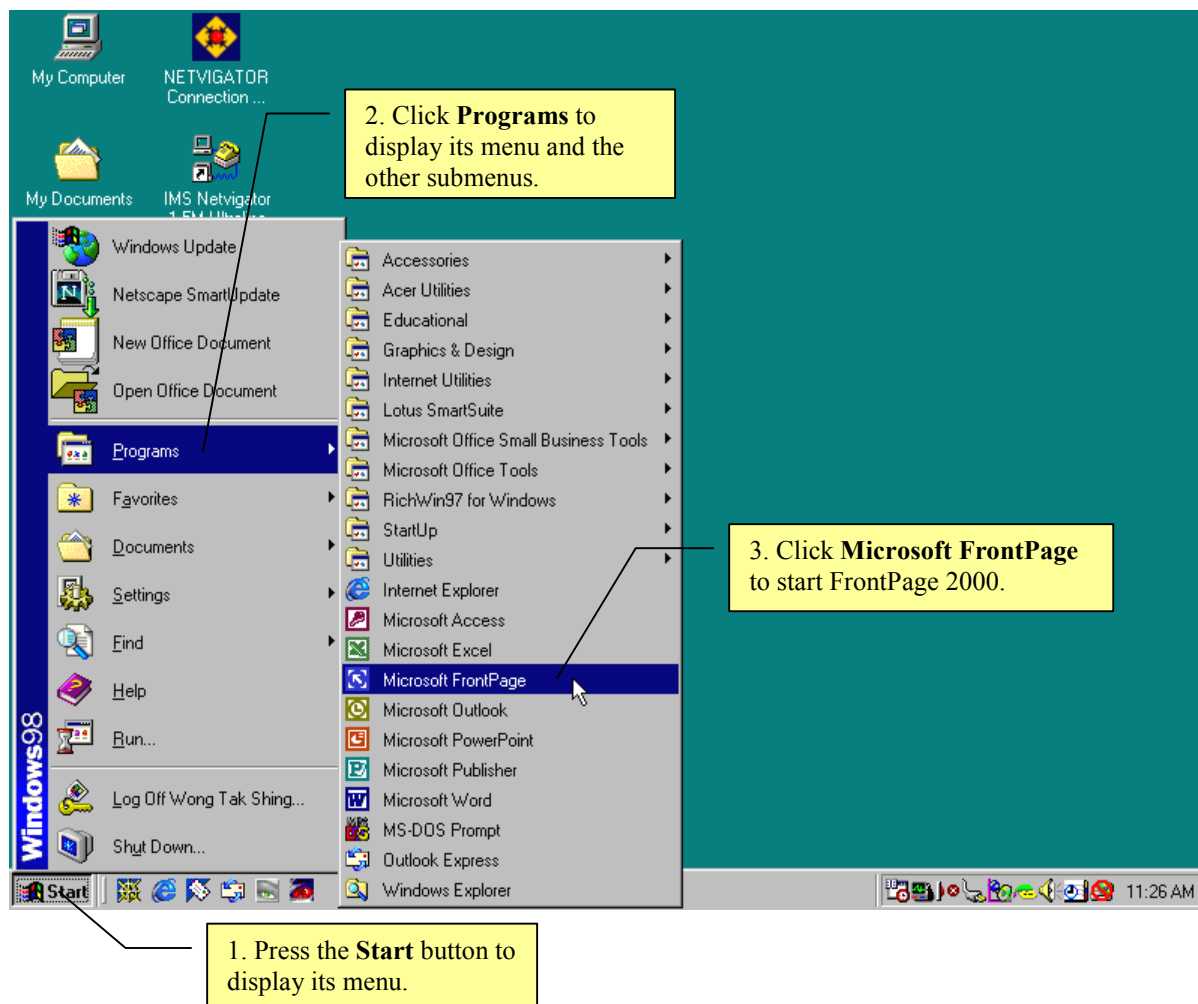
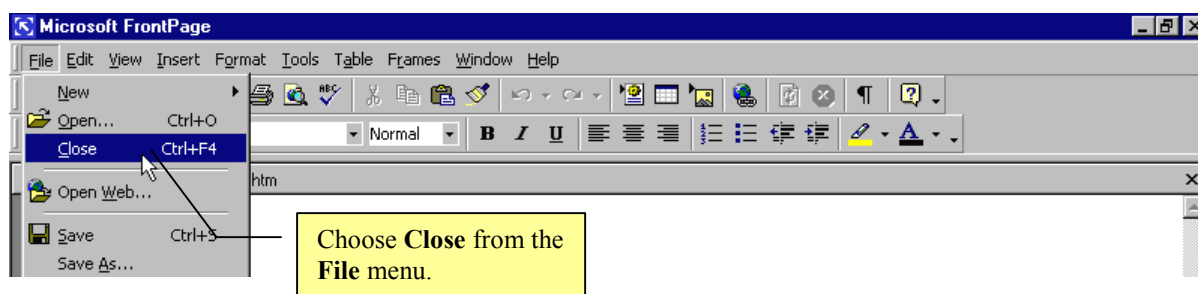


A. Creating a New FrontPage Web

1. Start Microsoft FrontPage 2000 from the desktop.

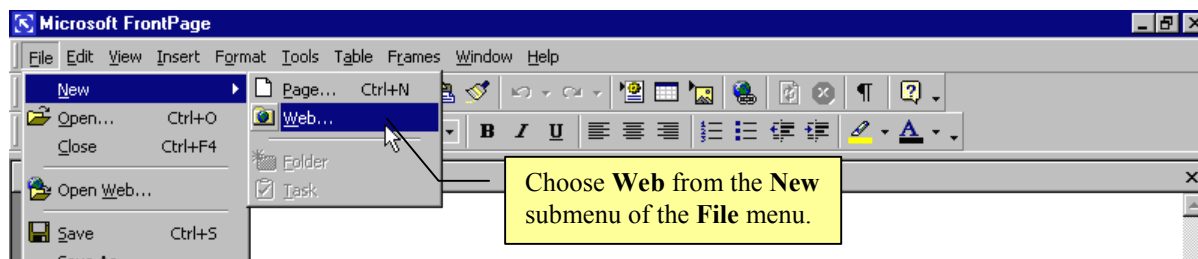


2. Choose **Close** from the **File** menu to close the blank web page.

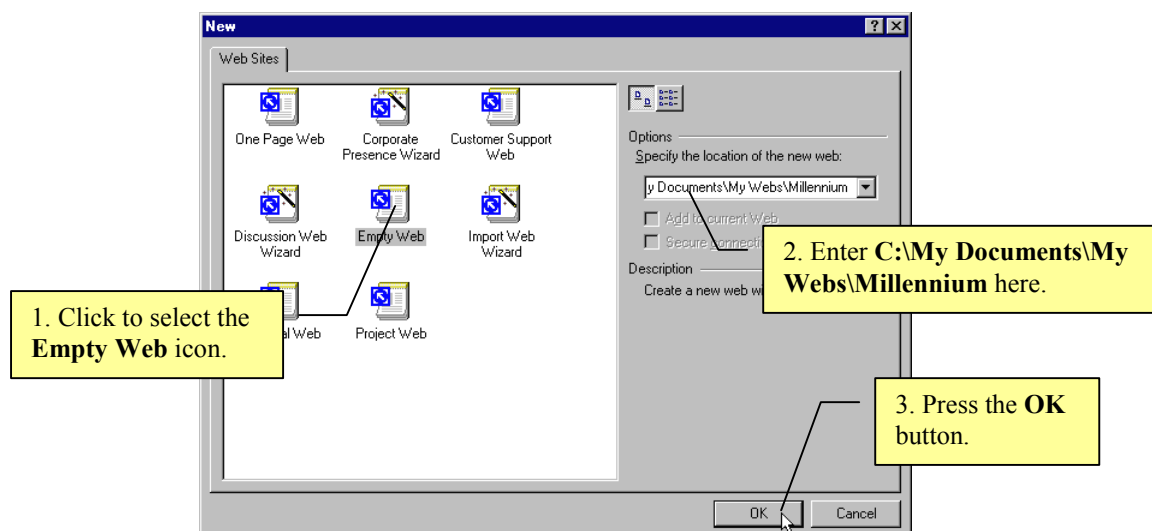


FrontPage 2000 Exercise 2

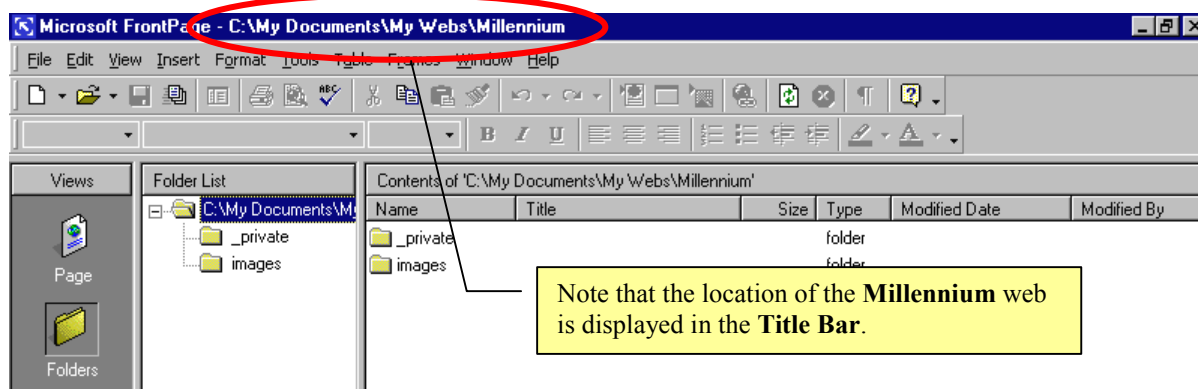
3. From the **File** menu, choose **Web** from the **New** submenu.



