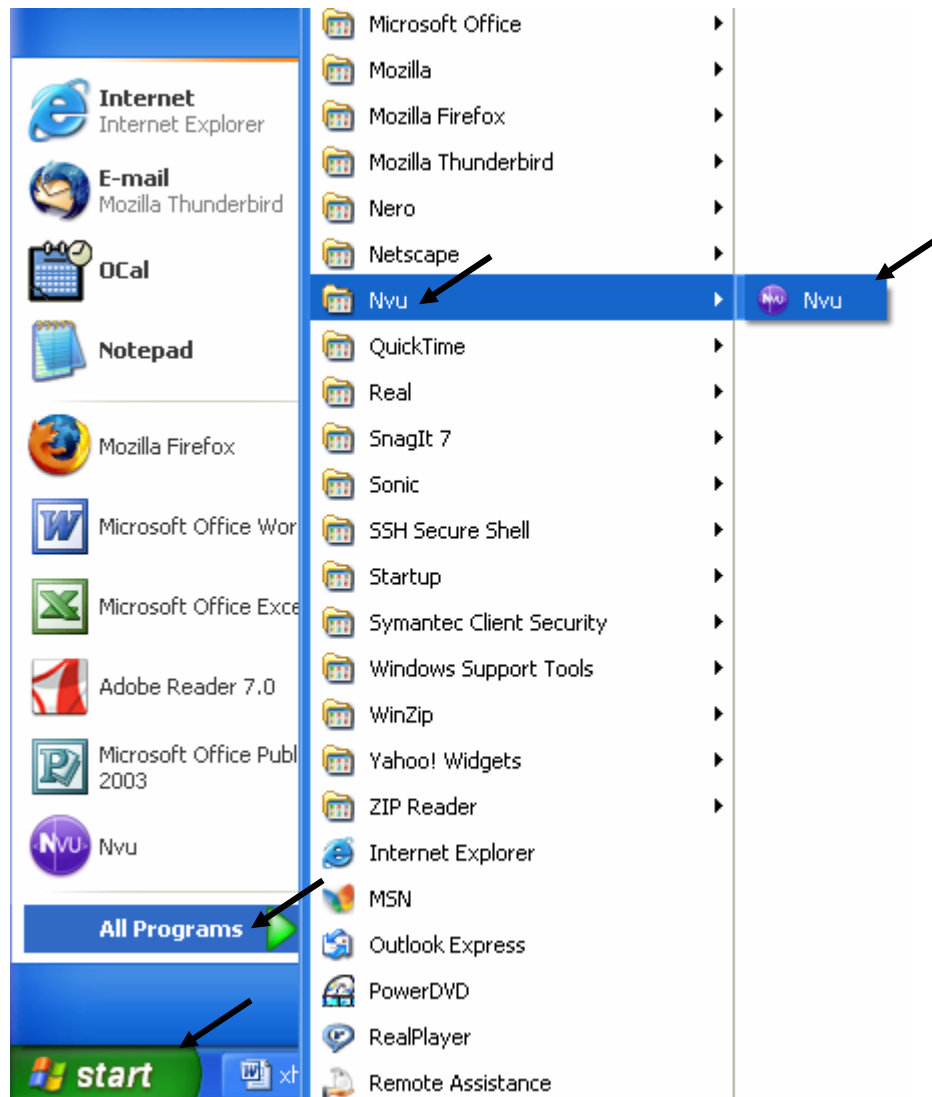


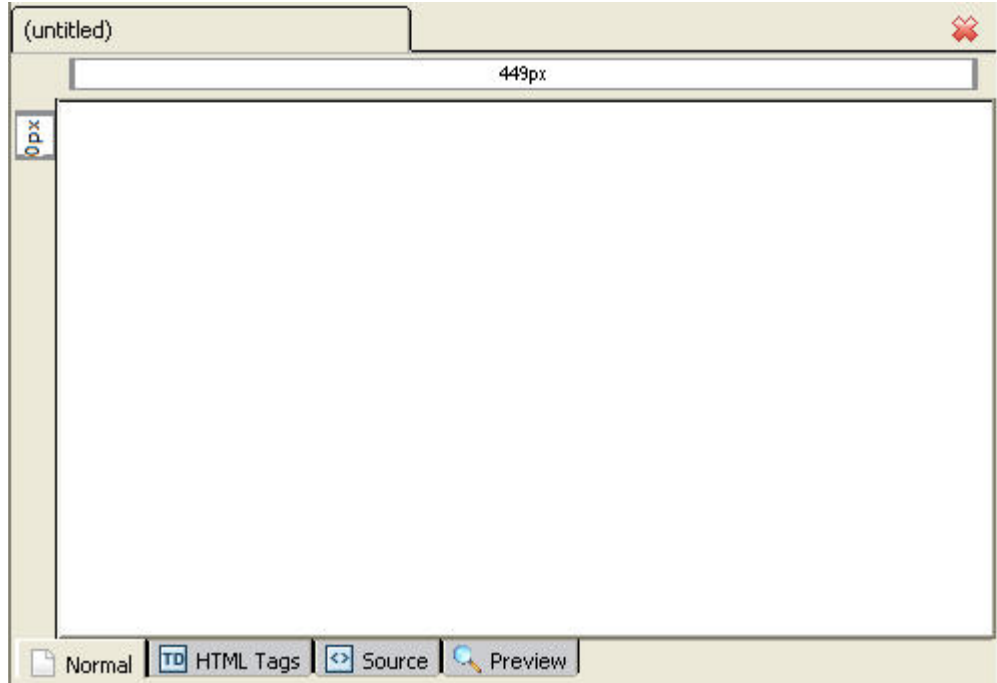
How to Start Nvu and Create an “index.html” File

