

Building Web Pages Using FrontPage For Information Providers

FrontPage has three different views (fig1): Normal (default), HTML and Preview. To toggle between these views, use the toolbar located in the lower left corner of the screen



Figure 1

DO NOT rely upon the Preview view for an accurate preview of your work. Instead, save your page and preview the page by viewing the page on the test server.

BSC Testing (T:) and Production Web Servers

BSC has two web servers, one to test web pages (T:), the other to serve up live web pages. You have access to the testing server only.

Viewing Pages on The BSC Testing Server:

1. Open your browser.
2. In the address window, add, "test" to the url before the "www" (fig 8) For ex. If the page you are editing is http://www.bridgew.edu/*yourdept/faculty.htm, the test page is http://testwww.bridgew.edu/*yourdept/faculty.htm

*Replace your dept/faculty.htm with your department-specific path.



Figure 2. To view the testing server, add "test" in the url before "www"

Opening Existing Files from T: in FrontPage

If you have not yet mapped to the T: drive, you will need to do this once.

1. Open FrontPage. If you do not have FrontPage in your Programs list, you will need to install it.

2. Once FrontPage is running, you may access your department web pages by selecting File/Open. An "Open File" window will appear.
3. Within the "Open File" window select your T: drive by choosing it from the "Look In" pull down list at the top of the screen.
4. Once you have selected the T: drive, you will see an "htm" folder, inside are the contents of your department's web site. Select any file by double clicking and it will open in FrontPage.

Creating New Pages

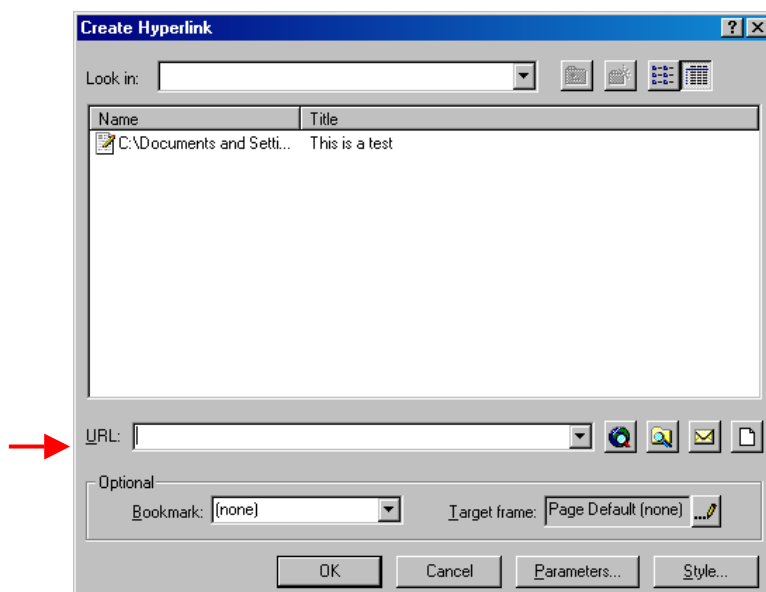
The easiest way to create a new page is to make a copy of an existing htm page. If you have a file called "template.htm" you may want to use this page as a starting point.

File Naming Conventions

Certain characters may cause problems. When working with any files or folders on the web it is very important that you name the items with no spaces, commas or periods (except as part of the three character prefix .htm) and no special characters (: \$ # @ ! % ^ & * () - + = . , < >)

Creating or Editing Page Links

1. To create a page link, you first need to create a text label. An example of a text label is "Read More"
2. To convert the text label into a link, select the label (highlight it with your cursor) and select Insert/Hyperlink.
3. A "Create Hyperlink" window appears. In the url field, enter the name of the page you want to link to **with a .cfm extension** (Ex. Staff.cfm would link to a staff page). **Or, copy the url of the desired target page from your web browser's url bar and paste it in.**



5. You will notice your text label is now underlined. If you right click on the link you just created, you can view its properties or follow the link.

If you are getting an error when you preview the image IN YOUR BROWSER, check to be sure the file path is: yourfilename.cfm (it shouldn't have c://file=" or anything else preceding the file name)

Creating Bookmarks (a.k.a. anchors)

A bookmark is a link that targets a particular point on a web page. "Top of Page" links are an example.

1. To create a bookmark link, you first need to create the bookmark (the destination point for your link). A bookmark for a "top of page" link would be inserted at the top point of the web page. The actual bookmark is a hidden element
2. Move your cursor to the point where you want to create the bookmark. Click your mouse once.
3. Select Insert/Bookmark.
4. In the Bookmark screen, select a name for your bookmark.
5. To create a link to your bookmark, create a link following the "Creating or Editing a Page Link" instructions above. Instead of selecting a file, you select a Bookmark instead.

Creating E-Mail Links in FrontPage (Mailto: links)

An email link serves up an email application with the recipients name in the To: field when it is selected.

1. To create an email link, you first need to create a text label. An example of a text label is eosullivan@bridgew.edu
2. To make the text label an email link, add a space after the email name and FrontPage automatically recognizes the link as an email link.

Editing E-Mail Links (Mailto: links)

Sometimes FrontPage gets confused and the automatic email function does not work properly. It is helpful to know how to edit email addresses.

1. To manually edit an email link, create a link following the directions above.
2. To edit the link, select within the link and right click. Select "Hyperlink Properties."
3. In the Url field check that the address is correct. The correct syntax should be <mailto:emailaddress@company.com> Make sure there are no spaces.

Using Images

Images (or any other files) you wish to use on your web pages need to be transferred to the T: drive. To transfer files to the T: drive, drag the files into your T: drive.

When you publish your pages, you will need to include the names of the images used with your list of files to be published. (FrontPage does not automatically include the images used in your pages.)

If you are getting an error when you preview the image IN YOUR BROWSER, check to be sure the image path is: images/yourimagename.jpg

Adding Images to a Web Page

Once your images are in the T: drive, you add the images the same way as in any other Microsoft application.

1. Select Insert/Picture/From File
2. An "Insert Picture" window appears. Type in images/nameofimage.jpg.

All Images Need Alt Tags. When your cursor rolls over an image with an alt tag in your browser, a yellow descriptive bubble describes the image. To set an alt (alternative) tag for an image:

1. Right click on an image. Select Picture Properties
2. Picture Properties window appears
3. In Text field, add a description of the image. Select OK.

Publish Your Pages.

After you have edited and tested your pages on the test server, notify us to publish the changes. Send an email to Web Team (webteam@bridgew.edu). Include the urls of all the files and images you would like transferred to the live server. The easiest way to do this is to copy the urls from the testing server and paste it into an email.

Please note: FrontPage does not automatically include images used in your web pages. If you used images, you will need to notify us of the urls to these items as well.