

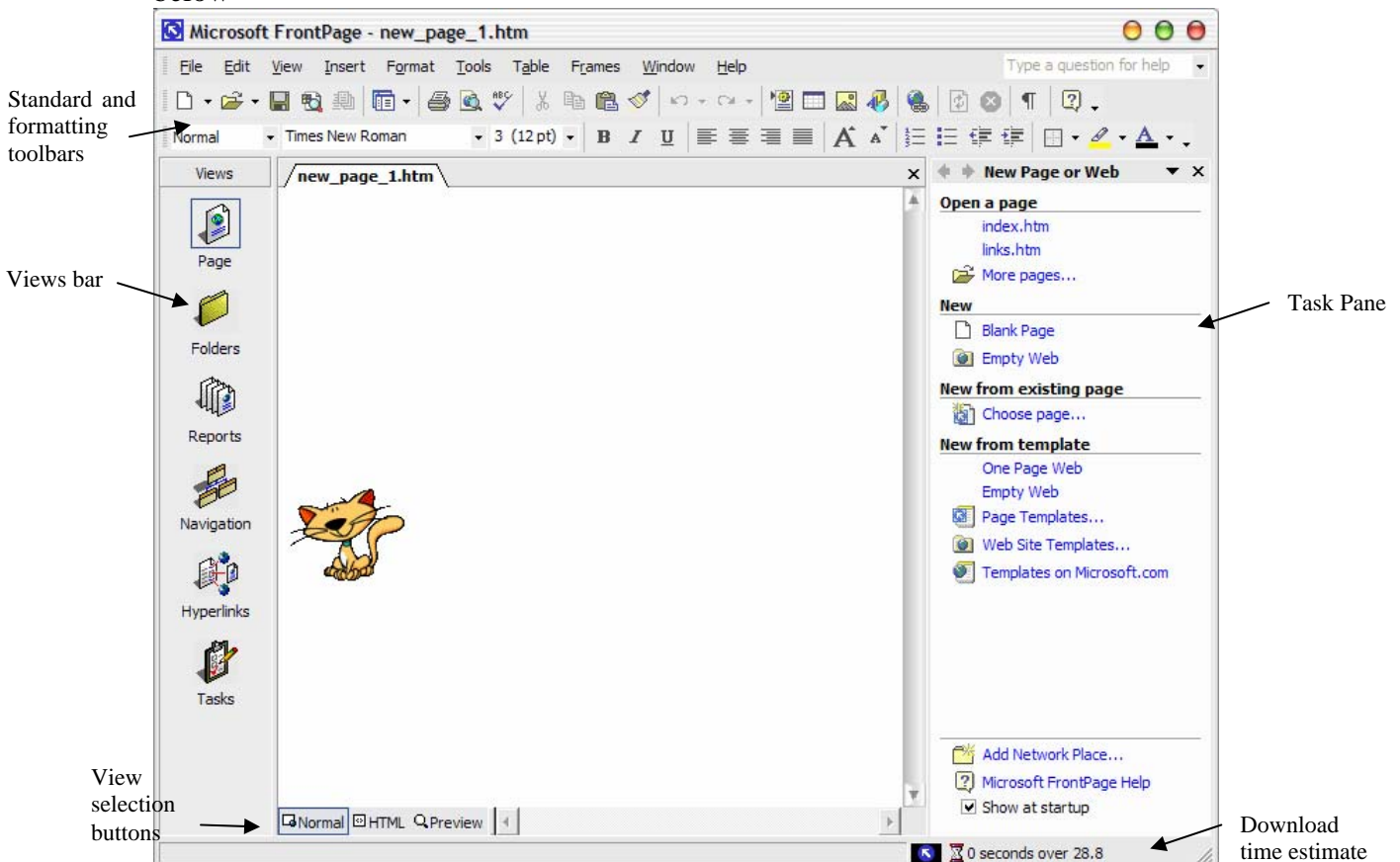
# FrontPage Exercises 1 – Getting Started

## About FrontPage

Microsoft FrontPage is a program that is used for creating and editing websites. It is designed to be familiar to users of word processing software such as Microsoft Word. The key difference between a word processor and a website editor is that a word processor works with individual documents. A website editor works with a website which is a collection of documents. Many people make the mistake of using FrontPage the same way they would use a word processor and miss out on some of its best features as a result.

