



MONMOUTH
— COLLEGE —
Information Systems Center

FrontPage 2003

Reference Guide for COMM 321 & 421

September 2008

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Portfolio Web Sites & Web Pages

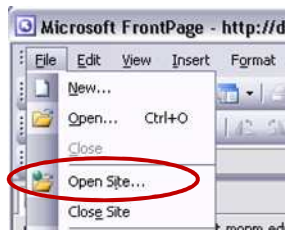
Open Your Portfolio Web Site in FrontPage for Editing

1. The first time you open FrontPage, click on the **Start** button and select **Programs – Microsoft Office – Office 2003 – Microsoft Office FrontPage 2003**.

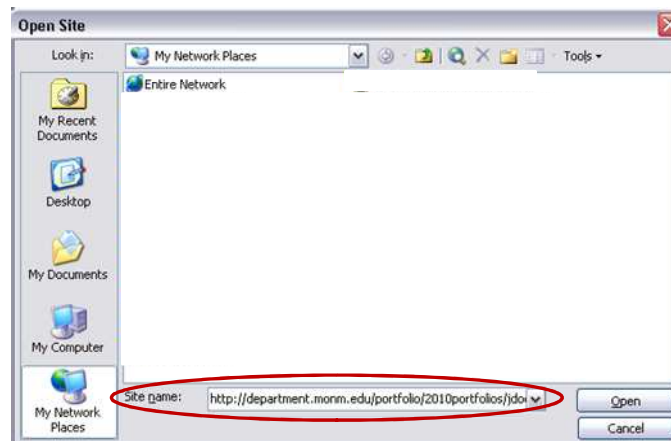
The next time you want to open FrontPage, click on the **Start** button and select **Programs – General Programs – Internet – Microsoft Office FrontPage 2003**.

Note: You can add a shortcut to FrontPage on your desktop by right-clicking on it in the list of programs and selecting **Create Shortcut**.

2. Click on the **File** menu and select **Open Site**.



3. In the **Site name** field, enter the full web address of your portfolio site (e.g., [http://department.monm.edu/portfolio/2010portfolios/\[your first initial and last name\]](http://department.monm.edu/portfolio/2010portfolios/[your first initial and last name]) or [http://department.monm.edu/portfolio/2009portfolios/\[your first initial and last name\]](http://department.monm.edu/portfolio/2009portfolios/[your first initial and last name])).



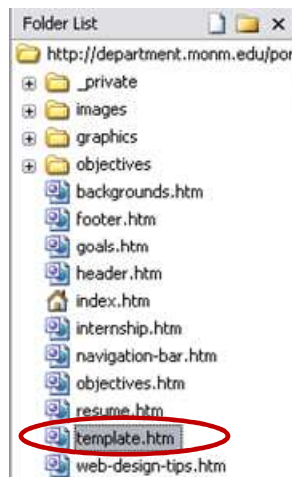
4. Click on the **Open** button.
5. On the logon window, in the **User Name** field, enter **NT1** followed by your Monmouth College user name (e.g., NT1\jdoe).

6. In the **Password** field, enter your Monmouth College password.
7. Click on the **OK** button. FrontPage opens.

Note: The next time that you want to open your portfolio web site for editing, open FrontPage, click on the **File** menu, select **Recent Sites** and select your site from the list.

Create a New Web Page in Your Portfolio Site Web Site

1. In the **Folder List**, double-click on the **template.htm** file.



2. Click on the **File** menu and select **Save As**.
3. In the **File name** field, enter the new file name. (Use all lower-case letters and separate words with a hyphen.)
4. Click on the **Save** button.

Create a New Folder in Your Portfolio Web Site

1. At the top of the **Folder List**, click on the **New Folder** button.



2. Enter the folder name. (Use all lower-case letters and separate words with a hyphen.)
3. Press the **Enter** key.

Change the Web Page Background Graphic

Note: The **graphics** folder in your portfolio web site contains several graphic files that you can use for the web page background. You can see what these files look like by opening the **background.htm** file in your portfolio web site. If you want to use one of these files, then follow the steps below to add it to a web page.

Note: If you want to use a background graphic from another web site, then you must download the graphic file to your computer and then copy the graphic file and paste it in your portfolio's **graphics** folder. Then, follow the steps below to add it to a web page.

1. Right-click on the web page and select **Page Properties**.
2. Click on the **Formatting** tab.
3. Click on the **Browse** button.



