

**Website Creation Using MS FrontPage 2000 and MS Word 2000**  
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Sessions T2.14, T3.14; Room SO 115

Thursday, June 6, 2002

**Session Description:** This workshop will explore the use of MS Word and MS FrontPage in web page creation. We will discuss formatting changes that must be made to MS Word files prior to converting documents to HTML. 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 pull down menus and navigation bars, and the use of tables to organize and to format both text and graphics. Feel free to check out my site at <http://www.frc.mass.edu/smabrouk>.

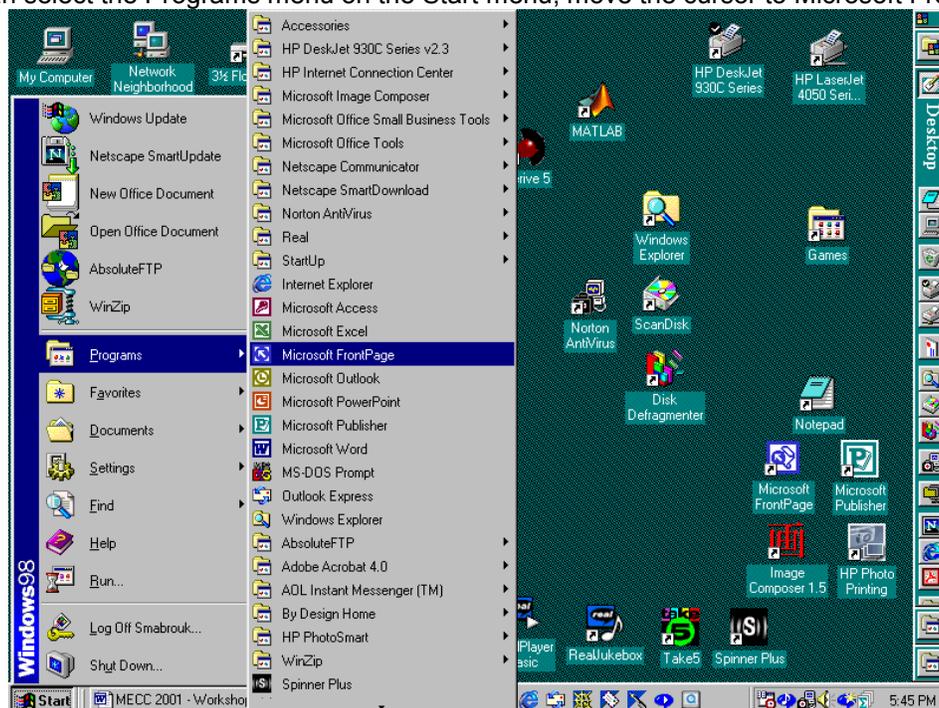
Word processing software such as Microsoft Word 2000 and WordPerfect have a Save as Web Page option that allows you to save documents as html files. Thus, any files that you create using MS Word or WordPerfect can be modified, saved as html, and posted as pages in web sites. If you are already familiar with Microsoft Word 2000 or other word processing software, you will find it relatively easy to learn to use Microsoft FrontPage 2000. So, you are ready to create web pages even if you do not know html.

This handout will focus on the basics of how to turn MS Word 2000 documents into web pages and how to use MS FrontPage 2000 to create web pages. We will discuss some formatting changes that we must make in order to save MS Word 2000 files as html. We will learn the basics of using MS FrontPage 2000 to create web pages and to monitor web sites. This handout includes directions and screen captures that you can use as you create web pages using either MS Word 2000 or MS FrontPage 2000. The general instructions will be given for the operating system MS Windows 98; this is the operating system for the computer on which this handout was written.

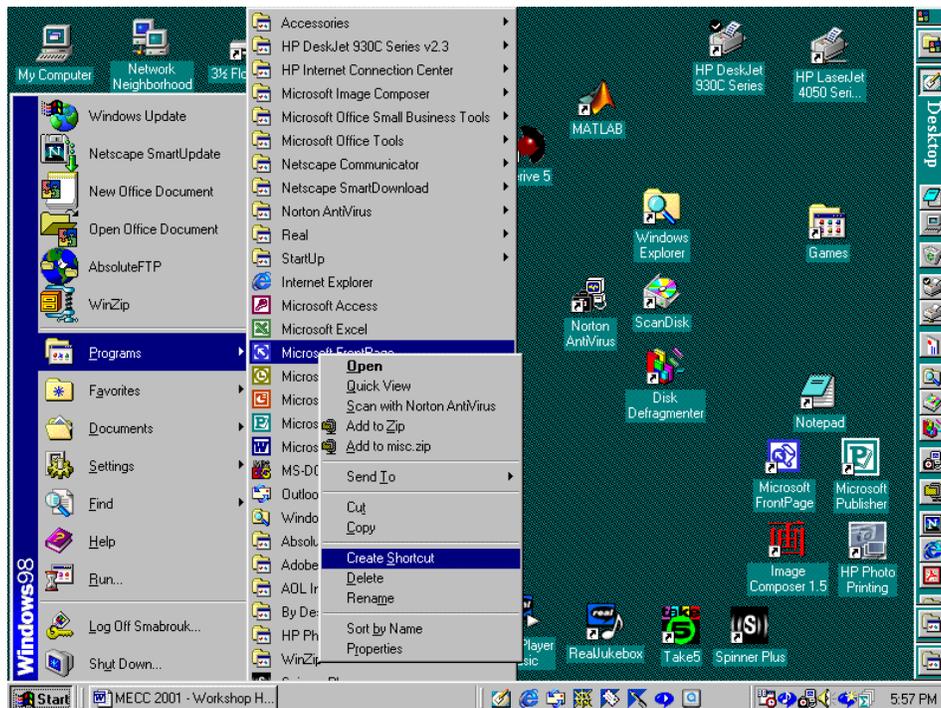
After discussing how to use MS Word 2000 to create web pages, we will learn how to create web pages using MS FrontPage 2000. However, let us begin by discussing how to create a desktop shortcut.

**Creating A Desktop Shortcut**

We can quickly launch any program that we frequently use from the desktop by double clicking on the desktop shortcut for the program. For example, if we want to create a desktop shortcut for MS FrontPage 2000, we can select the Programs menu on the Start menu, move the cursor to Microsoft FrontPage,



right-click on Microsoft FrontPage, and left-click on the Create Shortcut on the popup menu. Moving to the bottom of the Programs menu on the Start menu, we see that Microsoft FrontPage is listed a second time as Microsoft FrontPage (2); this is the shortcut that we just created. To move the new shortcut off the Programs menu and onto the Desktop, we can either left-click or right-click on the shortcut and hold while dragging the shortcut off the Programs menu and onto the desktop: with a left-click the shortcut appears in the location at which you release the left mouse button; and for the right-click, a popup menu appears at the location at which you release the right mouse button and we select the Move Here option on this popup menu in order to display the new desktop shortcut. After moving the shortcut to the desktop, we can left-click and drag the shortcut to any location on the desktop. To remove the (2) in the shortcut name, right-click the shortcut and select Rename on the popup menu; to quickly remove the (2) without retyping the full name, use the End key to move to the end of the shortcut name and the Backspace key to delete the unwanted characters.



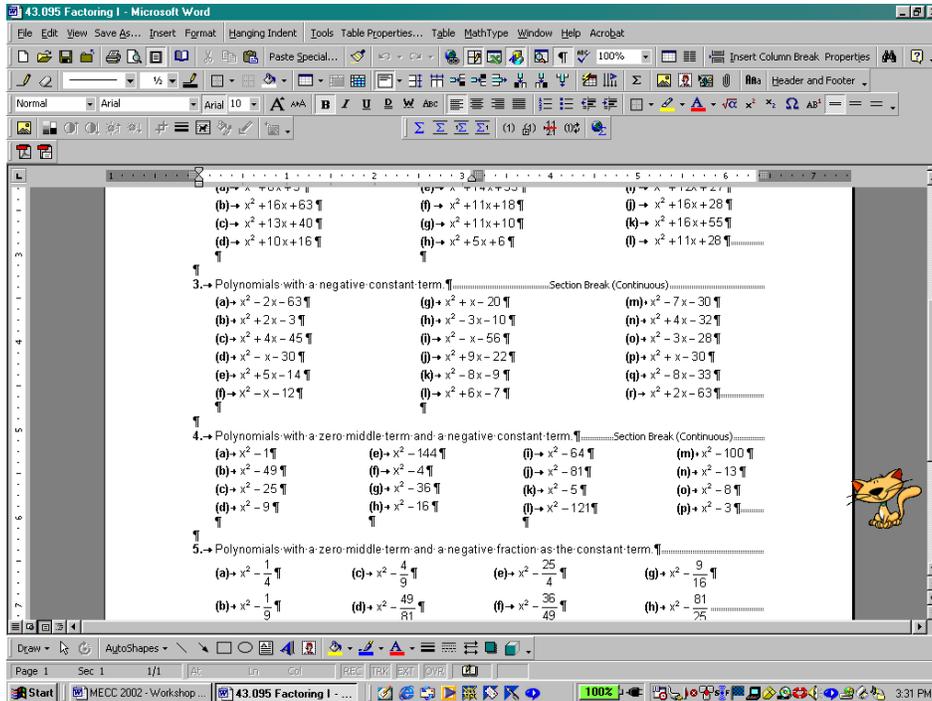
### **Using MS Word 2000 To Create Web Pages**

The advantage to using MS Word to create web pages is that it is a relatively easy program to learn for anyone who has used word processing software. This discussion assumes that the user is familiar with creating files using MS Word.

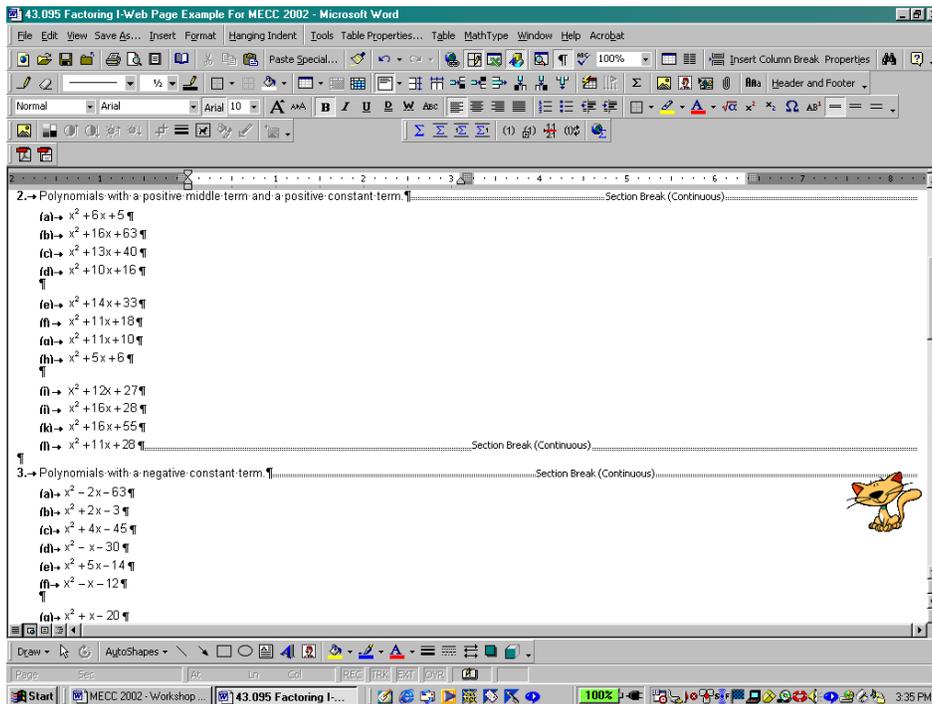
Suppose we have a MS Word document that we want to post on as a page on a web site. We can easily save the file as a web page by left-clicking the Save as Web Page option on the File menu. This generates the Save As dialog box with a file type of Web page. We enter the desired file name and left-click the Save box to save the new web page.

The major complication in using MS Word to create web pages is that formatting from columns is not preserved. If the file contains any formatting from columns that we want to keep, we must replace the columns with tables; tables are preserved when the file is saved as a web page. To illustrate this, let us examine what happens to a file that contains columns when it is saved as a web page; for our example we will use one of the author's course handouts.

As we see in the screen capture below, the MS Word file contains a three and four column format. When we save the file as a web page, the columns are lost and the equation gifs in the new file need to be redistributed.



Above is the original MS Word handout file, and below is the newly created web page for the file.

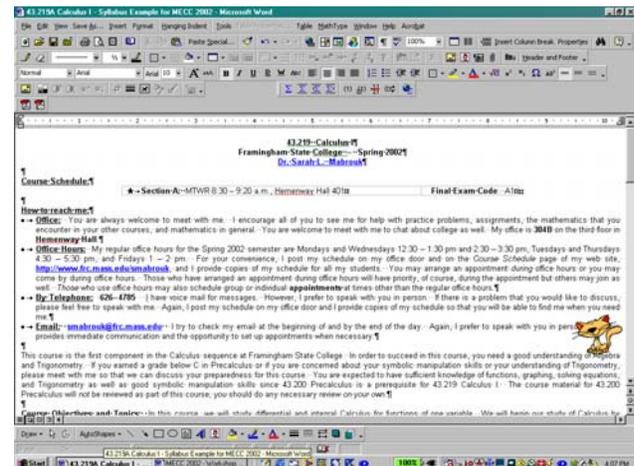


In order to post the handout in its original format, we must either enter the equations into tables or save the MS Word file as a pdf file. Why is this? In html, which is the code in which MS Word must write the web page file, there are no columns, tables are used to format information. So, if we plan to save a MS Word file as a web page, we must use tables to create any desired columns on the page.

## Creating Hyperlinks And Bookmarks

When we enter a URL, MS Word automatically turns the URL address into an active hyperlink in the file in the same way in which the program turns an email address into any active email hyperlink. For example, when we type the author's URL, <http://www.frc.mass.edu/smabrouk>, or her email address, [smabrouk@frc.mass.edu](mailto:smabrouk@frc.mass.edu), MS Word automatically creates the associated active hyperlinks; when we position the cursor near either of these the arrow automatically becomes the pointing finger and a text box displays the URL and the *mailto* email address for each, respectively.

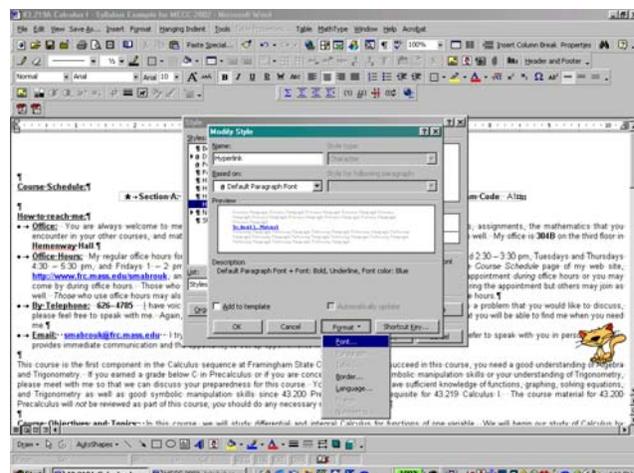
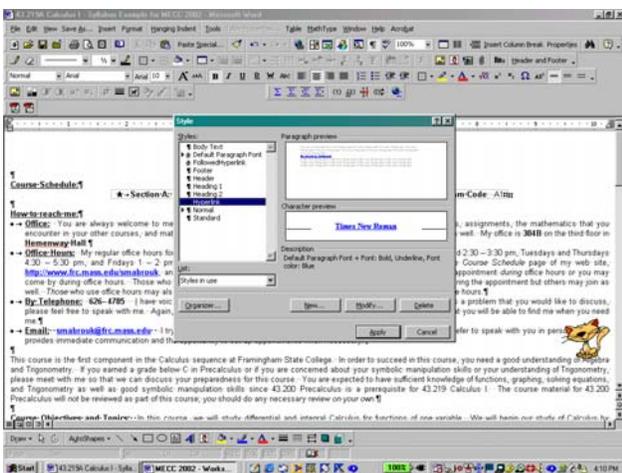
Suppose we want to create a hyperlink to text. For this example, let us use one of the author's handouts, a course syllabus. First, we save the file as a web page. Then, we select the text for which we want to create a hyperlink; here we select the author's name at the top of the syllabus. We can create the hyperlink by left-clicking on the Hyperlink option on the popup menu that is generated when we right-click on the selected text, left-click on the Hyperlink option on the Insert menu, or use the Control K key sequence.

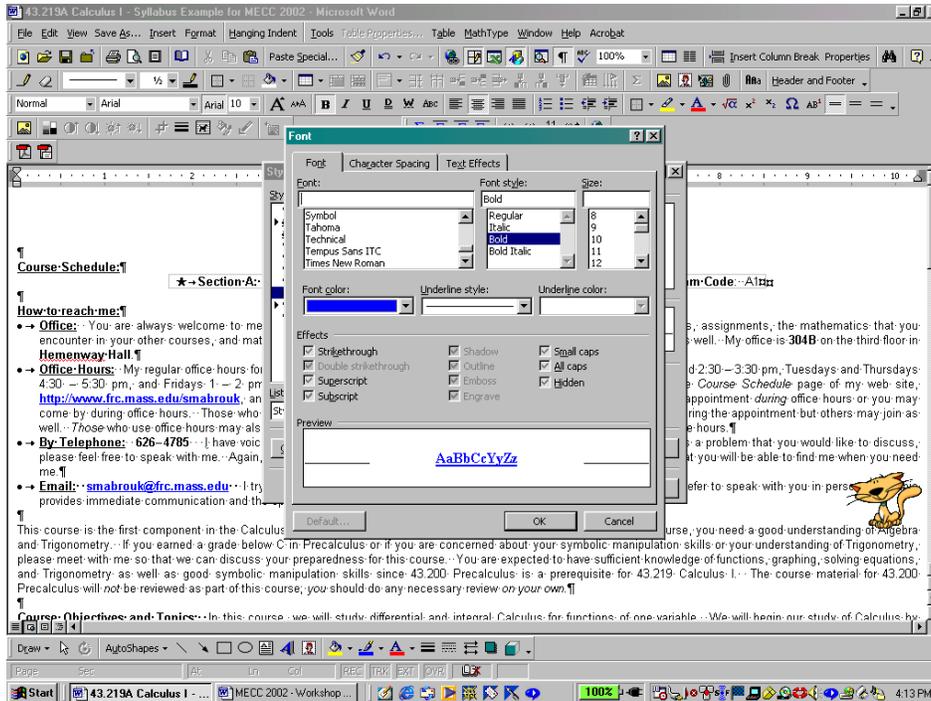


When we left-click on the Ok box, we see that the selected text is now blue and underlined – the standard format for a hyperlink since we have not changed the color and hyperlink scheme.

## Changing The Color Scheme

To change the color scheme for a web page and, in general, the style for any file, we select the Style option on the Format menu. Left-clicking the Style option generates the Style dialog box on which we can select Hyperlink and then left-click on the Modify box and select Font on the popup menu in order to change the font type, style, effects, color for hyperlinks in the file.

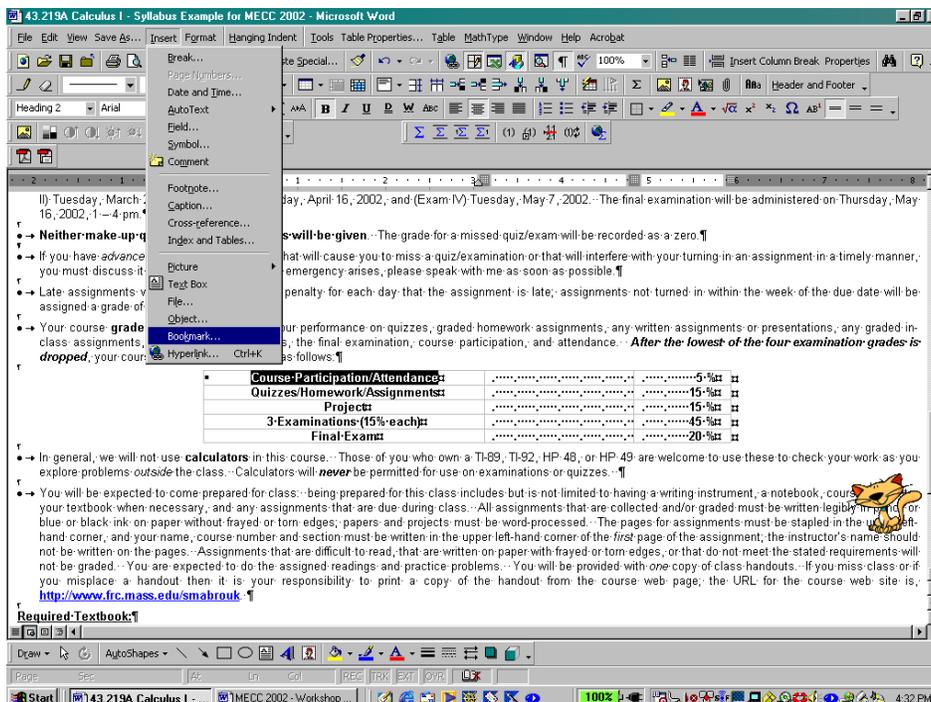




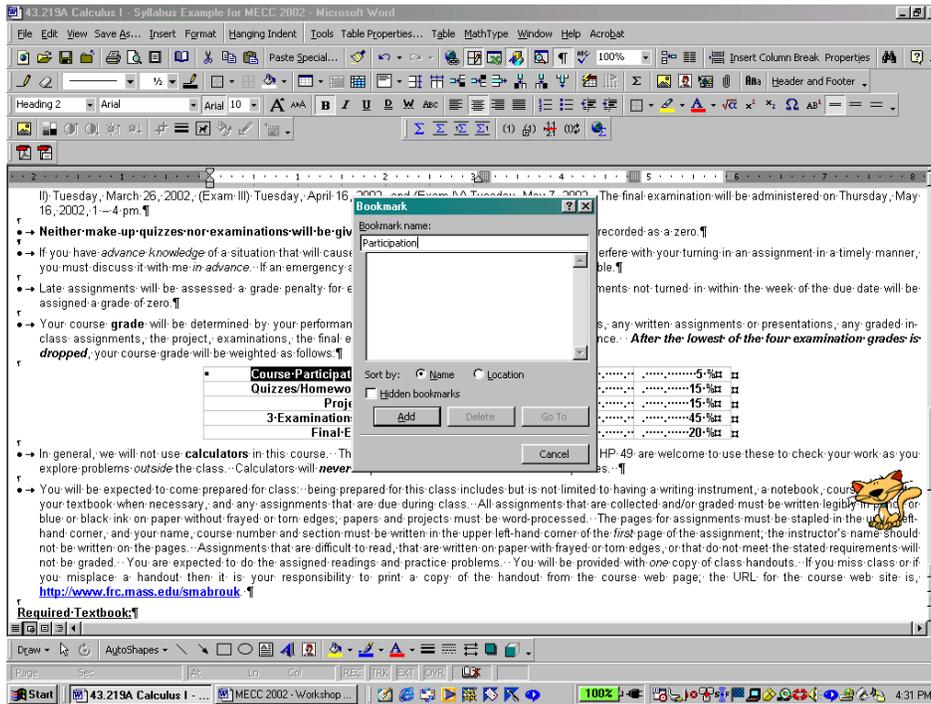
After making the changes in the Font dialog box, we left-click the Ok boxes in the Font and Modify Style dialog boxes and left-click the Apply box in the Style dialog box.

