

Using Front Page XP to Create A Basic Web Page

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Prepared by D. Reaves
Please Do Not Write on Handouts – Return to Instructor

Class Preparation for Basic Web Page Design

1. Create a folder on your floppy diskette entitled: **Web Page Design**
2. Copy and paste the files copied the 1st day of class in the Web Design folder.
The files are as follows:

London.gif
Travel Agent.gif
Rent-A-Car.gif
Airline.gif

Return-to-Top.gif
Cruise Beach.gif
Baggage man.gif

What is Microsoft Front Page?













Microsoft Front Page is a Web page authoring and site management program that allows you to create and manage professional quality Web sites without programming. Microsoft FrontPage offers two key types of functionality, including:

Web page creation Microsoft Front Page allows you to create and edit Web pages without needing to know HTML or other programming languages. FrontPage includes many features that make Web page creation easy, such as templates, graphics, and more.

Web site management Microsoft FrontPage allows you to view Web pages, publish them to the World Wide Web, and manages existing Web sites. Using FrontPage, you can test and repair hyperlinks on a Web page, view all of the files and folders on a site, import and export files, and more.

Learning Objective(s):

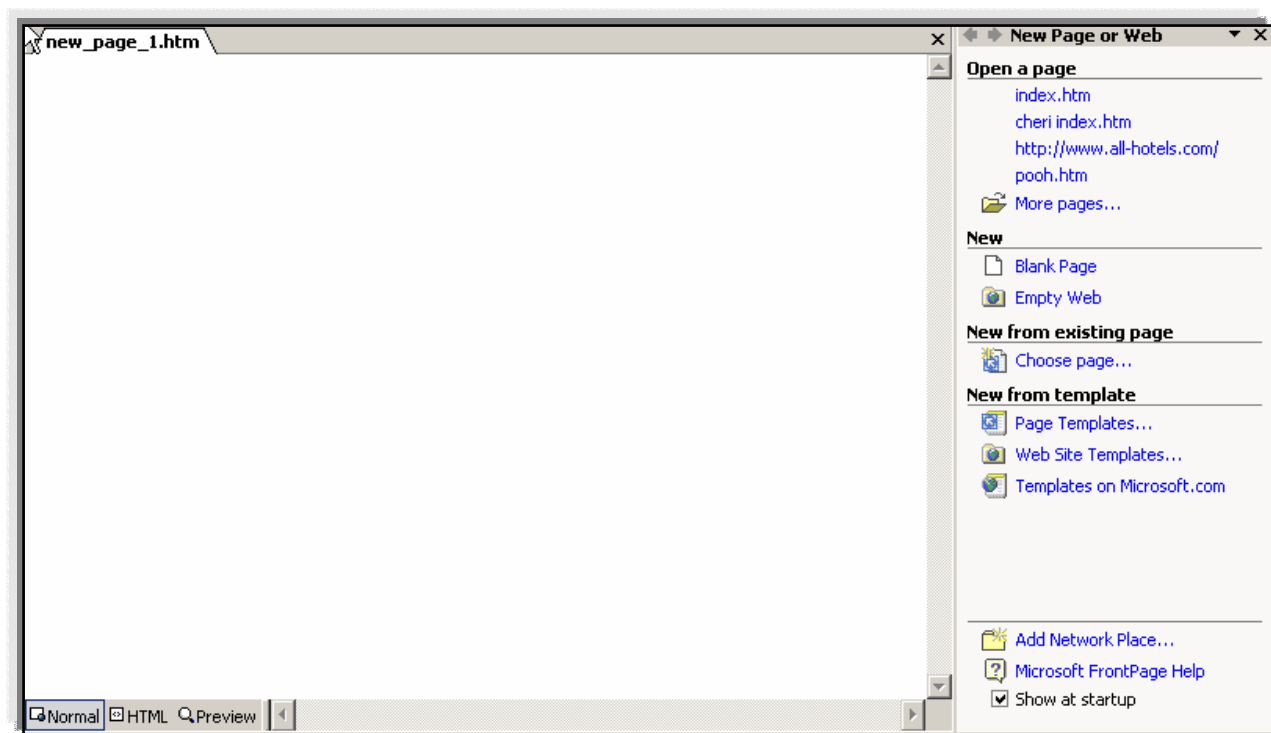
To create a basic web page that includes the following:

-  Apply background color
-  Apply formatting attributes
-  Insert heading style
-  Create order and unordered (Number/Bullet) list
-  Insert & format graphic image; apply alternate text
-  Hyperlinks to: graphic image, websites, e-mail & bookmark
-  Create a bookmark
-  Create and format a table
-  Add web component: marquee
-  Animate a page element [DHTML]
-  Add a browser window title
-  Preview and print web page

