

**Using the Web in Mathematics – Foundations Course**  
**Website Creation Using MS FrontPage 2000**  
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**Overview:** MS FrontPage provides useful tools for creating, maintaining, and analyzing web sites. In addition to a WYSIWYG (What You See Is What You Get) editing window, MS FrontPage has an HTML editing window with which we can edit the HTML code and insert JAVA or JavaScript code and a Preview window with which to view the web page as we create it. MS FrontPage's similarity to MS Word makes learning to use MS FrontPage relatively easy. Our examination of MS FrontPage will include design considerations, the use of templates, adding content to pages, adding hyperlinks to pages within your website and hyperlinks to external sites, adding pictures and clipart, website navigation including the creation of navigation bars, and the use of tables to organize and to format both text and graphics.

**Starting MS FrontPage 2000:** When we start MS FrontPage, the FrontPage dialog box appears, Figure 1. While we may initially choose to use MS FrontPage as a web page editor, we may want to use other programs to create and to edit web pages as well. So, it is best not to set a particular program as a default web page editor. Figure 2 displays our first view of the program window.

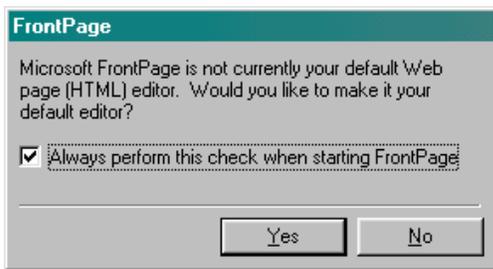


Figure 1 The FrontPage dialog box.

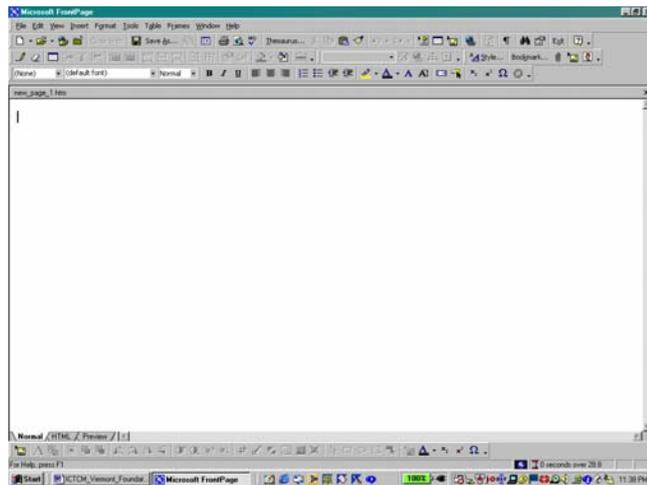


Figure 2 The MS FrontPage window.

**Program Views:** When we open the program, we may find the Views Bar open as in Figure 3. As we can see, we have the option to view the page alone as in Figure 2, the folders in our web (the folder containing our web page files), reports about our web, information about navigation of our site, and information about the hyperlinks to and from pages.

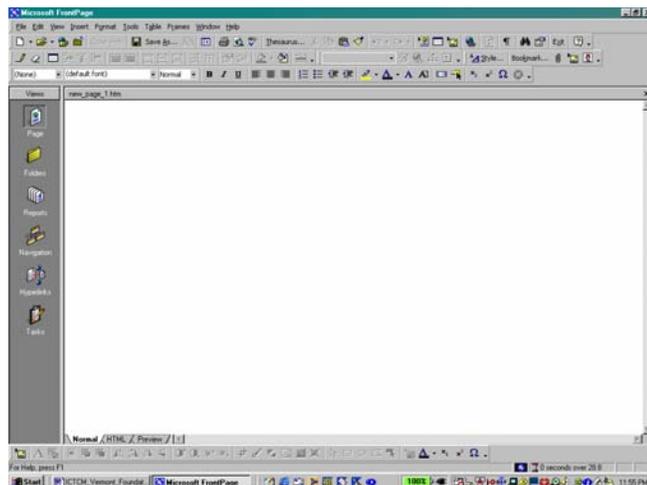


Figure 3 The MS FrontPage window displaying Views Bar.

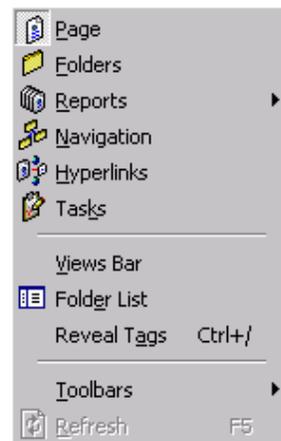
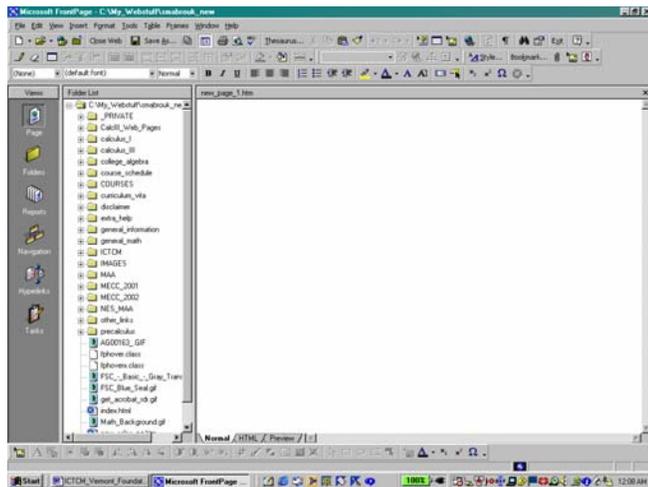
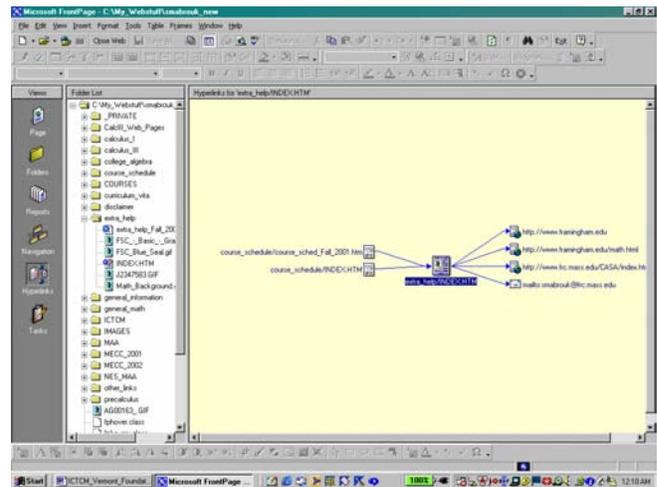


Figure 4 The View menu.

If desired, we can turn off the Views Bar and change the program view displayed in the program window using the View menu, Figure 4. When either the Views Bar or the Folder List is turned on, there is a check next to the Views Bar entry or the Folder List entry, respectively, on the View menu. The Views Bar allows us to change the program view by left-clicking on any of the view icons displayed on the Views Bar or by left-clicking on the desired view on the View menu. The Folder List allows us to examine and manipulate the contents of the web in which we are working, this includes creating, moving, renaming, and deleting both files and folders, in the same manner in which we use the Windows explorer. While turning off the Views Bar and the Folder List provide more space for viewing the web page that we create, it can be very helpful to display the Folder List while editing and managing a web. So in general, we will work in the program window with the Views Bar turned off and with the Folder List displayed.



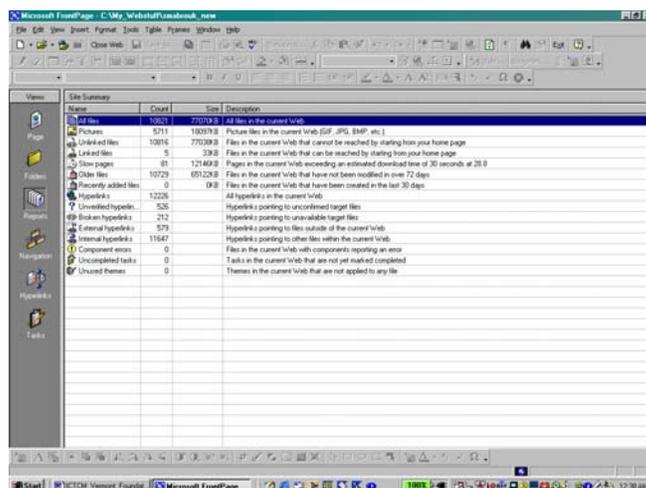
**Figure 5** The MS FrontPage window with Views Bar and Folder List for an open web.



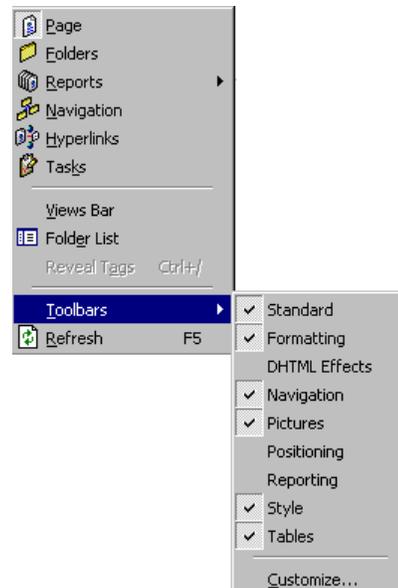
**Figure 6** The Hyperlinks view of the page extra\_help/index.htm.

The Hyperlinks view displays information about the hyperlinks to and from web pages. In Figure 6, we see the Hyperlink View for the page extra\_help/index.htm in the author's web site. We see that there are two hyperlinks to the page and four hyperlinks from the page. The Hyperlinks View does not display information about hyperlinks created using a JavaScript with a pull down menu – this is the main method of navigation used in this web site.

The Task entry on the Views Bar can be used as a sort of to-do list to schedule the development of the web.



**Figure 7** The Reports View of the author's web site.



**Figure 8** The Toolbars popup menu for the View menu.

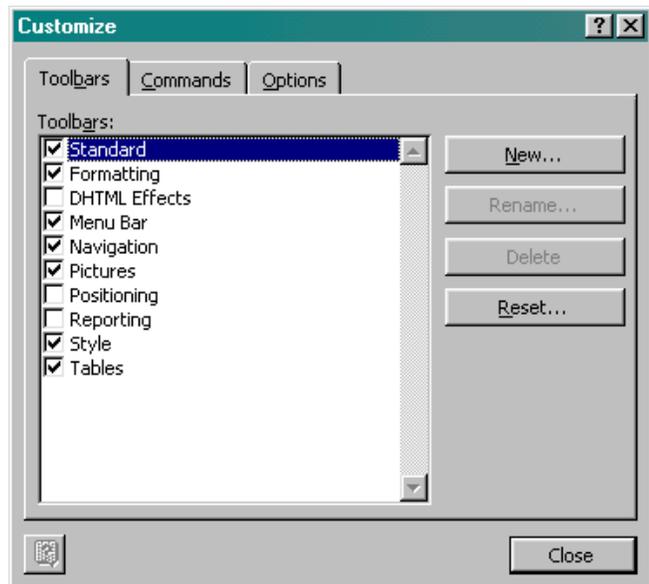
We use the Report View to obtain information about the hyperlinks, files, folders, and size of our web. Figure 7 displays the Report View for the author's web site. If we examine a web site using the Report View while work without a connection to the WWW, MS FrontPage cannot verify the external hyperlinks. The report provides a variety of information about a web site that can be helpful for web site management.

### **Customizing the MS FrontPage 2000 Program Window**

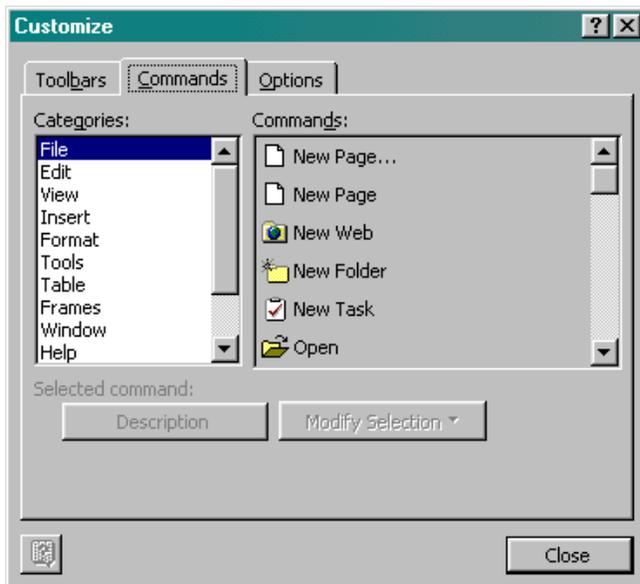
Customizing the program window is helpful if we use the program frequently. Using the toolbars can save time, and customizing the program environment can make the program feel more user friendly (and similar to other programs) that we use. To add toolbars and toolbar buttons, we select Customize on the Toolbars submenu of the View menu.

Of the toolbars listed on the Toolbars submenu, we can display any toolbar that is not displayed or close any toolbar that is displayed by left-clicking on the toolbar name. In Figure 8, we see that in this case, the Standard, Formatting, Navigation, Pictures, Style, and Tables toolbars are displayed. The DHTML Effects, Positioning, and Reporting toolbars are not displayed.

