

INSTRUCTIONAL TECHNOLOGY DEPARTMENT

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Pensacola Junior College

Microsoft  
FrontPage XP  
Advanced

## Table of Contents

<b>Table of Contents</b> .....	<b>1</b>
<b>Microsoft FrontPage XP – Advanced</b> .....	<b>2</b>
Overview .....	2
<b>More about Graphics</b> .....	<b>2</b>
Inserting a Picture from the Internet .....	2
Inserting a Picture from a File .....	3
Adding Hotspots to an Image .....	3
Setting a Transparent Background for an Image .....	4
<b>ADA Compliance (American with Disabilities Act)</b> .....	<b>4</b>
Web Accessibility .....	4
<b>Some Special Features of MS FrontPage XP</b> .....	<b>5</b>
Accessing Files Quickly and Easily.....	5
Cool Tools.....	5
Access to More Clip Art .....	5
Themes .....	6
Preview in Browser.....	6
<b>Publishing the Product</b> .....	<b>6</b>
File Transfer Protocol .....	6

## Microsoft FrontPage XP – Advanced

### Overview

Having mastered the basics of FrontPage XP, it's now time to apply what you've learned. There is only one way to do that: USE IT! Create a website of your own. If you don't have a plan for a specific project in mind, then just practice using the elements in a random fashion so that you begin to feel comfortable with them. There is a Review Sheet of the major features covered in Part I as the last sheet in this manual.



In this portion of the workshop, you will refine the following skills:

- Working with graphics
- Complying with the Americans with Disabilities Act (ADA)
- Taking advantage of special features
- Review feature covered in Part I

### More about Graphics

#### Inserting a Picture from the Internet

We have practiced adding clip art to a page and resizing it. You can also copy an image from the Internet to use in your own site. However, you must be certain that you have permission to do so. Most sites have a “privacy policy” that outlines guidelines for using material from their site. Some designers prefer that you contact them for permission. Others state that as long as you are not using the materials for profit, you may freely copy them. Even though the policy may vary from site to site but it is always considered good form to mention that an image has been “provided courtesy of <http://www.XYZorganization.com>”.

Here are the steps to copy (download) an image from a website:

1. Open a website that has images you'd like to copy or go to <http://www.louvre.fr/louvre.htm> the official site of the Louvre Museum in Paris
2. Right click on the image
3. Select **Save Picture As**
4. In the **Save Picture** dialogue box indicate where you want to save it (this should be a location that you will be able to logically find in the future!)
5. Rename the image if it does not have a name that is meaningful to you
6. Do not change the **file type** (it will normally be in .gif or .jpg format)
7. Hit **Save**

Now insert the image into FrontPage using one of these methods:

Method 1: Pull down **Insert**, select **Picture ► From File**  
Browse to the location where you have saved the image and select it  
Choose **Insert**

Method 2: Click the **Insert Picture from File** icon  
Browse to the location where you have saved the image and select it  
Choose **Insert**



**Resize the image:** Select it and drag one of the corner handles toward the middle of the image. Use the **Resample Image** icon on the **Picture Toolbar** to clear up any blurriness that occurred while resizing. Remember that large images affect load time of your page.



**Crop the image:** To eliminate wasted space or remove part of the image, use the **Crop Tool** on the **Picture Toolbar**. Select the image, then the **Crop Tool**. Drag the dotted lines to form a new border for cropping or draw your own border by dragging the crosshairs across the image. Then hit **Enter**.



**Undo:** If you don't like changes you have made to an image, simply undo them using the **Edit** menu's **Undo** command, the **Undo** icon on the format toolbar (blue arrow), or hold down **Control** and hit **Z**.

## Inserting a Picture from a File

This works the same way as inserting a picture from the Internet. Use one of the two methods above to locate your image and insert it. If you may need to make adjustments to your picture that cannot be done in FrontPage, such as changing its color, then you will need image editing software such as Adobe Photoshop or Macromedia Fireworks. Instructional Technology offers workshops in Adobe Photoshop if you are interested in working with graphics and being able to manipulate their appearance.

## Adding Hotspots to an Image

Images can easily be used as hyperlinks to other pages or resources by adding a **hotspot**, also known as an **image map**. This is especially useful if you need to display large images and want to use a thumbnail (smaller version) as a link to a page that contains the larger version.

1. Select the image by clicking on it
2. Click either the **Rectangular Hotspot**, **Circular Hotspot** or **Polygonal Hotspot** tool on the **Picture Toolbar**
3. The cursor changes to a **Pencil** to "draw" the area that you want activated as a hyperlink over the image (using the entire image is best whenever possible)
4. When you finish drawing, the **Insert Hyperlink** dialogue box appears where you should indicate the page or URL for linking in the **Address** field
5. Click **OK**



After saving your page, hit the **Preview** tab and test your link.

## Setting a Transparent Background for an Image

If an image has a colored background that interferes with your “look and feel”, you can remove it easily within FrontPage. To save you time, we have selected a piece of clip art from the Clip Art Gallery that will demonstrate this effect.

1. Insert the following clip art: Type “Computers” as the Search text and hit **Search**
2. Select the 5<sup>th</sup> clip, a computer with a blue background and insert it
3. Make sure the clip is selected, then click the **Set Transparent Color** tool from the **Picture Toolbar** (next to the crop icon)
4. Click the cursor, which is now a pencil with an eraser, on the blue background of the clip to make it transparent



**Tip:** You can only set one color as transparent. If you are using an image with 2 different colors in the background, you can only set one as transparent.

