

Step 3 – Part 1 – Add table with NVU

NVU Features

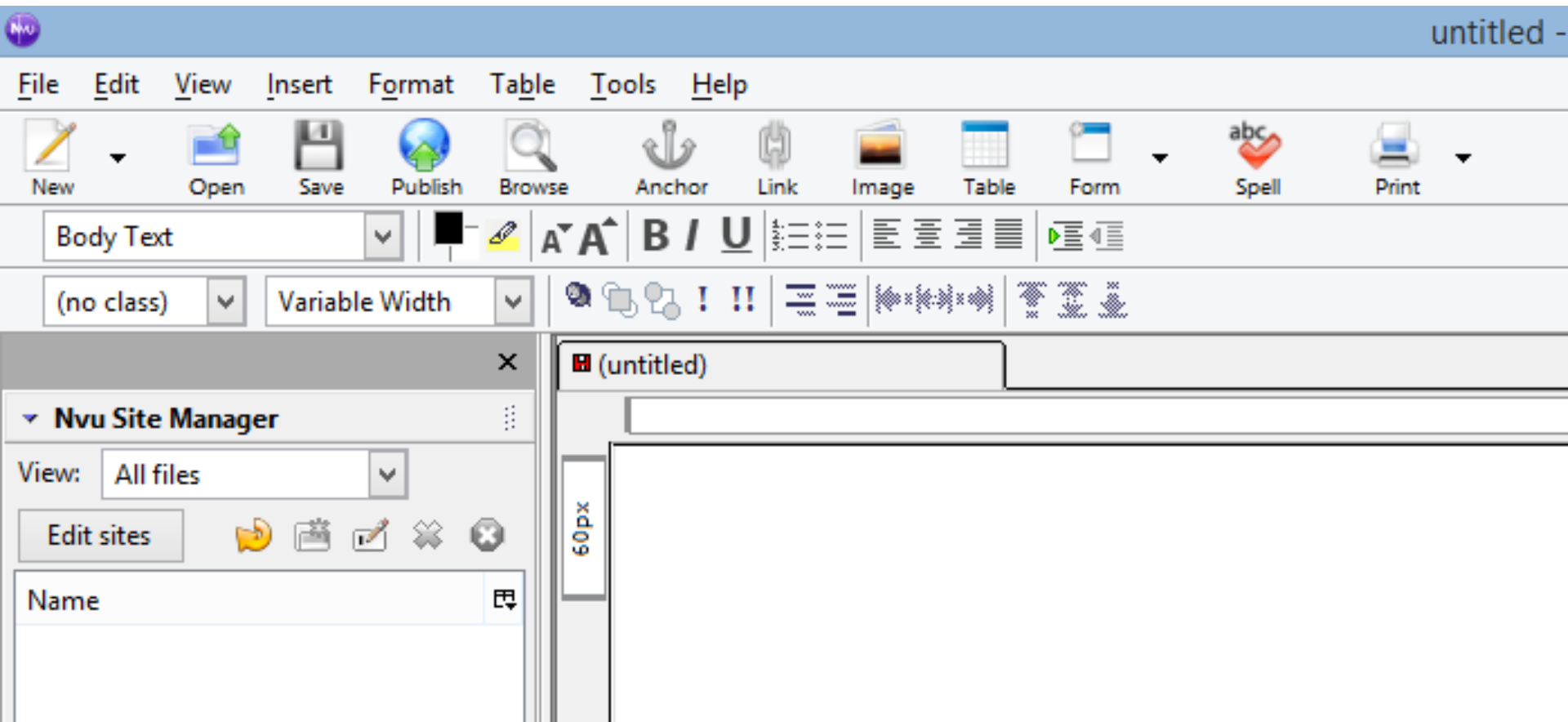
- You can create your own page, which I use to create for my on-line training. Because, it has links to go down to Steps and a link to go back up to the Steps links.
- You can add text, links, images (which is a link), table.
- You can change font, font color, background color.
- You can change color of the table border.
- The items you add to Weebly from NVU is backed up on your computer.
- I will show you a quick sample of table with one row and one cell.
- Next is NVU download.

NVU Download

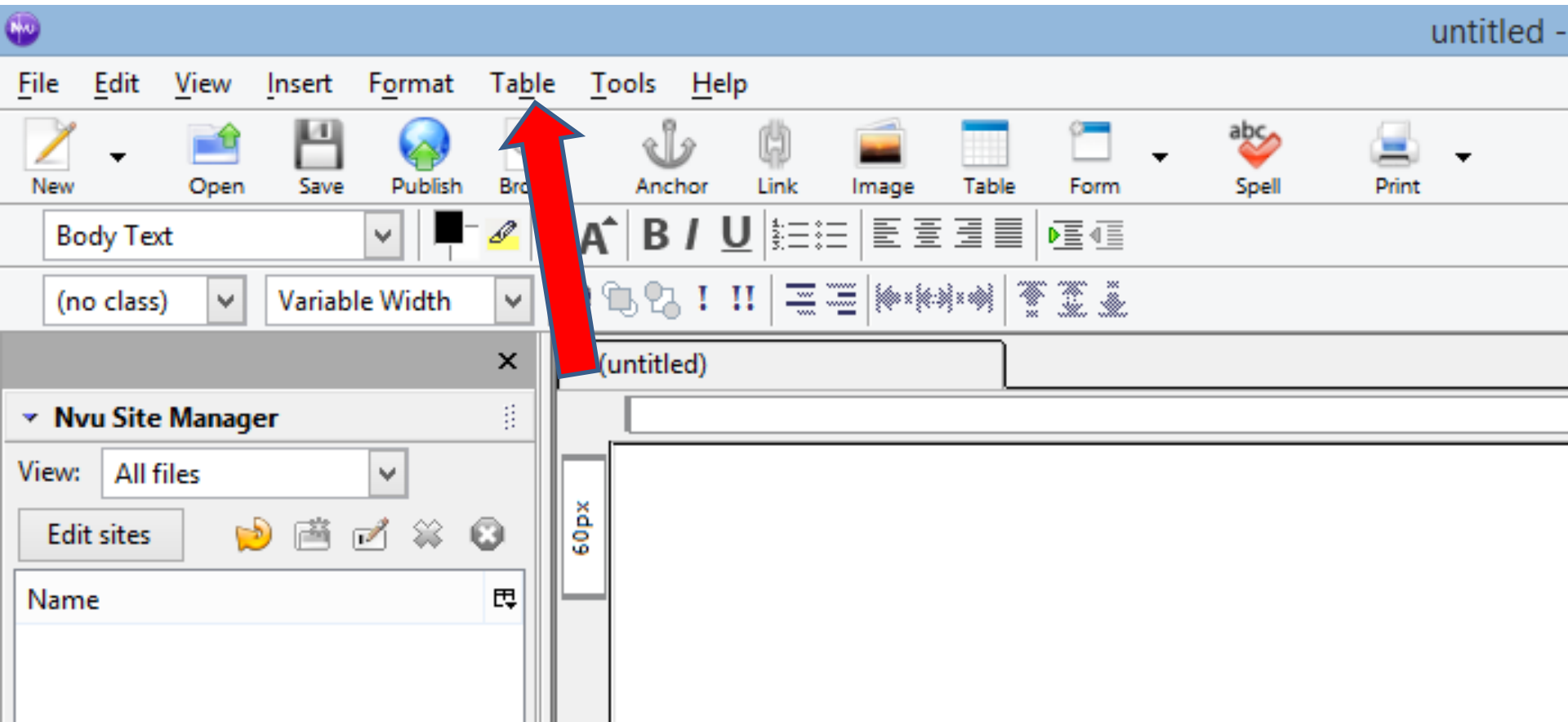
- First download NVU free program
<http://nvu.en.softonic.com/>
- Once you download, you will see the NVU icon on your desktop. You double click on it to open it and next is what happens.



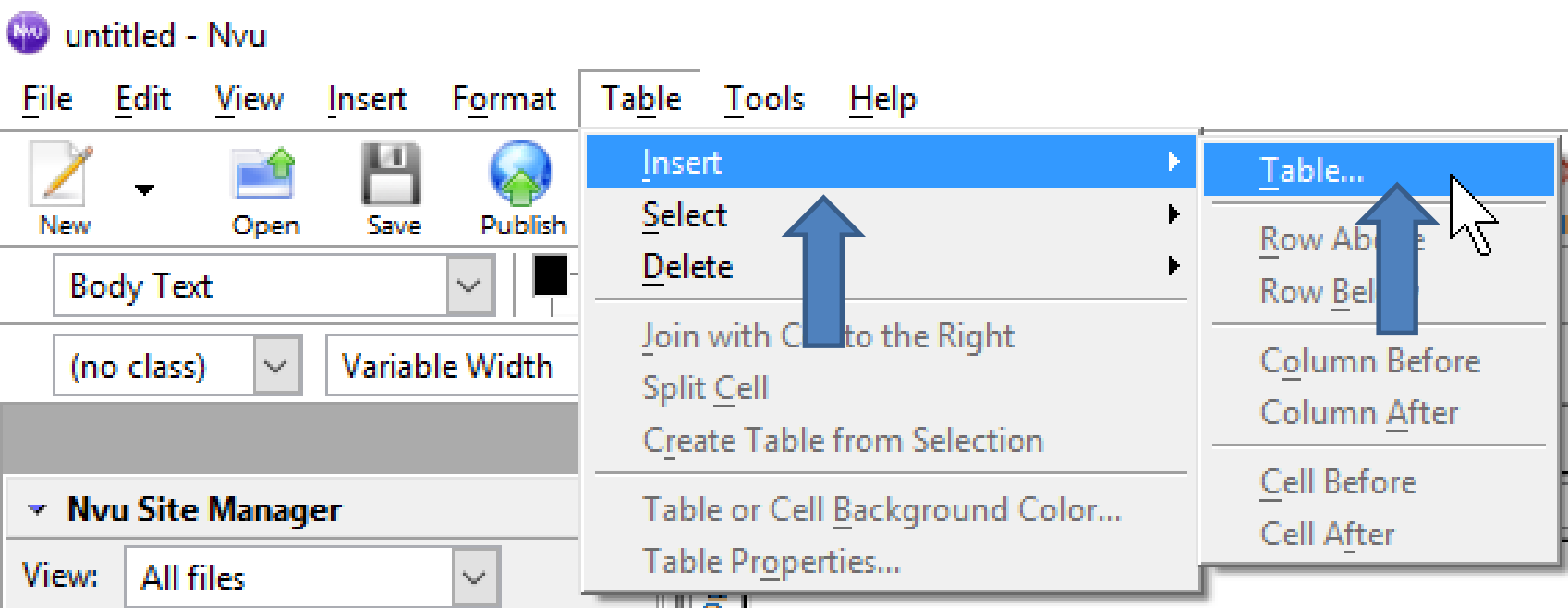
This is what it looks like when you open it. Next is Table.



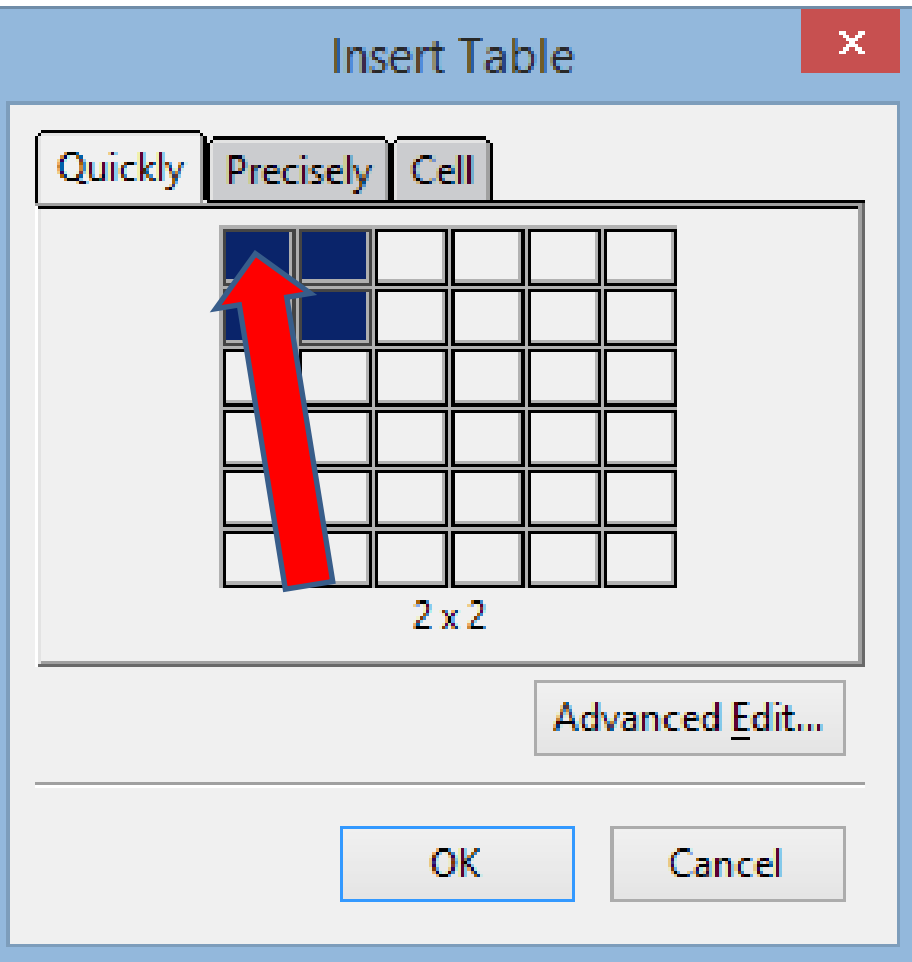
Click on Table and next is what happens.



- When you click on Table, you click on Insert and then click on Table.
- Next is what happens.

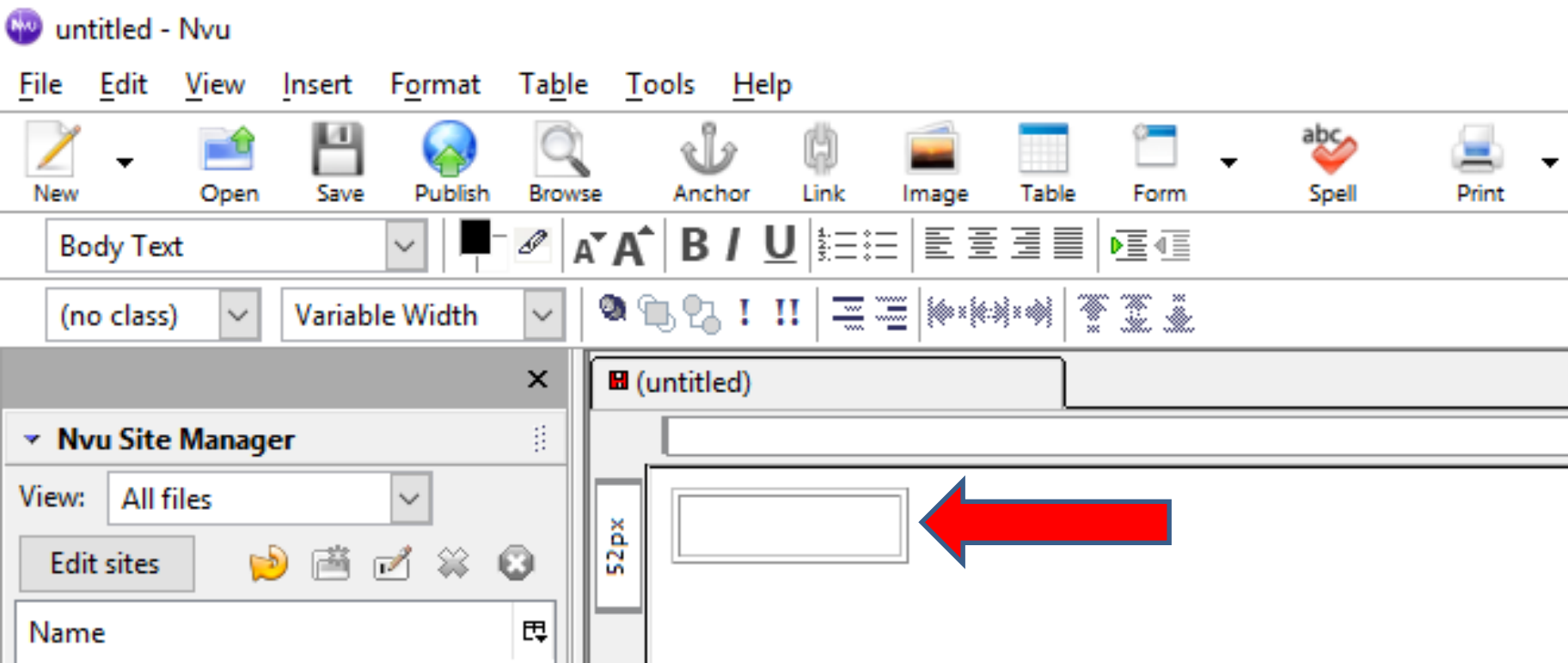


A new window opens



- You then click on the first row/cell in the upper left and next is what happens.

- **Window closes and you see the Table with one row and just one cell. You can change the size, etc. You click on it to add Text and change size.**
- **Next is a sample of clicking on it and adding Text. After that is how to change Text and size.**



- Here is a sample of clicking on it and typing Text.
- Next is to how to change Text size.