Left-clicking the Customize entry on the Toolbars submenu of the View menu, we generate the Customize dialog box. We use the Toolbars tab, Figure 9, to turn on and off the toolbars just as we can using the Toolbars submenu of the View menu. We use the Commands tab, Figure 10, to add and to remove toolbar buttons. We use the Options tab, Figure 11, to change some of the toolbar display options.



**Figure 9** The Toolbars tab of the Customize dialog box.



**Figure 10** The Commands tab of the Customize dialog box.

To add toolbar buttons to any of the toolbars displayed at the top of the program window, we select the category on the Commands tab and left-click the desired command and drag the toolbar button to the desired location among the displayed toolbar buttons. If we need a description of the command corresponding to the selected toolbar button, we left-click the Description box. To remove a toolbar button while customizing the toolbars, we left-click the toolbar button and drag it off the toolbar onto the editing window.

We use the Toolbars tab, Figure 9, to restore the original toolbar buttons to a toolbar after we have added or removed toolbar buttons. On the Toolbars tab, we select the toolbar that we would like to reset by left-clicking on the name of the toolbar, and then click the reset button.

We use the Options tab to change how the toolbar buttons are displayed. We uncheck the "Standard and Formatting toolbars share one row" option in order to allow the Standard toolbar and the formatting toolbar to be displayed as separate toolbars, and we uncheck the "Menus show recently used commands first" option so that the toolbar buttons will be displayed in the same position whenever we open the program. When we have completed customizing the program environment, we left-click the Close box.

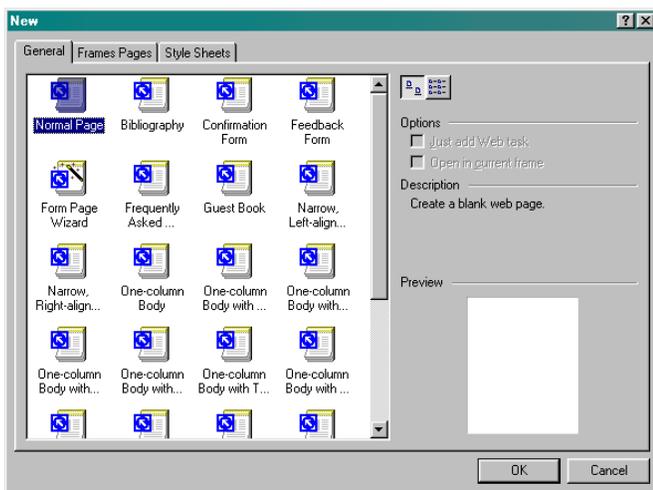


adding this information does not affect the contents of the folder, any folder can be a web. We left-click the Yes box to allow the program to add the appropriate information to our web, My\_FrontPage\_Webstuff. After we left-click the Yes box, the program opens the Folder List to display the contents of our web and displays a new page so that we are ready to create web pages.

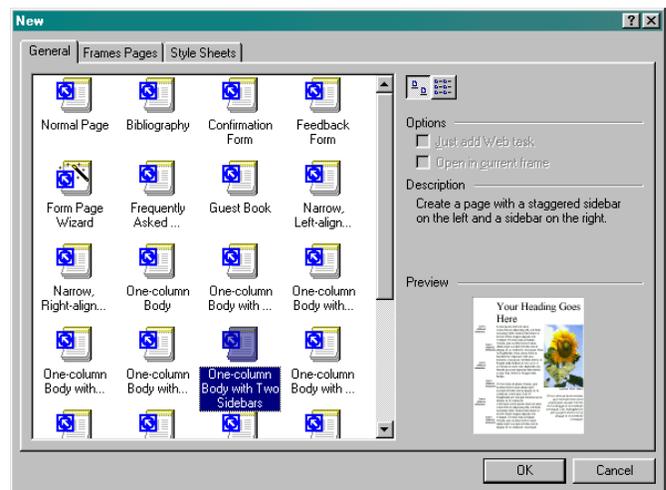
**Creating Web Pages:** When we opened the web, a new page was generated. Any time we want to create a new web page, we can create the new page in one of three ways: by left-clicking the New Page toolbar button, , by left-clicking the Page entry on the New submenu of the File menu, or by using the Control N key sequence.

When we use select Page on the New submenu of the File menu, we open the New Page Wizard, Figure 15. This page wizard allows us to access a variety of formatted and styled pages into which we can type the page information. The formatting for these pages can be changed in the same way in which we can change the formatting for tables and cells that we can create on a blank page.

If we want to select a blank, unformatted page, we select a Normal Page. If we like one of the preformatted pages, we can select the page this page and make any desired formatting, font, color scheme changes as we enter the page information. The New Page Wizard provides a preview of the formatted pages, Figure 16, that can be helpful in choosing a page.



**Figure 15** The New Page Wizard.



**Figure 16** The New Page wizard providing a preview of one of the formatted pages.

The best thing to do is experiment: play with the pages, blank and formatted, and decide what we like better. Since the formatted pages already contain the tables and the picture locations, we will use a blank page and experiment with it, entering tables, pictures, and text.

To create a blank page for which we can choose the font, formatting, and color scheme, we left-click the Normal Page icon and left-click the Ok box.

**Page Views:** The program has three page views, the Normal view which is similar to the MS Word editing window, the HTML view, and the Preview View. We can enter the page information using the Normal view just as we would if we were using MS Word; this is the WYSIWYG (What You See Is What You Get) editor. Although this page appears blank in the Normal view of the editing window, we can view the html code that MS FrontPage generates at the beginning of the page when we left-click the HTML tab, Figure 17. The header contains the program information. When we begin entering information on the page, the HTML code will be placed between the HTML code that indicates the body of the page; the HTML code will be entered between <body> and </body>.

The HTML view can be helpful in learning HTML code since we can experiment with various tools and enter various page objects and use the HTML view to examine the HTML code that is generated. In addition, the HTML view allows us to edit the HTML code generated by the program. We can add code to change the formatting of the page as well as add, for example, JavaScript.

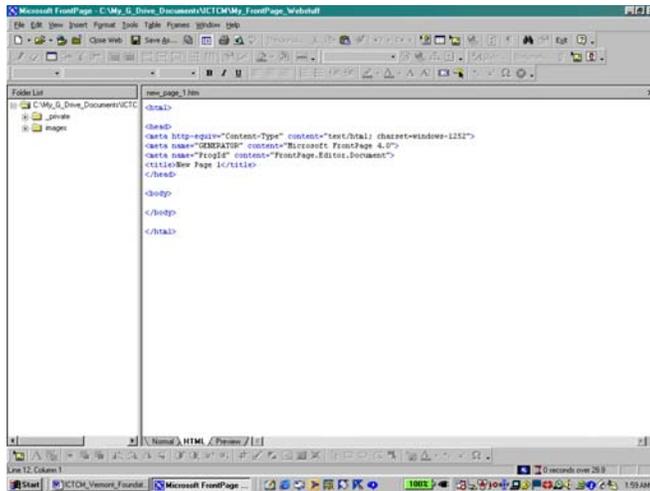


Figure 17 The HTML view of our blank page.

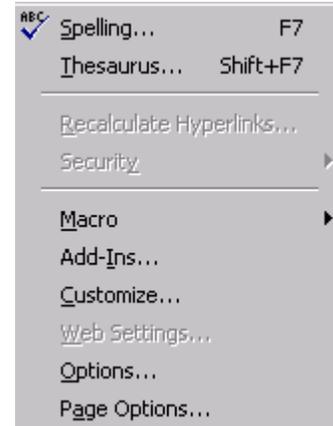


Figure 18 The Tools menu.

### Setting The Program's Default Font

The initial default font for the program is set at Times New Roman. If we want to change the default font to Arial, for example, we do this by selecting Page Options on the Tools menu, Figure 18. This opens the Page Options

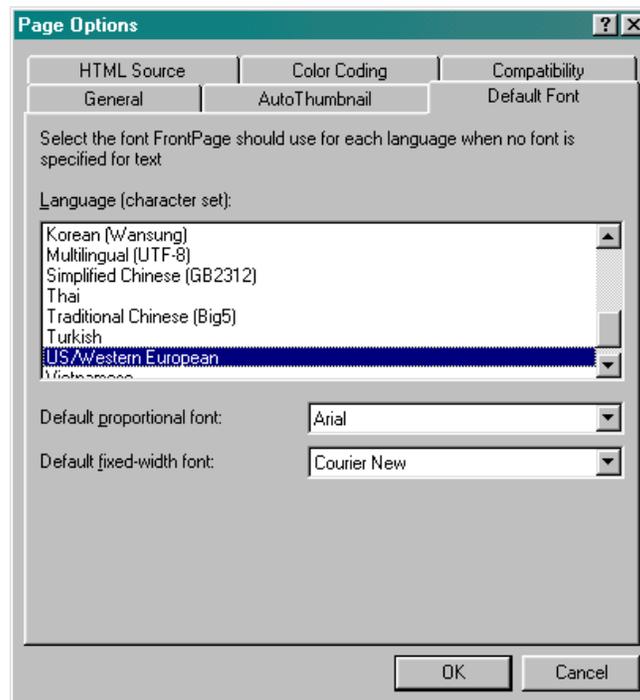


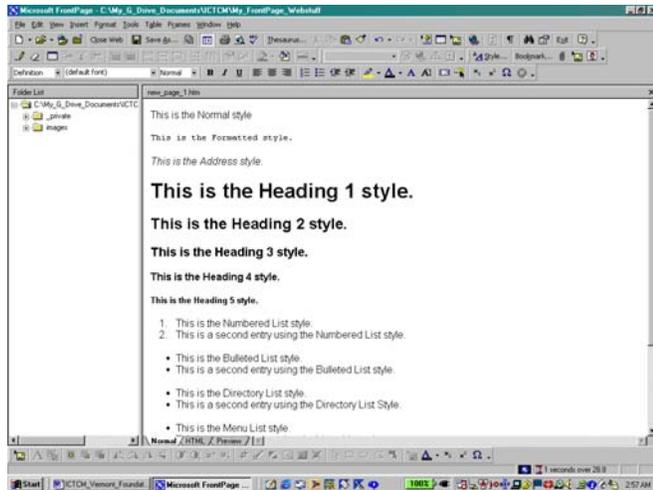
Figure 19 The Default Font Tab in the Page Options dialog box.

dialog box, and we set the default font for the program using the Default Font tab, Figure 19. To select the desired font, Arial in this example, we left-click the down arrow for the Default proportional font pull-down menu and find Arial in the font list. We left-click on Arial to select this font. We change the Default fixed-width font in the same manner. When we have set the default font, we left-click the Ok box. If we do not know any html code, it is best not to change any of the information displayed on the HTML Source tab and the Color Coding tabs.

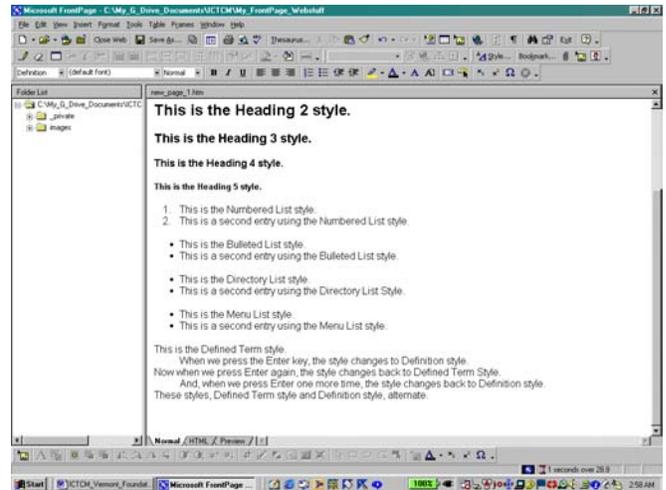
**Text Styles:** In order to change the text style without knowing the HTML code, we must return to the Normal view; we click the Normal tab for the editing window.



Examining the pull down menus for the Font Style, Font Type, and Font Size, respectively, we see that, currently, there is no Font Style selected, the default font will be used when we enter information in the editing window, and the Font Size is Normal. We can change any of these by left-clicking on the downward arrows and selecting the desired Font Style, Font Type, or Font Size on the pull down menu. The best way in which to understand how the styles affect the text size is to test them and to compare the results.



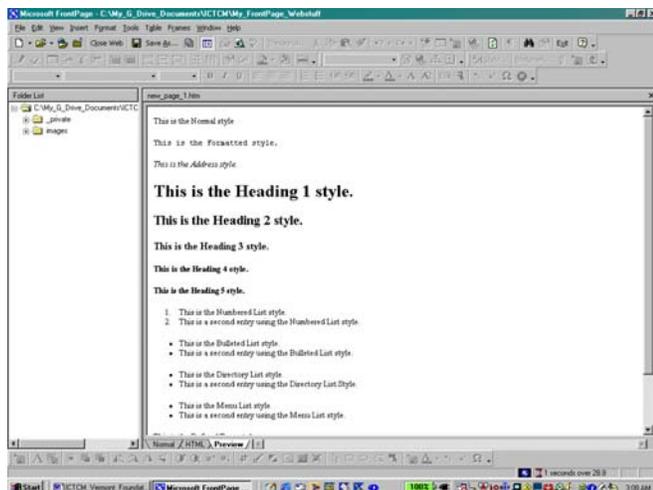
**Figure 20** The various Font styles used for comparison.