4. If necessary, open the **graphics** file.
5. Select the desired graphic file.
6. Click on the **Open** button.

Change the Header, Footer, or Navigation Bar

1. In the **Folder List**, open the **header.htm**, **footer.htm**, or the **navigation-bar.htm** file.
2. Make the desired changes.
3. Save the file.

Rename a Web Page

1. In the **Folder List**, right-click on the web page and select **Rename**.

2. Enter the new file name. Be sure to leave the .htm extension on the end of the file name or the web page will not open.
3. Press the **Enter** key.

Delete a Web Page

1. In the **Folder List**, right-click on the web page and select **Delete**.
2. Click on the **Yes** button.


Preview a Web Page in Internet Explorer

As you are creating or editing a web page, you may want to view it periodically in Internet Explorer to see how it looks.

To preview a web page, click on the **Preview**  toolbar button. Internet Explorer opens and displays the web page.

Refresh a Web Page in Internet Explorer

If you make a change to a web page, save the web page, and then don't see the change in the browser window, then refresh the page. (Refreshing the page causes the most recent version of the page to load in the browser.)

To refresh the page in Internet Explorer, click on the **Refresh**  toolbar button. The latest version of the web page displays.


Text and Pictures

Keep Lines of Text Together

To keep lines of text together on a web page, press **Shift + Enter** after each line of text.

Insert a Picture from a File

1. Click on the web page where you want to insert the picture.
2. Click on the **Insert** menu and select **Picture - From File**.

3. Select the picture file that you want to insert.
4. Click on the **Insert** button.
5. If desired, resize the picture by clicking on it, dragging one of the corner handles to make the picture larger or smaller, and then clicking on the **Picture Actions**  button and selecting **Resample Picture To Match Size**.
6. Double-click on the picture.
7. Click on the **General** tab.
8. In the **Text** field, enter a short description of the picture.
9. Click on the **OK** button.
10. Save the web page. The **Save Embedded Files** window appears.
11. If desired, click on the **Rename** button and enter a different file name for the picture file.
12. If necessary, click on the **Change Folder** button and select the **images** or **graphics** folder.
13. Click on the **OK** button.

Hyperlinks

Create a Hyperlink to a PDF File

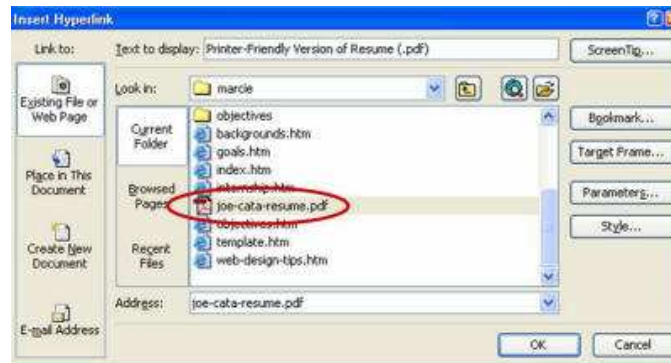
1. Add the PDF file to your portfolio web site. (For more information, see **Add a PDF File to Your Portfolio Web Site** on page 11.)

IMPORTANT! Never create a hyperlink to a PDF file that's on your F: drive or in any location other than your portfolio web site. If you do, then your portfolio visitors will receive an error message when they click on the hyperlink.

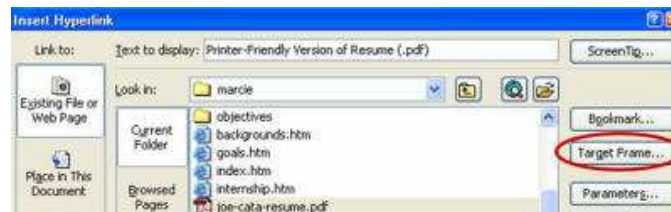
2. Enter text on the web page for the hyperlink.
3. Highlight the text.
4. Right-click on the highlighted text and select **Hyperlink**.



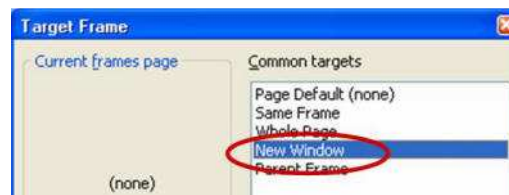
5. Select the PDF file to which you want to link.



