

Introduction to IAS Web Page Development



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INTRODUCTION:

In this training course we will be using KompoZer as the web editor. KompoZer is (WYSIWYG) What-You-See-Is-What-You-Get web authoring system. Kompozer can be used to create, edit and publish your files to the web.

In this training course you will receive information on how to access your web space along with learning basic concepts of KompoZer and its functionality.

GETTING HELP:

To get further help or more information on KompoZer, you can obtain help from different sources:

KompoZer Help center



Help Menu in the KompoZer application can be accessed from the **Help** Menu and then select **Help Contents**.

IAS Information Technology Group

The Information Technology Group can be reached Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. by telephone (extension 8044) or by e-mail (helpdesk@ias.edu)

Reference Websites:

<http://www.charlescooke.me.uk/web/kz-ug-home.htm>
<http://www.chromakinetics.com/Kompozer/KompoZer%20User%20Guide.pdf>

WORKING WITH WEBSPACE:

All clients supported by the Information Technology group have a web space available for academic use.

Please note: Your web space is to be used for scholarly and administrative purposes only. It may not be used for commercial purposes or for financial gain. Please read the Institute's [Computer use Policy](#) for details.

Your web space contains a file called index.html, which is placed there to serve as a default page. You may edit, or replace, this page. If you are interested in using the logo, it can be found at the following URL.

http://people.ias.edu/fuld_icon.jpg

All web spaces are reached by visiting **http://people.ias.edu/~username** with username being replaced with your individual username. For example, if your username is jdoe, then your web space would be reached at **http://people.ias.edu/~jdoe**.

Note: If you are staff or faculty, your web space will not be located in your I-drive. You will have your own directory located at \\itgfs\users\. You will need to map your computer to this location in order access your web space. If you need assistance with this, please contact the Help Desk.

Windows

The web space for members is located directly within the I:\ drive, which is mapped to \\itgfs\users\username. In this case, the personal web space can be accessed by following these instructions.

These instructions assume that you are using an Institute provided office computer.

1. Double-click on **My Computer**
2. Double-click on the I:\ drive
3. Double-click the **public_html** folder
4. Inside this folder is a sample webpage that you can edit, or replace, called index.html. This index page contains the current ITG template. You can edit this page using any webpage editing program currently installed on your computer. You could also open your web page editor, and open the index.html page from within the program. The path to the page is **I:\public_html\index.html**

These instructions assume that you are using your personal computer.

If you would like to access your personal web space from your personal computer you will need to follow these steps

1. Connect to Institute for Advanced Study VPN, further information can be obtained from the following link: <http://www.itg.ias.edu/net/vpn>
2. You will need to map to your computer to the appropriate network drive. For instructions on how to map a network drive please visit: <http://www.itg.ias.edu/networkresources/accessingfiles/accessingfiles>
 - If you are Staff then you will need to map your computer to the following network drive: **\\itgfs\users**

- If you are a Member you will need to map your computer to your home drive which is your I drive \\itgfs\users\username

