

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 II

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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:

- Learn best practices of designing a professional Web site
- Use Web site templates
- Create frames pages
- Create interactive buttons
- Create an online photo gallery

Table of Contents

Developing a Professional Looking Web site.....	4
Web Site Templates	4
Create a Frames Page.....	6
Insert Interactive Buttons	10
Create an Online Photo Gallery	11

Developing a Professional Looking Web site

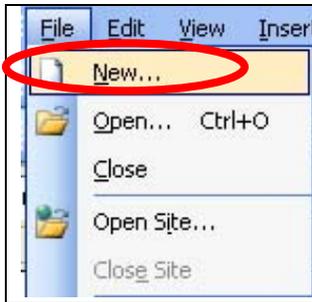
There are some key areas in developing a professional looking Web site:

1. **Consider your audience:** Decide who will be your target audience. A professional looking Web site should have an appearance that appeals to the target audience and contain information that is useful to the target audience.
2. **Being Consistent:** the entire Web site should have a common theme: same background color, page banner, navigation bar, buttons, headings, etc. This will create a consistent look and feel among the various pages of the Web site.
3. **Well Maintained:** A webmaster should be designated to maintain the Web site and keep the information updated.
4. **User Friendly:** A professional looking Web site should be easy to navigate so that the audience can easily find the information they are looking for. Consider the “five click rule” – the audience should be able to find the information they are looking for in less than five mouse clicks from the Web site homepage.

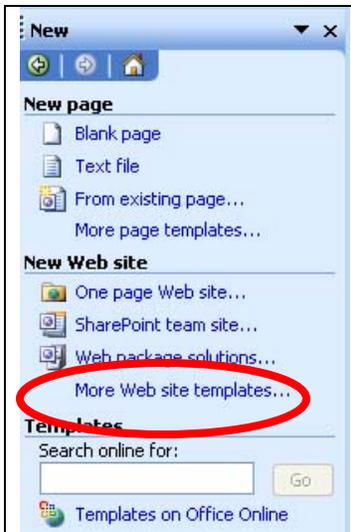
Web Site Templates

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

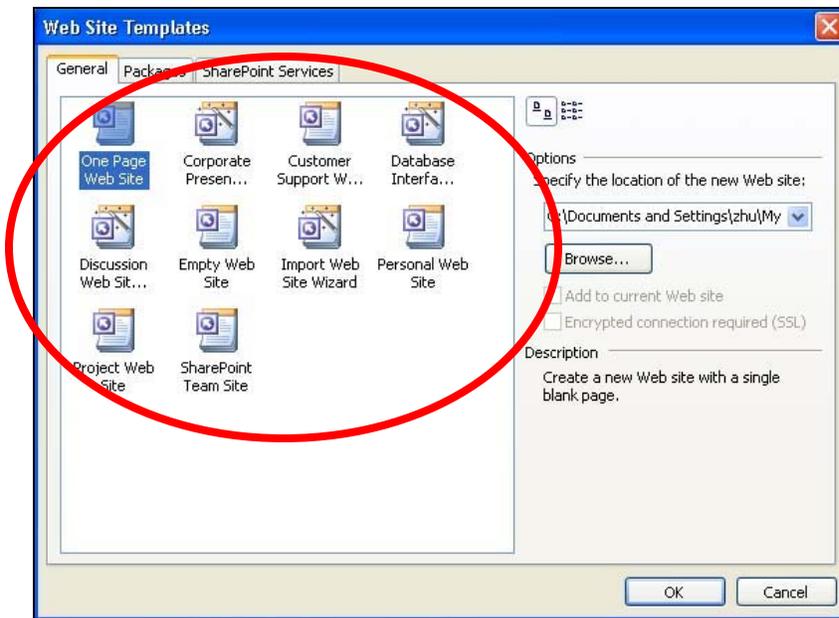
1. From the “File” pull-down menu, click “New.”



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



3. You will see a list of Web site templates you can choose from. Web site templates will automatically create a Web site which contains one or more samples Web pages with pre-populated content for you to modify.

