Microsoft® FrontPage® 2000 Inter@ctiveLearning

Complete Edition

The Inter@ctiveLearning Series

Microsoft FrontPage 2000 Complete Edition.

http://www.azimuth-interactive.com

Preface

The Inter@ctiveLearning Series: the e-Learning Revolution

Azimuth's goal is to bring you the best designed and most technically advanced training materials. The Inter@ctiveLearning Series from Azimuth is a revolution in software e-learning. You can now learn both business and software skills anytime, anywhere, using books, CDs, or the Web. It's the fast, easy way to e-learn. The Inter@ctiveLearning Series is available on the Web, Local Area Networks (LANs), CDs, and books.

Approach
All editions emphasize a step-by-step, skills and concepts approach to learning proven in thousands of college classrooms across North America. The Web, network and CD editions make extensive use of rich media like audio, video and simulations to make learning fun and effective. The books use large scale graphics and a two-page spread design to achieve the same objectives. You can move from learning platform to another with ease.

Organization
The Inter@ctiveLearning Series is available in Essentials and Intermediate Editions. Essentials Editions introduce you to basic business and software skills. Intermediate Editions teach you more advanced skills and prepare you for a variety of certification exams including MOUS certification (Microsoft Office User Specialist).

About the Book
Each book is organized into lessons and skills. Each skill is presented on two facing pages. On the left page, an Overview section describes why the skill is important and where it is used. This is followed by step-by-step instructions on how to use the skill. Large screen illustrations on the right page show you what the screen should look like when you follow the steps.

About the CD and Web Editions
The CD and Web editions are organized just like the books: concepts, skills, and how-to steps show you exactly how the software works. The CD and Web editions take advantage of the latest interactive multimedia technologies to make learning fun and exciting. The emphasis is on interactivity – letting you demonstrate what you have learned to the TeacherWizard. It's like having a teacher in the machine!

Digital e-Learning Options for Business and Government
The Inter@ctiveLearning Series is ideal for training new hires, existing employees, and agency clients who are trying to improve their software and business skills. The Inter@ctiveLearning Series is available for network environments:

Local Area Networks: the Series is available for Novell, NT, and Windows networks.

Intranets: the Series is available for corporate and government intranet servers.

Outsourcing: you may choose to outsource all you software training, testing, evaluation, and administrative work to Azimuth. The training and testing program can be accessed from any employee or trainee workstation connected to the Internet.

Contact Azimuth Sales for further information at 1-800-416-6786.

Using the Book

In the book, each skill is described in a two-page graphical spread. The left side of the two-page spread describes the skill, the concept, and the steps needed to perform the skill. The right side of the spread (facing page) uses screen shots to show you how the screen should look at key stages.

Skill: Each lesson is divided into a number of specific skills

Overview: A concise description of why the skill is useful and where it is commonly used

How To: Step-by-step instructions show you how to use the skill using a real-world case that ties the skill and the concept to a practical situation

Extra: Enriches your understanding of the skill with extra details and additional features

Skill

Deleting and Inserting Text

Overview

One of the fundamental advantages of word processing is the ease it provides in changing content that has been entered previously. Word makes it easy to edit, replace or delete unwanted text.

How To:

Modify the street address in the file you previously opened by changing **Oakleigh Ave.** to **Oakleigh Avenue**

1. Make sure that **Howto1-6** (which was opened in the previous Skill) is still in the active window.

2. Move the **insertion point** to the immediate right of the period in **Ave.** in Sabrina's address by moving the mouse pointer there and clicking.

3. Press **[Backspace]** once to erase the period.

4. Type **nue** to correct the address. Sabrina's address should resemble the one in the final stage of **Figure 1-8**

5. Save the file to your student disk as **Letter.doc**

Extra

As you just saw, the [Backspace] key erases the character immediately to the left of the insertion point. To erase the character to the right of the insertion point, press **[Delete]** Word inserts text at the insertion point; that is, it moves nearby text to the right instead of typing over it. To type over existing text without moving it, double-click the **Overtype** button on the status bar to enter Overtype mode.

You can move the insertion point one character at a time to the left or right and one line at a time up or down with the **arrow keys** on the keyboard. This is especially helpful when you are moving the insertion point only a short distance. More ways to move the insertion point using the keyboard are shown in **Table 1-1** If you will be using the **[Home] [End] [Pg Up]** and **[Pg Dn]** keys on the numeric keypad, as required for some of the movement techniques in the table, you must first make sure that **Num Lock** is disabled. Some keyboards include separate keys for these functions.
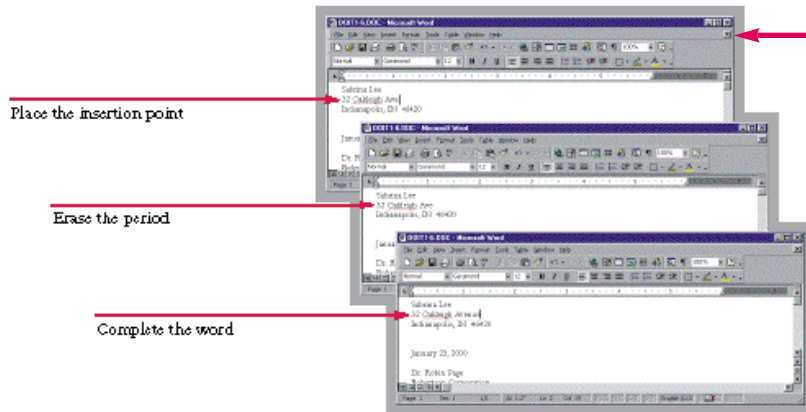
WD 1.12

iv

End-of-Lesson Features

In the book, the learning in each lesson is reinforced at the end by a quiz and a skills review called Interactivity, which provides step-by-step exercises and real-world problems for the students to solve independently.

Inter@ctive Learning Series • Word 2000

Figure 1-8 Changing Ave. to Avenue in Sabrina's address

Place the insertion point

Erase the period

Complete the word

Table 1-1 Moving the Insertion Point with the Keyboard

TO MOVE THE INSERTION POINT	PRESS
Left or right one word	[Ctrl]+[←] or [Ctrl]+[→]
Up or down one paragraph	[Ctrl]+[↑] or [Ctrl]+[↓]
Up or down one screen	[Pg Up] or [Pg Dn]
To the beginning or end of a line	[Home] or [End]
To the beginning or end of a document	[Ctrl]+[Home] or [Ctrl]+[End]

Practice

To practice deleting and modifying text, open the file **WordPrac1-7**.

Hot Tip

Clicking the **Undo** button on the Standard toolbar allows you to reverse the last command you used. Clicking the arrow next to the Undo button opens a menu that lists all of your previous actions, allowing you to undo several actions at once.

WD 1.13

Screen shots: Screen shots show you what the screen should look like after following the How to: steps

Summary tables: Tables give you a quick overview of shortcuts and toolbar icons needed to use the skills

Hot Tip: Gives you advice on how to use the software and warns you of potential problems

Practice: Allows you to practice the skill with a built-in exercise or a practice file

Using the Interactive CD-ROM

The Inter@ctiveLearning Series multimedia CD-ROM provides an unparalleled learning environment in which you can learn software skills faster and better than in books alone. The CD-ROM creates a unique interactive environment in which you can learn to use software faster and remember it better. The CD-ROM uses the same lessons, skills, concepts, and How To: steps as found in the book, but presents the material using voice, video, animation, and precise simulation of the software you are learning. A typical CD-ROM contents screen shows the major elements of a lesson.

Skills list: A list of skills allows you to jump directly to any skill you want to learn or review, including **interactive sessions** with the **TeacherWizard**

Lessons and skills: The lessons and skills covered in the CD are coordinated closely with those in the book

Review: The Review summarizes the skills you have learned in a lesson and allows you to return to a skill by clicking its title

Inter@ctiveLearning Series Microsoft Windows 98

File   Options   Skills   Bookmarks   Help

AZIMUTH
INTERACTIVE

Inter@ctiveLearning Series

LESSON ONE
INTRODUCTION TO WINDOWS

☐ 1. Introducing Windows 98
☐ 2. Examining the Desktop Icons
☐ 3. Opening and Manipulating a Window
☐ 4. Using the Start Menu
☐ 5. Using the Taskbar
☐ 6. Getting Help
☐ 7. Shutting Down Windows 98
☐ 8. Review
☐ 9. Review Questions
☐ 10. SmartQuiz

CLICK ON A SESSION

Opening and Manipulating a Window

Minimizing a Window
Minimizing a Window
Maximizing and Restoring a Window
Maximizing and Restoring
Changing the Dimensions of a Window
Moving a Window
The Control Menu
Using Scroll Bars

Review Questions and **SmartQuiz**: Review Questions test your knowledge of the concepts covered in the lesson; SmartQuiz tests your ability to accomplish tasks in a simulated software environment

Navigation controls: Precise and simple user controls permit you to start, stop, pause, jump forward or backward one page, or jump forward or backward an entire session. A single navigation star takes you back to the lesson's table of contents

Unique Features of the CD-ROM: TeacherWizard™ and SmartQuiz™

The Inter@ctiveLearning Series offers many leading-edge features on the CD currently found in no other learning product on the market. One such feature is *interactive exercises* in which you are asked to demonstrate your command of a software skill in a precisely simulated software environment. Your actions are followed closely by a digital TeacherWizard that guides you with additional information if you make a mistake. When you complete the action called for by the TeacherWizard correctly, you are congratulated and prompted to continue the lesson. If you make a mistake, the TeacherWizard gently lets you know: "You clicked on the wrong button. Click on the folder icon on the left side of the toolbar to open a file." No matter how many mistakes you make, the TeacherWizard is there to help you.

Another leading-edge feature is the end-of-lesson SmartQuiz. Unlike the multiple choice and matching questions found in the book quiz, the SmartQuiz puts you in a simulated digital software world and asks you to show your mastery of skills while actually working with the software.

SmartQuiz: For each skill you are asked to demonstrate, the SmartQuiz monitors your mouse and keyboard actions

Skill question: Interactive quiz questions correspond to skills taught in lesson
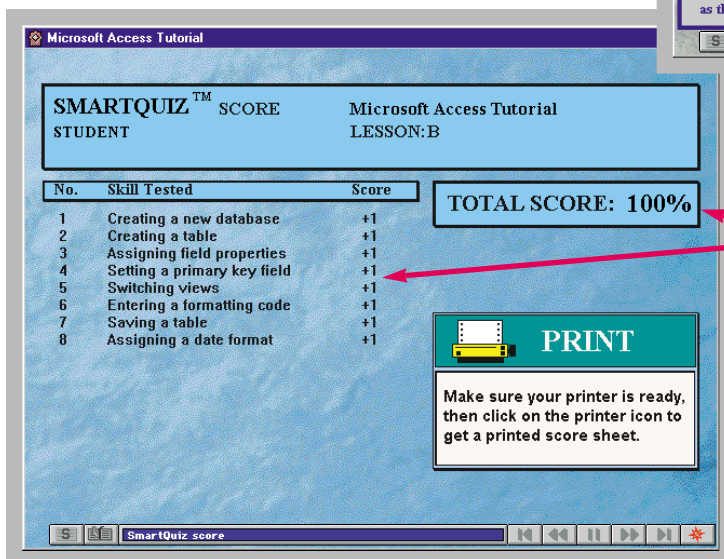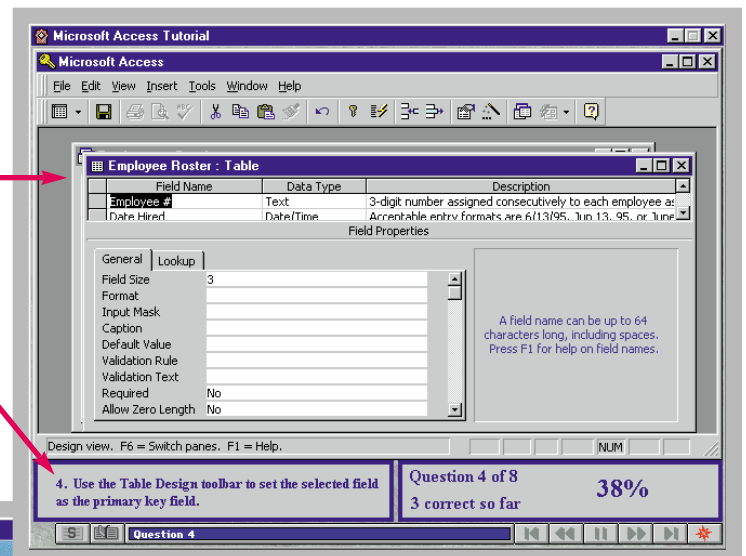
Automatic scoring: At the end of the SmartQuiz, the system automatically scores the results and shows you which skills you should review

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FrontPage 2000 Complete Edition

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1

INTRODUCING MICROSOFT FRONTPAGE

Microsoft FrontPage is a Web site authoring application. Web authoring programs are useful for quickly creating, editing, and enhancing Web pages, the basic units of Web sites. In general, you will find Web authoring programs are much faster in generating Web pages than raw HTML (hypertext markup language). A Web authoring program like Microsoft FrontPage provides an organized environment that will help you integrate graphics, text, and navigational elements. Just as important, you will learn how to create Web pages that are fun to use!

In this book you will learn how to use Microsoft FrontPage to create useful and attractive Web pages and Web sites. You are limited only by your imagination and your skill. You will learn how to add graphics and other effects to your Web pages to make them more effective. In addition, you will learn how to build e-commerce Web pages and sites that benefit businesses and other organizations.

The steps in this book will carry you through the process of creating a Web site for the Speed Demons, a national skydiving club. Primarily, the club wants its Web site to serve a dual purpose: to provide member services and to attract new members. It would also like the site to be a resource for skydiving enthusiasts. Professional Web designers often design Web sites and then train employees to maintain them.

Introducing Microsoft FrontPage

Skill

Overview

While millions of people use the Web everyday, few know how Web pages and sites are actually built. Most Web users believe that building Web pages is quite complicated, and they are often intimidated by unfamiliar acronyms like HTML, HTTP, and URL.

In the past, authoring Web pages required knowledge of an editing language called **HTML**, **hypertext markup language**. While knowledge of HTML is still useful, there are new, more user-friendly Web authoring tools that make it possible for people to build Web pages without knowing HTML. The barriers to easy Web site construction are slowly but surely being erased. FrontPage 2000 enables you to design attractive and professional looking Web pages and sites with relative ease.

In the next four lessons you will learn the important basic steps in Web page and site design. First you will learn the basic elements of the FrontPage 2000 software: how to start the software, open a Web page, save a Web page, and get help. In the second lesson you learn how to create new Web pages, use the Web Wizard, and edit a Web page. In the third lesson you will learn how customize the Web page to achieve the objectives you want by adding hyperlinks, tables, and custom themes. In the fourth lesson you will learn how to organize, maintain, and publish Web pages.

Figure 1-**1** provides an example of a Web Page in FrontPage 2000 and some of the features which may be added to a Web page.

Figure 1-1 Web Page in FrontPage 2000

Views bar

Hyperlink

Frames

Graphic
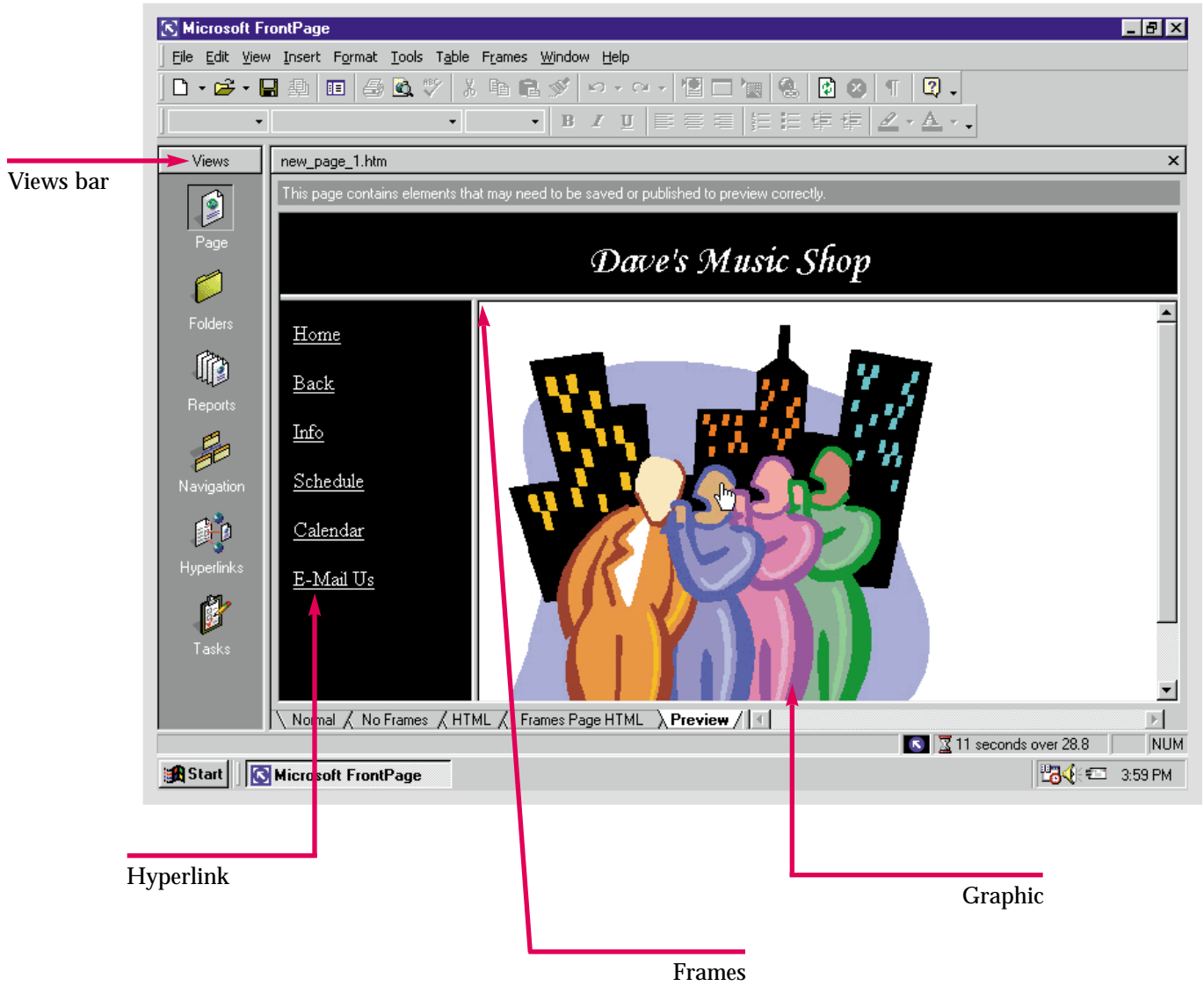
Skill

Starting FrontPage

Overview

Before you can view or edit a Web page, you must open the **FrontPage 2000** application. **FrontPage** opens with a new blank Web page file ready to format.

How To:

Start the **FrontPage** application.

1 Make sure the computer, monitor, and any other necessary peripheral devices are turned on. The Windows desktop should appear on your screen. Your screen may differ slightly from the one shown.

2 Locate the **Windows taskbar**, usually found at the bottom of your screen. Use your mouse to guide the pointer over the Start button 🏠 Start , on the left side of the Taskbar.

3 Click 🏠 Start on the **Windows taskbar**. The Start menu appears.

4 Move the mouse pointer over the **Programs** folder to highlight it and open the sub-menu. The **Programs** submenu is displayed in **Figure 1-2**.

5 Position the pointer over **Microsoft FrontPage** icon to highlight it and click the left mouse button. **FrontPage** will open with a blank page, as shown in **Figure 1-3**.

Extra

Each computer varies in its set-up, depending on its hardware and software configurations. Therefore, your startup procedure may be slightly different from the one described above.

Notice that your mouse has two buttons to click. Whenever you are told to click a mouse button, click the left button, unless otherwise indicated.

Figure 1-2 Windows Desktop

Programs menu

Mouse pointer

Start menu

Taskbar

Start button

Figure 1-3 FrontPage Window

Skill

Exploring the FrontPage Screen

Overview
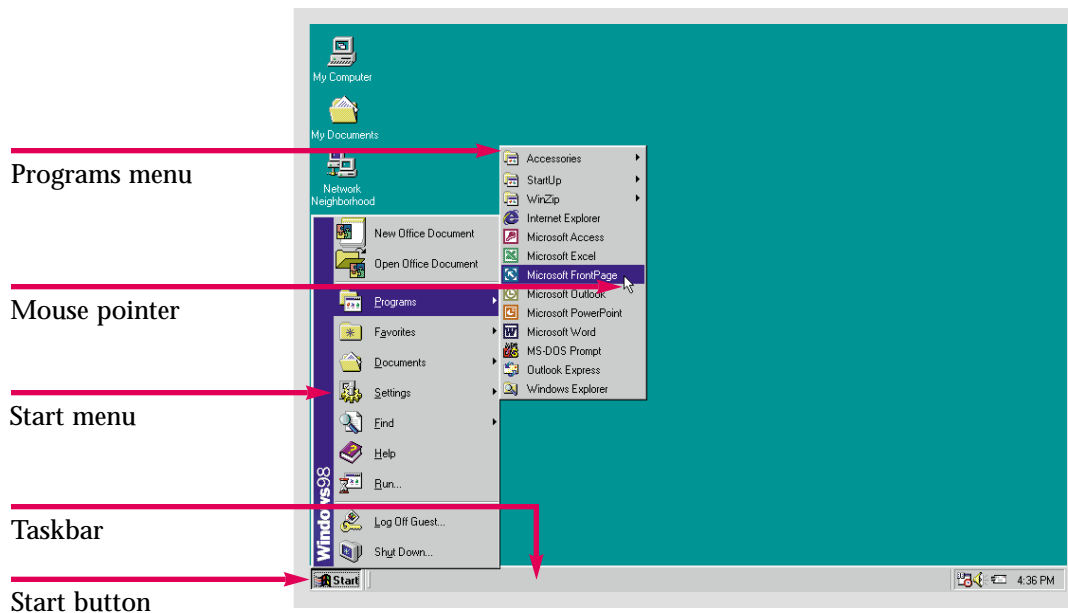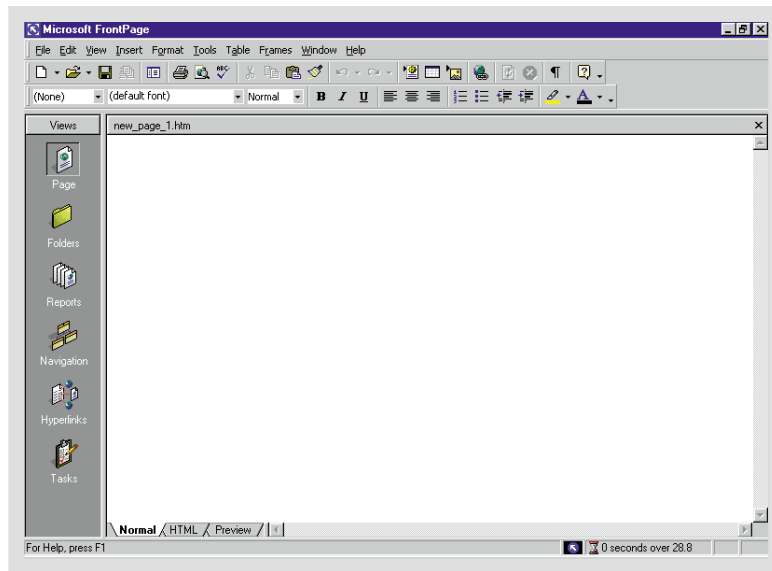
FrontPage opens to a blank Web page enclosed in a frame. **View** buttons line the left side of the FrontPage window on the **Views bar**. The **Views bar** is a new feature of FrontPage 2000, which facilitates Web site management. The buttons on the Views bar are labeled according to the functions they control. These buttons are designed for working with **Webs**. A **Web** is a group of related interconnected **Web pages** intended to be explored as a **Web site**. A **Web page** is a document that can be viewed over the internet with its own **URL**, or **Uniform Resource Location**. A **Web site** is a group of Web pages that are linked together to form a cohesive, navigable Web. The FrontPage window is displayed in **Figure 1-4**.

The specific buttons on the Views bar are as follows:

Page: This button allows you to create and edit an individual Web page. Most formatting and the addition of graphics and other elements are done in this view.

Folders: This button enables you to view and organize the files and folders associated with a Web.

Reports: This view provides reports and updates on the status of files and hyperlinks, which enables you to keep your Web site up to date.

Navigation: This button displays the navigational structure of your Web site. You can also add navigation buttons to a Web page in this view.

Hyperlinks: This view displays every hyperlink to and from every page in a Web.

Tasks: This view lists the uncompleted tasks in a Web.

The remaining FrontPage window consists of the following elements:

Title bar: The bar running across the top of the FrontPage window which contains the **Control menu** icon, the name of the application, and the **Sizing buttons** in the right-hand corner.

Sizing buttons: The **Minimize button** reduces the window to a program button on the Windows taskbar. The **Maximize button** will appear if the FrontPage window is not enlarged to fit the entire screen. The **Restore button**, which reverts the window to its previous size and location, will appear if the window is maximized. Finally, the **Close button** will close the application.

Menu bar: The row of menu titles below the Title bar. When you click a menu title, a drop-down list of commands related to the title appears.

Standard toolbar: The row of icons used to execute common commands.

Formatting toolbar: The row of list boxes and icons used to perform common text formatting commands.

Status bar: The bar on the bottom of the FrontPage window, that displays the activity being performed, active features, and the estimated downloading time.

Minimize button

Restore button

Figure 1-4 FrontPage Window

Title bar

Close button

Menu bar

Toolbar

Views bar

Status bar
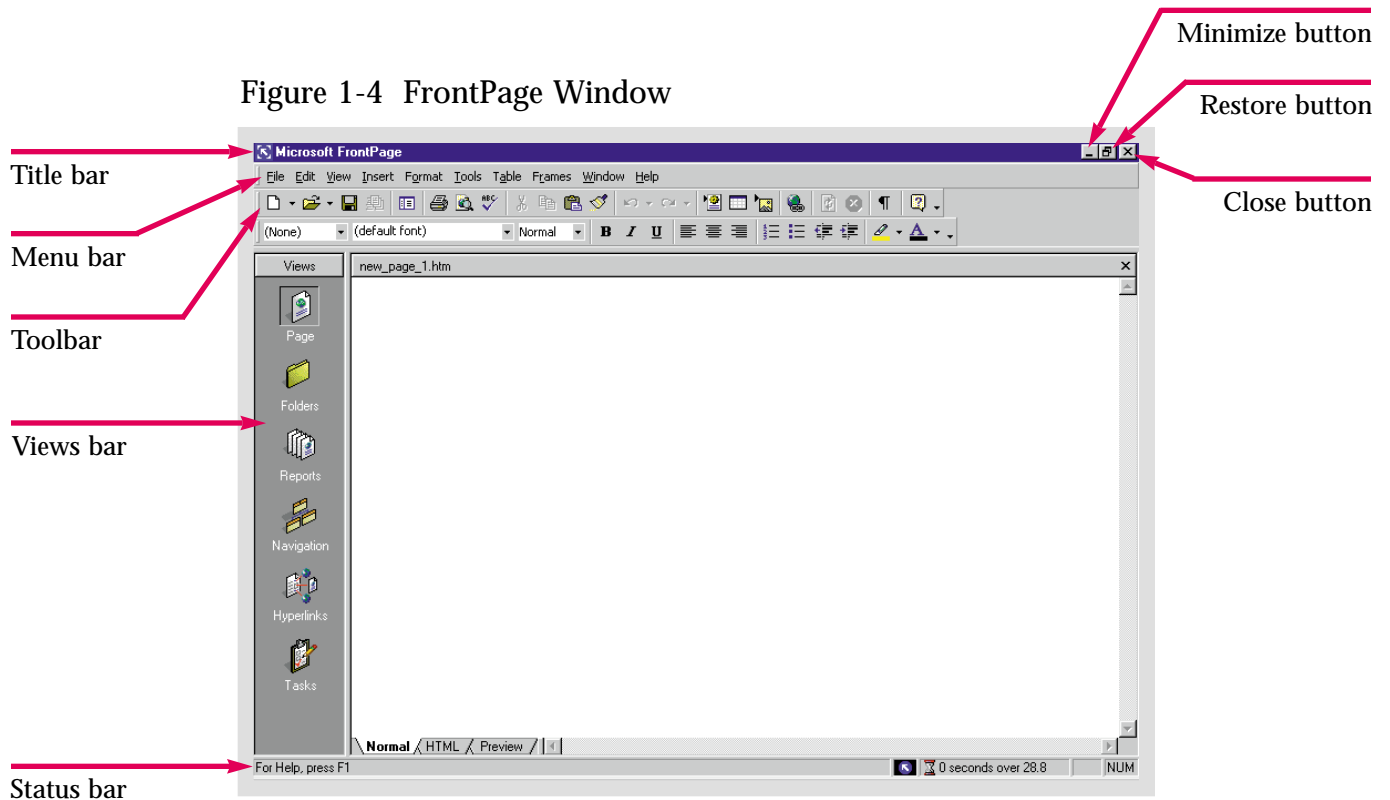
The Maximize button ▣ replaces the Restore button when the FrontPage window is not enlarged to fit the entire screen. Dialog boxes and floating toolbars will also have a Close button ☒ in their right-hand corner.

Skill

Opening a Web Page

Overview

You will probably design your Web over a series of editing sessions. In order to work with a file, you must know how to reopen it after you saved it. You must know the name of the file and its location in order to open it.

How To:

Open an existing Web page.

1 Click **File**, on the Menu bar. The File menu opens.

2 Move the mouse pointer over **Open** to highlight it and click once. The **Open File** dialog box appears.

3 Click the drop-down arrow in the **Look in:** text box, as shown in **Figure 1**-**5**, to find the location of your **FP Data Files** folder. It may be located on a disk or in a folder on your desktop. If it is located on a disk you must highlight **3½ Floppy [A:]** to access it. If it is on your desktop, you must highlight the folder, and double-click to open any subsequent folders until you reach the desired file.

4 Once located, double-click the **FP Data Files** folder, and click on the **FPHowto1-3** file.

5 Click 📂 Open ▾.

6 The Web page **FPHowto1-3** opens, as shown in **Figure 1**-**6**.

Extra

Once you have created a Web, you can open its files by clicking the **Open Web** command on the **File** menu. The **Open Web** dialog box operates similarly to the **Open File** dialog box.

After you have created a Web or a file, you can bypass the **Open File** dialog box by clicking **File** on the Menu bar and highlighting **Recent Files**, or **Recent Webs**. The corresponding submenus will display the last Web pages or files you have accessed. These shortcuts are a new feature of FrontPage 2000.

If you open a file directly from its folder, it will open in your default **Web browser**. A **Web browser** is an application that enables you to view Web pages on the Internet. In order to edit a Web page however, you must open it from the FrontPage application.

Figure 1-5 Open File dialog box

Click drop-down arrow to select location on desktop

Location of floppy disk

Where future Webs may be kept

Click to open file
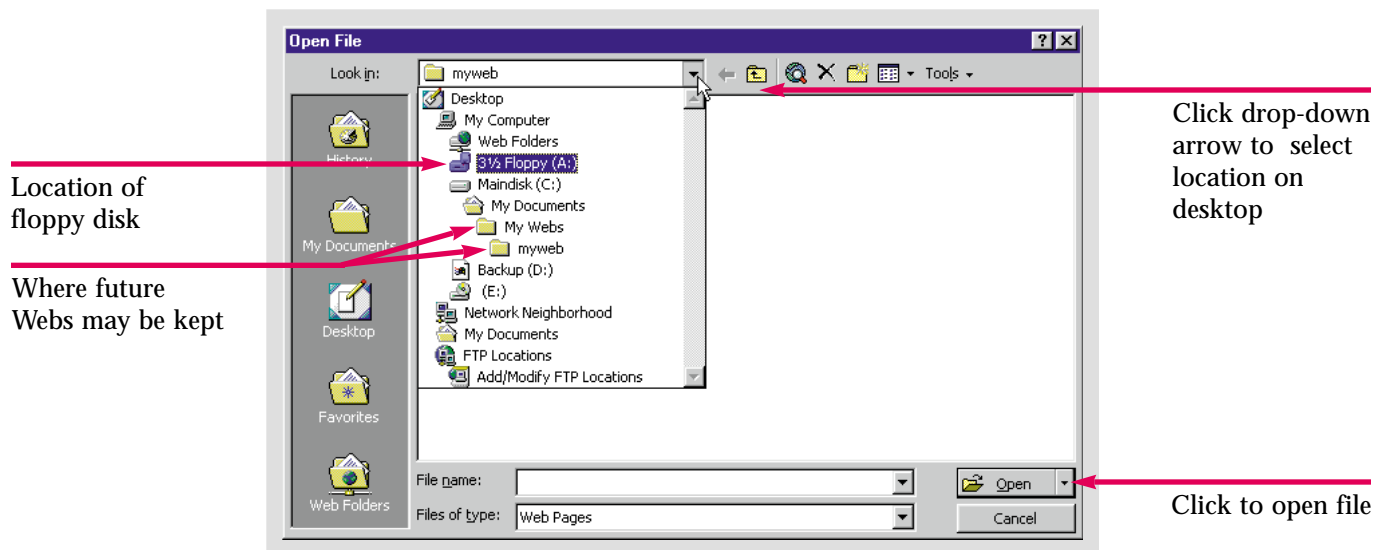
Figure 1-6 Web page opened in FrontPage

Speed Demons

Sky Diving Club

Locate and open the file **FPPrac1-1** from your **FP Data Files** folder.

