

Nvu

User Guide

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Based on Nvu version 1.0

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Find your way around the guide

Soft copy – using the active bookmarks and the index

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Introduction

1.1 What is Nvu? – What does it do?

Nvu is a complete Web Authoring System which integrates web page development and web file management.

It provides a web page editor which has a simple graphical (wysiwyg – what you see is what you get) interface. With Nvu, newcomers will quickly and easily be able to produce new web pages and existing pages may be easily updated

Alternative editing 'views' of the pages are provided right down to detailed code level.

The output code is compliant to a high extent with the latest issues of the appropriate web language specifications and pages may be checked for validity directly from Nvu using the official W3C validator.

Nvu incorporates a Site Manager this gives rapid access to the files on both local machines and remote servers. It can cater for several sites and switch rapidly between them.

From within Nvu pages and associated files may be uploaded to a remote server.

Nvu supports the use of "Styles" through Cascading Style sheets (CSS) both embedded and external. It has an editor which generates CSS code conforming with CSS 2.1 specifications.

1.2 Who is Nvu for?

Nvu appears suitable for anyone wishing to have a modern, free of charge, program for developing small web sites and who would like to learn modern web design techniques such as the use of CSS.

1.3 Scope of the guide

The guide has been written from the point of view of the Windows Operating system so details may differ for other systems. It is intended as a reference document although in a few places it uses a tutorial approach.

Although web pages can appear on screen, in print or in audio the guide is confined to on-screen uses.

1.4 Methodology

The approach taken by the guide attempts to satisfy the needs both of the comparative novice who has little knowledge of web design tools, and those making the transition from other tools and who may have considerable knowledge of the field.

Although the Guide is not intended for the complete beginner, concepts are introduced progressively and gradually added to. To avoid being too repetitive I have, in a number of places, referred to subjects yet to come. This applies, in particular to the use of styles in which Nvu is strong. I suggest that these references are disregarded at first reading and come back to later. This will not prevent understanding later parts.

Those in a hurry wanting details of some particular feature and no more are recommended to the pdf version of the Guide which has a full subject index.

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2 Quick start

2.1 Open Nvu

The main window opens. At the top are a number of toolbars. The topmost is the Menu Bar. This carries a number of items (File, Edit etc) used to make selections. The next is the 'Composition Toolbar' which carries a number of 'Buttons' labelled 'New', 'Open' etc.

2.2 To create a new page:

On the Composition toolbar Click the 'New' button. 

2.3 To open an existing page

Assuming that the page is stored on your local disk in HTML format:


On the menu Bar click 'File' then 'Open File'. Browse to the file and click 'Open'.

2.4 Editing a web page

Your web page – blank or otherwise – is in the large pane in the centre right of the Nvu application window. Many editing functions are very similar to those in a word processor. The top four toolbars on the Nvu application window provide a number of editing functions – to see what any do hover the cursor over an item and a hint will appear.


2.5 Saving a Page

To save a page:

On the Composition toolbar click 'Save'. 

If it was a new document a dialog window will ask you to enter a title for the page. This will appear in the tab at the top of the page display area. NB this is NOT the file name. Click 'OK'; you will then be offered a normal save window which allows you to browse to a suitable location and name the file. The file type offered will be HTML.

2.6 Browsing a page

To see how your page will look in your default browser on the Composition toolbar click 'Browse'. 

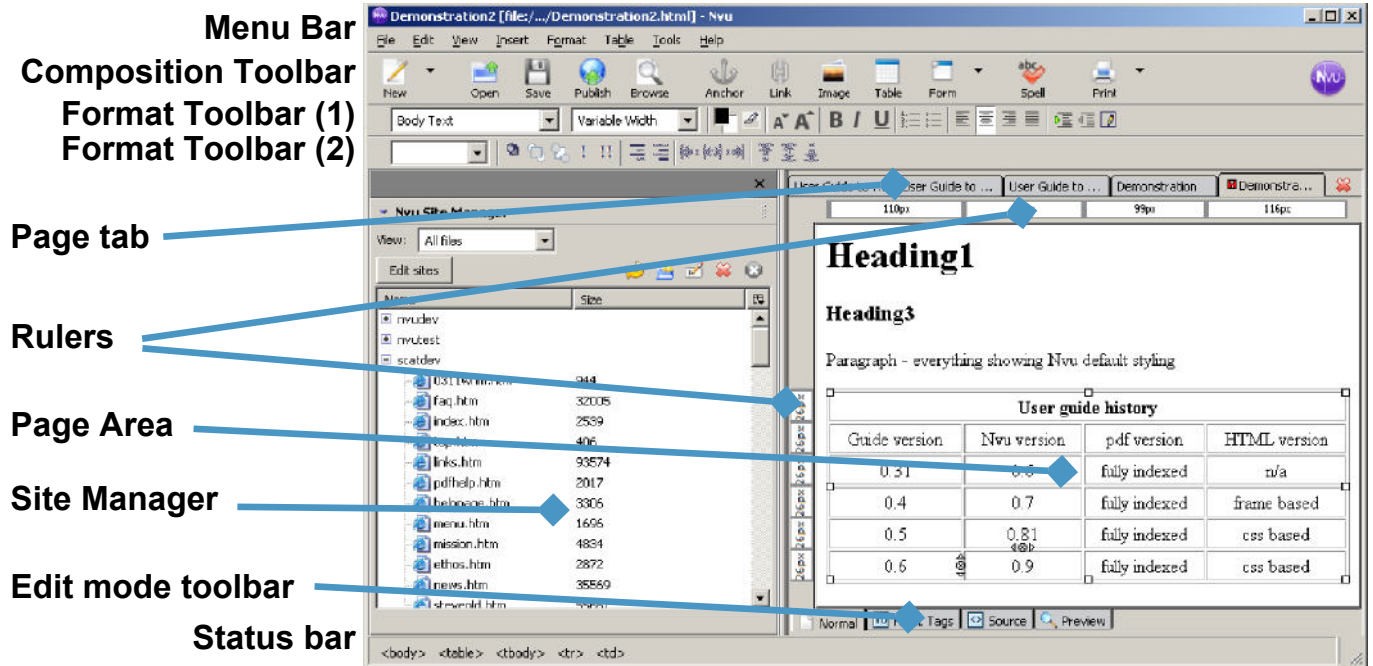
2.7 Help

The Nvu help system is gradually becoming more comprehensive and should be a first resort in case of need. There is a useful Tutorial for beginners available as an extension to Nvu. It needs to be installed separately; for instructions go to <http://ghaint.no-ip.org:8942/~k2/moz/nvutut.xhtml>

Once installed the tutorial will be accessible via [Help > Nvu Tutorial](#).

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3 Using Nvu



3.1 Finding your way around

When Nvu starts the window carries a menu bar across the top (File, Edit, View etc). Below this are three of 'Toolbars'. To ensure that everything is visible select **View > Show/Hide** and see that each of the following is checked: Composition Toolbar, Format Toolbar, Edit Mode Toolbar, Status bar, Rulers, Site Manager.

The three toolbars across the top of the window carry buttons (represented by icons). Hover on any to find its function. If any are greyed out they are not functional in the current mode as they are context sensitive.

Note Not all buttons are installed initially. The full list is given in section 9.2.

At the bottom of the window is the 'Status Bar'.

Across the centre of the window are two panes: the 'Site Manager' on the left and a blank web page on the right. The Site Manager is a powerful tool which is covered in section 8. Since it is not needed yet it may be closed by clicking on its close button or pressing F9.

At the top of the Page area there is a Page tab which carries the name of the page ('Untitled'). (Nvu Help refers to this as the 'Tab Browser' toolbar.) If you had several pages open, as shown in the figure, this tab would allow you to select one them rapidly.

At the bottom of the page area is the 'Edit Mode Toolbar' which carries four tabs which select one of four 'Viewing

modes' for a page ('Normal', 'HTML Tags', 'Source', 'Preview').

For details of viewing modes see section 3.15.

Note The figure shows the buttons as they appear when Nvu is first installed. They may be customised to different arrangements (see section 9.1). If this has been done some of the following may be difficult to follow. To restore defaults click **View – Show/Hide > Customize Toolbar > Main Toolbar > Restore Default Set** and repeat similarly for the Format Toolbar.

3.2 Starting a page

A new page can be created either from a blank page or by opening any pre-existing page.

Note There are often several ways of getting Nvu to do something. This guide will use the button on the Composition toolbar if that is available. For menu equivalents see section 9.4 'Setting Preferences – Toolbars'.

3.2.1 Document types (Doctype)

Web pages use the HTML (HyperText Markup Language). There are number of variants of the basic language some details of which are outlined in Appendix 3. Nvu is capable of creating and editing four variants but for simplicity of explanation I recommend that users create the Strict HTML variant. I also recommend that you go the menu item **Tools > Preferences** and check the box 'Use CSS Styles instead of HTML Elements ...' this will give you the maximum functionality. You can edit documents which have been originated in other

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variants and again 'Use CSS Styles ...' gives maximum functionality.

Note If you find a button or menu item disabled it is likely to be because 'Use CSS Styles ...' is not set but could be because of the context of the action.

3.2.2 Options for starting a page

There are several ways to start new pages or open existing ones.

To start a new blank page.

On the menu bar click **File > New**.

A window headed 'Create a new document or template' appears. Check the boxes 'A blank document' and 'Strict DTD' and clear 'create a XHTML document'. (Without Strict DTD checked the document would have 'Transitional' DTD.)

Note The next time you want to repeat this action simply click the 'New' button on the Composition toolbar, the selections previously made will be remembered.

The use of templates is covered in section 7.

To open an existing page.

Either:

- Click the OPEN button to access a normal browse dialogue.
- Click **File > Recent Pages** to get rapid access to those recently worked on.
- Or use the Site Manager (Section 8) which provides a powerful mini-browser and is very easily set up.



The doctype of an existing page will remain the same as before it was opened. It cannot be changed in Nvu.

Each page opened starts in a new tab which can be clicked to select a document to work on.

3.3 Editing in Nvu

Nvu supports all the standard Windows editing commands and shortcut keys. e.g. Copy Ctrl+C, Paste Ctrl+V etc. There are other Nvu specifics. These are great time savers.

Tip: The plus sign (+) means that you must press two keys surrounding the plus sign at the same time.

In 'HTML Tags' view Nvu supports drag and drop editing for block items. (Select an item by pressing the Control key while clicking on the Tag.)

An extreme time saver is Nvu's double click response. In several cases, such as links, images and tables, a very useful editing window is opened.

Nvu supports many levels of Undo and Redo, however changes made in 'Source' view cannot be undone after you have changed the view.

3.3.1 Tutorial – Brief introduction to HTML

HTML stands for HyperText Markup Language. It is the publishing language of the World Wide Web on which Nvu is based. Ideally it should be possible to use Nvu without any knowledge of this language and certainly without a knowledge of the details. As a precaution however a limited understanding is desirable. This tutorial covers a minimum of detail while introducing some useful features of Nvu.

Click on the '<> Source' tab. You will see a number of terms enclosed within angle <> brackets. These are HTML 'Tags'. Everything starting from the <body> and finishing with </body> will appear on your web page.

Note In most cases tags occur in pairs – opening tags and closing tags – Closing tags always start with a forward slash.

All the page consists of now is a
 tag which is a line break and which is, of course, invisible.

Later as a page builds up many more tags will be added. For the most part the pairs of tags enclose 'contents' from which the page is built up – items like Paragraphs, Headings, Tables, Images. The tags plus the contents are called 'elements'. The tags names are usually either the same as element names or abbreviations of them. Some examples are 'table', 'img' for image, 'p' for paragraph, 'br' for line break (which is unusual in having no closing tag).

Nothing between the <head> and </head> tags will appear on the screen but may have quite useful functions nonetheless. For instance, between the <title> and </title> tags there isn't anything. Go for it, between them type "My first page" or something like that. Click the tab for 'Normal' view, now the tab at the top carries your page title and you've edited raw HTML. Well done!

If you were too timid to do this all is not lost. There is no need to use source view at all. Go to **Format > Page Title and Properties**. Here you can enter various parameters including the title and the language you are writing in. These will be entered in the HEAD area for you. In some circumstances they can be important; the Title and Description, for instance, can be used by search engines to index the page.

Back to '<> Source'. Notice the first tag is <html> and the last </html>. All web pages must carry these in these positions. Actually the case doesn't matter for any tag though it's good practice to use lower case.

The first line, in a different colour, specifies the 'Doctype'. This is a reference to the type of HTML document. Nvu determines the doctype according to the options selected on starting a page.

Finally, give the document a name and save it.

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3.3.2 Saving files

You are offered a 'Save Page as' window which allows you to browse to the folder you want to use. You will find the file name already completed with your page title. You will probably want to change this to a shorter, all lower case, name (but you don't have to). You will find the file extension completed as 'html' you may well prefer to, and you may alter it to "htm".

Note If you have hidden extensions for file types this becomes unavailable. Hide or view extensions is controlled in Windows by Control Panel > Folder options > View then scroll down and clear "Hide extensions for known file types".

After you edit files you need to re-save. Click the 'Save' button.

There is nothing mysterious about the files. The curious may open the file using any text editor e.g. Windows notepad. What you will see will look just like the HTML Source code you've been looking at in 'Source' view. This shows that the source is just a simple text document.

Tip: Filenames should generally be composed of unaccented letters, numbers and the underscore character. Some others are permissible but the rules for incorporating them are more complex.

Tip: Web pages are stored (hosted) on servers which usually run either a version of Windows or UNIX operating systems. UNIX filenames are case-sensitive while Windows are not. For this reason if you use mixed cases in filenames you must be very rigorous. A site which runs perfectly in your local Windows environment or on a host running Windows if transferred to a UNIX system might require extensive and time-consuming changes.

3.3.3 Printing pages

The 'Print' button allows you to print the current page to a printer. This prints the page view and not the source code.



3.4 Working with text

3.4.1 Text on a page

3.4.1.1 Introduction

Text typed directly onto the Nvu page defaults to appearing in the format for the 'body' element. HTML defines a small number of elements specifically for text and it is usually preferable to use these.

To format text in a standard element format select the text (it is actually necessary simply to click anywhere within the block of text) and click the first drop-down box on the format toolbar. This offers a selection of standard text formats. Paragraph is the most appropriate for general text.

Once formatted as a paragraph, when typing in a text area, use of the 'enter' key starts a new block of text i.e.

a paragraph. To start a new line within the current paragraph press Shift+Enter this generates a line break.

Note This is the default action and can be altered. (See Setting Preferences section 9.2.4)

Other standard text formats are Heading formats from Heading 1, the largest, to Heading 6, the smallest. Browsers generally render headings in bold type.

Text can be edited in any of the viewing modes and Nvu responds to all the normal windows shortcut commands.

3.4.1.2 Block or Inline

The elements just described mark out 'blocks' of text.

- Blocks usually begin on a new line.
- Blocks have gaps above and below controlled by margins and padding (see section 4.2.1.4).
- Vertical margins 'collapse' i.e. The larger margin is applied the smaller is ignored.

Tip: The outline of each block of text can be revealed by selecting View >Block outline. The dimensions of each block in pixels are shown on the rulers at the top and side of the page.

Within blocks it is possible to mark out sections of 'inline' text.

- Inline text does not usually start a new line.

3.4.2 Formatting text

Tip: Text to be formatted may be selected in one of several ways.

- Simply place the cursor anywhere in a block. Where the formatting desired can only apply to a complete block this is sufficient.
- Double-click within a block to select a word.
- Triple click within a block to select a line of text.
- Drag across a section of text to highlight and select that section only.
- In HTML Tags view press the Control key while clicking on the tag for the block to select the complete block.
- Using the status bar. See section 3.17

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Text can be formatted in a number of ways using the format toolbar. The changes listed in the table can be applied (hover over a tool to discover what it does).

Choose a Font *			
Choose text colour *	Choose background colour *		
Choose highlight colour *			
Make text smaller *	Make text larger *		
Embolden *	Italicise *	Underline *	
Format as a numbered list	Format as a bulleted list		
Align left	Align Centre	Align right	Justify
Indent text	Outdent text		
Emphasise *	Strongly Emphasise *		

Note 1 For the options marked with an asterisk select an inline section of text. This allows you to have a few words in a paragraph of a different size etc. (When you do this, if you use the 'HTML Tags' view, you will see the start of the change marked with a 'Span' marker.)

Note 2 'Choose background color' sets the colour for the background of the current block. If 'Use CSS Styles ...' is not checked it changes the background colour for the complete page.

Note 3 The emphasis button will result in italicised text with most browsers and the strong emphasis button in bold text.

Warning. With Nvu 1.0 when using Strict Doctype check 'Use CSS styles instead of HTML elements and attributes' in Tools > Preferences > General to ensure availability of all options.

3.4.3 Positioning text

Generally the position of text is determined by the fact that one block flows on after the previous one etc.

The space between blocks is determined by the browser. Through the use of styles (see Section 4.2.1.4) these settings can be altered.

Paragraph and heading blocks stretch from one side of the screen to the other. This a very elegant way of operating. Try resizing the Nvu window. Until it becomes so narrow that nothing can fit, the text reformats so that it still fits – though narrower it becomes longer. It is fundamental to the way the web operates that it is designed for information transmission and not presentation. Web design tools allow us to refine presentation but, if we over constrain it, we may run into problems of getting it to fit on the screen. We really should allow the browser as much freedom as possible.

3.4.3.1 Fixed width text

Nvu allows you to constrain the width of paragraphs. (The same applies to headings.) Try this. Set the window size so that it is somewhat narrower than the full screen width i.e. so that you have space either to narrow it more or to widen it.

Take two longish but similar paragraphs which fill about half of the window. Click in one, you will see the rulers both across the top and down the side. Grab the left

edge of the ruler and draw it half way across the window. Do the same for the other paragraph but take the right edge of the ruler and drag it half way to the centre but in the opposite direction.

