

Using KompoZer at SVSU

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*Adapted from the [KompoZer and Nvu User Guide](#) by Charles Cooke

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On campus publishing instructions

1. When KompoZer opens, go to Edit → Publish Settings
2. Insert the following information:
3. Site Name: SVSU
4. HTTP address: <http://www.svsu.edu>
5. Publishing address: netstorage.svsu.edu/public_html
6. Username: SVSU username
7. Password: SVSU password
8. Click OK

Off campus publishing instructions

TO DOWNLOAD CORE FTP GO TO

<http://www.svsu.edu/its/services-support/technology-resources/pages/coreftp-installation-instructions.html>

1. Change the preconfigured settings to this: :
2. Site Name: M:/drive
3. Host/IP/URL: netstorage.svsu.edu
4. Click Advanced
5. Click Directory/Folder
Remote Start Folder: public_html
6. Click Okay
7. Username: your SVSU username
8. Password: your SVSU password
9. Check this item: SSH/SFTP
10. Click Connect

To create a new page



On the Composition toolbar Click the 'New' button.

To open an existing HTML page



On the menu Bar click 'File' then 'Open File'. Browse to the file and click 'Open'.

Saving a Page



On the Composition toolbar click 'Save'.

If you are trying to save a new document, a dialog window will ask you to enter a TITLE for the page. The TITLE that you enter here is NOT the filename. Type a title, then Click OK.

Next a save window will open which allows selection of the folder the page should be saved within. Type a name for the file. The file extension will be HTML.

Finding your way around

When KompoZer starts, a menu bar will be displayed across the top (File, Edit, View etc). Below this are three Toolbars. To ensure that everything is visible on the Menu bar select View > Show/Hide and place a check next to each of the following toolbars: Composition Toolbar, Format Toolbar 1, Format Toolbar 2, Edit Mode Toolbar, Status bar, Rulers, Site Manager.

Across the centre of the window are two panes: the Site Manager on the left and a blank web page on the right.

At the top of the Page area there is a Page tab which displays the name of the page ('Untitled'). If there are several pages open, click on the appropriate tab to display the correct page.

At the bottom of the page area is the Edit Mode Toolbar which allows one of four Viewing modes for a page ('Normal', 'HTML Tags', 'Source', 'Preview'.)

Numbered and Bulleted lists

To start a list from scratch

1. Click one of the list buttons (Numbered List or Bulleted list) on the Format toolbar.
2. Type the first item.
3. Press Enter and type the next item.
4. To finish, on the last (blank) item press Enter



To change existing text into a list

1. Select the text required.
2. Click one of the list buttons (Numbered List or Bulleted list) on the Format toolbar.
3. The text will be changed into a list a new item starting for each paragraph or other block item encountered.

To add items to a list

1. Click at the end of the last item in the list.
2. Press Enter and type the new item.
3. Numbering and format will continue from the previous item.

Nesting lists

1. To start a new level of list within an existing list, click at the end of the line preceding the new list to be generated.
2. Press Enter then hit the tab key on the keyboard.
3. Type the content of each list item followed by Enter.

Checking spelling



Click on the 'Spell' button. The spell checker will work sequentially through the page.

By first highlighting a section of a page only that section will be checked.

It is also possible to run the spell checker all the time. Any misspelled words underlined in red. To set this option, on the Menu Bar, select Tools > Options. In the following window, select the 'Advanced' button and set 'Underline misspelled words' – OK.

Note: Spell checking uses enormous processor resources. Open only one document at a time when spell checking. When working on long documents, if your system grinds to a halt, disable this when not required.

Working with images

With KompoZer it is easy to insert images on to your page. Browsers accept images in three formats 'gif', 'jpg' or 'png'. You may have to use a graphics package to get your image into a suitable format. It is necessary to locate any images in the same folder as your webpage document or in a sub-folder of this.

Inserting images

Warning: Before inserting an image, save your page. Otherwise KompoZer will have difficulty in referencing where your image is located.

