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MSB Home

Microsoft Frontpage - The Basics

Microsoft FrontPage is a user-friendly and relatively powerful WYSIWYG webpage editor (meaning, what you see is what you get). Georgetown University offers classes on FrontPage. If you are interested in signing up for these FREE courses, go to <http://data.georgetown.edu/training>. This page is designed to be a supplement to this training course and to provide beginning web page designers a feel for the basics of the program. After completing all of the segments of this FrontPage guide, you will be equipped to create a website and add text, images, links, and tables.

Table of Contents

- Before you Start
- Getting Started
- Overview of FrontPage
- Saving your File
- Building Content
- Adding Images
- Creating Links
- Formatting with Tables
- Signing and Dating your Work
- Publish your work on W:\ Drive
- Where to go From Here

Before you Start

Before you begin writing web pages, you should be familiar with Internet terms, have an MSB account, and know how to browse the World Wide Web with Netscape or Internet Explorer. You should be comfortable using Microsoft Windows and have word-processing experience, particularly MS Word. Finally, it's best if you know how to manage your files, including how to move a file from one directory or folder to another on your own computer or a network.

To begin creating your website, you'll need to follow these steps:

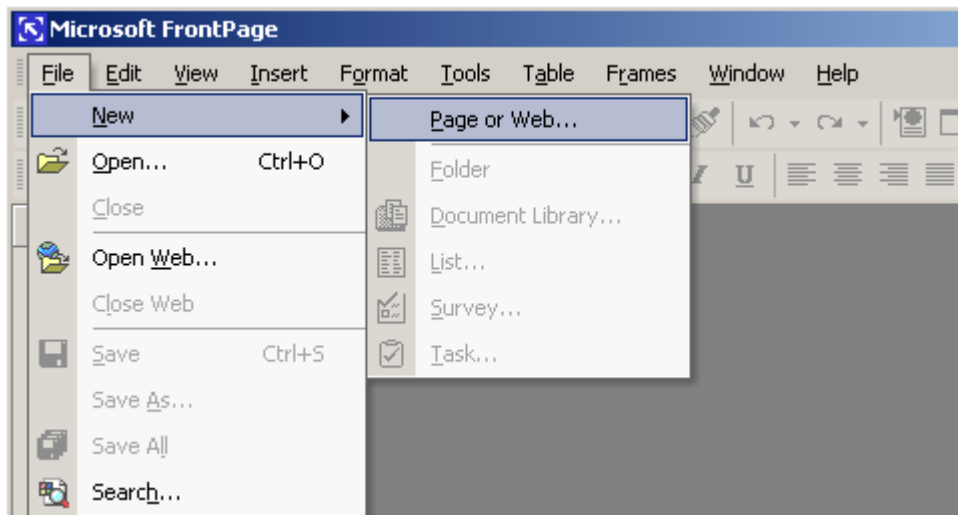
1. Request your web space through <https://intranet.msb.edu/student/create/request.ssi>
2. Make sure you have a W: drive when you log in. It will be "student/context/username (W:)" when you look in "My Computer." (ie: student/u03/hoyaj)
3. Save a draft of your webpage as index.html to your folder on the W: drive. When you have web space created, we place templates in your folder for a very basic web page and resume.
4. Test your page by opening it with available browsers. View your page at student.msb.edu/context/username/ (example: <http://student.msb.edu/u06/hoyaj/>).

[Back to top](#)

