

## FrontPage XP/2003

### **HOW DO I GET STARTED CREATING A WEB PAGE?**

Previously, the process of creating a page on the World Wide Web was complicated. Hypertext Markup Language (HTML) is a relatively simple computer programming language. You can create and edit it with an ordinary word processor. However, you must spend time learning it and gaining proficiency with it. More powerful features (such as a hit counter to show the number of visits to a Web site) required knowledge of Common Gateway Interface (CGI) scripts. This generally necessitated familiarity with more powerful programming languages, such as Perl, C, and C++.

FrontPage 2003 allows you to create and manage eye-catching Internet and intranet webs in a straightforward WYSIWYG (What You See is What You Get) environment. You do not need to know HTML to get professional-looking results. FrontPage 2003 automatically converts existing text files to HTML format. You can also import graphics to create buttons, illustrations, and backgrounds for your pages... FrontPage 2003 lets you create links to other resources on the Web with ease. It will also check your links to make sure that they work before you load your web to the Internet. FrontPage 2003 lets you publish and test a web right on your own PC. The FrontPage Server Extensions let you work with a number of different servers. You can host your Web site on computers that run Windows NT, Windows 95, Windows 98, Windows 2000, Windows XP, Windows ME or UNIX.<sup>1</sup>

(These instructions are only meant to get you started. They do not include advanced features.)

#### ***Before You Start***

There are two basic steps to creating a web page: making the web page itself, and uploading it to a server for the world to see

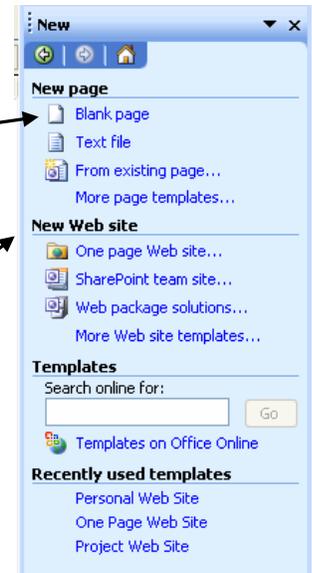
#### Creating a New Web Site

1. Open FrontPage 2003 (**START > MICROSOFT OFFICE > MICROSOFT FRONTPAGE 2003**).
2. You'll notice that FrontPage automatically opens a blank web page upon opening the program. A web *page* is just that – a single page of information. A web *site*, on the other hand, is several pages of information linked together. We want to create a new web site, so click on **FILE > NEW**.

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<sup>1</sup> Adapted from *Beginning FrontPage 2002 for Windows 95*, New Horizons Computer Learning Center, 1999.

- At this point, (on the right hand side of the page in the Task Pane (if the Task Pane is not showing, go to **VIEW > TASK PANE**) FrontPage will give you several options for many different things.



**New Page options** (for creating single pages)

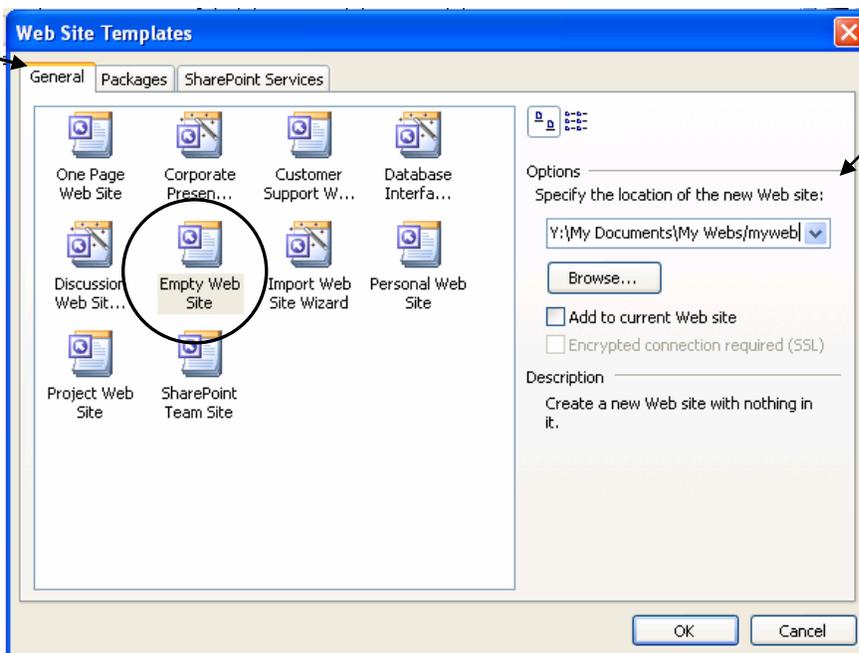
- **Blank Page** is what you choose to create a new web page, or web site.
- **Text File** creates a text file.
- **From existing page...** allows you to make a duplicate of a web page that is already created.
- **More page templates...** offer different kinds of sites, including personal, corporate, and one page templates.

