

The logo features a blue horizontal bar with a gold diagonal stripe on the left side. The text "United States Naval Academy" is in a smaller, gold serif font, and "Teaching and Learning Center" is in a larger, black serif font below it.

United States Naval Academy  
Teaching and Learning Center

# **IDSC**

## **Instructional Development Support Center**

**Getting Started with FrontPage**

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## Objectives

Microsoft FrontPage is a Web authoring software which allows you to create and edit Web sites. This workshop is for faculty members who need to create and maintain personal, department, or class Web sites. After this workshop, you should be able to:

- Become familiar with the FrontPage interface
- Create your Web site
- Add/Edit Web pages
- Organize your content using tables
- Add/Edit pictures
- Add/Edit hyperlinks
- Add/Edit page banners and navigation bars
- Apply themes
- Preview and publish your Web site

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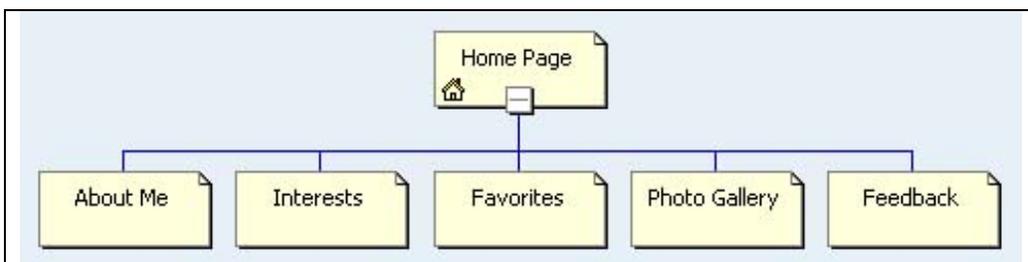
## Design Your Web Site

Before you start developing a Web site in FrontPage, there are a couple of things you need to consider:

- **Audience:** who will be your target audience? For example, students, faculty, etc.
- **Purpose:** What is the purpose of this Web site? For example, a course Web site, a personal Web site, etc.

Your target audience and the purpose of your Web site should guide the design process. Identify them in advance will help you in determining the content you want to create, the theme (look and feel) of the Web site, etc.

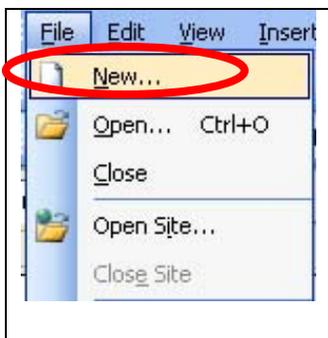
Keep these considerations in mind, you then need to create an outline or a diagram for your Web site. This will help you lay out the structure of your Web site. The following is an example diagram for a personal Web site.



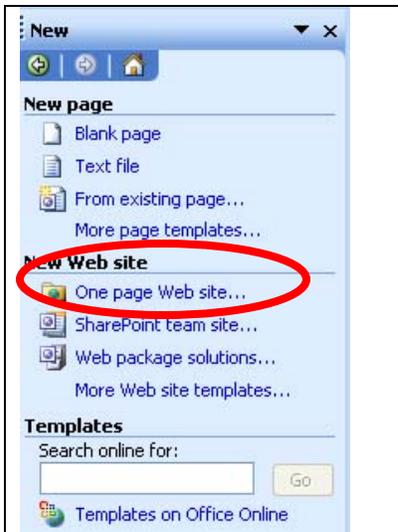
## Create a One Page Web Site

Click on “Start >> All Programs >> Microsoft Office >> Microsoft Office FrontPage 2003” to open FrontPage.

From the “File” pull-down menu, click “New”

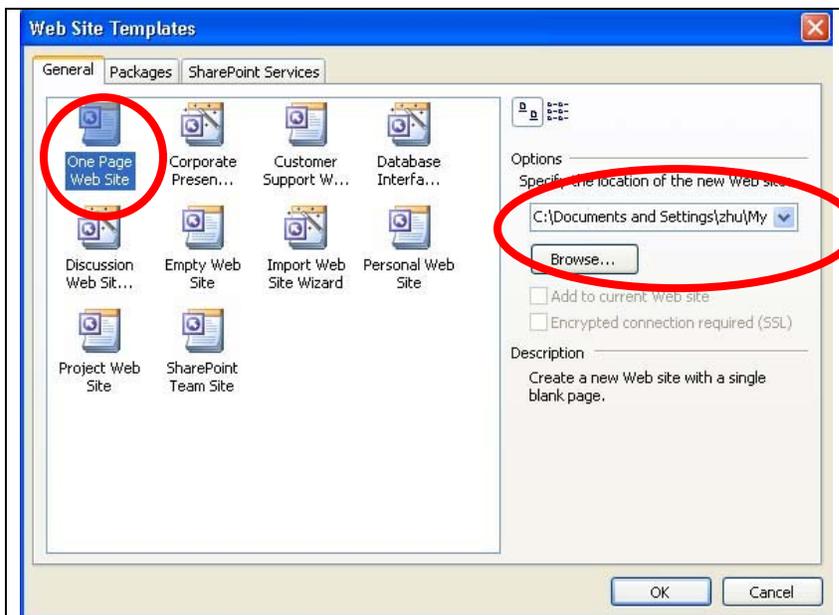


The “New” task pane window will open on the right side of the screen. Select “One page Web site...” under “New Web site.”

