

# A Brief Introduction to Microsoft FrontPage 2003

This handout is an introduction. Read it. It presents basic features. Then use your own initiative to develop advanced features. Use help. Look through the menus. Have fun with it.

INFO-101 Lab FP-1 with special thanks to Professor Sanford for creating most of this handout

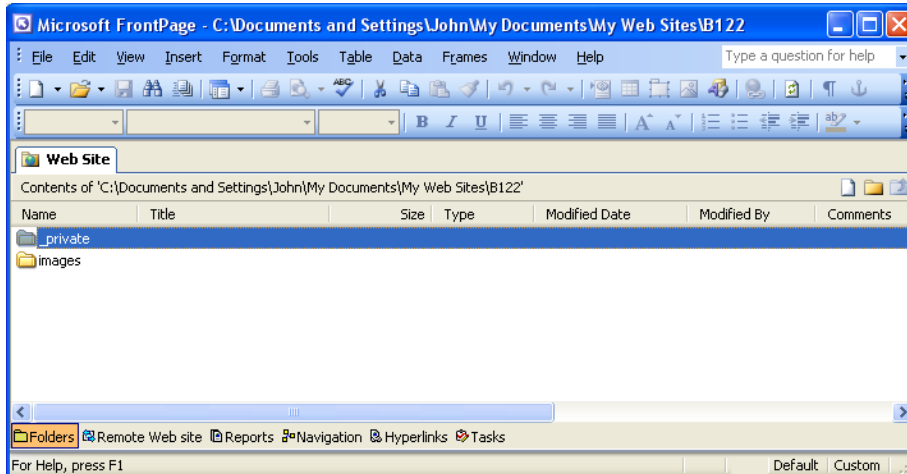


Figure 1 Possible opening screen

When you start Microsoft FrontPage for the first time you may see the screen shown in **Figure 1** below. But whether this is the opening screen or not, let us look at the features that we will want to use. **Figure 2** shows the same screen with the Task Pane at the right and the Folder List at the left. If either is not there, you can place them there by clicking on “View” in the top menu and then on “Task Pane” or “Folder List”.

**Figure 2** shows a web site without a page. There are a couple of folders there but no Web page. This may or may not be the first screen.

Look for the **Reopening a Web** section later if this is not a first time.

The **first time** you start Front Page 2003 you will want to click on the down arrowhead ▼ at the top of the Task Pane (or click on File in the top menu) and click on ‘New’.

The task pane will change to show options for “New page” and “New Web Site”. You want a New Web Site. Look at the “New Web Site” options. They include “One page Web site” and “Web Package Solutions”

**REMEMBER NEW WEB SITE**



**not new page.** ☹

Click on “Web Package Solutions” FrontPage will offer you a choice of Web Site Templates. **Figure 3** shows a picture of the selection window.

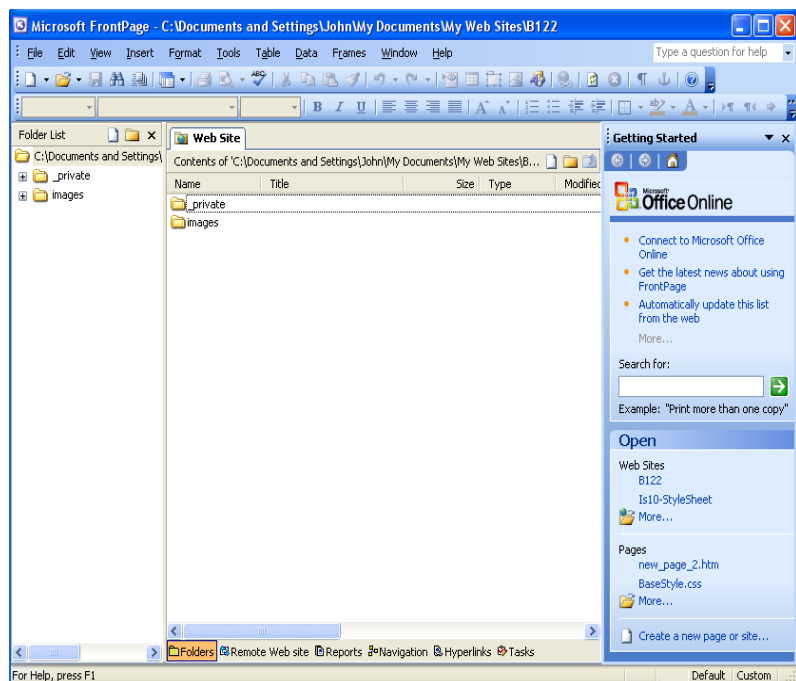


Figure 2 Showing Task Pane& Folder List

**For this lab:**

Specify a location (Read paragraph below), then select “Personal Web”, click OK and allow about 30 seconds for FrontPage to set up to create your files. You should see a page similar to Figure 4 below.

## Personal Web

It is important at this time to be sure that the proper location is selected in the list box that is labeled “Specify the location of the new Web site:”.

