

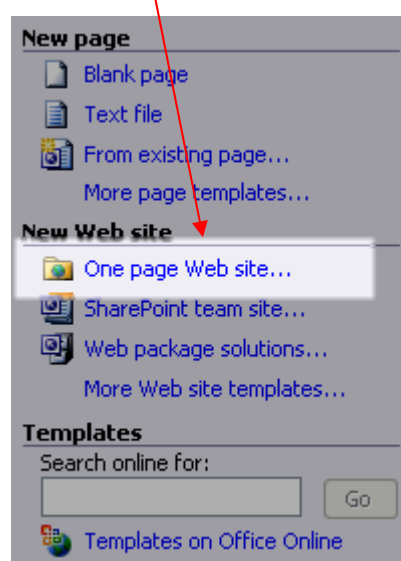
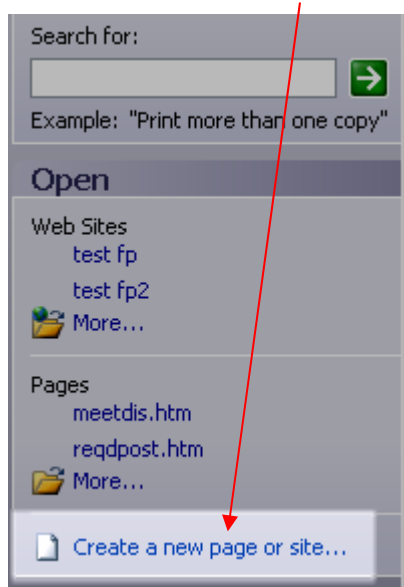
U302

Virtual Teams

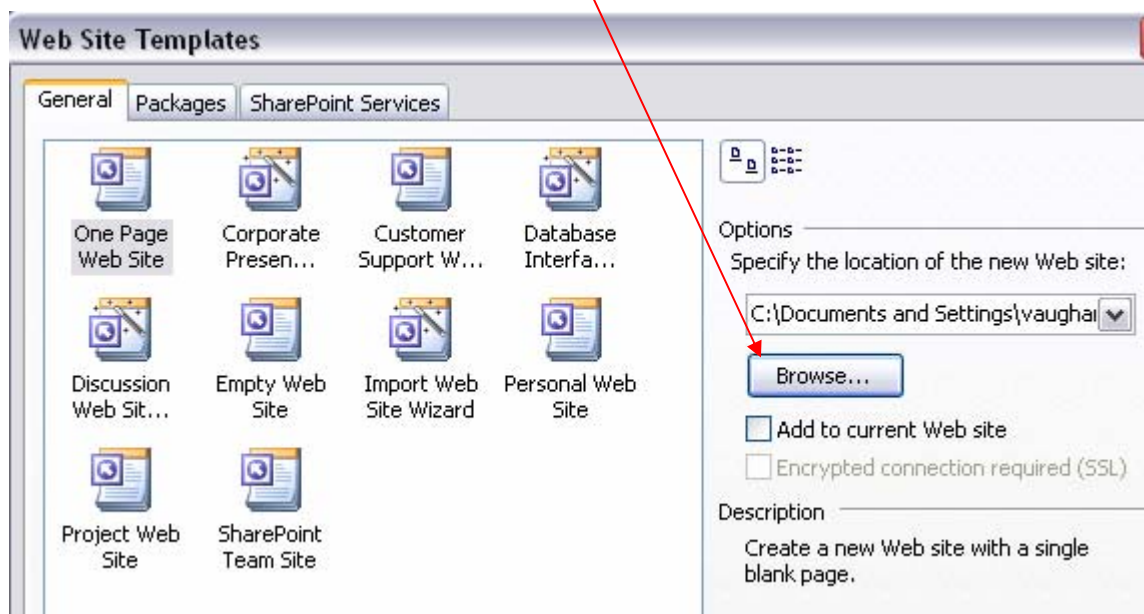
Virtual Teams FrontPage 2003 User Documentation

To Create a New Web Site

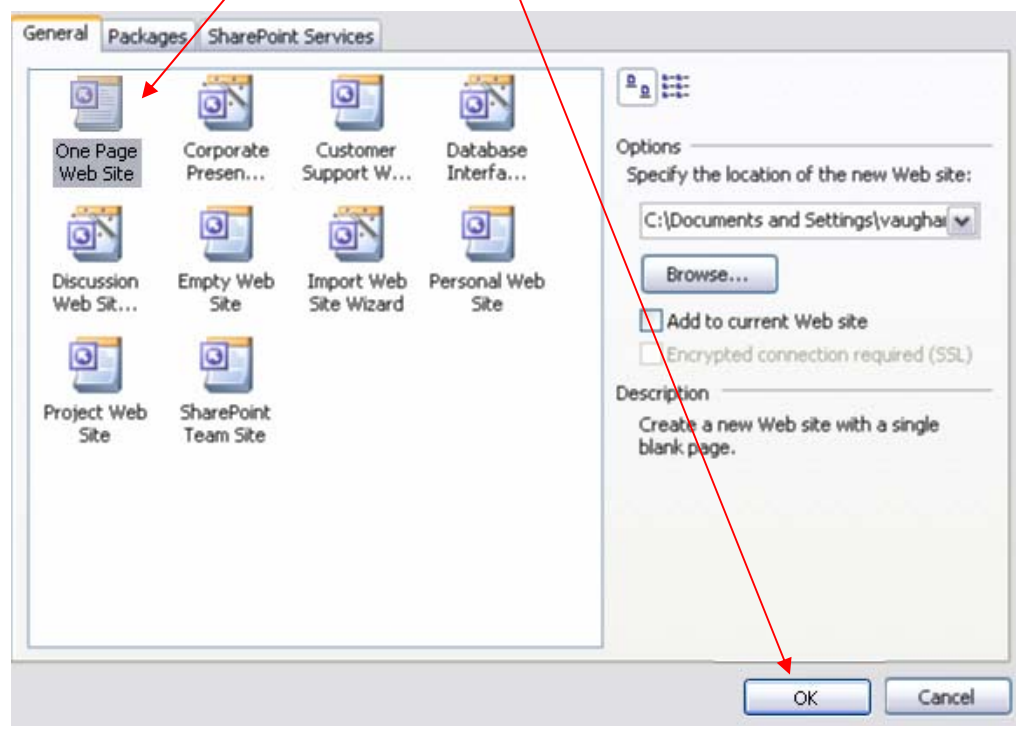
- Open FrontPage 2003. (Start -> programs -> Microsoft Office -> Microsoft Office FrontPage 2003)
- Click on 'create a new page or site', then click 'one page Web site'.



- Once the Web site template appears, you need to specify the location of the web type. For example: **M:\ITAP\U302\VTeam**



d) Select **One Page Web Site** and then **OK**.

