

Entering and Formatting Text on a Web Page using Nvu

NOTE: Important points to consider...

- When a user installs a browser, the browser includes format settings for text. These initial settings in the browser are called “default settings.”
- The default settings for text apply to the headings and subheadings that are specified with sizes 1 (largest) to 6 (smallest) and to the text in the body of the page.
- The text displays on the READER’S browser according to the default settings of that browser (unless the READER has modified the settings).
- The text will appear THE WAY YOU WANT IT TO on the READER’S browser IF you specify specific font, size, style, and color settings when you create your web pages AND they are standard fonts.
- Standard fonts include:

Sans-Serif

- Arial
- Helvetica
- Verdana
- Geneva

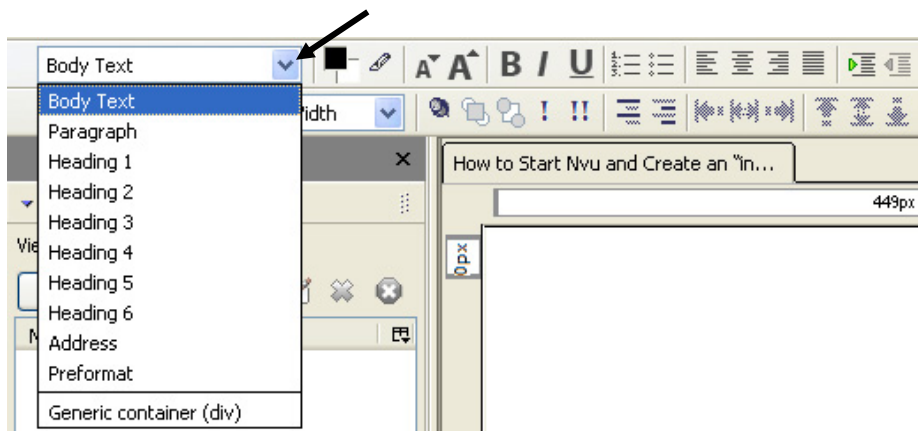
Serif

- Times New Roman
- Times
- Courier
- Century School Book

- Use the “Spell” tool to check your spelling before saving your file.

To use default settings to specify a paragraph as a heading (a paragraph can be as short as one line of text)...

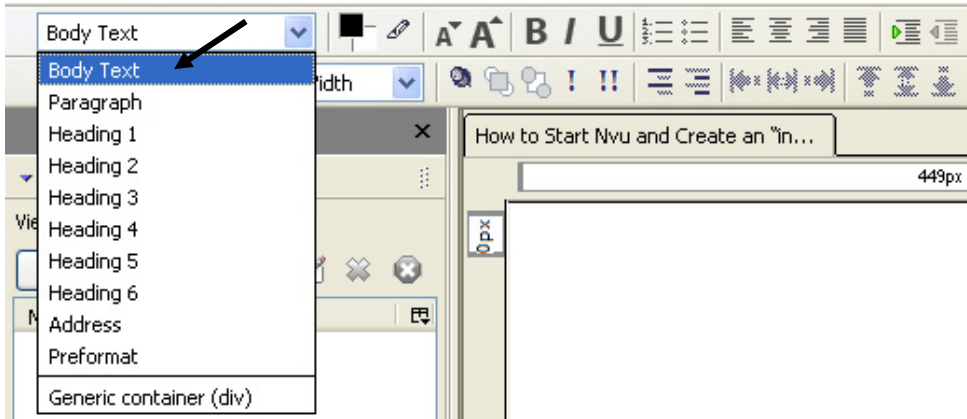
1. Click anywhere within the paragraph text.
2. Click on the drop-down arrow next to the paragraph style box on the Format toolbar.



3. Click on the heading size you want (“Heading 1” is the largest and “Heading 6” is the smallest).

To use default settings to specify a paragraph as part of the “body” of the page...

