

Created by

U.InTEC

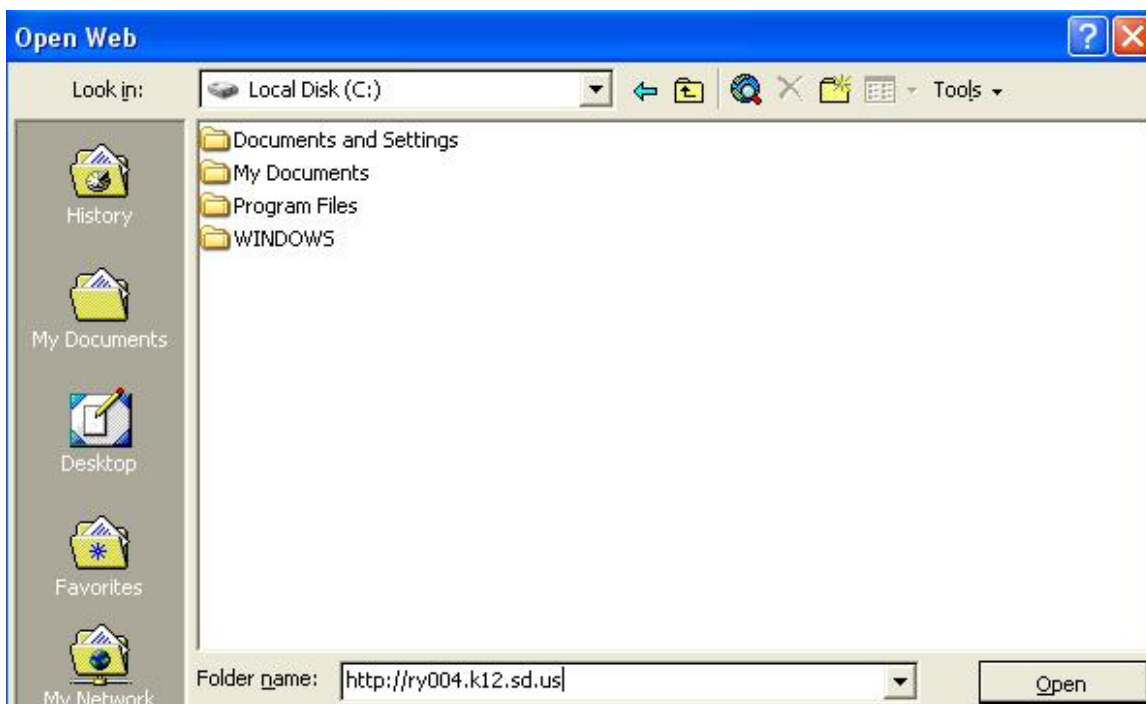
FrontPage
Working with Directories and Navigation

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Connecting to your web site in FrontPage

In this lesson we will view a web site created with Front Page and saved on the k12 state web server. We will cover how to connect to a teacher site on the state web server, open a site, work with Folders List, understand directory structure, and look at laying out documents using tables.

1. Open FrontPage 2000.
2. In the menu bar, click on FILE > OPEN WEB
3. In the dialogue folder name field, type your web site address, click OPEN
<http://yourname.k12.sd.us>
4. Enter your username and password when prompted.

