

# MS FRONTPAGE 2003 TUTORIAL

## *the steps...*

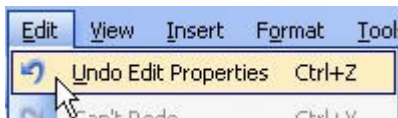
<a href="#">Step 1</a>	Create and name a folder on the desktop
<a href="#">Step 2</a>	Open FrontPage and create a new blank page
<a href="#">Step 3</a>	Rename the webpage and save it in a folder on the desktop
<a href="#">Step 4</a>	Choosing the background of the page and view in a browser
<a href="#">Step 5</a>	Inserting and modifying a table
<a href="#">Step 6</a>	Modifying cells
<a href="#">Step 7</a>	Modifying font
<a href="#">Step 8</a>	Inserting and modifying graphics
<a href="#">Step 9</a>	Creating hyperlinks
<a href="#">Step 10</a>	Create the page

## *advice before starting...*

Before you begin, two words of advice that cannot be stated often enough while doing a computer project...

Word One: **SAVE EARLY, SAVE OFTEN to avoid losing your page and its revisions!!!**

Word Two: If you do not like the changes, 'Ctrl' and 'Z' simultaneously to undo or...  
on the toolbar, go to 'Edit' > 'Undo' to undo the changes



Now, time to begin!

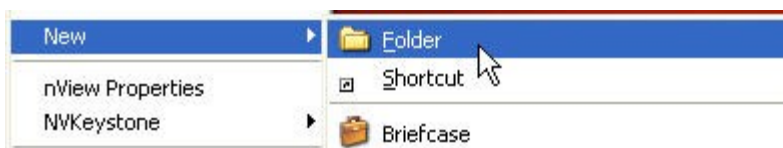
## **Step One**

In this step you will use the right mouse button to create a new folder on your Desktop and you will then rename the folder to reflect the project on which you are working.

1. Right click anywhere on the Desktop to open the menu



2. Go to 'New' > 'Folder' to create a new folder on the desktop and click on it



3. Right click on the folder and rename the folder 'biography' to reflect the project on which you are working



4. From this point on, save everything you create for this project in this folder

## Step Two

In this step you will use the 'Start' button to open FrontPage and create a new blank page.

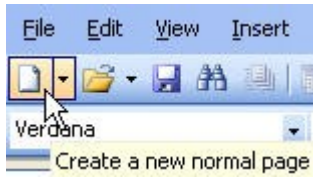
1. Click on the 'Start' button in the lower left of your computer screen



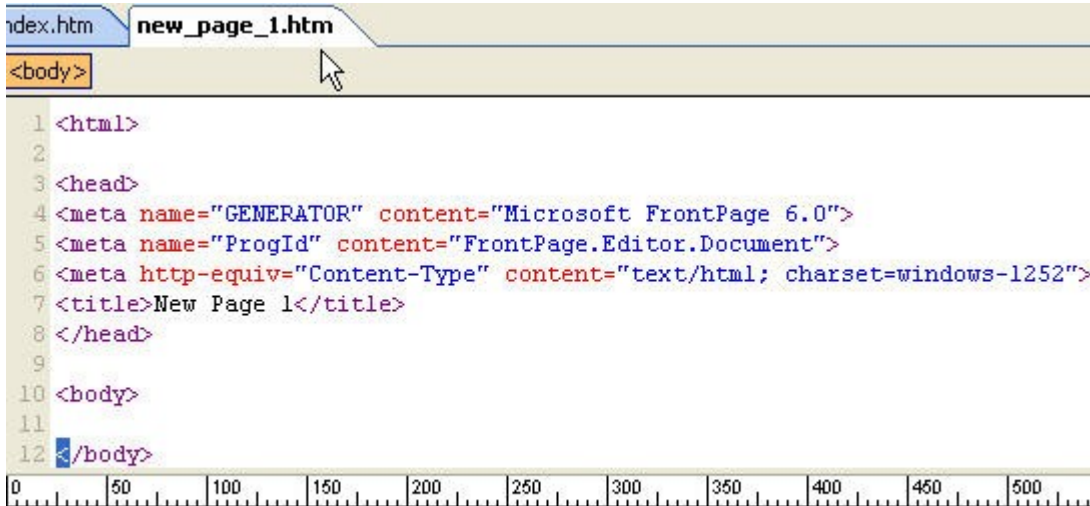
2. Go to 'All Programs' > 'Microsoft Office' > 'Microsoft Office FrontPage 2003' and click



3. Once FrontPage opens, click on the 'New Page' icon to create a new page in FrontPage



- The new page should have a tab that has the heading 'new\_page\_1.htm'



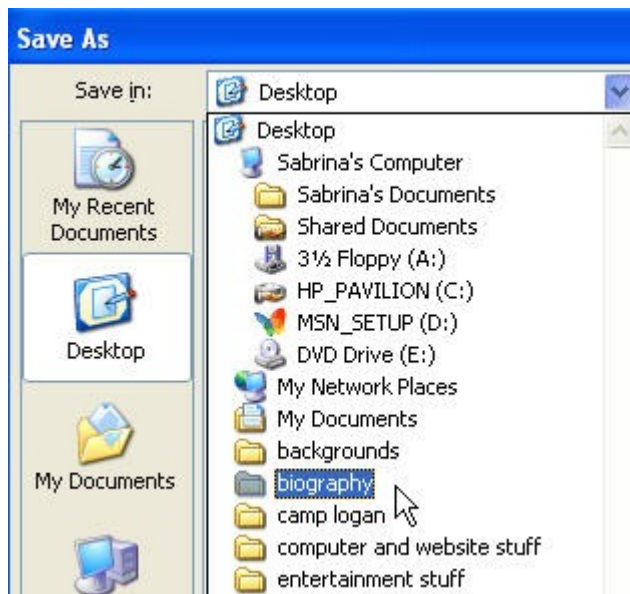
### Step Three

In this step you will rename the new blank page you created in FrontPage and save it in the folder you have created on the Desktop.