## ADA Compliance (American with Disabilities Act)

### Web Accessibility

This federal law was initiated to ensure that citizens with disabilities would have equal access to facilities and resources. This applies to Internet use as well. Since it is obvious that most Internet sites make use of graphics and other complicated features such as hyperlinks, it is important to design your site such that viewers who are visually-impaired will not be excluded. These users employ a “reader”, which is software that reads the text of a site to them. If there are elements other than text, the “reader” reads the HTML code. This can be confusing, not to mention tedious for the listener.

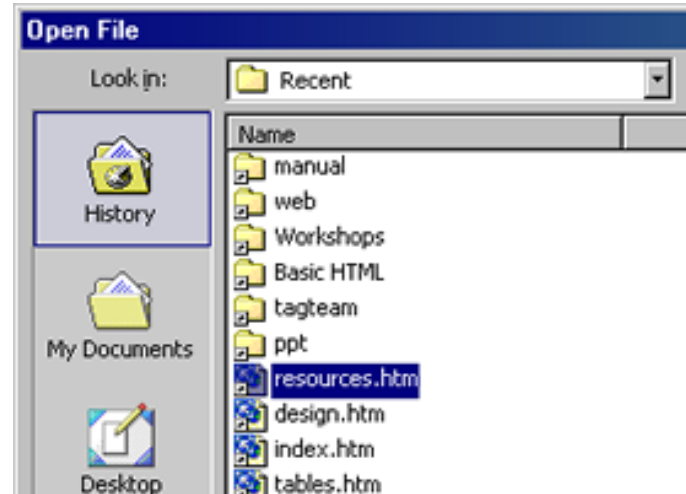
There are many specific guidelines and tips (available at such Internet sites as <http://www.w3.org/WAI/References/QuickTips/>) but here are some possibilities to consider so that your site is ADA compliant:

- Have a text-only version of the site available – show the link at the top of the home page
- Use descriptive and meaningful **Alt Tags** for all graphics
  - Right-click an image and select **Picture Properties**
  - On the **General** tag, enter a clear, detailed description of the image in the **Text** field under **Alternative representations**
- Use text that makes sense for links, e.g. avoid terms such as “Click Here”
- Provide captions and transcripts of multi-media such as audio or video segments

## Some Special Features of MS FrontPage XP

### Accessing Files Quickly and Easily

1. When opening or saving files, FrontPage should default to the last directory accessed. However, this may not be the directory you need. To avoid tedious browsing, click the **History** button and FrontPage will display a list of recently used directories and documents.
2. There is also a **Desktop** button that will display directories and documents you have saved there.



3. FrontPage allows you to open and work on several pages at the same time. They are displayed as file tabs at the top your workspace. Any page name that has an asterisk [\*] next to it has not been saved. This reminds you to save valuable work.



### Cool Tools

Take some time to explore the tools provided on the **Tools** menu. Here is a brief summary of some of the “nifty” features available:

- Spell Check
- Tools on the Web (a Microsoft site that provides tips and how-to's)
- Customize (customize toolbars with the features that you use most often)
- Options ► Configure Editors (designate which programs you want to edit items like images with so that you can make changes from within FrontPage)

### Access to More Clip Art

When inserting Clip Art, you will notice at the bottom of the **Insert Clip Art** pane an option that allows you to search for more clips online. These clips are copyright free as are all clips provided by Microsoft.

## Themes

FrontPage has several design schemes available from with the program, similar to the themes available in PowerPoint. These need to be experimented with by each designer and can be accessed as follows:

1. Pull down **Format** and select **Theme**
2. A preview of the theme is available
3. The theme can be applied to all pages or just the selected page
4. The theme can be modified to a certain degree using the **Modify** button

**Note:** Themes can be tricky as far as layout of information. Play with a theme first before you commit to using it.

## Preview in Browser

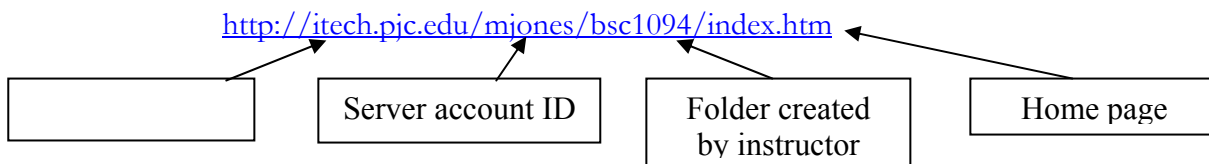
In addition to the Preview tab, you can also see your page as it will appear to users in a web browser. This is a valuable feature because sometimes pages appear differently in different browsers. To do this:

1. From the **File** menu select **Preview in Browser**
2. If both Internet Explorer and Netscape are loaded on your computer, you should be able to view the page in both
3. Use the **Add** button to add a browser
  - a. Simply browse to the location of its executable file – usually in the Programs folder, e.g.:  
"C:\Program Files\Netscape\Communicator\Program\netscape.exe"

## Publishing the Product

### File Transfer Protocol

File Transfer Protocol (FTP) software programs allow a designer to transfer web pages from one computer (their workstation) to another (server) which affords Internet access. For example, at PJC, Course Companion Websites are sent to the Instructional Technology server named **itech** and whose URL is <http://itech.pjc.edu>. Each instructor has an account that permits him or her to transfer web pages to it. Therefore, an instructor named Mary Jones who teaches biology course BSC1094 might have a Course Companion Website address of:



These accounts are created by Instructional Technology and are password protected. Software called WS\_FTP, which can be downloaded from the MCR website on the PJC Intranet at <http://pjcnet>, can be used to transfer web pages from any computer on campus (the service is not available for use from home yet but will be eventually).

If you are unfamiliar with how to transfer these files, please contact Instructional Technology. We will set up an appointment with you so that we can show you how this simple process is accomplished.

Email: [itech@pic.edu](mailto:itech@pic.edu)

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