Corporate Presence Web Wizard

Welcome to the Corporate Presence Web Wizard Help. Most of the phases of the Corporate Presence Web Wizard are self-explanatory; however, if you need help along the way, choose the Help button.

The Corporate Presence Web Wizard creates web pages that need to be updated with information specific to your company. The wizard leaves notes in purple text on pages to indicate what has to be updated and suggestions on what information to include. Also, you need to replace the company logo the wizard uploaded with your company logo. Follow the procedure below to add your company logo to the web.

To add your company logo to the web

1. Choose **File: Import** in the FrontPage Explorer.

    The Import File to Web dialog box is displayed.

2. In the Import File to Web dialog box, choose the Add File button.

    The Add File to Import List dialog box is displayed.

3. In the Add File to Import List dialog box, select the drive and directory in which your company's logo is stored.

4. Select the file name containing your company's logo, then choose the OK button.

    The file is added to the File and URL list in the Import File to Web dialog box.

5. Choose the Edit URL button.

    The Edit URL dialog box is displayed.

6. In the Edit URL dialog box, type `images/logo.gif` in the URL field, then choose the OK button.

7. In the Import File to Web dialog box, choose the Import Now button.

8. When FrontPage asks you if you want to replace the existing logo.gif file, choose the Yes button.

    Your company's logo appears on every page in which the wizard uploaded a company logo.

9. In the Import File to Web dialog box, choose the Close button.

    The Import File to Web dialog box closes.

For Help on Help, Press F1

Naming Your Server and Web

The web you are creating will be stored on a server and needs to have a name on that server. The fields below provide that information to the wizard:

Web Server

Type the name of the server on which the web will be stored.

Examples of server names are: acme.company.com, or 192.200.44.69.

Web Name

Type the name of the web. The length, character restrictions, and case sensitivity depends on the server you are using.

For example, if your server is on a PC running DOS, the web name can be a maximum of 8 characters, and can any contain upper-and lowercase characters except the following:

period (.)	brackets ([])	backslash (\)
slash (/)	semicolon (;)	vertical bar (|)
colon (:)	equal sign (=)	comma (,)

quotation mark (")

Examples of DOS web names are products.web, ACME.

Selecting Main Pages

The corporate presence web wizard leaves notes in purple text on the main pages you choose to indicate what has to be updated and suggestions on what information to include. Also, you need to replace the company logo the wizard uploaded with your company logo. Follow the procedure below to add your company logo to the web.

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Selecting Topics for the Home Page

The corporate presence web wizard leaves notes in purple text on the [home page](#) to indicate what topics need to be updated and suggestions on what information to include.

Selecting Topics for the What's New Page

The corporate presence web wizard leaves notes in purple text to indicate what topics need to be updated and suggestions on what information to include.

Creating a Products/Services Page

The Products/Services page will contain [links](#) to pages containing information about your products and services. Decide how many product and services pages you want. If you choose three links for products and three links for services, the Products/Services page will contain six links: three for products and three for services.

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Selecting Items for Products and Services Pages

Products

Additional items that can be included on a Products page are:

Product Image

An image of the product.

Pricing Information

Information on how much the product costs.

Information Request Form

A form that a user can fill out to request more information about a product.

Services

Additional items that can be included on a Services page are:

Capabilities List

A list of the services your company offers.

Reference Accounts

A list of customers who have used your services.

Information Request Form

A form that a user can fill out to request more information about a service.

Storing a Feedback Form

All user input is collected and stored in a file on the server. If you want to load the information into a spreadsheet or database program, specify the tab-delimited format. The data is stored in a file called input.txt. You can open this file in a web browser, then save it to your local disk or copy and paste it into a spreadsheet or database program.

If you want to view or print the information in a web browser, specify the web-page format. The results are stored in a file called input.htm.

Choosing a Graphic Style

When you select a style, the image on the left indicates the graphic style that the images in your web will use.

Completing the Web

To have the wizard create your web, choose the Finish button.

If you want the wizard to display a To Do List after the web is created, select the Show To Do List After Web Is Uploaded option.

link

A jump from a web page to another page or anchor in the current web, or to a resource on the World Wide Web.

server

A computer that runs processes shared by users (clients), or software processes that serve client processes.

In the World Wide Web, the server is the computer that runs the web-server program that responds to http protocol requests by providing web pages.

web browser

A program that retrieves web pages over the World Wide Web and displays the pages as hypertext, often with embedded images.

wizard

A wizard creates pages and webs for you by asking questions about the features you would like to include on those pages and webs. After the pages or webs are created, they can be modified and new formats can be added.

HTML

HyperText Markup Language. The industry-standard language for describing the contents and layout of a web page. The FrontPage Page Editor reads and writes HTML documents.

page

A single document on a web containing one or more topics that can be linked to from other pages. Topics contain text, images, and HyperText links to other pages or to other Internet services.

Because documents on the World Wide Web are not paginated, a page can span many windows-full of information.

web

A home page and all its associated pages, files, and images.

image

A graphic in GIF or JPEG file format that can be inserted on a page. FrontPage lets you import images in the following formats and insert them as GIF or JPEG: GIF , JPEG, BMP (Windows and OS/2), WMF, TIFF, MAC, PCT, MSP, PCD, RAS, WPG, EPS, PCX, and WMF.

To Do List

The FrontPage program that maintains a list of the tasks required to complete a web. To complete a task on the list, click on it; the program required to do the task starts up with the correct file opened.

home page

The home page is the starting point in a web. It is the page that is retrieved and displayed by default when you visit a web.

http

The Internet protocol that allows web clients to retrieve information from web hosts.