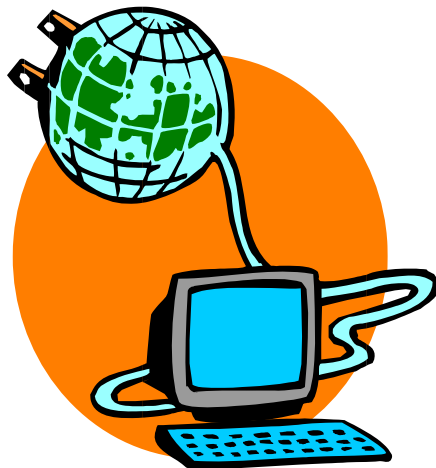


Intermediate Web Design Using Microsoft FrontPage

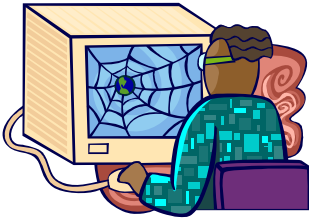
Reference Manual



Georgetown Independent School District
Instructional Technology
Revised March 2008

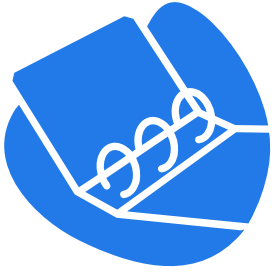
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WEB DESIGN TIPS

- Keep the default font setting in FrontPage
- Give each page in your website a proper file name and page title
- **Don't underline text** unless it's a link!!!! Use **bold** or *italic* sparingly to emphasize text instead.
- Use a background that ensures text will be easy to read
- Make sure text is big enough to read
- Make sure the order in which you present your information makes sense
- Make navigation easy to understand and use
- Give visitors a clue as to where they are in your site, either through navigation bars or titles on pages
- Make sure graphics compliment or enhance your content instead of distracting from it
- Use animated graphics and scrolling text sparingly
- Use only Office ClipArt or graphics; any other pictures/graphics you find on the web may be subject to copyright
- Make every page look as if it belongs to your website; use consistent colors, layouts, etc.
- Make sure pages download relatively quickly; test it on your school AND home computer!
- **Follow ALL GISD Web Publishing Regulations**



Changing, Adding, or Removing Pages

You can remove pages if you never plan to use them, add pages if you'd like a bigger site, or rename pages if you'd like to use them for a different purpose.

REMOVING PAGES

NOTE: Be careful **never** to delete your home page, which has the filename **index.htm**. If this file is missing, visitors will not be able to access your web pages.

To remove a page, **right-click** on it in the folder list, and choose **Delete**. After you confirm that you want to delete the page, it will be removed from any navigation bars it was involved in.

CHANGING PAGES

If you would like to use a page for a different purpose, you can rename the page. Renaming the page involves changing the title that appears on the page itself and the text that will appear at the top of a browser window when the page is viewed on the web, and changing the filename itself (appears as part of the URL or web address). To change a page name/title, follow these steps:

STEP ONE

First, change the page name/title

1. On the FrontPage menu bar, choose **View > Navigation**
2. **Right-click** on the rectangle representing the page you want to change and choose **Rename**
3. Type the new name for the page. Be sure to capitalize appropriately and keep it short - two words or less if possible.
4. Click off of the rectangle for FrontPage to accept the change.
5. On the FrontPage menu bar, choose **View>Page** to return to the regular editing view.

STEP TWO

Now, change the **file name of the page** (which is part of the actual web address), you can do the following.

1. In the Folder list that appears on the side of the Page View, **right-click** on the file.
2. Select **Rename** from the shortcut menu that appears.
3. **Type over the filename, using the following rules:**
 - a. The new filename should be short, with **no spaces or characters** (i.e. if the Page Name/Title & Banner was changed to "Class Schedule", the filename could be "schedule.htm")
 - b. Make sure that you **keep the file extension ".htm"** at the end of the filename.
4. FrontPage will automatically update any links to that page.

ADDING PAGES

To add a new page to your website, follow these steps:

1. On the FrontPage menu bar, choose **View > Navigation**
2. **Right-click** on the rectangle representing your home page and choose **New > Page**
3. **Right-click** on the rectangle representing the new page you just added and choose **Rename**
4. Type the new name for the page. Be sure to capitalize appropriately and keep it short - two words or less if possible.
5. Click off of the rectangle for FrontPage to accept the change.
6. On the FrontPage menu bar, choose **View>Page** to return to the regular editing view.
7. Notice in the left-hand folder list, FrontPage has created your new page. It also picked a filename based on the name you gave the page. If you do NOT like the filename FrontPage used, you can follow **STEP TWO** under **CHANGING PAGES** on the previous page to edit the filename as you wish.
8. You now have a blank page, with top and bottom borders, added to your site. If you applied a theme to your site, the new page will have the theme preformatted for the page.
9. **Double-click** your new page in the folder list to begin editing it.

Tables

Tables can help you display lists of information. More importantly, they can help you position pictures and text on your pages exactly the way you'd like them to appear. Many web designers use tables primarily to control the layout of their pages.

INSERTING A TABLE

Go to the **TABLE** menu and choose **INSERT > TABLE**

The **INSERT TABLE** option allows you to specify a preformatted table with the number of rows and columns you want. You can make adjustments to columns and rows later if needed.

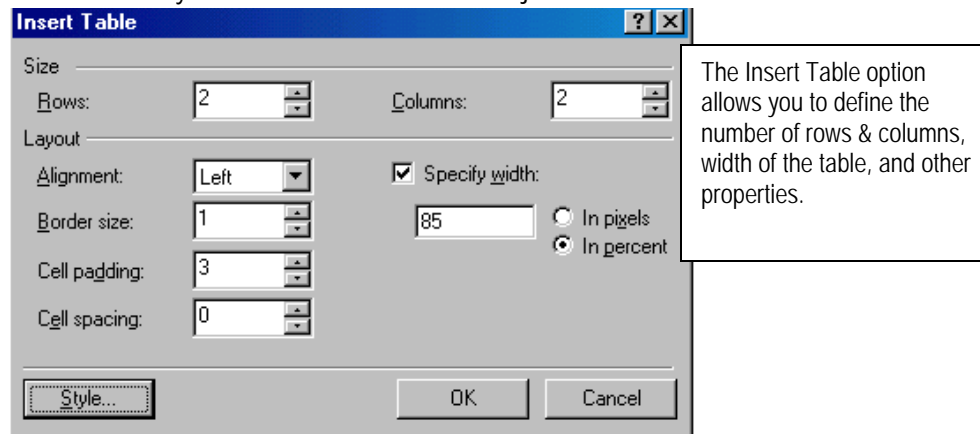


TABLE PROPERTIES

You can specify the following table properties by right-clicking on the table and using the Table Properties option in the short-cut menu.