Probably it will appear correctly as shown in Figure 3, but if it does not you should change it. Remember H: is your home directory. So H:\MyWebs\ B122A indicates that the One page Web will be in your home directory in a subdirectory (folder) called MyWebs and that the Web itself may have the name “B122A”. You can rename it. You can make other choices if you wish, but the “H:” part should always be there. Also note that the ‘One Page Web Site’ is probably already selected (shaded) in Figure 3. **BUT you should select “Personal Web Site”**

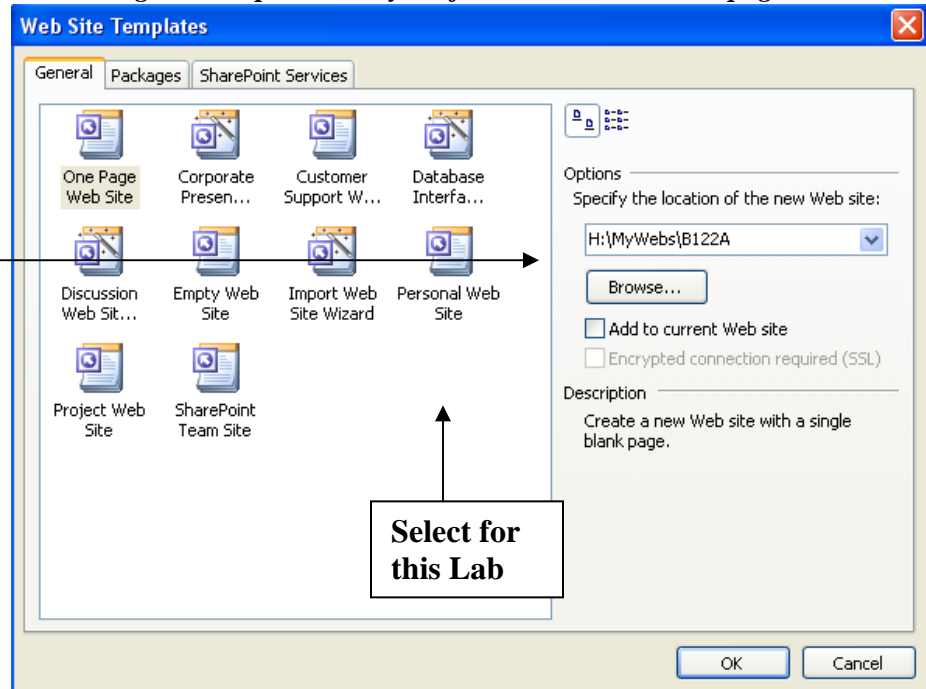


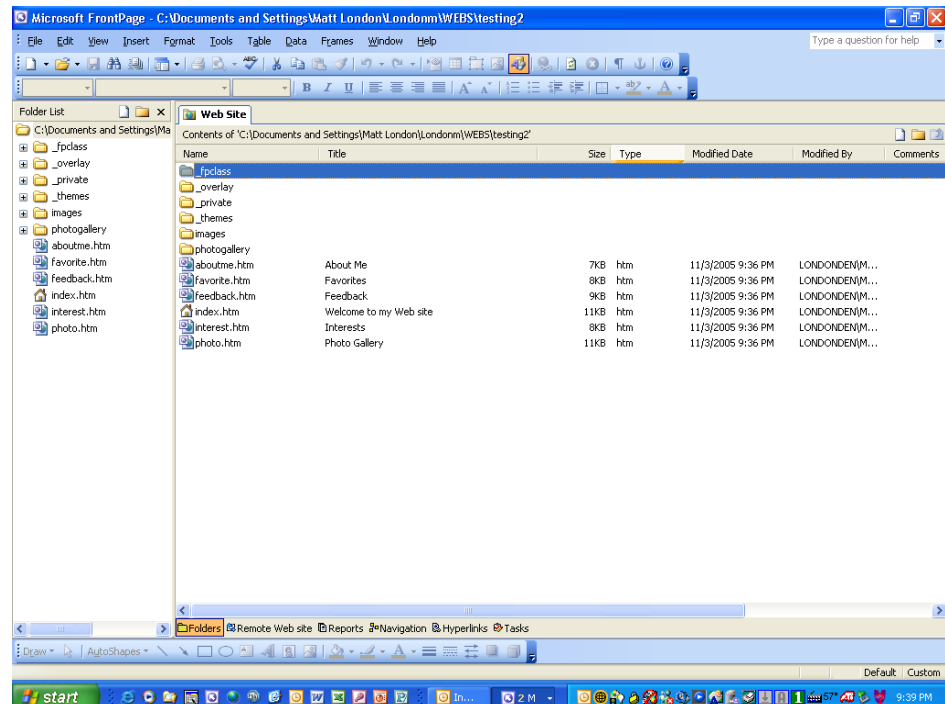
Figure 3 Web Site Templates

Creating the Web site may take some few seconds. When completed, the screen may not show the Task Pane but it can be returned using the View menu if you want it. Note that FrontPage usually creates another instance of itself with the new Web site. So look on the task bar at the bottom of the screen and if you see two instances of FrontPage, click on the old one and close it.

