

Just the Basics FrontPage Training

By Jane McGookey, mcgookey@key-web.net

Plan First

- Who will be using the web site? What will they be looking or using it for?
- Who will be responsible for updating the various sections?
- Who will do the back-up? (make a copy of the web periodically in case of a problem with your computer or your web host)
- How will people be held accountable?

Starting a web from scratch

1. The Home page should be simple and fast.
2. The Home page should answer some basic questions:
 - Is this the organization I was looking for?
 - Can I find what I am looking for?
 - How can I contact the organization (both for web concerns and for organization concerns)? Email, address, phone & fax numbers

In general a site should be intuitive for the person visiting it. It should be very easy for them to contact your organization at any time and they should be able to locate the information they are looking for in three to five mouse clicks.

Hint: The Home page is usually called default.htm but depending on the web server may be index.html. If you created a home page and do not see it on the web, try renaming it.

The FrontPage Editor

There are three views you can use in FrontPage when editing.

- Normal allows you to make changes similar to using a word processor.
- HTML shows you the HTML code that the browser translates.
- Preview shows what the page should look like in the browser BUT... Preview is NOT a real browser it only simulates a browser and may not show exactly what a browser shows. To the web page in your browser, click on the

Tip: Edit & Test - Get in the habit of testing the web page in your browser after you edit it. Use refresh on your browser to make sure you are looking at the latest version of the page.

Images

There are two standard formats for images used on web pages. They are:

- .gif – line art or drawing (pronounced g-i-f or Jiff) - allows for transparent regions in image
- .jpg – photographs (pronounced Jay-peg or j-p-g) – does not allow transparent regions in image

Finding Graphics – check clipart on your computer (Word, Publisher, etc), search at www.google.com using the image search, subscribe to a service (e.g. www.newsletternewsletter.com)

Any graphics or image editing software can help make images web friendly. Even the Paint program can be used to modify sizes of images for a web page.

No image should be larger than 800x650 – this size is considered a ‘standard’ full-screen image

Tip: If there is something on your screen you want to put at your web site. Press the ‘Print Scrn’ button, this captures a copy of the screen as an image. Start your image editing program, then you can paste the image of the screen. Now you can it this like any other image.

Tip: You can check the size of a file by saving it, minimizing the editing window; opening the folder where the file is saved; the clicking on View->Details, the number in the size column should no larger than 50k. The smaller the number the faster the image will load on the web page.

Get organized!

Create and use folders to store information. Put graphics in the Images folder! Your top level directory can quickly get cluttered if you don’t

Hyperlinks

Why hyperlink?

1. Make it easier to get around your web site.
2. Avoid duplicating information when it already exists at a RELIABLE site. Useful with Maps (www.mapquest.com or maps.yahoo.com) and Biblical texts (www.biblegateway.com)

Common uses of hyperlinks:

External hyperlinks -Email and website hyperlinks are automatic with newer versions of FrontPage

Internal hyperlinks

Hyperlinking graphics

Mutiple Hyperlinks in a graphic - hotspot

Tip - You want to keep people from getting lost in the Internet. If you link to an external site (e.g. not part of your web), open it in a new window. (Insert->Hyperlink->Target Frame ->New Window)

Making it easy for you and the user

1. Apply a theme – these can be customized
2. Use the Navigation feature
3. Logical separation of information – Headings & Horizontal lines

Other tips for making a web site useful:

- Use italics or change the font color to draw attention to wording, NEVER use underline – it will be confused with a hyperlink
- Use bulleted or enumerated lists
- Not all monitors are the same size – might look great on your computer but try resizing your window and see how it looks.
- Use tables to help layout a page with images– note: borders different in Netscape, may need to edit html code to fully remove borders

Importing files

If a brochure for the event already exists, your options are:

- A. Create the PDF file
- B. Import the file into the web
- C. Create a hyperlink to the PDF

Tools to help maintain site

Tools -> Recalculate Hyperlinks

View -> Reports->Problems

- Broken hyperlinks
- Unlinked files

Web Hosting

Do you already have an Internet Service Provider (ISP)? If so, find out what kind of web server you are on, NT or Unix. If you don't, make sure whoever you pick is friendly and doesn't mind answering your questions. FrontPage works best if it is hosted on an NT server with FrontPage extensions installed.

Publish (ftp) or Edit Live?

- Maintaining the web from multiple locations (e.g. work and home)?
Edit Live
- Hosted on Unix? **Publish** (using FTP)
- Using a dial-up connection? **Publish**

FrontPage workshop topics that work with any server

- Images – gif & jpg
- Headings & Fonts
- Tables

FrontPage workshop topics that *should* work with any server

- Themes
- Shared Borders
- Navigation Structure

FrontPage workshop features that work only with NT servers or those with FrontPage extensions enabled

- Forms
- Search feature

More FrontPage help

Use Help on toolbar

Having a problem with FrontPage? Work your way through the Microsoft Knowledge Database -

- a. Go to support.microsoft.com
- b. Click on 'Search the knowledge database' (middle section of screen)
- c. Fill out the form. Use exact wording if an error message is available

Advanced Search and [Help](#)

Search the Knowledge Base

Select a Microsoft Product: FrontPage

Search for...

Using: Any of the words entered

Results Limit: 25 articles

Search Type: Full Text, Title Only, Article ID

Date Range: Anytime

Scope for your Search: Include Community Solutions Content [More details...](#)

Go

Most everything covered in this workshop can be found at [www.key-web.net!](http://www.key-web.net)

How will people find your web site???

Update all printed material (letterhead, business cards, newspaper ads, bulletin, new member material, annual report, newsletter, etc). Everything needs to include your web address!

Review meta tags in web pages (Right-click on page-> Page Properties->Custom tab->add System Variable 'Keyword', value =string of words that people might search on to find your site

Use images alternate text.

Make sure the presbytery, synod and pcusa web sites list the church web address correctly.

List with search engines (eventually you will be picked up by search engines even if you do not register).

Forms

FrontPage forms make it easy to collect email addresses of our constituency and to have people sign up for events. Remember, FrontPage forms only work when your web is hosted on a server that has FrontPage extensions installed.

1. Insert the Form in the web page
2. Create a table to help format the data you want to collect
3. Insert Form Fields; remember to give them meaning full names
4. Email the form to the responsible person

Using email lists & listserves

Using email to communicate with a group of people:

1. ALWAYS use bcc when you email to protect privacy. Note: If someone does a 'Reply All' everyone you sent the message to will receive the reply. It is good to state in your email "Please do not reply to this message".
2. Identify your organization in the Subject section of the email.
3. To allow for easier email reading, include a "bare bones" plain text version of the important information in the email body (who, what, when, where, why). Do not use backgrounds or fancy fonts – they will cause problems for some email users.
4. Encourage people to forward (email) the information on to others.
5. Attached a printable flier or provide a link to your web site where one can be found. Do not send large attachments. Only use standard formats (not everyone uses the same word processor, use PDF since the Acrobat viewer is free) or include an image using gif or jpg.

You might want to consider a listserv if:

1. Your email distribution list too big to email all at once
2. You are constantly adding and removing people from your email list
3. You are constantly updating email addresses or receiving bounced messages.

Tip: Yahoo offers a free listserv but you must tolerate their advertising. Visit groups.yahoo.com to learn more. Otherwise check with your web host for recommendations.