



Introduction to Microsoft FrontPage

Introduction/Utility

- FrontPage has the tools to make your web site building quick and easy.
- FrontPage lets you skip the tedium of creating your web pages directly in HTML (HyperText Markup Language), the web's underlying language. Instead, you use menus and commands similar to those found in Microsoft's other applications, such as Word, Excel and PowerPoint.

Pages vs. Webs — What's the difference?

Page:

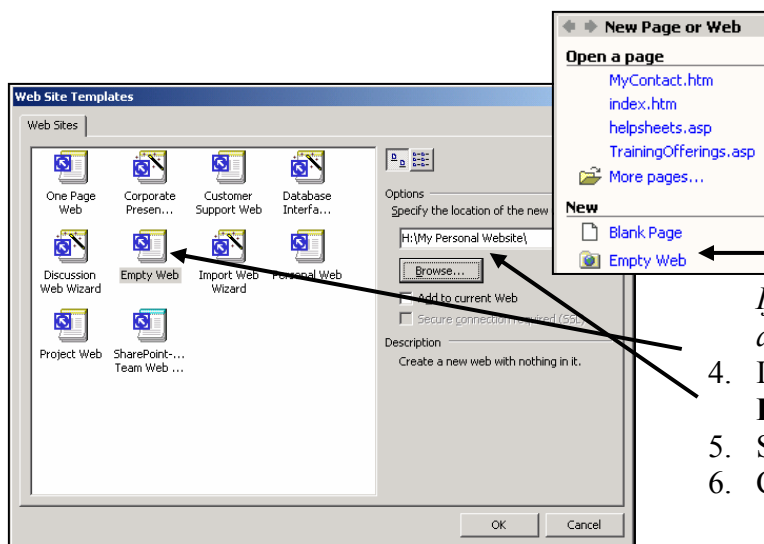
- Using the **Page** command in FrontPage will only design a single webpage.
- If you choose to add images or documents like PDFs to a page, they will have to be stored in web folders specifically dedicated to these types of files.

Web:

- Choosing **Web** enables the user to create an entire directory to store and save multiple web pages, while also creating subdirectories for images and other files. You can view these subdirectories very easily using many different view options.
- Lets you automatically publish your data to the web right from FrontPage.
- Enables site traffic management.
- Provides easy navigation of pages and files on your website.
- Keeps your website files organized.

Creating Webs

A web places all of your pages into one folder, called a **Web folder**. Creating a **Web** allows you to organize the existing pages you already have, while organizing your images and files into their own folders.



To create a new Web

1. Open FrontPage: Choose **Start → All Programs → Microsoft FrontPage**.
2. Click **File → New → Web or Page**.
3. In the task pane, click **Empty Web**.

*If the task pane does not appear automatically, click **View → Taskpane**.*

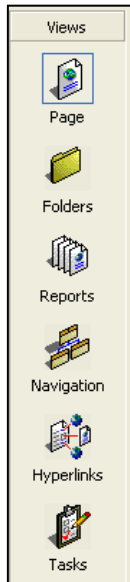
4. In the **Web Site Templates** window, select **Empty Web**.
5. Specify a location for the Web.
6. Click **OK**.

Opening a saved Web

1. Choose **File → Open Web**.
2. Locate the Web and click **Open**.

Web Views Bar

The Views Bar allows you to manage your **Web**. When you open a Web, this bar will appear at the left of your screen.



Page: Use this view to edit and view your webpages.

