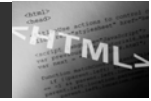


# Tutorial: Creating a Departmental Website in FrontPage 2003



This tutorial introduces you to some of the functions of Microsoft FrontPage 2003. In this tutorial, you will create the shell of a basic website. You may be able to use this site as a template for your own departmental site, or you may want to create your own site from scratch once you have learned these basic techniques.

## Create a New Website

1. Open FrontPage 2003.
2. Create an empty web by selecting **File > New**. (A panel will open on the right.) Select **One page Web site...**
3. In the open dialog box, select **Empty Web Site**. Click **Browse** and navigate to *My Documents*. Click on the new folder icon and give it a name.
4. Click **OK**.



This just saved your new website to your laptop. It is important to have a unique name for your site. (Note: when you publish your own website, this name will not necessarily be carried over.)

## Create the Homepage

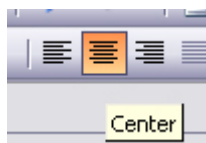
The filename for the home page will be *index.htm*, so that it will automatically load if the name of the web is entered in a browser. Included in the homepage is:

- global links for all areas of the site
- header, footer, other graphics
- contact information

1. Select **View** to ensure that the **Folders** view is selected.
2. Select **File > New > Blank Page**.

### Header >>

3. Add a banner which has already been created and saved in your new web folder in the Images folder. (The banner should be a JPEG graphic.) Select **Insert > Picture > From File**.
4. Center the banner by selecting it and choosing the centering icon from the formatting toolbar.



### Global links >>

5. Place the cursor below the banner and select **Table > Insert > Table**.
6. In the dialog box, enter 2 rows and 2 columns, make the border size 0, and click **OK**.
7. An outline of the table appears. Make left-hand column narrow (just wide enough for the links) and the right column should encompass most of the window by dragging the center vertical line to the left.

### Homepage title >>

8. Select **File > Properties > General Tab**.
9. In the Title text box, enter the desired title of your page. *This will appear on the top bar of the browser.*
10. Save the page.

## Add Pages to the Website

When you create a new page, you need to give it an appropriate filename and a page title, which will appear in the title bar in the user's browser. In this part of the exercise, we'll create the files in Folder View, and give them both filenames and page titles.

### Create the new pages >>

1. Select **View > Folders**.
2. Select **File > New**.
3. A panel opens on the right side of the screen. Select **Blank Page**. A new page called *new\_page\_1.htm* opens.
4. To change its name, select **File > Save As**.
5. Type the desired name and click **Save**.
6. Select **File > Properties** and change the Title.
7. Create new pages using the same procedure for the other sections of your site.

### Set up navigation >>

This is useful mainly to have FrontPage generate navigation bars automatically. You may not always want to do this but we'll set it up in case we want to use this FrontPage capability. It is also helpful to visualize the structure of the site. *You must have all of your pages created first in order to use this function.*

1. Select **View > Navigation**. A graphical representation of the index page appears.
2. Place the five section pages you just created on the next level under the index page in the graphical representation. You can do this one at a time, or all at once.

- a. Right-click on the index page and select **Add Existing Page...**
- b. Repeat this last step for the other pages.

## **Add Content**

1. Select **View > Folder**.
2. Double-click on one of your pages. This will switch you to Page view automatically, and you will be looking at the blank page.
3. To turn the shared border option on, select **Tools > Page Options**. *Shared borders create a header and footer that are consistent across all of the pages in your site.*
4. Click on the **Authoring** tab and click the checkbox next to **Shared Borders**. Click **OK**.
5. Select **Format > Shared Borders**.
6. Select the **All Pages** radio button.
7. Click on the checkboxes next to:
  - **Top & Include navigation buttons**
  - **Bottom**
8. Click **OK**.
9. To add the banner, click above the dotted line and press **Enter** to create a blank line above the page title.
10. With you cursor on the new blank line, select **Insert > Picture > From File**.
11. Browse to the banner and click the **Insert** button.

### **Make sure that the links are correct >>**

12. Right-click on one of the links and select **Link Bar Properties** from the menu.

This states that every page will have links on it to other pages on the same level, which includes the “parent” page, one level up, and the main home page. In this case, we should have all of the pages link to the main page for each section, including the home page.
13. Select **Child pages under home** and click **OK**. *Note that nothing changes on this page, but when we have pages at lower levels, it will ensure that the main section pages are accessible from those pages as well.*
14. To open up one of the other pages and see how it looks, double-click on a different page. Notice that it looks about the same.

