

FrontPage 2000: Introduction



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FrontPage 2000: Introduction

How to use this booklet

This booklet has been designed as a self-paced self-teaching manual. The left-hand pages of the manual contain information and descriptions of the functions you will be learning. The right-hand pages contain exercises for you to work through.

FrontPage 2000

Microsoft FrontPage is a Web-building tool, designed to make the creation and management of websites easy and intuitive, without the need to code in HTML.

Keystroke Combinations

Some functions require you to use two keys on the keyboard at the same time. These are indicated in this booklet by specifying the keys joined by a plus sign (+). So, if you see an instruction like this:

[Ctrl] + [A]

you should hold down the **Ctrl** key and with it still held down, type an **A**. Then release both keys.

Create a FrontPage Web on LSE Personal Web Space

Before creating a Web on LSE Personal Web Space, you must register. The document: **How to Register for Personal Web Space** is available online at <http://ittraining.lse.ac.uk/documentation/personalweb.asp>

Students who registered for Personal Web Space before October 2002 will have the following URL: www.lse-students.ac.uk/username

A FrontPage Web is a website that can include a home page and associated pages, graphics, documents and multimedia. It also contains other files and folders that support FrontPage-specific functionality and allow a Web to be opened, copied, edited, and administered in FrontPage.

To make a Web public on the World Wide Web, you must first publish it to a Web server connected to the Internet. By creating a FrontPage Web on LSE Personal Web Space, you effectively make your website content public as you create it.

People can access your LSE Personal Web via a Web Browser, such as Internet Explorer, by entering the following URL into the Address Box:

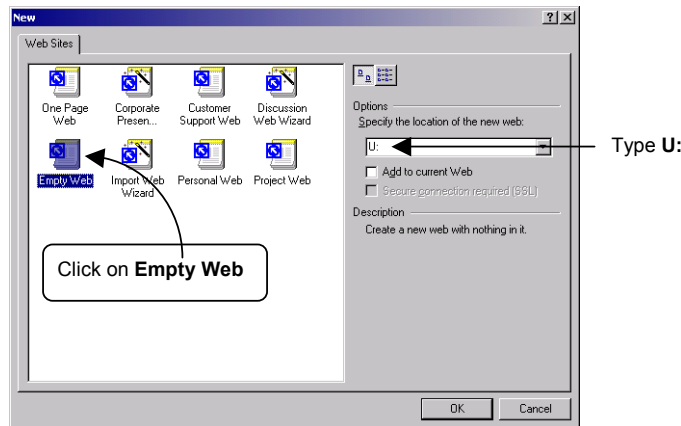
<http://personal.lse.ac.uk/username>

Log on to the LSE network and run Microsoft FrontPage.

Close the blank page (new_page_1.htm) that is displayed, by clicking on the **Page Close** button:



Click on **File | New | Web** to display the **New Web** dialog box:



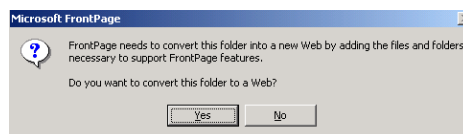
Click on **Empty Web**

Delete whatever is displayed in the **Specify the location of the new Web** box, and type **U:** Then click on the **OK** button.

When prompted, click on the **Yes** button to convert your folder on the U: drive to a Web:

Note:

Your **U:** drive is the location for your LSE Personal Web Space



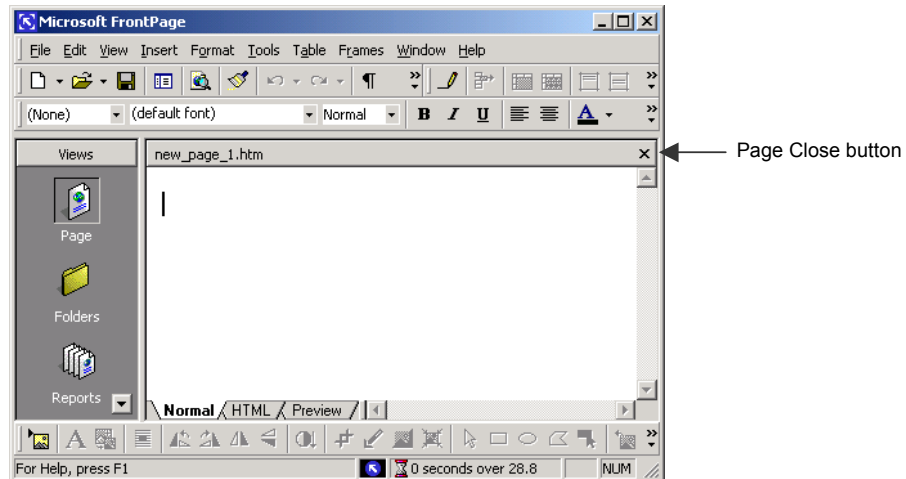
A FrontPage Web is created on your U: drive

Activity: Create a FrontPage Web on LSE Personal Web Space

The activities in this course require that you are registered for LSE Personal Web Space. If you have not already registered, the document **How To Register for Personal Web Space** is available online at <http://ittraining.lse.ac.uk/documentation/personalweb.asp>

Note: After registration, you will need to log off and log on again before you have access to your Personal Web Space

1. Log on to the LSE network.
2. Click on **Start | Programs | Microsoft FrontPage**
FrontPage opens with a blank new page displayed:



3. Close the page by clicking on the **Page Close** button.
4. Click on **File | New | Web**
The New Web dialog box is displayed.
5. Click on **Empty Web**
6. Delete whatever is displayed in the **Specify the location of the new Web** box, and type **U:**
7. Click on the **OK** button
You are asked whether you want to convert your folder on the U: drive to a Web:



8. Click on the **Yes** button.
A FrontPage Web is created on your U: drive.

Oops!