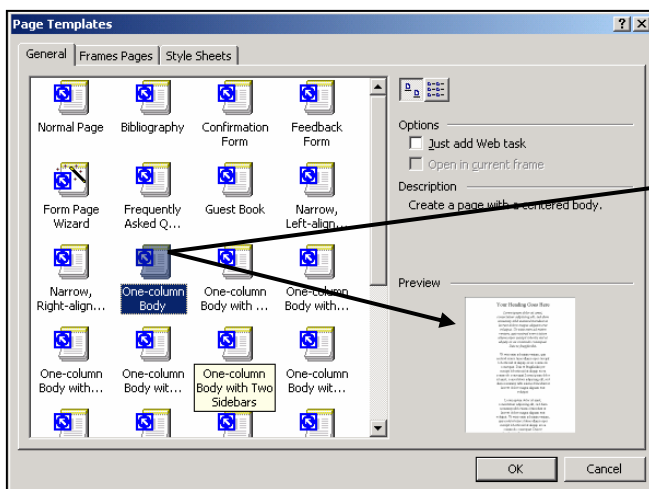
Folders: Use this view to organize files and folders in your Web.

Reports: Use this view to analyze webpages and manage their contents.

Navigation: Use this view to design the navigation structure for your website.

Hyperlinks: Use this view to view hyperlinks within the website.

Tasks: Use this view to create and manage tasks.



Using Templates

1. In the task pane, click **Page Templates**.
2. In the **Page Templates** window, select a template you wish to use (a preview of the template will display).
3. Click **OK**.
4. Customize your page by replacing the placeholder text and images with your own.

Creating a New Blank Page

1. Click **File** → **New** → **Web or Page**.
2. In the task pane, click **Blank Page**.
3. Begin entering the text and images you want on the page.

Using the Views Bar

You can choose among multiple views through the **views bar**, located at the bottom of the page.



- Use the **Normal** tab to edit a webpage.
- Use the **HTML** tab to edit the HTML source code for the page.
- Use the **Preview** tab to see a close approximation of how the webpage looks in Internet Explorer.

Saving Pages

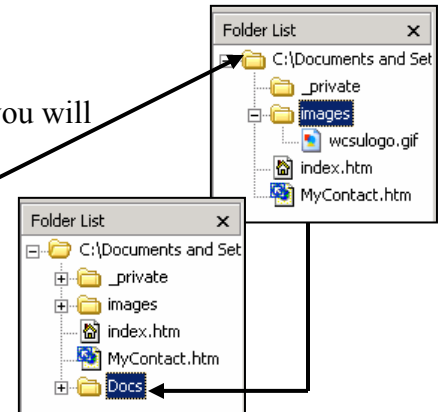
You should periodically save pages you are working on.

1. Choose **File → Save As**.
2. File name: Name the page (all one word).
3. Save as type: **Web Pages**.
4. Save in: save it in the Web folder you created.
5. Click **Save**.

Creating a Web Folder

You will need to create a Web folder to hold your images and files that you will be adding to your website.

1. Open the Folder List by choosing **View → Folder List**.
2. Right-click the folder you want to place the new folder in.
3. From the menu, choose **New → Folder**. The new folder will appear in the Folder List.
4. Right-click on the new folder and select **Rename**.
5. Enter a new name for the folder and hit **Enter**.





Inserting and Editing Text

You can add, edit, and format text to your pages in the same manner that you would do in MS Word.

1. Click inside the page and start typing.
2. If you do not want images in line with the text on the page, you must use tables. (See section on *Inserting a Table below.*)

Creating Numbered and Bulleted Lists

1. Select the text you want to convert to a numbered or bulleted list.
2. Click the **Numbering**  button on the toolbar to create a numbered list or the **Bullets**  button to create a bulleted list.

Inserting Clip Art/ Images

To insert a piece of clip art from Microsoft's collection:

1. Choose **Insert → Picture → Clip Art**.
2. In the task pane, click on **Clip Organizer**, located towards the bottom of the task pane. The **Microsoft Clip Organizer** window will appear.
3. Click on the **Office Collections** folder. A list of folders will appear by category. Click on a folder that fits your topic.
4. A selection of clip art will appear. Click on the clip art you want and drag it to your page.

You can also search for specific clip art.

1. In the task pane, enter a clip art search (ex: computer). Click **Search**.
2. Results will appear. Click on the clip art you wish to insert. It will automatically be inserted onto the page.
3. If you want to enter another search, click the **Modify** button and enter another search.