Unix

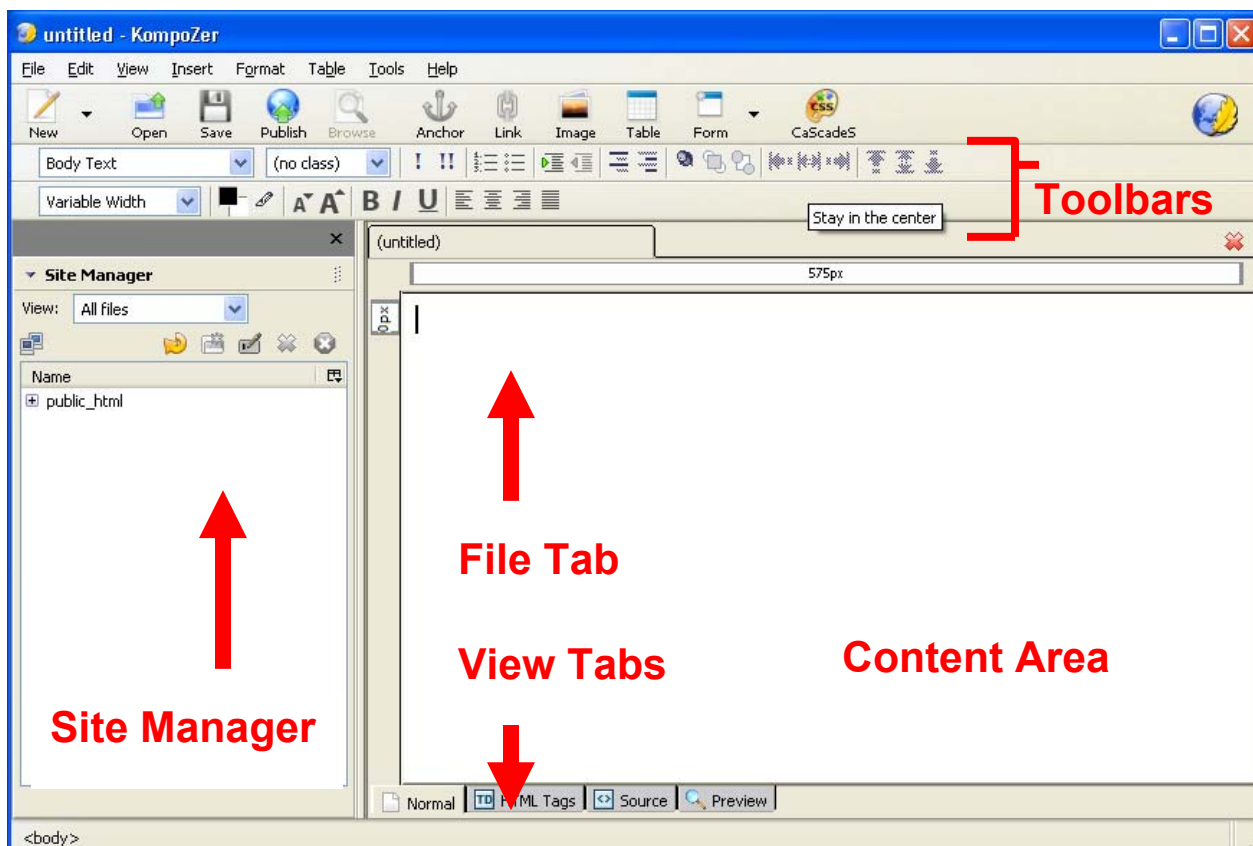
If you have a UNIX account, provided by ITG, you can access your personal web space in the following way.

1. Start a SSH session in **remote.itg.ias.edu**
2. Type **cd public_html**
3. Type **ls**. This will show you the directory listing for your web space. By default, there is a sample webpage that you can edit, or replace, called index.html.
4. Use a text editor such as vi or grep to edit the index.html file.

GETTING STARTED WITH KOMPOZER:

The KompoZer interface consists of three main areas:

- Toolbars – Located at the top of the window, contains multiple toolbars for managing files and editing content. Toolbars can be added or removed based on personal preference.
- Site Manager – Located at the left, this section contains shortcuts to website directories that can be managed through KompoZer.
- Main content window – Located in the middle of the interface, this section contains all open files, tabs for changing the view of the file, and tabs for switching between open files.