Folders can be located using the buttons on the left-hand side of the **Open File** dialog box instead of the down arrow button in the Look in: list box.

Skill

Saving a Web Page

Overview

If you do not save your work, data can be lost due to power outages or computer failure. You can save Web pages to a hard drive, floppy disk, or network drive. If data is lost you can open your file to the most recently saved version therefore, it is important to frequently save your Web pages.

How To:

Save a Web page under a new name and in a new location.

1 Click **File** on the Menu bar.

2 Move the mouse pointer over **Save As** to highlight it.

3 Click once on **Save As**. The **Save As** dialog box opens.

4 The default folder is **myweb**, as shown in **Figure 1-7**. This folder is located in the **My Webs** folder, which is in the **My Documents** folder.

5 In the **File name:** text box type **skydive**, as shown in **Figure 1-8**.

6 Click [💾 Save].

7 When you open the **myweb** folder again, the **skydive** Web page should be there with a logo next to it, also shown in **Figure 1-8**.

Extra

The **Save** command and the **Save As** command perform different functions. The first time you save a document, the **Save** command on the **File** menu, or the **Save** button 💾 on the Standard toolbar, will open the **Save As** dialog box. After you have named a file and stored it in a specific location, the **Save** command will simply overwrite the existing document. The **Save As** command will enable you to change the name and/or location of the document. It allows you to save and make changes to a document under a new name while maintaining the original file under the initial file name. Both commands are accessed from the **File** menu.

Webs are saved in folders entitled myweb. The more pages and Webs you create the more myweb folders there are. The next Web you create will be saved as myweb1, then myweb2, and so on.

Figure 1-7 Save As dialog box

Click the drop-down
arrow to select the
folder in which to look

Changes the title of the
page

Figure 1-8 Web Page saved in folder

Web page saved
in Web format

Type the file name
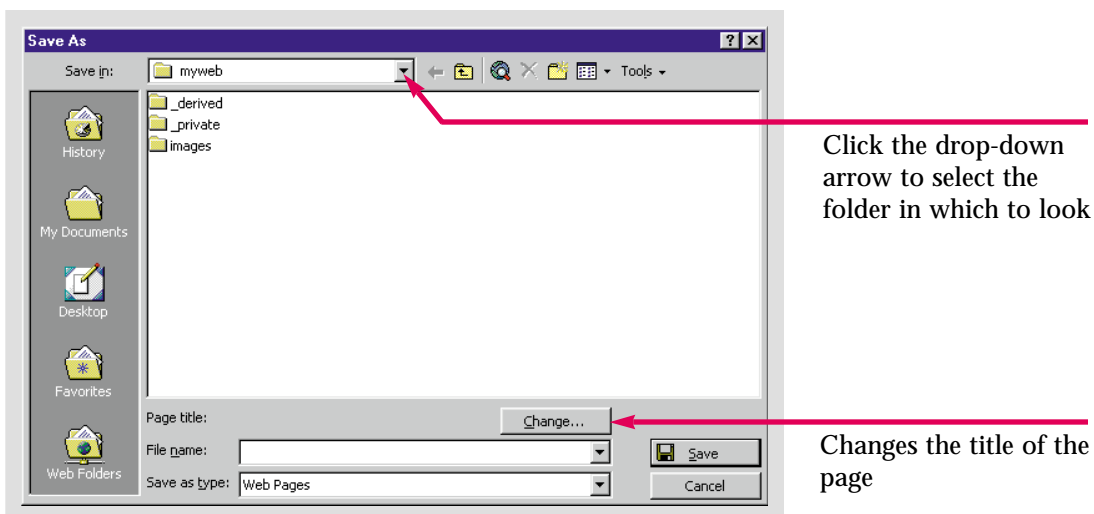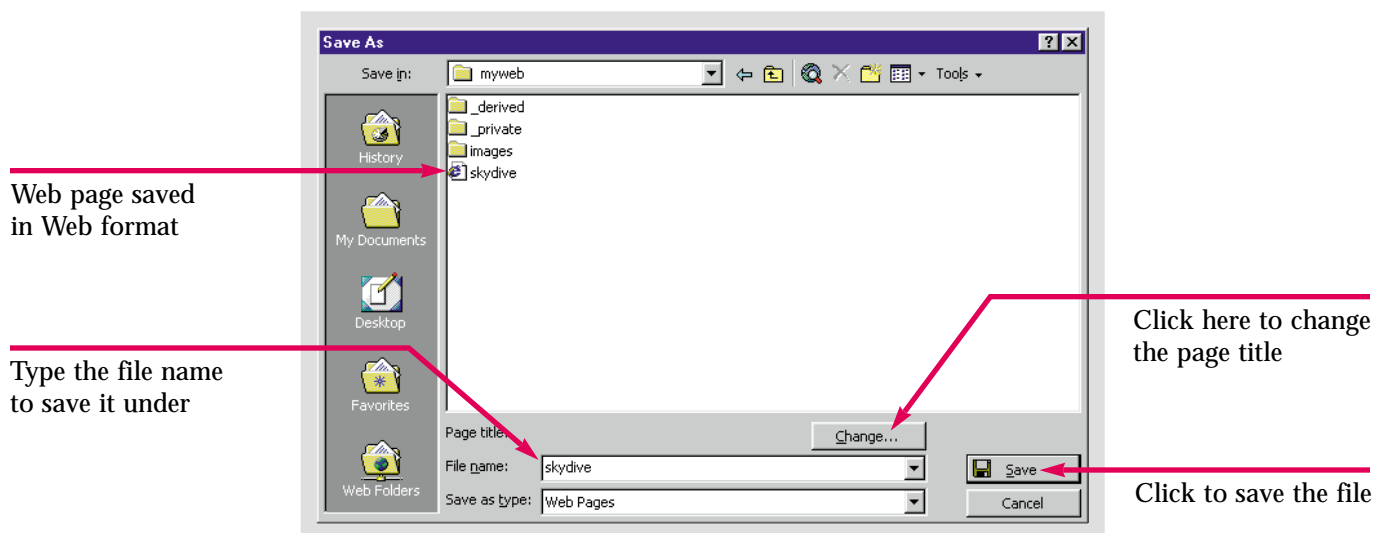to save it under

Click here to change
the page title

Click to save the file

Practice

Save the file **FPPrac 1-1** as **Caddy** in the
myweb folder.

Hot Tip

You can create a customized folder in any
location by clicking the **Create New Folder**
button in the **Save As** dialog box.

Skill

Using Page View

Overview

Most Web page designing is done in **Page** view. Text, graphics and other Web elements are added and reformatted in Page view. There are three formats available for viewing Web pages: **Normal**, **HTML**, and **Preview**.

How To:

View a Web page in the three formats provided by **Page** view.

1 Open the **skydive** Web page in **FrontPage**.

2 Click the **Page** button on the **View** bar if it is not already selected.

3 Three tabs are located on the lower left-hand side of the window. Click the **HTML** tab. This view displays your page in **HTML** format, as shown in **Figure 1-9**.

4 Click the **Preview** tab. The page will be displayed in a browser window. You cannot format or edit your page from the Preview tab. You can only use this format to click on hyperlinks, and preview your visual effects. The **Preview** format is displayed in **Figure 1-10**. Since no effects have been added however, it looks the same as Normal format.

Extra

FrontPage is an **HTML editor**. It takes the work you create and edit in **Normal** view and converts it into **Hypertext Markup Language** or **HTML**. If you know **HTML**, you can create a page using the **HTML** tab rather than the **Normal** tab. The results of your work can always be viewed in the **Preview** tab.

Figure 1-9 Web page in HTML format

Page view button

HTML code

HTML tab

Figure 1-10 Web page in Preview format

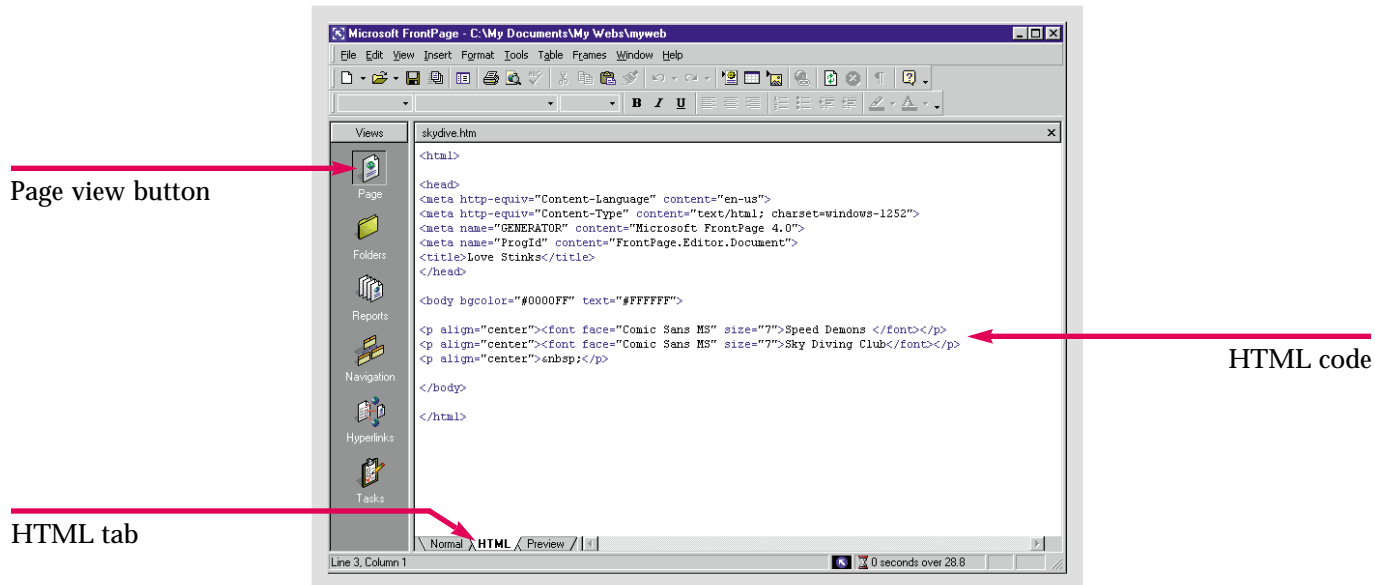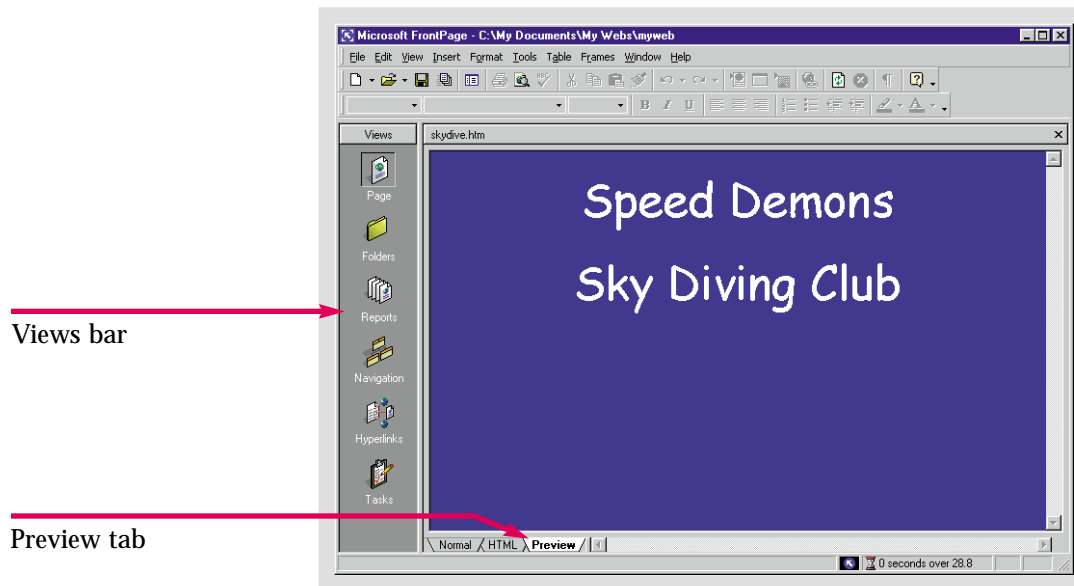Views bar

Preview tab

Practice

Open the **Caddy** Web page you saved in the previous skill, and use the **Page** view tabs to view the page in **HTML**, and **Preview** formats.

Hot Tip

Page view is the only view explicitly used for creating, editing, and enhancing your Web pages. The other views are primarily used for managing your Web.

Skill

Getting Help in FrontPage

Overview

FrontPage has several help options. The FrontPage Help window has three tabs: **Index**, **Contents**, and **Answer Wizard**.

How To:

Use the Help window tabs to find out about three different views.

1 Click **Help** on the Menu bar.

2 Click the **Microsoft FrontPage Help** command, the **Microsoft FrontPage Help** dialog box opens on the right side of the screen.

3 Click the **Index** tab.

4 In the **Type keywords** text box type **Reports**. You will automatically receive a list of **Help** topics, as shown in **Figure 1-11**.

5 Double-click on **Reports_view** in the **Or choose keywords** box. Read what it says about **Reports** view.

6 Click the **Answer Wizard** tab. In the **What would you like to do** text box, type in **What is Navigation view**.

7 Click Search .

8 The **Select topic to display:** window provides an index of related topics, as shown in **Figure 1-12**.

Extra

All three **Help** tabs direct you to the same information. If you are unsure of exactly what you are looking for, the **Contents** tab allows you to search an expandable table of contents. General topics are listed next to book icons. Clicking the plus sign to the left of the book icon will access a list of more specific subtopics. The **Index** tab uses keywords to locate topics. It is useful if you know the name of the feature you wish to explore. The **Answer Wizard** enables you to request help topics by asking a question in your own words.

The **Hide** button , in the upper left-hand corner of the **FrontPage Help** window, reduces the window to one section. The **Hide** button is then replaced by the **Show** button , which in turn, expands the **Help** window back to the two-paneled format.

Another Help feature is the **What's This?** command. It is also accessed from the **Help** menu. When you click the **What's This?** command the pointer turns into a **?** . When you click a particular button, or other screen element with this pointer, a screen tip appears describing its function in further detail.

Figure 1-11 Index help feature

Index tab

Keyword

Help topics that
match your keyword

Figure 1-12 Answer Wizard help feature

Answer Wizard tab

Type a question

Same help topics are
available in both
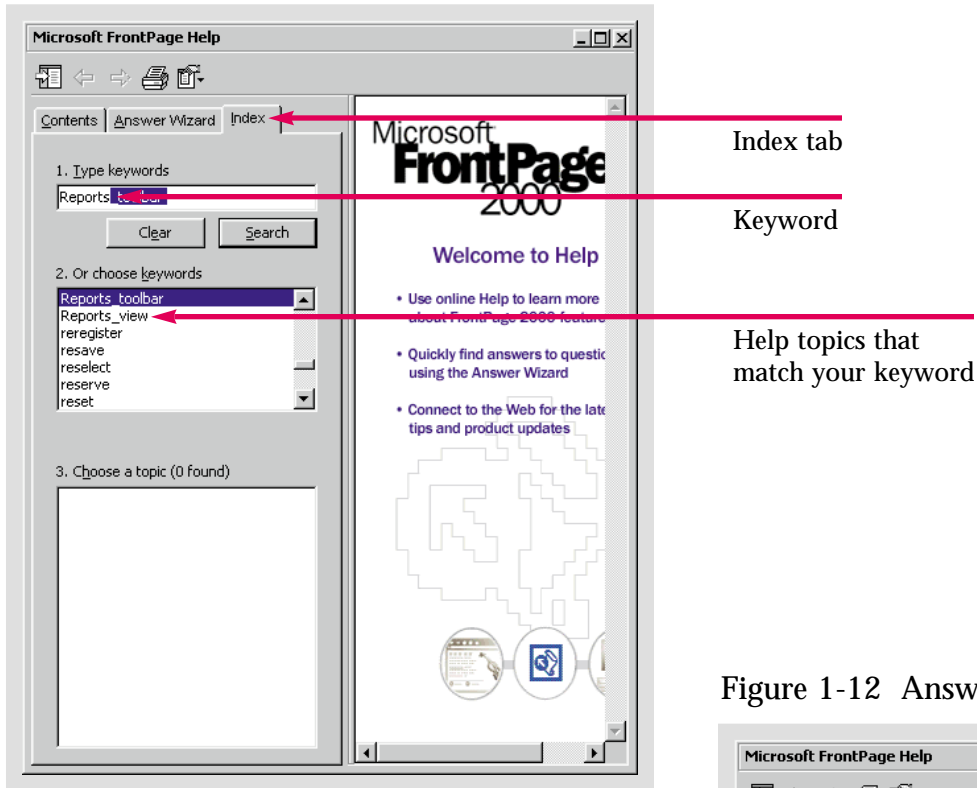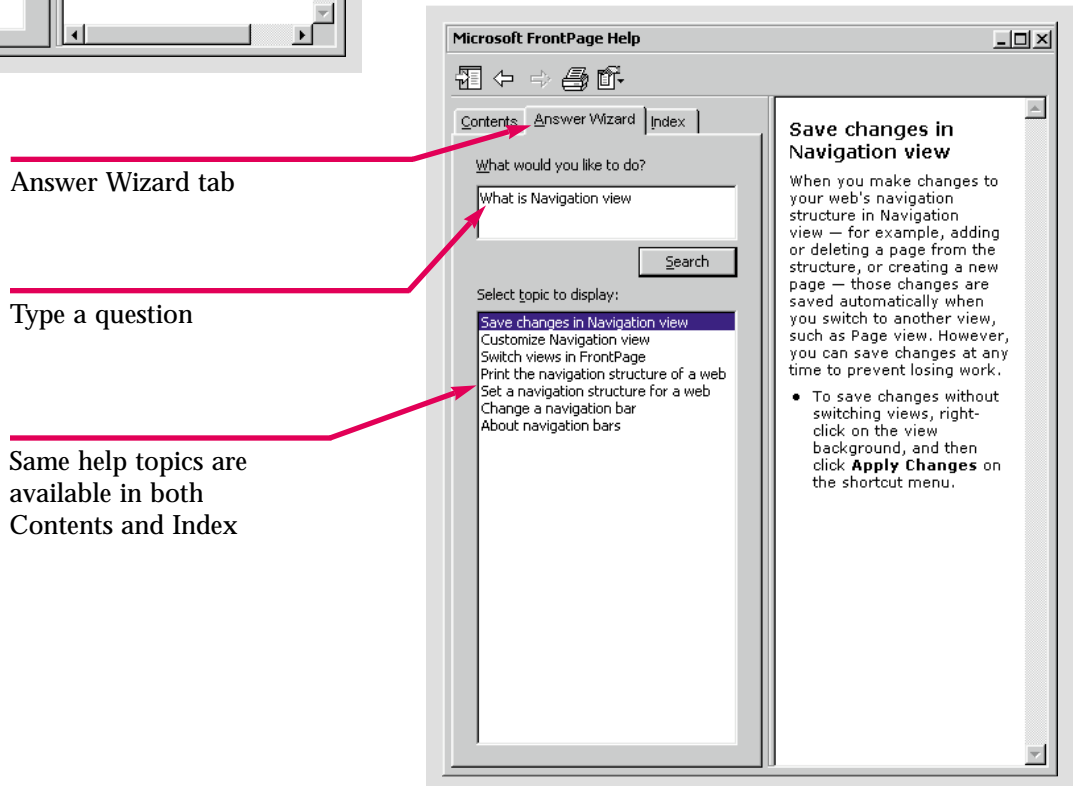Contents and Index

Practice

Using whatever help feature you feel most
comfortable with, look up information on
Folders, **Hyperlinks**, **Tasks**, and **Page**
views.

Hot Tip

At the top left of the Help window are
navigation buttons. You can use these
buttons to move back and forth between
topics you have already viewed.

Skill

Exiting FrontPage

Overview

It is important to exit the FrontPage application properly. Exiting and closing the application properly will prevent data loss.

How To:

Exit the FrontPage program when you are finished working.

1 Open the **skydive** Web page.

2 Click **File** on the Menu bar.

3 Move the pointer over **Exit** to highlight it.

4 Click **Exit** once, as shown in **Figure 1-13**.

5 If you have made changes to the page without saving them the Warning dialog box shown in **Figure 1-14** appears. Clicking [Yes] saves the changes and closes FrontPage. Clicking [No] closes the program without saving the changes, and clicking [Cancel] stops the program from closing.

6 If you have not made any changes, FrontPage simply closes.

Extra

There are other ways to close a file and exit Front Page. The easiest method is to use the **Close** buttons [✕] . The **Close** button on the Title bar closes the application, while the **Close** button in the upper right-hand corner of the Front Page window closes the active Web page.

There is no keyboard shortcut for exiting FrontPage, however, there is one for closing the active file. Instead of using the File menu, you can press **[Control]** and **F4** on the keyboard simultaneously to close the active Web page.

Figure 1-13 Exiting FrontPage

File menu

Closes page
without exiting
application

Closes page and
exits application

Close button

Close file
button

Speed Demons

Sky Diving Club
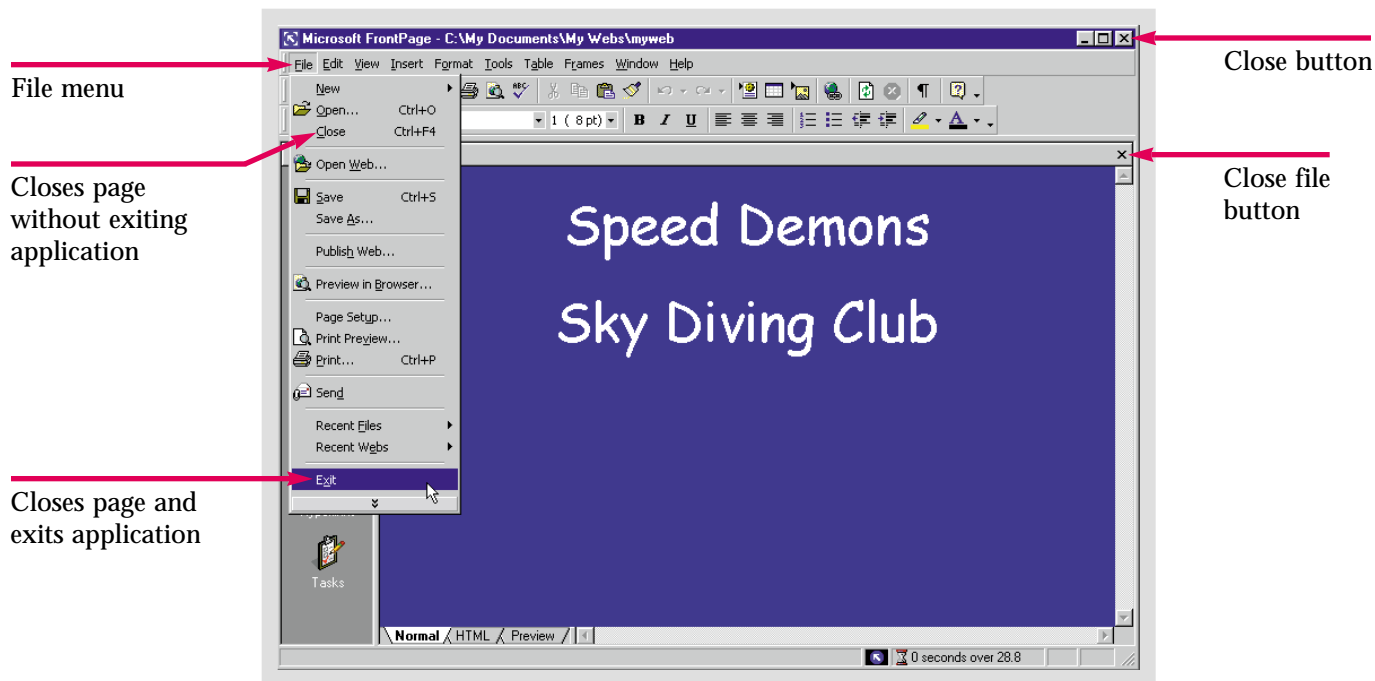
Figure 1-14 Warning dialog box

Microsoft FrontPage

Save changes to C:\My Documents\My Webs\myweb\skydive.htm?

Yes   No   Cancel
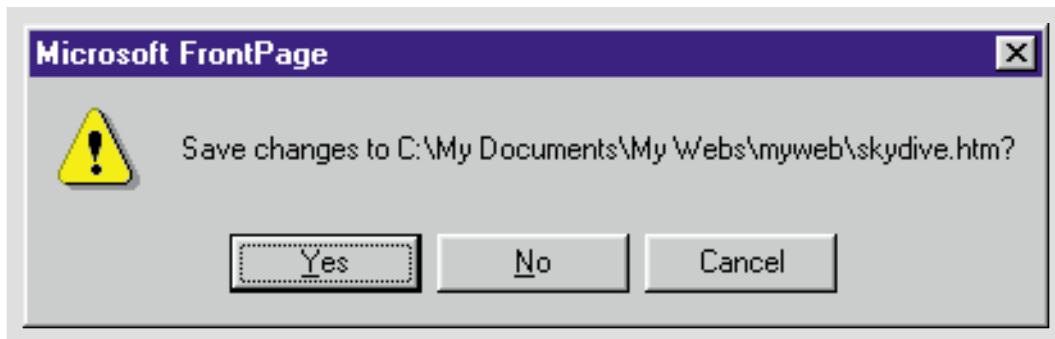
Practice

Open the **Caddy** Web page you saved in a
previous skill. Then close the file and exit
FrontPage.

Hot Tip

You can also close the program by
accessing the **Control** menu. The **Control**
menu is opened by clicking the FrontPage
icon at the left of the **Title** bar, or by
right-clicking the **Title** bar.

Shortcuts

Function	Button/Mouse	Menu	Keyboard
Open File		Click File, then click Open	[Ctrl]+[O]
Open Web		Click File, then click Open Web	
Save File		Click File, then click Save	[Ctrl]+[S]
Microsoft FrontPage Help		Click Help, then click Microsoft FrontPage Help	F1
What's This?		Click Help, then click What's This?	[Shift]+F1
Page view		Click View, then click Page	

Test Yourself

Identify Key Features

Figure 1-15 Components of the FrontPage window
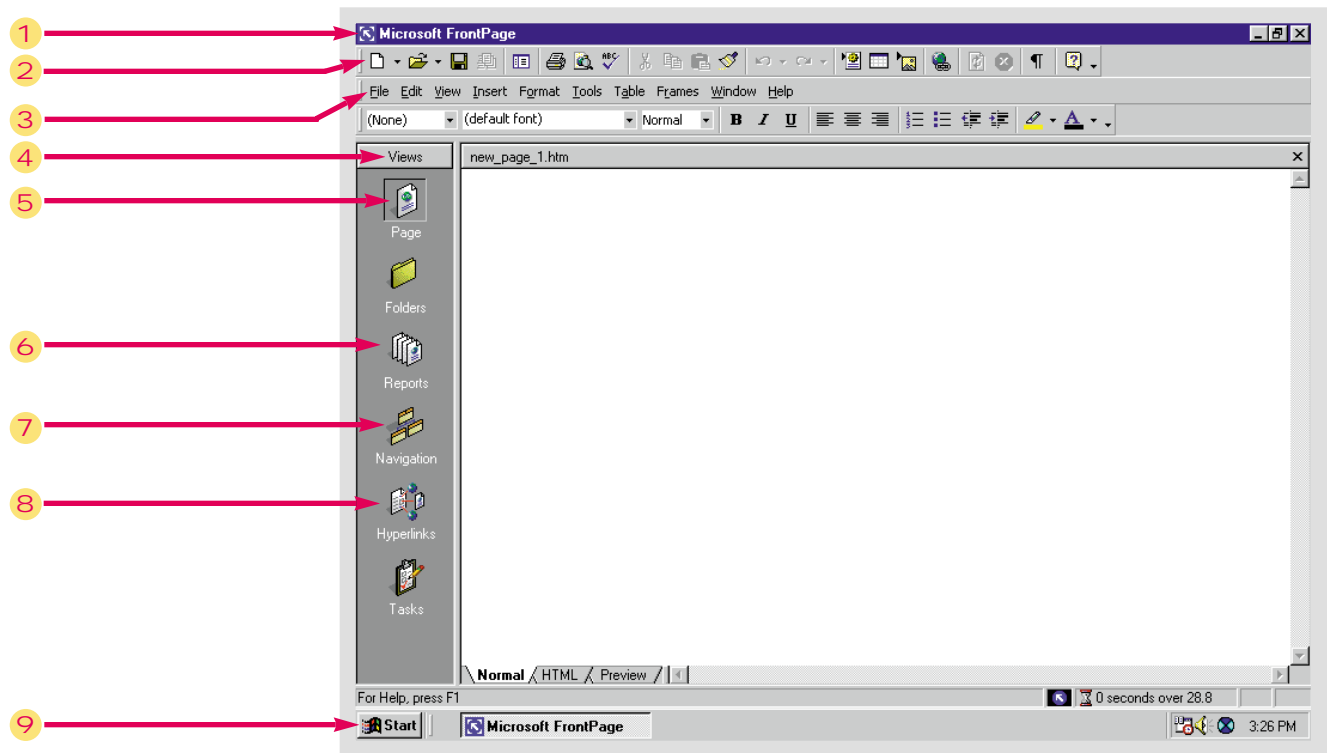
Select The Best Answer

10. Creating, editing and most Web page formatting is done here

11. The Web page address

12. This help feature looks up keywords

13. Overwrites an existing document

14. An assortment of Web pages that make up a Web site

15. The Start button is found here

16. Displays activities being performed and active elements at the bottom of the screen

17. Buttons at the top right of the window that allow you to alter the size of the window

a. Save

b. Windows taskbar

c. Page View

d. Sizing buttons

e. Index

f. Status bar

g. Web

h. URL

FP 1.19

Test Yourself

Complete the Statement

18. The Contents tab is part of this feature:
    a. Views bar
    b. Menu bar
    c. The Help Window
    d. Status

19. Click this command to open a recently worked on Web site:
    a. File
    b. Recent Web
    c. Open File
    d. Old Web

20. This view gives you updates on your files and hyper-links so that you can keep your Web up to date:
    a. Reports view
    b. Page view
    c. Hyperlinks view
    d. Update view

21. If you open a Web page directly from an icon in one of your desktop folders:
    a. It will not open at all
    b. All data will be lost
    c. It will open in FrontPage to will be able to edit it
    d. It will open in your browser to will be unable to edit it

22. This Help feature enables you to click items to access screen tips.
    a. Index
    b. Contents
    c. Answer Wizard
    d. What's this?

23. This contains graphical buttons that execute specific commands:
    a. Standard toolbar
    b. Menu bar
    c. Graphical toolbar
    d. Taskbar

24. The Control menu is accessed from the:
    a. File menu
    b. Taskbar
    c. Title bar
    d. Menu bar

25. The formatting language used to create Web pages:
    a. URL
    b. Web code
    c. FrontPage 2000 code
    d. HTML

Test Yourself

Test Your Skills

1. Opening FrontPage 2000:

   a. Start FrontPage by using the Start menu, accessed from the Windows taskbar.

   b. Click the different view buttons on the Views bar.

2. Open a Web Page:

   a. Click **File**, then click **Open**.

   b. Locate your **FP Data Files** folder.

   c. Locate the Web Page **FPTest 1**, and open it.

3. Save a Web Page:

   a. Click **File**, then click **Save As**.

   b. Locate the **mywebs** folder, in the **My Documents** folder.

   c. Save the file as **watertaxi**.

