

Front Page Instructions - Revision 8

Getting Started With Front Page - There are more ways to do what I am about to show you. This just happens to be the easiest in my opinion.

You will learn new ways to do some of the same things and that's great. If you discover something that helps you make a new page faster or just feel more comfortable using a different technique, be my guest.

After you get Front Page installed, open the program. You should get a blank page that looks similar to a blank page in Microsoft Word.

Next, click the icon that looks like a sheet of paper with the corner folded located right under File (top left).

Before we do anything with this blank page, let's "save it" to your computer.

Name it whatever you want to name it, and save it wherever you want to save it. I personally like to save each website on my desktop first. Once I publish it for the first time, I will just save them on GoDaddy's servers when I make changes and every week or so I'll save it again on my desktop as a backup.

(This is highly recommended. - If sometime down the road you hit a wrong button and wipe out your website, GoDaddy will charge you \$150 to roll back their servers to a previous date in order to bring back your work.)

Make sure you save it on your computer somewhere of your choice. It doesn't have to be on your Desktop - just make sure you save your website periodically. (Microsoft Front Page default save is in "My Web Sites" in a sub folder of My Documents.)

To save it on to your Desktop, you click on what looks like a floppy disk, just under "View" in the Bar Menu. Now, a new Window comes up and on the left hand side, click "DeskTop."

Now, in the **Save As Window**, up at the top right you will see what looks like a manila folder. Click that and a window will open where you can name your folder - I suggest you name whatever you are going to call your website. (www.YourSite.com)

Also in the lower part of the "**Save As window**" you will want to change the **File Name** to: **index** and the Save As to **Web Pages** (it probably already say web pages).

Now click on Save.

Okay! Let's make a simple capture page with FrontPage.

On the next two pages you will get a glimpse of basically what our 2 examples are going to look like.

My Pre-Headline that stops here! (Example #1)

**This Is A Very Catchy Headline With Specific Details
That Trigger Emotion And Action To Read
The Rest of The Page...**

**This is my sub-headline that is informative
and supports the headline.**

Your are about to learn:

- How to solve every problem EVER!
- Why pigs can't fly, and how to teach them to
- How to do anything.

In 10 minutes you will be 6'6", 210 lbs. and able to dunk a basketball like Michael Jordan and throw a football like Michael Vick.

So fill out the form today and you'll be well on your way to being like Mike...

**Mini Headline that
triggers an opt-in.**

Simply enter your info to receive the
stuff

.(Aweber Form will go here)



You will never be
spammed and your
info will never be
sold to anyone!

P.S. If there's an easier way to become as talented as Michael Jordan & Michael Vick,
PLEASE LET US KNOW. We have scaled 12 planets piecing together the "Be Like Mike"
package we've put together and we have never seen anything close to this quality.

My Pre-Headline that stops here!

(Example #2)

This Is A Very Catchy Headline With Specific Details That Trigger Emotion And Action To Read The Rest of The Page...

This is my sub-headline that is informative and supports the headline.

Your are about to learn:

- How to solve every problem EVER!
- Why pigs can't fly, and how to teach them to
- How to do anything.

In 10 minutes you will be 6'6", 210 lbs. and able to dunk a basketball like Michael Jordan and throw a football like Michael Vick.

So fill out the form today and you'll be well on your way to being like Mike...

P.S. If there's an easier way to become as talented as Michael Jordan & Michael Vick, PLEASE LET US KNOW. We have scaled 12 planets piecing together the "Be Like Mike" package we've put together and we have never seen anything close to this quality.

Mini Headline that triggers an opt-in.

Simply enter your info to receive the stuff.

(Aweber Form will go here)



You will never be spammed and your info will never be sold to anyone

Let's start with Example #1 on Page 2. (Step-by-step)

Right now you should have a blank webpage open in FrontPage.

Let's take a look at some things we are going to need to be able to do in order to make a page exactly like example #1 and example #2.

- * Insert and format tables (boxes) that will be the foundation of your page.
- * Set background color.
- * Change font size/color
- * Publish site.

