

A. Traditional Approach to Web Publishing

In traditional web publishing, the author first writes the text files and then marks up the words with **HTML** (Hypertext Markup Language) tags—a special character sequences to indicate the various formatting features and characteristics of items. HTML is a coding scheme that can be understood by web browsers such as Internet Explorer or Netscape Communicator.

After the HTML documents or web pages have been published to a web server on the Internet, they can be retrieved and displayed on a computer with a web browser. The HTML tags then define how the web pages should display and link to other documents on the Internet.

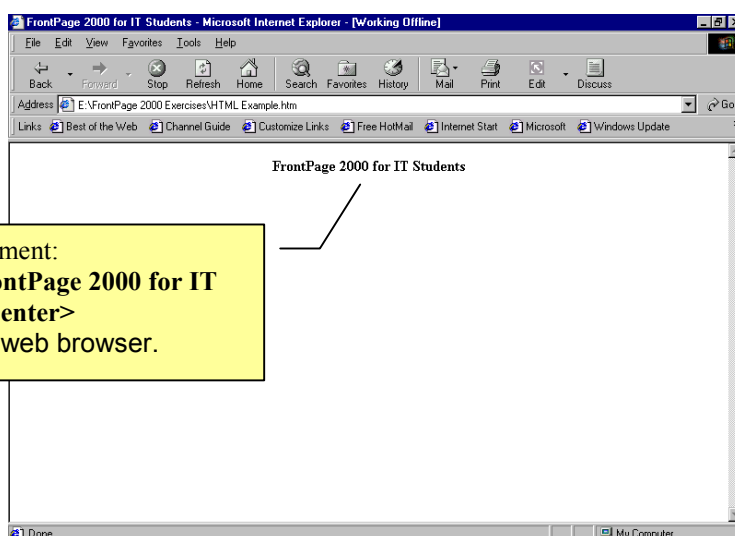


HTML Tags

HTML tags can be entered as either upper- or lower-case. Each HTML tag begins with a less than sign (i.e., <) and ends with a larger than sign (i.e., >). HTML tags often come in pairs to indicate the beginning and end of an element or formatting feature. The end tag usually contains a forward slash (i.e., /) as well. HTML tags can also be used in combination to apply multiple formatting features. Consider the following statement as an example:

`<Center>FrontPage 2000 for IT Students</Center>`

The `` tag indicates the beginning of a section of bold text and the `` tag indicates the end of the section of bold text while the `<Center>` and `</Center>` tags would center the words on the page.



The example statement:
`<Center>FrontPage 2000 for IT Students</Center>`
 as displayed by a web browser.

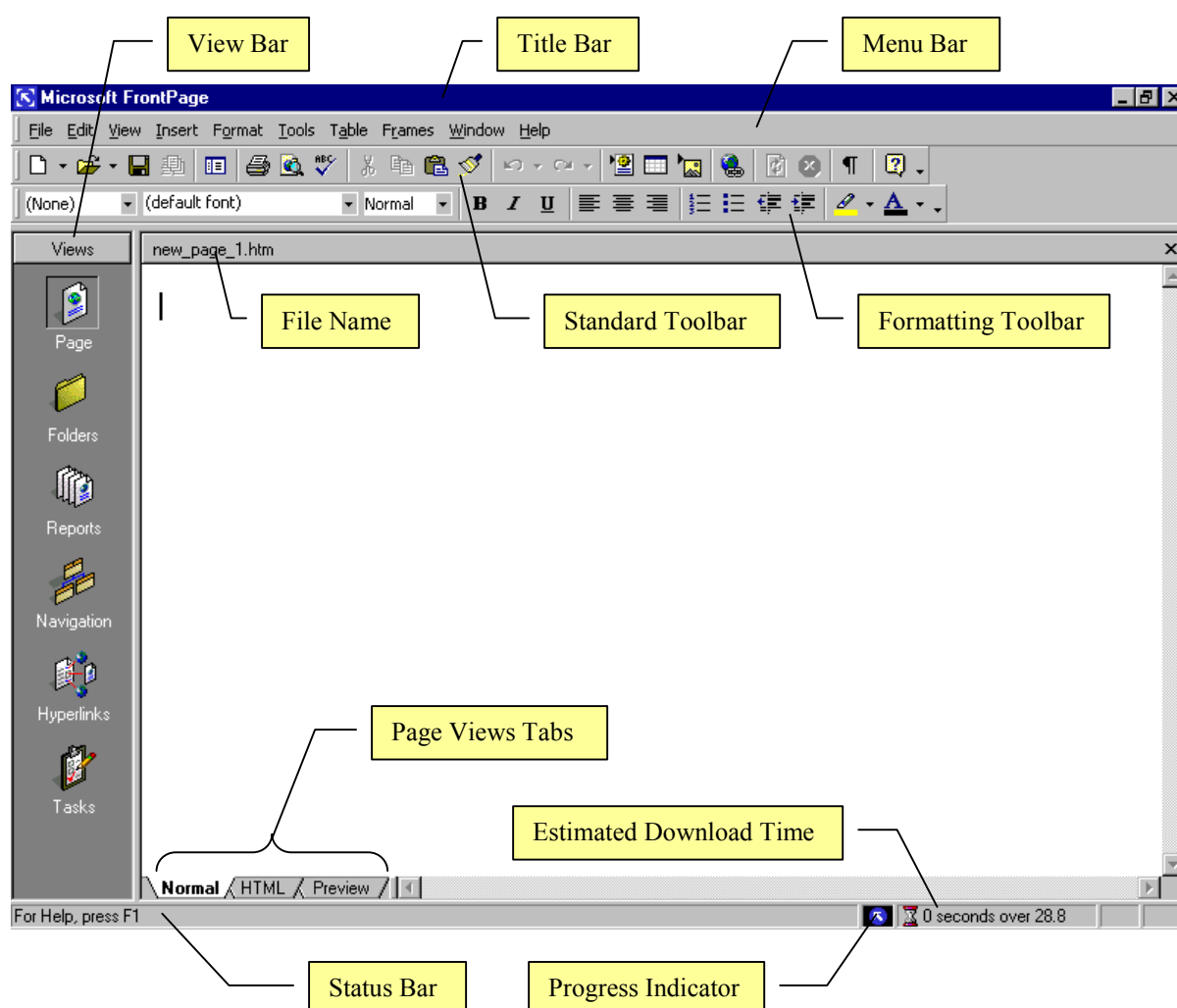


In order for the active page elements to work properly and to manage a website on the remote Internet server, FrontPage Server Extensions must be installed properly on the local computer and remote server beforehand. The FrontPage Server Extensions is actually a set of programs and scripts that support authoring in FrontPage and extend the functionality of a web server without programming by the Webmaster.

