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FrontPage 2003: The Basics

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**Carolyn Dudas
Penn State Behrend
Computer Center
Station Road
Erie, PA 16563-1201**

**814-898-6250
ddz@psu.edu**

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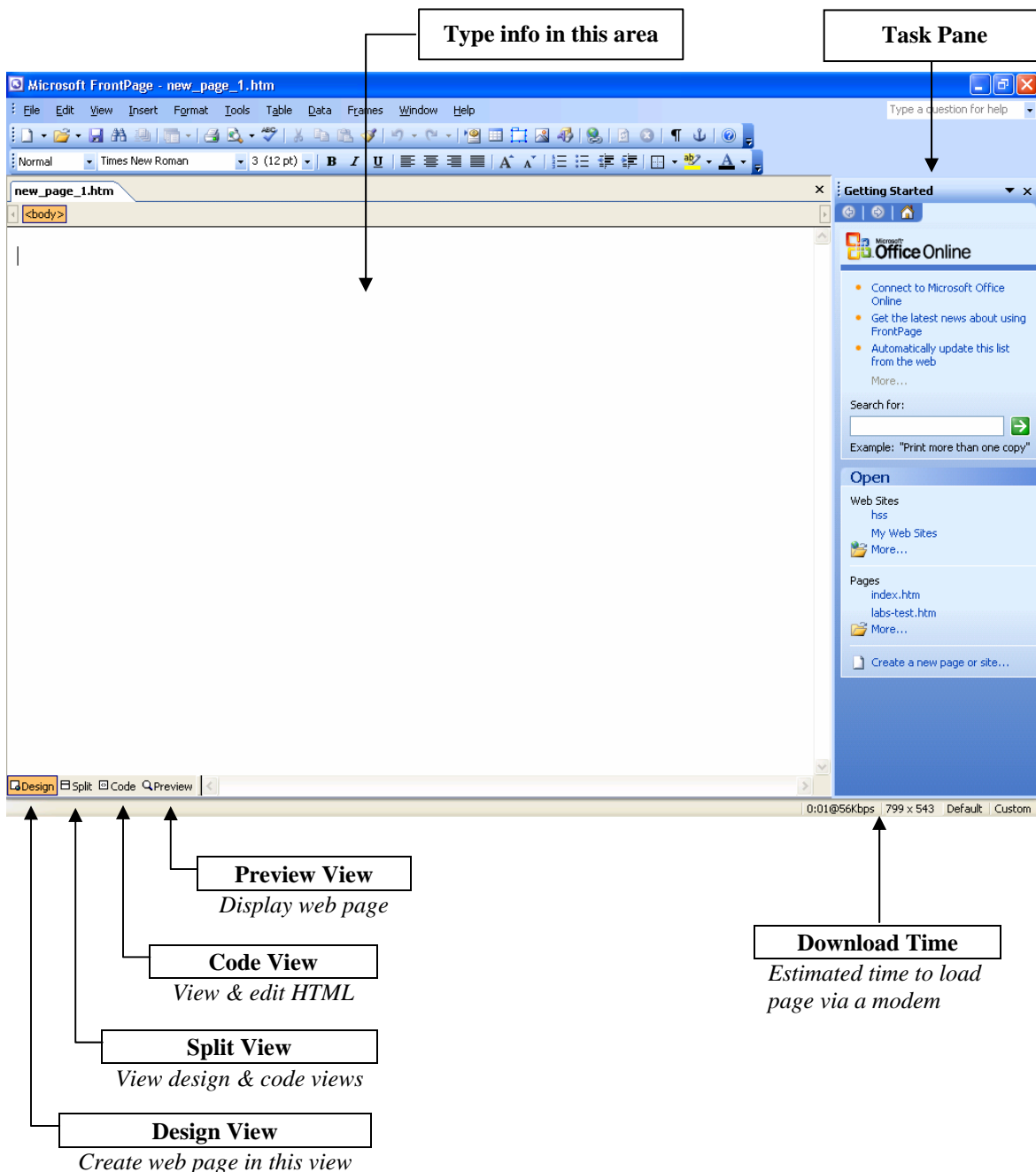
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FrontPage 2003: The Screen

Main FrontPage Screen

- There are several different ways you may view your web pages and their relationship to one another.
- These views include: Page, Folders, Reports, Navigation, Hyperlinks, and Tasks. Most of these views are useful only if you create a FrontPage web. (A FrontPage web is Microsoft's unique way of organizing web pages).
- A web page is normally created in Design View.

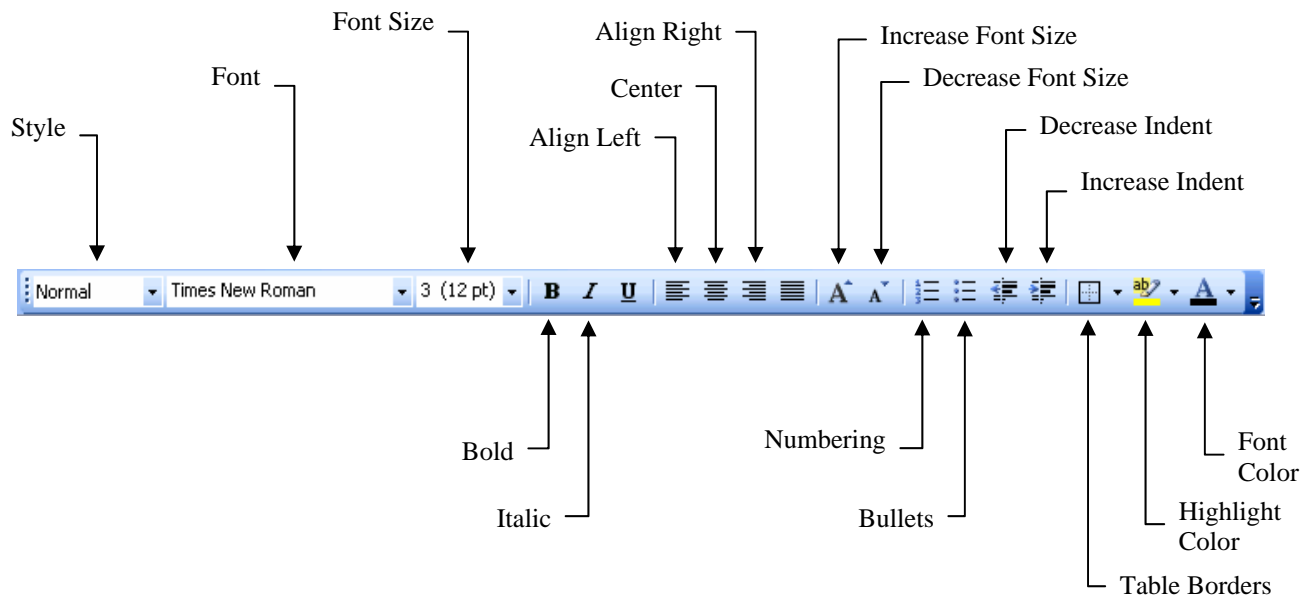
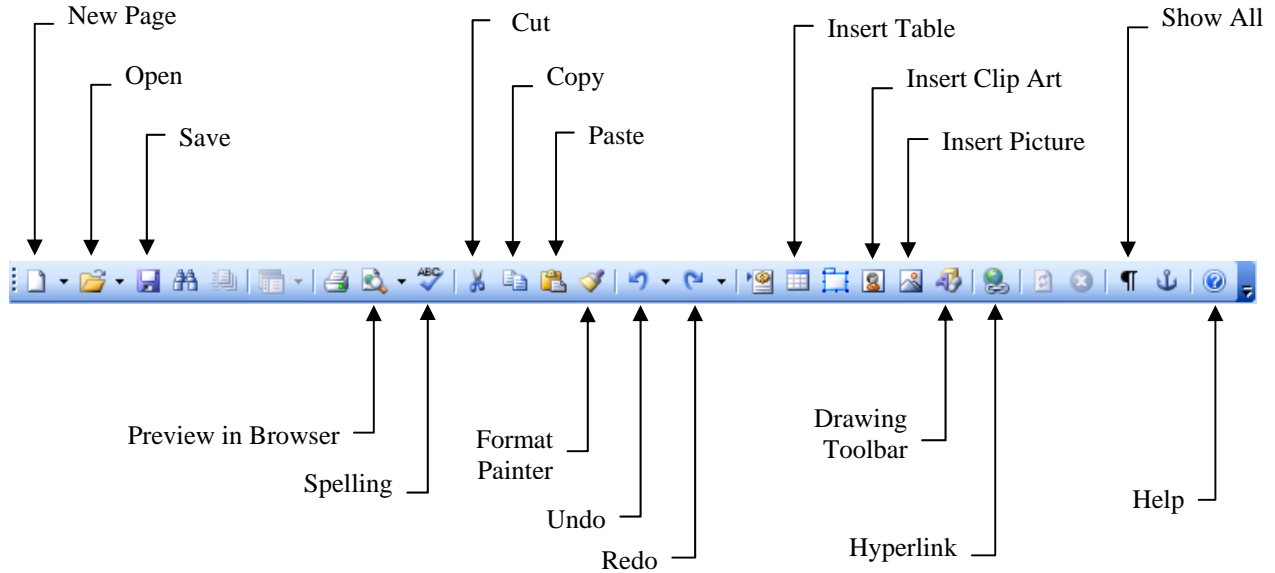
This document will only discuss features and capabilities that are available in the Design View.