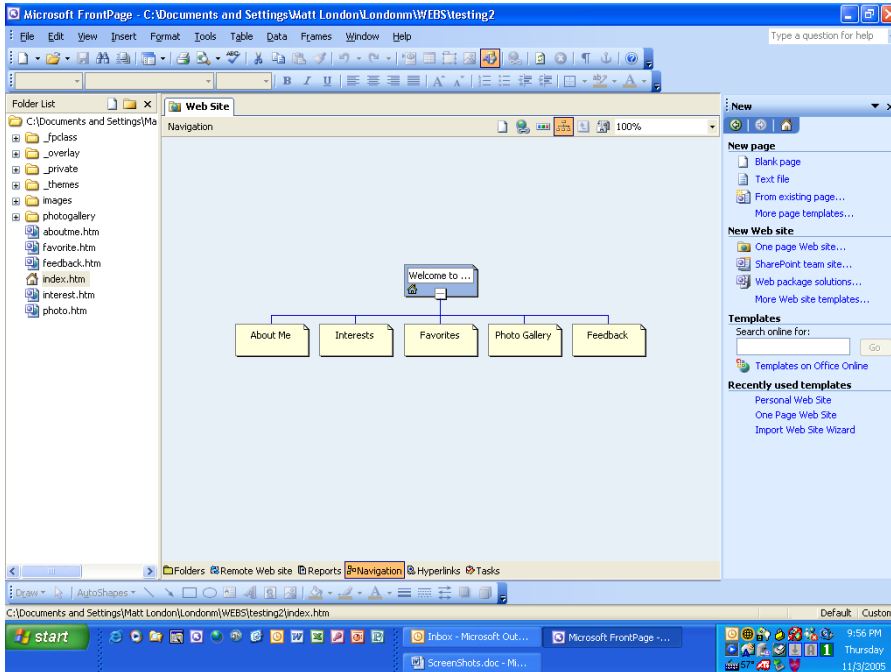
## Views

Figure 4 shows the Personal Web. Notice that there are folders: and files, one of which is called “index.htm”. The “index.htm” file is the opening (Home) page. **IT MUST BE CALLED INDEX.HTM.** You can add pages to your web and you can use different names for the files. But each Web must contain one and only one opening page and that is called “index.htm”. File names of other pages may vary but must have an “.htm” extension

Figure 4: Personal Web



**Figure 5 Navigation View**



There are other views that you may see by :

- 1.-clicking on the View menu at the top or
2. clicking on one of the tabs listed at the bottom of the “Web Site” folder shown in Figure 4.

These views are Reports, Navigation, Hyperlinks, and Tasks. There are in fact numerous types of reports. “Reports” and “Tasks” are important for commercial Web sites that are large and created by a team of people. They will not be important to us.

The Navigation view shows relative “levels” of the pages. A viewer on the Internet will start at the opening page also called the HOME page. Then the viewer may move to viewing any one of secondary pages. These would be

shown on the diagram as second level pages. From a second level page the viewer may move to a third level page and so on down a descending tree of pages. **Figure 5** shows such a diagram.

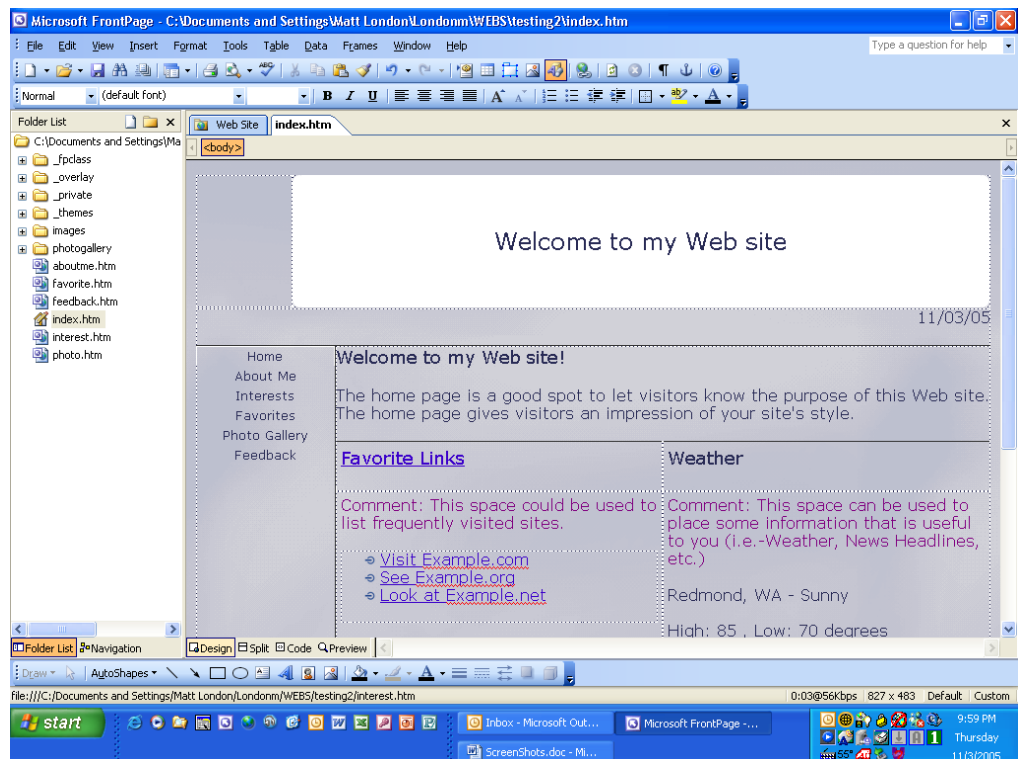
A later section will discuss using FrontPages native Navigation scheme to place Navigation bars on all the pages in what are called “shared margins”. Such a Navigation scheme will make use of the hierarchic view seen in **Figure 5**. However, if you create your own hyperlinks instead of using FrontPage’s “native” scheme the structure will not matter to you. Remember that still there must be one and only one file called: “index.htm”.

