

Using FrontPage 2002 to Create a CSU Student Web Page

FrontPage 2002 is available on selected computers in the Electronic Information Center (EIC) at the library. These directions are for use in Morgan Library – other computer labs on campus may not have the same software.



Getting Set Up

1. Get an eID. More info: <http://eid.colostate.edu/> or eid@colostate.edu
This is required to complete this project.
2. Set up your account for Web pages. **Capitalization and spacing count!**
 - a. Open Telnet (Start / Programs/ Accessories / KevTerm)
 - b. Select *Connection* then *Open*
 - c. In host box, type: `holly.colostate.edu` [or type: `simla.colostate.edu`]
 - d. Click on OK
 - e. At the prompt, type: **your login name** and press Enter
 - f. At the next prompt, type: **your password** and press Enter
 - g. When you see `term=(vt100)`, press Enter
 - h. Type **chmod go+x .** [There is one space after the letter "x"]
 - i. Press Enter
 - j. Type **mkdir public_html**
 - k. Press Enter
 - l. Type **chmod 750 public_html**
 - m. Press Enter
 - n. Type **chgrp-www -sd public_html** [There is one space after the letter "x"]
 - o. Press Enter
 - p. Type **logout**
 - q. Press Enter
 - r. Click OK to disconnect the session. If necessary, close the telnet program.

You only need to do these steps once. Your computer is now ready for any Web pages you create from now until graduation!



Creating Your Web Page

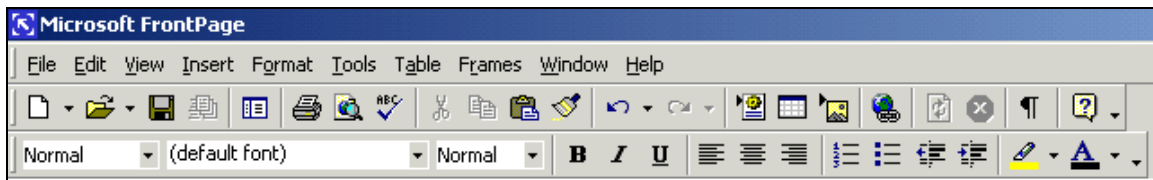
1) Create a New Page

- a) Double click on the FrontPage icon to open. (If you have trouble finding it, please ask! On some computers, you may need to click on the Start button to find FrontPage.)

2) Type text on the page. This may include:

- a) future plans
- b) favorite quote/words of wisdom
- c) personal information about you

Tip: Click on *Format*, then *Font* to change the font type, color, or size. (These options are also on the toolbar.)



3) Create links to other Web sites such as:

- a) Black Student Services Web page - <http://www.colostate.edu/Orgs/BSS>
- b) CSU Home Page - <http://www.colostate.edu/>
- c) Disclaimer Statement - <http://www.colostate.edu/info/studentpage-disclaimer.html>
- d) Your College & Department - look on the CSU home page for a link
- e) Other favorite Web sites

Tip: To create a link, first type the site name. Then highlight this text and click

on the globe icon in the toolbar.  In the box that opens, type the full address of the Web site (including http://). Click on *OK*.

4) Adding a Title & Changing the Background Color

- a) Select *File*, then *Properties*.
- b) Under the General tab, delete "New Page 1." Type in your own title for your Web page.
- c) Click on the Background tab. Change the colors for background, text or links.
- d) Click on *OK*.

Creating Your Web Page (continued)

5) Including Pictures


- a) Save your picture on a disk. There are scanners available at the library to scan photographs. The filenames for graphics need to end in .jpg or .gif to work on the Web. Use short filenames with NO spaces!
- b) In FrontPage, place your cursor where you want the photo to be inserted.
- c) Select *Insert*, then *Picture from File*.
- d) From dropdown menu, choose: 3 ½ Floppy (A:)
- e) Select the picture on your disk and click *Insert*.
- f) To change the size of your picture, right mouse click on the picture and choose "picture properties." Go to size and check both "specify size" and "keep aspect ratio". Think of 800 pixels being almost 100% of the width of your screen, and scale down from there.

6) Converting Your Resume to HTML

If your resume is in Word format*:

- a) Open Microsoft Word.
- b) Open your resume file.
- c) Under *File*, select *Save as Web Page*.
- d) If necessary, rename the file. Filenames should not have any spaces and should short. Write down this name or remember it! You'll need to know the whole filename, including ".htm" or ".html" If you can't see the whole filename on your computer, ask for help.
- e) Click *Save*.
- f) Exit Word.

To make a link to your resume from your Web page:

- a) Open up your Web page in FrontPage.
- b) Type the text you want people to see, such as: My Resume.
- c) Highlight this text and click on the globe icon in the toolbar.  In the box that opens, change the dropdown menu to: 3 ½ Floppy (A:). Choose the file with your html version of your resume and click on okay.

*If your resume is in a different format, such as Microsoft Works, you'll need to ask at the EIC help desk and see if they can convert the file to Word for you.

**Save your Web page on a disk when you are finished working.
Use short filenames with NO spaces.**

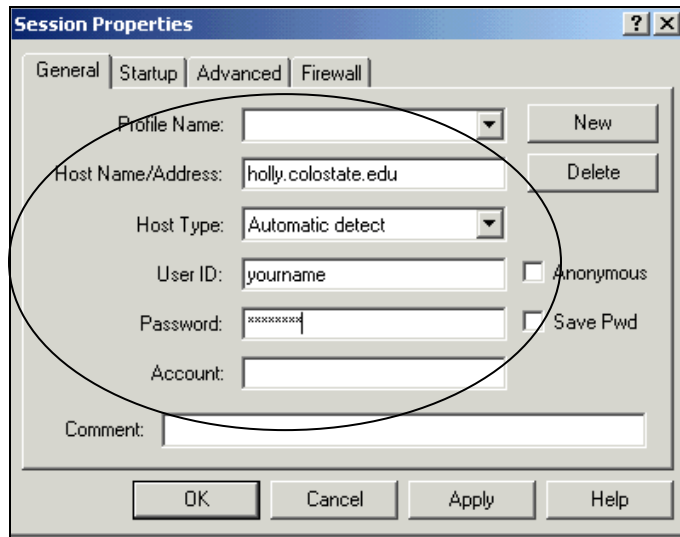


Posting Your Web Page (so that everyone can view it!)

