KOMPOZER
Web Design Software

An
IGCSE
Student Handbook

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www.kompozer.net

CONTENTS

This student guide is designed to allow for you to become a competent user* of the Kompozer web design software. By following the steps and processes outlined within this book you will be able to meet all of the requirements of the Cambridge International Exam (CIE). Choose the section that you wish to review by clicking on the links. The foot of each page contains a link that will return you to the contents page.

*The activities relate to the use of kompozer on any operating system

Website authoring

Create web pages using external stylesheets, tables and images
Candidates should be able to create a structured website with stylesheets, tables and hyperlinks.
Candidates should have a working knowledge of html.

Candidates should demonstrate the ability to:

15.1 Use stylesheets

Learning outcomes
(a) create and attach an external stylesheet
    (i) use tags to create an external stylesheet for common styles like: h1, h2, h3, p, li
    (ii) specify the font appearance for each style, including features like: font family, size, colour, alignment, bold and italic
    (iii) attach an external stylesheet to a web page

15.2 Create webpages

Learning outcomes
(a) create web page(s) including features like: menu options, text hyperlink, graphics hyperlink, setting the foreground, background and text colours
(b) create links from a web page
(c) use tables to organise a web page
    (i) create links from text and images
    (ii) create anchors, and links to anchors on the same page
    (iii) create links to other locally stored web pages
    (iv) create external links to a website using the URL
    (v) create links to send mail to a specified email address
    (vi) create links to open in a specified location including: the same window, new window, with a window named as specified
    (vii) insert tables using a table header, table rows, table data, cell spacing and cell padding
    (viii) set table width in terms of pixels and % values
    (ix) use tables with visible and invisible borders, set the border thickness
    (x) use merged cells within rows and within columns
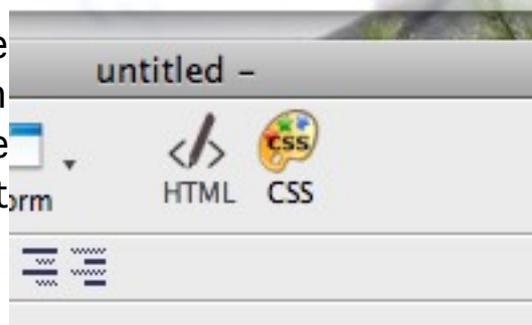
15.3 Use images

Learning outcomes
(a) insert an image in a web page, place the image relative to text and other objects
    (i) insert an image
    (ii) use tags to adjust image size and alignment
    (iii) use software to resize an image, adjust the colour depth and amend the file type
    (iv) maintain the aspect ratio of an image or to distort it where appropriate
    (v) print web sites in browser view, in html format and screen shot evidence
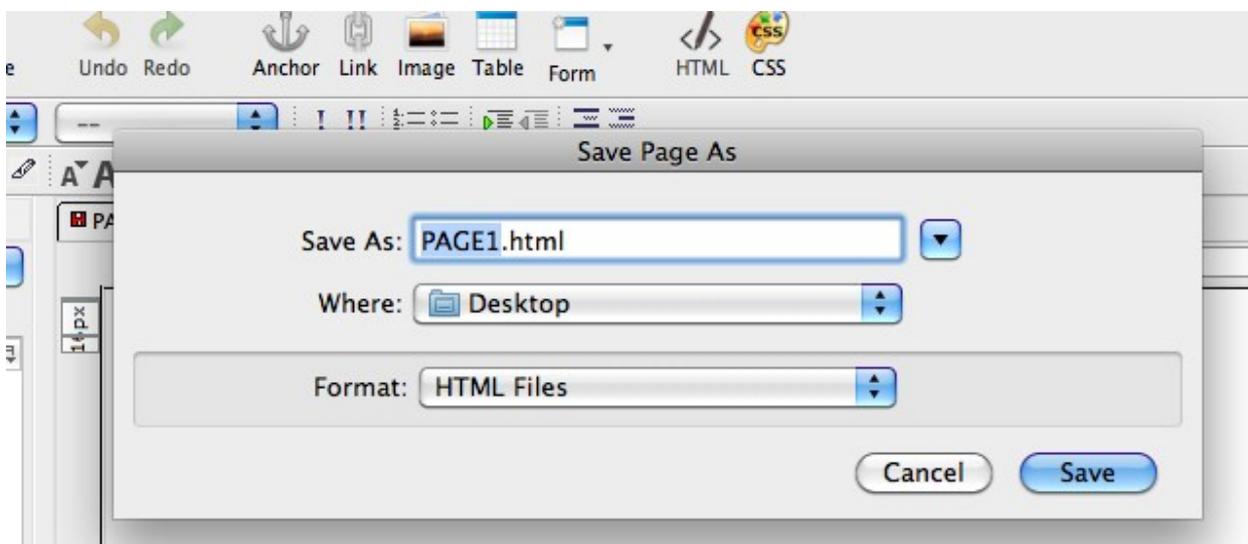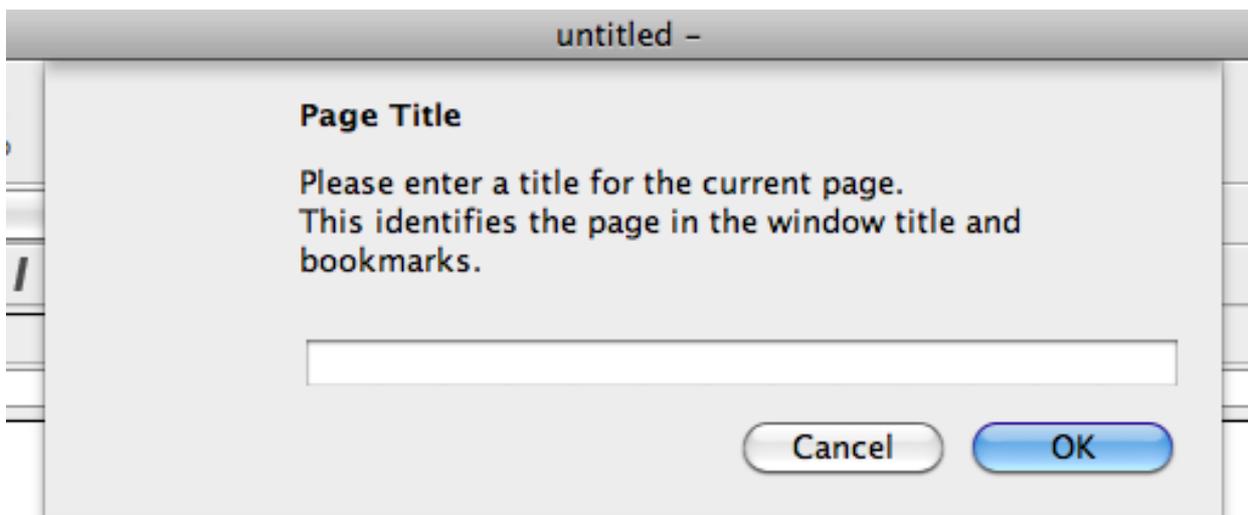   (vi) understand the need for low resolution images for data transfer

