



AN INTRODUCTION TO FRONTPAGE 2000

Purpose:

To provide an introduction to FrontPage 2000, a Web page design and Web site development tool.

Benefits of FrontPage 2000:

- Create new Web pages easily
- Revise existing pages
- Manage a Web site

without HTML programming!



Getting Started

Launching FrontPage:

Open FrontPage 2000 by either double clicking on the FrontPage Icon or by selecting the program from the Start Menu.



Its on the desktop.

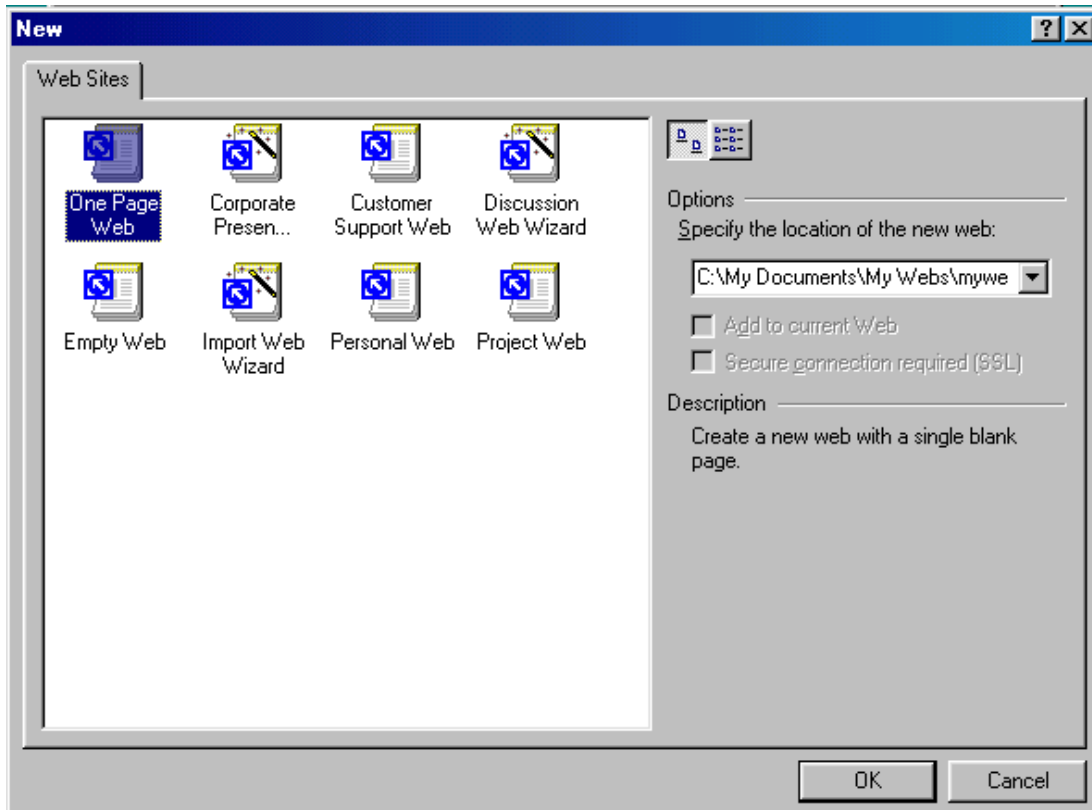
Understanding FrontPage Anatomy:

When you launch FrontPage you will see the Main Window, with a blank page

The screenshot shows the Microsoft FrontPage 2000 interface. The menu bar includes File, Edit, View, Insert, Format, Tools, Table, Frames, Window, and Help. The toolbar contains various icons for file operations and editing. The status bar at the bottom shows 'For Help, press F1', a timer '0 seconds over 28.8', and 'NUM'. The main window displays a blank page titled 'new_page_1.htm'. The left sidebar contains several icons: Page, Folders, Reports, Navigation, Hyperlinks, and Tasks. Annotations with arrows point to these icons and the status bar:

- Page View: WYSIWIG Window for creating web pages** (points to the Page icon)
- Folders View: View all files, images, etc. Drag & drop pages into folders** (points to the Folders icon)
- Reports: Quick overview of site areas. Identifies broken or unverified links** (points to the Reports icon)
- Navigation: Organizes pages in your site** (points to the Navigation icon)
- Hyperlinks: Graphical representation of links** (points to the Hyperlinks icon)
- Click here to see HTML code** (points to the HTML button in the status bar)
- Click here to preview your page** (points to the Preview button in the status bar)

Opening a New Web : From the File Menu, select New Web. This will launch a new dialog box that lists several wizard and template choices. For this exercise select "ONE PAGE WEB".

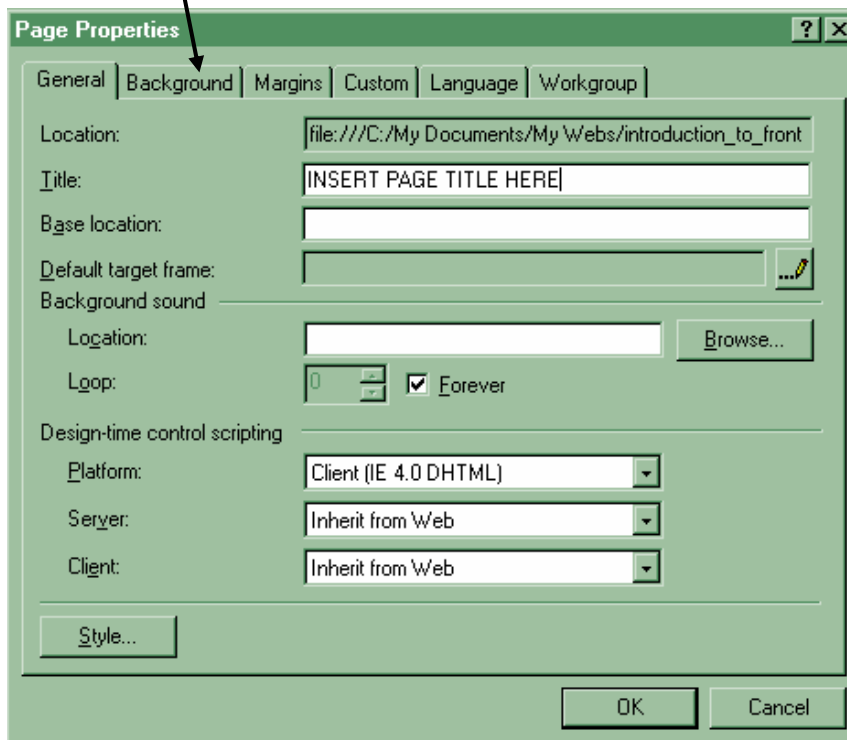


Explanation:

