
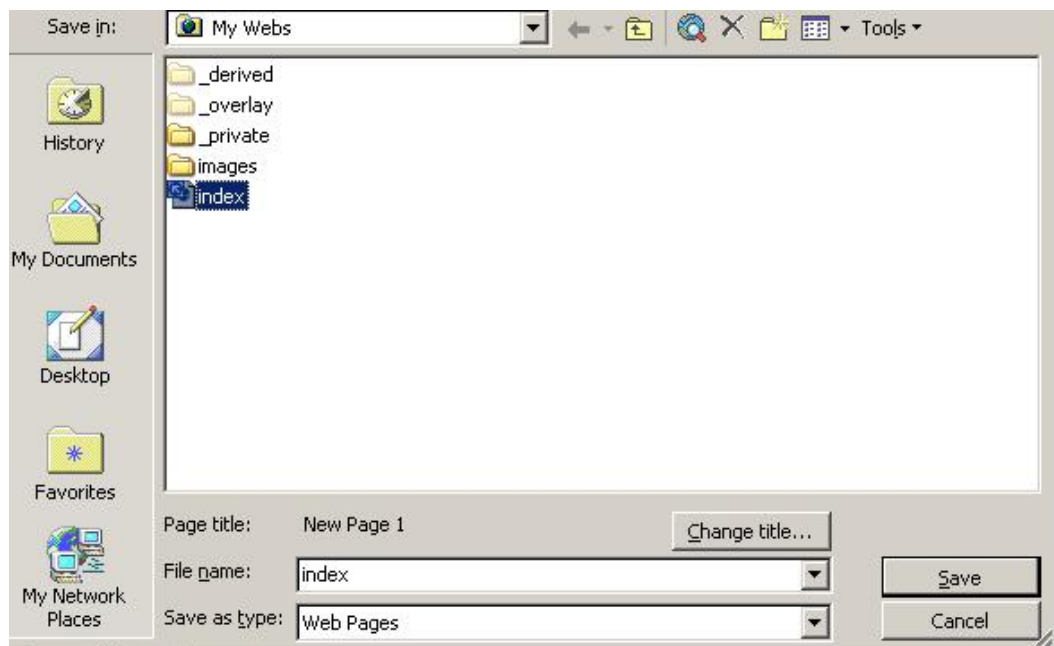
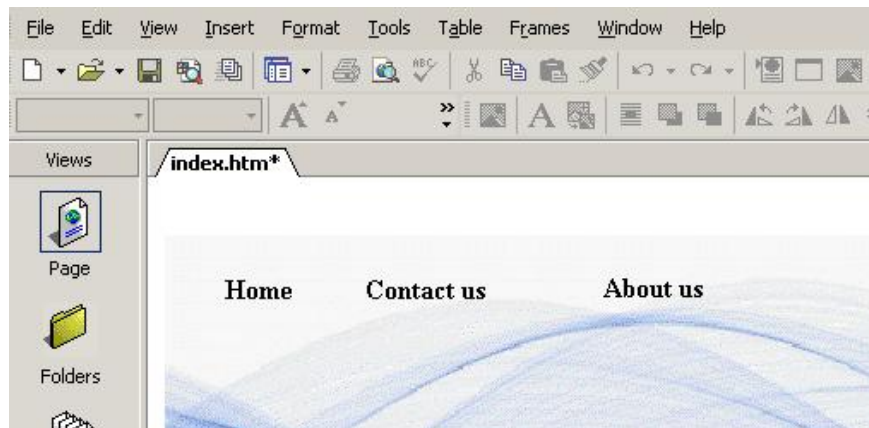