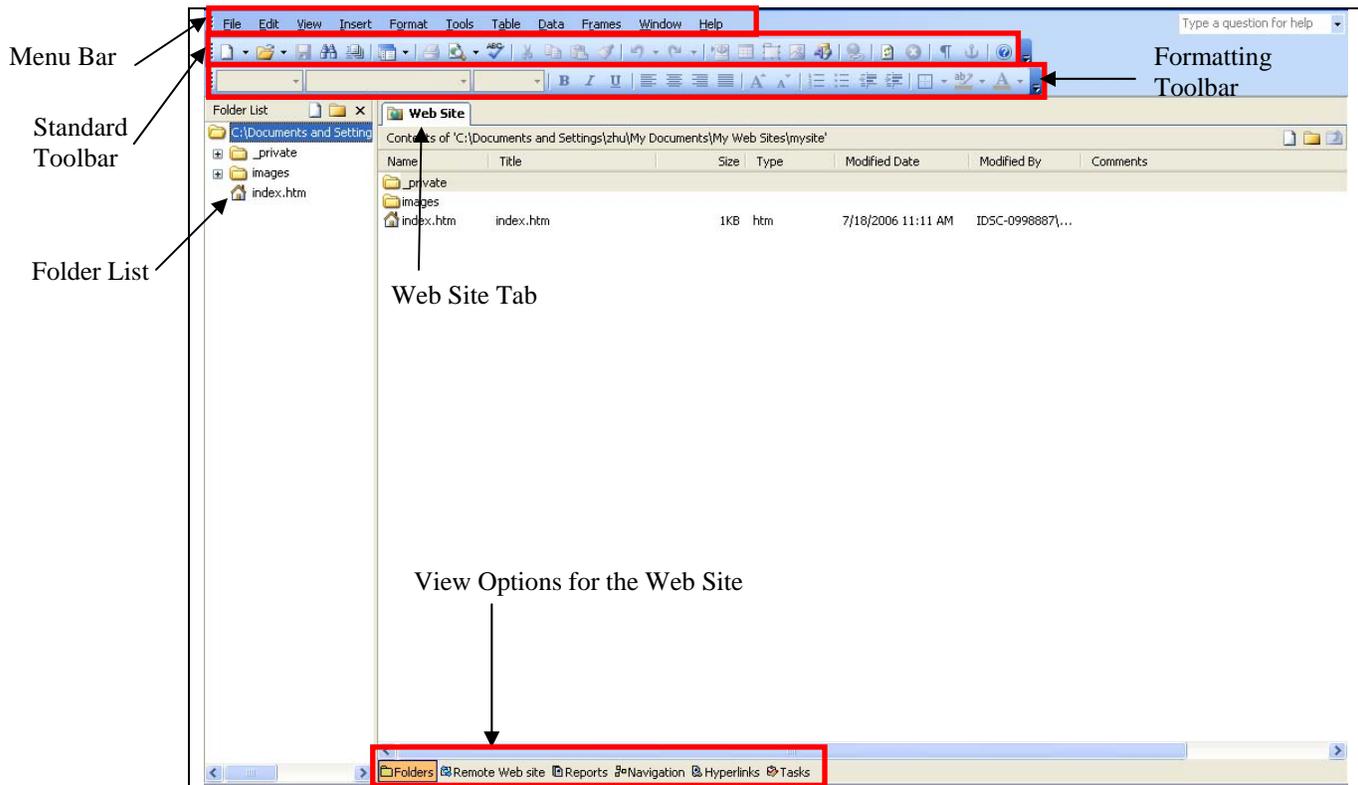


Make sure the "One page Web Site" is selected in the "Web Site Templates" window. Under "Options", you can select the folder where you want to save your Web site elements by clicking the "Browse" button and navigate to the desired folder. Click "OK."

**Note:** By default, FrontPage will save all the elements of your Web site into a "mysite" folder under "My Documents >> My Web Sites," if you want to change it to a different location, for example, to save it on your desktop, you can click on the "Browse" button to navigate to your desktop, create a new folder called "mysite" (or some other name) by clicking on the "Create New Folder" icon (upper right corner), then click "Open" to choose the folder. Alternatively, you can directly type "C:\Documents and Settings\zhu\Desktop\mysite" (without the quotations) in the location window and FrontPage will automatically create a "mysite" folder on your desktop and save everything there.

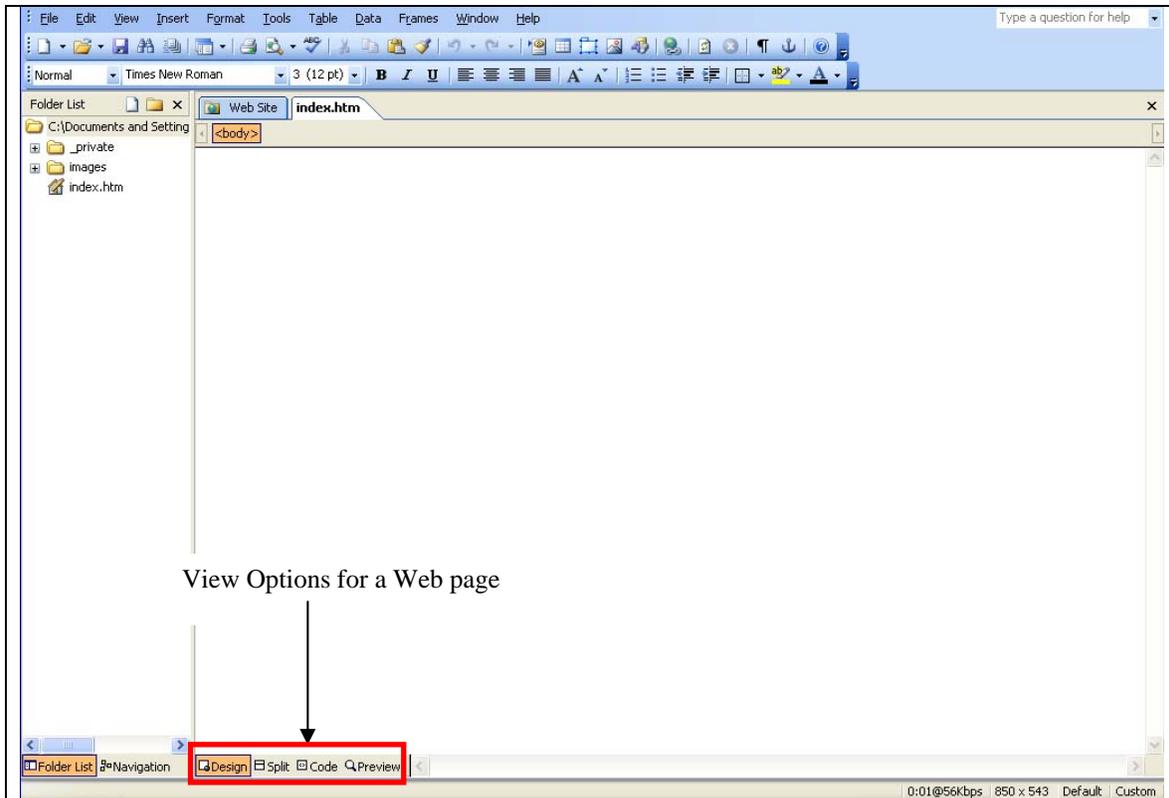


# The FrontPage Interface



- **Menu bar:** the toolbar at the top of the screen.
- **Standard toolbar:** provides commonly used tools such as create new, open, save, print, etc.
- **Formatting toolbar:** provides tools for formatting text.
- **Folder list:** displays all the Web pages (HTML files), folders and files that are contained in your Web site (Note: if the folder list is not displayed, go to “View>> Folder List” to open it).  
**Note:** If you don’t remember where your Web site folder is saved, hover your cursor over the root folder in the “Folder List” window, you will see where your Web site folder is saved.
- **Web site tab:** gives you view options to see folders, Remote Web sites, reports, navigation, hyperlinks and tasks of your Web site.