You probably think that you've achieved a rather elegant layout and discovered a flexible tool. Drag the window to be wider then narrower. Do you still think so? What you have done is to set the text to be in a fixed position and of fixed width. It no longer re-flows. Consider that visitors who view your pages may have smallish or very large screens. Will they all see what you want them to?

Supposing that you don't like what you have just done – you can just Undo it – Edit > Undo or Ctrl+Z. However if you leave it to later you would first have to undo all later work. You can re- or de-format a paragraph directly and individually. This allows you precise control rather than relying on dragging the ruler. Go to 'HTML Tags' view, click on the yellow 'p' marker for a paragraph, on the status bar right-click on the highlighted 'p' area and select 'Inline styles'. Now select 'Box Properties'. This allows precise editing of the paragraph within the 'box' in which it is contained. If you clear everything and click "OK" you'll be back on virgin territory. Alternatively you can set it up precisely.

3.4.4 Lists

3.4.4.1 Numbered and Bulleted lists

Nvu can format a list of items giving each item a sequential number in any of several formats (HTML calls these ordered lists) or presenting them bulleted (unordered lists).

To start a list from scratch

- 1 Click one of the list buttons (Numbered List or Bulleted list) on the Format toolbar.
- 2 Type the first item.
- 3 Press Enter and type the next item.
- 4 To finish, on the last (blank) item press Enter



To change existing text into a list

- 1 Select the text required.
 - 2 Click one of the list buttons on the Format Toolbar.
- The text will be changed into a list a new item starting for each paragraph or other block item encountered.

To add items to a list

- 1 Click at the end of the last item in the list.
- 2 Press Enter and type the new item.

Numbering and format will continue from the previous item.

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3.4.4.2 Formatting lists

To change the formatting for a list click in the list and, on the menu bar, select **Format > List** and choose the preferred option. More options are available via the List properties option (which is also accessible by right-clicking in the list).

For numbered lists the numbering style may be selected, for bulleted lists the type of bullet may be changed.

3.4.4.3 Nesting lists

Lists can be nested.

To start a new level of list within an existing list

- 1 Click at the end of the line preceding the new list to be generated.
- 2 Press Shift + Enter
- 3 Click a list button on the format toolbar.
- 4 Type the content of each list item followed by Enter.

Each level of list in a nested set may have either the same or different format which may be set as above. Nvu sets no format by default. Browsers normally by default render all numbered lists with decimal number format but each level of bulleted lists using a different bullet symbol.

3.4.5 More formatting

The menu selection **FORMAT** offers many ways of formatting text. In some cases you can simply click within the text region in others you must select the section of text involved. Some of the effects may be repeated several times for more effect, some will reverse on a second application.

The options offered include indenting text. Those unfamiliar with web design may look, in vain, for a tab option. HTML does not support tabs although the List feature does produce a tabbed effect. Nvu substitutes for this in that pressing the Tab key introduces several spaces – of course these do not produce the alignment effects that real tabbing would. The spaces introduced by the Tab key are technically known as non-breaking spaces. Pressing the space bar more than once also introduces non-breaking spaces.

3.4.6 Importing text

Strictly Nvu does not support importing text from other applications but it is possible to copy and paste text.

In normal view content from other web pages may be copied reliably. The result will be rendered according to any styling applied in your document; any reliance on external styles in the original document will be lost. See section 4 for more on styles.

Text from word processors such as Microsoft Word or OpenOffice.org in rtf or doc format or from text editors

such as Windows notepad may also be copied and pasted.

When such text is pasted into Nvu most formatting is lost but block divisions (paragraphs or headings) are retained. Text will be pasted into the selected element e.g. Body or 'p'. If several paragraphs are pasted into a 'p' element they will be rendered as individual paragraphs. If they are pasted into the body, by selecting them all and re-formatting as 'paragraph', the individual paragraphs will be revealed.

Numbered lists will be retained.

Tabs will be rendered as three non-breaking spaces.

The contents of tables may be pasted, individual cells will be separated as if by tabs.

3.4.7 Special characters

By special characters we refer to characters which do not have an equivalent keyboard key. HTML supports a large range of characters including all the international currency symbols. A number of the more common, including accented ones, may be inserted using **Insert > Characters and Symbols**.

Nvu does not directly support 'smart quotes' but text which has been copied from applications like Microsoft Word or OpenOffice.org which include smart quotes will retain these details and they will be correctly rendered in browsers.

If you need a character which is unobtainable by these methods it can be inserted by editing the file in 'Source view'. See section 3.16. Characters may be inserted either using the decimal code for the character or using a mnemonic 'entity'. Precede the decimal code with `&#` and the entity with `&` and follow both with a semicolon. Use no spaces. The HTML specification (see appendix 2) in section 24 lists the codes.

Some useful examples are:

Character		Entity	Decimal
mrule	—	—	—
nrule	–	–	–
ellipsis	...	…	…
left quote	'	‘	‘
right quote	'	’	’
left double quote	“	“	“
right double quote	”	”	”
infinity	∞	∞	∞
tilde	~	˜	˜
uc Alpha	A	Α	Α
lc alpha	α	α	α

and so on for other Greek letters

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3.4.8 Checking spelling

Simplicity itself. In any view, other than 'Source', click on the 'Spell' button. The spell checker will work sequentially through the page. You will be offered one dictionary (English United States) but you can add your own words to it.



By first highlighting a section of a page only that section will be checked.

It is also possible to run the spell checker all the time. Any mis-spelled words underlined in red. To set this option on the Menu Bar select **Tools > Preferences**. In the Options window which appears select the 'Advanced' button and set 'Underline misspelled words' – OK.

Warning With Nvu 1.0 this setting must be made after the page is opened. Otherwise cancel and re-set.

Note Spell checking uses enormous processor resources. When working on long documents, if your system grinds to a halt, disable this when not required.

3.4.9 Viewing text

The main page editing pane acts rather like a browser in that the text size may be viewed at different magnifications (nothing to do with the code for the final page). Set this using **View > Text Zoom**. This has no effect in Source view.

3.5 Working with images

With Nvu it is easy to insert images on to your page. Browsers accept images in three formats 'gif', 'jpg' or 'png'. You may have to use a graphics package to get your image into a suitable format. You can insert an image located anywhere on your computer but, for the sake of order, it is a good idea to locate any images which you intend to use either in the same folder (directory) as your page document or in a sub-folder of this.

3.5.1 Inserting images

Warning Before inserting an image save your page. Otherwise Nvu will have difficulty in referencing where your image is located.

As an exercise set your cursor in the middle of the paragraph, maybe at the start of a sentence.

To insert an image

- 1 Click the 'Image' button on the Composition toolbar.
- 2 The Image properties window opens. Click 'Choose File' and browse and select a file
- 3 Click 'Open'. Leave checked the box 'URL is relative to page location' this will allow you to move the page and image to another location, as you will have to when you upload them to a server. (If you deselect



this and move the page, it will try to find the image at the original location.)

Note If the box is 'greyed out' this is probably because the page has not been saved.

- 4 In the box labelled 'Alternate text' add a description of the image. (This forms the 'alt' attribute for the image and provides text which will appear in place of the image with user agents (browsers) that cannot display images (screen readers and voice synthesisers). It will also be used by those with visual impairment. The content of this box must be carefully considered so as to be of maximum assistance in such cases.)

Note Where the image is purely decorative, and not necessary to understanding the page, alternative text is not required and should be omitted.

- 5 In the box labelled 'Tooltip' you may optionally insert a 'Title' attribute for the image. Most browsers will show the text provided when the cursor hovers over the image.
- 6 Click OK.

3.5.2 Positioning and resizing images

You should see the image inserted into the middle of the paragraph. Maybe it has come out some ridiculous size. Click the image. A sizing box appears around the image. The box has 8 graphical handles (small white squares) one at each corner of the image and one in the middle of each side).

Drag on a handle to alter the size of the image. Make it some sensible size. Dragging a handle in the centre of a side will alter the shape of the image which is usually undesirable.

More precise control may be achieved via the Image properties window described after the note. Select the 'dimensions' tab.

Note Ideally images should be produced at the size required rather than resizing them. Importing large images and reducing the size wastes bandwidth and slows presentation. Resizing by small amounts can introduce undesirable artifacts.

Images in the middle of paragraphs are not usually what is needed. You can place them at either the right or left side and have the text wrap round.

To align an image (Method for transitional Doctypes)

- 1 Click the image.
- 2 Click the Image button on the Composition toolbar: this will open the Image properties box.
- 3 Select the 'Appearance' tab
- 4 In the drop down box 'Align text to image' select the required alignment.
- 5 Click OK

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Try the various options. The text starting from where the image is inserted will wrap around the image.

You may prefer the complete paragraph to wrap. Click on the image and drag the cursor to the start of the paragraph, or anywhere else. Moving images is easy!

You may find the first three options confusing. They refer to the position of the text relative to the image NOT the image relative to the text. Specifically you will find no way of putting an image in the middle of the page with text wrapping around it.

Note This type of presentation, common enough in print, is almost impossible to achieve using HTML even with full use of styles.

You may decide that the image is too close to the text, that you would like more space around it. Again 'Image Properties' allows this. On the 'Appearance' tab set 'Spacing' Top and Bottom and/or Left and Right as required. You can also put a border of selected width around a image. The border will be the same colour as the adjacent text.

An alternative way of aligning an image is to apply a style via a class as explained in sections 4.2.1.4 and 4.2.3.

3.6 Using tables

Tables allow data – images, links, forms, form fields, other tables, text, etc. – to be arranged into rows and columns of cells.

A table is basically a rectangular grid forming an array of boxes into which the data are placed. The rules, between the boxes, and the border, around the outside of the table, may be either visible or invisible. The boxes are called 'cells' and may be coloured. The grid layout does not have to be regular – the first row may have one cell the second four, the third three; however, when first inserted, it will always be regular.

W3C recommends "Tables should not be used purely as a means to layout document content as this may present problems when rendering to non-visual media. Additionally, when used with graphics, these tables may force users to scroll horizontally to view a table designed on a system with a larger display. To minimise these problems, authors should use style sheets to control layout rather than tables." (HTML 4.01 Specification Section 11.1)

3.6.1 Inserting tables

To insert a table

- 1 On the Composition Toolbar click the Table button. The "Insert table" window appears.
- 2 Leave the 'Quickly' tab selected and drag out a matrix then click the bottom right cell to define the table arrangement.
- 3 The cells appear on the screen with narrow outlines.



Note If later the table border is set to zero these outlines disappear but Nvu in normal view replaces them with a red outline. This does not appear in Preview or in a browser.

Tables have resizing boxes similar to those used with images.

Alternatively for more control

- 1 On the Composition Toolbar click the Table button. The "Insert table" window appears.
- 2 Click the 'Precisely' tab.
- 3 Specify the number of rows and columns required.
- 4 Specify the width of the table either in pixels or as a percentage of window size.
- 5 If a border is required around the table enter the width in pixels otherwise enter '0'. If a border is specified each cell will also have a border but narrow.

Note CSS styles give fuller control of borders. See section 4.2.1.3.

For more options

Whether created using the 'Quickly' or 'Precisely' tab the 'Cell' tab offers more options.

- a Alignment of text within cells
- b Wrapping of text
- c Cell spacing - the gap between cells
- d Cell padding - the gap between the edge of the cell and the text within it.

3.6.2 Formatting tables

3.6.2.1 Table size

Tables created using the 'Quickly' tab have width set to 100% of the window size.

Note Sometimes Nvu creates tables at a different width in which case this may be altered as given below.

Tables at full window width give the maximum available space for data. The width accommodates to screen or window size.

It is possible to set the width to a smaller percentage of window size or to a fixed size in pixels. Fixed sized tables are inflexible in use and could result in the user having to scroll horizontally to read the content so must be used with caution. It is also possible to leave the width unspecified. This is likely to result in the best presentation as the browser will set the width to the optimal value.

To adjust table size, with the cursor in the table, click the table button (or double-click the table). In the Table Properties window select the 'Table' tab. The width can be set either as a percentage of window width or in pixels. To leave it unspecified clear any number in the width box.

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It is also possible to adjust the size of a table using the sizing boxes. When you do this the size is specified in pixels.

3.6.2.2 Colouring, adding deleting and merging cells, rows and columns

Right-Click in a table or cell and several menu options appear which allow the table or cell to be formatted as desired. Some of the options are context sensitive.

'Table or cell background color' allows the colour of the complete table or any cell to be set.

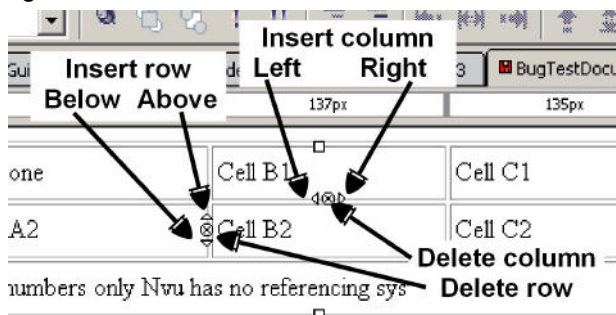
'Table Insert' provides means of adding rows, columns, individual cells or even tables into a cell.

'Table delete' provides the opposite.

A cell can be joined with the cell on its right, thus merging two cells. Virgin cells cannot be split but joined cells can.

If adjacent cells (whether within a row or column) are selected together they can be joined.

Each cell, when clicked, reveals a set of six manipulation symbols (triangles and circles with x inside), these provide a rapid method of inserting or deleting rows and columns of cells as shown in the figure.



Setting the cell background colour for adjacent cells to a dark colour reveals gaps between the cells.

This may be convenient if the cells are to be filled with text as it avoids two items of text abutting each other.

At other times it is a problem. The gap is controlled by the 'Cellspacing' attribute.

3.6.2.3 Background images

It is possible to set a background image for a table or cell.

The CSS Specification in section 14.2.1 recommends

“When setting a background image, authors should also specify a background color that will be used when the image is unavailable. When the image is available, it is rendered on top of the background color. (Thus, the color is visible in the transparent parts of the image).”

The image appears behind anything else in the table. If the image is larger than the table the table is unaffected i.e. does not grow to accommodate the image, as much of the image as will fit is displayed. If the image is

smaller than the table several options are offered e.g. the image may be centred or tiled horizontally, or vertically or in both directions until it fills the table.

To apply a background image

- 5 In 'HTML Tags' view click the tag for the table (or cell) while pressing the control key.
- 6 On the Status Bar right click on the highlighted tag.
- 7 Select 'Inline Styles', 'Background Properties'.

You can then select the tiling and/or position properties as required.

Note Background images are visible in Normal or Preview mode but not in HTML tags view.

3.6.2.4 Setting cell border and spacing

Right-click in a table, select 'Table Cell Properties' and the 'Table Properties' window appears. By selecting the 'Table' Tab the spacing is revealed as defaulting to 2 pixels between cells. If this is set to zero the gaps referred to in the previous paragraph disappear.

Note The 'Table Properties' window can also be accessed from within a table by clicking the 'Table' button.

The 'border' defaults to 1 pixel. This border appears around the edge of the table and rules appear around each cell rendering the outlines easily visible. If the border is set to zero both border and rules disappear.

If the border is set to a value greater than 1 pixel the rules re-appear and the border appears in the wider value specified. The exact appearance of the table border depends on the browser used.

Other aspects of these lines e.g. colour or suppressing rules when table border is selected cannot be controlled using these methods.

Note For full control of borders use a Stylesheet (see Section 4.2.1 especially 4.2.1.3).

The 'Table Properties' window also allows the 'padding' to be set. Padding is the distance between the cell content, e.g. text, and the edge of the cell. This provides an alternative way of establishing space between the content of adjacent cells. Padding applies to all four edges of a cell and to all the cells in a table. Once again use a style for fuller control.

3.6.2.5 Colouring tables

This has already been referred to in section 3.6.2.2. Nvu however provides several routes to colouring tables or cells. These include:

- Right-click on table and select Table Cell Properties.
- Use Table button to open Table Properties window.
- Right-click in table and select 'Table or Cell. Background Color'.

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3.6.2.6 Cell sizes

As you work on a table the sizes of the cells may keep on changing. It is useful to understand how browsers treat tables. Unless the size of a table or cell is constrained in some way a browser will expand the cell in an attempt to accommodate any text inserted. Other cells in the same column will have the same width. This will tend to reduce the space available for any adjacent column of cells. Eventually the browser will attempt to balance the allocation to each column by wrapping the text. The overall effect will probably minimise the total height of the table.

Tables can have their width completely unspecified, specified to be a particular width in pixels or some percentage of window width.

When a table is started the Insert Table automatically selects the 'Quickly' tab. This allows Nvu to make the decisions. If the 'Precisely' tab is selected the user can make selections specifying the width in pixels or as a percentage and specifying the border width. Tables specified as percentage or unspecified are more accommodating to differing window or screen sizes and are recommended.

Browsers do not have to slavishly follow instructions. If a table specification is too narrow to accommodate the cell contents the table will grow beyond its specified limit. This can occur if a large image is inserted or a long word like 'Antidisestablishmentarianism'.

3.6.2.7 Table properties

The table properties window opens when you

- Double click a table
- Click a table and click the table button
- Right click anywhere in a table and select 'Table cell properties'.

Tables and cells can be re-formatted in many ways. This means that you don't have to plan everything in advance before you start your table as settings can be adjusted later.

The table properties window provides an option to insert a caption which can be positioned on any edge.

Tip. Use HTML Tags view to see where to input the text.

For those familiar with them, the 'Advanced Edit' button gives direct access to inline styles.

3.6.3 Inserting Text

Inserting text into a table cell is one of the simplest of tasks. Inserted text will be formatted as a TD element but may be re-formatted as a paragraph or using styles.

Even the simplest of can tasks become tedious if carried out repetitively possibly copying and pasting from pre-prepared text.