## Using the FrontPage Window

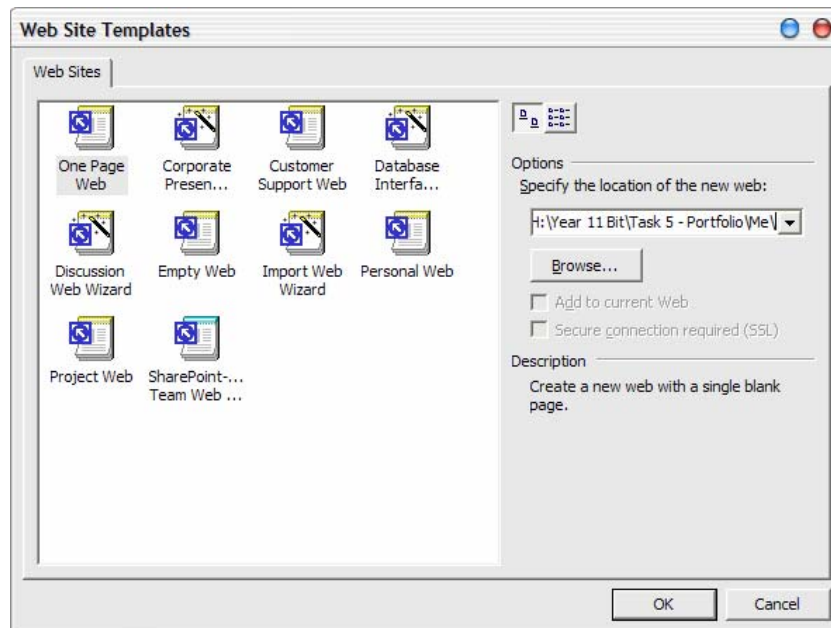
When you first open Microsoft FrontPage, you will see a screen similar to the one below



In the following exercises, you will create a small website about yourself using FrontPage 2002. In the process, you will learn about a lot of FrontPage's most useful features.

## Creating a Web

The first thing to do is to create a new web (FrontPage's term for a grouped collection of documents that make up the website). If the task pane is not showing on the right of your screen, go to the **File** menu and choose **New, Page or Web**. From the options in the Task pane, click on **Empty Web**. A dialog box like the one on the following page will appear.




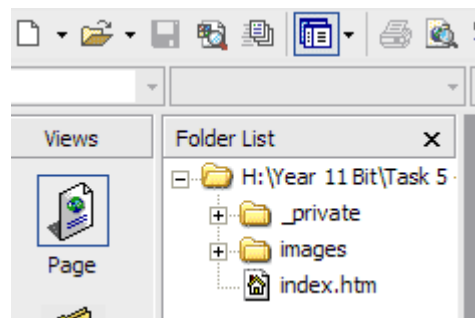
The first thing to do is specify where your website will be stored. In the location box, you can browse for a location or type in a location. For this site, make sure it is saved in your personal folder with the name of the website at the end.

E.g. H:\Year 11 Bit\06 Task 5 - Portfolio\Me\ (“Me” would be the name of the website)


Once the location is specified, make sure **One Page Web** is selected and click **OK**. FrontPage will then create a new web which includes a new file called index.htm.

**Note:** all web files have file names ending with either .htm or .html – it is normal for the main page in a site to be called index. It is also a good idea to avoid uppercase letters and spaces in filenames for websites (this includes any pictures that will go in your site).

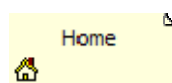
The folder list should now appear to the left of your screen. This can be used to quickly open the files that make up your website. If the folder list is not showing you can display it by clicking the  icon.



