
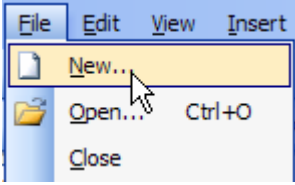
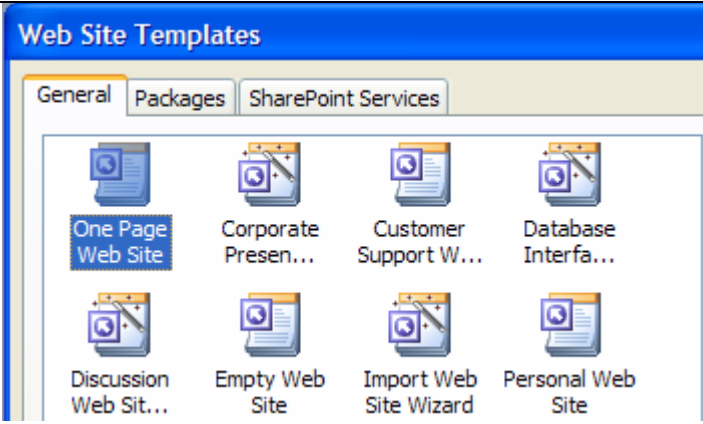

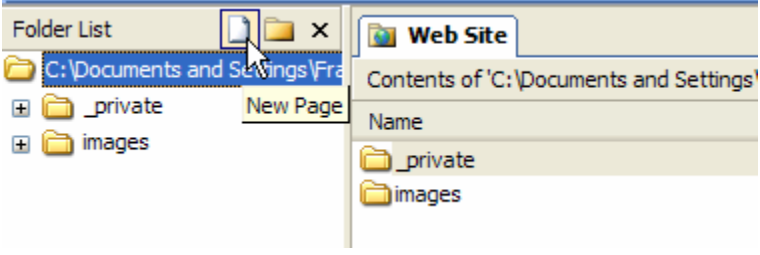

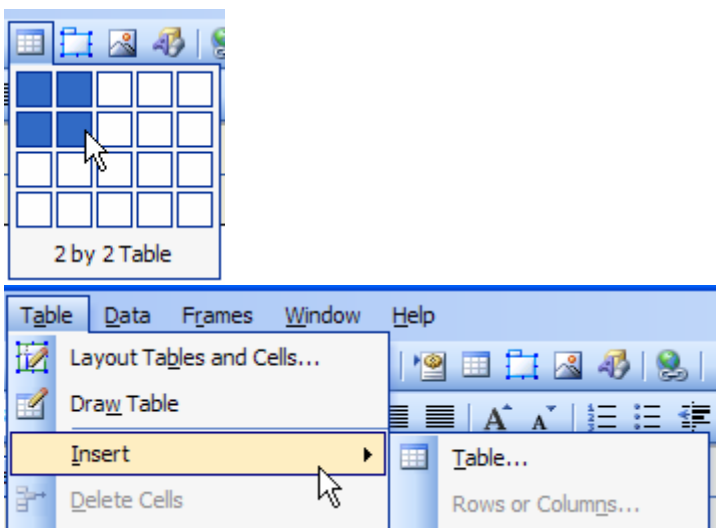
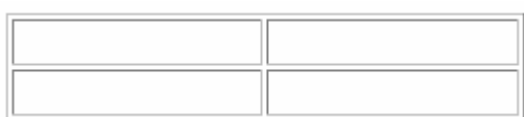
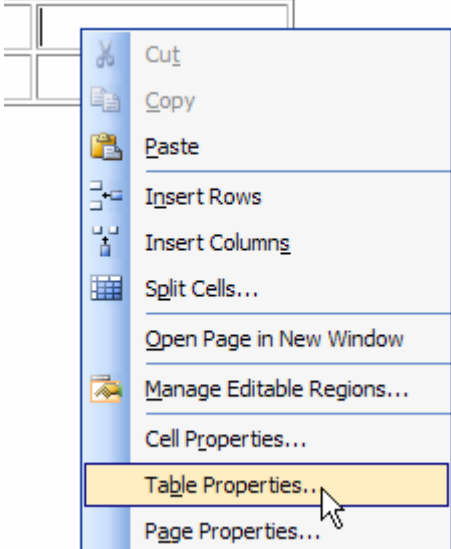


