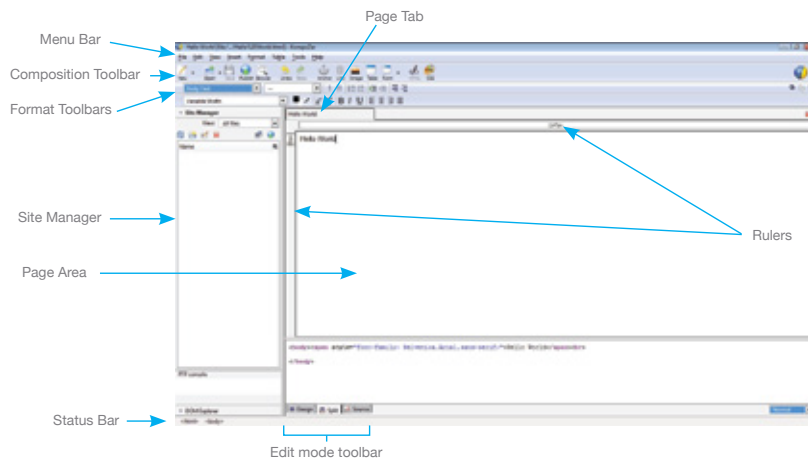


This quick reference is for KompoZer 0.8

KompoZer Menus / Windows

Certification Test Goals

This module sets out essential concepts and skills relating to the ability to understand key web publishing concepts and to create, upload and maintain a static web site.

Successful candidates will be able to:

- Understand key web concepts and terms.
- Know about the basic principles of HTML and use common HTML mark-up tags to modify the layout of a web page.
- Use a web authoring application to design and format web pages, format text, and work with hyperlinks and tables.
- Recognise and use common web image formats and create forms in a web page.
- Understand and use cascading style sheets.
- Prepare web pages for publishing to a web server.

Keyboard Shortcuts

General		Editing	
Open the file menu	Alt+F	Open the edit menu	Alt+E
New file	Ctrl+N	Cut	Ctrl+X
Open a file	Ctrl+O	Copy	Ctrl+C
Close the current file	Ctrl+W	Paste	Ctrl+V
Preview Page		Formatting	
Browse Page	F5	Bold	Ctrl+B
		Italics	Ctrl+I
		Underline	Ctrl+U

1 Web Concepts

1.1 Key Terms

1.1.1 Understand that the Internet supports a range of services like:

- The World Wide Web (WWW)
- File transfer
- Email
- Instant messaging (IM)

1.1.2 Understand the term client/server.

- In a **client/server** network, the server stores data which can be requested and used by the client.

1.1.2 Understand the functionality and relationship between the browser, web server.

- A **web server** stores and delivers web documents.
- A **web browser** displays pages sent by a web server.

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

- **Domain** - Identifies ownership of a web address
- **Uniform Resource Locator (URL)** - A website address that is unique for every website
- **Hyperlink** - A graphic or text with an embedded cross reference that connects to a web page, or portion of a web page
- **Web hosting** - A service which allocates space for websites on computer servers
- **Search engine** - Software designed to search for information on the World Wide Web

1.1.4 Understand the use of primary protocols:

- **Transmission Control Protocol/Internet Protocol (TCP/IP)** - The protocol suite upon which the Internet is based
- **Hypertext Transfer Protocol (HTTP)** - Used to request and transport World Wide Web pages across the Internet
- **File Transfer Protocol (FTP)** - Used to transfer files from one computer to another over a TCP/IP network

1.2 Web Publishing

1.2.1 Identify the main advantages of having a website:

- Access to a global audience
- Ease of updating
- Audience interactivity
- Cost benefits

1.2.2 Understand the process of getting a website online like:

- **Registering a domain** - To obtain exclusive use of a unique domain for a period of time
- **Choosing a web hosting service** - To store and display your website on computer servers that are connected to the Internet

1.2.3 Recognize search engine optimization techniques like:

- Including relevant meta data
- Including a site map and website links
- Registering with a search engine

1.2.4 Recognize factors that impact on web page download speed: audio, video, graphical objects, animation content, file compression.