4. In the **New** dialog box, click to select **Empty Web** and then change the suggested name to **C:\My Documents\My Webs\Millennium**.
(You may also save your new FrontPage web to the floppy disk by replacing the text with **A:\Millennium**.)

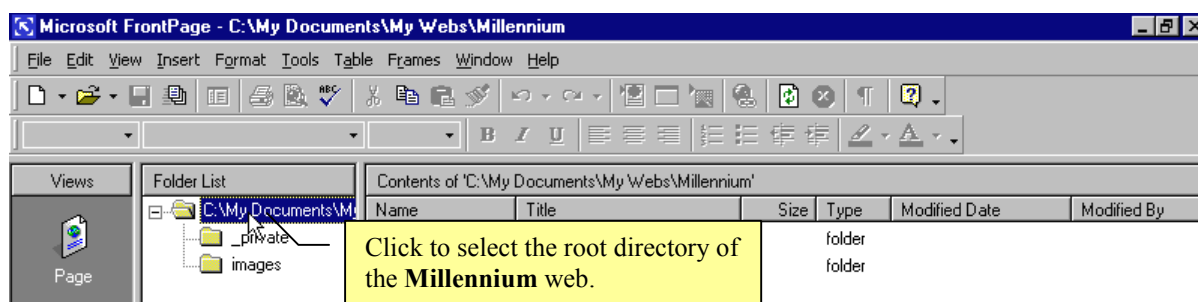


5. Press the **OK** button.

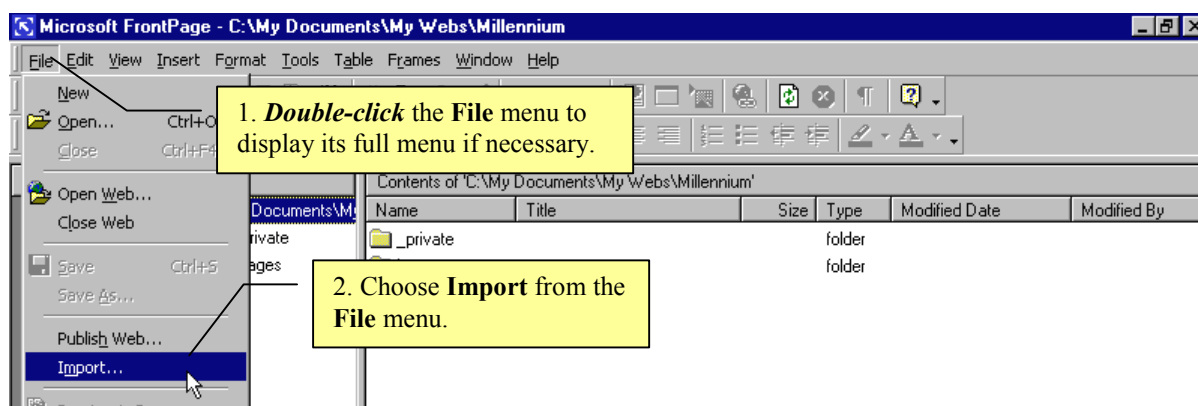


B. Importing Files into the FrontPage Web

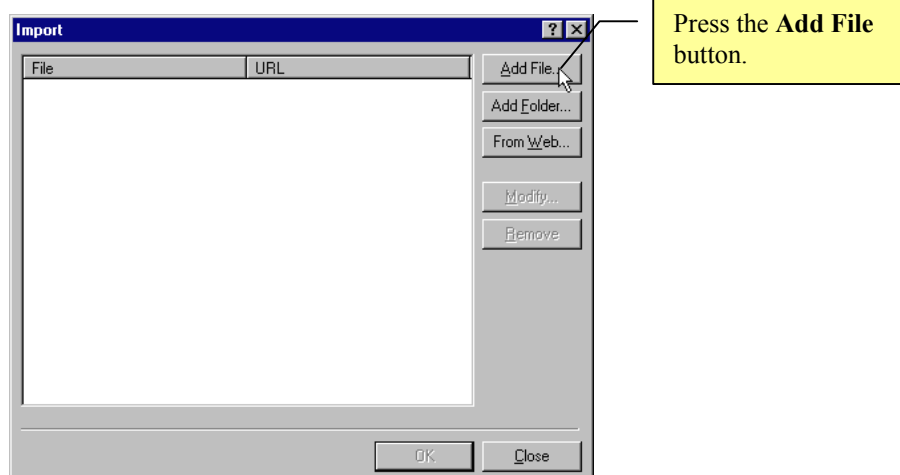
- Click to select the root directory of the **Millennium** web if necessary.



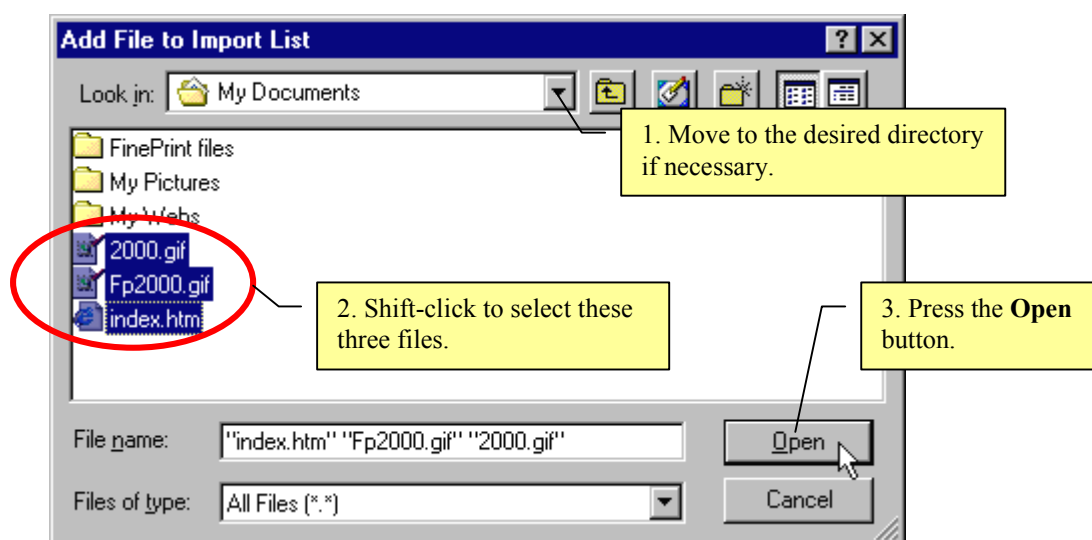
- Double-click** the **File** menu to display its full menu if necessary.
- Choose **Import** from the **File** menu.



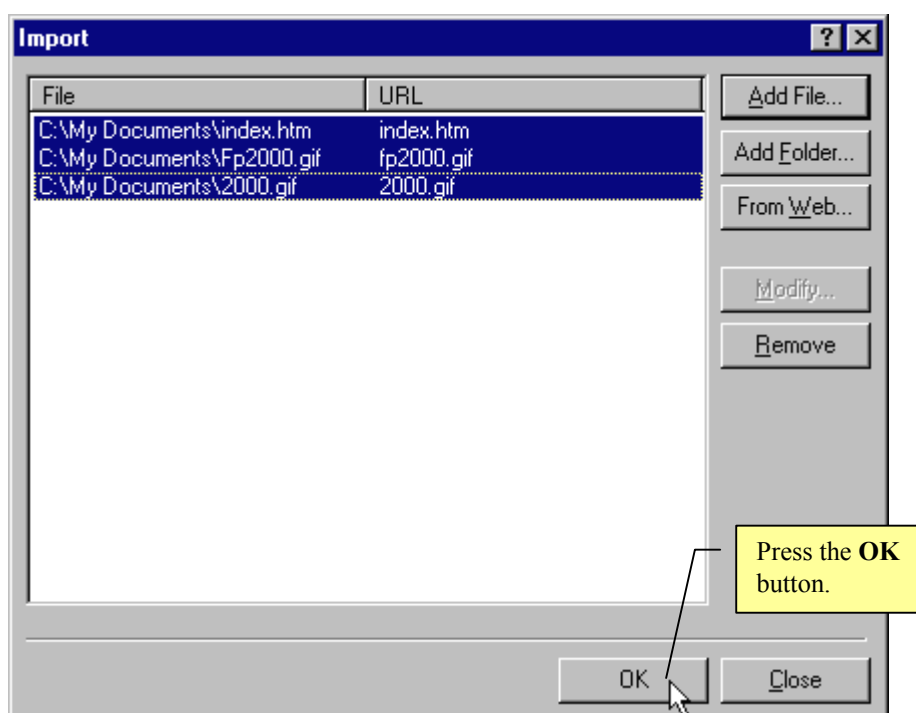
- In the **Import** dialog box, press the **Add File** button.



