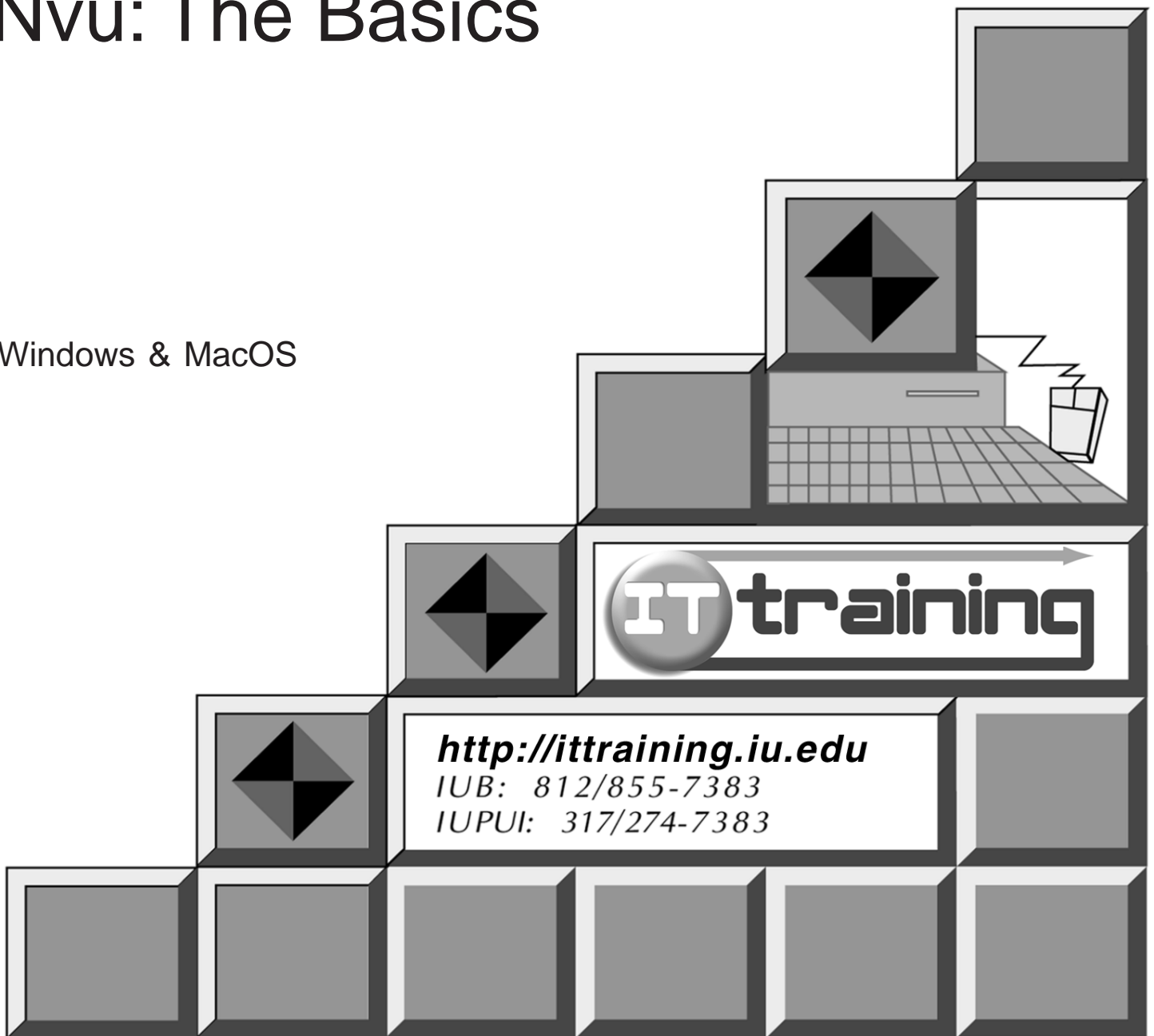


Nvu: The Basics

Windows & MacOS



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Welcome and Introduction

Welcome to *Nvu: The Basics*.

What You Should Already Know

You should have attended *Windows: Basic Computing Skills* or possess the equivalent skills.

What You Will Learn

In this workshop, you will learn how to:

- Format Web page background color
- Insert and format a graphic
- Format text using HTML styles
- Format an unordered list
- Create hypertext links and an email link
- Create the layout for a Web page using a table
- Create a navigation bar with internal links
- Publish a Web site

What You Will Need to Use These Materials

To complete this workshop successfully, you will be provided with:

- The use of Nvu 1.x
- The use of Microsoft Word 2003 or Word 2004 for Mac
- A demonstration Web account
- The use of Secure FTP software
- The exercise files in the **Citing Web Resources** folder

Getting Started

These materials presume you will begin work from the desktop, and have any required exercise files located in an eclass folder there. For instructions on obtaining the exercise files, see below.

If you need assistance logging on or starting an application, please consult your instructor.

Finding Help

If you have computer-related questions not answered in these materials, you can look for the answers in the UITS Knowledge Base, located at:

<http://kb.iu.edu/>

Self-Study Training

Want to learn more on your own?

IT Training Online makes self-study computer-based courses available on a wide range of IT topics. You may also purchase STEPS workshop materials to use in learning on your own. To find out more, go to:

<http://ittraining.iu.edu/online/>

Getting the Exercise Files

Most of our workshops use exercise files, listed at the bottom of page 1 of the materials. In our computer-equipped classrooms, these files are located in the eclass folder, which should already be on the computer desktop. If you are using our materials in a different location, you may obtain the exercise files from our Web site at:

<http://ittraining.iu.edu/workshops/files/>

Once you are logged on and have the needed files in an eclass folder on your desktop, you are ready to proceed with the rest of the workshop.

Today's Project

Today we'll use Nvu to create a simple Web site about how to cite information found on the Web. First we'll create a Web page from an existing text file. We'll give the page a title and format the background color. We'll also insert a graphic and use HTML styles to format text. Then we'll create a list and different types of links.

In the second part of this workshop, we'll see how to use a table to create a layout for an existing Web page. We'll also see how to create a navigation bar that contains internal links. Finally, we'll publish the Web site.

Understanding HTML and Nvu

HyperText Markup Language, commonly referred to as *HTML*, is used to create Web pages. Nvu allows you to create Web pages without learning HTML in Normal mode, which is a *WYSIWYG* or *What You See Is What You Get* mode. WYSIWIG editors often employ a word processor-like interface for formatting text and images. This is the way we will be using Nvu today. As you create Web pages, Nvu will create the HTML for you. Nvu also incorporates an HTML Source mode where you can edit the HTML code directly. We will not be working with this feature in this workshop.