To insert an image from a disk or file on your computer




























1. Choose **Insert → Picture → From File**.
2. Locate the file and click **Insert**. The image will automatically be placed on your page.

Resizing an image

1. Click on the image to be resized.
2. Move the mouse cursor over one of the corner handles.
3. When the cursor turns to a double-ended arrow, hold down the mouse button and drag it in or out to resize the image.
4. Release the mouse button when the image reaches the desired size.

Editing an image

The following shortcuts allow you to edit your images within FrontPage:

	Insert Picture from File		Crop the Image
	Add Text to the Image		Line Style
	Auto Thumbnail		Format Picture
	Position Absolutely		Set Transparent Color to Image
	Bring Image Forward		Change Color Image to Grayscale
	Send Image Backward		Bevel the Border of the Image
	Rotate Image 90 Degrees Left		Resample the Image (after resizing)
	Rotate Image 90 Degrees Right		Select an Item
	Flip Image 180 Degrees Horizontal		Rectangular Hotspot
	Flip Image 180 Degrees Vertical		Circular Hotspot
	More Contrast		Polygonal Hotspot
	Less Contrast		Highlight Hotspots
	More Brightness		Restore the Image to its Original Size
	Less Brightness		

Opening an existing HTML document for editing

If you need to edit an existing webpage, you can save the file locally and then open the document in FrontPage. This allows you to edit the existing features already embedded into the page (ex: layout, background, images, frames, etc).

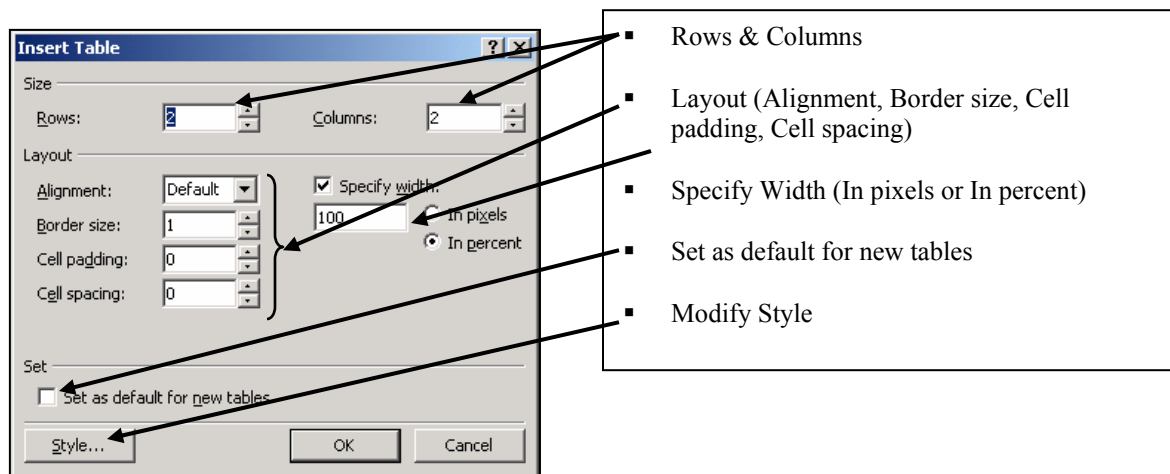
1. Choose **File → Open**.
2. Locate the file and click **Open**.

Creating Web Forms

1. Choose **File → New → Page or Web**.
2. Choose **Page Templates** from the task pane.
3. Click the **General** tab and choose **Form Page Wizard**.
4. Click **OK**.
5. Follow the wizard to set up your form.