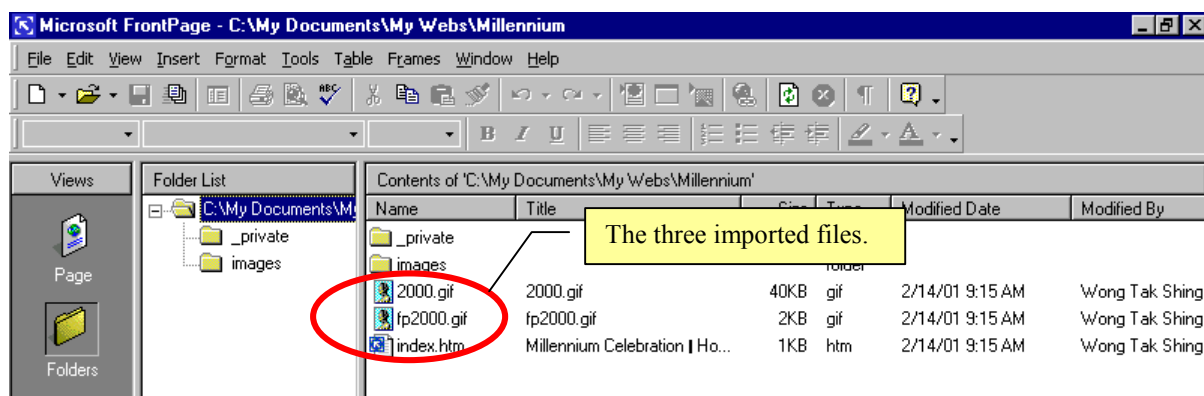
5. Navigate to the desired directory (e.g., **C:\My Documents**, or **A:**) if necessary. **Shift-click** to select the files **2000.gif**, **Fp2000.gif** and **index.htm**, and then press the **Open** button.



6. After having returned to the **Import** dialog box, press the **OK** button to import the files into the **Millennium** web.

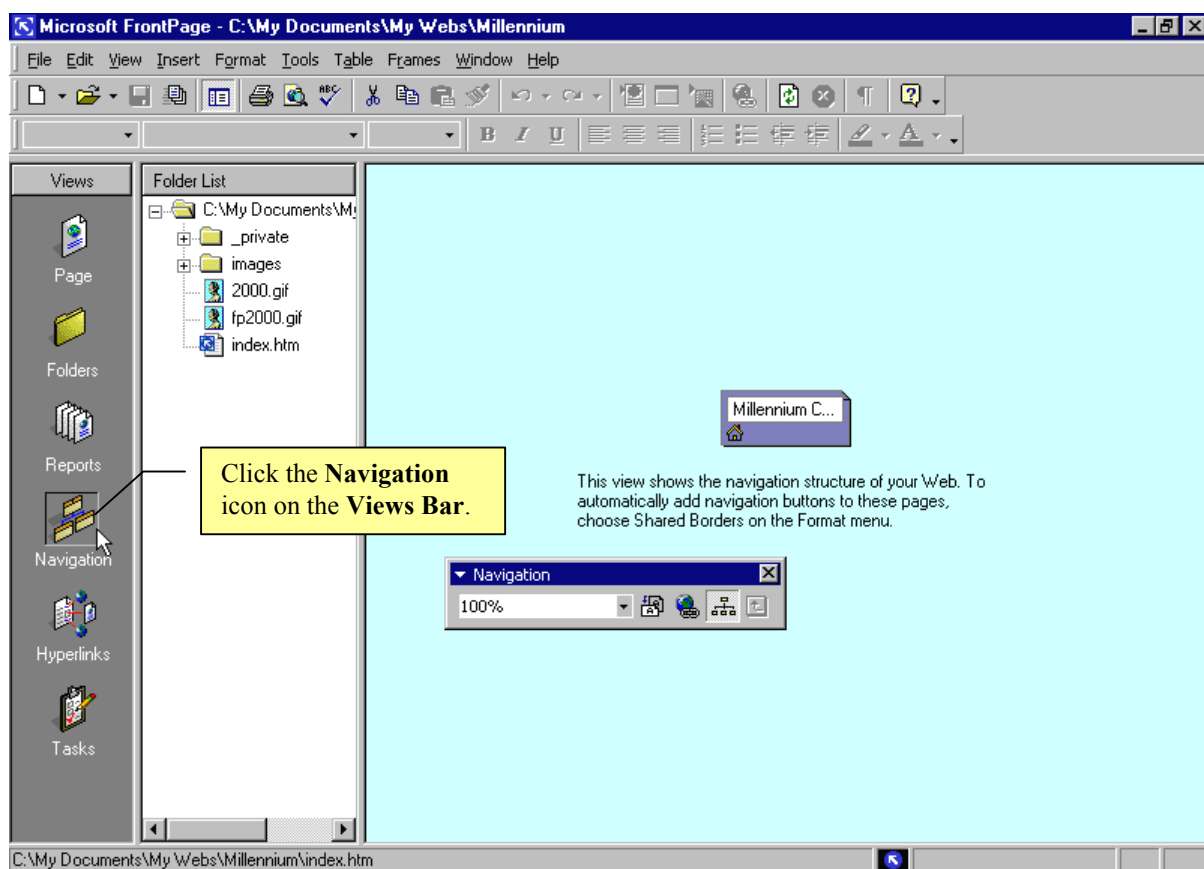


- Note that the files are imported to the root directory of the **Millennium** web.



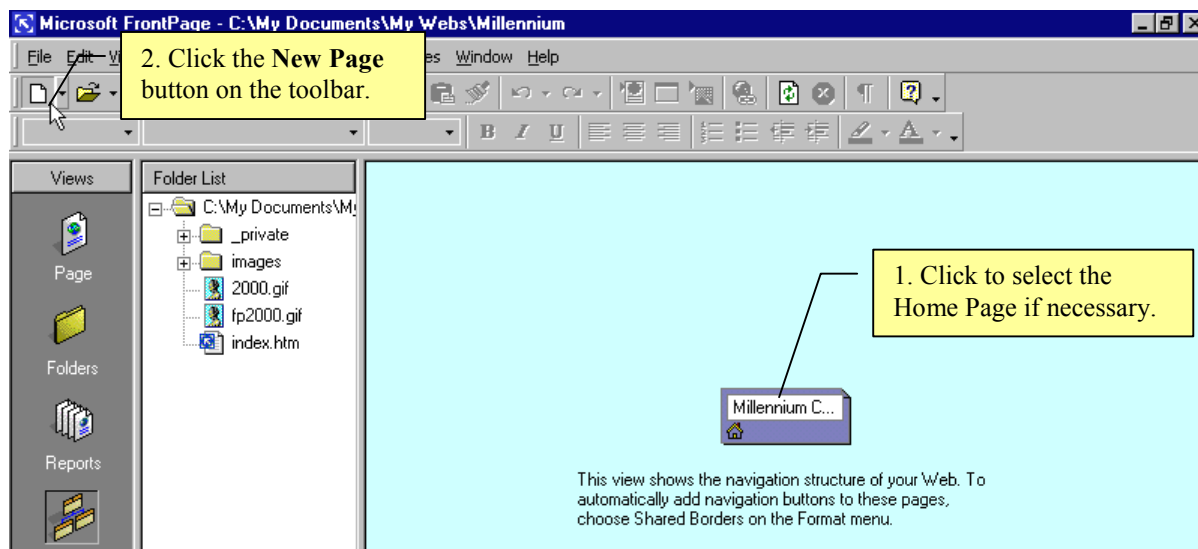
C. Creating Files in the Navigation View

- Click the **Navigation** icon on the **Views Bar**.

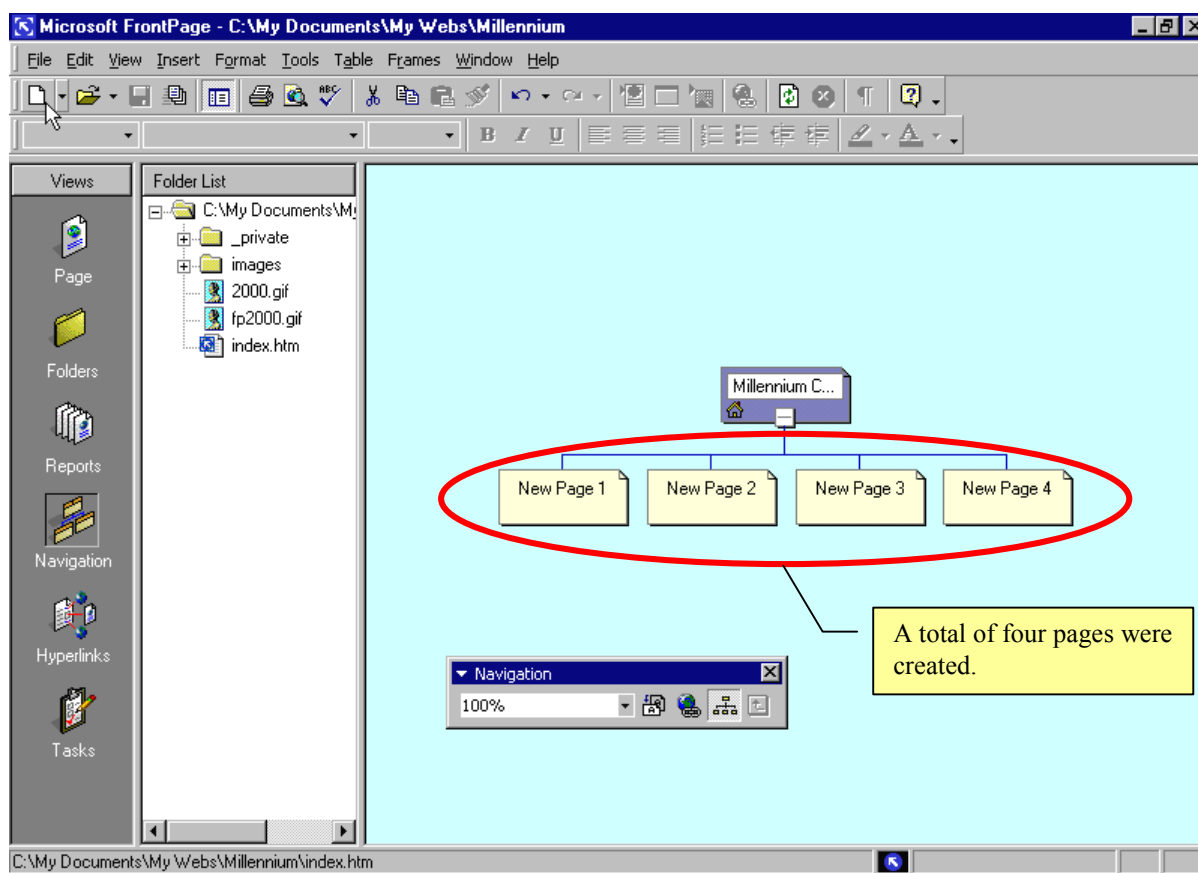


FrontPage 2000 Exercise 2

- With the Home Page being selected, click the **New Page** button on the toolbar.