4. View a Web Page in Page View:

   a. Open the **watertaxi** page.

   b. Click the **Page View** button on the **Views** bar, if it is not already selected.

   c. Click the **HTML** tab.

   d. Click the **Preview** tab.

5. Getting help in FrontPage:

   a. Click **Help**, then click **Microsoft FrontPage Help**.

   b. On the **Contents** tab, find the section on **Pages** under the heading, **Designing Web Pages**.

   c. On the **Index** tab type in the key word **Graphic** and see what comes up.

6. Exiting FrontPage:

   a. Click **File**, then click **Exit**.

   b. Do not save any changes that you made since you last saved **watertaxi**.

Test Yourself

7. Congratulations. You have been hired by Diggs & Associates as an Office Assistant. Your position is primarily involved with the creation and maintenance of a Web site for a small publishing house, Diggs & Associates. In order to maintain a competitive advantage, they realized they would need a Web site to distribute information to agents, authors, and other potential business partners. Furthermore, they realized that certain business transactions could be conducted via the Internet.

8. Your first job is to devise a rough draft of a Web site. Nothing concrete is necessary, just a few conceptual proposals including thematic examples and possible features. Some possible features to consider are a product ordering page and a guest book to record visitors to the site.

9. Make a list of the Web site components you advocate. Use your imagination, be creative and brainstorm. All of your ideas may not be plausible but many can come to fruition. For example, images complete with animation can be added. Plug-ins and applets are other possibilities. These terms will be explained in future lessons if you are unfamiliar with them.

10. Devise a personally significant Web site. For example, if you are a soccer enthusiast, create a soccer Web site. Consider what type of information will be relevant and useful to visitors and what sites might complement yours. Search the Internet for related sites to link to yours.

11. Find one or more Web sites that you like and compile a list of the attributes that attracted you to them. Take detailed notes about what makes these sites attractive and engaging to visitors. Your notes should include everything from animation and graphics to theme, color, writing style, font size, and font color.

L E S S O N

2

CREATING WEB SITES

After you have planned a Web site, the next step is to create the necessary Web pages. This can be accomplished in several different ways.

You can start from scratch with the blank page that automatically appears when you open the FrontPage application, or use a wizard or a template to create a new page. In this lesson we will show you how to use wizards and templates. A Wizard is a series of dialog boxes that guides you through the creation process. A template is a preformatted Web page containing sample text and pictures that a Web author copies and edits to create their own unique page.

Wizards and templates can also be used to create entire Webs. The Wizard will build a rough Web, complete with a Home page, and the general organization and style of your choice.

In addition this lesson will teach you the fundamental tasks of adding, editing and spell checking text. You will learn how to find and replace specific words or subjects and how to preview a published Web page.

Skill

Creating a New Web Page

Overview

The fundamental building block of a Web site is one or several Web pages. One of the easiest ways to get started building Web pages is to use templates that are pre-defined by FrontPage. Templates can be easily modified to suit your specific needs.

How To:

Create a new Web page using a template.

1 Click **File**, on the **Menu** bar.

2 Highlight **New**, and click **Page** from the submenu that appears.

3 The **New Page** dialog box opens.

4 Click the **Guest Book** page, as shown in **Figure 2-1**.

5 Click [OK].

6 The new Web page appears in the FrontPage window complete with **placeholder text**, as shown in **Figure 2-2**. **Placeholder text** displays the text format and facilitates data entry.

Extra

A **template** is a basic structure or outline. FrontPage has many useful templates from which to choose. Some templates are specifically designed to accommodate graphics, some come equipped with radio buttons, still others have predesigned return forms. Take advantage of these templates to create functional Web pages.

Directly below and to the right of the FrontPage window are **scroll bars** equipped with **scroll boxes** and **scroll arrows**. Clicking the right or left **scroll arrow** on the horizontal **scroll bar** will move the view to the right or left. Clicking the up or down **scroll arrow** on the vertical **scroll bar**, will move the screen up or down one line at a time.

You can move more quickly by clicking and dragging the **scroll boxes** up, down, left or right. The size of the **scroll box** changes with the page size. The longer a page is top to bottom, the shorter the vertical **scroll box**. As page width increases, horizontal **scroll box** size decreases.

Figure 2-1 New Page dialog box

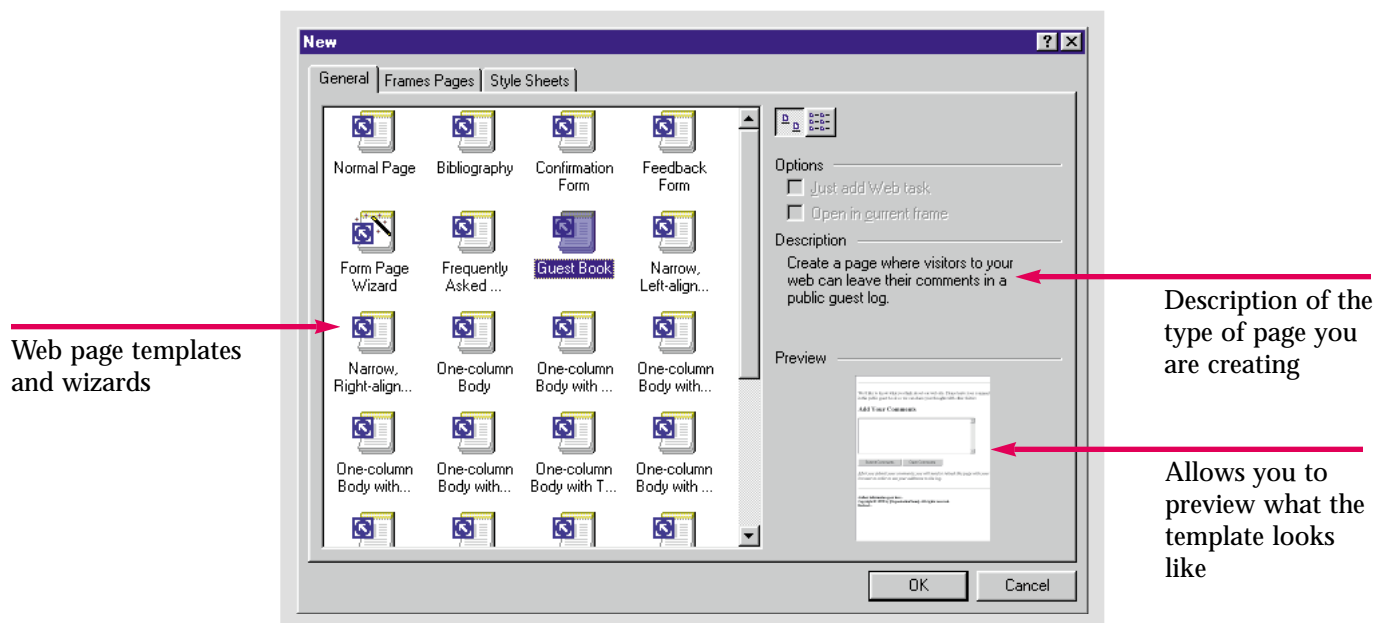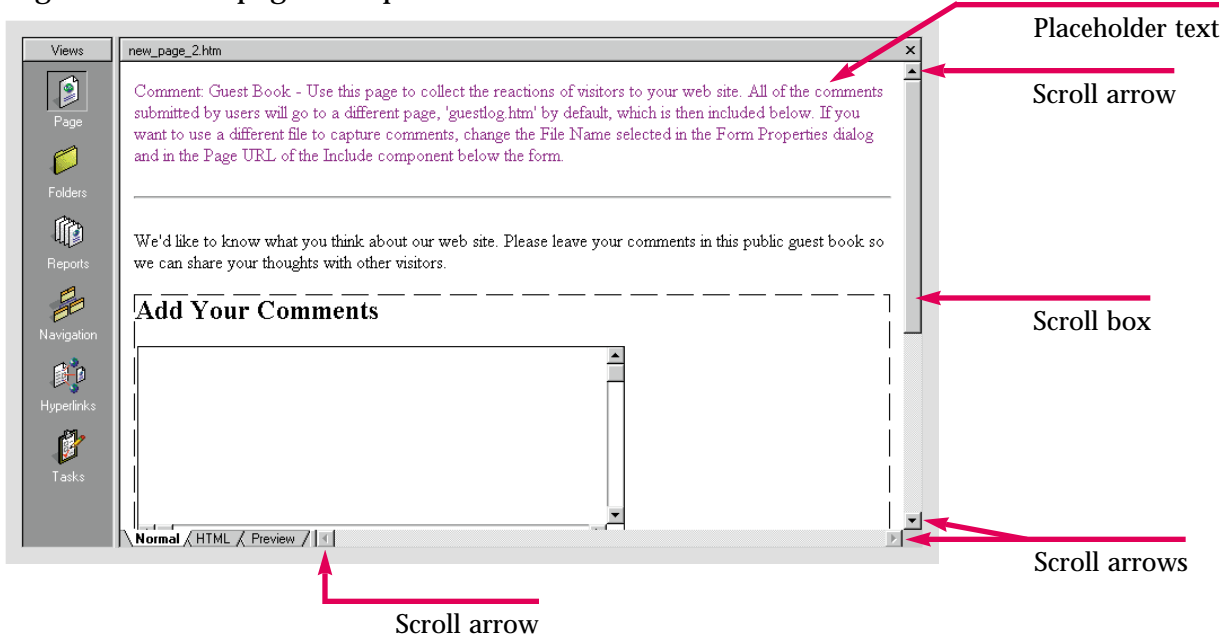Web page templates
and wizards

Description of the
type of page you
are creating

Allows you to
preview what the
template looks
like

Figure 2-2 New page with placeholder text

Placeholder text

Scroll arrow

Scroll box

Scroll arrows

Scroll arrow

Skill

Creating a New Web Using a Template

Overview

A new Web can be started as easily as a new Web page. If you have an idea of the theme and format you want, you can create one using a template. A Web template will create an entire Web site with a Home page and a general organizational structure and outline. You will overwrite placeholder text with your own data.

How To:

Sydney is going to create a Web using a preconstructed template.

1 Click **File** on the Menu bar.

2 Highlight **New**, and click **Web** from the submenu that appears.

3 The **New Web** dialog box appears. Select the **Customer Support Web**, as shown in **Figure 2-3**.

4 Click [OK].

5 Your Web is created, complete with a **Home page**.

6 To view the structure of the Web, click the **Navigation** button on the Views bar.

7 This site is displayed in **Figure 2-4**.

Extra

Every Web contains a **Home Page**. A **Home page** is the first page a visitor sees when they reach a site. Links are used to navigate between the various pages in the Web.

The **New Web** dialog box provides a description of each available template. The **Customer Support Web** furnishes a feedback mechanism to improve customer support services. The **Project Web** provides a team member directory and enables project team members to discuss ideas and concerns, post status reports, and schedule meetings. A **Personal Web** consists of a Home page, a **Photo album page**, an **Interests page**, and a page which links to the author's favorite sites.

Each of these Web templates serves different purposes, however, a template is not a restrictive structure. Web templates can be edited and reorganized. Themes can be applied during or after the creation process. Unnecessary pages can be deleted and additional pages can be inserted. For example, if a company wants to advertise using multiple photographs, the Web author can begin with the **Personal Web** template and add a **Form page** and a **Guest book page**. Start with a Web template that is suited to your requirements and edit it in any way you wish to make it your own.
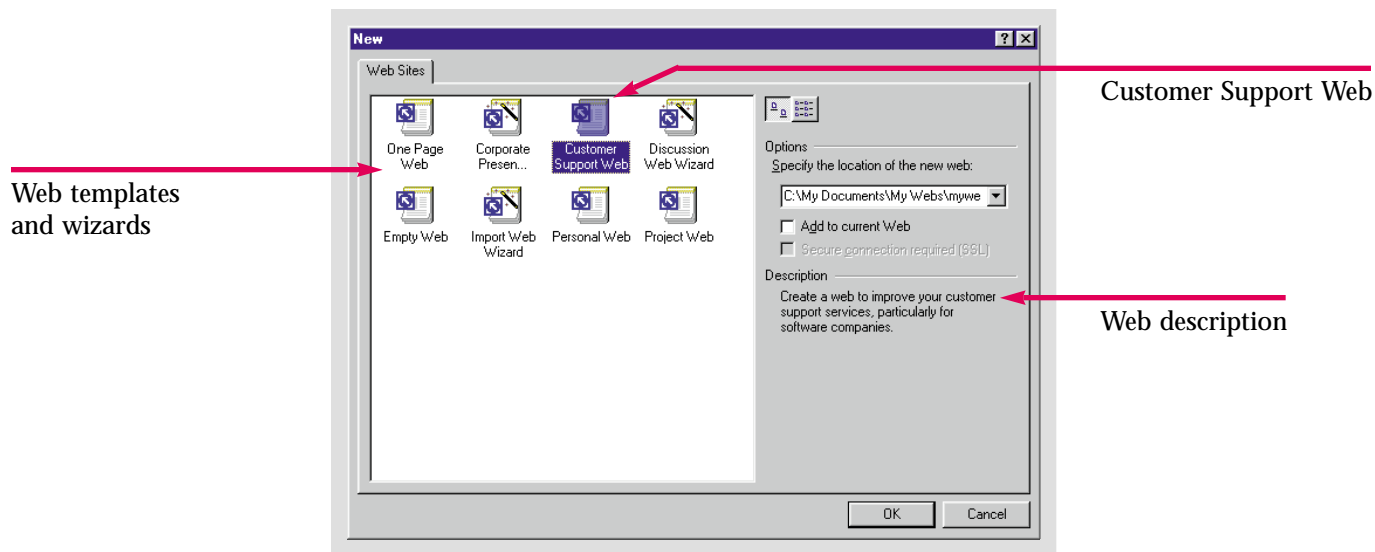
Figure 2-3 New Web dialog box

Customer Support Web

Web templates
and wizards

Web description

Figure 2-4 New Web with placeholder text

Placeholder text

Navigation view
displays the structure
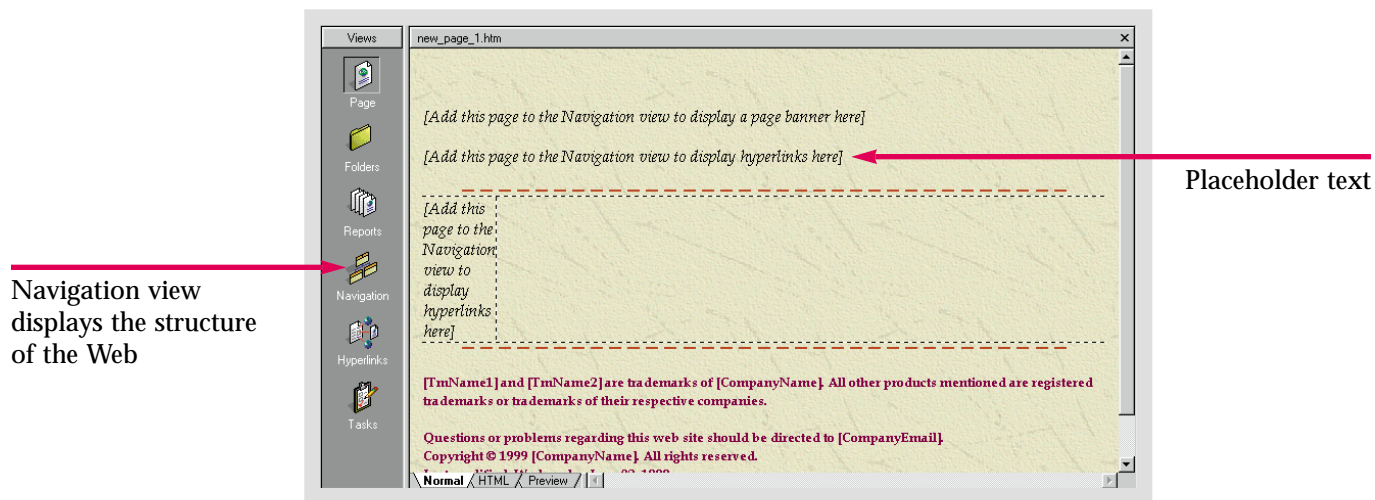of the Web

Practice

Create a **Project Web** to be used with the **Caddy** page you saved in Lesson 1.

Hot Tip

Most Web servers require a default name for Home pages, usually, **Index.htm**. If you change it, FrontPage will automatically rename it if required by the server, when you publish the Web.

Skill

Using a Web Wizard

Overview

A wizard is an automated procedure that conveniently performs a complex operation. A series of dialog boxes prompts you to choose options that accomplish the task to your specifications. The quickest easiest method for creating a Web is to choose a Web Wizard.

How To:

Use a wizard to create a new Web.

1 Click **File**, on the Menu bar.

2 Highlight **New**, and click **Web** from the submenu that appears.

3 The **New Web** dialog box appears. Click the second icon from the left, the **Corporate Presence Wizard**, and click ⬚ OK ⬚.

4 The first dialog box is an introduction to the Wizard, shown below in **Figure 2-5**. Click ⬚ Next > ⬚.

5 The next dialog box allows you to choose the pages to include in your Web. Make sure that all of the check boxes are checked, except for the **Products and Services** box. Click ⬚ Next > ⬚.

6 The next dialog box is a description of the Home page. Only check the **Mission Statement** and **Contact Information** boxes, as shown in **Figure 2-6**. Click ⬚ Next > ⬚.

7 The next dialog box describes the **What's New** page. Click the **Articles and Reviews**, and **Web Changes** check boxes, as shown in **Figure 2-7**. Click ⬚ Next > ⬚.

8 The next dialog box sets up the **Feedback Form**. Leave the default settings selected and click the **Mailing Address** check box, as shown in **Figure 2-8**. Click ⬚ Next > ⬚.
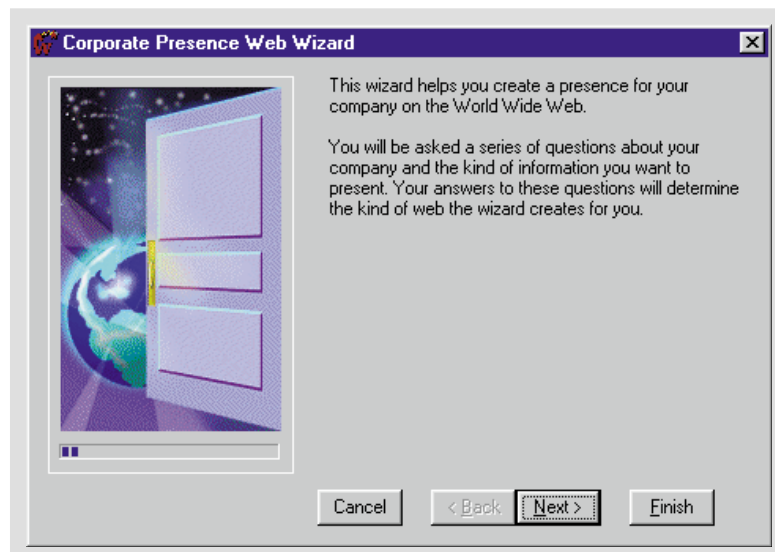
Figure 2-5 Corporate Presence Web Wizard dialog box
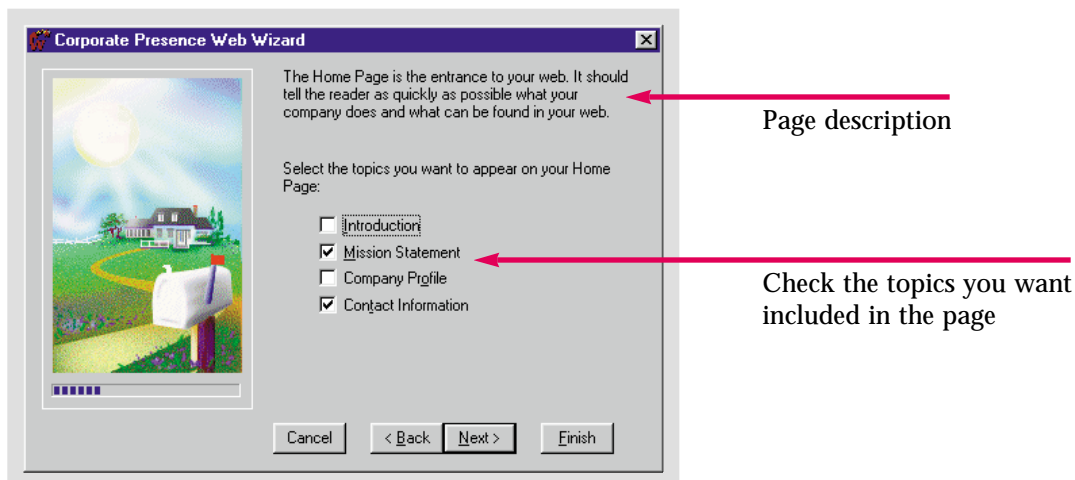
Figure 2-6 Web Wizard dialog box

Page description
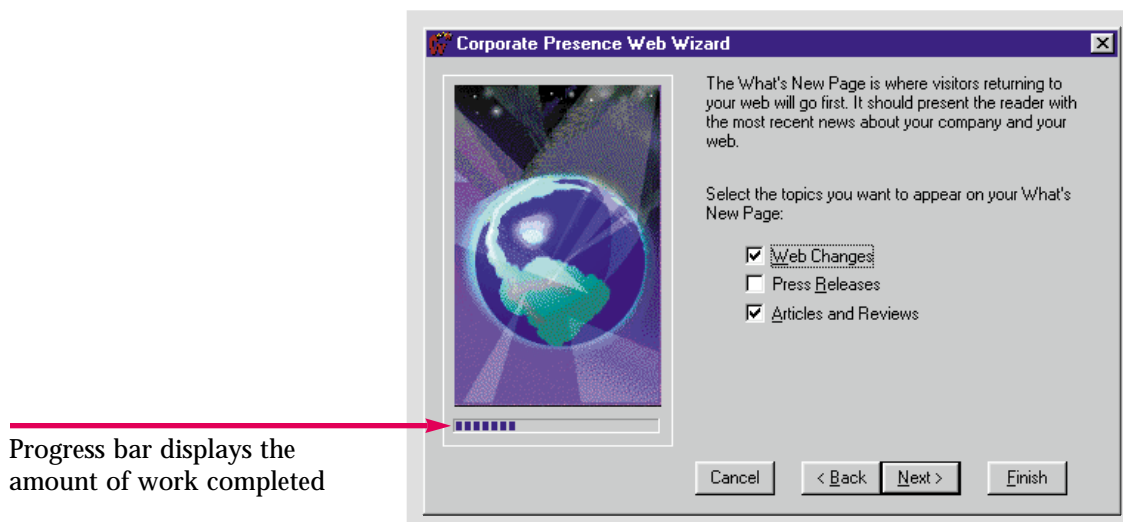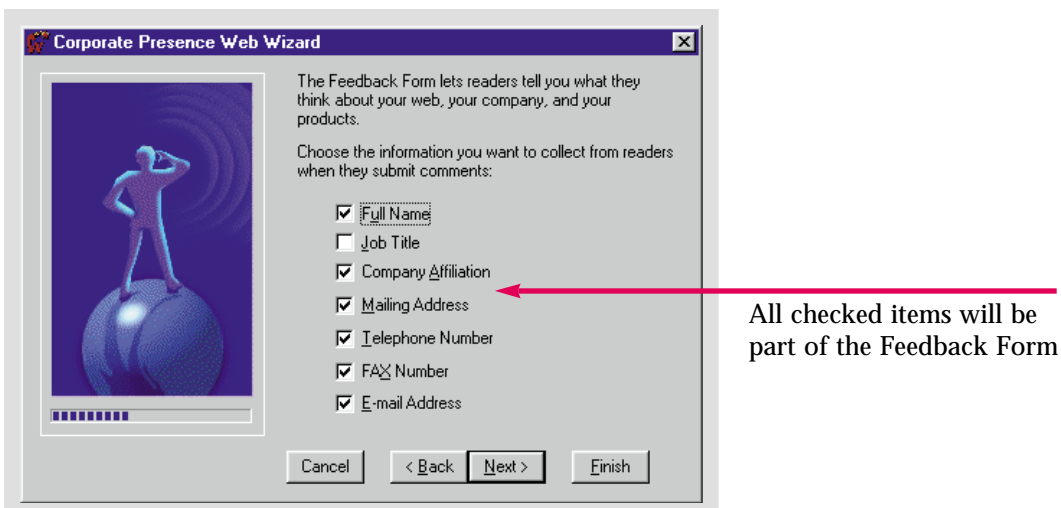
Check the topics you want
included in the page

Figure 2-7 Web Wizard dialog box

Progress bar displays the
amount of work completed

Figure 2-8 Web Wizard dialog box

All checked items will be
part of the Feedback Form

Skill Using a Web Wizard (continued)

How To:

9 Accept the default settings, and click [Next >].

10 The next dialog box sets up the **Table of Contents**. Click the **Keep page list up-to-date automatically** check box, and click [Next >].

11 The next dialog box adds objects to the top and bottom of each page. Leave the default settings checked. In addition click the check boxes to place the company logo at the top of each page, and click the **Date page was last modified** at the bottom of each page, the dialog box is shown in **Figure 2-9**. Click [Next >].

12 Accept the default setting, and click [Next >].

13 Click in the company name text box to place the insertion point there. Delete the sample company name and type **Speed Demons Sky Diving Club**. Type in **Skydiver** as the one word version of that name. The address is **345 Rocky Rd., Falling Water, N.Y. 10566**, as shown in **Figure 2-10**. Click [Next >].

14 The telephone number and the fax number are the same, **(914) 728-9903**. The Webmaster's e-mail address is **Shanson@domain.skydiver.com**. The e-mail address for general info is **info@domain.speed_demon.com**. Click [Next >].

15 Click [Next >], without choosing a Web theme.

16 Click [Finish]. The Web opens in **Tasks** view, the only tasks are for you to customize the pages. Click the **Navigation** view button [📇], see **Figure 2-11**.

Extra

Web Wizards are most useful when creating a complicated Web, they will guide a user through the process of creating a complicated site. You can use wizards to create a **Form Page**, which is used to collect information from the user. You can also create **Data Access Pages**, which are Web pages created using Microsoft Access databases. You can create a **Personal Web**, which includes a photo album you can use for picture. There is also a **Discussion Web Wizard**, a **Customer Support Web Wizard**, and an **Import Web Wizard**.

You can type in the specified location of your Web folder in the **Specify the Location of the New Web** text box in the **New Web** dialog box. FrontPage will create a new folder with a specified name. For example, type **C:\Windows\Desktop\Sydney's Web**, FrontPage will create a folder on your desktop called **Sydney's Web**. If you do not place the **Windows** before **Desktop** then the folder will be created in your **Desktop** folder on the hard drive.

The first letter specifies the drive where the folders are located. Generally **A:** is the floppy disk drive, **C:** is the hard drive, and **D:** is the CD ROM drive. Then specify the location, such as **Desktop**, or **My Documents**, this method can help you save a Web anywhere on your computer.
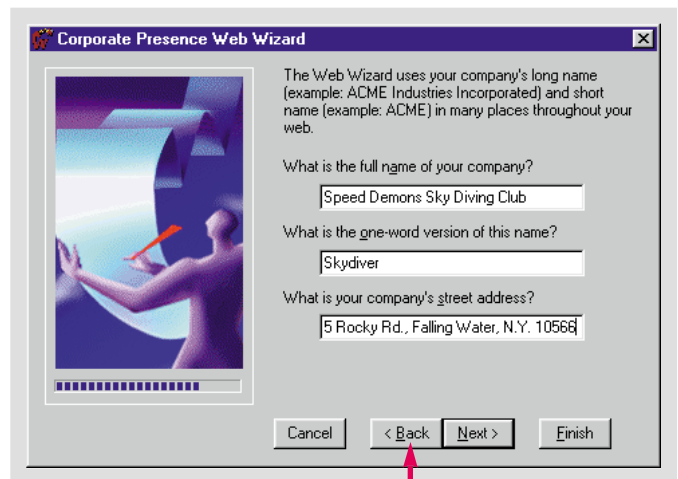
Figure 2-9 Web Wizard dialog box
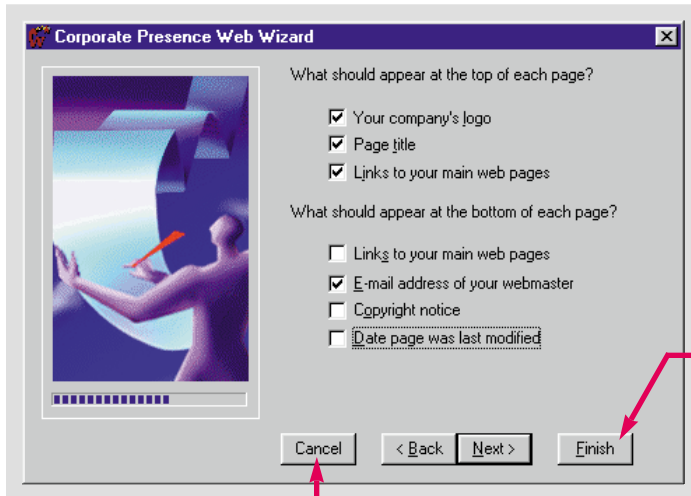
You can finish the
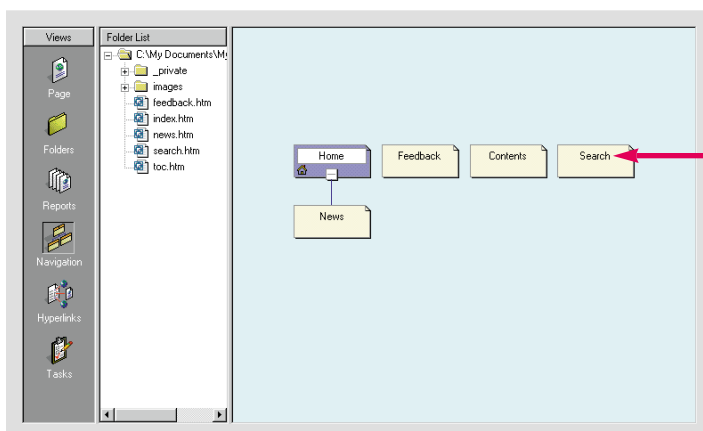wizard at any time

You can cancel the
wizard at any time

Figure 2-10 Web Wizard dialog box

You can always go
to the previous step
in the wizard

Figure 2-11 Web in Navigation view

Go to a page by clicking
on it in Navigation view

Practice

Create a **Corporate Presence Web** for the **Caddy** file. The Company name and address appear in the file. Only provide the information already contained in the file.

Hot Tip

If you do not specify the name of the folder or the location in which to save it, FrontPage will create a default folder called **myweb**. Each succeeding Web will be labeled **myweb1**, **myweb2**, **myweb3**, etc.

Using the Import Web Wizard

Overview

When you import a file to FrontPage you are essentially creating a new Web using preexisting files. A wizard has been created to make the importing process easier. The **Import Web Wizard** creates a new Web, while also importing data from another file.

How To:

Use the **Import Web Wizard** to create a new Web, by importing data from preexisting files.

1 Click **File** on the Menu bar.

2 Highlight **New**, and click **Web** from the submenu that appears. The **New Web** dialog box opens. Click on the **Import Web Wizard**. In the **Specify the Location of the New Web** text box type **C:\My Documents\Skydiver**. As shown in **Figure 2-12**. This means that the Web will be saved in a folder called **Skydiver** in the **My Documents** folder. Click OK. The first **Import Web Wizard** dialog box opens.

3 Click the **From a source directory of files on a local computer or network** radio button. Click the Browse....

4 In the **Browse for Folder** dialog box locate your **FP Data Files** folder, and click **FPHowto2-5** as shown in **Figure 2-13**. Click OK. Click the **Include subfolders** check box and click Next >.