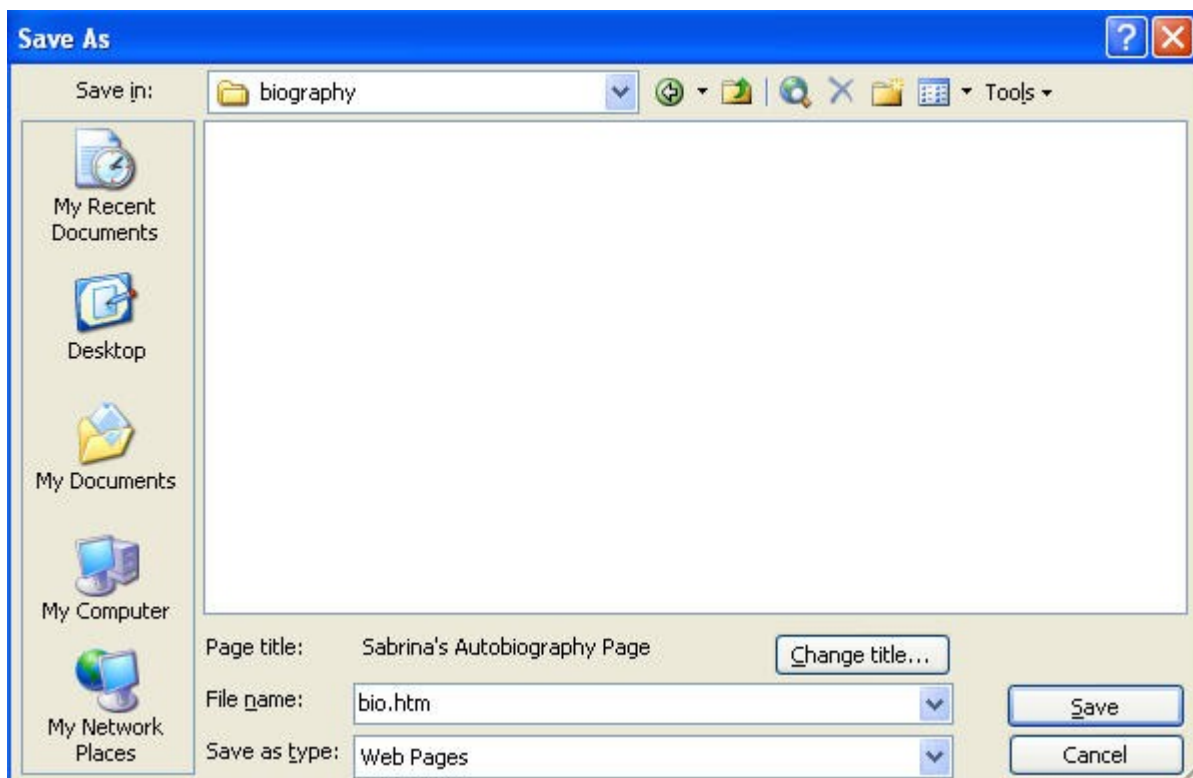
- Go to 'File' > 'Save As...' and click to open the window



- Use the pulldown menu to navigate to your 'biography' folder on your Desktop and click on it



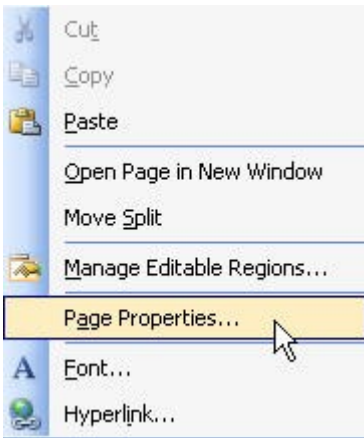
3. When the window pops up, select the 'Change title...' button and title your page whatever you want (I titled mine 'Sabrina's Autobiography Page')  
Click on the 'File name:' window and name your page 'bio.htm'  
Click on the 'Save' button



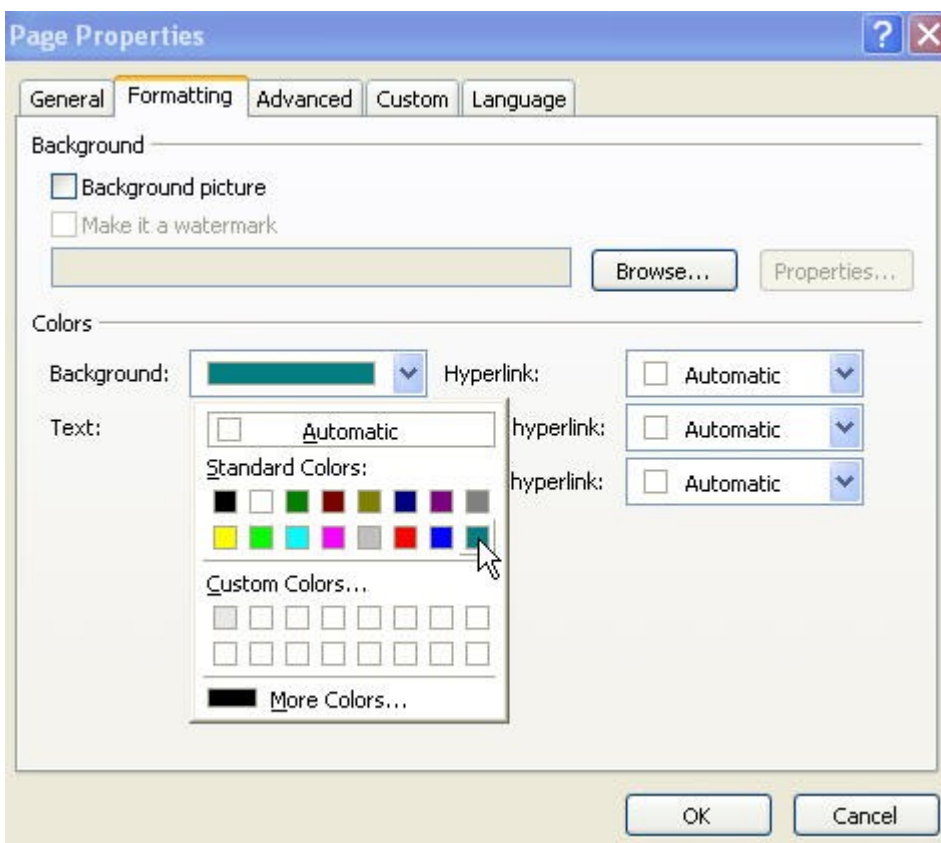
## Step Four

In this step you will choose the background of your page and then view the page in a browser window.

