

Master web design skills with Microsoft FrontPage '98. This step-by-step guide uses over 40 full color close-up screen shots to clearly explain the fast and easy way to design a web site. Use edteck's QuickGuide to build impressive looking pages that have a consistent style and impressive design.

QuickGuides are written by Peter Pappas, veteran educator and web designer. His approach has been refined over years of instruction to web students of all ability levels.

You'll find that FrontPage is an excellent choice for novice and intermediate web designers alike. Novices will especially appreciate its familiar "Microsoft Office" interface. edteck's QuickGuide is a fast and effective method to master the essential skills to quickly get you on your way to web design.

### *FrontPage '98 Quick Guide*

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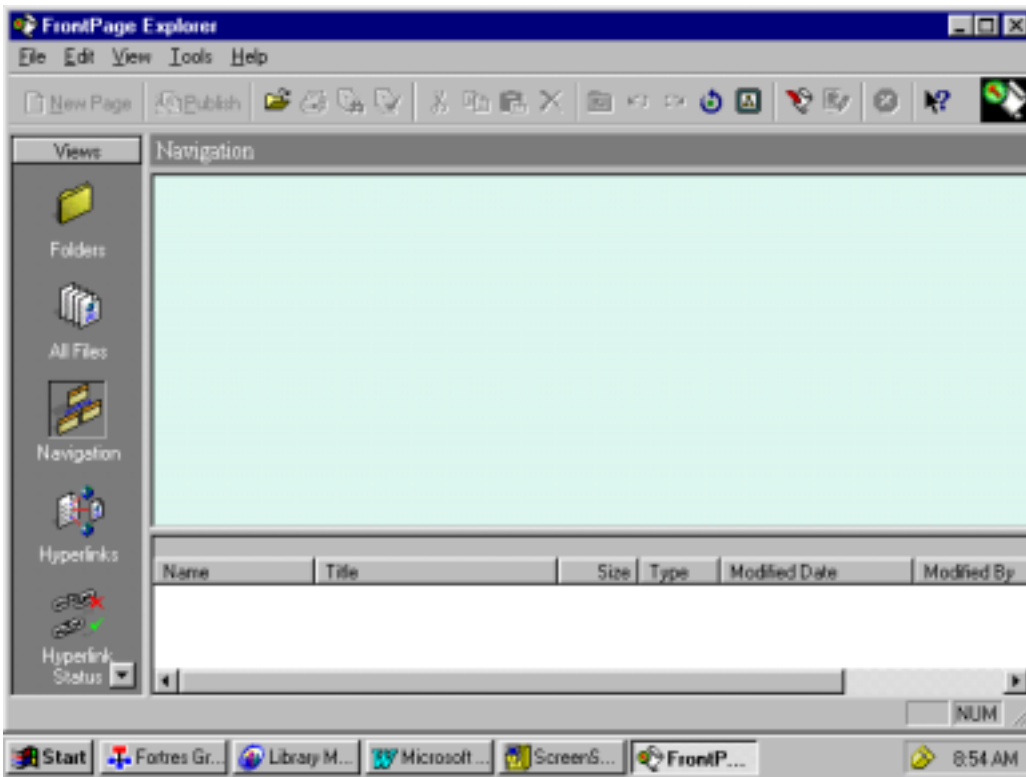
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To begin, open FrontPage 98. You will automatically open with this screen.



FrontPage 98 is actually two programs – FrontPage *Editor* and FrontPage *Explorer*. The screen above shows you the Explorer interface. This is a program which was designed to manage website folders. This QuickGuide will focus on the mechanics of designing a website without using the *Explorer*. This feature proved to be confusing for beginners. In FrontPage 2000, Microsoft merged both programs into *Editor*.

To get to the *Editor* side of FrontPage '98 click on this icon in the top tool bar. That will take you to the *Editor* Program which looks and function much like a Word processing program.



Then click on new page and get started



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## *Introduction: The FrontPage '98 window up close*

The *Menu Bar* lists commands. To open, click and then choose command



The *Toolbar* provides common shortcuts



The *Image Toolbar* will become active when you click on an image.



The *Table toolbar* will become active when you click on a table.