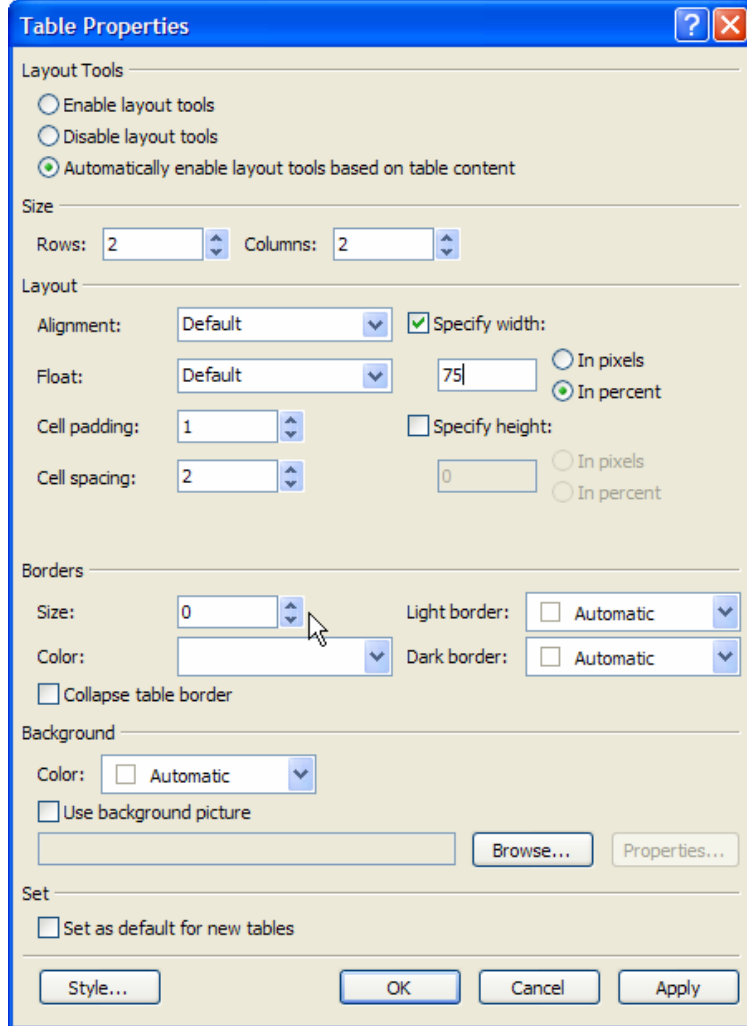
Front Page Lesson One

<p>Starting FrontPage</p> <ul style="list-style-type: none"> Find the FrontPage symbol and click to start the program 	
<p>Starting a New Web</p> <ul style="list-style-type: none"> Open the File Menu and select New 	
<ul style="list-style-type: none"> Select New Web Site Select One Page Web Site or Empty Web Site <p><i>The screens that you see may vary, depending on the version of FrontPage that you are using. The templates on the right should be available in all versions of FrontPage.</i></p>	
<p>If you chose One Page Web Site FrontPage will create a web site that looks like the one on the right</p> <p>FrontPage has created a main page in your site called "Index.htm"</p> <p><i>(The htm extension means it is a web page)</i></p>	
<p>If you chose Empty Web Site FrontPage will create a web site that looks like the one on the right.</p> <p>Notice there is no main page so you will have to create one.</p> <ul style="list-style-type: none"> Click the New Page Icon and save the page you created with the name, "Index" 	

<p>The Index page is the introductory page to your web site. It is the page that is opened automatically when people type in your internet address.</p> <ul style="list-style-type: none">• Double click your index.htm page to open it	
<p>Creating a Table</p> <p>Everything in web pages are placed in tables.</p> <ul style="list-style-type: none">• Find the Table Icon and create a table with two rows and two columns• You may also use the Table Menu to create your table	
<p>You should have a blank form that looks like the one on the left</p>	
<p>Formatting the table</p> <ul style="list-style-type: none">• Place the cursor anywhere inside the table• Right click and select Table Properties	