Using an HTML Editor – (Front Page XP) To Design a Web Page

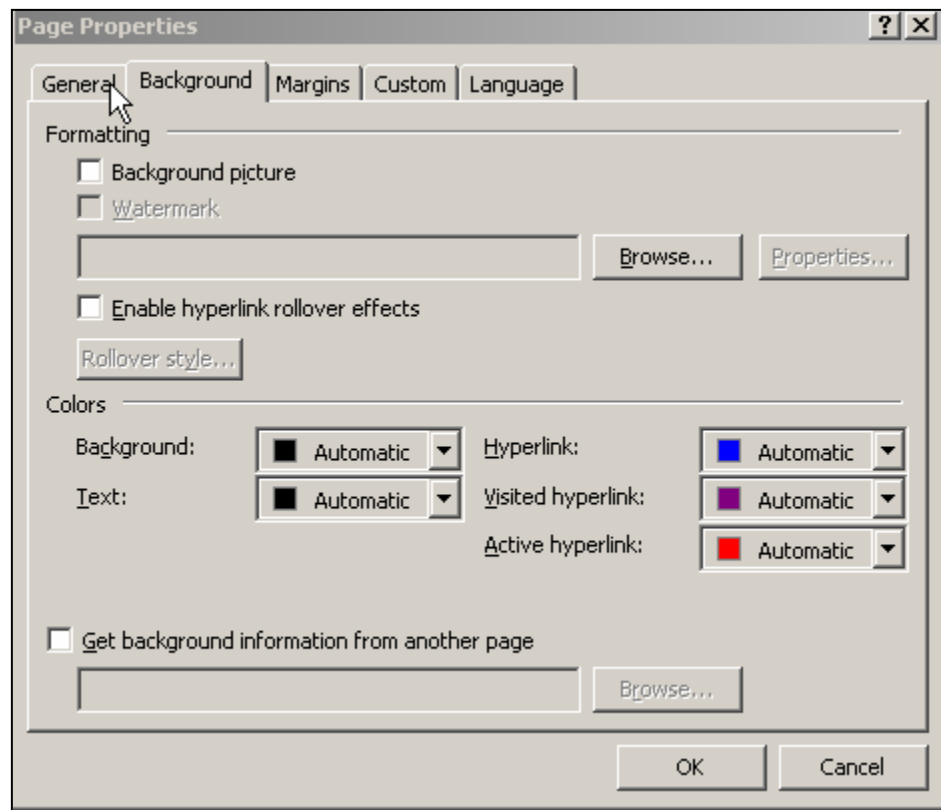
Save the web page in the folder: Web Page Design, under the name: **Index.html**.
Periodically save the file

1. Select **Start** from the taskbar
2. Select Programs or All Programs
3. Select **Microsoft Front Page** from the submenu
4. A similar window will appear:

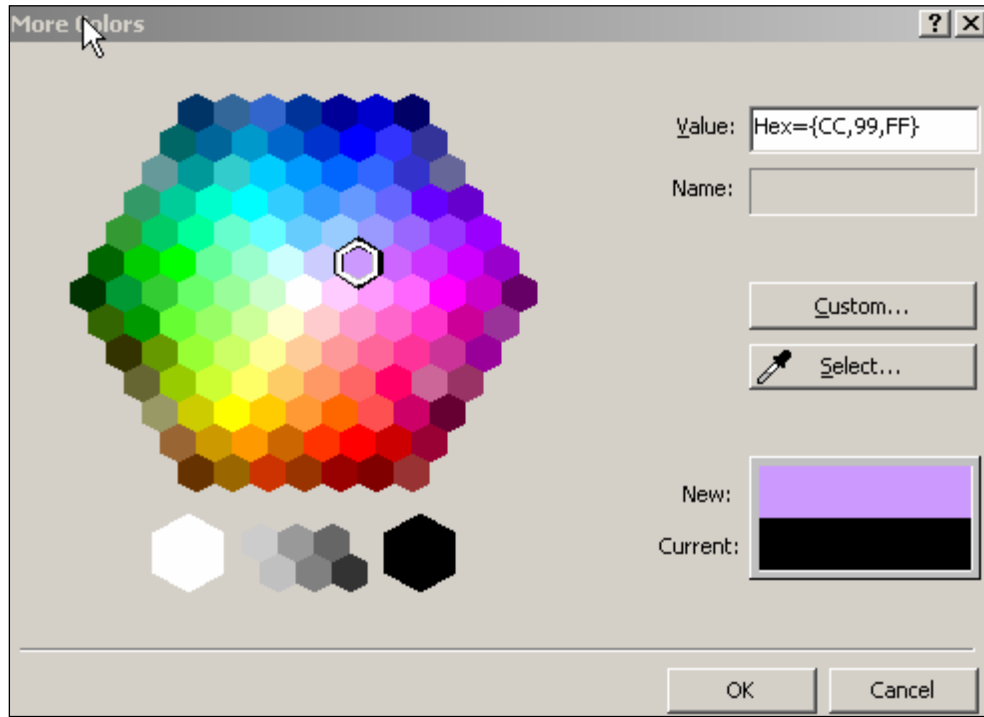


Set the Background Color

1. Select **Format** from the menu bar
2. Select the **Background** option
3. A similar dialog window will appear:



5. From the above window locate the option, **Colors**, click on the **Background** drop-down arrow, and select the More Colors.... Option. See the next page to select background color and to verify the hexadecimal color-coding.