One of the first things we will want to do is Set the default for new tables. The easiest way to do that is by clicking the "**Table**" button on the top (it sort of looks like a calendar with the top line highlighted - you will know you have the right icon when you place your cursor over it and "Insert Table" appears).

Now, select the '**1 by 1 table**'. (Top left hand box) A dotted outline box will now appear in on your page.

Now, right click your mouse and select Table Properties. In the table properties, select the following:

- * Alignment = Center
- * Width = 100 In Percent
- * Cell Padding = 10
- * Cell Spacing = 1
- * Border Size = 0
- * Background Color = White

Now drop down and to the bottom and check “**Set as default for new tables.**”

Click Apply and OK

Now, right click in the box and again go to Table Properties.

In the table properties, select the following:

- * Alignment = Center
- * Width = 600 In “**PIXELS**” (not everyone has the same monitor screen resolution)
- * Cell Padding = 10
- * Cell Spacing = 1 (this allows you to see the dotted lines because the borders are 0)
- * Border Size = 0 (Border color does not matter because Size is set to 0)
- * Background Color = White

Click OK.

Your page should now look like it has about a 6 inch rectangular box in it.

We are now going to put another box in that box. (Make sure the cursor is in the first one.)

Now go up and click on Insert Table again. Insert another 1 by 1 box and this time in the **table properties**, select the following:

- * Alignment = center (doesn't really matter because Width is 100%)
- * Width = 100 IN PERCENT (If you choose pixels, it will be very narrow.)
- * Cell Padding = 10
- * Cell Spacing = 0
- * Border Size = 3
- * Border Color = Black
- * Background Color = Automatic

Click OK

Now let's set the main background color. This can be done easily by **right-clicking** your mouse anywhere on the screen and selecting ‘**Page Properties.**’

Once in the **Page Properties**, click the ‘**Formatting**’ tab on the top, select your **Background color**, and press ‘**OK.**’ (Use **maroon** for this example.)

Your page should look like a box within a box and the background filled in.



Let's Put In Our Headline ...

We will place your headline (and other text) into boxes to control the formatting. So let's hit insert another box within the center box. Click Insert Table and select another 1 by 1. (You can always adjust the width of your box to make your headline look neater by 'left-clicking' on the right edge of the box, holding your mouse button down, and dragging it back and forth.) Now, right click in the box, select Table Properties...

- * Alignment = center
- * Width = 95 - **IN PERCENT**
- * Cell Padding = 10
- * Cell Spacing = 1
- * Border Size = 0
- * **Click Ok**

After your box is in place, type your headline. Then highlight it, 'right click' on it, and choose 'Font.'

You will be able to edit your font and font color there. (Use **Tahoma, Bold, 18pt, Red**)

To insert your Pre-Headline, 'left click' your cursor on the OUTER-LEFT side of your headline box. Now 'press return' once.

This should set your cursor on the 'top-center' of your headline box. '**Left-Align**' it (you have 4 text alignment tools indicated by the horizontal lines), and now type your Pre-Headline. (It will probably be double-spaced by default - but don't worry about it - we'll fix it in a moment.)

Now, highlight your Pre-Headline. Next, click on the top right icon that looks like ab/pencil. (this will highlight your pre-headline yellow). You will want to also change it to **Bold** it and change it to **Tahoma**.

Now '**left click**' your cursor on the OUTER-RIGHT side of your headline box and 'press return' a couple times. (This will give us some room to work with.)

Now we need a 'sub-headline. Make another box **directly under the headline** (Insert Table - 1 by 1 - right click in the box and select these Table Properties:

- * Alignment = center
- * Width = 70 in percent
- * Cell Padding = 10
- * Cell Spacing = 1
- * Border Size = 0
- * **Click OK**

Then type your sub-headline and modify your text (Highlight your text, right click, choose font - (Use **Tahoma, Bold, 14pt, Black**)

For the rest of our content **insert another box directly under the sub-headline** with these properties:

- * Alignment = center
- * Width = 100 - IN PERCENT
- * Cell Padding =10
- * Cell Spacing = 1
- * Border Size =0

Click OK

Your page should now have the Pre-Headline, the Headline and the Sub-Headline (both the Headline and Sub-Headline should be centered).

