

Hands-On Lesson

*to accompany*

*Curriculum Webs, 2<sup>nd</sup> edition*

*Weaving the Web into Teaching and Learning*

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Boston: Allyn & Bacon, 2003

# LESSON 1:

# Introducing your software

FrontPage 2003

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## **Goals for this lesson**

- Recognize the value of learning how to use software to create and manage curriculum webs.
- Navigate the views, panels, and palettes in your software.
- Be able to find help and other resources when you need them.

Web pages are built using a set of codes known as **HyperText Markup Language**<sup>\*</sup>, or HTML. It is possible to construct web pages in “raw HTML” using a simple text editor such as Notepad.

The HTML Appendix in *Curriculum Webs* provides the information you need to begin creating raw HTML pages. However, it is much easier to create web pages using web page editing software. These packages simplify the process of web page creation and editing. They automate important tasks and make it easy to format and modify web page elements.

Many word processing, spreadsheet, and presentation software packages allow you to save files as HTML. This means that you can use the familiar menus and commands of productivity software for writing and formatting your web pages, then have the software create the HTML codes. Microsoft Word and PowerPoint, for example, have useful HTML creation capabilities.

The easiest way to create and manage web sites is with what-you-see-is-what-you-get (**WYSIWYG**) web page editors.

These Hands-On Lessons provide a basic introduction to using three popular web page editors to create curriculum web. The four packages are:

- Macromedia Dreamweaver
- Microsoft FrontPage
- Mozilla Composer.

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<sup>\*</sup> Terms in **boldface** are defined in the Glossary in *Curriculum Webs*.

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## Choosing your software

The first two of the packages—Dreamweaver and FrontPage—contain powerful tools for managing a web site. These tools allow you to create templates and apply them to multiple pages, controlling their look and feel. They also allow easy and efficient site-wide changes to navigation or other web page elements.

Mozilla Composer is only for web page editing. It does not contain the same site management tools as the other three packages. However, Mozilla Composer, unlike the others, is free and easy to use, especially for beginning web design. Composer lacks some capabilities of the others, but it is perfectly possible to build an effective curriculum web with it. Composer is included with a suite of software that includes Navigator, a web browser, and Messenger, an email client.

Because of its ease of use and widespread availability, Composer is worth knowing how to use. Even if you purchase and learn one of the other packages, you may want to use Composer to make quick changes to individual pages or to update pages when you are away from your own computer (for example when you're in a computer lab).

Dreamweaver and FrontPage are designed to support higher-end web development. They have many features that go beyond what we can teach you here. We hope to give you enough to give you the confidence to spend some time exploring the menus and palettes and to try things. Playing with software is the best way to learn it.

A trial version of Dreamweaver can be downloaded from [macromedia.com](http://www.macromedia.com), the company's web site. The trial version gives you 30 days of unlimited use and then expires. As your trial period ends, you should consider purchasing the package, if you plan to continue to develop web pages. FrontPage is only available as a web-based trial version. Most of the packages are available at an educational discount, for students and teachers. Contact the publishers to find out about educational pricing. Composer, again, is always free.

These are the publishers' web sites:

Macromedia Dreamweaver: <http://www.macromedia.com>

Microsoft FrontPage: <http://www.microsoft.com>

Mozilla Composer; <http://www.mozilla.org>

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## Some conventions we follow

In order to convey as much information to you as possible in the Hands On Lessons, we have adopted a number of conventions in how we tell you what to do in the lessons:

- When we use the word “folder,” we refer to folders and directories on your local computer. When we use the word “directories,” we are referring to those on the server. (These words are often used interchangeably.)
- When we use the word “press,” we always mean to press a certain key on the *keyboard*. If we want you to hold down one key while you press another key, we use the plus sign: For example: Press Ctrl+C. Press the Control key, and continue holding it while you press and release the C key.
- When we want you to click your mouse button, we will always use the word “click,” as in “Click on the Site View button.” If this is the first time we mention a particular button, and it is unusual, we will include an image of the button.
- When we want you to make a selection from a menu, we use the word “use,” as in “Use File|Save As...” (The vertical bar, |, indicates that you should click on the word “File” in the menu bar and then choose “Save As...” from the menu that appears.)
- When we want you to either click your right mouse button (on a Windows-compatible computer) or press Command while clicking (on a Macintosh computer) we use the term: “right-click.” (We don’t bother to say “or Comman-click on the Mac” every time.)
- When we ask you to “choose” something, you should use whichever method is appropriate. “Choose” is our generic word. We also use it when we expect you to know at that point where to click or what to press to make something happen.
- Words that are shown in **boldface** are defined in the glossary in *Curriculum Webs*.