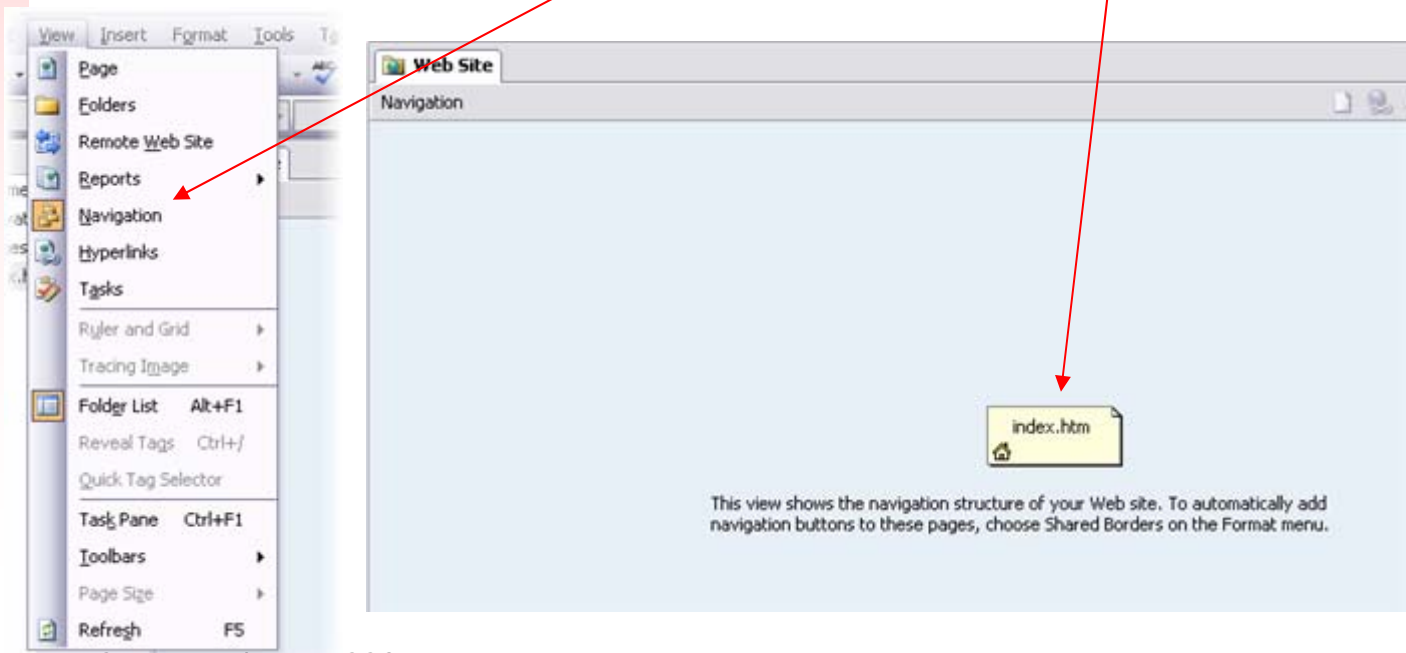


Check

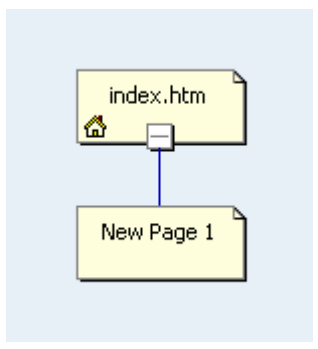
Make sure you have set up your site right by looking in your M drive to see the created files.

Adding New Pages to the Web

a) In **Navigation View** ('view' on menu bar), click once the **Index.htm** page.

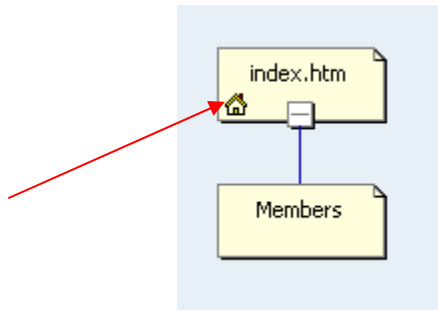


b) Add a new page by clicking on the 'New Page' icon



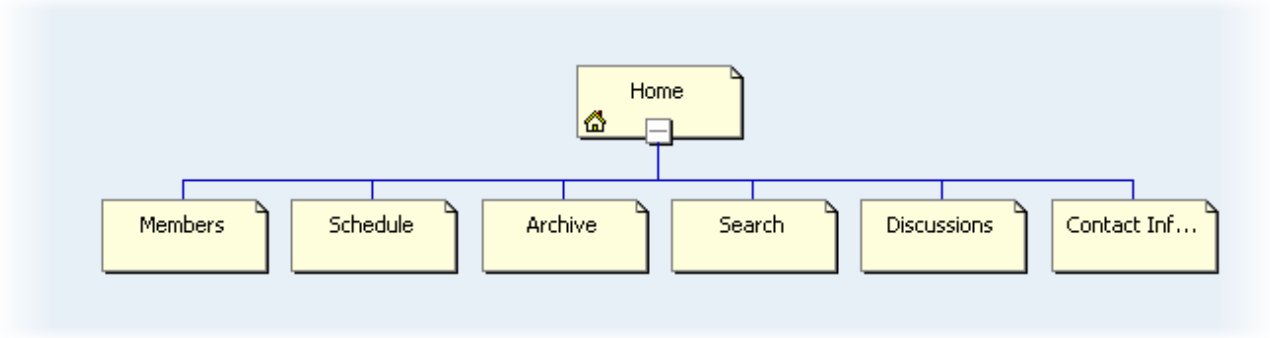
c) Right click on **New Page 1** and select **Rename** to change page name to the more appropriate name of **Members**.

Rename **index.htm** to **Home**

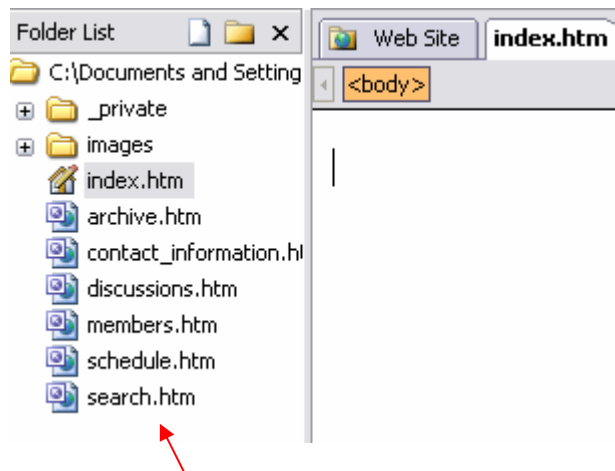


d) Add the rest of the pages as listed below. Do not double click on the new pages when you are renaming the pages as this will mess up the names in the folder structure.

Schedule | Archive | Search | Discussions | Contact Information



e) Double click on **Home**. You should have the following.

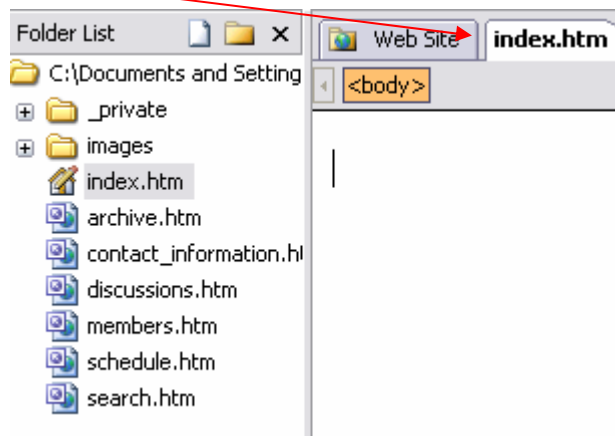


Notice: All the pages are named correctly in the folder list. The home page will still be named index.htm