In the block below the sub-headline is where we will put our desired text. (Bullets, story, etc.)

Your page should look similar to this.

My Pre-headline that stops here...!

This Is A Very Catchy Headline With Specific Details That Trigger Emotion And Action To Read The Rest Of The Page ...

This is my sub-headline that is informative and supports the headline.

You are about to learn:

- How to solve every problem
- Why pigs can't fly, and how to teach them to.
- How to do anything

In 10 minutes you will be 6'6" 210 lbs. and able to dunk a basketball like Michael Jordan and throw a football like Mike...

So fill out the form today and you'll be well on your way to being like Mike ...

To change spacing, etc. in the content section, simply highlight what you want to change, click Format above, select **Paragraphs** and change it to what you want.

Here are some editing tips:

Highlight "You are about to learn" and **Bold** it. Highlight all of your bullet points and click the bullet icon. Now highlight your bullet points including "You are about to learn". Then click on **Format>Paragraphs** and then change **Spacing After** to **6**. (Everything else should be **0**.) (**Alignment - Left and Line spacing - Single**.)

Now let's make a space on the bottom for our **opt-in form**.

Place your cursor after the last word in your body content. In this example, Mike... is the last word. Hit return a couple times (gives you a little more space).

Now, insert a '1 by 1' box, right click in the box, click **Table Properties**:

- * Alignment = center
- * Width = 250 - IN PIXELS (You can adjust the width later if needed.)
- * Cell Padding = 5 (we drop this down because we will be using smaller font)
- * Cell Spacing = 0
- * Border Size = 2
- * Border Color = black
- * Background color = Automatic
- * **Click OK**


Now type your "Mini Headline that triggers an opt-in. Simply enter your info to receive the stuff. (FORM GOES HERE). (You may want to re-read the Introduction to Lead Capture Pages I sent you.

A quick example of your form box:

Mini Headline that triggers an opt-in.

Simply enter your info to receive the stuff.

(Aweber Form will go here)



You will never be spammed and your info will NEVER be sold for any reason.

Optional - Picture: To get two small boxes at the bottom of the form, place your cursor under (Aweber Form will go here)

Go back up to the Insert Table icon, and then simply make a '1 by 2' box. With your cursor in either box, right click your mouse and then select Table Properties with:

Alignment - Center
Width - 100%
Cell Padding - 0
Cell Spacing - 1
Border Size - 0

Click OK

Should you decide to insert the picture, click in the left box, then go up to **Insert** at the top. Click Insert and then drop down and click **Picture**. Locate your picture on your computer and Insert it. Once it is inserted, **right** click on it and choose **Picture Properties**. There you can adjust the size of your picture.

Now in the right box, type in the "You will never be spammed and your info will NEVER be sold for any reason." in the box on the right. Adjust the font as you wish.

Speaking of adjusting the font, you may want to highlight the Mini Headline... and change it to a **Bold Red** with 12 to 14 pt font size.

We will complete this form when we import the AWeber Autoresponder Code later on.

Don't forget to bring your cursor **below** the **Form Box** and add your post script. If there is no room for you to click your cursor below the Form Box, simply click to the very **right** of the Form Box, hit return a time or two. You will also want to Left Align your cursor.

Now type in your PS: If there's an easier way to become as talented as Michael Jordan & Michael Vick, PLEASE LET US KNOW. We have scaled 12 planets piecing together the "Be Like Mike" package we've put together and we have never seen anything close to this quality.

Like I said earlier, you'll notice that when you hit 'return' it automatically 'double-spaces.' To fix that you will have to do the following: (You may have to do this several times throughout your project - so get use to it. If you find a way to set 'single-spacing' as the 'default,' PLEASE let me know.)