**New Web site options** (for creating web sites)

- **One page web site**
- **SharePoint team site**
- **Web Package Solutions**
- **More Web site Templates**

- Select **More Web site Templates** from the New Web site Section.
- Select **EMPTY WEB SITE**, found on the “General Tab”.

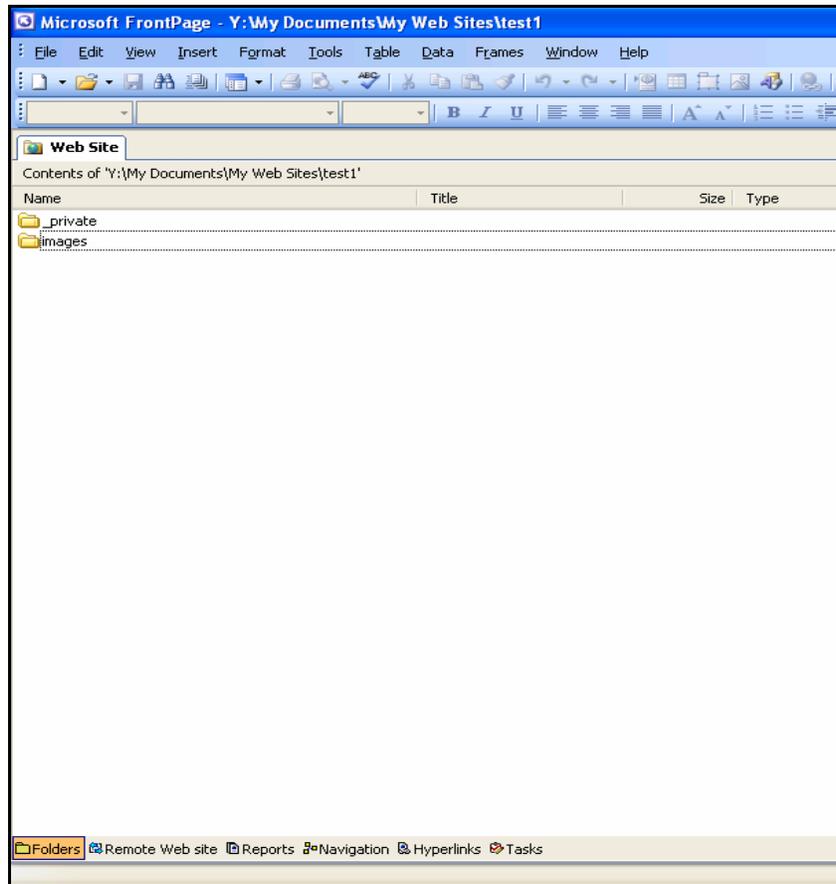
\*\*\*\*\* (Do not click OK yet.) \*\*\*\*\*

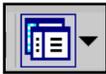


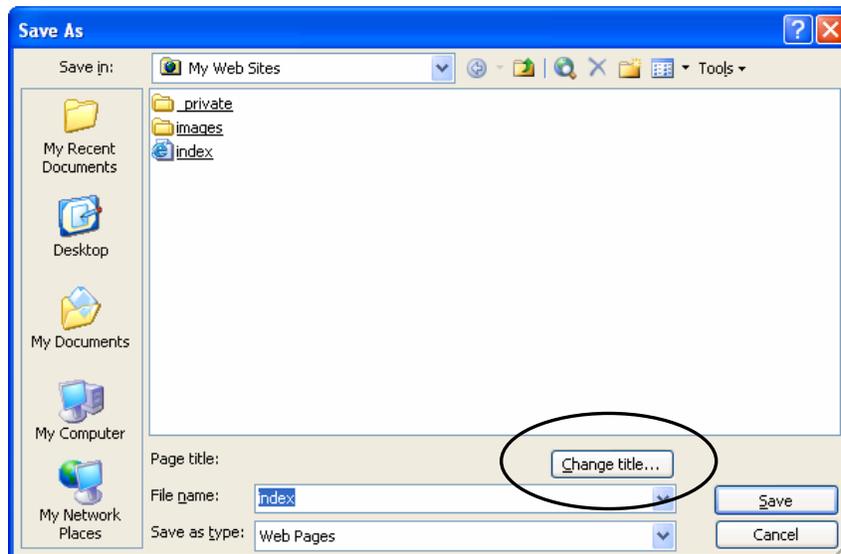
On the right side under **OPTIONS** is a sentence that says, “Specify the location of the new web” with a box and a path name underneath (you may see, for example, Y:\My Documents\My Webs\myweb). You may use the **BROWSE** button to locate a new or specific folder. Always make a note of this path so that you can find your web page in the future. Click **OK**.