When you open a Web page (for example, double click the file named “index.htm” either under the “Web site” tab or from the “Folder List” window to open the page), you will have four different view options:



- **Design View:** the main editing view that you use to create and design a Web page.
- **Split View:** displays both the HTML code and the page design at the same time.
- **Code View:** displays only the HTML code for the Web page.
- **Preview:** display the Web page as it would appear in Internet Explorer.

## Editing Your Home Page

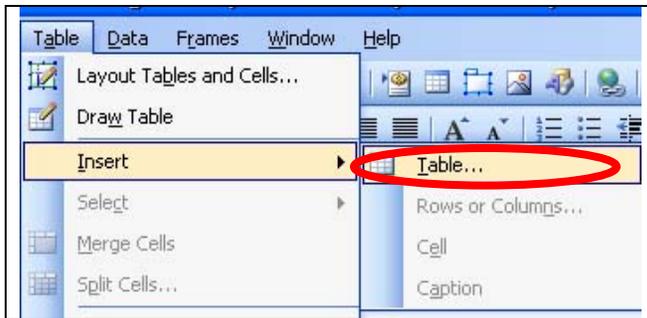
By default, an “index.htm” Web page has been created for you. The “index.htm” page is your home page — the first page people will see when they open your Web site. If it’s not already opened, double click the file named “index.htm” under the “Web Site” tab or from the “Folder List” window to open it.

**Note: do not change the name for the index page** because it’s a system generated default name for the home page. When you upload your Web site to the server, the computer will look for and display the index page first.

### Use Tables to Organize Your Information

Tables help you better organize all the elements on a Web page. So before you start typing text or inserting images to the page, create a table first:

1. Go to “Table >> Insert >> Table...”



2. From the “Insert Table” window, select the number of rows and columns for the table. Make sure to set the border size to “0” so that the table border won’t be displayed.
3. Click “OK”

### Add a Page Banner

You can insert a page banner as text or a graphic into your Web page. To insert a page banner:

1. Go to “Insert >> Page Banner”
2. Select “Picture” if you want the page banner to appear as a graphic, or select text if you want it to appear as text. Type the page banner text in the “Page banner text” window and then click “Ok.”



3. If you need to change the page banner, double click it to open the “Page Banner Properties” window to edit it.

**Note:** You can’t add a page banner if the page is not part of your Web site or the page has not been added to the navigation structure (See below to find out how to add a page to the navigation structure). This does not apply to the index page (home page).

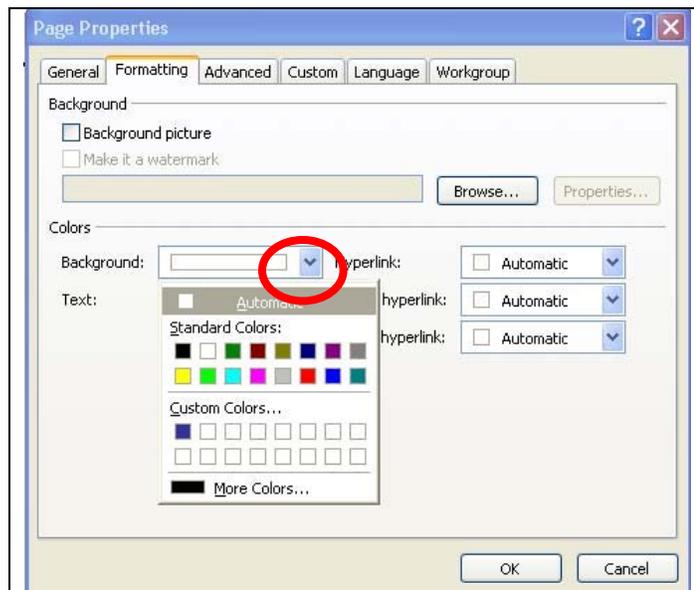
### Enter/Edit Text

You can then start typing in text in the table cells as you would in a word processor. You can use the tools from the formatting toolbar to format text.

## Edit Background

To change background color:

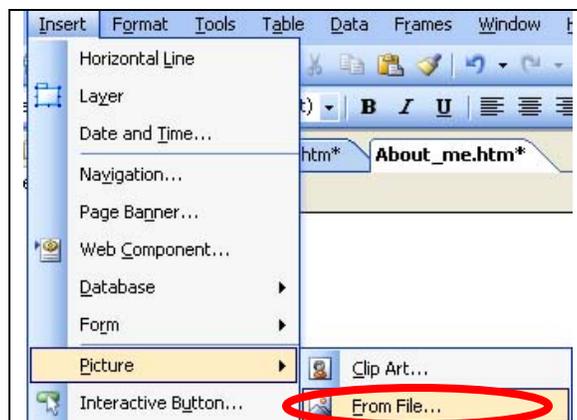
1. Click “Format >> Background”
2. Click on the drop-down arrow next to “Background” under “Colors” heading and select the color you want.
3. You can also select a picture as a background by clicking on the “Browse” button to navigate to the picture.



## Insert a Picture

To insert a picture to your page:

1. First save the picture into the “images” folder which was automatically created when you create the Web site (To download a picture from a Web site, right click on the picture, and then choose “Save target as” from the pop-up menu).
2. Then go to “Insert >> Picture >> From File.” Navigate to the “images” folder and select the picture, and then click “Insert.”



**Note:**

- You have to save all the pictures somewhere in your Web site (e.g., in the “images” folder) in order for the pictures to show up later on when you upload your Web site to the server. **In fact, all the files you ever used in your Web site need to be saved somewhere in your Web site.**
- If you don’t save the picture somewhere in your Web site before you insert it to the Web page, you will be prompted to save the embedded picture in your Web site when the first time you go to “File >> Save” to save the page.

