

Getting Familiar with Microsoft FrontPage

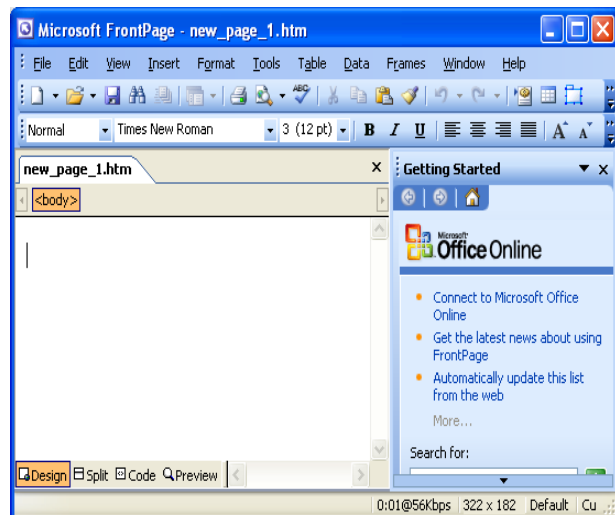
These instructions will show CSULB students how to create a webpage using Microsoft Office FrontPage 2003. You will learn how to do simple text entry, create different backgrounds, insert links to other websites and email addresses, and add images.

In order to use this program you will need a Windows-based computer with Microsoft FrontPage 2003 installed and some background knowledge of Windows. Read these instructions carefully and follow them step by step.

Part I: Creating a Simple Text Entry on a Web Page

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

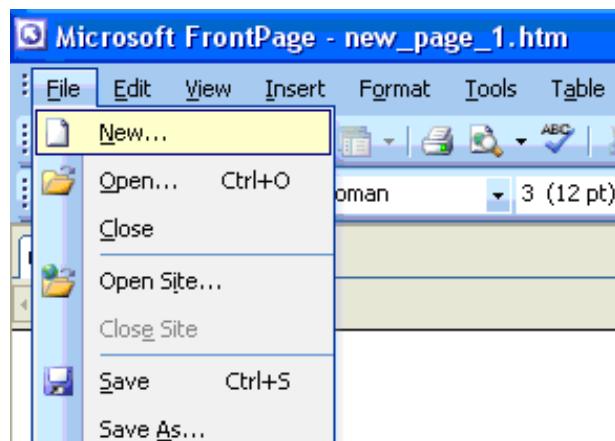
The FrontPage windows will appear.



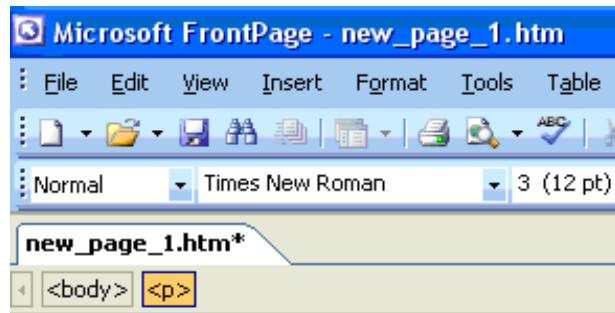
Note: The program should start with an empty blank page from which you can start your new website.

If no blank page is visible, click **File** in the top left corner of the screen and select **New**.

An empty white screen will appear.



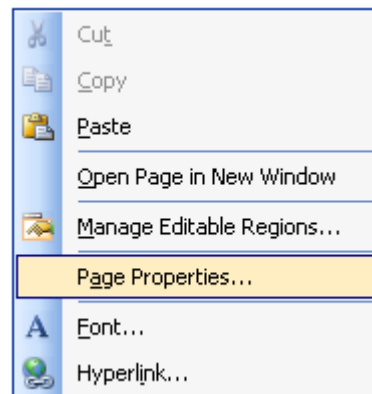
2. Type desired text in the empty white space.