Getting Started

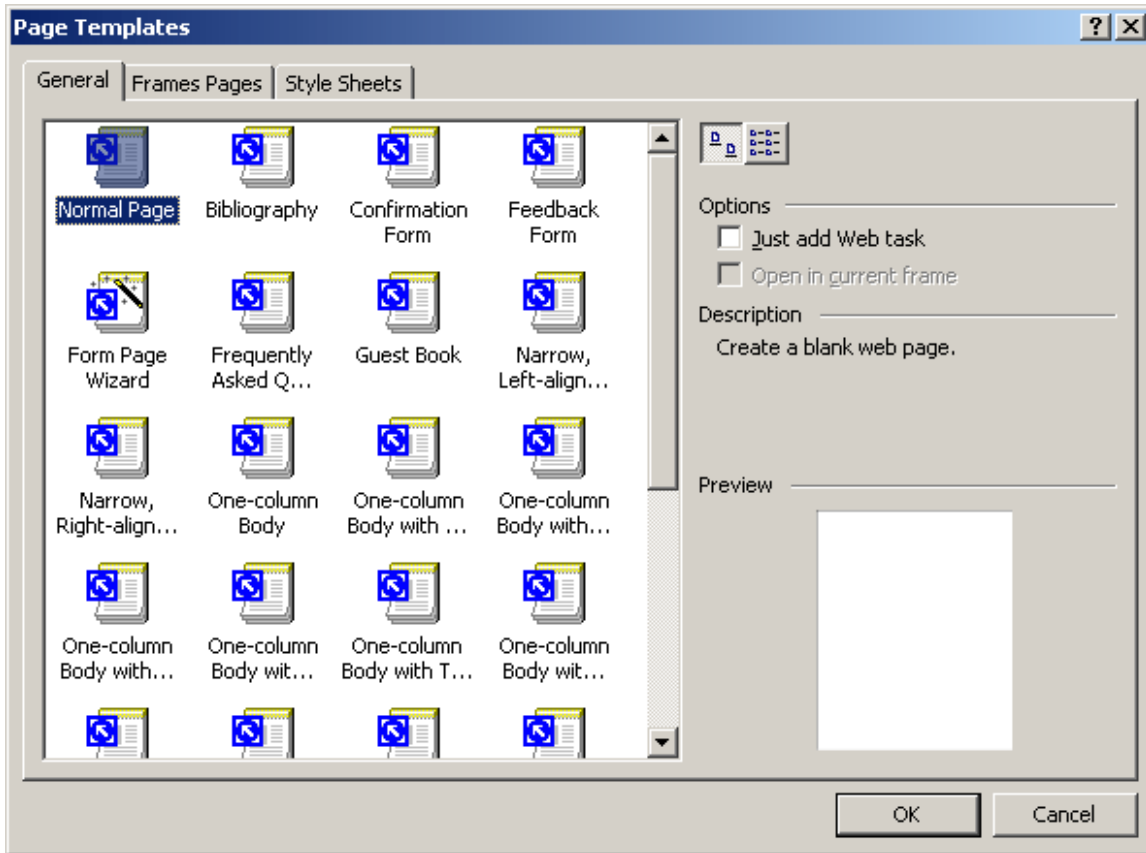
Microsoft FrontPage is a part of some Microsoft Office packages, which are available to purchase at a

number of locations including the Georgetown Bookstore, or is available for use free within MSBTC computer labs. To start, open Microsoft FrontPage from its location on the start menu or the desktop. When the program starts, click on the **file** menu - click **new** - then choose **page or web...**



You have three options of creating a new webpage.

- **Blank Page** - Create a page from scratch
- **MSB Template** - You can find templates on the MSB [Student Templates](#) page. They are also saved under your W: drive.
- **FrontPage Template** - You can select from a host of templates with common page designs, as shown below. To access these, click on **page templates** on the right hand side of the page after clicking **file - new - page or web**.

