

Section 3

Editing a Web Page

By the end of this Section you will be able to:

Work in Page View

Enter Text

Insert Text

Edit the Page

Format Text

Insert an Image

Preview the Page

Exercise 18 - Entering Text

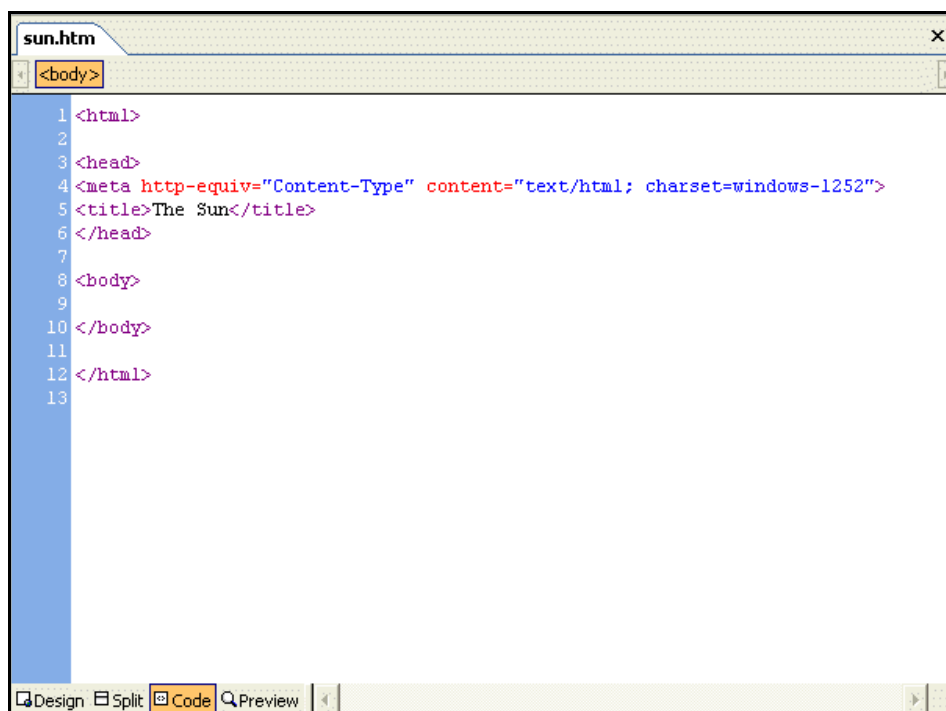
Guidelines:

Using **Design View**, text can be entered into *FrontPage* in the same way as in a word processing program.

As a web page is created in *FrontPage*, **HTML code** is automatically generated. This code is used when the page is published to the Internet, as it is recognised on any computer with a web browser.

Actions:

1. Open *FrontPage*. It should open with **new_page_1** in **Design View**.
2. Close the blank page and use **File | Open** to open **sun.htm**, which was saved in Exercise 10.
3. To view the **HTML code** created automatically for any blank page, click the **Code** button at the bottom of the screen.



```
sun.htm
<body>
1 <html>
2
3 <head>
4 <meta http-equiv="Content-Type" content="text/html; charset=windows-1252">
5 <title>The Sun</title>
6 </head>
7
8 <body>
9
10 </body>
11
12 </html>
13
Design Split Code Preview
```

4. All of the information created in **HTML** is held between tags. The page title, **The Sun**, is held between tags **<title>** and **</title>** (end title), which in turn are held between the **<head>** tags. Ignoring any **meta** tags near the top of the code, the layout is basically very simple, as shown by the structure on the next page.

continued over

Exercise 18 - Continued

```
<html>
  <head>
    <title>
    </title>
  </head>
  <body>
  </body>
</html>
```


5. The main tags are **<body>** and **</body>** as all of the text, images and hyperlinks placed on the “body” (main part) of the page will be included between these tags.
6. Click back on the **Design** button at the bottom of the screen.
7. With the cursor flashing at the top left of the screen, enter **The Sun**.

*Note: Notice that a * appears next to the **sun.htm** in the tab, this indicates that the page has been changed since it was last saved.*

8. Press **<Enter>** to start a new line.
9. Switch back to the **Code** view and notice the changes between the **<body>** tags.

```
7
8 <body>
9
10 <p>The Sun</p>
11 <p>&nbsp;</p>
12
13 </body>
14
15 </html>
16
```

*Note: The tag **<p>** stands for paragraph, and indicates that the title, **The Sun**, is in its own paragraph. ** ** stands for **non-breaking space**, i.e. **<Enter>**.*

10. Switch back to the **Design** view and **Save** the page by clicking the **Save** button, . There is no need to use the **File | Save As** menu command because the page has already been named and saved to a specific location. **Save** overwrites the original version.