FrontPage 2003: The Screen

Tool Bars

- Some of the commonly used short-cut buttons are shown below.



FrontPage 2003: Getting Started

Start and Exit FrontPage

- The instructions to start FrontPage apply to the PCs in the Computer Center labs. (If you are using a non-lab PC, your menu configuration will be different.)
- Method to start FrontPage:
 1. Click the **Start** button.
 2. From the cascading menus select the following items:
Programs/Web, Imaging, and Multimedia Editors/Web Page Editors/FrontPage 2003.
- Method to exit from FrontPage:
 1. Select *File/Exit* from the menu.



Create a New (Normal) Page

- A new page, by default, is a single page with no frames or special formats.
- Method:
 1. When you first start FrontPage, it will automatically open a new, blank page. If, at any other time you need to create a new page... Select *File/New* from the menu. Then at the New task pane, click on the link for Blank Page.
 - 👉 The screen illustration on page 1 shows what the screen will look like when you create a new web page.

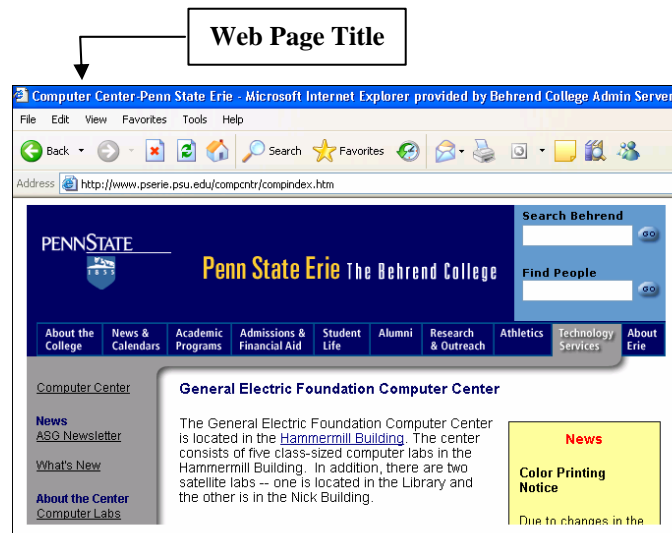
Enter Text

- Typing text onto a web page is much like using a word processor.
- Method:
 1. Click on the **Design** page tab. (This is selected by default.)
 2. Type the text in the white area of the Design View.
 - 👉 The screen illustration on page 1 shows where to type the text.
 - 👉 Press the ENTER key to create a blank line.
 - 👉 Press SHIFT-ENTER to create a smaller blank line. This is called a line break. (Note: Depending upon how the paragraph or text is formatted or where you insert the line break, the text following the line break may pick up the formatting of the previous line.)

FrontPage 2003: Getting Started

Enter Web Page Title

- Every web page needs a title. This title is displayed in the browser's title bar.
- The title is very important since this information is stored by a browser when someone saves a site as a Favorite or as a Bookmark.

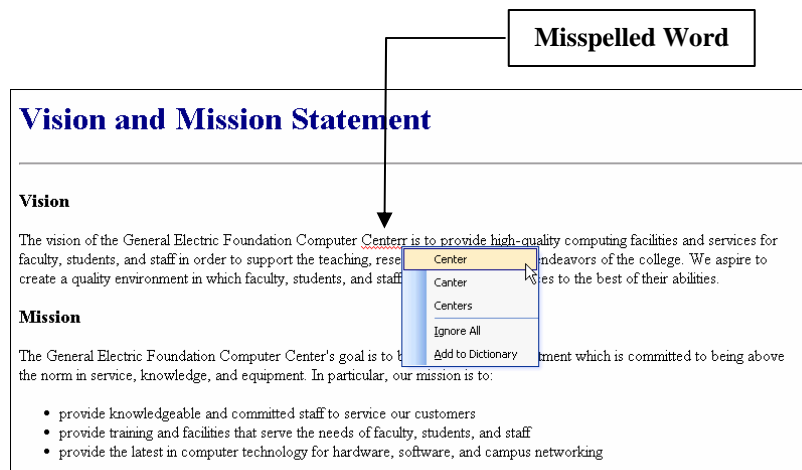


- Method:
 1. Select **File/Properties** from the menu.
 2. Click on the General tab.
 3. In the Title box, type the title of your web page. Click the **OK** button.



Spell Check

- FrontPage automatically spell checks your document. A wavy red line underneath a word indicates that word is misspelled.



FrontPage 2003: Getting Started

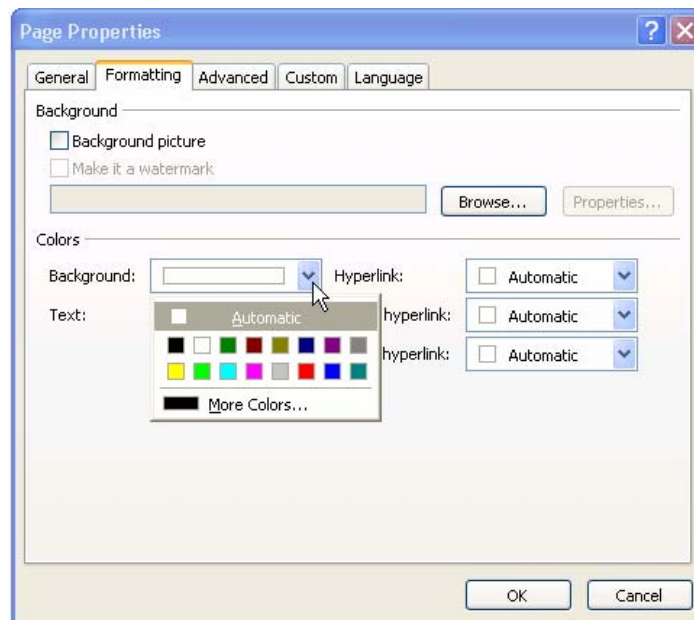
- Method to correct errors:
 1. Right-click on the misspelled word. A window pops up with a list of possible corrections.
 2. Click on the word that has the correct spelling.

OR

If the pop up window doesn't contain the word with the correct spelling, you will need to manually correct the misspelled word.

Set Page Color

- The background color of a page may be changed.
- Method:
 1. Select **File/Properties** from the menu.
 2. Click the Formatting tab.
 3. In the Colors section of the dialog box, click the drop-down arrow next to the Background box.



4. Click on one of the 16 basic color selections. Click the **OK** button.
- OR**
- Click on More Colors. Click on one of the colors from the color chart. Click the **OK** button. Click the **OK** button again.

FrontPage 2003: Getting Started

Set Default Text Color

- The default color of text on a web page may be changed.
- Method:
 1. Select **File/Properties** from the menu.
 2. Click the Formatting tab.
 3. In the Colors section of the dialog box, click the drop-down arrow next to the Text box.
 - ☞ The dialog box looks the same as the one pictured above (for setting the page color).
 4. Click on one of the 16 basic color selections. Click the **OK** button.