The screenshot displays the Nvu web editor interface. At the top, the title bar reads "untitled - Nvu". Below it is a menu bar with "File", "Edit", "View", "Insert", "Format", "Table", "Tools", and "Help". A toolbar contains icons for "New", "Open", "Save", "Publish", "Browse", "Anchor", "Link", "Image", "Table", "Form", "Spell", and "Print". Below the toolbar is a formatting bar with "Body Text" selected, and options for font size (A⁺A⁻), bold (B), italic (I), underline (U), bulleted list, numbered list, indent, and outdent. A second toolbar below that includes "no class", "Variable Width", and various alignment and list icons.

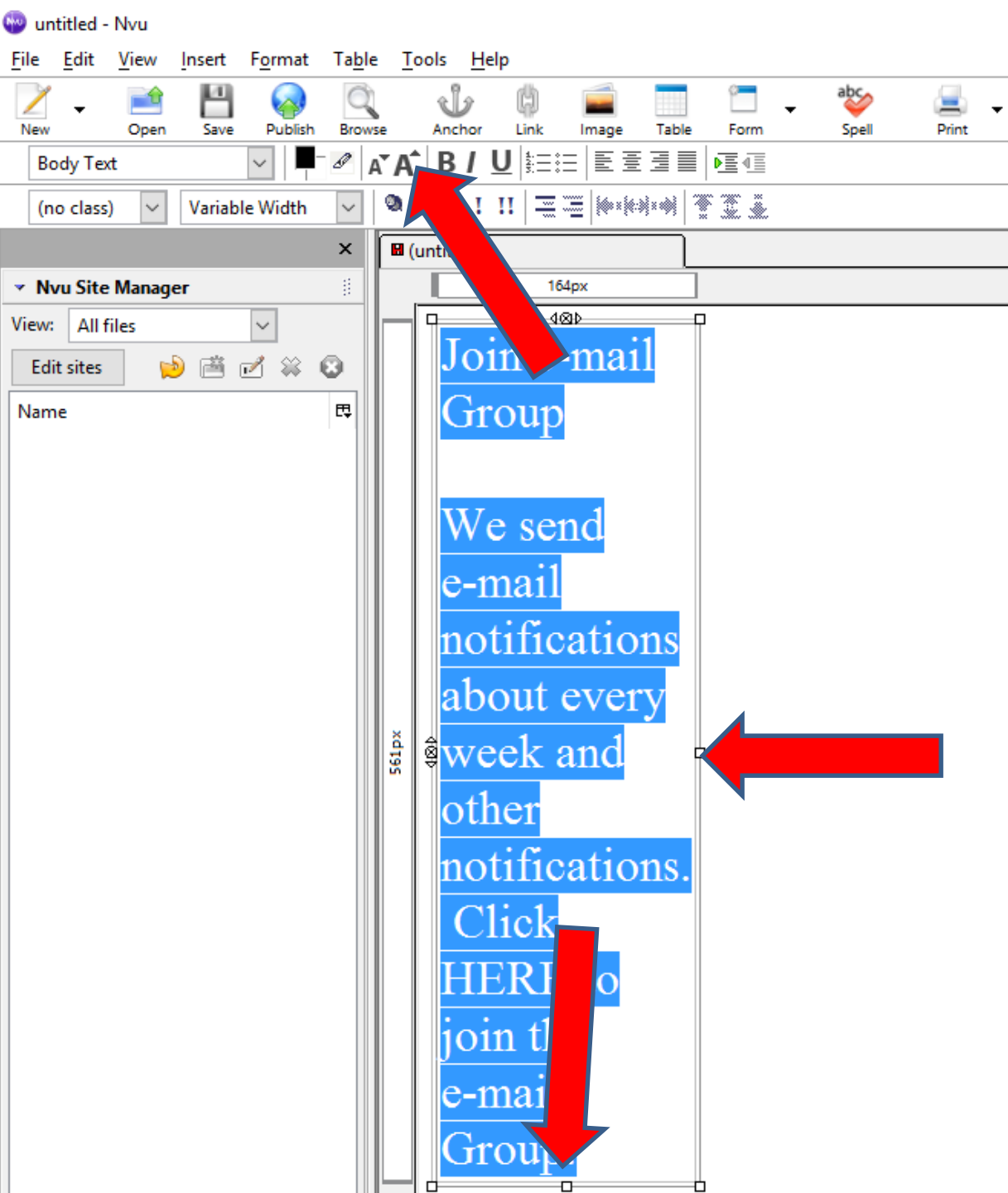
The main editing area shows a text box with the following content:

Join e-mail
Group

We send
e-mail
notifications
about every
week and
other
notifications.
Click [HERE](#)
to join the
e-mail Group.

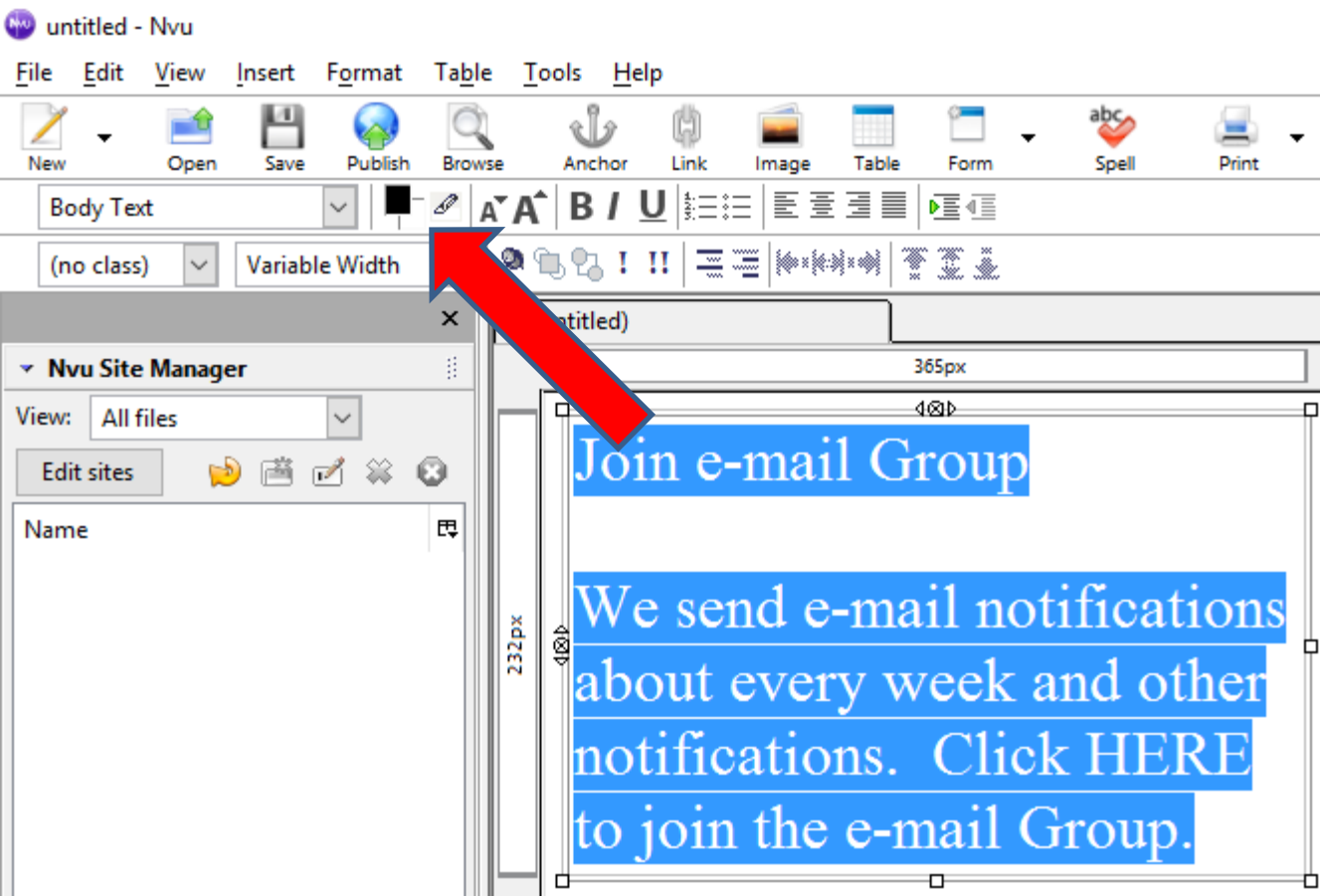
The text box has a width of 88px and a height of 266px. A red arrow points to the right edge of the text box, indicating the handle for adjusting its width.

On the left side, the "Nvu Site Manager" panel is visible, showing "View: All files" and "Edit sites" buttons. Below it is a table with a "Name" column.

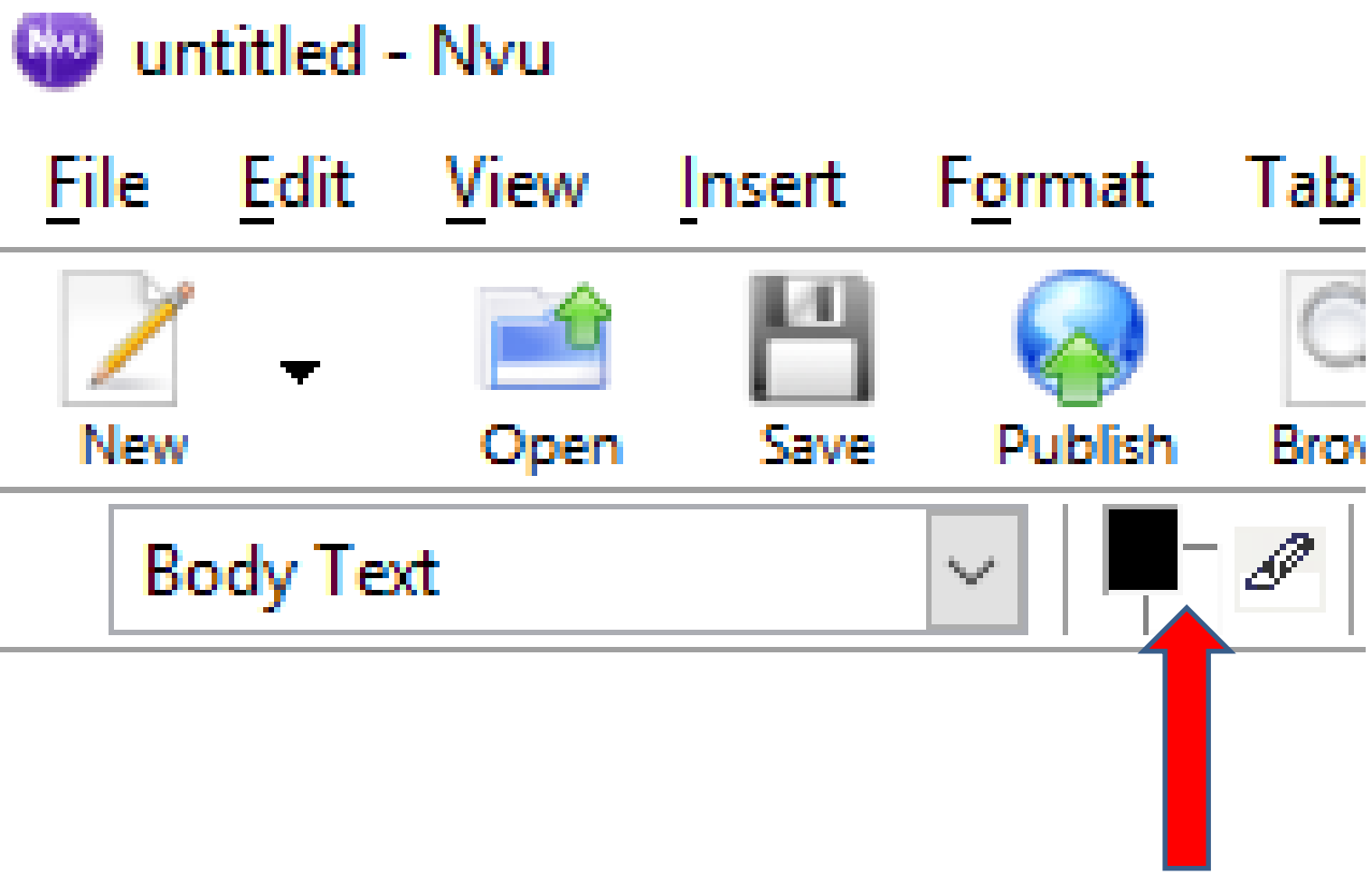


- Here is a sample of clicking on the second A icon for 3 times.
- To change the size of the Table, you left click and hold it down on the middle one on the right and drag it to the left. Follow same process on the middle one at the bottom and drag it up. Next is a sample.

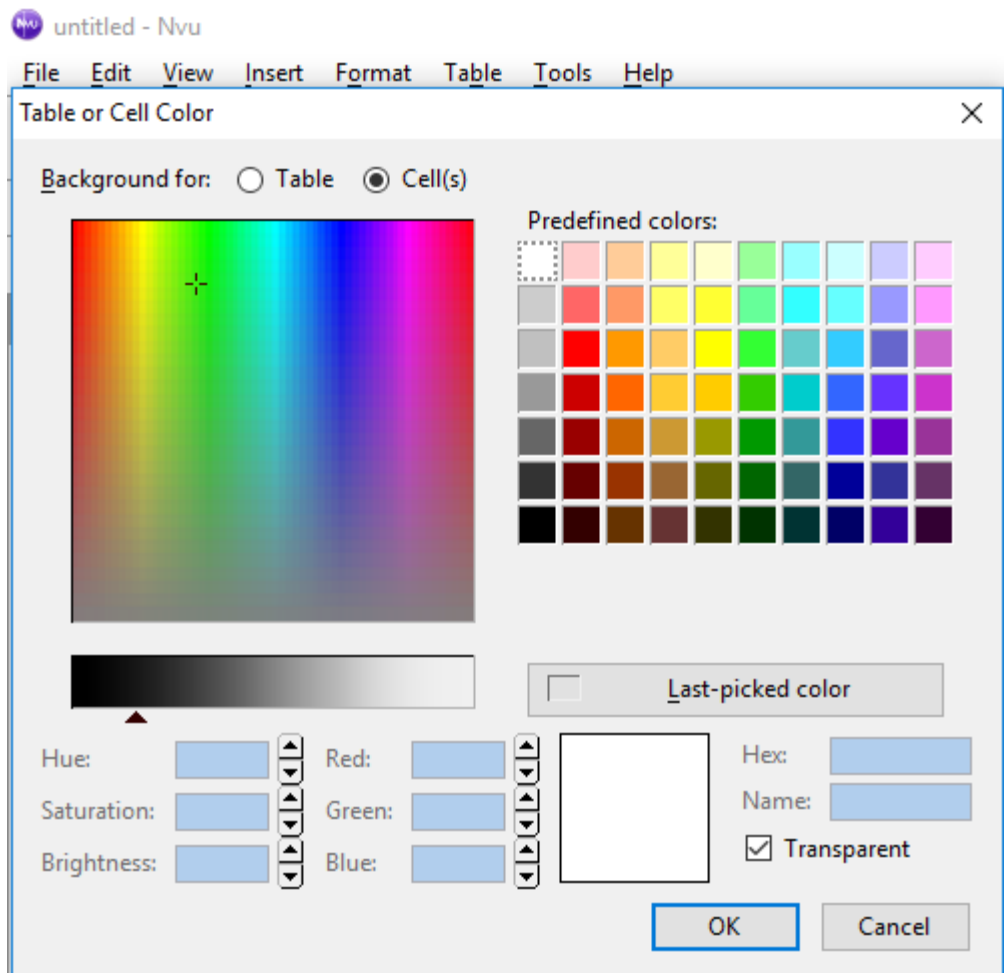
- Here is a sample of dragging both of them and you see the size different.
- You click on the white icon to change the background color. Next, I will zoom in so you can see it.



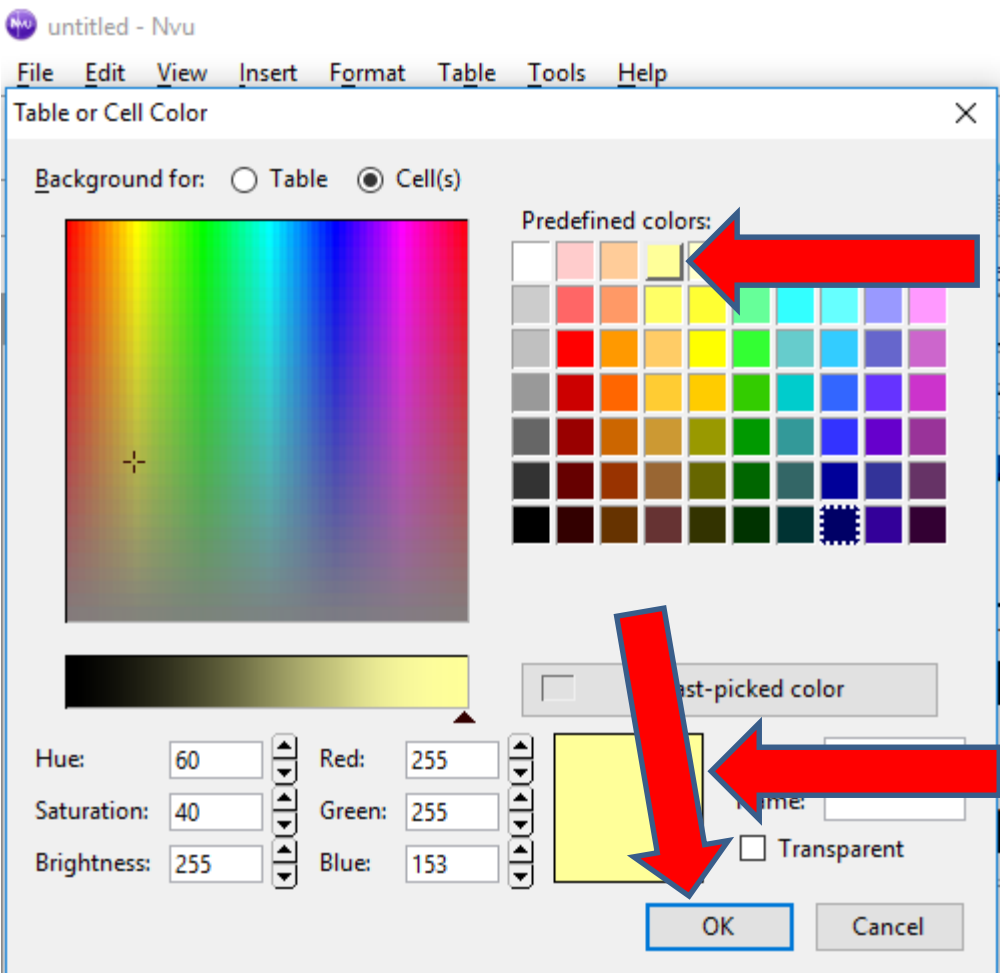
- You click on white Icon next to the Back Icon and next is what happens.