### Creating Hyperlinks To Text In A File

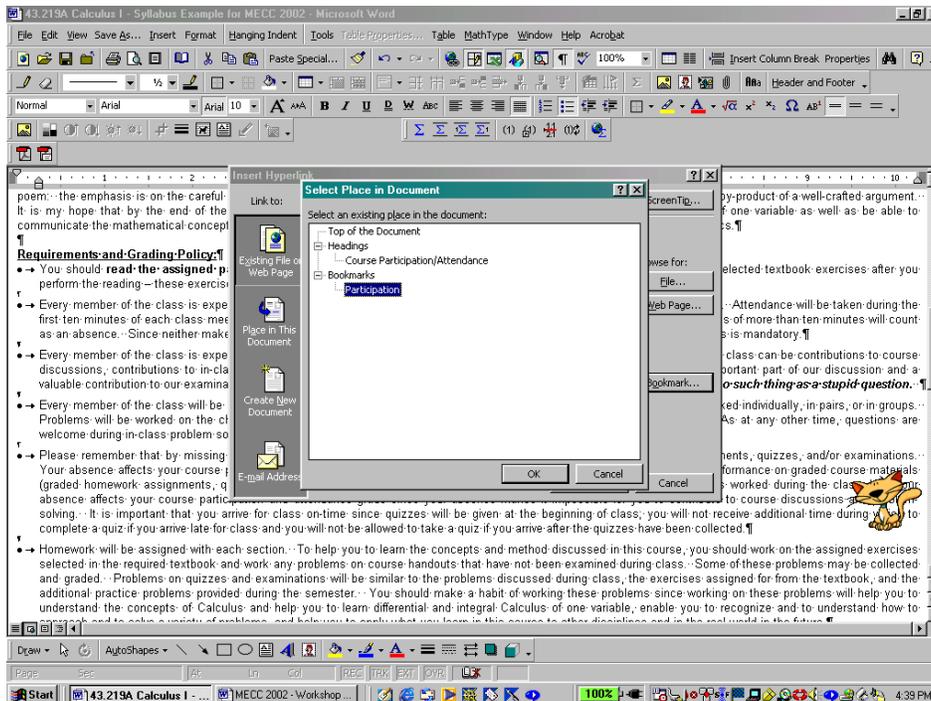
Suppose we want to create hyperlinks to text on the web page. To do this, we create a Bookmark at the text of interest and then create the hyperlink to the bookmark on the page. Suppose we create a bookmark for Course Participation/Attendance on the second page of the syllabus and then create a hyperlink from the word participation on the first page to this grade component on the second page.



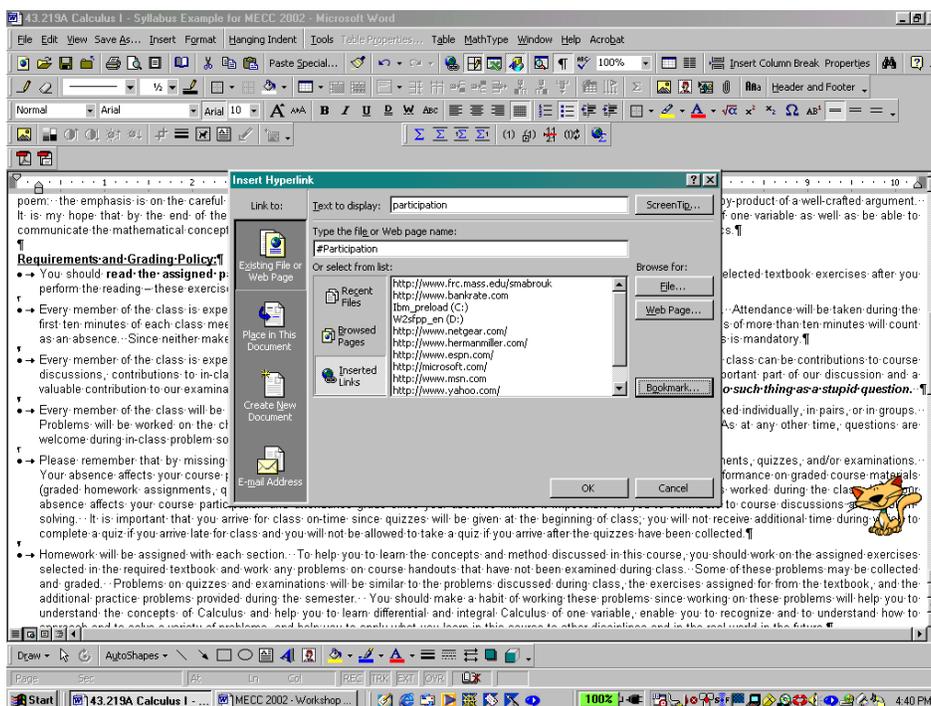
To do this, we select the text of interest and left-click on the Bookmark on the Insert menu.



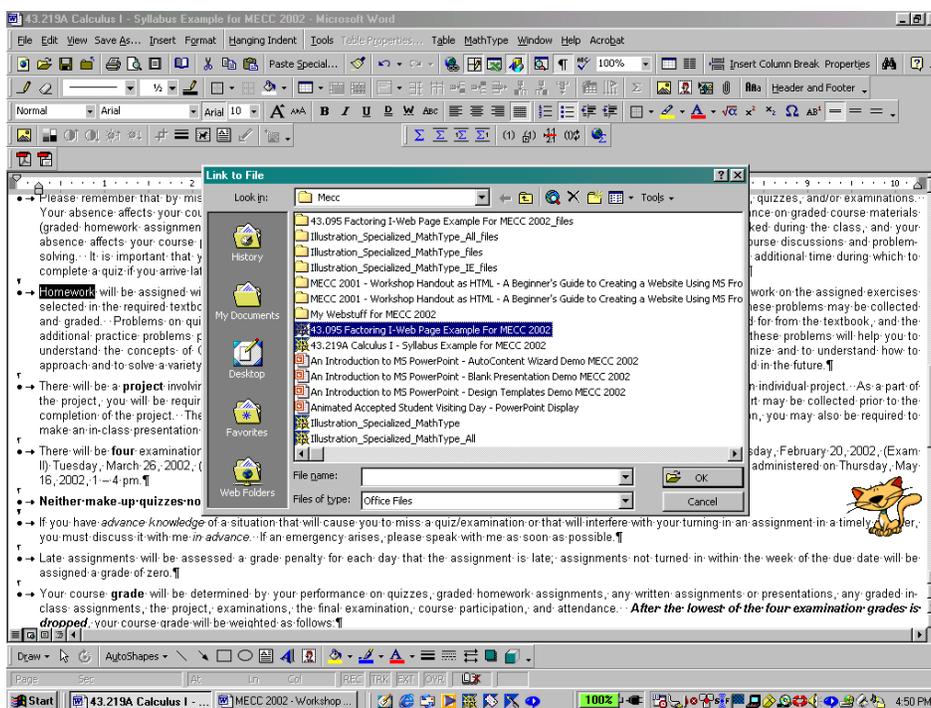
Then, we enter the Bookmark name, Participation, and left-click the Add box. We create the hyperlink as we did before: we select the text of interest, and left-click Hyperlink on the Insert menu.



In the Insert Hyperlink dialog box, we left-click on the Bookmark box, select the Participation Bookmark, and left-click the Ok box. The bookmark is displayed in the file or web page name box. We left-click the Ok box to finish the bookmark.



The new hyperlink is displayed in underlined blue text using the same format as the other hyperlinks. To insert a hyperlink to a file in a web (folder), we left-click on the File box and select the file in the same way in which we select a file to open: once we find the file, we can select the file name and left-click the Ok box or double left-click on the file name. The filename is then displayed in the Type of file or web page name box in the Insert Hyperlink dialog box. As before, we left-click the Ok box to finish.



## Inserting Pictures

We insert pictures and clip art in the same way in which we insert clip art and pictures in document files. The only difference is that we should include textboxes for pictures on web pages and we can include hyperlinks for pictures on web pages. We create hyperlinks for pictures in the same manner in which we

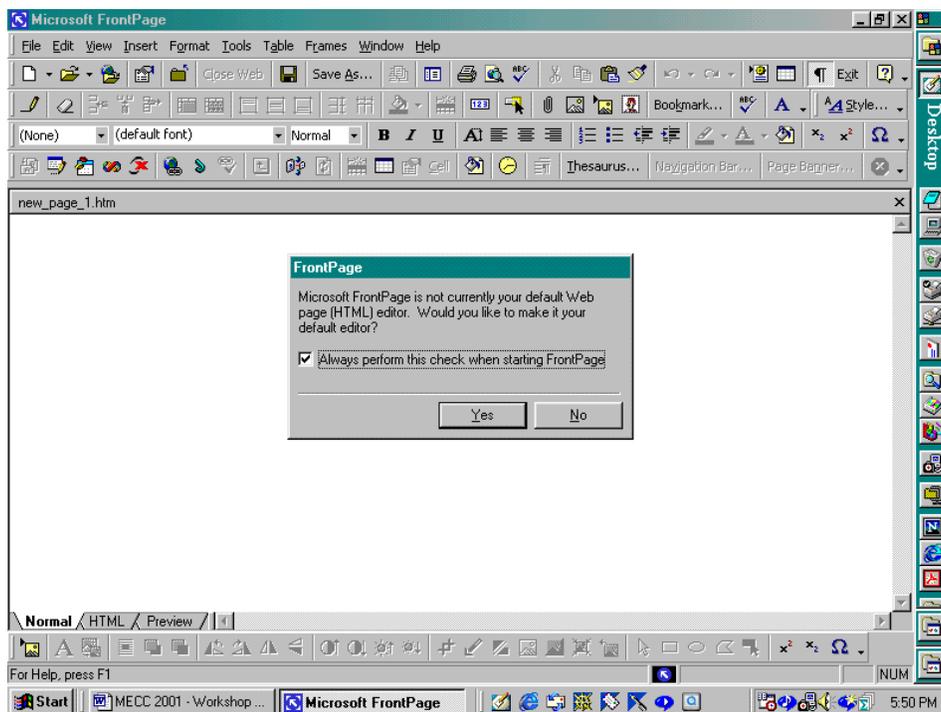
have created hyperlinks for text. We use the Web tab in the Format Picture dialog box to create alternate text that can be displayed while the picture is downloading or if the picture is not displayed.

### **Web Preview**

Finally, to preview our web pages using a web browser, we left click on Web Page preview on the File menu. The page is displayed in the browser window, and we can text the hyperlinks and check the appearance of the text boxes and the file as it is displayed in the browser window.

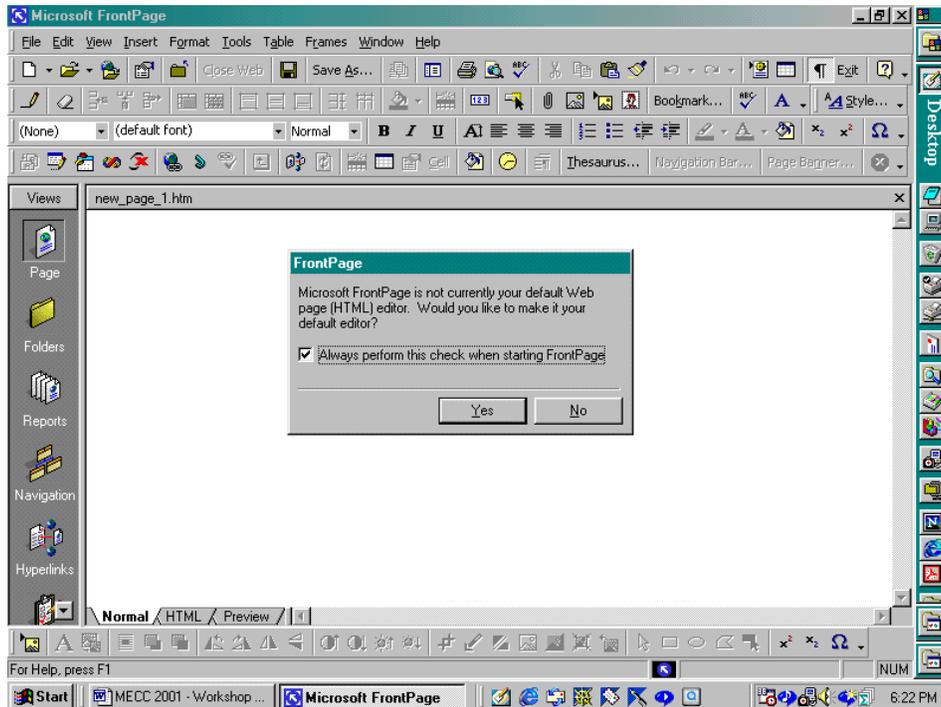
### **Starting MS FrontPage 2000**

We can start MS FrontPage 2000 by double left-clicking on the Microsoft FrontPage desktop shortcut or by left-clicking on Microsoft FrontPage on the Programs menu of the Start menu. When we start the program, we are asked if we would like to make MS FrontPage your default web page editor. Since we may want to use more than one program to create web pages, it is best to click the No box.



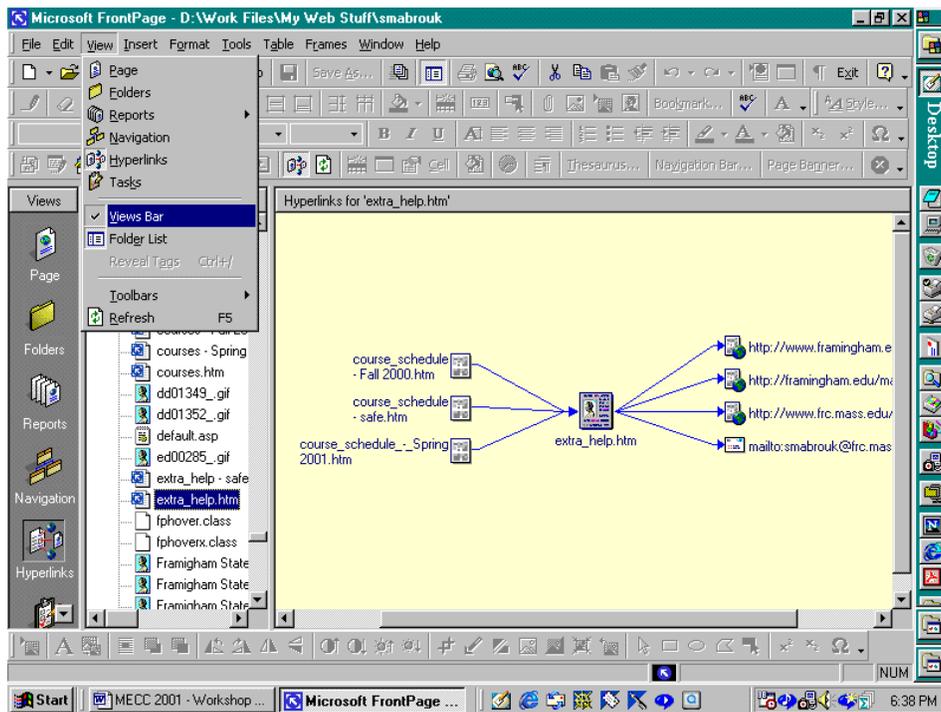
### **Program Views**

When we open the program, we may find the Views Bar open as it is in the screen capture below. As we can see, we have the option to view the page alone, the folders in our web (the folder containing your web page files), reports about our web, information about navigation of our site, information about the hyperlinks to and from pages.



We can turn off the Views Bar and change the view displayed using the View menu. We can change the view displayed 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. Turning off the Views Bar provides more space for viewing the web page that we create.

The screen capture below displays the links to the Extra Help page of the author's web site, extra\_help.htm; this is the Hyperlinks view of the extra\_help.htm page of the site.



The Hyperlinks view displays information about files that have hyperlinks to the extra\_help.htm page and the hyperlinks from the extra\_help.htm page. The Hyperlinks view does not display hyperlink information for the hyperlinks for the author's pull-down menu that was entered using html and JavaScript code.

Using the Folder view, we can view the folders and the files in the main web folder. Displaying the Folder view while creating and editing web pages is helpful when working on a web site: using the Folder view we can open, rename, delete, and view folder and file information just as we would using the Windows Explorer.

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

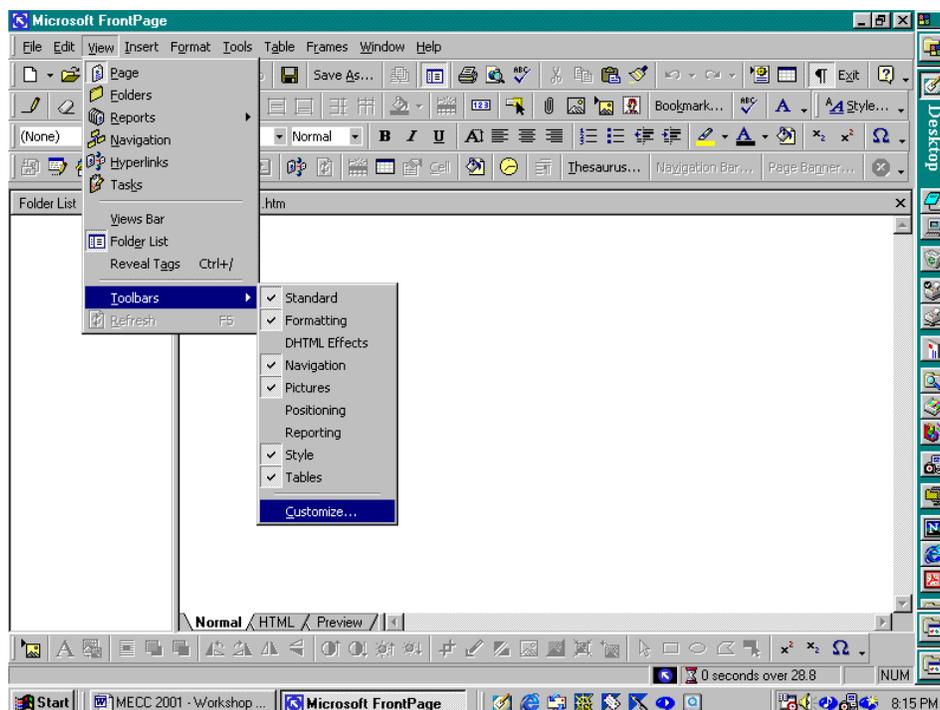
We use the Report view to obtain information about the hyperlinks, files, folders, and size of our web.

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

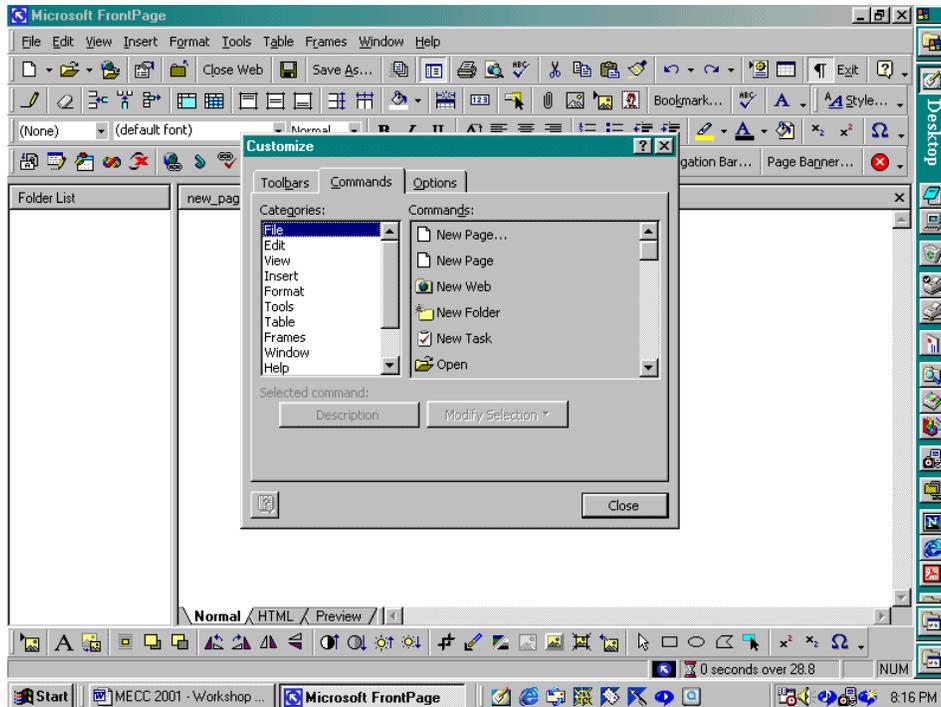
Customizing the program window is helpful if we use the program frequently. Using the toolbars can save time, and customizing the program environment can make the program feel more user friendly (and similar to other programs) that we use. To add toolbars and toolbar buttons, we select Customize on the 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. For the computer on which the screen capture was made, 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 to turn on and off the toolbars just as we can using the Toolbars submenu of the View menu. We use the Commands tab to add and to remove toolbar buttons. We use the Options tab to change some of the toolbar display options.