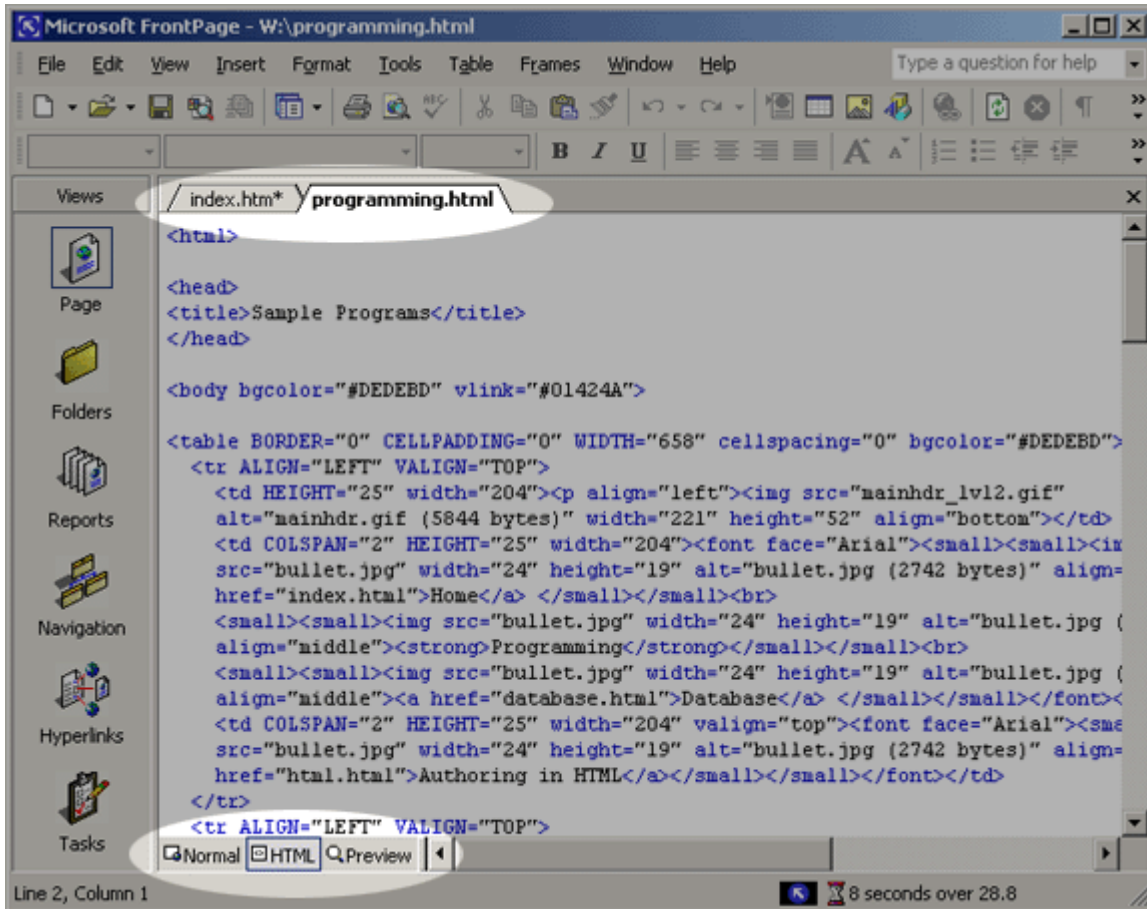


[Back to top](#)

Overview of FrontPage

Within FrontPage itself, there are three different methods of viewing your page. These are "normal," "HTML," and "Preview." As you may know already, HTML is the actually coding language used to create websites. If you click on this tab you will see the code that actually forms your website and is "read" by web browsers such as Netscape and Internet Explorer. For the purposes of this guide, only the normal and preview buttons are important. All changes to your page will be done in "normal" view. You can test how it will look within Internet Explorer by using the "preview" button.

FrontPage allows you to open multiple documents, letting you edit several related pages simultaneously or compare differences between them. You can switch between files with the tabs above the page, and between the Normal, HTML, and Preview views with the tabs below the page.



[Back to top](#)

Saving Your File

To save your file, choose Save from the toolbar. If this is your main home page, name it index.htm; otherwise, it can be *anyfile*.htm. ".htm" is short for "HTML," which stands for hypertext markup language, the language read by Web page browsers.

