

Introduction to Microsoft FrontPage



How to Produce a Website in Minutes!

Course Objectives:

In this Introduction to Front Page, you will learn:

1. Important Terminology
2. How to create a web page using themes
3. Building the web site
4. Editing your web site

Intro to Front Page

The Microsoft FrontPage® 2000 Web site creation and management tool gives you everything you need to create and manage exactly the site you want, whether you're creating a personal Web page or a corporate Internet or intranet site. And because it works like the rest of Microsoft Office Premium, FrontPage 2000 is easy to learn and use.

Tools in Microsoft FrontPage® 2000 make creating great-looking Web sites a breeze. Quickly add WYSIWYG ("what-you-see-is-what-you-get") tables and hyperlinks, graphics, thumbnail images, frames, search forms, hit counters, and numbered or bulleted lists.

Choose from More Than 60 Pre-Designed Themes

Apply a distinctive and consistent look to your page or site using business-ready FrontPage Themes. **Customize any Theme** with your own banner, colors, graphics, backgrounds, and buttons. Use Reports View and 13 Pre-Built Summary Reports to Diagnose and Fix Potential Problems

Easily Add Cross-Browser Dynamic HTML

FrontPage 2000 Dynamic HTML (DHTML) animation effects bring movement and interest to your pages and work seamlessly with **Netscape Navigator 4.0** and later and **Microsoft Internet Explorer 4.0** and later.

Choose or Create the Perfect Colors for Your Site

Easily apply colors from preset Web-safe colors, or "pick up" an existing color using the **Color Picker**. Customize Themes by applying preset Color Schemes or by picking coordinated colors from a color wheel.

Site Management

Quickly and easily perform common site-management tasks with the Summary Reports site-at-a-glance capabilities. For example, use the **Broken Hyperlinks** report to find links that need fixing, and the **Slow Pages** report to locate pages that take too long to load based on the modem speed you've specified. Find Web pages and graphics that aren't being used on your Web with the **Unlinked Files** report, or find files that haven't been updated within a certain period of time with the **Older Files** reports.

Create a Web Site That Works Where You Want It to Work

Pick which browsers, browser versions, and server platforms you want your Web pages to work on, and FrontPage automatically restricts features that won't work with your selections. **Avoid wasting time** authoring content that won't work on specific browsers or server platforms.

Common Office tools, the ability to save Office documents directly to your Web, and easy database creation make the most of your time—because getting started with Microsoft FrontPage® is as easy as using Microsoft Word.

Easy-to-Use Features Make Creating Your Web a Snap

Easily learn and use FrontPage 2000 with features such as background spelling checker, Format Painter, HTML Help, and Themes. Create tables quickly using many of the same table-drawing tools used in Word.

Save Office Documents Directly to Your FrontPage-based Web

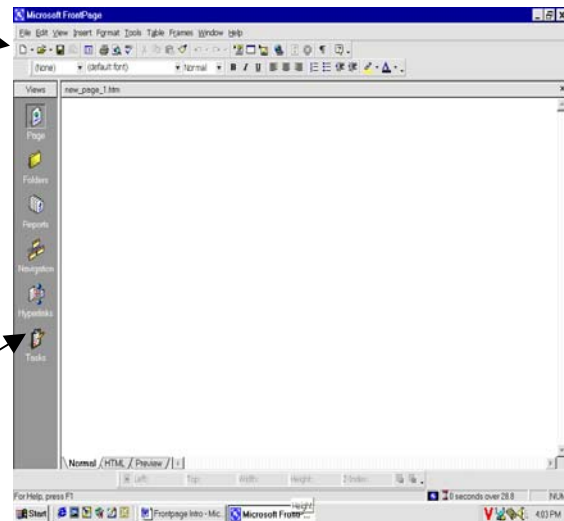
Save time by importing your existing word-processing documents or spreadsheets, or save Office documents directly to your FrontPage-based Web site as easily as you save documents to a hard disk or network drive.

Terminology

www	World Wide Web
HTML	Hyper Text Mark Hypertext Markup Language--HTML is an SGML DTD. In practical terms, HTML is a collection of platform-independent styles (indicated by markup tags) that define the various components of a World Wide Web document. HTML was invented by Tim Berners-Lee while at CERN, the European Laboratory for Particle Physics in Geneva.
Hyper Link	The method used to move from web page to web page
GIF	Graphic Interchange Format, a file format used for image files commonly found on the www.
JPEG	Joint Photographic Expert Group, a file format used on the Internet to display photographic quality images.
JAVA	A programming language created by Sun Microsystems. Java is used to create small programs that can be run with in web browsers.
Web Site	A collection of linked web pages that are stored on your computer or published on a web server
URL	Uniformed Resource Locator. The URL provides the internet address for the web site.
Theme	A predesigned set of backgrounds, color, images, navigation buttons, banner and bullets.
Domain Name	The address (or URL: Uniform Resource Locator) of your site.

