Opening Front Page

Select **Start** on the bottom menu and then **Programs, Microsoft Office**, and **Microsoft FrontPage**.

When FrontPage opens you will see a menu and toolbars similar to other Microsoft Office applications.
Creating a Web Site

It is ALWAYS best to start by creating a web site (a collection of web pages) whenever you begin a new project. To start a new web site, choose Create a new page or site from the Getting Started menu on the right side of the screen.

In the right of the screen you then will see a New Web Site section. Click on One page Web site.

You will specify the location of the web site in the Web Site Templates window.

Depending on the computer you are using, you may see several locations in the “Specify the location of the new web” box.

We want the location to be w:\Develop. The W: drive corresponds to your own personal web space where we want to house your home page. We will develop the web site in the folder named “Develop.” and then copy it to the W: drive when it is complete.

No matter what the location is in the location box, change it to w:\Develop. DO NOT CLICK OK without changing the location of the new web to w:\Develop.

When you have changed the location of the web site to w:\Develop, click on OK.
You now should see the list of files and folders in the web site that you have created.

The Folder List isn’t very useful and takes up screen space. If you see a Folder List, click on the Close icon to close the list.

We will use the folder named “images” to store the pictures we use on the web page, but will not use the “_private” folder at all. The name “Index,” identifies the main page of a web. If a browser enters a folder that contains a web site, the browser will show the index page on the screen.

Double click on the name “index.htm” to open this web page file. When it is open, you will see a new tab labeled with the name of the web page.

**Headings**

In the workspace, type in a Heading and Subheading for the new page.
Select the two titles by holding the left mouse button down as you sweep the cursor over the text (the selected text will be highlighted as white letters in a black rectangle). Click on the Center icon to center the titles in the screen.

Next, select only the top title. In the Style List on the Formatting toolbar, choose Heading 1.

Do the same for the subtitle, except choose Heading 2 as its style.
Positioning Text and Images with a Table

A major problem in web page design is creating the layout you desire, especially if you want to use images. At the present stage of HTML, one of the best ways to position text and images on the screen is to use tables.

We want to add text and an image to the index page so that the upper section of the page looks like the illustration below.

Dr. I. M. User
Assistant Professor of Limnology

Wofford College
429 N. Church Street
Spartanburg, SC 29303-3663
Phone: (864) 597-4444

Unfortunately, HTML code is not designed to put images and text in any position we want. We will need to position the image and the text with a table.

Make sure that the cursor is below the titles.

Dr. I. M. User
Assistant Professor of Limnology

| ← Cursor

Select Table, Insert, Table from the menu.
In the Insert Table dialog box, specify **one row** and **two columns**.

The **border** size should be set to 0, which makes the borders invisible when the web page is viewed in a browser.

You should see the table outlined in dotted lines below the headings.

**Adding Text**

Type the text shown here in the left cell of the table.
Adding Emphasis to Text: Bold Font

You can emphasize text by displaying it in **bold**. Select the text in the left cell by sweeping the cursor over the text with the left mouse button depressed. When the text is selected it will be displayed as white in a dark rectangle.

Make the text bold by clicking on the **Bold** icon.

Saving the Page

Select **File, Save** from the menu.

*NOTE: You should save your page periodically as you work through this lesson. It is a good idea to save a page at least as frequently as every ten minutes or so.*
Images

Images are an important part of web pages. Images make pages more interesting and can be used to convey information (a picture is worth . . .). You need to be careful with images, though. For one thing, large images can take a long time to load over a phone line, leading to annoying pauses while a web page slowly unveils itself in your browser. Here are two things to think about before adding images to your web pages:

- Ask yourself if you really need this image. If not, don’t include it.
- If you include pictures in your web documents, keep them as small as possible. A good rule of thumb is to keep your images under 30 kB in size, if possible.

There are two common file formats used for web images -- .gif files and .jpg files. Both of these types of files are compressed, so that they are relatively small.

- A .gif file only uses 256 colors, but retains most of the detail of the original picture. If you have a picture with text on it, a .gif file is the best to use.
- A .jpg file retains 16 million colors, but sacrifices detail causing text in the picture to look slightly blurred. If you are more interested in true colors than detail, a .jpg file is best.