C. Elements of a FrontPage Web

A group of related pages in FrontPage is called a **web**. The number of pages may vary from one to several thousands, often with links to other pages in the same web and pages of other websites on the Internet. A FrontPage web consists of all the web pages, images, and other files, folders, and programs that make up the related content of the website. In addition, a FrontPage web may consist of one or more **sub webs** (i.e., smaller websites maintained within the main website).

D. The FrontPage 2000 Environment



The FrontPage 2000 interface has a quite similar design as other members of the Microsoft Office family. The FrontPage window consists of a variety of features that include: a title bar, a status bar, a menu bar, one or more toolbars, a Views bar, and a pane that displays different kinds of contents, depending on the current view.

FrontPage 2000 Exercise 1

✧ The Title Bar

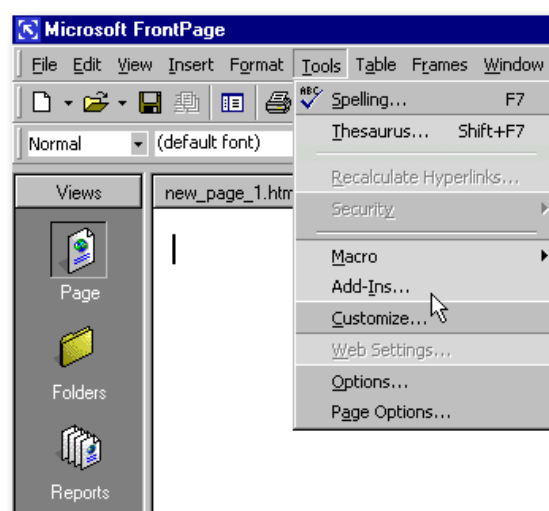
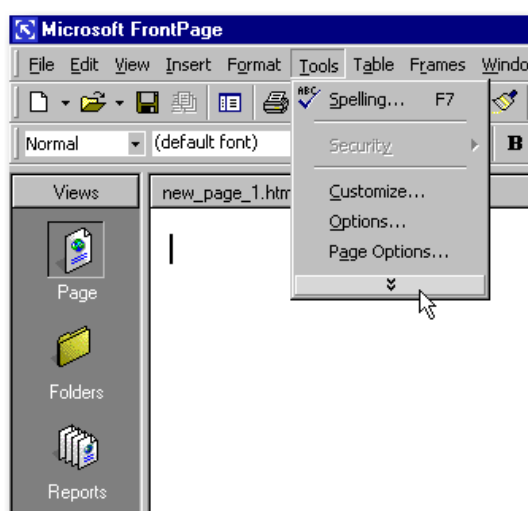
The title bar displays the application name—Microsoft FrontPage, and the location of the current FrontPage Web (e.g., C:\My Documents\My Webs\Millennium).

✧ The Status Bar

The status bar located at the bottom of the FrontPage window displays information concerning file location, file name, hyperlinks, and more. The estimated download time indicator displays the number of seconds it will take for the page to download from the server based on a particular connection speed.

✧ The Menu Bar

The menu bar displays the FrontPage menu names that represent different categories of commands available for creating the web pages and managing the web. By default, only a short menu listing the basic or the most recently used commands will display when a menu name on the menu bar is clicked.



To display the full menu that lists all of the commands associated with a menu, either

- click the menu name on the menu bar and then wait for a few seconds, or
- click the menu name and then click the arrows at the bottom of the short menu, or
- click the menu name and then point to the arrows at the bottoms of the short menu, or
- double-click the menu name on the menu bar.

Wong-Sir Information Technology Notes – Application Software

[Word Processing](#)
[Spreadsheet](#)
[Presentation](#)
[Database](#)
[Graphics](#)
[Internet](#)

FrontPage 2000 Exercise 1

[Web Browsing & Email](#)
[Home Page](#)

✧ **The Toolbars**

A toolbar consists of buttons that allow tasks to be performed more quickly than accessing the menu bar. Each button uses a particular graphic or icon to help identify the button's function.

Standard Toolbar

	New Page		Format Painter
	Open		Undo
	Save		Redo
	Publish Web		Insert Component
	Folder List		Insert Table
	Print		Insert Picture from File
	Preview in Browser		Hyperlink
	Spelling		Refresh
	Cut		Stop
	Copy		Show All
	Paste		Microsoft FrontPage Help

Formatting Toolbar

	Style		
	Font		
	Font Size		
	Bold		Number List
	Italic		Bullet List
	Underline		Decrease Indent
	Align Left		Increase Indent
	Center		Highlight Color
	Align Right		Font Color

Wong-Sir.Com (<http://www.wong-sir.com>)
Home Page -- FrontPage 2000 Exercise 1
Page 5

Welcome to make copies for educational purposes!

Wong-Sir Information Technology Notes – Application Software		
Word Processing Spreadsheet Presentation Database Graphics Internet	Web Browsing & Email Home Page	

FrontPage 2000 Exercise 1

To display additional toolbars or change the buttons they contains

- On the **View** menu, point to, and then select the toolbars you want to display.
- To add or remove buttons from the toolbars, click **Customize** from the **Tools** menu.

