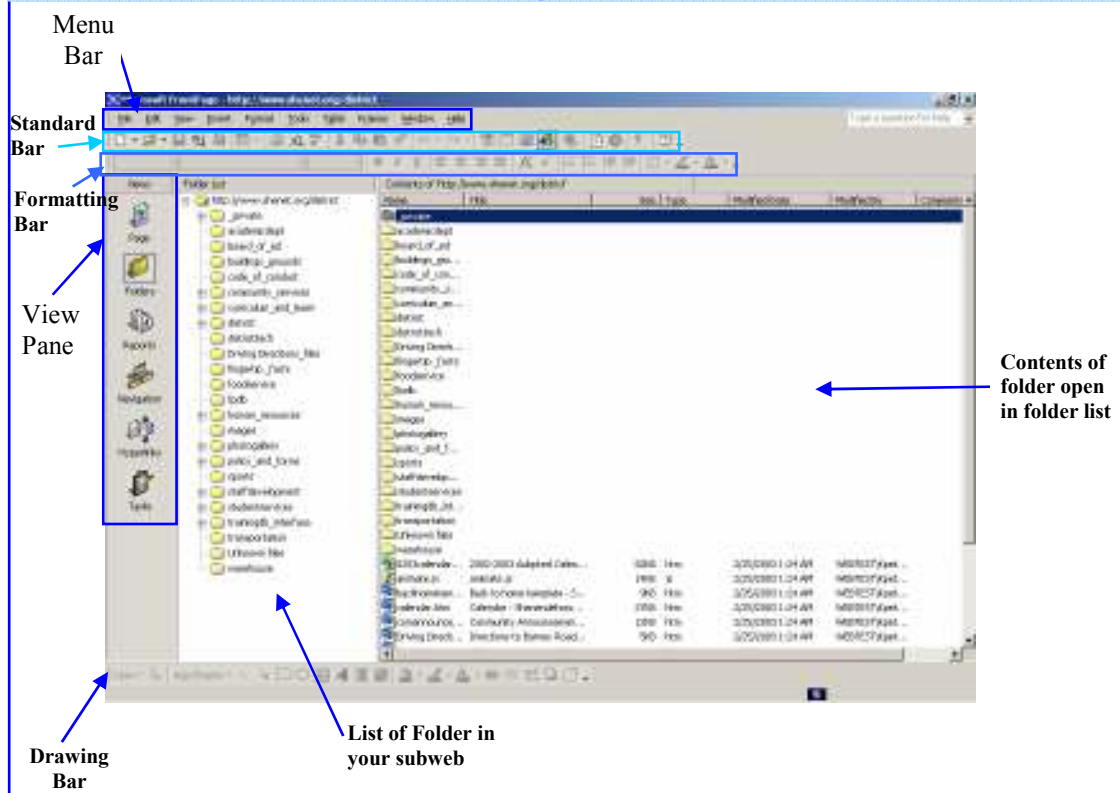


Frontpage 2002

TopTips© John Bullington 2002



FrontPage 2002 Folder View



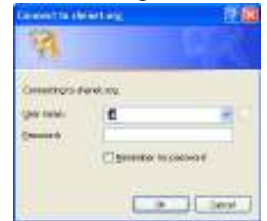
Getting Started

As of 2007-08, FrontPage is no longer loaded on teacher stations. To access FrontPage from a Shen teacher station (Citrix, Thin Client and Remote Access users are unaffected by this change), double-click to open **Citrix Program Neighborhood**, then double-click the **FrontPage** icon.

Use the **File** menu to select **OPEN Web**. Next to **Web name**, type <http://www.shenet.org/><subweb*>

* Do not type the word "subweb"—choose a subweb from the list below:

- | | | |
|--------|----------|---------|
| high | middle | arongen |
| Chango | karigon | |
| orenda | shatekon | |
| tesago | district | |



Your User name is: First initial and 1st seven letters of last name (or its actual length if less)

Password: provided by BOCES via Kelly DeFeciani

Click the yellow folder in the upper left corner to go to **Folder View**. If a folder with your first initial and last name does not yet exist, **right-click** in a blank space (at the very bottom of the page) and select **New > Folder**. **MAKE SURE YOU SAVE ALL OF YOUR FILES TO YOUR FOLDER ONLY**. Your first page should be saved as (jbullington.htm) - use your name in place of mine in this example. Any additional subordinate pages should be named with your initials preceding the file name, ex:jbcontent.htm. All pages must contain the back button linked to the Shen home page with an email link and disclaimer that reads; "This page is maintained in accordance with Shenendehowa's web publishing guidelines by [John Bullington](#)."

Previewing your Website



To get an idea about how your website will look, click on the Preview display tab at the bottom of the screen(only available in page view). This will give you an approximate view of how your web page will look to offline viewers. Keep in mind that their screen size, resolution and color setup will affect the way they view your page. No changes can be made while in the preview mode, you need to click on the Normal display tab to get back into the editing mode. The HTML display tag shows you the underlying HTML code for your page. If you type this code exactly as it appears in a word processor and saved it as a plain text file you could create the same page that you have with FrontPage.

