



A short tutorial on

Editing Your Web Site using Kompozer

*Written to accompany the Leeds Ph.D.
Candidate's Web Site Template*

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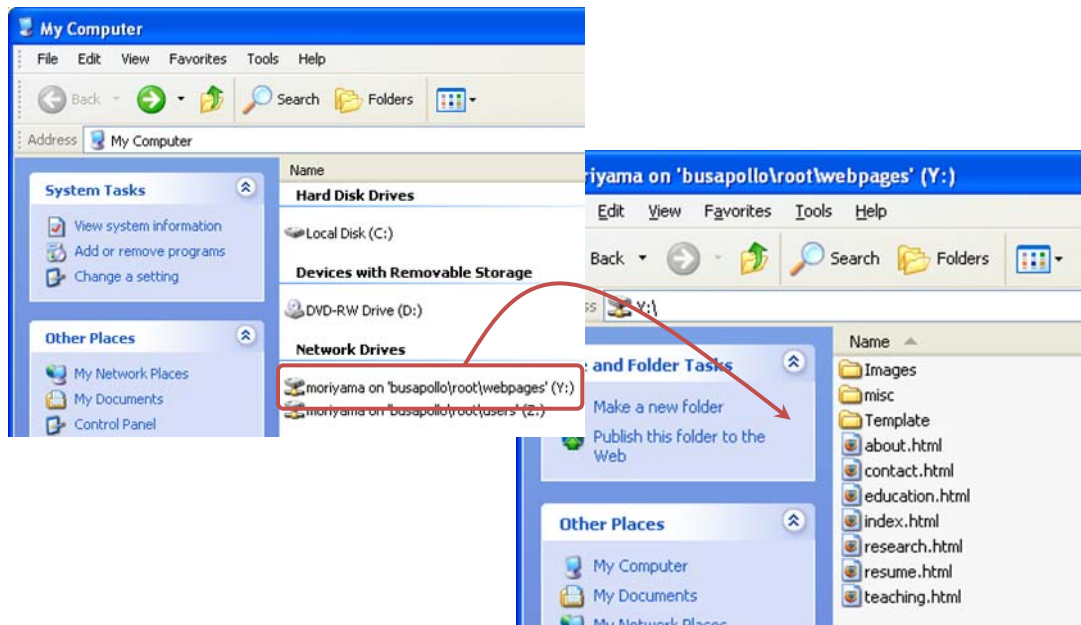
Introduction

When you request a web space, you'll receive an email confirmation. You'll be given two URL's: <\\busdemeter\Faculty\<YourUserName>> - This is the path to your web folder from your computer.

<http://leeds-faculty.colorado.edu/<YourUserName>> - This is the URL you will give people to access your web site.

Leeds has provided you a web site template - all you need to do is enter content, such as information about yourself, you area of research, classes you've taught, your resume, and other pertinent information. This short tutorial will help you edit your web site with Kompozer, an HTML editor.

Also, you should have a short cut on your computer that will allow you to access your web folder. If you do not, please call the LTS help desk to request for your web page folder to be mapped to your computer. You can access your web folder by going to the Start Menu → My Computer. Under Network Drives, look for an icon with YourUserName on 'busapollo\root\webpages'



Quick Tip: Drag and drop files from your desk top into your web folder. This will save you time when you begin to link these files to your web pages. For example, if you intend on posting publications or research papers, you might want to place these documents into a folder, and then upload that to the server. You'll find that it's much easier to find files using this system of organization when building your web site.

Objectives

After going through this tutorial, you will be able to:

- Set up your web site through Kompozer, allowing you to edit your files off of the server;
- Create a new folder in Kompozer to organize your files;
- Add text, images, and hyperlinks to your web site;
- Modify your text color and type.

