FrontPage 2003
Lesson 4 - Creating Individual Pages

Adding a Page Using a Template

1. Open the **Practice** web site.

2. Click **File > New**.

3. In the *Task Pane*, click **More page templates**.

4. Click the **General** tab, if needed.

5. Highlight **Table of Contents**.

   Note: The Table of Contents template can be used as an A to Z index or a site index.

6. Click **OK**.

7. A page named *new_page_1.htm* is created.

8. Delete the paragraph beginning "The following is a hierarchial…".

9. Modify the author information at the bottom of the page.

Web Page Title

The web page title is the name showing in the title bar of the browser and in bookmarks or favorites for the page. The page title can be different from the file name. It usually includes a brief description of the page or the organization sponsoring the web site. It is changed when the page is first saved.

Saving a Web Page

1. Click the **Save** icon on the *Standard* toolbar.

2. Type **table_contents** in the *File name* field.

3. Click **Save**.

A Word about Web Page File Names

1. Do not use spaces in the file names.

2. File names normally use one of two conventions.

   a. Use underscores in place of spaces (table_contents).

   b. Use capitalization with no spaces (TableContents).

Page Title
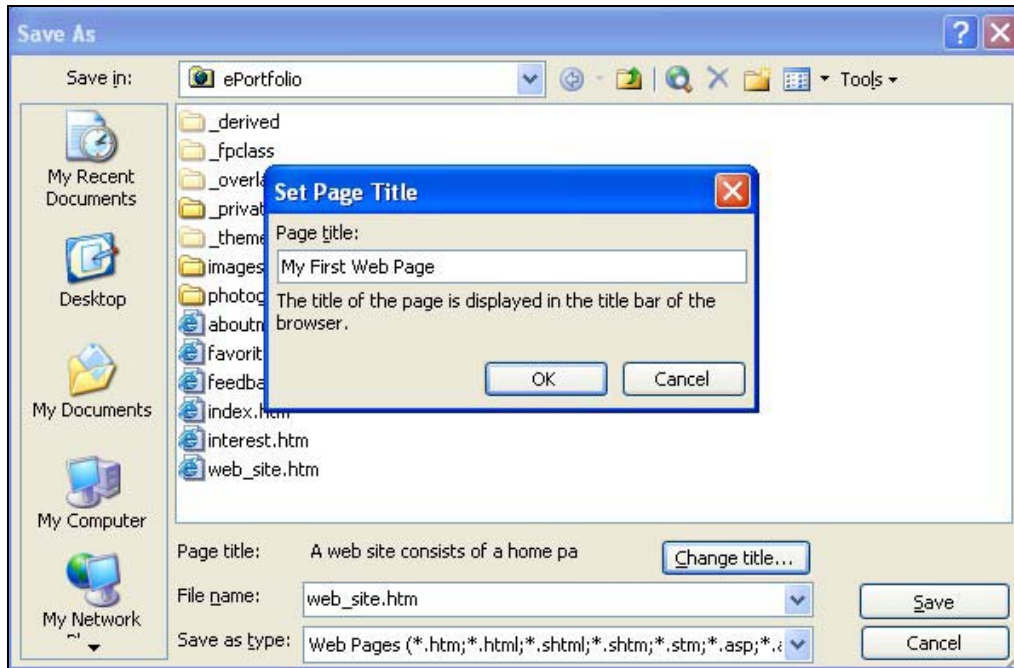
1. Click the **Change title** button. See Figure 1.

Figure 1. Set page title

2. Type **My First Web Page** in the *page title*.

3. Click **OK**.

4. Click **Save**.

Change Page Title

1. Right-click anywhere on the **web page**.

2. Left-click **Page Properties**.

3. Click the **General** tab, if needed.

4. Type **Site Index** in the *Title* field.

5. Click **OK**.

Preview a Web Page

Pages should be previewed in a web browser to be sure they are displaying correctly.
The page can be previewed in multiple browsers. Each browser type must be installed
on the computer for the multiple preview options to be available.

1. Click the **Preview** icon on the *Standard* toolbar.

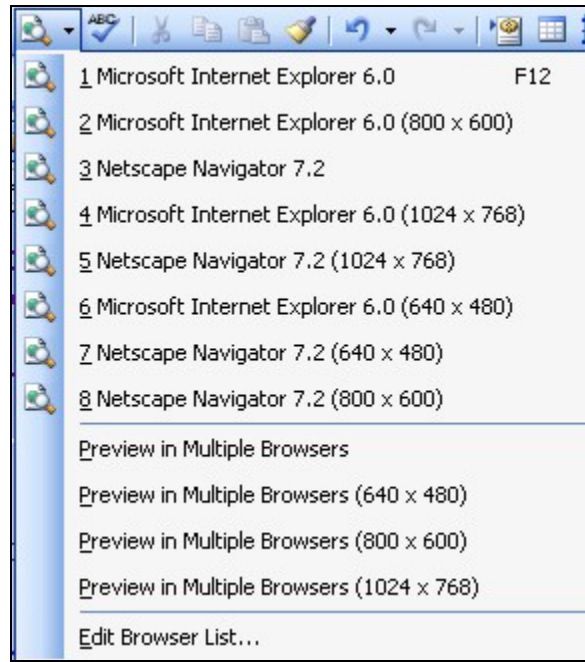2. If available, click the **web browser** to be used in the preview. See Figure 1.

Figure 1. Multiple browsers preview

Adding a Blank Page

1. Click the **Create a new normal page** icon on the *Standard* toolbar.

2. The *Task Pane* opens displaying the *Layout Tables and Cells* view. Close it.

Entering Text in a Blank Page

1. Type the following text on the blank web page.

    My Personal Favorites

2. Press the **Enter** key.

3. Type the following:

    Here are several of my favorite things such as music, pets, and colors. I am also a big fan of the Wyoming Cowboy football and basketball teams.