What's in a name? The importance of being index.html

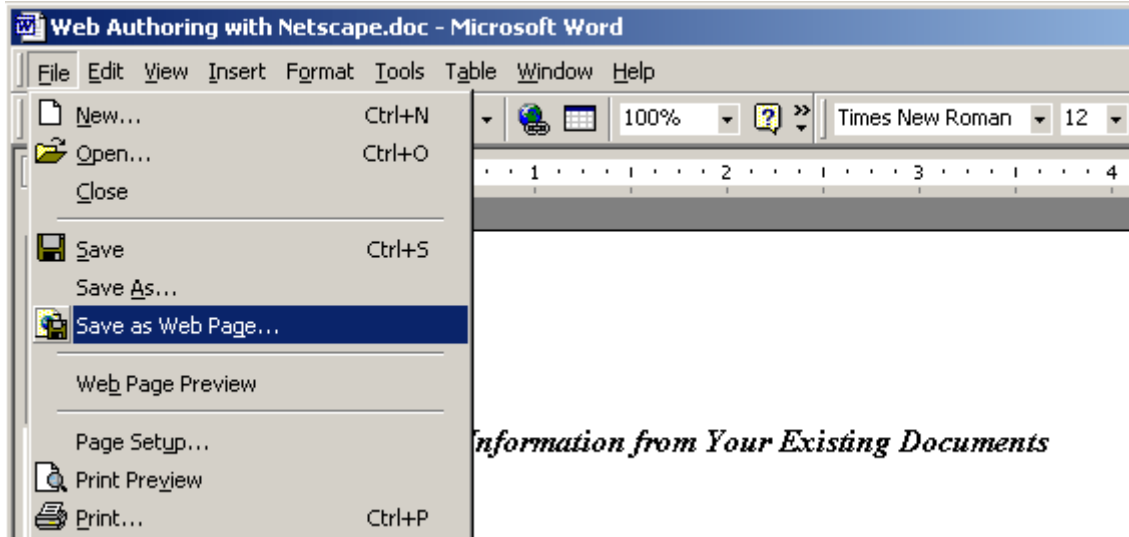
If you call your main page index.htm, browsers can get to your page with the standard URL for pages on the MSB Website: <http://student.msb.edu/userid/>. Using index.html makes your folder more convenient and more secure. If you do not have a file called index.html in your W: drive, users who type the standard URL will see a list of your files and folders instead and can look through them to their hearts' content. The address of other files in your W: drive is <http://student.msb.edu/userid/filename.htm>.

[Back to top](#)

Building Content

Copying Information from Your Existing Documents

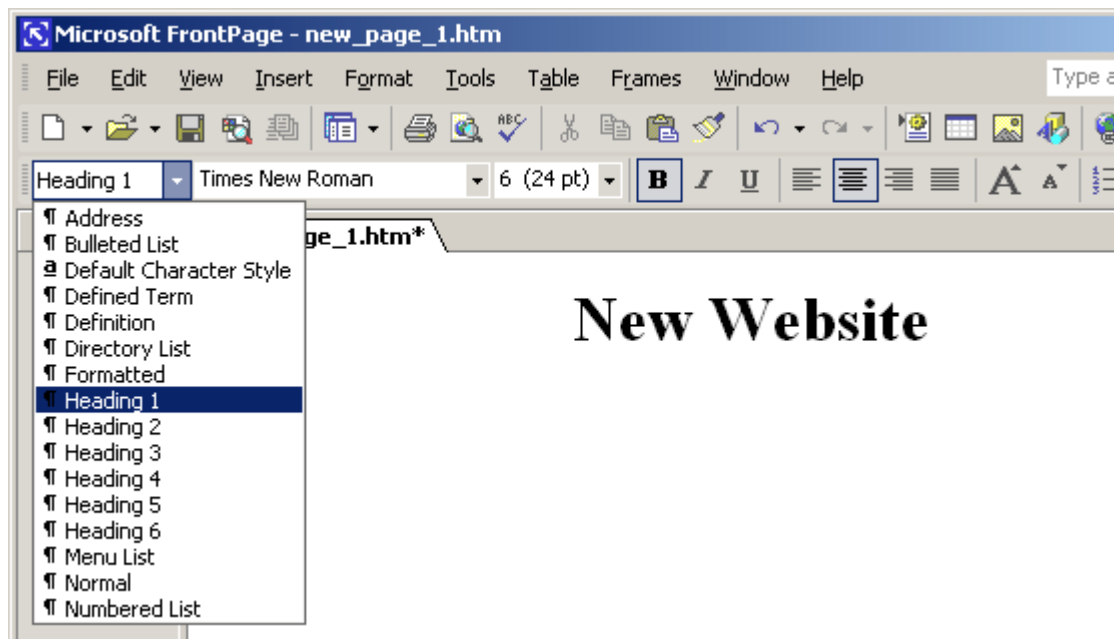
Many people want to put existing documents on the Web. One method for doing this is to open the document in a word-processor, select and *copy* some text, switch to FrontPage, and paste it into your Web page. You can also save a document as HTML in Microsoft Word by selecting **file** - and choosing **Save as Web Page**. Once you have done this, you can edit it in FrontPage.