1. Creating a new page and Style Sheet (CSS) in Kompozer

1. Load the Kompozer software and you will see a screen that shows the basic layout of the WYSIWYG programme.
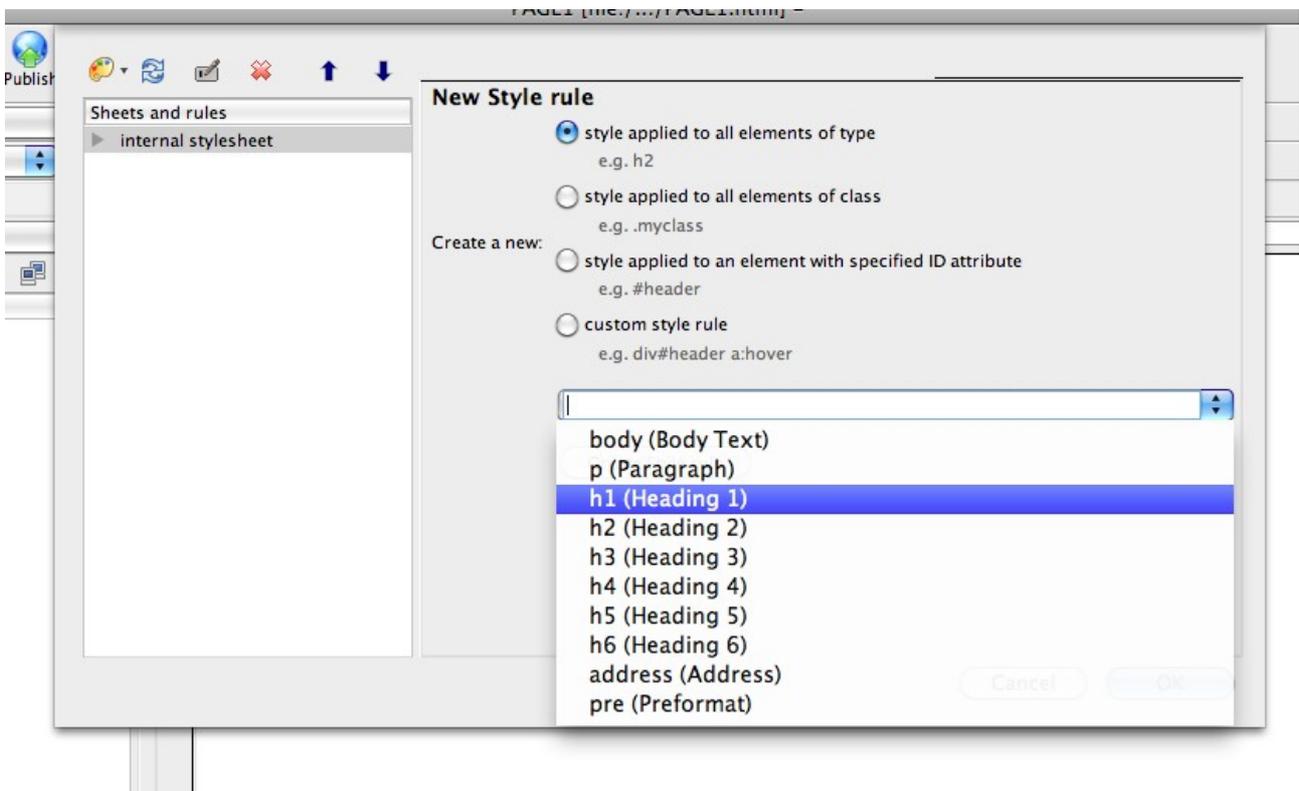
2. In the top left corner you will see an icon of an artists palette with CSS underneath it. This is where you can create, edit and import *cascading style sheets* (CSS).
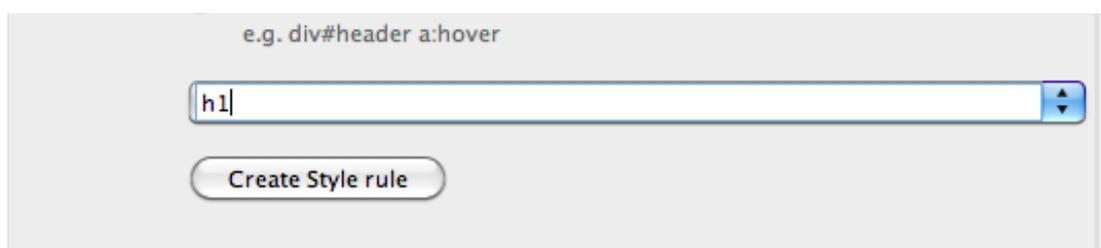
3. When you select the CSS buton you will be asked to name your page. This will allow for you to navigate around the pages that you will be creating.
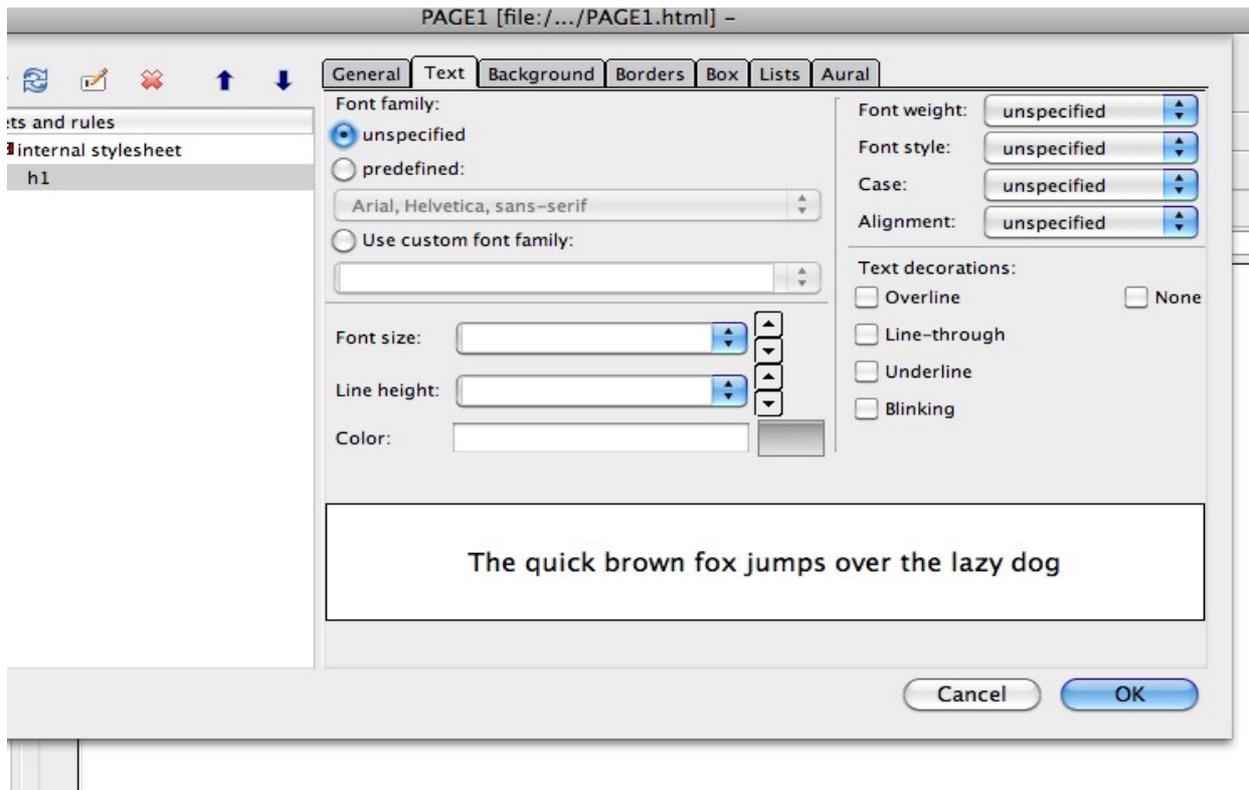
4. Name the page according to what you require or what the exam paper asks for you to name the page. The simplest system to use is PAGE1, PAGE2 etc... use this system unless otherwise indicated. Ensure that you save the page to a location where all of your web files will be located in one convenient location.

5. After saving your first page you will now be able to create your first CSS. Below is an image outlining what the layout looks like. Familiarise yourself with the options so that you can recreate the steps under exam conditions.
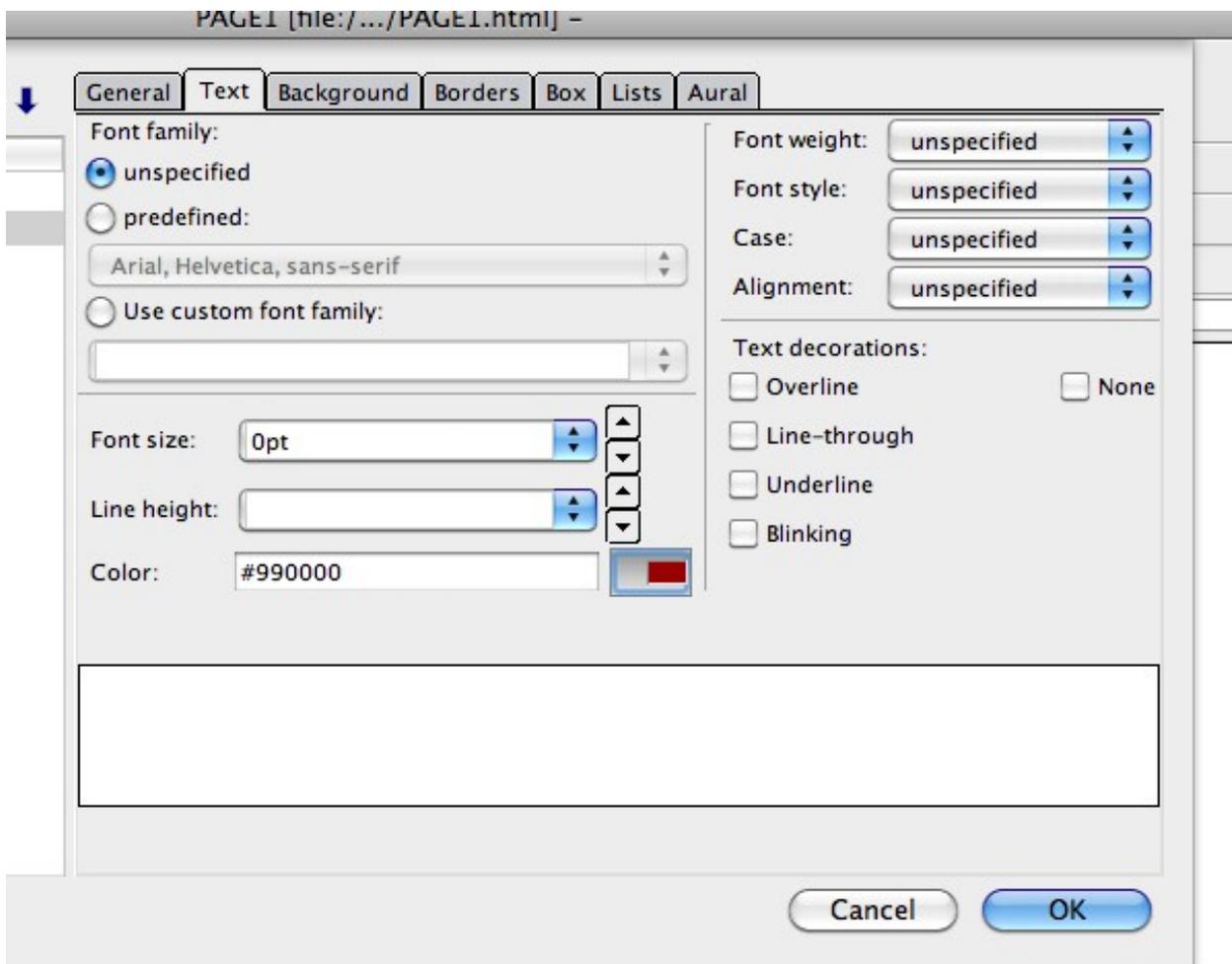

