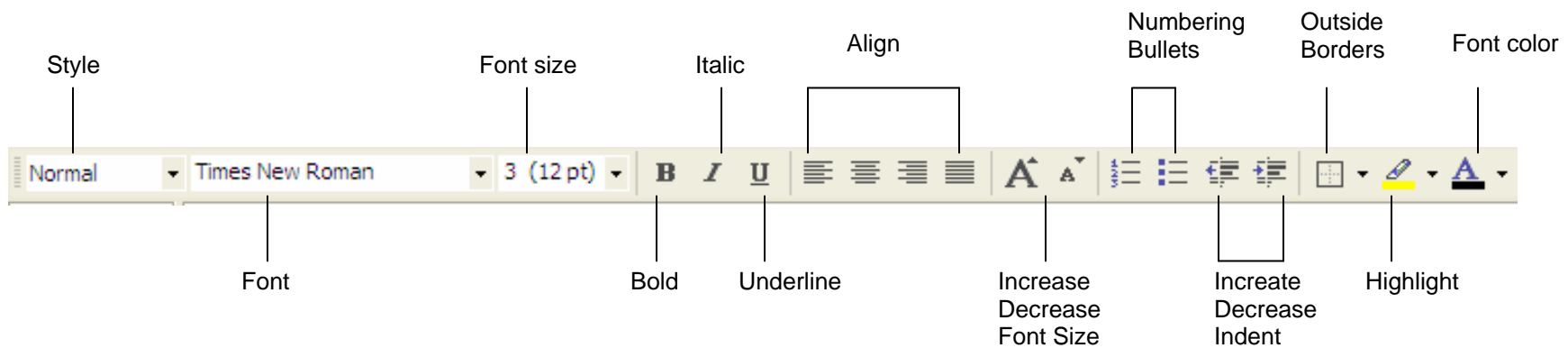
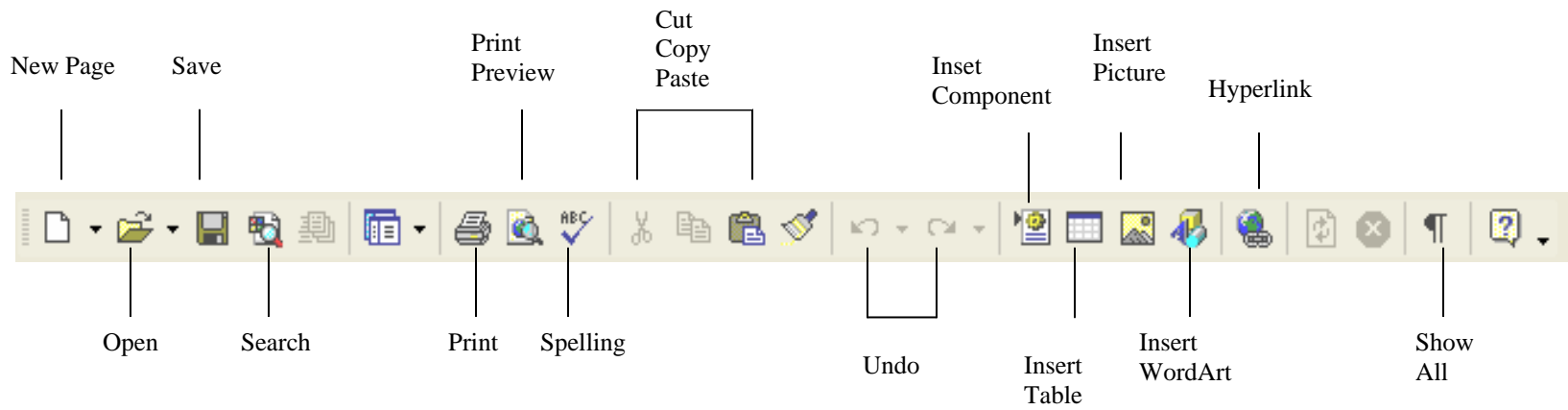


# FrontPage Toolbars

## Standard Toolbar

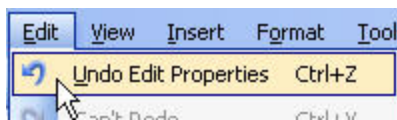


# Creating Web Pages – The Basics

Before you begin, two suggestions that cannot be stated often enough while doing any computer project...

