

Written for FrontPage<sup>®</sup> 2003 for Windows<sup>™</sup> XP



Tench Computing Ltd Pines Glendale Road Burgess Hill West Sussex RH15 0EJ

Web address: www.tenchcomputing.co.uk Email address: jtench@globalnet.co.uk

#### About the author: Jackie Tench MSc, ACIB, Cert Ed

Jackie started her working career in branch banking with the Midland Bank (now HSBC) and was transferred to their Computing Department after achieving 100% in their ability test for programmers. She then worked for more than a decade in this department and was one of the first women to achieve a junior management grade at the age of 21. She attended a significant number of IBM programming training courses during her time there.

Jackie was the first woman to pass the ACIB (Associate Chartered Institute of Bankers) examinations in the Midland Bank (HSBC) and the youngest person at 21 years of age.

Jackie then left to raise a family but still found time to teach part-time at a college in Sheffield and to obtain a MSc in Computing and a Cert Ed in teaching.

When her children were old enough Jackie returned to work full-time and was a Senior Lecturer in Software Engineering and Computer Studies at a college in Brighton for nearly 10 years teaching all levels up to and including HND.

Therefore, Jackie has considerable business knowledge and qualifications plus wide experience in practical computing and training – covering areas such as structured design, analysis, coding, testing and implementing software applications plus training students to fulfil an important role in the computer industry.

Jackie has worked as a consultant for several blue chip companies and examination boards using her software engineering and educational training skills and is now one of the foremost experts in computing with an extensive knowledge of programming languages and applications.

### Copyright ©1999 Tench Computing Ltd

Microsoft, Windows, Windows NT or other Microsoft products referenced herein are either the trademarks or registered trademarks of the Microsoft Corporation. Other trademarks for products referenced herein are also acknowledged.

All rights are reserved and no part of this training manual may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the purchase of a licence.

This training manual is sold subject to licence and on condition that it shall not, by way of trade or otherwise, be lent, re-sold, hired out or otherwise circulated without the prior consent of Tench Computing Ltd in any form of binding or cover other than that in which it is issued and without a similar condition being imposed on the subsequent purchaser. Any program listings within this training manual may be entered, stored and executed in a computer but they may not be reproduced for publication.

# Contents

## Page

| Introduction                       |
|------------------------------------|
| Web site1                          |
| Internet connection2               |
| HTML                               |
| Advantages of HTML                 |
| Limitations of HTML                |
| Hardware3                          |
| Web browser                        |
| Internet Explorer toolbar4         |
| Hyperlink5                         |
| Hotspot5                           |
| Search engine5                     |
| User options6                      |
| Copyright                          |
| Directories/folders                |
| Local files11                      |
| Directory/folder structures        |
| Filenames                          |
| Filename extensions 12             |
| Sub directories/Sub folders        |
| Full filename specification (path) |
| File properties                    |
| Create a directory/folder 14       |
| Delete a directory/folder/file14   |
| Copy a file14                      |
| Rename a file14                    |
| Move a file14                      |
| Remote files15                     |
| Backup                             |
| FrontPage files                    |
| HTML basic tags                    |
| Headings                           |
| Line breaks19                      |
| Comments 19                        |
| Format text 20                     |
| Preformatted text                  |
| Align text                         |
| Font typeface24                    |
| Font size                          |
| Indentation26                      |
| Questions 127                      |
| Colour                             |
| RGB (Red, Green, Blue)             |
| Text colour                        |
| Background colour                  |
| Images                             |
| Storage                            |
| Image resolution                   |

| Pixel                         | 34  |
|-------------------------------|-----|
| Colour depth                  | 34  |
| Web-safe palette              | 35  |
| Image file formats            |     |
| JPG                           | 35  |
| GIF                           | 35  |
| Manipulate images             |     |
| Background image              | 41  |
| Image tag                     | 48  |
| Image transparency            | 50  |
| Questions 2                   | 54  |
| Tables                        | 57  |
| Hyperlinks                    |     |
| Text hyperlink                |     |
| Anchor tag                    | 59  |
| l ocal page hyperlink         | 59  |
| Top of page hyperlink         | 61  |
| F-mail hyperlink              | 61  |
| Hyperlink to another web site | 62  |
| Image hyperlink               | 02  |
| Named anchors                 | 60  |
| FTD                           | 88  |
| Moto toge                     | 00  |
| Meta tays                     | 09  |
| ErontPago                     | 70  |
| Create a web aite             | 74  |
| Change web site name          | 74  |
| Change web site name          | 70  |
| Open the nome page            | / ð |
|                               | 79  |
| Insert a title                | 81  |
| Create a neading              | 82  |
|                               | 83  |
| Change HIML code formatting   | 84  |
| Insert a line break           | 85  |
| Insert a comment              | 86  |
| Save a web page               | 87  |
| Format text                   | 87  |
| Preformatted text             | 88  |
| Font typeface                 | 89  |
| Align text                    | 90  |
| Indentation                   | 91  |
| Questions 4                   | 92  |
| Colour and images             |     |
| Open an existing web site     | 95  |
| Text colour                   | 96  |
| Background colour             | 98  |
| Insert a background image     | 99  |
| Remove a background image     | 103 |
| Images                        | 104 |
| Delete an image               | 108 |
|                               |     |