1. EDIT> SELECT ALL on the top of the page. (Or CTRL 'A')
2. Then, click FORMAT> PARAGRAPH and make sure that all the options are set to '0' and 'Single' - Press 'OK.'
3. You may or may not at this point want to place your cursor over the right edge of the page until you get the double arrow and then drag it out to the right to widen the page.

Turning example #1 into example #2 is very simple.

Let's first make an invisible border around the **Form Box**. - Place your cursor inside the Form Box and **right** click your mouse. Then click on **Table Properties**. **Now, go down and make the Borders "0" and then click OK**. Confirm you have an invisible border.

Now, click on **Table Properties** again but this time look to the bottom left hand corner and click **Style**. Now click **Format** (bottom left), then drop down to **Border**. On the new Borders and Shading Window where it says style, select **Dashed**, below that - **Color** - Black, and below that **Width - 3**. Now click **OK** - that box closes and **OK** again. And **OK** again.

Your Form will now have dashes around it.

Now, **left** click your mouse behind the last word of any of your bullet points.

Next, **right** click your mouse and chose '**Insert Column**.' (You will see that a narrow column is inserted on the left side.)

Now highlight the body content (**Everything except the PS and the Form Box**) that belongs on the left side and **drag it over to the column on the left**. (To drag words, sentence, paragraphs etc, highlight what you want to move, left click and hold down the clicker, then move the cursor to where you want to content to go and then let loose of the mouse.)

To widen the left column, just place your cursor on the **right** side of the column until you see the double reverse arrows and now drag the line over to the right to where you want it.

Because this is a smaller page, you may want to highlight the content, **right** click it, and change the Font to 10 pt. You will also want to narrow the **Form Box** just a little by taking your cursor on the **right** side of the form and when it turns into a double arrow pointing away from each other, left click your mouse and drag the right border inward (to the left). This will narrow your Form Box. Now do the same thing with the box that has your content and widen it. (Use the **right border** of your content box (the box on the left).

While you are in the **content** box, you may want to right click your mouse then select **Cell Properties**. Your **Horizontal Alignment** should say **Default** and your **Vertical alignment** should say **Top**. Then click OK. You may want to do the same thing in your Form Box. The idea is to have them even with each other.

To get the PS down below: Place your cursor in the body content box, right click and choose **Insert Row**. A new row (actually two, side by side) will be inserted just under the sub-headline. So, now you highlight the Bullet body content again and drag it to the new row on top.

To get the Form Box to the top row, place your cursor over the top of the Form Box until there is an arrow pointing straight down. Now, left click it. (that should highlight the box) Now **left** click in the Form Box and drag it to the top row.

Now we have to merge the two boxes down below where the PS is at. Place your cursor at the bottom right (right behind the last word of your PS). **Left** click and then highlight both **bottom** boxes. Now with both bottom boxes highlighted, **right** click your mouse and then from the drop down menu, click on **Merge Cells**.

Now you can go just above the PS and delete the extra space if necessary.

(You may want to decrease the font size and make a few other small formatting edits.) You can check it by switching back and forth to **Preview and Design** (bottom of page on the left).

Publishing Your Site

There are a few ways to publish your website. The method I'm about to show you is (in my opinion) the easiest way to do it. Once you publish your URL to the web for the first time, every time you click "save," it will be republished. There are other ways to do it, but like I said, I feel this is the easiest and most beneficial for you to get started with.

When you set up your account with GoDaddy you should have selected a username and password for the site we are going to publish to. **Be sure to have that information ready.**

First off, if you can't remember your 'username' and 'password' from GoDaddy, you can look up ONLY the username by logging into your GoDaddy account and clicking HOSTING & SERVERS> MY HOSTING ACCOUNT. Then click 'open' to the right of the appropriate web address.

Once you open the page, **your 'username' will be shown on the very top-right of the screen.** It will say Logged In As (your username) [Remember, your password for this website had to have at least one capital letter and one number. If you forgot your password, you'll have to contact GoDaddy customer support (Click on Help Center on left hand side for the number.)]