Important Note: Use .html format (not .xhtml) if planning to upload to WebCT

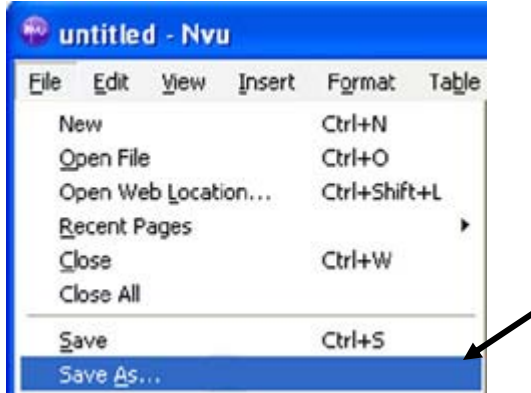
1. Open Nvu by clicking on **Start > All Programs > Nvu folder > Nvu program.**



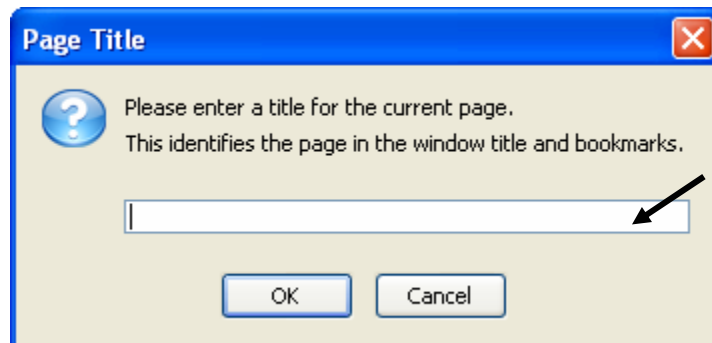
NOTE: A new “untitled” web page window will appear.



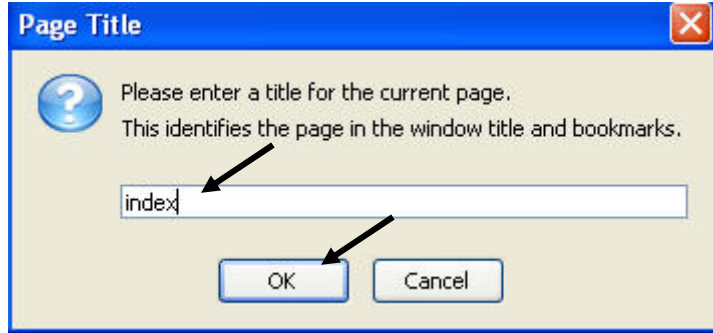
2. Click on **File > Save As**.



NOTE: A “Page Title” box will appear.

