



Creating

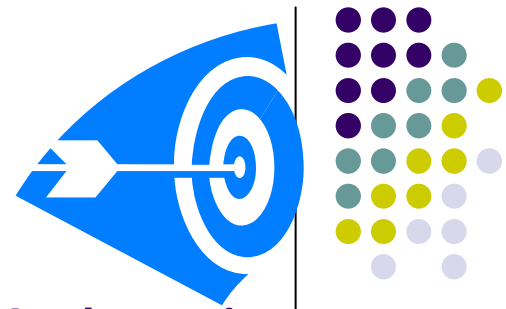
a Web Site

Using Front Page

Theodoros Elia

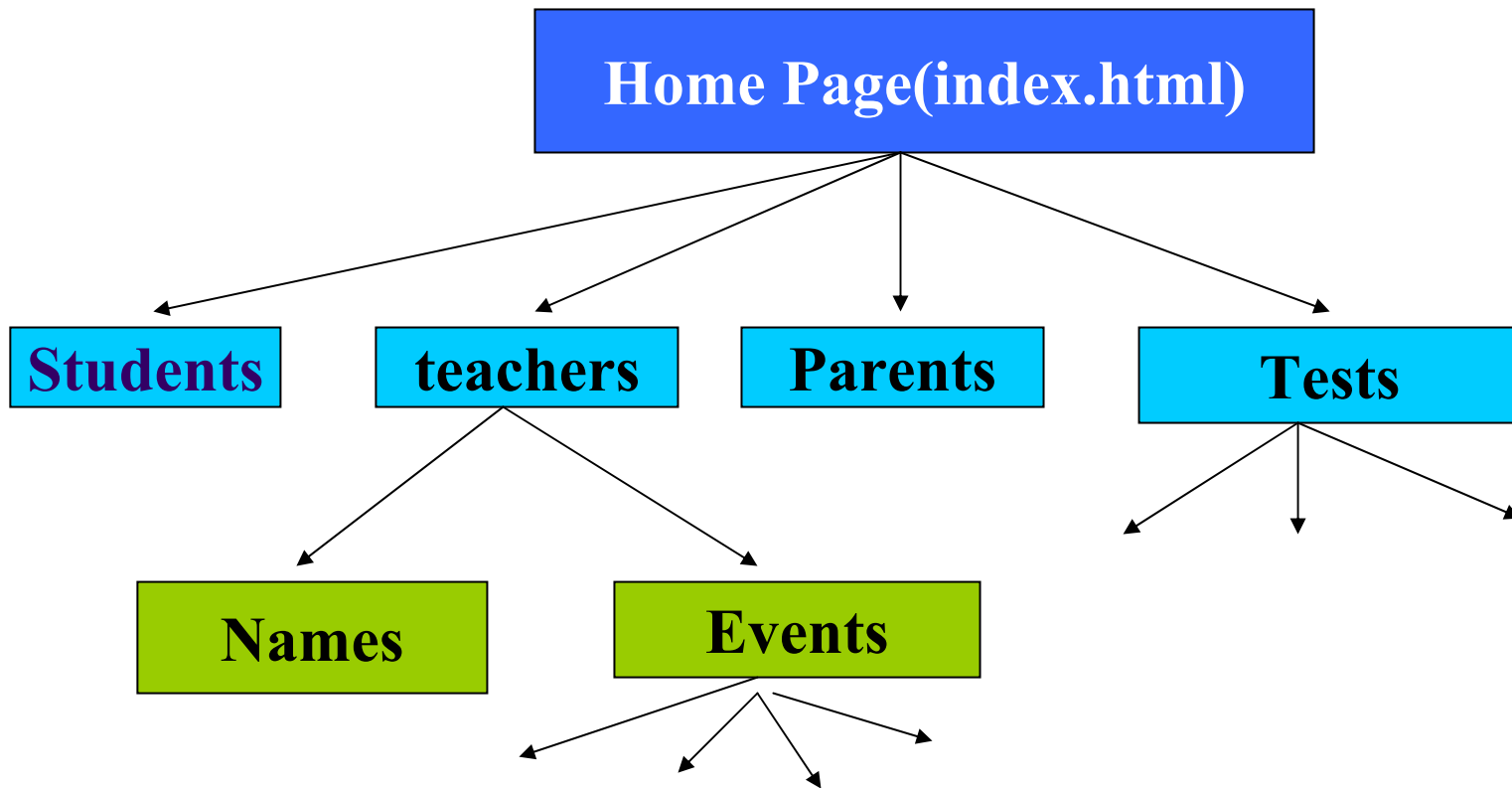
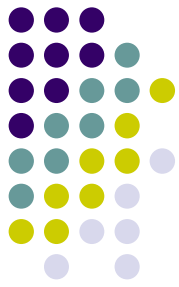
November 2006

Our aims



1. Organizing-Designing a Web site.
2. Creating a Web Site.
3. Link the different pages.
4. Add components to your web.
5. Publishing the web site.

Organizing the web site



Planning your web



What are your basic aims for creating the web site?

