

ECDL

Web Editing

KompoZer

Notes

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Web Concepts (10.1)

Key Terms (10.1.1)

10.1.1.1 Understand that the Internet supports a range of services like the World Wide Web (WWW), file transfer, email, instant messaging (IM).

The Internet and the WWW (World Wide Web)

The World Wide Web (WWW) is just a small part of the Internet as a whole. The Internet relates to all the hardware and software involved and as well as including the WWW, also includes FTP (File Transfer Protocol – more about this later), email and newsgroups. The WWW is basically the text and pictures which you can view using a Web browser, such as Microsoft Internet Explorer or Netscape Navigator.

The WWW is just one small part of the Internet as a whole. It is formed by all the different Websites that you can access via your Web browser and you can search for information contained on the WWW using a search engine such as Google.

File Transfer

Using the internet, one may transfer files from one computer to another quickly and at any time.

Electronic Mail (E-Mail)

E-mail is a method of exchanging digital messages from an author to one or more recipients. E-mails are quite fast and relatively cheap. This is why they are widely used nowadays.

Instant Messaging (IM)

IM refers to the sending of messages electronically in real time between two or more individuals. Examples of software used for IM are MSN messenger, AOL Messenger, Yahoo Messenger

Video Conferencing

Video conferencing refers to a facility over the internet where people interact using both video and audio transmissions simultaneously in real time. An example of software used for video conferencing is Skype.

10.1.1.2 Understand the term client/server. Understand the functionality and relationship between the browser, web server.

Client/Server

Client/server describes the relationship between two computer programs in which one program (referred to as the client) makes a service request from another program (referred to as the server) which fulfils the request.

Computer transactions using the client/server model are very common. For example, to check your bank account from your computer, a client program in your computer forwards your request to a server program at the bank.

The Relationship between the browser and the web server

Web Server: It is a computer which holds the pages of a Website that you can view using your Web browser. Web servers are permanently connected to the Internet. Visitors connect to a particular Web server by accessing the URL of that particular Web server, such as <http://www.microsoft.com>, which will allow you to access the Microsoft Web server.

Web Browser: A Web browser allows you to view Web pages on the WWW. Examples include Microsoft Internet Explorer and Netscape Navigator. The Web browser makes sense of the Web page's HTML coding and then both displays and formats the text within a Web page (as specified by the coding of the Web page). The Web browser also displays the pictures on a Web page and allows you to listen to sounds and watch videos on a Web page.

There is a client/server relationship between the web browser and the web server. This is because, when we use a web browser and type in the URL of a website, the web browser asks the web server to send the website.

10.1.1.3 Understand the terms domain, Uniform Resource Locator (URL), hyperlink, web hosting, search engine.

Domain and Uniform Resource Locator (URL)

The URL is just another name for a Web address. It is the global address of documents and other resources on the www. Example: <http://www.google.com>

A URL is divided into the following parts:

- The name of the protocol. Example: http
- Domain Name (the address of the computer you want to connect to)
Example: www.google.com

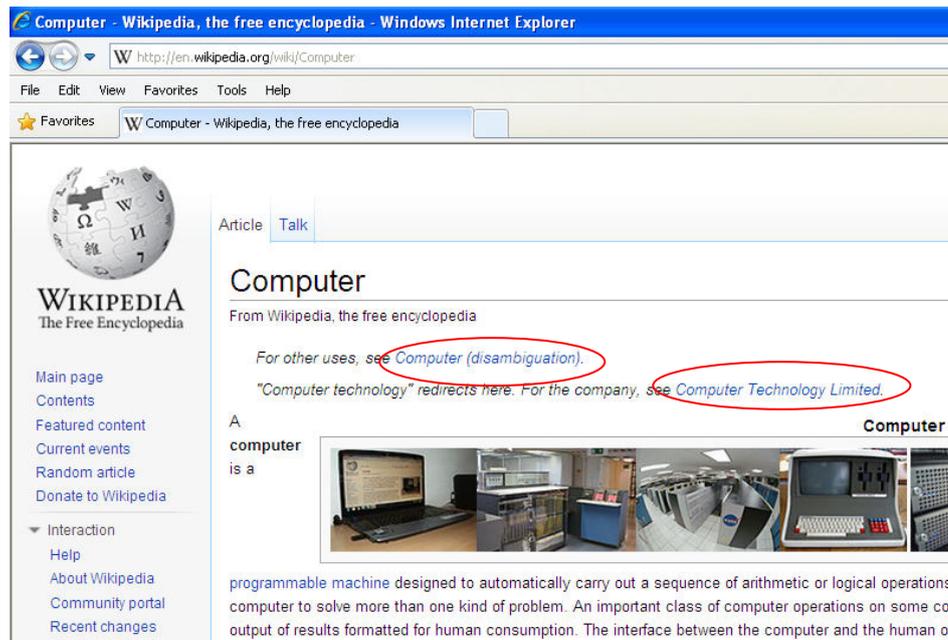
Example: the URL <http://www.google.com> would instruct your web browser to use the http protocol to connect to the server holding the domain www.google.com

Hyperlink

A hyperlink is a portion of text (or a picture) on a Web page, which when clicked on will automatically perform one of the following operations:

- Take you to a different part of the same page
- Take you to a different page within the Website
- Take you to a page in a different Website
- Enable you to download a file
- Launch an application, video or sound

The illustration below shows a Web page. By default hyperlinks are normally displayed in blue (and underlined). However, this formatting may be easily changed.



Web Hosting

When one creates web pages and wants them to be accessible on the www, s/he needs to upload them to a web hosting service first. This involves paying a company who owns a web server to hold the web pages, thus making them available for people to access whilst using the internet.

Therefore, the term web hosting refers to those companies who provide space on their web server, where individuals may store their website, so as to make it accessible on the www.

Search Engine

A search engine allows you to search the Web for information. It is important to realize that when you search using a search engine, you do not search all the Websites contained within the WWW. You actually only search for relevant Websites that the particular search engine knows about, or has 'indexed' to use the technical term. This is one of the reasons why, when you search for the same information using different search engines, you often get very different results.

If you are creating a Website it is vital that you 'submit' your finished Website to all the major search engines so that people can find your Website. If you do not do this it is rather like writing a book but never distributing it to book shops, and then wondering why no one buys your book. You will find that if you hunt around on search engine sites such as www.google.com, you will find a link called something like 'Submit your site'. Make sure that you do this and you will have a better chance of people finding your Website.

10.1.1.4 Understand the use of primary protocols: Transmission Control Protocol/Internet Protocol (TCP/IP), Hypertext Transfer Protocol (HTTP), File Transfer Protocol (FTP).

What are protocols?

A communications protocol is a set of rules which define how information is sent or received over a communications channel. In the case of the World Wide Web the communications channel is the Internet itself. The WWW most commonly uses a protocol called HTTP to transfer information between the web server & the web browser.

Transmission Control Protocol/Internet Protocol (TCP/IP)

TCP/IP is a protocol practically governs communication between all computers on the Internet. It defines the rules which computers must abide by in order to be able to communicate with each other over the internet.

Transmission Control Protocol (TCP), manages the disassembling of a message or file into smaller packets that are transmitted over the Internet and received by a TCP layer that reassembles the packets into the original message. Internet Protocol (IP), handles the address part of each packet so that it gets to the right destination.

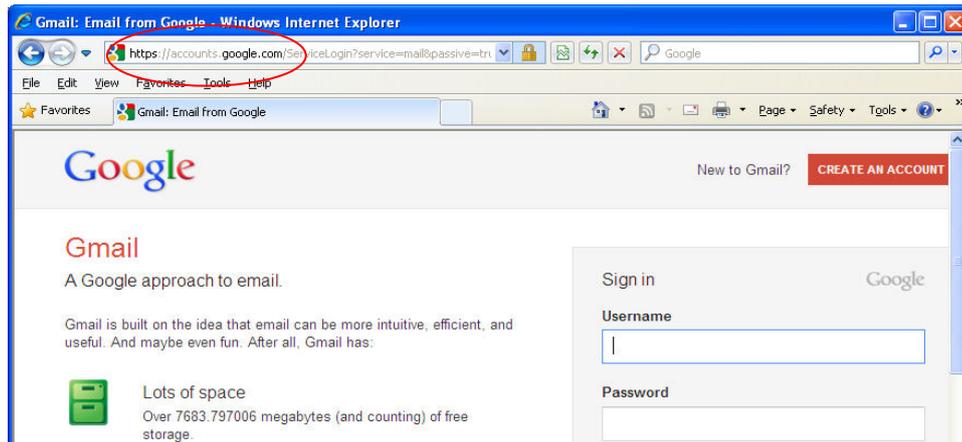
More information on http://www.webopedia.com/TERM/T/TCP_IP.html

Hypertext Transfer Protocol (HTTP)

HTTP (Hypertext Transfer Protocol) is the language your Web browser uses to request web pages and pictures from the Web server. You can see that your Web browser is using the HTTP protocol when it is shown at the start of a Web address such as **http://www.google.com**

In other words, it is used for exchanging hypertext files across the World Wide Web.

HTTPS is very similar to HTTP but is used for encrypted, secure communication. When you enter your passwords or your credit card details into a Website page, it should always use secure encryption, based on this protocol.



File Transfer Protocol (FTP)

FTP is used to upload files from a workstation to an FTP server and download files from a FTP server to another workstation. Thus, it is used to transfer files between computers on the Internet.

In other words, it is used for exchanging files across the internet and between computers.

Web Publishing (10.1.2)

10.1.2.1 Identify the main advantages of having a website

The main advantages of having a website include:

- **access to a global audience:** Displaying your information via a Website can reach a very large audience.
- **ease of updating:** The really great thing about displaying information on the Web is your ability to make changes any time you want. If you spot a typing error, you can correct it immediately. If the price of your products changes, you can immediately advertise the changes.
- **audience interactivity:** Unlike a printed brochure your Website can be interactive. This can range from simple forms which let visitors request further information or samples, right through to a complete integrated system allowing visitors to select and view choices. For instance you could specify a car, type, specify the colour and add extras and then see a picture of exactly the car you wish to buy, as well as the exact price.

- **cost benefits:** an organisation may reduce staff, especially if customers can buy online. Also, when you need to inform people about new information, you just update the website. You don't need to print new flyers or make a new advert on a magazine/newspaper.
- **easier to advertise:** when advertising on radio, tv or billboards, the URL of a website is easier to memorize than a telephone number.

10.1.2.2 Understand the process of getting a website online

The process (and costs) involved in setting up a new website online consists of the following steps:

1. creating the web documents and saving them on your disk

Whilst creating the website, the following must be considered:

- include a last updated date
- include details of software required to open (ex. if you have a PFD file)
- ensure compatibility of content with web browsers: make sure that the website appears the same (or as similar as possible) in at least all the major web browsers.

When all the web pages have been completed and linked to form a website:

- Spell check the web pages and make the necessary changes
- Check that all the links are functional: identify and fix broken links in the website.

2. registering a domain ex. www.yourname.com

By doing this step, you are reserving the domain name (i.e. so that no one else can have it).

But with this step, you have only bought domain name. At this point, you still haven't uploaded your website, thus, people still can't see your work when they type the domain name.

Domain

A domain name refers to a unique web address where a particular website may be found.

3. choosing a web hosting service.

At this step, you are going to pay someone who owns a web server to hold your web documents (your website). You will then link the domain name which you bought in step 2 to the place where you have stored your documents.

Web Hosting

Companies provide space on their web server, where individuals may store their website, so as to make it accessible on the www.

Web Server

It is a computer which stores web pages and serves them to viewers upon request.

Now, our website is available on the www, for everyone to see. What happens when someone types in our domain name in his/her web browser?

When someone types our domain name (example: www.yourname.com) in their web browser (ex. Google Chrome), a connection is made with the web server holding our website. The web server will then send the website to the web browser to be seen by the individual.

10.1.2.3 Recognize search engine optimization techniques

Search engine optimization techniques refer to the activities aimed at improving the visibility of a website in a search result, when a set of key phrases are entered into a search engine. In other words, it is used to that when people perform a search using a search engine, your website will be more likely to turn out as part of the results.

Some techniques which may be used to improve this are:

- including relevant meta data
- registering with a search engine.
- including a site map

Including Relevant Meta Data

Meta Tags are used to give information about HTML document. They are not displayed in the main page (in fact, they are written in the head section). Search engines use both title and meta tags to understand what the web page is about. Thus, meta tags aid in search engine ranking of web pages.

Basic syntax:

```
<meta name="author" content="your name" />
```

```
<meta name="description" content="sunglasses retail shop will appear in  
google description" />
```

```
<meta name="keywords" content="sunglasses shop sun glasses uv  
protection" />
```

We use the 'author' meta element to indicate who is the person or company who owns the website. We use the 'description' meta element to give a description of the page. This will appear under the website name in the search engine's search results. We use the 'keywords' meta element to define keywords related to the contents of the page.

Example: When using Google as a search engine, and typing in the word 'computer', a number of results are given, amongst which is the one shown in the picture below:

[What is computer? - A Definition From the Webopedia Computer...](http://www.webopedia.com/term/c/computer.html)
www.webopedia.com/term/c/computer.html - ltraduci din il-pagna
This page provides a technical definition of the term **computer** and lists other Web
resources where you can find additional information.

The following is part of the code of this website, showing clearly two meta tags used.

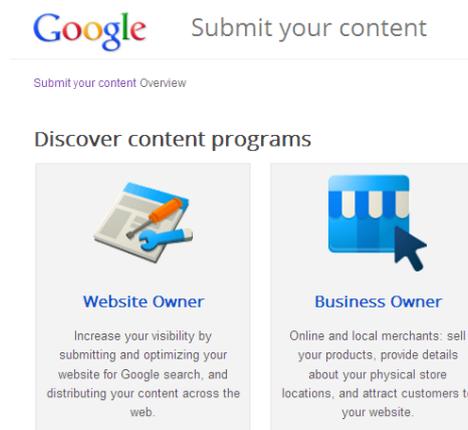
```
<meta name="description" content="This page provides a technical  
definition of the term computer and lists other Web resources where  
you can find additional information.">
```

```
<meta name="keywords" content="computer definition, computer,  
define, define computer, define, Webopaedia, Webopedia, glossary,  
dictionary, encyclopedia">
```

Registering With a Search Engine

As explained above, it is not enough to create the website and upload it. You need to let the search engines know that your website exists.

For example, if you want to let Google know about your website, you must visit <http://www.google.com/submityourcontent> and follow the steps indicated.



Including a Site Map

In its simplest terms, a Sitemap is a list of the pages on your website. Creating and submitting a Sitemap helps make sure that the search engine knows about all the pages on your site, including URLs that may not be discoverable by the search engine's normal crawling process.

The following site may be used to create a sitemap automatically: <http://www.xml-sitemaps.com>

10.1.2.4 Recognize factors that impact on web page download speed

Some factors that impact on web page download speed are:

- Audio
- Video
- Graphical objects
- Animation content

If the website includes audio, video, graphical objects or animation content, all these need to be loaded for the web page to be displayed properly. Hence, having a considerable amount of such content will cause the web page to load (be displayed on the browser) slowly.

Another factor which impacts web page download speed is **file compression**. HTML and CSS files may be compressed using programs like gzip or deflate, before they are uploaded to the web server. Since the files will be smaller in size, they will be downloaded much faster onto the web browsers of the persons viewing the web page.

10.1.2.5 Recognize appropriate audio, video, graphical file formats to optimize web page download speed.

In order to optimize web page download speed, the following considerations might be taken:

- **Audio file formats**
Having enormous audio files embedded in a web page will cause it to download quite slowly. Any audio files should be uploaded in MP3 format (.mp3) and NOT in WAV format (.wav) to optimize web page download speed.
- **Video file formats**
Once again, having enormous video files embedded in a web page will cause it to download quite slowly. Any video files should be uploaded in Flash Video format (.flv) and NOT in AVI format (.avi) or MPEG format (.mpg) to optimize web page download speed.

- **Graphical files formats**

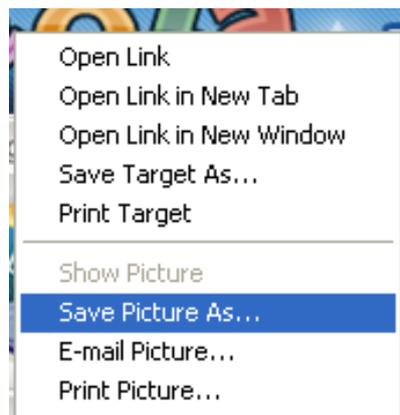
Large size and high quality images often make a site look more elegant but, they affect loading time of pages. The following are some points describing when to use each file format:

- JPEG (.jpg) format should be used when displaying photographs (good quality)
- GIF (.gif) and PNG (.png) formats are ideal for images with few colours such as backgrounds and logos.

Legal Issues (10.1.3)

10.1.3.1 Understand the term copyright and its implications for text, images, audio, video available on websites.

It is quite easy to download a picture from a Website. This may be done by right clicking over the picture and from the popup menu displayed, selecting 'Save Picture As'.



A dialog box will then be displayed, where you must indicate where you want to store the downloaded picture.

Despite the fact that this is easily done, these pictures should never be used within your own Website, unless you have permission to do so. Most pictures on the Web (text, audio and video as well) are protected by copyright laws. **Copyright** refers to a set of rights which are granted to the creator of original work (they state that only s/he can make, use and transmit copies of the website, including its contents).

Thus, text, images, audio and videos available on websites cannot be taken and used without the website owner's permission. Example, if I'm making a website for a perfumery, I cannot visit Frank's website and just copy the pictures and text and use them in the website which I am creating.

Note: Website content is subject to the laws of the country in which it is hosted. If it is legal for certain drugs to be sold in America (which are not legal in Malta), one can make a site about such drugs, as long as it is hosted on a web server, which is physically located in America.

HTML (10.2)

Fundamentals of HTML (10.2.1)

10.2.1.1 Understand the term Hypertext Markup Language (HTML).

HTML is short for HyperText Mark-Up Language. This is the language used in order to write and develop web pages.

HTML is a page of plain text. If you view an HTML page on a Website it is important to realize that the non-text elements, such as pictures are not stored within the HTML page, but the HTML page will point to the location on the Web server where the pictures are stored separately. This is very different if you are used to creating a Microsoft Word document, where the text and pictures are all stored within the one file.

Text attributes such as bold, italic and font size are controlled by HTML 'tags'. These are codes within the HTML page that are interpreted by the Web browser that you are viewing the page with. Thus, to start displaying a portion of text as bold the text within the HTML page would be prefixed by `` and followed by ``.

In order to design a web page, a web authoring application may be used. Example: Microsoft Office KompoZer and SharePoint Designer, KompoZer, Aptana, Adobe Dreamweaver and so on.



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Nevertheless, HTML is 'software independent'. This means that regardless of which program you use to create and edit your HTML Web pages, the format is independent of that software program. This means that you are not tied to one HTML editing program.

10.2.1.2 WWW Consortium (W3C) Standards

The W3C consortium is responsible for setting the worldwide standards for the use of HTML. A set of HTML recommendations were developed, which should be followed by all web developers. The benefits of such recommendations are:

- **consistent document type declarations**
The fact that these are worldwide standards for all Websites means that, in theory, you can use any HTML editor program (such as Microsoft KompoZer) to create web pages
- **interoperability of websites across browsers**
Any website developed following the W3C recommendations should be visible when viewed by different web browsers from different manufacturers.
- **enhanced accessibility**
The W3C consortium also sets standards for Websites designed with the visually impaired in mind.

"The World Wide Web Consortium (W3C) develops interoperable technologies (specifications, guidelines, software, and tools) to lead the Web to its full potential."

**W3C site
(<http://www.w3.org>)**

The following website lets you test your Web pages for quality, accessibility, and privacy standards: <http://webxact.watchfire.com>

Ideally, every html document should start in the following way to show that the html code abides by W3C regulations:

```
<!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN"
"http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd">

<html xmlns="http://www.w3.org/1999/xhtml">
```

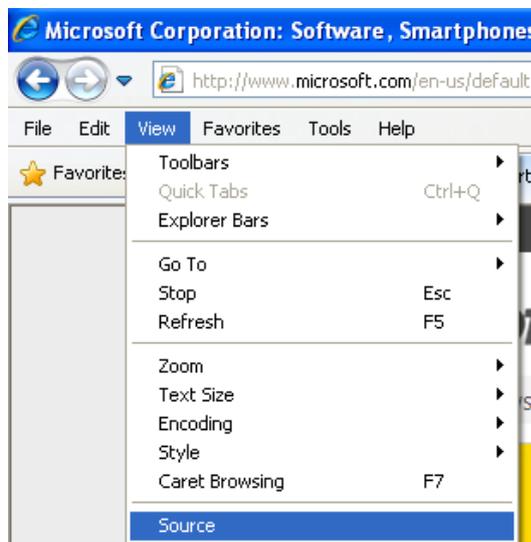
Using HTML (10.2.2)

10.2.2.1 Use the browser to view web page source code.

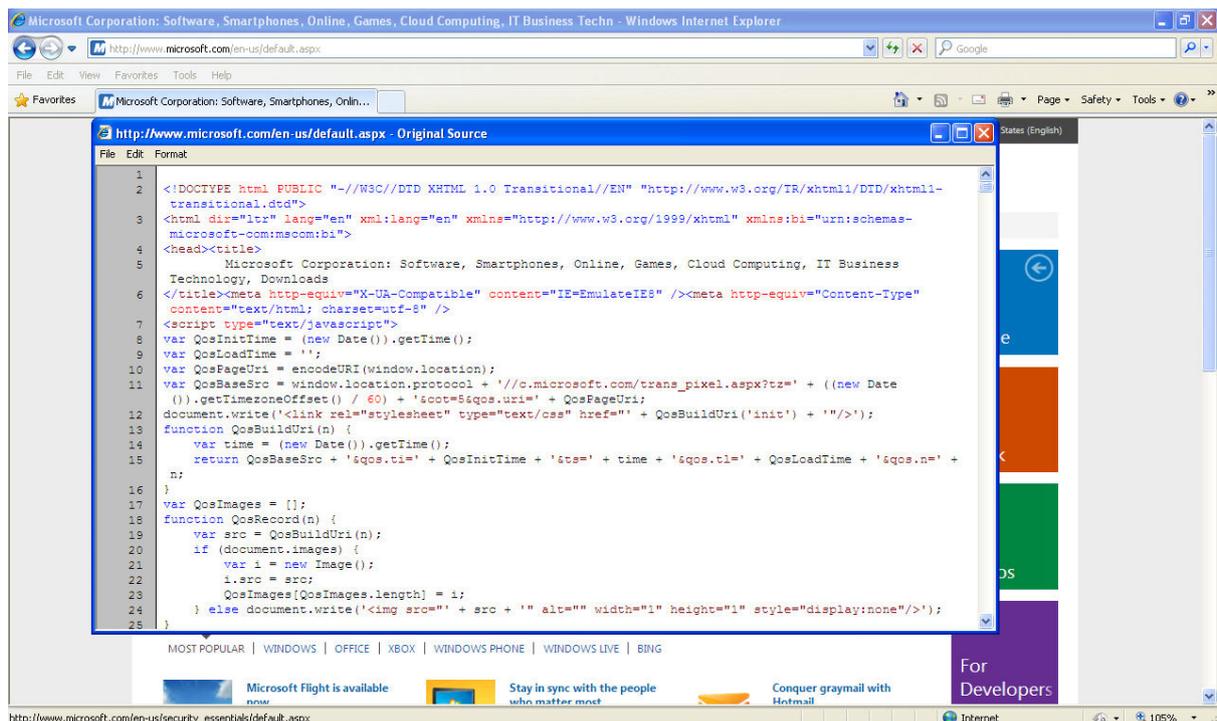
- Start your web browser. To do this, locate the Internet Explorer icon & double click. This icon is usually displayed on your Windows Desktop, however you may have to look in the Start menu.



Let's say we want to view the source code for the page www.microsoft.com



- Type in <http://www.microsoft.com> into the address bar & press Enter to display the Microsoft home page.
- Click on the View drop down menu and select the Source command (see left).
- A window will open and display the HTML code (see below).



10.2.2.2 Use markup tags to structure a web page layout: <html>, <head>, <title>, <body>.

The <html> and </html> tags

- The basic structure of an HTML web page is illustrated below:

```
<html>
  <head>
    <title>    </title>
  </head>

  <body>
  </body>
</html>
```

- Each Web page starts with <html> and ends with </html>

The <head> and </head> tags

- This is a header area which starts with <head> and ends with </head>. Items within the header area are not displayed within the body of the Web browser and are used to define things such as the title of the Web page and also to define keywords used by a Web browser to find the Web page when searching via a search engine.

```
<html>
  <head>
    <title>    </title>
  </head>

  <body>
  </body>
</html>
```

The <title> and </title> tags

- The title of the Web page is defined using <title> tags. This is contained within the head area of the Web page code.

```
<html>
  <head>
    <title>    </title>
  </head>

  <body>
  </body>
</html>
```

The <body> and </body> tags

- The next area is the body area which starts with <body> and ends with </body>. The body area is used to specify the text and pictures that will be displayed on the screen when the Website is viewed using a Web browser.

```
<html>
  <head>
    <title>    </title>
  </head>

  <body>
  </body>
</html>
```

**10.2.2.3 Use markup tags to develop the layout of a web page: <h1>, <h2>, <p>,
, <a href>, .**

The <h1> tag

- The <h1> tag is the HTML tag used to define the most important heading.

The <h2> tag

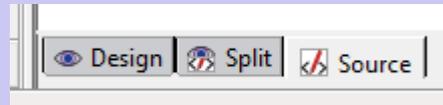
- The <h2> tag is the HTML tag used to define a subheading, below <h1>.
- One may use headings from <h1> to <h6> to define different levels of headings; <h1> being the most important heading, while <h6> defines the least important heading.

The <p> tag

- The <p> tag is the HTML tag for inserting a paragraph

Try it out

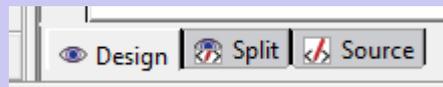
- Open Kompozer
- Press on **Source** at the bottom of the screen.



- Write the following code:

```
<html>
  <head>
    <title> Computers </title>
  </head>
  <body>
    <h1> Computer Systems </h1>
    <h2> Desktop Computer </h2>
    <p> A desktop computer is a personal computer intended for use at a single location. </p>
    <h2> Laptop Computer </h2>
    <p> A laptop computer is a personal computer for mobile use. </p>
  </body>
</html>
```

- Press on **Design** at the bottom of the screen.



- Here, you will be able to view the web page which you are building:

Computer Systems

Desktop Computers

A desktop computer is a personal computer intended for use at a single location

Laptop Computers

A laptop computer is a personal computer for mobile use.

The
 tag

- Sometimes, instead of starting a new paragraph, you may want to simply skip to the next line. This is the function of the
 tag.

Try it out

- Press on **Source** at the bottom of the screen.
- Just below the code: <p> A laptop computer is a personal computer for mobile use. </p>, include the following code:

**<p> A laptop integrates the typical components of a desktop computer.
 This includes a display, a keyboard, a pointing device </p>**

```
<h2> Laptop Computer </h2>
<p> A laptop computer is a personal computer for mobile use. </p>
<p> A laptop integrates the typical components of a desktop computer. <br /> This includes a display, a keyboard, a pointing device </p>
</body>
</html>
```

- Press on **Design** at the bottom of the screen. Here, note the difference between starting a new paragraph and skipping a line.

Laptop Computers

A laptop computer is a personal computer for mobile use.

A laptop integrates the typical components of a desktop computer.
This includes a display, a keyboard, a pointing device

The <a> tag

- The <a> tag is used to create hyperlinks. When a user clicks on a hyperlink, s/he is directed to another page/document.
- There are two types of hyperlinks:
 - o **absolute hyperlinks**, which are links to a page that is outside of your Website; and
Example: Link to Google

- **relative hyperlinks**, which are links to a page that you created (part of your website)
 - Example: ` Link to my Page `
- Note that whatever you write between the `<a>` and `` tags will act as the hyperlink.

The topic of hyperlinks will be discussed in more detail later on.

Try it out

- Press on **Source** at the bottom of the screen.
- Just below the code: `<p> A laptop integrates the typical components of a desktop computer.
 This includes a display, a keyboard, a pointing device </p>`, write the following code:

`<p> This is a link to Google </p>`

```
11 <h2> Laptop Computer </h2>
12 <p> A laptop computer is a personal computer for mobile use. </p>
13 <p> A laptop integrates the typical components of a desktop computer. <br /> This include
14 <p> This is a <a href="http://www.google.com"> link to Google </a> </p>
15 </body>
```

- Press on **Design**. Here you will note that the text which was placed between the `<a>` and `` tags is acting as a hyperlink to the Google website.

Laptop Computer

A laptop computer is a personal computer for mobile use.

A laptop integrates the typical components of a desktop computer.
This includes a display, a keyboard, a pointing device

This is a [link to Google](http://www.google.com)

The tag

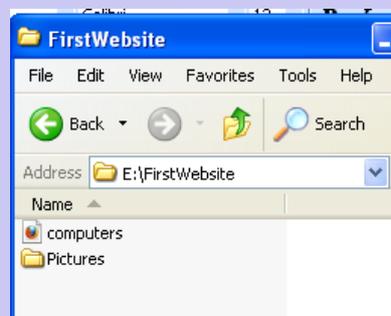
- The tag is used so as to include pictures in your web pages. Here, one must note that pictures which are to be included in web pages should be stored in a folder located in the same location as the web page.

Try it out

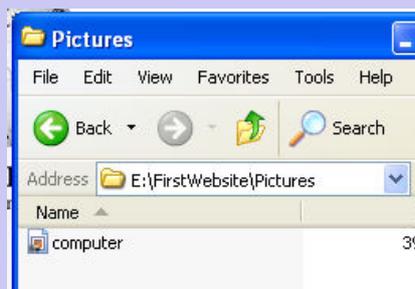
- On your pen drive, create a new folder named **FirstWebsite**.
- Save the web page which you have created so far in this folder. Name it **computers.html**



- Within this folder, create another folder, called **Pictures**, where you will hold all the images needed for your website.



- Use the internet to download a picture of a computer. Save it within the folder **Pictures**.



- Go back to FrontPage and press on **Source**.
- Just below the code: `<p> A desktop computer is a personal computer intended for use at a single location </p>`, write the following code:

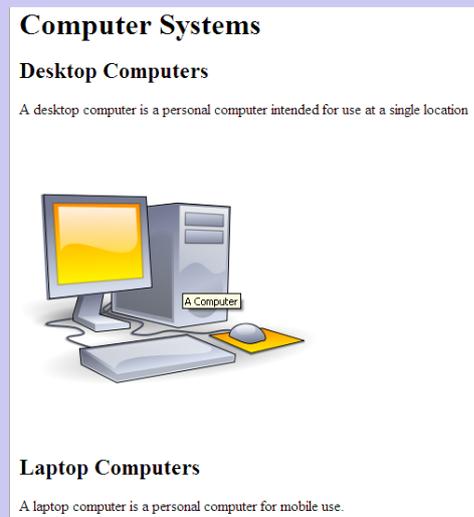
```

```

```
<nl> Computer systems </nl>  
<h2> Desktop Computers </h2>  
<p> A desktop computer is a personal computer intended for use at a single location </p>  

```

- Press on **Design**.
Here you will notice that the picture is included in your webpage. Also note that if you place the mouse pointer over the picture, the text 'A Computer' will appear. This is the alternate text for this picture, declared in the **alt** attribute.



Web Authoring (10.3)

Design (10.3.1)

10.3.1.1 Recognize planning and design techniques.

Before starting to write your web pages, there are some planning and design techniques which must be considered. These include:

- **Evaluating the needs of the target audience**

The web developer must understand who the website will reach. The design of a website holding games for children will be quite different than the design of a website for a bank.

