

# **After completing this lesson, you will be able to:**

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- Plan a FrontPage Web site.
- Create a new Web.
- Create a subpage layout.
- Use the subpage layout to build Web pages.
- Create a home page in FrontPage.

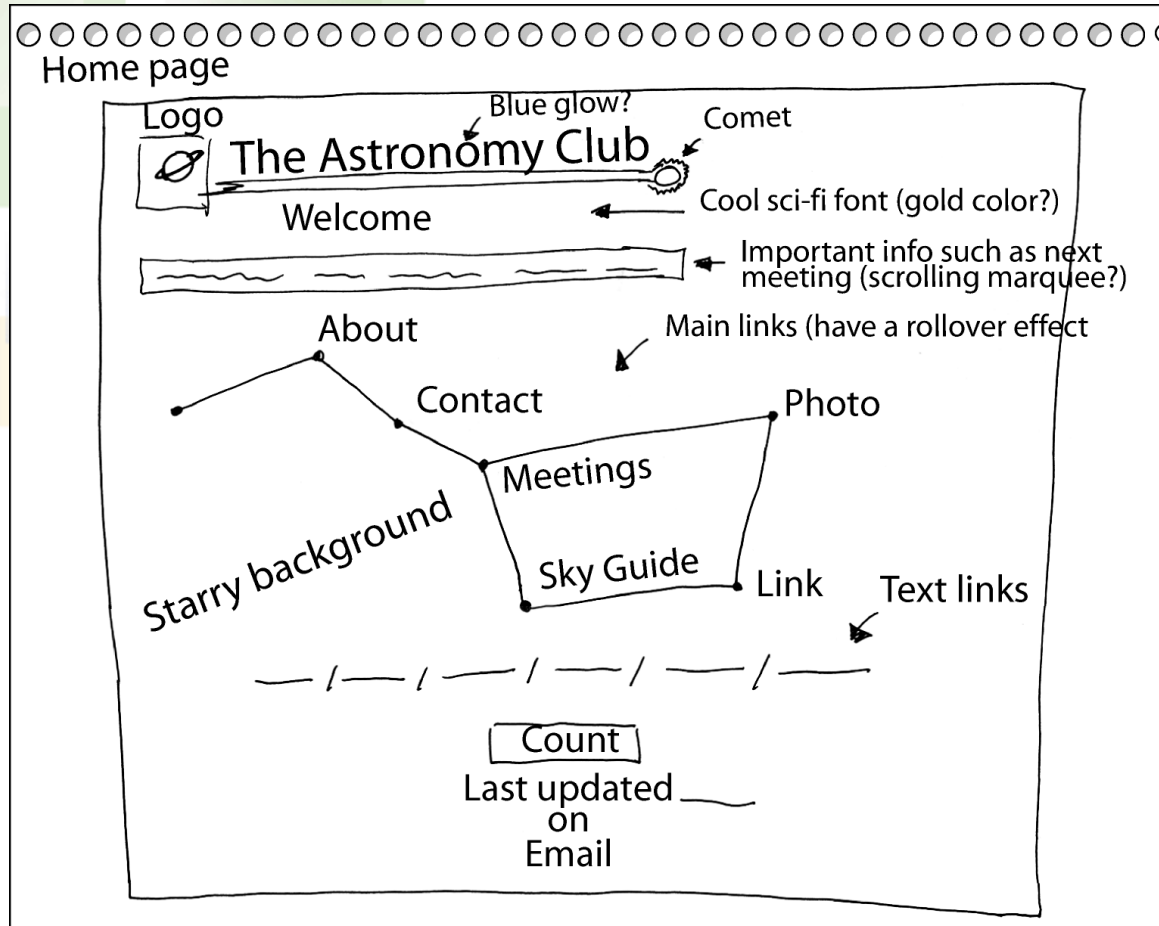
# Planning a Web Site

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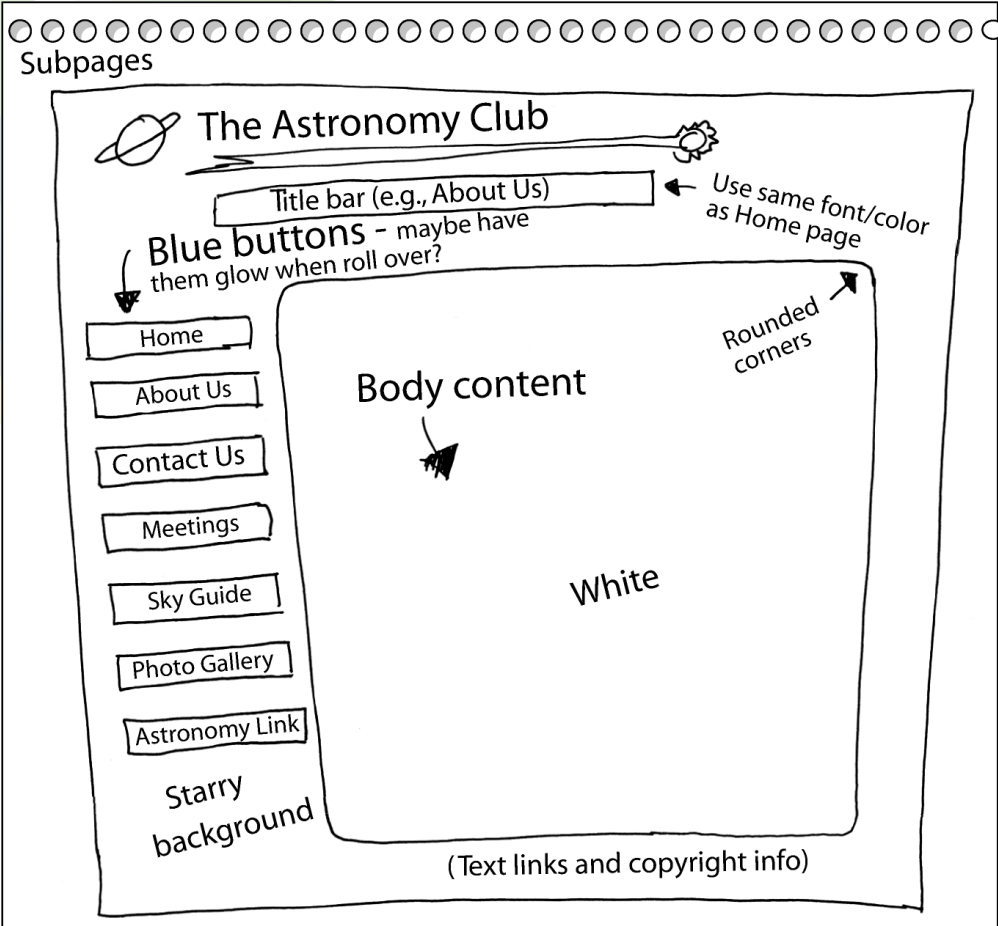
## Questions to consider