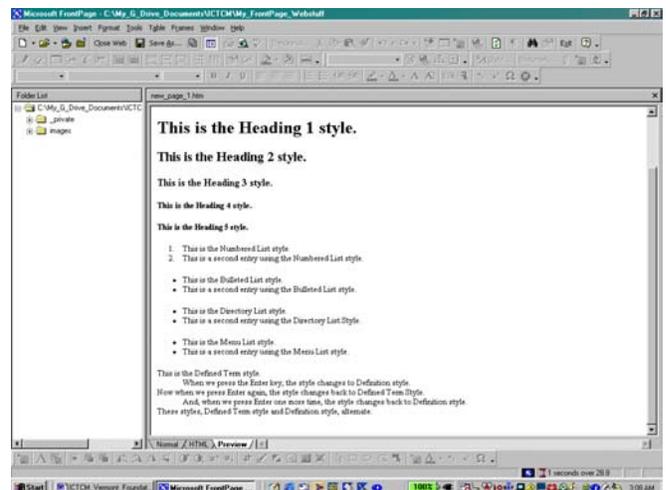
**Figure 21** The rest of our Font style comparison.

Examining the various Font styles, Figures 20 and 21, allows us to compare the size and readability of the styles. We see that Heading 1 is the largest of the heading styles, the font size for the various lists is similar, and that the Definition style alternates with the Defined Term style.

However, this only displays how the styles appear in the editing window. To view the styles as they appear on web pages, we must preview our page. While we can do this using the Preview view, it is always best to preview the page in a web browser since this is a “live” web page preview. In addition, we should preview any page that we plan to post on the World Wide Web using *both* Netscape Navigator *and* MS Internet Explorer.



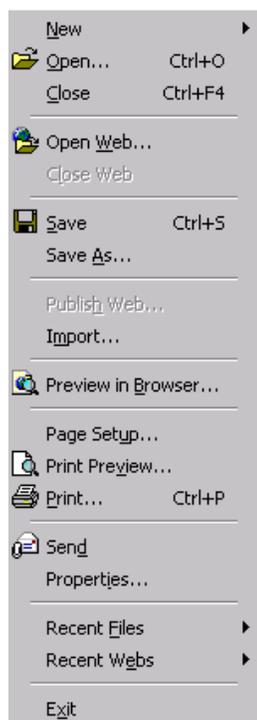
**Figure 22** The program Preview view of our type style experiment.



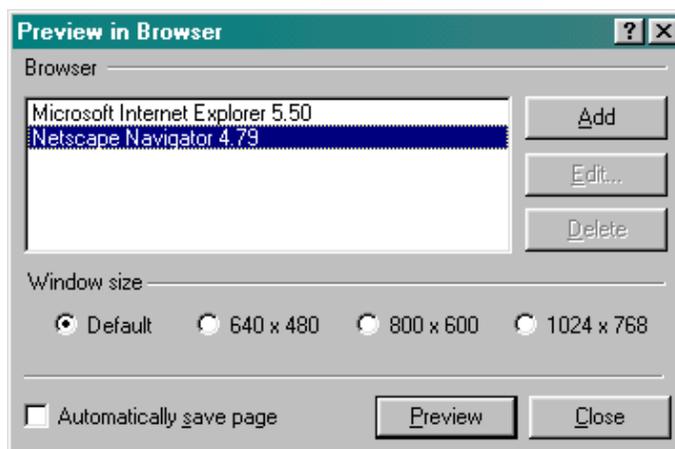
**Figure 23** The rest of the program Preview view of our type style experiment.

**Previewing A Page in a Web Browser:** To preview the page using a browser, we left-click on the Preview in Browser toolbar button, , or select Preview in Browser on the File menu. The only difference between these

options for previewing the web page in the browser is that the Preview in Browser option on the File menu, Figure 24, opens the Preview in Browser dialog box, Figure 25, that allows us to choose the browser and screen size.

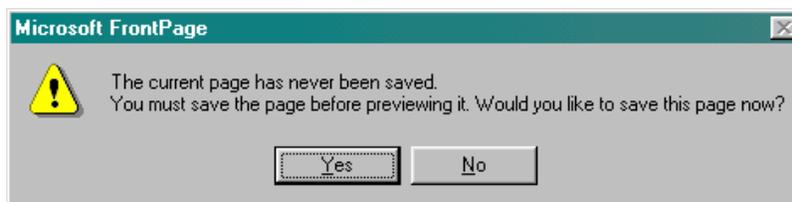


**Figure 24** The File menu.



**Figure 25** The Preview in Browser dialog box.

Testing the font using both web browsers and different screen sizes allows us to consider the user. Since the end user might have a small screen, checking the page for readability would be helpful and could make the difference between the page being readable or unusable. The most important thing that we do while we create a web page is to consider those who will be reading and using our page. If the page is hard to read, if the information is not easy to access, and if the page is slow to load then the page is neither useful nor helpful.



**Figure 26** The MS FrontPage dialog box that appears when we try to preview our type style experiment page in the web browser before we have saved the page.

Before we can preview our page in the web browser, we must save the page. If we have not saved the page, the program will open a dialog box inquiring if we want to save the page. When we left-click the Yes box, the Save As dialog box appears on the screen. We enter the name of our file, Type\_Style.htm in the File name box and change the Page title by left-clicking the Change box. We enter the page title in the Set Page Title dialog box and left-click the Ok box.

If we want to save the page in a new folder within our web we can create a new folder by left-clicking the New folder toolbar button, , and entering the name for the folder as previously discussed. If we want to save the page in a different folder either in our web or in an different location on our hard drive or on a disk, we select the location using the Save in pull down menu and then left-click the Save box to save the file.

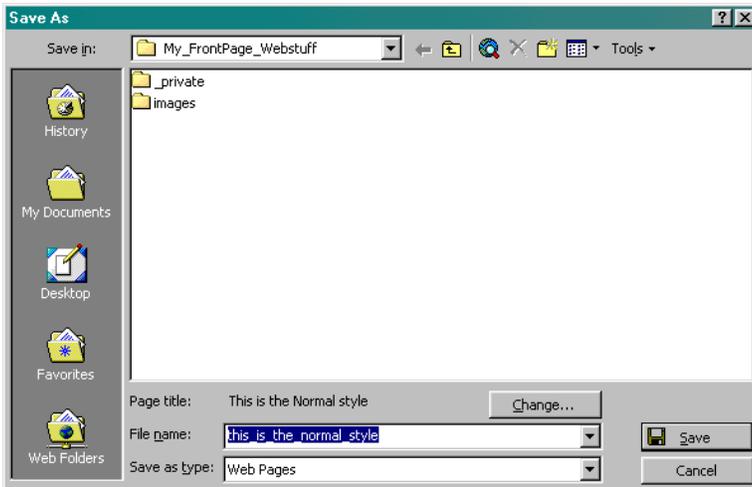


Figure 27 The Save As dialog box.



Figure 28 The Set Page Title dialog box.

Once we have saved the file, the web browser that we selected opens and we can view our new web page.



Figure 29 The web page previewed in the web browser.

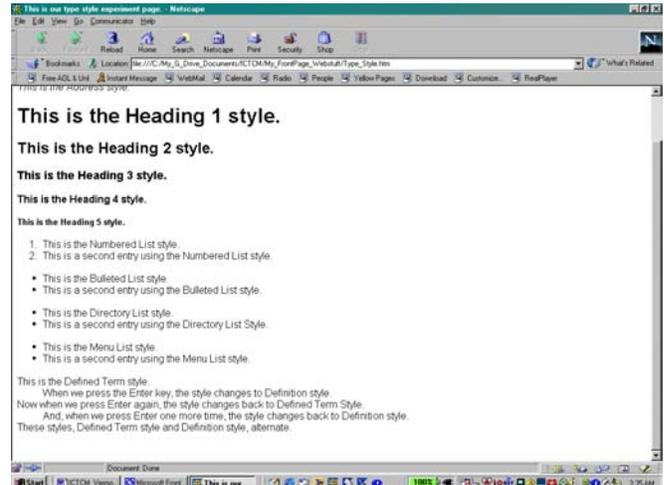
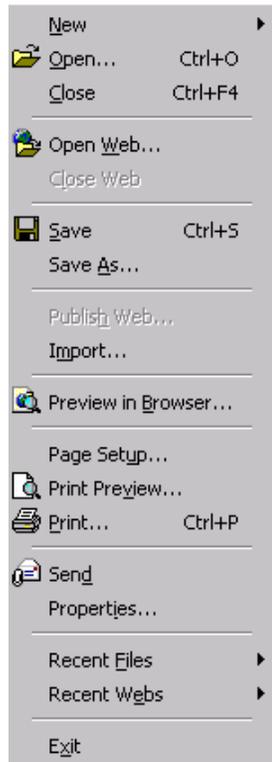


Figure 30 The rest of our web page previewed in the web browser.

If we had used the Preview in Browser toolbar button, , then MS FrontPage would open the last web browser that was used to view web pages. If the Preview in Browser toolbar button is used the first time the program is used then MS FrontPage will open the default web browser.

It is important to notice the title at the top of the browser window. The browser displays the page title at the top of the browser window. This title is used to identify the page in the browser as well as provide a name for the page in the browser bookmarks/favorites. If we had not changed the page title then, by default, MS FrontPage would use part or all of the first line of text as the page title.

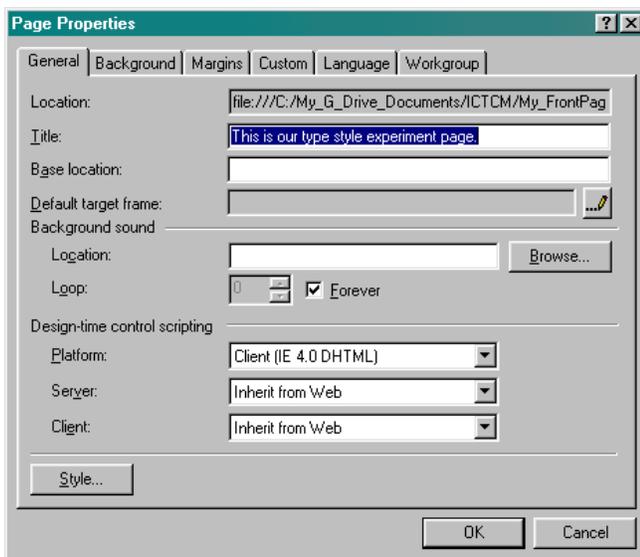
**Setting The Page Properties:** The Page Properties dialog box can be used to set, among other things, the page title, background sounds, page backgrounds, the color scheme for hyperlinks, the type, size, and style of the font, and the margins for the page. To open the Page Properties dialog box, Figure 33, we select Properties on the File menu, Figure 31, or left-click on the Page Properties option on the popup menu that appears when we right click in the editing window, Figure 32. Here, we left-click on Properties on the File menu.



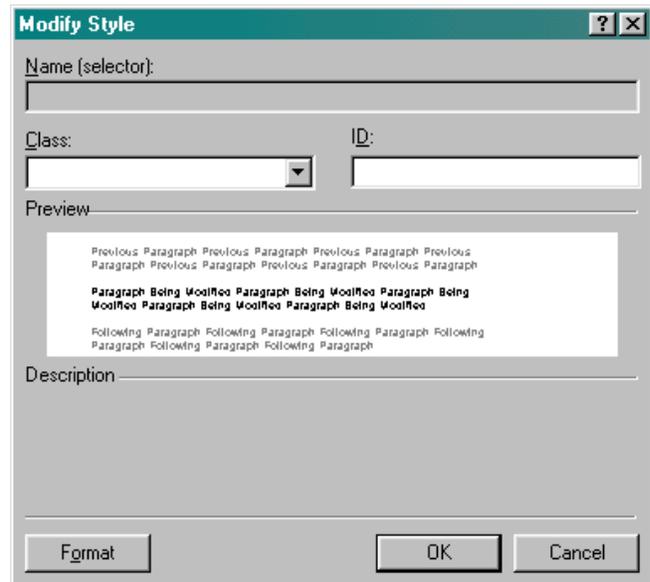
**Figure 31** The File menu.



**Figure 32** The right-click popup menu.



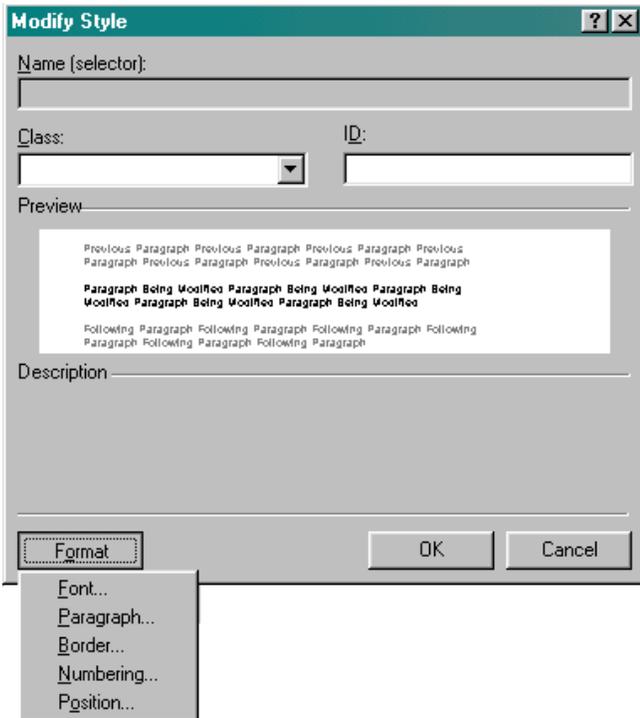
**Figure 33** The General tab of the Page Properties dialog box.