- **Creating storyboards**

Creating a storyboard refers to the process of making a rough outline of what your website will include before it is actually created. It can be used to organize thoughts and content.

More information on: http://www.ehow.com/how_2003268_storyboard-your-website.html

- **Organizing the site structure**

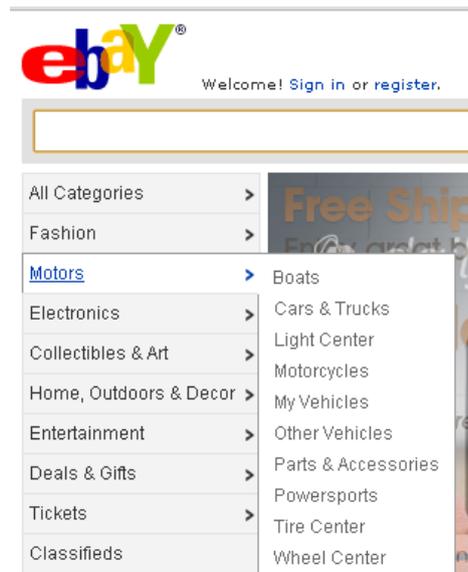
Creating an entire Website requires more than just the knowledge of HTML. You need to create a Website that flows and makes it easy for your readers to get to where they want to go.

- **Creating a page layout template**

The page layout template refers to the overall look and feel of a site. It includes all of the design information about a site, such as how the bulleted lists will look, the background of the web pages within your site, the text colour of your headings and the text colour of your paragraphs.

- **Deciding on a navigation scheme**

A navigation scheme allows the visitors to find what they are searching for within your website quickly and easily. This must be consistent throughout the entire website. An example of a navigation scheme are drop down menus (an example is shown below).



More information on: <http://www.grantasticdesigns.com/navigation.html>

10.3.1.2 Recognize good practice in font selection.

One of the factors which greatly impact the web page design is the font/s being used. In general, using a **sans serif font** is the best alternative for web page content (especially when you have lengthy blocks of text).

A serif is a small line added to the basic form of a letter (see image below).



Thus, serif fonts will have these decorative lines with each and every character. When creating a document which is to be printed (example writing a letter in a word processor to be printed and sent by post), serif fonts are preferred. However, when such fonts are placed in a web page, readers (who have to view the page on a screen) will find it quite difficult to read, since the serifs from all the characters will start blurring together.

Hence, a web designer should generally choose sans serif fonts such as Arial, Courier, Helvetica, Geneva, Lucida Sans, Trebuchet and Verdana, when choosing a font face for a web page. These fonts will look good in nearly all sizes and usually give the web page a modern and more professional feel.



Using the Application (10.3.2)

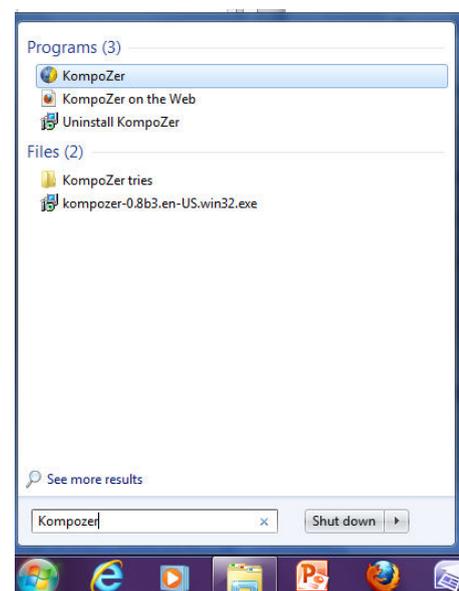
10.3.2.1 Open, close a web authoring application. Open, close web pages.

In this manual we will use **KompoZer** to create and edit our HTML Web pages.

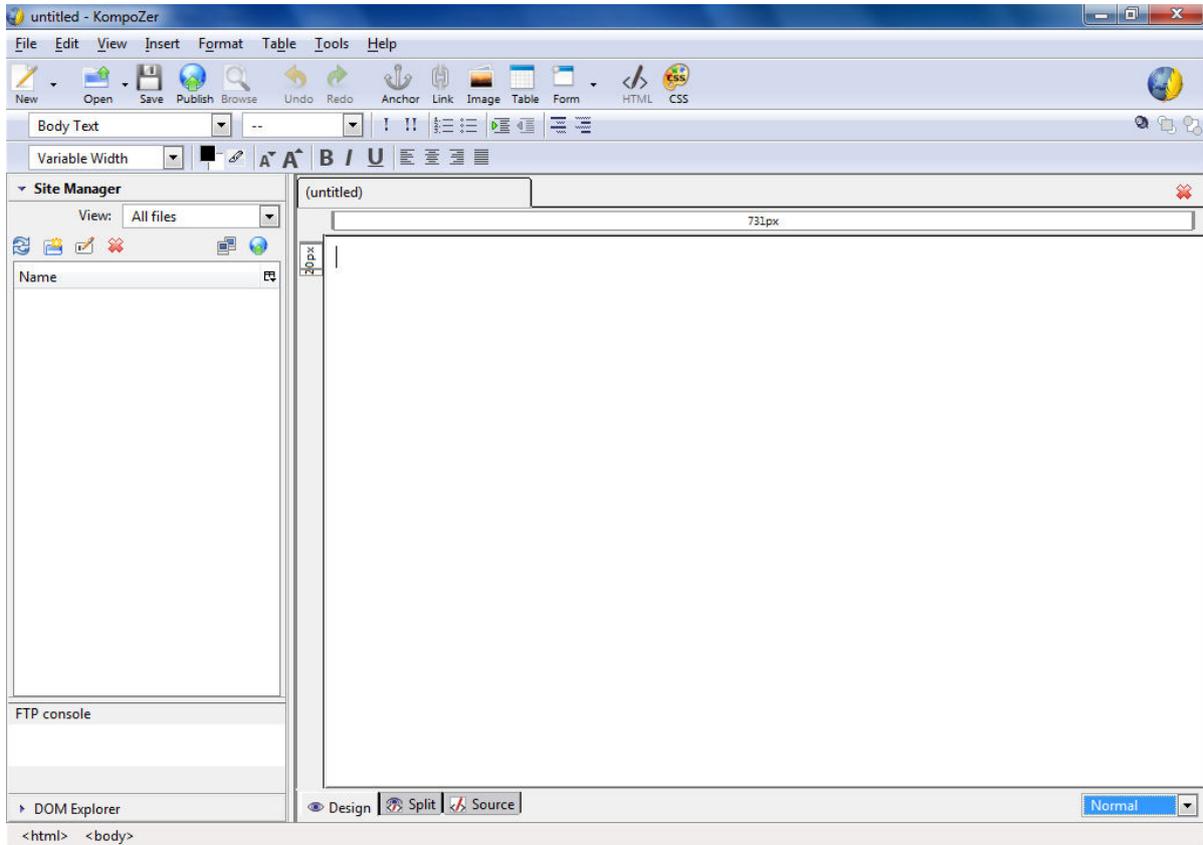
If you are using a different HTML editor program, you should find that with a little hunting around you can still follow most of the instructions, but commands may be in a different place on the drop down menus, or the commands may be called something slightly different. If you are using a different HTML editor don't be afraid to experiment!

Opening KompoZer

- Click on the **Start** button at the bottom left corner of your screen.
- In the *Search programs and files* box, write KompoZer.
- Choose **KompoZer**



- When the program loads, your screen will resemble the illustration below.



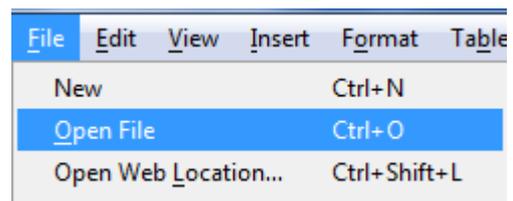
Closing KompoZer

- Click on the close button, found in the top right corner of the window.

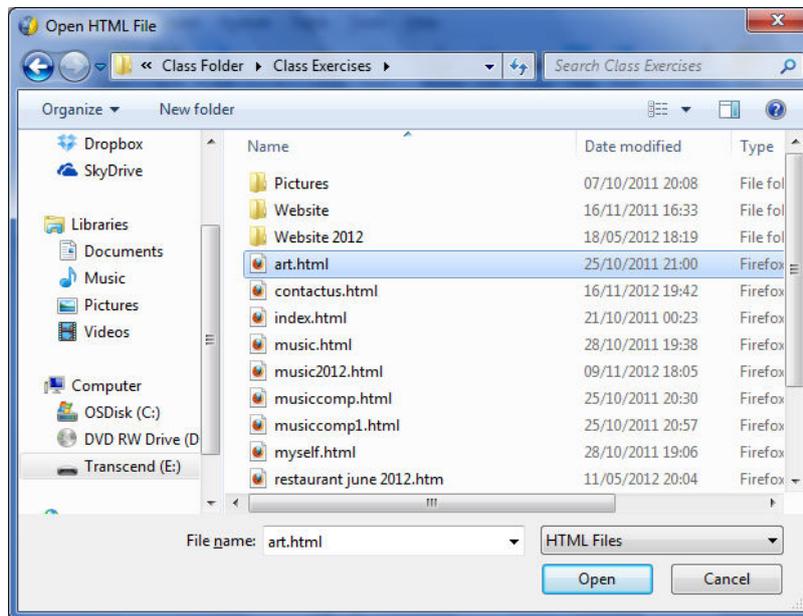


Opening a webpage using KompoZer

- Click on the **File** drop down menu and select the **Open File** command.



- A dialog box will be displayed. Locate the web page you want to open. Select the web page and click on **Open**.



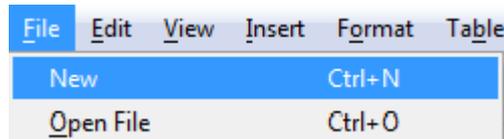
Closing a webpage

- Click on the close button, found on the right hand side, within the grey bar.

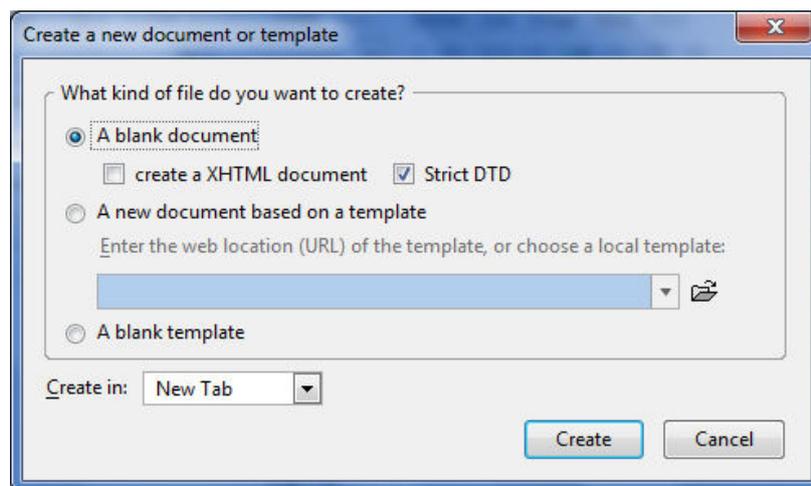


10.3.2.2 Create, save a new web page, website to a location on a drive.**Creating a new web page**

- Click on the **File** drop down menu and select the **New** command.



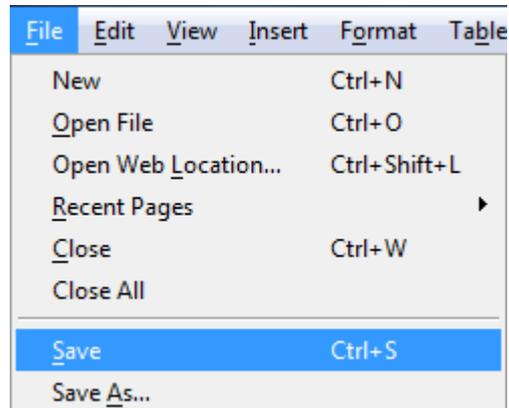
- A dialogue box will open offering the following options. Choose the option **A blank document**. Click on **Create**. The new page should be displayed.



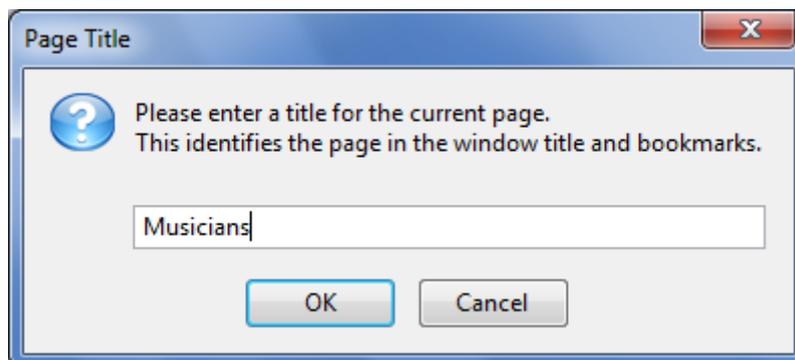
Note that from the above window, one may choose to create a new web page based on a template.

Saving a web page

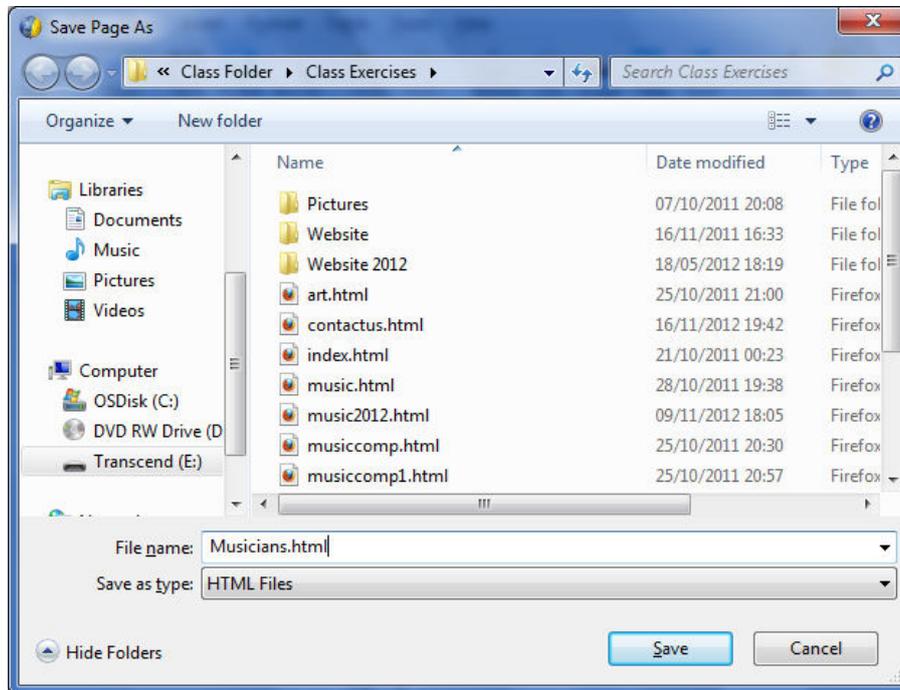
- Click on the **File** drop down menu and select the **Save** command.



- If you still haven't given a title to your page, the following dialogue box will be displayed. In that case, give a title to your page and click **OK**.



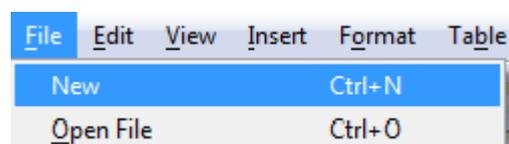
- A dialog box will be displayed as illustrated below. Find the location where you would like to store your web page. Within the **File name** text box, write the name of your web page. As a **Save as Type**, select HTML files.



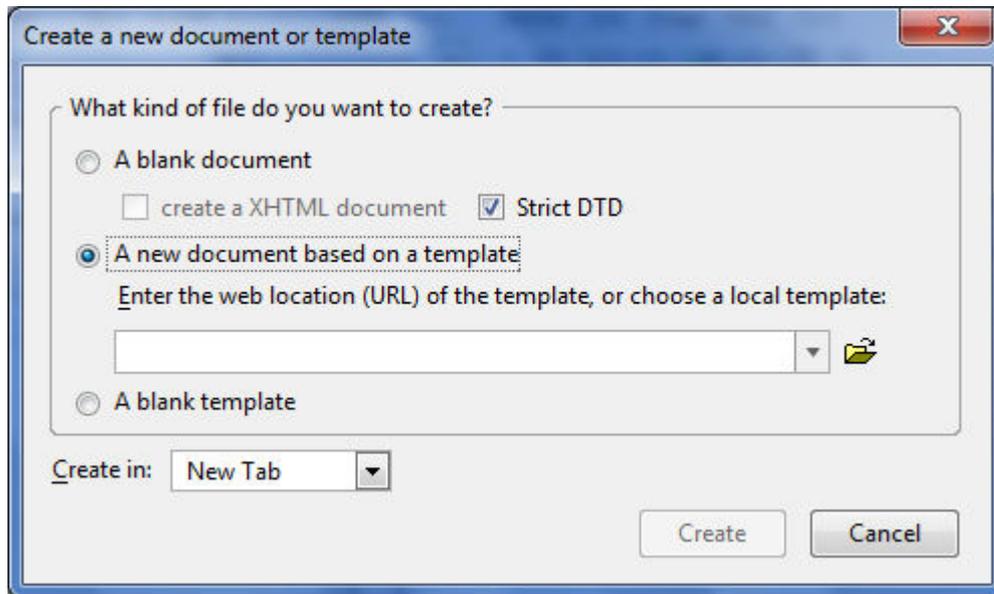
- Click on **Save**

10.3.2.3 Create, save a new web page based on an available template.

- Click on the **File** drop down menu and select the **New** command.

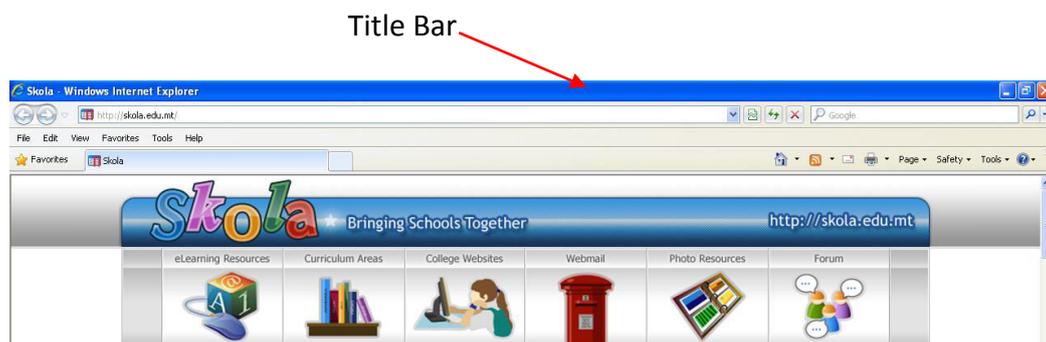


- A dialogue box will open offering the following options. Choose the option **A new document based on a template**. Choose the location of the template. Click **Create**.



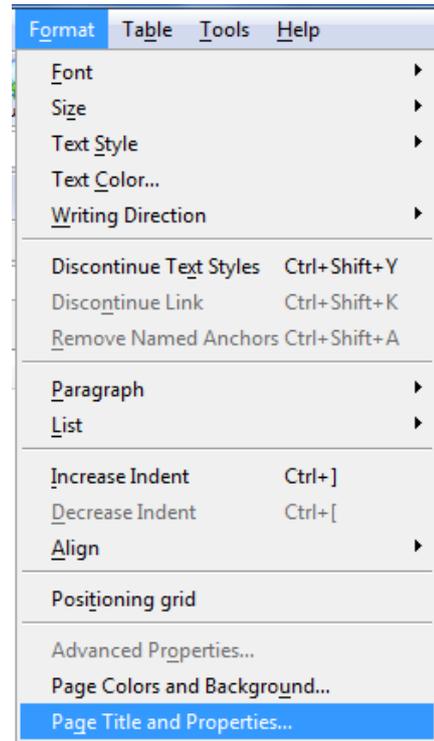
10.3.2.4 Add, edit a descriptive page title.

We can add a title to each Web page. This will be displayed in the title bar of your Web browser when you view the Web file.

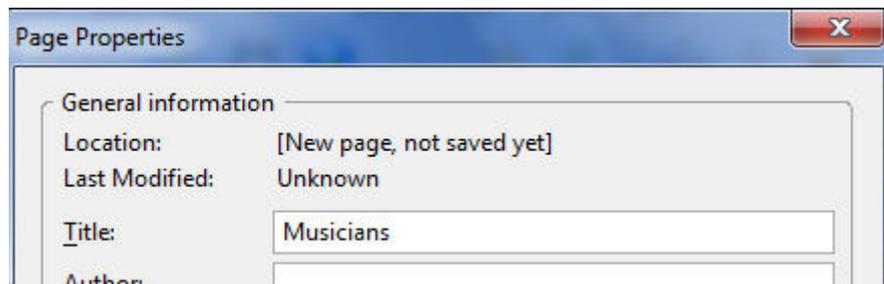


The page title is important if you wish your Web page to be properly indexed by the various search engines. When you search for a Web page using a search engine, it is often the page title that is displayed in the search engine results.

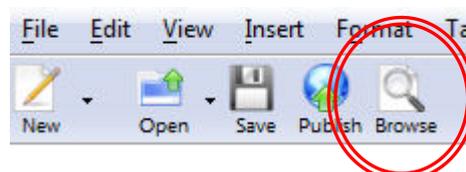
- Open your web page using KompoZer.
- Click on the **Design** tab.
- From the **Format** drop down menu, select **Page Title and Properties**.



- The **Page Properties** dialog box will be displayed. Type in the title of your web page within the **Title** area.

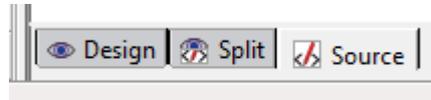


- Once you're done, select **OK**.
- Save your web page and preview it in your Web browser (by clicking on the **Browse** icon within the toolbar). You should see the title in the browser's title bar.



10.3.2.5 Change between source code and design view.

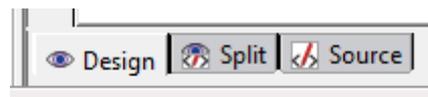
- To view the HTML **source code**, click on the **Source** tab at the bottom of your screen.



- This will display the HTML source code behind the page, as illustrated below.

```
<!DOCTYPE html PUBLIC "-//W3C//DTD HTML 4.01//EN "http://www.w3.org/TR/html4/strict.dtd">
<html>
<head>
  <meta content="text/html; charset=ISO-8859-1"
  http-equiv="content-type">
  <title>Musicians</title>
</head>
<body>
<br>
</body>
</html>
```

- To view your page in **design view**, click on the Design tab at the bottom of your screen. Here, you can alter your website as though you were altering a word document (i.e. use buttons to apply bullets, numbering, alignment and so on)



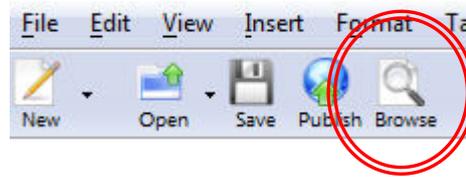
Enhancing Productivity (10.3.3)

10.3.3.1 Set basic options/ preferences in the application

Preview page in a web browser

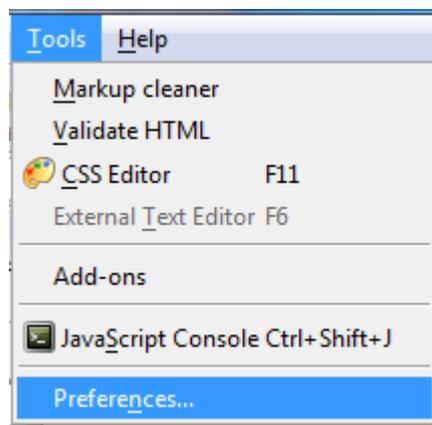
Let's say that you are designing your web page using KompoZer, but you want to see how it looks in a web browser (ex. Internet Explorer or Google Chrome). To do this:

- Click on the **Browse** icon within the toolbar

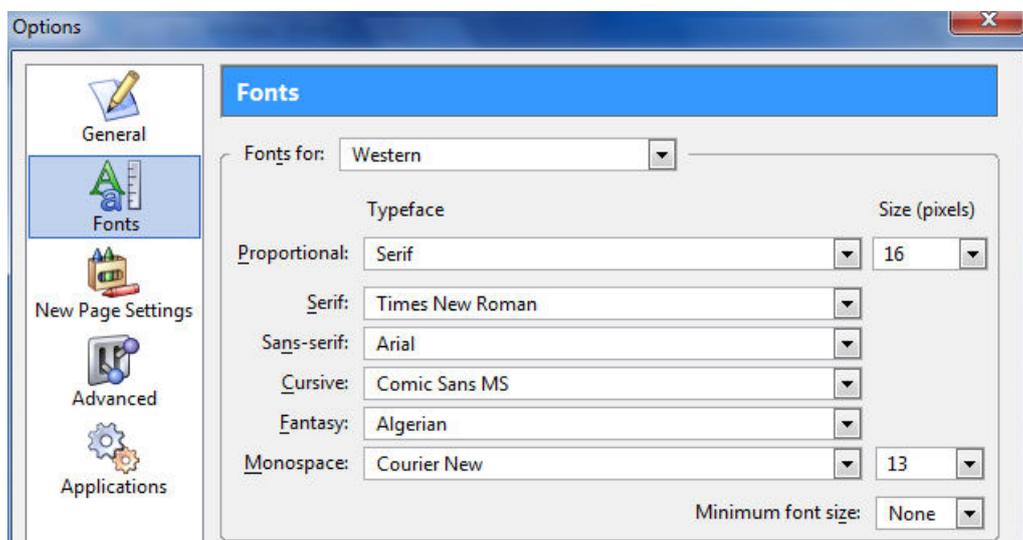


Setting default Encoding and Font

- From the **Tools** drop down menu, select **Preferences**.

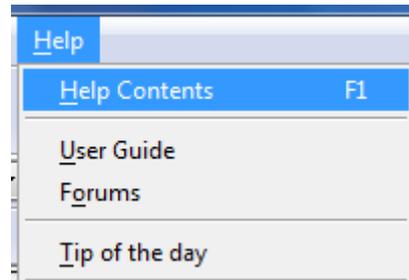


- A window will open. Click on **Fonts** from the options of the left.
- Here, you may change the default language for web pages, as well as alter the default font used.

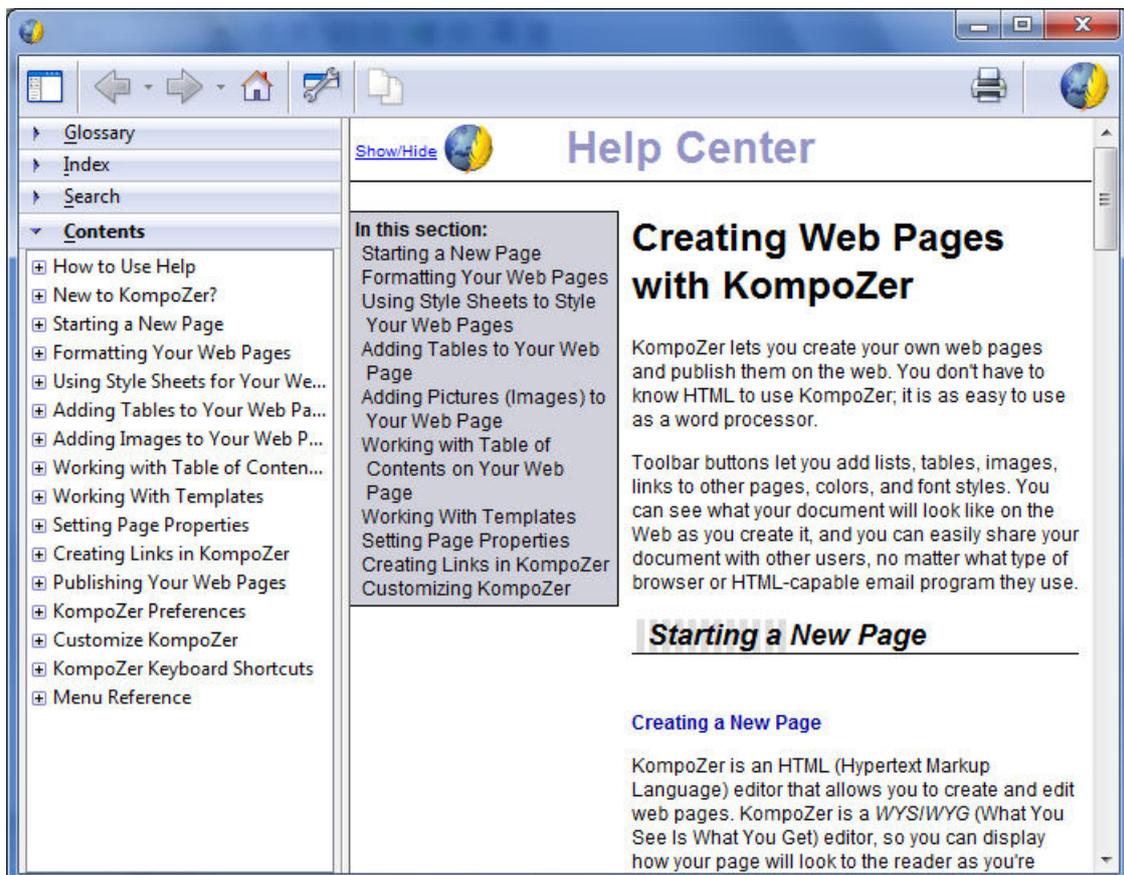


10.3.3.2 Use available Help functions.

- Click on **Help** from the menu bar.
- Select **Help Contents** (or press F1 from your keyboard)



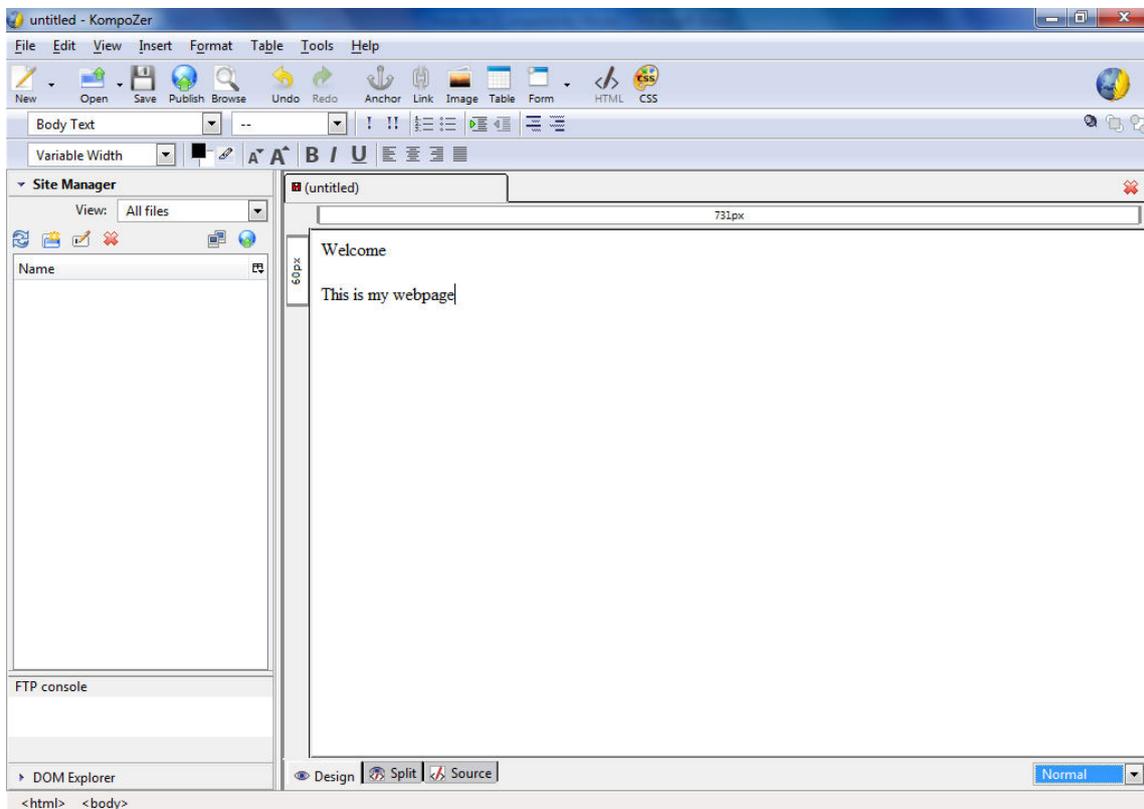
- A window will open. On the right hand side of the window, you are given different help areas. Choose the one which best answers your queries.



