

Changing text to an HTML page using Nvu on a PC Computer

4 Steps

This Step-by-Step explains the procedures for changing text in an HTML page using Nvu on a PC.

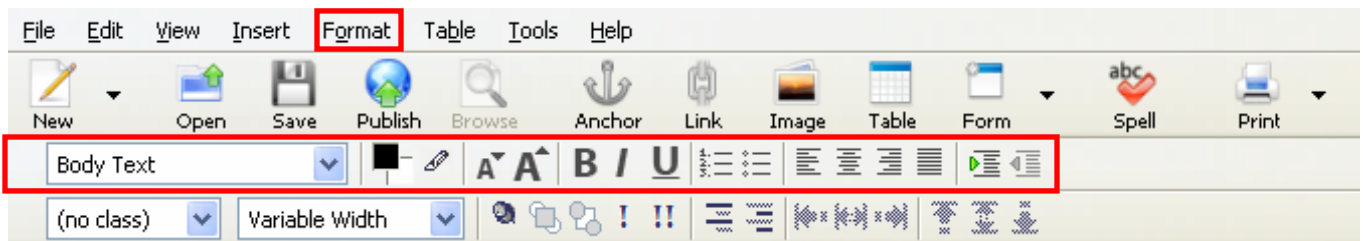
This Step-by-Step assumes that the user has already created a page using Nvu and is familiar with Microsoft Word or WordPerfect.

- 1) Add, delete, or make changes to the text as done in Word or WordPerfect; after making any changes in the actual text, it is recommended to click the icon labeled **Spell** to run spell check on the page.



To change the appearance of the text (bold, italicize, etc.) either

1. Highlight the desired text, then click Format in the menu bar and then select the desired option or



2. Use the formatting tool bar

Note: To use the Formatting Tool Bar, desired text must first be highlighted to change its appearance






- Similar to Word, the pull down menu on the left is the type of text: **Body Text** is the default.



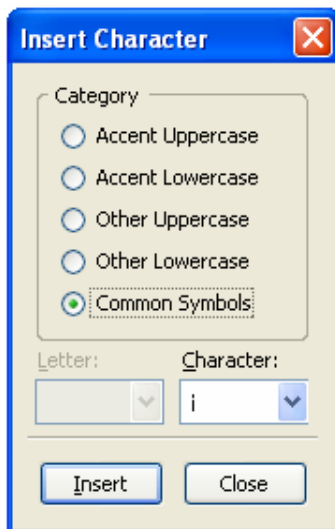
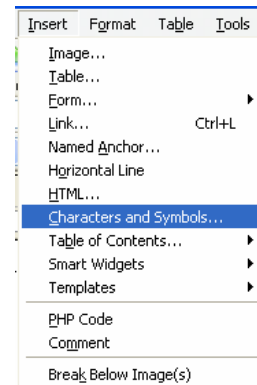
- The Colored squares change the color of the text and the background of the entire page. Click on the top colored square to change the color of the text. Click in the bottom colored square to change the color of the entire background of the page.



- This button diminishes the text size

-  This button increases the text size.
-  The **B** makes the text bold, the *I* makes the text italicized, and the U underlines the text.
-  These two icons create a list order for the text. The first creates a numbered list, and the second created bulleted lists.
-  These two icons are used for indenting the text. The first icon indents the text to the right whereas the second icon indents the text to the left.
-  These four icons are used to align the text to the left, middle, right, or justified to the page (respectively). The small lines on each icon depict which way the text will be aligned.

- 2) To add special characters, such as a letter with an accent mark, click on **Insert**, and select **Characters and Symbols...**



- 3) A menu will open where any special characters or symbols can be chosen from the options. When the desired option is chosen, simply click **Insert**, and it will be inserted. Click close when you're done inserting special characters and symbols.

- 4) Deleting text is similar to Word: Use the **delete** or **backspace** keys, or highlight the text and go to the **Edit** menu and select **Cut**. Images and links can be deleted with the same methods.