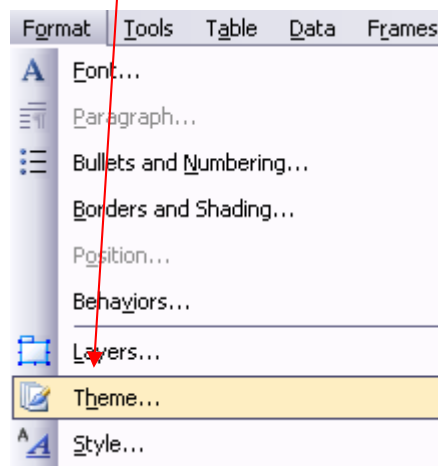
Applying a Theme

Applying a Theme to the Web Site

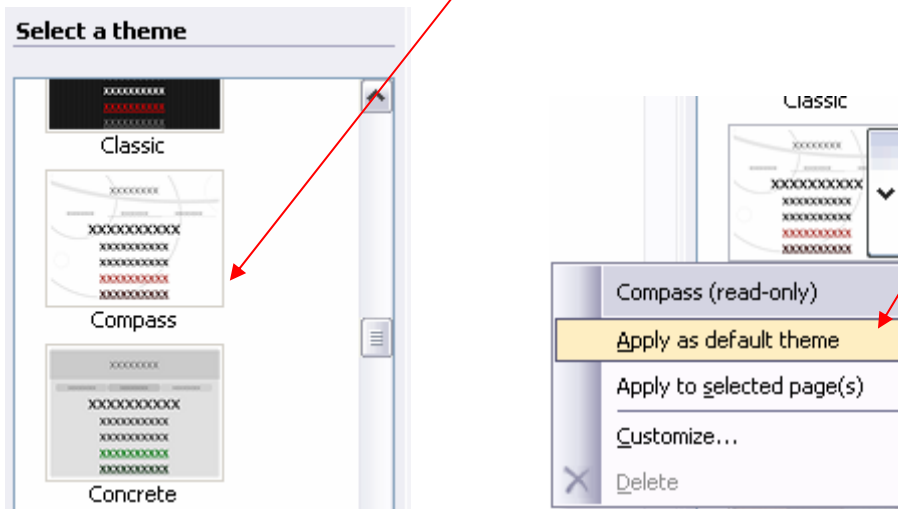
a) Select the **Home Page**



b) On the **Format** menu select **Themes**.

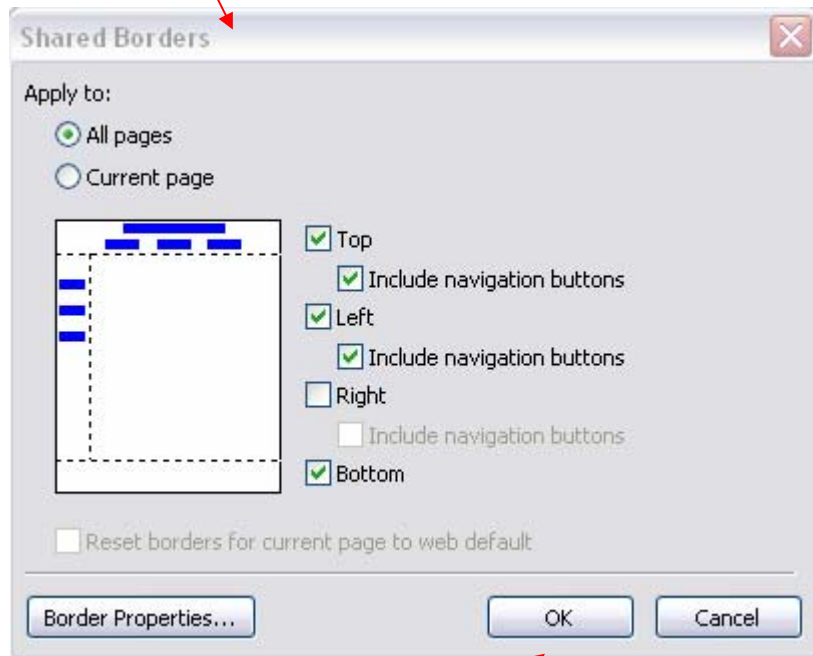


c) From the list of Themes select **Compass** (click the down arrow and select 'apply as default theme')



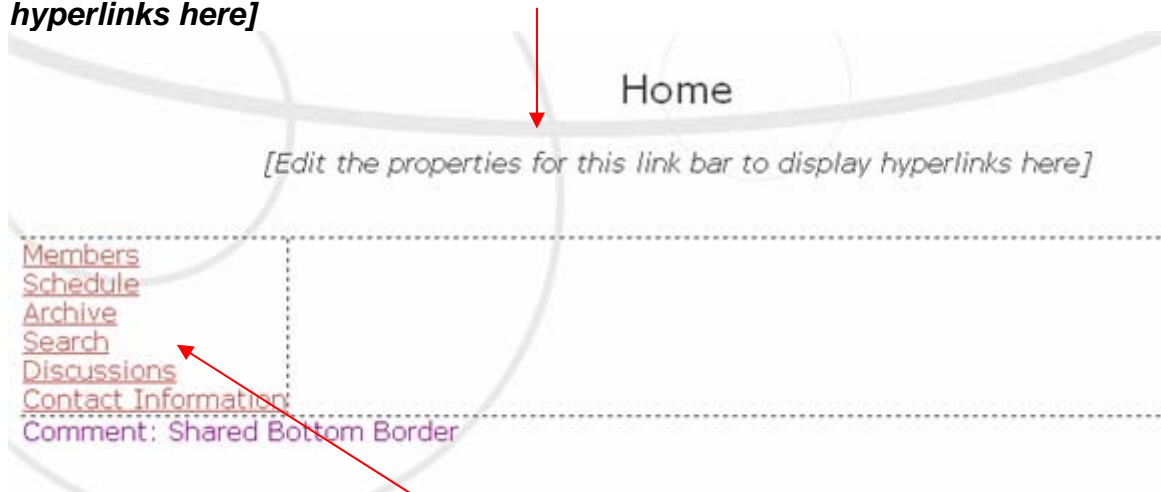
Adding Shared Borders with Navigation Bars to the Web Site

- a) On the **Format** menu select **Shared Borders**.
- b) Set the following as shown in the picture below.

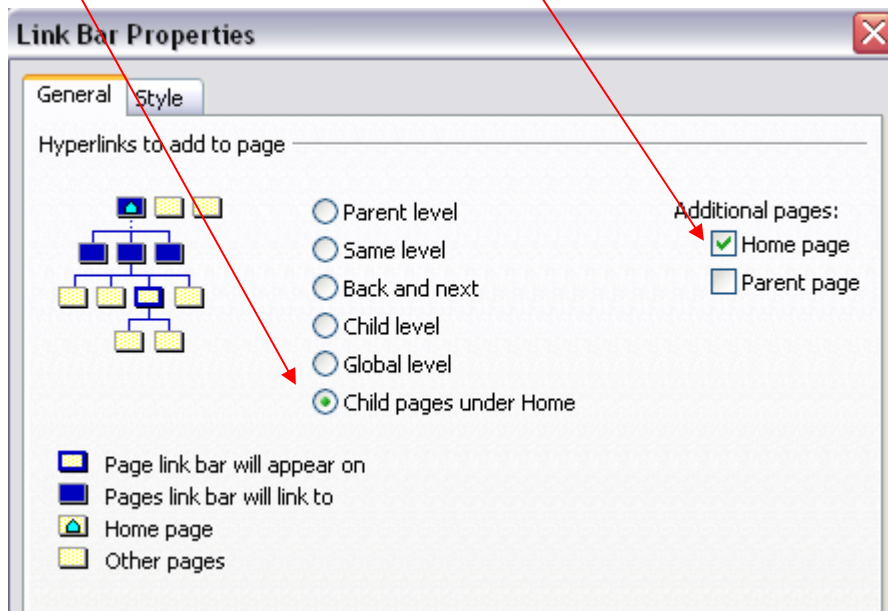


c) Set the **Shared Border** by clicking **OK**

- d) Delete the following **[Edit the properties for this Navigation Bar to display hyperlinks here]**



- e) Double click on the **navigation structure**
 f) Set to **Child pages under home** and **Home page**



- g) Set the **Navigation Bar Properties** by clicking **OK**

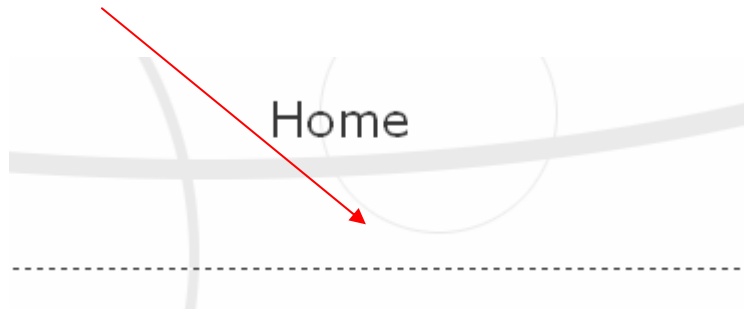
Test your site

Press **F12** to view your web site. FrontPage will only show what has been saved so make sure all your pages are saved.