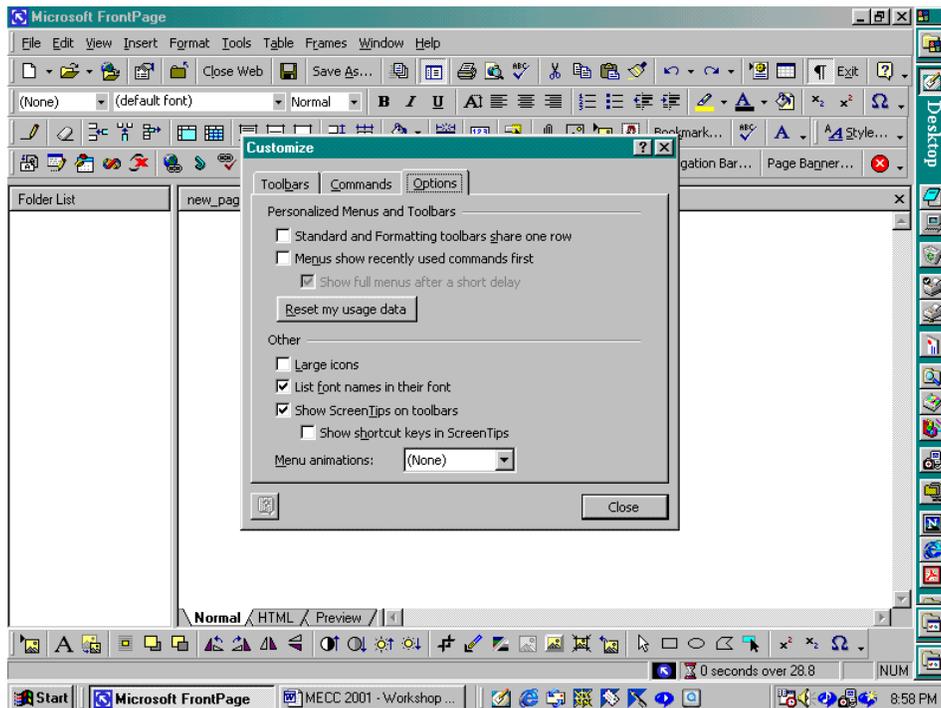
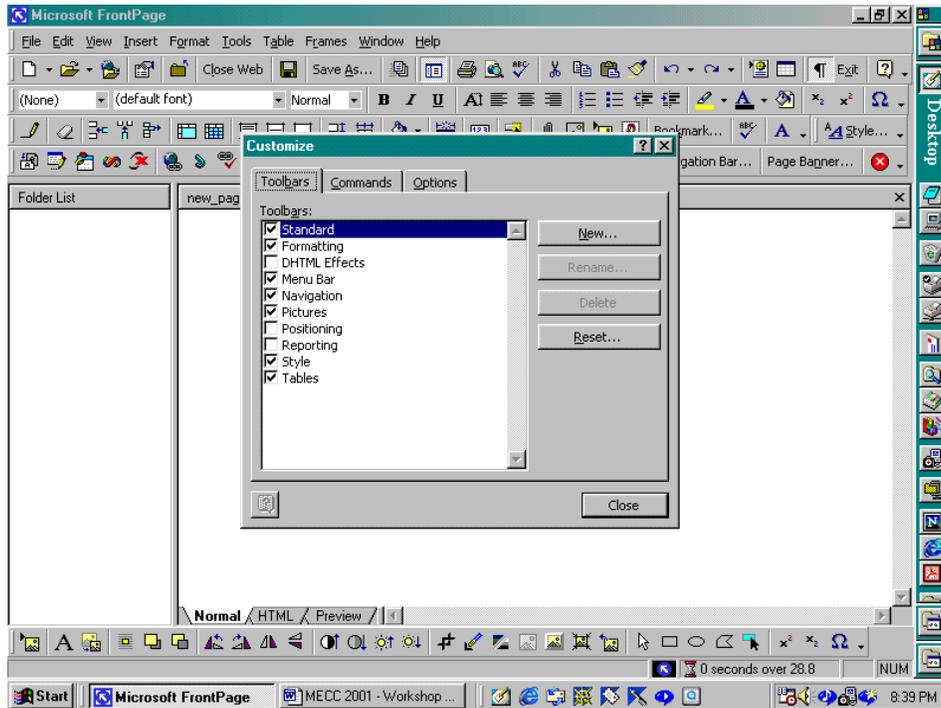
To add toolbar buttons that are not currently displayed, we select the menu containing the toolbar button



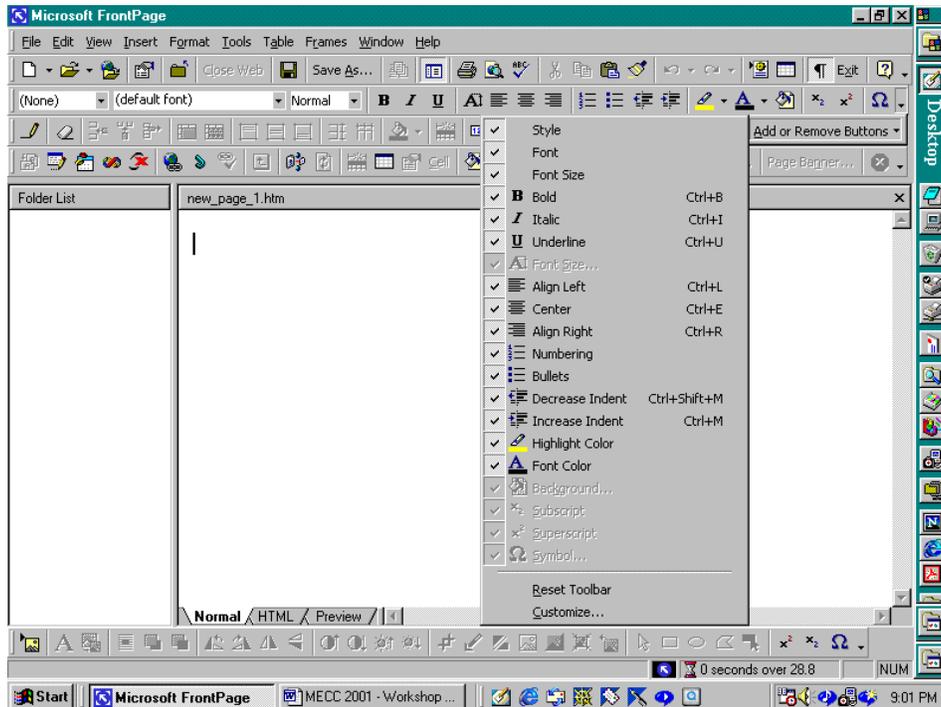
corresponding to the command of interest, left-click on the toolbar button, and drag the toolbar button to a location among the toolbars displayed at the top of the program window. To find the toolbar button corresponding to the command of interest, we select a menu on the left side of the Commands tab and then select a command on the right side of the Command window. If we need a description of the command corresponding to the selected toolbar button, we left-click the Description box.

If we add a toolbar button between two existing toolbar buttons, the toolbar buttons will shift to the right and the new toolbar button will be fit in place. If we want to position the new toolbar button at the end of a toolbar, we must be careful to insert the toolbar button so that it overlaps with the end of the toolbar otherwise the new toolbar button will not be added. We remove a toolbar button by left-clicking on the toolbar button and dragging it off the toolbar.

We use the Toolbars tab 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 you would like to reset by left-clicking on the name of the toolbar, and then click the reset button.



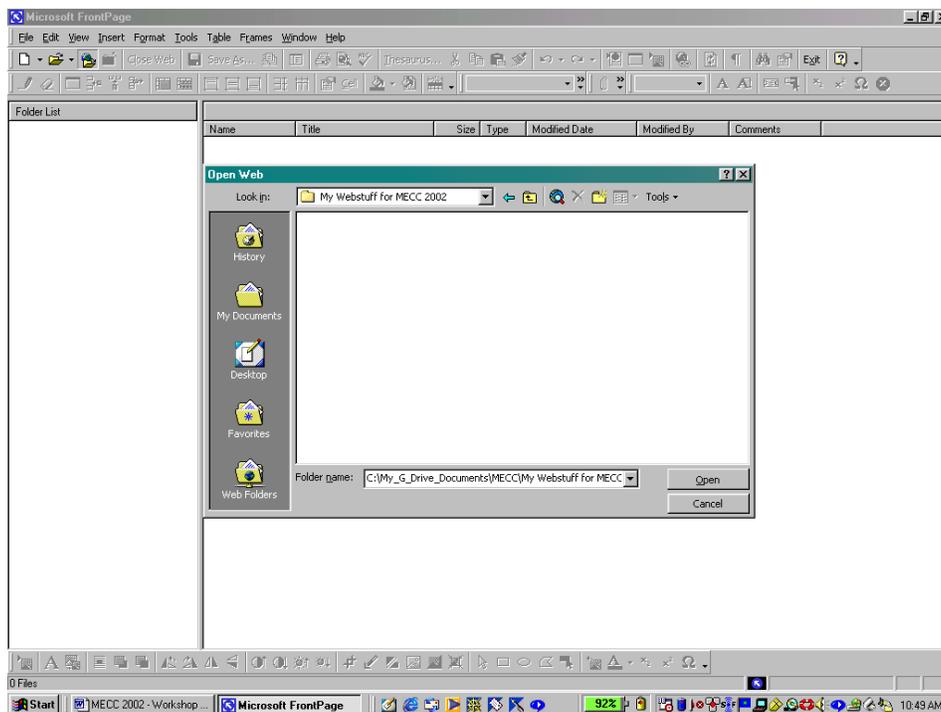
We use the Options tab to change how the toolbar buttons are displayed. We uncheck the “Standard and Formatting toolbars share one row” option in order to allow the Standard toolbar and the formatting toolbar to be displayed as separate toolbars, and we uncheck the “Menus show recently used commands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



We can also customize the program window by selecting Customize on the popup window generated by left-clicking on any of the arrows at the end of the toolbars; we can use this popup menu to remove toolbar buttons as well.

### Opening A Web

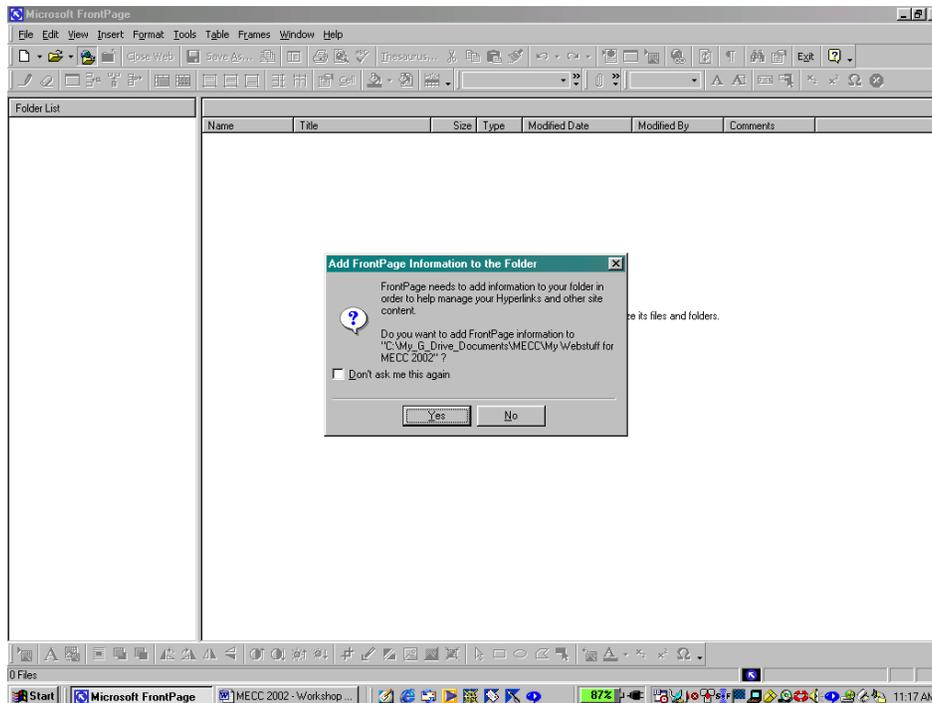
A web is a folder in which we save all the files of our web site. For this handout, let us create a folder



named "My Web Stuff for MECC 2002". We create this folder just as we would any other folder. For example, if we want to create the folder in My Briefcase, we can open the My Briefcase by double left-clicking the My Briefcase shortcut on the desktop, left-click Folder on the New submenu on the File menu,

and then enter the folder name once New Folder is displayed. Of course, we may use the Windows Explorer to create the new folder in another location as well.

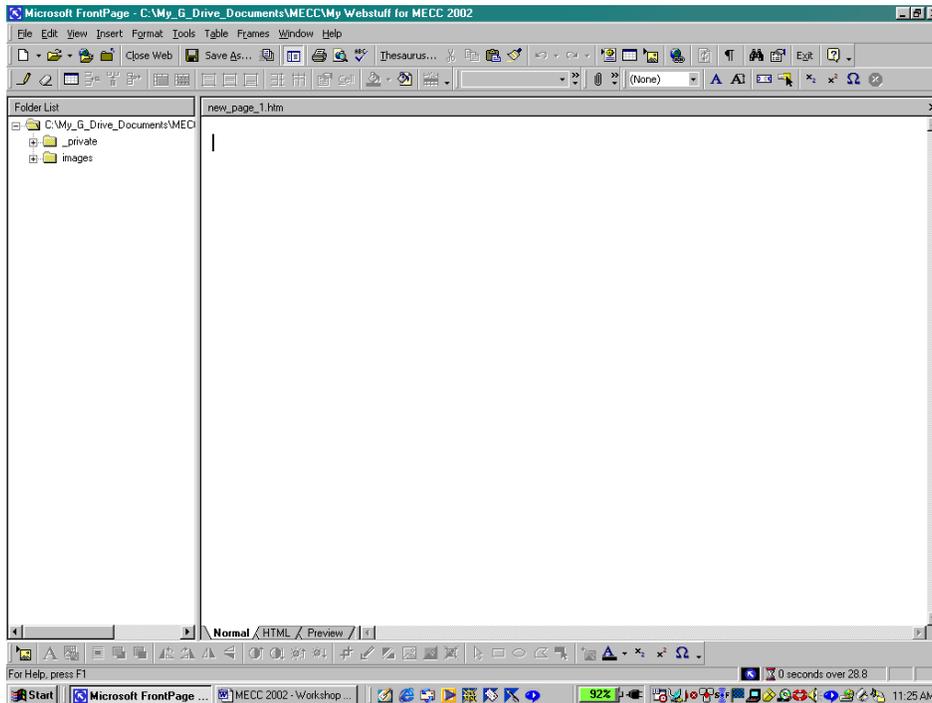
We can open the web in one of two ways, using the toolbar button displaying the open folder with the world behind it or by left-clicking Open Web listing on the File menu.



Since we are opening this web for the first time, a dialog box appears with an inquiry about adding information to the web that we want to open. When we click the Yes button, the folders *private* and *images* are added to the folder. We will not need to do anything with these folders. With these folders added to our web, we are ready to begin making web pages.

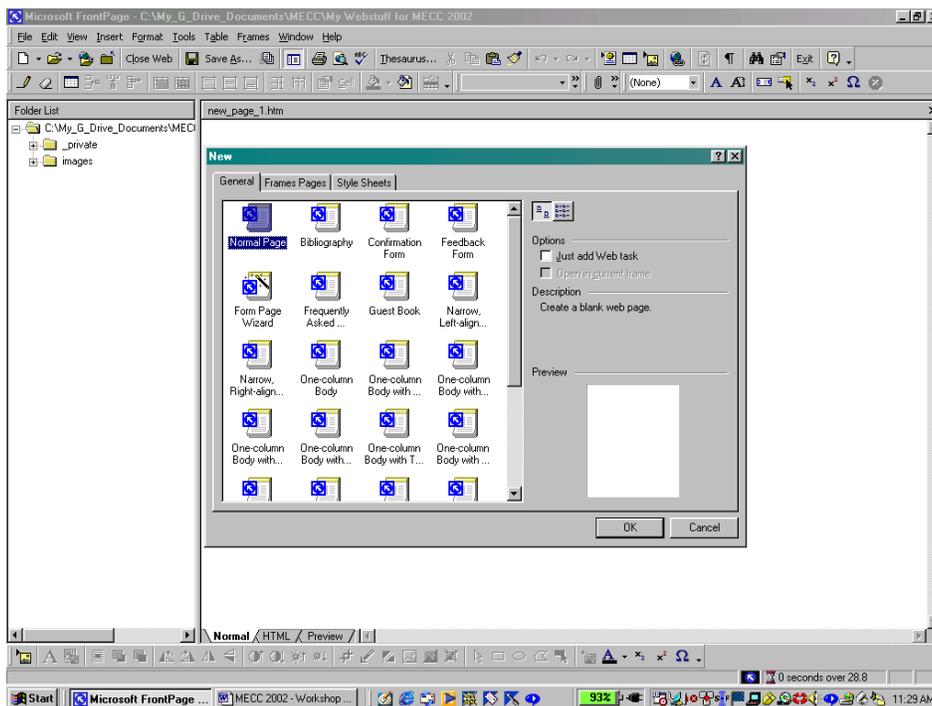
### **Creating Web Pages**

Now, we are ready to create pages for our web. 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 on the blank sheet of paper toolbar button (the first toolbar button on the left below the File menu), by left-clicking Page on the New submenu of the File menu, or by using the Control N key sequence.

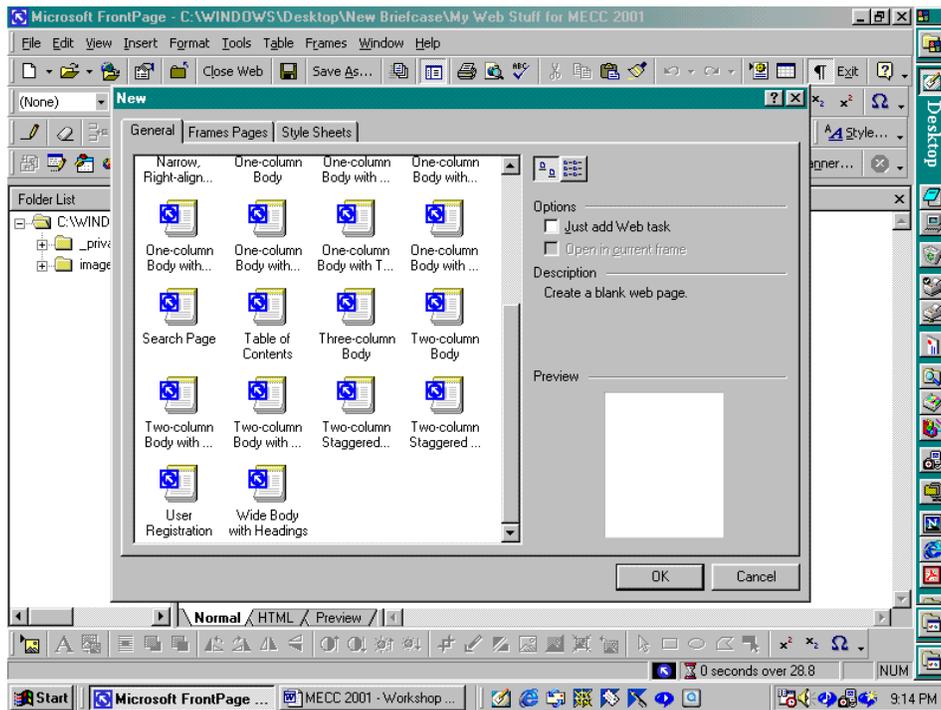


When we use select Page on the New submenu of the File menu, we generate the New Page Wizard. This page wizard allows us to access a variety of formatted and styled pages into which we can type the page information. The formatting for these pages can be changed in the same way in which we can change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

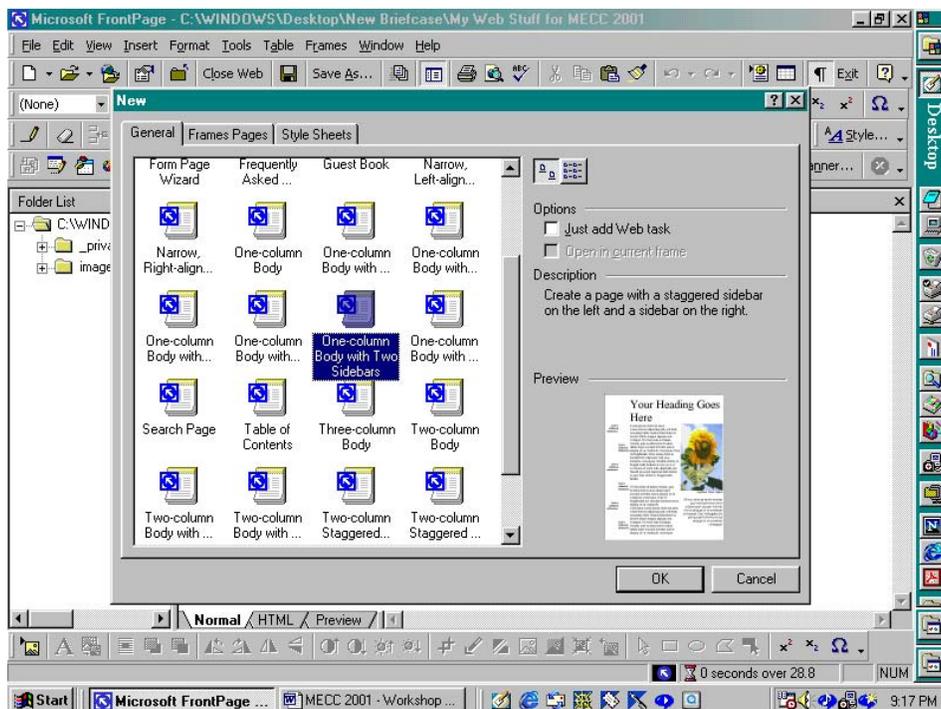
If we want to select a blank, unformatted page, we can select Normal Page. If we like one of the preformatted pages, we can select the page that we like and make any desired formatting, font, color scheme changes as we enter the page information.