English 317 Homepage - Spring 2007

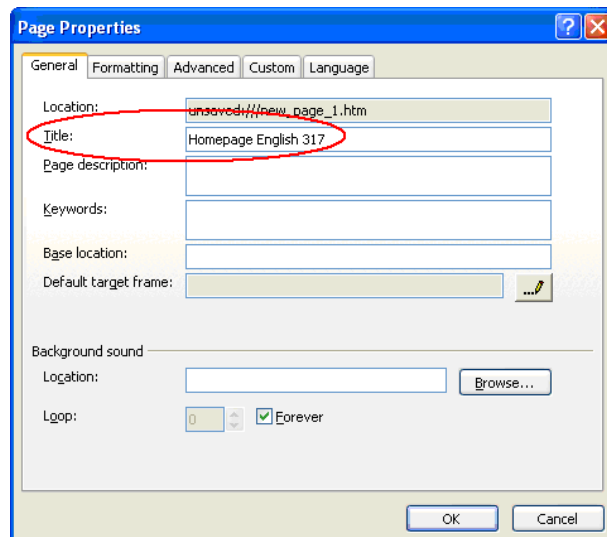
3. Right-click on the white text area and select **Page Properties** from the drop-down menu.

The **Page Properties** window will appear.



4. Type a title for your website into the **Title** area, click **OK**.

Note: This title will appear in the blue title bar at the top of your browser.

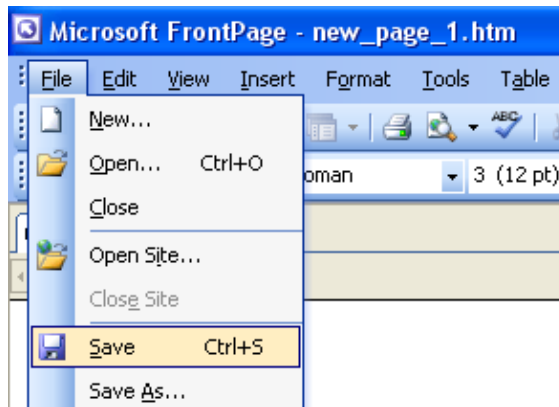


5. Save your work by clicking the **Save** icon.



Or click **File** and then select **Save**.

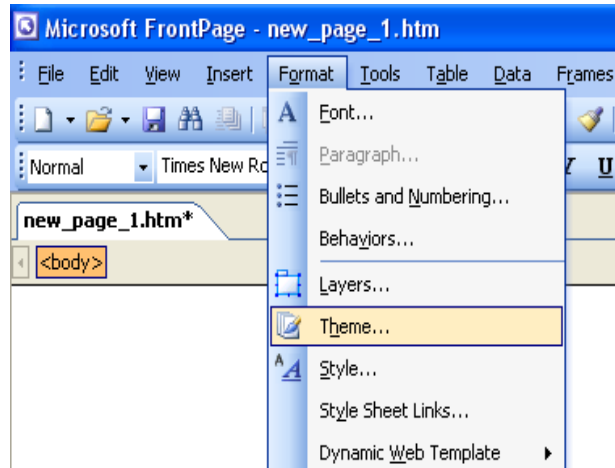
Note: You should save this file and extensions as index.html., this will designate the page as the "home page" of the Web site.



Part II: Inserting a Microsoft Background

1. Click **Format** and select **Theme**.

The **Theme** window will appear on the right-hand side of the screen.



2. Under **Select a Theme**, click the desired background.

The background will change automatically.