- A new window opens and you can change the color by clicking on one. Next is a sample of clicking on one.



- Here is a sample of clicking on this one and you see the change. Once complete, click on OK and next is what happens.



- Here is a sample of changing color. To change the Border, like Frame, click on Source at the bottom and next is what happens.

The screenshot shows the Nvu web editor interface. The main workspace contains a yellow-bordered text box with the following text:

Join e-mail Group

We send e-mail notifications about every week and other notifications. Click [HERE](#) to join the e-mail Group.

A large red arrow points downwards from the text box towards the bottom of the editor. At the bottom of the editor, there are four view buttons: Normal, HTML Tags, Source, and Preview. The Source button is highlighted, indicating the next step in the process.

- Page changes and you see border is 1. I will zoom in next so you can see it.

The screenshot shows the Nvu web editor interface. The main window displays the HTML source code of a page. A red arrow points to the `border="1"` attribute in the `<table>` tag. The code is as follows:

```
1. <!DOCTYPE html PUBLIC "-//W3C//DTD HTML 4.01 Transitional//EN">
2. <html>
3. <head>
4.   <meta content="text/html; charset=ISO-8859-1"
5.   http-equiv="content-type">
6.   <title></title>
7. </head>
8. <body>
9. <table style="text-align: left; width: 377px; height: 238px;"
10. border="1" cellpadding="2" cellspacing="2">
11.   <tbody>
12.   <tr>
13.     <td style="background-color: rgb(255, 255, 153);"
14.     "undefined" valign="undefined"><big><big><big>Join
15.     Group<br>
16.     <br>
17.     e-mail notifications about every week and other notifications.
18.     <br>
19.     <br>
20.     <br>
21.     <br>
22.     <br>
23.     <br>
```

The interface includes a menu bar (File, Edit, View, Insert, Format, Table, Tools, Help), a toolbar with icons for New, Open, Save, Publish, Browse, Anchor, Link, Image, Table, Form, Spell, and Print. The status bar at the bottom shows 'Normal', 'HTML Tags', 'Source', and 'Preview' views.

- Here is what it is. You then click on 1 and type in 0 next to 1 and next is what happens/

10.

border="1"



- Here is a sample of typing 0 next to 1.
- Next is to go back to the other page.

10.

border="10"

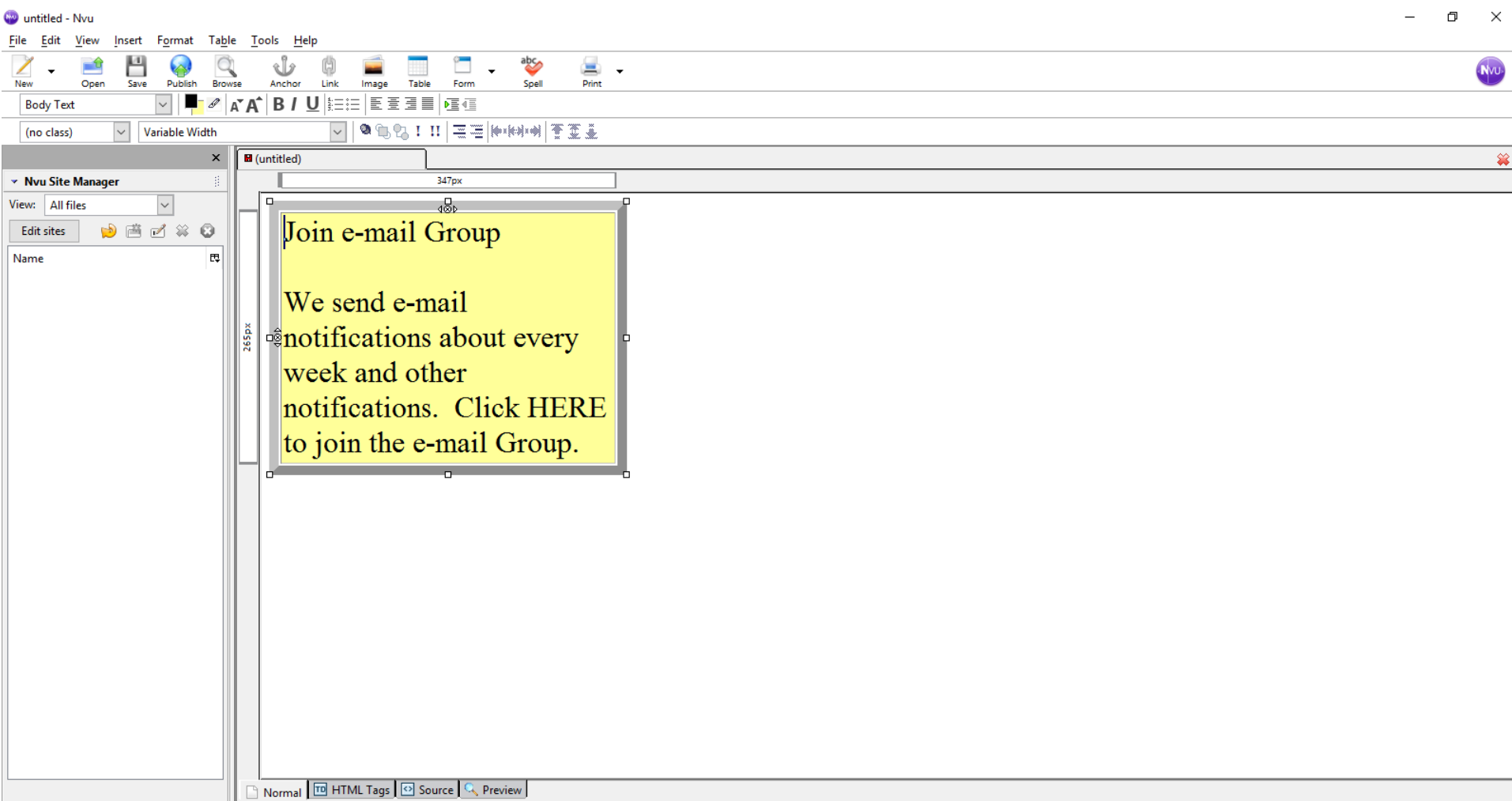


- You click on Normal at the bottom to go back to the original page. Next is what happens.

The screenshot shows the Nvu web editor interface. The main window displays the HTML source code for a page. The code includes a DOCTYPE declaration, a meta charset declaration, and a table structure. The table has a border and contains a row with a cell that has a background color of rgb(255, 255, 153). The cell contains the text "e-mail Group" followed by a line break and a paragraph of text: "We send e-mail notifications about every week and other notifications. Click HERE to join the e-mail Group." The text "HERE" is highlighted in pink in the original image. The bottom toolbar shows the "Normal" button selected, with other options like "HTML Tags", "Source", and "Preview". A large red arrow points from the bottom of the code editor area down to the "Normal" button in the toolbar.

```
1. <!DOCTYPE html PUBLIC "-//W3C//DTD HTML 4.01 Transitional//EN">
2. <html>
3. <head>
4.   <meta content="text/html; charset=ISO-8859-1"
5.   http-equiv="content-type">
6.   <title></title>
7. </head>
8. <body>
9. <table style="text-align: left; width: 377px; height: 238px;"
10. border="10" cellpadding="2" cellspacing="2">
11.   <tbody>
12.     <tr>
13.       <td style="background-color: rgb(255, 255, 153);"
14.       align="undefined" valign="undefined"><big><big><big>Join
15. e-mail Group<br>
16.       <br>
17.       We send e-mail notifications about every week and other notifications.
18. &nbsp;Click HERE to join the e-mail Group.</big></big></big></td>
19.     </tr>
20.   </tbody>
21. </table>
22. </body>
23. </html>
```

- You see the Border like Frame. You click on Source again to change the Border color. Next is how to do that.

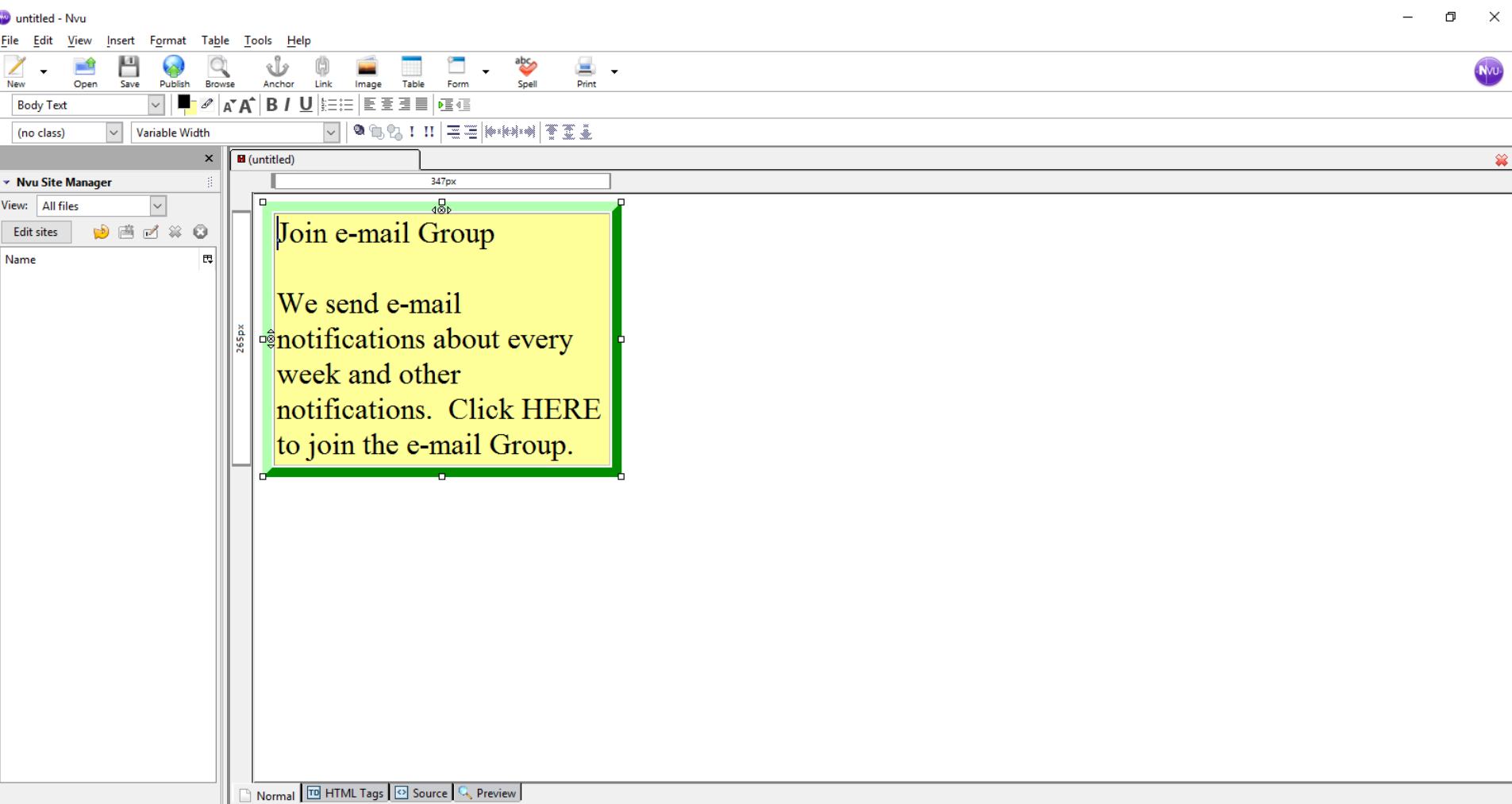


- When you click on Source, you add `bordercolor="#00ff00"` next to the `border="10"` and below is what it looks like.

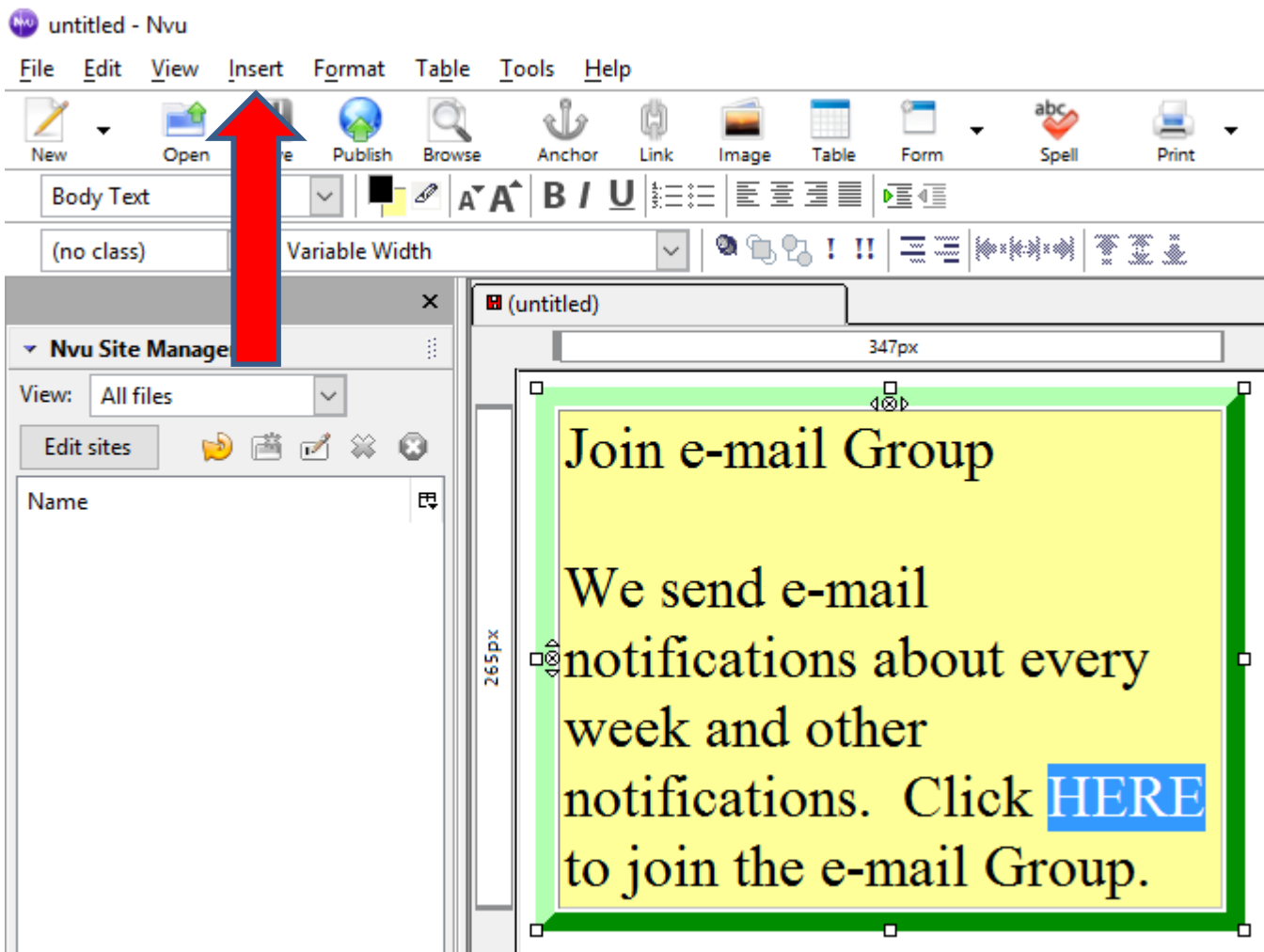
```
10. <table  
11.   style="text-align: left; width: 327px; height: 208px;"  
12.   border="10" bordercolor="#00ff00" cellpadding="2"  
13.   cellspacing="2">  
14.   <tbody>
```

- Click on Normal again and next is what it looks like.