5 Click Next > again, then click Finish.

6 Double-click the **Index** file in the **Skydiver** Web. It is the original Skydiver page you worked with earlier.

Extra

FrontPage opens your Web to a blank page. To open a previously saved Web page, double-click the page icon beneath the folder it is located in, in the **Folder List**. You can also click the **Navigation** button on the **Views** bar and double-click the page you want to view on the Navigation structure. At present, in Navigation view, the Skydiver Web contains only one page. Double-clicking it will open the **Speed Demons** page in **Page** view.
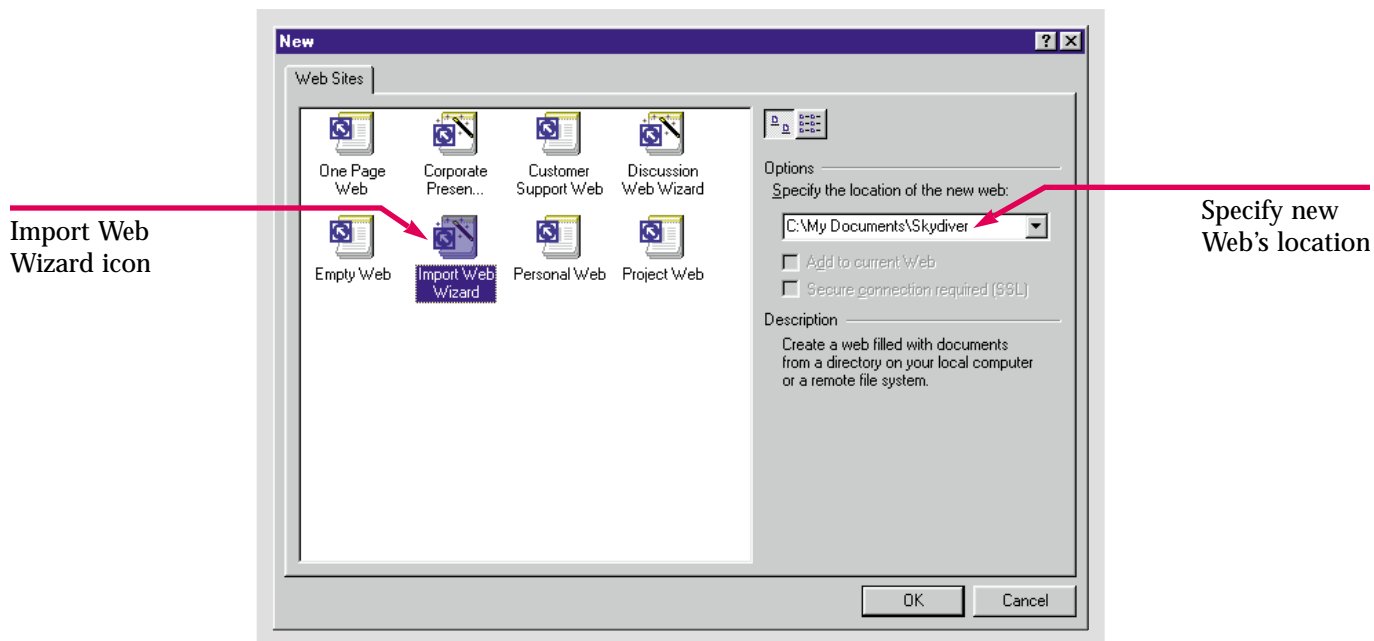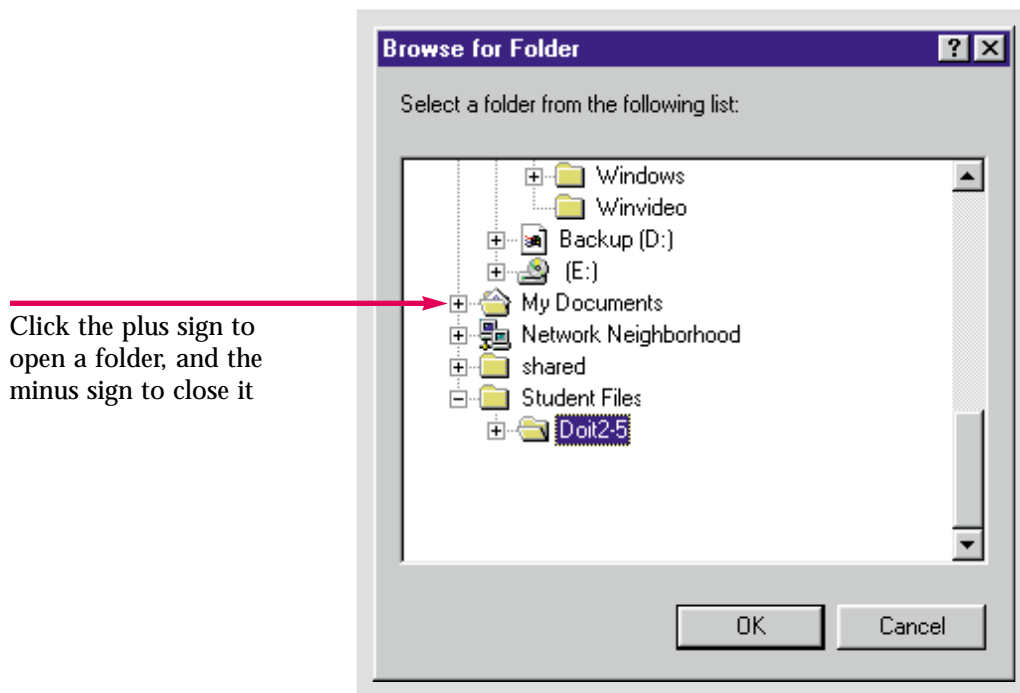
Figure 2-12 New Web dialog box

Import Web
Wizard icon

Specify new
Web's location

Figure 2-13 Browse for Folder dialog box

Click the plus sign to
open a folder, and the
minus sign to close it

Practice

Import **FPPrac2-8** into a new Web you cre-
ate called **Caddy Shop**. Place the new fold-
er wherever you would like.

Hot Tip

You can use the **Import Web Wizard** to
transfer data from a published Web site to
a new Web as well as to convert a folder
to a Web.

Adding Text to a Web Page

Skill

Overview

Perhaps the most important job in creating a Web site is composing the text. Imparting information to visitors to your site is after all, your primary goal. Adding text is the first step in the creation of a functional Web site.

How To:

Add text to an a Web page. You will add text to the imported Home page in the Web you have created.

1 Open the **Speed Demons** page in **Page** view from the **Skydiver** Web.

2 Move the pointer over the text. The pointer turns into an **I-beam** I. If the color of the background is colored, than the I-beam color may change.

3 Move the I-beam to the end of the word **Club**, and click. A flashing **insertion point**, a black bar which marks where text will be added, should appear at the end of **Club**. The insertion point also changes with the background color, as shown in **Figure 2-14**.

4 Press the [**Enter**] key on your keyboard four times.

5 Type: **A National Organization for those who live on the edge**. Your page should look like **Figure 2-15**.

6 Click **File**, then click **Save**.

7 Close the **Index** page.

Extra

In Lesson 3, you will learn how to format or change the appearance of text, using the Formatting toolbar. Text formatting includes font, font style, size, color and alignment. Special effects can even be added to enhance the way text appears.

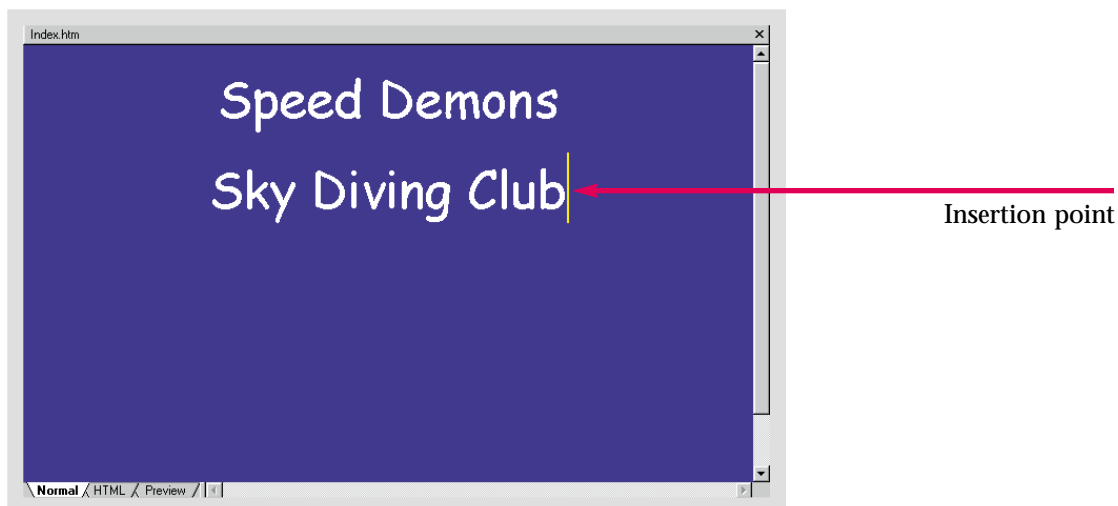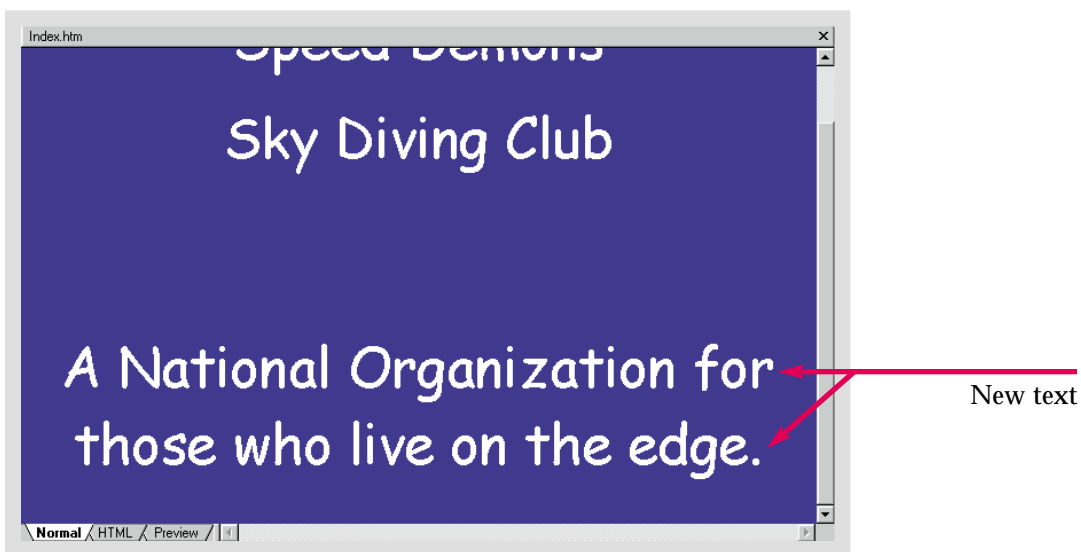Figure 2-14 Insertion point placed in text

Index.htm

Speed Demons

Sky Diving Club ←——————————————————— Insertion point

Normal / HTML / Preview /

Figure 2-15 Page with new text added

Index.htm

Speed Demons

Sky Diving Club

A National Organization for ←——————— New text
those who live on the edge.

Normal / HTML / Preview /

Practice

Five lines below the last line of text on the **Index** page in the **Caddy Shop** Web, type: **Best Prices this Side of the Pond**.

Hot Tip

The **[Tab]** key on the keyboard moves text several spaces, generally toward the right, depending on the format you apply. You can use the **[Enter]**, **[Tab]** key, and **[Space bar]** to effect where on a page text appears.

Spell Checking and Editing a Web Page

Overview

Typing errors are inevitable. While adding text to a Web page in the Normal tab, you can use the Spell Checker to locate mistakes. Underlines will alert you to possible errors. Editing text is then a fairly simple task.

How To:

Check a Web page you have created for spelling errors, and make the necessary corrections.

1 Open the page **FPHowto2-6** from your **FP Data Files** folder.

2 Click **Tools** on the Menu bar, then click **Spelling**.

3 The **Spelling** dialog box automatically opens when it reaches a word that is not in its dictionary, as shown in **Figure 2-16**.

4 Click Change.

5 Click Cancel.

6 Place the **I-beam** behind the **k** in the misspelled word, and click to place the insertion point. The misspelled word is shown in **Figure 2-17**.

7 Press the [**Backspace**] key on the keyboard to delete the **k**.

8 Type **rm**, so the word **determine** is spelled correctly.

9 Save the file as **Writing Tips** in your **My Documents** folder.
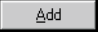
Extra

Clicking Add will add a word to the spell checking dictionary. This is particularly useful if the checker frequently stops on your name, or for unusual words that are not in the dictionary. You can also highlight and right-click a word to access a shortcut pop-up menu. The shortcut menu will contain a list of possible replacements and the **Add** and **Ignore** commands.
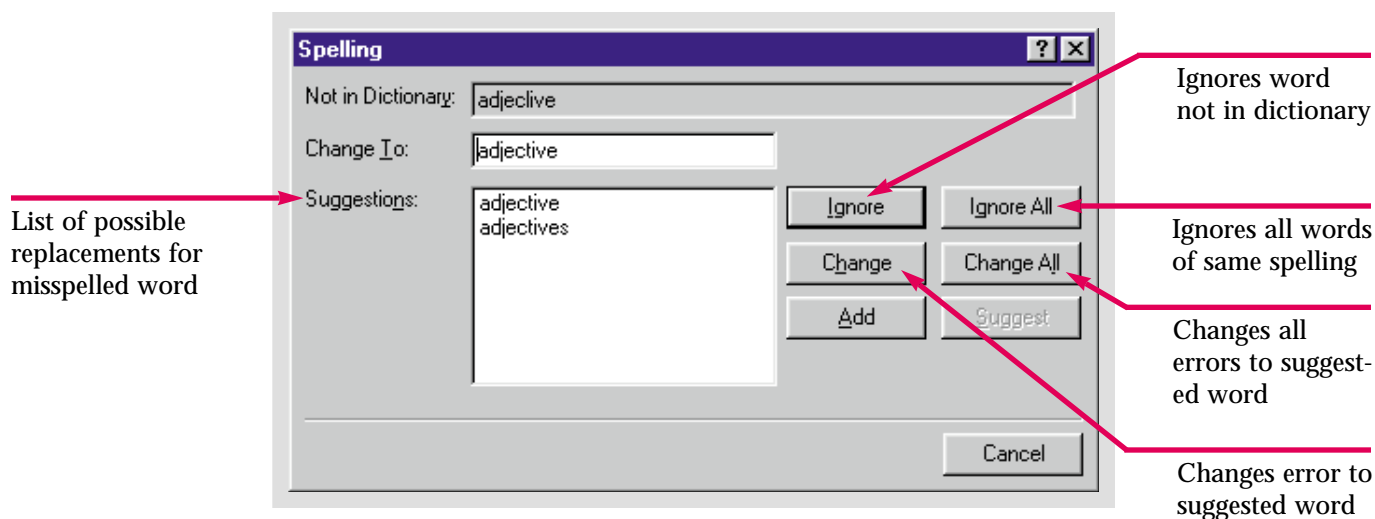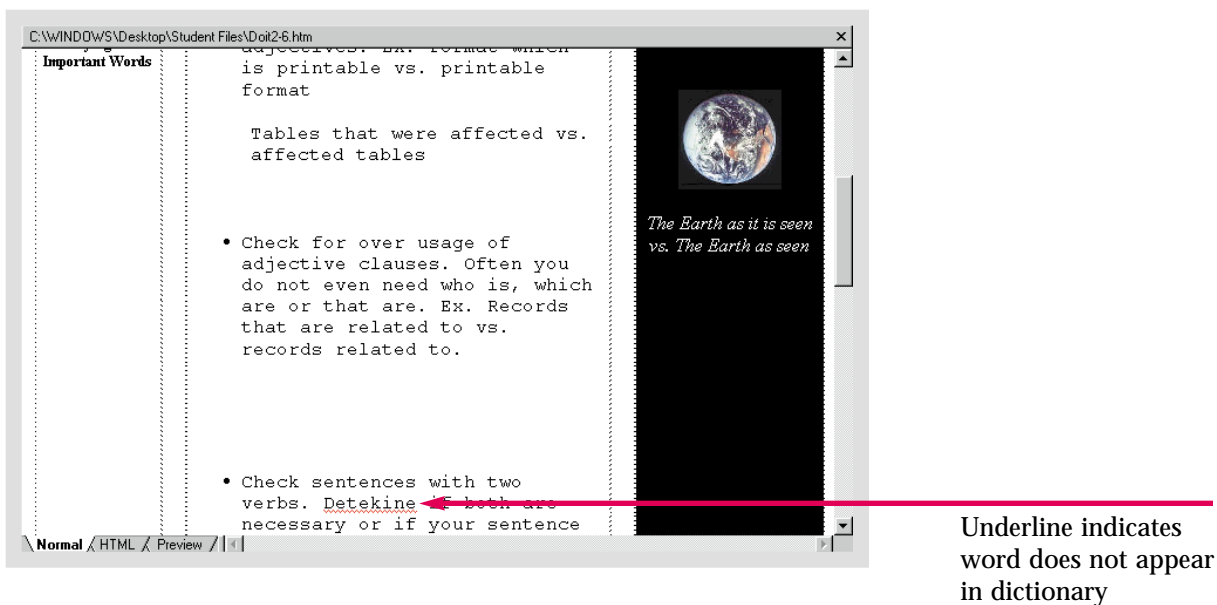
Figure 2-16 Spelling dialog box

Spelling

Not in Dictionary: adjeclive

Change To: adjective

Suggestions: adjective
adjectives

Ignore   Ignore All
Change   Change All
Add   Suggest

Cancel

List of possible replacements for misspelled word

Ignores word not in dictionary

Ignores all words of same spelling

Changes all errors to suggested word

Changes error to suggested word

Figure 2-17 Misspelled word in page

C:\WINDOWS\Desktop\Student Files\Doit2-6.htm

Important Words

adjectives. Ex: format which is printable vs. printable format

Tables that were affected vs. affected tables

The Earth as it is seen vs. The Earth as seen

• Check for over usage of adjective clauses. Often you do not even need who is, which are or that are. Ex. Records that are related to vs. records related to.

• Check sentences with two verbs. Detekine if both are necessary or if your sentence

Normal / HTML / Preview /

Underline indicates word does not appear in dictionary

Practice

Find and correct the spelling errors in **FPPrac2-9**. Save it as **Order Form**.

Hot Tip

When a word is underlined in red, it indicates that it is not in the dictionary. You can do on-the-spot editing without accessing the **Spell Checker**.

# *Skill* Using the Find Command

Overview

Quickly locating specific words or phrases can be difficult in a lengthy page or Web. The FrontPage Find and Replace commands enable you to search for and review or edit text quickly and accurately.

How To:

Use FrontPage's Find command to locate a specific section of text on a particular Web page.

1 Open the **Writing Tips** page.

2 Click **Edit** on the Menu bar, then click **Find**.

3 The **Find** dialog box opens, as shown in **Figure 2-18**.

4 In the **Find what:** text box type **adverb clauses**.

5 Click [Find Next]. The **Find** command takes you to the first mention of **adverb clauses**.

6 Click [Find Next] again. The **Find** command takes you to the second occurrence of **adverb clauses**, as shown in **Figure 2-19**.

7 Click [Cancel].

8 Close the page.

Extra

The **Replace** command is also accessed from the **Edit** menu. The **Replace** dialog box is almost identical to the **Find** dialog box. However, an additional text box enables you to enter replacement text. Two additional buttons enable you to replace a single instance, [Replace] or all instances of a particular word or phrase, [Replace All]. In the **Search** section options section, radio buttons allow you to choose to search the entire document or just the current page. In the **Direction** section you can choose to search up or down the document.

The **Replace** command may be on the extended **Edit** menu. Not all commands are on the primary menu. In Office 2000, menus automatically expand after a few seconds. You can hasten the process by moving the pointer over the double arrows at the bottom of the menu. Primary menu commands will include commands you have recently used.
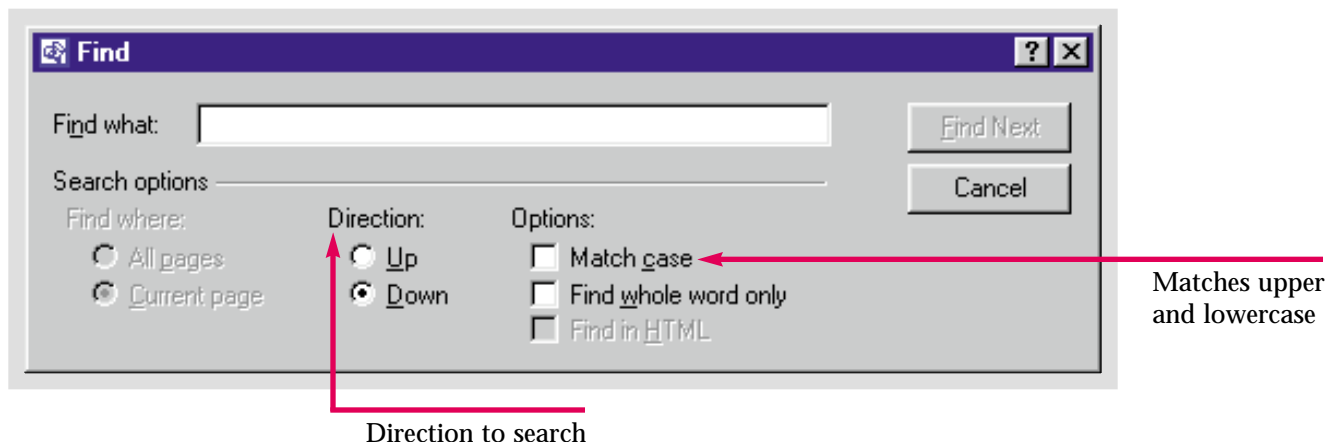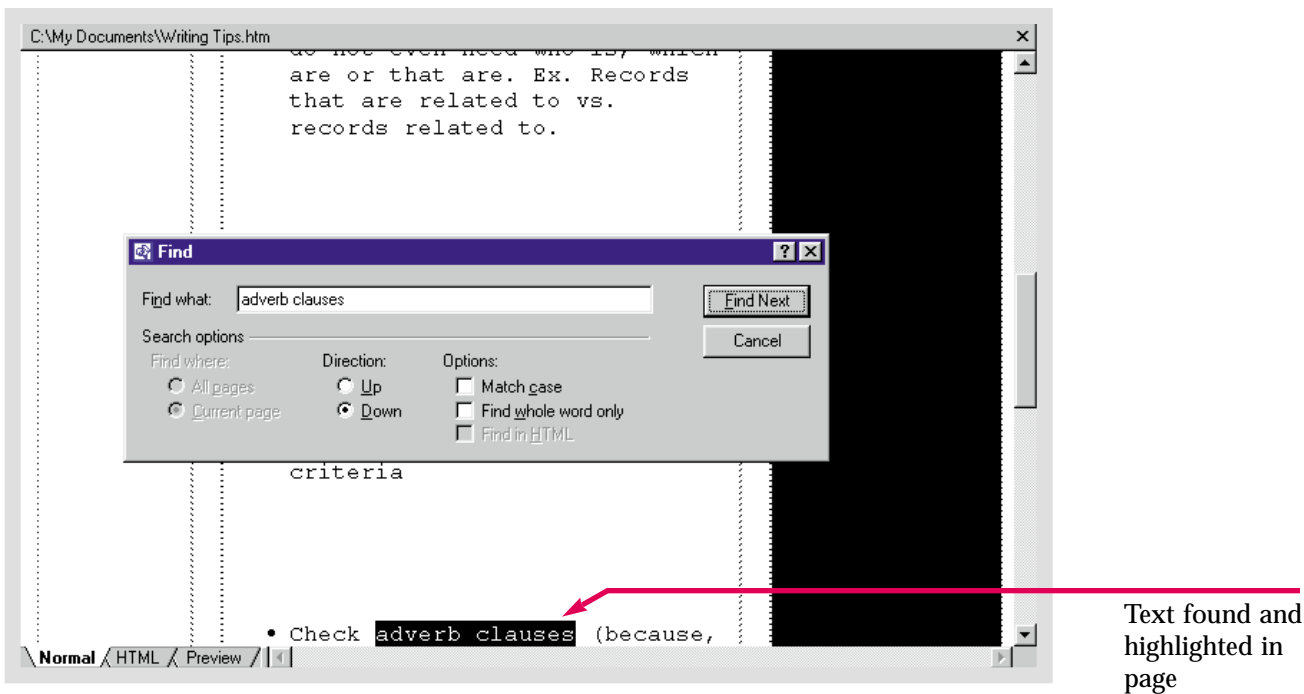
Figure 2-18 Find dialog box

Matches upper
and lowercase

Direction to search

Figure 2-19 Text found in page

Text found and
highlighted in
page

Practice

Open the **Order Form** and find a question that asks the user to enter their **age**.

Hot Tip

You can use the **Find** and **Replace** commands in almost every different view. You can also use them to find and replace text in **HTML**.

Skill

Previewing a Web Page in a Browser

Overview

FrontPage Webs will look exactly as you see them in Internet Explorer 4 or above, but may look very different in other browsers. Even simple Web pages will display differently depending on the browser used. The Preview tab in Page view, displays a Web as it will appear online. However, the Preview in Browser command will give you an even better idea of how your Web pages will look when published. A browser, as you will recall, is a program that enables you to view Web pages and HTML documents.

How To:

Preview your Web with a browser to see how it looks.

1 Open the **Skydiver** Web.

2 Open the **Index** page.

3 Click **File** on the Menu bar. Then click the **Preview in Browser** command. It may appear on the extended menu.

4 The **Preview in Browser** dialog box opens, as shown in **Figure 2-20**.

5 Click Preview .

6 The browser opens with your page displayed, as shown in **Figure 2-21**.

7 Close the browser.

8 Close FrontPage.

Extra

If you click on a file directly from the folder it's in, rather than opening it in FrontPage, then it will open in your default browser without going through the process of the **Preview in Browser** dialog box.

Figure 2-20 Preview in Browser dialog box
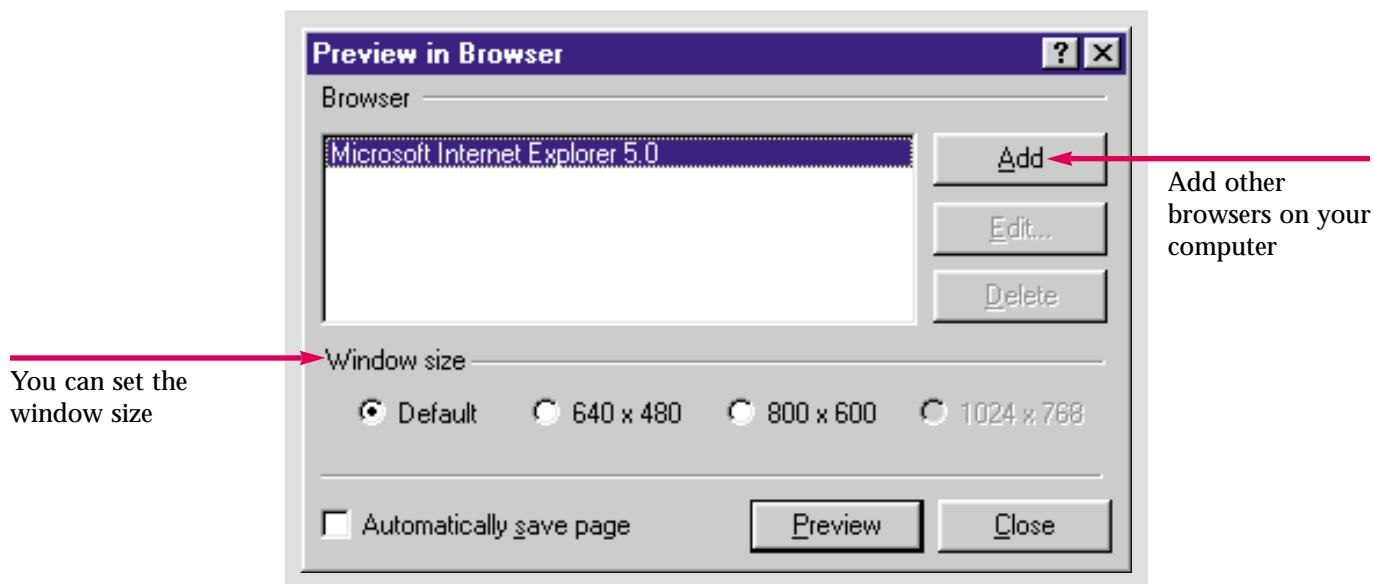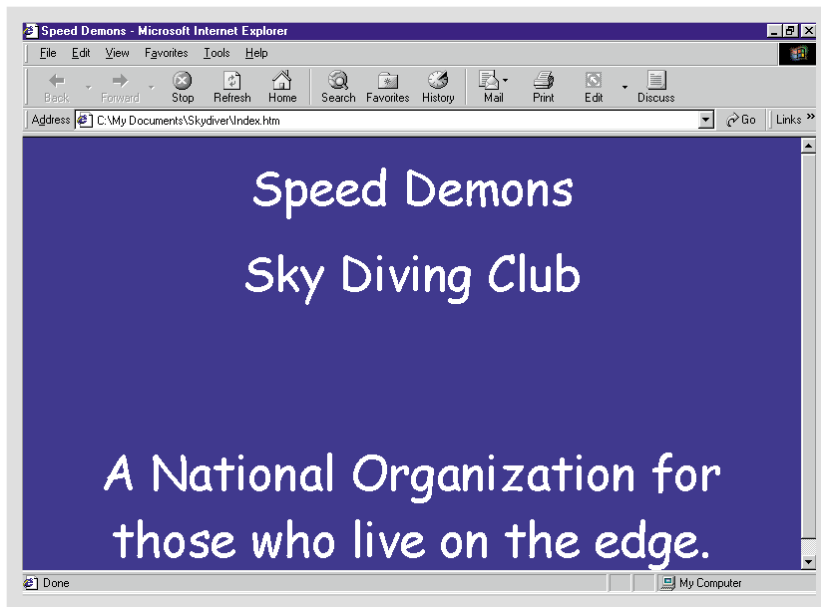
Add other browsers on your computer

You can set the window size

Figure 2-21 Web page previewed in browser

Practice

Open the **Caddy Shop** file, and preview it in your browser.

Hot Tip

As long as they are in good working order, your hyperlinks will operate when you preview a page in your browser. You can link to other pages in a Web or to Web sites on the Internet.

Shortcuts

Function	Button/Mouse	Menu	Keyboard
New Page		Click File, then click New, then click Page	[Ctrl]+N
New Web		Click File, then click New, then click Web	
Preview in Browser		Click File, then click Preview in Browser	
Find		Click Edit, then click Find	[Ctrl]+F
Replace		Click Edit, then click Replace	[Ctrl]+H
Check Spelling		Click Tools, then click Spelling	F7

Test Yourself

Identify Key Features

Figure 2-22 Web page in FrontPage

Select The Best Answer

10. A series of dialog boxes that facilitates the creation of a Web page or an entire Web

11. A preconstructed document that allows you to fill in your own content

12. Allows you to type text directly onto the page

13. The pointer turns into this when it is held over the FrontPage screen

14. This feature allows you to search by the case of the first letter in a word

15. A word will be flagged by the Spell Checker if it does not appear here

16. The first Web page you visit in a Web site

17. Allows you to view Web pages and HTML documents

a. Match case

b. I-beam

c. Template

d. Browser

e. Dictionary

f. Wizard

g. Insertion point

h. Home page

Test Yourself

Complete the Statement

18. Both the New Page and New Web commands can be found on this menu:

   a. Insert menu

   b. Tools menu

   c. Edit menu

   d. File menu

19. A Web page that is created using a database from Microsoft Access is called a:

   a. Form page

   b. Data Access page

   c. Home page

   d. Discussion page

20. If you open a file directly from a folder, rather than opening it in FrontPage:

   a. It will open in FrontPage anyway

   b. It will open in a Web editor

   c. It will open in a Browser

   d. It will not open at all

21. Some commands cannot be found on the regular menu, sometimes you must open:

   a. An extended menu

   b. A folder

   c. A wizard

   d. A keyboard shortcut

22. When you use either the Find or Replace command, you have the option of searching a page:

   a. Left-to-right, right-to-left

   b. By the size of the word

   c. Up or down

   d. By the verb tense

23. When creating a Web using the Import Web Wizard you must select the folder to import using:

   a. The Find Folder command

   b. The Browse for Folder dialog box

   c. The Find Folder dialog box

   d. The Edit menu

24. If you misspelled a word while typing, FrontPage alerts you:

   a. By highlighting the word

   b. By automatically changing the word

   c. By underlining the word in red

   d. By having a dialog box open automatically

25. The computer hard drive is usually marked by the letter:

   a. D

   b. E

   c. A

   d. C

Test Yourself

Test Your Skills

1. Create a new Web page using a template:

   a. Click **File**, then **New**. Click **Page** from the submenu that appears.

   b. Select a template from the ones provided in the **New Page** dialog box.

2. Create a new Web with a template:

   a. Click **File**, then click **New**. Click **Web** from the submenu that appears.

   b. Select the **Personal Web Wizard** from the **New Web** dialog box.

   c. Save the Web as **My Site**.