| Alian text to an image                | 100   |
|---------------------------------------|-------|
| Add alternative text                  | 111   |
| Insort borizontal rulo lino           | 112   |
| Renome a web site                     | 112   |
| Questions 5                           | 112   |
| QUESIIONS 5                           | 115   |
| Animated GIFS                         | 115   |
|                                       | 119   |
| Questions 6                           | 122   |
| lables                                |       |
| Insert a table by drawing             | 123   |
| Merge cells                           | 125   |
| Split cells                           | 125   |
| Delete a table                        | 126   |
| Insert a table with Insert Table icon | 127   |
| Insert a table using menu option      | 128   |
| Insert an image inside a cell         | 130   |
| Change width of column                | 132   |
| Align cell data horizontally          | 133   |
| Align cell data vertically            | 133   |
| Change text colour in a cell          | 133   |
| Change table properties               | 134   |
| Insert a row                          | 136   |
| Insert several rows                   | 136   |
| Delete rows                           | 137   |
| Insert a column                       | 138   |
| Insert several columns                | 138   |
| Delete columns                        | 130   |
| Print HTML code                       | 130   |
| Moto toos                             | 1/0   |
| Ouestions 7                           | 140   |
|                                       | 141   |
|                                       | 1 1 0 |
|                                       | 143   |
|                                       | 140   |
| Amend a nyperlink                     | 146   |
| Add a new page to the web site        | 147   |
| Hyperlink to local page               | 149   |
| Browser Preview                       | 150   |
| Image hyperlink                       | 150   |
| Hyperlink to another web site         | 152   |
| Delete a hyperlink                    | 153   |
| Image map                             | 154   |
| Display hyperlinks                    | 156   |
| Thumbnails                            | 157   |
| Question 8                            | 158   |
| Cascading style sheets                | 163   |
| STYLE tags                            | 164   |
| Inline style sheets                   | 166   |
| Common style properties               | 167   |
| LINK tag                              | 167   |
| Classname                             | 169   |

| FrontPage Cascading style sheets | 171 |
|----------------------------------|-----|
| Compatibility                    | 173 |
| Embedded style sheet             | 174 |
| Change an existing style         | 174 |
| Create a new style               | 178 |
| Modify a style                   | 180 |
| Delete a style                   | 181 |
| Create an external CSS           | 182 |
| Set up a CSS file                | 182 |
| Attach a CSS file                | 187 |
| Detach a CSS file                | 191 |
| Questions 9                      | 192 |
| Design                           |     |
| Page lavouts                     | 196 |
| Structure                        |     |
| Linear                           | 197 |
| Mesh                             | 197 |
| Hierarchical                     | 198 |
| House style                      | 198 |
| Project plan                     | 100 |
| Storyboarding                    | 200 |
| Link structure                   | 200 |
| Templates                        | 200 |
| Create a new template            | 204 |
| Save the template                | 204 |
| Create a page using a template   | 204 |
| Dublich a web site               | 200 |
| Fublish a web site               | 209 |
| Popurity                         | 214 |
| Security                         | 215 |
| Promotion of web site            | 040 |
| LINKS from other web sites       | 210 |
| Search engines                   | 216 |
| Advertising                      | 216 |
| Uniform Resource Locator (URL)   | 217 |
| Sample assignment                | 218 |
| Quick Reference Guide for HIML   | 221 |
| Glossary                         | 224 |
| FrontPage toolbars               |     |
| Standard toolbar                 | 228 |
| Formatting toolbar               | 230 |
| Drawing toolbar                  | 231 |

# Tables

Tables are laid out in columns and rows. A cell in a table can contain text, an image, a hyperlink, a form or a list. A table can also be nested inside another table. The **<TABLE>...</TABLE>** tags are used to delimit a table.

The **<TH>...</TH>** tags are used for the start and end of a table heading i.e. a column or row heading. The alignment for the data (contents of cell) default to centred and are displayed in bold.

The **<TD>...</TD>** tags are used for the start and end of the data in a table cell. The **<TR>...</TR>** tag are used for the start and end of a table row.

• Create a new directory and name it **webpage1**.

