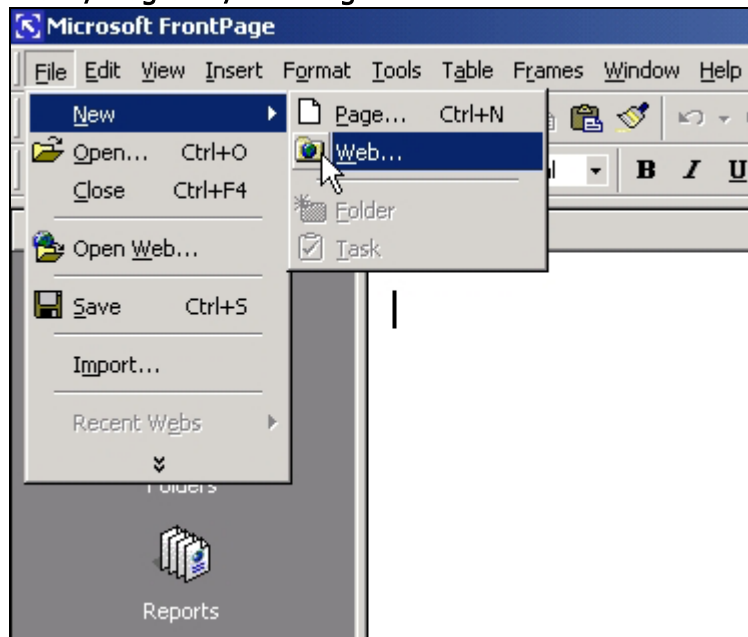
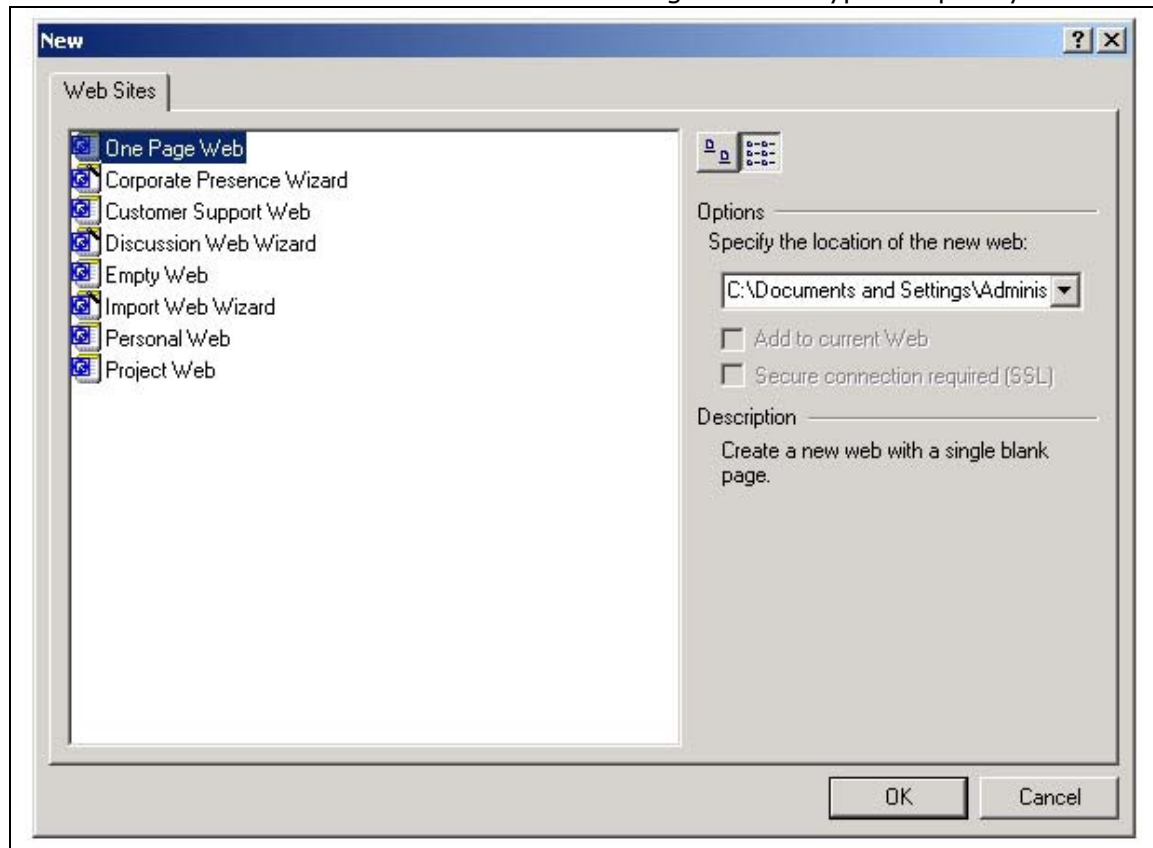


Designing Web Pages With FrontPage

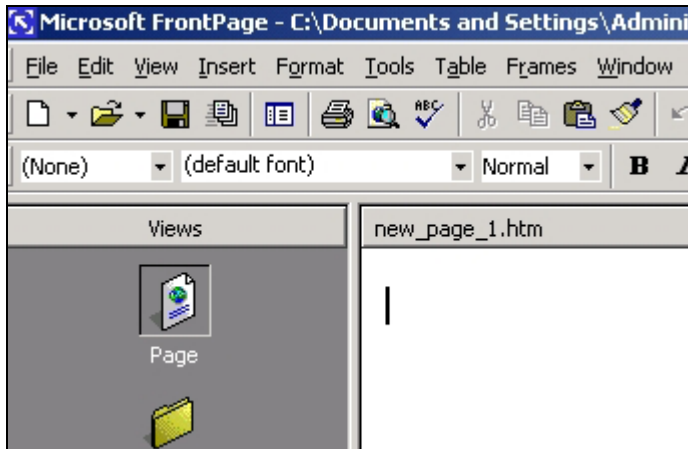
To Open FrontPage:
Start /Programs/FrontPage



To open a brand new website
File/New/Web and this box will open. For our purposes, select **ONE PAGE WEB**.
Under **OPTIONS** – take note of where this is being saved or type the path you want.



A new page will open in FrontPage.



Let's take a moment to explore these buttons – we will need to use them at different times throughout the building of a site.



The page button – lets you see the full website page.

The folder button, lets you see the folders and files within your website.

Tells you various information – not likely to need it.