***Do Steps 4 & 5 in the Lab Assignment:***

***For this lab:***

*Note:Double click on an icon (either in the folder list or on the Navigation screen, see Figure 5 above) for any page, to edit the page.*

*In step 4, after you Double click on the “Welcome to” page, you will see the picture at right. The personal web has pages with text for you to replace or change.*

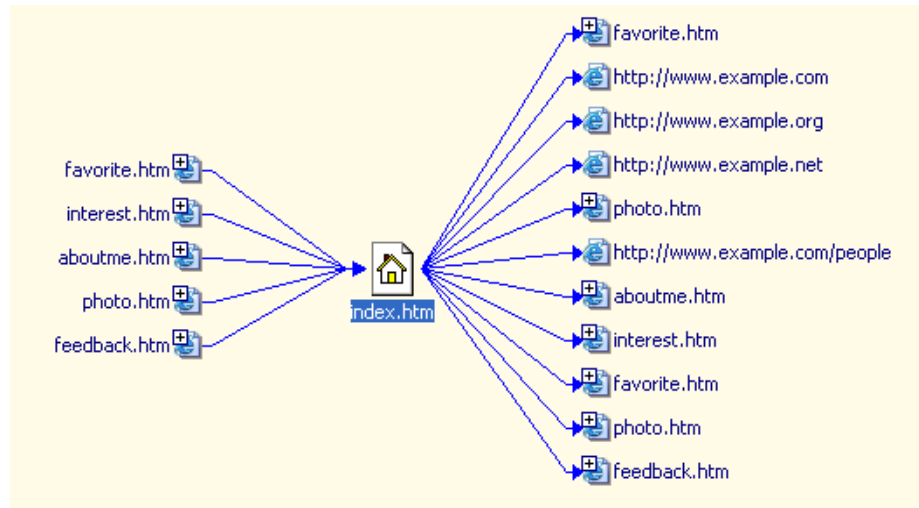


**Figure 6**

Figure 7

### Hyperlink View

The hyperlink view will show schematics for all the pages with lines connecting them to show the way the viewer may navigate from one to the other. It is a good way to check on you work to be sure that all pages are connected.



The balance of this monograph contains suggestions and methods used in Front Page. Skim through these as you will need some of them as you complete your work.

Files that you are working on are opened just as a Microsoft Word document would be when you are working on it. You must save them after you have done any work on them. Save by clicking on the Save Icon **REMEMBER SAVE PAGES OFTEN WHEN WORKING ON THEM.** Save by clicking the right-hand mouse button over the name tab at the top or by clicking on the save icon in the icon bar (not 'save as'). The first time you save the page you will be given an opportunity to change the file name. Remember to keep the ".htm" at the end. Then you will see the file in the Folder List at the left (if you are displaying the Folder List.). BUT save often as you work or you may lose information if the computer crashes or there is a power outage.

You can **change the file name** by clicking the right-hand mouse button over the file name in the folder list. You can **change the page name** by clicking the right-hand mouse button over the name in the page icon shown in the Navigation view as seen in Figure 5. But it is less confusing to keep file and page names the same except for underlines ( \_ ) instead of spaces in file names and file names end in ".htm".

### Deleting a Page

You can delete a file by clicking the right-hand mouse button over the file in the Folder List and selecting "delete". You can remove the page from the Web by clicking the right-hand mouse button over the page icon in the Navigation view and selecting "delete". You will be asked if you want to remove it form navigation or remove it entirely form the Web.

### Creating your own hyperlinks

Instead of using any of navigation bars available through FrontPage you can create you own hyperlinks just as you would in a Microsoft Word document or an Excel spreadsheet. Use the mouse to select words that you want to use for the hyperlink. Or you can select a picture to use for the hyperlink. After you have selected the words or picture click on "Insert" in the top menu and "Hyperlink". Figure 8 will appear. In this figure the words or picture you pre-selected will already appear in the "Text to display" text box. You need only add an address to which the hyperlink will link. You can do this by clicking on one of the pages already shown in the list (as shown in the figure) or you can type your own address such as <http://www.philau.edu> and click on OK.

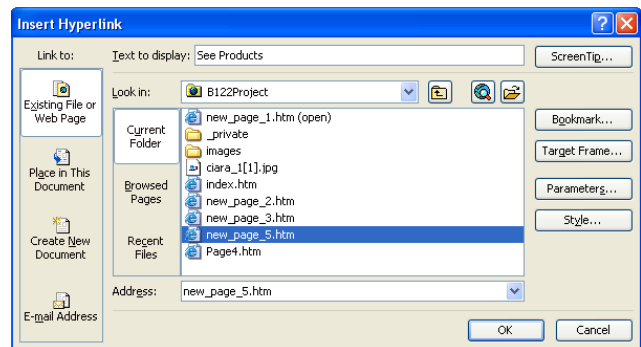


Figure 8 Hyperlink

## Put All Your Pages in the Navigation View

There is one more thing. With few exceptions, your pages *should* be in the navigation view. If they are to have shared borders for navigation they *MUST* be in the navigation view. Open the Navigation view of **Figure 5** by selecting View in the menu at the top and Navigation or by clicking on that tab at the top of the page view. Then use the mouse to drag the page file from the folder list into the Navigation view. As you do this a line will be established between the page icon and some other page in the Navigation view. Move the new page around in the Navigation view and the line will jump to different pages. You should place the new page in the Navigation view so that a logical hierarchical view appears for the web site as shown in **Figure 5**.