Information from Your Existing Documents

Adding Text

Initially, to add text all you need to do is click on the page while in the "Normal" viewing screen and begin to type. We recommend (and you will probably find it convenient) that you use the different styles settings within FrontPage, such as the different Headings lists. Selecting a style is shown below.

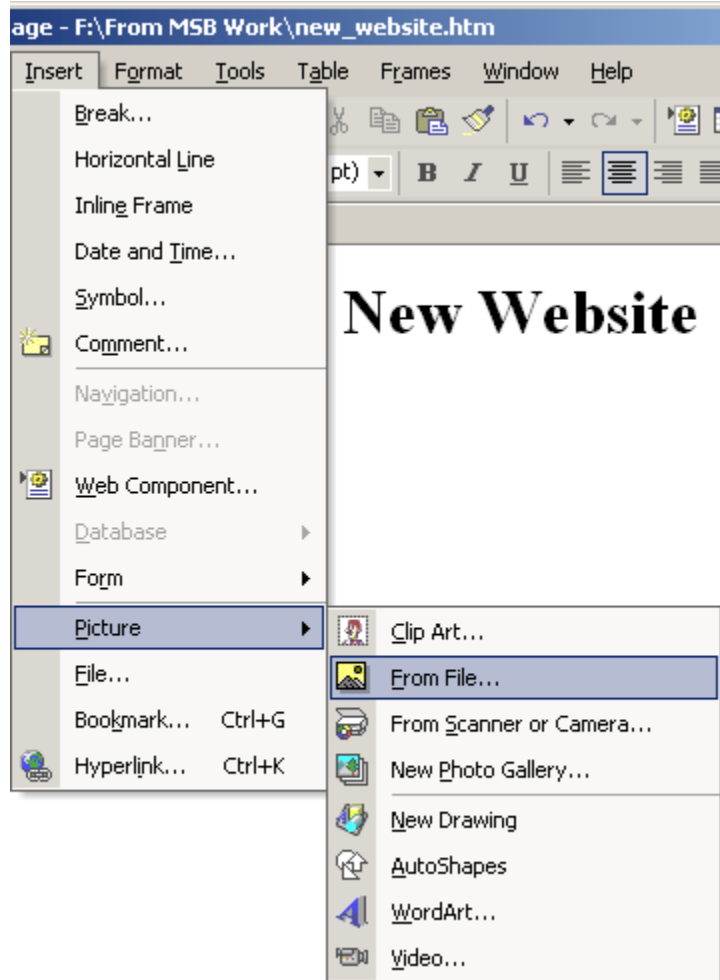


Other general formatting settings can be changed just as they would be within Microsoft Word. These functions include fonts, font sizes, bold, italics, text alignments, and a host of others.

You can copy and paste text into your webpage easily from most other computer programs, including Microsoft Office products, such as Word and Excel.

[Back to top](#)

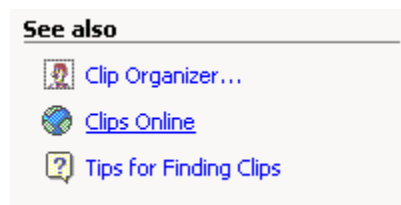
Adding Images



To insert an image into your website, click on **Insert** menu - select **Picture** - and choose **From File**. At that point FrontPage will ask you to locate the file and select the picture you would like to insert. Files ending in .gif and .jpg are ideal for websites because they were designed to download more quickly than other formats. It is highly recommended that only these two file types be used. If you would like more information on jpg and gif files, or on how to scan an image so it can be used on your website, check out our [scanning tutorial](#).

