

There is a link for downloading NVU here:

[http://www.hardemancountyschools.org/School\\_Webmaster.html](http://www.hardemancountyschools.org/School_Webmaster.html)

### **Inserting Images on NVU:**

Save your photos and clipart to the images folder in your website files. To add an image to a page click the "Image" button at the top or click "Insert" then "Image." Either type the file name (images/bes.jpg) or click the "Choose File" button. The "Dimensions" tab will let you change the size of your image. There are two options here: Actual Size and Custom Size. I would recommend that you keep the "Constrain" box checked to keep the proportion of the image correct. The "Appearance" tab allows you to select how text will wrap around the image. You do not need to bother with this if you are just posting an image with text underneath. You can just push enter after the image on the page to go to the next line to type. The "Link" tab allows you to attach a hyperlink to the image. You can set this to open a larger version of the image. You can also set this to redirect to another part of the website or an external website.

### **Inserting Anchors:**

You can click the "Anchor" button at the top or click "Insert" then "Named Anchor" to insert an anchor. This allows you to put a link on one part of the page that will take the viewer to another part of the page. For example, you can list the sections of a page that has many parts. Next to each part of the page that you want to link to, you can insert a named anchor. Then, you can highlight the parts of the list, right click and click "Create Link". Under the "Link Location" section you can click the pull down and select the anchor you wish to redirect to.

### **Inserting Hyperlinks:**

This works much like linking to an anchor. Just highlight the image or text you wish to create a link for. After it is highlighted, you can right click it and choose "Create Link." Type in the web address where you want the page to redirect.

### **Inserting Tables:**

Simply click the "Table" button at the top or you can click "Table" from the top menu, then "Insert", then "Table". There is a very easy way of highlighting the number of rows and columns you want here. For a larger table, you may want to click the "Precisely" tab. Here you can manually enter the number of rows and columns you want. Cells will automatically expand as they need to when text is entered. However, if you need to change the size of a cell, you can right click it then click "Table Cell Properties" then set the cell height, width, and other options.

### **Building New Pages:**

I typically take the easy way out here. If I need to add a new page, I open an old one and resave it with the new name. After it is saved, I delete the content I don't need and add the content I do. You can add links to the left side gray menu of the website by clicking beside the last letter of the last link and pushing enter. Then you can enter the name of the new page, highlight it, right click, and follow the direction for inserting a hyperlink. If you do not want it at the end of the list, simply click where you want it, push enter, and do the same.

**Text Formatting:**

You can format selected text by clicking "Format" on the menu on the top line. Here you can change font, size, and color.



### **Image Editing and Resizing**

You can download IrfanView here:

[http://download.cnet.com/IrfanView/3000-2192\\_4-10021962.html?tag=mncol](http://download.cnet.com/IrfanView/3000-2192_4-10021962.html?tag=mncol)

-Or, you can go to cnet.com and search IrfanView for a download.

This is the photo program I use for resizing and editing images for the website. It is very simple to use.

#### **Cropping:**

You can click and drag the cursor to form a box of the area you wish to crop. Click "Edit", then "Crop Selection".

#### **Image Recoloring:**

To have IrfanView automatically adjust the colors of an image you click "Image" then "Auto Adjust Colors." If you want an image to be black and white, click "Image" then "Convert to Grayscale". If you wish to brighten an image, you can click "Image" then "Color Corrections." Within Color Corrections, you can change brightness and red,green,blue color balance. There are other options under "Images" under "Effects" such as emboss and sepia.

#### **Rotating Images:**

Just click "Image" then "Rotate Left, Rotate Right, Horizontal Flip, or Vertical Flip."

#### **Resizing Images:**

Click "Image" then "Resize/Resample." You can reduce or increase the size by a percentage here, or alter the pixel size. Typically, I put 600 for the longest length. I rarely need an image any larger than this.

There are other options on the IrfanView program, but these are the most commonly used.

doPDF



DoPDF is a free program for use for converting files to the PDF format.

It can be downloaded at the following address:

<http://www.dopdf.com/download.php> , or searched and downloaded from cnet.com

All you have to do to use this program is download and install it. It will install as a printer.

When you have a file that you want to convert, you open it like normal, go to the print option, and pick doPDF from the list of printers. Click on "ok" to print. A box will come up asking what the file should be called. You can type it in or click browse to choose a location. You will generally save your pdf files in the "Files" folder of your website files. You can then attach them within hyperlinks to your page.