- High quality **Audio**
- High definition **Video**
- Too many **graphical objects** on a web page
- **Animation Content** - Too much on a web page can decrease web page download speed
- **File compression** - to decrease file size and decrease web page download speed

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

- **Audio** - MIDI, MP3
- **Video** - Flash Video .flv files
- **Graphical file formats** - jpeg, gif

1.3 Legal Issues

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

- **Copyright** is a legal way to protect the rights of ownership of a website and any text, audio, images and video it may contain.

1.3.2 Understand that website content is subject to the laws of the country in which it is hosted.

- **Website content** is subject to the laws of the country in which it is hosted rather than the country in which it was originally created.

- **World Wide Web Consortium (W3C)** is a standards body that gives recommendations for the development of open web standards, HTML.

1.2.2 Understand the benefits these recommendations offer like:

- **Interoperability of websites across browsers** - Allows the viewing of web pages across a range of devices and browsers
- **Enhanced accessibility** - Improves search result rankings, reduces maintenance costs, and increases audience reach
- **Consistent document type declarations** - Give web pages a consistent look

2.2 Using HTML

2.2.1 Use the browser to view web page source code.

- Click to open **Internet Explorer**.
- Browse to the web page you want to view. Click the **View** menu.
- Click **Source**.

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

- Open a text editor and enter the following tags:

```
<html>
<head>
<title> This is a title</title>
</head>
<body> This is body text. </body>
</html>
```

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

- Open a text editor and enter the following tags:

```
<html>
<head>
<title> This is a title</title>
</head>
<h1>This is a heading</h1>
<h2>This is a smaller heading</h2>
<br />creates a single line break in a block of text
<p>This is a paragraph.</p>
<a href="http://www.ecdl.org">This is a link</a>

</html>
```

2 HTML

2.1 Fundamentals of HTML

2.1.1 Understand the term Hypertext Markup Language (HTML).

- **Hypertext Markup Language (HTML)** is a tag based notation language used to format documents on the world wide web.

2.1.2 Understand the role of the W3C consortium in developing HTML recommendations.

3 Web Authoring

3.1 Design

3.1.1 Recognize planning and design techniques like:

- Evaluating the needs of the **target audience**
- Creating **storyboards**
- Organising the **site structure**
- Creating a page **layout template**
- Deciding on a **navigation scheme**

3.1.2 Recognize good practice in font selection. Using sans serif fonts like: Arial, Courier, Helvetica.

- A **sans serif** font is suitable for a web page because it can be easily viewed in both high and low resolution.

3.2 Using the Application

3.2.1 Open a web authoring application.

- Click the **Start** button.
- Select **All Programs**.
- Click **KompoZer**.

3.2.1 Close a web authoring application.

- On the **File** menu, click **Exit**.

3.2.1 Open web pages.

- On the **File** menu, click **Open File**.
- Select web pages(s) to open and click **Open**.

3.2.1 Close web pages.

- On the **File** menu, click **Close** or **Close All**.

3.2.2 Create a new web page.

- On the **File** menu, click **New**.
- Click **A blank document**.
- Click **Create**.

3.2.2 Create, save a new website to a location on a drive.

- On the **Edit** menu, click **Publishing Site Settings**.
- Enter the local site folder details.
- Enter site information.
- Click **OK**.

3.2.2 Save a new web page to a location on a drive.

- On the **File** menu, click **Save**.
- Enter a page title.
- Click **OK**.
- Create a file name and navigate to the location required.
- Click **Save as type** and click **HTML Files**.
- Click **Save**.

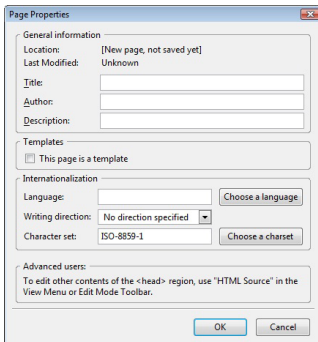
3.2.3 Create a new web page based on an available template.