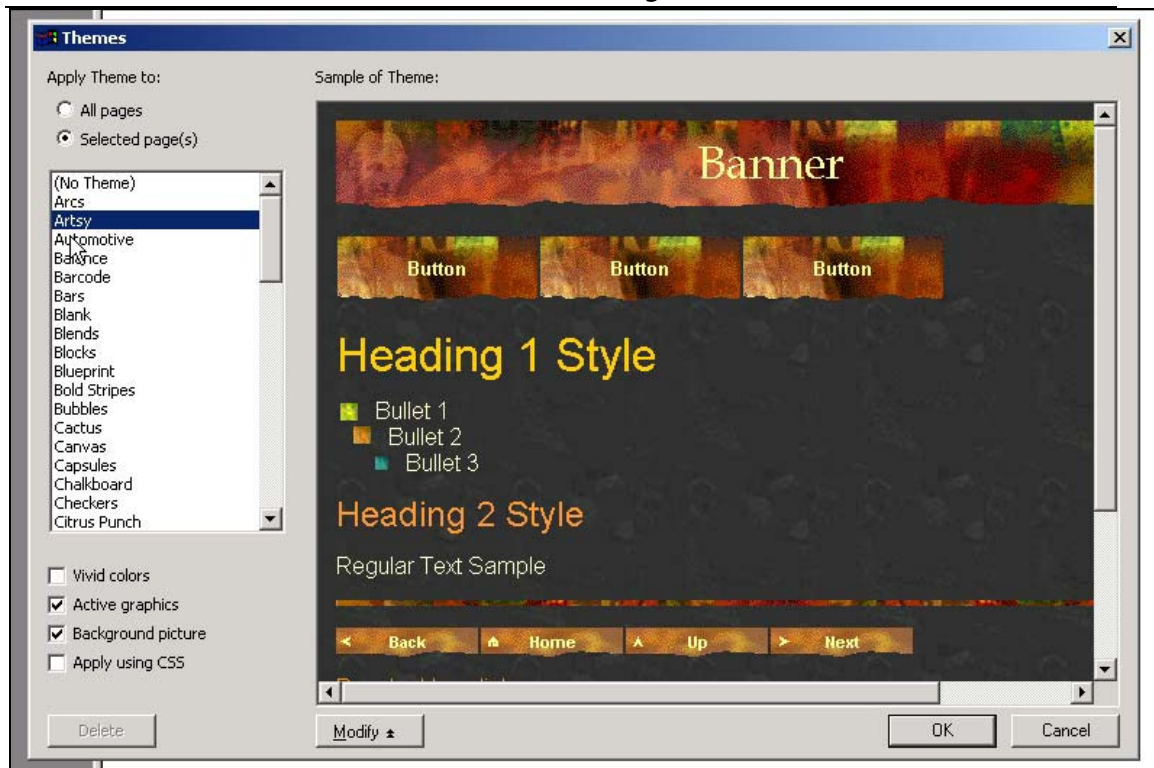
The navigation – is a great tool to use when you need to see how your site is set up or you need to re-organize things. You can click and drag on pages in the navigation window and move them around. All related links will change automatically.

Not likely to use the last two.

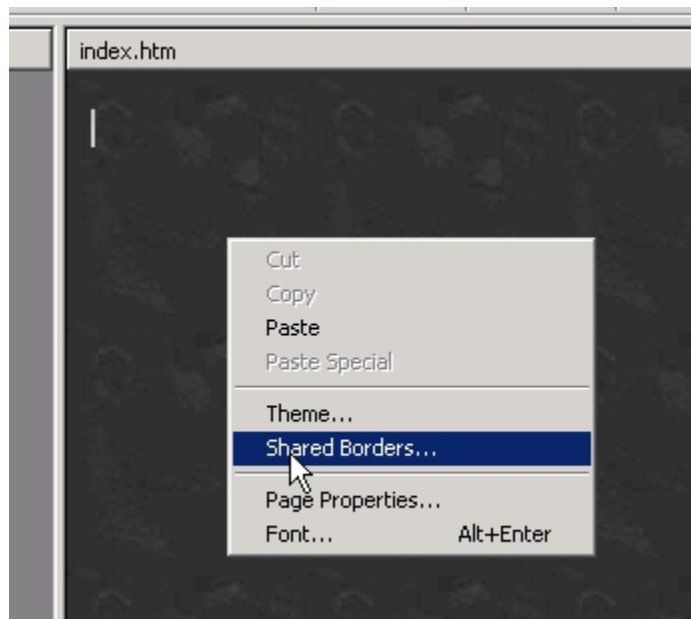
Okay – lets apply a theme to your website so that it has a banner, and a navigation bar and some colour and design.

FrontPage has many predefined themes. To apply them to your site, make sure you are in the **page view**. (the first one above).

Go **FORMAT/THEME** and the list of themes will come up. Have a look through the themes until you find one that you like or that will suit your purposes.

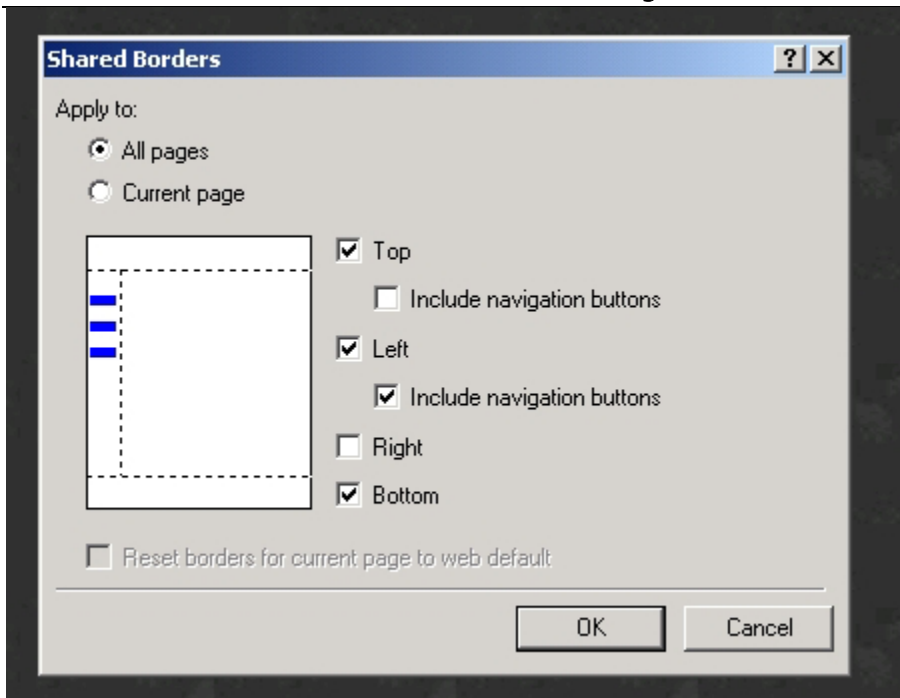


I have selected ARTSY (also make certain that you have clicked the circle that says APPLY THEME TO ALL PAGES) and when I click on OK – the theme is applied to my webpage.



Right click your mouse on the webpage and select shared borders from the window that pops up.

Then, another pop up like this one comes up.