## Reopening a Web

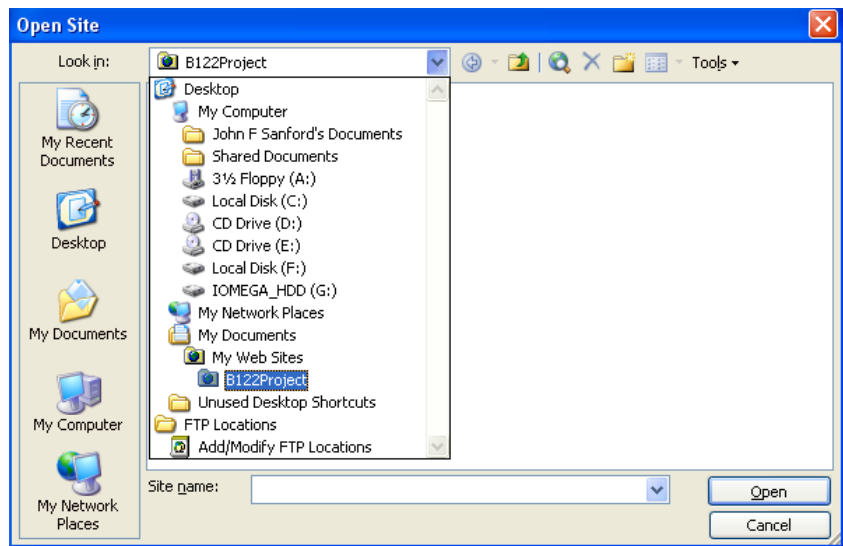
If you have Microsoft FrontPage on your own machine it will remember the last Web that you used. When you open FrontPage it will open to that Web. In the university labs it will probably open to a blank web as shown in **Figure 2**. Whatever the opening screen is you will want to open your existing Web. Click on the word “**more**” under Open and Web Sites in the Task Pane **OR** click on File in the menu at the top and then “Open Site”. Remember OPEN A SITE not a file.

You will see the standard “Site Open” window shown in **Figure 9**. Click on the down arrowhead ▼ at the right of the “Look in” text box to display the list as is shown in **Figure 9**. Your locations will not correspond exactly to those shown in the figure but that does not matter. Your first step is to select the “**Desktop**”. Then select your home directory. Then find your Web site in your home directory.

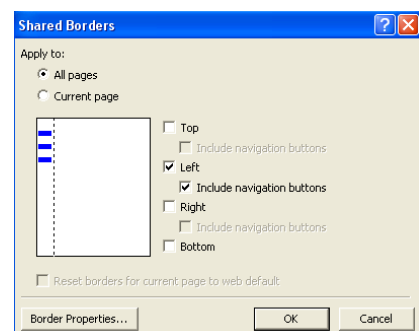
Finally when the existing Web site is open, none of the pages will be open, so you will see the existing files in the folder list and/or in the “Web Site” folder as seen in **Figure 4**. There is a good reason to always View the Folder List (View – Folder List) but you don’t have to. Double click on any file name and that file will open. Then you will see the file folder in the editing window and be able to add objects and pictures, etc. Remember you want to click on the “Design” tab at the bottom of the page view. And remember to save your changes.

## Navigation buttons

You can use FrontPage to set up Navigation buttons that will provide connections among you pages. Or you can insert individual hyperlinks in the way that you would in Microsoft Word or Microsoft Excel. If you use FrontPage’s Navigation buttons you can place them on each page individually or you can place them in a boarder region (top or side) that is shared among all pages (see **Figure 10**). When Navigation buttons are in a shared border they need be placed only on one page to have them appear on all pages.



**Figure 9 Site Open window**



**Figure 10 Shared Border**

## Shared Borders

You must be in Design Page view to create a shared border (See Figure 10). Click on **F**ormat and then “Shared

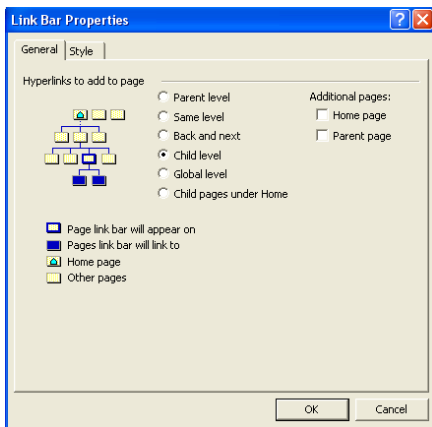


Figure 11 Link Bar Properties

from one page to another.

## Inserting Navigation bars individually

To insert Navigation buttons individually, click on **I**nsert in the menu at the top and **N**avigation. You will see Figure 12. You have a wide selection here. The most convenient one is shown, “Link Bars” and “Bar based on Navigation structure”. The Navigation structure is the hierarchical structure discussed in a previous section.

Remember that if you want the buttons to be on ALL pages you must place them inside a shared border as mentioned above.

But if they are not inside a shared border they can be copied and pasted into other pages in locations that you would like.

