

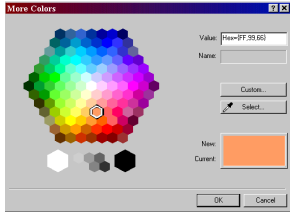
## USING MS FRONTPAGE 2000

### To Open Microsoft FrontPage 2000

- ⇒ Choose **Start**.
- ⇒ Choose **Programs**.
- ⇒ Choose **Microsoft FrontPage**.

### To Change Color of Font

- ⇒ Highlight type to be changed.
- ⇒ Choose the icon which is the underlined **A**.
- ⇒ Choose **More Colors**. Choose color.



- ⇒ Choose **OK**.

### To Change Page Alignment

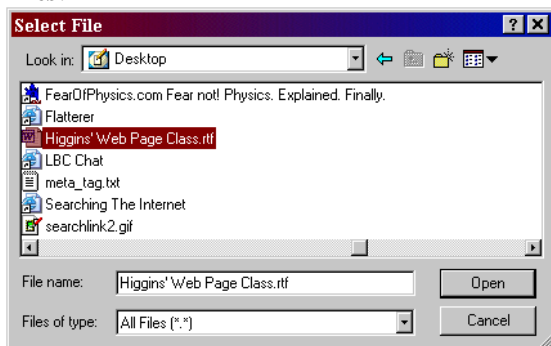
- ⇒ Choose first icon for left alignment. *OR*
- ⇒ Choose second icon for center alignment. *OR*
- ⇒ Choose third icon for right alignment. *OR*

### To Use Numbers or bullets

- ⇒ Choose the icon with numbers. *OR*
- ⇒ Choose the icon with bullets.

### To Insert Files from Word into FrontPage

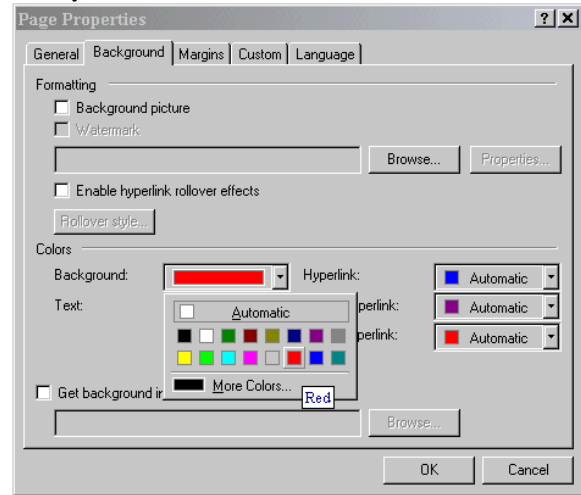
- ⇒ Open a new page in FrontPage.
- ⇒ Choose **Insert, File**.
- ⇒ In **Select File** box: in the drop-down box for **Look in**: choose the location of the Word file
- ⇒ Select the Word file.
- ⇒ In the drop-down box for **Files of Type**: choose **All Files**.



- ⇒ Choose **Open**
- ⇒ After the Word file opens in FrontPage, choose **File, Save As**. (In the **Save As** box, make sure the **Page Title** and **File Name** are correct.)
- ⇒ Choose **Save**

### To Set the Background Color

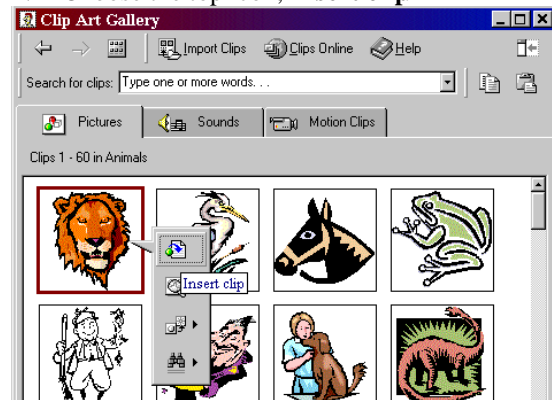
- ⇒ Choose **Format**.
- ⇒ Choose **Background**.
- ⇒ In the **Page Properties** box, choose the background color you want.



- ⇒ Choose **OK**

### To Insert A FrontPage Clipart Image

- ⇒ Position cursor on the page where you want to insert image.
- ⇒ Choose **Insert**.
- ⇒ Choose **Picture**.
- ⇒ Choose **Clip Art**
- ⇒ Under **Clip Art Gallery**, choose the category of the type of image you want.
- ⇒ Choose the image you want to insert.
- ⇒ Choose the top icon, **Insert clip**



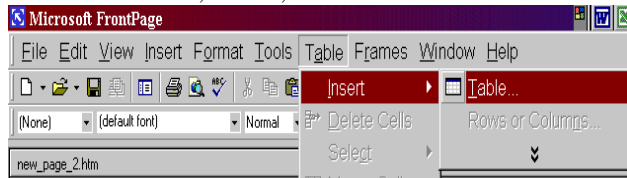
- ⇒ **Save**

**Note:** You may resize image. Click on image. Capture the corner and move in or out to enlarge or decrease size. After resizing an image, choose **Resample** on the Picture Tool Bar. Save the image after resampling.

