

## FrontPage Instructions

### *Open FrontPage:*

1. Double-click on the FrontPage icon on the desktop.
- OR**
1. Click **Start** in the lower left-hand corner of the screen.
  2. Go to **Programs**. Click on **FrontPage**.

### *Close FrontPage:*

1. Click the **X** in the top right-hand corner of the screen.
- OR**
2. Click **File** on the Menu Bar at the top of the screen, then **Exit**

### *Open a New Document:*

1. Click **File** on the menu bar (located at the very top of the FrontPage window).
  2. On the dropdown menu that appears click **New**.
  3. In the dialog box that appears, make sure that **Blank Document** is highlighted, and click **OK**.
- (Note: A new, blank document will automatically open when you open FrontPage.)

### *Open a Saved Document*

1. Click **File** on the Menu Bar at the top of the screen, then **Open**. A dialog box will appear.
2. Find the location of the document by clicking on the downward pointing arrow to the right of the top text box. On the dropdown menu that appears, Click on the place where you saved the document. For example, 3 1/2 Floppy, Desktop, etc. The name of your file will appear in the dialog box.
3. Double-click on the name of you file.

### *Save a Document:*

1. Click **File** on the menu bar at the top of the screen, then **Save**. A dialog box will appear. Specify where the document will be saved by clicking on the downward pointing arrow to the right of the words "My Documents". Click on the place where you want to save the document. For example, 3 1/2 Floppy, Desktop, etc.
2. Change the name of the document by deleting the words in the box to the right of the words "File name" and typing in the new name. Click **OK**.

### *Save As (saves an altered version of a document as a different document):*

1. Click **File** on the menu bar at the top of the screen, then **Save As**. A dialog box will appear. Specify where the document will be saved by clicking on the downward pointing arrow to the right of the words "My Documents". Click on the place where you want to save the document. For example, 3 1/2 Floppy, Desktop, etc.
2. Change the name of the document by deleting the words in the box to the right of the words "File name" and typing in the new name. Click **OK**.

### *Print:*

1. Click **File** on the Menu Bar at the top of the screen, then **Print**. A dialog box will appear. Change the settings if necessary (copies, page range, etc.) and click **OK**.

### *Print Preview:*

1. Click **File** on the Menu Bar at the top of the screen, then **Print Preview**. When finished, click **Close**.

### *Preview in Browser:*

1. Click **File** on the Menu Bar at the top of the screen, then **Preview in Browser**.
2. If you have not saved your document, a dialog box will appear prompting you to do so.
3. A browser window (Netscape, Internet Explorer, etc.) will open with your document.

## FrontPage Instructions

### *To View any Toolbar:*

1. Click **View** on the menu bar (located at the very top of the FrontPage window).
2. On the dropdown box that appears, click **Toolbars**. On the menu that appears, check any toolbars that you would like to view.

### *Format Individual Words, Letters, etc.:*

1. Highlight text.
2. Click the appropriate button (Font, Bold, Underline, etc.) on the **Formatting Toolbar**.

### *Format Entire Page:*

1. Right-click anywhere in the page.
2. On the menu that appears, click **Page Properties**.
3. On the dialog box that appears, click the **Background** tab at the top of the dialog box.
4. Change as needed and click **OK**.

### *Insert Bullets into a Basic List:*

1. Highlight the list that you want to Bullet.
2. Click **Format** on the Menu Bar, then **Bullets and Numbering**. A dialog box will appear. Click on the **Bulleted** tab. Highlight the style of bullets that you want to use and click **OK**.

#### **OR**

1. Open the **Formatting Toolbar** (see *View any Toolbar on Instructions for Basic Word sheet*).
2. **Highlight** the text that you would like to bullet.
3. Click the **Bullets icon** (looks like a mini bulleted list). *Note: the Bullets icon defaults to the last style of bullets that you chose. If you wish to change the style of bullets, use the first option.*

### *Insert Numbering into a Basic List:*

1. Highlight the list that you want to Number.
2. Click **Format** on the Menu Bar, then **Bullets and Numbering**. A dialog box will appear. Click on the **Numbered** tab. Highlight the style of numbers that you want and click **OK**.