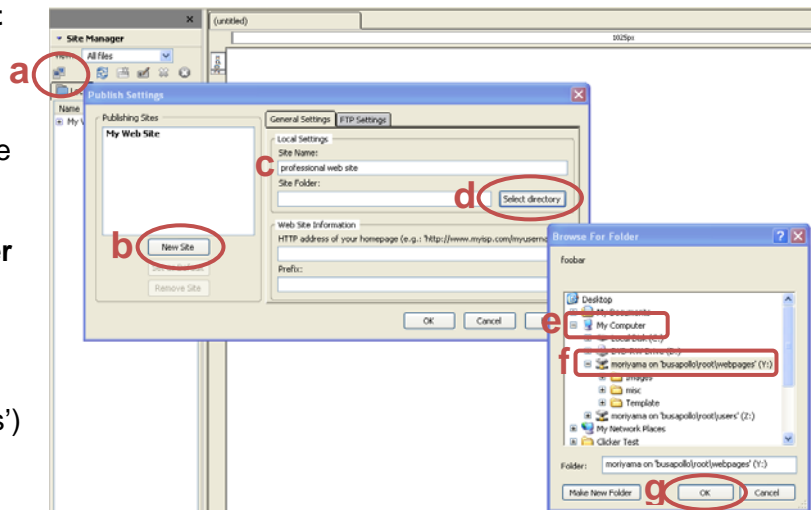
Setting up your Site

Launch **Kompozer** from your desk top icon

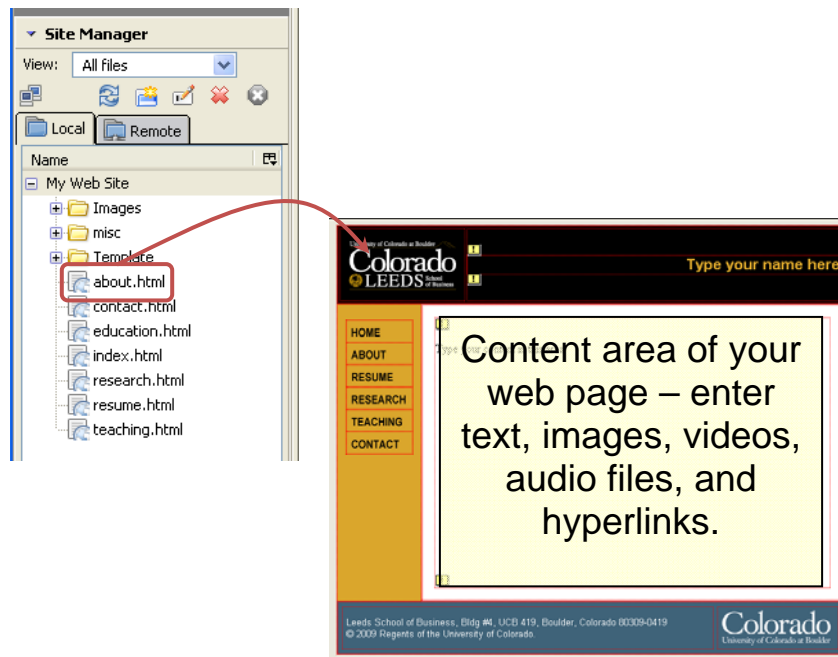


Setting your site will enable Kompozer to access your files directly from the web server. Whatever changes you make to your web pages will be instantly updated upon saving the file.

- Click on the **Edit Site List** icon
- Click on the **New Site** button
- Give your web site a name
- Click the **Select Directory** button
- Click on the **My Computer** icon
- Click on the icon next to your mapped drive (UserName on 'busapollo\root\web pages')
- Click the **OK** button



