

Microsoft FrontPage (For PC's) XP

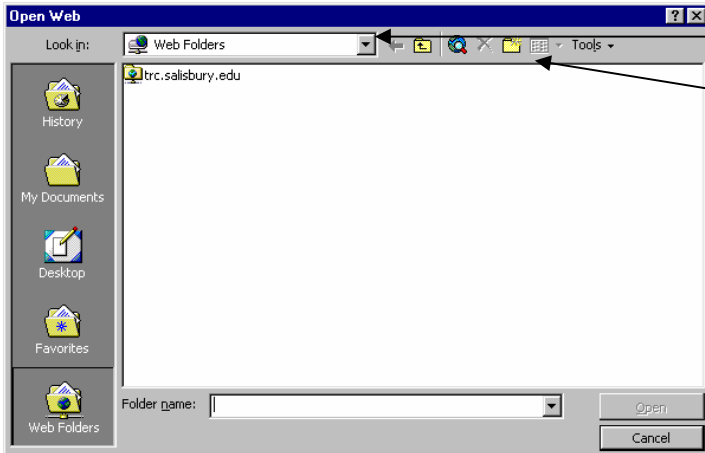
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Salisbury University

ACCESSING FRONTPAGE

To access **FrontPage**, click on the **Microsoft Office 2000** folder on the desktop and then choose the **FrontPage** icon. You are now at the opening screen for FrontPage.

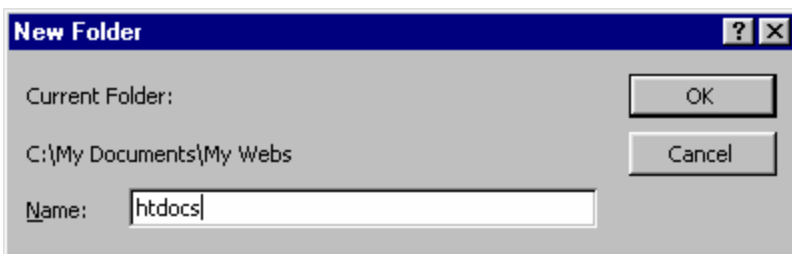
CREATING A WEB

Before you create web pages with FrontPage, you must create a web and a folder to put your web pages in. Click on **File>Open Web**. It will open this window.

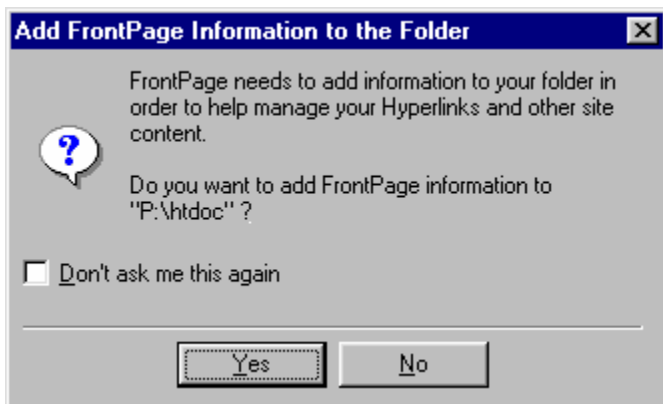


Click on the Look In box and select your P drive.

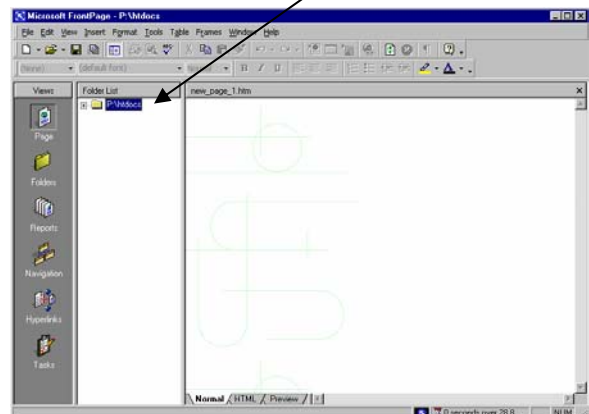
Once you have selected the P drive, you need to create a htdocs folder. (If you already have this folder, just select it) To create the folder, click on the Create New Folder icon.



