



Introduction to Microsoft FrontPage

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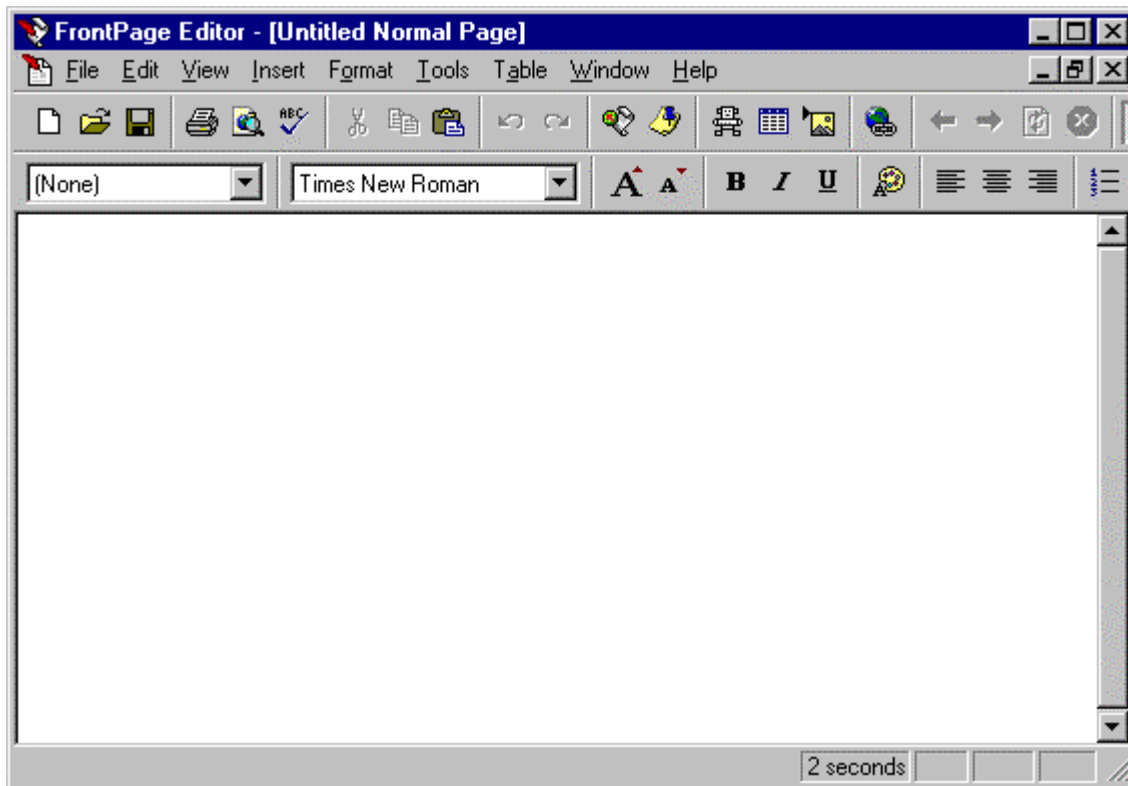


Creating a short cut to the Microsoft FrontPage Editor

One of the first steps our Webmaster recommends is creating a short cut to the FrontPage Editor. This eliminates going through several confusing windows that the average Web creator does not need. To find your FrontPage Editor, look in Program files→ Microsoft FrontPage→ FrontPage editor, or use the Find feature on the Start button. Right click on the FrontPage editor icon and choose **Create Shortcut** . Drag the shortcut onto your desktop and you're ready to go

Opening the FrontPage Editor

When you double click on the FrontPage Editor shortcut, a blank window will appear.



As you move the cursor over the button on the toolbars, short explanations will appear describing each button.



