# Creating your personal webpage using FrontPage Microsoft

This instruction will show you how to create a webpage by using the FrontPage Microsoft Office 2003. By following the instruction, you are able to perform these tasks for your web page: getting familiar with FrontPage, inserting a table, aligning/inserting a picture with table, to insert a picture hyperlink into a cell, creating an e-mail link and an external link, inserting background music, and a link for uploading your webpage to the internet.

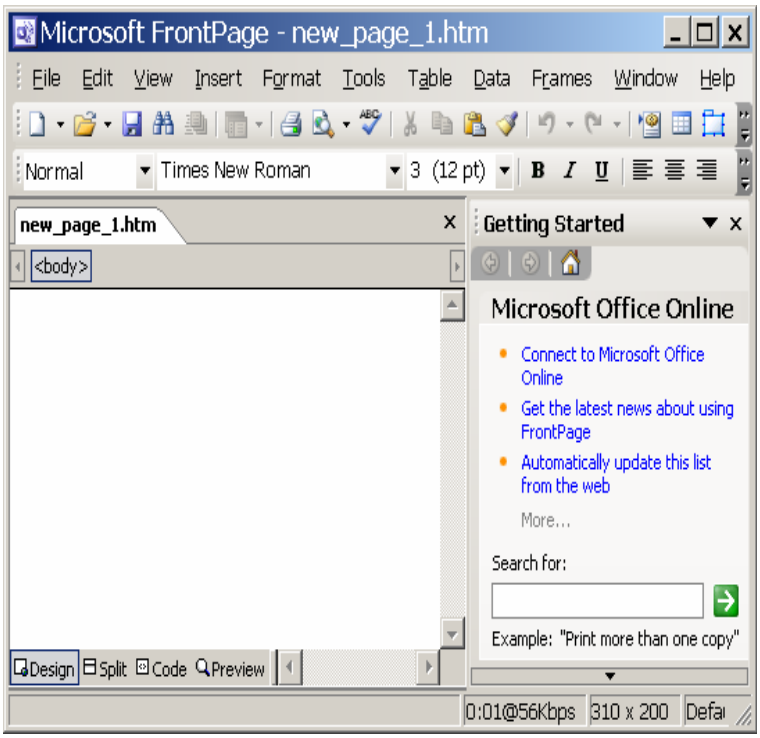
**Requirements:**

1. You need Microsoft Front Page 2003 software which is installed in your computer.
2. Read this instruction carefully
3. Follow the instruction steps by steps and exactly as instructed. Do not cut steps
4. Perform one task at a time

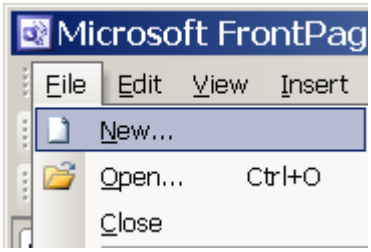
**Precautions:** do not manipulate an already exist web page until you are familiar with all steps of the instructions

## A. Getting familiar with FrontPage:

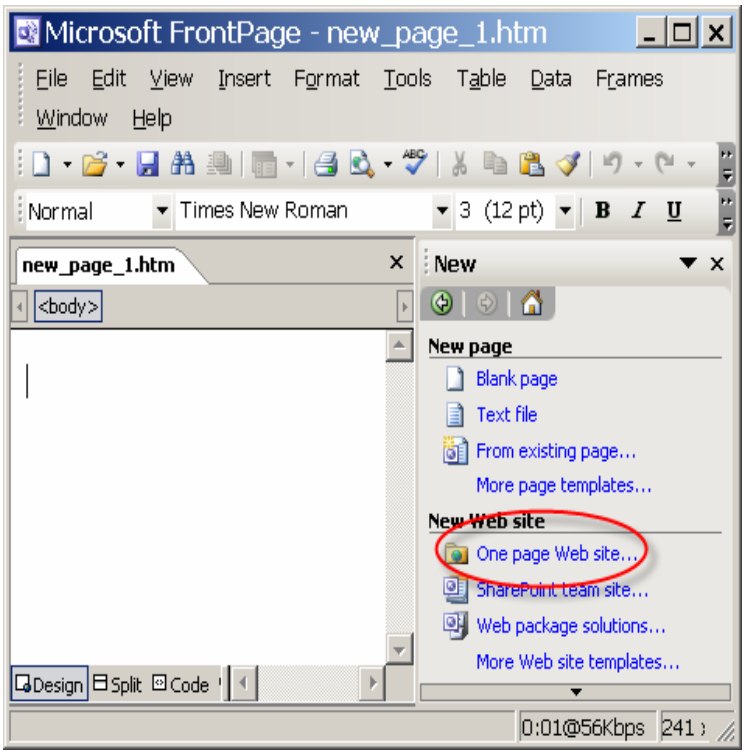
**1.** Click **Start**, select **All Programs**, go to **Microsoft Office**, and select **Microsoft Office FrontPage 2003.**
The FrontPage windows will appear.




**2.** Click **File**, select **New**.
The **FrontPage** window will appear.



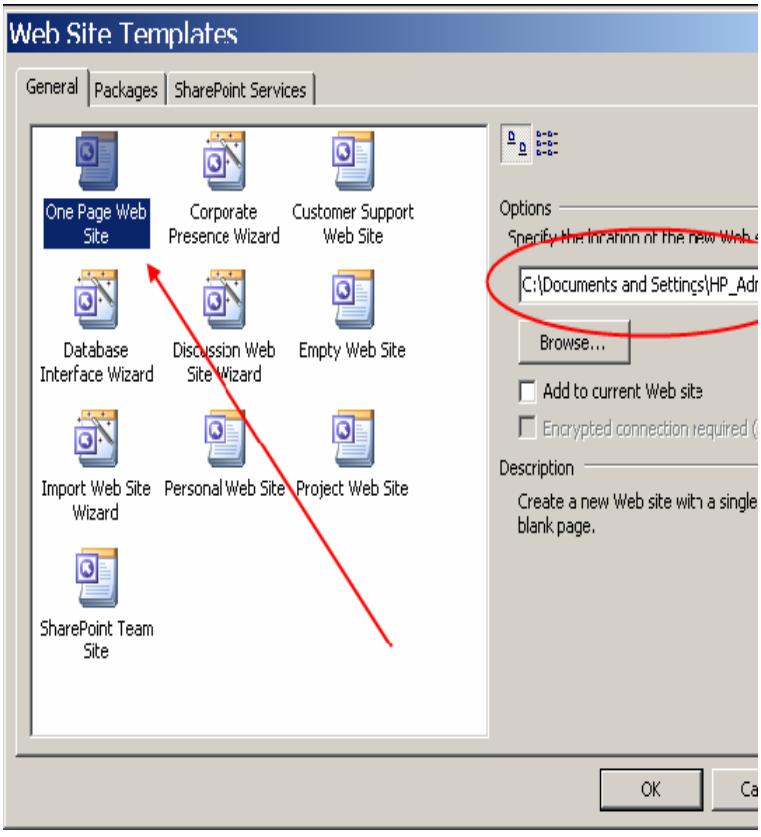
**3.** Click **One page Web site…**
The **Web Site Templates** window will appear.