- On the **File** menu, click **New**.
- Click **A new document based on a template**.
- Select a site that contains the template or choose a local template.
- Select a template.
- Click **Create**.

3.2.3 Save a new web page based on an available template.

- On the **File** menu, click **Save**.
- Enter a page title.
- Click **OK**.
- Create a file name and navigate to the location required.
- Click **Save as type** and select **HTML templates**.
- Click **Save**.

3.2.4 Add, edit a descriptive page title.



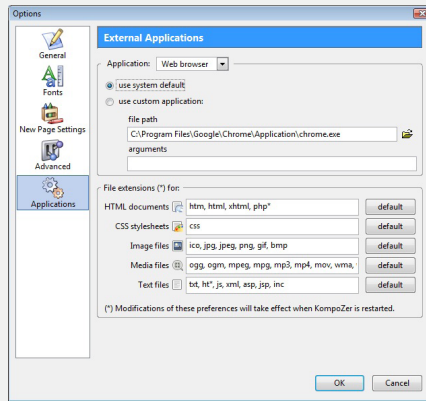
- On the **Format** menu, click **Page Title and Properties**.
- Enter a new page title in the **Title** box.
- Click **OK**.

3.2.5 Change between source code and design view.

- Click the **Source** button on the **Edit mode** toolbar to show the source code.
- Click the **Design** button on the **Edit mode** toolbar to show the design view.

3.3 Enhancing Productivity

3.3.1 Set basic options/ preferences in the application: default preview browser.



- On the **Tools** menu, click **Preferences**.
- Click **Applications** in the category box.
- Click **use system default** or **use custom application** to browse for a specific browser.
- Click **OK**.

3.3.1 Set basic options/ preferences in the application: default document type, encoding.

- On the **Tools** menu, click **Preferences**.
- Click **Advanced** in the category box.
- Check the markup **Language** and **DTD** (document type definition) checkbox required.
- Click **New Page Settings** in the category box.
- Click **Choose a charset** and click the default encoding required.
- Click **OK** twice.

3.3.1 Set basic options/ preferences in the application: fonts.

- On the **Tools** menu, click **Preferences**.
- Click **Fonts** in the category box.
- Click an encoding type from the **Fonts for** list.
- Click a font typeface and size.
- **Proportional font** - Used to display normal text
- Click **OK**.

3.3.2 Use available Help functions.

- On the **Help** menu, click **Help Contents**.

3.4 Text Input and Formatting

3.4.1 Insert text.

- Enter text into the design page area.

3.4.1 Edit text.

- Select the text and edit as required.

3.4.1 Delete text.

- Select the text to delete.
- Press the **Delete** key.

3.4.2 Understand relative font size.

- Makes websites more accessible and readable
- Can be set relative to surrounding elements
- Allows a user to change the text size in browsers

3.4.2 Use relative font size.

- Select the text to format.
- On the **Format** menu, select **size**.
- Click a relative size, for example, medium.

3.4.3 Apply text formatting: bold, italic.

- Select the text to format.
- To embolden the text, on the **Format** menu, select **Text Style** and click **Bold**.
- To italicize the text, on the **Format** menu, select **Text Style** and click **Italic**.

3.4.3 Apply text formatting: font type.

- Select the text to format.
- On the **Format** menu, select **Font**.
- Click on a font.

3.4.3 Apply text formatting: colour.

- Select the text to colour.
- On the **Format** menu, click **Text Color** and select a colour.
- Click **OK**.

3.5 Paragraph Formatting

3.5.1 Set paragraph properties: alignment.

- Select the paragraph to align.
- On the **Format** menu, select **Align**.
- Click **Left, Center, Right, Justify**.

3.5.1 Set paragraph properties: indentation.

- Select the paragraph to indent.
- On the **Format** menu, click **Increase Indent** or **Decrease Indent**.

