



WEB WORKSHOP SPRING 2006

CREATE WEBSITE

1. Open FrontPage
2. File > New
3. In panel on right, One page website
4. browse
5. select location (may need to create a new folder)
6. open
7. OK

CREATE WEB PAGE

1. Open Index.html
2. File > Save As..
3. Change filename to "template.html"
4. Delete Index.html

DEFINE STYLES

1. Format > Style..

SET BODY STYLE

2. Select body
3. Modify
4. Format > Font
5. Select Font, Font style, size & color
6. OK
7. OK

SET HYPERLINK STYLE

8. Select a
9. Modify
10. Format > Font
11. Select Font, Font style, size & color
12. OK
13. OK
14. Under List Dropdown, select HTML tags
15. Select a:hover
16. Modify
17. Format > Font
18. Select Font, Font style, size & color
19. OK
20. OK
21. Under List Dropdown, select HTML tags
22. Select a:visited
23. Modify
24. Format > Font
25. Select Font, Font style, size & color
26. OK
27. OK



SET HEADER STYLE

28. Select h1
29. Modify
30. Format > Font
31. Select Font, Font style, size & color
32. OK
33. OK

SET PICTURE STYLE

34. Under the List Drop Down select User-defined styles
35. click New
36. Give the style a name (picture_right)
37. Format > Border
38. In Padding Section, enter 5 for each of the four types of padding
39. OK
40. Format > Position
41. Set the Wrapping style to Right
42. OK
43. OK
44. Repeat but set for the left

SET MAIN BODY STYLE

45. click New
46. Give the style a name (main)
47. Format > Font
48. Select Font, Font style, size & color
49. OK
50. Format > Border
51. Set Left and Top Padding to 10
52. Set Right Padding to 5
53. OK
54. OK

CLOSE OUT OF STYLES

55. OK

SET UP TABLE STRUCTURE

1. Table > Insert Table
2. Rows = 3; columns = 2
3. Cellpadding = 4; cellspacing = 0
4. Border size = 0
5. OK

ALTER TABLE FOR STRUCTURE

1. Click on center line and drag to the left
2. Highlight the entire first row
3. Right-click on the highlighted region
4. Select Merge Cells
5. Select the Second to last line in the table
6. Drag it down to create room for the website content.
7. Right-click on the middle right cell



8. Select Split
9. Select the Split into rows radio button
10. Set the Number of Rows to 2
11. Highlight the entire last row
12. Right-click on the highlighted region
13. Select Merge Cells

FORMAT THE TABLE

1. Right-click in the first row
2. Select Cell Properties
3. Set the Horizontal Alignment and Vertical Alignment
4. Specify the background color with the Drop Down
5. OK
6. Right-click in the middle left cell
7. Select Cell Properties
8. Set the Horizontal and Vertical Alignment
9. Specify width = 150
10. Uncheck specify height
11. Specify the background color from the Drop Down
12. OK
13. Right-click in the last row
14. Select Cell Properties
15. Set Horizontal and Vertical Alignment
16. Specify the background color from the Drop down
17. OK

ADD NAVIGATION

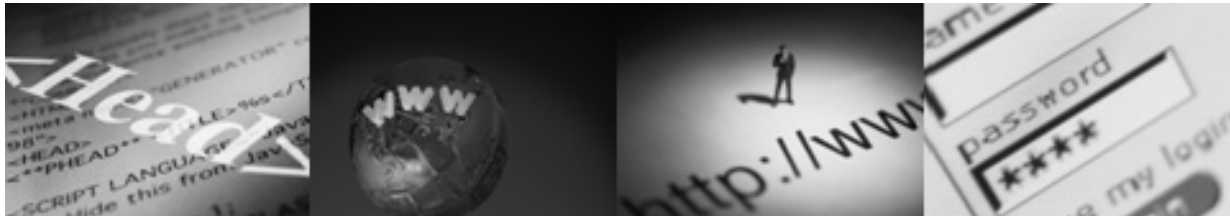
1. Place the cursor in the top cell of the previously split cell
2. Insert > Interactive Button
3. Select the Button Style
4. Enter a name for the button
5. Enter the web page the button will link to
6. Click on the Font tab
7. Select Font preferences
8. Click on the Image tab
9. Uncheck maintain proportions
10. Adjust width for your text
11. OK
12. Repeat for every page you will create
13. Click on table line that is below the buttons
14. Drag it up to just below the buttons