✧ **The View Bar**

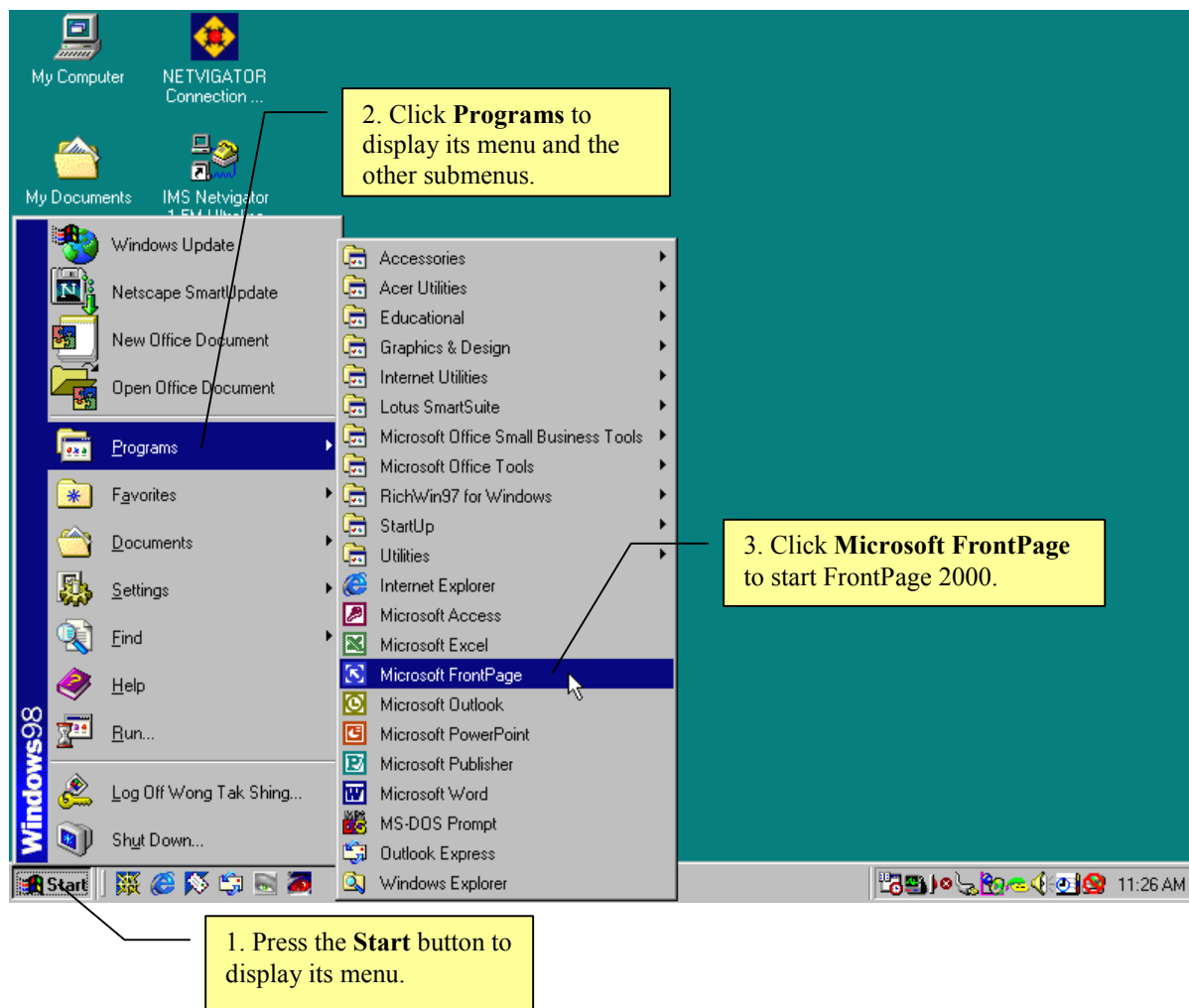
The view bar locating at the left of the FrontPage window contains icons that allow switching to different views of the web. A view provides a particular way to look at the information of the web so that it can be managed effectively. The following table gives a brief description of each view.

View	Icon	Description
Page		For creating, editing, and previewing web pages. This view displays web pages as they will display in a web browser.
Folders		Shows how the content of the web is organized. Just like the Windows Explorer, files and folders can be created, deleted, copied, or moved in this view. Besides, all such operations will be updated automatically to the related files within the web to ensure that correct hyperlinks can be retained.
Reports		For analyzing the contents of a web. Shows which files are not linked to any other files, identifies slow or outdated pages, and groups files by the task or person to whom the files are assigned.
Navigation		For creating, displaying, printing, and changing a web's structure and navigation.
Hyperlinks		Displays a list that shows the hyperlinks in the web. The list includes both internal and external hyperlinks, and graphically indicates whether the hyperlinks have been verified or broken.
Tasks		Displays a list of tasks required to complete or maintain a web.

Wong-Sir.Com (http://www.wong-sir.com)	Home Page -- FrontPage 2000 Exercise 1	Page 6
Welcome to make copies for educational purposes!		

E. Starting FrontPage 2000

1. Press the **Start** button to display its menu, and then click **Programs** to display its menu choices.
2. Click **Microsoft FrontPage** from the submenu to start Microsoft FrontPage 2000.

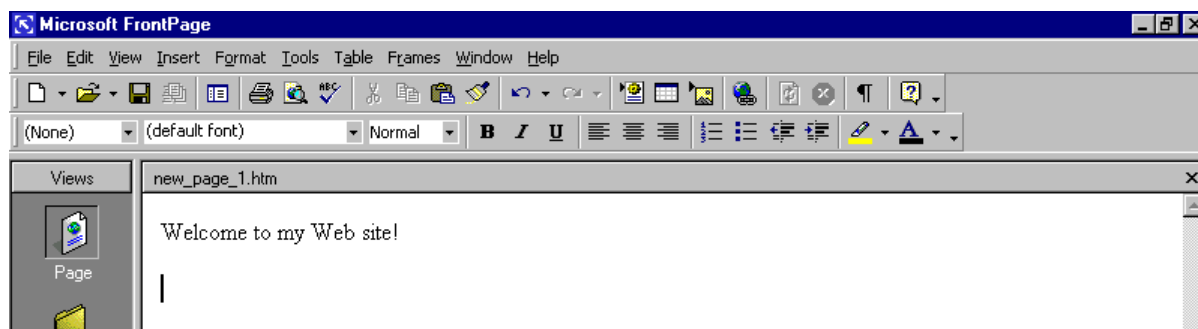


Locating the FrontPage 2000 Program

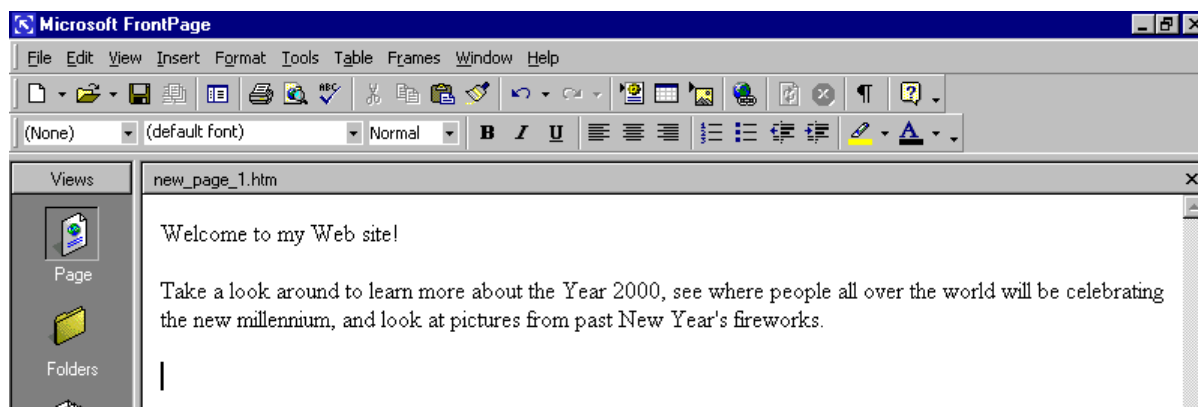
Depending on how the program groups on a computer system are organized, the submenu where **Microsoft FrontPage** locates may vary.