ALIGNMENT: Align the table left, right, or center.

BORDER SIZE: Increase or decrease the line width of the borders, or make it invisible by setting it to zero. Invisible borders appear as dotted lines in edit mode, but disappear in browsers.

BORDER COLOR: Set the borders of the table to a color other than gray (Netscape does not support border color and will display as gray anyway.)

BACKGROUND: Set the background of the table to a color different than the page color.

WIDTH: You can specify the width of a table by percentage of the page, or by pixels.

CELL PADDING: This option allows you to specify, in pixels, the amount of space you'd like between the contents of the cell and the cell border.

CELL SPACING: Allows you to specify the pixels of space between cells (increases the space for the borders).

CELL PROPERTIES

You can specify the properties of individual cells by right-clicking on the cell (or highlighting the table and right-clicking) and selecting Cell Properties from the shortcut menu. Cell properties include:

HORIZONTAL ALIGNMENT: Align the contents of the cell left, right, or center.

VERTICAL ALIGNMENT: Align the contents of the cell top, middle, or bottom.

ROWS SPANNED: Make a cell span several rows.

COLUMNS SPANNED: Make a cell span several columns.

BACKGROUND: Set a different background color for the cell from the table background or page background.

OTHER TABLE OPTIONS

DELETE CELLS: You can delete cells, rows, or columns, by highlighting and selecting DELETE CELLS from the Table drop-down menu.

AUTOFIT: You can specify a table's columns to expand or contract based on the cell contents by selecting the AUTOFIT selection from the drop-down menu under TABLE.

CONVERT: You can convert text to a table, or vice versa, using the CONVERT option on the drop-down menu under TABLE.

NESTED TABLES: You can insert tables into tables by using the INSERT TABLE Command (useful if you lay out your page using tables and want to add more tables on the page).

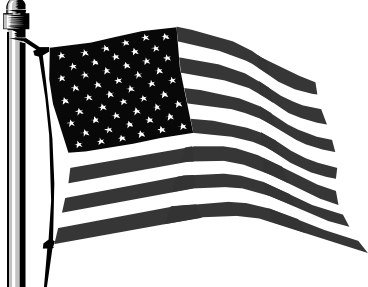
CONTROLLING PAGE LAYOUT WITH TABLES

You can use tables as grids for laying out your pages. This way, you'll have more control over how visitors to your website see the information on your pages.

Before putting ANY text or graphics on a new page, think ahead about how you want the text and graphics to appear on the page, then insert a table which will accomplish this for you.

The most popular monitor resolution is 800 pixels wide by 600 pixels tall, so it's best to put your information into tables that are no wider than 750 pixels. This measurement might need to be even smaller if you are using shared borders on the left side of your web pages.

As an example, if you want to insert a graphic and have a paragraph about the graphic on the right side of the picture, you should insert a table with 1 row and 2 columns, like this:

	<p>“Shipwreck” Kelly (1885-1952) was famous for his flagpole sitting records. He sat for 49 days on one flagpole. He once estimated that he spent a total of over 20,000 hours sitting on flagpoles. Flagpole sitting was a craze started in Baltimore, Maryland, in 1929.</p>
---	--

You can (and should in most cases) set the table border size to “0” so your viewers won’t see the table borders. Also be sure to set the alignment of your table to “left”, “right”, or “center”, depending on the layout of your page.

















Editing Pictures in FrontPage

FrontPage provides a useful assortment of built-in picture editing functions. The following are some examples of all the things you can do to edit pictures using those tools. To access these tools, display the Pictures Toolbar by choosing **VIEW> TOOLBARS>PICTURES**.



Here are what each of these tools do to a selected picture:

	Inserts a picture onto the page (you can also use INSERT>PICTURE)
	Text. Allows you to add text on top of a picture.
	Auto-thumbnails a picture (turns it into a smaller graphic that is linked to the larger image.) <i>NOTE: To specify the default size and appearance of the auto-thumbnails created by this tool, choose Tools>Page Options and the Auto-Thumbnail tab, and you can set the width, height, and border properties of all thumbnails)</i>
	Position absolutely. This allows you to specify exactly where you want the picture to appear on your page without using tables for layout. Positioning uses CSS code, so be careful! Not all older browsers support it.
	Bring forward/send backward. If you have positioned pictures absolutely, you can also bring them forwards or backwards if they overlap each other.
	Rotate/flip pictures.
	Control contrast/brightness .
	Crop pictures. To use the cropping tool, first select the picture, click on the crop tool, then use the handles to enclose the part of the picture you want to keep. Then click Crop again and it will discard the unselected part of the picture.
	Set transparent color. Select the picture, click on the transparent tool, then click on the part of the picture that has the color you want to make transparent.
	Apply grayscale, black and white, or washout a picture.
	Bevel the edges of a picture.
	Resample a picture. When you have resized the picture, saves the image in that size permanently. <i>NOTE: When you resize a picture by dragging it or specifying a smaller size, you have not changed the actual size of the picture file itself. So a 1024 x 800 pixel picture that has been sized on a web page to 500 x 300 will still require the browser to download the entire 1024 x 800 file, then display it in the smaller size. If you resize it, then resample it, you have permanently changed the size of the picture, and the download time will also be reduced.)</i>
	Hotspot tools. Allow you to make a clickable link on top of a picture image.
	Restore. Returns the image to its original state (as long as you have not saved the changes.)