**Note:** While you are on this campus, always save your web page on Y: NOT C:. If you save your files on C: they will not be accessible from other computers on campus or remotely via the Internet (data.dbq.edu) and other people will have access to your files. When you are at home, you may save it wherever you want to.

This is the start of your web site. Now web pages need to be added.

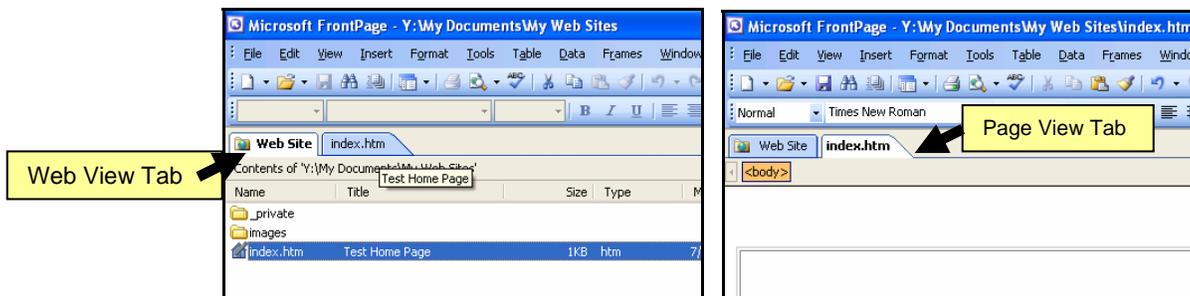


6. Your screen should look similar to the screen shot here.  
 **Note:** To hide the VIEWS or FOLDER LIST, click on **VIEW > VIEWS BAR** (or FOLDER LIST), or you can click on the icon that looks like files stacked on top of one another.
7. You are now ready to create a web page. Click on **FILE > NEW**, and then select **Blank Page** from the Task Pane. FrontPage 2003 acts much in the same way as Microsoft Word. You can type in text, change fonts, and justify the text.  
**Note:** FrontPage 2003 automatically double-spaces text when you hit **ENTER** or RETURN. To single-space your text, press **SHIFT** and **ENTER** simultaneously.
8. You are now ready to enter text. Because viewers on the other side of the world may not have the same fonts installed on their computer as you do on yours, you should stick to using the default font whenever possible. Other safe bets include Ariel, Helvetica, and Times New Roman.
9. After you've entered some text, save your changes. To do this, click on **FILE > SAVE AS**. Standard web page design policy suggests that you should name your first page **index.htm**. (For personal web pages that are to be FTP'd to the UD website, the file extension for the "index" page must be .html.)



10. You will want to give your page a TITLE. The page title is what will appear on the top of the browser window when someone looks at your web page. You want something descriptive and specific. Click the **Change title...** button to create a new title, type it in, and then click **OK** when you're done.
11. After you've entered the file name and page title, and you have double-checked where you are saving your file to, click on the **SAVE** button.

## View Tabs



To see your web site at a glance and all files already created, click on the Web Site Tab. Any pages that you have open will appear as tabs.

On the bottom of the page view section (open web page), there are choices in the *lower left corner*: Design, Split, Code, and Preview. You will not see these options when you are on the web Site tab.



**DESIGN** (You do most of your work in the DESIGN mode. If you want to make changes to your web site, be sure that DESIGN is selected.)

**SPLIT** (This will split the screen with half CODE and Half DESIGN.)

**CODE** (Click on CODE to see the actual script behind your work. If you are familiar with HTML, you can also make changes to the code here.)

**PREVIEW** (The PREVIEW mode will give you an idea of what your web page will actually look like when it is published, although it is not exact [there are better ways, described under “Previewing Your Web Site” below]. You cannot make any changes to your web page while in this mode.)

### Adding Additional Pages

Adding new pages to your web site involve two steps: creating the pages, and linking them to your existing web site (“internal hyperlink”).

