



## BASIC WEB PAGES WITH FRONTPAGE

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You know you want a web page, and you may even have an idea of what you want to put on that page, but the problem remains: how do you make it without learning HTML. There are several web page editors available that let you work in a WYSIWYG environment (WYSIWYG, short for "What You See Is What You Get," is a style of computer program that allows you to create documents for which the on-screen version resembles the output version). There are a few basic elements to any web site: text, images, and links, and several formatting options for each. All of this and much more can be easily accomplished using Microsoft's Web Editor - FrontPage.

### Two kinds of "web space" – personal and group

Truman maintains a number of web servers. Because they are configured differently to support different kinds of users and technologies, it is important to first identify which type of web account you are working on – this in turn identifies the server and from there appropriate instruction and recommendations can be given to ensure your web works the way you want it to.

#### ***Personal Web Space – (Linux OS, Apache Web Server)***

There are a number of ways to access your personal web space, see [http://its.truman.edu/documentation/personal\\_webpace/](http://its.truman.edu/documentation/personal_webpace/) for more detailed information.

Configure FrontPage to work with web sites / web pages on Xenon (unless you have specific information or technical knowledge to choose otherwise)

1. Launch FrontPage
2. From the *Tools* menu, choose *page options* and then select the *authoring* tab
3. The options there should be filled out/clicked as follows:
  - a. Browsers – "*Both Internet Explorer and Navigator*"
  - b. Browser Versions – "*4.0 browsers and later*"
  - c. Select the check box for Active Server Pages

#### ***Group Web Space – (Windows OS, IIS Web Server)***

There are a number of ways you can access Group webspace, using FrontPage will give the user many control features and scripted options to not only build pages, but manage entire websites. In addition, Truman Help Desk and Web Services staff is most trained on this particular web authoring tool.

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- For step-by-step instructions for opening a web using FrontPage, see:  
[http://its.truman.edu/documentation/argon\\_connections/trumanwetsiteconnections.stm](http://its.truman.edu/documentation/argon_connections/trumanwetsiteconnections.stm)
- Configure FrontPage to work with web sites / web pages on the Groups servers (unless you have specific information or technical knowledge to choose otherwise)
  1. Launch FrontPage
  2. From the *Tools* menu, choose *page options* and then select the *Authoring* tab
  3. The options there should be filled out/clicked as follows:
    - a. FrontPage and SharePoint technologies – “*Complete*”
      - deselect *Navigation, Shared Borders* and *VML graphics*
    - b. Browsers: *Both Internet Explorer and Navigator*
    - c. Browser Versions: *5.0/6.0 browsers and later*
      - deselect *Frames*
    - d. Schema version: *Internet Explorer 4.0/Navigator 4.0*
- For on-line tips and tutorials on using FrontPage to build and manage websites see:
  - <http://www.webworkshop.org/>
  - <http://www.outfront.net>
  - <http://www.microsoft.com/frontpage/>
- **For other ways to connect to your web if FrontPage is not available or desired:**  
[http://its.truman.edu/documentation/argon\\_connections/](http://its.truman.edu/documentation/argon_connections/)
- For general information about the Group Accounts server, technical capabilities and other useful information see: [http://its.truman.edu/documentation/faq/argon\\_faq.stm](http://its.truman.edu/documentation/faq/argon_faq.stm)

## Using FrontPage – the basics

The following sections deal with the mechanics of actually using FrontPage; how to format text, how to layout the page, how to make links, how to add images to a page, etc.. If you encounter any technical difficulties, please contact the ITS Help Desk at 785-4544 / [helpdesk@truman.edu](mailto:helpdesk@truman.edu)











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## Inputting and Formatting Text

Text is perhaps the most basic element of any web page. It is the most immediate way to communicate your message. In FrontPage, as in Word, one can format nearly every aspect of entered text. Some options, such as font face, should be used with caution as not all browsers treat such specifications in the same way. Here are several tool buttons to format your text in web-friendly ways.