Using the Photo Gallery in FrontPage

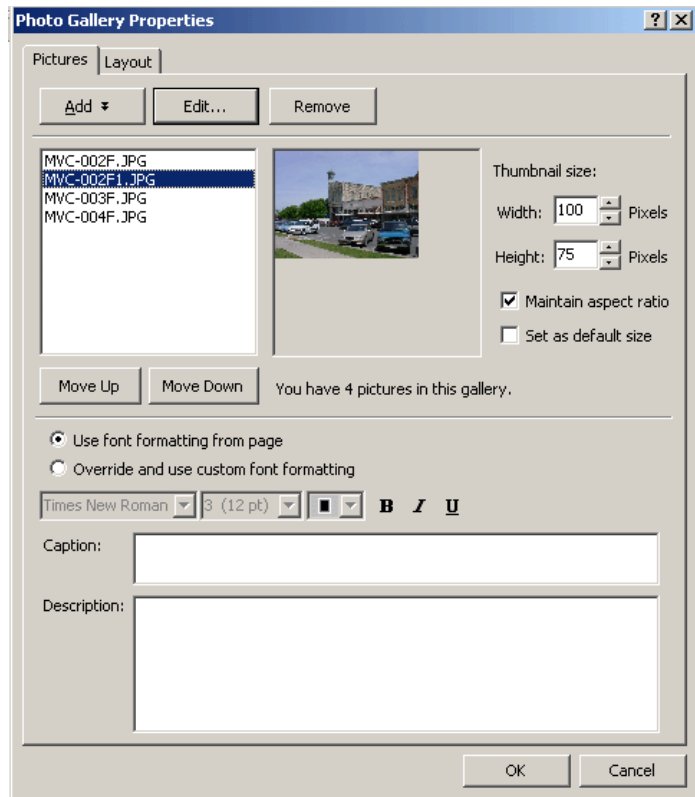
FrontPage includes a photo gallery component that makes it easy to display a group of pictures you've taken from a digital camera. The photo gallery component is the quickest way to quickly insert a group of pictures in your web page, with titles, captions, and thumbnails.

IMPORTANT TIP: Make sure you downsize and save all of your photos into a folder in your web template before creating a photo gallery!

To add a photo gallery to your website, open the page you want to display it on, then choose **INSERT>PICTURE>NEW PHOTO GALLERY**.

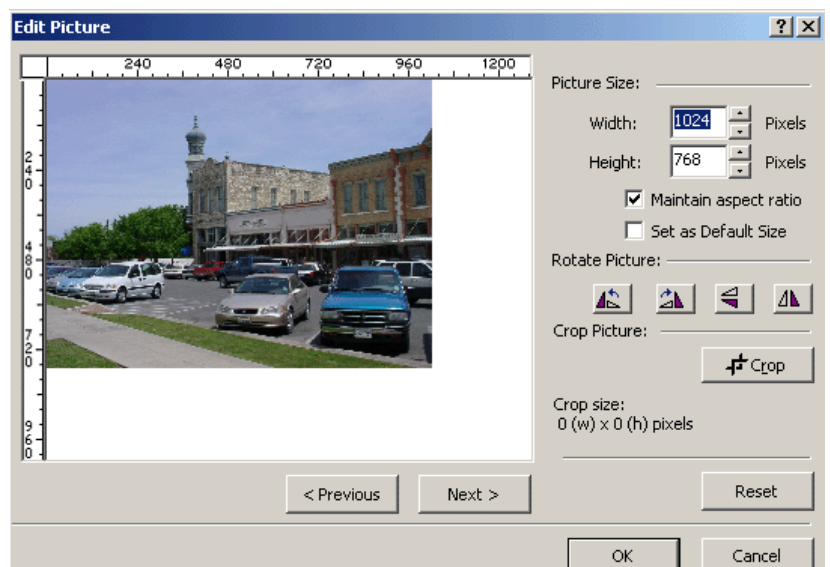
ADDING PICTURES & SETTING PROPERTIES

The following dialog box allows you to add, edit, remove pictures, change the order and size of thumbnails, and specify the caption and description of each photo.



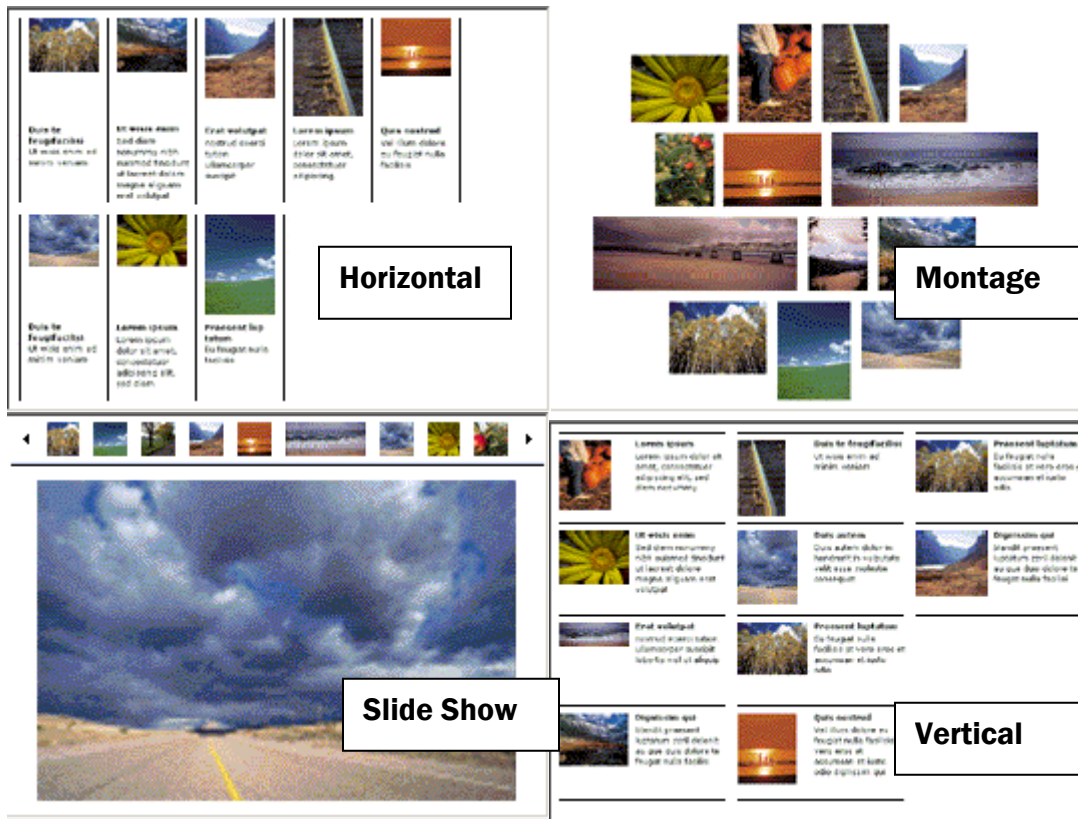
EDITING PICTURES

If you select a picture and click on the Edit button, you can rotate, flip, or crop the picture in the Edit Picture dialog box. You can also change the size of the picture file that will be displayed when the thumbnails are clicked on. (Changing the picture size here DOES reduce the file download time). Use the previous and next button to move through the list of photos you're adding to the photo gallery.