#### Step One: Creating a New Page(s)

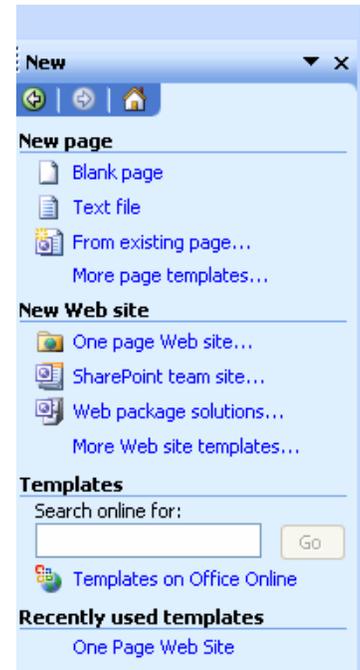
1. To get a new page:
  - a. Click on **FILE > NEW**
  - b. **Select** the type of file you wish to create from the task pane on the right of the screen.

New Page button



Note: You can also add a new page by clicking on the **NEW PAGE** button on the toolbar. If you click on the NEW PAGE button, Front Page 2003 automatically defaults to the normal page layout.

2. Type in your content.
3. Save page under a different name (don't forget to change the page title!)
4. Repeat these steps for all your pages. You can always add to a web site later.



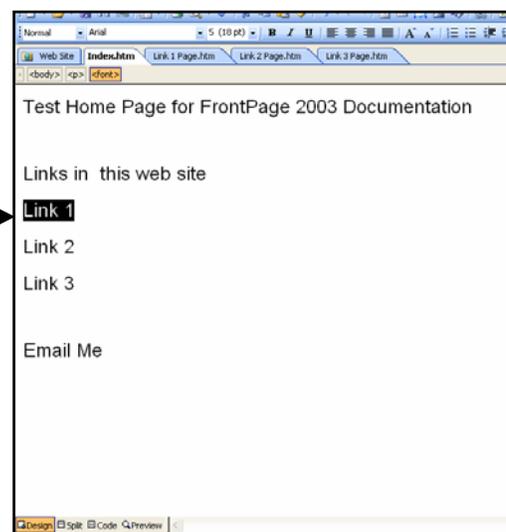
**\*\*TIP\*\*** Create **all** your pages first, then go back and link them. Be sure to give the web page viewer a link to get back to the index page (home page).

### Navigating Between Web Pages

To switch between open pages in your web site, click on the tabs at the top of the work area. Asterisks indicate pages that have been changed but not saved.

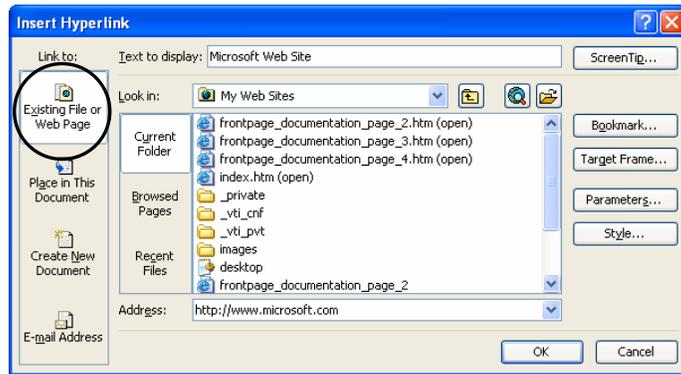
#### Step Two: Creating Internal Hyperlinks

1. Open your Home Page (index.htm).
2. Locate the area where you want to put the hyperlink.
3. Type in a descriptive word or phrase to serve as a hyperlink to your new page. (Or highlight an existing word/phrase)
4. Highlight the text.
5. Select **INSERT > HYPERLINK**.



6. At this point, a new window will open: Insert Hyperlink. Be sure that **Existing File or Web Page** is selected on the left. This dialogue box should show a list of your web site files.

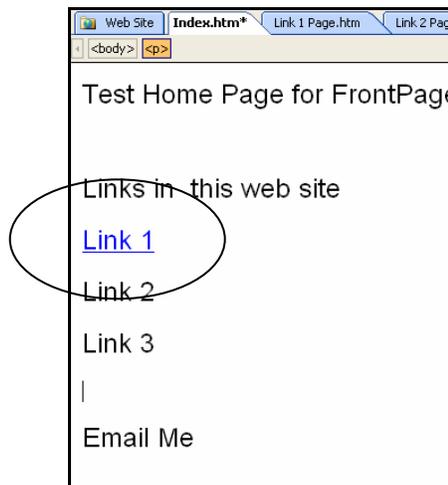
Underneath is a dialogue box that says “**Address.**” The easiest way to create a link is to highlight the file you want to link to by clicking on it, and click **OK**. If you can’t find your file or if it is located in another folder, browse to the file by clicking on the down



arrow in the “**Look in:**” field. If it is not within one of the web folders, move/copy it there, then create the hyperlink.