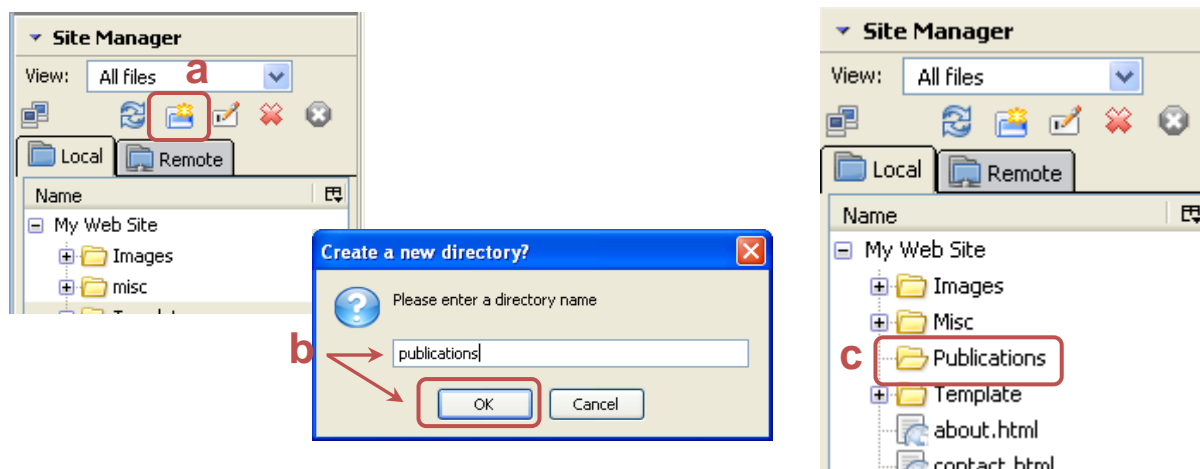
Under the **Site Manager**, you should see a list of your files. To open a file, double click on an html file.



Creating a New Folder

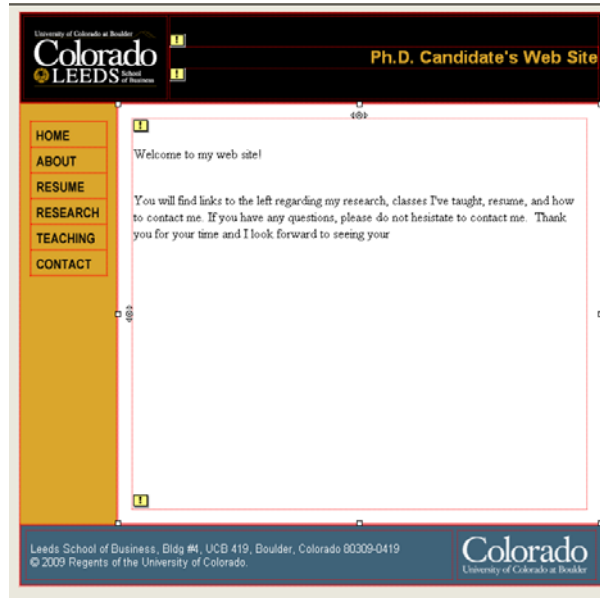
Folders are a great way of organizing your documents within your web site. To create a folder:

- Click on the **New Folder** icon under the Site Manager area
- Type a name for the directory and click the **OK** button.
- You should see your new folder under your web site directory.



Adding Text to Your Web page

Add text to the content area of your site by either typing directly into the space provided, or by cutting and pasting text from another document. The white content area will continue to expand according to the amount of content you place onto a page. Also, please keep in mind that if you cut and paste from another document, the formatting may not be preserved. But don't worry, you can modify the formatting of the text using the editing tool bar.

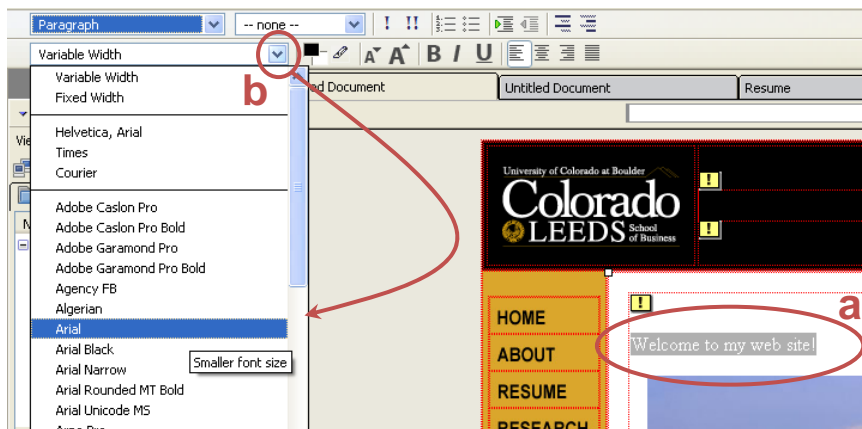


Modifying Text

Change Font

To change the font of your text:

