

# WEBSITE DESIGN USING NVU

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# File Structure and Site Manager

You can open NVU from Novell Delivered Applications or you can download it on your own machine for free from here: <http://www.net2.com/nvu/download.html>

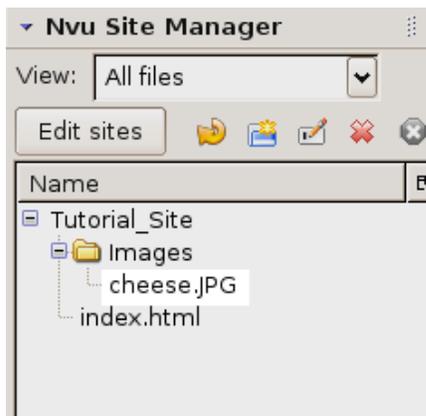
The most important thing to do when setting up a site is to make sure that you are consistent in where you keep all your files your files for your site.

When setting up a site for the first time in NvU the best practice is to set up a **folder** on the hard drive of your computer that will hold *all the files you'll need for your site: the html files and a separate sub-folder for the images*. The files ending in .html are the actual files that contain all the links and information that a browser needs to display the pages properly. This folder should contain nothing but what you actually need to display your site.

It is extremely important to remember that you're **home page** will **ALWAYS** start with **index**. It will either be **index.htm** , **or index.html**. But it will be begin with index.

By keeping everything contained in a folder in this way it will make transferring your site to a server very easy. You can set this up without having to leave NvU.

You can display the content of the previously depicted folder using the **site manager** on the left side of NvU window



Click on the "**Edit Sites**" button in the site manager:

Another window will appear called publish settings. Click on the button "**Select Directory**" in the Publishing Server section:

Create a new folder (also called a directory) (**or** select the one you created previously for this purpose) and select it in the dialogue box that appears. I've called mine Tutorial\_Site. Note the underscore in the directory name. As a general rule, spaces are a bad thing in the names of files and directories in websites. If you would like to have a space, use the underscore ( \_ ) character.

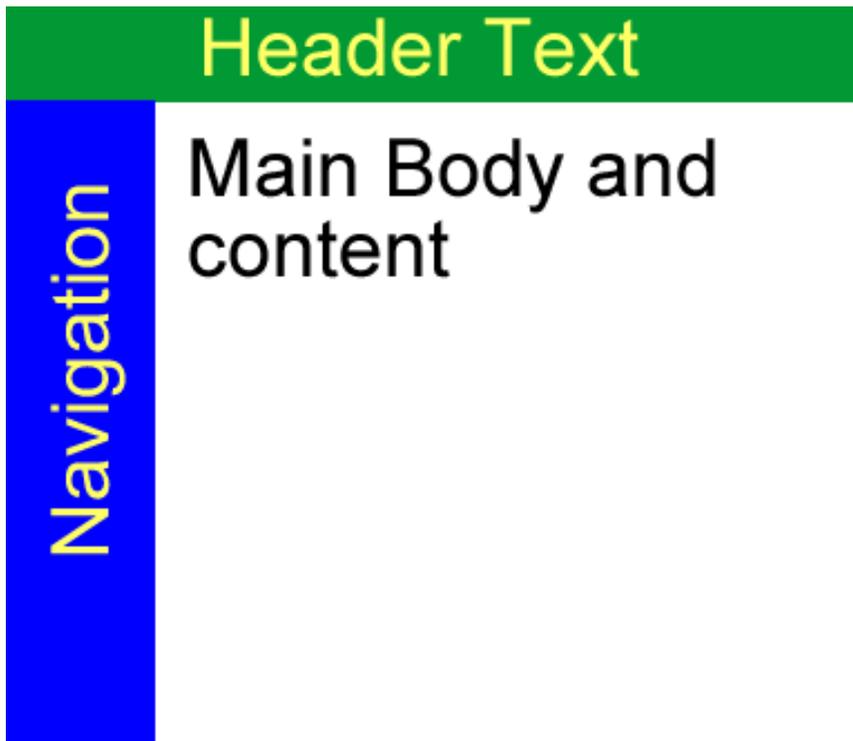
In the Publish Setting window add a name for the site in the **Site Name** section. You should also see the name of the directory you created in the Publishing Server section of the window. Don't worry about the rest of the boxes, those need to be filled in when it comes time to publish your site on the web. For the time being, all we are doing is setting up your site on your computer. If it all looks good, click "OK". You should now see the name of your site in the site manager.