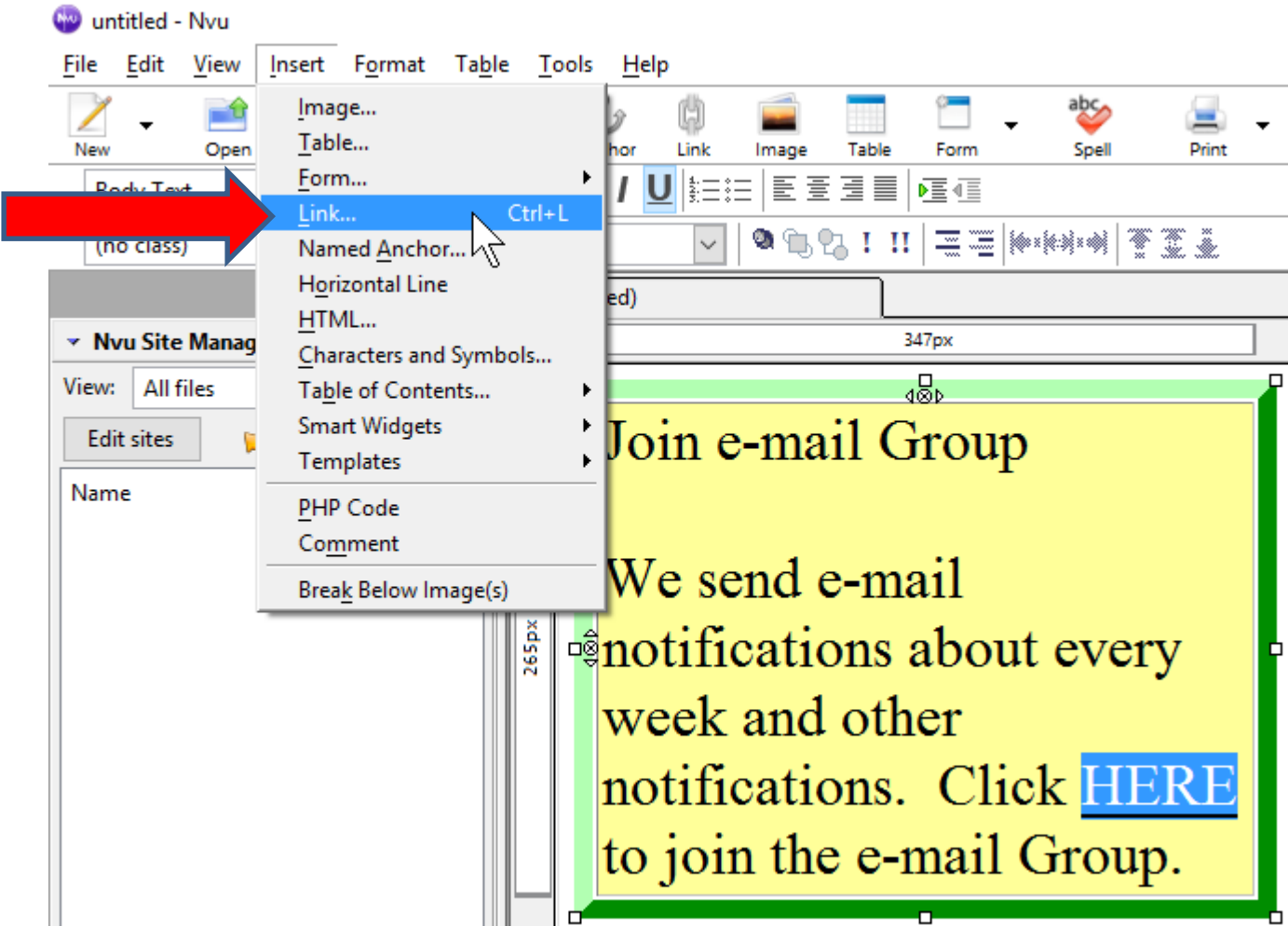
- You see the Border color. It is not same on the top and left, but when you embed it to Weebly, it shows the Border the same. Next is how to add a link before we embed.



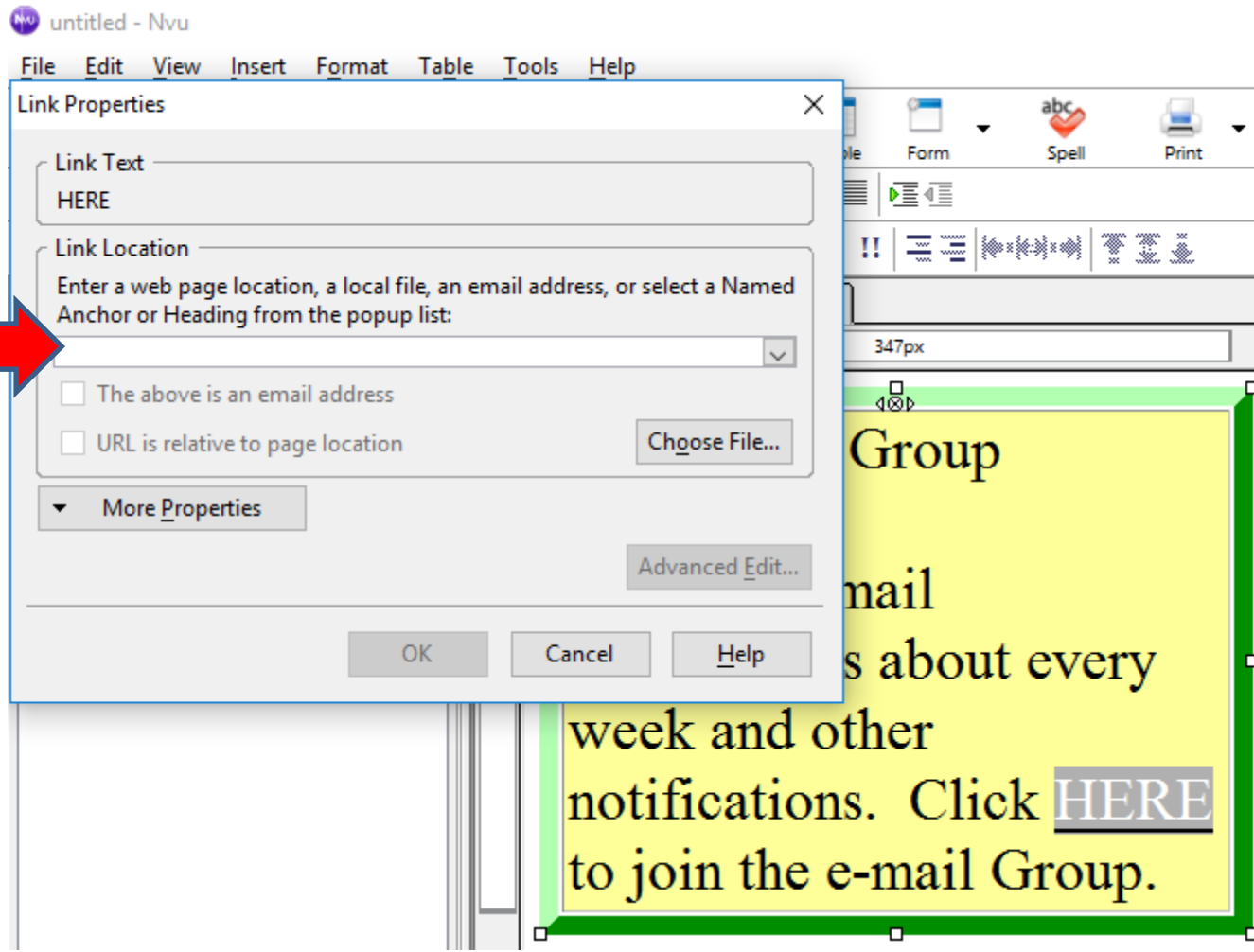
- You first highlight the text for a link, like **HERE** and then click on Insert in the upper left and next is what happens.



- When you click on Insert, you see a list and click on Link. Next is what happens.



- A new window opens and you have to type in or paste the link, like a website. Next is a sample of paste a link.



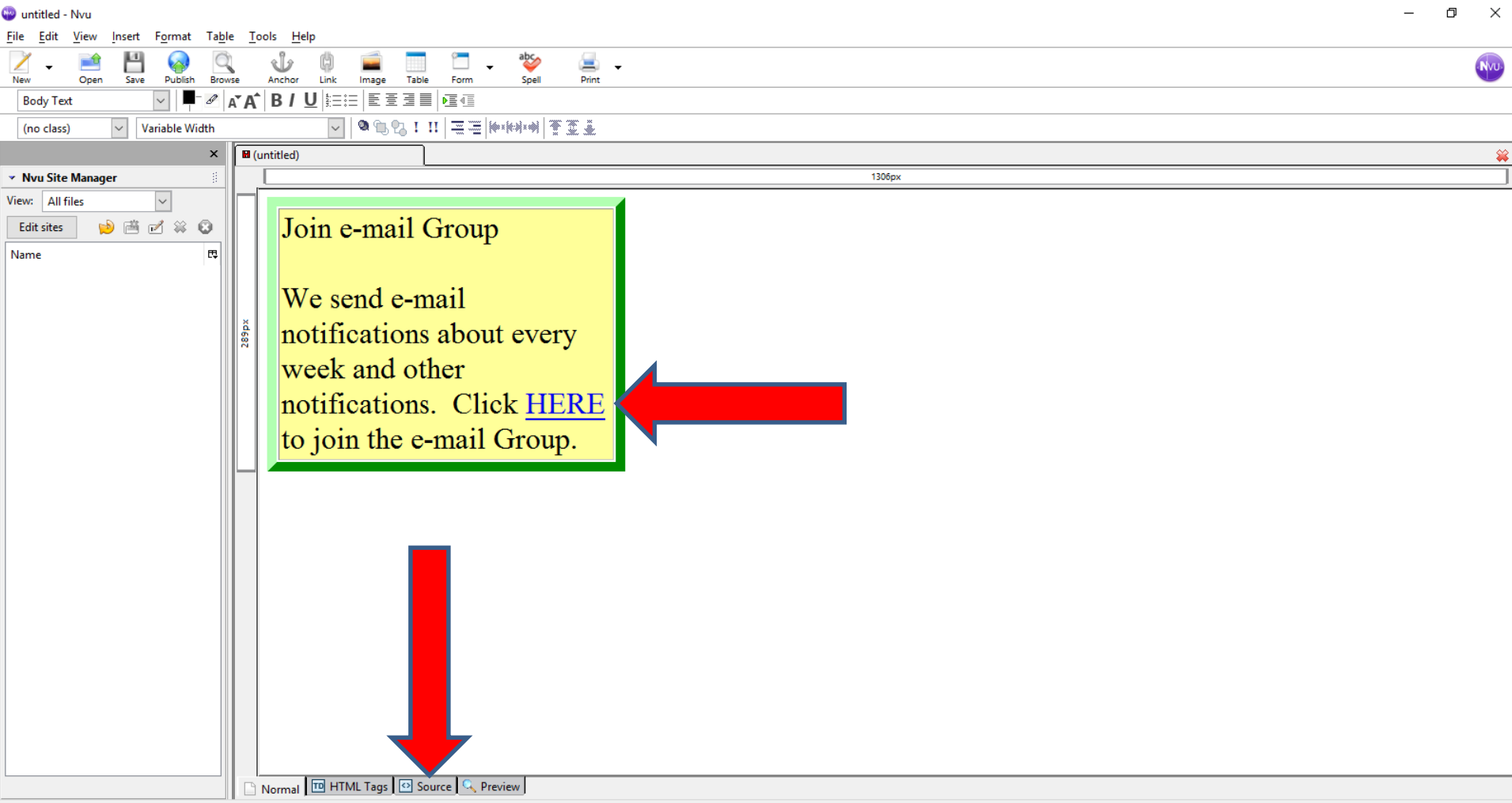
- Here is a sample of paste the URL. Once complete, click on OK. Next is what happens.

The screenshot shows the Nvu editor interface with a 'Link Properties' dialog box open. The dialog box has the following fields and options:

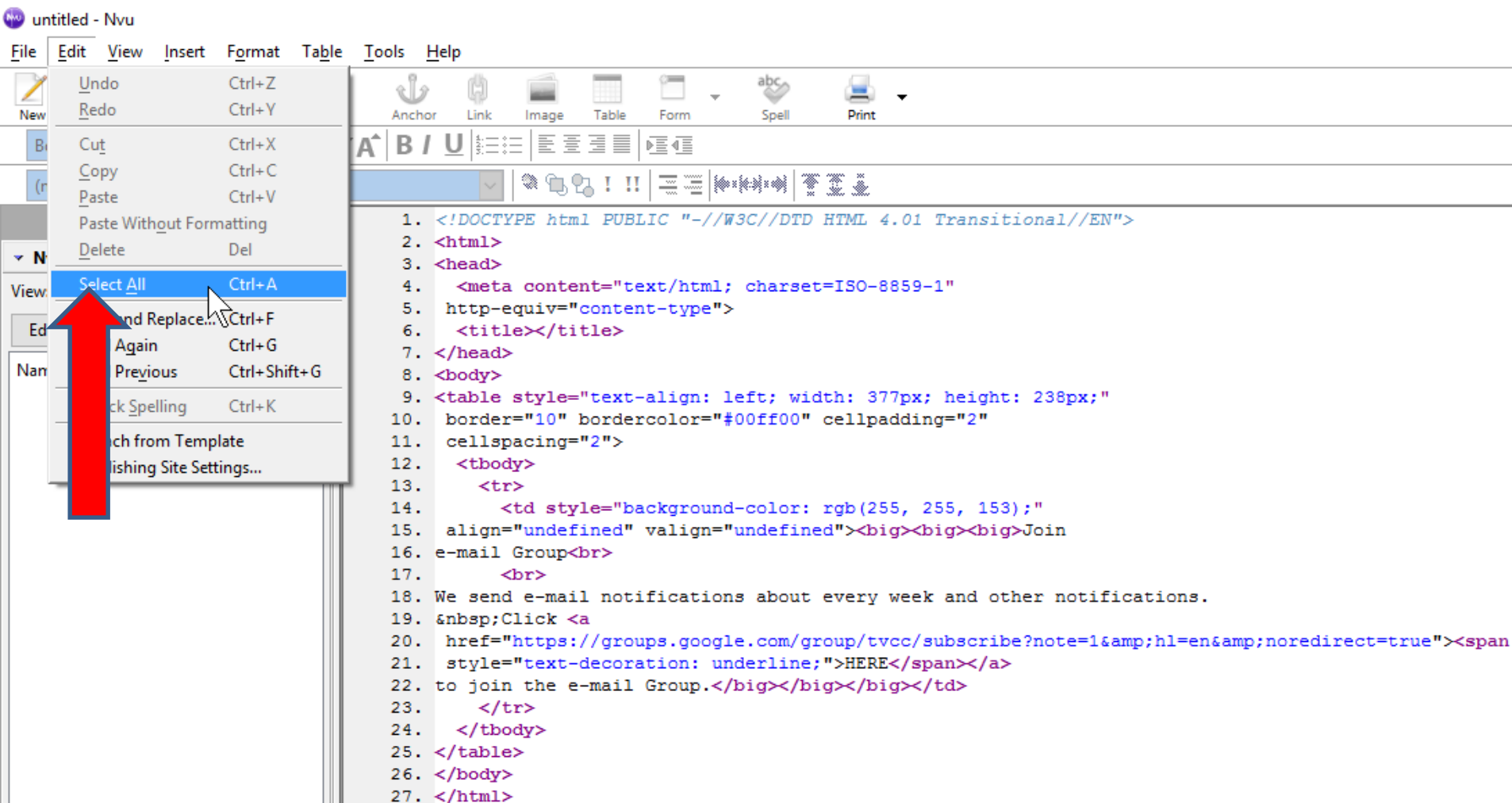
- Link Text:** HERE
- Link Location:** s.google.com/group/tvcc/subs...note=1&hl=en&noredirect=true
- The above is an email address
- URL is relative to page location
- Buttons:** Choose File..., Advanced Edit..., OK, Cancel, Help

A red arrow points from the left towards the 'OK' button. Another red arrow points from the 'Link Location' field down to the 'OK' button. The background text in the editor is: 'Group', 'mail', 's about every', 'week and other', 'notifications. Click HERE', 'to join the e-mail Group.'