SAVE THE PAGE WITH IMAGES

1. File > Save
2. In the Save Images as dialog box, click on the Change Folder button
3. Double click on the Images folder
4. OK
5. OK

ENTER CONTENT TO THE MAIN SECTION

1. Right-click in the cell below the navigation buttons
2. Select cell properties



3. Set the Horizontal and Vertical Alignment
4. Unselect the specify height check box
5. Click on Style button
6. Under the Class drop-down select "main"
7. OK
8. OK
9. Type the word "Header" in this cell
10. Select Heading1 from the Style drop-down at the top of the program
11. Place your cursor after the text and hit ENTER
12. Type some text. One sentence is enough

ENTER A TITLE

1. Place the cursor in the first row
2. Type your Web Site title
3. Highlight the text
4. Select Format > Font
5. Select the desired text size, color, & style
6. Select Format > Paragraph if you want to change the justification

CREATE THE HOME PAGE

1. With the template.html page open, select File > Save As...
2. Click Change Title
3. Enter a title for the page
4. OK
5. In the File name text box, type "index.html"
6. Click Save
7. Replace the Header text with the title of the home page (home)
8. Replace the sentence typed below the page title with the text/content for the home page

ADD AN IMAGE TO THE HOMEPAGE

1. With the index.html page open, place the cursor at the point where you want the top of the image to be.
2. Insert > Picture > From File...
3. Navigate to the image location on your computer.
4. Select the Image
5. Click Insert
6. Right-click on the image
7. Select Picture Properties
8. Click on the style button in the bottom left corner
9. In the Class drop-down, select one of the picture styles
 - a. picture_right for an image that floats to the right of the text
 - b. picture_left for an image that floats to the left of the text
10. OK
11. OK

CREATE ANOTHER PAGE

1. Double-click on the template.html page
2. File > Save As...
3. click Change Title
4. Enter a title for the page
5. OK



6. In the File name text box, type "about.html"
7. Click Save
8. Replace the Header text with the title of the page (about me)
9. Replace the sentence typed below the page title with the text/content for the page
10. Repeat for all additional pages

NOTE: Make sure that the page names you enter coincide with the page names you stated when the navigation buttons were created. If they do not match up, you can change the name of the page to match the like of the button.

CREATE A PHOTO GALLERY ON A WEB PAGE

1. Create the page for the photo gallery following the steps above.
2. Put your cursor in the main content area
3. Insert > Web Component
4. Select Photo Gallery
5. Click Finish
6. A new window opens. Click Add > Pictures from Files
7. Either highlight all of the pictures at one time and click Open (if they are all in the same folder)
- OR -
Select one picture, click open; repeat for all pictures
8. All images will be listed in the box below the Add button. Highlight one at a time
9. If desired, you can alter the thumbnail size, add a caption, and/or add a description
10. Click on the Layout tab
11. OK

ADD TEXT HYPERLINKS TO A PAGE

1. Put your cursor in the cell where you would like to add a hyperlink
2. Type the text you would like to convert to a hyperlink
3. Highlight the text
4. Right-click on the text
5. Select Hyperlink...
6. In the Address text box, type in the link address.
 - a. If the link is an external page, be sure to type http:// before the url
 - b. However, if the link is an internal page within the site, use the box above the Address text box to navigate to the file in which to link.
7. Click the Target Frame button
8. Select New Window
9. OK

ADD IMAGE HYPERLINKS TO A PAGE

1. Put your cursor in the cell where you would like to add an image hyperlink
2. Insert > Image > From File...
3. Browse to the Image
4. Select the image
5. Click Insert
6. Right-click on the image
7. Select Picture Properties
8. Click on the Style button
9. In the Class drop-down select one of the picture styles
10. Right-click on the image
11. Select Hyperlink...



12. In the Address text box, type in the link address.
 - a. If the link is an external page, be sure to type http:// before the url
 - b. However, if the link is an internal page within the site, use the box above the Address text box to navigate to the file in which to link.
13. Click the Target Frame button
14. Select New Window
15. OK

ADD LINKS TO DOCUMENTS IN A BULLETED LIST

1. Outside of FrontPage, in you My Documents folder, select the document(s) to link to and copy them into your web folder.
2. Put your cursor in the cell where you would like to add a link to a document
3. Format > Bullets and Numbering...
4. Select the desired bullet
5. click OK
6. Type the text to be linked to the document
7. Highlight the text
8. Right-click on the text
9. Select Hyperlink
10. Navigate to the document in which you would like to link
11. OK