## Creating Tables

There are a couple ways to design the layout of your web page. The quickest and easiest way to start off with is using tables. There are others ways, like not using tables at all, like with the ever increasingly popular CSS, another way is just having a Flash site, etc.

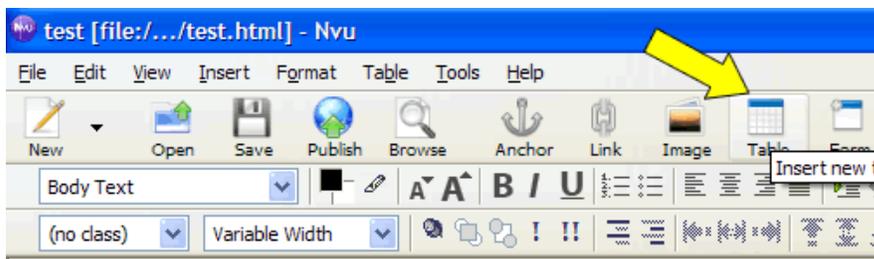
To make it easy and keep it simple, we'll start off with using tables to help us design the layout of our website. This is a very common practice and probably most of the sites out there do use tables for their layout.

Once we have the tables setup, then we can simply just add the header, navigation and content very easily.

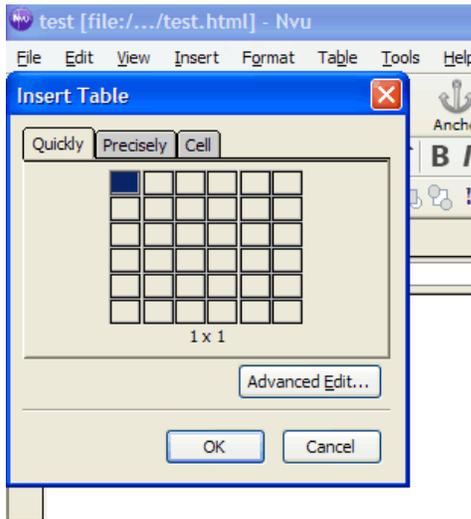


So we are going to use a couple tables to achieve this layout. It's a good idea to use at least two tables for your site. One for your header, and the other for the rest of your site. That way you can modify your header information with effecting the rest of your site.

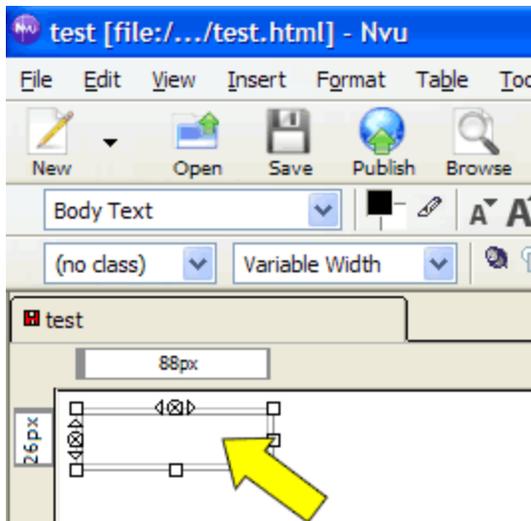
In Nvu, click on the table button or table option in the menu and select a table 1 row by 1 column.