F. Creating the Home Page

1. In the **Microsoft FrontPage** Window, type “Welcome to my Web site!” and then press the **Enter** key.

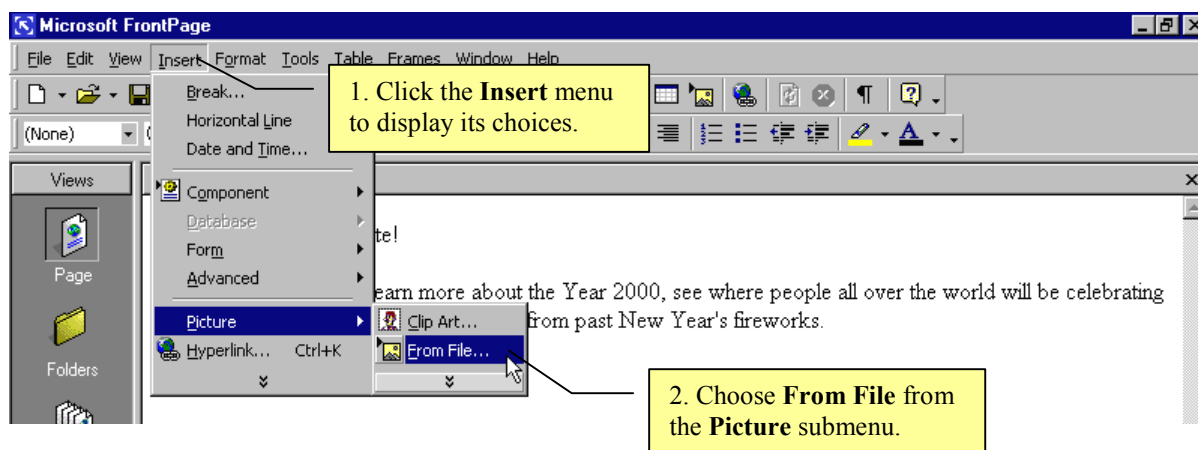


2. Similarly, type “Take a look around to learn more about the Year 2000, see where people all over the world will be celebrating the new millennium, and look at pictures from past New Year's fireworks.” and then press the **Enter** key.



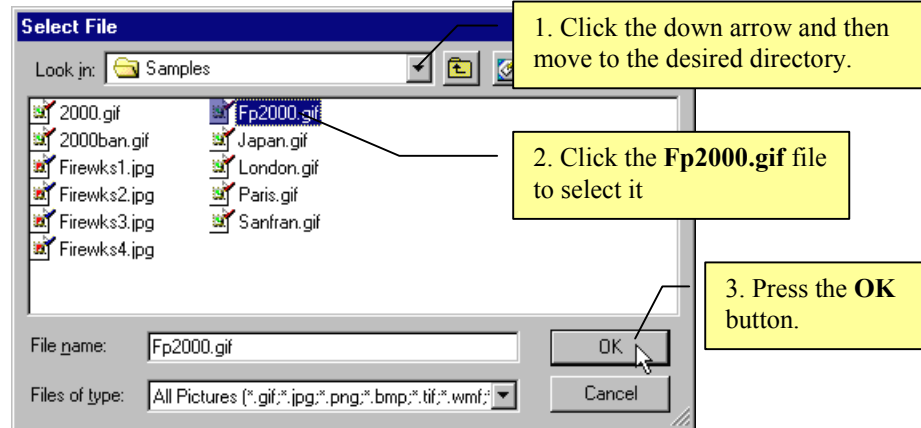
G. Inserting a Graphic File onto the Home Page

1. Click the **Insert** menu, and then choose **From File** from the **Picture** submenu.

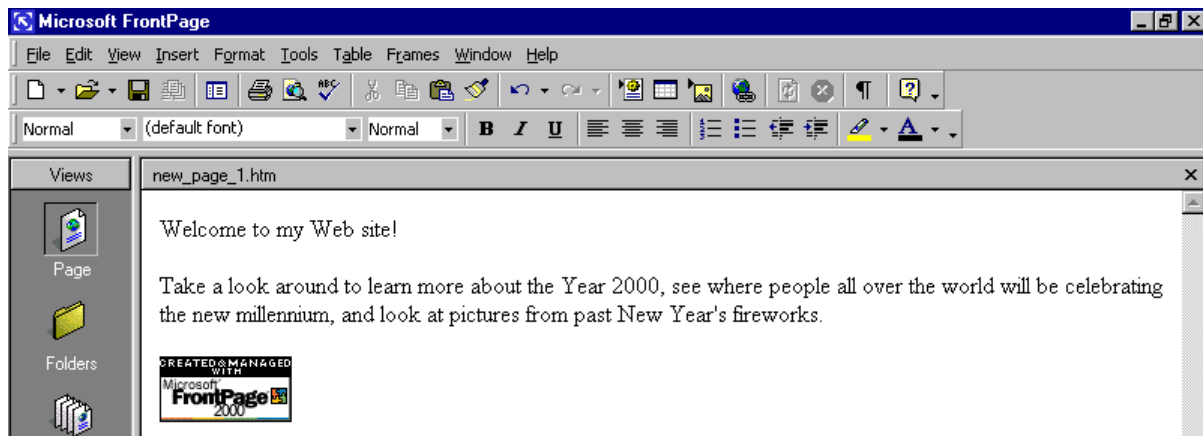


FrontPage 2000 Exercise 1

- In the **Select File** dialog box, navigate to the desired directory (e.g., **D:\FPTutor\Samples**); click the file named **Fp2000.gif** to select it.

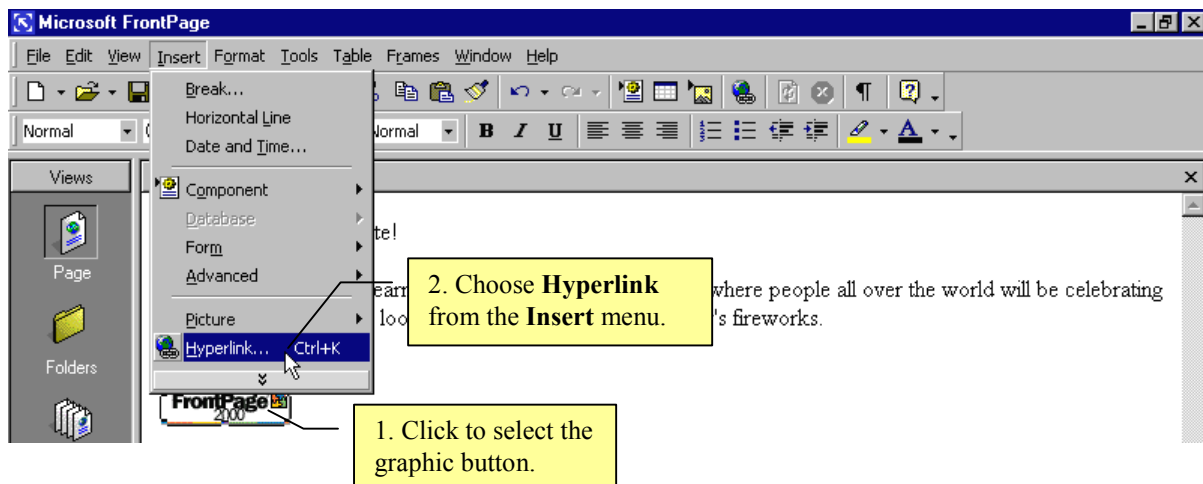


- Press the **OK** button to add the graphic button onto the Home Page.