- **Window closes and you see the link. Click on Source again to copy it, so you can embed it. Next is how to copy it.**



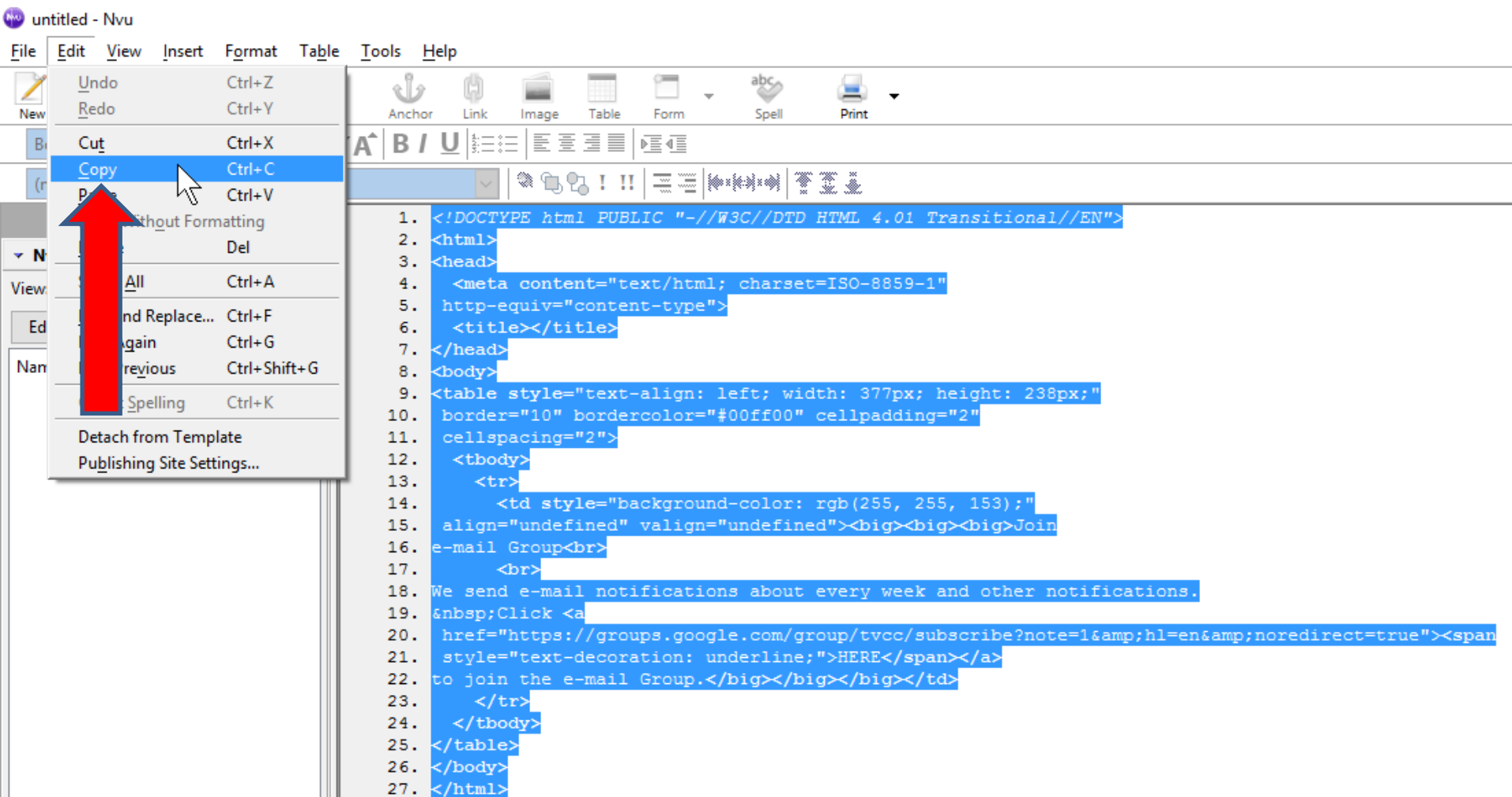
- When you are on Source, click on Edit in the upper left and you see a list and then click on Select All. Next is what happens.



The screenshot shows the Nvu web editor interface. The 'Edit' menu is open, and the 'Select All' option is highlighted in blue. A red arrow points to the 'Select All' option. The main editing area displays HTML source code for an email notification page. The code includes a DOCTYPE declaration, a meta charset tag, a title tag, and a table with a border and padding. The table contains a row with a big heading and a paragraph of text.

```
1. <!DOCTYPE html PUBLIC "-//W3C//DTD HTML 4.01 Transitional//EN">
2. <html>
3. <head>
4.   <meta content="text/html; charset=ISO-8859-1"
5.   http-equiv="content-type">
6.   <title></title>
7. </head>
8. <body>
9.   <table style="text-align: left; width: 377px; height: 238px;"
10.   border="10" bordercolor="#00ff00" cellpadding="2"
11.   cellspacing="2">
12.     <tbody>
13.       <tr>
14.         <td style="background-color: rgb(255, 255, 153);"
15.         align="undefined" valign="undefined"><big><big><big>Join
16. e-mail Group<br>
17.       <br>
18. We send e-mail notifications about every week and other notifications.
19. &nbsp;   <big><big><big><a
20. href="https://groups.google.com/group/tvcc/subscribe?note=1&amp;hl=en&amp;noredirect=true"><span
21. style="text-decoration: underline;">HERE</span></a>
22. to join the e-mail Group.</big></big></big></td>
23.     </tr>
24.   </tbody>
25. </table>
26. </body>
27. </html>
```

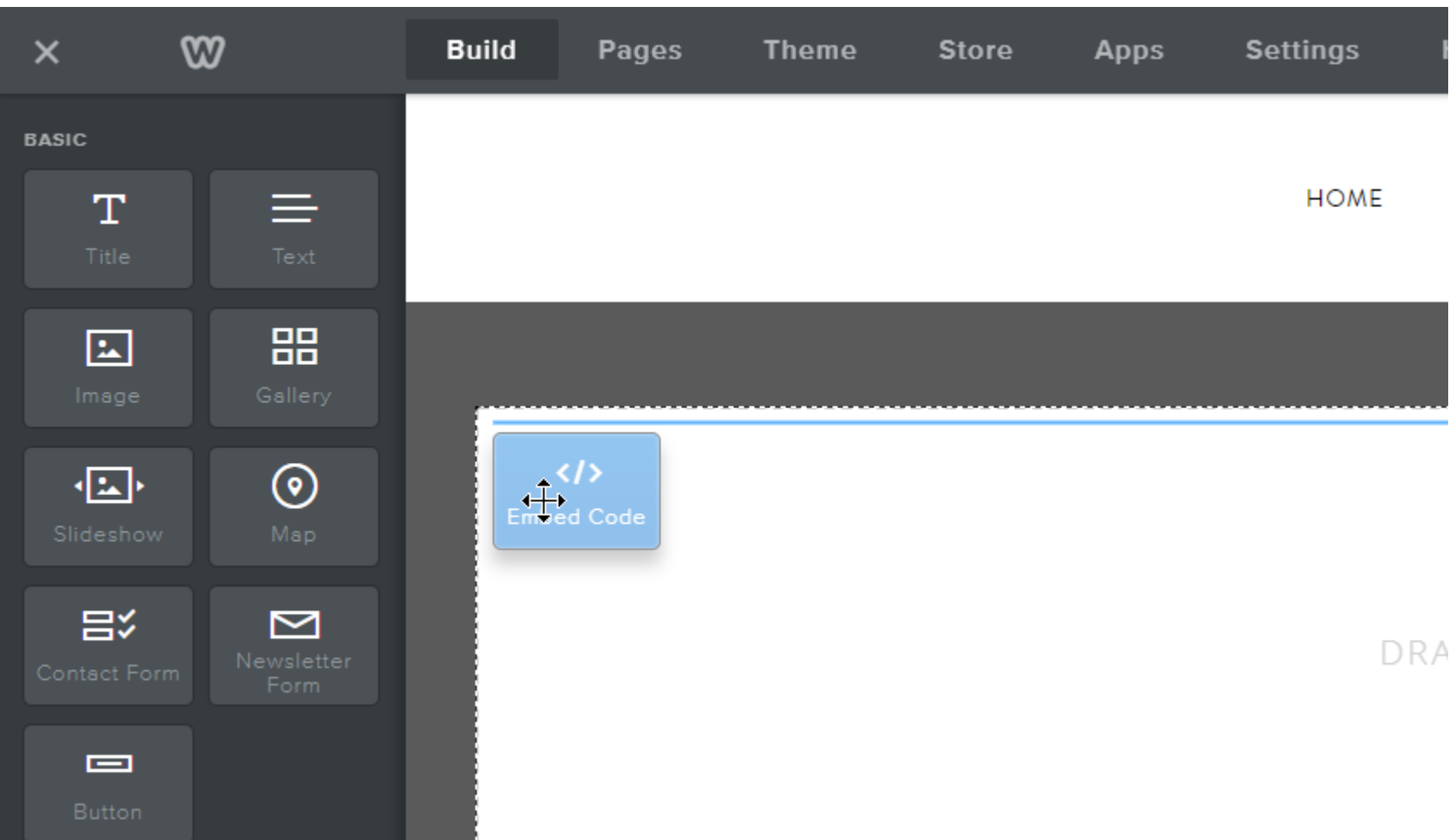
- You see it highlighted. You click on Edit again and then click on copy.
- Next is to go to your Weebly account to embed it.



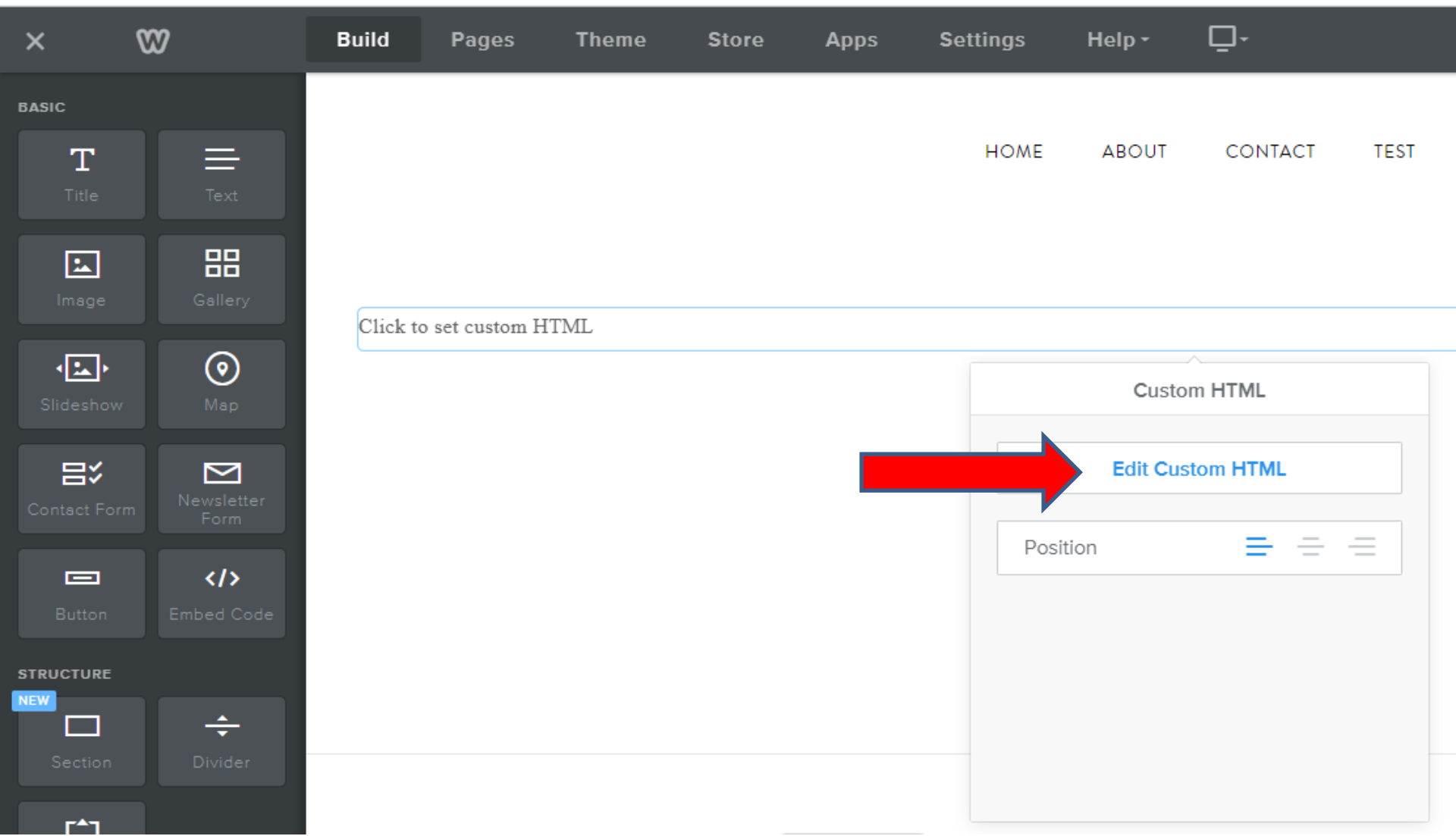
The screenshot shows the Nvu web editor interface. The 'Edit' menu is open, and the 'Copy' option is highlighted in blue. A red arrow points to the 'Copy' option. The main editor area displays HTML code for a table with a 'Join e-mail Group' link. The code is as follows:

```
1. <!DOCTYPE html PUBLIC "-//W3C//DTD HTML 4.01 Transitional//EN">
2. <html>
3. <head>
4.   <meta content="text/html; charset=ISO-8859-1"
5.   http-equiv="content-type">
6.   <title></title>
7. </head>
8. <body>
9. <table style="text-align: left; width: 377px; height: 238px;"
10. border="10" bordercolor="#00ff00" cellpadding="2"
11. cellspacing="2">
12.   <tbody>
13.     <tr>
14.       <td style="background-color: rgb(255, 255, 153);"
15. align="undefined" valign="undefined"><big><big><big>Join
16. e-mail Group<br>
17.       <br>
18. We send e-mail notifications about every week and other notifications.
19. &nbsp;<br>Click <a
20. href="https://groups.google.com/group/tvcc/subscribe?note=1&amp;hl=en&amp;noredirect=true"><span
21. style="text-decoration: underline;">HERE</span></a>
22. to join the e-mail Group.</big></big></big></td>
23.     </tr>
24.   </tbody>
25. </table>
26. </body>
27. </html>
```

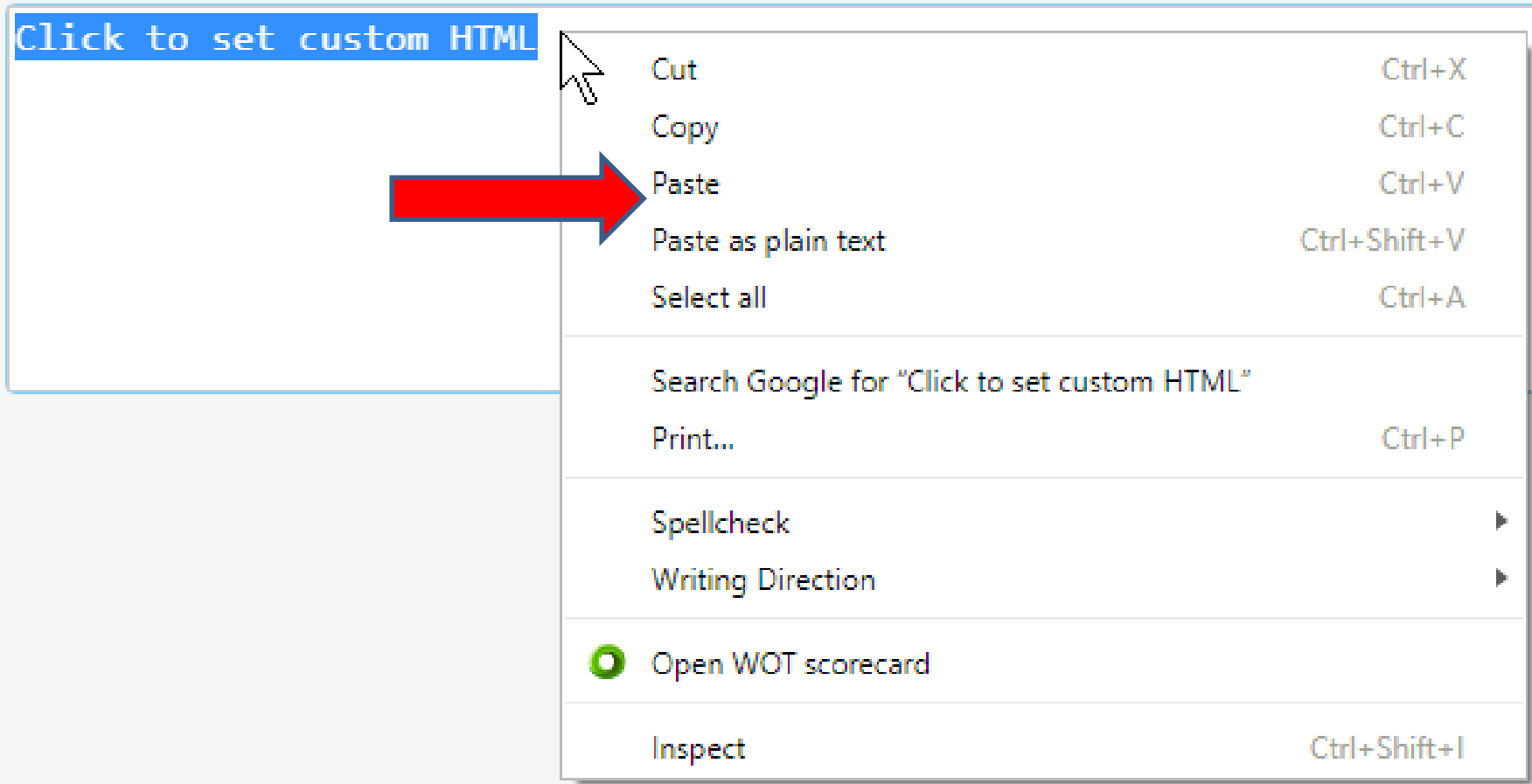
- **Go to your Test page or another page you want and make sure you are on Build Tab. Then drag the Embed Code element to the page.**
- **Next is what happens.**



- You see it and click on it and a window opens and click on Edit Custom HTML. Next is what happens.



- You see it highlighted and right click on it and you see a list and click on Paste. Next is what happens.



- You then see the HTML code. Click outside of it and next is what happens.

The screenshot shows a web builder interface with a dark grey top bar. On the left is a sidebar with 'BASIC' widget categories: Title, Text, Image, Gallery, Slideshow, Map, Contact Form, and Newsletter. The main workspace has a navigation menu with 'HOME', 'ABOUT', 'CONTACT', and 'TEST'. A code editor window is open, displaying HTML code for a table. A large red arrow points from the bottom towards the code editor.

```
We send e-mail notifications about every week and other notifications.  
&nbsp;   Click HERE to join the e-mail Group.</big></big></big></td>  
</tr>  
</tbody>  
</table>  
</body>  
</html>
```

- You then see the NVU Table.
- Next is to create a similar one with PicPick as I mentioned in the Step 3 Introduction.