(Also ON THIS PAGE, you can also make sure you have your FrontPage Extensions installed by clicking the icon 'FrontPage Extensions.' - A window will come up that says "Front Page Extensions. You should see **Installed.**" If it does not say installed, then you will need to 're-install' your Front Page extensions - click the box for re-install and then drop down and click 'continue.' While you are there, make sure your email address is present in the box provided. If not, type it in.

Now that we have our username and password, let's go thru the publishing process in FrontPage.

Go Back To Front Page - From FrontPage, go to **FILE> OPEN SITE**.

From this “**Open Site**” window, type your ‘full web address’ (Including http://www.) in the space below that says ‘Site name’ and click open.

You should now be prompted for a Username and Password.

Type in your Username and Password and click OK.

(If you get a Microsoft Office FrontPage window that says your website isn’t accessible..., that usually means that your web hosting service isn’t ready yet or you don’t have “FrontPage Extensions” installed in your GoDaddy Hosting Manager.)

If everything was set up properly, after you entered your username and password and clicked OK, your page should now look something like this, or have these types of files showing.

```
_private
images
stats
gdform.asp
welcome.htm
```

This is also a good place to see where your website is saved. At the very top of your page, if you saved it to your Desktop, it should read something like:

```
c:\Documents and Settings\Your name\Desktop\Your Website Name\index.htm
```

Now, as long as you didn’t close your website you just made, it should still be **tabbed** in the upper left part of your FrontPage window. If it’s there, click on it. (**index.htm**)

(If you did not close the page, there should be two tabs in the upper left part of your FrontPage Window - One says **Web Site** and the other says **Index.htm**) If the index.htm has an asterisk beside it (index.htm*), click on the icon that looks like a 3” floppy disk - located just below the word View. That save the page and the asterisk should disappear.)

If the index.htm tab is not showing, and you only have the Web Site tab showing, go to **FILE> OPEN**, find the page you want to publish, and open it.

To publish a page, all we have to do is open the page and ‘**Save As**’ to the folder in the website that we want it to be in.

Go to **FILE > SAVE AS** and open the ‘**My Network Places**’ file. In this file, double click on the web domain URL that you want to save this page to. Once that URL file is open, you need to properly name your page and save it.

Lets look at this again step by step: Click on the Index tab. Look up at the top of your page and note that is where you will be saving your work.

Next, select **My Network Places** located in lower left of your window. Your URL should show up now. Then you can simply double click your URL that you are saving your work to.

While you are here you can change the title in your browser bar by clicking Change Title and then typing in your choice - then click OK.

Now select **Index** from above and click **Save**.

(If you have already published your site and you are just making changes - A window will pop up and say your file already exists - Do you want to replace it? Click **Yes**.)

If you have any embedded files, like a picture, save them too. (This step saves them on your web server.)

Now that you have successfully published your website for the first time, **it will be very easy to add and save new pages to that site**. When you open FrontPage from now on, it should ask you for a password to connect with your URL.

If it doesn't ask you for login details, you will have to go to the file menu and choose, OPEN SITE. Then find your site in MY NETWORK PLACES, single-click on it, and click 'open.'

This will be your starting page. Simply double click on any file that you want to edit.

On this page you will also be able to **edit your web page title** by right-clicking and choosing 'properties.' The "title" is what will show up in the search engines and in the title bar of a web browser.

A few guidelines you should be aware of: (details following these guidelines)

- * **If you want this page to be the 'Homepage'** (www.YourSite.com) **you need to name it 'INDEX' and place it in the main folder.**
- * If you want a page to be at www.YourSite.com/Contact you need to make a **new folder** that is named '**Contact**' and then you will save this page in that folder and you **MUST name it 'INDEX.'**
- * If you want your page to be at www.YourSite.com/anything.htm you will save the file in the main folder as 'anything.htm.' (This also applies for any files saved in any folders.)

Read the next three pages carefully before attempting to change your website:

Lets take a step by step approach to posting your branding page (and any other page that you want to make part of your website) on your website.

Open up Microsoft Front Page - it will probably open to your present website with your website contents listed. (It will probably also ask you to log on.)