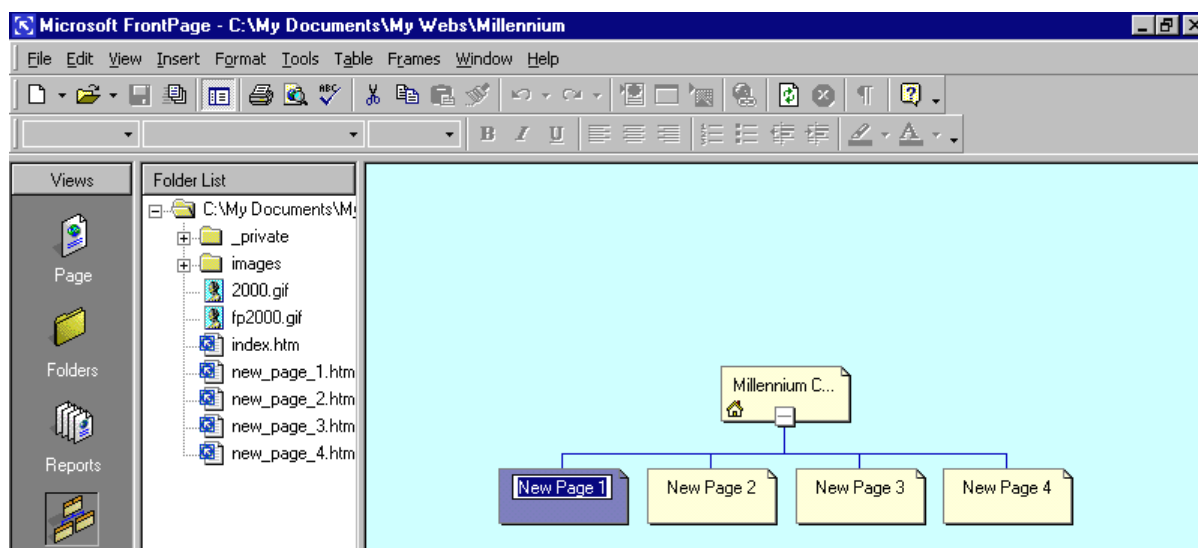


- Repeat similar procedures to add three more pages.

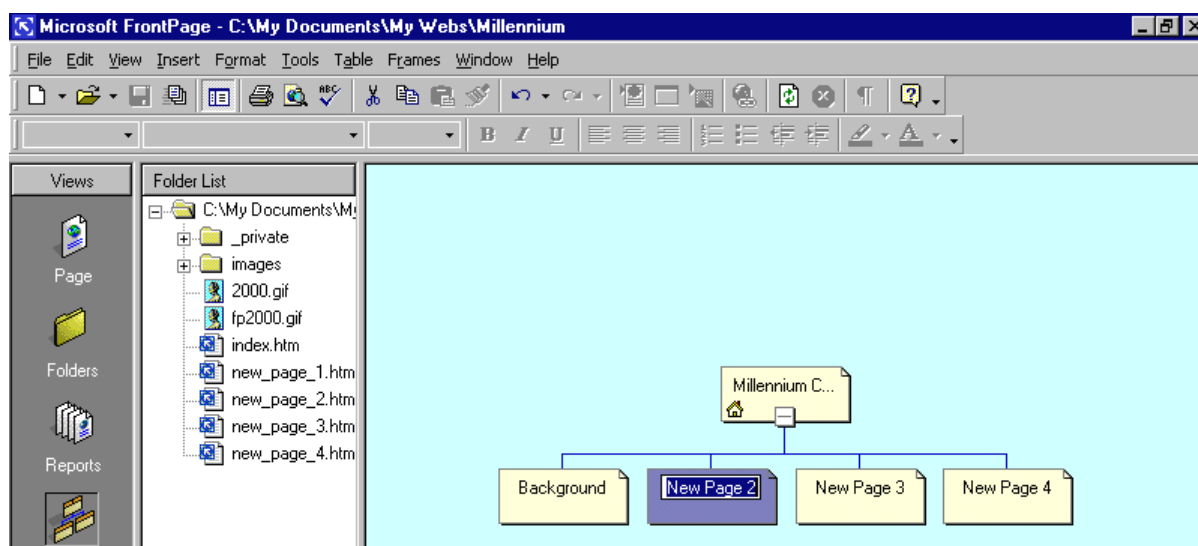


FrontPage 2000 Exercise 2

- With the Home Page still being selected, press the **Tab** key on the keyboard.



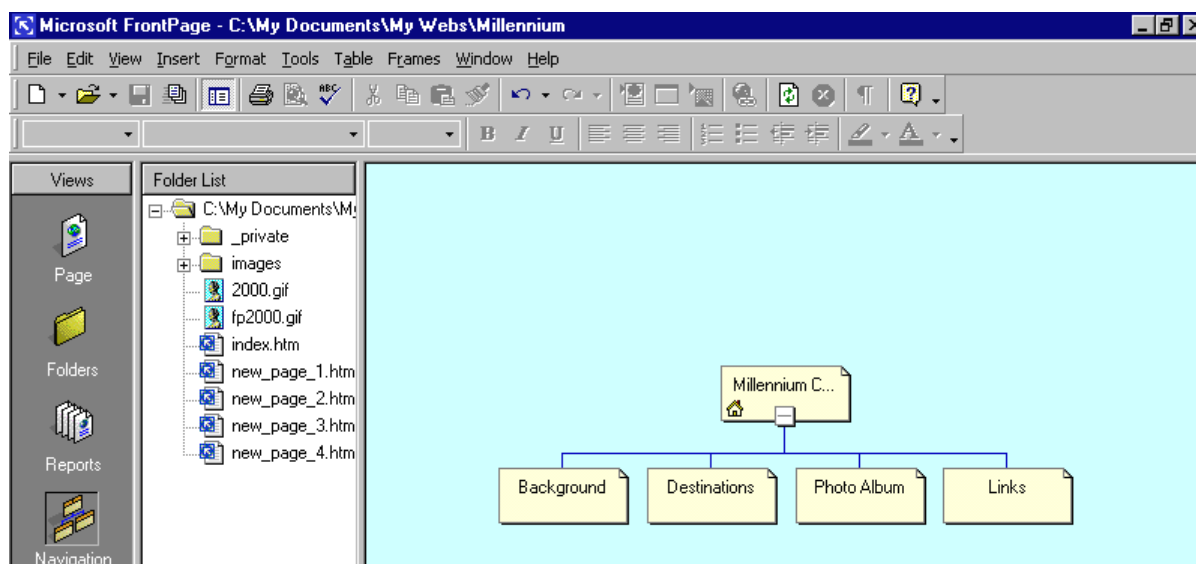
- Replace the text “**New Page 1**” with “**Background**”, and then press the **Tab** key again to select the text “**New Page 2**”.



- Repeat similar procedures to rename “**New Page 2**” as “**Destinations**”; “**New Page 3**” as “**Photo Album**”; and “**New Page 4**” as “**Links**”.

