

MORE DETAILS ON FRONT PAGE 2000 FOR WORKING WITH YOUR COURSE WEB PAGE

Oct-00

STARTING UP FRONT PAGE

- Single click on the Front Page 2000 icon on Quick Launch Bar in the lower left corner of your desktop. This will open to a new blank Web page.

TO MAKE A NEW PAGE

- You can just begin here and save it with the name for this new page. **Make sure that you do not have spaces or underlines in between the words in your page name.** **With this in mind, you may want to shorten the name of your page.**

TYPING TEXT ON A PAGE

- You can use the same options that are available in Microsoft Word, such as: changing the alignment to left, center, right or justify; **bold**, underline, *italic*;; font style, size or color.
- If you want to have text right next to a graphic or two graphics side by side, go to the Table Menu/Insert/Table.
 - Choose one row if you just have text and/or graphics side by side.
 - Choose two columns if you just have two entries to insert into this table side by side.
 - Adjust accordingly if you want to insert more text and/or graphics, side by side or up and down.
- **** You can use the Alignment buttons to position the graphics and/or text in this table the way that you want with the amount of space between them.
- **To get rid of the borders on this table so that your graphic and text will be seen on the Web page without the table around them, right click on the table and select Table Properties. Then, where it says Borders/Size, lower the number to 0. (When you go to the Preview mode, you will not see the table at all.)**

TO CHANGE THE BACKGROUND COLOR

- Go to the Format Menu/Background.
- Click on the down arrow next to the where it says Colors: Background.
- Choose a color and click OK.

TO OPEN AN EXISTING PAGE THAT YOU HAVE ALREADY CREATED

- After opening up Front Page, go to the File Menu/Open and select the page from the location where you saved your page (probably your Web page folder on your desktop).
 - To get to your Arachne folder, you can click the Desktop button on the side of the Open File window.
 - Click on your Web Page folder.
 - Double click on your Index page or whatever page you are wanting to edit. This will immediately put you in the Normal (Edit) mode.
- You can also open your Web page by double clicking on your HTM file in your Web page folder, without first opening up Front Page. After it opens up in Internet Explorer, you will need to go to the File Menu/Edit with Microsoft Front Page to get to the edit mode.

TO SAVE A NEW PAGE

- Go to File/Save As.
- Locate the folder in which you want to save your page (probably your Web page folder on your desktop).
- At the bottom of the Save As window, type in the name of this page. (Example: Assignments) **Make sure that you do not have spaces or underlines in between the words in your page name.** **With this in mind, you may want to shorten the name of your page.** **[Remember that your first page needs to be named: index.htm]**
- Click the Save button.

TO SAVE A WORD DOCUMENT AS AN HTM FILE

- Save your Word document to your network folder, if you want to keep a copy for your files.
- Then, re-save this document as HTM/Web Page. (To do this, go to File/Save As. Where it says, "Save As Type"---use the down arrow and select Web Page (*.htm; *.html). Save this HTM file to your Web Page folder that is probably a shortcut on your desktop. If you are not sure if it is the correct Web Page folder, then use the down arrow in the Save In section of the Save window to check that your folder follows this network Path: <\\Arachne\MS-Web\Faculty\yourname>

- **TO SAVE AN IMAGE FROM THE INTERNET**

- Right click on the image. Select **Save Picture As**. Go to your Web Page folder.
 - **Follow these steps in the save as window:**
 - In the box that says Save in:, use the down arrow to go to your Arachne Web Page folder and open it.
 - Rename the image with one word that will help you remember the image. **DO NOT USE SPACES OR UNDERLINES IN THE IMAGE NAME.**

- **TO INSERT AN IMAGE INTO YOUR WEB PAGE**

- On your web page, put the cursor where you want the image to be inserted.
- Go to the Insert Menu/Picture/From File. Double click on the name of the image. The graphic will appear on your page.
- To enlarge, click on the image to get the "handles" around it. Then, drag on one of the four corners to the size that you want it to be.
- To move to another place, you can put the cursor on the image, hold down the left mouse button and drag the image to where you want it.

- **TO MAKE A LINK TO ONE OF YOUR OWN WEB PAGES**

***** In order to link to another page, you must have created and saved that page to your Arachne Web folder.**

- Open to the page on which you want to put the link.
- Type the name of the link (corresponding to the page that you are linking).
- Highlight the name of the link and right click on the highlighted name (or click on the icon of the globe in the standard toolbar at the top of the window).
- In this **Create Hyperlink** window, click on the correct Web page for your link. (Its name should show up in the URL box at the bottom of this window, if you are working inside of your Arachne folder.)
- To check to see if it works, click on the Preview tab at the bottom of your Web page window. Click on the link.
- To go back to your own Web page, click on the Normal tab.

- **TO MAKE A LINK TO ANOTHER WEB SITE ON THE INTERNET**

- Keep Front Page normal view open, but then open up the Web browser (Internet Explorer).
- Find the Web site that you want to have linked to your web page.
- Highlight the URL (the web site address) at the top of the browser page in the Address box. Copy by using Ctrl and the C key.
- Go back to your Web page and type in the name that you want to give to this link.
- **Be sure to follow these steps to get your link to work:**
 - Highlight the link that you just typed and right click on that link. Select **Hyperlink**.
 - At the bottom of the Create Hyperlink window where it says URL, delete **http://**.
 - Paste in the web page address that you copied when you were in the browser.
 - Click OK.
 - On your Web page, you should now see your link text underlined.
 - To check to see if it works, click on the Preview tab at the bottom of your Web page window. Click on the link.
 - To go back to your own Web page, click on the Normal tab.

BE SURE TO SAVE OFTEN !

****** If you are working on your Web page at home and save your pages and graphics to your hard drive, remember to save them to your Web page folder on Arachne on the USM network when you come back to school. All of your pages and Web pages must be in the same folder.**