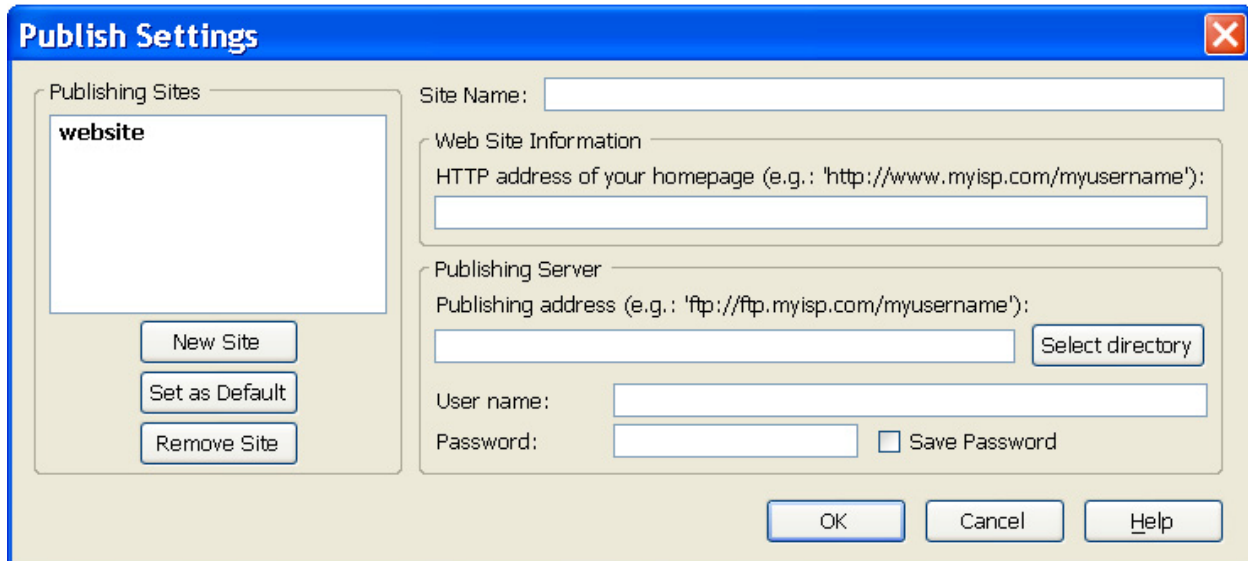
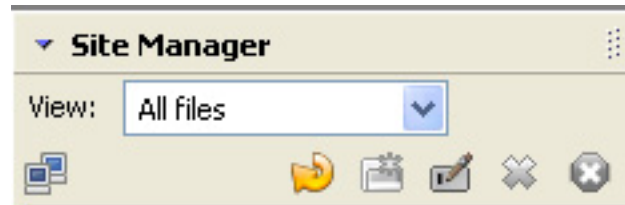


ADDING FILES USING SITE MANAGER:

The Site Manager contains shortcuts to website directories that can be managed through KompoZer. Any website that is edited regularly can be added, for ease of access.

To add a new site to the Site Manager, do the following:

1. Make sure the Site Manager is visible in the main window. If it is not, go to the **View** menu, then **Show/Hide**, then **Site Manager**. You can also use the **F9** key.
2. Click on the **Double Computer icon**.

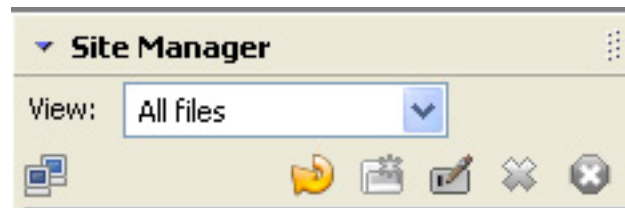







3. A new window will appear that will allow you to edit existing site information, and add new ones.
4. Next to **Site Name**, put in the name you want to use to reference the site. This is the name you will see in the Site Manager directory listing. **Note:** If the boxes for filling in information for the new site are not empty click the **New Site** button.
5. Under **Web Site Information**, type in the address of your website. For this example we are going to use our <http://people.ias.edu/~username/> website address
6. Under **Publishing Server**, click the **Select Directory** button. A new window will appear.
7. Browse to the directory you wish to use. For most cases this will be your I:\ drive.
8. Once the correct directory is highlighted, click the **OK** button.
9. In the **Publish Settings** window, under **Publishing address**, it will say something similar to <file:///I:/>. For this example we will have file:///I:/username/public_html/
10. Click the **OK** button.
11. The **Publish Settings** window will disappear, and the site will be added to the Site Manager directory list.

Note: Substitute your username for wherever username has been used.

WORKING WITH SITE MANAGER:

The Site Manager window has a number of toolbar buttons that are used for managing the site.

