

# Leave No webmaster Behind

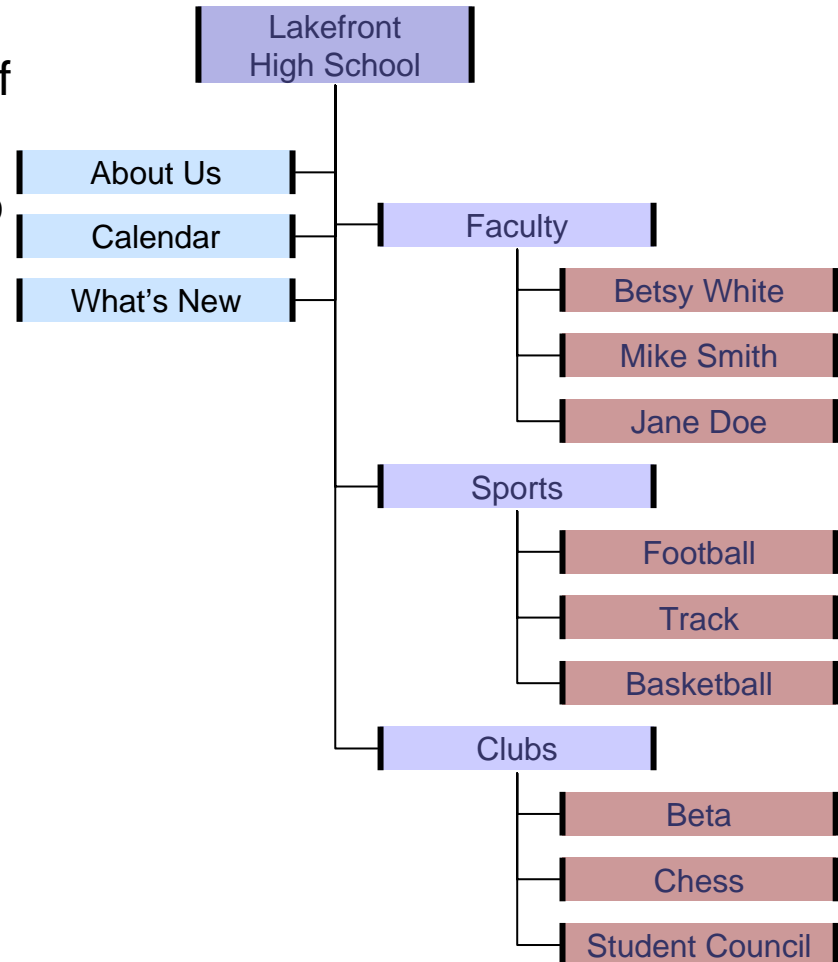
**Presented by:  
Lisa Mullett**



Webmaster Resources can be found at [www.cpsb.org/webmasters](http://www.cpsb.org/webmasters)

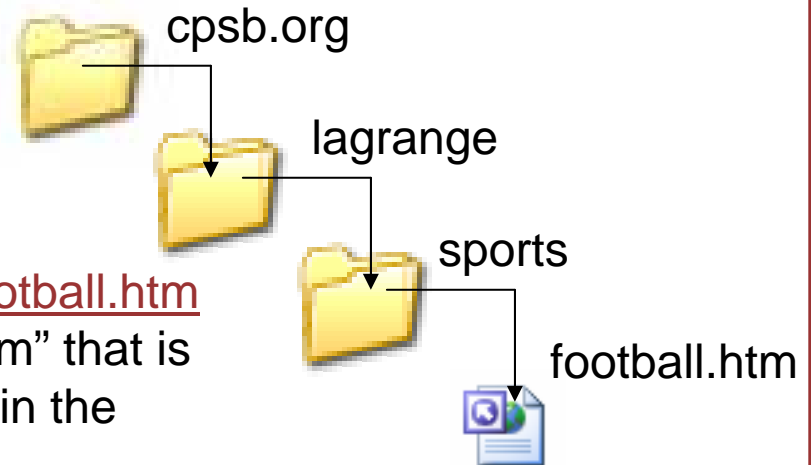
# Organize

- Decide what the main sections of the site will be.
- Create an organizational chart to help visualize structure.
- Create files and folders to match chart.
  
- File and folder names make up the URL or address for your site.
- Things to consider –
  - SHORT names
  - all LOWERCASE
  - NO SPACES