Make sure you select APPLY TO ALL PAGES. Then, by selecting TOP you will have space for a banner if you want navigation at the top, select the option.

Left, gives you a side boarder and will create buttons down the side for navigation.

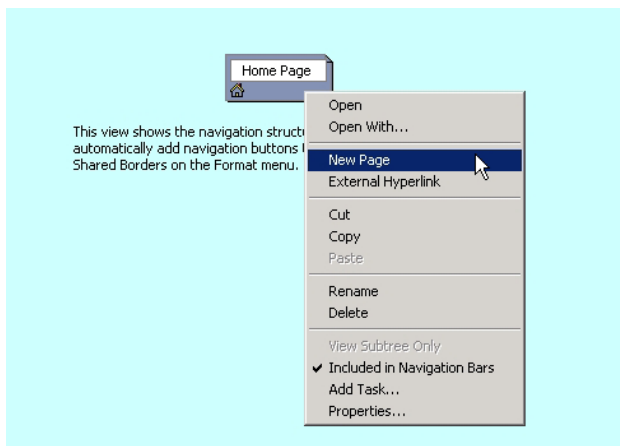
Right, I don't usually use, but if you need it. Select it.

Bottom, is a great place to put the copyright, contact info, etc.

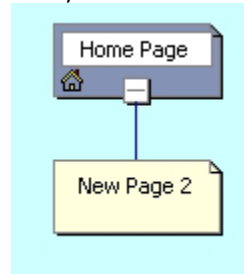
*** You need to add another page to you site right now to see the changes we are



going to make below. Go to the NAVIGATION VIEW

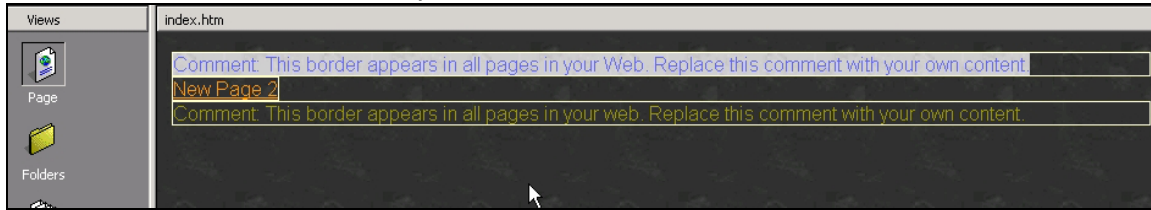


Then RIGHT CLICK YOUR MOUSE on the Home Page Icon on the screen and select NEW PAGE. When you do that, a new icon will appear.



To change the name from New Page 2 – just click on it once and then again SLOWLY and type in your page name (All About Me).

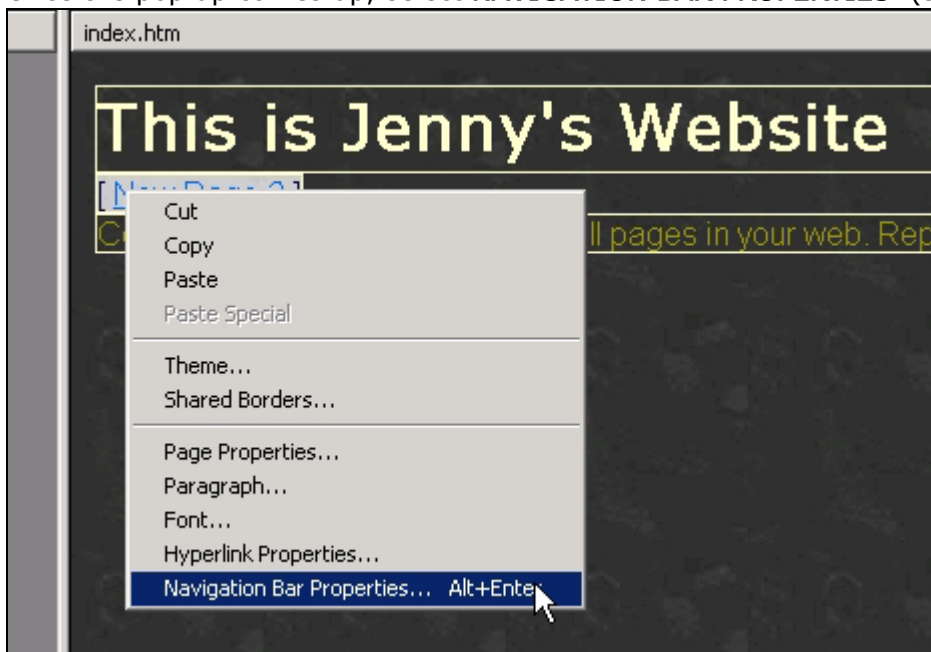
Let's customize the theme for you now.



Highlight the COMMENT line of text and type in your title. I typed "This is Jenny's Website."

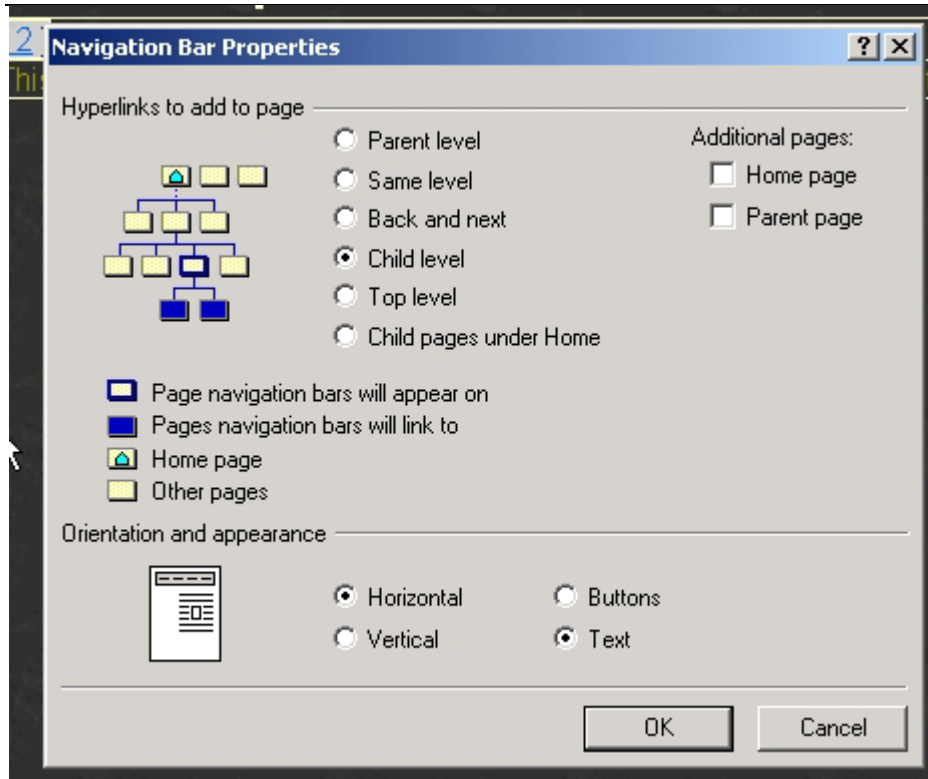
Now, **right click your mouse on the side bar navigation** if there is only text there. This is where you will decide if you want text links or buttons in your navigation bar. If you have buttons, the text must not be too wordy or it runs off the buttons.