*Note: Once the page has been saved, the * is removed.*

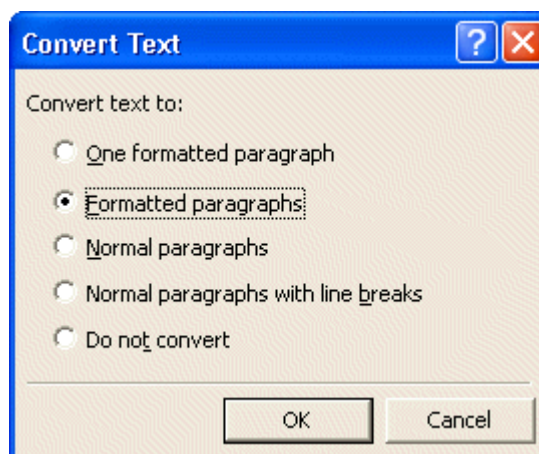
Exercise 19 - Inserting a Text File

Guidelines:

To avoid the need of typing in *FrontPage*, text files can be created in other, possibly more familiar applications, and inserted directly into *FrontPage* pages. Alternatively, the content for a web page often already exists in some other application, and in such cases it is not necessary to retype the text, again it can be inserted directly.

Actions:

1. With **sun.htm** still open in **Design View**, and the cursor on the line underneath the title, select **Insert | File** to display the **Select File** dialog box.
2. Make sure the folder containing the data files is visible in the **Look in** box and that **All Files** is selected from the **Files of type** box.
3. Click once on the **Sun.txt** file and click **Open** to display the **Convert Text** dialog box.





4. Leave the selection as **Formatted paragraphs** and click **OK** to insert the text below the title.

Note: A lot of the text appears on one long line, as *FrontPage* has not formatted it yet.




5. Leave *FrontPage* open for the next exercise.

Exercise 20 - Editing Text



Guidelines:

Design View is not a word processor, but has many of the text formatting functions included in other *Microsoft* products such as *Word*, making it easy to edit and format text in web pages. Text to be edited must first be selected by clicking and dragging the mouse to highlight the required text range. Editing will only affect the selected highlighted text. Editing can be undone by clicking the **Undo**  or **Redo**  buttons on the toolbar.

Actions:

1. With the **Sun** page open in **Design View**, highlight the top line of text, i.e. **The Sun**. The text is aligned to the left of the page by default.
2. Click the **Align Right** button, , to move the title text to the far right of the screen.
3. Now click the **Center** button, , to centre the text.
4. With the title still highlighted click the **Bold** button, , to emphasise the text, then click elsewhere to deselect it.

Note: Make text italic or underlined by clicking , or .

5. Click **Undo**, , to remove the **Bold** formatting.
6. Click the **Redo** button, , to make the text **Bold** again.
7. Click the **Code** button to view the **HTML code** for the edited page and notice the tags surrounding **The Sun** text.

```
10 <p align="center"><b>The Sun</b></p>
```

Note: Within the `<p>` (paragraph) tag `align="center"`, ensures the text is centred on the page and the `` tags surrounding **The Sun** make this text bold.

8. Switch back to the **Design View** and on the next line down, position the cursor after **us** in the first sentence but before the full stop. Press the `<backspace>` key twice to delete the word.
9. Type **the Earth** in its place to complete the sentence.
10. Type your name after **Updated by** on the **Sun** page.
11. Open the **home_page** and the **moon** page and add your name after **Updated by** on these pages, then save and close these two pages.
12. Save the **Sun** page and leave it open.

Exercise 21 - Changing Sizes, Styles and Colour

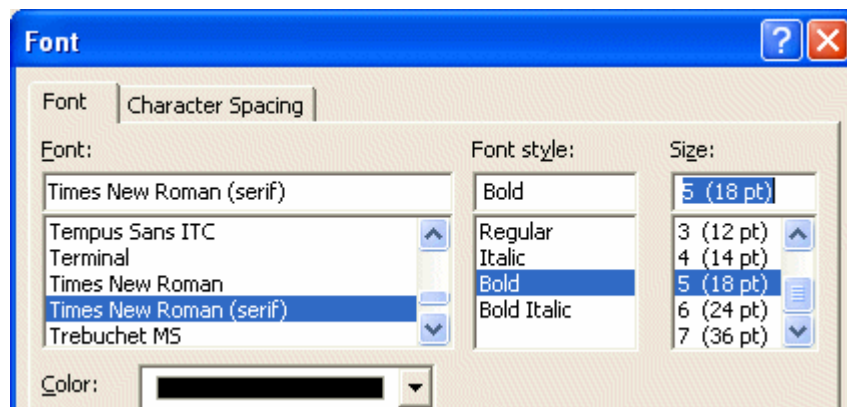
Guidelines:

The size of text in the web site can either be selected before it has been typed, or changed afterwards. The range of sizes available will be determined by the combination of printer, software and font in use.