From here you have several options for creating the rest of your site. One way is to individually create all of the pages and then link them up manually later. A far simpler way


is to use the navigation view to create the structure for the site. Click the  navigation button from the Views bar on the left.

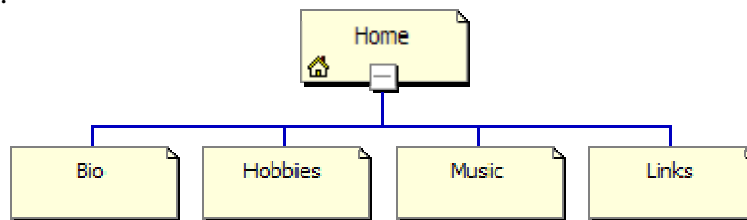
Your screen will now show a view with all the pages in your website. Currently there will only be the index page. You can re-label it to something more descriptive in one of several ways. While it is already selected you can click on the name to edit the label. You can also do this by pressing **[F2]** or by right clicking and selecting **Rename**. Use one of these methods to rename it so it is labelled “Home”. It should now look like the button shown below.




## Adding Pages

The next thing we will do is add four pages underneath the Home page. These will be a Bio page (for general information about yourself), a Hobbies page (for information about your hobbies) a Music page (for what music you like) and a Links page (for links to your favourite site).

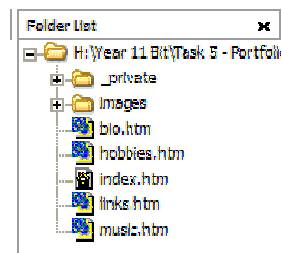
Make sure the Home page is selected from within the Navigation View. On your toolbar, click the **Create a normal new page** icon  (which should be the very first icon on the toolbar). This will add a new page underneath the Home page. With the Home page still selected, click the same icon three more times so that you have four pages under the home page. Now rename each of those so that they are called, Bio, Hobbies, Music and Links. Your Navigation should now look like the navigation view shown below.



Click the **Refresh** icon  on the toolbar to update the Folder list so that it shows the new pages in case it hasn't already updated the list.

**Note:** if you accidentally add too many pages you can select any extra ones and press the **[Delete]** key to remove them. You can also re-arrange any page in the navigation view by dragging it. If your folder list hasn't given your pages the right filenames (for example if one of them has been called something like "page1.htm) you can rename them in the same way you change the labels in the navigation view. Just make sure that the filenames all have .htm or .html on the end of them.


Creating the structure of the website using the Navigation view instead of simply creating the new pages one at a time has several benefits as you will see later.



## Editing the pages

You can open a page for editing in a number of different ways. One way is to double-click the page icon in the Navigation view. Also, you can double-click and file from the folder list to open it. Double click Home in your navigation view or index.htm in your folder list to open you main page for editing. This will take you straight to the page view, which is where individual pages can be edited similar to a word processor. Double-click bio.htm from the folder list so that will also be open. Remember that in FrontPage there is nothing wrong with having several pages open at once. Each file that is currently being edited will have a small pencil on its icon in the Folder List. There will also be a tab for each open file at the top of the Page View.



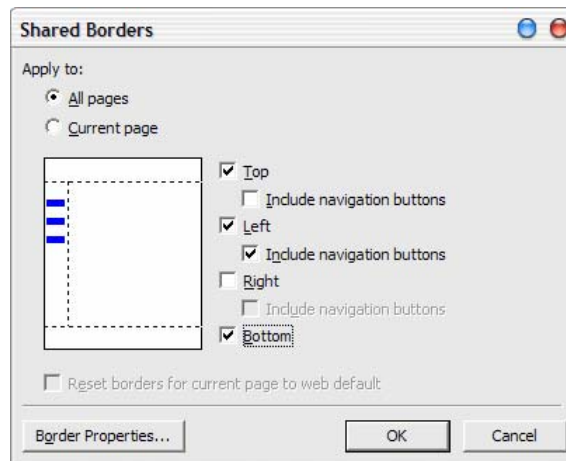
To close a page that is currently being edited, you can click the small close icon **x** in the top right of the page view (not the one at the top right of the FrontPage window as this closes the whole program). Click it now to close the Bio page. You should still have the home page (index.htm) open. Type the following text – “Welcome to my website”. A \* will appear in the tab at the top of the page view to indicate that changes have been made since this page was last saved. Click the Save icon  now to save the changes and the \* will disappear.

