

Quick Reference Card - Create a Web site with FrontPage

Plan your Web site

1. Determine goal.
 - Make it specific, if necessary.
 - Keep it short and focused.
 - Know your audience.
2. Sketch site structure.
3. Sketch a common page layout.

Find a Web server

To find a Web server, do one of the following:

If you want your site on the World Wide Web, search for a Web site hosting company using your favorite search engine.

Or, go to the [Locate a Web Presence Provider](#) Web site.

If you want your site on your company's intranet, then your IT department may have a server you can use. It's also possible that your very own computer could be configured as a Web server. For details, you'll want to consult your IT department, your manager, or the nearest computer guru.

Get server details

Once you've found a server for your site, make sure to get the following information before you start designing your site:

URL For example: `http://www.adventure-works.com`

Correct file name for your home page `index.htm`, `index.html`, `default.htm`,
or `default.html`


Publishing destination `http:// path` or `ftp:// path`

User name and password

Server restrictions File size limit? Other restrictions?


Create a Web site

If you made a Web site using a third-party program (for example, Macromedia® Dreamweaver® or HomeSite™), you can convert that Web site to a Microsoft FrontPage® Web site by clicking the **Open Site** command on the **File** menu. If you need to start from scratch, the following steps will guide you through the process.

11. On the **File** menu, click **New**.
12. In the **New** task pane, click either **One page Web site** or **More Web site templates**.
13. If you want a Web site based on a pre-made template, choose a template on the left. You can also choose the **Empty Web Site** template if you don't need a pre-made Web site.
14. Do one of the following:
 - To create a new disk-based site, click the **Browse** button. Browse to a location on your computer where you want to store the Web site. When you've found the location you want, click the **Create New Folder** button , type a name for the Web site, and then click **OK**. Click the **Open** button, and then click **OK**.
 - To create a server-based site, type the URL for the new Web site in the **Specify the location of the new Web site** box, and then click **OK**. Note that a server-based site can only be created on a Web server running FrontPage Server Extensions from Microsoft or Microsoft SharePoint® Services.

How to quickly create a Web page

Create a new Web page, and give it a layout

1. Along the left side of your screen should be the **Folder List**. It shows all the files and folders in the site. (If the **Folder List** isn't visible, click the **Toggle Pane** button.)
2. At the top of the **Folder List**, click the **New Page** button.
3. Name the new page, and then press ENTER.
4. Double-click the new page to open it.
5. Now close the **Folder List** to give yourself more room. To close the **Folder List**, click the **Toggle Pane** button .
6. Now make sure that the **Layout Tables and Cells** task pane is open on the right. If you don't see it, click **Layout Table and Cells** on the **Table** menu.

7. At the bottom of the task pane is a list of layouts to choose from. Click a layout to apply it to the page.

Modify the layout

1. If you'd like, you can change the alignment of the layout. In the **Layout Tables and Cells** task pane, under **Table Properties**, click the **Align Center** button.
2. Before changing the size of the layout, make sure to select the **Auto-scale cells with table** check box in the **Layout Tables and Cells** task pane. When you resize a table, this setting will allow you to automatically resize the cells inside as well.
3. Now you'll resize the layout table to suit your design. In the **Width** box, type a value in pixels, and then press ENTER. Do the same in the **Height** box.

Add an image

1. Click inside a cell.
2. On the **Insert** menu, point to **Picture**, and then click **From File**.
3. At the top of the dialog box, click the **Look in** box, to expand it.
4. Then browse your computer to find the picture.
5. Click the picture, and then click the **Insert** button.

Add text

To add text, you can type or copy and paste from other files or programs. Or, you can import text from a Microsoft Word document.

1. On the **Insert** menu, click **File**.
2. At the bottom of the dialog box, click the **Files of type** box to expand it, and then click **Word 97-2003 (*.doc)** in the list.
3. Locate the document on your computer.
4. Double-click the Word document to import the text.

Insert a hyperlink

1. Select either text or a picture.
2. On the **Insert** menu, click **Hyperlink**.

3. On the left, click **Existing File or Web Page**.
4. Select a page, and then click **OK**.

Add a background to the page

1. On the **File** menu, click **Properties**.
2. Click the **Formatting** tab.
3. Select the **Background picture** check box, and then click the **Browse** button.
4. Locate an image file on your computer.
5. Select the image, and then click **Open**.
6. Click **OK**.

Add a background image that is not tiled across the page

1. On the **Format** menu, click **Style**.

In the lower-left area of the dialog box, under **List**, make sure that **HTML tags** is selected.

2. In the **Styles** list, double-click **body**.
3. Click the **Format** button, and then click **Border** in the list.
4. Click the **Shading** tab.
5. In the **Background picture** box, type the path to the picture.
6. Select **no-repeat** in the **Repeat** list.
7. Click **OK** three times.