Once the pop up comes up, select **NAVIGATION BAR PROPERTIES**. (see below)



Another window pops up:

The first part sets up your navigation structure – you will need to experiment here in terms of what works best for your needs but for the most part CHILD PAGES UNDER HOME is the way to go.

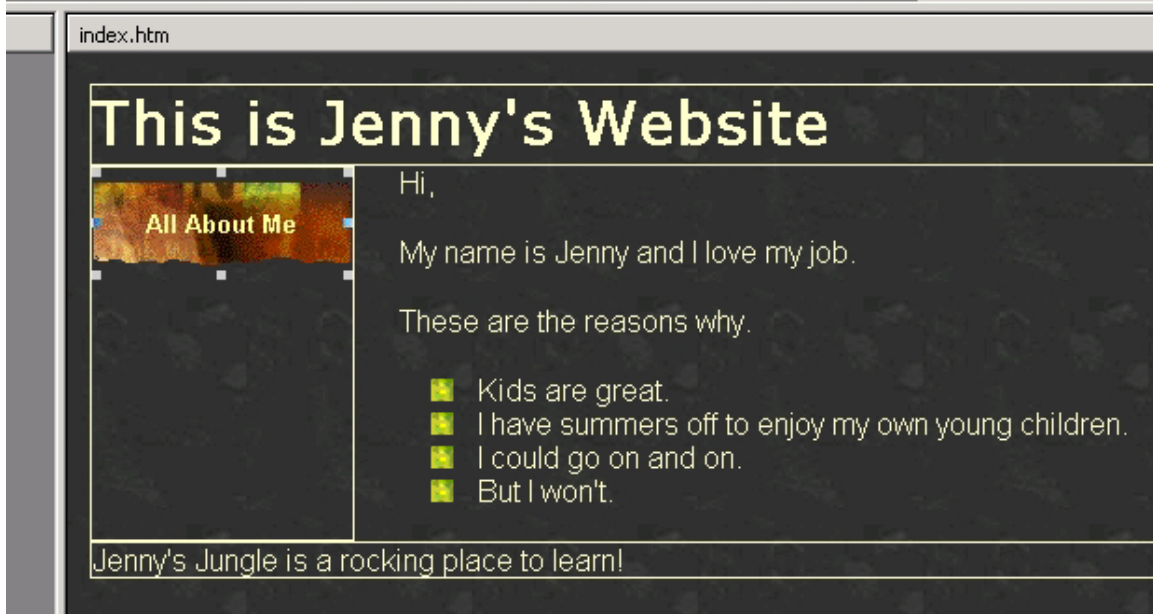


At the bottom – you can select buttons or text. Decide what you would like, you can change it back later if you would like. I selected the buttons, and the themes button shows up. (see below)

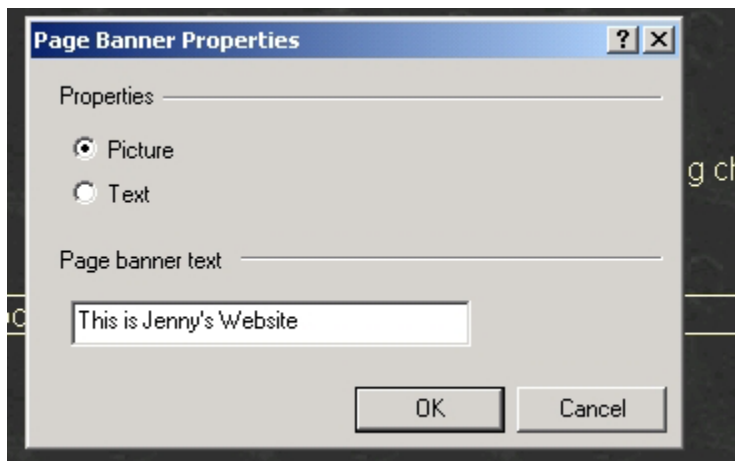


You can highlight the bottom comment text and type in copyright, contact or other information (classroom motto, or something like that).

Click into the open space on the webpage and begin typing information – just like you would in WORD. Formatting is similar as well. If you put in bullets – the theme will be applied.



Let's Explore Formatting.



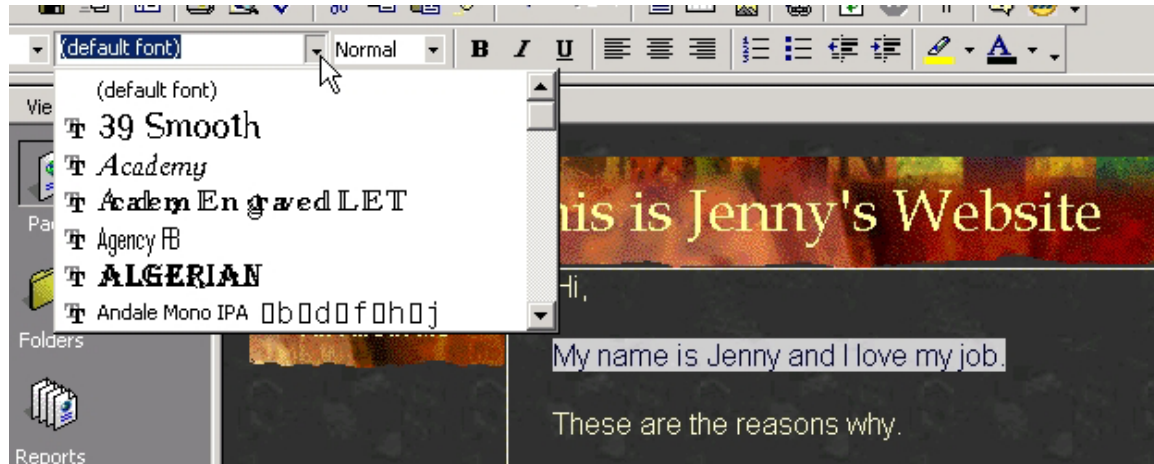
If you want the themes boarder in the top go INSERT/BANNER/ and type in what you want the banner to say and select picture. See how it looks below.