Clipart - Using Microsoft Clipart

Microsoft offers a free clipart service that is both high quality and easy to use. To insert clipart into your page, select **insert - picture - clip art**. Click on "Clips Online" shown below.



You can then search the Microsoft page for photos, clip art, and a variety of other resources that are well organized, and best of all, free.

[Back to top](#)

Creating Links

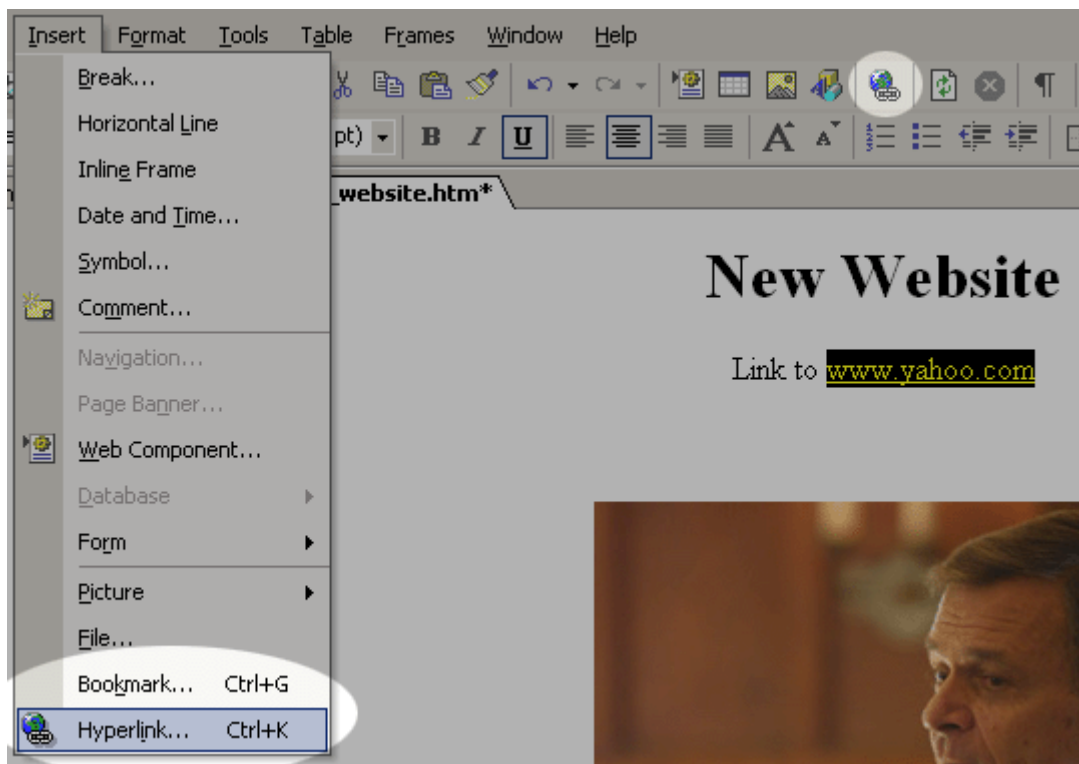
The internet as we know it is the interconnection of a huge number of sites and pages that create a "web" of information. One of the most basic but important parts of creating a webpage is creating links within your own page and to other websites. Creating links within FrontPage is quite easy. There are essentially two different types of links - internal and external.

An internal link is one that links to different points within the same page. A very common implementation of internal links is a table of contents like the one at the top of *this* page, within which you can click on each section and be brought down the page to the correct heading for what you're looking for.

