



Getting Started with Microsoft FrontPage

- ▶ [Starting FrontPage 2000](#)
- ▶ [Components of the FrontPage Window](#)
- ▶ [Creating a Web Using the Web Wizard](#)
- ▶ [Creating a Web Page from a Template](#)
- ▶ [Page Properties](#)
- ▶ [Formatting Text](#)
- ▶ [Creating Links](#)
- ▶ [Table](#)
- ▶ [Table Properties](#)
- ▶ [Image Type](#)
- ▶ [Picture Properties](#)
- ▶ [Horizontal lines](#)
- ▶ [Publish Your Site to a Web Server](#)

Starting FrontPage 2000

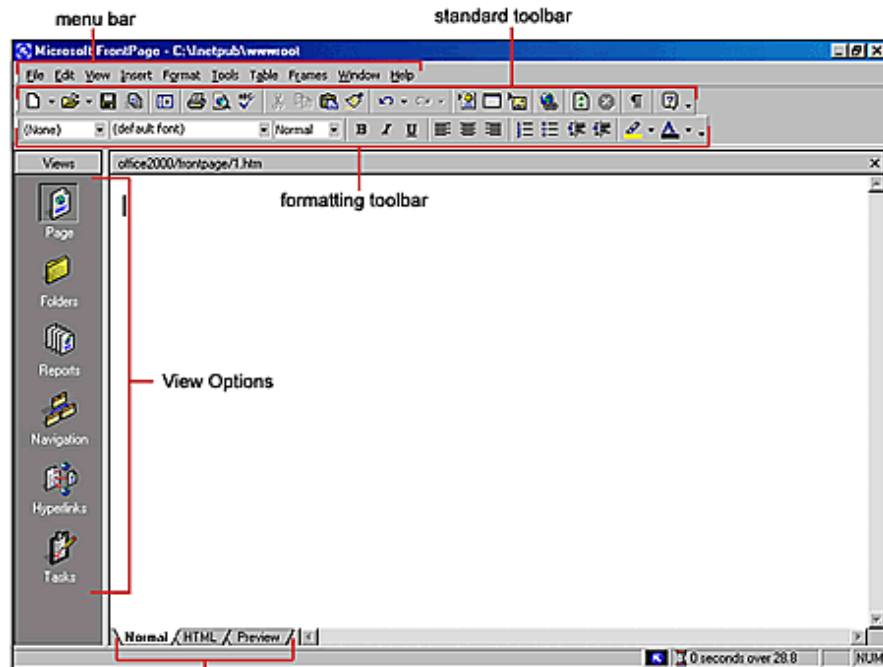
You can start FrontPage 2000 by either of two methods:

1.  On the PC, select Start → Programs → Microsoft FrontPage from the Start list, or double-click the icon on your desktop.
Microsoft
FrontPage
2.  Double-click on the icon of any FrontPage document. FrontPage documents can be anywhere. FrontPage opens with the selected document already loaded.
FrontPage
2000

▲ [Back to top](#)

Components of the FrontPage Window

FrontPage 2000 has an integrated interface that lets you create, edit Web pages and manage entire Web sites. All toolbars and menus are consistent with Microsoft Office applications and can be fully customized. You can also use convenient keyboard shortcuts to accelerate common tasks such as opening Web sites and pages, printing, and many other commands.