The *Format Bar* is used for text



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## Laying out a web page

*Step 1: A good place to start is using the Format Bar to set some text.*

### **Format Font:**

1. Highlight the text you wish to format or place cursor where you will begin a new paragraph.
2. Use Style and Font on the **Format Bar** to set your font. Remember don't pick exotic fonts that won't be on other computers. I've chosen "Heading 1" (the largest style) and "Arial."

The *Format Bar* is used for text



Buttons from left:

Font size

Font type

Increase / decrease font size

Bold, italics

DON'T use underline – that's for hyperlinks.

Font Color

Format the text left, right or center.

Numbered list buttons

Bullet list buttons

Indent or promote the line

### **As an alternative to typing in FrontPage, you can also insert text from a "Word Document"**

1. Put your cursor where you wish to insert the text.
2. Open the Word document
3. Highlight the desired text
4. Copy and paste into FrontPage

*Tip: Word has a better spell check than FrontPage. You might want to compose longer text passages in Word or use documents you have already written. Most formatting in Word will nicely transfer, but FrontPage doesn't "see" tabs. Take them out of Word documents before you import to FrontPage. You can use "Tables" (discussed in Step 7) to control layout.*

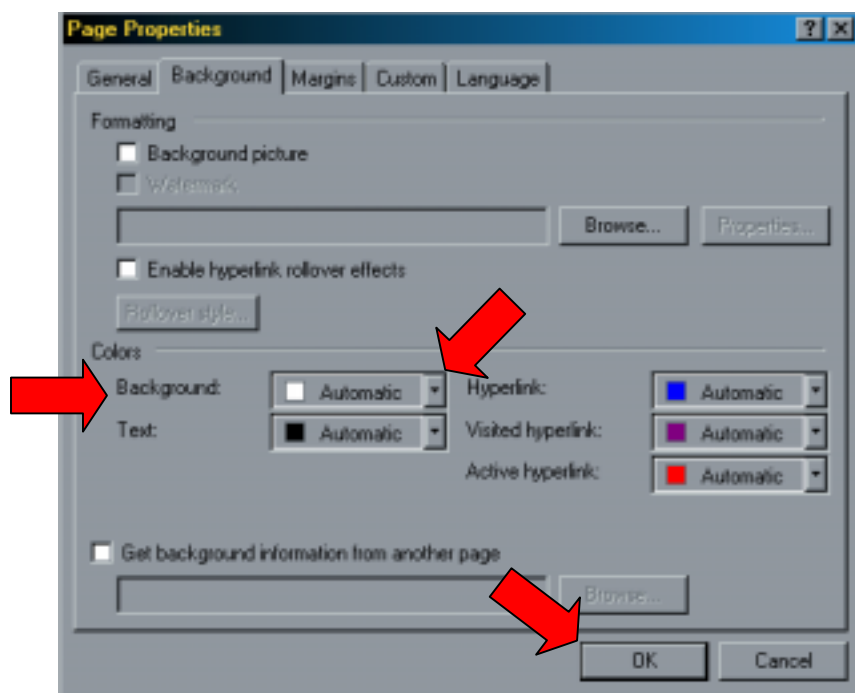
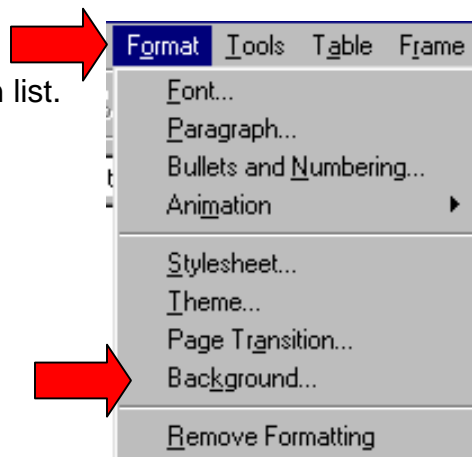
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## Step 2: Choose a background for your page

### Choose a background:

1. Click **Format** at the top of the page.
2. Choose **Background** from the drop down list.  
The Page Properties box will open up.