From the color palette window:

- 6th row down from the top
- 5th from the right
- Click the OK button to return to the Front Page normal page window

Apply Heading Style and Font Size/Color

1. From the Formatting toolbar make the following adjustments:

- From the **Style** window, click on the drop down arrow



- Select the **Heading 1** option. From the Formatting toolbar, click on the **Center Alignment** button



- Click on the Font Color drop down arrow and select from the color palette, the **White** option

2. Enter the character C, change the font color back to black and continue to type in

the heading text. Highlight the character C, using the **Format Painter** icon

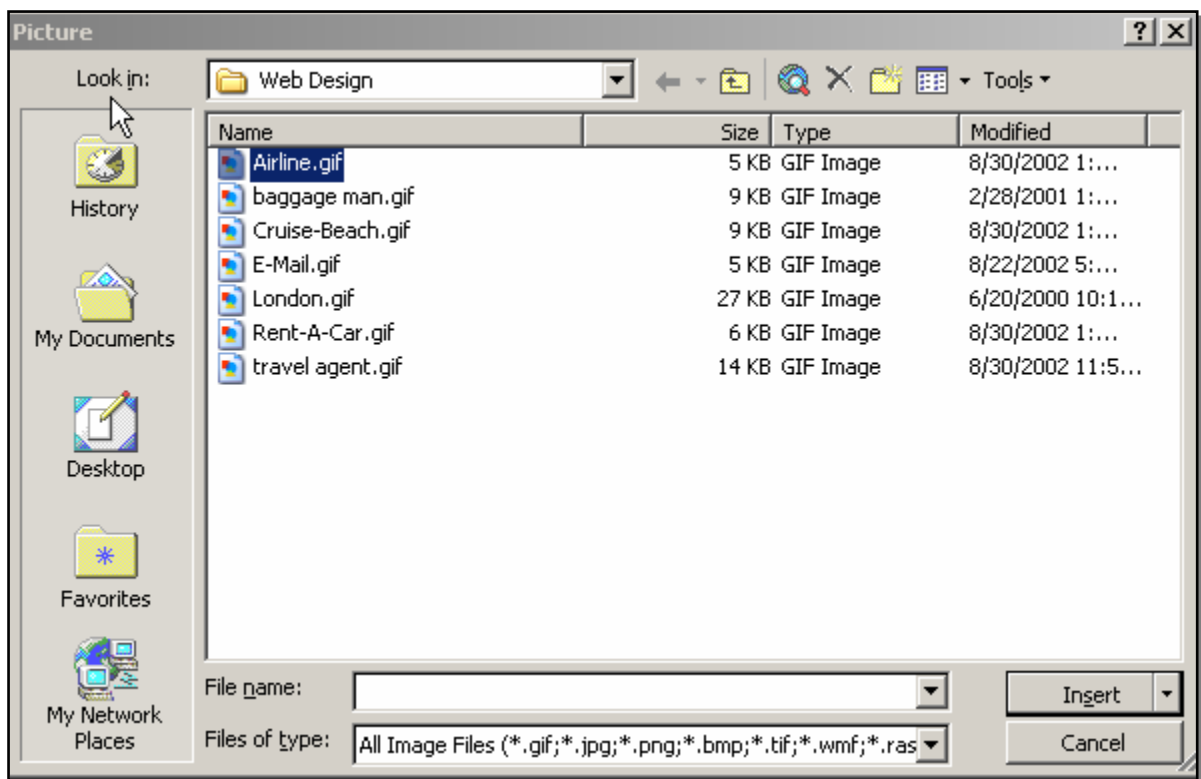


button copy the character attributes from the character C to the T (in travel) and S (in service). Position cursor at the end of the current line and press the **Enter** key

3. Enter address information; press **Shift+Enter** to insert a single line break at the end of each line of text. Type in the URL and press the **Enter** key to convert the text to a hyperlink. Press the **Enter** key to insert a paragraph break.
4. Save the web page in the **Web Page Design** folder entitled: **index**. If prompted to save embedded images – accept. FrontPage will automatically assign the extension of .htm

Insert a Graphic Image

1. Select Insert from the menu bar
2. Select the **Picture** option
3. Select the **From File** option. A similar window will appear:



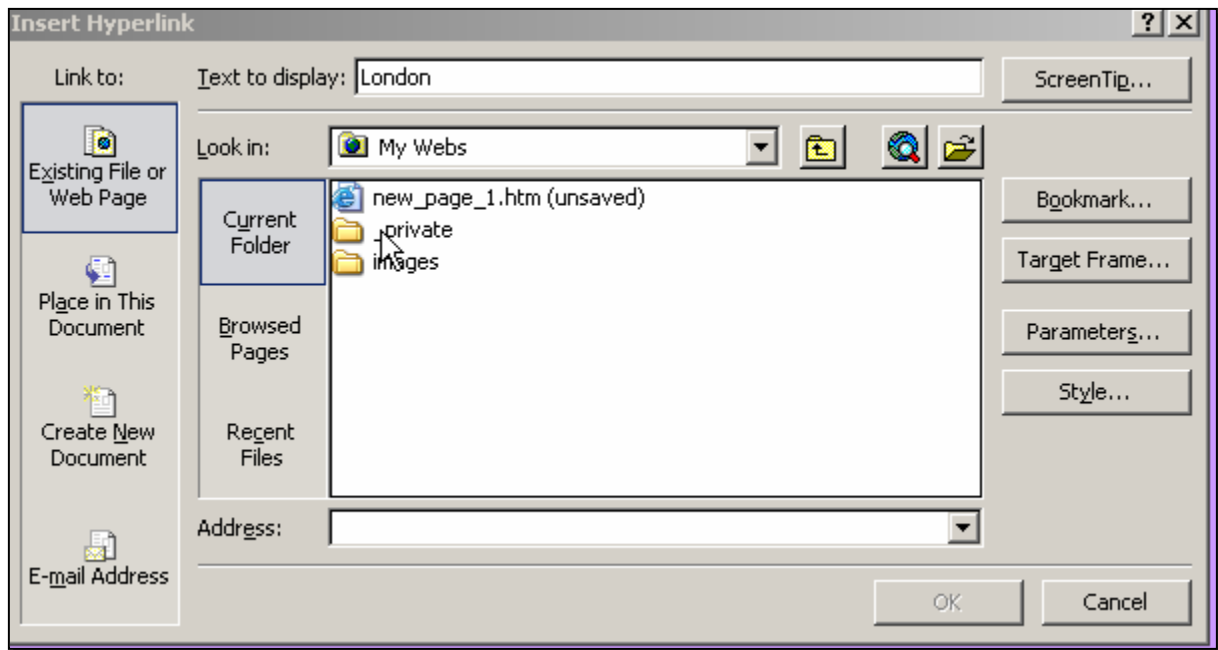
5. Navigate to the appropriate drive and folder; highlight the file: *travel agent.gif* and click on the **Insert** button