Name this new folder: htdocs. Click **ok**. You will get another screen like the one below.














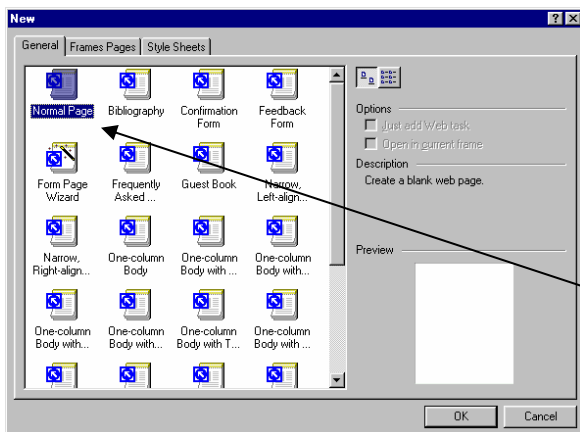
Select **Yes**. You should now see the P drive listed in the left column in the FrontPage window.



TOOLBAR SHORTCUTS

At the top of the screen are a series of icons: each one is a shortcut for commonly used actions. Here are some that will simplify creating your FrontPage Document.

Icon	Description
	Creates a blank document
	Opens an existing document
	Saves the current document
	Copies any selected text to the clipboard
	Places Clipboard contents at the insertion point
	Prints document to selected printer
	Creates a hyperlink for the selected text.
	Aligns text to the left, center, or right side.
	Inserts a picture from a file
	Reverses the last change
	Turns on bold , <i>italic</i> , or <u>underline</u> font



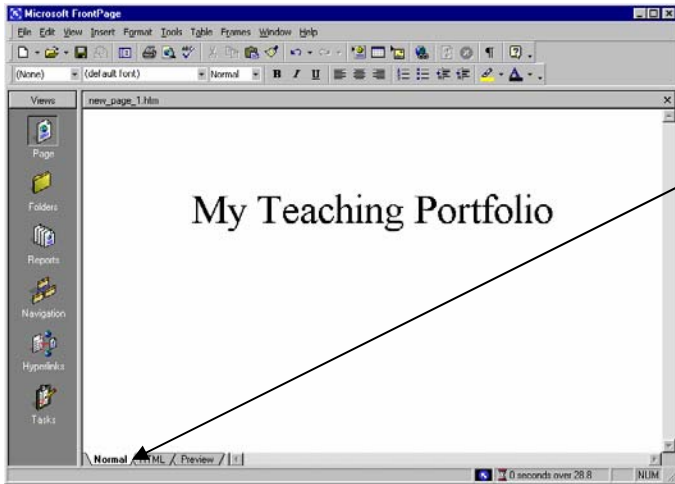
CREATING A NEW WEBPAGE

To create a new page, click on **File**, then **New Page**. From here you have two options: create a general page or a frames page. Both have the blank page option, where you can start from scratch. Or you can choose from a variety of templates, which are pages that are already designed but allow you to put in your own information. The General option is to select Normal Page in the top left corner.

Normal Page

OPENING AN EXISTING PAGE

To open an existing web page, click on **File**, then **Open**, or use the Open icon on the toolbar. Select the drive from which you wish to retrieve a file. Once you select the correct drive, a list of all available files on that drive will appear in the left side of the window. Click on the file you wish to edit and then choose **Open**.



