



CCC TECHNOLOGY TRAINING 2002

Microsoft FrontPage 2000 for Blackboard Instructors

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corning
community
college

INSTRUCTOR

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OBJECTIVES:

Part 1: FrontPage 2000 Preparation

- Using tables and cells
- Working with text (fonts)
- Inserting lines, graphics and hyperlinks
- Saving your work, *and more...*

Part 2: Inserting Files into Blackboard

- Organize from the start
- Using Word 2000 documents
- Inserting HTML & graphics
- Checking results in student view

WORKSHOP STRUCTURE:

- 1st hour: FrontPage 2000 skills
- 2nd hour: Blackboard techniques
- 3rd hour: Web Graphics Crash Course
- Q & A, breaks, refreshments(!)
- Appendix and disk resources

DISK RESOURCES

- Web art for constructing the syllabus
- Web template examples
- Web Design Supplement: PDF file
- Web Design Resources: Word file
- Color chart copy

INSTRUCTOR'S NOTE

*By the completion of this workshop, participants will learn how to design a basic Web page, such as a syllabus, for an Internet course using FrontPage 2000 and the Blackboard system. Some techniques that apply to stand alone Web pages will not be covered given the nature of the Blackboard environment. The techniques covered can be used to set up a range of resources required for an Internet course based on the syllabus example. The **Appendix** contains additional materials for future reference, including tips and tricks that apply to FrontPage for the Blackboard environment. A variety of resources and skills will be discussed throughout the workshop. To open the PDF (Portable Document Format) file, **Web Design Supplement**, you need Adobe Acrobat Reader installed on your computer; it's free, so contact Lynn if you need this software installed.*

Part 1: FrontPage 2000 Preparation

Page

- Introduction—Saving Your Work 2-3
- Tables & Cells 4
- Customizing Cells 5
- Working with Text/Adding Horizontal Lines 6
- Adding Graphics & Alt-Text/Estimated Download Time 7
- Working with Text Hyperlinks/Creating Bookmarks 8-9
- Moving Between Tabs & Web Pages 10-11

Part 2: Inserting Files into Blackboard

- Getting Started/Word 2000 Issues 12
- Adding an Item or Two 13
- Broken Image Upload 14

Part 3: Web Graphics Crash Course

- Web Graphics Characteristics/Files & Download Issues.....15
- File Size/About Animated GIFs16
- Image Editing Basics/Cropping17-18
- Sizing Images19
- Saving for the Web20
- Sharpen & Balance 21

Appendix Resources

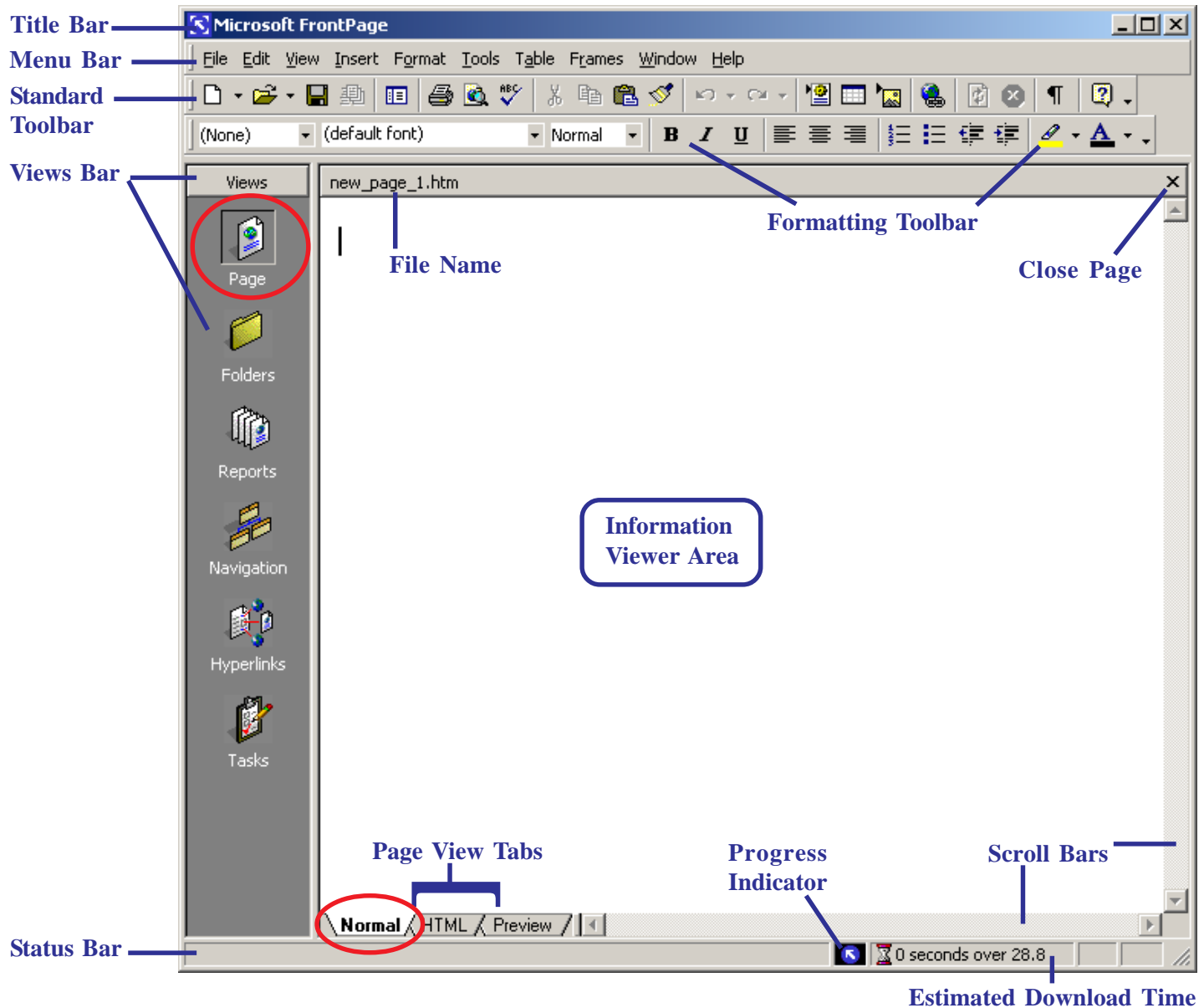
- FrontPage Tips & Tricks22-24
- Recommended Resources25-26
- Browser-Safe Color Palette 27
- Glossary28-30



PART 1: FRONTPAGE 2000 PREPARATION

ANATOMY OF THE WINDOW

Launch the program by clicking the **Start** button, then select **Programs** and **Microsoft FrontPage** from these menus.



GETTING STARTED

- One thing you'll notice when you launch the program is the interface; the toolbars and menus are consistent with other Microsoft applications, and in fact look similar to some of the features in MS Word. You can learn the identity of the toolbar icons by placing your mouse arrow over the icon briefly whereby the identity for the icon will be displayed; these are what Microsoft refers to as their **ToolTips**.
- By default, your window shows you the **Normal** tab view in **Page View** (see red circled items). This is the default view that you can begin to enter text, graphics and other elements of your Web page. The HTML code is created in the background automatically; there's more about this in the section, *Moving Between Tabs*.
- To get rid of the **Views Bar** to have a larger, less distracting work space, either select **Views Bar** from the **View** menu to hide it, or *right-click* on the gray region of the **Views Bar** and select **Hide Views Bar**.