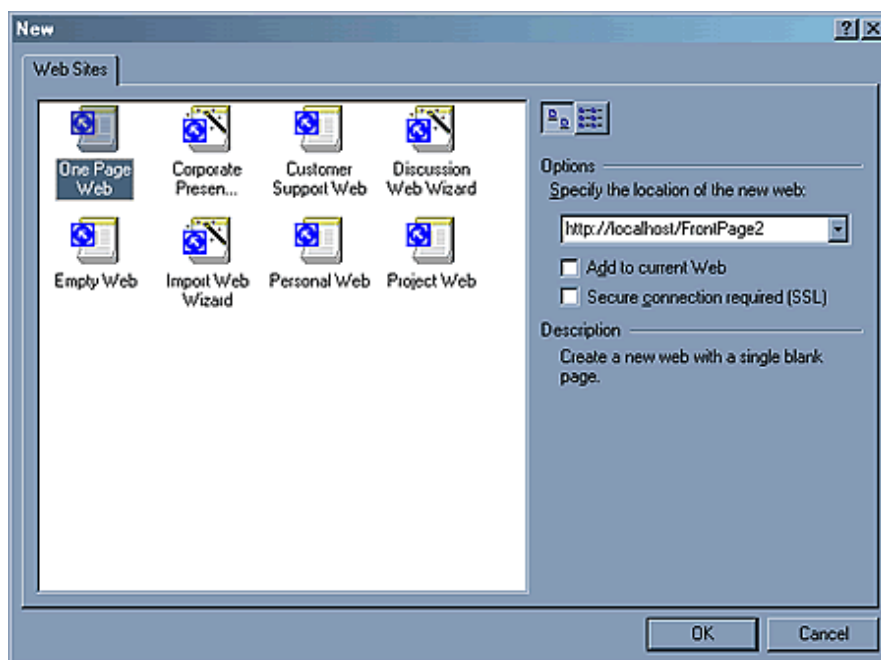
Section	What's included
Menu Bar	Edit, View, Insert, Format, Font, Tools, Table, Window and Help menus.
Standard Toolbar	Icons for shortcuts to menu commands.
Formatting Toolbar	Drop down menus for style, font and font size; icons for bold, italic, and underline; alignment icons; number and bullet list icons; indentation icons, the border icon. Highlight and font color icons.
View	Purpose
Page	Gives you a WYSIWYG editing environment for creating and editing individual Web pages.
Folders	Directory of the files and folders in your site for easy management.
Reports	Provide Information on the state and status of your Web site.
Navigation	Lists the navigation order of the site and allows you to organize all your different Web page file into an integrated Web site.
Hyperlinks	Allows you to check the links in the Web site.
Tasks	Provides a area for inputting tasks you need to complete in your Web.

▲ [Back to top](#)

There are two ways to create a Web site in FrontPage 2000. You can start by designing a Web site, or you can creating individual pages.

Creating a Web Using the Web Wizard

1. Open FrontPage and select File → New → Web from the menu bar or select Web from small down arrow on the standard toolbar next to .
2. Select the type of web you want to create, then specify the location of the new Web. This is the location where you can preview the web on your computer.



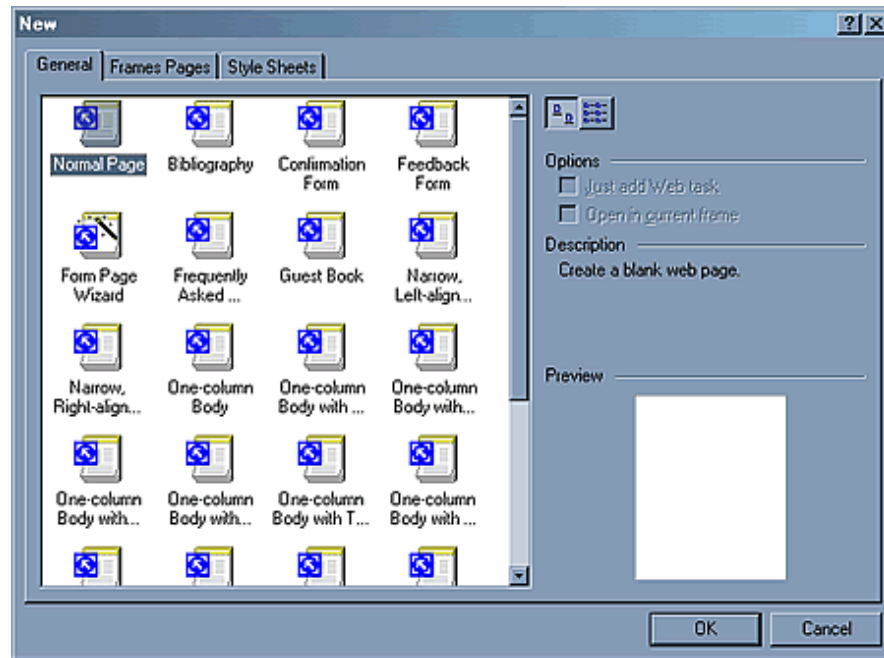
3. Select one of the Web site templates from the left side of the New dialog box, or select Empty Web to design a web from scratch.
4. Click the OK button in the New dialog box.

