

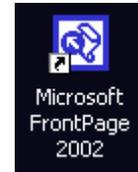
Creating a Web Page and Web Site Using Microsoft FrontPage 2002 for Windows 98/2000/Me/XP

Created: 26 April 2002

Starting Microsoft FrontPage 2002

In this tutorial we'll first create a **single web page** using **Microsoft FrontPage 2002**. Then, we'll create a **web site**, which consists of **multiple, linked web pages**. For the **single web page** you can **save** your work on a **formatted 3 ½ inch diskette**. For the **web site** it would be prudent to save the data on your **hard drive**. Or, you can save them both on your hard drive.

To load the **Front Page 2002** program, **Double click** the **left mouse button** **quickly** on the **FrontPage 2002 icon** on the **main Windows screen**, or **click-**the **left button** on **Start** in the **lower left corner** of the screen, then **click left-**on **Programs**, and then **click left** on **Microsoft FrontPage**.



You should now be in the **Microsoft FrontPage 2002 main screen**. If you're in FrontPage 2002, you'll **see**, in the **upper left corner** of the screen, a title that looks like the one just to the **right**.



In this tutorial, whenever we indicate that you need to click a mouse button, it will mean to click the left mouse button – unless we indicate that you should click the right mouse button. So, always move the cursor over the “place” we indicate and “click left” unless we tell you otherwise.

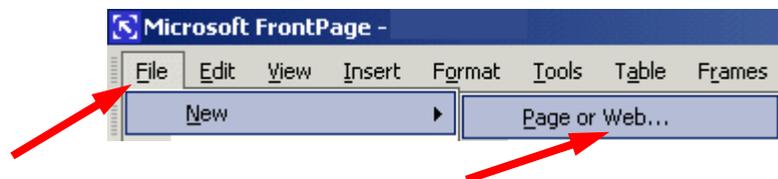
Click-on all of the **Titles** in the **Menu bar** (like the one **below**) and familiarize yourself with what they do. As you click-on each Title, look at the **items** in the menus that “drop” down when you click-on each Title.



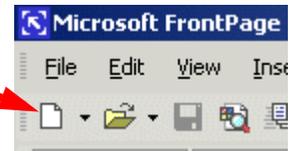
You'll **notice** that the **major portion of your screen, below the Menu Bar and Button Bars, is gray**. This is because you have not created a new “blank” web page as yet. In the earlier versions of FrontPage a new page appeared when you opened the program. So that you can “see” all of the buttons in the button bar **do the following to create your first web page**.

You can **use** the **Menu Bar method** below or the **Button Bar method** at the **top of the next page**.

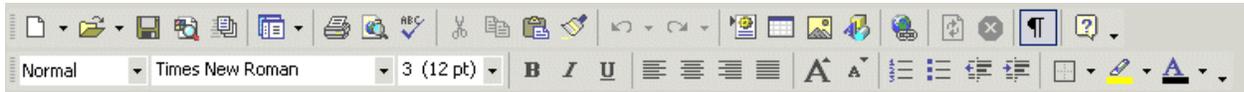
Click-on File in the **Menu Bar**, and when the image at the **right** appears, **click-on New** and then on **Page or Web**



Or, you can **click-on** the **Create a new or normal page button** in the **button bar below the Menu Bar** (like the **image on the right**).



When you have finished this task, **slowly** move the **cursor over** the **buttons** in the button bars (like the one **below**) and read the **text help's** that appear. You'll need to **pause a few seconds on each button** to give the text help time to **appear**. Notice that the buttons "**do**" the **same "things"** as many of the drop down **menu items**.



Now, **observe**, down the **left side** of the screen, under **Views**, there are a number of **icon buttons** (like the picture at the **left**). Notice that the **Page** button seems to be "**depressed**." This indicates that you are in the Microsoft FrontPage 2002 **Editor** view. We'll spend a **lot of time**, in **Page View**, **creating** and **editing** our first **web page**. When we have finished creating a **single** web page, we'll then create a **web site** consisting of **multiple web pages**. **Click-on each** of the **icon buttons** on the left. Start with **Folders** and continue down until you have clicked-on **Tasks** at the bottom. Each button shows you a different view of your web site. Again, the first button, **Page**, shows you what a **single** web page look's like. As we create our first web page, you'll see all of the changes here. **Folders**, shows you your **web site** in "file" form. You can't see anything at the moment because we haven't created a web site. **Reports** will show you the **status** of all the pages in your web site as we create them. **Navigation** will show you, as you create your web site pages, a little **organization chart**. The **lines connecting the boxes** (as shown in the **Navigation** icon button), will indicate the **hyperlinks between the pages**. **Hyperlinks** show the actual links, once we create them, between the web pages. **Tasks** is a little word processor that let's you maintain a list of "**things to do**," once you begin creating your web site. Most of these won't show you much now, but later you will be amazed at the web site you have created. We'll return to these buttons when we begin creating our web site. Finally, click-on **Page** one more time. This is where we'll **begin**.

Creating a single web page

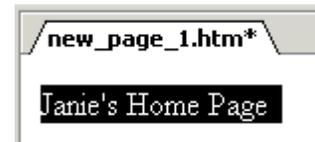
We'll start this tutorial by placing a **title** on our first **personal** web page. You should be in **Page** in the **View Task bar** on the **left**, and your cursor should be **flashing** on the left-hand side of the white area. The **Page** button should look **depressed** (have a "square around it) and at the **upper left corner, above the white area**, it should indicate: **new_page_1.htm** (like the **picture above right**). If it does not, **click-on** the **Page** button **again**, and look for the **flashing cursor** and **new_page_1.htm**.



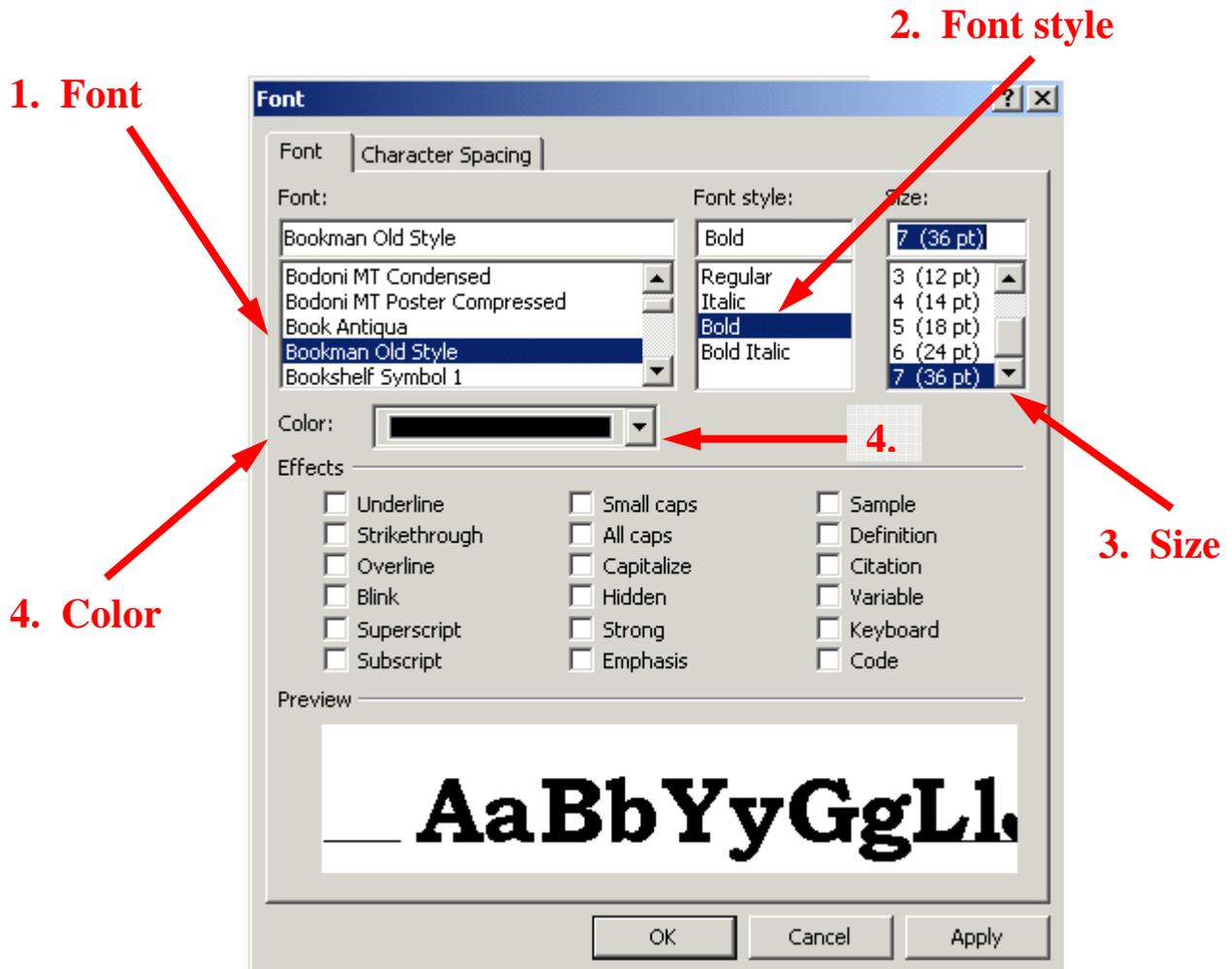
Text

First we'll enter some text. **Type** something like: **Your first name ('s) Home Page** (e.g. **Janies's Home Page**). Then **tap** the **Enter** key **once**. Notice, that when you **tapped** the **Enter** key, that the **cursor moved down two lines (double spaced)**. This is just the way the Editor works. If you **desire** a **single space** between your text, simply **Hold Down** the **Shift** key and, while you are holding down the Shift key, **tap** the **Enter** key.

Now **click** to the **left** of your name and **hold down the left mouse button**, and **drag** across **all** that you have **typed**, and release the button. This will **highlight** your title. It should look something like the picture on the **right**.



With the text **highlighted**, **click-on** **Format** in the **Menu** bar and then **click-on** **Font**. A **Menu** screen similar to the one **below** will appear (we've made some changes – you're Font menu will **look similar** to this one **when we finish** the font).



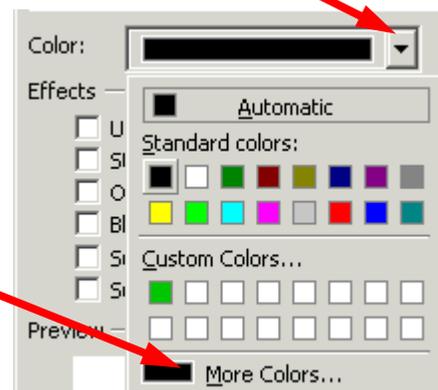
We'll refer to each **numbered** item (on the **last page**) as we proceed **below**. There are several **unique** things that **occur** when you are **working in web pages**. If you are familiar with word processing, then you know that you can make your **font size** just about as **big** as you desire. However, when working in **web pages**, you are **limited** in the number of **font sizes** that you are allowed. In web terminology these are called **headers**. We are going to “snazz-up” our title font a bit. First, you will notice that a **Sample** of how the font currently appears is located in the **lower Preview area** of the **Font** menu screen. As we **alter** the **appearance** of the font, **each** change will **appear**, as we make it, in the **Preview** area.

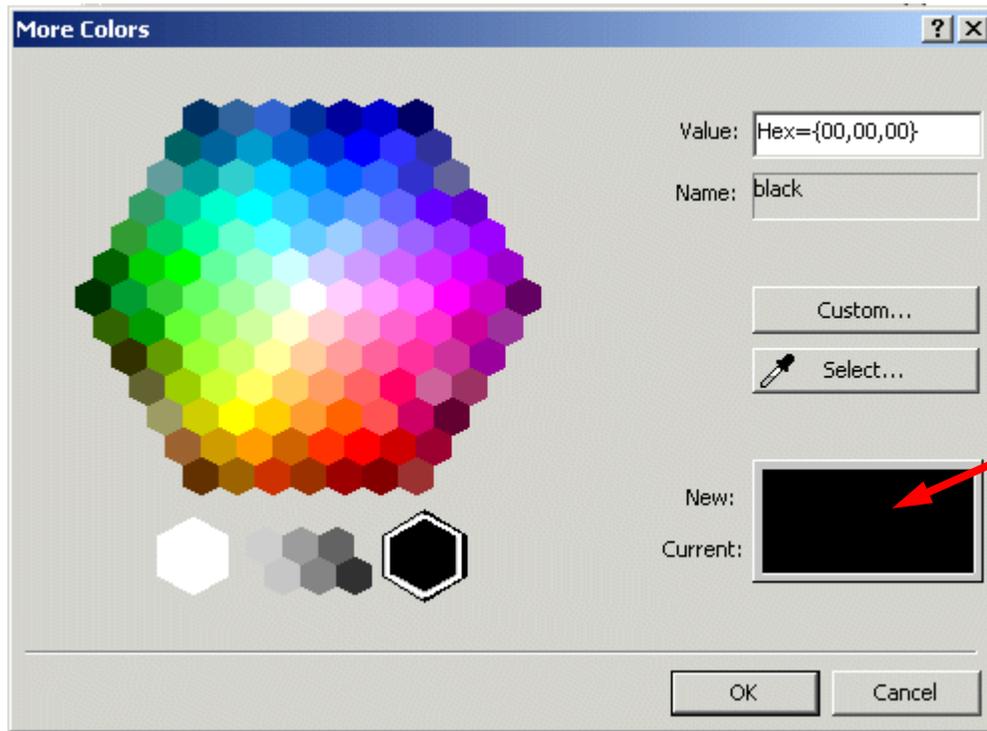
First (1.), click-on **several** of the **fonts** in the **Font** area (**1. Font** in the picture on the previous page). Notice that, as you click, the fonts **appear** in the **Preview** area below. **Click-around** until you discover **one you like** – we chose Bookman Old Style.

Second (2.), click-on **Font style - Bold**. Watch the **Preview** area.

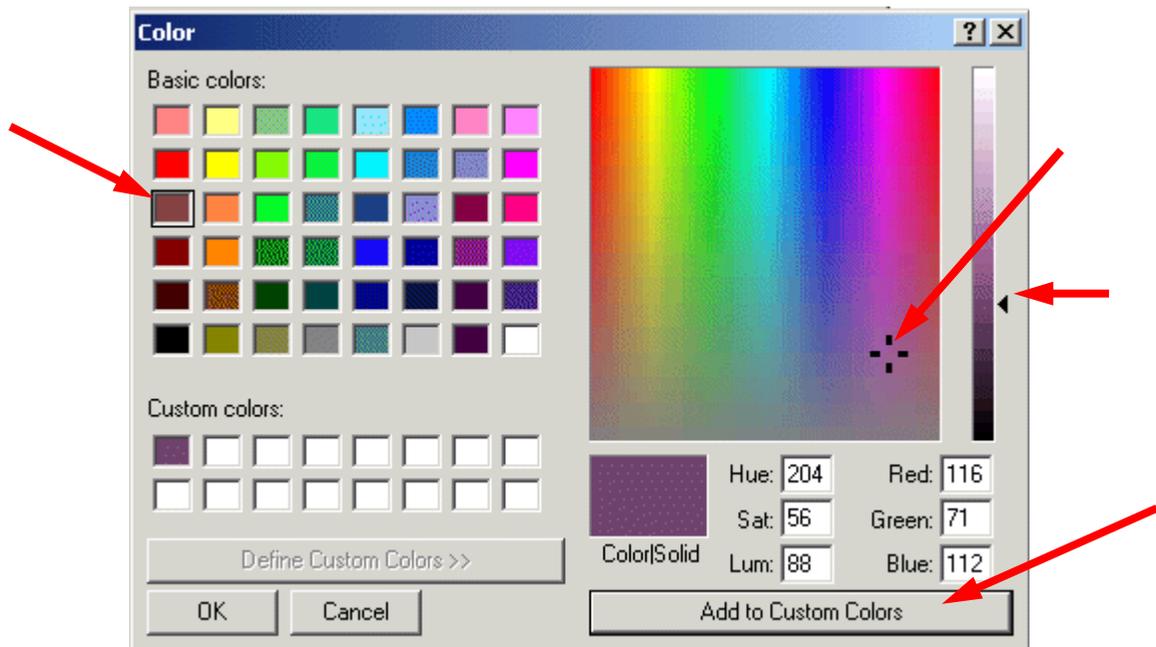
Third (3.), click-on one of the **Sizes**. Notice that, when you do, the **Preview changes** to that size. Also, notice to the **left** of the **font size** there is a **1, 2, 3**, [e.g. **4 (14pt)**]. In web pages this is the size of the **header**. Since we are creating our web page in a program called **HyperText Markup Language (HTML)**, you will find that, in a number of **word processing** functions, we are **limited in what we can do** on our web page. FrontPage tries to take care of these. In the case of Fonts however, we are still **limited to 7 font sizes** – called headers. In the “old” days, a few years ago, you would indicate a font size by typing in something like `<h7>` to do the same thing we'll do to make our font the largest size. When we finish this web page we'll click-on the HTML tab at the bottom of the screen to see the “programming code” that we have created by simply using FrontPage 2002. In our case, move down and choose the **largest size: 7 (36 pt)**.

Fourth (4.), click-on the down **triangle** to the right of **Color**. A list of colors **appears** (like on the **right**). **Click-on More Colors**. When you do, the following Menu screen **appears**.





When the above **More Colors** menu screen appears, click-on **Custom**. The below **Color** menu screen will now appear.



