

# **Web Page Creation Basics Using MS FrontPage 2000**

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**"An Intranet is much more than just an interlinking of servers...it is a cooperative system involving both computers and people. It is a dynamic, vibrant environment which is different from anything people have experienced before.... It requires cooperation, the development of personal relationships and the development of mutual trust between groups of people who up to this point may not have worked together."**

**-Gordon Benett, *Introducing Intranets***

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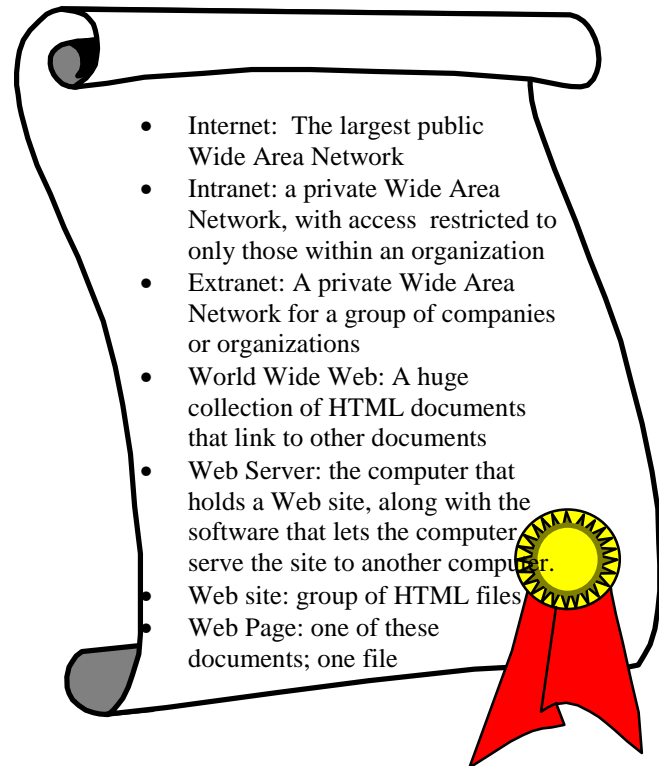
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# Creating Web Pages Using MS FrontPage

## Who Sets the Standards? The World Wide Web

### Consortium ([www.w3.org](http://www.w3.org))

The World Wide Web consortium is the governing body for the Web. It performs research and training activities and publicizes changes and enhancements. It is committed to making sure that the Web is always available no matter what computer, operating system, browser etc. anyone is using. (Netscape and Microsoft must submit requests for changes or enhancements in standards to this organization.)



## Internet/Intranet/Extranet/World-Wide Web??

### Components of a Web Site

A Web site is a way to convey information to others electronically. In order to see the Web site, you must have:

- **A Browser.** This is a software package that translates the Web software into images and text you can see. The two biggest browsers are Netscape, either Navigator or Communicator, and Microsoft's Internet Explorer. Either can be obtained for free. Netapp supports both Netscape and Internet Explorer, and you must check out all Web pages on both to ensure they can be viewed by everyone.
- **A connection to the Internet.** We have a T1 line, which is a direct connection with the Internet and the fastest. At home, you may use an ISP such as America Online

(AOL), EarthLink, , or dozens of other ISP's, or you may have a cable or DSL connection. Your computer needs a modem if you dial up via phone lines.

- **An Internet site, or External Web site**, is one that can be viewed by everyone in the world with access to the Web. An **Intranet or Internal Web site**, however, is viewable only within a particular company, and is protected from the outside world by a **firewall**.

## Basic Web Page

All you need to create a basic web page is an HTML document. You can add a lot of features, of course, but an HTML document is required. You can use Notepad, vi, or free packages such as Arachnophilia (download at [www.arachnoid.com](http://www.arachnoid.com)) to create HTML documents.

If you don't want to learn HTML, you must use an HTML editing package, also called WYSIWYG (What you see is what you get) editor. These include Dreamweaver, PageMill, HomeSite, Go Live, and Front Page

## Documents

If you want to include documents, they must either be in HTML format, or you can use **Adobe Acrobat Writer** to convert any Word or Excel document into **.pdf** format. This format amounts to a "picture" of your document. Anyone needing to view a .pdf document must have **Adobe Acrobat Reader** installed on their computer. You can go to Adobe.com and download the reader from there. However, to write Adobe Acrobat documents, you need adobe Acrobat Writer software, which costs around \$180. **Note:** Your software may allow you to put Microsoft Office documents on your page, but they won't be readable by Netscape, Mac, or UNIX users. (Go to <http://web.netapp.com/engineering/webresources/docs.html> for more information.)

## Other Items

### ***Common Gateway Interface (CGI), Server Application Program Interfaces (API's), Client-Side Scripting, Client-Side Objects***

These are programming objects that allow your Web site perform more elaborate transactions.

### ***Monitoring Applications***

These are items such as WebTrends, which allow you to keep track of the number of visitors to your site, etc. You can write a program to do this, or use an already written small application ("applet").

## Web Graphics

There are two types of computer images: **Vector** and **Raster**. Vector images are made up of lines, and Raster images are made up of little dots, or pixels.



Computer screens are made for raster-based images, so vector-based images don't display as easily onscreen. The three file-types used on the Web, PNG, JPG, and GIF are all raster-based.

## **Web Graphics File Types**

### ***PNG (Portable Network Graphic)***

This format was created by a consortium of graphics tools developers and is relatively new. Adobe PhotoShop can write them and Microsoft Internet Explorer).

Here's a portion of the W3C recommendation:

#### 1. Introduction

The PNG format provides a portable, legally unencumbered, well-compressed, well-specified standard for lossless bitmapped image files.

Although the initial motivation for developing PNG was to replace GIF, the design provides some useful new features not available in GIF, with minimal cost to developers.

GIF features retained in PNG include:

- Indexed-color images of up to 256 colors.
- Streamability: files can be read and written serially, thus allowing the file format to be used as a communications protocol for on-the-fly generation and display of images.
- Progressive display: a suitably prepared image file can be displayed as it is received over a communications link, yielding a low-resolution image very quickly followed by gradual improvement of detail.
- Transparency: portions of the image can be marked as transparent, creating the effect of a nonrectangular image.
- Ancillary information: textual comments and other data can be stored within the image file.
- Complete hardware and platform independence.
- Effective, 100% lossless compression.

Important new features of PNG, not available in GIF, include:

- Truecolor images of up to 48 bits per pixel.
- Grayscale images of up to 16 bits per pixel.
- Full alpha channel (general transparency masks).
- Image gamma information, which supports automatic display of images with correct brightness/contrast regardless of the machines used to originate and display the image.

- Reliable, straightforward detection of file corruption.
- Faster initial presentation in progressive display mode.

PNG is designed to be:

- Simple and portable: developers should be able to implement PNG easily.
- Legally unencumbered: to the best knowledge of the PNG authors, no algorithms under legal challenge are used. (Some considerable effort has been put into verifying this.)
- Well compressed: both indexed-color and truecolor images are compressed as effectively as in any other widely used lossless format, and in most cases more effectively.
- Interchangeable: any standard-conforming PNG decoder will read all conforming PNG files.
- Flexible: the format allows for future extensions and private add-ons, without compromising interchangeability of basic **PNG**.
- Robust: the design supports full file integrity checking as well as simple, quick detection of common transmission errors.

The main part of this specification simply gives the definition of the file format. An appendix gives the rationale for many design decisions. Although the rationale is not part of the formal specification, reading it can help implementors understand the design. Cross-references in the main text point to relevant parts of the rationale.

(<http://www.w3.org/TR/WD-png-960221.html>)

### ***GIF: Graphics Interchange format***

GIF is a graphics file format developed by CompuServe. The advantages of GIF files include:

- Small file sizes. GIF gives you only up to 256 colors. At the time it was developed, monitors couldn't do better so it made sense.
- Built-in compression.
- Transparency. PNG does this better; Jpeg doesn't do it at all. Animated GIF, or GIF89a, is the easiest and cheapest way to animate a Web page.

### ***JPEG: Joint Photographer's Experts Group***

JPEG now refers to both the file format and to a set of techniques for compressing data. This is almost always what photos are stored in. JPEG's are really bad at handling type and line art.

#### **Advantages:**

- Great compression

- Progressive display: you can see the image being built as it downloads, rather than seeing the complete image pop up after the whole image has been loaded by the browser. (similar to Interlaced, except a Progressive image loads from top to bottom, rather than starting blurry and then coming into focus.

## **Loading Images**

The more information an image contains:

- The more storage space the image requires
- The longer the image takes to transfer over an Internet connection
- The slower the image is handled in an image-editing applications

## **Monitors**

Monitors use Phosphor Dots to show what's on the screen. Dot pitch refers to the distance between Phosphor Dots on a monitor. The lower the better. Monitors are limited to a particular resolution, such as 640x480 or 600x800. The highest so far is 1600x1200.

## **Pixels**

The basic building block of images on a screen is the pixel, which stands for "picture elements." The highest resolution (greatest no. of pixels on a screen) commonly viewable by a monitor is 1600x1200. A pixel must contain a complete set of red, green, and blue dots to create a full range of colors, and ideally, each pixel contains exactly one set of dots.

The size of the pixels depends on the video card, how the hardware is configured, and the size of the monitor.

- Most Mac monitors display about 72 pixels per inch. This is the same as one printer's point long and one printer's point tall.
- Most PC system monitors display about 90-100 pixels per inch.
- The number of pixels that a monitor screen displays is called the screen's resolution and most monitors on both platforms display images at varying resolutions. In other words, resolution isn't built into the monitor; it's built into the video card.

## **Color Models**

Colors can be described in a number of ways. Here are a few you may hear about:

### ***Pantone***

This is a printing convention in which colors are given names like PMS 130. The numbering has no pattern, though, and you have to look up colors in a swatchbook.

## **RGB**

Individual pixels are made up of red, green, and blue phosphor dots. These colors are the basis of the RGB system. The color's value is defined by three numbers: the first indicates how much red is in the color, the second defines how much green, and the third indicates how much blue is in the color. RGB colors are predictable, computer-friendly, and the language of the Web. **HTML, Cascading Style Sheets** and all other Web standards use RGB to specify colors.

## **CYMK**

This color specification system is based on the ink colors used in four-color printing: **cyan, magenta, yellow**, and black (**K**, which stands for **key**.) Values are measured in values from 0 percent to 100 percent. Because colors must be converted to RGB for use by computers, it's not efficient for computers. It's meant for doing prepress work on images to be printed.

## **HSB**

Hue, Saturation, and Brightness.

- **Hue** is a measurement of the color's position on the color wheel and is usually what we mean when we say "green".
- **Saturation** is a measure of how "pure" a color is. As colors are less saturated, they become more gray.
- **Brightness** refers to the clarity of a color.

## **Resolution**

File Resolution is a measurement of the amount of information that an image file contains. Monitor screen resolution is the amount of information that the monitor can display.

Sync rate is a measurement of how often the video guns in the monitor can redraw the screen. When there are more pixels to draw, it takes longer to draw them and the sync rate has to be reduced. If the sync rate gets too low, the screen appears to flicker.

72 dots per inch (dpi) is the standard for PC's, though some are greater.

## **Bandwidth**

Bandwidth is actually the width of the "pipe" used to transport data, but it's come to be used for the size of a page. Size means the amount of disk space required to store the page on disk, or the amount of RAM memory used to display the image, or the amount of time that the page takes to load in a browser. A web page's bandwidth is measured by adding the size of the HTML document, the images, any multimedia sounds and videos, and objects such as Java applets or ActiveX controls.

**Important!** If you import a graphic into a web page, you should check first to see how large the file is. If it's over 50-60 KB it's too big. And when you make your graphic smaller using FrontPage or Page Mill, you don't decrease the file size. You have to go into graphics editing software (MS Image Composer, PhotoShop, MS Photo Editor etc.) to do that.

## Naming Conventions

Using any Microsoft/Windows application, you used to be limited to 8 digit file name with no spaces. Now, you can use file names of up to 256 characters and you can use spaces

However... the Web world limits your choices if you're using UNIX servers... which we are. **So please, don't use really long file names and don't use spaces, for either your file names or folder names.**

Also, FrontPage by default uses the extension .htm. This will work for you, but just keep in mind that most of the other files end with .html. In line with this, you will need to see the file extensions in Makita so you will link to the correct name. Go to **My Computer** or **Windows Explorer**. Then go to **Tools**→**Folder Options**, select the View tab, and uncheck **Hide File Extensions.....**

You will name the first page of your site **index.htm** or **index.html**.

## Creating a Web

### Site Creation Overview

*Here's the bare-bones process:*

1. Map your computer to the Web Server (for engineering, map it to the filer, Makita.)
2. If you're using Perforce, get a Perforce client set up on your machine.
3. Set up folders on the Web server to hold all the files you'll want on your page.
4. Draw a picture of all the pages in your site and how they'll link together.
5. Design your main page in HTML. You can either do the HTML programming yourself, or you can use a text editor such as PageMill or FrontPage.
6. Add graphics and a background, if desired.
7. Create the other pages in the same way.
8. Link the pages together.
9. Add whatever else you want, such as PDF documents (You can create these by converting any Word, Excel, or PowerPoint document.)

10. Check out your Web page in both MS Internet Explorer and Netscape. The appearance can be quite different depending on the browser, but most Netapp users are using one of these two.

11. Check it out on the Linux system in our quality control lab.

## **FrontPage 2000: Introduction**

FrontPage 2000 is an all-in-one publishing tool that's used by large and small companies as well as individuals. It allows you not only to create pages, but you can use it to publish Web pages to the Internet, generate tracking reports about the pages, and administer a site on the Net. (In our case, however, administration is done by our systems administrators on our individual servers.)

Here are the basic functions;

- HTML editor
- Web site builder
- Image editor
- Web site publisher
- Web site manager
- Source control manager

## **How is 2000 Different From Other Versions?**

The changes in FrontPage are much more dramatic than the other products.

- Prior versions of FrontPage used to change the code of imported HTML documents created by other editors. This was always one of the major objections to using it. FrontPage 2000 no longer does this.
- FrontPage 98 had 2 separate programs, the Editor and Explorer programs. FrontPage 200 integrates the two. Much easier to use.
- FrontPage 2000 much more cleanly mirrors the look and functionality of Office 2000, making it easier to learn.
- FrontPage 2000 has greatly enhanced collaboration features.
- You can now see the HTML tags while still in the regular page view.
- Use of Cascading Style Sheets is vastly easier.
- FrontPage 2000 is included with one version of Office 2000 and shares links to the other applications with Microsoft OLE and ActiveX controls. OLE and ActiveX are technologies that are embedded in Office and Windows. OLE is an interchange format that allows Office programs to share a common language, while ActiveX us a series of Windows interface commands that enable Web builders to call general Windows applications such as the Media Player or another application.
- Pixel precise positioning of objects on Web pages
- Addition of the Microsoft Script Editor, a JavaScript and VB (Visual Basic) Script tool.

- Automation of tasks, such as updating hyperlinks within a Web site.
- Browser-specific targeting for Web page content
- New and customizable Web site themes

## Before you Start...

### Install HTML Tools (if you want)

You'll get this:

Microsoft FrontPage® HTML Tools allow you to quickly access and modify Hypertext Markup Language (HTML) tags directly while you're editing a page in WYSIWYG view (the **Normal** tab in Page view). Using HTML Tools is like having X-ray vision for your Web pages.

