



Creating Web Pages Using Nvu

IMPORTANT NOTE: Before using Nvu, make sure you first create a folder on on your computer in which to save the web pages you create before publishing them to the server. Complete instructions on how to publish your website can be found in the C&NS Source Guide entitled **Publishing your Faculty Website using Xythos**, which can be found at:
http://www.fairfield.edu/cns_factraindoc.html.

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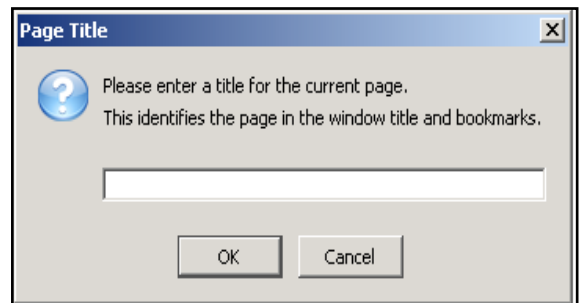
Using NVU

NVU is a reputable free webpage creation program. C&NS suggests using NVU for creating simple/basic websites. It is available for the PC and Mac. NVU can be downloaded from the following website: <http://net2.com/nvu/download.html>

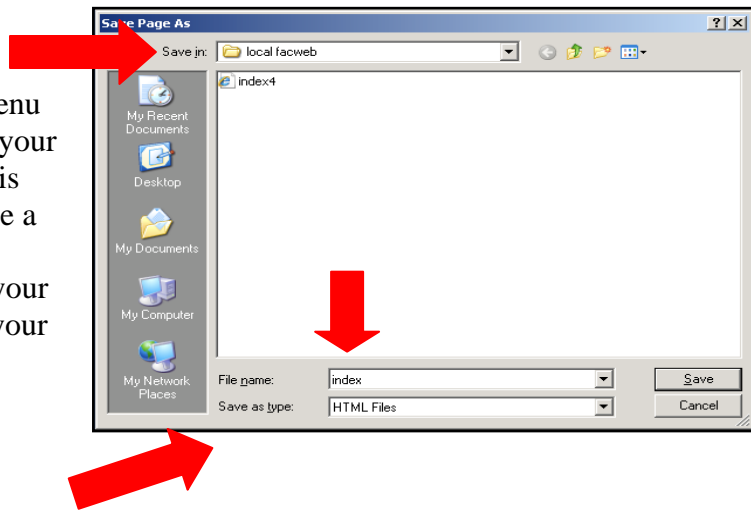
Download and install NVU before continuing on with the rest of the webpage creation instructions.

Creating a New Page

1. Click the **New** button on the left side of the toolbar and a blank web page will appear.
2. Add your content to the page and click the **Save** icon on the toolbar. (The first time you save your page, you will be asked to enter a **Page Title**; this is the text that appears in the title bar when it's viewed in a web browser.)

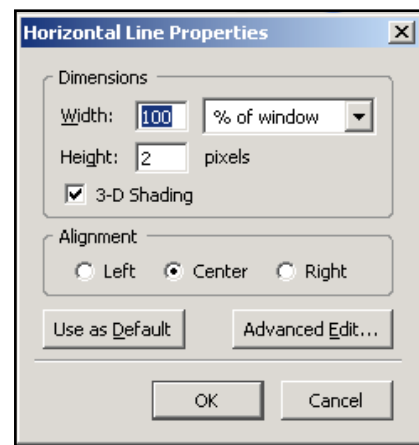


3. Change the **Save in** drop-down menu to point to your website folder on your computer, make sure the file type is listed as **HTML**, and give your file a name.
4. **IMPORTANT NOTE:** If this is your home page, make sure you name your file “index.”



