

Table of Contents

Prerequisites

Goals and Getting Started

- Objectives
- Getting Started
- Getting Setup For Class
 - Gathering Resources*

Opening FrontPage 2000 and Looking Around

- Look at the Interface

Opening and Closing files

- Opening a Page Options
- Closing a Page Options

Creating a New Page/Web

Saving Options

Development Options

Menu Format Options

Exercises

- Creating a Home Page
- Creating a Second Level Page with a Table
- Linking Pages
- More Linking
- Text Formatting
- Inserting Images
- Inserting a Hover Button and Image

***Exercise Resources are available online at:**

<http://www.irc.gmu.edu/wkshpmaterials/beginfp2000/ex1-resourcepage.asp>

Beginning FrontPage 2000

Prerequisites

In order to fully participate in this workshop, you **must** be able to:

Windows Prerequisites (LRO-WIND-101 Fundamentals of Windows 98):

- Save a file to a specific directory/folder using the "file/save as..." process
- Create a directory/folder during the file save as process
- Comfortably move between multiple application windows using the task bar at the bottom of your screen
- Find files on your computer using the Find tool
- Open a program using the start menu

Workshop Specific Prerequisites

- Basic understanding of HTML strongly suggested
- Previous experience creating a web page required

Here are some alternative classes to take prior to this class:

- HTML 101 - Beginning HTML
- DMWR 101 - Beginning Dreamweaver
- CMPR 100 - Creating, Editing, and Uploading Web Pages (Using Composer)

If you do not know something listed above, we strongly suggest that you sign up for the prerequisite workshops before taking this workshop.

Goals and Getting Started

Workshop Objectives

At the end of this workshop, you will be able to:

1. Create an HTML page using FrontPage 2000
2. Use the various properties and menus found in FrontPage 2000
3. Link pages and websites

Exercise 1 - Getting Setup

Down load the files located in the Exercise Resources page to your folder.

(Located online at:

<http://www.irc.gmu.edu/wkshpmaterials/beginfp2000/ex1-resourcepage.asp>)

Start the Program

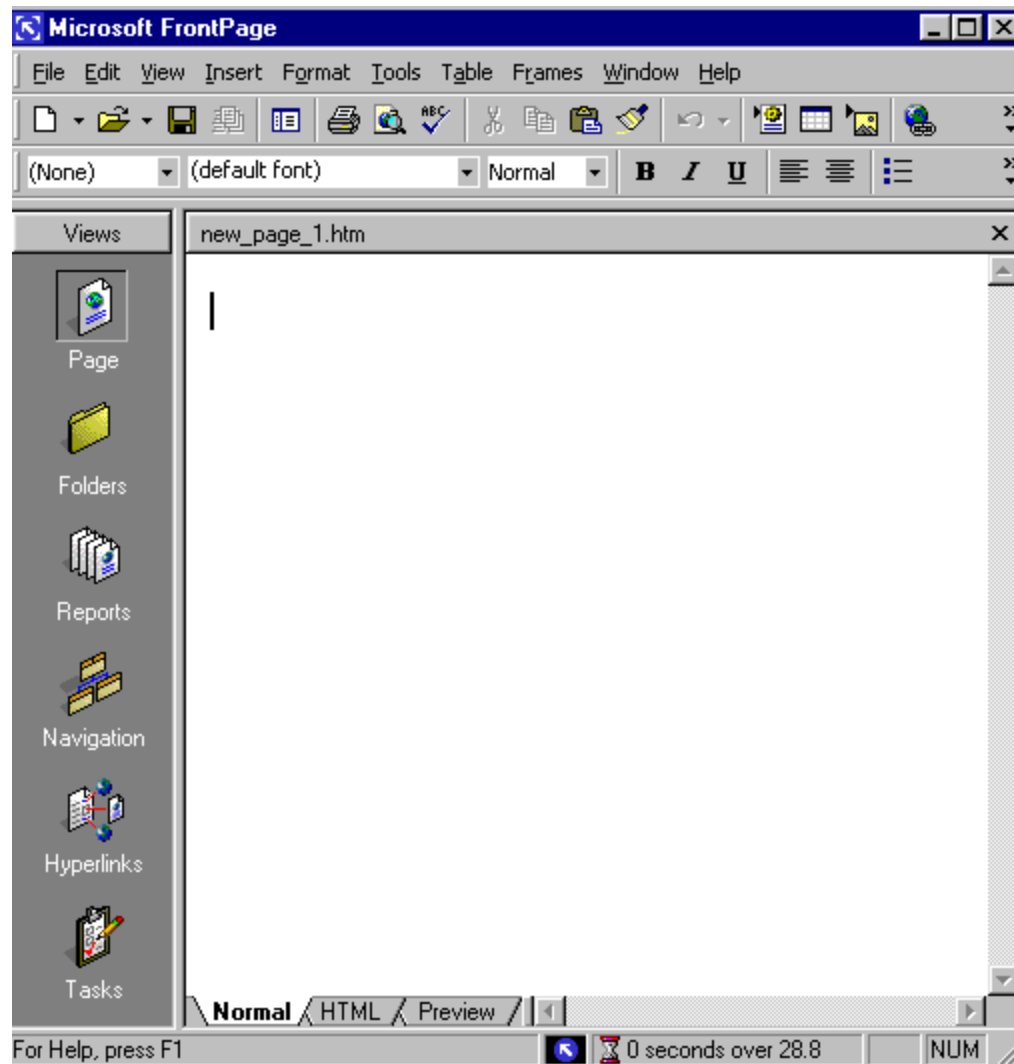
- Depending on your installation, it could be located at Start/Programs/Microsoft/FrontPage.
- **OR** you may find an Icon on your desk top