Downloading Images Into Your Web Site

The images you will need for your Lake Study web page lessons are contained in the folder with the following URL:

http://webs.wofford.edu/whisnantdm/training/frontpage/ImagesForLessons/

You will see a list of links to image files. Right-click on the first link (.BackImage.gif) and select Save Target As … from the menu. Save the file in the images folder of the w:\develop folder you created.

Repeat this process for all the files in the list.
After you have saved all the pictures, double-click on the images folder on your web site to see its contents.

You should see all three images in the folder.

To return to index file, click on the index.htm tab.
Adding Images

Position the cursor in the right cell of the table.

Select the Image icon , which will display the Picture dialog box.

In the Picture dialog box, move to the images folder, if necessary, and double-click on the file named “MyPicture” (or whatever the file name is of the picture you want to use).

If there are no images in this folder, you need to download the images.
The picture now should be in the right cell.

Centering Text and Images in Table Cells

Position the cursor somewhere in the left cell and choose **Table, Select, Cell** from the top menu.

The selected cell will be displayed in black.
Click on the center icon to center the text horizontally in the cell.

Do the same for the picture in the right cell.

Cell Borders

You can move the borders of a cell to resize cells. If you like, you can play with moving the borders between the two cells. Move the cursor over the border until the cursor becomes a double-headed arrow.

While the double-headed arrow is showing, hold down the left mouse button and pull the border where you would like it.

Adding More Text

Add more descriptive text, such as that shown here.

When you have entered the text, press the Enter key twice to space the cursor down four lines (two paragraphs).
**Horizontal Lines**

In the top menu choose **Insert, Horizontal Line**.

This will place a horizontal line at the cursor position.

Press Enter once to move the cursor below the horizontal line as shown here.

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**Adding Emphasis to Text: Italic Font**

The cursor should be below the horizontal line as shown above. Type the following text “This page was last updated on __________” with today’s date.

Holding the left mouse button down, sweep the cursor across the text to select it.

Click on the Italics icon, to put the text in italics.

Save the page.

**NOTE: DO NOT put your email address on the page. Spammers look at web pages for email addresses to add to their lists.**
Previewing a Page in Your Browser

To see your page as it will look in a browser, click on the Preview in Browser icon.

You will see the page displayed in a separate browser window.

Dr. I. M. User
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I have been teaching at Wofford for four years. My professional interests center around the study of a small lake in Wisconsin named Lake Gonesaichi.

This page was last updated on August 2, 2004

When you have viewed the page, close the upper browser window.
Adding a List

It often is convenient to include numbered or bulleted lists in web pages. These are called “ordered” and “unordered” lists in HTML parlance.

Ordered lists are numbered. You don’t need to insert the numbers, because the browser does this when it reads the list. This makes it easy for you to add or subtract items from the list as you develop the page. The ordered list icon is ![ordered list icon].

Unordered lists typically use bullets to mark each item of the list (this is up to the browser). The unordered list icon is ![unordered list icon]. We will use an unordered list in this lesson. An ordered list would work just as well.

We want to put a list of courses on the page. Place the cursor between the text you added and the horizontal line. Type in the phrase “My Course” and make it **Header 3** font. Then press **Enter** to move the cursor below the phrase as shown here.

Now click on the unordered list icon.

This will place a bullet at the position of the cursor and shift the cursor to the right of the bullet.
Type in the first course by the bullet and press **Enter** to produce a new bullet.

Do this twice more.

The last bullet is unneeded. Press the **Backspace** key to remove this bullet.

You may need to press **Backspace** one more time to remove the extra space between the list and the horizontal line.

**Save the page and close FrontPage.** (Closing FrontPage wouldn’t ordinarily be necessary, but we would like to teach you how to open a recent web.)
Opening a Recent Site

Open FrontPage again, choose File, Recent sites from the main menu and choose W:\Develop.

Creating and Saving a New Page

We now will begin work on a second page for your web site. Choose File, New from the main menu.

On the right side of the screen, choose Blank Page.
You should see a new page.

Choose **File, Save As** from the main menu.

In the **Save As** window that opens up, give the page a new **File name**, “Limno 214.”

Also click on the **Change title** button and enter a new **Page title**, “Limnology 214.”

Choose **OK** in the Set Page Title dialog box.

Click **Save** in the Save As dialog box.
The **File Name** is the name under which the file is stored. The File name shows up in the tab that labels the FrontPage workspace.