6. You are going to change the style for the HTML tag H1 (which is simply the top level heading of your web page)

7. Select H1 and click the *create style rule* button. You will be taken to a page with a variety of options where you have control over what your font, background, sizing, borders etc will be.
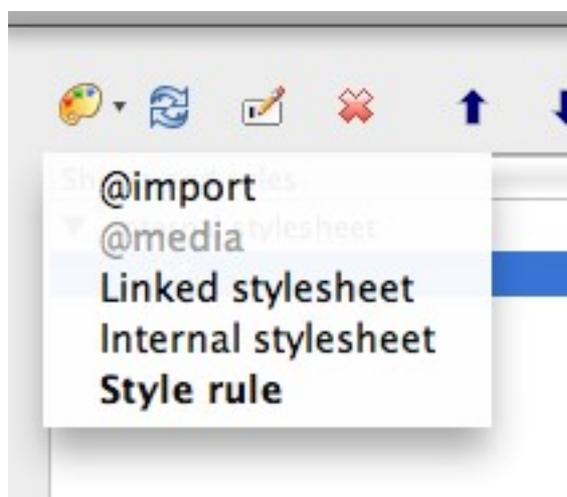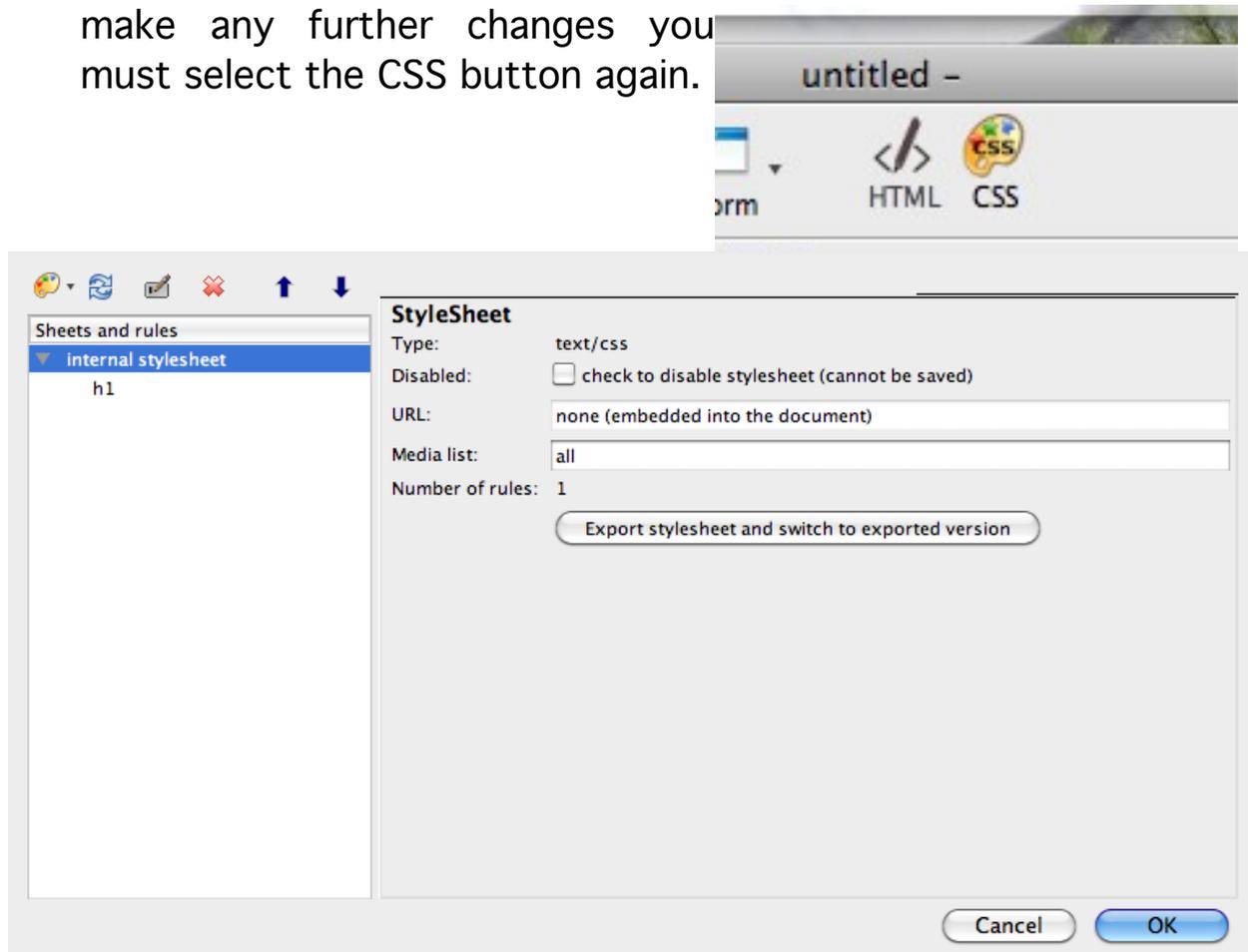
General | Text | Background | Borders | Box | Lists | Aural

Font family:
⦿ unspecified
○ predefined:
   Arial, Helvetica, sans-serif ▲▼
○ Use custom font family:

Font size: ▲▼
Line height: ▲▼
Color:

Font weight: unspecified ▲▼
Font style: unspecified ▲▼
Case: unspecified ▲▼
Alignment: unspecified ▲▼

Text decorations:
☐ Overline   ☐ None
☐ Line-through
☐ Underline
☐ Blinking

The quick brown fox jumps over the lazy dog

Cancel   OK

8. The main area to make changes will be using the TEXT tab as this
   will allow you to make changes to your font size positioning and
   colour.

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

Font family:
⦿ unspecified
○ predefined:
   Arial, Helvetica, sans-serif ▲▼
○ Use custom font family:

Font size: 0pt   ▲▼
Line height: ▲▼
Color: #990000

Font weight: unspecified ▲▼
Font style: unspecified ▲▼
Case: unspecified ▲▼
Alignment: unspecified ▲▼

Text decorations:
☐ Overline   ☐ None
☐ Line-through
☐ Underline
☐ Blinking
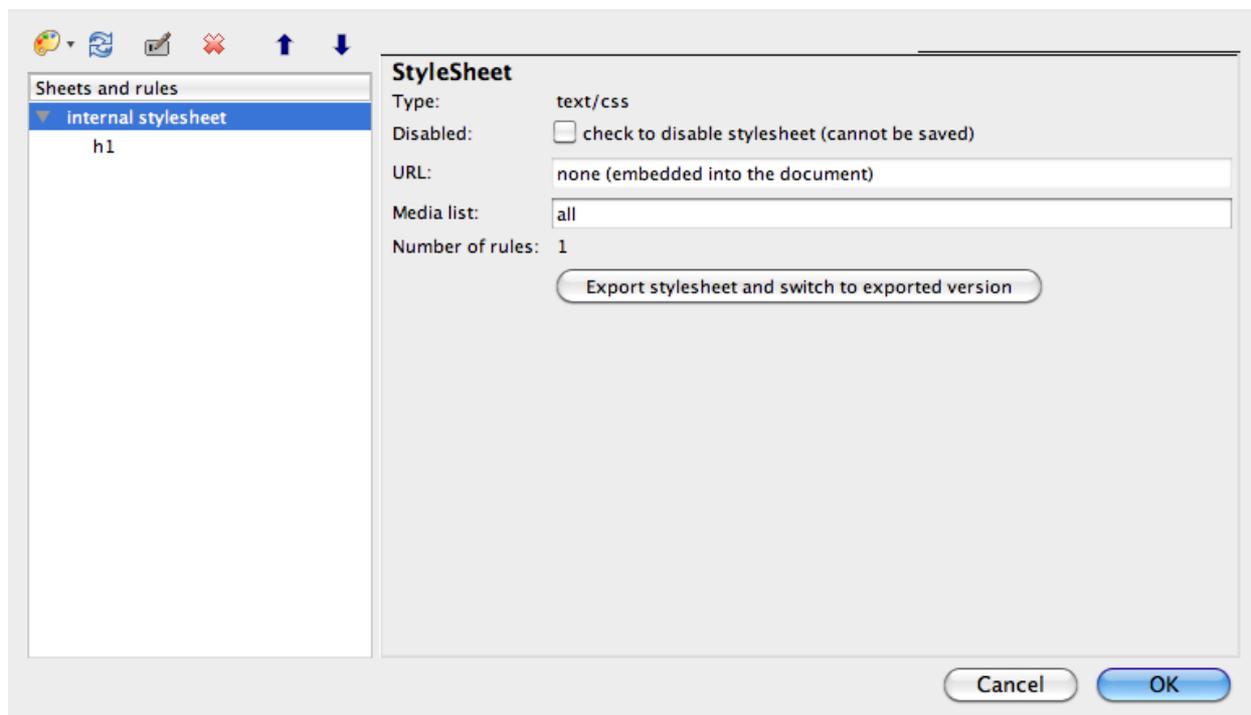
Cancel   OK

TOP

9. To change the font size you must select the format for the sizing. The easiest and most common is to select (pt). Once you select the format you can use the arrows to the right to increase to the specified font sizing...select 35pt.