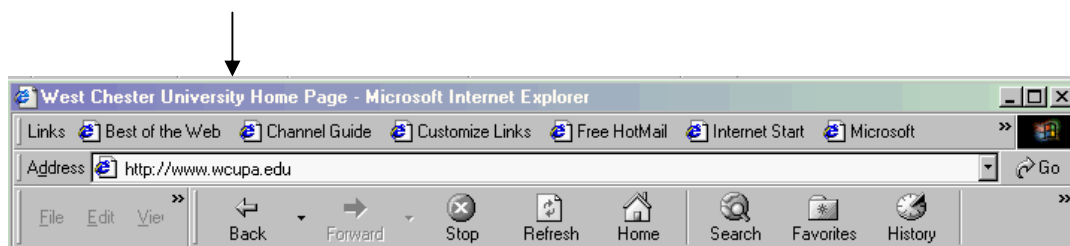
The templates are listed in the window on the left side of the screen; a description and preview of each appears on the right side of the dialog box. When you decide on a template, FrontPage creates a page using the template you select and then presents it in Page view for you to work on. The Page view presents pages in WYSIWYG (What you see is what you get) format. In other words, what you see in Page view is what you or the web audience will see when viewing your page using a web browser. The Page view works much like a word-processing application (MS Word). Many of the formatting buttons and commands found in Word are also included in this program.

Giving a Title to Your Page: One of the first tasks when creating a Web page is to provide a title. The title will be displayed in the upper most bar of the Web browser. To title your page, place your mouse inside the Page view window and right click once. Select Page Properties. This will generate a new dialog box (see below). Type in a title for your page in the appropriate text box, then select OK

Setting the Background color... it is recommended that you set the background color as white – NOT Automatic. This will help your pages look consistent throughout the Web site

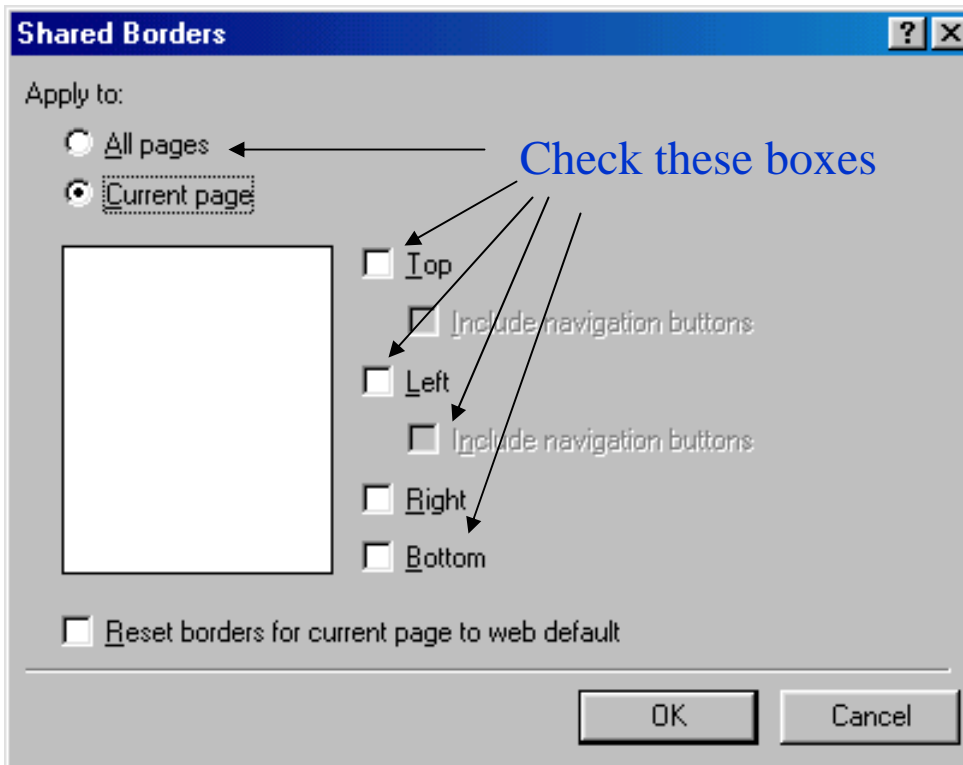


The Web page title will appear at the very top of window in an Internet Browser and are not seen in the actual Web page.