Suggestion One: **SAVE EARLY and SAVE OFTEN to avoid losing your page and its revisions!!!**

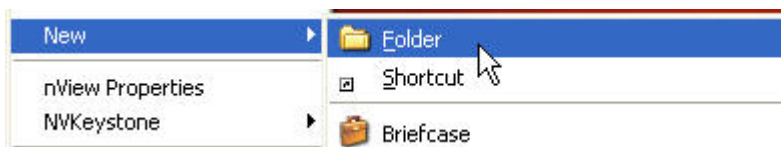
Suggestion Two: **Undo is your friend**, 'Ctrl' and 'Z' simultaneously will undo or... on the toolbar, go to 'Edit' > 'Undo' to undo recent changes



## Creating Folders

Create a new folder on the server and rename the folder to reflect the project on which you are working.

1. Log in to the network
2. Double-click My Computer > Double-click your school server > Double-click your teachers folder > Double-click your folder
3. Go to File > New > Folder and click



4. Right click on the folder and rename the folder 'yournameweb'



Open Microsoft FrontPage

If you don't have a blank, white piece of paper – go to File > New

## Inserting a Background

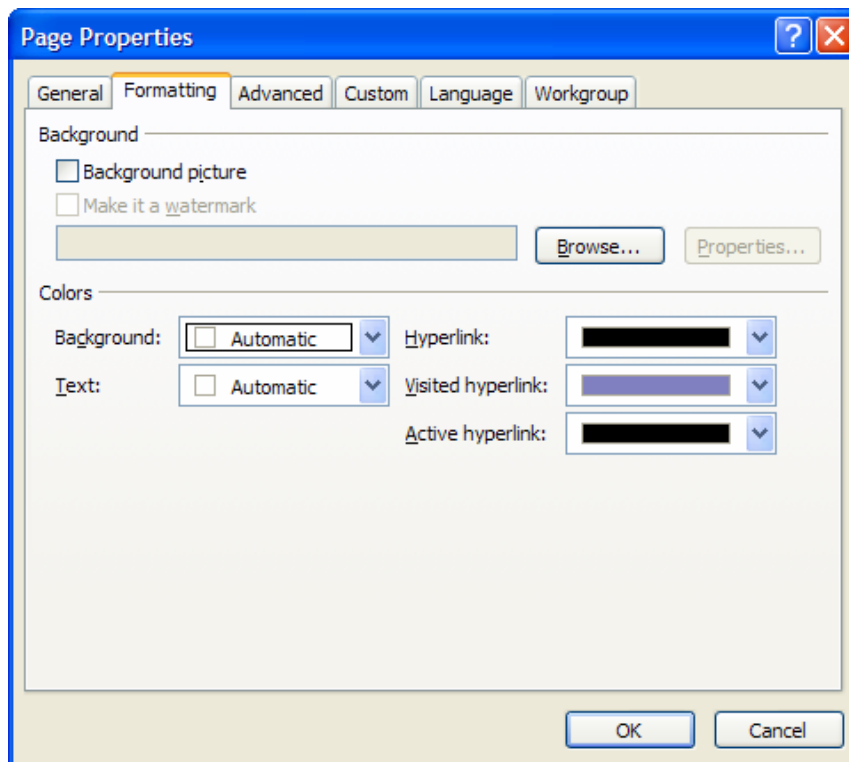
1. Click Format > Background from the drop down list
2. Choose a solid colored background in the 'Color' section

OR

Download a background from the Internet

Find a background by using the search word '*backgrounds*' at google.com

3. Right click the background > Click Save Picture/Background As\*
4. Choose your web folder as the save location.
5. Click Format > Background from the drop down list
6. Check the Background Picture option box to use a picture as the background
7. Click the Browse button and locate the background file in the graphic folder
8. Click Open > OK.

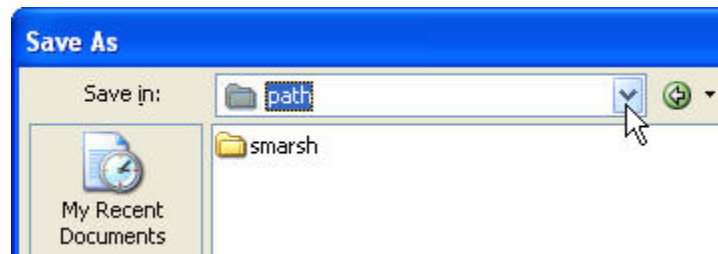


*\* Make sure all the backgrounds are saved in the webpage folder before inserting.*

This is a great time to SAVE – Here's how.