Web servers expect the start web page for a web site to be named **index.html** 

• Type the following text into Notepad and save the file as **index.html** in the **webpage1** directory.

```
<href="https://www.enable-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-condition-
<CENTER><H1>WorldWide Music</H1></CENTER>
<STRONG><CENTER><H2>Top Ten Popular Music CDs</H2></CENTER></STRONG>
<HR>
<BODY BACKGROUND="background.jpg" BGCOLOR=aqua>
<!-- The &#163; displays a f sign -->
<CENTER><TABLE>
<TR><TH>CD Name</TH><TH>Artist</TH><TH>Price</TH></TR>
<TR><TD>TO Be An Angel</TD><TD>Sarah
Donnelly</TD><TD>&#163;15.99</TD></TR>
<TR><TD>Forgive</TD><TD>Charlene</TD><TD>&#163;16.99</TD></TR>
<TR><TD>Follow Me</TD><TD>Solomon</TD><TD>&#163;15.99</TD></TR>
<TR><TD>Fly High</TD><TD>Jonavi</TD><TD>&#163;16.99</TD></TR>
<TR><TD>Angel Eyes</TD><TD>Starlight</TD><TD>&#163;12.99</TD></TR>
<TR><TD>All I Want I
Have</TD><TD>BoyBand</TD><TD>&#163;15.99</TD></TR>
<TR><TD> Truly Madly
Sadly</TD><TD>Kristana</TD><TD>&#163;12.99</TD></TR>
<TR><TD>Heaven In Your
Eyes</TD><TD>Luwlana</TD><TD>&#163;17.99</TD></TR>
</TABLE>
<HR>
<P><EM>Created by J Tench Last Updated on 25.11.2002</EM></P>
</CENTER></BODY></HTML>
```

Run the **index.html** file. It should appear as shown.

| 🖉 Mu        | sic CD                                       | s - Mici     | rosoft       | Interr    | net Exp       | olorer       |           |                        |                             |            |         |            |              |       |      |            |        |          |     | . 8 × |
|-------------|--|--------------|--------------|-----------|---------------|--------------|-----------|------------------------|-----------------------------|------------|---------|------------|--------------|-------|------|------------|--------|----------|-----|-------|
| <u> </u>    | <u>E</u> dit                                 | ⊻iew         | F <u>a</u> v | orites    | <u>T</u> ools | <u>H</u> elp | )         |                        |                             |            |         |            |              |       |      |            |        |          |     | -     |
| ,-<br>  Bar | ⊐  | _><br>Forwar | -<br>-       | 🛞<br>Stop | ¢<br>Refre    | )<br>esh     | G<br>Home | Q<br>Search            | Favorites                   | Iistory    | Ma      | l ▼<br>iil | <b>Print</b> | E dit | •    | Discuss    |        |          |     | _     |
| Links       | 🥙 Be   | st of the    | Web          | 🥙 C       | hannel (      | Guide        | 🤌 Cu      | istomize Lin           | ks 🔌 Fre                    | ee Hotmail | 🥭 In    | ternet E   | Explorer N   | lews  | 🥙 lı | nternet St | tart ( | 🛃 Wind   | ows |       |
| Addre       | ss 🦉   | D:\Pres      | swk e        | Quals:2   | 2000\e-0      | Quals:\      | Web Siti  | e Diesign\20           | 18 Web <mark>: Si</mark> te | design\we  | :bpage1 | \index     | .htm         |       |      |            |        |          | •   | ∂Go   |
|             | WorldWide Music<br>Top Ten Popular Music CDs |              |              |           |               |              |           |                        |                             |            |         |            |              |       |      |            |        |          |     |       |
|             |  |              |              |           |               |              |           | CD Nar                 | ne                          | Arti       | st      | Prie       | ce           |       |      |            |        |          |     |       |
|             |  |              |              |           |               |              | To E      | e An An                | gel :                       | Sarah Do   | nnelly  | £15.       | 99           |       |      |            |        |          |     |       |
|             |  |              |              |           |               |              | Forg      | ive                    | (                           | Charlene   |         | £16.       | 99           |       |      |            |        |          |     |       |
|             |  |              |              |           |               |              | Follo     | w Me                   | :                           | Solomon    |         | £15.       | 99           |       |      |            |        |          |     |       |
|             |  |              |              |           |               |              | Fly I     | Tigh                   | J                           | Tonavi     |         | £16.       | 99           |       |      |            |        |          |     |       |
|             |  |              |              |           |               |              | Ang       | el Eyes                | :                           | Starlight  |         | £12.       | 99           |       |      |            |        |          |     |       |
|             |  |              |              |           |               |              | AllI      | Want I H               | Iave ]                      | BoyBand    | l       | £15.       | 99           |       |      |            |        |          |     |       |
|             |  |              |              |           |               |              | Truly     | 7 Madly S              | Sadly ]                     | Kristana   |         | £12.       | 99           |       |      |            |        |          |     |       |
|             |  |              |              |           |               |              | Hear      | <mark>zen In</mark> Yo | ur Eyes l                   | Luwlana    |         | £17.       | 99           |       |      |            |        |          |     |       |
| 🖉 Dor       | ne   |              |              |           |               | C.           | reatea    | l by J Ter             | nch Last                    | Update     | d on 2  | 25.11.     | .2002        |       |      |            | My C   | Computer |     |       |