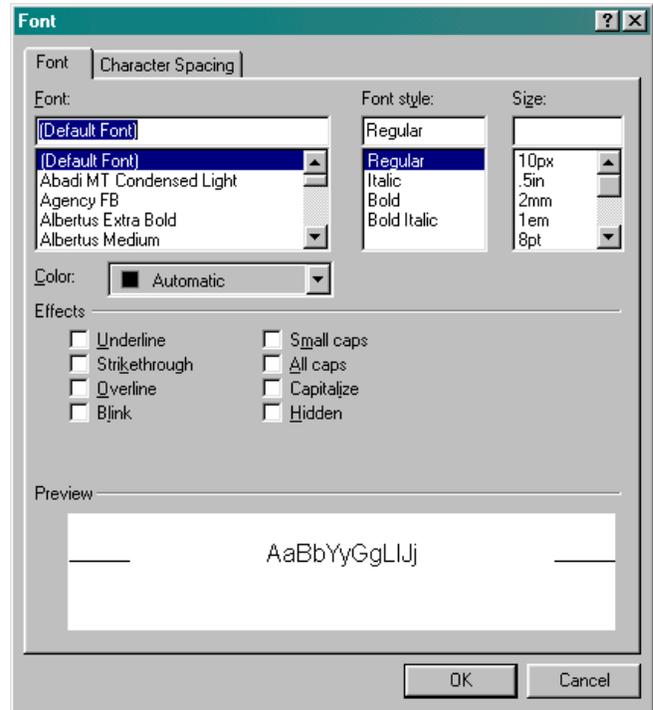
**Figure 34** The Modify Style dialog box.

Using the General tab of the Page Properties dialog box, we can enter the page title, add background sound, and change the style of the page. To change the page title, we enter the desired text in the Title box.

We should be careful of using background sound files. Using background sound files can make a web page and even the entire web site seem childish and unprofessional. In addition, background sounds can be annoying to those who visit the web page. Most important, background sound files increase the download time for a web page. Those trying to visit our web page, especially those using a modem, may choose to stop the download process if the page is slow to open in the web browser.

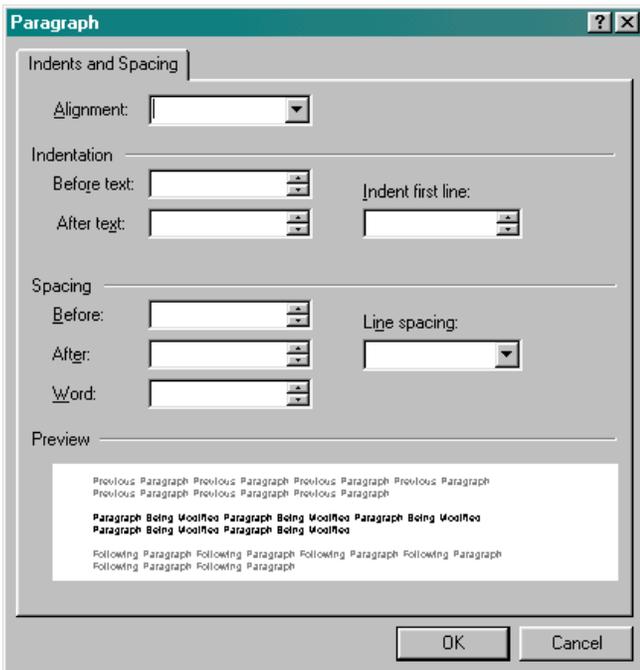


**Figure 35** The Modify Style dialog box with Format pull down menu.

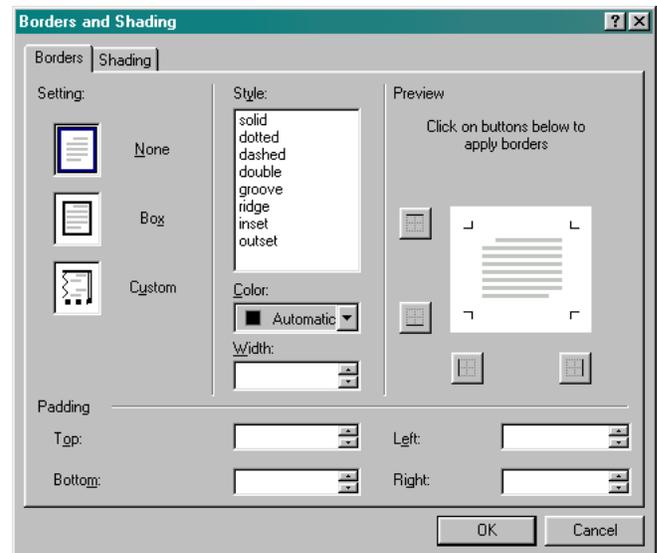


**Figure 36** The Font dialog box.

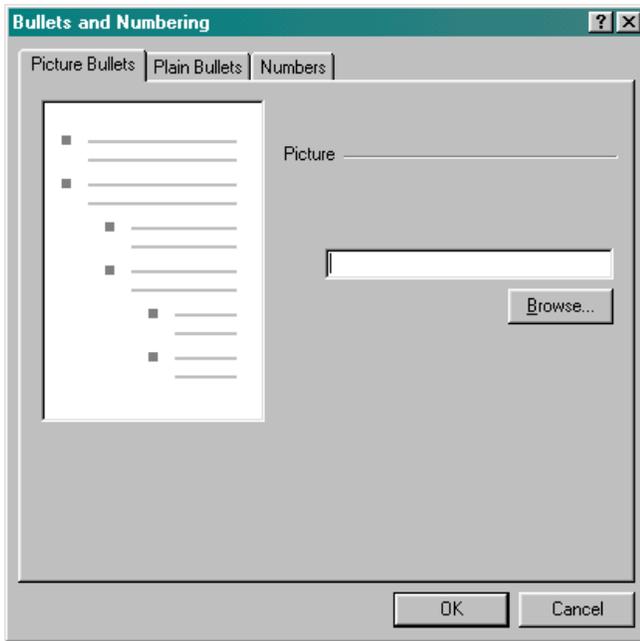
Left-clicking the Style box opens the Modify Style dialog box, Figure 34. We can change the Font, Paragraphs, Borders and Shading, Bullets and Numbering, and Positioning using the drop down menu that appears when we left-click the Format box, Figure 35. Selecting an entry on the drop down menu opens the dialog box associated with each entry on the menu.



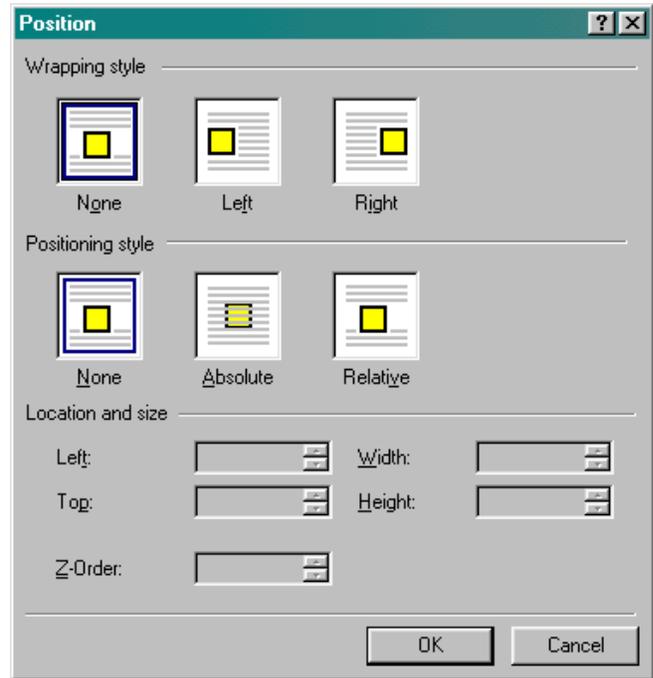
**Figure 37** The Paragraph dialog box.



**Figure 38** The Borders and Shading dialog box.

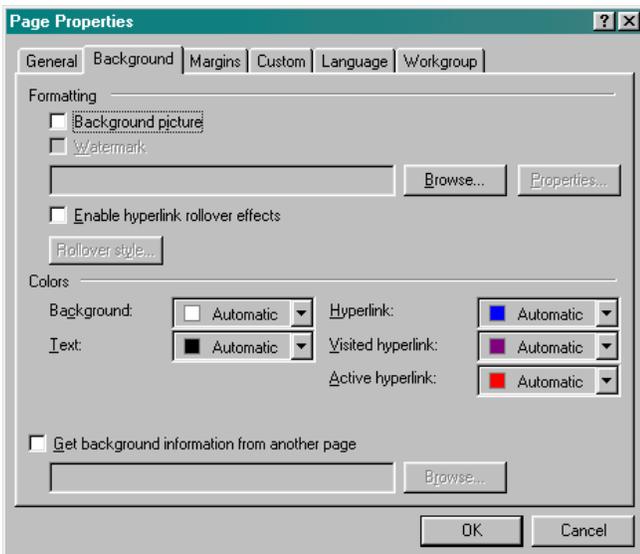


**Figure 39** The Bullets and Numbering dialog box.

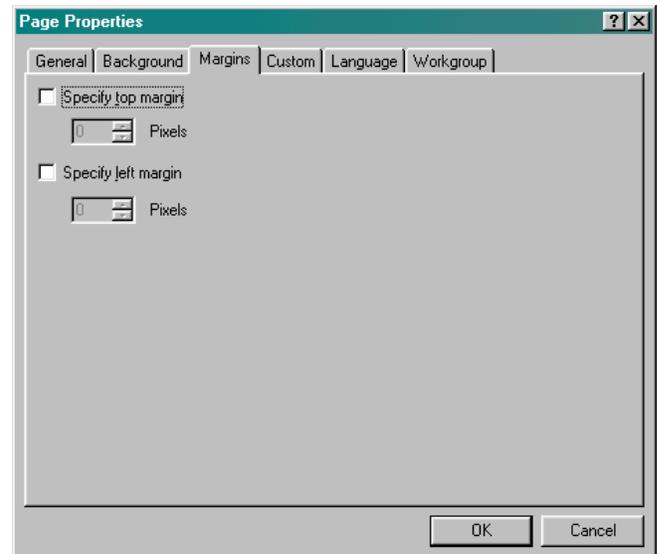


**Figure 40** The Position dialog box.

Using the Font dialog box, Figure 36, we can set the font type, style, and size as well as the font effects and character spacing for the page. As we browse the fonts, a sample is displayed in the Preview box at the bottom of the dialog box. Since the standard format for hyperlinks is underlined text, we should be careful not to use underlining for general text.



**Figure 41** The Background tab of the Page Properties dialog box.

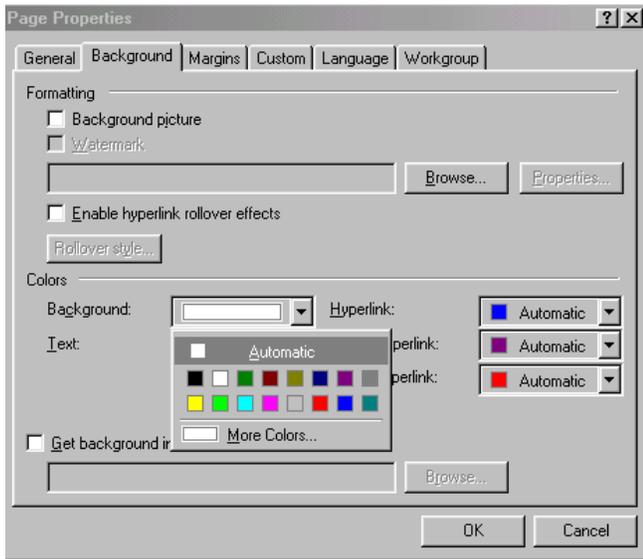


**Figure 42** The Margins tab of the Page Properties dialog box.

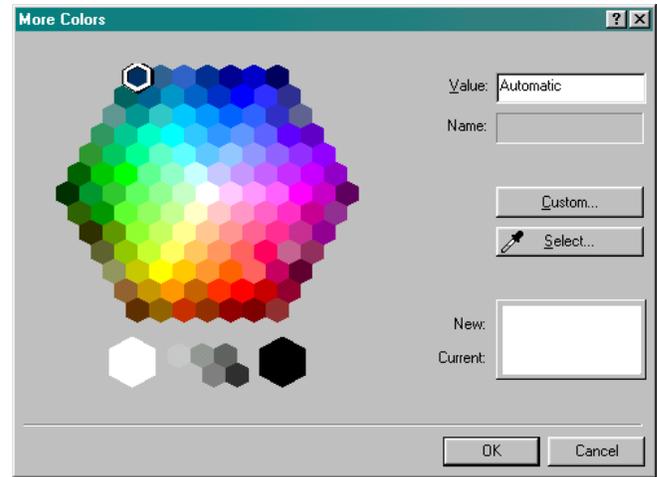
We use the Paragraph entry on the Format drop down menu on the Modify Style dialog box to open the Paragraph dialog box, Figure 37. Using this dialog box, we can change the alignment, indentation, and spacing for the page. Left-clicking the border entry of the Format drop down menu opens the Borders and Shading dialog box, Figure 38. We can use the tabs in this dialog box to add, change, and remove borders and shading for the page. We can use the Preview windows on each tab to get a general idea of the effect of the changes that we make on our page.