Opening FrontPage 2000 and Looking Around

Observe the Interface

Page View - This is the page view and is available in all modes

Folders through Tasks - Are views available in FrontPage Web mode



Folder View - Provides a view of the files and folder associated with a FrontPage web.

Reports View - Provides access to 14 interactive reports associated with a FrontPage web. Examples include: component errors, slow pages, unlinked files, broken hyperlinks, checkout status, etc.

Beginning FrontPage 2000

Navigation View - Provides a way to view the FrontPage web as an organization chart. Does not show links.

Hyperlinks View - Shows how a FrontPage web page is linked to another FrontPage web page

Tasks View - List of pending FrontPage web tasks (i.e., things to do)

Beginning FrontPage 2000

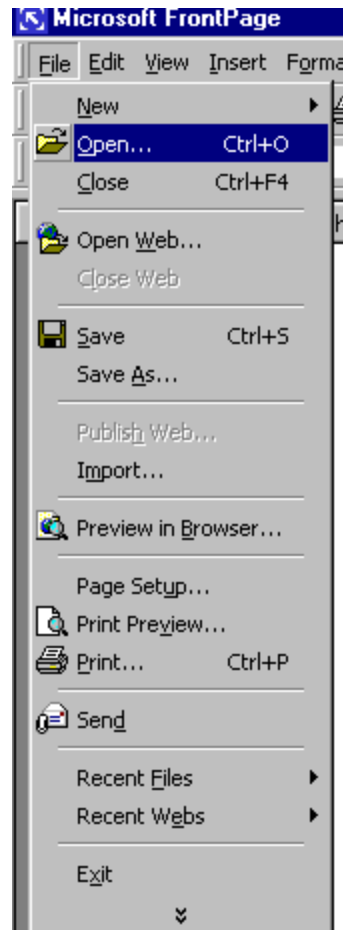
Opening and Closing Files or Webs

There are five ways to open a web page:

1. **Open** - This opens a file from a location of your choice
2. **Open Web** - This option assumes the file you click on is part of a FrontPage 2000 web site. If it is not, it will ask you if you want it to add the necessary data into your files in order to make a FP2000 web.
3. **Import** - Allows you take an existing web site and make a FrontPage web.
4. **Recent Files** - Opens files recently used
5. **Recent Webs** - Opens FrontPage webs recently used

There are two ways to close a web page:

1. **Close** - This closes the open file
2. **Close Web** - Needed to close a FP2000 web. Not available if a FP2000 web is not open. Closing a web closes the Folders view.