1. Right click anywhere on the 'bio.htm' page to pull up the menu
2. Go to 'Page Properties...' and click



3. From the 'Page Properties' menu, navigate to the 'Formatting' tab and click
4. Click on the pulldown menu on 'Background' and then click on a color you want for the background. Then click on 'OK'



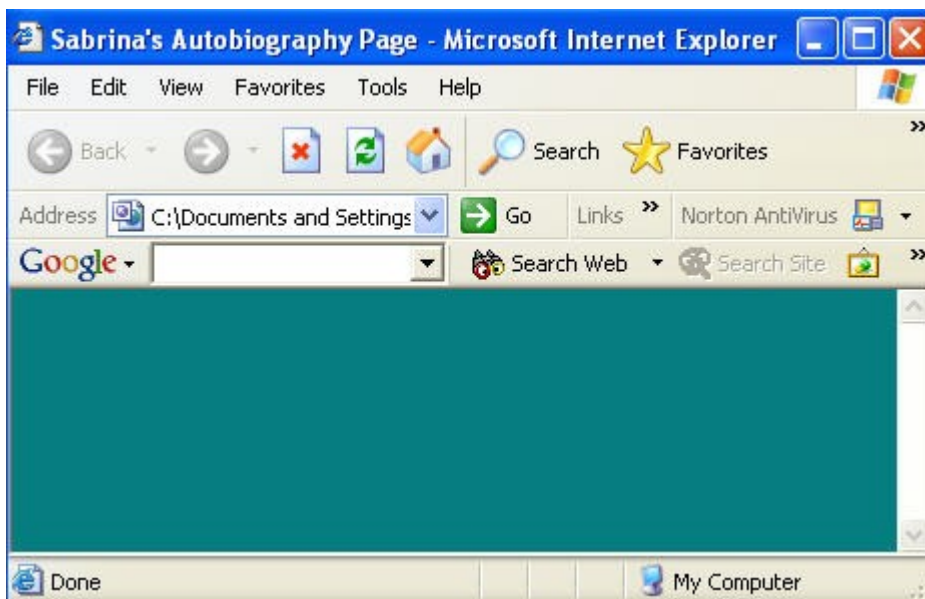
5. The entire 'bio.htm' page changes to that color
6. Go to 'File' > 'Save' to save the changes to your folder automatically



7. Click the 'Preview in Browser' icon on the toolbar to open a new window



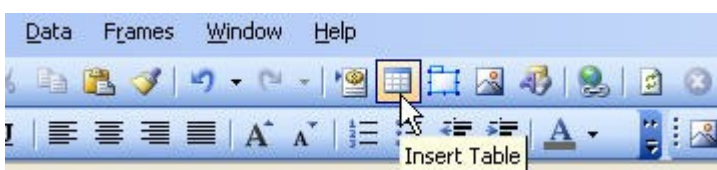
8. This will allow you to view what your page will look like on the Internet  
Use this option often to check your progress as you build your site



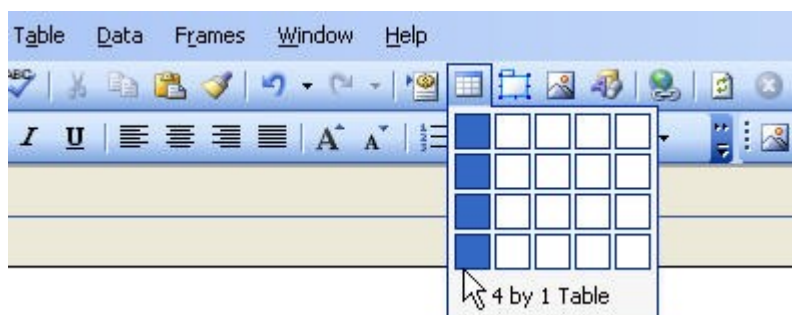
## Step Five

In this step you will choose a table size and modify the properties of the table.

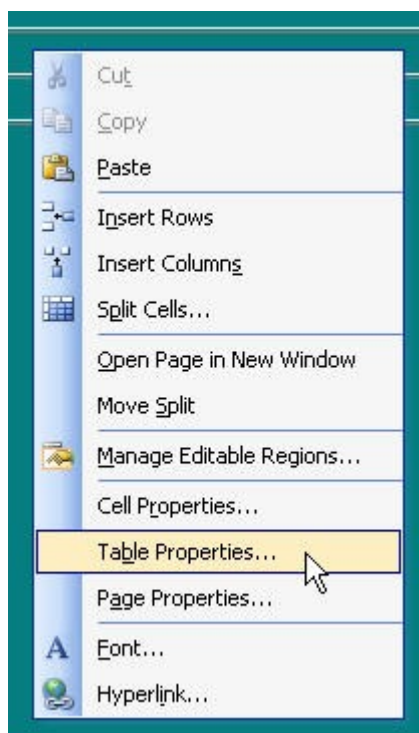
1. Click on the 'Insert Table' icon in the toolbar



2. Highlight the number of cells you want to appear in your table and click



3. Right click on your new table to open the menu and click on 'Table Properties'



4. The 'Table Properties' window allows you to change the size, alignment, width, cell spacing, border size and

color, and background color of the table. Experiment to get the look you want by clicking 'OK'.

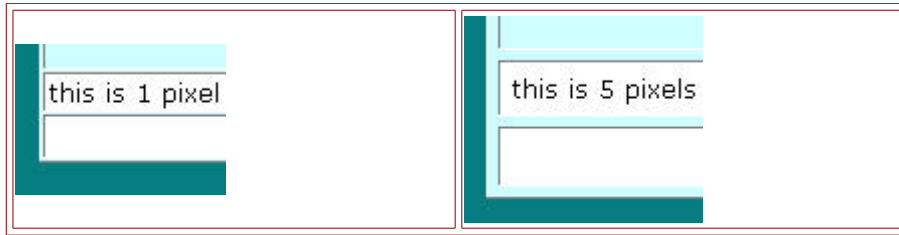
Some things to note:

keep width of your table below 800 pixels to avoid horizontal scrolling on a monitor with 800 x 600 resolution

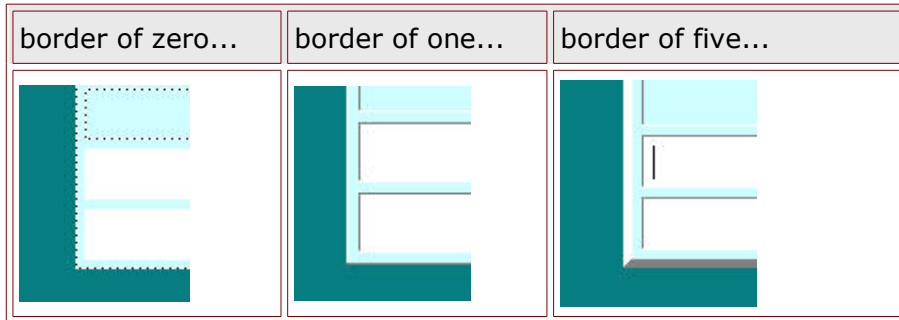
'Cell padding' and 'Cell spacing' refer to the distance (in pixels) text and images will appear from the border

cell padding/spacing of one...

cell padding/spacing of five...



a border of zero will show a dashed line on the 'Split' view but no border on the 'Preview' view



Here is a sample layout...



?