The Numbering entry on the Format drop down menu opens the Bullets and Numbering dialog box, Figure 39. Using this dialog box we can set up the bullet and numbering schemes to be used on the page. Of course, we can

also use the Bullets and Numbering entry on the Format menu when we are editing the page. Left-clicking on the Format drop down menu opens the Position dialog box, Format 40, in which we can change the wrapping style and the positioning style for the page.

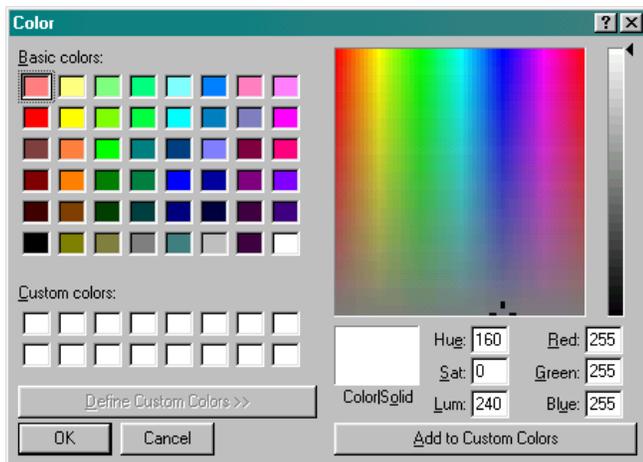


**Figure 43** The Background tab of the Page Properties dialog box with background color pull down menu.

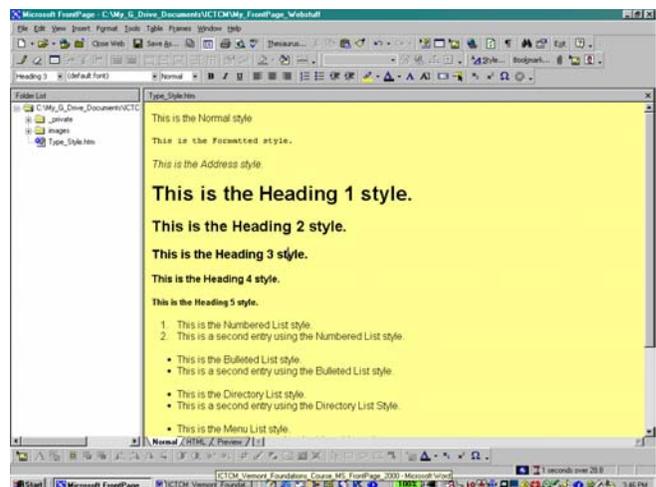


**Figure 44** The More Colors dialog box..

Using the Background tab of the Page Properties dialog box, Figure 41, we can set the background for the page, the text color, and the hyperlink colors. The background can be a solid color, set using the Background Colors pull down menu displayed in Figure 43. If we do not like the colors that are displayed on the pull down menu, we can left-click the More Colors entry to open the More Colors dialog box, Figure 44. We can select one of the colors displayed on the palette or we can left-click the Custom box to open the Colors dialog box, Figure 45, in which we can move the slider to create custom colors. We should be careful of creating custom colors because although these colors may look nice when we create the page, custom colors may not display in the same manner when the page is displayed in the visitor's web browser since those visiting the page may not have the same display capabilities and settings that we have. If we choose to use a background picture, we left-click in the check box and either enter the file name and location or we can left-click the Browse button to browse the computer for the file. If we want to use the same background as another page in our web, we can left-click the Get background information from another page check box and either enter the page information or browse for the page. Whenever we need to specify a file name or location, it is best to us the associated Browse box since it is important to use the correct file name and file location information.



**Figure 45** The Color dialog box.



**Figure 46** The new background color for our page.

We set the hyperlink colors in the same manner using the labeled pull down menus. We should be careful to make sure that hyperlinks can be distinguished from text. We should not rely on the cursor's changing from an arrow to a hand with a pointed finger to indicate the presence of hyperlinks for those who display the page.

In addition to background colors and background files, we could select to use a picture to create a Watermark for the page. To do this we left-click the Background check box, left-click the Watermark check box, and specify the desired file.

Using the Margins tab of the Page Properties dialog box, Figure 42, we can set the top margin and the left margin for our page. We can include extra returns to create a margin at the bottom of the page. Due to the various window sizes, it is impossible to specify a margin on the right-hand side of the screen.

Since we have examined all the possibilities, let us leave the hyperlink color scheme as it is but let us change the background color to a pale yellow. To do this, we left-click the down arrow for the Background color and left-click the More Colors option on the pull down menu. Using the color palette, we can select a pale yellow and the left-click on the Ok box. When we have completed our Page Properties changes, we left-click the Ok box. Our new background color is displayed in the page editing window, Figure 46. Since we have completed our changes to the Page Properties, let us save our Type\_Style.htm page. If we want to save the page in a new folder or with a new file name then we would select the Save As entry on the File menu. Since we want to save the file in the same location and using the same file name, we can use the Save entry on the File menu or the Save toolbar button,



**Approximate Download Time:** MS FrontPage provides an estimate of the download time for the page using a 28.8 modem. The Estimated Time To Download information is displayed at the bottom right hand side of the MS FrontPage window to the right of the hourglass. For our page, the estimated download time is 1 second using a 28.8 modem. If we add a background sound file, pictures and hyperlinks, the download time will increase as the file size increases.

**Selecting File Names For Pages:** As previously discussed, it is important not to use spaces in the names of files and folders in our web. If we were to use spaces in file names or folder names, these spaces would be replaced with percent signs (%) and 20's in the URL that is displayed in the web browser, and we would not be able to enter the URL in the web browser in order to view our web pages. In addition, some servers will not accept files and folders with names that contain spaces. If we want to use a space in a file name or folder name, we should use and underscore ( \_ ). We should be careful of using filenames that are too long since some servers have file name and folder name length restrictions. Using codes or file names and folder names that are too short and that do not carry much information can make recognizing pages by file name and locations by folder name difficult. The name of the file or folder is meaningless if we cannot remember what the file or the folder contains.

**Creating a Home Page:** Any page can act as the home page for a web site. In general, the home page is the first page the user visits in a web site. Let us create a new page to act as the home page for the web site that we are creating. We will create some hyperlinks on our new home page to external web sites, some email hyperlinks, and a hyperlink from our home page to the page that we created, Type\_Style.htm.

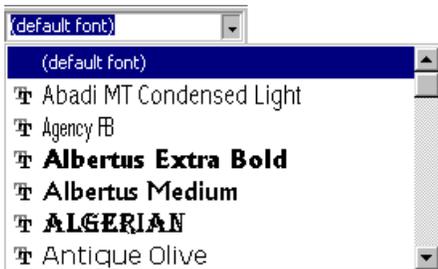
Depending on the set up of the server on which we post our web site, we may need to name our home page differently. For the Microsoft Internet Information Server [IIS], we might have to name our home page default.asp, and for the Netscape Suitespot Server, we would name our home page index.html; default.html is also a possibility. We must consult the server administrator to determine the appropriate name for our home page before we can post our site on the server. For our example, we will use index.html.

Now we create our homepage page. We can leave our Type\_Style.htm file open while we create the new page or we can close the page using Close in the File menu or the Close toolbar button, . Let us leave this page open so that we can go back to it and add a hyperlink to our index page.

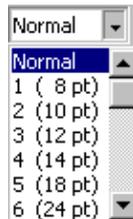
Again, to create a new page, we can left-click the New Page toolbar button, , left-click the Page entry on the New submenu on the File menu, or use the Ctrl-N keyboard shortcut.

Let us use the Control-N key sequence to generate our new page. Since this is the second page that we have created, the page name at the top of the editing window is new\_page\_2.htm. We will change the name of the page to index.html when we save the page.

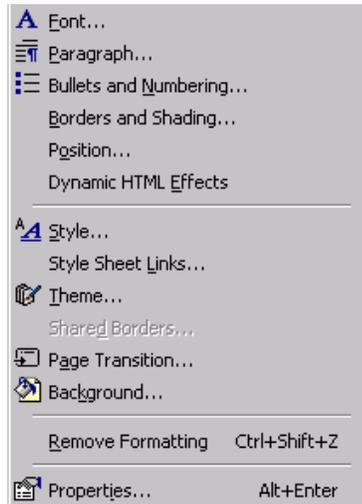
**Changing the Color, Size, and Type For The Font Of Selected Text:** Let us enter some text on our new page so that we can experiment with change the color, size and type of the font. Suppose we type the author's name and affiliation, and suppose we select two different fonts, Arial Rounded MT Bold font in Fuchsia for the author's name and Bauhaus 93 font in teal for the affiliation. After selecting (highlighting) the text, we can use the Font entry on the Format menu, Figure 49, the Font Type pull down menu, Figure 47, or Font entry on the right-click popup menu for highlighted text, Figure 50, to select the desired font types.



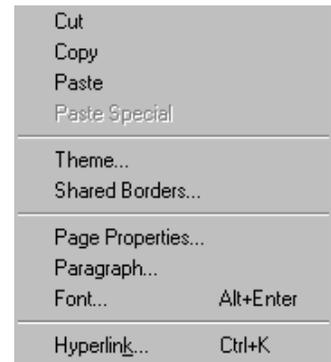
**Figure 47** The Font Type pull down menu.



**Figure 48** The Font Size pull down menu

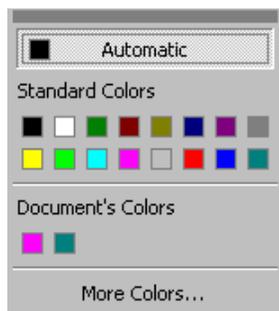


**Figure 49** The Format menu.

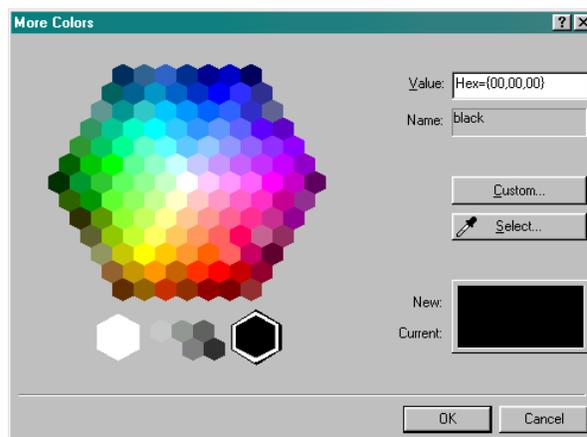


**Figure 50** The right-click popup menu for highlighted text.

Using the Font Type pull down menu is the easiest way in which to change the font type. The Font dialog, Figure 53, box allows us to change all the font attributes at the same time. So, we select the font type using the Font pull down menu on the Font tab and we use the Color pull down menu to select the font color in the same way in which we changed the background color of our Type\_Style.htm page.



**Figure 51** The Font Color toolbar button pull down menu.

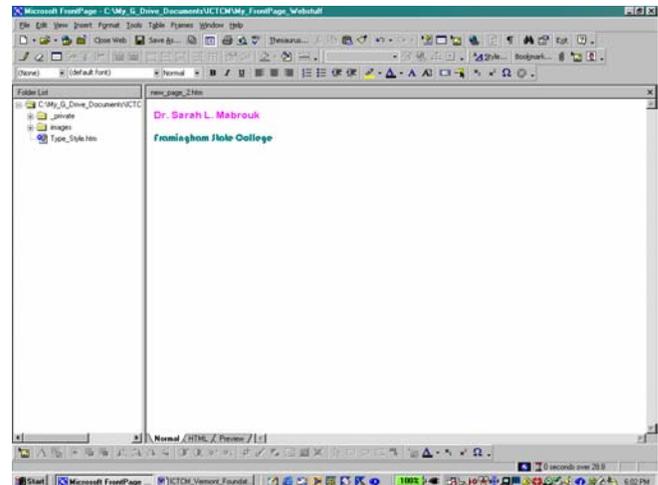


**Figure 52** The More Colors dialog box.

If we do not want to use the Font dialog box, we can use the Font Type pull down menu, Figure 47, and the Font Color toolbar button, , to change the color of the text. So, to change the font type, we select (highlight) the text, left-click the downward arrow of the Font Type pull down menu, left-click on the font name after finding it in the menu using the slider on the side. Then, with the text still selected (highlighted), we left-click the downward arrow on the Font Color toolbar button and either left-click on one of the displayed colors displayed on the pull down menu, Figure 51 or left-click on the More Colors entry on the menu to open the More Colors dialog box, Figure 52.

