

# Microsoft Frontpage 2002

## Microsoft Frontpage 2002



### What will we be going over?

1. creating a web site using FrontPage 2002
2. using themes
3. adding and viewing web pages
4. creating a new web page using a FrontPage template, and add the page to the navigation structure importing and formatting text
5. adding hyperlinks to your web page
6. adding images
7. inserting active elements and components
8. uploading your web site onto the Chariho Middle School web page

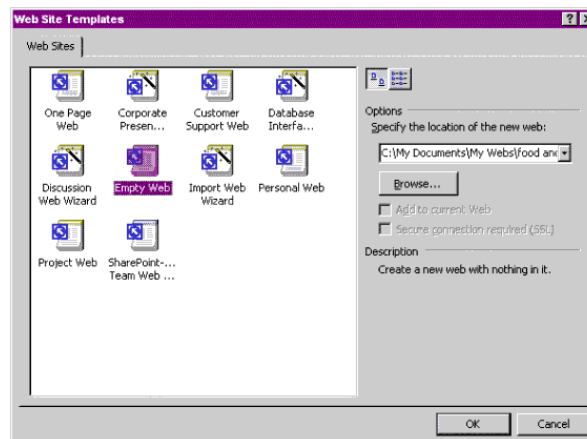
### The Basics:

#### Before you begin:

Create a new folder on your **U: Drive** to save your web site in.

#### Create your web site:

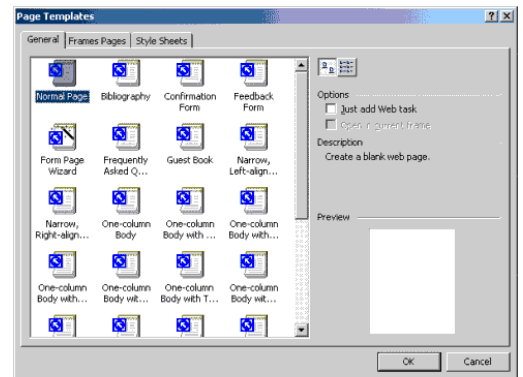
1. Open Microsoft FrontPage, on the **File** menu, point to **New**, and then click **Page or Web**.
2. In the New Page or web task pane, click **Web Site Templates**.
3. From *Page view*, make sure the *Folder List* is showing.
4. On the **View** menu, click **Folder List**.
5. In the **Folder List**, select the **home page**, and then click **Preview** in Browser.
6. Personalize the page by typing in your own content, and then in the **File** menu click **Save As** and save your web site on your **U: Drive!!!**



Web Sites dialog box


## How to add new pages:

1. Go to **File > New > Page or Web**.
2. Click **Page Templates** in the right column.
3. In the **page template** list, select a format
4. **Save** the new page (You will notice that there is no banner and navigation bars, but don't worry about it now.)
5. *Rename* the **title** of the page if you want to
6. *Double click* the page. This will take you to the **page view**. Now you see the banner and navigation bars.



Page Templates dialog box

## How to create a hyperlink:

1. Write the text you would like to make into a hyperlink
2. **Select** the text that should be "hot" or hyperlinked
3. Click on the **Hyperlink** icon in the standard toolbar 
4. To link to a file on the Web, type in the URL to that file
5. To link to a file on your hard drive, choose that file from your file list, by clicking on the **File** icon



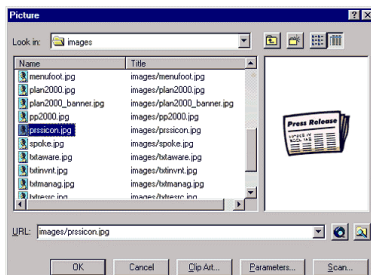
6. Click **OK**

### **TIPS:**

- To use a *picture* as your hyperlink, *the process is the same*. Make sure you **select** the picture, and then **follow steps 3 through 6**.
- You can create a mail link by clicking on the **Email** button and entering an *email address*.
- You can link to a new page by clicking on the **New** icon and *naming your new page*.
- The bookmark feature allows you to link to specific areas of the same page.

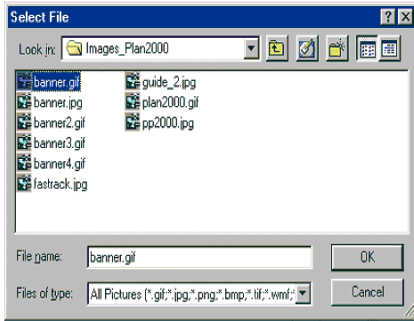
## How to add pictures:

1. Place your cursor where you want the image.
2. Click on the **Insert Picture from File** icon.
3. Find the file you want inserted and double click on it.
4. Right-click on the image and click on **Picture Properties** and change to the **General** tab.
5. Add descriptive alt text in the **Alternative representations** Text box.



### **TIPS:**

- You can insert **GIF**, **JPG**, or **PNG** files onto Web pages.



- If you want the image to be a different size, you should resize it using Photoshop or another graphics editor.
- Try to keep your graphics *under 12K in size*. Too large graphics will take a long time to download and will drive people from your site.
- Animated graphics are nice, but they can get really annoying. Also, many ads use animations, so your animations may look like advertisements.

## Inserting Active elements:

*What are active elements?*

- Add and edit **scrolling marquee text**
- Add a **photo gallery**
- Add a **hit counter**
- Format a **page transition**

FrontPage components allow non-programmers relatively easy access to sophisticated features like *forms, hit counters and scrolling text*. Without FrontPage, access to these features would require knowledge of HTML or a scripting language like Javascript or VBScript. However, in FrontPage, when you insert a component from the Insert, Component menu a set of programming commands are automatically embedded into HTML.