Don't click on the **New** button – as this will create a new page, not a new Web

Note:

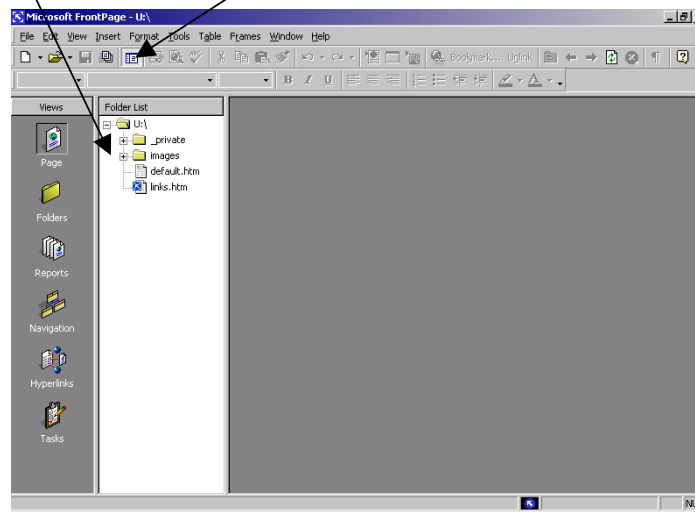
Your **U:** drive is the location for your LSE Personal Web Space

Work with Web Pages

Your Web already contains elements, which are visible in the folder list:

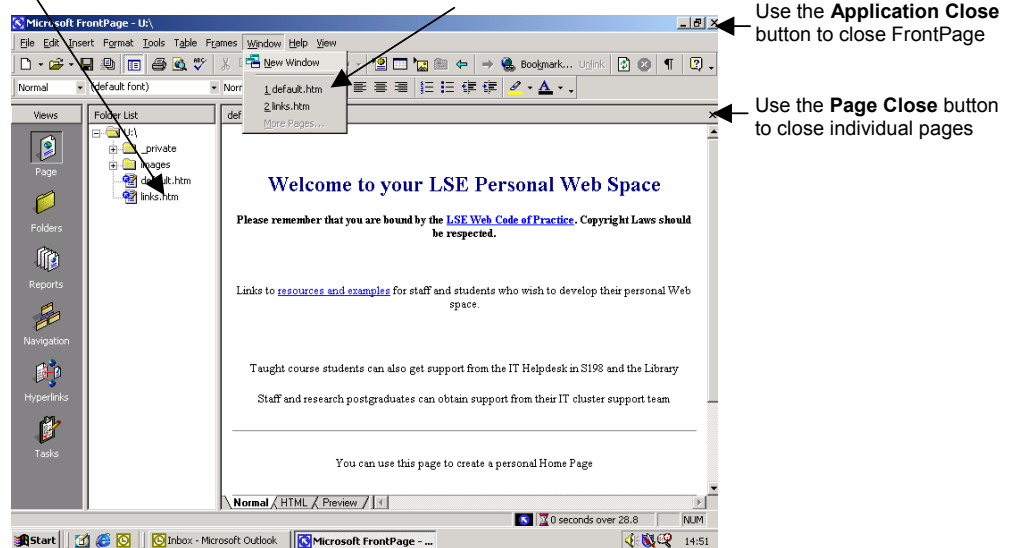
- _private & images:** these folders are automatically added to your Web to support FrontPage features.
- default.htm:** this will be your Home Page.
- links.htm:** this is a page with links to resources and examples for staff and students who wish to create personal Web pages.

Folder List If your Folder List is not visible, click on the **Folder List** button



Double-click on a file or folder to open it Use the **Window** command to switch between open pages

Shortcuts:
[Ctrl] + [Tab]
 to switch between open pages
[Ctrl] + [F4]
 to close a page
[Alt] + [F4]
 to close FrontPage

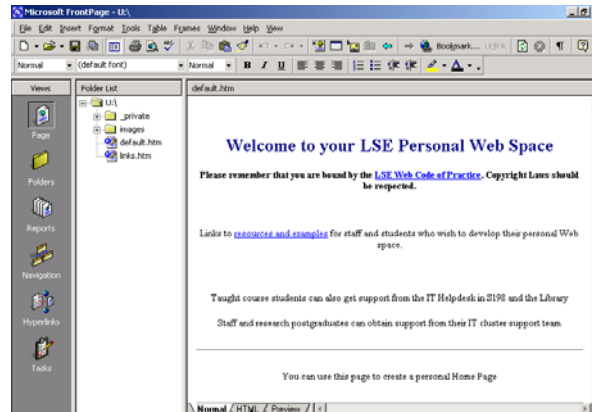


Activity: Work with Web Pages

1. Double-click on **default.htm** in the folder list.
The default Home Page is displayed.
2. Double-click on **links.htm** in the folder list.
The Resources and Examples page is displayed.
3. Click on **Window | default.htm**
The default Home Page is redisplayed.
4. Click on **Window | links.htm**
The Resources and Examples page is redisplayed.
5. Click on the **Page Close** button to close **links.htm**
The Resources and Examples page is closed and the default Home Page is redisplayed.

Work with Page View

When you open a page, it is displayed in **Page** view. This view contains three options for viewing and editing the contents of your page:

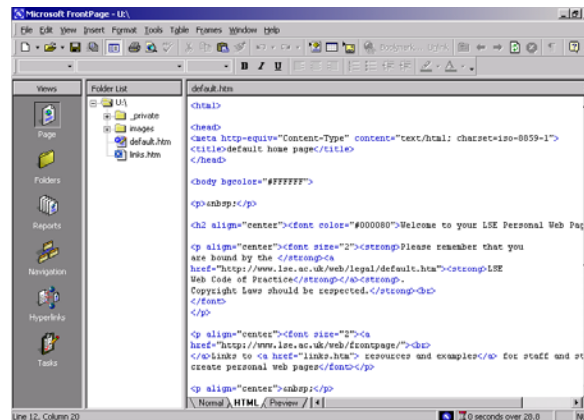


Normal Page view
This allows you to create and edit the page content.