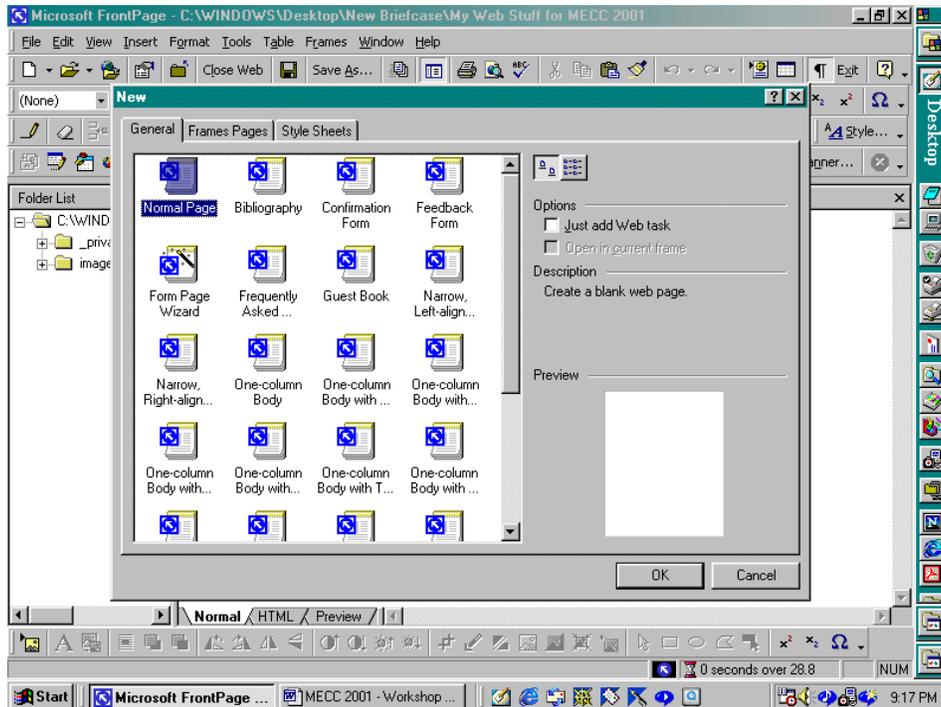
The best thing to do is experiment: play with the pages, blank and formatted, and decide what we like better. Since the formatted pages already contain the tables and the picture locations, we will use a blank page and experiment with it, entering tables, pictures, and text.



Left-clicking on one of the icons for a formatted page allows us to preview the formatting on the right-hand side of the dialog box.

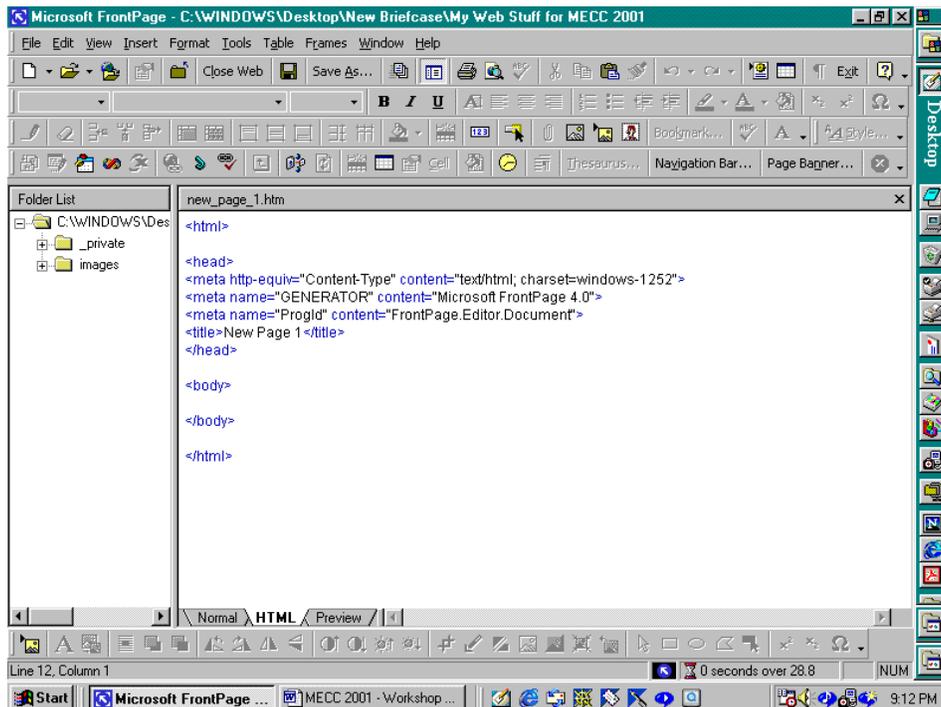


To create a blank page for which we can choose the font, formatting, and color scheme, we left-click the Normal Page icon and left-click the Ok box.



## Page Views

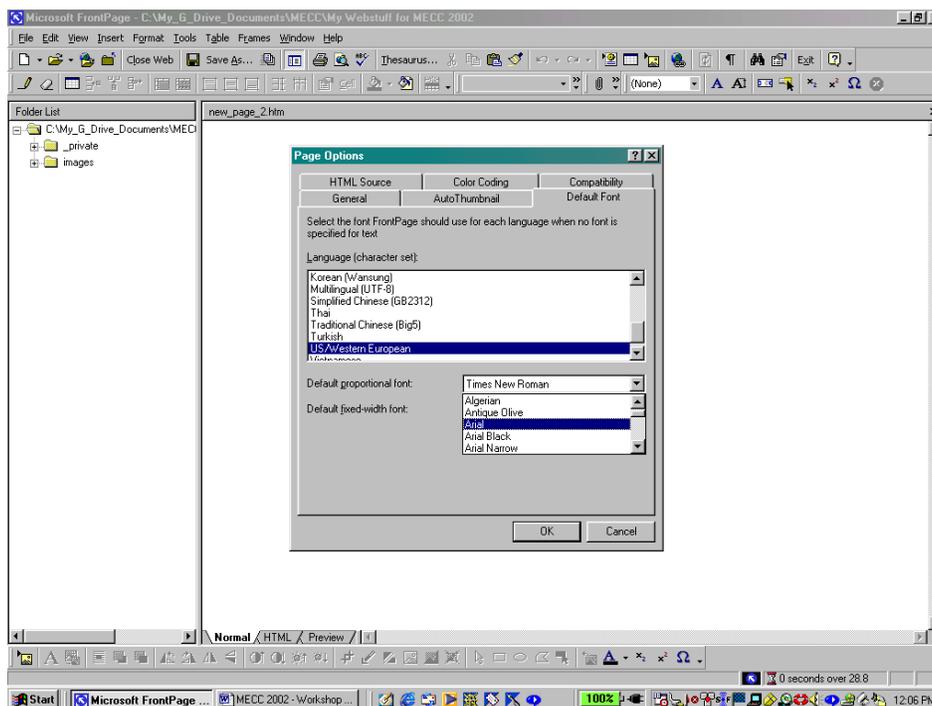
The program has three page views, the Normal view which is similar to the MS Word editing window, the HTML view, and the Preview View. We can enter the page information using the Normal view just as we would if we were using MS Word. Although this page appears blank in the Normal view of the editing window, we can view the html code that MS FrontPage generates at the beginning of the page when we click the HTML tab. 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>.



One advantage to using MS FrontPage is that we can enter and change HTML code using the HTML view for the page. So, if you plan to learn how to write html code, you can create examples to study for various features that you can create using MS FrontPage. In addition, once you have learned some html, you can change the html code and enter JavaScript code for features that you may want to add to your web pages.

### **Setting The Program's Default Font**

The 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. This generates the Page

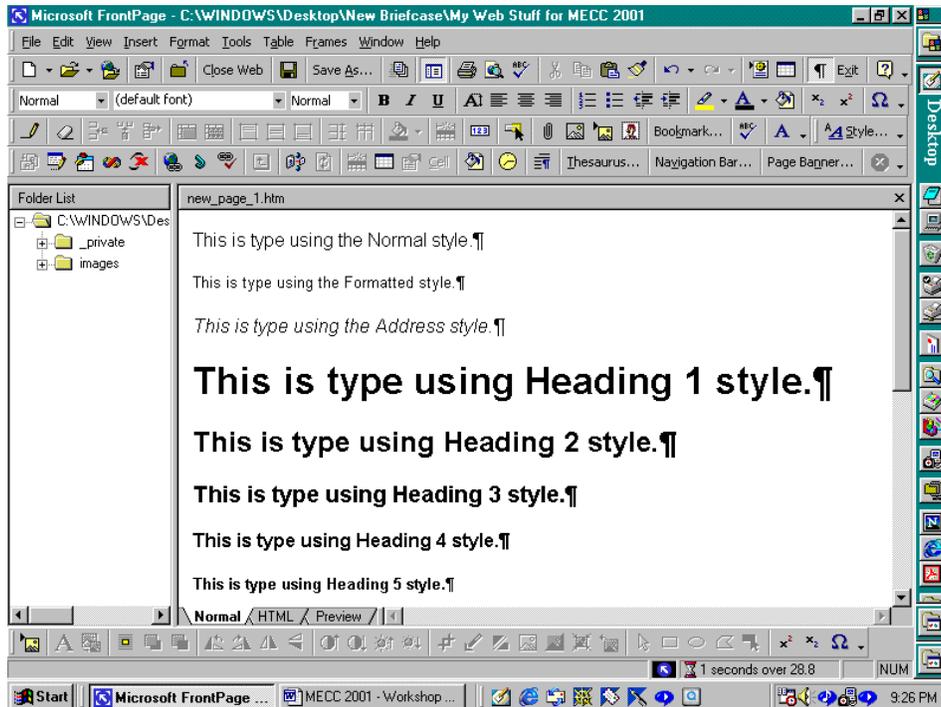


Options dialog box. We set the default font for the program using the Default Font tab. To select the desired font, Arial in this case, we left-click the down arrow for the Default proportional font pull-down menu and find Arial in the font list. We left-click on Arial to select this font. We change 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.

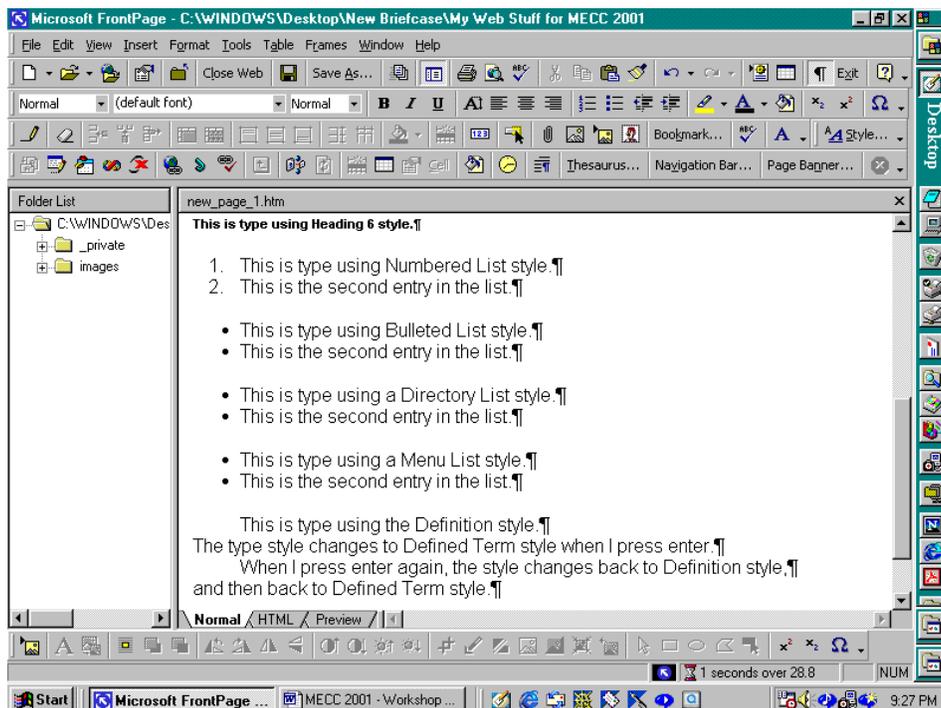
### **Text Styles**

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.

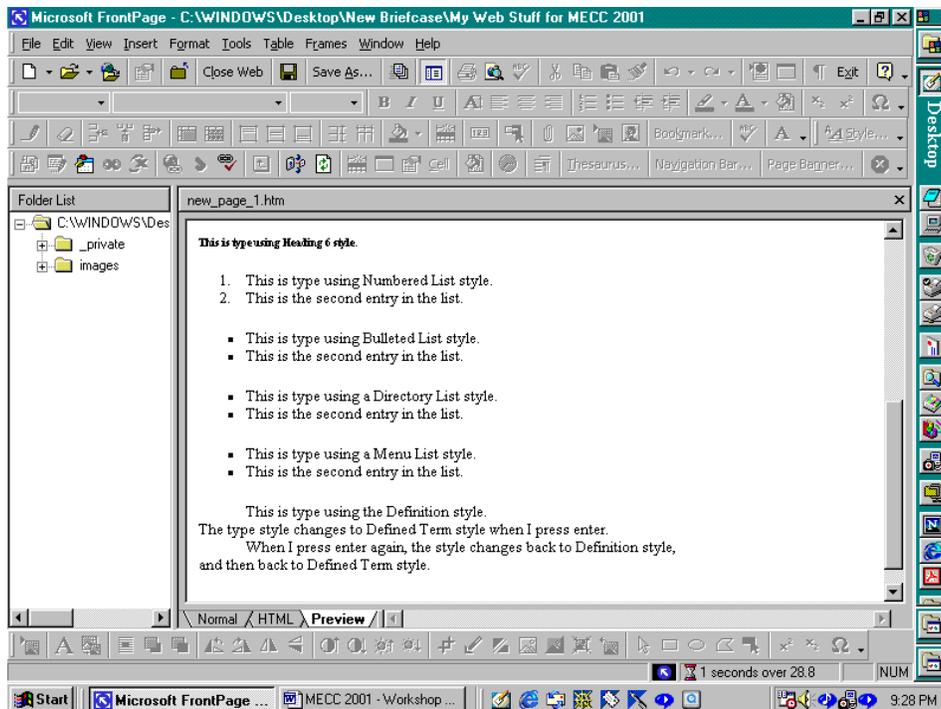
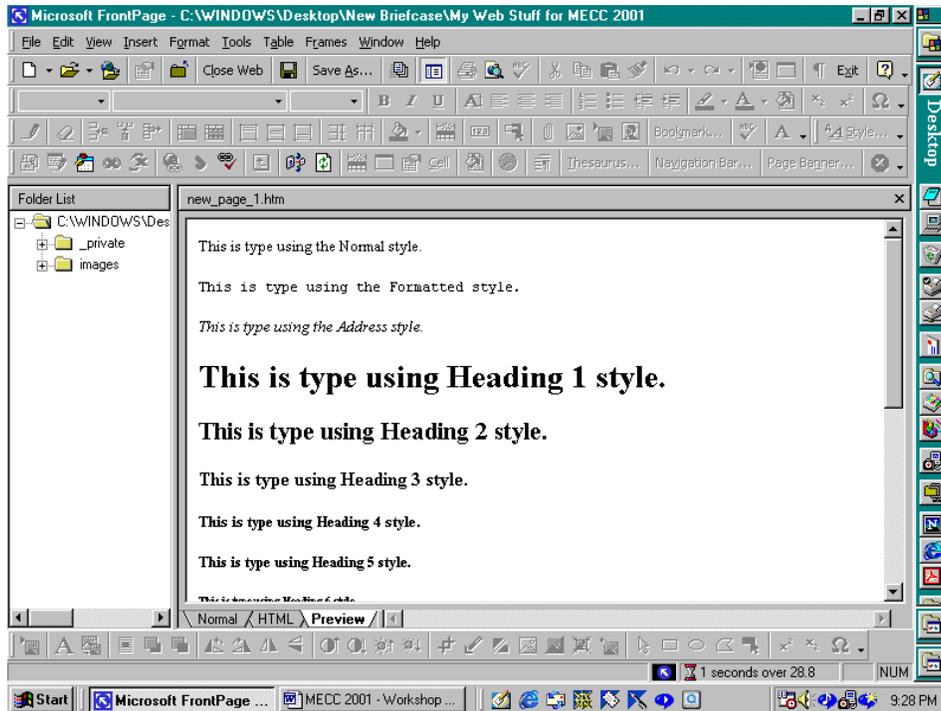
Currently, the text style is Normal. We can change the text style by left-clicking the down arrow of the style drop-down menu. The best way in which to understand how the styles affect the text size is to test them and to compare the results.



Examining the text typed using each of the styles 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. 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.

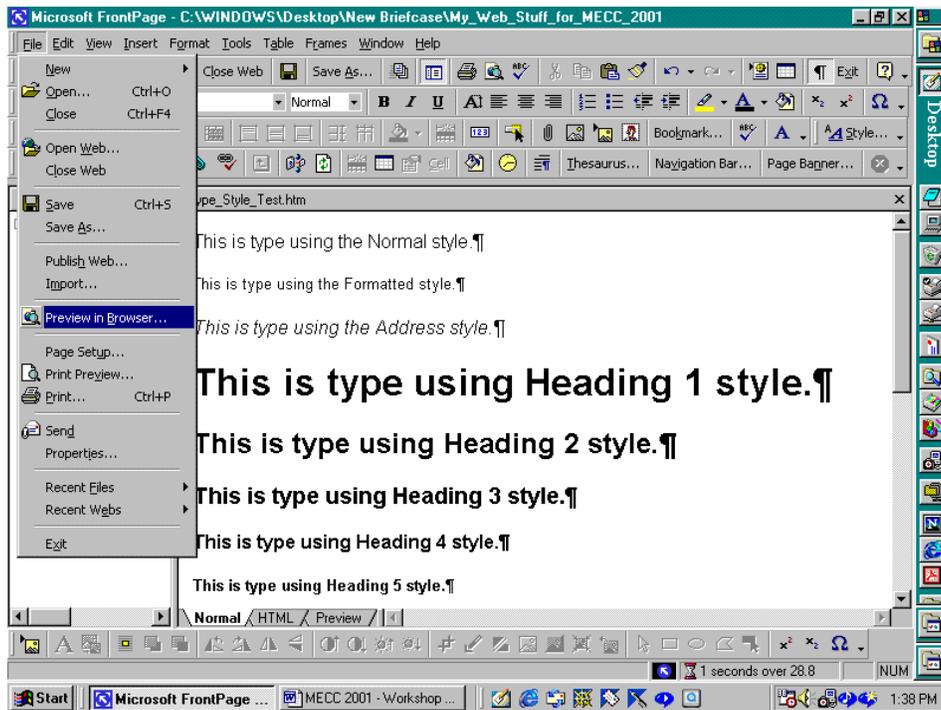


### Previewing A Page in a Web Browser

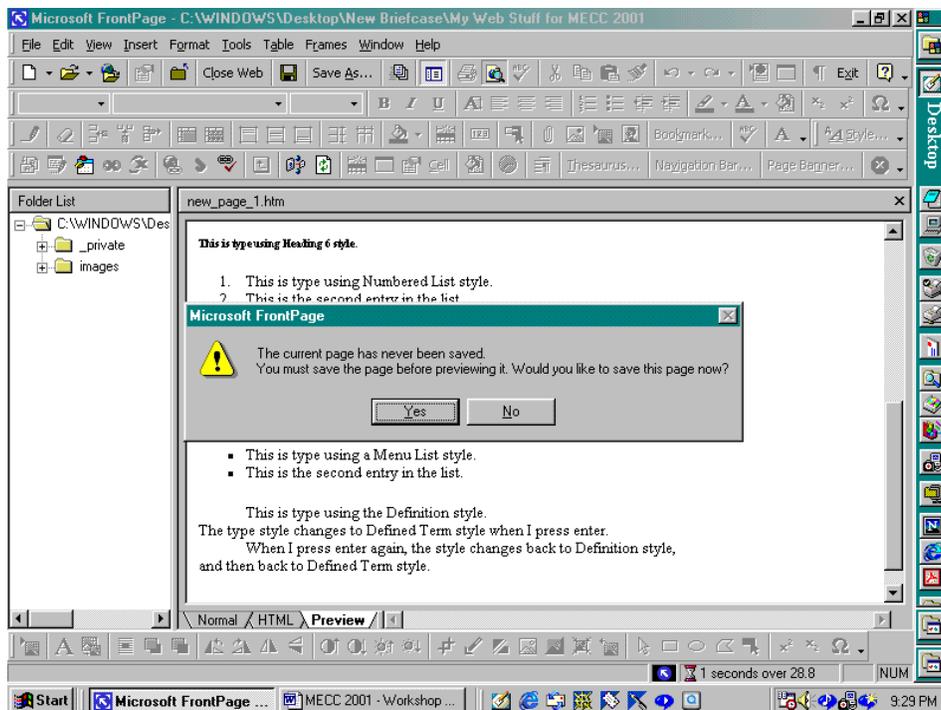
To preview the page using a browser, we can click on the Preview in Browser toolbar button, the white page with the blue world and magnifying glass, or select Preview in Browser on the File menu. The only difference between these methods of previewing the page in the browser is that the Preview in Browser option on the File menu produces a dialog box that allows us to choose the browser and screen size.