1. What are your goals for this Web site?
2. Who is your audience? How will they use your site?
3. How should the site be structured?
4. What content (text, graphics) will you need?

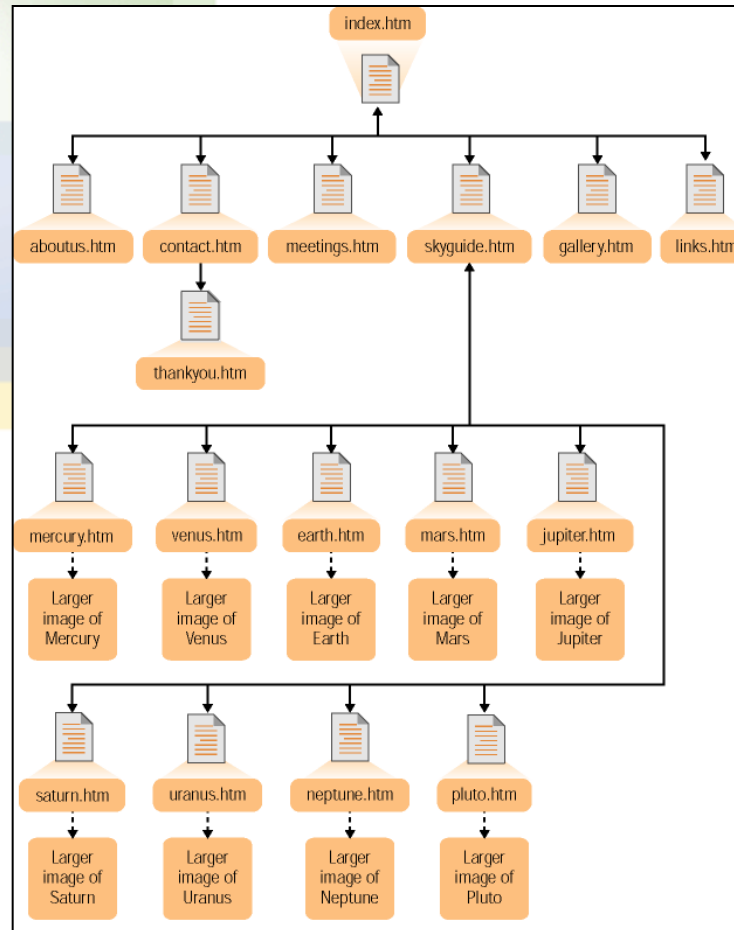
# Home Page Sketch



# Subpage Sketch



# Storyboard for Web Site



# What Users Want to Know

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- Where am I?
- What's on this page?
- Where can I go from here?

# Creating a Table

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## To create a table

1. Position the insertion point where you want to insert the table.
2. On the Standard toolbar, click the Table button, drag to select the rows and columns you desire on the popup window, and then release to insert the table into your page.
3. Right-click anywhere on the table and choose Table Properties.
4. In the Alignment box, select the position for the table on the page.
5. In the Border size box, type the width you want for the table border in pixels. If you do not want a border, type **0**.

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# Creating a Table

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## To create a table

(continued)

6. To change the cell padding of the table enter a number in the Cell padding box.
7. To change the cell spacing of the table, enter a number in the Cell spacing box.
8. To change the width of the table, do one of the following:
  - Select In pixels, then type the width you want the table to be in pixels.
  - Select In percent, then type a percentage of the screen width you want the table to be.

The properties that you specify for the new table will be used as the default properties the next time you create a table.



# Tips for Text in Web Pages

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- Users typically “scan” Web pages.
- Text attracts users’ attention before graphics do.
- Write clear, active sentences and concise paragraphs.
- Keep headings and hyperlinks clear and descriptive.
- Use bulleted lists and headings to help readers find information quickly.
- Check spelling and grammar!
- Consider typography, color, and graphical text elements.

# Creating a Hot Spot

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## To create a hot spot

1. On the Pictures toolbar, click the Hotspot button corresponding to the shape you want: rectangle, oval, or polygon.
2. On the graphic, draw a rectangle, circle, or polygon, depending on the shape you chose while holding down the mouse button.
3. When you release the mouse button, the Insert Hyperlink dialog box opens.

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# Creating a Hot Spot

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## To create a hot spot

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4. Specify the destination for the hot spot. You have the following choices:

- The destination is in a local folder or Web page.
- Create a new Web page and set it as the destination.
- The destination is on the World Wide Web.
- Create an e-mail message when a site visitor clicks the graphic.
- The destination is a bookmark.

# Sky Web Site Home Page