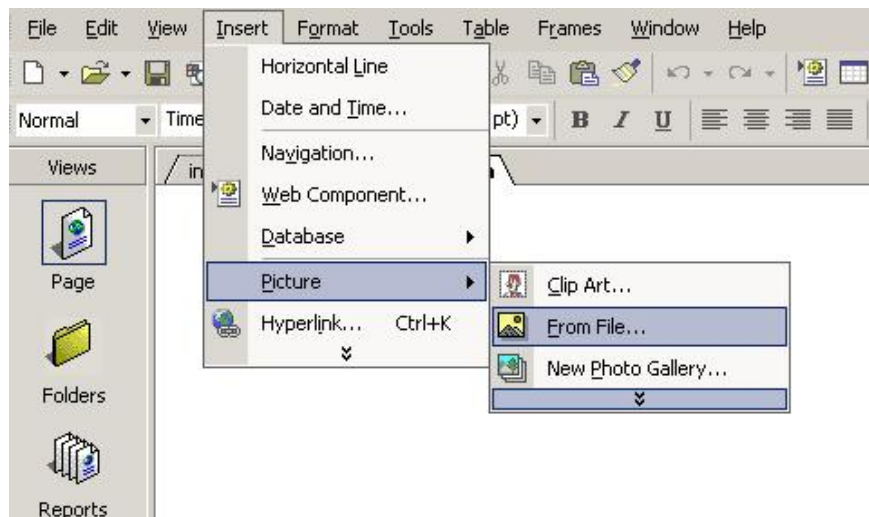
## FRONT PAGE BASIC INSTRUCTIONS

1. You need to plan out approximately how many pages you will need to create your webpage and identify names for each page.
2. You need to create your own folder **web page project** in your z drive or on your USB. Within this folder create another folder called **pictures** – all pictures on your website must be stored in the picture folder – all web pages must be saved in your **web page project** file. (Be careful – you must select your **web page project** folder each time you want to save otherwise by default file will be saved in **My Webs** in **My Computer** and you risk losing it.
3. You need to open the **Frontpage** program
4. To create a **blank page** click on icon  under **File** (top left corner).  
Once you click on it you will get a new page. Click on **File** and **Save as** then give name you allocated for this page. The first page should always be called **index.htm** (when the webpage is published – this index page will be called the **home page**. Your pages after the index page can be named anything you like.





## ----- How to insert a picture and save -----

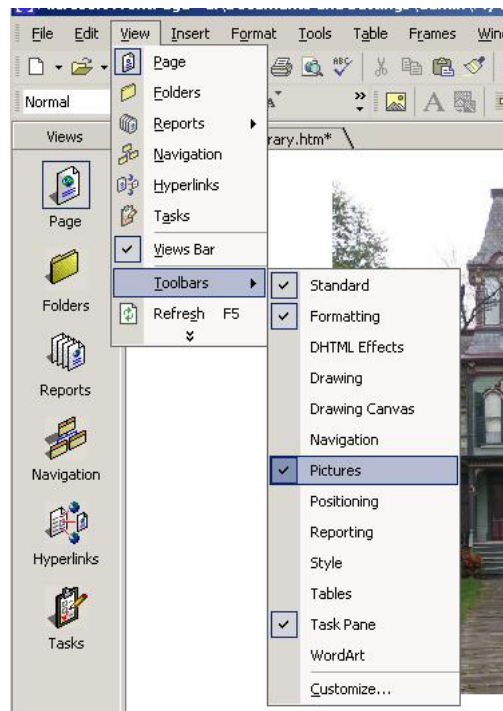


5. To insert a picture click on top menu **Insert Picture** then choose **Picture - From File** and browse your folders where you have saved your picture or photos.
6. Click on the picture and it will place it in the web page you have open.
7. You can size your image by clicking on the corner and dragging your mouse.
8. You can move your picture to the right side, left side or middle using the same icons on the top menu bar as you would in word.

9. You can drag your picture up and down on the webpage with the mouse.
10. Remember to save all your work: click on **File** then click on **save**. Make sure you are always saving to the correct file and not **My Webs**.

#### ---- How to link areas of picture to other pages (hot spot)----

11. To make a link to another page – eg select a door on the picture of the building and make link to another page which was created before - On the top menu click on **View** then **Toolbars** choose **Pictures** make sure it is ticked.