**4.** Select **One Page Web Site.**

**Note**: Under the **options**: specify location of the new web site; make sure to select **C:\ document and setting\....**

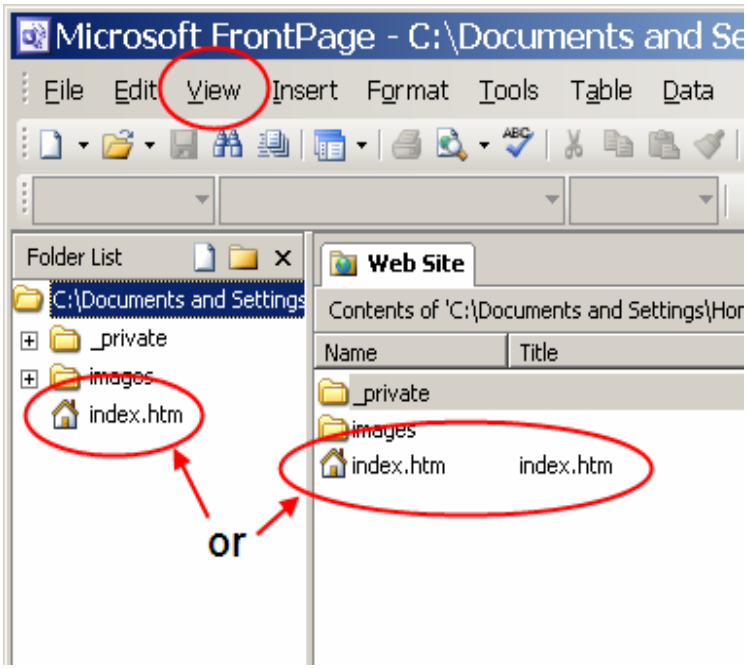
Click **OK**.



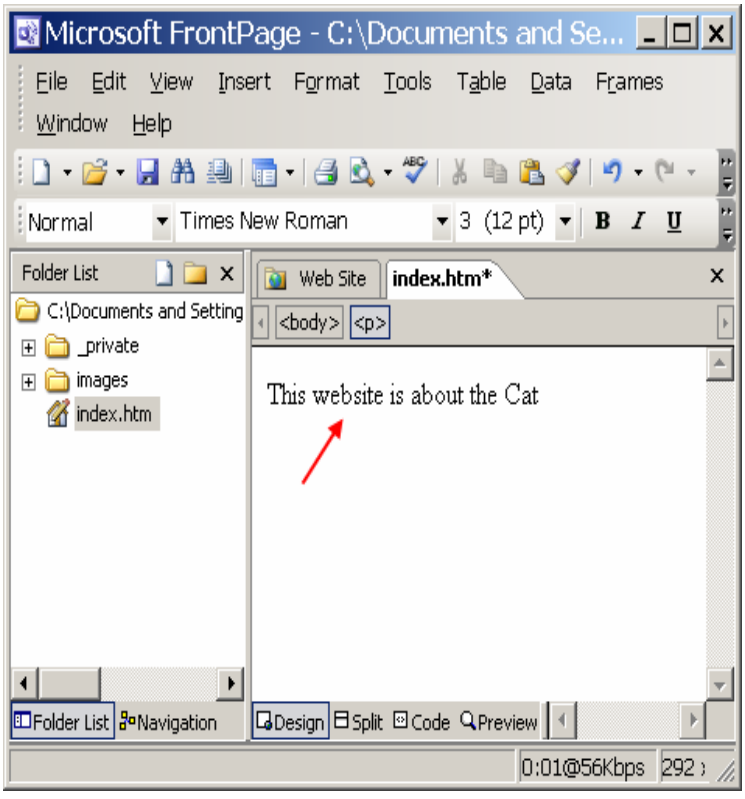
**5.** Double click **index.htm**.
The **FrontPage** windows will appear.

**Note**: If you do not see the **FrontPage** window like the image on the right, click **View**.

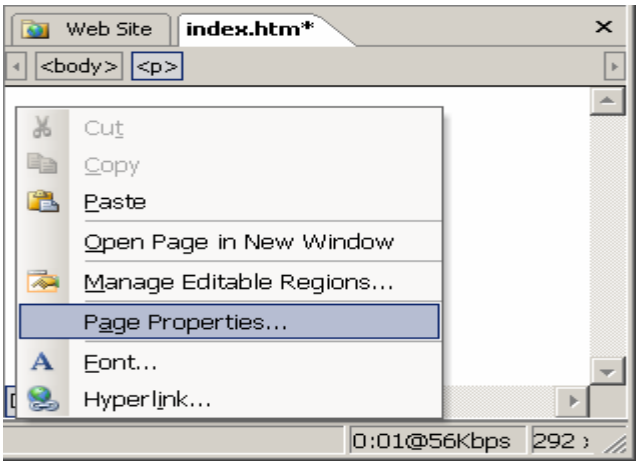
Then select **Folder List**.