3. Click on a background and a color dialogue box will open. Choose a color and click **OK**.

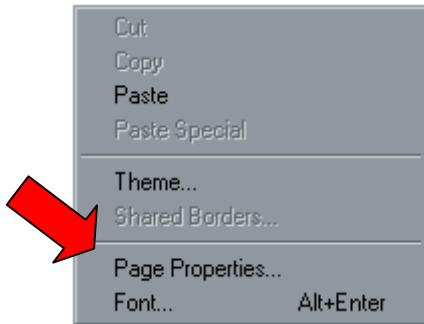
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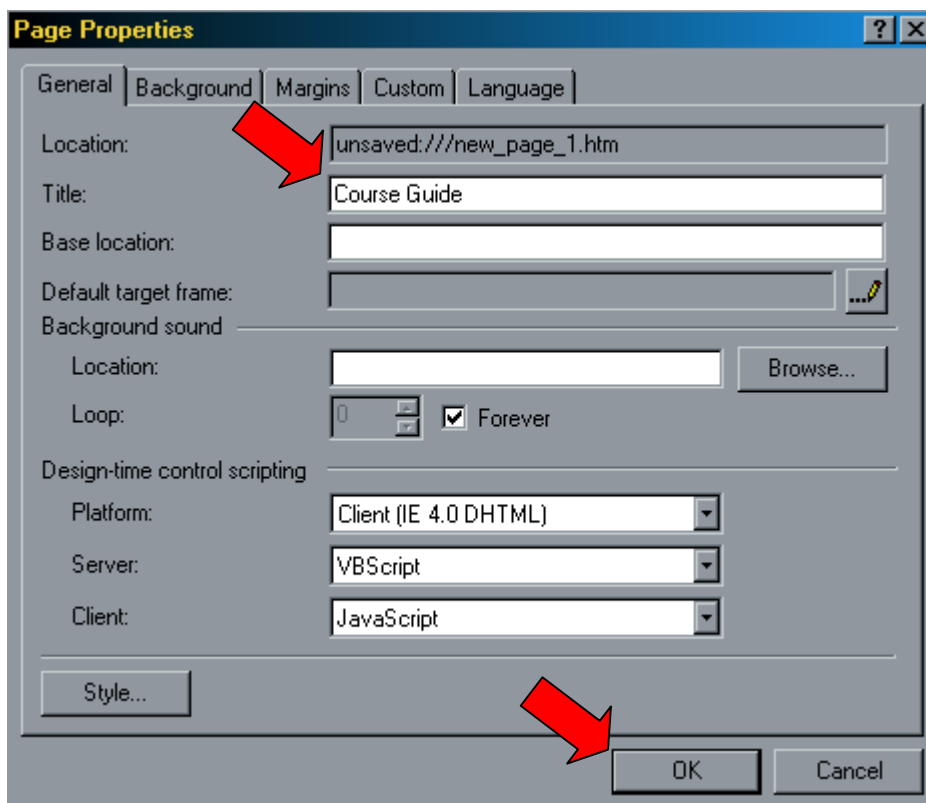
### Step 3: It's time to save your page!

First you need to give the page a title. That's the name that will appear in the browser heading when someone goes to your page. It's a very public name and can be as long as you want - even something like: "Welcome to my Home Page!"

To do this you "right click" your mouse on the page and select **Page Properties**



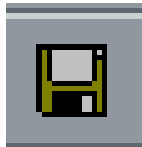
A Page Properties dialogue box will open up and your cursor will automatically be in the "Title" box just waiting for your title. I've typed in **Course Guide**. Click **OK**