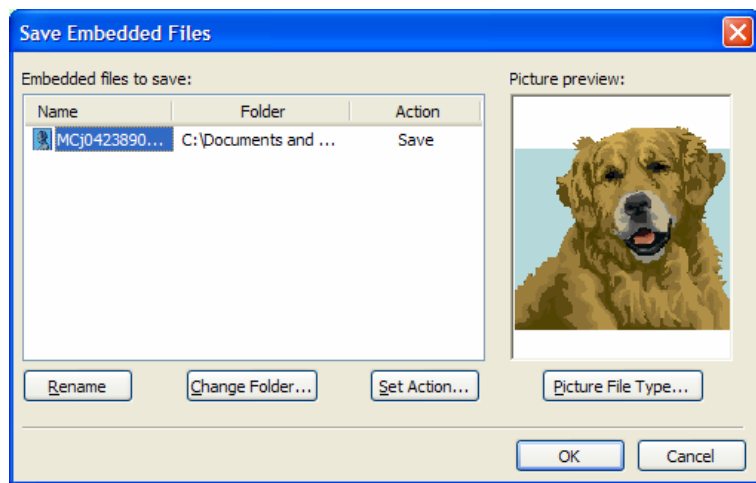
## Saving Pages

1. Go to File > Save As... and click to open the 'Save As' window



2. Use the 'drop down menu' arrow to navigate to your personal folder on the server
3. Select the 'Change title...' button and title your page whatever you want - this title will appear in the blue bar at the top of the browser window
4. Click on the 'File name:' window and name your file (try to choose something short yet descriptive and **do not have any spaces** in it)
5. Click on the Save button

If this box pops up when you are saving you need to click the Change Folder button and navigate to your web folder so you can save your clip art or pictures there.




# Inserting and Editing Tables

Enter = Double Space

Shift Enter = Single Space

## Inserting a table

1. Click the 'Insert Tables' button on the toolbar 
2. Drag the cursor over the number of rows and columns the table will contain. The cells will appear blue. Click the mouse and the table will appear in the document

OR

1. Click Table > Insert > Table
2. Select the number of rows and columns you need (you can always delete extras)
3. Click OK to insert the table

## Format the table properties

1. Click Table > Select > Table

OR

2. Place the mouse at the beginning of the first row until a black arrow appears. Click and hold the mouse button then drag to the bottom of the table.
3. Right click the selected area
4. Click Table Properties from the list of options

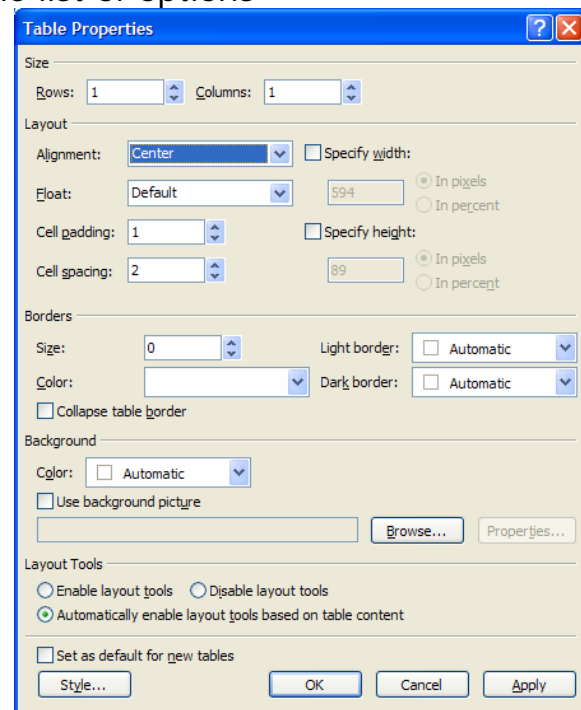
Alignment - determines the table alignment on the page

Cell Spacing – space between cells

Cell Padding – space between text and border

Borders - change thickness and color of the cell borders

Background – fill the table with colors or pictures



5. Make changes > click Apply > OK

## No-border tables

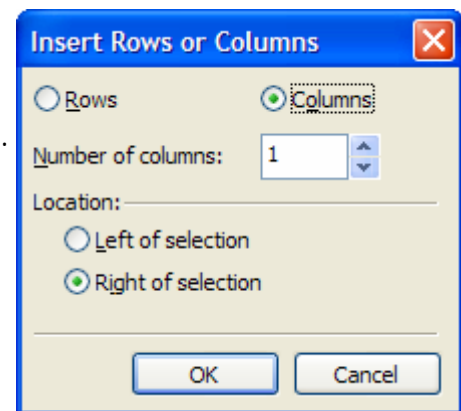
1. Select the whole table
2. Right click in the selected area
3. Click Table Properties from the options
4. In the 'Border' section change the size to zero
5. Click Apply > OK to save the settings