Nvu is a free, open source Web authoring system. It may be downloaded from:

<http://www.nvu.com>

Creating a Web Page from An Existing File

It is common to design pages around content that already exists in a text or word processing file. Unfortunately, Nvu is only able to read plain text (.txt) and HTML files for content. To resolve this issue, the text can be copied from the file in the original application and pasted into a new Web page in Nvu. While most formatting, such as emboldened text, may be lost, paragraph definitions are usually maintained.

To illustrate how to take content from another application, we'll open a Word document, copy its contents, and paste them into a new page in Nvu. Copying from Word allows some formatting to be retained, but this can cause the resulting HTML file to be larger than it needs to be. So we will copy the file contents, but paste the text without the formatting, and use Nvu to apply the desired formatting.

Let's open our document in Word and copy its contents.

1. Use the Start menu or another shortcut to open Word.
2. To begin opening the file, on the Menu bar,



You see the Open dialog box.

We need to specify the name and location of the file to open.

Setting the Location for Opening Your File

When the dialog box opens, it lists a default location from where the file will be opened. This location is displayed in the Look in field.


On a Windows PC, the Look in field is located at the top-left corner of the dialog box.

All of our exercise files are contained in the eclass folder, located on the desktop. We'll want to change our Look in location to this folder.

1. To move to the eclass folder, on the Look in drop-down list,



The eclass folder is now listed as the Look In location.

Note for Macintosh Users - On a Macintosh, the Look in field is above the list of visible folders and files, and is labeled "From:". To move to the desktop, press the key combination  + D. From there, you can move into the eclass folder.

We will need to open the **Citing Web Resources** subfolder of the eclass folder that contains all of the necessary documents.

2. To open the correct folder,



3. To select the file,



4. To select the full contents of the file,

 Edit,  Select All

5. To copy the selected text,

 Edit,  Copy

6. To close Word, on the Menu bar,

 File,  Exit

Note for Macintosh Users - On the Menu bar,  Word,  Quit Word

Now that we have copied the text to make our new page, we will open Nvu.

7. Use the Start menu or another shortcut to launch Nvu.

Nvu opens with a blank file ready for editing.

NOTE: Depending on how your copy of Nvu is configured, you may need to close the Tips window. You may also want to maximize the Nvu window, to make editing easier.

When you copy text from Microsoft Word, it often contains formatting information, which may cause unnecessary file size in a Web page. To avoid this, we will paste the copied text into the new page without formatting.

8. To paste the content in the new page,

 Edit,  Paste Without Formatting

The copied text appears in the untitled Nvu document.

Understanding Page Properties

Page Properties define the basic characteristics of the entire Web page, including the title, author, and general description. Much of this information that is defined in this section does not appear in the visible part of the page, rather it is only seen when looking at the code. Nvu requires that each page has its title defined before the file can be saved; therefore, setting this information is usually done at the beginning of page design.

1. To access Page properties, on the Menu bar,

Click Format, **Click** Page Title and Properties...

You see the **Page Properties** dialog box:

The screenshot shows the 'Page Properties' dialog box with the following details:

- General information:** Location: [New page, not saved yet]; Last Modified: Unknown; Title: [text input]; Author: [text input]; Description: [text input].
- Templates:** This page is a template.
- Internationalization:** Language: [text input] with 'Choose a language' button; Writing direction: No direction specified (dropdown); Character set: ISO-8859-1 with 'Choose a charset' button.
- Advanced users:** To edit other contents of the <head> region, use "HTML Source" in the View Menu or Edit Mode Toolbar.
- Buttons:** OK, Cancel.

Let's give the page a title, author and description.

2. To enter a page title, in the Title field, type:

Citing Web Resources

NOTE: The title appears at the top of the window of any Web browser in which the page is viewed.

3. To enter a page author, in the Author field, type:

your name

4. To enter the page's description, in the Description field, type:

Citing Web Resources

NOTE: The text entered for description is used by some search engines to locate and summarize Web page content.

5. To accept these changes,



Let's also change the color of the page.

Adding Background Color

Background color is the main color of a Web page and is often used to enhance the visual appearance of the page. If no background color is defined, then the Web page is shown with the user's browser preferences (usually white or gray).

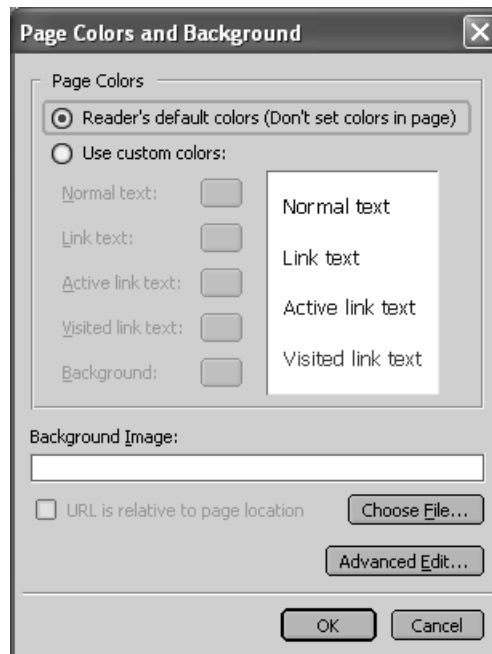
Web pages can have a variety of colors or images set as the background of the page. First time designers often make the mistake of choosing a background color that does not contrast well with their chosen text color. In addition, some designers choose to add a complicated background image instead of a solid background color. Both of these mistakes can make the content of the Web page difficult to read. Studies have found that most Web users prefer a solid, light background color that contrasts well with a dark text color.

Let's add a light background color to contrast with our black text.