- 1. Give information to parents, students....**
- 2. Set up a communication link between parents and teachers.**
- 3. Give information about exams, and other events.**
- 4. Other announcements.**

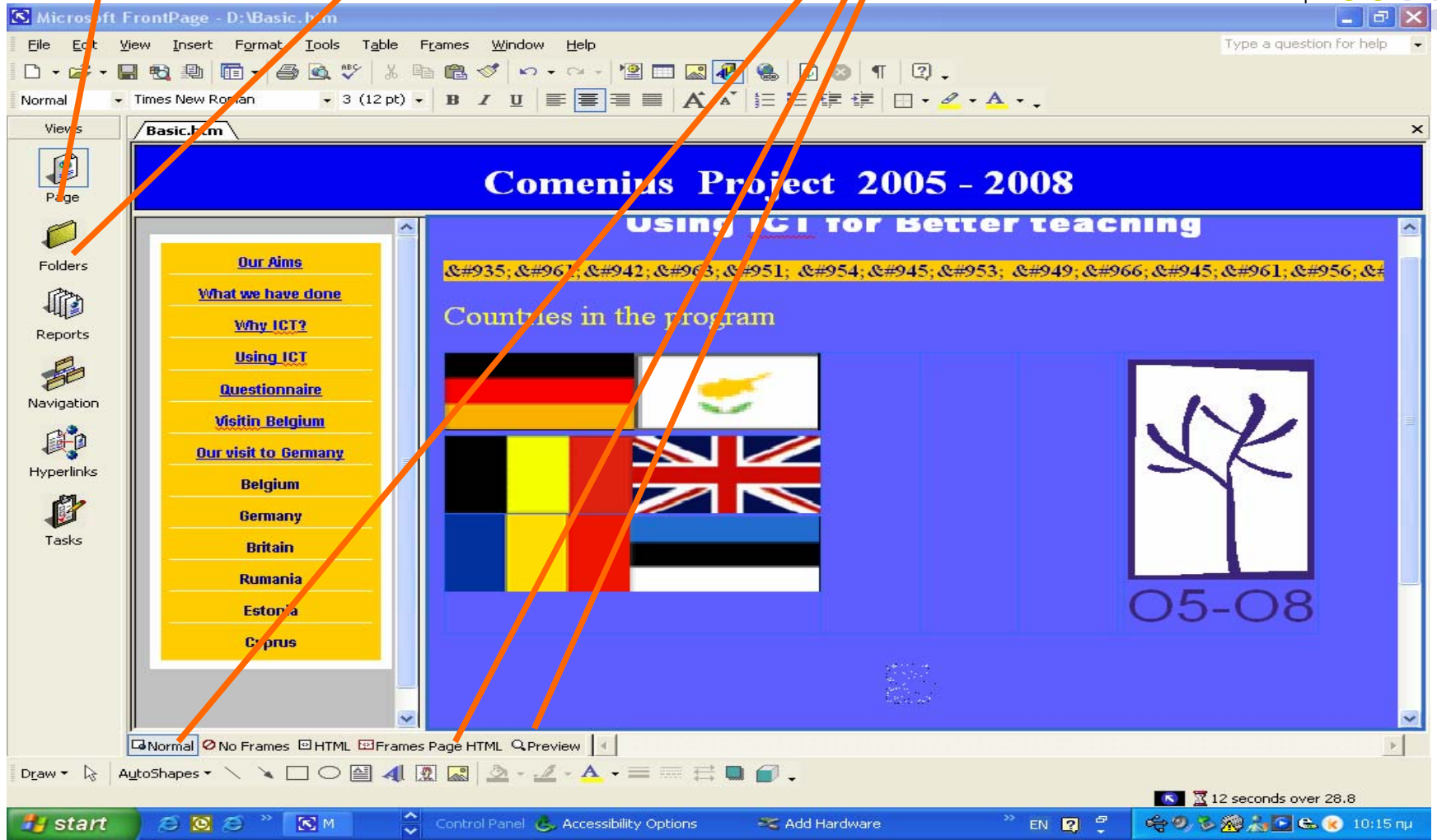
- Normal
- HTML
- Preview



You can see your files in three different ways

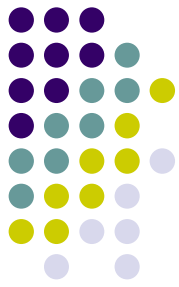
Folders

Page

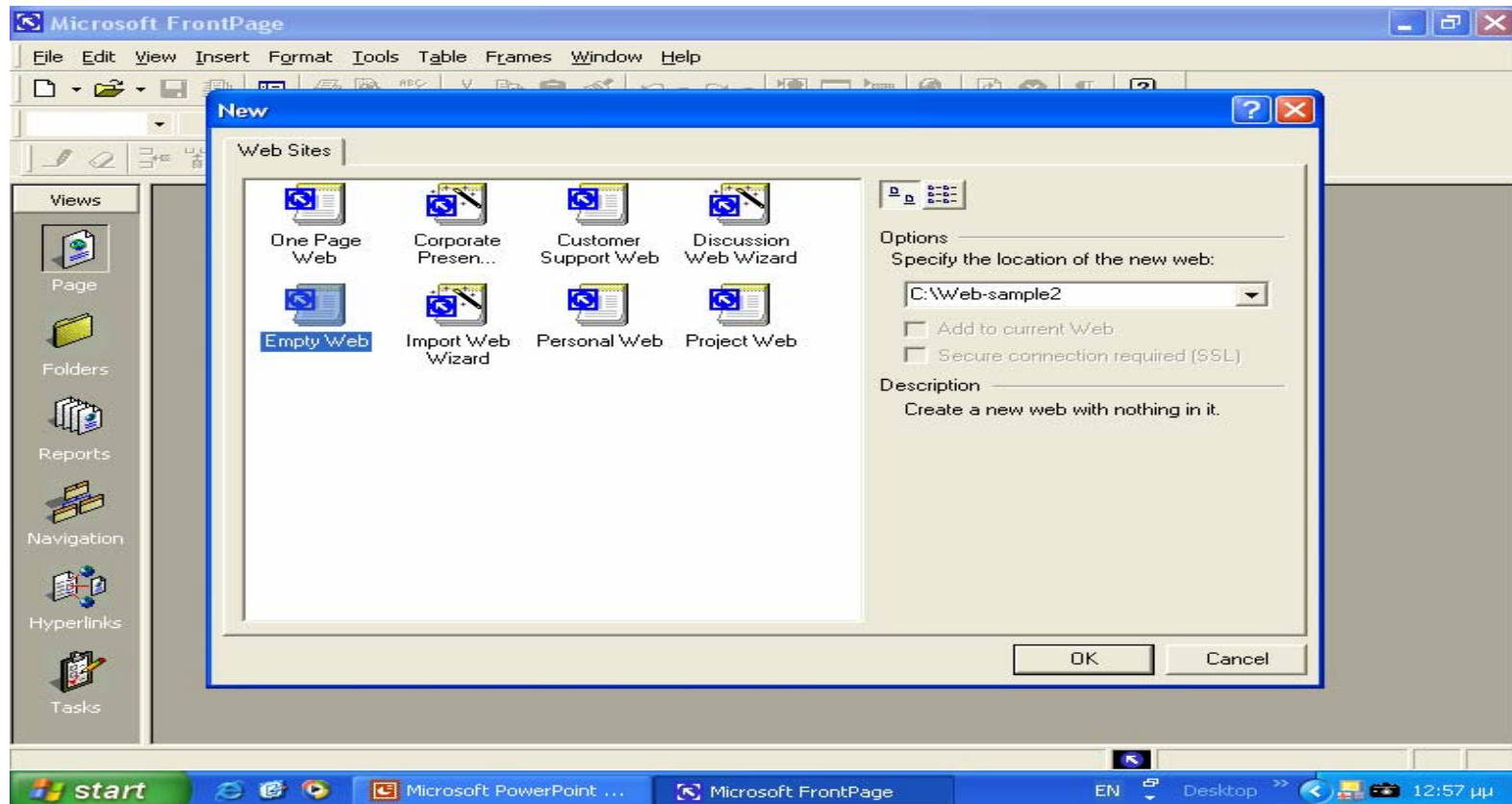


Main working area in Front Page

Creating a web site from the beginning



- Select, *File, New, Web and then Empty Web.*
- Set up the location on the hard disk to save your work(i.e. *C:\akis*) and then click, *ok.*



How to create the main page (index.html)



- Select *File, New, Page* and then, **One-Column body with contents on Left. Click ok.**
- You have now created your main web page and you can add the different themes like pictures, tables and other items.
- The user can always return to this main page.

Add a table



1. Place the cursor at the point where you want to insert the table. .
2. Choose, *Insert, Table.*
3. On the window that appears select the number of Rows and columns.
4. To add more rows just pres the Tab key.
5. If you want to change the properties of the table press the *right key* of your mouse and select, *table properties.*

Insert Table

The screenshot displays the Microsoft FrontPage 2003 interface. The main window shows a web page titled "new_page_1.htm" with a heading "Your Heading Goes Here" and a table with five rows labeled "Option1" through "Option5". An "Insert Table" dialog box is open, showing the following settings:

- Size: Rows: 2, Columns: 2
- Layout: Alignment: Default, Specify width: 100 (checked), In pixels (unchecked), In percent (checked)
- Border size: 1
- Cell padding: 1
- Cell spacing: 0
- Set: Set as default for new tables

The dialog box has buttons for "Style...", "OK", and "Cancel". An orange arrow points from the "Insert Table" text in the yellow box above to the dialog box.