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

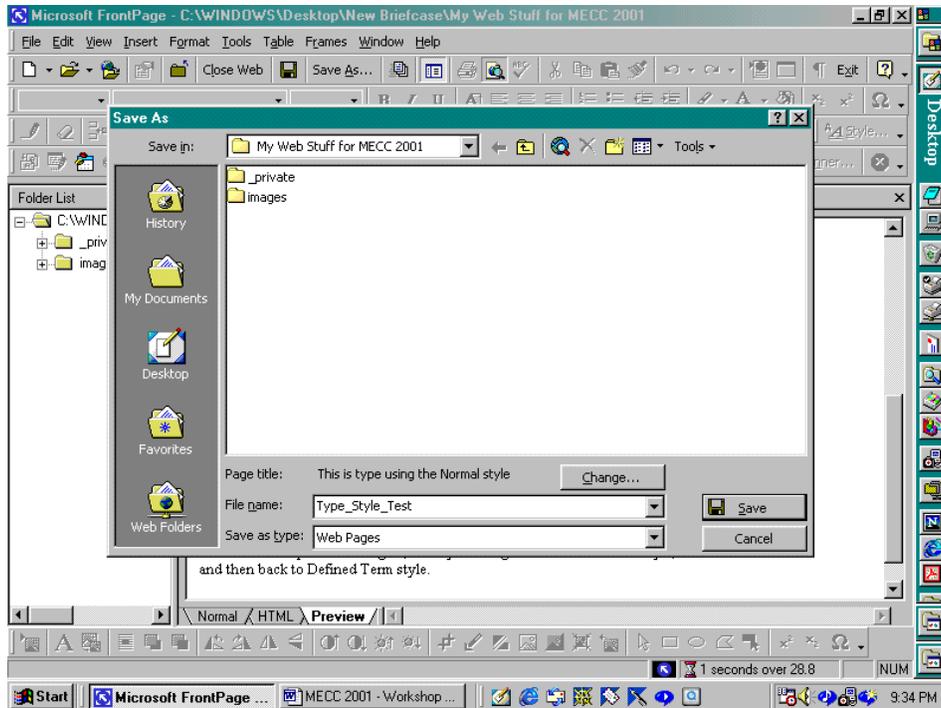
hard to read, if the information is not easy to access, and if the page is slow to load then the page is neither useful nor helpful.



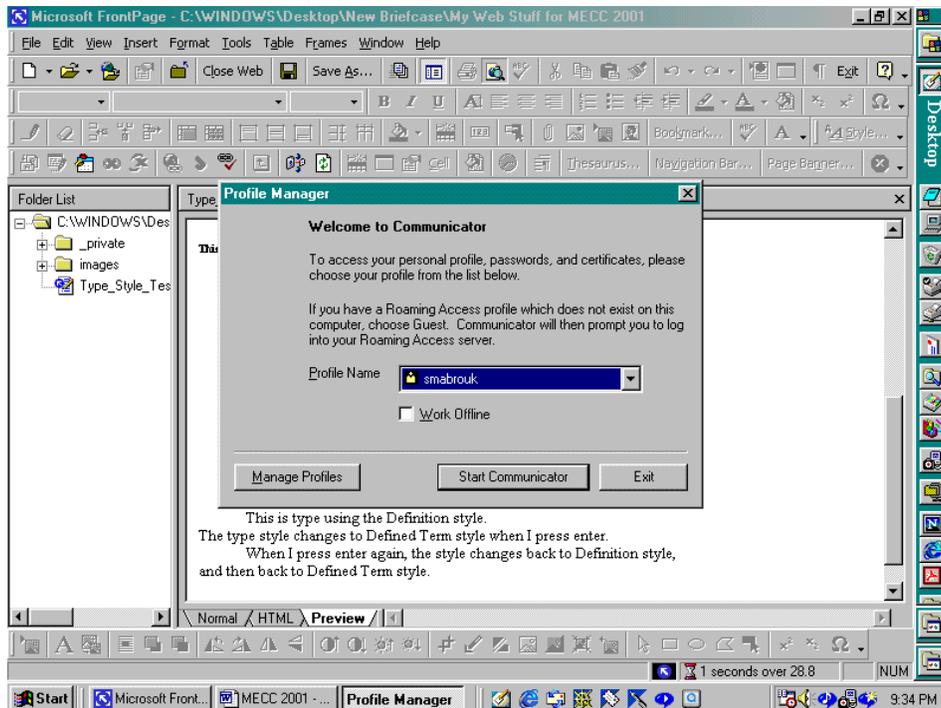
Before we can preview our page in the web browser, we must save the page. If we have not saved the page, the program will ask us if we want to save the page.



We left-click the Yes box to save the page. Here, since we have not previously saved the page, the program asks us where we would like to save the page file. The first option for saving the page is always the web in which we are working. If you want to save the page in another web, we simply select the appropriate web on our computer using the drop-down menu at the top of the Save As dialog box.



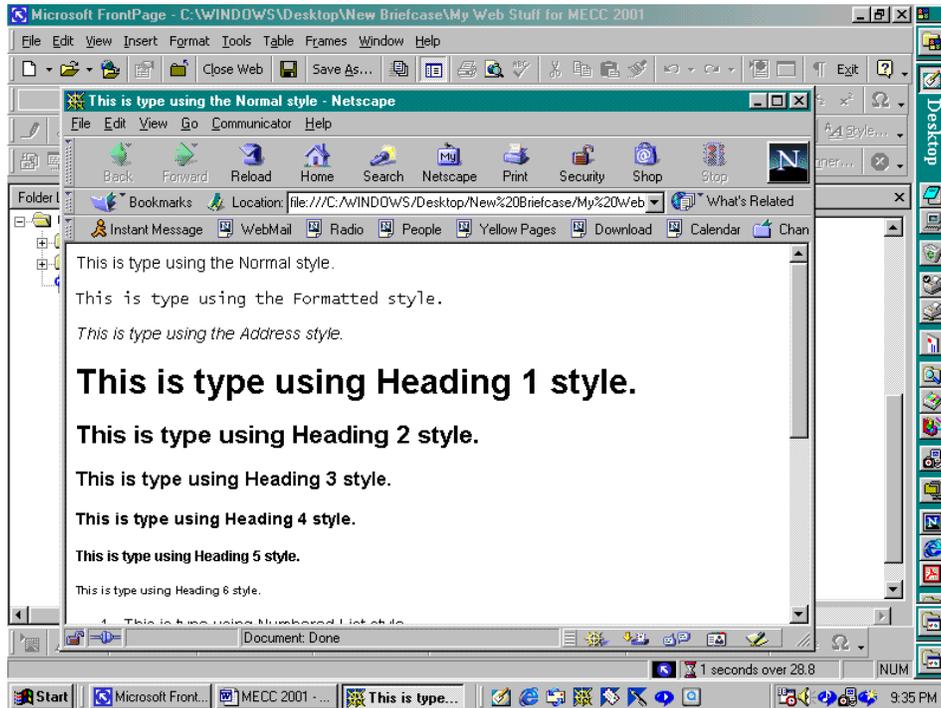
In addition to selecting the file into which to save our page, we must name the page. Here, we name the page Type\_Style\_Test and then left-click the Save box. Once the page is saved, the web browser launches,



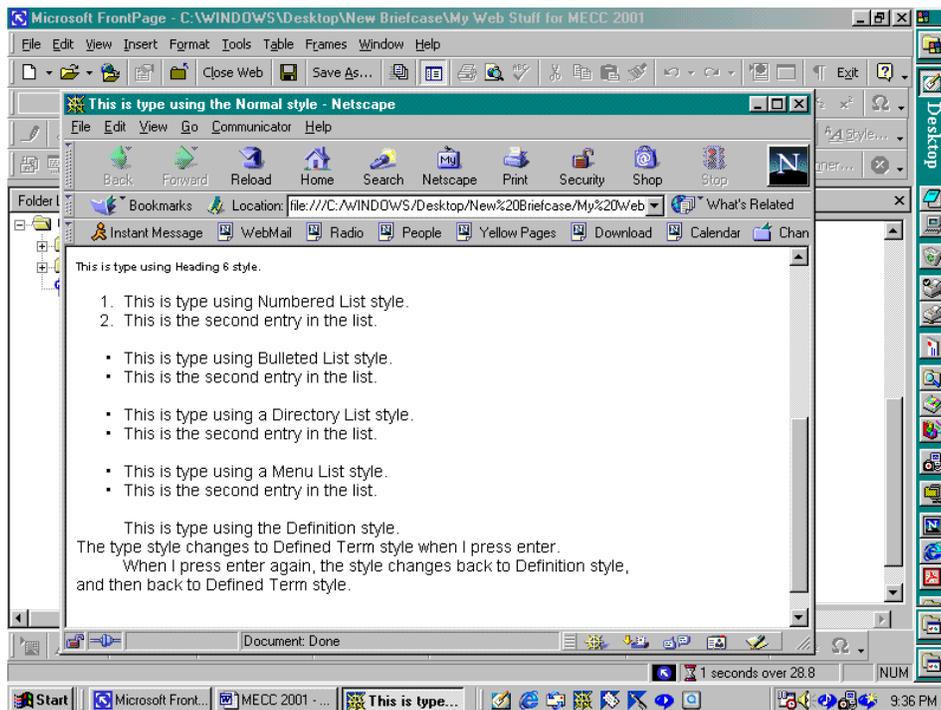
and we view our first web page.

Since we used the Preview in Browser toolbar button instead of the Preview in Browser option on the File menu, we are not asked to select a browser or a window size for our preview.

It is important to notice the title at the top of the Netscape window. The line displayed is the first line on our page. This happens because we did not set the Page Properties. Another thing to notice is the address displayed in the location window on the browser page: it is a mess of % signs and 20's. We will discuss this after we change the Page properties.



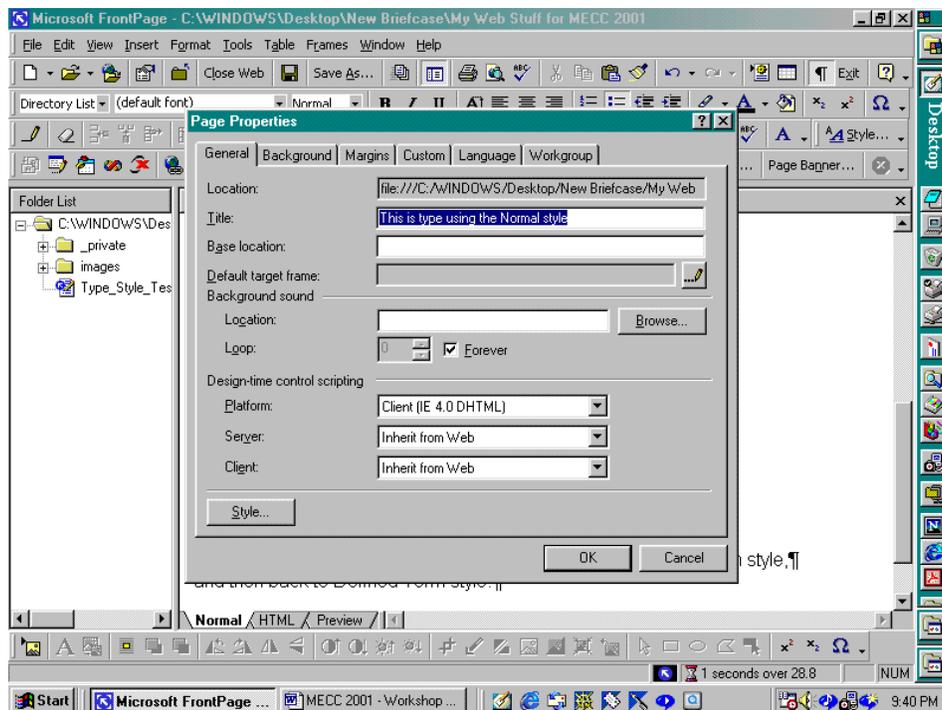
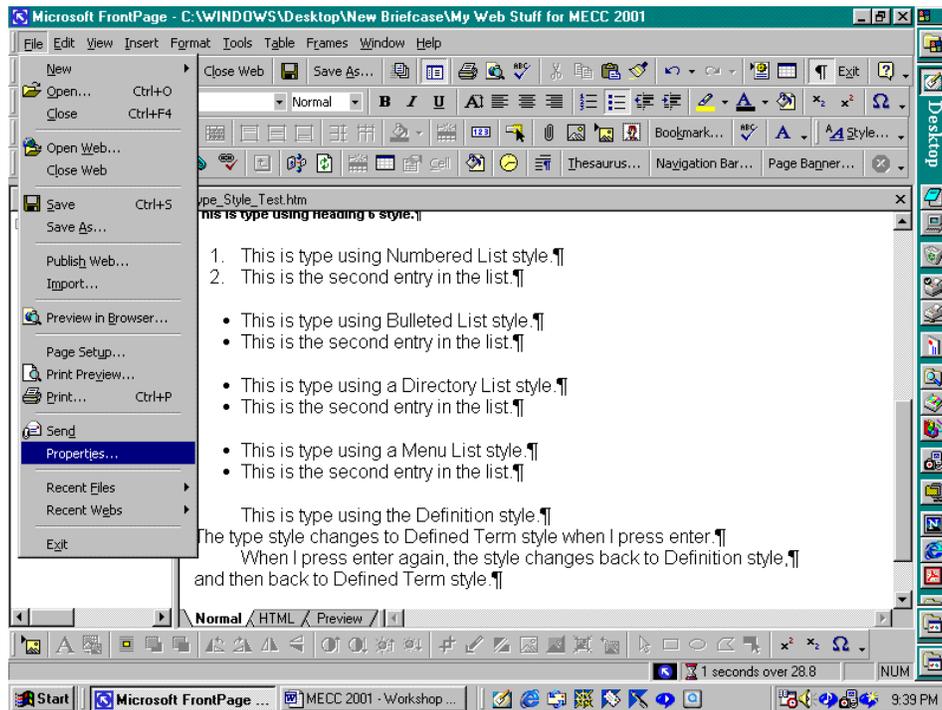
Scrolling down the page using the right-hand scroll bar, we see the different text styles. While we can select to use these styles, we can also select the font and font size that we would like to use.



The font and font size can be changed using the Font menu, the Font pull-down menu, and the Font Size pull-down menu in MS FrontPage.

## Setting The Page Properties

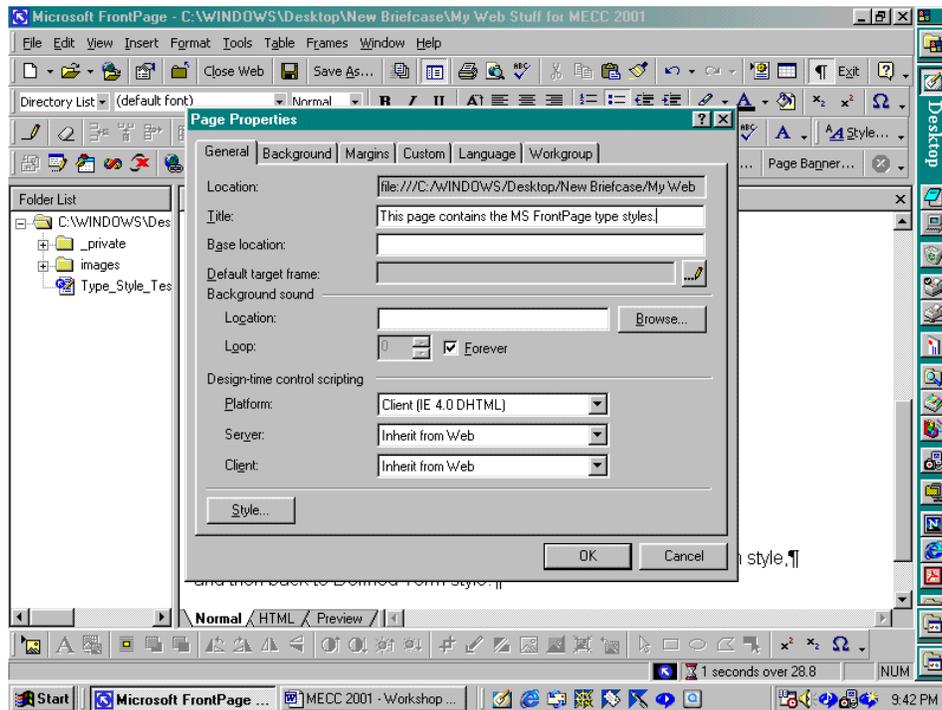
We return to MS FrontPage and make sure that we are in the Normal view of the editing window. We select Properties on the File menu or left-click on the Page Properties option on the popup menu that appears when we right click in the editing window. Here, we left-click on Properties on the File menu.



In the Page Properties dialog box, we can enter the page title that will be displayed when the page is viewed with a web browser and change the background and color scheme for the page.

Not only is the title that we select displayed at the top of the web browser when the page is viewed but also this title is used to identify the page when someone creates a bookmark for our page in a web

browser. If we do not give our page a title, there will not be any information provided for a bookmark – the bookmark title will be blank: it is important to make the page title meaningful for the user.



Let us make our page title “This page contains MS FrontPage type styles”; that is definitely informative for this page.

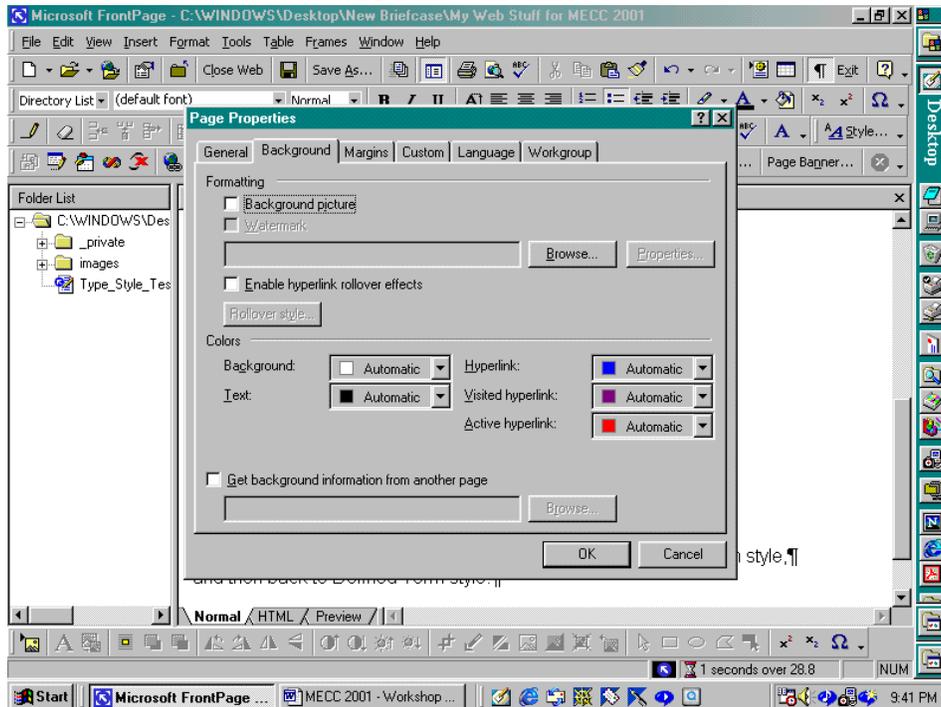
Please notice that we can view the file location on our computer in the Location line in the dialog box.

In addition, we could add background sound to play when the page is launched in the browser. One thing to keep in mind about sound and pictures is that they make the page file larger: larger page files take longer to load in a browser. If the page is large and takes too long to load in the web browser, especially with a modem, the user may stop loading the page and choose to view something else.

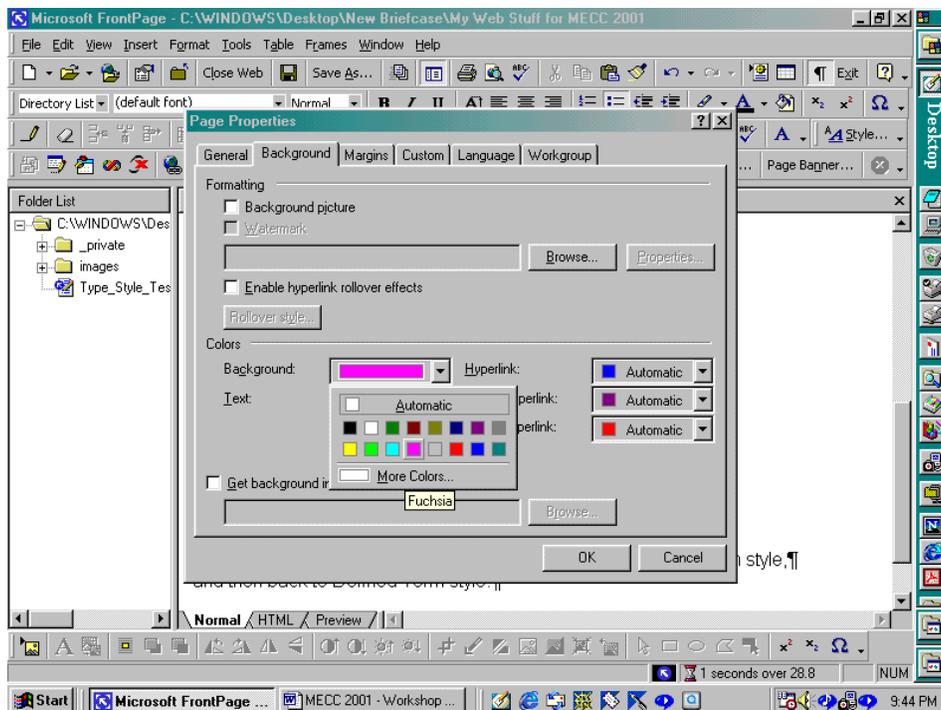
MS FrontPage provides information about the estimated time that it will take for the page to load with a 28.8 modem. The Estimated Time To Download information is displayed at the bottom right hand side of the MS FrontPage window to the right of the hourglass.

As we can see in the screen capture above, our page file Type\_Style\_Test.htm will take approximately 1 second to download using a 28.8 modem. If we add sound, pictures, and hyperlinks, the download time will increase as the file size increases. While some sounds may be amusing and we might like the ideas of having background music, sounds and background music can be annoying to the user. Carefully consider how, if at all you use any sound files. We will not add any sounds here.