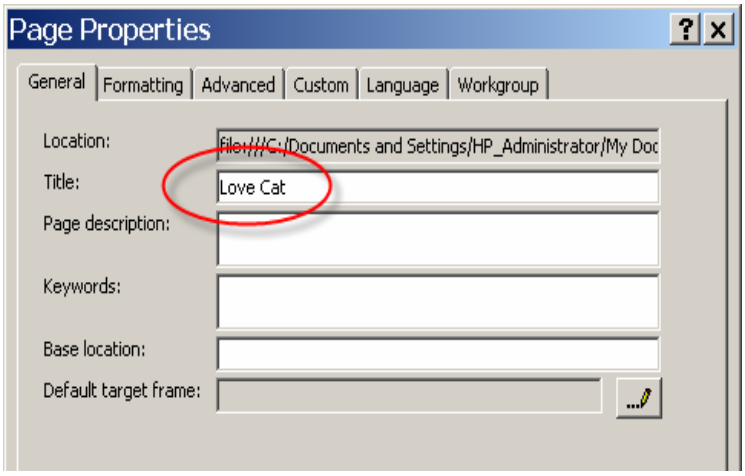

**6.** Write the content of your website in the blank area as desired. An example is shown: ”This website is about cat”.



**7.** Right click on the blank text area, and then select **Page Properties**.
The **Page Properties** window will appear.




**8.** Type **Love Cat** in the box **Title**, and then click **OK**.




**9.** Select **Save icon** to save.

**10.** Click **Preview icon** in the Microsoft Internet Explorer toolbar. You will see this title **Love Cat** on your web page

After you finished the step tenth, just click to close **Love Cat** page.

## B. Inserting a table

**1.** From the menu options of **FrontPage** window at the top, click on **Table**.

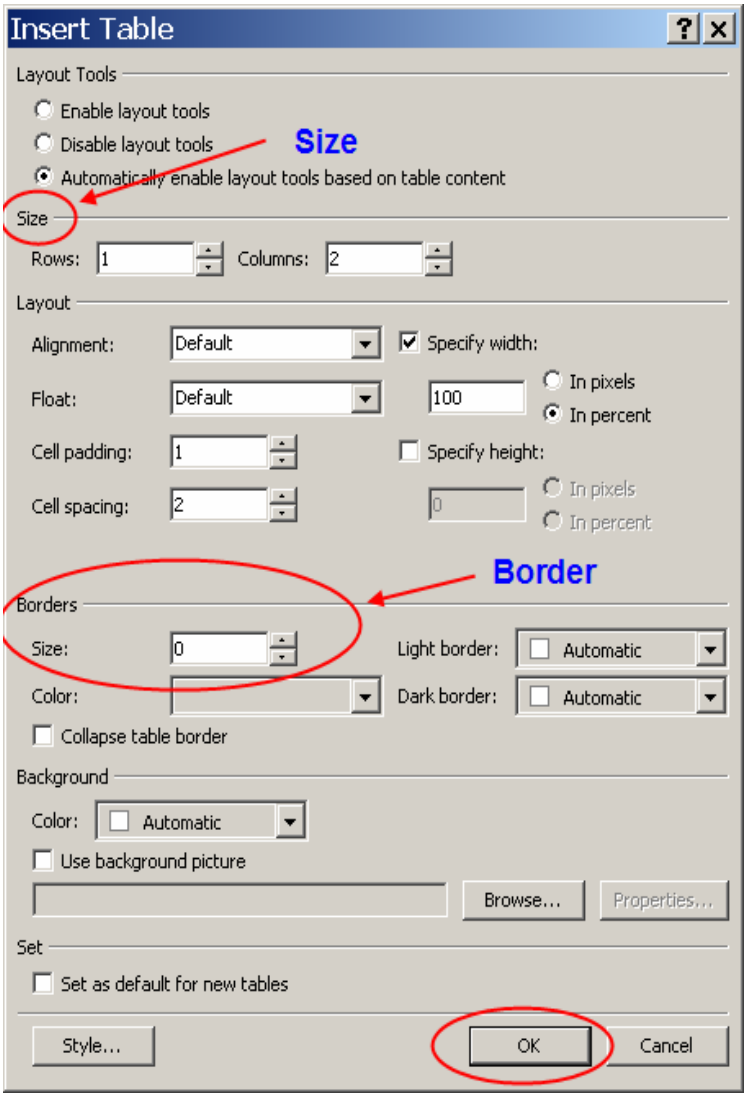
**2.** Go to **Insert** option.

**3.** Select **Table**.
The **Insert Table** window will appear.

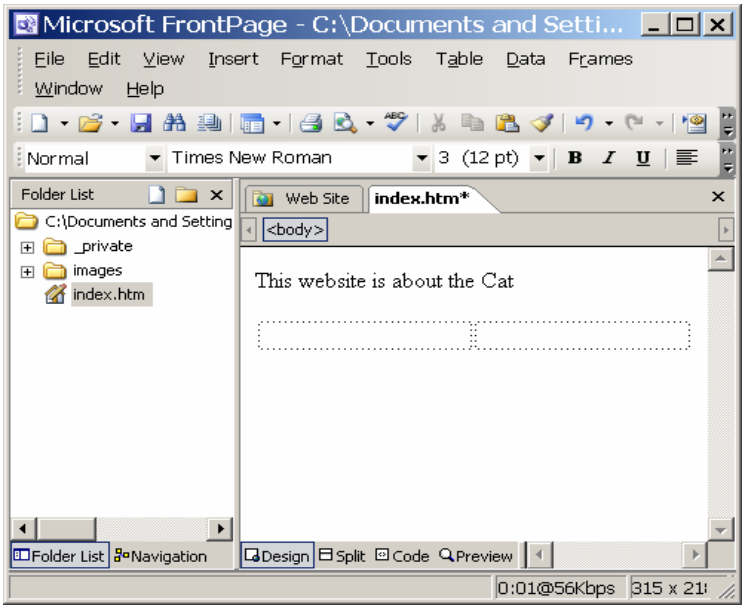
**4** Under **Size**, type the desired number of rows and columns in the boxes. An example of one row and two columns is shown.

