



# FRONTPAGE

*FrontPage is an excellent tool for creating a Web site without having to know HTML*

Content, however, is critical, as is the planning of your site BEFORE you begin entering text.

If you have little bits of information from here and there that you want to work into your Web pages, you can type that content directly in the Web page. **You want the bulk of your content available in electronic files.**

**Hyperlinks** are an essential part of a Web site. It's easy to create a hyperlink by clicking the **Create OR Edit Hyperlink** tool.

Try using **WebWizard** to create a Web site. Describe what you want, how you want it organized, then select a presentation style. WebWizard walks you through the whole project!

### Try this in Explorer...

Use the **Hyperlink View** on the right to explore Web page links. This view shows how Web pages and graphic images connect to each other with hyperlinks. You can easily **switch** between the **Hyperlink** view and the **Folder** view by clicking the toolbar buttons.

The **Outline** view on the left shows the pages and graphic images that make up the Web site.

As you make changes to your Web site, you'll need to update your **Hyperlink** view map regularly. To update a

**hyperlink** map, use the **View** menu's **Refresh** command.

**Spell-Check your site** by choosing **Tools** menu's **Spelling** command. Mark the **All Pages** option button to check the spelling of all your pages.

**Use Explorer** not only as a way to view a Web site's overall organization and layout but also as a way to open and work with specific Web pages and graphic images. Use Explorer to start **Image Composer**.

**View** a page's or image's properties by right-clicking in the **Folder** view.

### Explorer vs. Editor...

**Explorer lets you work with all your Web pages at the same time.** For example, you can check the spelling of all the pages in your Web site. **In Editor you work with only one Web page at a time.**

### Using the To Do List...

Explorer includes a **TODO List** to help you keep track of which pages need to be finalized and where important images need to be replaced.

Explorer initially sorts tasks from highest to lowest priority.

### Using Editor...

**Editor works much like Word.** For the most part, you click a location within a Web page document to

position the insertion point, and then you begin typing.

**If you make a mistake**, use the Backspace key to erase your entry. Then begin typing again.

**To insert Special or Unusual symbols**, place the insertion point where you want it. Choose the **Insert menu's Symbol** command. Click the symbol you want.

### Tables...

**Table cells can hold text, numbers, graphic images, and even other tables.**

**Cell padding** refers to how much space shows between the cell contents and the cell edge. **Cell spacing** refers to the space drawn between the cells inside the table.

### Working with Graphics...

**Open a graphic image in Image Composer from Editor.** Open an existing page containing a graphic image. Select the graphic by clicking it. Choose the **Tools** menu's **Show Image Editor** command. **Image Composer** opens the graphic as a **sprite** and displays it in the **Composition** window.

**To rotate**, select the sprite by clicking it, then rotate by choosing the **Arrange** menu's **Rotate** command.

Press the Shift key while you drag the sprite's corner handle to keep the sprite's **aspect ratio** (the ratio of width to height).

Use the Shift key to select multiple sprites.

### From Image Composer to Web page...

Start **Editor**, and open your page. Start **Image Composer** and open the composition with the graphic. Right-click the **Windows Taskbar**. Choose the shortcut menu's **Tile Vertically** command. Select the graphic. Drag the image from **Image Composer** and drop it in the **Editor** window.

### Tips...

Although you can specify which font the selected text should use, **the text may not appear the way you expect** when it's viewed on another computer.

Be sure to check how your site looks through different computers and different browsers.

Remember, the **Tab and Spacebar** don't work the same in **Editor** as in word processing programs.

If the **width of a line** is set to 100 percent of the window, then the alignment setting has no effect.

### Ideas...

Graphic images can do more than just spruce up a page. **Why not add a hyper-text link?**

**Create a Hotspot.** Although most graphic image hyperlinks point to a single URL address, it's possible to use a graphic image to point to multiple URL addresses.

**Use Bookmarks** to make it easy to move around within a particular Web page. Use self-descriptive names for your bookmarks. They'll be easier to use later on.

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E-mail: [training@sfsu.edu](mailto:training@sfsu.edu) Help Desk: x 81420