Text Input and Formatting (10.3.4)

10.3.4.1 Insert, edit, delete text.

- Create a new web page
- Make sure that you are in **Design** view.
- In the blank white space, start entering the text which you wish to appear on your web page.



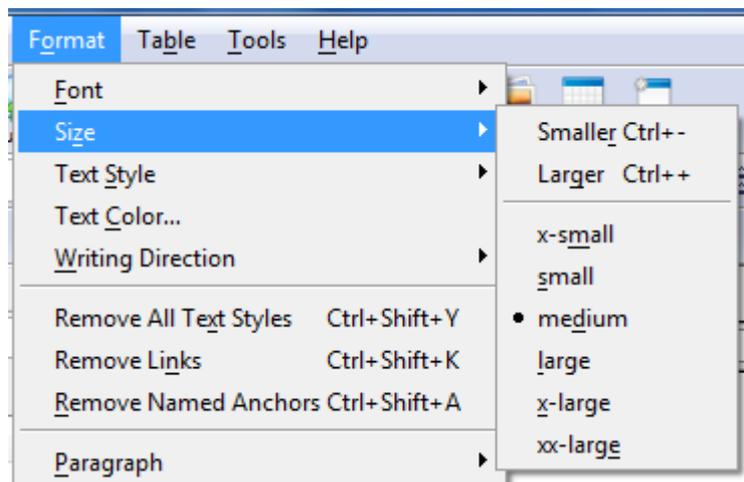
- The process of entering, editing and deleting text is the same as though you are using a word processor.

10.3.4.2 Understand and use relative font size.

- There are a number of ways how one may alter the font size of text:
 - o You may use the **Increase Font Size** or **Decrease Font Size** icons.



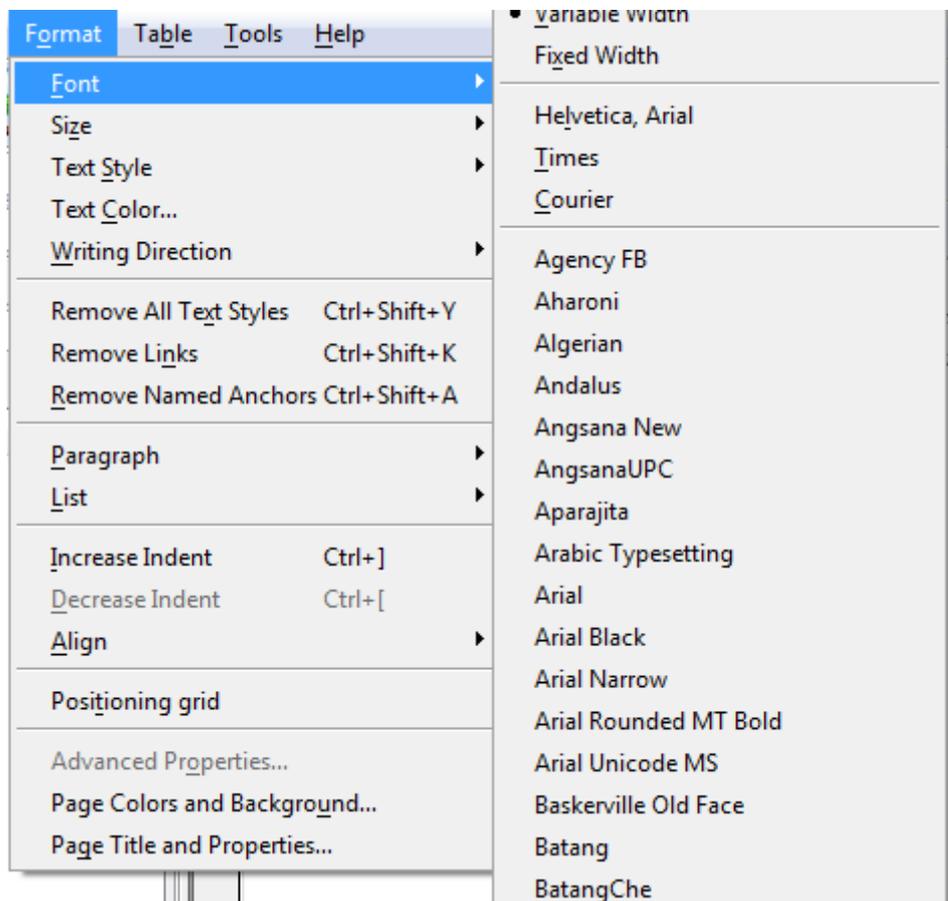
- o Alternatively, from the **Format** drop down menu, select **Size** and choose your preferred size from the given options.



10.3.4.3 Apply text formatting: bold, italic, font type and colour.

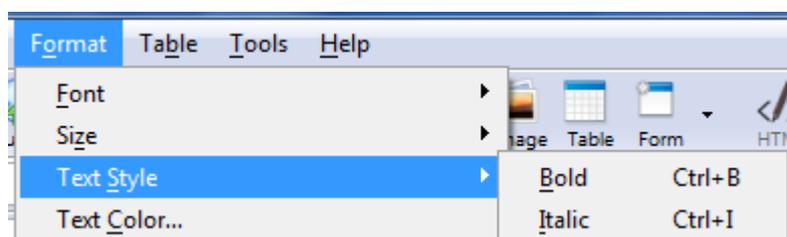
Alter font Type

- From the **Format** drop down menu, select **Font**.



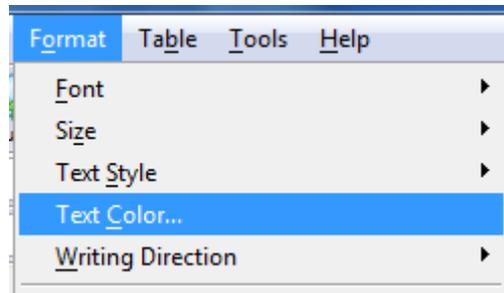
Bold and Italics

- From the **Format** drop down menu, select **Text Style**.

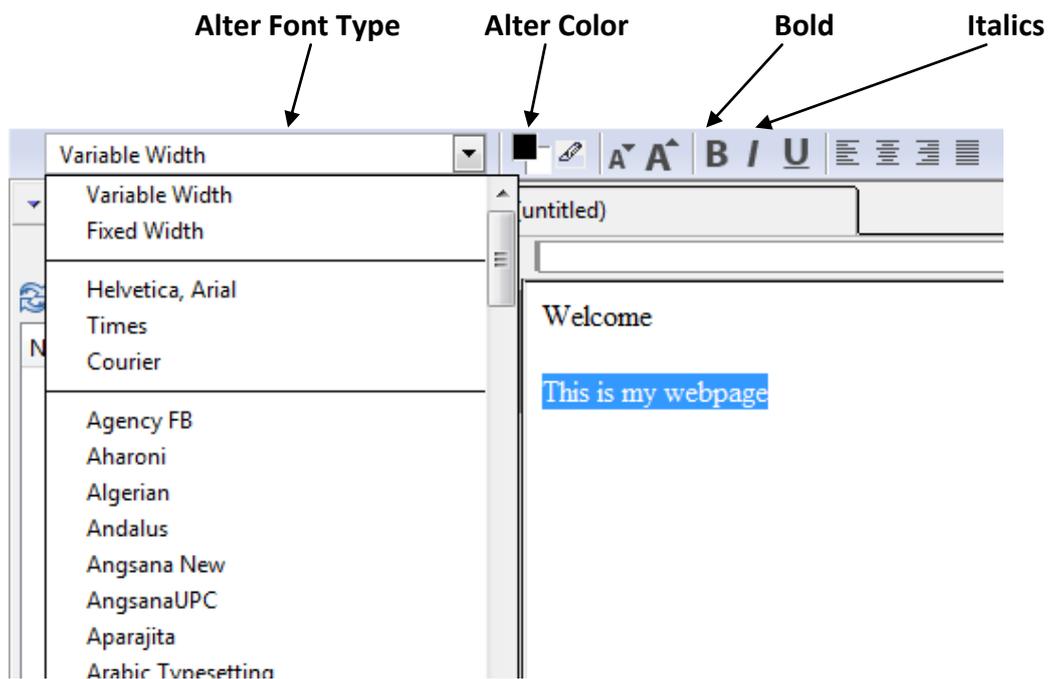


Font Color

- From the **Format** drop down menu, select **Text Color**. A window opens. Select a color and click OK.



- Alternatively, this formatting may be done using buttons from the Formatting toolbar.

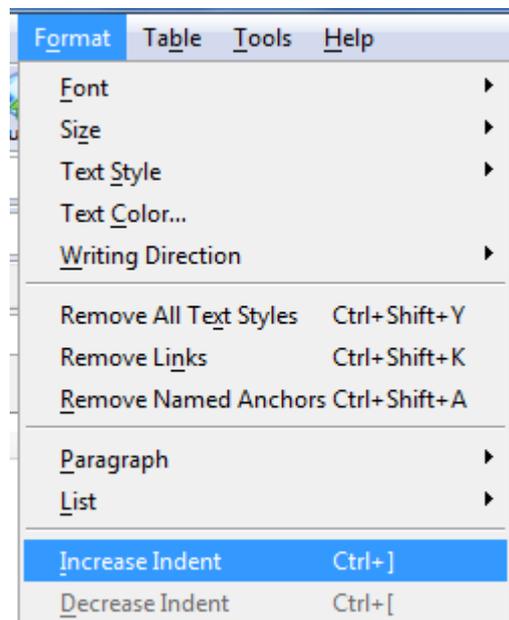


Paragraph Formatting (10.3.5)

10.3.5.1 Set paragraph properties: alignment, indentation.

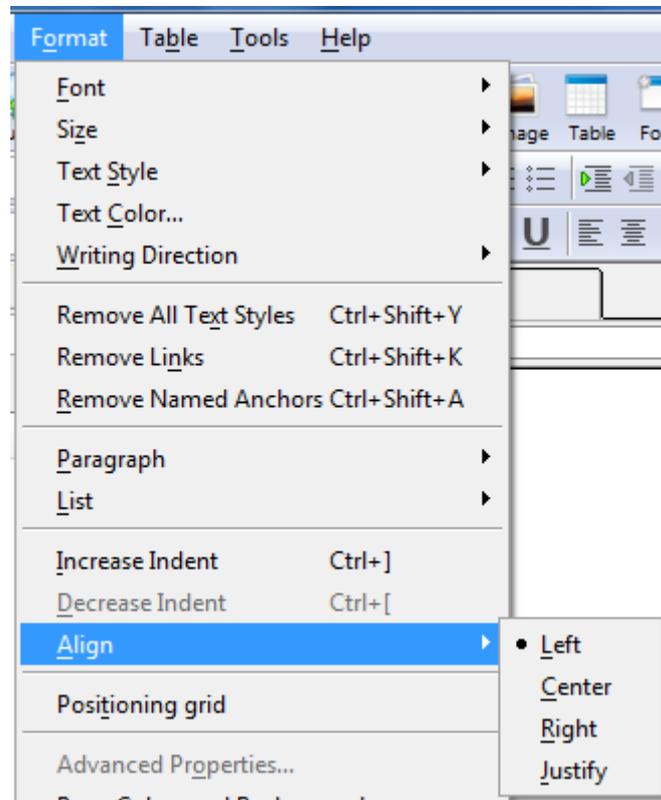
Indentation

- Select the paragraph.
- From the **Format** drop down menu, select **Increase Indent** or **Decrease Indent** accordingly.

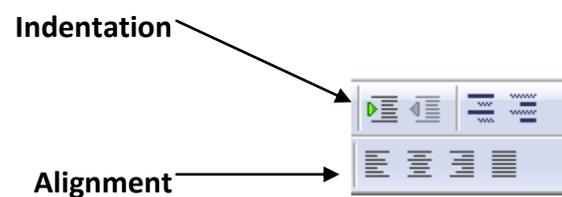


Alignment

- Select the paragraph.
- From the **Format** drop down menu, select **Align** and choose make selection accordingly.



- Alternatively, use the respective buttons.



10.3.5.2 Insert, remove paragraph break, line break.

This is best explained using an example:

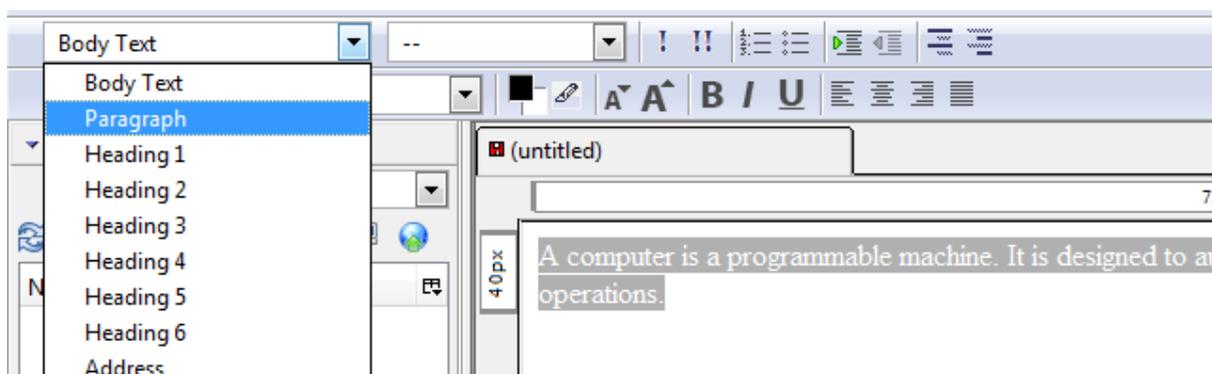
Paragraph Break

- In **Design** view, write the following two sentences:

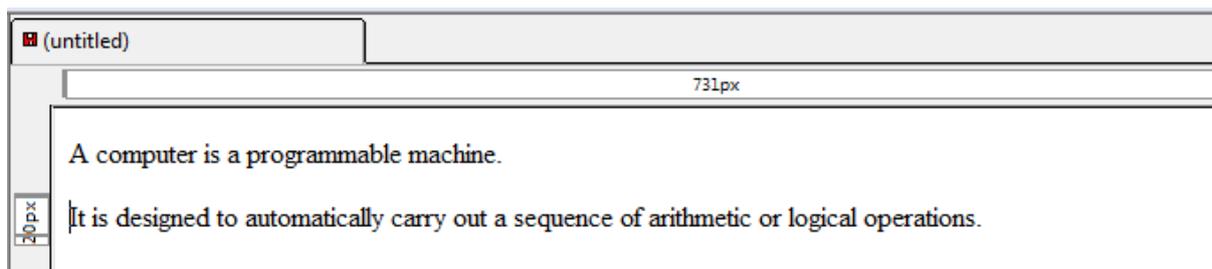
A computer is a programmable machine. It is designed to automatically carry out a sequence of arithmetic or logical operations.



- Select all this text and set it as a paragraph.



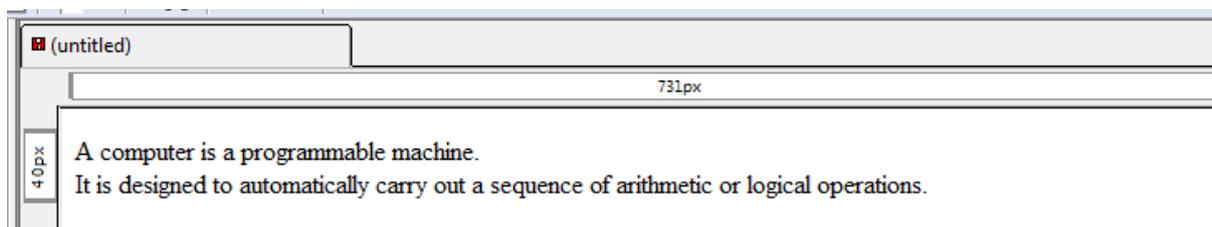
- Place the cursor just before the second sentence and press **ENTER** (from your keyboard). This should be the result.



- What you have just done right now is a **paragraph break**. Thus, a paragraph break essentially means starting a new paragraph.
- Now, remove the paragraph break by placing the cursor just before the second sentence and pressing **BACKSPACE** (from your keyboard).

Line Break

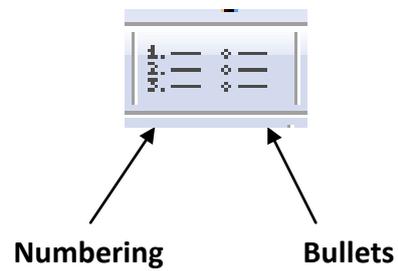
- Place the cursor just before the second sentence once again, but this time, press the following keys simultaneously from your keyboard: **SHIFT + ENTER**.
- This should be the result:



- What you have just done right now it a **line break**.

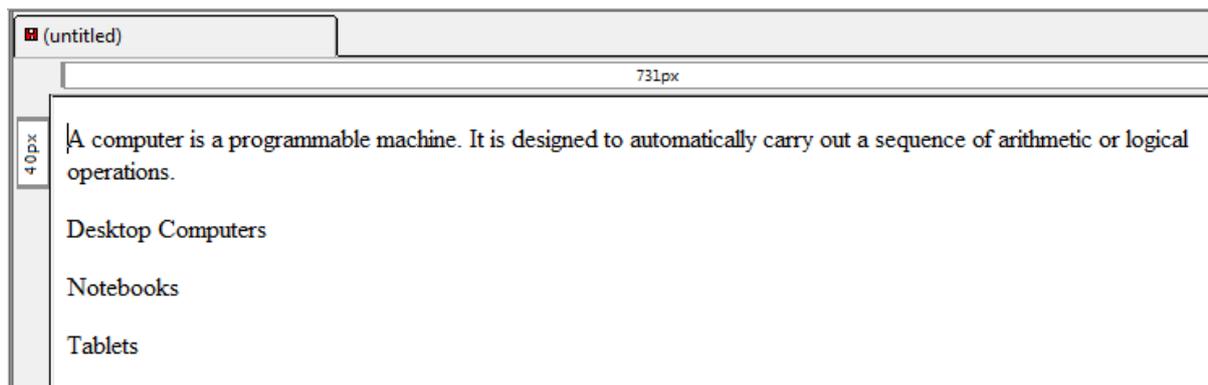
Thus, a paragraph break is basically creating a new paragraph, whilst a line break means simply skipping to the next line.

- A line break may be removed by placing the cursor just before the second sentence and pressing **BACKSPACE** (from your keyboard).

10.3.5.3 Create, modify a single-level ordered (numbered), unordered (bulleted) list.

- In **Design** view, write the following:

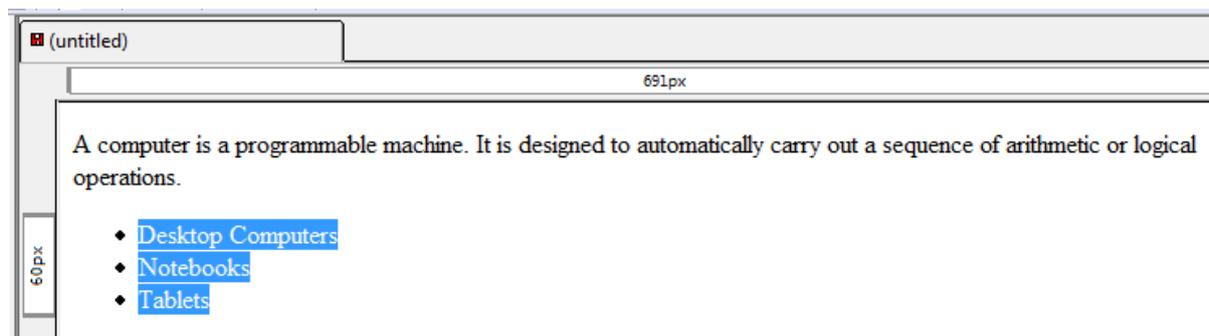
Desktop Computers
Notebooks
Tablets



- Select the text which you have just entered and click on the **Numbering** button. This should be the result:

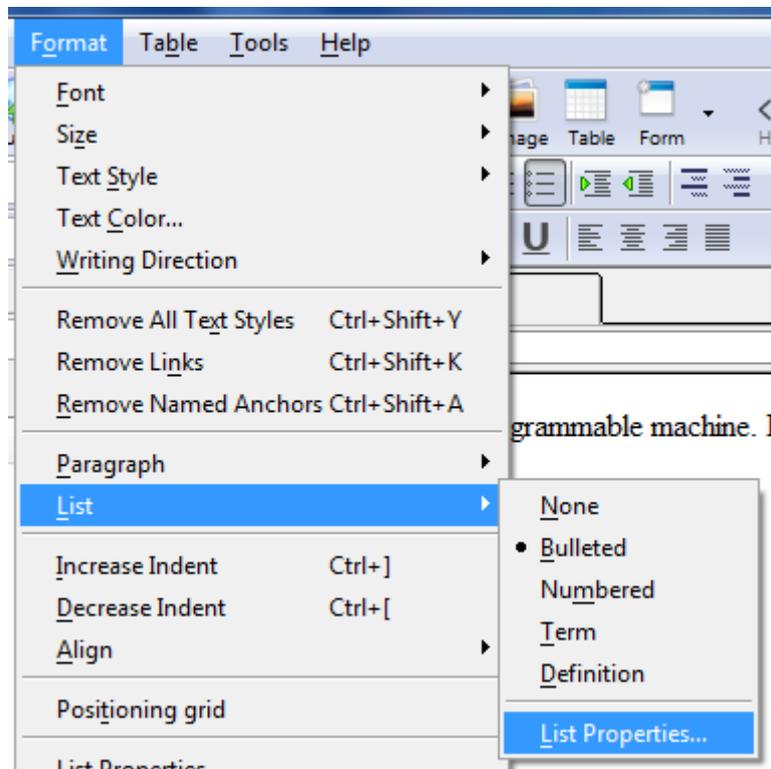


- If you need to apply bullets instead, select the text and click on the **Bullets** button. This should be the result:

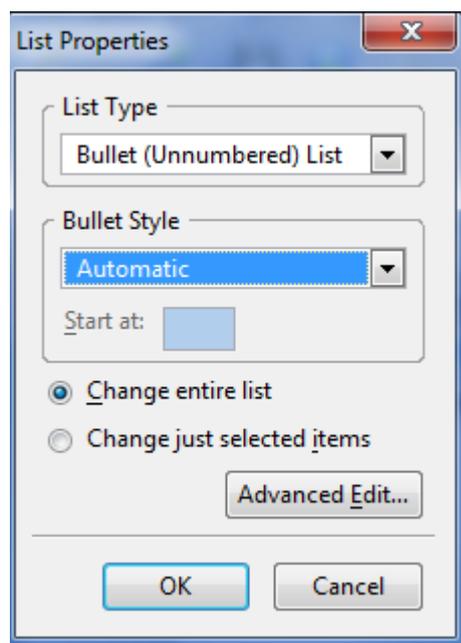


Altering the numbers/ bullets

- Select the numbered/bulleted text.
- From the **Format** drop down menu, select **List** and choose **List Properties**.



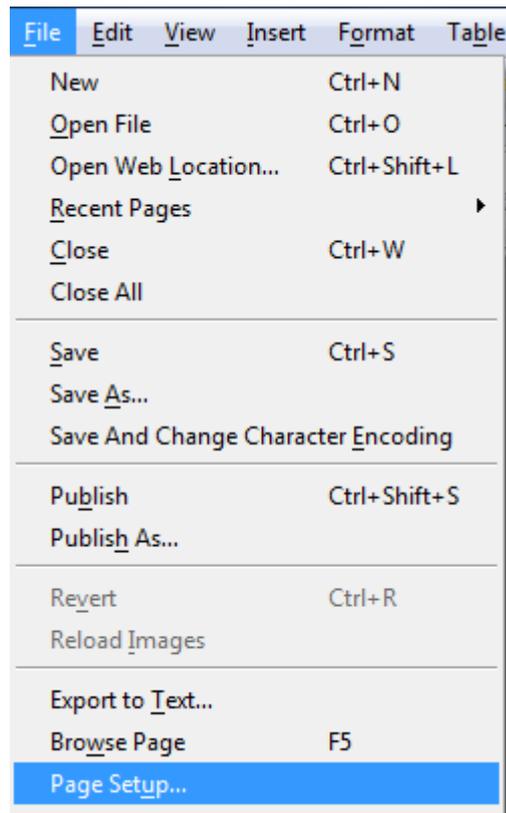
- A window will open. Choose the bullet/numbering style which you prefer.



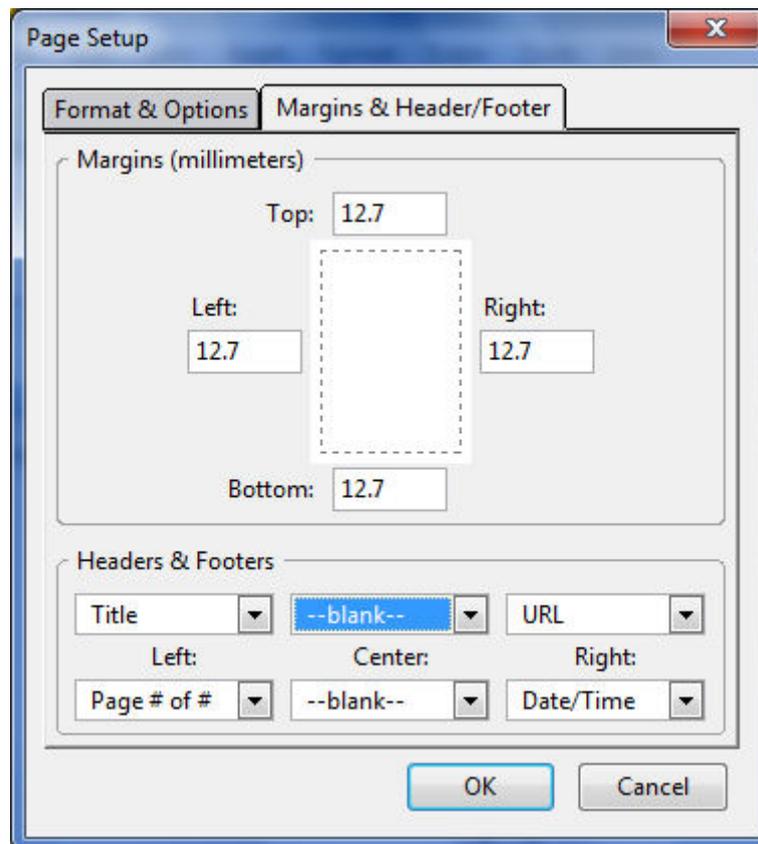
Page Formatting (10.3.6)

10.3.6.1 Set page margins: top, bottom, left, right.

- From the **File** drop down menu, select **Page Setup**.

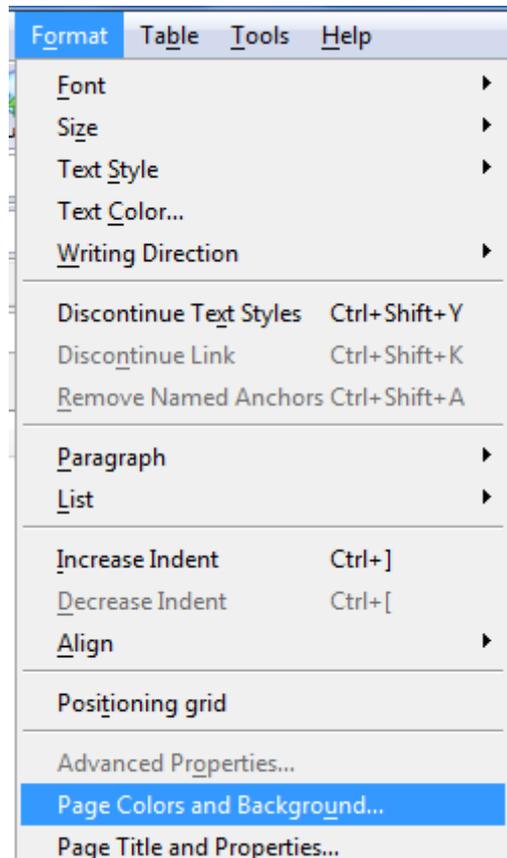


- The **Page Setup** dialog box will be displayed. Choose the **Margins & Header/Footer** tab. Here, you will be able to set margins.

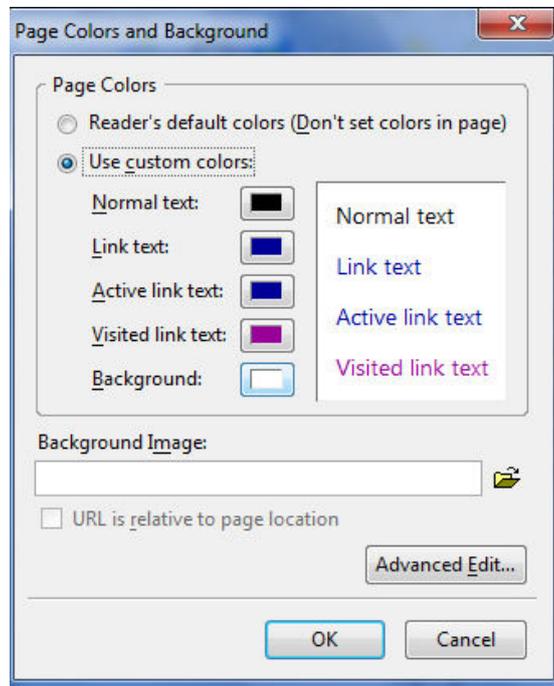


10.3.6.2 Add, modify, remove a page background colour, image.**Background Color**

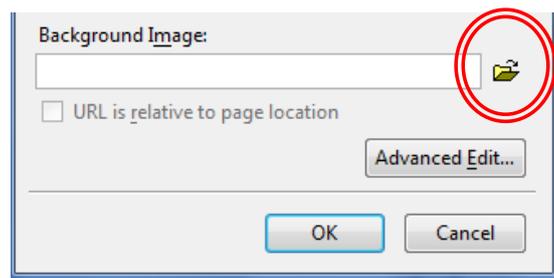
- From the **Format** drop down menu, select **Page Colors and Background**.



- A window will open. Select **Use custom colors**.
- Click on the box next to **Background**. Another window will open, select your preferred color and click OK.



- If you prefer to apply a background picture, click on the folder image next to the **Background Image** text box. Locate the picture you would like to use and click OK.

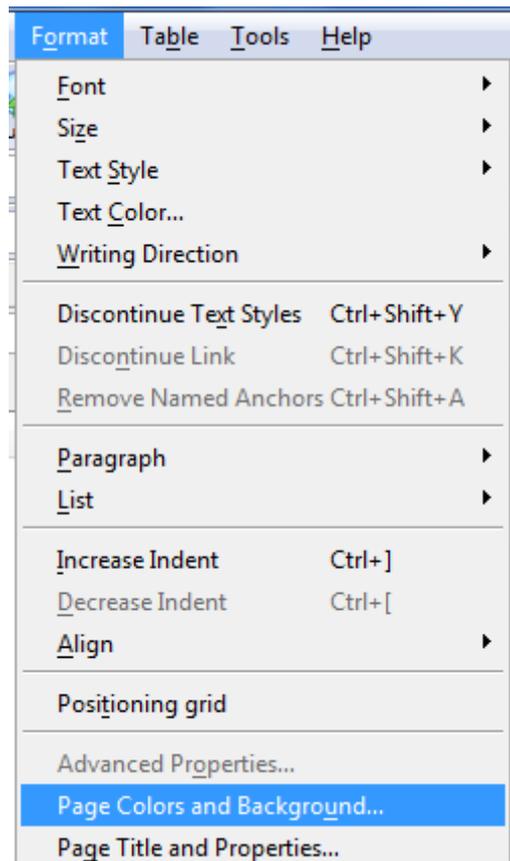


- Click **OK**.

