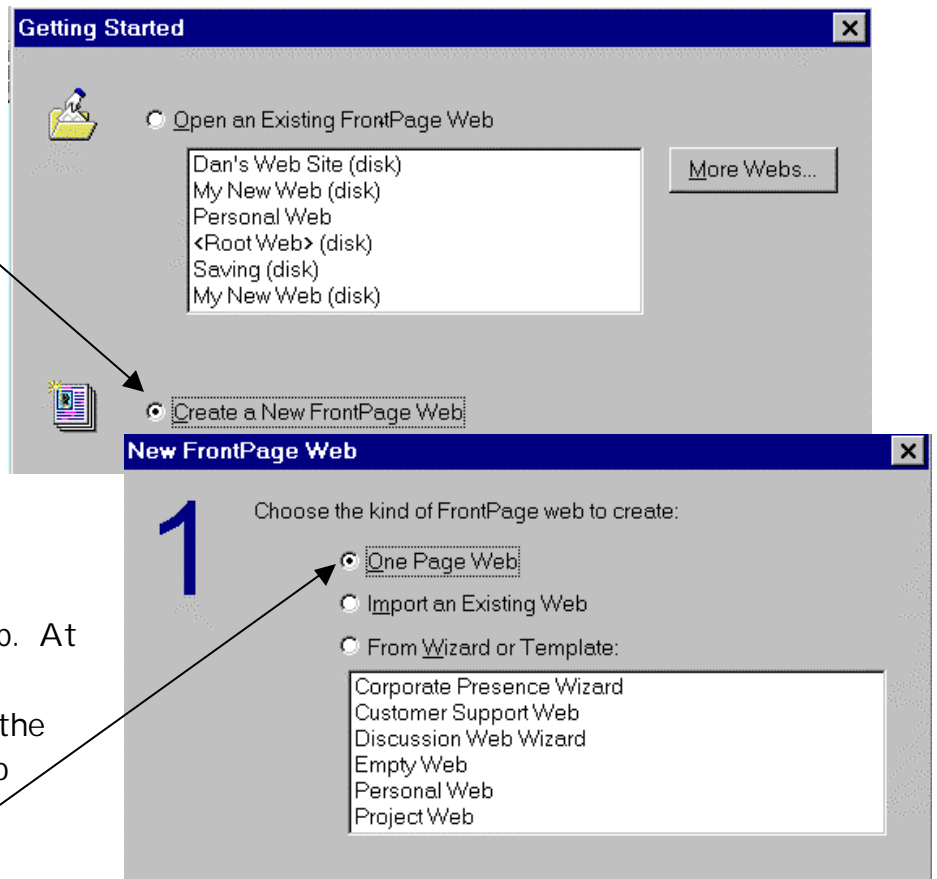


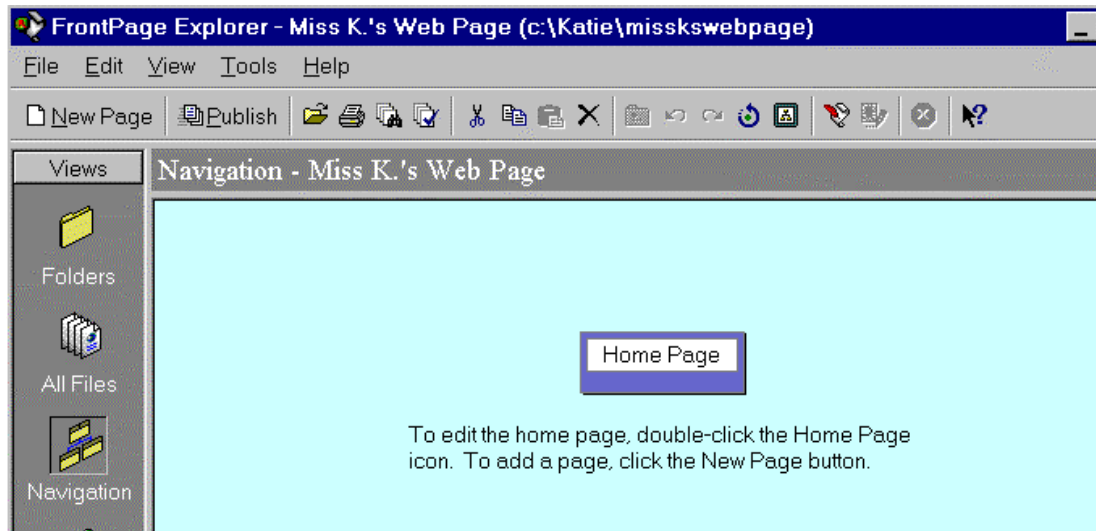
How To Create a FrontPage Web

1. Click on the **Start** button on your desktop. (The desktop is the opening screen on your computer with all of the small symbols or icons.)
2. A menu window will pop up. Find the word **Programs** and click on it.
3. Another menu will pop out to the side. Slide your cursor over to this window, and find **Microsoft FrontPage**. Click on it.
4. FrontPage will now launch on your computer. (By launching, we mean that the program will start running so that you can use it.)
5. Once the program has started, you will see an opening window that says **Getting Started**. In this window, you are going to click in the little circle next to the words **Create a New FrontPage Web** to select it.



6. Click **OK**.
7. A new window will pop up. At the top, it will say **New FrontPage Web**. Next to the number 1, use your cursor to select **One Page Web**.