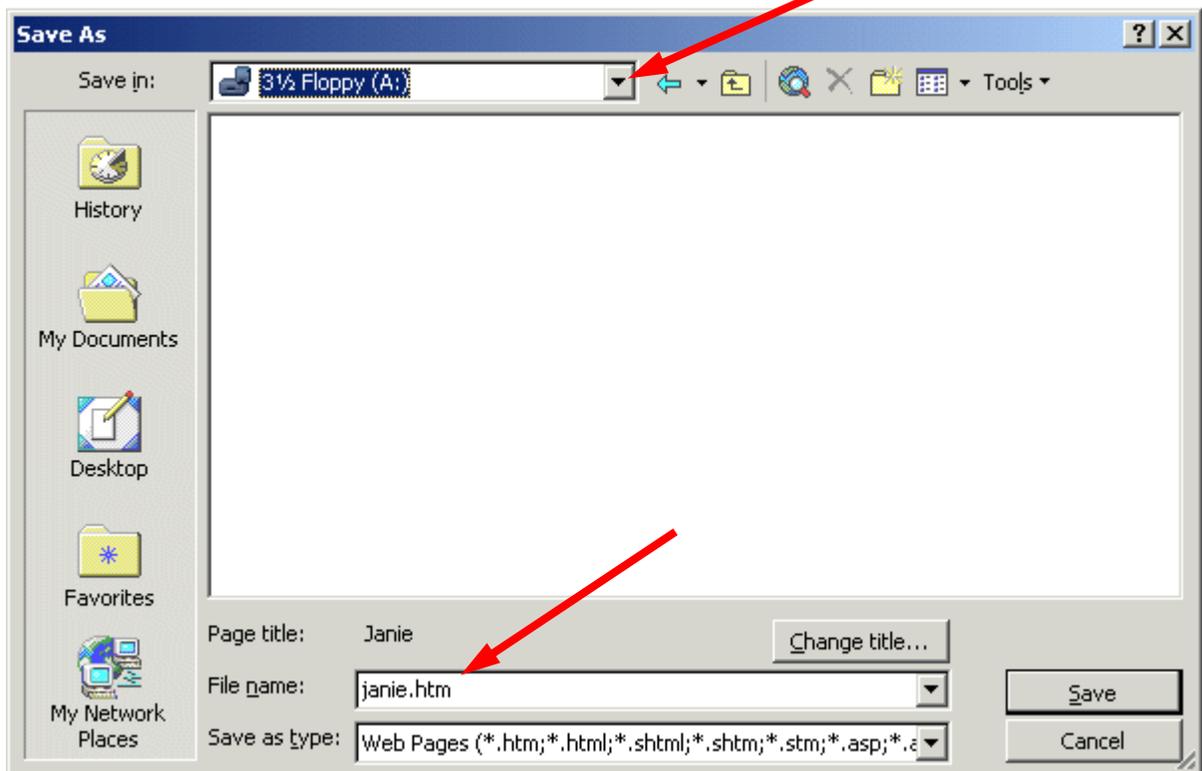
Click-on one of the **Basic Colors** (arrow on the left). Notice that, **when you do**, a small **marker** appears in the **color pattern** (top arrow on the right). Notice that a small **triangle** appears on the **right** of the **pattern** (middle arrow on right). You can **click-on the triangle**, **hold down the left mouse button**, and **drag the triangle up and down**. As you do, you will see **changes in the color**. Try this. For now choose a favorite **dark color**. If you want to use **this color again** later, **click-on Add to Custom Colors**. You will see your choice appear in **Custom colors** on the left. This color will always appear whenever you want it for other text in this web page. When you are satisfied, **click-on OK once, again and a third time**.

You will **notice** that when you **return to your web page** that the **area you highlighted** is **still highlighted** (and you **won't see your color** as you selected it). You will need to **point away somewhere** in the **white area** of the page and **click** the **left** mouse button. This will remove the highlight and **reveal** your the **color** of your text. If you don't like the color, try again.

Saving your web page

It's wise to **save your web page periodically** so that you don't lose your hard work. There are several ways to do this. First, **click-on File** in the **Menu Bar** and then click-on **Save**.

The following **Save As Menu Screen** will appear.



We will be saving this **web page** on a **floppy disk** in the **A Drive**. So, insert a formatted **High-Density** disk in the **A Drive**. When the disk is in place, **click-on** the **small triangle** to the right of the **Save in:** box. A “drop down” **menu** will appear. **Click-on** the **3 ½ Floppy (A:)**. If you **don't have a floppy disk**, as indicated at the beginning of the tutorial, you can **click-on** the **C Drive** and save it on the C Drive, or in one of the folders on the C Drive.

The drive you choose will now appear in the **Save in:** area. You will need to give your web page a **File name** under which it will be saved. **FrontPage will try to guess one for you**. Be **careful** here. FrontPage will **try to use your title** for the name of the web page. If it is **more than 8 characters long**, some **older** computer systems and servers might not work well with the name. Also, the name should **not** have an **apostrophe (')** as this is a reserved Java character and could cause later problems as well. So, create a logical name for your web page like the one above (Janie).

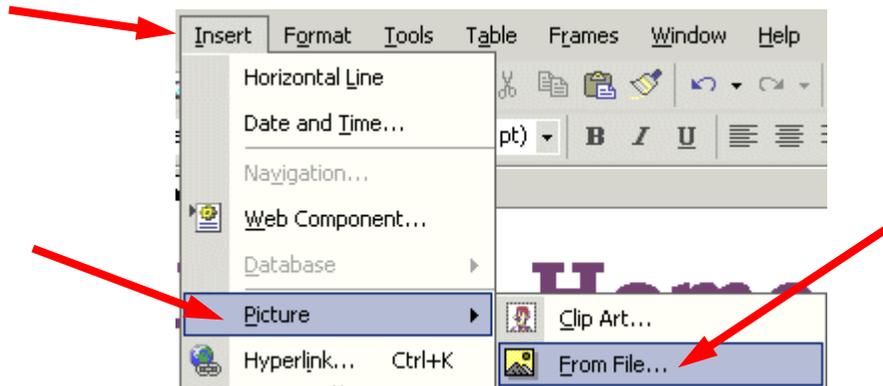
Inserting a Photograph

At this point we'd normally **insert your picture** in the web page. If you know how to use a **scanner**, scan a picture of yourself. If at all possible, scan the picture as a **GIF** or **JPEG file**. These will load faster in your page. If you don't know how to do this, have someone who does, scan a photo for you. Or, if you have access to a **digital camera**, have someone take a digital picture of you. Place your picture directly to the diskette, on which your web page is saved, or transfer the image to the Hard disk where your web page is located.

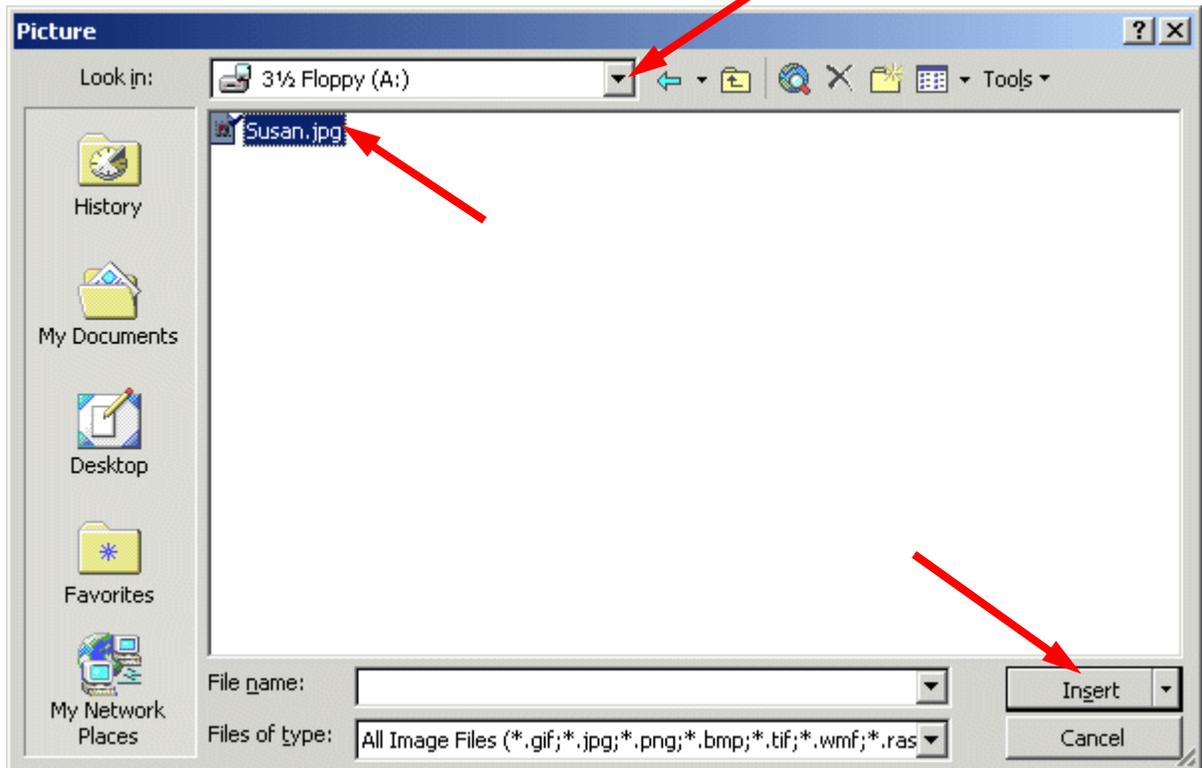
Something **really important** in web pages

You need to have **all** of the “**parts**” of the web page in the “**same place**”. In order for the page to load correctly, the **text, pictures, animations, video files, photos, sounds, etc.**, **all** need to be **on the A drive** (for a small web page) or **in a folder on the hard drive**. If the web “page” **can't find** the various items, **you will not be able to see them in your page**.

Before you insert your picture, **make sure** that your **cursor** is **flashing** a couple of spaces **below** the title. Then **click-on Insert** in the **Menu bar** and then **click-on Picture**, and then **click-on From File**.



The following **Picture** menu screen will appear.



In the **Look in:** area of the **Picture** menu screen, **click-on** the **small triangle** and select the **disk drive** where your **photograph** is **located**. It is **assumed** that the **location** is the **A drive**. Again, **make sure that all of the “items” are in a single location** (like the A drive or a folder on the C drive) so that the web page can locate them. Next **click-on** the **file name** for your **photograph** in the area **below** the **Look in: area**. Then, **click-on Insert**.

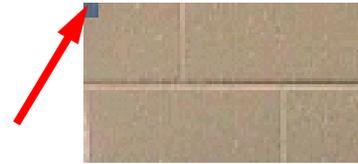
Your web page should **look** something like the sample **below**.

Your picture might be **larger** or **smaller** than the one on the **right**. To “**size**” the picture, **point to the picture** and **click the left mouse button**. This will “**activate**” the picture. You will see small “**squares**” at **each** of the **corners** and in the middle of the top, bottom, and side edges.

Corner Sizing Square



If, you **move the mouse over** one of the corner “squares,” a **small two-headed arrow** will appear (see **enlarged corner on the right**). When this occurs, **click and hold down the left mouse button, and drag the corner in or out to make your photograph larger or smaller**. If you click-on one of the top, bottom or side square’s and do this you will get a “fat” or “thin” picture. By clicking-on the **corners**, the picture **holds** its **normal size ratio or perspective**.



When you finish, your **web page should look similar** to the **image below**.



After something this significant, it’s a good idea to **Save** again. From now on, when you save, you can simply **click-on the small diskette** in the **button bar** (if you desire). Or, you can click-on **File** in the **Menu bar** and then on **Save** as you did previously. Your choice.



Text Wrapping

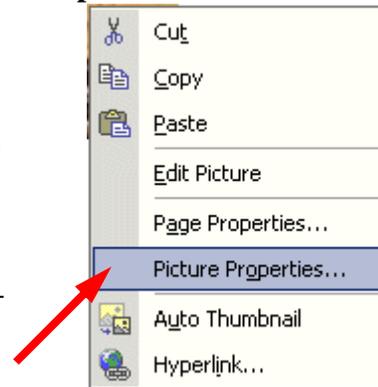
You may want **text** to “**wrap**” around your photograph. And, you may also want your photograph to be **somewhere other than on the left side** where it “**defaulted**” when you inserted it.

If the **flashing I-bar cursor** is **not below** your picture, **click-below your picture** and it should **appear**. **If it doesn’t, point** with the mouse **cursor**, to the **white area to the right of your photograph** and **click** the **left mouse button**. Then, **tap** the **Enter key** and the **cursor I-bar** should be **just below your photograph**. You may have to tap several times

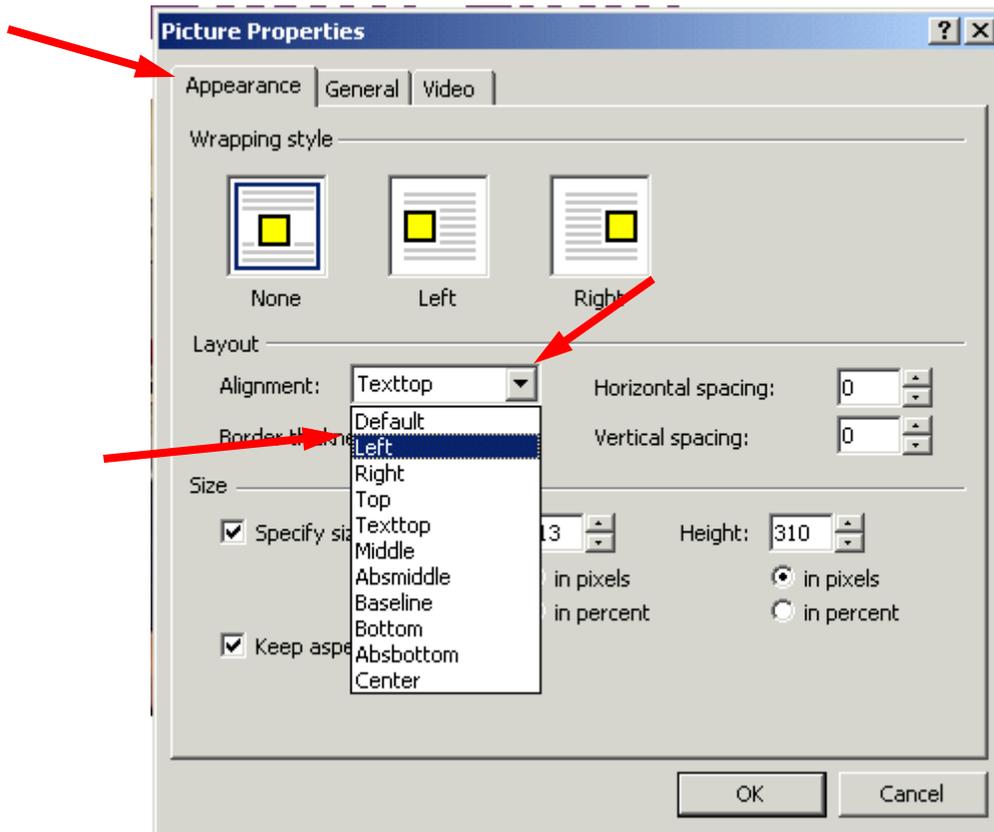
Now **type** the following: **This is where the text appears for this option.**

To **observe** where the **text appears** (around an image), we'll illustrate each of these "**appearances**" on the next few pages.

To do this, **point in the picture** and **click the right** mouse button. Whenever you right-click on any area, text or object in Windows, a "tailored" menu will appear for that area, text or object. When you **right-click in your photograph**, the following **Menu** will **appear** (as shown on the **right**). **Click-on Picture Properties**.



The following **Picture Properties** menu screen will **appear**. Make sure that you are "on" the **Appearance "tab"** at the **top** of the menu page. Then, **click-on the small triangle** to the right of **Alignment: Texttop**.



Notice the **choices** that appear below **Default** (arrow above). We'll now **illustrate each** of these choices.

Click-on Left, and then **click-on OK**. You will see a new display **similar** to the **one on the next page**. If you desire to **duplicate** the below illustrations, repeat the above process for each of the choices indicated. If you do not, simply observe look at the images on the next tow pages.



This is the **Default**.

This is where the text appears for this option



This is where the text appears for this option

This is the **left** appearance choice.

This is where the text appears for this option

This is the **right** appearance choice.





This is where the text appears for this option

These are the **top** and **texttop** appearance choices



This is where the text appears for this option

These are the **middle**, **center** and **absmiddle** appearance choices



This is where the text appears for this option

Let's **reset** the picture back to the **Default**. The **text** you typed **should be just below the picture**.

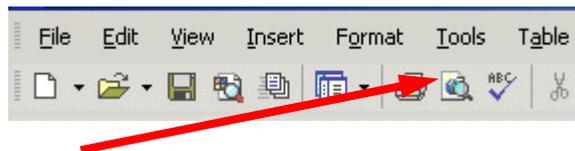
Now is a good time to **save** again.

Background

Our web page looks a bit drab at this point, so let's add a colorful **background**, an **animation**, a **sound** and a **link** to a really neat web site.

Viewing web pages in a browser

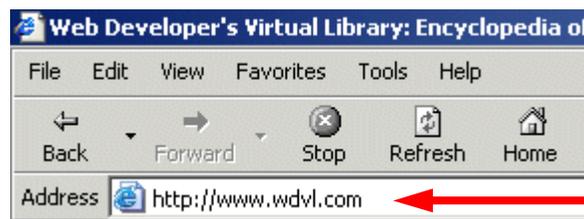
So far we have been working only in the **Microsoft Editor (Page View)**. We have not really seen how the web page will "really" look to the "world" in a **browser**. In the **button bar**, below the **Menu bar**, there is a **button** (see below) that will **load** our web page in a **browser** (e.g. Microsoft Explorer, Netscape).



Now, **click-on** the **browser button** in the button bar. Or, you can **click-on File** in the **Menu bar** and then click-on **Preview in Browser**. If you do click-on Preview in Browser, Explorer will ask you to **choose a browser** that is saved on your computer. We normally use Microsoft Explorer, as it has proven more reliable of late. However, if you are a Netscape or other browser user, then choose your favorite if this is important to you. After you have made your choice, click-on the Preview button at the bottom of the Preview in Browser Menu Screen.

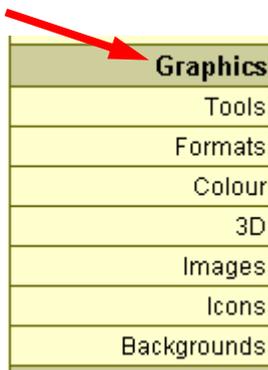
Microsoft Explorer browser, or Netscape browser, will load in your computer and your web page will appear. It will appear just like it would if someone looked at it in their browser.