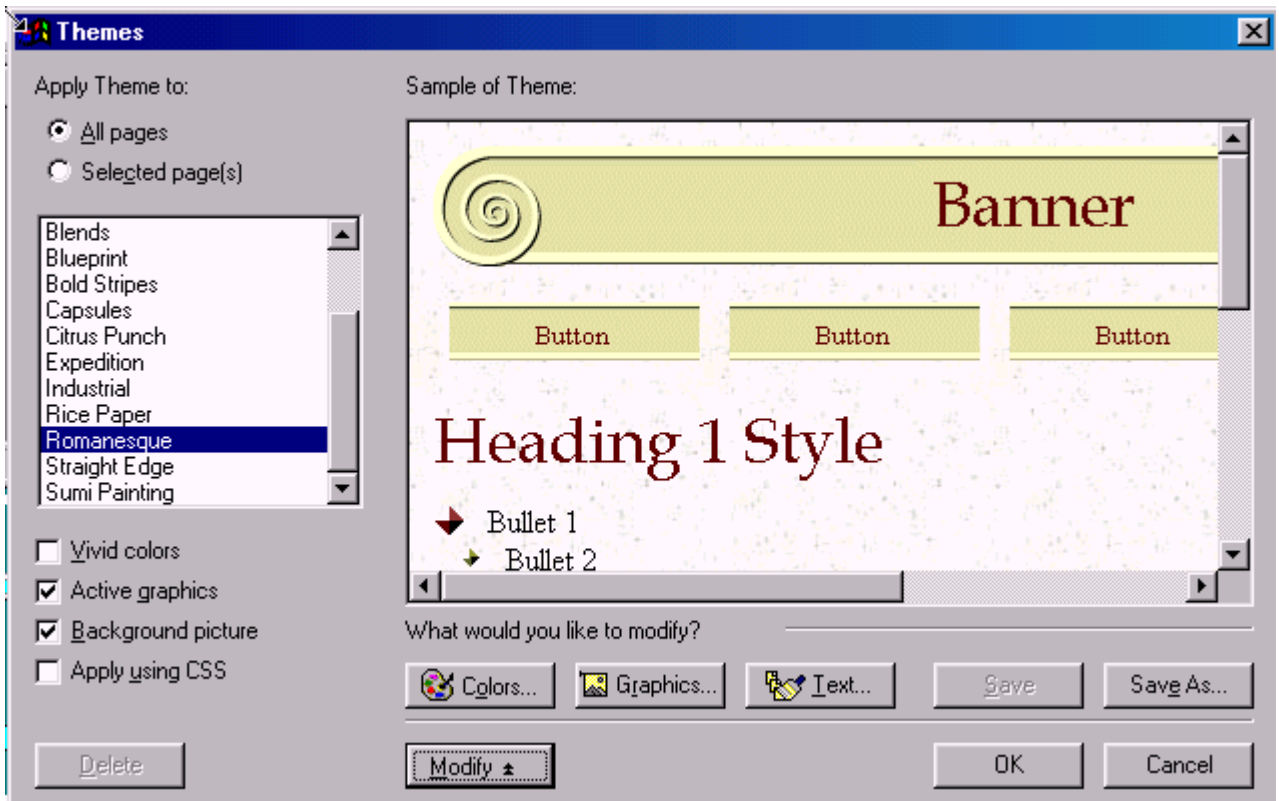


Using Shared Borders: If you would like to have a logo or set of hyperlinks appear at the bottom of every page on your Web you do not have to add it to each page. Instead you can use a shared border at the bottom of the page which will display the same information of every page in your Web.

To insert shared borders: select the Shared Borders from the Format menu on the Tool bar. This will open the Shared Borders dialog box. You can specify whether you want to include the shared borders on all pages in your Web or just the current page. You also have the option of displaying borders along the top, bottom, right and left margins. The check boxes under the Top & Left borders give you the option of displaying Navigation buttons. Select the options pictured below:



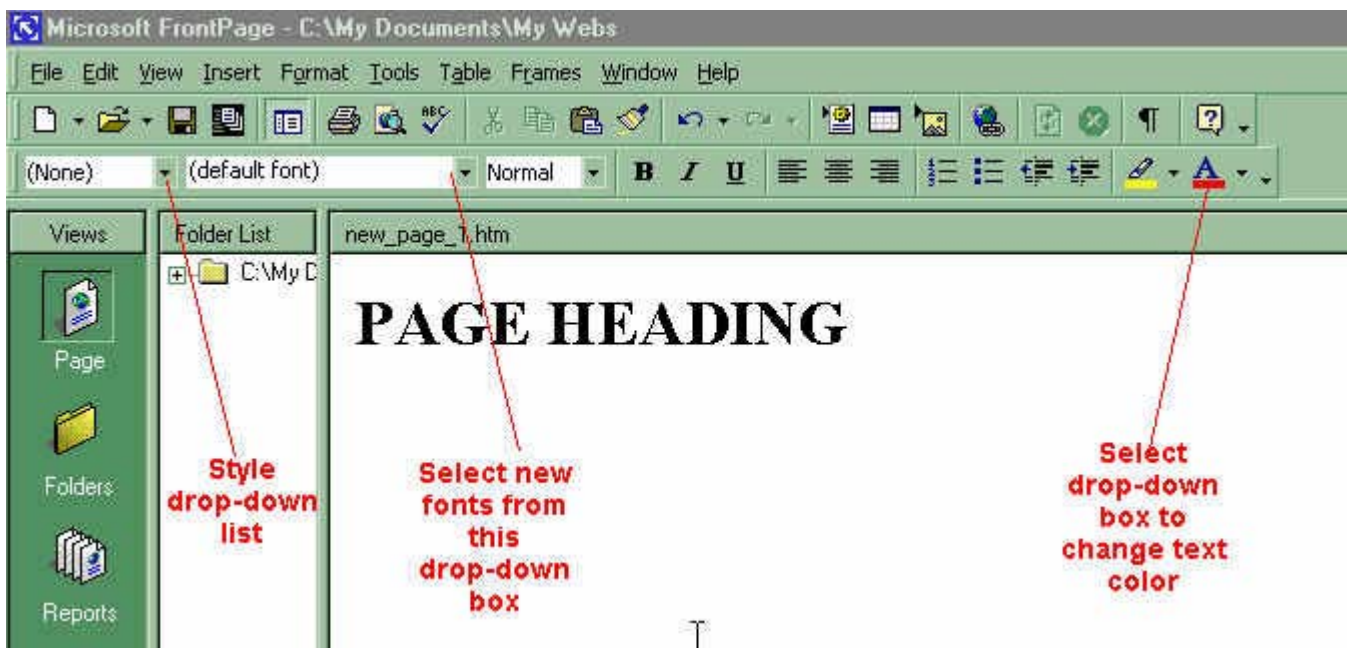
Applying a Theme: FrontPage has designed professional looking graphics including buttons, banners, backgrounds and text that help to control the consistency of your Web pages. You do have the ability to modify each component within a theme. To select a theme click on the Format menu and select Theme. This will open the Theme dialog box.



- The Theme dialog box gives you the option of applying the theme to all the pages in the Open Web or to just the Selected page.
- To Modify the theme, click on the Modify button. This will allow you to change the background image, the color of the hyperlinks, font etc.

Formatting Text, Headings and Paragraphs:

Adding text to a page is as simple as typing it into the Page view window. Another method is to copy text from another MS Office document such as a Word file or Excel spreadsheet and paste the text directly into your FrontPage window. The text is automatically converted into HTML. Or, you can insert files into the Page view by using the File command on the Insert menu.



In the largest area of the page you will begin to type your page content. Formatting your text in FrontPage is similar to formatting text in an MS Word document.

Type the title of your page. For example: "Instructional Technology". Highlight the text by dragging your cursor over the text you just typed. From the Style drop-down list on the Formatting toolbar, choose Heading 1. Notice there are six levels of headings in the list as well as several other formatting choices.

Creating a Paragraph: A new paragraph is established every time you select the "ENTER" key on your keyboard. The HTML tag for a paragraph is <P>. It is possible to format the alignment of paragraphs by right clicking on the text.

Type a short paragraph then right click, select "**paragraph**" and change the **alignment** (center, right, left, justify).