OR

Click on More Colors. Click on one of the colors from the color chart. Click the **OK** button. Click the **OK** button again.

Set Link Colors

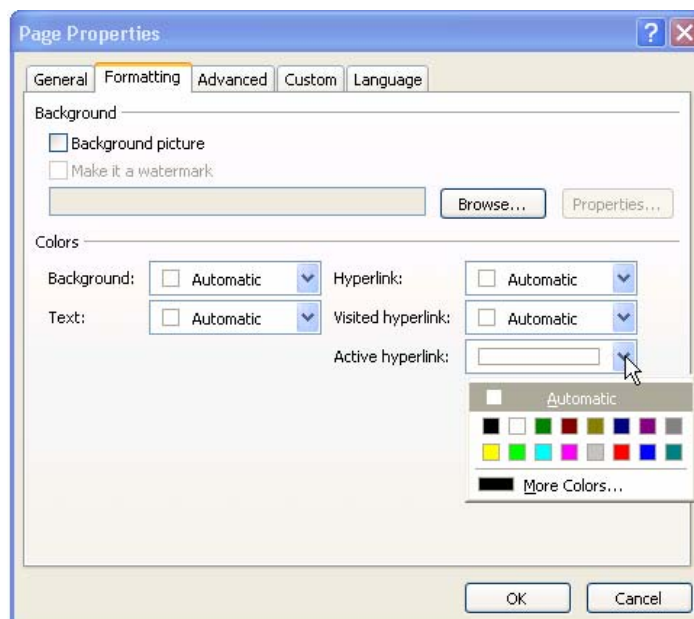
- The text color for a hyperlink, a visited hyperlink, and an active hyperlink may be changed.
- Method:
 1. Select **File/Properties** from the menu.
 2. Click the Formatting tab.
 3. To change the hyperlink color... In the Colors section of the dialog box, click the drop-down arrow next to the Hyperlink box.

OR

To change the visited hyperlink color... In the Colors section of the dialog box, click the drop-down arrow next to the Visited Hyperlink box.

OR

To change the active hyperlink color... In the Colors section of the dialog box, click the drop-down arrow next to the Active Hyperlink box.



FrontPage 2003: Getting Started

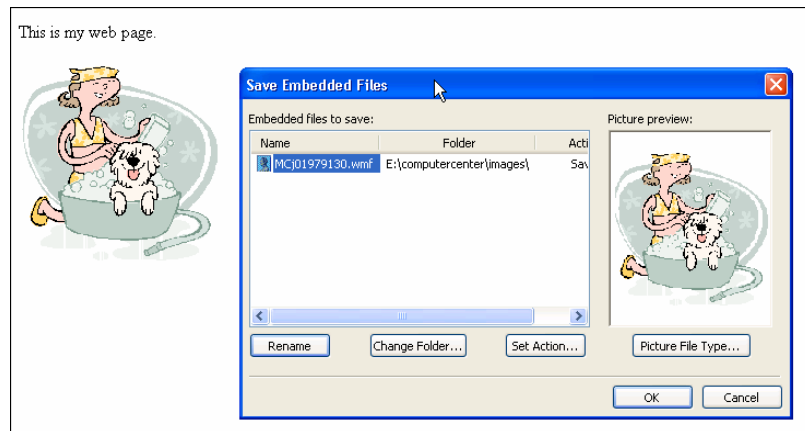
4. Click on one of the 16 basic color selections. Click the **OK** button.
OR
Click on More Colors. Click on one of the colors from the color chart. Click the **OK** button. Click the **OK** button again.



Save a Page

- A new or revised page must be saved.
- Method:
 1. Select **File/Save** from the menu.
 2. Click the **Change Title** button. Type the title for the web page. Click **OK**.
 - ☞ This title is the one that a browser uses to bookmark your page.
 3. Save the file to the desired location.
 - a. Navigate to the directory where you want to save the file.
 - b. In the File Name box, type the name of the file.
 - ☞ Don't use spaces or special characters in the file name.
 - c. Click the Save button.
 4. If prompted to save images (as shown in the illustration), you need to:
 - a. Change the image name to something meaningful (if necessary). To do so, select the image name. Then click on the **Rename** button. Rename the file, but do not change the 3-letter file extension that appears after the period.
 - ☞ Don't use spaces or special characters in the image name.
 - b. Change the folder location. To do so, click on the **Change Folder** button. Navigate to the drive and select the directory where you want to save the image. Click the **Open** button.
 - ☞ A good practice is to save the image to an images folder to keep things organized.
 - c. If the image is not in a .gif or .jpg format, then click the **Picture File Type** button. Select the desired format (i.e. either .gif or .jpg). Click **OK**.
 - d. Click **OK**.

Prompt to Save Images



Close a Page

- The current page that is being viewed may be closed.
- Method:
 1. Select *File/Close* from the menu.



Open a Page

- An existing page may be opened for editing.
- Method:
 1. Select *File/Open* from the menu.
 - a. Navigate to the directory that contains the file you want to open.
 - b. Double-click on the file name to open it.

FrontPage 2003: Formatting Text

B *I* U

Apply Bold and Italic to Text

- Bold and italic formatting may be applied to text. (Avoid underlining text. It could be confused with a hyperlink.)
- Method:
 1. Select the text you want to make bold or italic.
 2. Click the **Bold** or **Italic** button.

(default font) Normal

Change Font and Font Size for Selected Text

- Text may be formatted with a different font and font size.
- Method:
 1. Select the text that you want to change the font or font size for.
 2. Click the drop-down arrow next to the **Font** box and click on the desired font.
 3. Click the drop-down arrow next to the **Font Size** box and click on the desired font size.
- Note: If you use a different font, be sure to specify one or more alternative fonts. For example, use Times New Roman or Courier as one of your alternative fonts (since these are standard fonts on PCs). In this way, if a user doesn't have a specific font you have chosen, the browser will then display the text using one of the alternative fonts. To specify alternative fonts, you need to type the appropriate HTML.
- Example for specifying alternative fonts:

The following code...

```
<P STYLE="font-family:Impact,Tahoma,Courier">Penn State Behrend</P>
```

produces this result:

Penn State Behrend OR Penn State Behrend OR Penn State Behrend

- The words, Penn State Behrend, will be formatted with the **Impact** font if the user has this font installed on their computer. However, if a user's PC doesn't have this font, then the browser will try to display the text using the Tahoma font. If the user doesn't have the Tahoma font, then it will display the text using the Courier font.
- There are other ways to specify fonts, such as using style sheets. However, this is beyond the scope of this document.

A

Change Text Color for Selected Text

- The color of text may be changed.
- Method:
 1. Select the text that you want to change the text color for.
 2. Click the drop-down arrow next to the **Font Color** button.
 3. Click the desired color.



Change Paragraph Alignment

- Right, left, and center justification may be applied to paragraphs.
- Method:
 1. Click in the paragraph that you wish to align.
 2. Click the **Left**, **Right**, or **Center** button.

Normal

Apply Paragraph Styles

- Preformatted styles (for font size, boldfacing, etc.) may be applied to paragraphs.
- The most commonly used styles are headings, bullets, and definition lists.
- The Normal style is the default style (usually Times New Roman).
- There are short-cut buttons that may be used to format text as bullets. (The next section explains this method.)
- Examples of paragraph styles:

Normal Style

This text is formatted with the Normal Style.

Heading Styles

This text is formatted with the Heading 1 style.

This text is formatted with the Heading 2 style.

This text is formatted with the Heading 3 style.

This text is formatted with the Heading 4 style.

This text is formatted with the Heading 5 style.

This text is formatted with the Heading 6 style.

Formatted Style

This text is formatted with the Formatted style.

This style uses the <PRE> tag.

Text is formatted with a monospaced font (i.e. each character takes up the same amount of space). Generally, Courier is the default monospaced font for browsers.

Text will not word wrap using the Formatted style. You must use ENTER or SHIFT-ENTER to create a new line.

This style allows you to use tabs or spaces to align text.

Example:

<u>Fruits</u>	<u>Vegetables</u>
apples	tomatoes
pears	corn
grapes	beans

- continued -

FrontPage 2003: Formatting Text

- Examples of paragraph styles (continued):

Address Style

This text is formatted with the Address style. It formats text as italic. It is often used to format a web author's email address.