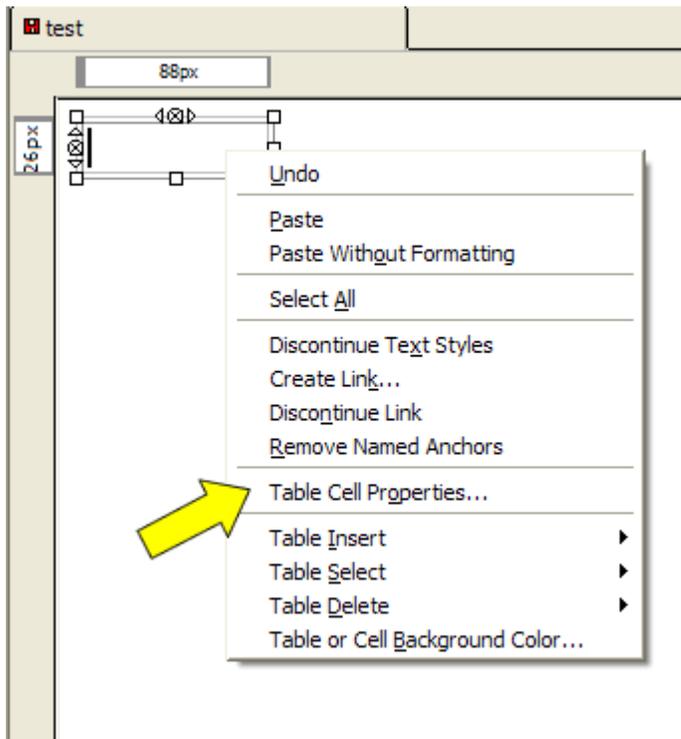
Next select how many rows and columns. In our example above, for our first table which will contain the header, we just want one row by one column. After selecting just 1 x 1, then hit ok.



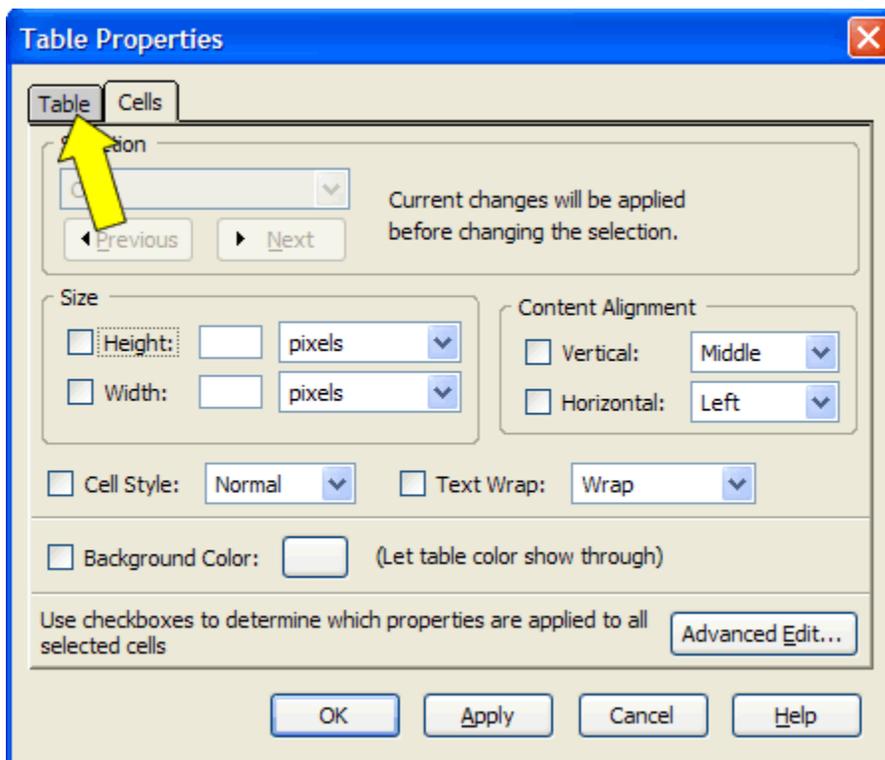
You'll get something that looks like this...



Select inside the newly created table, and right click to get a menu of options. Click Table Cell Properties...



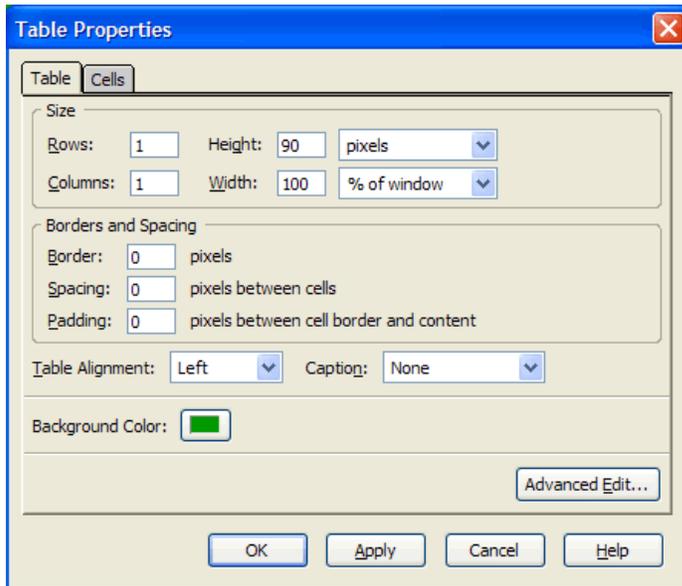
This gives you a whole new menu....now click on the Table Tab as shown below



This brings up the table properties menu...where you see the height, set that to 90 and then click on the blue down arrow and set that to pixels.

