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:

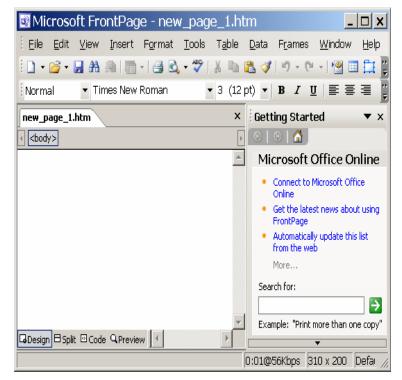
- 1. You need Microsoft Front Page 2003 software which is installed in your computer.
- 2. Read this instruction carefully
- 3. Follow the instruction steps by steps and exactly as instructed. Do not cut steps
- 4. Perform one task at a time

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

A. Getting familiar with FrontPage:

 Click Start, select All Programs, go to Microsoft Office, and select Microsoft Office FrontPage 2003.

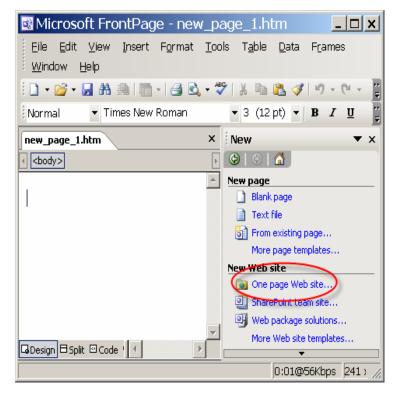
The FrontPage windows will appear.



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



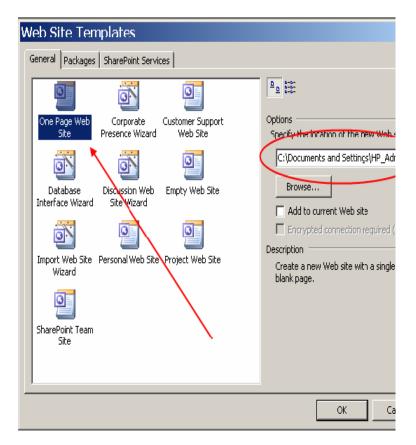
3. Click One page Web site... The Web Site Templates window will appear.



4. Select One Page Web Site.

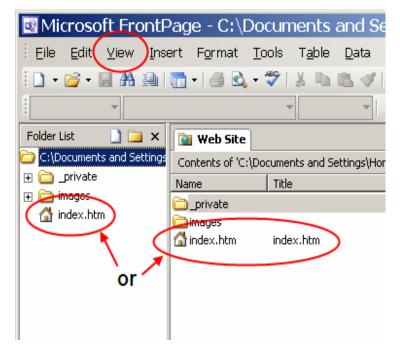
Note: Under the options: specify location of the new web site; make sure to select C:\ document and setting\....

Click OK.

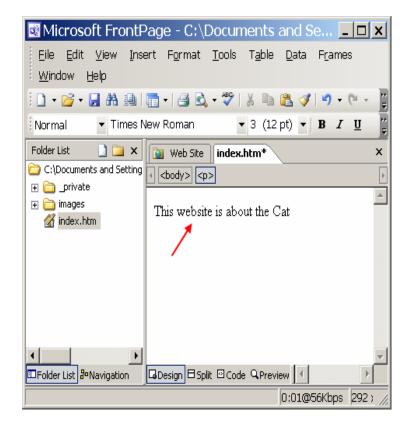


- 5. Double click index.htm. The FrontPage windows will appear.
- **Note:** If you <u>do not</u> see the **FrontPage** window like the image on the right, click **View**.

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".



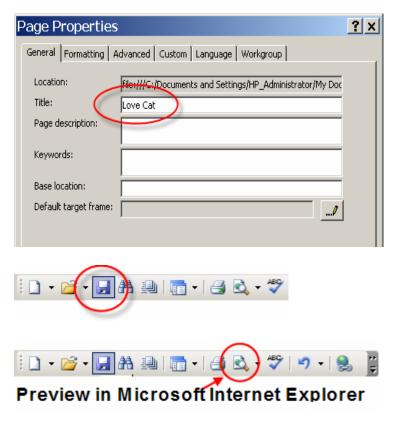
7. Right click on the blank text area, and then select Page Properties. The Page Properties window will appear.

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

Select **J** Save icon to save.

9.

10.



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📷 Web Site 🛛 index.htm*

Open Page in New Window

Manage Editable Regions...

Page Properties...

< <body>

Cut

Copy

Paste

Font...

Hyperl<u>i</u>nk...