6. At the Front Page normal view; select and resize the image to approximately 2 inches. Deselect the image before pressing the Enter key. From the Formatting toolbar, locate and click on the Left alignment
7. From the Formatting toolbar, at the Font Size window, click on the drop down arrow and select the option: **7 (36 pt)**. Change the font style to: **Algerian** from the Font Style drop down window. From the font color window, click on the drop down arrow and select the option: **White**.
8. Press the Tab key (**3** times) and type the character as indicated on the sample copy. After typing the character T, change the font style to: default font, and font size: **3 (12 pts)** and font color: **Black**
9. Continue to enter the text and apply formatting as indicated on the sample copy.
 - European Travel Special & Exotic Asian Travel Special [font text color: Black]
 - Character Attribute: Bold & Italic
 - Font Size: **4(14 pts)**
 - Number and Bullet list items: **3 (12 pts)** [font text color: **White**]

[Note]: Be sure to select the appropriate icon button from the **Formatting** toolbar before entering number and bullet list items) Remember to press the **Enter** key (twice) at the end of the entire list items to turn numbering/bulleted attributes off.

Create a hyperlink to a graphic image

1. Highlight the hotspot text: **London**
2. Select **Insert** from the menu bar
3. Select the **Hyperlink** option. A similar window on the next page will appear:



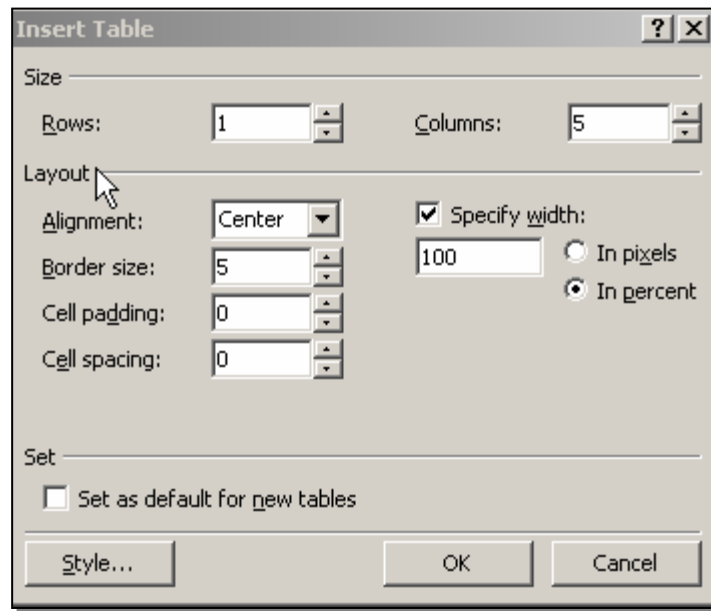
4. Click on the **Existing File or Web Page icon** (if necessary). At the Look in: window, navigate to the appropriate drive and folder name: **Web Page Design**
5. At the Files of Type window, click on the drop-down arrow and select the **All Files (*.*)** option. From the file list window, select **London.gif**. Click on the OK button.

Verify the Hyperlink

6. Click on the **Preview** tab. Scroll down the page and click on the hotspot text: **London**. A picture of the Cayman Island – should appear. Return to normal view by clicking on the **Normal** tab.

