


Accessing Your Web Folder

You have permissions to access your own web folder on our web server. You may make changes to editable areas easily. Follow the steps below to open up your page.

Before you begin, you must have Microsoft **Frontpage** installed on your machine.

To Edit Existing Webpages

- Use your browser and open up your page on our school website.
- In the tool bar, click on **Page** and select **Edit with Front Page**. If you don't see this option, make sure your have Microsoft Front Page listed in your

programs. It may not be installed on your machine. If you see this icon  it in the menu, you have the program and may need to just click on it to install it. If you do not see this program (It may be in the Microsoft Office Suite) you will need to put in a Tech request to have it installed. You can edit your page in the computer lab temporarily – or in my classroom.

- Next you will be prompted for a password and username. Your username is: bvesd_____ (your last name). Notice the slash is the one located above the enter key. Your password is the same password you use to login on your computer.
- Next find your homepage for most, it is **lastname.htm** for example;

Griffiths.htm

- Make the changes you want and click save.

You have other webpages in your folder like for example; biogriffits.htm, Griffiths_links.htm. These can all be edited by you.

IMPORTANT TIPS

**When typing text on your page, remember to only use the following fonts, Geneva, Times Romans, Veranda, Georgia, Comic Sans, Arial, Helvetica

**When you're inserting text and want to go to the next line below, hold the shift key down and then hit enter.

To add a row, delete a row/column, merge a row/column, or split a row/column, in the table, select the cell placing the cursor on the left bottom corner until it becomes a thick arrow, then right click and make your selection from the menu.

If you need any help, just give me a call.

If you are creating new pages and do not wish to use the generic template I created for teachers, the following directions are used for web design.

Web Design

Creating Your Webpage from Scratch

The first thing you will want to do is type a title on your new blank page. Start typing in the first cell in your table. When you hit the "return" or "enter" key in your table, it will expand automatically. If you do not like large space you get when you hit the "enter" key, you can simply right click and insert a row. If you put each line of text in a separate cell/row it will appear closer together on your webpage.

Have fun writing something on your new page

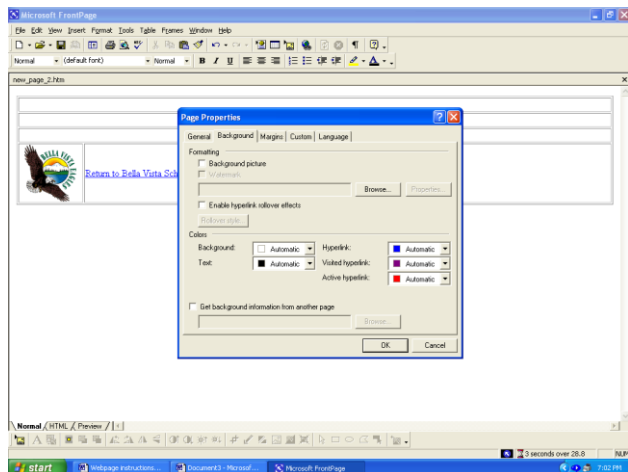
- Changing the Font – you want to make sure you use universal fonts like: Ariel, Times, or Comic Sans. Many computers do not share the same font files. If you choose a less known font, viewers of your webpage will be kicked over to their default font, and your webpage wont look the same.
- Changing the Size – you want to keep in mind that you don't want viewers to have to scroll down to far to see the good stuff on your page. Make your title large, but try to keep your size down on the body of your page.
- Change the Color – Along the top of your formatting too bar, see the capital A with a color bar under it and a small arrow next to it. Click the down arrow to view all of the text colors. Click the "More Colors" button to view even more colors.



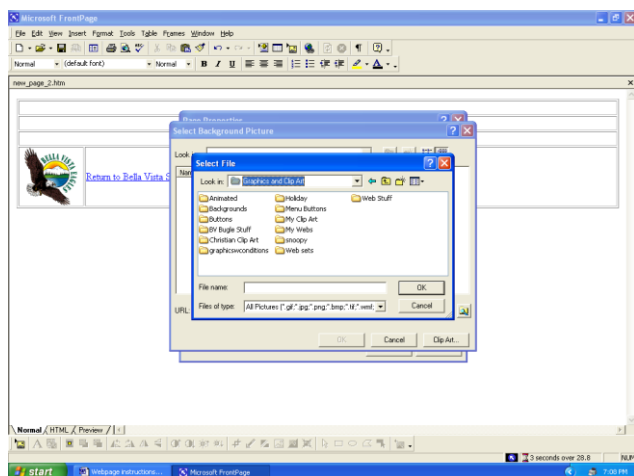
REMEMBER...if you don't like something...just go up and choose Edit from the menu and Undo...or go up to the standard tool bar up at the top and click on the little blue arrow that curves to the right. I use this feature a lot!