CHOOSING A LAYOUT

Once you have added the pictures you want to display into the photo gallery, click on the layout tab to choose the layout you want to use for the photo gallery. The following are your options for layouts:



Once you have inserted the photo gallery into your web page, when you save it, your pictures (if not already part of the web folder) will be added in a new folder called “photo gallery”. You can return to edit the photo gallery by **right-clicking on it** and choosing **Photo Gallery Properties**.



Creating a Slide Show or Rotating Graphic in FrontPage

The following directions explain how to use the Banner Ad Manager component in FrontPage to create either a rotating graphic or a photo slide show. The Banner Ad Manager lets you select multiple graphics or photos (**they must all be the same size**), and set transition times & effects between them as they rotate on a web page.

STEP ONE: Make sure all graphics or photos are the same size.

Using Microsoft Photo Editor (Office 2002)

1. Open the graphic or photo you will be using in Microsoft Photo Editor.
2. Go to the **IMAGE** menu and select **RESIZE**.
3. In the dialog box that appears, check **SMOOTH** and set units to **PIXELS**. Resize the photo to **320 pixels wide X 240 pixels high or smaller**.
4. Now click **SAVE** and save the photo or graphic into the **IMAGES** file of your web folder.
5. Repeat the above process for each graphic or photo you'll be using in your slide show.

Using Microsoft Office Picture Manager (Office 2003)

1. Save all of the photos you wish to use into one folder. It can be a folder inside your web template folder to save you some time later.
2. **Right-click** on any of the photos in the folder and choose **Open With > Microsoft Office Picture Manager**.
3. Once Picture Manager is open, go to **View > Thumbnails**
4. On the toolbar, click on **Edit Pictures**, then in the right-hand pane click on **Resize**.
5. From the menu bar choose **Edit > Select All**
6. In the right-hand Resize pane, choose **Predefined Width and Height > Email Large** and click **OK**. This size is a suggested guide based on screen resolutions and graphic download times of most computers.
7. The file names of all of your pictures will change to **bold with asterisks**. This indicates they need to be saved. Go to the **File** menu and select **Save All**.

STEP TWO: Use the Banner Ad Manager component in FrontPage.

1. Open your website in FrontPage.
2. Open the page you want the slide show or rotating graphic to appear on (or create a new page.)
3. Position your cursor where you want the slide show/graphic to appear.
4. Select **INSERT>COMPONENT>BANNER AD MANAGER**.
5. The Banner Ad Manager dialog box will appear.
6. Set the **width & height** to match the size you specified for each of your images.
7. Set the **transition effect** you want to show as it moves to the next picture (**NONE, BLINDS IN, BLINDS OUT, DISSOLVE**, etc.)
8. If you want the slideshow/rotating graphic to link to another page, **set up the link** by clicking on the browse button and selecting the page to link to.
9. Now, choose the **pictures to display** in the order they will appear by clicking the **ADD** button and browsing to add each picture to the box.
10. Move the pictures up or down in the order if needed by using the **MOVE UP** or **MOVE DOWN** buttons.
11. Click **OK** when you're done.
12. Select **File > Preview in Browser** to see how your slide show will look when it is published on the web.



Posting Documents to Your Website

You can post documents to your website in their original Word, Excel, or Publisher formats. This is useful if you want students or parents to be able to download documents for editing. If you want your website viewers to see a PowerPoint presentation, you can save it in web format and post it. This way, they won't have to have PowerPoint on their home computer to view your presentation.

POWERPOINT

PowerPoint allows you to output slides to the Web, from one slide to a whole slide show. The slide shows require no special plug-ins to view, and can be seen by anyone with a browser. Your presentation will appear with a table of contents down the left side, and slides on the right.

To save a PowerPoint slide show to the web, choose **FILE>SAVE AS WEB PAGE**. Give the presentation a **file name with no spaces** and make sure under **Save as Type** you choose **Web Page**. The new file name should have the extension **.htm** on it. When you save a PowerPoint as a web page, a folder will be created with files relevant to that page, so save directly to your web template folder. This will ensure your PowerPoint works properly on the web.

WORD, EXCEL, or PUBLISHER

Preparing a Word, Excel, or Publisher document for posting to your web page is easy.

POSTING DOCUMENTS TO BE DOWNLOADED FOR EDITING:

*If you have a file you want users to be able to download and edit (assuming they have the correct program), you simply save it to or copy it to your web template folder. For organization purposes, it's suggested you make a folder within your web template folder called **documents** or **filecabinet**, etc, in which to store your files. Then, follow these steps:*

LINKING TO THE DOCUMENT IN YOUR WEBSITE

1. Open your website in FrontPage.
2. Open the page you want to include the document link on.
3. Type in the name of the file.
4. **Highlight** the name you've typed, **right-click** on it and select **hyperlink**.
5. In the Hyperlink dialog box, browse to the document **in your web folder**, and highlight it.
6. Click **OK**. Test your link by going to **File > Preview in Browser**. Save your page if asked to.
7. Save and publish your updated page.

If you want to post a document for informational purposes, but you don't want anyone to be able to edit it, you will want to convert it to a PDF before posting. See the next pages for instructions!



Using *Virtual PDF Printer* to Save Documents for the Web

Q: What is PDF and Why Should I Save Files in PDF Format?

A: PDF stands for **Portable Document Format**. If you want the information in an electronic file to be clearly and easily communicated to those who will receive or download it, you should save the file in **PDF** format before posting to your website or sending as an email attachment.

PDF allows you to easily share forms, Word documents, Publisher brochures and newsletters, PowerPoint presentations, or just about any file you've created.

You can post the file on the web or send it as an email attachment and know that the recipient will be able to read it. This is because PDF preserves the formatting exactly, and the file is universally readable by anyone who has free Adobe Reader software installed. It does not matter if the person receiving the file is reading it on a Windows PC or a Mac, or if they're pulling your information up on their Palm, Blackberry, or iPhone. They'll be able to access it!

PDF also allows you to share documents you don't want edited by someone else. PDFs cannot be edited unless someone has special PDF editing software, and even then, the changes that can be made are relatively minimal compared to the changes someone can make to a Word document.

