Step 3 – Part 1 – Add table with NVU

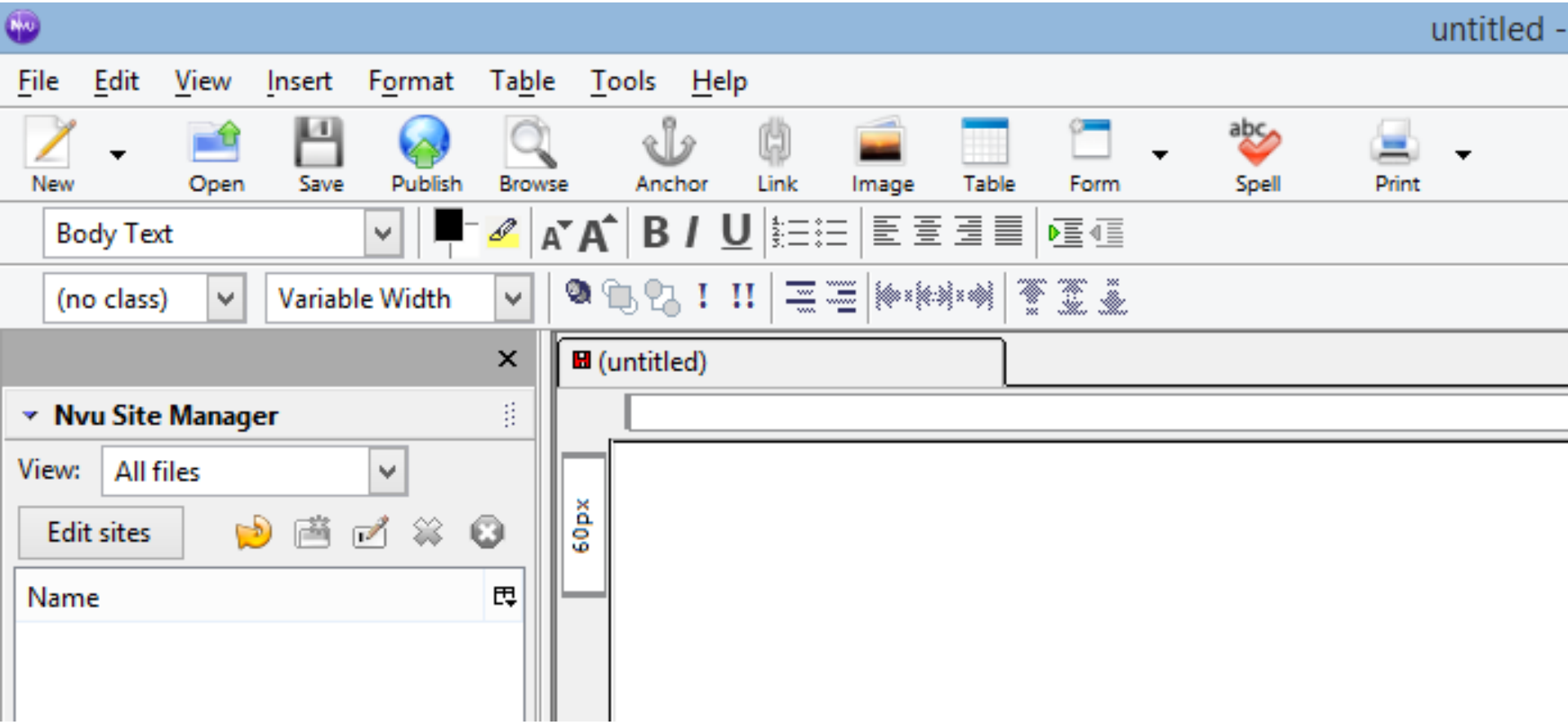
NVU Features

- **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.**

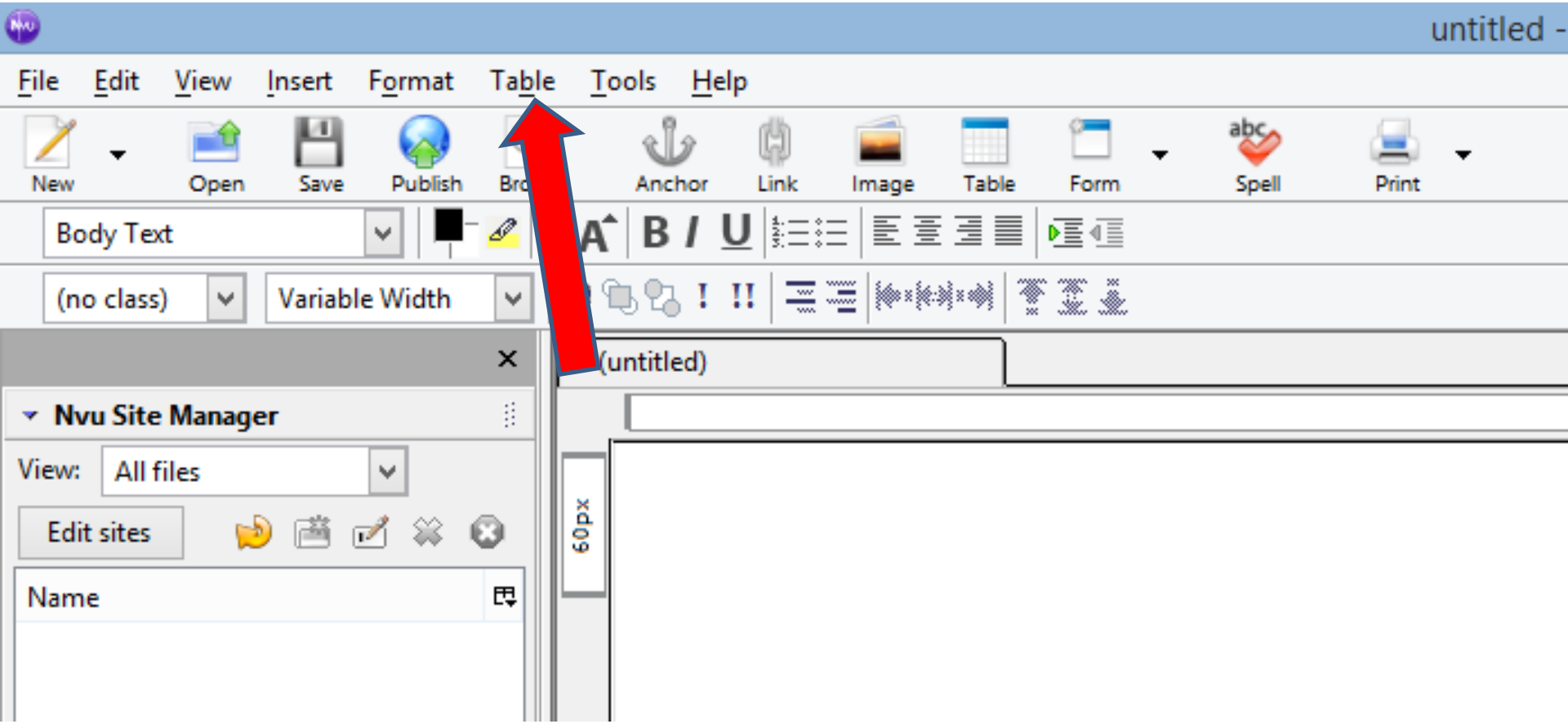
NVU Download

- **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.**

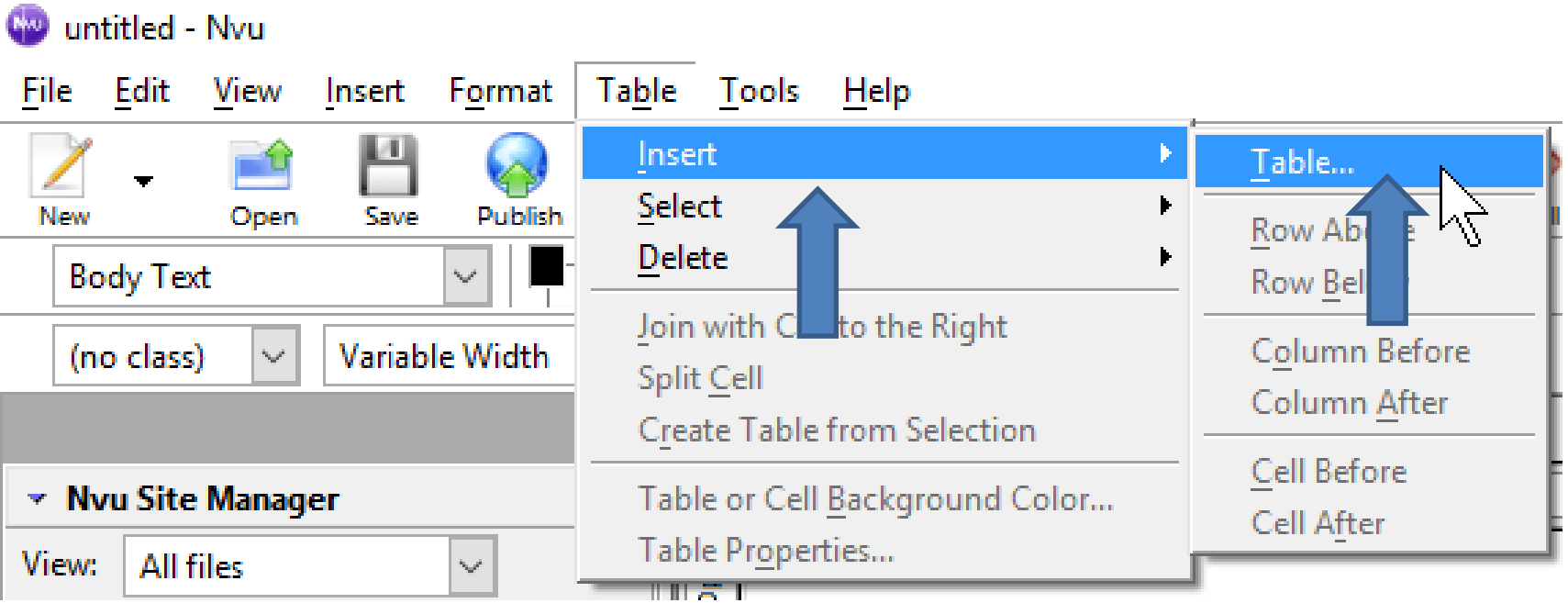
This is what it looks like when you open it. Next is Table.



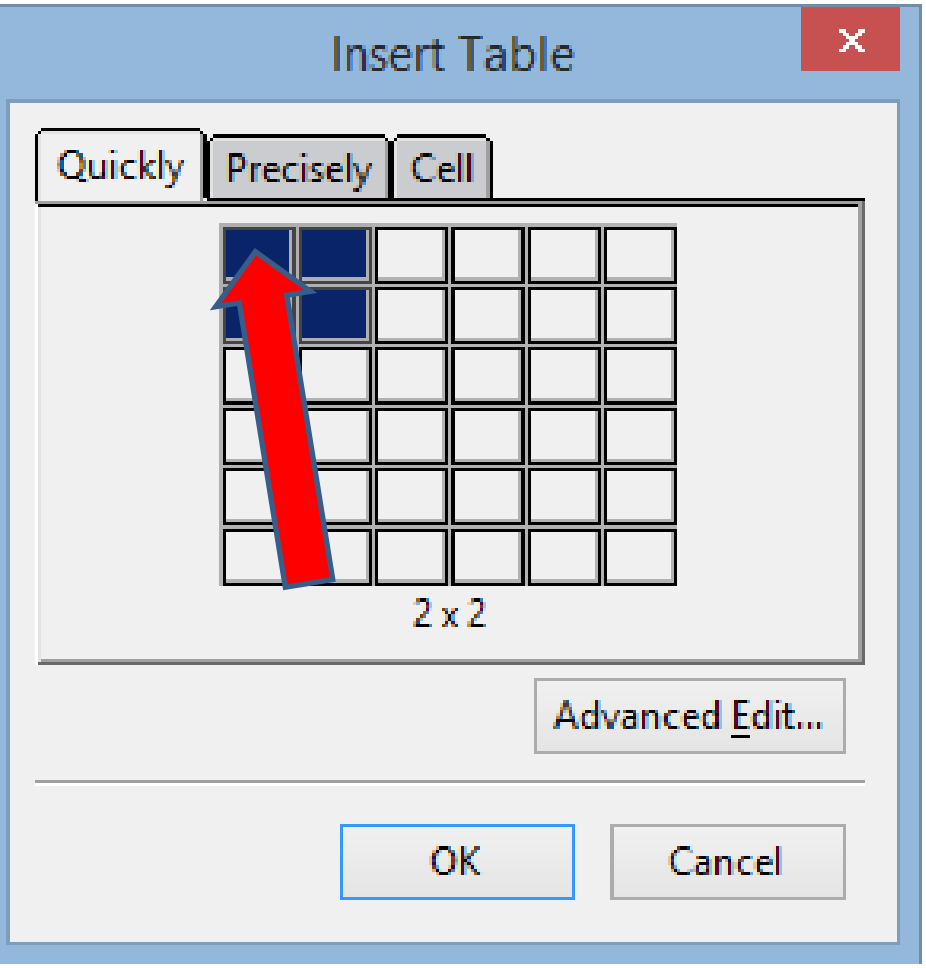
Click on Table and next is what happens.



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

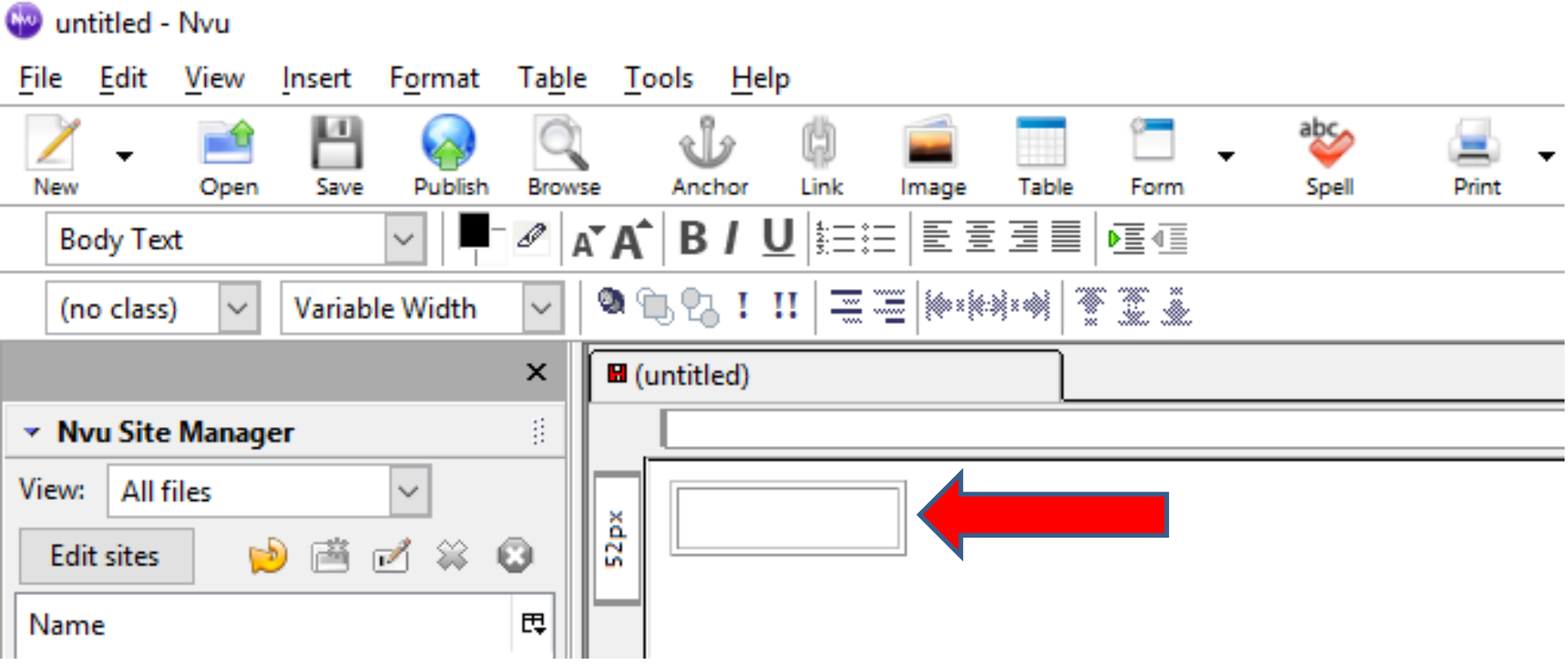


A new window opens

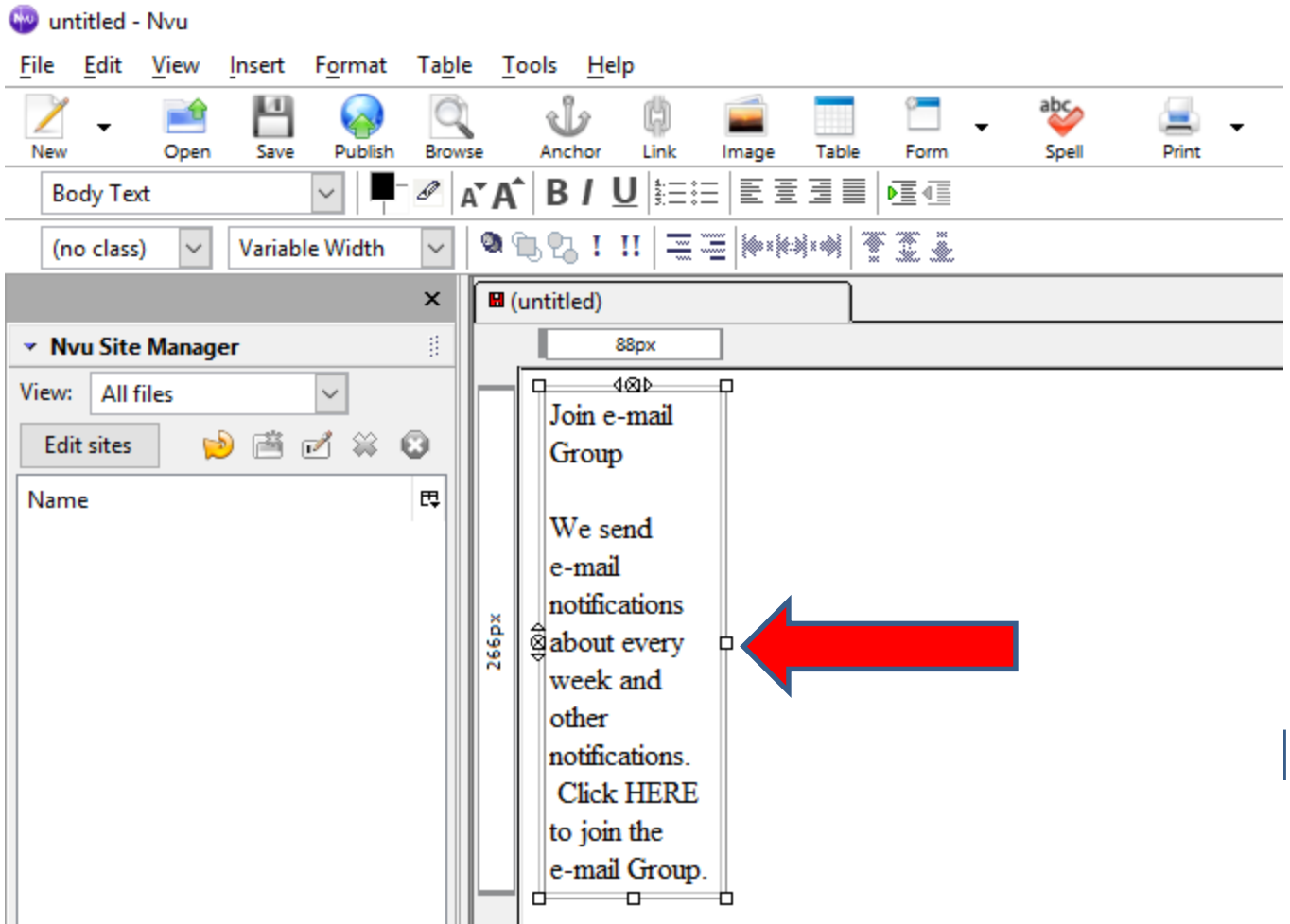


- **You then click on the first row/cell in the upper left and next is what happens.**

