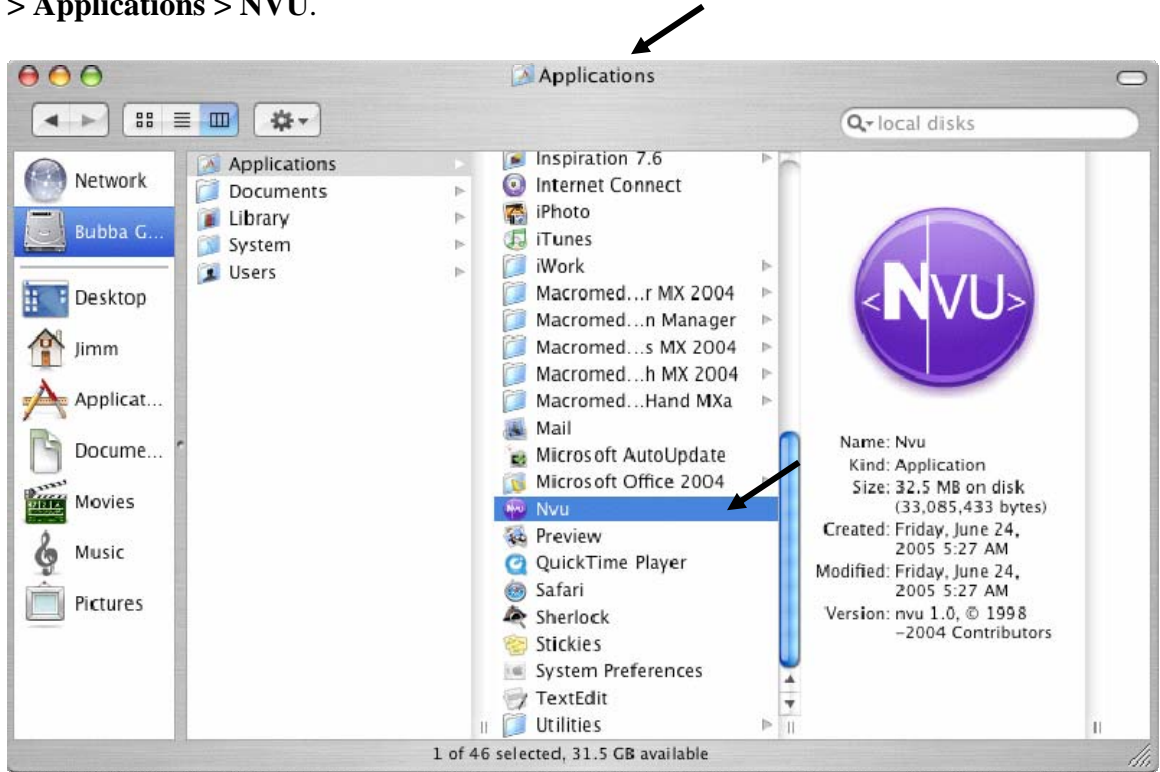


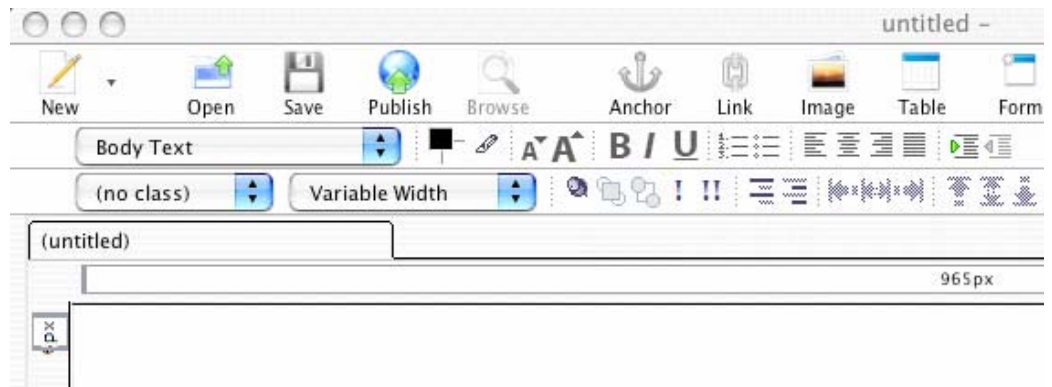
How to Start Nvu and Create an “index.html” File