To insert an image



1. Click the 'Image' button on the Composition toolbar.
2. The Image properties window opens. Click 'Choose File' and browse and select a file.
3. Click 'Open'.
4. In the box labeled 'Alternate text' add a description of the image. This provides text which will appear in place of the image with browsers that cannot display images. It will also be used by those with visual impairments using screen readers and voice synthesizers. The content of this box must be carefully considered.
 - o Where the image is purely decorative, and not necessary to understanding the page, alternative text is not required and should be omitted.
5. Click OK

Positioning and resizing images

The image will be inserted at the point where the cursor was located. Click the image. A sizing box appears around the image. The box has 8 graphical handles (small white squares) one at each corner of the image and one in the middle of each side).

Drag on a handle at a corner to alter the size of the image. Dragging a handle in the centre of a side will alter the shape of the image.

Note: Ideally images should be produced at the size required rather than resizing them. Importing large images and reducing the size wastes bandwidth and slows presentation. Resizing by small amounts can introduce undesirable artifacts.

Images in the middle of paragraphs are not usually what is needed. You can place them at either the right or left side and have the text wrap round.

To align an image

1. Click on the image.
2. Click the Image button on the Composition toolbar: this will open the Image properties box.
3. Select the 'Appearance' tab
4. In the drop down box 'Align text to image' select the required alignment.
5. Click OK

Try the various options. The text, starting from where the image is inserted, will wrap around the image.

You may prefer the complete paragraph to wrap. Click on the image and drag the cursor to the start of the paragraph.

Basically, there is only the option to left justify the picture or right justify the picture in relation to text.

You may decide that the image is too close to the text, that you would like more space around it. Again 'Image Properties' allows this. On the 'Appearance' tab set 'Spacing' Top and Bottom and/or Left and Right as required. You can also put a border of selected width around an image. The border will be the same color as the adjacent text.

Using tables

Tables allow data – images, links, forms, form fields, other tables, text, etc. – to be arranged into rows and columns of cells.

A table is basically a rectangular grid forming an array of boxes into which the data are placed. The rules, between cells, and the border, around the outside of the table, may be either visible or invisible. The boxes are called 'cells' and may be colored.

Inserting tables



1. On the Composition Toolbar click the Table button. The 'Insert table' window appears.
2. Leave the 'Quickly' tab selected and drag out a matrix then click the bottom right cell to define the table arrangement.
3. The cells appear on the screen with narrow outlines

Note: If later the table border is set to zero these outlines disappear but KompoZer in normal view replaces them with a red outline. This does not appear in Preview or in a browser.

Tables have resizing boxes similar to those used with images

For more options

Right-click the table and select 'Table Cell properties'. The Table properties window opens. This has two tabs 'Table' and 'Cells' which allow overall control of several aspects of either the table or individual cells. This includes:

- a. Alignment of text within cells
- b. Wrapping of text
- c. Cell spacing - the gap between cells
- d. Cell padding - the gap between the edge of the cell and the text within it
- e. Size of table and cells
- f. Background color
- g. Selection of cells as 'Normal' or 'Header' (Cells which are headings to rows or columns should be selected as 'Header'. Normally this results in them being rendered in bold type.)

Formatting tables

Table size

Tables created using the 'Quickly' tab have width set to 100% of the window size.

Tables at full window width give the maximum available space for data. The width accommodates to screen or window size.

It is possible to set the width to a smaller percentage of window size or to a fixed size in pixels. Fixed sized tables are inflexible in use and could result in the user having to scroll horizontally to read the content so must be used with caution. It is also possible to leave the width unspecified. This is likely to result in the best presentation as the browser will set the width to the optimal value.

To adjust table size, with the cursor in the table, click the table button (or double-click the table). In the Table Properties window select the 'Table' tab. The width can be set either as a percentage of window width or in pixels. To leave it unspecified clear any number in the width box.

It is possible to adjust the size of a table using the sizing boxes. When you do this the size is specified in pixels.

Coloring, adding deleting and merging cells, rows and columns

Right-Click in a table or cell and several menu options appear which allow the table or cell to be formatted as desired. Some of the options are context sensitive.

- 'Table or cell background color' allows the color of the complete table or any cell to be set.
- 'Table Insert' provides means of adding rows, columns, individual cells or even tables into a cell.
- 'Table delete' deletes the table

A cell can be joined with the cell on its right, thus merging two cells. Virgin cells cannot be split but joined cells can.