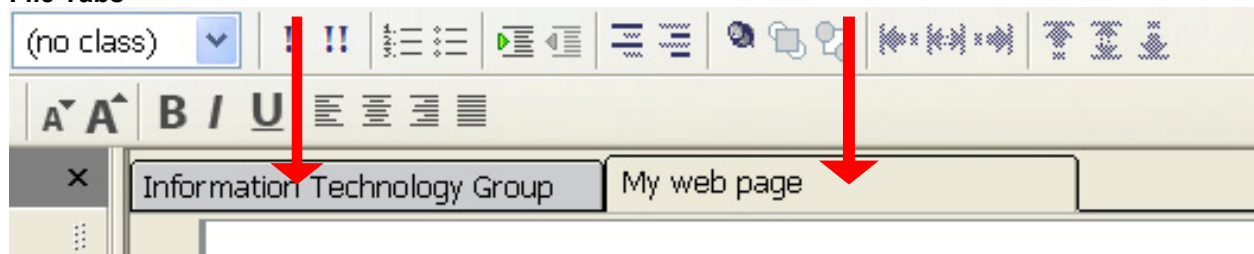


- **Refresh**  – Used to refresh a site's folder list. Sometimes when a change is made, such as adding a file, the folder list needs to be refreshed so that the files are properly ordered.
- **New Folder**  - Clicking this button will create a new folder in whatever site or folder is currently highlighted. A pop-up window will appear asking for the folder name. After the name is given, click the **OK** button to create the folder.
- **Rename file or folder**  - To rename a file or folder, highlight the item first, and then click this button. A pop-up window will appear asking for the new name.
- **Delete**  - This button will delete any folder or file that is highlighted. When clicked, a pop-up window will appear asking for confirmation.
- **Stop**  - This button will stop any currently running process.

WORKING WITH THE MAIN CONTENT WINDOW:

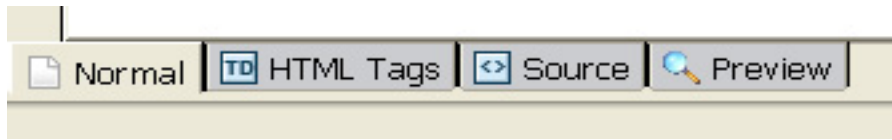
The main content window has three basic sections. The top section will display a tab for each open file, allowing you to move between them. The middle section contains the file's contents. Lastly, the bottom section contains tabs that are used to switch between views of the same file.

File Tabs



To move between each open file, click on the tab at the top.

View Tabs



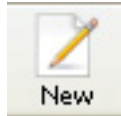
The view tabs, at the bottom of the window, change the view of the open file.

- **Normal** – This view displays the file like any WYSIWYG web editing program. Text is displayed like a word processor would, and items such as tables are visible with a dotted line.
- **HTML Tags** – This view is similar to Normal view, with the addition of little yellow markers where each html tag exists.
- **Source** – This view shows the source code of the open file.
- **Preview** – This view displays the file the way it will be seen with a web browser.

HOW TO CREATE A NEW PAGE:

1. Click on the **File** menu bar option.
2. Click on **New**.
3. A new window will appear called “Create a new document or template”.
4. Check off “A blank document”.
5. Click on **Create**.

The second way to create a new page is:



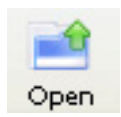
1. Click on the **New** icon

HOW TO OPEN AN EXISTING PAGE:

To open an existing page, there are two ways.

1. Click on the **File** menu bar option.
2. Click on **Open File**.
3. In the **Look in** field go the location where your page is stored.
4. Click on **Open**.

Secondly you can open an existing page by:



1. Click on the **Open** icon
2. In the **Look in** field go to the location where your page is stored.
3. Click on **Open**.

HOW TO SAVE FILES:

There are two ways you can save a file. The first way is to:

1. Click on the **File** menu bar option.
2. Click on **Save As**.
3. A new dialog window will appear asking for you to enter in a page title
4. Enter in a title for your page this is not the file name but the title which will be displayed at the top
5. The "Save Page As" dialog window will appear, browse to the location where you would like to save the page and give a file name. You will notice that the file name is set to your title page name; you change this to a different file name.
6. Click on **Save**.