**Note:** Your files must be located within your web site folder, or the link will be broken when you publish your web site.

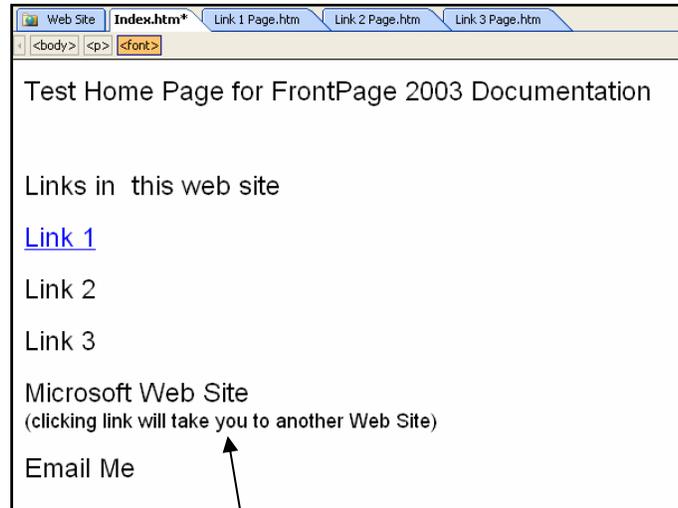
7. After you click **OK**, your linked text will be blue and underlined. To follow the hyperlink in the DESIGN view (what you see in Front Page), you must press **CTRL** as you click on the link. You can also test the link in the PREVIEW mode without pressing CTRL. (Click on **PREVIEW** in the lower left corner.)



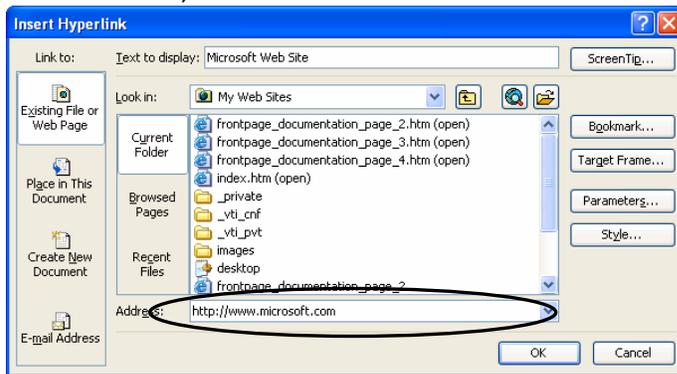
## Creating External Hyperlinks

External hyperlinks take the viewer **outside** of your web site. For example, if you would like to direct visitors to Microsoft's web site provide a link. These external links are created in much the same way as internal hyperlinks.

1. Enter word or phrase that will function as hyperlink.
2. Highlight the text.
3. Click on the **HYPERLINK** button.
4. Under *Address*: enter the address of the web site to which you want to link and click **OK** (make sure you have *http://* preceding the address).



**Note:** Make it clear that your external hyperlinks will take the viewer outside your web site.

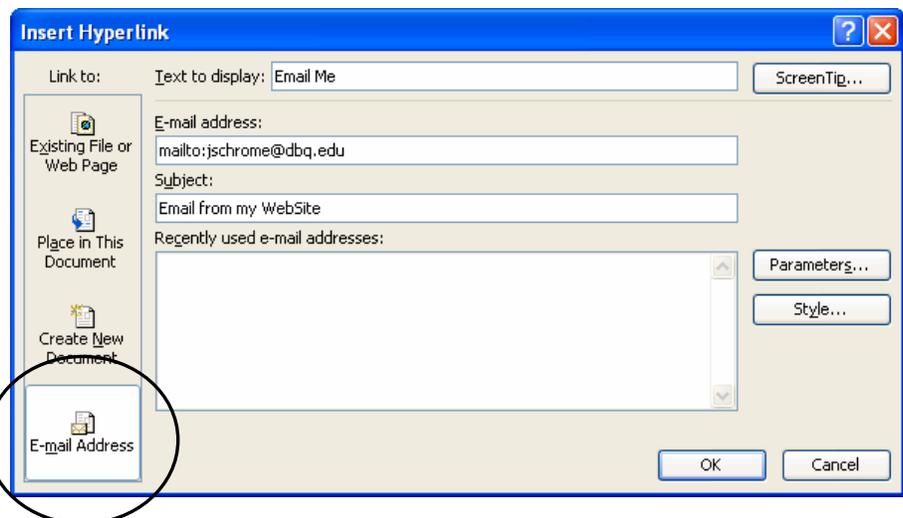


## Editing Hyperlinks

If you wish to change a hyperlink that already exists, simply highlight the link and click on the hyperlink button OR right click on the link. Select **Hyperlink Properties**. Once the Edit Hyperlink window opens, change the address in the URL box. This applies to both internal and external links.

