

# FRONT PAGE TRAINING

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## I - THE BASICS

Go to "program" and then select and open "Microsoft front page"  
Go to "file", select "open Web"

### **1. Opening the Web**

Go to "File" and "Open Web".

(The Web administrator of your institution will have created a Web Folder for you and will give you instructions to find it).

If not, you can also create it yourself: go to "File", "New", "Web" and select "Empty Web".

### **2. Working view**

"View" and select "Folder list".

### **3. Creating a new Web page**

"File" and "New" and "Page"

### **4. Creating a new folder**

"File" and "New" and "Folder"

### **5. View of the page you are working on**

There are three ways you can view your web page: the bottom of the right screen has the three options:

a) the normal mode: which is what we are working in

b) the HTML mode: you can change or enhance the page by writing your own HTML codes

c) the preview mode: you cannot edit here, this gives you an idea of what the final page looks like

### **6. Editing and Saving**

Editing: Front Page is like Word, you can edit (copy or cut and paste) as you would in any word processor program.

Saving: To save go to "File" and then "Save" or "Save As" depending on if you have a new page. (remember to save your work often)

Save in the appropriate folder

### **7. Formatting**

Formatting (bold, italics, underlining, text color etc) can be done as in the word processor program. You can align your text to the center or left etc. Bullets and numbering is the same as in Word. You can also adjust the paragraphing and line spacing.

### **8. Creating Links**

#### **Linking to external site:**

highlight the word you want to add the link to.

Go to "insert" and "Hyperlink". Enter the URL in the space provided when the next screen opens.

Choose the "target frame".

#### **Linking to internal page:**

highlight the word you want to add the link to.

Go to "insert" and "Hyperlink".

Choose the second icon to the right of the URL field (file with a magnifying glass)

Browse your web folders and select the file you want to be the link.

Choose the "target frame".

**Linking within the page:**

highlight the target (what you want the link to go to), go to "Insert" and chose "Bookmark". A small box will ask if you want to add the bookmark, click ok and continue to Bookmark as you wish. When finished, you can highlight what you want to link to target and go to "Insert" and chose "Hyperlink". From the bottom of the box (below URL) is a small pull down menu of "Bookmarks" (this is where your bookmarks have been saved). Choose the targeted bookmark and click ok.

**9. Background Themes**

FrontPage provides a wide variety of themes for the background with matching horizontal lines, bullets in various indentations and a banner. You can have a different theme for each page or the same one. You have to select it every time you make the page.

To chose a Theme go to "Format" and "Theme" and view the themes. Chose the theme you want and click ok. You can change the theme to your liking but at this point I will not recommend it. Alternatively you can use your own images for background.

**10. Tables**

Tables are good ways of arranging all the information on your page. You can make a table visible or invisible.

Go to "Table" and "Insert Table". Fill in the blanks on how many rows and columns you want. Click ok. You can type inside the table. You can edit the table by going to "Table" and choosing "Properties" and "Table". (You can also edit each individual cell if you wish). You can adjust the borders of the table, spacing between the cells, color of cells, color of the border etc. It is best to leave the cell width in percents if you are not sure of the pixels.

To make a table invisible (without borders) select Cell border to be "0" in the "Table Properties".

**11. Inserting Images**

You first have to save the images in your folder. You can simply "drag and drop" images from the "Folder" section on the left of this screen to where you want on the right screen. Alternatively you may "Insert" a "Picture" or "Clip Art". You can change the size and position of the image from "Format" and "Properties".

Along with FrontPage you also get a software for images called the "Image Composer". This can be used to change the images – make them brighter, change colors, edit images etc. (Another workshop another day!!)

**12. Maintaining Consistency**

This is to bring some uniformity to your pages, in case you do not want to type the same things over and over again in your pages (create template).

Go to "Format" and "Shared Borders". You may choose the kind of border you want to keep constant (only the top, top and bottom or top and left. This page has top and bottom). Usually this is the default and you will have to change it if you want a different border for different page. Any information you type in these borders will be visible on all the pages.

## II - NEAT STUFF

### 13. Templates

Front Page has several pages already designed and saved for a variety of purposes. Go to "File" and "New Page". You will see a selection of templates ready for use. You can always edit them according to your requirements.

### 14. Hit Counter

"Insert" "Component" "Hit Counter"

### 15. Updating Date

"Insert" "Date and Time"

### 16. Feedback information

"Insert" "Form". Right click on the form and go to "Form Properties". Enter your email address. Your email address is not visible on the final screen. Click OK. You can give the heading on the form in the page itself.

### 17. Hoover Buttons

"Insert" "Component" "Hoover Button". Changes colors when you place your cursor on the button (Java button – may take more time to upload the page).

### 18. Using frames in a page

Go to "new" and "page" and select "frame pages"

## III - RESOURCES

### 19. **Web Resources on Web Editing**

Jakob Nielsons' website: <http://www.useit.com/>

Lynda Wienman's website: <http://www.lynda.com/>

HTML Tags : <http://www.willcam.com/cmat/html/crossref.html>

### 20 . **Web Resources on Front Page**

Front page help desk: <http://www.microsoft.com/frontpage/>

Front Page Quiz:

<http://office.microsoft.com/assistance/quiz.aspx?AssetID=QZ010517261033&Origin=HH011304391033&CTT=5>

<http://office.microsoft.com/assistance/quiz.aspx?AssetID=QZ011187701033&Origin=HH011304391033&CTT=5>

<http://office.microsoft.com/assistance/quiz.aspx?AssetID=QZ010802921033&Origin=HH011304391033&CTT=5>

Hand-out created with the help of Sapna Gupta Web site:

<http://captain.park.edu/chemistry/fpworkshop.htm>