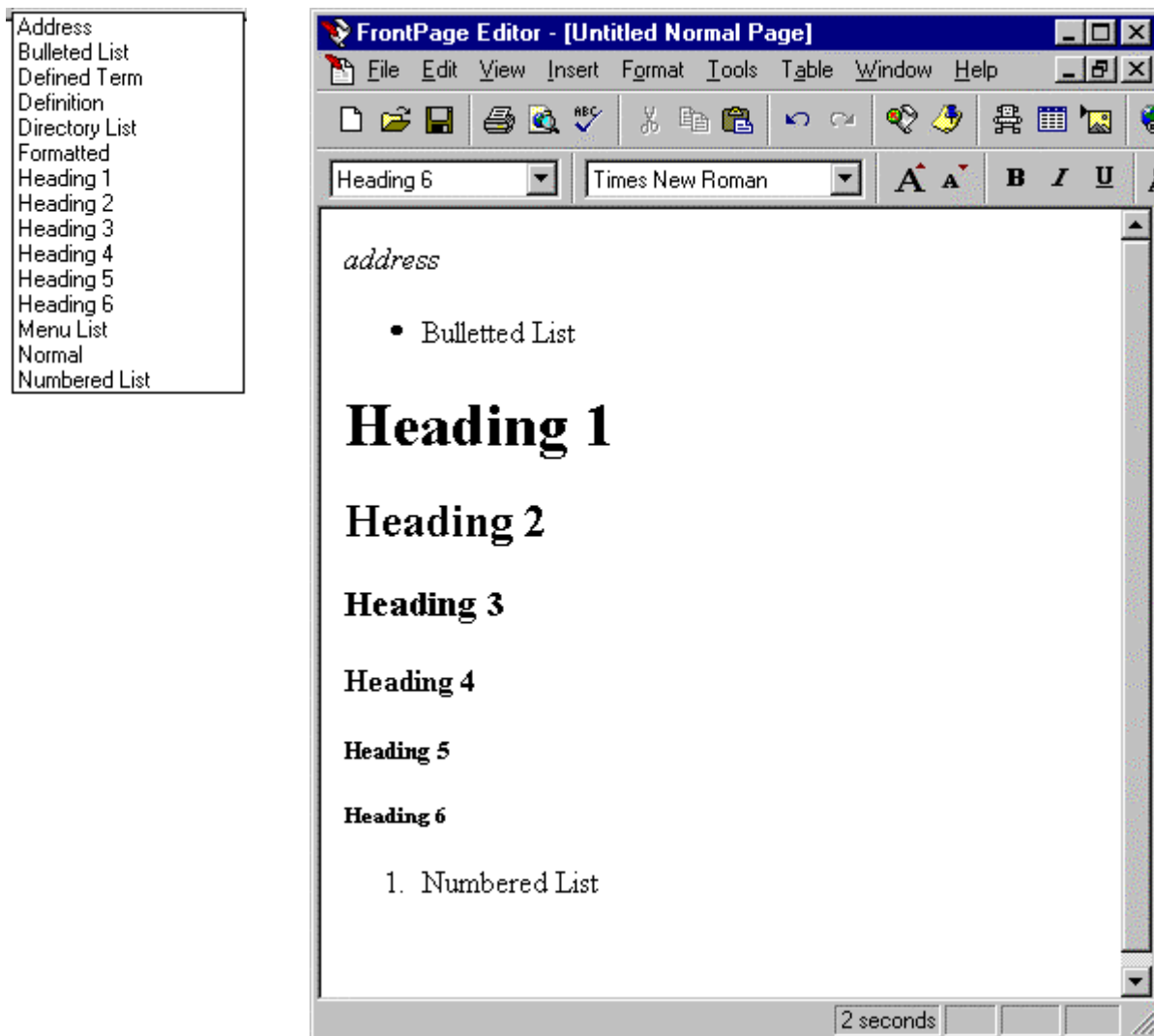
standard toolbar
format toolbar

Adding Text to a Web page

To add text, move your cursor to where you want your text to appear and click to place your insertion point. Type:

My Department's Home Page and press return.

