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# Introduction to FrontPage 2000

Academic  
Computing  
Support



Information Technology Services  
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## 1. Introduction

**FrontPage 2000** is a program to help you build a web site easily with a minimum knowledge of the code HTML (hypertext markup language) which underlies all web sites.

Please review *TTU's World Wide Web Publication Policy* before beginning your pages. This is available from the TTU home page under **About this Web Server → How to Become a TTU Web Provider → World Wide Web Publications Policy** ([www.tntech.edu/www/gen/web\\_publish/policy.html](http://www.tntech.edu/www/gen/web_publish/policy.html)).

## 2. Design Considerations

Before you begin, you will want to have some ideas about how you would like your page to look. You can get ideas by looking at both good and poor examples on the internet. Refer to the Web Style Guidelines available from the TTU home page under **About this Web Server → How to Become a TTU Web Provider → Web Style Guidelines** ([www.tntech.edu/www/gen/web\\_publish/style\\_guide.html](http://www.tntech.edu/www/gen/web_publish/style_guide.html)). You can also contact the TTU Office of Public Affairs ([ttunews@tntech.edu](mailto:ttunews@tntech.edu)) or Information Technology Services ([Ineal@tntech.edu](mailto:Ineal@tntech.edu)) for additional suggestions.

In designing your page:

1. Develop a plan for your pages. Who is your target audience? What messages and/or information are you trying to deliver using the web page(s)? How will the pages relate to your objectives?
2. Sketch an outline of how you would like your pages to look.
3. Construct a preliminary site and evaluate what you have.
4. Test your pages using **more than one** web browser, such as *Internet Explorer* or *Netscape Communicator*.
5. Revise your design.
6. When complete, notify other people that your web page is now online.

### 3. Opening FrontPage 2000

In the labs from the **Start** menu, select **Programs** → **MSOffice 2000** → **Microsoft FrontPage**.

Note that the program opens a new blank page for you in **Page** view. This is the basic text and layout editor for formatting your web page content.

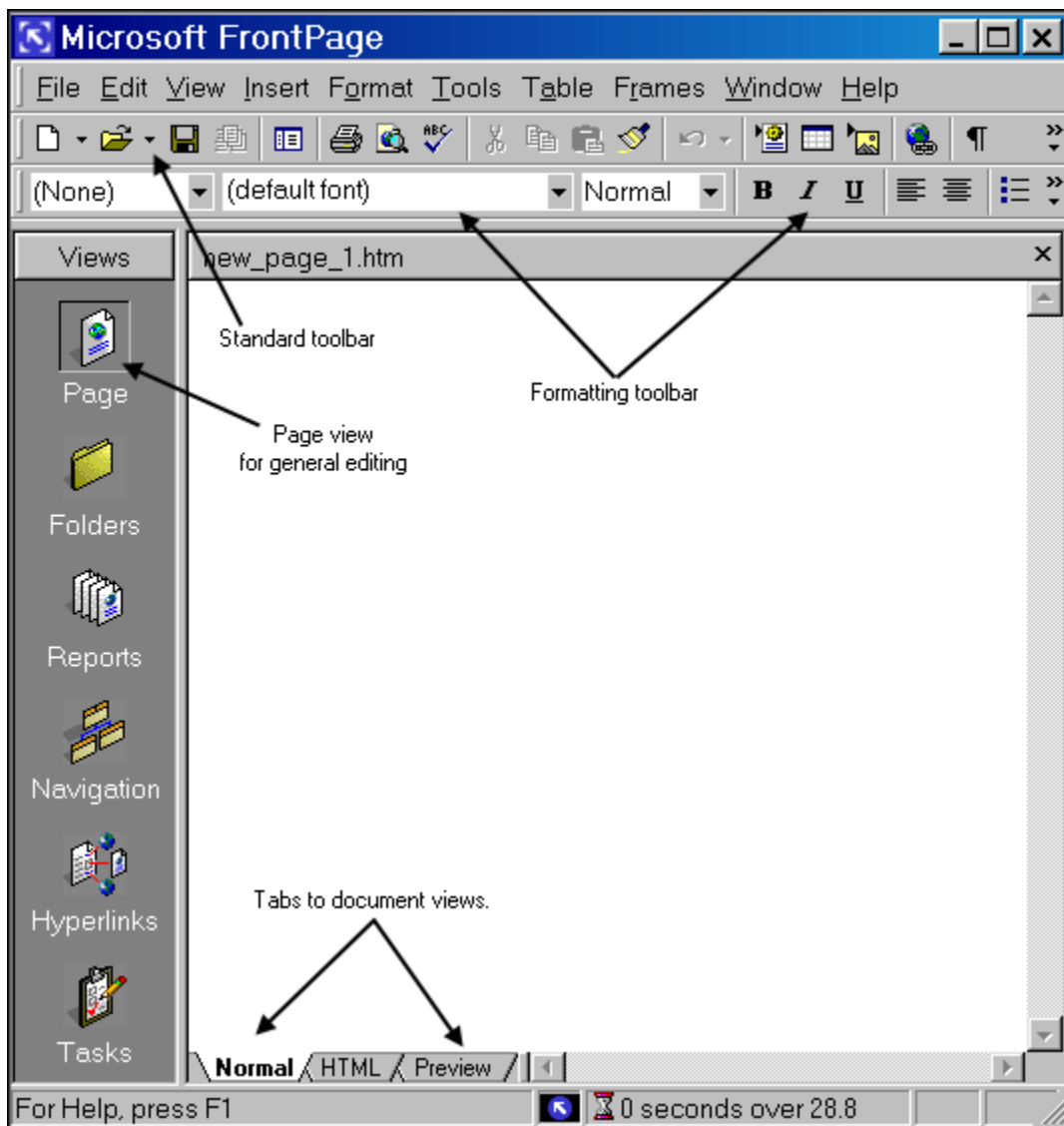
At the bottom of the sheet are three **tabs**:

**Normal** This is the view in which you develop and edit your pages.

**HTML** View and edit the HTML code of your document. If you are familiar with HTML, there may be some tasks that you are more comfortable performing here.

**Preview** Displays a close approximation of what visitors to your site will see through their Web browser. *NOTE: The preview tab is an approximation and cannot mimic with 100% accuracy what visitors to your site will see.*

**Before you begin**, click on the **HTML** tab. You will see some beginning code is already present that defines this page as an HTML document. Click back to the **Normal** tab.



## 4. Toolbars

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### Formatting Toolbar

Note the familiar formatting toolbar which includes the following:

<b>Style</b>	A drop-down menu that allows you to change the text style. It includes the heading styles 1 to 6, bulleted and numbered list and other options.
<b>Font</b>	A drop-down menu that allows you to change the text font. If you select default, the text font will default to that selected by the user for his/her browser. <b><i>Remember to select common fonts found on both PCs and Macintosh computers for the broadest access to your page as you designed it.</i></b>
<b>Font Size</b>	A drop-down menu that allows you to change the size of the font
<b>Bold</b>	Bold faces fonts
<b>Italic</b>	Italicizes fonts
<b>Underline</b>	Underlines fonts
<b>Align Left</b>	Aligns text with the left margin
<b>Center</b>	Centers text horizontally across the page
<b>Align Right</b>	Aligns text with the right margin
<b>Numbering</b>	Creates an ordered list (i.e., 1., 2., 3., 4., etc.)
<b>Bullets</b>	Creates an unordered list (i.e., a bulleted list)
<b>Decrease Indent</b>	Sets the current margin for lines of text further to the left
<b>Increase Indent</b>	Sets the current margin for lines of text further to the right
<b>Highlight Color</b>	Sets the background color of the selected object or text
<b>Font Color</b>	Sets the font color

### Standard Toolbar

The standard toolbar includes:

<b>New Page</b>	Opens a new blank page for editing
<b>Open</b>	Opens an existing page for editing
<b>Save</b>	Saves the current page to your local machine or network
<b>Publish Web</b>	Saves and uploads the current page to your Web server
<b>Folder List</b>	Displays a list of your folders
<b>Print</b>	Prints the current page
<b>Preview in Browser</b>	Displays the current documents in your default Web browser
<b>Spelling</b>	Checks spelling
<b>Cut</b>	Removes information and stores it in clipboard
<b>Copy</b>	Copies information and stores it in clipboard
<b>Paste</b>	Pastes information stored in clipboard at location of cursor
<b>Format Painter</b>	Copies HTML format to text