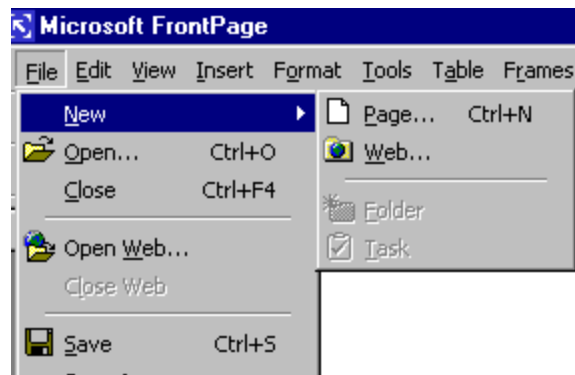


Beginning FrontPage 2000

Create New Page or Web

There are two ways to open/create a new file:

1. **New Page**
2. **New Web Options -**
 - Single page
 - Empty Web
 - Corporate Presentation
 - Customer Support Web
 - Discussion Web Wizard
 - Personal Web
 - Project Web
 - Import Web Wizard



Saving Files

Saving Options

There are two ways to save a web page:

1. **Save** - This saves a file to the location your choice.
2. **Save As** - This gives the option to save as:
 - a. any number of web page types (e.g., shtml, asp, etc.)
 - b. a FP2000 template
 - c. cascading styles sheet
 - d. active server pages
 - e. hypertext template



Beginning FrontPage 2000 Development Preferences

Set development level preferences. This located under Tools>Page Options

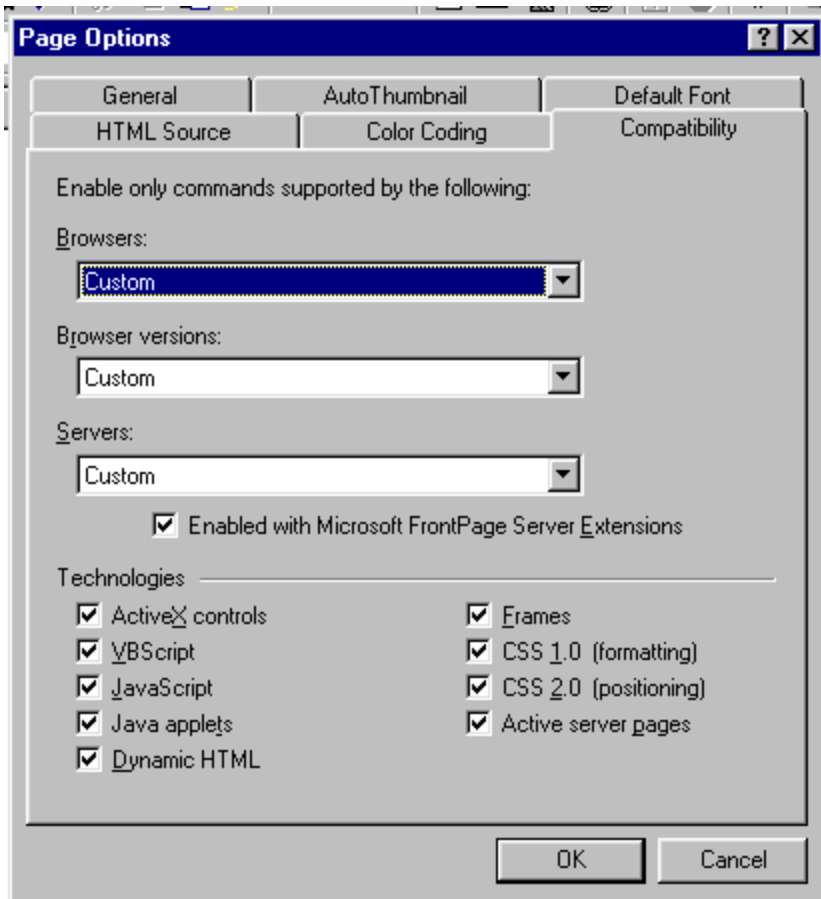
Browsers – choose the browser environment that meets your needs.