1. Click on the drop-down arrow next to the paragraph style box on the Composition toolbar.
2. Click on “Body Text.”

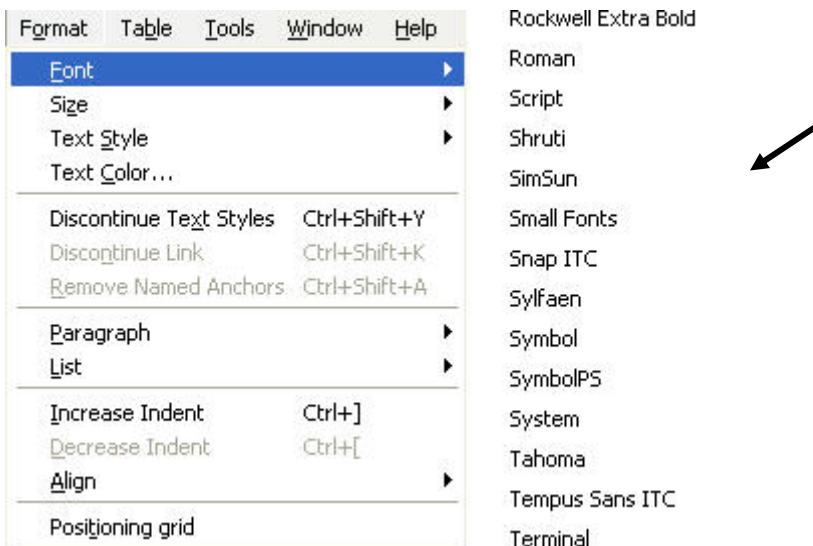


To select specific font and size settings for text before you start typing...

NOTE: To format text AFTER you have entered it, highlight the text, and then follow the steps below.

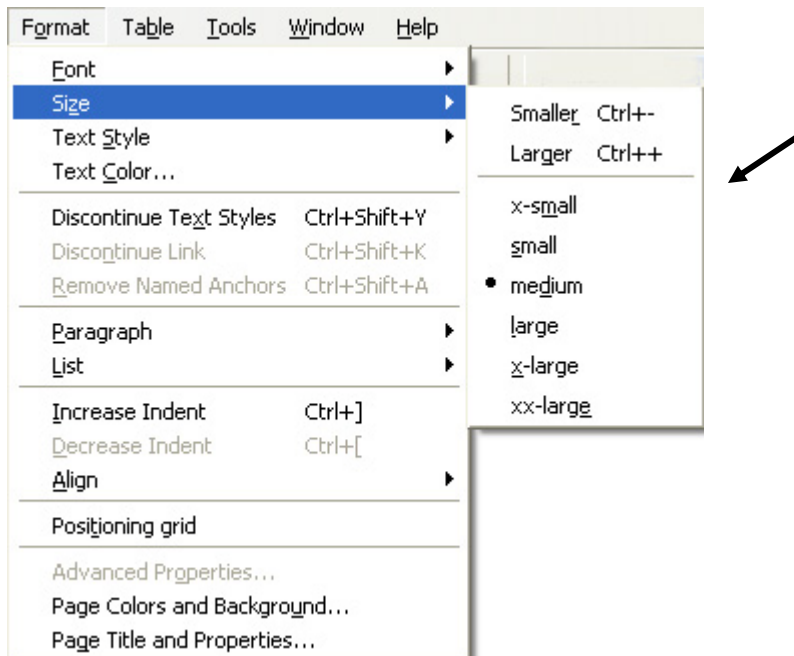
To select a character font...

