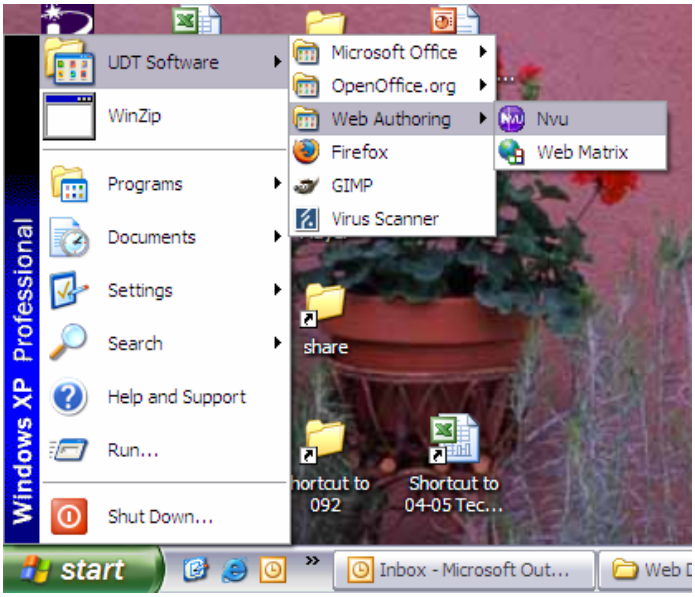
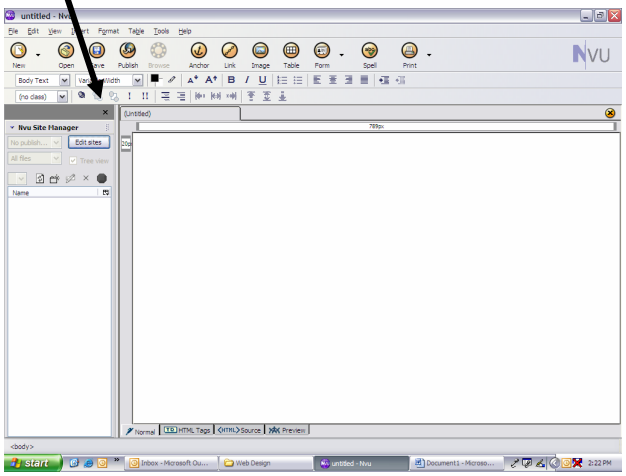
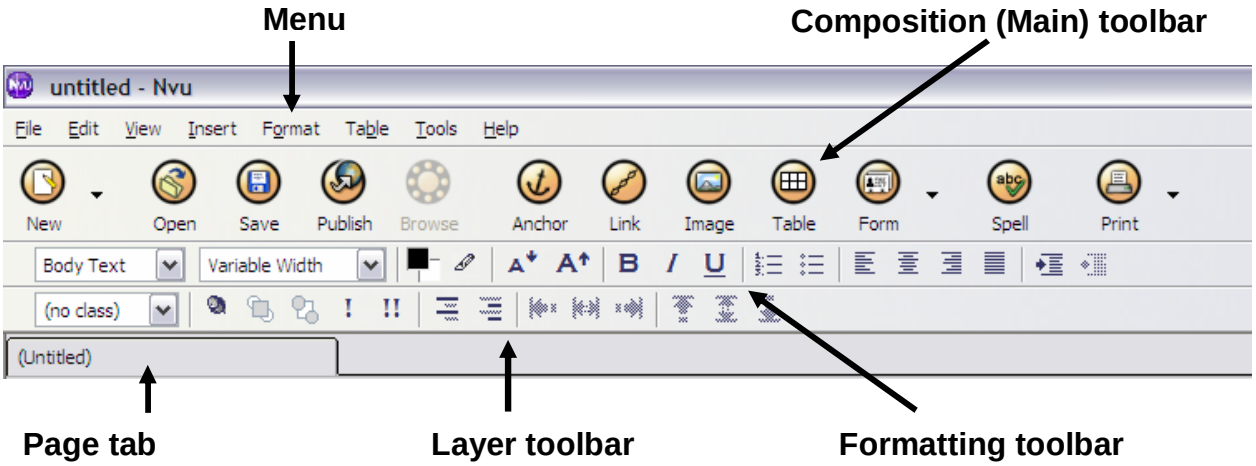
Creating Web Pages with Nvu