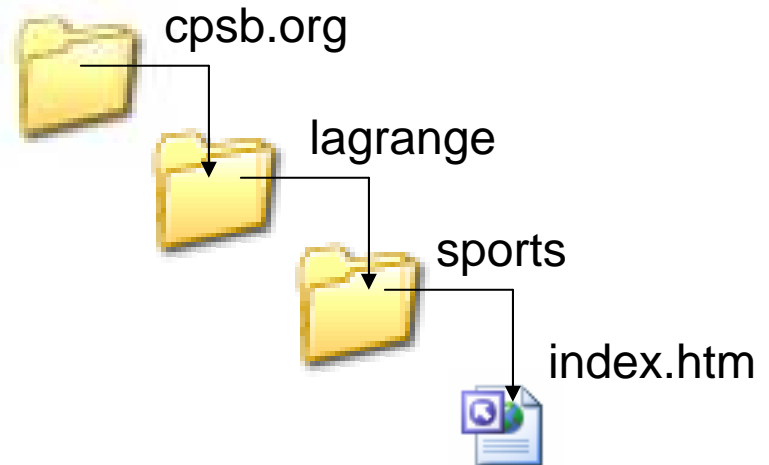
# The URL or Address

- Start with the ROOT ([www.cpsb.org](http://www.cpsb.org)) then add the file or folder name with a “/” separating each.
  - [www.cpsb.org/lagrange](http://www.cpsb.org/lagrange) - points to a folder called “lagrange”
  - [www.cpsb.org/lagrange/sports/football.htm](http://www.cpsb.org/lagrange/sports/football.htm) - points to a file called “football.htm” that is located in a folder called “sports” in the “lagrange” folder.
- To keep the URL short, each folder should have an index file.



# The URL or Address

- To keep the URL short, each folder should have an index file.
- You don't have to include the "index.htm" in the URL for the page.
  - Example: This URL would be [www.cpsb.org/lagrange/sports](http://www.cpsb.org/lagrange/sports)
  - This will work for "index.htm" or "default.htm"



# The Next Step



- Open the site in FrontPage.
- Convert all folders that will be managed by someone else to subwebs (These would include teachers' sites, maybe particular clubs, etc.).
- Add "Unique Permissions" to all "Subwebs".
- You will then be ready to begin publishing.
  
- **BE SURE TO MAKE ALL CHANGES TO THE SITE BY FIRST OPENING THE WEB IN FRONTPAGE!!!**

# The Home Page



- This is the first page that visitors will come to when visiting your site.
- It should include:
  - Contact Information
  - A Banner or Page Title letting the visitor know who you are.
  - Site Navigation including links to the main sections of your site.
  - An email link to report problems with the page or to ask questions.
- It is a good idea to include content that changes often to encourage visitors to return to your site.
- Make sure that all content is kept current.
- ALL of this should be designed to fit in the screen when viewed at 800 x 600 to avoid scrolling.

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# Site Navigation



- On each page in your site, there should be some sort of navigation system that provides links to each major section of your site.
- Can be at the top, bottom, or side of the page.
- Advanced FrontPage users can take advantage of the built-in “Navigation” component.

# Images



- Images should be stored in the “images” folder that is automatically created in FrontPage so that the site stays organized.
- Images can take up a HUGE amount of space on the web server and will cause pages to load very slowly.
- Decreasing the image’s size on the screen WILL NOT decrease the image’s file size.
- Be sure to COMPRESS all images used in your site.
- If you don’t have image editing software, you can use FrontPage to compress your images by using the “RESAMPLE” tool on the “Picture” tool bar.

# Images and Text

- Because you can't place images freely on the page, it is a good idea to use tables to organize your images and text.
- Once you insert the text and the image, you can decide if or how you want the text to wrap around the image.
- To change the way the text wraps, double click the image and change the "Picture Properties".

Not Wrapped →

**Quick Tip**

When text is not wrapped, it will only allow one line of text next to an image. When text is not wrapped, it will only allow one line of text next to an image. When text is not wrapped, it will only allow one line of text next to an image.

**Quick Tip**

You can wrap text around an image like you see in a newspaper or book by double clicking the image and change the "Picture Properties". You can choose to wrap to the right or to the left. You can wrap text around an image like you see in a newspaper or book by double clicking the image and change the "Picture Properties". You can choose to wrap to the right or to the left. You can wrap text around an image like you see in a newspaper or book by double clicking the image and change the "Picture Properties". You can choose to wrap to the right or to the left.

← Wrapped

# Photo Gallery



- Use the “Photo Gallery” feature in FrontPage if you need to post several images on the web.
- The Photo Gallery will automatically create a “thumbnail” of each image that is linked to a larger version of the image.
- To create a Photo Gallery, go to INSERT | PICTURE | NEW PHOTO GALLERY.
  - You can add several pictures at once.
  - You can include captions for each picture.
  - You can choose from four different layouts.
  - Example: <http://www.cpsb.org/techcamp/day5.htm>

# Common Issues



- Local or Remote
  - Local Site – The site on your computer (C:/.....)
  - Remote Site – The site on the server (http://.....)
- Knowing WHERE to Publish
  - Always publish to the **REMOTE** site. (http://)
  - You cannot Publish from the server to the server. You must have the **LOCAL** site open in FrontPage and publish from **LOCAL** to **REMOTE**
- Working from the Server
  - The **ONLY** time you should work from the server is when adding permissions. If you overwrite files on the server, they are LOST for good.
  - To open the site from the server, click FILE | OPEN WEB... and enter the URL (http://)
  - To work “locally”, click FILE | OPEN WEB... and browse to the folder on your computer.

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# Questions



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# Contact Information



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**Online Resources:**  
**[www.cpsb.org/webmasters](http://www.cpsb.org/webmasters)**

Webmaster Resources can be found at [www.cpsb.org/webmasters](http://www.cpsb.org/webmasters)