

# Tips for Making Web Pages Using Microsoft FrontPage 2000® for BSD (PC Version)

## Before You Start

- Pay close attention to the LOAD TIME counter at the right-hand bottom of the FrontPage screen. Try to keep your load time under 30 seconds because research has shown that if a page takes more than 30 seconds to load, visitors move on to another page.
- Images and animation increase load time so try to limit these.
- Please name the **main page** of your **published** BSD team, class, department, etc. webpage “**default**” and include the following:
  - A link to your school’s main page.
  - Your contact information (e-mail and/or phone).
  - When the page was last updated.
  - Internet Explorer and FrontPage are both Microsoft products and are therefore compatible. To test to see whether your pages show correctly open them in Netscape Communicator.

## Creating a New Web in FrontPage 2000

- Open FrontPage. Using the **Folder List** lets you easily organize your files. If this view is not selected, click on the **Folder List** icon in the Standard Toolbar.



- To begin a new web, click **File**, **New**, **Web**. Select **One Page Web** and click **OK**. **\*Please note that the your new web folder will be given a default name and the default storage is on your hard drive. It is recommended that you rename your folder (choose a name with no spaces) and move it from your hard drive to your network folder and work from and save to there.**
  - FrontPage saves images as separate files and you should store all of your webpage files in your web folder. Webpage file organization is essential for the publishing phase.
  - When you create a Web, you’ll notice that FrontPage 2000 creates an Images folder, a Private folder and an index.htm file.
    - The **Images folder** is the default location for housing images in your Web.
    - The **Private folder** is where FrontPage puts the majority of its automatically generated code.

- The **index.htm** file is the default name for the main page of your web. When your web is published to a web server the index.htm file will be automatically changed to default.htm
- There are 2 places where you will want to give your web page a name:
  - A short name or File Name, which is the actual file name of the page (such as webpage\_resources.htm). **THERE CANNOT BE ANY SPACES IN A WEBPAGE FILE NAME. KEEP THE NAME SHORT AND IF YOU MUST USE 2 WORDS DON'T USE A SPACE OR SEPARATE WITH AN UNDERSCORE.**
  - A Page Title, which is where keywords about the page are typed so that search engines may find your page. This should include key words about the page and be brief. To edit this information: click **File, Properties, General Tab**. Edit your title in the title field.

### **Changing the Look of Your Page:**

- To change the color of the background click on **File, Properties, Background Tab**. Click on pull down arrow to the right of **Colors Background**, choose color for background. **IMPORTANT:** avoid using white text on a black or dark colored background as text may not print out. It is best to use a dark color text and a light contrasting color background. Using background images increases the load time of a page. Therefore, using background colors is often a better choice.
- Keep font styles simple because not all browser recognize all fonts. You'll be safe with Times New Roman, Arial, or Comic Sans.
- FrontPage defaults to double-spacing when the Enter key is pressed. To single space, hold down the **Shift** key, press the Enter key.

### **Inserting an Image**

Images can be found in clip art, your files, captured from an Internet site, or created using a painting program. If you include images taken from an Internet site, please site the source.

To insert an image into your web page:

- Click **Insert**, then **Picture**, then select either **Clipart** or **From File**. Navigate to the image you'd like to insert and double click on it.

**OR**

- Click the image icon on your picture toolbar and follow the steps above.



**OR**

- Copy and image from an Internet Site and paste it onto your page.
- If you click on the image in your page, you will see an additional toolbar appear (picture toolbar). This toolbar will allow you to do some editing in your image, including defining hotspots (where someone can click to go to a link).

\* You can find links to websites that offer copyright free images and animations at:

<http://www.bsdt.org/District/ProfDev/tools.htm>

### **Creating Links:**

- **Linking to an outside page:**  
Highlight the text or image to be hyperlinked and click on the link icon.



Next either:

- a. Type in the URL (be sure to have the address exact.)

**OR**

- b. Browse for the URL through your Internet Browser by clicking on the browser symbol.



This will start up your Internet Browser, and you can move through pages until you find the one you want. When you are on the page you want, go back to FrontPage and the URL will be showing in the box. Click **OK**.

- **Linking to an e-mail address:**


You can create a hyperlink that opens and addresses an e-mail message to the address you specify. For example, if you want site visitors to send you feedback, you can create a hyperlink that creates an e-mail message addressed to your e-mail alias.

