

Creating User-Friendly Web Pages with FrontPage

*** Step 1 - What is the purpose of the page?**

Before you put fingers to keyboard, be sure that you have a basic idea of what information you want to place on your page and who your audience will be. A web page designed for children will have a different look than one for adults. Start by asking yourself these questions:

- What is the purpose of the web page? Will it be a listing of assignments/due dates, display of student work?
- Who is the intended audience? Will it be students, parents, other teachers? Be sure to create a page with this audience in mind. Make it easy-to-read and easy-to-navigate.
- How much time do you feel you'll have to keep the page updated? How often do you plan to update the page?
- Have you explored the Internet in order to check out pages developed by other teachers? Looking at other web pages will help you with design as well as content.

*** Step 2 - Gather the information**

Have all the information necessary to develop your page. If you need class lists, have them easily available. If you'd like to have photos on your page, have them ready either on a floppy disk or in your network folder. Of course, you can always add photos later.

*** Step 3 - Design/Layout your site**

- Use paper and pencil, whiteboard, index cards or flipchart to arrange your components in a pleasing and easy-to-read design.
- Think "Tables": Tables are used in web design in order to maintain style and structure.

*** Step 4: Organizing your web components**

FrontPage will automatically save your web page within My Documents in a folder named My Web Sites". Within this folder there will be another folder names "images". Each photo, clipart, or graphic that you use in your web page should be saved in the "Images" folder.

Hints for a User-Friendly Site

- On your first page include a link back to the GCS home page (<http://www.greenwichcsd.org>)
- Include a link to your email
- Use hyperlinks within your document to make accessing your pages easy.
- Check your links frequently. We all hate pages with "dead links"!
- If your users will need Acrobat Reader, be sure to include a link to Adobe's download page. - <http://www.adobe.com/products/acrobat/readstep2.html>
- Keep scrolling to a minimum.

*** Beginning a new web:**

- Open FrontPage, then click on File...New.
- In the window on the right, click on "Blank Page"
- Click on File...Save. This will automatically create the proper file structure for your site. The site will be saved in a folder named: "My Web Sites" with My Documents.
- File names should be short and simple. No spaces...no caps.
- Be sure to save often and use File...Preview in Web Browser and/or the Preview view frequently!

*** Notice that there are four (4) views of your site:**

- Design - where you create your site
- Split - view HTML code and design view
- Code - view HTML code only
- Preview - test your links and view as it will appear on the web

*** Toolbars you might use**

- In the menu bar click on View...Toolbar
- Standard and Formatting should already be selected.
- I find the Drawing, Picture, and Tables toolbars to be very useful.

*** Adding a new page:** The actual process of adding a new page to your site is simple. However, before you jump right in and start creating, I've found it best to sit back, reflect on what has already been created and what you want the new page to be BEFORE you go any further. All pages in a web site should show continuity and consistency. This helps the visitor to feel comfortable navigating thru the site. Therefore, if you have created one page that "works", why not just "copy" that page and modify it as needed? Now, here's what to do next:


- File...New. This opens another window on the right side of the screen. Choices are:
 - Blank Page - best used if you want the new page to have a totally different look from the present page.
 - Text File
 - From existing page - allows you to "copy" another page, make necessary changes, and "Save" under a new file name. Very handy and a timesaver!

- ★ **Building your table structure:** Plan this ahead of time. Sketch it out on a piece of paper. Discuss it with your partners. Try different designs until you come up with one that you can live with and adapt as needed.

- ★ **Inserting text** - follows the same basic method as Word and Publisher.
 - Click into the cell, type.

- ★ **Formatting text** - follows the same basic methods as Word and Publisher.
 - Select (highlight) the text.
 - Many approaches possible:
 - right-click, click on "Font", choose the font, size, style, color, effects.
 - OR
 - In the menubar click on Format...Font. Make your selections. OR
 - In the Formatting toolbar, use the dropdown arrows for font, size and color.

- ★ **Line spacing** - By default, pressing Enter will result will be "double-spaced". If you need single-spacing, hold down Shift+Enter.

- ★ **FormatPainter**  - the perfect tool when you want to "copy" the format of a word. Example: if you have formatted a heading (such as FormatPainter) and you'd like to use that same style on all the other headings of your document, you don't have to change each word's style, font, size one-at-a-time. Here's what you do:
 - Place the cursor in the text whose format you'd like to copy.
 - Click once on the FormatPainter tool in the formatting toolbar.
 - Highlight the text you'd like to change and click the left mouse button.

If there are multiple words to change, double-click the FormatPainter tool instead of clicking once. This will keep the FormatPainter active until you click the FormatPainter button one more time to turn it off.


