button next to Use custom colors, then select a background color by clicking on the color square next to that option.

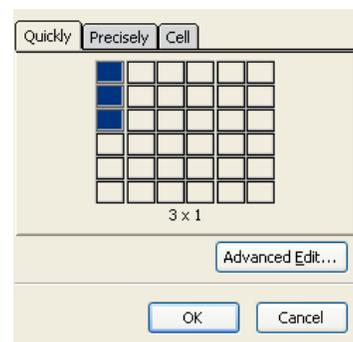
To use an image as your background, select Choose File in the Background Image section of the Page Colors and Background dialog box.

You should be careful to select a background color or image that still allows the text to be legible. Black text on a white background is the most legible combination, but white text on a black background is almost as good.

### Adding a Table

Tables were originally intended to display only tabular data, but they were adapted into a layout tool by many web designers.

To add a table, click on the Table button on the toolbar. There are two ways to add a table: Quickly or Precisely. If you select the Quickly tab, you can drag your pointer to select the layout of your cell in the window.



In the Precisely tab, you can enter the number of rows and columns for your table using text fields. You can also specify the width of your table, and whether or not a table border will be displayed. You can specify the width of your table either in pixels, or as a percentage of the browser window.

In the Cell tab, you can specify the cellpadding and cellspacing for your table's cells. The cellpadding increases the space between the cells (the borders between them appear to get thicker), while the cellspacing increases the distance between the text in a cell and its borders.

Once you have added the table to your web page in KompoZer, you can access its properties at any time. First, click anywhere in the table, and then click once on the table tag in the status bar to make sure the whole table is selected. Next, right-click (or Control-click on a Mac) on the selected table and choose Table Properties from the context menu.

You can also change the properties for just a range of cells by selecting them first and then right-clicking (or Control-clicking) and

selecting Table Cell Properties. To select more than one cell, click on the first cell and then drag down or across to select a column or row.

### Previewing Your Page

To preview your page in a web browser, click on the Browse button in the toolbar. This should launch your default web browser so you can see how your web page will look once it is on the Web. If you have not saved your page, KompoZer will prompt you to do so before it will allow you to preview it.



### Cascading Style Sheets

KompoZer includes a built-in Cascading Style Sheets (CSS) editor called CaScadeS. CSS allows you to separate your website's content from its presentation. There are many benefits to using CSS in your websites, including making your web pages more accessible to people with disabilities and making them easier to maintain. To learn more about CSS, visit <http://www.cssbasics.com>.

**Note:** Make sure to save your web page before and after using CaScadeS to make sure your stylesheets work properly.

To create a new stylesheet:

1. Click on the CaScadeS button in the toolbar. This will open the CSS Stylesheets window.
2. Click on the pulldown menu in the upper left corner of the window (it has the CaScadeS icon on it) and choose Style Rule.
3. Use the radio buttons on the right side of the CSS Stylesheets window to select the type of rule you want to add. There are four types of rules you can add, but the ones you will use the most when you first start using CSS are the type and class selector rules:
  - Type selector rules apply to an HTML tag, such as the H1 tag used to create first level heading or the P tag used to create paragraphs. Choose the tag you want to style using the pulldown menu in the CSS Stylesheets window.
  - Class selector styles are reusable styles that can be applied to any element on the page. A class can be named anything you want, but the name has to start with a period.
4. Once you have chosen a rule type, click on Create Style rule. The new rule will



be listed on the left side of the CSS Stylesheets window.

5. To edit a rule, select it in the Sheets and rules list on the left side of the CSS Stylesheets window and use the tabs at the top of the window to set your text, background, border and other formatting options.
6. To remove a rule, select it in the Sheets and rules list and click on the delete button.
7. Click OK when you're done editing your CSS to close CaScadeS.



This will add the CSS to the head section of your page (the head section is not visible when you open the page with a web browser). A better option is to export the stylesheet information so that it is on a separate file you can link to every page on your site. This simplifies site maintenance by placing all formatting information in one file.

To export a stylesheet to a separate file:

1. Click on internal stylesheet in the Sheets and rules list on the left side of the CSS Stylesheets window.
2. Click on Export stylesheet and switch to exported version on the right side of the window.
3. Enter a name for the CSS file (make sure it ends in .css) and click on Save. Make sure to save it in your site's root folder (the folder where your home page, usually named index.html, is saved). The new external stylesheet will be listed in the Sheets and rules list.
4. You can edit your rules the same way you would with an internal stylesheet. Click on OK when you're done editing your CSS to close CaScadeS.

You can then link the external stylesheet to any page on your site and that page will be formatted according to the rules you've created in the stylesheet. To link an existing stylesheet to a page:

1. Open the page you want to style in KompoZer and make sure you save it before proceeding to the next step.
2. Click on the CaScadeS button to open the CSS Stylesheets window.
3. Click on the pulldown menu in the upper left side corner of the window (it has the CaScadeS icon on it) and choose Linked Stylesheet.
4. Click on Choose File on the right side and locate your CSS stylesheet file, then click on Open.
5. Click on Create Stylesheet.

6. Click on OK to close CaScadeS.

A web page can have both an internal and an external stylesheet applied to it. When there is a conflict, the style specified in the internal stylesheet will usually win out.

#### Helpful Design Hints

- Try to keep the file size of your images down by optimizing them in an image editor. This will reduce the download time for your web pages.
- Include headings, bold text for key terms, and lists to make it easier to scan your page. People do much more scanning than reading online. Headings make it easier to scan a web page.
- Ensure that there is good contrast between your text and your background. Black or dark text on a white background works best.
- Left-aligned text provides a good resting point for the eye as it moves across the page. Center-aligned text does not and should be avoided unless absolutely necessary.
- Naming your pages: avoid spaces or upper case in your file names, and try to keep them short to avoid typing errors by your website visitors.
- Provide a descriptive title for each page. This title will make it easy to identify your page in a long list of bookmarks.

#### Web Design Websites

Visit these websites to learn more about how to use HTML to design web pages:

- **Web Design from Scratch** (<http://webdesignfromscratch.com/>) Learn design concepts that will help you create visually appealing as well as highly usable web pages.
- **W3Schools** (<http://www.w3schools.com>) This site has tutorials on HTML, CSS and other web design topics. A nice feature of this site is the interactive examples where you can try out the code yourself.
- **Open Source Web Design** (<http://www.oswd.org>) This website provides many free web design templates for download. These templates can be customized and edited

with KompoZer to create professional looking websites.

#### Other Resources

- **Mozilla Firefox** (<http://www.mozilla.com/firefox/>) A great alternative to Microsoft Internet Explorer, Firefox is a very secure web browser that also supports a number of extension (3rd party plugins) that are good for web designers, including:

**Colorzilla** (<http://www.iosart.com/firefox/colorzilla/>): a color picker that sits on the Mozilla status bar. You can use Colorzilla to find out the hexadecimal or RGB value of any color displayed on a web page.

**MeasureIt** (<http://www.kevinfreitas.net/extensions/measureit/>): use this extension to find out the dimensions of any element on a web page

**Web Developer Toolbar** (<https://addons.mozilla.org/extensions/moreinfo.php?id=60>): this toolbar adds a number of web developer tools, such as validators and more to Mozilla Firefox.