We’ll do some more page editing later but for now, we’ll continue to set up the structure of the whole site.

## Adding Shared Borders

Shared borders allow you to make full advantage of the website structure that we have set up in the Navigation View. Shared borders allow you to add content on the edge of your pages that will be the same across the whole site. Any changes made within a shared border will affect all pages which have the shared border. This is very handy if you want all of your pages to have consistent headings, footers, navigation etc.

From the **Format** menu choose **Shared Borders**. A dialog like the following will appear.



Make sure **Apply to:** is set to **All pages**. Ensure that there is a tick next to **Top**, **Left** and **Bottom** so that these edges of the pages will all have shared borders. Also, make sure that the left border has the navigation buttons option selected as shown above. Click **OK**.

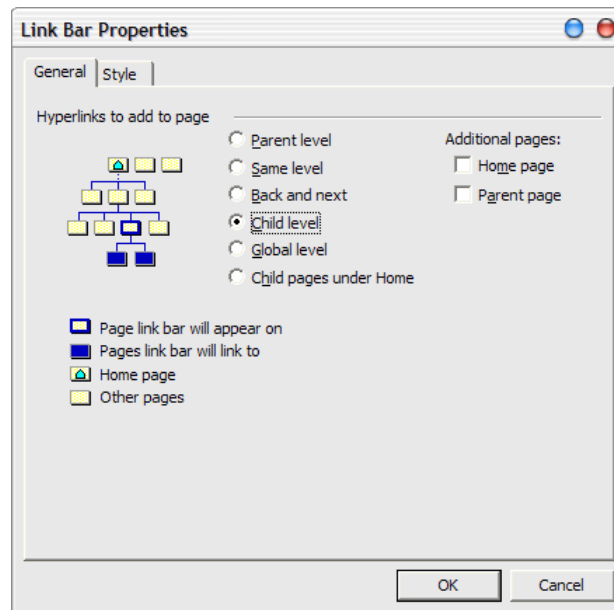
Your page will now have shared borders as shown below.



If you want to have different shared borders or no shared borders on a particular page, simply open that page and use the above options with **Apply to:** set to **Current Page**.

## Editing Navigation Bars


You will notice that a navigation bar has been added to the left shared border. Double-click the bio.htm page to open it and you will notice that this page also has the same shared borders, except that there are no links in the navigation bar. Instead there is a message about editing the properties for the link bar. If you move your mouse over that text, your mouse pointer will change to indicate that this is a special FrontPage component that you can edit. Double-click it to bring up the Navigation Bar properties.



These properties allow you to specify what information is shown in the navigation bar, which is based on what has been set up in the website's Navigation View. Currently it is set to only show links to pages that are below the current page. This is why the Home page is the only one with links in its navigation bar, since none of the other pages have anything below them in the navigation structure. Instead of **Child Level**, select **Child Pages under Home**. This will ensure that all the pages below the Home page will appear in the navigation bar. Select **Home Page** as well to ensure that this appears in the navigation bar on each page. Click **OK** when done to update the navigation bar. The navigation bar should now look like the one shown below.