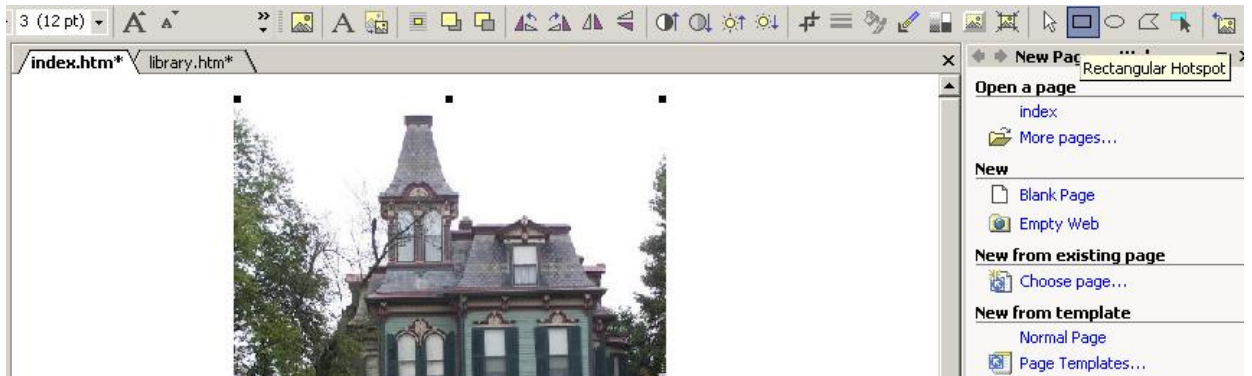


12. An extra menu will appear. With this menu you can change brightness, contrast, crop, rotate and more.

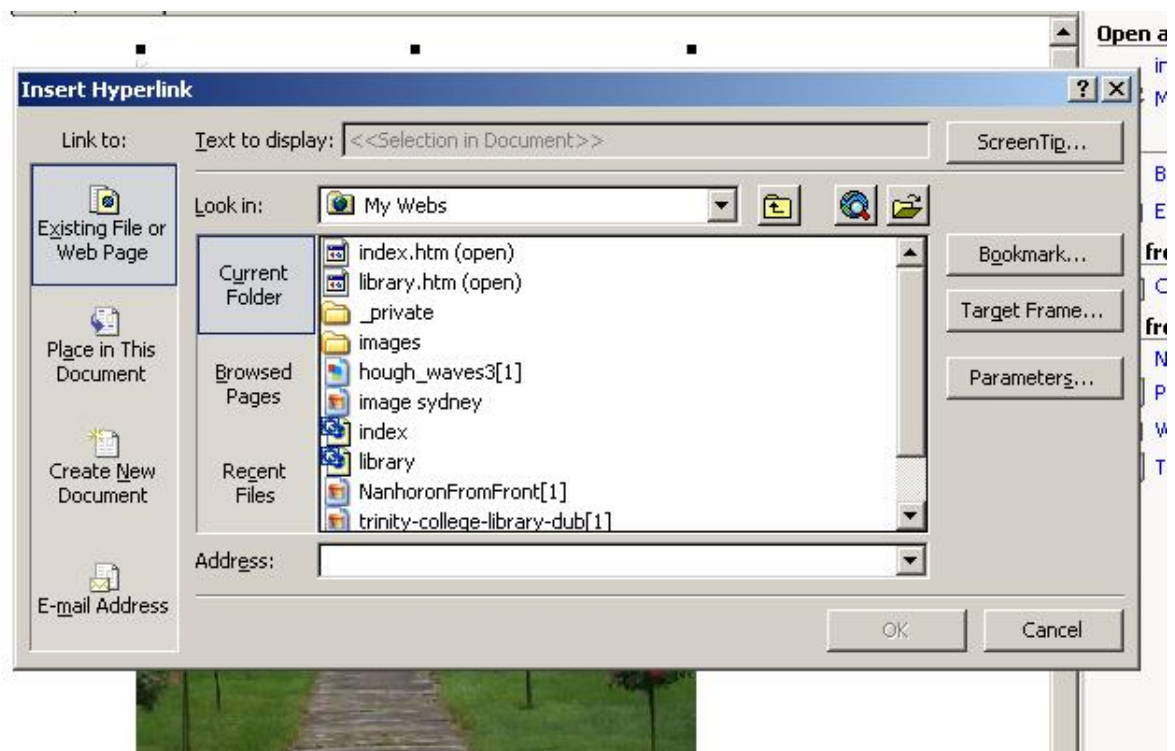


13. Left click on picture once to select it then choose **Rectangular Hotspot** from picture menu (image below – correct icon is highlighted). Left click and drag around area you want to be

active (as a link to another webpage)



14. after you let go of mouse, menu **Insert Hyperlink** will come up to help you link your selected area to another page.
15. On the left side of this menu (under **Link to** make sure **Existing File or Web Page** is selected).
16. **Look in** should have your file you are saving all information in selected not **My webs**.
17. Click on file name (web page name) you are linking to and under **Address** it will come up as name.htm then click OK.