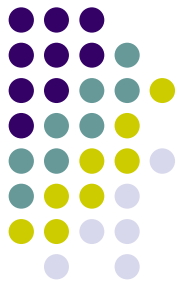
Table properties

The screenshot displays the Microsoft FrontPage application window. The main workspace shows a table with four rows, each containing a button labeled "Επιλογή1", "Επιλογή2", "Επιλογή3", and "Επιλογή4" respectively. A "Table Properties" dialog box is open over the table, with an orange arrow pointing to the "Table Properties" title bar. The dialog box has the following settings:

- Layout:**
 - Alignment: Default
 - Float: Default
 - Cell padding: 2
 - Cell spacing: 3
 - Specify width: (100, In percent)
 - Specify height: (0, In percent)
- Borders:**
 - Size: 4
 - Color: Automatic
 - Light border: Blue
 - Dark border: Blue
- Background:**
 - Color: Blue
 - Use background picture:

Buttons at the bottom of the dialog include "Style...", "OK", "Cancel", and "Apply". The "Browse..." and "Properties..." buttons are disabled. The status bar at the bottom shows "4 seconds over 28.8".

Scrolling text(marquee)



1. Place the cursor at the point where you want the scrolling message to begin.
2. Select Insert, Component and then, marquee.

The screenshot shows the Microsoft FrontPage interface. The main window displays a website titled "Comenius Project 2005 - 2008" with a blue header and a yellow sidebar. A "Marquee Properties" dialog box is open, showing the following settings:

- Text: Scrolling Message
- Direction: Left (selected)
- Speed: Delay: 90, Amount: 6
- Behavior: Scroll (selected)
- Size: Width: 100 (In pixels), Height: 0 (In pixels)
- Repeat: Continuously (checked)
- Background color: Automatic

A yellow callout box with the text "You can write here your message" is positioned over the "Text" field in the dialog box, with a red arrow pointing to it.

Create an empty page



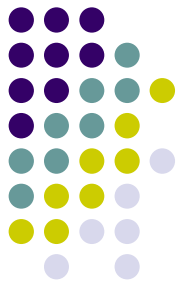
- Select File, New, Page and then Normal page. Press ok.

