FrontPage 2003
Lesson 3 – Modifying a Personal Web Site

Personal Web Site

The personal web site template provides a start to setting up a web site. Each page can be modified and personalized to reflect the information to be published on the Internet.

Editing Text

The template pages contain placeholders for text, headings, images, and hyperlinks. These placeholders are edited to reflect the desired information or can be deleted.

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

2. Open the **default.htm** page.

3. Select the **paragraph** beginning with, "The home page is a good spot…".

    a. Triple-click the paragraph to select it; or

    b. Drag through the text to select it.

4. Type the following:

    My name is [insert your name], and I am a [job position] at the University of Wyoming. I work in the [department] in the College of Agriculture.

5. Notice the asterisk after the page name on the tab. This indicates changes have been made to the page and have not been saved. See Figure 1.

Figure 1. Unsaved page

Adding New Text

1. Be sure the cursor is at the end of the paragraph that was just changed.

2. Press the **Enter** key to begin a new paragraph.

3. Type the following:

    This is my first Web site.

4. Press the **Enter** key to begin a new paragraph.

5. Type the following:

> Follow the links to learn more about my interests and my favorite Web sites.

Deleting Text and Tables

This template uses tables to layout the text and images. The dashed lines represent the table. Unwanted text and tables can be deleted as needed.

1. Highlight the phrase **Communities & Forums**.
2. Press the **Delete** key.
3. Click the cell containing the phrase **Favorite Links**.
4. Click **Table > Select > Table**. The table is highlighted.
5. **Right-click** the table. The shortcut menu displays.
6. Left-click **Delete cells**.
7. The table is deleted.

Editing Bulleted Lists

1. Open the **interest.htm** page.
2. Select the **sentence** beginning with "Here is a good place…".
3. Type the following:

   I am interested in these areas.
4. Select the **text** for the **first bulleted item**.
5. Type the following information:

   NASCAR Racing is an exciting sport to watch.
6. Select the **first hyperlink**.
7. Type the following information: NASCAR.com
8. Select the **second bulleted item**.
9. Replace it with the text **Shetland Sheepdogs**.
10. Select the **second hyperlink**.
11. Replace it with the text **Colorado Sheltie Rescue**.
12. Select the **third bulleted item**.
13. Replace it with the text **Arts and Crafts Small Busines**s.

14. Select the **third hyperlink**.

15. Replace it with the text **eBay.com**.

16. Highlight the **remaining bulleted items**.

17. Press the **Delete** key.

Editing Page Banners

The page banner is located at the top of the page. The text can be edited.

1. Double-click the **page banner**. The *Page Banner Properties* dialog box displays.

2. Type **Favorite Web Sites** in **the Page banner text** field.

3. Click **OK**.

Saving a Web Page

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

2. Click the **close** button for the *interest.htm* file.

3. Click the **index.htm** tab.

4. Click the **Save** icon again.

5. Click the **close** button for the *index.htm* file.

Try It!

1. Open the **aboutme.htm** file.

2. Edit the text and add a **brief resume**.

3. Change the page banner to read **Resume**.

4. Save the page.

5. Rename the page **resume.htm**.

6. Close the page, and close the web site.