Lesson Two

In this lesson you will learn how to:

- Create a new page in FrontPage
- Change the title of your page
- Link to another page within the same site
- Link to a page outside the site
- Link to a bookmark to create 'jumps' (optional)
- Open in a new window (optional)

How to create a new page in FrontPage

1. In FrontPage in YOUR FOLDER, go to File > New
2. From the menu on the right, select New Blank Page
3. A new page is created with the default name on the tab of 'new_page_1.htm'

new_page_1.htm

How to change the title of your page
There are two different ways to do this

1. Right click anywhere on the page
2. Left click on Page Properties…
3. Under General tab, go to the Title window and fill in the title of the page
4. Click OK

Page Properties

General | Background | Margins | Custom | Language

Location: unsaved:///new_page_1.htm

Title: Runaway Slave Ads of the 1800s

Base location:

5. When opened in a browser, the new title you have given your page will appear in the blue bar at the top of the screen

Runaway Slave Ads of the 1800s - Microsoft Internet Explorer

OR

1. Go to File > Save As and click
2. When the Save As window appears, change the title of the page by
   a. Click Change Title…
   b. In the Set Page Title window, type in the new title you want to appear
   c. Click OK
3. Then click on Save, making sure to save in the proper folder

Page title:	Runaway Slave Ads of the 1800s	Change title...
File name:	project1.htm	Save
Save as type:	Web Pages	Cancel

4. When opened in a browser, the new title you have given your page will appear in the blue bar at the top of the screen

Runaway Slave Ads of the 1800s - Microsoft Internet Explorer
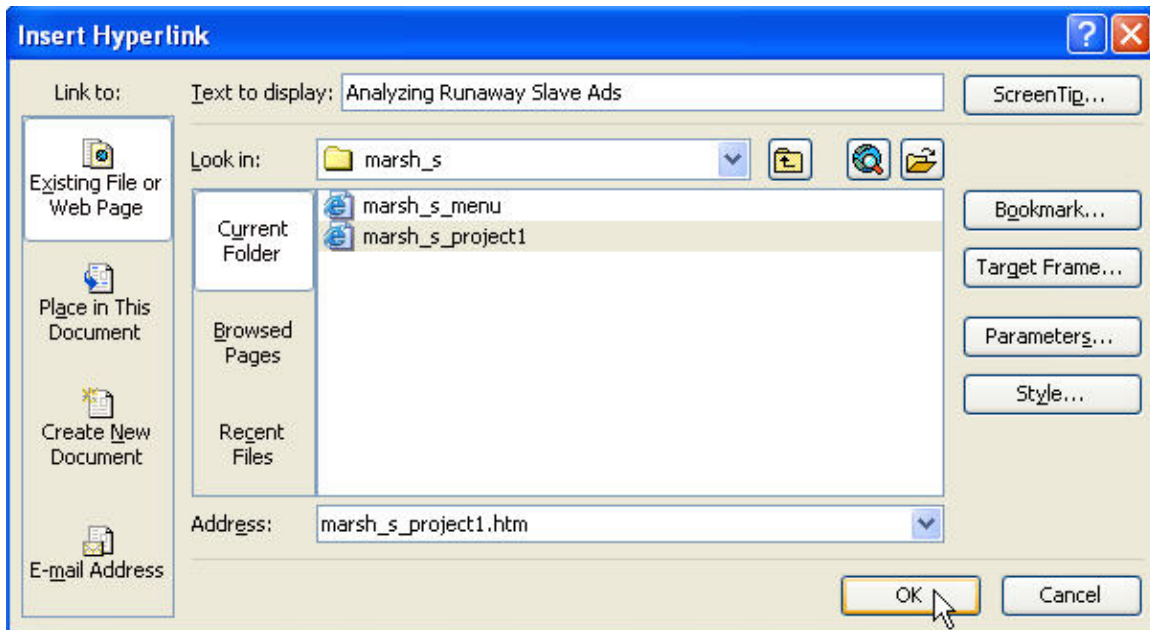
How to link to another page within the same site

1. Select the text you want to link by left clicking and dragging over it

   Multimedia Projects:

   - Project 1: Analyzing Runaway Slave Ads
   - Project 2:
   - Project 3:

2. Click on the hyperlink icon in the toolbar

3. When the Insert Hyperlink screen comes up
   a. Click on Existing File or Web Page
   b. Navigate to the file to which you want to link and click on it
   c. Click OK

Insert Hyperlink

Link to:

Text to display: Analyzing Runaway Slave Ads   ScreenTip...

Existing File or Web Page

Look in: marsh_s

Current Folder
- marsh_s_menu
- marsh_s_project1

Place in This Document

Browsed Pages

Create New Document

Recent Files

Bookmark...

Target Frame...

Parameters...

Style...