**Note:** To make the grid lines disappear, under **Borders** type **0** in the **Size** box.

. Click **OK.**



**6.** The table will appear on the **FrontPage** window like the image on the right.




## C. Aligning/inserting a picture with in a table

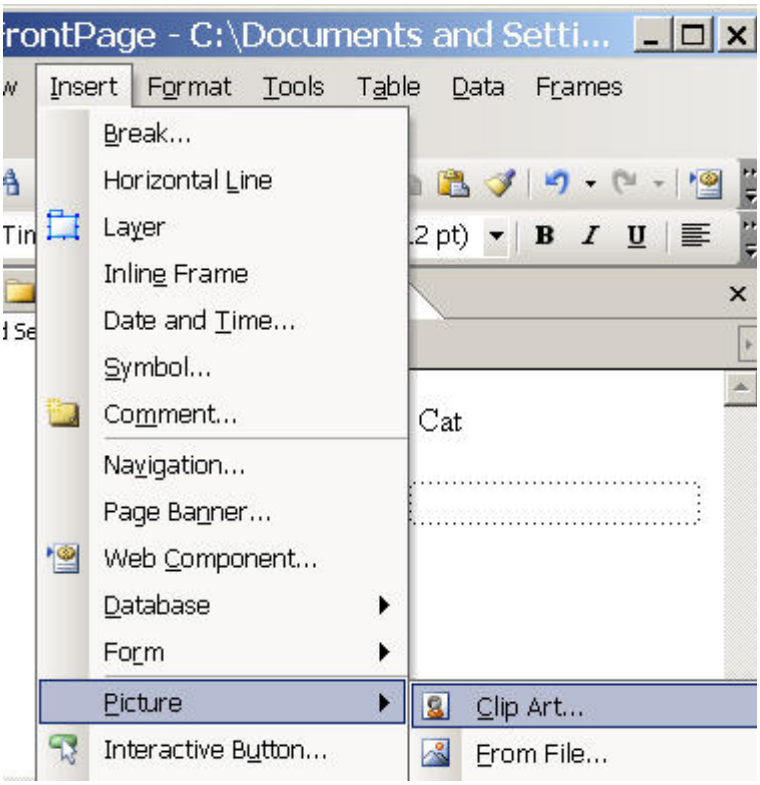
**1.** Click on one of the table cells.

**2.** From the menu options of the **FrontPage** window at the top, click on **Insert**.

**3.** Go to the **Picture** option.

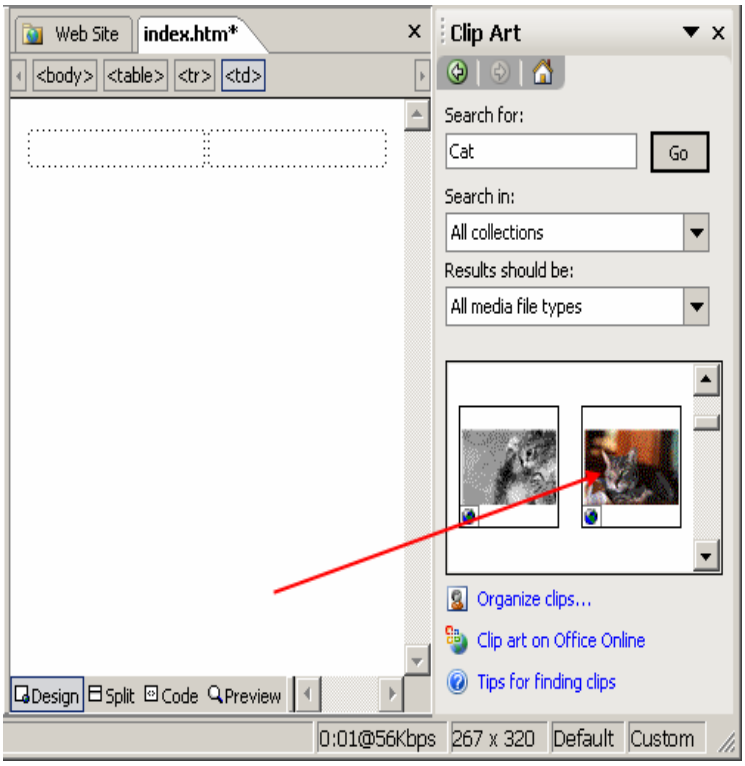
**4.** Select **Clip art**.
A window should appear to the right.

⚠ **Note:** You can select **From File** if you want to insert a picture from your file.