Add a new line of text within a paragraph (Line Breaks): To add a new line of text to the current paragraph, insert a **line break**. The text will appear at the beginning of the next line, but is still included in the previous paragraph. Lines that are separated with line breaks are not displayed with space between them, so these lines of text will appear close together (single spaced). The HTML tag for a line break is

1. In the Page view, position the insertion point where you want to insert a line break.
2. On the **Insert** menu, click **Break**.
3. Click **Normal line break**.


This is useful when you want to enter your name, address and phone number.

For Example:

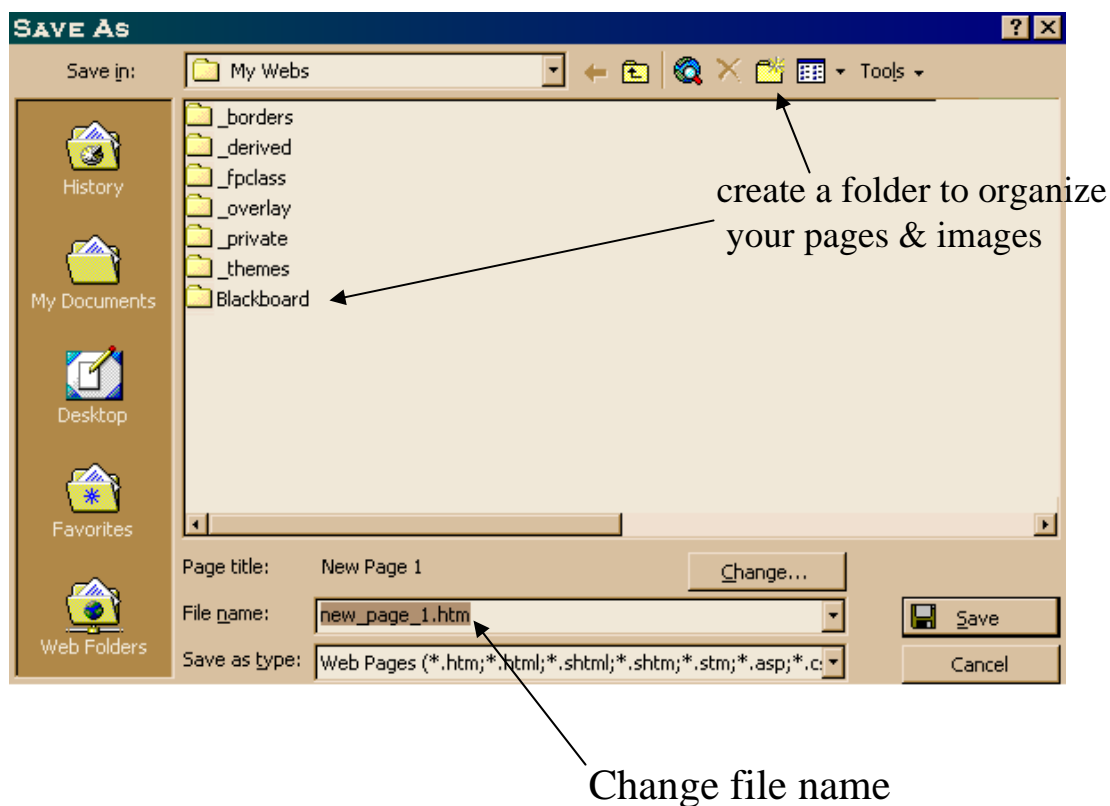
RECAP Planning Committee
Anderson Hall
West Chester University
recap@wcupa.edu

Inserting Horizontal Rule: Horizontal lines are used to separate content on a Web page. To insert a Horizontal line, Select **Horizontal Line** from the **Insert** menu. Double clicking on the line will allow your to format the size, the alignment and the color.



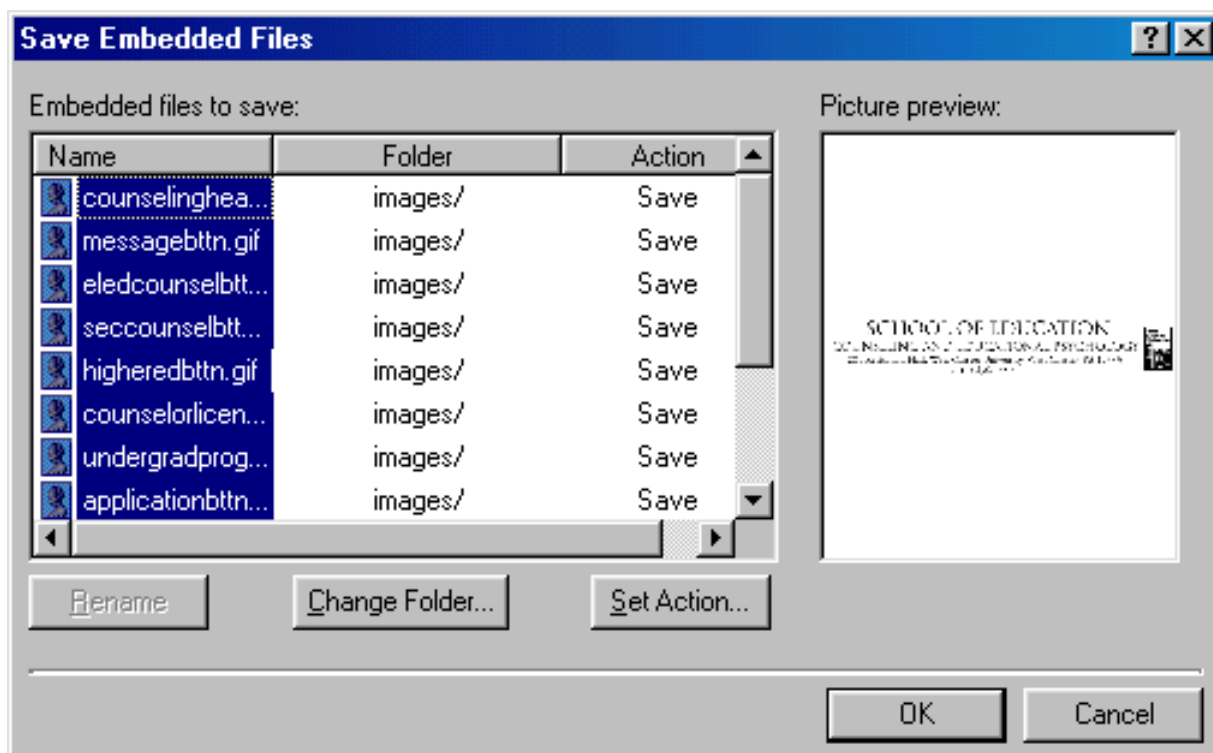
Saving Your Page for the First Time: While there are several commands that you may use to save your Web page, all will generate the Save As dialog box. Click either the Save icon  or Select **Save As** from the File menu. Change the default page title by typing the File name into the text box.

