Introduction to Microsoft FrontPage®

What is Microsoft FrontPage®?
Microsoft FrontPage® is an web authoring tool that can be used to produce online pages for the internet. You can create web pages from scratch or alternatively use the wizards and templates that are provided. Your design can be anything from a simple, personal website, right up to a complex business style website.

Getting started
1. Click on the Start button towards the bottom left of the screen.
2. Click on each of the following: Programs; Office; Microsoft FrontPage®

When you start FrontPage®, the application window will open and a blank web page will appear.

Creating a web page using the wizard
1. Select FILE from the menu bar followed by NEW then PAGE OR WEB
2. A menu will appear on the right side of the screen. Select Web Site Templates.
3. Choose a wizard e.g. Corporate Presence Wizard
4. Specify the name and location for your new web in the location text box
5. Click OK to create your web.
6. Depending on the selection, you will either go on to edit your web pages or continue to answer questions on each of the wizard screens, clicking **NEXT** to continue.

7. You will be asked to select topic areas and items found on individual pages. Once you have answered all the questions, click **FINISH** to create your web pages.
Web Views

There are several types of web views, and each provide you with a different perspective of your web site. Once you have finished setting up the structure of the website you are initially taken to the Navigation view.

1. Navigation View

This view shows all of the pages that you have created and their relationship with each other. The main page is called the home page and all other pages are subordinate to it. All pages that branch from the home page are connected by a line.

2. Page View

Page view is used to view and edit a particular page. You can use it to add text, pictures and other objects to individual pages. To select a specific page, simply click on the Navigation icon in the Views bar on the left. Choose a page and then double click on it to go to Page View.
3. Folders View

This view lists all of the files and folders that you have created. You can access this list by clicking on the Folders icon on the left. All data ranging from ordinary text to graphics, is stored here, within each of the files and folders.

4. Reports View

The reports view allows you to view statistics and other information related to your web pages. They are updated automatically as your web pages are developed. For example, this will include the number of files, pictures, links and so on.
5. Hyperlinks View

This view allows you to view hyperlinks (links you click onto to go to other pages) both within your own website and externally to the internet at large. To view hyperlinks in any given page, first select the page in the Navigation View and then select Hyperlinks View.

Using a template

If you want to avoid the automated process in order to have more control over your webpages, then you can do this by using a template. A template will range from a blank page to something more structured like the layout for an online guestbook, for example.

Creating a webpage

1. Select **FILE** from the menu followed by **NEW and PAGE**.
2. Select the **TEMPLATE** that you want to use for your page then click **OK**.
Saving a webpage

1. Click the SAVE button on the toolbar.
2. Type a filename for your new page in the FILE NAME box then click SAVE.

Inserting a page into the web

Once you have created and saved a webpage you need to make it part of the current web. To do this, you have to link it to your homepage.

1. Click the Navigation icon on the Views bar
2. Locate your newly saved file in the folders list to the left
3. Drag the file rightwards across to the Navigation View, and drop it below the home page.

Deleting a page

1. Click the Navigation icon on the Views bar.
2. Click on the page that you want to delete and press DELETE on the keyboard.

Importing files from other applications

You can also import web pages that you have written in other applications, such as Microsoft Word. To import a file into the current web, follow these steps:

1. Select FILE then IMPORT. The import dialogue box will appear.
2. Click the ADD FILE button. The import list dialogue box will appear.
3. Locate and select your file then click OK.
4. Repeat steps 2 and 3 if you want to import more files.
5. Click OK when you have added all the files you want to import.

Inserting pictures

1. Put the cursor where you want to place the picture
2. Select INSERT then PICTURE and FROM FILE. The dialogue box will then appear.
3. To locate a picture saved on your computer, click onto the Look in box to locate the drive that contains your picture. Double click on it to open the folder.
4. Select the picture once you have found it and click OK. The image will then be placed on your page.

Inserting Clip Art

1. Put the insertion where you want to place the clipart.
2. Select INSERT then PICTURE and CLIPART.
3. Select the collection and media type you are interested in from the two drop down tool bars.
4. Press search once you have made your selection. The clipart will then be displayed.
5. Click on a picture to insert it into the document.

Creating text hyperlinks

A text hyperlink is a link to another page elsewhere on the internet. The link is activated when you click onto the text using the mouse.

1. Open the page where you want to place the hyperlink.
2. Type the text that will serve as the hyperlink.
3. Select the text you want to use as the hyperlink.
4. Select INSERT then HYPERLINK. The Create Hyperlink dialogue box appears.

5. To create the link, type the address of the other website in the URL box. E.g 
6. Press OK and click anywhere on the page to deselect the hyperlink text.

Creating graphic hyperlinks

A graphic hyperlink is also a link to another page elsewhere on the internet. The link is activated when you click onto the graphic using the mouse.
1. Open the page where you want to place the hyperlink.
2. Insert the picture or clip art you want to use as the hyperlink.
3. Select the graphic you want to use as the hyperlink.
4. Select **INSERT** then **HYPERLINK**. The Create Hyperlink dialogue box appears.
5. To create the link, type the address of the other website in the URL box.
6. Press OK to return to the webpage.

**Resizing an Image**

1. Click the image to select it.
2. Place the mouse arrow on any corner of the image so it becomes a two headed arrow.
3. Holding down the left mouse button, drag the image to increase or decrease its size.

**To copy text**

1. Select the text you want to copy by highlighting it with the mouse.
2. Select **EDIT** then **COPY**.
3. Put the cursor where you want to copy the text to.
4. Select **EDIT** then **PASTE**. A copy of the text will then be carried across.

**To move text**

1. Select the text you want to move by highlighting it with the mouse.
2. Select **EDIT** then **CUT**.
3. Put the cursor where you want to copy the text to.
4. Select **EDIT** then **PASTE**. A text will then move to the new position.

**To delete text**

1. Select the text you want to delete by highlighting it with the mouse.
2. Press the DELETE key on the keyboard.

Note: You can also put the cursor at the end of the text you want to delete and press the DELETE key.

**To print**

1. Select **FILE** then **PRINT**
2. Choose the printer from the drop-down menu next to Name.
3. Select the pages you wish to print if necessary.
4. Enter the number of copies you want to print.
5. Click **OK** to print.

**Exiting FrontPage**

Go to **File** then **EXIT**.

**Where to go for more help and information.**

Further advice and information is available from the Information Services Help Desks.
Many Information Services documents are on the web at:
[www.staffs.ac.uk/uniservices/infoservices/documents/](http://www.staffs.ac.uk/uniservices/infoservices/documents/)

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