After selecting a piece of text Nvu offers a useful facility via [Tables > Create table from selection](#). Lines of text (whether terminated by line breaks or paragraph ends)

will be converted to table rows a new cell being generated each time the specified character is met. This allows tabbed lists to be created and overcomes the fact that HTML does not support tabs – Simply type a hyphen (or some other character) instead of the tab and convert the text to a table.

Using this method tables may be imported from applications like MS Word. In Word convert the table to text separating using a character that does not appear in the text.

Note Do not use tab as the separator as Nvu will interpret this as several spaces. (See section 3.4.5)

3.6.3.1 Aligning text

Browsers normally display text aligned left and, in the vertical dimension, in then middle of the cell. To alter this place the cursor in a cell and click the Table button. The Table properties window allows the alignment to be altered. To set the alignment for all cells first select [Table > Select> All Cells](#).

3.6.4 Centring tables

To align a table to the centre of a page click the table, right-click 'Table Cell Properties', select 'Table' and set 'Table Alignment' to 'Center'.

Note For pages using transitional doctypes Internet Explorer aligns tables left. In the case of IE6 there is a work around which still produces valid code. In Source view Edit the HTML code to precede the Table with the code `<div align="center">` and follow the table with `</div>`.

3.6.5 Improving tables

There are a number of ways in which tables may be improved in presentation and accessibility. These include:

Caption - This is text describing the nature of the table. Insert this using the Table Properties window. The caption may be positioned on any edge of the table.

Summary - Captions will often be inadequate as a summary of the purpose and structure of the table from the perspective of people relying on non-visual user agents. W3C recommends "Authors should therefore take care to provide additional information summarizing the purpose and structure of the table using the summary attribute of the TABLE element. This is especially important for tables without captions." To add a summary, in the Table Properties window select the Table tab and click the Advanced edit button. On the HTML attributes tab select the Summary attribute and insert the text in the 'Value' box.

Headings - Headings to rows and/or columns improve the visual presentation and make the meaning of the content clearer. By default headings are displayed bolder and centred. Headings are implemented in HTML by replacing td (table data) elements by th (table header) elements. To change a cell from td (normal cell) to heading select the cell and, using the Table

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Properties window, with the 'cells' tab selected tick the 'Cell Style' checkbox and set the style to 'Header'.

Accessibility - Adding summaries and headings represents the first step in improving accessibility of tables to non-visual users. HTML offers more powerful enhancements which improve the performance of text to speech devices. For more details about this see section 11.4 of the HTML 4.01 specification.

3.7 Links

Links provide the main means of navigating web sites. They allow you to move quickly from one place to either another on the same page, a different page on the same site or a page on an external site. Links may be attached to any element on a page, in fact almost any part of a page content can form the basis of a link an element being generated specifically for the purpose. Usually however we use a few words of text or an image which we click on to activate the link.

3.7.1 Linking text

3.7.1.1 Linking to another file

To create a link

- 1 Select (highlight) a few words of text.
- 2 On the Composition toolbar click on the 'Link' button, alternatively Right click and select 'Create Link'. The 'Link Properties' window opens.
- 3 Click on 'Choose File' and browse to the file that you want to link to.
- 4 Click OPEN.



In Normal or Preview mode you will now find your text underlined and in a different colour (probably blue) You can now try double-clicking on the text, you will see the 'Link Properties' pop up again. This can be very useful if you want to change the file to which the link refers. (In a browser you would expect the file viewed to be replaced by the one to which the link refers!)

If you now switch to 'HTML Tags' view you will see your text preceded by a yellow marker with an 'A' in it. Your text has been defined as an 'A' (Anchor) element.

3.7.1.2 Inserting an email address

Instead of linking to a file it is possible to insert an email address. The result will be that, in use, when the link is clicked the email client on the visitor's machine will be opened with the correct address selected.

To do so proceed as under the previous heading. When the Link Properties window opens (or if Image Properties click the Link tab) enter the email address and check the box 'The above is an email address'

3.7.1.3 Inserting named Anchors

There is a second type of Anchor element the 'Named anchor'. Such an anchor is extremely useful as it can act

as a type of bookmark defining a particular place on a page. Links can jump to such bookmarks.

To insert a named anchor

- 1 Place the cursor at the point you want to mark.
- 2 Click the 'Anchor' button on the Composition toolbar, on the Menu Bar, select **Insert > Named Anchor**. The named anchor properties window appears.
- 3 Enter a unique name for the anchor.
- 4 Click OK.

In 'HTML Tags' view this time the yellow marker has a picture of an anchor.

Note The anchor is also visible in Normal view (but not in Preview).

3.7.1.4 Linking to named anchors

Start as above for linking to another file. When the 'Link Properties' window opens, instead of choosing file use the drop down list. Your anchor name should appear there preceded by a "#". Click it and OK. That's it! If you test your page on a browser when you click the link the view should move to show the position of the anchor.

Note If your page is short you may not notice this. You need to test with a long page with the link towards the bottom and the anchor towards the top. With most browsers the anchor should be sit on the top visible line.

3.7.1.5 Bigger jumps

You can jump directly to the position of named anchors in other pages. Nvu does not make this quite so easy to achieve. Proceed as in 'Linking to another file' above. After you have chosen the file and clicked 'Open' you will see the name of the file in the box, immediately after this type '#' immediately followed by the name of the anchor. Thus, if your file was called "pagetwo.html" and the anchor was called "p2anchor" the complete entry should read "pagetwo.html#p2anchor" (without the quotes). Be very careful to get the case of the text right. With some systems it doesn't matter but with others your link will fail if the case is wrong. (I recommend always using lower case for filenames and anchors.)

Note The anchor name is 'p2anchor' NOT '#p2anchor'. The number symbol merely tells a browser that the following text is an anchor.

You can also, and extremely usefully, jump to pages or places on other web sites. All you have to do is the enter the full URL (Web address) into the box. Again be very careful about getting the case correct. Make sure that the check box ('URL is relative to page location' is cleared (you may have no option).

While you can link to named anchors on other sites I suggest that you don't do this. Confine yourself to linking to the home page (usually ending /index.htm). To link to

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other pages or anchors presupposes that the webmaster will not re-arrange the structure of the site – in the end your visitors may land up with links that don't work.

3.7.1.6 Link colours

Links are normally underlined and in blue text. If you look carefully you may see the colour change and wonder why. Links can exist in several states the principal are:

- unvisited links the initial state
- visited links have been visited in the past
- hovered cursor now hovering over

While these probably appear in different colours it is the browser which determines this.

Note For Transitional doctypes Nvu offers a means of altering the colours via Tools > Preferences > New Page Settings. New pages should use the new selections (they don't affect the currently open page). A better way to gain full, reliable control is to clear 'use custom, colors' and set link colours using styles. See Section 4.2.5.2.

3.7.2 Linking images

The techniques and possibilities are very similar to those used with text.

To create a link

- 1 Click on the image
- 2 On the composition toolbar click on the 'Link' button, alternatively right-click and select 'Create Link'. The 'Image Properties' window opens.
- 3 Click on 'Choose File' and browse to the file that you want to link to. (The box 'URL is relative to page location' is checked. This means that if you move your page to a new folder you should move the image to a corresponding new folder. If you clear this box the absolute address of the image on the hard drive is given in full. If you move your page now it will look there for the image. As you start to organise a web site you will find that this is not a good arrangement and potentially disastrous when you upload the page to a server.)
- 4 Click OPEN
- 5 Click OK

3.7.3 Editing Links

To change the file to which a link refers, in Normal, Tags or Preview mode double-click on the link. The 'Link Properties' window opens (for an image the 'Image Properties' window opens - click the Link tab). Edit the link.

To remove the link delete the link reference in the box.

3.8 Frames

If you don't know what frames are read no further – you'll be no worse off.

Nvu does not support frames – at least not at present. If you open a frame document, you get a message 'This page can't be edited for an unknown reason' but it displays the frame content rather beautifully. Then you can do nothing with it except click on the 'Source' tab. You then see the source code and the system will seem to lock up. Actually it doesn't lock and you can load another page and revert to normal operation.

This is not a great limitation. Though the code for frames takes a little getting used to it is usually quite short and can easily be produced using a text editor. Once established it probably rarely needs to be altered. You can use Nvu to develop the pages that go into the frames.

Frame-like presentations can be simulated using CSS. <http://www.nvu.com/demos/frames/frameSimulate.html> provides useful guidance which works well with Mozilla type browsers but less well with Internet Explorer.

3.9 Forms

3.9.1 Introduction

Forms provide a mechanism by which a visitor to a site may send data to a server for processing. This may be as simple as a box to write a message for 'e-mailing' or as complex as looking up items from a catalogue and sending an order to a supplier. Forms collect data typed in or collected from check boxes or lists and pass them to the server. It follows that forms can be used only in association with compatible software running on the server.

Forms may be placed on standard web pages and act as block level elements. In normal view Nvu shows forms surrounded by a dotted cyan box. Forms may contain other standard block level elements (paragraphs, headings ...) as well as several specific elements known as 'form controls' which are designed for data collection. Since these form controls are essentially inline elements they must be laid out inside block level elements (typically paragraphs though divs would be equally suitable).

Each item of data sent to the server is tagged with information about which control has sent it. This is done by naming each control. Thus designers must give a unique name to each control to be used.

The data collected by a form will be sent to a URL specified in an element 'action' which Nvu will add to the form. This URL is often on the server that hosts the web page but does not have to be. The data will be processed using one of two methods known as 'GET or

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'POST' which also need to be specified. These details will be available from the provider of the associated software.

3.9.2 To set up a form

- 1 Click the form button.
- 2 In the Form properties window give the form a name of your choosing.
- 3 Complete the Action box with the correct URL and select the appropriate method.
- 4 'Encoding' and 'Target Frame' will frequently not be required but, if they are, select 'More Properties' and complete the boxes.
- 5 Click OK
- 6 On the form place any headings, paragraphs and images ensuring that there is a placeholder for any controls needed. (If blank placeholders are needed it is probably sensible to put some dummy text in now and delete it later.)
- 7 Where controls are needed click the corresponding placeholder and using the drop down box beside the Form button select the required control.
- 8 Give each control a unique name.
- 9 Each control has specific information which needs to be entered. Enter it into the box in the window which appears.



Note Since this is a guide to using Nvu and not to designing forms this is as far as we go.

3.9.3 Form control styles

If the standard form styles do not appeal it is possible by the use of styles to customise them to personal preferences. For those familiar with using styles some specific details are given in section 4.6.2.2.

3.10 Layers

3.10.1 What layers are

One of Nvu's 'Tip of the day' says "Did you know that ... you can move elements? Just place the caret in the block you'd like to move and click once on the Layer button to make the block movable."



Items forming layers are taken out of the normal document flow and placed in positions defined on the page absolutely i.e. in positions fixed relative to the page boundary.

While layers introduce a level of flexibility to page design they also involve complexities that newcomers may wish to avoid. This section is therefore for those who wish to delve further.

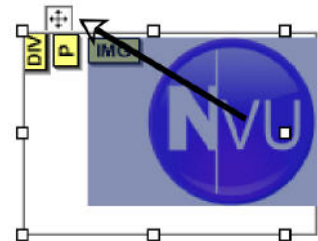
3.10.2 Creating layers

To create as layer.

- 1 Click in the block that you want to format as a layer.
- 2 Click the layer button on the Format (2) toolbar.

The block becomes a 'Layer'. Layers have sizing boxes which allow the size to be altered. At the top of the layer is a positioning handle (denoted by a four-way arrow). To move the layer click and drag the handle.

Layers do not have to consist of a single block – any sequence of elements that can be selected together can be converted into a layer. This may be several paragraphs with or without headings, images and tables.



Layers allow items to be placed on a page so that the absolute position, relative to the page, is defined. This provides a facility common in drawing and desk top publishing programs and allows items to be overlaid on top of each other. As such it is a very powerful tool.

Text items normally have transparent background so when overlaid become confused. By formatting them with a background colour they become solid. Similarly tables with solid background and non-transparent images may be overlaid on each other to produce clear effects.

3.10.3 Characteristics of layers

Items converted to layers have several characteristics which differ from 'normal' items.

- Layers in Nvu are contained in 'div' elements. (For more on 'div' see section 4.5)
- Layers break out of the normal flow in which each block follows the previous and precedes the next.
- Layers have defined width so do not accommodate to narrowing or widening the viewing window.
- Layers do not however have defined height so will accommodate to changes in text size selected in the browser.
- Layers, as created, are characterised by three parameters 'top', 'left', and 'width'. These define, in pixels, how far the top left hand corner of the layer is from the top left hand origin of the page and how wide the layer is.
- Layers may be manipulated using the buttons on the Format (2) toolbar.

3.10.4 Manipulating layers

To move a layer click the positioning handle and drag it to the required position on the page.

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To resize a layer drag a sizing handle as for other elements.

When positioning a layer, Nvu allows pixel-accuracy movement. This can be difficult to achieve and, if it is attempted to line up items, small errors may become obvious. Better results may be achieved by snapping positions to a coarser grid. To do so select **Format > Positioning grid** and set the granularity required. Movement will now be constrained to the selection made.

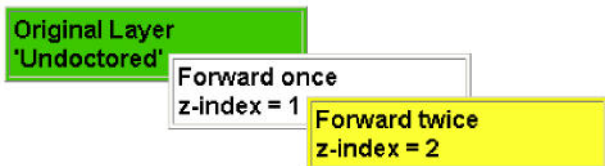
Note This setting must be set each time a page is opened. It is not remembered.

Note Snapping applies to dragging the position not the size.

Warning If several overlapping layers occur on a page it may become impossible to click on a handle. In this event try resizing it so that the handles become accessible, alternatively temporarily move another layer out of the way.

Note If the height of a layer is dragged, though previously undefined, it becomes defined. However browsers appear to ignore this.

When positioning layers so that they overlap a mechanism is needed to define which is in front (so entirely visible) which behind (so partially obscured). Two buttons ('Bring to front' and 'Send to back') on the Format (2) toolbar take care of this. Select the layer and click the appropriate button.



Layers, as created, do not have a parameter 'z-index' allocated. When brought to the front a z-index with value =1 is attached. The z-index defines how far forward the layer is. If another layer is to be brought to the front of the first it needs z-index to be set to 2. Selecting it and bringing it to the front however merely sets the index to 1. By repeating the process the index is set to 2 and the layer brought further forward.

Note The buttons would be more appropriately labelled 'Bring forward', and 'Send back'.

3.10.5 Gluing

Six other buttons on the Format (2) toolbar can be used to modify the behaviour of layers. They are

- Glue to the left border
- Glue to the right border
- Stay in the center
- Glue to the top
- Glue to the bottom
- Stay in the middle



Clicking the first (Glue to the left) initially has no effect since this is the default condition. If clicked after some conflicting condition was set it fixes the distance of the left hand side of the selected layer from the left edge.

Glue to the right fixes the distance of the right hand side (rather than the left hand side) of the layer from the right hand edge.

Glue to the center defines the position, not in absolute terms but as a percentage of the available width. Thus, if created at the centre of the space, it will remain in the centre, similarly for any other ratio.

Glue to the top also represents the default condition otherwise it fixes the distance from the top of the layer to the top edge.

Glue to the bottom and Stay in the center are best avoided by other than advanced users who will probably be using style sheets to achieve the effect required.

3.10.6 Doing it in style

Dragging an item is a rather imprecise action. Nvu implements layers by using CSS absolute positioning styles. More precise control can be obtained by editing the style parameters.

To do so, in HTML tags view, right-click the 'DIV' tag for the layer and select 'Advanced properties', 'Inline style'.

It is instructive to note which properties are applied to achieve each effect.

Property	Gluing option						
	Initial	Left	Center	Right	Top	Middle	Bottom
position	absolute	absolute	absolute	absolute	absolute	absolute	absolute
width	px	px	px	px	px	px	px
top	px	px	px	px	px	%	auto
left	px	px	%	auto	px	px	px
right		auto	auto	px			
bottom					auto	auto	px

3.10.7 Using classes

Instead of setting up layers manually as described so far, a class may be allocated to the 'div' that contains the layer. The CSS editor allows classes with the required properties to be established.

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In the CSS editor all the required properties are located under the 'Box' tab. (See section 4.2.1.4) The required properties and values are

Property	Value	Unit
Position	Position	absolute
Width	width	px
Top	Offsets - Top	px or %
Left	Offsets - Left	px or %
Right	Offsets - Right	px or %
Bottom	Offsets - Bottom	px or %
z-index	z-index	Integer

By using a class further options become available which cannot be achieved by using the toolbar buttons. The position selector provides options of Absolute, Relative, Static or Fixed. The 'fixed' option is used in the HTML version of this User Guide to position the menu. The layer remains in a fixed position on the screen, not scrolling. The effect is similar to that attainable using frames for a web site.

Warning Internet Explorer version 6 interprets 'fixed' as if it were 'relative' so though it displays initially in the correct position it scrolls instead of remaining fixed on the page.

3.11 Borders

Elsewhere a number of methods for applying borders to images and tables have been mentioned. The level of control possible has varied from case to case and the use of style sheets to gain full control has been referred to.

There is one further method which is very easy to apply and which is applicable to all block level elements e.g. Table (and/or cells), Image, Heading, Paragraph, Form. The method uses the full border capabilities of CSS which provides complete control of

- Colour of the border
- Thickness (width) of the border
- Style – Solid, dotted, dashed, double etc.
- Different choices for each side

The method does not cover other options which are sometimes available elsewhere e.g. Padding.

To apply a border select a block and click the 'Borders' button.



Note The Borders button is not installed by default. To access it customise the Format Toolbar. See section 9.1

Leave the check box ticked and set the style, width and colour for the top border. If all borders are to be the same click 'OK' otherwise clear the box and edit the settings for the other sides.

Note Borders can be applied in more than one way. If you click in a block the border is applied as described. If, in HTML tags view, you select the block marker the block is placed in a div and the border is applied to the div. If, in any view, you select more than one block they are placed in a div and border applied. (For more on 'div' see section 4.5.)