You have just created a new page where you can add text, pictures or other items.

If you already have a page in word that you need to insert in your web page you can do so by following the next steps:

- Select, Insert, File.
- Now select the file that you need to insert in FrontPage and select Open.
- Press No, in the next window and the text in word will be placed in your new page in FrontPage.

Creating a Hyperlink



1. Select the Hyperlink(a picture or words).
2. Using the menu select, *Insert and hyperlink.*
3. In the empty space for file, give the name of the file where we need to link to.
4. Press *ok.*

Creating a Hyperlink



Microsoft FrontPage - D:\stoselides\Web_Comenius\comen_istosel\new_page_3.htm

File Edit View Insert Format Tools Table Frames Window Help

Type a question for help

Normal Arial 4 (14 pt) B I U

Views: new_page_1.htm new_page_2.htm **new_page_3.htm*** new_page_4.htm*

Page
Folders
Reports
Navigation
Hyperlinks
Tasks

Your Heading Goes Here

Hyperlink 1
Hyperlink 2
Hyperlink 3
Hyperlink 4
Hyperlink 5
Hyperlink 6

Insert Hyperlink

Link to: Text to display: Hyperlink 1 ScreenTip...

Existing File or Web Page Look in: comen_istosel

Current Folder
Browsed Pages
Recent Files

- new_page_1.htm (unsaved)
- new_page_2.htm (unsaved)
- new_page_3.htm (unsaved)
- new_page_4.htm (unsaved)
- _private
- images
- main_files
- a_home
- Apel_Mathisi
- Apote_smta_ereunas

Address:

OK Cancel

Bookmarks...
Target Frame...
Parameters...
Style...

Normal HTML Preview

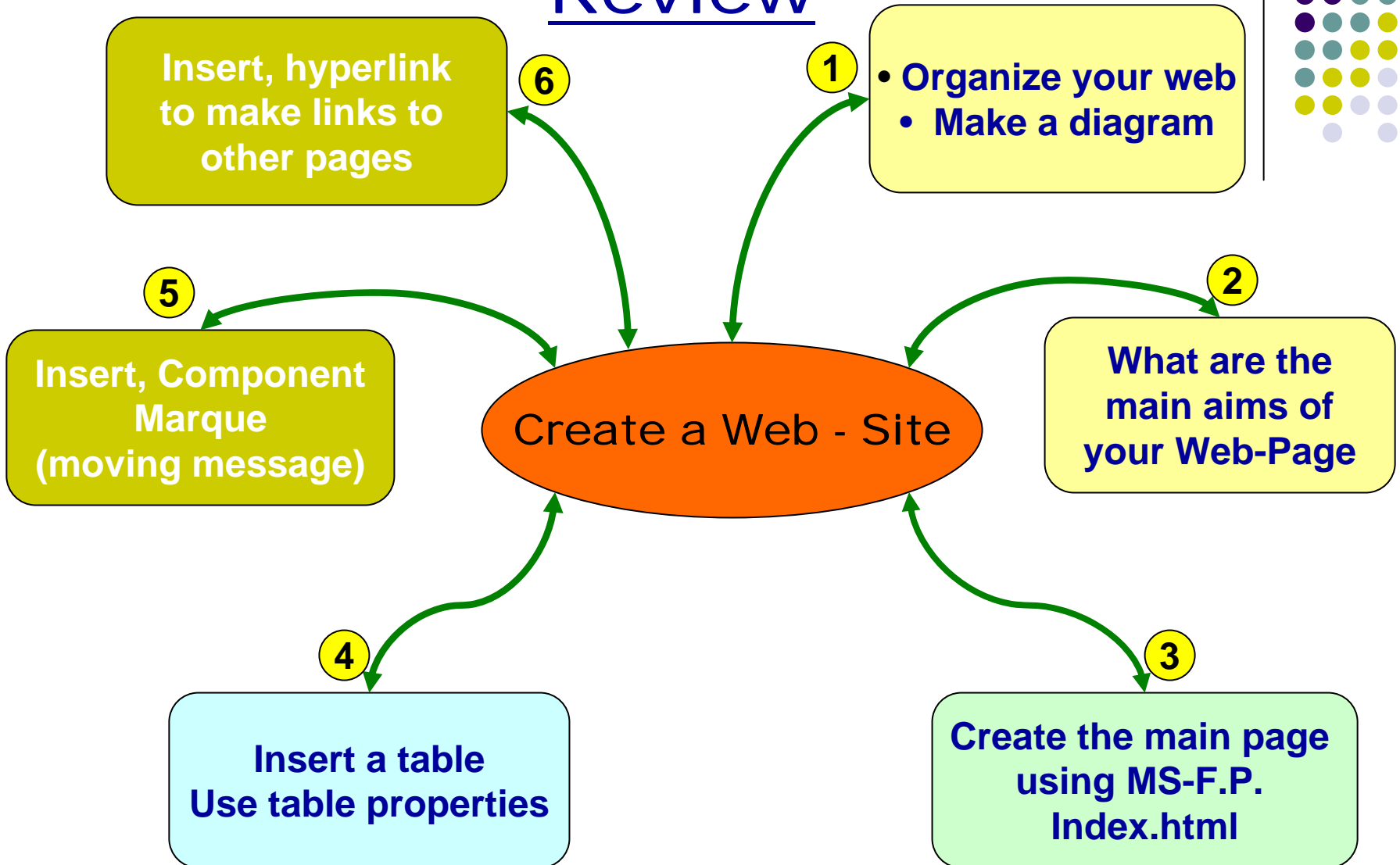
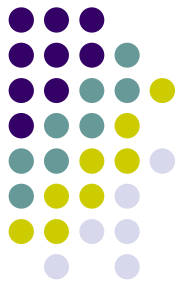
Draw AutoShapes

start Control Panel Accessibility Options

4:58 PM

Select the name of the file you need to link to.