6. Click on the **Target Frame** button.



7. Click on **New Window**.



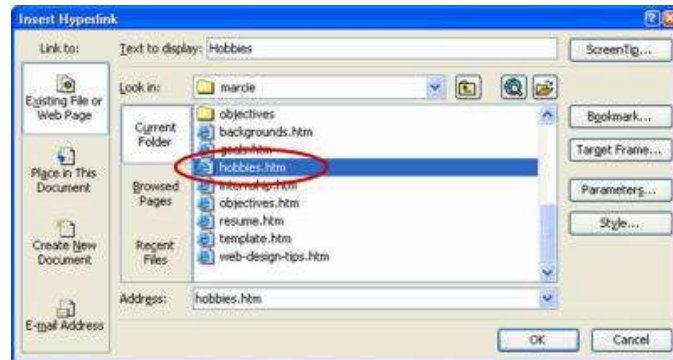
8. Click on the **OK** button.
9. Click on the **OK** button.
10. Click on the **OK** button.

Create a Hyperlink to a Web Page in Your Portfolio Web Site

1. Highlight the text that you want to make into a hyperlink.
2. Right-click on the highlighted text and select **Hyperlink**.



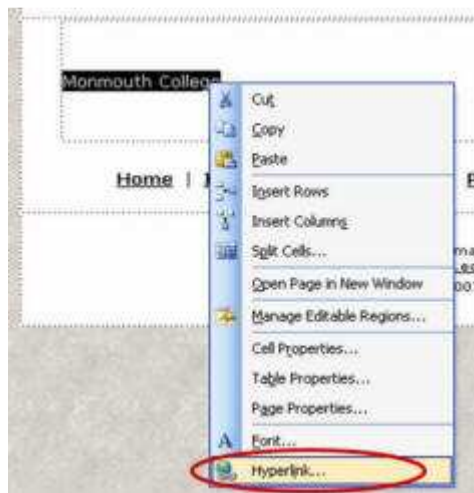
3. Select the web page to which you want to link.



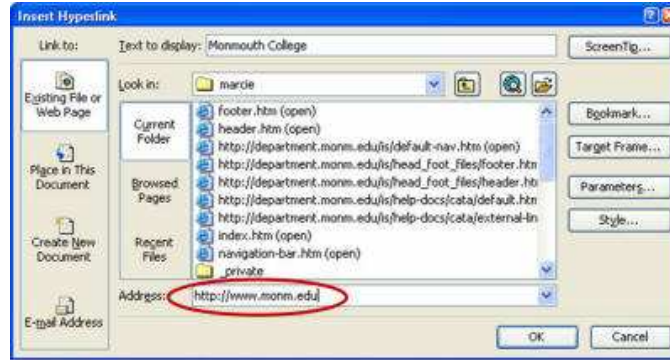
4. Click on the **OK** button.

Create a Hyperlink to a Web Page in Another Web Site

1. Highlight the text that you want to make into a hyperlink.
2. Right-click on the highlighted text and select **Hyperlink**.



3. In the **Address** field, enter the full web address of the page to which you want to link (e.g., <http://www.monm.edu>).



4. Click on the **OK** button.

Create or Update an E-Mail Hyperlink

You can create an e-mail hyperlink simply by typing your e-mail address on a web page and pressing the **Enter** key.

IMPORTANT! If you need to change an existing e-mail hyperlink, then you must follow the steps below or the hyperlink won't change.

1. Right-click on the e-mail hyperlink and select **Hyperlink Properties**.
2. In the **Text to display** field, enter the new e-mail address.
3. In the **E-mail address** field, re-enter the new e-mail address.
4. Click on the **OK** button.

Change the Hyperlink Colors on a Web Page

1. Right-click on the web page and select **Page Properties**.
2. Click on the **Formatting** tab.
3. Click on the **Hyperlink**, **Visited Hyperlink**, and **Active Hyperlink** down arrows and select the desired colors.
4. Click on the **OK** button.