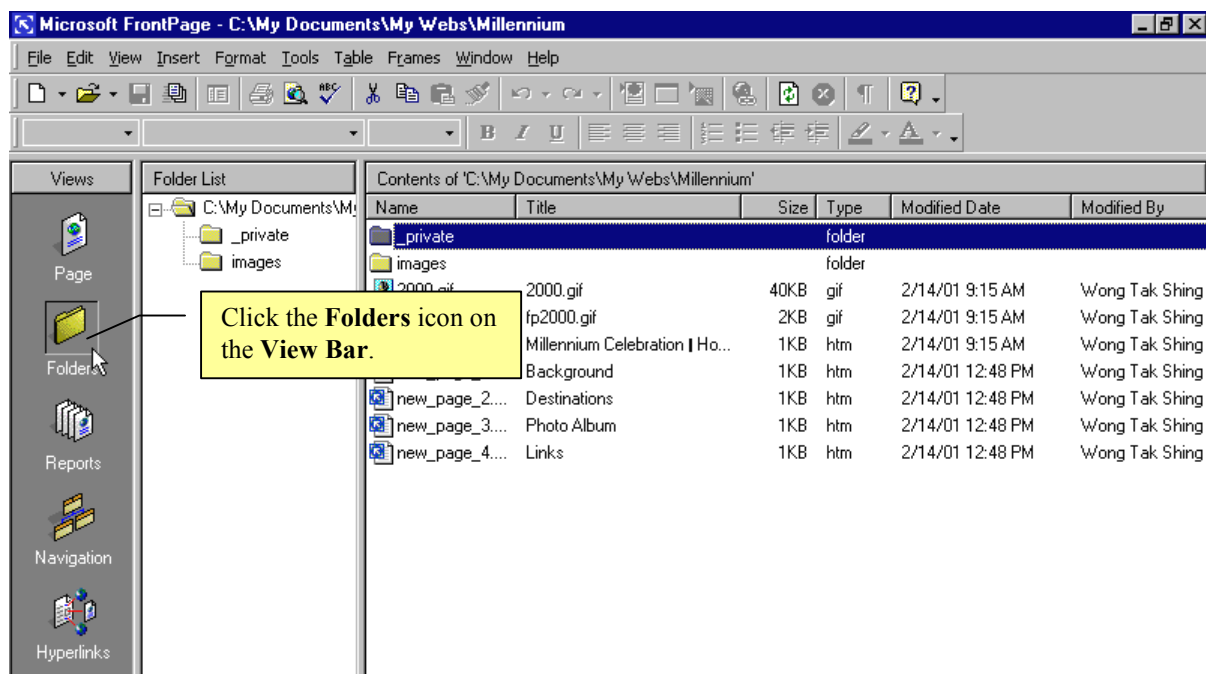
FrontPage 2000 Exercise 2

- The **Millennium** web should have a structure as below:



D. Renaming Files in the Folders View

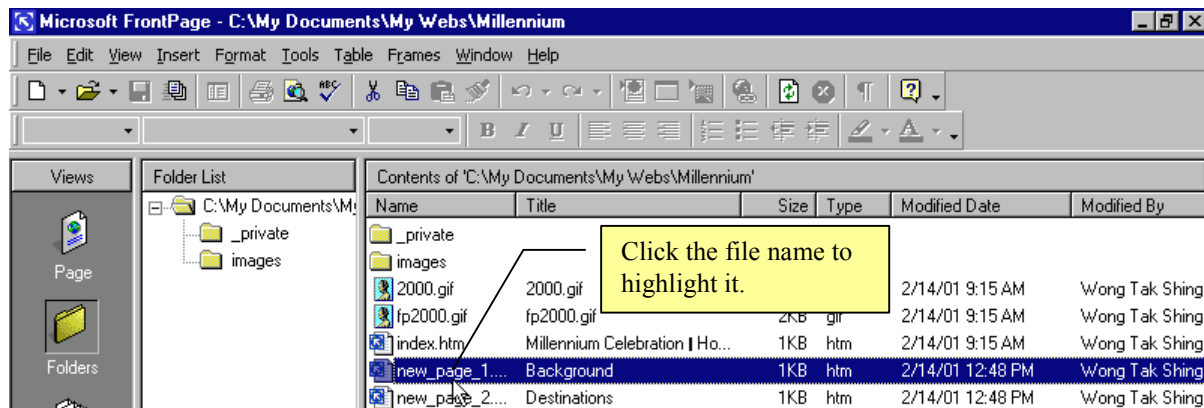
- Click the **Folders** icon on the **Views Bar**.



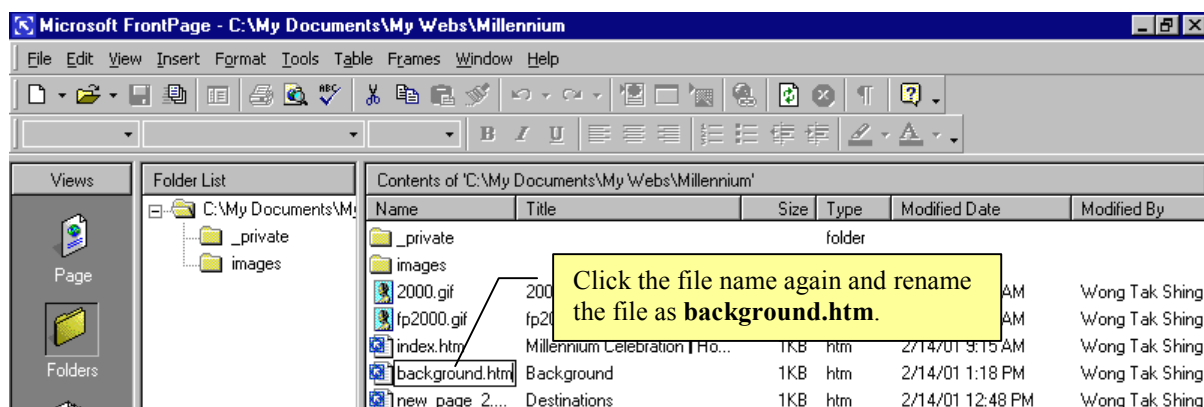
FrontPage 2000 Exercise 2

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

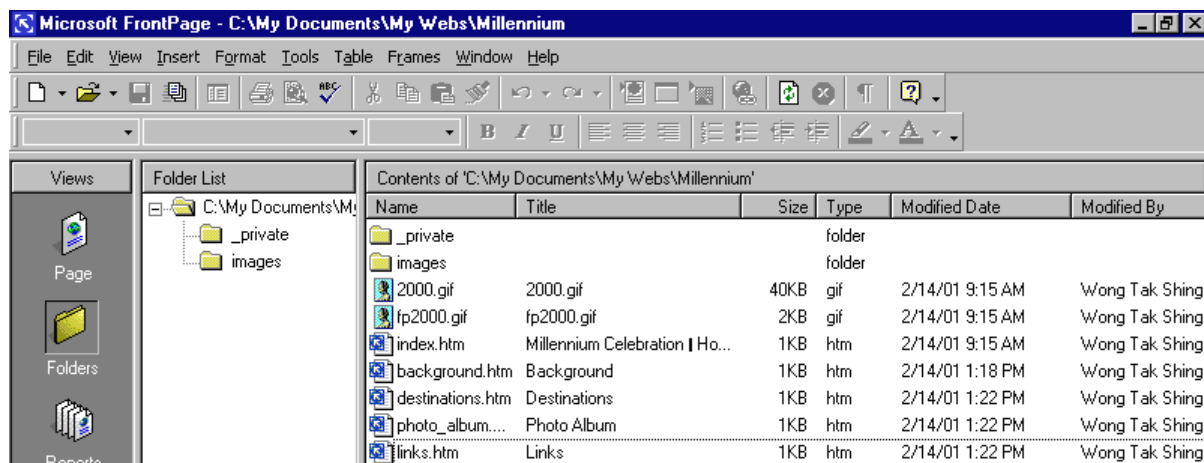
2. In the **Folders View**, click the file named **new_page_1.htm** to highlight it.



3. Click the file name again so that it becomes editable, and rename the file “new_page_1.htm” as “background.htm”.



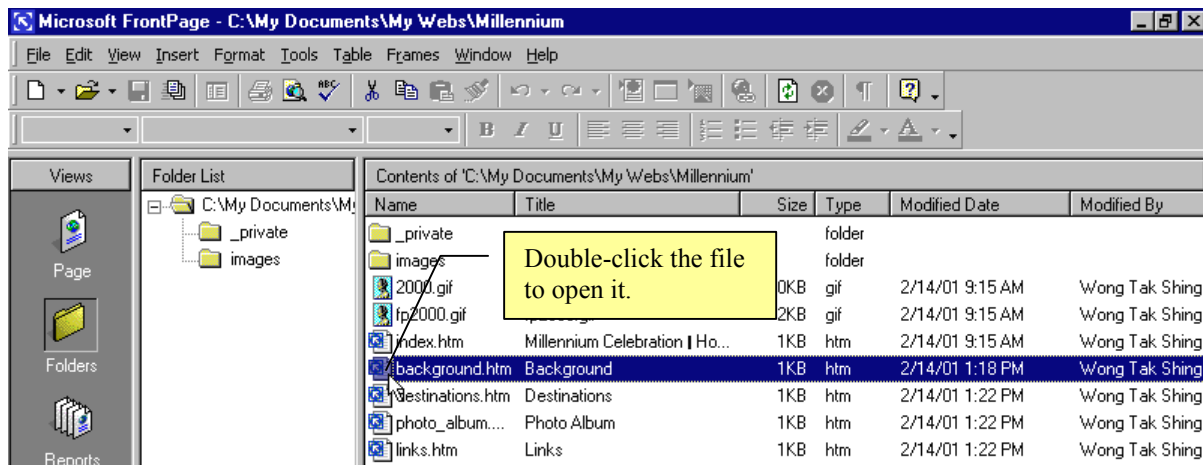
4. Repeat similar procedures to rename “new_page_2.htm” as “destinations.htm”, “new_page_3.htm” as “photo_album.htm”, and “new_page_4.htm” as “links.htm”.