Numbered List Style

1. This text is formatted with the Numbered List style.
2. This text is formatted with the Numbered List style.
3. This text is formatted with the Numbered List style.

Bulleted List Style

- This text is formatted with the Bulleted List style.
- This text is formatted with the Bulleted List style.
- This text is formatted with the Bulleted List style.

Definition List Style

This text is formatted with the Defined Term style.
This text is formatted with the Definition style.
This text is formatted with the Definition style.
This text is formatted with the Definition style.

- There are also two other styles: the Directory List and Menu List styles. Browsers that recognize these styles will display the text with a special bullet format. However, these styles don't work in all browsers. Browsers that don't recognize these two styles will display the text as if they were formatted as bulleted lists.
- Method:
 1. Click in the paragraph (or select a group of paragraphs) that you wish to apply a style.
 2. Click the drop-down arrow next to the **Style** box.
 3. Click the desired style.



Create Bulleted Paragraphs

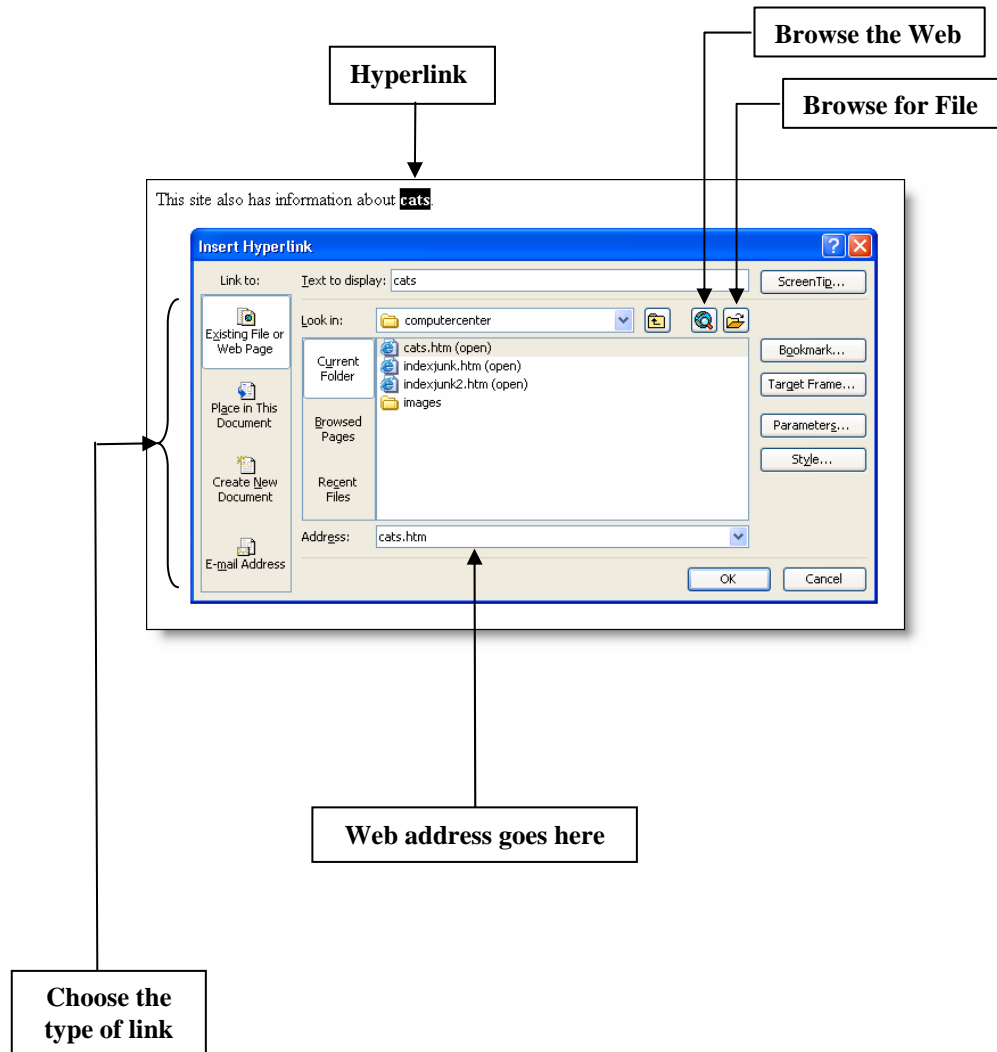
- Paragraphs may be formatted with regular or numeric bullets.
- Method:
 1. Click in the paragraph (or select a group of paragraphs) that you wish to format with bullets.
 2. Click either the **Numbering** or the **Bullets** button.
- Bullets may also be removed from paragraphs.
- Method:
 1. Click in the paragraph (or select a group of paragraphs) that you wish to remove the bullets.
 2. Click either the **Numbering** or the **Bullets** button (depending upon which one was used to format the paragraphs) to remove the bullets.

FrontPage 2003: Links



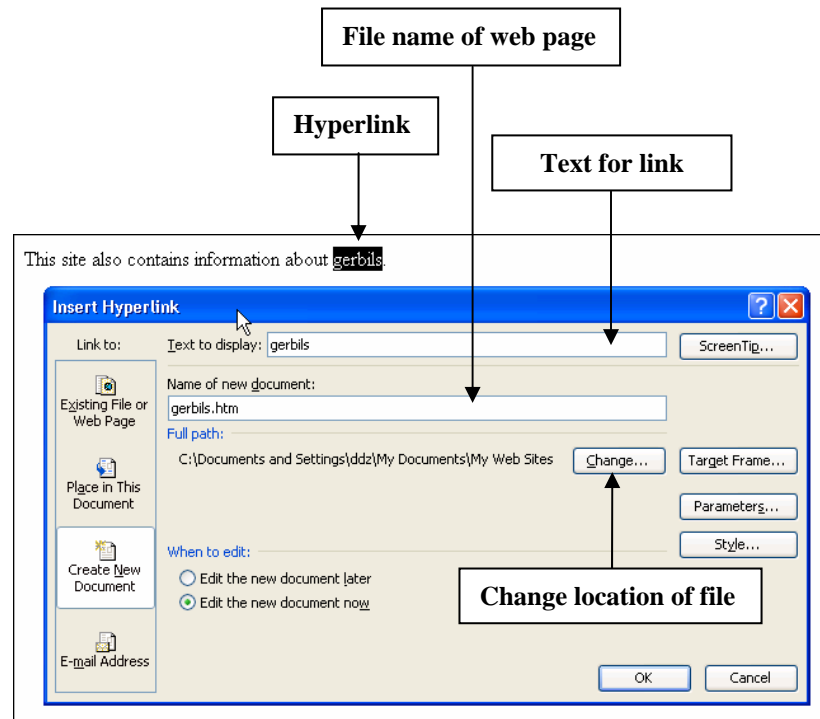
Create a Link

- A link can be created to a web page within your site, a specific section within a web page, a web page at an external web site, a person's email address, and to another resource (such as a document, image, sound clip, video clip, etc.).
- A link that is created to go to a specific section within a web page is called a bookmark or anchor. This is discussed in a later section.
- A link that is created to a person's email address is discussed in a later section.
- Method to create a link to a web page within your site:
 1. Select the text for which you want to create a link.
 2. Select **Insert/Hyperlink** from the menu.
 3. If necessary, click the **Existing File or Web Page** button. (This is selected by default.)
 4. Click the drop-down arrow next to the Look In box. Navigate to and select the proper drive and directory that contains the file.
 5. Double-click on the file name that you wish to link.




FrontPage 2003: Links

- Method to create a link to a web page at an external site:
 1. Select the text for which you want to create a link.
 2. Select **Insert/Hyperlink** from the menu.
 3. In the Address box, type the complete web address of the external site (including the http:// part of the address). Click the **OK** button.
OR
Click the **Browse the Web** button. This opens your default web browser. Using the browser, navigate to the web page that you want to link to. Return back to FrontPage. The web address for that page is automatically inserted into the Address box. Click the **OK** button.
 - ☞ Refer to the diagram on the previous page for the location of the button.
- Method to create a link to a resource (such as an image):
 1. Select the text or resource for which you want to create a link.
 2. Select **Insert/Hyperlink** from the menu.
 3. If necessary, click the **Existing File or Web Page** button. (This is selected by default.)
 4. Click on the drop-down arrow next to the Look In box. Navigate to the proper drive and select the directory that contains the resource.
 5. Double-click on the file name that you wish to link.
- Method to create a link to a new web page:
 1. Select the text for which you want to create a link.
 2. Select **Insert/Hyperlink** from the menu.
 3. Click the **Create New Document** button.
 4. In the Name of New Document box, type the file name for the web page.