**\*Note** Not all Web browsers support hyperlinks to e-mail addresses.

1. In **Page** view, type the text you want to use as a hyperlink and then highlight it. For example, type and highlight "Send me an e-mail message" or, "mailto: (*your address*)".

2. Click the **Hyperlink** button.




3. Click the **E-Mail** button. 
4. Type the e-mail address to which you want the message sent.
5. Click **OK**, and **OK** again.

- **Linking to a page or file on a system:**

1. Highlight the text you want hyperlinked. Click the **Hyperlink** button.




2. Click **File** button. 
3. Browse to the page or file you want and then select the file. Click **OK**.

- **Linking to a specific point on a page (Bookmarking):**

A bookmark is the specific point on a page you wish to hyperlink to, rather than just linking to the top of a page. Using bookmarks is a good idea if you have long pages. A common use of bookmarks is a link "Back to Top of Page" where a table of contents is displayed.

1. **To create a bookmark:** Highlight the area (word or image) you wish to bookmark. Select **Insert, Bookmark**, click **OK**.

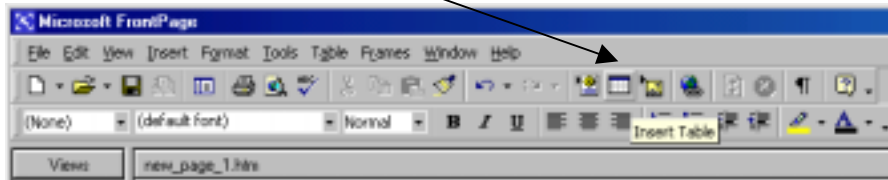
2. **To hyperlink to a bookmark:** Highlight what you wish to

hyperlink, click the **Hyperlink** button.  Click the down arrow in the **Bookmark** field and select your bookmark. Click **OK**.

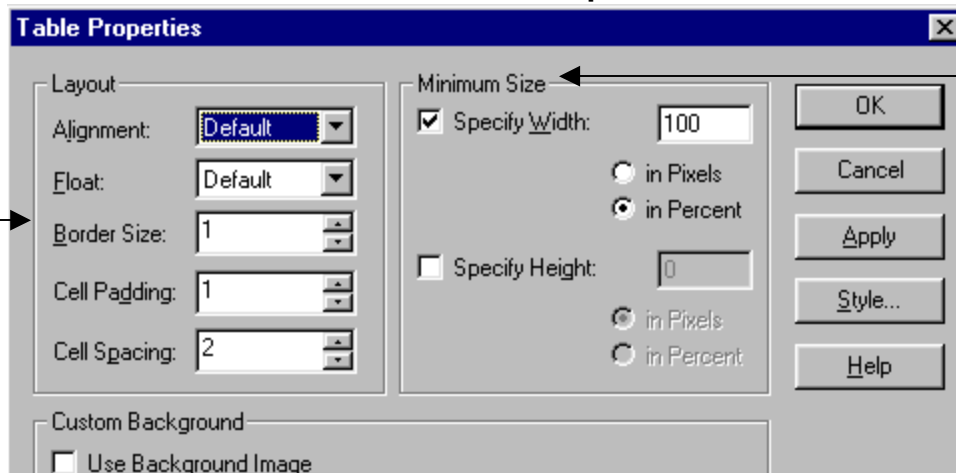
### **Making a Table:**

The placing of text and images in FrontPage can be difficult. You cannot simply place images or text where you want them or create columns. For this reason, the program relies heavily on the use of tables. Tables are useful ways to organize information on a web page. They consist of columns and rows, and you can put text or images in each cell of a table. A simple table could have one column of images and the adjacent column with descriptions of the images.

Click on the **Insert Table** icon, and highlight until you have the number of rows and columns you desire.



There are several things you can edit in a table, such as borders, spacing, width, etc. These are found under the **Table:Table Properties** menu:



- If you wish your border to be invisible change the **Border Size** to 0.
- It is recommended that you specify the **Minimum Size** in percent. This is because not every viewer of your pages will have the same size computer monitor. If the size is 100 percent, it will be just as wide as the window used to view it. If you set the size in pixels, it may be too wide or too narrow for some screens.
- The size of each column may also be set as a percentage. To change this you need to highlight a column and go to the menu **Tables:Cell Properties**. The window will allow you to change the width in percent. You can also change the alignment (vertical and horizontal) with this menu. To change it for more than one cell, highlight all the cells you wish to change prior to making the adjustment.
- To insert an image into a table, click in the cell and follow the instructions for inserting images.