PAGE VIEWS

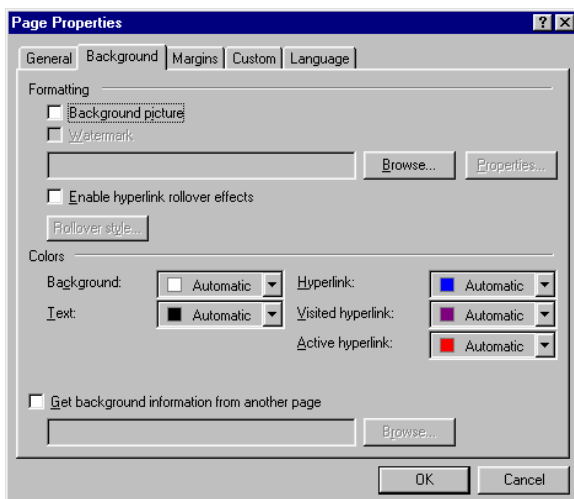
There are three different ways to view your page while working on it. At the bottom of your screen you will see three tabs - Normal, HTML (HyperText Markup Language), and Preview. The default view is normal, which is a WYSIWYG (What you see is what you get) format. The major advantage to FrontPage is that you do not need to know HTML to create a web page. HTML is the standard for describing the contents and appearance of web page. In the Normal view, the HTML is generated for you. The HTML view is used if you want to write your own HTML codes, but should be used only if you have adequate knowledge of the language. The last tab is the Preview Tab, which is used when you want to see how your page will look published on the World Wide Web. This tab shows special animations and effects that the normal view does not show.

ADDING TEXT TO A PAGE

To start typing on a page, position your cursor at the point where you want to start typing. To change the style, type the text and highlight it by dragging your mouse over the text area. You can use the toolbar icons to customize your text (ex. bold, underline, align), or use the **Format**, then **Font** option. This option allows you to do everything at once. Change the font type, style, size, and color by using the drop down menus.

INSERTING AN IMAGE

To insert an image, go to **Insert**, then **Picture**. Chose **Clip Art** to choose from the Office ClipArt selection, or **From File** if you want to insert a picture that you have saved yourself. This can be a picture you created, saved off the Internet, received from someone else, or scanned. Just use the drop down menu to select the drive and folder your file is in, and find the file. You can then position the image by highlighting it and using the toolbar shortcuts. You can also resize the image by clicking on it once, and dragging one of the outer points. You need to consider file size when you insert pictures. To check or adjust file size, open the image in a photo-editing program such as LView. You can find directions for using LView on the Portfolios web page. If your do not adjust the file size of your pictures, you're complete portfolio may become too large to fit on your P drive.



PAGE PROPERTIES

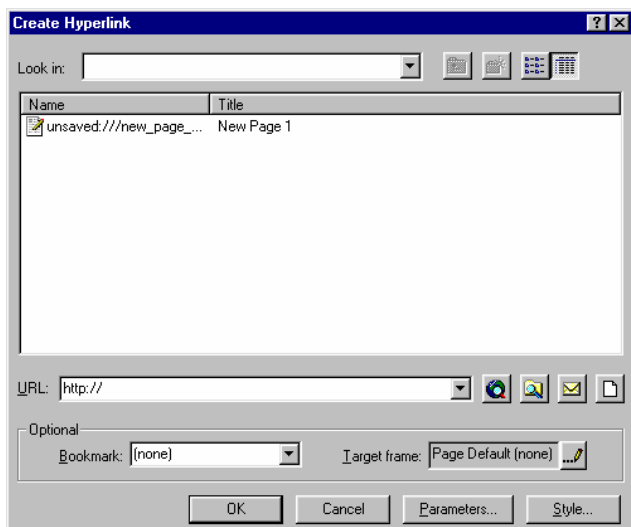
Properties lets you customize certain aspects of your page such as the background and colors. To do this, go to **File**, then **Properties**. This screen appears when you go to Page Properties:

The first tab, **General**, allows you to create a name to be displayed at the top of the browser for your page. The next tab, **Background**, enables you chose your background type and text colors. To use a picture background for your page, check the **background picture** box and hit the browse button to search for available pictures. To choose colors for your page, go to the color section. To use a solid color for your background, use the drop down menu to select a specific color. You can also choose your text colors for hyperlinks and regular text by using the drop down menus next to the appropriate choices.

HYPERLINKS

A hyperlink is a connection from one page to another page, or a different location on the same page. The destination is usually another Web page, but it can also be a picture, e-mail address, file or program. A hyperlink can be text or a picture.

