

Lesson One

(screen shots are in FrontPage 2003)

In this lesson you will learn how to do the following things in FrontPage:

- Open FrontPage from the start menu
- Navigate to your online folder
- Save your page
- Change the text
- Change the background color
- Save and insert graphics

How to open FrontPage from the Start Menu

1. Click on Start
2. Go to All Programs
3. Click on Microsoft Office FrontPage (this might be embedded inside Microsoft Office)

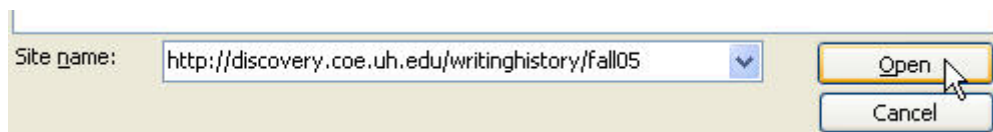


How to navigate to a folder in FrontPage

1. With FrontPage open, click on File
2. Click on Open Web or Open Site (depending on your version of FrontPage)
3. In the Web Name or Site Name window at the bottom of the pop up window type this address **exactly as written and in full:**

<http://discovery.coe.uh.edu/writinghistory/fall05>

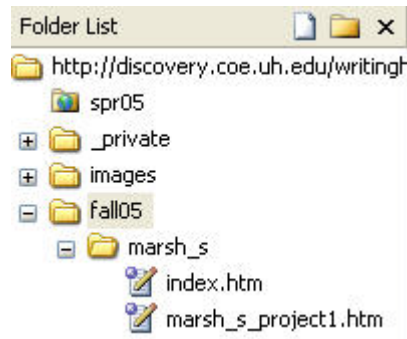
4. Click Open



5. In the pop-up window type this in **exactly as written** (username and password are case sensitive):

User name: Writing
Password: History05

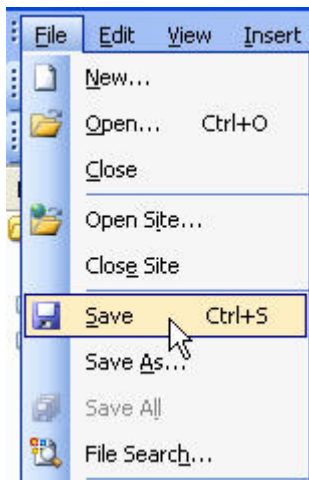
6. Click OK
7. In the Folders List, click on the plus sign in front of the 'fall05' folder to open it. Locate your folder and double click on the folder to open it and view the contents.



8. Double click on the page that you wish to open in FrontPage
9. Page view will be displayed and you may now edit the page

Save Early Save Often (otherwise known as um, STUFF HAPPENS)

1. Go to File > Save



2. Click the 'Save' icon on the toolbar



How to change the text in FrontPage

1. Select the text you wish to change by holding the left mouse button down and dragging over the words to highlight them
2. You may change the font by clicking on:

a. The Toolbar



- i. Click on the arrows to access the pull down menus for font types and font sizes
 1. Click to select the type and size you want
- ii. Click on the **B** (bold), *I* (italics) or U (underline) to change the look of the font
- iii. Click on the alignment icons to move the font left, right, center or to justify it
- iv. Click on the Increase Font Size and Decrease Font Size icons to make your text bigger or smaller
- v. Click on the font Color icon arrow to access the color palette
 1. Change the color of your font by selecting the color
 2. Click OK

How to change the background color in FrontPage

1. Right click anywhere on the page to be edited to pull up the menu
2. Click on Page Properties
3. Click on the Background tab
4. In Colors, click on the arrow to access the color palette
5. Select the color you want
6. Click OK

How to save and insert graphics in FrontPage

Save

1. Create a folder on the desktop
2. Right click on the graphic you wish to save to pull up the menu
3. Click on Save Picture As...
4. Click on the Desktop icon
5. Click on the folder you created
6. Click Save

Insert

1. In FrontPage, click on Insert
2. Go to Picture > From File and click
3. Click on the Desktop icon
4. Click on the folder you created
5. Click on the picture you want to insert
6. Click Insert