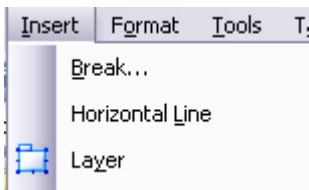
Home Page Setup

Horizontal line

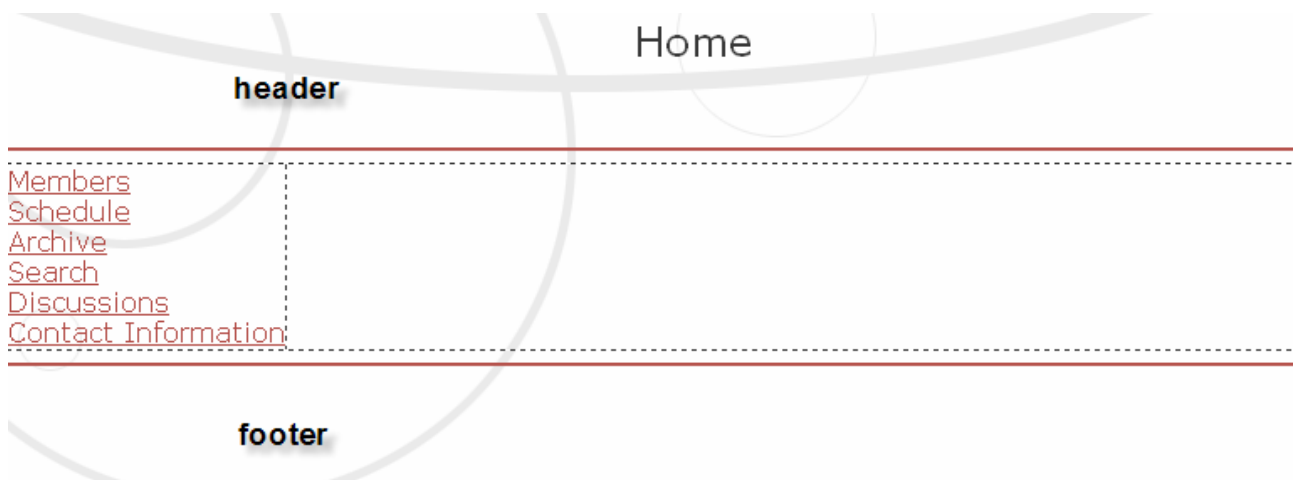
a) Put the cursor in the Header



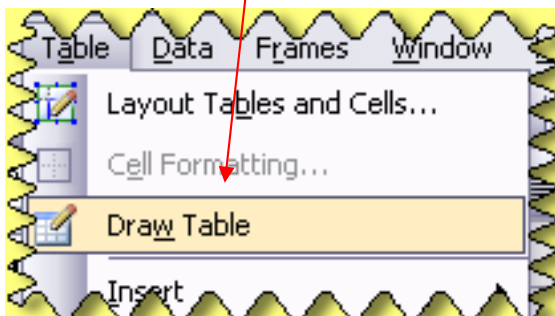
b) Select **Insert** and then **Horizontal Line**



c) Put horizontal line also in the **footer**. You should have a similar looking product as below



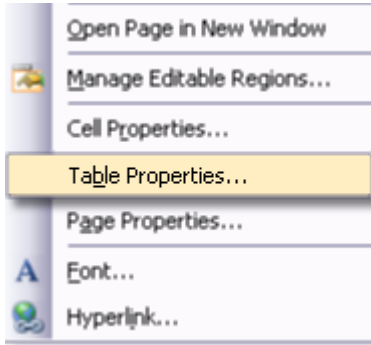
c) Select **Draw Table** from the **Table** menu.



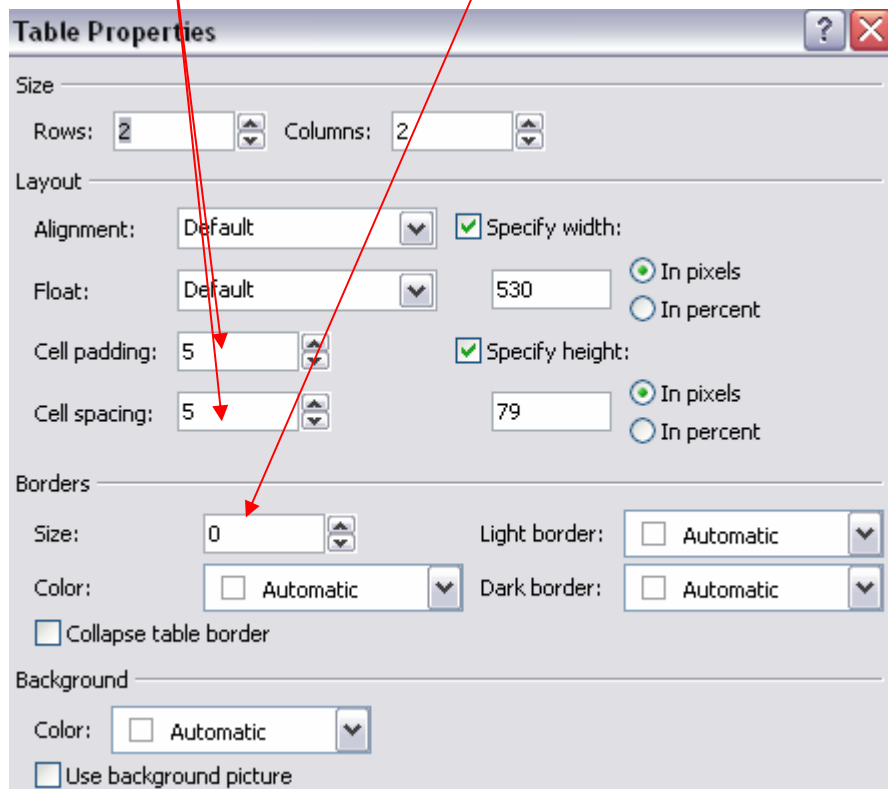
d) Draw the following table as shown below.

Members Schedule Archive Search Discussions Contact Information		

e) Right click in the table and select **table properties**.



f) Set **cell padding** to 5 and **borders size** to 0



g) Enter the following Information.

<p>Project Abstract</p> <p>I am building a tree house in my backyard for my 4 year old son. I hope to have the tree house built by mid-summer (refer to my schedule). Since my brother also has a son across the country, we plan on using this site to share floor plans, pictures of our progress, and useful hints.</p>	<p>What's New</p> <ul style="list-style-type: none"> ◦ Obtained supplies from art supplies store - <i>May 29</i> ◦ Decided to build a tree house - <i>May 25</i> <p>Key Milestones</p> <ul style="list-style-type: none"> ◦ June 1 - Have prototype sketched out ◦ June 7 - Have CAD drawings completed ◦ more ...
---	---

hyperlink to schedule

Cell Properties set to **Top**

<p>Project Abstract</p> <p>I am building a tree house in my backyard for my 4 year old son. I hope to have the tree house built by mid-summer</p>	<p>Cell Properties</p> <p>Layout</p> <p>Horizontal alignment: Default</p> <p>Vertical alignment: Top</p> <p>Rows spanned: 2</p>
--	---

h) Add a line to separate the Project Abstract and What's New and Key Milestones. Go to **Format** and **Borders and Shading**. Make sure this is in the **Project Abstract Cell**.

Footer Setup

Research on the web and include a copyright statement, contact details and last updated date.