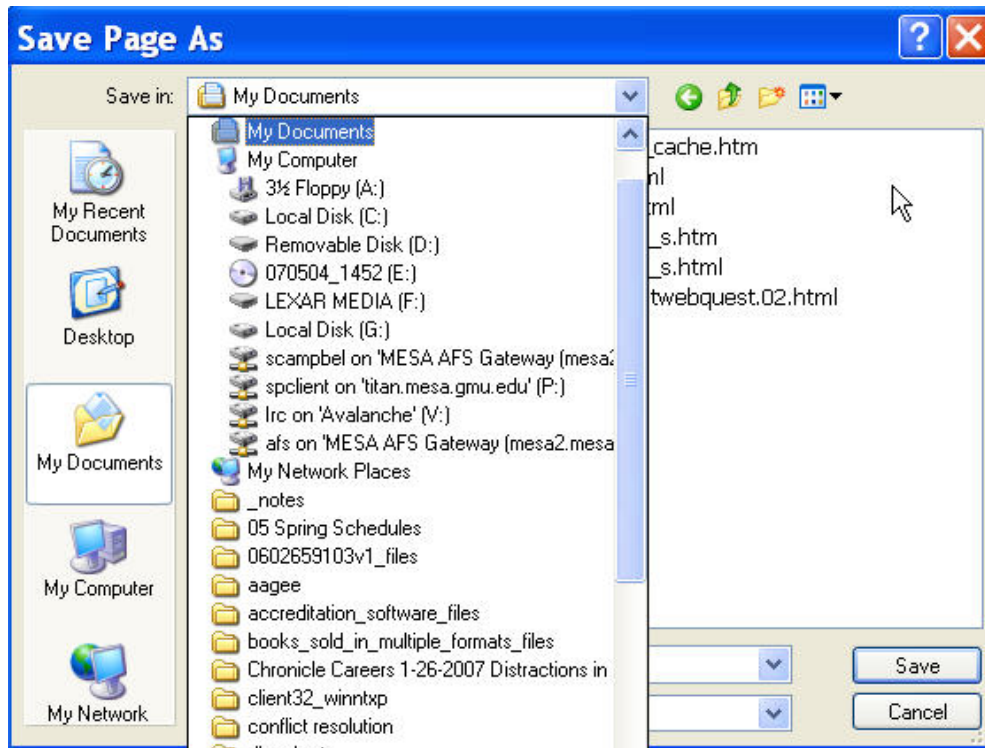


3. Enter “index” into the “Page Title” text box and click on “OK.” *



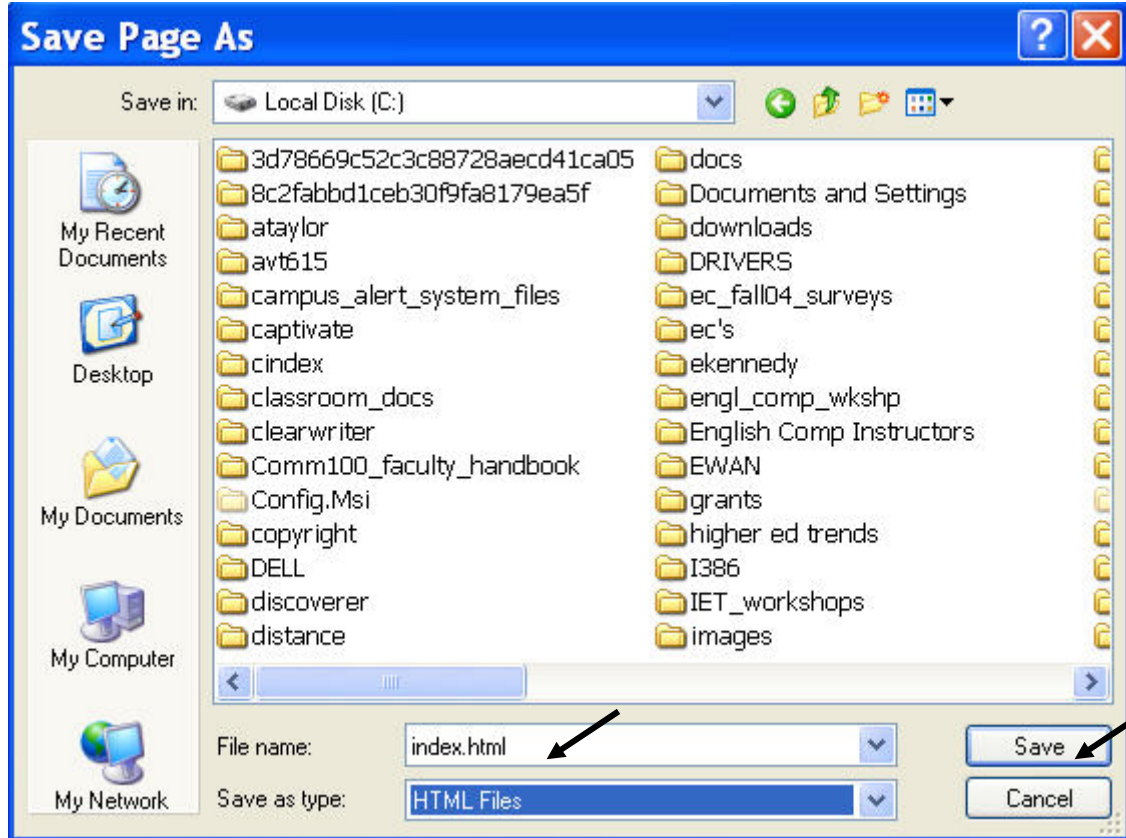
NOTE: The “Save Page As” box will appear.

4. Click on the drop-down arrow next to the “SAVE IN” box and select the location where you want to save your file.



*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.”

5. Type “index” after the “File name” prompt and click on “SAVE.”



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

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