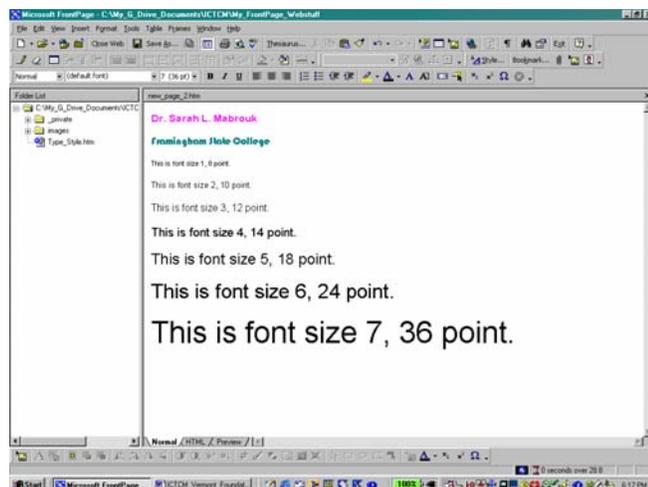


**Figure 53** The Font dialog box.

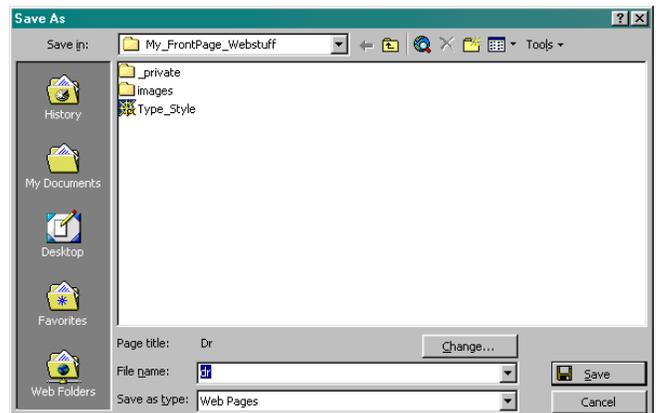


**Figure 54** The MS FrontPage window displaying the new font colors.

Now that we have examined how to change the font type and the font color, let us explore the font size.



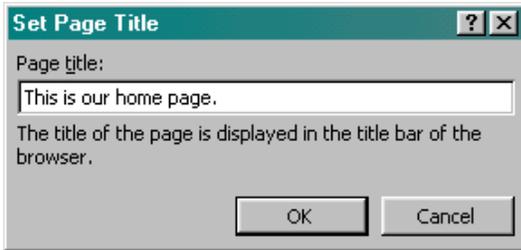
**Figure 55** The program window displaying the new text.



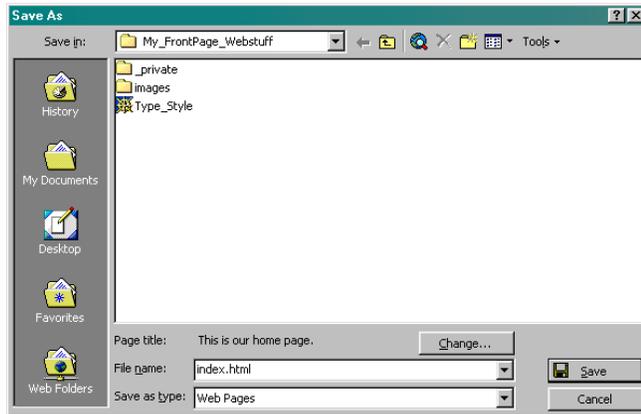
**Figure 56** The Save As dialog box.

We can either enter all the text and then change the font size for selected text or change the font size as we enter the text. The simplest way in which to do this is to change the font size as we enter the text. So, we left-click the downward arrow to open the Font Size pull down menu, Figure 48, select the desired font size, and then enter the text. Doing this for all the available font sizes, Figure 55, allows us to compare the font sizes. Before we preview our new page in the web browser, we must save the page.

**Saving the Page:** We can left-click the Save or the Save As entry on the File menu or left-click the Save toolbar button, . Since we have not saved the file before, the Save As dialog box, Figure 56, opens. We see that MS Front Page has used Dr. as the title for the page and as a potential file name. We left-click the Change box to open the Set Page Title dialog box, Figure 57, enter the page title, This is our home page, for this example, and left-click the Ok box. We enter the File name, index.html, in the file name box and left-click the Save box.

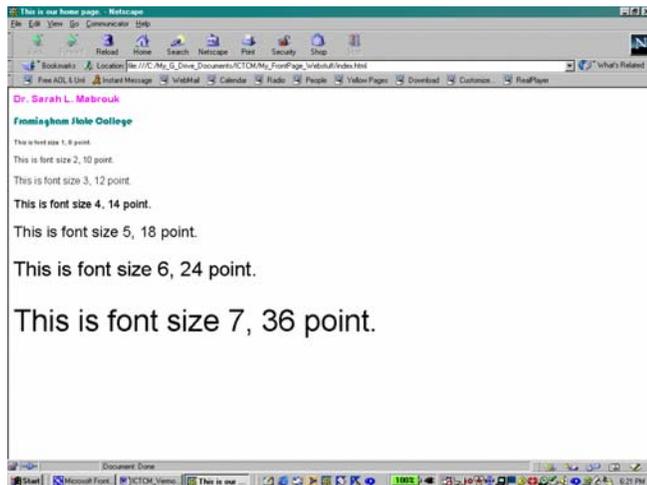


**Figure 57** The Set Page Title dialog box.

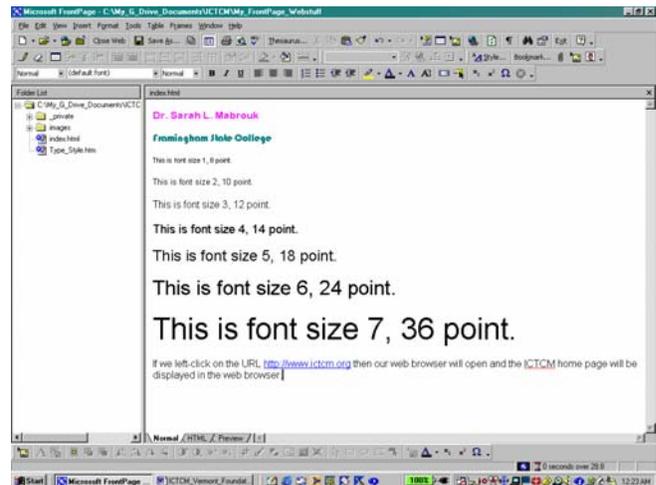


**Figure 58** The Save As dialog box with new page title and file name.

Now that we have saved our page, we can preview the page in the web browser. To do this we left-click the Preview in Browser entry on the File menu, Figure 31, or left-click the Preview in Browser toolbar button, . Examining the page preview in Figure 59, we see that 8 point text would be good for an extra navigation bar that appears at the bottom of a page but not good for ordinary text since it is rather small. 18 point, 24 point, and 36 point text is rather large for ordinary text but it would be good for headings. 10 point text could appear small when displayed on some screen sizes, and 14 point text could appear too large when displayed on some screen size. In general, 10 point, 12 point, and 14 point text is readable.



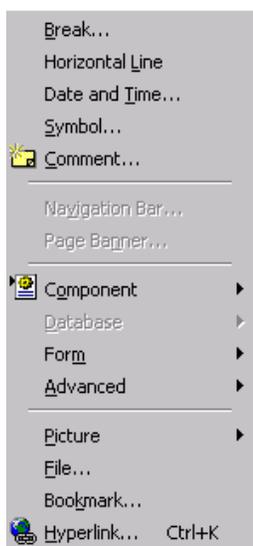
**Figure 59** The page preview of the index.html page



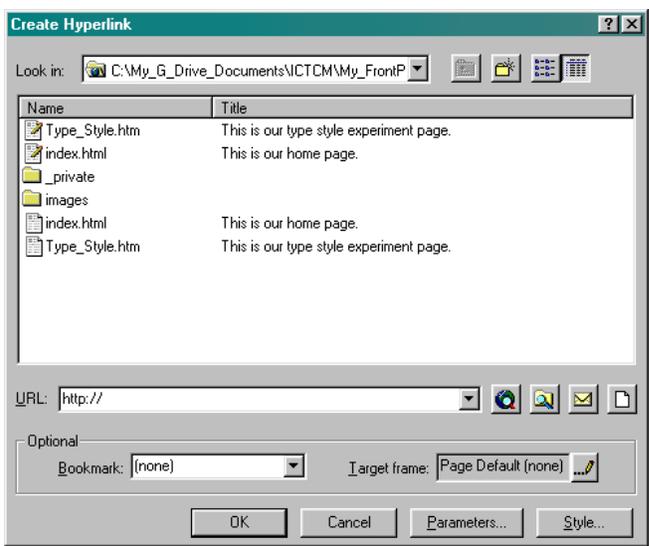
**Figure 60** Entering a URL generates a hyperlink.

**Creating Hyperlinks:** Now let us add hyperlinks to our home page. Just like for programs like MS Word, when we enter a URL on our page, the URL will automatically become a hyperlink. Let us try that by entering the URL for ICTCM, <http://www.ictcm.org>. Here we enter some text as well as the hyperlink to identify the hyperlink to the reader, Figure 60, “If we left-click on the URL <http://www.ictcm.org> then our web browser will open and the ICTCM home page will be displayed in the web browser”.

Now let us create a hyperlink from the text Framingham State College to the College's home page. First, we enter the desired text and select Framingham State College. Next, we can left-click the Hyperlink entry on the Insert menu, Figure 61, left-click on the Hyperlink entry on the selected text right-click popup menu, Figure 50, left-click on the Hyperlink toolbar button, , or use the Ctrl-K keyboard shortcut to open the Create Hyperlink dialog box, Figure 62. We can view the files and folders of our web in the main window of the Create Hyperlink dialog box. While we can use the  button to use the web browser to select the page or file, we can also enter the URL in the URL box. Here, we will enter the URL <http://www.framingham.edu> and then either press Enter or left-click the Ok box. Since we did not change the hyperlink color scheme for the page, we see that both of the hyperlinks that we created are in underlined blue text.

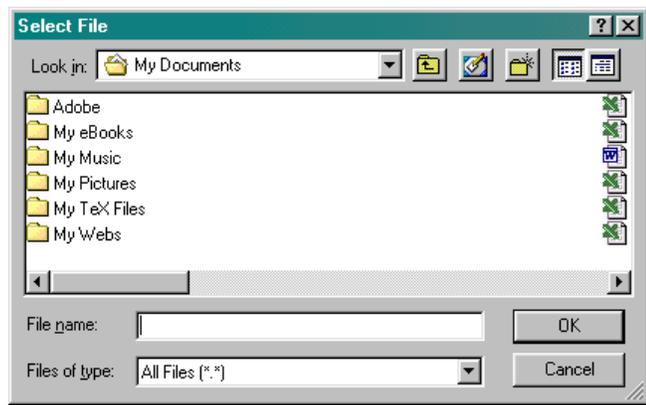


**Figure 61** The Insert menu.

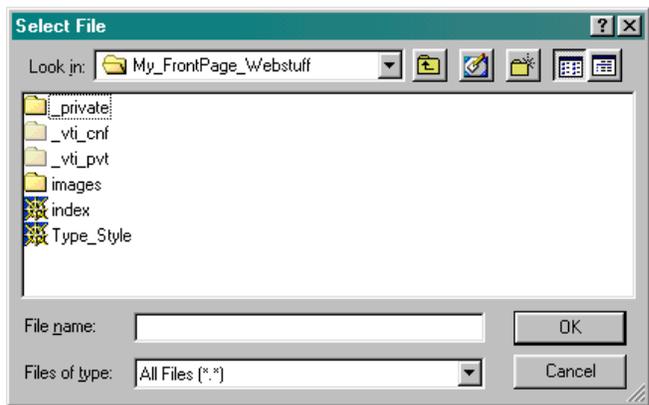


**Figure 62** The Create Hyperlink dialog box.

Now let us create a hyperlink to the Type\_Style.htm page. As before, we enter the desired text, “To view our type style experiment, click here”, select the word(s) that we would like to use for the hyperlink, in this case the word “here”, and open the Create Hyperlink dialog box. Since we would like to create a hyperlink to a file in our web we can either left-click the desired page in the file and folder window on the dialog box or left-click the Create Hyperlink to File button, . If we cannot find the desired file or folder displayed in the file and folder window then we must use the Create Hyperlink to File button, . Here, let us use the Create Hyperlink to File button to open the Select File dialog box, Figure 63. Using the Select File dialog box we can browser the computer's hard drive for the file of interest. In this case we must open our web My\_FrontPage\_Webstuff, Figure 64.



**Figure 63** The Select File dialog box.

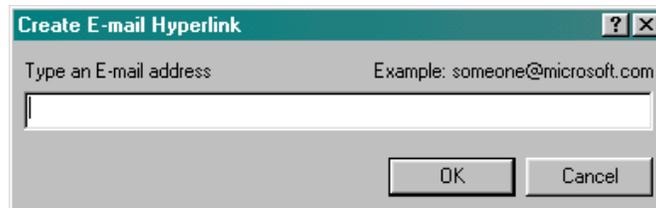


**Figure 64** The contents of our web displayed in the Select File dialog box.

Once we have opened our web folder, we can enter the file name in the File name box, left-click on Type\_Style and left-click the Ok box or double left-click on Type-Style in the dialog box window. Now the word “here” is a hyperlink to our Type\_Style.htm page.