### ----How to create main menu for webpage----

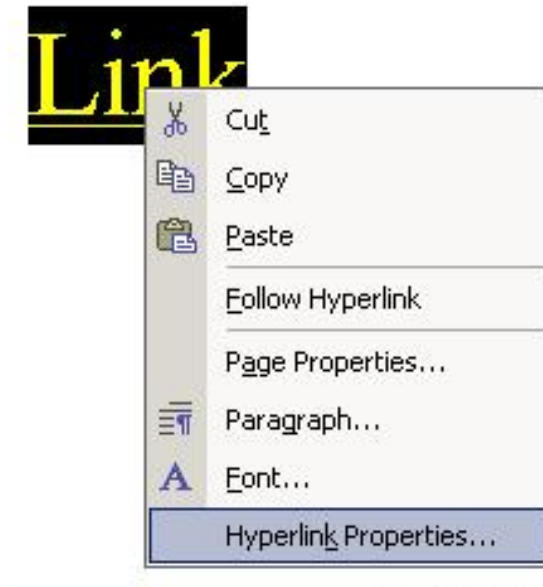
18. You can write on top of existing picture by selecting this picture (left click on the chosen picture) and click on **A** from top menu and text box will appear.
19. You can then type what you want in the text box. You can change font, increase/decrease size of font. You can move text box around by clicking on the box and dragging the mouse.
20. After you have finished typing, double click on this box to create a link to another webpage. (See: How to link areas of photo to pages)

### ----To link to another webpage on internet ----

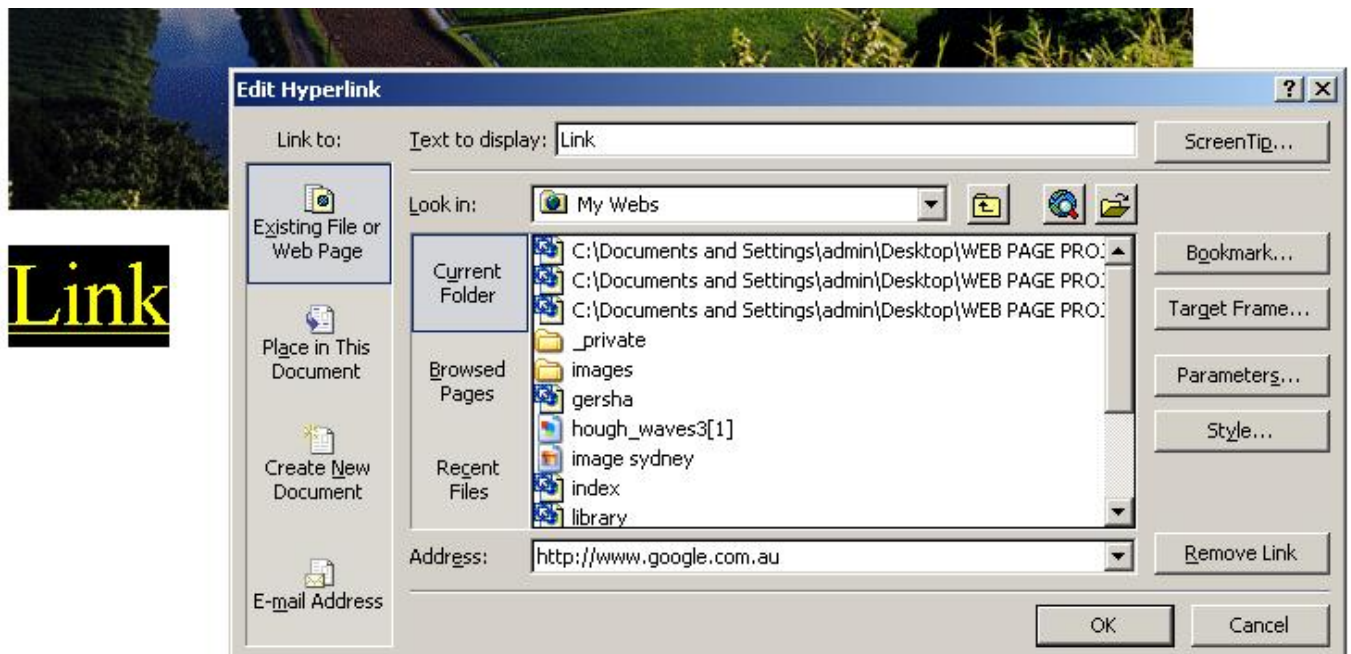
21. right click on words or picture in your webpage that you want to link to a webpage.

[Link](#)

22. on the bottom of the menu, select Hyperlink. Menu will come up and where it says address – type in the webpage address.