4. FrontPage wraps the text onto the next line automatically.

5. Press **Shift+Enter** to start a new line.

6. Type **Go Pokes!**.

7. Press **Enter** to start a new paragraph.

8. **Save** the page, and name it **personal_favorites**.

Deleting Text

1. Highlight the phrase **Go Pokes!**.

2. Press the **Delete** key.

Printing a Web Page

1. Click **File > Print**.

2. Select print options, if needed.

3. Click **OK**.

Page Views

There are four different page views available with a page view. They are design, split, code, and preview. The page view icons are located at the bottom of the screen. See Figure 2.

Figure 2. Page view icons

Design View

The design view displays by default and is used to enter, modify, and format information on the page. Most work with a web page is done in design view.

Split View

The split view divides the current page in half with design view and code view. The HTML code can be changed while viewing the impact on the design. Click **View > Refresh** to see the changes reflected on the design page.

Code View

The code view displays the HTML codes. Users who are familiar with HTML tags can write and edit them in this view.

Preview

The preview shows how the page will look in a web browser without saving the page.
Note: Be sure to click the design icon after previewing a page in order to make additional changes.

Headings

Headings are preset in HTML with six levels being available. Each heading has a different font size and format. They are used to separate sections and/or paragraphs on a page.

1. Press **Enter** to start a new paragraph.
2. Type the following list on the page, pressing **Enter** after each line.

> Heading 1
> Heading 2
> Heading 3
> Heading 4
> Heading 5
> Heading 6

3. Select the **Heading 1** line.
4. Click the **Style drop down arrow** on the **Formatting** toolbar.
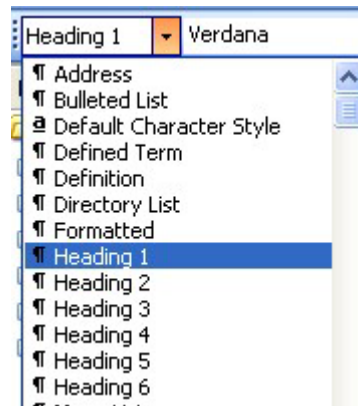5. Click **Heading 1**. See Figure 3 on page 6.

Figure 3. Styles

Try It!

Repeat steps 3 through 5 for the remaining headings. Use the appropriate style for each heading.

Format Text

1. Select the phrase, **favorite things**, in the first sentence of the paragraph.

2. Click the **Bold icon** **B** on the *Formatting* toolbar.

3. Select the word **music** in the first sentence.

4. Click the **Italic icon** *I* on the *Formatting* toolbar.

5. Select the phrase **Wyoming Cowboy** in the second sentence.

6. Click the **Underline icon** U on the *Formatting* toolbar.

Text Alignment

1. Select the **Heading 1** phrase.

2. Click the **Center icon** on the *Formatting* toolbar.

3. Select the **Heading 2** phrase.

4. Click the **Right Align** icon on the *Formatting* toolbar.

5. Select the **Heading 1** phrase again.

6. Click the **Left Align** icon on the *Formatting* toolbar.

7. Select the **paragraph**.

8. Click the **Justify** icon ▤ on the *Formatting* toolbar.

Change the Font

1. Select the **paragraph**.

2. Click the **Font down arrow** on the *Formatting* toolbar.

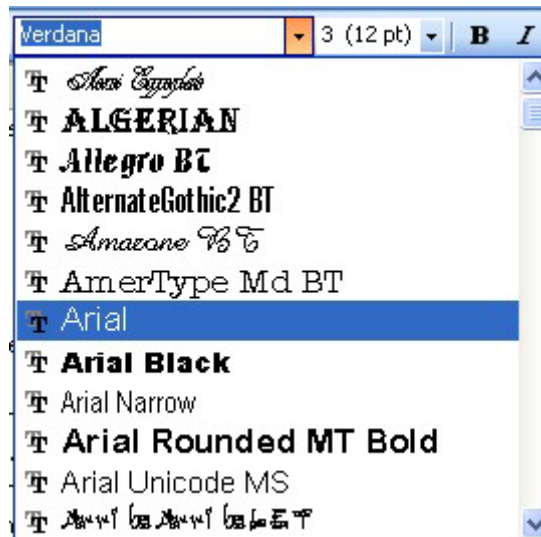3. Click **Arial** from the list. See Figure 4.

Figure 4. Font list

Change the Text Size

1. Select the phrase **Wyoming Cowboy** in the second sentence.

2. Click the **Font Size down arrow** on the *Formatting* toolbar.

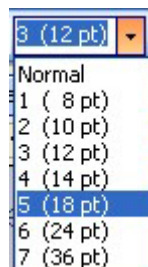3. Click **5 (18 pt)**. See Figure 5.

Figure 5. Text size

Change the Text Color

1. Highlight the phrase **favorite things** in the first sentence.

2. Click the **Font Color down arrow.**

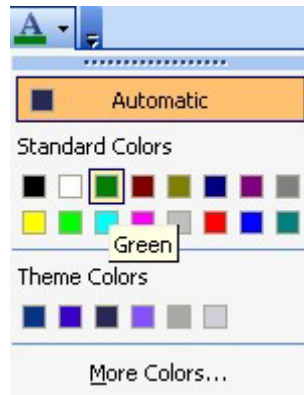3. Click the **Green** color. See Figure 6.

Figure 6. Font color

Try It!

1. Add your own text and experiment with formatting.

2. Click the **Save** icon on the *Standard* toolbar.

3. Preview the page by clicking the **Preview** icon.

4. Close the page.

5. Delete the page.