

# KompoZer

*for Macintosh and Windows*

Links &  
Images



## Links

A link takes you from the current page to another location, which can be somewhere else on the same page, another page within your Website (on the Macalester server), or any other server on the Internet. A link can be any text, image, or part of an image (called an image map).

Every link uses a URL (Uniform Resource Locator) to find its destination on the Internet. The URL is the pathname to the page or object you're looking for. The URL is generally composed of four parts: the protocol, the host computer that stores the information, the directory in which the information is located, and the filename of the information. For example, the URL for ITS Documentation is:

```
http://www.macalester.edu/its/documentation/index.html
```

This URL can be broken up into the following parts:

**http://** This is the protocol that your computer uses to receive web pages over the Internet. HTTP stands for Hyper Text Transfer Protocol. Other protocols include FTP (File Transfer Protocol), telnet (used to connect to text-based servers), and mailto (used to open your email application).

**www.macalester.edu/** This is the name of the server or host computer where the web pages are stored.

**its/documentation/** These are directories. Some directories may be preceded by a “~” (tilde).

**index.html** This is the name of the actual web page file that you download to your web browser for viewing.

## Absolute and Relative URLs

When creating web pages in KompoZer, it is important to understand the distinction between an absolute URL and a relative URL. Absolute URLs are used when you link to a document on a server other than the one where your page will eventually be stored. Absolute URLs contain the full “address” of the document (i.e. protocol, server name, directory, and file name).

When you link to a document or an image that is part of your own web site (located on the same server, in the same directory), you should use relative URLs. Relative URLs contain only a partial “address” (only the directory and the file name); the other parts of the URL (protocol and server name) are assumed to be the same as the page containing the link.

*Absolute URL*

```
http://www.not-my-web-site.com/blah/blah.html
```

*Relative URLs*

```
image.jpg  
page.html  
../pictures/pic1.jpg
```

Warning! Absolute URLs that refer to your personal computer (i.e. begin with “file:///”) will not work when uploaded to the server. For this reason, you should always make sure to use relative URLs when creating links within your own site.

*Bad URLs*

```
file:///Macintosh%20HD/Desktop%20Folder/sample%20web%20page/pic.jpg  
file:///c:\windows\desktop\webpage\pic.jpg
```

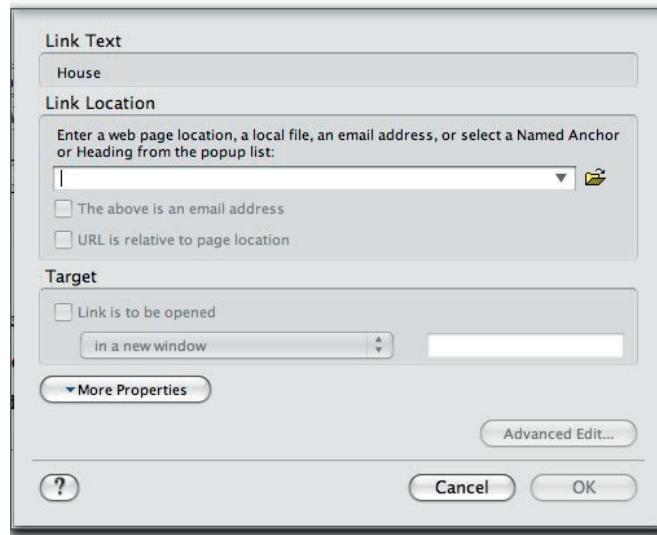
In KompoZer, you can change absolute URLs in the Links Properties dialog box. Double click on the link to open the Links Properties box.

## Creating a Link

- Select some text (or an image) which will become the link
- Click the **Link** button on the toolbar



The Link Properties dialog box will appear.



To link to an object (page, image, etc.) on another website:

- Type an absolute URL into the Link Location field
- Click the **OK** button

To link to an object on your own website, make sure that your document is saved (to the server or hard drive):

- Type a relative URL (e.g. the file name of an image) into the Link Location field

or

- Click the **Choose File** folder icon to the right of the Link Location field
- Find an object in the Open dialog box
- Click the **Open** button
- Click the **OK** button

Using either of these methods, if you have saved your document, KompoZer will automatically convert the filename into a relative URL.

Note: With either method, the **URL is Relative to Page Location** checkbox will appear unchecked when you first add the link and you will not be able access the checkbox. However, if you close the dialog by clicking the **OK** button, and then double click on the link to open the Links Properties box, you will see that the **URL is Relative Page Location** box is now enabled and a check mark has appeared.

## Dragging and Dropping Links

You also create a link by dragging an existing link from an open browser and dropping it into KompoZer.

- Browse to the web page with the desired link
- Arrange both the KompoZer window and the browser window so that both are visible
- Highlight the link in the browser, being careful not to click the link itself
  
- Drag the highlighted text into the KompoZer window

The link will now be part of your KompoZer document.

## Removing Links

To remove a link from a string of text:

- Highlight the link
- Go to Format > Remove Links

## Placing an Image

To place an image:

- Locate the image, which can be a file on your hard drive or one you have found on the web
- Drag the file into the KompoZer window

or

- Place the cursor where you wish the image to appear
- Click the **Image** button
- Enter the image location or use the **Choose File** folder icon to find one on your computer

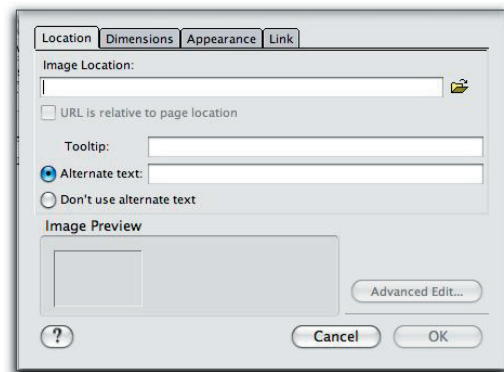


Note: You must enter text in the Alternative Text field, unless you click on **Don't Use Alternative Text**.

- Click the **OK** button

If you are applying a background image file to your page, use the Format > Page Colors and Background command.

- Click on the **Choose File** folder icon
- Locate the file and double click on it
- Click the **OK** button



The background image will replace the current page image.

## Testing Links and Images

You should always test your links and images.

To test your links and images:

- In the KompoZer window, click on the **Browse** button
- In the Browse page, click on your links

See the *Posting Web Pages* documents for information on how and where to put your files for viewing on the Web.