Insert a table

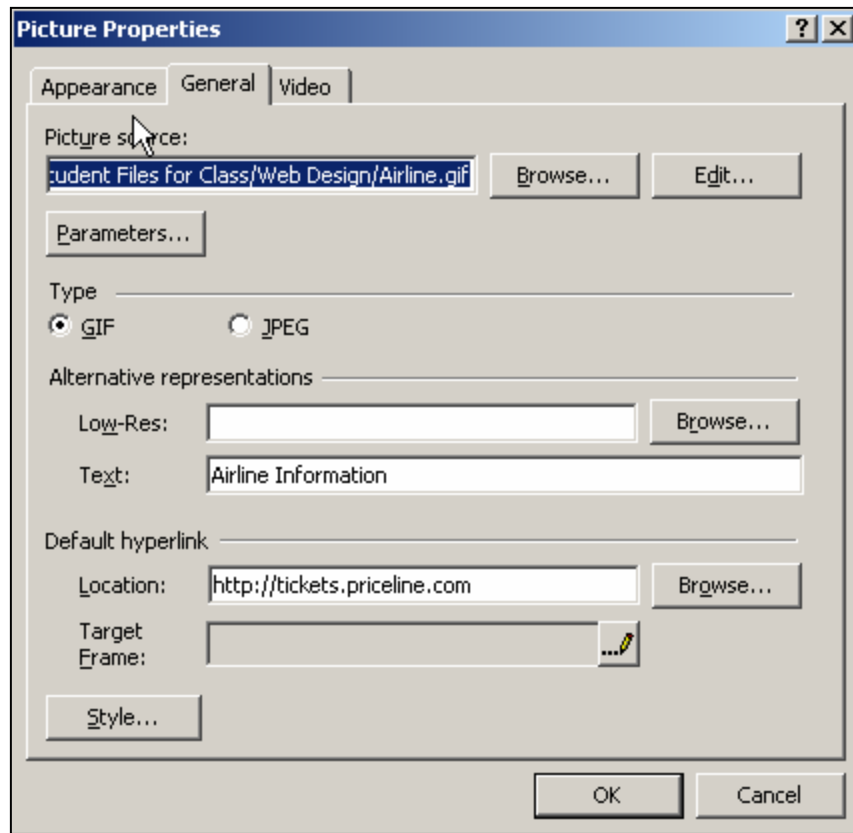
7. Select **Table** from the menu bar
8. Select the **Insert** option
9. Select the **Table** option. At the Insert Table dialog window, make the adjustments on the next page



10. Click on the Ok button

Change Table Properties

11. Right-click within the table, and select the Table Properties option from the shortcut menu. Change the Border color to: a desired color
12. Click the OK button
13. Verify that the cursor is resting in the 1st column. From the menu bar select the following: **Insert, Picture, Clip Art**. Search for Clip Art using the search text string: **airline**. Scroll through the Clip Art gallery locate a desired image and click on the **Insert** button
14. Right-click on the image after insertion and select the **Picture Properties** option.
15. Activate the **Appearance** tab (if necessary), locate the **Size** option. Click in the box next to the Specify Size option. Change the width to: **134**. (**Note**: Front Page will automatically change the height.) If you change the height Front Page changes the width) Verify that the measurements are pixels
16. Activate the **General** tab a similar window on the next page will appear make the necessary adjustments in the: Alternate Text window and Hyperlink Location windows



17. Click the Ok button to return to the normal page view

Verify the Hyperlink to a Website

18. Click on the **Preview** tab. Scroll down the page, then click on the graphic image to view the alternate text and to activate the hyperlink
19. Click on the **Normal** tab to continue with the next graphic image and its properties.
 - Verify that the cursor is resting in the 2nd column. From the menu bar select the following: **Insert, Picture, Clip Art**. Search for Clip Art using the search text string: **cruise**. Scroll through the Clip Art gallery locate a desired image and click on the **Insert** button
 - Width: 172 Height: FrontPage will automatically adjust
 - Alternate Text: Cruise Information
 - Hyperlink: <http://www.cheap-cruises.com>
 - Click on the **Preview** tab. Scroll down the page, then click on the graphic image to view the alternate text and to activate the hyperlink

20. Click on the **Normal** tab and continue to enter the text in the 3rd column
- Change the font size to: 5 (18 pts)
 - Type in the hotspot text: **Travel Tips**
 - Highlight all of the hotspot text
 - Right-click and select the **Hyperlink** option
 - In the Address window enter the following URL information:
<http://www.familytravelguides.com/tips.html>
 - Click on the **Preview** tab. Scroll down the page, then click on the hotspot text to view the alternate text and to activate the hyperlink
21. Click on the **Normal** tab to continue with the next graphic image and its properties
- Verify that the cursor is resting in the 4th column. From the menu bar select the following: **Insert, Picture, Clip Art**. Search for Clip Art using the search text string: **baggage man**. Scroll through the Clip Art gallery locate a desired image and click on the **Insert** button
 - Width: **134** Height: Front Page will automatically adjust
 - Alternate Text: Hotel Information
 - Hyperlink: <http://www.all-hotels.com>
 - Click on the **Preview** tab. Scroll down the page, then click on the graphic image to view the alternate text and to activate the hyperlink
22. Click on the **Normal** tab to continue with the next graphic image and its properties
- Verify that the cursor is resting in the 5th column. From the menu bar select the following: **Insert, Picture, Clip Art**. Search for Clip Art using the search text string: **rental car**. Scroll through the Clip Art gallery locate a desired image and click on the **Insert** button
 - Width: **137** Height: Front Page will automatically adjust
 - Alternate Text: Car Rental Information
 - Hyperlink: <http://www.hertz.com/servlet/LoginServlet>
 - Click on the **Preview** tab. Scroll down the page, then click on the graphic image to view the alternate text and to activate the hyperlink