**Insert a Clip Art**

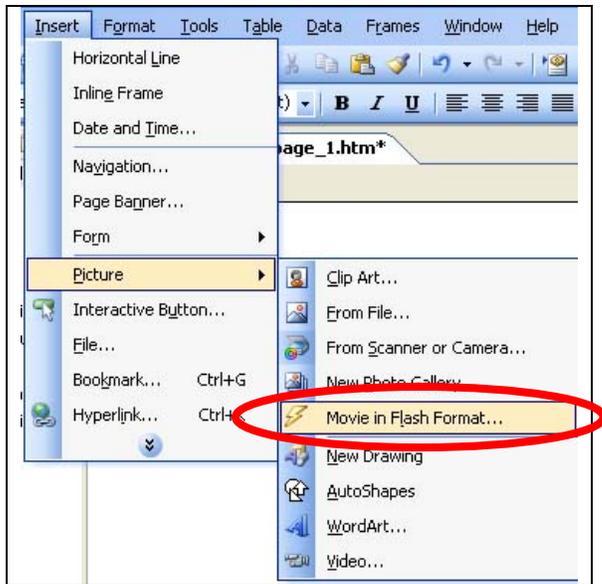
To insert a clip art to your page:

1. Go to “Insert >> Picture >> Clip Art.”
2. The “Clip Art” task pane will appear on the right side of the window.
3. Click the clip art you want to insert and it will be inserted in your web page.
4. When you go to “File >> Save” to save the page that includes a clip art, you will be prompted to save the embedded file. From the “Save Embedded Files” window, click “Change Folder” to navigate to the “images” folder.
5. Click “OK.”



**Insert a Flash Movie**

1. First save the flash movie to your Web site folder.
2. Then go to “Insert >> Picture >> Movie in Flash Format.” Navigate to the flash file saved in your Web site folder, and then click “Insert.”



3. Go to “File >> Preview in Browser” to see the flash movie.

**Note:** If you don’t save the flash movie somewhere in your Web site before you insert it to the Web page, you will be prompt to save the embedded movie in your Web site when the first time you go to “File >> Save” to save the page.

### Insert a Video

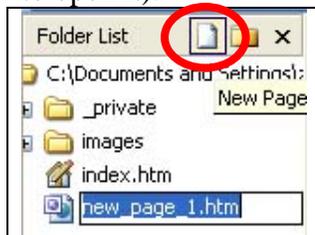
Use the same procedure described above under “Insert a Flash Movie” to insert a video, but instead, select “Insert >> Picture >> Video.”

## Add/Edit Web Pages

### Add a Page

To add a new page to your Web site:

1. Click on the new page icon on the upper right corner of the “Folder List” window. (**Note:** if the “Folder List” window is not displayed, go to “View>> Folder List” to open it).

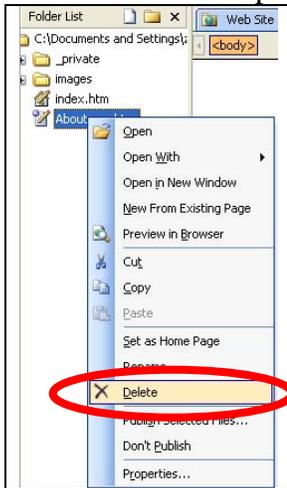


2. A new page will show up in the “Folder List” window, by default, it’s named “new\_page\_1.htm”
3. Type a name for the new page and then hit enter. Note: the file extension has to be .htm.”
4. Double click the new page to open and populate it.

## Delete a Page

To delete a page from your Web site:

1. From the “Folder List” window, right click on the name of the page and select “Delete” from the pop-up window.

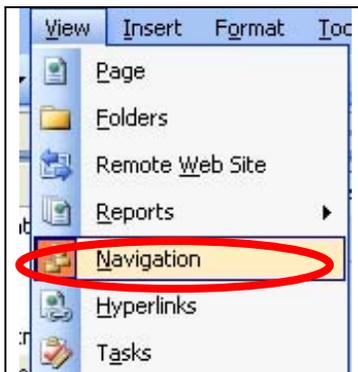


From the same pop-up menu, you can also choose to rename a page, set a page as home page, change the page properties, etc.

## Add a Page to the Navigation Structure

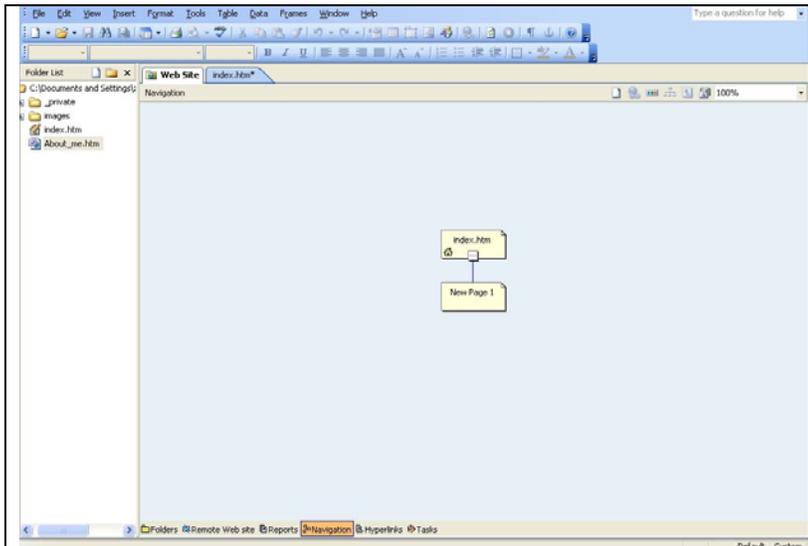
When you add a new page, you have to add it to the Web site navigation structure in order to insert elements such as page banner and navigation bar. To add a new page to the navigation structure:

1. Make sure the “Folder List” window is open (if not, go to “View>> Folder List”)
2. Click “View>> Navigation” (Alternatively, you can click the “Web Site” tab at the top of the screen and then select “Navigation” from the view options at the bottom of the screen.)



3. In Main window, you will see a navigation map of your Web site.
4. Drag the new page (e.g., About\_me.htm) from the “Folder List” window and drop it to the navigation map. A dotted line will appear to guide you. Since the

“index.htm” page is the home page, it will be at the highest level. You can organize your site in various levels.

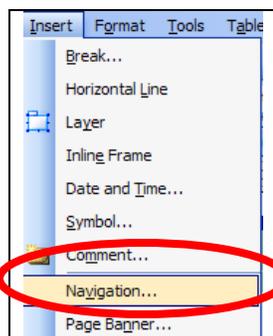


5. In this example, the “About\_me.htm” page is dragged and dropped on the navigation map and linked to the home page (index.htm). The name of it, however, will still show up as "New Page 1" instead of “About\_me”, you can right click on the page and rename it, or you can open the “About me” page and insert a page banner, the file name in the navigation map will change to the page banner text.
6. Use the same procedure to add as many pages as you need and add them to the navigation structure.