Changing the Background

Go to the menu on the top of your desktop and choose "Format"



See below on the left where you can choose a solid background color. Again, you can choose **"more colors"** to make your page unique. Be careful to choose soothing colors that are not too bright. Don't hurt your viewers...make them want to come back to your page. You can also choose a background picture by clicking in the box that says **"background picture"**. You have to go out (browse) and find a picture that you would like. I have place many nice backgrounds in the **"Common"** folder on the server.



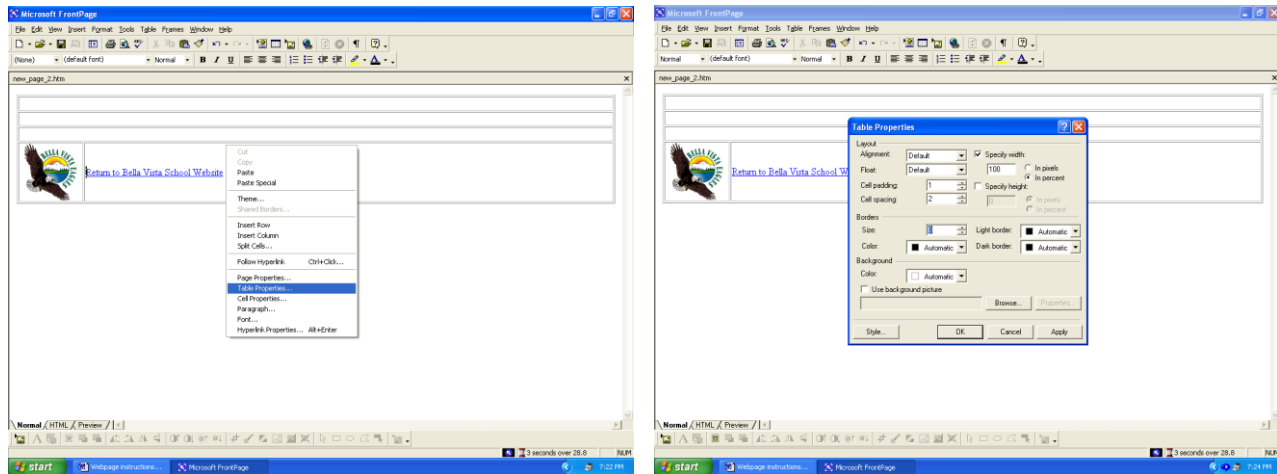
To find the server... Go to the **"Look in"** window and hit the down arrow. Go to the **"M"** directory on the server....m: data on bvesd... Find the **"Common"** folder and choose **"Graphics and Clip Art"** open this folder and look in **"Backgrounds"** You and also use this folder for all sorts of fun graphics to insert on your page....We will get to that soon.

Choose a background then hit **"OK"** it will put in on your new page.

You find many cool backgrounds on the Internet. I encourage you to make your own "Graphics and Clip Art" files in your Document files at home and at school. Many sites tell you how to save their backgrounds. I can save any background by "Right" clicking on the background of any webpage (make sure you are not clicking on another graphic...just the background) a menu will come up that says (among other things) "Save background" choose this and save it in your own background file. You can save graphics exactly the same way by "Right" clicking on a graphic and choosing "Save as a picture". Save your pictures in a separate clip art file in your Graphics & Clip Art folder

Making Your Tables Invisible

Right click in the middle of your table. Scroll down until you see "Table Properties". Next to the word "Borders" see the number "1". Click the small down arrow until the number reads "0". This will give you no borders, or invisible borders – meaning, it will only show up as dotted lines when you are editing your page. When your page is viewed on the Internet, the lines will be invisible.