1. To access the Colors and Background properties,



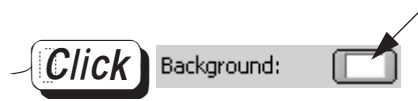
You see the **Page Colors and Background** dialog box:



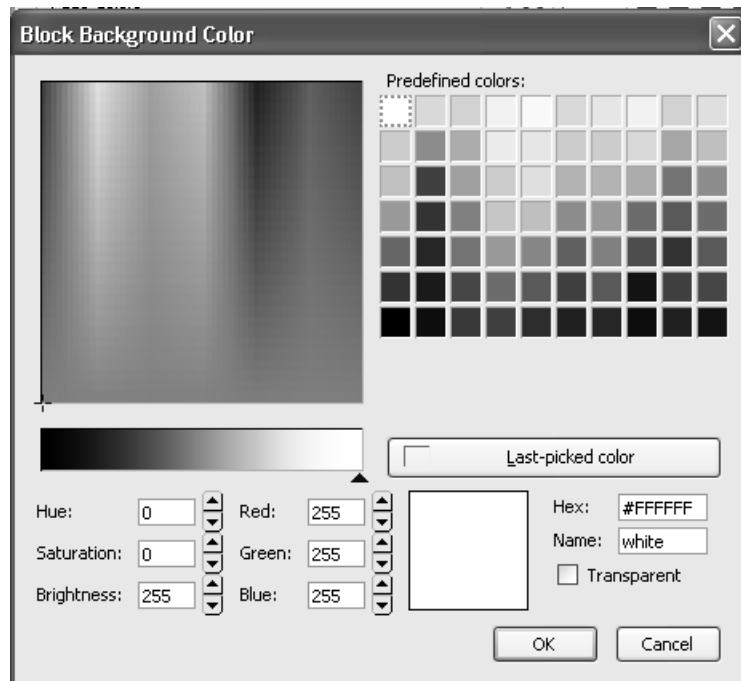
2. To use custom colors,



3. To access the background colors,



You see the **Block Background Color** dialog box:



Let's select one of the predefined, light colors.

4. To select a color,



5. To accept the chosen color,



6. To set the background color,



You see the new background color and the page title on the toolbar.

Saving a File

Now that we've made some basic changes to our page, we need to save the file with a special file name and extension.

Understanding File Names and Extensions

All HTML documents have .htm or .html extensions. Operating systems use this extension to recognize which program should be used to display a Web file.

The file extension is not the only convention we need to consider. We also need to consider the name of our file. File names for Web pages are largely dependent on the structure of the *Web server* hosting the page. Web servers are networked computers that use special software to host Web pages. Web pages are saved in folders on a Web server called *directories*. Web servers often default to home.html or index.html as the main page of a directory. This way, if a user finds a directory for a site but does not enter the exact name of the main page, index.html or home.html will be displayed. If neither of these files exists in the directory, a list of files in the directory may be displayed. To prevent this and for consistency, many Web designers name the main page of each directory index.html.

Now that we know what file name and extension is best, let's save the file as **index.html**.

1. To begin saving the file, on the toolbar,



You see the Save Page As dialog box.

We need to specify where to save the file and what to call it.

Setting the Location and Filename


When the dialog box opens, it lists a default location for saving the file. On a PC, this location is displayed in the Save in field at the top-left corner of the dialog box.

We want to move to the eclass folder, which is where we will save our file.

1. To move to the eclass folder, on the Save in drop-down list,



The eclass folder is now listed as the Save in location. You see its contents.

Note for Macintosh Users - On a Macintosh, the Save in field is above the list of visible folders and files, and is labeled “Where:”. To move to the desktop, press the key combination  + D. From there, you can move into the eclass folder.

We want to save this document in the **Citing Web Resources** subfolder of the eclass folder.

2. To open the correct subfolder,



Now that we have specified the Save in location, we need to specify the filename.

Let’s make sure that the filename is highlighted first.

3. If the filename is not highlighted,



4. To name the file, in the File name field, type:

index.html 

The file is saved as **index.html**

NOTE: In the Windows version of Nvu , it will add the .html extension to the filename automatically, so you would only have to type the first part of the filename, **index..**

Formatting Web Page Content

There are many formatting options that can be used to make a page look more appealing. Graphics enhance interest and horizontal lines provide a clear division between sections of a page. In addition, text formatting helps to define hierarchy of content and emphasize text.

Inserting an Image

Let's see how to insert an image that has already been created for this page. The particular image we will be using serves as a banner for the entire page.

First we'll create a new paragraph for the banner.

1. To move to the top of the document, press:



Note for Macintosh Users - To move to the top of the document, press   .

2. To create a new paragraph, at the top of the page, press:



3. To position the cursor in the new paragraph, press:

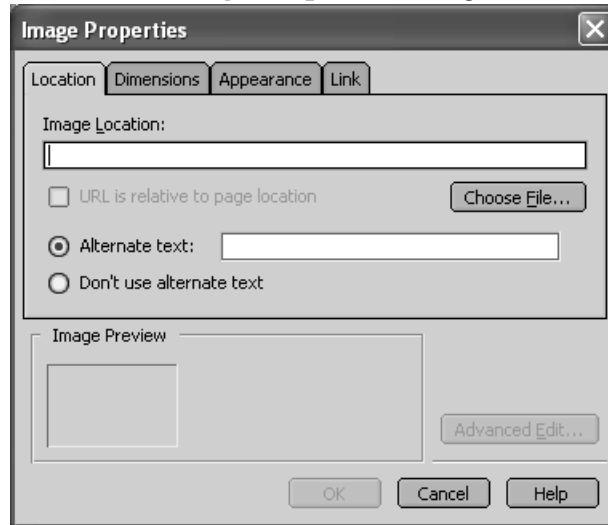


Now let's insert the image.

4. To begin inserting an image, on the Composition toolbar,



You see the **Image Properties** dialog box:



5. To begin locating the image,



You see the Choose Image File dialog box.

The image is saved in the **Citing Web Resources** folder.

6. To select the image, in the **Citing Web Resources** folder,



You now see a preview of the image in the dialog box.

Let's make a few more changes to image before we insert it in our Web page.

Understanding Alt Text

Certain standards have been set to make Web pages accessible to those with disabilities. One such standard is providing *alt* or *alternative text* for images. Alt text should provide a clear description of what an image depicts. A browser designed for visually impaired people can then refer to this text to interpret images.

Let's see how to use Nvu to define alt text for the banner image.

1. To enter alt text, in the Alternative text field, type:

Citing Web Resources

2. To insert the image,



NOTE: Sometimes the image may not show in the Nvu window, even when the image has been inserted correctly. This is a problem with Nvu's preview function and does not affect the final outcome of the Web page.

We want the image to be center aligned so let's set the Paragraph alignment.

3. To set the alignment,



You see the image centered at the top of the page.

Formatting Text

Now let's format some text on the page to make it stand out more. Since Nvu is a WYSIWYG editor, we'll format the text in the same way text in a word processor is formatted.