3. Save your project by clicking the **Save** icon.

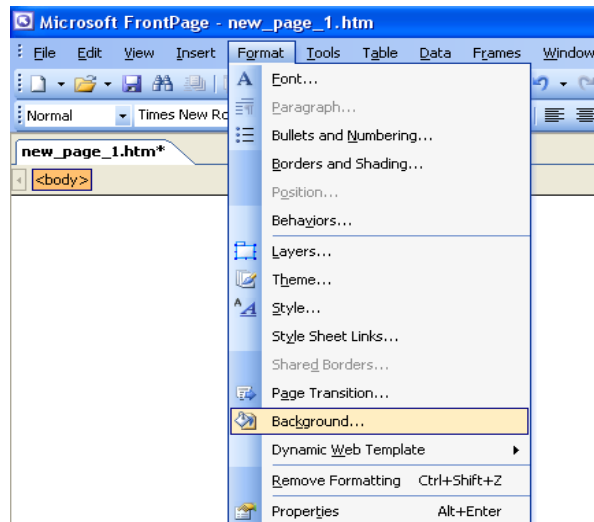


Browsing for and Inserting Your Own Background

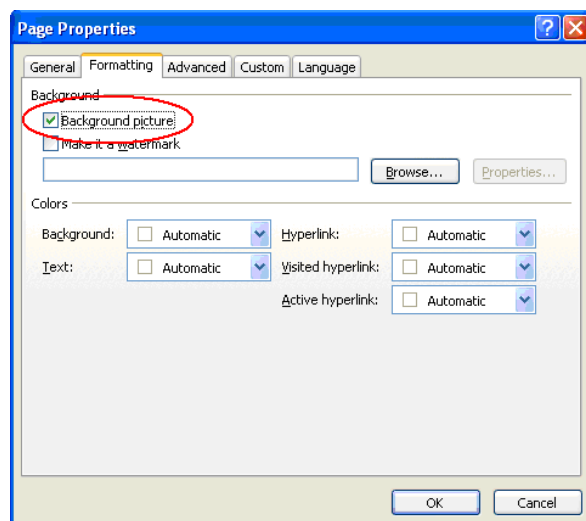
1. Click **Format** and select **Background**.

The **Page Properties** window will appear.

Note: Before inserting a new background delete any old ones.

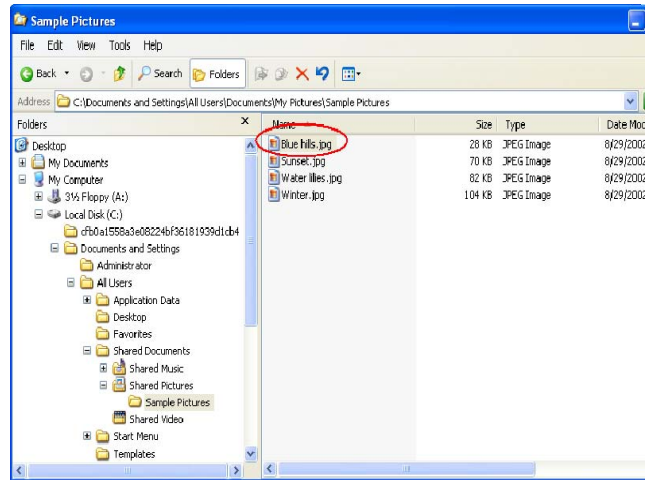


2. Click the **Formatting** tab.



3. Select the **Background picture** check box.
4. Click **Browse**.

5. Go to **C:\Documents and Settings\All Users\Documents\My Pictures\Sample Pictures**



6. Double-click the **Blue hills.jpg** file.

7. Click **OK**.

8. Save your project by clicking the **Save** icon.



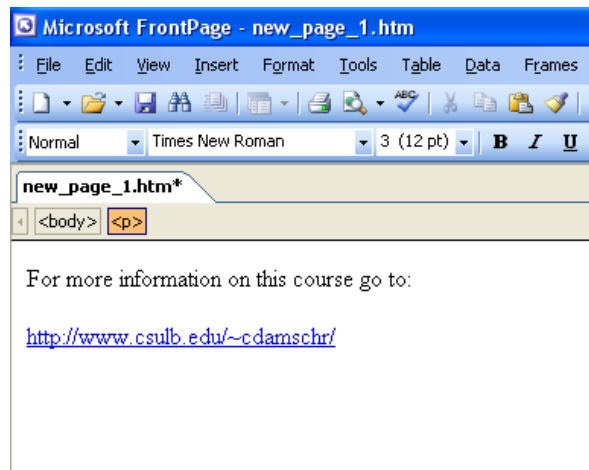
Part III: Inserting a Link to Another Website

1. Type the entire website's address into the empty text area.

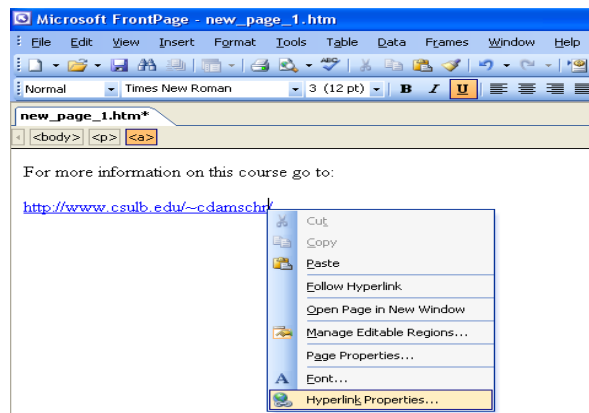
Note: Make sure to include “www” and the proper ending.

