Kompozer User Guide

eLEARNING CENTRAL

KompoZer is web authoring software that combines web file management and easy-to-use WYSIWYG web page editing. It is designed to be easy to use, making it ideal for non-technical computer users who want to create an attractive, professional-looking web site without needing to know HTML or web coding. You can download Kompozer (free) from www.kompozer.net and there are many support sites and tutorials available on the net.

This user guide steps you through the process for creating a simple website (sequence of web pages) suitable for uploading to a learning management system or an auto run CD.

Step 1 – Set up your site

Site is the important word – a website is not just a collection of web pages, it is a site where every page, image, media file and link has a relationship to every other part. It is important to set up the site first, as this ensures all the 'references' to pages, elements and navigation relate properly to each other.

1. Set up your site using Windows Explorer. Create the top level folder with the site name, eg *Using a Digital; Camera*.

2. Create subordinate folders with these names (or similar) – *images, assets, media, documents, working files*

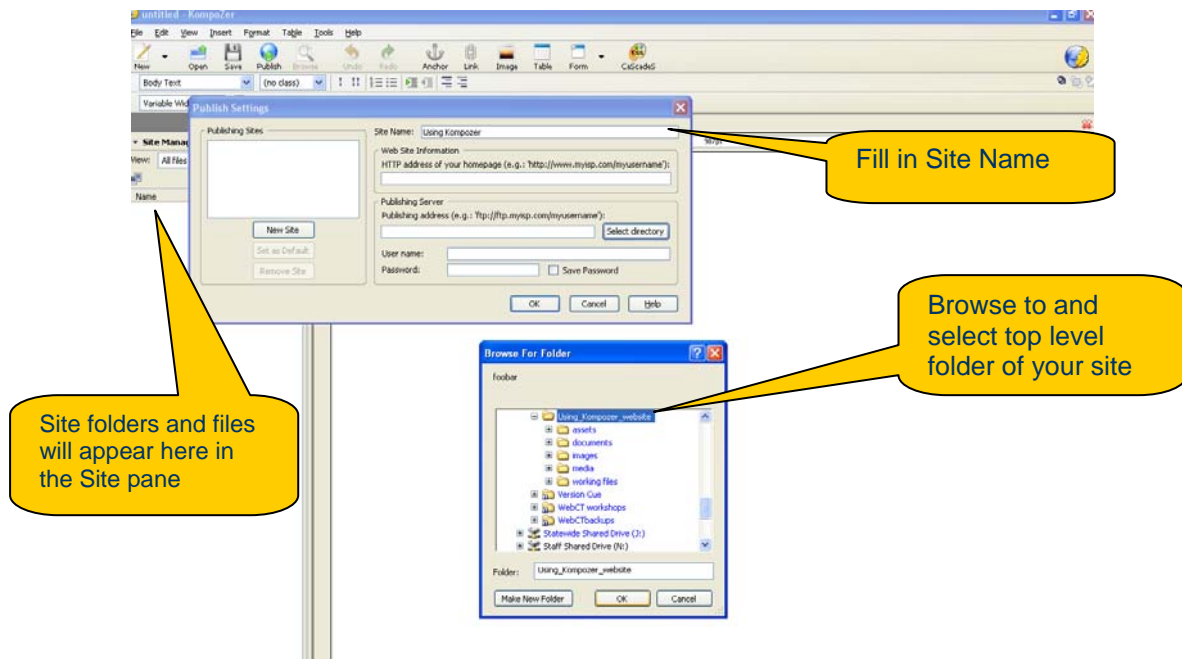3. Save any files you have already collected in the appropriate folders.

Suggestion

Save style sheets in **assets**, re-sized images in **images**, original large images, documents with text you may be using etc in **working files**. Create sub-sub folders if necessary.

Step 2 – Open Kompozer and establish your site

1. Open Kompozer from the Start Menu (at the Polytechnic) or from the downloaded program.

2. To link to the site: Click on the **Edit sites** button, fill in the **Site Name** box. (use the same name as your top level folder name)

3. To fill in the **Publishing Server** box, use the **Select Directory** button to browse to the location of your site folders. Select the top level folder.

For our purposes we do not need to bother with the other fields of site information, so leave them blank. The site structure should now be visible in the left hand pane.