Inserting a Table


1. Choose **Table** → **Insert** → **Table**.
2. Enter the properties for the table in the Insert Table window.

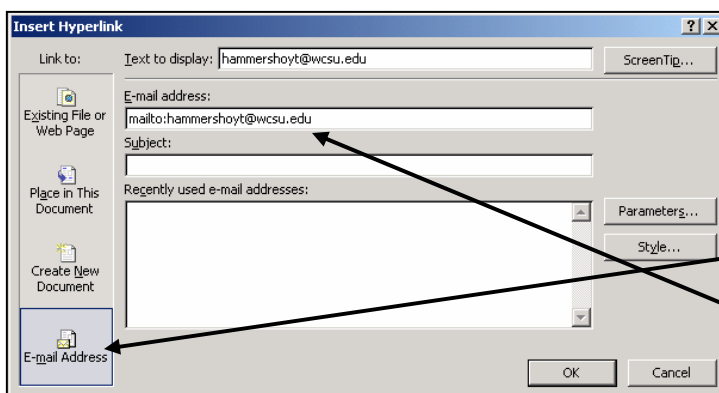
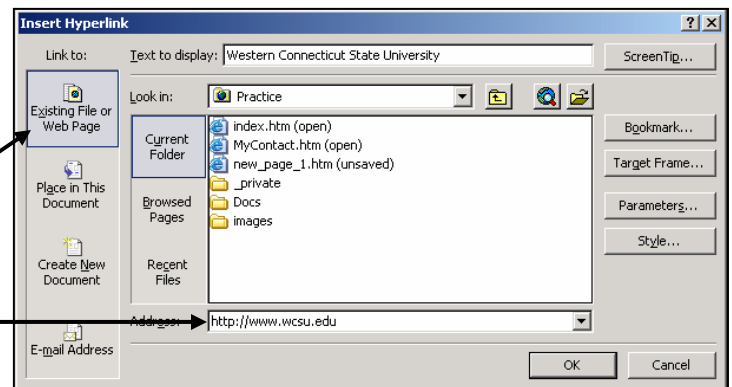


3. Click **OK**.


Note: To quickly create a table, click the Insert Table  button on the toolbar.

Creating Hyperlinks to Other Web Pages

1. Select the text or single click the image to which you want to add a hyperlink.
2. Select **Insert** → **Hyperlink** or click the **Insert Hyperlink**  button in the toolbar.
3. In the **Link to:** pane, click on the **Existing File or Web Page** button.
4. Enter the URL in the **Address** field or browse for the URL.
5. Click **OK**.



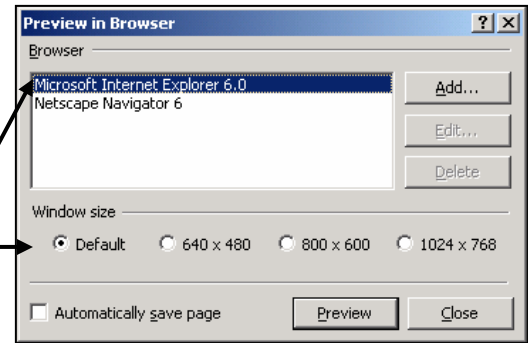
Creating Hyperlinks to E-Mail

1. Highlight the text or single click the image to which you want to add an e-mail hyperlink.
2. Select **Insert** → **Hyperlink** or click the **Insert Hyperlink**  button.
3. In the **Link to:** pane, click on the **E-Mail Address** button.
4. Enter the **E-mail Address** and **Subject** (if applicable).
5. Click **OK**.

Preview in Browser

You can see exactly what your webpages will look like by previewing them in a browser.