1. Open **Nvu** (Start →UDT Software →Web Authoring→Nvu).



2. If the Nvu ***Site Manager*** is showing on the left side of the screen close it by clicking on the **X**.



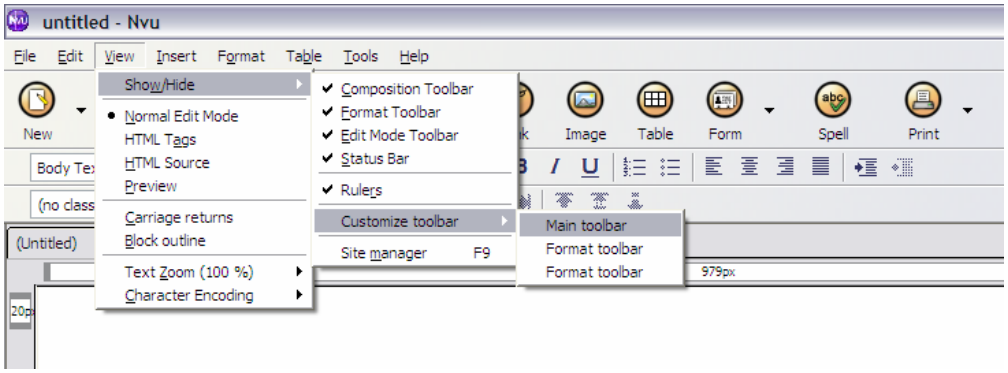


3. Open the **View** menu.

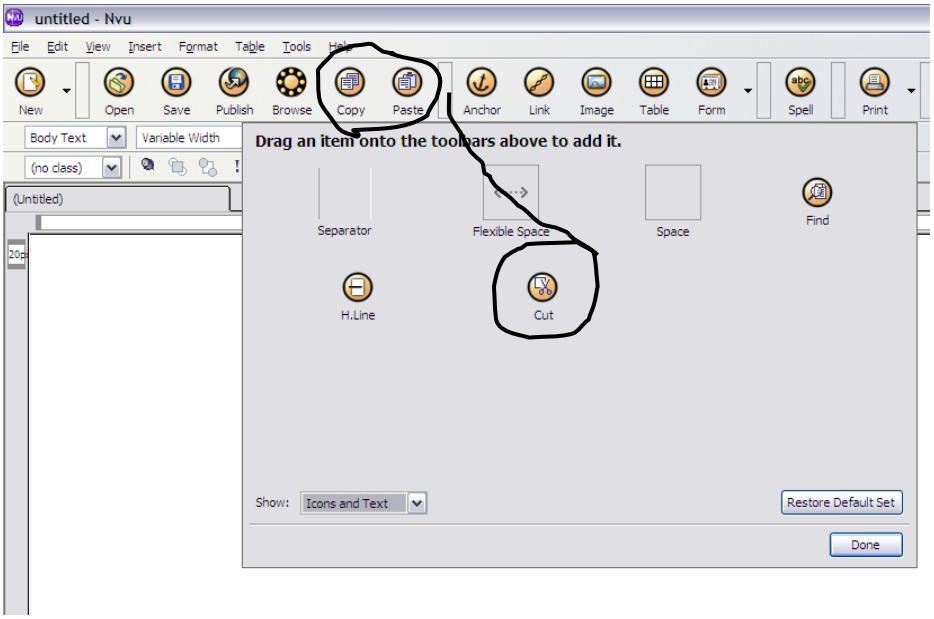
4. Go to **Show/Hide**.