The background is displayed using the BGCOLOR attribute, which is set to aqua because the image file background.jpg specified in the BACKGROUND attribute was not found in the current directory.

- Close the web browser.
- Copy the file **background.jpg** into the **webpage1** directory.
- Run the **index.html** file again.

The background should now appear using the background image file and not the BGCOLOR attribute.

• Close the web browser.

# Hyperlinks

Hyperlinks can be text, an image or part of an image and are used to allow a user to link to

- another page on a web site, either on the same web site or a web site on the World Wide Web.
- a different position on the same web page
- e-mail software
- FTP.

## Text hyperlink

## Anchor tag

An anchor tag **<A HREF="URL"***insert text to be clicked on here***</A>** is used to mark the start and end of a text hyperlink. The text hyperlink is used to display text, which can be clicked on. When a user clicks on the displayed text the browser will load the URL (filename, path and filename or web site address) specified by the HREF attribute.

## Local page hyperlink

A local page is another page, which is part of this web site i.e. stored on the same server. The page could be in the same directory in which case just the filename is required or it could be in another directory in which case the path for the file must be specified.

The following anchor tag will display the words **Ready to Order**, underlined on the web page. When the user clicks on the text the web browser will load the file **prodord.html** which is in the same directory.

## <A HREF="prodord.html">Ready to Order?</A>

- Add the anchor tag shown above to the **index.html** file after the </TABLE> tag.
- Save and close the file.
- Type the following text into Notepad and save the file as **prodord.html** in the directory **webpage1**.

```
<HTML><HEAD><TITLE>Ordering CDs</TITLE></HEAD>
<BODY BACKGROUND="background.jpg" BGCOLOR=aqua>
<CENTER><H1>WorldWide Music</H1><H1>Order by e-mail</H1></CENTER>
<HR>
<P>Please send your order to:</P>
<BR>
<HR>
<!-- An anchor tag used to return to the home/start page -->
<A HREF="index.html">WorldWide Music Home Page</A>
<P><EM>Created by J Tench Last Updated on 25.11.2002</EM></P>
</BODY></HTML>
```

| Run the index.html file again. | The page should appear as shown. |
|--------------------------------|----------------------------------|
|--------------------------------|----------------------------------|