FrontPage 2003: Links

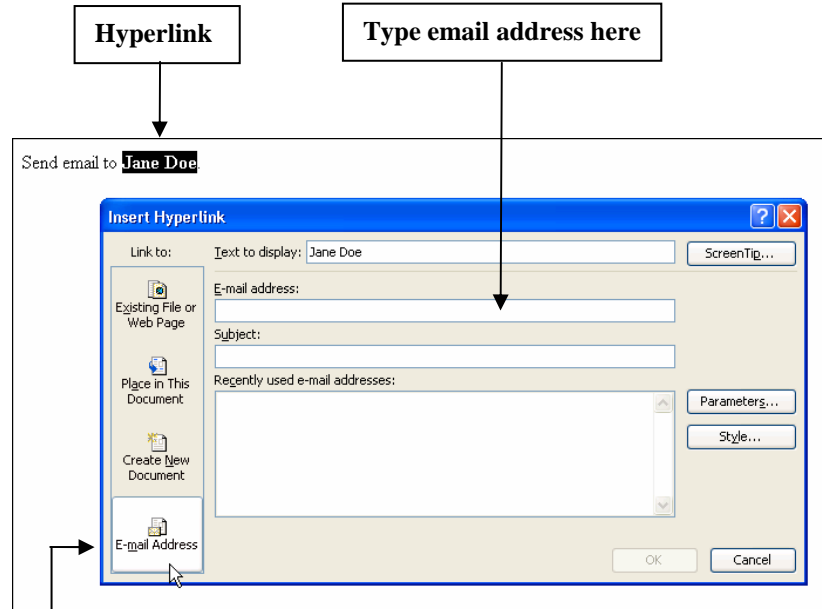
5. Indicate where this web page file is to be saved. To do so, click the **Change** button. Navigate to the proper drive and select the directory where the file is to be saved. Click the **OK** button.
6. Click the **OK** button.
7. Enter the information for this new web page and then save the file.
 -  To return to the previous web page, click on the file name tab that corresponds to the file you wish to edit. (The file name tabs are located below the toolbars.)

FrontPage 2003: Links



Create an Email Link

- A link can be created for an email address. This allows a visitor to send email to the specified person.



- Method:
 1. Select the text for which you want to create an email link.
 2. Select **Insert/Hyperlink** from the menu.
 3. Click the **Email Address** button.
 - ☞ Refer to the above diagram for the location of the button.
 4. Type the complete email address for the person in the Email Address box.
 - ☞ The Email Address box now contains the prefix, mailto:, immediately followed by the email address.
 5. Click the **OK** button.

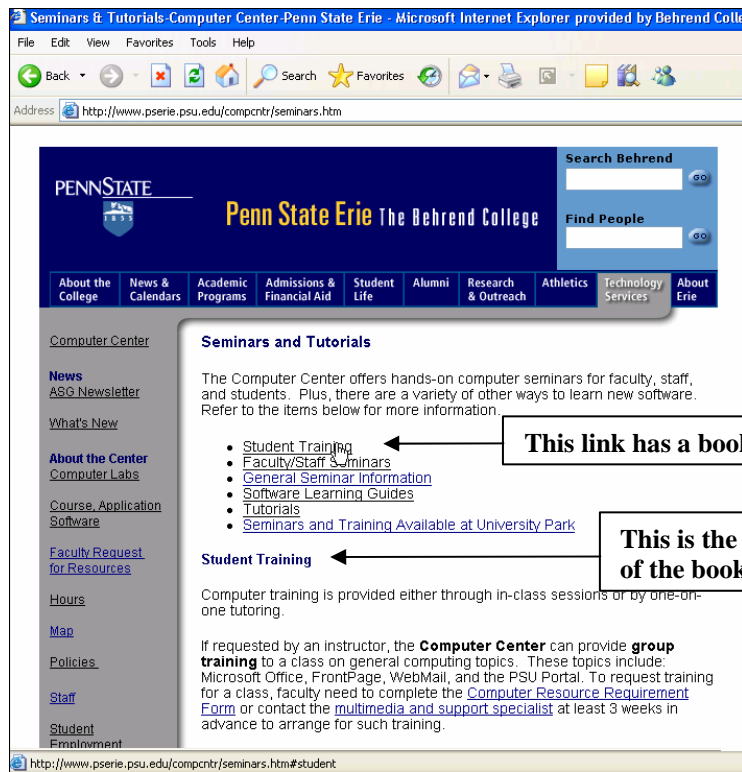
FrontPage 2003: Links

Create Bookmarks (i.e. Anchors)

- A link can be created to go to a specific location within the same web page.
- A bookmark is easily recognizable in a web page address. That is because a pound sign (i.e. #) always precedes the name of the bookmark. For example:

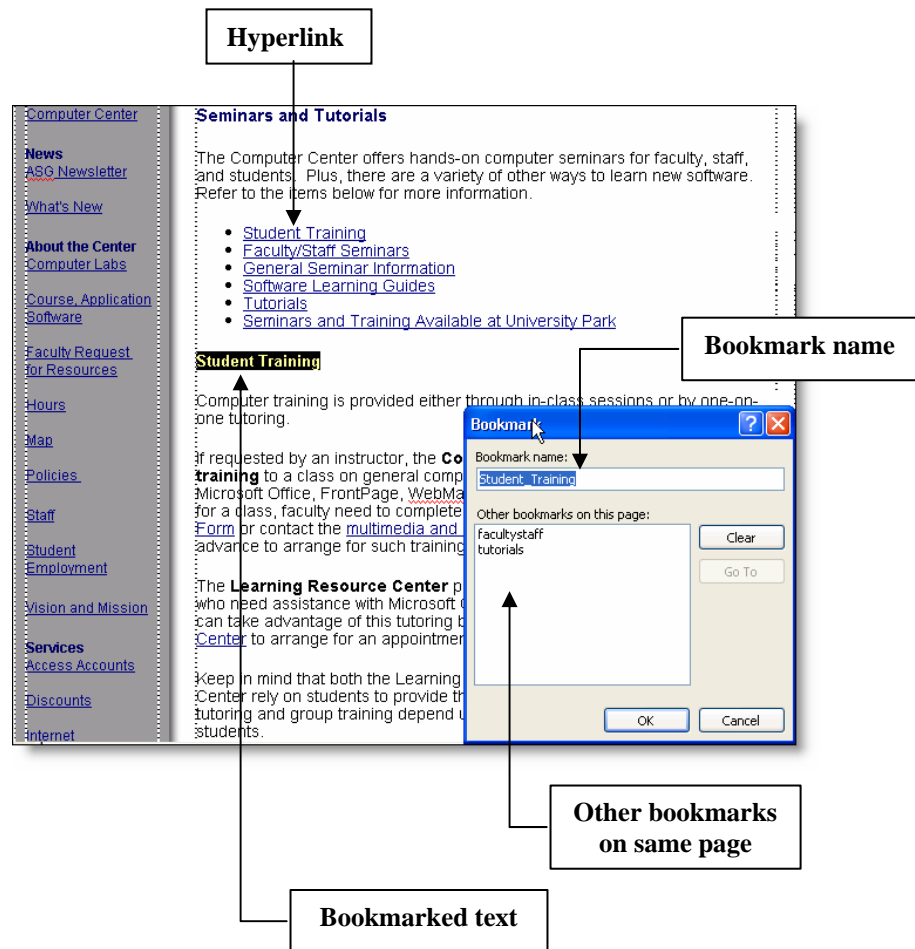
`http://www.pserie.psu.edu/compcntr/seminars.htm#student`