▲ [Back to top](#)

Creating a Web Page from a Template

FrontPage provides many templates that can be added to your Web page. Follow these steps to add a template to a web page.

1. Select File → New → Page from the menu bar or select Page from small down arrow on the standard toolbar.

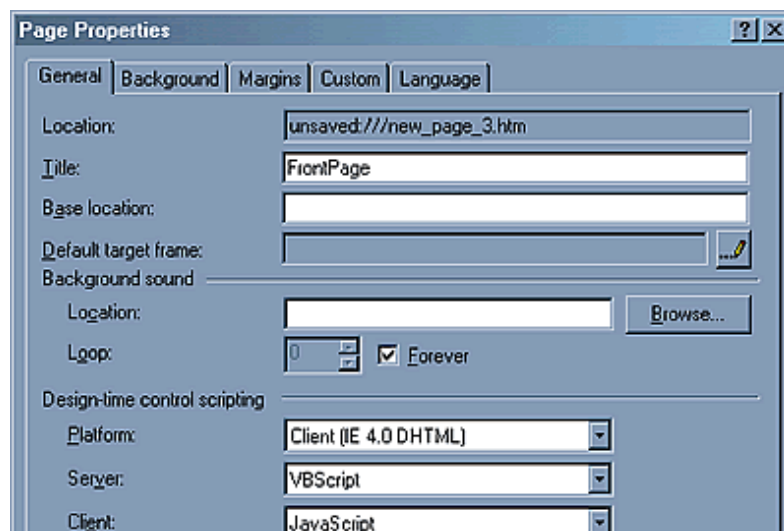


2. Select a template and click OK.
3. Modify the place-holding body text and images you would like on your web page.

▲ [Back to top](#)

Page Properties

Select File → Properties from the menu bar to modify page properties. The Page Properties include general properties, the page background, margins, custom, and more.





▪ **General**

The main features of your Web page are defined in the General tab. The title is the text that will appear across the top of the screen above the browser's menu bar when the page is viewed on the web.

▪ **Background**

Check the Background picture box and select an image by clicking the Browse button to add a image to tile in the background of the Web page.

Background color, text color, and hyperlink colors can be changed.

The color set for **Hyperlink** is the color of the link that has not been selected.

Visited hyperlink is the color of the link that has already been followed.

Active hyperlink is the color of the link that is currently selected.

▪ **Margins**

Set the top and left margin width by pixels to define an area at the top and left of the page that will be clear.

▲ [Back to top](#)

Formatting Text

Many properties of fonts can be changed from the Font dialog box. Highlight the text that will be formatted and select Format → Font from the menu bar.

▪ **Font Face**

Select a simple, common font for the web page. Choose a font such as Arial, Geneva, Verdana, Helvetica, or another sans-serif font that is easy to read and most people have loaded on their computers.

▪ **Font Style**

Select regular, bold, italics, or a combination of both.

▪ **Font Size**

Font sizes on web pages are different values than the point sizes used in Word and other word processing programs. A point size of 2 or 3 is usually best for paragraph text.

font size 1

font size 2

font size 3

font size 4

font size 5

▲ [Back to top](#)

Creating Links

▪ **Hyperlinks**

Text or graphic images that provide links to bring the user to another web pages. They are the essence of the World Wide Web as they link pages to other web sites. To create a hyperlink in FrontPage, follow these steps:

1. Highlight the text or graphic that will be the hyperlink and select Insert → Hyperlink from the menu bar or pressing CTRL+K.
2. If the link will lead to a page within your site, highlight the page on the list and click OK. If it is an external link that will lead to another web site, enter the URL in the URL

box, such as <http://www.yahoo.com>.

▪ E-mail Links

Create an e-mail address link simply by typing an E-mail address.