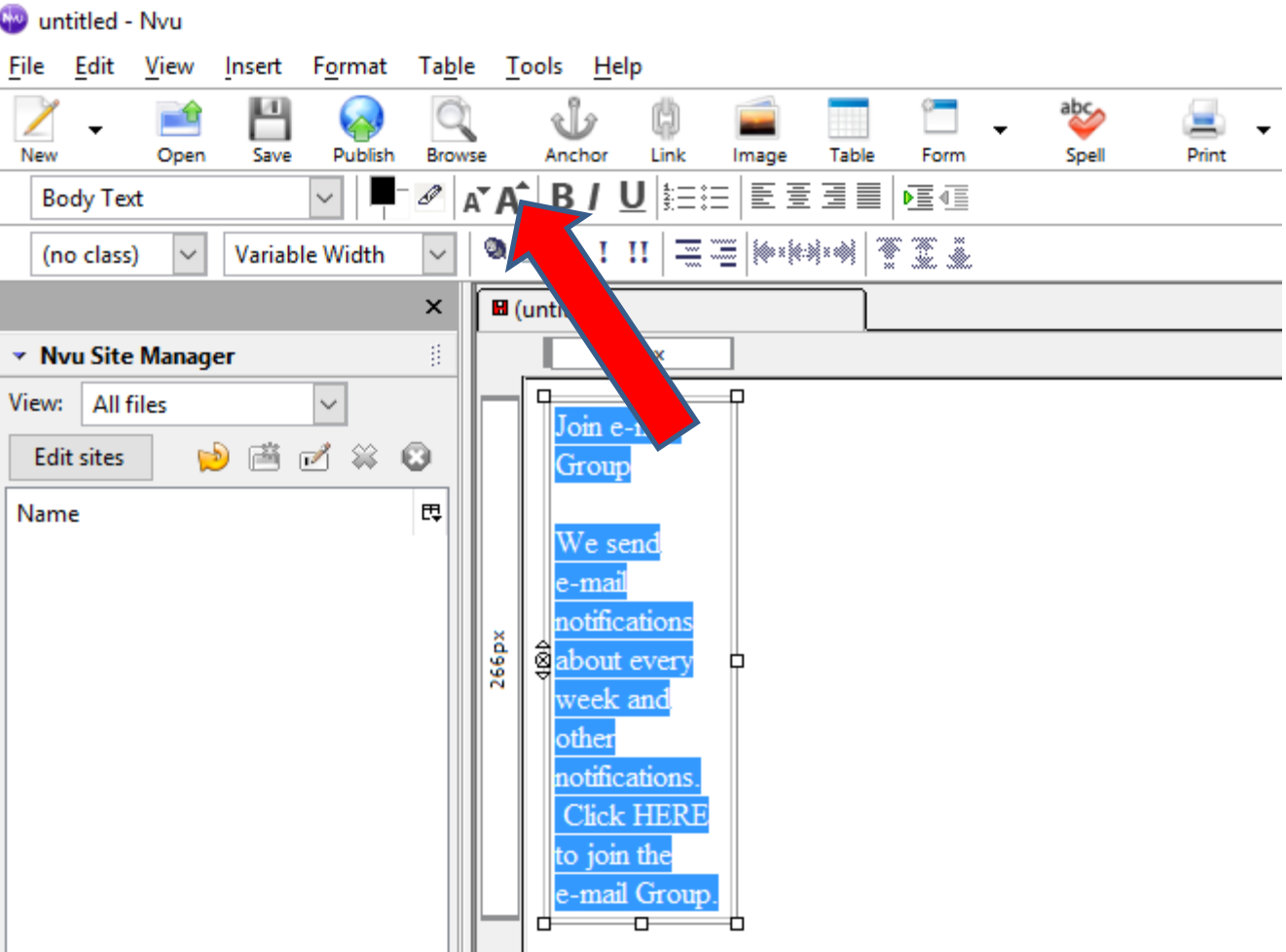
- **Window closes and you see the Table with one row and just one cell. You can change the size, etc. You click on it to add Text and change size.**
- **Next is a sample of clicking on it and adding Text. After that is how to change Text and size.**

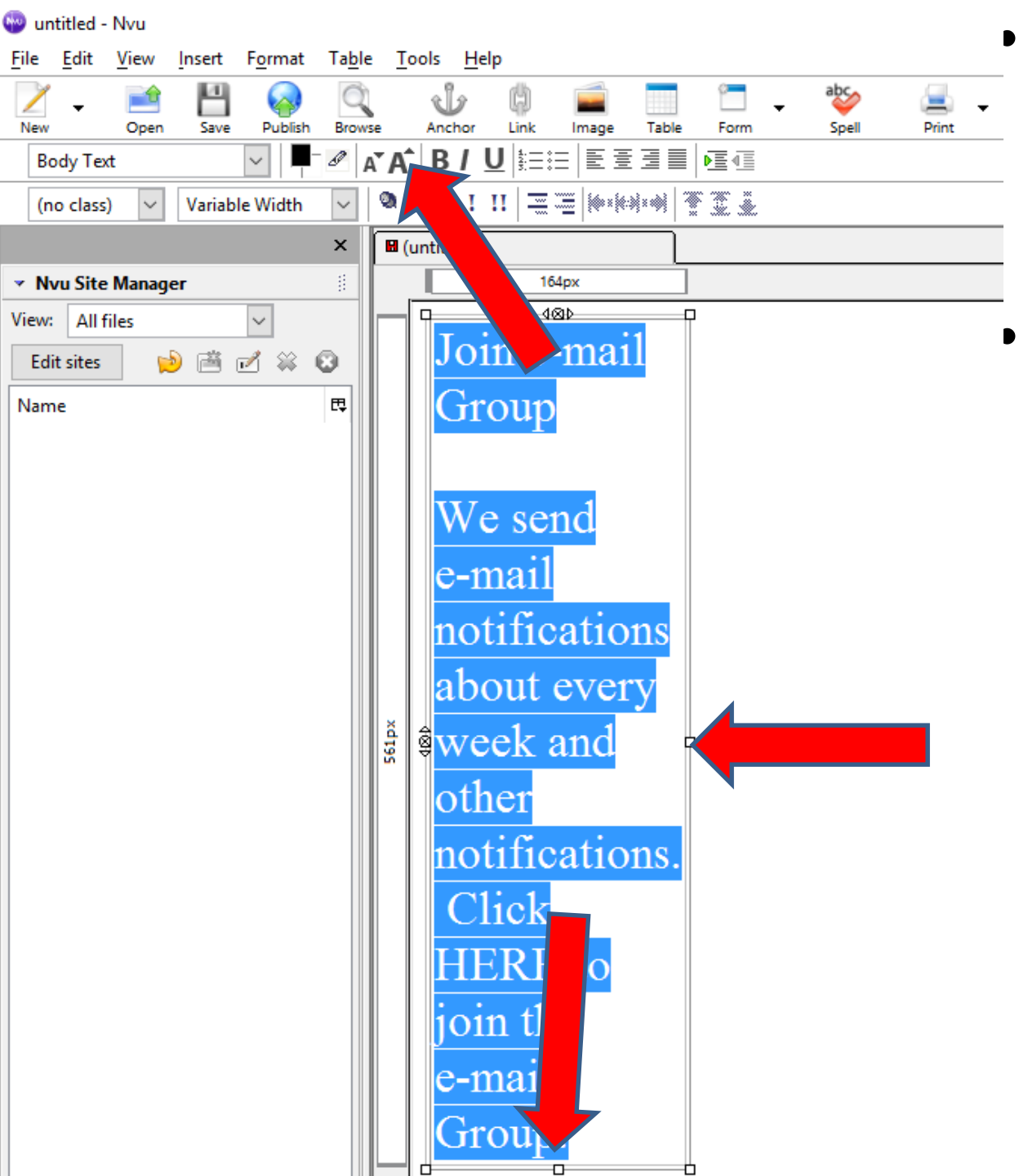


- **Here is a sample of clicking on it and typing Text.**
- **Next is to how to change Text size.**



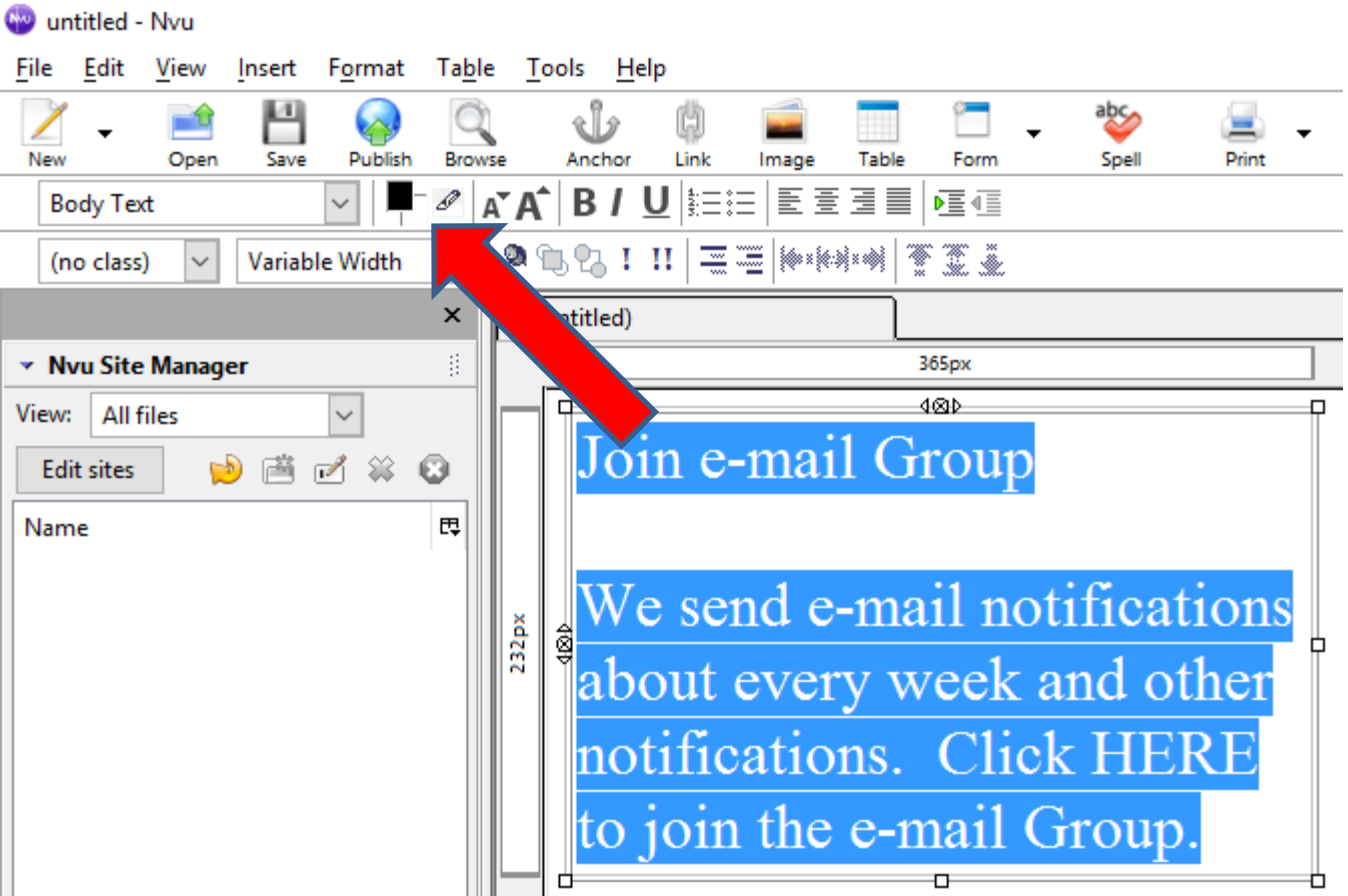
- **You highlight the Text and then click on the second A icon about 3 times.**
- **Next is a sample of clicking on it 3 times.**



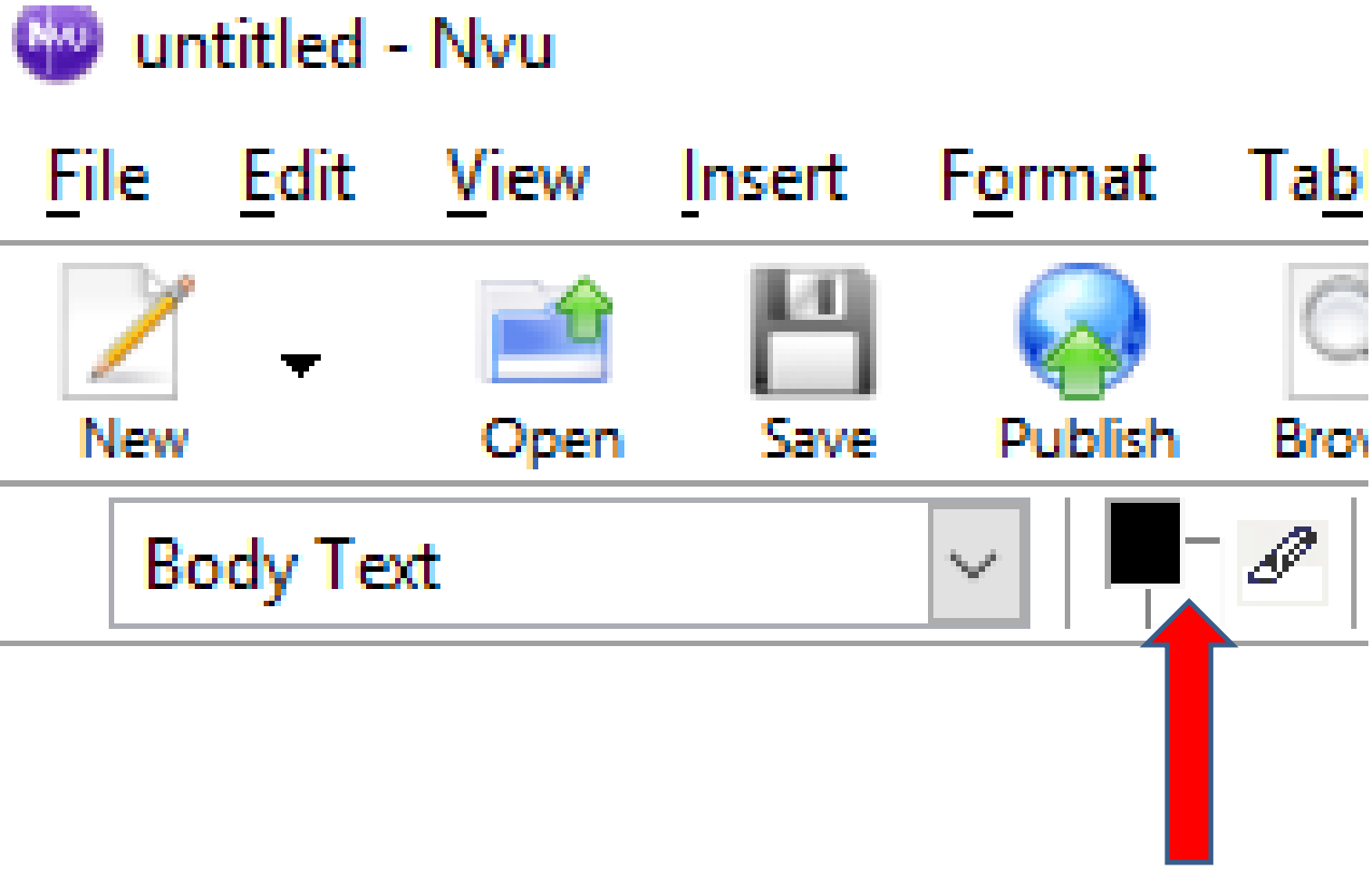


- Here is a sample of clicking on the second A icon for 3 times.
- To change the size of the Table, you left click and hold it down on the middle one on the right and drag it to the left. Follow same process on the middle one at the bottom and drag it up. Next is a sample.

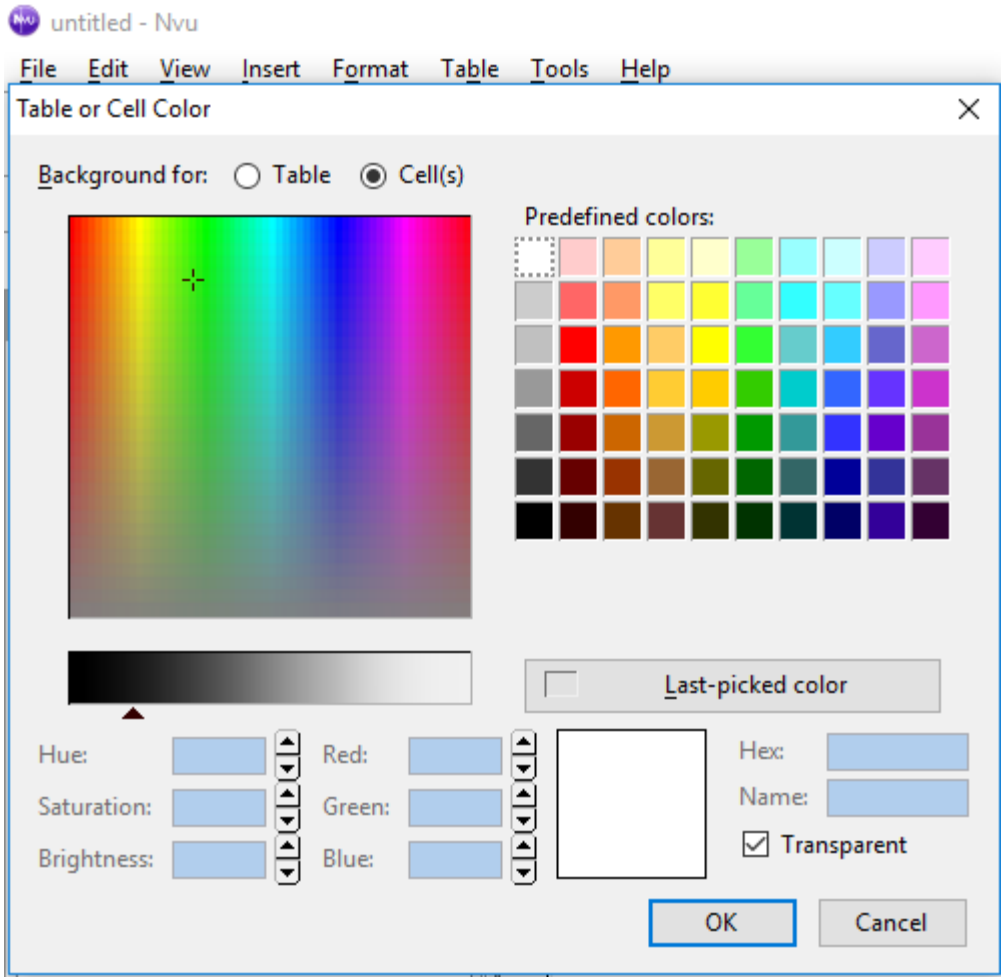
- **Here is a sample of dragging both of them and you see the size different.**
- **You click on the white Icon to change the background color. Next, I will zoom in so you can see it.**