Tables

Add a Table

1. Click on the web page where you want to insert the table.
2. Click on the **Table** menu and select **Insert - Table**.
3. Under **Size**, in the **Rows** and **Columns** fields, enter the desired number of rows and columns.
4. Under **Layout**, click on the **Alignment** down arrow and select the desired alignment option. (Select **Center** if you are using the table to frame the page content.)
5. In the **Cell Padding** and **Cell Spacing** fields, enter **1** or **2**.
6. Click on the **Specify width** checkbox and specify the desired width. (Enter **600 pixels** if you are using the table to frame the page content.)
7. Under **Borders**, in **Size** field, enter the desired value. (Enter **0** if you do not want the table borders to be visible in the browser window.)
8. Click on the **OK** button.
9. Select the entire table and change the vertical cell alignment to top.

Change the Table or Cell Background Color

1. Right-click on the table or cell and select **Table Properties** or **Cell Properties**.
2. Under **Background**, click on the **Color** down arrow and select **More Colors**.
3. Click on the desired color.
4. Click on the **OK** button twice to return to the web page.

Insert a Column or Row

1. Right-click on the column to the right of or the row below where you want to insert a new column or row and select **Insert Columns** or **Insert Rows**.

Merge Cells

1. Select/highlight the cells that you want to merge.
2. Right-click on one of the highlighted cells and select **Merge Cells**.

Remove the Border from a Table

1. Right-click on the table and select **Table Properties**.
2. Under **Borders**, in the **Size** field, enter **0**.
3. Click on the **OK** button.

Split a Cell

1. Right-click on the cell that you want to split and select **Split Cells**.
2. Specify the number of columns or rows into which you want the cell to be split.
3. Click on the **OK** button.

Horizontal Lines

Add a Horizontal Line

1. Click on the web page where you want to insert the horizontal line.
2. Click on the **Insert** menu and select **Horizontal Line**.

Change the Horizontal Line Color or Height

1. Right-click on the horizontal line and select **Horizontal Line Properties**.
2. If desired, click on the **Color** down arrow and select a different color.
3. If desired, in the **Height** field, enter a new value.
4. Click on the **OK** button.

PDF Files

Create a PDF File

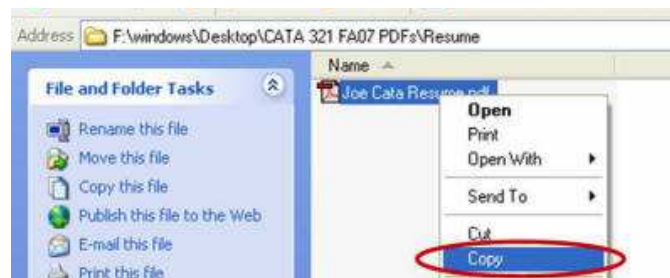
1. Open the Word, PowerPoint, or other file on your computer.
2. Click on the **MS Office** button (or **File** menu) and select **Print**.
3. Click on the **Name** down arrow and select **PDFCreator**.



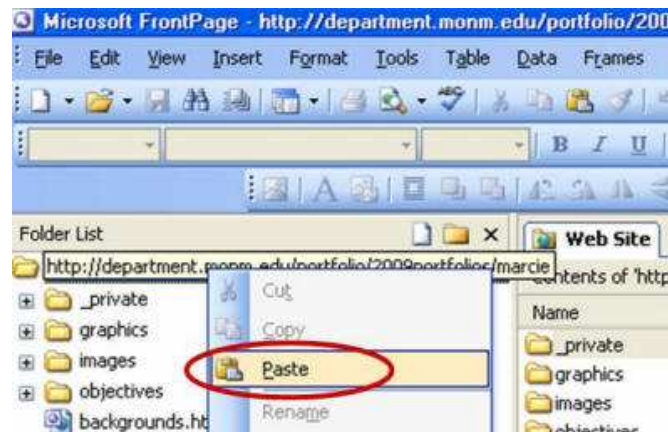
4. Click on the **OK** button.
5. If desired, in the **Document Title** field, enter the file name in all lower-case letters and use hyphens to separate words (e.g., my-resume).
6. Click on the **Save** button. The **Save as** window appears.
7. Click on the **Save** button. **Adobe Reader** opens and displays the .pdf file.

Add a PDF File to Your Portfolio Web Site

1. Right-click on the PDF file on your computer and select **Copy**.



2. In FrontPage, right-click on the top folder in the **Folder List** (the one that begins with http://) and select **Paste**.



3. If you need to rename the PDF file after you paste it, then right-click on it in the Folder List and select **Rename**. Change the file name to all lower-case letters and add hyphens between words (e.g., joe-cata-resume.htm). Be sure to leave the .pdf extension at the end of the file name.