3.12 The Body

This is the background on which the whole page sits. The Body may be thought of as the Page itself. Normally it is of little concern to the designer but there are a few situations when it is.

The body can carry a background colour or image which lies behind everything else on the page in HTML documents (in XHTML documents, the background content for the body element defines only the background for the body element.) Thus the overall appearance of a page can be significantly determined by this content.

To set a background

- 1 In HTML tags view click the body yellow marker while pressing the control key.
- 2 On the Status Bar right-click on 'Body'. (This item is exceptional in that you will not see it highlighted.)
- 3 Select 'Inline Styles' and 'Background properties'.
- 4 Make the desired selections and click OK.

The 'Inline Styles' allows you to set several other properties for the whole page. This includes Text, Border and Box properties. This can be a quick way of styling a whole page since Text properties, for instance, will trickle down (technically they are 'inherited') to everything on the page for which they are not otherwise specifically stated. Border and box properties are not inherited.

Inline styles may set the body width to be less than the full window width. In this case it may be desired to centre the page in the window.

To centre a page in the window.

- 1 In HTML tags view click the body yellow marker while pressing the control key.
- 2 On the status bar right-click on 'Body' (it will not be highlighted).
- 3 Right-click 'Inline styles' and select 'Box properties'.
- 4 In the 'Width' box select the width desired for the page.
- 4 In the 'Margins' area in both 'Left' and 'Right' boxes type 'auto'.
- 5 Click OK.

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Stylesheets (see Section 4) often set several general properties for the body to avoid having to repeat them several times.

3.13 Table of contents

3.13.1 Introduction

If you have a long document with sections headed using heading formats Heading 1, Heading 2 etc Nvu can generate a Table of Contents (ToC) automatically. The table reflects the structure of the page, the content of the headings forming the text of the table.

By default the entries in the ToC will be linked to the heading to which they refer thus facilitating navigation around the page.

If required, the ToC can be numbered so that the Heading 1 levels are numbered from 1 upwards, Heading 2 levels are numbered from 1 upwards but this numbering restarts each time the level 1 number is incremented. Similarly for lower levels.

It is not necessary to list all heading levels in the ToC; for example it is possible to select only first and second levels. More importantly it is not necessary for the page to include any particular heading level so, if the page formatting uses Heading 5 and Heading 6 only, these may form the basis of the ToC; thus the use of Table of Contents imposes little restraint on the document structure.

If the headings in the page do not provide a satisfactory structure for the ToC it is possible to include short paragraphs specifically for this purpose. These may be included at any level in the ToC. The selected paragraphs are identified by applying a named class style (section 4.2.3) generated for the purpose (unless fortuitously pre-existing). Alternatively a <div> (section 4.5) to which a named class style has been applied may be used.

Generating and using a ToC in this way has the considerable advantage that it can be automatically maintained ensuring that changes to the page are accurately reflected.

A ToC works only within the page in which it resides. Links to other pages must be entered and maintained manually.

3.13.2 Inserting a Table of Contents

To insert a ToC

- 1 Place the cursor where the table is required.
- 2 Click **Insert > Table of Contents > Insert**.
- 3 The 'Table of Contents' window appears.
- 4 In the column headed 'Tag' select the tag for each level e.g. against level 1 select h3 and against level 2 select h4 and for all the others select '--'.

5 If, instead of using headings you wish to use classed paragraphs or a div, instead of selecting a heading tag select 'p' or 'div' and in the box in the column headed 'Class' enter the class required. (It is, of course, also possible to select headings by allocating a class.)

6 If you wish the contents to be numbered check the box 'Number all entries ...'.

7 If you wish to build a ToC only but not have it link to the listed tags check the box 'Make the table of contents read-only'.

Warning In Nvu 1.0 this option appears to be disabled.

8 Click OK.

The Table of Contents will be created.

To update a ToC after changes have been made to a page.

There is no need to place the cursor.

- 1 Click **Insert > Table of Contents > Update**.
- 2 The 'Table of Contents' window appears showing the selections previously made.
- 3 If desired, changes may be made to the selections.
- 4 To update the ToC click OK.

To delete a ToC.

There is no need to place the cursor.

- 1 Click **Insert > Table of Contents > Delete**.

3.13.3 Methods

Nvu builds the ToC using Ordered or Unordered lists. (section 3.4.4). These lists have to be nested to produce the structure required. The result is that each level of the contents is indented relative to the previous. The indentation may be altered using styles and specifying the OL or UL and LI elements. The changes required will be to the margin and padding (section 4.2.1.4). Any changes made will apply to all lists on the page (not only ToC).

In order to make links work, each tag listed in the table will have a named anchor added automatically when the table is created or updated. Deleting a ToC also deletes all these anchors.

3.14 The Head area

Every HTML document starts with a "Head" area. This provides information to browsers, search engines etc but is invisible on the page.

Items included on the head are gathered from a number of sources. These may include:

- Items dependent on the Doctype as set when creating the page (section 3.2.1).

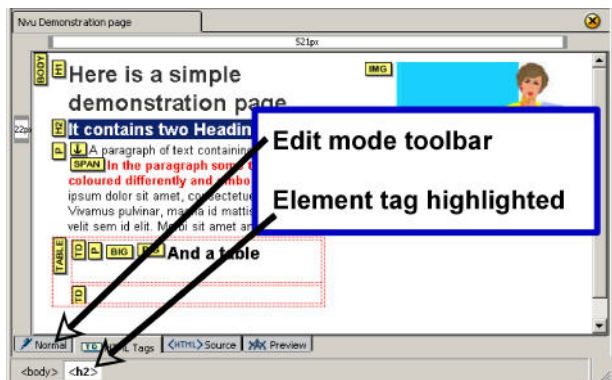
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- Items collected from Page Preferences (section 9.2.3). Includes Author, Language.
- Items set by the **Format > Page Title and properties** menu. Includes Title, Author, Description, Language, Writing direction Character set.
- Links to stylesheets (section 4.1.3.3)
- Definitions for internal styles (section 4.1.3.2)

Source view allows advanced users to add further information as desired.

3.15 Page views

Nvu provides four ways of viewing a page – 'Normal', 'HTML Tags', 'Source', 'Preview'. These are selected using the tabs on the Edit mode Toolbar. All provide full editing facilities.



- Preview mode offers almost the same view as in a browser with the addition of rulers and sizing boxes. The main differences are that scripts do not run (so their effects will not be seen), links do not operate and the style for links does not respond to any class set. Tooltips do work however.
- Normal view is very similar but here table outlines show and markers for named anchors appear.
- HTML Tags view assists those familiar with HTML. There is a yellow marker for the start tag for all elements (end tags are omitted). Clicking on a marker selects and highlights the whole of the element.

Note If clicking an element does not select it press the control key while clicking.

You will also see the element highlighted on the Status Bar (see figure). If you switch to Source view the element remains highlighted,

Note It will be on the screen but possibly right at the bottom.

This is of great assistance in editing. Marker names correspond with the HTML tag name with a few exceptions.

Note Named anchors are shown with a symbol whereas linked anchors are denoted by 'A'. The marker

"Span" is used when certain changes are made inline with text – for instance if the colour is changed for a single word. Span in HTML has a more restricted use being confined to changes implemented using styles. This may be confusing.

In HTML Tags view background images do not appear.

- ❑ Source view shows all detail of the HTML code. All except the DOCTYPE may be edited.

An additional view is provided via the 'Browse' button. This opens your default browser and gives full browser functionality and display to a page.



Warning If your default browser is Internet Explorer the page may open in source view instead of page view.

3.16 Editing in Source view

This mode is intended for those confident in coding in HTML. In this mode Nvu is not simply a text editor. On switching to a different mode Nvu carries out checks to ensure that the code is valid. If not it 'fixes' it. It will have made its best guess at what was intended – if it gets it wrong there is no going back – no 'Undo' button. While this may sometimes save you a lot of typing, if you know what you are doing, it is also possible to end up with a heavily 'messed up' page – it will display but half the content could have disappeared.

Needless to say good backup practice can save many disasters. The Site Manager (Section 8) is actually a convenient tool for doing this. Create a backup folder and 'Publish' to this !

The line numbers which appear are an editing convenience, they form no part of the code. They can help to find your place when switching modes. When switching between applications the numbers are only an approximate guide.

Nvu provides some options in how lines are displayed as mentioned in Section 9.2.4 on 'Preferences' or see Nvu Help.

3.17 Selecting items - Reprise

By now Nvu users should be familiar with selecting and manipulating items. A recapitulation may be useful however.

These comments apply in Normal, HTML Tags or preview mode.

Nvu often offers a number of ways of doing something. Sometimes one method will apply sometimes another. Which works will depend on a) what is to be selected and b) what is to be done with the selection.

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Selecting text

- Simply place the cursor anywhere in a block. This is often sufficient where a format is to be applied to a complete block.
- Double-click within a block to select a word.
- Triple click within a block to select a line of text.
- Drag across a section of text to highlight and select that section only.

Many functions may be carried out on the selected text this includes

- Dragging to a different position,
- Applying a class
- Changing the element tag e.g. changing from a paragraph to a list.

Selecting in HTML tags view

Sometimes selections in normal or preview mode become difficult or impossible.

- In HTML Tags view press the Control key while clicking on the tag for the block to select a complete block.

Actions appropriate to complete blocks such as dragging or applying a class are possible.

Selecting via the Status bar

This is a quite excellent tool. Click in any text object or image, then, on the Status bar, click on the element marker farthest to the right. The object is selected. To the left of this are shown any elements higher in the document tree. Click any of these to select the corresponding elements.

Double clicking

This provides a powerful context-sensitive function which often provides the fastest route to appropriate actions.

- Double click an image to reach the 'Image properties' window which allows changes to image location, name, size, link etc.
- Double click a link or anchor to edit the name, properties etc.
- Double click a table or cell to access properties such as size, colour, alignment.
- Double click most things to obtain access to 'Advanced properties' via the 'Advanced edit' button which appears on the first window to open. While these require more detailed knowledge of HTML or CSS they can be used to apply extensive formatting options to items.

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4 Style and stylesheets

4.1 Introduction to style

The use of styles is already well established in word processing and desk top publishing. In web site design it assumes an even more important role and can control almost every aspect of presentation.

Styles in HTML documents should comply with the requirements of the W3C style specifications. These are detailed in 'Cascading Style Sheets, level 2 CSS2 Specification' which is available at <http://www.w3.org/TR/REC-CSS21>.

A full introduction and many useful references may be found at

http://en.wikipedia.org/wiki/Cascading_Style_Sheets

4.1.1 Power of styles

Styles specify how particular elements on a page appear on the screen, in print or whatever. This guide limits itself to on-screen considerations. By 'elements' we mean parts of the page structure, typically headings and paragraphs, but also stretching to many others including tables, bulleted and numbered lists etc. In fact most HTML 'Tags' may be specified though the same style may be applied to several.

Style may typically define such aspects of presentation as the font face, size and variant, the font colour, the background colour, whether an element is to be aligned right, centre or left, whether spaced away from other elements, surrounded by a box and, if so, what type or colour. Elements may be given an absolute position relative to the page (which allows elements to overlap). Elements such as paragraphs, tables and images are considered to exist within boxes or blocks and the sizes of these boxes may be specified.

Note You can see the outlines of the blocks by selecting 'View - Block outline'.

4.1.2 Classes

As well as allowing you to specify the style of elements it is possible to define styles and apply them selectively to only some elements. This is done through 'Classes' – a 'Class' is just a style that can be applied as and when you choose.

'Classes' are applied to 'Tags' (a marker attached to an element). The element to which the class is applied appears in the format defined by the class. Other similar elements without the class applied appear in the default format i.e. either the default specified by the browser or the style that the user has defined for the corresponding element.

4.1.3 Using style

4.1.3.1 Inline style

Within a page styles may be used in three ways. These ways can be mixed and matched as you wish. The first, easiest and crudest is to define a style for the nonce, there and then. Such a style is listed in the code (in Source view) with the tag to which it applies (using the structure "style = ..." if you look at the code).

Don't worry Nvu hides all this from you.

If you have an other item with the same style this code must be repeated. This bloats the page. This is known as an 'inline style'. For the most part Nvu users do not have to be concerned with this method although Nvu will sometimes use it without you knowing.

4.1.3.2 Internal style

The second way to use a style is to embed a list of style definitions within the HEAD section of a page. (These definitions are referred to as 'style rules' or just 'rules'.)

These rules may be of one of two sorts. The first sort applies to all elements of a particular type (e.g. p, h1, table) the second is the class as discussed above.

Note If you look at the HTML source code you will see a structure like `<p class="mynicepara">` when the class "mynicepara" has been applied. The corresponding code where no class is applied is `<p>`. If you look at the structure of the style sheet for a class you will see the class name preceded by a dot (full stop) e.g. ".mynicepara" while a generally applied style will look like 'p'. Generally applied styles must, of course, carry the name of the element to which they apply whereas a class can have any name you like to give it. To help maintain the site it is good to give it a name that describes its function NOT the resulting appearance.

4.1.3.3 External style – Linked stylesheets

While the first two methods are valid and have their uses, the third is the preferred method specifically because it is economical, reuses the same styles for many pages and helps in achieving consistency of appearance right across a complete web site. The method uses an external style sheet which is 'Linked' to a page, or to several pages (though each page must include the linking information for itself).

An external style sheet contains the same list of definitions which would otherwise have been included in the internal list referred to above. (It is actually a simple text document such as you could construct using a text editor like Windows Notepad.) The file is usually located in the same folder (directory) as the page to which it is

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linked (though it can be elsewhere) and has the extension 'css'.

How does a page know to use this style sheet? A line of code which, Nvu will insert for you in the head section of your page, will see to this.

The code looks like `<link rel="stylesheet" type="text/css" href="mystylesheet.css">`

Warning This is one of the few places where Nvu 1.0 makes a mess of things. It inserts an absolute reference instead of a relative reference. This will work fine as long as your pages remain on your own computer but, if you move them to a new folder or upload them you will need to edit this line manually. See Section 4.2.4.1

4.1.3.4 Cascading style sheets

You may wonder – if you have an external style sheet, perhaps internal style rules and inline styles will there be confusion? This is where the cascading comes in. Your browser should first use whatever its default style would be. If it finds a matching style in an external sheet it should use that instead, it should then look at internal styles and, if any coincide with anything it is planning to use that should override them. Lastly inline styles prevail.

How could that be used? Well perhaps your site establishes a style using an external style sheet. Perhaps you have one page about emergency procedures and you decide that all its paragraphs should be in red. You simply add an internal style on that page redefining the 'p' tag to be red but also link the page to your normal style sheet. All your normal styles will be applied except that all paragraph text will be in red, nothing else will be non-standard.

Nvu will actually allow you to link several external sheets to a page. The CSS specification sets up rules for prioritising these in the event of a style being defined on more than one sheet. Some browsers do not respect the rules. Consequentially both the browsers and designer are likely to become confused. Take great care before adopting this practice.

Perhaps in an attempt to assist here Nvu allows you to switch off style sheets while testing pages. With the CSS editor open (see later) select a stylesheet and check the 'Disabled' box.

4.2 Creating styles

4.2.1 Internal styles

Styles are created and edited using the built in Style sheet editor called CaScadeS. CaScadeS has two modes of operation 'Beginner Mode' and 'Expert Mode'. When it opens it opens in expert mode, should you wish to switch to Beginner Mode clear the check box. The difference is that in Beginner mode External style sheets cannot be created.

When internal styles are created Nvu will include the the rules for these in the 'head' area of the document.

To start creating styles:

- 1 Open **Tools > CSS Editor**.
- 2 Click 'Style elt', 'Create Stylesheet'.
- 3 Click RULE.
- 4 The General tab opens and offers the options 'Named Style' or 'Style applied to all elements of type' or 'Style applied to all elements matching the following selector'.

To style an element e.g. a paragraph:

- 5 Select 'Style applied to all elements of type'.
- 6 In the box type "p", or the tag for the element e.g. "h1" (without the quotes).
- 7 Click 'Create style rule'.

In the pane on the left you should see a structure showing each tag as it is defined.

To define how you want elements to look:

- 1 Click the tag for the element in the left hand pane. The General tab should show, listing the 'Selector' (at present the element tag) and any style 'Declarations' (initially blank).
- 2 Now select in turn as required the tabs for 'Text', 'Background', 'Border' etc and specify exactly how you wish that element to appear. The next section amplifies some details of how to do this.
- 3 Return to the general tab to see the full declarations that you have set for the Selector.

I won't go through all the options, just mention a few.

First, do note you are not obliged to specify any particular properties. You specify as much or as little as you wish. It's just that the browser will revert to defaults if you don't. There are fairly complicated rules for what it uses, and browsers don't always follow the rules, however chances are that you'll be happy with whatever it does – if you're not – change it!

You may like to try setting rules for the 'body' and apply it to all elements. In most cases rules specified here with trickle down to everything else (they are 'inherited') unless you specify it explicitly elsewhere. Generally this works but can generate surprises.

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Style Nomenclature

Styles employ a bespoke nomenclature. Nvu uses this little since, except in source view, the code is hidden from the author. The terms involved do appear in this User Guide. Here they are along with some examples. The examples show the source code that would appear either in the head area of your page or in an external style sheet.

Simple rule

```
p { font-family : Arial , sans-serif ; }
```

Rule with 2 declarations

```
p { font-family : Arial , sans-serif ; font-size : medium ; }
```

Rule with 2 selectors

```
h1 , h2 { color : #990000 ; }
```

Rule with class selector

```
.redtext { color : red ; }
```

Complex selector *

```
#menu li a:link { text-decoration : none ; }
```

Key:

Rules appear within a blue bordered box

Declarations have a dashed border

Selectors have a red border and white background

Properties have a green border and white background

Values have an magenta border and white background

* This selector selects list items in the menu div which are linked.