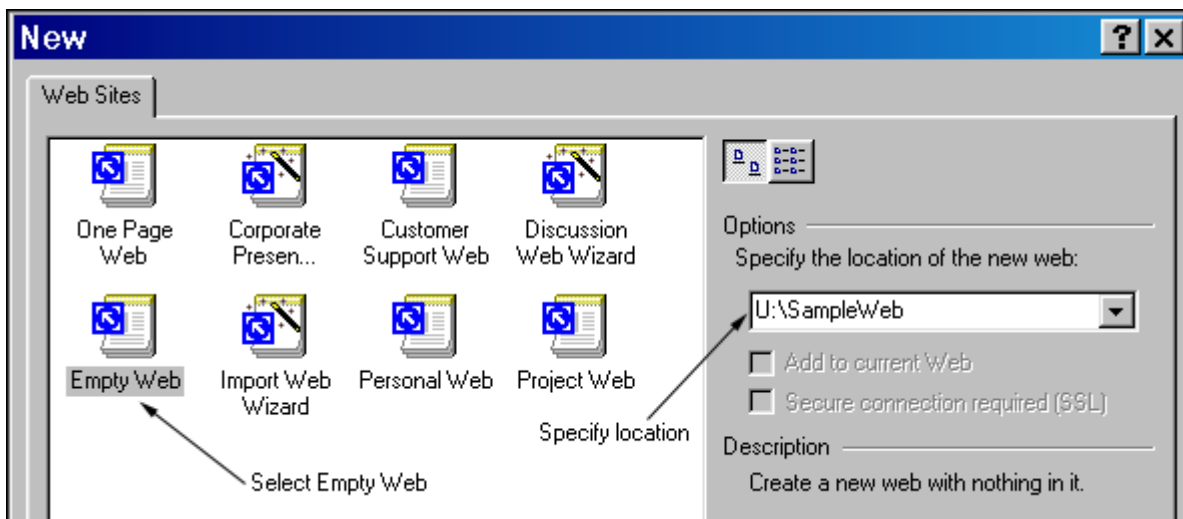
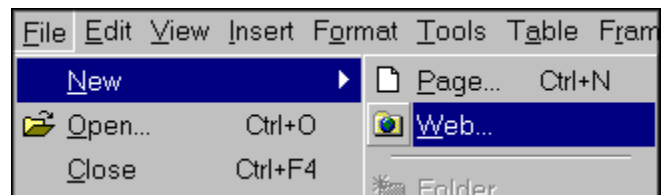
## 4. Toolbars (cont.)

### Standard Toolbar

<b>Undo</b>	Undoes last command
<b>Redo</b>	Redoes last undo
<b>Insert Component</b>	Inserts FrontPage 2000 specific components ( <i>requires FrontPage Extensions on the Web server</i> )
<b>Insert Table</b>	Inserts a table
<b>Insert Picture From File</b>	Inserts pictures or graphics from your local computer
<b>Hyperlink</b>	Inserts a hyperlink
<b>Refresh</b>	Refreshes the screen
<b>Stop</b>	Stops loading page in preview mode
<b>Show All</b>	Displays all hidden formats
<b>FrontPage Help</b>	Displays the FrontPage Help menu

## 5. Creating a Web

- From the menu, select **File** → **New** → **Web**
- Under Web Sites, select **Empty Web**
- Type the name for your new web:  
**U:\SampleWeb**
- Click **OK**
- Note the message that **SampleWeb** is being created.

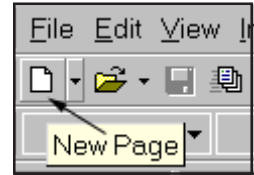


## 5. Creating a Web (cont.)

### Adding Pages

Your Web Site has been established. Now you need to add pages to it.

- Click on the **New Page** icon in the toolbar to create a new page.
- Type the **name of your department or organization** on the first line. For now, this will be coded as the title of your page.
- Click on the **Save** icon and save as **index.htm**  
*This will be your home page.*



- Click on the **New Page** icon to create the following pages.