If adjacent cells (whether within a row or column) are selected together they can be joined.

Each cell, when clicked, reveals a set of six manipulation symbols (triangles and circles with x inside), these provide a rapid method of inserting or deleting rows and columns of cells as shown in the figure.

Setting the cell background color for adjacent cells to a dark color reveals gaps between the cells.

This may be convenient if the cells are to be filled with text as it avoids two items of text abutting each other.

At other times it is a problem. The gap is controlled by the 'Cell spacing' attribute.

Cell sizes

As you work on a table the sizes of the cells may keep changing. It is useful to understand how browsers treat tables. Unless the size of a table or cell is constrained in some way a browser will expand the cell in an attempt to accommodate any text inserted. Other cells in the same column will have the same width. This will tend to reduce the space available for any adjacent column of cells. Eventually the browser will attempt to balance the allocation to each column by wrapping the text. The overall effect will probably minimize the total height of the table.

Tables can have their width completely unspecified, specified to be a particular width in pixels or some percentage of window width.

When a table is started the Insert Table automatically selects the 'Quickly' tab. This allows KompoZer to make the decisions. If the 'Precisely' tab is selected the user can make selections specifying the width in pixels or as a percentage and specifying the border width. Tables specified as percentage or unspecified are more accommodating to differing window or screen sizes and are recommended.

Browsers do not have to slavishly follow instructions. If a table specification is too narrow to accommodate the cell contents the table will grow beyond its specified limit. This can occur if a large image is inserted or long words like 'Antidisestablishmentarianism'.

Table properties

The table properties window opens when you

- Click a table and click the table button
- Right click anywhere in a table and select 'Table cell properties'.

Tables and cells can be re-formatted in many ways. This means that you don't have to plan everything in advance before you start your table as settings can be adjusted later.

The table properties window provides an option to insert a caption which can be positioned on any edge.

Aligning text


Browsers normally display text aligned left and, in the vertical dimension, in the middle of the cell. To alter this, place the cursor in a cell and click the Table button. The Table properties window allows the alignment to be altered. To set the alignment for all cells first select Table > Select > All Cells

Links

Links provide the main means of navigating web sites. They allow you to move quickly from one place to either another on the same page, a different page on the same site or a page on an external site. Links may be attached to any element on a page. Usually however we use a few words of text or an image which we click on to activate the link.

Linking text


Linking to another file

1. Select a few words of text
2.  On the Composition toolbar click on the 'Link' button, alternatively Right-click and select 'Create Link'. The 'Link Properties' window opens
3. Click on 'Choose File' and browse to the file that you want to link to
4. Click OPEN
5. Click OK

The text is now underlined and in a different color (probably blue) indicating that the text is linked.

Inserting an email address


Instead of linking to a file it is possible to insert an email address. The result will be when the link is clicked the email client on the visitor's machine will be opened with the correct address selected.

1. Select a few words of text
2.  On the Composition toolbar click on the 'Link' button, alternatively Right-click and select 'Create Link'. The 'Link Properties' window opens
3. Enter the email address and check the box 'The above is an email address'
4. Click OK

Inserting named Anchors

There is a second type of Anchor element the 'Named anchor'. Such an anchor is extremely useful as it can act as a type of bookmark defining a particular place on a page. Links can jump to such bookmarks.

1. Place the cursor at the point you want to mark.
2. Click the 'Anchor' button on the Composition toolbar or, on the Menu Bar, select Insert > Named Anchor. The named anchor properties window appears.
3. Enter a unique name for the anchor.
4. Click OK.

 In 'Normal' view anchors are marked by a picture of an anchor.

Linking to named anchors

1. Select a few words of text



2. On the Composition toolbar click on the 'Link' button, alternatively Right-click and select 'Create Link'. The 'Link Properties' window opens
3. Use the drop down list to select the anchor name that you created in the previous section.
4. Your anchor name should appear there preceded by a "#". Click OK.

Note: If your page is short you may not notice the link while testing. You need to test with a long page with the link towards the bottom and the anchor towards the top.

