

Saving your work

All students have access to a personal file storage space known as the **U: Drive**. This is your own personal secure area on the network.

Each user has 60mb of space (40x bigger than a floppy disk).

Why use your U: Drive?

- your files are safer – all saved files are backed up regularly and are kept in a “snapshot” folder on the U:Drive. This minimises the risk of loss through machine failure or corruption (a common problem with floppy disks)
- you can access your files from any networked university computer and also off-campus through **Desktop ANYWHERE**.

We also advise that you use a **USB memory stick** for copying and transporting files.

Please remember to save your files regularly.

Help

For detailed **help** on any Microsoft package press the “**F1**” key



Need help?
Northumbria electronic enquiry desk

 email
need@northumbria.ac.uk

 in person
Ask at the Help Desk in the Library

 telephone
City Campus: 0191 227 4125
Coach Lane Campus: 0191 215 6565

 www
Get on the internet at:
www.northumbria.ac.uk/library/help

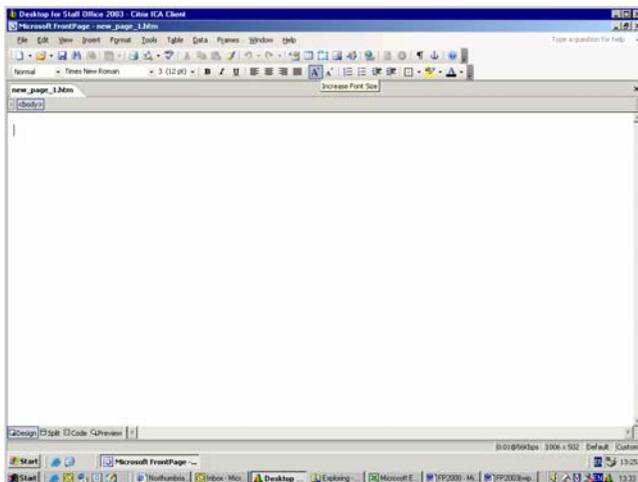
Student IT Essentials

FrontPage 2003



Library and Learning Services

FRONT PAGE 2003



Whenever FrontPage starts up, it presents a new, blank web page ready for development. This is the Page View which acts rather like a word processor and where you will create your web pages

If you want to base your website on someone else's design you can use a ready made template. To do this, select **File/New**; the Task pane will appear on the right hand side of the screen. Select **One page Web site...** and the Web Site Templates box will open.

USING HTML IN FRONT PAGE

If you're editing a page on the **Design** tab in Page view, you can switch to the **Code** (or **Split**) tab to directly edit the HTML of that page*. You can type HTML yourself or use menu commands, properties dialog boxes, and other tools in Microsoft FrontPage to help you create and edit HTML.

To edit HTML of an open page in Page view, click the **Code** tab.

You can also use the Microsoft Script Editor to add VBScript or JavaScript to your web. * On the **Tools** menu, point to **Macros**, and then click **Microsoft Script Editor**.

****YOU WILL HAVE TO BE FAMILIAR WITH HTML TO USE THESE EDITORS***

Some useful guides for HTML and other internet resources are located at the Training link on the IT Support web page:

<http://northumbria.ac.uk/sd/central/library/comp/training/>

INSERTING IMAGES

Place the cursor where you want the graphic/picture and select **Picture** then **Clip Art, From File** or another option from the **Insert** menu.

VIEWING YOUR WEB IN INTERNET EXPLORER

Open your web browser then **File/Open** and select the location of your web i.e. floppy disk OR just type a: or c: etc. in the URL bar.

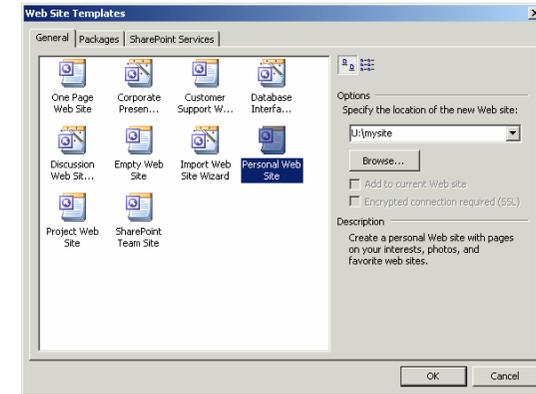
PRINTING YOUR WEB

Your web pages can be printed directly from FrontPage by using the **File/Print** option.

SAVING YOUR WEB

After you've created a web page, you need to save it. FrontPage integrates the saving process with the exporting process. Choose where you want to save your page, and FrontPage takes care of the rest. **Within the university it is advisable to save your web on your personal space on the 'U' drive.**

Click **File/Save As** and select the relevant drive and give the web a file name with an .html extension e.g.: *newfile.html*.

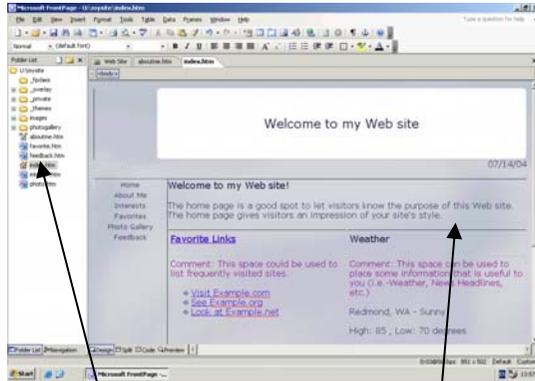


The **Web Site Templates** box

Select **Personal Web** to create a simple website.
Click on **OK**.