| Mus               | ic CD        | s - Micr     | osoft         | Inter    | net Ex                                   | plorer                 |             |             |  |            |         |                         |              |        |  |                      |              |  |                     | _ 8 >    |
|-------------------|--------------|--------------|---------------|----------|--|------------------------|-------------|-------------|--|------------|---------|-------------------------|--------------|--------|--|----------------------|--------------|--|---------------------|----------|
| <u>F</u> ile      | <u>E</u> dit | ⊻iew         | F <u>a</u> vo | orites   | <u>T</u> ools                            | <u>H</u> elp           | )           |             |  |            |         |                         |              |        |  |                      |              |  |                     |          |
| بار.<br>Back      | k 👻          | →<br>Forward | · ·           | Stop     | Refr                                     | )<br>esh               | Home        | Search      | )<br>Favorit   | es Histo   | )<br>ry | Bail<br>Mail            | <b>Print</b> | Edi    | <b>.</b>                                 | Discus               | SS           |  |                     |          |
| Links             | 🥭 Be         | st of the    | Web           | 🥙 C      | hannel                                   | Guide                  | 🥙 Ըս        | istomize Li | nks 🙋  | Free Hotm  | nail 🧯  | ] Interne               | et Explore   | r News | ا 🛃                                      | nternet (            | Start        | ē٧   | /indows             |          |
| A <u>d</u> dres   | s 🦉          | D:\Press     | wk e-         | Qiuals:2 | 2000\e-                                  | Qiuals:\               | Web Site    | e Diesign\2 | 08 Web:9   | ite design | \webp   | age <mark>1</mark> \ind | ex.htm       |        |  |                      |              |  | -                   | ] ∂Go    |
|                   |              |              |               |          | 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1 |                        | y           | Vorl        | dW   | (ide       | M       | lusi                    | ic           |        | 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1 |                      |              |  |                     |          |
|                   |              |              |               |          |  |                        | Тор         | Ten         | Рор  | ular       | Mu      | sic (                   | CDs          |        |  |                      |              |  |                     |          |
|                   |              |              |               |          |  |                        | North State | CD Na       | me   | A          | rtist   | Р                       | rice:        |        | 10.00                                    |                      |              | and the second s |                     |          |
|                   |              |              |               |          | 19.11 C                                  |                        | To E        | e An Ai     | ngel   | Sarah      | Dont    | nelly £1                | 5.99         |        |  |                      |              |  | terra di<br>Secondo |          |
|                   |              |              |               |          | area<br>Generalia<br>Generalia           |                        | Forg        | ive         | 이라는 것<br>Control of the control of the | Charle     | ne      | £1                      | 6.99         |        |  |                      | 23.2<br>23.2 | 16 - 18<br>18 8 7  |                     | 문제       |
| \$ 44.51<br>11.15 |              | N. A.        |               | 14-11    |  | ing weget<br>En se tra | Follo       | w Me        | 8 1.4-11   | Solom      | ion     | £1                      | 5.99         | 19-11  |  | S& Morri<br>Morrison |              | N. A.C.  |                     | 19-11    |
|                   | i din        |              |               |          |  |                        | Fly I       | ligh        |  | Jonavi     |         | £1                      | 6.99         |        |  |                      |              |  | X. A.               |          |
|                   |              |              |               |          |  | 2011                   | Ange        | el Eyes     |  | Starlig    | ht      | £1                      | 2.99         |        |  | 10.25                | 13.60        |  |                     |          |
|                   |              |              |               |          | 신문성                                      |                        | A11 I       | Want I      | Have   | BoyBa      | and     | £1                      | 5.99         |        | 4.6                                      |                      | 29           |  |                     |          |
| t in<br>All       |              |              |               |          |  |                        | Truly       | 7 Madly     | Sadly  | Krista     | na      | £1                      | 2.99         | ( phil |  |                      |              | 100  |                     | ( sept.) |
|                   |              | - NN - P     |               |          |  |                        | Heav        | 7en In Y    | our Eye  | s Luwla    | na      | £1                      | 7.99         |        |  |                      |              | A DAN  |                     |          |
|                   |              |              |               |          |  |                        |             |             | Ready  | to Ord     | er?     |                         |              |        | 1.105                                    |                      |              |  |                     |          |
|                   |              |              |               |          |  | Ċ                      | reatea      | l by J Te   | nch La   | st Upda    | ated a  | on 25,1                 | 1.2002       |        |  |                      |              |  |                     |          |
| Done              | е            |              |               |          |  |                        |             |             |  |            |         |                         |              |        |  |                      | 🛃 Му         | Compu  | iter                |          |

• Click on the hypertext link **Ready to Order?** 

When you hover the mouse over a hyperlink the mouse pointer changes. In Internet Explorer a hand is displayed as the mouse pointer. This indicates that the mouse is over a hyperlink.

The **prodord.html** web page should be displayed as shown.

| Ordering CDs - Microsoft Internet Explorer  |                              |
|---|------------------------------|
| <u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>I</u> ools <u>H</u> elp                        | 10 A                         |
| Sack Forward Stop Refresh Home Search Favorites History Mail Print Ed                               | it Discuss                   |
| 🛛 Links 🙆 Best of the Web 🛛 Channel Guide 🧬 Customize Links 🧔 Free Hotmail 🖉 Internet Explorer News | 🙋 Internet Start 🛛 🤌 Windows |
| Address 🖉 D:\Presswk e:Quals 2000\e-Quals:Web Site Design\208 Web Site design\webpage1\prodord:html | 💌 🤗 Go                       |
| <b>WorldWide Music</b><br>Order by e-mail<br>Please send your order to:                             |                              |
| WorldWide Music Home Page<br>Created by J Tench Last Updated on 25.11.2002                          |                              |
| 🖉 Done  | 🛄 My Computer //             |

- Click on the hypertext link **WorldWide Music Home Page**. The **index.html** web page should be loaded and displayed.
- Close the web browser.

## Top of page hyperlink

If a web page is long so that the whole page is not displayed on the screen at one time you can put a hypertext link at the bottom of the page so that a user can move to the top of the page quickly. You put the filename of the currently displayed web page as the URL address. So to move to the top of the index.html web page put the following anchor tag near the bottom of the page in the index.html file. This displays the text Top of Page.

### <A HREF="index.html">Top of Page</A>

When the text Top of Page is clicked on the **index.html** page will be reloaded. When a page is reloaded it always displays the top of the page. Instead of reloading the page another method of moving to the top of the page is to use a named anchor see named anchors section.

## E-mail hyperlink

An anchor tag can be used to load an e-mail application with the address to which the e-mail is to be sent (recipient's address) and the sender's address already entered.