- When the cursor is placed over a link, the web address is displayed in the browser's status bar.
- When you click on a link that has a bookmark, the browser will scroll to the section of the web page that contains that bookmark.
- Example of a web page that contains a bookmark:



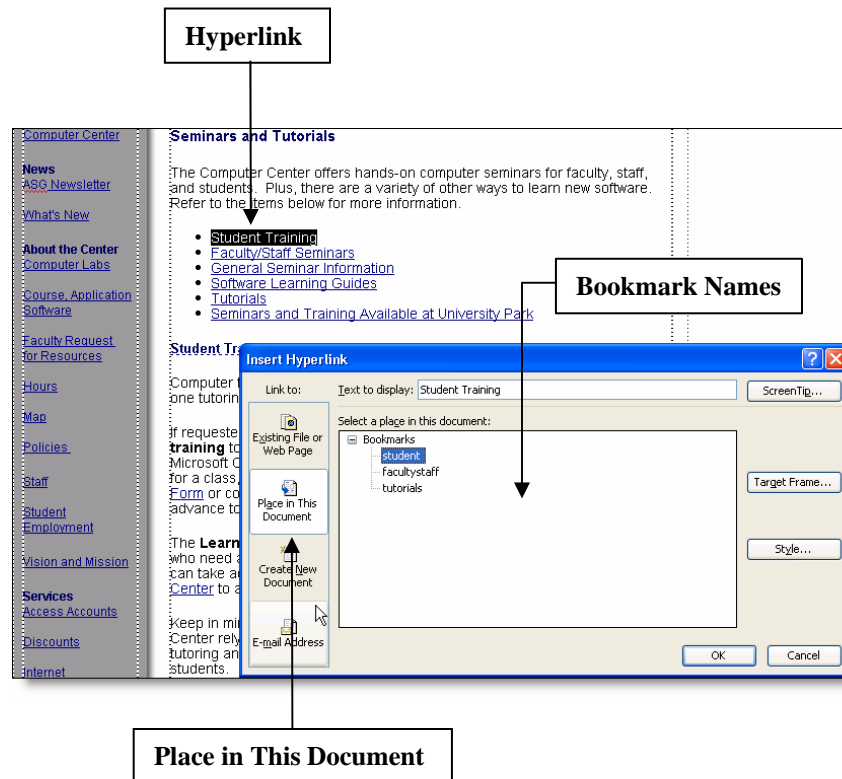
FrontPage 2003: Links

- Creating a link to a bookmark is a two-step process. First, create the bookmark. Second, create a link to the bookmark.
- Method to create a bookmark:
 1. Select the text for which you want to create a bookmark. (This is the section of the web page where you want the link to go to.)
 2. Select **Insert/Bookmark** from the menu.
 3. The text that you selected in step one appears in the Bookmark Name box. You may use this name or type in a different name.
 - ✎ It's usually best to avoid using long bookmark names.
 - ✎ It's a good idea not to use spaces and special characters.
 4. Click the **OK** button.
 - ✎ A dashed underline appears under bookmarked text so that you can easily identify the location of bookmarks. (The dashed underline will not appear in the browser.)



FrontPage 2003: Links

- Method to create a link to a bookmark (within the same web page):
 1. Select the text for which you want to create a link.
 2. Select **Insert/Hyperlink** from the menu.
 3. Click on the **Place in This Document** button. (See the illustration below.)
 - ☞ The list of bookmarks within that web page is displayed.
 4. Click on the name of the bookmark that you wish to link.
 5. Click the **OK** button.



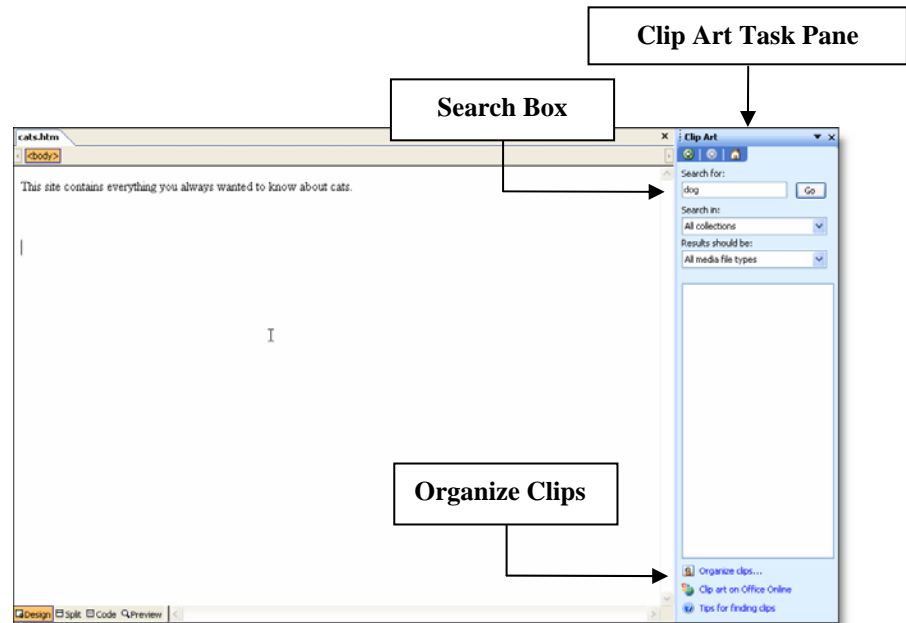
- Method to create a link to a bookmark (that is in another web page):
 1. Select the text for which you want to create a link.
 2. Select **Insert/Hyperlink** from the menu.
 3. If necessary, click the **Existing File or Web Page** button. (This is selected by default.)
 4. Click the drop-down arrow next to the Look In box. Navigate to the proper drive and select the directory that contains the file.
 5. Click on the file name that you wish to link.
 6. Click on the **Bookmark** button.
 - ☞ The list of bookmarks within that web page is displayed.
 7. Click on the name of the bookmark that you wish to link. Click **OK**.
 8. Click the **OK** button.

FrontPage 2003: Images



Insert Images

- Images may be inserted within a page or table.
- A collection of images are included as part of Microsoft Office and FrontPage.
- Method to insert images from Microsoft's collection:
 1. Click in the paragraph or table cell where you want to insert the image.
 2. Select **Insert/Picture/Clip Art** from the menu.
 - ✎ The Clip Art task pane appears next to the FrontPage editing window.



3. To find an image, enter a keyword into the Search box. Click the **Go** button. If there is a match, the images are displayed in the Clip Art task pane. Click on the image you wish to insert.

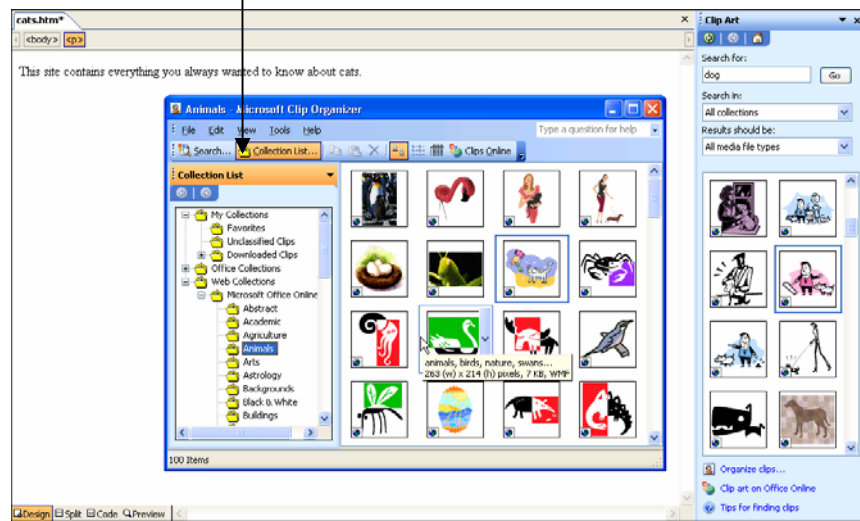
OR

To view images by category, click on the link for Organize Clips. (The link is located at the bottom of the Clip Art task pane.) At the Microsoft Clip Organizer window (see illustration on next page), double-click on one of the following items in the collection list: Office Collections or Web Collections. Then select a sub-category from the list. (Repeat this latter step as necessary.) Next, click and drag the image to the desired location.