×

Table Properties

Layout Tools

☐ Enable layout tools  
☐ Disable layout tools  
☒ Automatically enable layout tools based on table content

Size

Rows: 4

Columns: 1

Layout

Alignment: Center

Specify width: ☒

Float: Default

750

☒ In pixels  
☐ In percent

Cell padding: 5

Specify height: ☐

Cell spacing: 5

0

☐ In pixels  
☐ In percent

Borders

Size: 0

Light border: ☐ Automatic

Color:

Dark border: ☐ Automatic

☐ Collapse table border

Background

Color:

☐ Use background picture

Browse...

Properties...

Set

☐ Set as default for new tables

Style...

OK

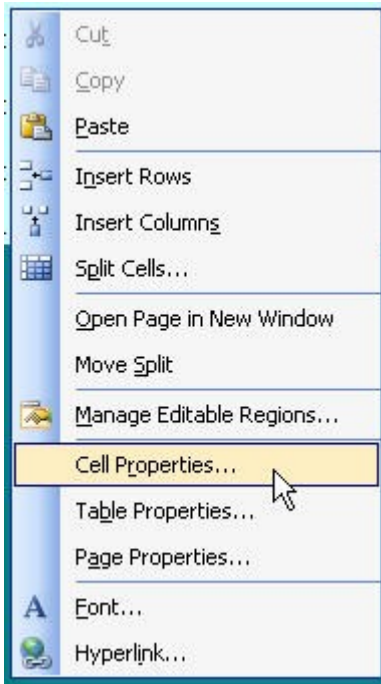
Cancel

Apply

## Step Six

In this step, you will learn how to modify individual cells in your table.

1. Right click on the cell you want to modify and on the menu click on 'Cell Properties'

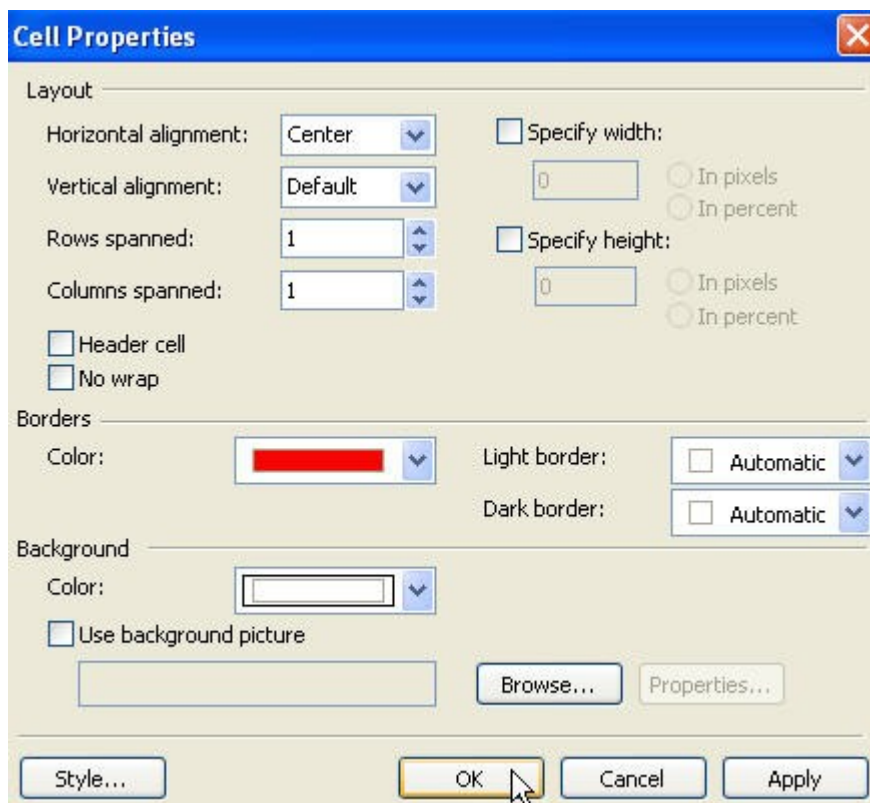


2. The 'Cell Properties' window allows you to modify many parts of individual cells. Use the pulldown menus to experiment with the look of the cells

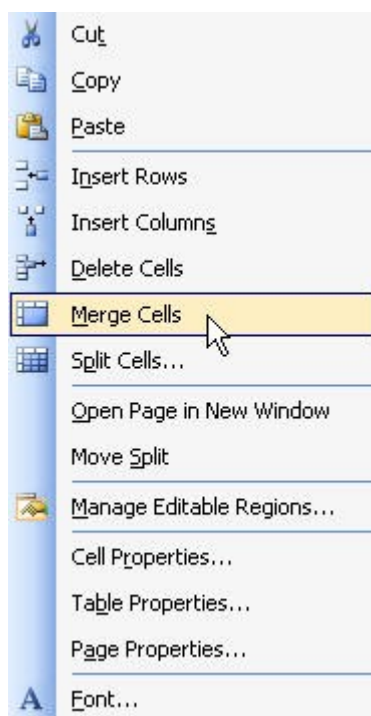
A thing to note...

'Alignment' determines where in the cell font and graphics will appear

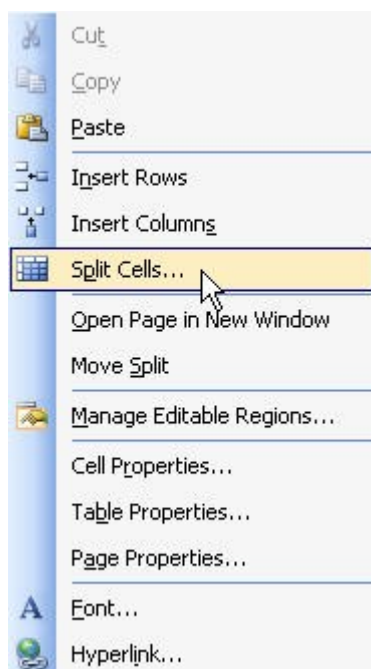
Here is an example of a layout...



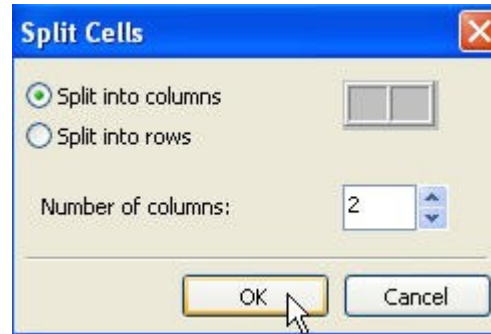
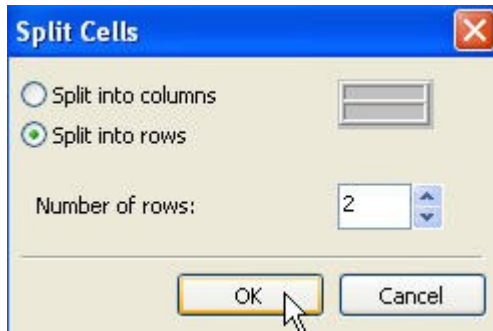
3. You may also merge the cell by highlighting the cells you want to merge into one  
Right click to bring up the 'Merge Cells' command and select it



4. Or split an individual cell into rows and columns by right clicking on the cell to bring up the menu  
Select 'Split Cells...'



and then choose whether you want 'rows' or 'columns' and the number



## Step Seven

In this step you will learn how to modify the font.