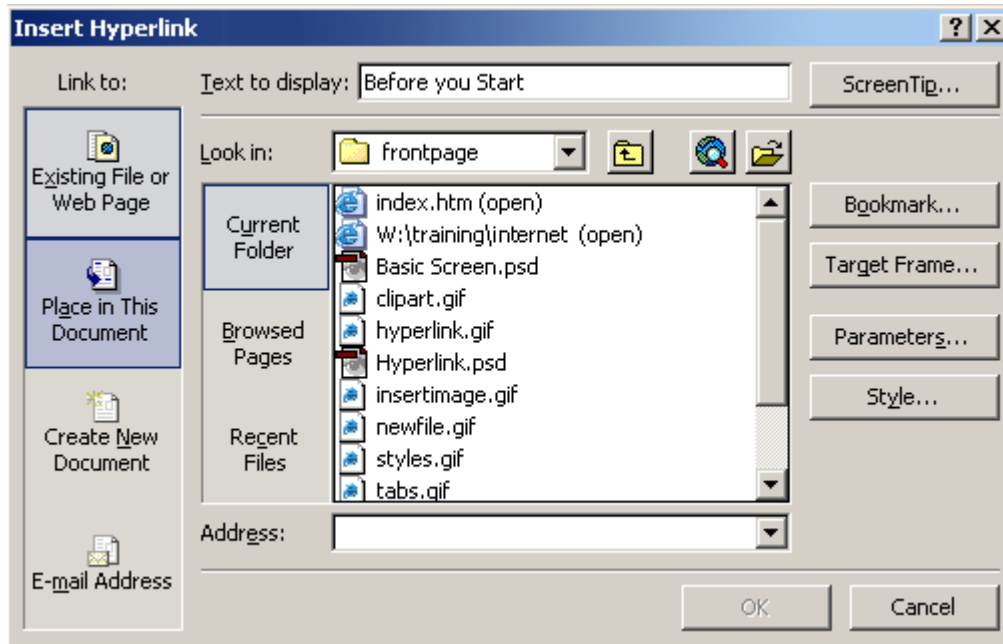
An external link is one that connects your page to a different one, whether another of your files or someone else's. This is by far the most common type of link. Anytime you click on a link and are carried to a different page, as you did when clicking the link to get to this page from the list of training pages, you're following an external link.

If you want to create an internal link, you must first select the part of the page that users will jump to when following the link. To do this, select the title of the section you're linking to or simply click before the beginning of the text you wish to link to. Click the **Insert** menu - and choose **Bookmark** (above "Hyperlink" in the image below). Name it what you wish and click ok.

To create any link, you should select the item(s) and/or text that you would like users to be able to click on to follow the link. Once you've highlighted these, click the **Insert** menu - and choose **Hyperlink** or just click on the Hyperlink icon in the toolbar (both shown below)



This should bring you to the screen you see below. On the leftmost part of the window, you will see a list of 4 different types of links - to existing files or web pages (external links), place in this document (internal links), create new document, or email address.



To complete an external link, copy and paste the `http://` web address for the page you would like to link to, for instance, "`http://www.yahoo.com/business`". If the page you're linking to is a different page of your web site, you can click on it in the main window portion of the screen and hit ok.

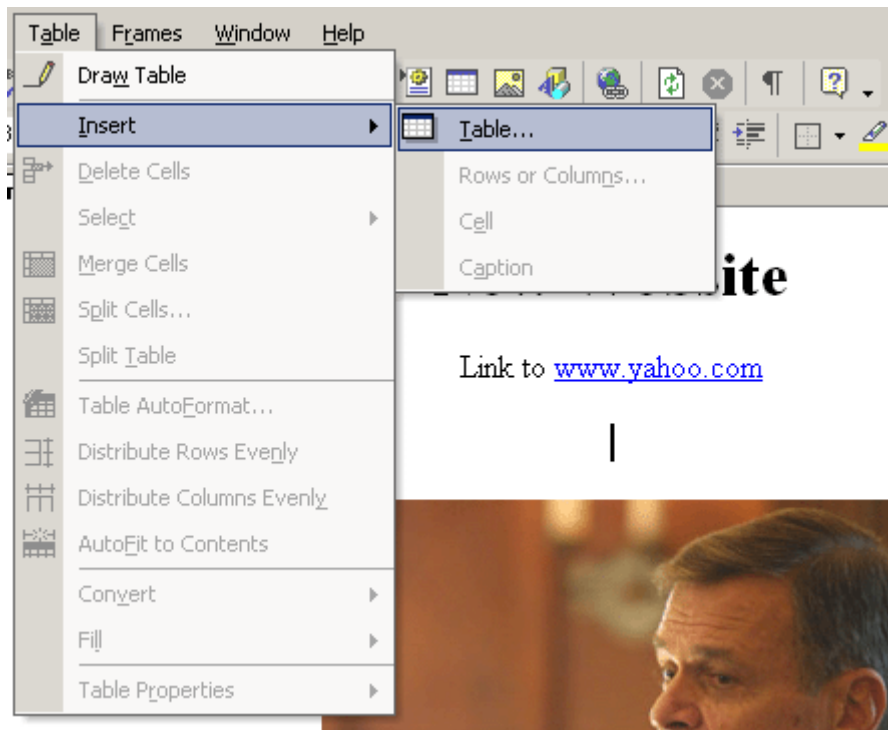
To complete an internal link, select the bookmark that you've created and click ok.