- ✎ Attributes may be set for the image. To do so, right-click on the image and select **Picture Properties** from the short-cut menu. (The section for adding alternative text is found under the General tab. The section for changing the alignment, adding a border, or altering the spacing around an image is found under the Appearance tab.) Make the desired changes and click the **OK** button.

FrontPage 2003: Images

Collection List



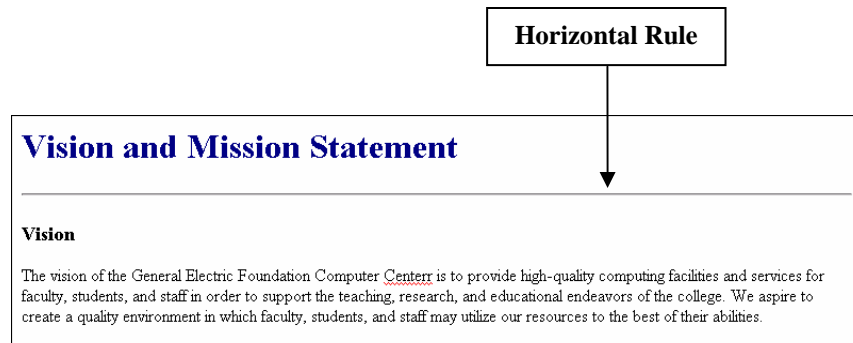
- Method to insert images from another source:
 1. Click in the paragraph or table cell where you want to insert the image.
 2. Select **Insert/Picture/From File** from the menu.
 3. Click on the drop-down arrow next to the Look In box. Navigate to the proper drive and select the directory that contains the image.
 4. Double-click on the file name for the image you wish to insert.
 - ☞ Attributes may be set for the image. To do so, right-click on the image and select **Picture Properties** from the short-cut menu. (The section for adding alternative text is found under the General tab. The section for changing the alignment, adding a border, or altering the spacing around an image is found under the Appearance tab.) Make the desired changes and click the **OK** button.

If you receive a prompt to save embedded files, refer to the topic, *Save a Page in the Getting Started* section. The *Save a Page* topic provides instructions on how to properly save the images.

FrontPage 2003: Images

Insert Horizontal Rule

- A line may be inserted within a web page.

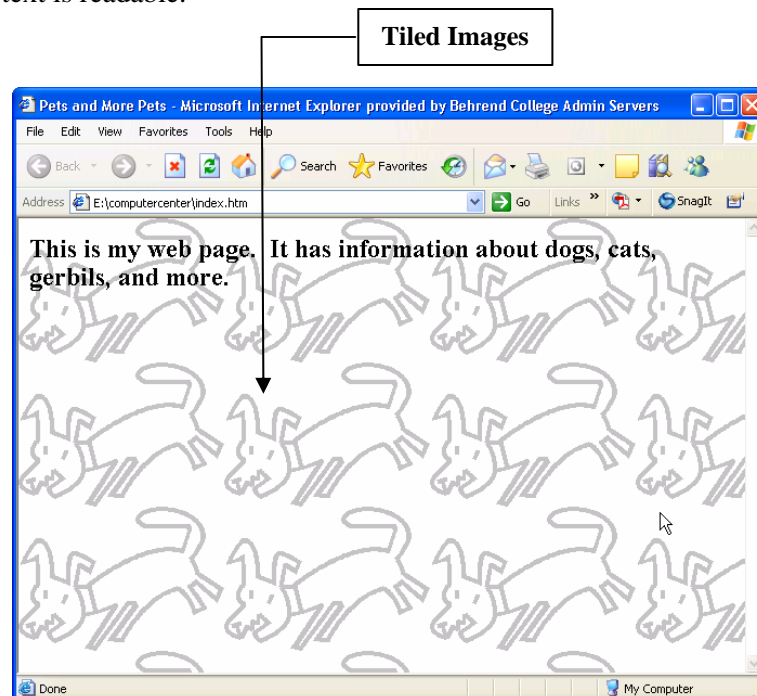


Method:

1. Click where you want the line to appear.
2. Select **Insert/Horizontal Line** from the menu.
 - Other attributes may be set for the line width, height, color, etc. To do so, right-click on the horizontal line and select **Horizontal Line Properties** from the short-cut menu. Make the desired changes and click the **OK** button.

Insert Background Image

- An image may be used for the background of a web page. A background image is tiled (i.e. repeated across and down the entire page).
- If you use a background image, choose an image that isn't distracting and so that the text is readable.



FrontPage 2003: Images

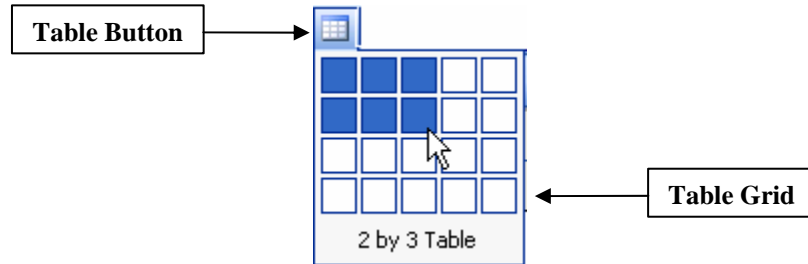
- Method:
 1. Select *File/Properties* from the menu.
 2. Click the Formatting tab.
 3. In the Background section of the dialog box, click on the box next to Background Picture (so that there is a checkmark in this box).
 4. Click the **Browse** button.
 5. Click on the drop-down arrow next to the Look In box. Navigate to and select the proper drive and directory that contains the image.
 6. Double-click on the file name for the image you wish to use as a background.
 7. Click the **OK** button.

FrontPage 2003: Tables



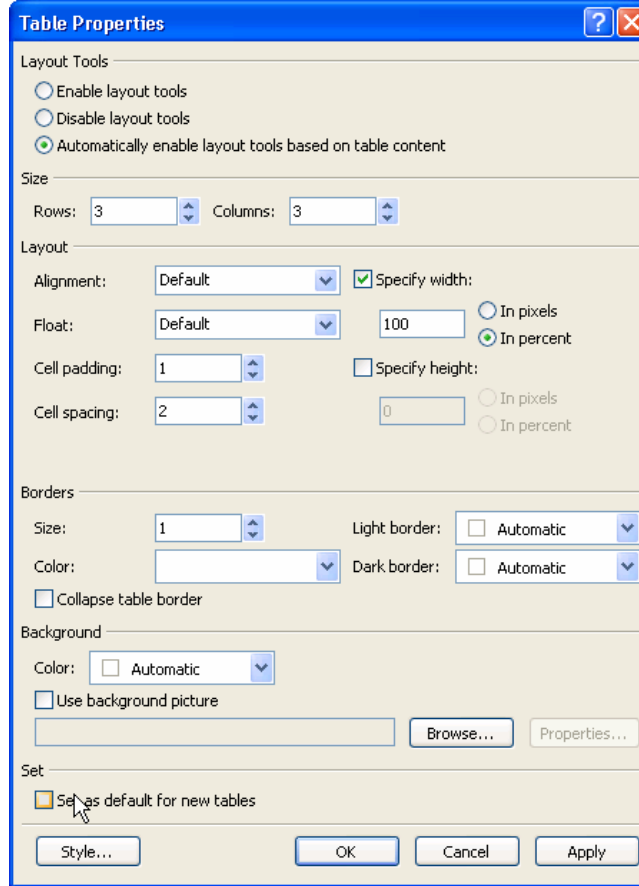
Create Table



- Tables are often used to align information in rows and columns.
- Table cells can contain items such as text, images, forms, background images, nested tables, etc.
- Generally, table dimensions should be specified in percentage.
- Method:
 1. Click in the paragraph where you want to insert a table.
 2. Click the **Insert Table** button.
 - ☞ A table grid now appears immediately below this button.