Linking images

1. Click on the image
2. On the Composition toolbar click on the 'Link' button, alternatively Right-click and select 'Create Link'. The 'Image Properties' window opens
3. Click on 'Choose File' and browse to the file that you want to link to.
4. Click OPEN
5. Click OK

Editing Links

To change the file to which a link refers, double-click on the link. The 'Link properties' window opens (for an image the 'Image Properties' window opens - click the Link tab). Edit the link.

To remove the link, delete the link reference in the box.

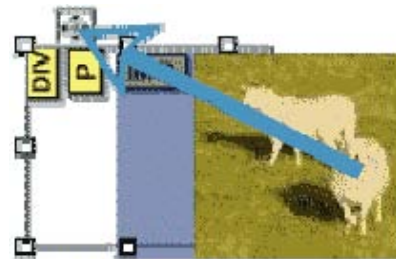
Layers

Items forming layers are taken out of the normal document flow and placed in positions defined on the page absolutely e.g. in positions fixed relative to the page boundary.

While layers introduce a level of flexibility to page design they also involve complexities that newcomers may wish to avoid. This section is therefore for those who wish to delve further.

Creating layers

1. Click in the block that you want to format as a layer.
2. Click the layer button on the Format (2) toolbar.
 - a. The block becomes a 'Layer'. Layers have sizing boxes which allow the size to be altered. At the top of the layer is a positioning handle (denoted by a four-way arrow).
 - b. To move the layer click and drag the handle.



Layers do not have to consist of a single block – any sequence of elements that can be selected together can be converted into a layer. This may be several paragraphs with or without headings, images and tables.

Layers allow items to be placed on a page so that the absolute position, relative to the page, is defined. This provides a facility common in drawing and desk top publishing programs and allows items to be overlaid on top of each other. As such it is a very powerful tool.

Text items normally have a transparent background so when overlaid become confused. By formatting them with a background color they become solid. Similarly tables with solid background and non-transparent images may be overlaid on each other to produce clear effects.

Manipulating layers

To move a layer, click the positioning handle and drag it to the required position on the page.

To resize a layer, drag a sizing handle as for other elements.

When positioning a layer, KompoZer allows pixel-accuracy movement. This can be difficult to achieve and, if it is attempted to line up items, small errors may become obvious. Better results may be achieved by snapping positions to a coarser grid. To do so select Format > Positioning grid and set the granularity required. Movement will now be constrained to the selection made.

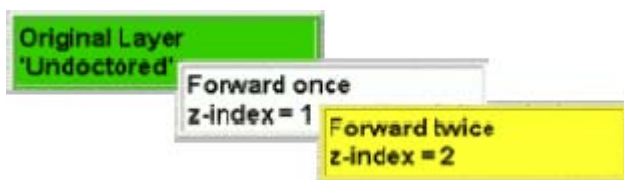
Note: This setting must be set each time a page is opened. It is not remembered.

Note: Snapping applies to dragging the position not the size.

Warning: If several overlapping layers occur on a page it may become impossible to click on a handle. In this event try resizing it so that the handles become accessible, alternatively temporally move another layer out of the way.



When positioning layers so that they overlap a mechanism is needed to define which is in front (so entirely visible) which behind (so partially obscured). Two buttons ('Bring to front' and 'Send to back') on the Format 2 toolbar take care of this. Select the layer and click the appropriate button.



Gluing



Six other buttons on the Format 2 toolbar can be used to modify the behavior of layers. They are

- Glue to the left border
- Glue to the right border
- Stay in the center
- Glue to the top
- Glue to the bottom
- Stay in the middle

Clicking the first (Glue to the left) initially has no effect since this is the default condition. If clicked after some conflicting condition was set it fixes the distance of the left hand side of the selected layer from the left edge.

Glue to the right fixes the distance of the right hand side (rather than the left hand side) of the layer from the right hand edge.

Glue to the center defines the position, not in absolute terms but as a percentage of the available width. Thus, if created at the centre of the space, it will remain in the centre, similarly for any other ratio.

Glue to the top also represents the default condition otherwise it fixes the distance from the top of the layer to the top edge.

Glue to the bottom and Stay in the center are best avoided by other than advanced users who will probably be using style sheets to achieve the effect required.