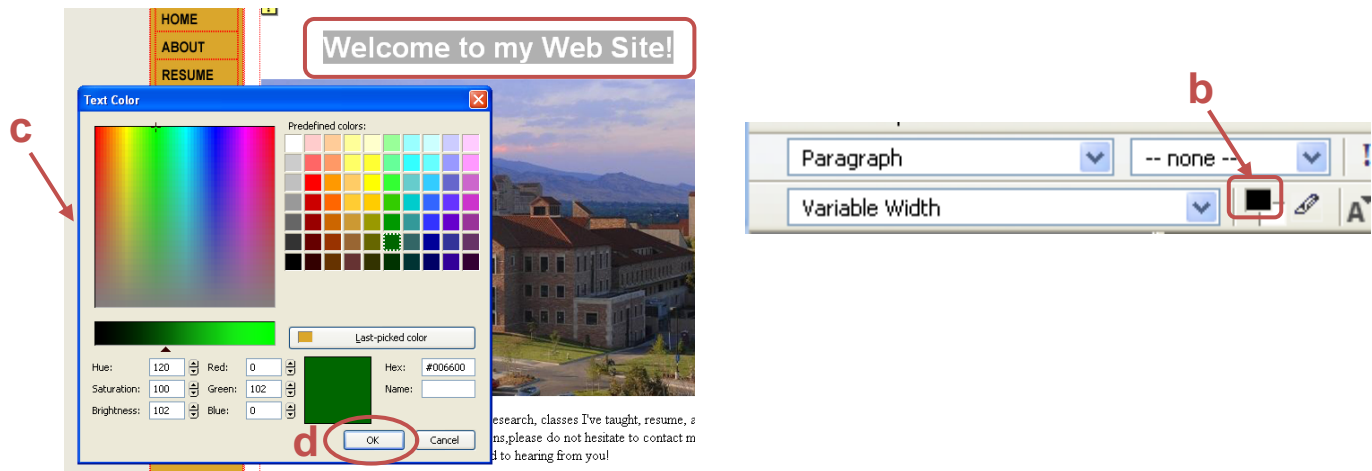
- a) Select the text you'd like to change
- b) Click on the **Font Selector** and select a font.



Modifying Font color

To change the font color:

- Highlight the text
- Click the *text color changer* icon on the tool bar.
- Select your desired color from the color chart
- Click the **OK** button.



Inserting an Image

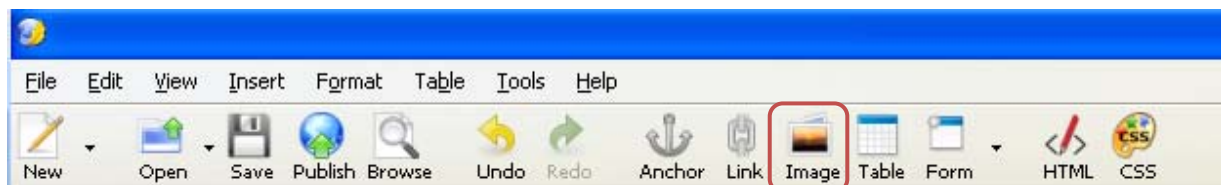
Here are some quick tips to help you insert



- Save your pictures in the **images** folder.
- Image should be no bigger than 550 pixels wide.
- If you need to modify the size of your image, a photo application named **Paint** should be installed on your (PC) computer. Go to Start → All Programs → Accessories →

Paint.