2. Press the **Enter** key.

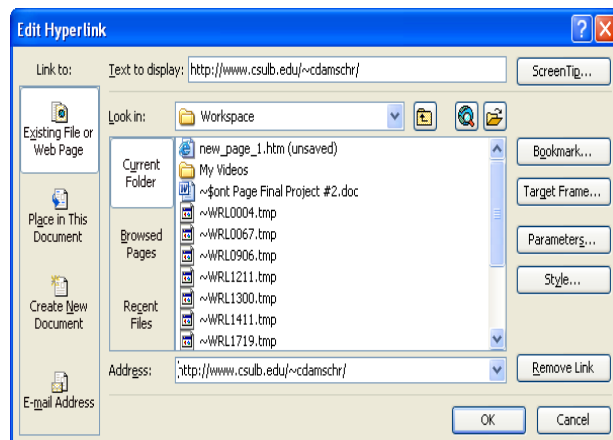
The website's address will turn blue and underline.



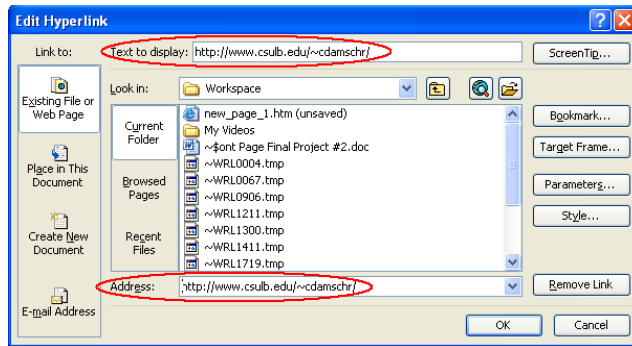
3. Right-click on the website address and select **Hyperlink Properties...**



The **Edit Hyperlink** window will appear.



4. In the **Text to Display** field you can change the website address to a descriptive title that will show up on your website instead of the entire website address.



5. In the **Address** field make sure that the website address is spelled correctly.

6. Save your project by clicking the **Save** icon.



7. To preview your website click on the **Preview** icon.

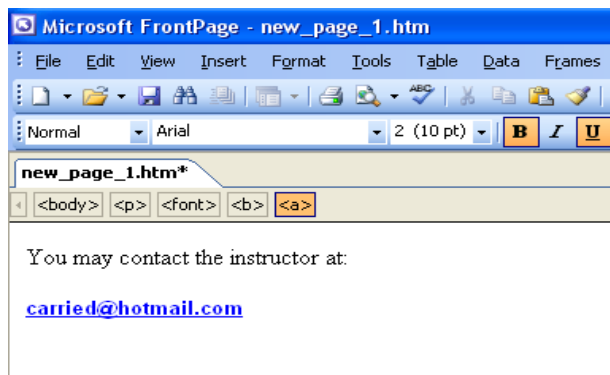


Note: In order to preview your website you must save it first.
To close the preview window, simply click the X in the upper right corner.

Inserting an E-mail Link

1. Type the entire email address into the empty text area.
2. Press the **Enter** key.

The email address will turn blue and underline.



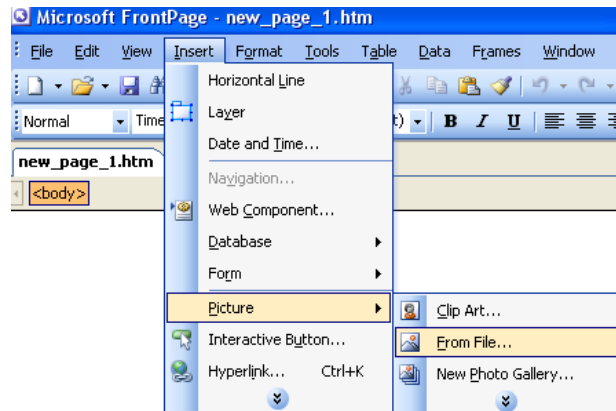
3. Save your project by clicking the **Save** icon.



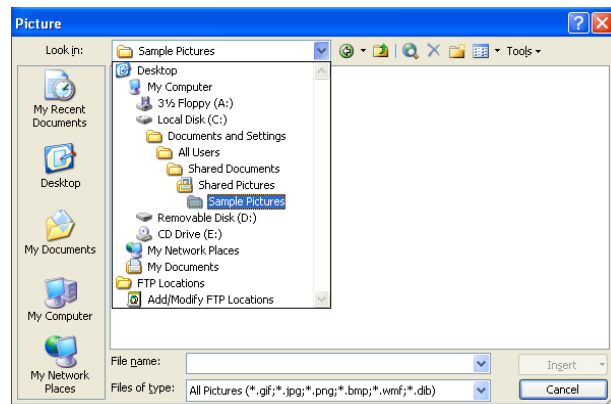
Part IV: Inserting an Image from a File

1. Click **Insert**, select **Picture**, click **From File...**

The **Picture** dialog box appears.