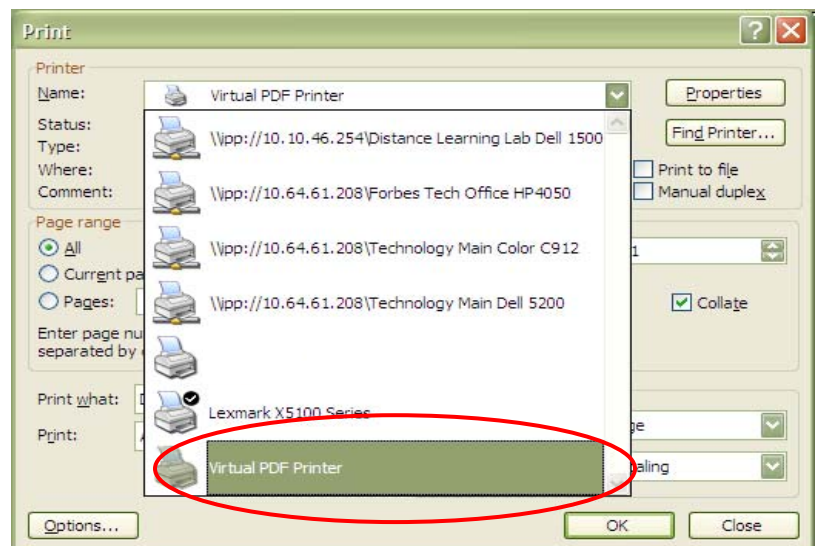
Another benefit of using PDF is the person retrieving your file does not have to have the program you created the file in. For example, if a teacher creates a class newsletter in Microsoft Publisher and posts it to his or her website in Publisher format, most of his or her students' families will not be able to open it or read it because Publisher is not a standard piece of software on most home computers. But if the teacher first saves the document to PDF format, and then posts it, anyone with an Internet connection can view and download the newsletter.

Essentially, sending or posting files in PDF format is a courtesy to your readers, and it ensures that the document looks the way you intended it to look when the recipient opens it.

The following directions explain how to use **Virtual PDF Printer** to save documents in PDF format for sending as email attachments or posting to the web. It's as easy as printing a document!

Rule of thumb: If you can print it, you can save it as a PDF file. This includes Word, Excel, PowerPoint, and almost any other document.

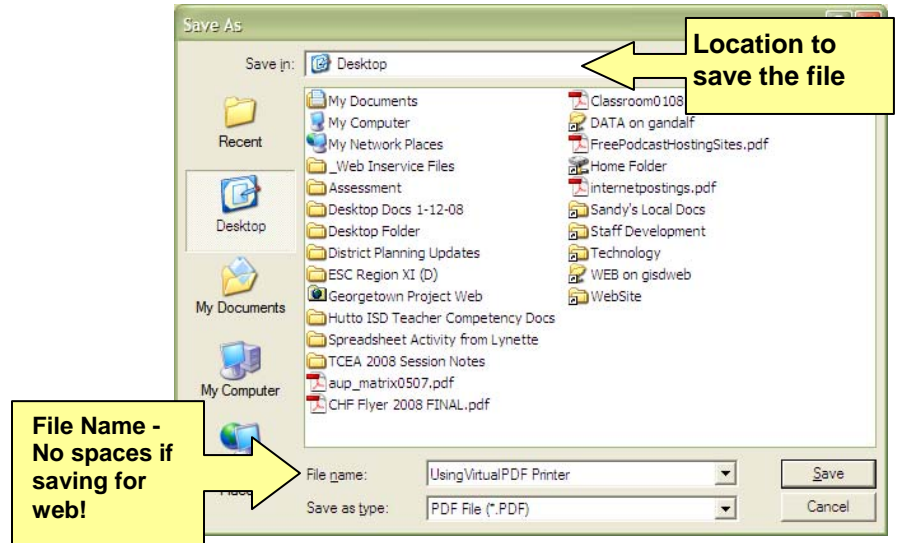
1. Open the document you wish to save as a PDF file.
2. Select **FILE>PRINT**.
3. In the dialog box that appears, under the printer name menu, select **VIRTUAL PDF PRINTER**.
4. Click **OK**



5. In the next dialog box that appears, select the location to save the file to, and type a file name.

*NOTE: If you are going to post the file to your website, it is best to leave **NO SPACES** in the file name. So a file called **My New Document** can be saved as **MyNewDocument** or **My_New_Document**.*

6. Click **Save**.



POSTING THE PDF TO YOUR WEBSITE

Now, you simply save your PDF to or copy it to your web template folder. For organization purposes, it's suggested you make a folder within your web template folder called **documents** or **filecabinet**, etc, in which to store your files. Then, follow these steps:

LINKING TO THE DOCUMENT IN YOUR WEBSITE

1. Open your website in FrontPage.
2. Open the page you want to include the document link on.
3. Type in the name of the file.
4. **Highlight** the name you've typed, **right-click** on it and select **hyperlink**.
5. In the Hyperlink dialog box, browse to the document **in your web folder**, and highlight it.
6. Click **OK**. Test your link by going to **File > Preview in Browser**. Save your page if asked to.
7. Save and publish your updated page.

IMPORTANT NOTE:

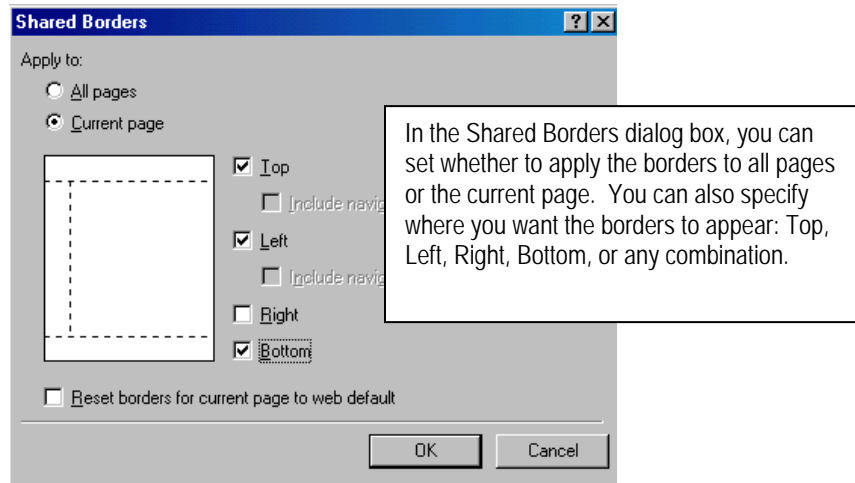
If you do add PDF files to your website for download, it's a good idea to include instructions for visitors to your pages, since they'll have to have Adobe Reader software to view them. See the Filing Cabinet page of the GISD web site for a sample of this. The wording below might be appropriate to include:

To download or view these documents, you will need Adobe Reader. Adobe Reader software is available for free download at <http://www.adobe.com/products/acrobat/readstep2.html>.