10. After you have made your changes you need to select OK. You will be taken back to your blank page and if you need to make any further changes you must select the CSS button again.

untitled –

HTML   CSS

orm

StyleSheet

Sheets and rules

▼ internal stylesheet
    h1

Type: text/css

Disabled: ☐ check to disable stylesheet (cannot be saved)

URL: none (embedded into the document)

Media list: all

Number of rules: 1

(Export stylesheet and switch to exported version)

(Cancel)   (OK)

@import
@media
Linked stylesheet
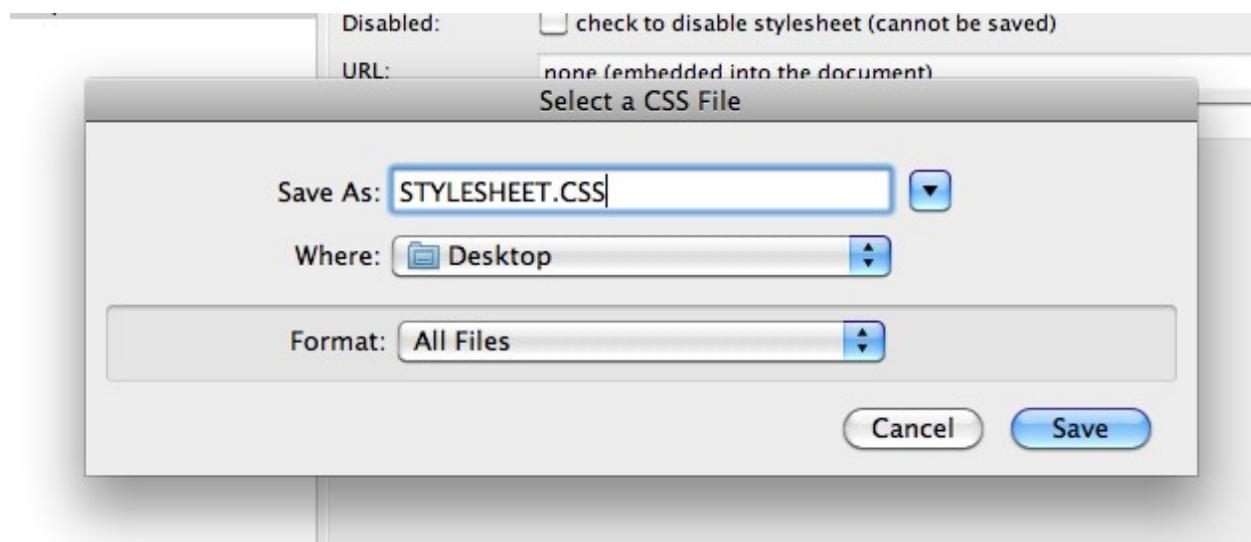**Internal stylesheet**
Style rule

11. To make the changes you will need to select the palette at the top left and select the bottom option STYLE RULE. This will allow for you to add P, H2 or whatever the exam question specifies. *To make a list you need to type li into the drop down box and you can now make the necessary changes to the style of your lists.*

12.   When you have finished creating your style sheet you will need to save it in the correct format. Select the CSS palette again to get to your style sheet layout and select the option EXPORT STYLESHEET AND SWITCH TO EXPORTED VERSION
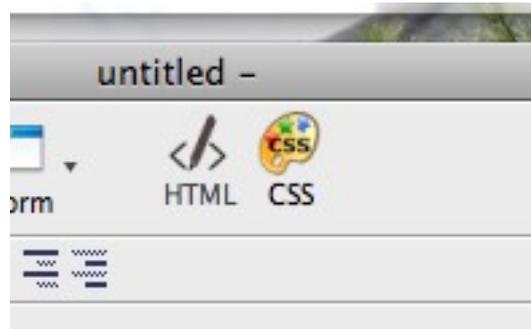

13.   You will now be asked to save your stylesheet and the easiest option is to call it STYLESHEET1 (the reason for the numbering is that you may have to create more than one). Save the Stylesheet to your folder where everything else associated with your page is located.
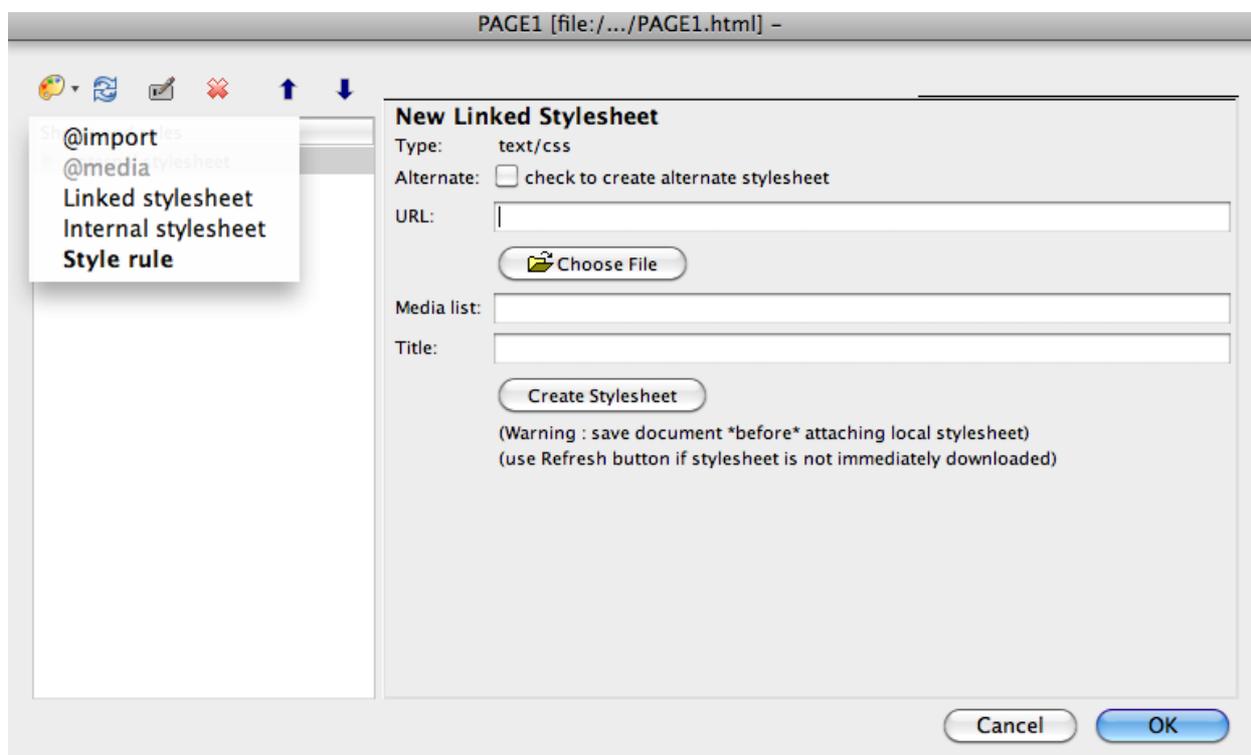
2. Linking to an external CSS in Kompozer

In the CIE examination you will be required to link stylesheets to new web pages. The following steps will show you how simple this is and you must learn these steps and practise them as often as possible so that you understand the processes. For this example we will be linking to the CSS you created earlier in this document.

1. Open the Kompozer software and you will see the layout screen. As previously required you will have to select the CSS button at the top right of the screen.
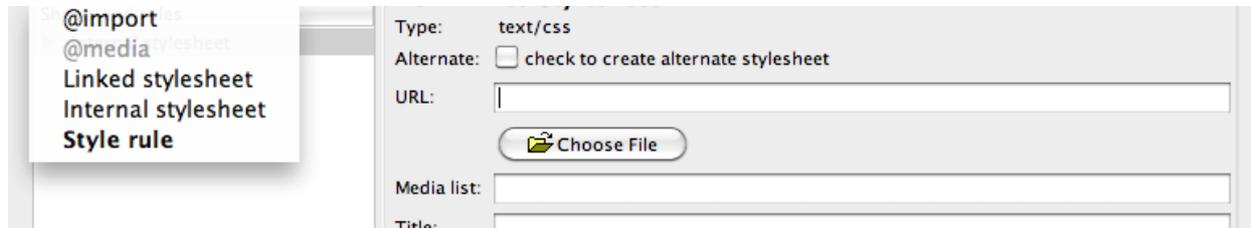
2. As when you created your style sheet you will have to name the page using something easier to remember and save it in the location where all your web design files will be stored.
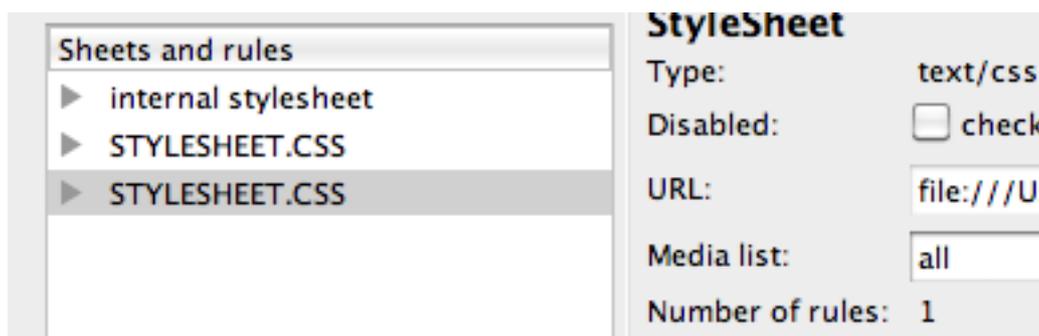
3. You will need to select the small artists palette in the top right and then choose the LINKED STYLESHEET option.
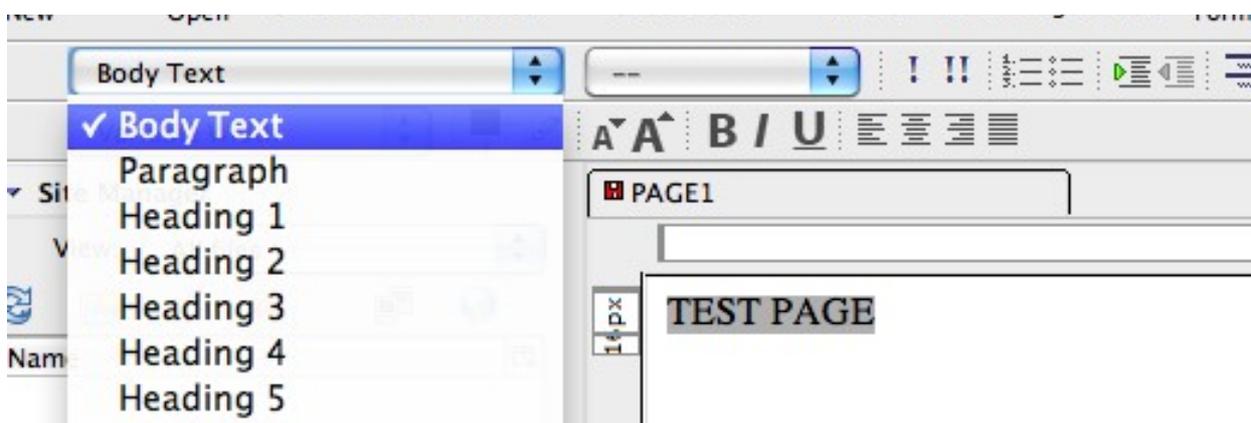
4. To find the Stylesheet you created or have been given to import you will need to select the CHOOSE FILE button underneath the blank URL text box. You can then locate your CSS file and link it to the page you are working on.