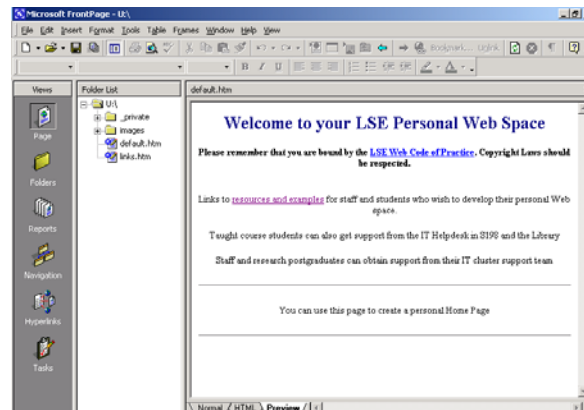
Click on the tabs at the bottom of the page to change the way it is displayed

Note:

FrontPage allows you to create and edit content without having to code in HTML



HTML Page view
This allows you to view and modify the HTML code.



Preview Page view
This allows you to see how your page will appear when viewed in a Web browser.

Activity: Work with Page View

1. Click on the **HTML** tab of **default.htm**.
The HTML code generated by FrontPage when this page was created is displayed.
2. Click on the **Preview** tab.
The page is displayed as it will appear when viewed in a Web browser.
3. Use your mouse to position the pointer over the link **resources and examples**.
The pointer changes from Normal Select to Link Select, indicating that it is over a hyperlink:

Normal Select



Link Select



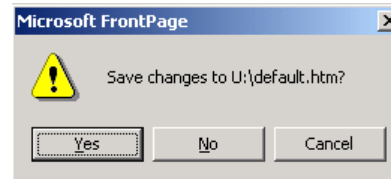
4. Click on the link.
The Resources and Examples page is displayed as it will appear when viewed in a Web browser.
5. Click on the **Normal** tab.
The default Home Page is redisplayed in Normal Page view.

Close and Open a Web

To Close a Web:

Click on the **Close Application** button to close FrontPage.

If you have made any changes since the Web was last saved, you will be prompted to save each page you have modified:



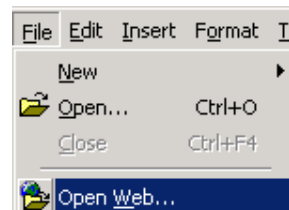
Click on the **Yes** button if you wish to save your changes.

To Open a Web on LSE Personal Web Space:

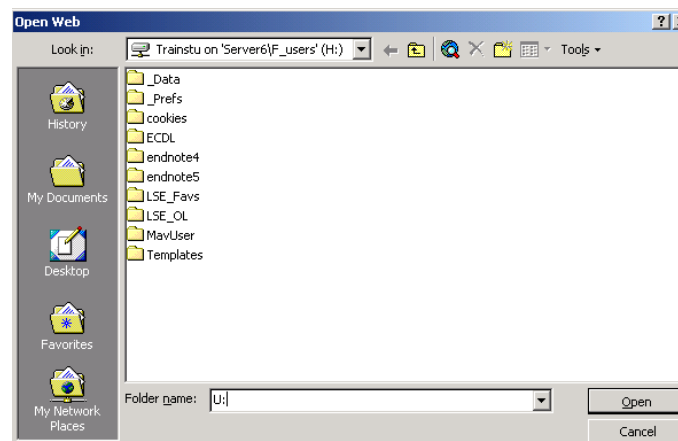
Start FrontPage.

Click on the **Page Close** button to close the blank new page that is displayed.

Click on **File | Open Web**



In the Open Web dialog box, delete whatever is displayed in the **Folder name** box, and type **U**:



Click on the **Open** button.

Oops!

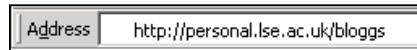
Can't remember which is the **Close Application** button and which is the **Close Page** button? Look at Page 6.

Activity: Close and Open a Web

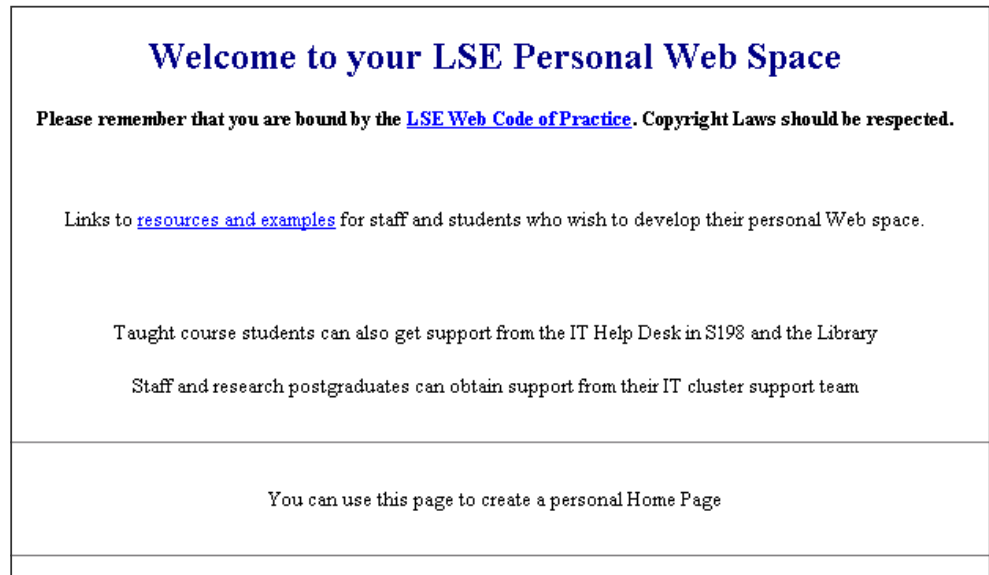
1. Click on the **Close Application** button.
If you are prompted to save any changes, click on the **Yes** button.
FrontPage is closed.
2. Start FrontPage.
FrontPage opens with a blank new page displayed.
3. Close the page by clicking on the **Page Close** button.
4. Click on **File | Open Web**
The Open Web dialog box is displayed.
5. Delete whatever is displayed in the **Folder name** box, and type **U:**
6. Click on the **Open** button.
Your FrontPage Web stored on your U: drive is opened.