5. Go to **Customize toolbar.**

6. Select **Main toolbar**.

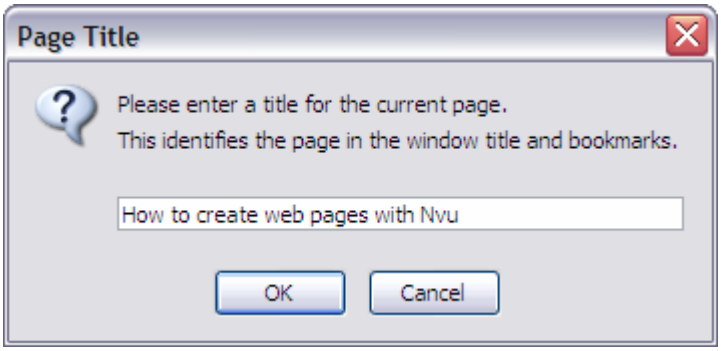


7. Drag the ***Copy, Paste***, and ***Cut*** buttons onto the main toolbar. (You can also remove buttons by dragging them off.)



8. Go to **File > Save As...** Give your page a title. (This will show at the top of the browser screen. It is NOT the same thing as your file name.)

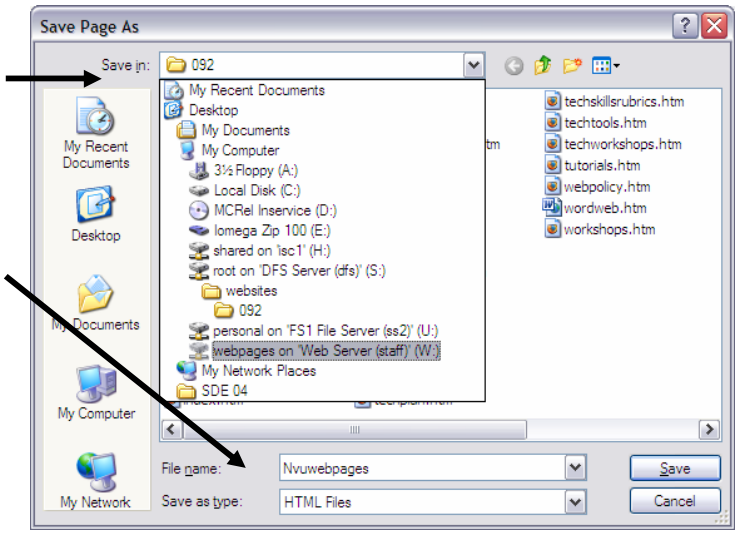
9. Click **OK**.



10. In the **Save Page As** dialog box pull down to **Save in: *webpages on Web Server (staff) (W:)***

11. In the **File name:** field type in a name for your html (web page) file*. This will be part of the web address. ***DO NOT*** use spaces or punctuation in the file name. The **Save as type:** should be ***HTML Files***.

12. Click on the **Save** button. ***Remember to save your web page often*** as you are working on it.

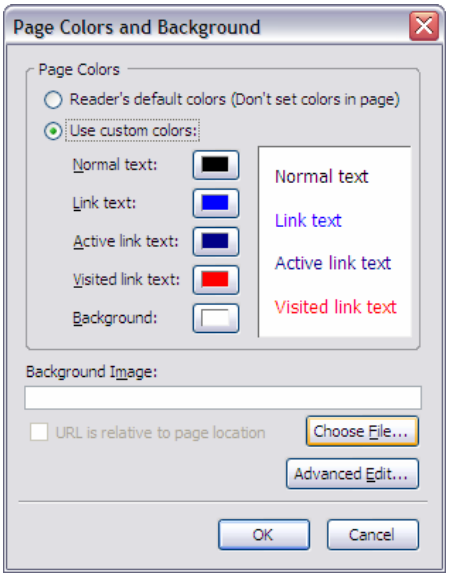


13. The web address (URL) for your page will be **http://staff.norman.k12.ok.us/~username/webpagename.html** (with your own username, of course).