3. Create a Web using a Web Wizard:

   a. Click **File**, then **New**. Click **Web** from the submenu that appears.

   b. Select **Corporate Presence Wizard** from the **New Web** dialog box.

   c. Create a **Corporate Presence Web** using the options provided.

4. Import a Web:

   a. Click **File**, then **New**. Click **Web** from the submenu that appears.

   b. Select the **Import Web Wizard**.

   c. Create a Web called **Water Taxi**.

   d. Import the **FPTest 2** Web from your **FP Data Files** folder to the **Water Taxi** Web.

5. Add and Edit Text:

   a. Fix the spelling error that occurs in the **FPTest 2** file.

   b. Below the table, type in a slogan for the Water Taxi service.

   c. Place the insertion point at the end of the table. Press the **[Enter]** key until you are four lines below the table.

   d. Add the slogan.

6. Preview a Web page in a browser:

   a. Make sure **FPTest 2** is open.

   b. Click **File**, then click **Preview in Browser**.

   c. Select a Browser.

   d. Close the browser, and FrontPage, and save as **Water Taxi**.

Test Yourself

7. Use the **Corporate Presence Wizard** to create a Web site for Diggs & Associates. Name the Web folder **Diggs** and save it in your **My Documents** folder. Keep your earlier plans in mind. You can always add pages to a Web to accommodate your various ideas. Include a **Products/Services** page. Accept the default settings for the **Products/Services** page. Fill in the name of the company, **Diggs & Associates**, the address, **987 Park Lane**, **Tompson MA 02411**, and the telephone number, **(582) 690-9043**. The fax number is **(582) 690-1649**. Your e-mail address is the Webmaster's address. The general info address is: **info@domain.diggs.com**. Leave the default settings for everything else.

8. Your supervisors think you should add a product-ordering page. They have asked you to design a prototype for their perusal. Use the **Form Page Wizard**, found in the **New Page** dialog box, to give them an idea of what a product-ordering page will look like. In the first dialog box, click **Add** to affix ordering information to the page. Leave the default settings for everything else.

9. Another Diggs employee is interested in previewing the Web site. He has asked you to create a blank Web using the **Corporate Presence Wizard**, to give him a rough idea of the site structure. Change the options in various ways to create several versions to show him.

10. Create your personal Web site. Use a template or a wizard if appropriate. You can start with a blank page and write a short bio, if you like. Create an entire Web or merely a Home page. Experiment and let your creativity flow.

L E S S O N

3

FORMATTING AND ADDING OBJECTS TO WEB PAGES

Formatting to make your site aesthetically pleasing is a difficult task. It is crucial, however, in order to attract visitors to your site. If you use a template, with preformatted text, you may not bother with formatting. However, as you become more adept at creating your own Web pages, you will probably want to exert more control over the final product.

Tastes are extremely variable and subjective. The Microsoft FrontPage program offers many possibilities for designing Webs to suit various styles and sensibilities.

Applying a theme is perhaps the easiest formatting method. The font or typeface, text color, background, bullet style, and graphics are chosen all at once. This saves time, and complementary elements have been chosen for you.

Adding objects takes practice and experience. Certain objects are more effective in specific situations. Lists, tables, hyperlinks, and images can be added to your pages and formatted to your specifications.

Forms can be added to Web pages or created as independent pages. Text boxes, radio buttons, check boxes, and drop-down menus can be added to forms to gather information from Web site visitors. After answering questions, with the help of these various form fields, the visitor clicks a Submit button to send the data to the server.

After you add objects to a Web page you must know how to reformat them, move them, change their colors, size, and borders, and even add animation. Learning these skills will enable you to produce an appealing, high quality Web site.

Formatting Text on a Web Page

Skill

Overview

FrontPage allows for many formatting options. These formatting options include changing the font or typeface, font style, font size, color and alignment. Text can be aligned to the left, right, or center. It can be underlined, italicized, or made bold. Many formatting commands can be accessed from the Formatting toolbar, which is directly above the Front Page window.

How To:

Change the font and font size of Web page text.

1 Open the **Skydiver** Web, to the **Index** page.

2 Click and hold the **I-beam** I in front of the letter **A**, in the second phrase. Click and drag the pointer to the end of the phrase, highlighting it. The text should appear as shown in **Figure 3-1**.

3 Click the drop-down arrow in the **Font Size** list box on the **Formatting toolbar**, the toolbar is shown in **Figure 3-2**.

4 Select the size **5 (18 pt)** from the drop-down list. The highlighted paragraph becomes smaller.

5 Click the drop-down **Font** list box, seen in **Figure 3-2**.

6 Scroll down until you get to the font **Monotype Corsiva** font. Click it to select it. The text is changed to the new font.

7 Highlight the first two lines of the page.

8 Click the **Underline** button U on the Formatting toolbar.

9 Click once anywhere on the screen to deselect the highlighted text.

10 Your page should now resemble **Figure 3-3**.

11 Save the file.

Extra

The word **Font** refers to typeface style. Some fonts are bold, some are ornate, some are classic. You can choose a comical or a serious font to set the tone for your page.

Next to the Underline button are the **Bold** B and **Italic** I buttons, which can be used together or separately. The three style buttons are especially useful for headers, footers and other text you want to stand out.

The three layout buttons, align left, align right, and center control where text appears on the page. Sometimes you must use the alignment buttons in conjunction with the space bar to arrange text exactly as desired.
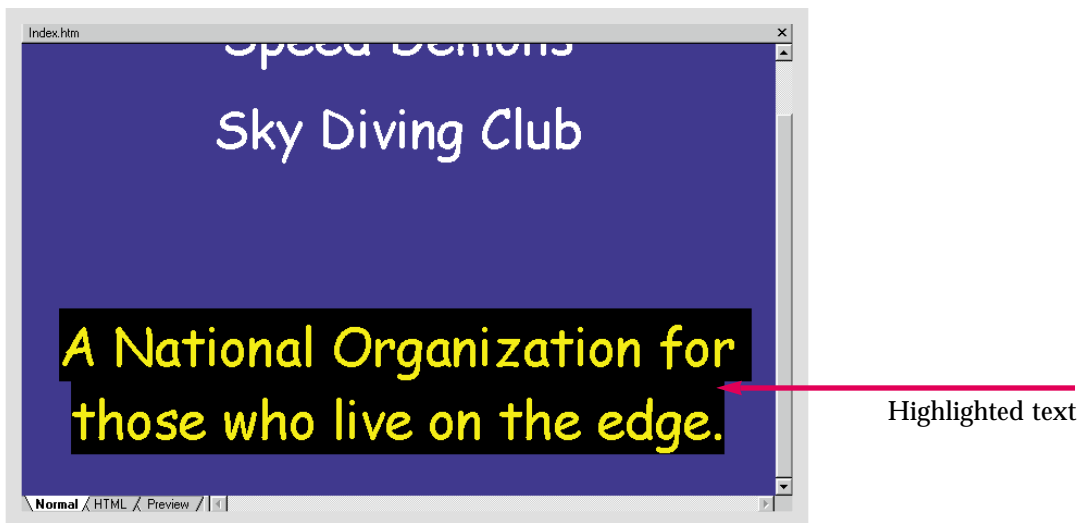
Figure 3-1 Page text highlighted

Sky Diving Club

A National Organization for those who live on the edge.

Highlighted text

Figure 3-2 Formatting toolbar

Font size box

Bullets button

Font color button

Normal | Comic Sans MS | 7 (36 pt) | **B** *I* U

Style list box

Font list box

Drop-down arrows

Numbering button

Decrease and increase indents buttons

Highlight button

Figure 3-3 Formatted text

Speed Demons

Sky Diving Club

A National Organization for those who live on the edge.

Underline style applied

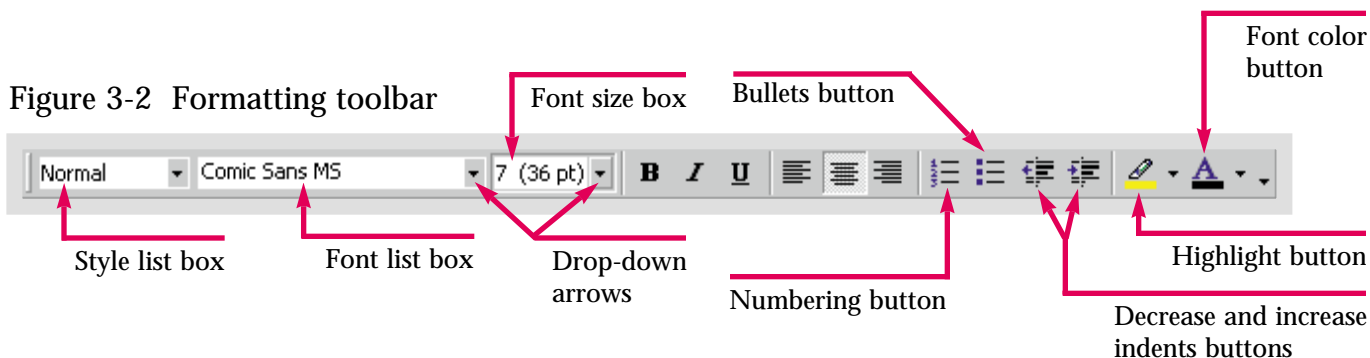New size and font

Practice

On the Index page of the **Caddy Shop** Web, format the text so that the address of the shop appears in the font **Century Gothic**, and is underlined.

Hot Tip

If you apply a format before typing, it will be applied to the entire page. If you highlight the target text, on the other hand, the formatting will be applied only to the selected section.

Skill

Adding and Formatting Lists

Overview

FrontPage has many ways of organizing information on a Web Page. One simple and convenient way for organizing information on a Web page is to create a list. Lists consolidate information in a concise format. They can either be numbered or bulleted using the corresponding buttons on the Formatting toolbar.

How To:

Add a new page with a list to a Web.

1 Open the **Skydiver** Web.

2 Open the **Index** page.

3 Click **File** on the Menu bar and highlight **New**. Click **Page** from the submenu that appears. Click **Normal Page**, then click `OK`. A new page opens.

4 Type: **Organizational Goals**. Then click the **Center** button. Select the text and format it so that the font is **Arial Black** and the size is **5 (18pt)**.

5 Click and place the insertion point after **s** in **Goals**. Press the [**Enter**] key.

6 Click the **Align Left** button. Then click the **Bullets** button. Type: **Increase club membership**. Press the [**Enter**] key again. Type: **Increase public awareness**.

7 Follow the same procedure to create a list that includes: **Catch media attention**, **Stress safety measures**, and **Make skydiving more affordable and enjoyable for all**. The page is shown in **Figure 3-4**.

8 Right-click one of the bullets in the list. Click **List Properties**. The **List Properties** dialog box opens.

9 Click the bullets that are empty circles, as shown in **Figure 3-5**, and click `OK`.

10 Save the file in the **Skydiver** Web, accept the default name, **organizational_goals.html**.

Extra

You can create a numbered list rather than a bulleted list using the **Numbering** button. Then, you can right-click an item in a numbered list to access the shortcut pop-up menu. In the **Numbers** tab of the **List Properties** dialog box you can choose to label your list with capital or lowercase letters or Roman numerals.
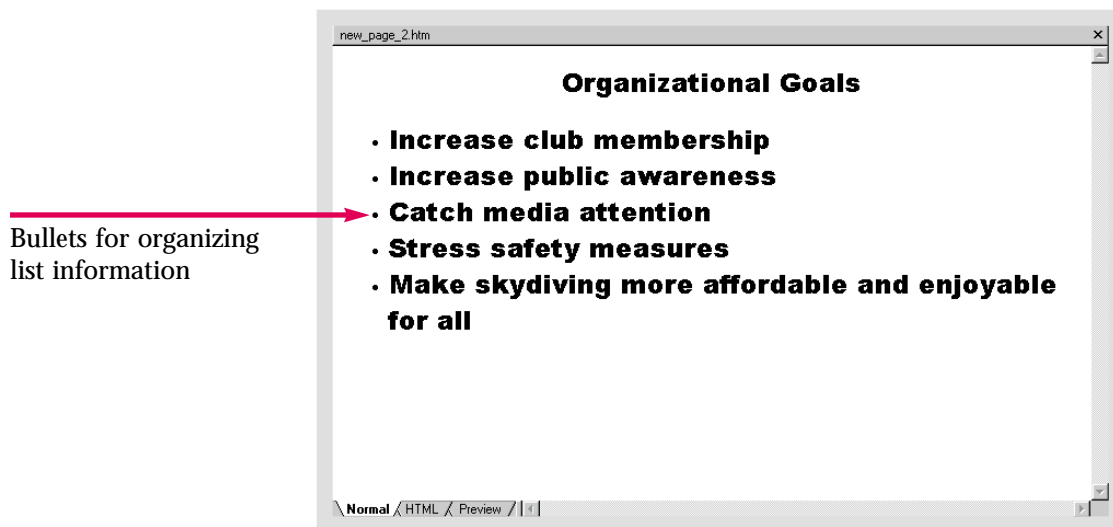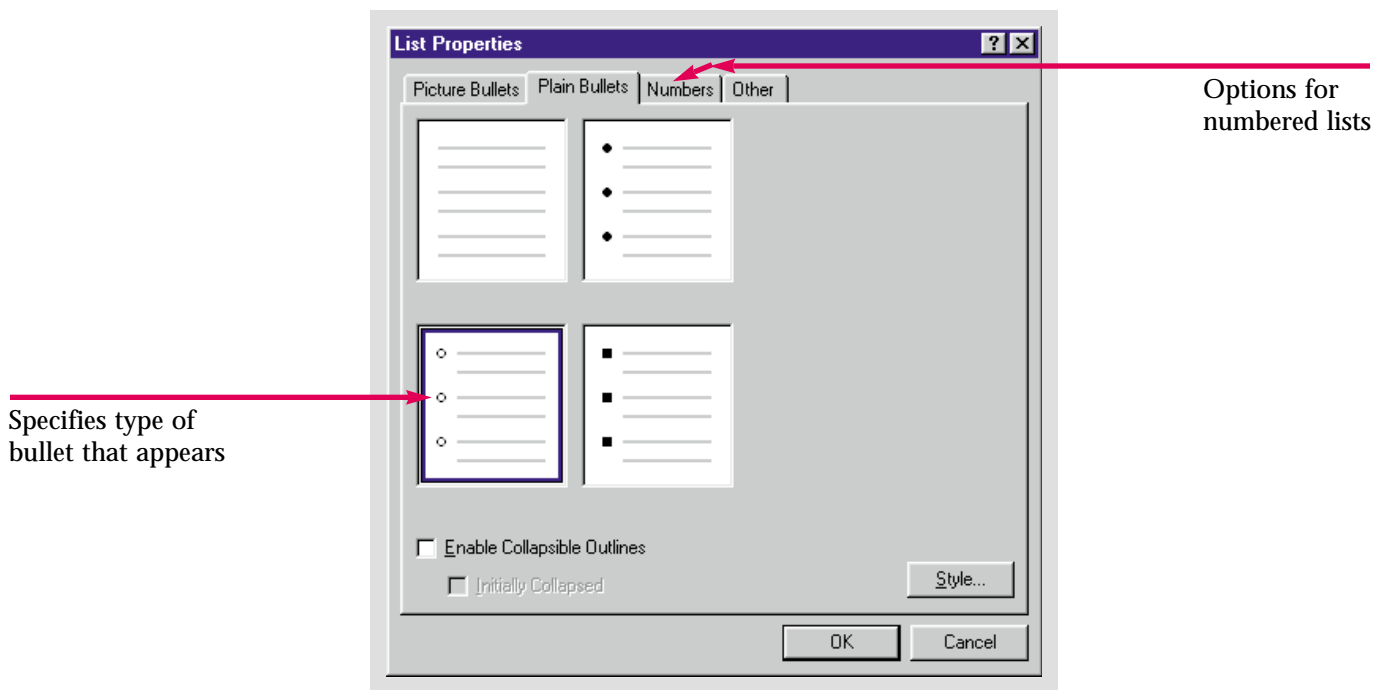
Figure 3-4 Bulleted list

new_page_2.htm

Organizational Goals

- **Increase club membership**
- **Increase public awareness**
- **Catch media attention**
- **Stress safety measures**
- **Make skydiving more affordable and enjoyable for all**

\Normal /HTML / Preview /

Bullets for organizing
list information

Figure 3-5 List Properties dialog box

List Properties

Picture Bullets | Plain Bullets | Numbers | Other

☐ Enable Collapsible Outlines
☐ Initially Collapsed

Style...

OK   Cancel

Options for
numbered lists

Specifies type of
bullet that appears

Creating Tables

Skill

Overview

Tables are commonly used on Web pages to organize information in a structured and attractive way. To start, all you need is a rough outline and a general idea of where you want to insert the table. Tables consist of **cells** containing blocks of text or numbers. Tables can be imported from Microsoft Word or Microsoft Excel, so that you can reuse existing tables from word processing or spreadsheet documents.

How To:

Insert a table into the **Index** page in the **Skydiver** Web.

1 Open the **Index** page from the **Skydiver** Web.

2 Place the insertion point halfway between the slogan for the club, and the underlined name of the club.

3 Click **Table** on the Menu bar. Then highlight **Insert**, and click **Table** from the submenu.

4 The **Insert Table** dialog box opens, as shown in **Figure 3-6**.

5 Click [OK] to accept the default settings.

6 The table is created with the insertion point in the first cell.

7 Type: **Organizational Goals**. Press the **[Tab]** key.

8 Type: **Schedule of Events**, **Recent News**, and **Skydiving Near You**, pressing the **[Tab]** key after each entry.

9 When you have finished entering the text, save the file. Your page should now look like **Figure 3-7**.

Extra

The **Insert Table** button ▣ on the Standard toolbar can also be used to create a table. A box appears in which you move the pointer to highlight the desired number of cells. If you want to change any of the cell properties, however, you should use the **Table** menu and go through the **Insert Table** dialog box.

The number and size of the rows and columns does not have to be decided ahead of time. As you add content to your table, the rows and columns will expand. To add two more entries to the table you just created, simply press the **[Tab]** key at the end of the text in the fourth cell. Another row with two cells will automatically be inserted.
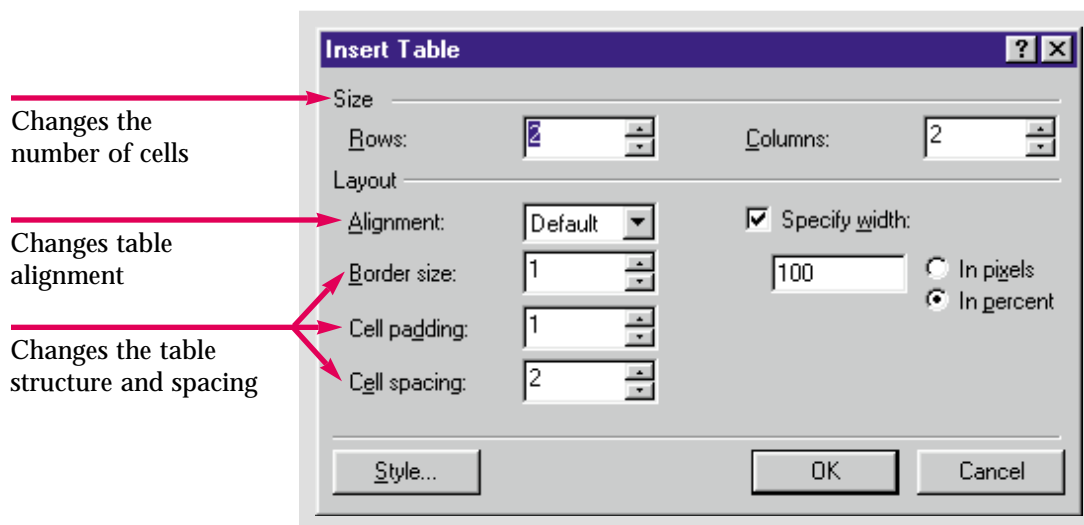
Figure 3-6 Insert Table dialog box

Changes the
number of cells

Changes table
alignment

Changes the table
structure and spacing

Figure 3-7 Page with table inserted

Column

Row

Cell

Practice

Insert a table into the **Index** page of the
Caddy Shop Web. Add the following text;
Sales, **Products**, **Contact us**, and
Employment, into the four cells.

Hot Tip

You can create a table without borders by
changing the **Border size**, **Cell padding**,
and **Cell spacing** to **0** in the **Insert Table**
dialog box.

Skill

Formatting Tables

Overview

Formatting can be applied to tables after they are created. Text formatting including font changes, underlining and color can also be added. The **Table Properties** dialog box will enable you to add background colors, apply various borders, and adjust the spacing between cell contents and cell walls. Changes can be made to the entire table, individual cells or specific rows or columns. You can also use the pointer to resize the table.

How To:

Format the table you have created.

1 Right-click the border of the table.

2 Click **Table Properties** from the shortcut menu. The **Table Properties** dialog box opens.

3 Click the drop-down list in the **Color** list box in the **Borders** section. Click on the white color square. Click [Apply].

4 Change the **Light Border** and **Dark Border** to white. Click [Apply].

5 Change the **Background Color** to the same blue background as the page. Click [Apply]. The **Table Properties** box should look like **Figure 3-8**.

6 Click [OK]. Right-click the border. Click **Cell Properties** from the shortcut menu. The **Cell Properties** dialog box opens.

7 Click the drop-down arrow on the **Horizontal Alignment** list box in the **Layout** section. Click **Center** from the drop-down list.

8 Click [Apply] and then [OK]. Notice that only one cell is affected. Click and drag to select the entire table and right-click. Reopen the **Cell Properties** dialog box and repeat the procedure to center the remaining cells. When you have finished your page should look like **Figure 3-9**.

Extra

You can use the pointer to resize a table, move the pointer over the border you want to move. If you want to resize the table horizontally, move the pointer over a vertical border, and the pointer will turn into a horizontal **resizing arrow** ←→. If you want to resize the table vertically, move the pointer over a horizontal border and it will turn into a vertical **resizing arrow** ↕.

Once the pointer has turned into a **resizing arrow**, simply click and drag the border until it is the size that you want.

To add rows or columns, click and drag to select the table. Click **Tables** on the Menu bar. Click **Insert**, then click **Rows or Columns**. Use the **Insert Rows or Columns** dialog box to insert the rows or columns you want.
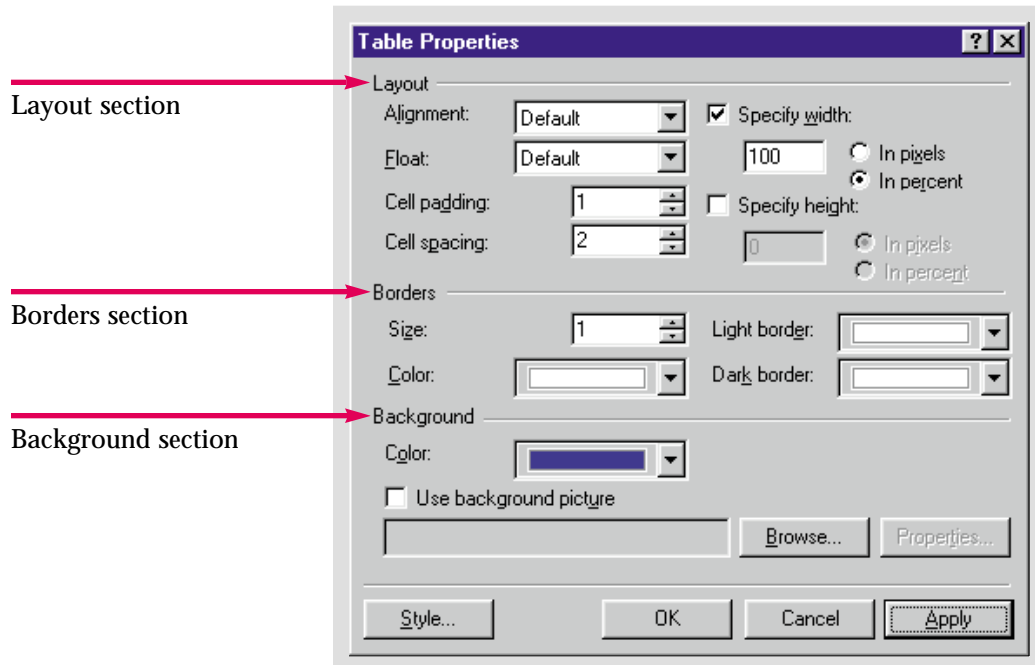
Figure 3-8 Table Properties dialog box

Layout section

Borders section

Background section

Figure 3-9 Formatted table on a page

Speed Demons

Sky Diving Club

Organizational Goals	Schedule of Events
Recent News	Skydiving Near You

A National Organization for those who live on the edge.

Border colors are
changed, and text is
centered within cells

Practice

Format the table on the Index page in the **Caddy Shop** Web so that the borders are all the same color green as the text.

Hot Tip

If you click **Font** on the shortcut menu, the **Font** dialog box will open, allowing you to change the font, color, and other aspects of the text.
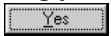
Skill

Applying Themes to a Web

Overview

A theme is a preformatted style that can be applied to a Web page or an entire Web. A set of formatting instructions controls the background, fonts, colors, and button styles. Themes provide a fast method for designing Webs or applying a matching design to multiple pages.

How To:

Apply a theme to a Web.

1 Open the **Index** page from the **Skydiver** Web.

2 Click **Format** on the Menu bar.

3 Click **Theme**. The **Themes** dialog box opens.

4 In the selection box on the left, click on **Blends** to highlight it. A preview appears, as shown in **Figure 3-10**.

5 Make sure that the **All Pages** radio button is selected. Click OK.

6 A warning message appears telling you that you will be permanently replacing formatting information. Click Yes.

7 It takes FrontPage several seconds to apply the theme. When it does your page should resemble **Figure 3-11**.

8 If you open the **organizational_goals** page, you will notice the formatting has been applied to that page as well.

9 Save these changes.

Extra

You can also use the **Themes** dialog box to apply a theme to only one page in a Web. In **Navigation** view, double-click on the target page to open it. Open the **Themes** dialog box, select the theme, and click the **Selected page** radio button, which appears beneath the **All pages** radio button. The theme will only be applied to the selected page. To remove a theme click **No Theme** in the **Themes** dialog box. Applying themes is a new feature that has been added to FrontPage 2000.
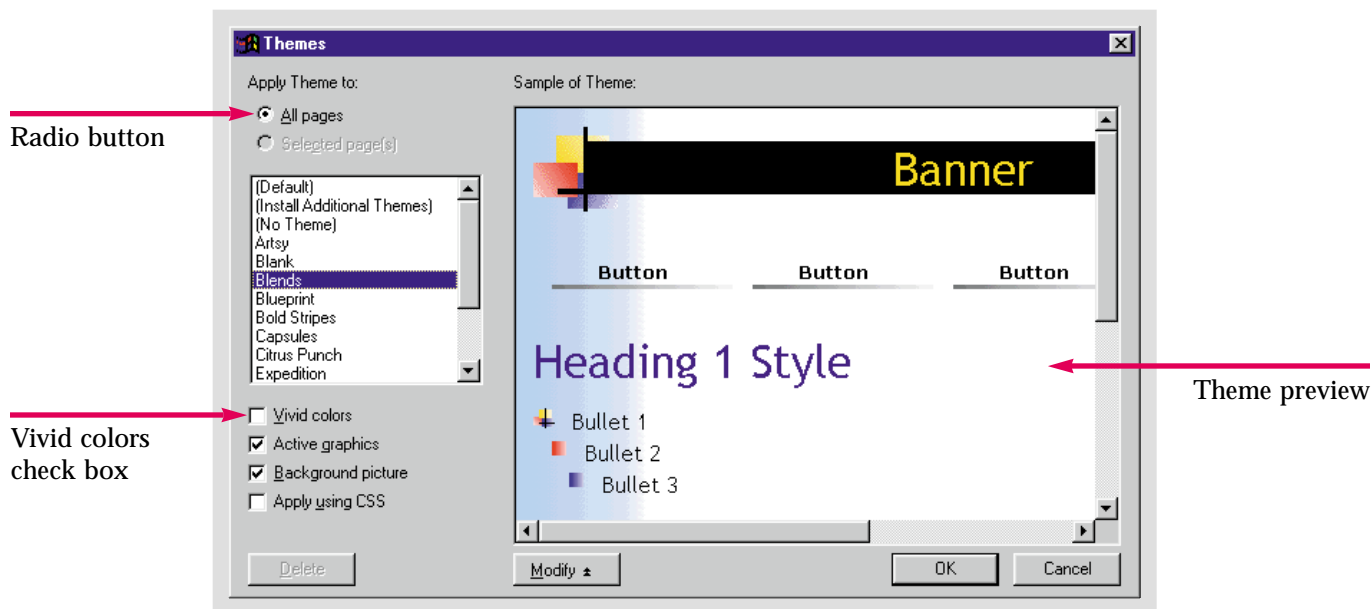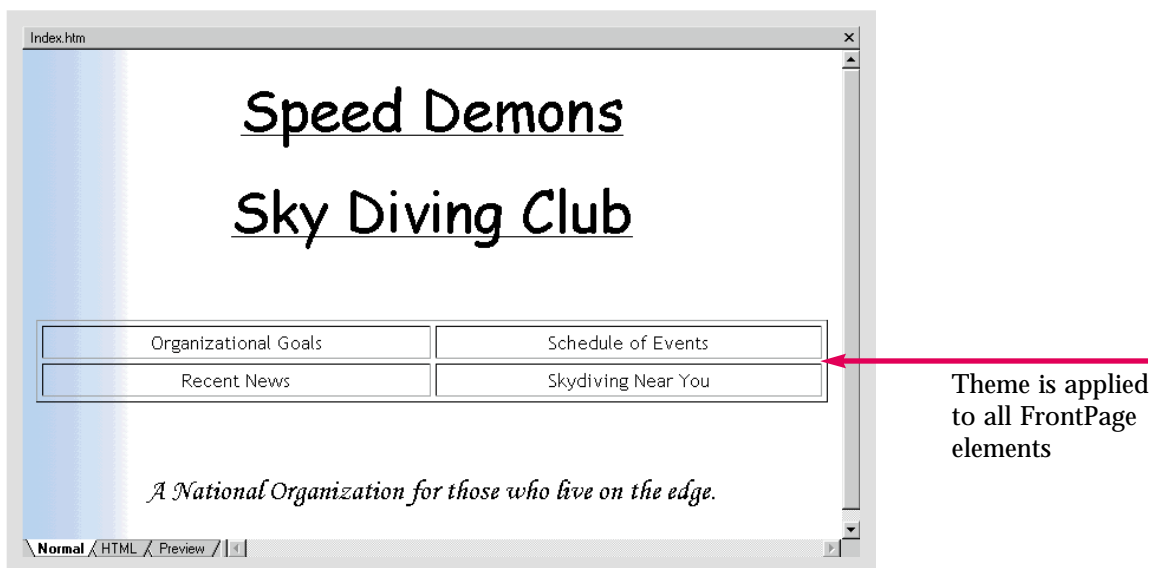
Figure 3-10 Themes dialog box

Radio button

Vivid colors
check box

Theme preview

Figure 3-11 Web with theme applied

Theme is applied
to all FrontPage
elements

Practice

Apply the **Citrus Punch** theme to the
Caddy Shop Web.

Hot Tip

Clicking the **Vivid colors** check box in the
Themes dialog box will bring out brightly
colored text and graphics in the themes.

# Applying Custom Themes

Overview

One of the reasons themes are so useful, is because they do not restrict the user to the prechosen format. Even though colors, fonts, etc., have already been selected, FrontPage allows you to make changes to these features. Knowing how to make these changes will allow you to work with existing themes, to create a customized theme.

How To:

Make changes that will allow you to customize an existing theme that you have already applied to a Web.

1. Open the **Index** page of the **Skydiver** Web.

2. Click **Format**, click **Theme**. The **Themes** dialog box opens. Click the **All Pages** radio button.

3. Click the **Vivid colors** check box.

4. Click the **Expedition** theme to highlight it.

5. Click [Modify ▲]. Several new buttons appear below the preview window.

6. Click [Colors...]. The **Modify Theme** dialog box opens, as shown in **Figure 3-12**.

7. Click [Text...]. The **Modify Themes** dialog box reopens. **Body** should be selected in the **Item:** list box. Click the **Comic Sans MS** font to highlight it. As shown in **Figure 3-13**. Click [OK].

8. Click [Save As...] in the **Themes** dialog box. The **Save Theme** dialog box opens. Type **New Theme** as the title of the theme.