### Formatting Text Font

1. Highlight the text you want to format.
2. Select one or more of the following toolbar tools to affect the look of your text.
  - use the font size tool  to change the size of text.
  - use bold , italic , or underline  text tools to change the style of text.
  - use text color  tool to change the color of text.
  - use indent  and outdent  tools to adjust the left margin of your text.
  - use make numbered list  or make bulleted list  for hierarchical text formatting.
  - use alignment tools to align the text to the left, right or center of  the screen.

As you add text to your document, you may notice that when you press the enter key, your lines of text are generously spaced (not quite double-spaced, but still generous). If this spacing is too wide for your purposes, try holding down the shift key while you press enter. This gives you tighter spacing.



Note: If the alignment tools listed here are not quite enough to control your layout, see the section on “tables”.



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## Using Graphic Images

While text is arguably the most essential part of your web site, strategic use of graphic images can make the difference between dull and dynamic. Using too many or too large an image will make your web page slow to load. Using very small images with fine or grainy detail makes your page hard to look at. (Remember that the two standard image types used on the web are JPEG and GIF).

### Inserting an Image

1. Place your cursor in the desired position.
2. Click insert image  tool.
3. Locate and select the desired file.
1. Click ok.
2. Use the text alignment tools to align your image  
 left, right and center on the page.

### Adjust/Control the Image

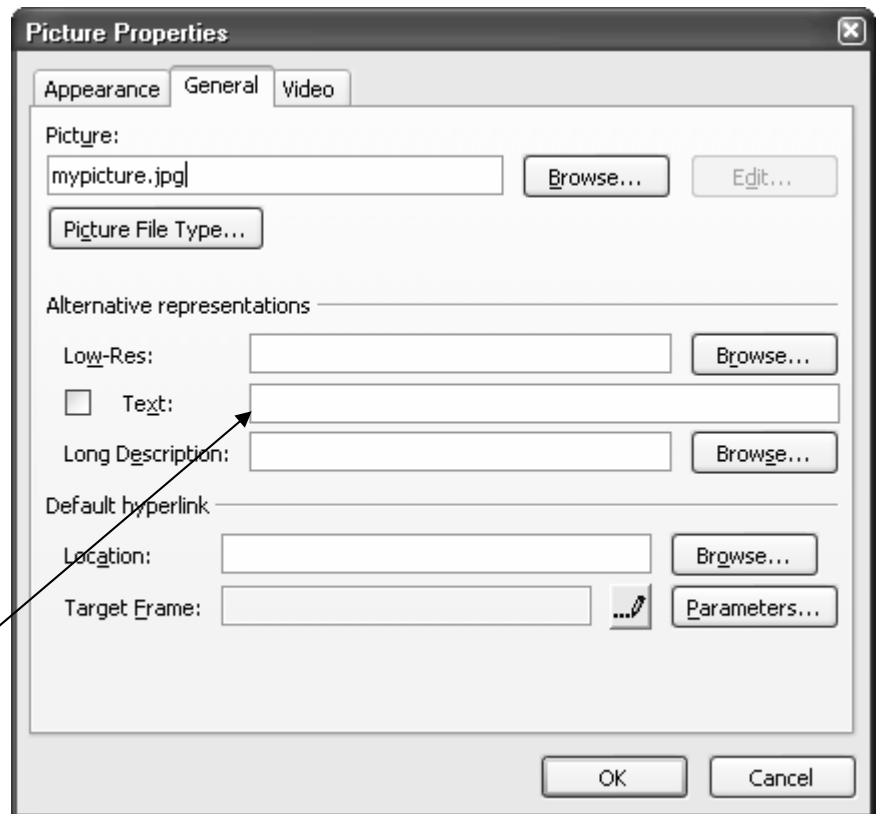
To further control the image after placing it, bring up its “Properties” box by right-clicking or double-clicking on the image.