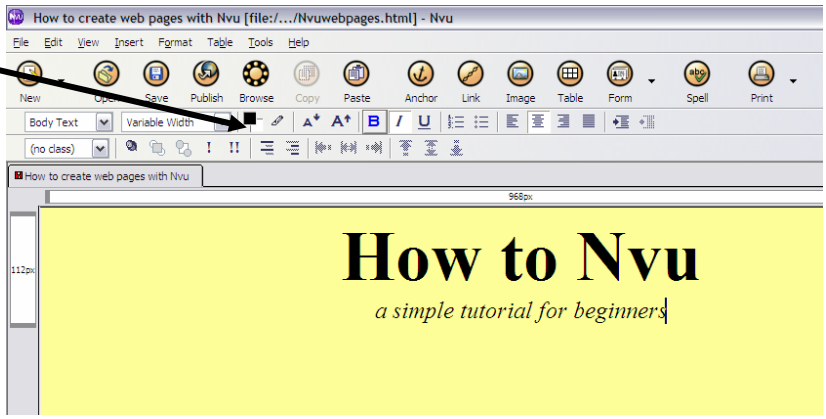
IMPORTANT!** If this is going to be your home page, make the file name ***index (all lowercase).

14. Go to **Format** menu → **Pages Colors and Background** and set your page and text colors. If you have a background graphic/texture you want to use, click on the ***Choose File***… button. (If you choose to do this, make sure your background graphic/texture is saved in your ***Webpages (W:) drive* first*!***)

15. Click the **OK** button.

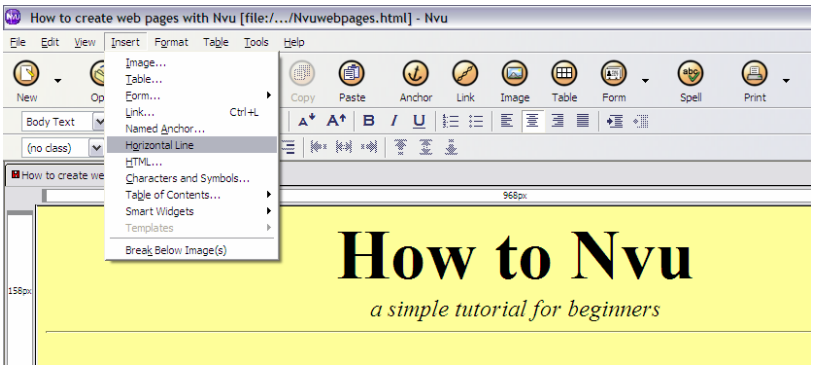


16. Type your text. Use the formatting toolbar to change the font size, alignment, style, color, etc.



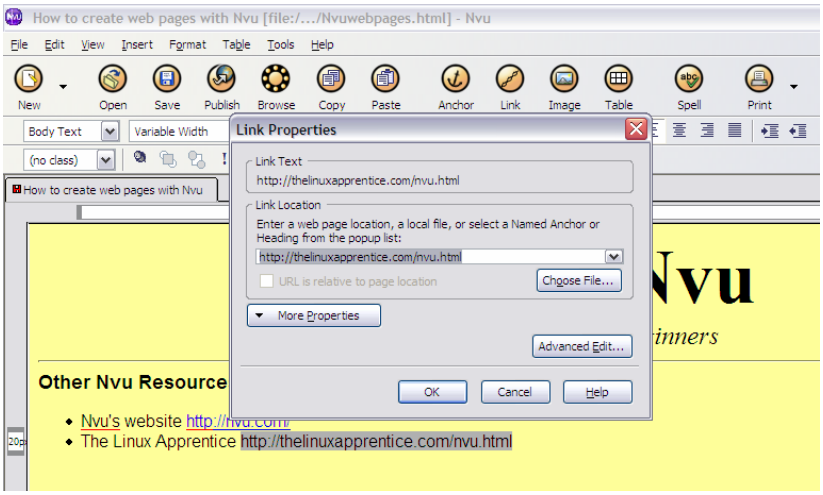
17. Use the **Insert** menu to add images*, table, horizontal lines, special font characters and symbols. You can also add images and tables by using the shortcut buttons. (***Note: Forms do not work at this time on our server).***