Edit your Default Home Page

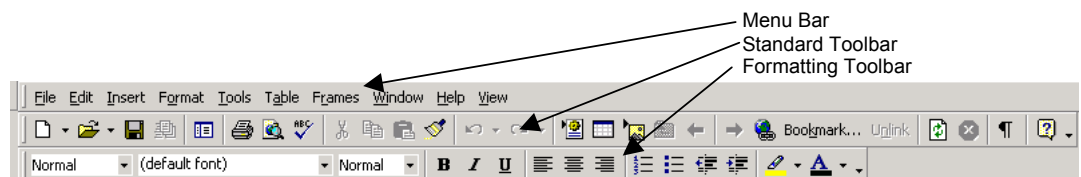
Default.htm is the file name of your Home Page and is automatically displayed whenever the URL for your LSE personal web pages is entered in the Address box of your web browser, for example:



Default.htm was created when you registered for Personal Web Space, but you can modify its content to display the text and graphics you want people to see on your Personal Home Page.



The FrontPage interface has a great deal in common with Microsoft Word. In Page view, the Menu bar and Toolbars provided access to features and commands that are commonly used to create and edit Word documents:



This makes it very easy for Microsoft Word users to create and edit FrontPage pages.

Activity: Edit your Default Home Page

Tip

When you press the **[Enter]** key, it creates a paragraph break between lines.

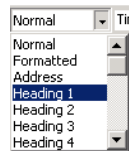
Don't want a space between your lines? Press the **[Shift]** + **[Enter]** keys.

This creates a line break between lines.

1. Display your default Home Page in Normal Page view.
2. Press the **[Ctrl]** + **[A]** keys.
Everything on the page is selected.
3. Press the **[Delete]** key.
Everything on the page is deleted and the insertion point flashes in the top left-hand corner.
4. Type your name and press the **[Enter]** key.
Your name is entered at the top left of the page and the insertion point moves down to the next line.
5. Type **Contact details:** and press the **[Enter]** key.
6. Type:

London School of Economics and press the **[Shift]** + **[Enter]** keys.
Department of <your department > and press the **[Shift]** + **[Enter]** keys.
Houghton Street and press the **[Shift]** + **[Enter]** keys.
London WC2A 2AE and press the **[Shift]** + **[Enter]** keys.
Email: followed by a space, and press the **[Enter]** key.

7. Select your name at the top of the page and click on the **Center** alignment button on the **Formatting** toolbar.
The text is centred at the top of the page.
8. Select **Contact details:** and click on the **Bold** attribute button on the **Formatting** toolbar.
Bold is applied to the text.
9. Select your name again, and click on the list arrow to the right of the **Style** box, and click on **Heading 1**
The Heading 1 style is applied to the text.



10. Select the text you typed under **Contact details:** and click on the list arrow to the right of the **Style** box, and click on **Address**
The Address style is applied to the text.

Tip

It is good practice to use styles in your Web pages as it is a quick and consistent way to format text. You can still apply additional formatting to text that has a style applied to it.

Additionally, heading styles insert meta-tags into the HTML code, which are used by search engines to find Web pages.

Insert a Horizontal Line into a Web Page

Horizontal lines help break up the content of your Web page to give it structure and make it more readable.

In Normal Page view, position the insertion point where you want the line placed.

Click on **Insert | Horizontal Line**

Save an Image from the Web to Insert into a Web Page

Navigate to the Web page containing the image you want to save.

Right-click on the image, to display the shortcut menu.

Click on **Save Picture As** to open the **Save Picture** dialog box.

Choose an appropriate location in which to save the image and click on the **Save** button.

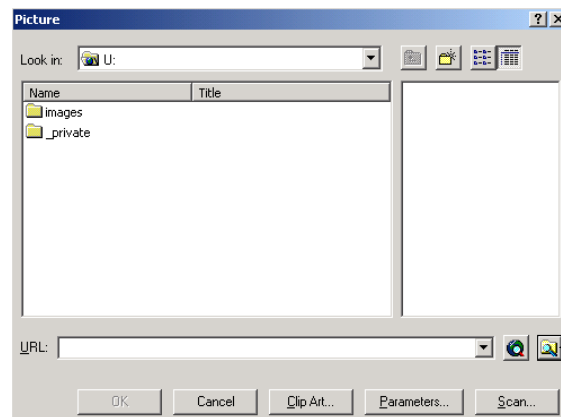
Warning:

Before you save any images from the Web, make sure you are entitled to do so. Respect copyright law.

Insert a Saved Image into a Web Page

In Normal Page view, position the insertion point where you want the image placed.

Click on the **Insert Picture from File** button on the **Standard** toolbar to display the **Picture** dialog box.



← Select a file on your computer button

Click on the **Select a file on your computer** button to display the **Select File** dialog box.

Navigate to and select the image file on your computer and click on the **OK** button.

Activity: Insert a Horizontal Line into a Web Page

1. Display your default Home Page in Normal Page view.
2. Click to the left of the first letter of your name.
The insertion point is positioned to the left of the text.
3. Click **Insert | Horizontal Line**
A horizontal line is inserted at the top of the page, above your name.
4. Click to the right of the last letter of your name.
The insertion point is positioned to the right of the text.
5. Click **Insert | Horizontal Line**.
A horizontal line is inserted below your name.

