

Advance reading: Handout: "Brief Introduction to Microsoft FrontPage 2003"

In the Lab: The following steps will allow you to create, quickly, a basic website. Once you get to understand the fundamental concepts, you will be able to expand upon them and become more proficient in developing web sites. Creating, improving and maintaining web sites is an experiential endeavor.

1. Read carefully, **all of pages 1, 2 & 3** and follow the instructions on page 1 and the ***Bold Italic type*** on pages 2 & 3 where you see a box with "For this lab:"
2. Pages 4 through 10 have information that you will need for some of the next steps in this lab. Review them briefly before proceeding.
3. Bring up the "Navigation View", Figure 5, before proceeding to the following steps 4 & 5. (instructions are in **bold print** at top of page 3)
4. In the Navigation View, Dbl click the "Welcome to" icon (or "Index.htm" in the Folder List), then, in the next screen (see figure at bottom of page 3), Dbl click in the Page Banner ("Welcome to my Web site"). A window will appear - click 'text' (or 'Picture' if you want a picture there) & OK. Fill in what you want in the page banner, eg. 'Welcome to Vince's Website' (using your name). Highlight this and increase the Font size to 24pt or 36 pt.
5. Replace or change the rest of the page to personalize it. Replace the existing hyperlinks to websites with links to your favorite websites. (Type in a link name, highlight it and use the screen menu: Insert > Hyperlink (or right click & select 'hyperlink properties'). There are also links to other pages in your web. Links to other pages refer to the page names in the folder list: aboutme.htm, favorite.htm, etc. [***Index.htm is always the opening (Home) page of a website***]
6. SAVE each page. See center of page 4 of handout.
7. Repeat step 5 for at least 3 of the other pages. Following are only offered as suggestions; you are free to be as creative as you wish
 - 'About Me': Tell briefly about yourself. **Remember: websites are public**
 - 'Favorites': Favorite internet web links.
 - 'Interests': what you like, hobbies, sports etc.
 - 'Photo Gallery': Your own digital images. Or expand the "Photo Gallery" folder. (see page 8 of handout)
8. Keep referring to the handout for general information about using tables, pictures, themes and finally Publishing.
9. **Publishing (see page 10)** can be done as you progress or after completing all pages. **You must save before publishing.** You can easily make changes after publishing. Just open your web file in your home directory, make changes, save and publish.

Remember: WebSites are public. (You may or may not want to use your full name)

Turn in to Prof London: After publishing your web, open your browser, go to your web site (<http://Students.PhilaU.edu/YourUserId> and **print the home page and at least one other page.**

[If you wish to delete your web from the web server, the easiest way is to stop in at the Information Technology Office, identify yourself, and request that it be done]