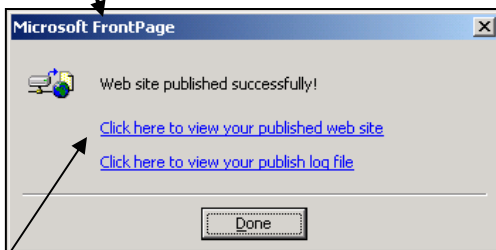
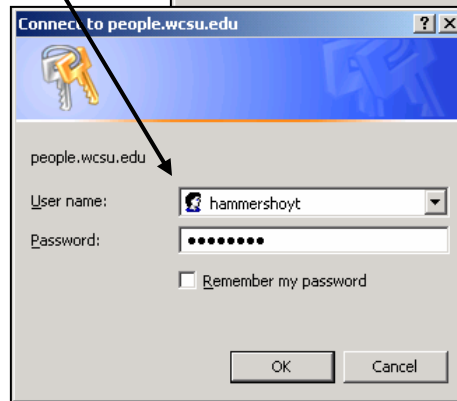
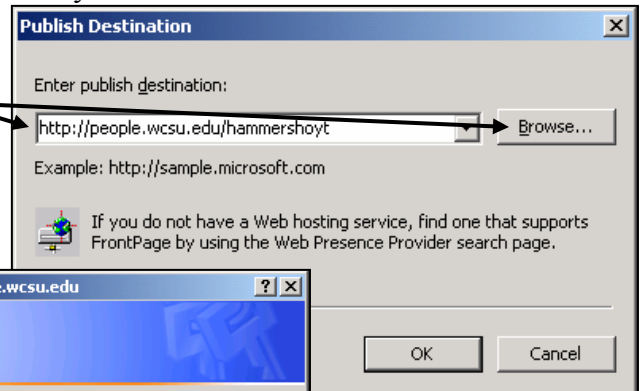
1. You must save all the pages you have open.
2. Select **File** → **Preview in Browser**.
3. Choose the browser you want to preview your pages in.
4. Set a window size.
5. Click **Preview**.



Publishing your Website

Publishing your Web will upload your files to your web space. They will be live on the Internet.

1. Select **File** → **Publish Web**.
2. Type your publishing address or click the **Browse** button to locate your website on a local drive or file server.
3. Enter your Web publishing username and password.
4. A Publish Web window will appear with checkmarks next to the pages that have been updated and will be published.
5. Click **Publish**. Your website will publish and you will get a success window.



6. You can view you published website or view your publish log file.
7. To just exit, click **Done**.

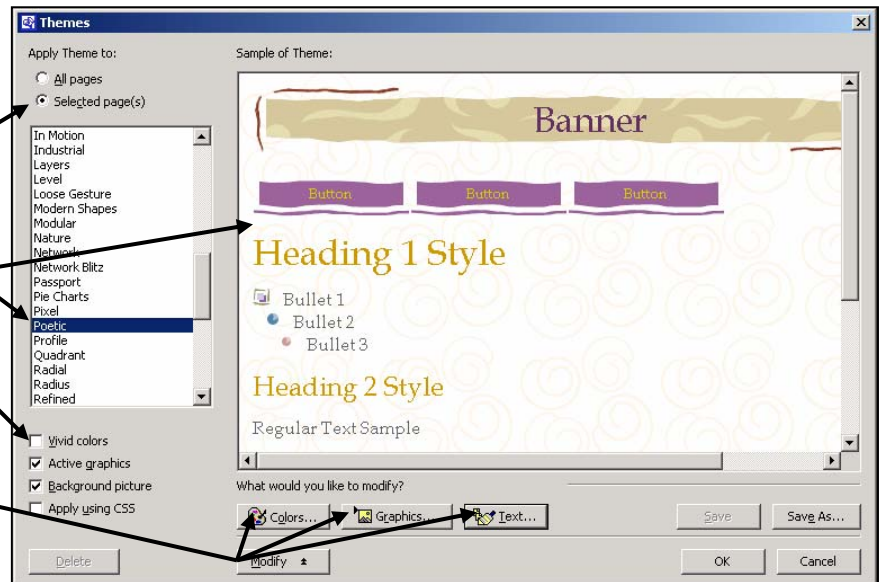
Customizing your Pages

You can add flare to your website by incorporating some design effects to your pages.