Versions - Level 3.X or 4.X

Servers - MS or Apache

Extensions – Uncheck to disable

Technologies – Will be checked and unchecked as selections are made with the options above.

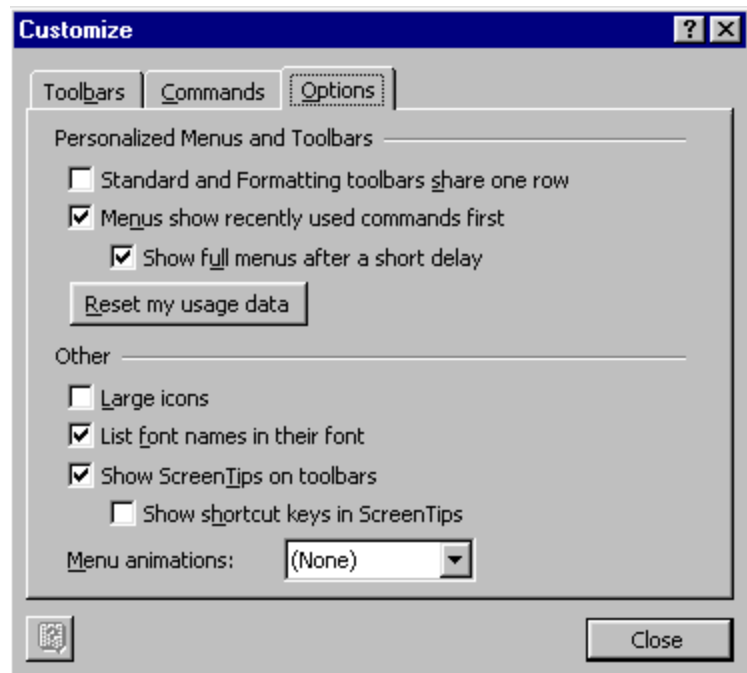


Beginning FrontPage 2000

Menu Options

To set the main menus to show all options up without delay:

1. Go to:
Tools>Customize>Options
2. Deselect "Menus show recently used commands first"
3. Make sure Standard and Formatting toolbars share one row is **NOT** selected




Exercise 2 - Make Your Homepage

Step 1 - Create a Page

1. Type your name on the page
2. Insert a horizontal line
3. Type the following: Home | Sample Page 2 | Syllabus
4. Type your school location information
5. Right-Click the over the blank area of the page and select properties
6. Give your page a title
7. Save the file as index.html

Step 2 - Preview the Page


1. Quick preview - click on the Preview tab OR
2. Browser preview - click on  in the menu or File>Preview in Browser ...

Step 3 - View the Code

- From FrontPage 2000, click on the HTML tab

Exercise 3 - Second Level Page

Step 1 - Create a Second Level Page

1. Click File/New/Page to create a new page OR click on the new page  Icon
2. Right-Click the over the blank area of the page and select page properties
3. Give your page a title
4. Save the file as page2.htm


Step 2 - Create a table for layout purposes

1. Click Table/Insert>Table
2. Select 2 rows, 2 columns, 0 for borders, 595 pixels
3. Click OK
4. Save your changes (as page2.htm)

Step 3 - Fill the table

1. Type "Sample Page 2" in the top cell on the left
2. Type "Home" in the top cell on the right
3. Connect the two columns in the second row using Table/Merge Cells
4. Insert a horizontal rule into the single row
5. Set the background color of this row by right clicking on the table and selecting cell properties. Then choose a background color.
6. Place cursor into the last row and hit the tab key and remove the color
7. Type the following: "Sample Page 2 | Syllabus"
8. Insert another row with the tab key
9. Type: "Put your mouse over the image"
10. Save your changes (as page2.htm)

Step 4 - Preview the Page

1. Quick preview - click on the Preview tab OR
2. Browser preview - click on  in the menu or File>Preview in Browser ...

Step 5 - View the Code

- From FrontPage 2000, click on the HTML tab

Exercise 4 - Link Pages


Step 1 - Make a Link to another page in your site

1. Return to index.html
2. Highlight "Sample Page 2" in the menu area
3. Click on Insert/Hyperlink
4. Locate the page2.htm file and double click on it
5. Repeat this process to link the sample syllabus
6. Save the file as index.html