Secondly, you can save a page by:



1. Click on the  icon

HOW TO INSERT TEXT:

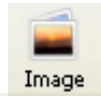
To insert text, click on the page where you would like insert text and start typing your information.

- If you would like to change the font of the text follow these steps:
 1. Highlight the text.
 2. Click on the **Format** menu bar.
 3. Click on **Font** to change the font of the text.
- If you would like to change the size of the text follow these steps:
 1. Highlight the text.
 2. Click on the **Format** menu bar option.
 3. Click on **Size**.
- If you would like to change the Text Style follow these steps:
 1. Highlight the text.
 2. Click on the **Format** menu bar option.
 3. Click on **Text Style**.
- If you would like to change the Text Color follow these steps:
 1. Highlight the text.
 2. Click on the **Format** menu bar option.
 3. Click on **Text Color**.

HOW TO CHANGE BACKGROUND COLOR OF THE PAGE:

1. Click on **Format** in the menu bar.
2. Click on **Page colors and background**.
3. Click on **Use Custom Colors**.
4. Click on **Background** button and select the color.
5. Click on **OK** on the Block Background color dialog window.
6. Click on **OK**.

HOW TO INSERT AN IMAGE:



1. Click on **Image** icon to insert an image to your webpage or go to **Insert** Menu and click on **Image**.
2. For the image location. Click on the Folder icon and browse to image file on your computer.
3. Select the file.
4. Select "Don't use alternate text". If you would like text to be displayed if your image cannot be loaded properly then select "use alternate text" and type in a description.
5. Click on **Open**.
6. Click on the corners of the image to adjust the size.

HOW TO CREATE A LIST:

1. Click on the page where you would like to insert a list.
2. Click on the **Format** menu bar option.
3. Click on the **List** then choose the list style you would like:
 - Bulleted
 - Numbered
 - Term
 - Definition

HOW TO CHANGE THE STYLE OF BULLETS / NUMBERS:

1. Click on the page where you would like to make the style change.
2. Click on the **Format** menu bar option.
3. Click on the **List**.
4. Click on **List Properties**.
5. Choose bullet, numbered from the **list type**.
6. Then choose the appropriate bullet or number style.
7. Click on the **OK** button.

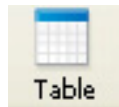
HOW TO CREATE LINKS:

Click on the webpage where you would like to create a link



1. Click the **Link** icon on the toolbar or Click on **Insert** and select **Link**.
2. In the **Link Text field**: insert the name of the link.
3. In the **Link Location**: Type the local path and filename or remote URL of the page you want to link to location field.
4. **URL is relative to page location**: If checked, KompoZer converts the URL to be relative to the page's location. This is especially useful if you plan to publish your pages to a web server so that others can view them. Using relative URLs allows you to keep all your linked files in the same place relative to each other, regardless of their location on your hard disk or a web server.

HOW TO INSERT A TABLE:



1. Click on **Table** icon from the toolbar or Click on the **Insert** menu bar and select **Table**. You also can Click on **Table** from the menu bar and Click on **Insert** and select **Table**.
2. Under the Precisely Tab Select number of row or column or can do it quickly
3. Click on **OK**.
4. If you would like to change the format of the table double click on the table and the table properties will appear.

HOW TO CREATE LINKS WITHIN THE SAME PAGE:

If you need to create links in the same page so you can jump from one section to another section then you will need to create **anchors**.

Click on the page where you would like to create an anchor.



1. Click on the **Anchor** Icon or Click on **Insert** and click on **Named Anchor**.
2. Type in a name for the anchor.
3. Click on **OK**.

Now a link needs to be created so the reader can click on the link and will be directed to the anchor.

1. Select the text you want to link to the anchor.
2. Click on the **Link** Button or you can click on the **Insert** Menu and Select **Link**.
3. Link Properties Dialog window will appear. In the Link Location field from the drop down menu select the anchor which you just created above.
4. Click on **OK**.