### **Add Content from a Word File >>**

1. Open one of your pages and click the cursor between the gray dotted lines (within the body).
2. You can insert content from a word document if desired. To do so, select **Insert > File** and locate the file. (You may have to change the Files of type to ‘All Files’)

3. Click **Open**.

4. Click the save button on the tool bar.



The text from the Word file is inserted into the page. Note that formatting is preserved, translated automatically into HTML.

### Reformat index page >>

5. Select the *index.htm* tab to view that page.

Now on the index page there are two banners. To remove the top shared border and create the links along the left side on the index page only:

6. Select **Format > Shared Borders**.

7. Under Apply to: select the **Current Page** radio button, and uncheck **Top**.

8. Click **OK**. (The border should be gone on the index page only.)

### Add a vertical link bar >>

9. Click in the upper left-hand cell of the table.

10. Select **Insert > Web Component**.

11. Select **Link Bars** on the left and **Bar based on Navigation Structure** on the right.

12. Click **Next**.

13. Select a bar style (preferably the same one...and simple) for your link bar and click **Next**.

14. Select the vertical orientation and click **Finish**.

15. On the **Link Bar Property** dialog box, select **Child pages under home** and check **Home page** on the right.

16. Click **OK**.

### Preview your page >>

1. Select **File > Save All** to save your pages before previewing in the browser.

2. Select **File > Preview in Browser > Microsoft Internet Explorer 6.0**. You can click on the links to navigate among the pages.

### Add Image to Page >>

You can insert images and add a rollover behavior to the image.

1. Click in the upper right cell of the table on the home page.

2. To insert the main picture, select **Insert > Picture > From File**.

3. Find the file and click **Insert**. *This image should already be created and saved into the Images folder of your designated web folder that was set up at the beginning of this tutorial.*

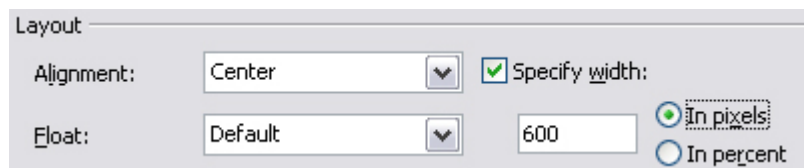


4. Click on the right-align icon on the formatting toolbar.
5. Place the cursor on the right edge of the table and drag the edge of the table in until the table is slightly narrower than the banner above it.

### Center the table >>

Next, center the table on the page. Also change the table so it's measured in pixels rather than as a percentage of the window. That way, the size will be more stable on the users' screen instead of varying based on the width of their browser window. It will still vary some based on the resolution of their monitor.

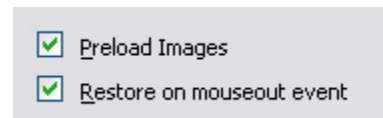
1. Select the entire table (*The easiest way is to double-click in the margin to the left of the table*).
2. Right-click on the table and select **Table Properties**.
3. In the Alignment drop-down box, select **Center**.
4. Where it says **Specify width**, select the **In pixels** radio button and type "600". Note: if the information in the table is wider than 600 pixels, it will still show the whole thing.



(Note: pixels were used so that the size will be more stable on the user's screen instead of varying based on the width of the browser window.)

### Add the rollover >>

5. Select the inserted picture.
6. Select **Format > Behaviors**.
7. In the panel that appears on the right, click **Insert > Swap Image**.
8. In the box select the rollover image. *This should be the same image with a variation to it, or some image that is the same size to swap with the original one.*
9. Click **Browse** and navigate to the desired image.
10. Click the check box next to **Restore on mouseout event**.
11. Click **OK**.
12. Save all of your pages and preview them in the browser (**File > Preview in Browser**) to see the rollover effect.



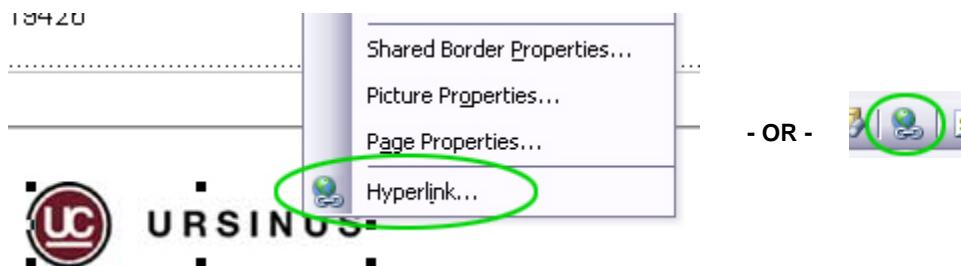
### Add contact information >>

The information will go below the linkbar and picture, in the bottom shared border (footer).