5. After you have selected the CSS file you must select the CREATE STYLESHEET button. You will now have linked everything and will be able to edit your webpages according to what you have programmed. In the menu to the right you should see the name of your STYLESHEET.

6. When you are working on your webpage you will need to select the appropriate tags according to your exam questions. To do this is very simple. You must select the text that requires reformatting and then select the appropriate text style. Your changes will now show. Save your page and you're done!
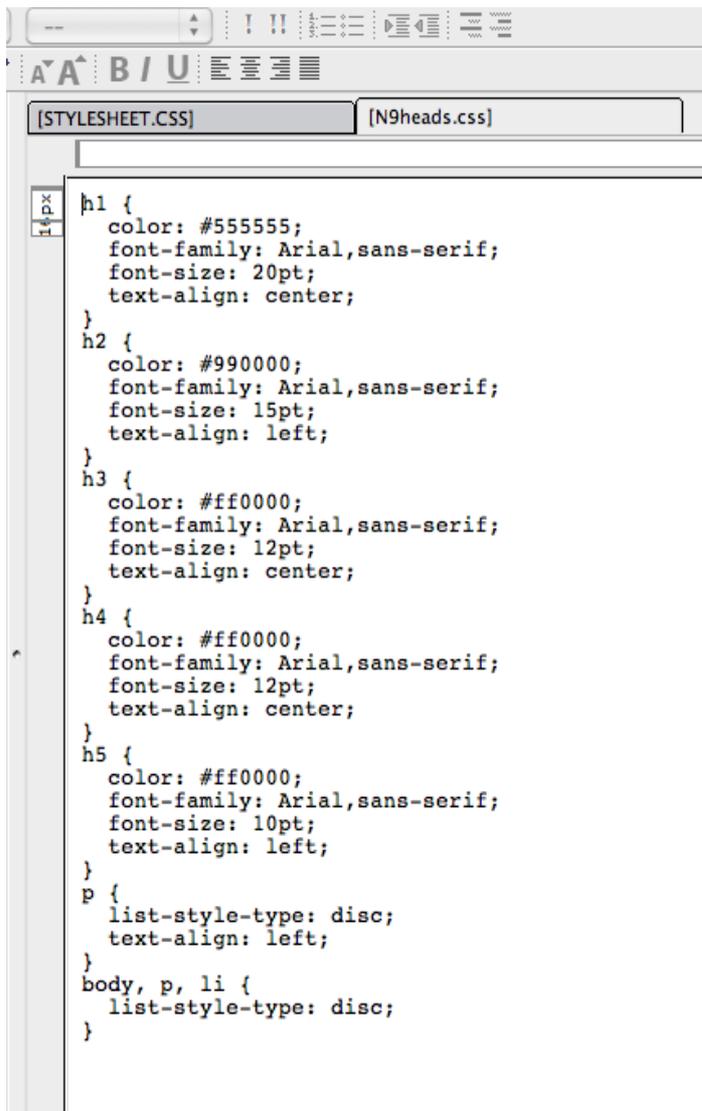
3. Editing an external CSS in Kompozer

1. In the exam you may have to make some subtle and simple changes to a CSS that you are given as part of your files.

2. Locate where your CSS file is saved and:

   Right click
   Open with
   Kompozer

```
[STYLESHEET.CSS]              [N9heads.css]

h1 {
    color: #555555;
    font-family: Arial,sans-serif;
    font-size: 20pt;
    text-align: center;
}
h2 {
    color: #990000;
    font-family: Arial,sans-serif;
    font-size: 15pt;
    text-align: left;
}
h3 {
    color: #ff0000;
    font-family: Arial,sans-serif;
    font-size: 12pt;
    text-align: center;
}
h4 {
    color: #ff0000;
    font-family: Arial,sans-serif;
    font-size: 12pt;
    text-align: center;
}
h5 {
    color: #ff0000;
    font-family: Arial,sans-serif;
    font-size: 10pt;
    text-align: left;
}
p {
    list-style-type: disc;
    text-align: left;
}
body, p, li {
    list-style-type: disc;
}
```

3. You now have the CSS loaded in Kompozer for any editing tasks that you have to perform.
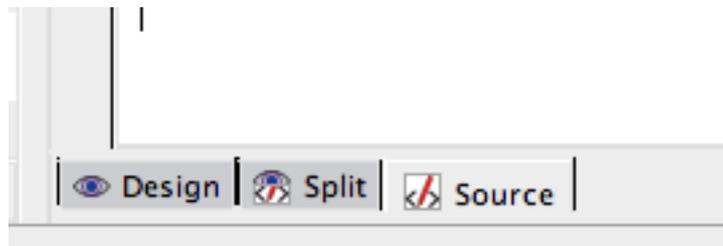
4. The normal changes involve:

   Font Colour
   Font Sizing
   Font Family
   Text Allignment

5. To make the changes you must delete the text and replace it with what the exam paper requests. For example to change the color from red to blue you would replace the code #ff0000 with #0000ff

6. Open a CSS and try making some changes yourself to practise the key skills

4. Checking your HTML code in Kompozer

The web design section of the examination will require you to highlight particular sections of code to show you have attached the correct files, inserted the tables correctly etc. the easiest way to do this is to select the source tab at the bottom of the page, copy and paste the source code into a word document. It is also good practise to check your code constantly as you work through the examination tasks to ensure you are meeting the expectations of the syllabus.