***IMPORTANT:** All images, background textures, and sound files that you use **must be saved in your Web Pages (W:) folder along with your html file.**



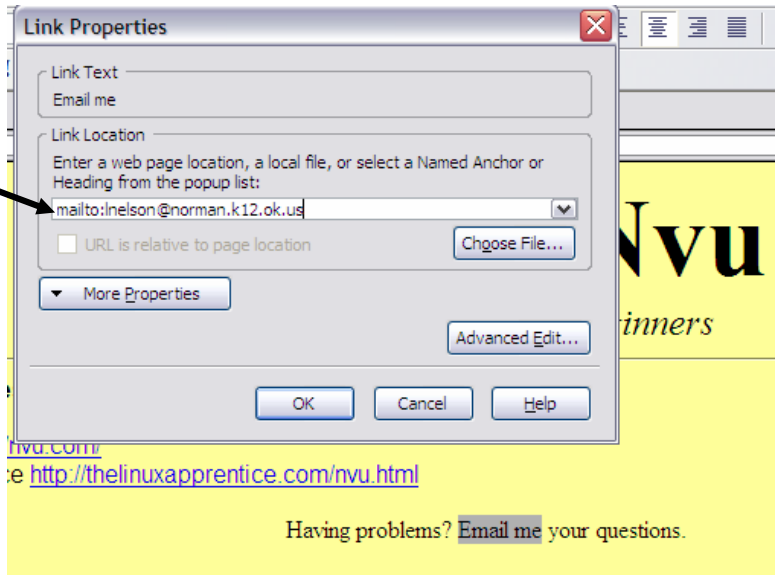
18. Select text (click and drag over the text) and then click on the **Link** button to create a link to another page or web site.

If the selected text is a URL (web address), the address will automatically appear in the **Link Location** field.

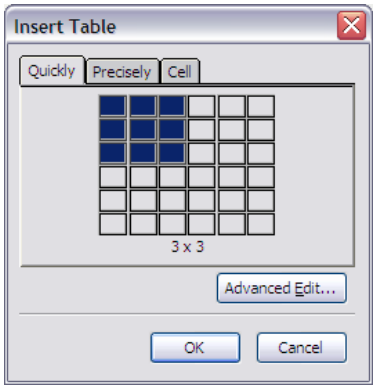


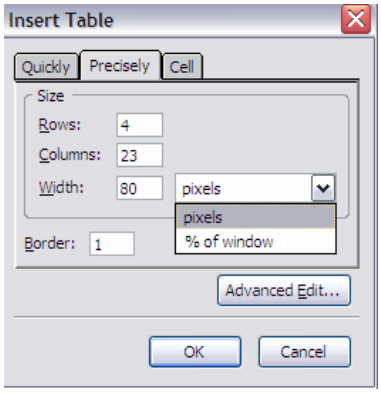
If the selected text is not a URL, then you must type or paste the address into the Link Location field.

19. To create an email link, you must put the text ***mailto:*** directly in front of the email address in the **Link Location** field.