The Body

This is the background on which the whole page sits. The Body may be thought of as the Page itself. Normally it is of little concern to the designer but there are a few situations when it is.

The body can carry a background color or image which lies behind everything else on the page in HTML documents.

To set a background

1. On the Status bar, click the <body> marker. All the contents of the page will be highlighted.
2. Right-click and select 'Inline Styles' and 'Background properties'.
3. Make the desired selections and click OK.

To center a page in the window

1. On the Status bar, click the <body> marker. All the contents of the page will be highlighted
2. Right-click and select 'Inline Styles' and 'Box properties'
3. In the 'Width' box select the width desired for the page
4. In the 'Margins' area in both 'Left' and 'Right' boxes type 'auto'
5. Click OK

Templates

Templates are basically pages having some content (eg a letter head) which can be re-used to create other pages which will have the same underlying page structure and, often, the same graphical layout.

Templates are not altered in use and can be used over and over again, i.e. a page which has a banner and perhaps a menu to appear on every page. Another example could be a complete page layout for use on all, or many, pages of a site but which includes areas for customizing individually. Templates may be considered as having two parts – the fixed part or ‘boilerplate’ which remains the same for every page and the editable part which changes.

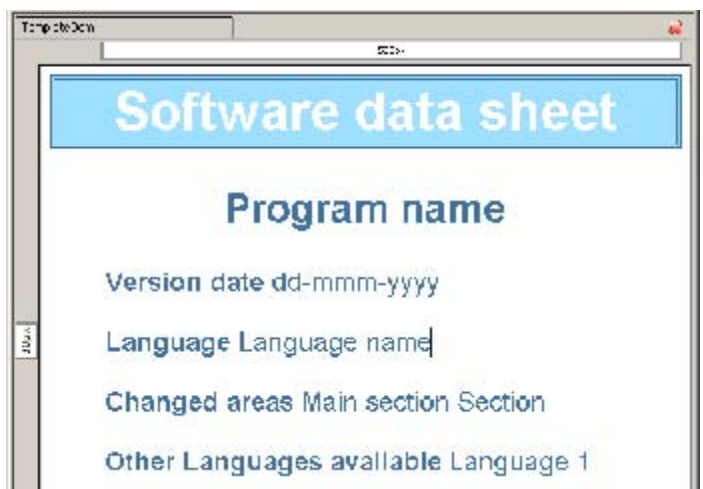
KompoZer recognizes two types of editable parts. Block and flow. Block items are like any other html block and may consist of paragraph-like items. Blocks may be made repeatable - so that several similar items may be added if required.

Flow items will be contained within other block items in line with the text, for instance to change one or two words in a paragraph.

Create a new template

Templates are prepared and edited using KompoZer just like any other page. To create a template

1. Click File > New then select ‘A blank template’ and ‘Create’.
2. Add any content which is to appear on all pages based on the template.
3. Format this in the normal way.
4. Add the areas which are to be made editable.
 - a. Fill these in using dummy text so that a complete page layout is achieved even though some of it may be meaningless. Format this as required.



Saving templates

1. Click File > Save or File > Save As.
 - a. The extension ‘mzt’ will be selected automatically.

Create a template from a page

A pre-existing document may be transformed into a template

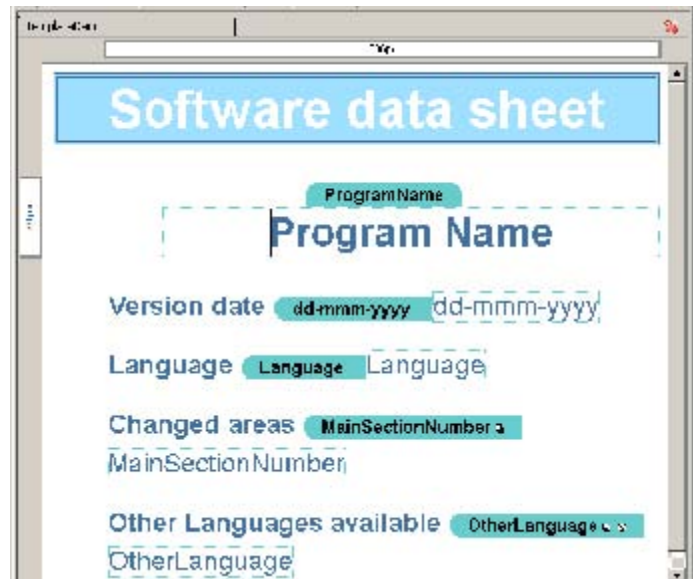
1. Click Format > Page Title And Properties
2. Check the box ‘This page is a template’.
3. Click OK.
4. Click File > Save as The file type ‘HTML Template’ will be completed.
5. Name and save the file as normal.