NOTE: Use lowercase letters for all filenames. Standardize on a naming convention for the filenames so that they reflect the content of the files. The organization's first page should be named "**index.htm**." Be consistent in and with extensions. Do not include special characters (e.g., @, !, %, &) or spaces in naming of the files or directories. Use of underscore (_) or dash (-) is advisable instead of special characters.




This page will become your Home Page.



Saving Images: When you save your page, FrontPage will automatically look for any saved embedded files such as pictures/graphics and generate a dialogue box allowing you to save these images in a designated folder. It is best to set this image folder when you save your page for the first time.




Using Tables to Format your Pages

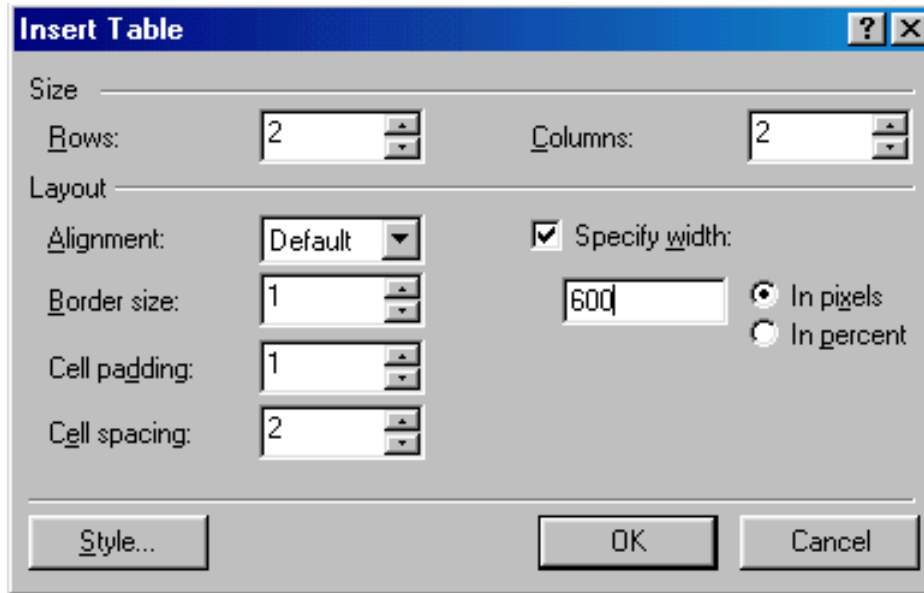
Tables are a useful tool to help present information that is organized and visually appealing. Tables allow you to control the layout of your page and can be used to provide consistency throughout your Web pages regardless of the Internet browser a user may have. While you can open the Table toolbar from the View menu, I generally use the Table, Insert option from the the Standard toolbar  . By dragging your mouse cursor over the grid you can determine the number of rows and columns you'd like in your Web page.

Tip: Often you will want to have a picture next to text. Use tables to keep everything in its place.

	<p>. Increasing Literacy Among Young Children</p>
	<p>. Improving Reading and Writing Skills in Middle School Students</p>

Choose the insertion point for your table

1. Select the table icon  then select a table that is 1x2. This will give you a table that is 1 row with 2 columns.
2. Formatting the table can be accomplished by placing your mouse cursor inside the table and right clicking.



<p style="text-align: center;">INSERT TEXT HERE</p>	<p style="text-align: center;">INSERT IMAGE HERE</p>
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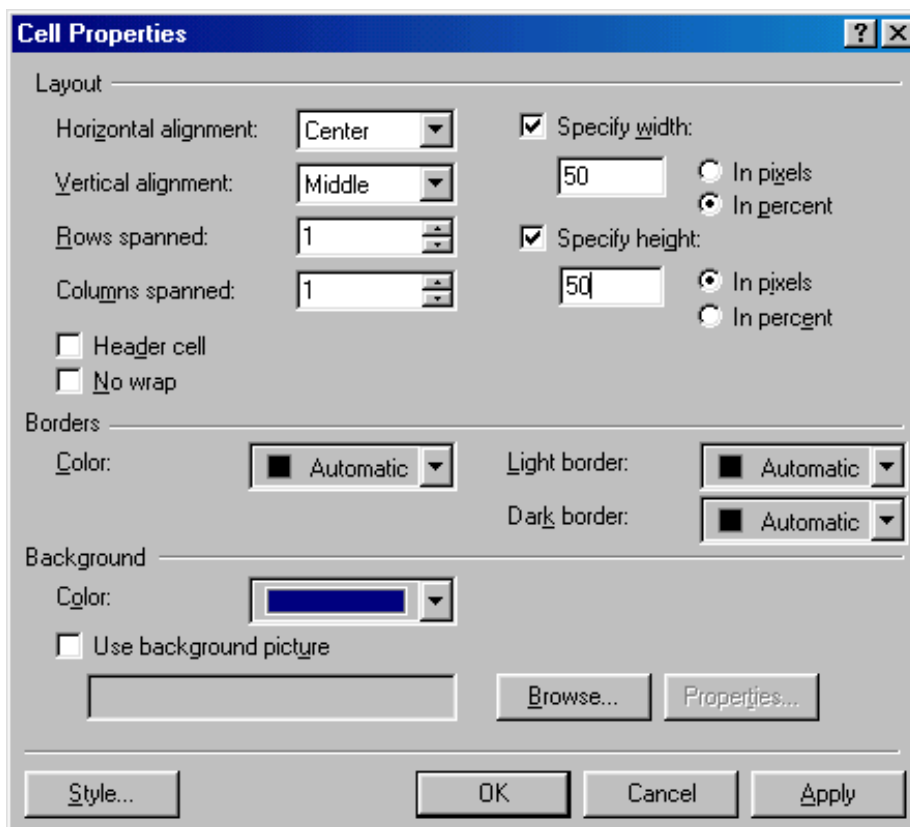
Select "Table Properties" to open the Table's Properties dialog box. Here you can define the size of the table borders, the alignment of the table, etc.

Formatting Cell Properties

The size of the table can be changed by specifying the width and height in the Table Properties box.