#### **OR**

1. Open the **Formatting Toolbar** (see *View any Toolbar*).
2. **Highlight** the text that you would like to number.
3. Click the **Numbering icon** (looks like a mini numbered list). *Note: the Numbered icon defaults to the last style of numbers that you chose. If you wish to change the style of numbers, use the first option.*

### *Insert Bullets/Numbering into a Hierarchical List:*

1. Highlight the list that you want to Bullet or Number.
2. Click **Format** on the Menu Bar, then **Bullets and Numbering**. A dialog box will appear. Click on the **Outline Numbered** tab. Highlight the style of bullets or numbers that you want and click **OK**. *A hierarchical list is a list of information that has been given different levels of importance. For example, a list of cars organized by year, make, and model. The hierarchical list appears as an outline. The outline is created by using the tab key or the Indent icon on the Formatting toolbar. See the end of this document for examples of a basic and hierarchical list.*

### *Removing Bullets/Numbering:*

1. **Backspace** over the bullet or number.
- #### **OR**
1. Highlight the Bulleted/Numbered text and click on the **Bullets or Numbered icon**.

## FrontPage Instructions

### **OR**

1. Highlight the Bulleted/Numbered text.
2. Click **Format** on the Menu Bar, then **Bullets and Numbering**. A dialog box will appear. Click on the Bullets or Numbered or Outline Numbered tab. Highlight **None** and click **OK**.

### *Create a Bookmark:*

1. Place the cursor where you want the bookmark to go.
2. Click **Insert** on the Menu Bar, then **Bookmark**. A dialog box will appear asking for the name of the Bookmark. Type in an appropriate name and click **Add**. *Note: Depending on what version of Word you are using, the Bookmark may or may not be visible, but it's there.*

### *Hyperlink to a Bookmark:*

1. Highlight the text to be hyperlinked. With your cursor over the highlighted text, right click the mouse.
2. On the menu that appears, choose **Hyperlink**.
3. Click on **Place in this Document**. A list of the Bookmarks that you have created will appear in the dialog box.
4. Highlight the Bookmark that you would like to hyperlink to and click **OK**.

### *Hyperlink to another page in your site:*

1. Highlight the word(s) that you want to hyperlink.
2. Right-click on the highlighted word(s).
3. On the menu that appears click **Hyperlink**. (If FrontPage thinks that the word is misspelled, the menu that appears will not have "Hyperlink". In this case, either correct the spelling of the word or choose "Ignore" from the menu. Once you have done so, repeat steps 1 - 3.)
4. Click on the **Browse for File icon** (looks like a folder with a magnifying glass over it).
5. In the dialog box that appears, specify the location of the page to link to by clicking on the downward pointing arrow next to the top text box.
6. Highlight the file that you want to link to and click **OK**.

### *Create a Hyperlink to another web site:*

1. Highlight the word(s) that you want to hyperlink.
2. Right-click on the highlighted word(s).
3. On the menu that appears click **Hyperlink**. (If FrontPage thinks that the word is misspelled, the menu that appears will not have "Hyperlink". In this case, either correct the spelling of the word or choose "Ignore" from the menu. Once you have done so, repeat steps 1 - 3.)
4. In the dialog box that appears, type the URL of the web site you would like to link to (for example, <http://www.google.com>). Click **OK**.

### *Create a Hyperlink to an e-mail address:*

1. Highlight the word(s) that you want to hyperlink.
2. Right-click on the highlighted word(s).
3. On the menu that appears click **Hyperlink**. (If FrontPage thinks that the word is misspelled, the menu that appears will not have "Hyperlink". In this case, either correct the spelling of the word or choose "Ignore" from the menu. Once you have done so, repeat steps 1 - 3.)
4. In the dialog box that appears, click on the **Mailto: icon** (looks like a white envelope).
5. Type the e-mail address that you want to link to and click **OK**.

### *Insert a Table:*

1. Place the cursor where the table will be inserted.
2. Click **Table** on the Menu Bar, then **Insert**, then **Table**.