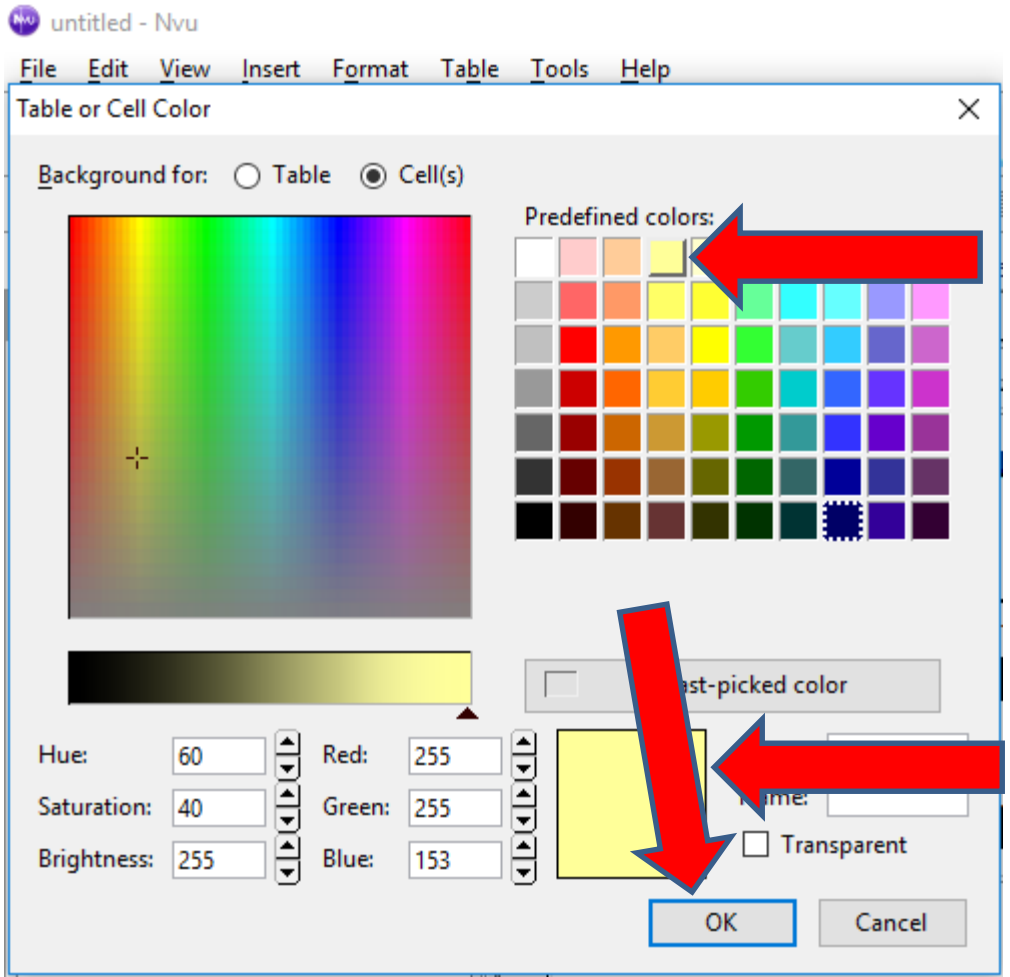
- **You click on white Icon next to the Back Icon and next is what happens.**



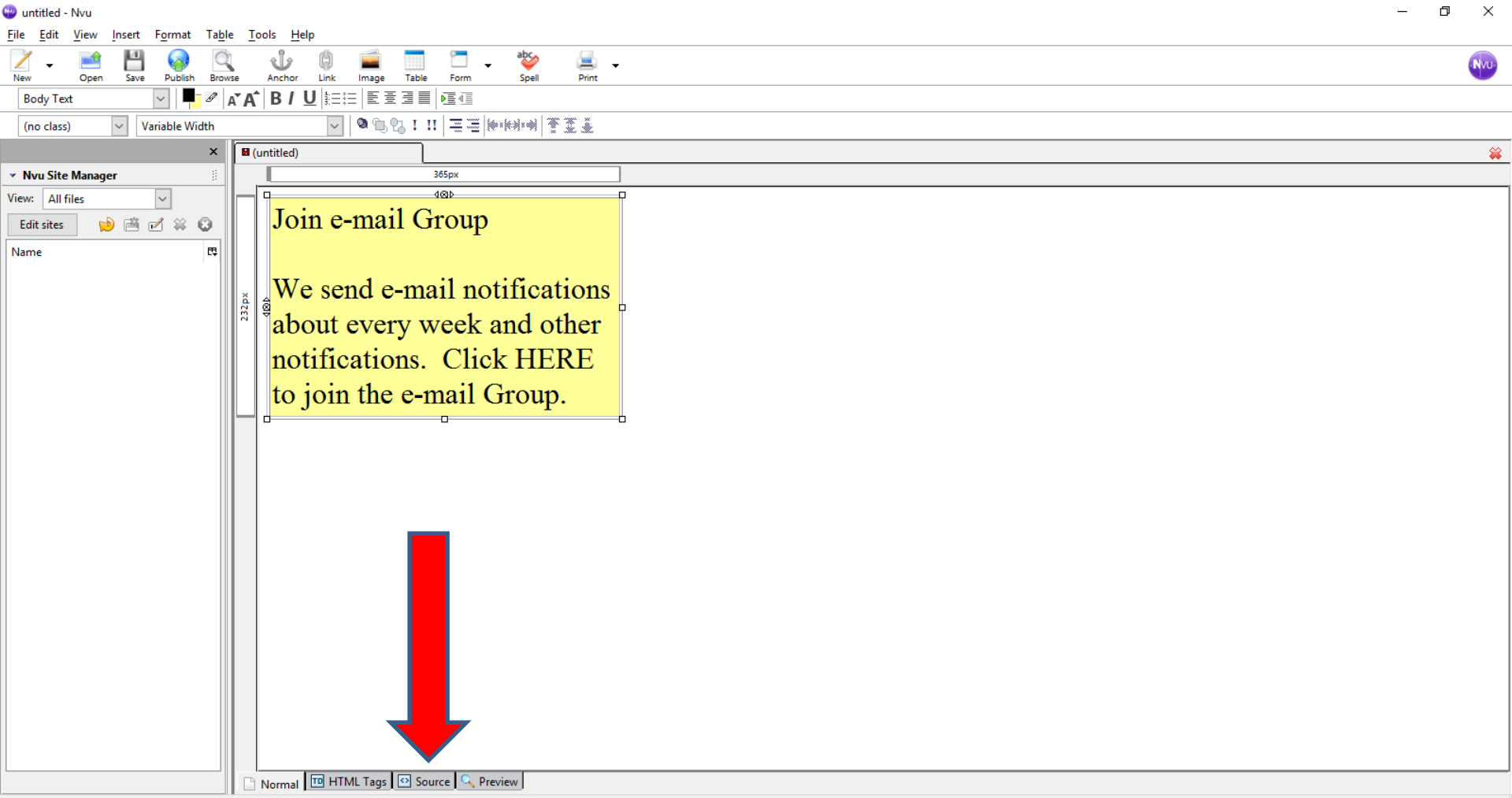
- **A new window opens and you can change the color by clicking on one. Next is a sample of clicking on one.**



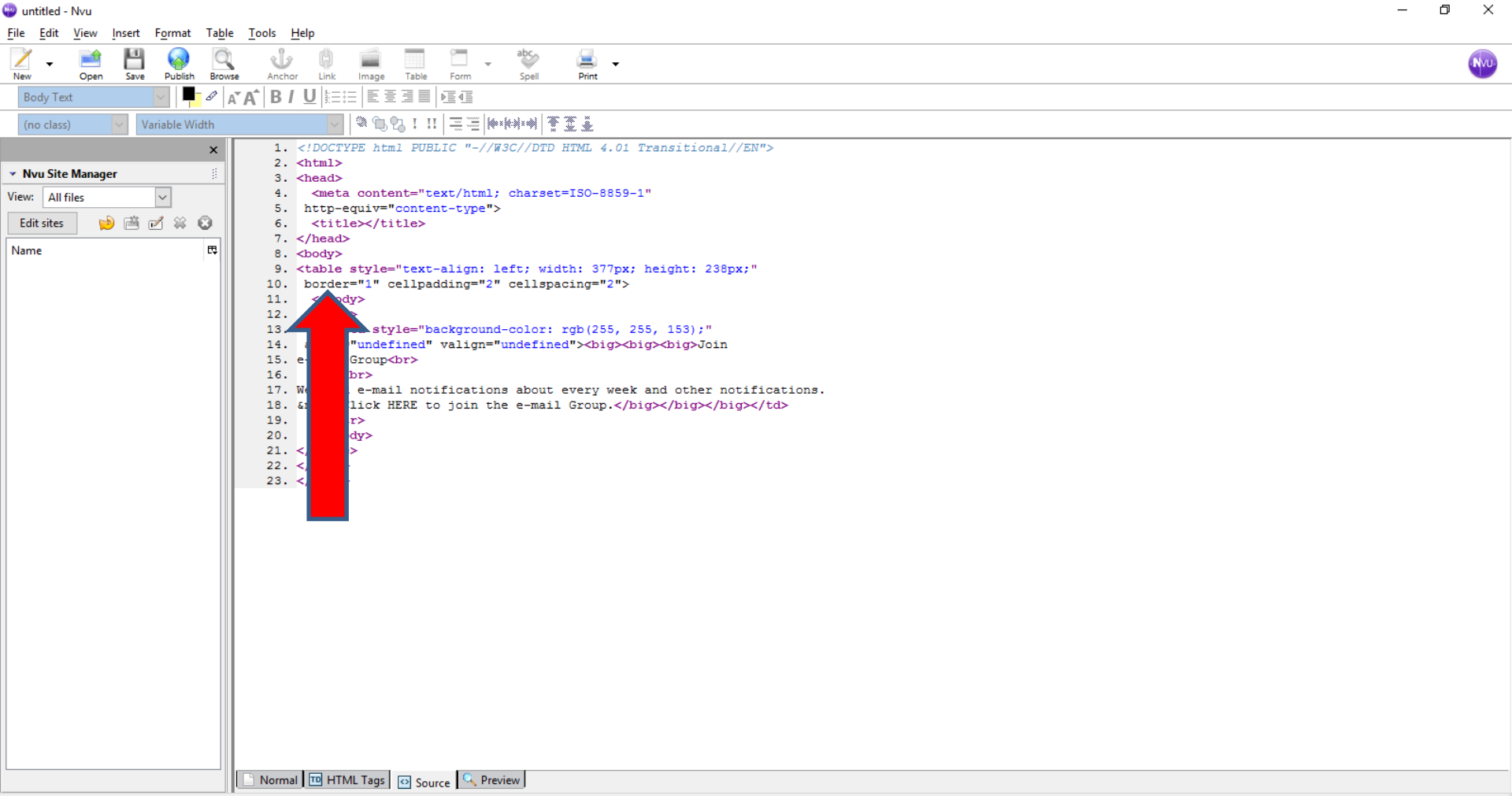
- **Here is a sample of clicking on this one and you see the change. Once complete, click on OK and next is what happens.**



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

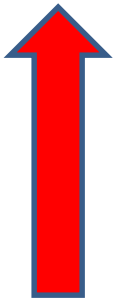


- **Page changes and you see border is 1. I will zoom in next so you can see it.**



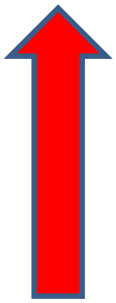
- **Here is what it is. You then click on 1 and type in 0 next to 1 and next is what happens/**

```
10.    border="1"
```

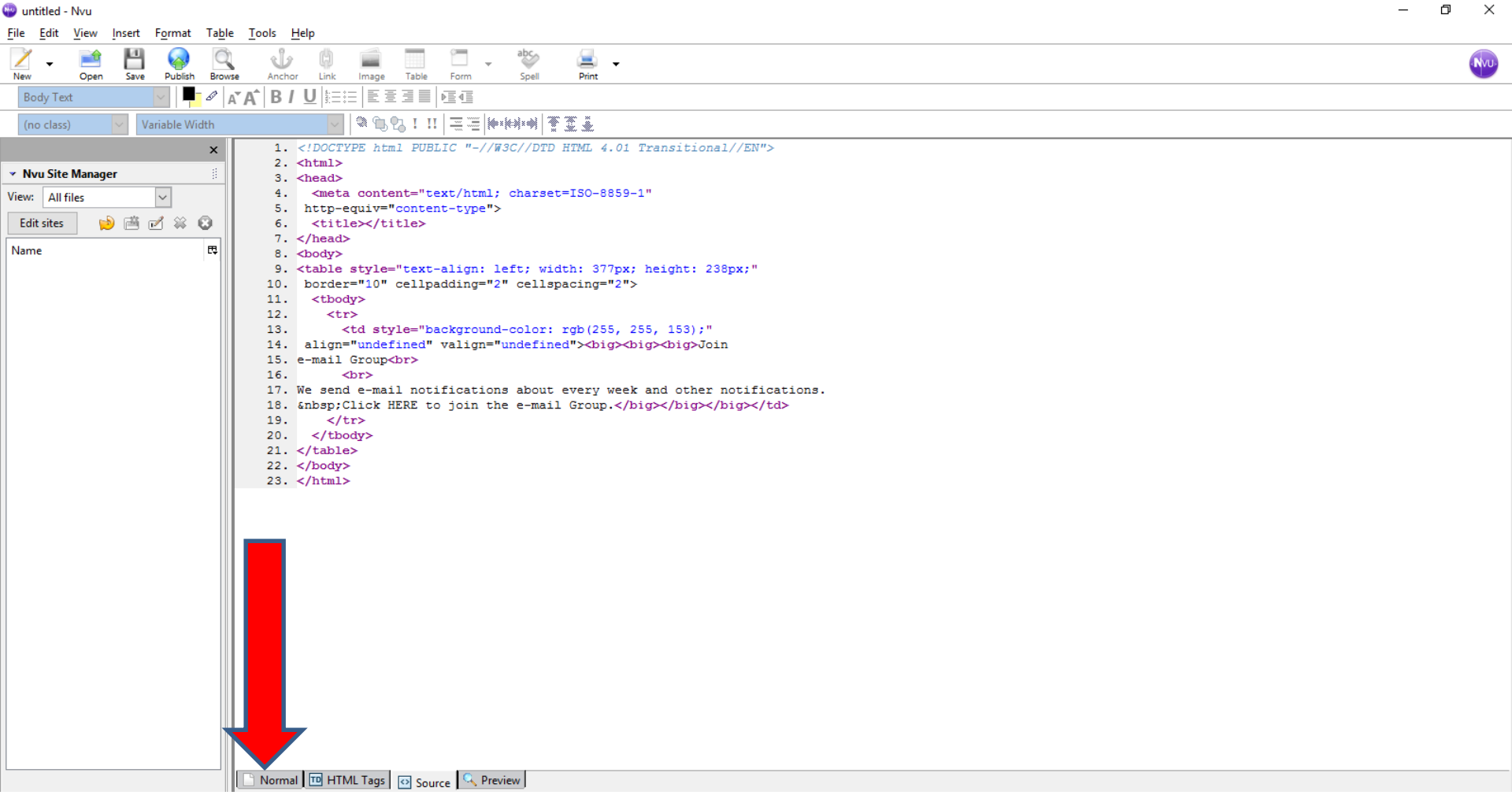


- **Here is a sample of typing 0 next to 1.**
- **Next is to go back to the other page.**