Text inside of the Table cells can be formatted using the Formatting tool bar

Right clicking inside a cell and selecting "Cell Properties" opens the Cell Properties dialog box which allows you to define the text alignment within the cell, i.e. Horizontal Alignment can be set to Left and Vertical Alignment can be set to Bottom or Top.

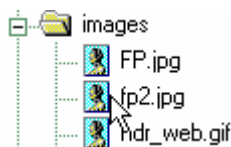


Images and Graphics



Adding Images: There are two standard graphic file formats used in Web page development: CompuServe **GIF (GIF)** and **JPEG (JPG)**. GIF files are a compressed format for images that contain 256 or less colors (logos, clip art). JPEG files are most suitable for photographs or images that contain more than 256 colors. FrontPage can import many other graphic file formats such as Bitmaps (BMP), TIFF (TIF), Ping (PNG). When you save a page that contains images that are not JPG or GIF files, FrontPage will ask if you want to save each image to the current Web. By default, FrontPage will save these files as a GIF.

Instructions for inserting images from MS Clip Art Gallery

1. In the Page view, position the insertion point where you want to insert a picture
2. On the **Insert** menu, click **Picture**, then select **Clip Art**
3. Select an image from the Clip Art Gallery by clicking on the image
4. Click "Insert Clip"
5. Save your page (Front Page will ask where to save the images in your page. It is highly recommended that you save all images in a folder called "images")



Instructions for inserting images from other files

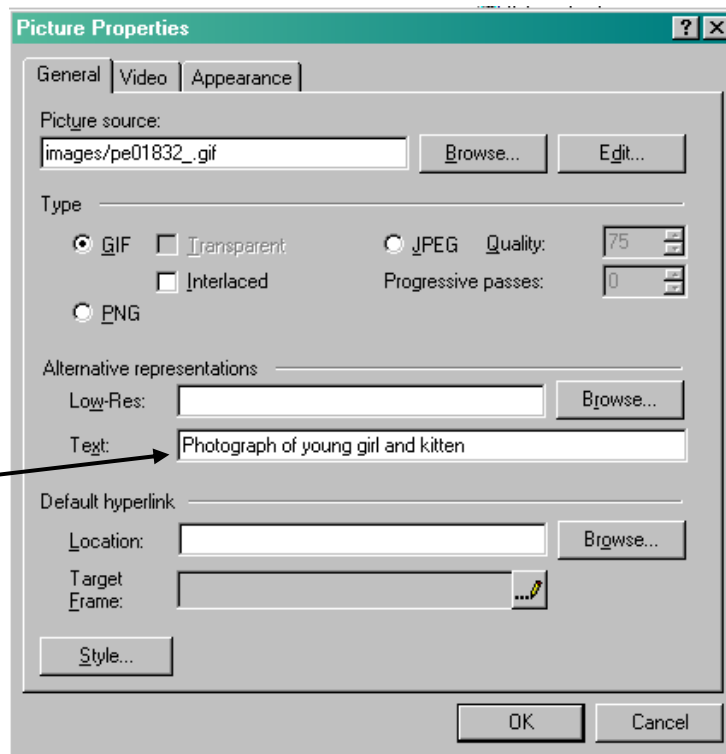
1. In the Page view, position the insertion point where you want to insert a picture
2. On the **Insert** menu, click **Picture**, then select **File**
3. FrontPage will open a new dialog box for you to locate your image file
4. If the image you want is already in your FrontPage image folder simply select it from the window or browse another web using this icon  .
5. If the image you want is located on your C:/ or on your A:/ you will need to click the browse icon  .



Formatting Images: Often the image you insert into your Web page will need to be resized or re-aligned. There are many ways to format images, however the easiest way is to simply click on the image and use the arrows to resize the image. Alignment can also be adjusted by selecting the image and then using the Formatting toolbar. Images can also be dragged to a new location. Please notice that when the image is selected the Picture toolbar appears at the bottom of the screen. Place your mouse over each icon to view the commands.

Alt Tags for Images & Animations

ALT Tags: To increase universal access of Web information it is necessary to insert "Alternative Representations" or "ALT Tags" which describe the function of each visual. To do this, right click on the image and select **Picture Properties**. In the Picture Properties dialog box locate the **Alternative Representation Text** box and type in a few words to describe the picture. For example, if you have a logo on your page the ALT Text should read "West Chester University Logo".



Type description
of images here

Using Hyperlinks



Links: Hyperlinks are connections from one point to another. We will be discussing two types of links, **Internal** and **External**.

- **Internal links** allow web users to jump to another place within the Web page. A common example of an internal link is [BACK TO TOP](#).
- An **external link** will take a user to another Web page.

To create an **Internal link**, you must first create a bookmark or an anchor.