Within this box you can control all aspects of the image.

- Text flow around the image
- Size
- Space around the image
- Borders
- Links (Yes! Images can serve as “hot” links)
- Etc. etc.

**C**

Be sure to include an *Alternative Representation - Text* entry. This “alt tag” allows the visually impaired to “hear” your images as they mouse



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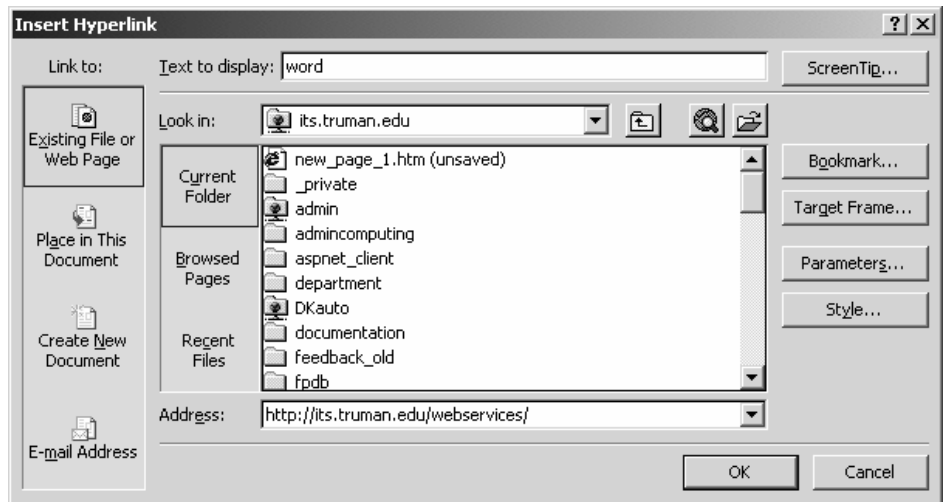
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Links are what direct your viewers from one spot to another. Links can be made of images or text. There are several types of links to choose from. There are internal links, directing viewers from one spot on your page to another (e.g. "back to the top" for longer documents). There are links to other pages in your "site," (e.g. a link from your "home" page to your "hobbies" page). Finally, there are links from your web page to other people's sites.


## Linking to Other Web Pages

The Hyperlink Sheet

1. Highlight the text or click on the image you want for your link.
2. Click the link  tool; the insert hyperlink property sheet appears.
3. In the "Address" box, type in the site URL (e.g. <http://www.truman.edu>). (If you are a poor typist, use the "Find URL"  tool)  
**-OR-**
4. If linking to another web page **you have created and saved in the web**, select the file from the "Look in:" location in the middle of the property sheet
5. Click ok



## Linking Within a Web Page

1. Determine the final destination of your link by placing the cursor there now.
2. From the *Insert* menu, choose "Bookmark".
3. Name your bookmark in the dialog box.
4. Create the link as normal by highlighting the text or graphic you want to be "hot" (i.e. to serve as the jump point).
5. Click the link  tool.
6. Click the "Bookmark" button
7. Choose the desired one and click OK.

## E-mail Links (and forms)

For those surfing on a computer set up for personal e-mail, an "e-mail link" on your page is a great feature. Just follow the previous directions for linking to a web page, BUT in the "Link to:" option box, select "E-mail Address". Enter the desired e-mail in the pop-up box.

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**Important!!!** Please note that e-mail links clicked on by visitors will ONLY work if that person is at a computer on which a personal e-mail account is locally set up – so if your audience is typically going to be accessing your page from a public location like a library or an Internet café, e-mail links are not really appropriate and should be replaced with a submittable “contact form”.

**On the groups web servers,** Although you are certainly able to use custom scripts, FrontPage can help you build submittable forms using built-in form-handling scripts. The links below are great resources for exactly how to use/employ this technology.