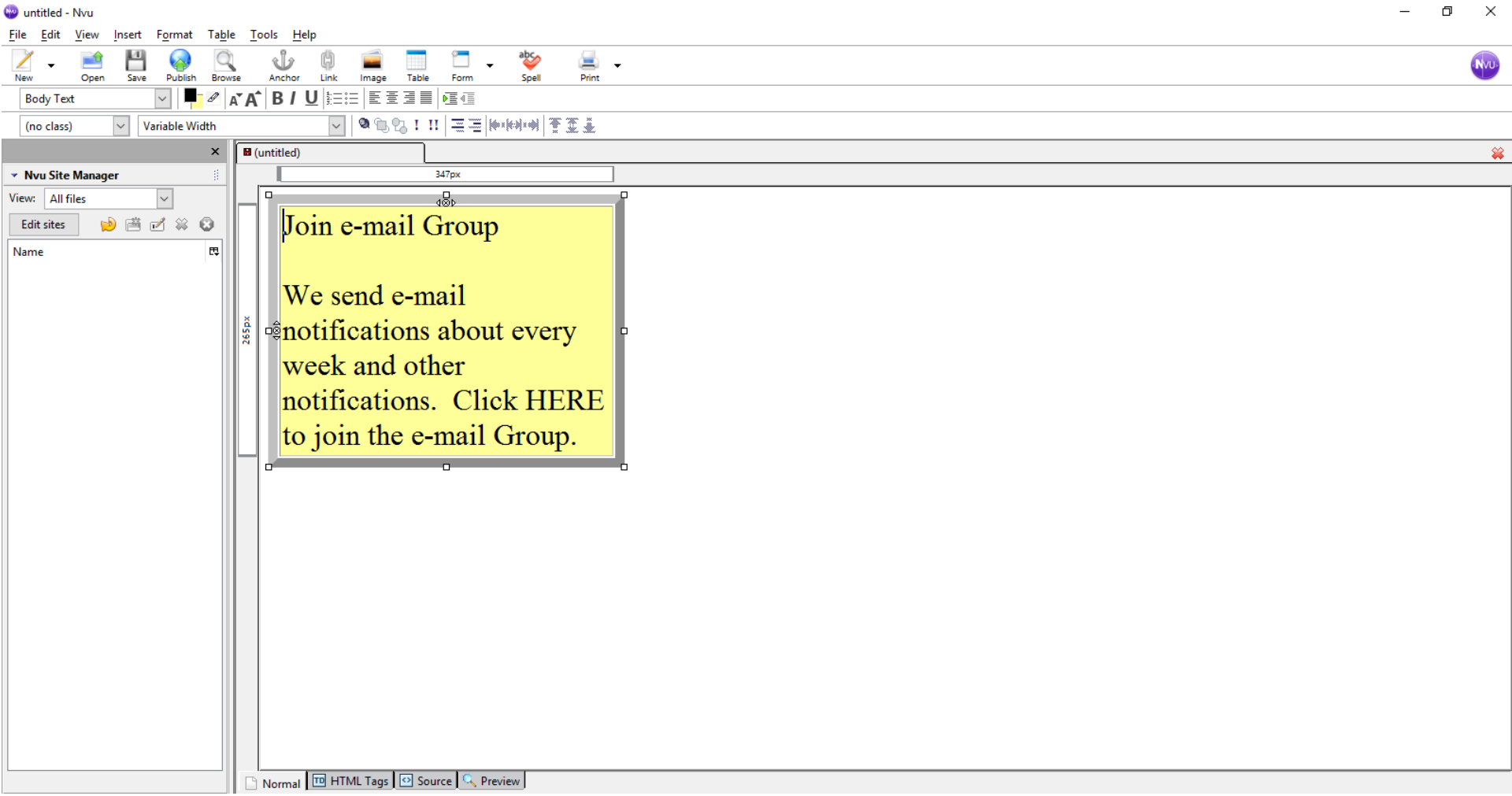
```
10.   border="10"
```



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



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

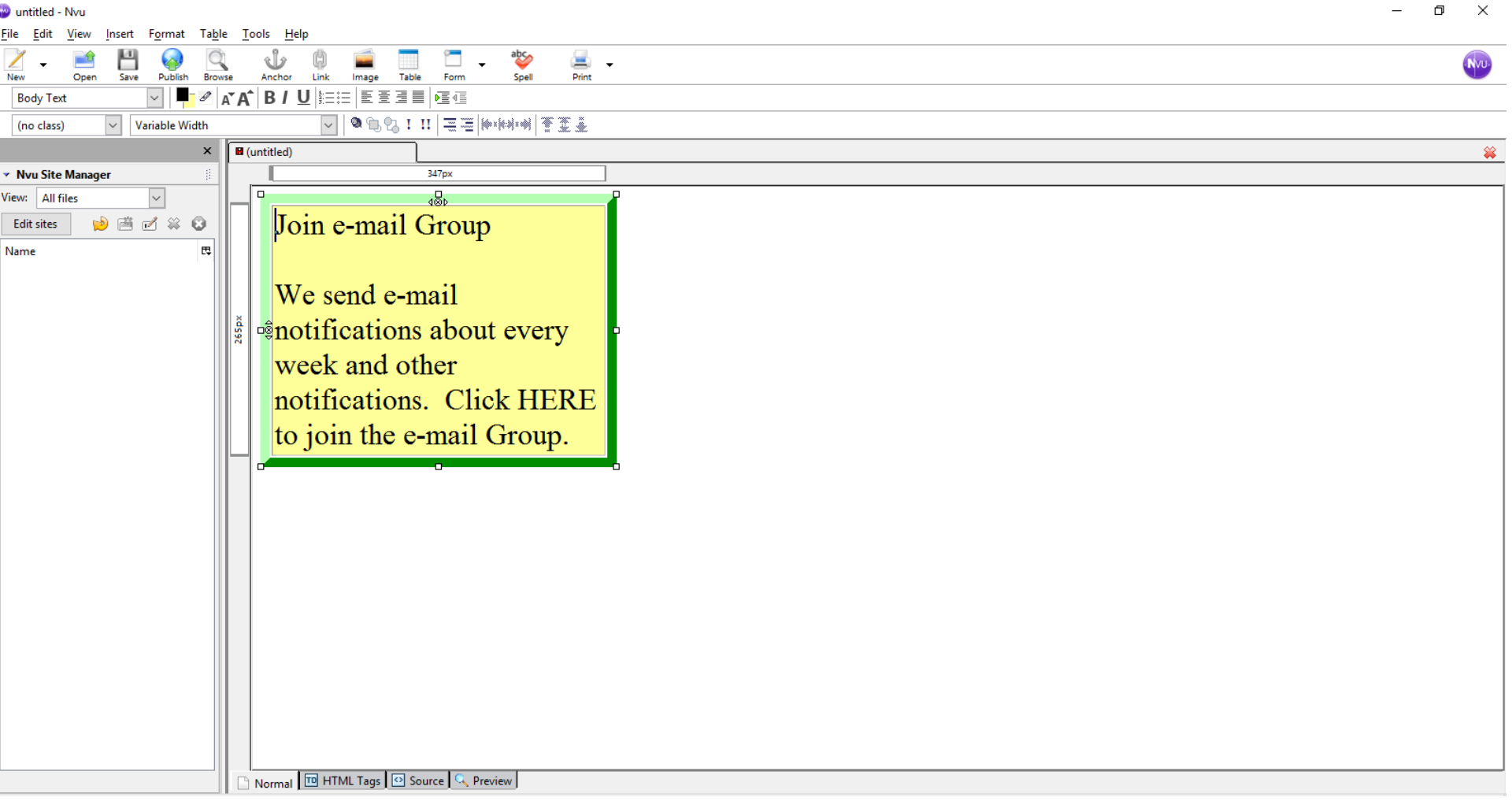


- **When you click on Source, you add bordercolor="#00ff00" next to the border="10" and below is what it looks like.**

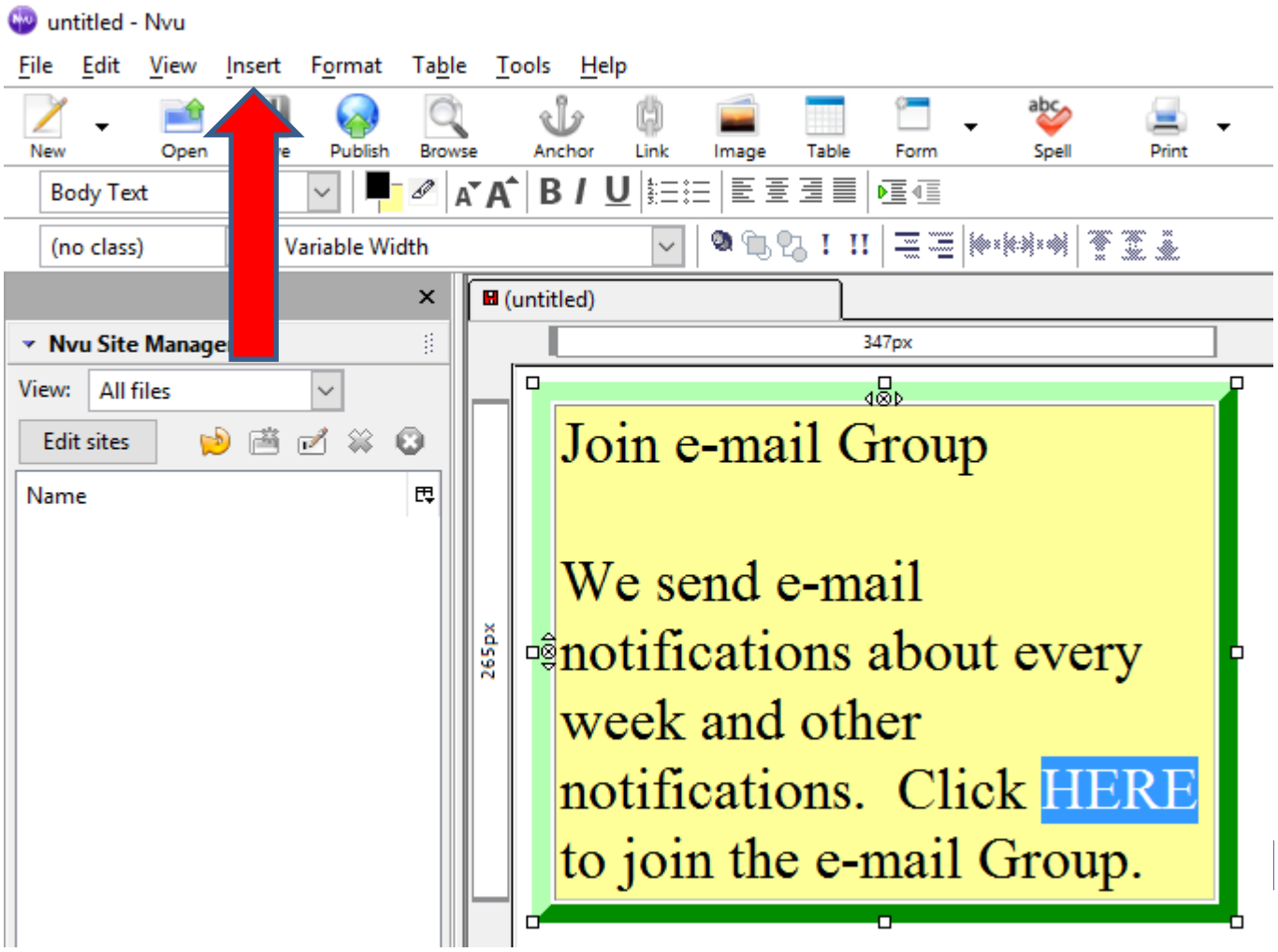
```
10. <table
11.  style="text-align: left; width: 327px; height: 208px;"
12.  border="10" bordercolor="#00ff00" cellpadding="2"
13.  cellspacing="2">
14.   <tbody>
```

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

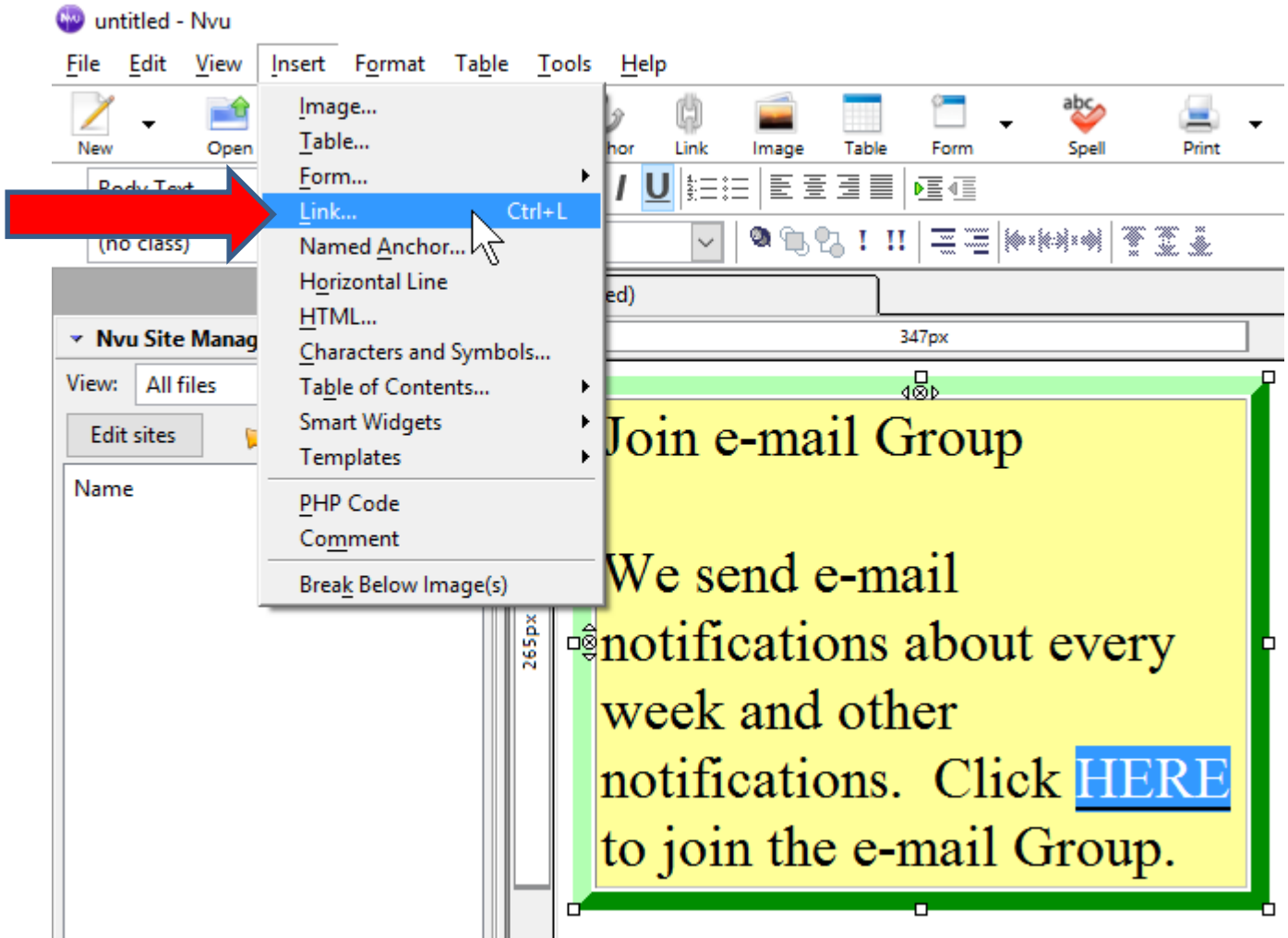
- **You see the Border color. It is not same on the top and left, but when you embed it to Weebly, it shows the Border the same. Next is how to add a link before we embed.**



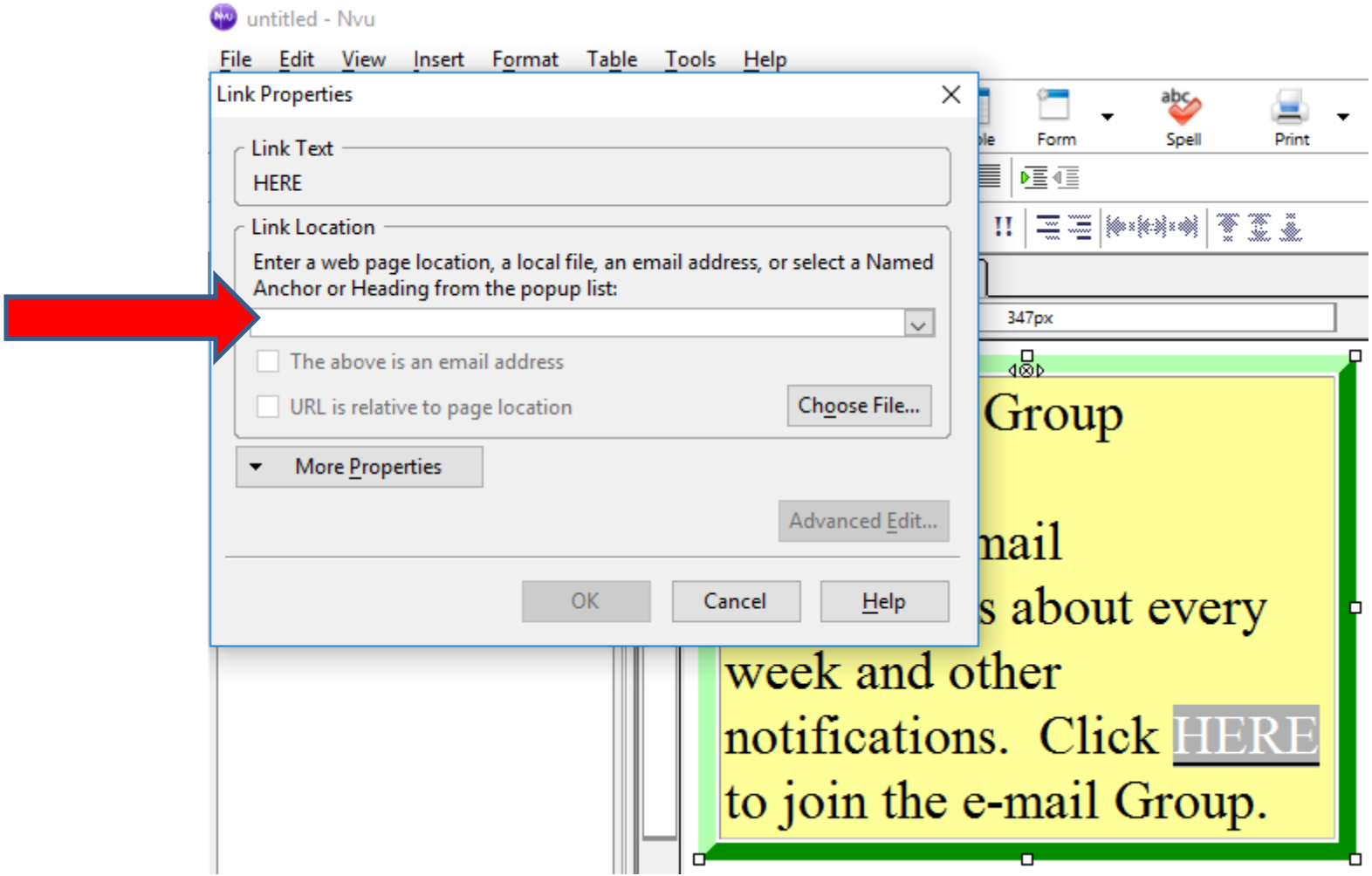
- **You first highlight the text for a link, like HERE and then click on Insert in the upper left and next is what happens.**



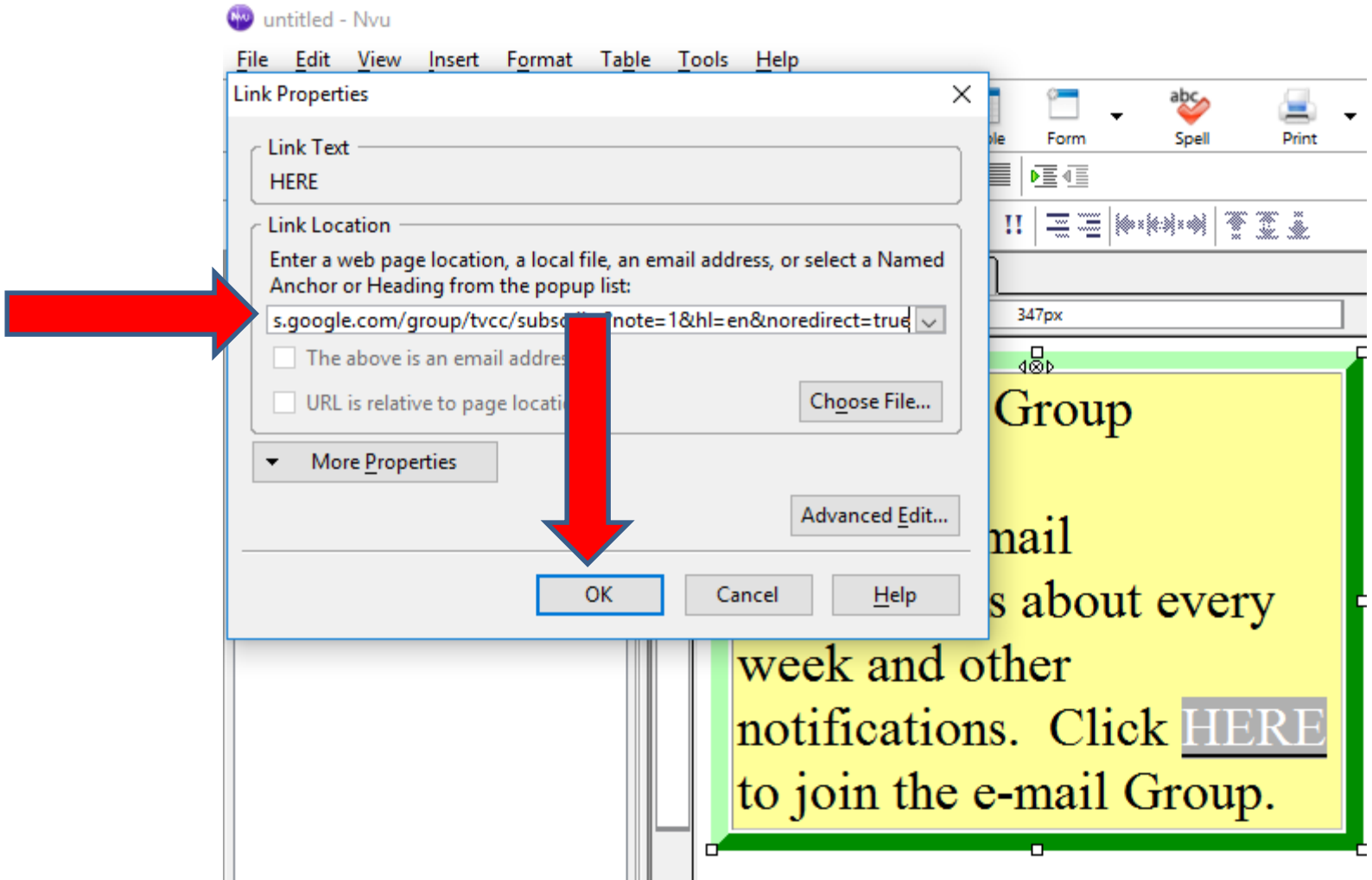
- **When you click on Insert, you see a list and click on Link. Next is what happens.**