1. Highlight the font you want to change

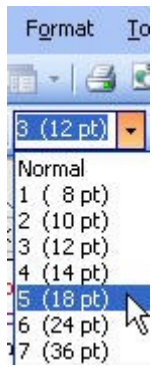
I want to modify this font!

2. Use any combination of the characteristics below

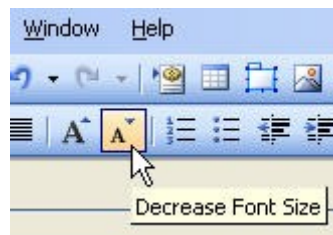
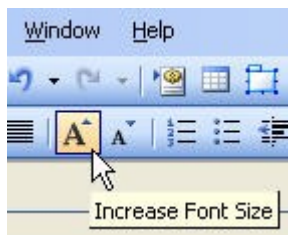
- a. Change the font type by clicking on the pulldown arrow next to the font type



- b. Change the font size by either clicking on the pulldown arrow to select a number



or clicking on the 'A' icons on the toolbar to make the font larger or smaller



c. Change the font color by clicking on the 'Font Color' selector icon and choosing your color



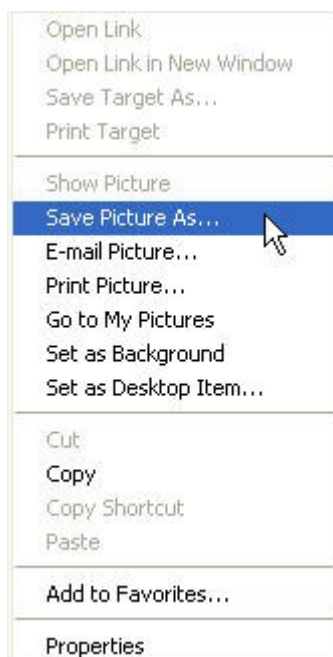
## Step Eight

In this step you will insert and modify graphics you find on Google.

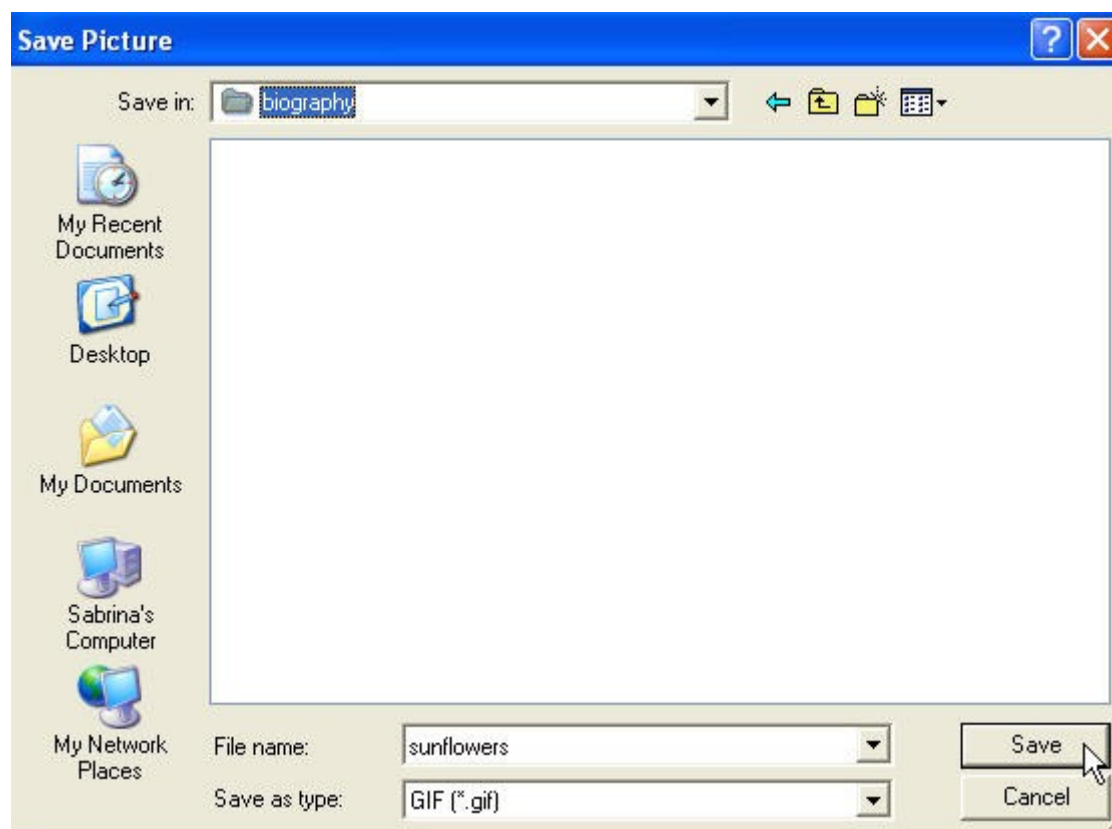
Warning: Many sites on the Internet contain copyrighted graphics, so try to choose your images from sites that are copyright free.

1. Right click on the image you want to insert into your document to pull up the menu

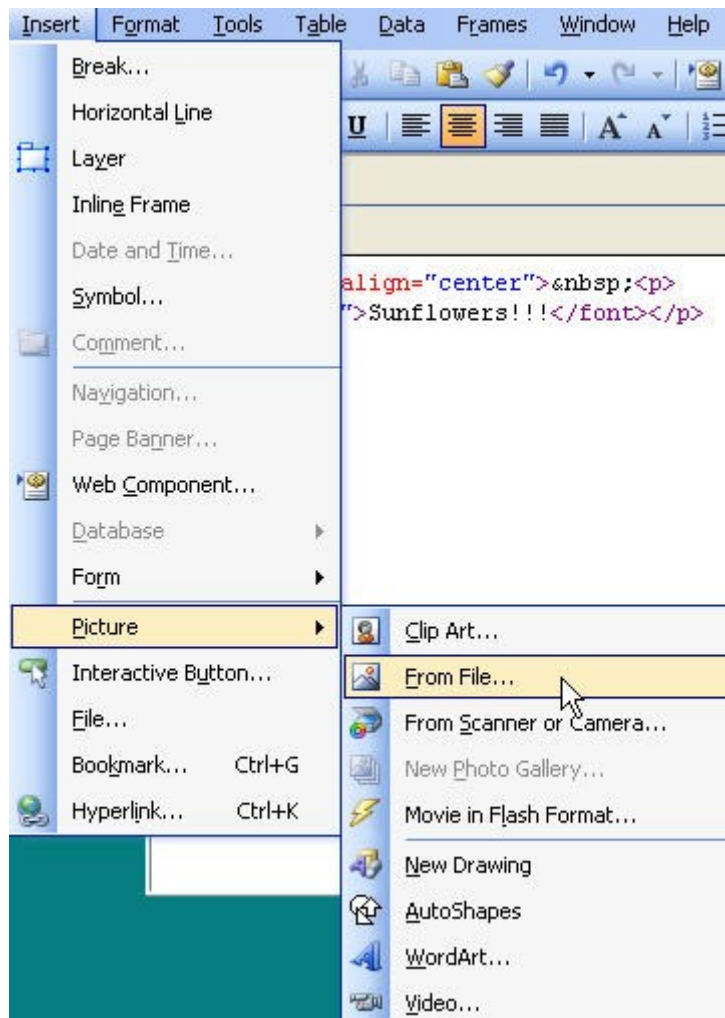
Click 'Save Picture As...'