Understanding Heading Styles

An *HTML style* is a combination of text formatting and paragraph attributes gathered under one name. There are six pre-defined *heading styles* which combine a relative text size with bold formatting. All heading styles are pre-

ceded and followed by a blank line. Heading 1 is the largest and Heading 6 is the smallest, but their exact size changes according to what the user has set as the default in their browser.

1. To position the cursor,

 anywhere in the text “General Information”

2. To apply a heading style, on the Paragraph Style drop-down list,

 ,  Heading 2

The Heading 2 style is applied to the text. Notice that the Heading 2 Paragraph style includes space above and below the text. Let’s create another Heading 2 section in the page.

3. To position the cursor,

 anywhere in the text “Web Resources”

4. To apply a heading style, on the Paragraph Style drop-down list,

 ,  Heading 2

The Heading 2 style is applied to the text.

Italicizing Text

Just as in a word processor, we can use Nvu to emphasize Web page text by italicizing it.

1. To select the text, under the second paragraph of General Information,

 across “non-publication”

2. To italicize the text, on the Format toolbar,

Formatting Lists

Nvu makes it easy to create lists. An *unordered list* is indented and each list item is preceded by a bullet. An *ordered list* is the same except each list item is numbered. Keep in mind that in order to be properly formatted, each list item must be its own paragraph.

Let's see how to format an unordered list.

1. To select the list text,



2. To format the text as an unordered list, on the Format toolbar,




The list is formatted with a bullet in front of each item.

Let's use a keyboard shortcut to save the Web page.

3. To save **index.html**, press:



Note for Macintosh Users - To save **index.html**, press:  S.

Understanding Links

Web pages utilize several different types of links to connect images, Web pages, and other resources. *Hypertext links* connect text in one Web page to a different point in the same Web page or another Web page. We'll create two different types of hypertext links.

Creating a Relative Link

We want to create a link to **comparison.html**, a file which will be part of the final Web site. Because these pages will be contained within the same directory or *local folder*, the link can be *relative*. This means only the document name is specified because the full path is implied by the current document. The link will remain the same as long as both pages are kept in the same directory.

Let's see how to create a relative link.

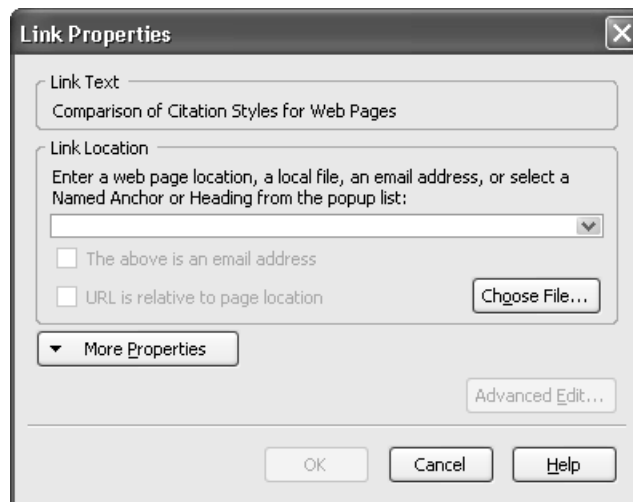
1. To select the text to link,



2. To begin formatting the link, on the Composition toolbar,



You see the **Link Properties** dialog box:



3. To begin defining the link, under Link Location,



You see the Open HTML file dialog box.

4. To select the file to link to, in the **Citing Web Resources** folder,



5. To define the link,



The link is defined.

Creating Absolute Links

Now we want to create an *absolute link*, which requires the complete URL, including the domain name, to reference the target Web page. Absolute links are used to link to pages outside your own Web account.

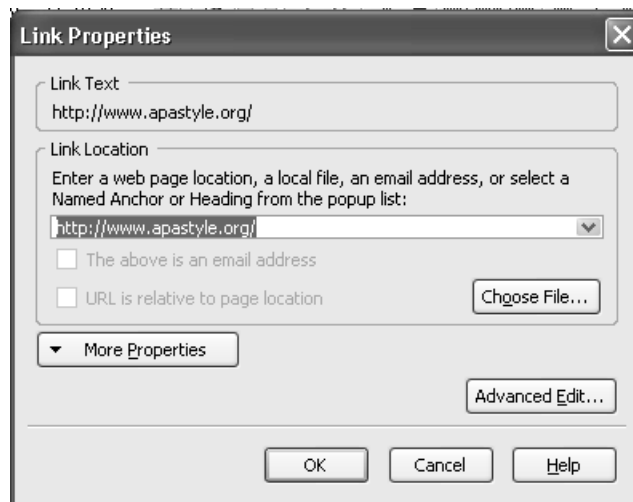
1. To select the text to link, in the list,



2. To begin formatting the link, on the Composition toolbar,



You see the Link Properties dialog box:



3. To save the link,



NOTE: Keep in mind that the proper link location is already listed because the selected text is the link destination, and begins with "http://". If we had selected plain text to link, we would need to enter a web address.

4. Repeat the previous steps to create the remaining three links.
5. Save **index.html**.

Formatting a Footer

The last section of the page is the footer. Footers in Web pages generally include the date when the page was last updated, and the email address of the page author. In addition, this section is usually set apart from the rest of the page by a horizontal line.


Inserting a Horizontal Line

We want to insert a horizontal line, sometimes also called a *horizontal rule*, between the body text and the footer.

1. Position the cursor in the blank line between the body text and the footer.
2. To insert a horizontal rule, on the Menu bar,



You see a horizontal line between the body text and the footer.

NOTE: You can format the height, width, and alignment of the horizontal line. To access the Horizontal Line properties,  the line.

Centering Text

Let's center the footer text.

1. Select the footer text.
2. To center the footer, on the Format toolbar,



The footer is centered.

Updating Footer Text

Let's update the date and URL in the footer.

1. To select the date,



2. To enter the date, type:

today's date

Now let's create a link to our email address.

Creating a mailto Link

A *mailto link* is used to link an object, such as text or an image, to an email address. When the link is activated, if the browser preferences are properly configured, the user will be prompted to compose an email message to be sent to the email address specified in the mailto link.

First let's update the email address.

1. To select the email address,

 across "username@host.domain"


2. To enter a new email address, type:

your email address

3. To select your email address,

 across the address

4. To copy the address, press:

 C

Note for Macintosh Users - To copy the address, press:  C.

5. To begin formatting the link, on the Composition toolbar,

You see the Link Properties dialog box.

6. To create the first part of the mailto link, in the Link Location, type:

mailto:

7. To paste your email address, press:



NOTE: Keep in mind that there should be no space after “mailto:”

Note for Macintosh Users - To paste your email address, press:  V.