# The format is <**A HREF="mailto:***e-mail address where e-mail is to be sent to">Text to appear on screen*</**A>**

The following anchor tag displays the text **Send e-mail**. When the hyperlink is clicked on the browser loads the default e-mail software (mailto:), inserts the e-mail address **orders@worldmusic.com** as the recipient's address and inserts the sender's address. This makes it easy for a user to send an e-mail.

```
<A HREF="mailto:orders@worldmusic.com">Send e-mail</A>
```

- Insert the above line into the **prodord.html** file immediately before the line break tag **<BR>**.
- Save the file.
- Run the **index.html** file.
- Click on the **Ready to Order?** hyperlink.

The prodord.html web page should be displayed as shown.



• Click on the **Send e-mail** hyperlink.

Your default e-mail software should be opened with the recipient's address as orders@worldmusic.com and your e-mail address inserted as the sender's address.

• Close the e-mail software and the web browser.

## Hyperlink to another web site

To link to another web site an anchor tag is used with the URL address of the web site.

The following anchor will display the text Microsoft and when the text is clicked on will connect across the Internet to the web site given by the address http://www.microsoft.com.

## <A HREF="http://www.microsoft.com">Microsoft</A>

The following anchor will display Tench Computing Ltd and when the text is clicked on will connect across the Internet to the web site given by the address **www.tenchcomputing.co.uk**  <A HREF="http://www.tenchcomputing.co.uk/">Tench Computing Ltd</A>

Hyperlinks to locally held web pages can be tested on the local machine but hyperlinks which access web pages on the Internet must have access to a web server to be tested.

## Image hyperlink

Images can be used as hyperlinks, instead of text, by using an IMG tag inside an anchor tag.

- Open **Paint** (Start|All Programs|Accessories|Paint) and save the file as **home.bmp**.
- Select **Image**|**Attributes** on the menu and set the **Width** to 80 and the **Height** to 30.
- Change the colour in the palette to light grey.
- Select the **Fill with colour** icon in the Tool Box.
- Click on the image to change the colour to light grey.
- Change the colour in the palette to red.
- Select the **Text A** tool in the Tool box.
- Draw a rectangle in the image, select a suitable font (Lucida Handwriting) a font size of 10 and bold on the Fonts dialog as shown below.

| 🍟 home.bmp - Paint   | ×                 |
|--|-------------------|
| <u>Eile Edit View Image Colors H</u> elp   |                   |
|  |                   |
|  |                   |
|  |                   |
| Fonts  | ×                 |
| Image: Constraint of the second se | /estern 💌 🖪 🛛 🛄 🖿 |
| <u> </u>   |                   |
|  |                   |
|  |                   |
|  |                   |
|  |                   |
|  |                   |
|  |                   |
|  |                   |
|  |                   |
| For Help, click Help Topics on the Help Menu.  | 78,23 71×19 //    |

- Type in the word **HOME** approximately in the centre of the rectangle.
- Change the colour in the palette to black.
- Click on the **Rectangle** icon in the Tool Box.
- Draw a rectangle around the outer edges of the image.

The image should appear similar to the one shown below.

# HOME

- Save the file.
- Use photo-editing software to convert the image to GIF format.
- Run the file **prodord.html**.
- Select **View**|**Source** on the menu.

The HTML code appears in Notepad.

Source code for any web page can be viewed in a web browser. This means that if you see something on a web site and would like to know how this is done in HTML you can look at the source code to find out.

• Change the line

<A HREF="index.html">WorldWide Music Home Page</A>

• to

<A HREF="index.html"><IMG SRC="home.gif" ALIGN=MIDDLE>WorldWide Music Home Page</A>

The hyperlink will now display the image in the file **home.gif** as well as the text hyperlink previously displayed.

- Save the file **prodord.html**.
- Exit Notepad.

The changes that have been made to the web page will not be displayed until you close the web browser and rerun the web page or Refresh (reload) the web page.

## EITHER

- Close the web browser.
- Run the **prodord.html** file.

## OR

• Select **View**|**Refresh** on the menu in the web browser.

The page should appear as shown.

| Curdering CD's - Microsoft Internet Explorer  |                        |
|---|------------------------|
| <u>Eile E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp                        |                        |
| ← → → ∞ ∞ ∞ ∞ ∞ ∞ ∞ ∞ ∞ ∞ ∞ ∞ ∞   | Edit * Links @ Best of |
| Address 🛃 D:\Presswk e-Quals 2000\e-Quals-Web Site Design\208 Web Site design\webpage1\prodord.html | 💌 🧬 Go                 |
| WorldWide Music<br>Order by e-mail  |                        |
| Please send your order to:<br><u>Send e-mail</u><br>HOME WorldWide Music Home Page                  |                        |
| Created by J Tench Last Updated on 25.11.2002   | Mu Computer            |

The HOME image and the text are both hyperlinks.