## Deleting Rows and Columns

1. Select the portion of the table to delete. Place the mouse at the beginning of the row or column until a black arrow appears
2. Click and hold the mouse button then drag to select the cells
3. Right click in the selected area
4. Click Delete Cells from the options

## Inserting rows and columns

1. Select the row or column adjacent to where you want the inserted row/column. Move the mouse to the beginning of the row or top of the column until a black arrow appears > CLICK.
2. Go to Table > Insert > Rows or Columns
3. Make selections and click OK



## Format the cell borders

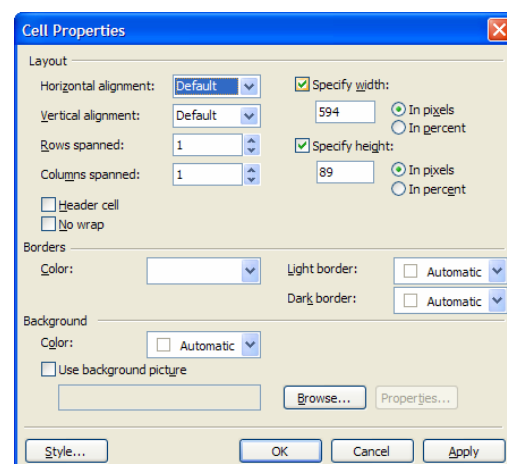
1. Right click the mouse in the cell to format
2. Click Cell Properties from the list of options
3. Click Apply > OK to save the settings

Layout - determines how the text will align within the cell

Check the No Wrap option to turn off text wrapping within the cell

Border - determines the line color for the selected cell(s)

Background - determines the color within the cell



## Merging cells

1. Click the mouse in the first cell to merge
2. Click and drag to the other cells to merge with
3. Right click the selected area > Merge Cells from the list
4. Click away from the selected cells to see the merged effect

## Split cells

1. Right click the mouse in the cell to split
2. Click split cells from the list of options
3. Fill in the appropriate options
  - Split into Columns
  - Split into Rows
  - Use the Number of Columns/Rows option to choose how many columns/rows to split the cell into
4. Click OK to save the settings

## Graphics

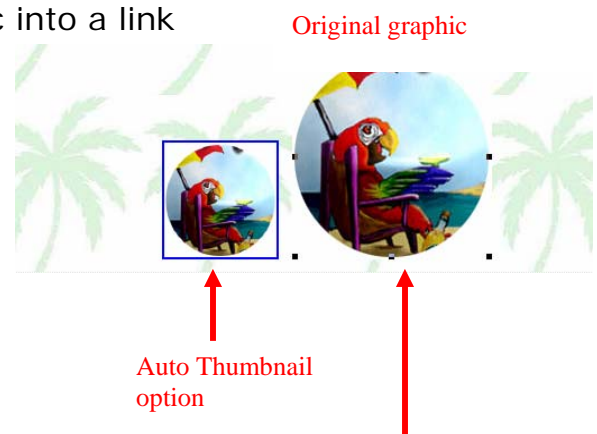
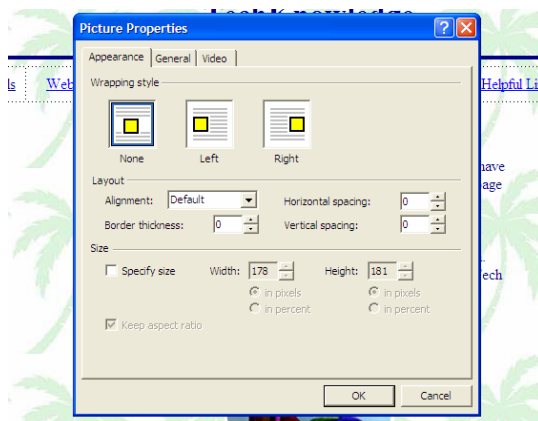
### Inserting graphics

1. Click the mouse where the graphic is to be inserted
2. Click Insert > Picture> Clipart or From File
3. Locate the graphic in the web folder using the down arrow in the 'Look In box'
4. Click Insert in the bottom right corner of the window