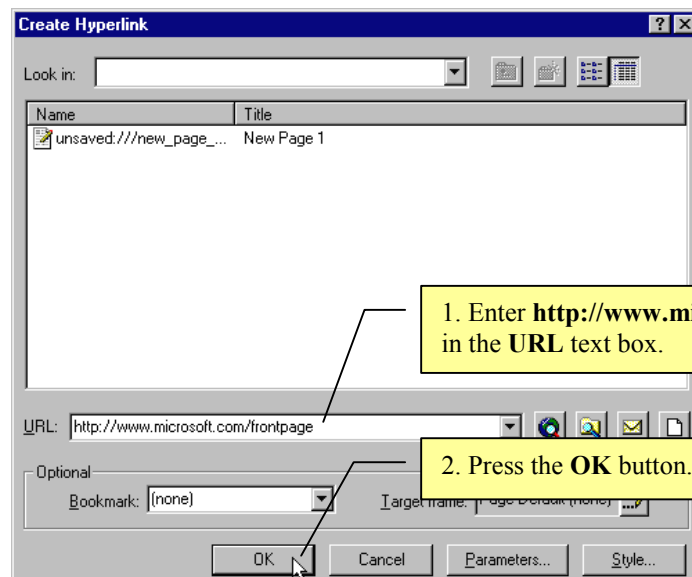
H. Creating a Hyperlink

- Click to select the graphic button and then choose **Hyperlink** from the **Insert** menu.

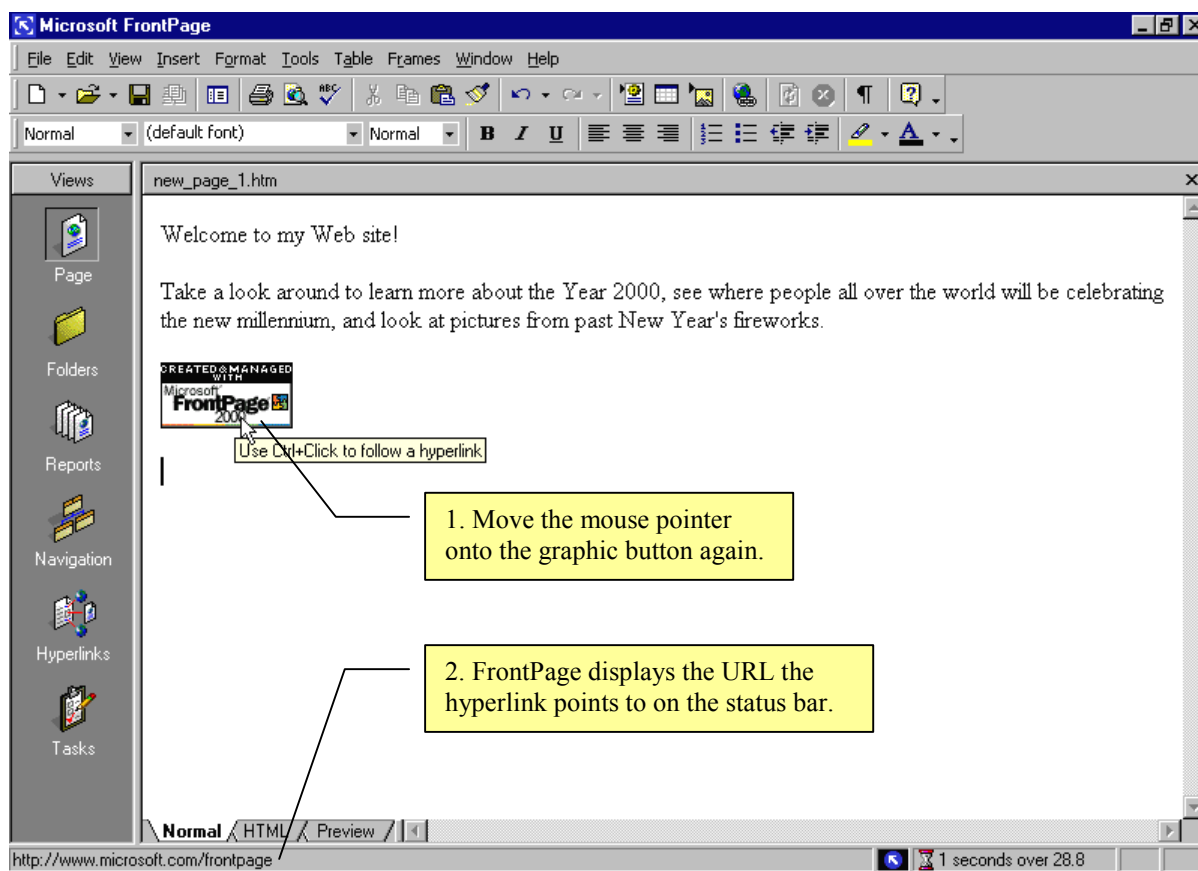


FrontPage 2000 Exercise 1

- In the **Create Hyperlink** dialog box, enter **http://www.microsoft.com/frontpage** in the **URL** text box.

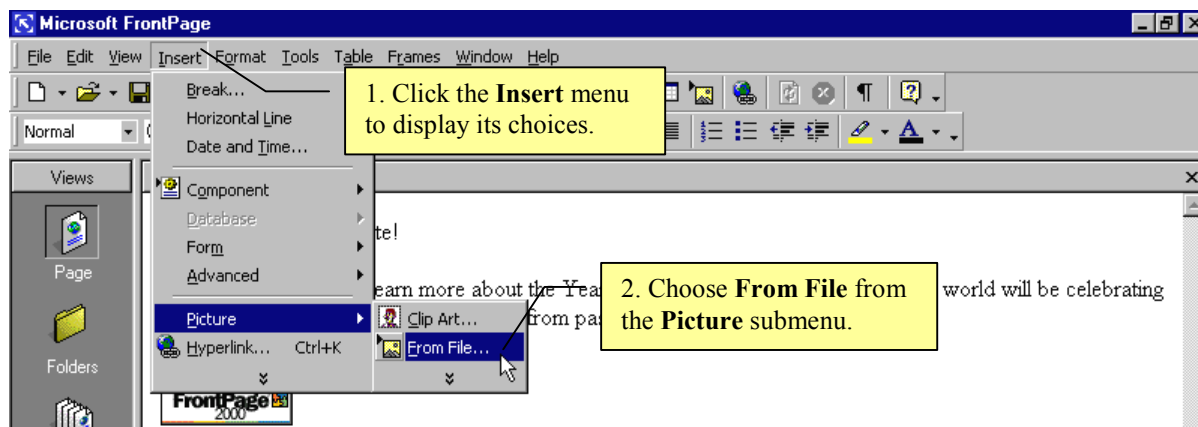


- Press the **OK** button to finish creating the hyperlink.

