Creating a Website

**Getting Started:**

- Create a folder where **everything** will be saved.

    Hint:

    File names can **not** have spaces.

    o This includes any pictures, images or documents

- Open 'Frontpage' (Microsoft)

- To keep your folder tidy you might like to create a folder for each page, where you save pictures, images and documents that feature on the page.

- Create your page layout by selecting 'draw table layout' ————
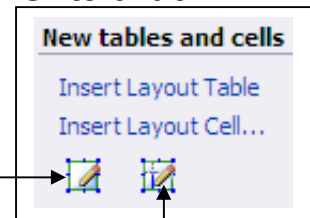
    To create boxes inside this layout select 'draw layout cell.'

- Save your homepage as 'index' (ensure that it is in the folder that you created.

- It is a good idea to save you blank page as 'blank' so that each new page will have the same layout (use Save As for each new save).

- To add content to your webpage, click inside the box you want. Use the writing tools (like Word) to change the font, size and alignment. If you want to insert something that has been saved, click **Insert** and select what it is you want to add (pictures must be in the folder that you created at the beginning otherwise they may not appear on your page when they have been uploaded to the internet).

- To add a backgroud colour or picture to your page, click **Format** choose **Background**.

    Select picture or

    Background for a solid colour
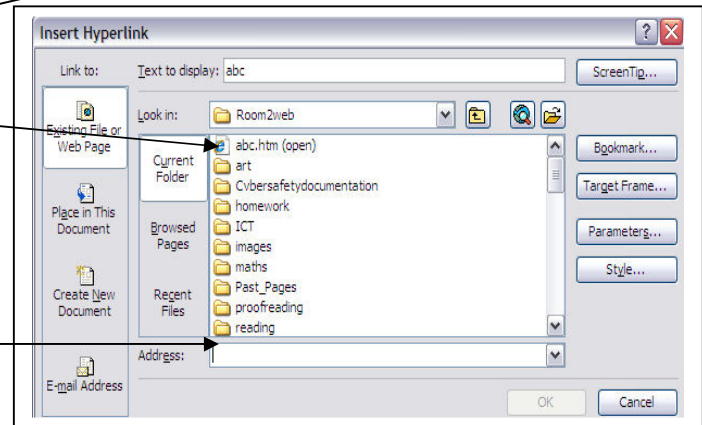
    Text colour can also be changed here
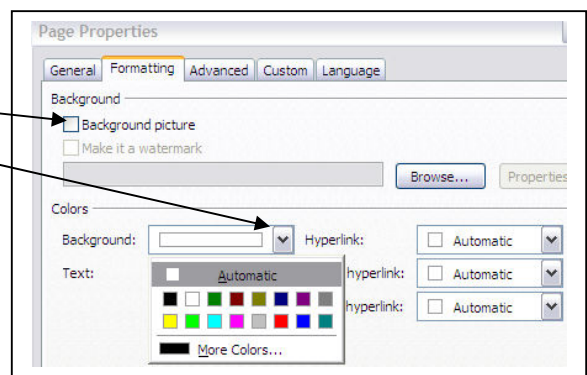
- You can Hyperlink an image or text easily (take you to another page or website.
  - Highlight the text to be Hyperlinked
  - Right click on the mouse
  - Click on Hyperlink
  - Select the page or file that you want to link to **OR**
  - Copy and paste the internet address in the **address** line and click OK.
- Remember to **Save** regularly.