8. To accept the link, press:



The mailto link is defined.

9. Save **index.html**.

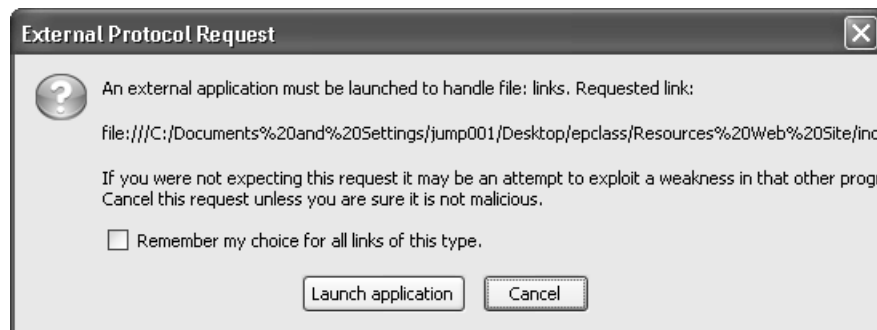
Previewing a Web Page

Let's preview **index.html** in a Web browser.

1. To preview the page in a Web browser, on the toolbar,



An External Protocol Request dialog box appears.



This is warning you that one application is attempting to open another one, which could be a security risk. However, in this case, Nvu is trying to open a Web browser to display the page.

Note for Macintosh Users - A similar message may appear.

2. To permit the request to open the browser,



You see **index.html** in the default browser.

3. Test the links.

Publishing a Web Site

We now want to publish our files we have created in this workshop. At the moment, all of the files we have worked on today are saved locally on our computers. The files we need to publish to the Web include:

- **index.html**
- **comparison.html**
- **banner.gif**

For files to be available on the World Wide Web, they need to be published on a *Web server*. A Web server is a software system that receives requests from clients (such as Internet Explorer or Mozilla Firefox) and sends the requested files back to the clients.

Web Servers at IU Bloomington, IUPUI and IUN

There are three main Web servers for the IUB, IUK, IUN and IUPUI campuses: *Champion*, *Veritas*, and *Steel*. *Champion* is only available to IUPUI departments, instructors, and official student groups for hosting their Web site, and *Veritas* serves the same role for the IUB, IUK and IUN campuses. However, *Steel* is available to all faculty, staff and students at the IUB, IUK, IUN and IUPUI campuses for their personal Web pages.

Using Steel

These instructions show how to publish Web pages on Steel using a Windows computer.

Note for Macintosh Users - For information on publishing Web pages using a Macintosh computer, go to:

<http://ittraining.iu.edu/workshops/sftp/SFTPM.pdf>

In order to make a connection to the Steel Web server, you will need to have an account on Steel and you will need to know the *host name*, the network name of the Steel server.

Please be sure you have all of the following information before continuing:

Host Name:	steel.ucs.indiana.edu
Your Username:	
Your Password:	

Now that you have your account information gathered, you are ready to publish your Web pages.

The Web Publishing Process

There are several steps involved in publishing pages to the Web:

- A. Connect to the Web server
- B. Prepare the Web server account to enable it to function as a server for Web files
- C. Transfer the necessary files from the local machine to the Web server
- D. Set permissions for the transferred files so that they can be seen on the Web
- E. Verify publishing success by viewing the published files in a Web browser

Connecting to the Web Server

The first step in publishing files is connecting to the Web server. A secure communications protocol called *Secure Shell 2 (SSH2)* is used to make this connection. There are several applications available that allow the use of the SSH2 protocol, including SSH Secure Shell (Windows) and MacSSH (MacOS 9) and Terminal (Mac OS X).

NOTE: Another common communications protocol, Telnet, does not meet current security standards, and therefore is no longer supported for use on Steel.

You will connect to Steel using an SSH Secure Shell Client.

1. Launch the Secure Shell Client.

An SSH Secure Shell default window opens.

2. To establish a connection,



The Connect to Remote Host dialog box opens.

3. Enter the host name and your username in the appropriate fields.
4. To initiate the connection,



The first time you attempt to login to Steel, you may see a message indicating that the authenticity of the host can't be established because it is not in a list of accepted hosts.

5. If necessary, to add the Steel key to the list of hosts local database,



A dialog box prompting you for a password appears.

6. Type your password in the password field.
7. To complete the connection,



The connection is now established.

NOTE: If an Add Profile dialog box appears, simply close it by clicking the X in the upper right hand corner of the dialog box.

Preparing Your Account

Before transferring files to a Web server the first time, you need to make sure your Web server account is set up properly.

Running Spinweb

A special utility on Steel called *spinweb* creates the directories and files needed to enable it to function as a server for Web files. Specifically, the spinweb utility creates a www directory and sets permissions to make it viewable to the world.

1. To run the spinweb utility, at the command prompt, type:

```
spinweb 
```

Your Steel account is now ready to act as a Web server for your Web files.

Transferring Files

File Transfer Protocol (FTP) is a process used for transferring files from one computer to another over a network, such as the Internet. To successfully transfer files, an FTP client (on your local machine) must connect over a network with an FTP server (usually on the Web server you want to publish to - in this case Steel). Once this connection has been made, the client and server can request and transfer files between the two computers.

Understanding FTP and SFTP

One disadvantage of FTP is that it is not a secure method of transaction. It is possible for hackers to intercept sensitive information (such as usernames and passwords) as well as find out which files are being transferred and where those files are being stored.

To combat this security concern, some Web server administrators now require users to transfer files to and from their servers using *Secure FTP (SFTP)*. SFTP works much like regular FTP, except all of the information, commands, usernames, and passwords are encrypted. Hackers are unable to decipher this information.

To enable SFTP, both the Web server and the software used to transfer the files have to understand SFTP. Steel is SFTP enabled; therefore, to transfer files to Steel, an SFTP application should be used on the local machine. Both SSH Secure Shell (Windows) and MacSFTP (Mac) are examples of SFTP applications.

NOTE: Unfortunately, because of security issues, unsecure FTP clients, such as those that are built into FrontPage and versions of Dreamweaver prior to Dreamweaver MX 2004, cannot be used to publish to Steel.

Establishing an SFTP Connection

The SFTP utility from within SSH Secure Shell can be used to transfer files quickly and securely using a simple “drag and drop” process.

You will open the SFTP utility to be able to transfer your files.