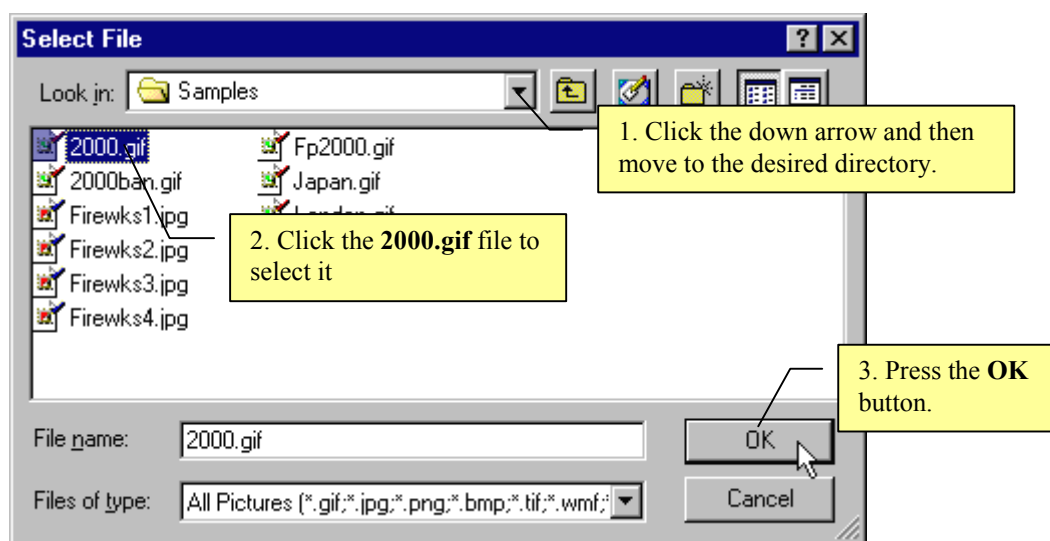


I. Inserting an Animated Graphic File onto the Home Page

1. Click or press the **Ctrl+Home** key combination to move to the beginning of the current page.
2. Click the **Insert** menu, and then choose **From File** from the **Picture** submenu.



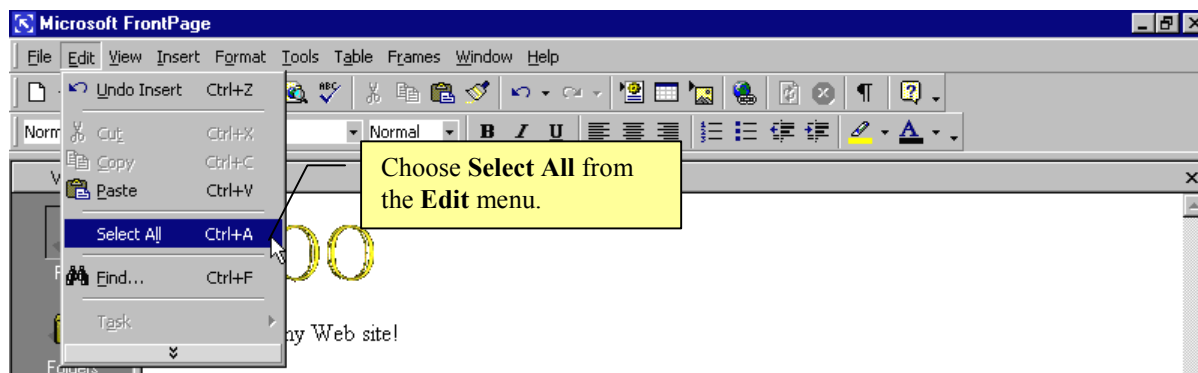
3. In the **Select File** dialog box, navigate to the desired directory (e.g., **D:\FPTutor\Samples**) if necessary; click the file named **2000.gif** to select it.



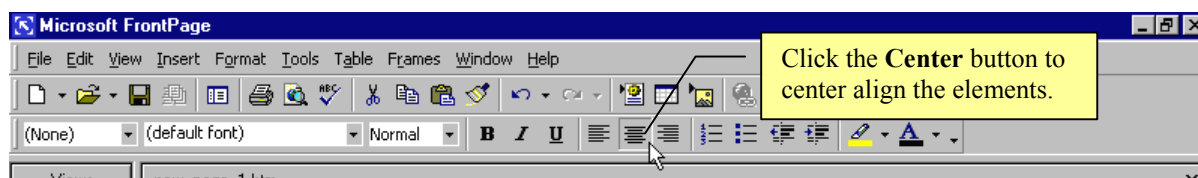
4. Press the **OK** button to add the animated graphic onto the Home Page.
5. Press the **Enter** key once to move the welcome text to the following line.

J. Centering the Elements on the Home Page

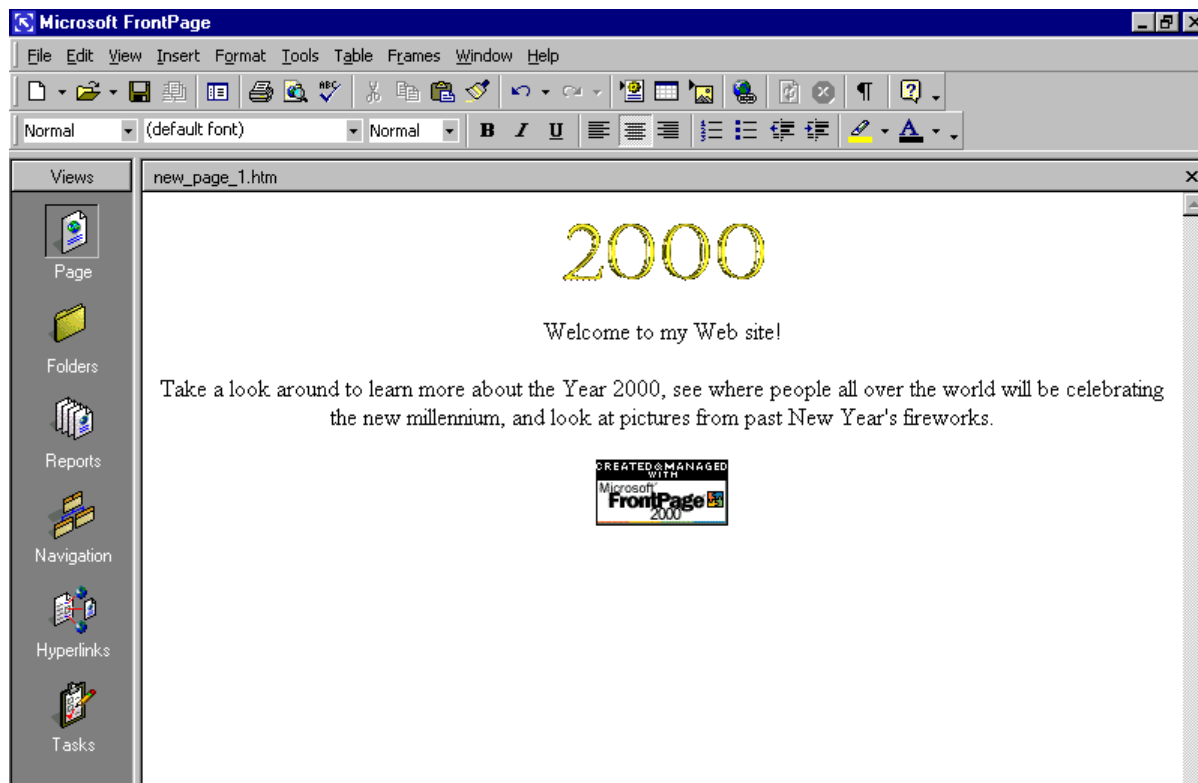
1. Choose **Select All** from the **Edit** menu.