1. Click on **Format > Font** and then click on one of the character fonts on the list that appears.



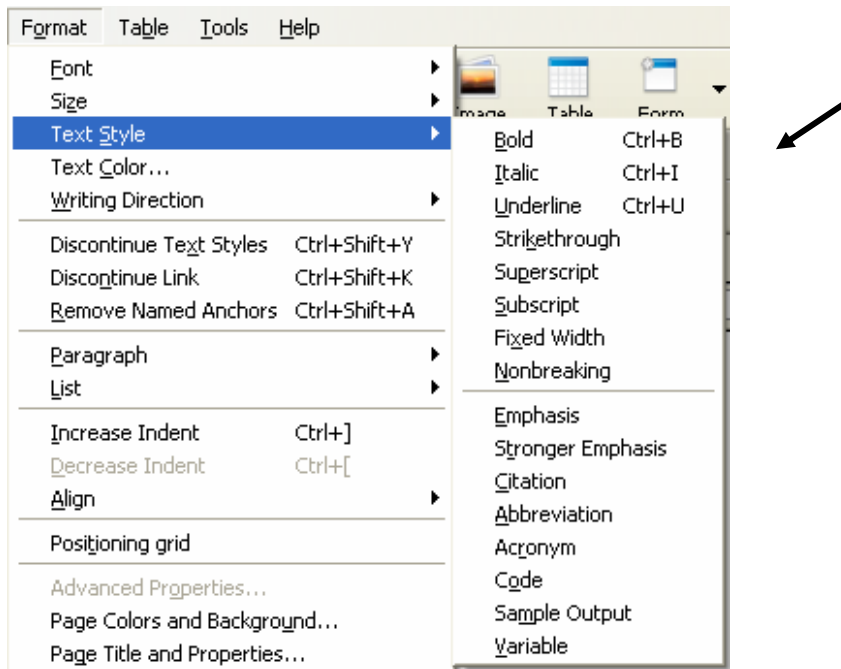
To select a font size...

1. Click on **Format > Size** and then select one of the size options on the list that appears.



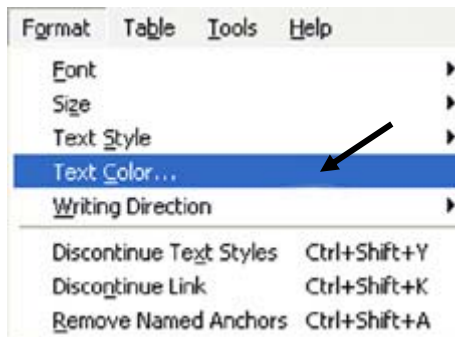
To select a font style...

1. Click on **Format > Text Style** and then select the style you want from the menu that appear.



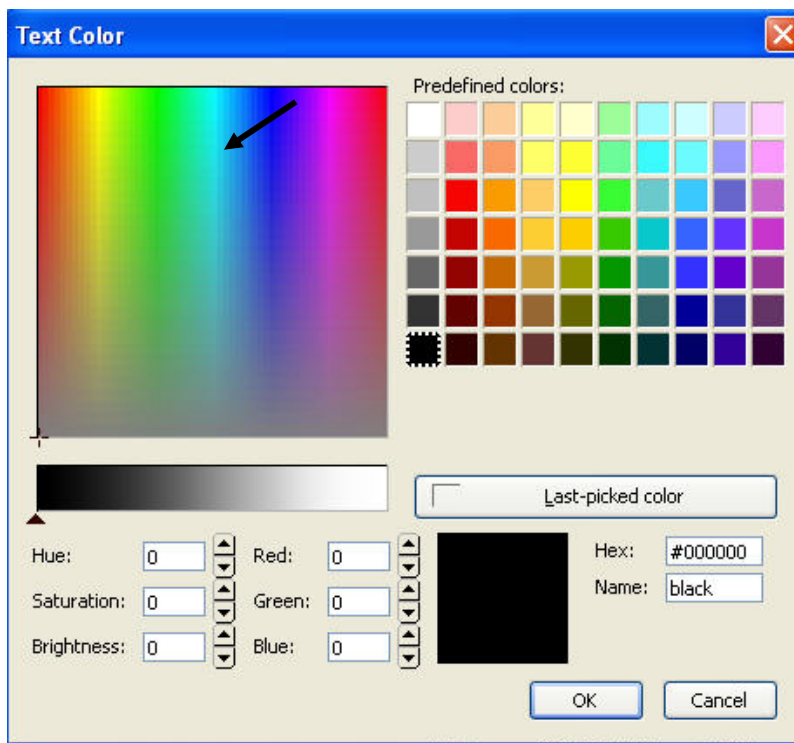
To select a font color...

1. Click on **Format > Text Color**



NOTE: The “Text Color” window will appear.

2. Select a color by either clicking in the color box on the color you want or on one of the predefined colors.



To align text (left, right, or center)...

1. Highlight the text that you want to align.
2. Click on the “Left Align,” or “Align Center,” “Right Align” icon at the top of the page.



To check your spelling...

1. Click anywhere within your text.

NOTE: The spelling will be checked from the beginning of your text to the end.

2. Click on the “Spell” icon on the toolbar.



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