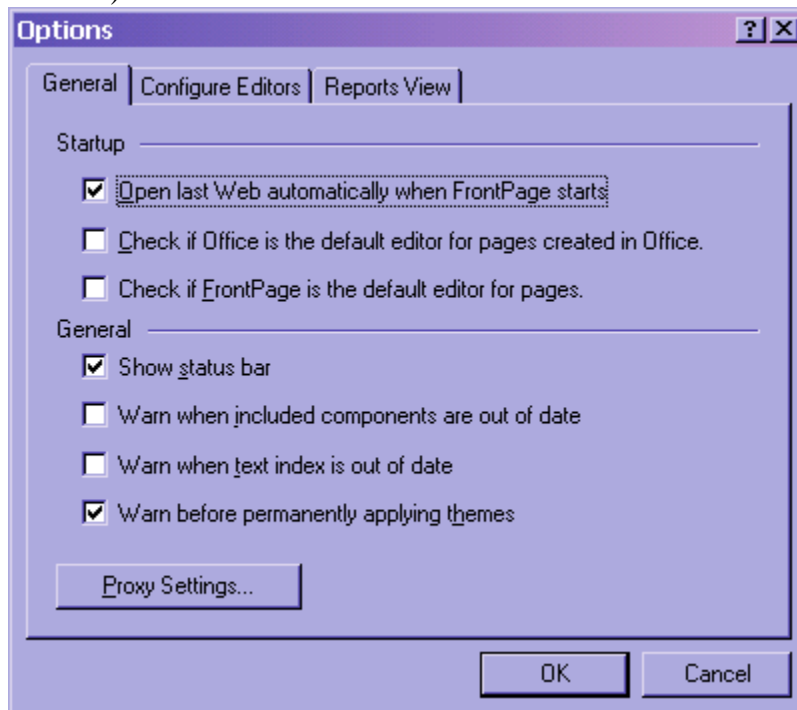
<http://officeupdate.microsoft.com/2000/downloadDetails/fphtml.htm>

Other updates, tips etc.: <http://officeupdate.microsoft.com/welcome/frontpage.asp>

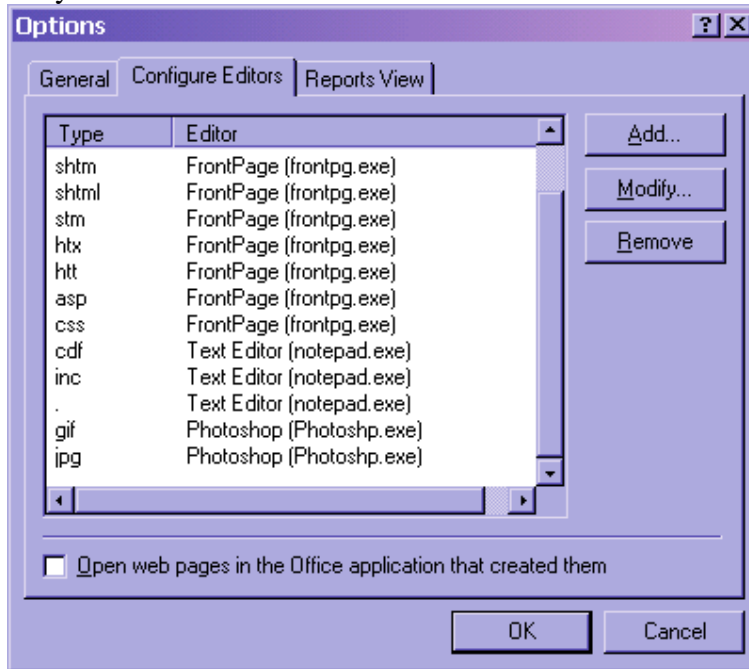
FrontPage 2000 tutorial: <http://office.microsoft.com/2000/downloaddetails/FPTutor.htm>

### Configure FrontPage 2000

1. Click **Tools** → **Options**.
2. On the General tab, configure as shown if you want. If you check the two other boxes under **Startup**, it will mean that Office documents and Web pages will always be opened with the applications that created them (I don't always want this.)

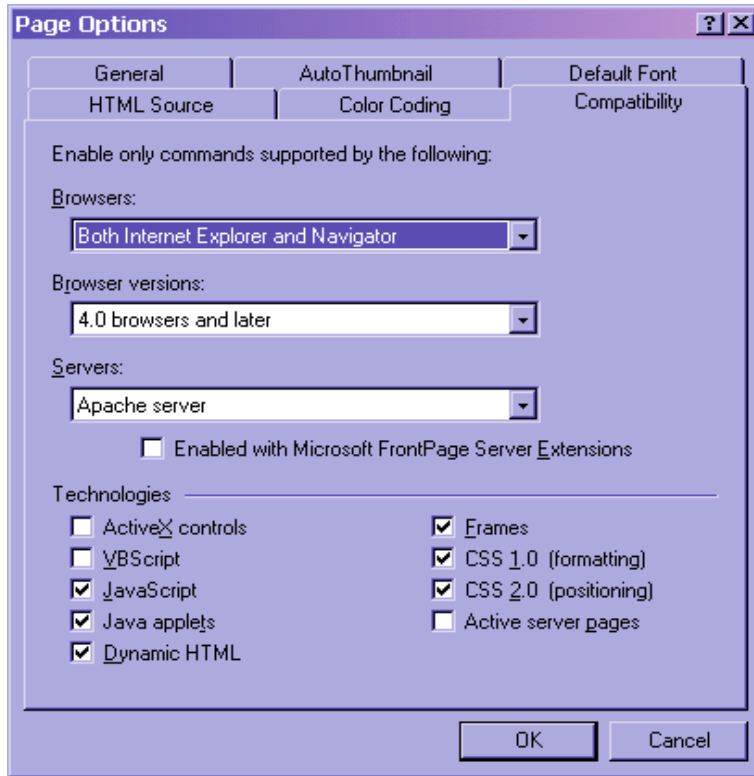


3. Click **Configure Editors**. Note that I set up PhotoShop as my graphic editor... (see below). You must use a graphic editor of some sort to change graphics; Front Page doesn't do this. Depending on the version of FrontPage you have, you may have Image Composer or Photo Draw. Or Office comes with MS Photo Editor; you can use that. Click **OK**.



4. Finally, click **Tools** → **Options** and click the **Compatibility** Tab. You must choose **both Internet Explorer and Netscape** as browsers, because we use both. Choose **4.0 browsers and later**. Choose **Apache server**, and uncheck the box next to **Enabled with Microsoft FrontPage Server Extensions**. Then click **OK**. This will gray out some of your options, but this is OK because they wouldn't have worked with the servers we use.



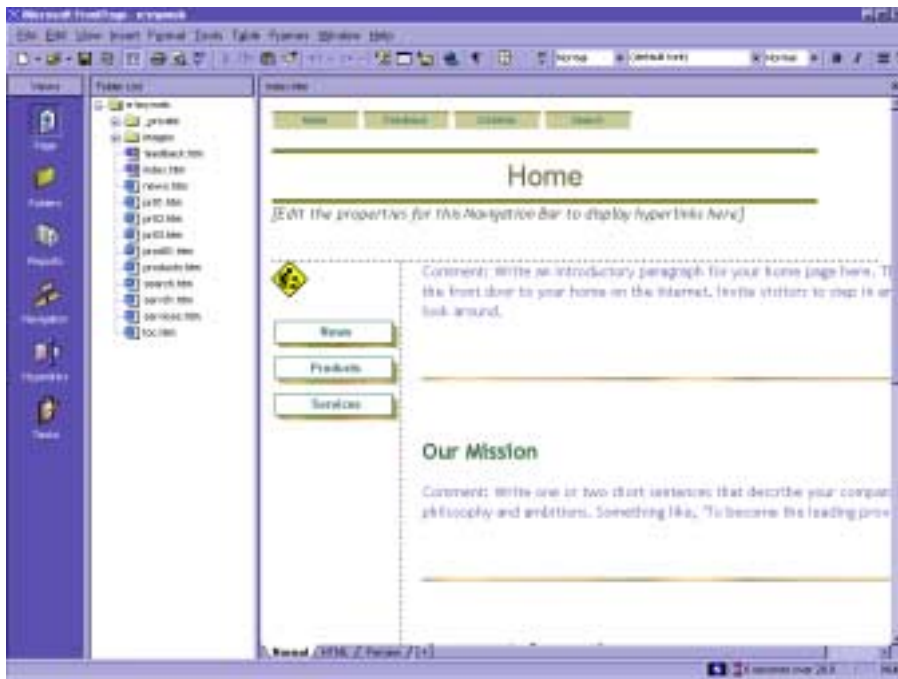


## The View Bar

The view bar, shown below, lets you view your web in six possible ways.

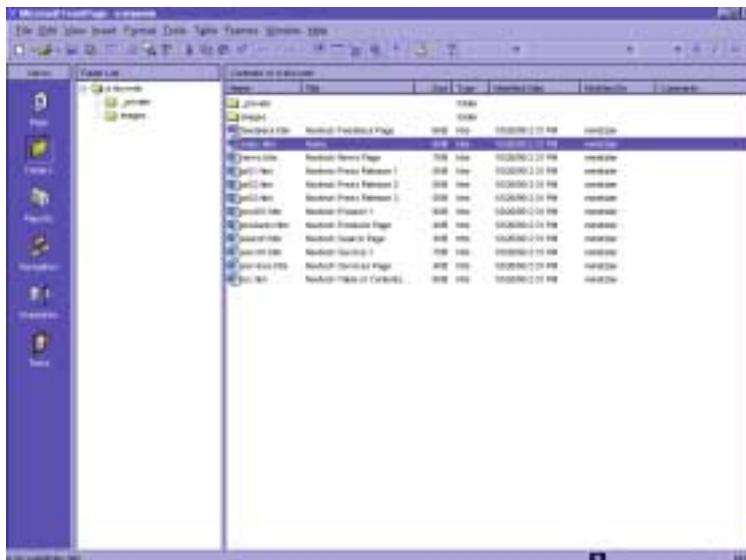
## Page View

This is where you build Web pages. You can review a Web page in three ways: **Normal**, drag and drop visual HTML editor; **HTML** view; or **Preview**, which mimics the Internet Explorer Web browser.



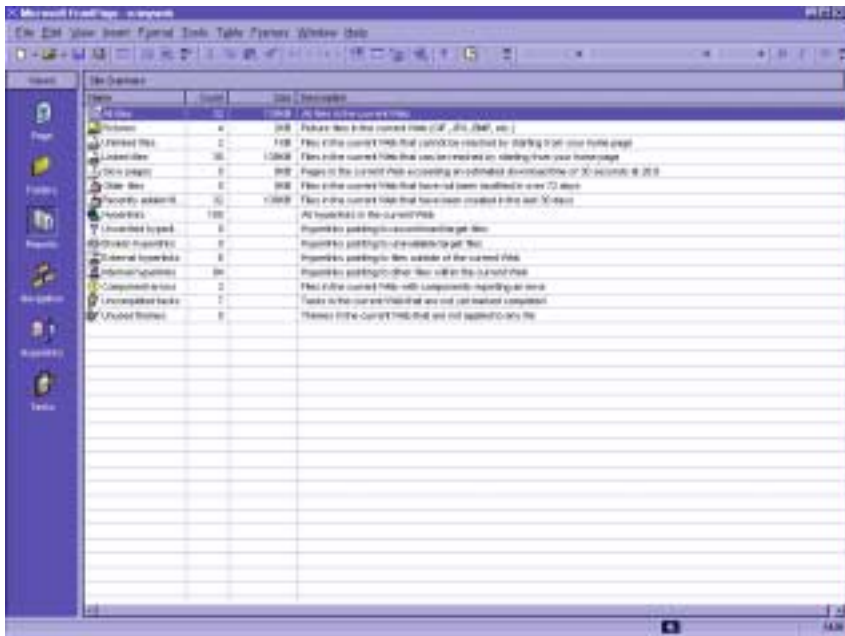
### Folders View

This view displays a typical Windows 98 Explorer menu, allowing your Web project's files to be easily accessible within Front Page.



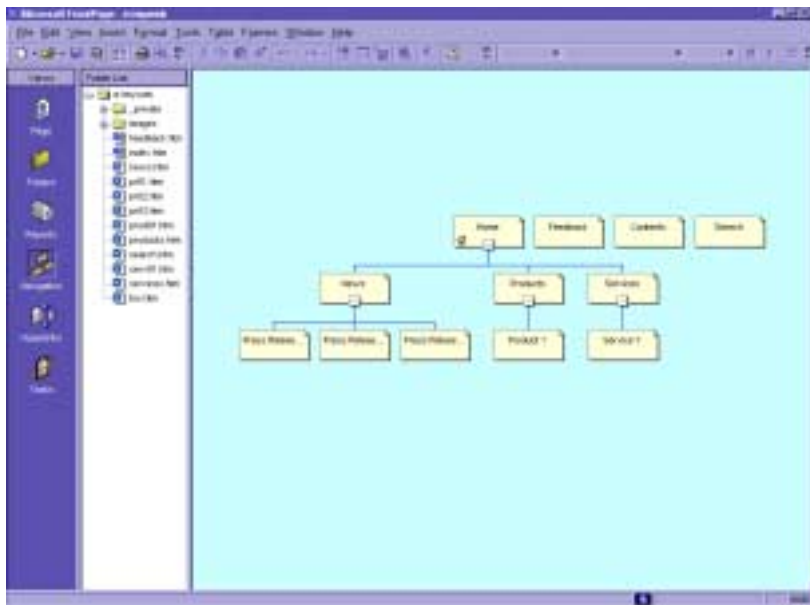
### Reports View

This view gives you a Site Summary, a bird's-eye view of what's working within your site. Or not working.



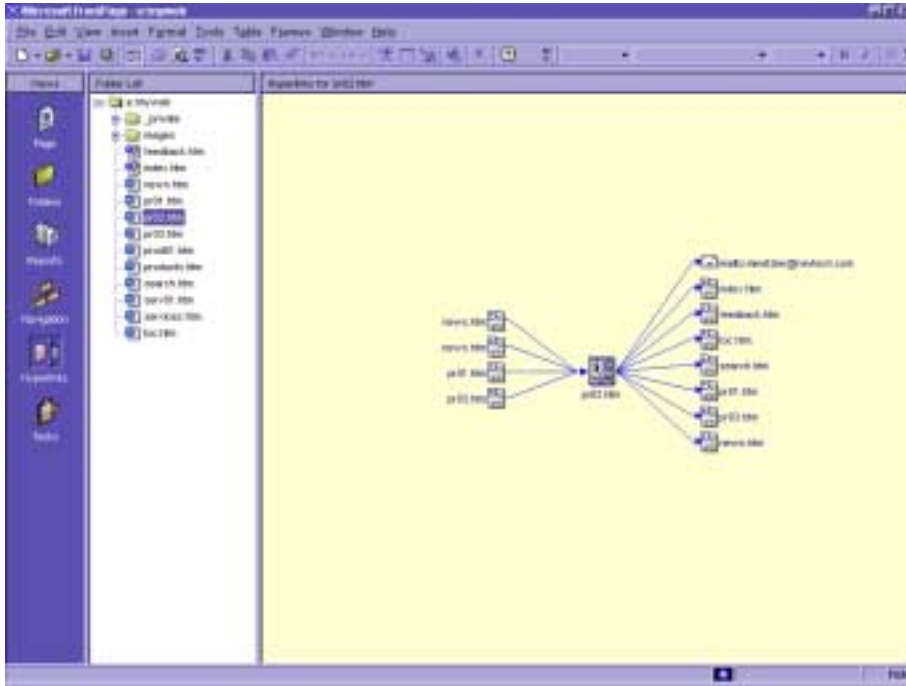
### Navigation View

This view provides a visual representation of all the pages on your Web site and the pages' hierarchical order. You can change the relationships of the pages by dragging them.