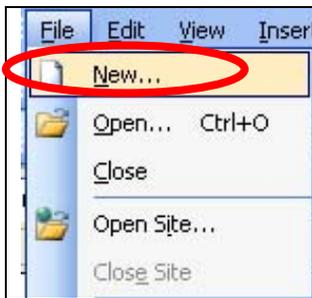


Create a Frames Page

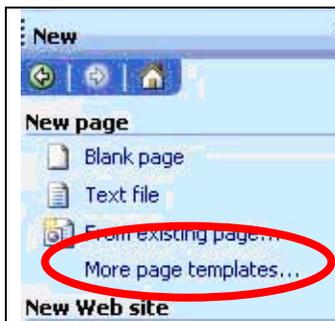
A frames page is a type of Web page that has multiple areas within it called frames. Each of these frames can display a different Web page. A frames page itself is a container that specifies which other Web pages to display in a frame and how to display them. Frames pages are useful if the information in certain areas remains the same for all the Web pages throughout the Web site. For example, if all the Web pages shares the same page banner and/or navigation bar, then you may consider using frames.

To create a frame page:

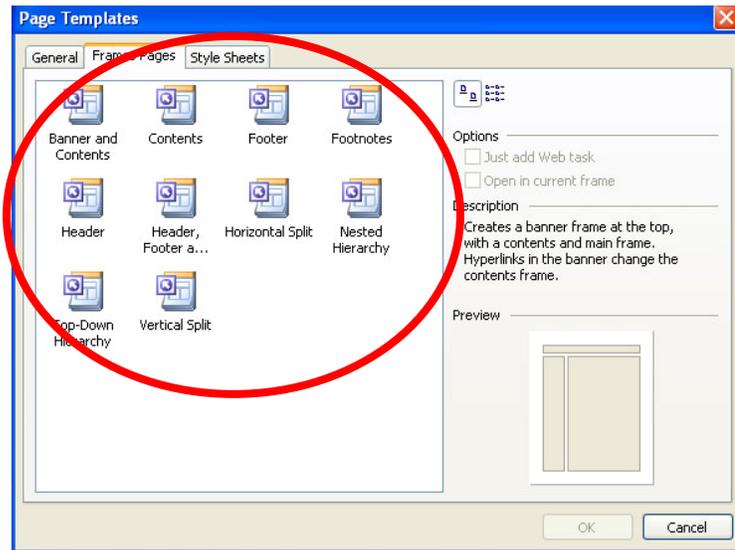
1. From the “File” pull-down menu, click “New.”



2. The “New” task pane window will open on the right side of the screen. Select “More page templates” under “New page.”



3. Click the “Frames Pages” tab and you’ll see a list of templates.



4. Select a template to preview the layout and then click “OK.” For example, the “Banner and Contents” will create a banner frame at the top, navigation frame on the left and contents frame as the main frame.

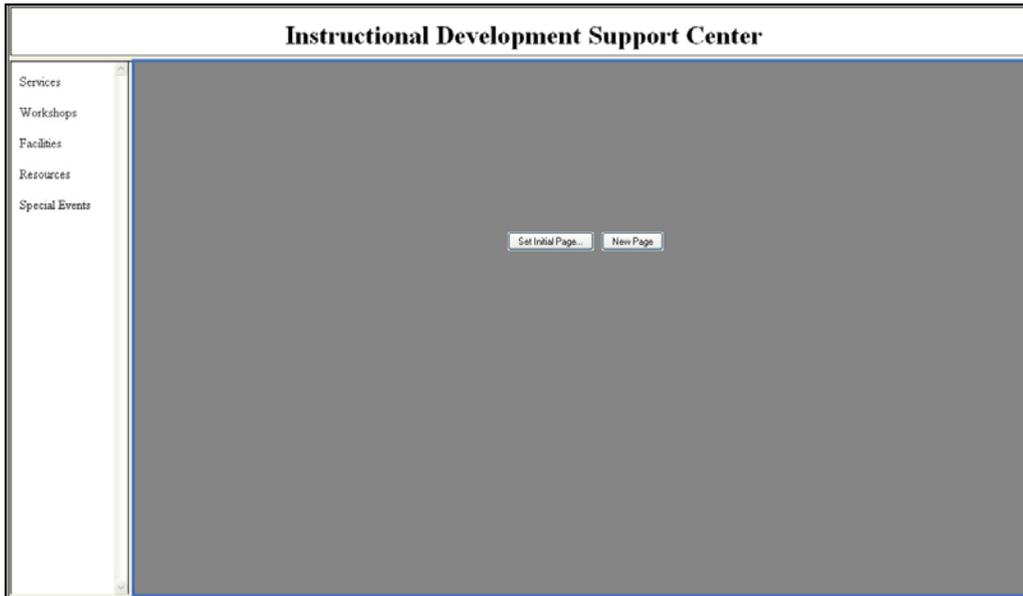
5. Set the initial page to show in each frame by either click the “Set Initial Page” button and navigate to an existing Web page or the “New Page” button if you want to create a new page and set the new page as the initial page for that frame.