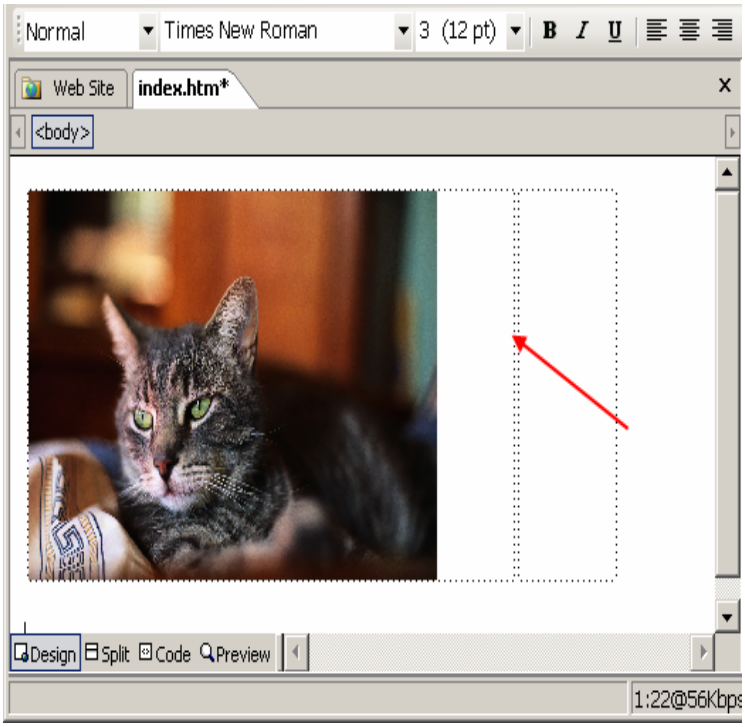


5. In the **Search for** box, type **Cat**, then click **Go**.

6. Click on a picture which you want to add.

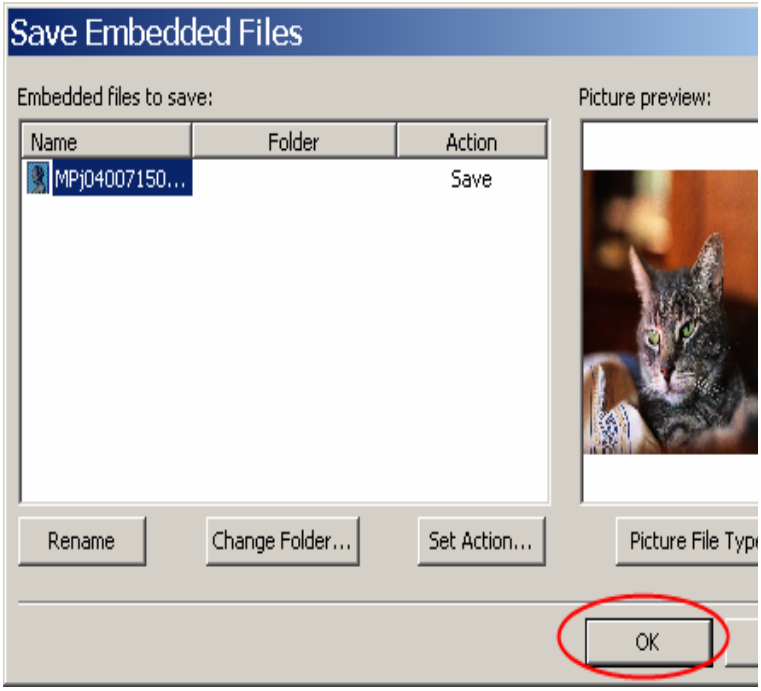



7. Adjust the cell's size by moving the mouse cursor over the grid lines until the cursor turns into a 2 directional arrow, and then dragging the line to the desired size.

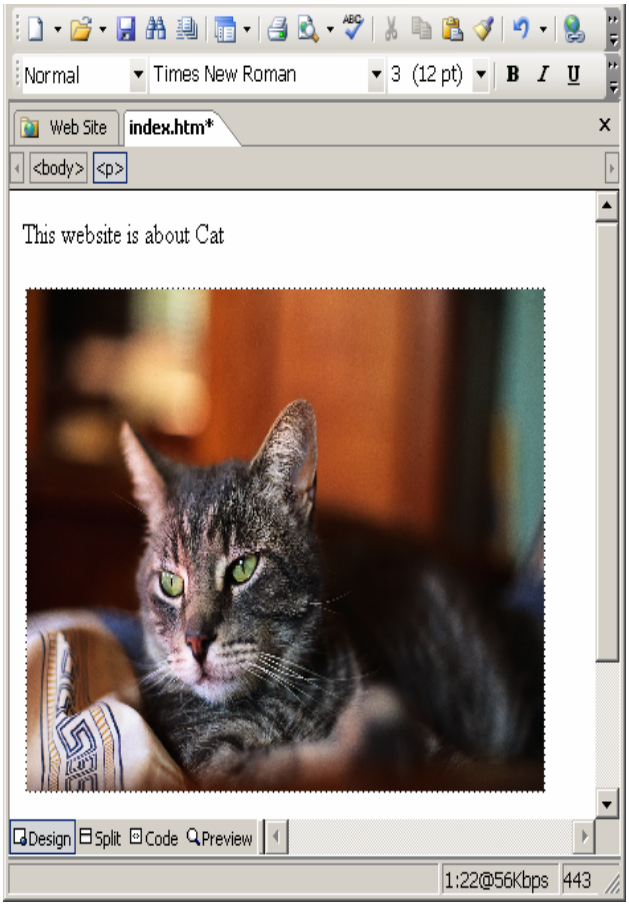



8. Click **Save icon** to save.

**9.** The **Save Embedded Files** windows will appear.
Click **OK**.




The inserted picture will appear like the image on the right side.



## D. Inserting a picture hyperlink into a cell

**1.** Insert the picture you'd like to represent your hyperlink by following the instructions of aligning pictures with a table.
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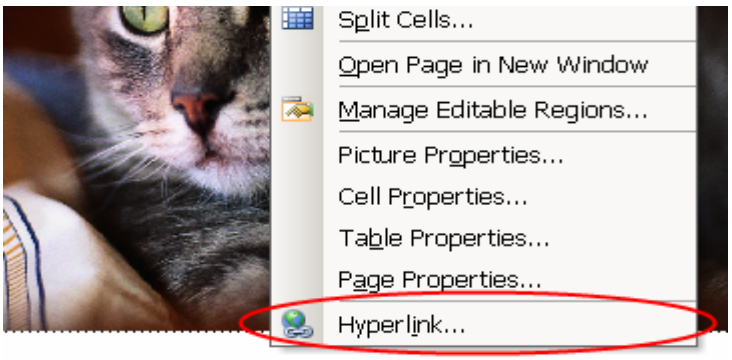
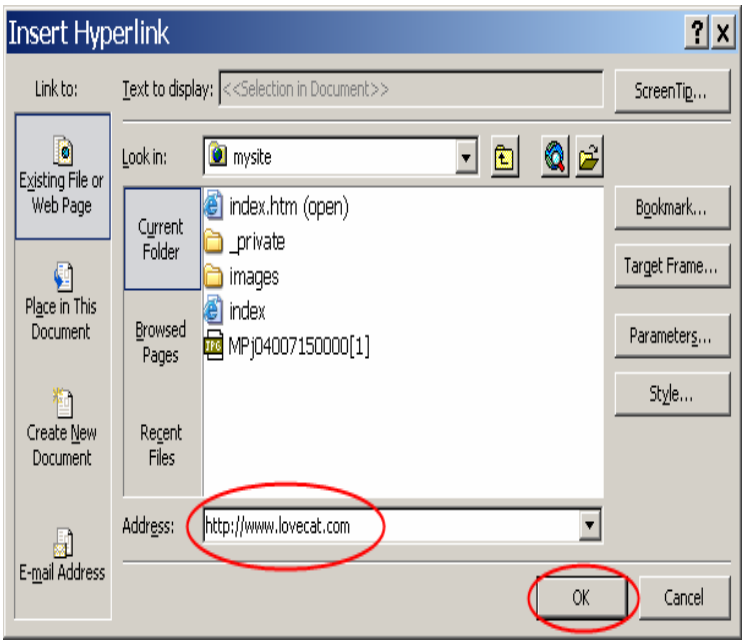
**2.** Right click on the picture. A panel will appear.

**3.** Select **Hyperlink**…




**4.** The **Insert Hyperlink** window will appear. In the **Address** box, type **www.lovecat.com,** and then click **OK**.