4.2.1.1 Text Tab

Font family. You are offered three ways of specifying

- Unspecified
- Pre-defined
- Use custom font family

In common parlance 'font families' are referred to as 'fonts'. CSS always refers to them as 'font families'. The correct typographic term is 'Typeface'. (The English word for 'font' is "fount" but sadly the American word has come into general use in the UK.)

'Unspecified' leaves everything to the browser

'Predefined' has a drop down selector offering one of three choices. Each choice has a set of 3 fonts which have fundamentally similar characteristics. The choices are:

- Sans serif proportional fonts.
- Serif proportional fonts.
- Fixed spacing fonts.

Each set has three entries. The first two are alternative similar fonts; the third entry is a statement of the generic font type – the browser should look for the first font

listed, if it can't find it, look for the second and, if that can't be found, use a font of the generic type of the final entry. Thus something suitable will always be found.

See **Warning** below when using this option.

'Custom font family' is an option to be avoided or used with extreme caution. The list offered is taken from the fonts installed on *the author's* computer. If you choose one which is not available on your *visitor's* computer there is no control over what will be used.

On the other hand, if carefully used, this option is very flexible and you can build your own set using the model from the 'Predefined' selector.

To build a set of fonts.

- 1 Note the structure of the 'Predefined' sets. The lists are built with each font name terminated by a comma and each set finished with a generic type.
- 2 Select a generic type from the following: serif, sans-serif, cursive, fantasy, monospace.
- 3 Select preferred fonts corresponding to the generic type required.

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- 4 With the Text tab selected check 'Use custom font family' and in the box type the name of your preferred fonts each followed by a comma, finish with a generic type.

Note 1 You will probably wish to include one font available on Windows PC systems and an equivalent available on Macintosh computers.

Note 2 You may enter as many fonts as you wish.

Note 3 Using 'cursive' or 'fantasy' options is not recommended since the level of standardisation between visitors will render the results very uncertain.

Note 4 If you use a font which has a name which includes spaces (such as Times New Roman) the name must be surrounded by quotes e.g. "Times New Roman". If you fail to do this the result will probably still work but validation will fail.

Warning Unfortunately when Nvu builds sets of fonts itself it fails to do this. The fixed spacing option presents no problem but the two proportional options use fonts with spaces in the font names. Authors must either suffer the indignity of failing validation or edit the style values in source view to overcome the problem.

Font size. There are three sections offering different types of option. The first block is a miscellany offering various units. Because display screens vary in size and resolution and because people's eyes and preferences differ, browsers offer 'View' options allowing the user to alter the text size. If this facility is disabled the user may not be able to see the page as he or she would wish. Some of the options in this first group (e.g. px, pt, cm in, mm, pc) either apply to print media or are for fixed size units. These may disable browser zooming or result in unpredictable sizes. You will probably find the last set of named styles (starting xx-small) is most satisfactory, alternatively use the percentage or em scales. As you select and alter the size you can see the result directly on your page.

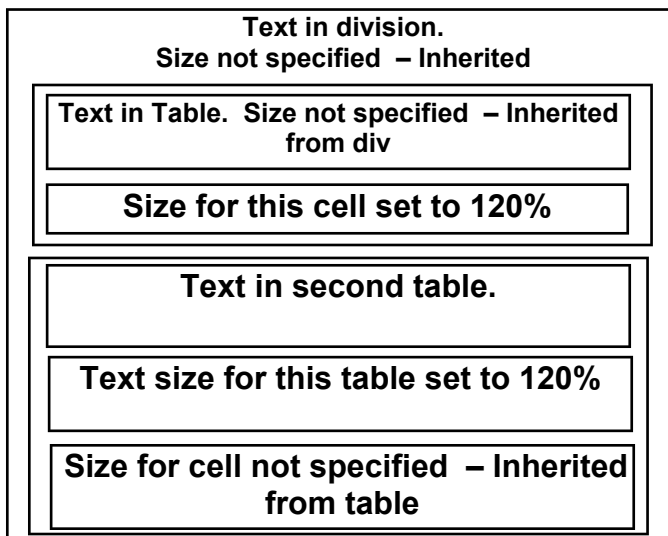
Absolute and relative sizes.

When setting font sizes for text lying directly in the body element 1em, 100% and 'medium' generally yield identical results. Font sizes are inherited so text in elements which themselves sit in the body will, unless specified separately, use the same sizes. Elements may however sit, not directly in the body but, within other elements such as a table or a division. Where such a table or division has a font size set on itself this may be inherited to text within that table or division. For instance, if a div has font size set to 150% and a paragraph within the div has font size set to 1em then the text will actually be rendered at 1.5em due to it inheriting the scale from the div.

Note A division is formed using the <div> element. See section 4.5

An example of how this can work is given in the following figure. Text sits in table cells, which sit within a

table which sits within a division. One of the tables and one of the cells has font size specified. Others do not.



Not all sizes scale in this way. Sizes set as a percentage or in em or ex do scale and are referred to as relative sizes. Sizes specified using the xx-small system do not scale and are referred to as absolute sizes

Note All sizes will zoom using the browser text size options with the exception of sizes specified in pixels. In this case browsers vary in response.

Font Colour. Either enter a colour into the box or click on the button to the right. If you click on the button the 'Text Color' window opens and you have three more options. (It's like buying an ice cream in the USA or making a phone call in the UK.) You can specify in terms of Hue, Saturation and Brightness (HSB), Red, Green Blue values (RGB) (range 0 to 255). Alternatively click on one of the 70 boxes of colours offered.

These are so-called "web safe" colours because they work on lower performance displays. Actually the full range of 216 web-safe colours is not provided but, in any case, modern displays normally work in at least 24-bit colour so there is little justification for this limitation.

The next option is to click on the rainbow type area. Whichever you choose, the selected colour appears immediately on the square. Fine adjustments may be made using the RGB or HSB values. A box labelled Hex value shows the colour as a hexadecimal number. Actually you could have done this directly without opening the 'Text Color' window - when you close the window you'll see the hex value (preceded by a '#') in the box along with a sample of the colour on the button.

Named colours. You're welcome to skip this note but there is one other method! You might have noticed, as you clicked on one of the 70 colours, that occasionally in the box labelled 'Name' the name of a colour appeared. (Try black or red to check.) The CSS recommendation recognises 17

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colours and the names of these can be entered directly here, or, in fact, into the selector box without entering the 'Text Color' window. The valid names are "aqua, black, blue, fuchsia, gray, green, lime, maroon, navy, olive, orange, purple, red, silver, teal, white, and yellow".

Other text options

These appear below the colour option and are fairly self-explanatory.

4.2.1.2 Background Tab

Colour

This is selected in the same way as for Font colour.

Image

You can specify an image file as a background. This will appear behind anything else. Under 'Tile', if you select 'Don't tile' you get a single copy of the file which you can position with the buttons below. If you select 'Tile' the image repeats in the directions selected.

Warning. The opacity option uses a property not included in the CSS2 Specification, which is either not implemented or implemented incorrectly by most browsers.

4.2.1.3 Border

Items can be bordered and the options available provide great flexibility. Styles, thickness and colours may be set independently for each side.

Note For a border to show both width and style must be specified.

4.2.1.4 Box

The block structure in which most elements are located has already been mentioned (section 3.4.1). The Box options control the display within these blocks.

For those boxes which require a dimension to be entered: first type the number, then select the unit from the drop down box.

Margin Controls the distance between the element's box, i.e. where any border would be, and either the surrounding box or adjacent boxes.

Note Vertical margins 'collapse'. If a heading has a bottom margin set to 20px and is followed by a paragraph with a top margin set to 10px the separation between them is controlled by the greater (20px) not the sum (30 px).

Padding Controls the distance between the box content and its border.

Width and height Allow a specific size to be allocated to the content area of a box. This can be an absolute width or a percentage of the containing box.

Float allows blocks to be treated rather like images and to float them to the right or left hand side of a page (or to

the edge of the enclosing block). Other elements may therefore appear to wrap around them.

Position, Offset and z-index are parameters related to the use of layers. These have been covered in section 3.10.6

4.2.2 Styling multiple elements

Instead of setting styles for one element at a time it may be easier to specify several at the same time. Perhaps all your headings are in one font (e.g. serif) and all others in an other (sans-serif). You can specify h1, h2, h3, h4, h5 and h6 as serif font in a single action by listing them and separating by commas after selecting RULE, "Style applied to ...". Later you can specify, for example the size of, each heading individually in a separate rule.

Note If you style multiple classes you must precede all but the first by a dot e.g. style1, .style2

4.2.3 Named Classes

I've suggested above that you start by applying styles to all elements of a specific type. Such style definitions will apply automatically wherever that element is found on a page. This provides for great consistency within a document but maybe a touch of dullness! You can also define your own styles and apply them selectively. These styles are known as 'Classes'.

To create a class

- 1 Open the CSS Editor, and if necessary create a style sheet, as described in section 4.2.1
- 2 Click on the stylesheet to select it. (If there is more than one stylesheet click on the one in which you wish to create the class.)
- 3 Decide on a name for the class.
Note Class names can contain letters, numbers and underscores but not spaces and must not start with a number. They are case insensitive.
- 4 Click on RULE, leave 'Named style' selected and enter your chosen class name in the box.
- 5 Click on 'Create style rule'. You should see the name of your style appear in the pane on the left but note that the name is preceded by a dot (full stop).

Now proceed as in section 4.2.1 'To define how you want elements to look'. In that case you could watch the effect of your styles appear immediately on your page (assuming that you had a page which used the corresponding elements). Now, of course, you have none, so first we must learn how to apply a class to an element.

First enter some details for your new class that will allow you to recognise it on the screen if it is applied. For instance use the border tab to produce a border styled as solid, 2px wide, coloured red.

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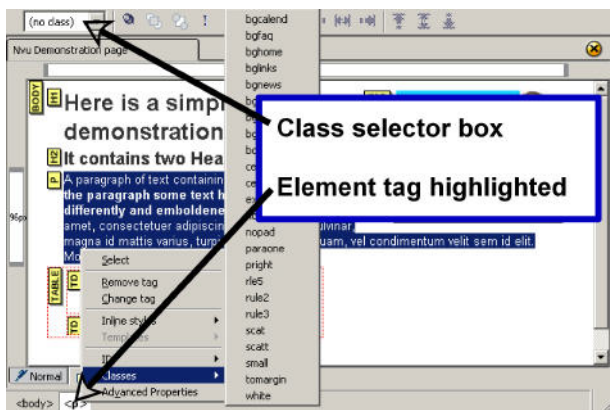
It is possible to set styles for several classes at the same time just as it was for elements. Proceed as in 4.2.2 but, in this case, you must precede all but the first by a dot e.g. `style1`, `.style2` (Nvu automatically adds the dot for the first).

4.2.3.1 Applying Classes

Nvu provides two methods for applying classes. Method 1 is the simpler; sometimes it is difficult to select the item to use this method in which case method 2 is preferable.

Apply a class - Method 1

- 1 If necessary close the CSS editor.
- 2 Select the item to which the class is to be applied. For a heading or paragraph simply click in the text, to apply a class to an inline section of text (span) highlight the text.
- 3 Use the class selector box on the Format toolbar (see figure), click the drop down arrow and select the class required.



- 4 The result of applying the class should be seen in any view mode.

Note Although Nvu is not a browser it replicates the browser display very well. However styles applied to links are not rendered correctly at present.

Apply a class - Method 2

Note This mode cannot be used to style an inline section of text (using span).

- 1 If necessary close the CSS editor.
- 2 **EITHER** in 'HTML Tags' view Click on the yellow marker for the element for which you want to set a class. (If the element does not become selected, as indicated by outlining or highlighting on the screen, press the control key while selecting.) **OR** in Normal or Preview mode click in a block you wish to style then click on the Status bar on the right-most element listed.
- 3 Now both the block involved and the corresponding element and on the status bar should be highlighted. (See figure above.)

- 4 Right click on this (on the toolbar) and select 'Classes'. You should see a list of all classes pop up (This includes classes on internal and linked stylesheets.) Any class already applied to the element appears, marked with a tick, at the top of the list above the divider line; other available classes are below the line.

- 5 To add a new class, click the class; To remove a class, click the class above the divider.

Note Elements can actually have several classes applied. If you do this you should ensure that the class properties don't conflict with each other. Most people will probably prefer to apply only one class at a time. You may need to check that you don't apply more by mistake.

4.2.3.2 Removing classes

A similar procedure may be used to disconnect an element from a class. Using the highlighted tag method simply select the ticked class, this deselects it. Using the class selector box select the style again, this should cancel it. Alternatively, after selecting the element, right-click on the highlighted tag on the status bar and select 'Advanced properties'. The selected class will be listed select it and click 'Remove'.

4.2.4 External styles

There are three ways to start working with external style sheets

4.2.4.1 Create a new external style sheet

External style sheets are created in almost exactly the same way as internal sheets.

To create an external style sheet

- 1 Open the CSS Editor. ([Tools > CSS Editor](#)).
- 2 Make sure that you are in 'Expert Mode' and Click 'Style elt.'
- 3 Type a title in the box and click 'Create Stylesheet'.
- 4 Click 'Export Stylesheet ...' Give it a name with extension `css` and save it, preferably in the same folder as your page.

Now click on 'RULE' and you should be on familiar territory.

When we created internal styles they were entered on our page in the HEAD section. Now the styles are being created in an external file. If you looked, in 'Source' View, in the head area you would see a line referring to the external file and linking it to your page.

Warning Unfortunately, at the moment, Nvu makes a meal of inserting the filename. It puts the absolute address of the file as it appears on your hard drive. When you upload or move your page the stylesheet won't be found. You will need to edit the HTML Source code in the line starting `<link rel="stylesheet"`

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(note the 'line', which may spread over several lines, finishes `type="text/css">`) Delete all the code like `file:///C:/Documents%20... right up to and including the / before the filename. The result should contain text like href="filename.css". If your stylesheet is in a sub-folder the text should be like href="subfolder/filename.css".`

4.2.4.2 Change an internal style listing into an external stylesheet

If you already have set up your page using internal styles you can convert them into an external stylesheet and link to that.

Open the CSS Editor. In the 'Sheets and rules' pane click on the stylesheet and under the general tab click on 'Export stylesheet and switch to exported version' and proceed.

4.2.4.3 Link to an existing stylesheet

If you have a stylesheet that you created for another page or intend to use right across your site you can link your page to that.

To link to an existing external style sheet

- 1 Open the CSS Editor. (Tools > CSS Editor).
- 2 Make sure that you are in 'Expert Mode' and Click 'Link elt.'
- 3 Click 'Choose file' and browse to the location of the stylesheet you want to use.
- 4 Click 'Open' then 'Create stylesheet'. You should then see the stylesheet name appear in the 'Sheets and Rules' pane to the left.

You can now close the CSS editor, but, of course you can work on the stylesheet in the usual way.

NB the same warning applies as in section 4.2.4.1

4.2.4.4 Saving stylesheets

Once you have linked and saved a stylesheet, if changes are made later, the changes will appear in your document immediately and the sheet will be re-saved when the page is saved.

Warning If the sheet is linked to several pages, any others which are open in Nvu at the time will not recognise the change until they have been closed and re-opened.

4.2.5 Other style selectors

4.2.5.1 Introduction

Element styles (section 4.2.1) and named classes (section 4.2.3) are the two main 'selectors' used for styles. A selector may be thought of as the link which attaches a particular style declaration to a particular item on a page.

Note Strictly the class selector consists of the class name and a prefixed dot.

In addition to these the CSS specification provides a large range of more complex selectors most of which lie outside the scope of this Guide. For details see the CSS Specification section 5. (See appendix 2.) There are however a few cases which are needed more frequently and for less complex sites and these are covered in the next two sections.

4.2.5.2 Link styles

Browsers render links in default colours and Nvu provides some options for controlling these (see 3.7.1.6). Through the use of styles full control of each state of a link is possible. This is achieved through the use of selectors called link 'pseudo-classes'.

The more important pseudo-classes are

- `a:link` for all links not yet visited
- `a:visited` for links that have been visited
- `a:hover` for a link over which the cursor is hovering

Note The following procedures are based on the use of internal style sheets. Very similar procedures may be used with external stylesheets.

To create link pseudo-classes

- 1 Proceed as if creating a class (see section 4.2.3)
- 2 At step 4 select 'Style applied to all elements matching the following selector' and in the box enter the selector as listed above.
- 3 At step 5 the selector name should appear as entered.

It is now possible to style these options fully, i.e. not only with text colour and decoration but with background, boxes, the lot.

Note that the `a:hover` must be placed after the `a:link` and `a:visited` rules, since otherwise the cascading rules will hide the `a:hover` rule.

The CaScadeS CSS editor enters styles in the order encountered. The order may be altered by selecting an item and clicking the 'Up' or 'Down' button.

Warning in Nvu 1.0 the 'Down' button is disabled.

Note These styles will now be applied to links automatically. They do not have to be applied manually as do classes.

4.2.5.3 Form control styles

Setting up forms to appear as required may require styles to be set for specific controls. These are set exactly as just described for links it is merely necessary to set styles for the required selectors. Some of the main ones are listed following.

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Control	Element	Selector
Submit button	Input	<code>input[type=submit]</code>
Reset button	Input	<code>input[type=reset]</code>
Text input	Input	<code>input[type=text]</code>
Text area	textarea	textarea
Label	label	label
Field set	fieldset	fieldset
Legend	legend	legend

4.2.5.4 ID styles

Ids (or Unique identifiers) haven't been mentioned so far and I won't explain fully. They can be used for several purposes though support in Nvu at present is limited.

Since an id is a unique identifier it can be used once only (on any page). Most commonly ids are used in conjunction with the div element to mark a particular area on a page such as a table of contents, a menu or some such. It is helpful in such cases to give the id a name which indicates its use.

To create a style based on an ID

- 1 Select a name for the id. This must follow the same rules as for a class. See section 4.2.3.
- 2 Proceed as if creating a stylesheet and styling an element (see section 4.2.1).
- 3 At step 6 enter the name of the ID preceded by the number sign e.g. `#menu`.