## Add Scrolling Marquee Text:

A **marquee** is a region on a page that displays a horizontally scrolling text message when the page is viewed in Microsoft Internet Explorer. It is used to grab the attention of a user.

*Note: Netscape browsers **do not** support Marquee text. The marquee text displays in Netscape but it does not scroll.*

*To insert a marquee:*

1. In **Page View**, place the insertion point on a blank line of text, or select the text that you want to display in the marquee
2. From the **Insert** menu, select **Web Component**.
3. From the Component type: box, select **Dynamic Effects**
4. From the Choose an effect: box, select **Marquee**
5. Click **Finish**
6. In the **Text:** box, enter the line of text that the marquee should display (*If you selected text on the page, the Text: box contains the selected text*)
7. Adjust the values for *direction, movement speed, behavior, size, repetitions, and background color*
8. Click **OK**

**TIP:**

- *The best way to setup a marquee is to create one and preview it in Internet Explorer, trying various effects and color schemes until it matches your needs.*

*To change the number of times a marquee repeats*

1. In **Page View**, click the marquee to select it
2. From the **Format** menu, select **Properties**.
3. For *Repeat*, specify the number of times you want the marquee to repeat. If you want the marquee to repeat continuously, select the **Continuously** check box
4. Click **OK**

*Add a Photo Gallery:*

A photo gallery component displays multiple pictures on one page. It creates thumbnails of each picture, which link to a larger version of the picture. You can also create a slide show type gallery, where the user can browse between different images.

*To add a photo gallery:*

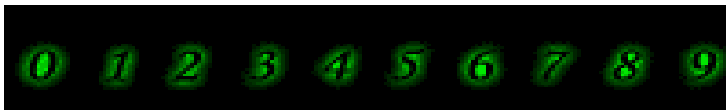
1. Open the page you want to add a gallery to
2. From the **Insert** menu, select **Picture** then **New Photo Gallery**
3. Click **Add** then *select Pictures from files*.
4. Locate and select the pictures you want to use then click **Open**

**TIPS:**

- If you want to change the *position* of an image, select it then click **Move Up** or **Move Down** as appropriate
- change the size of the thumbnails used to preview pictures
- add a Caption and/or Description for each picture (select the **Override** and use custom font formatting option to format the text if you want)
- Change the Layout
  - Click the **layout tab**
  - Choose an appropriate layout
  - Click **OK**



*Add a Hit Counter:*



A **hit counter** is a numeric counter that displays the number of users who have visited your website.

*To insert a hit counter:*

1. In Page View, click where you want to create the Hit Counter
2. From the Insert menu, select Web Component.
3. From the Component type: box, select Hit Counter
4. From the Choose a counter style: box, select a counter style
5. Click Finish

**TIPS:**

- If necessary you can change the counter style that you have chosen
- To reset the hit counter click Reset counter to and enter the number to reset the counter to
- Click OK

*The Hit Counter is inserted into the page. However, it is not viewable as a hit counter until the web site has been published. Once the web site has been published, you can use the Preview in Browser command to test the hit counter.*

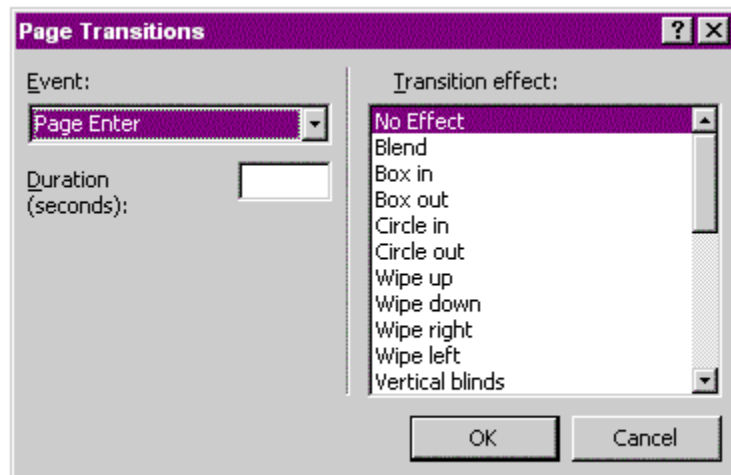
### Format a Page Transition:

Page transitions are movie-like effects that occur when someone visits or leaves your page.

*Note: Page transitions do not function in Netscape Navigator 4.0 or 4.5. The page changes without error, but no transition effect is displayed.*

*To create a page transition effect:*

1. In **Page View**, display the page to which you want to add a transition effect
2. On the **Format** menu, select **Page Transition**.
3. In the **Event:** field in, select the event, such as entering your web page, that will trigger the effect
4. In the **Transition effect:** field, select the transition effect you want to apply
5. In the **Duration** field, select the amount of time, in seconds, that you want the effect to last
6. Click **OK**



*Page Transitions dialog box*

**For more advanced options and tutorials go to:**

<http://www.icemocha.com/tutorials.htm>

# NOW WHAT? NOW WHAT?

## How the heck do I upload it onto the Chariho server and update it???

1. Find out exactly where you want your web page linked.
2. Contact our Net work Administrator, David Pasquazzi (x2772) and let him know that you want to have your web page uploaded onto the server so that he can import what you created into a *web folder* that he creates and puts on your **U: Drive**.
3. He will then send you the web address to your new web page.
4. When you need to **edit** the web page, you will need to *input* (in Front Page) the *link\address given to you by Dave* by going to: **File>Open web**, and you will *input your new web address* in the box that is looking for the **Web name**. When you click the **Open** button, you will need to **login** to *gain access to the Web server*.
5. Now, you are the only one who has the ability to edit your web page.