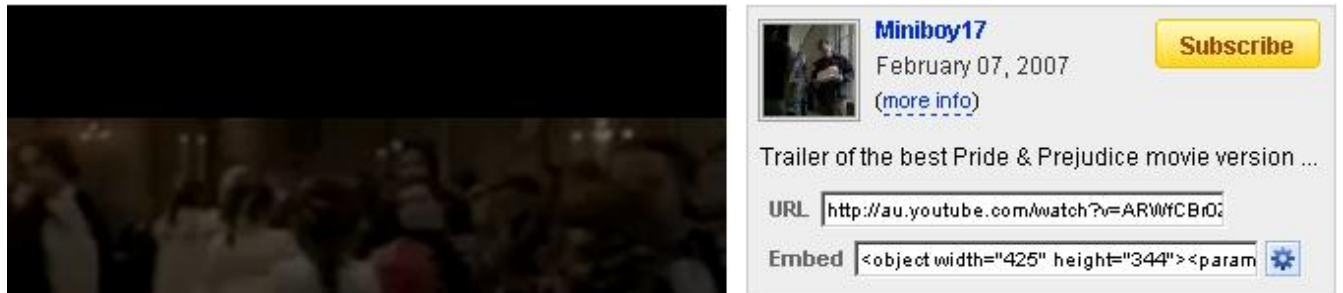
23. The link on your webpage will automatically show up as blue and underlined to indicate that it is a hyperlink.





### ----- To link to a Youtube clip -----

24. Find your Youtube clip on internet.
25. do the same as instructions above for linking to a webpage
26. On Youtube – select your footage.



27. On the right side of the film clip is the URL address – make that the hyperlink – then the You tube clip will become a hyperlink on your website

### ----- To embed a Youtube clip onto the website -----

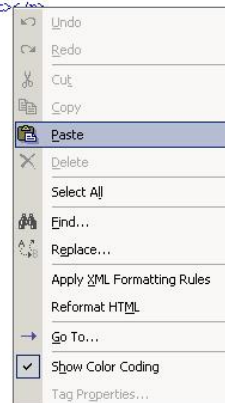
28. Find your Youtube clip on internet
29. Choose position on webpage where you want to put the clip
30. on the right side of the film clip is the embed address – select all of it and copy



31. Go back to your webpage
32. At the bottom – click on HTML and you will get a page of code – click on where the cursor is flashing and right click and paste the code from Youtube



```
kCkwYuoqnyo&hl=en&fs=1"></param><param name="allowFullScreen" value="true"></param><param name="allowscriptaccess" value="always"></param>  
scriptaccess="always" allowfullscreen="true" width="425" height="344"></embed></object></div>
```

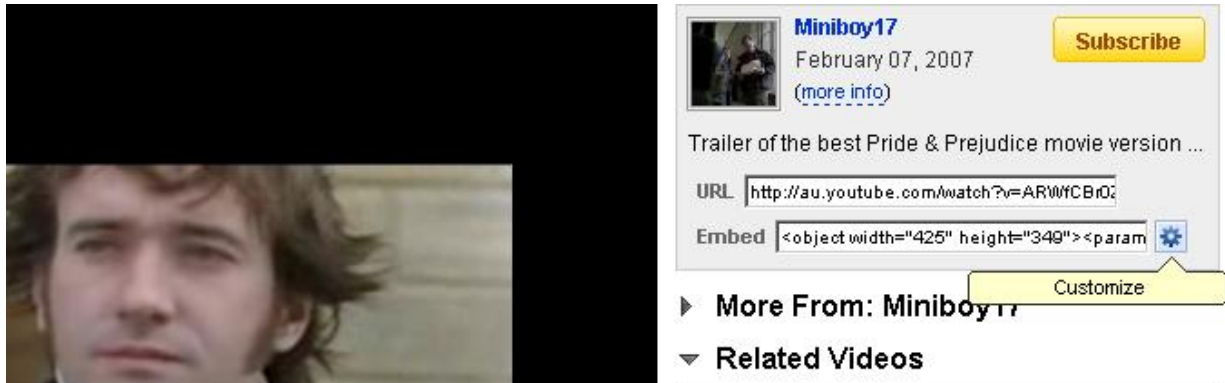


33. At the bottom – click on Normal and it will take you back to webpage
34. You will see symbol of big x – just click on the corner and resize it to small





35. To customise your Youtube in your website, next to the Embed address, click on a blue star. You will get a menu come up that allows you to choose colouring, borders etc. Make sure you select **Don't include related videos**.



### **----- To preview webpage -----**

- 35. Go to file
- 36. Select 'preview in browser'
- 37. You should test your hotspots work
- 38. To finish previewing just close the browser

### **-----To publish on internet -----**

- 39. Have to make sure everything in your file and save on USB to upload using a Webftp program