To apply an ID

While, in principle, ids are similar to classes it is not possible in Nvu to apply an id via the class selector box but the method is still easy.

- 1 If necessary close the CSS editor.
- 2 Click in the div to which you wish to apply the id.
- 3 On the status bar click the `<div>` tag. If there are more than one, select that furthest to the right. Both the tag and the content of the div should be highlighted.
- 4 Without moving the cursor right-click and select 'id'.
- 5 From the pop-up list select and click the id required.

4.3 Removing styles

The CSS editor allows you to remove styles in a similar way to adding them.

In the 'Sheets and rules' pane select the rule you want to remove and click 'Remove'.

Similarly you can remove a stylesheet. Select the sheet and click 'Remove'. If you select an internal stylesheet it is deleted from the file completely.

Warning this deletion is not reversible using 'Undo'.

If you remove an external stylesheet the link on the page is removed irreversibly but the external file is left intact.

4.4 Inheritance

A web page has a hierarchical structure e.g. text in a table cell sits under the 'Table'. You see some of this structure in 'HTML Tags view'.

Inheritance means is that style properties set at a high level in the structure e.g. at 'Body' level will be applied at lower levels unless specifically re-specified. So a font family set the 'Table' element will be applied to everything in the table but if you include a paragraph in the table and set a different font for the 'p' element then that will be applied. Section 4.2.1.1 has already shown a small demonstration of the effect.

Inheritance is very useful as it allows properties to be set once in a style sheet rather than having to be applied to every element that you want to use that property.

You will have to consult a detailed specification (such as appendix F 'Full property table' of the CSS2.1 specification) to see what is inherited and what is not but, in general, you can assume that all properties are inherited except things like Background, Border, Margin, Padding, Width and positioning.

4.5 The <div> element

The `<div>` element has been mentioned only in passing so far. A div establishes a 'division', i.e. a section of a page, to contain a number of elements. Within a div styles are often applied in particular ways as will be touched on later. The remainder of this section is not intended as a full explanation of what a div is or how to use it rather it is an explanation of how to create and populate a div using Nvu. Other aspects of divs are likely to be beyond the interest of beginners.

4.5.1 Creating divs

To create a div

- 1 Place the cursor where the div is to be created.
Note Do not try to create a div as the last item on a page unless you do not need to add items after it.
Note It may be easier to see what is happening in HTML tags view with View > Block outline selected.
- 2 Click the first drop-down box on the format toolbar.
- 3 Click the last option at the bottom of the list - Generic container (div).
- 4 The div is created formatted as body text.

It is now possible to insert any desired item into the div e.g. Text or images. Text may then be selected and formatted as paragraphs etc. If required, divs may be inserted so that a set of nested divs is produced.

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Sometimes difficulty may be experienced such that elements in a div disappear when an attempt is made to populate them. To avoid this, it is undesirable to insert empty elements, so either insert, for example, one paragraph at a time or enter some dummy text as a placeholder.

To apply a class to a div

Proceed in the normal way (see section 4.2.3.1). The class selector box may be used to apply a class to a div but it will not display the class which has been set. The preferred method to use is via the highlighted tag on the status bar which can be used to add or remove classes.

To inspect or change a class

Use the status bar to access the class.

Elements within a div may have styles applied in the all the normal ways.

To leave a div

Click in any area outside the div. This is why a div should never be the last item on a page it will be impossible to leave it except to visit an item higher on the page.

Unique divisions

A common use of divs is for unique regions of a page. Examples might be a menu, a table of contents or the main text area. In such cases rather than applying a class to a div it is more appropriate to use an 'id'. (See section 4.2.5.4.)

4.5.2 Styles within a div

A div is a useful way of applying a different set of styles within a limited region on a page. Of course a set of classes could be designed and applied to the elements within the region but this is laborious and bloats the code. A simpler way is to set up a set of styles for the

elements in the div and to tag them in such a way that they apply only within the div. This is done using an appropriate selector. Suppose the div has a class 'divclas'. Examples of appropriate selectors are:

```
div.divclas p
div.divclas td
div.divclas a:visited
```

Or when using ids:

```
#menu p
#content li
```

These may be set up in the same way as for pseudo-classes see section 4.2.5.2.

4.5.3 Creating a layer using a div

In section 3.10.3 we noted that 'Layers' are contained in 'divs'. In fact a Layer is simply a div which has a position, and optionally a z-index, style attached. When Nvu creates a layer it does so by attaching an inline style to the div.

It is equally possible to create a layer by setting up an appropriate class and attaching this to a div.

When a layer is created in this way Nvu depicts it as a normal layer and renders it with a surrounding box with sizing and position handles. Visually it is indistinguishable from any other layer.

Such layers may, of course be precisely located and are not subject to the vagaries of manual dragging.

Warning If a layer, created using a class, is subsequently dragged or resized, Nvu attaches an inline style. Any styling so added will override the class styling.

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5 Scripts

Scripts are short programs that are included in HTML documents (and therefore consist of alphanumeric characters) which run on the browser and can change the presentation of pages on some way. Scripts must be written in an appropriate script language but this does not form part of the HTML specification. Support for scripting language depends on the browser employed.

The most common scripting language is probably JavaScript and most modern browsers provide support but this can sometimes be disabled if desired by the user.

Nvu allows the use of scripts on pages but it does not respond to them. The effect of the script will not be seen on the Normal, HTML Tags or Preview view (but the code will of course appear in Source view).

To see the code at work click on 'Browse'.

The 'Insert' menu does offer one piece of JavaScript, a calendar. When you click it nothing appears to happen until you save and run your file on a browser when the calendar appears!.

In the menu there are commands **Tools > Web Development – JavaScript Console** and **JavaScript debugger**. I hope to cover this more fully in a later issue of the Guide.

Note If your page refuses to save after inserting the Calendar widget use the "Save as" command.

6 Inserts

The menu command **Insert** provides several options.

Image. See section 3.5.1.

Table. See section 3.6.1.

Form. See section 3.9.

Link. See section 3.7.

Named anchor. See section 3.7.1.3.

Horizontal line. Inserts a horizontal line across the width of a block at the point selected. This doesn't have to be in the simple default style you can define a class and apply it to customise the line. Alternatively the Horizontal Line Properties (double click on the line) allows the width and height, alignment to be set. Colour can be set via the Advanced Property editor using the 'Inline Styles' tab and setting a value for 'background-color'.

HTML. Allows you to insert some hand-coded HTML code at any point on a page. (If you want to add code in the HEAD area you'll have to use "Source" view instead.)

Note If you wish to insert HTML into your page this is probably the safest way to do so. While you can still make mistakes in the code Nvu will carry out some checks and ensure that the result is valid HTML (whether or not what you intended). Editing in Source view (see section 3.15) can cause massive corruption of your page.

Characters and symbols. Provides a wide range of characters not readily available from the keyboard including accented and copyright.

Table of contents. Inserts a table of contents, based on heading styles which can be selected. The table entries are linked to the corresponding headings. See section 3.13.

Smart Widgets. Provides a small selection of novelties (A calendar and 'Made with Nvu' – If you're proud of your design and that fact that Nvu helped you why not use it.)



Templates. See section 7.

PHP Code. Clicking opens a window into which PHP code may be typed or copied. On closing, the code along with the required php tags is added to the source code.

Note Nvu does not support short tags like `<? ?>`.

Comments are commonly used by coders in order to improve maintainability of code. Comments do not appear on a page. Nvu helpfully displays an exclamation mark in viewing modes other than preview which when hovered over reveals the content of the comment.

Break below images. If you have an image aligned right or left (with text wrapping around it) this command breaks the wrap at the point selected, the text continuing below the image.

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7 Templates

7.1 What are templates?

Templates are basically pages having some content (eg a letter head) which can be *re-used* to create other pages which will have the same underlying page structure and, often, the same graphical layout.

Templates are not altered in use and can be used over and over again. The simplest template is probably a blank sheet which links to a stylesheet for use throughout a site. More common is a page which has a banner and perhaps a menu to appear on every page. Last might be a complete page layout for use on all, or many, pages of a site but which includes areas for customising individually.

Templates may be considered as having two parts – the fixed part or ‘boilerplate’ which remains the same for every page and the editable part which changes.

Nvu recognises two types of editable part. Block and flow. Block items are like any other html block and may consist of paragraph-like items or divs (which may contain several blocks). Blocks may be made repeatable - so that several similar items may be added if required.

Flow items will be contained within other block items in line with the text, for instance to change one or two words in a paragraph.

7.2 Create a new template

Templates are prepared and edited using Nvu just like any other page.

To create a template

- 1 Click **File > New** then select ‘A blank template’ and ‘Create’.

Note All templates will be created with the Transitional HTML Doctype.

- 2 Add any content which is to appear on all pages based on the template.
- 3 Format this in the normal way.
- 4 If the formatting is to be based on a style sheet prepare this in the normal way as detailed in section 4.2.4.

For this to be successful the template must first be saved.

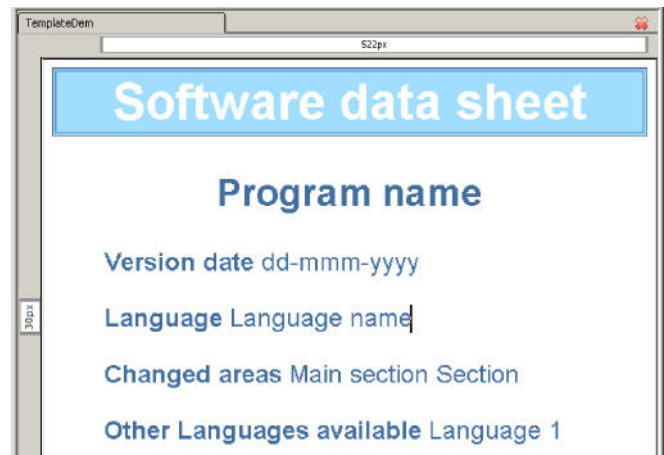
- 5 Add the areas which are to be made editable.

Fill these in using dummy text so that a complete page layout is achieved even though some of it may be meaningless. Format this as required.

Note Useful dummy text can be found at <http://www.lipsum.com/>.

Note There are other approaches to page layout but the method described is simple and reliable.

The figure shows a page prepared as described.



7.3 Saving templates

To save a template

- 1 Click **File > Save** or **File > Save As**.

The extension ‘mzt’ will be selected automatically.

7.4 Create a template from a page

A pre-existing document may be transformed into a template

- 1 Click **Format > Page Title And Properties**
- 2 Check the box ‘This page is a template’.
- 3 Click **OK**.
- 4 Click **File > Save as** The file type ‘HTML Template’ will be completed.
- 5 Name and save the file as normal.

7.5 Setting up template details

The content of the page - boilerplate and examples of editable content - should already be set up and formatted.

To make blocks editable

- 1 In turn select each block that you wish to make editable.
- 2 In HTML tags view select the block by clicking its tag.
- 3 On the status bar right click the corresponding highlighted tag.

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- 4 Click **Templates > Make editable**.
- 5 In the 'Insert an editable area' window give the block a recognisable name. Now check the options boxes if required.

Note The option 'Area is optional' allows it to be deleted easily when the page is in use. 'Area is repeatable' allows copies to be made rapidly. 'Area is moveable' turns the area into a movable layer (see section 3.10).

Warning In Nvu 1.0PR this option is disabled

- 6 Click **OK**.

To make a flow selection editable

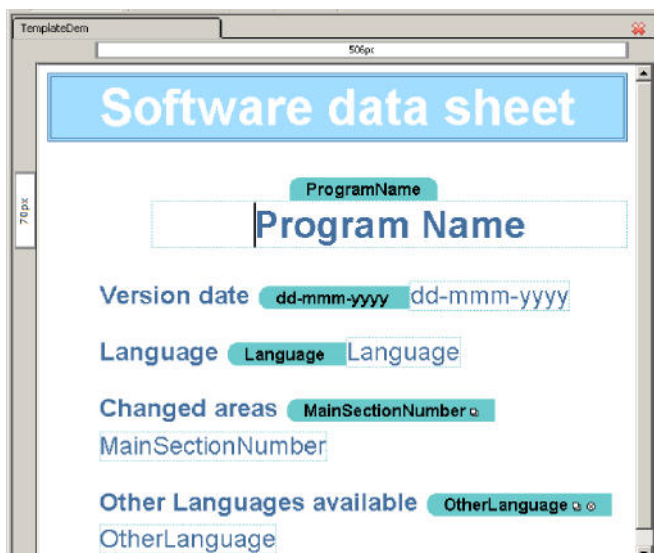
- 1 In turn select (highlight) each section of text that you wish to make editable.
- 2 Click **Insert > Templates > Insert editable area**.
- 3 In the 'Insert an editable area' window give the block a recognisable name.
- 4 Leave checked the option 'Flow of text'.
- 5 Check the options boxes if required as described above.

Note The option 'Area is moveable' is inappropriate for flow areas).

- 6 Click **OK**

When you have finished save the template as described in section 7.3

The figure shows a template at this stage.



7.6 Using templates

To base a page on a template first ensure that the template itself has been saved and closed – a page cannot

be based on a template still loaded (visible) in a page tab.

Note All pages which Nvu creates which are based on templates are created as HTML documents using the Transitional doctype. It is not possible to create XHTML documents or those with Strict doctypes from templates.

To create a page

- 1 Click **File > New > A new document based on a template > Choose File**.
- 2 Select the Template (note templates have the file extension 'mzt')
- 3 Click 'Create'.

The page that appears carries

- Boilerplate items
- Labels for the editable areas within coloured rectangles (with rounded upper corners).
- Sample text (same as the labels) within surrounding editable boxes (with dashed borders).

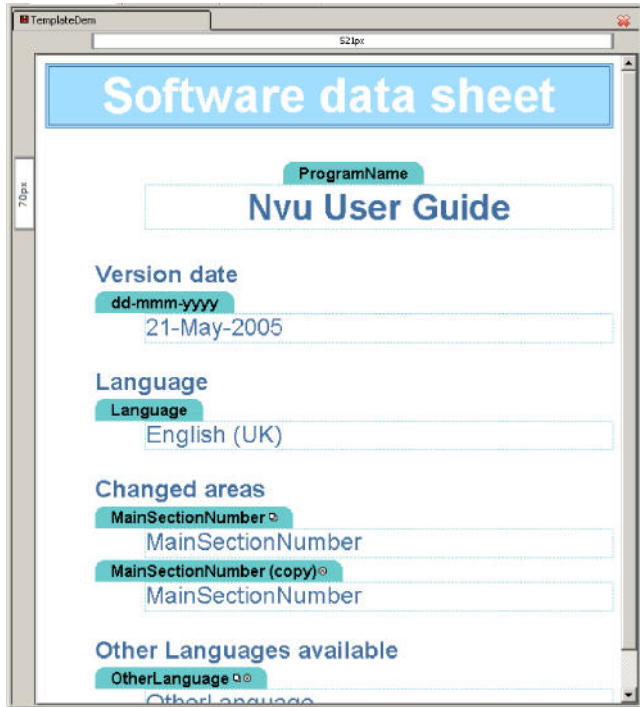
To use the page

- 1 Click in turn in each editable areas.
- 2 Select and delete the sample text and replace it with new text.
- 2a If the editable area was repeatable a small square appears within the label, hovering turns it red and clicking makes a copy. Copies have small circles which act as delete buttons. The next figure illustrates a template with one flow item (the date) and one non-repeatable and one repeatable item repeated once. The first two items have the text replaced.
- 2b If any area was optional a small circle with an x appears within the label. Hovering turns it red and clicking deletes it.

Warning - At Nvu 1.0 the text for repeatable items cannot be edited at this stage however copies may be made for editing later.

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The next figure shows a template at this stage. Because of the limitation described it has not been possible to fill in all the editable areas.



- 3 When all editable boxes have been completed detach the page from the template by clicking **Edit > Detach from template**. The page now assumes its final appearance.
- 4 Save the page in the normal way.

The next figure shows the final result. The areas which could not be edited earlier have been completed.



Now it is possible to edit any item and as a workaround the frozen repeatable items may be added.

7.7 Editing templates

Templates which have already been saved may be altered after opening using menu commands **File > Open File** and selecting 'Files of Type' then 'HTML Templates'.

Note The default opening setting is 'HTML Files' which will not open templates.

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8 Nvu Site Manager

8.1 Overview

The site manager allows you to navigate your site or between sites easily.

To toggle the Site Manager on or off either press F9 or use **View > Show/Hide > Site Manager**.

Site Manager can deal with sites irrespective of whether they reside on a local machine or on a remote server. In the latter case, if you are on a dial-up network, Site Manager will dial and make the connection for you. Since generally you will set up a site on a local machine and later 'publish' to a remote server we will deal first with setting up on a local machine.

Site Manager provides a directory tree view of a site similar to the view with Windows Explorer. It however lists only directories which you have specifically set up as 'Sites'. You can set up many sites, they appear in Site Manager irrespective of where they appear in a normal directory tree.

8.2 Setting up sites

To set up a new site (assuming that pages for the site have already been created) open Site Manager, click 'Edit Sites'. This opens the 'Publish Settings' window.

Choose a convenient name for the site (You may like to call it something like "My Site Local" to differentiate it from a later "My Site Remote") and enter it in the box 'Site Name'.