Getting Started

1. Opening Front Page
 - Start Button
 - Icon
2. Tool Bars
 - File
 - Edit
 - View
 - a. Organizing your tool bars
 - Insert
 - Format
 - Tools
 - Tables
 - Frames
 - Window
 - Help Function
 - a. Help wizard
 - Using Toolbar icons
3. Side Bar (Page View)
 - Page
 - Folders
 - Reports
 - Navigation
 - Hyperlinks
 - Tasks
4. Page Layouts
 - Folder List
 - Normal
 - HTML
 - Preview



Tip

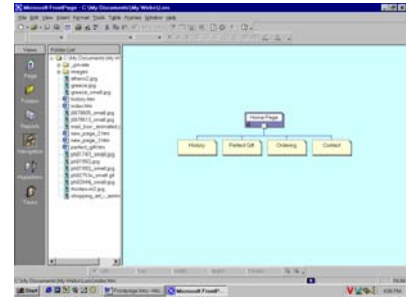
If you want to use a web site or web page that you've found on the Internet as a template for your web site, select import web wizard. This wizard will walk you through the steps needed to download the site or page to your computer.

Designing a Web Site

1. Using Web Wizard
 - Open Front Page
 - Click on File
 - Click on New
 - Click on Web
 - Click on Personal Web Icon
 - Click in the Specify the location if the new web text box and type the path to the directory in which you want to save your web pages.
 - Click OK

2. Organizing your web site

- Click on the navigation view button on the side view bar. A chart showing how the web site is arranged will appear in the right side of the window. The folder list will open left of the chart. The folder list displays all the files that make up the web site.
- Ctrl N function
- Starting on the home page
- Naming pages
- Targeting your audience
 - a. Click on tools
 - b. Click on page options
 - c. Click on compatibility tab
 - d. Select options
 - e. Click OK



3. Setting the theme

- Click on format
- Click on theme
- Click on all pages
- Scroll through the list of themes and click on a theme
- Click on vivid color, active graphics, background pictures
 - a. Vivid colors – to use brightly colored text and graphics on certain theme components.
 - b. Active Graphics – will animate certain theme components such as navigation buttons and bullets
 - c. Background Pictures – use for patterned background on your web pages.
- Click OK
- Modifying themes
 - a. Color
 - b. Graphics
 - c. Text
 - d. Save

4. Shared Borders

- Click on Format
- Click on Shared Borders
- Click on All Pages
- Click on Top – Left – Right – or Bottom

5. Closing and Opening your web site

- Close
 - a. Click on File
 - b. Click on Exit
- Open
 - a. Click on File
 - b. Click on Recent Webs
 - c. Click on Web Site

NOTE

When working with a theme, you must check the Top frame to view banners that FrontPage automatically applies to each page.

Building a Web Site

1. Opening web pages for edit
2. Determine the type of web site
3. Organize the pages
4. Open the home page
 - Begin at the home page in the navigation view
 - Double Click the page you want open and start on
 - Determine a theme
 - Create Shared Borders
5. Inserting text
 - Begin adding text (*Note similarities between Word and Front Page*)
 - Format text using tool bars or format
6. Inserting graphics
 - Click on Insert
 - Click on Pictures
 - Click on Clip Art
 - Click on the category (*Note how to use the search feature*)
 - Scroll through the list of clip art
 - Click on the Keep Looking Link
7. Adding text to Shared Borders
 - Click on text inside shared borders
 - Highlight border text
 - Type text you want to see on every page
8. Using Format Styles
 - Select the text or paragraph
 - Click on the down arrow in the Style Field
 - Click on style
9. Add Banner
 - Click on Insert
 - Click on Page Banner
 - Type Text



Editing your web site

1. Adding New Pages
 - Click on Navigation view button
 - Click on New Page Icon (Ctrl N)
2. Using a New Page Template
 - Click on Page View
 - Click on File
 - Click on New
 - Click on Page
 - Click on the type of page
 - Click OK

- Click on the Save button
 - Click in the File name text box and type a different name for file
 - Click on Save
3. Moving Pages
- Click and hold the mouse button on the page that you want to add to or move within the Navigation chart.
 - Drag the page so that it connects to the page you want it to link
4. Deleting a Page
- Right Click on the Page that you want to remove
 - Click on Delete
 - Click on the Remove this page from all navigation bars option button
 - Click on OK (If you want to completely remove the page from your computer, select the delete this page from the web option button.)
5. Spell Check Entire Web Site
- Click on the Navigation view button
 - Click on Spelling button
 - Click on Entire web option button
 - Click on Start
 - Double Click on the page that contains the misspelling you want to correct

Excerpts collected from:
Witherspoon, Colletta. "Microsoft Front Page 2000 Fast and Easy." 1999 Prima Publishing