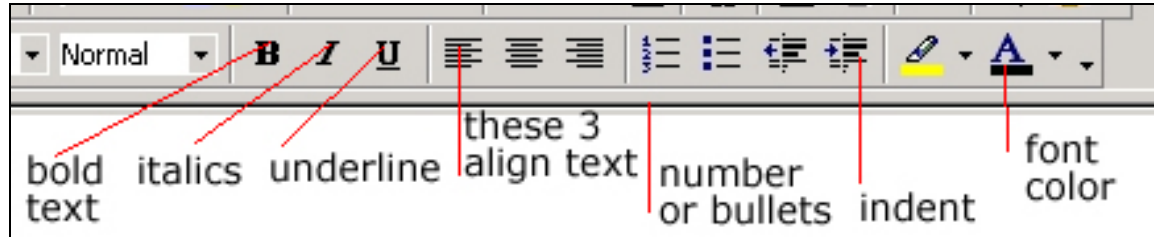
Text: You can type freely in the open part of the webpage as you would in WORD.

To change the font (stick with verdana, times new roman and other web safe fonts) just click the little arrow and a drop down menu will appear – select your font.

To adjust the size, click the arrow next to NORMAL and pick the size of font you would like.

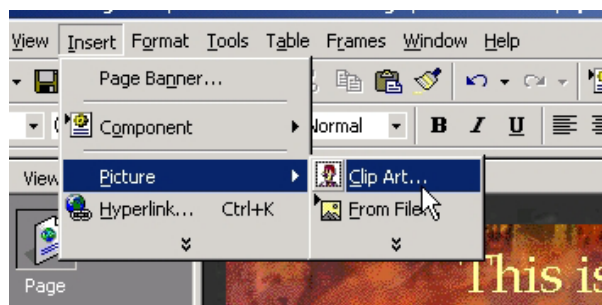


Other formatting options are outlined below. Generally, you highlight the string of text you want to apply the formatting to and then you click on the button and it is changed.



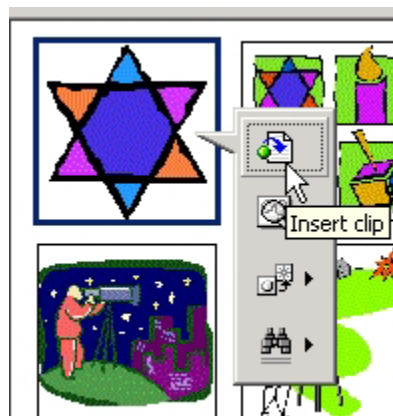
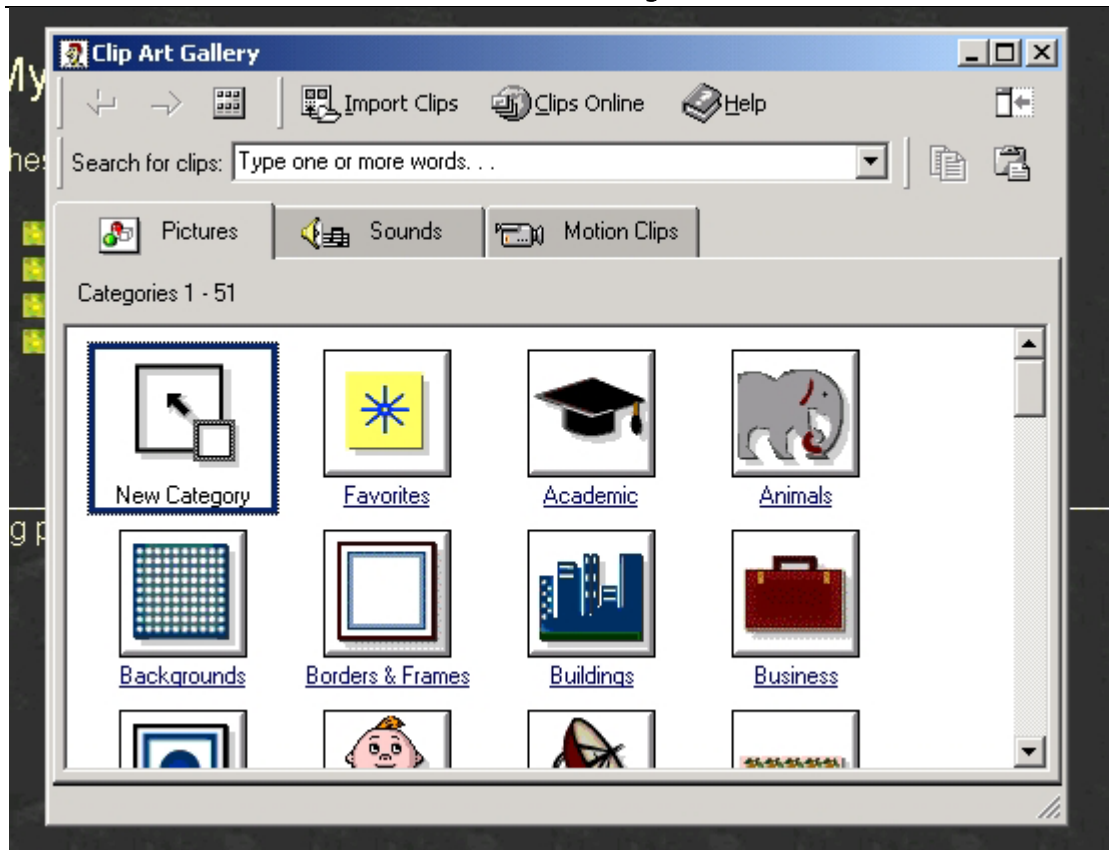
to try out the formatting, take a minute and play with some text you have typed and apply some formatting to it. Note that if there is an element that is controlled by the theme (like bullets) the theme will be applied automatically.

GRAPHICS



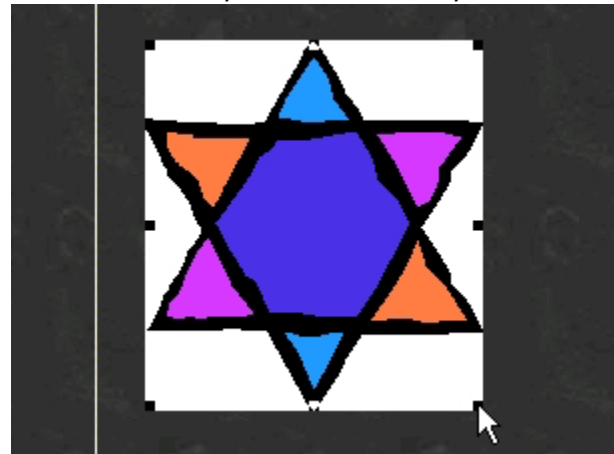
Lets look at how we can import, resize and manipulate graphics. Go INSERT/PICTURE/CLIPART (you would use FROM FILE if you had some of your own somewhere that you wanted to import).

When you click clipart – the clipart gallery pops up.



Type in a word to search for clipart. Play a bit. Find one you like – I searched for star and want this one so I do the following: I click on the star and then I select the **little insert clip icon**.