## Themes

The pages shown in figures are plain. But you can select from a pretty wide range of Microsoft themes and styles for pages. While styles are more involved, themes are easy to use. Click on **F**ormat and then **T**heme. You can preview themes and click on a button to apply the same theme to all pages or to just 1 page. Selecting a theme will usually set the corresponding theme for Link Bars but you can change this as previously described.

## Marquee

A marquee is a banner with moving type or pictures. To place one on your web page use help. Type “marquee” in the help text box and follow instructions.

## Placing Text on a Page

Treat the Web page in Normal view just as you would a page in Microsoft Word. There are a few exceptions. If you press the Enter key FrontPage will double space. **Hold the Shift key and press Enter to single space.** You can set left and right margins with **F**ile and **P**age **S**etup but the options are not as complete as with Word. For example Web pages do not have a fixed length.

Borders”. Select among the alternatives. The shared region will be marked by a light dashed line. If you select “include Navigation buttons” they will appear inside the dashed (shared) region. Double click on these buttons and you can edit the Navigation button style. See the Figure 11. This picture is pretty much self-explanatory. As you click on different buttons or check different check boxes the navigation path will show in a color on the little hierarchical diagram.

After you have inserted shared borders and inserted Navigation buttons and selected Link Bar (or button) Properties. You may wish to change the style of the bars. To do this right click on the Link Bar and select Link Bar Properties. There will be a “Style” tab at the top of the Link Bar Properties window (Figure 11). Click on this tab and select a style that you like.

To delete the buttons click on them and press the Delete key on the keyboard. But to remove shared borders you must click on **F**ormat and then “Shared Borders” and unclick or deselect all the buttons and boxes. If you do not use shared borders you can copy and paste Navigation buttons

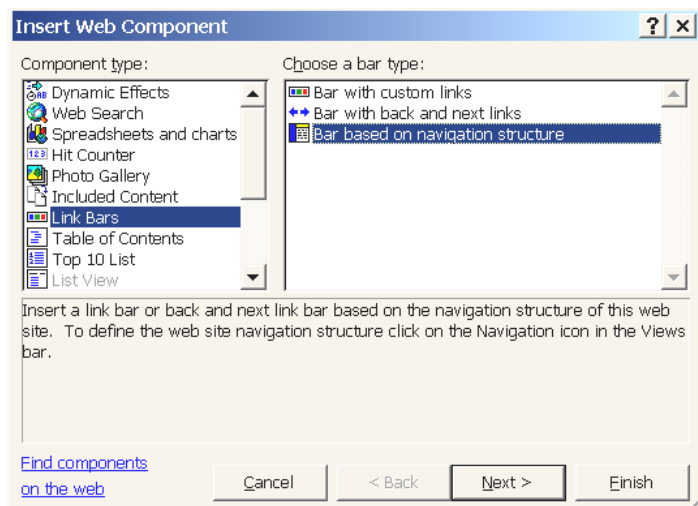
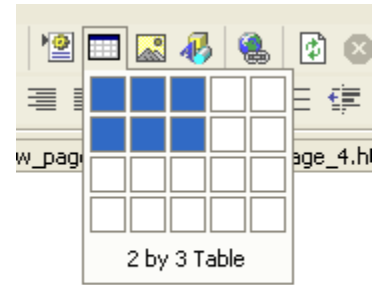


Figure 12 Inserting Navigation Bars

## Tables

A table has cells just like a spreadsheet. Unlike a spreadsheet a table does not expect to execute formulas. Rather whatever you type or place in a cell just stays locked there. This makes tables a good vehicle for placing pictures and text in different locations on a page. Place a table on the Web page the same way you would place a table on a Microsoft Word page. Click the mouse on the page where you want the table and then click on the table icon on the icon bar at the top.



You will see the image of a small table appear, shown in **Figure 13** on the previous page. **Do not hold the mouse button down** but move the mouse across the image to select the number of cells (or rows and columns) as shown in **Figure 13**. When the selected cells match what you want click the left-hand mouse button. The table will appear. Alternatively you can click on “Table” in the top menu and draw or select the table parameters.

Figure 13 Tables

The table will appear with borders in style number 1. The border style indicates how the borders will look. Number 0 makes the borders invisible when viewed on the Web. To change the border style, click anywhere inside the table and click on “Table” in the menu at the top and then on “Table Properties”. Now select either Table or Cell. Generally you will want “Table” as shown in **Figure 14**.

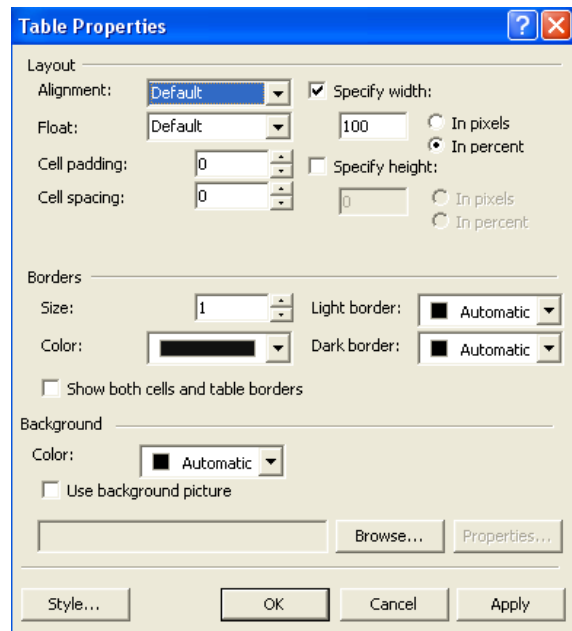


Figure 14 Table Properties

When you make the table border style zero, the borders will appear as dotted lines, but will not be visible in the Preview view or when a viewer sees the page displayed from a Web server. To add columns or rows to an existing table first click in one of the cells of the table and then click on the word “Table” in the top menu and select “Insert” and slide over to the action you want.