We'll use the **Microsoft Explorer**. You can use the browser of your choice. We'll **find a background, animation and link on the internet**. You'll actually "**copy**" a **background** color/pattern of your choice, as well as an **animation, sound and link** to your web page. To do this we'll use a couple of handy sites on the World Wide Web.



Notice that an Internet "**address**" has been **typed-in** the **Address:** area **above**. **Click-in** the **Address** area of the Microsoft Explorer (or Netscape) on your screen and **type** the following: **http://www.wdvl.com**. This will **link** you **to a web site** that contains a lot of neat things. When you have completed typing, simply tap the **Enter** key and Microsoft Explorer or Netscape will load this site. Once you have typed-in the address, **tap** the **Enter** key.

Your **browser** should now **load** the web site **Web Developer's Virtual Library**. The **screen** should **look similar** to that **below**. This screen has **changed** several times in the past year, so if it does not look just like this, don't despair. Trust us, you'll be OK. The screen should indicate, at the top, that you are in the **Web Developer's Virtual Library**. You'll just have to be flexible to find the next correct link.



We want to add a **background** and an **animation** from the **Web Developer's Virtual Library** to our web page. To do this we'll start by **clicking-on** the **Graphics** button. **This button/link has moved several times**. At this time it is in a **scroll down list** on the **right** side of the screen – it could be on the left if the design changes again. **Move down** until you see the word **Graphics**. Your screen should **look something like** the one to the left. **Click-on Graphics**. If your screen does not look just like this, look around for Graphics. When you see it, **move your cursor over Graphics**, you will see the **little pointy hand**. **Click-on** the word **Graphics**.

Microsoft Explorer or Netscape will now load the next web page. It should look something like the one below.

Graphics Tools, Techniques, Examples and Resources

Use the “**elevator bar**” on the right side of the screen to **move down slowly** until you see a link to a **background** web page. The link is pretty far down the list. It should look like the one **below**.

| | |
|--|---|
| Colo(u)r | The Web Developer's Virtual Library tells you about colo(u)r, and the non-dithering 6x6x6 color cube. |
| Using Background Images on Web Pages, and Resources | Spicing up a page with background images. |
| Graphics Techniques for Web Page Images | Follow the above link for an introduction to some basic graphics techniques such as transparency and anti-aliasing. |

When you move your cursor over the word **Backgrounds** above you will see the “**little pointy hand**”. When you do, **click** the left mouse button. Microsoft Explorer will now take you to the next web page. The top of the web page should look like the text below.

Using Background Images on Web Pages, and Resources

Further Resources

Patterns 4 Us

Again, use **the elevator bar on the right to move down** until you see an area on the web page that **looks similar** to the one on the **left**.

**Netscape's
Background
Sampler**

We'll use the **Netscape's Background Sampler** to select our first background. **Click-on this** and you will go to a web page with a nice set of basic backgrounds. The top of the web page should look something like the one **below**.

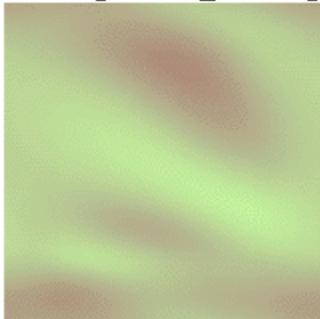
**Textures for HTML
3.0 Clients**



THE BACKGROUND SAMPLER

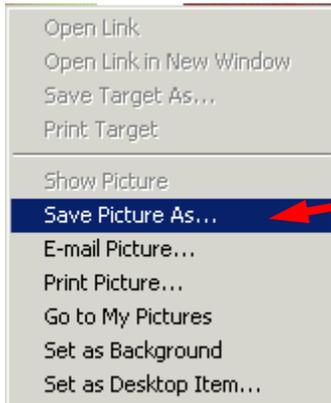
The **above** title will appear at the **top** of this web page. Again use the **elevator bar on the right** side of the page **to run down** until you see some **backgrounds**. Earlier, it was suggested that you use a **dark color for your title**. It is now suggested that you use a **light color for your background**. This is to assist you in “**seeing**” your **text** against the background. As you become more proficient in text and backgrounds, you can experiment and attain some really “interesting” combinations. We chose the background below (left) for the tutorial since text is easy to “see” against it. We also use this tutorial in our computer labs, this image projects well with computer projectors on movie screens.

marble/greenred_marble.gif

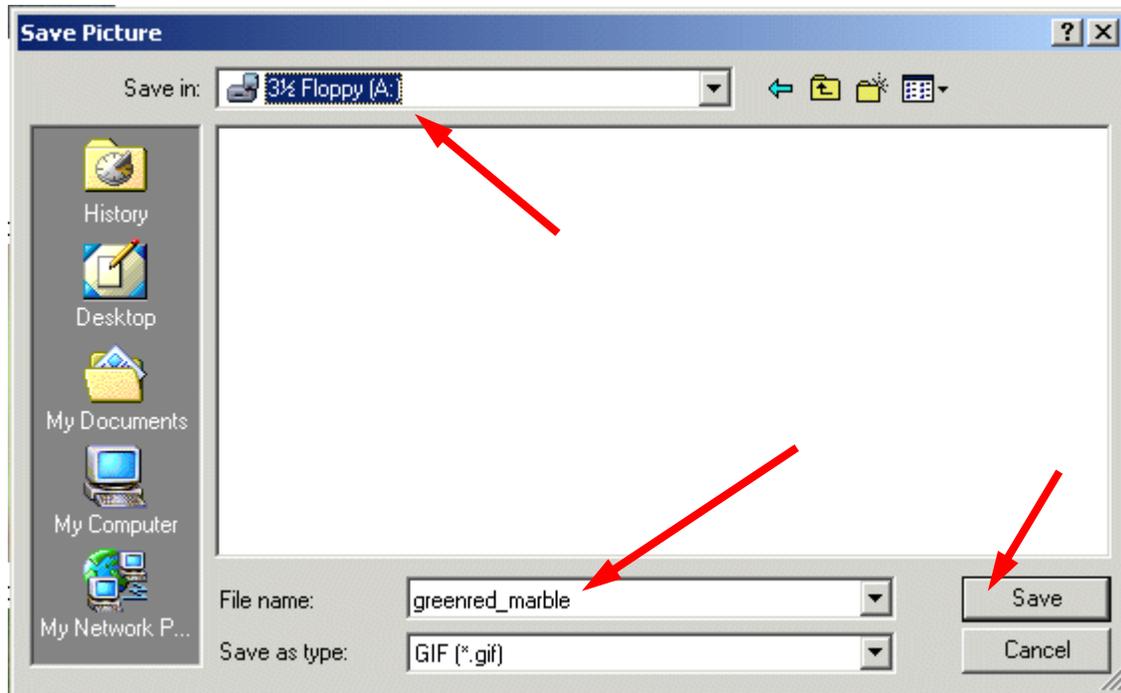


This is a good background as it is light enough to show your text, but also has some color to it. **You choose a light background that you like**. When you have chosen your background, **point your cursor arrow at the middle of the background** and **click the RIGHT mouse button**. A tailored menu screen will appear (like the one at the top of the next page).

This is a **technique** that we'll use **from now on** to “capture” any “**object/picture**” that we'd like to use in our web page from the Internet.



After you **RIGHT click**, a **menu** similar to the one on the **left** will appear. **Move down** and **click-on** the **Save Picture As...** item in this menu screen. This will take you to the **Save Picture menu below**.



It is assumed, for this exercise, you will continue to use the **A drive**. So, click-on the **3 1/2 Floppy [A:]** in the **Save in:** area. Notice that the **name of the background appears in the File name: area**. When you see the correct drive and file name, **click-on Save**.

You now have this background in your “**folder**” and available when we return to Microsoft FrontPage 2002 to insert into your web page.

Animation

Next we'll “capture” a famous **animation** by Dan Austin. In the **upper left corner** of Microsoft Explorer is an **arrow** that indicates “**Back**” when you move the cursor over it. **Click-on the back arrow two times**. This will take you back to the **graphics page**. Run **down** the page a bit more until you see the **image at the top of the next page**.





The IMG tag
GIF Animation
Introductions to GIF, JPEG.
The Library: Graphics, Images & icons.
Image Maps: server-side image maps, client-side image maps.

The next web page we'll visit is **GIF Animation**. Move your mouse **over GIF Animation** and when you see the "little pointy hand" click-on **GIF Animation** (see arrow above). This will take you to:

GIF Animation Tools, Techniques, Examples and Resources

As we have done before, use the **elevator bar** on the **right** side of this page to **run down** until you see:

| | | |
|---|---|--|
|  | <u>Examples and Resources</u> | Some GIF animations, and links to further resources. |
| | <u>Golden Earth Animation by Dan Austin.</u> | A classic.. |
| | <u>Tutorial and software links by Royal Frazier</u> | The world-renowned guru.. |
| | <u>Photodisc Animation Series</u> | Photodisc Animation Series. |
| | <u>The Virtual Library of WWW Development: Animation</u> | Pointers to further resources. |

We're, as indicated, going to select an **animation by Dan Austin**. So, Move the **cursor** over **Golden Earth Animation** (see **pointing hand graphic** above), and when you see the "little pointy hand" click the left mouse button. This will take you to a web page with a **rotating earth**. Move down the page a bit until you see the **rotating earth**.

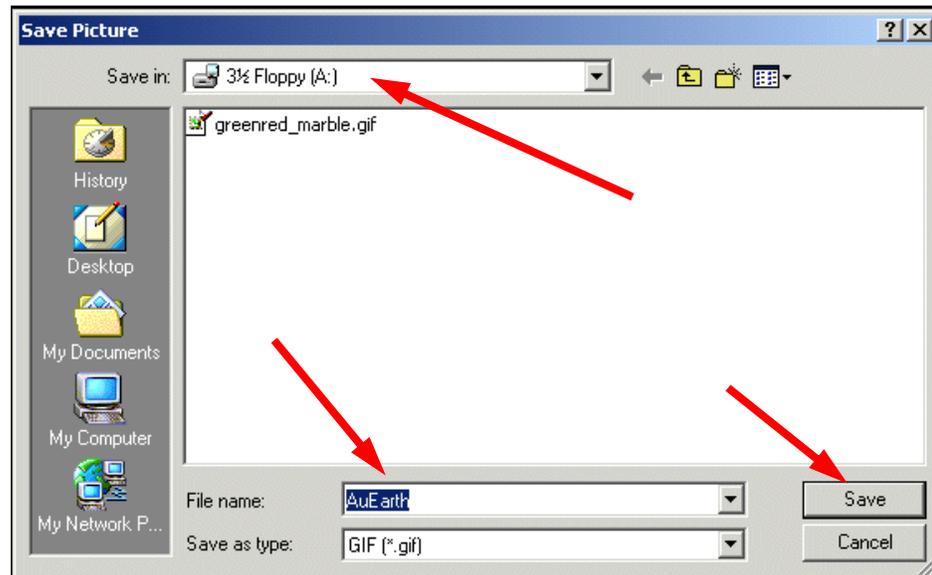


You need to be **careful** here. When you **move** the **cursor over the rotating earth**, you'll notice the "little pointy hand." This indicates that there is a web page link associated with the earth. If you **accidentally** click-on the earth and go to another page, click the **back arrow** to return to this page.

Carefully move the cursor over the earth and click the RIGHT mouse button. A drop down menu screen will again appear.

Click-on the Save Picture As..., just like you did before.

A **Save as** menu screen will appear and you can again save this picture to the **A drive**. The **AuEarth** will appear in the **File name** and you can click-on **Save**.



Web Plagiarism

Note: when you look at **Dan Austin's** web page you will notice that he has a **copyright**. This is becoming a larger and larger topic: **web plagiarism**. To use things you copy from folks like Dan Austin, you need to show his copyright. Some objects you click-on will **not** have a **Save Picture As** associated with them. This indicates the person who created this object does not want you to have it. There are numerous web sites that address this topic. A major site we recommend is: <http://www.georgetown.edu/honor/plagiarism.html>. Please be **careful** and **aware** of web plagiarism

Copyright © 1996 Invented Worlds

Sound

You now have a background and animation to add to your web page. Now let's "capture" a **sound**. If you **don't have a sound card and speakers or earphones**, you will not be able to hear the sound and **may get an error** message when you do the below procedure. You may not want to attempt "capturing" the sound until you have these "things."



Now we're going to go to an entirely **new web site**. So type-in: **http://www.weblust.com** in the **Address** area of Microsoft Explorer or Netscape. Then tap **Enter**. You will now proceed to a marvelous "**sound**" site.

The **top** of your monitor **screen** should look similar to the **image** on the **right**.



Click-on **Fred's Media Universe** and you will be **linked** to:



Move **down** this page, utilizing the **elevator bar** on the **right**, until you see the **image** on the **right**.

You will want to visit many of "Fred's" areas. However, we'll visit the **MIDI FILES** to "capture" a sound. So **click-on** the **small square** to the **left of MIDI FILES**.

A screenshot of the WebLust website content. It features two sections: "Digital Audio Files" and "MIDI FILES". The "Digital Audio Files" section has a red icon and text describing historical sound bytes. The "MIDI FILES" section has a purple icon and text describing MIDI files for download. A yellow arrow points to the purple icon for MIDI FILES.

Digital Audio Files are here for your listening pleasure. Right now there's some historical sound bytes, some sound effects, and some short musical riffs to use as beep sounds, for presentations, musical endeavors, or whatever. When I first put these up here 7 years ago (!!!) there was no such thing as MP3... so I loaded big bloated .wav files up here... but now they are all MP3's ripped by me in my studio. See liberal usage and licensing policy below.

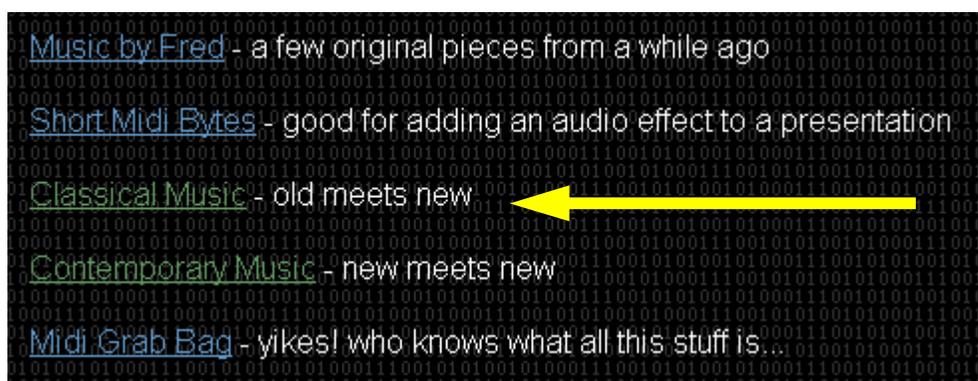
MIDI FILES are available for downloading here. Just click the icon to see the list! Most of these are my original compositions, and are subject to the normal WebLust "openware" licensing agreement that lets you give these away for free, but not sell them without permission (see below).

At the **top** of the screen you will see:



What is a MIDI? MIDI stands for **Musical Instrument Digital Interface**. If you want to **learn more** about MIDI a **nice site to visit** is: <http://www.midiworld.com>. When you arrive at the site, **click-on** the **MIDI Basics link** at the **bottom** of the **web page**. This will give you a nice background in MIDI sound.

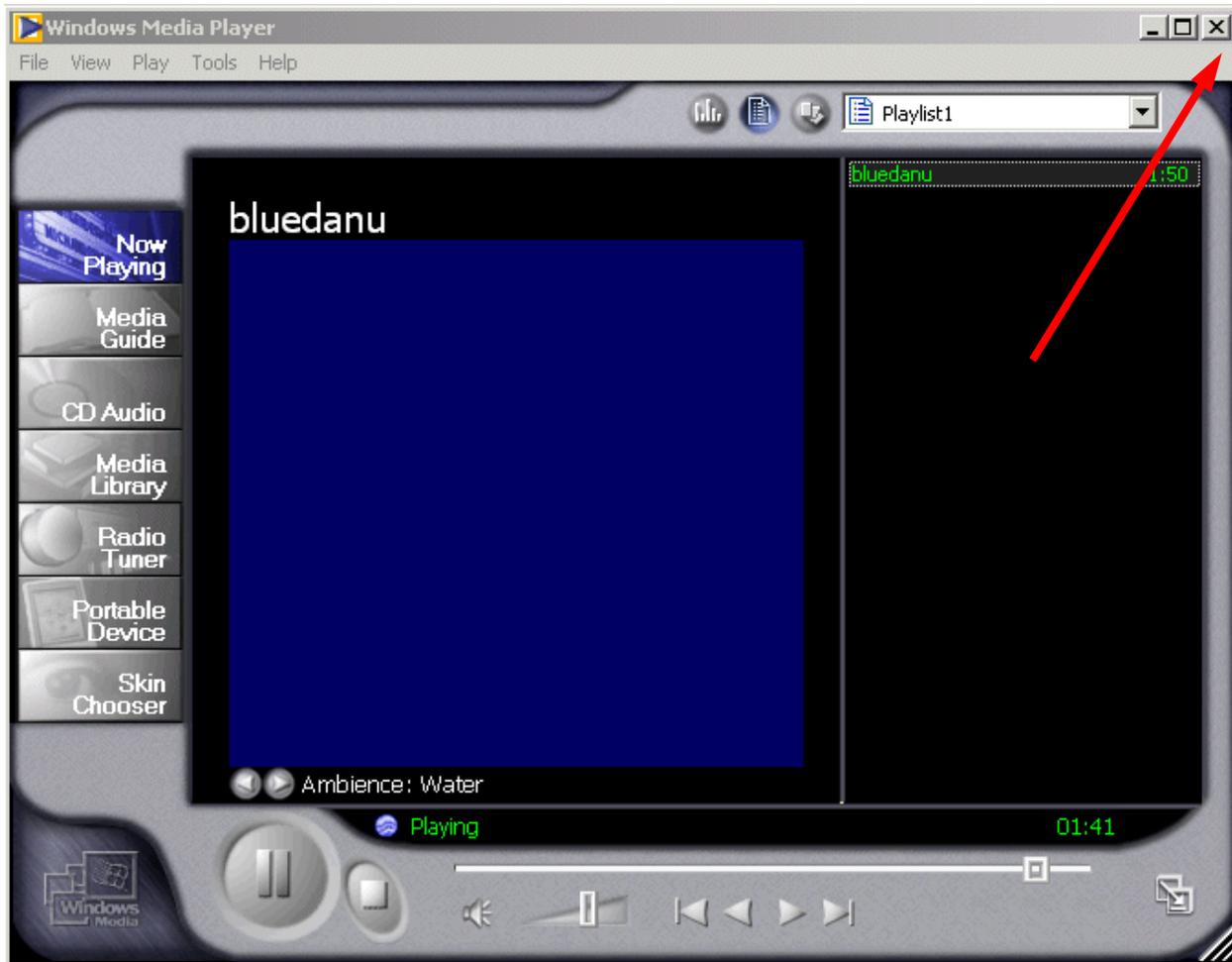
Once again, move **down** the page until you see:



Let's get some "class" and **click-on** **Classical Music** (see **arrow above**). You can choose one of the other groups if you desire. When you arrive at your selected web page, move **down** the Classical Music page, or the page of the one your chose. You will see a number of selections. We selected Classical Music for our musical masterpiece.

| File Name | File Size |
|------------------------------|-----------|
| alleluja.mid | 3232 |
| anitras.mid | 3253 |
| bach2.mid | 4626 |
| bluedanu.mid | 7197 |
| brndnbrg.mid | 9820 |

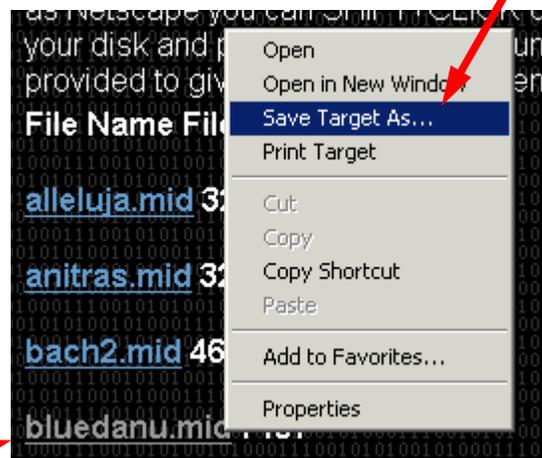
We'll **choose** the **bluedann.mid** for the **sound** file. Later, we'll insert this sound into our web page. When we **left click-on** **bluedanu.mid** a sound "player" screen will **appear**. What you see on the screen will vary in a appearance depending on what "**player**" you have installed. Ours **looks like** the one at the **top** of the **next page**. When the player has "**loaded**" the sound, you will hear it over your **speakers** or **earphones**.



After you have listened to your tune **click-on** the “X” in the **upper right corner** of the player (see arrow above) to **stop** the **player** and **end** the **tune**. You’ll have to be careful as you listen to various tunes. **If you keep clicking on tunes and not closing the player you can have a “lot of tunes” showing on the Task Bar at the bottom of the screen.** So, keep choosing tunes, listening to them, and closing the player until you find one you like.

When you have a song you like (in our case we chose the **bluedanu.mid**), **carefully, again, move the cursor over the song you want to save in the song menu** until you again see the “**little pointy hand**”. When you do, **carefully click the **right** mouse button** and a drop down **menu** will appear.

Move to and click-on Save Target As... and you will see a normal **Save As** screen appear. Save this **sound** as you did your animation and background.



bluedanu.mid

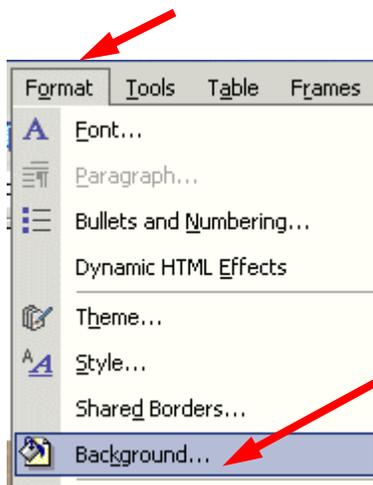
Inserting a Background in your Web Page

In the **status bar** at the **bottom** of the view screen



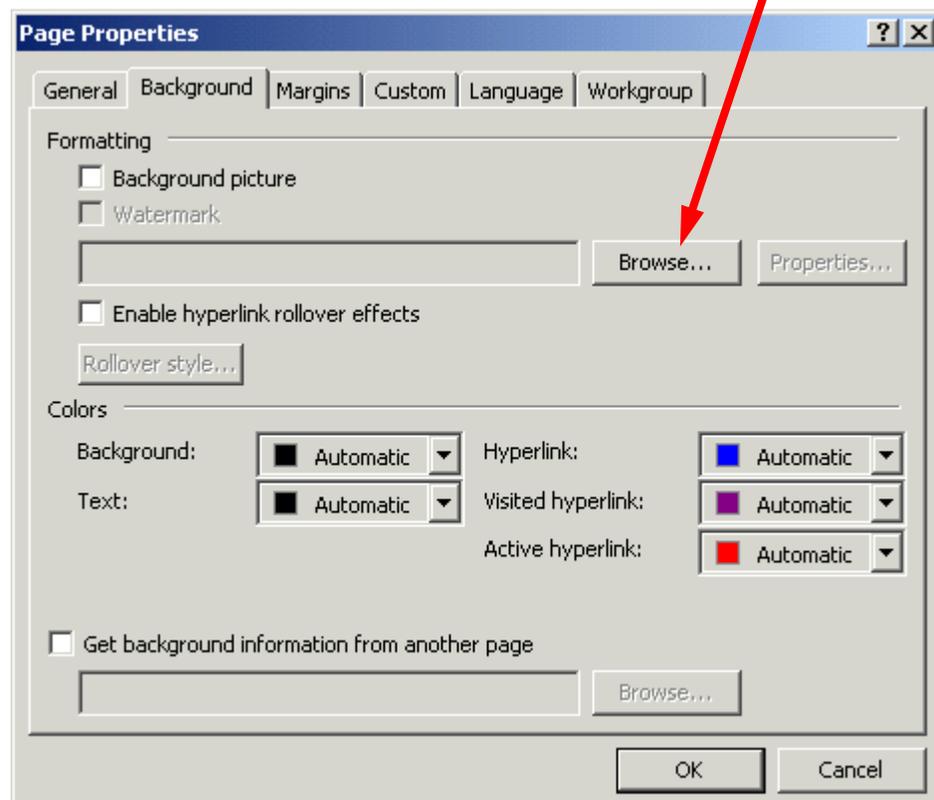
you will see **the Microsoft FrontPage 2002 icon** displayed in the task bar (see **above**). We will now **return** to the Microsoft FrontPage 2002 to **insert the background, animation and sound** we just captured and saved. So **click-on the Microsoft FrontPage 2002 button**. You will now return to Microsoft FrontPage 2002.

When the **Microsoft FrontPage 2002 screen returns**, make sure that, on the left side, you have **clicked-on the Page button**. Your **cursor should be flashing just below the text you typed in earlier**. If you do not see it there, move down the screen and click **below** the text. If the cursor appears to the right of the text, tap **Enter** to move the cursor down below the text.

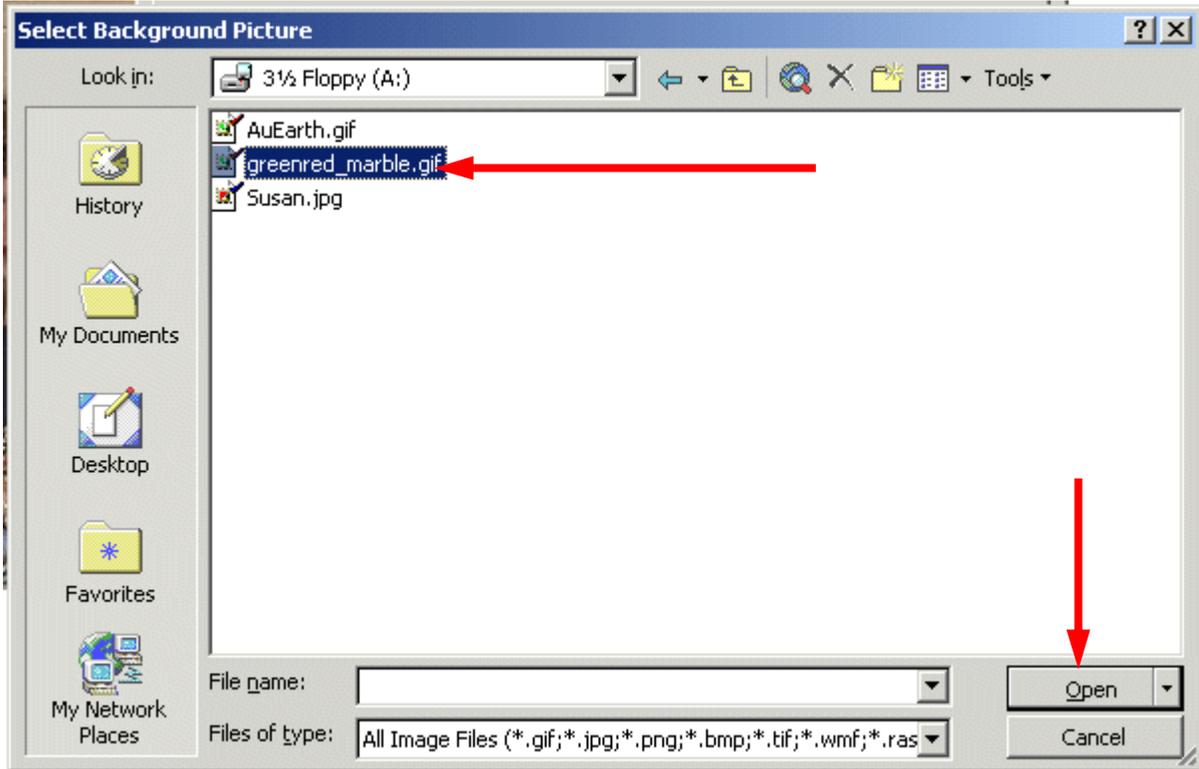


Now it's time to insert our **background** in our web page. **Click-on Format** in the **Menu bar** and then **click-on Background**.

The following screen will **appear**. **Click-on the Browse** button which is under **Formatting** on the **right** side of the menu (see the **arrow**).



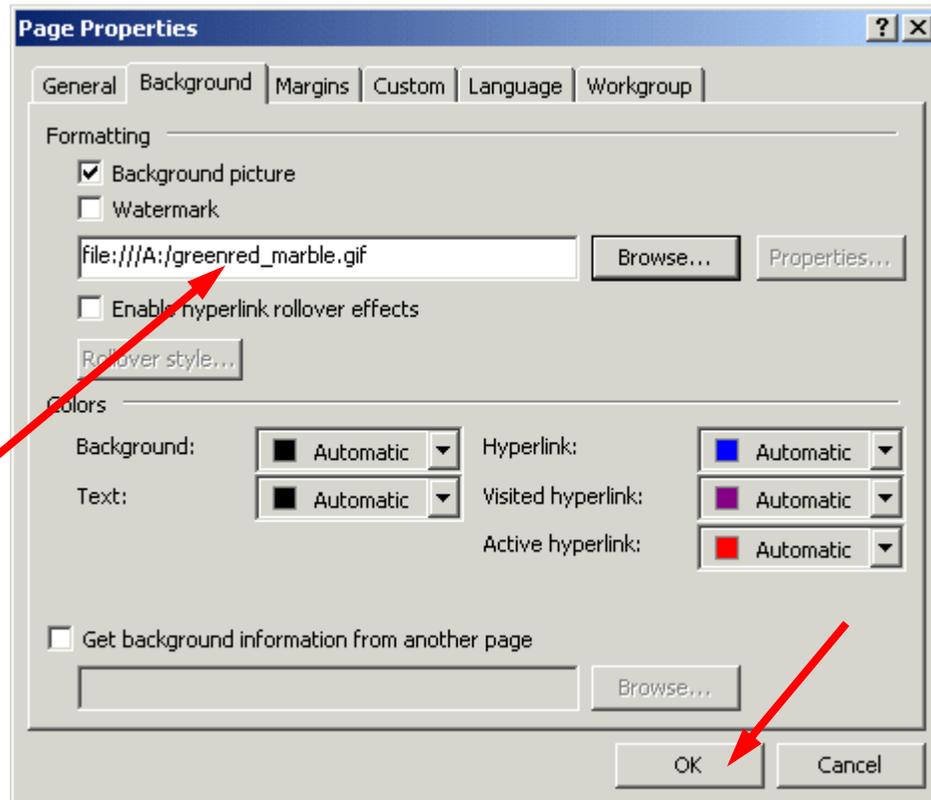
Now you will see:



Make sure you are on the **A drive**. or the **folder** where you have saved all of your files. For the **background**, **click-on** the **background** you chose earlier (see arrow above). Now **click-on** **Open**.

You will return to the **Page Properties** screen where we began this process (under File in the Menu bar).

Notice that the **background** you chose is now indicated in the **Formatting** area. **Click-on** **OK**.



WOW! What a difference!

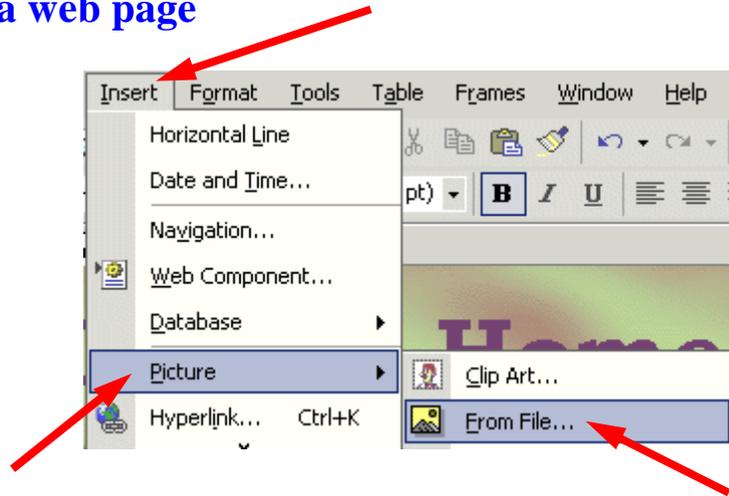
A good time to **Save** your web page again.

Inserting an animation in a web page

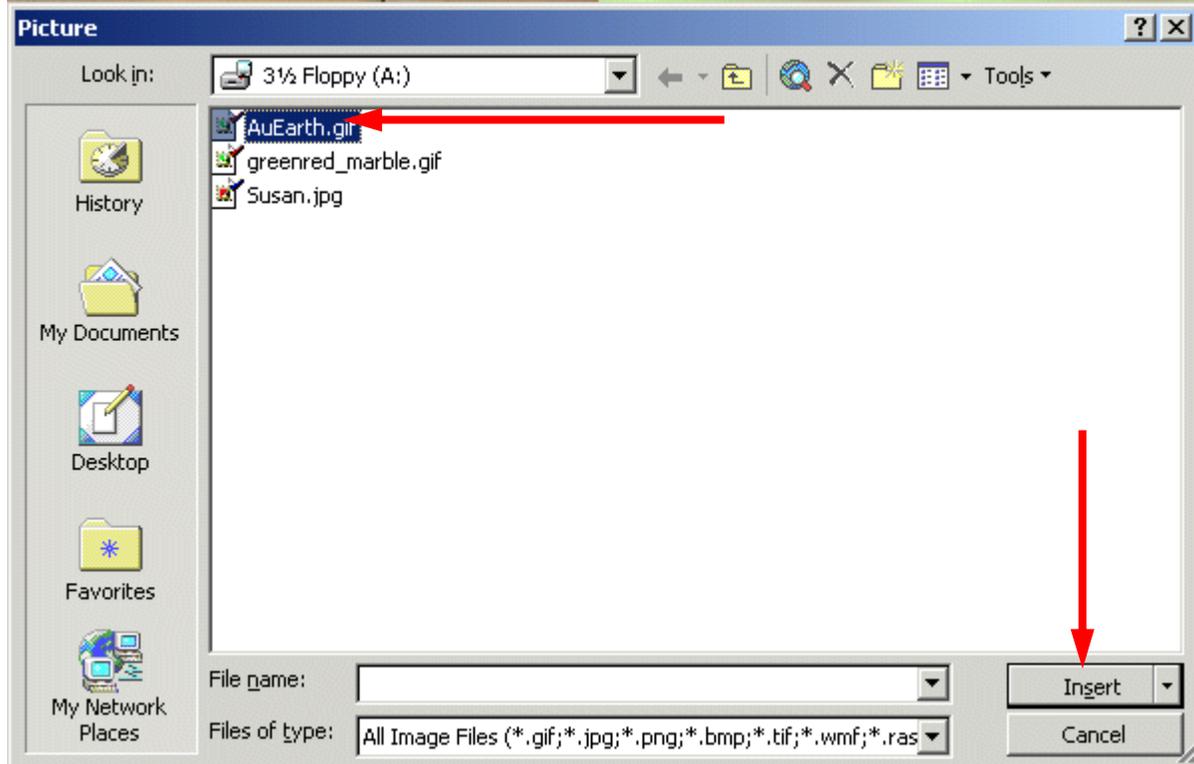
Since we previously saved the earth, we'll insert the earth in our web page! Sounds rather awesome.

Make sure that you can see your cursor flashing below the text. Inserting the animation is exactly the same as inserting your **photograph**.

Click-on Insert in the **Menu Bar** and then **click-on Picture** and then on **From File**.

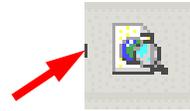


When the following **Picture** menu appears, make sure that you are “on” your proper drive (**A:** or **C:**, etc.) **click-on AuEarth** and then **click-on Insert**. The earth will appear below the text in your web page!



Something seems to be wrong! The earth's not rotating! There really is **no problem**; you just **don't see the animation effects in the Microsoft Editor**. You have to go to the **Microsoft Explorer** or **Netscape** to see these effects.