Copyright or other proprietary statement goes here.
For problems or questions regarding this Web site contact [\[ProjectEmail\]](#).
Last updated: 04/10/07.

Home Page (Preview)

Home

[Home](#)
[Members](#)
[Schedule](#)
[Archive](#)
[Search](#)
[Discussions](#)
[Contact Information](#)

Project Abstract

I am building a tree house in my backyard for my 4 year old son. I hope to have the tree house built by mid-summer ([refer to my schedule](#)). Since my brother also has a son across the country, we plan on using this site to share floor plans, pictures of our progress, and useful hints.

What's New

- Obtained supplies from art supplies store - *May 29*
- Decided to build a tree house - *May 25*

Key Milestones

- June 1 - Have prototype sketched out
- June 7 - Have CAD drawings completed
- [more ...](#)

Members Page

Set up the following for the Members page. (Design View)
 You will need to take 4 photos of your class mates to be in your project.

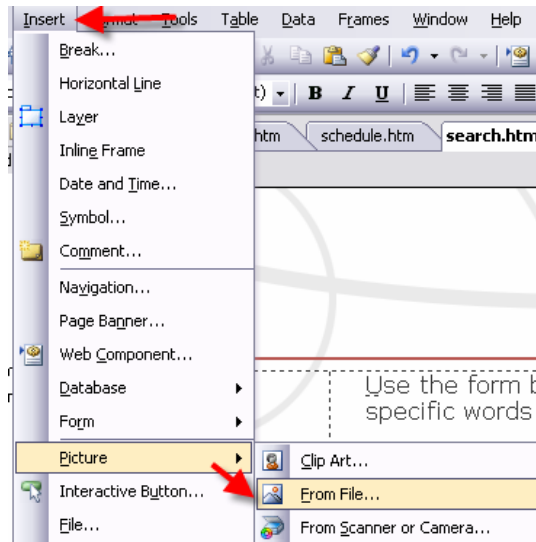
This page contains contact information for all the members of Project. From here you can send e-mail to project members, or visit their personal home pages.

Alphabetical listing, by last name:

- [Alastname, Afirstname](#)
- [Blastname, Bfirstname](#)
- [Clastname, Cfirstname](#) ← **bookmarks**
- ...
- [Zlastname, Zfirstname](#)

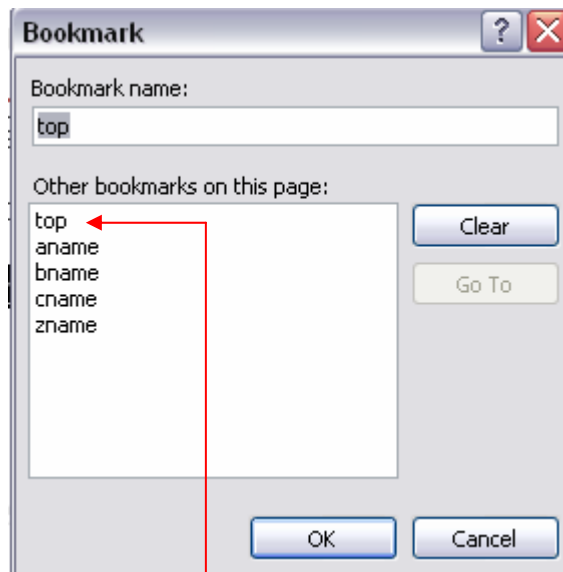
Vaughan, Scott	<i>Caption goes here.</i>
	Project Manager Office Location: C17 Telephone Extension: 232 vaughan.scott@bssc.edu.au http://www.projectvaughan.com Back to Top ← bookmark
Blastname, Bfirstname	<i>Caption goes here.</i>
	Job Title Office Location Mail Stop Number Telephone Extension someone@example.com http://www.example.com Back to Top
Clastname, Cfirstname	<i>Caption goes here.</i>
	Job Title Office Location Mail Stop Number Telephone Extension someone@example.com http://www.example.com Back to Top

a) Insert pictures just like you would in word



b) A bookmark is a named location in a Web page that is the target of a hyperlink. A bookmark often consists of text as the location. For example, clicking a “**Top of Page**” hyperlink in a Web page automatically scrolls to the top of the Web Page; in this case the hyperlink is to a bookmark that was created at the top of the Web page.

c) Highlight some text at the top of the page for the bookmark. On the **Insert** menu select **Bookmark**.

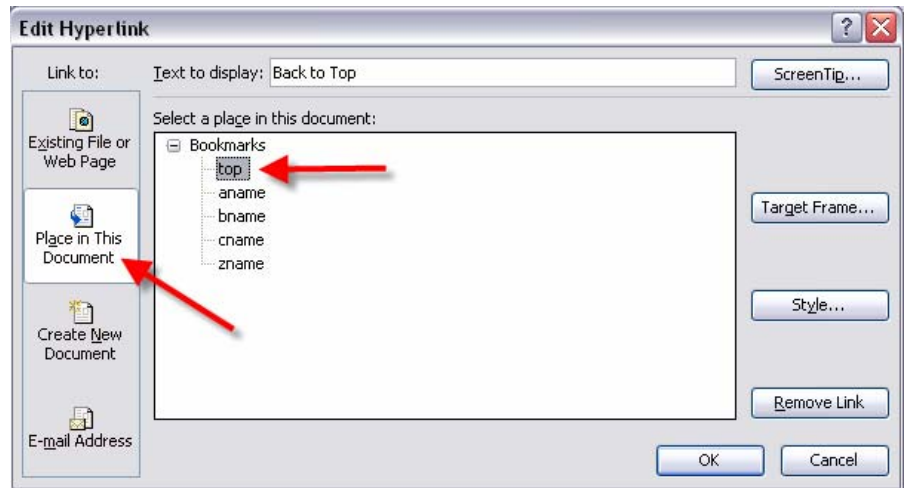


d) Type the **Bookmark name** as ‘**Top**’.

e) In the details for each person type ‘**Back to Top**’ and add a **hyperlink** that links back to the **Bookmark** called ‘**Top**’

Project Manager
 Office Location: C17
 Telephone Extension: 232
vaughan.scott@bssc.edu.au
<http://www.projectvaughan.com>

[Back to Top](#) →



Schedule Page

Set up the following for the Schedule page. (Design View)

<ul style="list-style-type: none"> Home Members Schedule Archive Search Discussions Contact Information 	<p>Timeline for Milestones</p> <p>May</p> <p>25 - decided to build tree house</p> <p>29 - obtain supplies from art store for prototype</p> <p>June </p> <p>01 - have prototype sketched</p> <p>07 - CAD drawings completed</p> <p>15 - model tree house completed</p> <p>17 - start construction of tree house</p> <p>July</p> <p>04 - tree house completed</p>	<p>This Week</p> <ol style="list-style-type: none"> 1. Draft Concept 2. Buy Art Supplies 3. Buy CAD Software <p>Next Week</p> <ol style="list-style-type: none"> 1. Finish CAD tutorial 2. Begin modeling 3. Buy Supplies for model
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Schedule Page (Preview)