3.5.2 Insert, remove paragraph break.

- To insert position the cursor to force a line break.
- Click the **Format** menu.
- Select **Paragraph** and click **Paragraph**.
- To remove click at the beginning of the paragraph and press the **Backspace** key.

3.5.2 Insert, remove line break.

- To insert press the **Return** key.
- To remove click at the beginning of the line break and press the **Backspace** key.

3.5.3 Create a single-level ordered numbered list.

- Select the text to list.
- On the **Format** menu, select **List** and click **Numbered**.

3.5.3 Modify a single-level ordered numbered list.

- Click the list text to modify.
- On the **Format** menu, select **List** and click **List Properties**.

3.5.3 Create an unordered bulleted list.

- Click the text to list.
- On the **Format** menu, select **List** and click **Bulleted**.

3.5.3 Modify an unordered bulleted list.

- Click the list text to modify.
- On the **Format** menu, select **List** and click **List Properties**.

3.6 Page Formatting

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

- On the **File** menu, click **Page Setup**.
- On the **Margins & Header/Footer** tab, enter a left, right, top, bottom, margin.
- Click **OK**.

3.6.2 Add, modify a page background color.

- On the **Format** menu, click **Page Colors and Background**.
- Check the **Use custom colors** checkbox.
- Click the **Background** colour box.
- Select a colour from the colour picker.
- Click **OK**.

3.6.2 Remove a page background color.

- On the **Format** menu, click **Page Colors and Background**.
- Check the **Use custom colors** checkbox.
- Click the **Background** color box.
- Click the **Transparent** checkbox.
- Click **OK**.

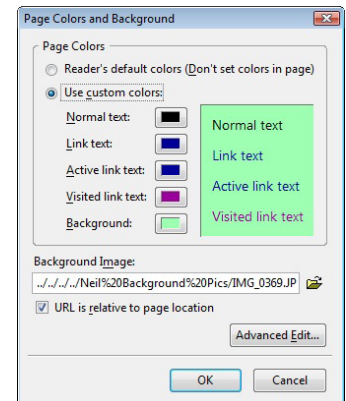
3.6.2 Add, modify a background image.

- On the **Format** menu, click **Page Colors and Background**.
- Click the **Choose File** icon beside the **Background Image** dialog box.
- Navigate to the image required and select the image.
- Click **Open** and click **OK**.

3.6.2 Remove a background image.

- On the **Format** menu, click **Page Colors and Background**.
- Select the text in the **Background Image** dialog box.
- Press the **Delete** key.
- Click **OK**.

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



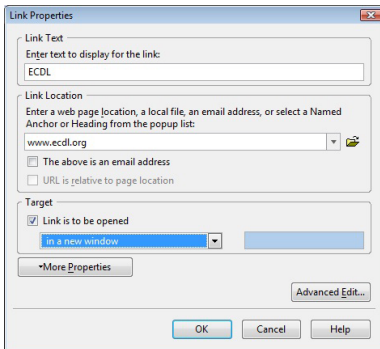
- On the **Format** menu, click **Page Colors and Background**.
- Check the **Use custom colors** checkbox.
- Click the appropriate links colour picker and click a color.
- Click **OK** twice.

3.7 Hyperlinks

3.7.1 Understand the terms absolute and relative hyperlinks.

- **Absolute hyperlinks** - used when linking to pages outside of the current site that have a different domain name
- **Relative hyperlinks** - addresses that are relative to the current domain or location

3.7.2 Insert a hyperlink: text, image.



- Click in the web page where the link should appear.
- On the **Insert** menu, click **Link**.
- Enter the link text in the **Link Text** box.
- Click in the **Link Location** box and enter the name of the file to link to or click the **Choose File** icon to browse for a file.
- Click the relevant box if **The above is an email address** or the **URL is relative to page location**.
- Click in the **Target** box and enter or select the name of the window in which the file should open.
- Click **OK**.