Creating a bookmark & internal hyperlink

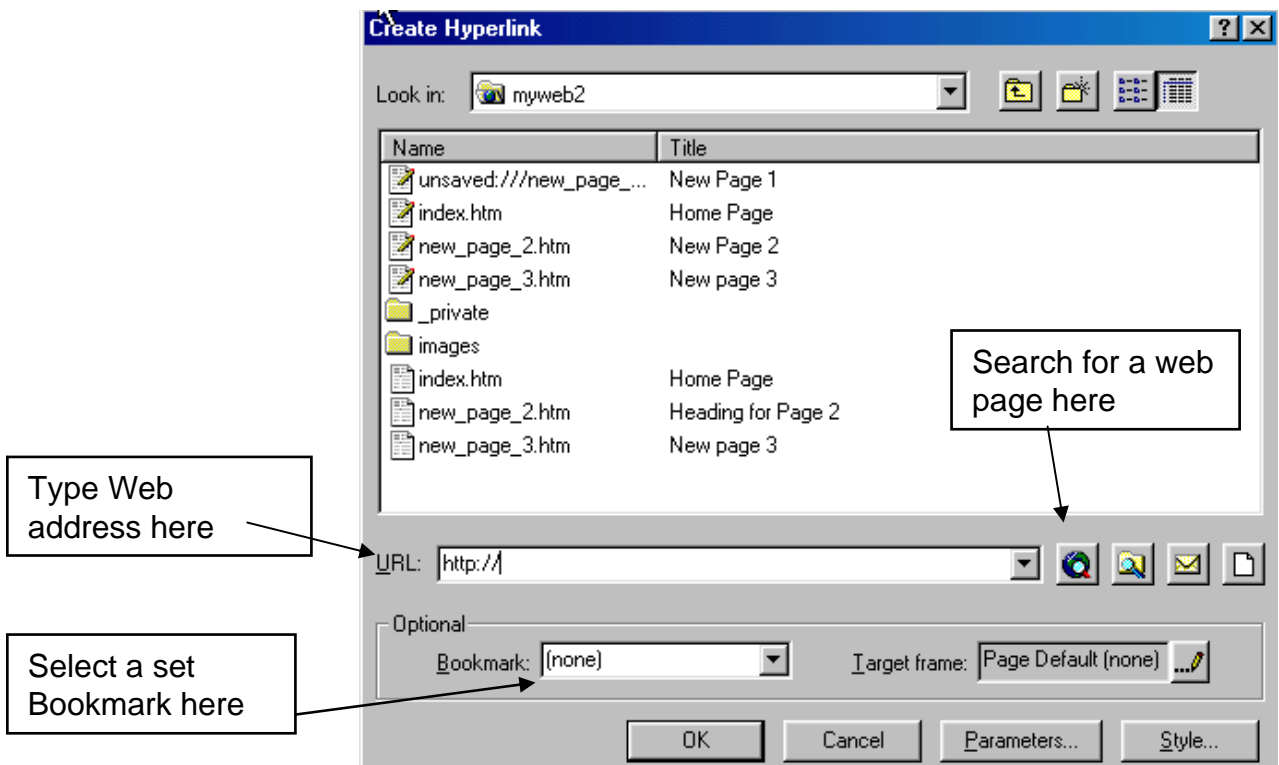
1. Select the text or image that will become the bookmark (the text you want to jump to).
2. From the Insert menu, click Bookmark. The Bookmark dialog box appears.
3. Enter a name for the bookmark
4. Click OK

Next, you will create an internal hyperlink that will connect one place on your page to the bookmark you just named.

1. At the top of your page highlight the text or image you want to link from
2. Choose Hyperlink from the Insert menu or press Ctrl+K or right click on the mouse and choose Hyperlink
3. Select the Bookmark from the Optional Bookmark drop-down box
4. Select OK

Creating an **external link** requires that you know the URL (Uniform Resource Locator) or the address of a page.

1. Highlight the text or image you want to link from
2. Choose Hyperlink from the Insert menu or press Ctrl+K or right click on the mouse and choose Hyperlink
3. Type in the WWW address of the page you would like to link to, or if you want to link to another Page in your Web highlight that page from the dialog box.
4. Select OK





Tip: To test your link you will need to Save your Page and then switch to the Preview mode or Click on the "Preview in Browser" icon

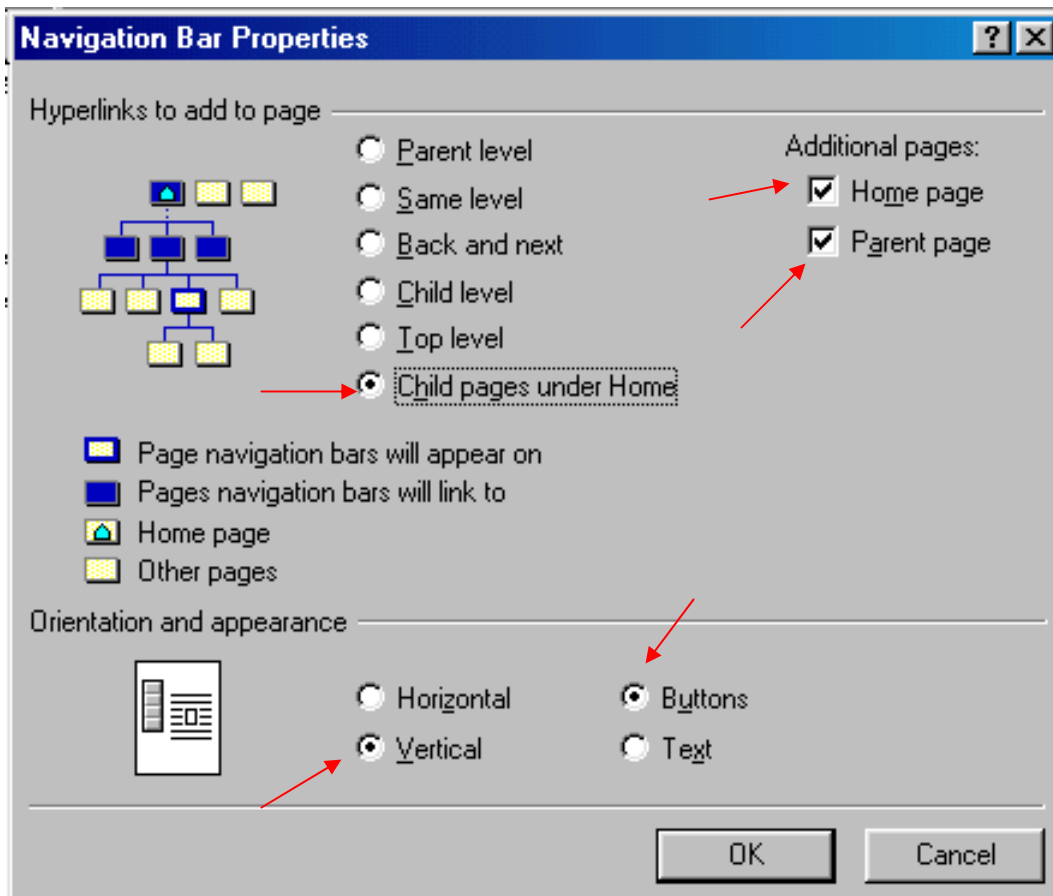


from the Standard toolbar.

Site Navigation: One of the most important components of your Web site will be its navigation. Most web developers place navigation buttons on all pages within a site. We will be using the Navigation view in FrontPage to provide a visual representation of our sites structure.

1. Add a new page to your site by selecting the new page icon  on the Formatting Toolbar.
2. Save this new page. (i.e., page2.htm) You will see it added to the Folder List
3. Select this new page (i.e., page2.htm) from the Folder List and drag it to the Navigation View. 
4. Drop the file under the Home page (default.htm)
5. The title of the page will be displayed on the Navigation bar. You can rename your page by Right Clicking on the rectangle, or selecting Page properties in the Page view.
6. Shift back to the page view by either selecting PAGE or double clicking on the rectangle.
7. Define the Navigation Bar properties by right clicking in either the left or top shared border and selecting Navigation Bar properties.