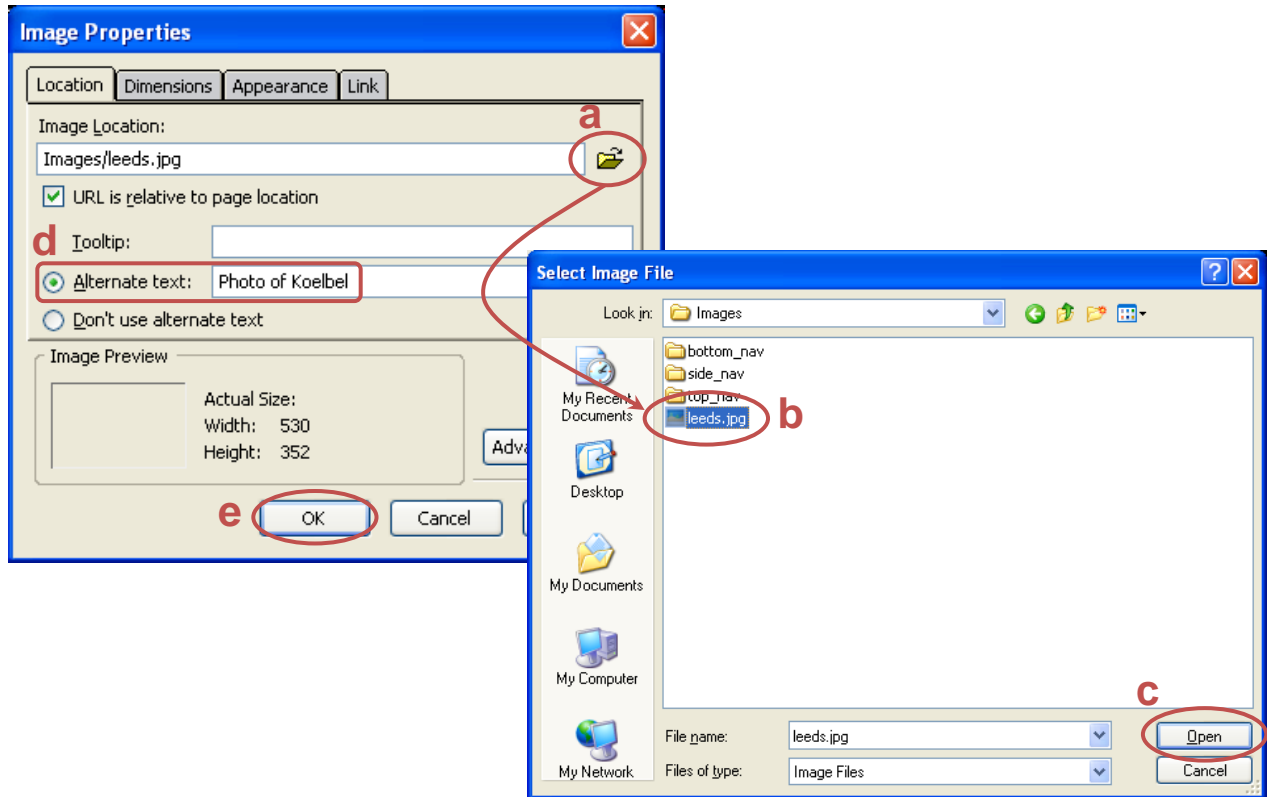
Click the **Images** icon on the editing tool bar.



When the **Image Properties** dialog box appears,

- Click on the *Image Location* icon
- Search for your image in the *Images* folder of your web site folder
- Click the **Open** button

- d) Under Alternate text, provide the image with a description of the image.
It's a good idea to provide a text description of the image – especially for those with a vision impairment using a screen reader.
- e) Click the **OK** button.



Inserting a Hyperlink

Inserting a hyperlink
Can insert several types of links:

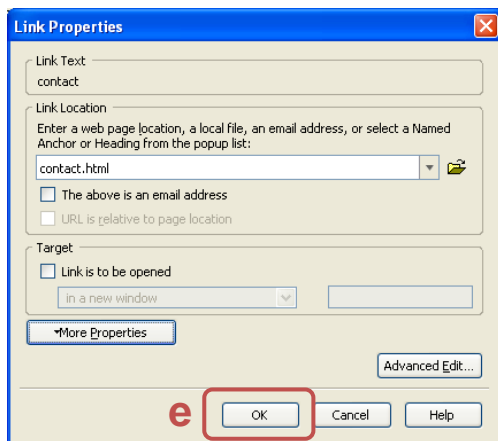
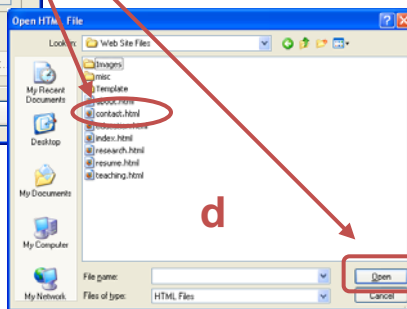
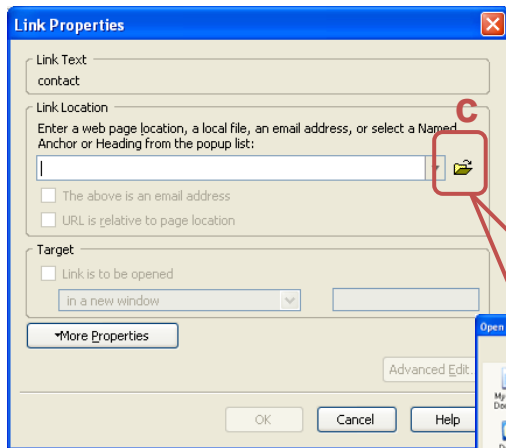
Linking to Internal Web Pages/Documents

While there is a navigation bar to the left of the page, the redundancy factor is a good practice, especially since your audience might have different styles of navigating. You can also use these directions to link to documents (e.g.: CV, Research, and Publications)

To link to an internal page/document:

- a) Select the text that you'd like to hyperlink.
- b) Click the **Link** icon on the tool bar.
- c) When the *Link Properties* dialog box appears, click the **Choose File** icon
- d) Navigate to your web site, and select the page that you'd like to link to.
- e) Click the **OK** button.

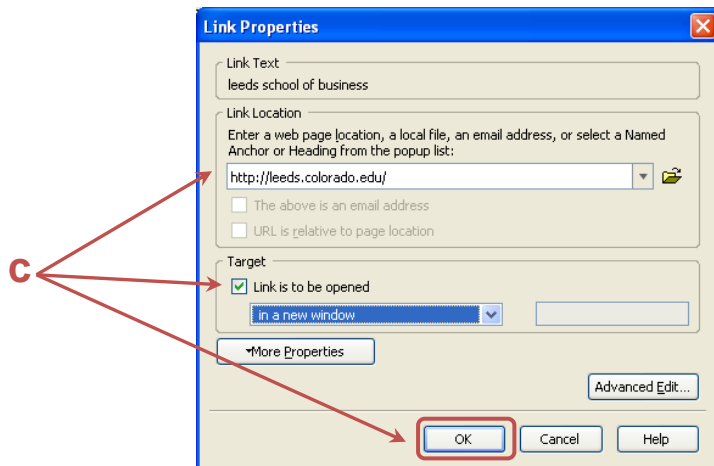
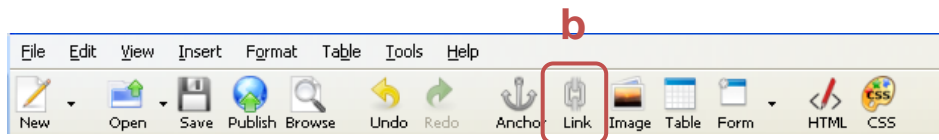
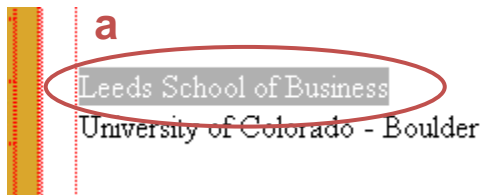
a
Contact me for more information!



Linking to an External Web Site

Linking to an external web site is like linking the Leeds School of Business to your web site. To create an external web link:

- a) Highlight the text you'd like to hyperlink.
 - b) Click on the **Link** icon in the tool bar.
 - c) Type the *URL* into the field
- Also, as an option, you can also elect to have the URL pop into a new window. Click the **OK** button when you are finished



Linking to an Email Address

To embed an email address onto your page:

- a) Highlight the text you'd like to hyperlink.
- b) Click on the **Link** icon in the tool bar.
- c) Type the *email address* into the field and click the check box next to The above is an email address.
- d) Click the **OK** button when you are finished

Contact me at: **a** Graduate.Student@colorado.edu