X

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

Click **Preview icon** in the Microsoft

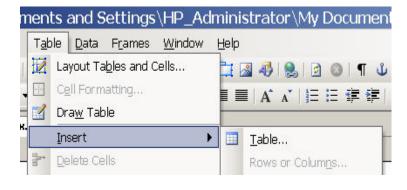
title Love Cat on your web page

Internet Explorer toolbar. You will see this

🐔 Love Cat - Microsoft Internet Explorer 📃	
File Edit View Favorites Tools Help	1
🕝 Back 🔻 🕥 👻 🗾 🛃 🏠 🔎 Search	»
Address Cuments\My Web Sites\mysite\index.htm 🗾	> Go
This web page is about Cat.	^
Done Stranger	<u> </u>

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.

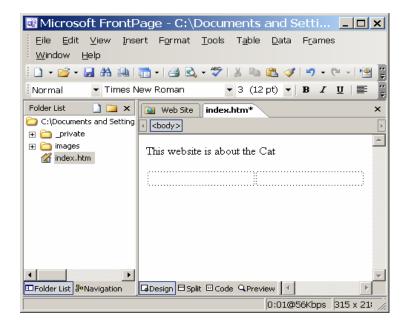


- 4 Under **Size**, type the desired number of rows and columns in the boxes. An example of one row and two columns is shown.
- **Note:** To make the grid lines disappear, under **Borders** type **0** in the **Size** box.

Click OK.

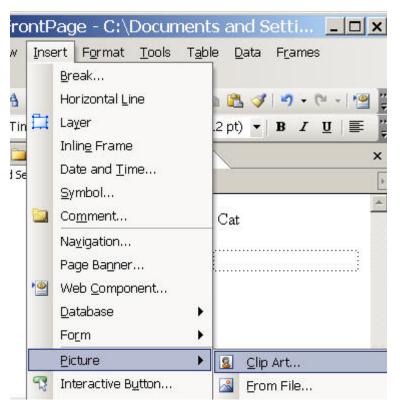
Insert Table	9		<u>?</u> ×			
Layout Tools						
🔿 Enable layou	C Enable layout tools					
🔿 Disable layou	t tools Size					
 Automatically 	enable layout tools based o	on table content				
Size						
Rows: 1	Columns: 2					
Layout						
Alignment:	Default	Specify width:				
Float:	Default	100 O In pixels • In percent				
Cell padding:	1 .	Specify height:				
Cell spacing:	2 .	O In pixels O In percent				
		Border				
Borders						
Size:	□ ÷	Light border: 🗌 Automatic	•			
Color:	-	Dark border: 🗌 Automatic	•			
🔲 Collapse table	e border	,				
Background						
Color: 🗌 Au	tomatic 👻					
Use backgrou	und picture					
		Browse Prope	rties			
, Set						
	It for new tables					
Style		ОК Са	ncel			

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

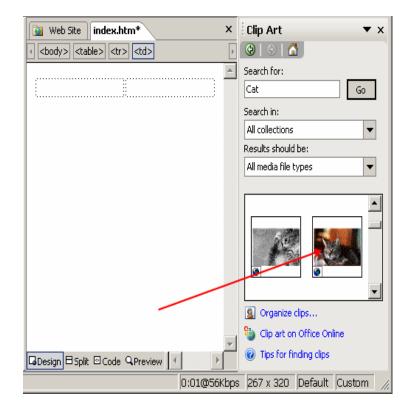


C. Aligning/inserting a picture with in a table

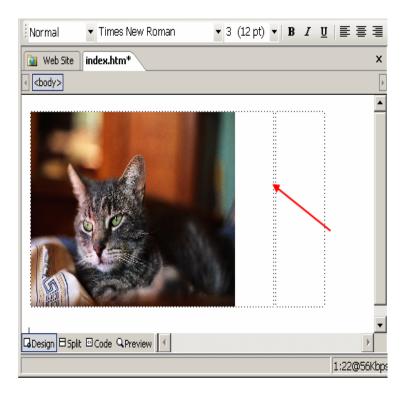
- **1.** Click on one of the table cells.
- 2. From the menu options of the **FrontPage** window at the top, click on **Insert**.
- **3.** Go to the **Picture** option.
- 4. Select Clip art. A window should appear to the right.
- **Note:** You can select **From File** if you want to insert a picture 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.



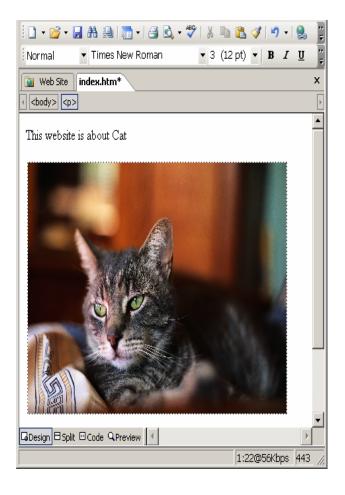
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8. Click **Save icon** to save.