### Hyperlinks View

This view gives you a graphical representation of how every Web page connects to every other page within your Web site. It also shows which pages are linked to sites outside your own.



### Tasks View

This view enables you to assign tasks to individuals on a team, check the status of tasks that are underway, and manage workflow. (You wouldn't use this if you were not working on the site as a team.)

Name	Assigned To	Priority	Assigned Date	Estimated Date	Description
Not Started	Customize Home Page	Medium	High	10/24/01 09:23	edit main introduction content text
Not Started	Customize Product P...	Medium	High	10/24/01 09:23	create data source for your own products
Not Started	Customize Feedback P...	Medium	High	10/24/01 09:23	describe your services offerings
Not Started	Customize Feedback T...	Medium	Medium	10/24/01 09:23	define input values in the form
Not Started	Customize Title Page	Medium	Medium	10/24/01 09:23	define meta-information about site
Not Started	Customize Search Page	Medium	Medium	10/24/01 09:23	implement a search for content using search engines

### ***Other Features***

- Spell checker and Thesaurus
- Visual Basic Editor
- Image Composer for editing graphics (Note: Image Composer comes with the version of FrontPage that is sold separately, not with the version that comes with MS Office 2000. It is on Disk 2.)

## **Getting Help**

### ***Help Library***

**Help**→Microsoft FrontPage Help→Contents. Or press F1.

### ***Answer Wizard***

**Help**→Microsoft FrontPage Help→Answer Wizard.

### ***Online Help***

If you're on the Internet, go here:

**Help**→Office on the Web

## **FrontPage 2000 Editor (Page View)**

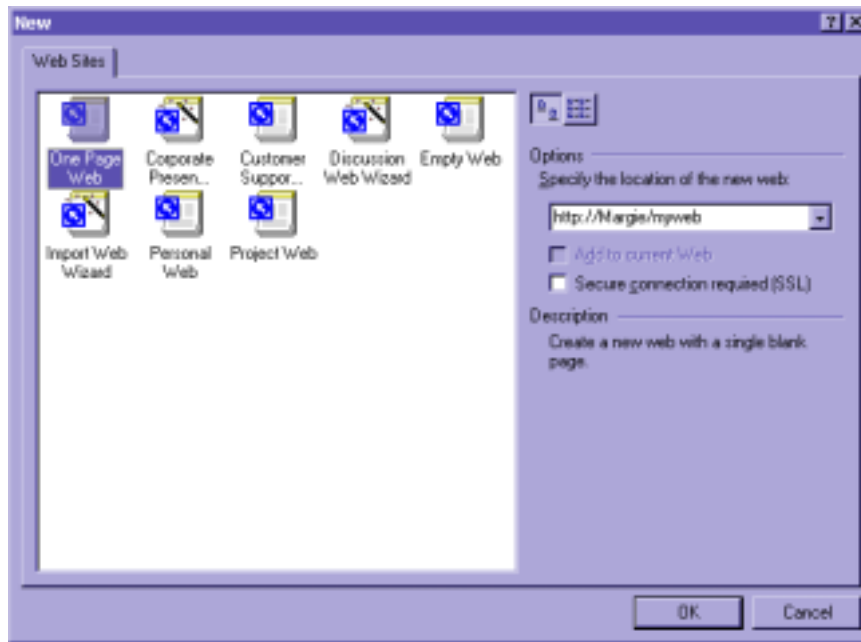
### ***Normal, HTML, and Preview Modes***

- **Normal:** the visual editor for Web development. In this view, you can place text, graphics, applets etc. on screen and FrontPage creates the HTML.
- **HTML:** allows you to edit the HTML code by hand.
- **Preview:** Enables you to see what your pages look like in Internet Explorer before you put them up. Don't forget to preview the pages in Netscape as well, though, since our UNIX users have to use Netscape.

## **Creating a New Web**

When you start FrontPage 2000, the program creates a default HTML page called New\_Page\_1.html. But you want to create one of your own, so ignore it and do this:

1. Choose **File**→**New**→**Web**. You'll get the **New** dialog box.
2. Enter the location for your new Web in the **Options** area.
3. Select a type of web from one of the templates. The default is **One Page Web**.
4. Click **OK** or press **Enter** to create your Web.



### ***Setting This Web to Open in Startup***

1. Choose **Tools**→**Options**
2. Select the **General** tab
3. Select the check box next to **Open Last Web Automatically When FrontPage Starts**.
4. Click **OK**.

**Note:** When you create a Web, FrontPage 2000 also creates an **Images** folder and a **Private** folder. Put your images in **Images**. **Private** is where FrontPage puts the majority of its automatically generated code.

### ***Template Features***

<b><i>Template</i></b>	<b><i>Description</i></b>
<b>One Page Web</b>	Includes a single Web page.
<b>Corporate Presence Wizard</b>	Includes pages for products and services, feedback, and searching, plus pages for mission statements and contact information.
<b>Customer Support Web</b>	Includes the tools necessary for building a compelling customer support site, including pages for discussion groups, FAQ's, bug-list reports, a searchable database, and bulletin board postings.
<b>Discussion Web</b>	Includes search forms, a discussion area, and user registration.

<i>Template</i>	<i>Description</i>
<b>Wizard</b>	
<b>Empty Web</b>	Includes only the empty default folders.
<b>Import Web Wizard</b>	Walks you through the process of importing an existing Web into a new Web.
<b>Personal Web</b>	Includes a home page, plus pages for a photo album, your personal interests, and your favorite sites on the World Wide Web.
<b>Project Web</b>	Includes such things as schedules, task status, discussion pages, and team-member information.

### ***Creating an Empty Web Page***

In addition to the method you just saw, you can create a new empty Web page in four other ways:

- **From the File menu:** **File**→**New**→**Page**. Choose **Normal Page** and click **OK**.
- **From the Standard Toolbar:** Just below the file menu is the **New Page** toolbar button. Click it.
- **From the folder List:** Any time the **Folder List** is active, right-click a blank part of the **Folder List** and choose **New Page**.
- **From the keyboard:** Press **Ctrl+N**, select **Normal Page**, and click **OK**.
- **Your new page will be called New\_Page\_1.**

### ***Creating a Web Page from a Template***

There are 25 different templates you can use. To use them, in **Page** view, press **Ctrl+N** or **File**→**New**→**Page** to open the **New** dialog box.

<i>Web Page Template</i>	<i>Features</i>
<b>Bibliography</b>	Creates a page with entries in the correct form for a bibliography.
<b>Confirmation form</b>	Creates a customer service reply page for users to submit a query.
<b>Feedback Form</b>	Provides a form for submitting and receiving feedback.
<b>Form Page Wizard</b>	Creates a customized page with a form that Web surfers can submit.
<b>FAQ</b>	Includes a blank table of contents and links to major sections (you get to fill them in.)
<b>Guestbook</b>	Creates a form that visitors can use to post comments to your Web site.
<b>Narrow, Left-</b>	Creates a single-column page with text on the left-hand side and a

<b>Web Page Template</b>	<b>Features</b>
<b>aligned Body</b>	picture on the right-hand side.
<b>Narrow, right-aligned Body</b>	Creates a single-column page with text on the right-hand side and a picture on the left-hand side.
<b>One-column Body</b>	Creates a page with a single column in the middle, a title at the top, and some default text down the middle of the page.
<b>One-column body with Contents and Sidebar</b>	Creates a text column in the middle, a picture on the right, and a blank menu on the left.
<b>One-column Body with Contents on Left</b>	Creates a side text column along the left and a blank menu on the right.
<b>One-column Body with Staggered Sidebars</b>	Creates a text column on the right, with staggered menus on the left.
<b>One-column Body with Two Sidebars</b>	Creates a text column in the middle, a smaller text column on the right, and a staggered two-column menu on the left.
<b>One column Body with Two-column Sidebar</b>	Creates one text column on the left, one column of images in the middle, and a blank menu on the right.
<b>Two-column Body</b>	Creates two text columns and a header at the top.
<b>Two-column Body with contents and Sidebar</b>	Creates two text columns in the middle, a text sidebar on the right, and a blank menu on the left.
<b>Two-column Body with contents on Left</b>	Creates two text columns to the right and a blank menu on the left.
<b>Two-column Body with Contents on Right</b>	Creates two text columns to the left and a blank menu on the right.
<b>Two-column Staggered Body</b>	Creates two offset text columns down the middle of the page.
<b>Two-column Staggered Body with Contents and Sidebar</b>	Creates two offset text column down the middle of the page, with a blank menu on the left and a sidebar on the right.
<b>User Registration</b>	Includes a default set of text fields for registering new visitors to your Web site



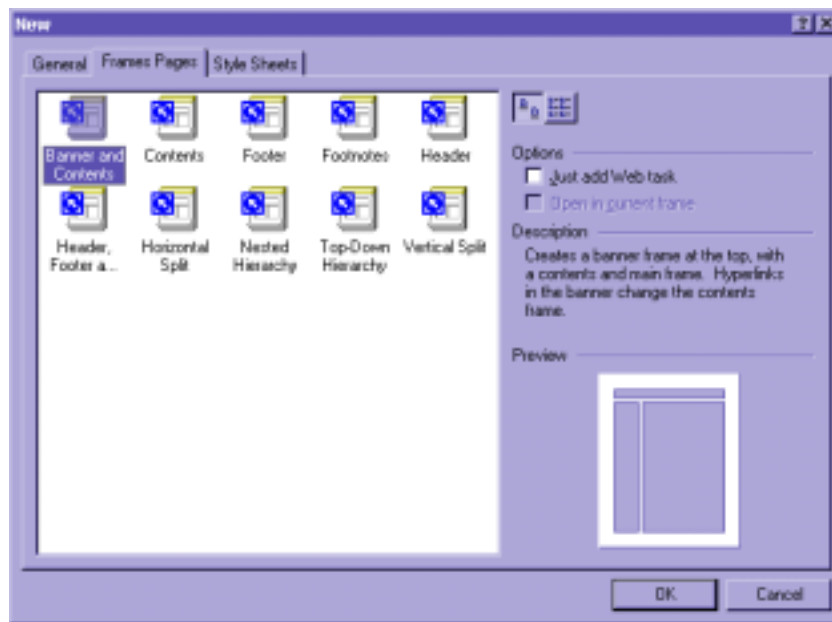
<i>Web Page Template</i>	<i>Features</i>
<b>Wide Body with Headings</b>	Creates a single, wide text column with headers interspersed after every paragraph of text.
<b>Search Page</b>	Creates a search form with instructions
<b>Table of Contents</b>	Creates a set of topics and built-in links for your Web pages.
<b>Three-column Body</b>	Creates three columns and a header at the top.

### ***Creating Framed Web Pages***

**Note:** be aware that some people find frames really annoying and that not all browsers support them. Older versions of IE and Netscape don't.

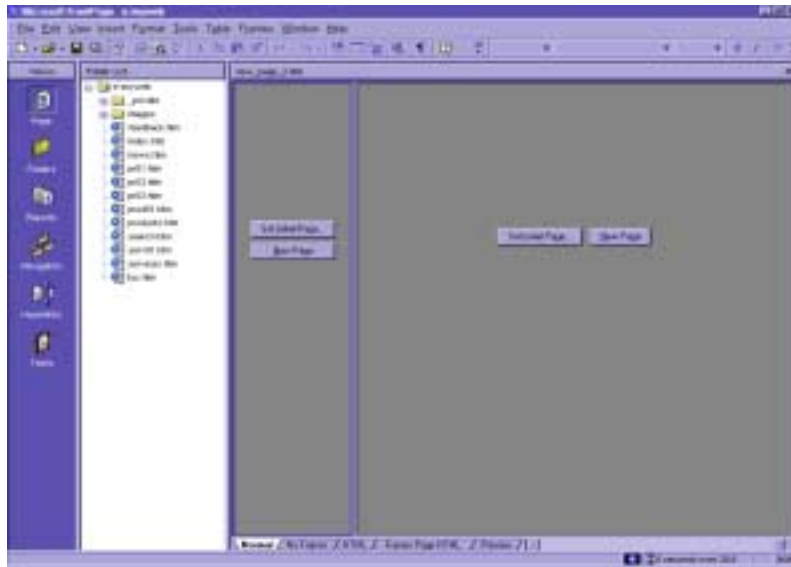
Framed Web pages are pages that allow you to scroll down, while a menu at the top doesn't move and the scrolling page "disappears" beneath the menu. These are easy to create, because in HTML, you can display more than one Web page on-screen at the same time. To create framed Web pages, do this:

1. In **Page View**, select **File**→**New**→**Page** from the menu bar. You'll see the **New** dialog box.



2. Select the **Frames Pages** tab.
3. Click the style of the framed Web page you want. After you click a style, you'll see a thumbnail preview at the bottom-right corner of the dialog box.

4. Click **OK**. You'll see a page that doesn't necessarily look the way it will when done. (See below.) You'll see a control page and you have to select the pages in the frame. Within each framed area you'll see three long buttons, which you'll use to select the pages you want.

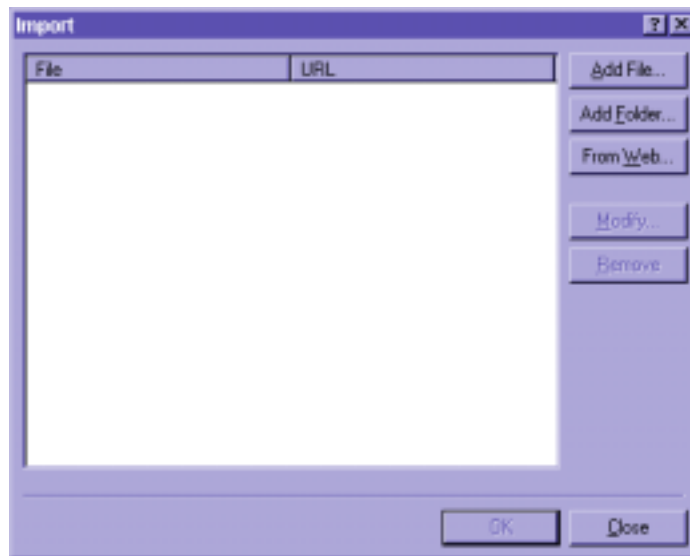


5. Double-click **Set Initial Page** to select a page already in your Web to put there.
6. Double-click **New Page** to create a new, empty HTML page to go there.