Save your file and then **click-on the Browser button** in the button bar (see **image at right**) and you will go back to **Microsoft Explorer** or **Netscape**. Now you see your **background** and the **rotating earth**.



Note: Sometimes your browser will not appear, but you'll notice your browser button **flashing-blue in the task bar at the bottom of the screen**. If this occurs, simply **click-on the flashing browser button** and you'll see your web page in your browser.

Now **back to Microsoft FrontPage 2002** (click-on the **FrontPage 2002 icon** in the **Task bar** at the bottom of the screen as you did before – top Page 22) to insert the sound.

Inserting sound into the web page

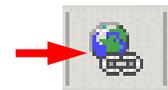
The **cursor** should be **flashing to the right of the earth**. Tap **Enter** once to move the cursor **below** the earth.

Sound is a bit **unique**. We could put the sound in the “**background**” of the page and it would begin playing when the page is opened if we were using only Microsoft Explorer. However, other browsers can't “play” the sound when you do this. So we'll insert the sound with a “**link**.” **This is what web pages are all about: links.**

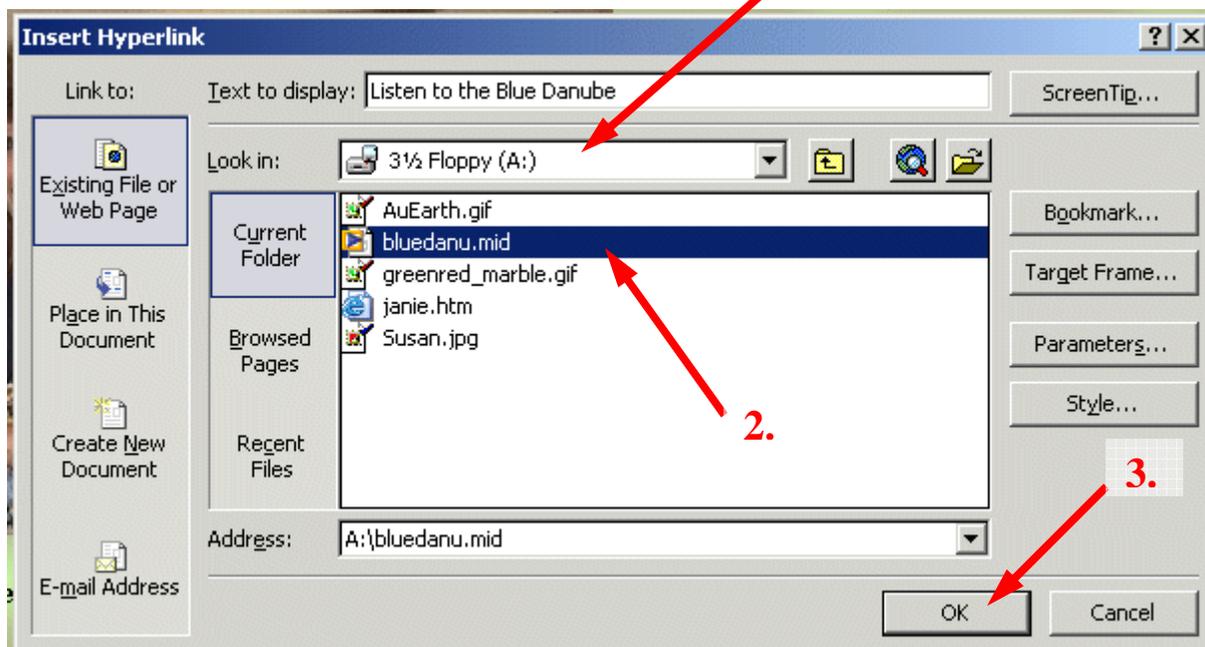
Type-in something that would **indicate** that, if you **clicked on it**, you would **hear a sound**. We're going to type in: **Listen to the Blue Danube**. After you type-in your text, tap **Enter** one time to **move the cursor down**.

Click in front of the text, **hold down the left mouse button** and **drag the cursor over the text to highlight it** (just like you did when you started the web page title).

Now, with the text high lighted, **click-on the Hyperlink button** in the **button bar**.



The following **Insert Hyperlink** screen will appear.



First (**1.**), in the **Look in** area, **make sure** that you have **selected** the **drive** where your web page is saved (3 ½ Floppy (A:), C:, etc.).

Second (**2.**), in the **area below the Look in area**, **click-on** the **MIDI music file** that you saved. It will **turn blue**.

Third (**3.**), when you have selected the correct drive and file, then **click-on OK**.

After you **click-on OK**, and return to your web page, **click-under** your **highlighted text link** (to turn off the highlight). You will **notice** that the **text** you **highlighted** has now “**turned blue**” and is **underlined**. This is the **universal** “symbol” for a “**hyperlink**.” You are now “linked” to your sound. This is why it is **so important** that all of your images and sounds are in one location.

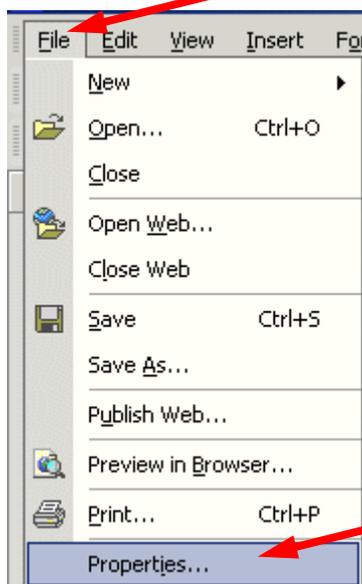
Save your webpage and then **click-on** the **Browser button** again. Move **down** your web page, when your page appears in the browser, and **click-on** your **sound link**. Sounds great!



You can **also hyperlink to an object** (like your picture or the rotating earth) the **same way** you **linked to your text**. All you have to do is to **click-on** any **object** and then **click-on** the **hyperlink button**. Then, **follow the instructions you just completed above**.



As indicated earlier, you can also have sound “play” as soon as your web page opens in a browser. Also, as indicated, this may not “work” in all browsers. However, if you want to do this – here’s how.

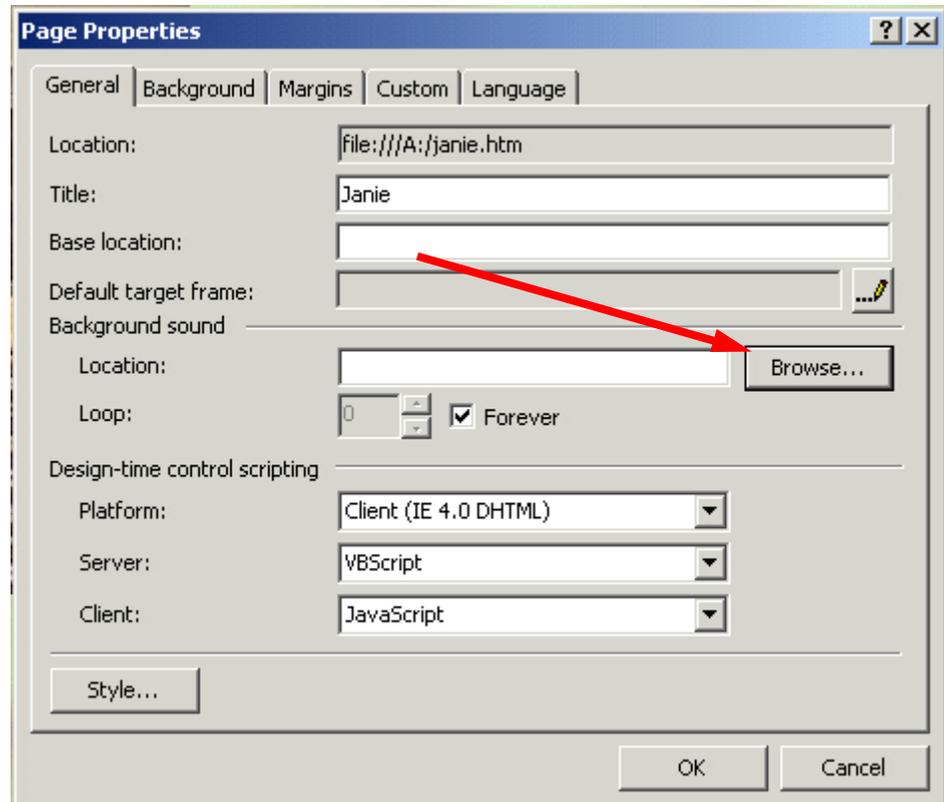


Click-on File in the **Menu Bar** and then **click-on Properties**.

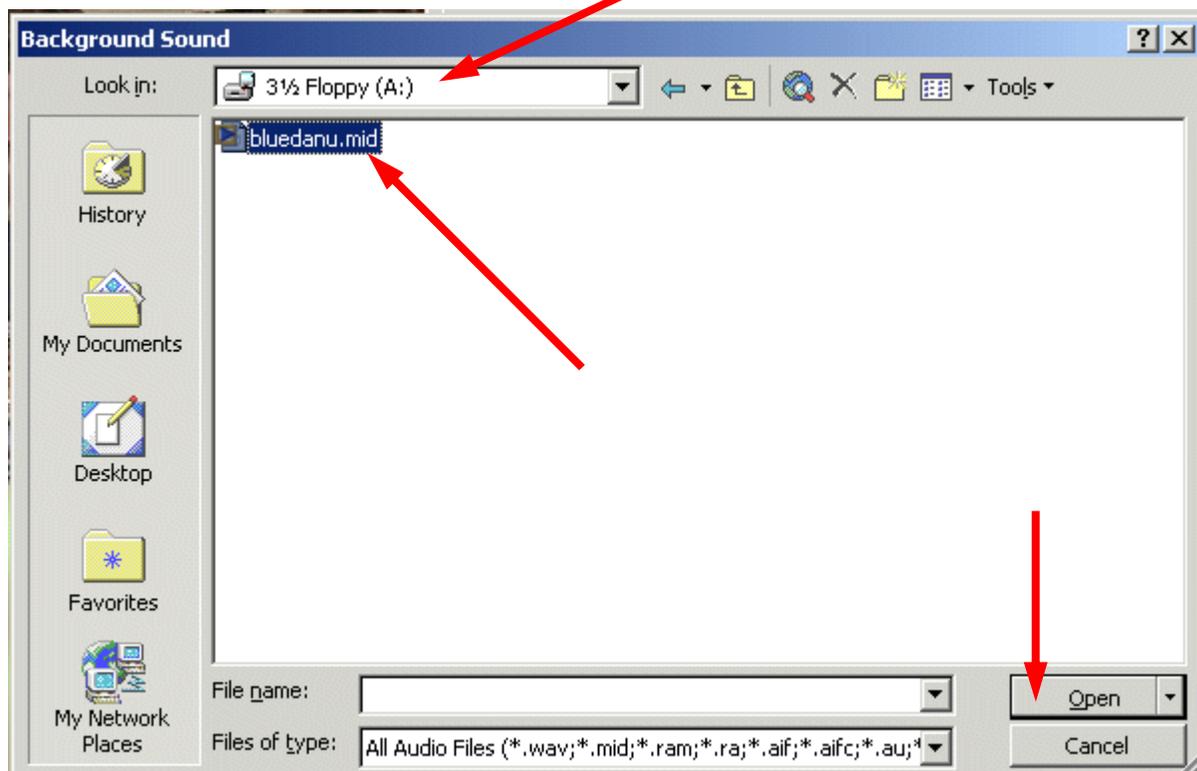
The **Page Properties** menu screen at the **top of the next page** will **appear**.

Click-on the **Browse** button in the **Page Properties** menu screen in the **Background sound** area (see **arrow** at **right**).

The **Background Sound** menu screen **below** will appear.

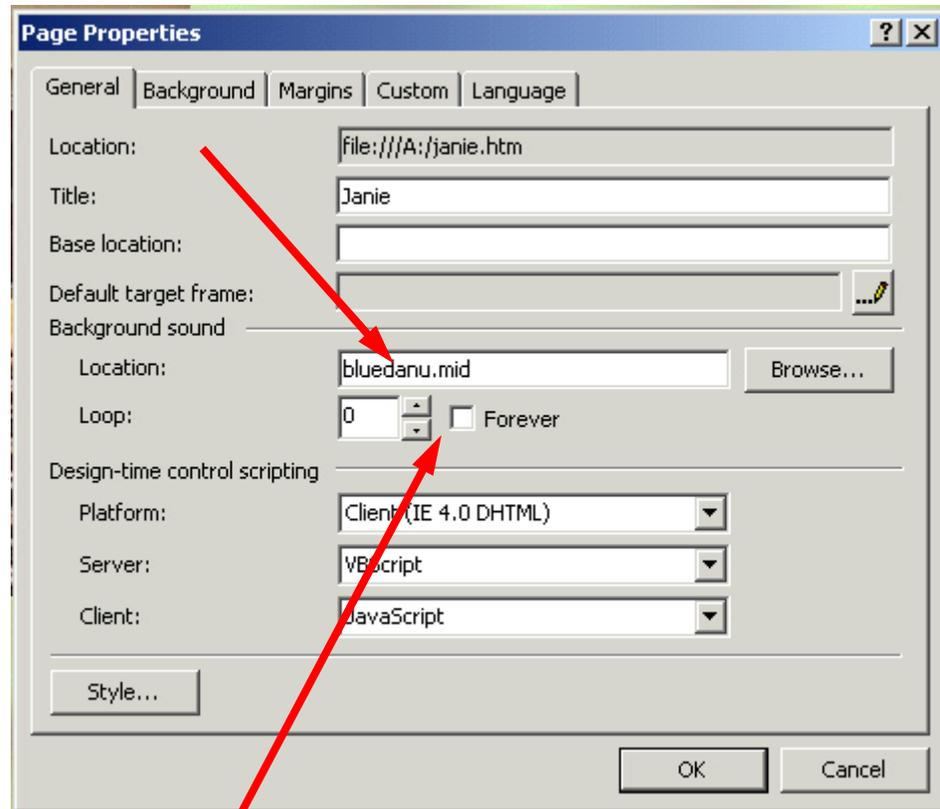


Make sure that you select the drive on which you web page is saved in the **Look in** area. Then **click**-on your **sound**. Finally, **click**-on **Open**.



You will now return to your **Page Properties** menu screen.

Notice that your sound is now **shown** in the **Background sound Location** area.



Also **note** below your sound file, that the **Forever** box has a **check mark** in it. This means your sound will play “forever” if you don’t change this selection. We **clicked**-on the **check** and it **disappeared**. We **noticed** that to the **left of Forever** that a **zero** appeared in the **Loop** area. This simply indicates that the music will play only one time and not play again (will not loop). You may “set” this Loop as you desire.

When you are finished, **click OK**

Links to other sites on the Internet

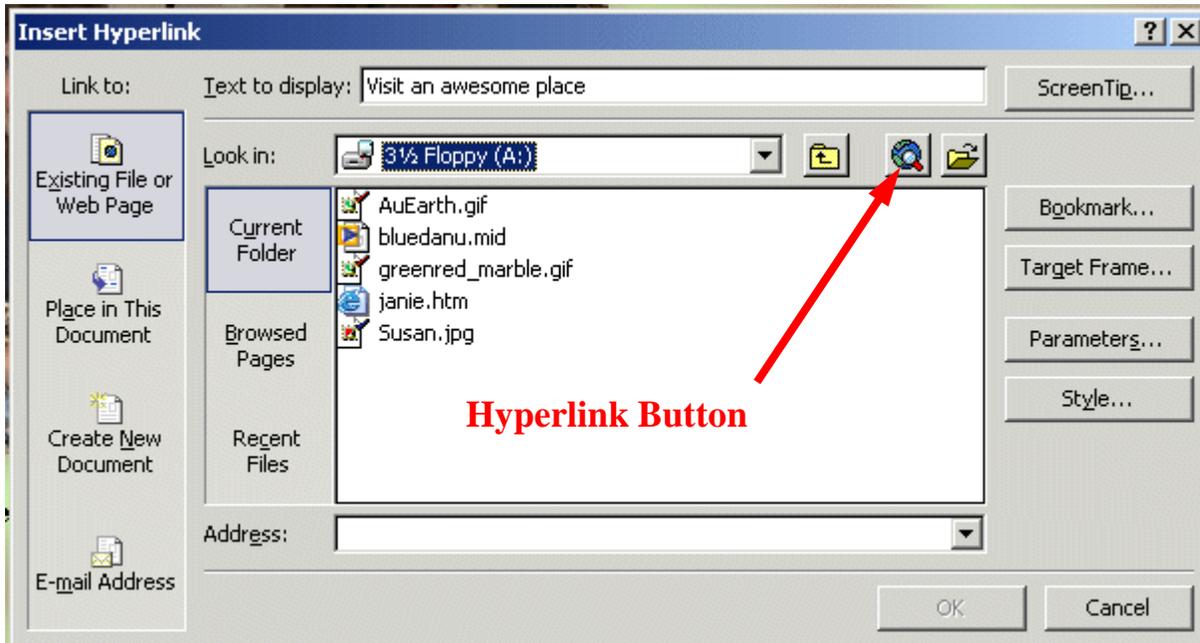
Now we’ll **link, using the Internet**, to a **great small college in Virginia**. Make sure that you can see your cursor **below** the sound link. If you cannot see your cursor below the sound link, **click-below** the **sound link** and see if the flashing cursor appears. **If it does not**, tap the **Enter** key.

Now **type-in** something like: **Visit an awesome place**.

Highlight - Visit an awesome place. Click in front of Visit and awesome place, **hold down the left mouse button and drag over the text you typed** (just like with the sound), and **click-on the link button** again.



The **Insert Hyperlink** menu screen should then appear (similar to the one **below**). We'll need to make a couple of “adjustments” to this menu screen because we want to “browse” the internet to find our awesome site.



When the **above screen** appears first **click-on** the **Hyperlink button** at the **top** of the **menu screen** (see **image at right** and the **arrow and text above**). A Text Help will appear indicating that this button will “Browse to the web.”