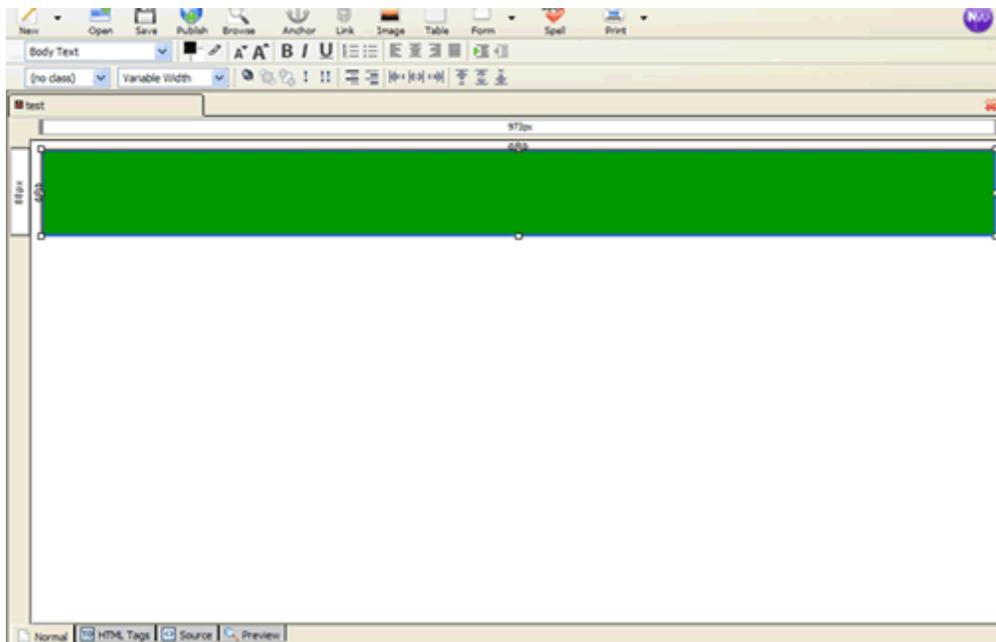
For the width, make it 100, then select the blue down arrow and select % of window..

Also go ahead and make the borders, spacing, padding all set to 0 (zero).



Next change the background color by selecting the box next to it, and select a green color, by moving the mouse over a green color and click it, then click OK.

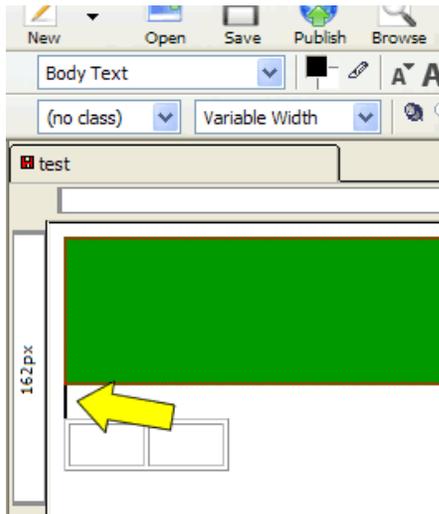
Now go back and look at your screen. You will something that now looks like this...



After inserting your first table, move the mouse directly under the table and click the button. You should now see a blinking cursor underneath the table.

Insert a new table. This time make it 1 x 2 (one row, 2 columns). Hit ok.