The **Page title** is displayed in the browser heading when a page has been loaded into the browser. The **File name** shows up in the URL address.

The File name and page title may be the same, but do not have to be (as in this example).

### Review: Preparing a Second Page

Prepare the new page so it looks like the below.

- Position the text and image with a table. Both are left-justified in their cells (the default position)
- “Limnology References” is Heading 3 text
- The image (SamplingWater) is one of the image files you downloaded earlier in the lesson.
- The two references are an ordered list.
- The central border between the two cells in the table has been pulled to the left, making the left cell smaller and pulling the image closer to the text.
Having More Than One File Open at Once

Currently, you probably have just one page open – the Limno 214 page you have been working on.

We now want to work on the index.htm page again. Click on the Web site tab, which will display a list of files and folders in the web site.

Double-click on index.htm to open this page.

Now you will have two pages open, as indicated by the two “.htm” tabs. You can move back and forth between the two pages by clicking on the tabs.

Creating a Hyperlink Between Your Own Web Pages

The feature that makes the World Wide Web a “web” is the ability to put links from one web page to another. In the next section of this lesson you will learn how to link one of your web pages with another and how to link your web page to an external web page that is housed on another computer somewhere else in the world.

Hyperlinks are the navigational tools for the web sites. First let’s create a link from the main index page to the Limnology 214 page.

In the Index page, select the text of the third bullet, “Limnology 214.”
Click on the Hyperlink icon, , to create a link to the selected text.

This will display the Create Hyperlink window.

Select the file name Limno 214.htm and click on OK.

You should see that the phrase now is blue and underlined. This indicates that the word now is a hyperlink.

Save the page.

Now, click on the Limno 214.htm tab to move to that page.
On this page, link the phrase “Dr. I. M. User Home Page” with your Index.htm page.

Save the page and **preview** the two pages. You should find that the two hyperlinks move you back and forth between the two pages.

**Adding a Link to an External Web Site**

Remain on the Limnology 214 page. The URL for the UW Center for Limnology is

http://limnology.wisc.edu/

We would like to link to this web site with the first bulleted phrase in the list of Limnology references.

Select this phrase and click on the hyperlink icon.

In the Insert Hyperlink window that opens up, enter the URL in the URL field. Then click **OK**.

Save the page and then preview it in a browser to check if the hyperlink works.
Copying Your Web Site to the W: Drive

Now that you have finished the two pages, we can copy them into your W: drive, where they will be directly accessible from the Internet.

Double-click on the **My Computer** icon on your desktop.

Double-click on the **W: drive** in the My Computer window.

When the contents of the W: drive are displayed, double-click on the **Develop** folder.
Double-click on the **My Computer** icon on your desktop again.

Again double-click on the **W: drive** in the folder list in the second My Computer window.

You now should see two My Computer windows on the screen, one showing the contents of W:\Develop and the other showing the contents of W:
In the Develop window, select **Edit, Copy** from the menu to copy the selected files.

Move the mouse over to the W: window and select **Edit, Paste** from the menu.
You now should see the files and folders also in the W: drive.

**Reaching the Web Site From a Browser**

To reach this web site from a browser, the URL will be

http://webswofford.edu/username/index.htm

where “username” is your username.

**Formatting Pages and Text**

In the final part of this lesson, you will learn about some ways you can format pages or text to make the page more attractive or interesting. We have left this until last because the content of a web site is more important than its appearance. Without information, a web page will not be useful to visitors.

For the purpose of this lesson, we will change the format of only one page. *Remember, though, that it is best to keep the format of all web pages in a site the same. In general, if you change the format of one page, you should change the format of them all.* If you are working with a large web site, it would be worthwhile for you to learn about Cascading Style Sheets, which allow you to specify and change the format of an entire web site at once.

When you format pages, keep in mind two of the rules of thumb for web site design:

- **The web pages should be easy on the eyes.**
  - Remember – your purpose is to inform visitors, not shock them!
  - Use large font sizes and font colors that contrast with the background so text is easy to read.
  - Use a plain background that is not strongly colored.
  - Use a font color that contrasts, but does not clash with the background.
  - Remember that some people are color blind.