1. To open the SFTP utility, on the Menu bar,



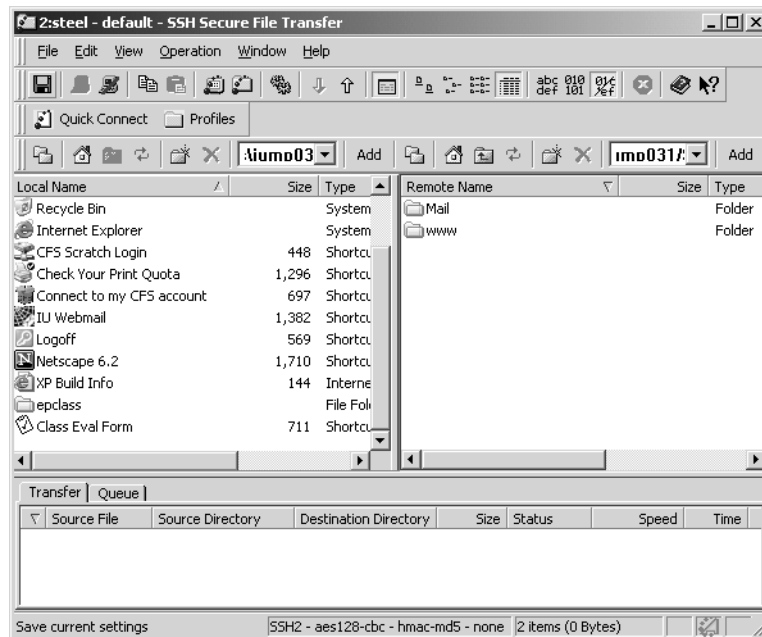
2. In the Window menu,



The SSH Secure File Transfer dialog box opens; however, before you can transfer files you may need to re-enter your account information.

3. If necessary, enter your host name and username in the appropriate fields in the dialog box; provide your password when prompted to do so.

The SFTP window opens:



You are now able to securely transfer files from the local computer, whose files are visible in the left-hand frame (under the heading “Local Name”) to the Web server account on Steel in the right-hand frame (under the heading “Remote Name”).

Uploading Files

There are two basic terms associated with SFTP: *downloading* (sometimes called *get*) and *uploading* (sometimes called *put*). Downloading transfers files from a remote computer and stores them on a local computer. Uploading transfers files from a local computer to a remote computer.

You will upload your files from your local computer to the remote server, Steel.

1. To specify the correct location for uploaded files, in the Remote window,



The www folder opens. Any files uploaded to your Steel account will now be in the www directory.

2. Locate the file(s) you need to transfer on your local computer.
3. To upload a file,



NOTE: To select multiple files for uploading, hold down the **Ctrl** key while selecting the files.

The file should now be visible in both the Local and Remote frames.

4. Repeat steps 2 and 3 until all the files are transferred to your Steel account.
5. Close the SSH Secure File Transfer Window.

You are now returned to the command prompt of the Steel account.

Setting File Permissions

In order for new files to be viewable on the Web, the world must have permission to read those files. On some servers, such as Veritas or Champion, the accounts are set up so that all files moved to the www directory are given the correct permissions by default. However, some other servers, such as Steel, require permissions to be set by the account owner.

Using Spinweb

In addition to setting up accounts to accept Web files, the spinweb utility can be used to change file permissions for any new files in the www directory of a Steel account. Make sure all file permissions in the www directory are set correctly by running the spinweb command again.

1. In the SSH Secure Shell window, at the command prompt, type:

spinweb 

Spinweb grants world access permissions to all of the files in the www directory.



NOTE: If you have any new files in a subdirectory of www, you should use the “spinweb -r” command. The “-r” will apply the spinweb command to all files in subdirectories as well.

Verifying a Published Web Page

Now that the files have been moved to the server and the permissions set properly, the pages may be viewed on the Web using a browser.

1. Switch to the Web browser.
2. To view the page,

 File,  Open...

Note for Macintosh Users - To view the page,  File,  Open File.

3. To specify the location of the page, type:

`http://mypage.iu.edu/~username/index.html`

NOTE: Substitute your account username where indicated above.

The page you specified appears in the browser window.

4. Close the file in the Web browser.

NOTE: If you are participating in the hour long version of this workshop, also exit or quit any of the other applications which may be running, and proceed to “Wrapping Up” on page 37.

Using a Table for Web Page Layout

Creating the layout for a Web page can be accomplished in a number of different ways, including newer standards that supersede the use of tables for layout. However, Nvu does not yet intuitively support these methods.

We'll see how to create and format a table to provide the layout for **comparison.html**. We'll also create a navigation bar that uses internal links. Once we've changed **comparison.html**, we can transfer it to the Web account again.

First let's open **comparison.html** in Nvu.

1. Switch back to Nvu.
2. To begin opening the file,



3. To select the file,



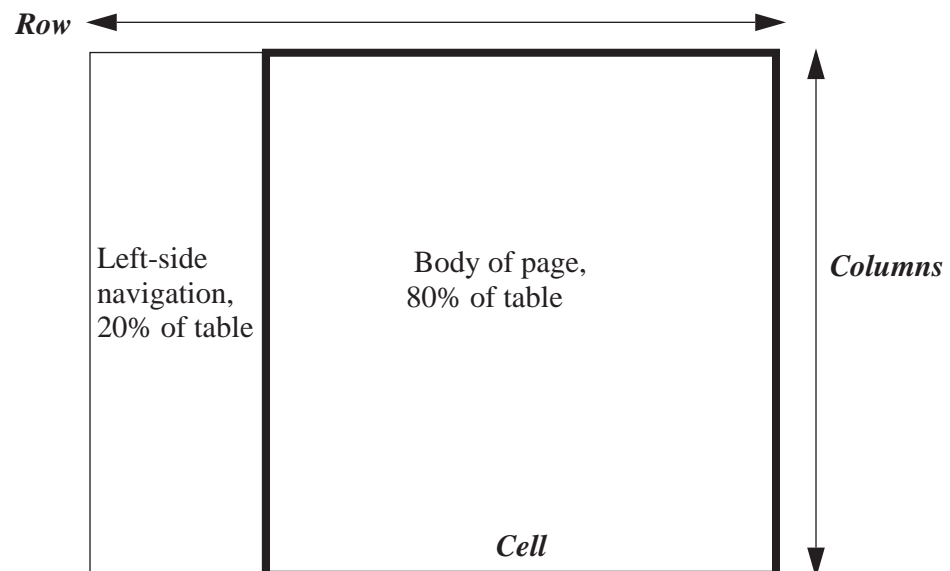
Inserting a Table

Tables can be used to organize text and images in a Web page layout. Nvu provides a quick and easy way to create tables, though they are sometimes difficult to edit.