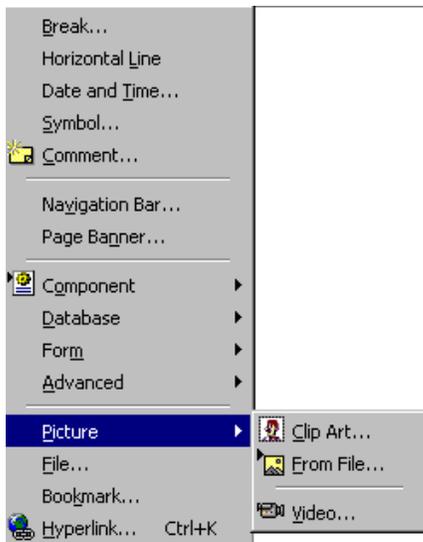
Finally, let us create an email hyperlink to the author. Just like with URL’s, entering an email address creates an email hyperlink. So, entering [smabrouk@frc.mass.edu](mailto:smabrouk@frc.mass.edu) creates an email hyperlink on our page. In addition, we can create a text mailto hyperlink. As before, we enter the desired text, “To send email to Dr. Mabrouk, left-click here”, select the word(s) that we would like to use for the hyperlink, again, the word “here”, and open the Create Hyperlink dialog box. To create a mailto hyperlink we can left-click the Create Email Hyperlink button, , to open the Create E-mail Hyperlink dialog box, Figure 65, enter the email address, and left-click the Ok box or enter “mailto:” followed by the email address in the URL box after removing the “http://”.

Now let us go to our Type\_Style.htm page and create a hyperlink to our index.html page. We do this in the same way in which we created the hyperlink from our index.html page to our Type\_Style.htm page: we enter the desired text on the page, “Left-Click here to go to home page”; we select the word(s) to which we would like to create the hyperlink; we open the Create Hyperlink dialog box; we left-click the Create Hyperlink to File button, , and select the file in the Select File dialog box; and left-click the Ok box to create the hyperlink.

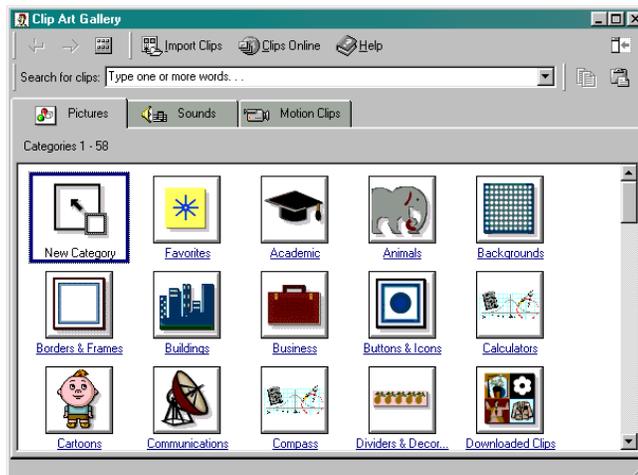


**Figure 65** The Create E-mail Hyperlink dialog box.

Once we have created the hyperlinks, it is important to test them. So, we save the file and preview the page in the web browser to view and to test each of the hyperlinks.



**Figure 66** The Picture submenu of the Insert menu.



**Figure 67** The Clip Art Gallery.

**Adding Pictures And Clip Art:** Let us begin by adding some clip art to our home page. To open the Clip Art Gallery, Figure 67, we can left-click the Clip Art entry on the Picture submenu of the Insert menu, Figure 66. In the Clip Art Gallery, we can select one of the displayed topics or enter a word in the Search for clips box and press Enter. Suppose we examine the Animal clips; to do this we left-click on the word “Animals” or the animals icon,



We can move through the clips displayed, Figure 68, using the slider and left-click “Keep Looking” to search for more clips in this category, Figure 69. once we have found a clip that we like, we can left-click, the clip icon or

right-click to display the clip menus, Figures 70 and 71. On the left-click Clip Art Gallery menu, Figure 70, we use the first button to insert the clip, the second button to preview the clip, the third button to add the clip to the favorites category, and the fourth button to find similar clips. To insert the clip on the page, we use the first entry of either menu.

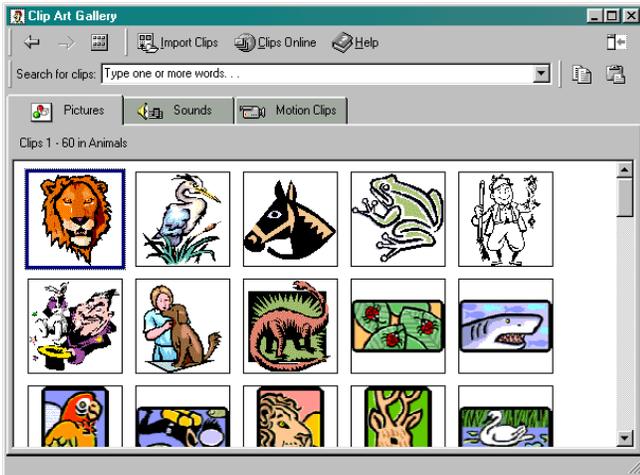


Figure 68 Various clips in the Animals category.

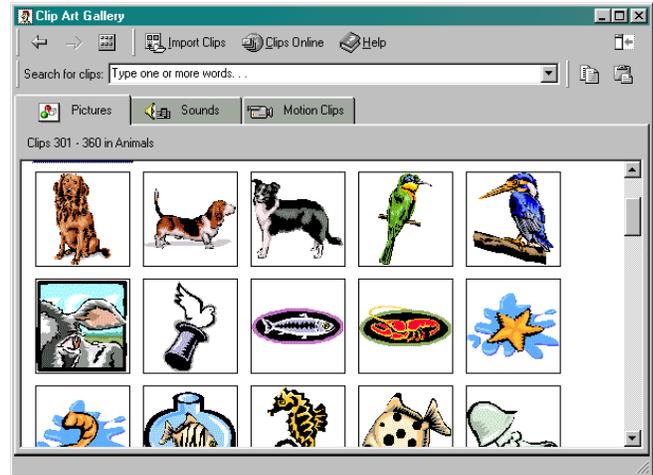


Figure 69 More clips in the Animal category.



Figure 70 The left-click Clip Art Gallery menu.



Figure 71 The right-click Clip Art Gallery menu.

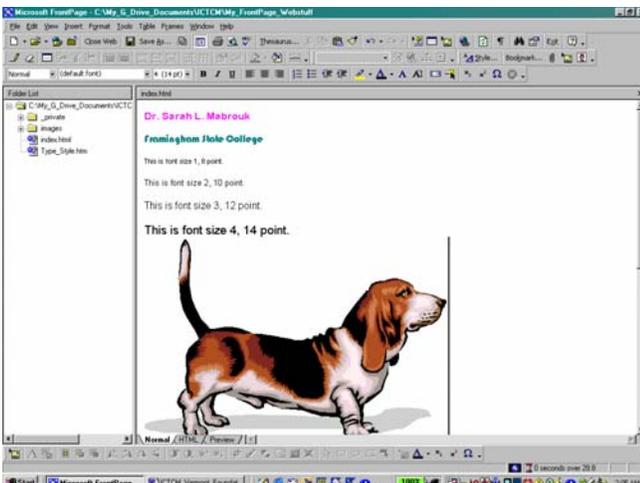


Figure 72 The selected clip inserted on the page.

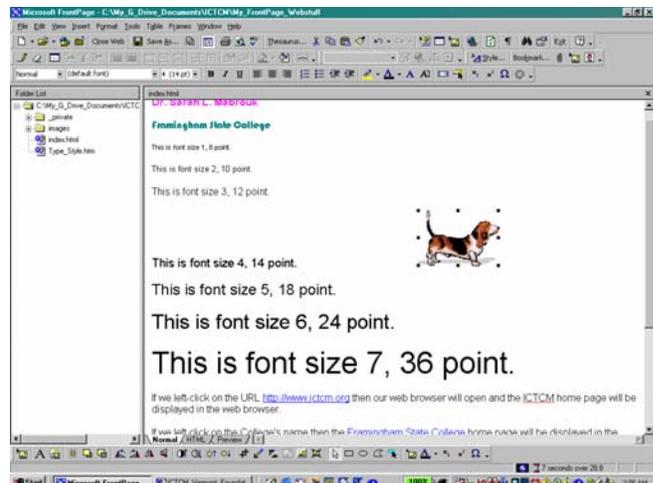
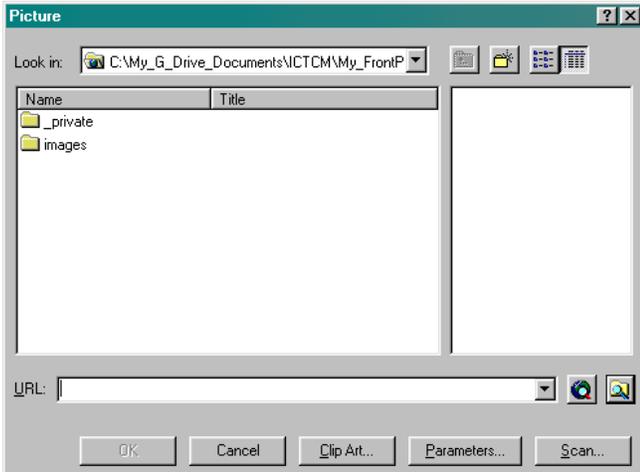


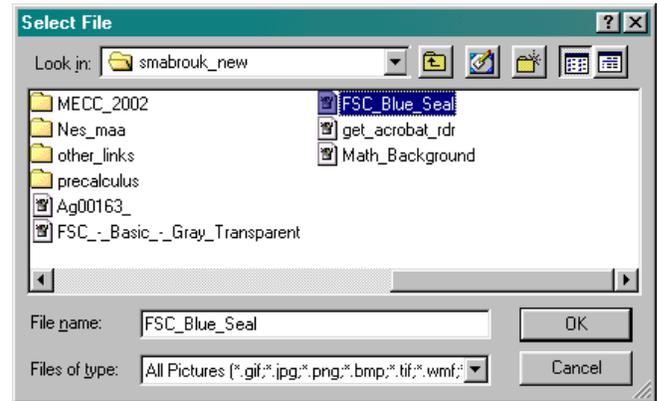
Figure 73 The resized clip.

When we insert the clip, the image may be larger or smaller than we want it to be. To resize the image, we left-click on the image, move the cursor to one of the black squares at the corner of the image and drag diagonally until the image reaches the desired size. Frequently, it is beneficial to resize in steps so that the image does not become distorted; if we resize from one of the squares on the top or side instead of from a corner then the image will become distorted.

In addition to using clip art, we can use pictures from files. To insert a picture from a file, we choose the location to which we want to insert the picture, left-click the From File option on the Picture submenu on the Insert menu, Figure 66, or left-click on the Insert Picture toolbar button, , to open the Picture dialog box. If the desired picture does not appear in the file and folder window, we left-click the Select File button, , and find the appropriate folder location and file using the Select File dialog box. The desired picture, in this case the Framingham State College Seal, is inserted on the page when we left-click on the Ok box.



**Figure 74** The Picture dialog box.

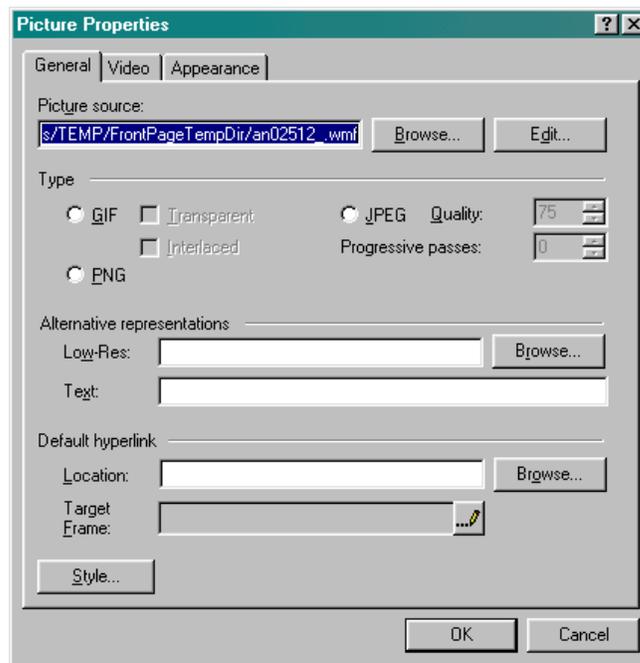


**Figure 75** The Select File dialog box.

We should include alternate text for any graphic images that we put on our web pages. This alternate text will be used in place of the images for those who view the web page using text only web browsers and by those who turn off the graphics in their web browser. In addition, the alternate text can be used to inform those viewing the page if we put a hyperlink on an image. Let us add alternate text for each of our graphic images and add a hyperlink to the Framingham State College Seal to the College home page.

