

Microsoft FrontPage 2000®

To launch FrontPage and open a new web:

- ✓ Click on **Start ► Programs ► Microsoft FrontPage**
- ✓ Click on **File ► New ► Web**
- ✓ Your location will be your file on the h drive or the address (URL) of your Internet site.
- ✓ Specify the location of the new web as your directory:\username\mywebs\index
h:\pschulze\mywebs\index. Put your user name where mine is.
- ✓ Choose **Empty Web** and click **OK**.

To create a personal homepage:

- ✓ In **page view**, place some text in "New page 1."
- ✓ Insert some clipart by clicking **Insert ► Picture ► ClipArt**
- ✓ Click on selected clipart and click insert. (You can locate both clipart and animated clipart either in the clipart gallery or by clicking clipart online and going to the Microsoft clipart online gallery. You can also find clipart on free clipart sites on the Internet.)
- ✓ Select at least one piece of animated clipart.
- ✓ Click **File ► Save As**
- ✓ Change file name to "index."
- ✓ Change page title if you wish by clicking "change" ► put new title in title dialog box ►click **OK ►save**

To create a mail-to link:

- ✓ Click on **Format ► Shared Borders ► Bottom ► OK**
- ✓ Click inside Shared Border.
- ✓ Click **Insert ► Picture ► ClipArt**
- ✓ Enter "mail" in **Search for clips**
- ✓ Choose "Motion" ► select clip ► insert in Shared Border
- ✓ Click on graphic and then on hyperlink symbol on tool bar.
- ✓ In dialog box, click the "make a hyperlink that sends e-mail" button (the envelope).
- ✓ In the "type an E-mail Address" enter your e-mail address.
- ✓ Click **OK ►OK** to close the dialog box and create the link.
- ✓ Click the **Save** button

To add a new page to your Web site:

- ✓ Click on Navigation View.
- ✓ Click on Index (Home) page.
- ✓ Click New Page icon.
- ✓ Right click on New Page.
- ✓ Click Rename.
- ✓ Enter a new name.
- ✓ In Page View, open new page and enter some text.

- ✓ Save file.
- ✓ Repeat procedure for another new page.

To Import a file:

- ✓ In Page View, open any file.
- ✓ Click **File ► Import**
- ✓ Click Add File.
- ✓ In "Look In" Dialog Box, scroll to the file you wish to import.
- ✓ High light file, click **Open**.
- ✓ Click **OK**.
- ✓ In open Web page, type name of file you have imported, highlight it, and click hyperlink icon.
- ✓ In dialog box, scroll to imported file and click.
- ✓ When name appears in URL box, click **OK**.
- ✓ Save Page.

To insert a file

- ✓ In Page View, open any page.
- ✓ Click on page where you want to insert file.
- ✓ Click **Insert ► File**
- ✓ Scroll to any file you want to insert.
- ✓ Highlight file.
- ✓ Click **Open**.
- ✓ Save Page.

To apply a theme:

- ✓ In Page View, click **Format ► Theme**
- ✓ Click **all pages**.
- ✓ Choose theme ► Click OK
- ✓ Save file.

To apply Navigation Bars:

- ✓ In Page View on index page, click where you want to insert Navigation Bar.
- ✓ Click **Insert ► Navigation Bars**
- ✓ Choose **Child Level**.
- ✓ Click where you want navigation bars.
- ✓ Click OK.
- ✓ Save.
- ✓ Choose Next page.
- ✓ Repeat procedure except select **Same Level** and **Parent Level**.
- ✓ **Click OK**.
- ✓ Save.
- ✓ Repeat for last page.

To insert Page Banner:

- ✓ In Page View on index page, highlight Title.
- ✓ Click **Insert ► Page Banner**
- ✓ Make sure **Picture** is selected and check page banner text.
- ✓ Click OK.
- ✓ Save.
- ✓ Repeat for all pages.