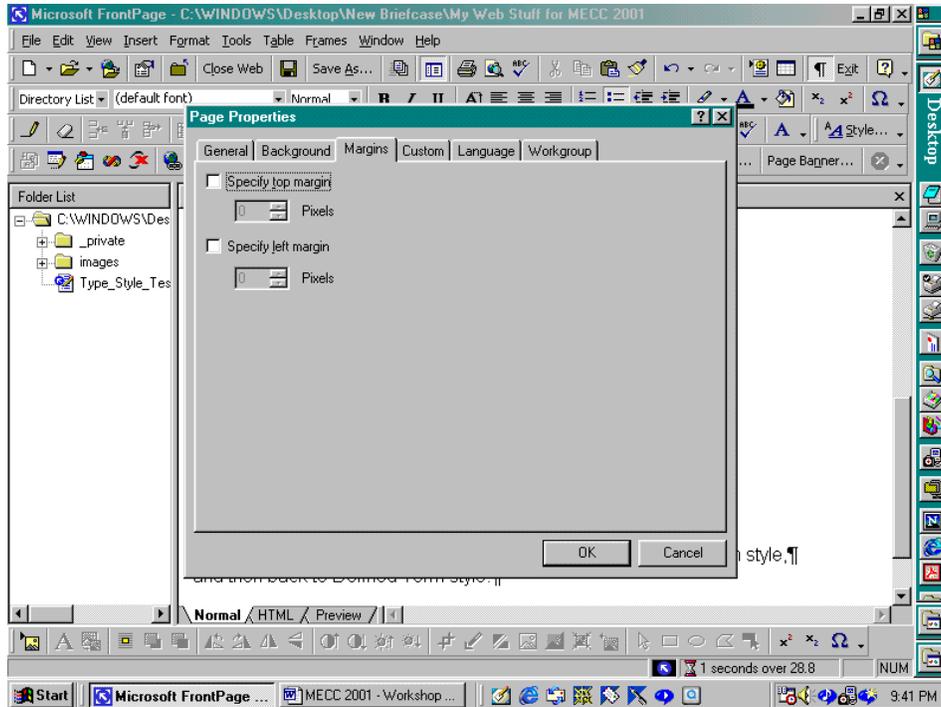
Left-clicking on the Background tab, we find the information for formatting background pictures, making watermarks, and for selecting the colors for the background, the text, and the hyperlinks. The standard colors are a white background, black text, blue unvisited hyperlinks, red active hyperlinks, and purple visited hyperlinks. Using the pull-down menu, we can change any of these. If we have a background file that we would like to display, we left-click the check box next to Background picture and then either type in the filename with location or click Browse to select the file on our computer.



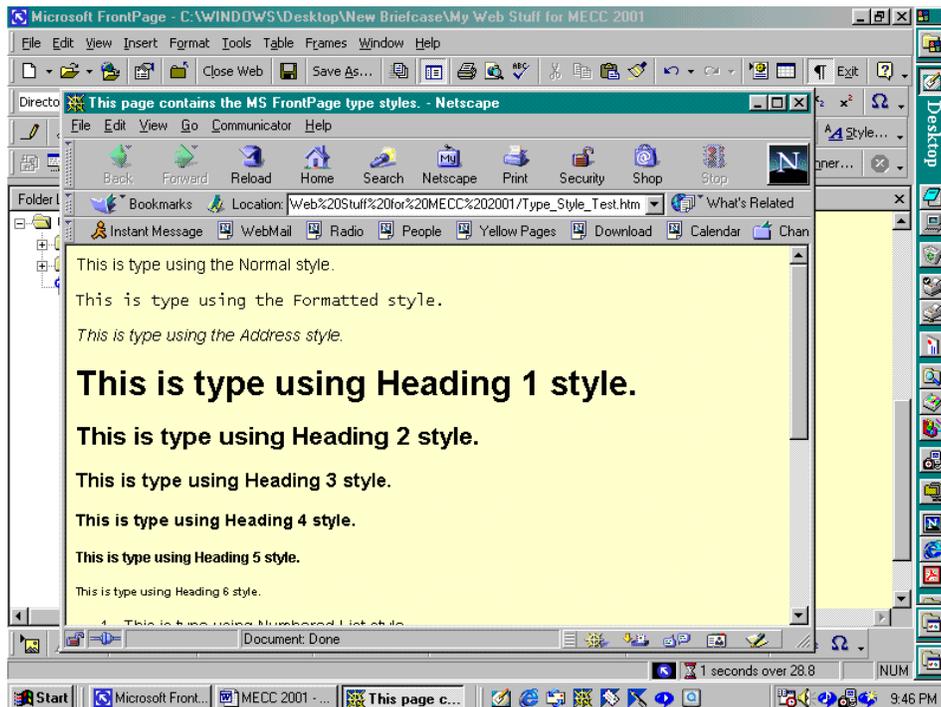
Here, we will change the background color from white to pale yellow. We left-click the pull-down menu arrow to display the standard colors. To select a different color, we left-click More Colors. Notice in the screen capture below, we initially selected another color (Fuchsia). Left-clicking More Colors, we can select the pale yellow from the colors displayed or customize the color using the Custom or Select options.



Left-clicking the Margins tab, we can specify the top and left-hand margins, in pixels, that we would like to set for the page. To use the entire page region, we leave the page margins as they are.



Left-clicking the Ok box, makes the changes. If we save the page, we can preview the changes in the browser. Since we changed only the title and the background color for the page, the new title will be displayed at the top of the browser window and the new color will be displayed as the background for the page.



### **Selecting File Names For Pages**

Please examine the two file addresses displayed below. While the same words are displayed, the first file address is messier than the second file address.

[file:///C:/WINDOWS/Desktop/New%20Briefcase/My%20Web%20Stuff%20for%20MECC%202001/Type\\_Style\\_Test.htm](file:///C:/WINDOWS/Desktop/New%20Briefcase/My%20Web%20Stuff%20for%20MECC%202001/Type_Style_Test.htm)

[file:///C:/WINDOWS/Desktop/New%20Briefcase/My\\_Web\\_Stuff\\_for\\_MECC\\_2001/Type\\_Style\\_Test.htm](file:///C:/WINDOWS/Desktop/New%20Briefcase/My_Web_Stuff_for_MECC_2001/Type_Style_Test.htm)

The % signs and the 20's are caused by spaces in folder names. Since the initial folder name for our web was "My Web Stuff for MECC 2001" there is a % and a 20 in every space. When we rename the file to "My\_Web\_Stuff\_for\_MECC\_2001" using the underscore instead of the space, the file address is neater; notice that the one space in "New Briefcase" remains – we can see the effect of this space in the file address. In the same manner that the file address is affected by the spaces in the file and folder names, the page address will be affected as well.

If we want users to be able to type every page address into the browser by hand then we must make sure that we use underscores "\_" instead of spaces. In addition, we should use short filenames. The only disadvantage to using short file names is that short filenames do not carry as much information – filenames become meaningless if we cannot remember what the file 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 and create a hyperlink from our home page to the page that we created, Type\_Style\_Test.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 new page. First, let us close Type\_Style\_Test.htm using Close in the File menu or the Close toolbar button; the Close toolbar button looks like a dark closed file folder.

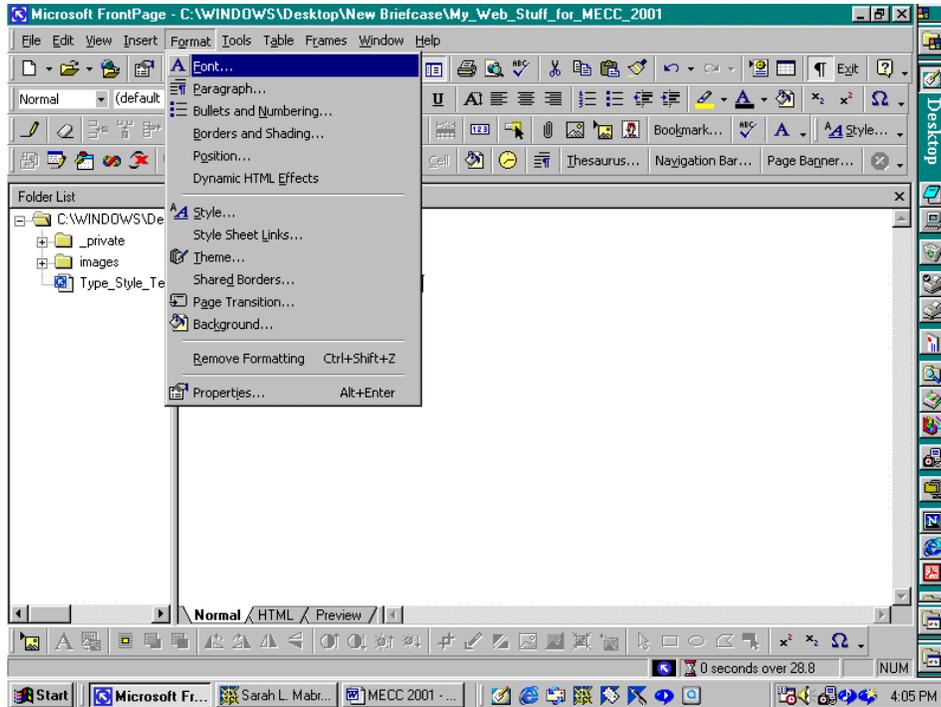
Let us use the Control-N key sequence to generate our new page. Since this is the second page that we have created, the page name at the top of the editing window will be new\_page\_2.htm.

### **Changing the Color, Size, and Type For The Font Of Selected Text**

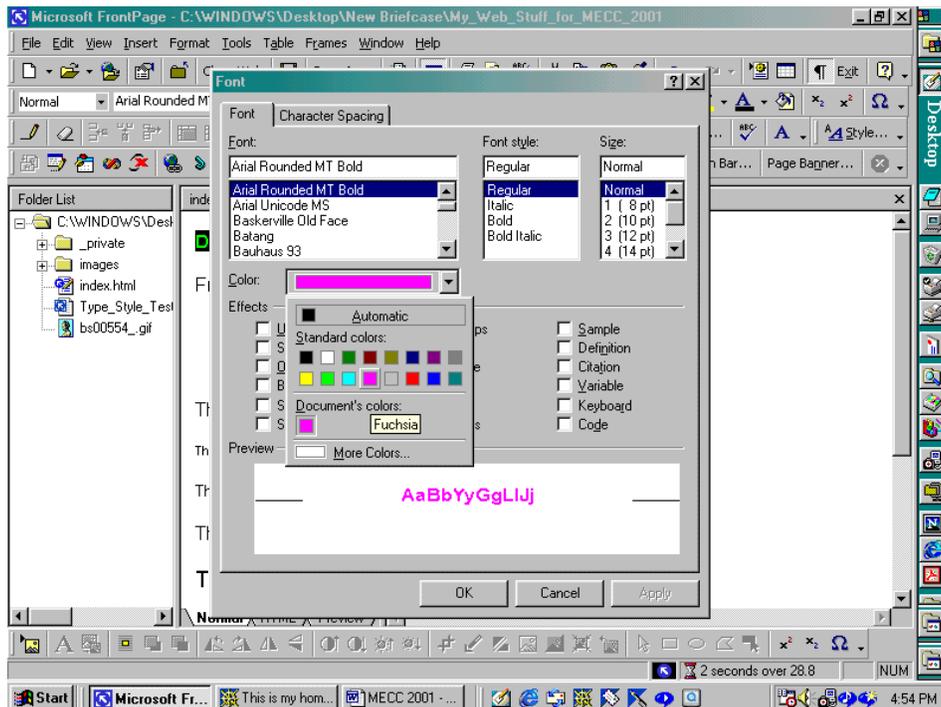
We type some text onto the page. Suppose we type the author's name and affiliation, and suppose we select two different fonts, a Arial Rounded MT Bold font in Fuchsia for the author's name and a Bauhaus 93 font in teal for the affiliation.

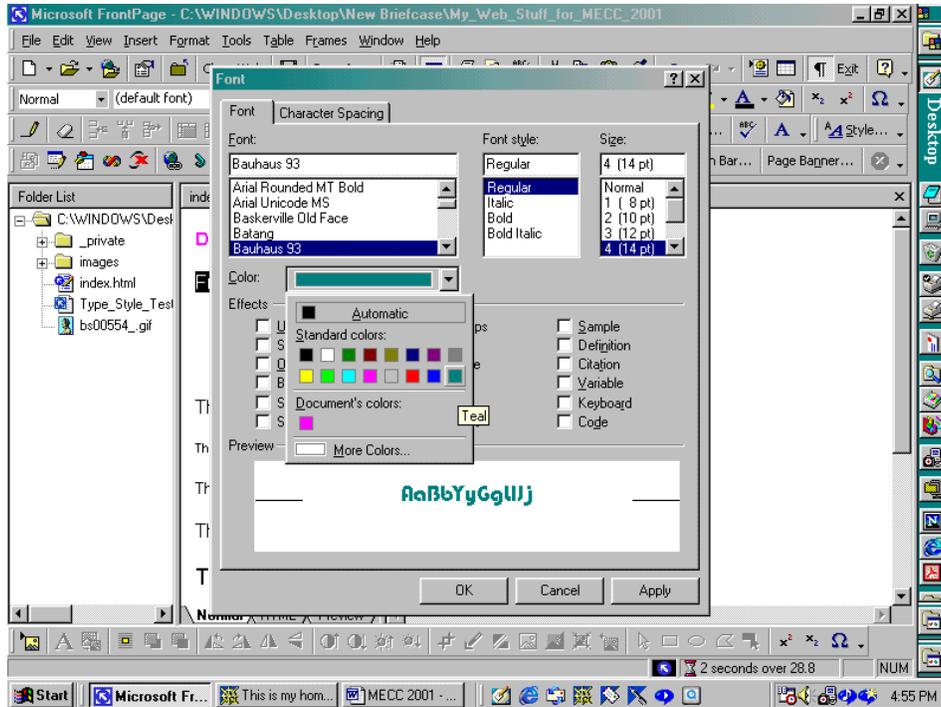
After entering the text, we select (highlight) the name either by letting the cursor turn into an arrow to the left of the text and left clicking or by clicking at the beginning (or end) of the text and dragging to the end (beginning) of the text. We left-click the Format menu and select Font.

In the Font dialog box, we can select the font, the font size, the font style, the color, font effects, and even change the character spacing. Let us leave the name in Normal size and make the College name of size 14 point. Notice that the new font and the color are displayed in the Preview window in the Font dialog box.

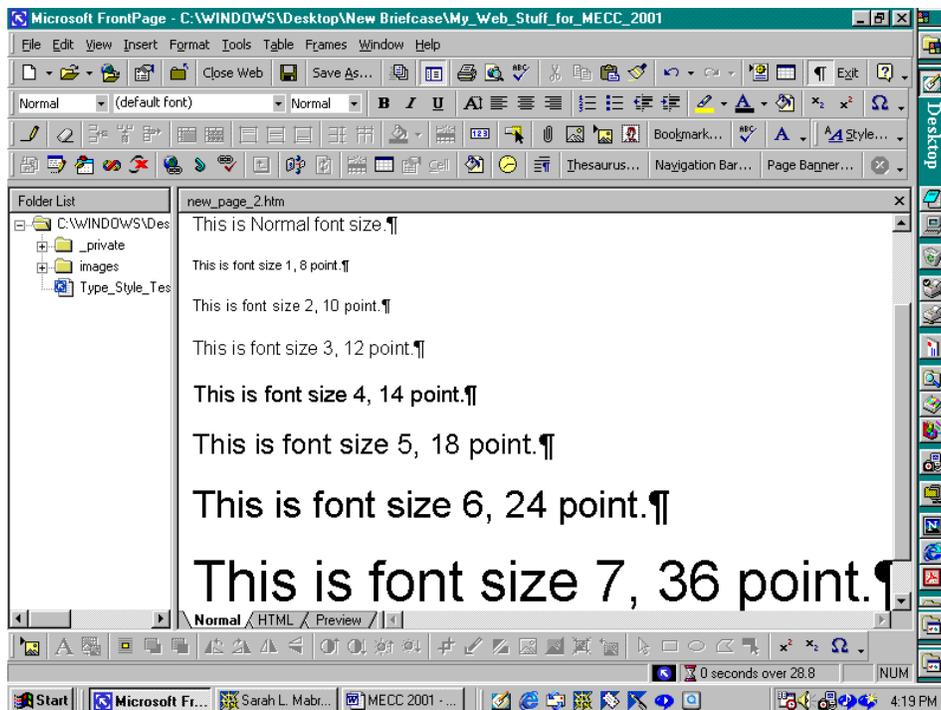


In the screen capture above, we open the Font dialog box. In the screen capture below, we change the font type, and the font color; in the next screen capture, we change the font size as well.





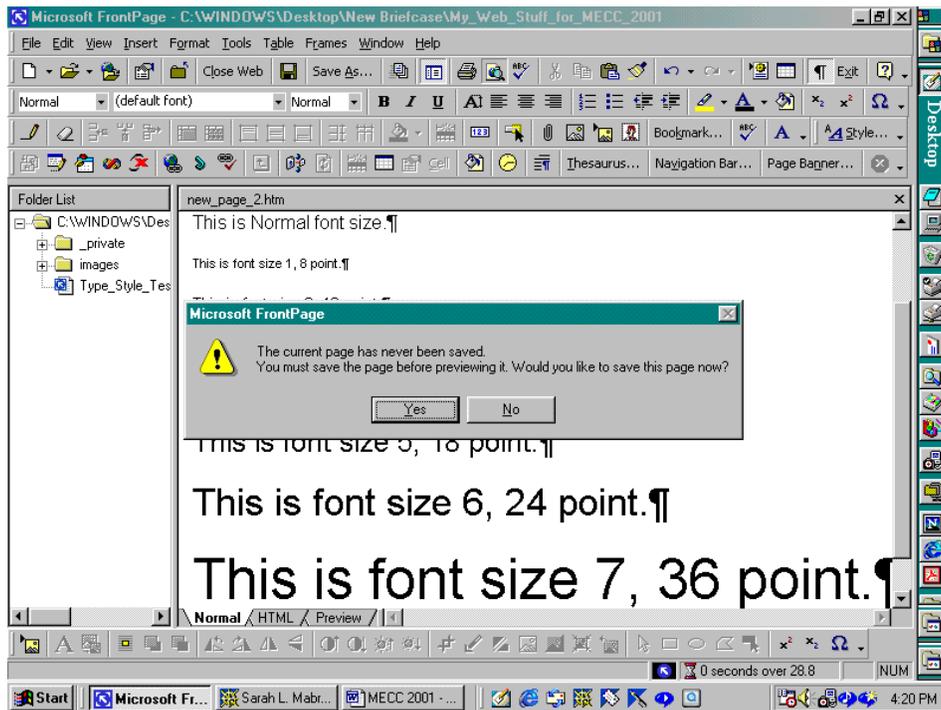
In addition to making these changes to the font and sizing, let us examine the font sizes. Using the default font and the Normal size, let us use all seven font sizes; this will allow us to compare these standard font sizes.



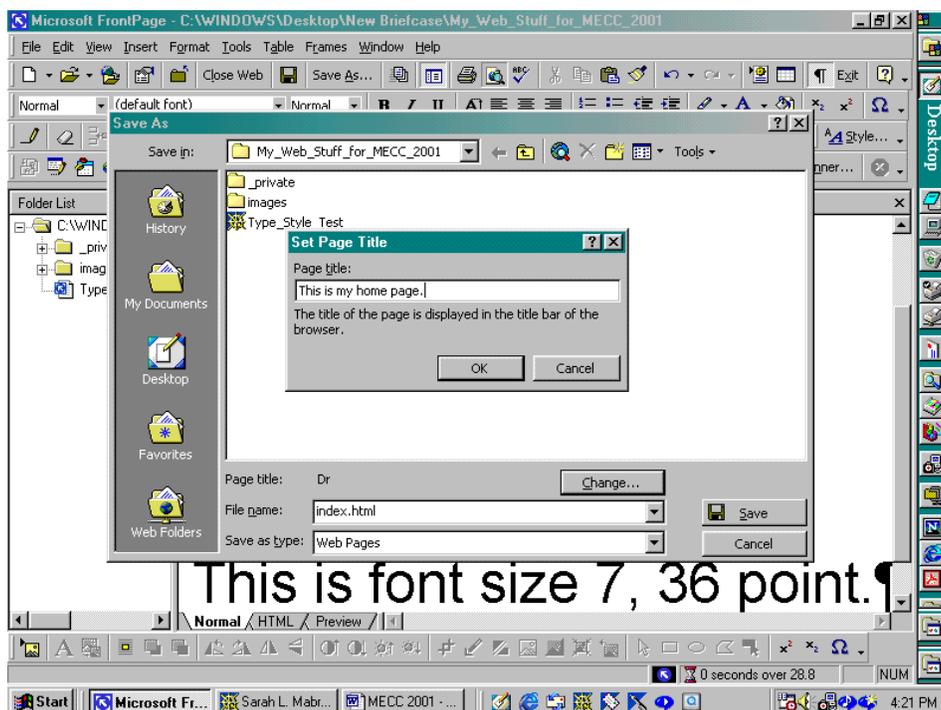
### Saving The Page

To save the page, we can left-click on the Save toolbar button (this toolbar button looks like a diskette), left-click on Save on the File menu, or use the Control S key sequence.

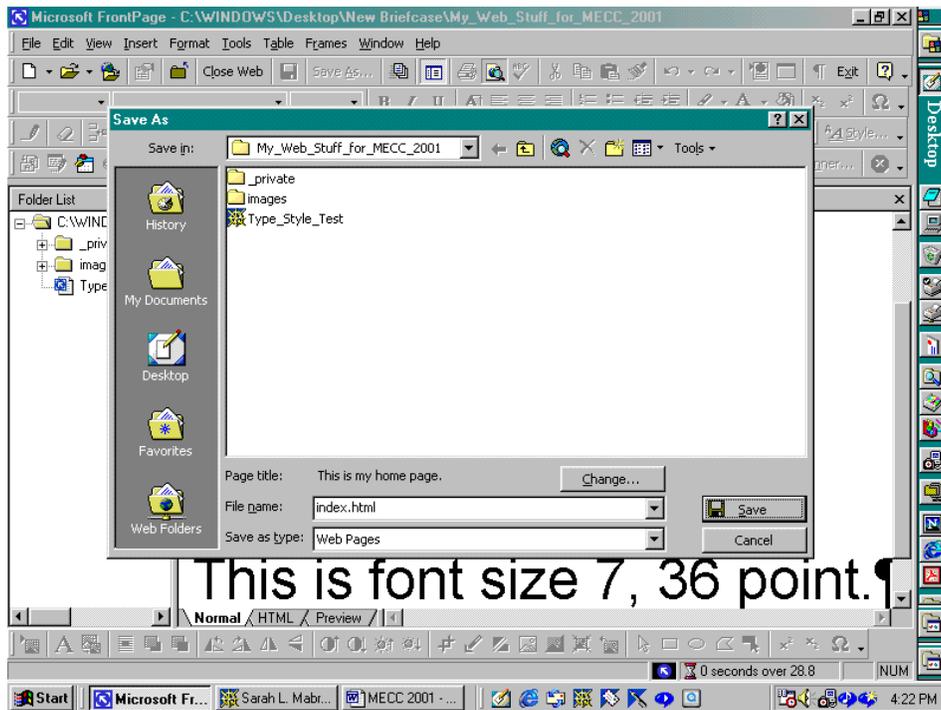
As before, if we do not save the file before we try to preview the file in a web browser, a warning box will appear on the screen informing us that we have not previously saved this file and asking if we would like to save the file.