Step 2 - Make a Link to another page in your site

1. Return to page2.htm
2. Double click on the word "Home" in the menu area
3. Click on Insert/Hyperlink
4. Locate the index.html file and double click on it
5. Repeat this process to link the sample syllabus
6. Save the file as page2.htm

Step 3 - Preview the Page

1. Quick preview - click on the Preview tab OR
2. Browser preview - click on  in the menu or File>Preview in Browser ...

Step 4 - View the Code

- From FrontPage 2000, click on the HTML tab

Exercise 5 - More Linking

Step 1 - Links within a Page

1. Open samplesyllabus.htm
2. Set the Named Anchor by:
3. Highlight the bold text headers on the page
4. Click on Insert/Bookmark
5. Give it a simple name you can remember
6. Double click on the word in the menu that will receive the link
7. Using Insert/Hyperlink and select the anchor by clicking on the bookmark menu
8. Repeat this process one or two more times
9. Save the samplesyllabus.htm file

Step 2 - Make an email link

1. While in samplesyllabus.htm
2. Scroll to the bottom and highlight the email address
3. Using Insert/Hyperlink and select the envelop icon
4. Enter the email address (e.g., jdoe@gmu.edu)
5. Save the samplesyllabus.htm file


Step 3 - Make web link

1. While in samplesyllabus.htm
2. Highlight "George Mason University"
3. Using Insert/Hyperlink, type www.gmu.edu next to http://
4. Save the samplesyllabus.htm file

Step 4 - Make another menu link

1. While in samplesyllabus.htm
2. Highlight "Return to Homepage"
3. Click on Insert/Hyperlink
4. Locate the index.html file and double click on it
5. Save the samplesyllabus.htm file

Step 5 - Preview the Page

1. Quick preview - click on the Preview tab OR
2. Browser preview - click on  in the menu or File>Preview in Browser ...

Step 6 - View the Code

- From FrontPage 2000, click on the HTML tab

Exercise 6 - Text Formatting

Step 1 - Web Friendly Fonts

1. If necessary, reopen samplesyllabus.htm
2. Hit Ctrl-A on your keyboard to select all
3. Click on Format/Fonts
4. Select Arial and then type ", Helvetica, Sans-serif" to include alternative fonts
5. Save the samplesyllabus.htm file

Step 2 - Set a Font Size

1. While still in samplesyllabus.htm
2. Highlight the text that looks like a menu
3. Select a font size of 2 from the drop down box on the menu
4. Save the samplesyllabus.htm file

Step 3 - Change Color

1. While still in samplesyllabus.htm
2. Highlight the title of the page
3. Click on the font color icon from the drop down box on the menu
4. Select a color
5. Save the samplesyllabus.htm file


Step 4 - Menu Emphasis

1. If necessary, open index.html
2. Highlight "Home"
3. Click on the B from the drop down box on the menu
4. Save the index.html file

Step 5 - Menu Emphasis

1. If necessary, open mouseover.htm
2. Highlight "Sample MouseOver "
3. Click on the B in the properties box
4. Save the mouseover.htm file

Step 6 - Preview the Page

1. Quick preview - click on the Preview tab OR
2. Browser preview - click on  in the menu or File>Preview in Browser ...

Step 7 - View the Code

- From FrontPage 2000, click on the HTML tab

Exercise 7 - Insert Images

Step 1 - Insert an Image

1. If necessary, reopen page2.htm
2. Place the cursor at the end of the home link
3. Hit Shift-Enter to insert a line break
4. Click Insert/Picture/From File ...
5. Double click the GMU logo
6. Save the page2.htm file


Step 2 - Make the image a link

1. While still in page2.htm
2. Right click once on the image
3. Select Picture Properties
4. In the location box, enter <http://www.gmu.edu>
5. In the text box, enter "GMU Homepage" in the alt space
6. Save the page2.htm file