- Click on the image and the **index.html** file (home page) is displayed.
- Close the web browser.

## Named anchors

A hyperlink can be set up to move to a different part of the same page. The **NAME** attribute is used to give a name to the point on the page, which is to be moved to.

The following anchor tag names this point in the document as DB1.

```
<A NAME="DB1"></A>
```

The HREF attribute of the anchor tag is then used to display a hyperlink which when clicked on will move to the point in the document identified with this name i.e. DB1.

```
<A HREF="#DB1">Databases Level 1</A>
```

The # used in front of the name is to identify it as a named reference to a point in the document. The text that will appear for the hyperlink is Databases Level 1.

Type the following text into Notepad and save the file as **db.html** in the directory **webpage1**.

```
<HTML><HEAD<A NAME="top"></A><CENTER><H1>Databases</H1></HEAD>
<HR>
<FONT SIZE="2" FACE="Verdana","Helvetica","Arial","MS Sans Serif"</pre>
COLOR="#000000">
<A HREF="#DB1">Databases Level 1</A>
<BR>
<A HREF="#DB2">Databases Level 2</A>
<BR></FONT></CENTER>
<HR>
<BODY BACKGROUND="background.jpg">
<A NAME="DB1"></A><H3>Databases Level 1 Access 97 or 2000</H3>
<P>Contains 70 pages on the following topics:</P>
<P> Add records to a table, Backup, Computer Memory, Create a new
database, Create a table structure, Data Types, Definition of a table
structure, Delete records in a table, Directory/folder, Disk storage,
Edit records in a table, Exercise, File Handling, Filenames, Modify a
table structure, Office Assistant, Printing, Query, Relational
operators, Searching a table, Software Applications, Sorting fields,
Tables/records/fields</P>
<P><CENTER><A HREF="#top">Top of Page</A></CENTER></P>
<HR>
<A NAME="DB2"></A><H3>Databases Level 2 Access 97 or 2000</H3>
<P>Contains 119 pages on the following topics:</P>
<P> Add records to a table, Adjust column widths for fields,
Applications software, Backup, Calculated fields on reports, Copy a
table structure to a new database, Create a new database, Create a
table structure, Database structure, Data entry forms, Data types,
Delete query, Delete records in a table, Edit records in a table,
Extract selected records from one database to a new database, File
handling, Find & Replace, Indexes, Index fields, Insert image,
Logical operators, Page Setup, Primary key, Print data entry form,
Print table or query, Print table data structures, Relational
operators, Reports, Search, Sort fields, View & edit a single field,
Wildcards</P>
<P><CENTER><A HREF="#top">Top of Page</A></CENTER></P>
<P><EM>Created by J Tench Last Updated 25.11.2002</EM>
</P></CENTER></BODY></HTML>
```

Run the file **db.html**. It should appear as shown.



There are three named points in the web page: top, DB1 and DB2.

The references (HREF) to the named points **DB1** and **DB2** have been put at the beginning of the web page in a menu. When the hyperlink for either one of these references is clicked on, the page will be moved to the appropriate named point i.e. DB1 or DB2.

The references to the named point **top** are included in the web page whenever a return to the top of page is required.

- Click on the hyperlink **Databases Level 2** and see how the page is moved to the point in the document, which has been named DB2.
- Click on the hyperlink **Top of Page** and see how the page is moved to the point in the document, which has been named top.
- Close the web browser.

You must be careful when using anchors that all the references used by the anchors are kept up to date. If you rename or move a file to another directory that is referenced by an anchor you must change the anchor reference in the web pages as well. Otherwise when the hyperlink is clicked the file will not be found and an error will occur. Whenever you make changes to files you should check that the hyperlinks still work.

# FTP

FTP stands for File Transfer Protocol. A protocol is a language that enables computers to speak to one another. FTP is used to make files and folders publicly available for transfer over the Internet. In some cases you may need to get permission from the network computer's administrator to log on and gain access to files on the computer. But often you'll find that you can use FTP to gain access to certain networks or servers without having an account, or being an official password holder, with that computer. These "anonymous" FTP servers can contain a broad range of data that is publicly available through FTP.

On some FTP sites, you can only view or download files. Only the people who run or own the site can rename, delete, or upload files.

Files cannot be moved within or directly between FTP sites. Files can be moved from an FTP site to a temporary location on another computer or a network drive and then uploaded to another FTP site or different folder on the same site.

An anchor tag is used with a HREF attribute to reference the FTP site. The reference starts with ftp:// and then gives the address of the site to be accessed as shown below.