Setting up template details

The content of the page - boilerplate and examples of editable content - should already be set up and formatted.

To make blocks editable

1. In turn, select each block that you wish to make editable.
2. On the status bar right-click the corresponding highlighted tag.
3. Click Templates > Make editable.
4. In the 'Insert an editable area' window give the block a recognizable name. Now check the options boxes if required.
 - a. Note: The option 'Area is optional' allows it to be deleted easily when the page is in use. 'Area is repeatable' allows copies to be made rapidly. 'Area is moveable' turns the area into a movable layer.
5. Click OK.



To make a flow selection editable

1. In turn select (highlight) each section of text that you wish to make editable.
2. Click Insert > Templates > Insert editable area.
3. In the 'Insert an editable area' window give the block a recognizable name.
4. Leave checked the option 'Flow of text'.
5. Check the options boxes if required as described above.
 - a. Note: The option 'Area is moveable' is inappropriate for flow areas).
6. Click OK

When you have finished save the template.

Using templates

To base a page on a template first ensure that the template itself has been saved and closed – a page cannot be based on an open template.

To create a page

1. Click File > New > A new document based on a template > Choose File.
2. Select the Template (Note templates have the file extension 'mzt')
3. Click 'Create'.
 - a. The page that appears carries

- i. Boilerplate items
- ii. Labels for the editable areas within colored rectangles (with rounded upper corners)
- iii. Sample text (same as the labels) within surrounding editable boxes (with dashed borders).

To use the page

1. Click in turn in each editable areas.
2. Select and delete the sample text and replace it with new text.
 - a. If the editable area was repeatable a small square appears within the label, hovering turns it red and clicking makes a copy. Copies have small circles which act as delete buttons.
 - b. If any area was optional a small circle with an x appears within the label. Hovering turns it red and clicking deletes it.
3. When all editable boxes have been completed detach the page from the template by clicking Edit > Detach from template. The page now assumes its final appearance.
4. Save the page in the normal way. The last figure shows the final result. The areas which could not be edited earlier have been completed.



Now it is possible to edit any item and, as a workaround, the frozen repeatable items may be added.

Editing templates

Templates which have already been saved may be altered after opening using menu commands File > Open File and selecting 'Files of Type' then 'HTML Templates'.

Note: The default opening setting is 'HTML Files' which will not open templates.

Site Manager

The site manager allows you to navigate your site or between sites easily.

To toggle the Site Manager on or off either press F9 or use View > Show/Hide > Site Manager.

Site Manager provides a directory tree view of a site similar to the view with Windows Explorer. It however lists only directories which you have specifically set up as 'Sites'. You can set up many sites, they appear in Site Manager irrespective of where they appear in a normal directory tree.

Setting up sites

To set up a new site (assuming that pages for the site have already been created) open Site Manager, click 'Edit Sites'. This opens the 'Publish Settings' window.

Choose a convenient name for the site (You may like to call it something like "My Site Local" to differentiate it from a later "My Site Remote") and enter it in the box 'Site Name'.

In the 'Publishing server' area click 'Select directory' and browse to the folder where the site is located, select the folder and OK. The box should read something like "file:///C:/Documents" (Ignore the hint line which applies to remote sites only.)

Back in Site Manager in the column headed 'Name' the new site should be listed and can be expanded to show its contents.

Site Manager Functions

The main window lists all sites which have been set up and, for any sites which have been expanded, the files contained in it. Double-click any site to expand it.