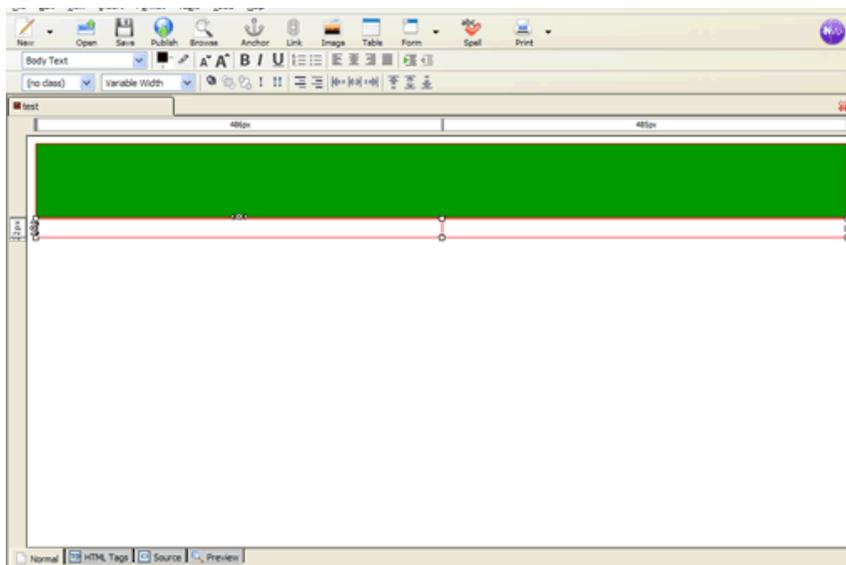
Your new table should show up. Move your mouse between the two tables and left click the mouse button.



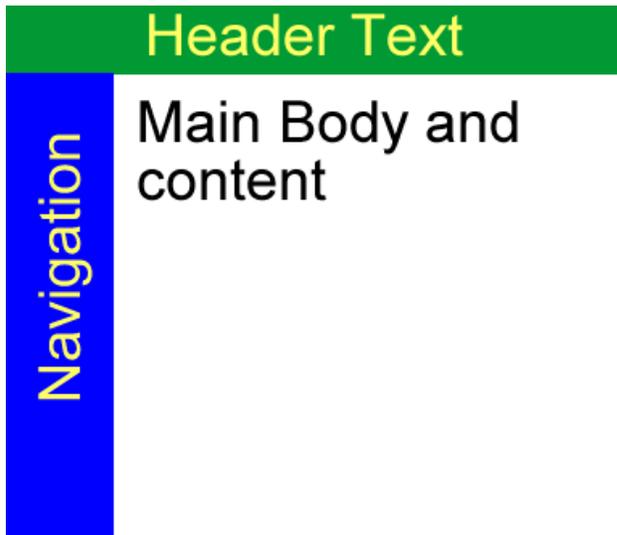
Then hit delete. This should now make the two table flush up against each other.

Now select the new table by left clicking inside of it.

Now right click, and go to table properties. Resize the row as you did in the last table to 100% width and leave the height blank and in pixels. Get rid of the spacing, padding, and border. (all set to zero). It should now look like this...



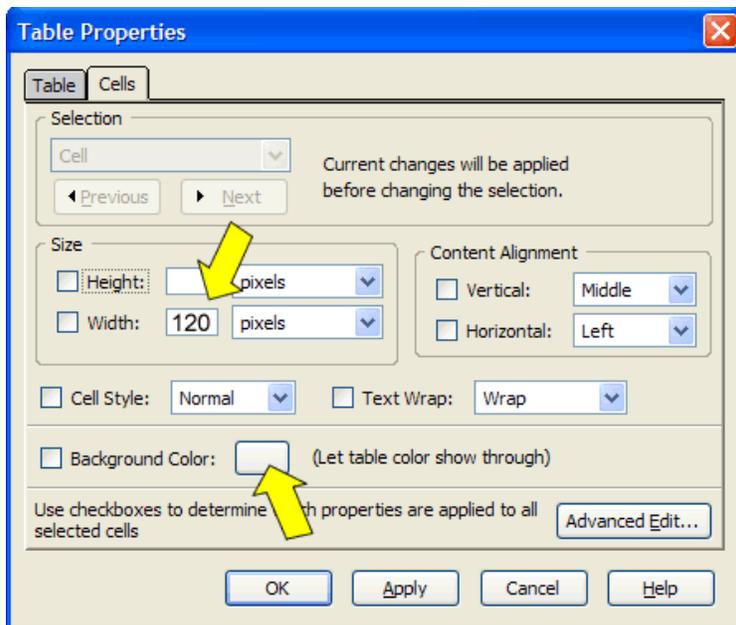
In reviewing our site layout sketch we did, we want to layout our website based on the sketch.