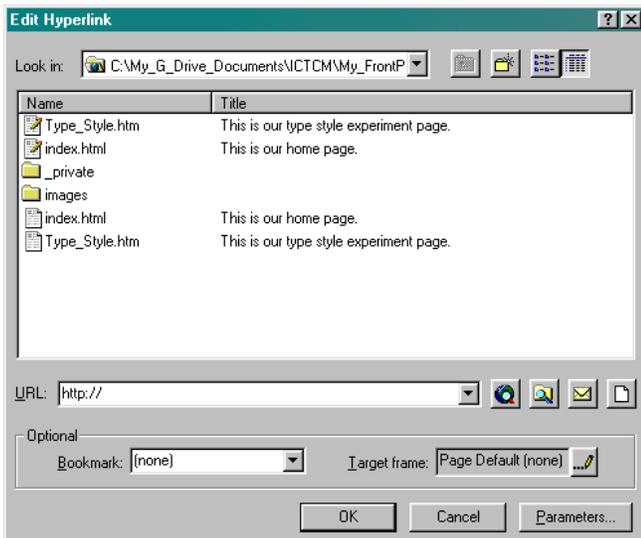


**Figure 76** The right-click popup menu for a selected picture.

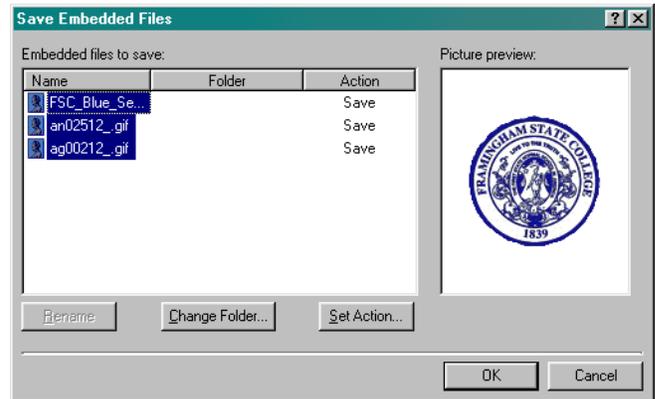


**Figure 77** The Picture Properties dialog box.

First, let us add alternate text to our clip art. We add alternate text, "This is a dog.", in the Text box on the General tab of the Page Properties dialog box. We use the Appearance tab to change the alignment, spacing, and border thickness of the picture. When we have made all the desired properties changes, we left-click the Ok box.



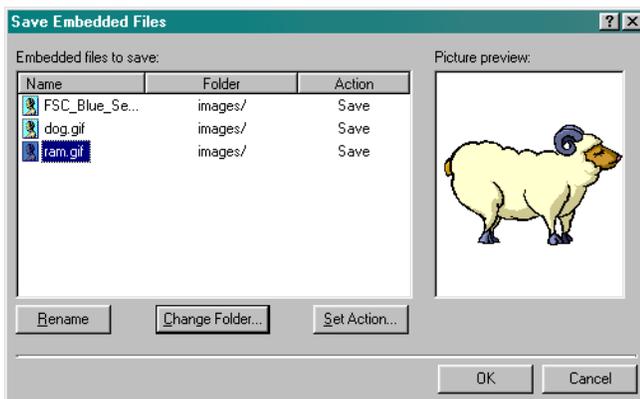
**Figure 78** The Edit Hyperlink dialog box.



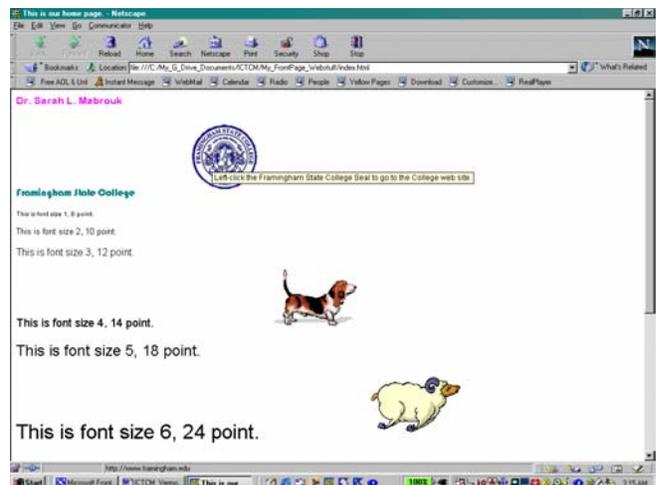
**Figure 79** The Save Embedded Files dialog box.

We add alternate text for a picture in the same manner. In addition to adding the alternate text, let us add a hyperlink from the Framingham State College Seal to the College's web site. We open the Page Properties dialog box, enter the alternate text in the text box, and left-click the Browse box to open the Edit Hyperlink box, Figure 78, or enter the URL in the Location box. We use the Edit hyperlink box in the same way in which we used the Create Hyperlink dialog box to create external hyperlinks, mailto hyperlinks, and hyperlinks to other pages in our web site.

Before we preview our web page, let us add a motion clip from the Clip Art Gallery. To add a motion clip, we open the Clip Art Gallery, left-click the Motion Clips tab, select a category and choose a clip. The preview option on the left-click popup menu allows us to view the motion clip. Like other graphics, we can add alternate text to motion clips; in this case, we use the alternate text "This is a running ram."



**Figure 80** The new names and folder locations for the graphics embedded in our index.html page.



**Figure 81** The web preview of our index.html page.

Saving our page, opens the Save Embedded Files dialog box, Figure 79. Since the images have not been saved in our web before, the dialog box displays each image file name and the associated Action (Save, in this case). We can rename the picture files so that they will be more meaningful to us in the future and either save them in the main web folder or specify a particular folder like the Images folder that MS FrontPage created within our web. Let us rename each clip art file so that the file name is more meaningful (dog.gif for the dog and ram.gif for the running

ram), and let us save all the graphics in the Images folder. To change the file names, we select the images one at a time, left-click the Rename box and enter the new file name, and left-click the Change Folder box to specify the location of the folder into which to save the images. As we make the changes to the file names and specify the folder location, each image is displayed in the Picture preview window. We left-click the Ok box when we have completed making the changes, Figure 80.

Now we are ready to preview our home page in the web browser, Figure 81. We see our running ram and, when we move the cursor over one of our graphic images, the alternate text appears on the screen in a text box. When we preview the page using the Preview tab, Figure 82, we see the ram running and we can view the alternate text for our graphics.

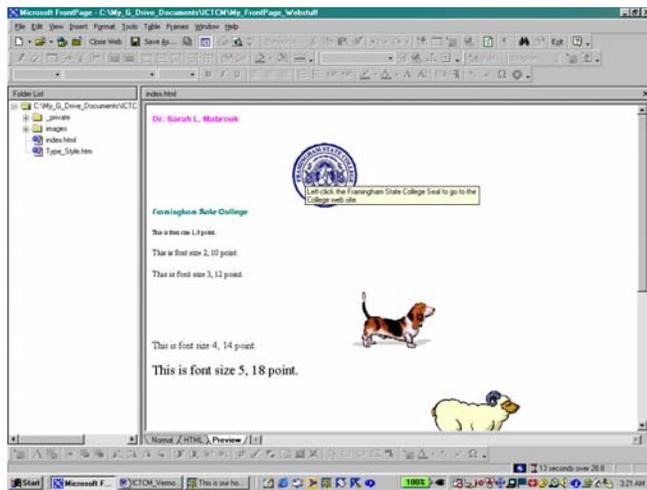


Figure 82 The Preview view of our index.html page.

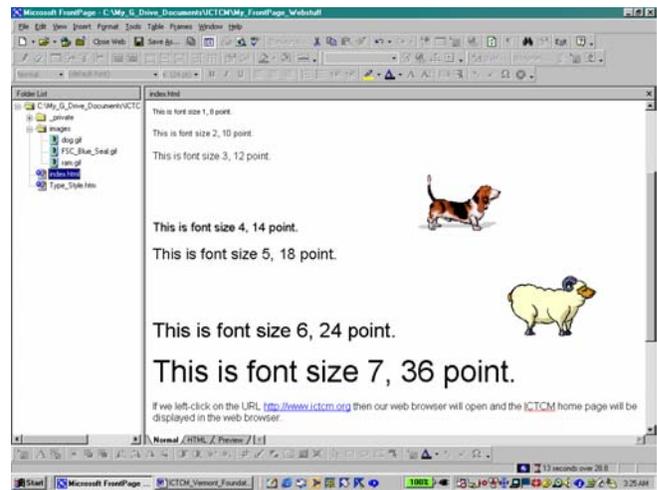


Figure 83 The Folder list displaying all the files in our web.

**Information About Our Web:** Left-clicking the plus (+) that appears next to the Images folder opens the folder to display the image files that we saved. Using this folder view we can consider the structure of our web, create folders in which to save new pages and new images, and, in general, control the structure of our web site. If we want to group images and pages by categories, using folders within the web can make it much easier to work on and update our web; using folders also make it easier to find pages and their associated embedded files.

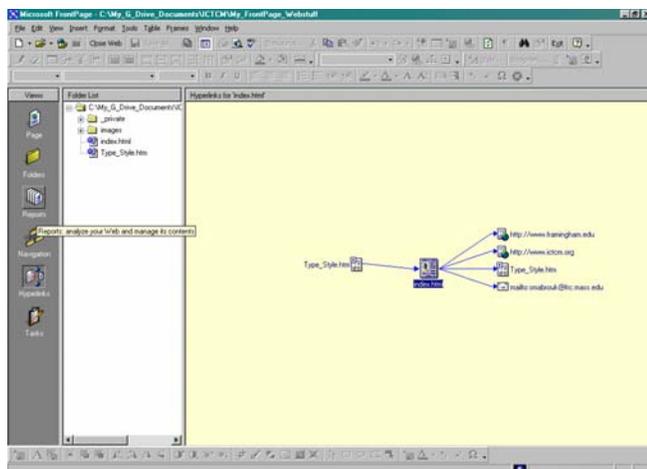


Figure 84 The Hyperlinks view of our index.html page.

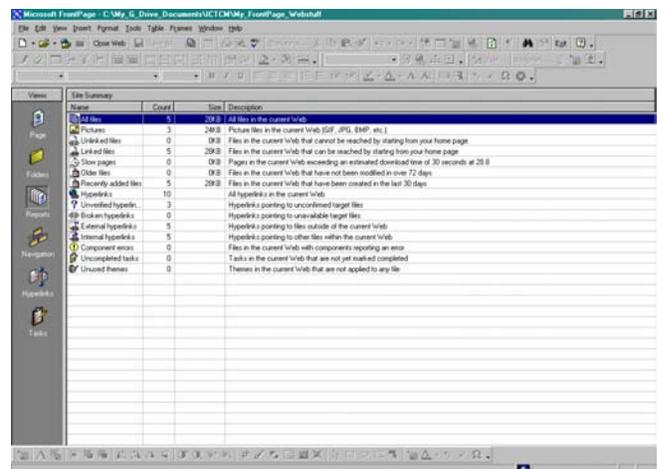


Figure 85 The Report view for our web site.

Now that we have created our web site, we can examine the Hyperlinks view for our pages and create a Report for our web site. If we generate a web site report when we do not have an Internet connection, we will see that our report records unverified hyperlinks.

**Final Comments:** This concludes our introduction to web page creation using MS FrontPage 2000. As we have seen MS FrontPage provides many helpful tools for web site creation, analysis, and maintenance.

As with any software, the best way in which to master using the software is to experiment with the various aspects of the program and to use the help facility to get more information about the program. Play with the MS FrontPage and have fun – this makes learning more enjoyable!

As far as style goes, it is important to remember that to be useful, our web pages should be easy to read and easy to navigate, and the hyperlinks should be easy to find – remember to use alternate text with all graphics.

As for colors, bright backgrounds with bright text can be difficult to read on the screen, and dark backgrounds with light text can be difficult to print and, in some cases, difficult to read. Always be careful to think about the person who will be viewing the page and how the color selection may make the page difficult to read rather than thinking about the “cool color effects” created on the screen.

Experiment, play, and have fun!

### **References**

Using books that detail the features of the program is helpful. Some books written about MS FrontPage include

- ◆ *SAMS Teach Yourself Microsoft FrontPage 2000 in 24 Hours* by Rogers Cadenhead, ©SAMS Publishing, 1999, ISBN 0-672-31500-9,
- ◆ *SAMS Teach Yourself Microsoft FrontPage 2000 in 21 Days* by Denise Tyler, ©SAMS Publishing, 1999, ISBN 0-672-31499-1, and
- ◆ *Special Edition Using Microsoft FrontPage 2000* by Neil Randall and Dennis Jones, ©Que, 1999, ISBN 0-7897-1910-X.

There are a variety of web sites offering help in learning to use MS FrontPage. Some of these include

- ◆ the MS FrontPage web site, <http://www.microsoft.com/frontpage/>.
- ◆ Ellen Ricca's site at Middlesex Community College on how to use the program, <http://tech.middlesex.cc.ma.us/software/guides/frontpage/default.htm>;
- ◆ and Andrea Pickles' list of Microsoft FrontPage resources at Framingham State College <http://framingham.edu/CAT/frontpage.htm> as well.

For some web site style guides check out these sites.

- ◆ <http://www.sun.com/960416/columns/alertbox/index.html> by Jakob Nielsen, formerly of Sun Microsystems, Web site advice about page layout and writing style, *Top Ten Mistakes in Web Design* – the new “permanent” address for this document is <http://www.useit.com/alertbox/9605.html>. Nielsen has more “mistakes” editions, “*Top Ten Mistakes*” *Revisited Three Years Later* that can be accessed at <http://www.useit.com/alertbox/990502.html> and *The Top Ten New Mistakes of Web* that can be accessed at <http://www.useit.com/alertbox/990530.html>. Additional information can be accessed through these URL's.
- ◆ <http://info.med.yale.edu/caim/manual/contents.html> (the Yale Center of Advanced Instructional Media information about page design). The *Yale CAIM Web Style Guide, Second Edition*, found at the URL above, references the site to accompany the book by David Siegel titled “*Creating Killer Web Sites*,” ©1996 Hayden Books with accompanying site, <http://www.killersites.com>.