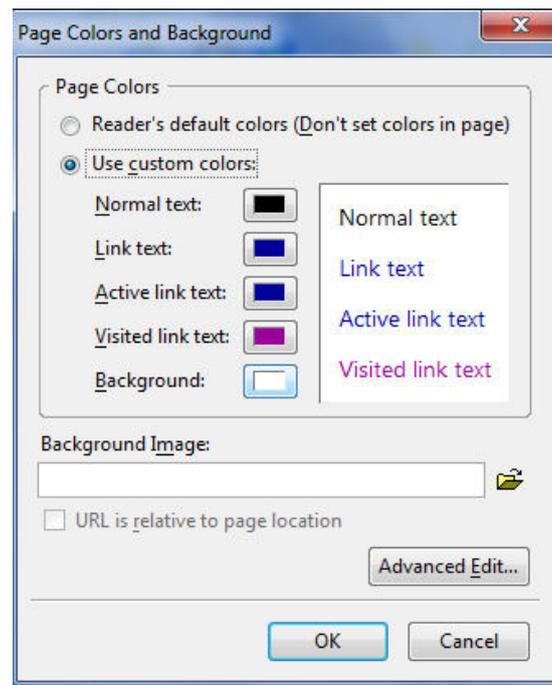
10.3.6.3 Change a page hyperlink colour: visited, active, unvisited.

By default text hyperlinks are displayed as underlined and using the colour blue. In order to change the colour of your hyperlinks:

- From the **Format** drop down menu, select **Page Colors and Background**.



- A window will open. Select **Use custom colors**.
- Click on the box next to **Link text** to change the color of unvisited links.
- Click on the box next to **Active link text** to change the color of active links.
- Click on the box next to **Visited link text** to change the color of visited links.
- Another window will open, select your preferred color and click OK.



- Click **OK**.

Hyperlinks (10.3.7)

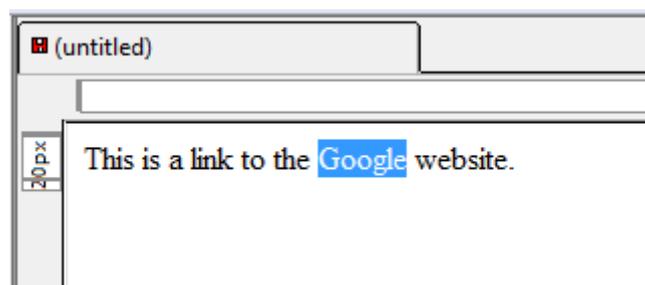
10.3.7.1 Understand the terms absolute and relative hyperlinks.

- The term **hyperlink** refers to text (or picture) which when clicked, directs the user to another page/document.
- There are two types of hyperlinks:
 - **Absolute Hyperlinks:** link to a page that is outside of your Website.
 - Example: link to <http://www.google.com>
 - **Relative Hyperlinks:** link to a page that you created
 - Example: link to [index.html](#)

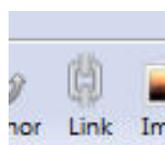
10.3.7.2 Insert, edit, remove a hyperlink: text, image.

- In **Design** view, write the following:

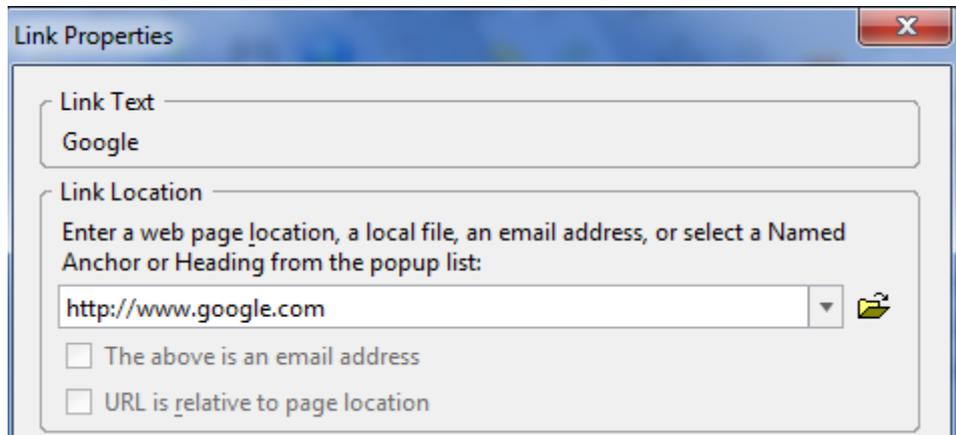
This is a link to the Google website.
- Select the text 'Google'



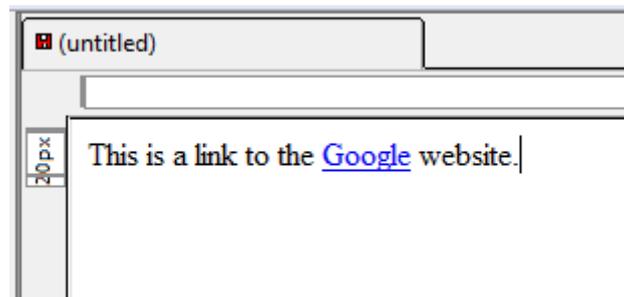
- Click on the **Link** button located within the Toolbar.



- This will open a dialog box, from where you can select the page/document that you wish to link to. Within the **Link Location** section write: `http://www.google.com`



- Press **OK**. This should be the result:



This would link the text 'Google' to the website `http://www.google.com`. The same process should be followed if the link was to be made to another one of your pages. However, instead of writing the URL `http://www.google.com`, you would locate your page.

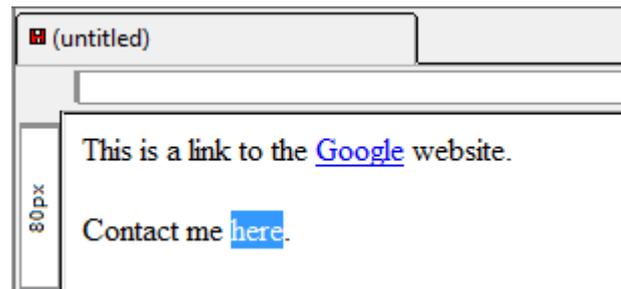
- Furthermore, if you would like to have a picture act as a link:
 - o Include the picture in your page.
 - o Click on the picture
 - o Click on the **Link** button located within the Toolbar.
 - o Follow the same procedure as explained above.

10.3.7.3 Insert, edit, remove an e-mail hyperlink: text, image.

- In **Design** view, write the following:

Contact me here.

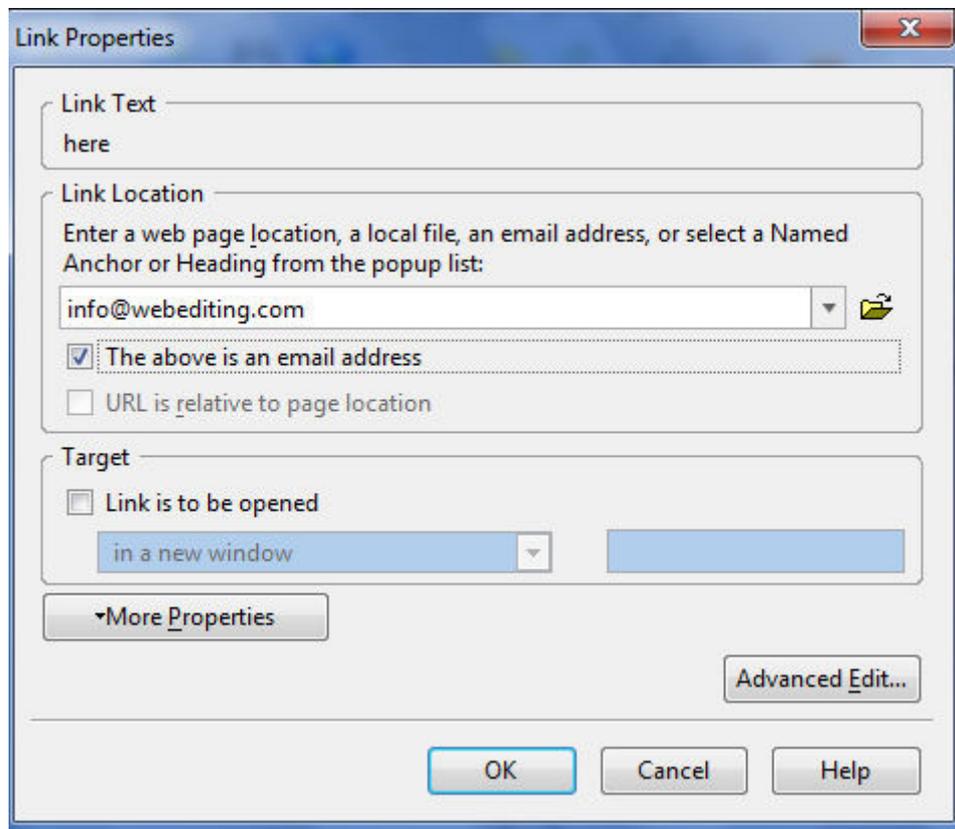
- Select the text 'here'



- Click on the **Link** button located within the Toolbar.



- This will open a dialog box. Within the **Link Location** section write your e-mail address.
- Tick the option **The above is an email address**



- Press **OK**.

10.3.7.4 Define hyperlink target: same window, new window.

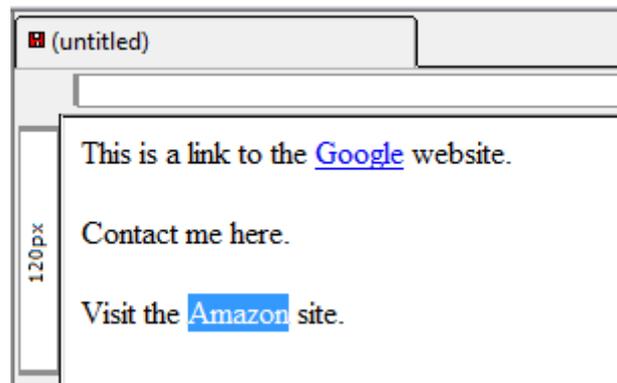
In some sites, when you click on a hyperlink, the page that you are viewing (that contains the hyperlink) is replaced by the page to which you hyperlinked. Nevertheless, there are other sites, where the new hyperlinked page will open in a separate, new window, leaving the original page still open.

Let's see an example:

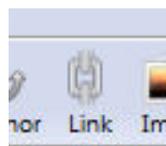
- In **Design** view, write the following:

Visit the Amazon site.

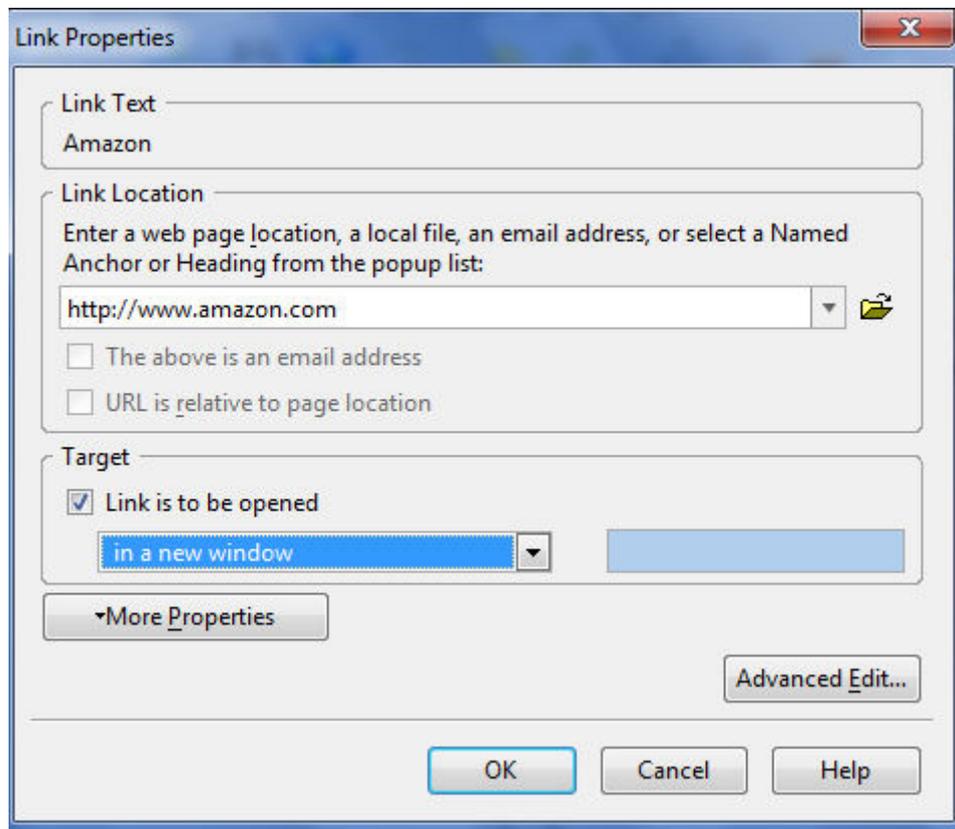
- Select the text 'Amazon'



- Click on the **Link** button located within the Toolbar.



- This will open a dialog box. Within the **Link Location** section write:
http://www.amazon.com
- In the **Target** section, tick the option **links to be opened** and from the drop down menu available choose **in a new window**.



- Click **OK**.

10.3.7.5 Set an anchor, insert a link to an anchor.

An anchor is a hyperlink that sends your reader to another section of the same web page. Although links normally go to other sections of your website or even to another site all together, links can also be used to create special shortcuts within your web pages.

anchors are often used in web pages which have a lot of information. Normally, at the top of the page, a menu will be displayed showing the different sections of the information within that page. The reader may skim through the menu and click on the section which directly interests him/her. As a result, the reader will be taken to the respective section within the same page.

In order to get a better picture:

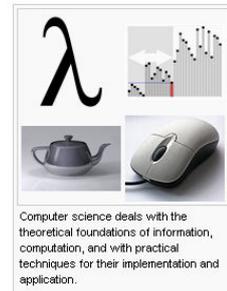
- Visit the webpage:
http://en.wikipedia.org/wiki/Computer_science#Theoretical_computer_science

- You will immediately see the menu showing the different sections within that page:

programming itself investigates various aspects of the use of programming languages and complex systems, and human-computer interaction focuses on the challenges in making computers and computations useful, usable, and universally accessible to humans.

Contents [\[hide\]](#)

- 1 History
 - 1.1 Major achievements
- 2 Philosophy
 - 2.1 Name of the field
- 3 Areas of computer science
 - 3.1 Theoretical computer science
 - 3.1.1 Theory of computation
 - 3.1.2 Information and coding theory
 - 3.1.3 Algorithms and data structures
 - 3.1.4 Programming language theory
 - 3.1.5 Formal methods
 - 3.1.6 Concurrent, parallel and distributed systems
 - 3.1.7 Databases and information retrieval
 - 3.2 Applied computer science
 - 3.2.1 Artificial intelligence
 - 3.2.2 Computer architecture and engineering
 - 3.2.3 Computer graphics and visualization
 - 3.2.4 Computer security and cryptography
 - 3.2.5 Computational science
 - 3.2.6 Health Informatics
 - 3.2.7 Information science
 - 3.2.8 Software engineering
- 4 Academia



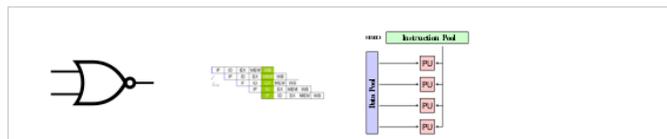
- Click on one of the links. Example click on: **3.2.2 Computer architecture and engineering**
- This will send you down the page to the section titled **Computer architecture and engineering**.

Computer architecture and engineering

[\[edit\]](#)

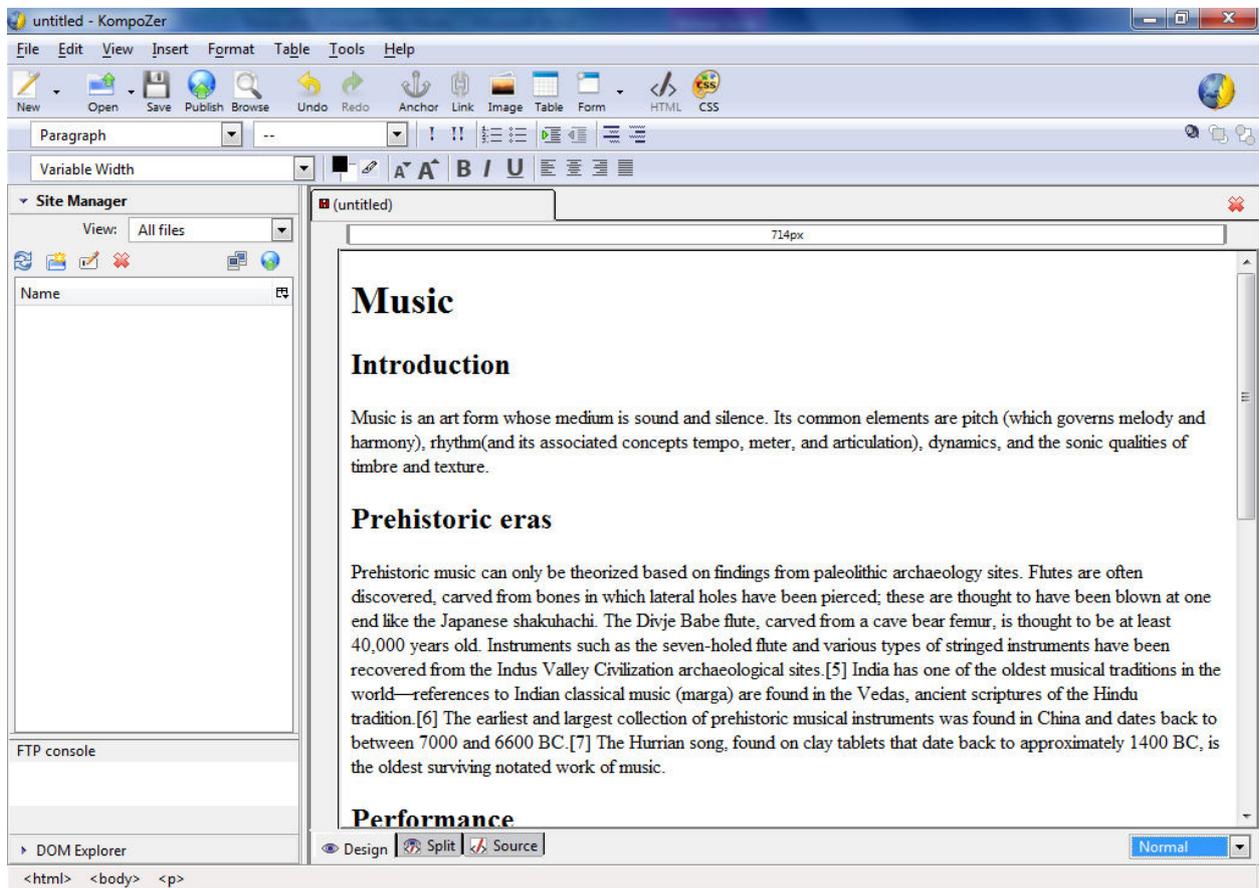
Main articles: [Computer architecture](#) and [Computer engineering](#)

Computer architecture, or digital computer organization, is the conceptual design and fundamental operational structure of a computer system. It focuses largely on the way by which the central processing unit performs internally and accesses addresses in memory. The field often involves disciplines of computer engineering and electrical engineering, selecting and interconnection hardware components to create computers that meet functional, performance, and cost goals.



Now let's see how to create these anchors in your webpage:

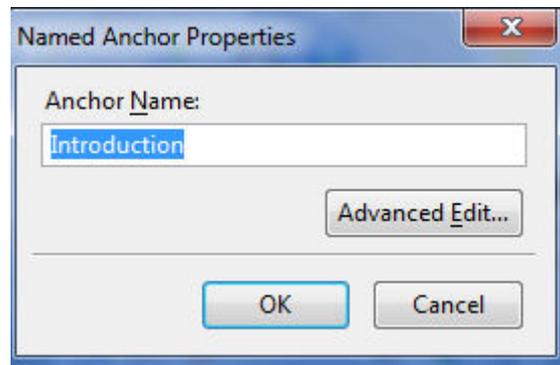
- Create a **new page** in KompoZer.
- Copy all the text from Appendix 1 (at the end of this notes pack) onto the new page.



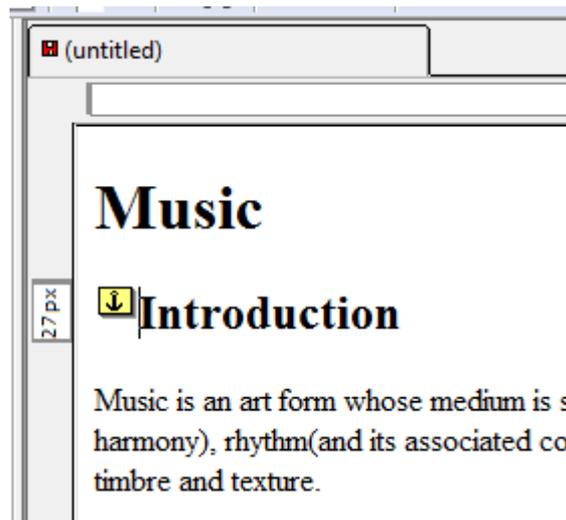
- Select the heading **Introduction**.
- Click on the **Anchor** button from the toolbar.



- A window will appear asking you to give a name to this anchor. Give it the name **Introduction** and click **OK**.



- Once you are done, you will notice that the heading **Introduction** has an anchor symbol next to it. This shows that that is an anchor. (Do not worry. The anchor will not be shown to the readers.)



- Repeat the same process for all the other headings. You should end up having five anchors.
- Next, you need to create the "table of contents", which will be linked to each one of these headings. Thus, just below the first title **Music**, write the heading names:

(untitled) 714px

Music

Introduction
Prehistoric eras
Performance
Production
Sociology

Introduction

Music is an art form whose medium is sound and silence. Its common elements are pitch (which governs melody and harmony), rhythm (and its associated concepts tempo, meter, and articulation), dynamics, and the sonic qualities of timbre and texture.

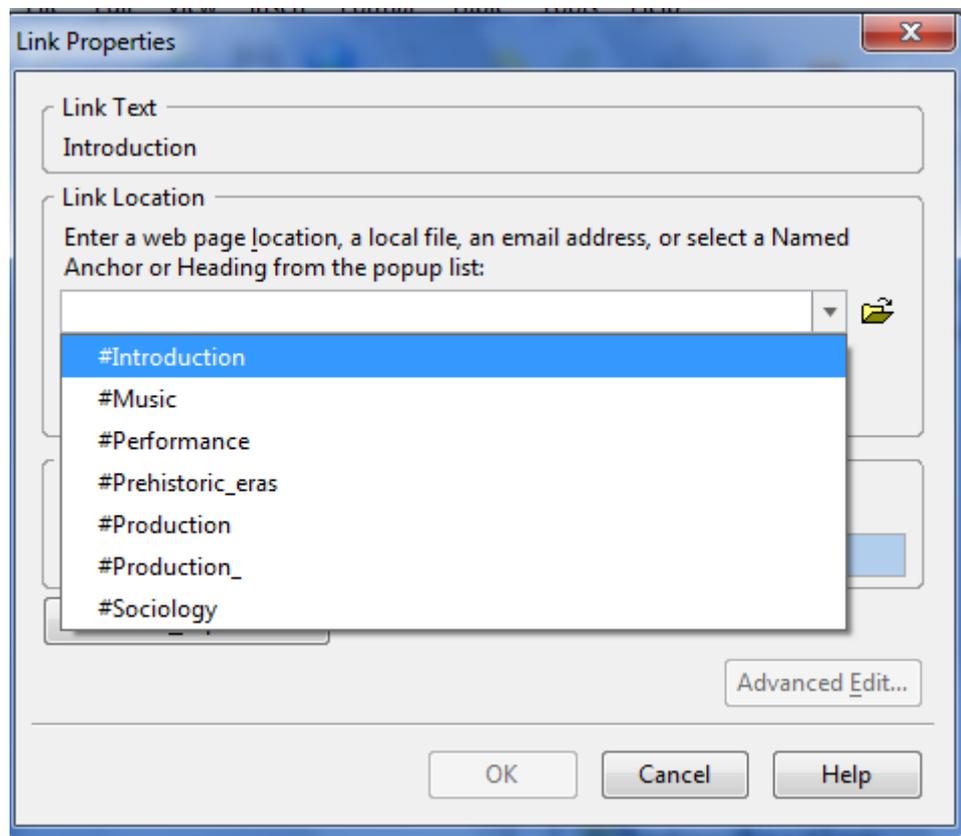
Prehistoric eras

Prehistoric music can only be theorized based on findings from paleolithic archaeology sites. Flutes are often discovered, carved from bones in which lateral holes have been pierced; these are thought to have been blown at one end like the Japanese shakuhachi. The Divje Babe flute, carved from a cave bear femur, is thought to be at least

- Select the word **Introduction** from the table of contents.
- Right Click on the word.
- Select the **Link** button from the toolbar

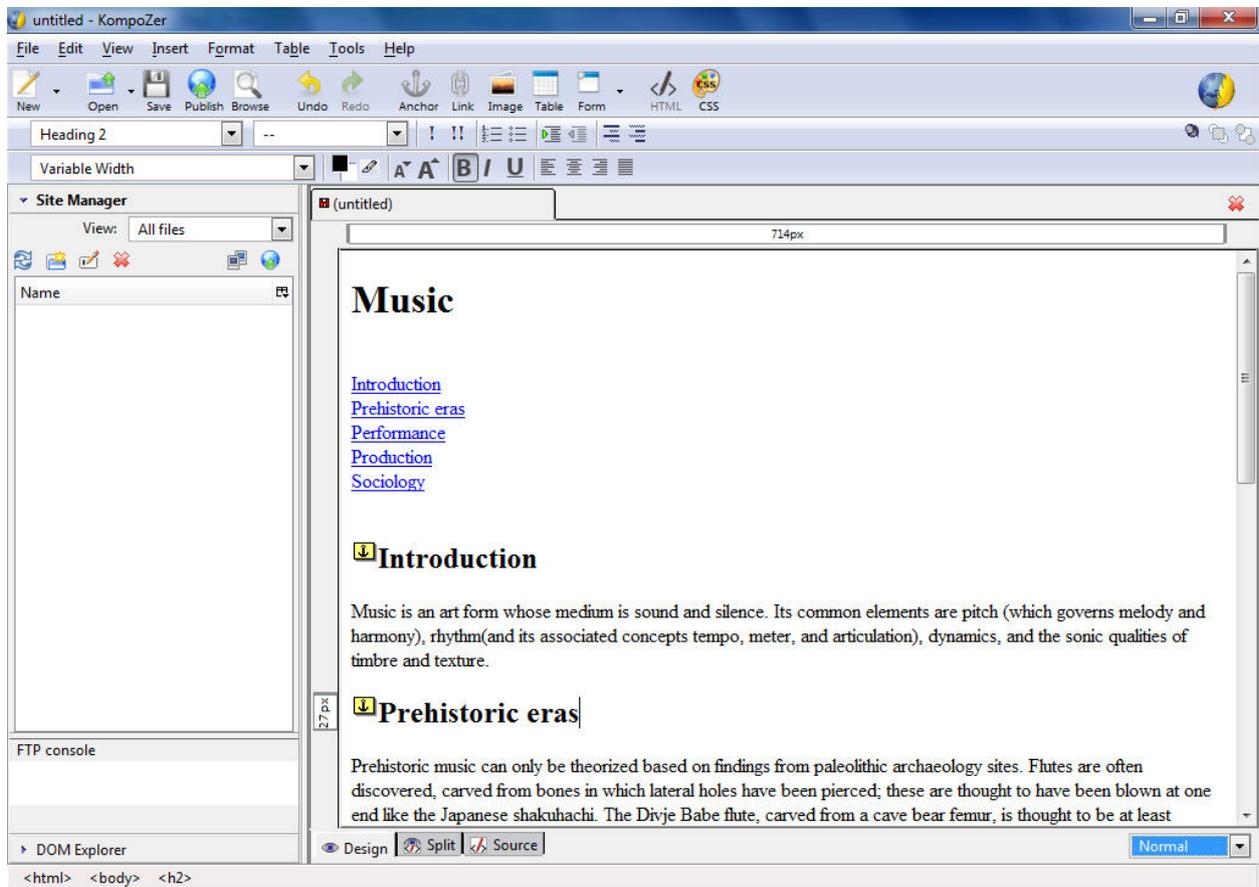


- A window will appear. In the **Link Location** section, use the drop down menu to view the anchors available.
- Select the anchor named 'Introduction'.



- Press **OK**.

- Repeat this process with the other items in the “table of content”, each time selecting the appropriate anchor/bookmark. The following depicts the final result:

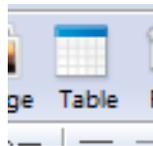


Tables (10.3.8)

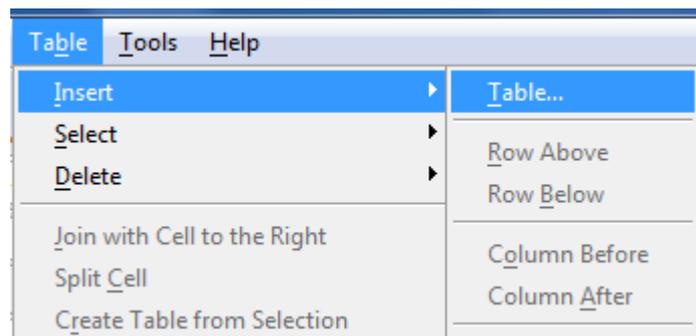
10.3.8.1 Insert, delete a table.

Inserting a table

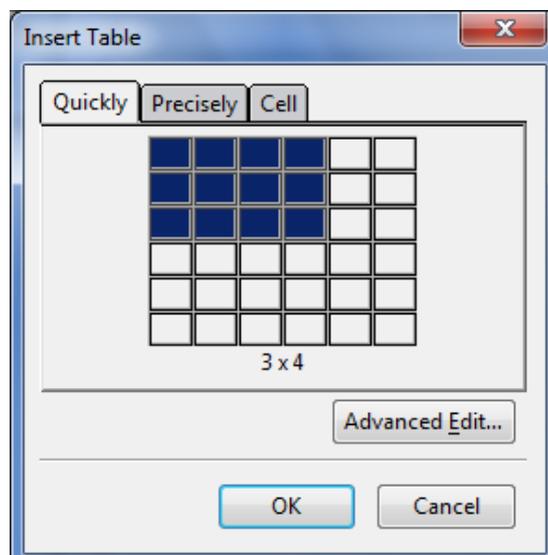
- Create a new Web page.
- Click on the **Table** button in the Toolbar.