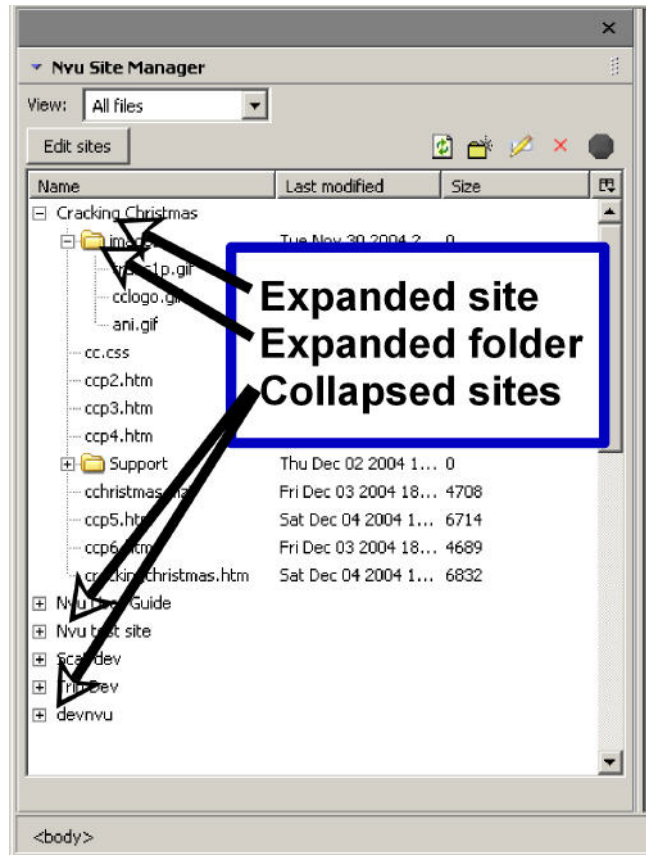
In the 'Publishing server' area click 'Select directory' and browse to the folder where the site is located, select the folder and OK. The box should read something like "file:///C:/Documents" (Ignore the hint line which applies to remote sites only.)

Leave the other boxes (Web site information, User name etc.) blank.

Back in Site Manager in the column headed 'Name' the new site should be listed and can be expanded to show its contents.

8.3 Site Manager Functions

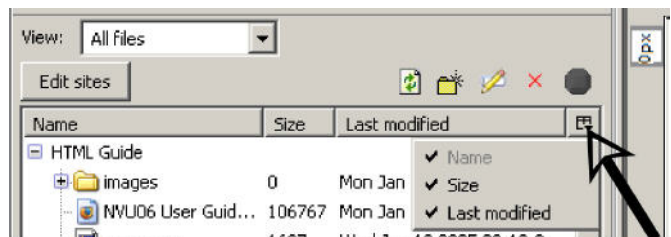
The main window lists all sites which have been set up and, for any sites which have been expanded, the files contained in it. (See figure.)



Double-click any site to expand it.

At the top of the Site Manager window a drop down box allows you to view all files or to select to view only html files (which includes htm files) or only image files (these include gif, jpg, jpeg and png files).

For files it is possible to display the file size and modified date. To select or de-select these options, in the column heading click the right-most division and select the options required (see figure). (You may have to widen the site manager window to make this possible.)



It is not possible to change the order of the listing.

Double click on any html file to load it directly to the page area for editing.

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By using the buttons at the top of the Site Manager window, and selecting a file if required, it is possible to rename and delete files and to create folders.

Note all these actions alter the actual files concerned. By using the 'Edit Sites' function and the 'Publish Settings' window, sites may be removed from the Site Manager but this has no effect on the actual folders or files involved only on the view in Site Manager.

8.4 Remote sites

Remote sites – on the server hosting a site – may be set up in almost exactly the same way as local sites (see

Section 8.2). This permits the same browsing, display and editing functions as for a local site.

This time all the boxes on the 'Publish Settings' window must be completed. Hints are provided for the content of each. The HTTP address will be used by the Site Manager to find the site..

Warning Remember that any firewall in place must allow Nvu to access to the site. Unfortunately Nvu provides little help in resolving any problems which arise while setting up sites.

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9 Setting Preferences

9.1 Preferences

You can set up a number of features in Nvu according to personal preferences. Several of the options are grouped under the Tools > Preferences menu. In addition you can customise toolbars via the View > Show/hide menu.

Defaults

Authors may be satisfied by the Nvu default settings however in a number of cases this User Guide recommends different settings. Although you are at liberty to make changes those made inadvertently may cause problems. The table lists the default settings, to which you may wish to revert, along with our recommendations where these differ. Recommendations are marked (R) and the defaults, where they differ by (D). (Some of the text below is abbreviated to save space.)

Menu selection		Set to
Tools > Preferences> General	Maximum number of pages	10
	Retain original source formatting	Checked (R)
	Reformat HTML Source	Checked (D)
	Save images when saving pages	Checked (D) Cleared (R)
	Always show publish dialog	Cleared
	Maintain table layout	Checked
	Use CSS styles	Checked
Tools > Preferences> Fonts	Always open a document in a new tab	Checked
	Allow documents to use other fonts for others see text	Checked
Tools > Preferences> New Page settings	Author	Blank
	Reader's default colors	Checked
	Background image	Blank
	Language	Blank
	Writing direction	No direction specified
	Character set	ISO-8859-1
Tools > Preferences> Advanced	Set up Proxies	Direct connection
	Markup - Language	HTML 4 (R)
	Markup - DTD	Transitional (D) Strict (R)
	Return in paragraph always creates new	Checked
	Underline misspelled words	Cleared
	Output the following characters	HTML4 Special characters (D) Only & < > and non- (R)
	Don't encode '>' outside attribute	Cleared
	Don't encode special characters	Cleared

9.2 Editing preferences

Nvu can be customised in several ways through the Menu selection Tools > Preferences mechanism.

All the options may be set at any time. All take effect immediately except for 'New page settings' which do not apply to any existing page.

9.2.1 General group

Retain original source formatting

The options 'Retain original source formatting' and 'Reformat HTML source' alter the display in Source view but have no effect when viewed in a browser.

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'Retain original source formatting' often splits lines in unexpected places but results in the smallest file size.

'Reformat HTML source' introduces changes designed to improve readability such as indenting levels in table structures. Unfortunately a large number of blank lines appear in the code which has a counteracting effect and the indentation is retained in the stored file significantly increasing its size.

Save images and other associated files when saving pages.

When saving a file to a new location using 'Save as ..' if this box is checked the images and style sheets will be saved to the same folder as the page. This may be useful occasionally but, where a site is structured with different kinds of files in different folders, that structure will not be preserved.

Warning. Not only will the files not be copied to the file structure specified in the source file but the new saved file will be altered to reflect the new (flat) structure. If you wish to use more complex structure on your site, checking this box will inflict considerable damage to your file necessitating a lot of rework. The original file in the original location will however remain as designed.

Always show publish dialog when publishing pages

If checked, Nvu always displays the Publish Page dialog box when you Publish a page. If not checked, Nvu only displays the dialog box if it needs more information in order to publish the page.

Maintain table layout when inserting or deleting cells

Tables are normally created as a regular matrix i.e. every row has the same number of cells. With this box checked inserting a cell in one row should also insert cells in other rows to maintain regularity. With Nvu 1.0 this does not work.

Use CSS styles instead of HTML elements and attributes

Originally HTML formatted pages using elements and attributes. Many of these are not allowed when using strict doctypes but CSS provides alternatives and greater flexibility.

Always open a document in a new tab

When opening pages Nvu normally creates a new tab to hold it. If this box is checked when a page is opened using Site Manager a new instance of Nvu is created to open the page. The previous instance remains available. This does not apply when pages are opened by other means.

9.2.2 Fonts

In the absence of a definition of the font to be used a browser will make a choice on some basis built in to the

browser. Nvu acts in the same way and this area allows customisation of the choice made. If the box 'Allow documents to use other fonts' is checked Nvu will use the font specified in the style or other means. If the box is unchecked Nvu will not respect styles and will use a font from the list specified on the upper part of this window.

The boxes specifying sizes and screen resolution appear not to work.

9.2.3 New page settings

These define several of the settings used when creating new pages. (Others will be found on the 'Create a new document or template' window which appears via the File > New menu.)

Author's name - Set this if you want the author's name to appear in the head section of all pages. (For a specific page this may be set using Format > Page Title and Properties.)

Readers default colors - Leave this checked. The alternative of 'Use custom colors' allows the colours of links to be specified but uses deprecated attributes which are not permitted for pages using strict doctype. CSS styles provide alternative means of doing the same thing. (Section 4.2.5.2).

Background image - Set this if you want a particular background for all pages.

Language - The main language for the page should be set to facilitate use by automated tools, for instance speech synthesisers. Many languages offer regionalisation alternatives, either select one of these or use the generic.

Writing direction Usually this may be left at the default of 'No direction specified'. Setting the language defines the writing direction.

Character set - Normally for western languages leave this set to the default of ISO-8859-1. If in doubt set to UTF-8. You can find more about choice of encoding at <http://www.cs.tut.fi/~jkorpe/~/www/nvu-enc.html>

Note This is badly entitled. It should read 'Character encoding'. Though it sets a 'charset' parameter it does not define a character set.

9.2.4 Advanced

Set up Proxies - For most people click 'Connection settings' and check that 'Direct connection' is checked. If you need to set up proxies refer to Nvu Help.

Markup - The Markup language and doctype may be set as desired. I have recommended the use of Strict HTML.

Note Properly this should be included under New page Settings. NB It does not alter an existing page.

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Return in paragraph always creates new paragraph -

The action of the Return (Enter) key in or at the end of text objects is described in the following table.

	Return in paragraph	Return at end of paragraph	Return in heading	Return at end of heading
Box checked	New paragraph	New paragraph	New heading	Body
Box cleared	New line	New line	New heading	Body

When the box is checked it is possible to create a new line in or at the end of a paragraph or heading by pressing Shift + Enter.

When the box is cleared it is possible to escape from a paragraph by pressing the Return key twice. This creates a new paragraph but also leaves a line break at the end of the previous paragraph. Most people will prefer to leave the box checked.

The action of the return key in other circumstances depends on the context, for instance in a table cell it generates a new line, in a list it creates a new list item.

Underline misspelled words - When set this is a useful reminder to poor spellers or typists who forget to run the

spell checker separately, however it consumes resources which may slow the system, in particular the time taken to switch between views may become excessive. It is usually better to clear this setting.

Output the following characters as entities - In normal use this should be set as recommended. No setting will damage a file but other settings are intended for use only during development of pages.

Don't encode '>' outside attribute - Set as recommended.

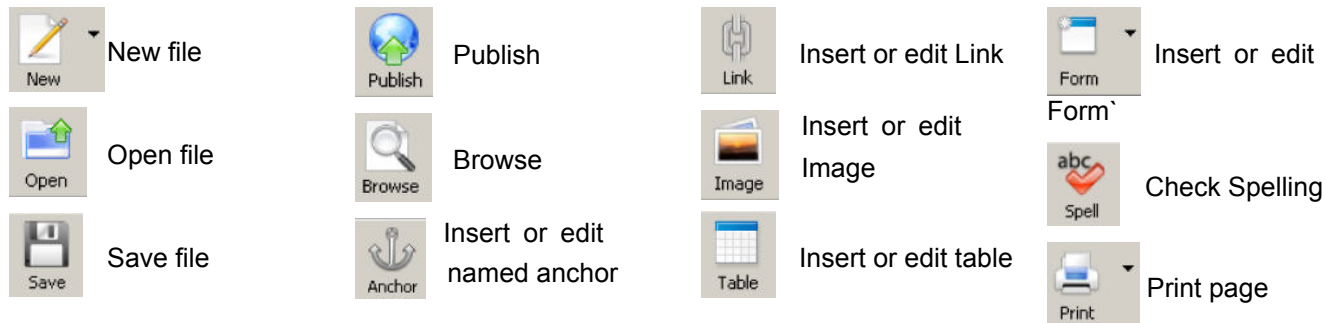
Don't encode special characters as entities - Set as recommended.

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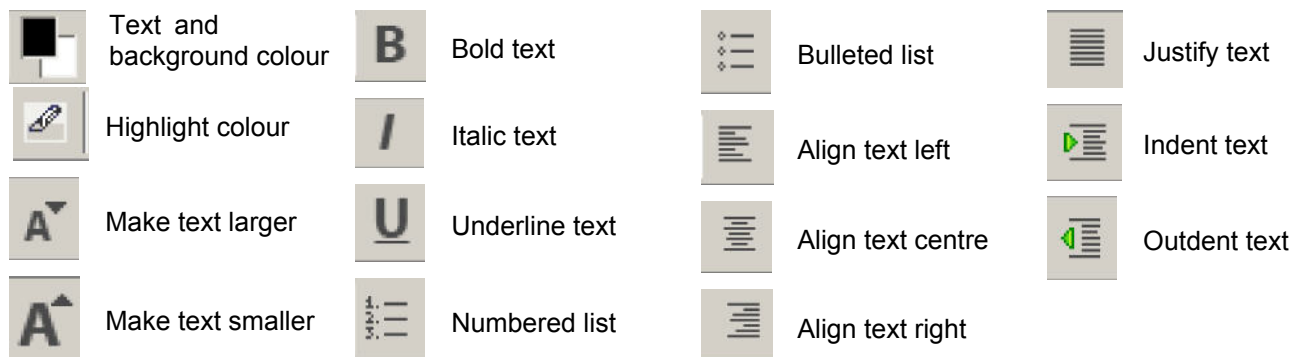
9.3 Toolbars

9.3.1 Toolbar buttons

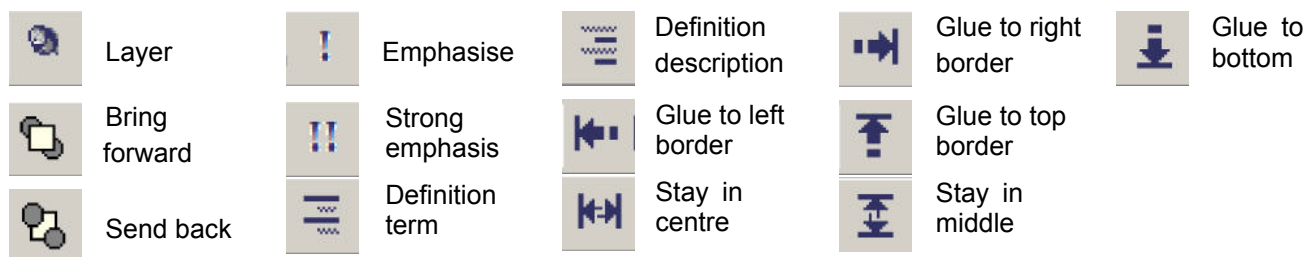
Buttons on Composition toolbar



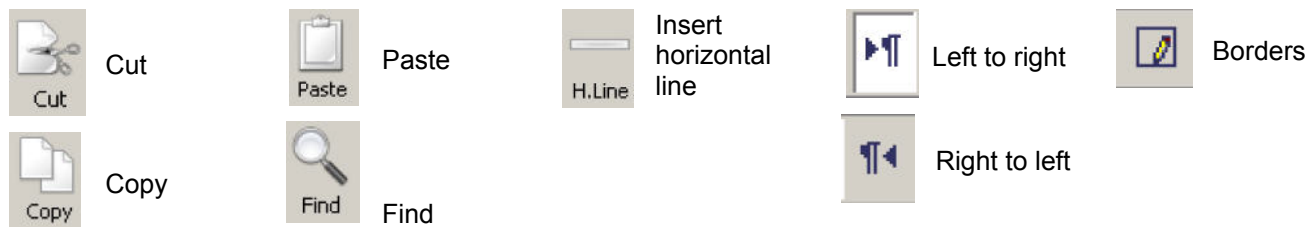
Buttons on Format toolbar



Buttons on Format (2) toolbar (Format toolbar second section)



Buttons not normally installed



9.3.2 Customising Toolbars

The list above shows the buttons, and the corresponding icons, available on Nvu toolbars. The buttons are normally located on the toolbar indicated. A button may not be installed by default in which case the bar may be customised to make it available.

You can view or hide a number of the toolbars. On the Menu Bar select View > Show/Hide then check which toolbar you wish to display. You cannot hide the menu bar.

You can customise some toolbars to change which items appear on them. To do so right-click on the bar and select 'Customize' then drag an item to or from the toolbar.

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As you customise a toolbar you can select whether you wish to display small or large icons. This selection is specific to each bar.

When customising toolbars three additional symbols will be found. 'Separator' provides a vertical bar to separate sections on a toolbar, 'Space' provides an invisible space of fixed size. 'Flexible space' provides a space which will expand to fill any space available.

9.3.3 Menu alternatives

Since the Composition Toolbar is often the simplest way of carrying out a function this guide has generally assumed that buttons available for that bar are visible. If you have disabled the Composition or Format toolbar or a button, functions may be still accessed via the Menu bar. The corresponding selections are shown in the table opposite. If there is a shortcut key (with control key) it is also listed.

9.4 Editing preferences

Nvu can be customised in several ways through the Menu selection **Tools > Preferences** mechanism.

There are four sets of options 'General', 'Fonts', 'New page settings' and 'Advanced'. Many of the options will be self-explanatory and need no further explanation.

General – When not using Strict doctype or with 'Use CSS Styles ...' unchecked pages use an early form of HTML.

The options 'Retain original source formatting' and 'Reformat HTML source' alter the display in Source view but have no effect when viewed in a browser. Each has its advantages and disadvantages.

'Retain original source formatting' introduces a number of blank lines, particularly in the head area, but when files are transferred to other applications e.g. for validation, line numbers approximately correspond.

'Reformat HTML source' does not introduce blank lines but splits lines so that line numbers correspond poorly.

New page settings – By completing the boxes a number of items may be added which will appear in the 'head' area of all new pages. These include Author's name, Language and selections which set the Doctype.

Note Some of these may be overridden for specific pages using **Format > Page Title and Properties**.

Among other options available, when not using Strict doctype, are colours for links; but better control can be achieved de-selecting 'Use custom colors' and use styles (Section 4.2.5.2).

Advanced – Setting 'Return in a paragraph always creates new paragraph' can be useful. If un-set a return creates a line break.

Setting 'Underline misspelled words' is a useful reminder to poor spellers who forget to run the spell checker

separately, however it consumes resources which may slow the system, in particular the time taken to switch between views may become excessive.

For more details of particular options consult the Nvu Help documentation.