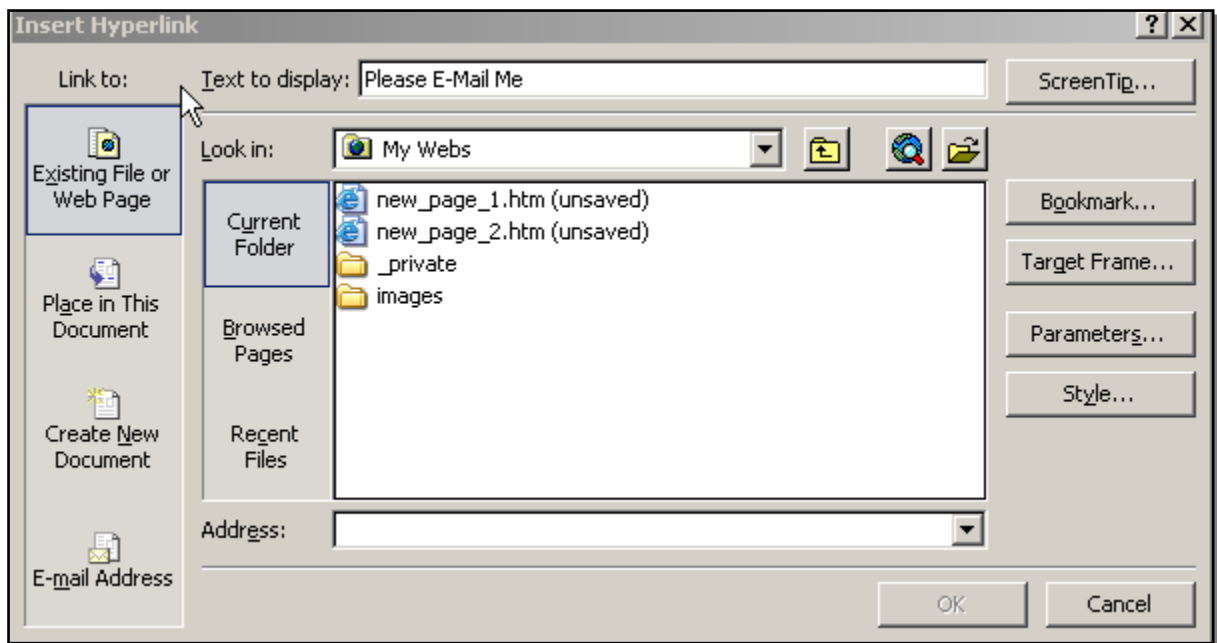
Make any necessary adjustment (*if necessary*) to graphic image(s) by resizing them, and adjusting column width to improve the appearance of the table. Right-click within the table, select the **Table Properties** option and change **Background** color to **White**. Highlight the entire table and apply Center alignment to table contents.

- Click outside of the table, verify that the cursor is resting outside of the table before continuing then press the Enter key (2 times)

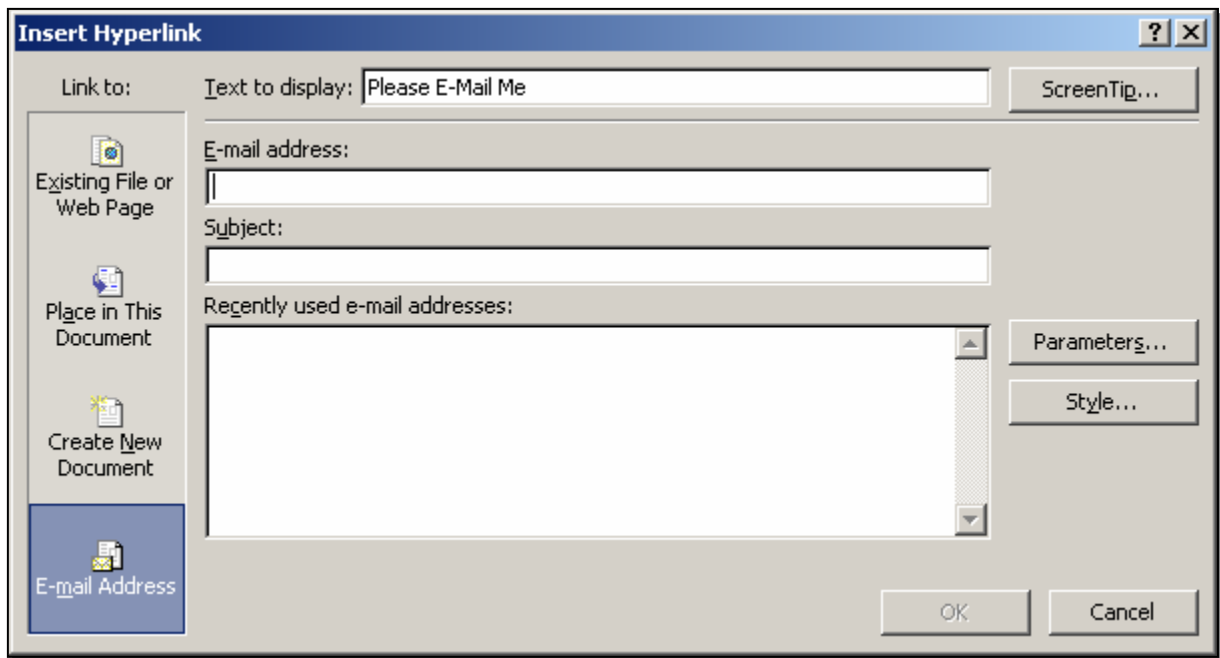
23. Activate the center alignment button from the Formatting toolbar. Enter the requested information and hotspot text (as indicated on the sample copy).