**5.** Click **Save icon** to save.

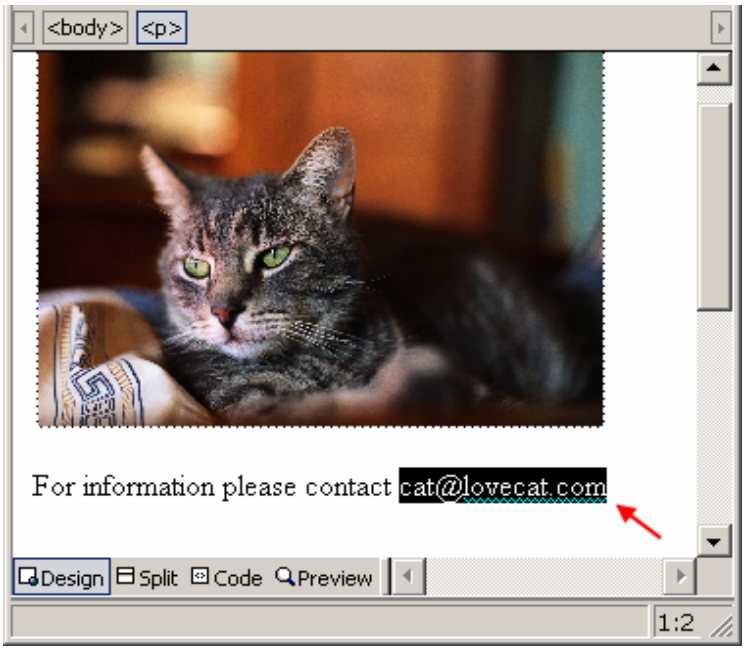
**6.** Click **Preview icon** in the Microsoft Internet Explorer toolbar. The new windows will appear. Click on the image, you will connect to the website www.lovecat.com.

After you finished this step, click to close the website **Lovecat.com**

## E. Create an e-mail link

**1.** In the **FrontPage** windows, below the image, type **For information please contact cat@lovecat.com**.

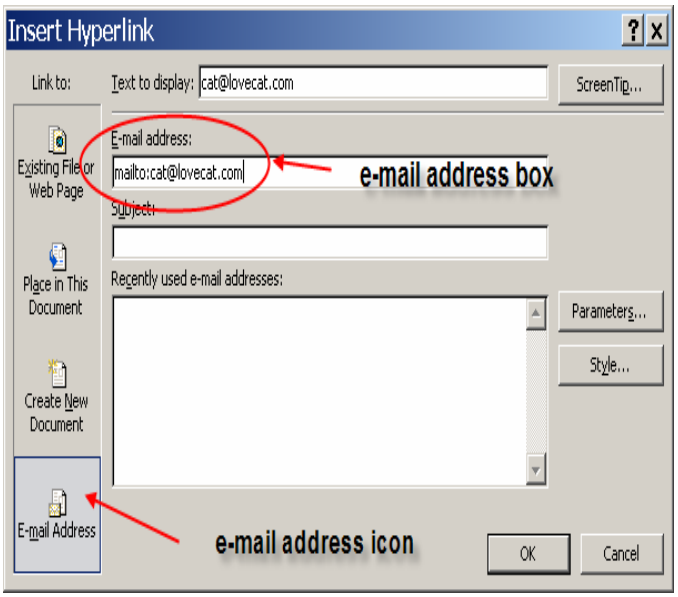
High light the cat@lovecat.com.




**2.** Click **Hyperlink icon** in the Microsoft Internet Explorer toolbar

**3.** The **Insert Hyperlink** window will appear. Select **e-mail address icon**, then type cat@lovecat.com in e-mail address box**.**

**4.** Click **OK**.

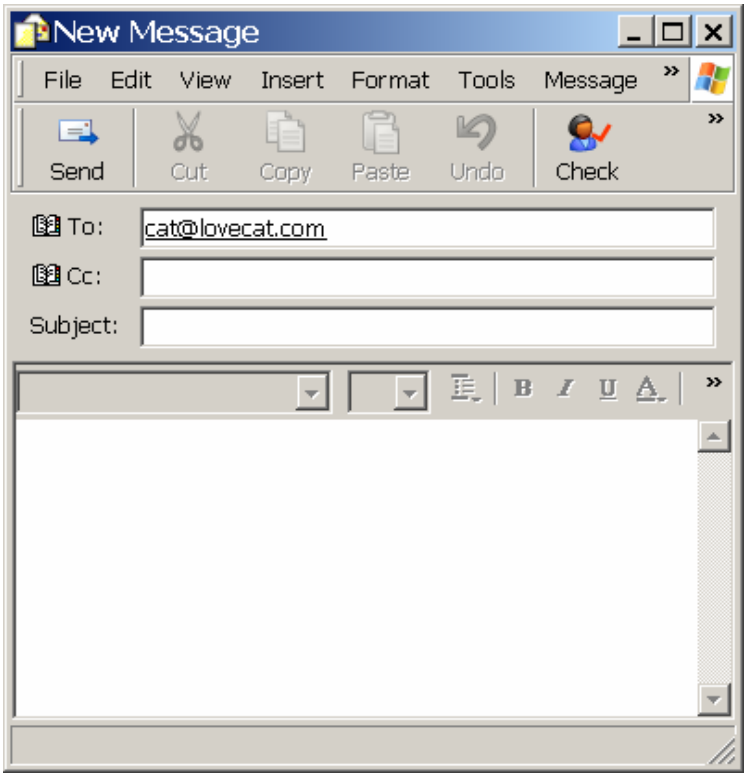



**5.** Click **Save icon** to save.

**6.** Click **Preview icon** in the Microsoft Internet Explorer toolbar, you will see **Love Cat** window.

Click on the e-mail address, you will see a **New Message** window.

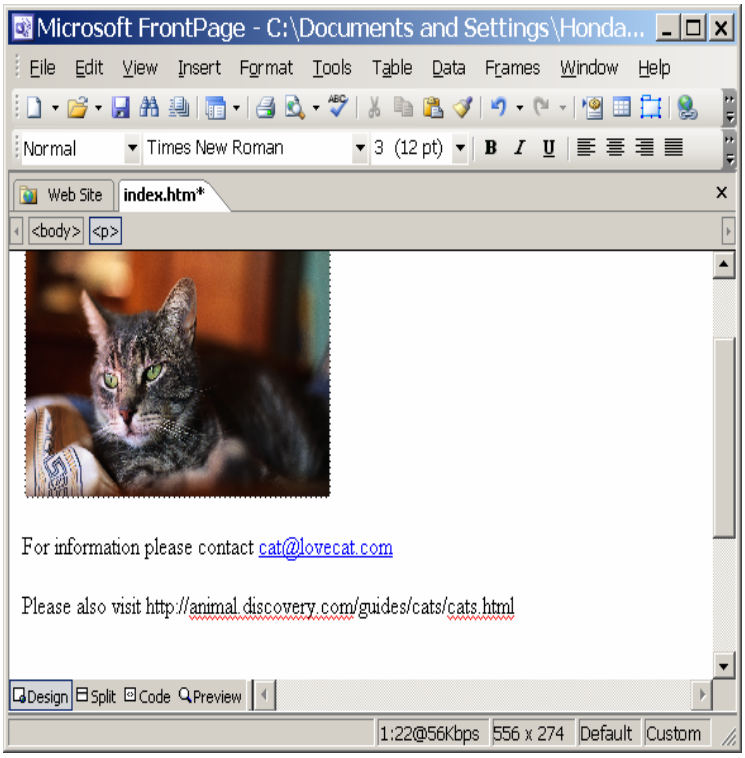
After you finished this step, click to close **New Message** box.