▪ Bookmarks

Text and graphics can be set as bookmarks that can be linked to within a page. You define bookmarks on long Web page to make it easier for visitors to move around them without having to scroll down the page to view the information they want.

1. Click at the top of your Web page and select **Insert** → **Bookmark** from the menu bar.
2. Enter the bookmark name in the space provided and click **OK**.
3. Create a bookmark text by highlighting the text that will be the link and pressing **CTRL+K**.
4. Select the bookmark from the drop-down menu in the **Optional** category and click **OK**.
Link to a bookmark on a separate page by first selecting the file name from the listing and then choosing from the bookmarks in the drop-down menu.

▪ Image maps

Image maps is a image divided into one or more hotspots that link to different pages. Hotspots can be created by following these steps:

1. Insert the graphic onto the Web page.



Using the hotspot tools from the **Drawing** toolbar, use the necessary shapes to draw the hotspots on the graphic.



2. The rectangle tool will be used to draw the hotspot around the left picture.



3. The hyperlink window will appear when the mouse button is released. Enter the URL, or bookmark the hotspot will link to.
4. Repeat steps 2-3 until all the hotspots have been added.

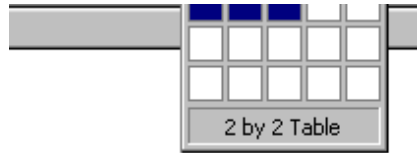
▲ [Back to top](#)

Table

Tables server two purposes in Web pages, You can create Excel or Word-type tables to display information in formatted tabular form. Or you can use tables to lay out text in newspaper style columns.

▪ Creating a Table

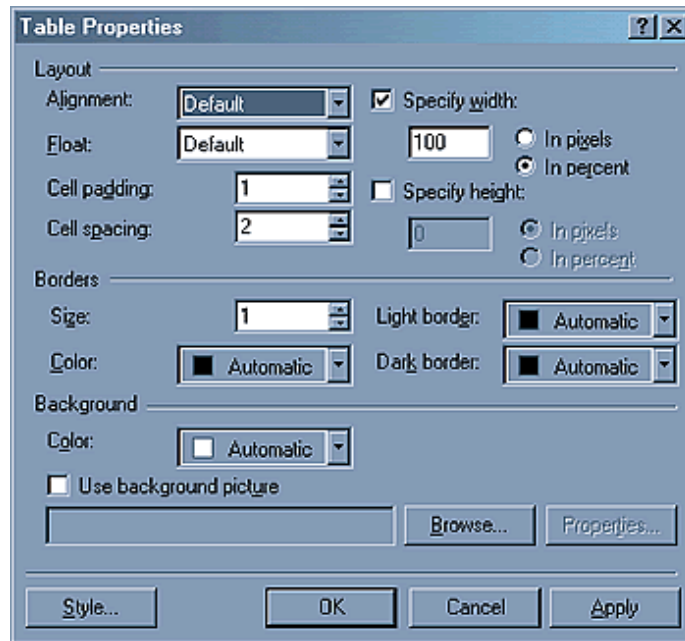
A quick way to create a table is to use the **Insert Table** tool on the **Standard** toolbar. Click and drag the mouse over the grid to define the number of rows and columns in your table. When the table size has been selected, click the mouse button again to insert the table to the page.



▲ [Back to top](#)

Table Properties

Select **Table** → **Properties** → **Table** from the menu bar or right-click anywhere in a table to modify the table's properties.



■ Layout

Alignment defines where the table is located. Choose "Center" to center the table on the page, or select left, right, or justify. Default is usually left alignment.

Cell padding is the number of pixels between the text and the cell borders.

Cell spacing is the number of pixels between the table cells.

Specify width and Specify height set overall height and width of the table by number of pixels or by a percentage of the browser window.

■ Borders

Border size indicates the width of the table border.

Border color will change the color of the borders on the table.

Light border and dark border change the highlight and shadow colors of the table. Be aware that these attributes are differences between browsers.

