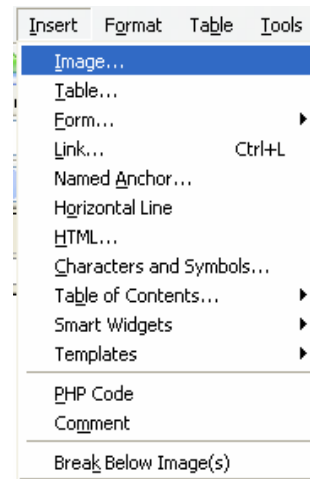


Adding images to a Nvu page 4 Steps

This Step-by-Step explains the procedures for adding images to a Nvu page using a PC Computer.

This Step-by-Step assumes that a page has already been opened in Nvu and the user has existing images in .JPG or .GIF format to add to the page.

- 1) Place the cursor at the position the image is to be inserted. Click on **Insert** (located at the top of the computer screen on the menu bar), and then click on **Image**.

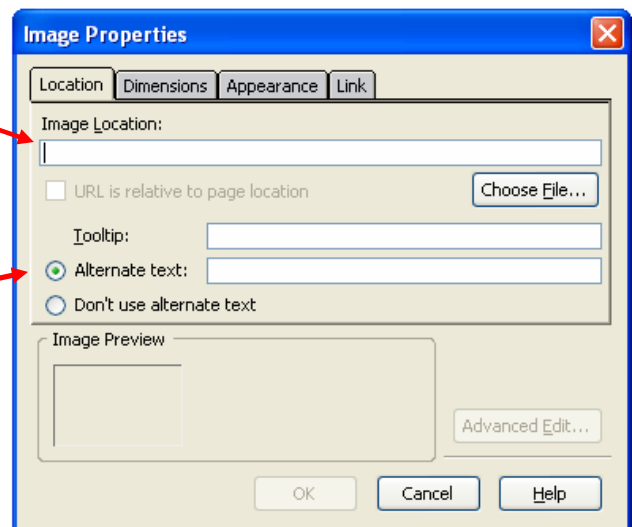


Alternative method:

- 1) Click on the image icon located on Nvu main menu bar.

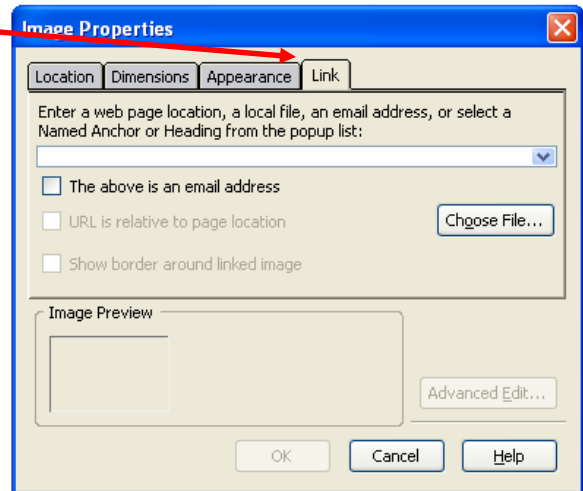


- 2) Once Insert or the Image Icon has been selected, a dialog box will appear. To insert an image into a page, click on **Choose File...** button, then locate the image's file name on your computer. Once the file has been located, click on the **Open** button. The path to that file will appear in the text below "Image Location".

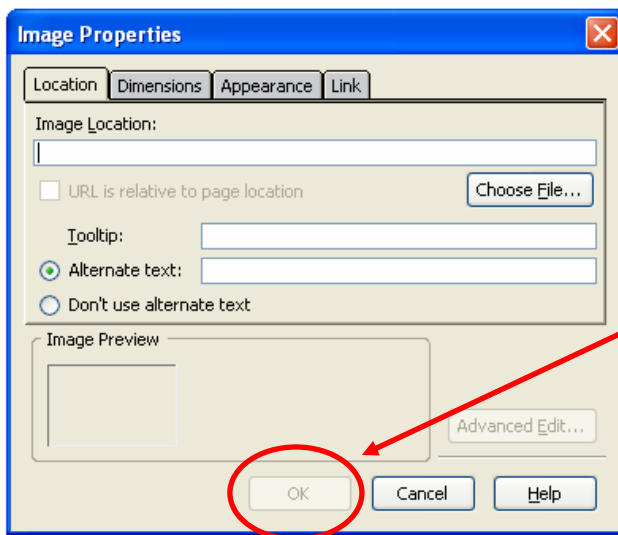


- 3) Enter **Alternate text**, which will be shown if the image does not appear in the viewer's web browser.

- 4) If you would like your image to link to another web page, select the **Link** tab then enter the web address of the web page that is being linked to.



- 5) Once the image properties have been set, click on the **Ok** button to insert the image into the Nvu page.



The image should now appear on the Nvu page.

Note about publishing Nvu pages that contain images: When the Nvu page is completed and it is time to “Publish” the page to the web server it is important to remember that the images on the composer page are not actually part of the page. They are only “linked” to the page. The image must be **included** when the page is “Published.”