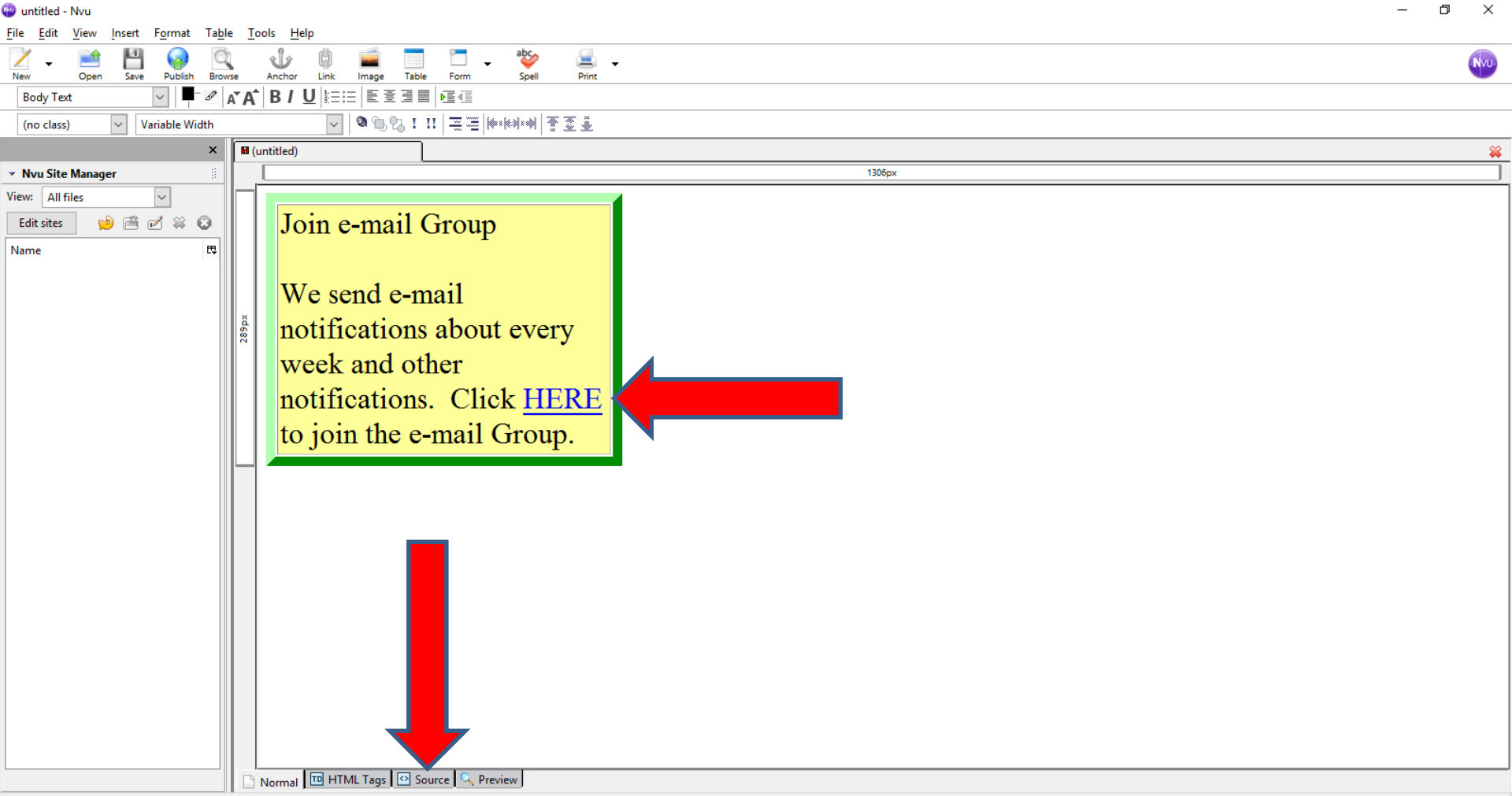
- **A new window opens and you have to type in or paste the link, like a website. Next is a sample of paste a link.**



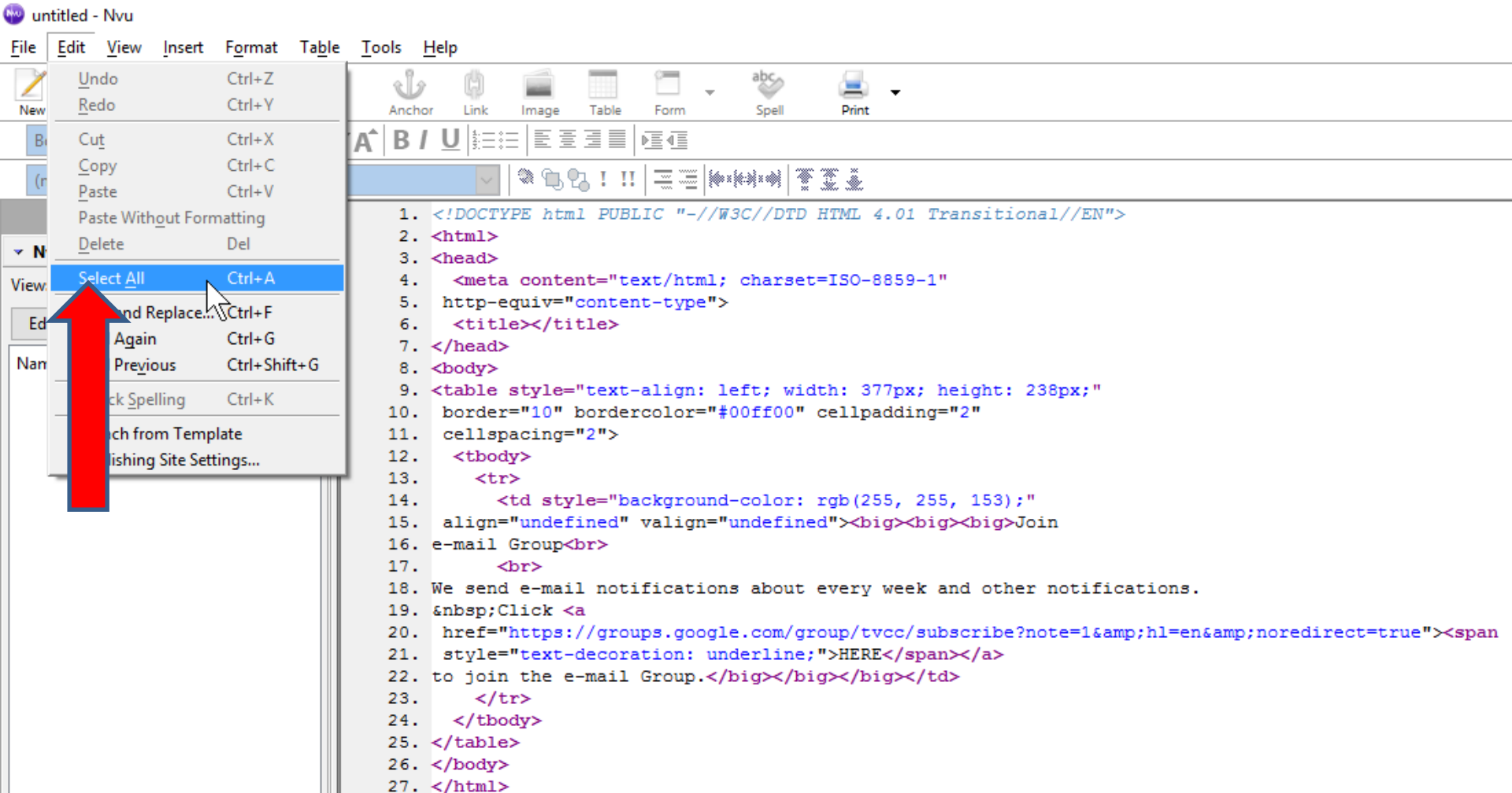
- **Here is a sample of paste the URL. Once complete, click on OK. Next is what happens.**



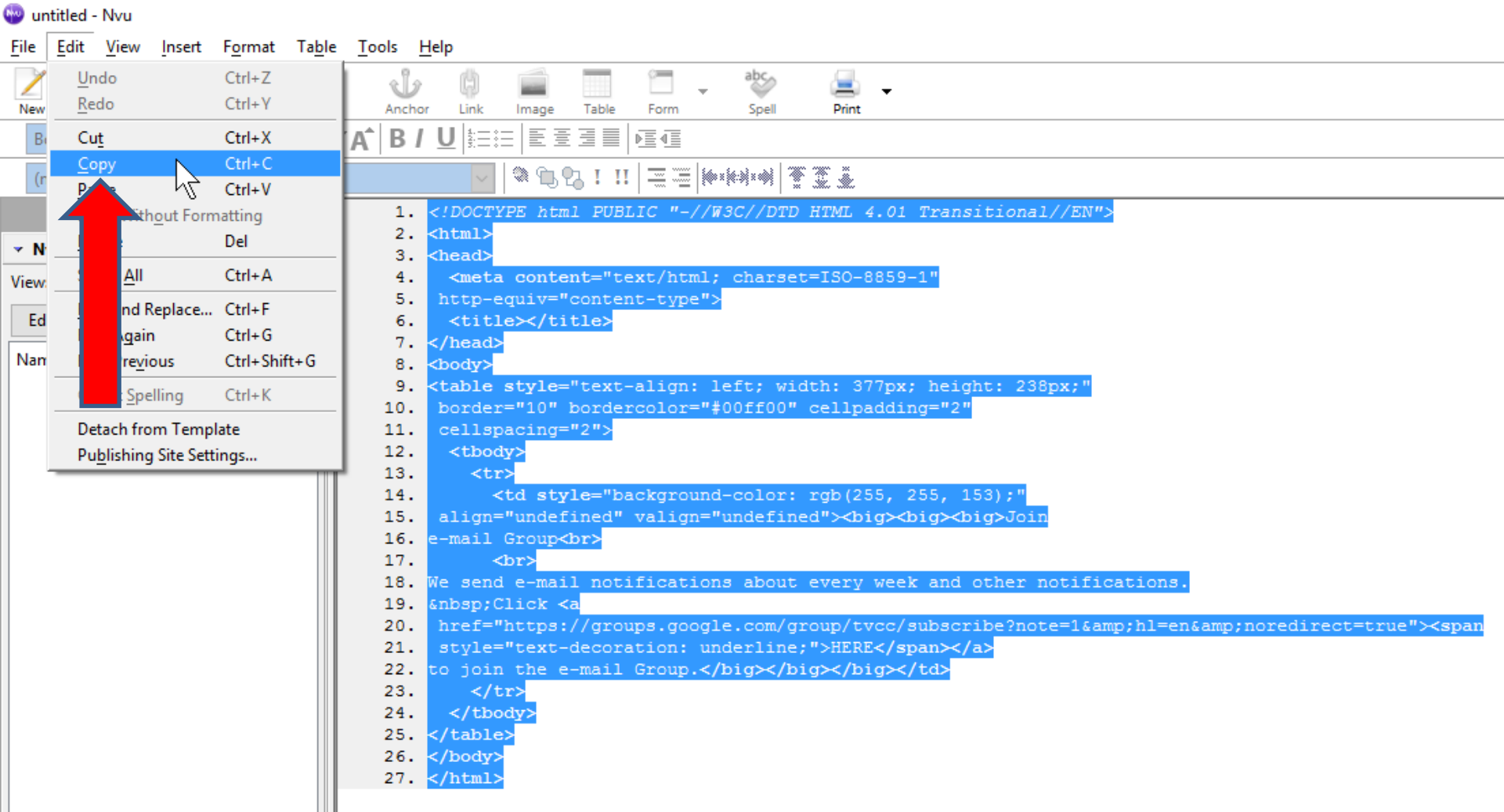
- **Window closes and you see the link. Click on Source again to copy it, so you can embed it. Next is how to copy it.**



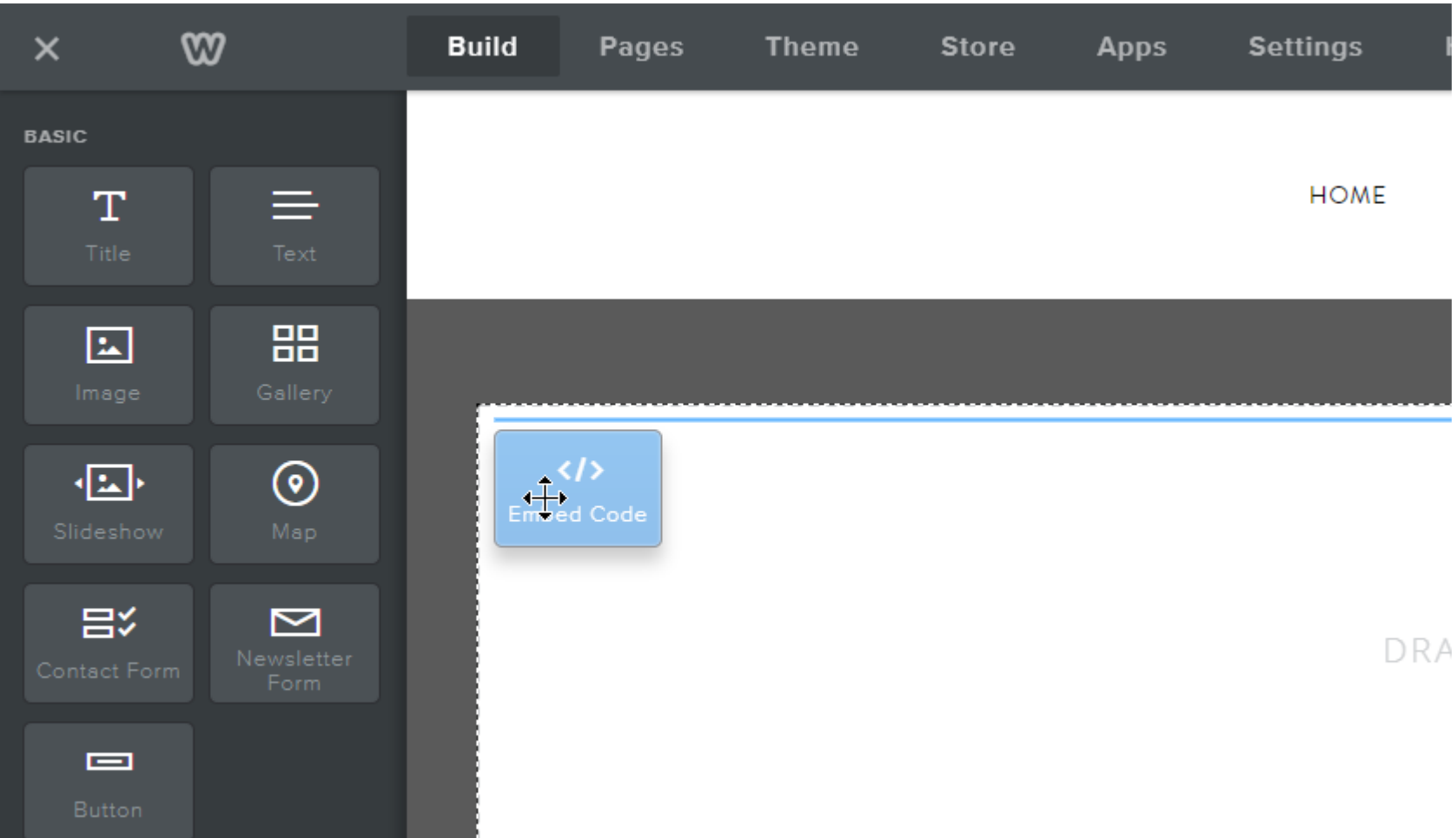
- **When you are on Source, click on Edit in the upper left and you see a list and then click on Select All. Next is what happens.**



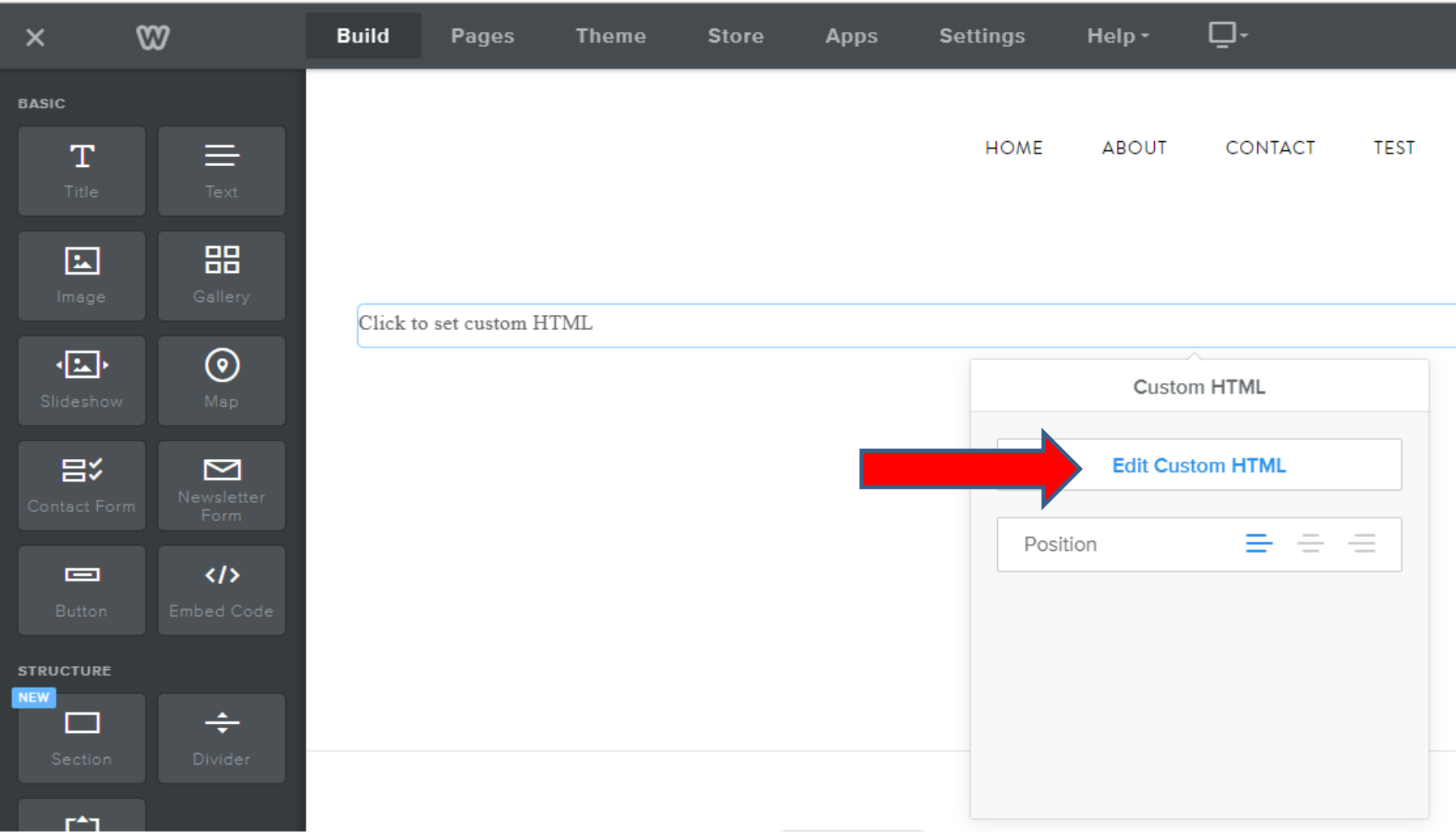
- **You see it highlighted. You click on Edit again and then click on copy.**
- **Next is to go to your Weebly account to embed it.**