It is generally difficult to locate text and pictures at artistically chosen locations on the Web page. Some experience with HTML programming is required to do this. BUT if you use tables you can place words in cells and they will stay there. Place pictures in cells also and they will stay there but you will have to resize the picture using the mouse. It is usually easiest to place a picture alone in a cell and not combined with words.

## Pictures

Add pictures just as you would add them to a Microsoft Word document. Click on the place where you want the picture to appear and click on Inset and then Picture. Select “From File” or “Clip Art”. If you insert the picture into a cell of a table this will lock it into that position. If you insert it onto another part of a page you can position it by clicking the right-hand mouse button on top of the picture and selecting “Picture Properties”. Alternatively click the left-hand mouse button on the picture and click on Format in the menu at the top to select Picture Properties. But, this only allows general positioning such as left, center, right.

Resize the picture by clicking on the picture to select it as you would in Excel or Word. Move the mouse over one of the little boxes “■” around the picture. When the mouse icon changes shape to a two headed arrow click and drag the mouse.

## Pictures from the Web

There may be a special problem when obtaining pictures from the World Wide Web. Use copy and paste but paste them into the Folder List and not the page. Then use the mouse to drag the picture from the folder list into the Web page to the location where you want it to appear.

## Saving a Page with Pictures

When you use the “Insert Picture” menu the picture will be in the Web page but not in the Folder List. In this case when you save a Web page that includes pictures you will be asked if you want to save the pictures. **YOU ALWAYS DO.** You can change the names of the pictures at this time. You will see the pictures in the Folder List. If your pictures are not included in the Folder List they will not publish to the Web server. Everything must be in that Folder List.

If you send pages to another member of your group to include them in a Web that is a group project you must remember to include the pictures.

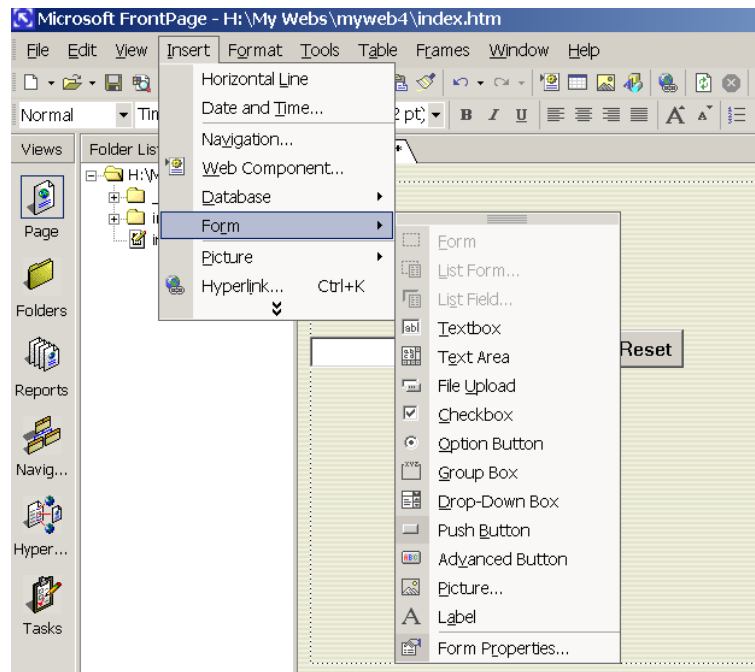


Figure 15 Insert Form menus

## Text Boxes and Buttons

You can insert text boxes and buttons into a page by first clicking on the Web page in the desired location and then clicking on Insert and then Form. **Figure 15** shows how these menus will appear.

**IMPORTANT NOTICE:** When you place a “Form” on the Web page you automatically get a “Submit” and a “Reset” button. The form will be shown with a dotted line. See **Figure 16**. The mouse pointer (insertion point) will be just to the left of the “Submit” button. Press the “Enter” key and the buttons will move down. Press the space bar and the buttons will move to the right. See **Figure 17**. If the mouse pointer is not at left of “Submit”, put it there first.

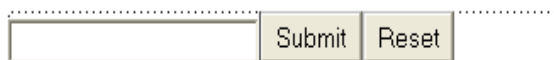


Figure 16 Insert Form & Text Box

Position the mouse to the left of the text box and press the space bar to move the text box to the right. You can type a label to the left of the text box and that also moves the text box right.

It is important to insert any other active objects inside the dotted lines and not outside. Active objects include text boxes, selection (radio) buttons, and other objects shown in **Figure 15**. FrontPage will not create another form when you add new objects. It knows that there is already a form there.

The form is just like the cell of a table in that you can expand it down by pressing the “Enter” key repeatedly. It does not need to be expanded to the right because it already occupies the full width of the page.

You can grab any objects, text boxes, buttons, etc., with the mouse and move it **BUT** you cannot move it to the right with the mouse. To move an object to the right you must have “spaces” to the left. Place the mouse left of the object and press the “Space” bar repeatedly.