Button	Menu bar selection	Shortcut with Ctrl
Anchor	Insert > Named anchor	
Align center	Format > Align > Center	
Align justify	Format > Align > Justify	
Align left	Format > Align > Left	
Align right	Format > Align > Right	
Bold	Format > Text style > Bold	B
Browse	File > Browse page	
Bulleted list	Format > List > Bulleted	
Choose color for text	Format > Text Color	
Choose color for background		n/a
Choose highlight color for text		n/a
Copy	Edit > Copy	C
Cut	Edit > Cut	X
Find	Edit > Find	F
Form	Insert > Form	
Horizontal Line	Insert > Horizontal line	
Image	Insert > Image	
Indent text	Format > Increase indent]
Italic	Format > Text style > Italic	I
Larger font size	Format > Font size > Larger	+
Link	Insert > Link	L
New	File > New	N
Numbered list	Format > List > Numbered	
Open	File > Open File	O
Outdent text	Format > Decrease indent	[
Paste	Edit > Paste	V
Print	File > Print	P
Publish	File > Publish	
Save	File > Save	S
Smaller font size	Format > Font size > smaller	-
Spell	Edit > Spell checking	K
Table	Insert > Table	
Underline	Format > Text style > Underline	U

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10 Publishing to the web

10.1 Introduction

Publishing a site means transferring the site, i.e. the pages, images and stylesheets involved, to a web server from which they may be accessed, usually but not necessarily, by the public. This process is called 'Uploading'. Prior to publishing there are a few checks which should be carried out.

10.2 Validating the site

Validating simply means checking that the page or site operates as intended. Designers may by now have a plethora of files some of which are obsolete or are not required for the published site. A good practice is to create a new folder structure and in it place those files, and only those files, which are needed.

This can be done using your usual file manager e.g. Windows Explorer but the Nvu File Manager can be set up to do this task by 'Publishing' these to a new folder.

10.2.1 Markup Cleaner

Nvu provides a Markup Cleaner [Tools > Markup Cleaner](#) which can be used to remove redundant code which clutters the file but does not contribute to the page content. This does not necessarily remove all redundant content but makes a good contribution to it.

10.2.2 Browser validation

The next stage of validation has already been taken care of by Nvu. Users have a high assurance that the code generated represents valid HTML or CSS. The site should next be run using a browser. Possible problems include you having omitted to transfer files to the correct folders, naming the folders incorrectly, including getting the case wrong. It is also possible that, when you linked stylesheets, Nvu used absolute addresses instead of relative addresses (see section 4.2.4.1). Sort these problems out first.

The site should be checked on a range of different browsers. Several modern Mozilla based browsers behave very similarly so do not provide additional confidence. Check with browsers from other sources and be very conscious that a few visitors may still be using very old browsers.

As of early 2006 a minimal set of browsers to test on might be Firefox (latest version), Opera (latest version), Internet Explorer 7 (when available) and Internet Explorer 6. The latter will remain important, and different, for some time after Internet Explorer 7 is deployed.

10.2.3 Formal validation

Browsers are often very tolerant of incorrect code. A much more rigorous test is to submit pages to the W3C validators. There are two: one checks that the page code conforms to the HTML specification, the second that the style sheet (internal and external linked) code conforms to the CSS specification. Nvu provides direct access to the first of these. You can learn more about validation at

<http://www.gtalbot.org/CCCAWebsite/ValidationExplanation.html>

To validate a page. Open it in Nvu. On the Menu choose [Tools > Validate HTML](#). A validator window opens and the page is automatically submitted for validation. The result will be displayed in the window.

To validate pages with internal stylesheets or separate external stylesheets the validators may be used independently. The URLs are given in the References (Appendix 2). Pages may be validated either from the local disk or after the files have been uploaded.

While the W3C validators check rigorously for conformity with specifications this does not guarantee that the code will run correctly. Unfortunately none of the current browsers fully support the specifications! This is why browser validation is an essential step.

10.3 Publishing

You can publish your web pages to a web server on which you have an account. Your ISP probably offers limited free space but you can buy space from professional hosting providers.

To publish a site you need to know the settings for the space so that you can set up your system.

Files may be uploaded using any available FTP program but Nvu has built-in facilities which are integrated with the Site Manager which makes this task very simple.

10.3.1 Setting up your site

While setting up Site Manager you may already have configured the 'remote' site (sections 8.4 and 8.2), if not, either proceed as detailed there, go directly to Publish Settings via [Edit > Publishing Site settings](#).

Enter the following details:

- In the 'Site names' box enter the name that you want to know the site by.
- HTTP address (URL) of your site. From your ISP (see hints).
- Publishing address – This is the ftp address to which you will publish.
- User name – From your ISP.

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- Password – From your ISP.
- If you wish to, check 'Save Password'.

If you have several sites set up and you have one site that you always or usually publish to you may wish to click on the name of this site then 'Set as default'. This simplifies uploading.

Click OK.

10.3.2 Uploading

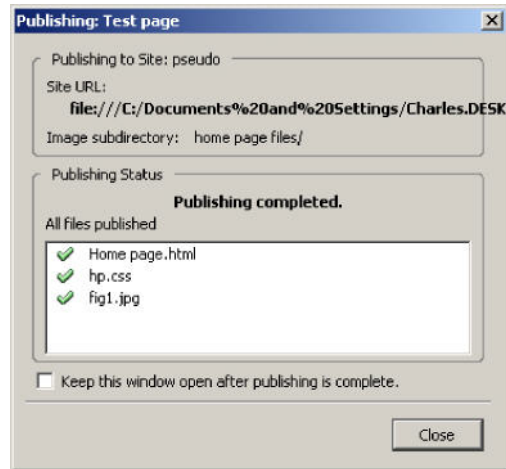
Open the page that you want to upload. An easy way to do this is from the Site Manager.

1. Click the PUBLISH button.
2. On the 'Publish Page' window on the 'Publish' tab, if it is not your default, in the 'Site name' box select the site to which you want to publish. The 'Page title' and 'File name' should already be completed.
3. If the page is to be uploaded to a sub-directory, rather than the root directory, enter the name of a sub-directory and any of the other data if required.
Note This directory must exist. Nvu cannot create it.
4. If it is the first time to upload the page and if it includes images or uses external style sheets check the box 'Include images and other files'. (If it is not the first time and these other files have not changed the box may be left unchecked.) The files will be placed in the same directory as the page. If you want them to go in a sub-directory check the box 'Use this site sub-directory' and name the directory. In this case the directory will be created if needed.

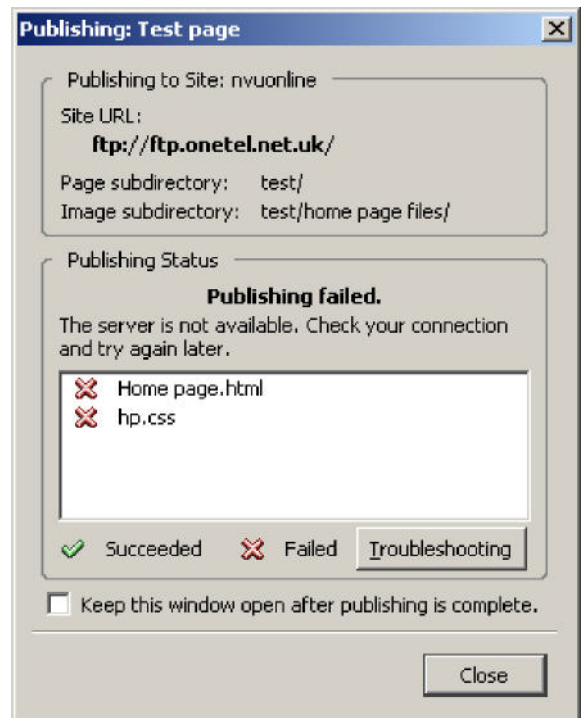
Note This is a sub-directory of the root directory not any directory detailed in the previous point. If you want to use such a directory this must be explicitly detailed e.g. `pagesubdirectory/filessubdirectory/`

Note All the Images and style sheets will be placed in the same directory. This is the only arrangement supported by the Site Manager Publisher.

5. You should not need to refer to the 'Settings' tab as the data should be collected via the Site name you have selected but you may view the data and change if you wish.
6. Click 'Publish'. A 'Publishing' window will appear and uploading will commence. (If you are on a dial-up connection this will be connected.)
7. Within a short time you should receive confirmation of correct publication similar to the figure.



8. One possible source of problems occurs if you are prevented from accessing the site by a firewall. In this case you may receive a 'Publishing failed' message similar to



The 'Troubleshooting' button takes you to the Nvu help system but this is short of aid in this area at present.

Other possible problems include

- Some required files are missing
- File or directory names incorrect e.g. Wrong case

Once you have published a page, if you need to publish it again, your settings (e.g. subdirectories) should be remembered by Nvu. You will not see steps 2 to 4 again unless changes have been made to the page.

C'est fini !

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A1 Glossary

This Glossary defines terms as used in this document. As far as possible, when terms used also occur in the HTML or CSS specifications, they have the same meanings as in those specifications. In such cases more precise definitions may be obtained there.

Button	A small picture, or icon, which when clicked results in an action. Nvu buttons are of various shapes.
CSS	Cascading Style Sheets.
Declaration	The second part of a style rule. Contains format details of the style.
Deprecated	A feature marked as deprecated is one which is considered obsolete, and whose use is discouraged. Generally CSS provides better features. Transitional Document types allow the use of deprecated features. (The 'Strict' type does not.)
Directory	Equivalent to what Windows calls a 'folder'.
Doctype	Document type Declaration - see appendix 3
DTD	Document type Definition - see appendix 3
Element	A small part of a web page such as a paragraph or an image which can be manipulated by a browser in ways determined by the code associated with the element.
Extension	The final section of a filename (after the dot) indicating the type of file.
FTP	File Transfer Protocol. Used to transfer files to a server.
Handle	Symbols, usually small squares, on the edges of sizing boxes which, when clicked, allow the size or position to be dragged.
HTML	HyperText Markup Language. The publishing language of the World Wide Web.
ISP	Internet Service Provider.
Mozilla	I use the term to refer to a number of similar browsers including Netscape 6 and later, Mozilla and Firefox.
MSIE	Microsoft Internet Explorer. The browser from Microsoft Corporation.
Non-breaking space	A space character which, though invisible, acts as a normal character in that a 'word' which includes a non-breaking space will not be split to wrap a line.
Nvu	The open source software package (pronounced N-view / 'envju: /, for a 'new view') available at http://www.nvu.com , on which this guide is based.
Selector	The first part of a style rule. (May be thought of as the name of the rule.)
Sizing box	A box, denoted by small squares, (Handles) which in Nvu appears around some items when clicked. See also 'Handle'.
Strict	see 'Deprecated'.
Tab (window)	Part of many window structures which emulate the tab on a paper filing system designed to give quick access to part of the file. If a tab is clicked a new display will appear within the same window.
Tab (key)	The keyboard key which emulates the action of the tab key on a typewriter.
Tag	A piece of code in a web page associated with an element. Typically each element has a start tag and an end tag. Tags include an abbreviation for the element name and are surrounded by angle brackets. E.g. <p> and </p>.
Transitional	see 'Deprecated'.
Upload (ing)	The process of transferring web files from a local computer to the computer which will host them on the web.
URL	Uniform Resource Locator. The web address of an item.
W3C	World Wide Web Consortium http://www.w3.org A consortium of the 500 biggest IT corporations who got together to define specifications and recommendations so that a language like HTML or CSS can inter-operate without problems on different platforms, devices, operating systems and media.

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A2 References

HTML 4.01 Specification	http://www.w3.org/TR/html4/cover.html
CSS2 Specification	http://www.w3.org/TR/CSS21/
W3C	http://www.w3.org
HTML Validator	http://validator.w3.org/
CSS Validator	http://jigsaw.w3.org/css-validator/
Nvu download site	http://www.nvu.com/download.html

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A3 Doctypes

A 3.1 Introduction

Prior to version 1 Nvu supported only one Doctype (HTML Transitional). Now users have a choice, so it is necessary to touch on some aspects of this slightly esoteric subject.

Doctype abbreviates 'Document type Declaration' which tells a browser which 'Document type definition' (DTD)

to use to interpret a page. The Doctype also includes the URL of a file containing the DTD details.

The Doctype must appear on the first line of code for a page.

Note Actually on an XHTML page an XML declaration may precede this but this can result in problems with some browsers. Nvu does not insert this declaration. Files without an XML declaration use UTF-8 character coding.

A 3.2 Doctypes supported

The Doctypes supported by Nvu are

HTML Transitional

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.01 Transitional//EN"
"http://www.w3.org/TR/html4/loose.dtd">
```

HTML Strict

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.01//EN"
"http://www.w3.org/TR/html4/strict.dtd">
```

XHTML Transitional

```
<!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN"
"http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd">
```

XHTML Strict

```
<!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Strict//EN"
"http://www.w3.org/TR/xhtml1/DTD/xhtml1-strict.dtd">
```

Note For HTML Doctypes when Nvu inserts a document type declaration, it omits the URL. This has the undesirable effect of triggering some versions of MSIE into the so called 'quirks mode'.

A 3.3 Language differences

HTML is the original language of web pages dating from 1990. The latest formulation HTML 4.01 appeared 9 years later. XHTML is essentially the same language so all modern (and not so modern) browsers render pages in either language. HTML is quite tolerant, and browser responses very tolerant, of variations from the norm. XHTML is much stricter and demands close attention to detail and has introduced a number of (simple) changes to back this up. Although HTML will doubtless be long-lived XHTML is much more 'future proof'.

A brief but useful comparison of the two languages will be found at

<http://www.nypl.org/styleguide/xhtml/guidelines.html>

An other comparison intended for any wondering which language to use is at

<http://www.webstandards.org/learn/askw3c/oct2003.html>

Both HTML and XHTML have Transitional versions which include features which will eventually be phased

out. The Strict versions exclude these. In fact browser support for CSS is now generally so good that there is no need to create new files using the Transitional doctype. Transitional versions are useful however for supporting existing files.

For HTML the Deprecated elements and attributes are listed in the Index of Elements and Index of attributes which appear at the end of the specification. (For URL see appendix 2).

For XHTML a useful comparison will be found at <http://www.zvon.org/xxl/xhtmlReference/Output/comparison.html>

A 3.4 Nvu capability

Nvu can create pages using any of these doctypes. Pages created from Templates are always generated using Transitional HTML Doctype.

Note It may be possible to edit a template external to Nvu and change the doctype so that pages created from it use the corresponding Doctype. I have not tested this.

HTML pages created will offer, on saving, the 'html' extension, XHTML pages will offer 'xhtml' extension.

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The choice is however unimportant to both Nvu and browsers and may be either 'htm', 'html' or 'xhtml', It is the Doctype which determines the response.

Note User systems may set up different browsers as the default for different file types.

Nvu can open and edit pages with any of these doctypes. The doctype is not editable but Nvu will not change any doctype encountered.

When creating and editing documents Nvu will generate code which is appropriate to the doctype declared using only appropriate elements and attributes. This means that some features may be disabled or be inaccessible depending on the type of document encountered. Typically this may necessitate the use of a CSS style to obtain some effect which is not accessible using an HTML attribute.

Nvu will not convert from one doctype to another so, if the doctype is not consistent with the code on the page, the result will be unreliable.

A 3.5 Recommendations

Beginners may be rubbing sore heads at this point. For them my recommendation would be to use Strict HTML. This may sound odd but it actually increases capability because it triggers browsers to make better use of CSS styles.

Throughout the guide, unless otherwise stated, I describe the action of Nvu when this doctype is in use.

A 3.6 Browser responses

While browsers will render pages irrespective of the doctype, detailed differences in response occur. A useful comparison for a number of different browsers for all the doctypes listed may be found at <http://hsivonen.iki.fi/doctype/>

For Internet Explorer 6 rather full details are provided at

<http://msdn.microsoft.com/library/default.asp?url=/library/en-us/dnie60/html/cssenhancements.asp>

A4 Updating Nvu

Installing Nvu is so straightforward that no explanation has been given. From time to time new versions of the program are made available at no cost from <http://www.nvu.com/> and users will wish to keep up to date with changes. Updating is easy but not quite as straightforward as initial installation.

Nvu stores a number of settings in files located in the 'Profiles' folder. These include some default settings and details of the sites which you have set up in 'Site Manager' and your 'Publishing Site Settings'. The Nvu team recommend that this folder be deleted prior to installing a new version of Nvu. This means that these settings will be lost and have to be re-entered following the new installation. It is advisable to follow this recommendation.

The Profiles folder is located at %AppData%\Nvu (i.e. Something like c:\Documents and Settings\<login settings>\Application Data\Nvu).

The procedure for updating Nvu is therefore

- Download the latest version of Nvu from <http://www.nvu.com/download.html>
- Make sure that you have a record of your Publishing site settings
- De-install Nvu in the usual way e.g. From Start > Settings > Control panel > Add or remove Programs.
- Delete the profiles folder.
- Install the new version of Nvu
- Set up Site Manager and Publishing Settings

Enjoy using the latest version of Nvu.

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A5 Revision History

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Minor changes 3.3.2, 3.4.1.2, 3.4.2, 3.6, 3.6.2.1, 3.6.2.4, 4.1.3.2, 4.1.3.4, 4.2.1.1, 4.2.3, 4.4, 4.5, 4.5.1, 4.5.2, 6, A3.4

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Postscript

This guide started as notes for my personal use. I revealed its existence to the Nvu forums and received favourable and encouraging remarks so I decided to press on.

I express my thanks to those who have made a number of useful suggestions which I have incorporated wherever possible. Particular thanks however go to Gérard Talbot who's knowledge of the web, html and CSS greatly exceeds mine and who has offered a number of corrections and made a large number of suggestions which I believe have significantly improved the result. More are in the pipeline awaiting a later version. Mistakes and omissions, of course, remain mine.

Gérard must also be thanked for undertaking the translation into French as must Tsutomu Ohmori for translating into Japanese.

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