### Formatting Graphics

Right-click on the graphic – from the menu you have several options

1. Picture Properties shows Wrapping Style, Layout, and Size options
2. Auto Thumbnail will reduce the size of the graphic and place a border around it. Microsoft FrontPage creates a thumbnail graphic and a hyperlink to the original full-size graphic.
3. Hyperlink lets you make any graphic into a link



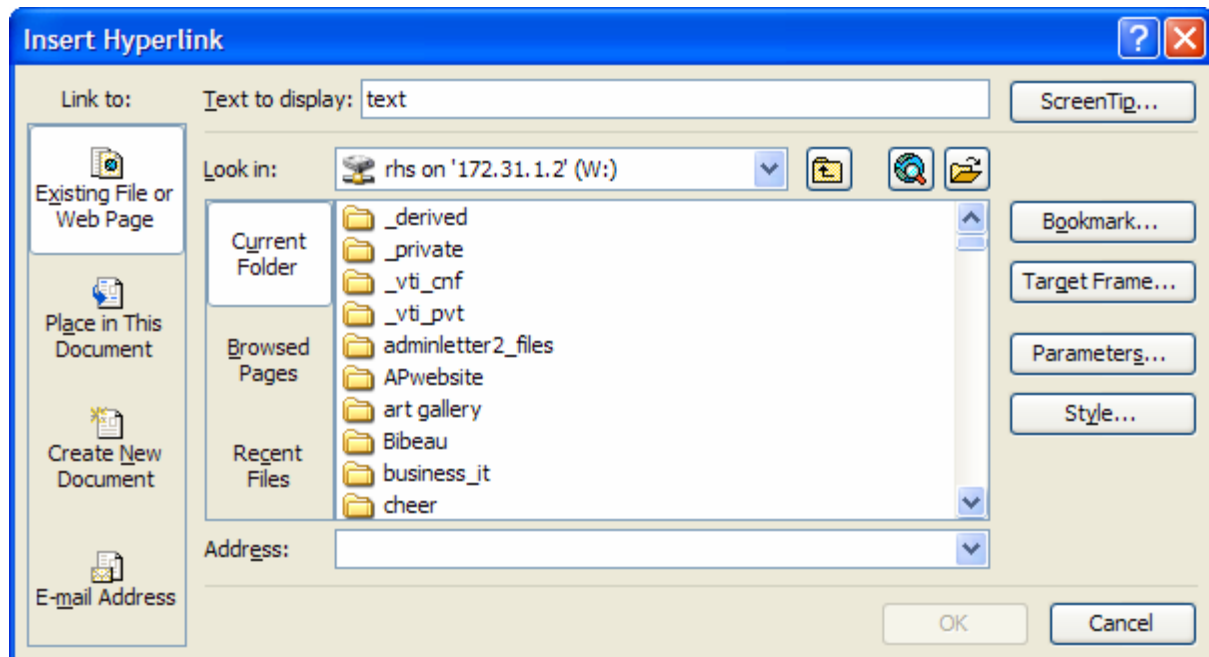
## Inserting Links – Web page, URL and E-mail

1. Select the text or graphic that will represent the link
  2. Right Click the selection > Hyperlink... from the list of options
- OR
1. Select the text or graphic that will represent the link
  2. Click Insert > Hyperlink from the menu bar
    - a. Click Existing File or Web Page if linking to other pages in the main folder and locate the file in the 'Look In' section
    - b. Click Existing File or Web Page if linking to a web page on the Internet and type the URL in the Address box located at the bottom of the window
    - c. Click E-Mail Address for e-mail links and type the whole E-mail address in the E-mail Address box
  3. When choices have been made click OK

The Target Frame button on the right side of the window determines how the linked page will open

Page Default – Change the page in Explorer to the linked page

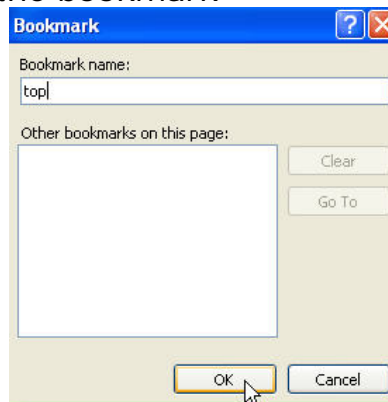
New Window – Opens the linked page in a new Explorer window



## Inserting Bookmarks – Linking to a place within the same document

### Create the bookmark

1. Click the mouse where the bookmark will be inserted.
2. Click Insert > Bookmark from the menu bar
3. Type a name for the bookmark in the 'Bookmark Name' text box
4. Click Ok to save the bookmark