The screenshot displays a website builder's interface. At the top, a dark navigation bar contains the 'W' logo, a 'Build' tab, and other menu items: 'Pages', 'Theme', 'Store', 'Apps', 'Settings', and 'Help'. On the right side of this bar are 'Upgrade' and 'Publish' buttons. Below the navigation bar, a horizontal menu lists 'HOME', 'ABOUT', 'CONTACT', and 'TEST'. On the left, a 'BASIC' widget palette is visible, featuring icons for Title, Text, Image, Gallery, Slideshow, Map, Contact Form, Newsletter Form, Button, and Embed Code. The main workspace shows a yellow rectangular widget with a green border. The widget's text reads: 'Join e-mail Group' followed by 'We send e-mail notifications about every week and other notifications. Click [HERE](#) to join the e-mail Group.'

- You can create an image that is similar to the NVU table using PicPick.
- I have free on-line training on my website about PicPick. Below are links to the on-line pages for PicPick.

mycomputerbasics.weebly.com/photo-editing-introduction.html

mycomputerbasics.weebly.com/free-photo-editing-instructions.html

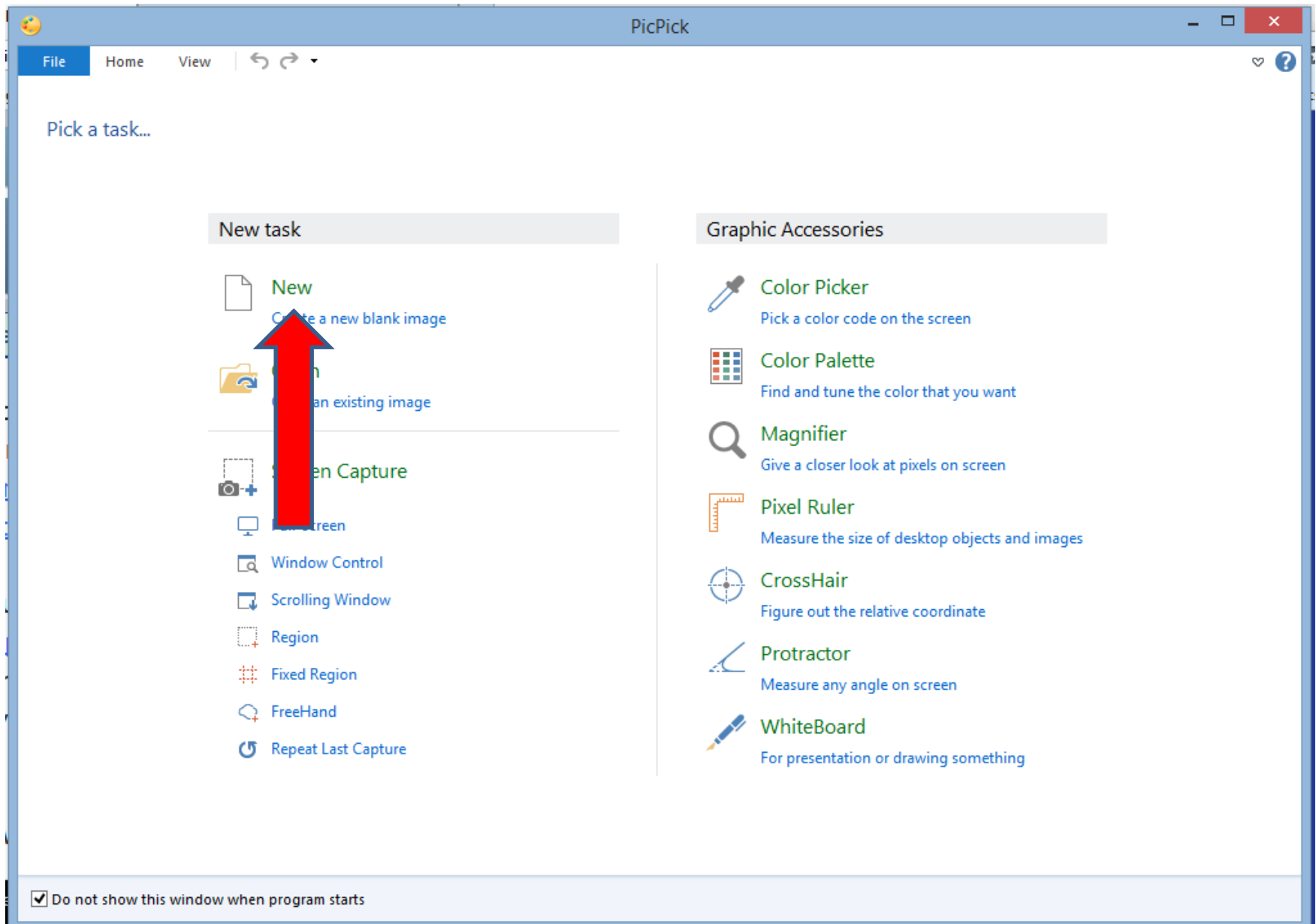
- Next is how to download PicPick.

Download PicPick

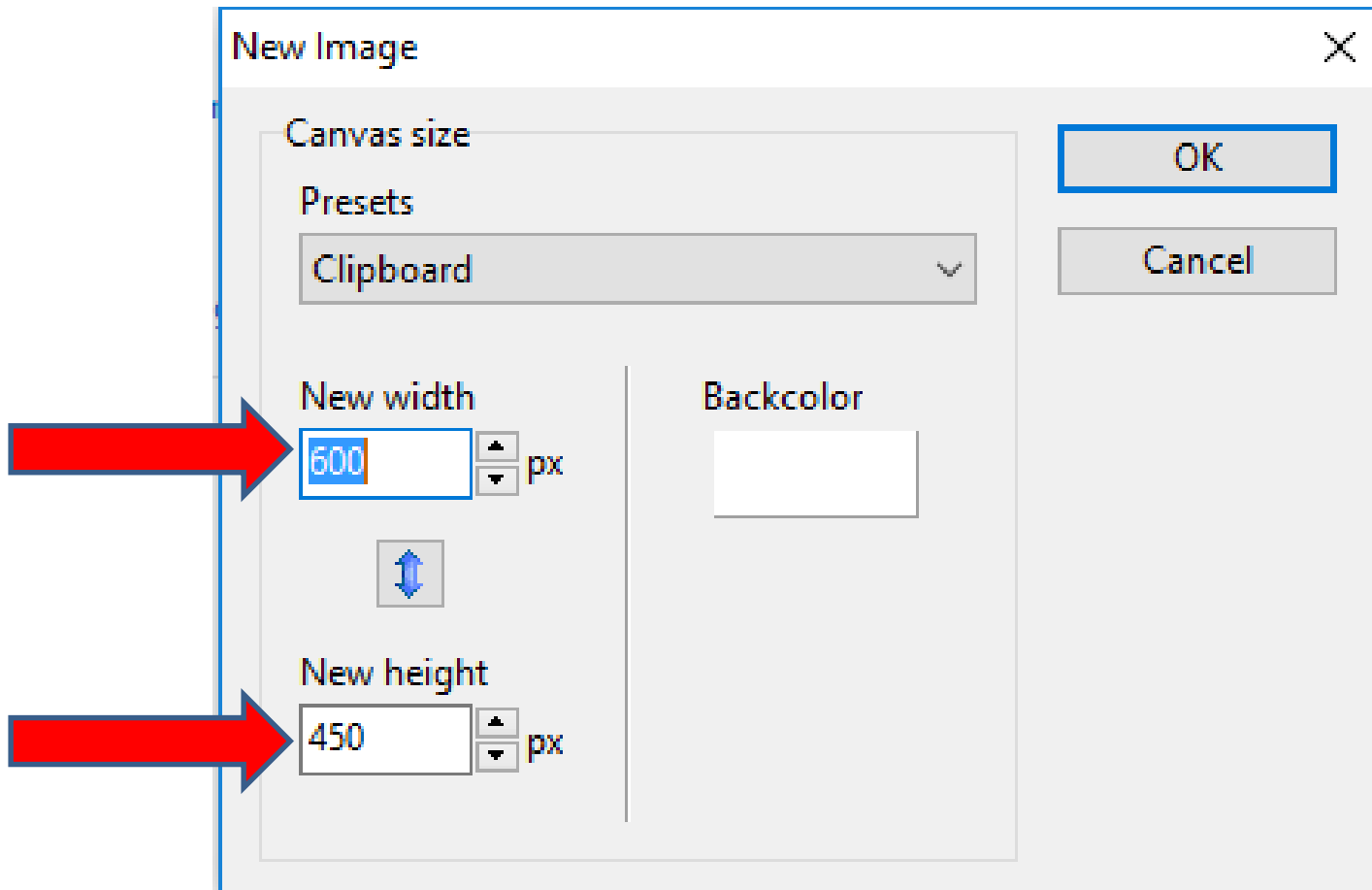
- Go to picpick.org to download.
- Once you download it, you will see the icon on your desktop.
- Double click on it and next is what happens.



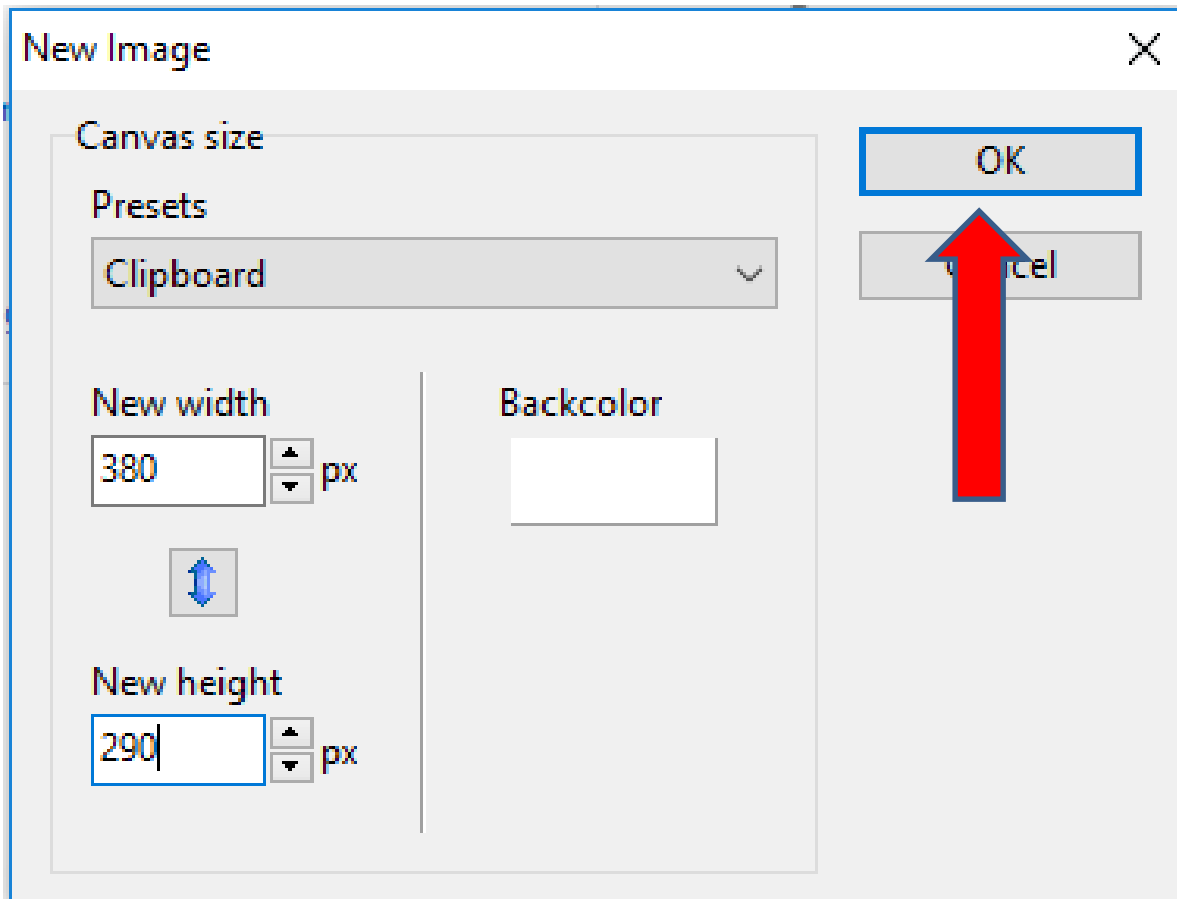
PicPick opens and you see Features. Click on New and next is what happens.



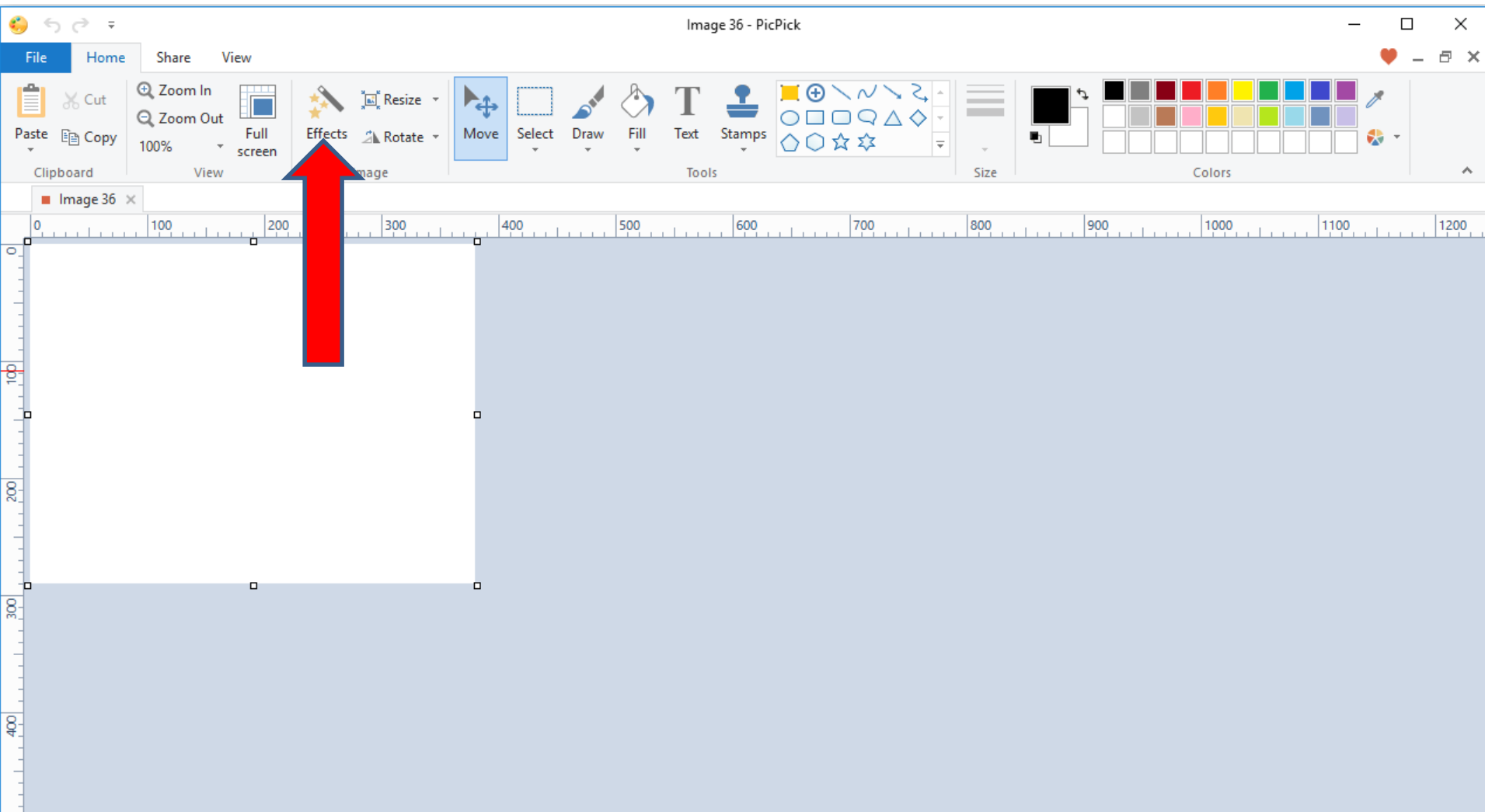
- A new window opens and you can change the width and height, like the one in NVU. Next is a sample of changing them.