Inserting Horizontal Lines

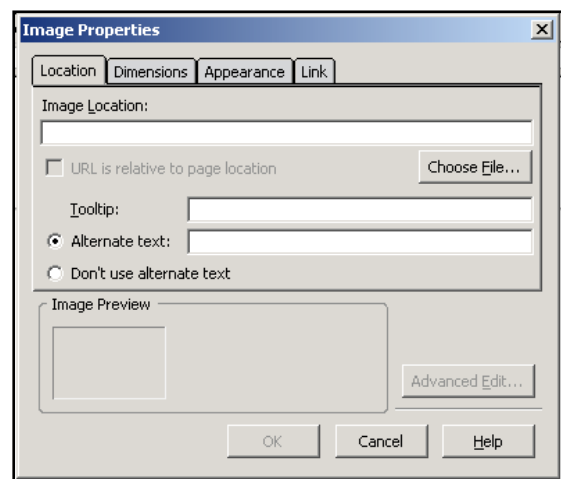
1. Click the location in the Nvu window where you want the line to appear.
2. From the **Insert** menu choose **Horizontal Line**; a line will appear on your page.
3. To specify the line’s height, width, alignment, and shading, double-click on the line and fill in the **Horizontal Line Properties** in the dialog box that appears.



Inserting An Image

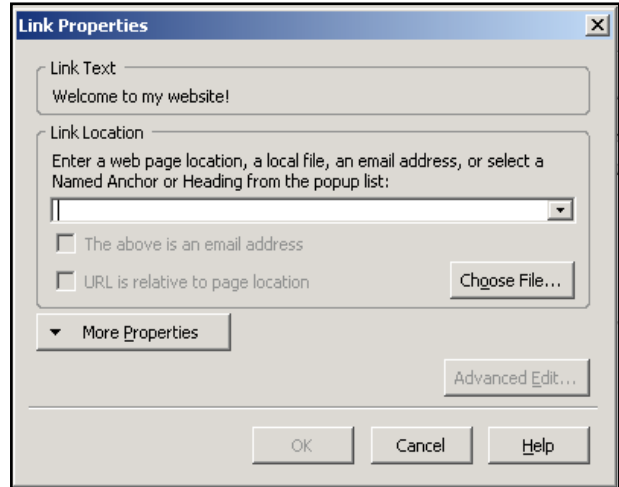
Note: Before inserting an image into your web page, make sure that you’ve placed a copy of the file in the website folder on your computer where you’re also saving your HTML pages.

1. Click the location where you want the image to appear in your web page.
2. From the **Insert** menu, choose **Image** and fill in the following information:
 1. **Location tab:** click the **Choose File** button and navigate to your website folder where the image file resides; select the file and click the **Open** button.
 2. Click the **Alternate text** button and enter a description of your photo or click the **Don’t use alternate text** button.
 3. Click **OK**.



Creating Links to Other Pages

1. Type the text that you wish to appear as a link and highlight the word or words. (You can also create a link from an image by clicking once on it and displaying the border and square handles along its four sides.)
2. Click the **Link** icon in the toolbar and a **Link Properties** box will appear.



1. If you are linking to another page within your own website, browse to the file which you've saved in your website folder by selecting the **Choose File** button and navigate to the website folder where the file resides; select the file and click the **Open** button.
 2. If you are linking to another page on the internet, either type in the full address of the site or copy and paste it from a web browser (make sure that you include the **http://** prefix before the web address).
 3. If you are creating a link to an email address, enter the full email address of the individual in the box (e.g., jdoe@gmail.com) and check the box immediately below that says, **The above is an email address**.
3. Click **OK**.

Web Templates

C&NS has organized a website that has free pre-made web pages for you to download:
http://www.fairfield.edu/cns_webtemplates.html.

These web templates have different designs and layouts that you can choose from. You can download these templates and edit them in NVU. The idea is for you to download a web template and just simply add your information while keeping the structure, look, and feel of the webpage the same. If you don't like the design or layout, try another template.

The website also contains a PDF and Video instructions on how to download, manipulate, and upload web pages to your faculty website.