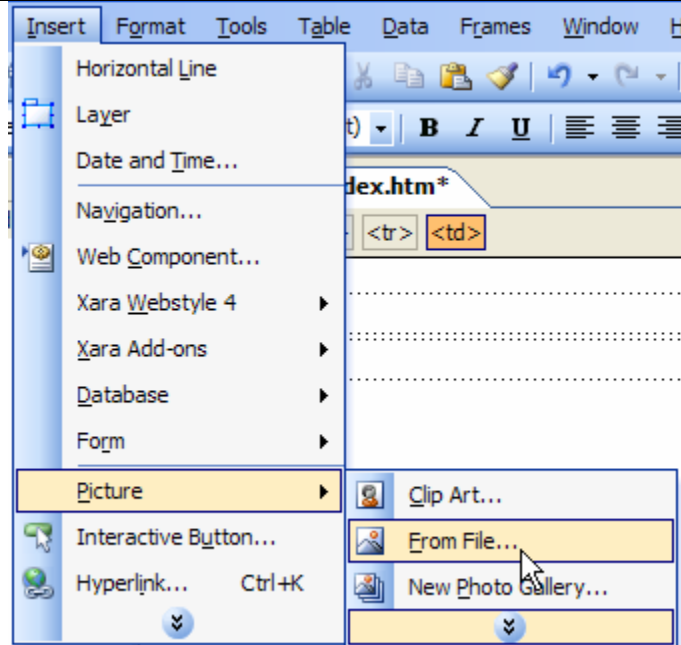
Setting Table Properties


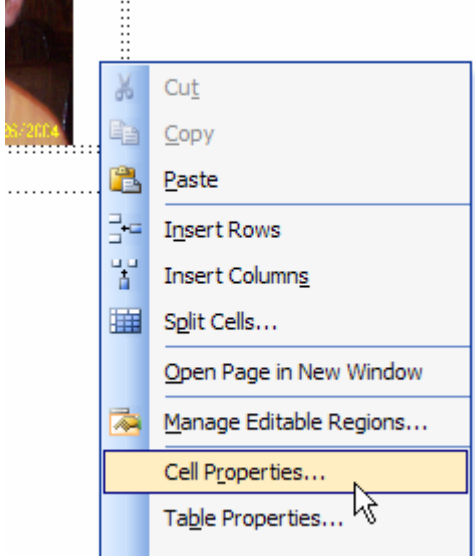
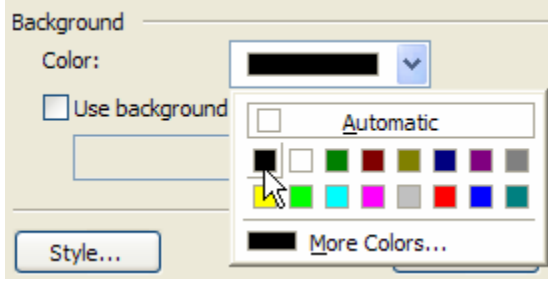
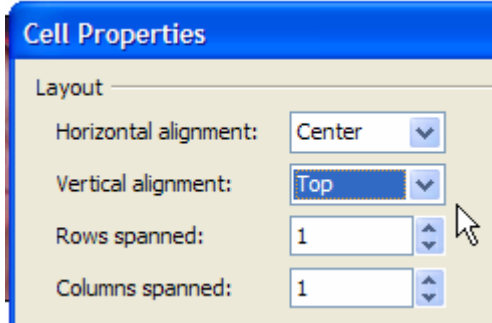
- Specify a width of 75 percent|
Some people who view your page may have low resolution monitors and you do not want them to have to scroll to see your page
- Set the Border Size to 0
We do not want the borders to show on the page
- Click OK

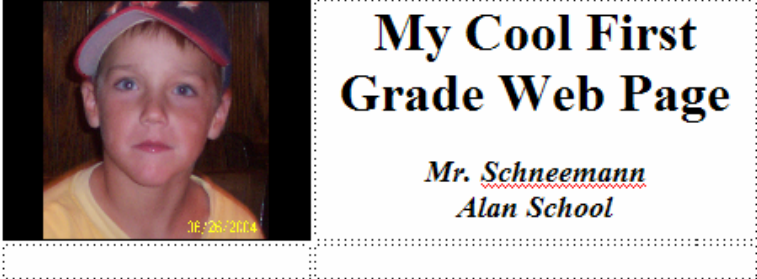
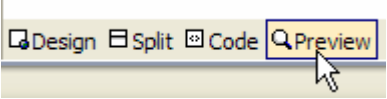
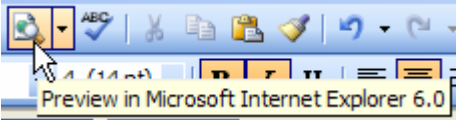