For the second table, we need a narrower column that is blue for our navigation. So, we'll have to resize the 1st column in our new table and fill it with a blue color.

Select the first column in your new table by left clicking inside of it.

Then right click and bring up the properties box for the cell.



Click on the background color and pick a blue color, then click ok.

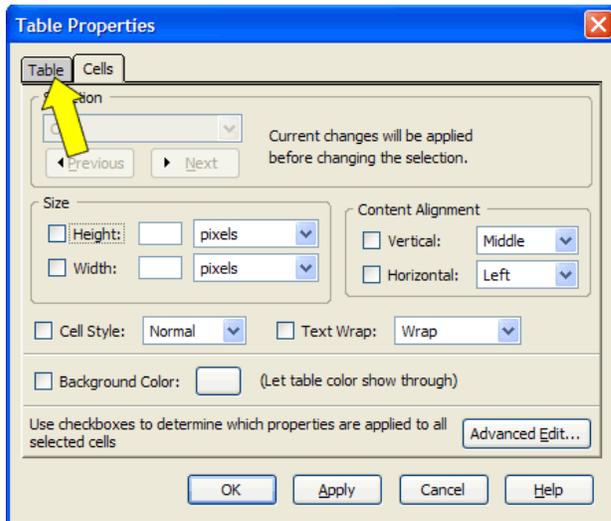
Now fill in the width, which in this case we want that cell to be 120 pixels wide. Click OK.

You should now have a narrow blue column, underneath your green header, and the rest of the 2nd table is white.

There are some other useful ways Nvu allows you to change tables and the way they are setup.

Select inside any cell with the table (just click in the middle of the cell)

You can change the properties within a cell by right clicking while your mouse is inside the cell you want to modify. If you want to modify the whole table, then you click on the table tab.

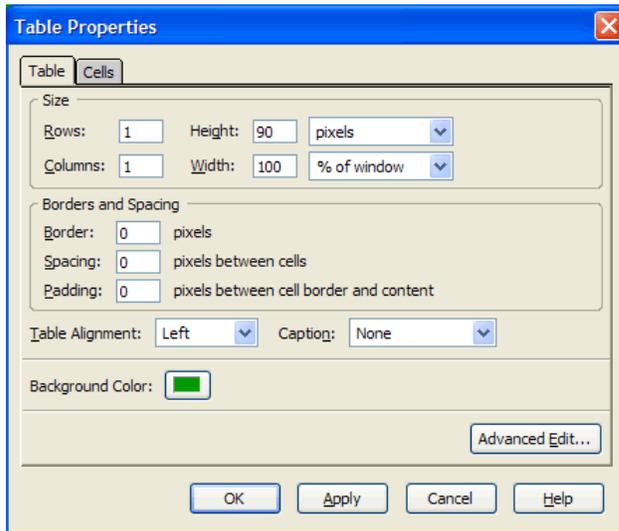


You can change the alignment of text in the cell, by changing the *horizontal* and *vertical* content alignment.

Vertical is top, middle or bottom of the cell. Horizontal is left, center, right or flush of the cell.

These are very useful and will help format your website to make it look better and more professional.

By clicking on the Table Tab, you can now change the cell padding, cell spacing and borders for the entire table.



To change the *Cell Padding* (which gives more cushion between the text and the edge of cell, which often times make the text easier to read), you simply add a number to increase the padding. I generally use between 4 and 10 for padding.

For *Cell Spacing*, enter any number. This puts space between cells. I don't often use this feature, but can be helpful from time to time with design issues.

The *Border* of the table, puts a line around the table (and each cell). Depending on the design, I will use borders from time to time. But most of the time I don't. They are helpful in defining the edge of the table though.

# Text Formatting

For all the text, you can use the text bar in Nvu. To make text a different color, highlight the text you want to change color (left click the mouse, hold and drag to highlight). Then click on the foreground text color (black box in example below)...



Choose the desired color. The colors in the box on the right are considered web safe colors. These colors are thought to be displayed correctly on all browsers.

To change the size of a font, highlight the text you want to change and click on the **a** or the **A** as shown below.