You will then be taken to the default page in your browser. When Microsoft Internet Explorer or Netscape appears, **type-in** the following web address – in the **Address area**:

<http://www.lynchburg.edu>

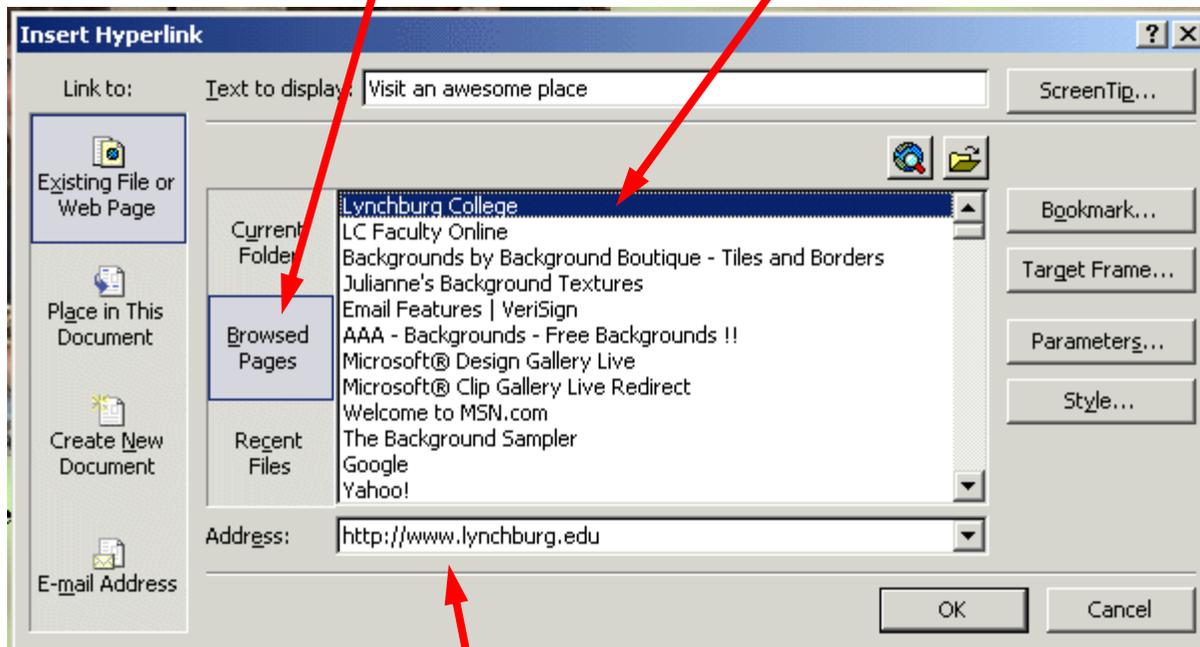


Now tap the **Enter** key and you will “go” to the **home web page** for **Lynchburg College**.

When you see the **Lynchburg College** web site click-on the **Front Page** button at the **bottom** of your **screen** – in the **task bar**.



This will take you **back to FrontPage 2002** and the **Insert Hyperlink menu screen** (below). **First**, click-on the **Browsed Pages** button. **Next**, click-on **Lynchburg College** in the list of choices that appears (see **arrows below**).



These two “clicks” will change your menu screen to look something like the one above. **Notice** that in the **Address** area at the **bottom of the menu screen** that it **indicates** the **web address** to which you browsed.

To complete your hyperlink, **click-on OK**. You will return to your web page and Visit and awesome place will be linked to Lynchburg College. You'll notice that the link to Visit an awesome place is now the default blue-underline for a hyperlink.

Once again, when you desire to “**see**” how your web page “**really looks**,” **click-on** the **Preview in Browser** button. A message that indicates that you must save your changes will appear. **Click-on Yes** and you will be taken to your browser.



Remember, **sometimes** the **browser will not “load”** when you do this. If this occurs, **look** in the task bar at the **bottom** of the screen and you will see your **browser blinking blue**. **Click-on** your **flashing browser button** and you will once again be taken to your web sit.

One more thing – HTML

So far you have been working in a program very similar to a **word processor** with some limitations. Actually, FrontPage 2002 has been “**converting**” your work into the **Hypertext Markup Language (HTML)**. To “**see**” the computer program code **you have created** we'll do two things.

First, go back to **FrontPage 2002** again by **clicking-on** the **FrontPage icon** in the **Task Bar** at the **bottom** of the screen.



When you are in **FrontPage** you'll notice at the **bottom** of the screen, on the **left side**, some **"tabs/buttons."** One of them indicates **HTML**. **Click-on** the **HTML** tab (see **image on right**). This will take you to a **screen** that **shows** you the **HTML code** you have created. Your screen should look something like the one below.



```

janie.htm
<html>
<head>
<meta http-equiv="Content-Language" content="en-us">
<meta name="GENERATOR" content="Microsoft FrontPage 5.0">
<meta name="ProgId" content="FrontPage.Editor.Document">
<meta http-equiv="Content-Type" content="text/html; charset=windows-1252">
<title>Janie</title>
<bgsound src="bluedanu.mid" loop="0">
</head>
<body background="greenred_marble.gif">
<p><b><font face="Bookman Old Style" size="7" color="#744770">Janie's Home Page</font></b></p>
<p></p>
<p><b><span style="font-size: 12.0pt; font-family: Times New Roman">This is
where the text appears for this option</span></b></p>
<p></p>
<p><a href="bluedanu.mid">Listen to the Blue Danube</a></p>
<p><a href="http://www.lynchburg.edu">Visit an awesome place</a></p>
<p>&nbsp;</p>
<p>&nbsp;</p>
</body>
</html>

```

Wow! You created all of this computer programming code and most of you don't know anything about programming. Neat program - FrontPage 2002.

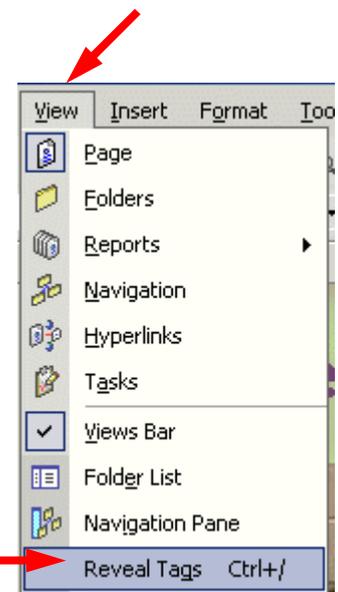


move back to the **"regular/normal"** view.

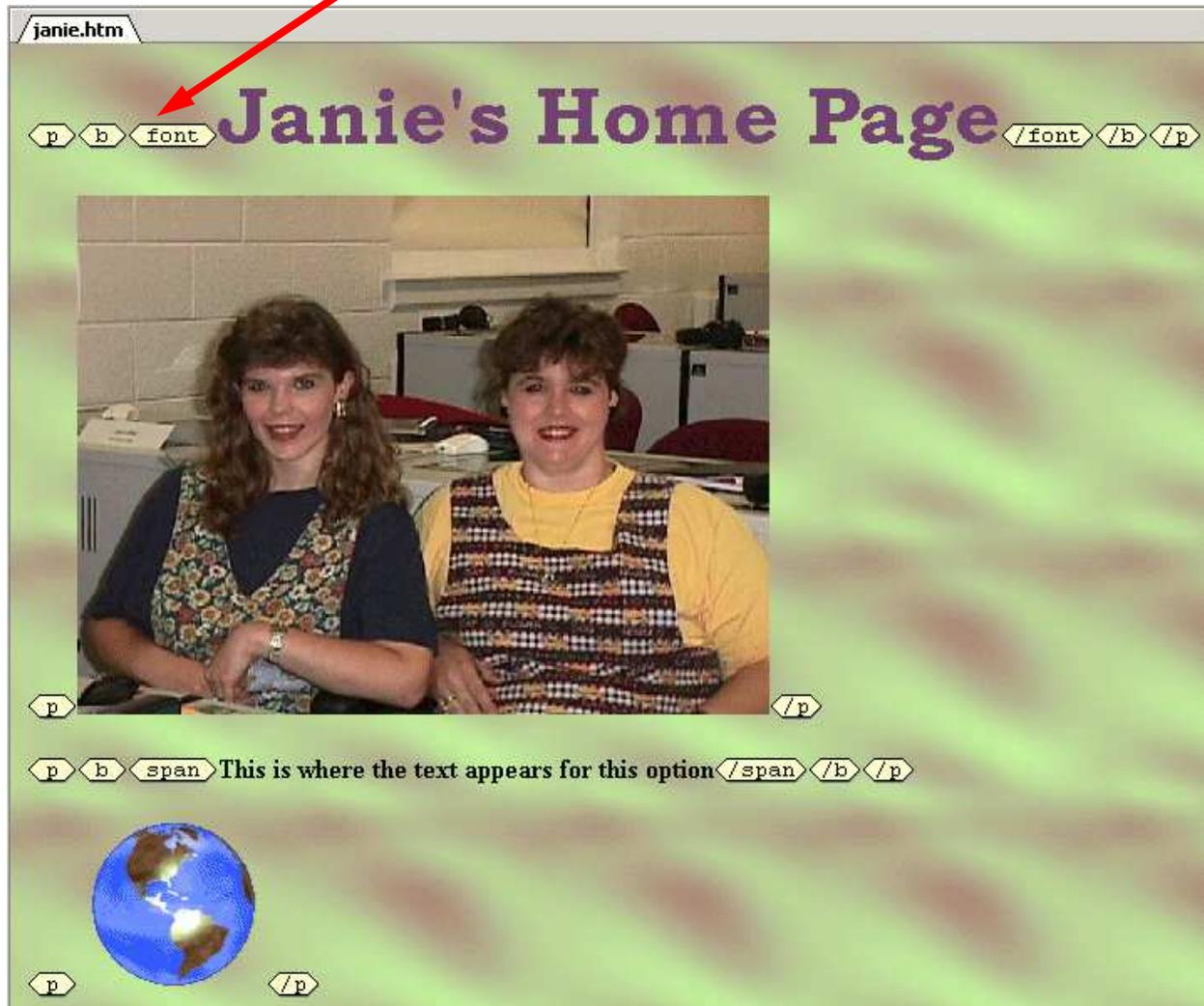
Congratulations. You have now successfully completed a web page. **Click-on** the **Normal Button** to

One more really neat thing in FrontPage 2002, You can **"see"** this **HTML code on your web page** as you edit it.

To do this **click-on View** in the **Menu bar**, and then **carefully go down** the menu, you will see and choice **Reveal Tags** appear. **Click-on** it.



Your web page screen will “change a bit” and you will see HTML “things” called “tags” appear. Your web page will look **similar** to the **one below**. As you become more proficient and advanced this can be a real help. “Old time HTML folks” had to create all of their web pages by coding them as you just saw in the HTML view. That was a task. But, every now and then, you might find these codes will assist you.



If you have any questions or comments please contact:

murray.t@lynchburg.edu

Thank you for your time and patience.

Now we'll create our web site. You may want to take a break and relax before you begin.

Don't forget to save your web page and close the file before you begin creating your web site.

Creating a Web Site Using Microsoft FrontPage 2002 for Windows 98/2000/Me/XP

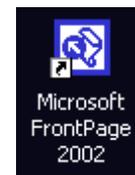
Created: 26 April 2002

Starting Microsoft FrontPage 2002

In this tutorial we'll create a **small web site** using **Microsoft FrontPage 2002**. If you have not completed the tutorial: **Creating a Web Page Using Microsoft FrontPage Editor 2002 for Windows 98/2000/ Me/XP** you should do so prior to attempting this tutorial. The Creating a Web Page Tutorial explains how to **create** and **edit** a **single** web page; this knowledge is **pretty essential** prior to your attempting the web site tutorial.

In the previous tutorial it explains how to hyperlink or link to other web pages. The really neat thing about **this tutorial** is that it **creates** these links **“automatically”** for you.

To “start” the program, **Double click** on the **FrontPage 2002** icon (looks like the one on the **right**), or **click-on Start** in the **lower left corner** of the screen, then **click-on Programs**, and then on **Microsoft FrontPage**. You should now be in **Microsoft FrontPage 2002**.



If you are in **FrontPage 2002**, you will see, in the **upper left corner** of the monitor **screen** that you are in Microsoft FrontPage (it **looks** similar to the image at the **right**).



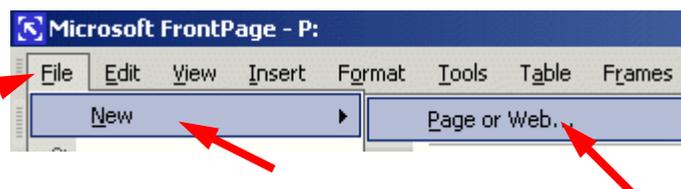
Take a few moments to **go back** to pages **1 and 2** of **this tutorial** - **Creating a Web Page and Web Site Using Microsoft FrontPage 2002 for Windows 95/98 – Starting FrontPage 2002**. Review what the screen should look like and re-familiarize yourself with the various buttons on the top and left side of the screen.

If you still have your single web page on the screen, click-on **File** in the **Menu bar**, and then click-on **Close**. If you are prompted to **Save** your changes – click-on **Yes**.

Creating a web site (with multiple-linked pages)

In the **Views button bar** along the **left side** of your screen the **Page** button should be **depressed** and the **area** on the **right** of the button bar should be **gray** in color.

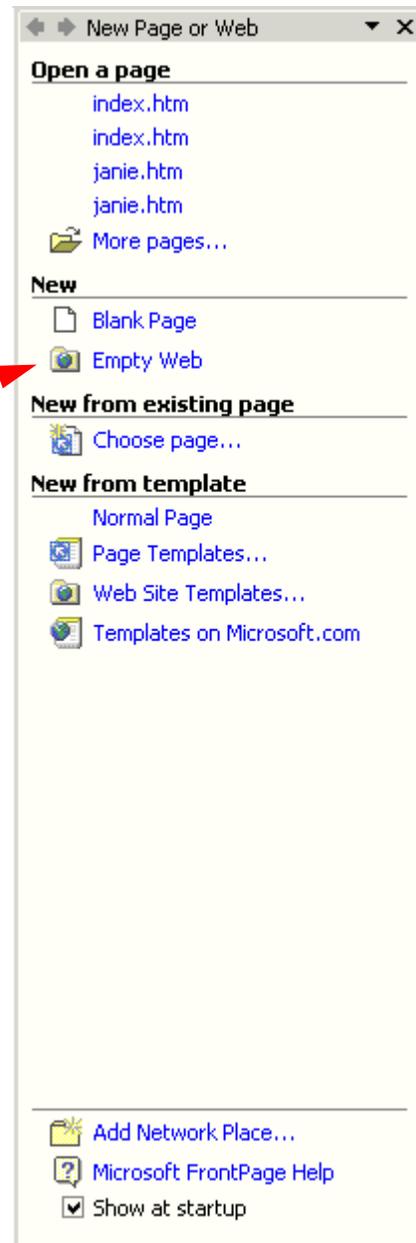
To **create** a **web site**, **click-on File** in the **Menu bar** and then **click-on New** and then on **Page or Web** (should look like the picture on the right).

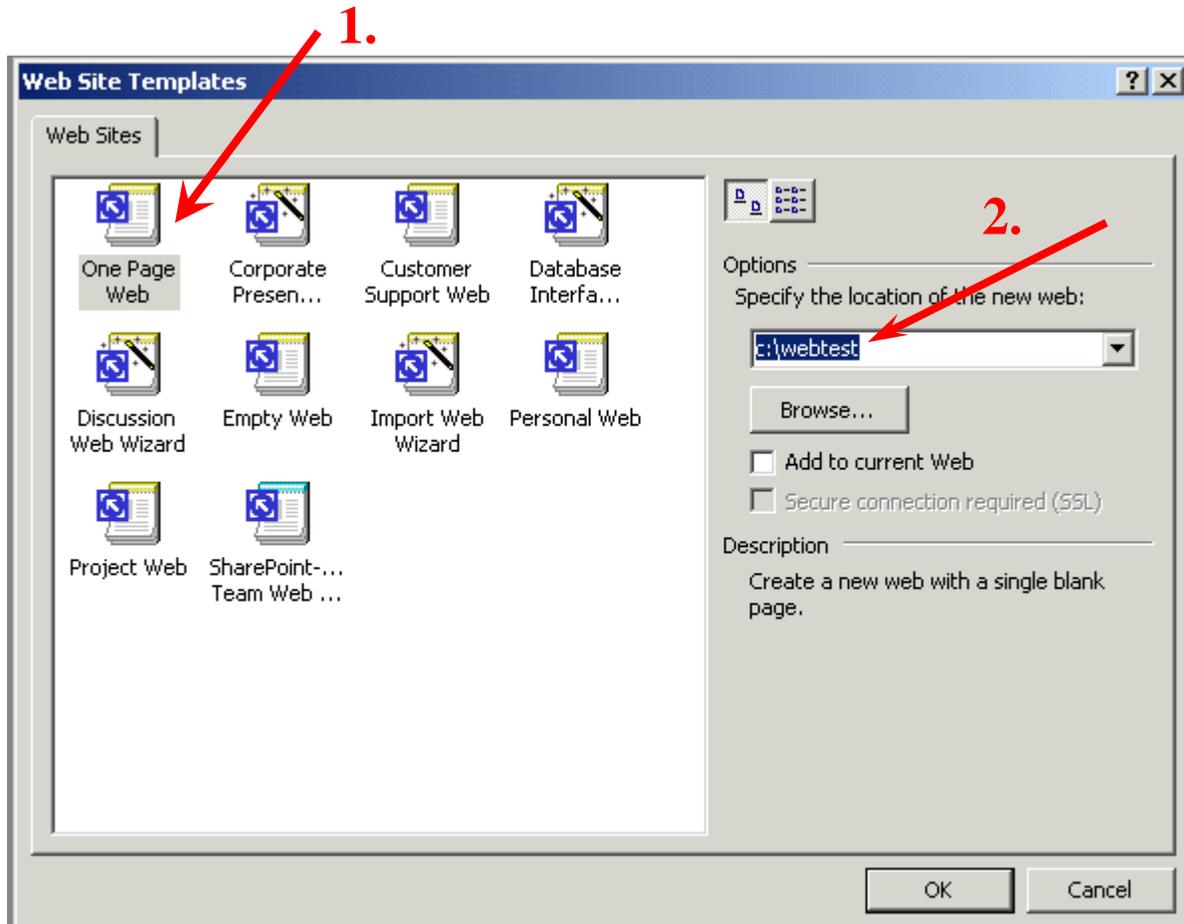


Note: If you are a FrontPage 98 or 2000 user, the new Office 2002 graphics displays are very different to from those that you are used to seeing. In every module of Office 2002 there is now a new “Task Pane” on the right of the screen. Once you get used to using the task pane – especially since it has similarities in all of the Office 2002 programs, we think you’ll really like it. So, for you “old FrontPage hands,” here we “go”- with the new graphic features.