■ Background color

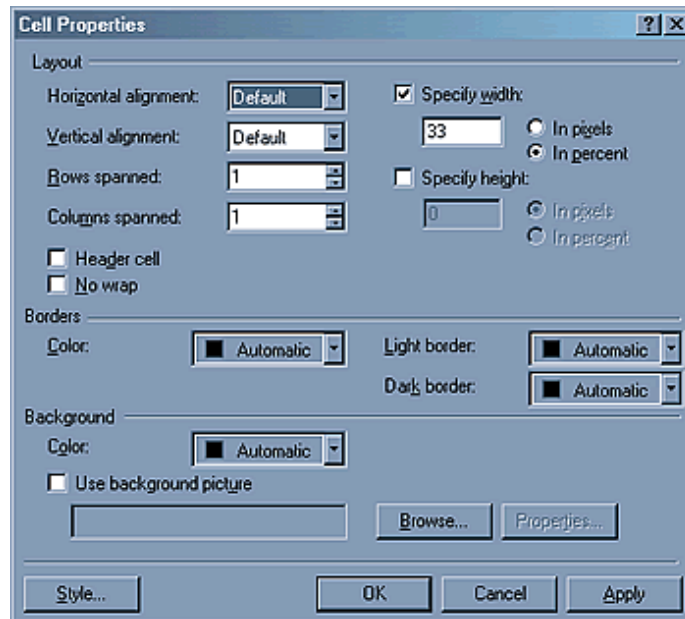
Adds a background to the table cells.

Use background picture will add a background image to the table. There are differences between browsers. IE will repeat the image over the entire background of the table, Netscape repeats the image in each cell.

▲ [Back to top](#)

Cell Properties

Select Tables → Properties → Cell from the menu bar or right-click anywhere in a table to modify the cell's properties.



▪ Layout

Horizontal alignment defines where the text or graphic is placed horizontally within the cell. Change this attribute to center or right-justify the text within the table cell.

Vertical alignment determines where the text or graphic is placed vertically within the cell. The default setting is middle, but you may find you usually want to select top alignment for cell text.

Rows spanned and columns spanned specifies the number of columns and rows spanned by a cell.

Specify width and specify height set the width and height of the cells. Percentages refer to the portion of the table.

Header cell select this option to automatically bold and center the content of the cell.

▪ Border color

Set the colors for the border of an individual cell, only work within Internet Explorer.

Background color changes the cell's background color. In Netscape, this is the same effect of setting the entire table's background color since the color is not added between the cells.

▪ Background image

Adds a graphic to the background of each cell. In Netscape, this is the same effect as setting the background graphic for the entire table since it begins a new repeating pattern for each cell.

▲ [Back to top](#)

Image Types

There are two basic graphic formats - GIF and JPEG used on the Web site.

JPEG (Joint Photographic Exchange Group) - Generally, photos should be saved as JPEGs. This file type consists of 16 million colors.

GIF (Graphic Interchange Format) - These files contain 256 colors or less and should generally be used for non-photo graphics.

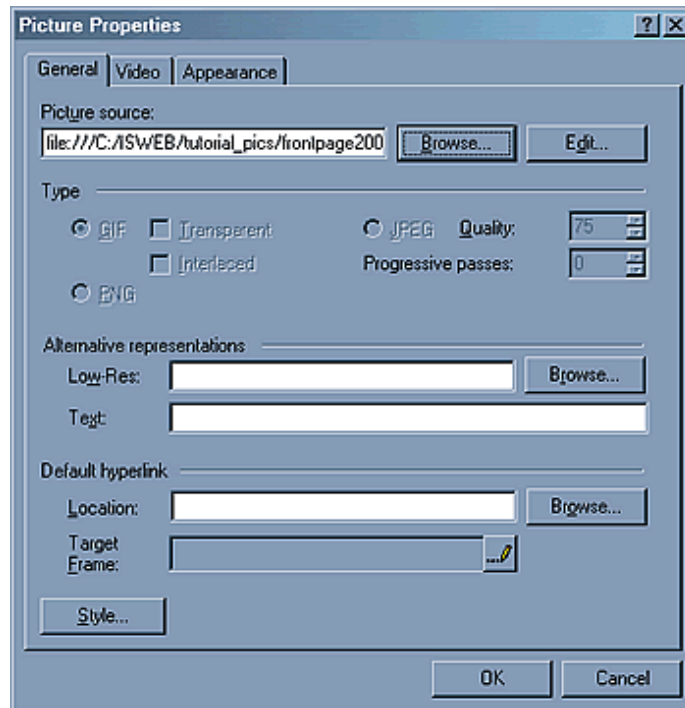
■ Inserting a Graphic

To insert a photo or graphic by placing your inserting point and clicking the Insert → Picture → From File from the menu bar. Choose the file and click OK.