Review



Time for Practice



Solve the following problem:

- **Design and create a web-page for your comenius project. First, on a blank page, design your web, with all the different options the user will have.**
- **In the second step, use the Front - Page to create your web-page on your computer.**

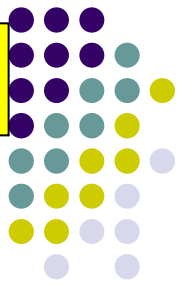
Insert a Hyperlink

- (a) To go to another web-page
- (b) To send an e-mail.



- There are cases where you need to connect your web-page with **another web-page** . To do so you need to make a hyperlink from your page to the URL address that you should know.
- You may also need to create a link on your web-page so that the user will be able to send an **e-mail** to you.

You can write here the URL address or the e-mail



Create Hyperlink

Look in:

Name	Title
unsaved:///new_page_...	New Page 1
unsaved:///new_page_...	New Page 2
unsaved:///new_page_...	

URL:

Optional

Bookmark: Target frame:

Microsoft FrontPage

File Edit View Insert Format Tools Table Frames Window Help

Normal (default font)

Views new_page

Page Folders Reports Navigation Hyperlinks Tasks

Normal HTML Preview

5 seconds over 28.8 NUM

Microsoft PowerPoint - [Fro... Microsoft FrontPage

11:53 AM

Connecting with a URL address

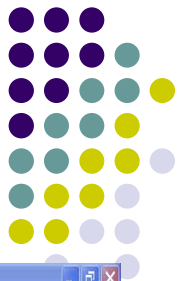
Connecting with an e-mail address

Bookmarks

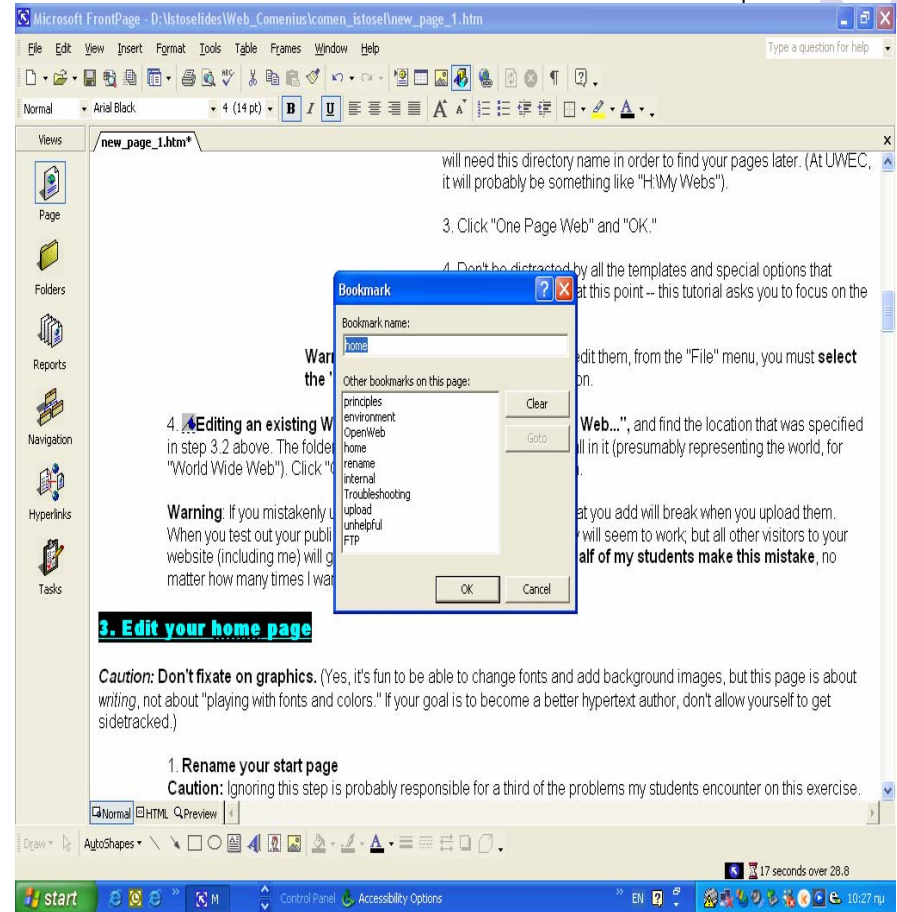


- **In cases where you have long web-pages i.e. 3 or 4 or even more pages on the web, it is difficult for the user to read them. In order to help the user to go directly to the point he/she needs, you can use bookmarks.**
- **A bookmark is a hyperlink that takes you at a specific point of a web-page, without having to scroll through the long page.**

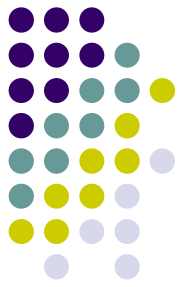
How to Insert a Bookmark



1. Go to the point on your web-page that you need to see, after you press on the hyperlink.
i.e. on the file, Front-page-final go to the third option and highlight the topic.
2. From the menu, select, **Insert** and then **Bookmark.**
3. Now press **ok**



How to Insert a Bookmark



4. Now you need to go to the beginning of the web-page and select the title that you want to insert a hyperlink and link to the point on the pages that you have already selected.
5. Select **the title** and from the menu, choose **Insert** and then **Hyperlink**.
6. On the new window, select **Bookmark**.
7. On the new window (select place in document) **select an existing place in the document** by clicking the mouse on it, and then press **ok**.