Your Folders List will be on your left side and contents list on the right. If your screen is not split like this, down near the bottom of your page you'll see a bar with Folders, Remote Webs Site, Reports, Navigation, Hyperlinks and Tasks. **Click on Folders.**

Now you have a split screen with Folders on the left and Web Site contents on the right. (If you do not have this, click View>Folders List)

Look at the left side (Folders side) at the top and your website should be listed with the sub-folders and files listed under it. (You actually have the same thing on your right side.)

Click (highlight) on the top listing in your Folders which should be your website.
(<http://www.YourWebsite.com>)

Just above it you should see three icons, a sheet of paper with a corner folded, a manila folder and an X.

Click on the manila Folder. (this adds a new folder to your website)

Now you want to rename the Folder (it will already be highlighted so you just type in your new name - otherwise you would right click the folder and rename it)

Now, with your new named folder highlighted, you go up and click on the sheet of paper (next to the manila folder you just clicked).

A new page is added to your new named folder. (just under your new folder on the left hand side)

Double left click on this new page

Now you have a new page being displayed on your right side of your Microsoft Front Page.

Now follow the directions given in the beginning of Front Page Instructions (starting at the bottom of Page 3 of these instructions - insert table, table properties, etc.

I would follow the instructions up through putting in your Headline and instead of typing in your Headline, you copy and paste your Branding Page content and place it in your Headline box. Your Microsoft Front Page will expand the box (table) to accommodate your content.

Now you can edit your content with Microsoft Front Page.

When you have the content like you want it, go to **FILE > SAVE AS**

In your **Save As** Window, you want your new folder (whatever you named it) in the top where it says **Save In.**

Down at the bottom, Click on the Change title and type in whatever you want to title the Page.

In the **File name:** you want to change this to **index.htm**

And in the **Save as type: Web Pages** (it is defaulted to that already)

Then click **Save**

That's all there is to it. (continue to Page 13)

The URL for this page will be:

<http://www.YourWebSite.com/NewFolder> (whatever you named the Folder)

You will follow the same instructions for doing a Disclaimer Page, A Privacy Policy - anything you want to add to your site is done this way.

If you are redirecting your opt-in prospects to your branding page, which is what I recommend for now, you will need to do two things.

1st - Log into your Aweber account. Go to **List Settings> Web Form** and change the “Thank You” page to your URL (typed in just like above)

2nd - Open up Front Page to your Lead Capture Page, click **Split** and change it in the html section of your split page (top section) (the aweber Thank You page will be on or about line 100+) You simply replace the <http://www.aweber.thankyou...> With **<http://www.YourWebSite.com/NewFolder/index.htm>** (the named folder of your personal branding page).

My work in progress branding page is at: **<http://www.SecretsToLifetimeIncome.biz/JamesAndJennifer>**

To add your Disclaimer and PrivacyPolicy pages, create a Folder/page as described above.

(see example at: www.SecretsToLifetimeIncome.biz) - (look at bottom of this Lead Capture Page)

Open Microsoft Front Page and go to your Lead Capture Page. In the Design mode, click just outside the box where your PS is located. Hit return twice. This should drop you down below the PS box/table.

Type in Disclaimer where ever you want it. Highlight it, then go up and click **INSERT>HYPERLINK** (all the way to the bottom of the drop down menu). **Click Hyperlink.**

In your Hyperlink Window, type in Disclaimer (it may already be there) at the top where it says **Text to display:**

At the bottom of the Hyperlink Window where it says **address**, type in your URL for the Folder you just created.

<http://www.YourWebSite.com/Disclaimer>

Here are examples:

<http://www.SecretsToLifetimeIncome.biz> (look at the very bottom - see Disclaimer & PrivacyPolicy)

<http://www.SecretsToLifetimeIncome.biz/Disclaimer>

<http://www.SecretsToLifetimeIncome.biz/PrivacyPolicy>

<http://www.SecretsToLifetimeIncome.biz/JamesAndJennifer>