- Next to the number 2, place your cursor over the words **My New Web** and click once. The words will now be highlighted in blue. Type a name you will remember for your new Web, such as **Miss. K's Web Site**. This will help you locate your page later if you need to. Click **OK**.
- A new window will pop up. It will look like this.

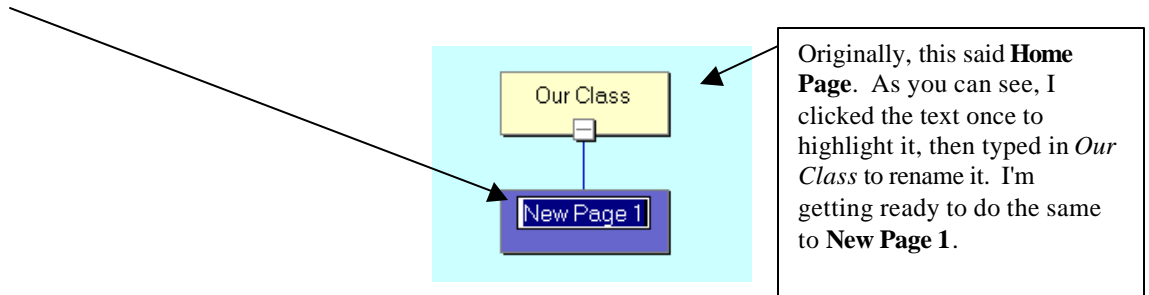


- Notice on the left-hand side of the window the word **Navigation**, and the little picture of three connected rectangles. They're framed by a square, which means that **Navigation** has been selected. This is telling you that you are in the **Navigation** view of your Web page. This is the view that lets you see the pages in your Web, their names, and how they're connected. Right now, you only have a single page, and it's called **Home Page**. This will be the starting point of your Web page. You might have several different choices on this page, almost like a table of contents, which people can click on to visit additional pages giving more detailed information on each choice. This is the first page you're going to put together, or, as we say in Web page design, "build."
- To begin working on your Home Page, put your cursor over the white box with the words **Home Page** and double-click. A blank page with a menu bar and toolbars will pop up. (The menu bar is the rows of words at the top of your page. Toolbars are the rows of symbols and letters at the top and bottom of your page. These words and symbols allow you to create and edit the page you're working on. There are many different

kinds of toolbars, and you can hide them or have them showing, depending on your preference, by clicking on **V**iew on the menu bar and selecting or deselecting the different toolbars. For now, it would probably be best to leave everything the way it is.)

11. You can go ahead now and type in a title, add text, insert pictures, create to your heart's content! If you're familiar with **Microsoft Word**, you'll be able to go ahead and use the **F**ormat, **F**ont buttons on the menu bar to set up your text, just like you would if you were creating a Word document. If you're not, use the How-To sheet for **Adding Text to Your FrontPage Web** to get started.
12. When you're ready to add pictures, use **Adding Pictures to Your Front Page Web** to help you. If you're extra-brave, you might want to go surf the Web to find animations and pictures to use. **How to Find Free Pictures and Animation on the Web** will help you!
13. When you're ready to add additional pages to your Web, click on **F**ile on your menu bar, and then click on **S**ave **A**s.... In the box that pops up, click on **O**K. (FrontPage will make you save every change before going to work in another area of your Web. This is so that you don't lose any of the work you've done. For now, don't worry about where your changes are being saved. At the end of the day, we'll save the entire Web to disk.)
14. Now you can click on the **X** in the upper right-hand corner of the window to close it and get back to the **N**avigation view. (You may have to click the **X** twice.)
15. Now, click *once* on **H**ome **P**age to select it. You'll know it's selected because it will turn blue. Click on the **N**ew **P**age button in the upper-left of the window.
16. A window will pop up asking if you want FrontPage to create navigation bars linking your pages with shared borders. Click **N**o. This will make your Web pages easier to edit later on.
17. Now you have another page you can work on!

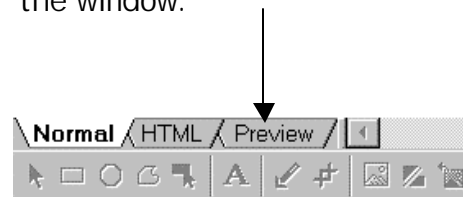
18. At this point, you might like to change the names of the pages you've created in your Navigation view. It's very easy to do. Point your cursor over the words **Home Page** and click once. You'll see that the letters have become highlighted in blue. Now you can type in any title for the page you'd like, such as "Our Class." Follow the same procedure to name any other pages you add to your Web.



19. As you did originally with your Home Page, you can now double-click on your new page(s) to start building them. (Catching on to the lingo? See, you're a true Web designer now!)

20. In order for the person who is visiting your site to get from page to page, you'll need to choose words or pictures they can click on to take them. These are called **links**. For example, if you have the word *Fieldtrips* on your Home Page, and you have a separate page in your Web that tells all about fieldtrips, you'll probably want to turn the word *Fieldtrips* into a link. (A link is a symbol or some text that, if you click on it, will take you to another location on the Web.) Grab **How To Insert Links** to help you do this.

21. Want to see how your Web site will look when it's actually up and running? First, be sure to save all of your changes. (See step 13 if you forget how.) Next, with you Home Page open (so you can see your work), click on the **Preview** tab in the bottom left of the window.



22. If you've inserted any moving components, like a marquee or animation effects, they should all be working now. Neat, huh?