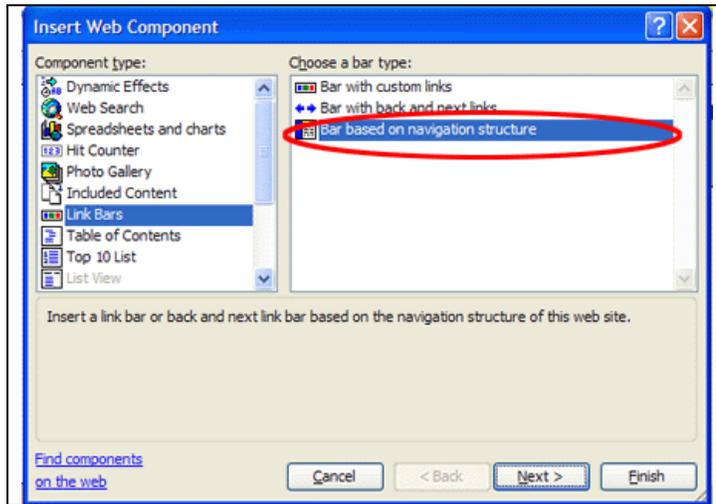
## Insert a Navigation Bar

Navigation bar allows your audience to navigate from one page to another on your Web site. By adding a navigation bar, the hyperlinks will be automatically created. If you delete a page, the hyperlinks to that page will be removed automatically as well. To insert a navigation bar:

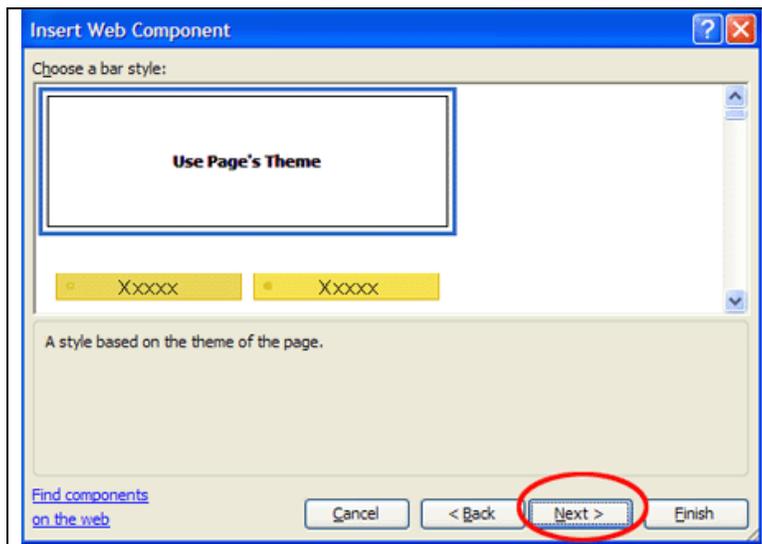
1. Double click to open a Web page.
2. Click “Insert >> Navigation.”



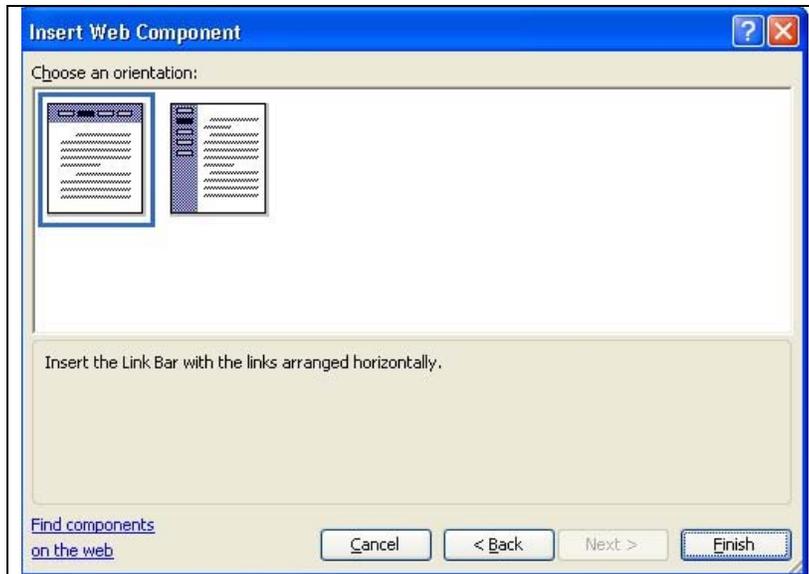
3. The “Insert Web Component” window will open, choose “Bar based on navigation structure” to insert a navigation bar and click Next.



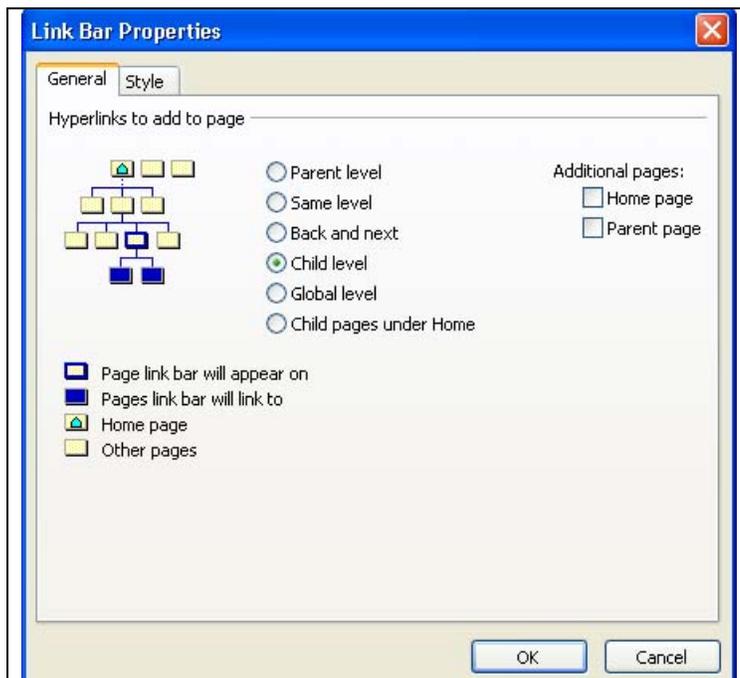
4. Leave the default setting (i.e., “Use Page’s Theme”) for the bar style and click “Next”. This way the navigation bar for the page will be the same style as other pages.