To change the text to specific point sizes (as in programs such as *Word*), first the text must be highlighted.

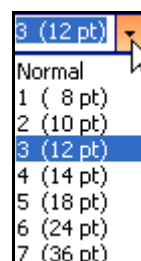
Actions:

1. In **Design View**, highlight **The Sun** title using any method.
2. Select **Format | Font** from the **Menu Bar** and in the **Size** list box select **5 (18 pt)**.




3. Click **OK**.

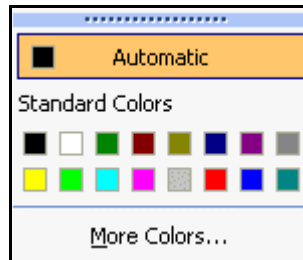
*Note: Alternatively, with the text highlighted, click the **Font Size** drop down list, as shown below and pick a value from the list.*



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Exercise 21 - Continued


4. With the text still highlighted, click the arrow on the **Font Color** button, , on the **Formatting Toolbar**, to display the **Standard Colors** palette.




5. Choose **Red** from this palette to see the colour of the title change.

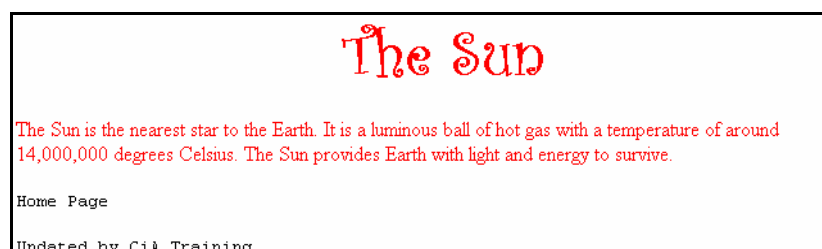
Note: The true colour of the title will not be visible at this point as it is still highlighted.

*Note: Colours can be customised by clicking **More Colors**.*

6. Using the **Font Size** drop down list, change the font to size **7 (36pt)**.
7. With the title still selected, click the **Font** drop down list, , and select **Curlz MT** from the list (or any other font if this is not available).
8. View the tags surrounding **The Sun** again within **Code View**.

*Note: Notice the **color** is displayed as a hexadecimal number, if this number were replaced by the text **red**, it would have the same affect. Also the name font is called **face** in **HTML**.*

9. Return to **Design View**, highlight the paragraph below the title, and then change the size of the text to **3 (12pt)**.
10. With the paragraph still selected, click the down arrow next to the **Style** box, . Choose the **Normal** style to wrap all of the text to fit on to the screen (control text flow).
11. Change this font colour to **Red**.
12. View the effect of the changes by clicking away from the selected text to remove the highlighting.



13. Save the page and leave the **Sun** page open for the next exercise.

Exercise 22 - Inserting an Image

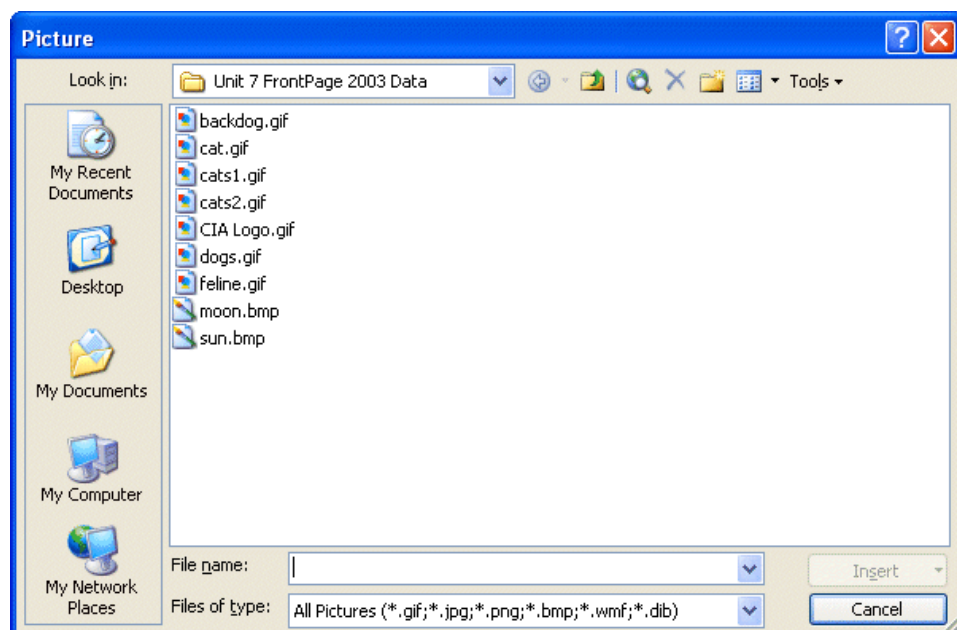
Guidelines:


Pictures of any description, **Clip Art** or image files can be inserted into pages on the web site. A picture is inserted in *FrontPage* at the position of the cursor.


As an alternative to inserting an image, the graphic tools (lines, boxes, shapes and arrows) can be used to insert individual shapes.

Actions:

1. With the **Sun** page open in **Page View** from the previous exercise, position the cursor after the full stop at the end of the paragraph. Press **<Enter>** to start a new line below this text.
2. Select **Insert | Picture | From File**, to display the **Picture** dialog box.
3. Change the **Look in** box to display the location of the data files.



Note: The **Insert Picture From File** button, , can be used to display the **Select File** dialog box.

4. Click once on the **sun** image, then click **Insert** to insert the picture on to the page.
5. Save the page by clicking the **Save** button, , on the toolbar.
6. Leave the page open for the next exercise.

Exercise 23 - Manipulating Images

Guidelines:


Inserted objects such as images, charts and diagrams can be manipulated in several ways:

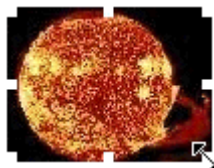
The size can be changed by clicking on the object, then clicking and dragging any of the handles placed around the object, out from the centre to increase the size or towards the centre to decrease the size.


Images or charts can be aligned in relation to the edges of the page, i.e. left, right or centred. Drawn objects can be moved by clicking on the shape and dragging to the new position.

Inserted images or charts can have their orientation changed by using the **Rotate** or **Flip** buttons on the **Drawing** toolbar. Some drawn shapes can be rotated by using the green **Rotate** handle on the shape.

Actions:

1. With the **Sun** page open in **Page View** from the previous exercise, click on the inserted graphic. The handles are displayed.
2. Click the **Center** button, , to align the image in the centre of the page.
3. The size of the image can be changed by dragging any of the handles in any direction, however to keep the image's proportions, the corner handles are used. Drag the bottom right handle (the cursor changes to double headed arrow), down and right slightly to increase the size of the image.



4. This image of the Sun does not lend itself to a change in orientation. As an example, the clip art image of a **Tiger** is shown after being rotated using the **Rotate Left** button on the **Pictures** toolbar.
5. Save the page by clicking on the **Save** button, , on the toolbar.
6. Leave the page open for the next exercise.



Exercise 24 - Previewing Pages

Guidelines:

In *FrontPage* there are two main ways of previewing the web site from **Page View**. It can be previewed in *FrontPage* itself, or for a more accurate, detailed preview of the site, it can be previewed in a web browser. The default browser used will be *Microsoft Internet Explorer* (if installed).

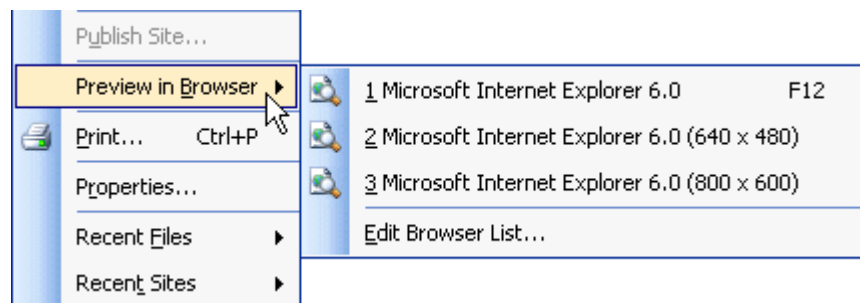
The most recent version of a page must be saved before previewing so that the current status is displayed. If recent changes have not been saved, a prompt will be shown, asking if you want to save the page now. Clicking **Yes** will save the pages and continue with the preview. The pages are displayed in the normal Internet browser format.

*Note: Browser software must be installed; if not, FrontPage will display the **Internet Connection Wizard**.*

When a page is displayed in a browser, and changes are made to the page or to the HTML code in *FrontPage*, the page must be refreshed in the browser to display the changes.