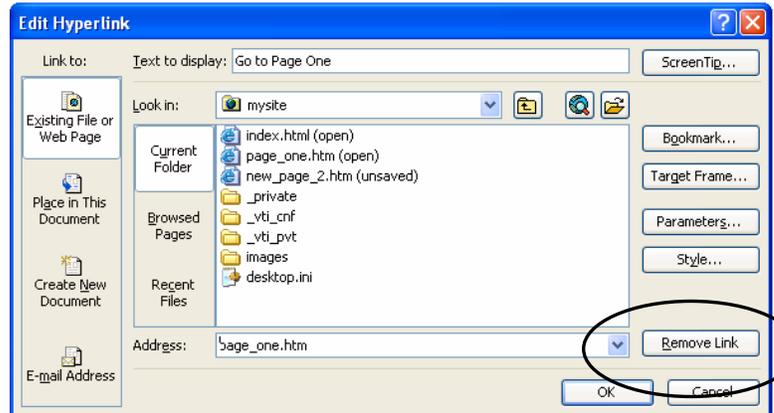
## Creating Email Links

To create a link directly to someone's email address, follow the same steps as creating a hyperlink. Once the Insert Hyperlink box is open, click on the E-mail Address button. This will open another window: **CREATE EMAIL HYPERLINK**. Enter the email address in this box and click **OK**.



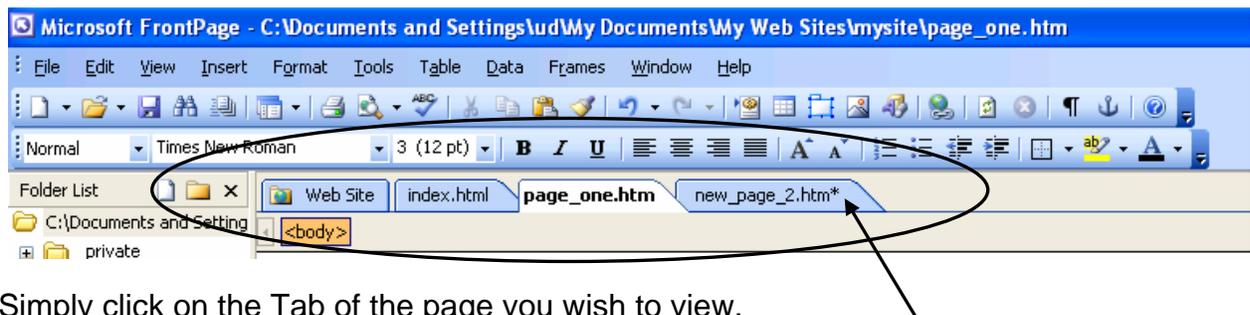
## Removing a Hyperlink

1. Highlight the link
2. Right-click and select **HYPERLINK PROPERTIES**
3. Click on the **REMOVE LINK** button.



## Navigating Between Pages

Once your web site consists of more than one page, you will often find yourself moving back and forth between pages as you make changes. You can easily navigate between pages by using the Tabs on the work space.

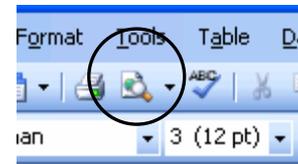


Simply click on the Tab of the page you wish to view.

**\*\*Remember\*\*** Asterisks indicate pages that have been changed but not saved.

## Previewing Your Web Site

1. To check your work, save your changes and click on the **PREVIEW IN BROWSER** button. You must save your changes before previewing the page. If you have made changes that you have not saved, FrontPage will prompt you to do so. Your page will then open in Internet Explorer automatically. (If you want to preview your page without saving the changes, click on the PREVIEW tab on the bottom of the screen.)



**Note:** No one else can view your web page at this point except you. In order for others to view your web site, you will need to publish your web site (covered in separate instructions).