2. Save the picture in your 'biography' folder on your desktop

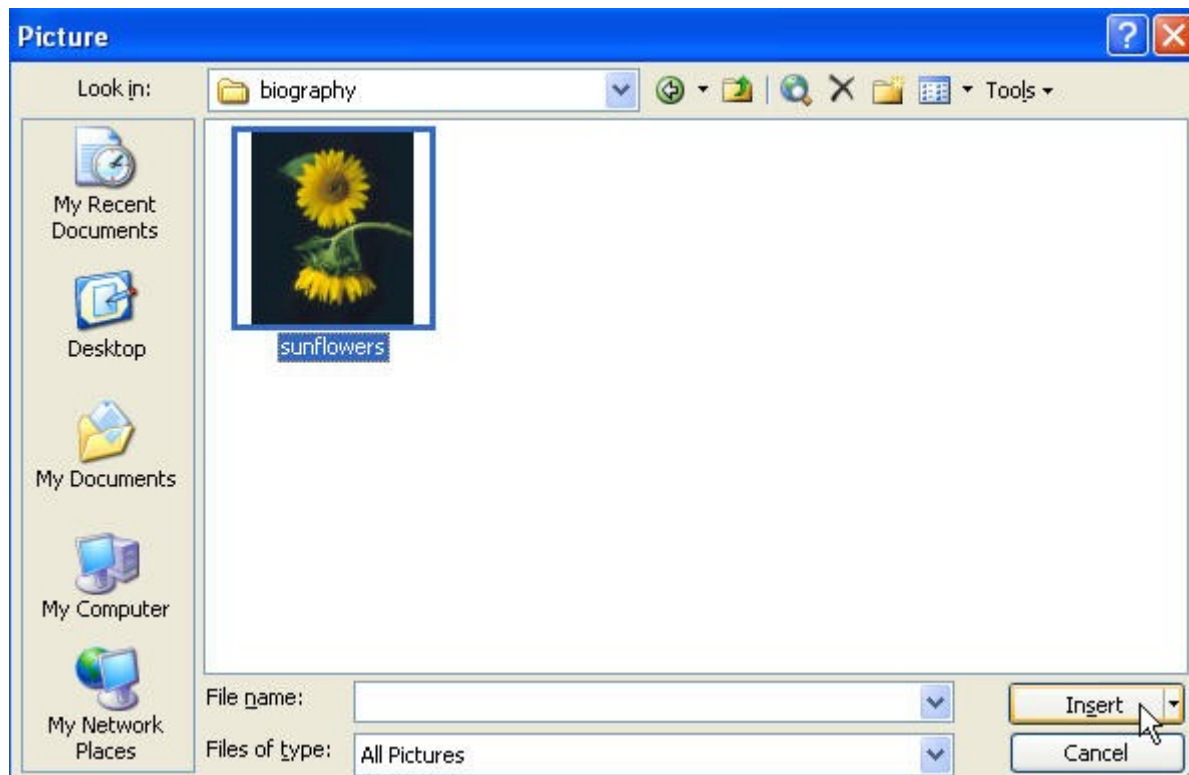


3. Click on the location you want the graphic on your page  
Go to 'Insert' > 'Picture' > 'From File...'

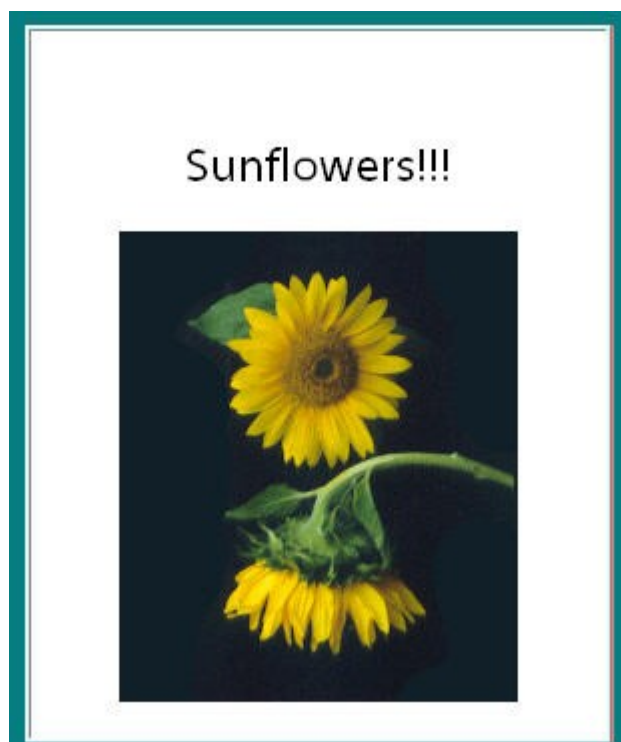


4. Navigate to your picture and select it  
Click 'Insert'





5. An example of the finished result



6. You may modify the picture by clicking on it and using the various tools on the 'Picture Toolbar'





## 7. An example of the finished result



## Step Nine

In this step you will create hyperlinks.