To create a hyperlink, highlight the text or picture you want to direct the hyperlink from. Use the Hyperlink toolbar shortcut or go to **Insert > Hyperlink**. This screen will appear:



At the bottom, in the box labeled URL type the address that you want the hyperlink to point to. If you do not know where the object or page is, use the browse icon (third from the right on the bottom) to locate the hyperlink's destination. Locate the drive and folder that your file is in, and hit ok. This turns your selected area into a hyperlink. Remember that you must include http:// if you are linking to a page on the Internet. If you are linking pages in your Portfolio, select the page that you want to link to and select OK. All Portfolio pages must be in your Htdocs folder to appear on the web. Make sure that these pages are in your Htdocs folder PRIOR to making the page links. If you make links to files on a floppy drive or other location, your links will not work.

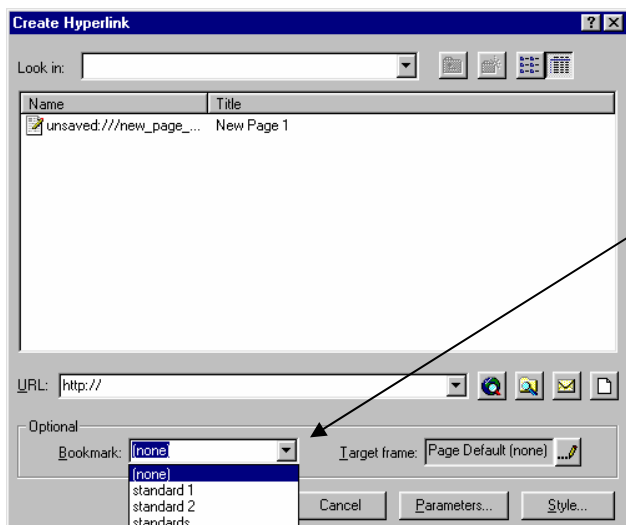
CREATING HYPERLINKS TO POINTS ON THE SAME PAGE

Bookmarks are used when you want to create links which take the user to a specific point on the same page. Creating them involves two steps:

1. Mark off the points to which the user is to jump. This is the equivalent to putting labeled Post-its at the beginning of each chapter of a book so that it's easy to jump to any particular point.
2. Create the bookmark links such that by clicking on a particular link, you will jump to the related point (or bookmark) on your page.

STEP 1. CREATING THE BOOKMARK

- Scroll to the predetermined "jump point" on your page and click
- Click **Insert>Bookmarks**
- Type in a bookmark name
- Click on **OK** (note: you will see a flag to indicate the bookmark)



STEP 2. CREATING A LINK TO THE BOOKMARK

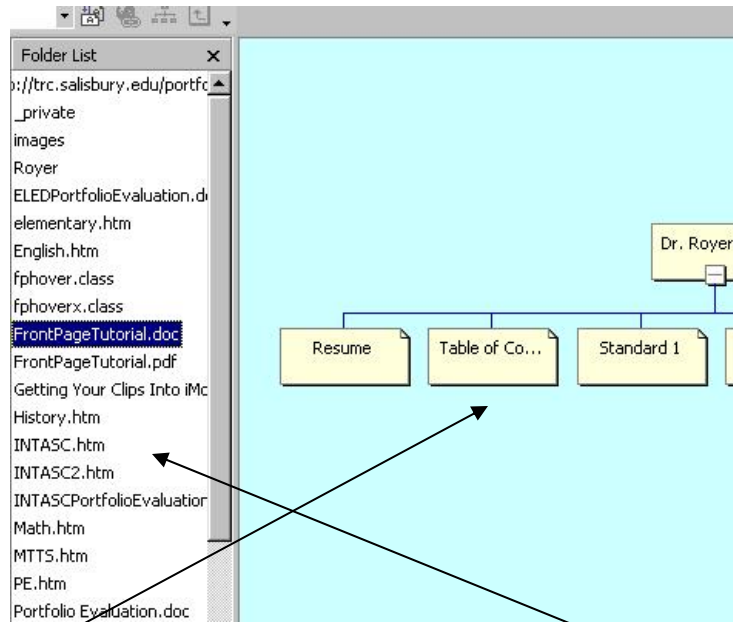
- Highlight the word to be used as the bookmark link
- Click **Insert>Hyperlink**
- Click on the arrow next to the word "Bookmarks" and select the appropriate name
- Click on **OK**

