

Microsoft FrontPage 2003

Basics



=Shortcut =Advice =Caution

Two formats exist to publish a webpage to the Internet. The Office of Technology Services recommends users log into their website from the beginning, thus changes are posted live, directly to the Internet.

Process Summary

1. Log-In
2. Create a Home Page
3. Page Properties
4. Inserting Components
5. Inserting Files
6. Linking to Files
7. Inserting Tables

Log-In

By logging-in to FrontPage, your work will be posted live, directly to the Internet, as you work on your website and save it. If you choose to create your site off-line, proceed to Create a Home Page.

1. Go to **F**ile and choose **O**pen **S**ite.
2. Enter the URL, i.e website address, into the Site Name text box.
(Example: *http://www.myhomepage.com*)
3. Click **O**pen. You should see an icon, representing a link to your site in the My Network Places folder.



You should only have to enter the URL once.

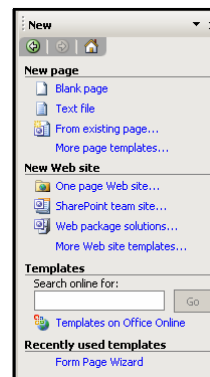
4. Enter your username and password into the dialog box and click **O**K.
5. Click **O**pen and your website will now be opened into FrontPage.

Create a Home Page

The Home Page is the first webpage all users see upon entering the website.

1. Go to **F**ile and select **N**ew.
2. Select which type of file to create as your Home Page from the task pane (**Figure 1**) on the right:
 - Blank Page: Allows the user to start a webpage from scratch.
 - Text File: Choose this file type if the webpage is going to contain only text.
 - From existing page: Load a webpage already created.
 - More page templates: Load a FrontPage template onto the website. FrontPage templates include a Bibliography, Confirmation Page, Feedback form, Form Wizard, Frequently Asked Questions, Guest Book, Photo Gallery, Search Page, Table of Contents, and a User Registration Page.
3. Save the page by clicking **F**ile and choosing **S**ave.

Figure 1



- Go to the **View** menu and choose **Folder List**.

Your homepage should have the icon seen in **Figure 2** next to it. This indicates it is a homepage. If the icon is not visible, right click the name of the file and choose set as homepage. The icon will now change.

Figure 2



Page Properties

There are fields in the properties menu which should be filled out in order to have a more complete webpage.

- Go to **Format** and select **Properties**.

- Choose the **General** tab.

- Enter a **Title** for the webpage.

The title is what people visiting your site will see on the top bar of their browser and on the Windows tool bar at the bottom of the screen.

- Enter the page description in the next textbox.
- Enter keywords about your page in the following textbox.



People using a search engine to find information will find your site according to the keywords placed in this text box. If your page comes up in a search engine, the page description would be displayed.

- Now click the **Formatting** tab.

- You can use a picture or color for background. To insert a picture as your background, mark the checkbox called *Background picture*.



The picture must be saved to your disk drive to use it as your background. If the picture is on the internet, right click it and choose **save as**, to save it on your computer. Be sure to remember the location of where you saved it!

- Click the **Browse** button, find the necessary picture, and click **Open**.
- To make the background a color instead of a picture, click the Background drop down menu arrow.

- Choose a color or click **More Colors** to select from more choices.



If a color and picture are selected, the picture will override the color.

- Options to change the text and link colors can also be accessed on this menu. Simply click the drop down arrow next to the option and select the appropriate color.
- Margins can be set under the **Advanced** tab, however it is not necessary to set margins.
- To set the language of the page, select the **Language** tab and choose the appropriate language from the drop down menu.
- Click **OK** when finished.

Inserting Components

Pages

Pages can be inserted into your website by going to the **File > New** and choosing an option from the task pane on the right. Refer to the "Create a Homepage" section on the first page for a description of each option.

Text

Text can be inserted by placing the cursor on the webpage in the appropriate place and typing on the keyboard. Format text by **highlighting** it and **right clicking** on the text while highlighted. Choose **Font** from the menu to access the formatting menu.

Links

Hyperlinks can be added to text, buttons, or pictures. To add a hyperlink to text:

1. **Highlight** the text.
2. **Right-click** the text while highlighted.
3. Choose **Hyperlink** from the menu.