Formatting the background of a web page_ The background of a table is a different item than the background of the entire page. They can be the same color or different colors.

- In the menu bar, click File...Properties.
- Click on the Formatting tab. Here you can set the colors for background, text, hyperlinks, followed hyperlinks, and active hyperlinks,
- To add your own background (perhaps you've located a nice one from the Internet), click Browse to locate this file. Click Open, then OK. To find nice backgrounds for your page, go to <http://www.greenwichcsd.org/integration/designlinks.htm>.

*** Using an image as the background of a web page**


- Follow the directions above for formatting the background.
- Place a check-mark next to "Background Picture", then browse to the image in your network folder that you'll be using.
- Click OK.

*** Creating hyperlinks to another page in your web site**

- Type the text you need on your web page. Select (highlight) the text.
- On the Menubar, click on the hyperlink tool  (looks like the globe with a chain-link on it).
- Select the page within your document that you're linking to.
- Click OK.
- Save your document, then "test" the hyperlink in "Preview".

*** Creating hyperlinks to an Internet location - you can use the same method as above, just type in the url of the webpage. OR - Because some URLs are long and complicated I generally use this method:**

- Locate the webpage that you'll be linking to.
- Copy the URL. (Right-click, and select 'Copy' or use CTRL+C).
- Minimize this page (you won't need this for a minute or two).
- In your FrontPage document, type whatever text you need.
- Select (highlight) the text that will become the hyperlink.
- On the Menubar, click on the hyperlink tool (looks like the globe with a paperclip on it).
- Next to "Address", paste (Right-click and select Paste or use CTRL+V) the url you just copied.
- Click OK.
- Test the hyperlink in Preview.

*** Using the Hot Spot tool  to create a hyperlink (Use this method whenever you do NOT want the color of the text to change or when you'd like a certain part of a graphic to become a hyperlink. Example: on a page for students, you might have the directions, "Click the bear's hat to go to.....")**

- Click once on the Hot Spot tool in the toolbar.
- Click and drag a rectangle over the area to become a "hot spot" (hyperlink).
- Follow the directions above for either "Creating hyperlinks to an Internet location" or "Creating hyperlinks to another page in your web page".

Working with Tables – use the Tables toolbar: in the menu bar click on View...Toolbars...Tables. This adds buttons for merging/splitting cells, vertical alignment, even distribution of columns and rows, etc. Very handy!

The table structure of your page can be as simple or as complicated as you'd like. It's your choice. Here are some basics to keep in mind:

- ✚ Tables keep everything organized and placed correctly on the page.
- ✚ The first table that you place on your page should be 900 pixels wide and should be "centered". No border, no fill, no background...at least at the beginning.
- ✚ All other tables are placed INSIDE the first one. (Think of it as a drawer with a utensil organizer placed in it to keep the knives, forks, and spoons in their proper place.)
- ✚ The 100% rule: Combined width of horizontally-adjacent tables must NOT exceed 100% of the original. This eliminates horizontal scrolling by your viewer. In English this means:
 - 1 table = maximum of 100% of the 900 pixels.
 - 2 tables next to each other: combined width must not exceed 100%.

Examples:

100%

1 table with width of 100% of the 900 pixels.

20%	75%
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2 tables next to each other. Total width = 95% of the 900 pixels.

- ✚ Tables are made up of rows, columns and cells.
 - cells are the "boxes" in a table
 - rows are horizontal line of cells
 - columns are vertical line of cells
- ✚ Adding columns and/or rows: Right-click in the table, then click on Table Properties. Adjust rows or columns.
- ✚ Tables layer "on top of" the page background.
 - Each table can be adjusted independently of the others.

Formatting background of table

- Select the entire table.
- Right-click within the selected area.
- Click on Table properties
- In the Table Properties window, under Background click the drop-down arrow to select your color choice.

Formatting the background of a cell- Each cell in each table can have a different background. Why? Perhaps you'd like your table to be "buttons" that guide the reader through your webpage

- Right-click in the cell, select Cell Properties.
- In the Cell Properties window, click the drop-down arrow under Background.

Placing a border around a table

- Select the table, right-click and then click on Table Properties.
- Under Borders use the drop-down list to select the size (thickness) and color the line. If you do not want a border, select "0" for size.

Note: Any number larger than "0" effects the thickness of the border around the table...it does not effect the thickness of each cell's border.

Placing a border around a cell

- Right-click in a cell.
- Select Cell Properties
- Under Borders use the drop-down list to select the size (thickness) and color the line. If you do not want a border, select "0" for size.
- Click Style...Format...Border
- In the new window, select the style border you prefer, its color and its thickness. Notice the Preview section. you might need to click the to see your border. Important: be sure that you can "see" the border here. If not, it will not appear on your page.