



Creating a Personal Web Page

What you will do:

- Use Web Templates
- Create a syllabus page
- Add a photo to a page
- Create hyperlinks
- Publishing (FTP) to the web server

As an educator or administrator you are always looking for new and exciting ways to communicate with students and others in an easy to use, cost effective, and efficient manner. The World Wide Web satisfies all these criteria and allows almost instant delivery of information, virtually anywhere. You can create a reference page with links and a course calendar, or you can create an entire online course. FrontPage 2000 allows you to easily create and maintain Web pages suited to your needs without having to know any HTML.

In this hands-on session, you will learn how to create a personal Web site. You will learn how to use templates to create your site, add hyperlinks, insert graphics, and upload your web pages to the web server.

Before You Begin

Microsoft® FrontPage® is a Web site authoring and management program. It has many powerful features, yet it is still easy to master.

FrontPage permits easy creation and modification of individual Web pages. However, note that some advanced FrontPage features require *extensions*, which currently are not supported at Cuesta College. Nevertheless all features necessary to develop a fully functioning website are available.

You can easily test your Web pages by previewing them in your favorite browser. When you are ready to publish your creation to a live Web server, simply click the Publish button and specify the server you want to use.

Request Web Access

Prior to publishing your web page(s), you need to request space on the Cuesta web server by submitting a “**Request for Web Update Access**” sheet. You may obtain this form from your instructor, or by visiting <http://www.cuesta.edu/deptinfo/compserv/Forms.htm> and printing the document in either PDF or Word format. Once you complete and sign the form, have your Division Chair, Department Head or Committee Chair approve the form by signing. Finally, forward the approved form to Computer Services. After you have been allocated

space on the web server, an email will be sent from Computer Services with instructions and templates attached.

Create a Folder for Web Files

Since you may wish to later access work done in this class, files should be saved to your personal drive (P:). To create a web folder on drive P:, perform the following:



1. Launch My Computer.
The "My Computer" window will open, displaying available drives.
2. Under "Network Drives", double-click on drive P:
The contents of drive P: will be displayed.
3. From the menu bar, select File > New > Folder.
A "New Folder" will be displayed, with the name "New Folder" highlighted.
4. Type "My Web" and press [Enter].
The new folder will be renamed "My Web".

Copy Template Files to P:

To copy the template files to "My Web" on P:, perform the following:

1. Launch My Computer.
The "My Computer" window will open, displaying available drives.
2. Under Address, select the drop-down list button.
3. Scroll up and select Desktop from the drop-down list.
The contents of the Desktop will be displayed.
4. Open the folder, "FrontPage", by double-clicking on it.
Four files will be displayed; fac_template.htm, link_template.htm, jon.jpg, and banr.gif.
5. Select all the files by pressing [Ctrl]-[A].
All four files will be selected.
6. Copy all the files by pressing [Ctrl]-[C].
7. Under Address, select the drop-down list button.
8. Scroll down and select P: from the drop-down list.
The contents of drive P: will be displayed.
9. Double-click on the directory, "My Web".
The empty folder, "My Web", will be displayed.
10. Paste the copied files by pressing [Ctrl]-[V].
The four copied files will appear.

Designing a Web Page

What attributes make for a good faculty web page?

Plan Content Based on Audience Needs

The first thing to consider is your audience; whether students, co-faculty or others. What information do they want to see? What information do they *not* wish to see? Before you consider organization of your web page, think about the content.

Keep it Simple and Easy

Put the most important information, like contact data, on the first (“home”) page. Save details for secondary pages that can be accessed *from* the home page.

Widen Your Audience with 508 Compliance

Section 508 of the Rehabilitation Act requires that electronic information is accessible to people with disabilities. The mandate has several specific things to consider when designing a web site. However, the concepts areas follows:

- Add “alt” tags to graphic (“non-text”) elements for the visually impaired
- Include text with audio for the hearing impaired
- Keep text clear and simple for the learning disabled, ESL folks and young users
- Keep file sizes small for those using older (slower) technology.

Keep Graphics Small and Relevant

Graphics can spice up a web page. They can also (painfully) slow the time it takes your audience to download your information.

- Use graphic editing programs like Photoshop to keep the graphic as small in size (bytes) as possible.
- Keep the number of graphics to a minimum.
- Be consistent with your graphics.
- Only use graphics when they truly enhance communicating important ideas.

Other Ideas

Words to know:

Browser—A program that allows you to view HTML formatted documents (like Microsoft® Internet Explorer).