3.7.2 Edit a hyperlink: text, image.

- Select the hyperlink to edit.
- On the **Format** menu, click **Link Properties**.
- Enter the new file or URL details.
- Click **OK**.

3.7.2 Remove a hyperlink: text, image.

- Select the hyperlink to remove.
- On the **Format** menu, click **Link Properties**.
- Select the text in the **Link Location** box.
- Press the **Delete** key.
- Click **OK**.

3.7.3 Insert, an e-mail hyperlink: text.

- Select where the link should appear in the web page.
- On the **Insert** menu, click **Link**.
- Enter the link text in the **Link Text** box.
- Enter the name of the file to link to in the **Link Location** box or click the **Choose File** icon to browse for a file.
- Check the **The above is an email address** checkbox.
- Click **OK**.

3.7.3 Insert, an e-mail hyperlink: image.

- Click in the web page where the link should appear.
- On the **Insert** menu, click **Image**.
- Enter the location of the image file in the **Image Location** box or click the **Choose File** icon to browse for a file.
- On the **Link** tab, enter the name of the file to link to or click the **Choose File** icon to browse for a file.
- Click the **The above is an email address** box.
- Click **OK**.

3.7.3 Edit an e-mail hyperlink: text.

- Select the link.
- On the **Insert** menu, click **Link**.
- In the **Link Location** box, edit the e-mail address.
- Click **OK**.

3.7.3 Edit an e-mail hyperlink: image.

- Select the link.
- On the **Insert** menu, click **Image**.
- On the **Link** tab, edit the e-mail address.
- Click **OK**.

3.7.3 Remove an e-mail hyperlink: text.

- Click on the hyperlink to remove.
- On the **Format** menu, click **Link Properties**.
- Select the text in the **Link Location** box.
- Press the **Delete** key.
- Click **OK**.

3.7.4 Remove an e-mail hyperlink: image.

- Click on the image hyperlink to remove.
- On the **Format** menu, click **Image and Link Properties**.
- On the **Link** tab, select the e-mail address text.
- Press the **Delete** key.
- Click **OK**.

3.7.4 Define hyperlink target: same window, new window.

- On the **Insert** menu, click **Link**.
- Check the **Link is to be opened** checkbox.
- Click the drop-down list to click an option.
- Click **OK**.

3.7.5 Set an anchor.

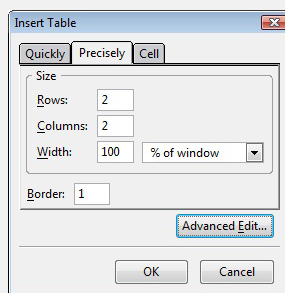
- Click in front of the first letter of the word to be anchored.
- On the **Insert** menu, click **Named Anchor**.
- Enter a name in the **Anchor Name** box.
- Click **OK**.

3.7.5 Insert a link to an anchor.

- Select the text to be linked.
- On the **Insert** menu, click **Link**.
- Click the anchor required in the **Link Location** drop-down list.
- Click **OK**.

3.8 Tables

3.8.1 Insert a table.



- Select the position in the page where the table should appear.
- On the **Insert** menu, click **Table**.
- In the **Table** dialog enter settings as required.

3.8.1 Delete a table.

- Select the table.
- On the **Table** menu, select **Delete** and click **Table**.

3.8.2 Insert a table caption.

- Select the table.
- On the **Table** menu, click **Table Properties**.
- Click the option required from the **Caption** drop-down list.
- Click **Apply**.
- Click **OK**.
- Enter the caption text in the caption row.

3.8.2 Edit a table caption.

- Select the table caption and edit the text.

3.8.3 Align a table: left, centre, right.

- Select the table.
- On the **Table** menu, click **Table Properties**.
- Click **Left**, **Center**, **Right** from the **Table Alignment** drop-down list.
- Click **Apply**.
- Click **OK**.

3.8.4 Insert rows.

- Click in a cell above/below the row to insert.
- On the **Table** menu, select **Insert**.
- Click **Row Above** or **Row Below**.