Activity: Save an Image from the Web to Insert into a Web Page

1. Run **Internet Explorer** and enter the following URL in the **Address** box:
<http://ittraining.lse.ac.uk/FP2KCourseResources.htm>

Course	Resource Title	Resource
FrontPage 2000: Introduction	Mail Icon	

2. Right-click on the image of the envelope.
The shortcut menu is displayed.
3. Click on **Save Picture As**
The Save Picture dialog box is displayed.
4. If necessary, navigate to your H: space (My Documents), and click on the **Save** button.
The image is saved to your H: space as Mail.gif

Activity: Insert a Saved Image into a Web Page

1. Return to FrontPage and ensure your default Home Page is displayed in Normal Page view.
2. Click to the right of **Email:**
The insertion point is positioned to the right of the text.
3. Click on the **Insert Picture from File** button.
The Picture dialog box is displayed.
4. Click on the **Select a file on your computer** button.
The Select File dialog box is displayed.
5. If necessary, navigate to your H: space (My Documents), and click the file **Mail.gif**
6. Click on the **OK** button.
The image is inserted.

Create Alternate Text for an Image

Visually impaired Web users rely on special programs that read aloud what is on the Web page. By creating alternate text for each image on your site, you give people using screen readers a sense of the images on your site.

In Normal Page view, right-click on the image to display the shortcut menu.

Click on **Picture Properties** to display the **Picture Properties** dialog box.

If necessary, click on the **General** tab to display the **General Properties**

In the **Alternative representations** section, type in a brief description of the image in the **Text** box.

Tip:

[Alt] + [Enter]

will also display the properties dialog box of a selected picture



Alternative representations _____

Low-Res:

Text:

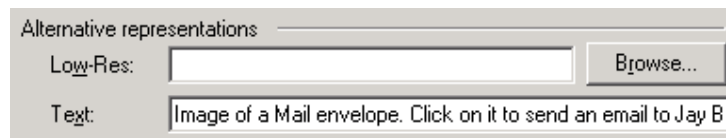
Click on the **OK** button to close the **Picture Properties** dialog box and return to the Normal Page view.

To check the ordinarily invisible alternate text, click on the image and then click on the **HTML** tab to display the HTML code for the image, including the alternate text.

Activity: Create Alternate Text for an Image

1. Display your default Home Page in Normal Page view.
2. Right click on the envelope image.
The shortcut menu is displayed.
3. Click on **Picture Properties**.
The Picture Properties dialog box is displayed.
4. If necessary, click on the **General** tab.
5. In the **Alternative representations** section, type the following in the **Text** box:

Image of a Mail envelope. Click on it to send an email to <your name>



6. Click on the **OK** button.
The Picture Properties dialog box is closed.
7. Click once on the image.
The image is selected.
8. Click on the **HTML** tab.
The image properties, including the alternate text, are highlighted in the HTML code.
9. Click on the **Normal** tab.
The page is redisplayed in Normal Page view.

Oops!

Can't remember where the **HTML** tab is? Look at Page 8

Inserting Hyperlinks 1

Hyperlinks enable the visitor to navigate through a website. Links associate a piece of text or an image on a page, with another location.

The other location can be a different Web page, either within or external to the site, a bookmark on the same page, an email address or an external file for download.

Create a Hyperlink to a Web Page

In Normal Page view, select the text or image you want to link.

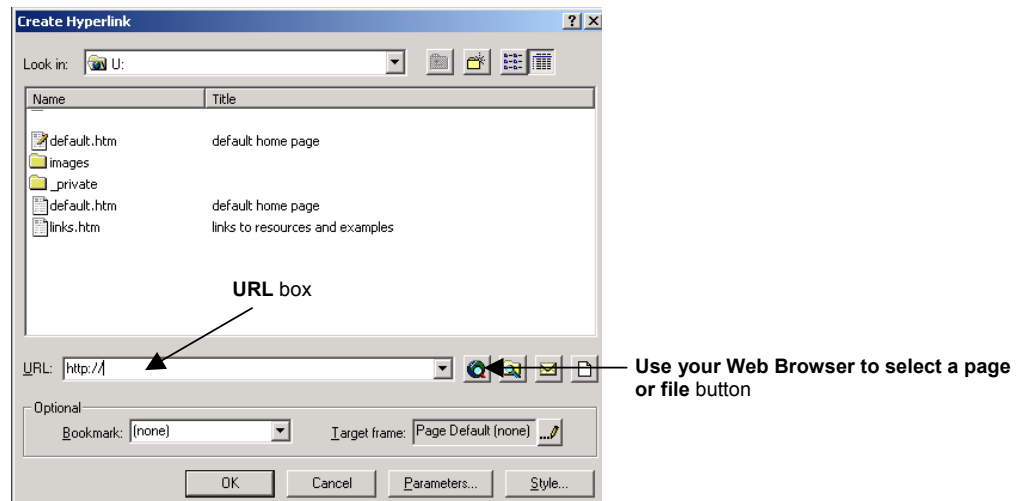
Click on the **Hyperlink** button on the Standard toolbar to display the **Create Hyperlink** dialog box:



Tip:

[Ctrl] + [K]

will also display the **Create Hyperlink** dialog box



By default, the dialog box opens to the Web site you are working on.

Click on the **Use your Web Browser to select a page or file** button.


Internet Explorer will run. If it is already running, its button will begin to flash on the Taskbar, and you should click on it.

Navigate to the Web page you want to link to.

Click on the **FrontPage** button on the Taskbar to return to FrontPage – the URL of the page you want to link to is now automatically entered in the **URL** box of the **Create Hyperlink** box.

Click on the **OK** button to close the **Create Hyperlink** box and create the hyperlink.