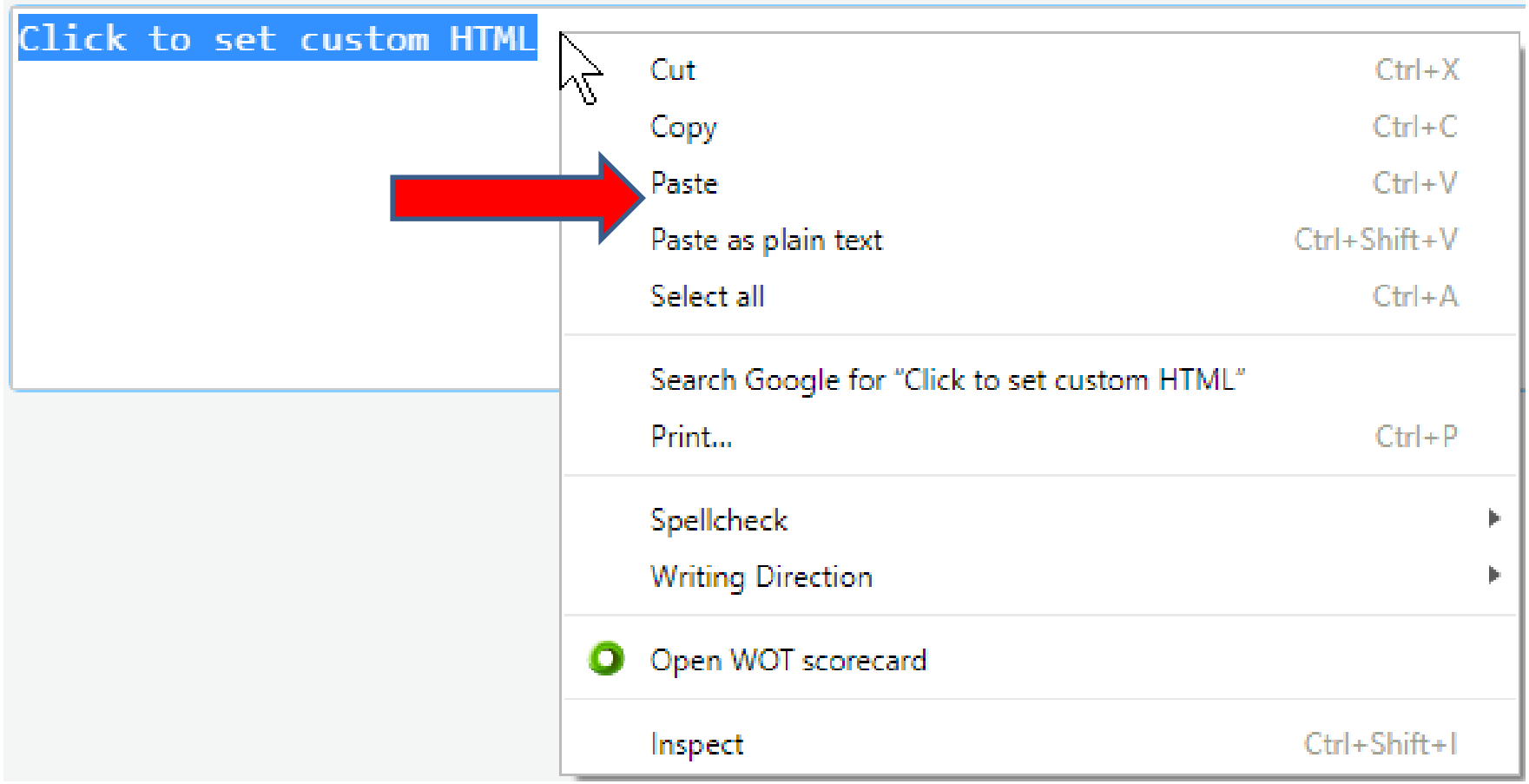
- **Go to your Test page or another page you want and make sure you are on Build Tab. Then drag the Embed Code element to the page.**
- **Next is what happens.**



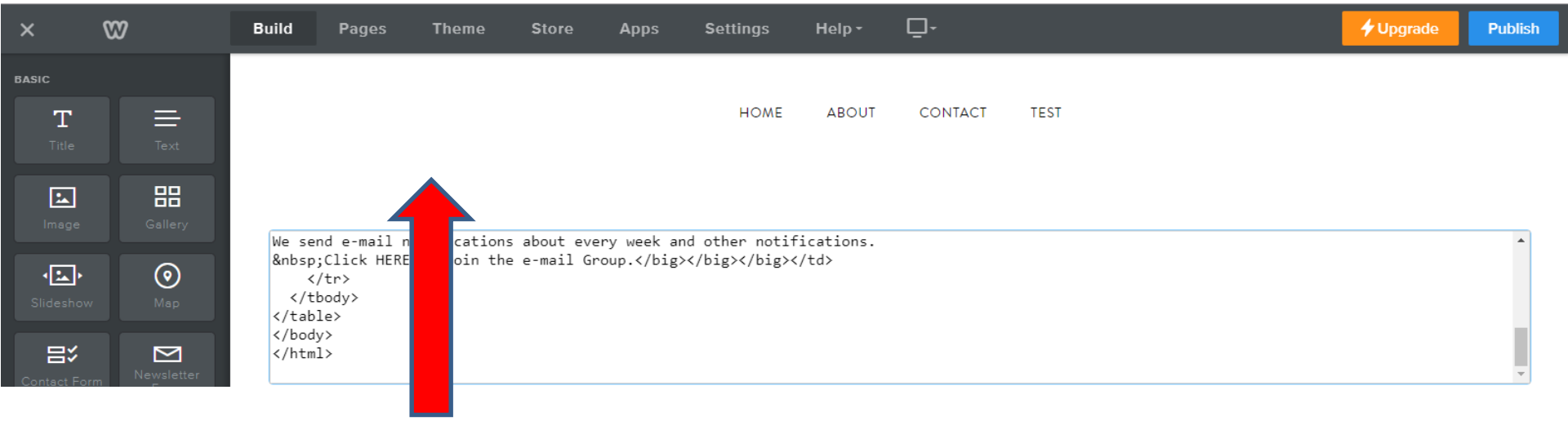
- **You see it and click on it and a window opens and click on Edit Custom HTML. Next is what happens.**



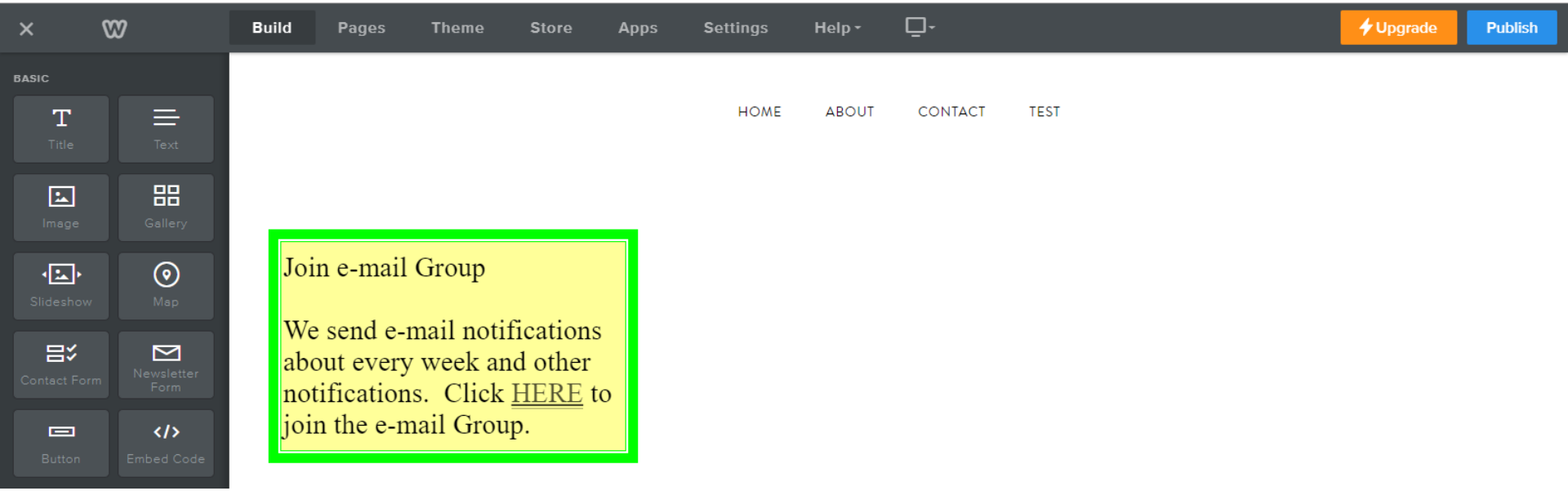
- **You see it highlighted and right click on it and you see a list and click on Paste. Next is what happens.**



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



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



- **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

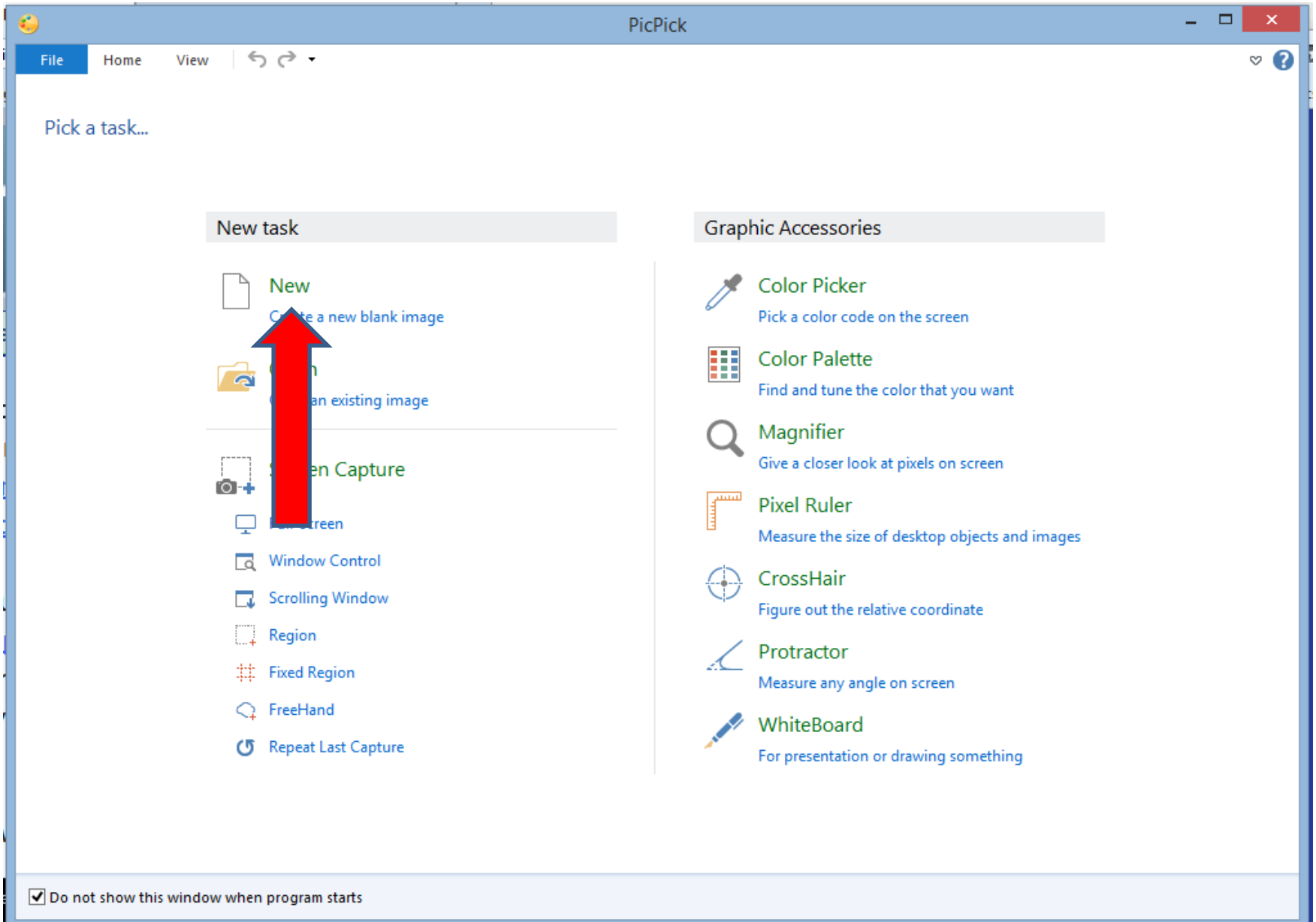
mycomputerbasics.weebly.com/free-photo-editing-instructions.html

- **Next is how to download PicPick.**

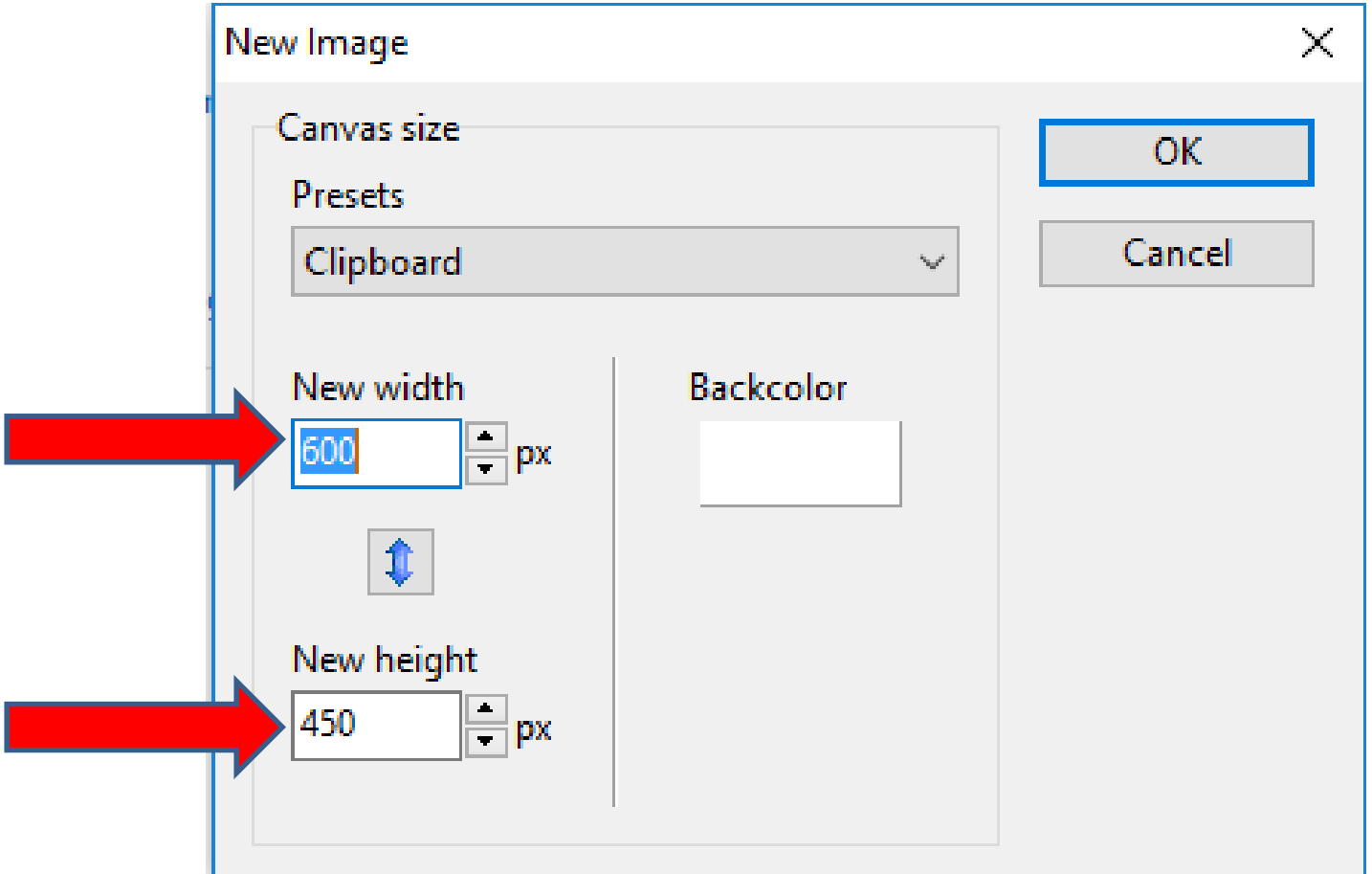
Download PicPick

- 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.

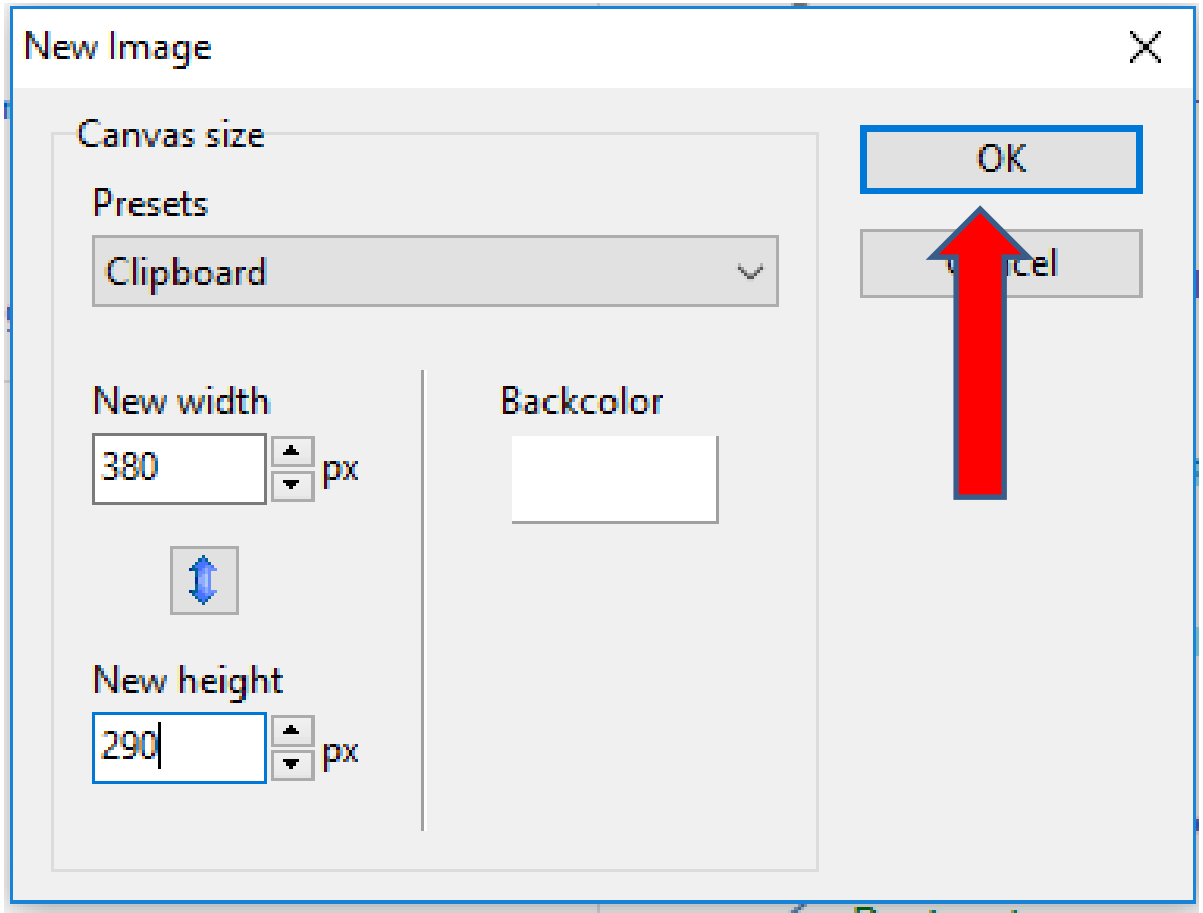
PicPick opens and you see Features. Click on New and next is what happens.