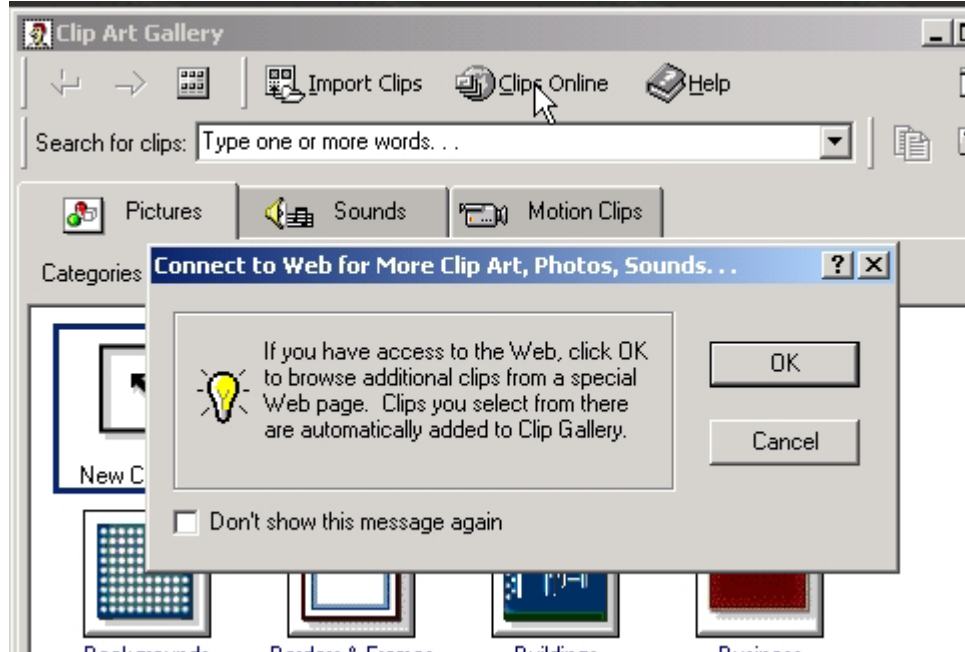
It is immediately inserted into my document.



If I click on the clipart, **HANDLES** appear and I can click and drag on these handles to resize the star. Try it out. Also, if you want **the text to wrap around**, click the clipart, and select one of the alignment buttons in the tool bar.

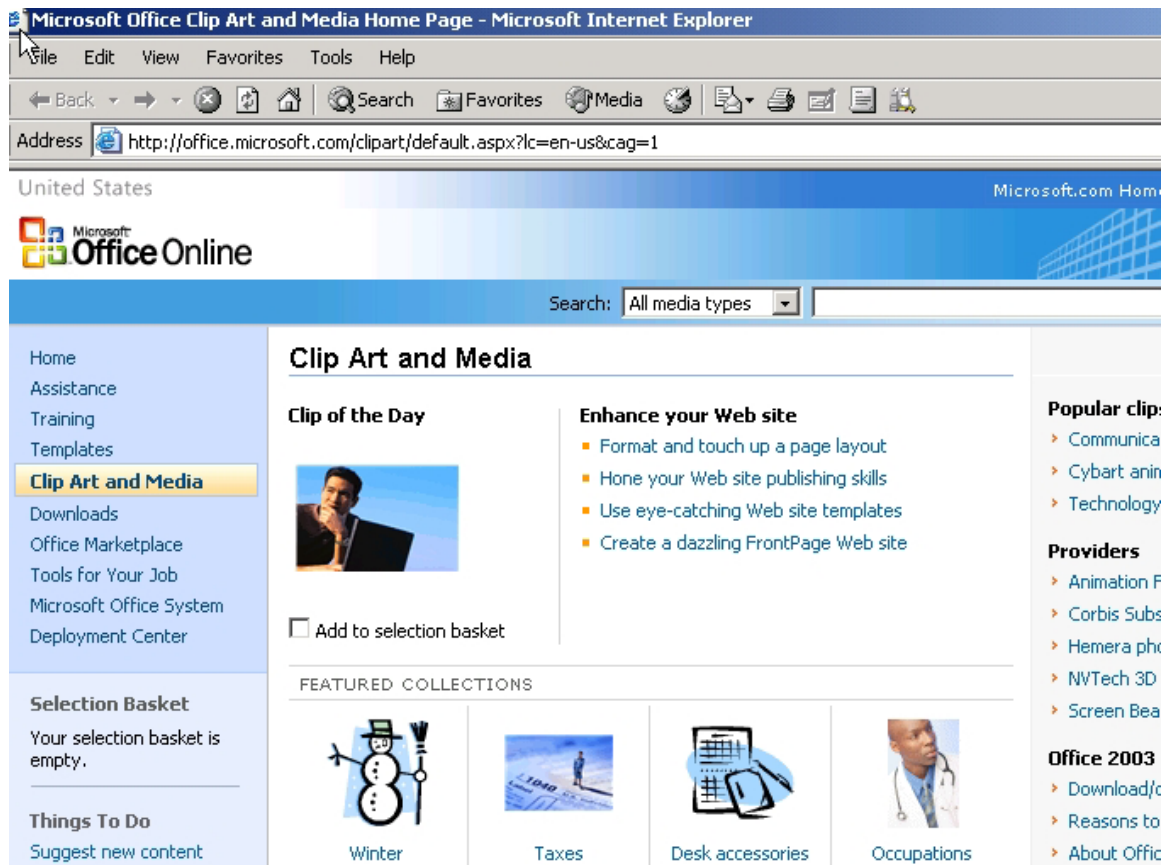
LETS TALK ABOUT CLIPART ONLINE

INSERT/PICTURE/CLIPART (just like before) – only instead of searching click on clips



online at the top and then click OK.

You'll be taken to the Clipart Gallery on the World Wide Web. You can perform searches here and have them added to your own gallery.



I searched for ROSE. I selected the ones I wanted and then you can see I had 5 items to download. I click on that



Download

When I select download, this screen appears.

I select to IMPORT into 5.0 or older

Then I click the download button

NOTICE, once you click the button, you may be prompted – if you are, click OPEN.

When you do that, the clips you got from the web are automatically added to your computer's gallery for future use.

Selection Basket Details

Selected items: **5**
Download size: **194 KB (1 min @ 56 Kbps)**
[Review basket](#)

Media Application

We have determined that both Clip Gallery and Clip Organizer are installed application you want to use.