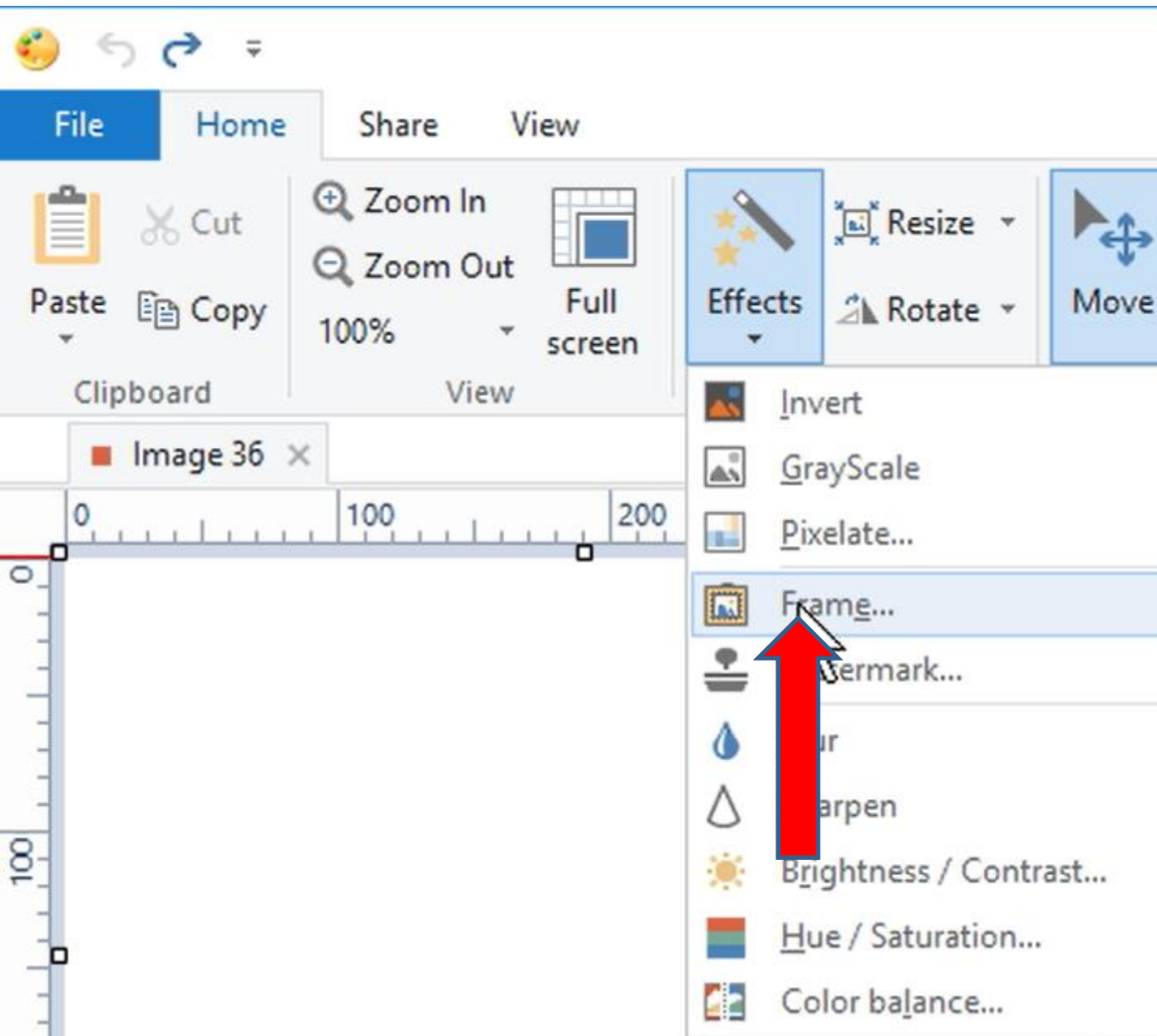


- Here is a sample of changing the width and height. Once complete, click on OK and next is what happens.



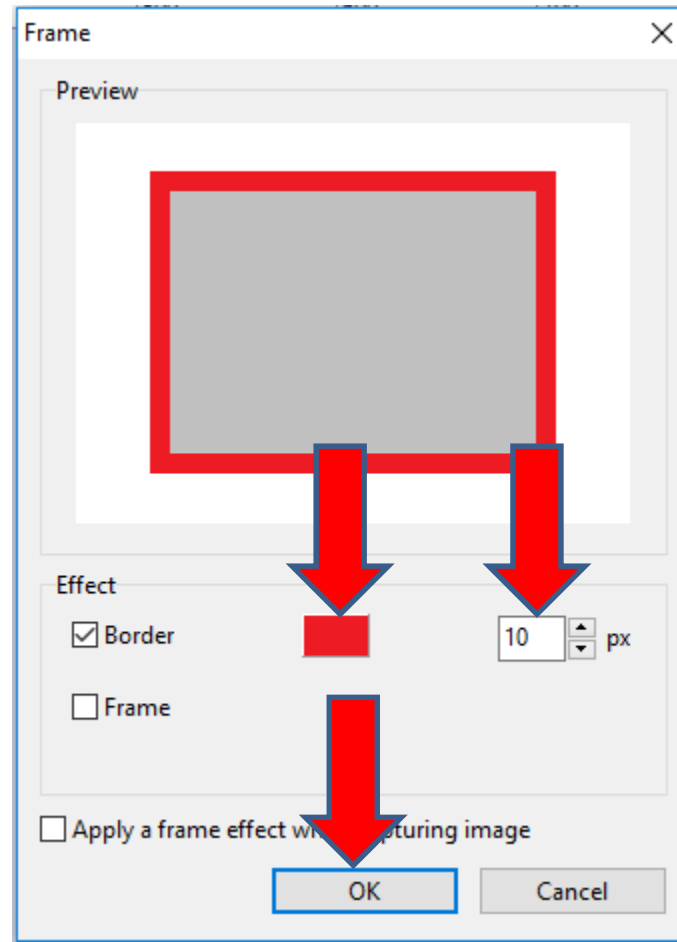
- **Window closes and the PicPick edit opens. Next is how to add a Frame. You click on Effects first.**



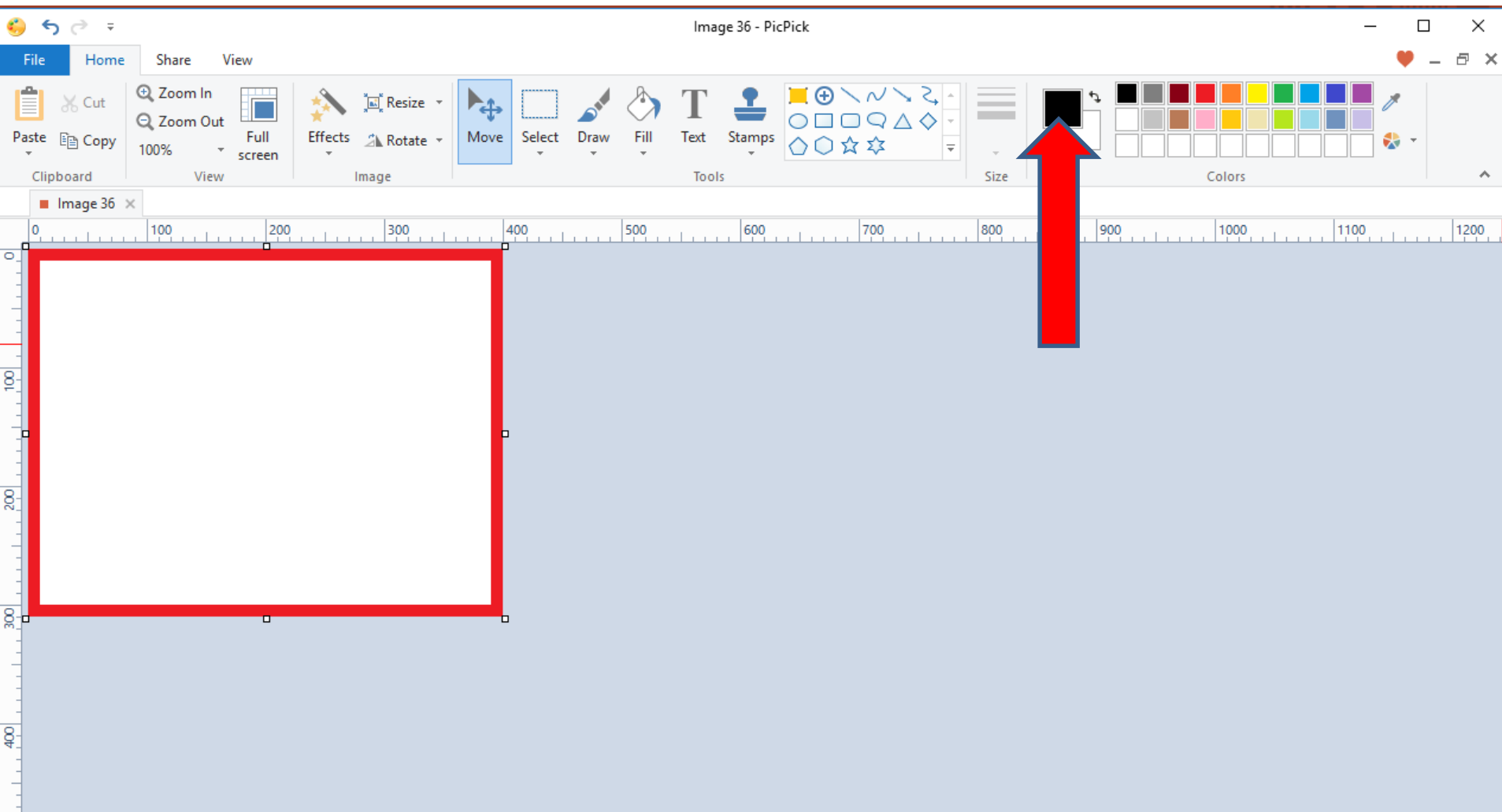


Once you click on Effects, you see a list and click on Frame and next is what happens.

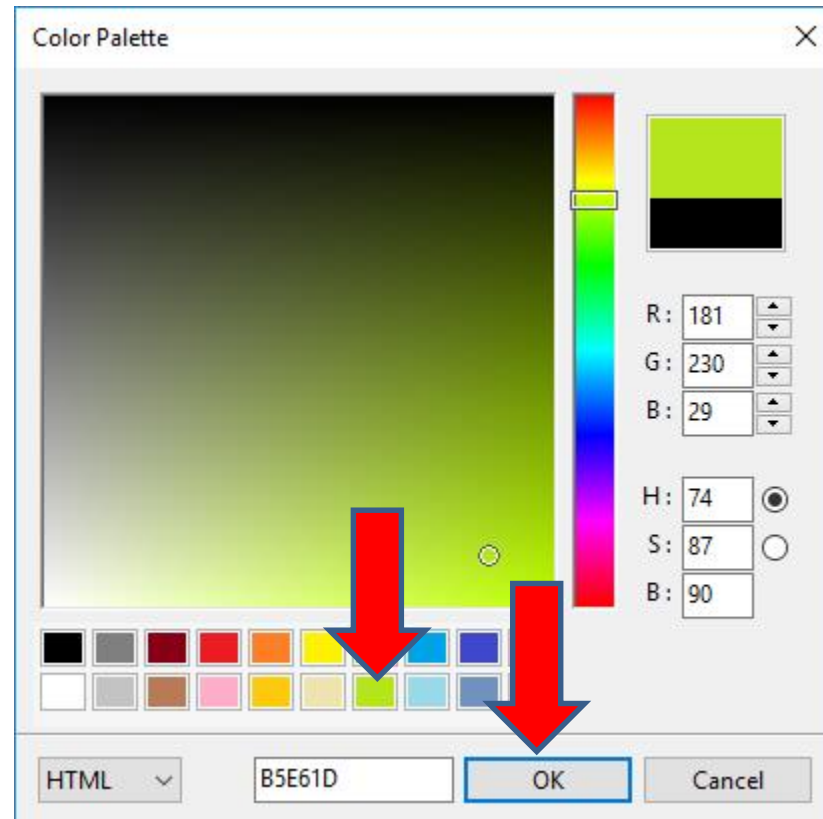
- A new opens and sometimes the color and size is different. If you want, you can change them. Once complete, click on OK. Next is what happens.



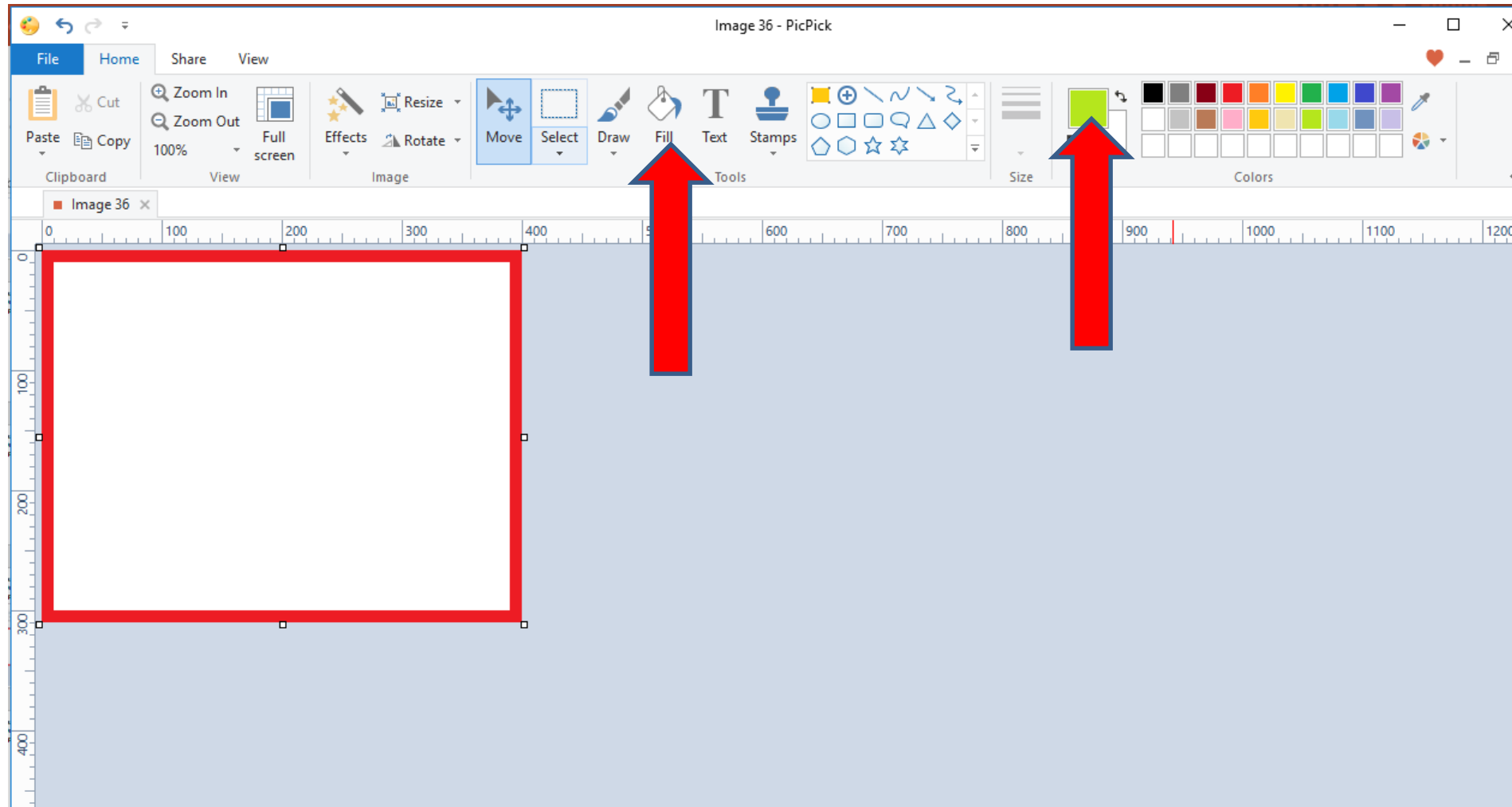
- **Window closes and you see the Border. You then click on Black Icon to change the Color, which is next.**



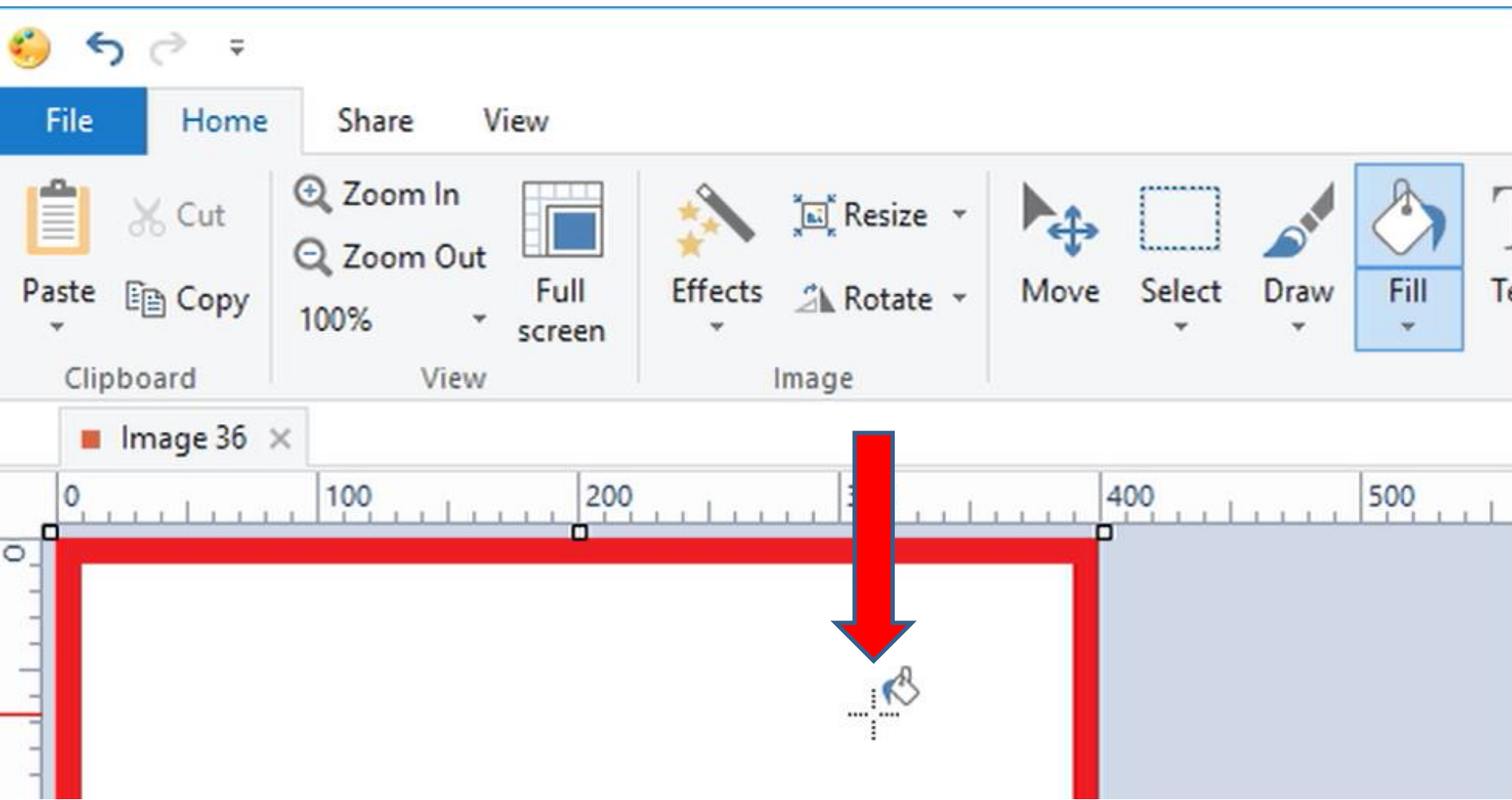
- A new window opens and you change the color. I clicked on this one below. Once complete, click on OK. Next is what happens.