The most basic element of a table is called a cell. Each *cell* can contain text or graphics. Cells combine to form rows and columns. *Rows* are horizontal and span across the table. *Columns* are vertical and span up and down the table.

We'll create a simple table with *left-side navigation*. This means the page navigation will be controlled from the left column of the table. The table will contain two columns and one row.

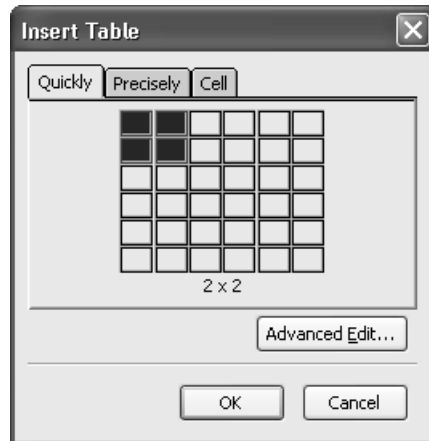
The following diagram explains the table layout:



1. To begin inserting a table, on the Composition toolbar,



You see the **Insert Table** dialog box:



The table will have 2 columns, one for navigation and one for content, and 1 row. By default, the table is set to 2 rows and 2 columns. We need to change the number of rows to 1.

Let's move to the Precisely tab to do this.

2. To move to the desired tab,



3. To change the number of rows, in the Number of Rows field, press:



By default, each cell of a table is inserted with a 1-pixel border. We don't want a visible border.

4. To set the Border value, in the Border field, type:

0

Cell padding is the amount of space between the cell border and the content. We want a bit of space inside each cell, so let's increase the padding.

5. To get more options,



6. In the list at the top of the dialog box,



7. To define the cell padding, in the Value field at the bottom of the dialog box, type:

5

8. To accept the changes to cellpadding,



9. To insert the table,



You see the table at the top of the Web page.

We want to select all of the page content and move it into the table. Let's use keyboard shortcuts to select, cut, and paste the page content.

10. To select all the page content, at the top of the page,



press and hold:  and



11. To cut the text, press:



Note for Macintosh Users - To cut the text, press:  X.

12. Position the cursor in the right-hand column of the table.

13. To paste the text, press:



Note for Macintosh Users - To paste the text, press:  V.

14. Save `comparison.html`.

Formatting a Navigation Bar

A *navigation bar* is usually composed of text or images linked to different pages within or outside a Web page. We want to create a navigation bar to move to different sections of this Web page, since it's long. We'll format the left column of the table so it can be used as a navigation bar. We want the column width to be 20% of the table. We'll also select a background color for the column to make the navigation bar stand out.

To make these changes, we'll alter the Cell properties.

1. To position the cursor,

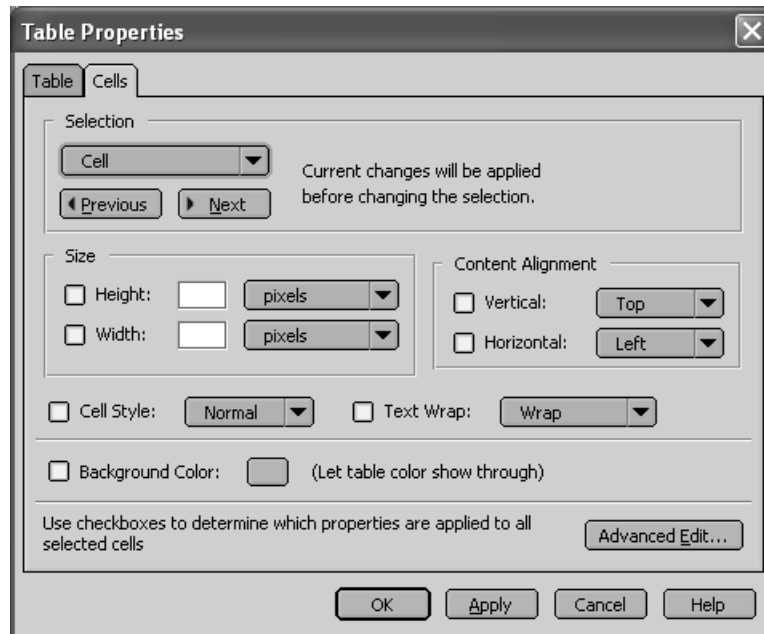


The cursor is positioned at the vertical center of the left-hand column. You may have to scroll to see it there.

2. To access the Table Cell properties, on the Menu bar,

Click Format, **Click** Table Cell Properties...

You see the **Table Properties** dialog box and the Cell Tab:



We want to set the Cell width.

3. To set the Cell width, in the Width field of the Size section, type:

20

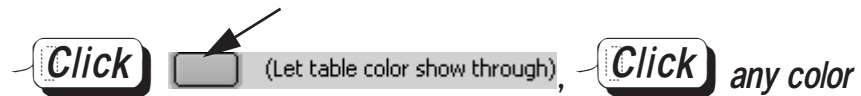
It's important that the cell width be defined as a percentage of the table so that the content will automatically wrap inside the cell if the browser window is small.

4. To make sure the Cell Width value is set to % of table,

Click pixels, **Click** % of table

Now let's change the background color of the cell.

5. To select a background color, in the Background Color section of the dialog box,



6. To accept the color,



7. To set the vertical alignment for the menu text, in the Vertical drop-down menu of the Content Alignment section,



8. To set the changes in the cell,



You see the newly-formatted column.

Creating Navigation Bar Text

There are three main sections of the Web page. We want to enter three terms, which will eventually link to different section of the Web page.

1. If necessary, to position the cursor properly,



2. To add some space for the navigation bar, in the left-hand column, press



3. To enter the navigation bar text, type:

APA **Enter** **Enter** MLA **Enter** **Enter** Sources Cited

The navigation bar text is in place.

Creating an Internal Link

When Web pages are long, it's useful to create internal links to navigate within the page. An *internal link* references a specific point in the current document.

There are two parts to creating an internal link, defining a named anchor on the page and linking to that named anchor.

Let's see how to create the internal links for the navigation bar.

NOTE: Nvu will automatically create named anchors for the headings on a page when it creates the headings. However, we will recreate the named anchors on this page, using shorter text for the named anchors, so it will be easier to share the URL with someone else.