9. Click [OK]. Close the **Themes** dialog box.

10. Save the changes. Your custom theme should look like **Figure 3-14**.

Extra

The **Color Wheel** tab in the **Modify Theme** dialog box can be used to select customized colors for your theme. The color intensity can also be adjusted on the **Brightness** bar. Your selections can be previewed on the right-hand side of the dialog box, allowing you to precisely fine-tune your color scheme.
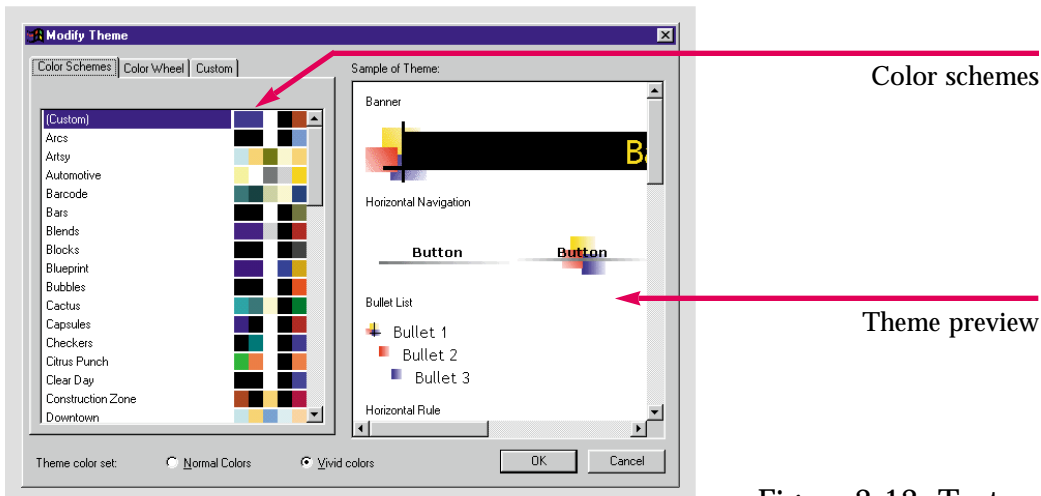
Figure 3-12 Modify Theme dialog box

Color schemes

Theme preview

Figure 3-13 Text modification

Selected fonts
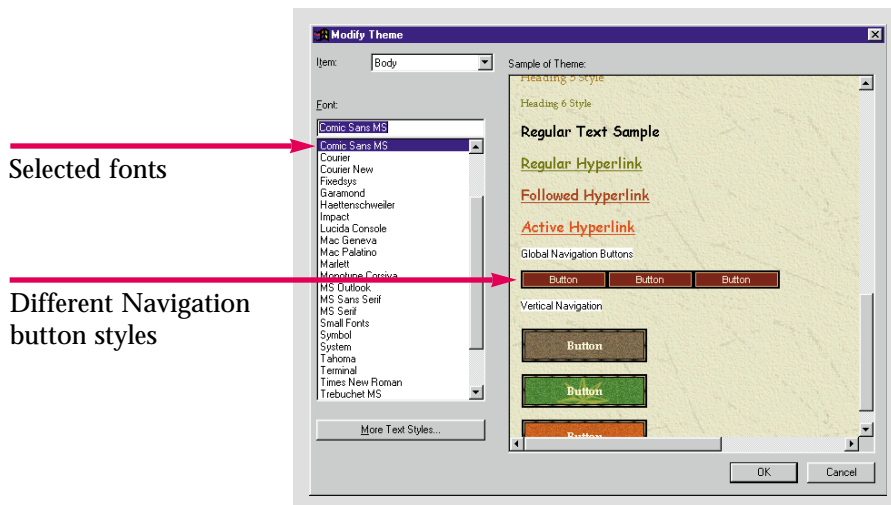
Different Navigation
button styles

Figure 3-14 New theme applied

Practice

Add a customized theme to the **Caddy Shop** Web. Apply the **Capsules** theme and modify it using the **Cactus** color scheme. Change the body text to **Garamond**.

Hot Tip

You can use the **Graphics** button to add background images to your Web. Click and locate the desired image to incorporate it into the Web background.

Skill

Creating Text Hyperlinks

Overview

A hyperlink is an object in a Web page that connects a visitor to a file, another Web page or another Web site. Hyperlinks can be designed to download files or start other operations. They can also link to e-mail addresses. Almost any object, word, or image can be used to create a hyperlink.

How To:

Create text hyperlinks in the **Skydiver** Web to link the pages in the Web.

1 Open the **Index** page in the **Skydiver** Web.

2 Highlight **Organizational Goals** in the table.

3 Click **Insert** on the Menu bar, then click **Hyperlink**. The **Create Hyperlink** dialog box opens.

4 In the dialog box window click the **organizational_goals** page, as shown in **Figure 3-15**.

5 Click ⌷ OK ⌷. The hyperlink is created. The text changes color, and is underlined.

6 Highlight **Recent News** in the table. Click **Insert**, then **Hyperlink**.

7 Double-click in the **URL:** box, and type: **recent_news.htm**. Click ⌷ OK ⌷.

8 Follow the same procedure to create hyperlinks to the target URL's **schedule_of_events.htm**, and **skydiving_near_you.htm**.

9 Save the changes. Click the **Preview** tab.

10 Notice that when you move the pointer over a hyperlink it turns into a 👆, as it would in a browser. Click the **Organizational Goals** hyperlink. The **Organizational Goals** page is displayed.

11 Your page should now look like **Figure 3-16**.

Extra

There are four buttons to the right of the URL list box. The first, ⌷, enables you to use your Web browser to link to a selected page or file. The second button, ⌷, enables you to link to a file on your computer. The third button, ⌷, enables you to create a link that sends e-mail. When the user clicks the link, their default mail program opens to a mail-composing window with the specified e-mail address inserted. The final button, ⌷, creates a new page, then automatically links to that new page.

You can create a hyperlink without choosing a specific word, phrase or image on the Web page. Simply place the insertion point where you want to position the hyperlink. Access the Create Hyperlink dialog box and locate the target page or file. When you create the link, the title of the target page will be inserted on the Web page. If there is no title, the **URL** will be inserted.

Figure 3-15 Create Hyperlink dialog box

Pages in the
Web

Target address
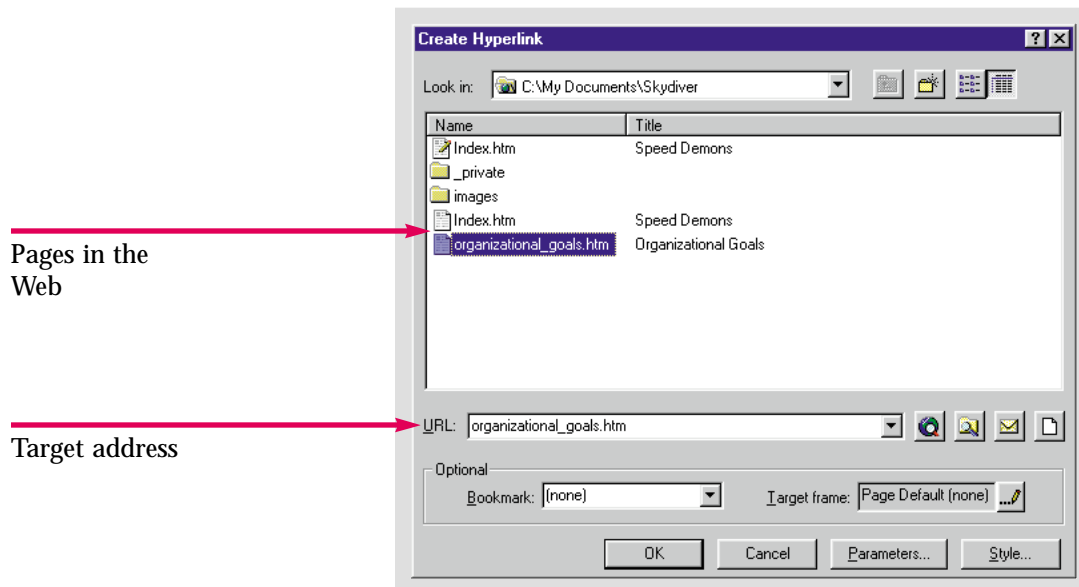
Figure 3-16 Hyperlinks on a page

Hyperlink text
changes color and is
underlined

Practice

Create four hyperlinks for the four items in the table on the **Index** page in the **Caddy Shop** Web. The addresses are **sales.htm**, **best_selling_items.htm** (for **Products**), **employment.htm**, and the e-mail address **luckycaddy@domain.caddy.com**.

Hot Tip

When you move the pointer over a link in **Page** view, the target address is displayed in the Status bar. Check the hyperlink by holding the **[Ctrl]** key and clicking the link.

Skill

Editing Hyperlinks

Overview

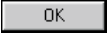It is often necessary to edit hyperlinks. Page names or target addresses may change. You may want to switch from one kind of link to another, for example, change a URL link to an e-mail address link. Microsoft FrontPage 2000 makes it easy to change links after they are inserted.

How To:

Make some changes to hyperlinks you created earlier.

1 Open the **Index** page of the **Skydiver** Web.

2 Right-click the **Schedule of Events** hyperlink.

3 Click **Hyperlink Properties** from the shortcut menu. The **Edit Hyperlink** dialog box opens, as shown in **Figure 3-17**.

4 Click ⬜. Click **Normal Page** in the **New Page** dialog box, click ⬛ OK ⬛.

5 Click **File** from the Menu bar, and select the **Save As** command to save the new page under the name **calendar**. Change the title to **Calendar** by clicking the **Change** button to the right of the default Page title, **New Page 1**. Be sure to save it in the Skydiver Web.

6 Double-click the **Index** page to open it. Move the pointer over the **Schedule of Events** hyperlink. Hold [**Ctrl**] and click the hyperlink. The link takes you to the new **calendar** page.

7 Reopen the **Index** page and right-click the **Skydiving Near You** hyperlink. Follow the same procedure to name the new page local and change the title to **Local**. Repeat the procedure for the **Recent News** hyperlink. Click **File** and choose the **Save As** command to name the page **news** and change the title to **News**.

Extra

Changes can be made to hyperlink text the same way you make changes to regular text. You can use the Formatting toolbar to change the font, font color, font size, and font style of hyperlink text. If hyperlinks are in different locations on the page however, you will probably have to change each hyperlink individually. With the hyperlinks in the table structure, you can simply select it and reformat the table.

If there is no theme applied you can change the format of hyperlinks on a page by right-clicking, then click **Page Properties** from the shortcut menu, then click the **Background** tab. The **Background** tab of the **Page Properties** dialog box is displayed in **Figure 3-18**.

To change the text color of all the hyperlinks in a Web at once, access the **Custom** tab in the **Color** section of the **Modify Theme** dialog box. In the **Item:** list box, select **Hyperlinks** and choose a color from the **Color:** list box.

The easiest way to create a hyperlink is to type the **URL** of the target page directly onto the Web page. FrontPage will automatically create a link to the specified Web address.
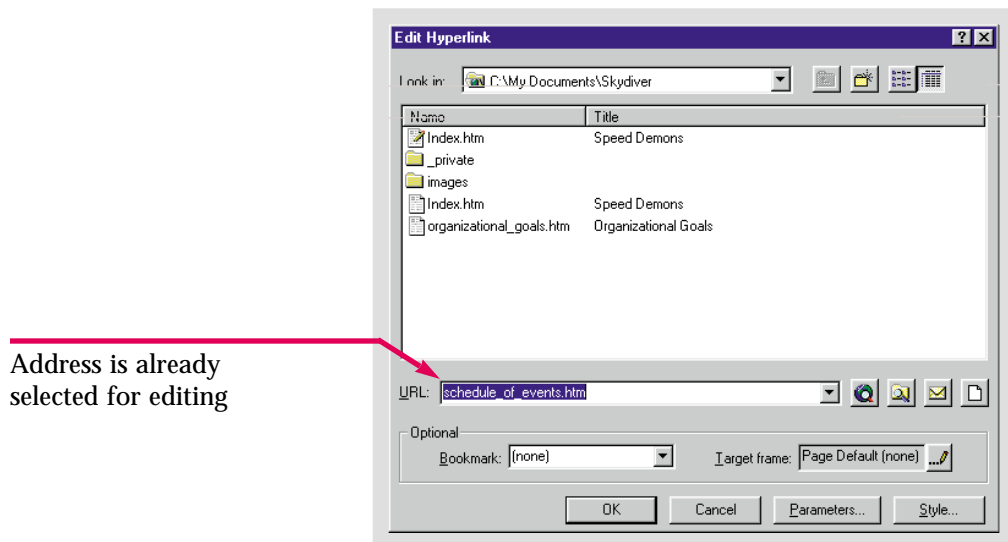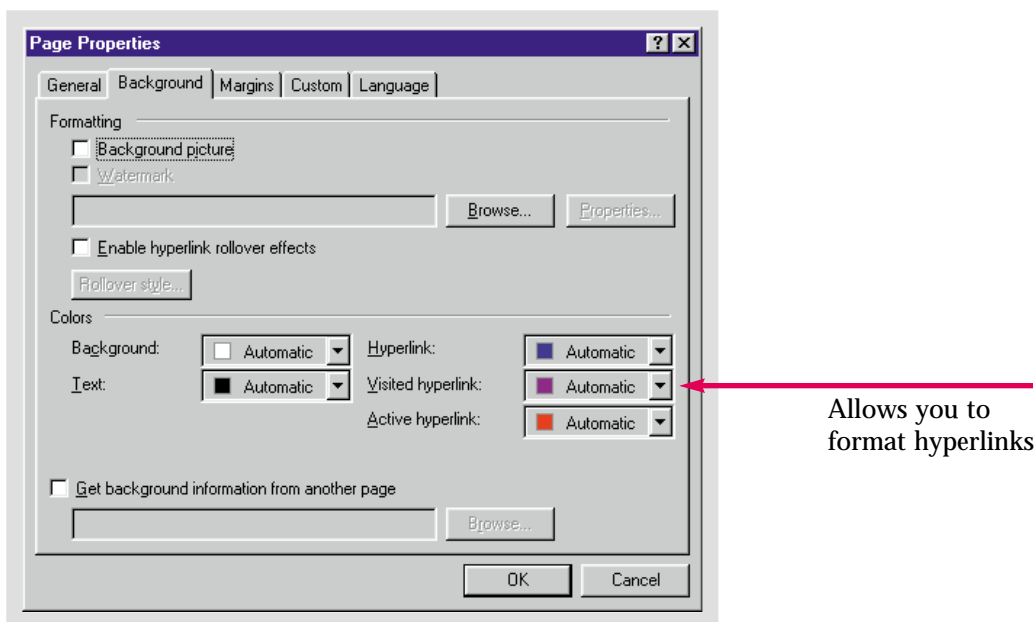
Figure 3-17 Edit Hyperlink dialog box

Address is already
selected for editing

Figure 3-18 Page Properties dialog box

Allows you to
format hyperlinks

Practice

Create new pages to link to and from the **Caddy Shop Index** page. Title the new pages **Sales** and **Employment**. Be sure to save them in the **Caddy Shop** Web.

Hot Tip

To delete a hyperlink, access the **Edit Hyperlink** dialog box and delete the text in the **URL** list box. The text or image that you used to activate the link will remain on your Web page. You can also delete the hyperlink text directly from the Web page.

FP 3.17

Skill

Adding Images

Overview

Images can add informative content to a Web page or simply augment its style. You should keep in mind, however, that each picture lengthens a page-loading time. The Microsoft Clip Art Gallery allows you to quickly add graphics and photos to your Web page.

How To:

Insert an image from the Microsoft **Clip Art Gallery** into the Index page of the **Skydiver** Web.

1 Open the **Index** page from the **Skydiver** Web.

2 Place the insertion point between the title of the club and the table.

3 Click **Insert** on the Menu bar. Click **Picture**, then click **Clip Art** from the submenu that appears. The Microsoft **Clip Art Gallery** opens.

4 Click in the **Search for clips:** text box to highlight the text and press the [**delete**] key. Type: **air**, and press the [**Enter**] key. The results of the search are shown in **Figure 3**-**19**.

5 Click the clip on the left. A small menu of buttons appears, as shown in **Figure 3**-**20**.

6 Click the top button, **Insert Clip**.

7 The image is inserted as shown in **Figure 3**-**21**.

8 Save the file. The **Save Embedded Files** dialog box will open. Click [OK]. This will save the image in the **Skydiver** Web. If the image is not saved with the Web, or is accidentally saved in a folder in another Web, it will not appear with the published Web.

Extra

Images are sometimes so large that they prevent a Web page from loading in a reasonable amount of time. Be sure to check the loading time on the Status bar.

The best formats to save images in are **GIF** (Graphic Interchange Format), and **JPEG** (Joint Photographic Experts Group). These formats compress large photographic files so that they do not take as long to load when published. Images you insert that are not in **GIF** or **JPEG** format will be automatically converted to **GIF** when FrontPage copies them to the Web page folder.
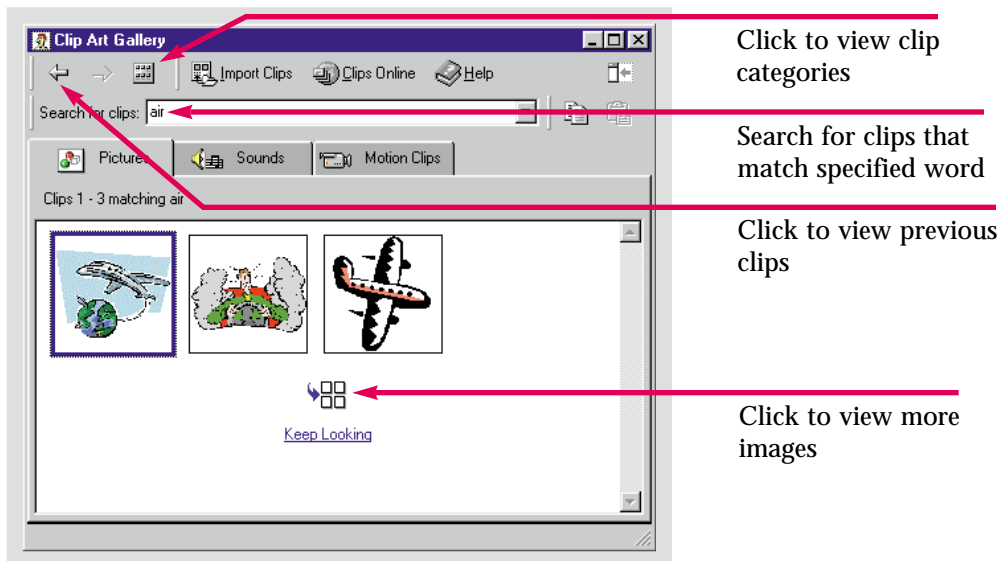
Figure 3-19 Clip Art Gallery

Click to view clip categories

Search for clips that match specified word

Click to view previous clips

Click to view more images

Figure 3-20 Menu

Insert clip

Preview clip

Add clip to Favorites or another category
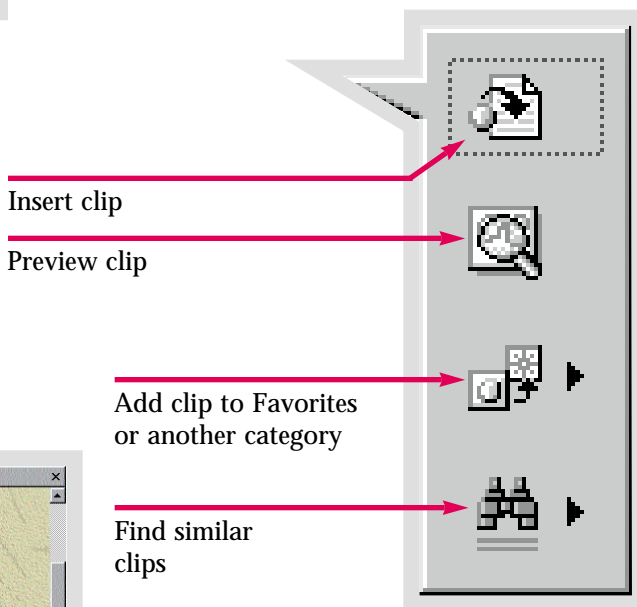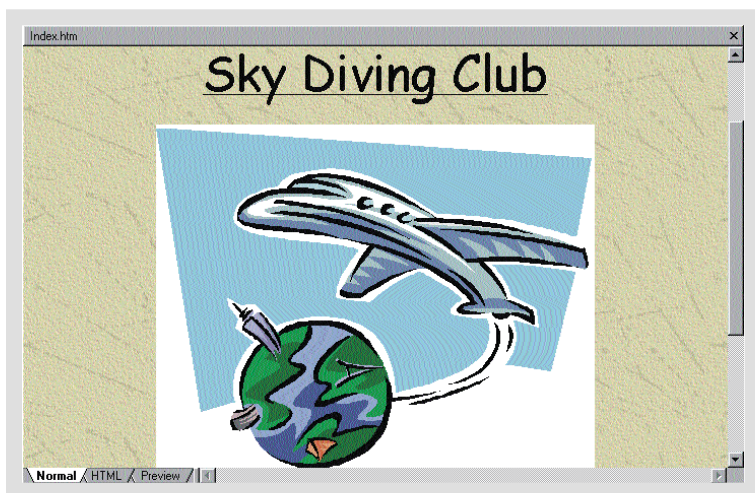
Find similar clips

Figure 3-21 Page with image inserted

Practice

Insert an image into the **Index** page in the **Caddy Shop** Web. Insert it one line below the table. Search for a clip with the words **easy going**. Insert the clip on the left and save the file.

Hot Tip

To insert a picture you follow a similar procedure. Click **Insert**, then **Picture**, then **From File** on the submenu. You will just have to locate the picture file on your computer. Once you insert it, save the file in your Web.

Skill

Formatting Images

Overview

FrontPage gives you the ability to easily format images once they are placed on the page. After you place images on a Web page it is often necessary to resize them, change their location, or alter their colors. There are many different formatting effects that you can choose from.

How To:

Format an image by resizing it and by placing a border around it.

1 Open the **Index** page from the **Skydiver** Web.

2 Click the image to select it. Sizing handles appear at the corners and on each side of the image. Move the pointer over the sizing handle at the lower-right corner of the image. The pointer turns into a resizing arrow ⬂.

3 Click and hold down the mouse button, drag it upwards until the entire table can be seen with the image, as shown in **Figure 3-22**.

4 Right-click the image. Click **Picture Properties** on the shortcut menu.

5 The **Picture Properties** dialog box opens. Click the **Appearance** tab. In the **Border thickness:** text box type **3**, as shown in **Figure 3-23**.

6 Click ⌷ OK ⌷. The image now has a border around it.

7 Save the changes.

Extra

Whenever you create a Web, FrontPage automatically creates an **images** folder. If you intend to use a lot of images, you should move them to this folder. Images can be saved there using the **Save Embedded Files** dialog box. This is a good file management practice that will allow you to quickly locate your images.

You can resize an image horizontally or vertically using the midpoint sizing handles. Clicking and dragging the right or left midpoint sizing handle will adjust the image horizontally, while dragging the top or bottom midpoint sizing handle will adjust it vertically. While the image is selected, you can delete it using the **Delete** key on the keyboard.

Formatting changes can also be made using the **Image toolbar** shown on page 3.23. The image can be rotated, flipped, cropped, beveled, and moved forwards or backwards. Text can be written over it, and contrast and brightness can be adjusted.
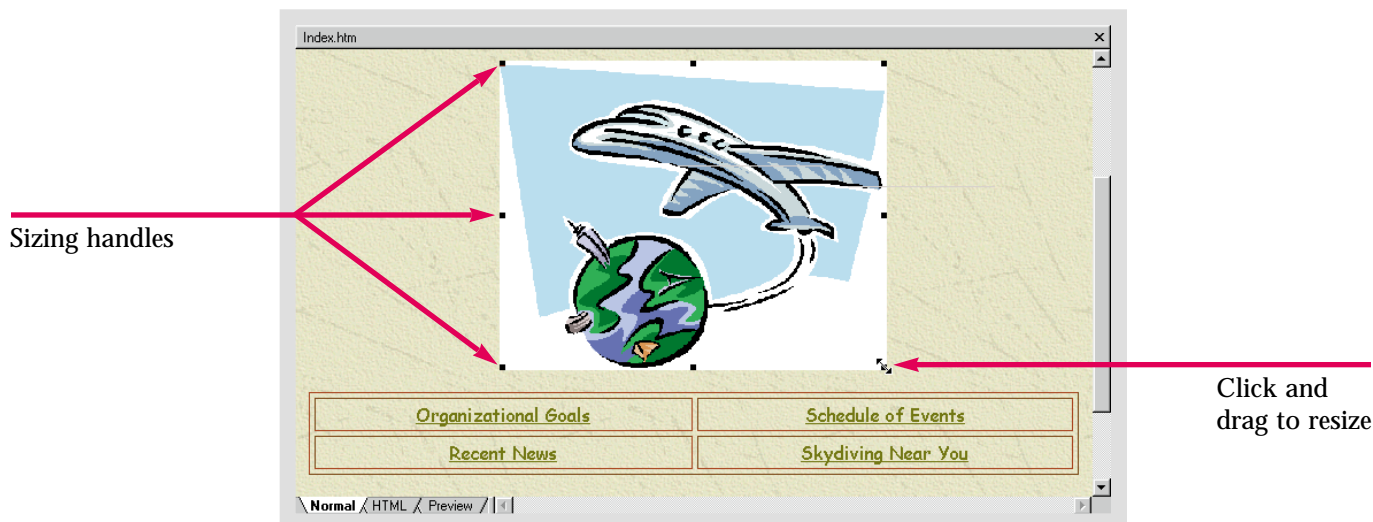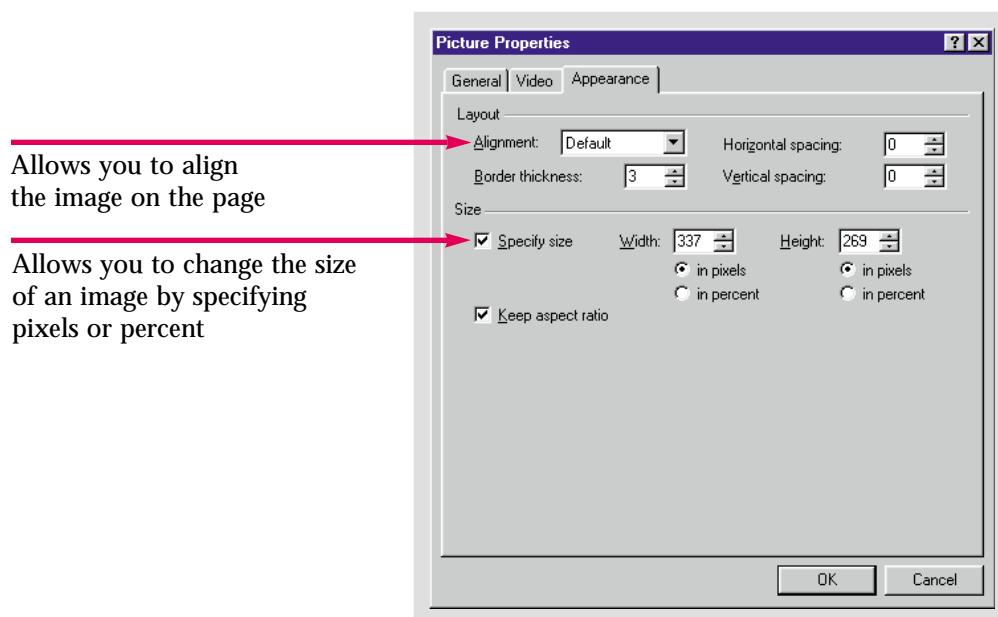
Figure 3-22 Resizing an image

Sizing handles

Click and
drag to resize

Figure 3-23 Picture Properties dialog box

Allows you to align
the image on the page

Allows you to change the size
of an image by specifying
pixels or percent

Practice

Resize the image on the **Index** page of the
Caddy Shop Web so that it is larger, and
centered.

Hot Tip

When you insert an image or click behind
it, a large insertion point is placed behind
the image. You can press the **Backspace**
key to delete it or align it left, right, or cen-
ter using the corresponding buttons on the
Formatting toolbar.

Skill

Image Mapping

Overview

An image containing multiple links is called an **image map**. Creating a link between an image and another page is easy to accomplish. Image maps are also called **clickable images** or **hotspots**. Hotspots are invisible boxes on a picture, each of which has a link attached to it. The Image toolbar contains three buttons for creating differently shaped hotspots.

How To:

Use an image you inserted to create a link to another page.

1 Open the **Index** page in the **Skydiver** Web.

2 Click the image to select it.

3 Click the rectangular hotspot button ⬚ on the **Image toolbar** that appears at the bottom of the screen. The **Image toolbar** is shown in **Figure 3-24**.

4 Use the pointer, which is now a pencil ✏ to draw a rectangle around the airplane, as shown in **Figure 3-25**.

5 The **Create Hyperlink** dialog box opens. Click the link to new page button ⬚. It is the last of the four buttons to the right of the **URL** list box.

6 Select the **Frequently Asked Questions** page, the second icon in the second row of the **New Page** dialog box. Click ⬚OK⬚.

7 Save the file under the default name, Table of Contents.

8 Open the **Index** page again.

9 Click the **Preview** tab. Notice that the pointer turns into a hand over the airplane as it would on any other hyperlink, but not when it is over part of the image that was not mapped, as shown in **Figure 3-26**.

10 Click on the image. The linked page opens.

11 Return to **Normal** view, and save the changes.

Extra

You can insert as many hotspots as will fit on an image, however, it is advisable to choose an image with easily distinguishable areas so that visitors can guess where the links are.

The entire image can also be a hyperlink. Simply click the image to select it and click **Insert** from the Menu bar. Then select **Hyperlink** and type in the **URL**, or locate the page or file you wish to link to in the **Create Hyperlink** dialog box.

To change a hotspot's link, double-click the hotspot and change the **URL** or find a new page or file to link to in the **Edit Hyperlink** dialog box. To delete a hotspot, click once to select it and press the **Delete** key.
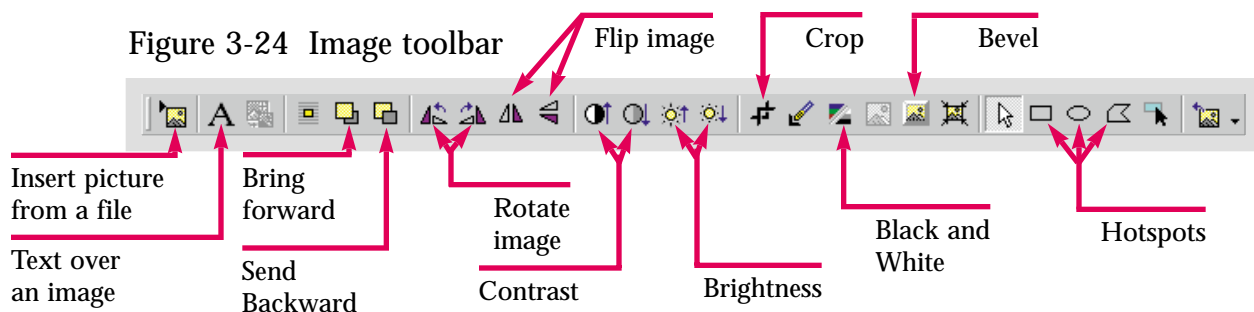
Figure 3-24 Image toolbar

Flip image   Crop   Bevel

Insert picture from a file

Bring forward

Text over an image

Send Backward

Rotate image

Contrast

Brightness

Black and White

Hotspots

Figure 3-25 Creating a hotspot

Hotspot is inside the rectangle

Image toolbar

Figure 3-26 A hotspot

Pointer over a hotspot
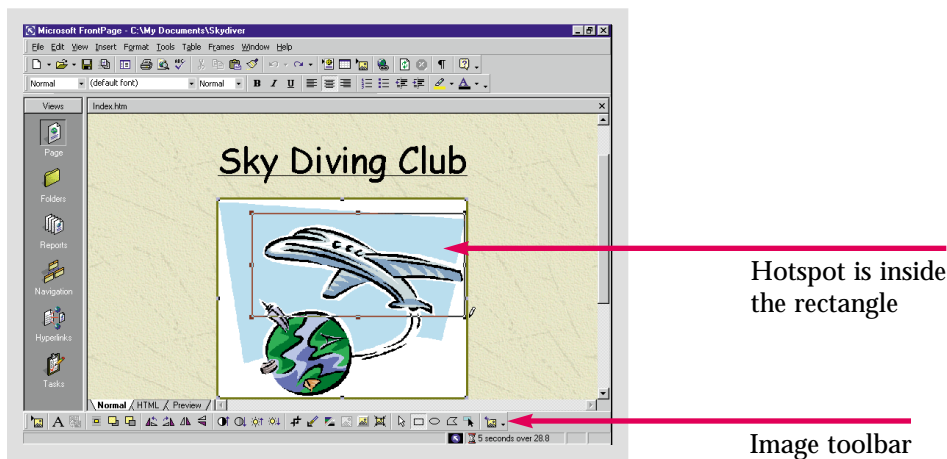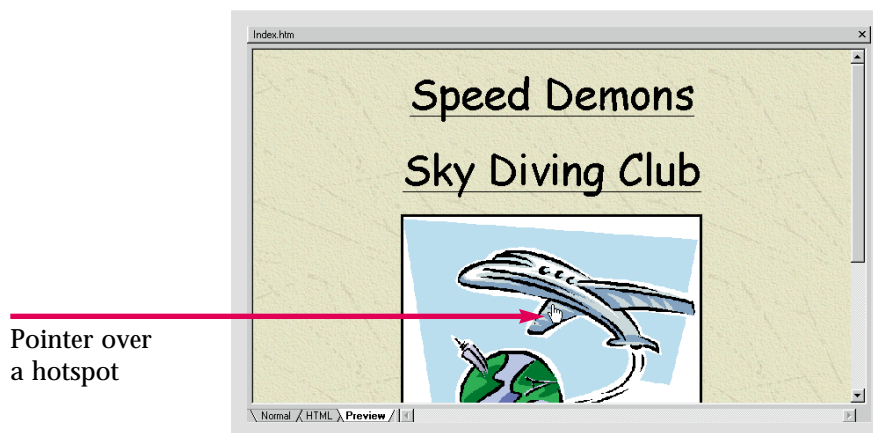
Practice

Create a hotspot on the **Index** page of the **Caddy Shop** Web. Link to a new **Frequently Asked Questions** page that you will create. Save everything.