For more information on hyperlinks and how to create different types of hyperlinks see [MS Office Tools: Hyperlinks](#).

Pictures

The easiest way to insert a picture is to copy and paste it. Be sure to place your cursor on the webpage where you want the picture to be placed. To do this, right click the picture and choose **Copy** from the menu. If the folder list is not in view, go to **View** and select **Folder List**. Place the cursor under the last file icon in the Folder List on the right side of the screen. Right click under the last file and choose **Paste**. Pictures can also be inserted by choosing **I**nsert from the main menu bar at the top of the screen and selecting **P**icture. More options are available now. See **Figure 3** for a picture of the menu.

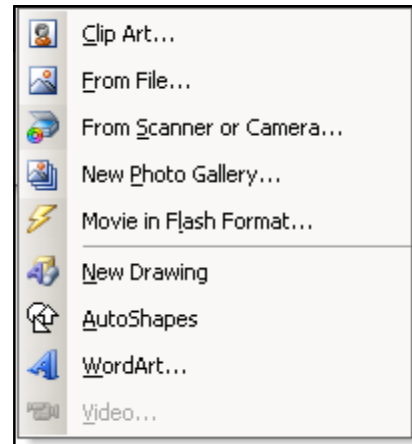
- *Clip Art*: Inserts a picture from Microsoft's Clip Art Gallery. Perform a search in the Clip Art task pane on the right. Enter what kind of picture you want to insert and click **Go** to perform a search. **Double click** the picture you wish to insert.
- *From File*: Choose this option if a picture is saved onto a hard disk or network drive. Browse your computer for the file and click insert to place it on the page.
- *Auto shapes*: Some designs exist in the AutoShapes area which can be inserted onto a webpage. Click AutoShapes and the AutoShapes toolbar will appear. Click on a button and run your mouse over the others to preview the shapes. Click a shape to draw it onto your page. Click on the page where you want to insert the AutoShape and drag it to the appropriate size.
- *WordArt*—For more information see our documentation on [WordArt](#)

Interactive Buttons

Instead of using text to create hyperlinks, use Interactive buttons to give your webpage some pizzazz.

1. Click **I**nsert on the main toolbar.
2. Select **Interactive Button**.
3. Choose a **button style** by clicking on its name.
4. Enter the **text** to be displayed on the button in the text box.
5. Enter the **URL** of the website that you want this button to correspond.
6. Choose the **Font tab** to edit the font of the button.
7. Decide which font and style you want.
8. Pick out **colors**:
 - *Original*: the color the button will be before the user has interacted with it.
 - *Hovered*: the color the button will turn while the cursor is over it.
 - *Pressed*: the color the button will turn after it has been clicked.
9. Click **OK** when finished.

Figure 3



Inserting Files

1. Outside of FrontPage, **Find** the file on your computer by either going to **Search** in your main Start menu or locating it in the appropriate folder. (Ex: My Documents)
2. **Right-click** the file.
3. Choose **Copy**.
4. Go back to **FrontPage**.
5. If the folder list is not in view, Go to **View** and choose **Folder List**.
6. Right-click in an open area under the list of files and choose **Paste**.



You may want to rename the file to something easy so when you link to it, you remember what it is called.

Linking to Files

1. **Type** the text to be displayed on the site.
2. **Highlight** the text and **right-click** on the text.
3. Choose **Hyperlink**.
4. Type your website address in the **URL** text box (example: <http://tiger.towson.edu/~dschwa9>)
5. Put the file name and extension on the end (example: <http://tiger.towson.edu/~dschwa9/example.doc>)
6. Click **OK**.



The information in the link must be correct for the link to work. This information is case sensitive.

Inserting Tables

Sometimes objects can be difficult to line up in FrontPage. Inserting a table can sometimes solve this problem. Text, pictures, buttons, and other objects can fit into a table.

To add a table:

1. Click **Table**.
2. Scroll down to **Insert** and choose **Table**.
3. Enter the amount of rows and columns needed. Rows run across and columns, up and down. To turn the borders off, set the border size to Zero.
4. Click **OK** when finished.



Always remember to save; and save *FREQUENTLY!*

Figure 4