1. Click inside the shared footer (below the dotted line) and select **Insert > Horizontal Line** to set the bottom border off from the rest of the page.
2. Type the contact information as you want it to appear. To put in a line break to return to the next line (instead of a full paragraph break, hit **Shift-Enter**).

### Add a link to Ursinus home page >>

1. Place the cursor inside the bottom shared border and insert an Ursinus Logo.
2. Select the logo and right-click on it. Select **Hyperlink** from the menu or hit the hyperlink icon in the toolbar.



3. In the Insert Hyperlink dialog box, type in "http://www.ursinus.edu" for the address.
4. Click on the **Target Frame...** button, and select **New Window**. (This makes the site appear in a separate window)
5. Click **OK**.
6. Click the **Style...** button and select **Format > Border** (this is referring to the border of around the graphic)
7. Choose **outset** from the border styles. (This will put a slight edge around the logo so it is obvious that it is a clickable link.)
8. Click **OK** three times.

### Add a last modified date >>

It is nice for visitors to know is how current your pages are. To do so:

1. Place the cursor after the Ursinus icon and press **Enter**.
2. Type "This page last modified:"
3. Select **Insert > Date and Time**
4. Make sure the **Date this page was last edited** radio button is selected.
5. Select your preferred **Date format** from the drop-down box and click **OK**.

Note: The link back to the Ursinus home page and the modification date should appear in the shared border on the bottom of each page of your website. Since the modification date is dynamic data, it may be different for each page as you edit and publish individual pages.

## **Add supporting page and organization**

To add pages that exist as a sub-page off of one of the main pages:

### **Add a new folder and blank page >>**

1. In Folder view, right-click on the top level folder and select **New > Folder**.
2. Name the new folder. (Note: lowercase works best for web pages and folders.)
3. Right-click on the **courses** folder and select **New > Blank Page**.
4. Right-click on the page, select **Rename**, and give it a name.
5. With the page selected, go to **File > Properties** and give it a title.
6. Double-click on the page to open it in Page view.

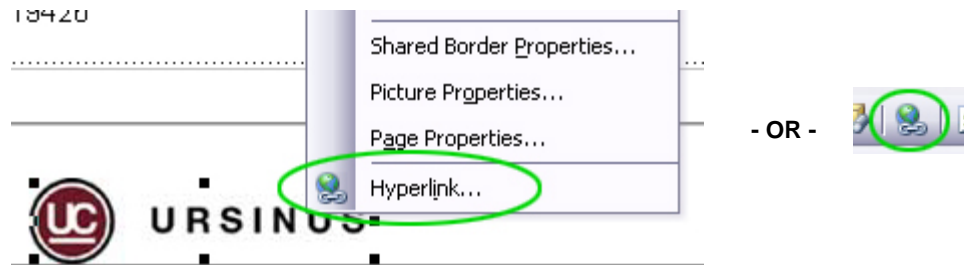
### **Add the page to the navigation structure >>**

1. Change to Navigation view.
2. Drag the icon for your new page from the Folder list to the blue area, underneath the page it exists under.
3. Open the page and right-click on the linkbar and select **Link Bar Properties** to accurately set up the links.
4. Select **Child pages under Home** (the main section pages), and make sure **Home page** and **Parent page** are checked.
5. Click **OK**.

### **Add links to other pages >>**

1. Double-click on a page in the Folder list to open it.
2. In the body of the website (between the shared borders), type some text that will be turned into a hyperlink.
3. Highlight the text of the link.

4. Right-click on this text and select **Hyperlink** from the menu or hit the hyperlink icon in the toolbar.



5. Click in the **Address** field and type in the desired web address.
6. Click on the **Target frame...** button and select **New Window**.
7. Click **OK** twice.

**Note:** Even after we publish the site, it is not linked to from any other sites on the Internet, so unless you are specifically told about it, a user cannot surf onto the page. Thus, search engines will not be able to find it until it's linked to from other sites. Visitors must know the exact URL in order to get to it.

### **Publish your website >>**

Currently, your website is only visible in the browser from your own computer. In order to make it accessible, you must publish it on a web server. If publishing a personal website, follow the following directions. If publishing a departmental website, contact Paula Laholt (x2678) or Stacey Gawrys (x2755) to set up your web space.

1. Select **File > Save All** to save your files. Then select **File > Publish Site**.
2. Select the **FTP** radio button under **Remote Web server type**.
3. For the **Remote Web site location**, type "ftp://webpages.ursinus.edu"
4. Click **OK**.
5. A dialog box will open. Enter your user name ("ursinus\username") and password.
6. Click **OK**.
7. In the bottom right corner, click the **Publish Web site** button.
8. When it is finished, you can view your website online in the browser at:  
"http://webpages.ursinus.edu/username"