Important Note: Use .html format if planning to upload to WebCT

1. Open Nvu by double-clicking on your **hard drive icon** (located on your desktop) > **Applications** > **NVU**.

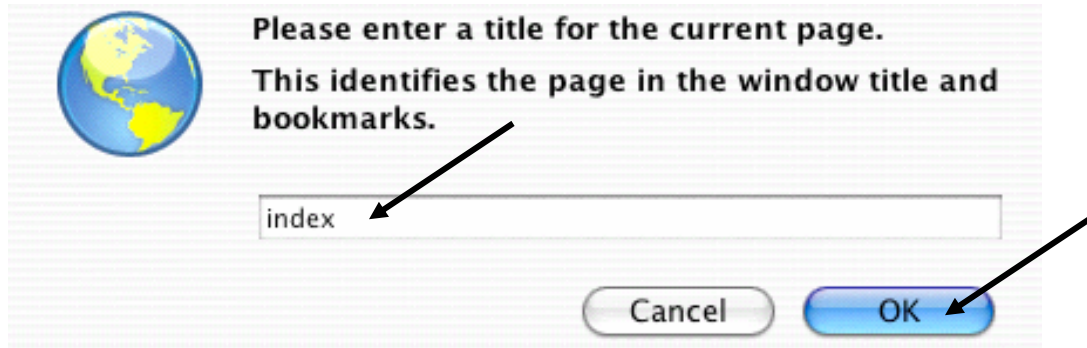


NOTE: A new “untitled” web page window will appear.



2. Click on **File > Save As**.

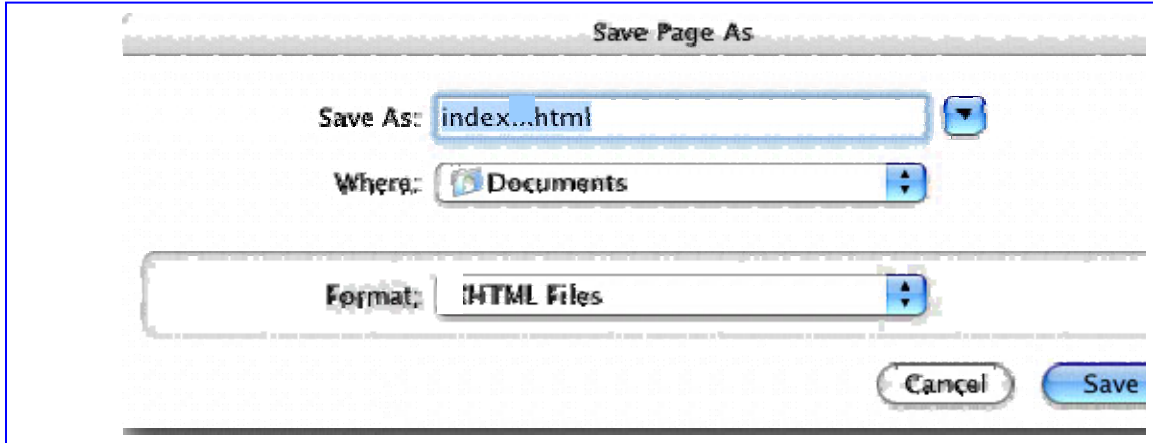
NOTE: A “Page Title” box will appear.



3. Enter “index” into the text box and click on “OK.” *

*If you would like to change the title of the page later to make it more descriptive, without changing the file name, you can use **Format > Page Title and Properties > (enter a new title after the Title: prompt)** and click on **OK**.

The “Save Page As” box will appear.



NOTE: “Make .html the extension for all text files for the web. Do not leave spaces in file names and do not use caps (C), slashes (/), dashes or hyphens (-) in file names. GMU’s mason server will not recognize such naming conventions. You may use an underline (ex: web_pg.html) to separate parts of a name. Use lower case, easily identifiable names.”¹

4. Click on “Save.”

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¹ Montecino, Virginia