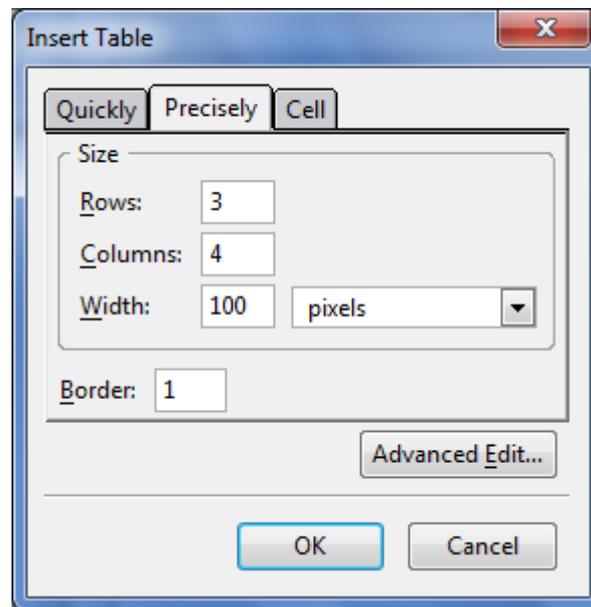
(Or else from the **Table** drop down menu, select **Insert** and chose **Table**.)



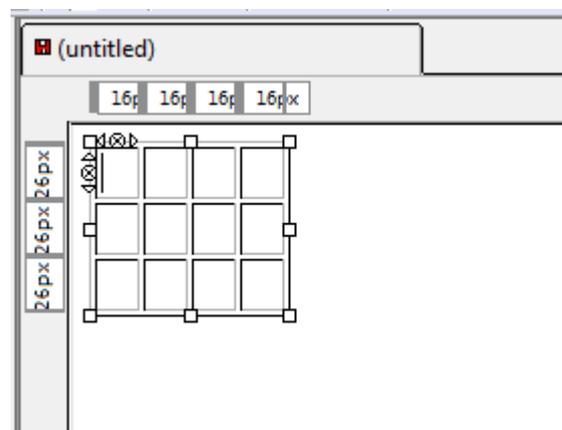
- Indicate how many rows or columns you would like to have in your table. Let's say you want to create a table with 3 rows and 4 columns. Thus, the following selection should be made:



(Alternatively, choose the **Precisely** tab and indicate the amount of rows and columns.)



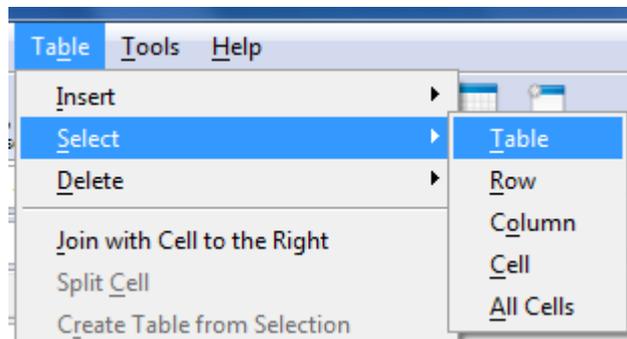
- The following should be the result:



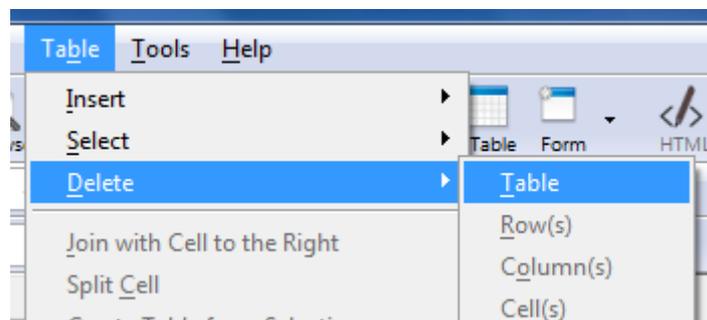
- Fill in the cells with the required information. Remember that you may use the Tab key to move from cell to cell within a table.

Deleting a table

- Click anywhere within the table you wish to delete.
- From the **Table** drop down menu, click on the **Select** command.
- From the submenu click on **Table**.

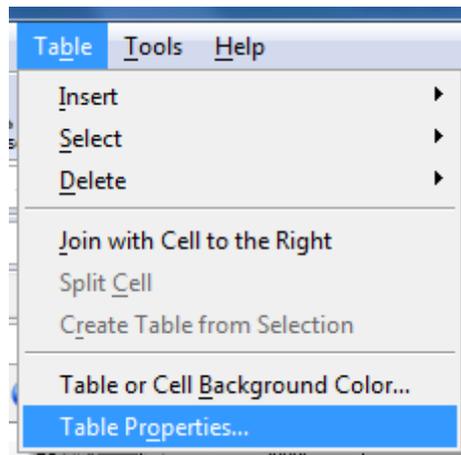


- The table should now be selected.
- Press the **Delete key** on the keyboard.
(Or from the **Table** drop down menu, click on the **Delete** command and click on **Table**.)

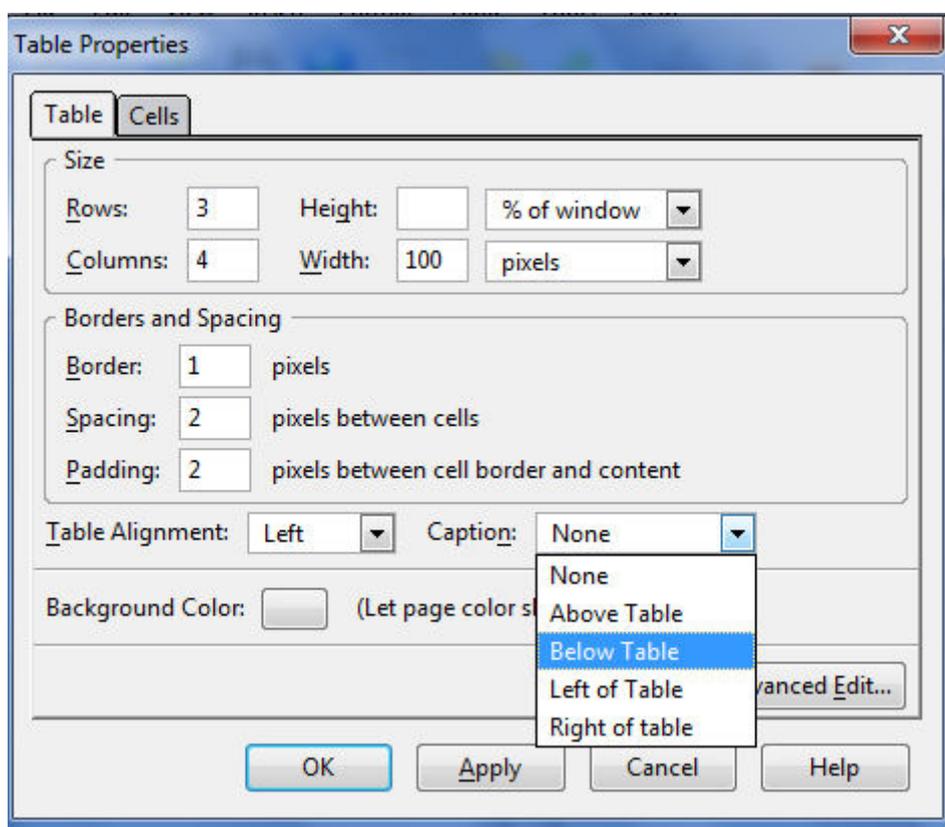


10.3.8.2 Insert, edit a table caption.

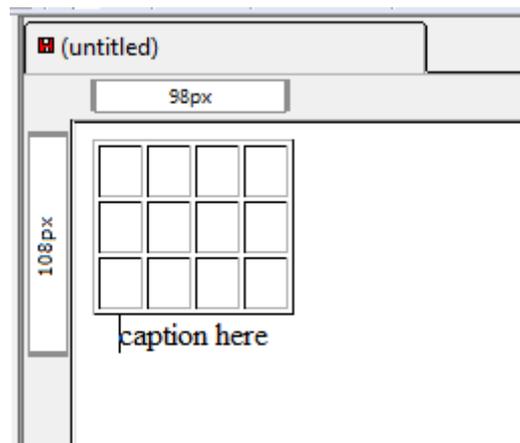
- Click anywhere within the table.
- From the **Table** drop down menu, click on the **Table Properties** command.



- Make sure you're viewing the **Table** tab. From the drop down menu next to the text **Caption**, choose the location of the caption.

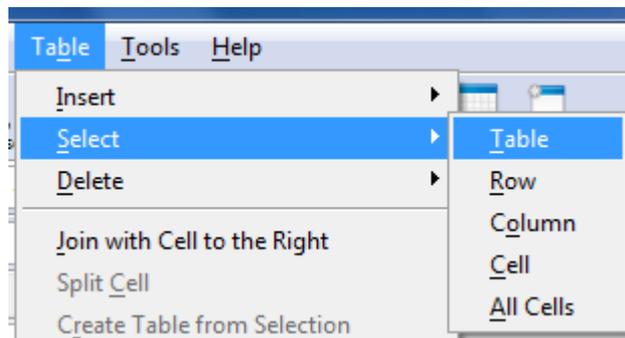


- A space is made for you to write the table caption. Include the text accordingly.



10.3.8.3 Align a table: left, centre, right.

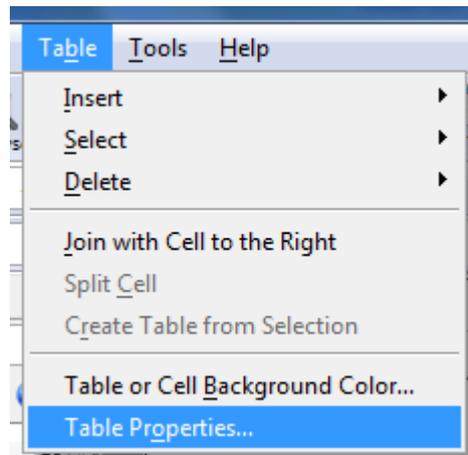
- Click anywhere within the table you wish to delete.
- From the **Table** drop down menu, click on the **Select** command.
- From the submenu click on **Table**.



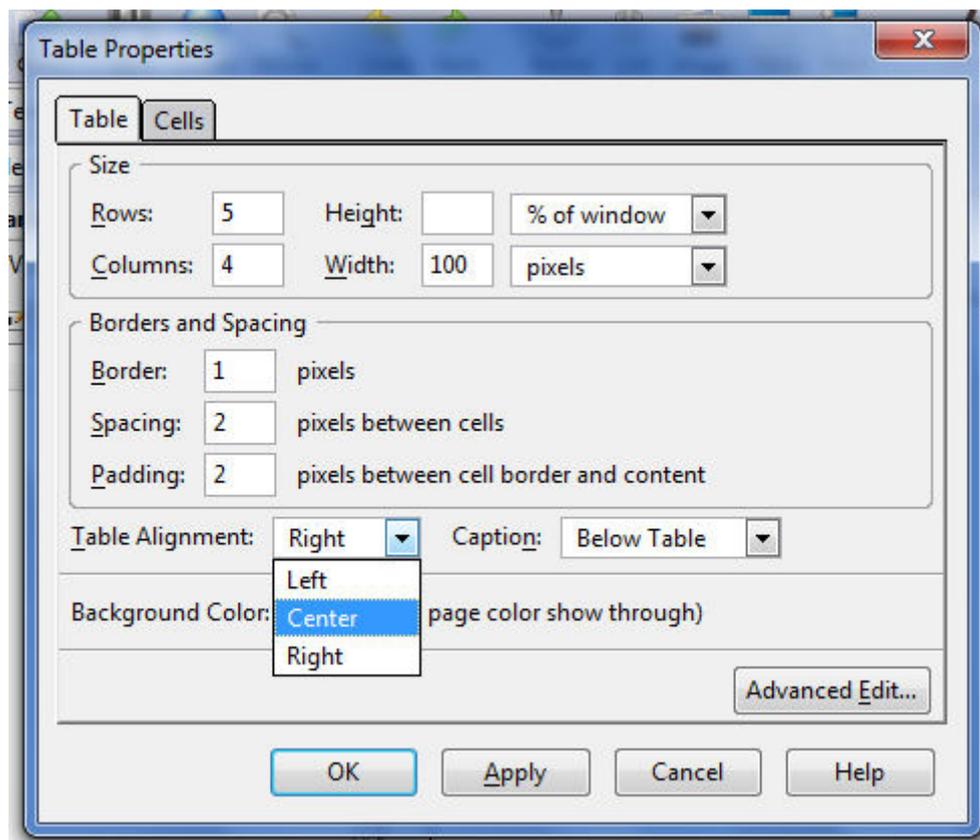
- The table should now be selected.
- Click on one of the align buttons from the Toolbar (like aligning text).



- Alternatively, from the **Table** drop down menu choose **Table Properties**



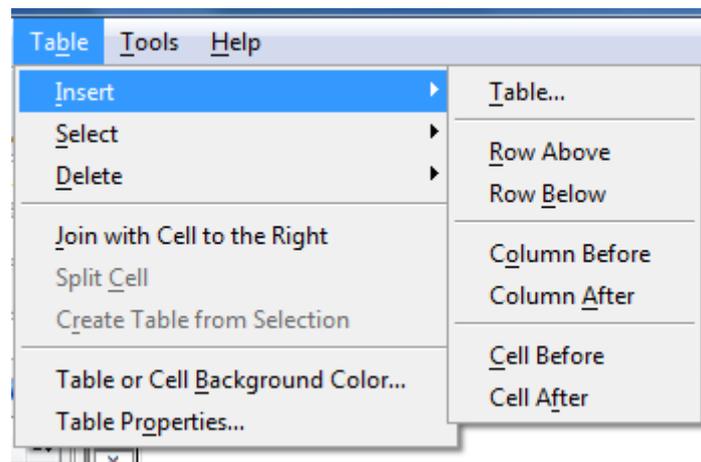
- A window is displayed. Alter the alignment from the drop down menu next to **Text Alignment**.



10.3.8.4 Insert, delete rows and columns.

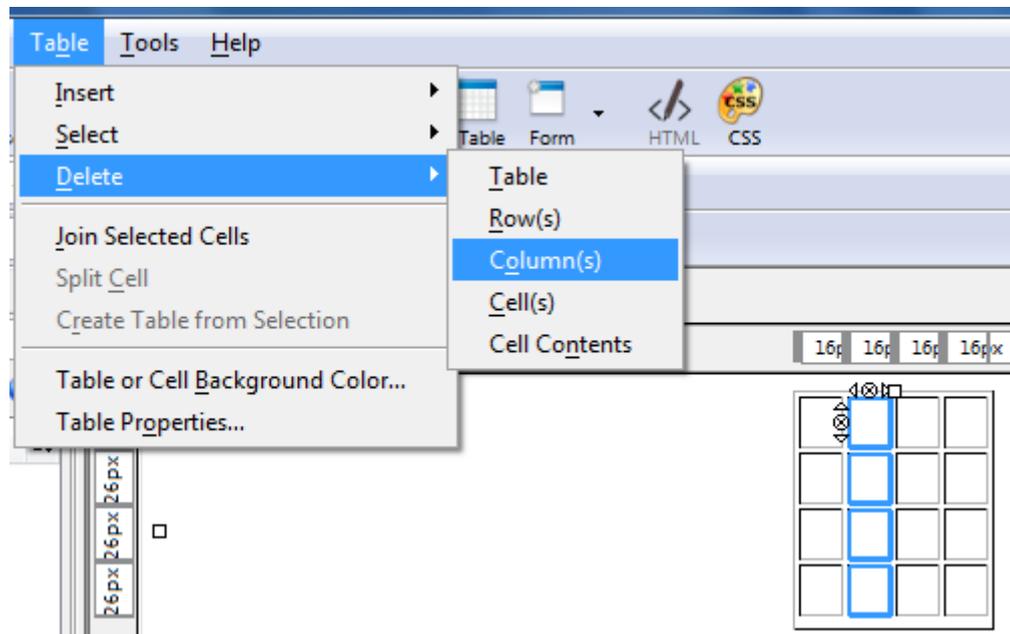
Inserting a row or column

- Place the cursor within the table.
- From the **Tools** drop down menu, select **Insert**. Choose your preferred option.



Deleting a row or column

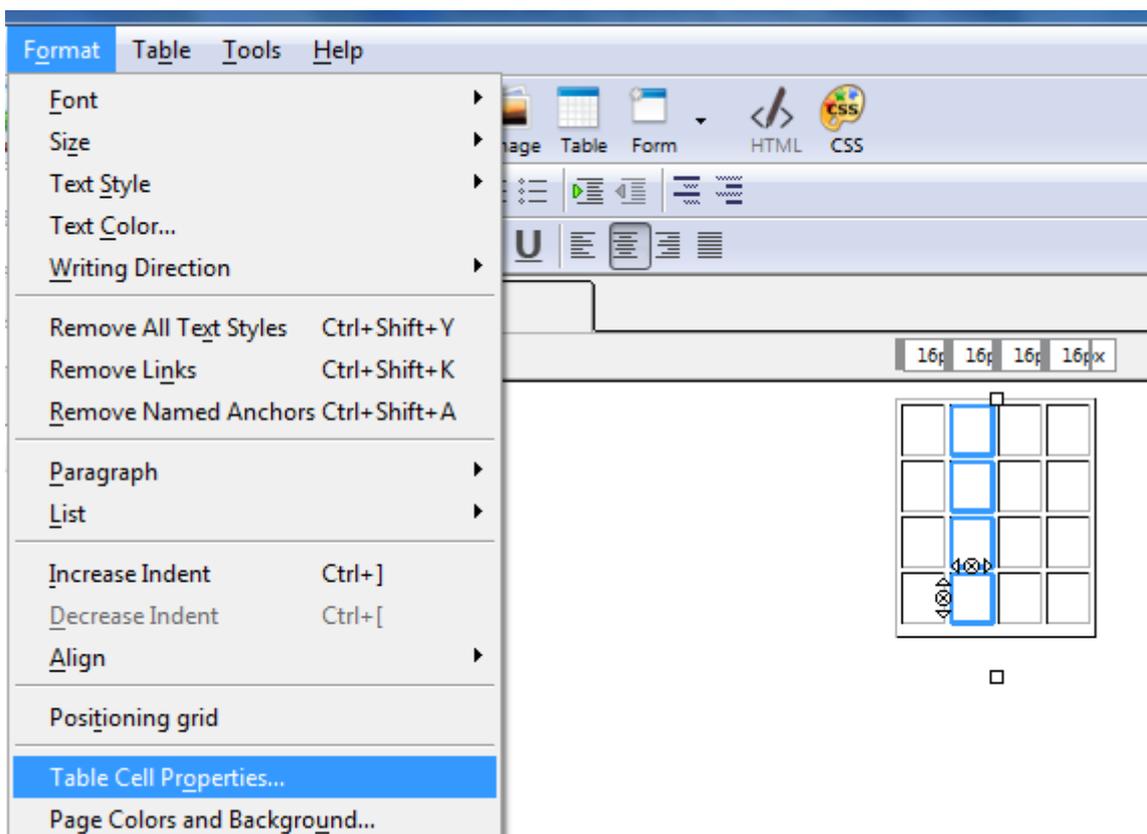
- Select the row or column which you wish to delete.
- From the **Table** drop down menu, select **Delete** and choose row/column accordingly.



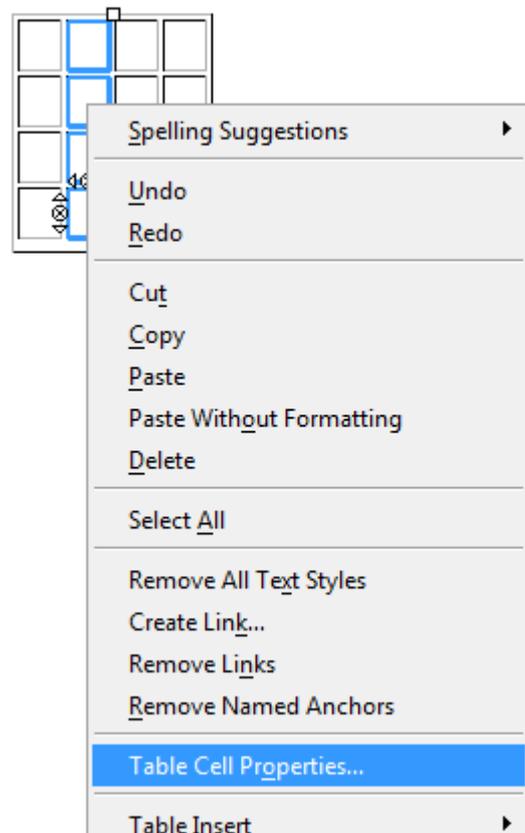
10.3.8.5 Modify column width, row height.

Apart from modifying the width or height of the entire table you can modify the width of columns or the height of rows.

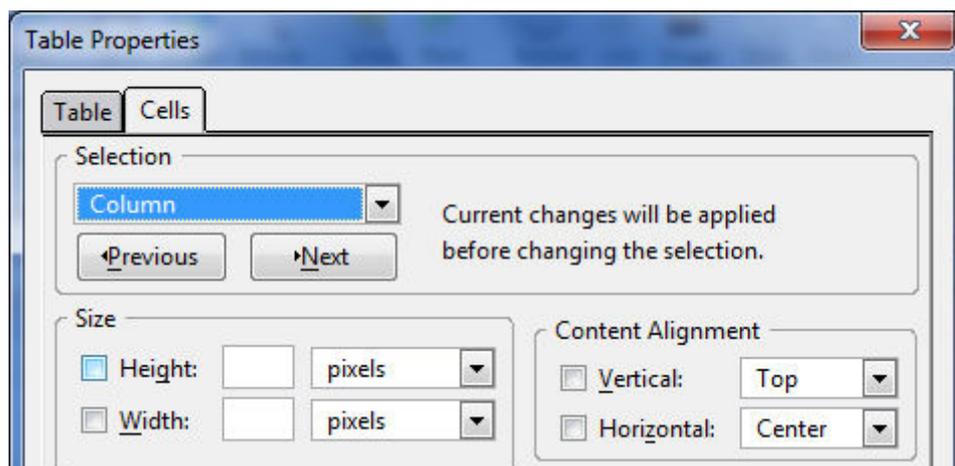
- Select the row or column.
- From the **Format** drop down menu, choose **Table Cell Properties**.



Alternatively, right click over the selected row or column and choose **Table Cell Properties**.



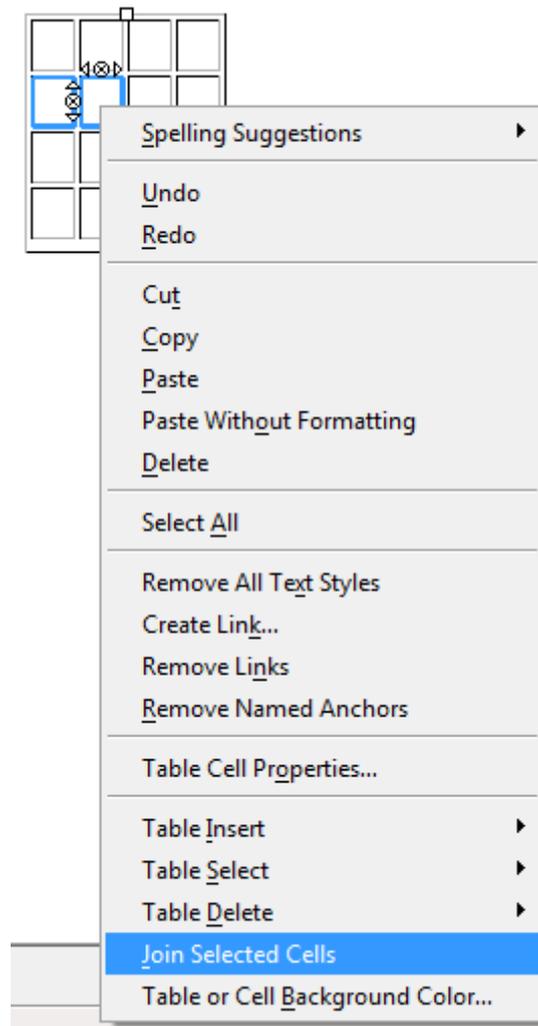
- Make sure the **Cells** tab is chosen. Tick the **Width** or **Height** option (depending on whether you are changing the width of a column or the height of a row) and input the width or height in the space provided. Choose between pixels or % of the table according to your requirements.



10.3.8.6 Merge, split cells.

Merging Cells

- Select any two adjacent cells from your table.
- Right click over the selected cells, and from the popup menu click on **Join Selected Cells**.



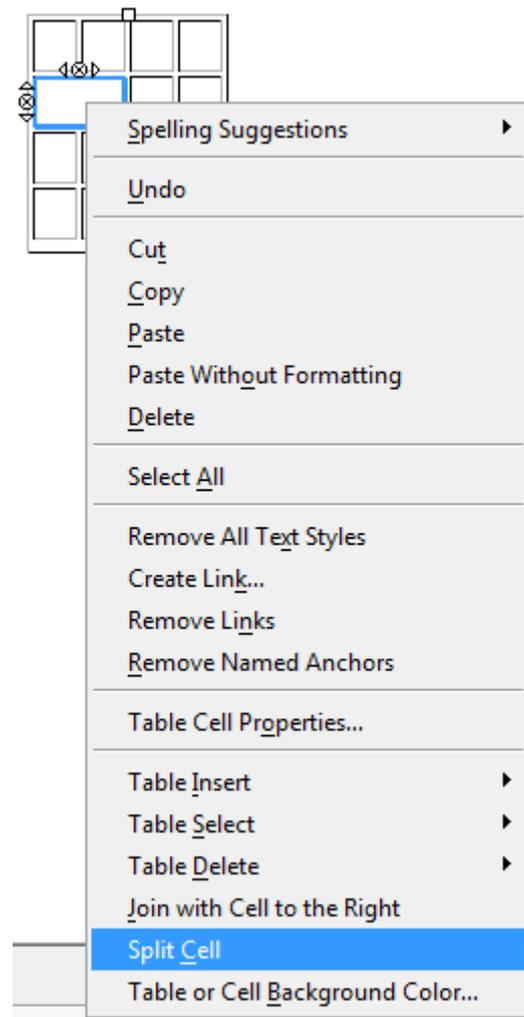
- As a result, the two selected cells should be merged into a single cell.

Before Merge:

After Merge:

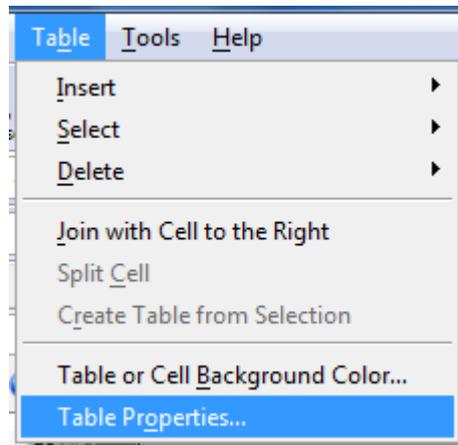
Splitting Cells

- Right click over a merged cell in your table, and from the popup menu displayed select the **Split Cell** command.

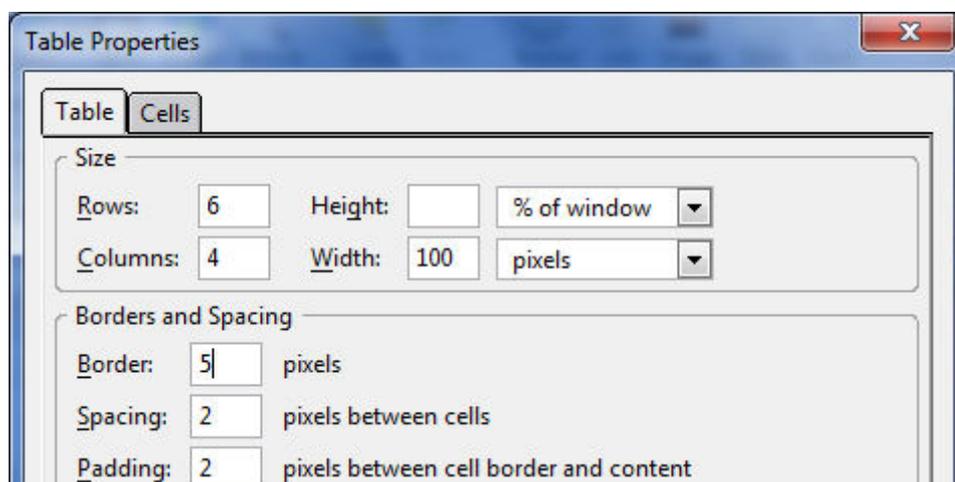


10.3.8.7 Modify table border width, cell padding, cell spacing.

- Click anywhere within the table.
- From the **Table** drop down menu, select the **Table Properties** command.



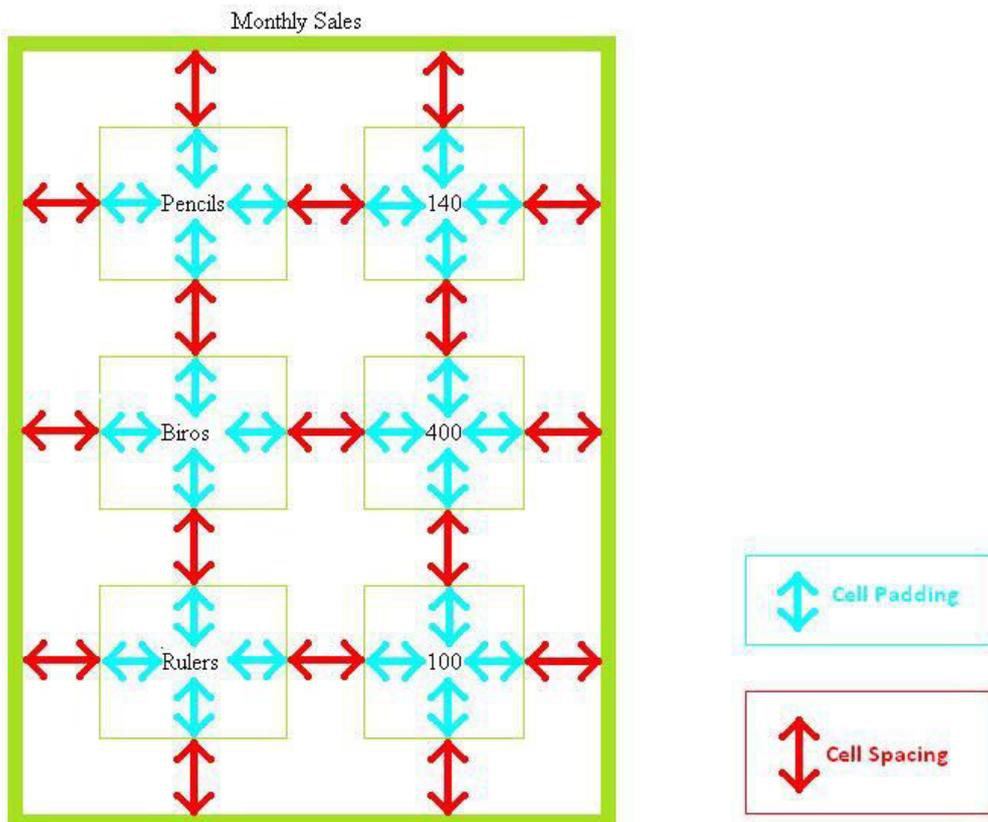
- The **Table Properties** dialog box will open.
 - o Look at the **Borders** section. To adjust the table border width, simply alter the size.
 - o Also, enter the preferred values for Cell **Padding** and Cell **Spacing**.



- **Note:** If you set the border size to 0, the border will not be visible in your webpage (choose the Preview tab to see this result).