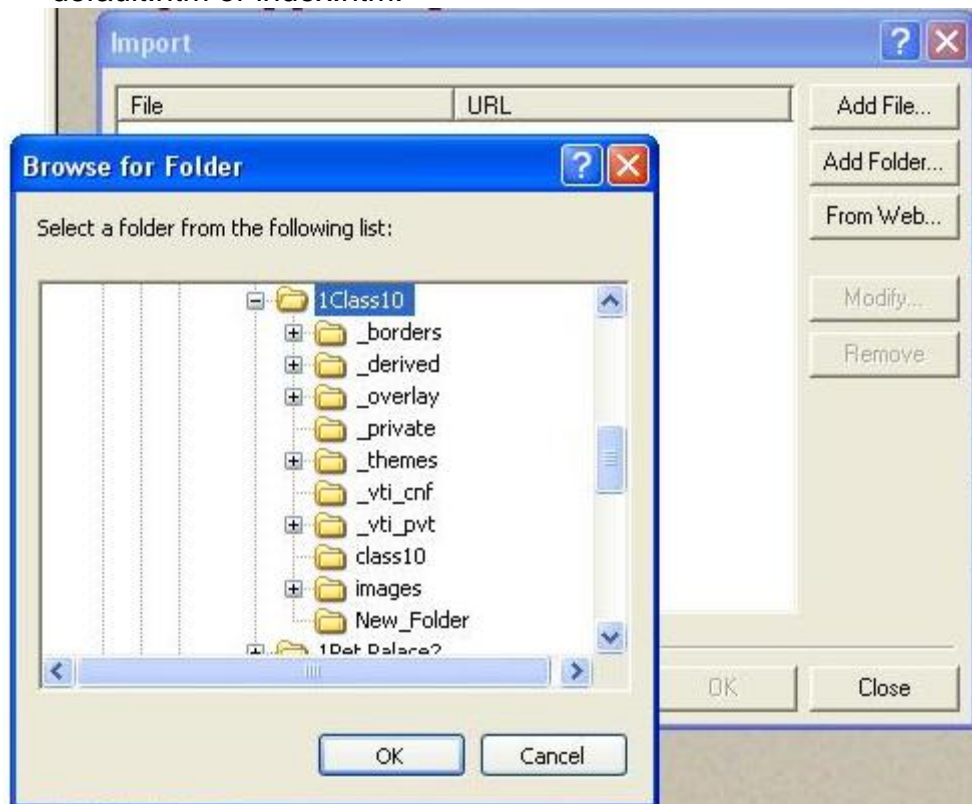


Creating a new folder

1. The Folder List view is a tool used to display and manage the files and folders in a web site.
2. GO to VIEW > FOLDER LIST to view the file and folder list
3. Right Click on the root folder at the top and chose NEW FOLDER. Rename the folder using all lowercase letters and no spaces. If you need to separate the words in the folder name use the underscore (_) character.

Importing a new page or folder

1. To import existing resource files go to FILE > IMPORT
2. Choose ADD FOLDER or ADD FILE
3. Browse to the resource
4. Click OPEN
5. It should add the selected file or folder in your website folder view.
6. When you import the folder, you will see the parent page called default.htm or index.htm.



Saving a new web page

When saving new files give the file a name that is all lowercase and no spaces. If you want to separate words, use the underscore symbol. HTTP browsers interpret name spaces differently and although most automatically substitute an (%) percent, some will return a "page not found error". Use the CHANGE button to add a title to your page. The title is displayed in the view bar at the top of the page and on bookmarks.

1. To save a new webpage or new web site, just go FILE > SAVE AS. Ensure that you are in the correct directory when you save the file or folder.
2. On the SAVE AS dialogue box, click CHANGE next to the current page TITLE to change the page title. Click SAVE.

File and Directory Structure

Creating and maintaining directory structure

The File and Directory structure in FrontPage is managed using the Folder List tool. Good file management is key to an organized web site. Images should be saved in the Images folder. Audio should be placed in a separate folder called “multimedia or audio”. Video files should also be kept in a “multimedia” designated folder. Keep it simple and organized using Folder View. Your actual web pages should be at the root level. The home page in FrontPage should be named default.htm or default.html.

1. To show the **Folder List** go to **View > Folder List**. Not all folders are shown by default.
2. To view all hidden files and folders go to **TOOLS > WEB SETTINGS > ADVANCED TAB** > Under **Options** section– check show documents in hidden directories. You will now see several new folders show up on your website.

The folders that begin with an (_) underscore are required folders by FrontPage which are transferred to the website when you save or publish your site. They are necessary in order to display properly on the web. **The _Private** folder contains files that are not visible to site visitors. This means that visitors cannot view or navigate to these files. Files such as form responses are kept here out of public access. By right clicking on any file, you can display the file properties and edit the Title.

Renaming, Deleting, Moving Files and Folders

To rename a file or folder, Right click on the file in Folder List view and chose Rename.

To delete a file or folder, right click on it in Folder View, and choose delete.

To move a file or folder, click and drag to the new location.