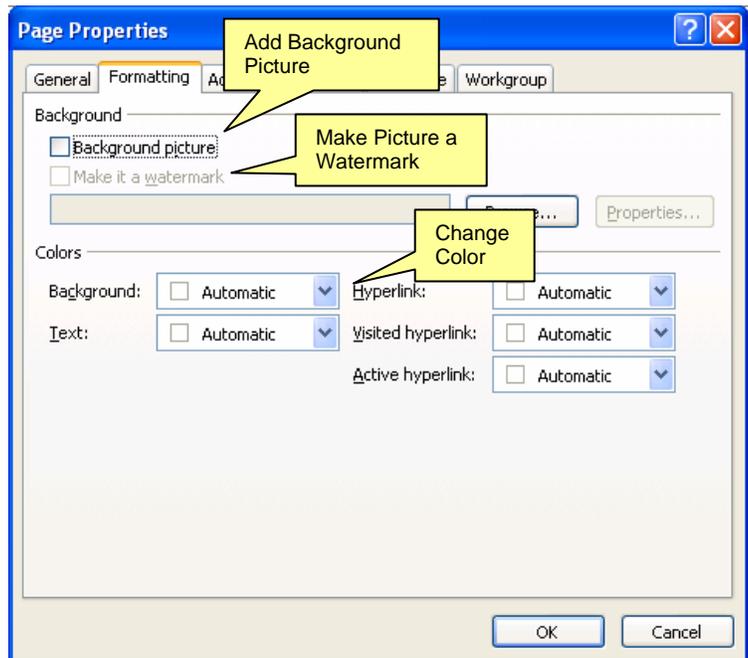
2. After you preview your page, you may see some changes you wish to make. To do that, close the Internet Explorer window, and return to Front Page. Select the DESIGN view and make your changes.

**Note:** Once you've saved changes to your web site in FrontPage, you will have to refresh the web page in Internet Explorer to view the changes.

## Creating Backgrounds

FrontPage 2003 automatically defaults to a plain white background. If you want to add some visual interest to your web page, follow these directions.

1. Make sure you are in **DESIGN** View (bottom left corner).
2. Right click on the work space area.
3. Select **PAGE PROPERTIES**.
4. Select the **FORMATTING** tab.
5. To change the color, select the Color you wish from the drop down menu.
6. To add a picture to the background, you must have a picture saved on your computer. Then, check the **BACKGROUND PICTURE** box, and then browse to the picture file on your Y drive and click **OK**.
7. If text will be displayed on the background, you may want to check the box to “Make it a watermark.”



## Inserting Pictures

There are two kinds of pictures you can insert in your web site: clip art, and pictures from a file that you have saved on your computer. Clip art tends to be generic by nature, but has the benefit of being free and easy to use. If you have a scanner or digital camera, you can also add pictures of your own.

### Inserting Clip Art

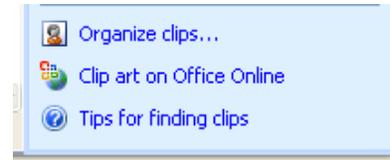
1. Place your cursor in the approximate area where you wish to place the clip art.
2. Select **INSERT > PICTURE > CLIP ART**. This will open the Task Pane to the “Insert Clip Art” section. Enter key words in the “Search text” box to look for specific subject matter.
3. When you find a picture you like, click on it once. This will insert the picture into your web page automatically. To resize the picture, click once on the picture until boxes or “handles” appear around the image. Click and drag on the *corners* to resize proportionally. To distort the picture, click and drag on the handles in the center of any side. **Note:** making your picture larger will generally distort the image and reduce the image quality.

To move the picture, right click on the picture and select **PICTURE PROPERTIES**. Under the **APPEARANCE** tab, you can select the **ALIGNMENT** (Left, Center, Right, etc.)

## Clip Art Online

In addition to the clip art that comes with FrontPage, you can also access additional clip art from Microsoft's web site. You will have to be working at a computer with an active Internet connection for the following steps.

1. On the Clip Art Task Pane, click on the "**Clip art on Office Online**".
2. This will open Internet Explorer, and take you to Microsoft's Design Gallery Live web page (<http://dgl.microsoft.com>), where you can download additional clip art (You can also search for photos, sounds, and animations as well as clip art). Enter your keywords in the **Search for** box and click **Go**.
3. Once you find a picture you like, click on it. The first time you try to download a picture, you will have to **ACCEPT** an agreement concerning the use of the image. Clicking on the red arrow beneath the image in the new little window that opens will save the picture on your computer to the "collection" in your Clip Organizer.
4. Return to your FrontPage document. The picture you saved should now be available and ready to insert. To insert your new picture into your document, follow the steps under Inserting Pictures: Clip Art. Be sure to select the appropriate folder in your Collections.