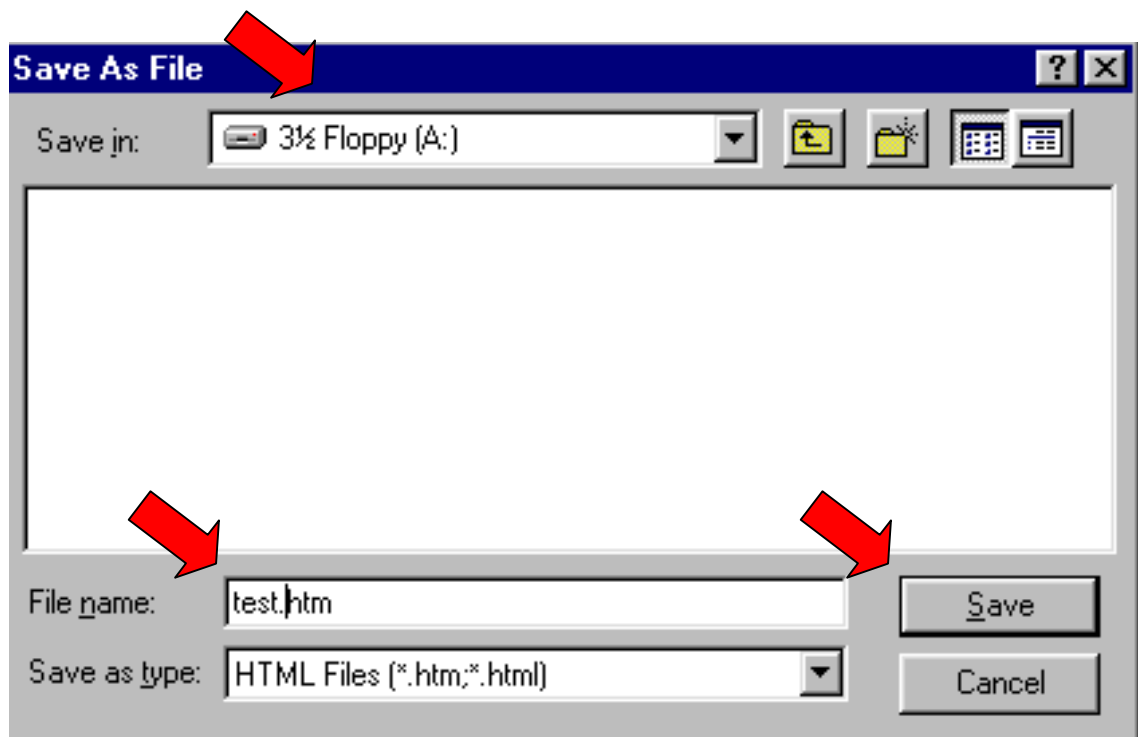
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Now you want to save your page and give it a file name. The file name is something the public doesn't really see. It should be short with no blank spaces. It could be the same as the title, if the title isn't too long. Remember your start page is always saved as "index"



To save the page, just click on the **Save** button in the *Toolbar* and you'll get a dialogue box. It will automatically give your title as the suggested file name. You can use it or change it. For this guide, I've chosen to save it to the "A" drive. Since it's the start page in my site, I've named it **test**.  
Click **Save**



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### Step 4: Browsing your Page

Once you've saved your page you can see how it will appear in the browser (Netscape Navigator or Internet Explorer). It's similar to checking the Print Preview in Word. To browse your page click on the **Preview in Browser** Button. It's in your menu bar.



Once you click this button your browser will open up. It will be set to browse whatever page you have opened in FrontPage. You should get in the habit of frequently saving your revisions to your page and then previewing them in the browser. Be sure to save and preview in browser. It will automatically "refresh" your browser with the latest version of your page.

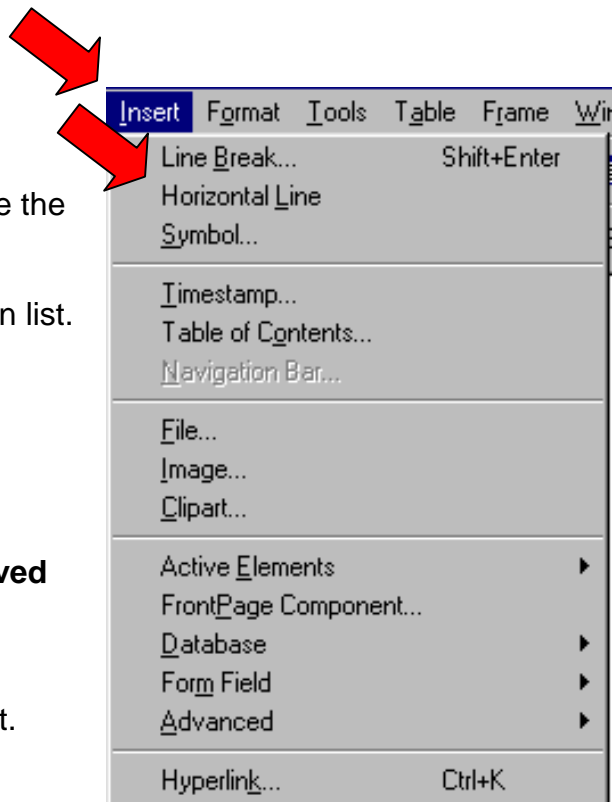
### Step 5: Adding graphic elements

#### a. Insert a horizontal line:

1. Place your cursor where you wish to place the horizontal line.
2. Click **Insert** in the menu bar.
3. Select **Horizontal line** from the drop down list.