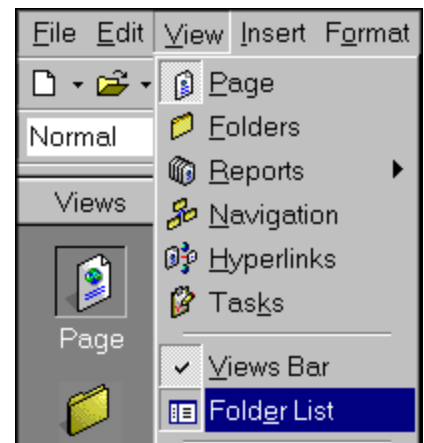
#### Type on the Page

News  
Personnel  
Programs  
Program1  
Program2  
Program3

#### Save the file as

News  
Personnel  
Programs  
Program1  
Program2  
Program3

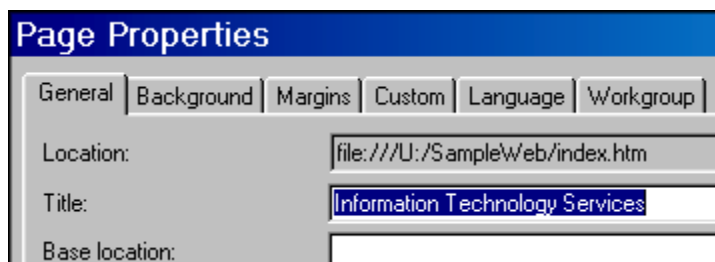
- From the menu, select **View** → **Folder List** to see a list of files and folders in your site, next to the view of your page.



### Setting Page Titles

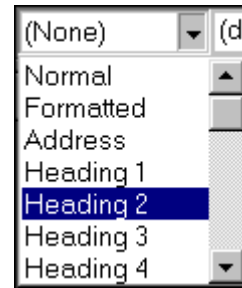
- In the folder list, double-click on the file **index.htm** to begin editing it.
- Click on the **HTML tab** to see that some code has already been created for you.  
*Note that the first words you typed on your page were picked up as the **Title** of your page. This is what appears in browser headers and as bookmarks or favorites.*
- Click on the **Normal tab**

- **Right click** on the page.
- Select **Page Properties** from the floating menu.
- Change the **title** of your page here if needed.



## 6. Entering content on your pages

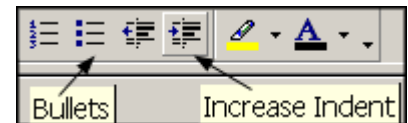
- Select your **department name or other title**.
- Using the **Style** pulldown menu on the formatting toolbar, select an appropriate size.



- **Center** the heading using the center icon in the toolbar.
- To insert a horizontal rule, from the menu, select **Insert** → **Horizontal Line**.
- Right-click on the line and select **Horizontal Line Properties** from the pop-up menu.
- Select the characteristics of your line including **width** in percent and **color**.

- Type a paragraph about your department or area. Try different formatting effects, such as **bold**, *italics*, and underline

- Type a second paragraph and use the increase indent to set it off from the first paragraph.



- Insert another horizontal line. From the menu, select **Insert** → **Horizontal Line**.
- Note that your property selections are maintained.

- **Save** your work. From the menu, **File** → **Save** or use the icon in the toolbar.



- Double-click on your **Programs** file.
- List your **Programs** in a bulleted list.
- Use the **bullet icon** in the formatting toolbar.




- Double-click on your **Personnel** file.
- List your **Faculty and Staff** using a numbered list.
- Use the **numbered list icon** in the formatting toolbar.

### Capturing and adding a graphic



- **Minimize** FrontPage and **open** Internet Explorer



- From the **TTU Home Page**, select **Welcome Center** → **TTU Highlights and Facts**
- Scroll to the bottom of the page.
- **Right-click** on the small house image. 
- From the floating menu, select **Save Picture As**.
- Browse to the **U:** drive, accept the suggested filename **home.gif**
- Click **Save**.
- (Or browse to **ClassFiles on Athena** → **ITS** → **FrontPage** → **home.gif** Select the file and click **OK**.)