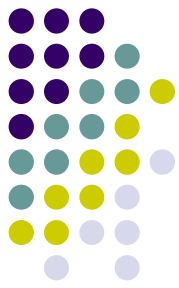
How to Insert a Bookmark



Select the title you need to link to

The screenshot shows the Microsoft FrontPage 2003 interface. The main window displays a web page titled 'new_page_1.htm' with the text 'This tutorial will guide you through the basic steps of creating...'. The 'Insert Hyperlink' dialog box is open, and the 'Select Place in Document' sub-dialog is also open, showing a list of document locations. The 'home' option is selected in the list. The 'Insert Hyperlink' dialog has 'Existing File or Web Page' selected. The 'Select Place in Document' dialog has 'OK' and 'Cancel' buttons. The main window also shows a list of steps: '1. Learn...', '2. S...', '3. E...', '4. C...'. Below the dialog boxes, there is text: 'After you comp...', '1. Learn b...', '1. Ev...', '2. Each additional page on your site should make sense as a separate, stand-alone document. (See "Create an internal page", below). Unlike a novelist, who can assume that everyone on page 100 has already read pages 1-99, a webmaster has no idea where the reader will start (or stop).', '3. Don't reinvent the wheel -- link to it! If you find useful information on somebody else's web site, send your reader there. Don't pretend your page exists in a vacuum.', '4. Electronic documents should be short, top-heavy, scannable, navigable, and straightforward.'

How to make your web-page look better



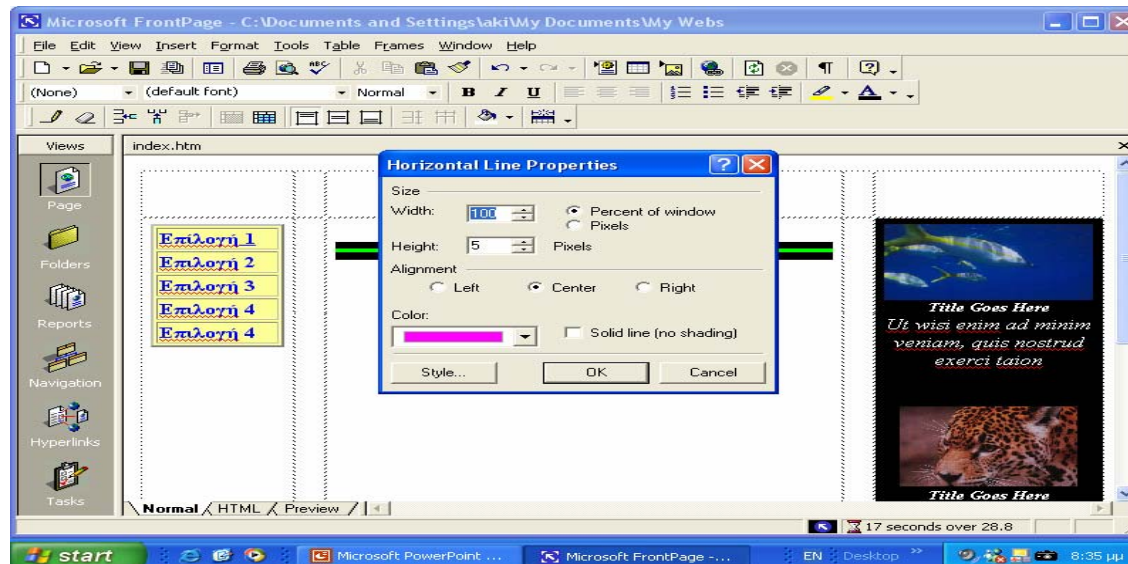
- Insert a theme
- From the menu select, Format and then, Theme.

The screenshot shows the Microsoft FrontPage application window with the Themes dialog box open. The dialog box has two radio buttons: 'All pages' (selected) and 'Selected page(s)'. A list of themes is shown on the left, with 'Straight Edge' selected. A sample of the theme is shown on the right, featuring a banner, buttons, and a heading. Two yellow boxes with green text are overlaid on the image: one labeled 'All Pages' pointing to the 'All pages' radio button, and another labeled 'Selected Pages' pointing to the 'Selected page(s)' radio button. The background shows the FrontPage interface with the 'Format' menu open and the 'Theme' option selected.

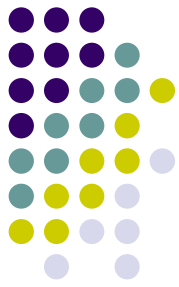
Insert a Horizontal line



- Place the cursor at the point where you need to insert the line.
- Select, Insert and then, Horizontal line.
- To change the properties of the line(i.e. to change color or to change the width of the line) do a right click on the line. Then do any change you may need.

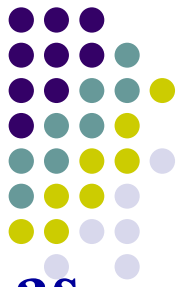


Insert a picture



- **Select, Insert and then, Picture.**
- **Select, clip Art, or From File in order to insert a picture that you have already saved in a file.**
- **Choose the picture you need and click on, OK.**
- **Picture, will be placed at the point on the web-page that you have chosen.**

Using a Dynamic HTML



i.e. you may have a moving message or a picture as soon as your new web-page is loaded, or when you place the mouse over the message.

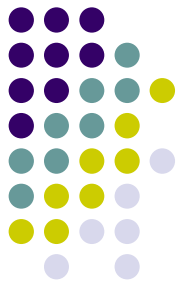
1. Go to your web-page and select a line or a message.
2. Select, Format and Dynamic HTML Effects.
3. On the tool line press, on and select, page load.
4. On the dialog box select, Apply and then, Hop.
5. Press, save and try to see the results, using the Preview.