## Digital Photos and Scanned Documents

If you don't care for the clip art options, or have a specific image in mind, you also have the option of inserting a picture of your own. Specifically, you can insert either a digital photograph or a scanned document.

1. Save your picture on your computer in one of the folders in "My Web."
2. Click on **INSERT > PICTURE > FROM FILE**.
3. Browse to the correct drive and folder and click on the picture file name
4. Click **OK**. The picture will then be inserted onto your page.

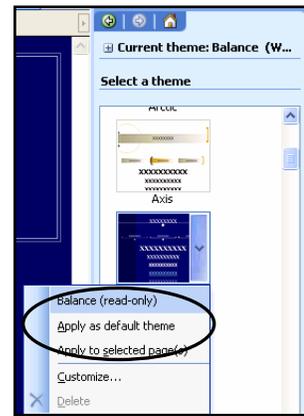
## Picture Sizes and Download Times

Be sure to add pictures judiciously to your web site. The more pictures you add (and the larger the images), the slower your page will download. Of course, the download time will depend on the connection speed of the user. Today, a 56k modem is considered typical. To check how quickly (or slowly!) your web page will download, look in the lower right corner of your screen. Right click and check a variety of download speed options to check. For example, a page that downloads in six seconds over a 56.6k modem will only take two seconds over an ISDN line.



## Adding Design Templates

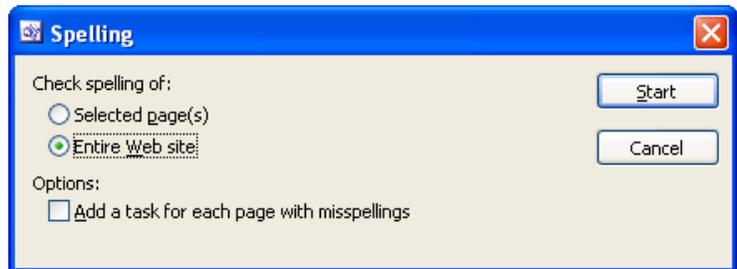
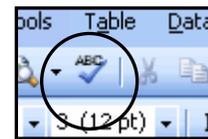
1. FrontPage2003 comes with several pre-packaged design templates that you can apply to your web page. To do so, be sure that you have the page you wish to modify open and are in DESIGN view.
2. Now click on **FORMAT > THEME**. On the task pane, all available themes are displayed. Find the one you wish to use, and right click then select “**Apply as default theme**”
3. FrontPage will give you a warning saying that this is going to change the layout of your page. Click **YES**.
4. Viola! Your web page just received an automatic facelift.



## Spell Check

You can use FrontPage to spell check your web site, either in its entirety or one page at a time.

1. If you're in DESIGN view and you click the spell check button on the toolbar, FrontPage will spell check that page only. You will need to be on the Web Site Tab to check entire site.
2. You can select what you want to check.
3. Click the Entire Web option to check all the pages in your web site.
4. Click **START**.
5. To correct a page immediately, double-click the page and use the speller to correct the words.
6. Click **OK** or **CANCEL** when finished.



## Find and Replace Text

As with Spell Check, you can also find and replace text, either on a single page or the entire web site. Follow the same steps above, starting with **EDIT > FIND** and then select the **REPLACE** tab.

## Importing Text from Microsoft Word

If you have text from a Microsoft Word document that you would like to insert into your web page, moving the document is as easy as copying and pasting.

1. Open the Word document you wish to copy.
2. Highlight the text (Ctrl/A).
3. Select **EDIT > COPY**.
4. Open the web page in FrontPage 2003 that you want to paste to.
5. Place your cursor on the point at which you want to insert your text.
6. Select **EDIT > PASTE**.

**Note:** You may lose some formatting in the cut-and-paste process.

## File Management

You will reach a point where you will want to move, rename, or delete some files from your web site. The cardinal rule is to always do this within FrontPage 2003, rather than Windows Explorer to maintain the integrity of the web site.

### Moving Files

1. Click on the **WEB SITE** tab on the work space.
2. Click the file you wish to move, and drag it to the folder you wish to move it to. FrontPage will automatically update the hyperlinks.

### Renaming Files

1. Click on the **WEB SITE** tab on the work space.
2. Right click on the file you wish to alter, and select **RENAME**.
3. Enter the new name in the dialogue box and press Enter.
4. FrontPage may ask you if you want to update the hyperlinks to this page. Say **YES**.

### Deleting Files

1. Click on the **WEB SITE** tab on the work space.
2. Locate the file you wish to delete.
3. Right click on the file, and select **DELETE**.  
**Note:** Any hyperlinks to this page will automatically be broken, and will need to be updated.