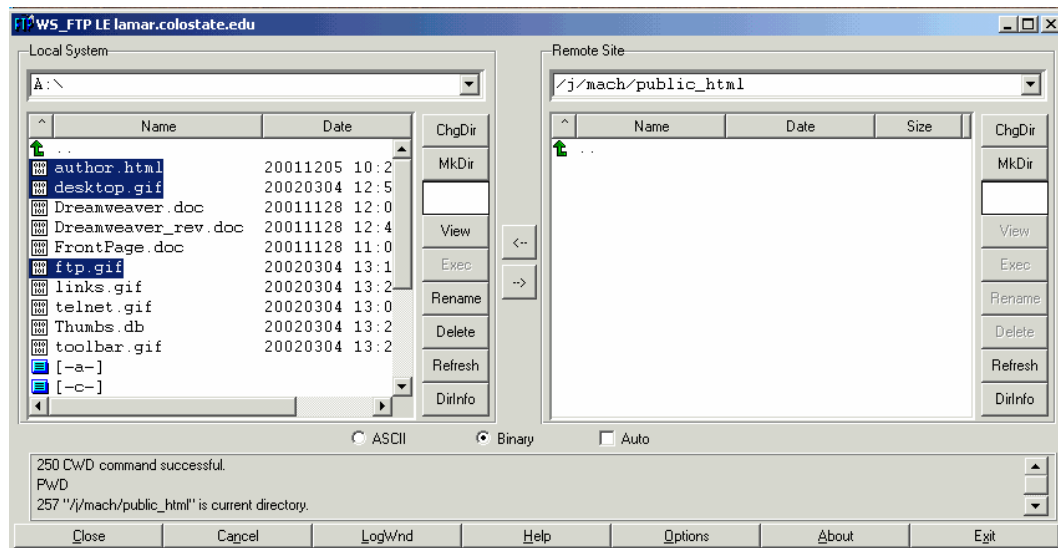
Use FTP to move your Web pages and images from your disk to the Holly or Simla machine. Note: FTP programs are different on different computers.

1. Moving your Web pages:

- a) Double click on WS_FTP to open.
- b) Type in the required information (see illustration below)



- c) Click on *OK*
- d) On the right, open the `public_html` directory.



- e) On the left, select your Web page and any graphics that you have.
- f) Click on the arrow in the center to move the files over to the right.



View Your Web Page

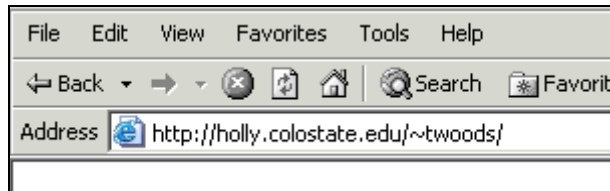
- a. Open Netscape or Internet Explorer.
- b. In the location or address bar, type:
<http://holly.colostate.edu/~login/>

OR if you have a simla account, type: <http://simla.colostate.edu/~login/>

Substitute your login name in the Web address.

For example, if your login name was *twoods*, then your address would be:
<http://holly.colostate.edu/~twoods/>

If you have more than one page, include the filename in the URL:
<http://holly.colostate.edu/~twoods/main.html>



Send your Web address to your family & friends!

If you need help, please contact us to set up an appointment:

**Michelle Mach
491-2286
mmach@lib.colostate.edu**

**Lori Oling
491-6847
loling@manta.colostate.edu
(Only here on Mondays, Tuesdays and Fridays)**



Common Problems

If I'm not available to help you, here are some things to try on your own. Remember that if you make changes, you'll need to move a copy of the page again following the instructions in "Posting Your Page."

- **Link doesn't work**
 - In FrontPage, check that the Web address you typed is correct:
 - Check for typos – especially capital letters and spaces – URLs need to be typed in exactly or they won't work.
 - Check that the whole URL is there from *http://* all the way to *.html* (or another file extension). (Exception: If you linked to your resume, the link will just have the filename not have *http://*)
 - Fix any mistakes and resave the page. You will need to move the page again.
 - Is the Web site still there? Web sites change addresses all the time.

- **Picture isn't showing up**
 - When you moved your files using WS_FTP, did you remember to move the images? If not, go back and move them.
 - In FrontPage, open up your Web page on disk. Click on the image once and then click on the HTML tab near the bottom. In this HTML tag, only the filename should be there. If not, remove the extra information and resave the page.
 - Good example: `src="mysister.jpg"`
 - Bad example: `src="C://file/temp/eic/mysister.jpg"`

- **"Forbidden" error message**
 - Your account is probably not set up for Web pages. Redo the steps under "Getting Set Up." Be careful to type everything in exactly – spaces and capitalization is important!

- **"Not Found" error message**
 - Did you move all the files using WS_FTP? If not, go back and move them. (See "Posting Your Pages.")
 - When you move the files using WS_FTP, make sure you put them in the `public_html` directory. If you put them in other directories, the computer won't be able to find them.
 - If you are getting the "Not Found" message for a second page, like your resume, check and make sure that you typed the filename correctly in the link.