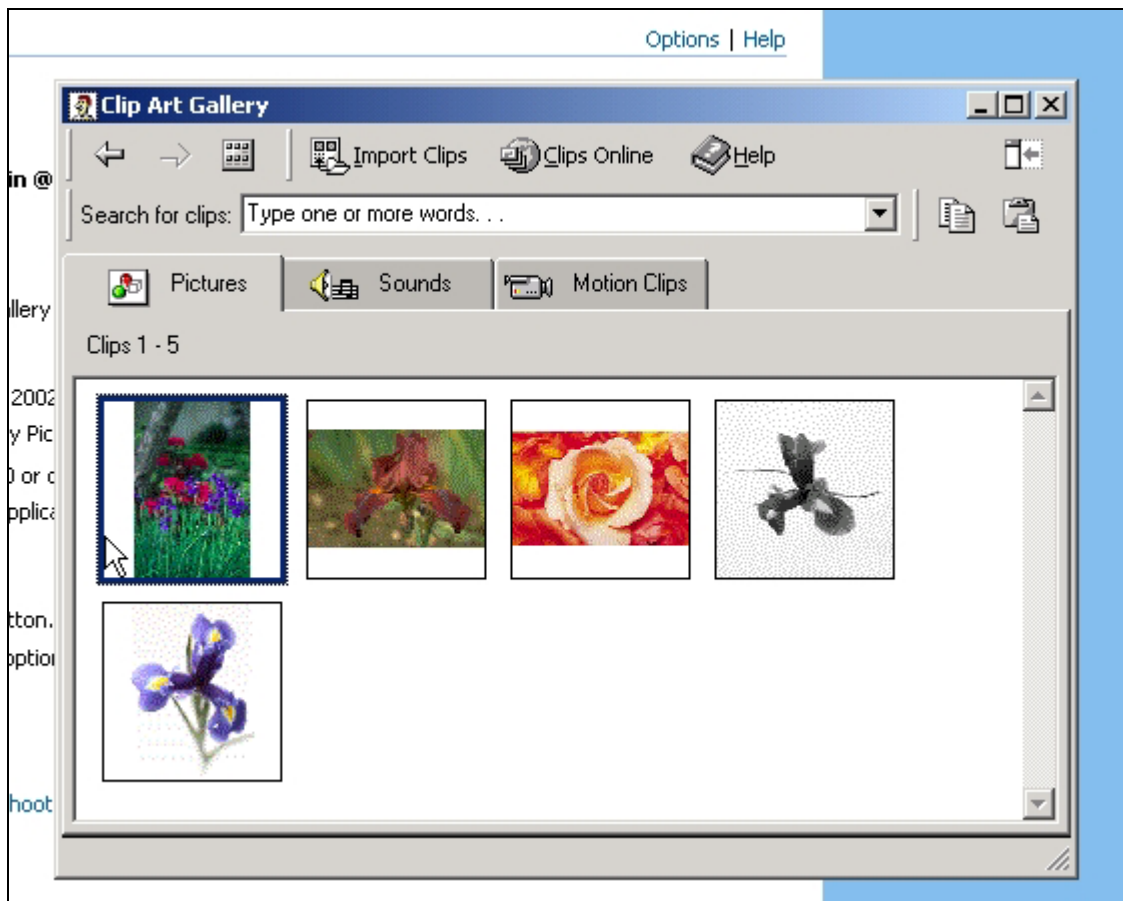
- Import into Clip Organizer version 2002 or newer
Media files will be stored in your My Pictures\Microsoft Clip Organizer
- Import into Clip Gallery version 5.0 or older
Media files will be stored in your Application Data\Microsoft\Media C

Download Instructions

1. Click the **Download Now** button.
2. If prompted, click the **Open** option.



 Having problems? [Try our troubleshooting tips.](#)



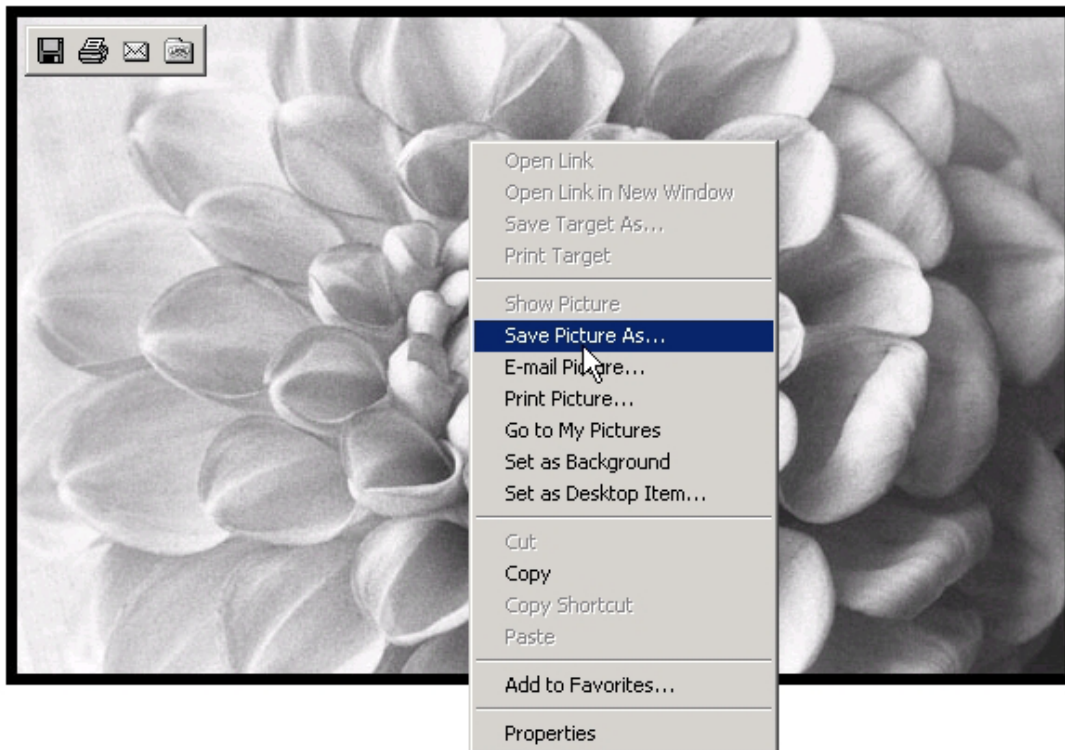
You insert these now just as you did earlier.

GRABBING IMAGES FROM THE WEB

Open explorer and type www.google.com into your web browser.



Select images. Type a key word and see what comes up. I typed in flower and then looked through a few. I found one I liked and clicked on it and then clicked on it again to get a larger view if available. Now I RIGHT CLICK on the image and SAVE AS allows me to save it to my hard drive.



PLEASE NOTE: Grabbing graphics like this may not be the best as some are often copyrighted. Check the websites from where the image comes to see if you can use it.

Other sites for clipart and backgrounds:

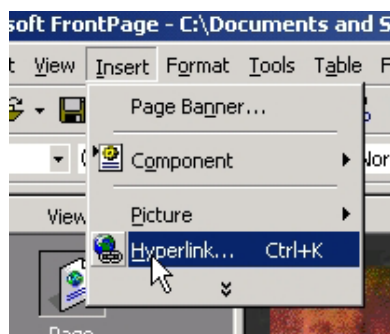
<http://pics4learning.com/> - This site is a collection of copyright friendly images for use by students and teachers in an educational setting.