Step 3 - Align the content in the cell

1. While still in page2.htm
2. Right click once in the cell with the GMU signature and click on cell properties
3. Select Center for the Horizontal alignment
4. Select Top for the Vertical alignment
5. Save the page2.htm file

Step 4 - Preview the Page

1. Quick preview - click on the Preview tab OR
2. Browser preview - click on  in the menu or File>Preview in Browser ...

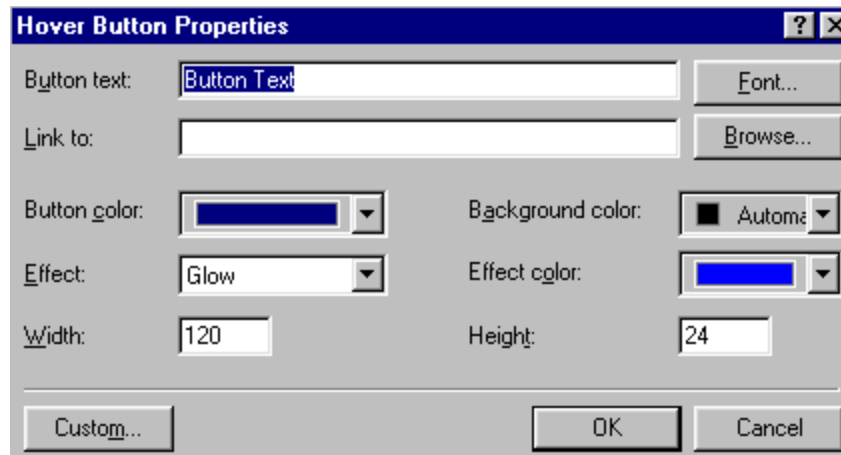
Step 5 - View the Code

- From FrontPage 2000, click on the HTML tab

Exercise 8 - Hover Button

Step 1 - Insert a Hover Button

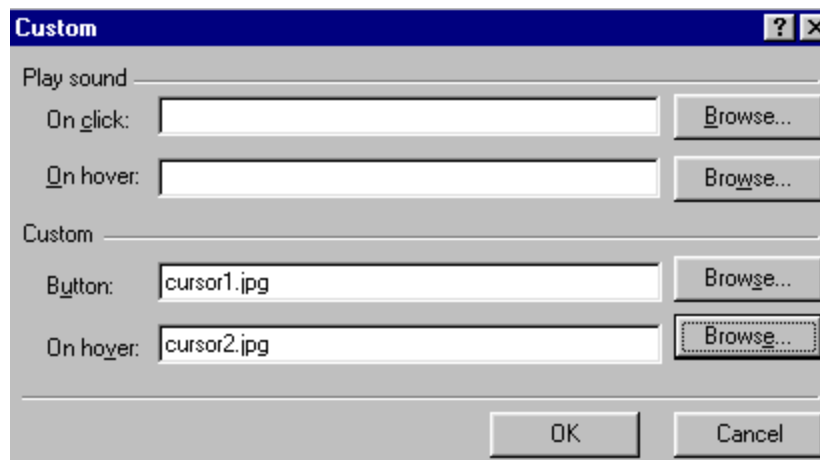
1. If necessary, reopen page2.htm
2. Click in the last table cell after the text and hit enter
3. Click Insert/Component/Hover Button
4. Give the button a title
5. Enter <http://www.gmu.edu> into the "Link to:" field
6. Save the file in order to make it work




Beginning FrontPage 2000

Step 2 - Insert a Hover Image

1. Return to page2.htm (if using a new file, ensure it is saved first and the images are located in the main directory that holds the site)
2. Click next to the first hover button and hit enter
3. Click Insert/ Component/ Hover Button /Custom...
4. Browse for the initial "Button" graphic
5. Browse for the "On Hover" graphic
6. Click OK and return to the Hover Button Properties box and enter the size of the graphic (360x36)
7. Save the file at page2.htm



Step 3 - Preview the Page

1. Quick preview - click on the Preview tab OR
2. Browser preview - click on  in the menu or File>Preview in Browser ...

Step 4 - View the Code

- From FrontPage 2000, click on the HTML tab