HTML—HyperText Markup Language. The language used to format web pages.

Microsoft® FrontPage 2000—The latest version of Microsoft's Web authoring and management program used to create and manage Web sites and pages with no knowledge of programming in HTML. Provides Seamless integration with the Microsoft Office family of applications.

Microsoft® Internet Explorer 5.0—Is the latest version of Microsoft's popular web browser. It allows editing and displaying of Web pages and collaboration on standard office documents through discussions and round tripping.

Threaded Discussions—A Web page feature that allows individuals to have a topic based discussions

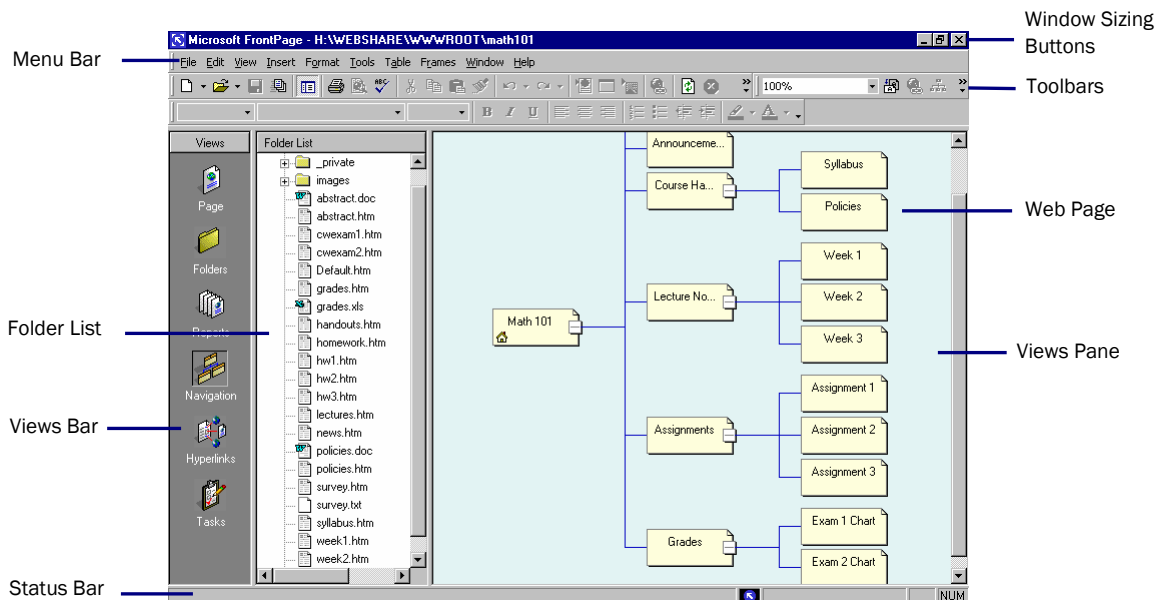
URL—Uniform Resource Locator is the name and location of a file or web page.

World Wide Web—The collection of interconnected computers on the Internet.

Jot down you own design ideas for ways to improve your web site:

Touring FrontPage

Before you start developing your own Web pages, become familiar with the features of FrontPage. The following illustration shows the Navigation view:



Using The Faculty Template

This section describes how to quickly create a personal Web site to share instructor and class information. You will use a template, modify it, and then save your web page in your directory on the P: drive.

The following illustration shows the dialog box when selecting Open Web for the first time:



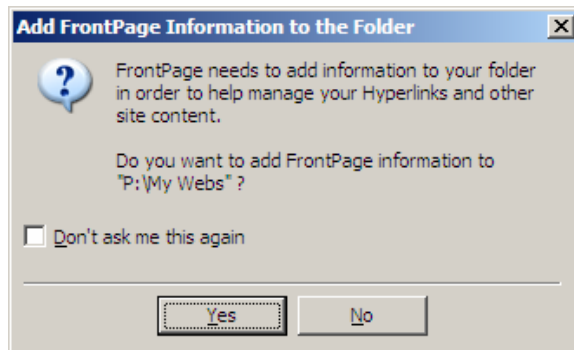
You can test your Webs on your own computer before you publish them to a Web server. However, anything that requires server functionality will not be available.



The icon for **index.htm** (a house) is different than other FrontPage icons. "index.htm" is a reserved name for the "home page" of a web site. If a user enters a web address without specifying a web page on that site, the home page (index.htm) will open by default.