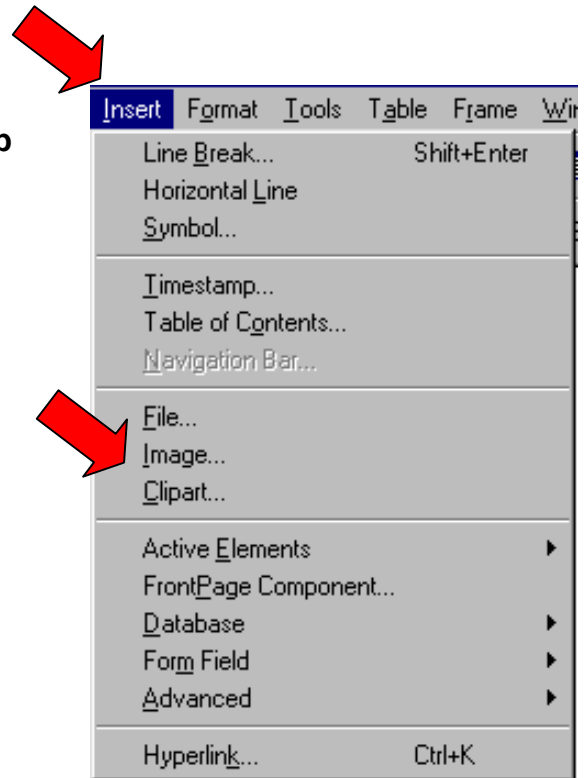
#### b. Insert images (from images you've saved to your file):

1. Click your cursor on the page.
2. Click **Insert** in the menu bar.
3. Select **Image/ from file** the drop down list.
4. Navigate to the image you wish to insert.
5. Click **OK**

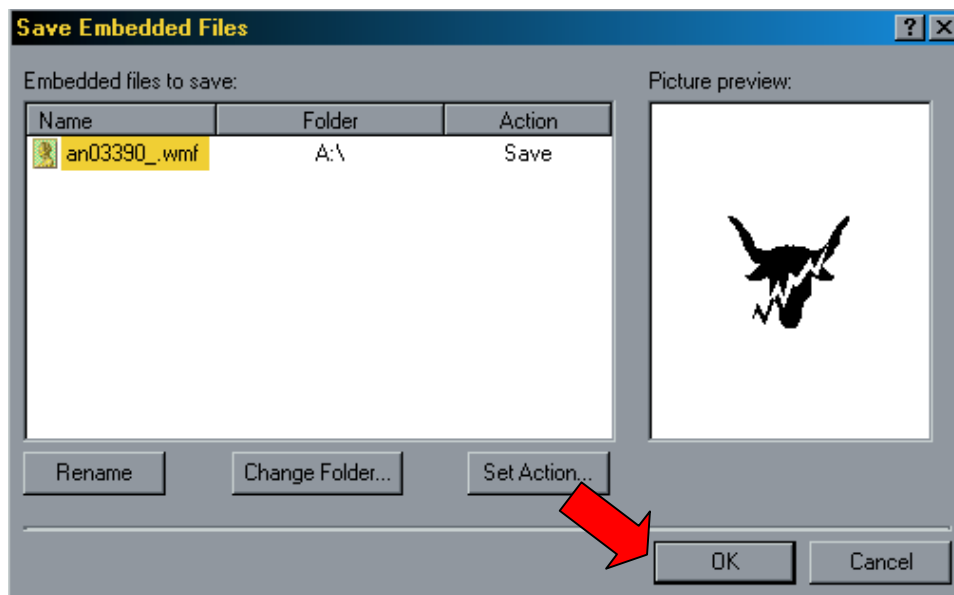


**c. Insert images (from clipart if you have a clip library):**

1. Place your cursor where you wish to place the image on the page.
2. Click **Insert** in the menu bar.
3. Select **Clipart** from the drop down list.
4. Navigate to the image you wish to insert.