Using the Dynamic HTML Effect



The screenshot shows the Microsoft FrontPage 2003 interface. The main workspace displays a web page with a heading "Your Heading Goes Here" in red. Below the heading is a table with five green rows labeled "Option1" through "Option5". To the right of the table is an image of fish. Below the image is the text "Select 'On' and choose one of the options". To the right of the text is the text "Apply and make your option". Below the text is a black box with the text "Using the Dynamic HTML". At the bottom of the workspace is a "Dynamic HTML Effects" dialog box. The dialog box has a dropdown menu set to "On Page load" and an "Apply" button. A dropdown menu is open below the "Apply" button, showing a list of effects: "Drop in by word", "Elastic", "Fly in", "Hop", "Spiral", "Wave", "Wipe", and "Zoom". The "Hop" effect is selected. The "Remove Effect" button is also visible. The Windows taskbar at the bottom shows the start button, several application icons, and the system tray with the time 4:17 PM and date 4 seconds over 28.8.

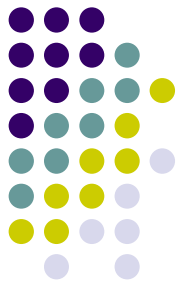
Publishing your web site



The rest of the world, will see your page when you publish it.

1. First you need to set up an account, i.e. at Yahoo geocities. Hence you will be given some space, i.e. 20 Mb to use on the yahoo server.
2. Then you will need to download a free FTP program on your computer (i.e. www.towcows.com and search for WSFTP program.
3. You are now ready to upload your web-site, from your computer to the server, so that everyone will be able to see it.

Publishing the web site using FTP



Your computer

Web Server (Geocities)

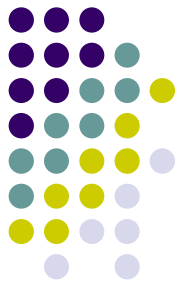
User I.D. and Password
that you have created

The screenshot displays the WS_FTP95 LE application window. The 'Local System' pane shows the directory 'C:\Program Files\WS_FTP' containing files like 'complete.wav', 'connect.wav', 'error.wav', 'index.html', 'license.wri', 'prorder.wri', 'whatsnew.txt', 'WS_FTP.hlp', 'WS_FTP.ini', 'WS_FTP.LOG', 'WS_FTP95.exe', and 'WSFTP32.dll'. The 'Remote System' pane is currently empty. A 'Session Properties' dialog box is open in the foreground, showing the following details:

- Profile Name: WS_FTP32
- Host Name/Address: 195.14.130.110
- Host Type: Automatic detect
- User ID: cnet1024
- Password: (empty field)
- Account: (empty field)
- Comment: (empty field)

Buttons for 'New', 'Delete', 'Anonymous', and 'Save Pwd' are also visible in the dialog. The background shows a Windows XP desktop with icons for 'Acrobat Reader 4.0', 'microsoft frontpage', and 'Alawar', and a taskbar with 'Microsoft PowerPoint' and 'WS_FTP95 LE' open.

Publishing the web site using Yahoo



- Once you get your free space in <http://geocities.yahoo.com> you can upload the files using the File Manager from the net.
- Follow the next steps to upload the files:
 1. Go to <http://geocities.yahoo.com>
 2. Click on **Manage**
 3. Click on **File Manager**
 4. Click on **Open File Manager**
 5. Press on **Upload Files**
 6. Next you can **Browse** on your computer to find the files to be uploaded.

1. Go to <http://geocities.yahoo.com>



Yahoo! GeoCities - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://geocities.yahoo.com/gcp/>

nero Y! Search Web Upgrade Now! Welcome Tour Choose Buttons Mail Messenger

YAHOO! GEOCITIES Welcome, **cypakis** [\[Sign out, My account\]](#) [GeoCities Home](#) - [Yahoo!](#) - [Help](#)

Yahoo! Web Hosting Free Domain
\$25 setup waived, up to 20GB disk space, 1,000 email accounts, & 24-7 support
webhosting.yahoo.com

Domain Names from Yahoo! Free Web Page
Only \$9.95/yr. Includes 24-7 support, free web page & domain forwarding.
domains.yahoo.com

Yahoo! Resource Center for Small Businesses
Get daily information, services, and advice for your small business.
smallbusiness.yahoo.com

Sell Online with Yahoo! Save \$50
Easy-to-use web site builder and shopping cart solution. Free 24-7 support.
smallbusiness.yahoo.com

www.geocities.com/cypakis: GeoCities Free

[Upgrade to an ad-free site](#) Start by searching for a domain name >>
Setup fee Waived!

GeoCities Control Panel [View My Site](#)

Home Create & Update Manage Promote Help Index

Home
Monitor your site performance and check your site statistics. Review service announcements and browse the GeoCities community.

▼ Getting Started [Delete module](#)

Welcome to the GeoCities Control Panel!
Start with one of the activities below. For setup tips and assistance working with your GeoCities features anytime, be sure to visit our [online help center](#).

GeoCities Tour
Before you begin, take a spin through this introduction to GeoCities.

Learn About the Control Panel
Get an overview of this console's layout and features.

ADVERTISEMENT

Get More Room

Upgrade today and get

- 500MB of disk space
- 25GB data transfer
- No ads on your site

Get GeoCities Plus -\$3.71/mo.
(Save 25% for 3 mos. !)