## F. Create a link to external site

**1.** In the blank text area, type **Please also visit http://animal.discovery.com/guides/cats/cats.html**

**2.** Press **Enter** key on key board.



**3.** Click **Save icon** to save.

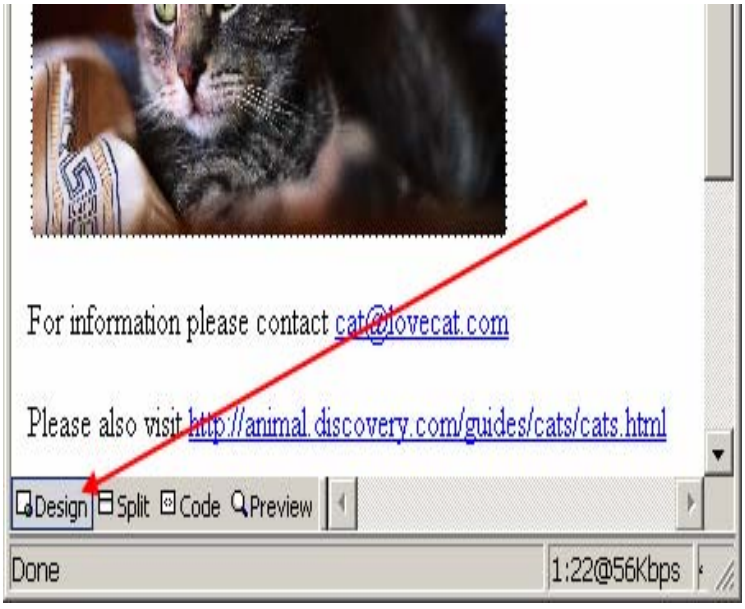
**4.** Click **Preview icon** in the Microsoft Internet Explorer toolbar, you will see **Love Cat** window.

Click on the link that you just created on the **Love Cat** window, the **Animal Planet** website will open.

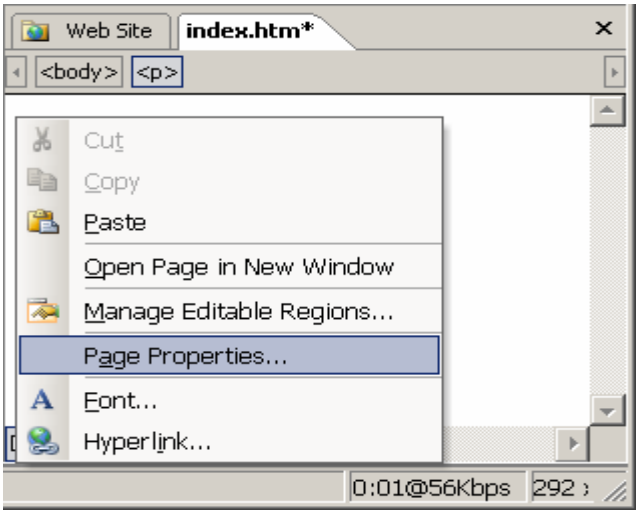
After you finished this step:
Click ✕ to close **Animal Planet** website.
Click ✕ to close **Love Cat** website.