- **All pages in a site should have a consistent layout.**
  - Make it easy for visitors to find information as they move from one page to another.
Changing the Background Color of a Page

Open the Index page of your web site. The default background of a page is white. To change the background color, click with the right mouse button (the one you usually do not use) on a portion of the page in which there is not table.

Choose **Page Properties** in the dialog box that pops up.

In the Page Properties dialog box, select the **Formatting** tab. The present background is shown in this window.

Click on the triangle by the background color to display the 16 standard colors.

For a wider choice of colors, select **More Colors**.
In the More Colors window, clicking on a colored hexagon will change the background to that color.

Try different background colors to see if there are any you like better than white.

**Changing Font Color**

Maybe you would like the headings on this page to be some other color. Select the two headings.

Click on the inverted triangle by the Font Color icon. 

Although more colors than the standard sixteen are available, in this case blue will suffice. Click on this color to change the color of the selected text to blue (or another color if you should so desire).
Adding a Background Image

You also can add an image so that it becomes the “wallpaper” for the background. A small inobtrusive pattern that will repeat well when laid side-by-side sometimes works.

You downloaded one such image, BackImage.gif, earlier in the lesson.

To add a background image, click with the right mouse button (the one you usually do not use) on a portion of the page in which there is not table.

Choose Page Properties in the dialog box that pops up.

In the Page Properties window, select the Background tab and click on the check box next to Background picture.

In the field, enter “images/BackImage.gif” (or browse to the images folder and select BackImage.gif).

Selecting OK will make this picture a repeated pattern in the background of the web page.
This must be done with care, because an obtrusive background image can make it difficult to read the text or see images. If, for instance, we try a fish as a background image we see that it does not work well.

Unfortunately I have seen pages similar to this one.

Your project will involve developing your own home page, so you may delete the web page and
Review Questions

1. After you have logged on to the Wofford network the computer screen looks like this. How can you open FrontPage?

2. You want to create a new web site for a new project using FrontPage. You have created a folder named “Example” in the w: drive. You have opened up this window by choosing **File, New** and have chosen a **One Page Web**.

   Describe what else you would do with this “Web Site Templates” window to create the new web site.

3. How will text formatted with different Heading settings look different?
4. In the FrontPage menu and toolbars, what do you click on to begin the process of placing a horizontal line on the screen?

![Microsoft FrontPage menu and toolbars](image)

5. You want to save a color picture of an old building (shown at the right) as a compressed image. Would a .gif or a .jpg image be more appropriate? Why?

![Old building](image)

6. You want to save a color picture of a Microsoft Outlook screen (shown at the right) as a compressed image. Would a .gif or a .jpg image be more appropriate? Why?

![Microsoft Outlook screen](image)

7. You have created a new FrontPage web site. Where in this site will you store pictures you need for web pages that are part of the site?
8. At the right is a screen shot of a web page. Describe in detail how you think the author of this page positioned the text and images on this page.

9. In this screen shot, the Preview tab has been selected. What does this do?

10. You want to create the table shown below in Preview mode (only the lower part of the screen is shown)

What would you fill in the blank spaces in the Insert Table window?
11. If you choose **File, Recent Sites** from the main FrontPage menu, what will be displayed?

12. What is the difference between the **file name** and **page title** of a web page?

13. What does the 🗳️ icon place on your web page?

14. When you have completed an unordered list and press Enter, you will get an extra bullet that you do not need. How do you get rid of the unwanted bullet?

15. What does clicking on this icon do? 📢

16. How can you tell if a word in the text on a web page is a hyperlink to another site?

17. Describe how you can add a link in a web page to another web page somewhere else in the world. What do you need to know to create this link?

18. What are bookmarks used for on a web page?

19. We want to change the color of some text.

   a) How do you specify the text that you want to make a different color?

   b) In the FrontPage menu and toolbars shown here, what do you do to display Window 1 on the screen?

   c) When Window 1 is displayed, what do you do to display Window 2?
20. How do you get the Page Properties window to appear?

21. In the Page Properties window shown in the previous question, how do you display the Formatting window?

22. Describe how you would change the color of the background of a page to dark blue.

23. If you change the background to deep blue, should you leave the text color as black? Why or why not?

24. You are designing a web site for a company that sells surfaces for athletic facilities, such as indoor tracks. The President of the company suggests to you that this picture would make a good repeated background picture for the pages in the web site. What would you tell her?