Shared Borders

You can add a shared border to all pages in your web to create a standard look for your pages or to include the same information (school name, hyperlink menu) on all the pages in your site. You can use shared borders in conjunction with themes and navigation bars, discussed next, or simply to display a header, footer, or sidebar with standard information on all pages in your web site.

To create a shared border for your web site, open it in FrontPage and choose **FORMAT>SHARED BORDERS**. Select the All Pages option and then select the borders you wish to apply. You can add borders to the Top, Left, Right, or Bottom of all pages.



EDITING A SHARED BORDER

Once you've added a shared border, you can edit its contents in any page. The changes to the border are reflected in all pages.

Shared Borders appear with default text comments, which you can remove or change. You are not limited to text in your Shared Borders... you can add graphics and buttons and banners too.

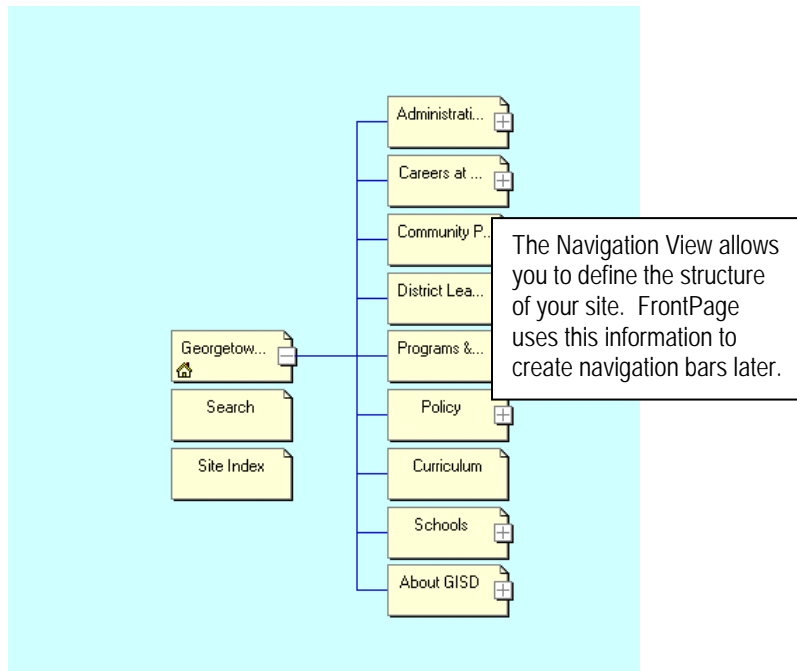
Keep in mind that Shared Borders are identical on all pages. You can edit a border in any page, but the changes will be reflected throughout the website

Link Bars (Navigation)

Link bars (called navigation bars in FrontPage 2000) are FrontPage components that display links based on either the Navigation structure of a web site, or a custom set of links you set up yourself. Link bars can be used with or without Shared Borders, however, they're most useful when combined with Shared Borders because they will automatically generate navigation links throughout your site when inserted into a shared border.

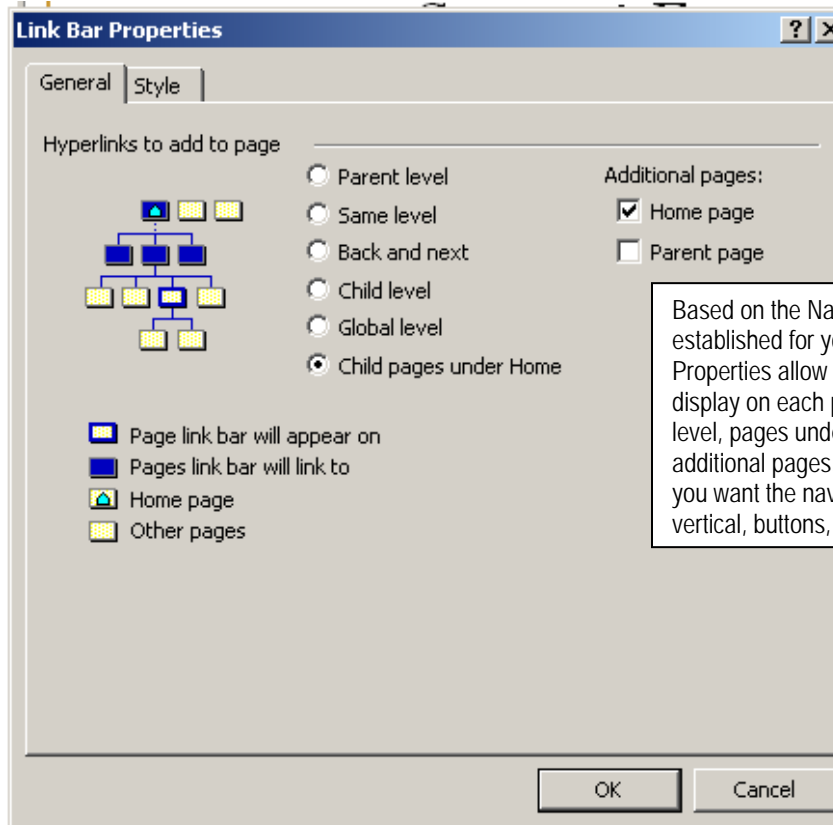
LINK BARS BASED ON NAVIGATION STRUCTURE

You can use FrontPage's Navigation view to set up an organizational structure for your web site and then automatically generate link bars from that diagram (choose **VIEWS>NAVIGATION**.) This view allows you to specify how the pages in your site relate to each other—which one is the home page, which ones are the main category pages below the home page, etc. You drag and drop your pages from the folder list onto the navigation screen according to how you want to structure your site. A dotted line appears as you move a page onto the screen showing you where it will be placed in the diagram.