## G. Inserting background music

**1.** Make sure you're in design mode by clicking the **Design** tab on the bottom left corner.

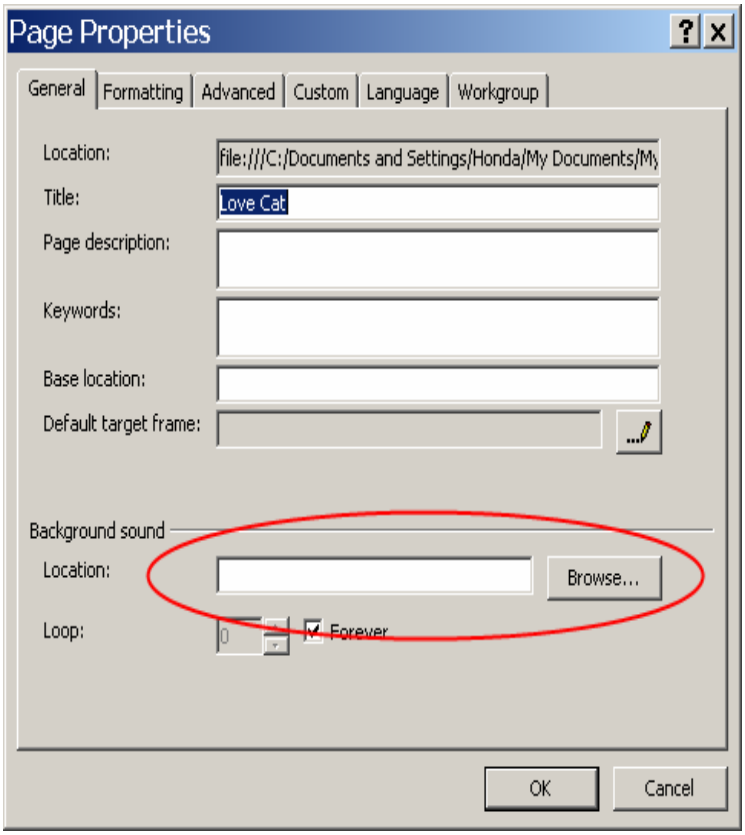


**2.** Right click somewhere on the blank text area. A window will appear.



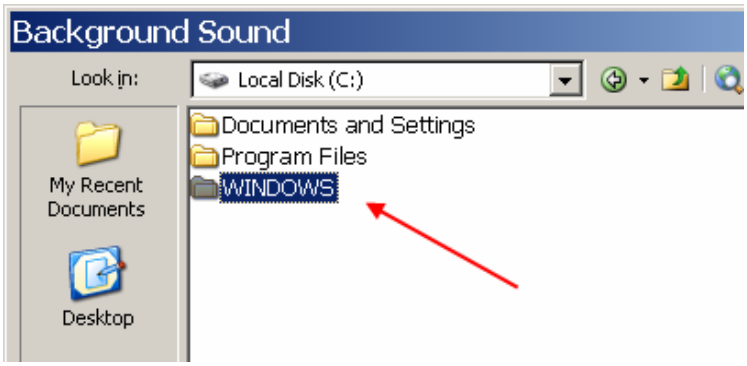

**3.** Then select **Page Properties**.

**4.** Under **Background sound**, click **Browse**… The Background Sound window will appear.




**5.** In the **Look in** box, click on **scroll down icon** to scan for local disc C

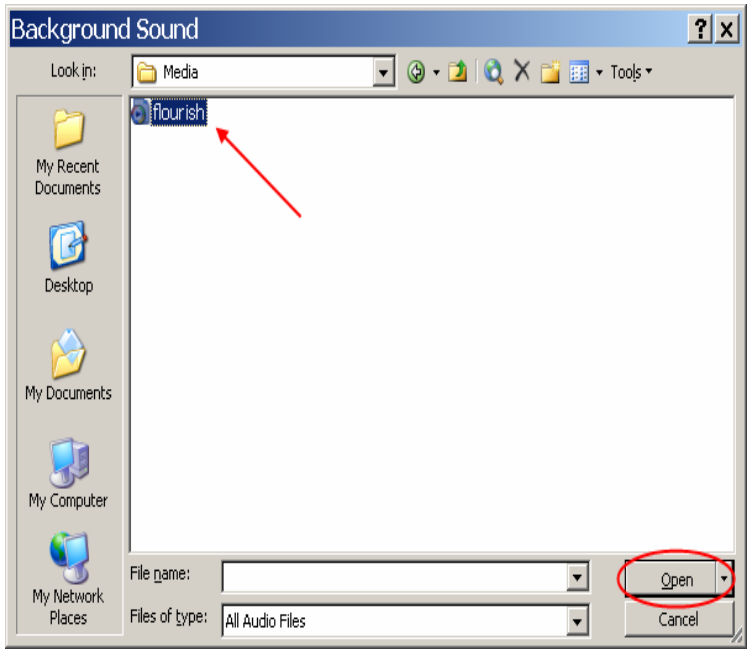
6. Double click on **Local Disk C**.
7. Then double click on **Windows** folder.



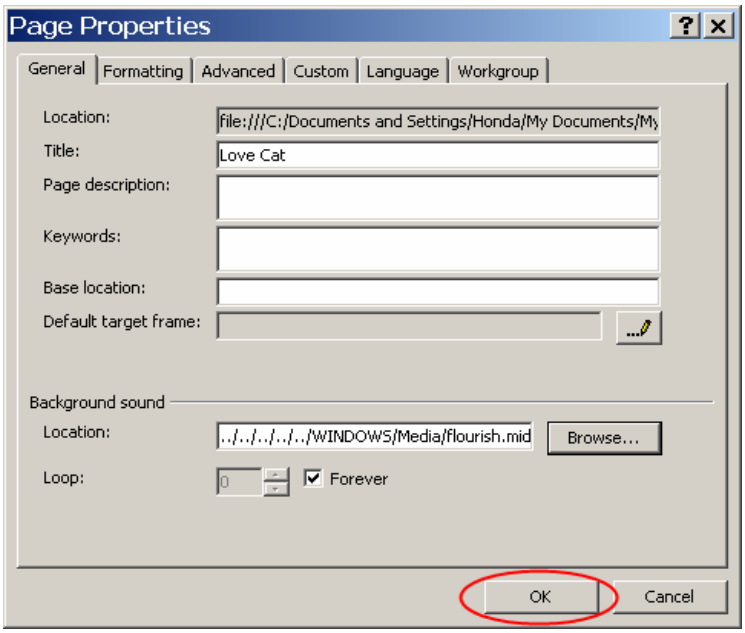

8. Double click on **Media** to find the location of a music file that you wish to play in the background.

9. Select **flourish.mid** file.

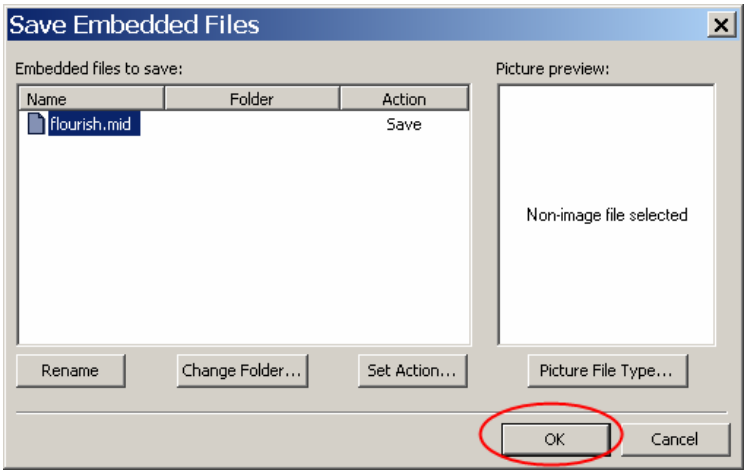
10. Click **Open**.



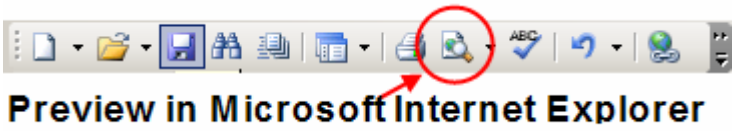
**11.** Click **OK** on **Page Properties** windows.




**12.** Click **Save icon** to save.
The **Save Embedded Files** windows will appear.
Click **OK**.




**13.** Click **Preview icon** in the Microsoft Internet Explorer toolbar, the Love Cat window will be opened and you will hear the music.




Congratulation! You just created your own web page.

## H. Uploading your Webpage to csulb.edu website

Go to this page http://www.csulb.edu/divisions/aa/academic_technology/thd/account/website/
Follow the instruction at there, and you can upload your web page on the server of CSULB.