VIEWS IN FRONT PAGE

There are seven different views within FrontPage; Page, Folders, Remote Web Site, Reports, Navigation, Hyperlinks and Tasks. To access the different options, select the **View** menu. It is best, when first starting with FrontPage to use the **Folders View**. This gives the novice an idea of how FrontPage structures a 'web' from several pages (*Microsoft calls a collection of related web pages or a web site a 'Web'*). It is also easier to navigate your web site while editing.



FOLDER VIEW (shown here in the Personal web template style).

Double clicking on a web page in the list opens it in the right hand window for editing.

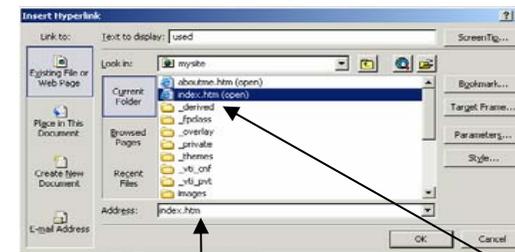
To create a new page in your web, click on the New Page icon  on the **Folder List** bar on the left hand side of the screen. Alternatively, select **File/New** to open the Task pane, then select **Blank page** or choose a page template by clicking on **More page templates** and selecting a template from the list of General or Frames pages, depending on whether you want to make a page containing frames.

Design view is the editing mode. Use it as you would a word processor. Preview allows you to see how it will look like on the internet it also allows you to use the links that have been put into the page, so try clicking on the underlined links to test them

CREATING HYPERLINKS

Hyperlinks are usually the underlined text you normally see on a web page that take you to another web page or document. To insert a hyperlink first highlight the text you want to use for the link.

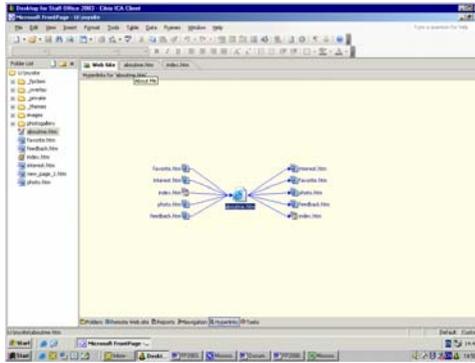
Click the Insert Hyperlink toolbar button.



If you want to link to a page or file contained in your web site, select the page. Otherwise, enter the URL for the page or file in the URL text box.

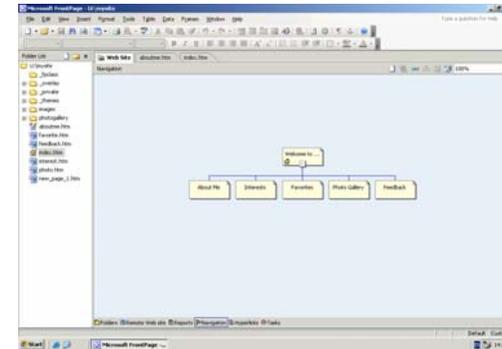
HYPERLINKS VIEW

Hyperlinks view works almost the same as Navigation view, except that Hyperlinks view shows all hyperlinks to and from a page. This view can be useful for keeping a track of your linked pages and determining how visitors get to a particular page.



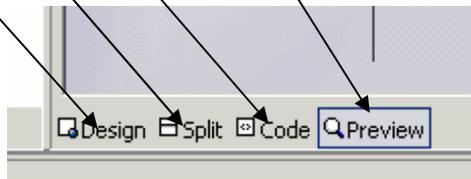
NAVIGATION VIEW

This view allows you to see and construct an intuitive tree view of your web site, which FrontPage uses to determine which pages to link to on automatically generated navigation bars. As its name suggests, Navigation view (shown below) is also an excellent tool for moving to different parts of your web site.



VIEWING WEB PAGES

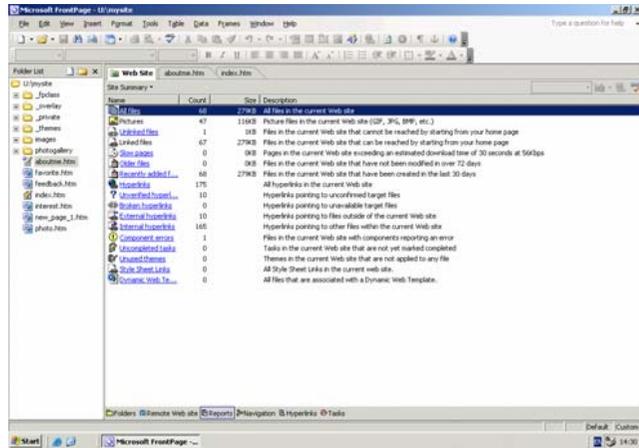
There are four different document tabs for viewing open web pages: Design, Split, Code and Preview. These tabs make it easy to work with your web pages while keeping the power of the source code close at hand.



REPORTS VIEW

Analyse your web and manage its contents.

Click on **View/Reports/Site Summary**.



The Reports view will show you the condition of your web and its' related pages

View a site summary

The Site Summary report gives you an overview of your web's vital statistics, such as the number and sizes of files and pictures, number and types of hyperlinks, number of incomplete tasks, and so on. Think of it as a high-level inventory and diagnosis of your web.

Note If your web contains files located in hidden folders, those files will not be included in this report. To include files in hidden folders in your reports, click **Site Settings** on the **Tools** menu, click the **Advanced** tab, and then select the **Show documents in hidden directories** check box.

On the **View** menu, point to **Reports**, and then click **Site Summary**.

Checking for broken links in your web

The first time you create the Site Summary or Broken Hyperlinks reports, the count of broken hyperlinks is listed as 0, while the count of un-verified hyperlinks equals the total number of hyperlinks in your web. This is because Microsoft FrontPage initially lists all hyperlinks as unverified. To verify hyperlinks, click **Recalculate Hyperlinks** on the **Tools** menu.

This will fix any of the problems listed in the box above.