## 6. Entering content on your pages

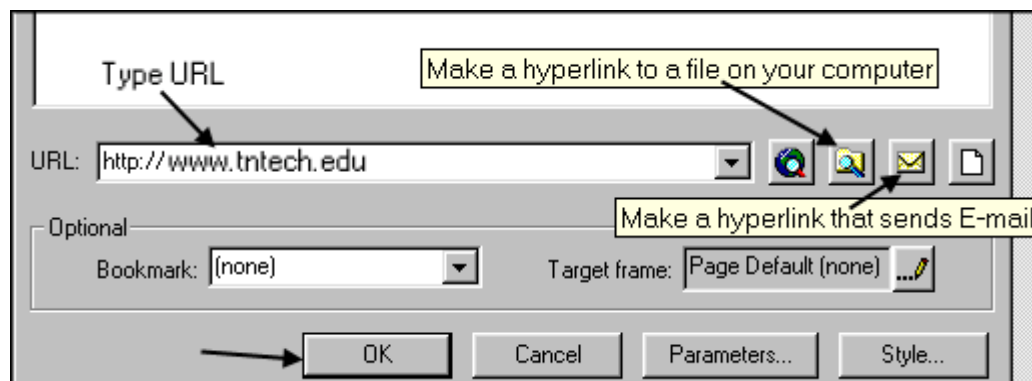
### Capturing and adding a graphic

- Click on **FrontPage** in the task bar to bring it into view.
- Double-click on your file **index.htm** in the folder list.
- To insert the *little house* image: From the menu, select **Insert** → **Picture** → **From File**  
Or on the standard toolbar, click on the **Import Picture from File** icon.
- Browse to the **U: Drive** and select the file
- Click **OK**.



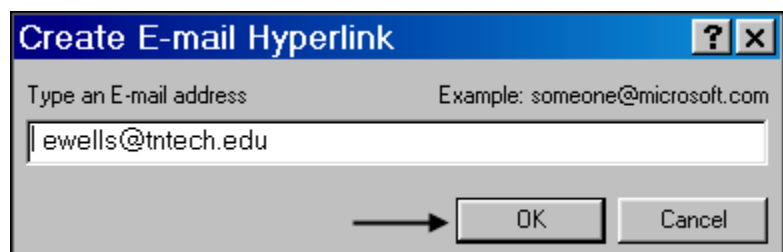
### To insert a link to the TTU home page:

- Next to the house graphic, type **TTU Home Page**
- Highlight the picture
- From the menu, select **Insert** → **Hyperlink**  
or **right-click** and select **Hyperlink** from the pop-up menu.
- In the URL box near the bottom, type **www.tntech.edu**
- Click **OK**
- Highlight the short phrase and repeat these steps.



### To insert an email link:

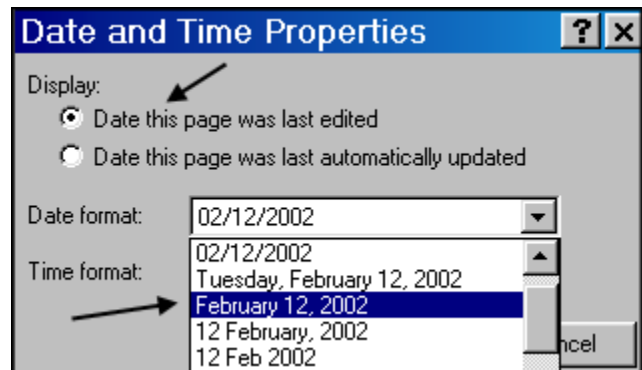
- Type: **This page is maintained by** *Your Department*
- Highlight **Your Department**
- From the menu, select **Insert** → **Hyperlink**
- Click on the envelope icon (see above)
- Type your email address.
- Click **OK**.
- Click **OK**.



## 6. Entering content on your pages (cont.)

### To insert a WebBot that automatically notes last update:

- Type: **Last updated on**
- From the menu, select **Insert** → **Date and Time**
- From the pulldown menu, select a date format
- Click **OK**.



### Save your file and look at it in a browser:

- From the menu, select **File** → **Save** or use the icon in the toolbar.
- **Maximize** Internet Explorer
- From the menu, select **File** → **Open**
- Click on the **Browse** button and locate your file **index.htm** on the **U:** drive
- Highlight the file to select it and click **Open**
- You should now see your page as it would appear on the web



## 7. Navigation View

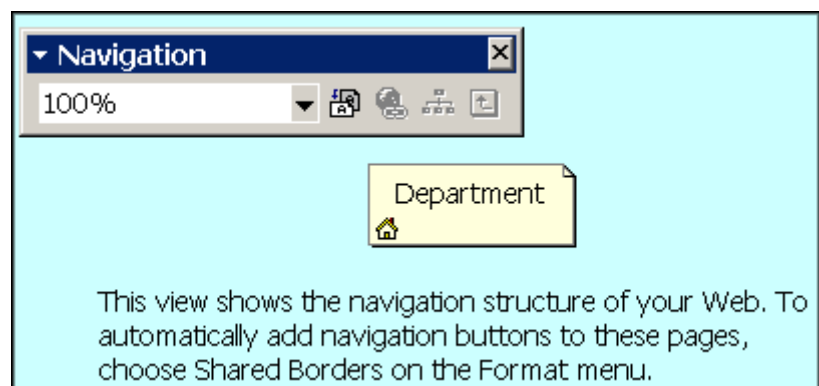
To this point, we have only dealt with the **Page** editing view. Next we will explore the **Navigation** view.