Cell Padding and Cell Spacing

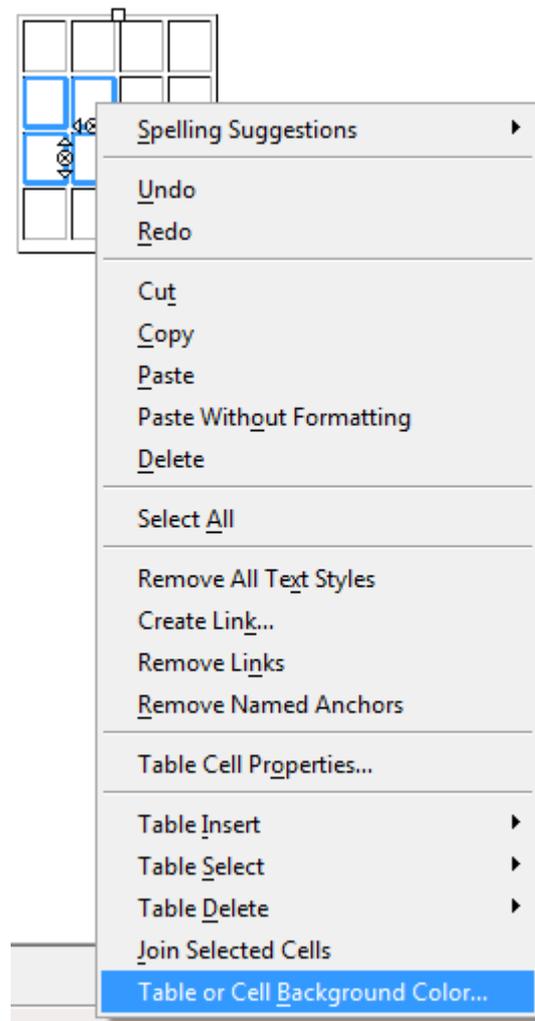
- **Note:**
 - By setting the **Cell Spacing**, you are altering the space between the cells of the table.
 - By setting the **Cell Padding**, you are altering the space between the contents of the cell and the cell wall.



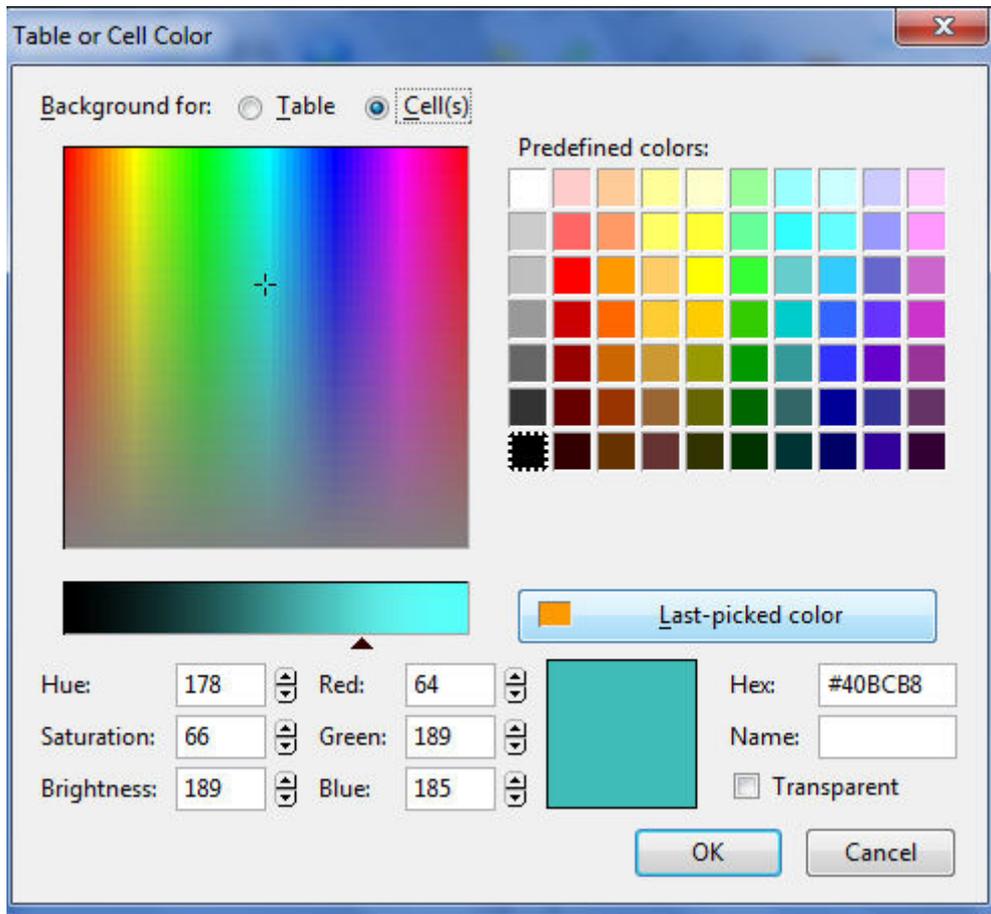
10.3.8.8 Change background colour, background graphic, image of cells, entire table.

Changing background color of individual cells

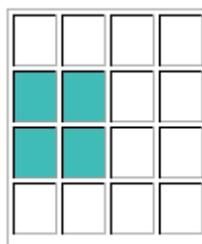
- Click on a cell (or a group of cells) and then right click over the cell/s.
- Select the **Table or Cell Background Color** command.



- A dialog box will be displayed. Make sure the radio button for **Cell(s)** is chosen. Choose the color which you prefer.

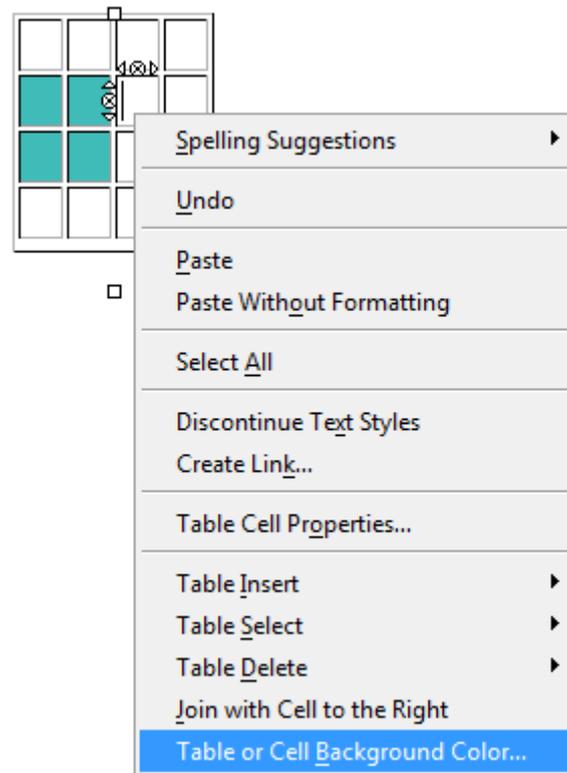


- Click **OK**. This should be the result:

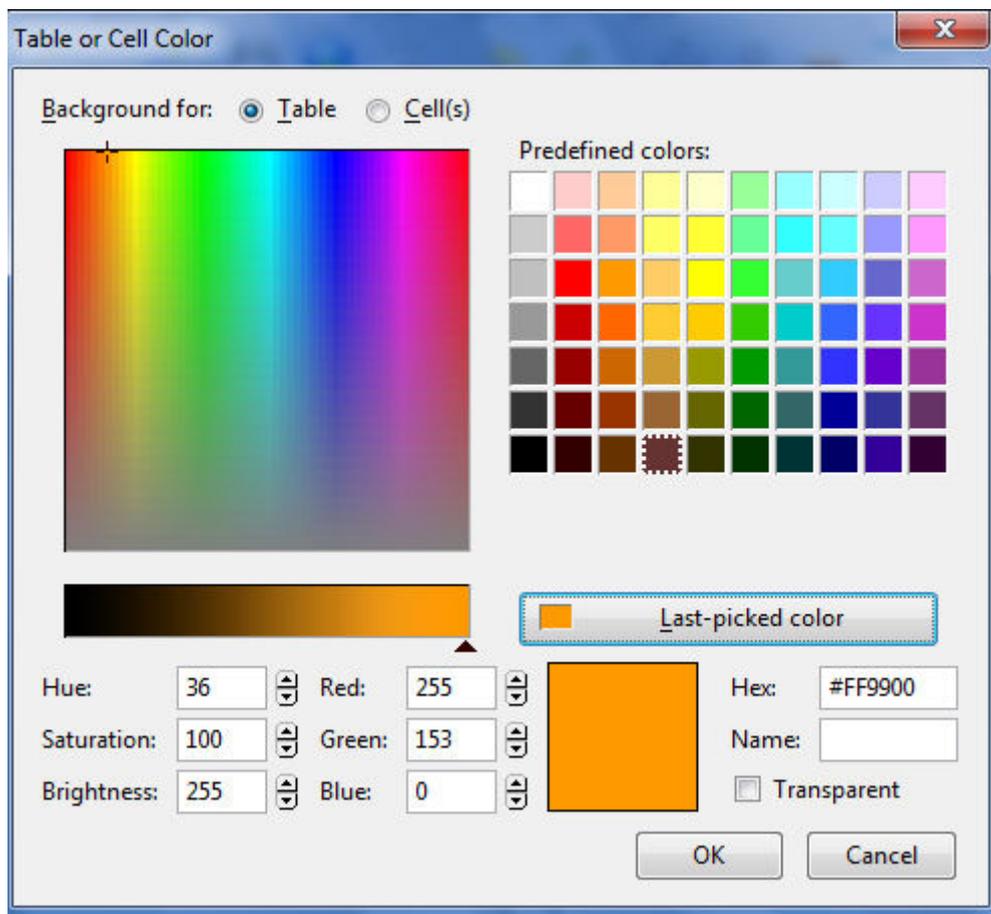


Changing background color of entire table

- Click within any cell of your table. Right click over this cell and a popup menu is displayed. Select the **Table or Cell Background Color** command.



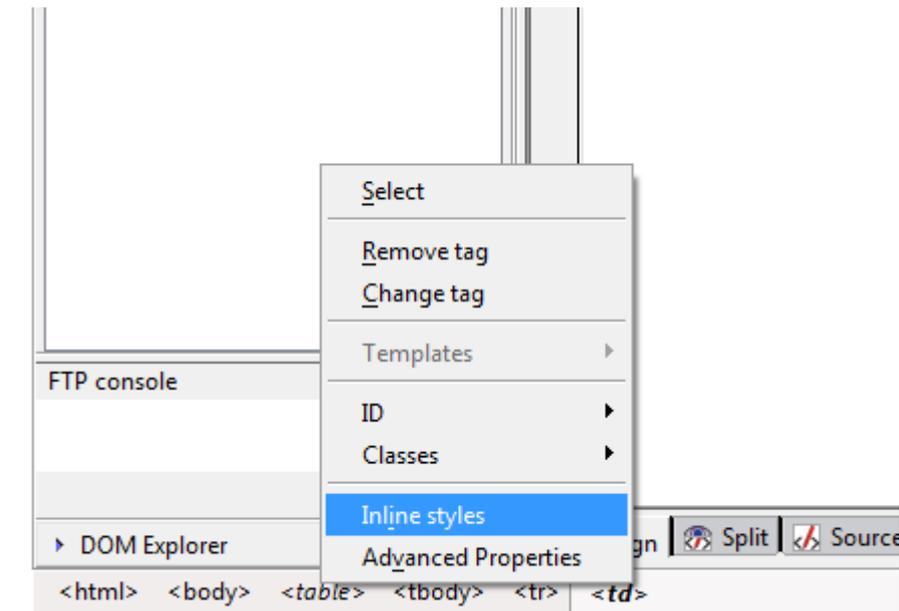
- As a result, a dialog box is displayed. Make sure the radio button for **Table** is chosen. Choose a color.



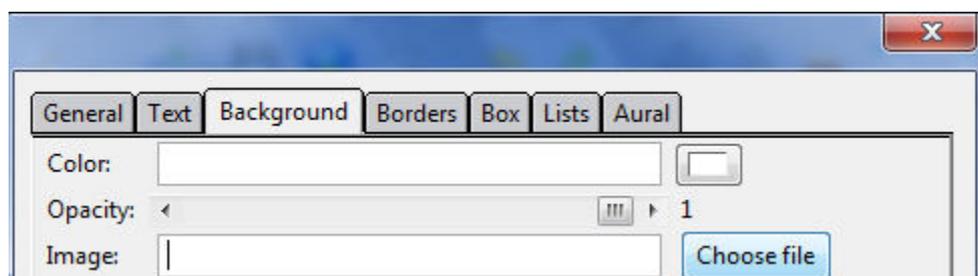
- Click **OK**.

10.3.8.9 Add, remove a table background graphic, image.

- Click within any cell of your table.
- At the bottom left corner of your screen, you will see the **<table>** tag. Right click over it and from the popup menu select the **Inline styles** command.



- A window will open. Choose the **Background** tab. Click on the **Choose file** button next to the **Image** box. Locate the picture you would like to apply as a background image and click OK.



Using Objects (10.4)

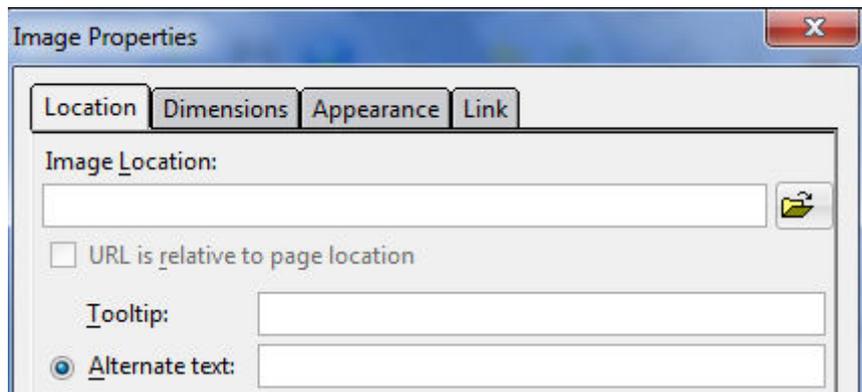
Graphical Objects (10.4.1)

10.4.1.1 Add, remove an image on a web page.

- Click on the location within your page where you want to insert the picture.
- Click on the **Image** icon (found within the toolbar).



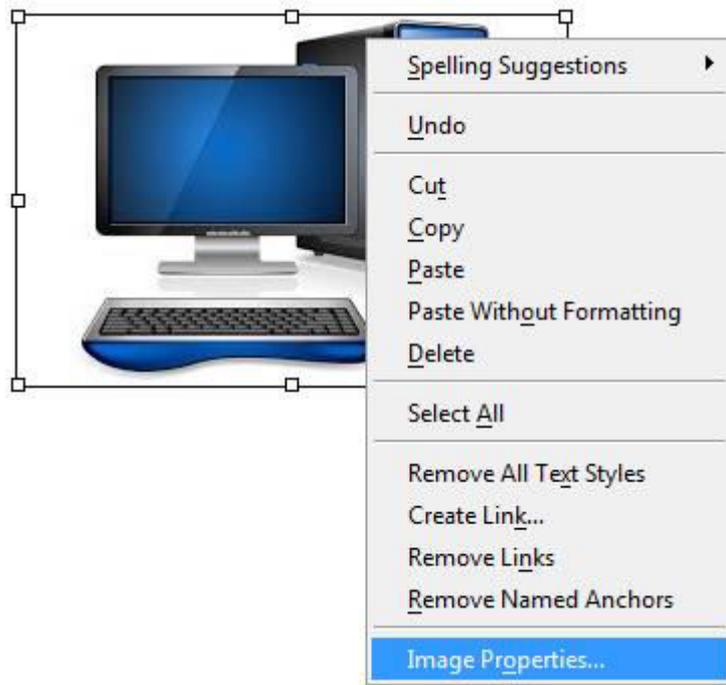
- A dialog box is displayed. Click on the folder image to locate your picture. Once you have located the desired picture, select it and click on the **Open** button.
- Also, include alternate text for the picture.



- To remove an image, simply click on it and press the **Delete** button on your keyboard.

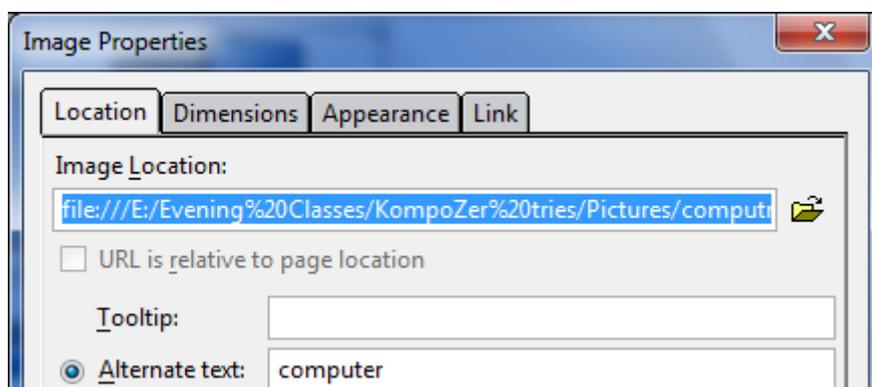
10.4.1.2 Set, modify attributes of an image: size, border, alignment, alternative text.

- Right click on the picture. Select **Image Properties**.

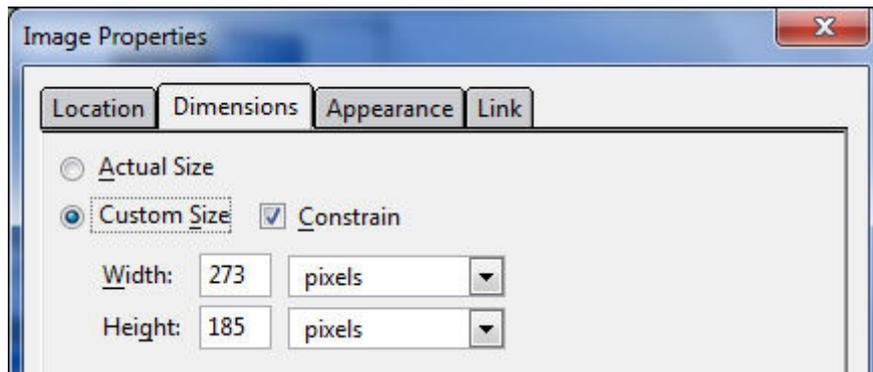


- The **Image Properties** window will be displayed.
- From the **Location** tab, you can change the alternate text.

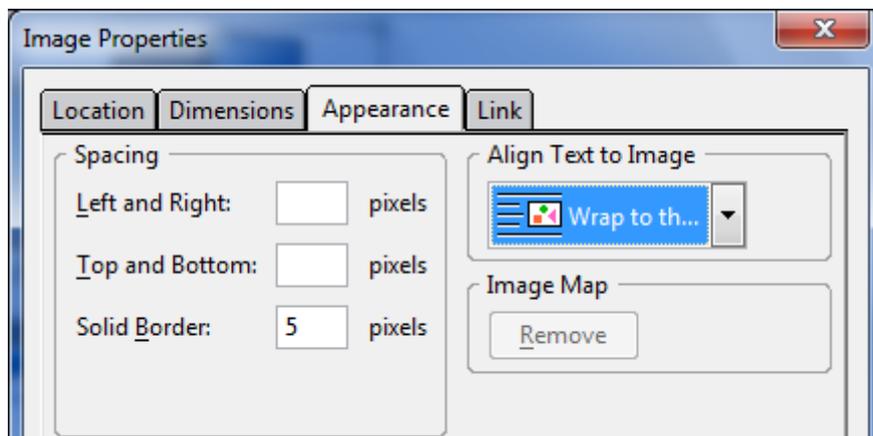
Alternative Text: If you specify 'alternative text' for a picture, then, when you view this picture using your Web browser and move the mouse pointer over the picture, a popup is displayed, containing your alternative text.



- From the **Dimensions** tab, you can change the size of the picture. Make sure you tick the **Custom Size** option before altering the size.
- Enter width and/or height and choose *pixels* or *& of window* accordingly.
- If you would not like the width and height to change respectively of each other, untick the **Constrain** checkbox.



- From the **Appearance** tab, you can:
 - o apply a border to the picture, specify how thick you would like the border to be.
 - o alter the alignment of the picture



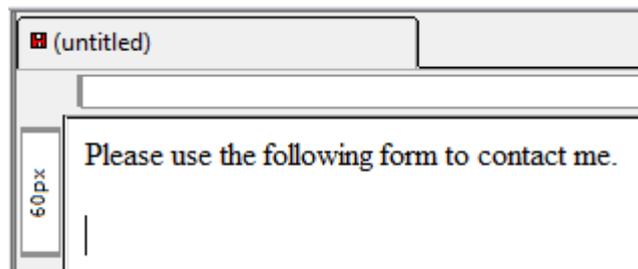
Note: to remove the border, set the border thickness to 0.

Forms (10.4.2)

10.4.2.1 Insert a form on a web page.

- Create a new web page. Type in the following:

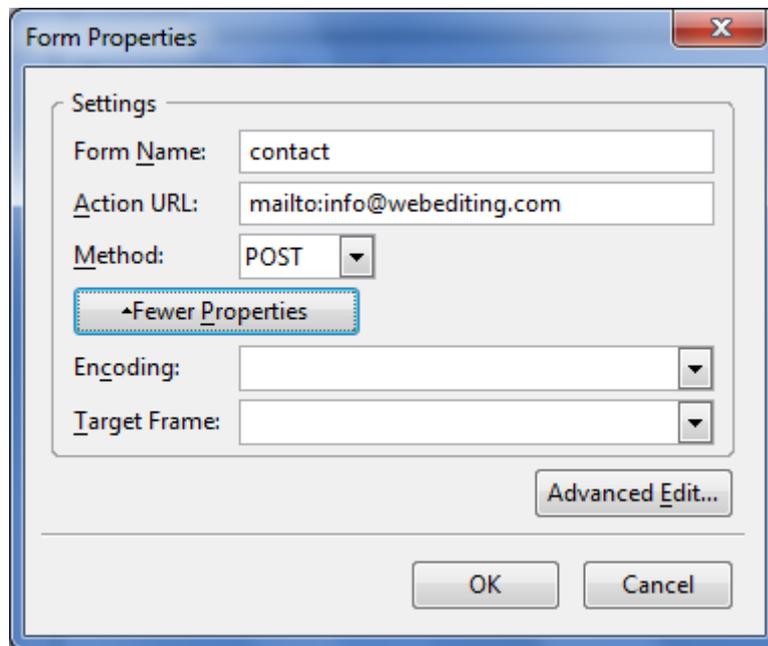
Please use the following form to contact me.



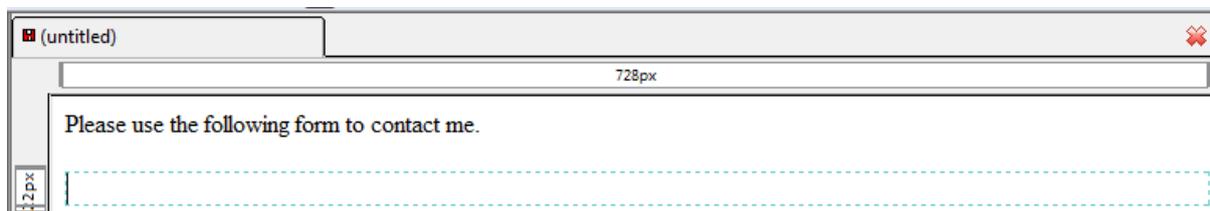
- Click on the **Form** button from the toolbar.



- A window will open.
 - o Enter the **form name**
 - o In the **Action URL** section, enter the email address to which you would like to send the answers of the form once the user has completed it. Before this email address, include the text **mailto:**
 - o In the **Method** section, choose POST.



- Click OK
- You will notice that a blue dashed line has been created. That shows where the form starts and ends.

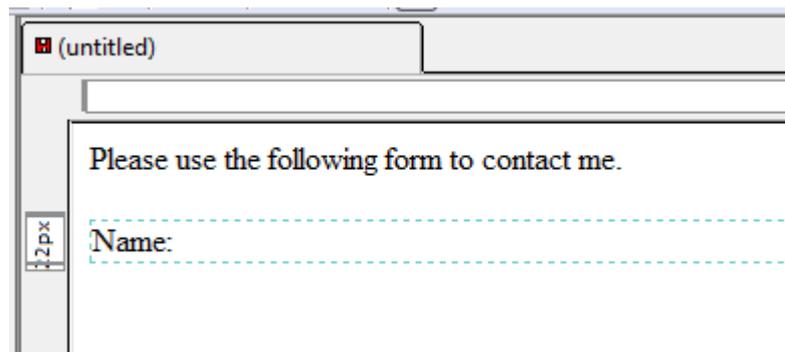


10.4.2.2 Add, remove single-line, multi-line text fields.

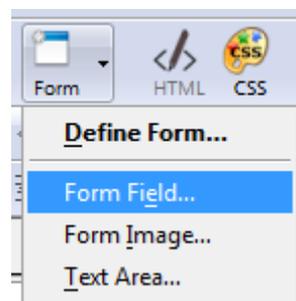
Single-Line Text Field

- Within the blue dashed box, write the following text:

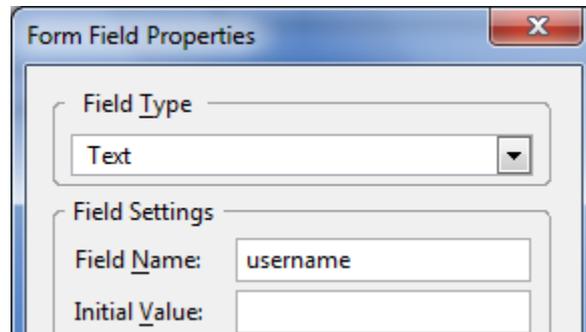
Name:



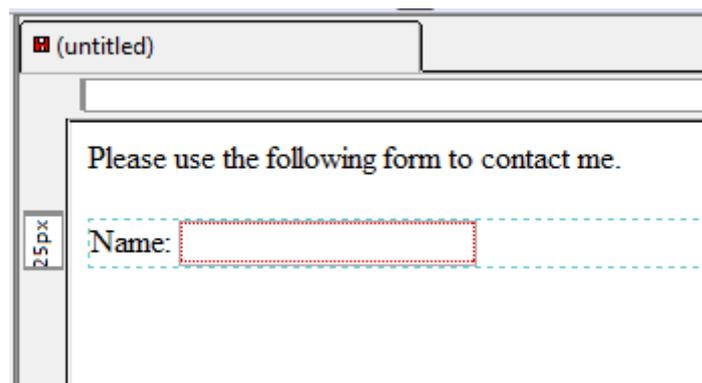
- Click on the arrow next to the **Form** button. From the drop down menu, choose **Form Field**.



- From the **Field Type** drop down menu, choose **Text**.
- Give a name to your field (representing what information it will hold). You may also include an Initial Value if you prefer (optional).



- Click OK.
- The result should be as follows:



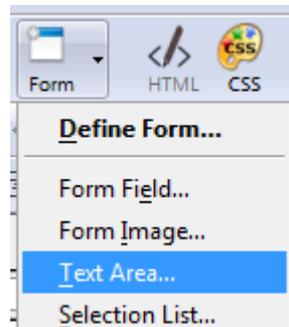
Multi-Line Text Field

This is a text field which allows the person filling in the form to enter a few lines of text, such as an address.

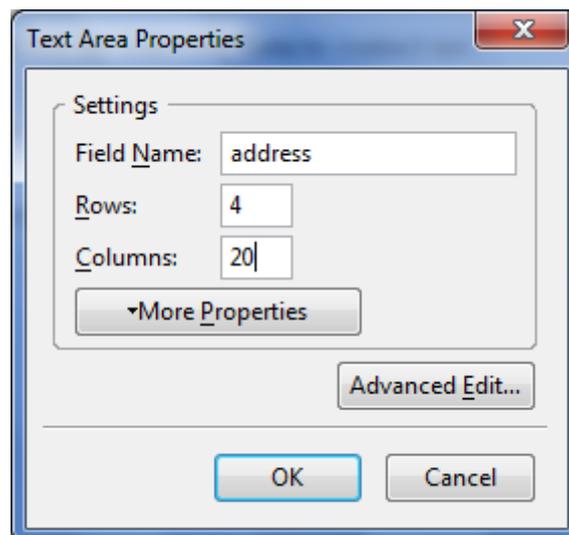
- Just below the Name field, write the following text:

Address:

- Click on the arrow next to the **Form** button. From the drop down menu, choose **Text Area**.



- A window will open, asking you to input:
 - o a name for your field (representing what information it will hold).
 - o The size of the text area, indicating it in rows and columns.



- Click OK.

- This should be the result:

(untitled)

Please use the following form to contact me.

Name:

Address:

134 px

10.4.2.3 Add, remove form fields: drop-down, check box, radio button.

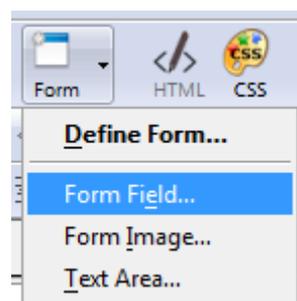
Check Box

You can use check boxes to allow the person filling in the form to select multiple items from a list of choices.

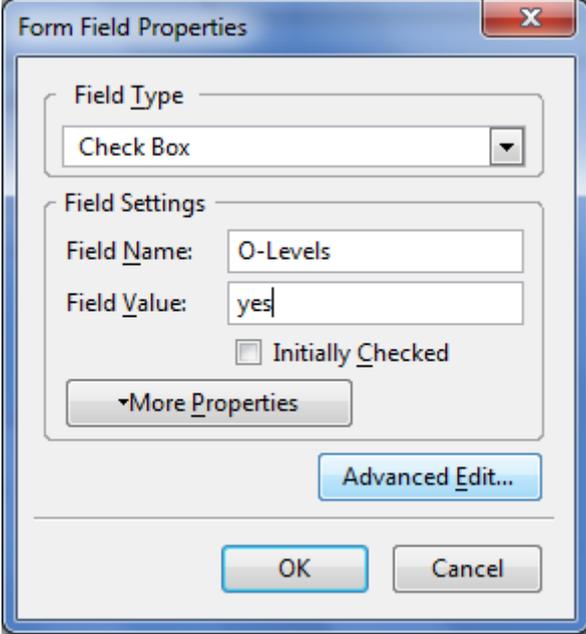
- Just below the Address field, write the following text:

Education:

- Press Enter from your keyboard.
- Click on the arrow next to the **Form** button. From the drop down menu, choose **Form Field**.



- From the **Field Type** drop down menu, choose **Check Box**.
- Give a name to your field (representing what information it will hold).
- Indicate a Field Value.
- You also have the possibility to check the **Initially Checked** check box, so that this option will be ticked by default.

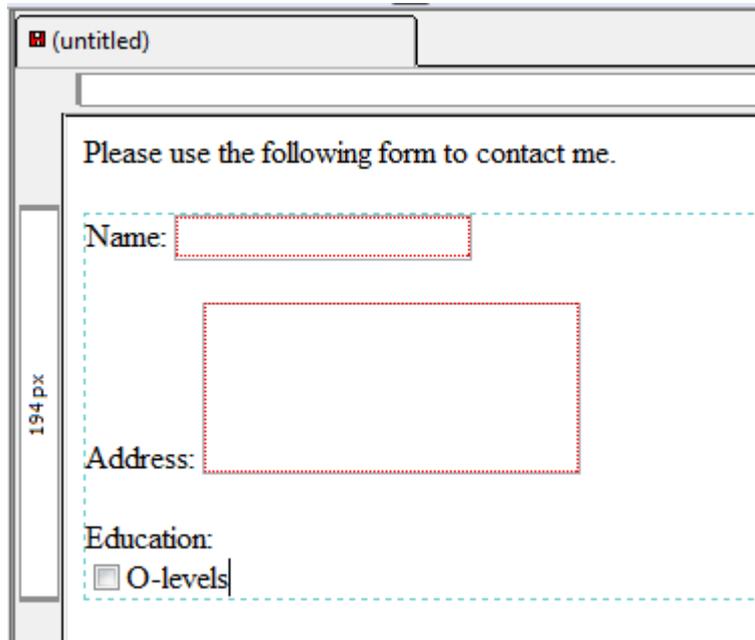


The image shows a 'Form Field Properties' dialog box. At the top, the title bar reads 'Form Field Properties' with a close button (X). Below the title bar, there is a 'Field Type' dropdown menu currently set to 'Check Box'. Underneath, the 'Field Settings' section contains two text input fields: 'Field Name' with the text 'O-Levels' and 'Field Value' with the text 'yes'. Below these fields is an unchecked checkbox labeled 'Initially Checked'. At the bottom of the dialog, there are four buttons: 'More Properties' (with a dropdown arrow), 'Advanced Edit...', 'OK', and 'Cancel'.