There are three types of hyperlinks:

[links to outside websites](#)

[links to other pages in your website](#)

[links to places within the same document](#)

### To link to an outside website (opens in a new window)

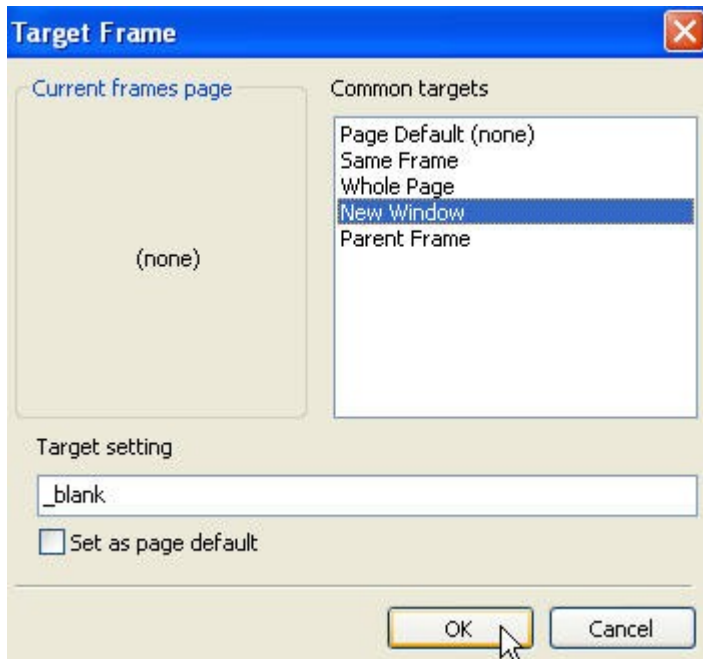
1. Highlight the text or graphic you want to link to an outside site

click **here** to go to Google

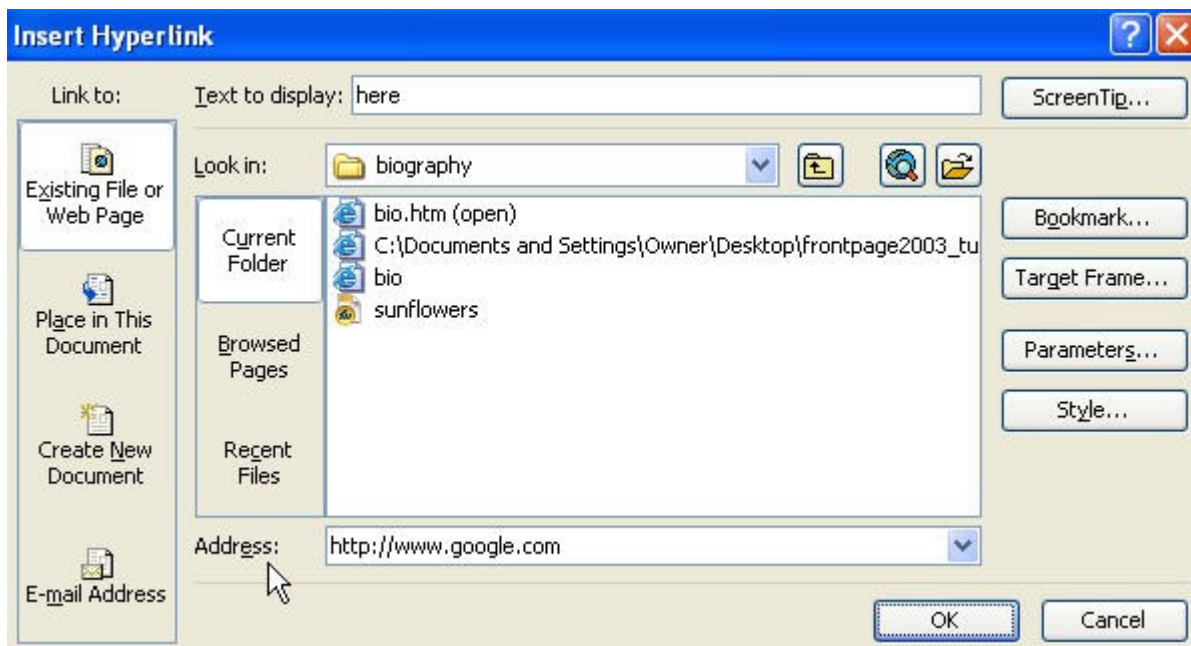
2. Click on the 'Hyperlink' icon on the toolbar to open the 'Insert Hyperlink' window



3. Select the 'Target Frame...' button  
Select 'New Window'  
Click 'OK'



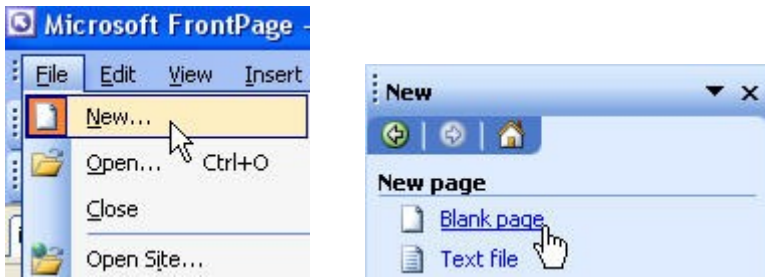
3. In the 'Insert Hyperlink' window, make sure 'Existing File or Web Page' is selected  
Type in the full URL of the outside site in the 'Address' window  
Click 'OK'



4. The word is now linked

### Link to other pages in your website

1. Go to 'File' > 'New...' and select 'Blank page' from the menu that appears



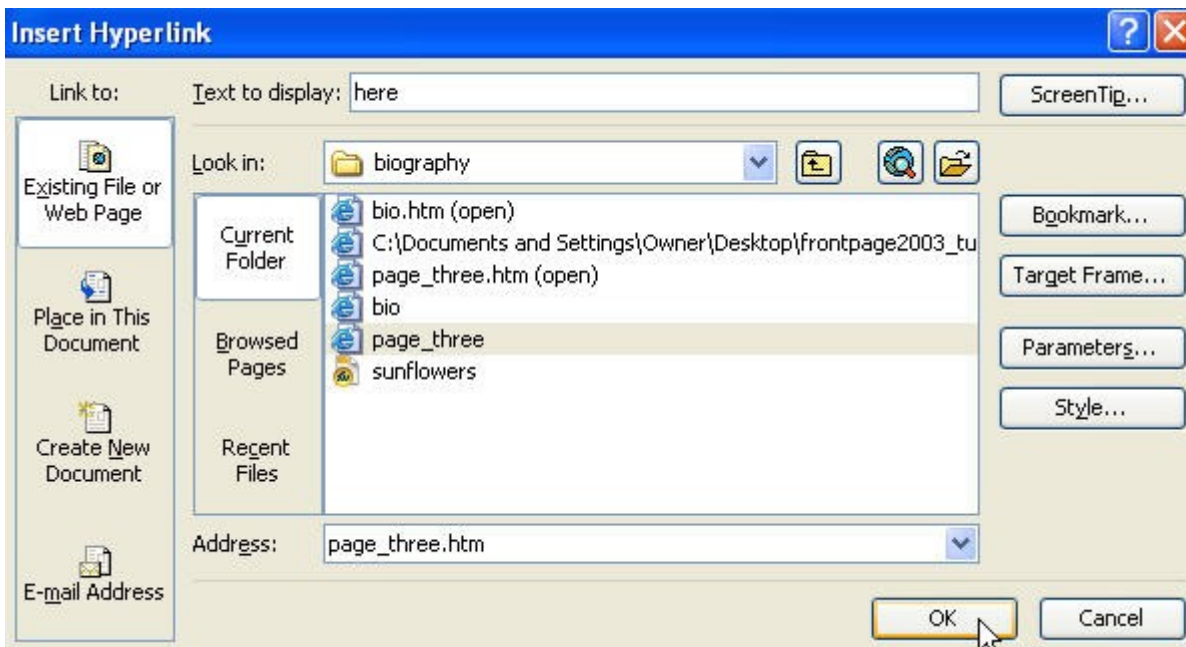
2. Use the steps outlined in Step 3 to name and save the page
3. Highlight the text you want to link to the new page