Best of all, you can put a table inside the form. As always the table provides an excellent way of locking objects like pictures buttons and text boxes into places where you want them. **AFTER** you have set everything where you want it, you can use the Table Properties to set the border “Size” to zero and no one will know there is a table there at all.

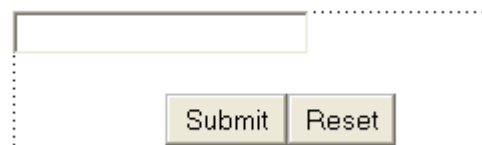


Figure 17 Press Enter to move buttons down and space to move right

## Drop-Down Box

There is an object shown in the “Form” menu called “Drop-Down Box”. That is fun to play with. Add it and then **double click** on it. A window will open allowing you to type words that will be shown when the viewer clicks on the down arrowhead at the right of the Drop-Down Box. When you double click on the object in the Design view a window will appear to allow you to add items to the dropdown list. To add items click on the “Add” button at the top right in the window. You will have to repeat this “Add” process for each item to be added to the list.

The Drop-Down Box will exhibit its characteristics when you view the page in the “Preview” mode. To make a professional web page out of this we would need to add HTML code that would make the objects like Drop-Down boxes do more. That is beyond the scope of an introductory course. But it is fun to create real Web pages even if they will not be connected to a database and will not make permanent records of viewer’s actions.

## More Interesting Things

There are many more features that you can use to have fun. These will be up to you to discover. **Use Help!** Find out how to place a picture in the background or add dynamic effects like transition effects. Find out how to create a background color. [Note: there is one problem with a background picture. If the picture is not the proper size it will be repeated like wall paper.]

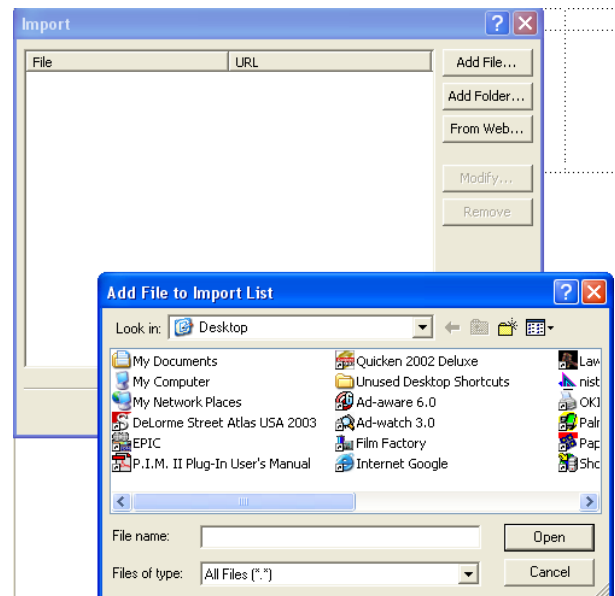
## Importing a Web Page

You can import Web pages developed by other members of your group. First place these Web pages and ALL associated pictures into your Home Directory. Then in FrontPage click on **File** and then **Import**. The first window, called “Import” will appear. When you click on the “Add File” button the second window called “Add File to Import List” will appear. See **Figure 18**. Now find ALL pictures or pages to be imported and click on the Open button. Continue doing this until all the files are listed in the Import window.

Perhaps an easier way to import Web pages is to copy them and paste them one by one into the Folder List of the “Master” site. Be sure to include all the pictures.

Whichever way you import files and pictures you must drag each page into the Navigation view if it is to be available to viewers. And you must add hyperlinks one way or another to the pages.

If members of a group develop pages separately they should first agree on several features.



**Figure 18 Add a File to Import List**

## Features for group agreement.

1. There is only one page (file) called index.htm. Other group members will have such a page in their separate webs but only one member should develop the index page and others develop other pages further down the hierarchical tree.
2. Agree on page names. Page names must not be duplicated. Changing them later is very confusing.
3. Pages can be large and sometimes too large to fit on a floppy diskette. A memory stick will work well. Another method is to have your instructor arrange for a common location in the academic files or elsewhere. Files and pictures can be dragged into and out of the common site.

## Publishing your Site.

See next page

## ***Publishing your Site.***

Before publishing you must be sure that all the pages are saved. You will be prompted to do this if they are not all saved. Click on File and Save All. (Note: If a page name on the tab is followed with an asterisk, the page has not been saved.)

To publish, follow these instructions:

1. Click on the Publish icon at the top **or** on File and Publish site.
2. The Remote Web site location will be <http://students.philau.edu/username> . [Of course “username” here refers to your login name. Substitute your own login name]. Click “OK”.
- 3.- If requested, enter your login name and your password. (If you are repeatedly asked for login name and password something is wrong. Check with Professor)
- 4.- Two panels will appear.
  - Left: Contents of the web site that you created in your home directory.
  - Right: Contents of your web site on the Web Server. (obviously empty the first time you publish).
- 5.- **Look for the “Publish Web site”** button in lower right area of screen & click on this”
- 6.- WAIT while files are copied to the web server.

Once you have published your web you should review it by opening the Web browser and typing <http://students.philau.edu/username> into the address box.

Note: You can easily make changes, at any time, after publishing. Just open your web file in your home directory, make changes, save and publish.