When you have printed out your source code you will be given a highlighter with which you can select the appropriate HTML to meet the question requirements.
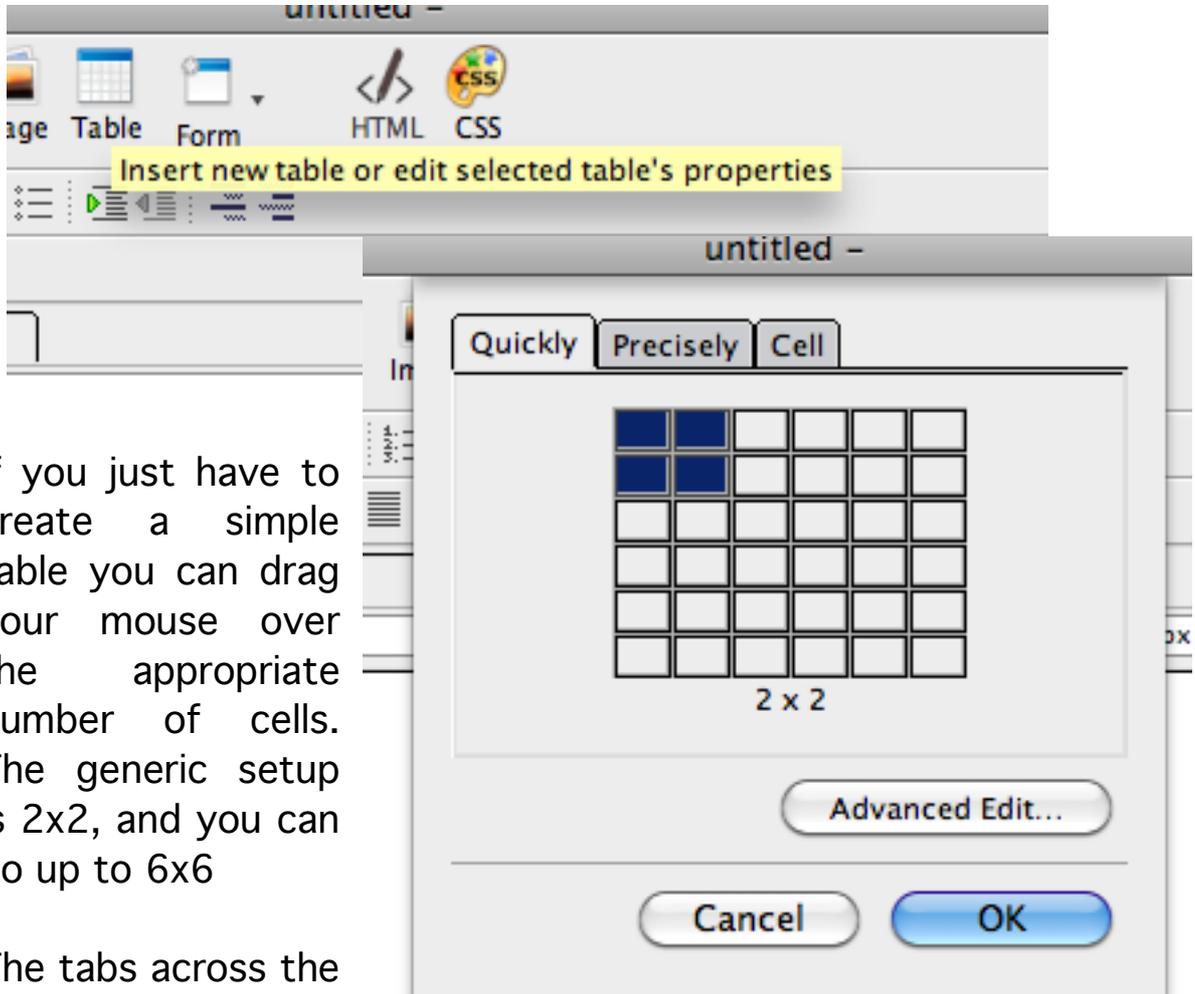
EXAMPLE

Highlight your stylesheet source code to show that you have used a sans-serif font that is red, aligned to the centre of the page and of medium size to the fourth level heading.

5. Creating a Basic Table in Kompozer

1. Select the TABLE button on the toolbar and you will have a variety of options to the creation of a table on a webpage.
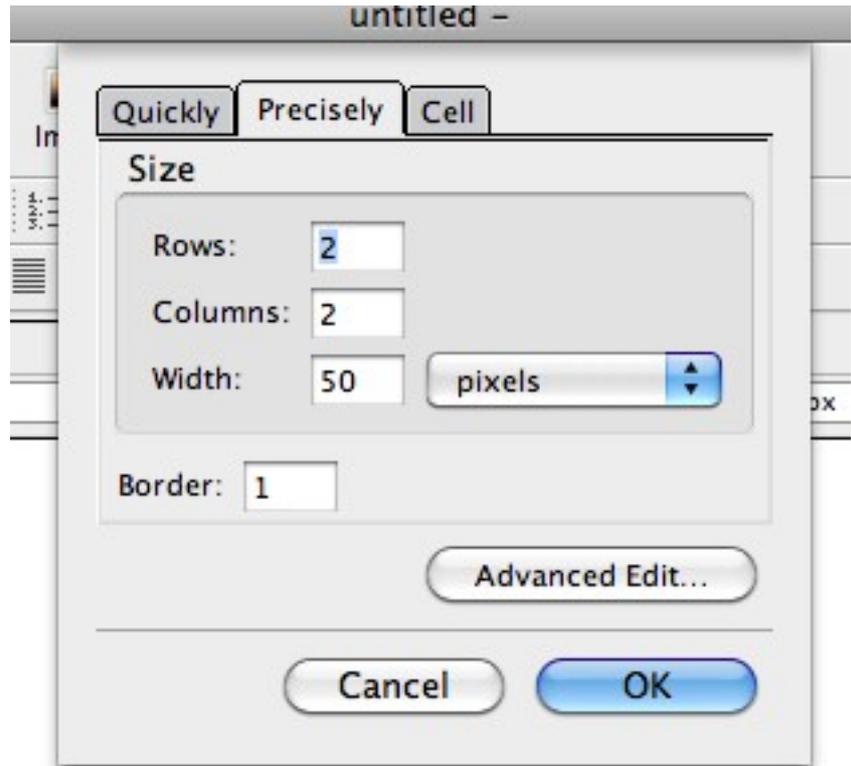

2. If you just have to create a simple table you can drag your mouse over the appropriate number of cells. The generic setup is 2x2, and you can go up to 6x6

3. The tabs across the top of the table options allows for you to make some more detailed requests, and you are quite likely to have to use these in your exams.

CELL FLOATING & BORDERS

This is the % width of the page that the table fills. You can change this easily by choosing the percentage you require. You can choose pixels or % and you need to check this against the exam question specifications.
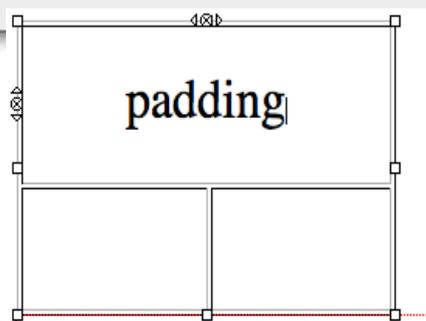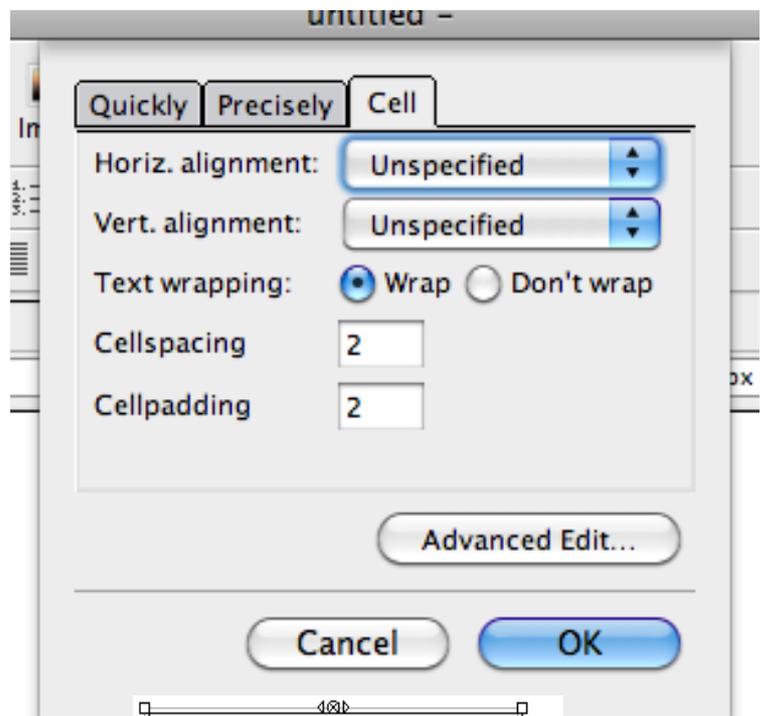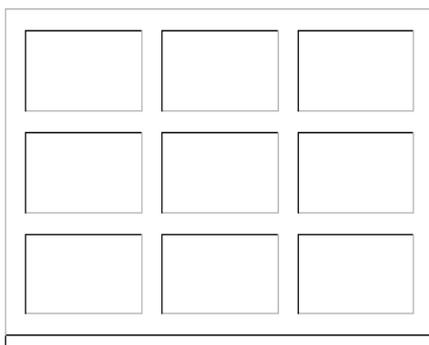
To add a border to your table you can also use this screen and the width of this border will be in pixels or %, depending on what you choose.
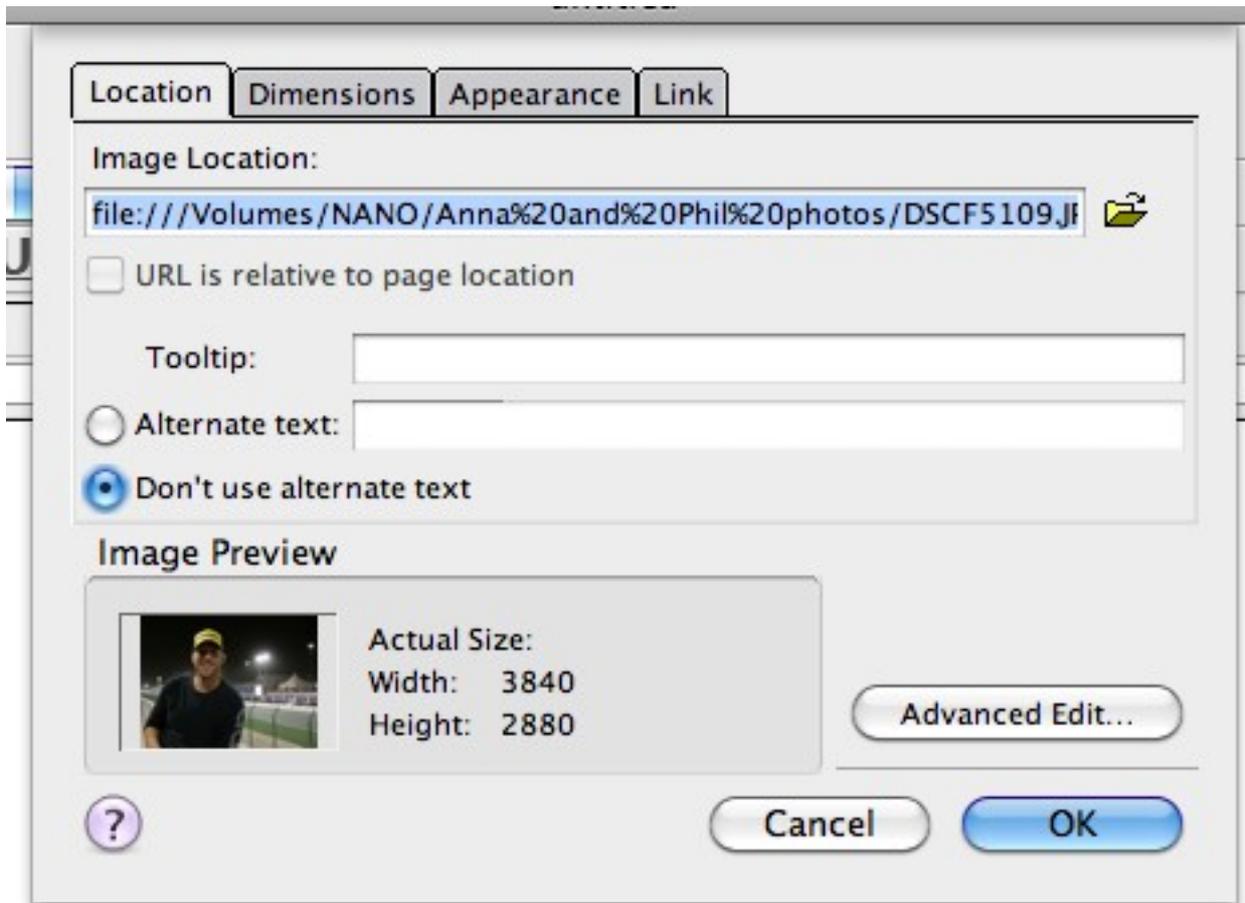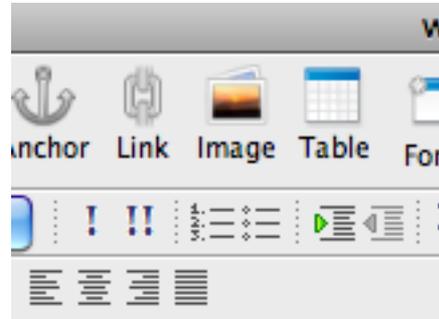
CELL SPACING & PADDING