Defining a Named Anchor

The first part of creating an internal link is defining a *named anchor*, which is a specific point on a Web document. We want to define the anchor for the APA link of the navigation bar. We want the page to jump to the APA section when the user clicks the APA link.

Let's see how this works.

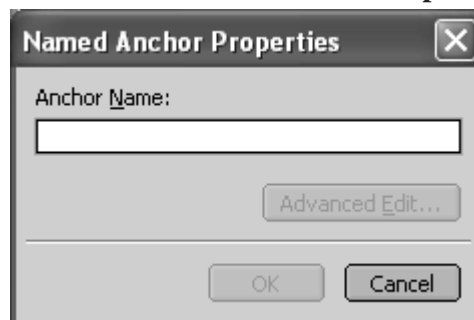
1. To position the cursor, in the body text,

 before the APA heading

2. To begin creating an anchor, on the Menu bar,


 Insert  Named Anchor...

You see the **Named Anchor Properties** dialog box:



3. To name and create the anchor, type:

apa 

The anchor is created and you see the Anchor icon: 

Although Nvu displays an anchor icon, named anchors are invisible and cannot be seen in the Web browser.

Linking to a Named Anchor

The second part of the process is to create an internal link to the named anchor. In this case, we'll link the term "APA" in the navigation bar to the named anchor we just created.

First we'll select the text that will serve as the link.

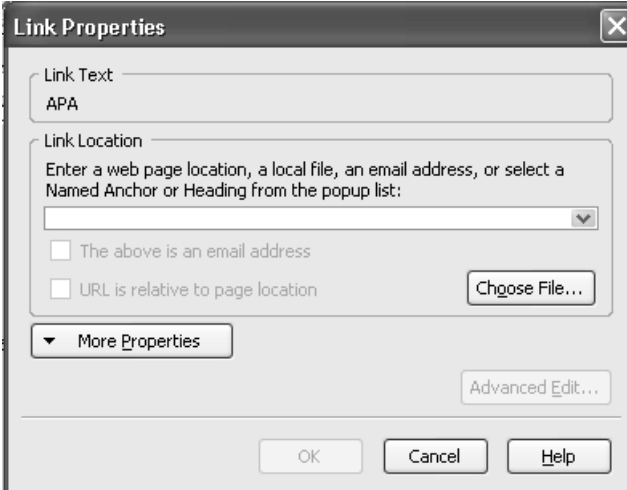
1. To select the link text, in the left-column navigation bar,

 across "APA"

2. To begin creating the link, on the Composition toolbar,

You see the **Link Properties** dialog box:



The Link Properties dialog box is shown with the following fields and options:

- Link Text:** A text input field containing "APA".
- Link Location:** A section with a text input field and a dropdown menu. Below it are two checkboxes: "The above is an email address" and "URL is relative to page location". A "Choose File..." button is located to the right of the checkboxes.
- More Properties:** A button with a downward arrow.
- Advanced Edit...:** A button located at the bottom right of the dialog.
- Buttons:** "OK", "Cancel", and "Help" buttons are located at the bottom of the dialog.

Let's select the "apa" named anchor.

3. To select the correct anchor from the Link Location drop down list,



4. To create the link,



5. Use the following table to repeat the previous steps to create the other anchors and destination links in the page:

Anchor Location	Anchor Name	Link Text	Link Location
before "MLA" heading	mla	MLA	#mla
before "Sources Cited" heading	sources_cited	Sources Cited	#sources_cited
before "Comparison of Citation Styles" heading	top	Back to Top	#top

NOTE: If there is time, link the other two instances of the phrase "Back to Top", so they all point to the same link location.

6. Update the date and email address in the footer.

7. Save **comparison.html**.

8. Preview the page in a browser and test the internal links.

Completing the Web Site

Since we made changes to **comparison.html**, we need to transfer it to the Web account again. We don't need to transfer **banner.gif** or **index.html**, since there were no changes to those files.

1. Using the previous steps for transferring a file, upload **comparison.html** to your Web server account.

2. View the Web site online.

3. Close the Web browser.

4. Exit or quit Nvu.

Wrapping Up

Please follow your workshop instructor's guidance and take a few moments to fill out the workshop evaluation form.






We've reached the end of today's workshop. Before leaving, we need to properly end our session. To do this, we'll use the Start menu.

1. To begin to logoff using the Start menu,



2. To view the options for ending your session,



Note for Macintosh Users - To access the commands to close a session,  the  Apple menu,  Log Out..., or press the key combination  +  + Q.

You see several shut down options. Depending on the environment, you will select one of the following commands:

- **Shut Down:** The system will close all open files and applications. On a Windows PC, a message will be displayed when it is safe to turn off the computer and monitor. On a Macintosh, the computer turns itself off when finished.
- **Restart:** The system will close all open files and applications and then restart the computer. This reloads initial commands and the operating system.
- **Log On as a Different User (Windows only):** This command will log you off but leave the computer positioned at the Begin Logon dialog box so the next user can log on.

NOTE: In the IU Bloomington Student Technology Centers, the Log On as a Different User command is listed as "Log off *username*". There is also a Logoff shortcut on the IUB and IUPUI STC desktops.

Your instructor will tell you which command to execute.

Thank you for participating in

Nvu: The Basics

Contributions to These Materials

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Where to Go From Here

You can use the resources listed below to further build your computing skills.

Taking Other IT Training & Education Workshops

UITs IT Training & Education offers hands-on instructor-led computing workshops aimed at a variety of skill levels, covering a broad range of topics. We teach hundreds of workshops on more than 80 topics every year! For more information, to see a detailed workshop schedule, or to register for a workshop, contact IT Training & Education:

Web: <http://ittraining.iu.edu/>

Email: (IUB) ittraining@indiana.edu; (IUPUI) ittraining@iupui.edu

Phone: (IUB) 812/855-7383; (IUPUI) 317/274-7383

Getting Help from Online Resources

University Information Technology Services – IU technology resources, services and support:

<http://uits.iu.edu/>

IT Training Online – Self-paced IT courses you can take on your computer:

<http://ittraining.iu.edu/online/>

UITs Knowledge Base – Searchable database of computing questions:

<http://kb.iu.edu/>

Getting Help from Support Staff

Walk-in Support

(All IU Campuses) Walk-in Support Center. Locations and schedules at:

<http://kb.iu.edu/data/abxl.html>

(IUB & IUPUI) Consultants in the UITs Student Technology Centers

24 Hour Phone Support

(IUB) 812/855-6789

(IUPUI) 317/274-4357

E-mail Support

(All IU campuses) ithelp@iu.edu