Schedule

<ul style="list-style-type: none"> Home Members Schedule Archive Search Discussions Contact Information 	<p>Timeline for Milestones</p> <hr/> <p>May</p> <ul style="list-style-type: none"> 25 - decided to build tree house 29 - obtain supplies from art store for prototype <p>June</p> <hr/> <ul style="list-style-type: none"> 01 - have prototype sketched 07 - CAD drawings completed 15 - model tree house completed 17 - start construction of tree house <p>July</p> <hr/> <ul style="list-style-type: none"> 04 - tree house completed 	<p>This Week</p> <ul style="list-style-type: none"> 1. Draft Concept 2. Buy Art Supplies 3. Buy CAD Software <p>Next Week</p> <ul style="list-style-type: none"> 1. Finish CAD tutorial 2. Begin modeling 3. Buy Supplies for model
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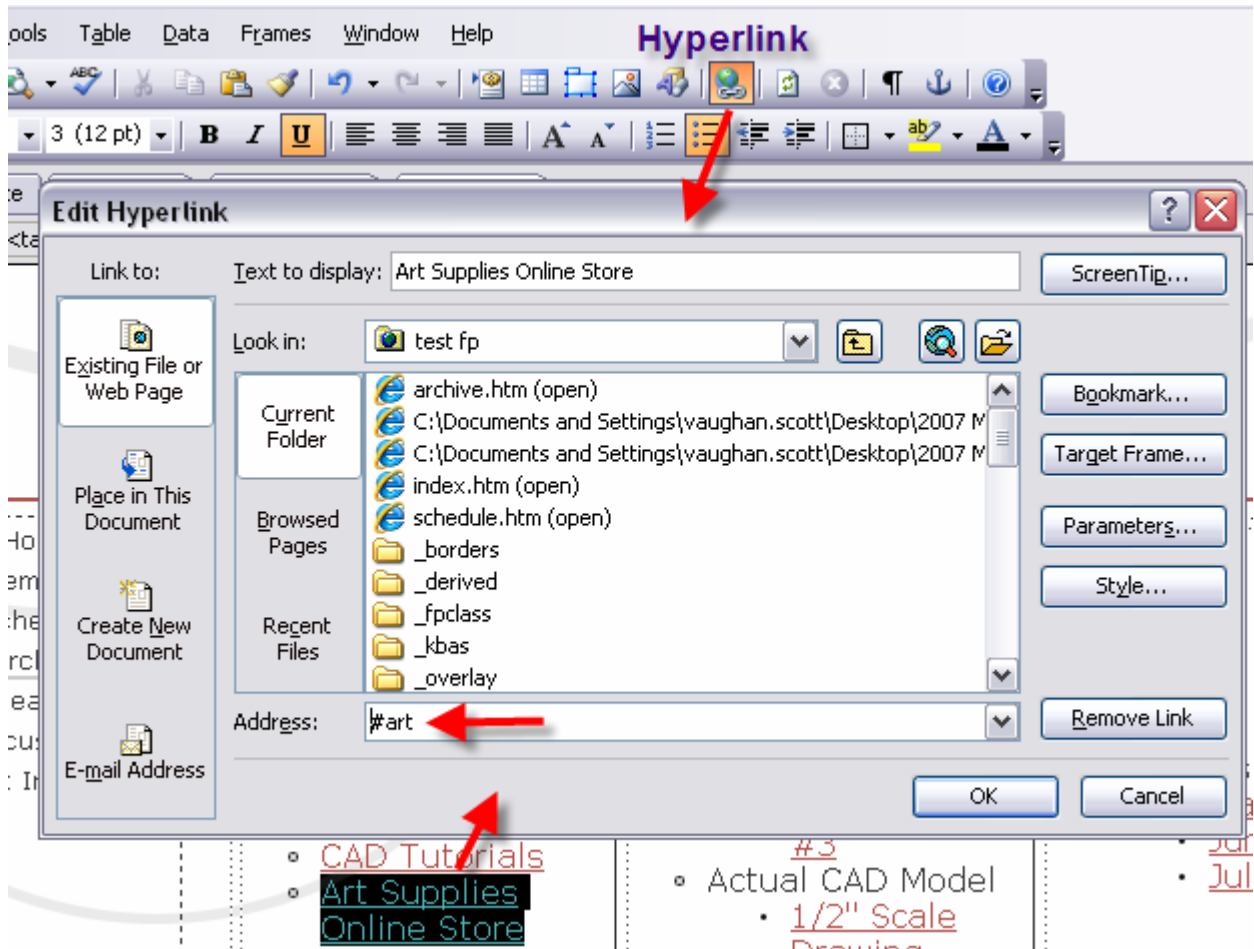
Archive Page

Set up the following for the Archive page. (Design View)

Archive

<ul style="list-style-type: none"> Home Members Schedule Archive Search Discussions Contact Information 	<p>Documents</p> <ul style="list-style-type: none"> ◦ Tree House Specifications ◦ Expense Report <p>Online References</p> <ul style="list-style-type: none"> ◦ CAD Tutorials ◦ Art Supplies Online Store <p>Misc.</p> <ul style="list-style-type: none"> ◦ Tree House Newsgroups ◦ Tree House Blog 	<p>Software Files</p> <ul style="list-style-type: none"> ◦ Prototypes <ul style="list-style-type: none"> • CAD Prototype #1 • CAD Prototype #2 • CAD Prototype #3 ◦ Actual CAD Model <ul style="list-style-type: none"> • 1/2" Scale Drawing • Full Scale Drawing 	<p>Status Reports</p> <ul style="list-style-type: none"> ◦ Tree House Status Reports <ul style="list-style-type: none"> • May • June • July
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Note: The hyperlinks don't actually go to another document as this is just a prototype website. To make it link select the text and create a hyperlink as shown below.

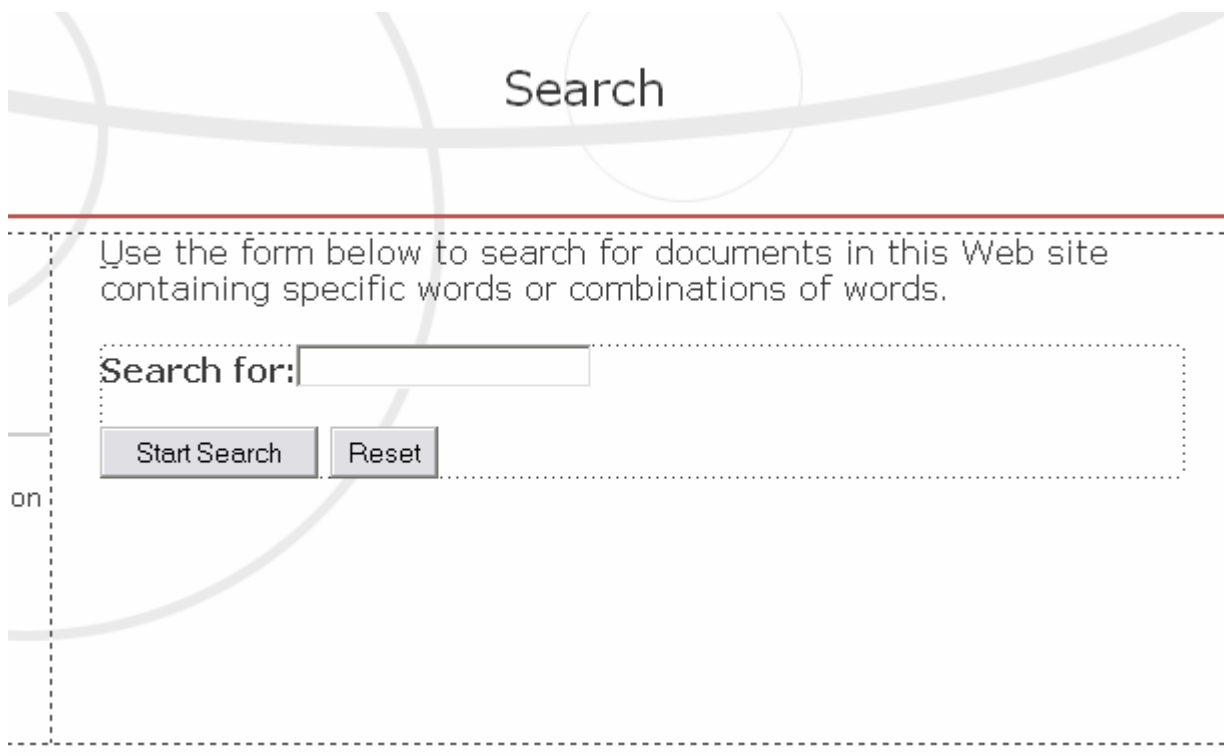


Archive Page (Preview)