You can format your table to increase the space between each of your cells (*spacing*) and the distance between what is written inside your cells and the edge of them (*padding*).

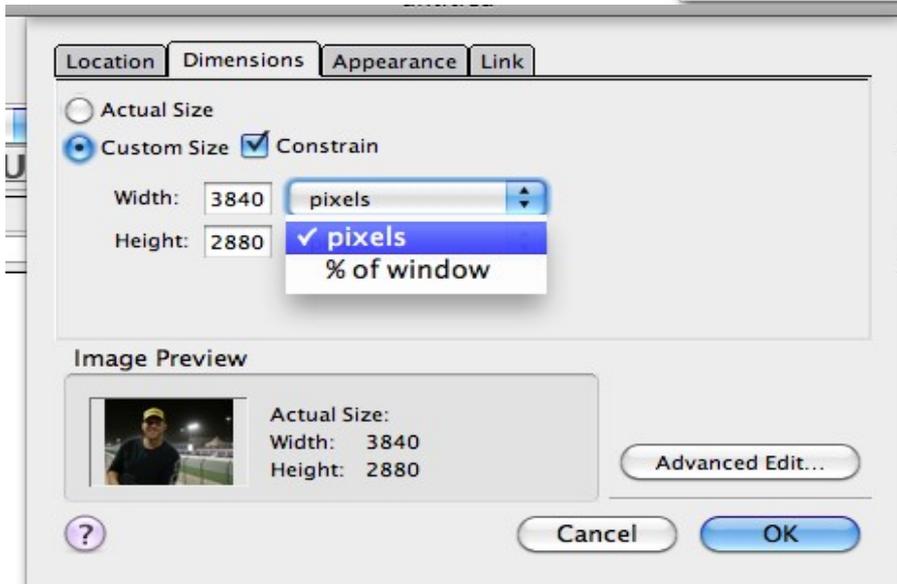Once you have made these changes it is important that you check your code!

6. Inserting and Editing Pictures

1. Every web design question will require you to add, format and edit images in some variety. You will be able to do some of this within Kompozer, but you may also require some other Picture Editing Software (Microsoft Office Picture Manager).

2. To insert a picture you need to select the icon on the toolbar and follow the simple step by step instructions

3. You will see a variety of options associated with the image facility in Kompozer. The first step that you need to make is to select an image from your source folder location. You will also need to select 'Don't use alternate text' before you can proceed further.
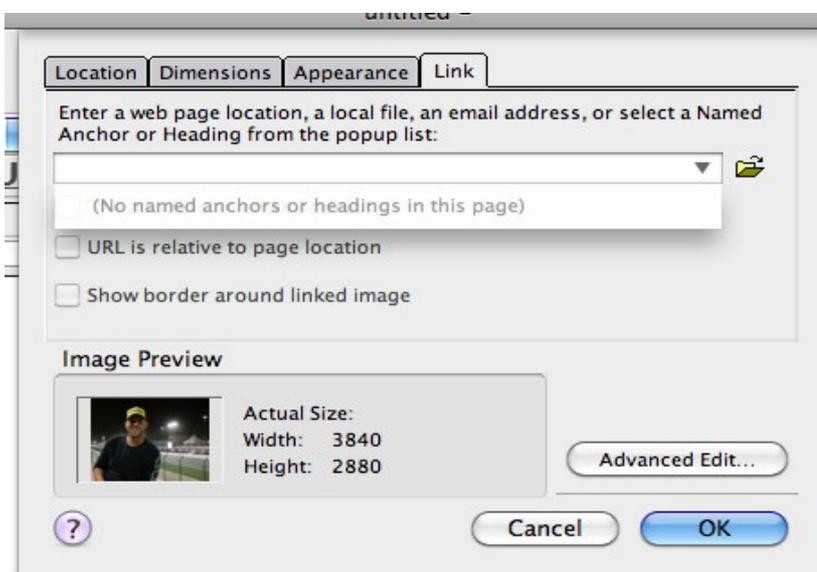
4. You can now begin to refine your options associated with your selected image.

5. Resizing your image is done through the **_dimensions tab_** and you can input the size as *actual* dimensions, or choose a *custom size*. If you wish to maintain the aspect ratio (proportions) of the image then you will need to tick the *constrain* box.

6. When choosing the dimensions make sure that you check the question to ensure you are using the correct category (pixels or %).

7. If you wish to create a hyperlink from your picture you can select the final tab and link to an email, website, or anchor.
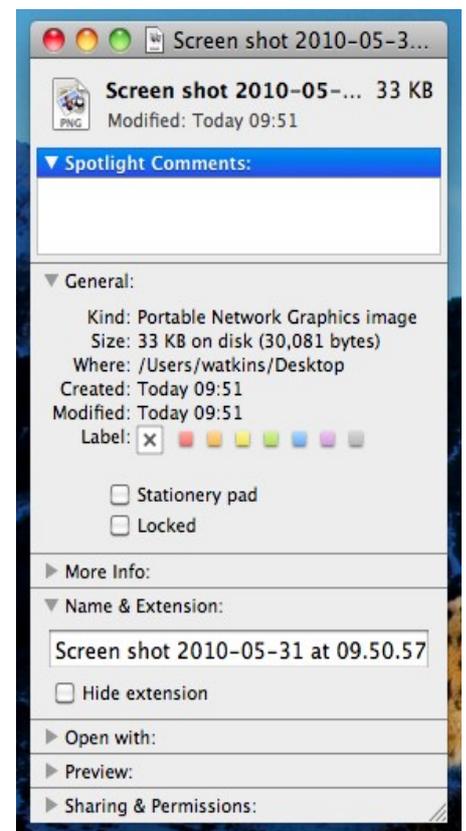
8. Occasionally you will be asked to change the picture file type (i.e. a JPG to a GIF or PNG). Whilst this at first may appear a difficult task it is a relatively simple process.

9. Locate your chosen image and right click. You will need to select Properties and bring up the *attributes* and information relating to the selected image. This will allow you to check what the file type currently is.