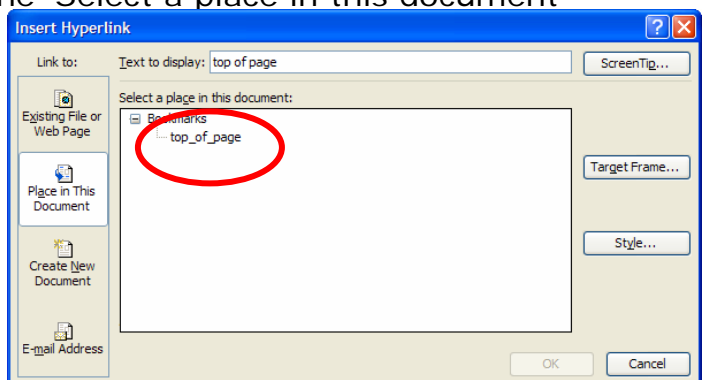


A flag will appear in the bookmarked spot. This will not display when the web page is displayed.



### Create a link to the bookmark

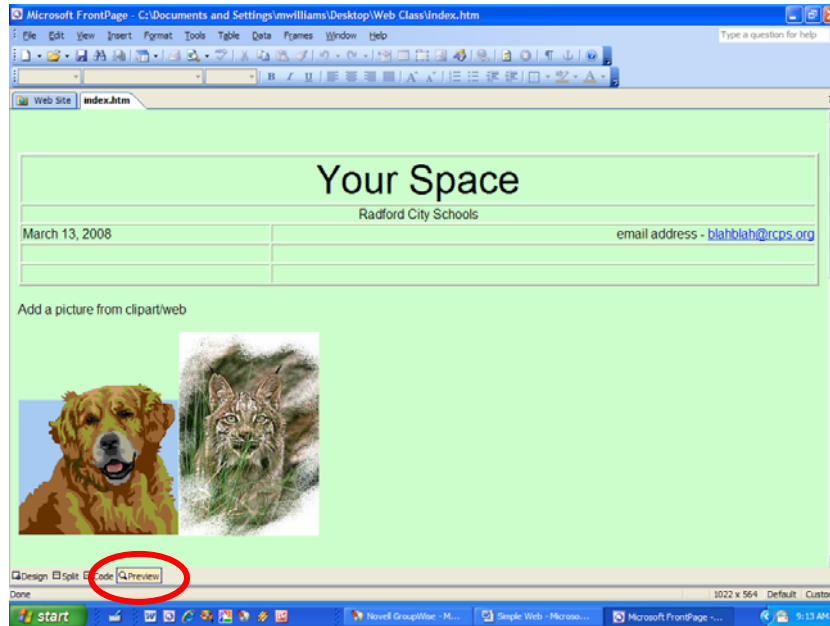
1. Select the text or graphic that will 'jump' to the bookmarked place
  2. Right click the selection
  3. Click Hyperlink Properties
  4. Click the 'Place in the Document' option on the left side of the screen
  5. Click the bookmark name in the 'Select a place in this document' section
- Click OK to save the link



# Previewing

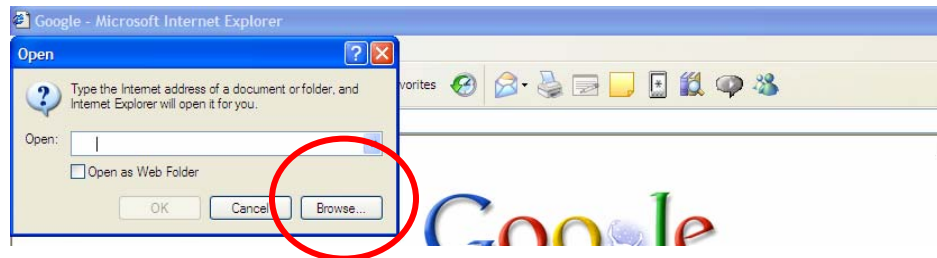
## Preview in FrontPage - SAVE

Click the Preview option in the bottom left corner



## Preview in Internet Explorer - SAVE

1. Open Internet Explorer
2. Click File > Open > Browse
3. Use the Look in box to locate the file
4. Click the file name > Open > OK to view the page in Explorer



## Tips

- Save everything related to your page in one folder.
- Use a common font that you can read.
- Make sure the background is not too busy.
- Use a light colored font on a dark background or a dark font on a light background.
- Give credit where credit is due.
- Keep it simple.
- Name your photos intelligently, and don't use spaces.