When naming web pages (or any other files used on your Web site), a good "rule of thumb" is to always **use lowercase letters**, and avoid uppercase, spaces and other special characters. Some web browsers are case sensitive.



To copy the faculty template as your home page



1. Start FrontPage.
2. On the **File** menu, click **Open Web**.
The Open Web dialog box will appear.
3. Select the "**My Web**" folder on drive **P:**, then click **Open**.
*If this is the first time opening "My Web" with FrontPage, the "Add FrontPage Information to the Folder" dialog box will appear. Click **Yes** permitting FrontPage to set up the "My Web" folder.*
4. If necessary, on the **View** menu, click **Folder List**.
The Folder List pane should be visible.
5. Double-click on the file, **fac_template.htm**.
The page will open in the view pane.
6. On the **File** menu, click **Save As**.
The Save As dialog box will appear.
7. In the **Filename:** field, type "index.htm" and click **Save**.

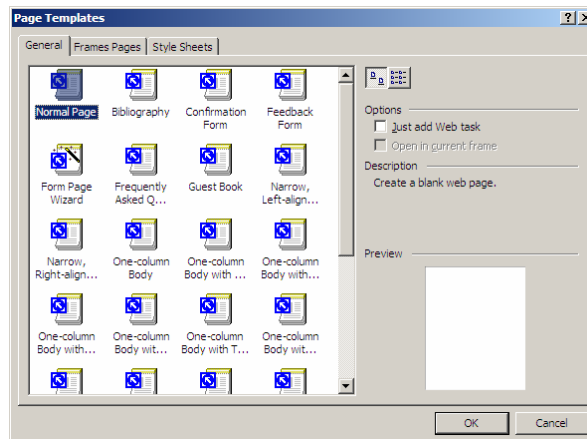
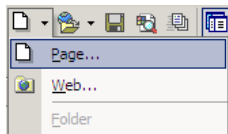
You can now add your own information to the page created and even create additional pages as necessary.

To create a new page using the link_template

1. In the Folder List pane, double-click on the file, **link_template.htm**.
The page will open in the view pane.
2. On the **File** menu, click **Save As**.
The Save As dialog box will appear.
3. In the **Filename:** field, type a unique name for this page and click **Save**.
Example: You could name the page "classes.htm" and later add class schedule information.

To create a new page using FrontPage templates

1. On the tool menu, click the drop-down list button  to the right of the **New** button , and then click **Page**.
The Page Templates dialog box will appear.



You can create a customized theme for your institution using the "modify" button in the themes dialogue box.

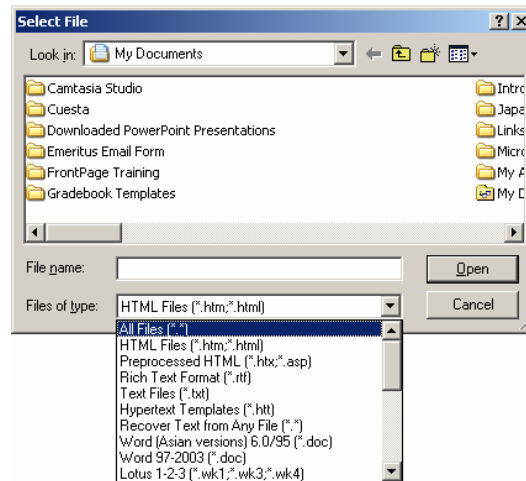
2. From the Page Templates screen, double-click on the desired template.
A new page based on the template will appear.

Importing Text

If you already have text saved in a file you want to use on a web page, there's no need to retype it. Simply import the file.

1. Open a new web page or, in an existing page, position the insertion point where you wish to insert the text.

- From the menu bar, select **Insert > File...**
The Select File dialog box will appear.
- At the Select File screen, change “Files of type” to “**All Files (*.*)**”
- Locate the file containing the text you wish to import and click **Open**.
The text will appear in the web page.



Using Tables

In webs, tables provide a means of dividing some or all of a page into rows and columns. Tables can be used to display tabular data as well as to simply position information on a page, perhaps with a border around it. FrontPage has an extensive capability for creating and working with tables.

Tables are created by use of either the Insert Table button in the toolbar (which allows you to set the number of rows and columns in the table) or the Insert option on the Table menu, which opens the Insert Table dialog box. This dialog box allows you to specify the size, layout, and width of the table you are creating. Once a table is created, you can modify it through the table's context menu, which appears when you can right-click the table. From the menu, you can choose Table Properties to change the overall properties of the table, or Cell Properties to change the properties of a single cell.