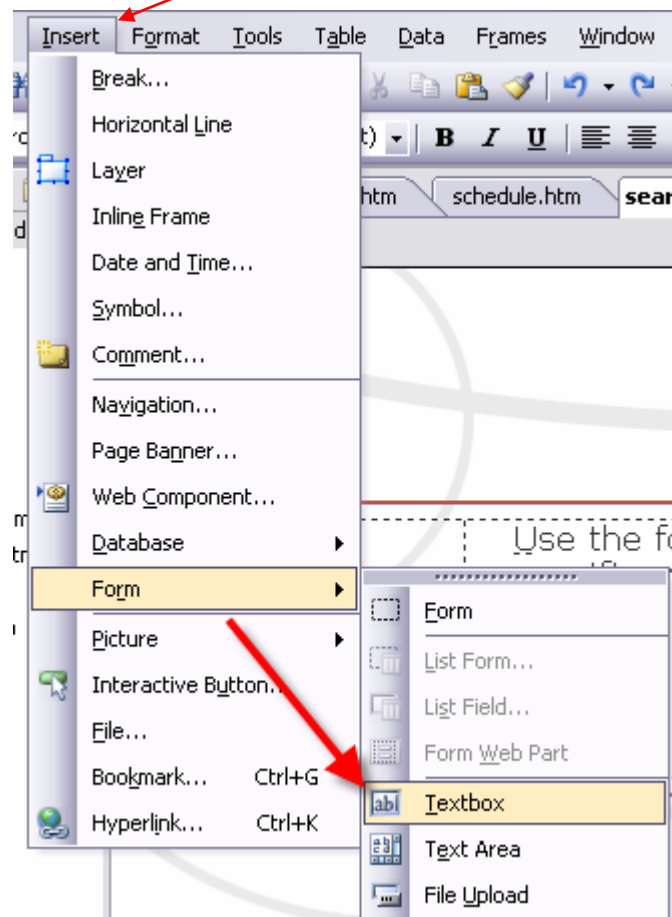
Documents	Software Files	Status Reports
<ul style="list-style-type: none"> ◦ Tree House Specifications ◦ Expense Report 	<ul style="list-style-type: none"> ◦ Prototypes <ul style="list-style-type: none"> • CAD Prototype #1 • CAD Prototype #2 • CAD Prototype #3 ◦ Actual CAD Model <ul style="list-style-type: none"> • 1/2" Scale Drawing • Full Scale Drawing 	<ul style="list-style-type: none"> ◦ Tree House Status Reports <ul style="list-style-type: none"> • May • June • July
<p>Online References</p> <ul style="list-style-type: none"> ◦ CAD Tutorials ◦ Art Supplies Online Store 		
<p>Misc.</p> <ul style="list-style-type: none"> ◦ Tree House Newsgroups ◦ Tree House Blog 		

Search Page

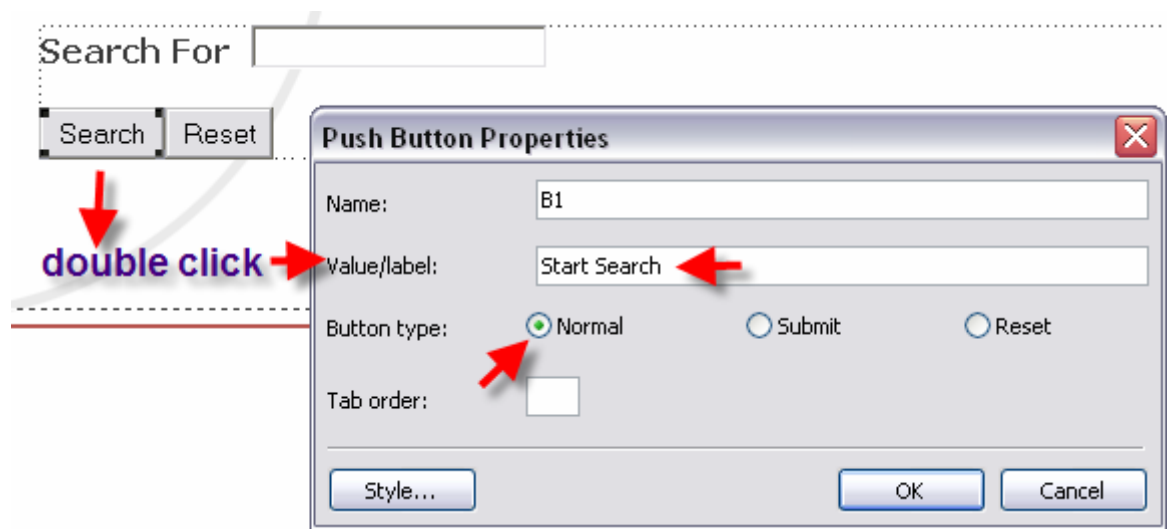
Set up the following for the Search page. (Design View)



To setup the Search function go to **Insert – form - textbox**



To setup the following search function, just alter things around like you would in word. To change the **button name** just double click on the button and alter like shown below.



Search Page (Preview)

Use the form below to search for documents in this Web site or combinations of words.

Search For

Discussions Page

Set up the following for the Discussions page. (Design View)

[This page contains links to all of the public discussions for this project. We help protect and maintain a separate Web site for internal project discussions and notes.

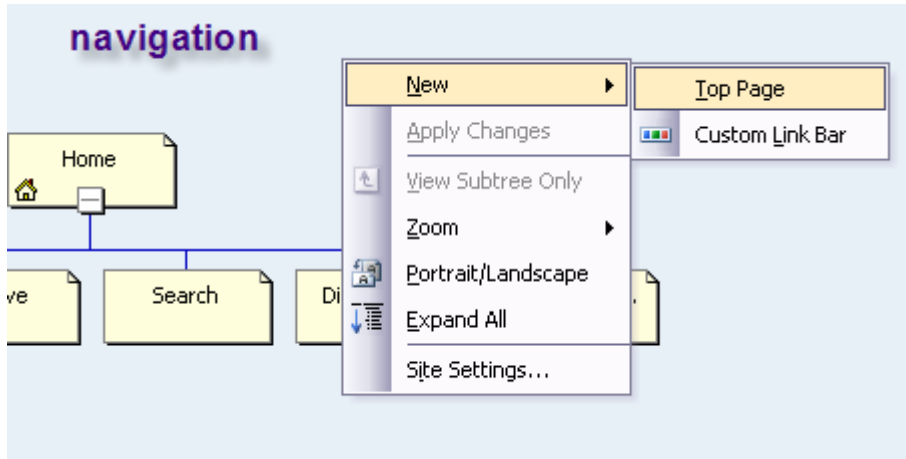
[Requirements Discussion](#) ← **hyperlink**

We use this discussion to record suggestions about the requirements for the tree house. This area acts as an open forum on topics such as what should or shouldn't be included in the design. It also allows participants to engage in a public dialog regarding the merits of various requests for enhancements. Anyone is welcome to submit suggestions.

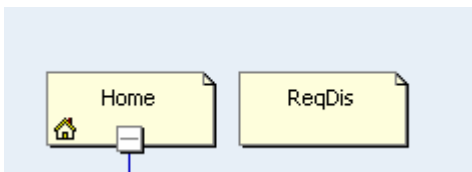
[Knowledge Base](#) ← **hyperlink**

We use this discussion to record common questions and answers that crop up in the course of working on our project. Topics include good sources of tools, information on building various parts of the tree house, and anything else that people in the project or interested in similar areas would find generally useful.

a) Create two new pages that the hyperlinks in the image above will link to. Do this in the navigation view and right click and select New – Top Page.