Setting Page Properties

Right click in the page window and select **Page Properties**. Click the **General** tab. In the **Title** box, type the name for this page (this will appear along the title bar to users who view the page on the web). Click the **Background** tab. Choose colors for font, background, etc from the bottom of this page. If you want a picture in the background instead of a color, click the square button that says **Background Picture** and use the **Browse** button to navigate to the image.

Creating New Pages or Folders

Switch to **Folder** view. When creating a new file or folder make sure you are in the folder where you want the new page or folder to exist. Right click in the folder view pane and choose the **New > File** or **Folder**. While the new folder/file name is highlighted in blue, type the name and it will replace the default name.

Setting up a Table for Formatting

Click on the table then Insert from menu bar. Type the number of rows and columns you would like the table to be. Cell padding, cell spacing and border size should all be set to zero. To make changes to the table, **right** click on it and choose Table Properties.

This will create an invisible table that people viewing your web page will not see. This allows you much more control on where you place things on the page.

To change the column or row dimensions move the cursor to the line you would like to move and hold down the **left** mouse button when the double arrow appears, you can now drag to make a box bigger or smaller.

To merge cells select the cells you would like to make into one (left click hold and drag), **right** click on the highlighted cells and choose merge cells.

Insert Text

Click where you would like to insert text. Choose the font style and size from the formatting bar pull down menus. **NOTE:** You can use a predetermined font size/style by choosing from the style pull down menu. Heading, Body and Normal styles are all choices.

Insert Picture

Click on the Insert, Picture, From file. Browse to the spot on your drive where the file resides and choose it. Click on the picture and use one of the side tabs (white boxes on frame) to adjust the picture size to the desired size. On the Picture Toolbar click Resample, this will reduce download time for users by eliminating unnecessary pixels in reduced picture. Inserting pictures will cause the rows/columns to expand to fit the picture and this may cause your page to not have the desired format, an easy way around this is to **merge** a group of cells to accommodate the picture while leaving the other cells alone.

Hyperlinks

A hyperlink is a place where a user can click to display other types of information. A hyperlink can take the form of text, a button or a picture. A hyperlink can take you to a web site or to another page in your web site.

Highlight the text or picture you would like to make a hyperlink. Click on Insert, Hyperlink (Ctrl +K) from menu bar. On **left** side of window click on "existing file or web page" In the URL box, type the full address that you want people to access. If it is an internal web page just navigate to the page (in your web folder) and click on it.

A special type of hyperlink is a mailto link. A mailto link when clicked on will load the users email program and place your email address into the TO: field. To set a mailto link, highlight the text you want to turn into a hyperlink, click on the hyperlink icon along the **left** hand side, select email icon then type the email address you want mail to be sent to. It will place mailto: in front of the address you type, this is normal.

Web Components

Dynamic Effects:

These include Hover buttons a scrolling news marquee and a banner advertisement manager.

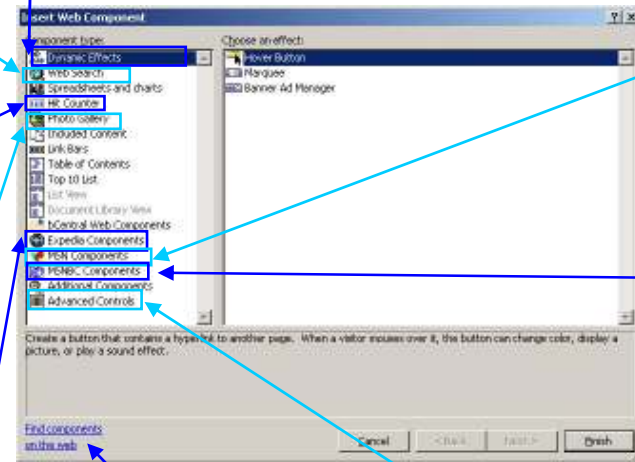
The web components menu can be reached from the Insert pull down menu. These components can be added to FrontPage web pages for added function and versatility.

Web Search: allows you to create a box for searching your sub web for information

Add a **hit counter** to keep track of visitors to your website (see below)

Photo Gallery: Add an interactive photo gallery where users click on a thumbnail to see larger version of photo. Takes only minutes to set up.

Expedia Components: add a map with driving directions to any Continental location to your website.



MSN Component: add either a search engine for the entire internet or a stock quote ticker to your website content.

MSNBC Components: Add news headlines in any of the following areas – News, Business, Living & Travel, Sports, Technology and Weather.

Search the Microsoft website for additional components and add-ins designed by users and third party software designers.

Advanced Components: Add Java, Plug-ins or active X components to your website from outside sources and vendors.

Hover Button

Click where you would like the button. Click on Insert and choose Component and Hover Button. Type the name you want to appear on the button in the button text field. In the link to box, click on the place you want to link to. Choose the button color, the type of effect on mouse over and the effect color.

Adding a Hit Counter

Click on Insert, choose Component, then hit Counter. Choose the style of hit counter and number of digits you want the counter to be.

Importing Files

Switch to Folder view and make sure you are in your folder. Then go to File and Import, in extended menu. Click on the Add Files button when the Import Dialog box appears. Choose the file(s) you want to import from the appropriate drive, then click OPEN. You are now back at the Import Files dialog. Click ok to begin uploading your files to the BOCES server. This will take a while depending on how many files you import. The box will disappear when it is done and your files should be in the folder you were last in. You may now add them to web pages as needed.