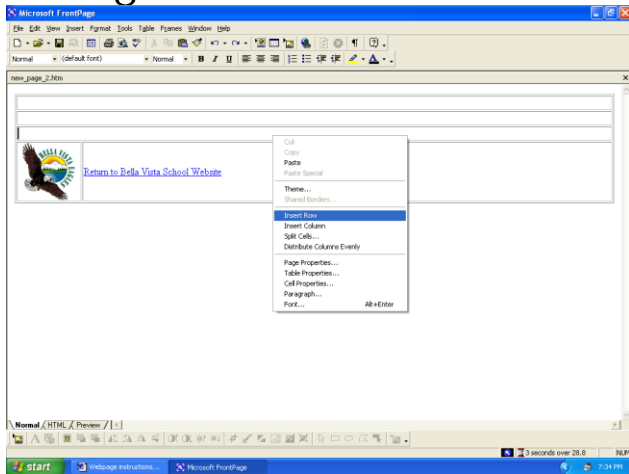
Why Should I Create My Webpage Using Tables?

Many times graphics and text will kind of float around if you do not put them in a corral. Inserting tables will allow you to put graphics and text wherever you want...and it will stay put!

Inserting Tables

Go to the standard tool bar in the menu at the top of your desktop. See the grid with the blue bar at the top – this is your table tool. Place your cursor where you want a table then click on the "Table" icon. By holding down on your mouse and pulling it downward or to the right, you can choose how many rows and columns you want in your table.

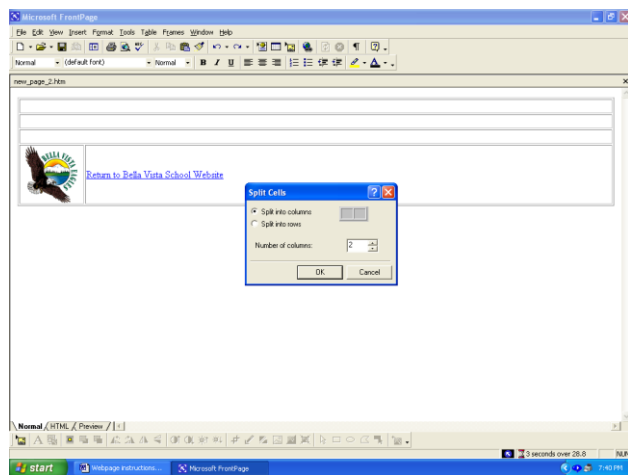
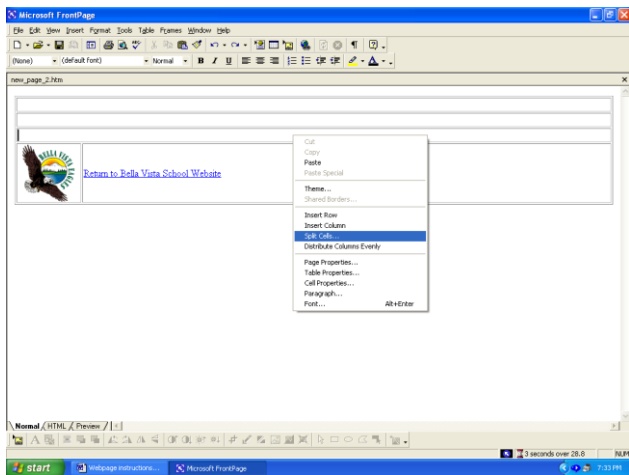
Adding Rows To Your Table



There are two ways to do this. You can go up to the "Table" tab on the standard tool bar and choose "insert row". I think it is easier just to right click and choose "insert a row" this way.

Splitting a Cell

Sometimes you want to split a cell within your table. (see the example of the split table on the bottom of your page. One side has the BV logo, and the other side of the cell has text). To split a cell, "right" click within the cell. You may choose to split the cell into columns or rows. I split the cell into 2 columns in the example mention above.