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## How these lessons are organized

There are 12 Hands-On Lessons; one for each chapter in *Curriculum Webs*. Most of the lessons tie directly into the content of a particular chapter, although we don't follow this rule religiously. Here are the titles of the lessons:

- 1: Introducing your software
- 2: Creating a one-page WebQuest
- 3: Page editing and design, part 1
- 4: Page editing and design, part 2
5. Advanced page editing and design
- 6: Completing your teaching guide
- 7: Developing a web-based lesson from bookmarks
- 8: Setting up your site structure and navigation
- 9: Working with multimedia
- 10: Building a navigation bar
- 11: Using advanced features of your software
- 12: Extending your software

Because Mozilla Composer cannot manage a complete web site, use layers or behaviors, create a navigation bar, or create forms, there are no lessons 8, 10, 11, or 12 for Composer.

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## Familiarizing yourself with the software

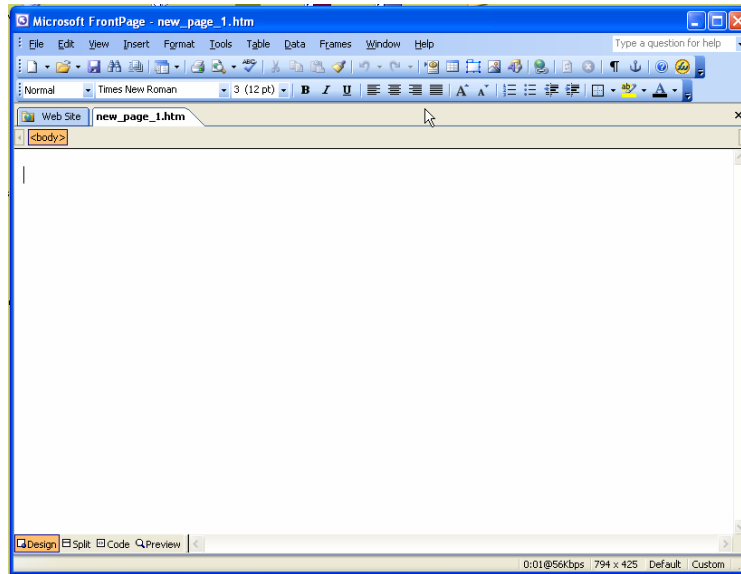
In this section, we describe the views, panels, and palettes that each software package uses to organize its functions.

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### *Microsoft FrontPage*

FrontPage's screen is shown in Figure 1-1.

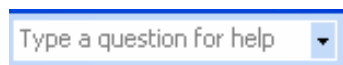
Notice the tabs at the lower left of the page editing window. These are used for viewing the HTML code and for previewing how the page will look in a specific browser.



**Figure 1-1: The entire FrontPage screen.**

At the top of the screen you will see the menu bar, the Standard tool bar, and the Formatting Tool bar. You can move these bars around the screen by clicking on an unused portion of the bar and dragging them or by clicking and dragging them from the leftmost side of each bar, where you see a visual ridge or dotted line.. Use View | Toolbars to open other toolbars to assist you on specific other tasks.

There is a very useful tool in the upper right hand side of the screen:



. You can type a question into the field and FrontPage Help will try to give you and answer.

Note that many of the advanced features of FrontPage are designed to be used with “FrontPage Extensions,” which are installed on some web servers (such as those running Windows 2000) but not on others. If you try to use some advanced features and your server does not have these Extensions, you will not be able to use all the features of your completed web pages.

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## Looking at the HTML code

It is often helpful to be able to see the HTML code (otherwise known as the **source code**) that your software is generating, or to be able to edit the HTML directly. You may

want to copy HTML code from another web page and paste it directly into a page you are working on. Each of the packages will let you look at or edit the HTML code.

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### *FrontPage*

- Click on one of the tabs  near the bottom of the page editing screen
- Design tab for WYSIWYG editing
  - Split to edit the HTML code and see you web page
  - Code to edit just the HTML code
  - Preview to get a view of how your web page will look in a browser.

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## Accessing built-in help

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### *FrontPage*

- Use Help | Microsoft FrontPage Help

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## Accessing online help

Below we have given the main web site for the companies that produce the software. On our companion web site, <http://curriculumwebs.com>, we give more specific URLs for locating help on these software packages.

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### *FrontPage*

- <http://www.microsoft.com>

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**ACTIVITY: Using Help to answer questions**

Find out how to do the following steps in your software:

1. How do I change the background color of a page?
2. How do I insert a link to an external site?
3. How do I add a column to a table I've created?
4. How do I change the background color of one cell in a table?
5. How do I center a table?
6. How do I change the color used for links?