Fill in Site Name

Browse to and select top level folder of your site

Site folders and files will appear here in the Site pane

Creating a site
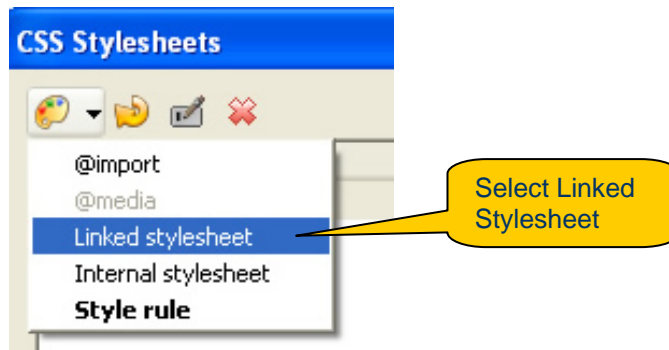
Step 3 - Create and save your first page

1. Start typing text into the authoring pane (the large pane). Don't do any formatting!

2. Save your page. The first time you do this for a page Kompozer will ask for two things. First you will be asked for the title of the page – this is what shows up in the title bar of the browser. Use a descriptive name which will make sense to the viewers (eg *Introduction to the Digital Camera*). Then you will be prompted for a file name. It is usual to name the Home page of a site as *index.htm*. If you are planning a learning sequence, you could name your pages something like this: 001_intro, 002_topicname etc. Use spaces and capital letters in the page title. Keep the file name in lowercase, with no spaces.

Attach your style sheet

The external cascading style sheet (css file) controls the look and feel of your pages, ensures consistency through your whole site, and has the advantage of making it possible to 'cascade' changes to the look of any element, i.e. one change in the css changes all pages.
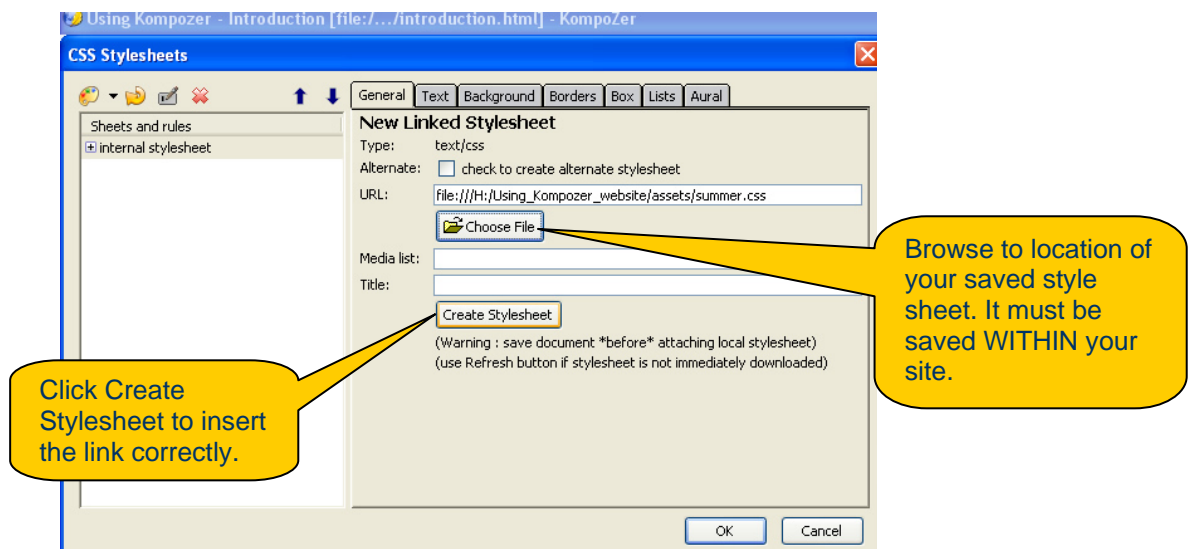
Click the CaScades icon on the toolbar [icon] (the little palette icon)

On the toolbar in the dialog box, click the **palette** icon again and select **Linked stylesheet** from the dropdown menu.