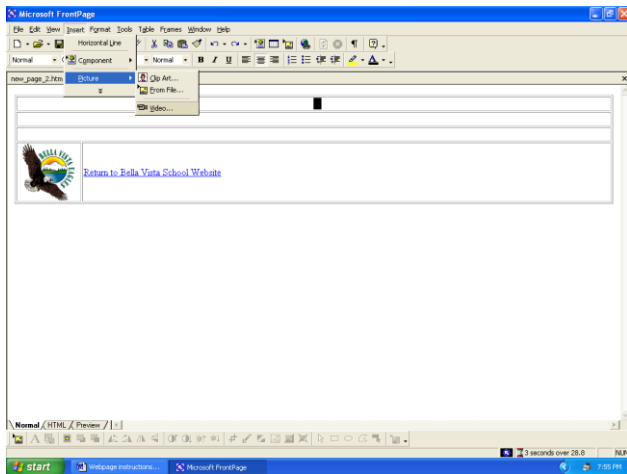


You can see all of the options in the menu when you right click. You may decide to "Merge Cells" or "Delete" cells as you go. I use these features constantly when creating a new page.

Inserting Graphics/Clip Art

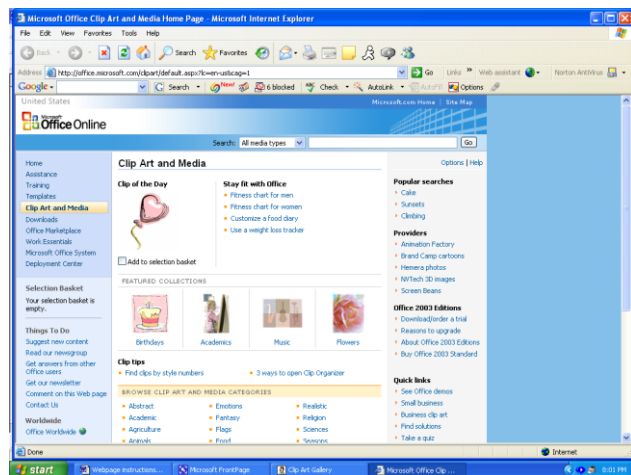
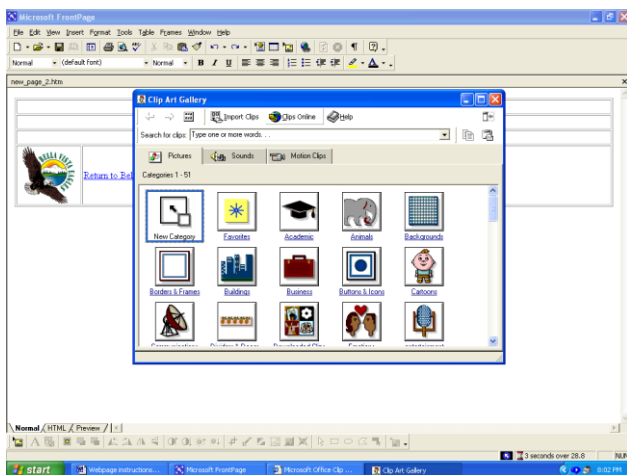
Go to the menu and choose "Insert" then scroll down and see where it says:

Clip Art
From a File



Clip Art

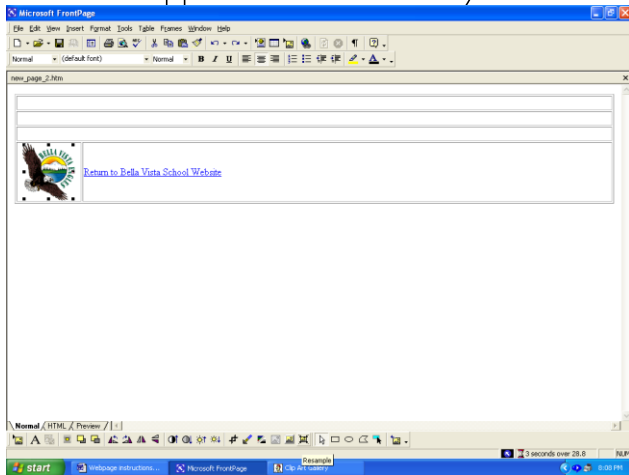
If you choose "Clip Art" this will direct you to the Microsoft clip art file. This is a great place to find good clip art, especially if you click the "Clip Art On Line" feature. This takes you to Microsoft Office Online where you can do a search for just about any kind of clip art.



For inserting clip art "From a File" again, you have to go out and find the file that your clip art/graphics are stored in. The "Common" folder on the server has a nice selection. Again, start making your own Graphics & Clip Art file that you can store and retrieve graphics from.