- Click OK

- Next to the checkbox write:

O-Levels



The screenshot shows a web editor window titled "(untitled)". Inside, there is a text area containing the text "Please use the following form to contact me." Below this text, there is a form with three fields: "Name:" followed by a text input field, "Address:" followed by a larger text input field, and "Education:" followed by a checkbox and the text "O-levels". A vertical dimension line on the left side of the form area indicates a height of "194 px".

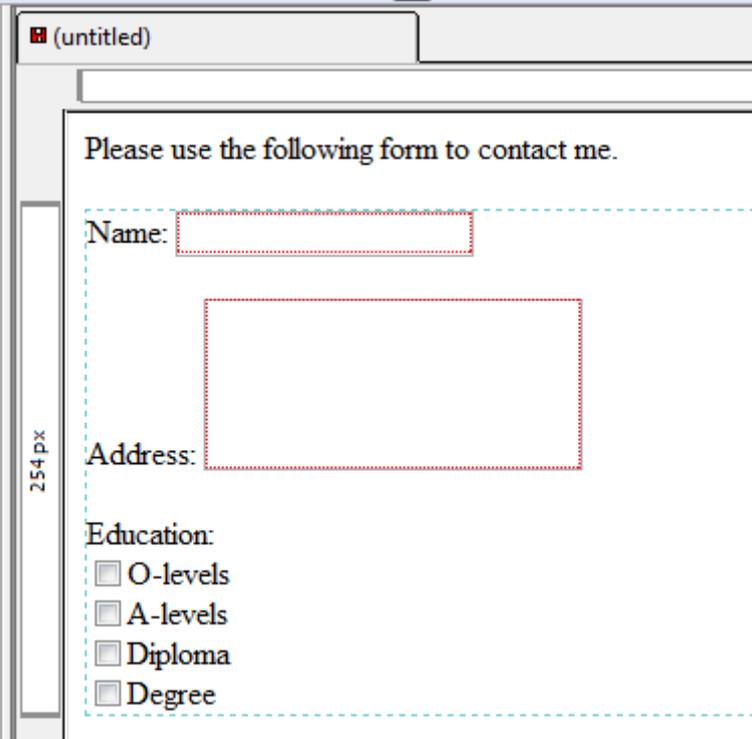
- Let's enter another option. Press Enter from your keyboard.
 - o Click on the arrow next to the **Form** button. From the drop down menu, choose **Form Field**.
 - o From the **Field Type** drop down menu, choose **Check Box**.
 - o Give a name to your field
- Click OK
- Next to the checkbox write:

A-Levels

- Repeat the same process to enter the other options:

Diploma
Degree

- You should end up with the following form:



The image shows a screenshot of a web browser window with a single tab titled "(untitled)". The page content is a contact form. At the top, it says "Please use the following form to contact me." Below this, there are three sections: "Name:" followed by a text input field; "Address:" followed by a larger text input field; and "Education:" followed by four radio button options: "O-levels", "A-levels", "Diploma", and "Degree". A vertical dimension line on the left side of the form area indicates a height of 254 px. The form fields are outlined with red dotted lines, and a larger cyan dashed line encloses the entire form area.

Radio Button

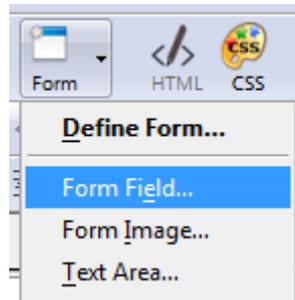
Radio buttons (sometimes referred to as option buttons) differ from check boxes because with Radio buttons you can offer a range of choices, but the people using the form can only select one option. Changing the selection will automatically de-select other options. Radio buttons are commonly used in forms for people to select items such as gender, where the options are male or female.

- Just below the Degree Checkbox option, write the following text:

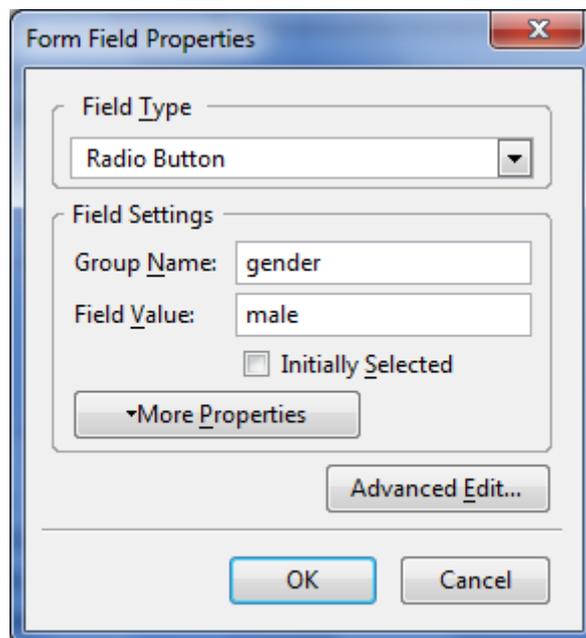
Gender:

- Press Enter from your keyboard.

- Click on the arrow next to the **Form** button. From the drop down menu, choose **Form Field**.



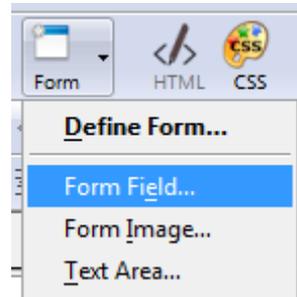
-
- From the **Field Type** drop down menu, choose **Radio Button**.
- Give a name to the group of radio buttons you are about to create.
- Give a name to this radio button.
- You also have the possibility to check the **Initially Selected** check box, so that this option will be selected by default.



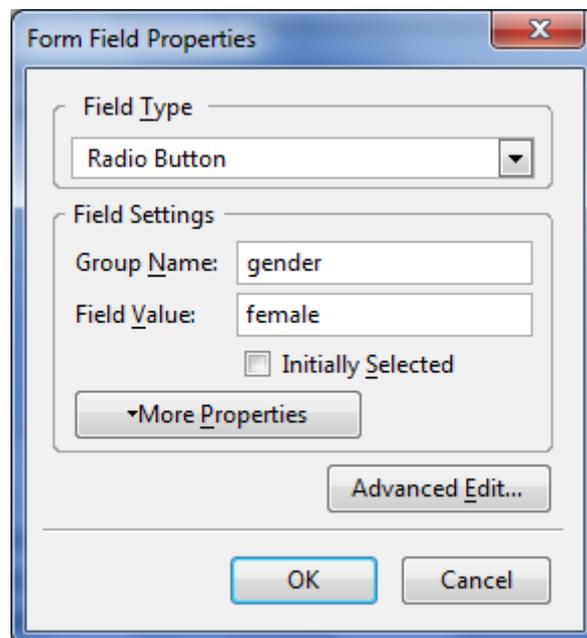
- Click OK
- Next to the radio button write:

Male

- Let's enter another option. Press Enter from your keyboard.
- Click on the arrow next to the **Form** button. From the drop down menu, choose **Form Field**.



- From the **Field Type** drop down menu, choose **Radio Button**.
- In the Group Name area, enter the same group name (in this case gender).
- Give a name to this radio button.



- Click OK
- Next to the radio button write:

Female

- You should end up with the following form:

(untitled)

Please use the following form to contact me.

Name:

Address:

Education:

- O-levels
- A-levels
- Diploma
- Degree

Gender:

- Male
- Female

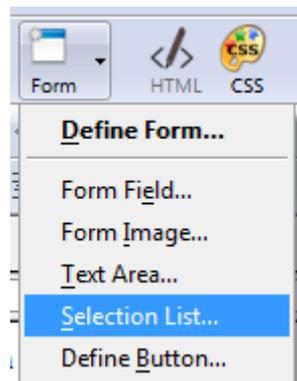
335px

Drop Down field

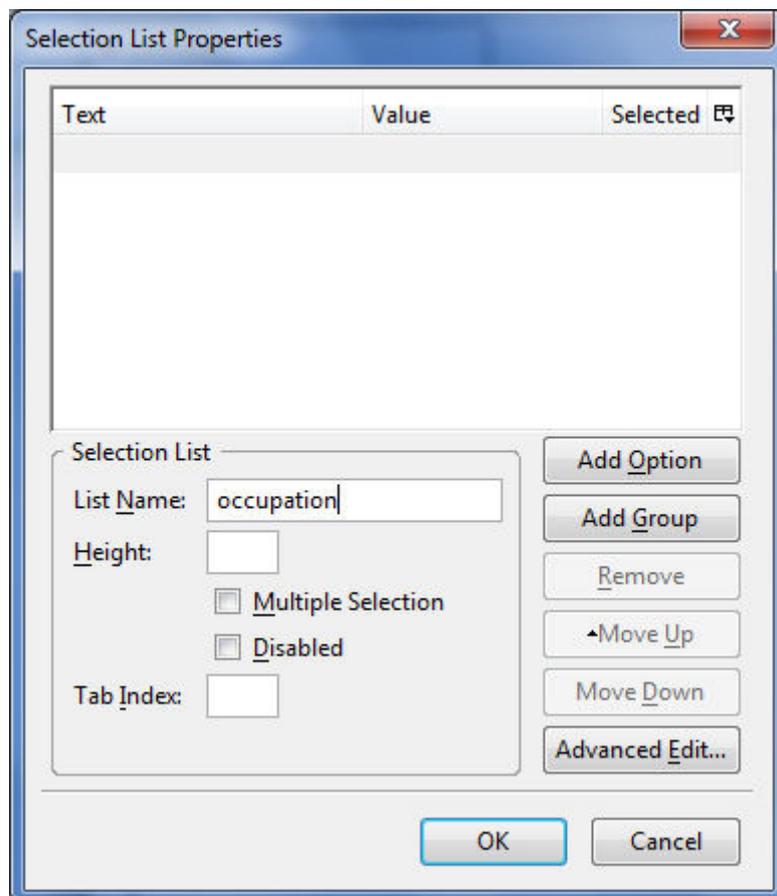
- Just below the Female radio button option, write the following text:

I am currently:

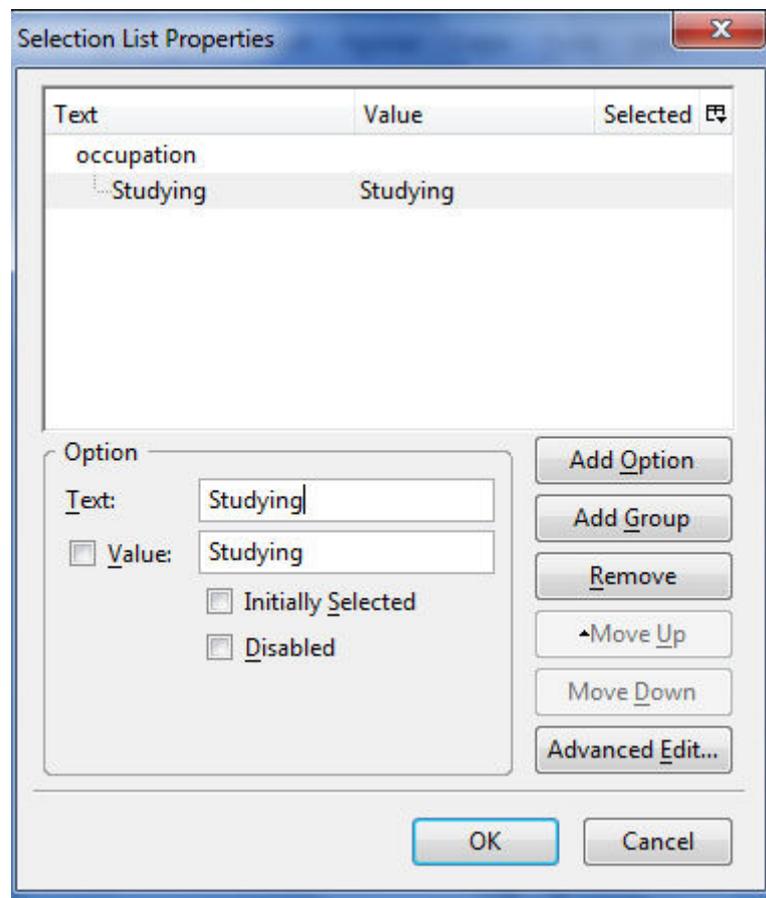
- Click on the arrow next to the **Form** button. From the drop down menu, choose **Selection List**.



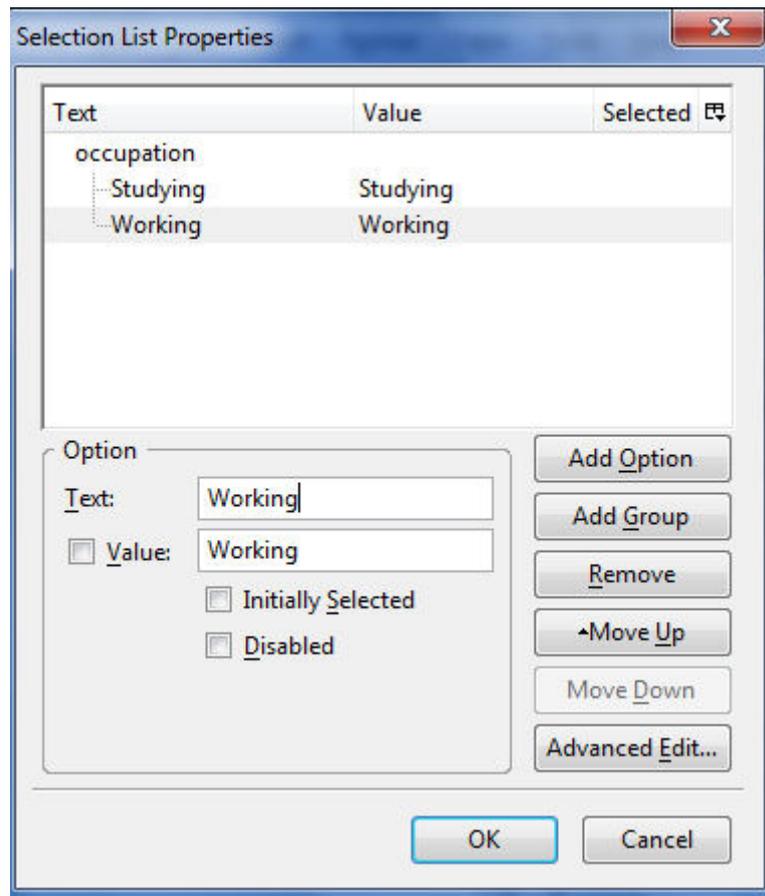
- A window will open. Give a name to the list in the **List Name** area.



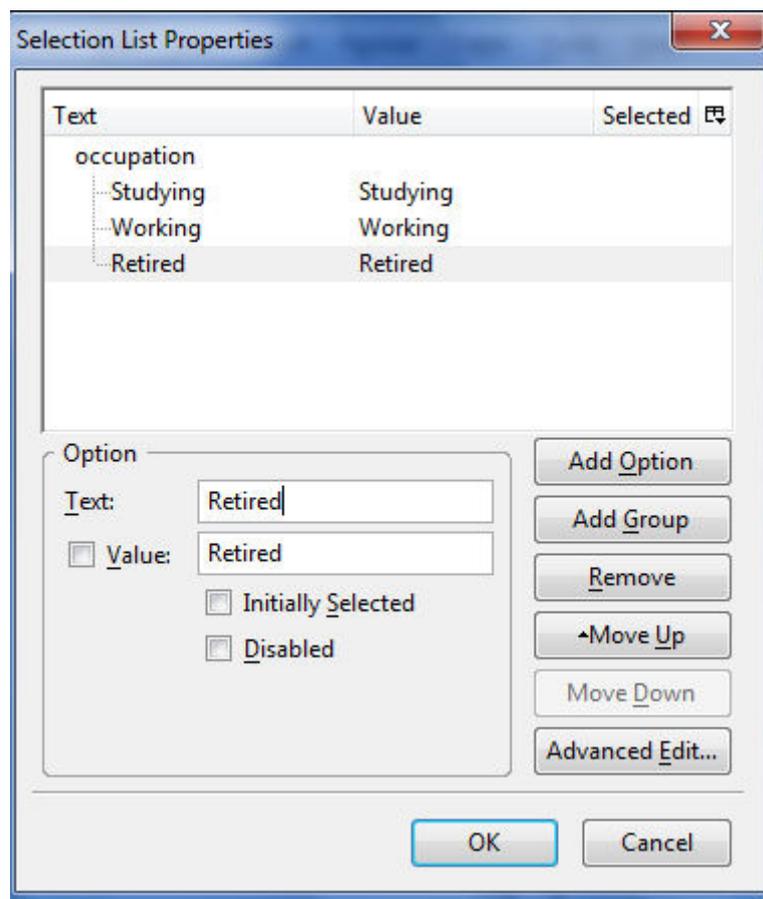
- Press **Add Option** to start filling in the options of this drop down menu. In the **Text** section, write the first option 'Studying'. Note that you may indicate whether you want this option to be selected by default or not (Initially Selected).



- Without pressing OK, press **Add Option** to enter another option.



- Again, without pressing OK, press **Add Option** to enter another option.



- Press OK.

- This should be the result:

(untitled)

Please use the following form to contact me.

Name:

Address:

Education:

O-levels

A-levels

Diploma

Degree

Gender:

Male

Female

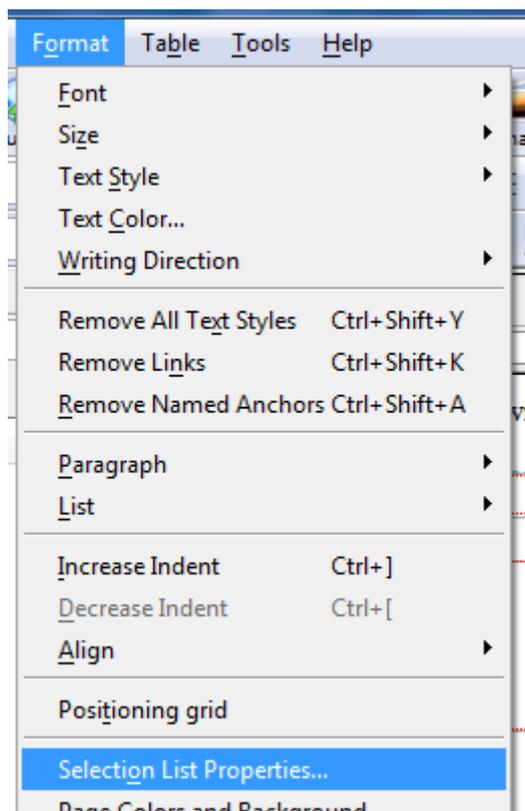
I am currently: Studying

377px

10.4.2.4 Set, modify form field properties: text field, drop-down, check box, radio button.

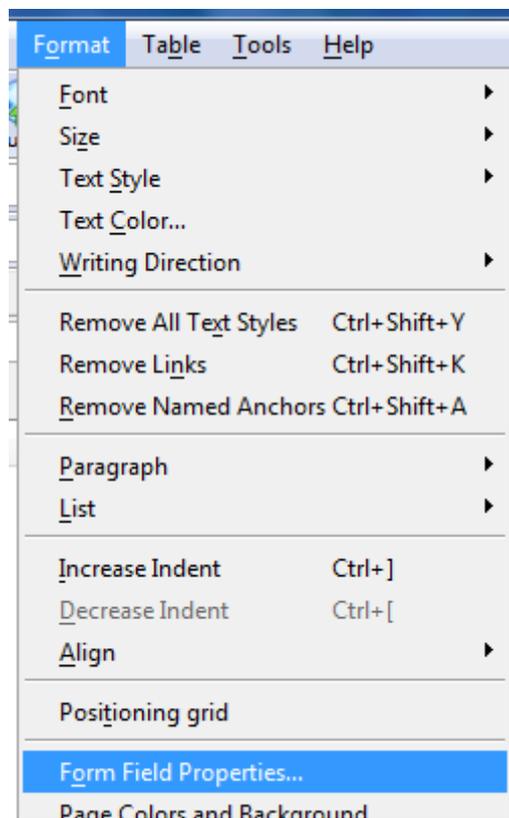
Modifying field properties for Drop Down field

- Click once on the Drop Down field.
- From the **Format** drop down menu, select **Selection List Properties**



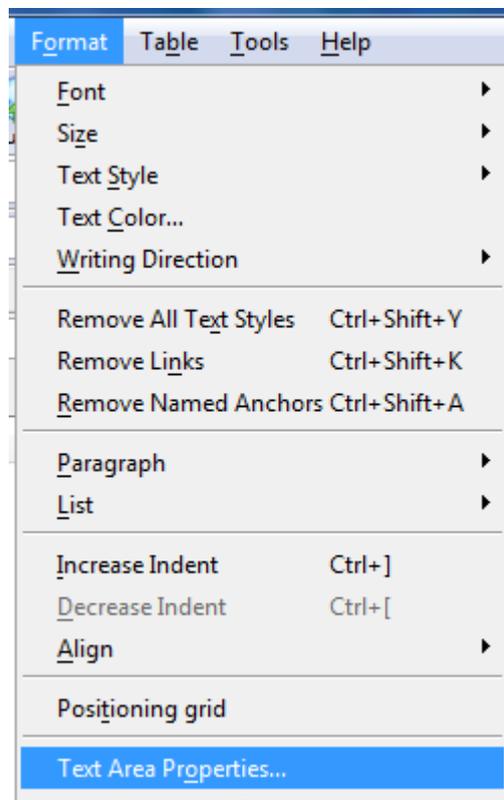
Modifying field properties for Single-Line Text, Check Box or Radio Button field

- Click once on the Single-Line Text, Check Box or Radio Button field.
- From the **Format** drop down menu, select **Form Field Properties**



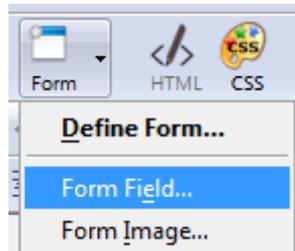
Modifying field properties for Multi-Line Text field

- Click once on the Multi-Line Text field.
- From the **Format** drop down menu, select **Text Area Properties**

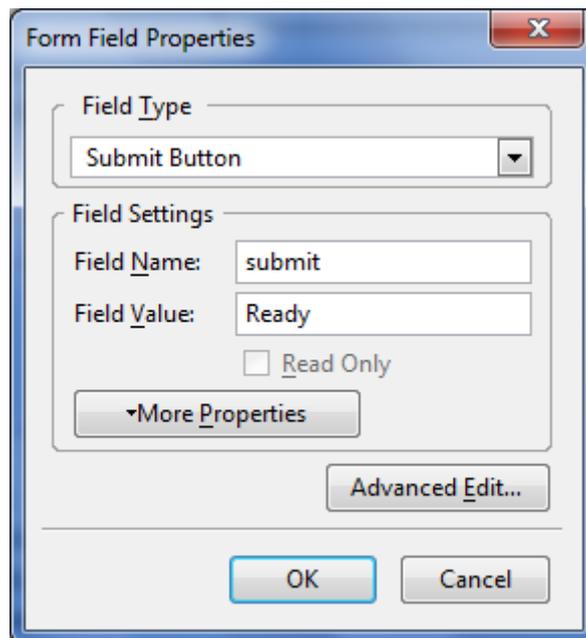


10.4.2.5 Add, remove submit, reset buttons.

- Click on the arrow next to the **Form** button. From the drop down menu, choose **Form Field**.



- From the **Field Type** drop down menu, choose **Submit Button** (or **Reset Button**)
- Input a field name and a field value (the field value is that will appear on the button to the user).



- Click OK.
- This should be the result:

(untitled)

Please use the following form to contact me.

Name:

Address:

Education:

O-levels

A-levels

Diploma

Degree

Gender:

Male

Female

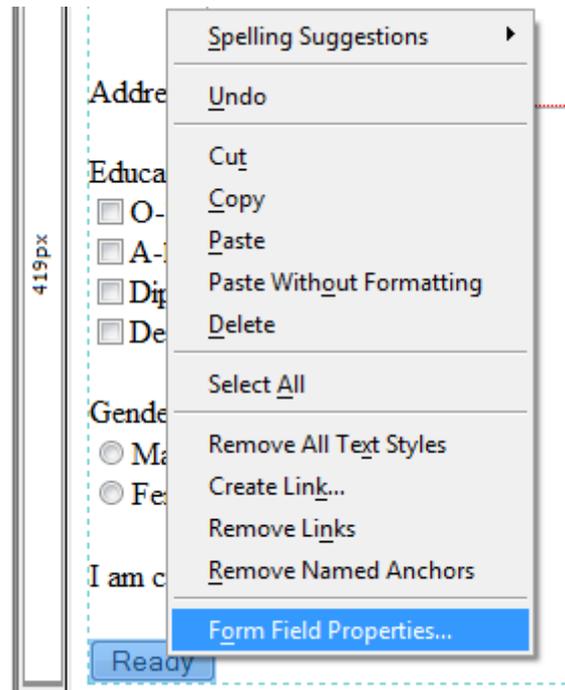
I am currently: Studying

Ready

419px

10.4.2.6 Set, modify properties for submit, reset buttons.

- Right click on the Submit button and from the menu displayed select the **Form Field Properties** option.

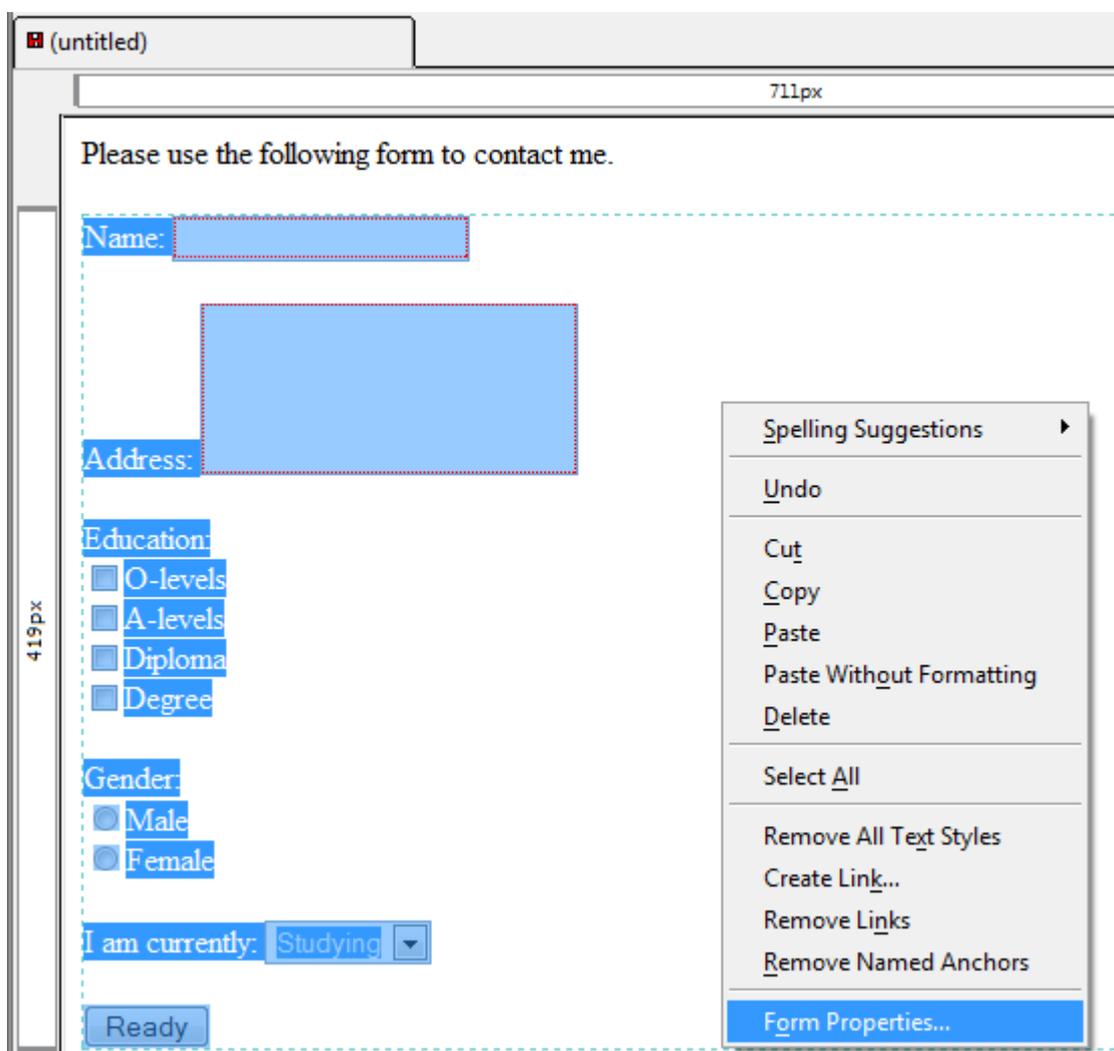


- This process may also be applied to the Reset button.

10.4.2.7 Set, modify form action to send form output by email.

This is completed when a form is created. However, if you need to alter these actions:

- Right click anywhere within the form.
- From the menu displayed choose **Form Properties**.



Styles (10.5)

CSS Concepts (10.5.1)

10.5.1.1 Understand the term Cascading Style Sheets (CSS), their use and benefits.

- CSS is used to declare the style (i.e. the look) of HTML documents. Example: background colour or image, font face, font colour, font size and so on.
- Instead of using CSS, you may set the style within each and every html page, however, if you need to change, say the background colour, you would have to open each and every page and alter the colour of the pages one by one.
- If CSS is used, the style is declared once (example green background color) and all the pages linked to this CSS file will adopt that style (hence, the declared background colour).

10.5.1.2 Recognize the main approaches to applying styles: inline, internal, external.

- There are three main approaches that one may adopt when applying styles:
 - o External
 - o Internal
 - o Inline

External

- When using CSS it is preferable to keep the CSS separate from your HTML. Placing CSS in a separate file allows the web designer to completely differentiate between content (HTML) and design (CSS). External CSS is a file that contains only CSS code and is saved with a ".css" file extension.
- Then, a link is created between the HTML file and the CSS file, so that the styles defined within the CSS file will be adopted in the page.
- Example: in a file named mystyle.css, you would have the following code:

```
body{ background-color: gray;}  
p { color: blue; }  
h3{ color: white; }
```

- Then, in the HTML file try1.html (where you want to adopt the style indicated in mystyle.css), you include the following code in the head section:

```
<head>
  <title> World Wide Web </title>
  <link rel="stylesheet" type="text/css" href="mystyle.css" />
</head>
```

- This tag may be included in other pages, which you want to style in a similar manner.