5. Click "OK" *Remember: when you save your page, you'll also need to save the "clipart" image to your webpage folder. FrontPage automatically asks if you want to "Save Embedded Files" when you use clip art. You can "rename" the image file. A good idea if it's a number you won't remember.*



## Step 6: Working with images



### The Image Toolbar

a. Be sure to watch “load time” in lower right corner of the screen. As you add more images to a page, the estimated load time will increase. It’s best to keep it under 30 seconds at 28.8. This example shows how fast a short text-only page can load – 2 seconds.



b. To change size of an image, Click on the Image “grab corners and resize” by holding down the left mouse as you drag. After you change the size of an image, click on **Resample Button** on the *Image Toolbar* to update its file size.



c. Crop an image by using the **Crop Tool** from the *Image Toolbar*. Use the crop tool to eliminate portions of the horizontal or vertical edges of the image.



d. You can reorient an image with the **Rotate** or **Flip Tools** from the *Image Toolbar*.




## Step 7: Get better control your page layout with a table

### To create a table:

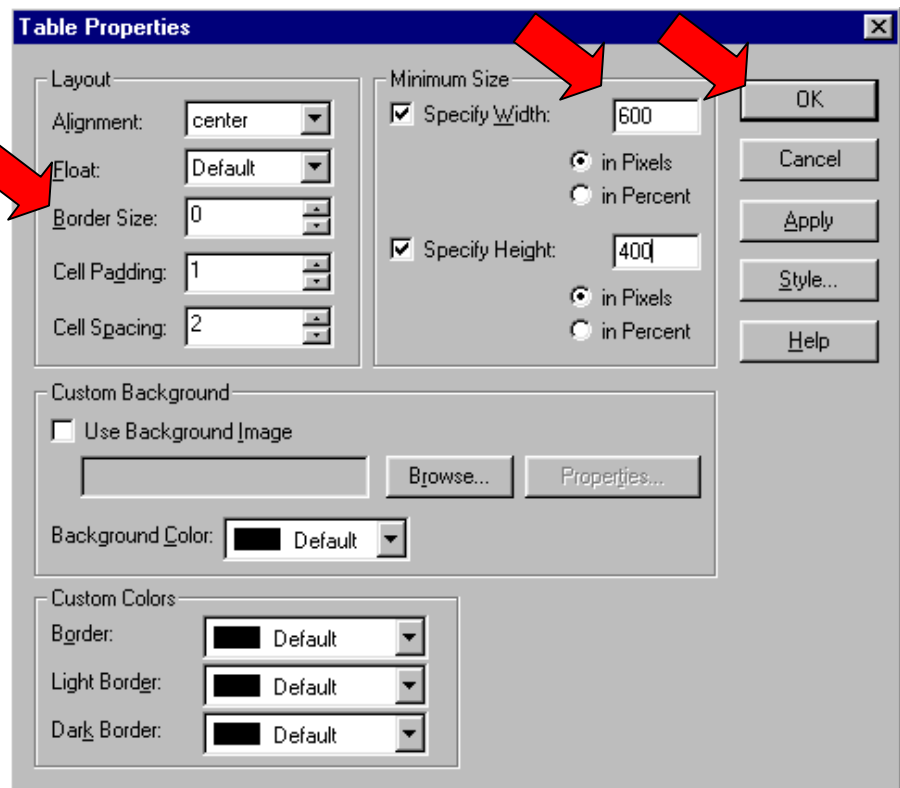
1. Start by clicking your cursor where you wish to place the table.
2. Click on **Draw Table** pen
3. Your cursor turns into a "pen" and you draw a table by holding down the left mouse and dragging it from upper left to lower right.
4. You can continue to use the "pen" to divide the table into cells.
5. Click on the **Draw Table** button a second to get the cursor back.
6. Then you can insert clip art or text into the table.