- Click on the **Navigation** view icon.
- In this view, you will see the structure of your web. At this point, it only has one file, **index.htm**, which has the title of your **Department**.



### To change the name for this file as it will appear in the shared borders links:

- Click on the label **Department**, pause slightly and click again to select.
- **Type** to change the name of this page as it will appear in navigation bars.



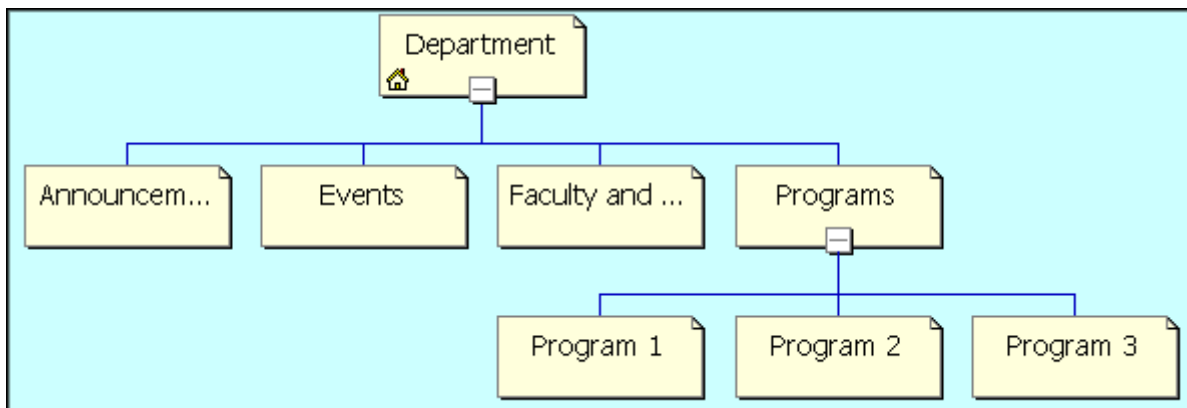
## 7. Navigation View (cont.)

### To include other files and build links:

- Select the **programs.htm** file in the folder list
- **Drag** it under *Your Department* in the Navigation view.
- Note that a link is created from *Your Department* to *Programs*.
- Do the same for the **news.htm** and **personnel.htm** files. Note that you may drag and position these in any order. The order will later be reflected in your navigation bars as you add these to your pages.
- Next, drag the files **program1.htm**, **program2.htm**, and **program3.htm** under **Programs**.
- You can change the navigation names of any of the pages from this view.

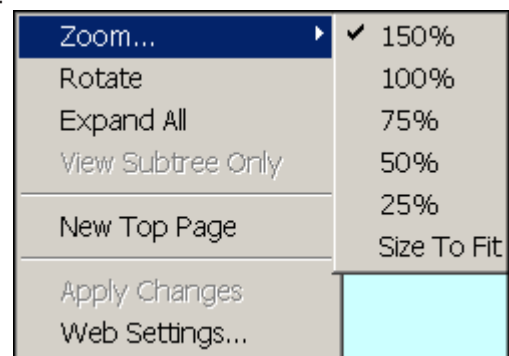
Note that the **filename** can be different from the **Title** of the page, and the **Title** of the page can be different from the **label** which will show up in the Navigation bars.

Your structure should now look like this:



As your structure becomes more elaborate, it is sometimes helpful to have an enlarged view.

- **Right-click** on your navigation page
- Select **Zoom** from the popup menu.
- Select the **Zoom level** that will best help you see your links and overall structure.