Insert an E-mail Hyperlink

1. Highlight the hotspot text: **Please E-Mail Me**
2. Right-click on the hotspot text and select the **Hyperlink** option
3. A similar dialog window on the next page will appear



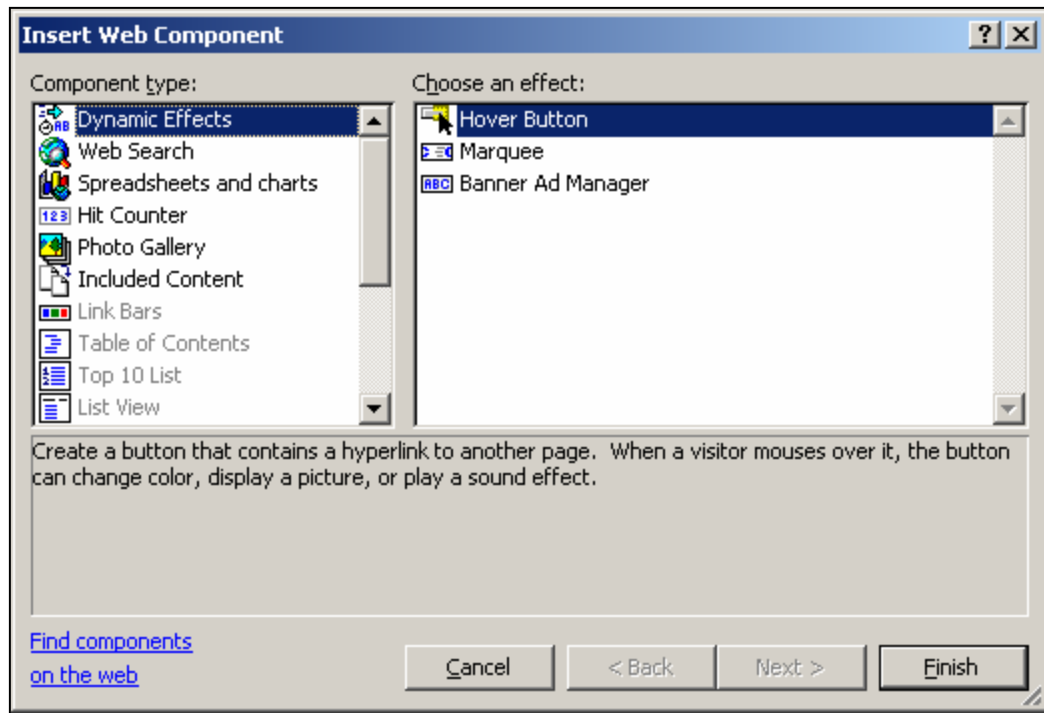
4. Click on the **E-mail Address** icon -- a similar dialog window as displayed on the next page will appear



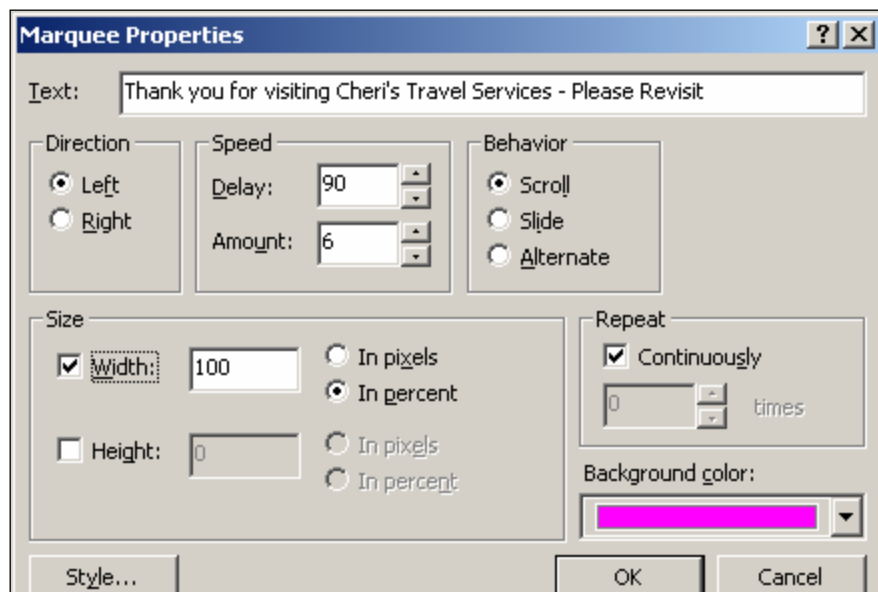
5. At the E-mail address window, enter your e-mail account, ex. idoesomewhere.com. **Note:** FrontPage will automatically place the mailto: tag in front of your e-mail account. Click the OK button. Back at the normal page screen, deselect the hotspot text before proceeding
6. Press the **Enter** key and click on the Left alignment button from the Formatting toolbar

Insert a Web Component: Marquee (make text scroll horizontally across the screen)

1. Select **Insert** from the menu bar
2. Select **Web Component**, a similar dialog box on the next page will appear



3. Select the **Marquee** option
4. Click on the **Finish** button. Enter the text as indicated and make any necessary adjustments

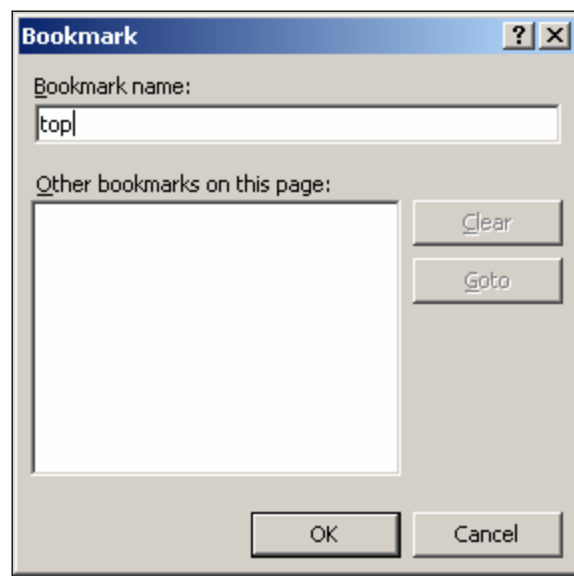


(Continued on next page)