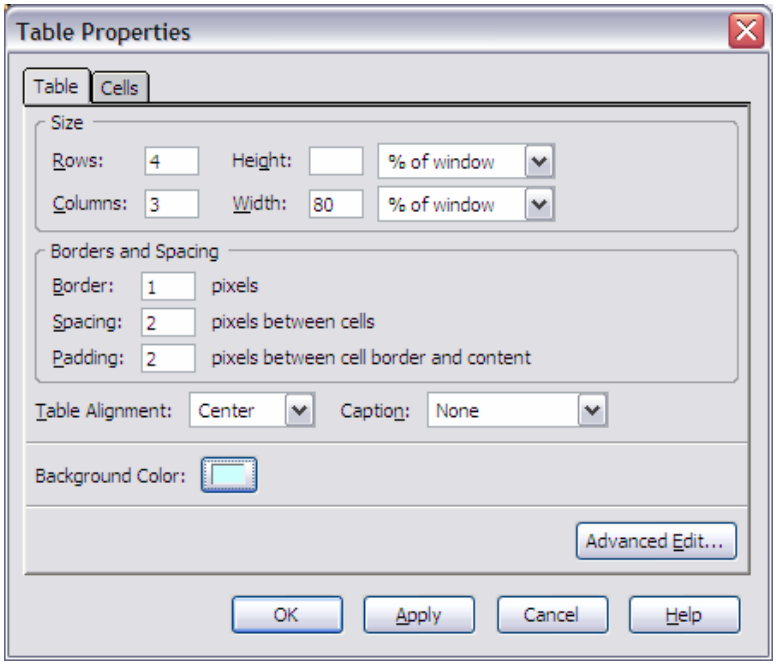
20. Use the **Insert** or **Table** menu (Insert → Table…) or **Table button** and the Table menu to create tables for text.



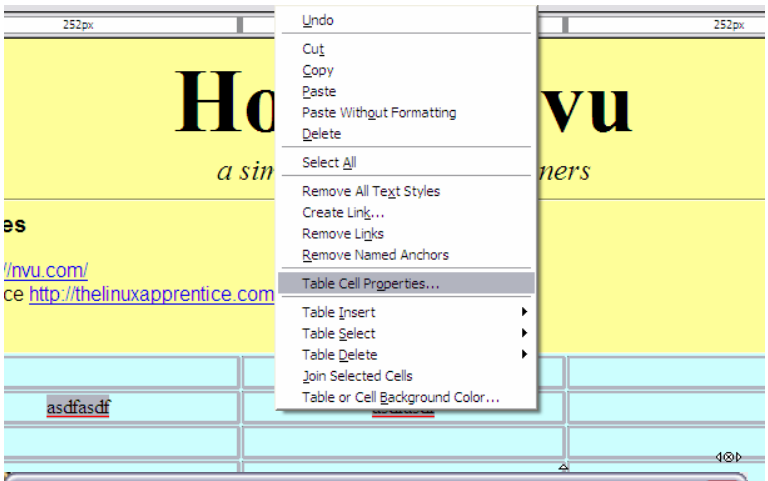


21. Use the **Table** menu and **Table Properties…** to format your table size, alignment, text alignment, borders, spacing, and color.

Using the **Cells** tab you can format individual cells.

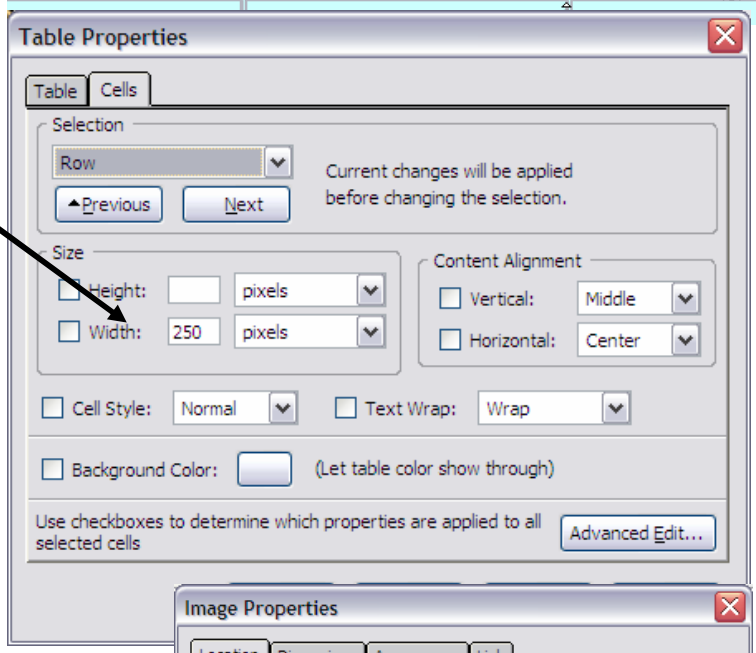


22. To format all cells the same, and to keep the cells the same size, you hold down the **Ctrl key** (on your keyboard) and drag across all the cells. Then **right click** on the table and select ***Table cell properties…***