Creating a Page using a Theme Template

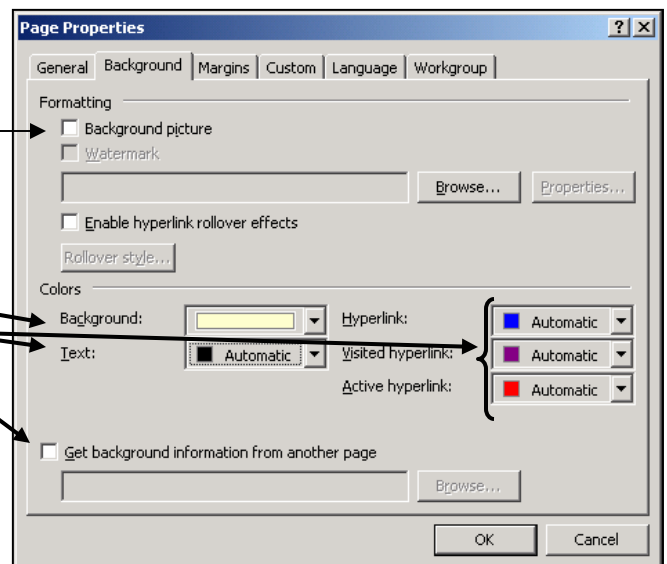
A number of colors and graphics themes are available in FrontPage that can be applied to selected pages or to all pages in your Web.

1. Select the page to which you want to apply a theme. To apply the theme to the entire web (all pages), do not select a page.
2. Click **Format** → **Theme**.
3. Apply the theme to **All pages** or **Selected page(s)**.
4. Choose a theme from the list. To view themes, click on its name and it will preview in the Sample of Theme window.
5. Select the check boxes under the list to slightly alter the selected theme, if desired.
6. Click the **Modify** button to alter colors, graphics and text.
7. Click **OK** and the theme chosen will be added to the page(s) selected.



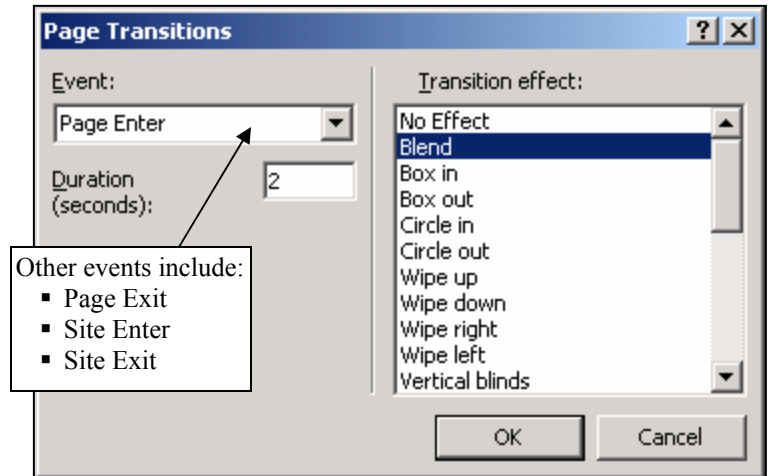
Creating a Background

1. Open the page you want to add a background to.
 2. Select **Format** → **Background**.
 3. Click the **Background** tab.
 4. You can choose a picture as a background.
- OR
5. Choose a colored background.
 - Background color
 - Text color
 - Hyperlink colors
 - Get background information form another page.
 6. Click **OK**.