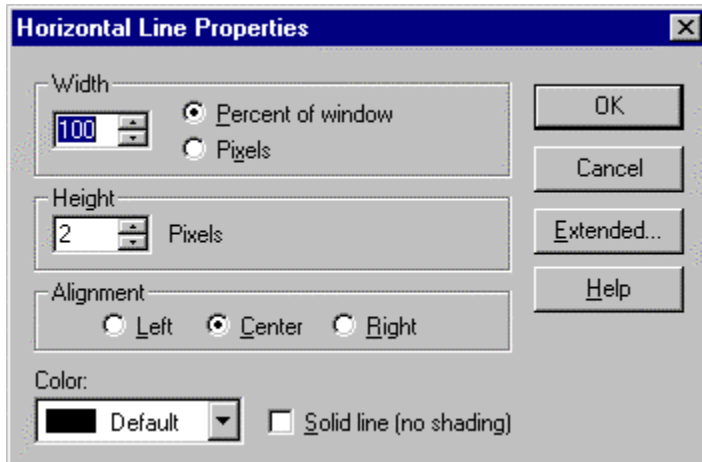
There are several quick ways to format your text. The first way is to apply a **paragraph style** which is on the Format toolbar. Listed below are the most popular paragraph styles and how they appear in the editor:



Experiment with the various paragraph styles by selecting your text and choosing different styles.

Horizontal Lines

To insert a horizontal line, click where you want the line to appear choose **Horizontal line** from the INSERT menu. If you right click on the horizontal line you can choose horizontal line properties to change alignment, width, height, and color.



Addresses

The address is your signature on the Web page, indicating who created the page and when it was last edited. You can also add an 'E-mail to' link which allows people to send you e-mail directly through Netscape. Notice that your e-mail address automatically turns into a link when you space or press return. The default format for the address is italic:

*Jane Doe, doej@uncwil.edu
Last updated: August 1, 1997*

Copying and Pasting text from other sources

You can place text into your document by pasting it from almost any source by using the Copy and Paste commands. Highlight the text you want to copy and select **Copy** from the EDIT menu, then go to the FrontPage Editor, insert the cursor where you want to put your text and choose **Paste** from the EDIT menu.

HTML Basics

You don't need to know the special HTML coding when you're using an HTML editor like FrontPage. It can be very beneficial, however, for you to know a little bit about the tags in case you run into problems with your Web page.

HTML code consists of plain text commands enclosed in brackets <>. One tag begins a format and the other tag ends the format. For example, a typical heading tag would look like this:

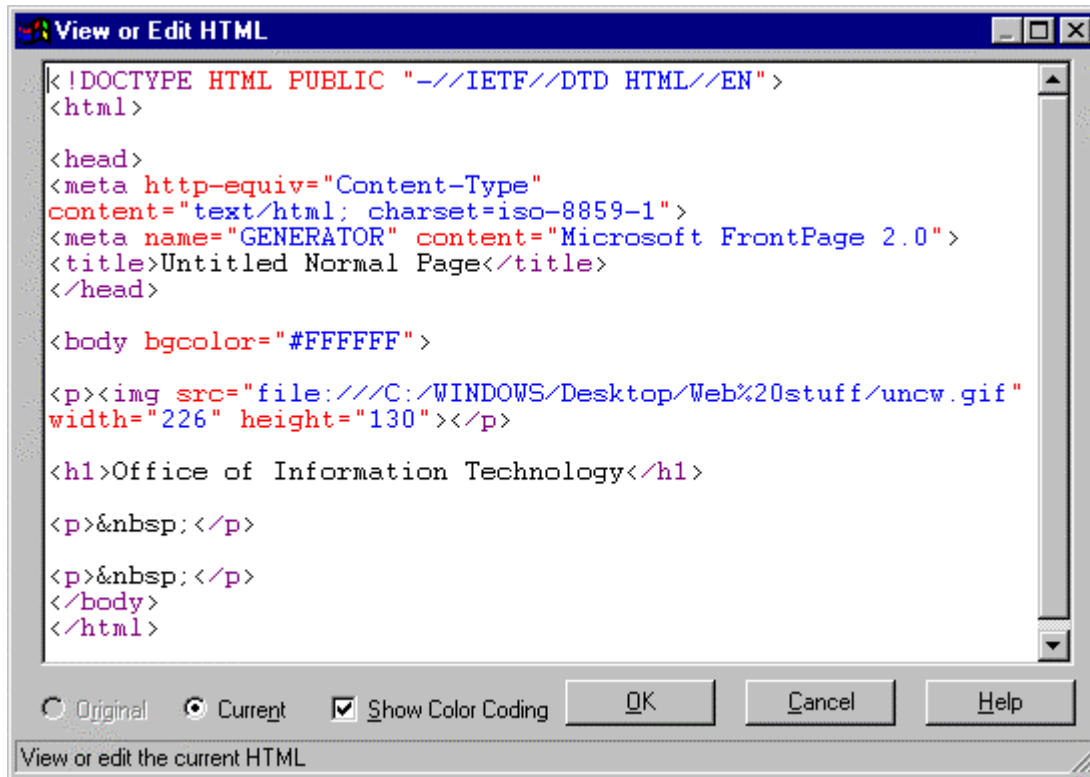
```
<h1> The University of North Carolina at Wilmington</h1>
```

