

FrontPage 2003

Lesson 2 - Working with a Web Site



Create a Web Site Using a Template

When a web site is created using this method, the home page is named index.htm.

Web sites on the UW domain require a home page named default.htm. The home page must be renamed default.htm before publishing it to the web server. The Personal Web site template is used to demonstrate the process.

1. If FrontPage is open with a new page, close the new page.
2. Click the **Other Task Panes** arrow.
3. Click **New**.
4. Click **More Web site templates**.
5. Click the **Browse** button.
6. Navigate to the **zip drive**.
7. Create a new folder named **Practice**.
8. Click **Open**.
9. Highlight **Personal Web Site**.
10. Click **OK**.

Web Site Folders

The personal web site template adds six folders. The _fpclass, _overly, and _themes contain files used internally by FrontPage. The images folder is used to store graphic files. The _private folder is used for files that are used on the site and cannot be accessed individually by users. For example, a logo image is stored in the _private folder. The photogallery folder is used to save thumbnail images.

Display and Hide the Folder List

The folder list is used to manage web pages and folders within a web site. See Figure 1 on page 2.

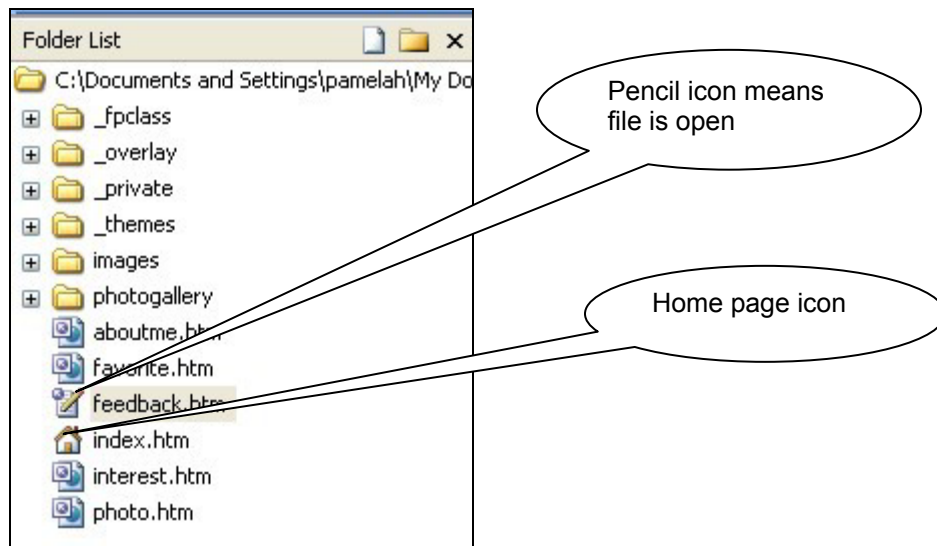




Figure 1. Folder list

1. The *Toggle Pane* icon  is located on the *Standard* toolbar.
2. Click the **Toggle Pane** icon to display the folder list.
3. Click it again to hide the folder list.
4. Click it again to display the folder list.

Open and Close a Web Page

1. In the folder list, double-click the **index.htm** file to open it.
2. Click  to close the page.

Switch between Web Pages

Several web pages can be open simultaneously. Use the *Web Page* tabs to display an open file. The page with the white tab is currently displayed. See Figure 2.



Figure 2. Web page tabs

1. Open the **aboutme.htm**, **favorite.htm**, and **feedback.htm** files.
2. Click the **aboutme.htm** tab to display the file.
3. Click the **Web Site** tab to display the folders.

Change the View of a Web Site

There are six different views available for a web site. By default, a web site opens to the folders view. The other views are: Remote Web Site, Reports, Navigation, Hyperlinks, and Tasks. Views can be changed by clicking **View** on the menu toolbar and selecting the desired view. Icons located at the bottom of the screen can also be used to change the view. See Figure 3.

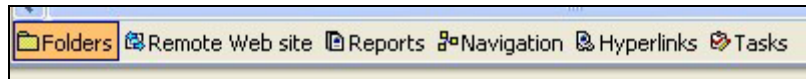


Figure 3. View icons

Folders View

This view displays by default and shows the contents of the web site. Folders and files can be created, copied, moved, and deleted in this view. Click the **Web Site** tab to display the folders view when a page is open. See Figure 2.

Remote Web Site

The remote web site view is used to publish the local web site to the remote web site.

- The local web site is the “rough draft” and is used to develop a site. This can be done on a local computer or on a development server. UW provides a development server.
- The remote web site is the production server. A production server is the server where the web site is published for viewing on the Internet. This is the “finished” product.

Reports

The reports are used to analyze and maintain the web site. This includes a list of unlinked files, slow pages, older files, unverified hyperlinks, broken hyperlinks, and component errors.

Navigation

The navigation view is used to create, display, and change a web site’s structure and navigation. Pages can be added and removed from the navigational structure.

Hyperlinks

This report shows the status of the site's hyperlinks. Broken and verified hyperlinks are included.

Tasks

Tasks can be used to keep track of the status of the tasks to complete and maintain a site. This view displays the tasks and their status. Use tasks to assign items when more than one person is working on a site.

Add a Task

1. In the *Folder List*, highlight the **page** needing a task.
2. Click **Edit > Tasks > Add Task**.
3. Type the **task name**.
4. Include a brief **description**.
5. Click **OK**.

Open and Close a Web Site

1. Click **File > Close Site**.
2. Click **File > Open Site**.
3. **Navigate** to the zip drive, and **highlight** it.
4. Click the **Open** button.

Create a New Folder

1. Click the **New Folder** icon located at the top of the *Folder List*. See Figure 4.



Figure 4. New folder icon

2. Type the **folder name**. In this example, the folder name is *Train*.
3. Press **Enter**.

Rename a Folder

1. Right-click the **Train** folder.
2. From the shortcut menu, left-click **Rename**.

3. Type the new name of **Training**.
4. Press **Enter**.

Note: The same technique can be used to rename a file.

Try It!

Rename the index.htm file to default.htm.

Move a File to a Folder

1. Point the mouse over the **photo.htm** file.
2. Click and hold the mouse button.
3. Drag the file to the **Training** folder.
4. Click the **plus sign** in front of the Training folder. The *photo.htm* file is now in the Training folder.

Delete a Folder

1. Highlight the **Training** folder.
2. Press the **Delete** key.
3. Click **Yes** at the *Confirm Delete* message.

Try It!

1. Open the feedback.htm file.
2. Close the file.
3. Close the Personal web site.