More Information

Where Am I?
The GeoCities Control Panel

start Local Disk (C:) How to get Free spac... Yahoo! GeoCities - Mi... EN 8:43 AM

2. Click on Manage

3. Click on File Manager

www.geocities.com/cypakis: GeoCities Free

[Upgrade to an ad-free site](#)
Setup fee Waived!

Start by searching for a domain name >>

GeoCities Control Panel

[Home](#) [Create & Update](#) **[Manage](#)** [Promote](#) [Help](#) [Index](#) [View My Site](#)

Manage

Organize and upload images and other files. Monitor your site performance.

File Management Tools

[Blog Manager](#)
Start a basic blog or administer the blog you already created.

[Easy Upload](#)
Copy images and other files to your web site easily with this online tool.

[File Manager](#)
Upload and organize files, work with folders, and create and edit web pages.

Site Status

Data Transfer Usage	Disk Space Usage (MB)
<div style="width: 2%;"><div style="width: 100%;"></div></div> 0% 100%	<div style="width: 0%;"><div style="width: 100%;"></div></div> 0% 100%
Hourly limit: 4.2MB	Total: 15.0
Used: 2%	Used: 0.0
Times exceeded today: 0	Extra: 0.0
Times exceeded this month: 0	Available: 15.0

ADVERTISEMENT

Get More Room

Upgrade today and get:

- 500MB of disk space
- 25GB data transfer
- No ads on your site

[Get GeoCities Plus - \\$3.71/mo.](#)
(Save 25% for 3 mos. *)

More Information

Stay Informed

Occasionally we may need to contact you with important information about your account. Do we have your correct email address?
[Find out now.](#)

Your Web Address

Questions about your web address? Find all the information you need in our [online help center](#).

Done

start Local Disk (C:) How to get Free spac... Yahoo! GeoCities - Mi... EN 8:46 AM



4. Click on Open File Manager



Address: <http://geocities.yahoo.com/v/fm.html>

E-commerce Solutions from Yahoo!
Reliable plans w/ free 24-7 support, domain, hosting, and email. \$50 setup fee waived.
smallbusiness.yahoo.com

Yahoo! Web Hosting \$25 Setup Waived
Reliable plans include free domain & 24-7 support.
webhosting.yahoo.com

Great Value! Domain Names from Yahoo!
Includes free web page, email & domain forwarding, 24-7 support.
domains.yahoo.com

Have questions? Yahoo! has the answers.
Get daily news and tips on starting, marketing, and financing your business.
smallbusiness.yahoo.com

www.geocities.com/cypakis: GeoCities Free

GeoCities Control Panel

[View My Site](#)

Home **Create & Update** Manage Promote Help Index

[Create & Update](#) > **File Manager**

Maintain and modify files and subdirectories with this versatile tool. Access the Advanced Editor to edit and create HTML files.

Show: html gif jpg other
List files which begin with:
 Manually enter filenames

Open File Manager

Save time by uploading all your files at once with FTP when you upgrade to one of our [premium plans](#).

Save 25% for 3 months. Setup fee waived.¹

Name	Size	Last Modified (GMT)	View File
000_0410.jpg	100	Nov 21 01:22am	
000_0412.jpg	100	Nov 21 01:22am	
000_0413.jpg	91	Nov 21 01:22am	

5. Press on Upload Files



www.geocities.com/cypakis: GeoCities Free

GeoCities Control Panel

Home **Create & Update** Manage Promote Help Index

Create & Update > File Manager

Save time by uploading all your files at once with FTP when you upgrade to one of our [premium plans](#). Save 25% for 3 months. Setup fee waived!

Your site: <http://www.geocities.com/cypakis> Edit using: HTML Editor

New Edit Copy Rename Delete checked files Upload Files

Name	Last Modified (GMT)	Size (KB)
<input type="checkbox"/> Fish.jpg View	Oct 05 05:37 am	7
<input type="checkbox"/> epistofi.htm View Stats	Oct 05 05:37 am	1
<input type="checkbox"/> index.htm View Stats	Oct 05 05:37 am	4

[Check All](#) - [Clear All](#) Subdirectory PageBanner PageWizard

New Edit Copy Rename Delete checked files Upload Files

Subdirectories

New (Create Subdirectories to organize your files)

Disk Space Usage

Used: 0.0 MB
Available:

View Files

File list too long? Select just the file types you want to see.

- List files with extensions
- html
- gif
- jpg
- other

- that begin with ANY character.

Quick Links

- [Add-Ons](#)
- [Site Statistics](#)
- [Home Page Settings](#)

Done Internet

6. Next you can Browse on your computer to find the files to be uploaded.

Yahoo! GeoCities - Microsoft Internet Explorer

Address: <http://geocities.yahoo.com/filemanager>

www.geocities.com/cypakis: GeoCities Free

GeoCities Control Panel

Home **Create & Update** Manage Promote Help Index

Create & Update > File Manager > Easy Upload

Easy Upload

Transfer files from your computer to your main directory with this simple tool. First click on **Browse...** to select files, then click **Upload Files**.

Note: File names **cannot** contain spaces. The total upload can be up to 5MB.

<input type="text"/>	<input type="button" value="Browse..."/>
<input type="text"/>	<input type="button" value="Browse..."/>
<input type="text"/>	<input type="button" value="Browse..."/>
<input type="text"/>	<input type="button" value="Browse..."/>
<input type="text"/>	<input type="button" value="Browse..."/>

Automatically convert filenames to lowercase

Prefer to upload many files at once?

Save time and set up your site faster with FTP capabilities when you upgrade to one of our [premium plans](#).

Save 25% for 3 months. Setup fee waived.¹

Done

start Local Disk (C:) How to get Free spac... Yahoo! GeoCities - Mi... EN 8:52 AM