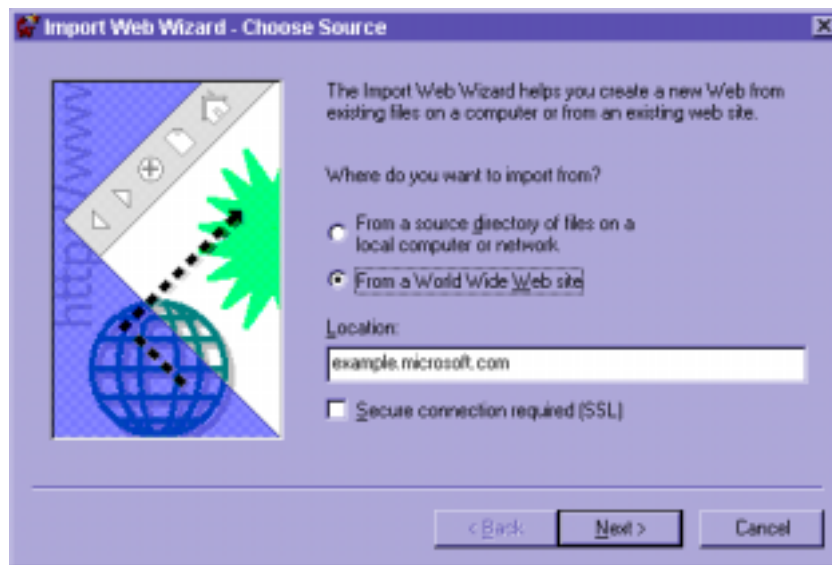
### ***Importing Webs and Web Pages***

You can import a single file (HTML page, graphic, video, script etc.) or, you can import the contents of an entire folder. Or, you can import an entire Web. It can be on your computer, local network, another FrontPage web, or a site on the World Wide Web.

1. From **Page View**, from the **Folder list**, click once at the top level, then right-click to choose **New folder**. (do this only if you want to create a new Web.)
2. Right-click the new folder to **rename** it, then right-click it again to **Convert to Web**.
3. Now go to **File**→**Import** to get the **Import** dialog box.



4. Click **From Web** to see the **Import Web Wizard**.



5. Now you'll find the location of the Web you're importing. If you choose **From a Source Directory**, a **Browse** button appears on-screen and you go find it. If you choose the **From a World Wide Web Site** button, the wizard provides a field for you to enter the URL.
6. Click **Next** to bring up the **Choose Download Amount** dialog box.
7. You can limit the size of the Web you want to download by choosing from the check boxes. They let you specify the number of layers of the Web you want to import, and the size in kilobytes of the Web you're importing.
8. Click **Next** and you'll get the **Finish** dialog box; click **Finish** and take a break. This takes a few minutes.

## Naming Your Web

By default, FrontPage calls a new Web "My Web." And after you name your Web, changing the name can be a hassle. You name a Web in the **New** dialog box in the **Options** area. In the **Specify the Location of the New Web** field, type a new name and click **OK**. Then FrontPage will create a folder with that name and put the Web contents in the folder. It is recommended that you use short file names because many servers on the Internet require them.

## Opening Files

FrontPage recognizes these types of files:

- Web files (HTML, Active Server Pages (ASP), Cascading Style Sheets (CSS), JavaScript, and VB Script files.)
- All Microsoft Office file formats (Word, Excel, PowerPoint and Access) back to Version 2.x.
- Text files
- Rich Text files
- Word Perfect file going as far back as WordPerfect 5.x.
- Lotus 1-2-3 spreadsheets going back to Version 1.x.
- To open a file, do this:
  1. Choose **File**→**Open**.
  2. Select the file type you want from **Files of Type**.
  3. Use the **Look In** drop-down list to find the file.
  4. Click the name of the file from the list and click **Open**.
- Notice that FrontPage opens the application first, then the file in the application.
- If you can't find the file, click the **Tools** drop-down list (top, right) to search. Or you can open a file in a new window by clicking the down arrow on the right side of the **Open** button. Choose **Open in New Window**.

## Retrieving Recent Webs and Web Pages

- Choose **File**→**Recent Files**→**name\_of\_file.html**. Or, choose **File**→**Recent Webs**→**Name\_of\_Web**.
- You can set your options so that FrontPage automatically opens whatever Web you were working on last time:
  1. Choose **Tools**→**Options** to open the **Options** dialog box.
  2. Select the **General** tab.

3. Select the **Open Last Web Automatically when Front Page Starts** check box.
4. Click **OK**.

## **Saving Web Pages**

- Choose **File**→**Save**.
- Click the **Save** button on the Toolbar.
- Press **Control+S**
- If you haven't saved this file at all, the **Save As** dialog box appears. From here, you can name the file and choose where to save it.

### ***Saving an HTML file as a Template***

If you want to use a page as a template, here's how to save it:

1. Choose **File**→**Save As**. The **Save As** dialog box appears.
2. In the **Save In** drop-down list box, select the Front Page 2000 Template directory, usually c:\Program files\Microsoft Office\Templates\1033\pages
3. Select **FrontPage Template (\*.tem)** from the **Save as Type** drop-down list.
4. Click **Save**.
5. If there are embedded graphics or other files, you'll be asked which ones to save. Choose and click **OK**.

### ***Using your Template***

1. Go to **File**→**New**→**Page**.
2. Now choose the template you just saved. Remember, it shows up by its title and not the filename. You'll get a new page that looks like your template.

### ***Saving a Duplicate Version***

Use **Save As** and give it a new name to save a duplicate of your file.

## **Working with FrontPage 2000**

### ***Applying a New theme to a Web***

1. Choose **Format**→**theme** to open the **Themes** dialog box.
2. Click the theme that you want. The four check boxes give you options:
  - **Vivid colors:** Users more vibrant colors in graphics and text.
  - **Active Graphics:** creates more interesting and dynamic graphics for elements such as a banner.

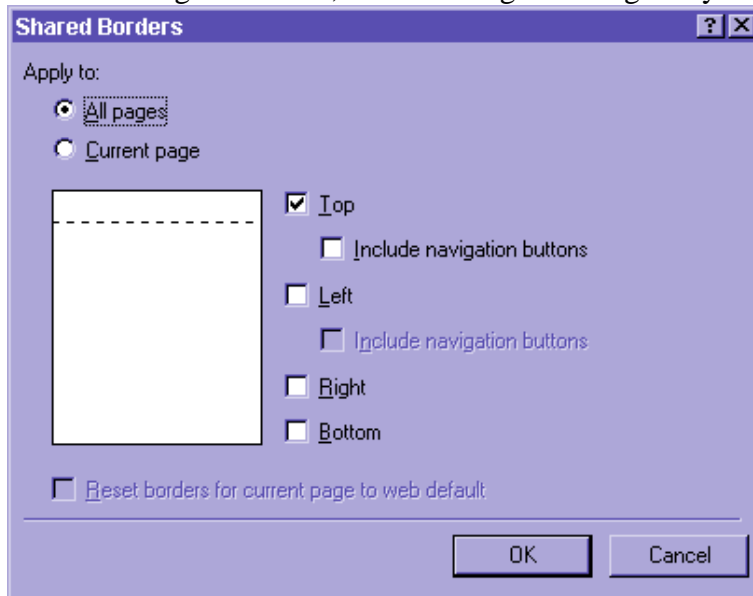
- **Background Picture:** Adds a background image to the pages.
  - **Apply Using CSS:** Uses Cascading Style sheets instead of HTML to create your text and graphics styles.
3. Select the options you want and click **OK**.

### **Shared Borders**

FrontPage allows you to put an element at the top or bottom of every page, such as a logo. This feature is called **Shared Borders**. To use this feature, you designate a region of a Web page as shared and then make changes to that region on just one page. FrontPage will make the changes on all the other pages with the shared border.

To assign a shared border:

1. Click the folders icon in the Views Bar to access the folders View. Or if you want to remain in another view, choose view → folders to access the folders List.
2. Select the pages that you want to have shared borders by holding down the Ctrl key and clicking each page once. Note: If you've just started a Web, create a bunch of blank pages first and select them all to apply a shared border.
3. Choose **Format → Shared borders**. You'll get this box:
4. In the dialog box above, select the region or regions you want to be shared across



the pages. If it should be applied to all pages in the Web, select **All Pages** in the **Apply To** area.

5. Click **OK**.
6. If you make any changes to any of the pages, it will appear on all the shared borders pages.

### ***Checking Spelling in the Web***

1. From **Folders View**, choose **Tools**→**Spelling**. You'll get the **Spelling** dialog box. Or you can press **F7**.
7. Choose whether to run a spell-check on the **Entire Web** or **Selected Pages**.
8. Select **Add a Task for Each Page with Misspellings** check box to turn the mistakes into tasks.
9. Click **OK**. You'll get a report on all pages that contain spelling errors and the number. Double-check the first page to start fixing or ignoring the misspellings.

### ***Copying files to a Web***

- Resize your Front Page window so you can toggle between your desktop and the application by pressing **Alt+Tab**.
- Open **Explorer** and find the file you want to move into FrontPage. Resize the Explorer window so you'll see both the file and **FrontPage folders**.
- Using your right mouse button, drag the desired file into the Folder List window in FrontPage and drop it in the folder you want. Choose **Copy** or **Move**, or **Cancel**.

### ***Creating folders***

- Go to **Folders View** and choose **File**→**New**→**Folder**. Your new folder is in the directory that is currently selected. Type a new name. Press **Enter**.
- **Or....** From any other view, choose **View**→**Folder List**. Then right-click the folder in which you want to put the new folder and choose **New folder** from the pop-up menu. FrontPage creates the new folder and lets you change the name. Press **Enter**.

### ***Deleting files and folders***

- Delete from the **Folder List**: Click an item and press **Delete**.
- Delete from **Folder View**: : Click an item and press **Delete**.
- Delete from **Reports Menu**: You can delete HTML pages on which you generate reports. Click the HTML page in a report and press **Delete**.
- Delete from the **Navigation View**: On your computer, locate the page you want to delete and press Delete. **Select Remove this Page and all the Pages Below It from All Navigation Bars** to keep the page in the Web but delete all links to it. Or, select **Delete this Page and all the Pages Below It from the Web** to eliminate the page entirely.
- Deleting from **Hyperlinks View**: Select the page and press **Delete**.

- Delete from **drop-down lists**: Whenever you have a file selected, press the **Delete** key or choose **Edit→Delete**.

**Note:** You can't undo deleting a page from the Web! You should strip the page out of the **Navigation View** first to see what kinds of repercussions your action will have, then delete it later.

### ***Editing a Theme***

1. Choose **Format→Theme** to open the **Themes** dialog box.
2. Click the theme you want.
3. Click **Modify**
4. Choose what you want to change: **Colors, Graphics, or Text**.
5. Make your changes.
6. Click **Save** to save the changes in the theme, or **Save As** if you'd like to leave the original theme alone and save this as a new theme with a new name.

### ***Edit colors:***

- **Change color scheme**: there are 55 different color combinations you can apply to a theme, or you can make one up. (Custom).
- **Change the Color Wheel**: If you select the Color Wheel tab, you can assign a primary color to the theme from more than 32,000 RGB colors. FrontPage will then reassemble the rest of the theme based on your primary color selection. You can also use the slider bar to adjust the brightness by dragging it to the left (dimmer) or right (brighter).
- **Choose Custom Settings**: Each theme is made up of 14 color properties, which apply to hyperlinks, body text, etc. You can modify these by selecting the **Custom** tab in the **Modify Theme** dialog box, selecting the element, and assigning a color from the **Color** drop-down list.

### ***Edit Theme Graphics***

If you click the Graphics button in the Themes dialog box (**Format→Themes→Modify→Graphics**), you can edit the graphics properties which apply to banners, buttons, etc.:

1. Choose the graphic property that you want to edit from the **Item** drop-down list of the **Modify Theme** dialog box for graphics.
2. Select the **Picture** tab to edit the graphic you're using for the specific there element that you want to edit. Some elements contains more than one embedded graphic. You can add your own graphics manually or use the **Browse** button to find the location of the graphics file that you want.

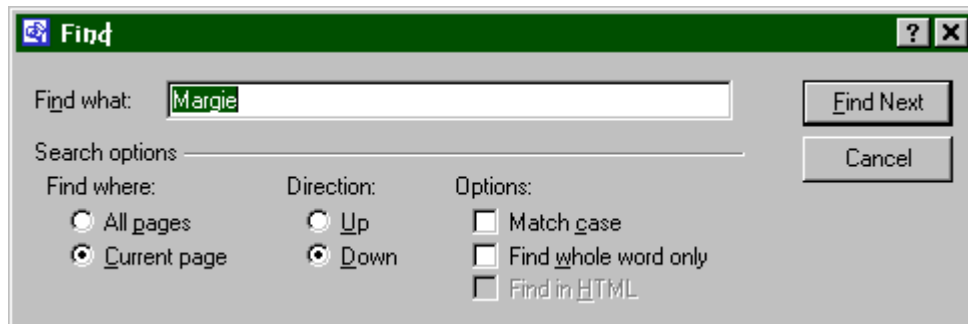


3. Select **Font** to edit any text properties associated with your graphic. If the item is editable, you'll get choices such as **font type**, **Style**, **Size**, **horizontal Alignment**, and **Vertical Alignment**. (Keep in mind that the browsers support very few font types: **Arial** and **Times New Roman** are supported by almost every computer.)
4. Select either the **Normal Graphics** or **Active Graphics** radio button at the bottom of the dialog box. **Active graphics** look more like 3D.
5. Click **OK** twice.

### ***Finding things in Your Web***

You can use FrontPage's Find feature to find something in either an individual file or the entire Web.

1. Activate the **Folder List** by choosing **View**→**Folder List**. Or go to the **Folders View**.
2. Select the folder in which you want to do the search. To search the entire Web, choose the root directory file folder. The root directory file folder's name is the same as your Web.
3. Click **Edit**→**Find**. You'll get this box:



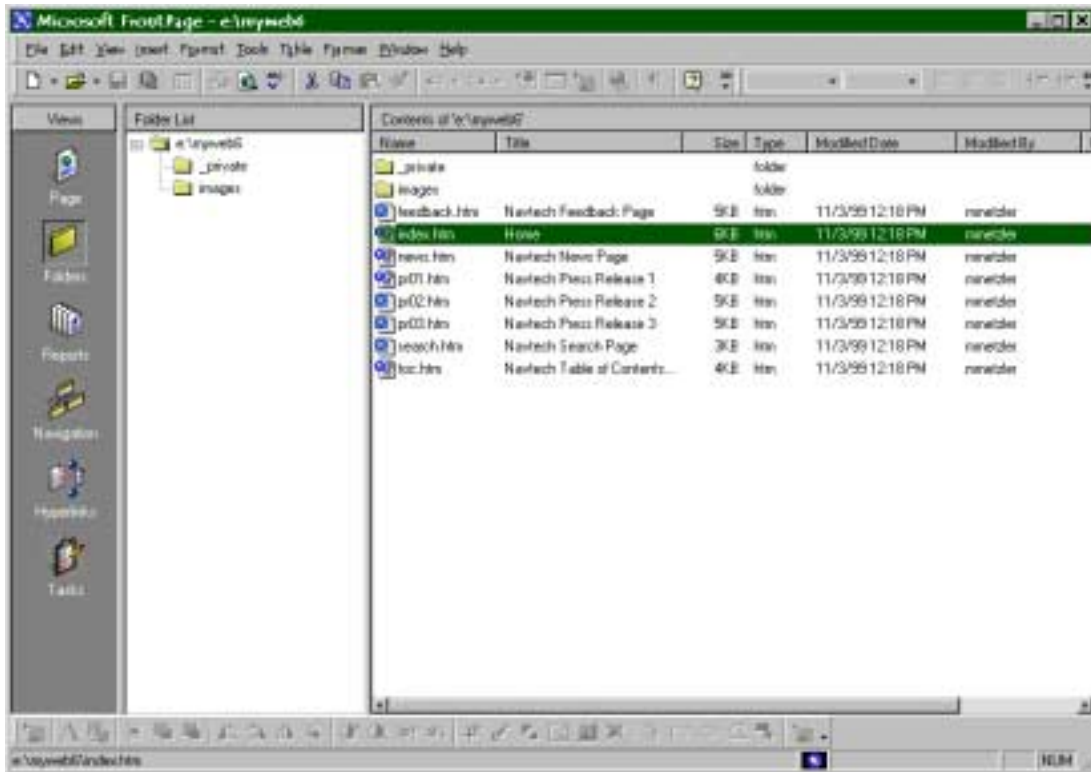
4. Type what you're looking for. You can make your search case-sensitive or not.
5. Note that you can't find files in exactly the same way as you do in Explorer... you can't use an asterisk (\*) key.
6. Click the **Find in Web** button to begin the search. You'll see the status of the Web page, the last person to modify the page, and the number of times FrontPage found the search item. If you double-click an item, FrontPage sends you to the page.