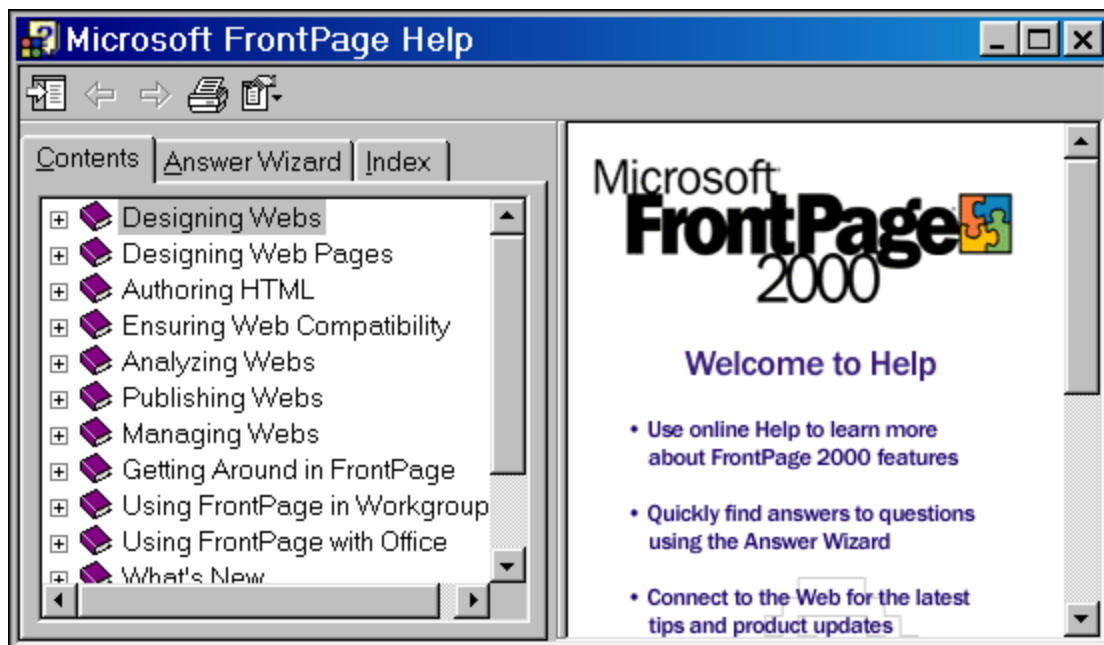


### Return to Page view

In the next class we will discuss how to produce navigational links on your pages.

## 8. Getting Help

- To learn more about HTML and publishing on the world wide web, check out some of the online resources available as links from the **TTU Home Page** → **Web Publishing Info** [http://www.tntech.edu/www/gen/web\\_publish/html.html](http://www.tntech.edu/www/gen/web_publish/html.html)
- The home page of the **World Wide Web Consortium (W3C®)** which oversees the development of *Hypertext Markup Language* and other topics relating to the web is found at: <http://www.w3.org/>
- You will also want to validate your page to check for any errors in coding by submitting each page's URL to the validator program at the W3C:  
<http://validator.w3.org/>
- Information on making web pages more accessible is also available at the W3C site:  
<http://www.w3.org/WAI/>
- To learn more about Microsoft FrontPage:  
From the menu select **Help** → **Microsoft FrontPage Help**.
- To request a web directory for a department, organization, or for instructional materials, please fill out an application form available from the **TTU Home Page** → **Computing** → **Forms** → **Web Directories**



## Summary of Common HTML Tags

HTML Tag	Brief Description
<HTML>Your entire page</HTML>	Identifies the page as a web page.
<HEAD>Heading Information</HEAD>	Identifies the heading area of the page.
<TITLE>Title of the Page</TITLE>	The title which appears in the title bar.
<BODY>Body of the Page</BODY>	Identifies the body area of the page.
<H1>Text</H1>	Heading Text. H1 through H6 available.
<HR>	Inserts a line in your document.
<B>text</B> <strong>text</strong>	Bolds the text.
<I>text</I> <em>text</em>	Italicizes text.
<U>text</U>	Underlines text. (deprecated)
<PRE>Preformatted text</PRE>	Displays text exactly as you typed it.
<P>Paragraph	Paragraph break (double space).
 Line Break	Line Break (single space).
<UL></UL>	Unordered/bulleted list.
<OL></OL>	Ordered/numbered list.
<LI>	List item.
<IMG SRC="filename.gif" ALT="text">	Inserts a graphic in your page.
<ADDRESS>Text</ADDRESS>	Contains the signature of your page.
<A HREF="locationURL">Link Name</A>	Link to another page.

## Other Useful HTML Codes

Character	Numeric Code	Description
•	&#183;	Middle dot
&	&#38;	Ampersand
©	&#169;	Copyright
®	&#174;	Registered trademark