At the top of the Site Manager window a drop down box allows you to view all files or to select to view only html files (which includes htm files) or only image files (these include gif, jpg, jpeg and png files).

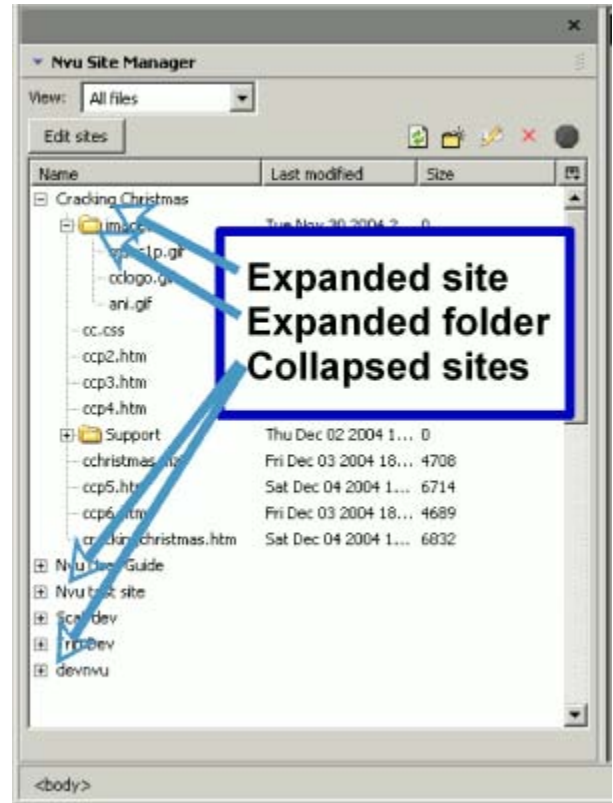
For files it is possible to display the file size and modified date. To select or de-select these options, in the column heading click the right-most division and select the options required. (You may have to widen the site manager window to make this possible.) It is not possible to change the order of the listing.

Double click on any html file to load it directly to the page area for editing.

By using the buttons at the top of the Site Manager window, and selecting a file, it is possible to rename and delete files and to create folders.

Remote sites

Remote sites – on the server hosting a site – may be set up in almost exactly the same way as local sites. This permits the same browsing, display and editing functions as for a local site.



Publishing

Setting up your site: On campus publishing instructions (same as on page 1)

1. When KompoZer opens, go to Edit → Publish Settings
2. Insert the following information:
3. Site Name: SVSU
4. HTTP address: <http://www.svsu.edu>
5. Publishing address: netstorage.svsu.edu/public_html
6. Username: SVSU username
7. Password: SVSU password
8. Click OK

Uploading

Open the page that you want to upload. An easy way to do this is from the Site Manager.

1. Click the 'Publish' button.
2. On the 'Publish Page' window on the 'Publish' tab, the 'Page title' and 'File name' should already be completed.
3. If the page is to be uploaded to a sub-directory, rather than the root directory, enter the name of a sub-directory and any of the other data if required.
 - a. Note: This directory must exist. KompoZer cannot create it.
4. Check the box 'Include images and other files'. The files will be placed in the same directory as the page. If you want them to go in a sub-directory check the box 'Use this site sub-directory' and name the directory. In this case the directory will be created if needed.
 - a. Note: this is a sub-directory of the root directory not any directory detailed in the previous point. If you want to use such a directory this must be explicitly detailed e.g. pagesubdirectory/filessubdirectory/
 - b. Note: all the images and style sheets will be placed in the same directory. This is the only arrangement supported by the Site Manager Publisher.
5. You should not need to refer to the 'Settings' tab as the data should be collected via the Site name you have selected but you may view the data and make a change if you wish.
6. Click 'Publish'. A 'Publishing' window will appear and uploading will commence. (If you are on a dial-up connection this will be connected.)
7. Within a short time you should receive confirmation of correct publication. Whether the transfer was successful or has failed.
8. Some possible reasons for failure include
 - a. Some required files are missing
 - b. File or directory names incorrect e.g. Wrong case
9. Once you have published a page, if you need to publish it again, your settings (e.g. subdirectories) should be remembered by KompoZer. You will not see steps 2 to 4 again unless changes have been made to the page.