

10 Steps for Basic Web Development using Microsoft FrontPage

Basic Web Design tips:

1. Organize your site - it should be easy for people to find their way around ... consider groups of pages, navigation, etc.
2. Personalize it to you - it's YOUR page...make it reflect your personal style ... be creative.
3. Use color, graphics and animations conservatively - sites that are too loud or flashy will distract from your content.
4. Be careful with images. Images or other media (audio, video) can be timely to download. When using images, pay attention to size of the image and dpi (72 dpi max).
5. Keep files/folders organized. Files and folders should be organized to prevent broken links when publishing

Resources:

1. EXCELLENT online tutorials with voice & video from [Microsoft Training](http://office.microsoft.com/en-us/training/CRO61832701033.aspx)
<http://office.microsoft.com/en-us/training/CRO61832701033.aspx>
 - a. choose the first link, Create a Web site with FrontPage for a great beginning
 - b. choose "Under the hood: Effortless ways to work with code" to learn basic html code - very useful for problem solving!
2. FrontPage help in program

Overview:

1. Create page
2. Add tables (very important! - tables assist with text and image placement)
3. Add images and text
4. Create links
5. Publish

1. Open Microsoft FrontPage program

2. To create a website

- a. Choose File → New → Page or Web ...
- b. A menu list should appear on the right side of the screen. Find the "New" category and select Empty Web.
- c. The next screen will give the option to specify the location of the new web. Enter the location to save your web (hard drive, floppy disk, memory stick, jump drive, zip disk), and name the web (for example, terryweb or stokesweb). Be sure to put the slashes as shown in the examples below:
 - i. Example if you are saving on your hard drive:
C:\Documents and Settings\stokes\My Documents\My Webs\stokesweb
 - ii. Example if you are saving on a floppy disk: a:\stokesweb
 - iii. Example if you are saving on a zip disk in the D drive: d:\stokesweb
- d. NOTE: You'll save all web pages and images inside the "empty web" directory you just created
- e. Click OK

3. Add and save page to the web

- a. Select File → New → Page or Web ...
- b. Find the "New" category and select Blank Page.
- c. The tab at the top will indicate "new_page_1.htm"
- d. Select File → Save As. If the web that you just created doesn't appear in the window, browse until you find your web, then open your web.
 - i. Click on Change Title button - enter a title for your page - for example: Susie's Home on the Web, or Krista's Place, or My Home Page
 - ii. Name your page index (your index or default page is your home page; any other page you create should have a different name). The program will automatically add the .htm extension.
- e. Now the tab shows your page's file name. Sometimes an asterisk (*) will appear on this tab. The * indicates that changes have been made since the page has been saved.

4. To add another page ... follow the same steps as above.

5. Add page colors

- a. Select Format → Background
- b. Select colors for the background, text, and links. As a rule, a white background is best to use if the page will be printed since white does not use any ink like colored backgrounds would.

6. Insert table - using tables allows you to place images and text where you want them on a page (don't ever tab or space to place text & images because they won't look right when they're published).

- a. Choose Table, Insert, Table from the menu bar
- b. Select appropriate number of rows and columns. Usually a table with 3 columns and 3 rows is easiest to begin with.
- c. Make the alignment Center and the border size "0" so that the table doesn't show up when its published.
- d. Cell padding is space between text and the walls of the cell; cell spacing is space between the cells.
- e. Width should never be more than 100 percent, but often 90% and 95% are used.
- f. These table properties can be reset at any time by placing the cursor inside the table, right-clicking, and choosing Table Properties.

7. Add/format text

- a. Be sure you're in page view and normal view (look to the left side of the screen under Views for Page, and the bottom of the page for Normal (instead of HTML or Preview).
- b. Type text in the table's cells
- c. To change the text characteristics, highlight the text to change
 - i. Change font, size, style (avoid underlining) and color by using buttons in menu bar or by choosing Format, Font. The reason to avoid underlining is because underlining usually signifies a link.

8. Placing and formatting images

- a. Place the cursor at the spot where the image should appear.
- b. Choose Insert → Picture
 - i. If inserting clip-art, choose clip-art and browse until a desired image appears. Click on the image and it will appear on the web page.
 - ii. If inserting your own image, choose "from file" and navigate to image
 - iii. To put an image from another web page, right click on the image to save, select "Save Picture As" from the drop down menu, and save the image in your web wherever you have the web stored (hard drive, floppy, zip disk).
- c. To move image, use Edit → cut or copy + paste commands
- d. To position image on page
 - i. Select the image
 - ii. Choose Format → Position
 - iii. Whenever possible, place images in cells of tables. Everything is easier to work with inside tables.

9. Creating links

- a. Text links:
 - i. Highlight text
 - ii. Click hyperlink icon in menu bar (the world with the chain link)
 - If linking to a site on the WWW, choose the icon for "Existing File or Web Page" and type in the URL. Click OK.
 - If linking to a page in your current web (current folder), select the page and click OK.
 - If linking to an email address, choose the icon for "E-mail Address" and type the address. If you enter something in the subject line, then this subject appears in any emails sent to you from this link.
- b. Image links:
 - i. Select image by clicking on the image
 - ii. Follow instructions as given above.

10. Publishing site

- a. Choose file → publish web
- b. Under "Enter publish destination" (and be sure to be exact)
 - i. Students publishing to Prism ... ftp://prism.troy.edu/%2f
 - ii. Faculty publishing to Spectrum ... ftp://spectrum.troy.edu/%2f
- c. When prompted for your login, your username is the name on your Prism or Spectrum account that was provided for you and your password is the password that was provided for you. Note: passwords ARE case sensitive.

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