2. Click the **Center** button to center align all the elements on the Home Page.

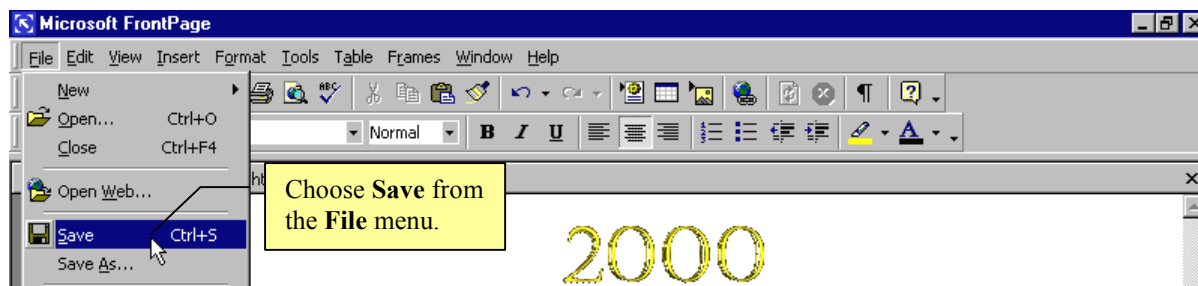


3. Click anywhere on the page to deselect all the elements.

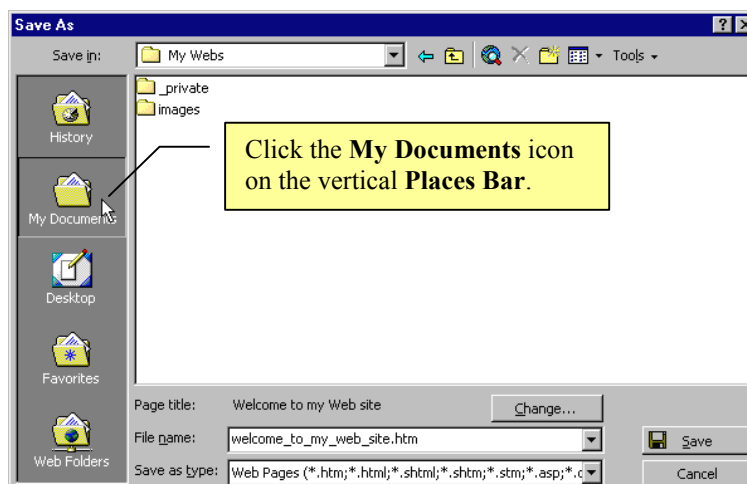


K. Saving the Home Page

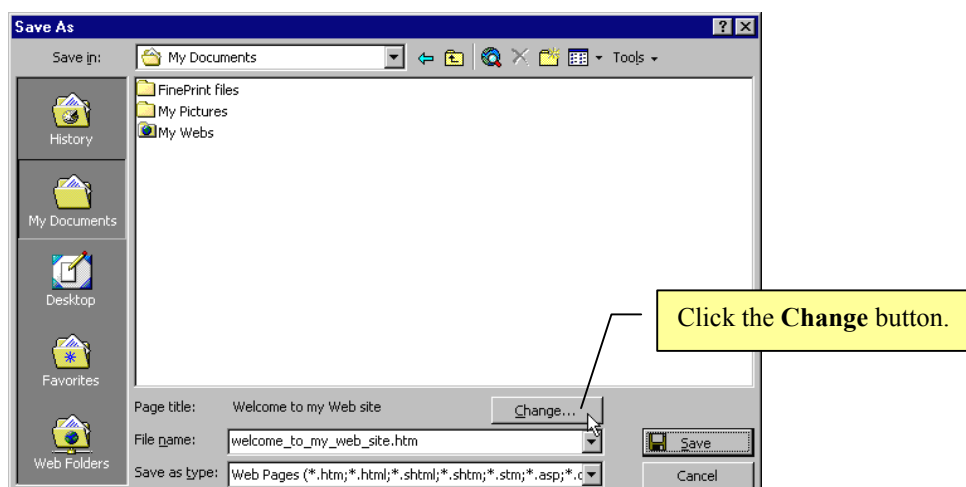
1. Choose **Save** from the **File** menu.



2. In the **Save As** dialog box, click the **My Documents** icon on the vertical **Places Bar** to display its contents. (You may also save your Home Page to your floppy disk; i.e., A:.)



3. Click the **Change** button to display the **Set Page Title** dialog box.



Wong-Sir Information Technology Notes – Application Software

[Word Processing](#)
[Spreadsheet](#)
[Presentation](#)
[Database](#)
[Graphics](#)
[Internet](#)

Web Browsing & Email

[Home Page](#)

FrontPage 2000 Exercise 1

4. In the **Set Page Title** dialog box, replace the highlighted text with “**Millennium Celebration – Home Page**” and then press the **OK** button.

Set Page Title

Page title:

The title of the page is displayed in the title bar of the browser.

OK

Cancel

1. Type **Millennium Celebration – Home Page** here.

2. Press the **OK** button.

5. In the **File name** text box, replace the default file name with “**index**” and then press the **Save** button.

Save As

Save in: My Documents

History

My Documents

Desktop

Favorites

Web Folders

FinePrint files

My Pictures

My Webs

Page title: Millennium Celebration – Home Page

Change...