3.8.4 Insert columns.

- Select a cell to the left/right of the column to insert.
- On the **Table** menu, select **Insert**.
- Click **Column Before** or **Column After**.

3.8.4 Delete rows and columns.

- Select a cell within the row or column to delete.
- On the **Table** menu, select **Delete**.
- Click **Row(s)** or **Column(s)**.

3.8.5 Modify column width.

- Click any cell within the table.
- Drag the ruler above the table of the column to change.

3.8.5 Modify row height.

- Click any cell within the table.
- Drag the ruler to the left of the table of the row to change.

3.8.6 Merge cells.

- Select the cells to merge.
- On the **Table** menu, click **Join Selected Cells**.

3.8.6 Split cells.

- Click any cell.
- On the **Table** menu, click **Split Cell**.

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

- Select the table.
- On the **Table** menu, click **Table Properties**.
- Enter a value in the **Border** box.
- Enter a value in the **Spacing** box.
- Enter a value in the **Padding** box.
- Click **Apply**.
- Click **OK**.

3.8.8 Change background colour of cells, entire table.

- Select the cell, cell(s) or table.
- On the **Table** menu, click **Table or Cell Background Color**.
- Click the Background for **Table** or **Cell(s)** box.
- Click the colour required.
- Click **OK**.

3.8.8 Change background graphic, image of cells, entire table.

- On the **View** menu, click **HTML Tags**.
- Click the tag for the table (or cell) while pressing the **Ctrl** key.
- On the status bar right-click on the highlighted tag.
- Click **Inline Styles** and click the **Background** tab.
- Click the **Choose file** button and click the image required.
- Click the tiling and/or position properties as required.
- Click **OK**.

3.8.9 Add a table background graphic, image.

- On the **View** menu, click **HTML Tags**.
- Click the tag for the table while pressing the **Ctrl** key.
- On the status bar right-click on the highlighted tag.
- Click **Inline Styles** and click the **Background** tab.
- Click the **Choose file** button and click the image required.
- Click the tiling and/or position properties as required.
- Click **OK**.

3.8.9 Remove a table background graphic, image.

- On the **View** menu, click **HTML Tags**.
- Click the tag for the table while pressing the **Ctrl** key.
- On the status bar right-click on the highlighted tag.
- Click **Inline Styles** and click the **Background** tab.
- Click the existing image location.
- Press the **Delete** key.
- Click **OK**.

4 Using Objects

4.1 Graphical Objects

4.1.1 Add an image on a web page.

- On the **Insert** menu, click **Image**.
- Select the image using the **Choose file** button.
- Click **OK**.

4.1.1 Remove an image on a web page.

- Select the image.
- Press the **Delete** key.

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

- Select the image.
- On the **Format** menu, click **Image Properties**.
- On the **Location** tab, enter the image description in the **Alternate text** box.
- On the **Dimensions** tab, enter the image width and height in the **Custom Size** box.
- On the **Appearance** tab, and enter the width in the **Solid Border** box.
- Click the image wrap required from the **Align Text to Image** drop-down list.
- Click **OK**.

4.2 Forms

4.2.1 Insert a form on a web page.

- Select the location required to insert the form.
- On the **Insert** menu, select **Form** and click **Define Form**.
- Enter the name required for the form in the **Form Name** box
- Enter the URL in the **Action URL** box.