7. Select a Background Color of your choice to complement the background color of the web page
8. Click the OK button to close the Marquee Properties window and to return to normal page view. Click on the Marquee text box and make the following adjustments:
 - Font size: 4 (14 pts)
 - Font color: your choice to compliment the marquee background color
 - Apply the following character attributes: bold and italic
9. Click on the **Preview** tab. Scroll down the page to view the marquee

Create a Bookmark to a section within the web page

1. Position the cursor at the top of the page, directly in front of the Heading Text: Cheri's Travel Service and perform the following steps to create a bookmark:
2. Select **Insert** from the menu bar
3. Select the **Bookmark** option; a similar dialog window on the next page will appear. Provide the name as indicated:



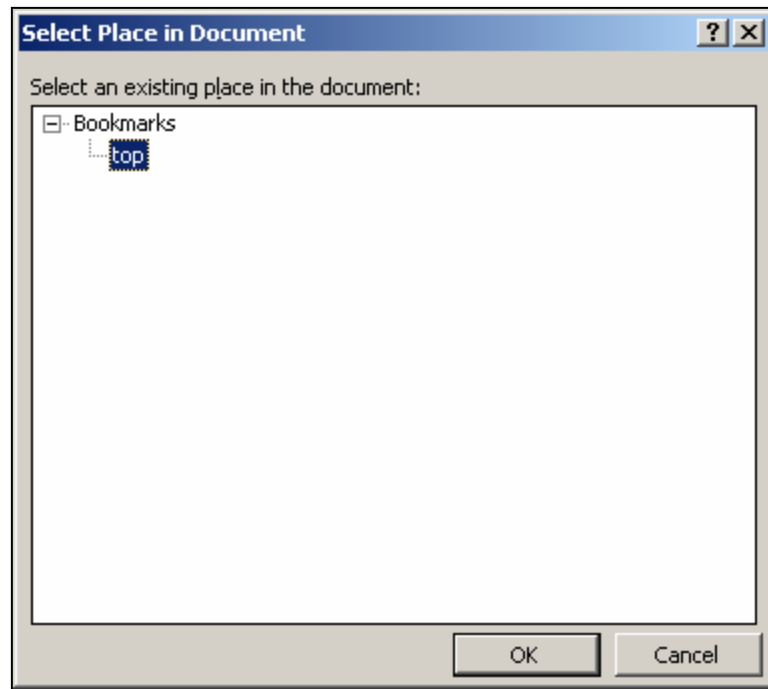
4. Click the OK button

Create a Hyperlink to the Bookmark

1. Position the cursor at the end of the web page. If necessary press the **Enter** key and verify that the cursor is resting at the left margin.

2. Insert a graphic image. Select Insert, Picture, From File. In the Look in window, navigate to drive and Web Design folder, select the file: **Return to Top.gif**.
3. Right-click on the **Return to Top** graphic image and perform the steps to create a hyperlink to an existing bookmark:

- Select the **Hyperlink** option
- At the **Insert Hyperlink** dialog window
- Click on the **Bookmark** button. A similar dialog window will appear



- Select the bookmark name: **top**
- Click the OK button to return to the normal view page
- Click on the **Preview** tab. Scroll down the page, then click on the **Return to Top** image to activate the hyperlink to the bookmark

Animate a Page Element

1. Return to Normal view. Position cursor at the top of the web page and select the entire heading text

2. Right-click on an existing toolbar and select the DHTML Effects option a similar toolbar will appear:



3. Make the necessary adjust to the **On** option and **Apply** options from the drop-down list

On:	Page Load
Apply:	Hop

■ Click on the **Preview** tab to view the DHTML effect when the page loads.

Create a web page title that will appears in the Browser's window title bar

1. Return to the **Normal** page view. Right-click on an empty space of the page, select the **Page Properties** option
2. Activate the **General** tab (*if necessary*). At the title window: enter the following text: **Welcome to Cheri's Travel Agency**
3. Print Preview the web page via the Front Page application. Within the Print Preview window, select the **Print** option.
4. Submit web page and Evaluation sheet to instructor

You have successfully complete a basic web page using an HTML editor

Note: You may want to view your web page via several browser applications: MS Explorer and Netscape Navigator/Communicator (to verify what features are supported between the two browsers) - See next page for reference

To open/view a web page via MS Explorer Browser

1. Navigate to the Web Page Design folder
2. Locate and double-click on the **index.htm**

To establish an HTML Editor (Front Page) within the MS Explorer Browser application

1. Select **Tools** from the menu bar
2. Select **Internet Options**
3. Activate the **Programs** tab
4. At the HTML Editor window, click on the drop-down arrow and select the Microsoft Front Page option (**Note**: this option is only available if you have the Front Page software installed on the PC)
5. Click the OK button

To edit the HTML document from the MS Explorer Browser application window

1. Select **File** from the menu bar
2. Select the **Edit with Microsoft FrontPage** option
3. Proceed as usual within the FrontPage application