Hot Tip

You can use the **Circular Hotspot** or the **Polygonal Hotspot** buttons on the Image toolbar to more precisely conform to the shape of the chosen area on the image.

Skill

Creating a Hover Button

Overview

A Hover button is one whose appearance changes when you pass the pointer or "hover" over it. It is a **Java applet**, which means that its special effects will appear only on browsers that can read the **Java** programming language. The button may glow, change color or even appear to bend inward. Hover buttons are used as hyperlinks.

How To:

Create a Hover button on one of the Web pages in the **Skydiver** Web.

1.   Open the **organizational_goals** page, from the **Skydiver** Web.

2.   Place the insertion point below the last line of text.

3.   Click **Insert**, highlight **Component** and click **Hover button** from the submenu. The **Hover Button Properties** dialog box opens.

4.   In the **Button text:** text box type **Home**.

5.   Click Browse.... The **Select Hover Button Hyperlink** dialog box opens. Click the **Index** page to link to it, and click OK.

6.   Click the drop-down arrow in the **Button color:** list box. Choose the black square.

7.   Click the drop-down arrow in the **Effect color:** list box. Choose the yellow square.

8.   Click the drop-down arrow in the **Effect:** list box and select **Reverse glow**.

9.   The **Hover Button Properties** dialog box should now look like **Figure 3-27**.

10.   Click OK.

11.   Save the file.

12.   Click the **Preview** tab.

13.   Move the pointer over the Hover button, and it should glow, as shown in **Figure 3-28**. If you click on it, it will take you to the **Index** page.

Extra

If a visitor does not have a Java-enabled browser only the special effects will not function. The button will be present and the hyperlink will function, but the color change and glow will not occur.
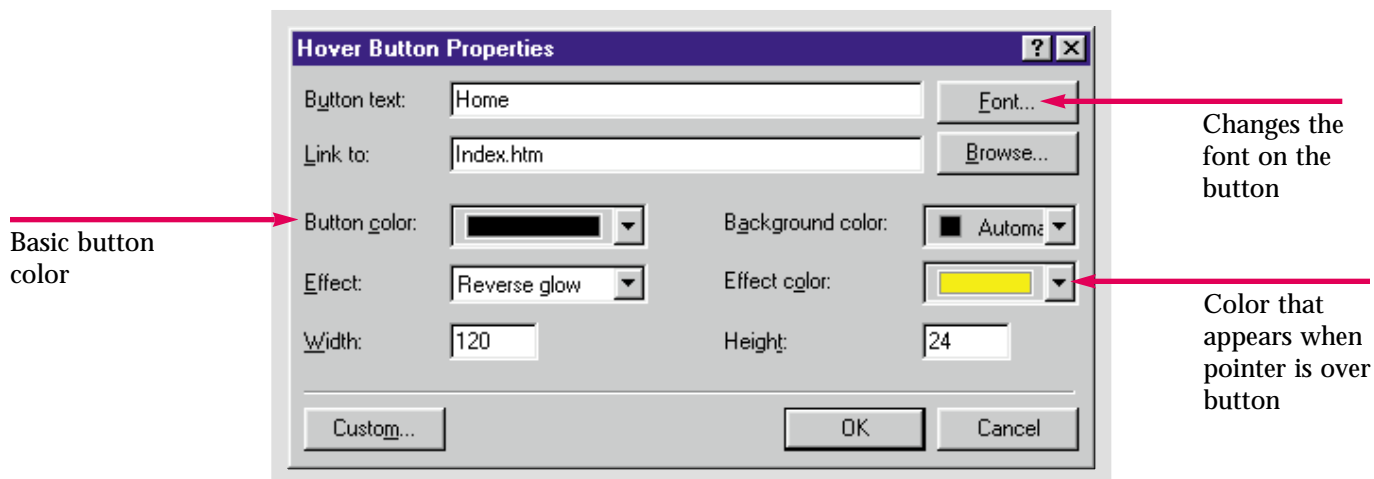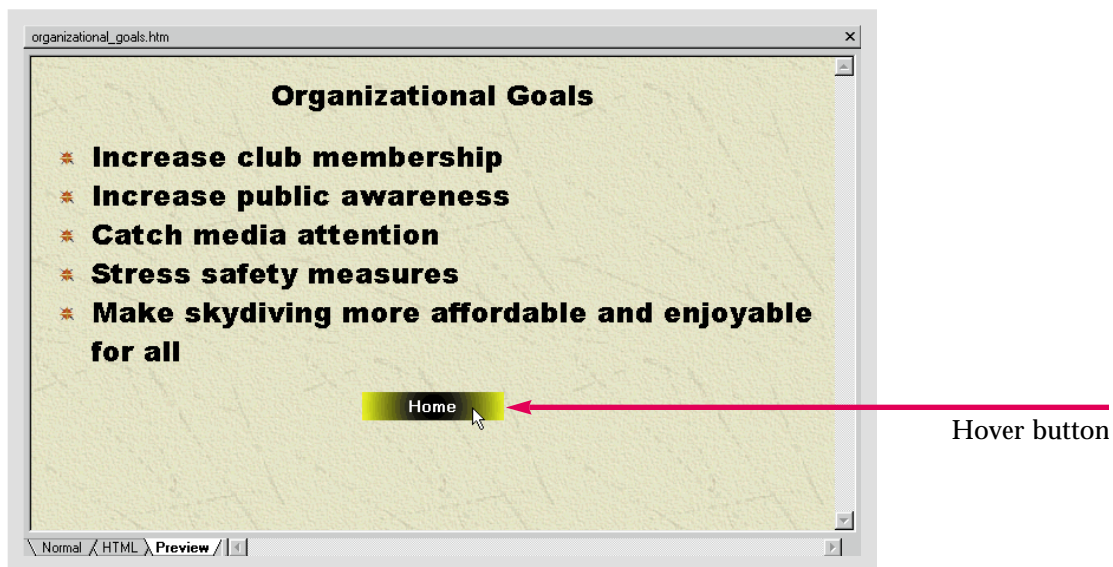
Figure 3-27 Hover Button Properties dialog box

Changes the font on the button

Basic button color

Color that appears when pointer is over button

Figure 3-28 Hover button in Preview mode

Hover button

Practice

In the **Caddy Shop** Web, add a Hover button with special effects to the **table _of_ contents** page to link it to the **Index** page.

Hot Tip

You can edit and make format changes to a Hover button by right-clicking it and selecting **Hover Button Properties** from the shortcut menu.

Skill

Creating a Marquee

Overview

A marquee is a piece of animated text. Marquees grab people's attention as they scroll across the Web page. Scrolling marquees are only supported by Internet Explorer. Visitors who use Netscape Navigator, will only see the marquee's text as ordinary text.

How To:

Add a marquee to the **Index** page in the **Skydiver** Web.

1 Open the **Index** page, in the **Skydiver** Web.

2 Place the insertion point in front of the **S** in **Speed Demons**.

3 Click **Insert**, highlight **Component** and click **Marquee** from the submenu.

4 The **Marquee Properties** dialog box opens. In the **Text:** text box type **Come fly with us**.

5 Click the **Alternate** radio button in the **Behavior** section, the The **Marquee Properties** dialog box is shown in **Figure 3-29**.

6 Click OK .

7 Save the changes

8 Click the **Preview** tab.

9 The marquee moves around the screen, as shown in **Figure 3-30**.

Extra

Although marquees are typically placed at the top of a page they can be placed wherever you wish. If you place the insertion point at the end of a line of text, the marquee will be inserted on the following line. As you saw in the exercise above, if you place the insertion point before a line of text, the marquee will be inserted one line above it.

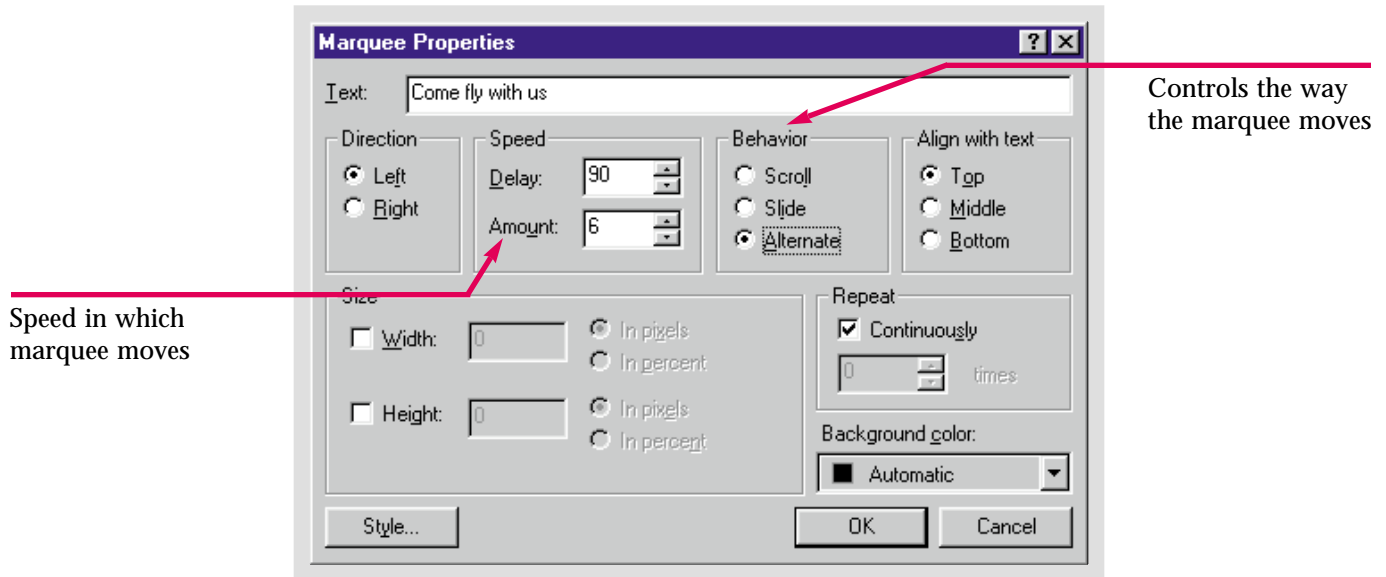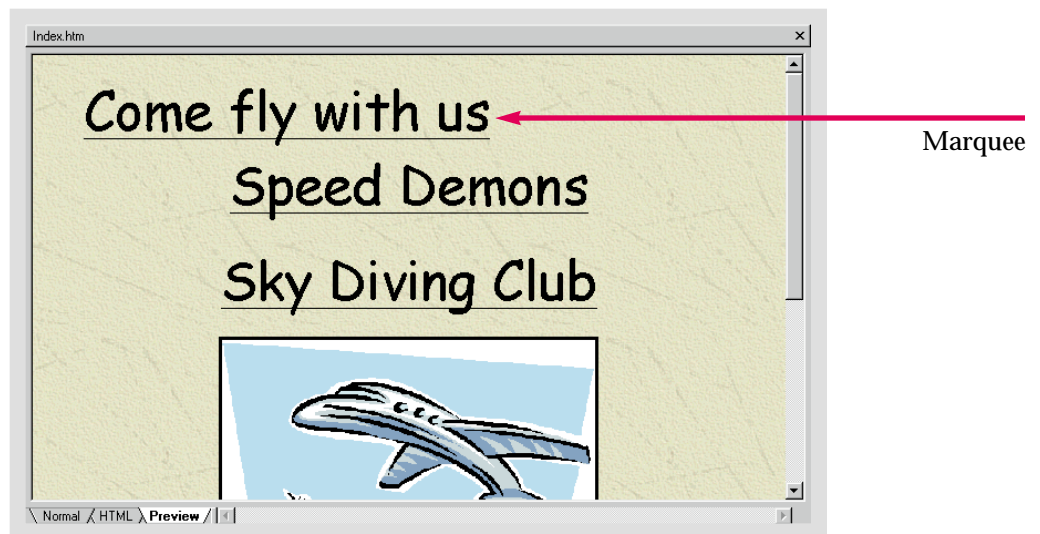Figure 3-29 Marquee Properties dialog box

Controls the way
the marquee moves

Speed in which
marquee moves

Figure 3-30 Marquee sliding and scrolling across page

Marquee

Practice

Place a marquee that says, **Lucky Caddy**, on the **Index** page of the **Caddy Shop** Web. Increase the speed and format it however you wish.

Hot Tip

To format marquee text; click the marquee to select it. Sizing handles will surround the marquee. Either use the buttons on the Formatting toolbar, or click **Format** on the Menu bar and select **Font**, to open the **Font** dialog box.

Skill

Inserting Text Boxes

Overview

A text box is an area on a Web page where users can submit information back to the Web site. In FrontPage a text box is called a form field. Often users are asked to complete registration forms before they can use a Web site. You can create these forms with the Form Wizard. All forms contain a Submit and Reset button. After you insert a form onto your Web page, you must determine the what fields (or pieces of information) the visitor will be asked to submit.

How TO:

Add a form page to the Skydiver Web, and then begin adding form fields by adding two one-line text boxes and a scrolling text box.

1 Open the **Index** page from the **Skydiver** Web.

2 Open a new, Normal page, by clicking **File** on the Menu bar, highlighting **New** and clicking **Page** from the submenu. When the **New Page** dialog box opens, click the **Normal Page** icon and click <kbd>OK</kbd>.

3 Press the [**Enter**] key three times.

4 Click **Insert** on the Menu bar, highlight **Form** and click **Form** from the submenu that appears. Two buttons appear. Place the insertion point in front of the **Submit** button and press the [**Enter**] key. Place the insertion point one line above the buttons and type **Name**. Then click **Insert**, highlight **Form**, and click **One-Line Text Box** from the submenu. The form is displayed in **Figure 3-31**. Press the [**Enter**] key.

5 Type **e-mail address** and insert another one-line text box. Press the [**Enter**] key.

6 Type, **Describe your First Skydiving experience**. Then click **Insert**, highlight **Form**, and click **Scrolling Text Box** from the submenu.

7 Save the changes. Use **Form** as the page title and save it as **form**.

8 Click the **Preview** tab. The form page should look like **Figure 3-32**.

Extra

To resize a text box, click it once to select it. Sizing handles will allow you to adjust its dimensions. If you right-click a text box you can access many formatting options from the shortcut pop-up menu.
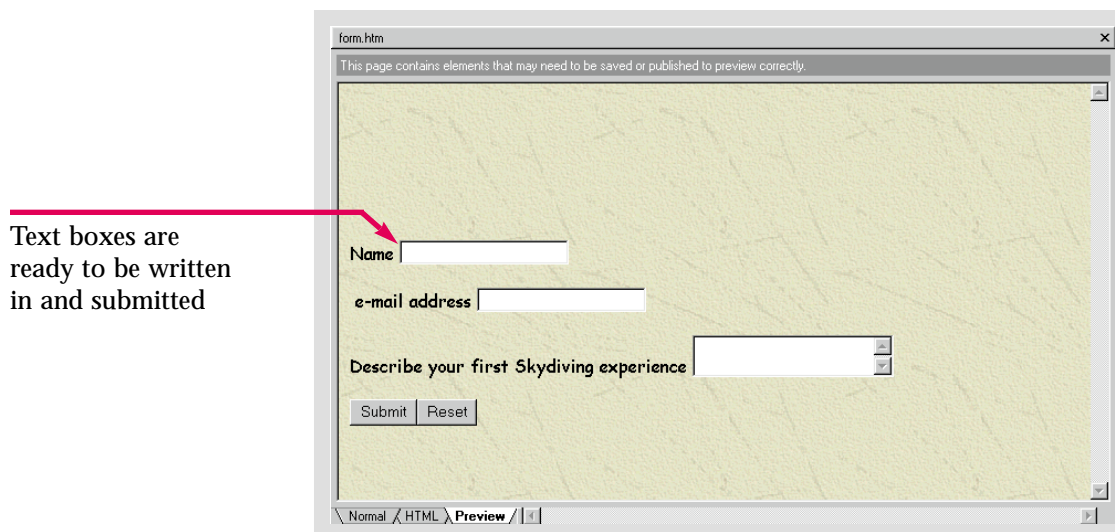
Figure 3-31 Form with text box inserted
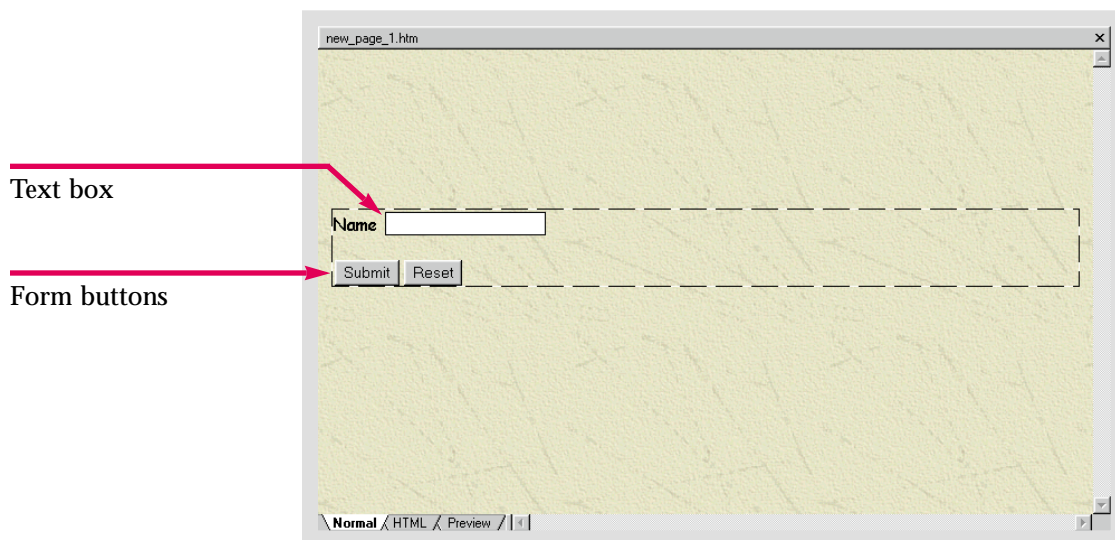
Text box

Form buttons

Figure 3-32 Text boxes in Preview mode

Text boxes are
ready to be written
in and submitted

Practice

Create a new form page in the **Caddy Shop** Web. Devise two short questions and create two one-line text boxes. Devise another question, with a lengthy answer, and insert a scrolling text box. Save the new page as **form** and change the title to **Form**.

Hot Tip

Click and drag a text box to reposition it in the form.

Skill Adding Check Boxes and Radio Buttons

Overview

Two other form fields are check boxes and radio buttons. Check boxes are used to submit yes or no answers. Radio buttons are generally created for questions where the answers are limited to several options. These two form fields facilitate data entry by allowing visitors to answer questions with a click of the mouse.

How To:

Add a check box and radio buttons to a form page.

1. Open the **Form** page in the **Skydiver** Web.

2. Place the insertion point before the **Name** text box. Press the [**Enter**] key.

3. Place the insertion point one line above the **Name** text box.

4. Type **Check the box if you have gone skydiving before**.

5. Click **Insert** on the Menu bar, highlight **Form** and click **Check Box** from the submenu. A check box is inserted, as shown in **Figure 3-33**.

6. Press the [**Enter**] key.

7. Type: **If so how many times?:**. Press the [**Enter**] key again.

8. Click **Insert**, highlight **Form**, and click **Radio Button** from the submenu. A radio button is inserted. Type: **1-10**, then press [**Tab**]. Add another radio button. Type **11-20**. Press [**Tab**]. Add another radio button, type **21 and over**.

9. Save the changes.

10. Click the **Preview** tab. Your page should look like **Figure 3-34**.

Extra

Radio buttons and check boxes are similar in that visitors can choose from one or more options. Radio buttons offer a group of options from which one is chosen. Check boxes are generally used to answer yes or no questions but can also be created in situations where you want to allow multiple selections.Radio buttons and check boxes cannot be resized or reshaped.
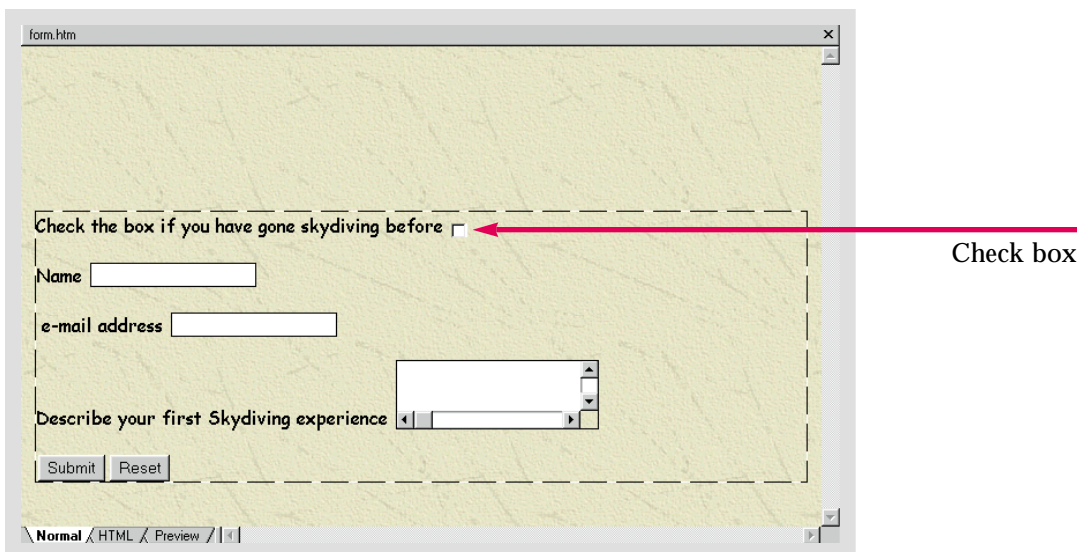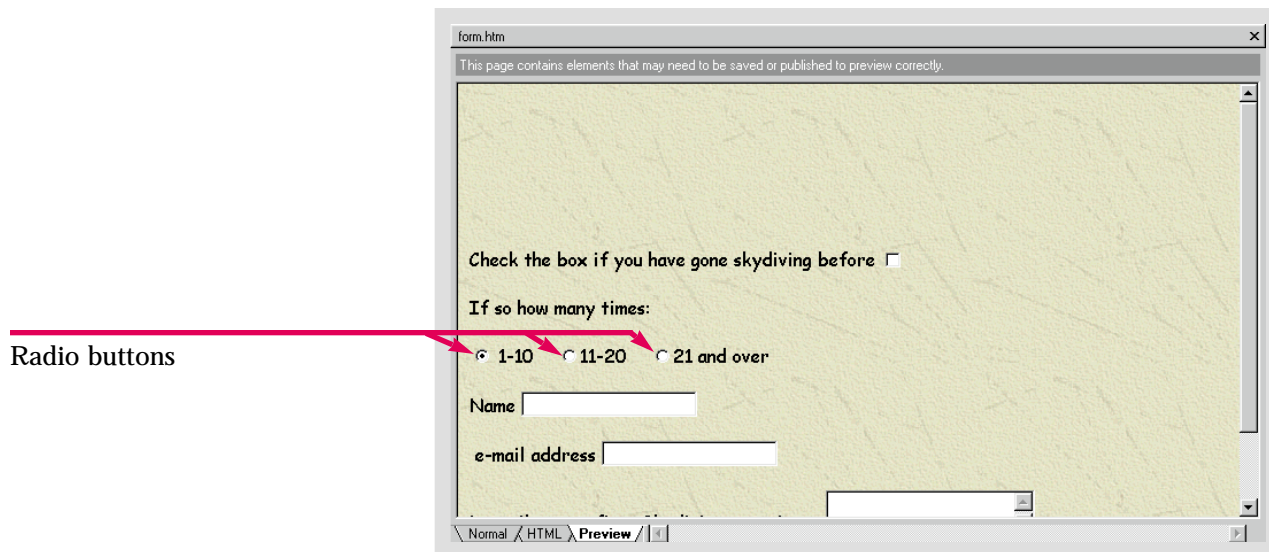
Figure 3-33 Form page with check box

Check box

Figure 3-34 Form page with radio buttons

Radio buttons

Practice

Compose a yes or no question and add it, along with a check box, to the **Caddy Shop** Web **form** page. Insert an option group with 2-3 radio buttons.

Hot Tip

The **Form Page Wizard** can also construct radio buttons. If you enter a list in the **Enter the Labels for the Options** text box, a group of radio buttons will be created.

Skill Creating a Drop-Down Menu

Overview

Another form field that can be created is a drop-down menu. After creating a drop-down menu, you must add the selections from which the visitor will choose. Drop-down menus are used when there are multiple selections. They simplify data entry and save space on the form.

How To:

Add a drop-down menu to the form that you have been working on.

1 Open the **Form** page from the **Skydiver** Web.

2 Place the insertion point after the scrolling text box.

3 Press the **[Enter]** key.

4 Type: **What area of the country do you live in?**.

5 Click **Insert** on the Menu bar. Highlight **Form** and click **Drop-Down Menu** from the submenu.

6 Double-click the drop-down menu. The **Drop-Down Menu Properties** dialog box opens.

7 Click `Add`. The **Add Choice** dialog box opens. Type: **Northeast**, as shown in **Figure 3-35**. Click `OK`. In the **Initial State** section, make sure the **Not selected** radio button is selected.

8 Follow the same procedure to add **Southeast**, **Midwest**, **South**, **Sunbelt**, **Rockies**, **North**, **Northwest**, and **West Coast**. In the **Name:** text box type **Area**. When you are finished the dialog box should look like **Figure 3-36**.

9 In the **Allow multiple selections** section, make sure the radio button next to **No** is selected. Click `OK`. Save the changes.

10 Click the **Preview** tab. When you click the drop-down arrow, the menu should appear, as shown in **Figure 3-37**.

Extra

In the example above, we left **Not selected** as the initial state for each radio button. If you think most visitors will choose a particular answer however, you can make one of the options appear preselected. If the user would have chosen that option, he or she can skip that field. They can select another option if the initial state is incorrect.

You can edit your entries using the Modify button `Modify...` in the **Drop-Down Menu Properties** dialog box. You can rearrange the list order using `Move Up` and `Move Down`. An option is also available for permitting visitors to make multiple selections from the list. Since this is not generally done however, this could be confusing to visitors. Check boxes are probably a better choice when you want to allow multiple selections. `Remove` enables you to delete entries.

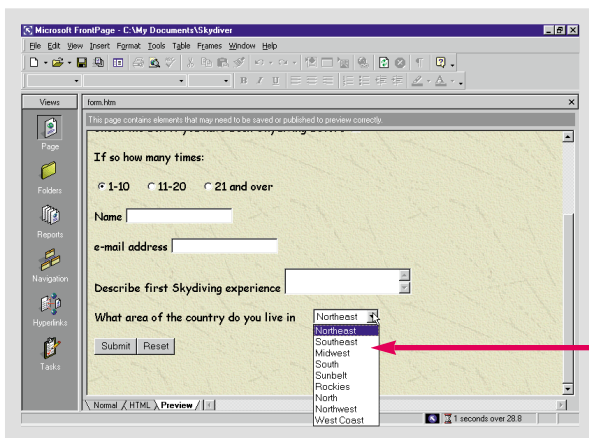Figure 3-35 Add Choice dialog box
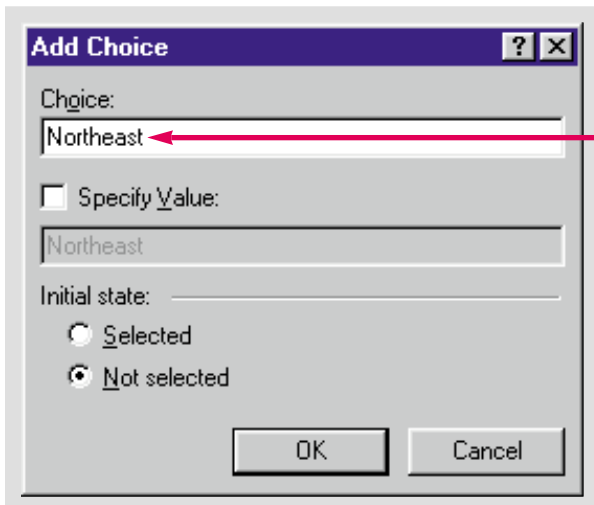
Choice available for user

Figure 3-36 Drop-Down Menu Properties dialog box
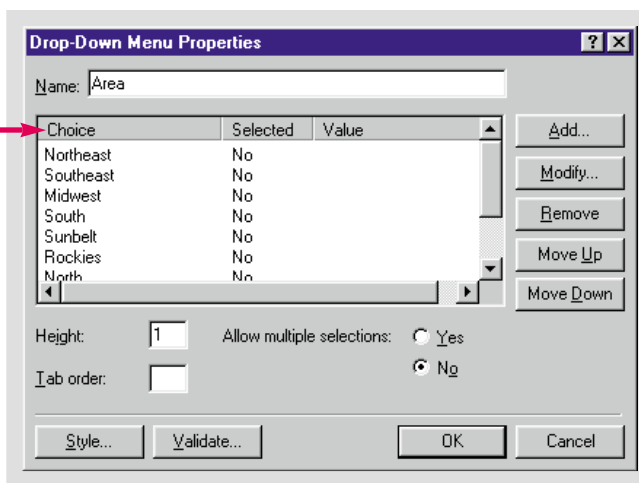
List of choices that will
be available on menu

Figure 3-37 Drop-Down Menu

Drop-down menu created
to your specifications

Practice

Create a drop-down menu of payment methods on the **form** page of the **Caddy Shop** Web. Your list should include: **cash**, **credit card**, **debit card**, **cash on delivery**, and **money order**.

Hot Tip

Click [Validate...] to set data entry rules for the drop-down menu. You can stop a form from being submitted unless a menu item is selected, or you can disallow certain items from being selected. These options are available on all form controls.

Skill Creating a Push Button

Overview

Another form field is a push button. Most Web authors leave the **Reset** and **Submit** buttons at the bottom of the form page. However, sometimes it may be convenient to locate a **Reset** or a **Submit** button at some earlier point in the form. In these cases a push button can be it inserted. A push buttons can also be used to answer a yes or no question.

How To:

Create a push button that will **Reset** the form, so users don't have to scroll to the bottom of the form if they want to reset it.

1 Place the insertion point after the check box at the top of the form.

2 Press the **[Tab]** key five times.

3 Click **Insert**, highlight **Form** and click **Push Button** from the submenu. The button is created in the location you specified.