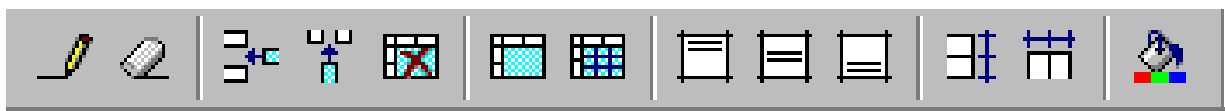
	<b>You can use a table to control the placement of text and graphics.</b>	<b>You can choose different colors for cells</b>
		You can align text in cells

### To set table properties:

1. Right click on table
2. Choose **Table Properties**
3. Set border size to zero and the table borders will disappear.
4. Specify width or height of the table. Be sure to set tables to a maximum of 600 pixels. That way people with small monitors will be able to view your page without having to scroll from side to side.
5. Click **OK**



### Some ways to modify tables



Use the "Pen button" to add table lines

Use the "Eraser button" to eliminate a cell divider.

Insert rows or columns or delete rows

Highlight cells and click merge to join them.

Click in a cell and divide it into more rows or columns

Highlight contents of cell and use "Table Align" buttons- top, bottom, and middle

Highlight cells and distribute cells evenly.

Click in a cell and use the "Paint bucket" to fill with color

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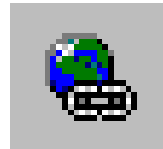
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## Step 8: Create Hyperlinks

You can build a hyperlink from any text or images that you select. You can hyperlink to a remote web page on the internet, to an email address, or to another page on your website.

### Hyperlink to a remote web page

1. Highlight the text or image that will become the hyperlink.
2. Click on the **Hyperlink** icon on the *Tool Bar*.



3. Type in the URL of the site you wish to hyperlink to.

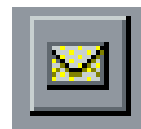


(By default your cursor will already be in the correct URL box.)

4. Click **OK**

### Link to an email address:

1. Select the text or image that will become the hyperlink.
2. Highlight it.
3. Click on the **Hyperlink** icon on the *Tool Bar*.
4. Choose the **Envelope** icon to the right of the URL box.
5. Type in the email address
6. Click **OK** in the email box.
7. Click **OK** in the hyperlink box.

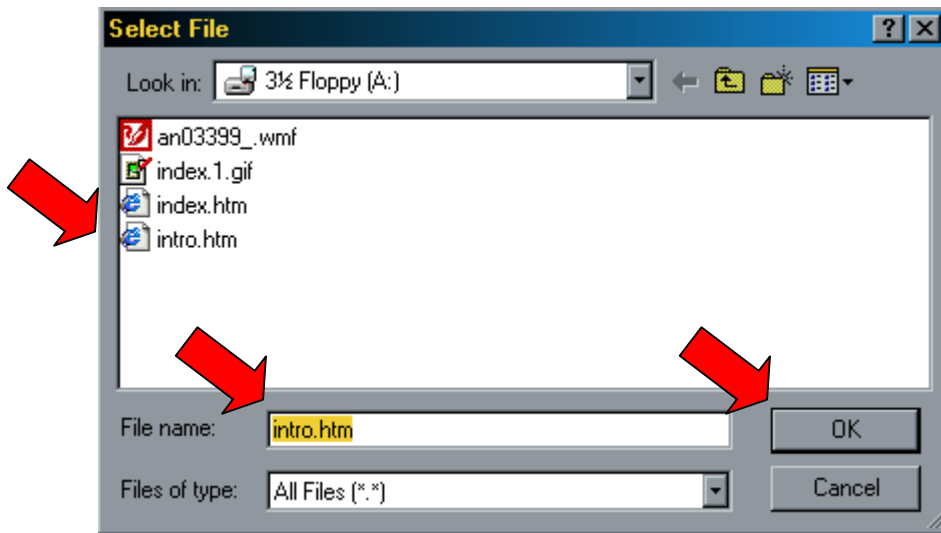


## Hyperlink to a local web page on your site

1. Highlight the text or image that will become the hyperlink.
2. Click on the "Hyperlink" icon at the top of the page.



3. Click on the button with the spyglass over the folder
4. Navigate to the page in your file that you want to link to  
(I've chosen my page on the A drive called "intro.htm")
5. Click **OK**



## You can also select a portion of an image that will become an image map. You can create multiple "hotspots" in the same image:

1. Click on an image that will become the hyperlink.
2. Click on one of the image tools "Square, circle or polygon"
3. Trace the shape over the image
4. When you let go of your mouse, you will open the "Create a Hyperlink box"
5. Link to the desired page using either "remote" or "local" process above.



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