<http://office.microsoft.com/en-us/assistance/HP052617231033.aspx>

<http://office.microsoft.com/en-us/assistance/HP052812481033.aspx>

[http://www.webworkshop.org/frontpage/forms\\_tutorial\\_email.htm](http://www.webworkshop.org/frontpage/forms_tutorial_email.htm)

**On the personal web server,** FrontPage Server Extensions are available if you have activated them from the IT Services Webpage. Most of these extensions function exactly like the group servers. However, since this machine is not native Microsoft, there are some extensions which may not behave as expected. In this case, you may be able to find a script to accomplish the task. The links below are great resources for locating free scripts that you can adapt for use on your site.

<http://www.scriptarchive.com/>

<http://www.bignosebird.com/cgi.shtml>

<http://www.hotscripts.com>

## **Technical notes for selecting scripts appropriately**

<b>Server</b>	<b>Operating System</b>	<b>Web Server Software</b>	<b>Programming Languages Supported</b>
Personal (Xenon)	Red Hat Linux	Apache	Perl, PHP, ASP
Groups (Silver, Neon)	Windows 2003	IIS 6.0	Perl, PHP, ASP

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## Sections and White Space

### Text Spacing

As you add text to your document, you may notice that when you press the enter key, your lines of text are generously spaced (not quite double-spaced, but still generous). If this spacing is too wide for your purposes, try holding down the shift key while you press enter. This gives you tighter spacing.

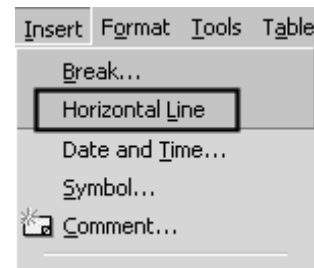
Depending on the version you are using, this “trick” may not be necessary.

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### Horizontal Rule

Inserting a horizontal rule (line) between blocks of text can help divide separate sections of text. To use, simply place your cursor in the desired spot and choose “Horizontal Line” from the *Insert* menu.

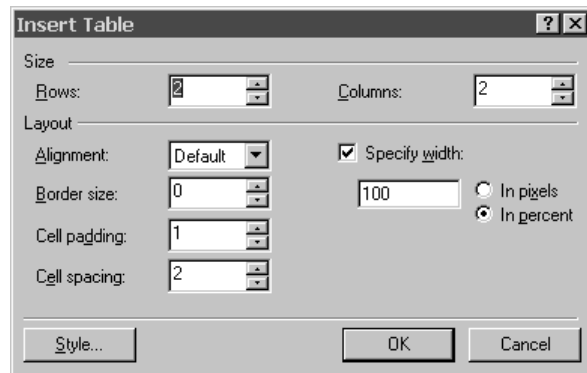
**You can adjust the height, width, color, etc. of your horizontal rule in the Properties sheet. (right-click on the rule)**



### Tables

Perhaps the most widely used ways to control page layout is to place page content within a table. This is especially useful if the layout is complex and there is a large amount of text and graphics to align. Tables can be nested infinitely, thus providing many ways to divide a page into sections.

1. Insert a table by placing your cursor in the desired spot.
2. From the *Table* menu, choose Insert -->Table, this will reveal available options in the Table Properties sheet.
3. Set the number of columns and rows you want.
4. Set the width of borders in the table.



For really creative use of your space—set the border size to “0”, thus making the table itself invisible.