Actions:

1. With the **sun** page open in **Design View**, move the cursor over **File | Preview in Browser**.

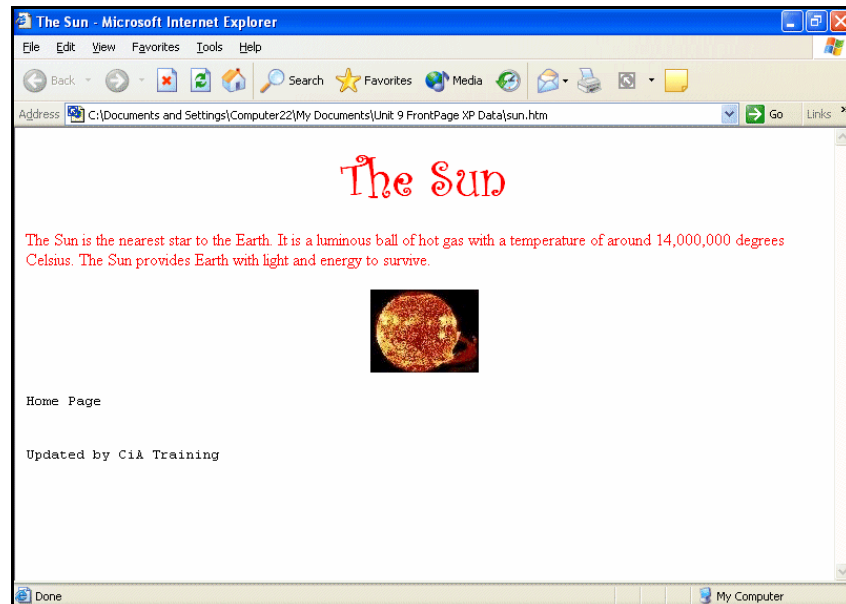



2. A choice of browser options is presented. From the list, select the default **Microsoft Internet Explorer 6** (or a browser of your choice if available). The browser window will open displaying the current page.


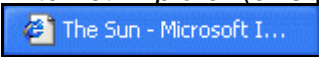


*Note: Alternatively click the arrow on the **Preview in Browser** button,  to display the same choices.*

continued over

Exercise 24 - Continued



3. Click the **Microsoft FrontPage** button, , on the **Taskbar** to move back to *FrontPage*.
4. To change the colour of the red paragraph using the **HTML code**, click the **Code View** button. Changes made to the code here will affect what you see on the browser display.
5. Locate the beginning of the main paragraph of text and the **color** tag.

```
<p><font size="3" color="##FF0000">The Sun is the
```
6. Delete **##FF0000** between the quotation marks and type **blue**.
7. Save the changes to the page using the **Save** button, , from the **HTML code**.
8. Move back to *Internet Explorer* (or equivalent) by clicking on its button on the **Taskbar**, .
9. Notice that the paragraph of text is still in the original colour, red. This is because the page needs refreshing to update the changes. Click the **Refresh** button, , on the toolbar, to see the text change to blue.
10. Exit *Internet Explorer* by clicking the  button and return to *FrontPage*.
11. Change the text from **blue** to **red**, save the page and close it.
12. Leave *FrontPage* open for the next exercise.

Exercise 25 - Revision

1. Open **dogs.htm** from the data files.
2. Enter the text **DOGS** at the top of the page.
3. How does **DOGS** appear within the **HTML** code?
4. On the line below the title, insert the text file **Dogs.txt** from the data files, converting the text to **Normal paragraphs** during the insertion process.
5. Right align the title of the **dogs** page.
6. Change the title to a medium font size and to the **Goudy Stout** font.
7. Which tags surround the **DOGS** title in the **HTML code** ?
8. Within **Design View**, change the size of the main paragraph of text to size **4 (14pt)**, to font **Arial** and to **Fuchsia** (pink).
9. Highlight the title again and change the colour to **Purple**.
10. Within the **HTML code**, change the **size** number before the **DOGS** text to **7**.
11. Within **Design View**, delete the text which reads **(Insert picture of a dog here)**.
12. Centre the cursor on this blank line and insert the **dogs.gif** image.
13. Save and preview the page in a **Browser**.
14. Switch back to *FrontPage* and change the colour of the title to **Green**, then save the page.
15. In the **Browser**, click the button that will update the changes and show the title as green. What is the name of this button?
16. Close the **Browser** and close the **dogs** page.

*Note: The answers are listed in the **Answer Section** at the end of the guide.*