To make the text Bold, Italic or Underlined, click on either the **B**, **I** or **U**



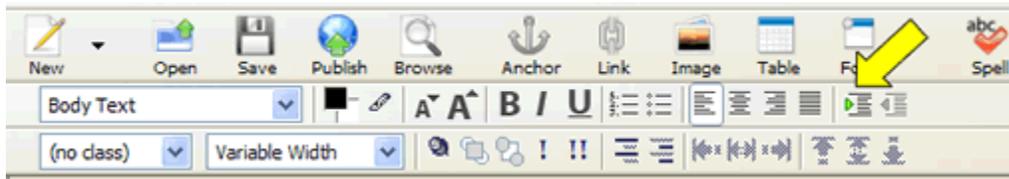
To add bullets or numeric indentation, click on either of those two options. Make sure you have the text highlighted. You will need to hit 'enter' on your keyboard after each new line that want a bullet to appear.



To change the alignment of text (left, center, or right), highlight the text and click the appropriate settings.



To indent, or outdent text, place your cursor at the beginning of the row you want to indent or outdent and then hit either option as shown below...



To change the font you are using, click on the variable width blue down arrow option and select the font from the list. To select text already used in a different font, highlight text and then repeat above.



And to check your spelling, hit the abc-spell button.

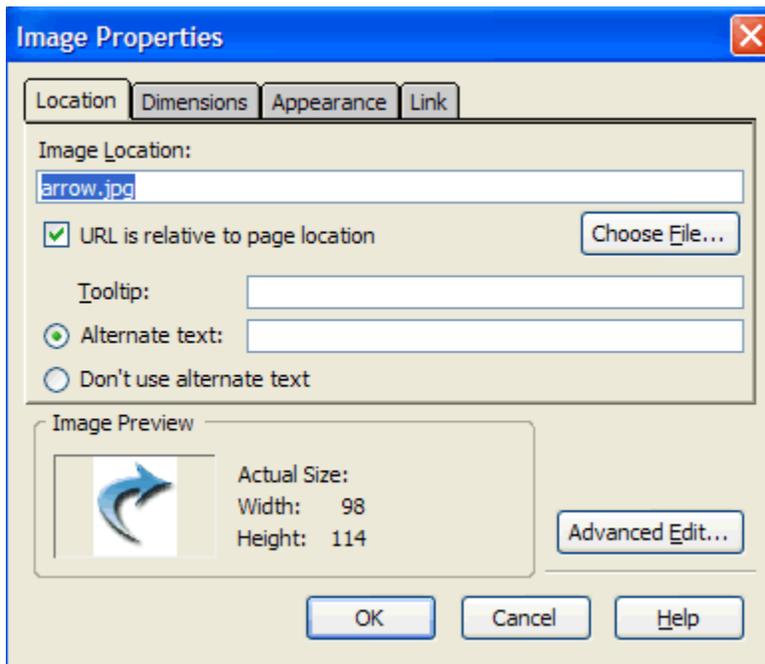
You can also use the **Format** option from the menu bar at the top of the screen.

# Inserting Images

To insert an image in Nvu, click the Image icon at the top:



A dialog box pops up that looks like this...



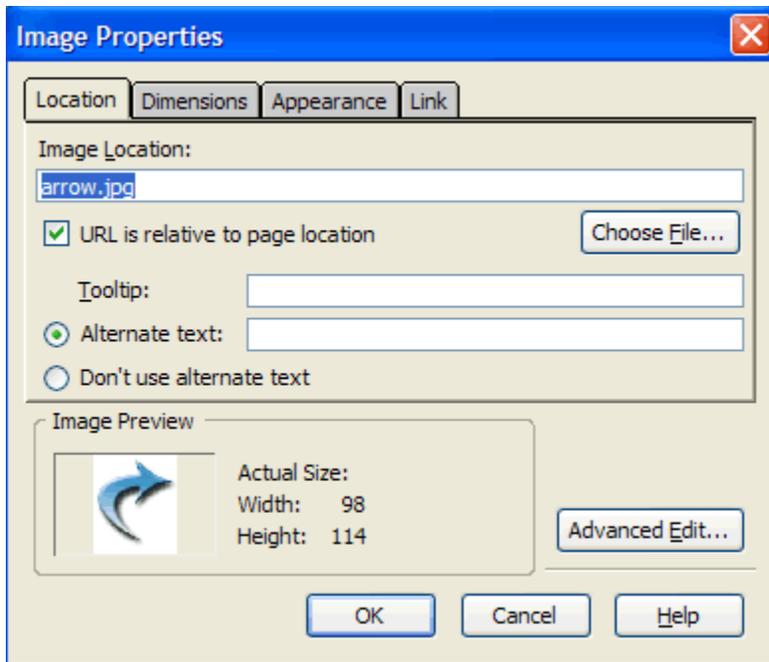
Choose File option, then pick the image you want to insert from your pictures. And I would always make sure that image is also in your website folder. That way it will be uploaded correctly when you publish the site.