5. Choose an orientation for the navigation bar and click “Finish.”



6. The “Link Bar Properties” window will pop up. Choose appropriate level for the hyperlinks, for example, choose “Child level” if you want to create hyperlinks from the home page to its child level Web pages. Choose additional pages and then click “OK,” a navigation bar will show up.



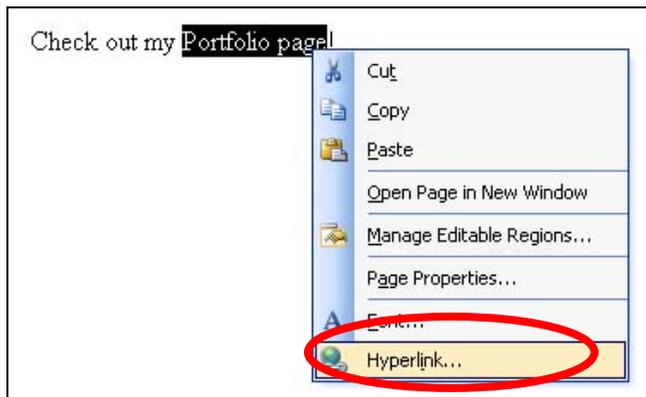
**Note:** The hyperlinks on the navigation bar will use the same name as the page banner. If you need to rename a hyperlink on the navigation bar, you need to rename the page banner.

# Insert Hyperlinks

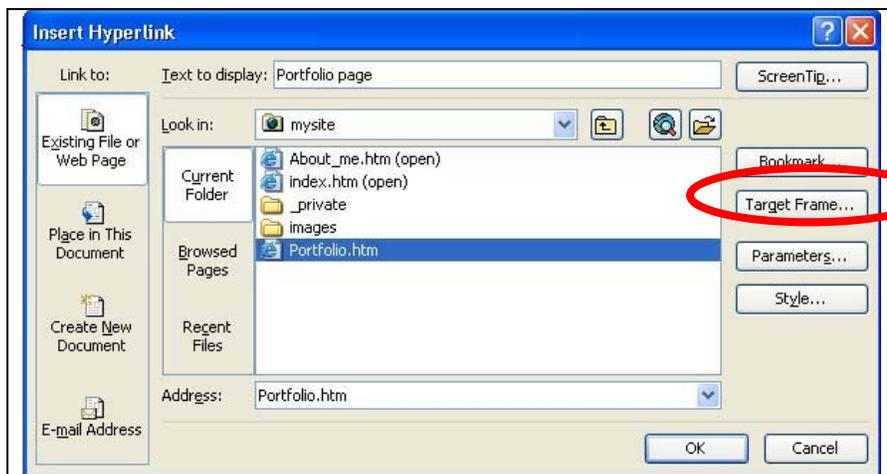
## Insert an internal Hyperlink to a Web page or file in your Web site

An internal hyperlink is a link to a page or file inside your Web site. To insert an internal hyperlink to a Web page or file in your Web site:

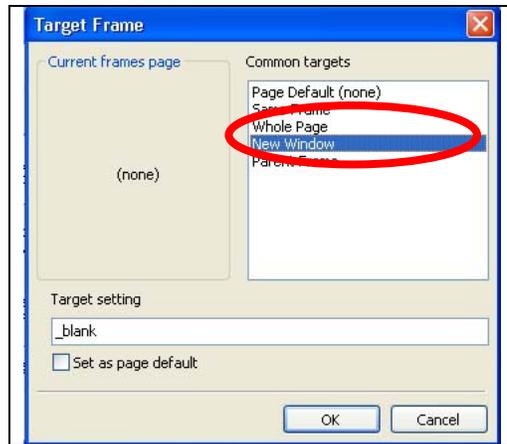
1. Highlight the text or an image that you want to create a hyperlink from
2. Right click on it and select “Hyperlink” from the pop up menu (alternatively, you can select the insert hyperlink button from the standard toolbar ).



3. From the “Insert Hyperlink” dialogue box, click on the drop-down arrow next to "Look in" and navigate to the Web page or file you want to link to. Highlight it and its address will automatically show up in the address line.



4. If you want the page or file to open in a new window instead of the same window, click on the “Target Frame” button. (This step is optional).
5. From the “Target Frame” dialogue box, select “New Window” from “Common targets” category and then click “OK.” (Optional).



6. Click “OK” again in the “Insert Hyperlink” dialogue box.
7. The selected text will be underlined and the color also will change to indicate a hyperlink.

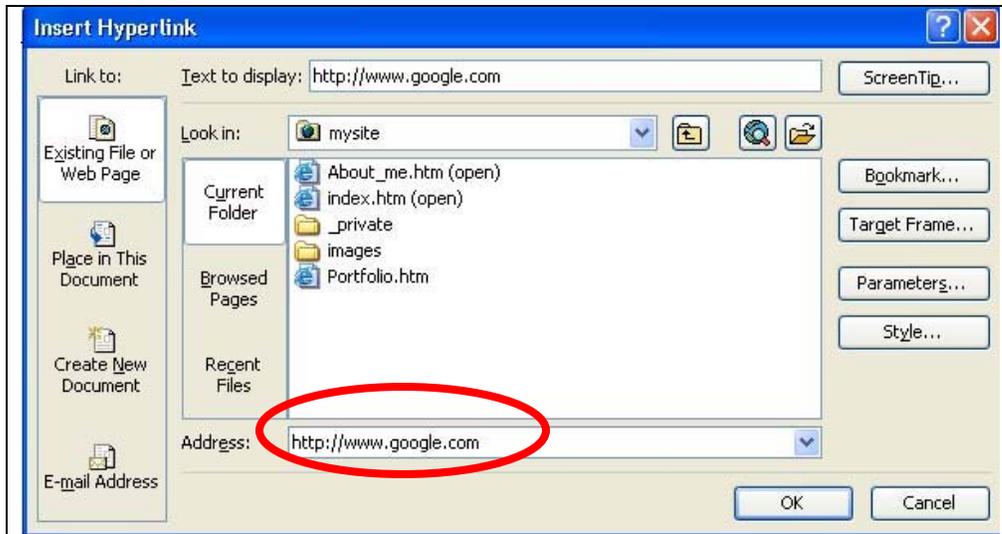
**Note: All the Web pages and files you link to need to be saved somewhere in your Web site.**

1. When you create a hyperlink to a Web page, the Web page has to be within your Web site folder.
2. When you create a hyperlink to a file, such as a Word file, a picture file (.jpg, .gif) a .PDF file, etc, you need to first save the file into your Web site folder and then create a link to it.
3. It’s suggested to save all your pictures into the “images” folder in your Web site.