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

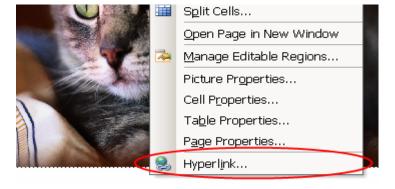


The inserted picture will appear like the image on the right side.



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.
- 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 <u>www.lovecat.com</u>, and then click **OK**.



- 5. Click 🛃 Save icon to save.
- 6. Click Review 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.

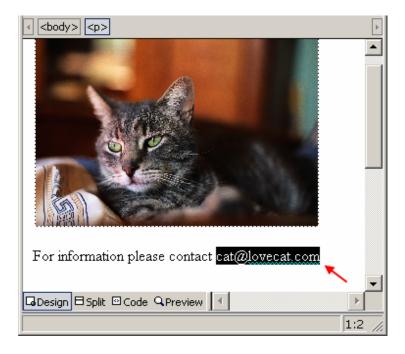
After you finished this step, click 🗙 to close the website **Lovecat.com**



E. Create an e-mail link

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

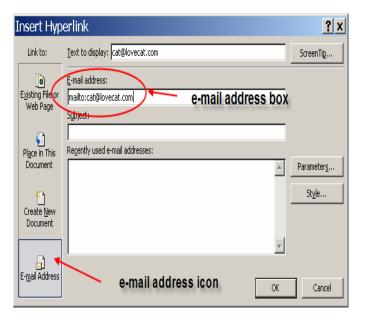
High light the <u>cat@lovecat.com</u>.



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



- 3. The **Insert Hyperlink** window will appear. Select **e-mail address icon**, then type <u>cat@lovecat.com</u> in e-mail address box.
- 4. Click OK.

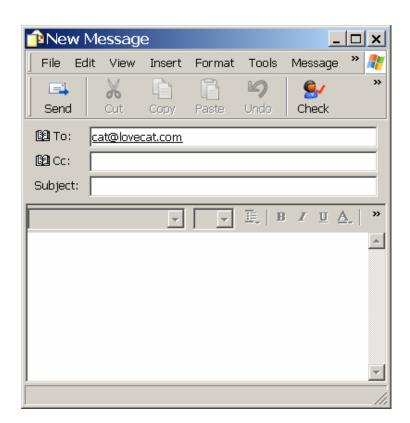


5. Click **Save icon** to save.

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 X 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.

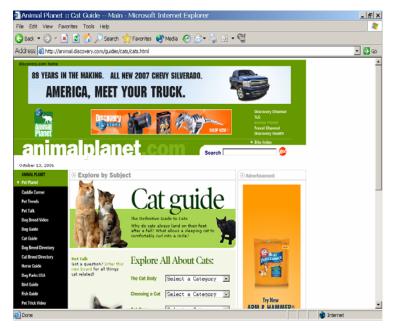


- 3. Click 🛃 Save icon to save.
- 4. Click Preview icon in the Microsoft Internet Explorer toolbar, you will see Love Cat window.

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 X to close Animal Planet website. Click X 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.

F	^p age P	roperties		? ×
	General	Formatting A	dvanced Custom Language Workgroup	
	Locatio	n:	File:///C:/Documents and Settings/Honda/My Documents/My	
	Title:		Love Cat	
	Page d	escription:		
	Keywor	'ds:		
	Base lo	cation:	[]	
	Default	target frame:		
			_	
	Backgrou	nd sound		
	Locatio	n:	Browse	\sum
	Loop:		0 Forever	
			OK Ca	ncel

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

Backgroun	d Sound		_			
Look in:	횐 mysite	(-	Þ	Ŧ	Ē
	1 🔞 Deckton			/	-	_

- 6. Double click on Local Disk C.
- 7. Then double click on **Windows** folder.
- Look in:
 Local Disk (C:)

 Documents and Settings

 Program Files

 WINDOWS

 Desktop
- 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.

Page Properties		? ×
General Formatting 4	Advanced Custom Language Workgroup	
Location:	file:///C:/Documents and Settings/Honda/My Documents/My	
Title:	Love Cat	
Page description:		
Keywords:		
Base location:		
Default target frame:	/	
Background sound		
Location:		
Loop:	0 × Forever	
		ncel

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

Save Embedo	led Files			×
Embedded files to sav	/e:		Picture preview:	
Name	Folder	Action		
Flourish.mid		Save	Non-image file selected	
Rename	Change Folder	Set Action	Picture File Type	
			OK Cancel	

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

Preview in Microsoft Internet Explorer

Congratulation! You just created your own web page.

H. Uploading your Webpage to csulb.edu website

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