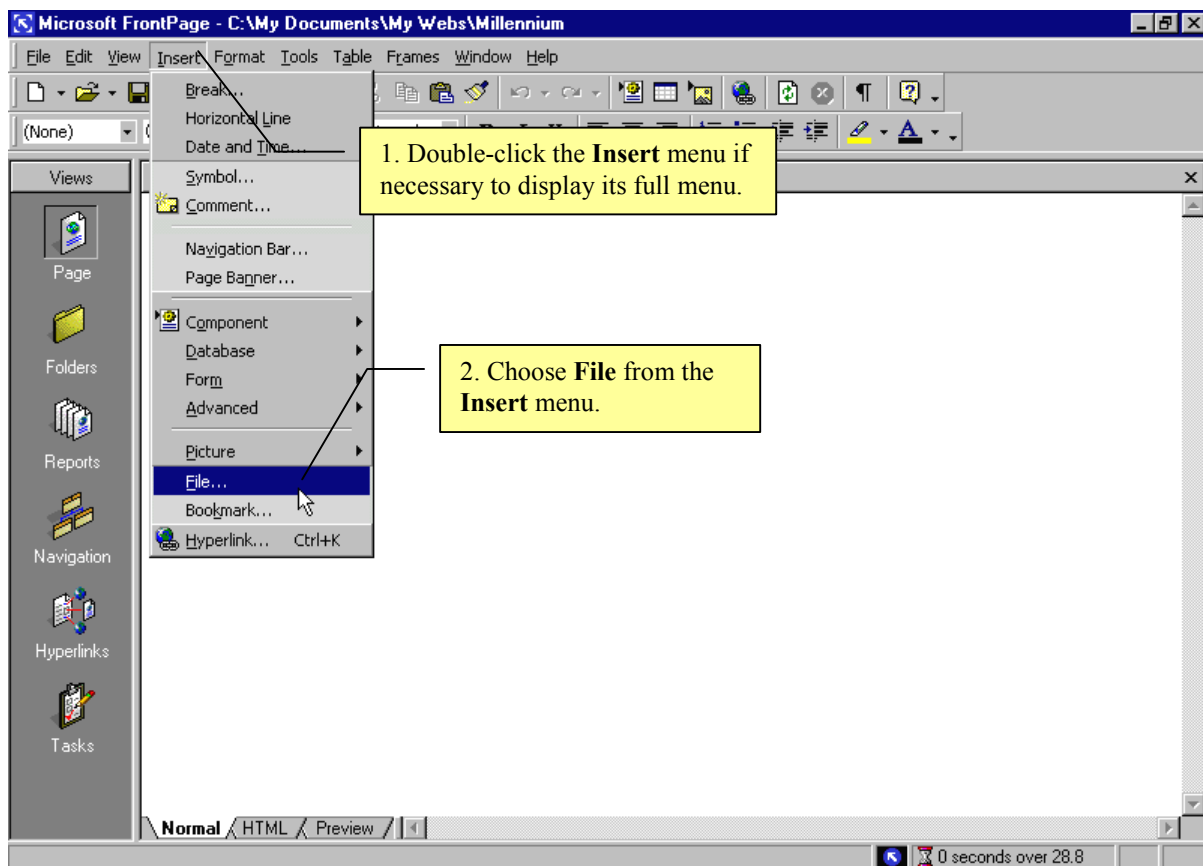
FrontPage 2000 Exercise 2

E. Inserting a Text File onto the Background Page

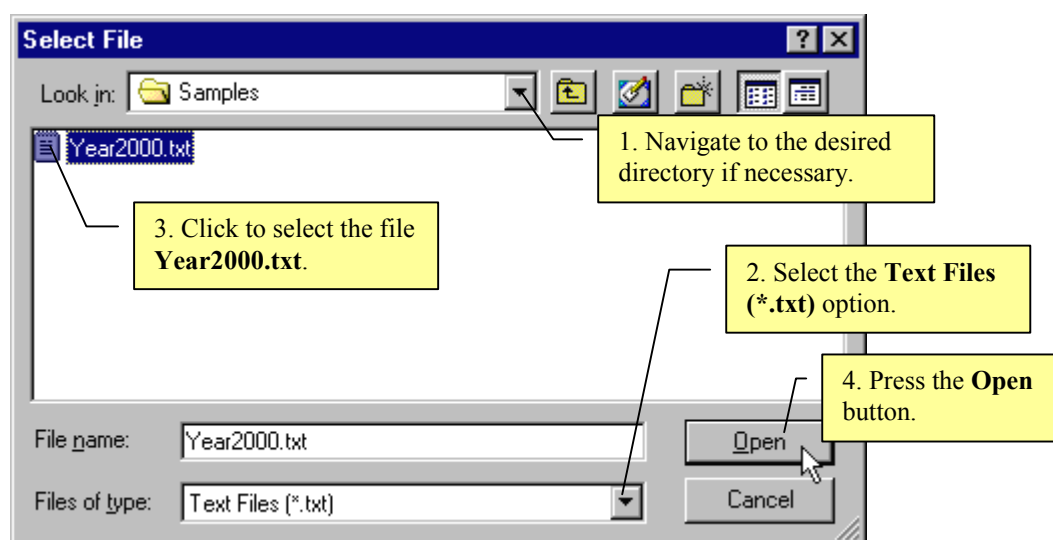
1. Double-click the **background.htm** file in Folders View to open it in **Page View**.



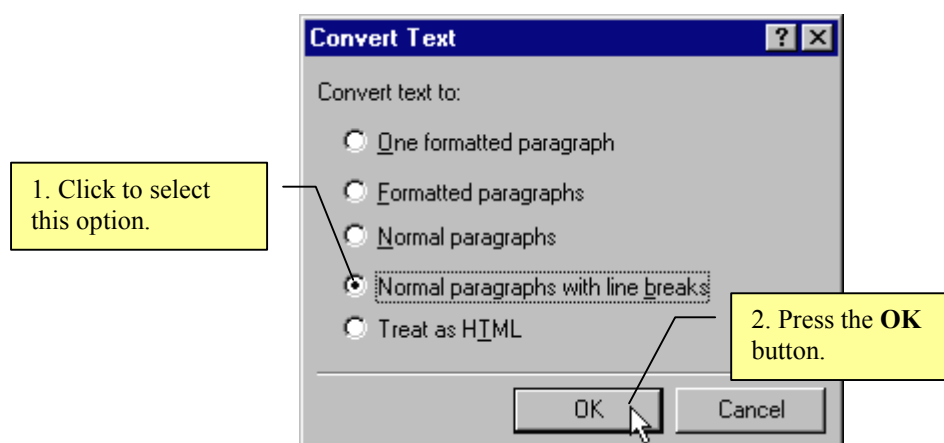
2. Double-click the **Insert** menu if necessary and then choose **File**.



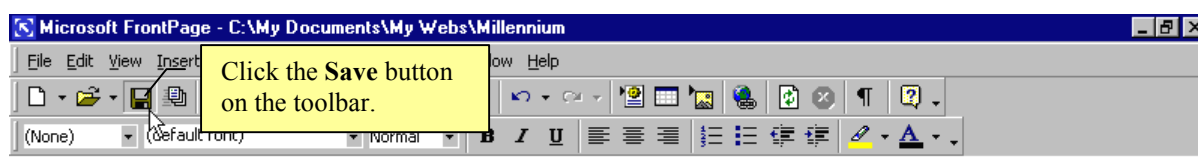
3. In the **Select File** dialog box, navigate to the desired directory if necessary (e.g., **D:\FPTutor\Samples**). Make sure that **Text Files (*.txt)** is selected in the **Files of type** list box. Click to select the **Year2000.txt** file and then press the **Open** button.



4. In the **Convert Text** dialog box, click the **Normal paragraphs with line breaks** option and then press the **OK** button.



5. Save the **background.htm** file by clicking the **Save** button on the toolbar or choosing **Save** from the **File** menu.



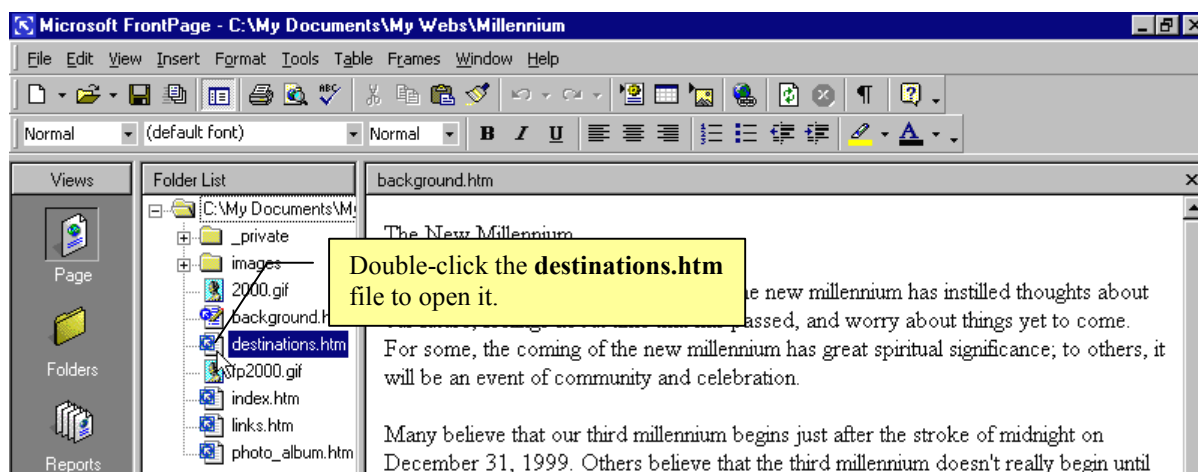
FrontPage 2000 Exercise 2

F. Editing the Destinations Page

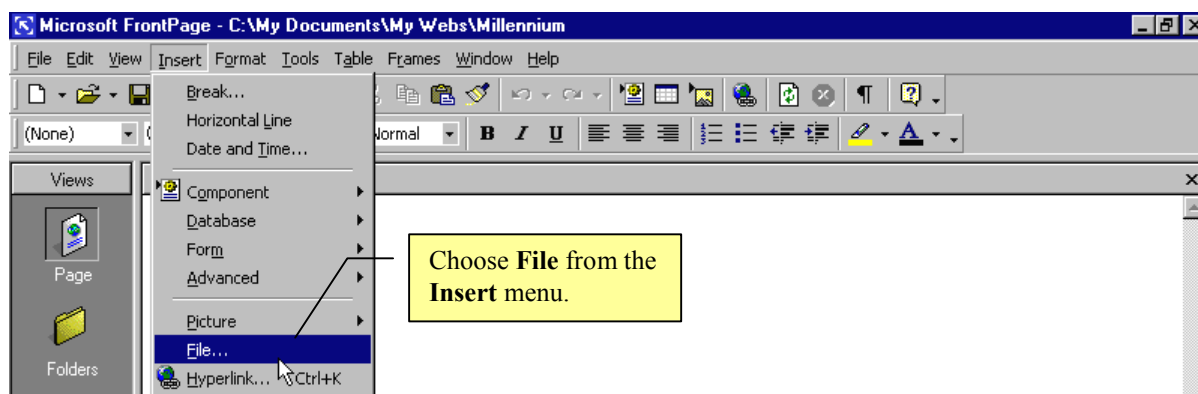
1. Click the **Folder List** button to show the folder list in Page View.