E-mail Address

Address: marsh_s_project1.htm

OK   Cancel

How to link to a page outside the site

1. Select the text you want to link by left clicking and dragging over it

return to the Main Page | return to Digital History

2. Click on the hyperlink icon in the toolbar

3. When the Insert Hyperlink screen comes up

   a. Click on Existing File or Web Page
   b. Type in (or copy and paste) the **complete** URL into the Address window
   c. Click OK
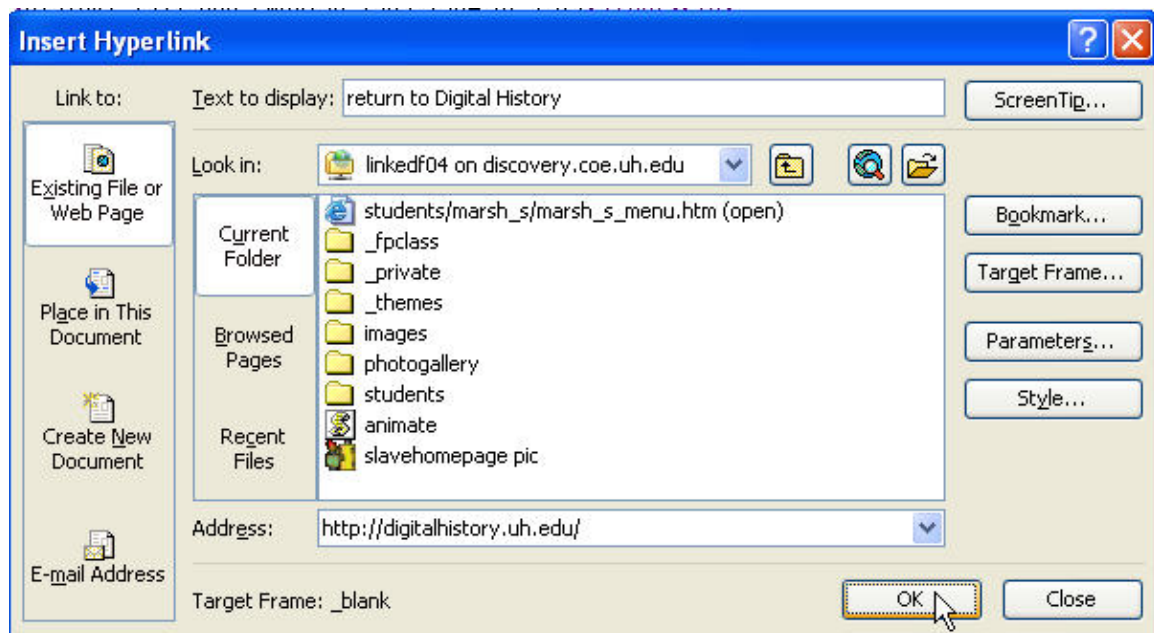
Optional stuff to experiment with…

How to create 'jumps' using bookmarks (not required but fun to play with!)

1. Click on the place on the page where you want to place a bookmark to 'jump' to
2. Go to Insert > Bookmark… and click
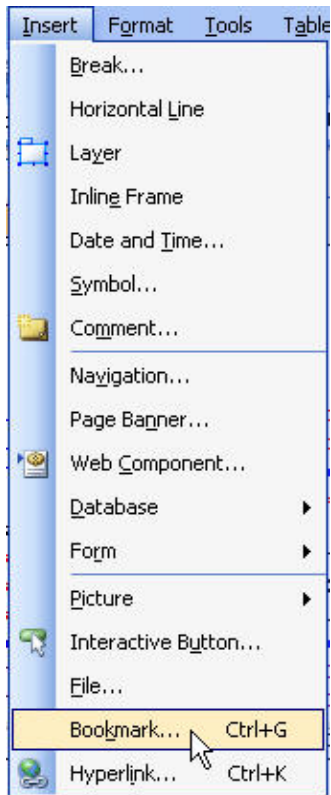
3. On the Bookmark pop-up window, type in a name for your bookmark (I named mine 'top')
4. Click OK
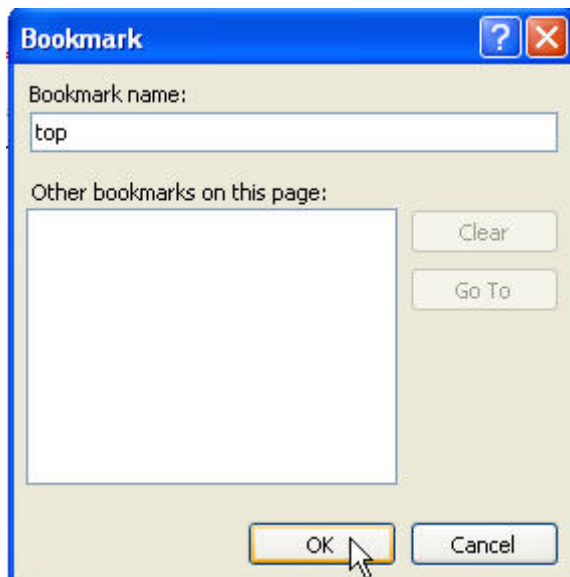
5. The bookmark now appears as a little flag which cannot be seen in the web published version of the page