To insert a row in a table

- Position the insertion point near where you want to insert a row.
- On the **Table** menu, point to **Insert**, and then click **Rows or Columns**.
- Click **Rows**, type the number of rows to insert.
- Under **Location**, specify where you want to place the rows.

To delete a row in a table

1. Position the insertion point in the cell that's within a row you want to delete.
2. On the **Table** menu, point to **Select**, and click **Row**.
3. Right-click on the row, and then click **Delete Cells** on the shortcut menu.

To delete a cell in a table

1. Position the insertion point in the cell you want to delete.
2. On the **Table** menu, point to **Select**, and click **Cell**.
3. Right-click on the cell, and then click **Delete Cells** on the shortcut menu.

To split a cell in a table

1. Position the insertion point near where you want to insert a row.
2. On the **Table** menu, select **Split Cells**.
The Split Cells dialog box will appear.
3. Select "**Split into Columns**" or "**Split into Rows**", specify how many column or rows, then click **OK**.

To modify cell properties

1. In **Page** view, select the cells for which you want to change the properties.
2. Right-click, and then select **Cell Properties** from the shortcut menu.
3. Do one or more of the following:
 - Set the alignment for the contents of the cell
 - Set cells as header cells
 - Prevent wrapping text in a cell
 - Adjust cell width or height by setting the number of rows or columns that it spans
 - Set cell borders



If you have a large graphic, do not attempt to resize it in FrontPage! The graphic will *appear* smaller, but the file will actually maintain its original size.

Instead, resize graphics using a graphic editing program like Photoshop Elements.



Make sure the replacement graphic is approximately the same size as the original.

Example, if replacing the photo in "index.htm", make sure the replacement graphic is approximately 200 pixels wide.

Inserting Graphics

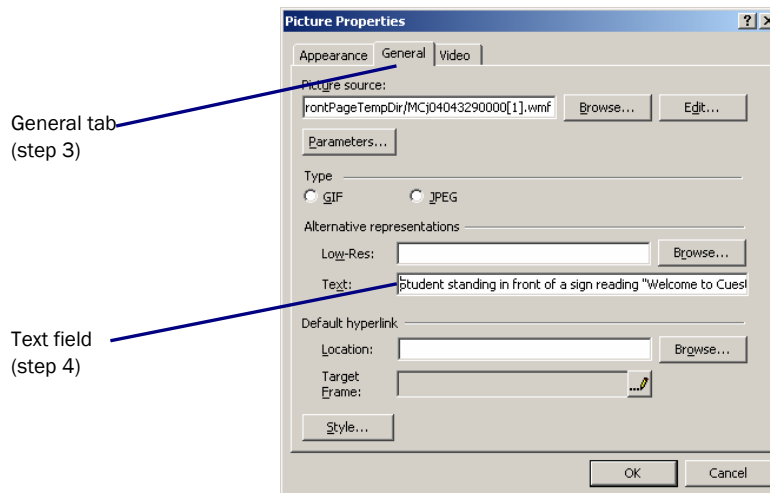
Inserting graphics in FrontPage is as simple as positioning the insertion point and selecting Insert > Picture. However, be forewarned that large graphics can take up a tremendous amount of storage and can result in extremely slow downloading of your web pages. The rule of thumb is to use minimal graphics and keep them as small as possible.

To replace existing graphic with another

1. In FrontPage, open the page containing the graphic you want to replace.
2. Select the graphic.
"Handles" should appear on the corners and midsections of the selected graphic.
3. In the **Insert** menu, point to **Picture**, and then click **From File**.
The Picture dialog box will appear.
4. Select the replacement graphic file and click **Insert**.
The new graphic will replace the old.

To add an "alt" tag to a graphic image

1. In FrontPage, right-click on the image.
A shortcut menu will appear.
2. From the shortcut menu, select **Picture Properties**.
The Picture Properties dialog box will appear.
3. Select the **General** tab.
4. Enter descriptive text in the Text field, and then click **OK**.



Applying Hyperlinks

In Page view you can add hyperlinks (or *links*), which allow the user of a web to quickly jump to another page, or to a particular location on the same or different page (called a *bookmark*), or to a different web or web site. Links can be applied to either text or a picture, and you can map certain areas of a picture with different links (called *hotspots*).