The / in the second bracket shows that it is the end tag.

Some common tags are listed below:

HTML tag	Description
<h1>	Heading 1
<body>	Body of your Web page
	Unordered list (bullets)
	Ordered list (numbered)
	List Item (does not need an end tag)
<hr>	Horizontal rule (or line)
<address>	Address

To view your document's HTML code, choose **HTML** from the VIEW menu.



```
<!DOCTYPE HTML PUBLIC "-//IETF//DTD HTML//EN">
<html>

<head>
<meta http-equiv="Content-Type"
content="text/html; charset=iso-8859-1">
<meta name="GENERATOR" content="Microsoft FrontPage 2.0">
<title>Untitled Normal Page</title>
</head>

<body bgcolor="#FFFFFF">

<p></p>

<h1>Office of Information Technology</h1>

<p>&nbsp;</p>

<p>&nbsp;</p>
</body>
</html>
```

Original Current Show Color Coding

View or edit the current HTML

If you're adventurous, you can actually type the HTML code in yourself, close the window and see your changes.

Save

It's important to regularly save changes to your Web page. Choose the FILE menu and click on **Save**. For this workshop, save your document to the **Desktop** to make finding it easier. When working on your own computer, save all your Web pages and image files in a folder or directory called HTML or Web to make organizing your Web information easier.

For your first or 'home' Web page, be sure to name it `Index.htm` so that Netscape understands which page to load first.

When making changes to your Web page, remember to always save it before switching to Netscape. If you don't save, the changes will not appear!

Adding a Link to your Web page



Links connect your Web page to other Web pages. A link can be text or a graphic. To add a link to your Web page:

- Type in **The University of North Carolina at Wilmington**
- Click and drag over the text and click on the Create Hyperlink button
- In the Link To: window, type in the following and click OK:

<http://www.uncwil.edu>

This will link the UNCW text to the UNCW Home Page. Notice that now your text is blue or purple with a line underneath....this designates your text as a link.

Tables



Tables are one of the best features of FrontPage. The tables are very similar to word processing tables and they are the best way to organize information. To insert a table click on the Table button and drag over the cells to get a table with the appropriate number of rows and columns. Press **Tab** to move to the next cell, **Shift Tab** to move to the previous cell.

To add a row, column or cell:

- Click in the table where you want the insertion to take place
- Choose **Insert Row or Column** from the TABLE menu
- Select the appropriate button, and how many rows or columns you would like to create