### ***Moving Pages***

If you move pages in Windows Explorer, or anywhere else outside of FrontPage, you'll mess up your links. If you do it within FrontPage, FrontPage will take care of your links for you.

1. Activate the **Folders View (View**→**Folders)**.

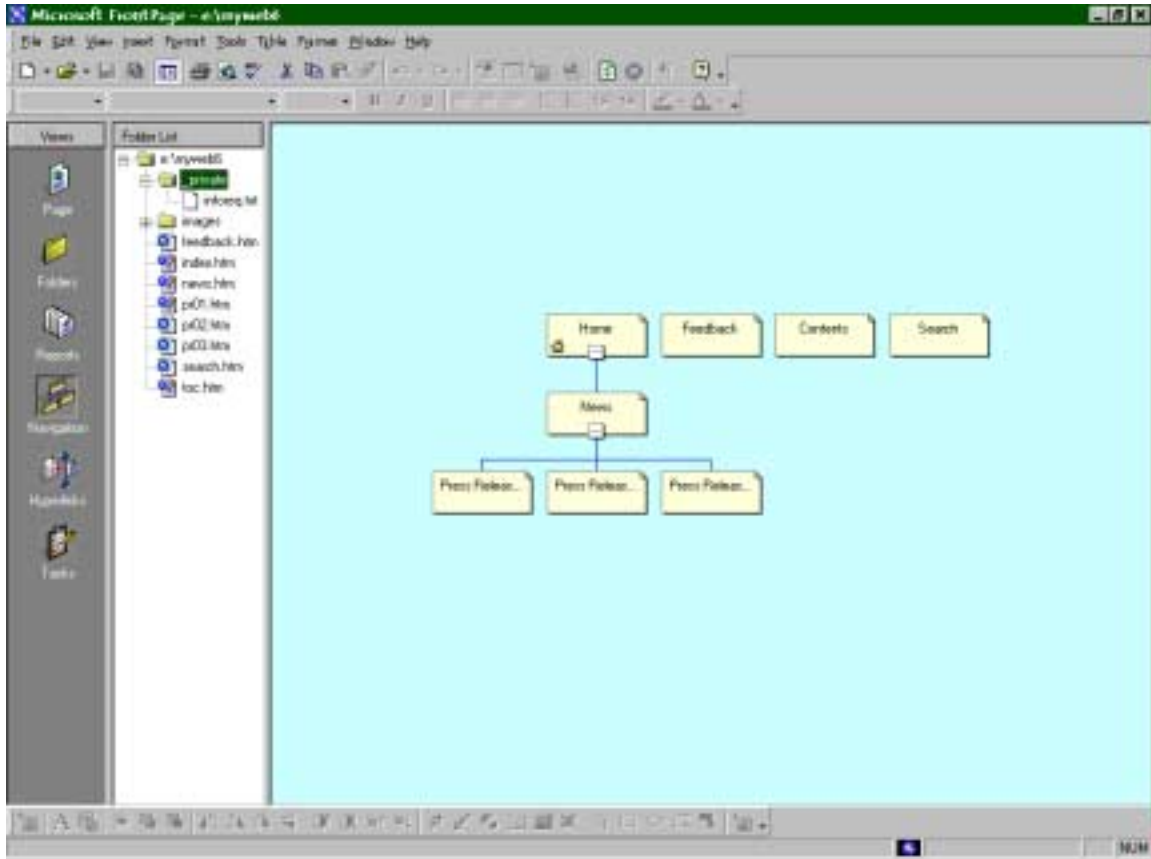
2. Click the file you want to copy in the **Contents Of** area.



3. If you double-click a file from here, you'll see that file... and be out of the folders view. If you double-click a Folder, you'll see its contents. Press the **Backspace** button to go up a level again.
4. Drag the file you want to copy from the **Contents Of** window to the folder in the **Folder List** to which you want to copy the file. As the new file moves into the new folder, FrontPage recalculated the hyperlinks.

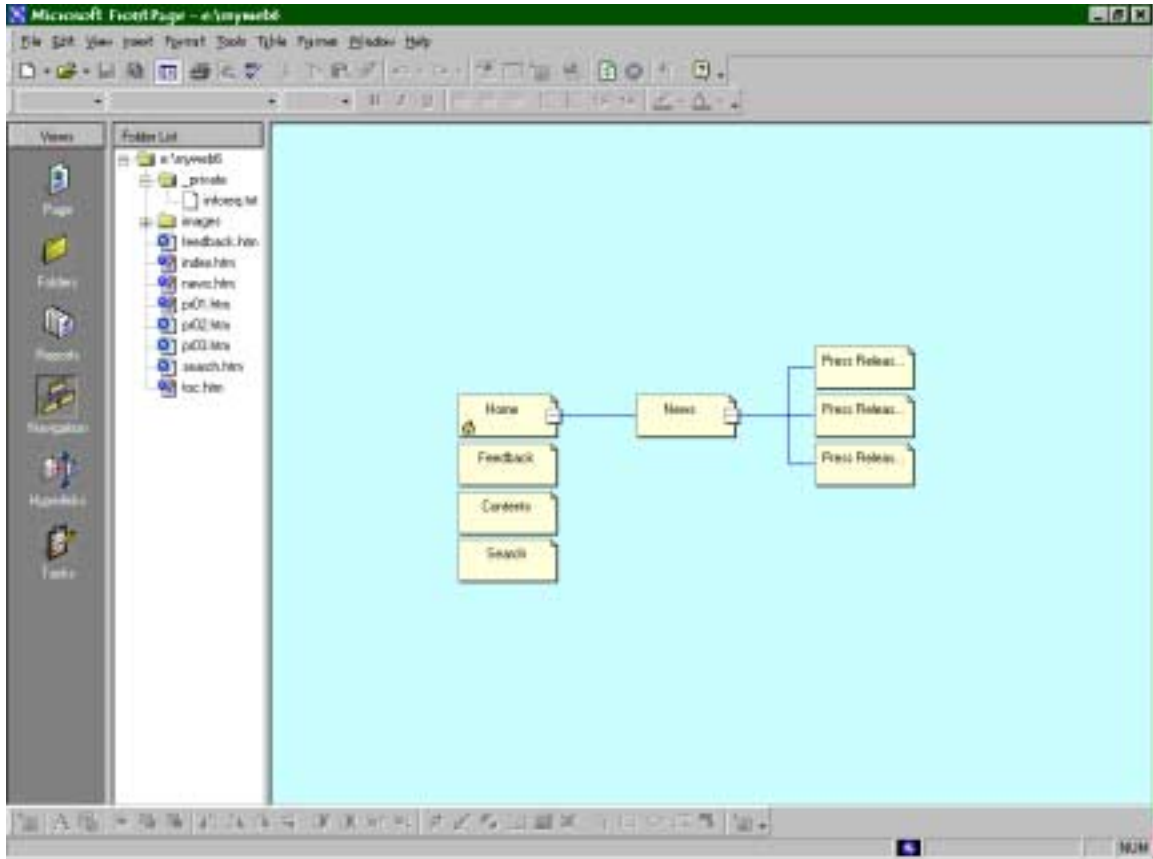
### ***Organizing Project Pages***

The **Navigation View** gives you a visual method of viewing your Web site, and allows you to drag files around. To get to the Navigation View, just click on **Navigation**:



### To add web pages:

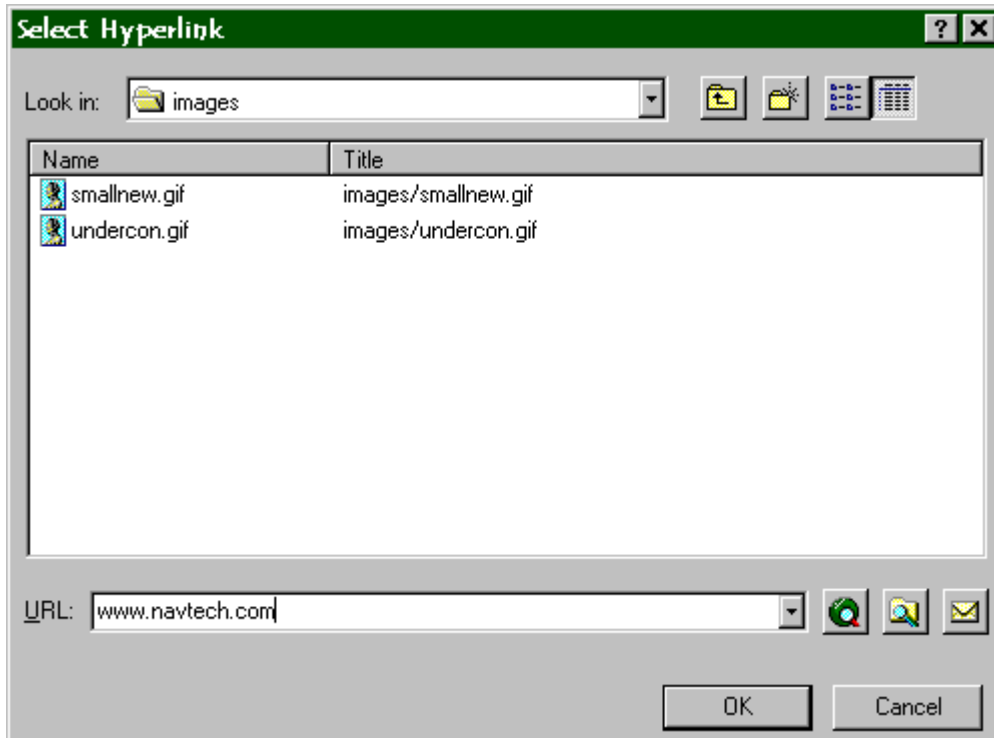
1. Select the Web page you want to add to the **Navigation View** from the **Folder List**, and drag it into the **Navigation View** window. FrontPage creates a proxy view of the page with a virtual link that attached itself to the closest Web page to the arrow cursor. You can move it to other pages and change the links.
2. Release the mouse button to set the relationship.
3. Note: if you drag a page from the **Folder List** onto the **Navigation View** window but don't get the page close enough to another page, it will disappear.
4. **Note:** if you site's too big to view the pages vertically, right-click the Navigation View window background and choose **Rotate**.



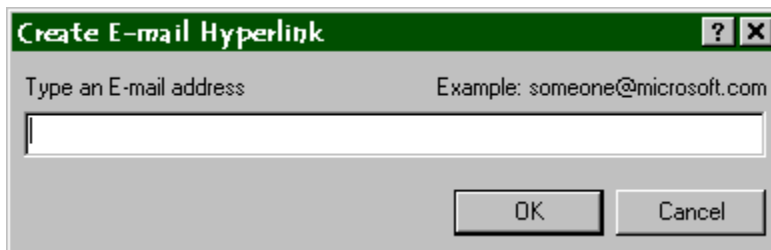
### To Add external links in Navigation View:

External links can link either to another Web site or to an e-mail that you send. Do this:

1. Right-click any Web page in the **Navigation View** window and choose **External Hyperlink** from the pop-up menu to open the **Select Hyperlink** dialog box.
2. Enter the **URL** or e-mail address in the **Select Hyperlink** dialog box.



3. To add the e-mail address, type <mailto:user@navtech.com>. Or, choose the email icon and you'll get the **Create e-mail Hyperlink** dialog box and you fill in the address.



4. Click **OK**.

### ***Print Your Web***

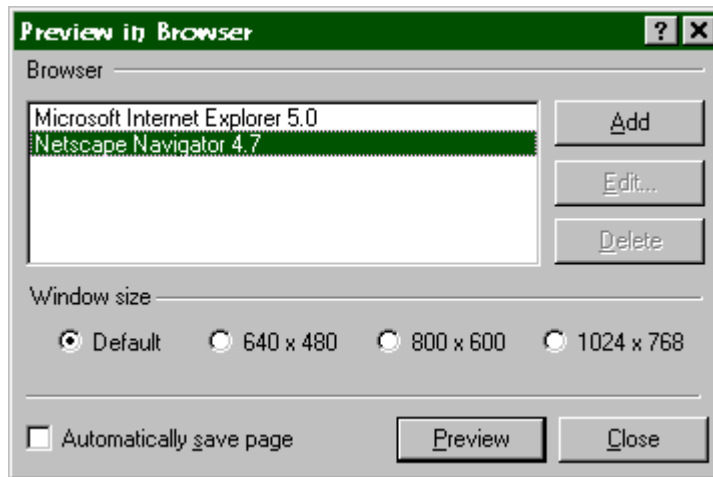
1. Right-click the Navigation View window and chose **Zoom**→**Size to Fit** to get your entire site to fit on-screen.
2. Choose **File**→**Print Preview**. If your page looks too cramped, go to **File**→**Page**
3. Choose **File**→**Print** and click **OK**.

### ***Previewing in a Browser***

FrontPage comes with its own built-in browser, which is going to look very much like MS Internet Explorer, but it won't be identical. And it won't look at all like Netscape, which a large percentage of Navtech users are using. (Keep in mind that the UNIX users

can't use Explorer.) So... you can preview your pages in any of the browsers installed on your computer... which should be both of them.

1. Switch to the **Folders View** by choosing **Folders**.
2. Click the page that you want to preview.
3. **Choose File→Preview in Browser** from the menu bar. You'll see the **Preview in Browser** dialog box.

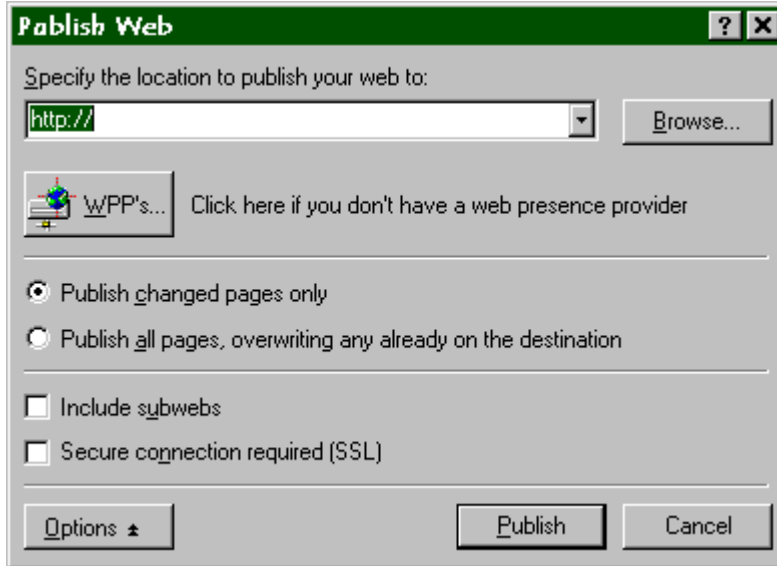


4. Select the browser. Whatever browsers that FrontPage detects are there. If you have other browsers installed, click **Add** to add them.
5. Designate a window size by selecting one of the four radio buttons in the Window Size area. You should choose the lowest resolution that your users might have.
6. Click **Preview**.