Once you've established a Navigation structure in Navigation view, the navigation bar feature will automatically generate links based on that structure. To create a navigation bar, select **INSERT>NAVIGATION**, then chose **BAR BASED ON NAVIGATION STRUCTURE**. Next choose whether you want the appearance of the bar to be based on the page's theme, or pick another look for the links. Then, pick whether you want the bar to have horizontal or vertical buttons.

In the next screen, you can specify that a navigation bar displayed on each page give links to the home page, the "parent" page (next page up), "child" pages (pages below), and/or all pages at the same level. FrontPage will automatically generate the links appropriate to each page.



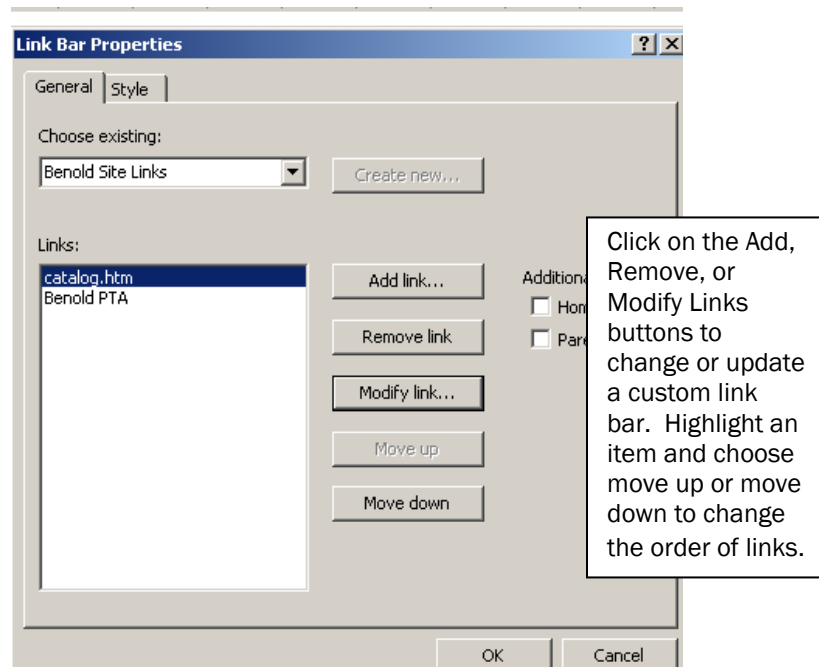
Based on the Navigation structure you established for your site, the Link Bar Properties allow you to specify which links to display on each page: pages on the same level, pages underneath, pages above, and additional pages. You can also specify whether you want the navigation bar to be horizontal, vertical, buttons, or text.

CUSTOM LINK BARS

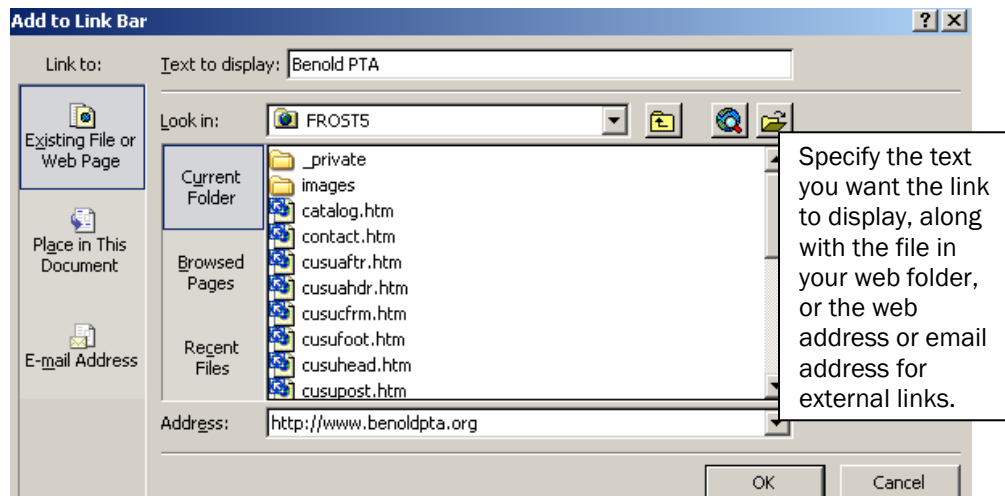
If you don't like using Navigation view to organize your site, or if you want to link to pages outside your site, but have those links appear as buttons in your link bar, you can use a Custom Link Bar (new in FrontPage 2002.)

To create a custom link bar, choose **INSERT>NAVIGATION**, then select **BAR WITH CUSTOM LINKS**. Choose the **style** of the bar (based on theme, or another option), horizontal/vertical **orientation**, then provide a **name** for it when the Create New Link Bar dialog box appears.

In the next screen, you can add, remove, or modify links using the buttons provided. You can also move them up and down in the order that you want them to appear.



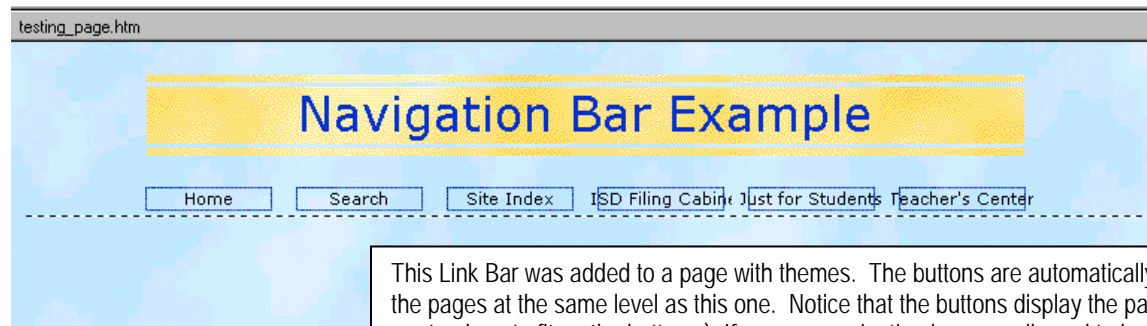
When you add a link, you specify the file or email, or web address you want to link to in the following screen. You also need to specify the text you want the link to display.



When you go to navigation view, you can see your custom link bars displayed there, in addition to any navigation structure you may have created. If you have more than one custom link bar, you can differentiate between the two by the names of each.

LINK BARS AND THEMES

If you're using a theme, your navigation bars can be generated to have the links displayed in the button format specified for that theme. The buttons may be too small to display the entire page title, so you may have to edit the titles in Navigation view to make them fit.