Be Nice.....Shrink Your Picture Files!

When you insert a graphic you need to make sure that you hit the "Resample " button on the "Picture" tool bar that should appear on the bottom of your screen when you click on a graphic.



When you are sure you have your graphic the size you want it, click on it and then hit the "Resample" button on the "Picture" tool bar. If you do not shrink the actual picture, the Internet loads it in its original size. Sometimes this can be a huge file. This will cause your page to load very slowly. Be nice...shrink or resample your pictures before you save your page.

Normal/HTML/Preview

Normal - You will see these tabs on the bottom of your webpage. "Normal" is the mode you are working in right now. It is the editing mode of your page.

HTML - This is the actual code that your page is written in. HTML is an advance feature that you don't need to fool with now!

Preview – This is a useful tool. You can click on "Preview" to view how your page will actually appear on the Internet. When creating your webpage, click back and forth between "Normal" and "Preview" to see your progress. Remember to always click back to "Normal" before editing or saving your webpage.

Linking (Hyperlink)

Linking is probably the most useful feature you will have on your webpage. Linking can be very simple if you want to just copy any website address then paste in on your page like so.

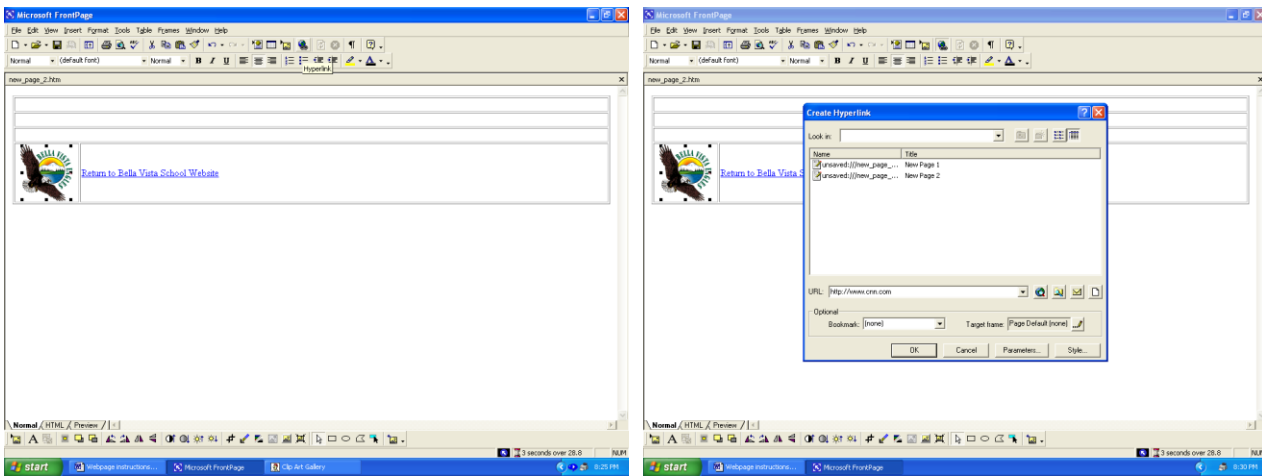
www.cnn.com

Just by returning at the end of the last letter, you will make the link "hot" you will notice that it will turn color and appear underlined.

Making Hidden Links

You can create a hidden link by retyping the name of the link and making that text a hyperlink or inserting a button/graphic that you want to make your hyperlink.

Go to your formatting tool bar at the top of the page. See the picture of the globe with a link of chain on it. This is your hyperlink feature. Click on it and you will see a window appear like the one below on the right. On the bottom of the window it says "URL". This is where you type or copy and paste the website address or webpage that you want to link too. See where I typed "www.cnn.com" This will be the path that my hyperlink will go on. Hit "OK" to choose your hyperlink. I often keep a live Internet page up while I am creating a page. I simply copy addresses in my browser address window and then cut and past it in the hyperlink "URL" window. It just saves time (typing) and I know it is correct because it is copied exactly.



Viewing Your Page on the Internet

While you are working, you can view your page after changes. Make sure you save as you go...A LOT! When viewing it on the Internet, remember that you have to "Refresh" your page on the Internet before you can view your changes. The "Refresh" button has green, circular arrows on it. It is on the top of your menu bar