### To Insert A Table

⇒ Position cursor on the page where you want to insert table.

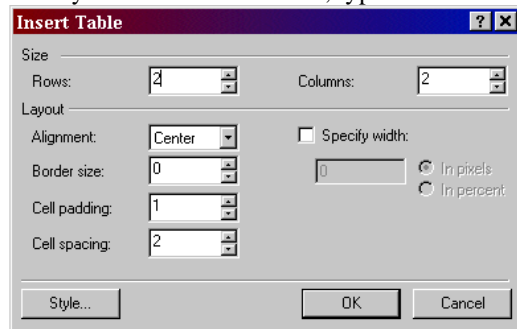
⇒ Choose **Table, Insert, Table.**



⇒ In **Insert Table** box, **Size**, choose the number of **Rows** and **Columns** you want.

⇒ If you want to change your **Layout: Alignment**, choose the drop-down box and click on your choice, **Left, Right**, etc.

⇒ If you want to specify a **Border size**, type in **2** or **3**, but if you don't want a border, type in **0**.



⇒ Choose **OK**

### To Create A Hyperlink

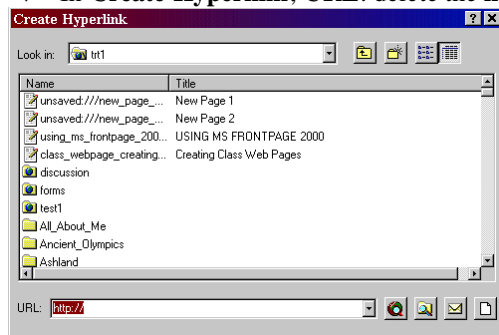
⇒ Copy the URL from the internet address bar of the internet site.

⇒ Return to FrontPage.

⇒ Highlight name of link.

⇒ Choose the Hyperlink icon, a quick way to get to the Create Hyperlink dialog box is to hold down Control (**Ctrl**) and hit the letter **K**

⇒ In **Create Hyperlink**, **URL**: delete the **http://**



⇒ Hold down Control (**Ctrl**), and hit the letter **V**. (This will paste the URL into the box.)

⇒ Choose **OK**.

⇒ Save.

### To View In Browser

⇒ Choose the Preview in Browser icon, which looks like a globe with a spyglass on it. ⇒ Choose **OK** OR click on Preview tab located in bottom left-hand portion of screen to view in FrontPage

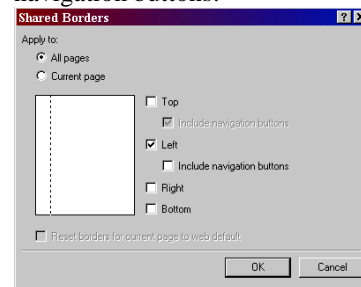
### To Create Shared Borders

⇒ Choose **Format**

⇒ Choose **Shared Borders**

⇒ Choose **Apply to: All Pages**

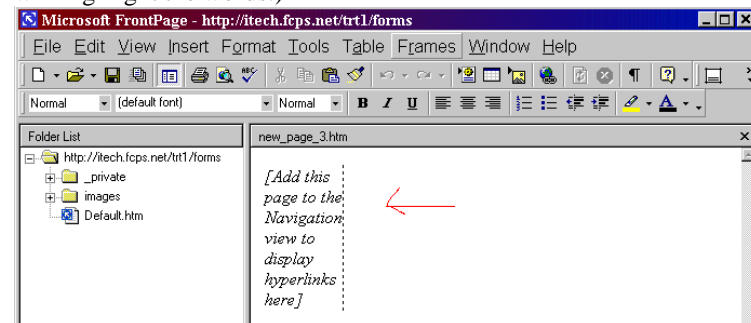
⇒ Choose where you want the borders to be located -- either **Top**, **Left**, **Right**, or **Bottom**. *Do not* include navigation buttons.



⇒ Choose **OK**.

⇒ Choose **Yes**, when you get a box asking if you're sure you want to do this.

⇒ A dotted line will now appear on your page with words such as, *Add this page to....* or *Comment: This borders appears....* Click on top of these words. (This will highlight the words.)



⇒ Insert a table -- *See directions above.*

⇒ In each cell of the table, type in the names of your hyperlinks.

⇒ Create hyperlinks -- *See directions above.*

⇒ Save.

### Tips:

⇒ Save frequently.

⇒ To update changes in browser (Internet Explorer), choose **Refresh**.

⇒ Use graphics sparingly. Graphics are large files and cause the page to download slowly. Also, too many pictures or loud music can be distracting or annoying.

⇒ Make sure to use a background and text color that are easy to read.

⇒ By default, FrontPage double-spaces when you hit Enter. For a single-space return, hold down **Shift** and hit **Enter**.

⇒ Use the spell checker.

⇒ Choose **Help**, choose **Microsoft FrontPage Help** if you get stuck or need further instructions

⇒ To multi-task (going from one program to another): hold down the **Alt** key and press the **Tab** key.