## Publishing Webs

With earlier versions of FrontPage, moving Web content from your computer to a Web server was very frustrating. This version is much better indeed. Here are the ways you can publish Web content now:

- **Connect directly to a FrontPage server:** Your web resides on another computer and you do all your editing and publishing while you're connected to your Web. This works in Sunnyvale, and probably Best and Chicago. With the field, it depends on if you can see our server. In Sunnyvale, our server is called **Lorien**.
- **Publishing by using HTTP.** You need to make sure your Web server supports FrontPage server extensions.
  1. Click **File→Publish Web**. You'll get this box:



2. Click the **Options** button. This gives you choices about publishing only the Web pages that have been changed and other choices.
  3. Enter the URL where you want to publish your Web content in the **Specify the Location to Publish Your Web To** text box at the top. Click the **WPP's** button if you aren't sure if you have the correct extensions. This will send you to the Microsoft Web site to check on the current list of ISP's that support the extensions. If you're not sure of the location to publish the web, click the **Browse** button in the **Publish Web** dialog box to search for the **Open Web** dialog box. You can use the link buttons on the left side of the dialog box or use the drop-down list to look for FrontPage servers on your hard drive, on network drivers, or in your Web folders area.
  4. Click **Publish** to submit the new Web content. FrontPage tracks the progress of the upload and shows you which pages are being transferred. Once the upload is complete, an alert box appears telling you the upload is done.
  5. Check your site in both browsers!
- **Publishing by using FTP:** This is new and is a major improvement. To use this feature, you set up an FTP location, then publish the Web.

## Recalculating Hyperlinks

When you move pages, images etc. around, some of the links will be broken. To recalculate them, go to **Tools**→**Recalculate Hyperlinks**. (It will take a few minutes.) Here's what this will do:

- Repair all the broken hyperlinks in your Web. This means reconciling old, out-of-date link locations with up-to-date ones.

- Update the rest of FrontPage so that the program knows that you made changes to your Web site. This is useful when using features such as Shared Borders, which affect multiple pages.
- Synchronize any database tables that use the new link information.

## Toolbars

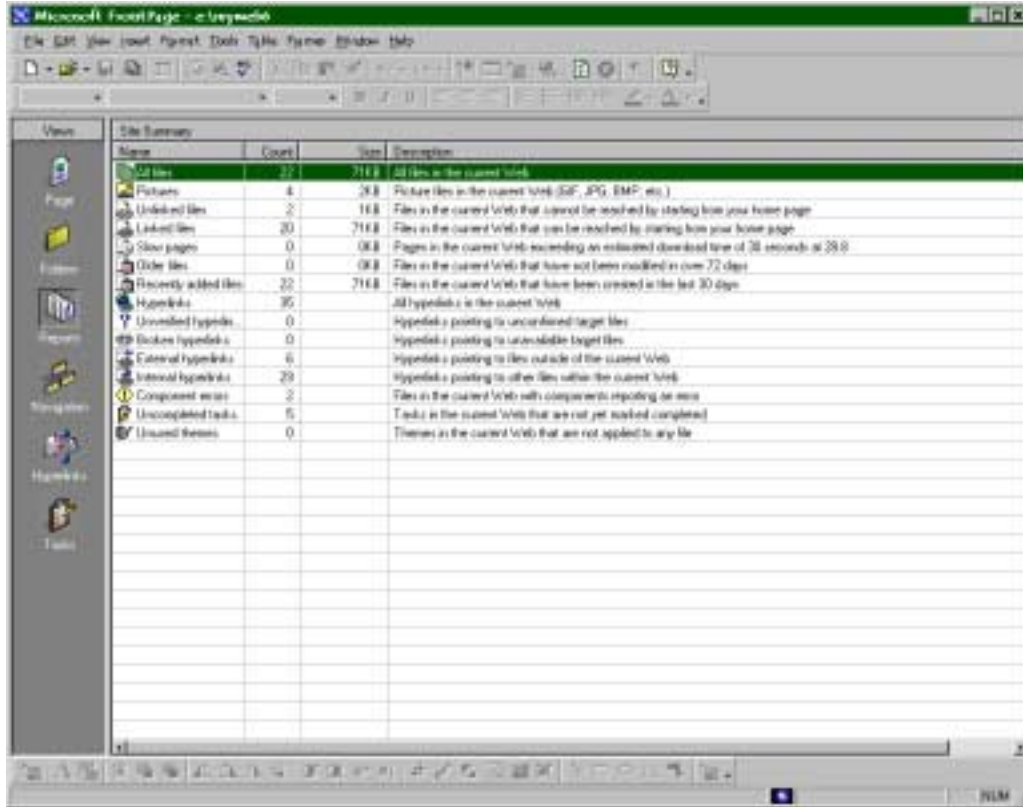
To get toolbars, go to **View**→**Toolbars**→Name of toolbar. Here are the available toolbars (and if you go to the **Commands** tab, there are other buttons you can use):

<i>Toolbar</i>	<i>Features</i>
<b>Standard</b>	Includes such general Office functions as Open, Save, and Print.
<b>Formatting</b>	Provides font-style and formatting functions.
<b>DHTML Effects</b>	Assigns Dynamic HTML events to things like mouse clicks and rollovers.
<b>Navigation</b>	Lets you control the layout and size of the Navigation View. You can add external links with this too.
<b>Picture</b>	Gives you point-and-click access to all the image-editing tools built into FrontPage 2000.
<b>Positioning</b>	Enables you to set locations and move the position of objects on a page.
<b>Reports</b>	Makes all the FrontPage reports accessible through a drop-down list.
<b>Style</b>	Launches the Cascading Style Sheet dialog box.
<b>Table</b>	Generates quick and easy HTML tables.

## Reports

You can generate 14 different reports in FrontPage 2000. Go to **View**→**Reports**. You'll get a site summary report, which includes information in 15 different categories. To get a detailed report on one of the categories, double-click the name of the report.

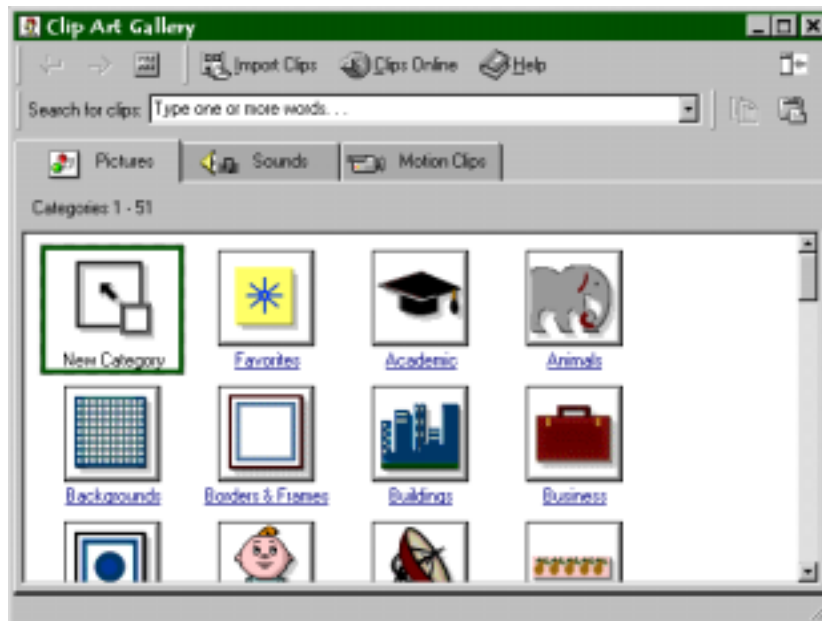




## Adding Clip Art to a Page

FrontPage has its own **Clip Art Gallery** to help you create buttons, banners, etc.

1. Choose **Insert**→**Picture**→**Clip Art**. You'll get the **Clip Art Gallery** dialog box, which also includes sound files and video clips.



2. Select the tab for the type of clip art you want.(Note: sound and video clips are probably not a good idea, because they are platform-specific: a Mac sound won't work on a PC.)
3. Choose a category of clip art. If you're looking for a specific type of image, which as a birthday image, type birthday in the **Search for Clips** field and FrontPage will give you the clips that have that keyword.
4. Click the image you want and you'll get a floating menu to do these things:
  - **Insert Clip**
  - **Preview Clip**
  - **Add Clip to Favorites or Other Category**
  - **Find similar Clips**
5. You can bypass the floating menu by right-clicking and choosing **Insert**.

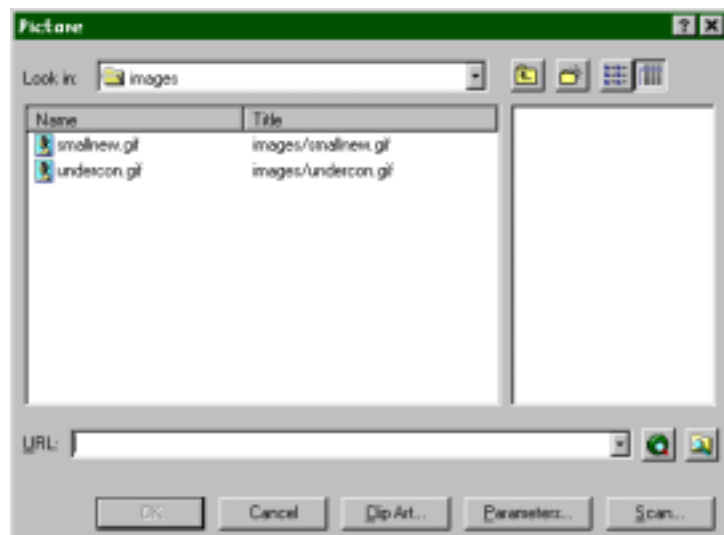
## Adding Comments

If you add comments to a Web page, they won't show up to people reading the page *unless* they view the HTML code.

1. Place the cursor where you want to insert your comment, in either **Normal** or **HTML** View.
2. Choose **Insert**→**Comment** from the menu bar.
3. Insert your text in the box.
4. Click **OK**.

## Adding Graphics

1. Click the location on the page where you want to insert your graphic. (If the page is blank, you only choice is top left-hand corner.)
2. Choose **Insert**→**Picture**→**From file** to bring up the **Insert Picture** dialog box.
3. Choose the graphic you want. Your images can come from your Web, elsewhere on your computer, or the Internet.



Note: it's a good idea to add all graphics files to your Web before adding them to a Web page.

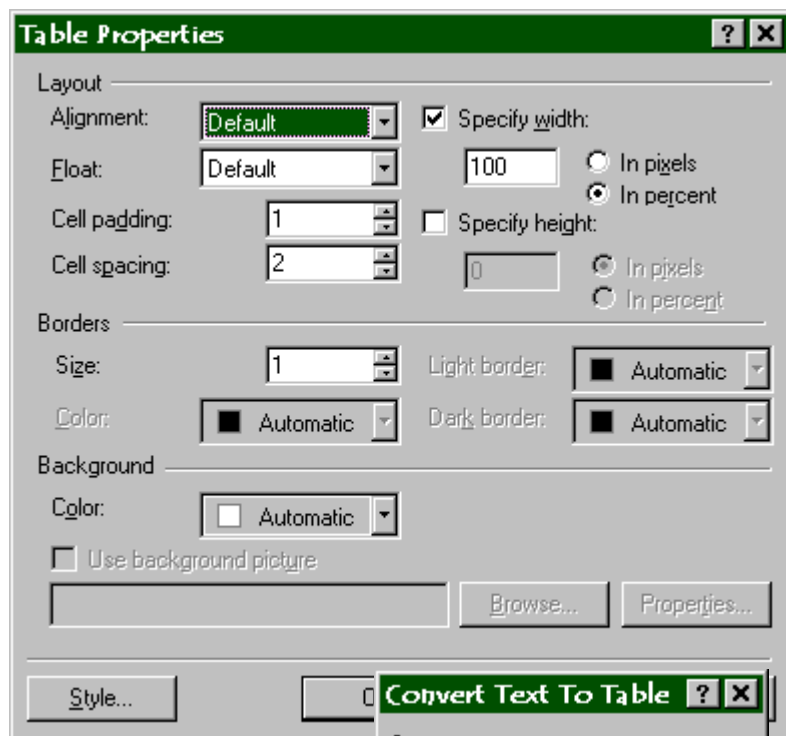
4. Click **OK**.

You can also add graphics in HTML view. You can do this exactly as above, or you can actually change the HTML coding.

## Using Tables

Tables are a neat way to nicely format your page. They are the best way to simulate columns or to arrange text beside graphics. Tables can have visible lines or not.

To create a table, click the **Insert Table** button, drag to select the number of columns and row you want and release. To change the Table's properties, right-click and choose **Table Properties**:



### ***Converting Text to a Table***

1. Highlight the text you want to convert to a table.
2. Choose **Table**→**Convert**→**Text to Table**.  
You'll get the **Convert Text to Table** dialog box:
3. Choose a method to convert your text to a table (it will depend on how you typed the data)
  - **Paragraphs**: You'll get a new row based on a

paragraph mark

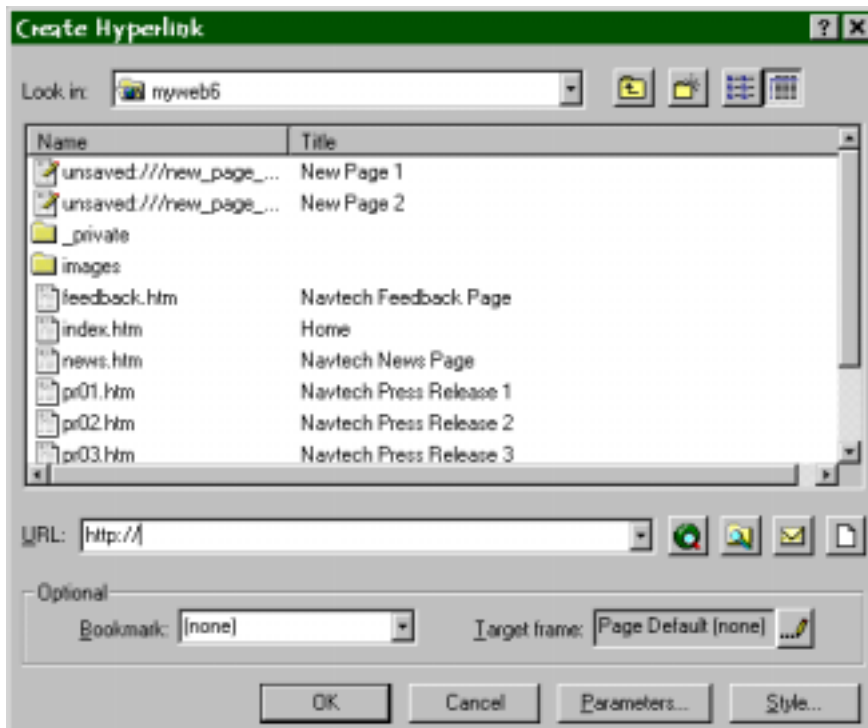
- **Tabs:** You'll get a new cell in the row each time it sees a tab, and a new row at each paragraph mark
  - **Commas:** Same as **Tabs**
  - **None:** Puts all the highlighted text into one cell in one row.
  - **Other:** uses a character marker in your text to create new rows. You'd need to put the characters in your data.
4. Click **OK**.
  5. You can also choose a table and **Table**→**Convert**→**Table to Text**.