### **Insert an External Hyperlink to a Web site on the Internet**

An external hyperlink is a link to a Web site that is already on the Internet. To insert an external hyperlink to a Web site on the internet, such as Google:

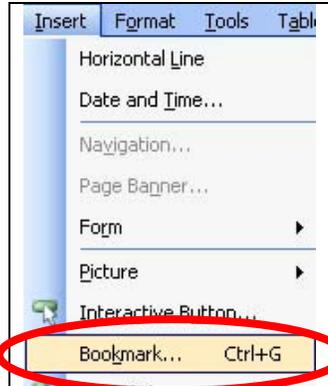
1. Highlight the text or an image that you want to create a hyperlink from.
2. Right click on it and select “Hyperlink” from the pop up menu (alternatively, you can select the “Insert Hyperlink” button from the standard toolbar ).
3. From the “Insert Hyperlink” dialogue box, enter the full URL of the external Web site, e.g., <http://www.google.com>, and click “OK.”
4. If you want to have Google site open in a new window, follow steps 4-5 above.



### Insert a Hyperlink to a Place in the Same Page

If you have a long page, instead of having the user to scroll all the way to a specific location, you can create a hyperlink to it. You need to first create insert a bookmark at that location and then create a hyperlink to that bookmark:

1. Place the cursor to where you want to insert a bookmark.
2. Go to “Insert >> Bookmark.”



3. Enter a name for the bookmark from the pop-up “Bookmark” window and then click “OK.”
4. A bookmark symbol will appear at that location.
5. Highlight the text that you want to create a hyperlink from.
6. Right click on it and select “Hyperlink” from the pop up menu (alternatively, you can select the “Insert Hyperlink” button from the standard toolbar ).

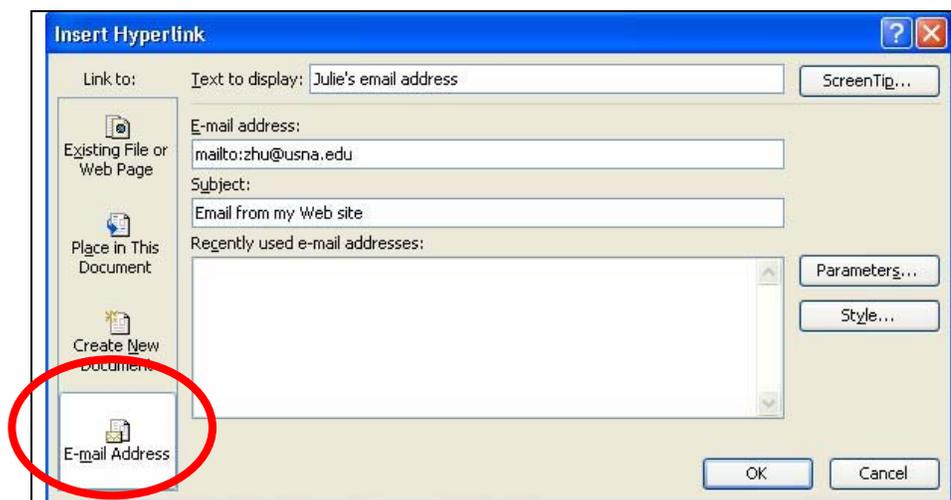


7. From the “Insert Hyperlink” window, select “Place in This Document” under the “Link to” area.
8. Select the bookmarked location and then click “OK.”

### Insert an E-mail Link

To Insert an E-mail link:

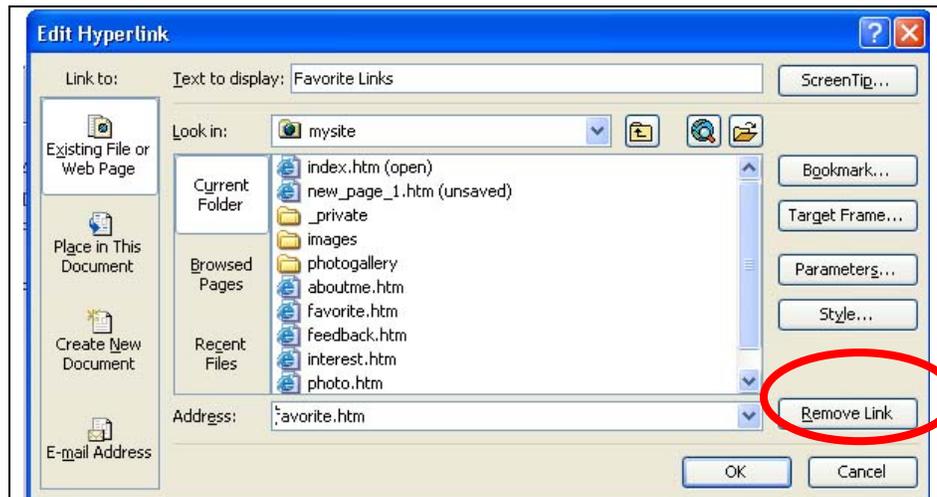
1. Click “Insert >> Hyperlink” or select the insert hyperlink button from the standard toolbar .
2. From the “Insert Hyperlink” window, select “E-mail Address” under the “Link to” area.
3. Enter the text to display (e.g., Julie’s email address or [zhu@usna.edu](mailto:zhu@usna.edu)).
4. Enter your email address.
5. Enter a subject for the email and then click “OK.” Your display text will appear as a hyperlink.



## Remove a Hyperlink

To remove a hyperlink:

1. Right click on the hyperlink and select “Hyperlink Properties” from the pop up menu.
2. Click “Remove Hyperlink” button in the “Edit Hyperlink” window.



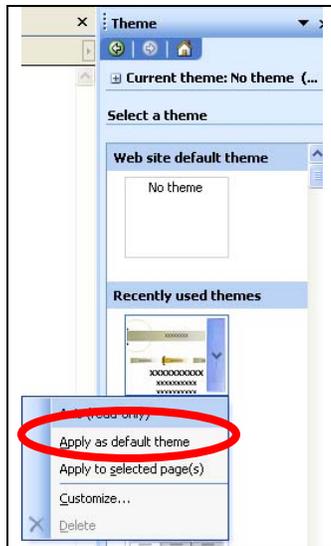
## Apply Themes

A Theme is a unified set of design elements and color schemes that you apply to pages to give them a consistent and attractive appearance. A theme affects all aspects of a page's appearance: colors, graphics and styles. Using a theme is a quick and easy way to add interest to pages and give them a professional look. FrontPage includes many preset themes that you can use right away — you can use them as they are, or modify them.

