

Microsoft® FrontPage 2002

Microsoft FrontPage is a software program for designing and managing Web sites. Features include graphical themes, wizards and templates, active page elements, and navigational structures. FrontPage uses standard word processing toolbars and commands such as cutting, pasting, finding, and replacing, so a knowledge of HTML is not essential.

On paper, draw a grid of what will be on your home page: title, body content, graphics, and links to other pages. Decide what you will name your site and where you want to store it. Create a new site folder. Inside that folder, create an 'images' folder and place in it the graphics that you intend to use for your site.

Create a new Web site:

1. Open FrontPage: **Start > Programs > Applications > FrontPage**
2. **File > New > Page or Web**. Click on **New Blank Page**.
3. **File > Save As**.
4. Type file name: "index.htm." Browse to your newly-created site folder. Click **Save**.

Insert table to organize page contents:

1. Position cursor in upper left corner of page.
2. On menu bar: **Table > Insert > Table**.
3. In dialog box, type in the number of rows & columns according to what you included on your drawing above.
4. Click **OK**.
5. Drag table borders to desired width and height of page. (Cell sizes and borders can be adjusted after content is inserted.)

Insert graphic:

1. Position cursor in cell where the graphic is to be placed.
2. On menu bar: **Insert > Picture > From File**.
3. Browse to file containing the image.
4. Click **OK**.
5. Adjust size of image by grabbing corner "handles" and moving while holding down the mouse button.

Transparent background for graphic:

This works on solid color backgrounds.

1. Select the graphic.
2. On the Pictures toolbar at the bottom of the screen, click **Set Transparent Color** (icon looks like a pen). The cursor changes to a pen.
3. Click **OK** to convert image to a GIF format.
4. Click the color you want to be transparent.
5. On menu bar, **File > Save**.

Add Alt Tags:

Apply alt tags to all images and text graphics to meet ADA requirements and to allow all users to have a similar experience on your Web site.

1. Select image or text graphic.

2. On menu bar: **Format > Properties**.
3. In dialog box, click General tab.
4. In Alternative Representations section, type a description of the graphic in the Text field.
5. Click **OK**.

Note: Describe the image or text graphic and its purpose or use on the page. Be concise, but convey the essential information.

Add a background:

1. In Page View, right click on PC (Mac: Control/Click) to access Shortcut Menu.
2. Click Page Properties.
3. Click background tab.
4. Under Colors section, click the down arrow and select a color.
5. Click **OK**. Click **OK**.
6. On menu bar, **File > Save**.

Add additional pages:

1. On menu bar, go to **File > Save As**.
2. Type file name for page 2.
3. Repeat for the number of pages you plan to have.
4. Click **OK**.

Note: Click the tabs just above the page displayed to move between your Web pages.

Enter page content:

1. Place cursor in desired cell. Type or import content by accessing **Insert > File** and browse for file.

*Note: By default, content is centered vertically in cells. To move content to top of cell, insert cursor in the cell. Then access **Table > Properties > Cell** and select **Top** for vertical alignment.*

Add hyperlinks:

1. Select text to be hyperlinked.
2. On menu bar: **Insert > Hyperlink**.
3. Enter URL or browse to file. Click **OK**.

Publish/upload Web page:

1. Complete & submit to the University Help Desk, ARC 2005, a "Request for Web Server Account" form or complete the form online at <http://www.csus.edu/uccs/forms/webserver/>. You will be assigned a directory path based on your name, i.e., <http://www.csus.edu/indiv/s/smithj/>.
2. Access <http://www.csus.edu/web> and click Tutorials for instructions on uploading the appropriate file transfer protocol program (*WS_FTP for PCs and Fetch for Mac*). Follow the onscreen directions.

Notes:

- To copy elements from one page to another, select the text or graphic. **Edit > Copy**. **Edit > Paste**.
- For additional control over graphics, click the graphic to get a Pictures toolbar. Position cursor over each icon until a tag appears that explains what you can do.
- To preview a Web page, click **Preview** on bottom menu.
- Clicking the menu bar icons can provide shortcut access to many of the procedures given here.
- If layout tables are used, use the table header (th) tag so that screen readers read the table correctly.

www.csus.edu/uccs/documents/quikrefsite