After choosing the file, you'll see a preview of the image. In this case, an arrow I created.

Next enter the alternate text. This is description of the image. You can also opt out of using the alt text. It's a good idea to include the alt text, for numerous reasons. Accessibility, search engines, etc.

Hit Ok and it places the image in the Nvu editor.

You can resize the image, but using the handles and click and dragging the image to resize. To return back to original size, right click on the image and click on image properties, then click on dimensions and click on actual size.

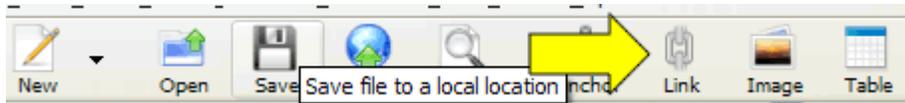


To make the image a link, right click the image, then left click image properties, then left click *Linking* and enter the appropriate linking information (as given in the last tutorial).

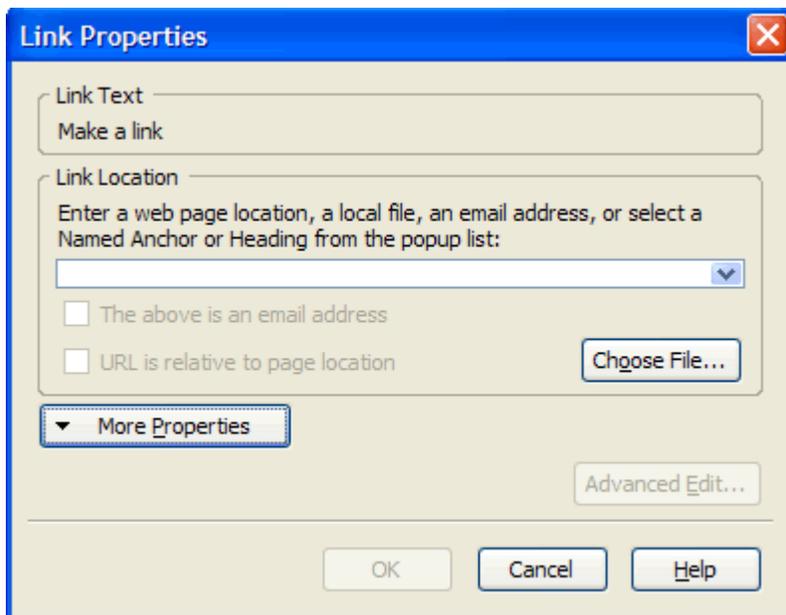
To add a border to the image, click on *Appearance* in the image properties and type in a number, 1 is thin, 10 is very thick. To remove the border, use zero or delete the field altogether.

## Creating Links

To create a text link, highlight the text or image where you want to create a link and click on the link button.



Then enter the following into the box that pops up...



Enter in the blank white space in the Link Properties Box, the name of the website or web page you want to link to..

If you wanted to link to your home page, for example, there are two ways you can do this...

One is called a absolute link, an example is <http://www.yourwebsite.com/index.html>.

The other is called a relative link. And that's done by simply entering index.html. This will take them to the index.html for which ever web site they are on that moment.

If you want to link to another website, you will always need to include the <http://www.otherwebsitedomainname.com>. You must enter the entire web address, including the <http://> to link to another website from your own.

By the way, you can link to all sorts of things besides pages, you can link to images, sounds, flash files, email, etc.

Also if you want to your link to open in a new window (rather than replacing the page your visitor is looking at, this opens a new window with your site remaining in the background).

You can just click the Open in a New Window underneath the more properties button.