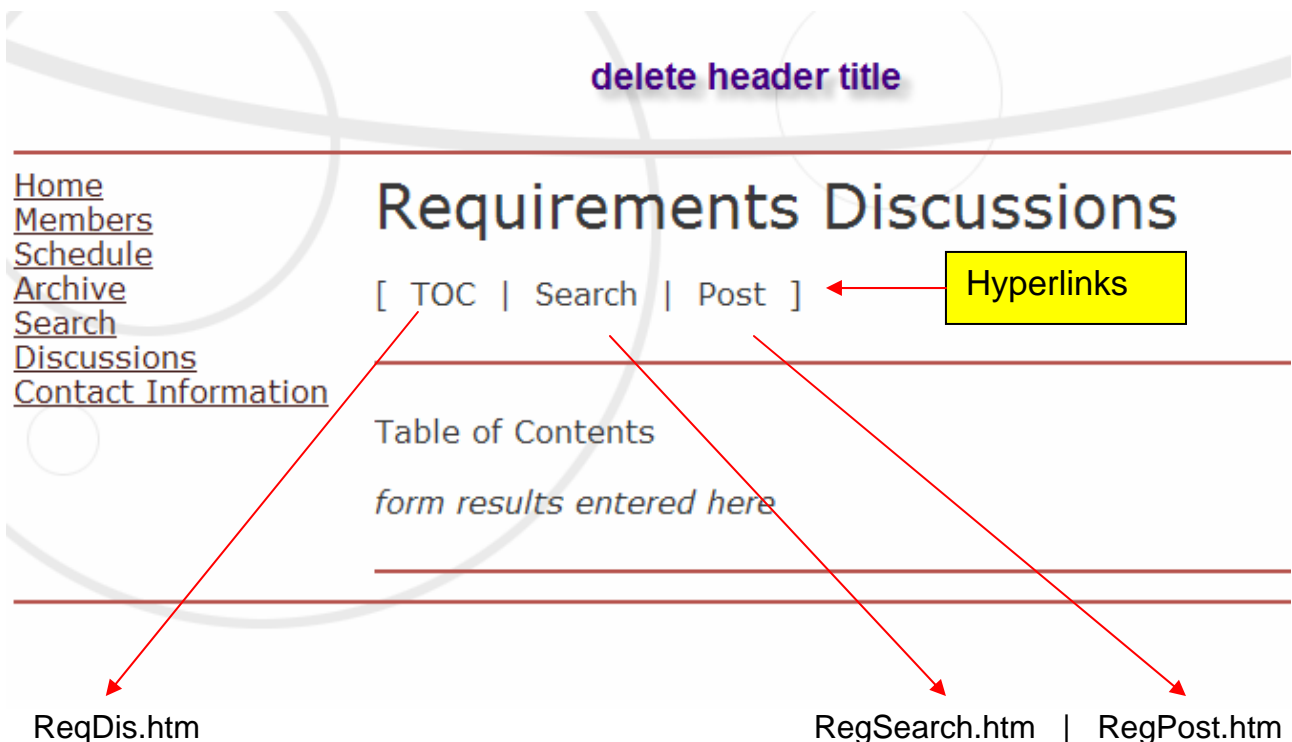
b) Rename the pages to **ReqDis** and **KnowDis**



- + images
- archive.htm
- contact_information.l
- discussions.htm
- index.htm
- members.htm
- schedule.htm
- search.htm
- reqdis.htm

c) Link up the hyperlink from **Requirement Discussions** to **ReqDis**

d) Create the following page for **Table of Contents**. Delete the Header title too.



Create Search Page for Requirements Discussions

Set up the following for the **Search page** as you did for ReqDis called ReqSearch.

Requirements Discussion

[| [TOC](#) | [Search](#) | [Post](#)]

Search for Article

Find articles posted to this discussion matching words or patterns.

Search for:

Start Search

Reset

Create Post Page for Requirements Discussions

Requirements Discussion

[[TOC](#) | [Search](#) | [Post](#)]

Post Article

Subject:

text box

From:

text box

Comments:

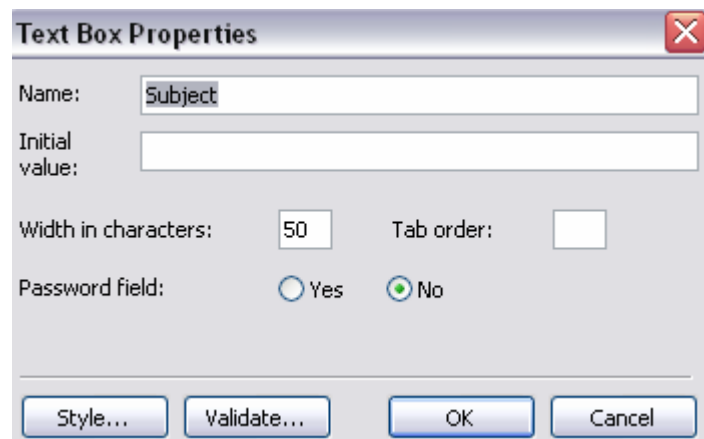
text area

Post Article

Clear Form

Text Box Setup


Double click on the **text box** and set to the following.



The screenshot shows the 'Text Box Properties' dialog box. The 'Name' field is set to 'Subject'. The 'Initial value' field is empty. The 'Width in characters' is set to 50. The 'Tab order' is set to 1. The 'Password field' is set to 'No'. The dialog box has buttons for 'Style...', 'Validate...', 'OK', and 'Cancel'.

Text Area Setup

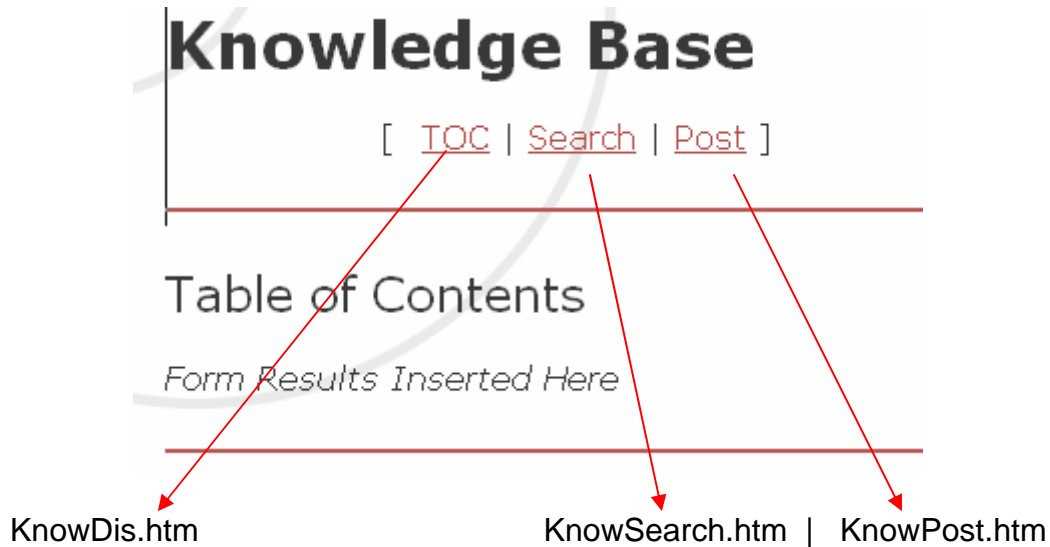
Double click on the **text area** and set to the following.



The screenshot shows the 'TextArea Box Properties' dialog box. The 'Name' field is set to 'Comments'. The 'Initial value' field is empty. The 'Width in characters' is set to 50. The 'Tab order' is set to 1. The 'Number of lines' is set to 10. The dialog box has buttons for 'Style...', 'Validate...', 'OK', and 'Cancel'.

Knowledge Page

From the Knowledge page you created earlier called **KnowDis** create all the same pages as before for Requirements but with the heading of **Knowledge Base**.



Contact Information Page

Set up the following for the **Contact Information** page. (Design View)