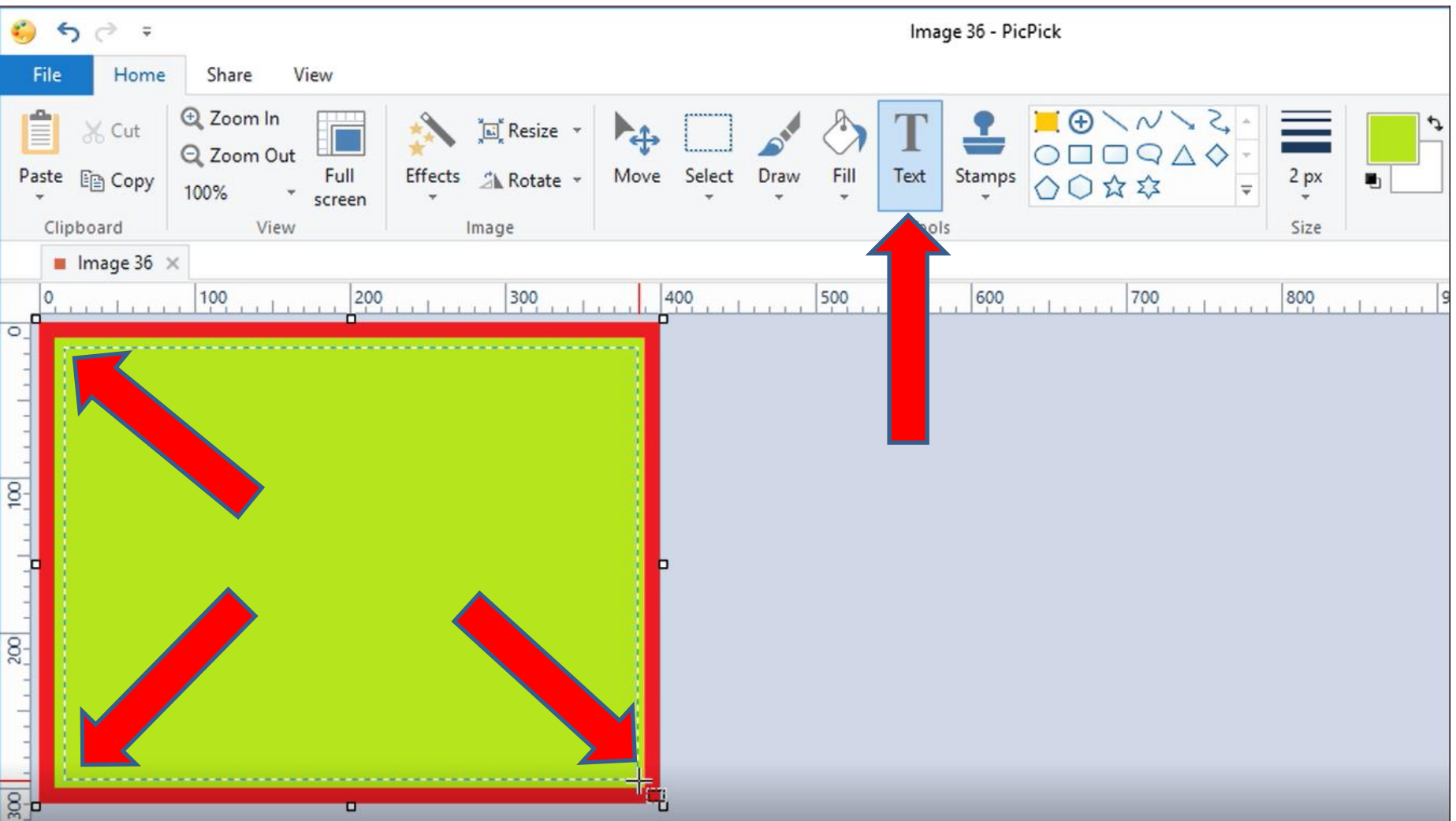
- **Window closes and you see the color different.**
To change the background color to that color,
click on Fill and next is what happens.



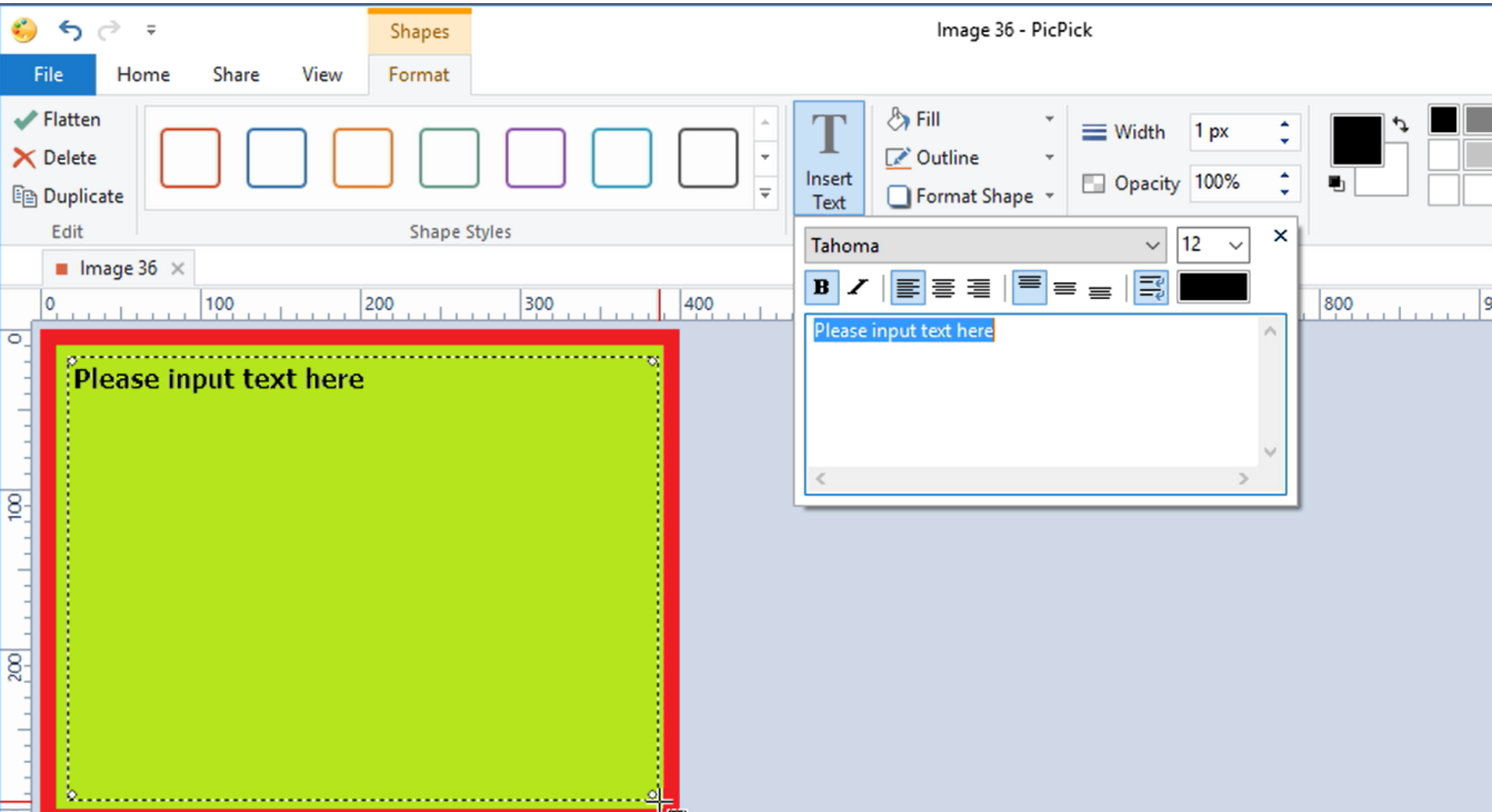
- **When you click on Fill, your cursor changes and you move it to the image and then click on it. Next is what happens.**



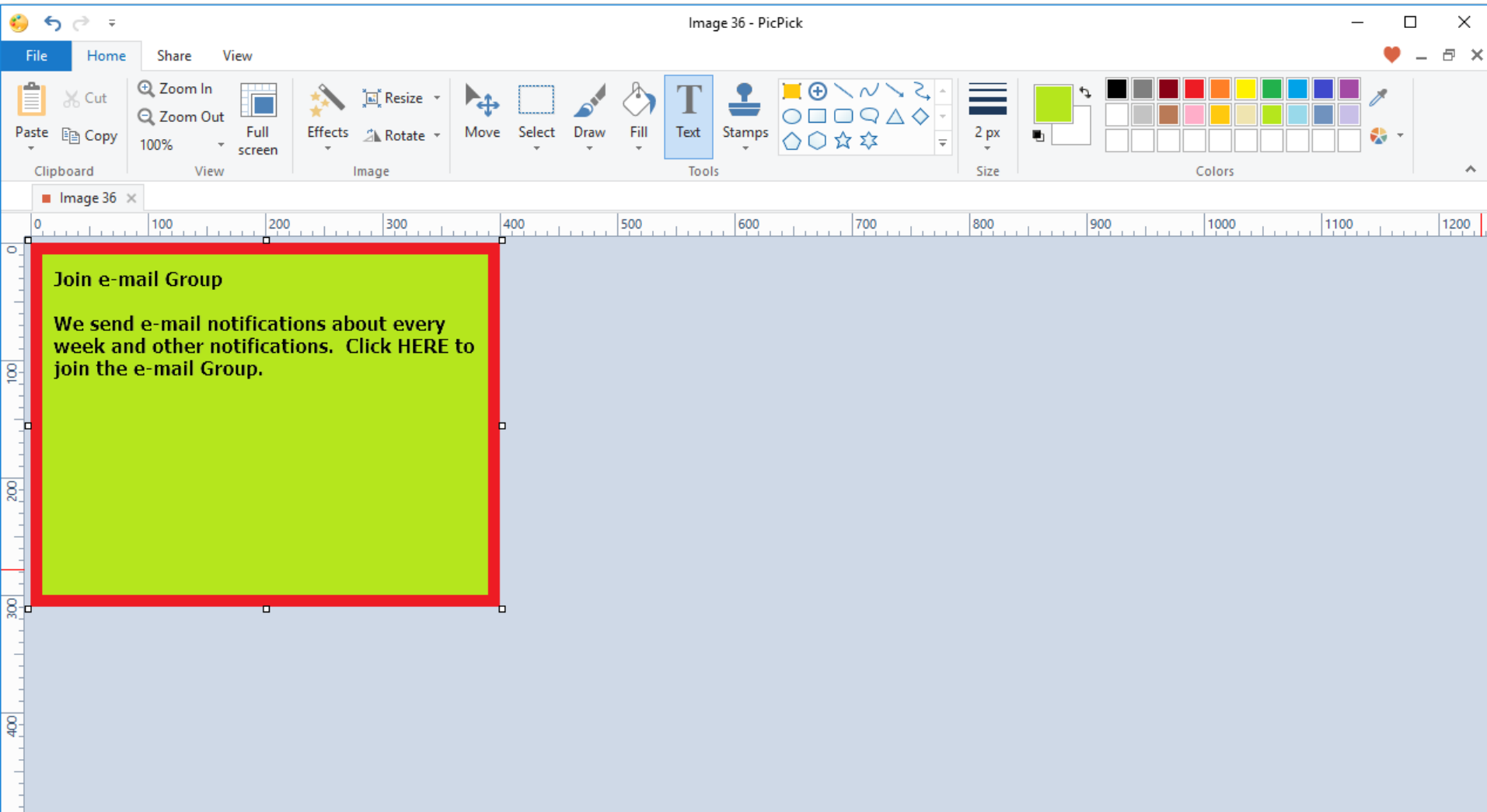
You see the Color. You then click on Text and the cursor changes again and click before the Border on the drop left and drag it down and to the right. Next is what happens when you let it go.



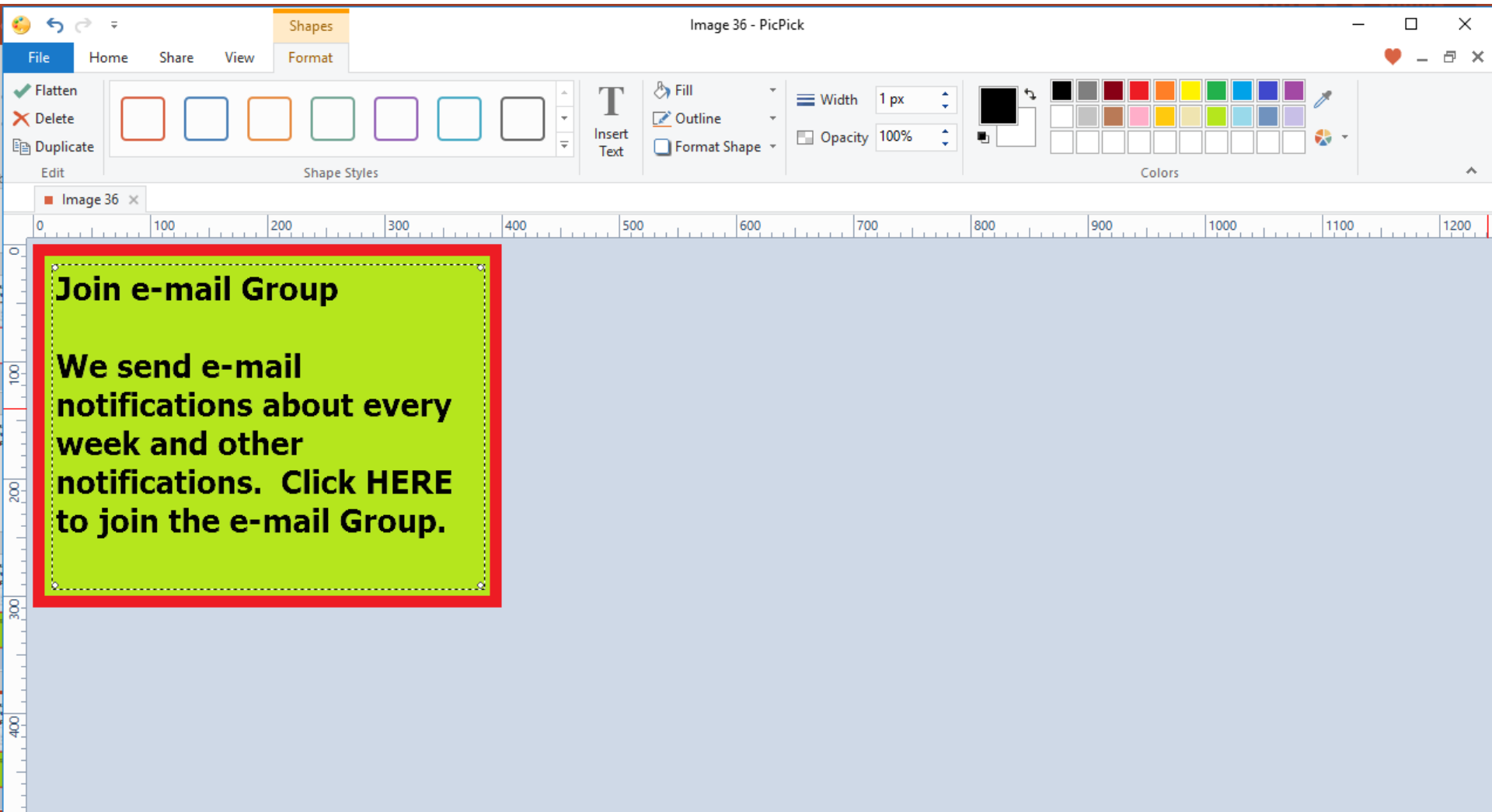
- When you let it go, a new window opens and you type in Text. You can change the size, etc.
- Next is a sample of typing Text.



- Here is a sample of typing Text and next is a sample of changing the size of the Text.



- Here is a sample of changing the size.
- Next explains to Save and add to your Weebly website.



- **You can save the Image to your computer as I showed you in the Tip - How to create image with background color for Lucent Theme in the first on-line training.**
- **Once you save it, you can add it to your Weebly website using the Image Element as I showed you in Step 11 – Part 1 in the first on-line training. Once you add it, you can create a link on the Image. Step 11 – Part 1a shows how to add link on Image.**
- **This is the End of Step 3 – Part 1.**