- Click on the **Method** drop-down list to select the method to transmit the form data to the server.
 - Click **OK**.
- 4.2.2 Add single-line, multi-line text fields.**
- On the **Insert** menu, select **Form** and click **Form Field**.
 - To add a single-line text field, click the **Field Type** drop-down list and select **Text**.
 - Enter a **Field Name** and **Initial Value**.
 - Click **OK**.
 - To add a multi-line text field, click the **Insert** menu, select **Form** and select **Text Area**.
 - Enter a **Field Name** and enter a value for **Rows** and **Columns**.
 - Click **OK**.
- 4.2.2 Remove single-line, multi-line text fields.**
- Select the field to remove and press the **Delete** key.
- 4.2.3 Add form fields: drop-down, check box, radio button.**
- On the **Insert** menu, select **Form**.
 - To add a drop-down field, click **Selection List**.
 - To add a check box field, select **Form Field** and click **Check Box**.
 - To add a radio button field, select **Form Field** and click **Radio Button**.
 - Enter the field settings required.
 - Click **OK**.
- 4.2.3 Remove form fields: drop-down, check box, radio button.**
- Select the field to remove and press the **Delete** key.
- 4.2.4 Set, modify form field properties: text field.**
- Double-click on the text field and set, modify the **Form Field** properties.
 - Field Name** - Enter the name for the field
 - Initial Value** - Enter default text or value
 - Tab Index** - Enter the position in the tab order for the field
 - Access Key** - Enter a shortcut key that will take a user to that form field
 - Field Size** - Enter the maximum number of characters that can be displayed in the field
 - Max Length** - Enter the maximum number of characters that can be entered in a text field
 - Click **OK**.
- 4.2.4 Set, modify form field properties: drop-down.**
- Select the drop-down list to modify.
 - On the **Format** menu, click **Selection List Properties** to set, modify properties.
 - List Name** - Enter a unique name
 - Height** - Enter the number of items displayed in list
 - Tab Index** - Enter the position in the tab order for the field
 - Add Option** - Click **Add Option** to add items in the menu
 - Select a list option to **Remove, Move Up** or **Move Down**.
- 4.2.4 Set, modify form field properties: check box.**
- Select the check box to modify.
 - On the **Format** menu, click **Form Field Properties** to set, modify properties.
 - Field Name** - Enter the name for the field
 - Field Value** - Enter default value
 - Initially Checked** - Select to have checked or unchecked
 - Tab Index** - Enter the position in the tab order for the field
 - Access Key** - Enter a shortcut key that will take a user to that form field
- 4.2.4 Set, modify form field properties: radio button.**
- Select the radio button to modify.
 - On the **Format** menu, click **Form Field Properties** to set, modify properties.
 - Group Name** - Enter the name for the field group
 - Field Value** - Enter default value
 - Initially Selected** - Select to have selected or unselected
 - Tab Index** - Enter the position in the tab order for the field
 - Access Key** - Enter a shortcut key that will take a user to that form field

- 4.2.5 Add submit button.**
- On the **Insert** menu, select **Form** and click **Form Field**.
 - Click **Submit Button** as the **Field Type**.
- 4.2.5 Add reset button.**
- On the **Insert** menu, select **Form** and click **Form Field**.
 - Click **Reset Button** as the **Field Type**.
- 4.2.5 Remove submit, reset buttons.**
- Click to the right of the button and press the **Backspace** Key.
- 4.2.6 Set, modify properties for submit, reset buttons.**
- Double-click on the button to set, modify properties.
 - Field Name** - Enter the name for the field
 - Value** - Enter the text to appear on the button
 - Tab Index** - Enter the position in the tab order for the field
 - Access Key** - Enter a shortcut key that will take a user to that form field
- 4.2.7 Set, modify form action to send form output by email.**
- Select the location required to insert the form.
 - On the **Insert** menu, select **Form** and click **Define Form**.
 - Enter a name for the form in the **Form Name** box.
 - Enter the URL in the **Action URL** box.
 - Click the **Method** box arrow to select the method to transmit the form data to the server.
 - Click **OK**.