<http://www.awesomeclipartforkids.com/> - Free clipart, coloring pages, backgrounds, banners, fonts, icons, lines, worksheets and wallpaper; updated weekly.

<http://www.free-graphics.com/main.html> - Over 30,000 free clipart images, such as animated gifs, icons, backgrounds, bullets, clip art, and pictures - all free for you to download.

REMEMBER Right click/Save as/ to save what you like on your computer.

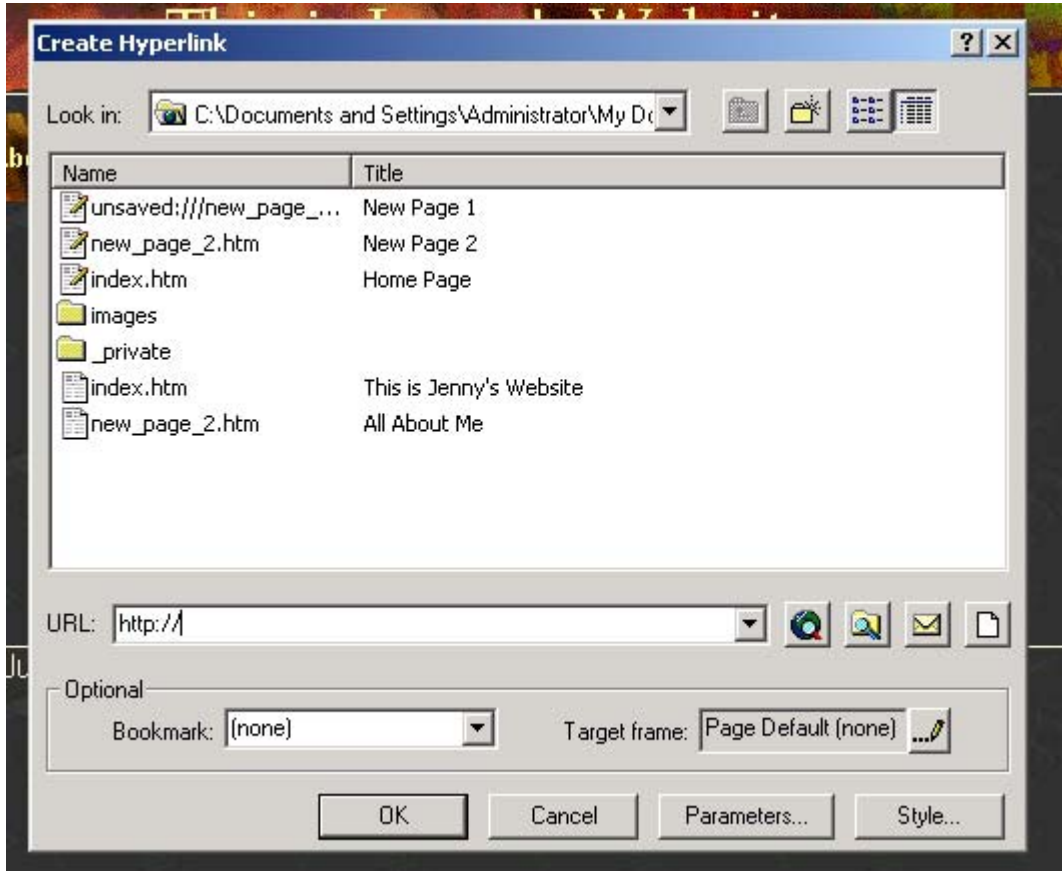
INSERTING HYPERLINKS



Select the text you want to turn into a hyperlink. Then **INSERT/HYPERLINK**.

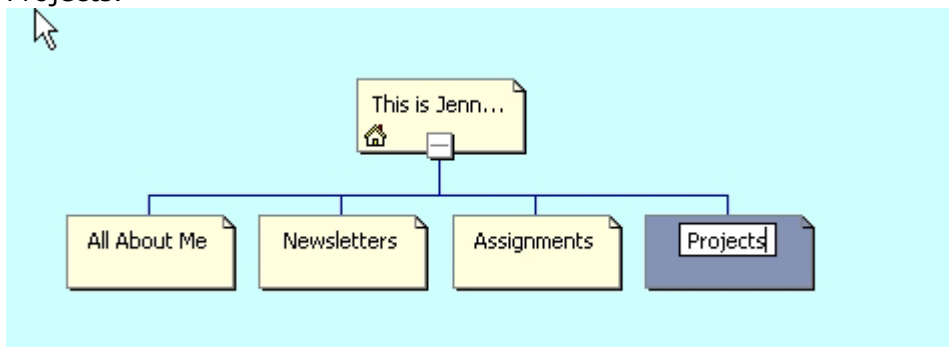
A Popup window appears. You can do two different types of links – to a page **WITHIN YOUR SITE** (internal) or to a **PAGE ON THE WWW** (external).

To link to a page in your site- just click on the page from the list in the top part of the popup widow (like index.htm). To link to an external webpage – type (or cut and paste) the external website address (<http://www.address.com>) in the URL box and click OK.



Lets add some more pages:

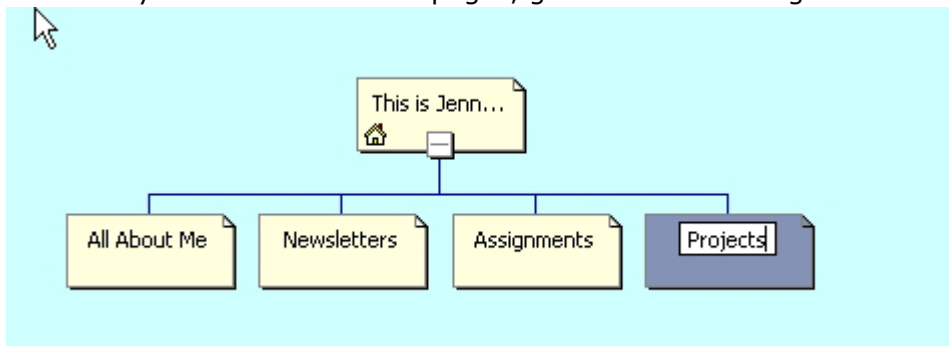
Go to navigation view. Right click on the index(homepage) and add new pages. Change the title. Lets add 3 new pages. Name them Newsletters, Assignments, Projects.



When you go back to page view, all of the new pages should have been added to the navigation bar in the form of labeled buttons.



Now that you have created the pages, go back to the navigation view



and double click on any page to access it. It should have a banner with the correct title, four buttons along the side and a place for you to type in your information.



Whew!! That's all for now!!