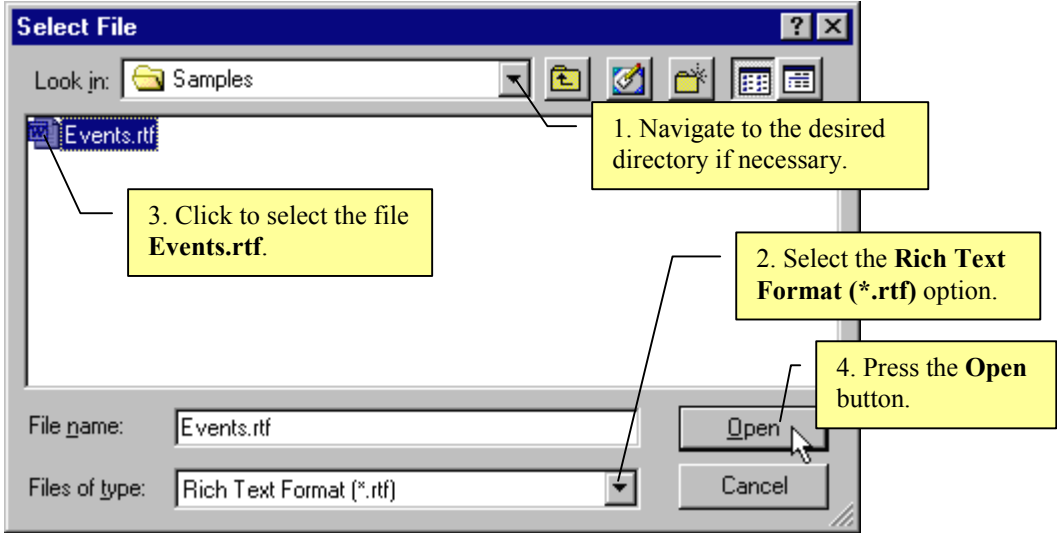
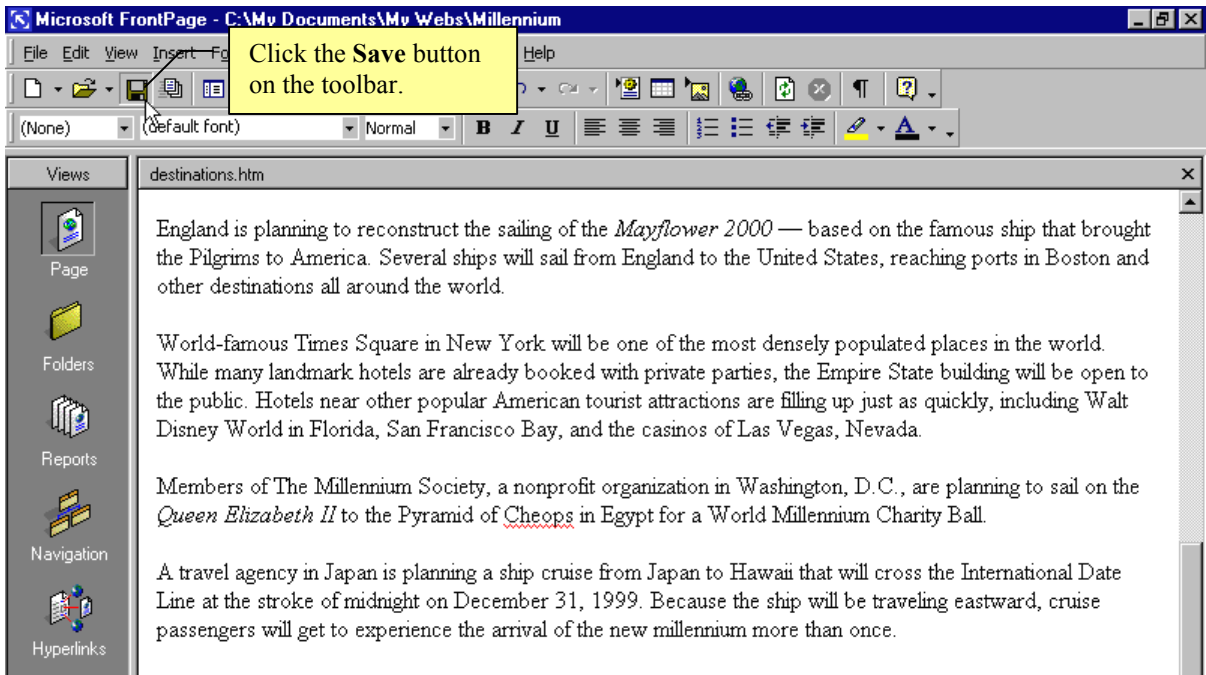


2. Double-click the **destinations.htm** file to open it in Page View.



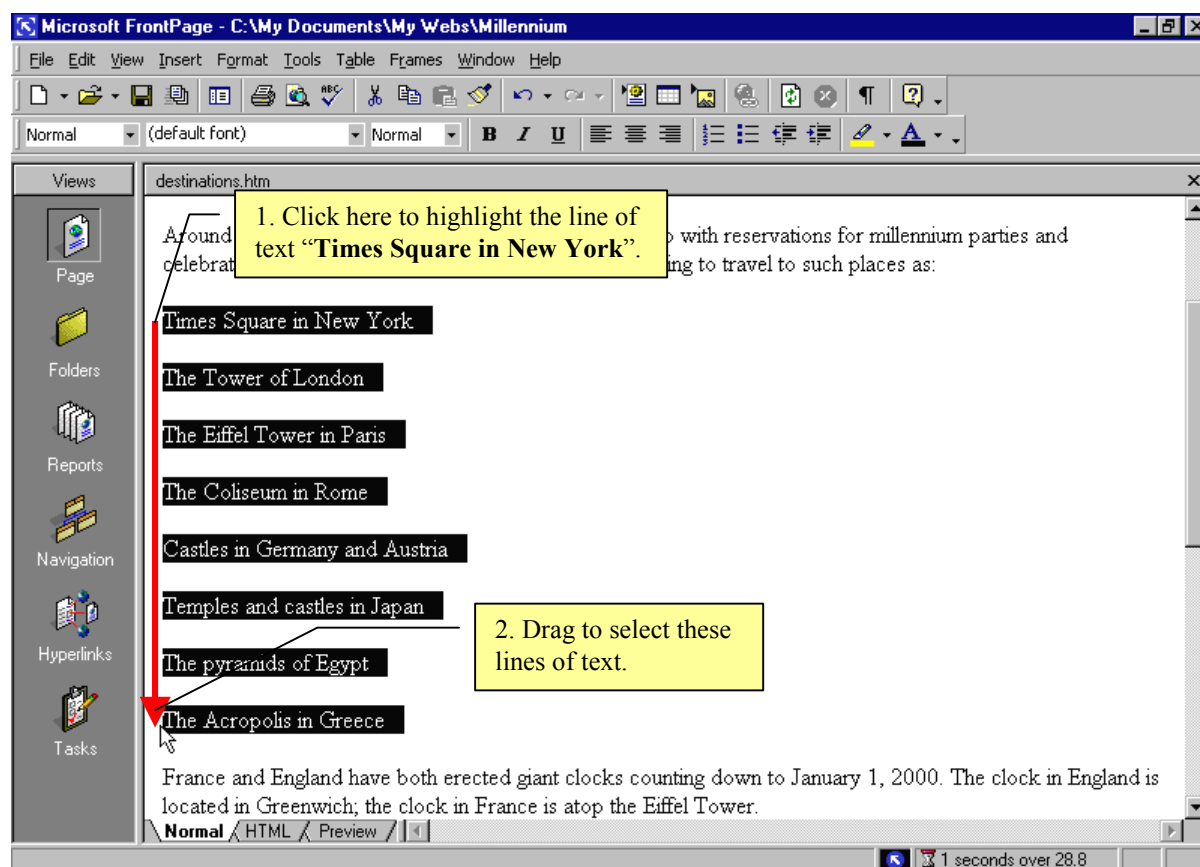
3. Click the **Folder List** button again to hide the folder list in Page View.
4. Choose **File** from the **Insert** menu.