Activity: Create a Hyperlink to a Web Page

1. Display your default Home Page in Normal Page view.
 2. In the second line of your address, select the name of your department.
 3. Click on the **Hyperlink** button on the Standard toolbar.
The Create Hyperlink dialog box is displayed.
 4. If you know the URL for your department's Home Page, you can type it directly into the URL box and go directly to step 7. Otherwise, click on the **Use your Web Browser to select a page or file** button.
Internet Explorer will run. If it is already running, its button will begin to flash on the task bar, and you should click on it.
 5. Navigate to the Home Page of your department.
 6. Click on the **FrontPage** button on the Taskbar.
The URL of your department's Home Page is automatically entered in the URL box of the Create Hyperlink dialog box.
 7. Click on the **OK** button.
The Create Hyperlink dialog button is closed and the hyperlink is created in your address.
 6. Click on the **Preview** tab.
The page is displayed as it will appear when viewed in a Web browser.
 7. Use your mouse to position the pointer over the name of your department in the second line of your address.
The pointer changes from Normal Select to Link Select, indicating that it is over a hyperlink:
- Link Select 
8. Click on the hyperlink.
The Home Page for your department is displayed.
 9. Click on the **Normal** tab.
Your own default Home Page is redisplayed in Normal Page view.

Oops!

Don't know how to find the Home Page for your department?

Click on the Home button to go to the LSE Home Page (or go to www.lse.ac.uk)

Click on **Index**

Find your department in the index and click on the link to go to the Home Page

Inserting Hyperlinks 2

Create an Email Link

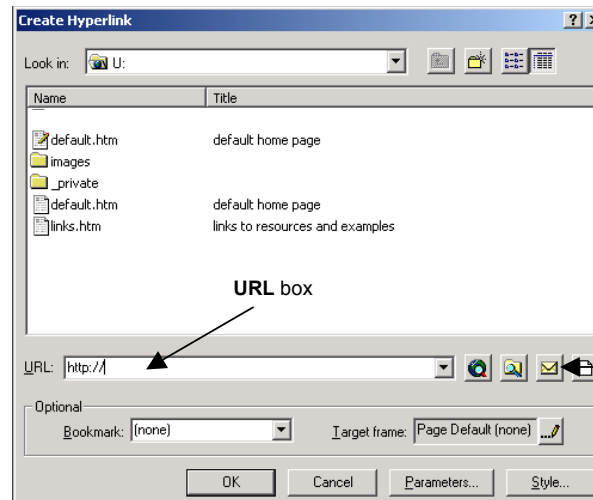
In Normal Page view, select the text or image you want to link.

Tip:

[Ctrl] + [K]

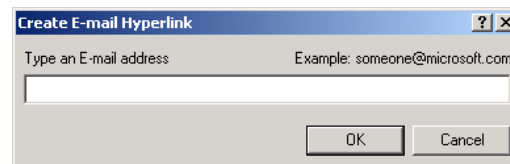
will also display the **Create Hyperlink** dialog box

Click on the **Hyperlink** button on the Standard toolbar to display the **Create Hyperlink** dialog box:



By default, the dialog box opens to the Web site you are working on.

Click on the **Make a hyperlink that sends email** button to display the **Create E-Mail Hyperlink** dialog box.



Type in the full email address and click on the **OK** button.


The email link is entered into the **URL** box of the **Create Hyperlink** dialog box:



Click on the **OK** button to close the **Create Hyperlink** box and create the email link.

Activity: Create an Email Link

1. Display your default Home Page in normal Page view.
2. Click once on the envelope image.
3. Click on the **Hyperlink** button on the Standard toolbar.
The Create Hyperlink dialog box is displayed.
4. Click on the **Make a hyperlink that sends email** button.
The Create E-Mail Hyperlink dialog box is displayed.
5. Type in your *full* LSE email address, eg:
j.bloggs@lse.ac.uk
6. Click on the **OK** button.
The email link is entered into the URL box of the Create Hyperlink dialog box.
7. Click on the **OK** button.
The **Create Hyperlink** box is closed and the email link is created in the envelope image.
8. Click on the **Preview** tab.
The page is displayed as it will appear when viewed in a Web browser.
9. Use your mouse to position the pointer over the envelope image.
The pointer changes from Normal Select to Link Select, indicating that it is over a hyperlink:

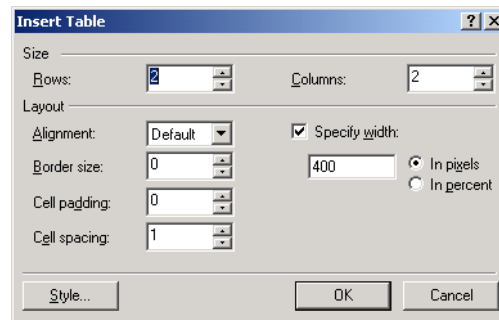
Link Select 
10. Click on the hyperlink.
A new Outlook Message is displayed, addressed to you.
11. Close the message without saving changes and return to FrontPage.
12. Click on the **Normal** tab.
The default Home Page is redisplayed in Normal Page view.

Create a Table

Tables make it easy to present text and images in a readable format.

In Normal Page view, position the insertion point where you want the table placed.

Click on **Table | Insert | Table** to display the **Insert Table** dialog box:



Use the **Size** section to specify how many rows and columns the table should have.

Use the **Layout** section to specify the following:

Tip:

If you want a borderless table, set the Border size to 0

- Alignment** Left, Center or Right
- Border size** The area around the outside of the entire table
- Cell padding** The area inside the cells around the contents of the cells
- Cell spacing** The area between the cells

Click in the **Specify width** check box to control the width of the entire table and use the radio buttons to choose whether the width should be absolute (in pixels) or relative (in percent)

Tip:

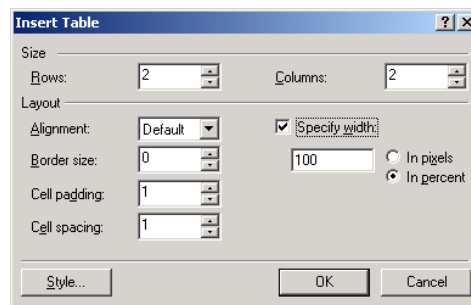
Changes you make in the Insert Table dialog box become the default settings for the next time you insert a table.