CSS Stylesheets

@import
@media
Linked stylesheet
Internal stylesheet
Style rule

Select Linked Stylesheet

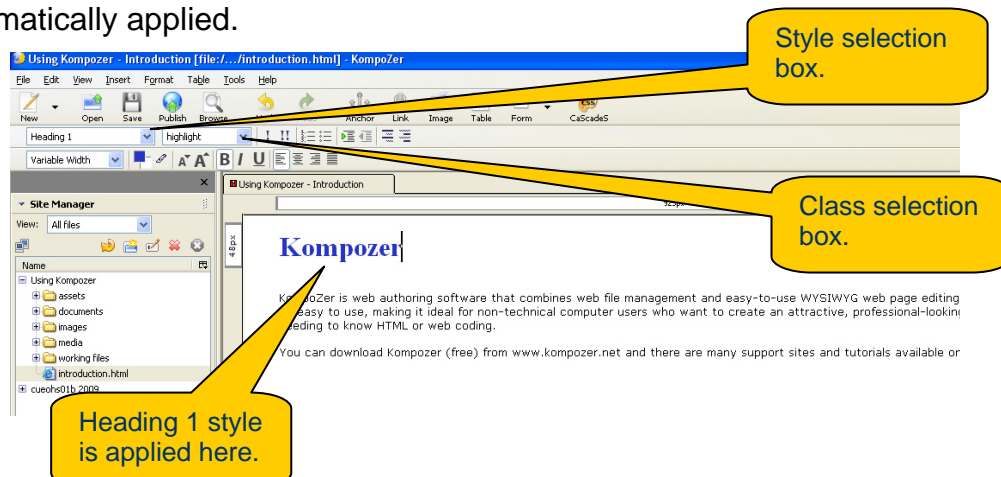In the dialog box, click **Choose File** to browse to the location of the style sheet and select it.

Click the **Create Stylesheet** button, then **OK**. The appearance of your text may change immediately as style is applied to the plain text.

CSS Stylesheets

General | Text | Background | Borders | Box | Lists | Aural

Sheets and rules
internal stylesheet

New Linked Stylesheet
Type: text/css
Alternate: check to create alternate stylesheet
URL: file:///H:/Using_Kompozer_website/assets/summer.css
             Choose File
Media list:
Title:
             Create Stylesheet
(Warning : save document *before* attaching local stylesheet)
(use Refresh button if stylesheet is not immediately downloaded)

Browse to location of your saved style sheet. It must be saved WITHIN your site.

Click Create Stylesheet to insert the link correctly.

OK   Cancel

Apply styles to content

Styles should now be available in the style and class boxes on the top left of the tool bar. Simply select text and then select the style you wish to apply to it. Styles are applied to a paragraph, but classes can be applied to single words.

The styles described in the style sheet for links and some other elements are automatically applied.

Style selection box.

Class selection box.

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Heading 1 style is applied here.

Insert images

Have your image resized and ready in the images folder of your site. A size less than 100 kb and somewhere between 200 and 800 pixels wide is generally recommended, although this will depend on design, purpose etc.

Insert menu/**Browse** to location of image, **Select**.

In the dialog box add **alternate text**. This is for accessibility reasons- screen readers- and also puts up a screen tip when the visitor's cursor hovers over the image, so make it descriptive.

Insert links and media

To insert a link to a website, select a line of text (eg *Go to the Tourism Tasmania website*) to be linked.

Go to the Insert Menu, or alternatively to the chain symbol on the Toolbar, and paste or type the URL into the **Link Location** box. You may wish to select **Open in New Window** for your link.

Inserting media is similar. First make sure any media are saved within the site. For example you can use video clips (eg wmv), Photostories (wmv) and elearning games saved as swf files.

Insert link, browse to location of file, select and insert. These are probably best opening in a new window.

Insert navigation

Simple navigation for a learning sequence is just like inserting a link as above. Select a word or words (eg Next or Previous)/Insert Link/Browse to the webpage you wish to link to. Remember it must be saved within the site.

Here is an example of a simple navigation bar.

Insert horizontal rule

By now you will have noticed that we are using an inline design style, ie all elements on the page are simply assembled one after the other from top to bottom. This is a suitable for elearning content because it fits easily into the screen of a learning management system like WebCT, and adjusts easily to different sizes of screen. It is also much easier and quicker than using layout tables or layers to juxtapose content.

A horizontal rule is a nice and elegant way to separate elements. Find it in the Insert Menu.

Viewing your pages

Notice the tabs on the bottom of the Kompozer screen? They are Normal, HTML source, Tags and Preview. You will usually work in the Normal view, but if you are interested in the code behind your page, go to HTML view or Tag view. Preview will provide an approximate view of what the visitor will see, but to see what your site really looks like and how it performs, go to File/Browse Page and it will open in a browser. You can then test links and navigation.

The Kompozer screen

File name

Page Title

Heading 1 style is applied here.

Heading 2 style is applied here.

Site files. This designer has 2 sites set up

View tabs

Navigation bar of links to other pages in the sequence.

eg Next Page is link to step1.html