Internal

- An internal style sheet should be used when a single document has a unique style i.e. define the style of the whole page – but just of one page. You can't use this same style and link it to another page. Example: all of the pages are blue, but you want this particular one to be red.
- In order to define internal styles, the style rules must be placed in the head section of an HTML page, within the <style> tags. Example:

```
<head>
  <title> World Wide Web </title>
  <style type="text/css">
    body {background-image:url("images/back40.gif");}
    p{color:sienna;}
  </style>
</head>
```

Inline

- When using inline style, one loses many of the advantages of style sheets by mixing content with presentation.
- To use inline styles you use the style attribute in the relevant tag. The style attribute can contain any CSS property. The example shows how to change the text color a paragraph:

```
<p style="color:sienna; ">This is a paragraph.</p>
```

10.5.1.3 Understand the structure of a CSS rule: selector and declaration (property, value).

- In order to define the style and appearance of html documents, CSS Rules should be declared in the following way. CSS rules are always divided into two parts:
 - **Selector:** this is the html element to which you want to apply a style. Ex. body
 - **Declarations:** this is the style which you want to give to the html element. Ex. background should be blue. Each and every declaration consists of two parts:
 - **Property:** this is the style attribute you want to change ex. background-color)
 - **Value:** this indicates is the value of the property ex. green)

- **Note:** Each declaration must end with a semicolon. Also, declarations must be surrounded by curly brackets all together
- So the CSS Rule which will be used in order to define the background color of a page to green would be:

```
body { background-color: green }
```

Using CSS (10.5.2)

10.5.2.1 Create, save a new CSS file.

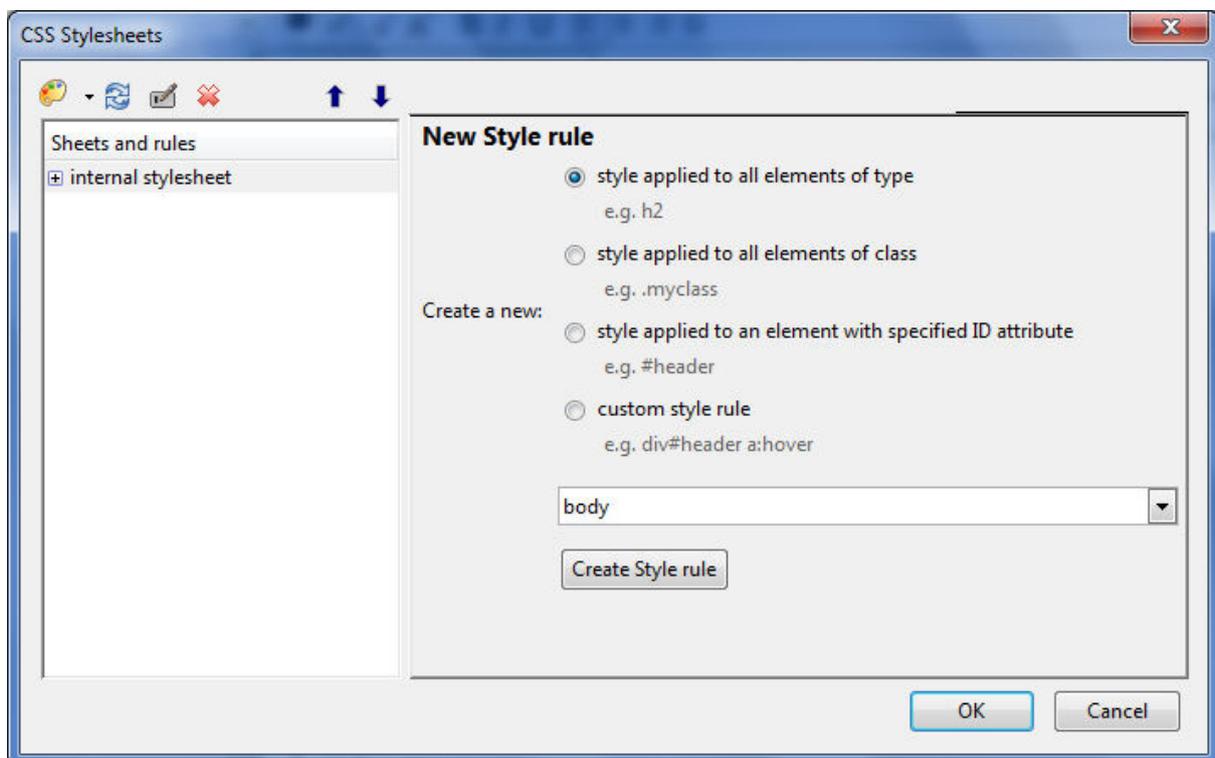
- Open KompoZer
- Click on the **CSS** button from the toolbar.



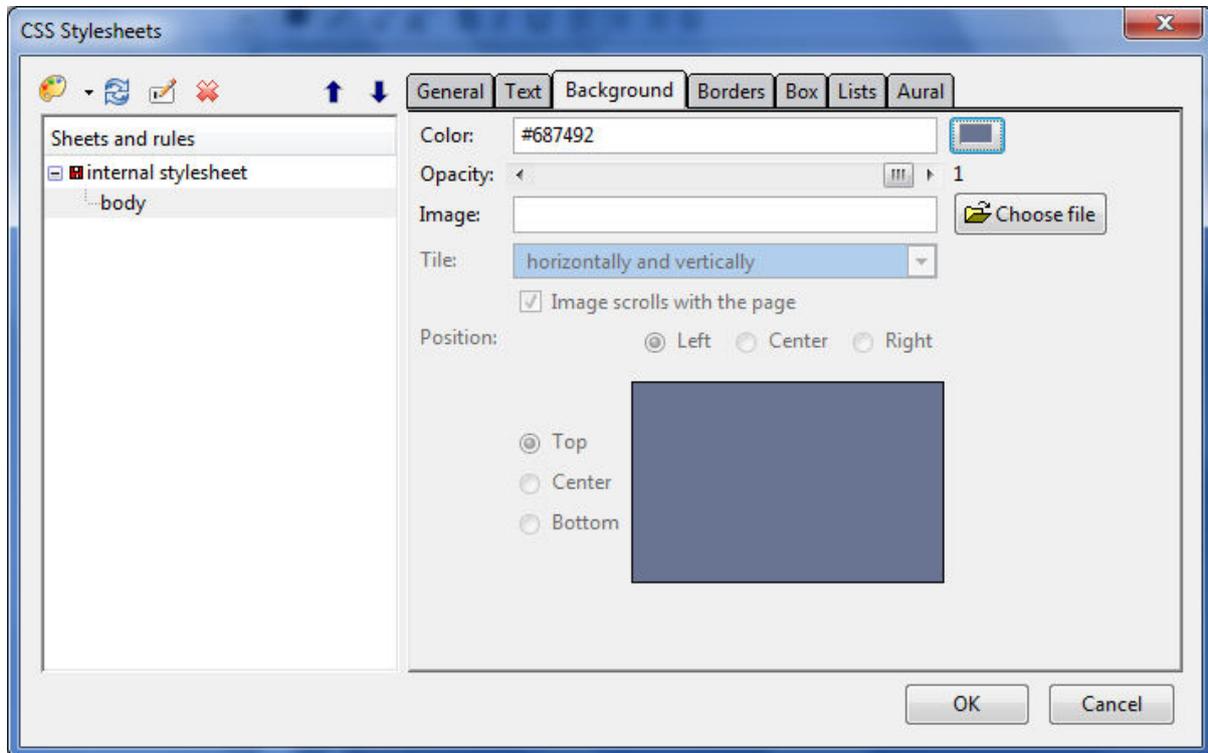
- **Note:** the HTML files should be placed in the same location as the CSS file which will contain their style.

10.5.2.2 Create, modify CSS rules: colour, background, font

- A window will open.
- Choose the option **style applied to all elements of type**
- Let's say we want to alter the style of the whole body. Thus, from the drop down menu, choose **body**.
- Press on **Create Style rule**.



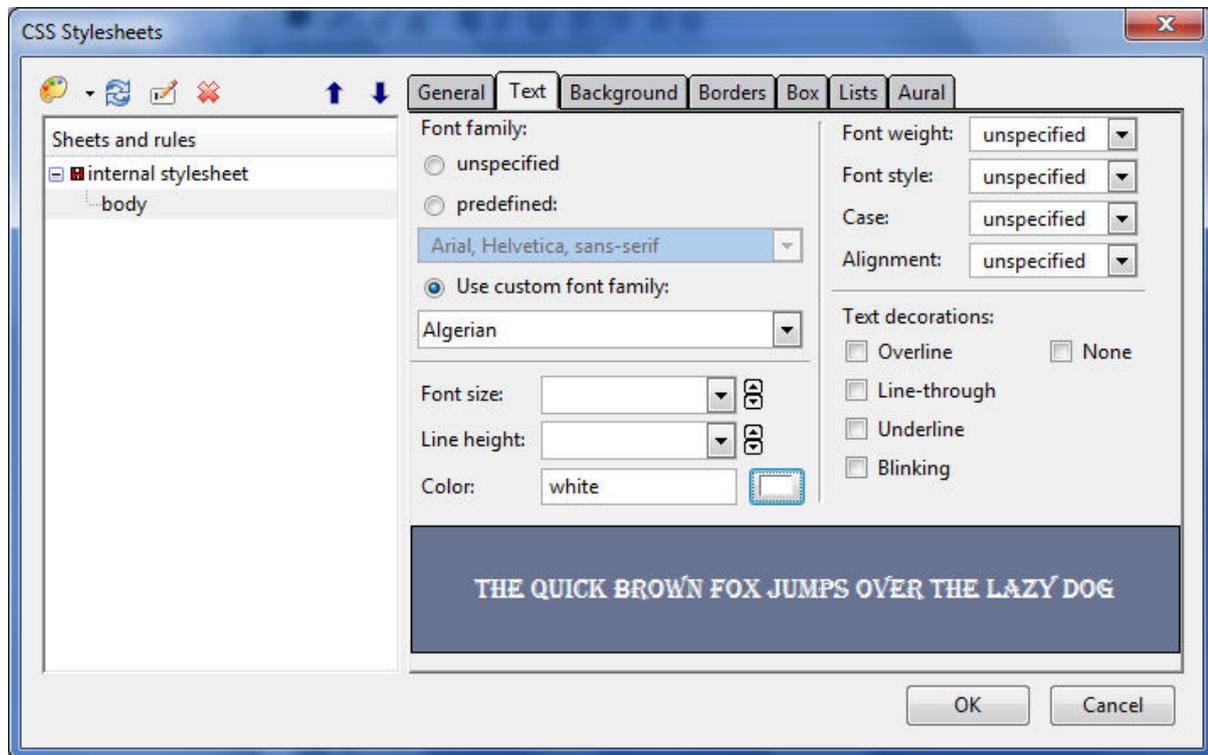
- To alter the background color (or apply an image to the background), click on the **Background** tab, and select the appropriate color (or enter the corresponding HEX code). DO NOT PRESS OK.



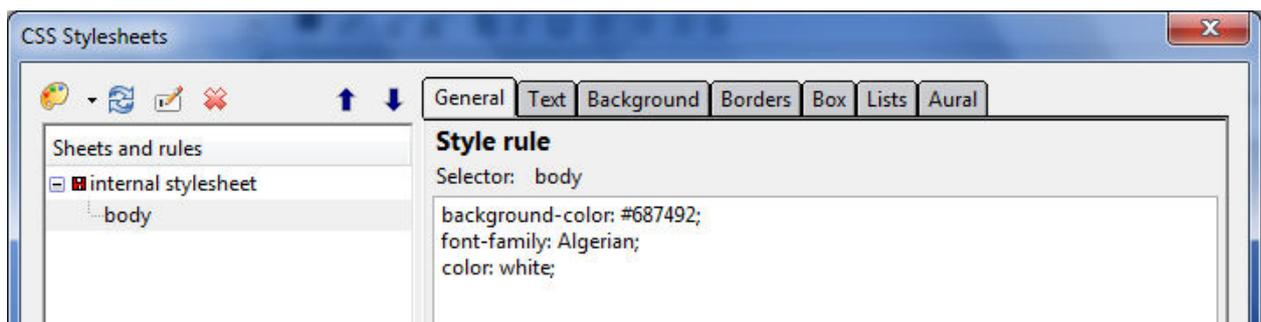
- Click on the **General** tab to view the rule which you have just created.



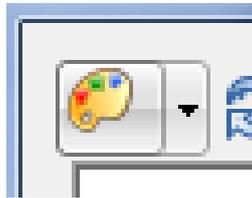
- To alter the text color and font family (of the whole page), click on the **Text** tab. Again, do not press OK.



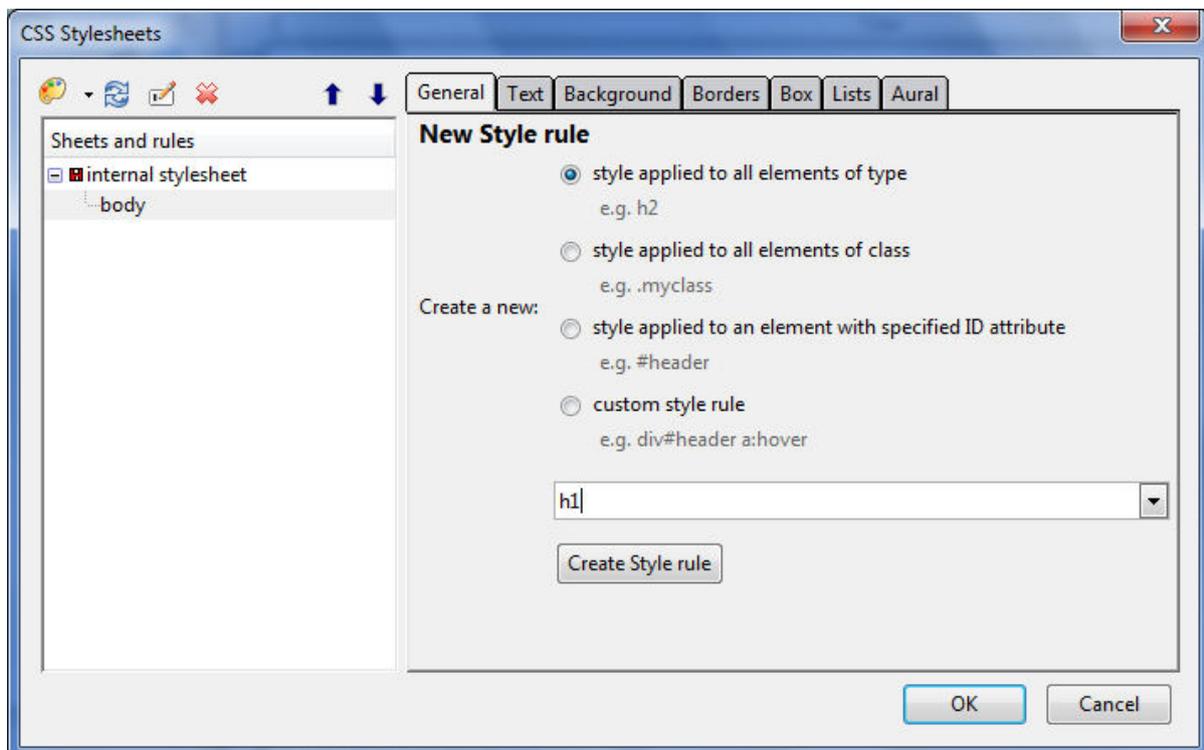
- Click on the **General** tab to view the rules.



- Now, let's say we want to alter the font color and size of all h1 headings. We need to include a new rule now. So, click on the **palette** icon.



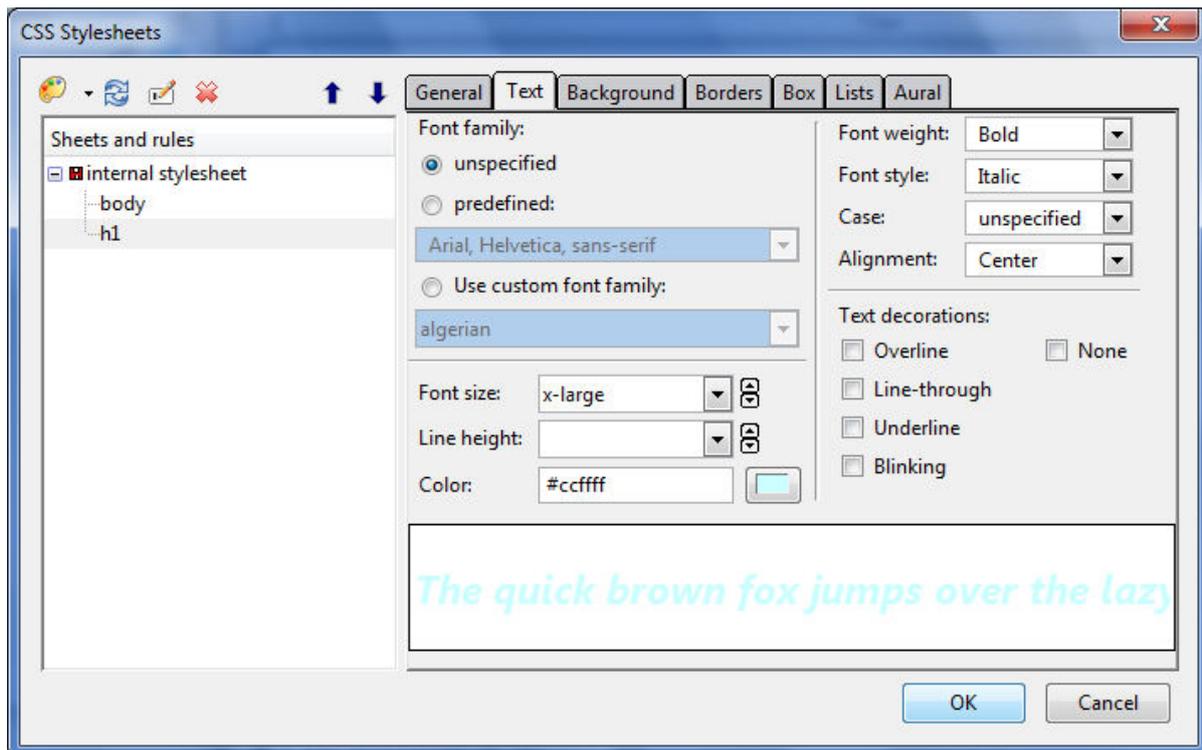
- Choose the option **style applied to all elements of type**
- Since we want to alter the style of h1 headings, from the drop down menu, choose **h1**.



- Press on **Create Style rule**.

- Click on the **Text** tab. Here you can make many alternations, mainly:
 - o Change font family
 - o Change font size
 - o Change font color
 - o Apply bold and italics
 - o Change the alignment

Remember: DO NOT PRESS OK.



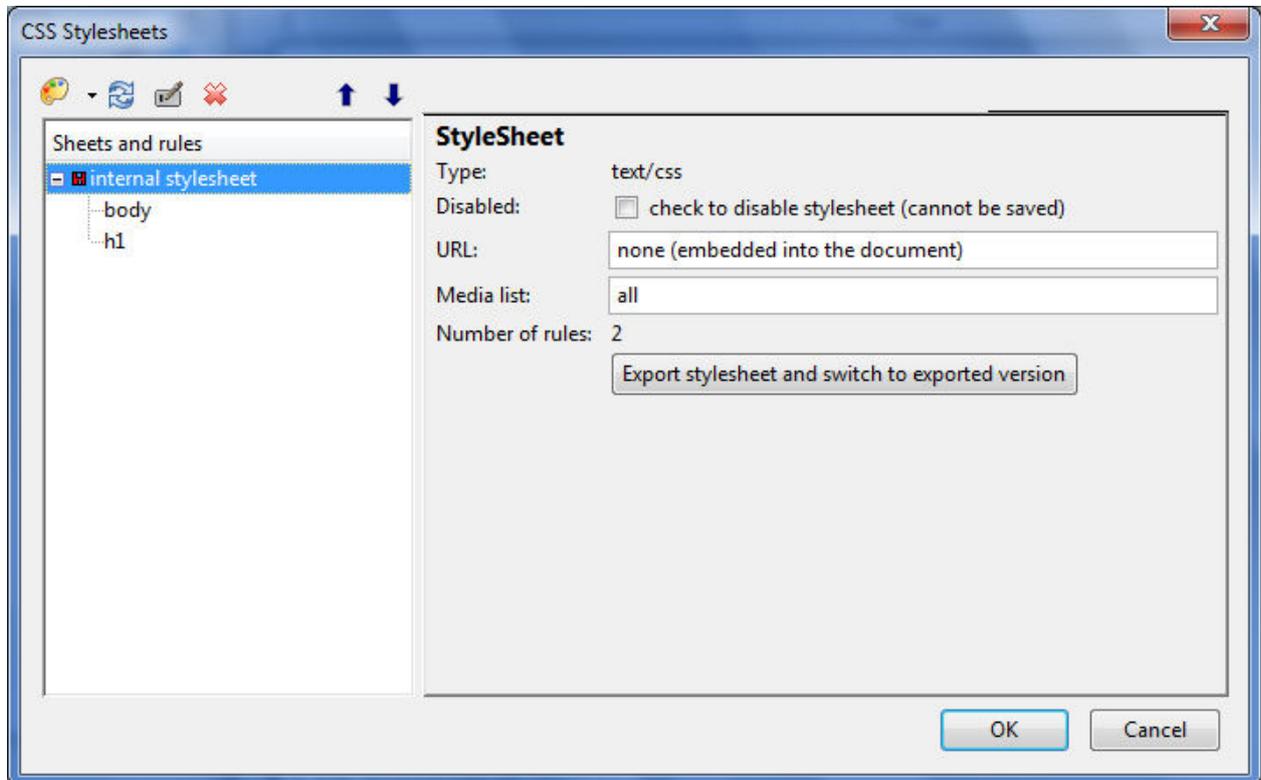
- Click on the **General** tab to view the rule which you have just created.



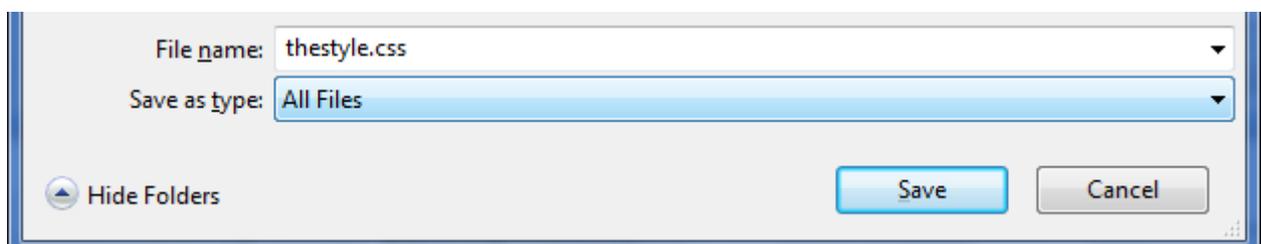
- The same process should be repeated if you wish to alter styles for h2, h3, p etc.

To export this CSS to a separate file (so as to use external CSS)

- Click once on **internal stylesheet**.
- Click on **Export stylesheet and switch to exported version**.



- A window will open asking you where you would like to save your CSS file. Make sure you save it next to your HTML documents. Give the CSS file a name. Make sure you include **.css** at the end.
- Click **Save**



- Click OK.

Alternatively, use NotePad to create all the CSS rules.

- Using notepad, we will write the CSS rules.
- Within the CSS file, you should include the CSS rules which will define the style of the HTML pages (to which we link the CSS file).
- Open Notepad. Save the document with the extension **.css**
- To define the **background colour** of a page, a similar rule should be included:

```
body { background-color: #66FF33; }
```

- You can also use a **picture** as a **background**. Make sure you have saved the picture you want to apply as a background in the folder 'Pictures'. The background picture will be automatically repeated to cover the whole background of the page. A similar rule should be used:

```
body { background-image:url('Pictures/background.jpg'); }
```

- To define the **text colour** of the whole page, a similar rule should also be included:

```
body {  
    background-color: #66FF33;  
    color: #14FF33;  
}
```

- To define the **text colour** of headings or paragraphs, include new rules similar to the following:

```
h1 { color: #14AF33; }  
h2 { color: #12BD13; }  
p { color: #65F313; }
```

- To define the **font face** of the text within a page, a similar rule should be included:

```
body {  
    background-color: #66FF33;  
    color: #14FF33;  
    font-family:Arial, Helvetica, sans-serif;  
}
```

- To define the **font size** of headings or paragraphs, similar rules should be included:

```
h1 {  
    color: #14AF33;  
    font-size:20px;  
}
```

```
h2 {  
    color: #12BD13;  
    font-size:18px;  
}
```

```
p {  
    color: #65F313;  
    font-size:15px;  
}
```

- Example of the contents of a CSS file:

```
body  
{  
    background-color: #66FF33;  
    color: #14FF33;  
    font-family:Arial, Helvetica, sans-serif;  
}  
  
h1  
{  
    color: #14AF33;  
    font-size:20px;  
}  
  
h2  
{  
    color: #12BD13;  
    font-size:18px;  
}  
  
p  
{  
    color: #65F313;  
    font-size:15px;  
}
```

10.5.2.3 Attach an external CSS to a web page.

- Open the HTML file which you want to give the style defined in the CSS file.
- Within the head section, include the following code:

```
<head>
  <title> World Wide Web </title>
  <link rel="stylesheet" type="text/css" href="mystyle.css" />
</head>
```

```
<html>
  <head>
    <title> World Wide Web </title>
    <link rel="stylesheet" type="text/css" href="mystyle.css" />
  </head>
  <body>
```

- **Note:** In this example, the CSS file was given the name mystyle.css. This should be changed to reflect the name of your CSS file.

Prepare Upload (10.6)

Check (10.6.1)

10.6.1.1 Identify and fix broken links in a website.

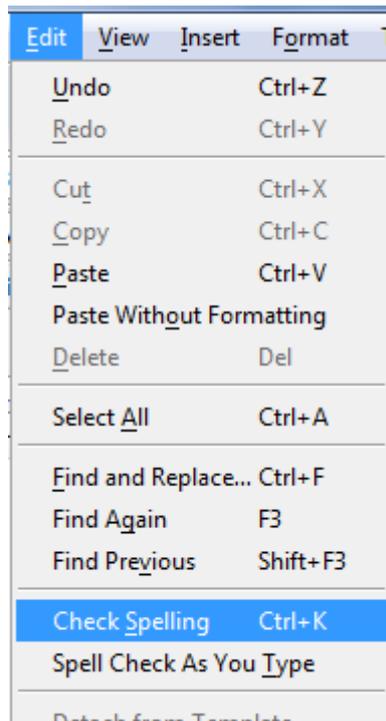
- It is very important that once the pages of your website are ready, these should be thoroughly checked before they are published. A Web page that has a lot of errors will give a very poor impression of your organization.
- First of all, start by checking that there are no broken links. In other words, make sure that you don't have any hyperlinks within your page that do not serve their purpose (example: when I click on the Contact Us hyperlink nothing happens). These errors should be corrected straight away.

10.6.1.2 Recognize good practice in webpage content: including a last updated date, details of software required to open, view files, ensuring compatibility of content with web browsers.

- Next, make sure that you have included the following in all your web pages:
 - o In the footer, include the date when the page was last updated. This indicates to viewers that this page is not outdated. Make sure to change this date every time you update the page.
 - o If for example, you included a PDF document in your page for viewers to see or download, include a note saying that they will need Adobe PDF viewer so that they will be able to see this document.
- Furthermore, bear in mind that not every viewer will use the same web browser to look at your web page. Some will use Internet Explorer to view your web page, some will use Mozilla Firefox, some will use Google Chrome and some will use some other web browser. Thus, download as much web browsers as you can think of and open your web pages using each of the browsers, each time making sure that the pages look as intended.

10.6.1.3 Spell check a web page and make changes.

- Finally make sure that you don't have any spelling mistakes in your web pages, as this also gives a negative impression to your viewers.
- Open your page.
- From the **Edit** drop down menu, choose **Check Spelling**.



- This function is similar to any spell checker within a word-processor such as Microsoft Word. Make the necessary changes and save your changes

Publish (10.6.2)

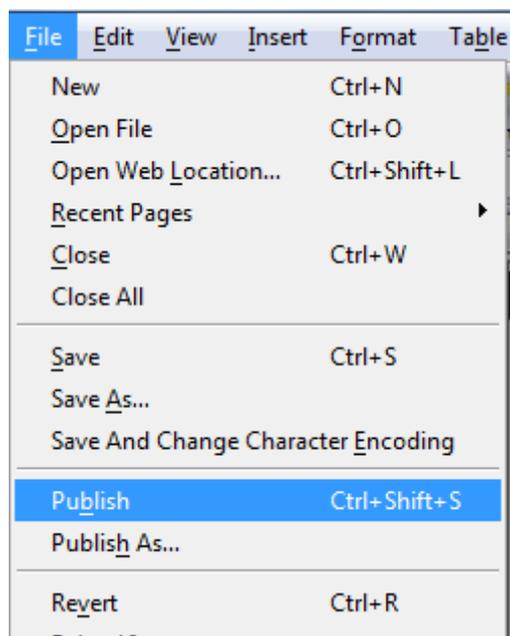
10.6.2.1 Understand the process of uploading, downloading a website to, from a web server.

- When you create your Website, this will be stored on your storage device example on your hard disk or pen drive. Thus, this cannot be seen by people on the internet.
- Once you finish creating the website and thoroughly check it for errors, the next step is to publish it.

- The concept is very similar to writing a book. While you are writing the book at home no one else can read it. Once you publish the book the whole world can read it.
- The process of publishing a Website involves copying the files that make up your Website to a Web server. The Web server is computer which is permanently connected to the Internet. Your website is assigned its URL and will then be accessible to anyone with an internet connection.
- Once your website is uploaded, people will use a web browser to type in the URL of your website. Once they hit ENTER, a copy of your website will be downloaded from the server onto their computer, so that they may view your website.

10.6.2.2 Upload, download a website to, from a server.

- As explained earlier, you need to pay a specific company who owns a web server so that they will give you your Web server space. An example of such a company would be HostGator.
- However, there are some companies who offer this service for free; yet, these will normally have some restrictions such as limited space or posting adverts within your website. An example here is Webs (webs.com)
- Kompozer can help you publish your website:
 - o From the **File** drop down menu, select **Publish**.



Appendix 1

Music

Introduction

Music is an art form whose medium is sound and silence. Its common elements are pitch (which governs melody and harmony), rhythm (and its associated concepts tempo, meter, and articulation), dynamics, and the sonic qualities of timbre and texture.

Prehistoric eras

Prehistoric music can only be theorized based on findings from paleolithic archaeology sites. Flutes are often discovered, carved from bones in which lateral holes have been pierced; these are thought to have been blown at one end like the Japanese shakuhachi. The Divje Babe flute, carved from a cave bear femur, is thought to be at least 40,000 years old. Instruments such as the seven-holed flute and various types of stringed instruments have been recovered from the Indus Valley Civilization archaeological sites.[5] India has one of the oldest musical traditions in the world—references to Indian classical music (marga) are found in the Vedas, ancient scriptures of the Hindu tradition.[6] The earliest and largest collection of prehistoric musical instruments was found in China and dates back to between 7000 and 6600 BC.[7] The Hurrian song, found on clay tablets that date back to approximately 1400 BC, is the oldest surviving notated work of music.

Performance

Performance is the physical expression of music. Often, a musical work is performed once its structure and instrumentation are satisfactory to its creators; however, as it gets performed, it can evolve and change. A performance can either be rehearsed or improvised. Improvisation is a musical idea created without premeditation, while rehearsal is vigorous repetition of an idea until it has achieved cohesion. Musicians will sometimes add improvisation to a well-rehearsed idea to create a unique performance.

Production

Music is composed and performed for many purposes, ranging from aesthetic pleasure, religious or ceremonial purposes, or as an entertainment product for the marketplace.

Amateur musicians compose and perform music for their own pleasure, and they do not derive their income from music. Professional musicians are employed by a range of institutions and organisations, including armed forces, churches and synagogues, symphony orchestras, broadcasting or film production companies, and music schools. Professional musicians sometimes work as freelancers, seeking contracts and engagements in a variety of settings.

Sociology

Music is experienced by individuals in a range of social settings ranging from being alone to attending a large concert. Musical performances take different forms in different cultures and socioeconomic milieus. In Europe and North America, there is often a divide between what types of music are viewed as a "high culture" and "low culture." "High culture" types of music typically include Western art music such as Baroque, Classical, Romantic, and modern-era symphonies, concertos, and solo works, and are typically heard in formal concerts in concert halls and churches, with the audience sitting quietly in seats.