Designing and Developing Webs

Creating a story board

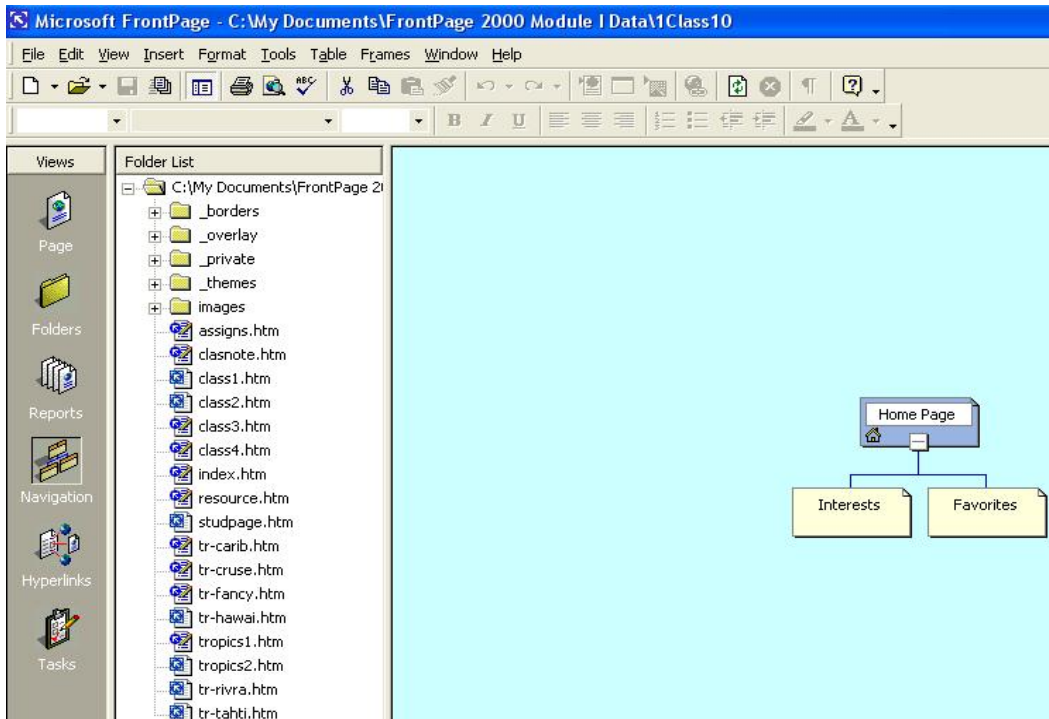
Effectiveness of Webs will depend largely on the navigation and structure you create. Navigation is how users will most likely travel from hyperlink to hyperlink through your site. Structure is the overall outline of how your Web site is set up, including the number of pages and hyperlinks.

1. To view and modify and print web layout and storyboard, in the Views Bar on the left side of your page click on the **NAVIGATION** view button.

Creating navigation and structure

Use the Navigation view to display your web pages pictorially.

1. Select the file webquesttemplate.htm in the left folder list view under 1Class10 and drag underneath Home Page to make it a child page of Home Page..
2. Now open default.htm and notice how adding a child page automatically added the new page to the navigation bar on the left side. All links to that page will automatically be updated on all related pages.



The Views Bar

You use the views bar to display the current page in various views depending on the tasks you need to complete.

1. Click on the Folders icon on the left side views bar to change the right view to Folders View.

Your options are listed below:

Page View - displays a single page in a WYSIWYG editor

Folders View - displays all of the folders and files that make up the website

Navigation View (the story board) – displays web pictorially

Hyperlinks View – displays all the existing links to and from your site

Reports View – offers several different reports to help you manage your web site.

2. **Right click** on any htm file in Folder list and choose Properties.
3. Change the **Title** to a relevant description students will understand.



4. Click on the **Summary tab** add descriptive text in the **Comments** section. Click OK.
5. In Folder List View you will see the description in the folder list view. This is a good habit to start to aid in organization.

Double clicking on a folder displays all the files inside of that folder. By right clicking on any file, you can display the file properties and edit the Title. The columns represent details about the file. The size column is the most important. It is a good idea to compress images and reduce them in size using a separate image editing program. Note: The built in image editing toolbar in FrontPage is only a basic tool. Use an image editing tool for resizing and compressing images for the web.

View Tabs

There are three ways to view your webpage as shown on the three tabs at the bottom of the right side pane.

Normal

This is the default view and displays the WYSIWYG editor.

HTML

This tab allows you see and edit the HTML code of your webpage.

1. Click on the HTML tab at the bottom of the right pane to see the HTML code of the assigns.htm page.

Preview

The preview tab is a way to view the finished page in a “browser like” method, however this built in “browser” should not be used to view your finished page.

1. Go to VIEW > PREVIEW in BROWSER