## Create and Use Hyperlinks

Hyperlinks are the features that allow people to jump from place to place on the Internet. You can jump within a page, or to another page, or to another site entirely.

### Create a Hyperlink

1. Highlight text or image that you want to be the hyperlink. You can also create a link to a page without highlighting anything. In this case, the link would use the title of the page that you're linking.



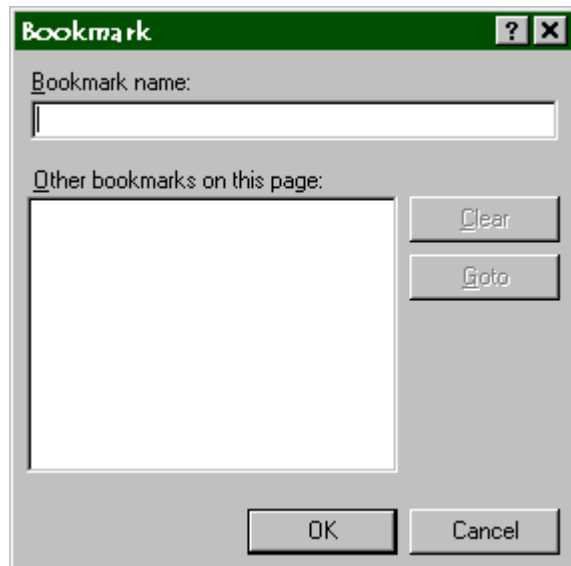
2. Choose **Insert**→**Hyperlink** to get the **Create Hyperlink** dialog box.
3. Enter the link location in the URL field. You can choose one of these methods:

- **Browse your Web:** Use a pull-down menu and select a page or object to link to. This is the default. Just double-click the page.
  - **Use a Web browser.** If you're linking to another Web site on the Internet, click the globe button. Front page launches your default Web browser. Find the page you want and go back to Front Page. The URL of the page you were just on shows up in the URL line.
  - **Browse your computer:** Clicking the file folder with a spyglass lets you browse your computer. When you double-click the file, the pathway to the file is placed in the URL field. This works well when you're linking to other pages on the Web server, it's a terrible way to create links when publishing to a Web site. The path will be something like c://mydocuments/page1. This works great on your computer, but it won't work when someone else clicks the link, since the file won't exist on their c: drive.
  - **Inserting an e-mail address:** If you click the e-mail button in the **Create Hyperlink** dialog box, you can enter an e-mail address to serve as the link. Then when a user clicks the link, the browser launches the default e-mail client (Outlook) and inserts the address in the **To:** field of a message.
  - **Creating a new page and linking to it:** Click the **New Page** icon which will bring up a dialog box helping you create the new page.
  - **Typing a URL in the box.**
4. Click **OK**.

### **Create a Bookmark**

Bookmarking means marking an actual spot within a Web page. You'd probably do this if you wanted to create hyperlinks that send users to a location on a page when they click the link.

1. In **Normal View**, place the cursor where you want the bookmark to go.
2. Choose **Insert** → **Bookmark** from the Menu bar. The Bookmark dialog box appears:
3. type a name for the bookmark in the bookmark Name box.
4. Click **OK**. In Normal View, you'll see an icon indicating the location of the bookmark you added. In HYTML View, this line has been added:



```
<a name = "name_of_bookmark"> </a>
```

5. **Note:** If you have multiple bookmarks on a page that's quite long, you can jump to a bookmark by bringing up the bookmark dialog box, selecting the bookmark you want to visit, and clicking the **Goto** button.

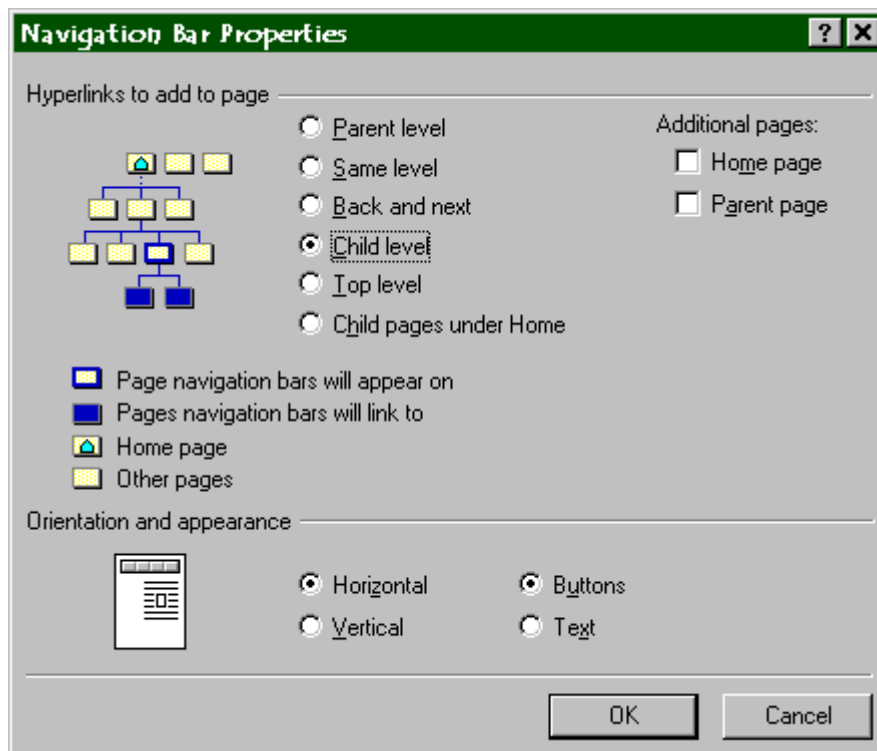
### ***Link to the Bookmark you just Created***

1. Choose **Insert → Hyperlink** to get the **Create Hyperlink** dialog box, or press **Ctrl+K** or click the hyperlink button on the toolbar.
2. Browse the Web for the page you want to link to and click it once to select it. If the page has a bookmark on it, the name of the bookmark snows up in the **Optional** area in the **Bookmark** drop-down list.
3. Choose the bookmark you want.
4. Click **OK**.

## **Create Navigation Tools**

### ***Create Navigation Bars***

1. Go to **Navigation View**. Make sure your Web page is included in its proper location within the Web hierarchy.
2. Double-click the page where you want the Bar.
3. Choose **Insert → Navigation Bar** from the menu bar. You'll get the **Navigation Bar Properties** dialog box:



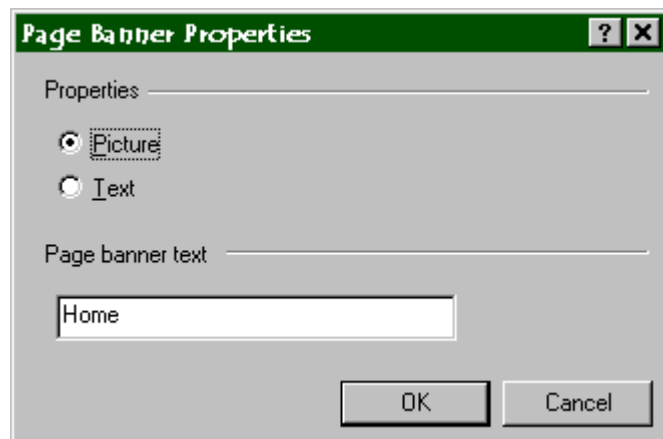
4. Choose the appropriate hyperlink level setup for your navigation Bar:

<i>Hyperlink Option</i>	<i>What it Means</i>
<b>Parent Level</b>	The level above the current page
<b>Same level</b>	Any other pages at the same level as the page you're currently working on
<b>Back and Next</b>	The pages directly to your left and right on the same level
<b>Child Level</b>	Any pages for which the page in which you're inserting the Navigation Bar is the parent
<b>Top Level</b>	Pages at the very top of the site, including the home page and any others at that level
<b>Child Pages under Home</b>	Pages on the level below the top (home page) level

5. Select a button style in the Orientation and Appearances area of the Navigation Properties dialog box. You can use either text buttons or standard Web buttons and change the orientation of the buttons to be horizontal or vertical.
6. Click **OK**

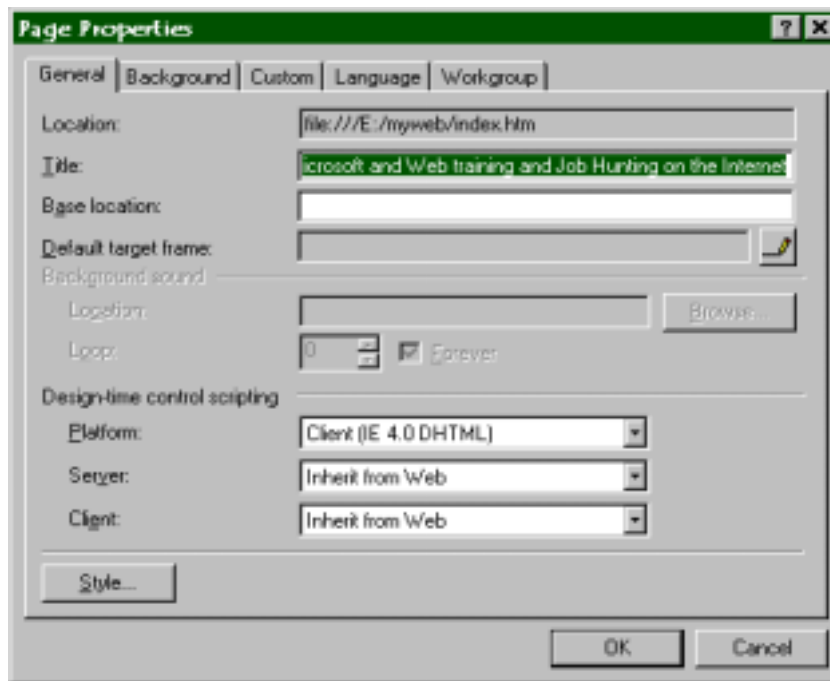
### ***Page Banners***

1. Place your cursor in the location on the page where you want to insert the banner.
2. Choose **Insert** → **Page Banner** from the menu bar. The **Page Banner Properties** dialog box appears.
3. Select whether you want the banner to be treated as plain text or as an image.
4. Insert a title for your banner in the **Page Banner Text** field.
5. Click **OK**.
6. **Note:** If you're using shared borders, you can set up a banner in a shared border area, and Front Page will apply it on all the pages sharing the border.



### **Page Properties**

Right-click on any page and choose **Page Properties**. You'll get the **Page Properties** dialog box:

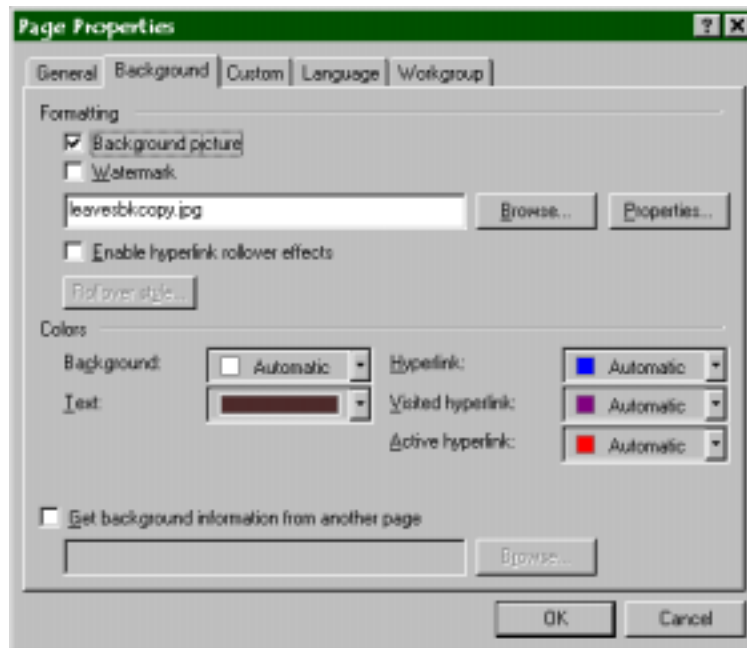


- **Change a page title:** In **General**, type a new name in the **Title** field.
- **Specify a default page sound.** This will loop continuously when the page is loaded. (will also probably be annoying!)
- **Specify the page language:** Choose the **Language** tab and choose the language for the page text and the HTML coding.
- **Assign categories to the page:** used in a multi-user environment.
- **Setting a background Image:**
  1. Select the **Background** tab.
  2. In the **Formatting** area, select the **Background Picture** check box.
  3. Click the **Browse** button to locate and select the background image you want to use. You can look for images on the Web or elsewhere on your computer, but it's best to have placed them on your Web before doing this.
  4. Click **OK**.
  5. **Note:** If you've already set a background image for another page on your Web site, you can use that same image for the page you're in by importing the page settings. Check **Get Background Information from Another Page** and click the **Browse** button to find the page.
  6. **Note:** If you want to import a background image, your background colors and hyperlink colors will also be imported.
  7. **Note:** If you're using a theme, the background tab in the **Page Properties** dialog box will not be there. Themes require that all the pages have the same background settings.



- **Setting Background colors:**

Click the **Background** tab. You can choose colors for the **Background**, if you



don't have a background image selected. You can choose a default color for the **Text** on your Web page, or **Hyperlinks** (not a good idea; people are used to blue); or **visited hyperlink** (ditto, they're used to purple), or **Active Hyperlink**.

## Text Attributes

FrontPage 2000 looks a lot like Microsoft word in terms of changing text attributes. In order to make this happen, however, they've created a situation where a large number of attributes won't work on older browsers, including Netscape Navigator 3.0 (and below), and Internet Explorer 3.0 and lower. Basically, changes other than bold, Italic and alignments won't show up at all on older browsers. The items I'll describe below are fine with older browsers, as I've elected not to include things that won't work for the vast majority of our users.

Most of the text attributes are based on the HTML 3.2 and Cascading Style Sheets 2.0 specification. But these standards are only fully supported by Netscape Communicator 4.0 and up, and Internet Explorer 4.0 and up.

To change an attribute, select the text and select the right button.

### ***Changing Font Properties***

1. Highlight the text you want to change.

2. Choose **Format**→**Font** from the menu bar. The **Font** dialog box appears.

3. From here, you can change font type, style, color, and size, as well as character position, spacing, and some special effects.

4. **IMPORTANT NOTE:** When you change fonts through the fonts dialog box, you're selecting fonts that are installed on your machine! This usually means the fonts that are normally installed in Windows. This means whatever fonts you choose beside Times new Roman and courier will not only not be seen by the UNIX and Mac computers, but your page setup and alignment will most likely be upset as well.



Also... most of the **Effects** items are not viewable by 3.0 and lower browsers.

5. Click **OK**.

## Using Graphics with MS Image Composer

MS Image composer is a software package that comes with FrontPage 98 and FrontPage 2000. It will allow you to perform some basic editing functions on graphics for your Web site, and particularly, convert files to .GIF or .JPG files.