This Link Bar was added to a page with themes. The buttons are automatically generated based on the pages at the same level as this one. Notice that the buttons display the page titles (some of which are too long to fit on the buttons.) If you use navigation bars, you'll need to keep your page titles short.

EDITING A LINK BAR

If you need to modify a link bar at any time, you can do so by right-clicking on it and choosing Link Bar Properties, which will return you to the screens you saw when you first created the link bar. To remove a link bar, just highlight it and click delete.



Modifying Themes

The following directions explain how to modify the standard themes that FrontPage uses to customize the look for your own website.

Almost all elements in a theme can be customized or modified including:

- Background images on pages
- Button images
- Text styles, fonts, and colors (on page banners, buttons, and regular page text)

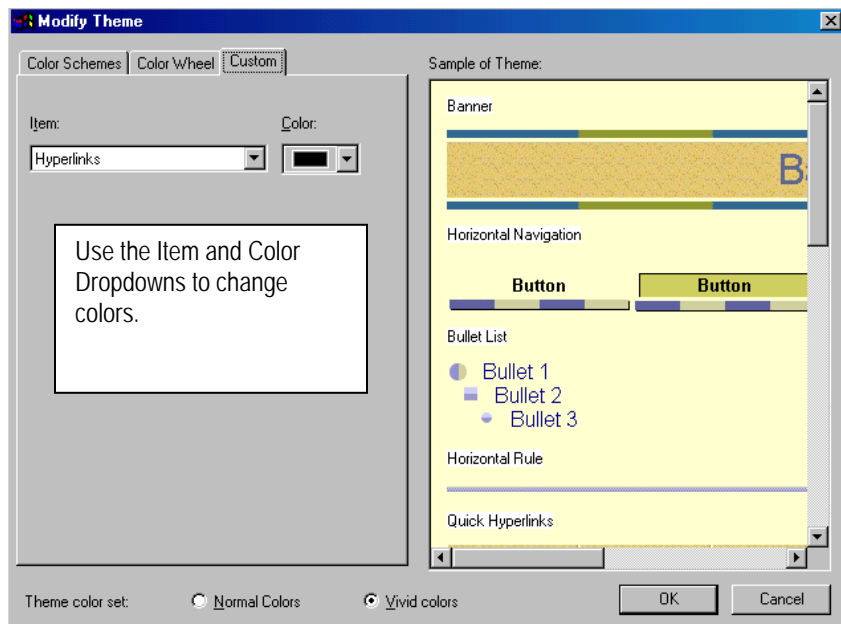
APPLYING A THEME TO A PAGE OR ALL PAGES

1. With a website open, choose **FORMAT>THEME**.
2. Choose **ALL PAGES** to apply the theme to all pages in your site, or **SELECTED PAGE** to apply it only to the page you're on.
3. Click on **OK**.

MODIFYING THE COLORS IN A THEME

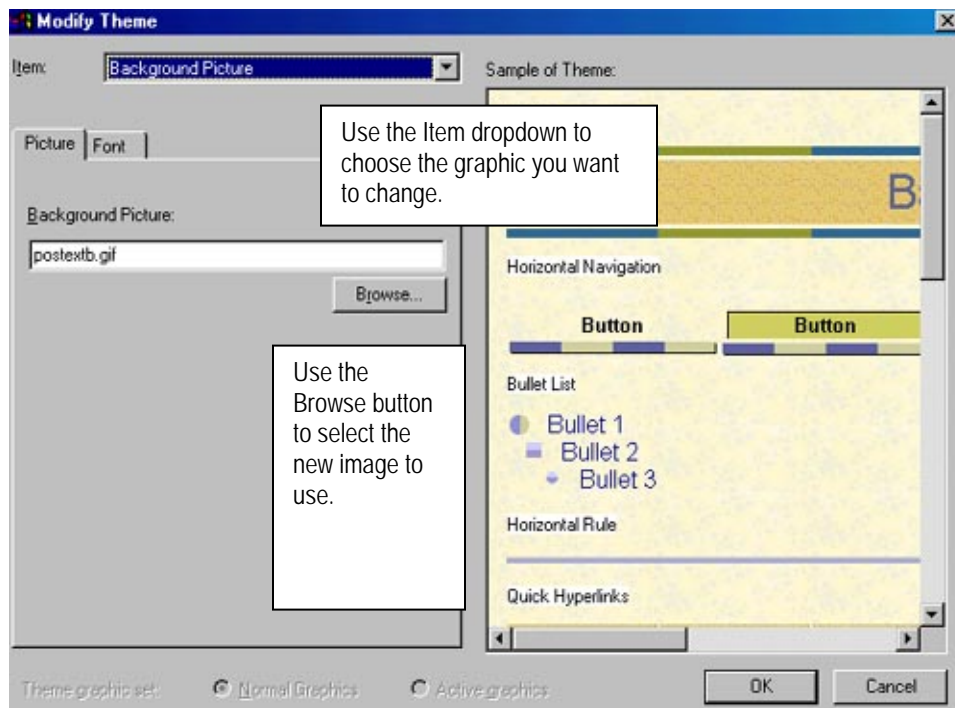
1. To modify the colors in a theme, choose **FORMAT>THEME**, then click on the **MODIFY** button.
2. Next choose the **COLORS** button.
3. The **COLOR SCHEMES** tab allows you to choose a new standard color scheme for the theme. To select colors individually for different elements in the theme, choose the **CUSTOM** tab instead.
4. From the **ITEM** dropdown, you can change the colors of:

- Body Text
- Hyperlinks
- Background Color (if no background image is used with the theme)
- Headings
- Banner Text
- Navigation Button Text
- Table Borders



MODIFYING THE GRAPHICS IN A THEME

5. To modify the graphics in a theme, choose FORMAT>THEME, then click on the MODIFY button.
6. Next choose the GRAPHICS button.
7. From the ITEM dropdown, you can change the graphics used for:
 - Background Picture
 - Bullet Lists Icon
 - Navigation Buttons
 - Horizontal Rules
 - Page Banners
8. You change the graphic by browsing to the new graphic you have selected.
9. On the FONT tab here, you can also change the text that displays across the navigation buttons and page banners.



MODIFYING THE TEXT IN A THEME

10. To modify the page text in a theme, choose FORMAT>THEME, then click on the MODIFY button.
11. Next choose the TEXT button.
12. You can then choose the body or heading style you want to change.