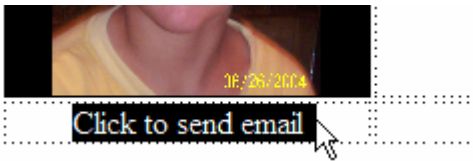


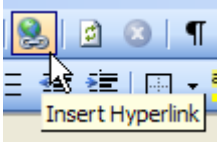
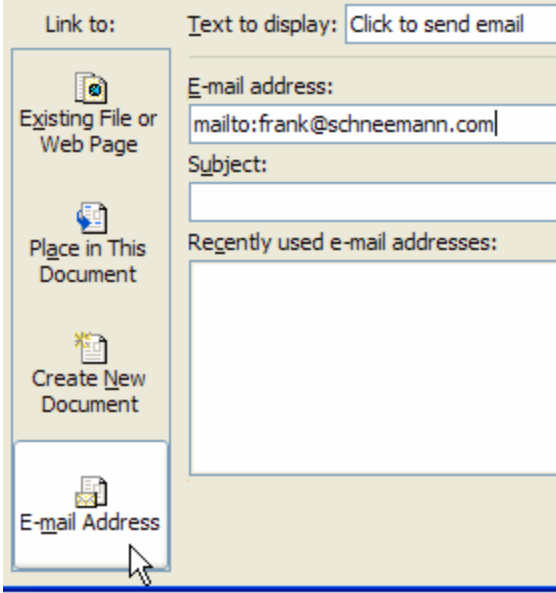
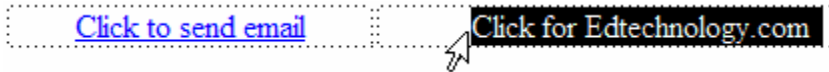
Inserting a graphic


- Place the cursor in the upper left box of your table
- Click Insert
Then Picture
Then From File
- Find a picture in your computer files and click OK to insert it in the table



<ul style="list-style-type: none">You now have a graphic inside the upper left hand cell	 A screenshot of a web page showing a table with two columns and two rows. The top-left cell contains a photograph of a young boy wearing a baseball cap and a yellow shirt. The other three cells are empty. Dotted lines indicate the table's structure.
<p>Changing the background color of the cell</p> <ul style="list-style-type: none">Right Click inside the upper left hand cell.Select Cell Properties	 A screenshot of a context menu that appears when right-clicking inside a table cell. The menu items include Cut, Copy, Paste, Insert Rows, Insert Columns, Split Cells..., Open Page in New Window, Manage Editable Regions..., Cell Properties..., and Table Properties... The 'Cell Properties...' option is highlighted with a mouse cursor.
<ul style="list-style-type: none">Change the background color of the cell to black	 A screenshot of the 'Background' color selection dialog box. It shows a 'Color:' dropdown menu set to black. Below it is a 'Use background' checkbox. A color palette is displayed with various color swatches, and the black swatch is selected. There is also a 'More Colors...' button at the bottom.
<p>Putting a title in the upper right cell</p> <ul style="list-style-type: none">Place the cursor in the upper right cellRight clickChange the Horizontal and Vertical alignment as shown on the left	 A screenshot of the 'Cell Properties' dialog box. Under the 'Layout' section, the 'Horizontal alignment' is set to 'Center' and the 'Vertical alignment' is set to 'Top'. The 'Rows spanned' and 'Columns spanned' are both set to '1'. A mouse cursor is pointing at the 'Vertical alignment' dropdown.

<ul style="list-style-type: none">• Enter a title for your web page• Experiment with the font and background color of the cell	
<p>Checking to see what your web page will look like</p> <ul style="list-style-type: none">• Look at the bottom of your screen for the tool bar on the right• Click preview to see what your page will look like on the web• If your page does not preview correctly, click the Internet Explorer Icon• You may also click Code to see the html code that is generated by FrontPage• When you are finished previewing, click Design to return to the Design mode	 
<ul style="list-style-type: none">• <i>It is a good idea to save your page often by clicking the disk icon</i>	
<p>Inserting a link to an email address</p> <ul style="list-style-type: none">• Place the cursor in the lower left cell of the table.• Center the text• Type "Click to send the teacher an email"• Highlight (select) the text	

<ul style="list-style-type: none">• Make sure the text is highlighted• Click the globe with the chain on it. <i>This is the hyperlink icon</i>	
<ul style="list-style-type: none">• Click Email Address to insert an email address.• Type your email address <p><i>Now when people click on this link they will be able to send you an email</i></p>	
<p>Inserting a hyperlink to another web page</p> <ul style="list-style-type: none">• Place the cursor in the lower right cell of the table• Type, Click here to the Edtechnology web page• Highlight (select) the text•	

<ul style="list-style-type: none"> Click the hyperlink icon 	
<ul style="list-style-type: none"> This time click Existing File or Web Page Type the URL (web address) as shown Click OK 	
<p>Save your page by clicking the save icon</p>	
<ul style="list-style-type: none"> Click the Preview Icon to see your web page as it will look on the internet 	
<p>This is how your web page will look on the internet</p> <p>Test your links, print your page and submit for credit</p>	
<p style="text-align: center;"><i>You did a great job!</i></p>	