

<p>EST 565 Introduction to Creating a Web Page Using Front Page</p>
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### **To create a new Front Page Web on a floppy disk**

1. Launch MS FrontPage
2. On the file menu, point to NEW, and then click Web
3. On the Web Sites list, select Empty Web
4. Look to the right under OPTIONS, in the Specify the location of the new web box, type A:\index -- OK

### **To create your HOME Page**

1. Click File ⇒New⇒Page⇒Page Template⇒Normal Page ⇒OK  
(notice all of the page types available to use as templates)
2. A new white page will open
3. Add all the components for your template
  - a. FORMAT⇒Background. Under colors⇒Background, select the down arrow⇒more colors. Select a color.
  - b. Choose text and hyperlink colors that go well with the background
  - c. Center/bold/underline the page title: LastName's Web Page
  - d. Insert a clip art centered under the page title.
  - e. Save your work

There are many free graphic sites on the Internet. Be sure to read carefully to be sure the site you selected is not copyrighted. Often, right-clicking on an image will bring a menu which will allow you to copy an image; then right click on your home page in the correct location and select paste.

Save your work **FREQUENTLY**

### **Editing Images with the Image Toolbar**

1. Click on the image to select it (.gif format is best, although .jpg is okay also) Always name your image to identify the page it is linked to – in that way you can readily modify a page and keep your folder up-to-date.

2. Use the toolbar (probably on the bottom of your screen) to make changes to the image. (Right click will allow you to access the picture properties.)
  - a. 'A' adds text
  - b. Yellow squares change foreground and background
  - c. Triangles rotate your image
  - d. 'Suns' and 'moons' adjust contrast and brightness
  - e. Double 'Xs' crop the image
  - f. Arrowed pencil makes the background transparent
3. Add three (3) more clip art images to your web page. Make the background transparent on two of the images. Have two of your images overlap slightly.

### **Links to free Clip-Art**

<http://www.clipart.com/>

<http://www.absolutely-free-clipart.com>

<http://www.caboodles.com/>

<http://www.yahooligans.com/Downloader/pictures/>

<http://www.bellsnwhistles.com/>

<http://www.absolutedesigns.com/graphics.htm>

<http://surfport.com/bydezign/>

<http://www.esc20.net/techserv/workshops/webdesign/set1/default.html>

### **Links to sound-clips**

<http://www.wavplace.com/>

<http://www.yahooligans.com/Downloader/sounds/>

<http://www.midi.com/midifiles/>

<http://www.valkhorn.com/directory/>

### **Animated Text**

<http://www.3dtextmaker.com/>

<http://www.cooltext.com/>

### **To Preview Your Web Page**

1. Use the Preview Tab at the bottom of the FrontPage Editor

2. OR – Click File⇒Preview in Browser⇒Select Browser  
Name⇒Preview

## **Content**

What type of information or content do you want to put on the web? What are the goals for your presentation? Do you want to share information about your classroom or hobby? Do you want to be a portal through which others get information? Is this an on-line activity for your students?

## **Adding Text to Your Web Page**

Using text in FrontPage is much like using text in any word processor. However, there are a few differences that can be confusing

- Double spacing is the default. To force a single space you must press Control+ Enter at the end of each line.
- The program allows you to select from a series of fonts: however, they may not always display correctly on another computer that does not have that font. Work only with the most common fonts.
- Text, and spacing change from one platform to another and from one browser to another. Working with tables is most likely to keep the spacing as you want it.

Be Very Concise....

If it takes too long to load, people will not look at your page  
Put the important material first – grab the reader’s attention  
Organize your topics into bullets or tables  
Make sure readers can get from one page to another easily.

## **Creating Tables with FrontPage**

1. Click Table⇒Insert⇒Table
2. At the Insert Table window, select - 3 rows/2 columns; Alignment - center
3. Type in the following labels in each cell of your table
  - a. Free Clip Art
  - b. Sound Clips
  - c. Animated Text
  - d. Child Search Engines
  - e. Adult Search Engines
  - f. Lesson Plans



## Kid Safe Search Tools

Use some of the kid safe search tools shown below to find resources:

[Alfy](#)- The web portal for kids. Graphical & sound interface for ages 3-10

[Ask Jeeves for Kids](#): uses natural language, helps child define search using questions and acts as a meta-search engine. Checks spelling.

[CyberSleuth](#): is an internet search guide for kids, parents and teachers.

Disney Dig Internet Guide: a rich, well-organized site which includes animation, <http://disney.go.com/dig/today>

[Homework Central](#)- Indexed by grade level

[Ditto.com](#) (www.arribavista.com) This site is specifically targeted at families, educators and researchers. It allows you to retrieve images from a catalog of upward of 1.5 million selections that have been filtered for inappropriate images and subjects.

[Kids Almanac](#)- Kids version of Infoplease.com

[KidsClick](#): was created by librarians for kids. Extensive directory approach and subject searching capability. Sites indexed by grade level (3-6) or (7+). <http://sunsite.berkeley.edu/kidsclick!/>

[Kids' Web](#): Kid's Web goal is to present students with a subset of the Web that

is very simple to navigate, and contains information targeted at the K-12 level. Each subject section, contains a list of links to information that is understandable and interesting to school kids.

[The Knowledge Adventure Library](#) can access information on a lot of cool subjects. Great resource.

[Little Explorers](#): A picture dictionary that does early primary searches, by initial letter of subject. Letters are pronounced online.

<http://www.Logisticsbay.com> is a new search engine with over 50,000 URL's and counting. No cost to add your URL to this search engine. Feel free to send all your favorite URLs to this site.

[Lycos Media](#): allows you to search the internet for specific SOUNDS, GRAPHICS/IMAGES, as well as MP3 music. All you do is type in a keyword. Also features an image gallery of artwork organized by theme.

[OneKey Kids](#): Uses network T.V. standards, bills itself as the largest child safe search engine data base. Directory and key word searching.  
[www.onekey.com](http://www.onekey.com)

[SuperSnooper](#): a search engine that screens out pornographic, violent and hate related sites.  
[www.supersnooper.com](http://www.supersnooper.com)

[Search Hound](#): is a mega-search engine which uses several powerful "adult" search engines to find only child-appropriate sites.

[Searchopolis](#)

[Study Web](#)-The categories are sorted according to the approximate appropriate grade level which makes them valuable tools for teachers looking for lesson plan and curriculum ideas.

[Smart Zone](#)-The Smart Zone refines searches by selecting elementary, middle or high school. Topics are categorized by subject as well as grade levels.

[Yahooligans](#): a subsidiary of Yahoo. All child-safe sites, although anything linked off of these sites is not necessarily so. Misspellings trigger alternate search strategies. Hierarchical organization and key word searching.  
[www.yahooligans.com](http://www.yahooligans.com)

## **Creating Links in Front Page**

### **Creating links to other pages on the web or other files you have created:**

1. Highlight the text or image you want to make 'hot.'
2. Right-click on the highlighted item; select **Hyperlink**; locate the file or URL (address of the internet site) you want to link; click on it and click OK. (You can also type in a WWW address in the address line; an e-mail address to link to e-mail or use the drop down list to stop at a preset bookmark. You may have to click "Browse" to navigate to the web page that you want to link.) Your words should turn blue or the color you originally selected for hyperlinked text.
3. You create a link to another web page or another file within your site in the same way.
4. Create links to a web resource for each of the cells in your six (6) cell table.
5. Save your work!!!

Use the same technique to actively link an image. Link one of your images to an Internet web page.

**Print your work.**