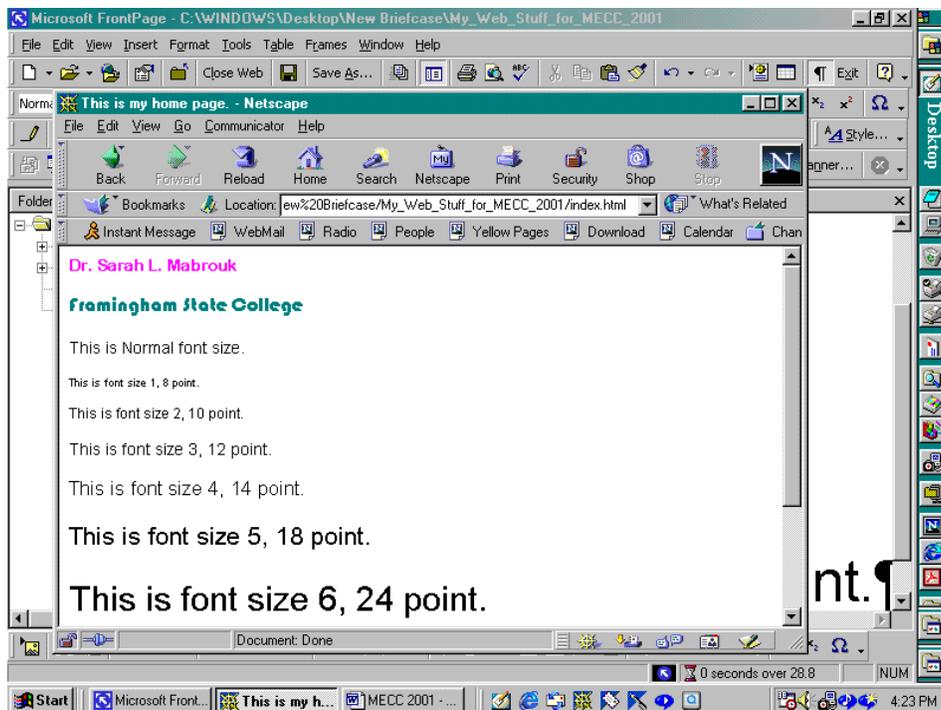
We left-click on the Yes box, and enter the file name index.html in the Save As dialog box. Since we need to enter a page title, we left-click the Change box adjacent to the Page title. We enter the page title in the Set Page Title dialog box; we enter "This is my home page" as the page title and left-click the Ok box. While this is not a very informative title, it is sufficient in this case. The Set Page Title dialog box disappears when we left-click the Ok box, and we finish saving the page by left-clicking the Save box.



When we do this, the file is saved with the filename index.html and the web browser is launched.

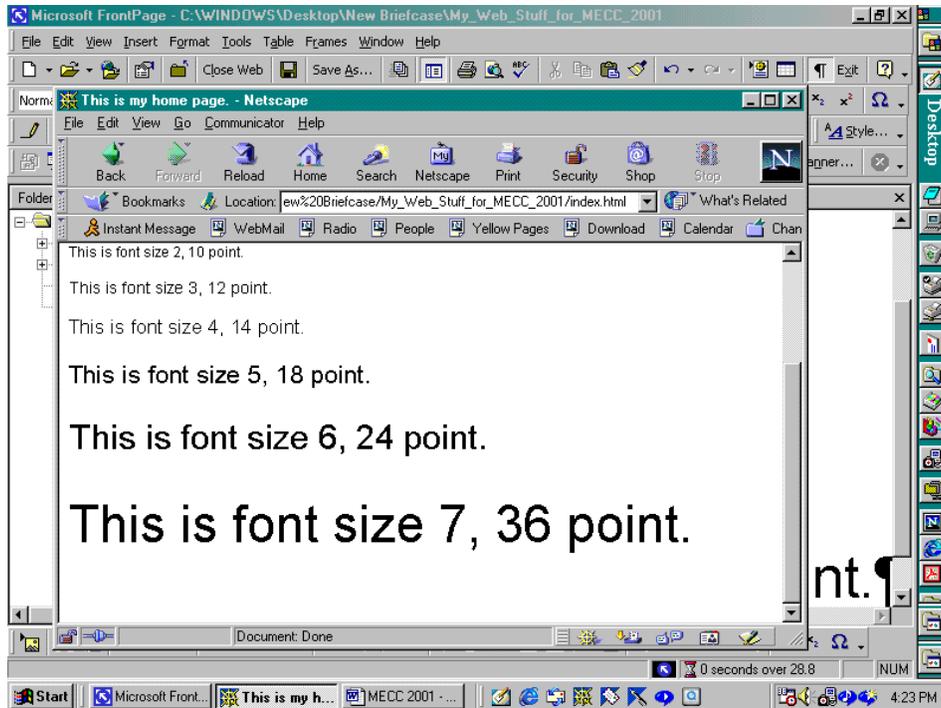


Our new home page is displayed in the browser window, complete with page title and two lines of colored text. Scrolling through the lines of text, we can compare the seven different font sizes.



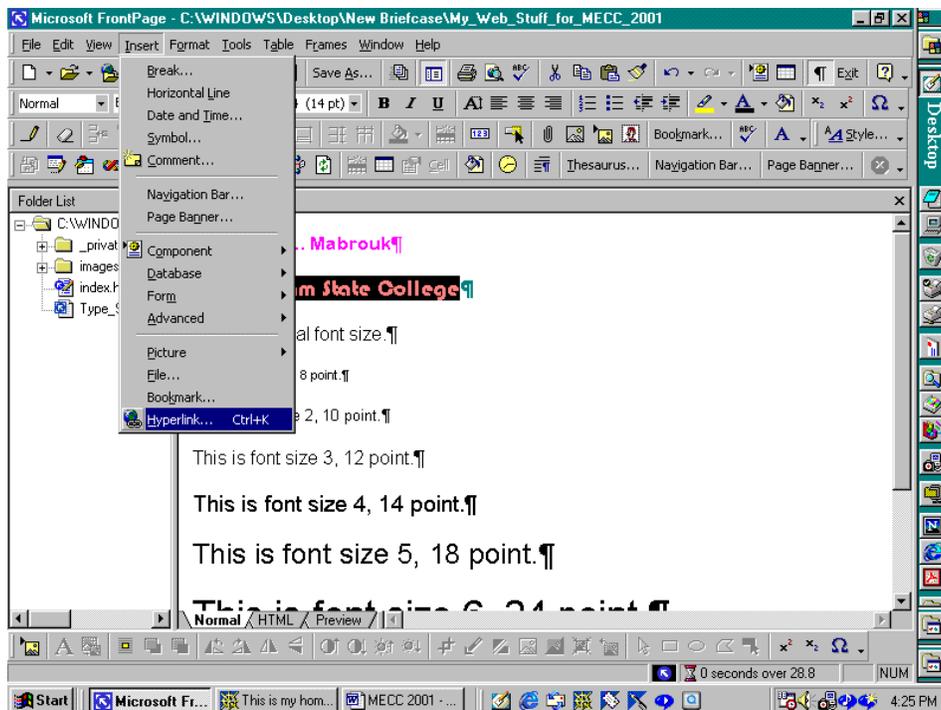
### **Font Size**

We must be careful not to make the font size too small or too large since large fonts can be almost as irritating as small fonts. In general 10 point and 12 point fonts are relatively easy to read in the browser window; 8 point fonts can be useful for navigation bars at the bottoms of pages.

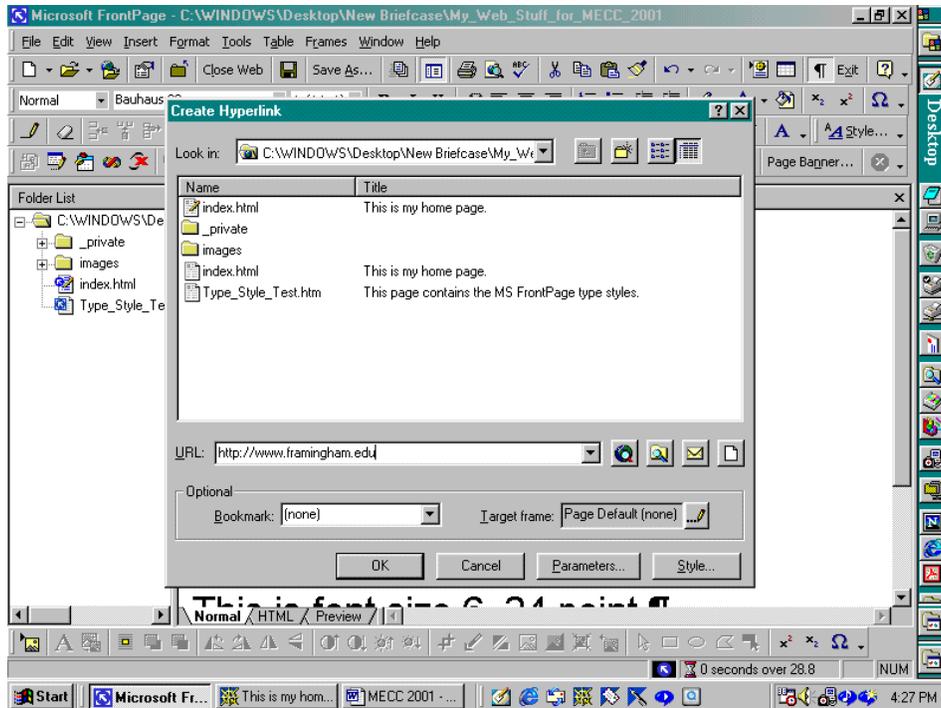


### Creating Hyperlinks

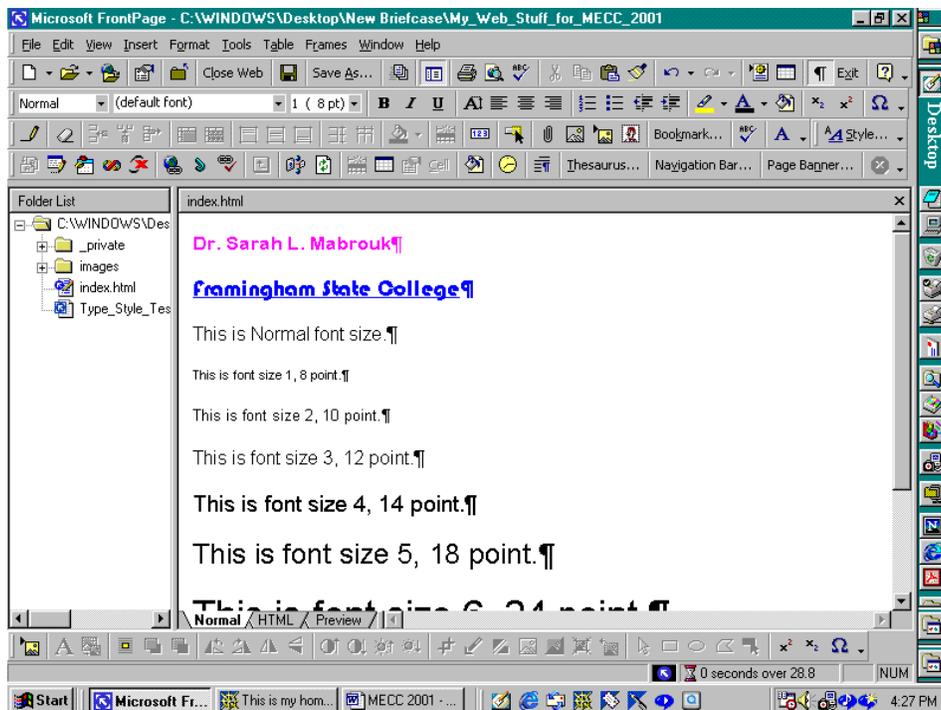
Suppose we want to create a hyperlink from our index page to the Framingham State College home page for the author's affiliation that we typed on our page. We select (highlight) the text as we did before, and left-click on Hyperlink at the bottom of the Insert menu.



In the Create Hyperlink dialog box, we type the URL in the URL box. We can also insert a link to a file in our web in the same manner.

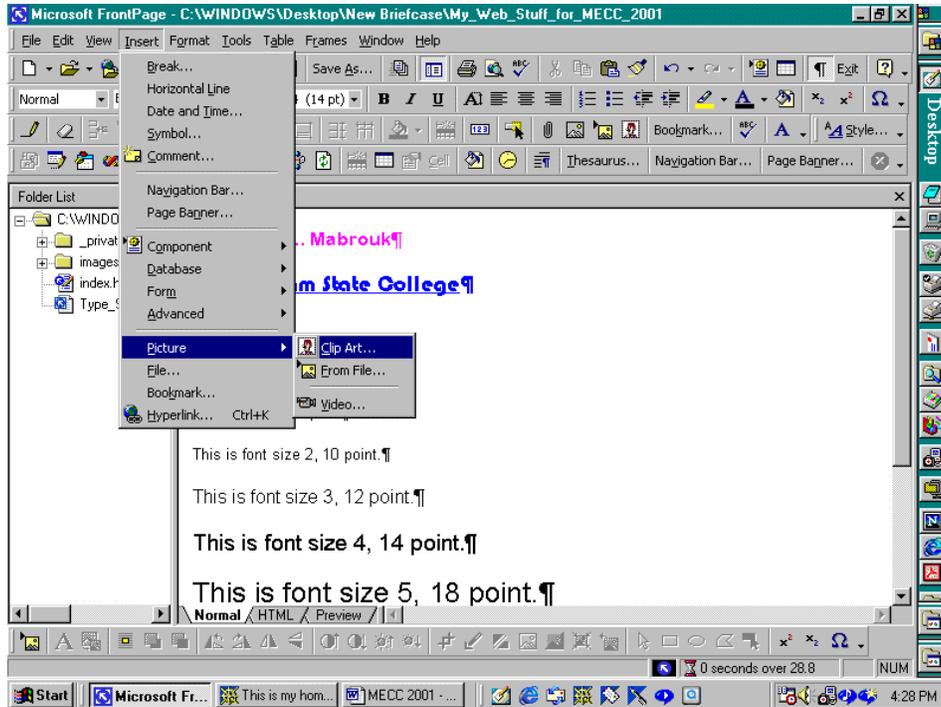


When we click Ok, the “Framingham State College” text will become underlined and blue. The standard format for text hyperlinks is underlined text; changing the standard format for text hyperlinks can make it difficult for the user to find hyperlinks on the page. Since we did not change the hyperlink colors, this new link is blue since we have not visited it.

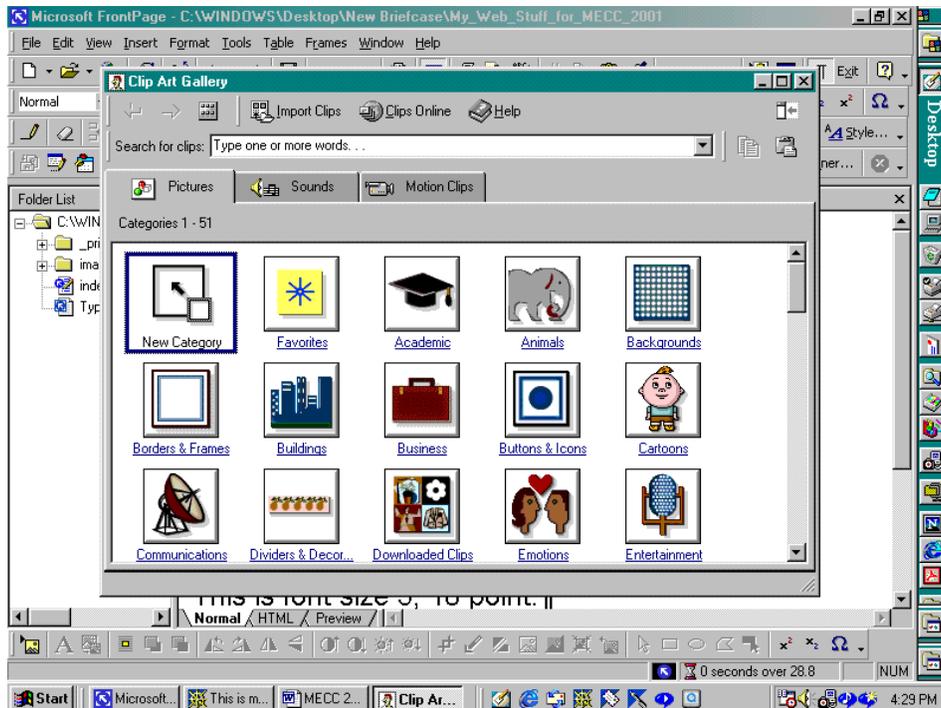


### Adding Pictures and Clip Art

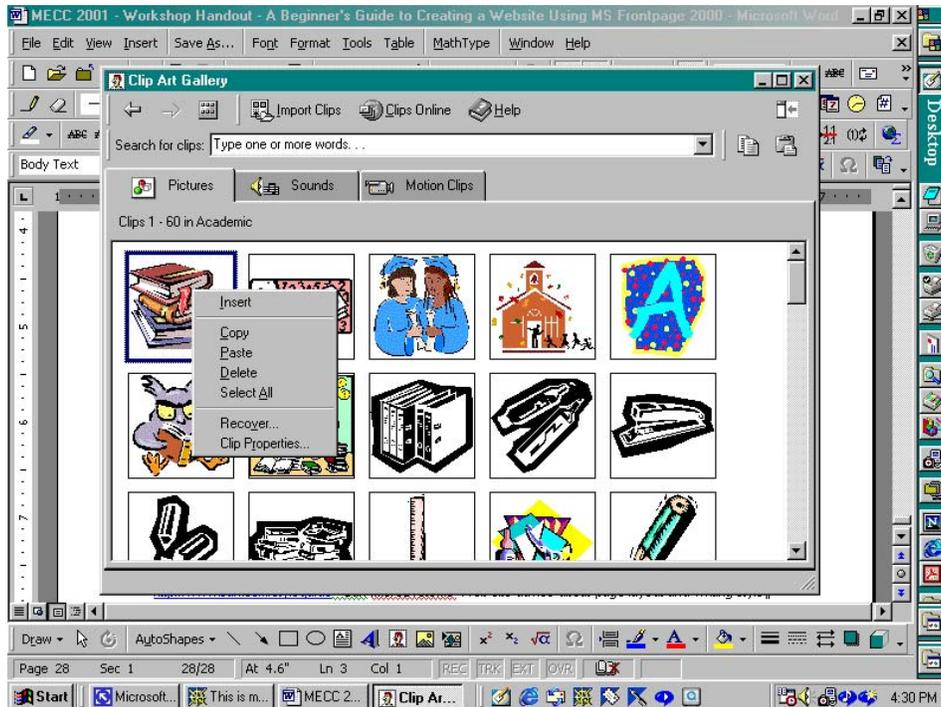
To add pictures and clip art, we left-click on Clip Art on the Picture submenu of the Insert menu.



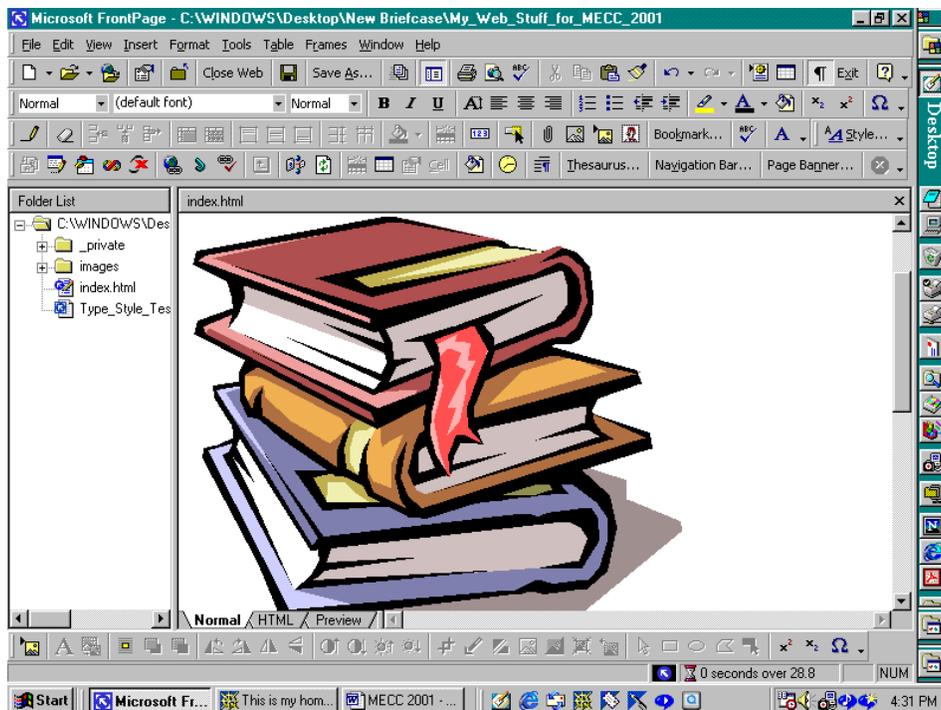
In the Clip Art Gallery dialog box, we can select any category of interest. Here, we select the Academic category by left-clicking on Academic.