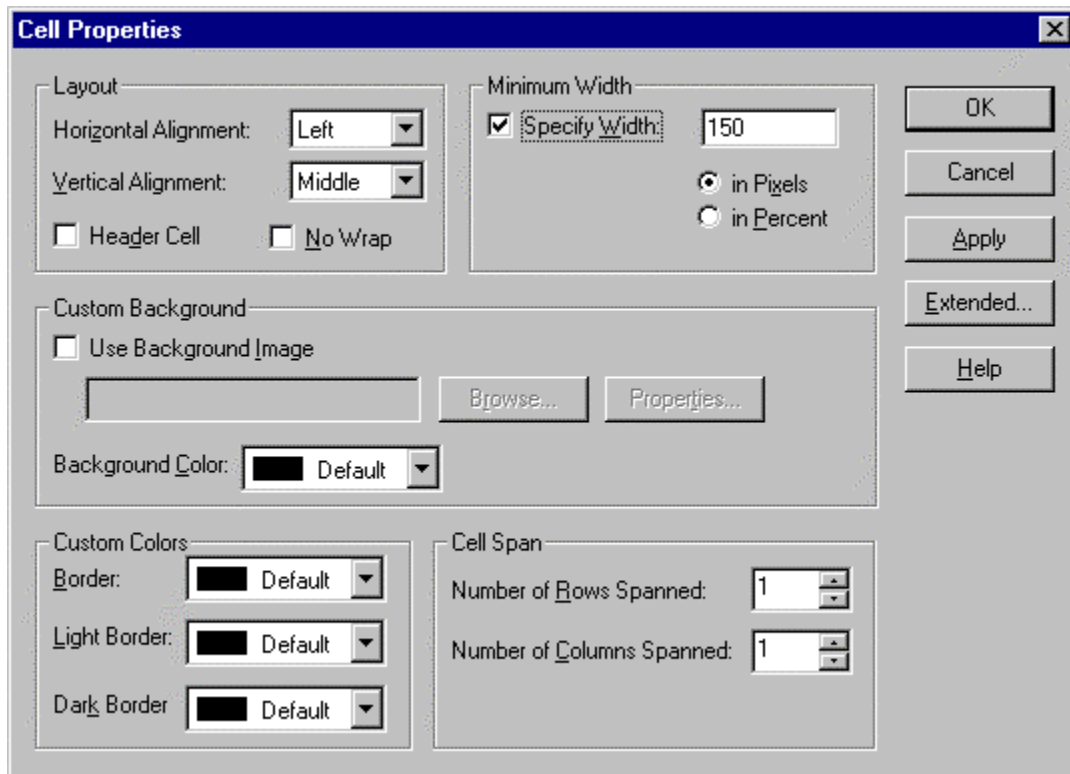
To delete a row, column or cell:

- Highlight the row or column you want to delete
- Press the Delete or backspace key

Adding 'blank' space in columns

Notice that after you type text in a cell, you cannot add extra white space after the text. To space out your columns:

- right click in the top cell of the column and choose **Cell Properties**
- Check the box for Specify Width and choose a pixel size, say 150 pixels



Click the OK button and return to the table to see if you have created enough white space in your column. If not, return to Cell Properties and change the pixel size.

Images

Most of the current Web browsers support two popular image formats: GIF or JPEG. GIF files lack the higher quality of JPEG files but load faster because they are smaller in size and are optimized for electronic downloading.

You can get images by drawing them yourself, scanning them, or purchasing a commercial clip art package. You can also use GIF images in archives or copy them from other Web sites. If you intend to use images from another source, it's important to get permission to use the image or give credit to the original source. **Copyright laws apply to the World Wide Web as well!**

Inserting an Image

To insert an image:

- Using your cursor, place the insertion point where you want the image to appear in your document
- Click on the Image button on the toolbar or choose Image from the INSERT menu
- Type in the path of the image location or click on the Browse button to locate your image file.
- After inserting the image on your page, right click on the image for advanced formatting options.

It's important to keep all image files in the same folder or directory as your HTML file.

Viewing document in Browser

To view your document in Netscape, Open Netscape and choose **Open File in Browser** from the FILE menu. Choose your html file on your hard drive and click on Open. Notice that your location file looks something like this:

file:///C:/WINDOWS/Desktop/Web stuff/index.htm

You can tell you are not viewing a 'live' Web page because the address starts with file:/// instead of http://

Resources for Web Developers

If you have questions after this workshop, one easy method of finding help is on the Resources for Web Developers page at the following address:

<http://www.uncwil.edu/admin/>

The UNCW webmaster keeps this page up to date with useful information such as:

- Computing Resource Use Policy
- Basic requirements for UNCW department or organization homepages
- **E-mailing** forms data
- **Page counters** for web pages
- How to get to the web doc's dir. from a Windows95 PC
- How to get to the web doc's dir. from a MAC
- Reports for www.uncwil.edu (NEW STUFF)
- **Images** for Web pages
- Local Testing area
- JavaScript Examples (NEW STUFF)

Putting your document on a Server

Once you have finished your Web page(s) you must put them on a server in order for everyone on the Internet to see them. Some departments have a designated person responsible for putting up Web pages. If you're not sure who to contact about putting up your Web page, contact Steve Perry, campus Webmaster at ext. 3103 or e-mail PERRY.