You create a link by first selecting the object to which you want to apply the link and then clicking the Hyperlink button in the toolbar (or by choosing Hyperlink from the Insert menu). In either case, the Create Hyperlink dialog box will open. Within the Create Hyperlink dialog box, you can select any page in the current web, a bookmark on any open page, or any URL or address on the World Wide Web. When you have created a hyperlink, the object on which the user is to click changes to a different color and may become underlined.

A picture can have its entire area defined as a link, or you can identify specific areas in a picture as separate links, while any unidentified areas are assigned a default link. For example, you could provide a map that allows the user to quickly get to information about a particular area of the world by simply clicking that area.

To apply a link to text or graphic

1. In FrontPage, open the page containing the element to which you want to apply a hyperlink.
2. Select the text or graphic.
3. Right-mouse click on the selection.
A shortcut menu will appear.
4. Select **Hyperlink** from the shortcut menu.
An Insert Hyperlink dialog box will appear.
5. Under **Link to**, click **Existing File or Web Page**.
6. Select the page where you want to link to, or type in the URL (web address) of any page currently on the internet.
7. Click **OK**.

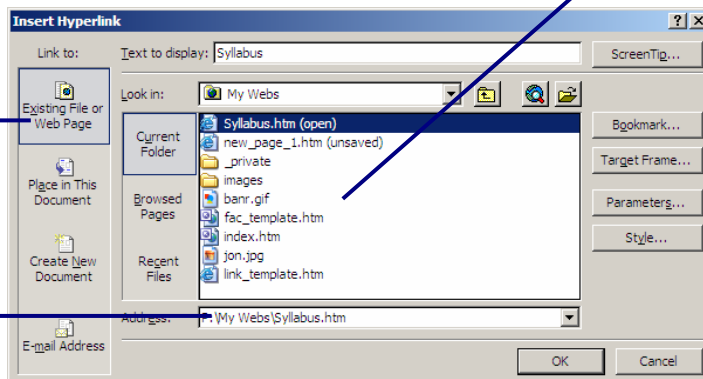
list of local pages and elements (step 6)



Most hyperlinks can be tested while in FrontPage's Page Normal view. Just hover the mouse pointer over the linked element and **[Ctrl]-click**.

"Existing File or Web Page" (step 5)

URL or web address (step 6)





Note: To display the Pictures toolbar, point to **Toolbars** on the **View** menu, and then click **Pictures**.

To apply a hotspot to a graphic

1. In FrontPage, open the page containing the graphic to which you want to apply a hotspot.
2. Select the graphic.
The Pictures toolbar will appear.
3. On the Pictures toolbar, click the Hotspot button corresponding to the shape you want:
 - Rectangular Hotspot
 - Circular Hotspot
 - Polygon Hotspot
4. On the graphic, draw a rectangle, circle, or polygon, depending on the shape you chose while holding down the mouse button.
When you release the mouse button, the Insert Hyperlink dialog box will appear.
5. Under **Link to**, click **Existing File or Web Page**.
6. Select the page where you want to link to, or type in the URL (web address) of any page currently on the internet.
7. Click **OK**.



Note: To draw a polygon, click where you want the first corner of the polygon to be, click to place each corner of the polygon, and then double-click to finish it.

To create an e-mail link

1. Select either text or a picture/graphic.
2. Right-mouse click on the selection.
A shortcut menu will appear.
3. Select **Hyperlink** from the shortcut menu.
An Insert Hyperlink dialog box will appear.
4. Under Link to, click the E-mail Address button.
5. Either type the e-mail address you want in the “E-mail address” box, or select an e-mail address in the “recently used e-mail addresses” box.
6. If desired, type the subject of the e-mail message in the Subject box.

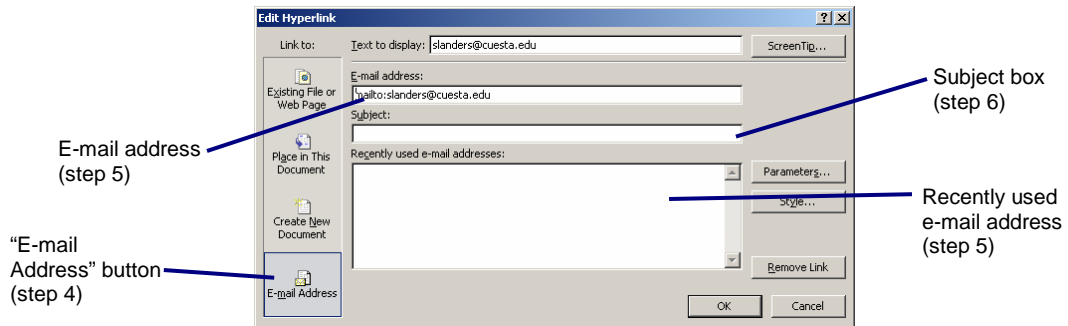
(see illustration on next page)



Note: When creating an e-mail link, if you do not select text or a picture, the destination e-mail address and subject are displayed as the hyperlink text.



