Creating a Simple Webpage using Microsoft FrontPage 2003

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Getting Started with Front Page:

Creating a Simple Webpage Using Microsoft FrontPage 2003 is designed for computer users who have a basic knowledge of Windows and the Internet. These instructions will teach you how to format the background, add scrolling text, hyperlinks, images, buttons, and videos.

Required Materials:

- Microsoft FrontPage 2003
- Basic knowledge of Windows
- “Hahaha” YouTube Video: http://www.youtube.com/watch?v=5P6UU6m3cqk

Create a New Webpage

1. Click File and select New...

2. The New menu appears on the right. Under the heading New Web page in the New menu, click One page web page...
Create a New Webpage

3. The *Web Page Templates* window appears. Select **One Page Web Page**.

4. Click **OK**.

5. The *Web Page* view and *Folder List* will appear. Double click **index.htm** to begin editing your web page.
Format the Layout

Add a layout that includes a header, body, sub-header for the body, and left sections.

1. Click Table and select Layout Tables and Cells...

2. The Layout Tables and Cells Menu appears to the right.

   Drag your mouse over the icons in the Table Layout section.

   Click the button with the yellow label **Header, Left, Top Right, and Body**

3. A table layout will be created.

   **Note:** Resize the cells by clicking on the borders and dragging to the desired size or by using the **Show Layout Tool** button.
Format the Background

This section demonstrates how to change the background of your Webpage using a color or theme.

1. Click Format and select Background.

2. Click the Formatting tab.
Format the Background

3. Under **Colors**, click the color you want in the background list. Once the color is selected click **OK**.

4. To apply a theme, click **Format** and select **Theme**.

5. Under **Select a Theme**, choose a background theme of your choice. The background will automatically change.
Scrolling Text

This section demonstrates how to make your text scroll across your Webpage.

1. Click on Insert and select Web Component. The Insert Web Component window will appear.

2. Select Dynamic effects on the left.

3. Select Marquee on the right.

4. Click Finish.

5. Marquee Properties window will appear. Choose the text, direction, speed, behavior, size, and repetition for the scrolling text.

6. Select OK.
Create link to another webpage

1. Click the cursor where you want to place your link.

2. Click Insert and select Hyperlink.

3. Insert Hyperlink window appears. Select Existing File or Web Page icon on the left.

4. Type the label of your link in the Text to display field.

5. Type web address in Address field.

6. Click OK.
Create link to a specific place on your page

1. Click the cursor where you want to go to on your webpage.
   
   **Note:** Make sure no text is highlighted.

2. Click Insert and select **Bookmark**.

3. Name your bookmark in **Bookmark name** field.
Create link to a specific place on your page

4. Click **OK**. The blue flag appears; which is your bookmark.

5. Click the cursor where you want your link to be at.

6. Click **Insert** and select **Hyperlink**.

7. Name the link in *Text to display* field and click **Place in This Document** icon on the left.

8. Bookmark name is highlighted. Click **OK**.
Add a Hit Counter

A hit counter tracks the number of visitors to your website.

1. Place the insertion point where you want the hit counter.

2. Click Insert, select Web Components.

3. Select Hit Counter.

4. Under Choose a counter style, choose the design of your hit counter.

5. Click Finish.

6. Hit Counter Properties appears. Click OK.
Adding an Email Me Button

Adding an interactive button is a graphic way of adding a hyperlink to your page. Interactive buttons can link to websites, email, videos, etc.

1. Click **Insert** and select **Interactive Button**.
   
The **Interactive Buttons** window appears.

2. Change the style of your button by selecting an option from the **Buttons** list.
   
The preview pane shows what the button will look like on your page.

3. Write “Email Me” in the **Text** section.

4. In the **Link** section, write mailto:[your email address]. For example, a CSULB student would write mailto:studentname@csulb.edu.
   
   **Note**: Use the font tab to change the font of the button. Use the picture tab to use an image as the button background.

5. Click **OK**.
   
The window will close, and you will see the button on your webpage.
Adding an Image

This section teaches you how to add an image from the computer’s hard drive to your webpage.

1. Click Insert, select Picture, and select From File. The Picture window will appear so that you can locate the file.

2. Select My Documents and My Pictures.

3. Select Sample Pictures.
Adding an Image

4. Select an image to add to your webpage. Click **Insert**.

5. The image will appear on your webpage. Resize the image by clicking on it, and then dragging the corners to the desired size.

**Note:** To add an image of your own, follow the same steps and instead of going to My Documents, locate the image on your hard drive.
Add a YouTube Video

1. Using your Internet browser, go to http://www.youtube.com/watch?v=5P6UU6m3cqk

2. Click on the Embed code in the grey box to the left of the video.

   You will be given options to customize the appearance of the video on your webpage.

3. After you have customized the video, highlight the Embed text again. Right-click and select Copy.


5. Click Insert, select Web Component...

   The Insert Web Component window appears.
Add a YouTube Video

6. Under *Component type*, scroll down and select *Advanced Controls*.

7. Under *Choose a Control*, select *HTML*.

8. Click *Finish*.

9. The *HTML Markup* window appears. Right-click in the text box, and select Paste.

10. Click *OK*.

11. A little yellow box appears on your web page where the cursor was placed.

   *Note*: Drag or cut and paste the box anywhere you would like to place the embedded video