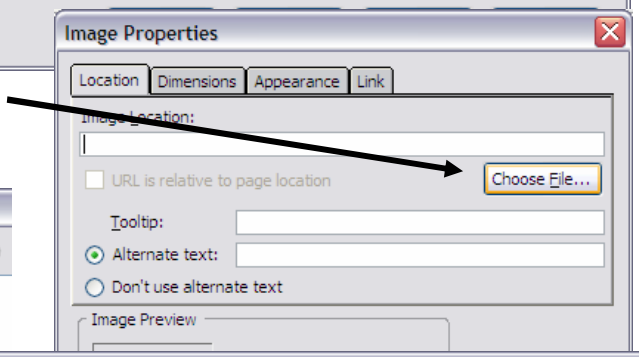


23. Set the properties for all the cells – alignment, text wrap, background color, etc. To keep cell sizes from changing as you type in them, set a **Width** in pixels or % of table.

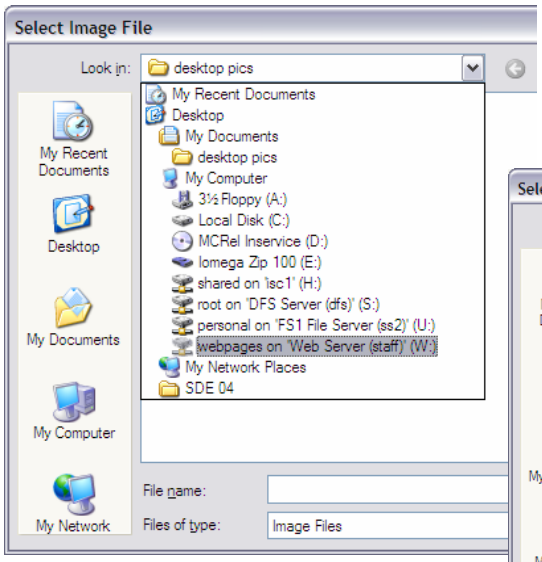
Click on the **Apply** and then the **OK** button.