click **here** to go to  
page 3

4. Click on the 'Hyperlink' icon on the toolbar



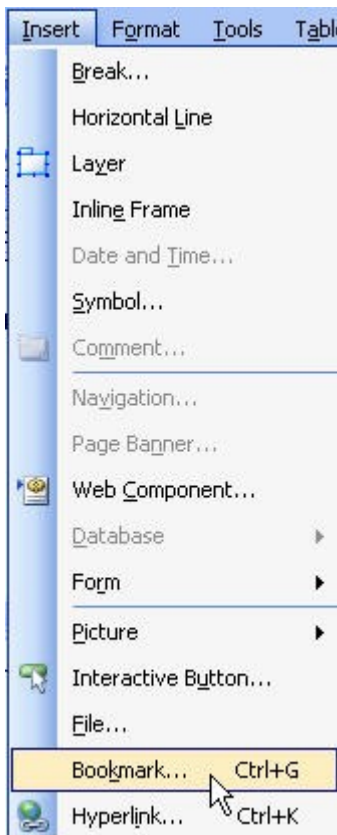
5. Make sure you select the 'Existing File or Web Page' icon in the 'Hyperlink' window  
Navigate to your 'biography' folder on the desktop and select the proper .htm page  
Do **not** select 'Target Frame...' > 'New Window' as you did in the previous example  
Click 'OK'



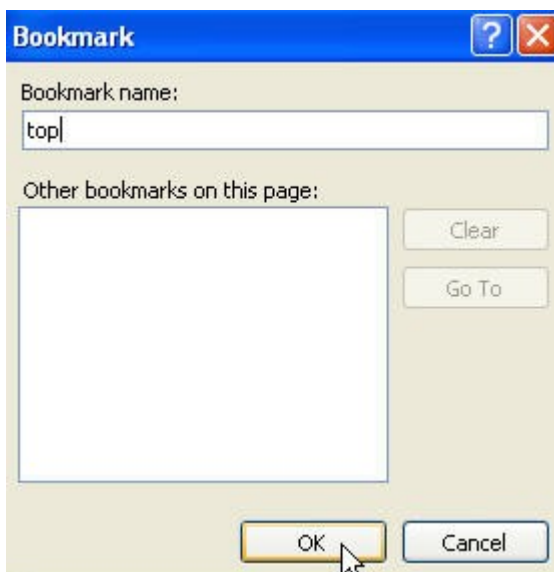
6. The word is now linked

**Linking to a place within the same document**

1. Click the cursor to the place in your document **to which you want to navigate**
2. Go to 'Insert' > 'Bookmark' and click



3. A 'Bookmark' window will appear, name your bookmark  
(In this case, I want to navigate from the bottom to the top of my page, so I named mine 'top')  
Click 'OK'



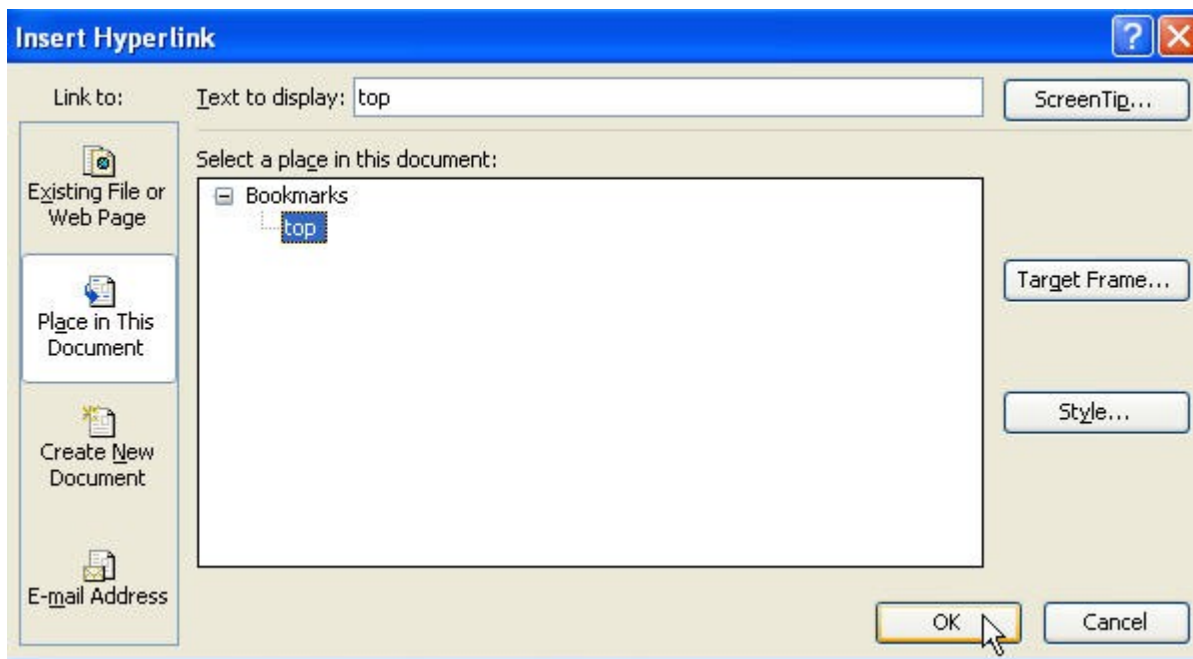
4. A tiny 'flag' appears, representing a bookmark  
(This flag will not appear when viewed in the browser)

 This is the top of my document

5. Highlight the text or image in your page **from which you wish to navigate**  
(In this case, I highlighted 'top' since I am wanting to navigate from bottom to top)

return to **top**

6. Click on the 'Hyperlink' icon and choose 'Place in This Document' and the name of the bookmark  
Click 'OK'



7. The area you highlighted is now linked to the bookmark  
You may now 'jump' from one area to another within the same page