## FrontPage Instructions

3. A dialog box will appear. Specify the number of rows and columns and click **OK**.

### *Move Around in a Table:*

Use the arrows on the keyboard to move up, down, left, and right.

#### **OR**

Use the Tab key to move forward and Shift-Tab to move backward.

### *Insert Cells/Columns/Rows:*

1. Place the cursor at the place in the table that cells, columns or rows will be inserted.
2. Click **Table** on the Menu Bar, then **Insert**, then the appropriate option (**Columns to the Left**, **Rows to the Right**, etc.).

### *Delete Cells/Columns/Rows:*

1. Highlight the cells, columns or rows to be deleted.
2. Click **Table** on the Menu Bar, then **Delete**, then the appropriate option (**Column**, **Rows**, **Cell**).

### *Merge Cells/Columns/Rows:*

1. Highlight the cells, columns or rows to be merged.
2. Click **Table** on the Menu Bar, then **Merge Cells**.

### *Format Text within a Table:*

1. Highlight the text and use the formatting toolbar as you would with any other text (see *To View any Toolbar* and *Format (Font, Font Size, Bold, etc.)*).

### *Format Table Borders and Shading:*

1. Open the **Tables and Borders Toolbar** (see *To View any Toolbar*).
2. Highlight text to be formatted.
3. Use icons on the toolbar to change Borders and Shading options.

#### **OR**

1. Highlight the table. Make sure that *only* the table is highlighted.
2. Right click on the highlighted table. A menu will appear. Click on **Borders and Shading**. A dialog box will appear.
3. Change the Borders and Shading as needed and click **OK**.

### *Choose an AutoFormat style for a Table:*

1. If you have already created the table: Highlight the table. Make sure that **only** the table is highlighted.
2. Right click on the highlighted table. A menu will appear. Click on **Table AutoFormat**.
3. Choose a style and click **OK**.

#### **OR**

1. If you have not created a table: Place the cursor where the table will be inserted.
2. Click **Table** on the Menu Bar, then **Insert**, then **Table**. A dialog box will appear.
3. Specify the number of rows and columns.
3. Click on **AutoFormat**. A new dialog box will appear.
4. Choose a style and click **OK**. You will be returned to the original dialog box. Click **OK**.

### *Insert ClipArt:*

1. Place the cursor where the clip art will go.
2. Click **Insert** on the menu bar, then **Picture**, then **Clip Art**. A dialog box will open containing the Clip Art "Gallery".
3. Choose a piece of Clip art and click OK.

### *Insert Picture From File:*

1. Place the cursor where the picture will go.

## FrontPage Instructions

2. Click **Insert** on the menu bar, then **Picture**, then **From File**. A dialog box will appear.
3. Locate the picture that you would like to insert and click **OK**.

### *Autoshapes:*

1. Open the **Drawing Toolbar** (see *View any Toolbar*).
2. Click on the word **AutoShapes**. A menu will appear.
3. Click on a style of AutoShape. Your cursor will look like this: + . **Click, hold and drag the mouse** until the AutoShape is the right size, then release the mouse.

### *WordArt:*

1. Open the **Drawing Toolbar** (see *View any Toolbar*).
2. Click on **WordArt icon** (looks like a tilted blue "A"). A dialog box will appear.
3. Click on a style of WordArt and click **OK**. Type the text to appear as WordArt and click **OK**. Your cursor will look like this: + . **Click, hold and drag the mouse** until the WordArt is the right size, then release the mouse.

### *Text Box:*

1. Open the **Drawing Toolbar** (see *View any Toolbar on Detailed Instructions for Basic Word sheet*).
2. Click on **Text Box icon** (looks like a white sheet of paper with an "A" in the top, right corner). Your cursor will look like this: + . **Click, hold and drag the mouse** until the AutoShape is the right size, then release the mouse.

### *Format Clip Art, Pictures, AutoShapes, WordArt, Text Boxes:*

1. Right click on the object to be formatted. A menu will appear.
2. Click on the option that says Format followed by the name of the object you right clicked on, for example, **Format Text Box**. A dialog box will appear.
3. Change the settings as needed and click **OK**.