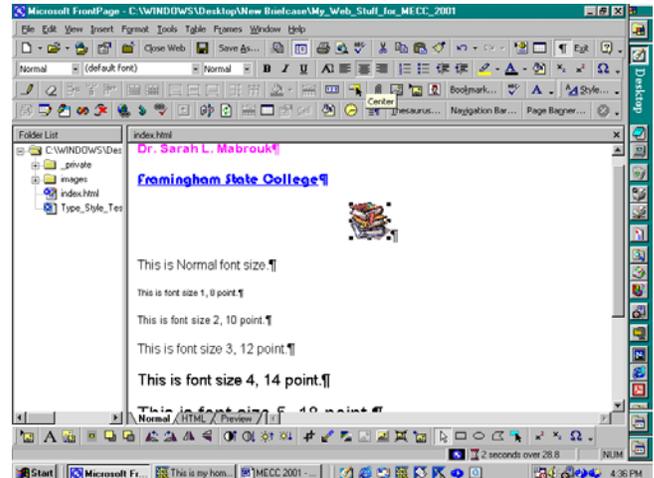
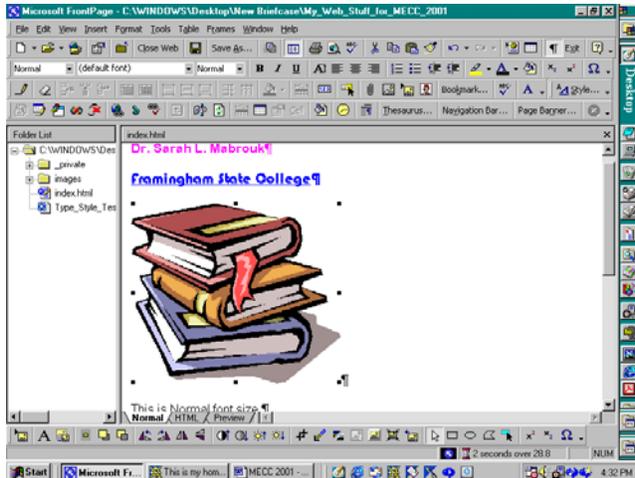
When we find a picture that we would like to insert, we can right-click to generate a popup menu on which we can left-click on Insert to insert the clip.



When the picture is inserted, we must resize the picture to suit our needs. It is important to resize from the corners so that the picture does not become distorted. We can left-click on the picture and move the cursor to one of the corners where the cursor will change to become a double headed arrow, left-click on the picture at that point and drag the corner in diagonally until the picture is the size (smaller or larger) that we want to display on our page.

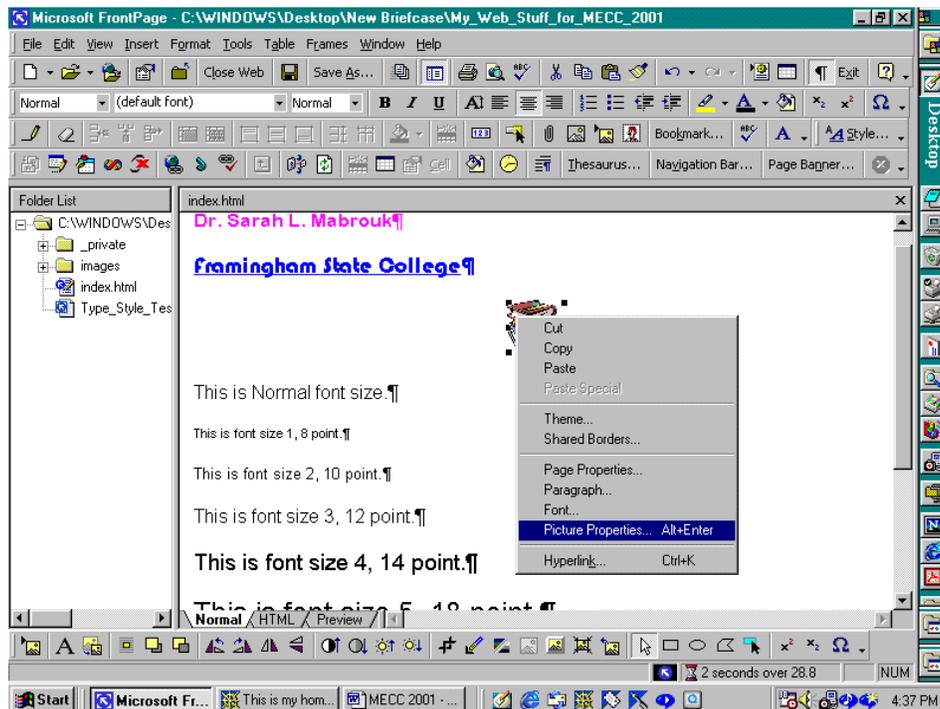


Using this method, we may have to repeat the left-click and drag process until we achieve the desired size.

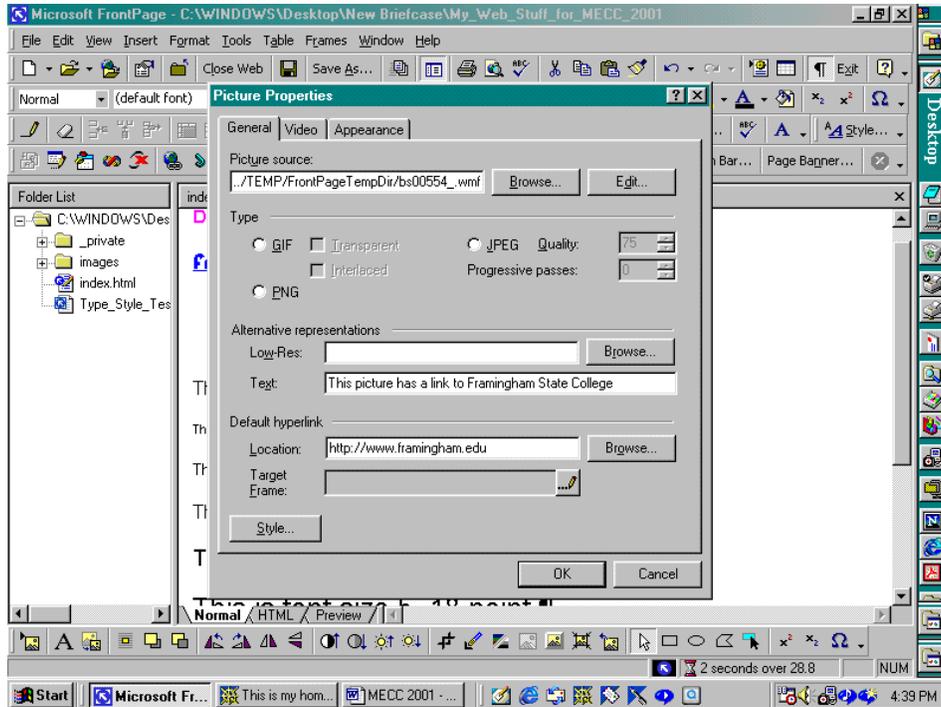


### Text Boxes For Pictures

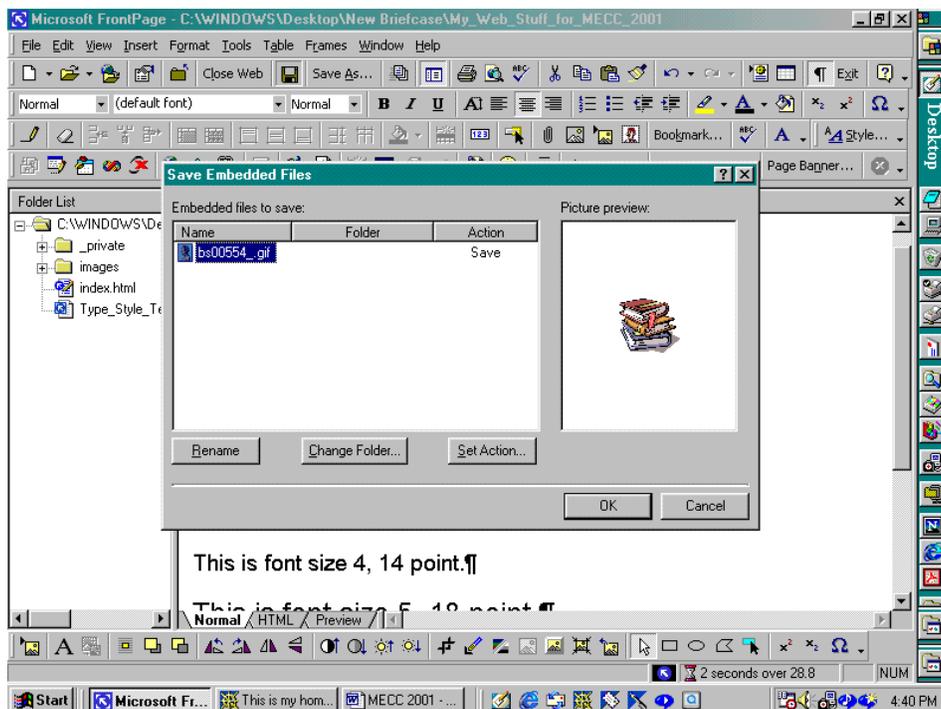
It is important to include text with pictures so that anyone using a web page reader and or some who cannot view the picture will know what the picture is or if there are any hyperlinks associated with the picture. We can add a text box and a hyperlink to a picture by right clicking on the picture and selecting Picture Properties in the pop-up menu. Using the Picture Properties dialog box, we enter text for the picture text box at the Text line. Here, let us use the text is "This picture has a link to Framingham State College." and create hyperlink for the picture by entering the URL, <http://www.framingham.edu> at the Location line in the Default hyperlink section.

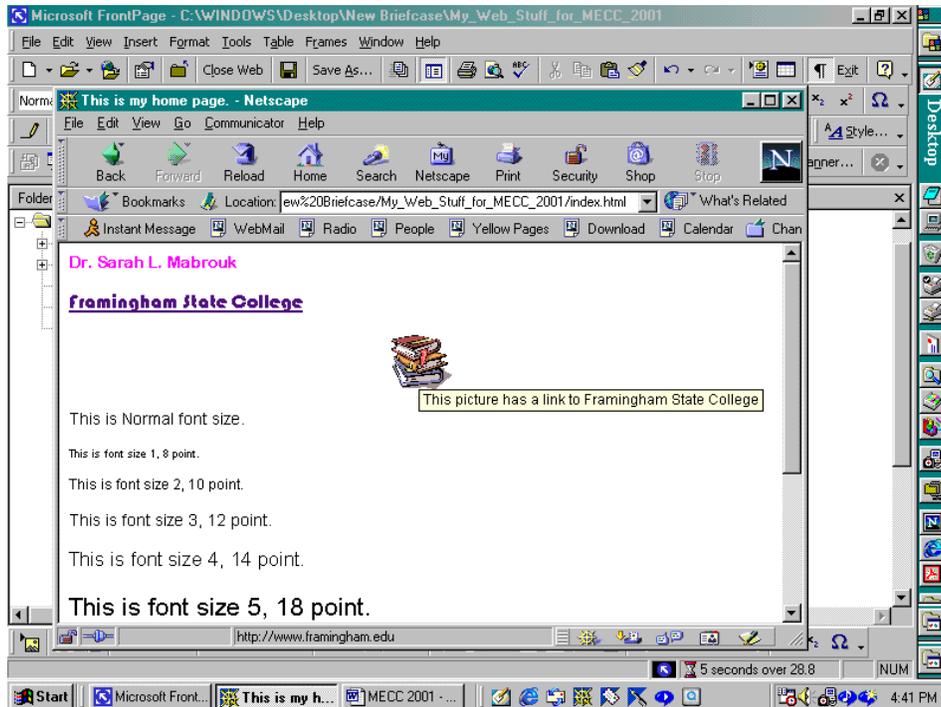


The Picture Properties dialog box has tabs for video and for the appearance of the picture. Left-clicking on the Appearance tab, we see that we can change the size of the picture by specifying the size in percent and in pixels. This is useful if we have precise considerations that we want to use. When we have finished changing the picture properties, we left-click the Ok box.



Since it would be nice to view the page in a web browser, we save the file. The Save Embedded Files dialog box appears since we are saving the picture in our web. The picture name is displayed in the Embedded files to save window. We can rename the picture file and change the folder into which the picture is saved, if we choose. To save the picture with the current file name, we left-click the Ok box.



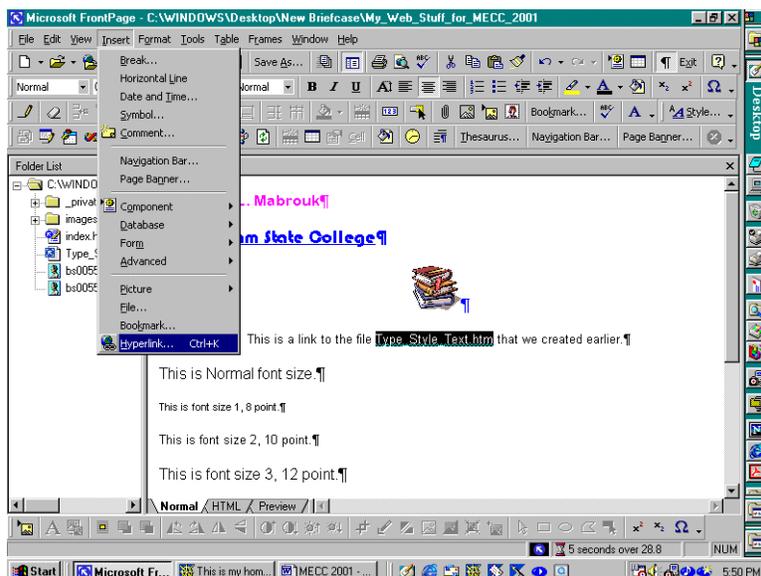


When we view the page in the web browser and move the cursor near the picture, we see that the arrow turns into a hand with a pointing finger to indicate that the picture has a hyperlink, and the picture text box is displayed on the screen. The picture text is especially important when we create a hyperlink using a picture because, other than adding text instruction next to the picture, there is no other way to indicate the presence of the hyperlink associate with the picture. So, picture text helps everyone: it is good form to use text with ALL graphics on our pages.

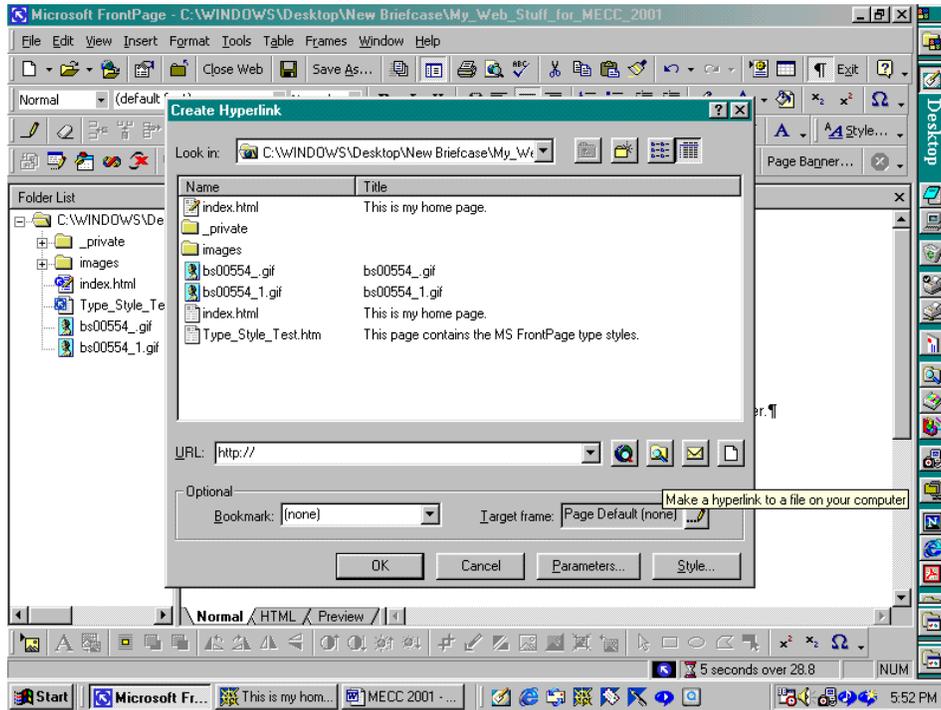
### Hyperlinks To Other Pages Within the Web

Now we will create a hyperlink to the file Type\_Style\_Test.htm that we created earlier. Going back to MS FrontPage, and typing the text “This is a link to the file Type\_Style\_Test.htm that we created earlier.”, let us create a hyperlink to the filename on the page; we have centered the text – we can use any of the alignment toolbar buttons or select Paragraph on the Format menu.

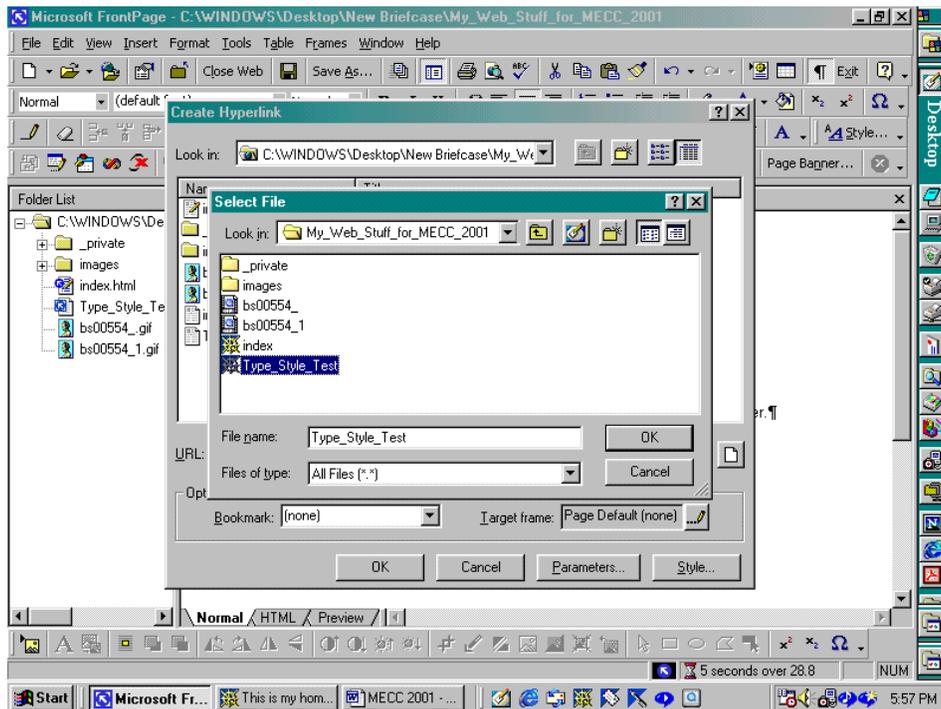
We select the text and left-click on Hyperlink in the Insert menu as we did before. However, this time we



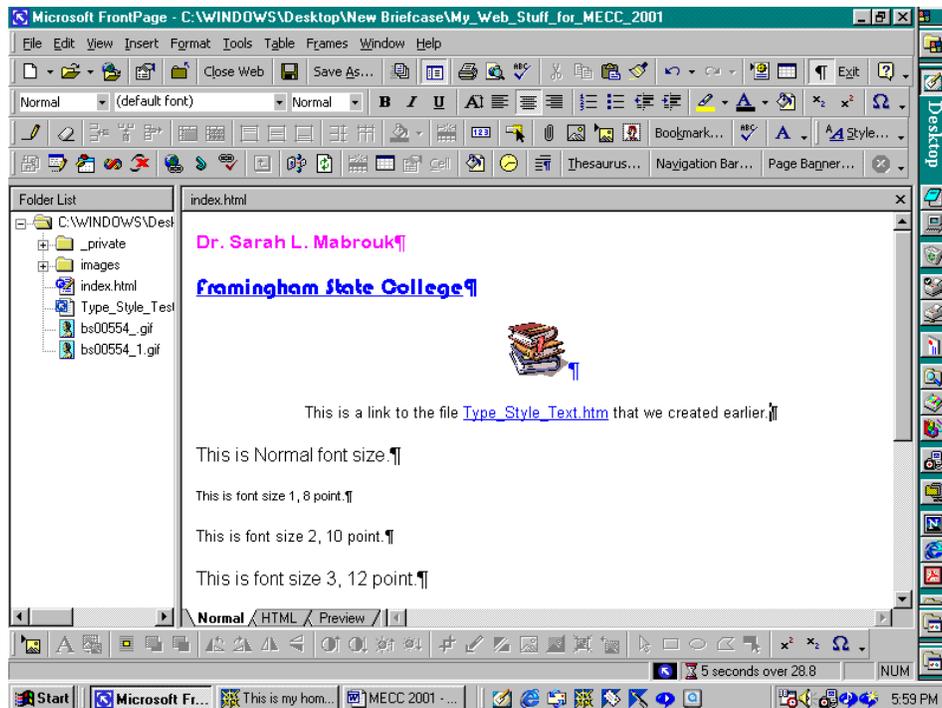
will not type in a URL, instead, we click on the button that displays the folder with the blue magnifying glass in front of it. Then, we will select the file from our web, Type\_Style\_Test.htm.



If the Select File dialog box does not open to our web, we use the pull-down menu to move to the web folder and open it. Then, we select the file to which we want to create a hyperlink and left-click the Ok box.



We now have a hyperlink to the first page that we created. We save the file and preview the file in the the web the browser in order to test the hyperlink. When we left-click on this hyperlink, our browser will display our type style test page. If we want to create a hyperlink from the other page to this one, we open the page using Open in the File menu, by left-clicking on the open folder toolbar button and selecting the file, by double clicking on the filename in the Folder List, or by right clicking on the filename in the Folder list and selecting Open on the pop-up menu. We edit the page as we did before, entering text, hyperlinks, and graphics *with text boxes* as desired.



The best way in which to learn the program, as with any software, is to experiment with the various program features and use the Help menu to get information about the program.

## 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>.

As far as style goes, it is remember that to be useful, our web pages should be easy to use and easy to navigate, and the hyperlinks should be easy to find – remember to use picture text.

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, to read. Always be careful to think about the person who will be reading 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!