After you click-on New Page or Web, the **Task Bar** on the **right** will **appear** on the **right** side of **your** screen.

Place your cursor over the small yellow folder with an “earth” on it or on the text **Empty Web**. You will notice that the words Empty Web are now underlined in blue. You will also notice that your cursor will change to the “small pointy hand” hyperlink icon. Click-on **Empty Web** and the image at the top of the next page will appear.





The **New (FrontPage Web)** menu will appear (see above). It will **not look exactly like this**. You will need to do a couple of simple things to create a “place on your hard disk” for your web pages.

First (1.), make sure that the upper left icon “One Page Web” is highlighted. If it is not, click-on it.

Second (2.), in the “white area” under **Options – Specify the location of the new web:** type-in the following: **c:\webtest**. Your **Web Site Templates** menu screen should look like the one above. When it does, click-on **OK**.

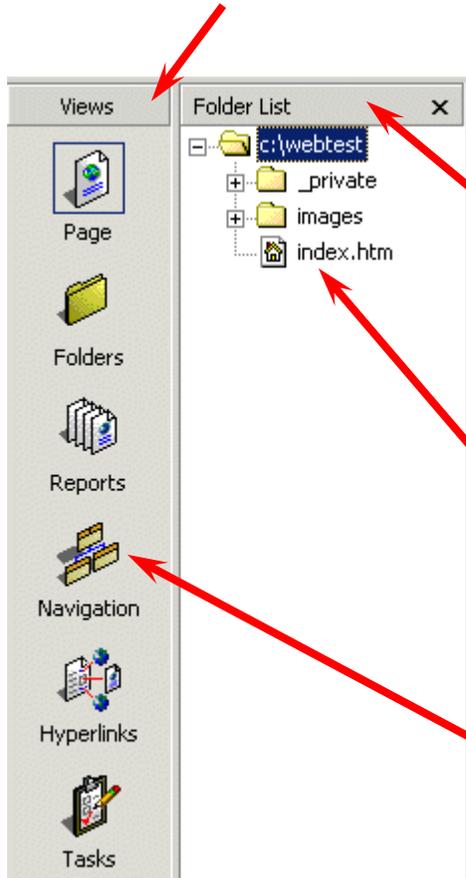
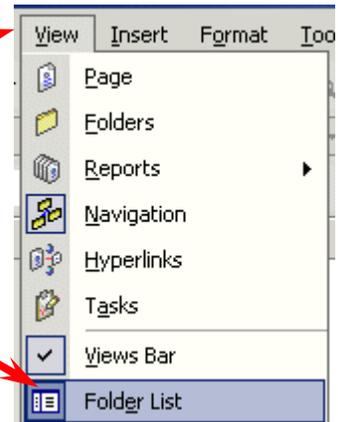
This will take you back to the **FrontPage 2002** main screen.

It will appear that nothing has happened. However, if you look



at the **upper left corner of your screen** you will see that the web site **c:\webtest** has been created. Since this is a web site, and in the **current Views Bar on the left of the screen** is “set” on **Page**, we’ll have to select another button in the **Views Bar** to be able to “see” and work with our web site. We’ll show you how to do this at the **top of the next page**.

To visually “see/confirm” that your web site has been created by FrontPage 2002, click-on **View** in the **Menu Bar**. In the **drop-down menu** that appears, click-on **Folder List**.



The **Folder List** will now appear on the left side of your screen to the right of the **Views Bar**.

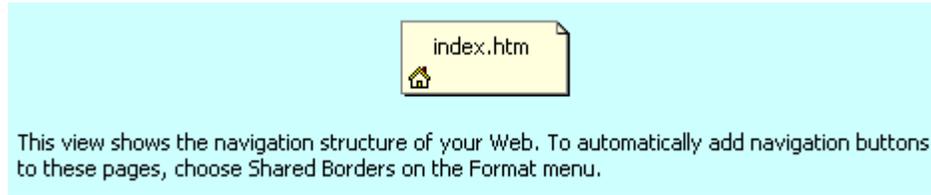
The **Folder List** (arrow above left) indicates that your new web site is located on the **C: drive** in the **Folder webtest**. Notice also that **two new folders** have been created by FrontPage – **private** and **images**. FrontPage 2002 has also created your **initial home page** called **index.htm** (arrow above left). When we finished the single web page in the last tutorial, we clicked-on **Reveal Tags**. In the **index.htm** screen you are in the **Page (edit)** “mode,” just like you were when we created the initial single web page.

To create our web site we’ll want to be in the **Navigation** View. So, click-on the **Navigation** button as indicated by the **arrows**.



Earlier, when you clicked OK on the Web Site Templates screen, a **little web page** and a **world globe** appeared with an **arrow circling the page and the globe**. This indicated that your web site was created as you requested. This is now confirmed by the **Folder List** view (which “shows” your created web site) and the **image** you see below (that appeared when you clicked-on the **Navigation** button). When this process is complete you will see your initial **Home Page** of the web site in the center of the screen.

Take a few minutes to look at all of the “stuff” on the screen. In the center of the screen you will see:

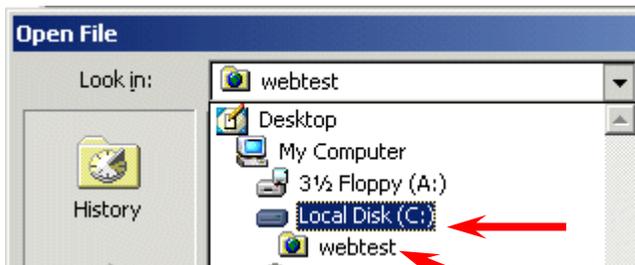
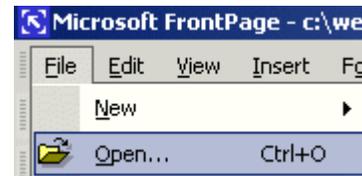


Take **note** of the words **below** the **Home Page (index.htm)**, they’re **important**. We’ll come back to this in a moment.

Saving your web site

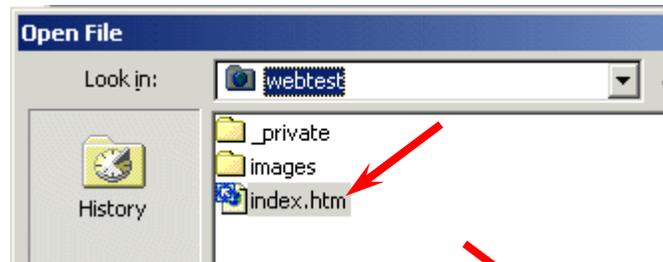
If you haven’t already, you’ll **notice** that there is **no** “Save” option under **File** in the Menu Bar. Nor is there a little “Save diskette” in the button bar. One of the neat things in FrontPage 2002 is that it **automatically saves** your web site as you make each change. To prove this, click-on **File** in the **Menu Bar** and then **click-on Exit**. FrontPage will close. Now **open FrontPage as you did at the beginning** of this tutorial. When FrontPage **appears, SURPRISE!** Your web site appears – just like you left it! This is a new feature of FrontPage 2002.

Normally, you would **click-on File** and then **click-on Open**. The **Open File** menu screen (below) will appear.



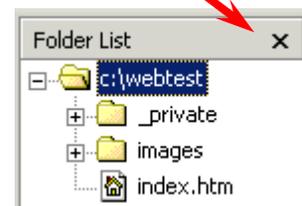
You will need to first **click-on** the **small triangle** to the **right** of the **Look in** area, then when the menu appears below, **click-on** the **C: drive**.

Notice that when you **click-on** the **C:** drive that you can see the **webtest folder!** **Click-on** the **webtest folder** and you will then see the **image** on the right.



Click-on **Open**, and **when your web site opens, click-on Navigation** so we can get started creating our web site.

Your **Folder List** view area **will still be visible**. Many folks do not like to have this area showing when they are working on their web site. To “close” this area simply **click-on** the small “X” in the **upper right corner** of the **Folder List** view area.



Note: you will still have to save individual web page changes as you work on them.

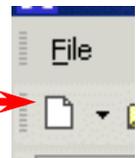
Creating your web site

We'll create a small personal web site to get you started. You should be in **Navigation View**.

First, **left click**-on the **Home Page** in the **middle of the screen**. Prior to your click, it will appear as a **light yellow** icon, **when you click**-on it, the page will turn **blue**. This indicates to FrontPage which page you desire to work on. In this case we'll add, and automatically link, **three additional pages below** our main home page.

If you **accidentally double-clicked** on the **Home Page** icon, this indicates to FrontPage 2002 that you want to edit this page in FrontPage **Editor (Page View)**, so FrontPage loaded your page in the Editor. We'll do this a lot after our pages are created. And, it's not a big deal anyway. Simply **click**-on the **Navigation** button on the **left** (in the **Views** area) and you'll be back where you want to be.

Again, **make sure the Home Page icon is blue**. To **add the first page under our home page**, you will notice, in the **upper left corner** of the screen, a **small button** (that looks like a sheet of paper) that indicates **New Page** (see **arrow at right**). **Click-on this New Page button**.

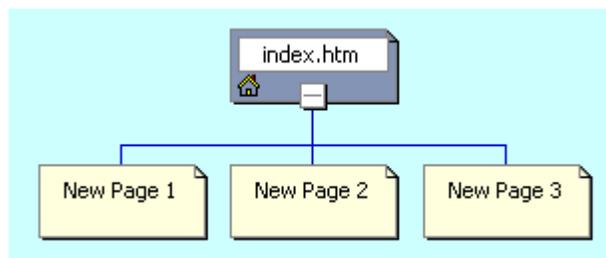


As soon as you click, your screen will change to reflect that you have just created a **New Page 1** below your **Home Page (index.htm)**.

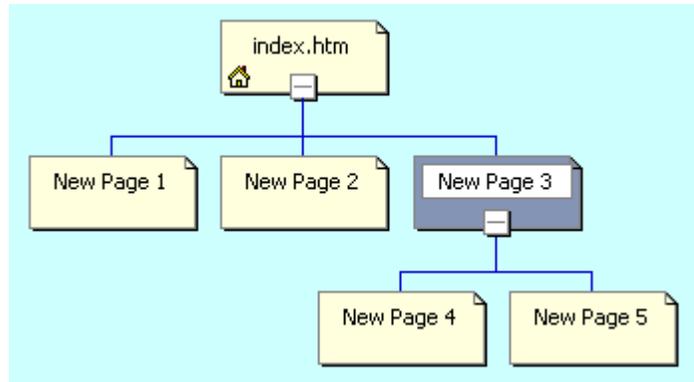


This is where FrontPage really does its work. When you click, **all of the pages you create in FrontPage 2002 will automatically be hyper linked by FrontPage**. Your screen should now look like the one at the right. We'll come back and **"name"** our pages later, after we have created our little web site.

Now we'll add **two more pages** under our **Home Page (index.htm)**. Each time, **click**-on the **Home Page (index.htm)** to turn it **blue**, and **then click**-on the **New Page button**. Your screen should now look like the one below – after you click the New Page button two more times.



Next, we'll **add two pages under New Page 3**. The process is similar to what we just did. **First, click-on New Page 3, to turn it blue, and then click-on the New Page button. Do this twice.** Our web site should now **look like the one below**.

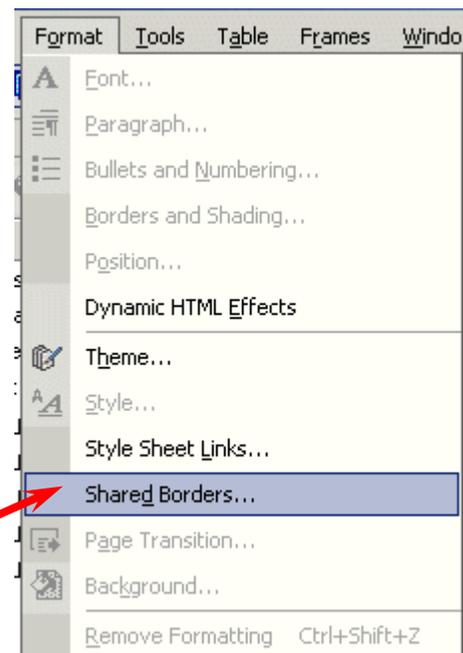


If you happen to **make a mistake**, as you are **adding new pages**, you can simply **left click-on the erroneous new page** and **tap the Delete key**, or **right click-on the page** and then **left click on Delete** when the menu appears.

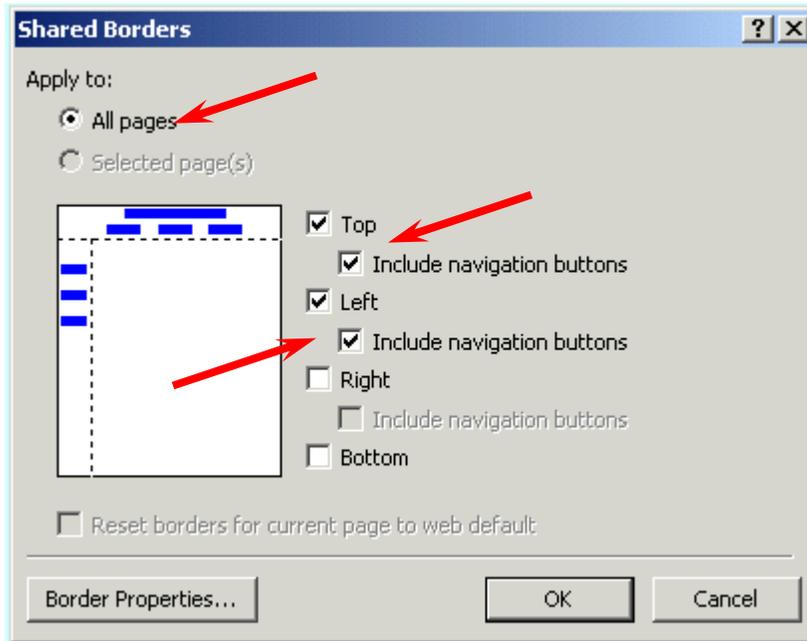
Or, you could **always click-on the Undo button** at the top of the screen.



You now have the beginning of a small web site. Before we attempt to look at it, we need to do a **very important task**. Remember the **words below the Home Page** where we indicated that we would come back to naming the pages? We need to “**tell**” FrontPage “**what**” we want to “**see**” **on our web pages in our web site**. To do this we **first** have to follow **the instructions below the Home Page** (see **top of Page 37**). They tell us to **select Shared Borders** in the **Format menu**. To do this, **click-on Format** in the **Menu bar** and then **click on Shared Borders**. The **image to the right** shows this.



This will bring up the following Shared Borders menu screen.



To make the titles of each web page and the links visible, you will need to **click-in the small circle in front of All Pages**, and in the squares to the left of: **Top**, and **Include navigation buttons**, and **Left**, and **Include navigation buttons**. Your Shared Borders screen **should look exactly like** the Shared Borders at the left (see arrows). When it does, click-on **OK**.

To “see” what the site would look like on the World Wide Web double click quickly on the Home Page (index.htm) icon. You can also click the right mouse button while the cursor is on the Home Page (index.htm) and, when the menu appears, left click on Open. This will load the Home Page in Microsoft Editor (Page view).

Before we open the web site in a browser, take a few moments to look at the top of the page in the Editor (Page View). It should look like the view below. Notice two things. First 1. observe that the title Home Page (index.htm) appears at the top of the page in the Editor (Page View) – just as it did when Front Page created it. Second 2. , note the New Page 1, 2 and 3 on the left side of the view below. These are links to pages below the one you are editing in the Editor. As indicated earlier, we’ll return to the Navigation View and re-name these pages so that they make more sense to your web site. Again, these are the automatic hyperlinks created by FrontPage 2002. Don’t worry about the “dashed lines” you see. These are simply to assist you later in the Page View. You’ll see that they “disappear” when you view your web site in a browser.



Viewing web pages in a browser

Now, in the **Page View**, **click-on** the **browser button** in the button bar. Or, you can **click-on** **File** in the **Menu bar** and then **click-on** **Preview in Browser**.



If you do **click-on** **Preview in Browser**, Explorer will ask you to **choose a browser** that is saved on your computer. We normally use Microsoft Explorer, as it has proven more reliable of late. However, if you are a Netscape or other browser user, then choose your favorite, if this is important to you. Your **initial view** of your **Home Page (index.htm)** should **look like** the **image below**.



Now you're in a **browser** and your "blank" web site will respond like any web site. When you move the cursor over **New Page 1, 2 and 3**, you will notice that the "**little pointy hand**" appears indicating a hyperlink. **Click-on** **New Page 1**. Your **New Page 1** should look like the image below.



Notice that all of the "**text buttons**" are on the "**line**" below **New Page 1**. These are "**real**" **hyperlinks** back to the **Home Page** and to **Pages 2 and 3**. When we **created our Shared Borders** in **FrontPage 2002**, **links for pages** that are **ABOVE** or on the **SAME level** as **Page 1**, show **below** the **page title** (**New Page 1**). It does not matter if there are more than three pages above, or on the same level as the current page, all the pages will show with their names. These are part of the automatic hyperlink that we mentioned earlier. As indicated earlier, in the tutorial, this means that all of the pages are either **above** [**Home**] or on the **same Navigator level** as **New Page 1** [**New Page 2 and 3**].

Now **click-on** **New Page 3** in the browser, **remember** that we **created two new pages below** **New Page 3**. Your **browser** should now **look like** the **image** at the **top of the next page**.