APPENDIX:

ADVANCED SETTINGS

KompoZer's default settings may not be optimal for some users at IAS, or for the way some webpage's have been coded. Below are a few settings that may need to be changed.

All of these settings can be reached by going to the **Tools** menu and choosing **Preferences...**

- **Retain original source formatting** – Located in the **General** section, this option tells KompoZer to leave the source code the way it is. If not selected, KompoZer can alter line breaks, indentations, and other code.
- **Always open a document in a new tab** – Located in the **General** section, this option makes sure KompoZer uses tabs for every file. Otherwise, it will open every file in a new KompoZer window.
- **Return in a paragraph always creates a new paragraph** – Located in the **Advanced** section. When set, hitting the <Enter> key on the keyboard creates a new paragraph, instead of going to the next line. It is the difference between creating a new paragraph with the <p> tag or two carriage returns with the

 tags.
- **Don't encode '>' outside of attribute values** – Located in the **Advanced** section, this option ensures that KompoZer does not automatically replace the character > with <it> in the source code. This is important, because special code may exist in a document that needs the > symbol to function properly.

Note: If you see special code that begins with <% or %> please contact the ITG Help Desk.

BASIC HTML TAGS:

Page Tags

<html>

Every HTML document will begin with <html> and end with </html>. These two tags define the beginning and end of the document.

<head>

The <head> and </head> tags define the header section of the HTML document. Some information, such as the page title, must be put in the header section. In general, it contains information that is not seen within the body of the document.

<title>

This defines the title given to the document. The title is what is seen at the very top of the web browser window. The title is placed inside of the header section.

<body>

The body section contains most of what you see in the browser window. It begins with <body> and ends with </body>.

Paragraph Tags

<p>

This tag defines the beginning of a new paragraph. A paragraph generally begins with <p> and ends with </p>, but it will function without the </p> tag.

Example

```
<p>Hello world!</p><p>Hello again!</p>
```

will generate...

Hello world!

Hello again!

The same can be done with...

```
<p>Hello world!<p>Hello again!
```

**
**

This tag defines a line break. It does not have an accompanying end tag.

Example

```
<p>Hello world!<br>Hello again!</p>
```

will generate...

Hello world!
Hello again!

<blockquote>

This tag indents an entire section of text. Any text, or element, between <blockquote> and its end tag will be indented.

This tag defines an unordered list, also known as a bulleted list. Each line in the list is defined using the tag.

Example

```
<ul>
<li>Line 1</li>
<li>Line 2</li>
</ul>
```

will generate...

- Line 1
- Line 2

This tag defines an ordered list, also known as a numbered list. Each line in the list is defined using the tag.

Example

```
<ol>
<li>Line 1</li>
<li>Line 2</li>
</ol>
```

will generate...

1. Line 1
2. Line 2

Text Formatting

The tag defines specific font related information for the text it surrounds. The font attributes are placed within the tag's brackets.

Example

```
<font face="Times New Roman" size="5" color="#FF0000">Test</font>
```

will generate...

Test

Defines bold text.

<i>

Defines italic text.

<u>

Defines underlined text.

<sub>

Defines subscript text.

<sup>

Defines superscript text.

Tables

Tables are defined with the <table> tag. A table is divided into rows (with the <tr> tag), and each row is divided into cells (with the <td> tag). The letters td stands for "table data," which is the content of a data cell. A data cell can contain text, images, lists, paragraphs, forms, horizontal rules, tables, etc.

Example

```
<table border="1">
<tr>
<td>row 1, cell 1</td>
<td>row 1, cell 2</td>
</tr>
<tr>
<td>row 2, cell 1</td>
<td>row 2, cell 2</td>
</tr>
</table>
```

will generate...

row 1, cell 1	row 1, cell 2
row 2, cell 1	row 2, cell 2

In this example, the attribute border="1" defines the thickness of the table frame. border="0" would make the table frame invisible, leaving only the text.

Miscellaneous Tags

<a>

This tag defines a link that is attached to a piece of text.

Example

`The IAS website.`

will generate...

[The IAS website.](http://www.ias.edu/)

<hr>

Defines a horizontal rule.