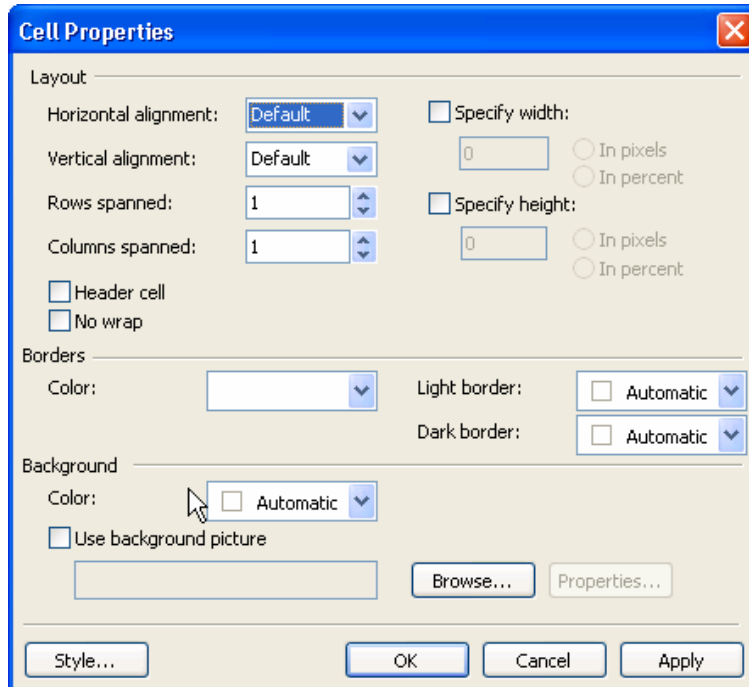
3. Drag the mouse down and to the right to select the number of rows and columns you want for your table. Click the left mouse button to insert the table.
4. Enter the information into the desired cells.
 - ☞ The Tab or Arrow keys may be used to move from one cell to another.
5. If desired, change the attributes of the table (i.e. alignment, height, width, cell padding, cell spacing, border size, border color, background color, or background image). To do so, right-click within the table and select **Table Properties** from the short-cut menu. (See the illustration of the Table Properties dialog box.) Make the necessary changes and press the **OK** button.
 - ☞ Cell padding refers to the margins within cells. Cell spacing refers to the space between cells.
 - ☞ To remove the borders from a table, change the border size to zero.

FrontPage 2003: Tables



6. If desired, change the attributes of the cells (i.e. alignment, border color, background color, background image, etc.). To do so, right-click within a cell (or a group of selected cells) and select **Cell Properties** from the shortcut menu. (See the illustration of the Cell Properties dialog box.) Make the necessary changes and press the **OK** button.
 -  Horizontal and vertical alignments are used to position the content within a cell. Right, left, center, and justify are options available for horizontal alignment. Top, middle, baseline, and bottom are options available for vertical alignment.
 -  Not all browsers support the baseline option for vertical alignment. (This option aligns the content of the cell with the baseline of the first line of text within that cell. However, if the cell contains several lines of text and no images, then the baseline option is equivalent to the top option. If the cell contains text and images, then the baseline option is equivalent to the bottom option.)

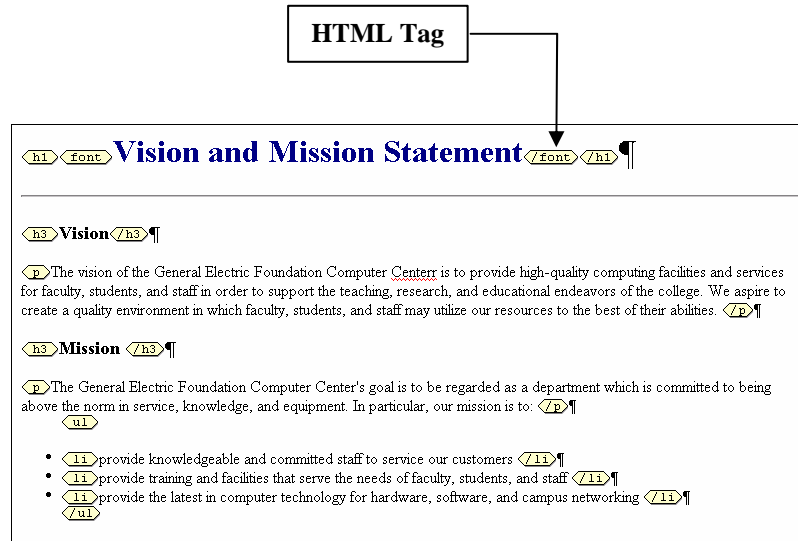
FrontPage 2003: Tables



FrontPage 2003: View HTML

View HTML Tags

- HTML tags may be viewed in the Design View.
- However, not all HTML tags are displayed. (Example: If you insert a horizontal line, you will see the line, but you will not see the <HR> tag.)

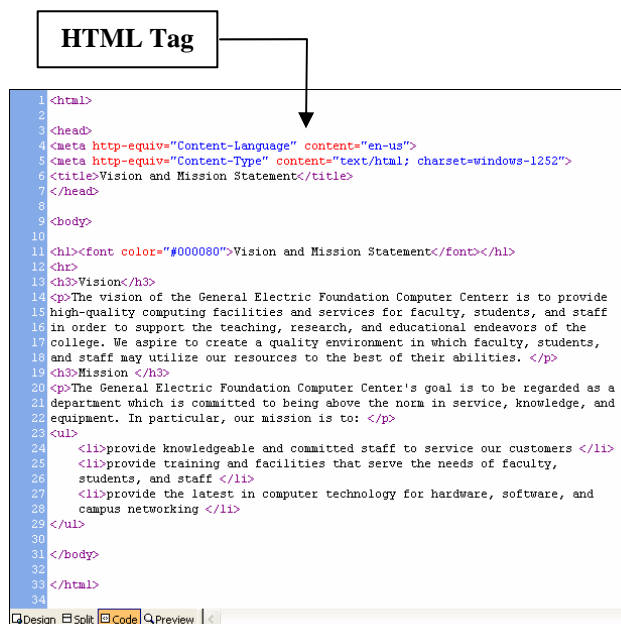


- Method:
 1. Click on the **Design** page tab.
 2. Select **View/Reveal Tags** from the menu.

👉 To turn these tags off, select **View/Reveal Tags** from the menu.

View All HTML Tags

- All HTML tags and text may be viewed and edited in the Code View.



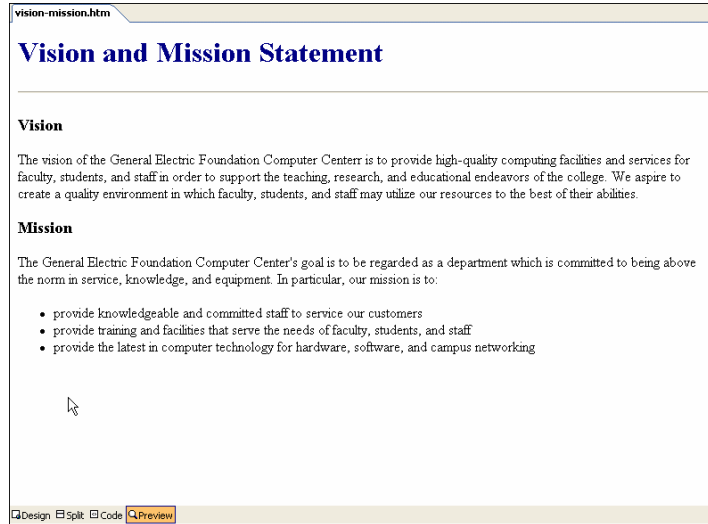
FrontPage 2003: View HTML


- Method:
 1. Click on the **Code** page tab.
 2. View or edit the web page from this view.
 3. To return to the Design View, click on the **Design** page tab.

FrontPage 2003: Preview Web Page

Preview Web Page within FrontPage


- An approximate rendering of the web page may be viewed in the Preview editor view. The web page may look slightly different when viewed in a browser.



- Method:
 1. Click on the **Preview** page tab.
 The web page cannot be edited within this view.
 2. To return to the Design View, click on the **Design** page tab.



Preview Web Page in Browser

- A web page may be previewed in the default browser or a browser of your choice.
- Method:
 1. Click the **Preview in Browser** button.
 This displays the page in the default browser.
OR
From the menu, select **File/Preview in Browser** and then select the browser which you would like to use to preview the page.
 2. To return to FrontPage, click on the minimized FrontPage icon (in the status bar).