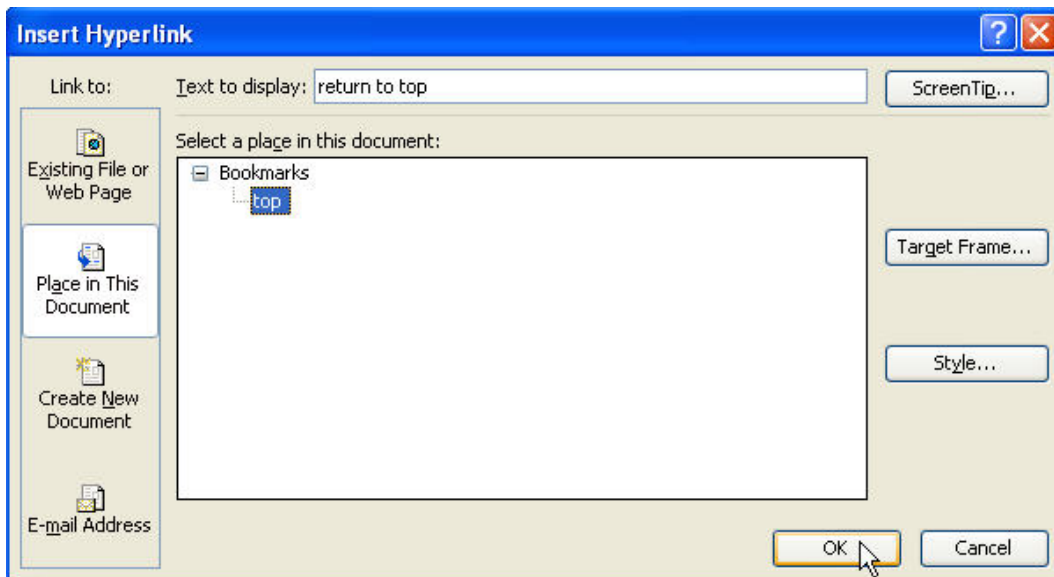6. Now select the text you want to use to navigate to the bookmark

return to top

7. Click on the hyperlink icon in the toolbar

8. When the Insert Hyperlink screen comes up

   a. Click on Place in This Document
   b. Click on the correct bookmark that will link to the text
   c. Click OK

Insert Hyperlink

Link to: Text to display: return to top   ScreenTip...

Existing File or Web Page

Select a place in this document:
- Bookmarks
  - top

Place in This Document   Target Frame...

Create New Document   Style...

E-mail Address   OK   Cancel

Some examples when linking would be appropriate…

Sabrina Marsh

return to the Main Page | return to Digital History

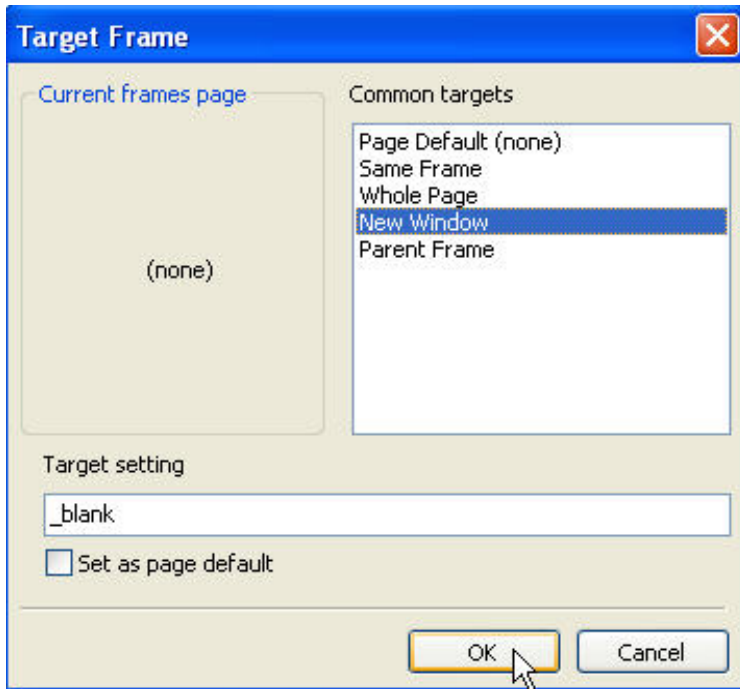Saturday Combined Course (Fall Semester 2004)

HISTORY 1377 and ENGLISH 1303

Multimedia Projects:

- Project 1: Analyzing Runaway Slave Ads
- Project 2:
- Project 3:

return to top

How to open in a new window (this looks cool)

1. In the Insert Hyperlink window and after you have linked whatever you want to open in a new window, click on Target Frame…
2. Click on New Window
3. Click OK

Remember to save early, save often to avoid losing your work!!
Have a fun time linking!