Frame Page Example

We’ll use the “Banner and Contents” template as an example to create a frames page as the Home page. Assume we’ll create all the initial pages from scratch.

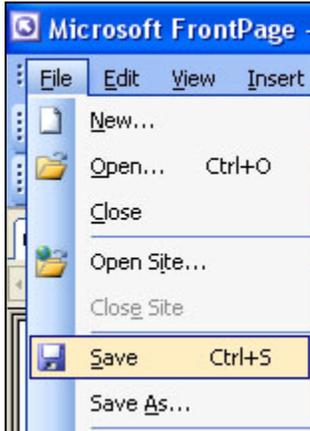
1. Click the “New Page” button in the top frame, and then start adding a page banner. You can either insert text or a graphic as a page banner.
2. Click the “New Page” button in the left frame, and then start adding a navigation bar. In this example, only texts are entered. Hyperlinks to other pages will be created later because other pages haven’t been created yet.



3. Click the “New Page” button in the main frame, and then start populating the page.



4. Click “File >> Save.”



5. FrontPage will prompt you to save each individual frame as a separate Web page and then the Frames Page as a whole. In this example, we can save the top frame as “Banner.htm” page, save the left frame as “Navigation.htm” page and then main frame as “Content.htm” page. We’ll save the frame page itself as “Index.htm” page which is also the Home page. (Note: you have to save your home page as “index.htm” so that the computer can recognize the display the page first).
6. Go to “File >> New” to create and populate other child Web pages in your Web site and save them separately, e.g., “Services.htm,” “Workshops.htm,” “Facilities.htm,” “Recourse.htm,” and “Special Events.htm.” Then create hyperlinks to each child page in the “Navigation” frame (Please refer to “Introduction to FrontPage I” handout for details on how to create new pages and insert hyperlinks”).

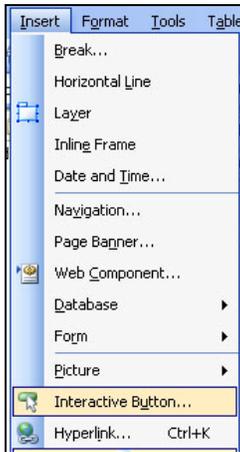


7. By default, if you click on the hyperlinks in the “Navigation” frame, the child pages will open in the main frame.

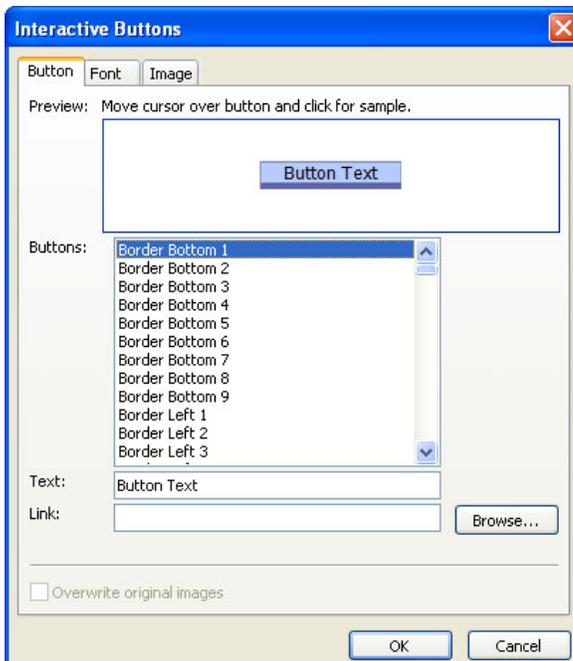
Insert Interactive Buttons

You can add professional-looking interactive buttons on your Web site that look as if they were created with an advanced graphics-editing tool. To add interactive buttons:

1. Place your cursor where you want to add the button.
2. From the “Insert” pull-down menu, select “Interactive Button”



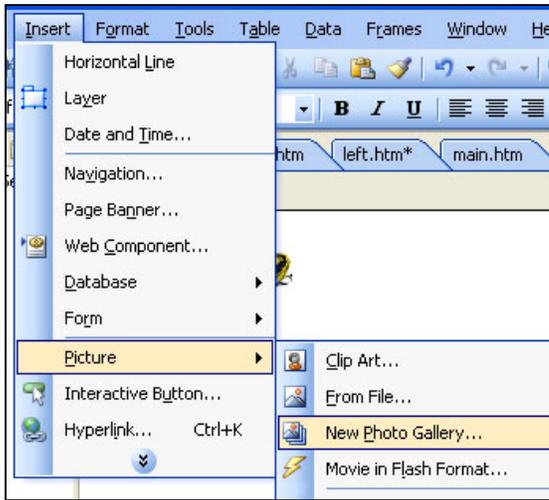
3. On the “Button” tab, select a button style from the buttons list and type the text that you want to appear on the button. Click the “Browse” button next to the “Link” box and navigate to the file you want the button to link to, or directly enter the URL in the “Link” box if you want the button to link to a Web page. You can also click on the “Font” tab to change the font size and color of the button text, and/or click on the “Image” tab to change the image properties.



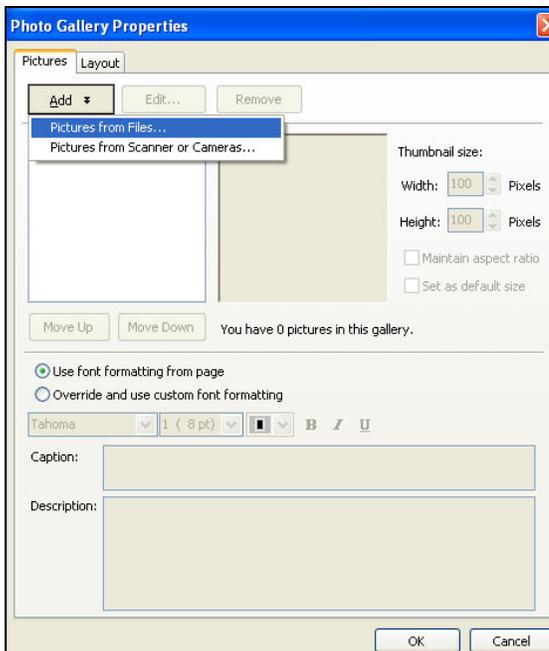
Create an Online Photo Gallery

A photo gallery is a Web page that contains a collection of photos arranged in a specific layout. Microsoft FrontPage provides four different layouts that you can use to arrange your graphics. To create a photo gallery:

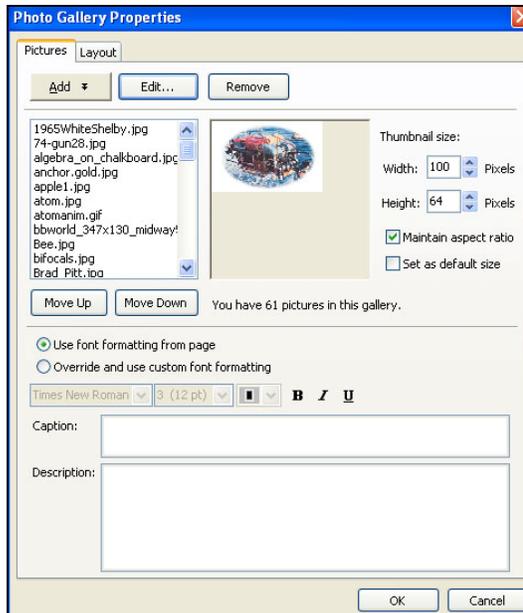
1. From the “Insert” pull down menu, click “Pictures >> New Photo Gallery.”



2. The “Photo Gallery Properties” window will appear.
3. Click “Add” to select pictures. You can either select pictures that are saved somewhere on your computer or pictures from a scanner or camera. Hold on the “Ctrl” key to select multiple pictures.



- You can then use the “Move Up” and “Move Down” options to rearrange the order of the pictures; change the width and height of the thumbnails; add captions and/or descriptions for the pictures (Note: Caption and Description options are not available when you choose the Montage Layout).



- Click the “Layout” tab to change the layout of the pictures and specify the number of pictures per row, then click “OK.” A photo gallery will be automatically generated.
- Go to “File >> Save” to save the page. You’ll be prompted to save the pictures in the gallery. It’s a good practice to save all the pictures to the “Images” folder. If you don’t have an “Images” folder, create one.

