## Formatting Text

**Insert Text and Format Text**

You can type text in the document as in MS Word

1. Select (Highlight) the text first
2. You can change “Font,” “Size,” “Style,” and “Color” using the Composition toolbar buttons,
   Or go **Format >>**

## Inserting & Formatting Table

**Insert a Table**

1. **Insert >> Table...**
2. “Insert Table” window opens.
3. Choose the number of columns and rows in **“Quickly”** view.
4. In **“Precisely”** view, you can set the table size and border precisely.
5. In **“Cell”** view, you can set the text alignment, text wrap, cell spacing and cell padding.

**Note:** You can change the table/cell properties anytime later if you don't set them when you first create a table.

**Select row(s) and/or column(s)**

1. Hold down the mouse and roll the cursor over the cell(s), row(s), column(s) that you want to select (the selected area will be bordered with blue lines).

**NOTE:** To quickly choose a row or a column, click on the rectangle box around the document frame (top and left -- dashed circles below)
| Change the width of column(s) and the height of row(s) | 1. Bring the cursor on the **grey line** between rectangle boxes in the document frame (see above image).  
2. Move the line up & down or left & right. |
|---|---|
| Insert row(s) | 1. Put the cursor in one of the cells.  
2. **Table >> Insert >> Row Above / Below**  
Or  
Click on the small triangle on the table border |
| Insert column(s) | 1. Put the cursor in one of the cells.  
2. **Table >> Insert >> Column Before (left) / After (right)**  
Or  
Click on the small triangle on the table border |
| Merge cells | 1. Select the cells  
2. **Table >> Insert >> Join Selected Cells** |
| Split the cell | 1. Select the cell that has been merged  
2. **Table >> Insert >> Split Cell** |
| Delete table / row(s) / column(s) / cell(s) / cell contents | 1. Place the cursor in the right place within a table  
2. **Table >> Delete >> table / row(s) / column(s) / cell(s) / cell contents**  
Or  
Click on the small “cross mark” on the table border |
| Change colors of cells, columns and rows in a table | 1. Select the cells, columns, rows or table.  
2. **Table or Cell Background Color...** |
| Change Table Properties | 1. **Table >> Table Properties...**  
(or Double click anywhere on table)  
2. Clicking **“Table” tab** you can customize:  
   a. table width & height, borders, spacing, padding,  
   b. table alignment, background color  
3. Clicking **“Cell” tab** you can customize:  
   a. cell size, content alignment, cell style, text wrap, background color |

**Inserting & Formatting Image**

| Insert an Image | 1. **Insert >> Image...**  
3. You can either set the “Alternate text” here or not.  
**Note: Resize the images before you use them in Kompozer** |
|---|---|
| Set the image properties | 1. Select the image.  
2. **Format >> Image Properties...** (or Right Click on the image, Image Properties...)  
**In “Dimension” view, you can resize the image size.  
**In “Appearance” view, you can customize “left / top spaces,” “image border” and “text alignment to image.” |
Creating Links

Links allow you to move from one place to another on the same page, to a different page on the same site or to a page on a different site. Links may be attached to any element on a page such as text and image.

<table>
<thead>
<tr>
<th>Create a link</th>
<th>Insert an email address</th>
<th>Edit links</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image.png" alt="Link Button" /></td>
<td><img src="image.png" alt="Email Address Button" /></td>
<td><img src="image.png" alt="Edit Links Button" /></td>
</tr>
</tbody>
</table>
| 1. Select (highlight) text or image.  
2. Click the link button on the Composition tool bar. "Link Properties" window opens.  
3. Click on "Choose File" and choose the file that you want to link to. | 1. Select (highlight) the email address.  
2. Click the link button on the Composition tool bar. "Link Properties" window opens.  
3. Enter the email address and check the box "The above is an email address." | 1. Double-click on the linked text or image.  
2. "Link Properties" window opens.  
3. Change the file name or delete. |

Finishing

<table>
<thead>
<tr>
<th>Preview the webpage on the browser</th>
<th>Publish your site</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image.png" alt="Browse Button" /></td>
<td><img src="image.png" alt="FTP Program" /></td>
</tr>
</tbody>
</table>
| **You must save the file in the appropriate folder (ex. WWW or Site) first to view it on a browser.**  
1. Click on Save on the tool bar. (or File >> Save as...)  
2. Click on "Browse button" on the tool bar.  
3. Click "Launch Application" to view the page on a browser. | When you are ready to upload (publish) the site files, open FTP program. (WS_FTP for Windows, Fetch for Mac) Set the proper "permissions" for the folder and files that you upload. (**See the Web Publishing instruction) |

**NOTE:**
All the files that you create or use in the site (ex. images, html files) have to be saved in the same folder.