▲ [Back to top](#)

Picture Properties

To change the properties of the picture, select the image and choose Format → Properties from the menu bar or right-click anywhere on the picture to modify the picture properties.



■ General Properties

Picture Source is the filename for the picture.

Type area let you manually select a file format. Only GIF file format allows you to apply transparency and Interlacing to an image.

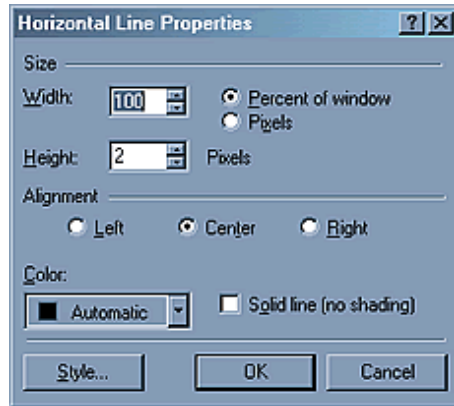
Text field is widely used feature in the General tab, which allows you to define the text that will display when a visitor points at a graphic.

▲ [Back to top](#)

Horizontal Lines

Horizontal lines divide sections of text for easy reading.


1. Place the cursor on the page where the horizontal line should be added. Select Insert → Horizontal Line from the menu bar. Double click on the line or right-click on the line to change its properties.



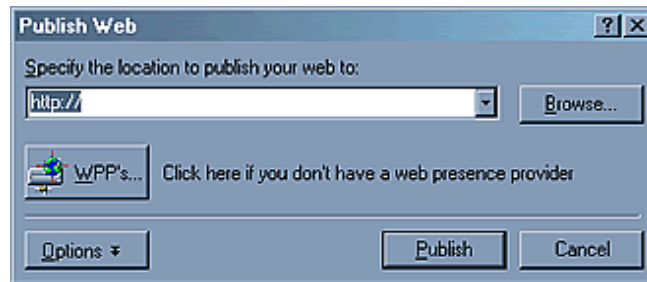
2. Set the Width of the line either as a percentage of the window or an absolute size in pixels.
Change the thickness of the line by setting the Height in pixels.
3. Set the Alignment of the line to the left, center, or right size of the page. The lines are automatically shaded to give the illusion of depth. Check the Solid line box to make the line all one color and set a Color for the line if necessary.
4. Click OK when finished.

[▲ Back to top](#)

Publish Your Site to a Web Server

1. Close all open pages in Page view.
2. Select File → Publish Web, or click the Publish Web button  on the standard toolbar.

FrontPage displays the Publish Web dialog box. You specify the location on the World Wide Web or your corporate intranet or your local hard drive where you want to publish your Web site. Your Internet service provider can tell you this information.



You need Internet access through an Internet service provider before you can publish your Web site to the World Wide Web.

3. In the Publish Web dialog box, enter the URL of your target Web server, (such as <http://geocities.yahoo.com/myweb>), and then click Publish.
4. FrontPage publishes the current Web site from your computer to the World Wide Web.

If FrontPage detects that you are publishing to a Web server that does not support the FrontPage Server Extensions, it will publish the current Web site via the FTP file transfer protocol. If the Web server to which you are publishing your Web sites has the FrontPage Server Extensions installed, your Web sites will have full functionality of FrontPage-based components and Web scripts that you may have inserted on your pages.

Publishing Web sites to a Web server that does not have the FrontPage Server Extensions installed may disable some functionality contained on your pages, such as the feedback form, hit counter, search function you added. FrontPage will display informational messages

during the publication process to alert you of such conditions.

All Contents Copyright 2001, Fairleigh Dickinson University