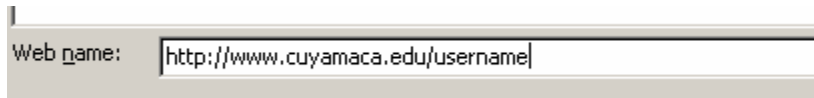


QUICK FRONTPAGE REVIEW

For more detailed (though old) instructions, see <http://cis2.cuyamaca.net/jreedfp/cis212/presentations/default.htm>
College help desk: 660-4395

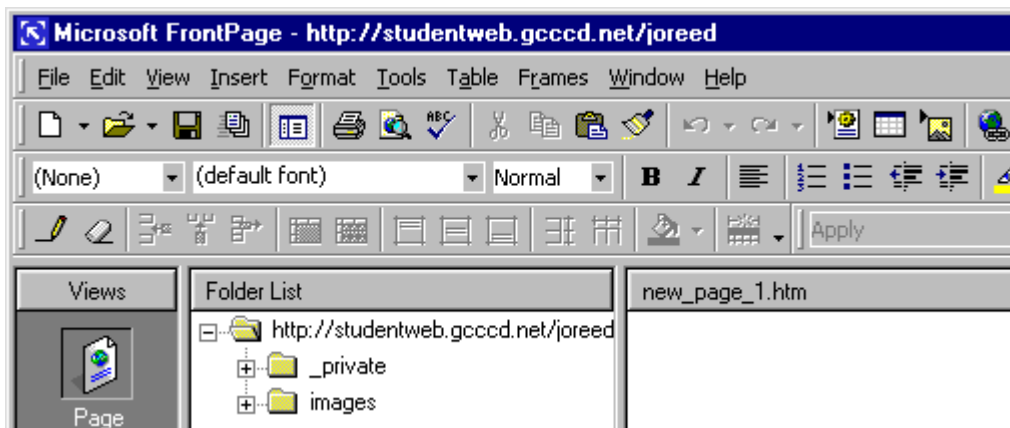
Open Your Web

1. In FrontPage, select **File -> Open Web**.
2. Enter your URL next to **Web Name** (bottom of window) and click **Open**
Your URL will look like this:
<http://www.cuyamaca.edu/username>



3. When prompted, enter **gcccdedulogin.name** and your password (the same name and password you use to login when using a campus computer or email). You may have to click **Open** again.

Once your Web is open, you should see something like this:

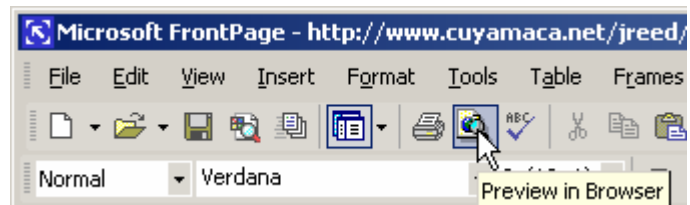


File Management

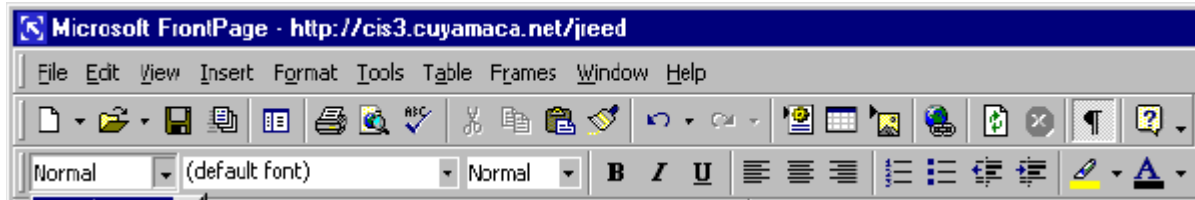
Files appear in the folder list on the left. If you don't see this list, select **View -> Folder List**. You can create new folders or files by right clicking a folder in the folder list. Rename a file by clicking it twice slowly. Open a file by double clicking it (then you can edit it).

Files can be dragged and dropped into folders and copied and pasted within FrontPage or from your local disks. For example, if you have a file in My Documents that you want on your web site, just right click it to copy, then right click in the FrontPage folder list to paste.

To preview a page on the Internet, select it and click the **Preview in Browser** button (then you can see the Web Address).



Edit Text




As with MS Word, to format text you must first select it, then click the button in the Formatting Toolbar or select **Format** -> **Text** from the menu. Toolbar buttons let you change font face, font size, and text color. You can also make text **bold**, *italics*, or underlined (most people think underlined text is a link!).

Common fonts (Arial, Verdana) are most likely to show up properly.

Use **Enter** for a new paragraph & **Shift + Enter** to go to next line without starting a new paragraph.

Add a Link

1. Click the **Create Hyperlink** button in the toolbar 
2. Enter the Text to Display
3. If you want to link to a file in the web site, navigate to it.
If you want to link to another web site, enter the full web address (beginning with http:// -- you can copy the web address from your browser and paste it)


Note: You can also drag and drop files or the web address icon from Internet Explorer. You can even copy and paste the web address and hit the spacebar to create a link.

Insert an Image

Quick way: copy and paste or drag and drop! When you save the file, FrontPage will prompt you to save the image file in your Web.

NOTE: a quick way to make text wrap around an image is to RIGHT ALIGN the image.

Use Tables for Page Layout

When you want text blocks or graphics to show up in a particular place, insert a table by clicking the Insert Table button .

Edit table properties by right-clicking the table. If you don't want the edges to show, set border to zero.

Preview Your Work

Click the Preview button to check your work in a Browser. 