### <A HREF="ftp://ftp.microsoft.com">FTP at Microsoft</A>

This will display the text FTP at Microsoft which when clicked on will load into the browser the contents of the directory at this address as shown below.

| 🔯 ftp://f        | tp.microsoft.com                     | 1/ - Microsoft Inte             | rnet Explorer     |              |                  |          |                  | _ 🗆 🗵               |
|------------------|--------------------------------------|---------------------------------|-------------------|--------------|------------------|----------|------------------|---------------------|
| <u> </u>         | <u>I</u> dit <u>V</u> iew <u>G</u> o | F <u>a</u> vorites <u>H</u> elp |                   |              |                  |          |                  |                     |
| ↓⊐<br>Back       | • ⇔ •<br>Forward                     | ta S<br>Up Cut                  | Copy Paste        | e Undo       | Delete Propertie | s Views  | •                |                     |
| 🛛 Links 🧔        | Best of the Web                      | 🙋 Channel Guide                 | 🧉 Customize Links | Free Hotmail | 🕘 Internet Explo | rer News | 🗿 Internet Start | ど Windows           |
| A <u>d</u> dress | 👥 ftp://ftp.micros                   | oft.com/                        |                   |              |                  |          |                  | ▼ ∂Go               |
|                  |                                      |                                 |                   |              |                  |          |                  |                     |
| bussys           | ) deskapps                           | developr <sup>.</sup>           | KBHelp MISC       | : MISC1      | peropsys         | Products | PSS              | ResKit <sup>.</sup> |
| Service          | s Softlib                            |                                 |                   |              |                  |          |                  |                     |
|                  |                                      |                                 |                   |              |                  |          |                  |                     |
|                  |                                      |                                 |                   |              | User: Anonym     | ous      | 🥝 Internet       |                     |

A user can then access the contents of the directories/folders exactly as they would when using Windows Explorer or My Computer.

To download a file or folder, right-click the item on the page, and then click **Copy To Folder**. Select a directory/folder in the dialog box that appears and click OK.

# Meta tags

Meta tags are placed in the head of a html document. These tags contain information about your site. It is not necessary to include meta tags but they are used by search engines to find out about your site. If meta tags are done properly the pages will be found during searches. The main bits of information that should be included are in the keywords and description tags.

The meta tags should be on the home page of the web site and anywhere between the <HEAD> tags. KEYWORDS should be included in the Meta tags which describe the main features of the site. These keywords will match the search words that a user types into a search engine so you need to include all the keywords that may be used for a search and which are relevant to the site. The keywords are case sensitive so Computing is not the same as computing.

DESCRIPTION should describe the main purpose of the site.

An example of the Meta tags for a web site is shown below.

```
<HEAD>
<TITLE>IT TRAINING</TITLE>
<META NAME="DESCRIPTION" content="Come to our site and find out about
resources for computer training">
<META NAME="KEYWORDS" content="computing, COMPUTING, Computing,
training, TRAINING, Training, web design, WEB DESIGN, Web design,
IT">
</HEAD>
```

# **Questions 3**

- 1. Create a new directory and name it **webpage3**.
  - Create a background image and save it in the directory **webpage3**.
  - Create a suitable image for a logo, make its background transparent and save it in the directory **webpage3**.
  - Create an **index.html** file to display a web page similar to that shown below and save it in the directory **webpage3**.
  - Use a table for the list of computer magazines.
  - Make the alternative background lime.
  - Use a named anchor tab for the hyperlink **Back to Top of Page** to move to the top of the page.



2.

Add appropriate Meta tags to the **index.html** file so that a search engine will find the web page when a search is done for the type of information found on this web page.

- 3. Add another hyperlink, above the **Back to the Top of Page** hyperlink, to the index.html file with the text **Product List** and the filename reference **product.html**.
  - Create another file named **product.html** and save it in the directory **webpage3**.
  - Create the **product.html** web page, similar to the one shown below, to include each of the magazines listed in the table in the index.html file, in a menu at the top of the page. Use named anchors to link each item in the menu to a few detail lines about each magazine and include a suitable image with the details.
  - Add a hyperlink to return to the top of the page and a ruler line at the bottom of each section.
  - Create an image hyperlink to return to the home page (index.html)



- Test that all the hyperlinks work.
- 4. Create a web page similar to the one shown below and save it as **cv.html**.
  - Make the background aqua or use a suitable background image.
  - Put a menu at the top as shown with links to the sections on the same page e.g. Work Experience should link to the section about Work Experience.
  - At the bottom of each section put a link to the Top of Page as shown and a ruler line.
  - Fill in each section with your own details and include a photograph of yourself, if possible, as an image on the page.



• Test that all the hyperlinks work.