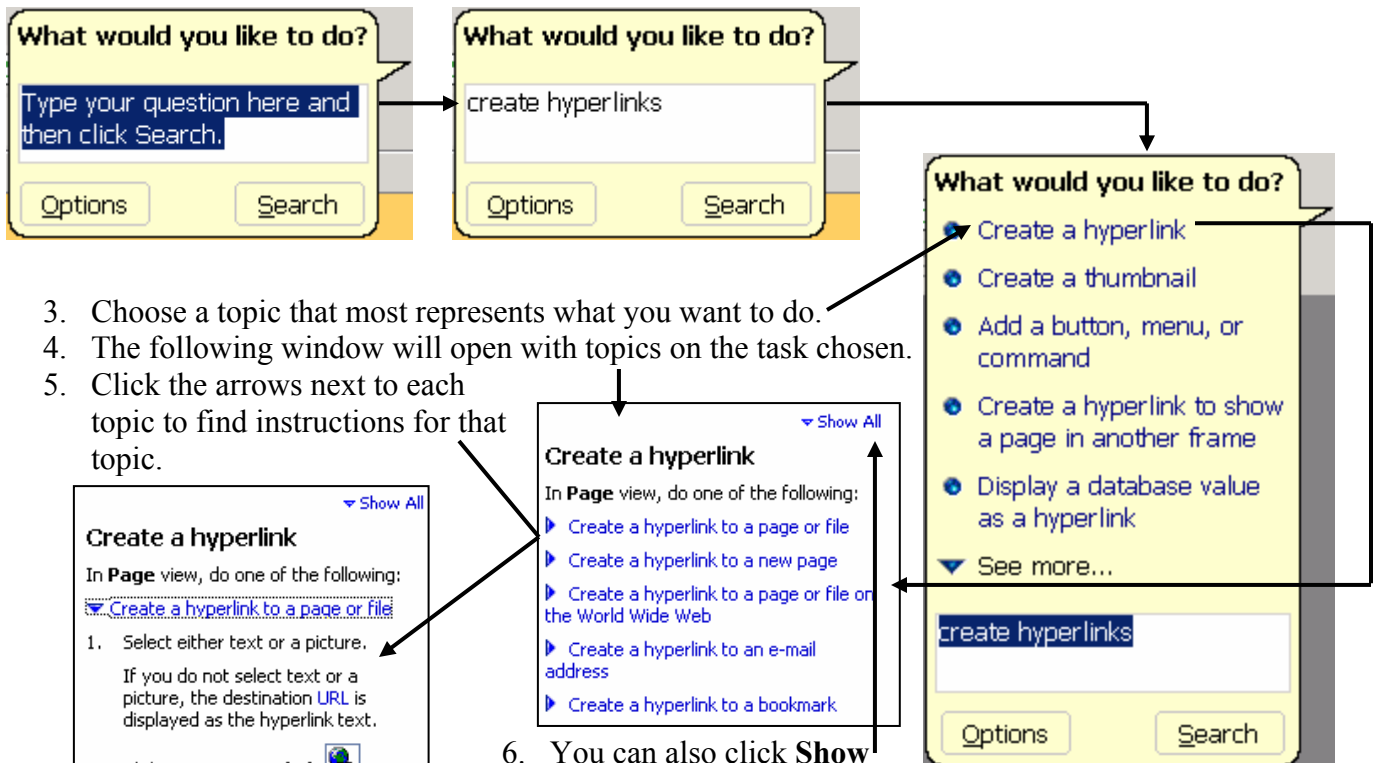
Creating a Page Transition Effect

1. Open the page you want to apply a transition to.
2. Select **Format** → **Page Transition**.
3. Select an Event from the drop-down list that will trigger the transition effect.
4. Select the transition effect you want to use.
5. Enter the duration of time you want the effect to last.
6. Click **OK**.

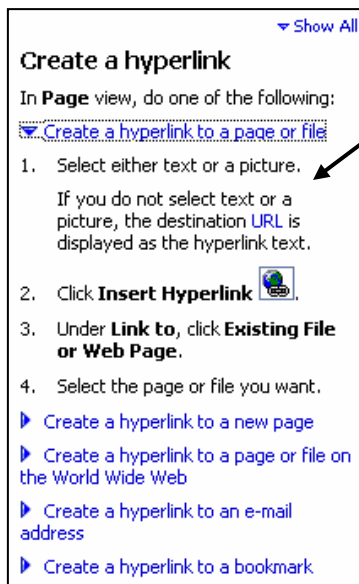


Help

1. Click the **Help** button, select Microsoft FrontPage Help from the Help menu, or press F1.
2. Type a topic that you want to learn and click **Search**.



3. Choose a topic that most represents what you want to do.
4. The following window will open with topics on the task chosen.
5. Click the arrows next to each topic to find instructions for that topic.



6. You can also click **Show All** for instructions on all topics.

If you would like to learn more about Microsoft FrontPage, please e-mail training@wcsu.edu.