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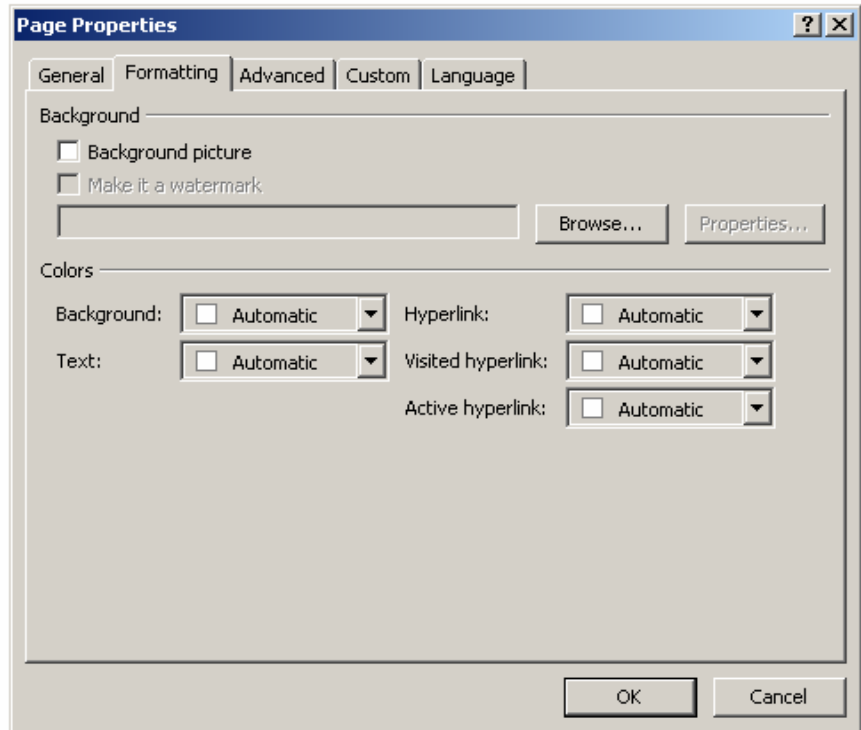
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## Altering the Background

Just as you can change the color of your text, you can also change the color of your background (just be sure you can read your text against your background).

Adjust your background by right-clicking on a blank portion of the page. Choose the “Page Properties...” option

1. On the *Formatting* tab, in the *Colors* section, click on the background color.
2. Choose color in the color picker.
3. Click ok.



The Page Properties Sheet

## Using an Image as a Background

You can also use an image as the background for a page. This requires even more planning and forethought as to the readability of the resultant page. Choose background graphics carefully.

1. Open the Page Properties box by right-clicking on a blank portion of the page (You can also reach this box under the Format menu).
2. In the *Formatting* tab, in the *Background* section, select the “Background picture” option.
3. Locate the desired file by clicking the “Browse” button.
4. Select the file and click OK.

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## Saving and Previewing...



### Saving –

Get in the habit of doing your initial save immediately after opening a “new page”

1. Choose “save as” from the *File* menu
2. Enter a “computer-friendly” file name for your web page
  - \* Avoid capital letters
  - \* **NO** spaces
3. Make sure “save as type” is set to “Web pages”
4. Make note of the location to which you are saving!!  
This should be a folder or disk set aside for web pre-publishing. Navigate to a suitable location now.



By default, web browsers automatically display pages named “home”, “index” or “default”. Naming your main page using one of these names will simplify your URL by eliminating the need to type in a filename.

For users who want to get the most out of FrontPage, you should begin working on a web page by first using the “open site” command in FrontPage. You can open your files through the ‘Folders’ view, so choosing “save” will save the file into the web which is already open. Some web authors may choose to “pre-publish” first—that is save all web pages, graphics, sounds and etc. to a temporary location and then publish or transfer all those files to a web server at a later date.

5. Click the “change title” button. This time enter a “people friendly” name/description of your web page
  - \* This is what shows up in people’s bookmark list
  - \* Can use spaces, capital letters, and multiple words or phrases
  - \* Easily changed later in the “page properties” formatting sheet
6. Click the OK button
7. Click the save button

From here on you may simply press the Save button on the tool bar or use the key board short cut Ctrl + S

### Previewing –

To try out your page in a browser, preview it using FrontPage’s built in link to your default browser

1. Be sure to save your page first
2. Press the Preview button on the tool bar
3. Look over your page now displayed in the browser’s window and try out any links or actions
4. Switch back to FrontPage to continue editing your web page by closing the browser window

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