Editing the Main Template Using Microsoft Front Page

This is the Solutions for Your Life main template. Below you will find information on how to edit each section. The first thing to realize about Front Page is that what you see is NOT what you get. If you want to see what your page currently looks like, make sure to do a browser check.

The following is what you will see in Front Page.
The image below shows what you would see if viewing the page in a browser window. Notice the top navigation links are lined up and do not have bullets. The lists on the right are blue in the browser rather than orange as in Front Page. Front Page can make things look very odd so before assuming you made an error, check how the page looks in any browser.
To preview your work in your Web browser, click on the browser icon. This icon is a magnifying glass over a world symbol. The default browser is Microsoft Internet Explorer. You can add other browsers by clicking on the Edit Browser list.

Changing a list item

Two list types can be used on the main page template. Both the lists go in the far right column, and both have an orange arrow in front of each item. One list has plain font; the other has bold font. (See example at right.)

The above list items can be edited by using the same method. Highlight the text of one list item. For our example, “Longer linked list item…” has been highlighted.

Next, type or paste the new link word or phrase. To copy text from another document, highlight the words and press Ctrl+C. To paste the words, highlight the list item you want to replace and press Ctrl+P at the same time. You can also press the paste icon which is located in the tool bar at the top of the page in Front Page, between “Data” and “Frames”.

“Rainbow Trout” has been pasted in place of “Longer linked list item…”. If extra list items are not needed, highlight each one and press the delete key on your keyboard. If an additional list item is needed, place your mouse cursor at the end of the list item above and press the enter key.

In this example we will press enter after “Rainbow Trout” and add a list item called “Bass Fishing”. Notice “Bass Fishing” is black. This means it is not linked currently. You will see how to link text in the “Creating Links in Front Page” section later in the tutorial.
Changing a Header

Headers on the main template page include:

- Header 2

For this example, we will edit “Header 2” above. First, highlight the “Header 2” text. Then type or paste “Dandelions” in its place (see the “Changing a List Item” section for how to cut and paste text).

The Header now looks like this:

Dandelions

For this example, we will edit “Header 2” above. First, highlight the “Header 2” text. Then type or paste “Dandelions” in its place (see the “Changing a List Item” section for how to cut and paste text).

The Header now looks like this:

Dandelions

University of Florida
Editing a Paragraph

Editing a paragraph is the same as editing a header or list item. Simply highlight the current text and replace it by typing new text or by copying and pasting text from another document.

For example, we can highlight the paragraph text—“Dandelions are considered to be weeds that invade many yards due to their airborne seed dispersal method”—in Microsoft Word by clicking Edit > Copy and then Edit > Paste or Ctrl + V (or the paste icon located between “Data” and “Frames”) to paste this text into Front Page.

The resulting paragraph would look like this:

Dandelions
Dandelions are considered to be weeds that invade many yards due to their airborne seed dispersal method.

To add a second paragraph, place the mouse cursor at the end of the first paragraph and press the enter key. Add more text by typing or pasting from another location. Here is the second paragraph for our dandelion example:

Dandelions
Dandelions are considered to be weeds that invade many yards due to their airborne seed dispersal method.

Dandelions produce yellow flowers that are 1-2" wide. Each flower grows individually on a hollow stalk.
Images

Images in any of the paragraphs on the main page should ideally be 60 pixels wide. Square images work best. Smaller images will cause the corresponding header (but not the paragraph to move left). Larger images will cause the header and paragraph to move right.

To change an image, start by double clicking on the original. Our original example is the “snowflake” image at right.

Double-clicking brings up the Picture Properties box. The height, and width are shown, along with the alignment (left).

The Select Image Source box will appear. Notice that the flower2.gif is 60 x 60 pixels in size.

To see the Snowflake’s general properties, we need to click on the General tab.

The picture location is highlighted and has a Browse button next to it. Click on the Browse button to select a replacement image.
The **Picture** box then appears and a new image can be selected. This time we want “flower2” to be our new image so we **double-click** its name or add the name to the **file name** box and **click Open**.

The Picture Properties Box now shows the location of the “flower2” image.

An **alt tag** is a word or short phrase that describes an image. If the image does not display, the **alt tag** will display in its place. For visually impaired users, the alt tag will be read by a screen reader.

Notice that the **Text** box (a.k.a. alt tag or alt text) still has Snow Flake listed. We want to change the text to say something short and descriptive. We will change the text to say **Azaleas**.
Azaleas” now replaces Snowflake as the alt text.

The Azalea image is now located at the left of “Header2”.

If no image is available for a paragraph in the middle column, click on the template image and press the delete key on your keyboard. Note that not having an image will cause the header to shift left.
To insert an image, click Insert > Picture > From File from the menu at the top of the screen. A Picture box will appear. Select the desired image and click Open.

When inserting an image into a paragraph in the right column, make sure that your cursor is placed at the **beginning** of the paragraph text. If an image is inserted anywhere other than in front of the paragraph text, it will not line up with the paragraph text. For example, this image was inserted at the very **end** of the paragraph:

This image was inserted in the **middle** of the paragraph:

This image was inserted **directly before** “paragraph text link.” Notice that it lines up at the top of the box, exactly where it should be.
Creating Links in Front Page

To link any text selection, start by highlighting it. This applies to lists, paragraphs, headers etc. Our example will be linking “Bass fishing”. To begin, highlight “Bass Fishing” with the mouse.

To assign a link to “Bass Fishing”, **click on the Hyperlink button** located at the top of the screen.

Clicking the hyperlink button will bring up the **Insert Hyperlink** box.

Link options include:
- **Existing file or webpage** (link to an html page in the folder or a Web address copied from a Web browser.)
- **Place in This Document** (add an anchor that links somewhere on the current page)
- **Create New Document**
- **E-mail Address** (link to an e-mail address).

We want to link to bass_fishing.html so we will click on it and press ok.
To add a **URL**, highlight the web address and copy from the browser by clicking **Edit > Copy**.

Paste the copied URL by clicking once inside the Link box of the Dreamweaver Properties panel and then press **Ctrl+V** at the same time. Our example link is now shown to the right.

If the webpage you want to link to be **within** your own site, you can browse to the file by clicking the target folder directly to the **right** of the Link box.

When the target folder is clicked, the Select File box will appear:

When **OK** is clicked, the URL displayed in the properties box will be **bass_fishing.html**.

Once *bass_fishing.html* is uploaded with the site, it will have a URL relative to the site. So if Solutions for Your Life was your site, it would look like this:

[http://solutionsforyourlife.ufl.edu/bass_fishing.html](http://solutionsforyourlife.ufl.edu/bass_fishing.html)
If you wanted to link to an e-mail address instead of a webpage, you would put the following in the Link box of the Properties panel: mailto:[e-mail address]. So if we wanted to link the “Bass Fishing” list item to the Bass Master’s e-mail address, it would look like the following:

Need more help? See the Microsoft Front Page Tutorials online: 