File name:

Save as type: Web Pages (*.htm;*.html;*.shtml;*.shtm;*.stm;*.asp;*.c

Save

Cancel

1. Type **index** here for the new file name.

2. Press the **Save** button.

6. Press the **OK** button again as it displays the **Save Embedded Files** dialog box.

Save Embedded Files

Embedded files to save:

Name	Folder	Action
2000.gif	C:\My Documents\	Save
Fp2000.gif	C:\My Documents\	Save

Picture preview:

Rename

Change Folder...

Set Action...

OK

Cancel

Press the **OK** button again to save the graphic files.

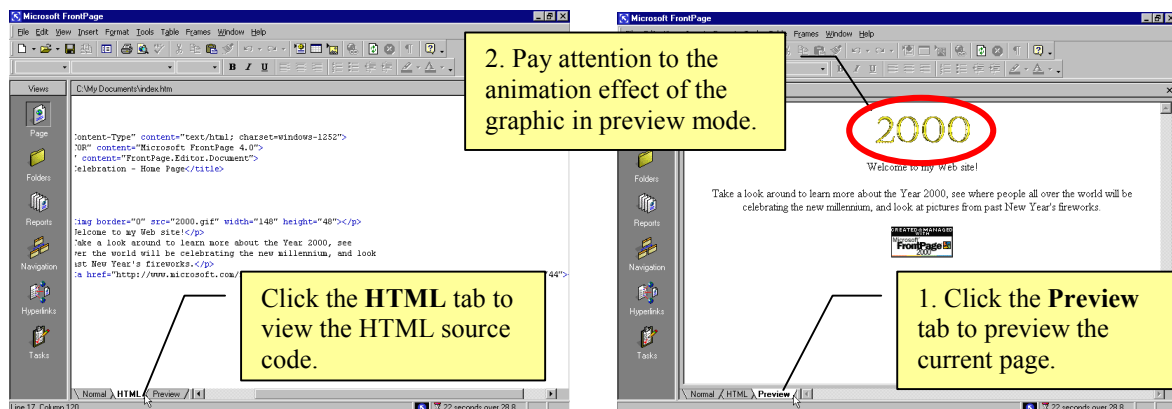
Wong-Sir.Com (<http://www.wong-sir.com>)
Home Page -- FrontPage 2000 Exercise 1
Page 14

Welcome to make copies for educational purposes!

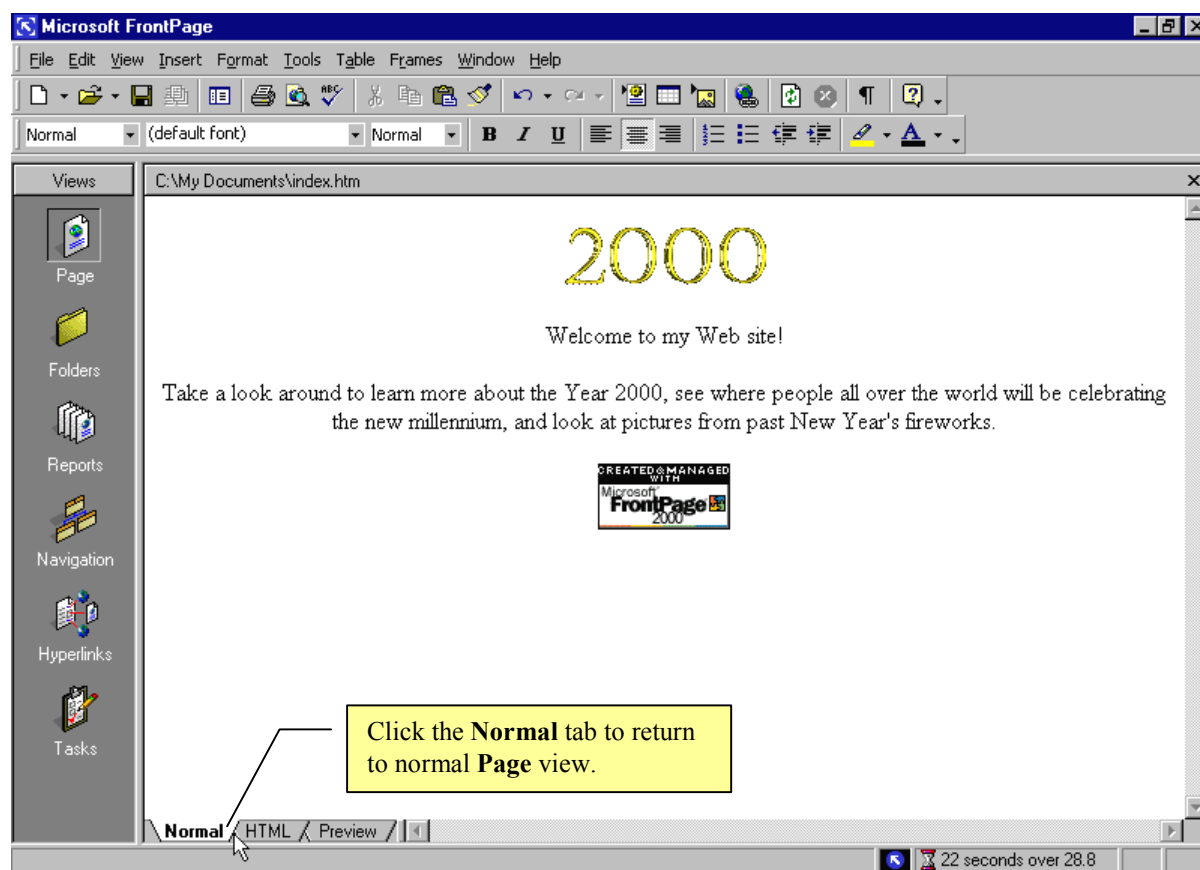
FrontPage 2000 Exercise 1

L. Viewing the Home Page with Other Page View Options

1. Click the **HTML** tab to display the HTML source code of the current page.



2. Click the **Preview** tab to preview the current page.
3. Click the **Normal** tab to return to normal **Page** view again.



FrontPage 2000 Exercise 1

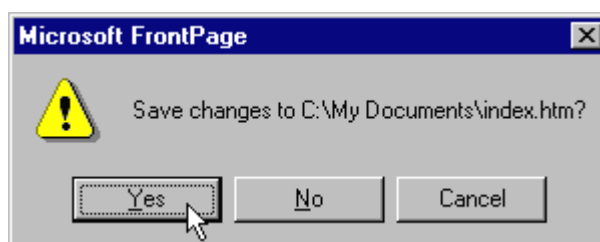
M. Exiting FrontPage

- ❑ Choose **Exit** from the **File** menu to exit FrontPage 2000.



Saving the Changes Again

If you have modified the web page again after you have saved it, the following dialog box will appear:



- Click **Yes** to save the changes before exiting FrontPage 2000.
- Click **No** to discard the changes and exit FrontPage 2000.
- Click **Cancel** to continue working in FrontPage 2000.