New Page 3

[[Home](#)] [[New Page 1](#)] [[New Page 2](#)] [[New Page 3](#)]

[New Page 4](#)
[New Page 5](#)

← **Pages Below**

Pages Above and at the Same Level ↑

Notice the line below **New Page 3** contains the **text links for pages above or on the same Navigator level**. The **text links on the left** are to pages **below** **New Page 3** (**Pages 4 and 5**).

Titles for web pages in your web site

Now let's **go back to the Navigation View FrontPage 2002** and "name" our web pages. We'll be **doing the following process frequently**, so it's good to make sure that you understand the process of moving from one program to another. At the **bottom** of your screen there is an area which **shows/indicates** what programs are **active**. This is called the **Task Bar**. Since we are using FrontPage 2002, as well as a browser [in our case we're using Microsoft Explorer]. Your Task Bar should look similar to the one below.

FrontPage 2002



Internet Explorer

The icon for **FrontPage 2002** has a **white arrow on blue**. On our Task Bar the **icon on the right** is for **Microsoft Internet Explorer** and **indicates** that it is "**New Page 3**." If you are **unsure** which icon is which, you can "**move**" your **cursor over an icon, pause on it** for a few moments, and **text help** will appear to **indicate the name** of the program (e.g. FrontPage, etc.). **Click-on the Microsoft FrontPage 2002 icon (indicated by the arrow above)** to return to the FrontPage 2002. In the upper left corner of the screen it should **indicate** that you are in FrontPage (like below).

A screenshot of the title bar of Microsoft FrontPage 2002. The text in the title bar is "Microsoft FrontPage - c:\webtest\new_page_3.htm".

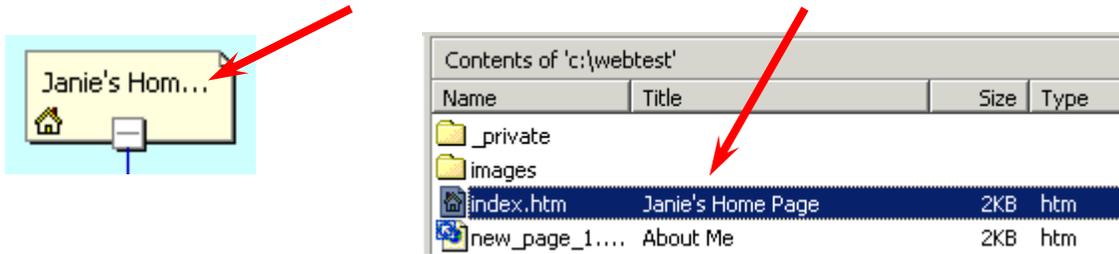
Microsoft FrontPage - c:\webtest\new_page_3.htm

If you're **not in the FrontPage, try again**.

When you do return to the FrontPage make sure that you are in the **Folders** view. If not, click-on the **Folders** button on the left. You should see the view at the top of the next page.



You will now **see** that the **Title** of the page has **changed to your name**. Your “**box**” in the **organization chart**, and in the **Title column**, should look similar to those below.



Now we'll place some **titles** in the **other “boxes.”** We'll **use** some “basic” titles for a general personal web. Once you get the idea of this, you can change the titles to anything you desire, add more pages, etc.

Return to Navigation view by **clicking-on** the **Navigation button** in the **Views bar** again.

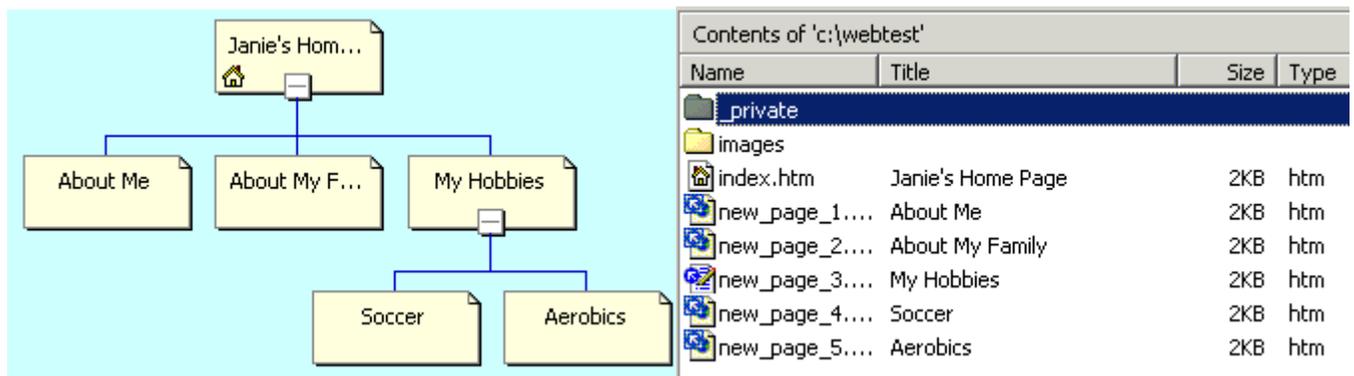


For each page type-in the following:

- New Page 1: **About Me**
- New Page 2: **About My Family**
- New Page 3: **My Hobbies**
- New Page 4: Type-in the name of **a hobby**
- New Page 5: Type-in the name of **another hobby**

When you have **completed these titles**, **click-on View** in the **Menu bar** and then **click-on Refresh**.

Navigation view should **look like** the **left image below**. **Click-again** on the **Folders button** in the **Views bar**. The **Folders View** should **look like** the one on the **lower right**.



Let's look at what we've accomplished by looking at your web pages in the browser. We'll repeat what we did previously. You should be in **FrontPage 2002 Navigation view**. So, **click-on** the **Navigation button** in the **Views bar**.



To "see" what your site looks like, at this point, on the World Wide Web **double click-on quickly** on the **Your Home Page icon**. Or, you can also click the **right mouse button** while the cursor is on the Home Page and, when the menu appears, **left click** on **Open**. This will load the Home Page in **Microsoft Page View**.

In **Page View**, **click-on** the **browser button** in the **button bar**. Or, you can **click-on File** in the **Menu bar** and then **click-on Preview in Browser**.



Your pages **may not open your browser** (like before), so if your browser does not open, look in the **Task Bar** at the **bottom** of your screen. Your **browser button** should be "**flashing**" **blue**. If it is **click-on it**.

Click around your web site. You will notice that FrontPage 2002 has automatically changed all of your pages and buttons.

Themes

If you'll remember, in the **Microsoft Creating a Single Web Page tutorial**, we browsed on the Internet and found nice, colorful, **backgrounds** to replace the white default background in the web page.

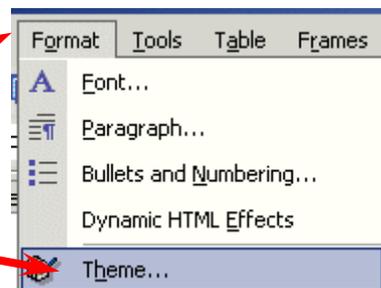
Now, in **Microsoft FrontPage 2002**, we have the **neat option** to have a "**Theme**" background throughout our web site. The theme uses the **same color scheme** for **each web page** its **buttons** and **links** (you can change them page by page later if you desire).

Let's try this. First, you'll need to be in **Microsoft FrontPage 2002**. So, **click-on** the **FrontPage "button"** in the **Task Bar** at the **bottom** of the screen, like you have done before.

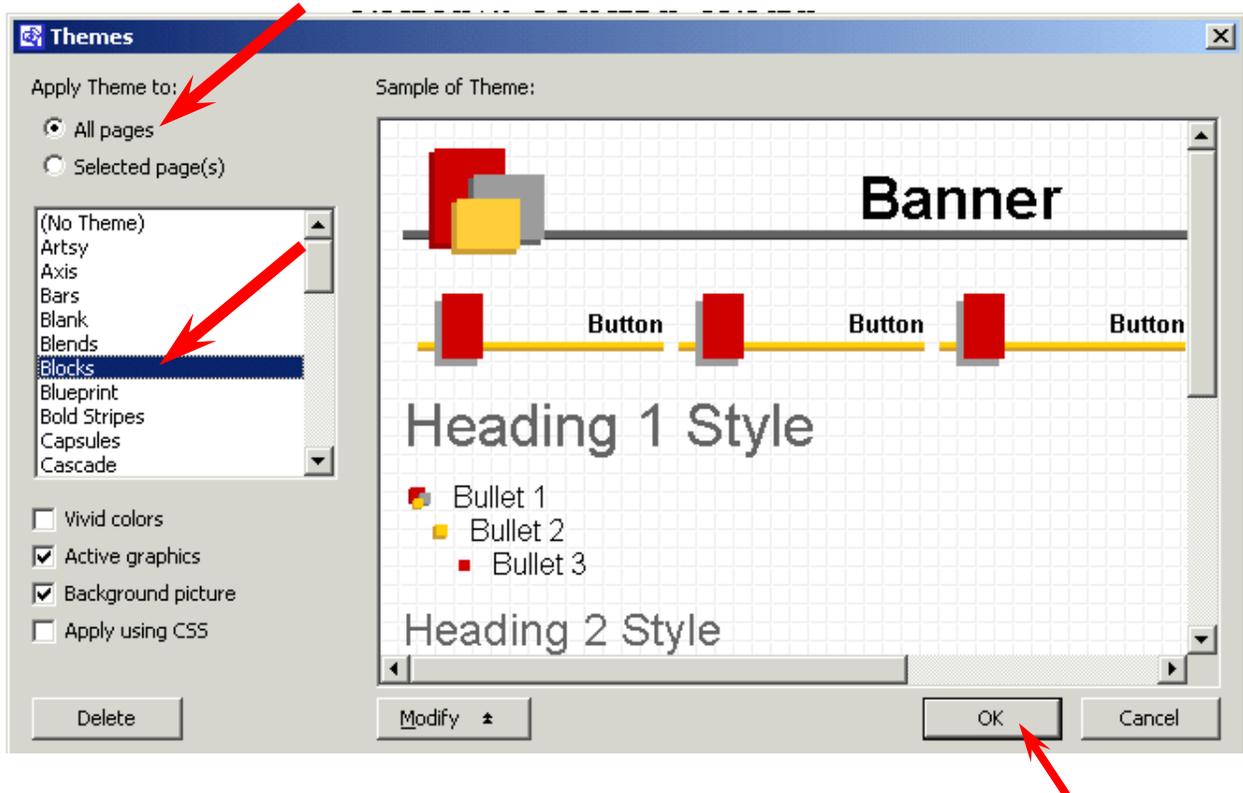


It does not matter which view you are in (Page, Navigation, etc.). We were in Page view when we returned to FrontPage.

When you are **back in FrontPage** **click-on Format** in the **Menu bar** and then **click-on Theme**.



You will be taken to the **Themes** menu screen in **FrontPage 2002**. When it **first appears**, you will **notice** that the area on the **right** is **blank**. To **view** the **Theme choices** you'll need to **click-on** a **Theme** (as shown by the **arrow** below). When you do, you'll notice that the **first Theme choice, Artsy**, is highlighted in **blue**, and the Theme **Artsy** **appears** on the **right**. **Click-on** some of the other choices in the list below. You can try all of them if you like.



We've chosen the **Blocks** theme above (see **lower arrow** above).

Note: At the top of the Themes menu screen (see **upper arrow** above), under **Apply Theme to**, the choice **All pages** is **selected**. This will “**apply**” the theme to **all of our pages**. You can apply a different theme to each page, or one theme to all pages. We have chosen All pages. You can select a totally different theme at any time you desire – page by page or all pages.

When you have decided on a Theme you like, **click-on OK**. It will take a few seconds for the theme to be applied to all your pages.

The **Microsoft FrontPage choice screen** below **will appear**. It indicates that all of your formatting will be changed to the theme you selected. Click **Yes**.



Now **click-on** the **Navigation button** in the **Views** area on the **left** side of the FrontPage screen.



When you see your **web site** organization chart, **double-click quickly** on your **home page** at the **top** of the **chart**. As before, this will **take you to the Page view** and your **home page**. You will now notice that the **theme** you chose has been **applied** to this page. Look at it carefully and **notice the Title, buttons and links**. They are now incorporated into your theme.



Next we'll look at our pages in the **browser** we chose, **but first** click-on **File** in the **Menu bar** and then **click-on Save All**. **Remember**, when you are in the **Page view**, you'll need to **save your changes to each page** just like you did in the Creating a Single Web Page tutorial. You can save each page individually, or all of them at the same time with **Save All**. **Don't forget to save frequently as you are editing your individual web pages.**

Now **click-on** the **Preview in Browser button** as you did before, or on **File** in the **Menu bar** and then on **Preview in Browser**.



When your **home page** appears in the **browser** notice that as you run the cursor over the links that the small pointy hand appears. **Click-on** the **About Me** text link on the **left**. When the About Me web page appears notice that the **About Me button** at the top is **"highlighted"** compared to the other buttons. Also **note** that as you move the **cursor over the buttons** they **become highlighted** to indicated that they are **active links**. Browse around your web site and see how it works. **Pretty awesome. Just a few clicks and look at what you have created!**

Back to the FrontPage 2002 to place text, images and other "things" in your web pages



You have now learned all of the steps to create a web site, it's time to go back to **Microsoft Page** view and **add** the **"things" you desire on each web page**. This is **normally a three-step** process. **First**, since you **returned to FrontPage** there is no need to click-on the FrontPage 2002 button in the task bar again. **Second**, **double-click** on the **web page you want to edit** in the **Navigation** view. **Third**, once you have typed the text, inserted some pictures and graphics, created some links, and whatever else for that page, **save the page** and then **preview it in a browser**. Then repeat the cycle as you work on your other pages. This is what you did when as you completed the Creating a Single Web Page tutorial.

The **Creating a Web Page Using Microsoft FrontPage 2002** tutorial will show you how to do all of this if you have forgotten the process.

Using Ctrl+Click to move from one web page to another in your web site

There is **another way** to **move** around **between** your various **web pages** in **Page** view if you don't want to keep going back and forth between the Navigation and the Page view.

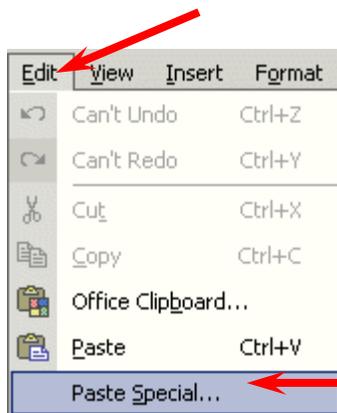
When you are in Page view, **move your cursor slowly over one of the links** and **pause on the link**. You will **notice** that a

little text help box appears that indicates: **Use Ctrl+Click to follow a hyperlink**. This means that if you want edit the page, to which the link connects, you should **hold down** one of the **Ctrl keys** at the **bottom** of the **keyboard** and then, **when you move the mouse over a link** you will see the arrow **cursor change** to the **pointy hand** cursor when you are **over** the **link**. When you see this, if you **click the left mouse button**, in a few moments, you will go to that web page in the Editor. This takes a **little skill** and **patience**. So, if you don't link on the first try, try again.



Copying other text documents into web pages

As you get more accomplished in your web skills, you will probably not want to recreate “things” that you have written previously – like your resume, lesson plans for courses, etc. You can **highlight** the **document** in your **word processor**, and **copy** it **into** the selected **web page**.



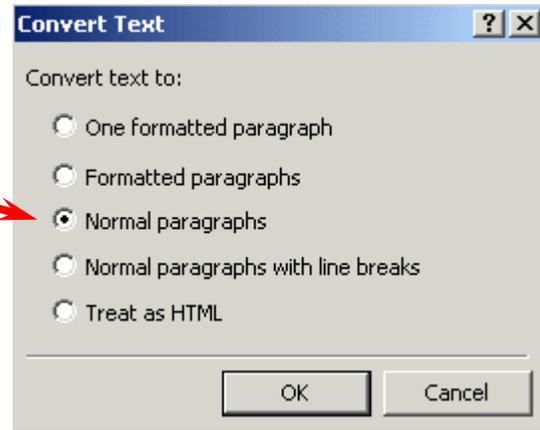
This works pretty well if you follow the next procedure. Highlight your document, in your **word processor**, **Copy** it to your clipboard by your **favorite method** (Edit-Copy, Copy button, etc.).

Then, **go to the page**, in **FrontPage 2002**, where you **desire** to **insert** your **document**. **Click-on Edit** in the **Menu Bar** and then **choose Paste Special**.

The following **Convert Text menu** screen will appear. We suggest that you choose **Normal paragraphs**. This will “hold” most of your formatting from your word processor.

Since you are “going into” HTML, you will have to do some editing to “re-center” portions of your text, and “make” some double-spaces, single-space.

When you have made your choice, **click OK**.



Or you can, in the **word processor** of your choice, **save** the document as a **HTML** file and then **Copy** the saved file, from your word processor, into your web page in **Microsoft Page view**. You can also open a word-processed document directly into a web page. All of this takes a little skill and practice, so you may want to practice these techniques.

Publishing your web site

Once you have created a web site it’s logical that you’ll want to “publish” it on the World Wide Web. To do this you’ll need someone who has the technical capability to do this. There are lots of Internet Service Providers who can do this. If you are currently using an Internet service like America on Line (AOL), CompuServe, Microsoft Network (MSN), or a local company – contact them. The rates range from free or inexpensive, for a small web site, to whatever.

What now?

The two tutorials (in this document) will give you a decent foundation in how to create web pages, edit them, and collect them into a meaningful web site. You now have the basic information. If you desire to further your knowledge, you might want to take a web class or purchase a good advanced reference manual. The one we like best at the moment is Microsoft Press’s Microsoft FrontPage 2002 – Inside Out.

Also, if you desire “instant” assistance on a feature in FrontPage there is a **web connection** in the program **if** you are “**on-line**.” If you **click-on Help** in the **Menu bar** and then **click-on Microsoft on the Web**, you will be **linked** to a **main assistance screen** for the Microsoft program in which you’re working. Often we find that someone else has already asked the same question – so a good first place to check is **Frequently Asked Questions**.

Congratulations. You have now successfully completed a small web site.

If you have any questions or comments please contact:

murray.t@lynchburg.edu

Thank you for your time and patience.