Leave the **Specify width** check box un-checked so that the width of the table is automatically sized by the browser window.

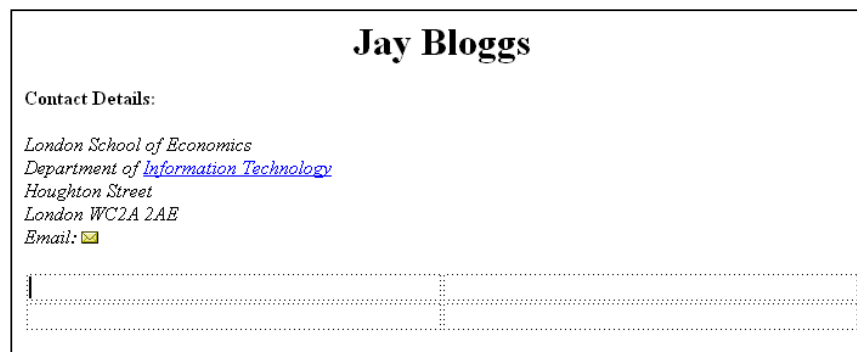
Click on the **OK** button to close the **Insert Table** dialog box and insert the table.

Activity: Create a Table

1. Display your default Home Page in Normal Page view.
2. Click in the blank line below your address and press the **[Spacebar]**
3. Click on **Table | Insert | Table**
The Insert Table dialog box is displayed.
4. Change the following properties of the table to:



5. Click on the **OK** button.
The Insert Table dialog box is closed and the table is inserted:



Tip:

Use the Tables toolbar to format your tables quickly and easily.

If it is not visible, click on **View | Toolbars | Tables**

Tip:

By default, the vertical alignment of text in cells is **Center**. Use the **Align Top** button on the Tables toolbar to quickly align text to the top of the cell.



6. In the top left cell, type: **About Me:** and enter information about your role at the LSE in the top right cell, eg:

About Me:	BSc Economics undergraduate
About Me:	Post-doctoral research fellow
About Me:	Information Systems Occasional Teacher

7. In the bottom left cell, type: **Academic Interests:** and enter information about your research interests, your dissertation, or your wider academic interests in the bottom right cell, eg:

Academic Interests:	History of the Labour Party, 1972-1979
Academic Interests:	Health policy: The Scandinavian models
Academic Interests:	Electronic Document Management

8. Preview the page and then return to Normal Page view.

Change the Page Properties 1

Page properties include the page title, the colour scheme and any metadata you add to make your pages easier to index on search engines, and in principle, easier to find.

Change the Page Title

In Normal Page view, right-click anywhere in the window to display the shortcut menu.

Click on **Page Properties** to display the **Page Properties** dialog box.

If necessary, click on the **General** tab to display the **General Properties**

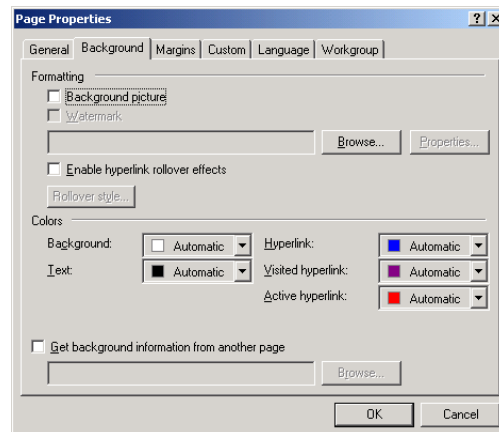
Delete the text in the **Title** box and type a new title for your page. Note: the title is what appears in the blue title bar at the top of the page window, when viewed in a Web browser.

A screenshot of the 'Title' input field from the Page Properties dialog box. The field is empty and has a light gray border. The label 'Title:' is positioned to the left of the input box.

Change the Page Colour Scheme

Display the **Page Properties** dialog box.

If necessary, click on the **Background** tab to display the **Background Properties**



Use the **Formatting** section to select a background picture or watermark for the page.

Use the **Colors** section to specify the colours for the page background, text and text hyperlinks

Click on the **OK** button to close the **Page Properties** dialog box and return to the Normal Page view.

Activity: Change the Page Title

1. Display your default Home Page in Normal Page view.
2. Right click anywhere in the window.
The shortcut menu is displayed.
3. Click on **Page Properties**
The Page Properties dialog box is displayed.
4. If necessary, click on the **General** tab.
5. Delete the text in the **Title** box and type:
<Your Name> Home Page

Activity: Change the Page Colour Scheme

1. With the **Page Properties** dialog box displayed, click on the **Background** tab.
2. In the **Colors** section, click on the **Background** list arrow and select a colour for the background of the page.
3. In the **Colors** section, click on the **Text** list arrow and select a complementary colour for the text on the page.
4. Click on the **OK** button.
*The **Page Properties** dialog box is closed and the changes to the colour scheme are applied to the page.*
5. If you do not like the new colour scheme, go back into the **Page Properties** dialog box and choose new colours for the background, text and hyperlinks.

