

Working with Frontpage Express

version 1

Installing:

This is simple. If you start the file *fpxpress.exe* (which is on the cd-rom) the program asks you where to *unzip* the files in this self-extracting file. After un-zipping, a new folder is created: FPXpress.



Just *drag* the Fpxpress.exe file (with right mouse button pushed in) to your desktop. Choose: Make short cut.

Start

Frontpage is nothing but a wordprocessor and produces .htm files, suitable for webpages. The first thing you will see after starting is a grey background, but as I will paste your contributions in templates that background colour is not important. Most of the tools you need are in the first toolbar:



Left the type of characters (Normal will do fine), the font and the size. Arrow up, is a bigger size, arrow down a smaller. **B**, *I* and U refer to Bold, Italics and Underline. Than you will see the alignment buttons and left the enumeration buttons and the indend buttons. Just like Microsoft Word. But there is one big difference. If you press the **Enter** key for a new line this will be a new paragraph in Frontpage Express. So a blank line is added. For a new line, like you can make them in Word, press **Shift + Enter**.

The colour of the text can be changed by using the menu-bar.

<Edit> ** will lead you to the menu for changing the text colour and other properties. You also can see the font size. **3 (12 pt) or **2** (10 pt) will be fine. There is also a Text colour button; the yellow palette icon.

Images



Images can be added with the yellow button. Just find the folder where they are stored. You can also use the menu bar and choose "Insert". This applies to all buttons.

It's easy to insert a picture in the text:



insterted image



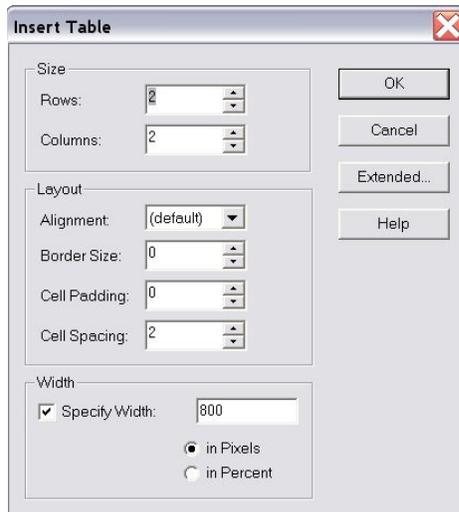
inserted, left alignment

If you want to roll the text around the image, just click with the left mouse button on the picture to select it and choose for right alignment with one of these buttons:



If you want to align the image left (with text around it), just select the image again and choose for left alignment. It is not possible to choose left alignment immediately, with text around the image. (Flaw in the software).

It is also possible to use a table for placing the photographs in the text. Via the menubar it is: **<Table> <Insert Table>**.



The next thing you will see is a menu for making the table. You can change the number of rows. The number of columns usually will be two. If you do not want a border around the table, leave the border size **0**. This is preferred, because table borders in webpages are often too thick. Please check the Width box and choose for pixels. If your photographs have a width of 400 pixels, 800 (for two images) is sufficient. If you use two images of 300 pixels, a table width of 600 is sufficient.

In the following illustration this table is used:



A table like this allows you to place images and text below the images. For more images, just use more rows in the table. That is easier, but depends on your text.

Saving



You can save your file by choosing the menu: **<File>** and than choose **<Save As...>**.

There is one thing to take care of: Choose **As File**. After that you will see a familiar box where you can choose the destination of the file. For the OSM website *relative links* are used, to make it possible to run the whole site from a cd-

rom as well. So these are in fact file names. We do not use *hard links* like <http://www.....>

Links

If you have so much information, that the pages will be too long, it is possible to split the pages.

As the website in the end will contain hundreds of files it is better to use some system (see "guide files osm website.doc").

In this case you can make an index on (for instance) this page:

nl_celebrations_01.htm

and link to other pages:

nl_celebrations_02.htm	(Saint Martin)
nl_celebrations_03.htm	(Saint Nicholas)
nl_celebrations_03.htm	(Christmas)

The Index page you type might look like this text:

Index of the Celebrations in the Netherlands:

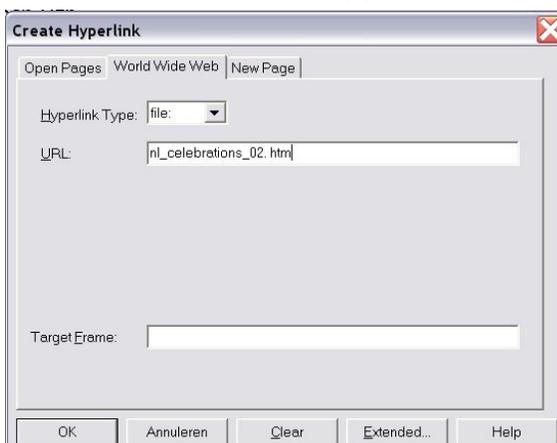
Saint Martin November 11th
 Saint Nicholas December 5th
 Christmas December 25th

This page is named for instance: nl_celebrations_01.htm

The text of Saint Martin is named nl_celebrations_02. htm
 So now we have to select the text in nl_celebrations_01.htm:

Saint Martin November 11th

Go to the menu **<Insert>** and choose **<Hyperlink>**. (The Ctrl key + K will do the same). Than this box appears:



Just type the name of the page to which you will link, press OK and you have a link from page nl_celebrations_01. htm to page nl_celebrations_02. htm

Probably you would like to return from page nl_celebrations_02. htm to page nl_celebrations_01. htm . You can achieve this by pressing the Internet Explorer "Back" button, but you can also make a link. Type for instance the word "Back" below your text and make in the same way as described

before a link to that page by clicking on the word "Back".

The html text in Internet Explorer will look like:

Index of the Celebrations in the Netherlands:

[Saint Martin November 11th](#)

Saint Nicholas December 5th

Christmas December 25th

|

[Back](#)

How can you view the pages you have made with Frontpage Express? Just start Explorer (right click on the on the  button and choose "Explore").

Go to the folder which contains your html files and start them by just double clicking. Usually Internet Explorer starts, because .htm files are coupled with this browser.

You can also make an image "clickable". In this case do not select a word, but an image you already have inserted in the page. Select the picture by a click with the left mouse button. At all four sides little squares appear. The picture is selected. Again make a hyperlink like mentioned before. (I prefer the keys Ctrl + K, because pupils work already too much with the mouse). The same box appears as you did see before ("Create Hyperlink") and the only thing you have to do is type in the name of the page to which you will make a link.

Sometimes it is necessary to make a link to an external website. In that case type the hyperlink like: <http://www.oursquaremile.eu> .

By the way: the word URL is short for *Universal Resource Locator* and is a unique name on the world wide web.

Sound

Frontpage can handle background sounds. All you need is a .wav soundfile and store it in the same folder where your other files are. Go to the **<Insert>** menu and choose **<Background sound>**. Choose the sound you want and this is played one time. , when you start the page. To hear it again, refresh the page in you internet browser by pressing the F5 key. Use one background sound for a page.

HTML Code

(for those who are interested...)

A html page is nothing more but commands that the internet browser "understands". It is based on the way journalists passed their lay-out for their newspaper in a time when typewriters and telex machines ruled. For instance, if the journalist wanted to express that the compositor at the big machine had to print a part in bold text, he just used `` to start the bold text and `` to let him know that the bold part had ended. In the old days webmasters used editors like notepad to make webpages. Today editors are much more sophisticated and add the codes while you are working in a "what you see is what you get" environment.

If you want to see how a little bit of HTML code looks like, choose in the menu **<View>** and then **<HTML>**.

You will see something like this:

```
<html>

<head>
<meta http-equiv="Content-Type"
content="text/html; charset=iso-8859-1">
<meta name="GENERATOR" content="Microsoft FrontPage Express 2.0">
<title>pag1</title>
<bgsound src="sm_koeien.wav" loop="1">
</head>

<body>

<p>pag1</p>

<p><a href="pag2.htm"></a></p>
</body>
</html>
```

You can recognise the .wav sound file which plays in the background, and you can see how a clickable image is linked to another page (<a href.....>). You can also see the size of the picture. If you want to change the title of the page, you can also achieve this in this html viewer, because it is a kind of notepad editor.

This manual describes the basic elements to make nice webpages. Nowadays with Flash, CCS and much more, it is possible to make beautiful pages, but html, although "invented" in 1990, is still widely used and very versatile.

Frontpage Express will do for our project. Frontpage, the big brother, works more or less similar, but has the advantage of using the spelling checker of Microsoft Office. It is possible for instance to use Frontpage 2000 with Office XP. (I'm not in favour of the latest Frontpage versions...).

If this manual is not clear enough, please let me know and a newer version will be produced.

Hans Walrecht
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