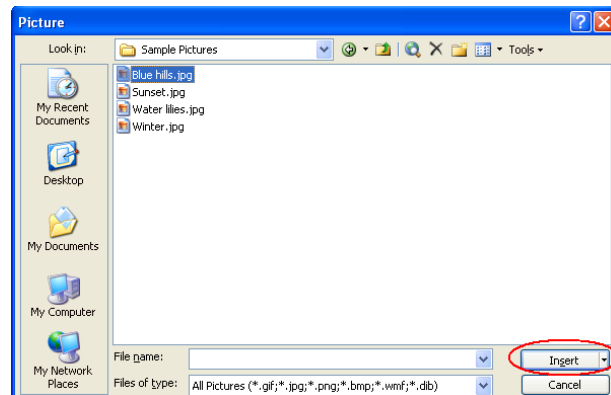


2. Go to **C:\Documents and Settings\All Users\Documents\My Pictures\Sample Pictures**



3. Click on the the **Blue hills.jpg** file.
4. Click **Insert**.

The image will appear in the document.



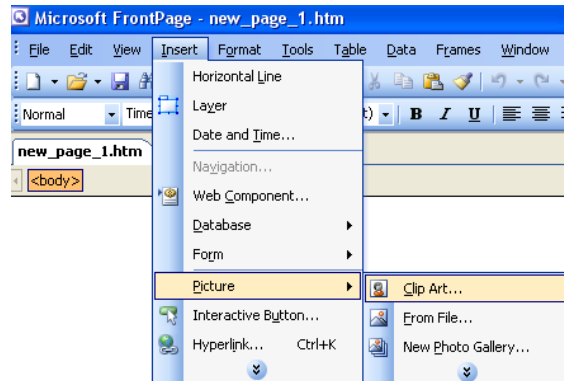
5. Save your project by clicking the **Save** icon.



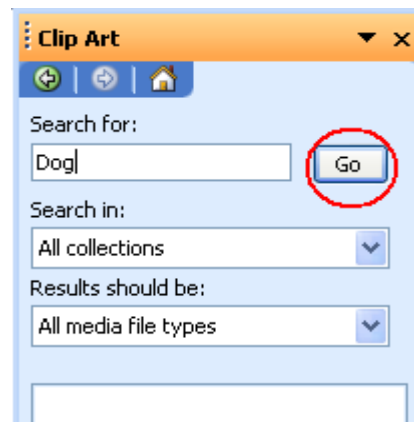
Inserting an Image from Clip Art

1. Click **Insert**, select **Picture**, and click **Clip Art...**

The **Insert Clip Art** dialog box will appear.



2. In the **Search for** box, type a keyword or multiple keywords for the clip art you want.

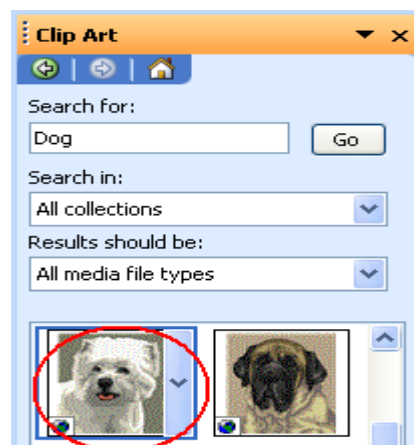


3. Click **Go**.

The images will appear.

4. To insert an image, click it once.

The selected image will appear in the document.



5. Save your project by clicking the **Save** icon.



Deleting Images

1. Click the image once.

A frame will appear around the image.



2. Press the **Delete** button on the keyboard.

3. Save your project by clicking the **Save** icon.



Moving Images: Drag-and-Drop

1. Click the image once.

A frame will appear around the image.



2. Click on the image and hold the mouse.



3. Drag the image up or down to the new location.

4. Release the mouse button.

The image will appear at the new location.



5. Save your project by clicking the **Save** icon.



Uploading your Webpage to Csulb.edu website

Go to http://www.csulb.edu/divisions/aa/academic_technology/thd/account/website/ and follow the instructions to upload your website to the CSULB server.