To Create a New Web Site


b) Click on ‘create a new page or site’, then click ‘one page Web site’.

c) 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

![Diagram showing index.htm and New Page 1]


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

![Diagram showing index.htm and Members]

Rename index.htm to Home

![Diagram showing Home, Members, Schedule, Archive, Search, Discussions, Contact Information]

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.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

![Table Properties Dialog Box]

- **Cell padding** to 5
- **Borders size** to 0

f) Set **cell padding** to 5 and **borders size** to 0.
g) Enter the following 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...  

Cell Properties set to **Top**

**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.

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)

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 classmates 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, Christname
- Dlastname, Dfirstname
- Zlastname, Zfirstname

<table>
<thead>
<tr>
<th>Vaughn, Scott</th>
<th>Caption goes here</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Project Manager</td>
</tr>
<tr>
<td></td>
<td>Office Location: C17</td>
</tr>
<tr>
<td></td>
<td>Telephone Extension: 232</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:vaughan.scott@bssc.edu.au">vaughan.scott@bssc.edu.au</a></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.projectvaughan.com">http://www.projectvaughan.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Blastname, Bfirstname</th>
<th>Caption goes here</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title</td>
<td>Office Location</td>
</tr>
<tr>
<td></td>
<td>Mail Stop Number</td>
</tr>
<tr>
<td></td>
<td>Telephone Extension</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:someone@example.com">someone@example.com</a></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.example.com">http://www.example.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Clastname, Christname</th>
<th>Caption goes here</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title</td>
<td>Office Location</td>
</tr>
<tr>
<td></td>
<td>Mail Stop Number</td>
</tr>
<tr>
<td></td>
<td>Telephone Extension</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:someone@example.com">someone@example.com</a></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.example.com">http://www.example.com</a></td>
</tr>
</tbody>
</table>

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’
Schedule Page

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

**Timeline for Milestones**

**May**
- 25 - decided to build tree house
- 29 - obtain supplies from art store for prototype

**June**
- 01 - have prototype sketched
- 07 - CAD drawings completed
- 15 - model tree house completed
- 17 - start construction of tree house

**July**
- 04 - tree house completed

**This Week**
1. Draft Concept
2. Buy Art Supplies
3. Buy CAD Software

**Next Week**
1. Finish CAD tutorial
2. Begin modeling
3. Buy Supplies for model
Schedule Page (Preview)

Timeline for Milestones
May
25 - decided to build tree house
29 - obtain supplies from art store for prototype
June
01 - have prototype sketched
07 - CAD drawings completed
15 - model tree house completed
17 - start construction of tree house
July
04 - tree house completed

This Week
1. Draft concept
2. Buy Art Supplies
3. Buy CAD Software

Next Week
1. Finish CAD tutorial
2. Begin modeling
3. Buy Supplies for model

Archive Page
Set up the following for the Archive page. (Design View)
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
- Tree House Specifications Expense Report

Online References
- CAD Tutorials
- Art Supplies Online Store

Misc.
- Tree House Newsgroups
- Tree House Blog

Software Files
- Prototypes
  - CAD Prototype #1
  - CAD Prototype #2
  - CAD Prototype #3
- Actual CAD Model
  - 1/2" Scale Drawing
  - Full Scale Drawing

Status Reports
- Tree House Status Reports
  - May
  - June
  - July
Search Page
Set up the following for the Search page. (Design View)

Search for:
Start Search
Reset

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

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 combinations of words.

Search For

Start Search  Reset

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**

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**

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**

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: 

From: 

Comments: 

Post Article  Clear Form
Text Box Setup

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

![Text Box Properties](image)

Text Area Setup

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

![TextArea Box Properties](image)
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**.

### Knowledge Base

![Image of Knowledge Base]

**Table of Contents**

*Form Results Inserted Here*

KnowDis.htm  |  KnowSearch.htm  |  KnowPost.htm

Contact Information Page

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

### Contact Information

Contact us by e-mail for more details on this particular project.

E-Mail: **someone@example.com**