SELECTING A THEME

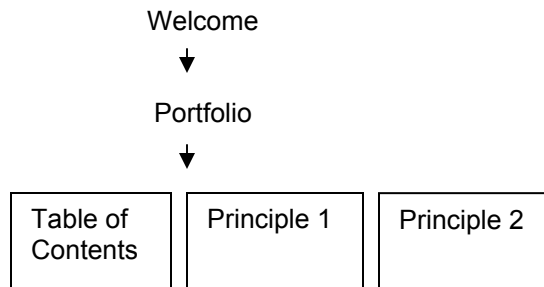
To select a theme, click on **Format>>Theme** and select the desired theme. Apply the theme to all pages if you would like all of your portfolio pages to have the same appearance.

SETTING UP NAVIGATION

Before you create link buttons to connect your pages, you should create your web site navigation. To create the navigation structure, click on Navigation on the toolbar on the left side of the screen. You should get an image similar to the one below:



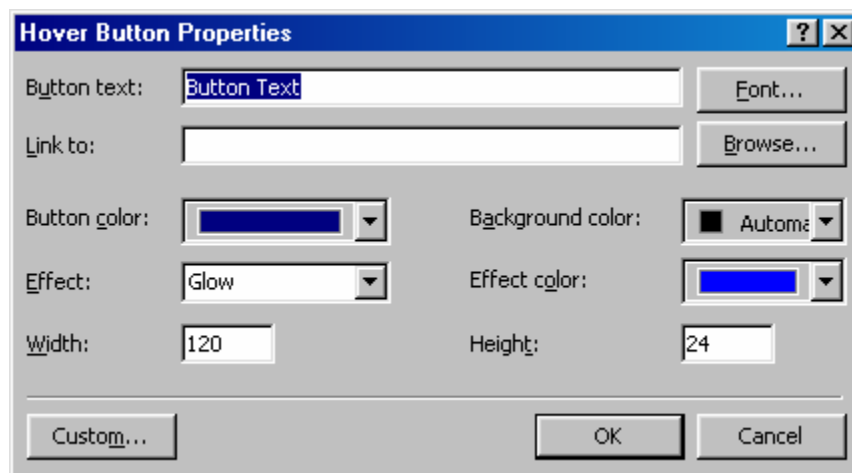
Move all of your pages into the navigation structure by right clicking and dragging the file from the folder list on the left to the web structure on the right. As you copy each file, a page will be added to the web to illustrate your navigation structure. Place all files under your welcome page. As suggested navigation structure would be like the sequence below:



ADDING NAVIGATION BUTTONS

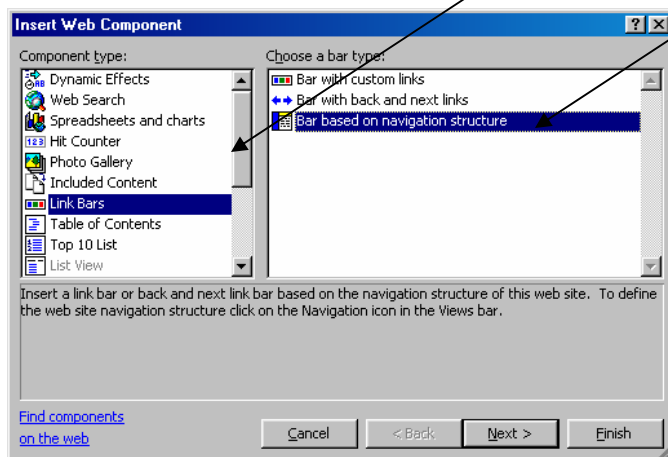
There are multiple ways to add navigation buttons. Here are two of my favorite.