To apply a theme to your Web page:

1. Go to “Format >> Theme”
2. The “Theme” task pane will open on the right side of the screen. You can browse and select the desired theme that you want. When you hover your mouse over a theme thumbnail, an arrow will appear on the right edge. Click on the arrow to choose to apply the theme to all your Web pages (default theme) or selected pages; you can also select “Customize” to modify the theme.

**Note:** It's suggested that you select the “Apply as default theme” option to apply the theme to all the Web pages in your Web site in order to keep a consistent and professional look. When you choose one theme to be the default theme for your Web, the theme is applied to all existing pages and to new pages that you add later.



### Tips:

- To change to a different theme, follow the previous steps to change the theme at any time.
- To remove a theme, select “No Theme” from the “Theme” task pane and then select “Apply as default theme” if you want to remove the theme for all your Web pages or “Apply to selected page(s)” if you want to remove the theme for certain pages.
- You can create a new theme by selecting “Create new theme...” link at the bottom on the “Theme” task pane.
- The “Format >> Background” feature won’t be available once you apply a theme to a Web page.

## Save and Preview Your Web Site

### Save Your Web Site

To save, go to “File >> Save” to save the current page you are working on, go to “File >> Save All” to save any unsaved pages.

### Preview Your Web Site

To see how your Web site looks in Internet Explorer, while you are in any Web page, click on the “Show Preview View” option at the bottom of the screen.

### Note:

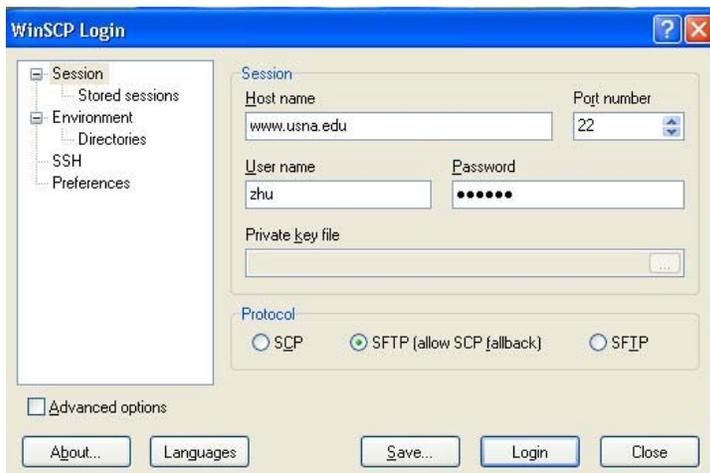
- All your Web pages and files must be saved in order to view the most recent changes.
- Go to “File >> Preview in Browser” to preview the Web site in other Internet browsers that are installed on your computer.

## Publish Your Web Site

You will need to have Web space in order to publish your Web site online. The Naval Academy offers free space to faculty on the Academy's server. The Webmasters in each department can create accounts for faculty members. The guide for the Webmasters to create accounts can be accessed at <http://intranet.usna.edu/Masters>

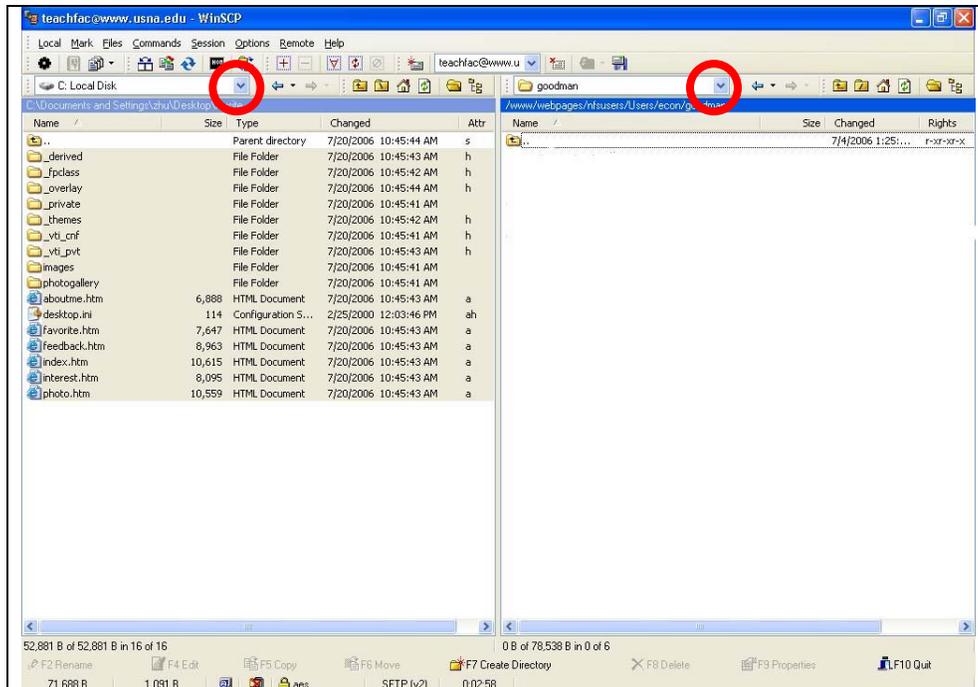
Once the account is created, you may populate the account using WinSCP3 (Windows Secure FTP Client) which can be downloaded at <http://intranet.usna.edu/IRC/software/softwareList.htm>

Once the WinSCP3 is downloaded and installed, double click the WinSCP3 icon to open the login window, for the "Host name," enter "www.usna.edu" (without the quotation), enter your USNA Network Account User name and Password, and then click "Login."



You will see two windows displayed side by side. The left window displays files in your local computer, the right window displays files on the server. To upload your Web site from your local computer to the server:

1. In the left window, click on the drop-down arrow to navigate to the Web site folder you've created and saved on your local computer (you local folder), and double click to open it.
2. In the right window, click on the drop-down arrow to navigate to your remote folder on the server. Assume you are at the /<root> folder, the path should be: /www/Webpages/nfusers/Users/<department>/<YourName>/  
For example: /www/Webpages/nfusers/Users/history/jpjones/ Double click to open the remote folder.
3. Select all the files (Ctrl + A) in your local Web site folder (e.g., "mysite" folder), and drag and drop them into your remote folder on the server.



4. To access the pages that you have uploaded to www.usna.edu, open Internet Explorer and type the following URL: <http://www.usna.edu/Users/history/jpjones/>

You can use the same procedure to update your Web site.