You can also create links which will send an email by clicking the email address link on the left side of the screen and entering your email address in the appropriate field. Alternatively, you can use an email script through the MSB by creating an external link with `/perl/email.pl?to=your_email@georgetown.edu` as the address. `your_email@georgetown.edu` should be replaced with your correct email.

[Back to top](#)

Formatting with Tables


Tables are the most commonly used method of formatting information on a web page. They are very versatile and allow for a much more visually interesting site. There are many advanced features within tables that can be used, but for purposes of a basic web page, you will only need to know how to create and adjust simple tables.



To insert a table into your document, click the **Table** menu - select **Insert** - and choose **Table**. You will be given the option to select the number of rows (horizontal) and columns (vertical), then click ok. You can now click inside each section of the table to create new content, add pictures, etc. To resize each segment of the table, you can hold the cursor over the line dividing segments, then click and drag the line in the direction desired, creating different proportioned cells (pictured below)

New Website

Link to www.yahoo.com

Lots of fun words and text and stuff in here	
This page maintained by Joe Hoya (jhoya@msb.edu)	This guy's name might go here

Once again, there are many more powerful functions available within tables, from exact cell sizes to merging and splitting cells to changing background colors. Most of these functions can be found under the toolbar **Table**, and understood with a small amount of tinkering.

[Back to top](#)

Signing and Dating your work

You can put your email address on your page so that visitors can easily contact you with questions or comments. Provide either your email address only, or your email address with a link to a form readers can use to send mail directly from their browser to you.

To add a link with your email address, first type a note like this toward the end of your page:

This page last updated 12 November, 2002. Maintained by your_email@address.com

Select the email address itself and select the **Insert** menu - and click **Hyperlink**. address field, type `/perl/email.pl?to=your_email@georgetown.edu` and OK your change. Alternatively, you can follow the instructoins described under "Creating Links" above to send email.

[Back to top](#)

Publish Your Page on W:\ Drive

To make your page available to the world, you must save it to your W: Drive under your folder.

Overview of the Procedure

Check your page with a browser. If your files are on the campus Web server, your web page address is <http://student.msb.edu/context/netid/>

Transfer your files to the W: drive using NetStorage (<http://storage.msb.edu>)

If you are not connected to the MSB Network, you can transfer your files remotely by mapping a drive using NetStorage ([Instructions](#)).

Check your page with a Browser

As mentioned previously, if you call your file index.html, then your Web page address is <http://student.msb.edu/context/netid/>; look for other files at <http://student.msb.edu/context/userid/filename.html>.

Potential Errors

You may get one of the following error messages when you check your page:

- 404 Not Found: Your browser cannot locate the file.

You may have typed the URL incorrectly, or you may have named your file something different on accident.

- Broken file icon: web browser does not recognize the graphic file.

Check to be sure the files are saved in .gif or .jpg format and are in the same file location as when you first inserted it into your web page.

[Back to top](#)

Where to Go From Here

Now that you've created a basic and usable webpage, you can explore new ways of creating sites, formatting, and introducing style. You can look at how other websites organize their data, you can take a class in HTML, or you can explore various websites with more extensive FrontPage tutorials than this. Also, you can always contact the MSBTC web staff at MSB-HELP@msb.edu for support on bringing your ideas to the web.

[Back to top](#)