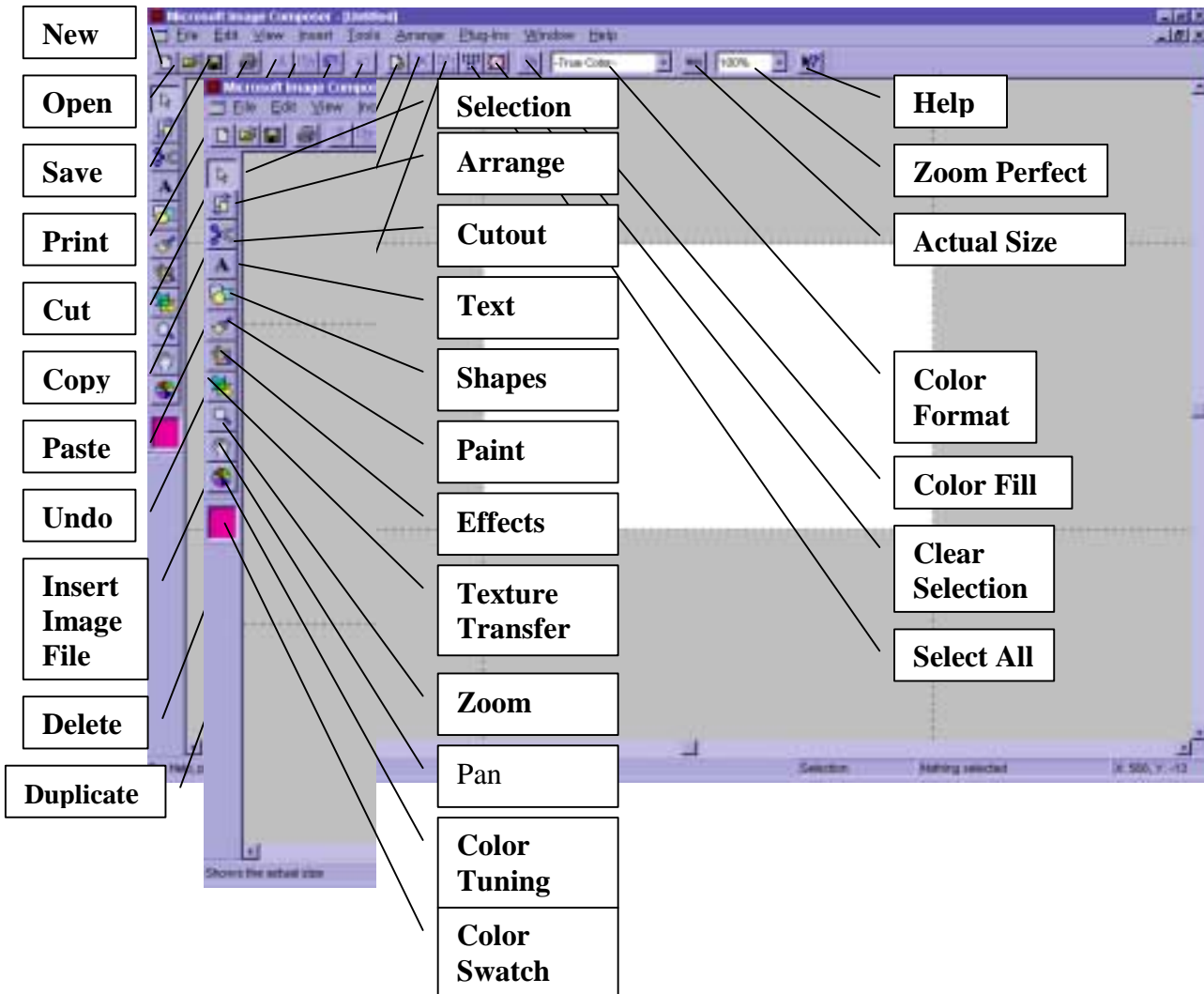
The Image composer refers to a drawing object as a Sprite. This is known as a Layer in other graphic applications.

Image composer lets you work with several types of file formats, including TIFF (.tif, Tagged Image format), CompuServe GIF (.gif), Targa (.TGA), JPEG (.Jpg), Windows bitmap (.bmp), and Adobe PhotoShop 3.0(.psd).

It supports the TWAIN interface so you can use it to scan images.

## Parts of the Screen

### ***Toolbars: Across the top***



### ***Toolbar on Left***

## **Starting Microsoft Image Composer**

While you're in FrontPage, you will open MIC when you double-click a .gif or .jpg image. You can also open it from the Program menu, and either **Insert Image File** or just open an image.

## **Drawing Shapes**

You can only **Save** stuff that's in the composition space, though you can draw things on the edges.

### ***Draw a Red Square***

1. Click the **color swatch**
2. Choose red
3. Click the **Shapes palette**
4. Click the **rectangle** button
5. Make sure **Opacity** is 100, and the edge is **Hard**
6. Drag from one corner to another to draw a rectangle, hold down the **shift** key for a square
7. Click **Create**

### ***Draw a Blue circle***

1. .Change color to blue
2. Click **oval** button
3. Keep the **opacity** at 100, but change the edge to **Soft**
4. Drag from one corner to another to draw an oval, hold down shift key for a circle.
5. Click **Create**

### ***Draw a curved shape***

1. Choose a color
2. Click the Curve button
3. Change the Opacity to 50l, and set the edge back to hard
4. Click the first point, then the second, then the third
5. Click Create

### ***Draw a Polygon***

1. Choose a different color
2. Click the Opacity to 0
3. Click the first point, then the second, then the third
4. Click create: note that with 0 opacity you get nothing

### ***Moving Shapes***

1. Click on a shape
2. Drag it or use the keyboard's arrow keys to move it to the desired location

### ***Bringing a Shape Forward or Backward***

1. Place one shape on top of another
2. Right-click on the sprite
3. Select **Bring to Front**, or **Send to Back**

### ***Rotating a Shape***

1. Select a shape
2. Use the top right shape handle to rotate the shape

### ***Changing the Shape's Color***

1. Select a Shape
2. Select a color from the color swatch
3. Click the **Color Fill** button on the tool bar

## **Inserting and Manipulating Pictures**

### ***Insert a Rabbit***

1. Select **Insert** → **Clip Art**
2. Click the **Pictures** tab. Type Rabbit in the box next to **Search for Clips**. Choose a rabbit
3. Click **Insert**
4. Drag the size handle to resize the rabbit
5. Move the rabbit into the white composition space

### ***Insert a Lion***

Do the same to insert a lion.

### ***Flip an Image***

1. Select the rabbit
2. Click the **Arrange** palette on the toolbox
3. Click the **flip horizontal** button
4. Click **Apply** and close the **Arrange** palette.

### ***Delete an Object***

1. Select the rabbit.
2. Zoom in to 300%

3. Select the **Cutout** palette.
4. Select the **Cutout Tools** tab.
5. Select the **Curve** tool.
6. Click dots around the rabbit's tail.
7. Click **Erase** on the cutout palette.

### ***Cut out an object and Place it Elsewhere***

1. Select the lion
2. On the toolbar, change the zoom to 300%
3. Click the cutout palette
4. Choose the polygon tool
5. Click dots around the lion's tail
6. Click **Cut Out** on the cutout palette.
7. Move the tail to the end of the rabbit. (You may want to rotate it.)
8. Change the zoom back to 100%

### ***Combine Two Images***

1. Click the rabbit.
2. Press **Shift** and click the new lion's tail. Both should be selected.
3. Right-click on the rabbit and choose **Group**.

## **Saving an Image**

### ***Resize the Composition Area***

1. Select the top edge of the composition area
2. Click and drag down, so it is no taller than the tallest sprite.
3. Repeat the process for the bottom, left and right sides of the composition area.

### ***Save as a Microsoft Image Composer (MIC) file***

1. Select **File**→**Save**
2. Make sure the **Save As** type is **Microsoft Image Composer**.
3. Type a File name.
4. Click **Save**.

### ***Save an Image for the Web***

1. Select **File**→**Save for the Web**.
2. Choose **All Sprites** inside the composition area, then click **Next**.
3. Choose **Let the web page background show through**, so the white area will be transparent.
4. Choose on of these options, then choose **Next**.
  - **My Web page's background is the following solid color**, and then select the color.
  - **My Web page's background is a tiled image**.
5. Review the status of your image, then click **Save**.
6. Enter the file name for your image.
7. Optional: click on the transparent color to change it.
8. Click **Save**.

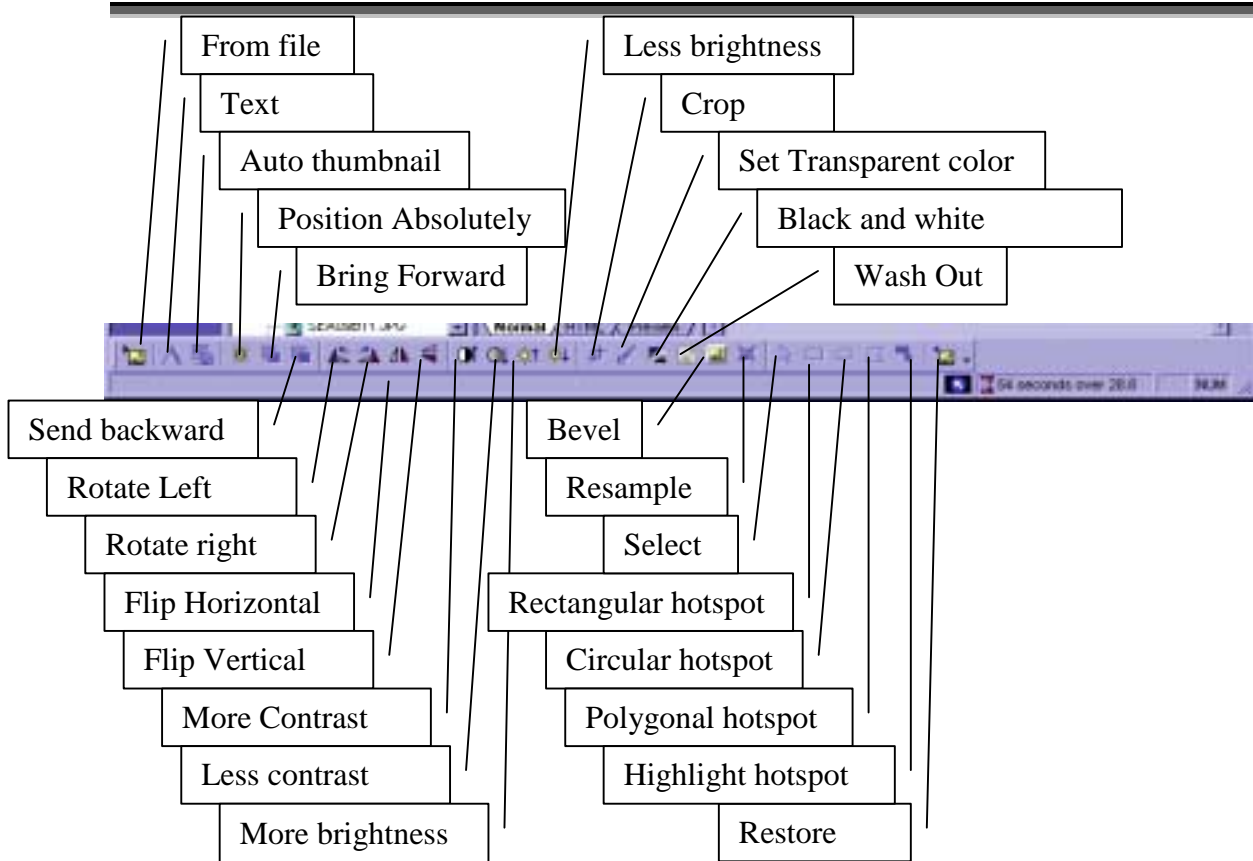
### **More about Graphic files**

- You will typically save photos as .jpg files, and graphics with solid colors as gifs.
- Graphics load more slowly than text, because of the size of the files. Loading speed is dependent on these items:
  - Server speed
  - Number of concurrent users
  - Size of graphic
  - Modem speed
- To reduce file size (colors x width x height):
  - Reduce the number of colors
  - Reduce the image size
- A good image size is 50K or less.

### **Other Ways to Edit Images in FrontPage 2000**

#### **Activating the Picture Toolbar**

Go to **View**→**Toolbars**→**Pictures**



### ***Auto thumbnails***

An Auto Thumbnail is a handy tool that enables you to create a min-version of a picture. You can then use an image as a button that links to a larger version of the picture. To create one, click and image and then click the **Auto Thumbnails** button on the **Picture** toolbar. (See above.)

When you create a thumbnail and save the page, FrontPage prompts you to save the new thumbnail you created. When you load the page in a browser, you see the thumbnail and not the original image. When you click the thumbnail, the larger version appears in the Web browser.

You can change the size, borders, and add a bevel by going to **Tools**→**Page Options**→**AutoThumbnail**.

### ***Beveling an Image***

**Beveling** adds a border and three-dimensional depth to a graphic, so that it looks like a button.

1. In Normal, click the image.
2. Click the **Bevel** button on the **Picture** toolbar. The button adds a bevel to your graphic:
3. Click the **Bevel** button again to make the bevel darker and add more emphasis.



### ***Brightness and Contrast***

Changing a graphic's brightness makes the graphic appear lighter or darker. Changing the graphic's contrast make the pixels stand out more or become more muted. Usually, contrast and brightness go hand in hand.

Click the image and press the **Contrast** or **Brightness**. You can also get a bleaching effect by clicking the **Wash Out** button.

### ***Cropping***

Cropping reduces the amount of an image you see on the screen by eliminating part of it. For instance, you could crop out your ex-husband in a digital photo of the two of you. You can only crop rectangular areas..

Click the image, then the **Crop** button, then click the anchor points and move the rectangle around if you want to resize the cropping area. Press the **Crop** button once more to do the actual cutting. Press **Esc** to deselect the cropping tool.

### ***Flipping and Rotating Images***

Click the graphic that you want to flip or rotate. Click the **Rotate Left**, **Rotate Right**, **Flip Horizontal**, or **Flip Vertical** button.

### ***Hyperlink to an Image***

In Normal view, click the image. Choose **Insert**→**Hyperlink** from the menu bar (or press **Ctrl+K**). type the URL you want the image to link to. Click **OK**.

### ***Image Maps***

Image Maps are navigation tools in which a big graphic (say a map) contains a series of hot links to various locations. You create these by specifying regions of a graphic and then setting links for the regions.

1. In **Normal** view, click the graphic for which you want to create an image map.
2. Select one of the image map shape tools from the **Picture Toolbar: Rectangular, Circular, or Polygonal Hotspots**. Create the shape that you want as a link using the tool. Now you'll get the **Create Hyperlink** dialog box.
3. Type the link in the URL text box or use the drop-down list in the **Create Hyperlink** dialog box.
4. Click **OK**.

### ***Transparent GIFS***

You can make a GIF file have a transparent background if you want. Essentially, you make a particular color invisible.

1. Click the image

2. Click **Set Transparent Color** on the **Picture** toolbar.
3. Click the color on the image that you want to make transparent.

All instances of that color will now be invisible.

**Note:** If you're using other image types in your Web page, FrontPage will try to turn that image into a .gif file when you click the **Set Transparent Color** button on the **Picture Toolbar**. You can set on one transparent color with this tool. If you select this tool again, that color becomes the transparent color and the one you chose before is no longer transparent.

## **Appendices**

### **Useful Sites**