5 Styles

5.1 CSS Concepts

- 5.1.1 Understand the term Cascading Style Sheets (CSS), their use and benefits.**
- A CSS page layout uses the Cascading Style Sheets format to organise the content on a web page.
 - Benefits: easier to edit, load faster, smaller in size, quick to develop, greater control of design.
- 5.1.2 Recognize the main approaches to applying styles:**
- Inline
 - Internal
 - External
- 5.1.3 Understand the structure of a CSS rule: selector and declaration (property, value).**
- Declaration** - It has two parts, property and value
 - Selector** - Specifies which items in the web page will be affected by the declaration
 - Selector {property:value}
 - H2 {color:yellow}

5.2 Using CSS

- 5.2.1 Create, save a new CSS file.**
- On the **Tools** menu, click **CSS Editor**.
 - Click the name of the stylesheet **internal stylesheet** in the **Sheets and rules** panel.
 - Click the drop-down list beside the **artist's palette** button and select **Linked stylesheet**.
 - Click **Create Stylesheet**.
 - Click the name of the stylesheet **internal stylesheet** in the **Sheets and rules** panel again.
 - Click **Export stylesheet and switch to exported version**.
 - Name the new style sheet with a .css extension.
 - Click **Save**.
- 5.2.2 Create CSS rules: font.**
- On the **Tools** menu, click **CSS Editor**.
 - Click the name of the stylesheet in the **Sheets and rules** panel.
 - Click the **style applied to all elements of type or class**.
 - Click to create a new **style applied to an element with specified ID attribute** or a **custom style rule**.
 - Enter a name for the rule or choose an existing option from the drop-down list.
 - Click **Create Style rule**.
 - On the **Text** tab, set the style properties for fonts.
 - Click **OK**.

- 5.2.2 Create CSS rules: background.**
- On the **Tools** menu, click **CSS Editor**.
 - Click the name of the stylesheet in the **Sheets and rules** panel.
 - Click the **style applied to all elements of type or class**.
 - Click to create a new **style applied to an element with specified ID attribute** or a **custom style rule**.
 - Enter a name for the rule or choose an existing option from the drop-down list.
 - Click **Create Style rule**.
 - On the **Background** tab, set the style properties for background.
 - Click **OK**.
- 5.2.2 Modify CSS rules: font.**
- On the **Tools** menu, click **CSS Editor**.
 - Click the name of the stylesheet in the **Sheets and rules** panel.
 - Double-click the rule to modify.
 - On the **Text** tab, modify the style properties for fonts.
 - Click **OK**.
- 5.2.2 Modify CSS rules: background.**
- On the **Tools** menu, click **CSS Editor**.
 - Click the name of the stylesheet in the **Sheets and rules** panel.
 - Double-click the rule to modify.
 - On the **Background** tab, modify the style properties for background.
 - Click **OK**.
- 5.2.3 Attach an external CSS to a web page.**
- On the **Tools** menu, click **CSS Editor**.
 - Click on the drop-down list beside the **artist's palette** button and click **Linked stylesheet**.
 - Click **Choose File** and browse for the style sheet.
 - Click **Open** and click **OK**.
- 6.1 Check**
- 6.1.1 Identify and fix broken links in a website.**
- On the **File** menu, click **Browse Page**.
 - Click on links in the page to look for any broken links.
- 6.1.2 Recognize good practice in web page content:**
- Including a last updated date
 - Details of software required to open, view files
 - Ensuring web browsers compatibility
- 6.1.3 Spell check a web page and make changes.**
- On the **Edit** menu, click **Check Spelling**.
 - Review the misspelled words and update as required.
 - Click **Close**.

6 Prepare Upload

6.2 Publish

- 6.2.1 Understand the process of uploading a website to a web server.**
- Obtain a web hosting account.
 - Enter details about the web hosting account.
 - Create the web pages for upload to the website.
 - Define the upload method to be used, usually FTP.
 - Upload the web page files to the web server.
 - Test the website by using a web browser.
- 6.2.1 Understand the process of downloading a website from a web server.**
- Create a local folder containing the website files.
 - Set up an FTP connection.
 - Select and download files from the web server.
- 6.2.2 Upload, download a website to, from a server.**
- On the **File** menu, click **Publish**.
 - On the **Settings** tab, enter a **Site Name**.
 - Enter the **HTTP address** (URL) of the site.
 - Enter the **Publishing address**, the FTP address to use for publishing.
 - Enter the **User name** and **Password** and check **Save Password** if required.
 - Click **Publish**.
 - Click **Close**.

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