Comment: This border appears in a  
[Home](#)  
[Bio](#)  
[Hobbies](#)  
[Music](#)  
[Links](#)  
 Comment: Shared Bottom Border

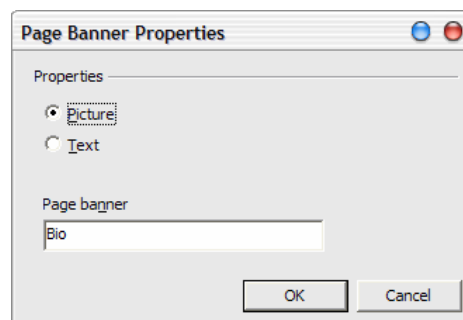
You can open any of the other pages to see that they also have the shared borders and navigation bar. Each of the links in the navigation bar takes its text from the labels in the navigation view. If you rename a page in navigation view, that will automatically change the navigation bars. Any pages, moved, deleted or added in navigation view will also update the navigation bars.

**Note:** if any of the pages such as the home page are already open, they may not show changes to shared borders until you click the **Refresh** icon .


## Adding Page Banners

The Page banner feature allows you to insert a heading in to a shared border, which of course will mean that the heading will appear on each page. Of course you could simply type headings for each page yourself, but the page banner feature uses the page names from your Navigation View so that each page will be given an appropriate heading.

Since we will be editing a shared border, it doesn't matter which of the pages you work on. In the top shared border there is a comment (indicated by the purple text). Select and delete this comment so that the top shared border is empty. From the **Insert** menu select **Page Banner**. The following Dialog will appear.



Leave the Properties on Picture. This will mean that when a FrontPage Theme is used as we will do later, the text in the banner will be replaced with a fancy graphical heading. You can enter your own text for the banner down the bottom but leave this alone so that it uses the page names from the Navigation View instead. Click **OK**.

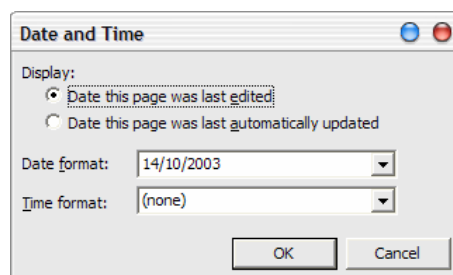
Click the centre align icon  so that the heading is aligned in the centre of the page. Check each of the pages to see that they all have a page heading on them. We can worry about the formatting for the heading later.

## Adding Dates

You can have the current date automatically inserted in to a page every time you change it. We'll add a footer in the bottom page border which shows when the page was last modified. Click in the bottom page border for any of the pages you have open and delete the comment. Press **Enter** to leave a blank line and type the following text:

Last updated

Leave a blank space after this text, then go to the **Insert** menu and select **Date and Time**.



You can change the date formatting if you like and then click OK. Centre align the text once you are done and save the page.

## Previewing the Site

To see how your website will look in a regular Web Browser, FrontPage has a built-in web browser (based on Microsoft Internet Explorer). It is useful to preview you pages regularly since not everything in the page view is exactly as it will appear in a browser. For example, comments on the page and dividing lines marking shared borders will only appear while you are in page view but not in a web browser.

At the bottom of the screen there are three buttons for changing editing views.



Click the Preview button to see how your page would look in a web browser. Click some of the links in the navigation bar to see how the other pages look. Click the Normal button at the bottom to return to your normal editing view.

**Note:** because you can't edit the page while it is being previewed, many of the menu options won't be available while you are in preview mode.

## Viewing the Source Code

Websites are based on HTML (**H**yper**T**ext **M**arkup **L**anguage). FrontPage allows you to view and edit the HTML code that is used to make up your pages. Click the HTML button at the bottom of the screen to view the source code. It should look similar to the following.

```
<html>

<head>
<meta http-equiv="Content-Type" content="text/html; charset=windows-1252">
<meta name="GENERATOR" content="Microsoft FrontPage 5.0">
<meta name="ProgId" content="FrontPage.Editor.Document">
<title>Home</title><meta name="Microsoft Border" content="tlb, default">
</head>

<body>

<p>Welcome to my website.</p>

</body>

</html>
```

It's not as complicated as it looks but you don't need to worry about what it all means. FrontPage handles the HTML for you. There are advantages to knowing HTML but for basic web page editing, there's no need to go delving in to the source code. Click the Normal button at the bottom to return to your normal editing view.