1. Click on Insert on the Menu Toolbar. Select Web Component > Hover Button. You will see a dialog box like the one below:

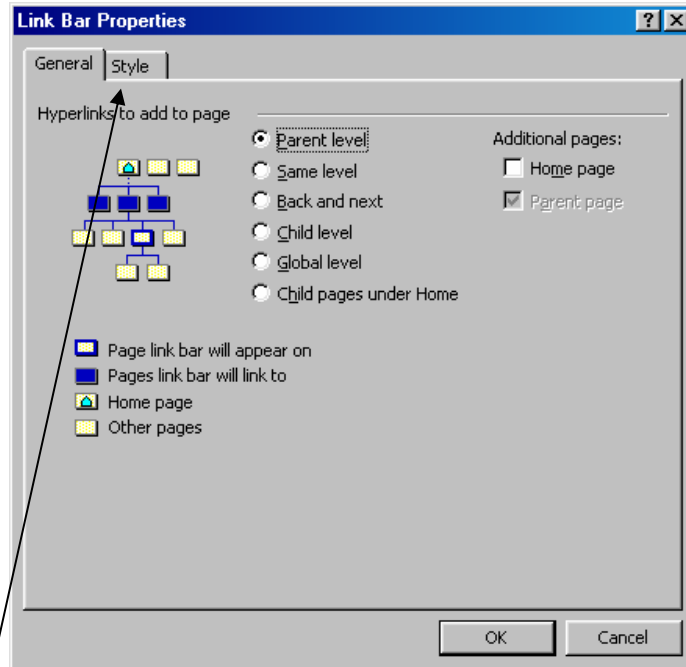


Type the text that you wish to appear on the button in the first box. Then use the browse button to find the page that you want button to link to. You can format the button and background color as well as choose a button effect.

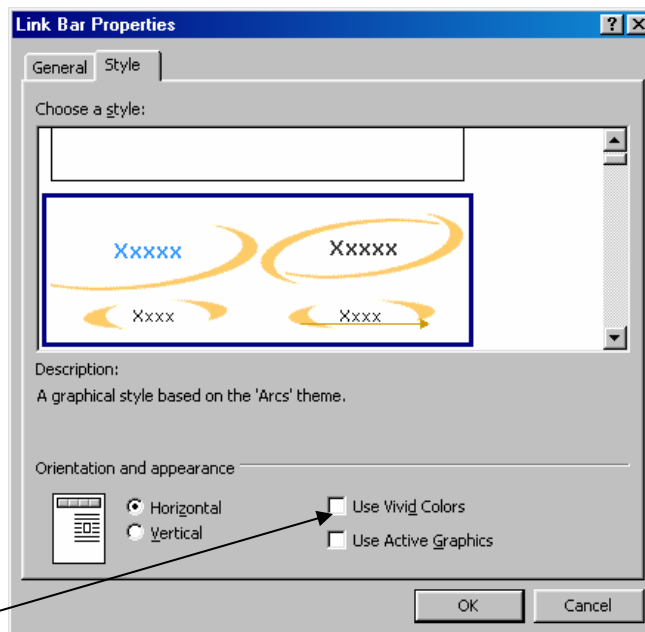
2. This type of button uses the button on your theme.
Click on Insert on the Menu Toolbar. Select Navigation >> Bar Links >> Links based on Navigation Structure.