MICROSOFT EDITING

10.   To change a JPG to a GIF or BMP the simplest format is to open the image with Microsoft Paint and *Save As* **FILENAME.GIF** or FILENAME.BMP (by using the drop down options box in the Save As menu). Insert the image into your webpage and check your HTML code to ensure it displays correctly.
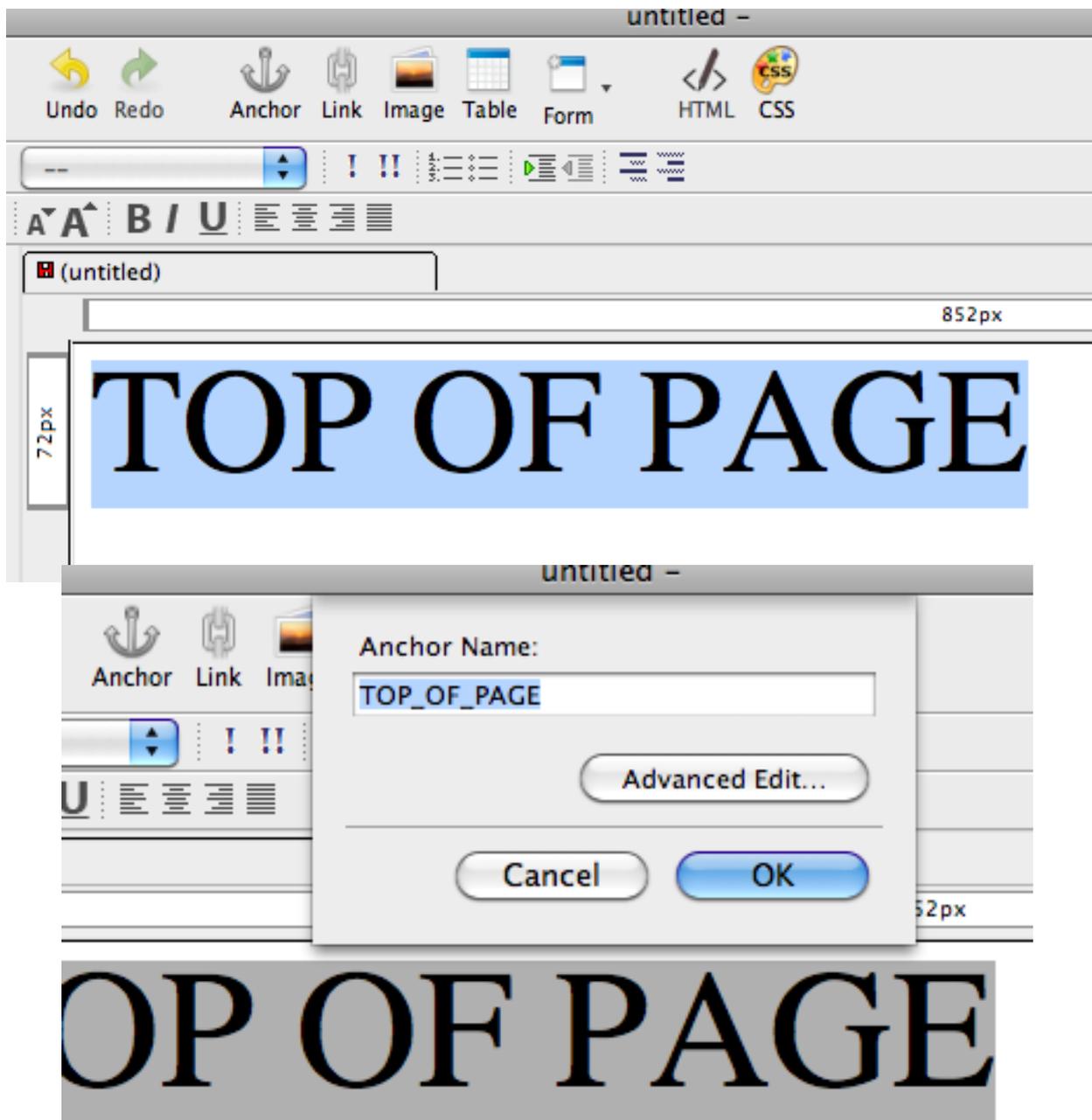
MAC EDITING

11.   Locate your source image and open your control options (CTRL and click). You will need to select *Get Info*. You will be able to change the file type in the Name & Extension section. Type FILENAME.GIF and accept the changes when you close the control options box down. The image has now been saved as a new format and can be inserted into your webpage. Check your HTML code and you should see that the image file extension shows.
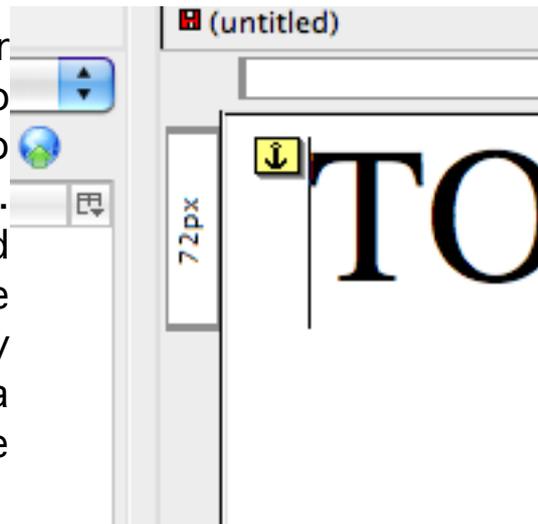
Anchors and Bookmarks

Anchors are the ability to create links within a website
(not to external pages as these are hyperlinks).

1. Open Kompozer and open a site that you are working on. If the page is blank save the webpage by an appropriate name.

2. Select the section of the webpage that you wish to create the anchor point at and select either a word, image or space before the item (this may be referred to as the *target*). Select the anchor icon in the toolbar and name the page accordingly.

3. Once the anchor has been named and saved you will notice that a small appears at the point where you specified for it to go
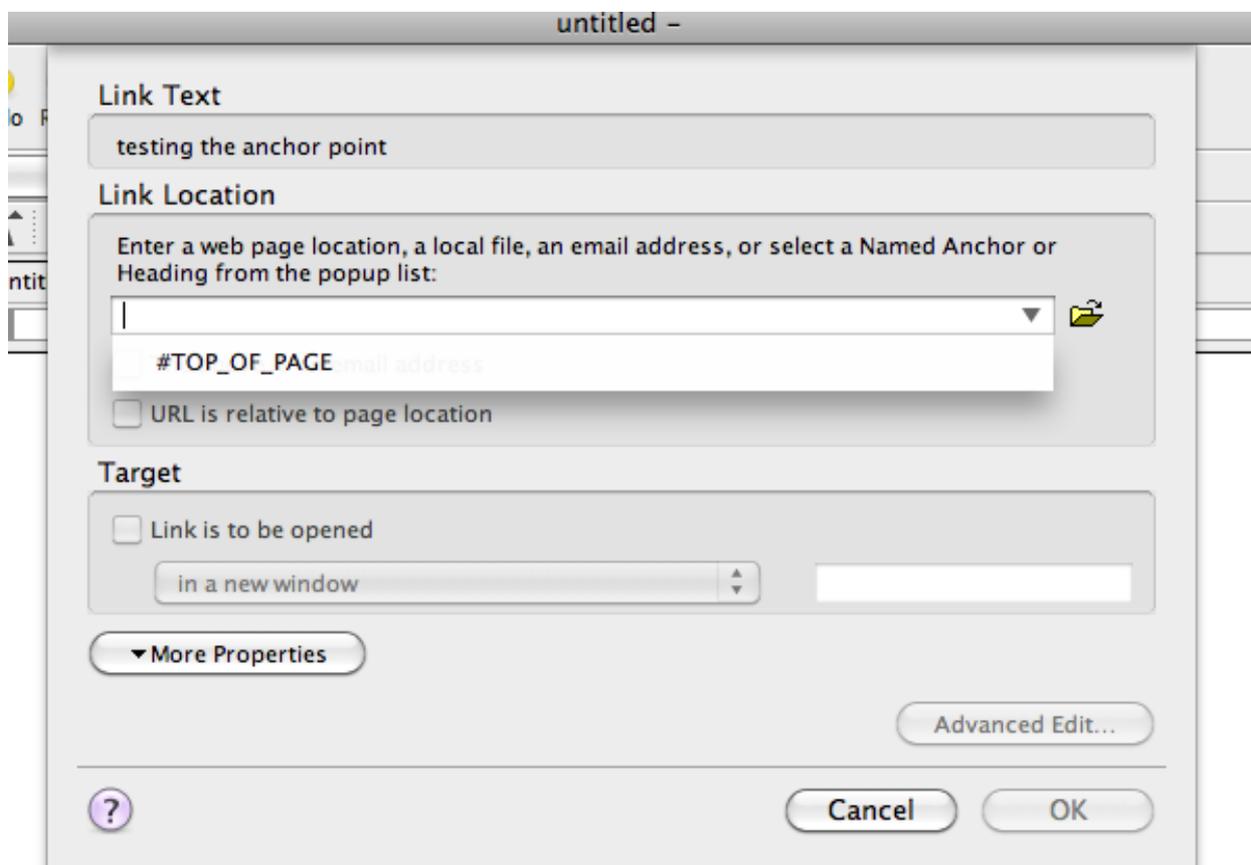
4. Now that you have created your anchor point you will need to select the text that you wish to act as the link to that anchor. This is simple to do but you need to ensure that you make the correct selections. In summary you are creating a simple link to a point on your page that you have selected.

5. Highlight the text you wish to be the link and choose the link icon in the tool bar. You need to select your anchor by selecting the file image at the far right of the LINK LOCATION box.

Link Text

testing the anchor point

Link Location

Enter a web page location, a local file, an email address, or select a Named Anchor or Heading from the popup list:

#TOP_OF_PAGE

☐ URL is relative to page location

Target

☐ Link is to be opened

in a new window

▼ More Properties

Advanced Edit...

Cancel   OK

6. Once you have chosen the anchor you wish to use (you may have to create more than one in an exam) you may choose the TARGET of your link. This means you can have the link open in a new window, in the existing window or a number of other options. Select that the link needs to be opened in the existing window.

7. Click OK and save your webpage. Now you will be able to preview your changes and test whether or not your link is working correctly.

8. If the link works correctly you should have your anchor point appear in the top of the web browser window (see below)

9. If the link does not work then you need to go back and check your previous steps for any mistakes.