

Introduction to Creating Web Pages Using FrontPage

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The object of this exercise is to get you familiar with creating a Web page in your Georgia Southern World Wide Web (WWW) directory.

This exercise will cover how to create your GSU WWW directory, how to place background color and images in your page, how to place and format text in your page, how to place graphic images in your page and how to create hypertext links (including “mailto” links).

1. **Create a GSU WWW directory.**
 - At the Windows 98/2000 desktop, double click the **Student E-mail Accounts** icon or double click the **Internet Access** folder **Make sure host address says **eagle4.cc.gasou.edu**
 - Double click the **Student Email Accounts** icon and then the **Open** button.
 - Type in your login name and press <Enter>.
 - Type in your password and press <Enter>.
 - At the \$ prompt, type **webpage** and press <Enter>.
 - Answer the questions presented by pressing either **1** for “yes” or **2** for “no.”
 - At the \$ prompt, type **logout** or **exit**.

2. **Open Web Page Editing Software.**
 - Leave Netscape (or Internet Explorer) open.
 - Click the **Start** button in the bottom left-hand corner of the Windows 98 desktop, select **Programs** and **Microsoft Office** and click **FrontPage**.

3. **Add background color to the Web page**
 - Format
 - Background
 - Colors
 - NOTE: The following Web site list the RGB color codes available for background and text colors in a Web page:
<http://www.bton.com/tb16/safergb.html>

4. **Create a textured background using a graphic image**
 - Format
 - Background
 - Formatting *or*
 - In your browser, go to the following Web page: <http://vega.lnet.lut.fi/taustat/taustat.html>
 - Place your mouse on the image you would like to use as a background (for example: fabric/gray_fabric.gif) and click the right mouse button.
 - Click the **Save Image As** menu option from the pull-down menu.
 - Save the file to the same drive and directory where you have saved your Web page file (*index.html*).
 - NOTE: Don't forget the name of the file you downloaded - write it on a piece of paper before leaving the Web page.

5. **Place text in the Web page.**
 - Type any text that you would like to have appear on your Web page

6. **Center text in the Web page.**
 - Use **Format** toolbar

7. **Change the text font in the Web page.**
 - Use **Format** toolbar
 - NOTE: numbers (sizes) that can be used with the tag are: -7, -6, -5, -4, -3, -2, -1, 0, 1, 2, 3, 4, 5, 6, 7, +1, +2, +3, +4, +5, +6, and +7.

8. **Add a graphic to the Web page**

- In Netscape, go to the following Web page: <http://www.321clipart.com/>
 - Select a category of clipart to view (for example: Animals)
 - Place your mouse on the image you would like to use as a background (for example: *alig.gif*) and click the right mouse button.
 - Click the **Save Image As** menu option from the pull-down menu.
 - Save the file to the same drive and directory where you have saved your Web page file (index.html).
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- Go into FrontPage and place the image in your Web page (if it is saved to disk) by Selecting **Insert**, **Picture**, then **File or**
 - Insert, Picture, Clip Art and select the category then picture of your choice **or**
 - **Open Netscape/IE then right click on graphic, Select Copy, Paste into FrontPage or**
 - Graphics may be scanned in and saved as .JPG or .GIF then insert graphic by Selecting **Insert**, **Picture**, then **File or**
 - NOTE: Don't forget the name of the file you downloaded - write it on a piece of paper before leaving the Web page.
 - NOTE: The example given above assumes you downloaded the *alig.gif* file. If you downloaded a different file, be sure to use its name within the quotation marks.
 - Save the Notepad file.

9. **Add a hypertext link to the Web page**

- Insert
- Link
- In box labeled URL leave the **http://** in the box and type the correct Internet Address
- **Click OK or**
- **Ctrl K**

10. **Add an e-mail link to the Web page**

- Insert
- Link
- In box labeled URL change **http://** to **mailto:** in the box and type the correct Email Address
- **Click OK or**
- **Ctrl K**
- NOTE: You don't have to use the text "E-Mail Me!" for the link but can use any text (or even a graphic image) that you want.

• Save your page by selecting **File** from the menu bar, clicking **Save As** from the pull-down menu, selecting the drive you wish to save the file to (save to the "Shared" drive if you don't have your own floppy diskette) and give your file the name: **index.htm**.

****Adding Disclaimer at the bottom of webpage**

Disclaimer: The content and other unofficial home pages is not sanctioned by Georgia Southern University and does not represent official information or opinions of the University. Sonya Shepherd (username@gasou.edu) is solely responsible for the contents of this page. Last Modified 9/2000

11. **View your Web Page Before Uploading**

- Click the **HTML** tab *or*
- In Netscape (or Internet Explorer), select **File** from the menu bar, click **Open Page** from the pull down menu, click the **Choose file** button, select the drive containing your Web file, select the file and click the **Open** button.
- The screen should appear blank with the title of your page appearing in the Netscape (or Internet Explorer) title bar at the very top of the screen. You are now viewing your personal Web page and will watch its development during the course of this workshop.

12. **Upload the Web page to the Internet**

- Open WS-FTP from the Internet Access icon on the Windows 95 desktop.
- Log on with the proper host name (gsaix2.cc.gasou.edu), username and password.
- Double-click the **public_html** folder in the right-hand window (remote system).
- Double click appropriate drive letter on left-hand window
- Transfer the index.html file (and all other html/graphic files) by clicking the ⇒
- Left click once on the *index.htm* file and click **Rename** on right-hand side
- Type the letter **I** after index.htm then click **OK**
- Left click once on each file transfered to **public_html** then right click the file
- Select the **chmod (UNIX)** menu option and click the **Execute** box for all three user groups.
- Click **Exit**

13. **View your GSU faculty/staff/student WWW page.**

- Open Netscape Communicator (or Internet Explorer) from the Windows 98 desktop.
- Go to the GSU Student Home Pages at: <http://eagle4.cc.gasou.edu/student/> or GSU Faculty/Staff Home Page at: <http://www2.gasou.edu/facstaff>
- **Tomorrow** your name will be listed alphabetically on this page and a basic default Web page will display when you click on your name. To see an example of how your page will appear, click on any name until you see a screen that says “Welcome to My Home Page”.
- Other ways to view WWW page; however there may be other alternatives:
 - 1) Georgia Southern WWW page <http://www2.gasou.edu>
 - 2) Student Services
 - 3) Student Personal Web Pages
 - 1) Georgia Southern WWW page <http://www2.gasou.edu>
 - 2) Academic
 - 3) Faculty Web Pages

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