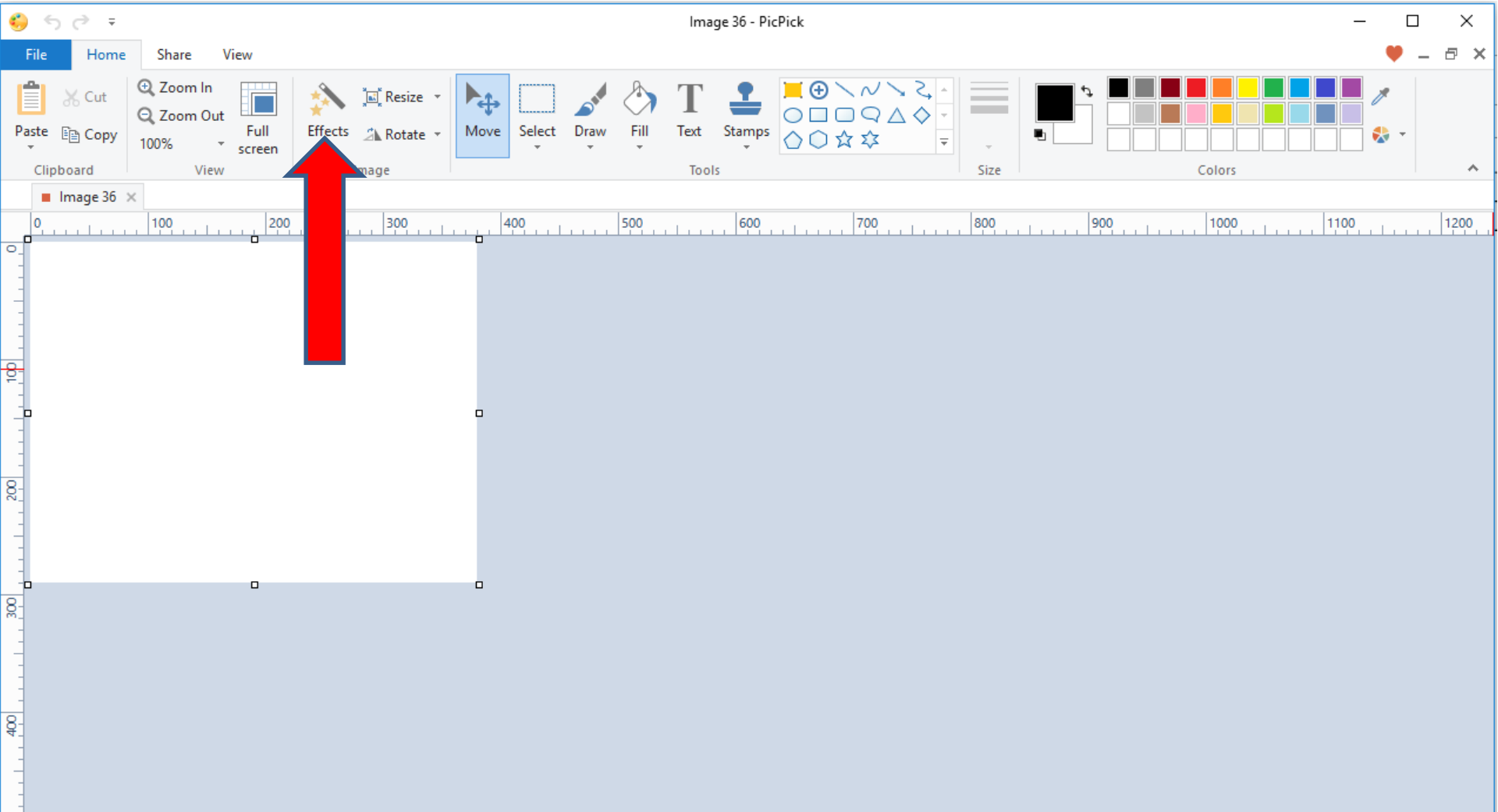
- **A new window opens and you can change the width and height, like the one in NVU. Next is a sample of changing them.**

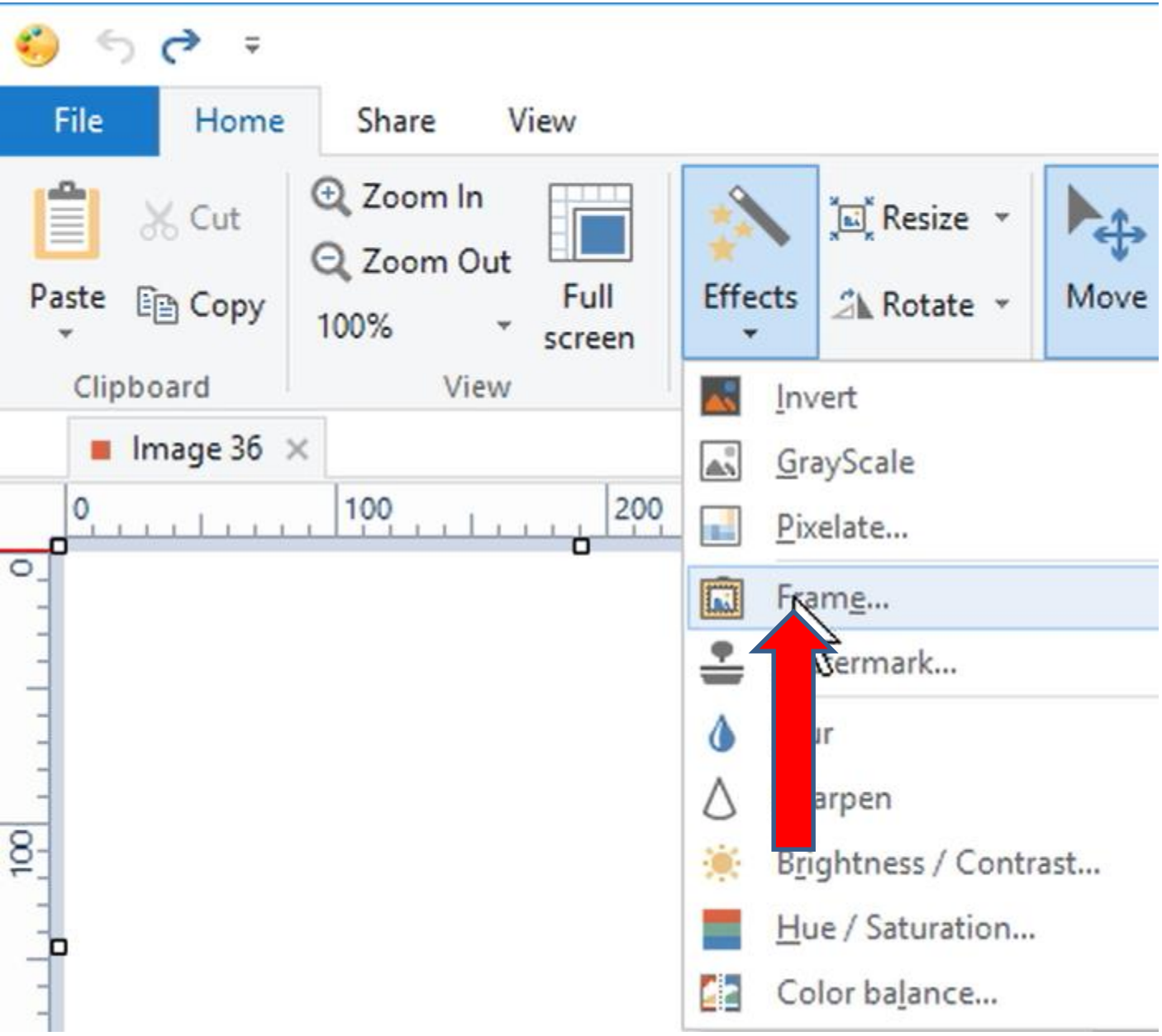


- **Here is a sample of changing the width and height. Once complete, click on OK and next is what happens.**



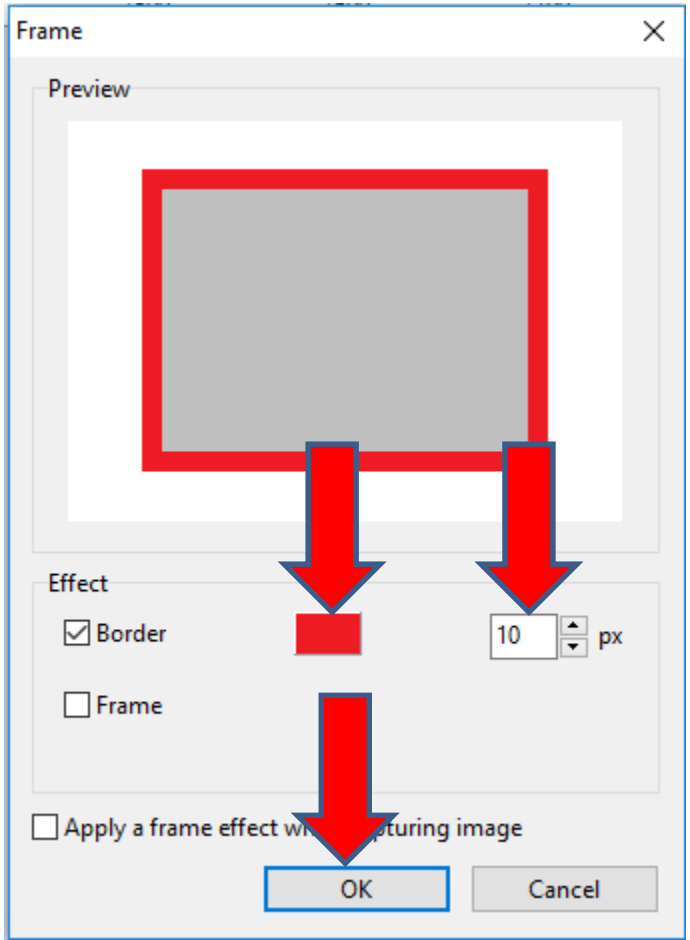
- **Window closes and the PicPick edit opens. Next is how to add a Frame. You click on Effects first.**



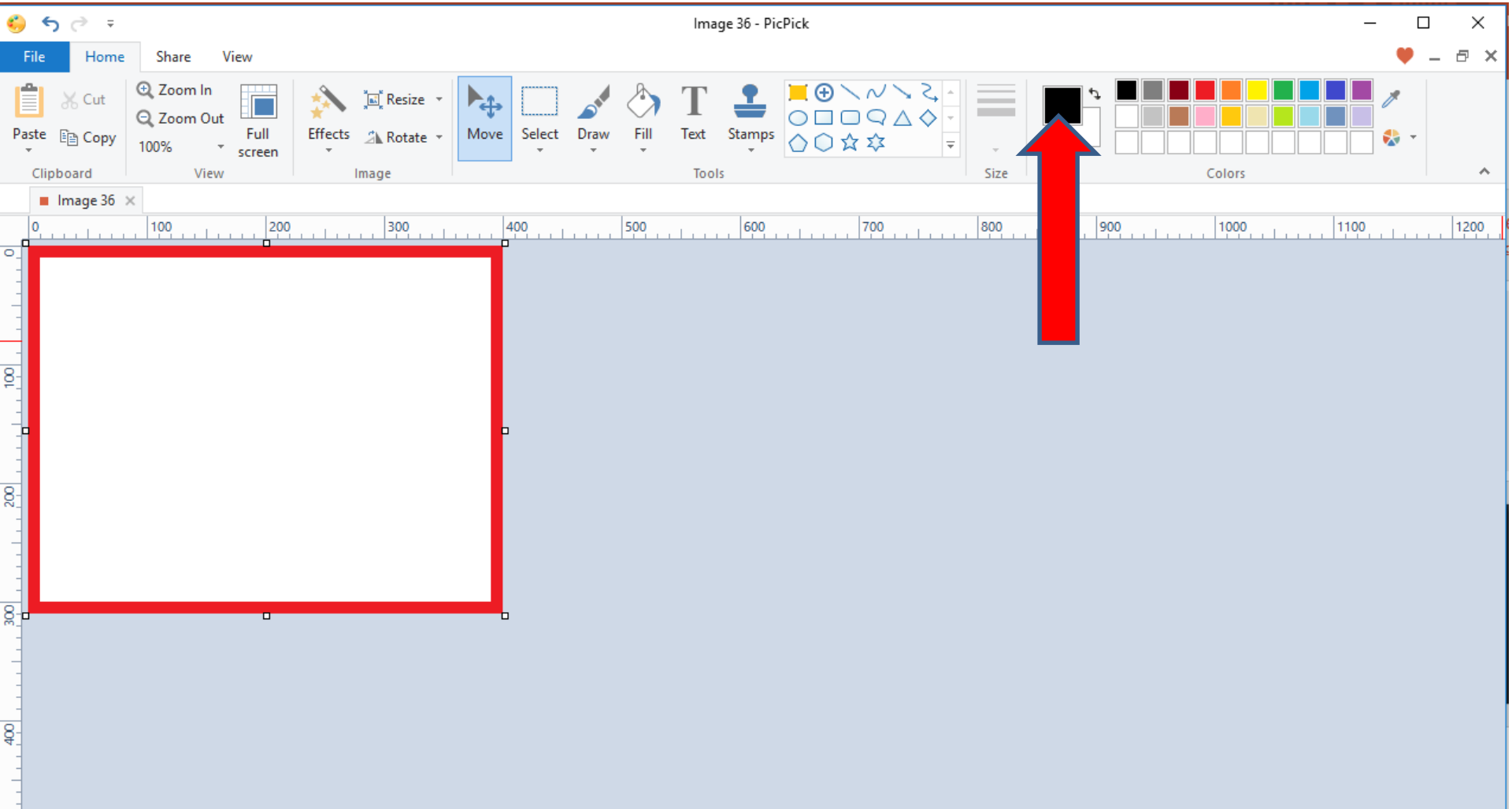


Once you click on Effects, you see a list and click on Frame and next is what happens.

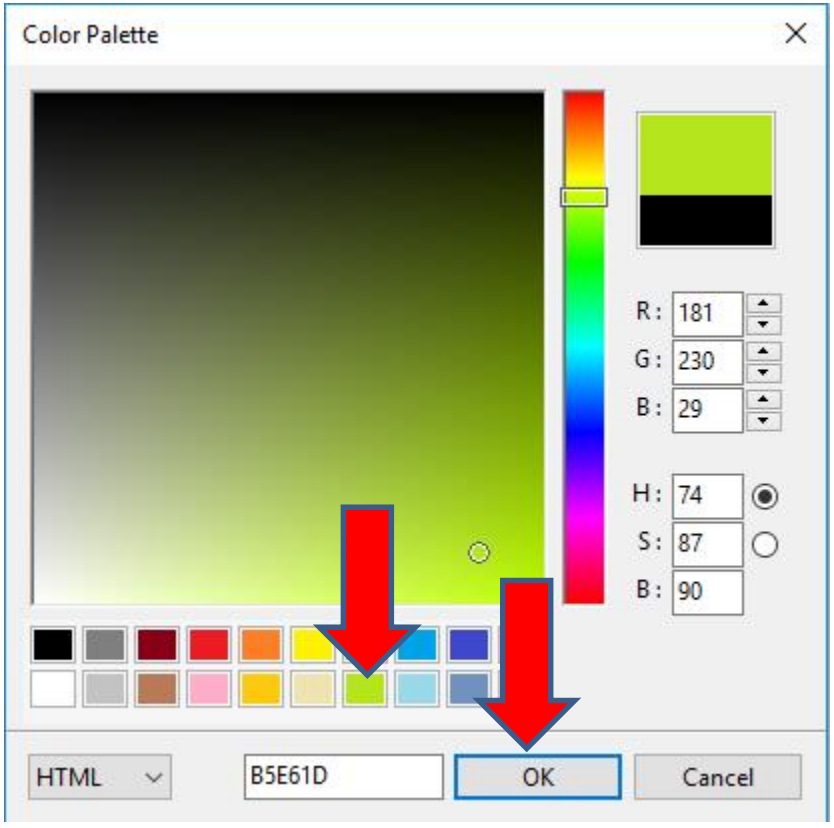
- **A new opens and sometimes the color and size is different. If you want, you can change them. Once complete, click on OK. Next is what happens.**



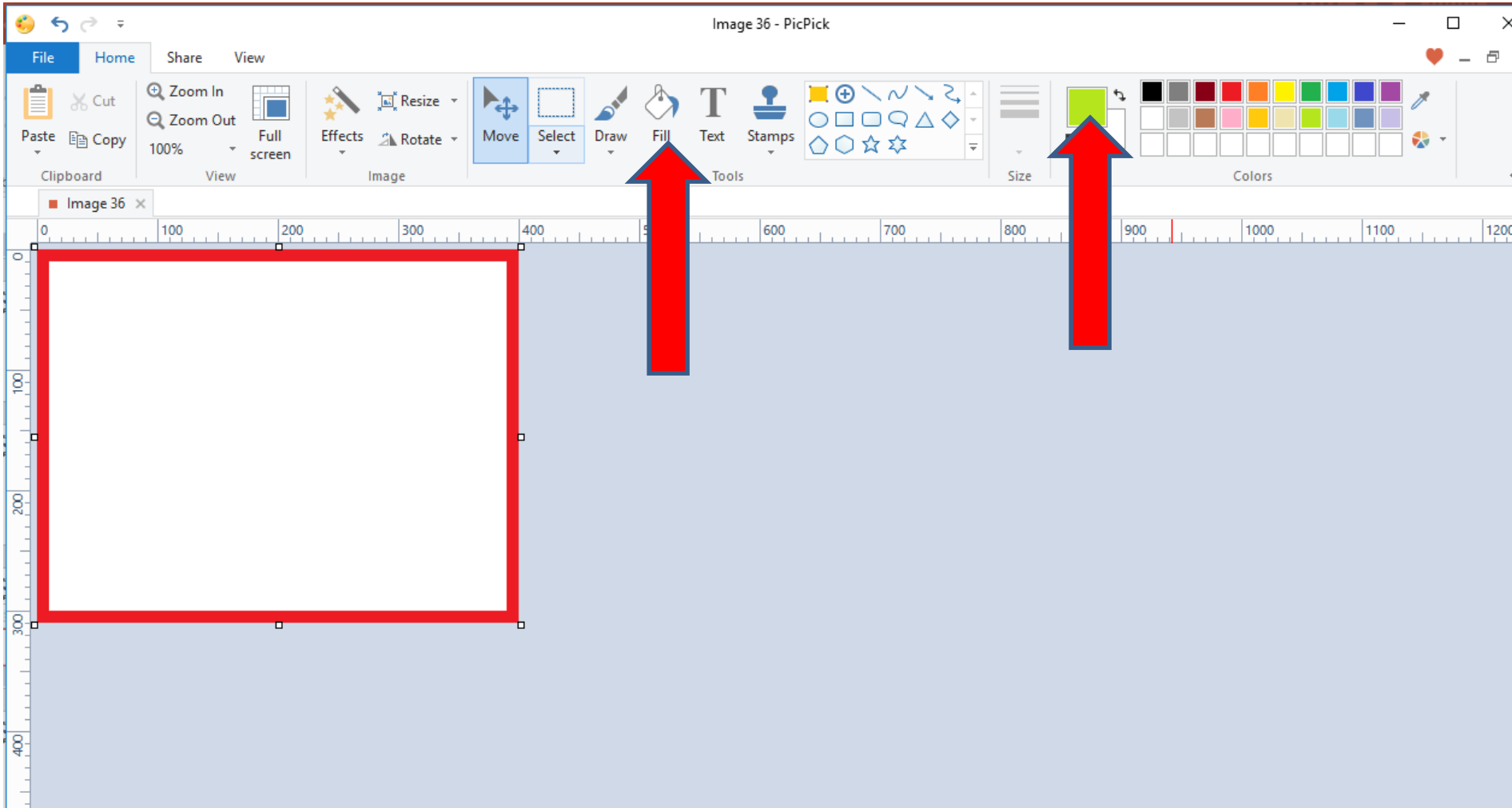
- **Window closes and you see the Border. You then click on Black Icon to change the Color, which is next.**