Change the Page Properties 2

Add Page Metadata

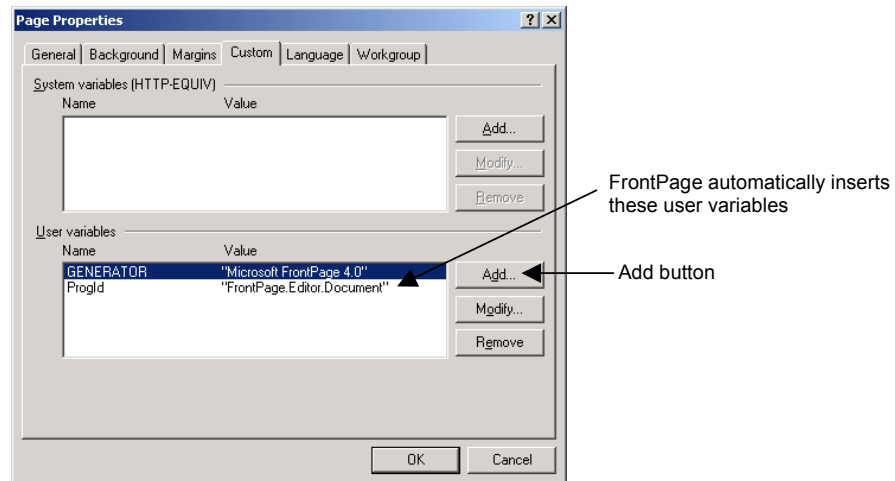
Metadata is HTML coding, which can help search engines index your pages, making it easier for visitors to find your Web site.

Metadata usually takes the form of keywords describing the page content. It cannot be seen in Normal Page view, nor when the page is viewed in a Web browser. It can only be seen in HTML Page view.

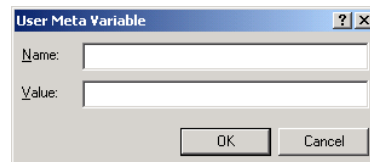
In Normal Page view, right-click anywhere in the window to display the shortcut menu.

Click on **Page Properties** to display the **Page Properties** dialog box.

If necessary, click on the **Custom** tab to display the **Custom Properties**



In the **User variables** section, click on the **Add** button to display the **User Meta Variable** dialog box:



In the **Name** box, type **Keywords**

In the **Value** box, type the values for your keywords, separating each one with a comma.

Click on the **OK** button to close the **User Meta Variable** dialog box and return to the **Page Properties** dialog box.

Click on the **OK** button to close the **Page Properties** dialog box and return to the Normal Page view

Activity: Add Page Metadata

1. Display your default Home Page in Normal Page view.
2. Right click anywhere in the window.
The shortcut menu is displayed.
3. Click on **Page Properties**
The Page Properties dialog box is displayed.
4. If necessary, click on the **Custom** tab.
5. In the **User variables** section, click on the **Add** button.
The User Meta Variable dialog box is displayed.
6. In the **Name** box, type **Keywords**
7. In the **Value** box, type your name.
8. Click on the **OK** button.
The User Meta Variable dialog box is closed and the Page Properties dialog box is redisplayed.
9. Click on the **OK** button.
The Page Properties dialog box is closed.
10. Click on the **HTML** tab.
Your name is inserted as a keyword in the metadata at the top of the page:

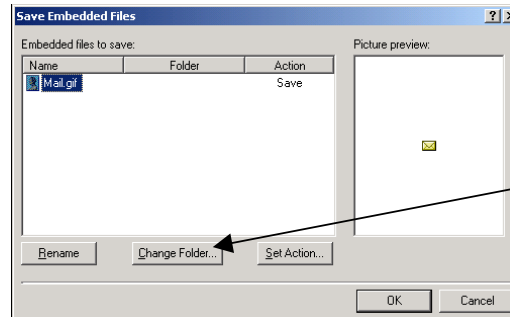
```
<meta http-equiv="Content-Type" content="text/html; charset=windows-1252">  
<meta http-equiv="Content-Language" content="en-gb">  
<meta name="GENERATOR" content="Microsoft FrontPage 4.0">  
<meta name="Keywords" content="Jay Bloggs">  
<meta name="ProgId" content="FrontPage.Editor.Document">
```

11. Click on the **Normal** tab.
The page is redisplayed in Normal Page view.

Save a Page Containing Images

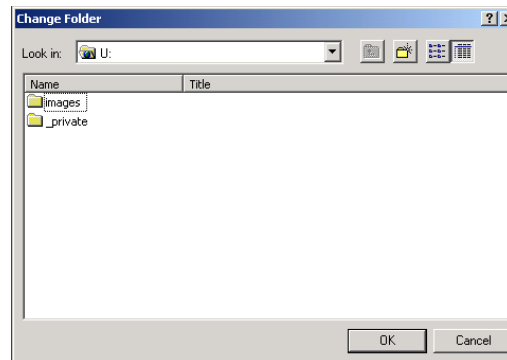
When you save a page containing a new image that did not come from your current website, you are prompted to save the image too.

Click on the **Save** button to save the Web Page and display the **Save Embedded Files** dialog box:



Change Folder button

Click on the **Change Folder** button to display the **Change Folder** dialog box, listing the folders on your website.



Double-click on the **images** folder to open it.

Click on the **OK** button to select the **images** folder and redisplay the **Save Embedded Files** dialog box.

Click on the **OK** button to close the Save Embedded Files dialog box and save the image to the **images** folder.

Activity: Save a Page Containing Images

1. Click on the **Save** button.
The Save Embedded Files dialog box is displayed, prompting you to save the image of the mail envelope you inserted into your Web page:
2. Click on the **Change Folder** button:
The Change Folder dialog box is displayed, listing the folders on your website:
3. Double-click on the **images** folder.
The images folder is opened.
4. Click on the **OK** button.
The images folder is selected as the folder in which to save the image.
5. Click on the **OK** button.
The image is saved into the FrontPage images folder.
6. Close your Web.

Need Help Using FrontPage?

Taught course students should contact the IT Help Desk in S198 and the Library.

Staff and research postgraduates should contact their cluster support team.