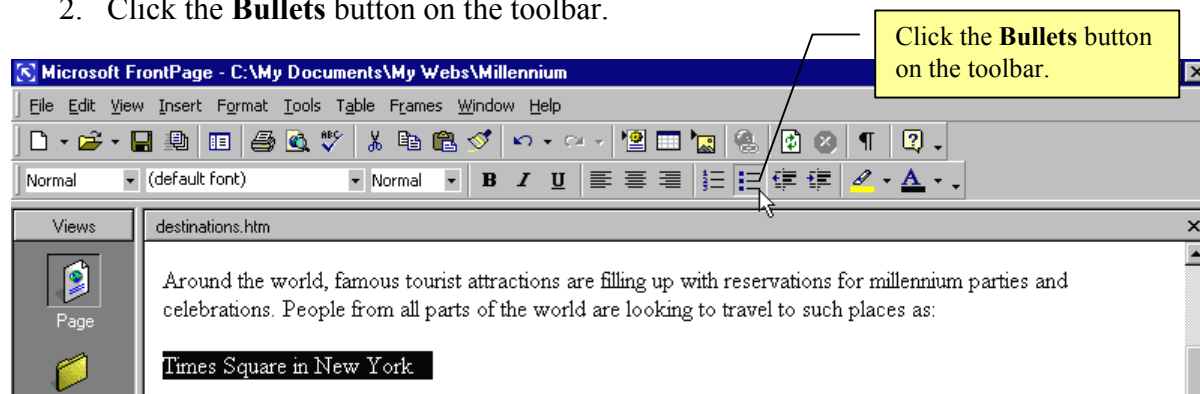
Wong-Sir Information Technology Notes – Application Software					
<div style="display: flex; justify-content: space-between;"> Word Processing Spreadsheet Presentation Database Graphics Internet </div>					
<h2 style="margin: 0;">FrontPage 2000 Exercise 2</h2>		<div style="text-align: center;"> Web Browsing & Email Home Page </div>			
<p>5. In the Select File dialog box, navigate to the desired directory if necessary (e.g., D:\FPTutor\Samples). Make sure that Rich Text Format (*.rtf) is selected in the Files of type list box. Click to select the Events.rtf file and then press the Open button, or just double-click the file to open it.</p>					
					
<p>❑ Since this type of file contains formatting information, FrontPage 2000 automatically converts the formatted text to HTML format.</p>					
<p>6. Click the Save button on the toolbar to save the destinations.htm file.</p>					
					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Wong-Sir.Com (http://www.wong-sir.com)</td> <td style="width: 40%; text-align: center;">Home Page -- FrontPage 2000 Exercise 2</td> <td style="width: 20%; text-align: right;">Page 29</td> </tr> </table>			Wong-Sir.Com (http://www.wong-sir.com)	Home Page -- FrontPage 2000 Exercise 2	Page 29
Wong-Sir.Com (http://www.wong-sir.com)	Home Page -- FrontPage 2000 Exercise 2	Page 29			
Welcome to make copies for educational purposes!					

G. Creating a Bulleted List on the Destinations Page

1. Click just to the left of the text “**Times Square in New York**” so that the line of text is highlighted. Drag to highlight the lines of text up to and including the line “**The Acropolis in Greece**”.

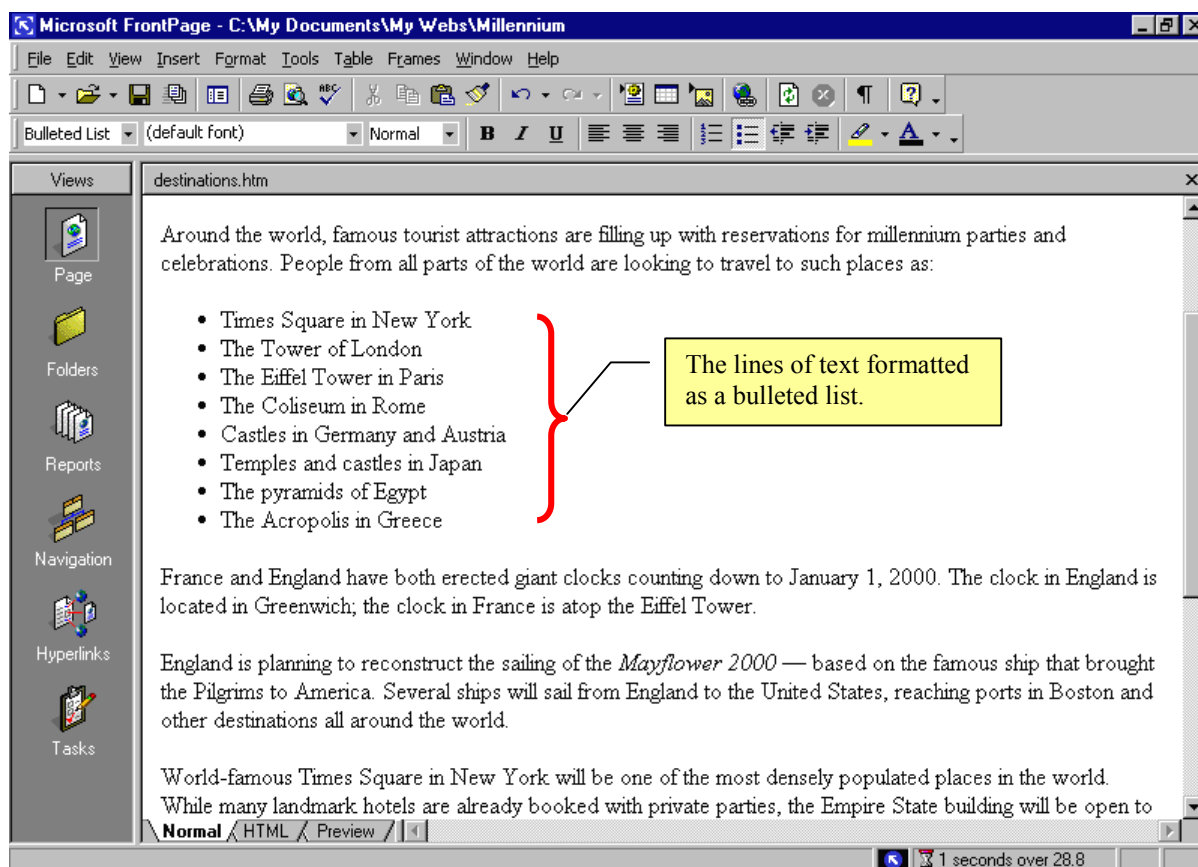


2. Click the **Bullets** button on the toolbar.

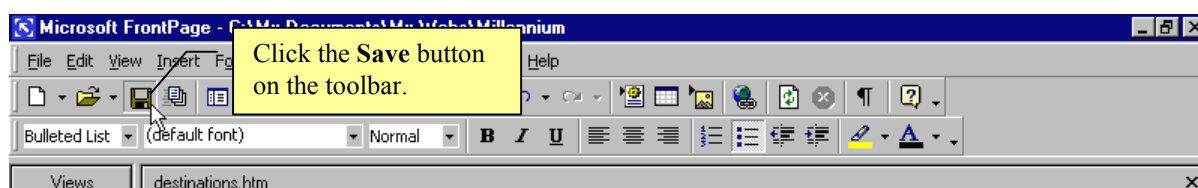


FrontPage 2000 Exercise 2

3. Click anywhere on the page to deselect the text.

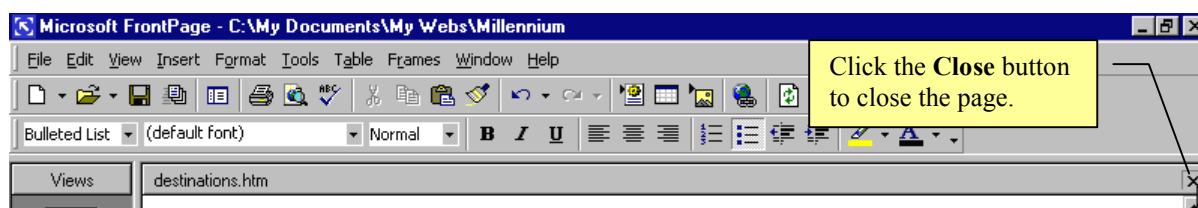


4. Click the **Save** button on the toolbar to save the **destinations.htm** file.

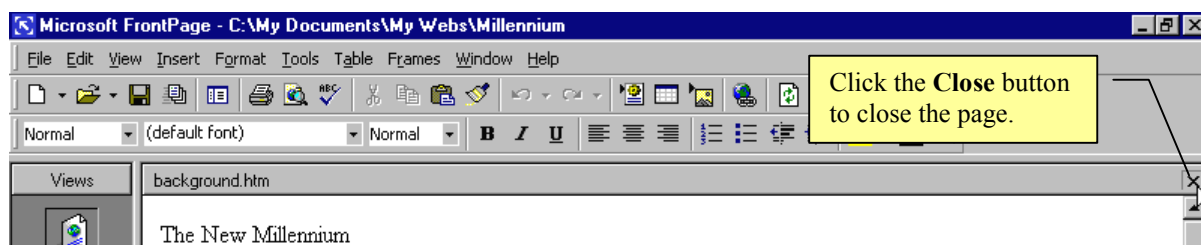


H. Closing all the Pages

1. Click the **Close** button of the **destinations.htm** page to close the page.



2. Similarly, click the **Close** button of the **background.htm** page to close the page.



I. Exiting FrontPage

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