Note: Some Web browsers and e-mail programs may not recognize the subject line of an e-mail link.



Publishing To The Web Server



Prior to publishing your web page(s), you need to request space on the Cuesta web server by submitting a “**Request for Web Update Access**” sheet. You may obtain this form by visiting <http://www.cuesta.edu/deptinfo/compsew/Forms.htm> and printing the document in either PDF or Word format. Once you complete and sign the form, have your Division Chair, Department Head or Committee Chair approve the form by signing. Finally, forward the approved form to Computer Services.

A web site is a group of files that are interconnected by hyperlinks that allow you to jump from one page to another, usually by clicking your mouse. While it's possible for a web site to be a single HTML page, a web site usually comprises several pages that can include images, hyperlinks, and more advanced technology like forms and databases. Publishing a web site generally means copying all of the files that make up a web site to a particular destination.

In Microsoft FrontPage, you would typically publish your site when you want to:

- Make your site (or changes to your site) available for public viewing
- Make a backup of your site

By using the FrontPage Publish Web command, you can choose to publish all the files in your web site or only the ones that have been changed. You can also individually choose which files you want to publish.

The first time you use the Publish Web command, you must configure it by entering information like server location, user ID, etc.

To configure Publish Web



Configuration of Publish Web need only be done once for a new web.

1. Start FrontPage and, if necessary, open your web (on P:/My Web).
2. On the **File** menu, click **Publish Web**.
The Publish Destination dialog box will be displayed.
3. Click the **Browse** button.
The New Publish Location dialog box will be displayed.
4. In the **Look In** drop-down list box, select **Add/Modify FTP Locations**.
The Add/Modify FTP Locations dialog box will appear.
5. Enter the necessary information in the **Add/Modify FTP Locations** dialog box:
 - a. In the **Name of FTP site** field, enter:
`academic.cuesta.edu`.

- b. Under **Log On As**, choose **User**
 - c. Enter your user ID (first initial-last name) in the **User** field.
 - d. Enter your password in the **Password** field.
6. Click **Add**, and then click **OK**.
The New Publish Location dialog box will appear
 7. Select "<ftp://academic.cuesta.edu>" and click **Open**.
The Publish Destination dialog box will be displayed with the academic server location and your user ID listed (i.e. "<ftp://academic.cuesta.cuesta/%2fuserid>")



IMPORTANT!

Each time you start FrontPage and then Publish, you will be prompted to log on to the FTP server. Additional attempts to Publish during that session will not result in log on prompts.

IMPORTANT: If the displayed destination path is lacking your user ID (i.e. "<ftp://academic.cuesta.edu/%2f>"), **append** your user ID after the characters "%2f".
(Example: "<ftp://academic.cuesta.cuesta/%2fuserid>".)

8. At the Publish Destination dialog box, click **OK**.
The Publish Web dialog box will appear, listing your web elements and their status.
9. Verify the status of your web elements, and then click **Publish**.
Your web elements will be uploaded to your directory on the Cuesta web server.

To publish to the Cuesta "academic" server (after configuration)

1. Start FrontPage and, if necessary, open your web (on P:/My Web).
2. On the **File** menu, click **Publish Web**.
The Publish Destination dialog box will be displayed.
3. At the Publish Destination dialog box, click **OK**.
The Publish Web dialog box will appear, listing your web elements and their status.
4. Verify the status of your web elements, and then click **Publish**.
Your web elements will be uploaded to your directory on the Cuesta web server.

Getting Help

You can get help at any time while you are using FrontPage. To open the Office Assistant, click the **FrontPage Help** button on the Standard toolbar. To open the online Help, on the **Help** menu click **Microsoft FrontPage Help**. If you have an Internet connection, you can also point to **Office on the Web** on the **Help** menu and choose from several resources that may be of interest to you such as **Product News**, **Frequently Asked Questions**, and **Online Support**. Don't forget to go to www.microsoft.com/frontpage for all the latest information.