

# Corporate Presence Wizard

Welcome to the Corporate Presence Wizard Help.

Based on your input on the following screens, the Corporate Presence Wizard will create a number of generic FrontPage web pages that will need to be updated with information specific to your company. When you first open the pages that the Wizard has created, you will find notes in purple text on each page, suggesting what information you should include and what sections you need to customize.

For help on Help, press F1.

## Naming Your Server and FrontPage Web

The FrontPage 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 FrontPage web will be stored.

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

### **Name of New FrontPage Web**

Type the name of the new FrontPage web. The length, character restrictions, and case sensitivity may depend on the type of server you are using.

## Selecting Main Pages

The Corporate Presence Wizard leaves notes in purple text on your FrontPage web's main pages, suggesting what information should be included and which sections need to be updated.

You will also want to replace the company logo place holder with your own company logo.

### To import your company logo into a FrontPage web

- 1** In the FrontPage Explorer, choose **File: Import**.  
The Import File to FrontPage Web dialog box is displayed.
- 2** In the Import File to FrontPage 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 location where 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 list in the Import File to FrontPage Web dialog box.
- 5** Click the Edit URL button.  
The Edit URL dialog box is displayed.
- 6** In the Edit URL dialog box, type `images/logo.gif` in the File Location within your FrontPage Web field, then click OK.
- 7** In the Import File to FrontPage Web dialog box, click OK to import the file.
- 8** Click Yes when FrontPage asks for confirmation to overwrite the place holder image with your company logo.  
The Import File to FrontPage Web dialog box closes. Your company logo now appears on every page where the Corporate Presence Wizard inserted a place holder for a company logo.

## Selecting Topics for the Home Page

The Corporate Presence Wizard leaves notes in purple text on the home page, suggesting what information should be included and which sections need to be updated.

## Selecting Topics for the What's New Page

The Corporate Presence Wizard leaves notes in purple text, suggesting what information should be included and which sections need to be updated.

## Creating a Products/Services Page

The main Products/Services page will contain hyperlinks to pages containing specific information about your products and services. Decide how many products and services pages your FrontPage web should include. For example, if you choose three hyperlinks for products and three hyperlinks for services, the Products/Services page will contain a total of six hyperlinks.

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- 8** Click Yes when FrontPage asks for confirmation to overwrite the place holder image with your company logo.  
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## Selecting Items for Products and Services Pages

### **Products**

The following additional items can be included on a Products page:

#### **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**

The following additional items can be included on a Services page:

#### **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 lets previews the type of graphic style that the images in your FrontPage web will use.

## Completing the FrontPage Web

To create your corporate presence FrontPage web, click Finish.

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

**hyperlink**

A jump from text or from an image map to a page or other type of file on the World Wide Web. In World Wide Web pages, hyperlinks are the primary way to navigate between pages and among Web sites.

**server**

A computer that offers services on a network. On 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. Also called host.

**Web browser**

A client program that retrieves World Wide Web pages and displays them to the user.

**Wizard**

A FrontPage program that creates FrontPage webs and pages based on interaction with the author.

## **HTML**

(HyperText Markup Language). The standard language for describing the contents and structure of pages on the World Wide Web. The FrontPage Page Editor reads and writes HTML files. You do not need to know anything about HTML syntax to use FrontPage.

**page**

A single document in a World Wide Web site written using the HTML language. You use the FrontPage Editor to create, modify, and test pages, without having to learn HTML.



**FrontPage web**

A home page and its associated pages, images, documents, multimedia, and other files that is stored on a World Wide Web server or on a computer's hard drive. A FrontPage web also contains files that support FrontPage functionality such as WebBot components, and that allow the FrontPage web to be opened, copied, edited, and administered in the FrontPage Explorer.

**image**

A graphic in GIF or JPEG file format that can be inserted on a page. FrontPage supports the following graphics formats: GIF, JPEG, BMP (Windows and OS/2), TIFF, WMF, RAS, EPS, PCX, and TGA.

## **To Do List**

The FrontPage tool that maintains a list of the tasks required to complete a FrontPage 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 starting point on a Web server. It is the page that is retrieved and displayed by default when a user visits the Web server. The default home-page name for a server depends on the server's configuration. On most Web servers, it is `index.html` or `index.htm`. Some servers support multiple home pages.

## **HTTP**

(HyperText Transport Protocol) The Internet protocol that allows World Wide Web browsers to retrieve information from servers.