8. This will open the Navigation Bar dialog box which offers a variety of options. You have the option of selecting either buttons or text to represent your navigation bars. You will also select which pages to include in the navigation bar. Select the following:

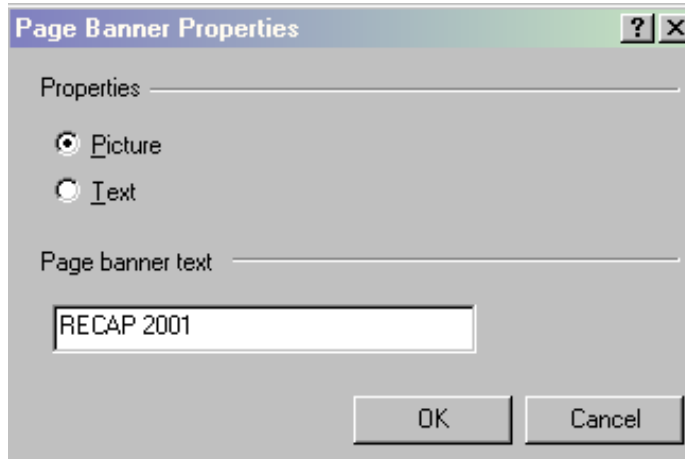


You have the option of modifying your navigation bar by selecting the Navigation Bar Properties box. Or you can modify/change the theme you have selected. You may need to experiment with different settings to find which Navigation Bar works best for your site.

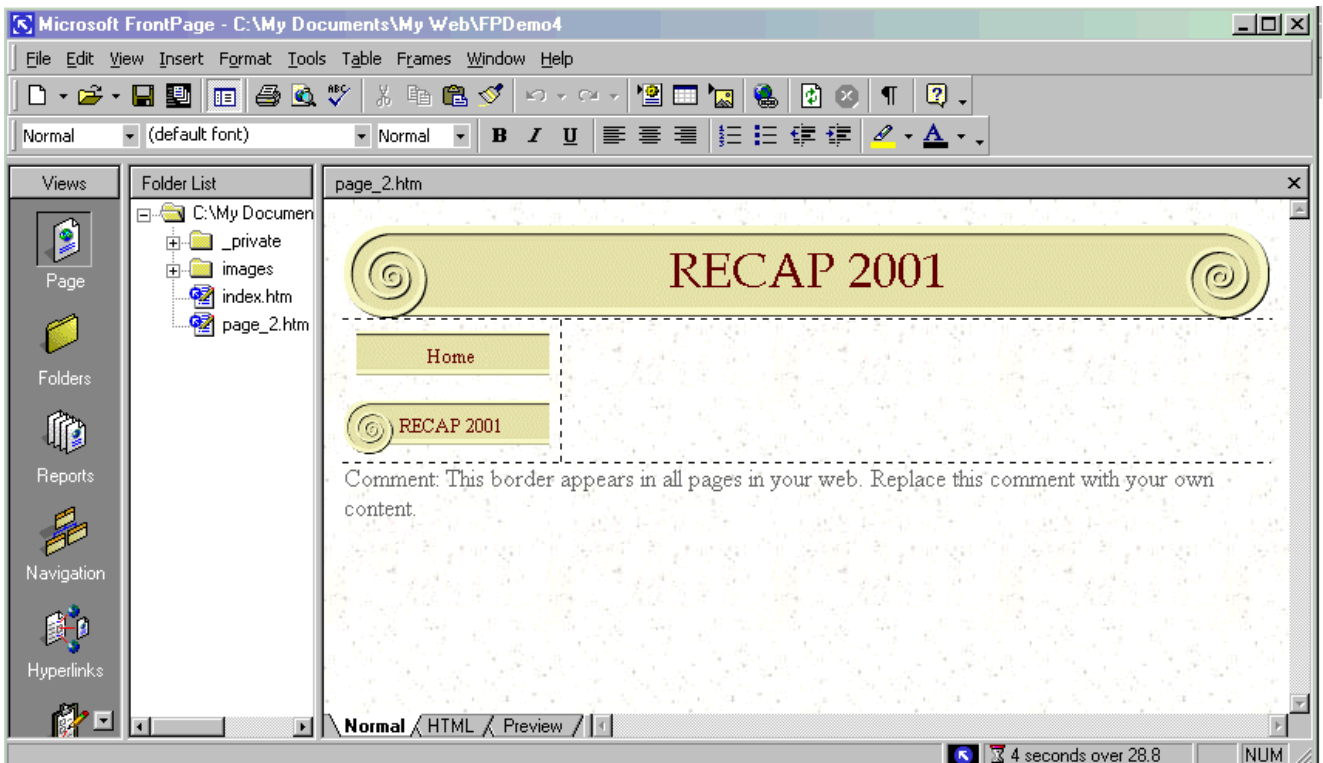
To insert a Page Banner:

Click on the Insert menu, select Page Banner

Select Picture →



The result will look something like this:



Checking Your Work

When you have completed your pages, please ask yourself these questions:

1. Have I proofread the pages for spelling, grammar, and punctuation errors?
2. Have I confirmed the information on the pages is accurate?
3. Do my pages have a consistent look & feel (e.g., white background)?
4. Have I included the ALT tags for images?
5. Have I used images that are easy to load using a 28.8 K modem?
6. Have I looked at my documents on a monitor set to 640 x 480 resolution? 800 x 600 resolution? 1024 x 768 resolution? 1280 x 1024 resolution?
7. Have I followed every link accessed by my document?
8. Have I looked at my documents using different Internet browsers (Internet Explorer, Netscape)? Using different operating systems (Mac, Windows)?

SUMMARY

FrontPage 2000 is a Web page editor that allows Web designers to create simple or sophisticated Web pages without knowledge of HTML.

FrontPage 2000 is available to West Chester University Faculty and Staff by contacting the Office of Information Services ext. 3191

Content is king, but Navigation is key to not confusing your audience.

TEST your pages on various Internet Browsers (AOL, Netscape, Explorer) and Operating Systems (Windows, MAC).

Web Resources:

Important information for publishing your Web pages on the West Chester University Web Site

<http://www.wcupa.edu/infoservices/WEBINFO/publish/>

HTML Validators

http://www.flsoft.com/html/html_validators.html

<http://validator.w3.org/>

ADA Web Authoring Resources

<http://www.cast.org/bobby/>

<http://aware.hwg.org/>

<http://www.w3.org/WAI/References/>