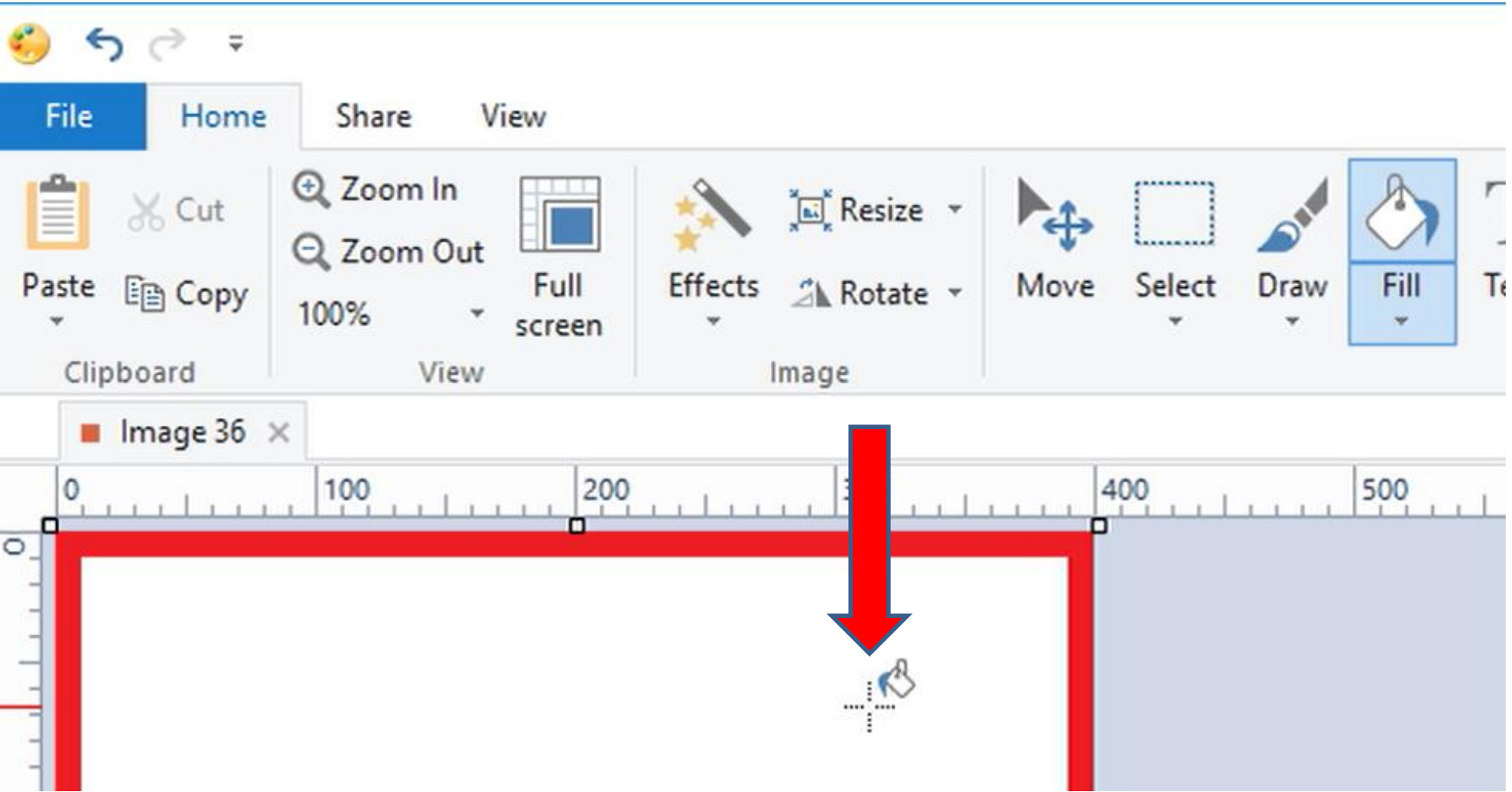
- **A new window opens and you change the color. I clicked on this one below. Once complete, click on OK. Next is what happens.**



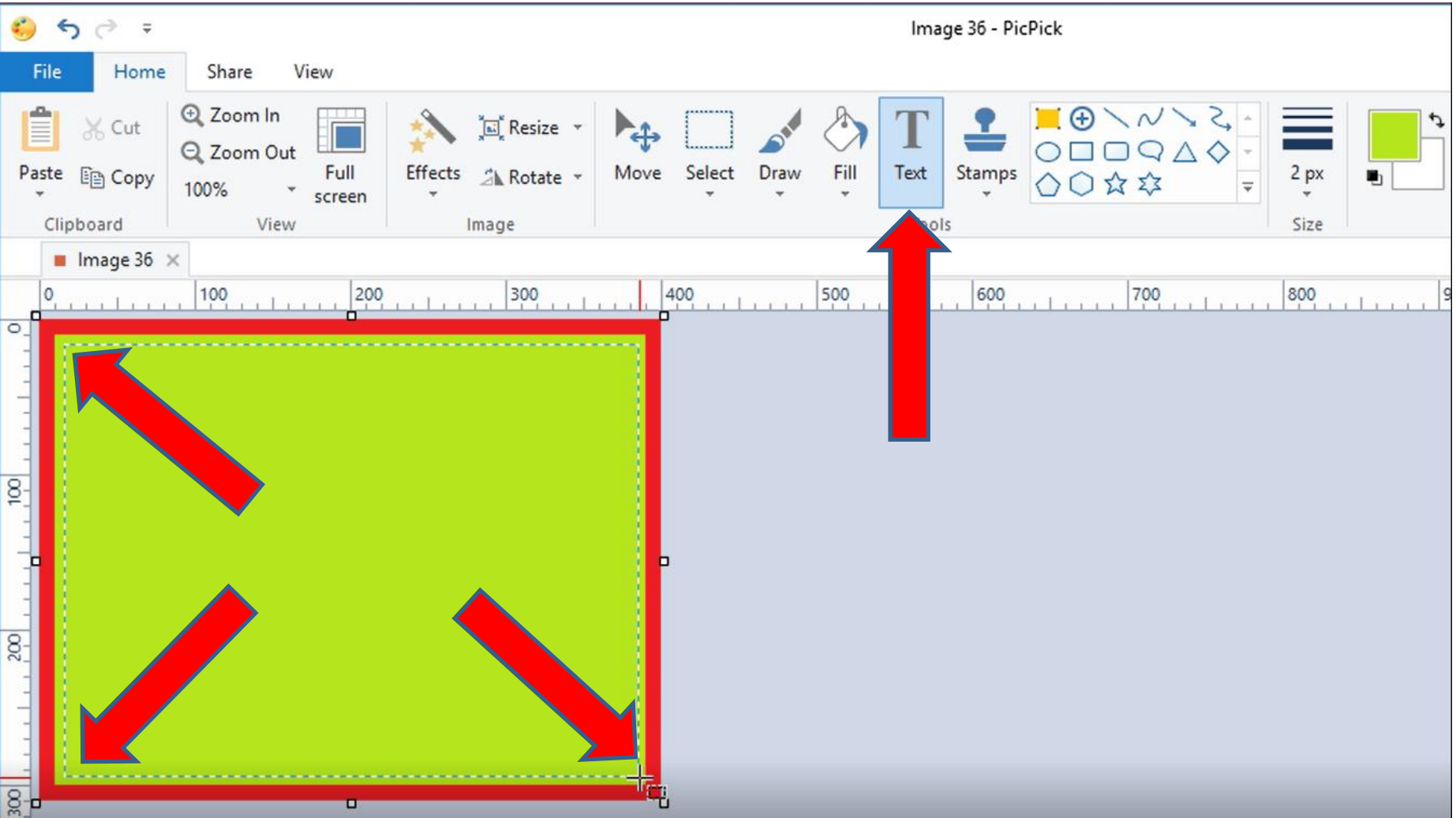
- **Window closes and you see the color different. To change the background color to that color, click on Fill and next is what happens.**



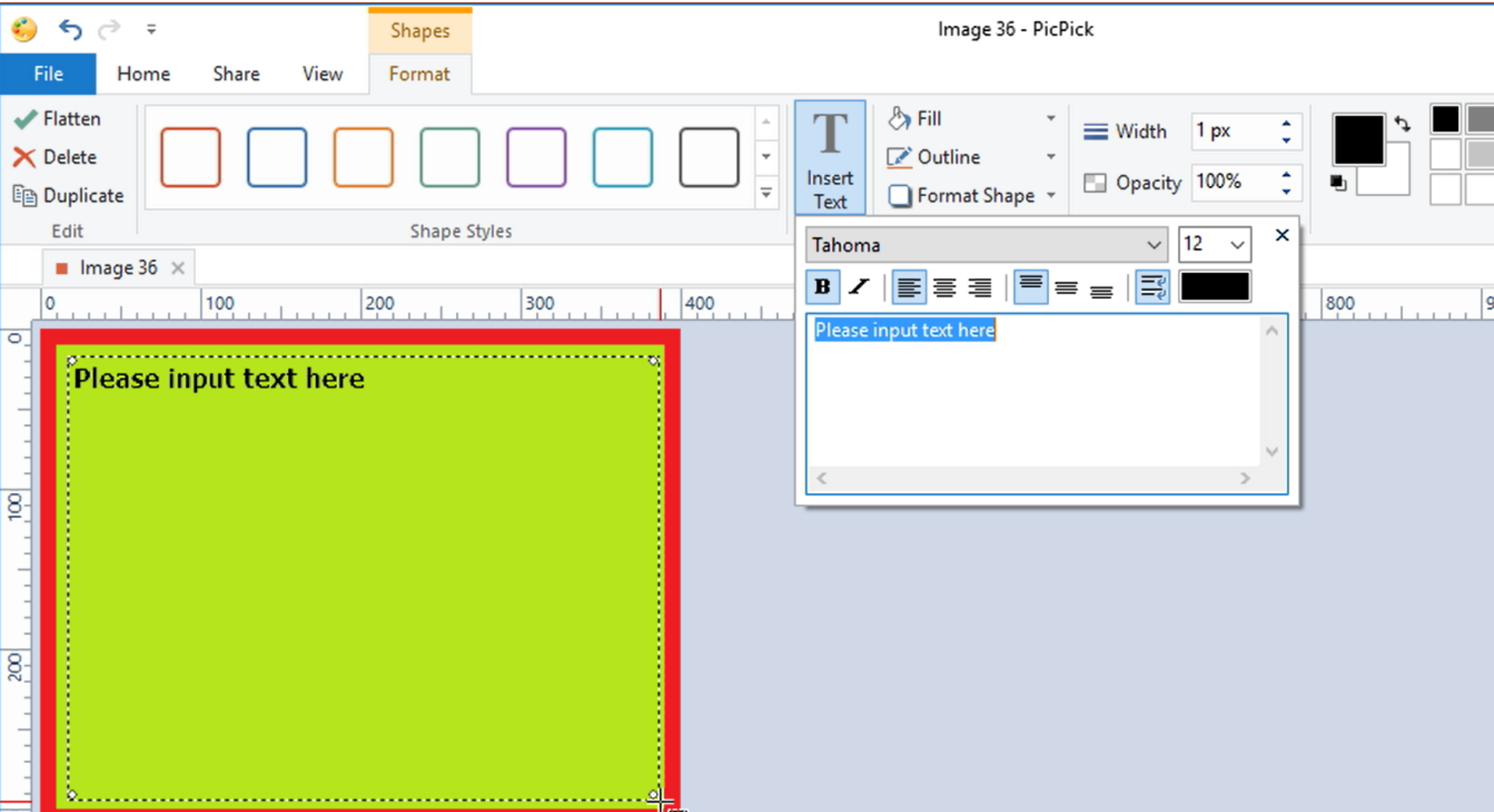
- **When you click on Fill, your cursor changes and you move it to the image and then click on it. Next is what happens.**



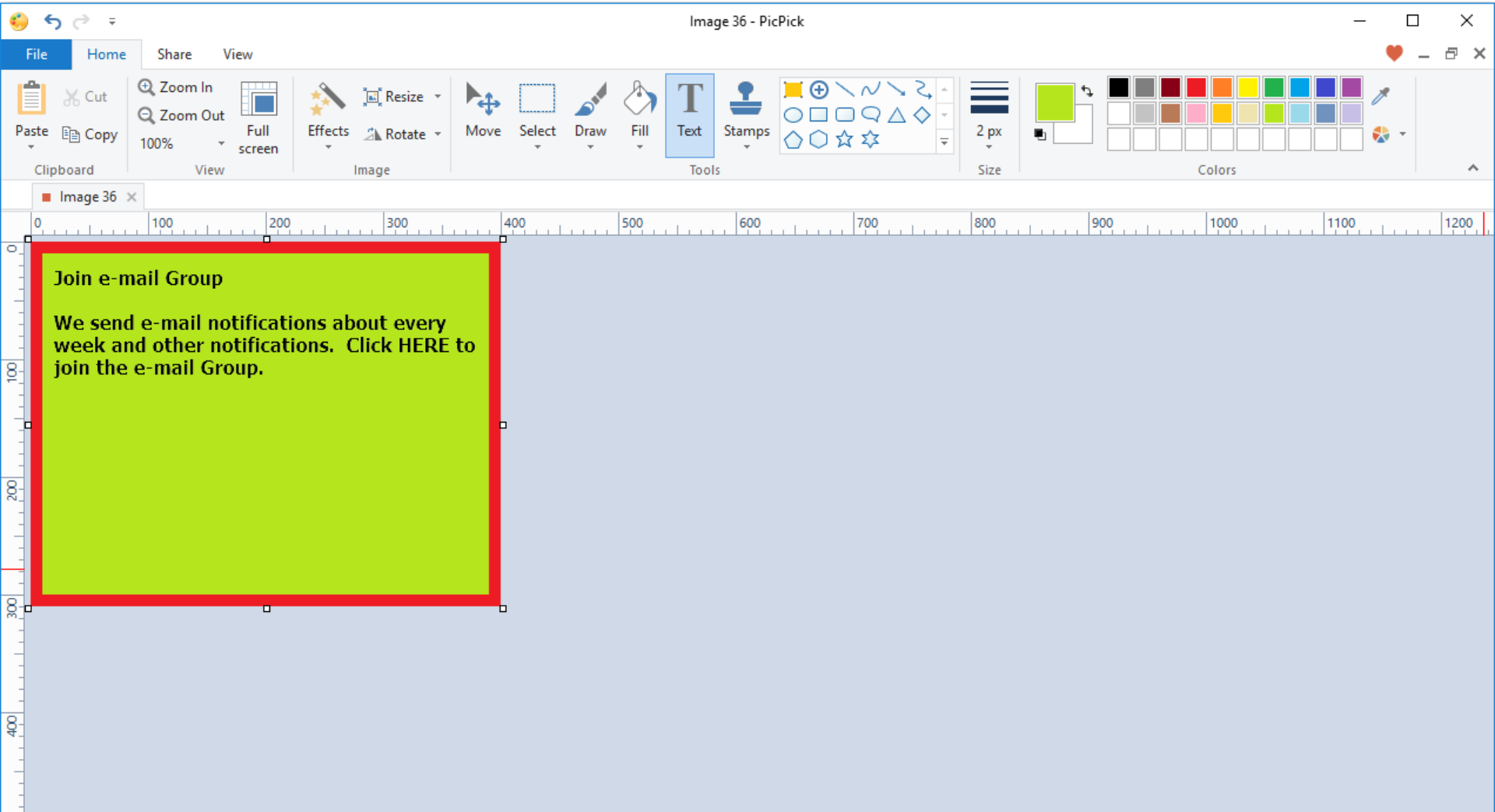
You see the Color. You then click on Text and the cursor changes again and click before the Border on the drop left and drag it down and to the right. Next is what happens when you let it go.



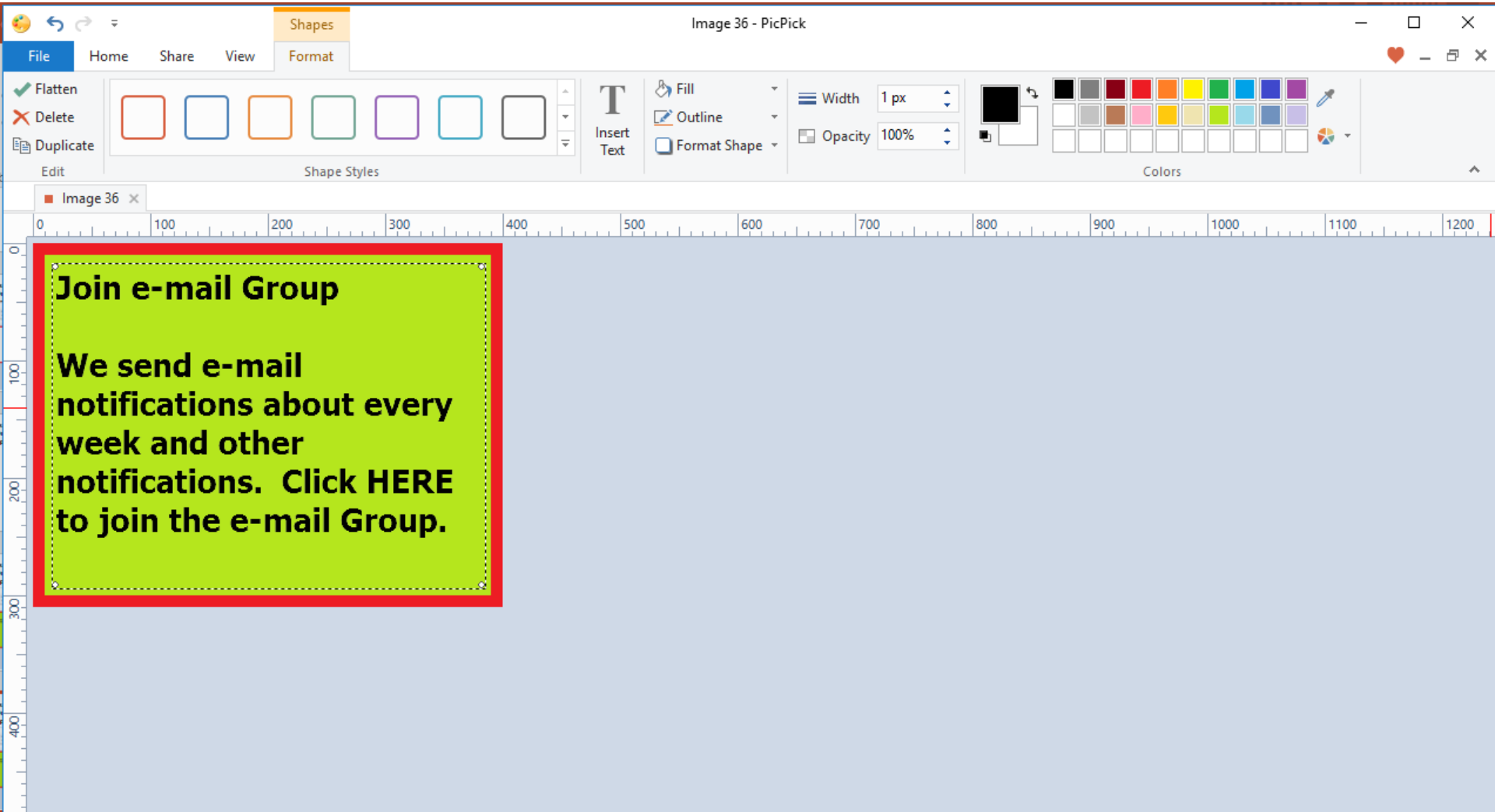
- When you let it go, a new window opens and you type in Text. You can change the size, etc.
- Next is a sample of typing Text.



- **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.**