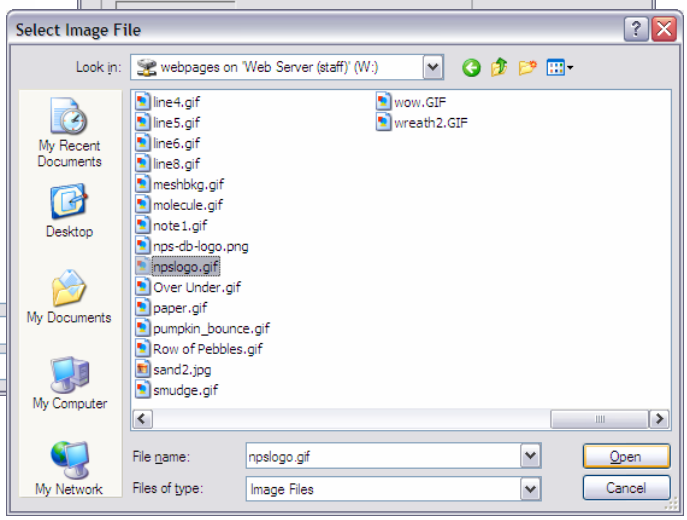


24. To insert a graphic or photo, click on the **Image** shortcut button and then on the **Choose File…** button.



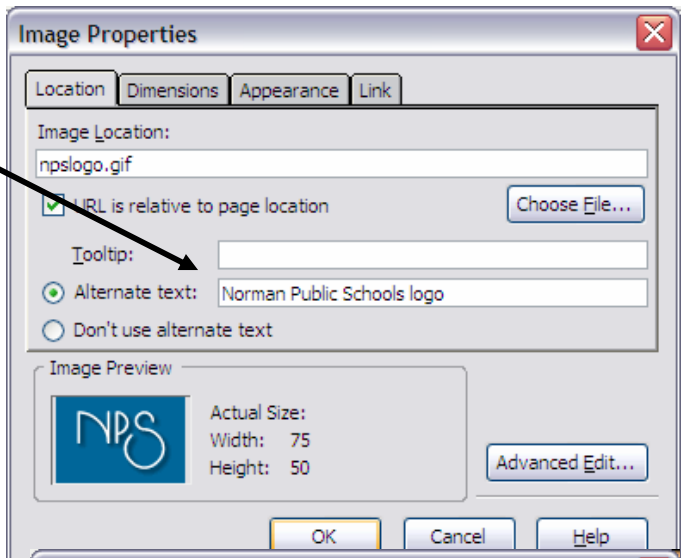
Look in your ***webpages on Web Server (staff) (W:)*** drive for the graphic you saved there.





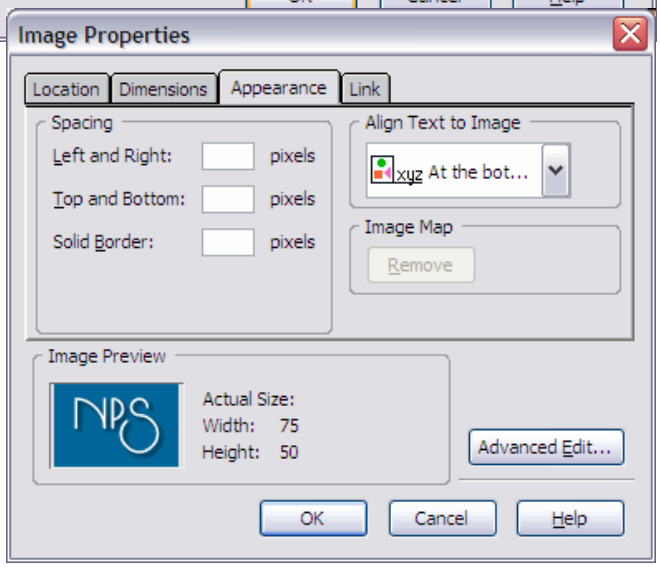
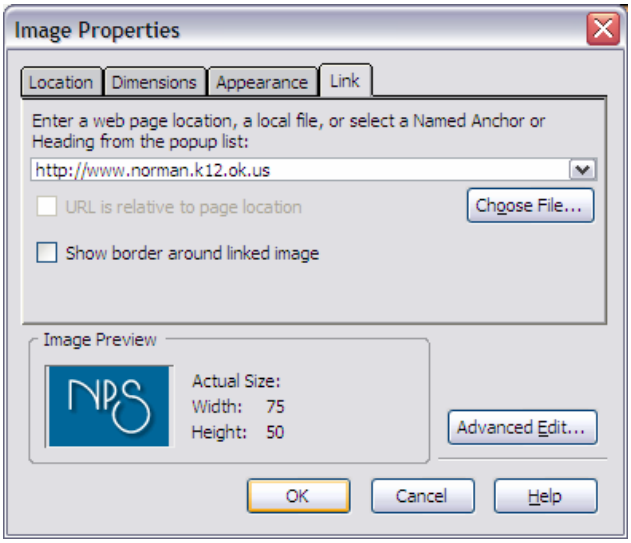
24. Double click on the graphic you want to insert.

25. In the **Alternate text:** field type in a short description of the graphic or photo.



You can use the **Dimensions** tab to precisely resize the graphic.

You can use the **Appearance** tab to set spacing, border, and text alignment (text wrap). Click the **OK** button when you are finished.



You can use the **Link** tab to make a graphic a link to another web page.