On the next screens, choose your theme and give your buttons horizontal orientation. A final dialog box will open like the one below:



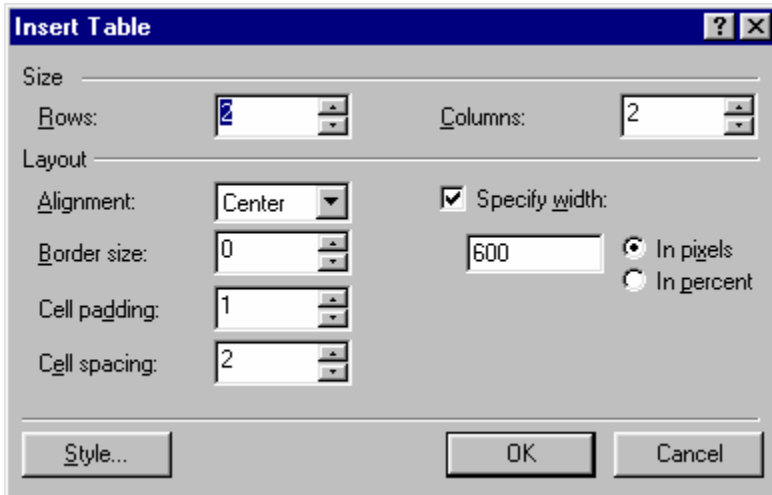
Select the navigation level that you would like the new button to link to. Usually you will be linking to the Parent Level as in the illustration above. (If you find that you are linking to pages that you do not want to link to, try linking to another level. Or return to the beginning and select Custom Link from the Navigation box.) You can also click on the Style tab for additional formatting.



Selecting Vivid Colors and Active Graphics will allow you to select additional button styles from within your Theme.

FORMATTING THE LAYOUT OF YOUR PAGES (TABLES)

Tables have become the predominant tool for defining the layout of text and images on your web pages. By putting text or images in the specific cells of a table, you can effectively force information in your web page to stay where you want. Put your cursor at the point on the page where you would like to insert the table. The select **Table>Insert>Table** from the Menu bar. You will get the following screen:



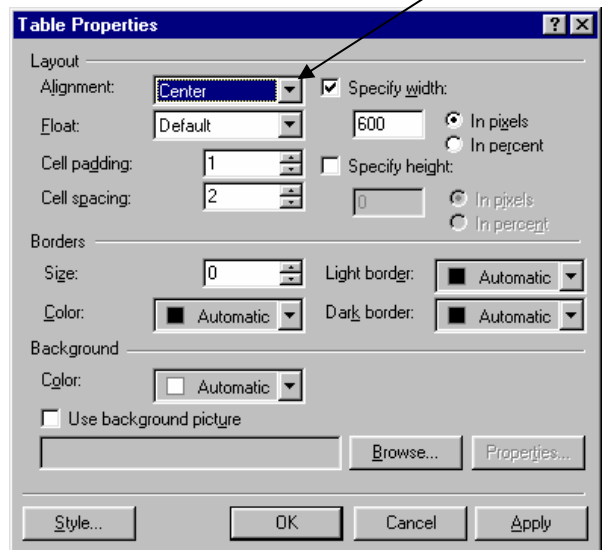
Select the number of rows and columns you need to format your page. A border size of 0 will hide the border lines of the table. If you wish for the table to be smaller than the full width of your screen, you can specify a border width. 600 pixels is a commonly used width. When you have made these selections, click OK. You are then ready to place text and pictures in the table cells. To change any of the properties of your table, right click on the table and select **Table Properties**.

The **Table Properties** box will allow you to change Border size, add color to the cells, or select Center alignment.

SAVING AND PUBLISHING YOUR WEBPAGE

You should save your document periodically to avoid losing any changes. When saving your document for the first time, click on **Save** under the **File** menu. First, select the correct drive in the top left hand corner of the window by clicking on the down arrow next to the **Save in:** box. To publish your page(s) to the Web, scroll down to your P: drive and save your work under the subdirectory named **htdocs**. If you do not have an htdocs folder, you must create one in Windows Explorer. Save all of your files that you want published, including pages, images, and other files to the htdocs folder. Name your home page file **welcome.htm**. Once you have saved your work in the correct folder, the Internet address, or URL to your page is as follows:

<http://students.salisbury.edu/~username/welcome.htm>.



EXITING FRONTPAGE

To exit FrontPage, click on **Exit** under the **File** menu. If you have not saved the latest copy of your document, it will ask you if you want to save. If you do, click **Yes**. If not, click **No**.