4 Double-click the button. The **Push Button Properties** dialog box opens.

5 In the **Value/label:** text box type **Reset**.

6 Click the **Reset** radio button to the right of **Button type:**.

7 The **Push Button Properties** dialog box should now look like **Figure 3-38**.

8 Click ▭ OK ▭ .

9 Save the changes.

10 Click the **Preview** tab. Your form should now look like **Figure 3-39**.

Extra

To specify where a form is going to be submitted, right-click ▭ Submit ▭ . Then click **Form Properties** from the shortcut menu. Use the **Form Properties** dialog box to locate a file or folder to send completed forms to, or an e-mail address where completed forms will be sent. You can also send forms to databases or to other types of files for storing data.

Figure 3-38 Push Button Properties dialog box
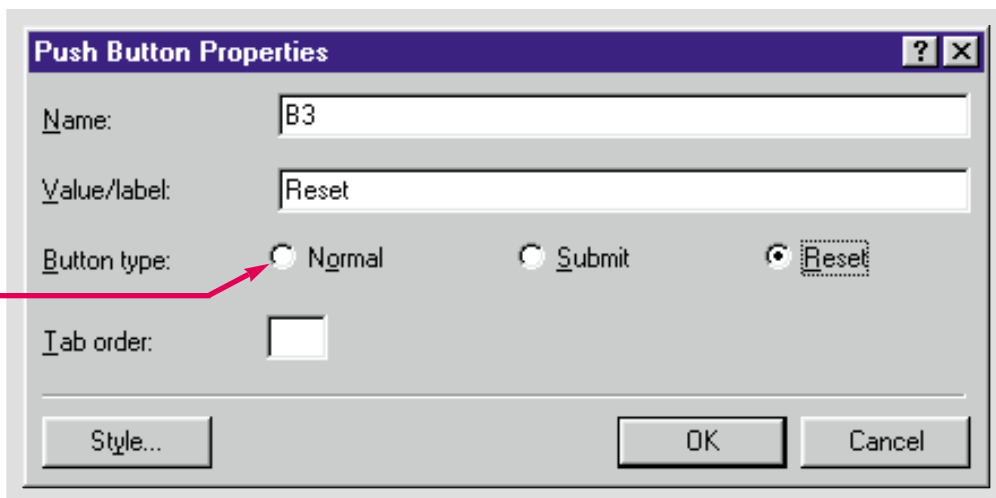
Normal button may
be used to enter
data, like a check
box

Figure 3-39 Button in a form
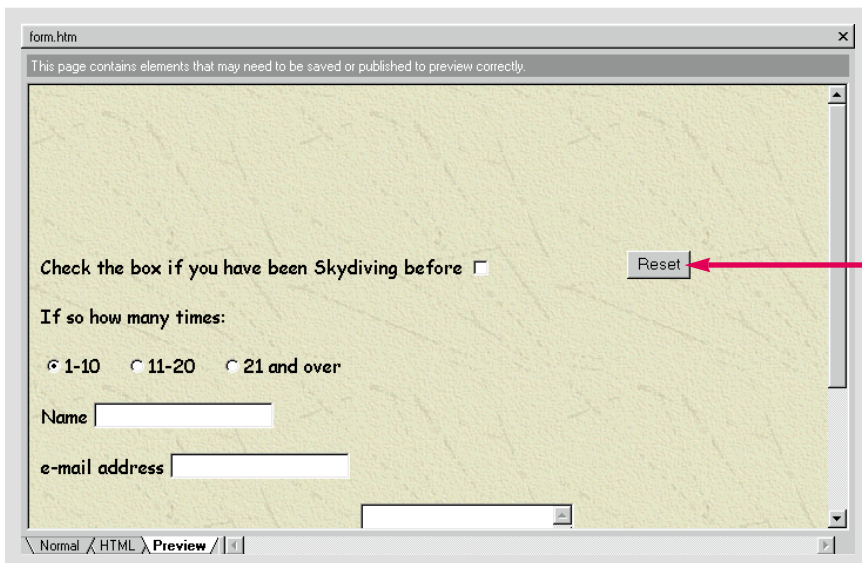
Will clear all data
from form when
clicked

Practice

Add a **Reset** button somewhere on the
Form page in the **Caddy Shop** Web.

Hot Tip

Use the **Options** section of the **Form
Properties** dialog box to specify what
fields will be saved and where the data
results will be saved once they are
received.

Shortcuts

Function	Button/Mouse	Menu	Keyboard
Bold	**B**		[Ctrl]+B
Italics	*I*		[Ctrl]+I
Underline	U		[Ctrl]+U
Center			[Ctrl]+E
Align left			[Ctrl]+L
Align right			[Ctrl]+R
Hyperlink		Click Insert, then click Hyperlink	[Ctrl]+K
Insert picture from file		Click Insert, highlight Picture, then click From File	
Insert table		Click Table, highlight Insert, then click Table	
Bullets and numbering		Click Format, then click Bullets and Numbering	
Font	A	Click Format, then click Font	
Theme		Click Format, then click Theme	
Decrease indents			[Ctrl]+[Shift]+M
Increase indents			[Ctrl]+M

Test Yourself

Identify Key Features

Figure 3-40 Formatted Web page
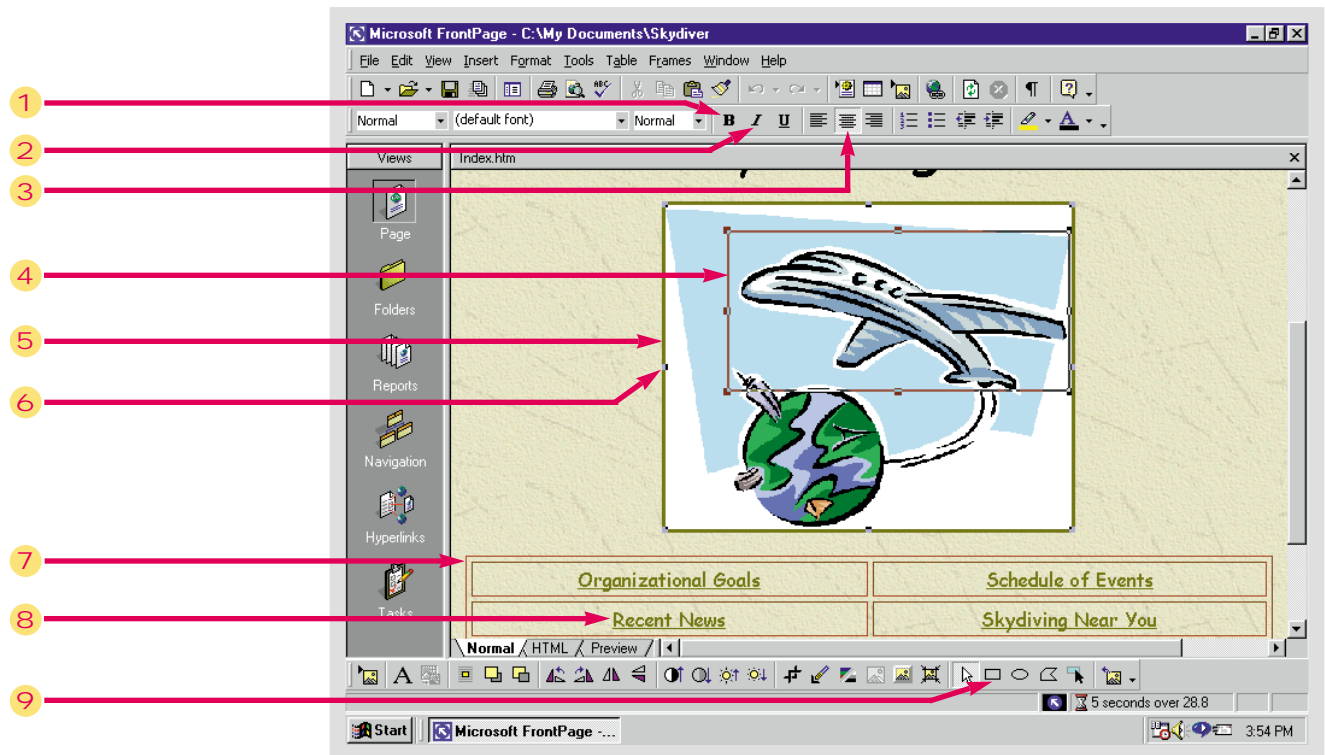
Select The Best Answer

10. Formats an entire Web with similar fonts, color schemes, and other formatting options

11. Organizes information in a structured and attractive way

12. Creates a hyperlink over a specific area of an image

13. Creates a title for a page that scrolls or slides across the screen

14. Form field used for a yes or no question

15. Controls the typeface style

16. The hotspot button is found here

17. The bold and italic buttons are found here

18. A button that creates an effect when the mouse moves over it

a. hotspot

b. Font list box

c. Marquee

d. Formatting toolbar

e. Image toolbar

f. Hover button

g. Table

h. Theme

i. Check box

Test Yourself

Complete the Statement

19. When you move the pointer over the screen to enter text the pointer turns into an:

    a. I-beam

    b. Insertion point

    c. I-point

    d. Insertion beam

20. You can change the properties of a numbered or bulleted list by:

    a. Double-clicking the list

    b. Right-clicking the list and selecting List Item Properties from the shortcut menu

    c. Right-clicking the list and selecting Number and Bullet Properties from the shortcut menu

    d. Double-clicking the list and selecting List Properties from the shortcut menu

21. To figure out how many rows and columns you need to create a certain number of cells:

    a. Add the number of rows plus the number of columns

    b. Subtract the number of columns from the number of rows

    c. Multiply the number of rows by the number of columns

    d. Multiply the number of cells you need by the columns, then divide by the number of rows

22. You can perform every function from the Create Hyperlink dialog box except:

    a. Color the hyperlink

    b. Link to a new page

    c. Create a link that sends an e-mail

    d. Search the browser for a page to link to

23. The most efficient file formats for saving large images are:

    a. RIFF

    b. JIFF and TIFF

    c. GIF and JPEG

    d. PREG and FREG

24. A hyperlink over a specified area of an image is also called a:

    a. Linked map

    b. Warmspot

    c. Coolspot

    d. Hotspot

25. A Java applet, which is used to create a hover button is:

    a. Named after a type of fruit

    b. Designed to run on every browser no matter what

    c. A set of instructions written in the Java language

    d. Utterly useless without a plug in

26. An alternative method of creating radio buttons is:

    a. Using the Corporate Presence Wizard

    b. Using the Form Page Wizard

    c. Using the Submit Form Template

    d. With the Radio Button Properties dialog box

Test Yourself

Test Your Skills

1. Create and format a list:

   a. Open the **Water Taxi** Web.

   b. Create a new blank page in the Web, save it as, and title it **Locations**.

   c. Create a bulleted list for the water taxi destinations: **Ocean Harbor**, **Lee Beach**, **Red Sands**, **Bay Sands**, **Cherry Road**, **Blue Birch**, and **Tom's Grand Cove**.

   d. Change the font of the list text and save the page.

2. Insert a table:

   a. Create a new page called **Fees**. Save it in the **Water Taxi** Web.

   b. Insert a table to organize the destinations listed above and their associated fees: **$3.50**, **$6.25**, **$4.75**, **$10.00**, **$5.25**, **$2.50**, and **$8.25** respectively.

   c. Save the page.

3. Apply a theme to a Web:

   a. In the **Water Taxi** Web, apply the **Rice Paper** theme to the entire Web.

   b. Design a custom theme using the **Sumi Painting** theme. Name the new theme, **Customized theme**.

   c. Apply the custom theme to the entire Web.

4. Create Hyperlinks:

   a. Create hyperlinks from the already existing text on the **Index** page of the **Water Taxi** Web. Create the new pages to which they will link. For example, create a link from the **Fees** link in the table to the newly created **Fees** page. Create a link from the **Information** link on the Index page to the newly created **Locations** page.

   b. For the rest of the links in the table, link them to a new page titled and saved with the same name as the link. Create a **Staff** page, an **Employment** page, a **Weather** page, and a **Related Services** page.

   c. Test all the links to make sure they work.

5. Add an image and create a hotspot:

   a. Create a new page, save it as, and title it **Image**. Save it in the **Water Taxi** Web.

   b. Search the **Clip Art Gallery** using the word **water**. Select and insert the clip of the boat on the right.

   c. Create a hotspot somewhere on the image that links it to a new form page that you will create using the **Form Page Wizard**. Save and title the page **Form**.

Test Yourself

6. Create a hover button and a marquee:

   a. Open the **Index** page from the **Water Taxi** Web.

   b. Create a scrolling marquee for the company name.

   c. Open the **Information** page.

   d. Create a hover button with special effects that links to the **Index** page in the **Water Taxi** Web.

7. Add form fields to the **Water Taxi** Web **form** page:

   a. Open the **Form** page in the **Water Taxi** Web.

   b. Add a check box at the top of the form that asks, **Would you like to make reservations for a water taxi ride?**

   c. Type: **How many people will be joining you?**. Create three radio buttons for the options: **1-4**, **5-8**, and **9-12** people, with one radio button for each option.

   d. Next type: **On what date will you be riding with us?**. Add a one-line text box after the question.

   e. Type: **How did you hear about us?**, and add a scrolling text box to the page.

   f. Type: **Where will you be going to?**. Create a drop-down menu that includes the list of locations that you entered on the **Information** page earlier.

8. You have been doing a good job at Diggs & Associates but the tough part has just begun. You must now format the Web to meet the tastes and the organizational needs of your employers. Insert a table with hyperlinks to each page in the Web. For example, create a cell that says, **Products and Services** and link it to the **Products and Services** page. Design a conservative, professional-looking theme to apply to the Web. The **Bold Stripes** and **Industrial** themes are good places to start. Customize one of these two themes if you so desire. On the **Products and Services** page, create a products list including the categories: **Fiction**, **Non-Fiction**, **How-To**, **Textbooks**, **Poetry**, **Drama**, **Biographies**, **Reference**, and **Childrens**. Create a marquee for the company name. At the bottom of the page create a Hover button with the special effects and colors of your choice. Be sure to save after reformatting or adding objects to a page. Save the pages in the **Diggs** Web.

9. Create a form page using the **Form Page Wizard**. Select, **ordering information** as the type of input to collect. Save the results to a text file. Keep the rest of the default settings. Add a one-line text box labeled, **Name:** Insert a scrolling text box so users can describe how they heard of Diggs & Associates. Provide a check box for next day delivery. Create three radio buttons to identify new customers, customers who have previously ordered from Diggs, and customers who have not ordered in a year. Create a drop-down menu list of Diggs' products that have been purchased before. Include, **None** for new customers.

Test Yourself

10. Begin formatting your personal Web site. You may want to begin by writing and formatting text. Change the font to set the tone for your site. Apply **bold** formatting, or **underline** or **italicize** your text. Align it left, right or center. If you have digital camera photographs, or are able to scan photos, you can add these to your site. You can create text hyperlinks, image hyperlinks and/or hotspots. You can create an image map to link to the other pages in your Web. If appropriate, organize information into a table or create a numbered or bulleted list. Decide if you want Hover buttons or a marquee for your Home page. Get out the list you created earlier and insert the elements you found appealing.

11. Create a form page either from scratch or using the **Form Page Wizard**. If you use the Wizard, you must determine what information to extract from the visitor. There are several types of inputs you can collect to get personal data. You can create radio buttons or check boxes. If you do not use the Wizard, determine what information you want to gather and compose your questions. Create the appropriate form fields for each question. Some questions may require text boxes and others a drop-down menu. When you are finished, save the page as, **form** and title it, **Form**.

L E S S O N

4

PUBLISHING AND MAINTAINING WEB PAGES

After you have designed and formatted your Web, you must maintain it. Hyperlinks can be broken, components may be malfunctioning, or new links may need to be created. Web site maintenance includes checking components, verifying that hyperlinks are targeted to the correct locations, and ensuring that visitors can easily navigate the site.

Other basic tasks you need to learn are how to import Office documents, and how to use the Office clipboard. FrontPage Web pages can be created quickly using a word processing program such as Word, with which you may be more familiar. Entire documents can be inserted, or portions of documents can be cut and pasted onto a Web page.

After you have previewed and tested your Web, it will finally be time to publish it. Viewing it over the Internet is after all, the final goal. Updating your Web after a period of time is as easy as publishing it.

Skill Creating a Web Hierarchy

Overview

Creating a Web hierarchy will help you to organize your links. When the structure or hierarchy of your site has been defined, FrontPage will be able to create Navigation bars to connect the Web pages. A Web hierarchy, also called a tree diagram, is created in **Navigation** view. When you create a Web using a Web Wizard the tree diagram will be automatically constructed.

How To:

Use **Navigation** view to create a Web hierarchy or tree diagram for the **Skydiver** Web site.

1 Open the **Index** page in the **Skydiver** Web.

2 Click the **Navigation** button on the **Views** bar. The **Navigation** view should resemble **Figure 4-1**. The **Navigation** view shows the **Speed Demons** page, or the **Index** page, and a list of files on the left called the **Folder List**.

3 In the **Folder List,** click and drag the **organizational_goals** file so that it is underneath the **Speed Demons** page. When you release the mouse button, the **organizational_goals** page is linked to the **Index** page as shown in **Figure 4-2**. The **Organizational Goals** page is now a child page of the **Index page**.

4 Next Click and drag the **news** page so it is underneath the **Index** page and next to the **Organizational Goals** page. It is thus a child page of the **Index** page and on the same level as the **Organizational Goals** page.

5 Follow the same procedure until the **Local**, **Table of Contents**, and **Form** pages are all child pages of the **Index** page.

6 Finally click and drag the **calendar** page so that it is underneath the **News** page. Thus the **Calendar** page will be a child page of the **News** page. The tree diagram or Web hierarchy is shown in **Figure 4-3**.

Extra

A Web hierarchy organizes the links in a Web. It is a prerequisite to creating Navigation bars. Navigation bars are rows of buttons or text that link to the other pages in the Web. Following the tree diagram, Navigation bars will be created to link the parent page, **Index**, to every other page except the **Calendar** page. Conversely, each of the child pages will link back to the **Index** page. The **Calendar** page will link to its parent page, **News**.

Most Web pages have lowercase file names. Lowercase names refer to files, while uppercase names refer to page titles. Notice that the file names in the **Folder List** are lowercase and the page titles in **Navigation** view are uppercase.

To reorganize the tree, click and drag a page to a different position in the hierarchy. Observe the line that appears as you drag, and position the page to create the desired relationship. There is no need to save a hierarchy. FrontPage will reopen a Web with the last tree diagram you created before exiting the program.
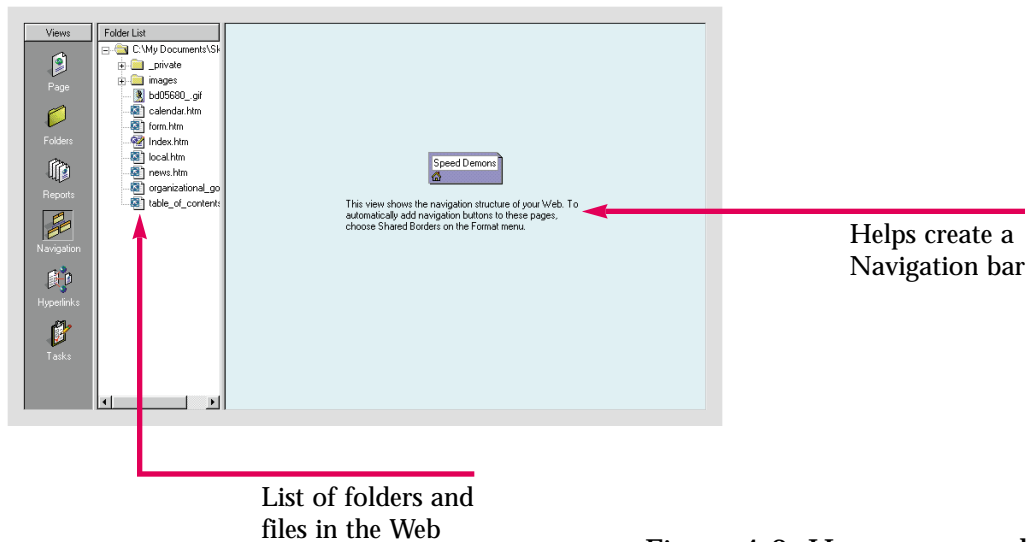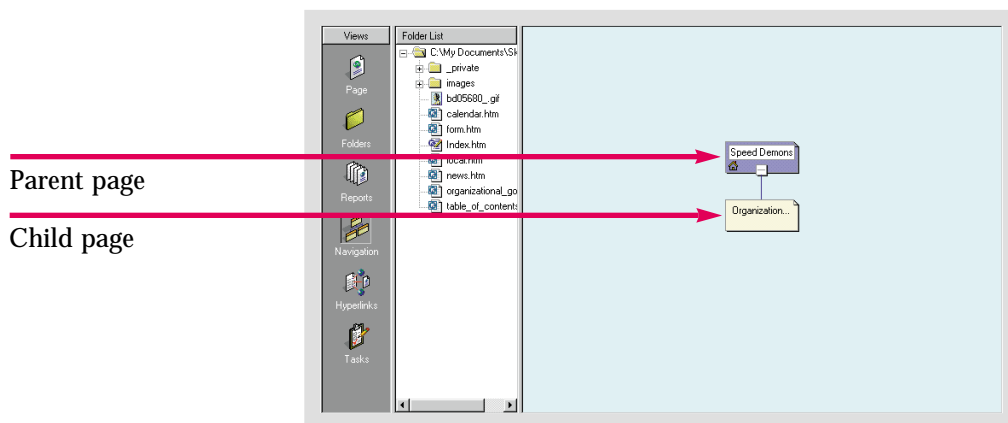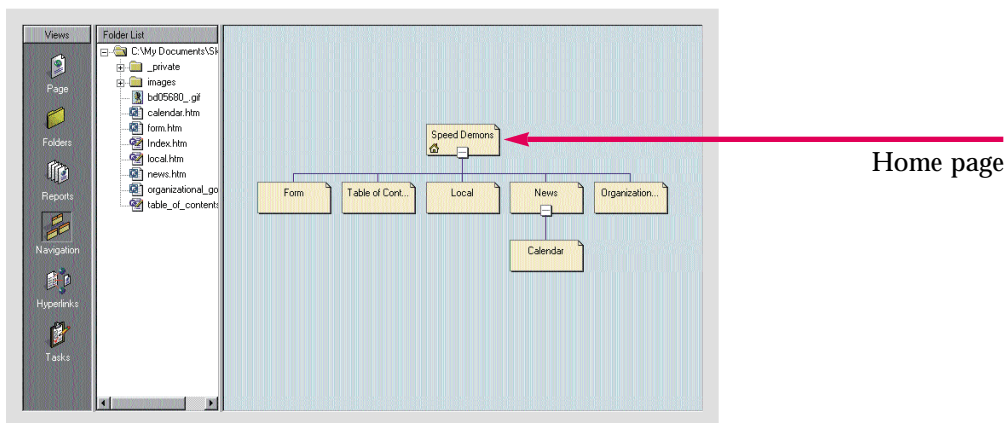
Figure 4-1 Page in Navigation view

This view shows the navigation structure of your Web. To automatically add navigation buttons to these pages, choose Shared Borders on the Format menu.

Helps create a
Navigation bar

List of folders and
files in the Web

Figure 4-2 Home page and child page

Parent page

Child page

Figure 4-3 Web hierarchy

Home page

Practice

Create a hierarchy so that the **Employment**, **Best Selling Items**, **Form**, and **Sales** pages are child pages of the **Index** page. Make the **Table of Contents** page a child page of the **Best Selling Items** page.

Hot Tip

If you create a form page and save the results to a text file, it will be included in the **Folder List**. Do not add it to the hierarchy. It will still be part of the Web.

Skill Adding a Navigation Bar

Overview

Navigation bars are rows of text or buttons that allow you to navigate through a Web. When you create Navigation bars, the links behind them are automatically produced. Navigation bars can be formatted to enhance Web site attractiveness.

How To:

Add Navigation bars to a Web site.

1 Open the **Index** page of the **Skydiver** Web.

2 Click the **Navigation** button 🖾 on the **Views** bar. The hierarchy appears in **Navigation** view.

3 Click **Format** on the Menu bar, you may have to access the extended menu. then click **Shared Borders**. The **Shared Borders** dialog box opens.

4 Make sure the **All pages** radio button is selected.

5 Click the **Left** check box, then click the **Include navigation buttons** check box. The dialog box should now look like **Figure 4-4**.

6 Click OK. Click the **Page** view button on the **Views** bar. Hyperlinks appear on the left of the **Index** page. When you move the pointer over one of these links it turns into 🖃.

7 Double-click one of the links. The **Navigation Bar Properties** dialog box opens.

8 Make sure that the **Child level** radio button is clicked. Also make sure that the **Home Page** and **Parent Page** check boxes are checked.

9 Check the **Buttons** radio button in the **Orientation and appearance** section, so that your dialog box looks like **Figure 4-5**.

10 Click OK. Click the **Preview** tab. Your page should look like **Figure 4-6**.

11 Save the changes. A **Save As** dialog box will open to save the shared borders in a new folder in the Web called **Borders**.

Extra

You can test the Navigation bars by previewing the Web in a browser. After opening the Web in your browser, click the Navigation bars to verify that the target pages open.

Not all pages will link to each other. The child pages of the **Index** page link back to their parent, **Home**, which is the **Index** page. The **News** page links to its parent page, **Index**, and its child page, **Calendar**.
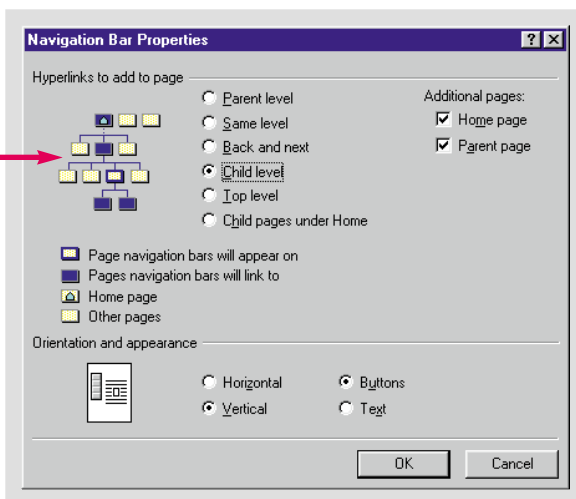
A Navigation bar can also be inserted by clicking Insert from the Menu bar and selecting the Navigation Bar command. The properties are then set in the **Navigation Bar Properties** dialog box.

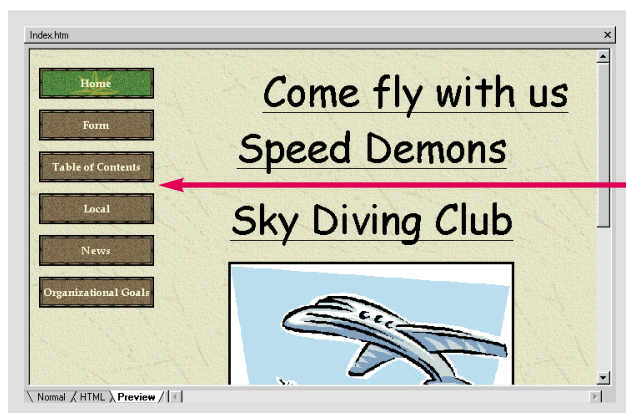Figure 4-4 Shared Borders dialog box
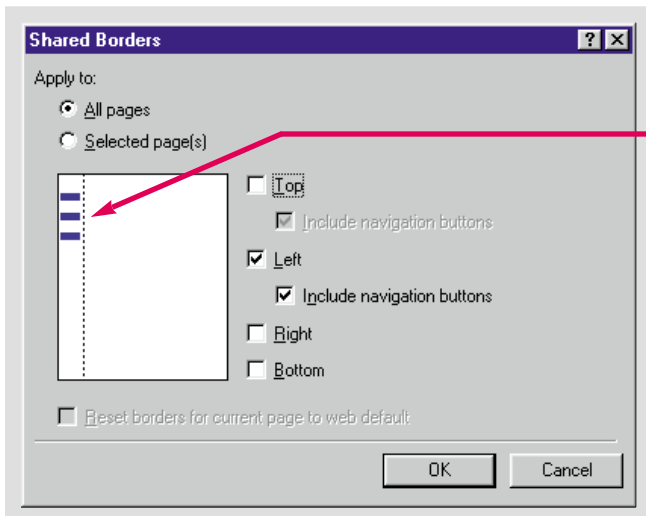
Preview of where
the Navigation bar
will appear

Figure 4-5 Navigation Bar Properties dialog box

Preview of which pages
contain which hyperlinks

Figure 4-6 Page with Navigation bar

Navigation bar with buttons
and links specified in earlier
dialog boxes

Practice

Create a Navigation bar in the **Caddy Shop** Web. Make it a horizontal bar and use text links rather than buttons. Save the changes.

Hot Tip

After they have been clicked, hyperlinks change color. Hyperlink text colors can be modified by accessing the **Background** dialog box from the **Format** menu. You cannot access this feature however, if a theme is applied.

Skill

Viewing and Printing the Web Structure

Overview

When you are in the process of designing a Web, having a hard copy of the site structure can sometimes be useful. If you are creating a site for someone else, an outline of the proposed structure can demonstrate the progress you are making, or serve as a visual aid in presentations. FrontPage enables you to print the tree diagram directly from Navigation view.

How To:

View a Web's hierarchy in **Navigation** view and print a hard copy.

1 Open the **Index** page of the **Skydiver** Web.

2 Click the **Navigation** button 📇 on the **Views** bar.

3 Click the white box ⊟ at the bottom of the **Speed Demons** page in **Navigation** view. The hierarchy collapses, as shown in **Figure 4-7**.

4 Click the new box ⊞ to expand the hierarchy.

5 Click **File** on the Menu bar, then click **Print**.

6 The **Print** dialog box opens, as shown in **Figure 4-8**.

7 Make sure you have the correct printer selected. Then click OK .

8 A copy of the navigation structure should print.

9 Exit the application. Save any changes to the print settings you might have made.

Extra

The **Print Preview** command is also found on the **File** menu. You may have to access the expanded menu to find it. The **Print Preview** command enables you to view the tree diagram, as it will look when printed. Once you know its parameters, you can make the necessary changes to ensure that it prints properly. You can change the page orientation to **Landscape**, in the **Features** tab of the **Print** dialog box, using the **Properties** button. This may be necessary to ensure that it fits on one page. You can also return to **Page** view and select the **Page Setup** command from the **File** menu. The margins can be adjusted in the **Print Page Setup** dialog box. **Orientation** and paper size can also be altered in the **Print Page Setup** dialog box using the **Options** button.

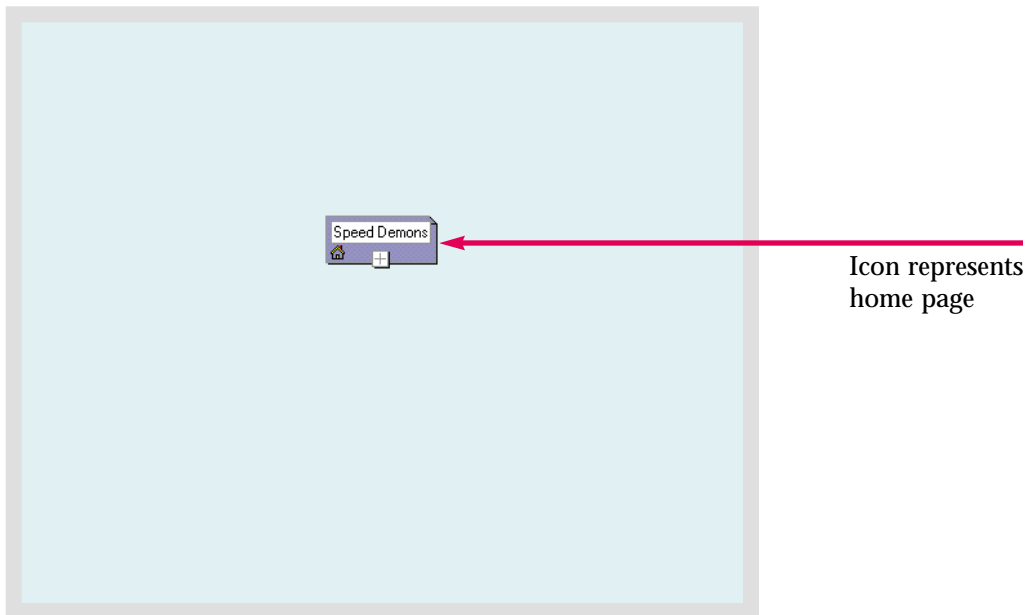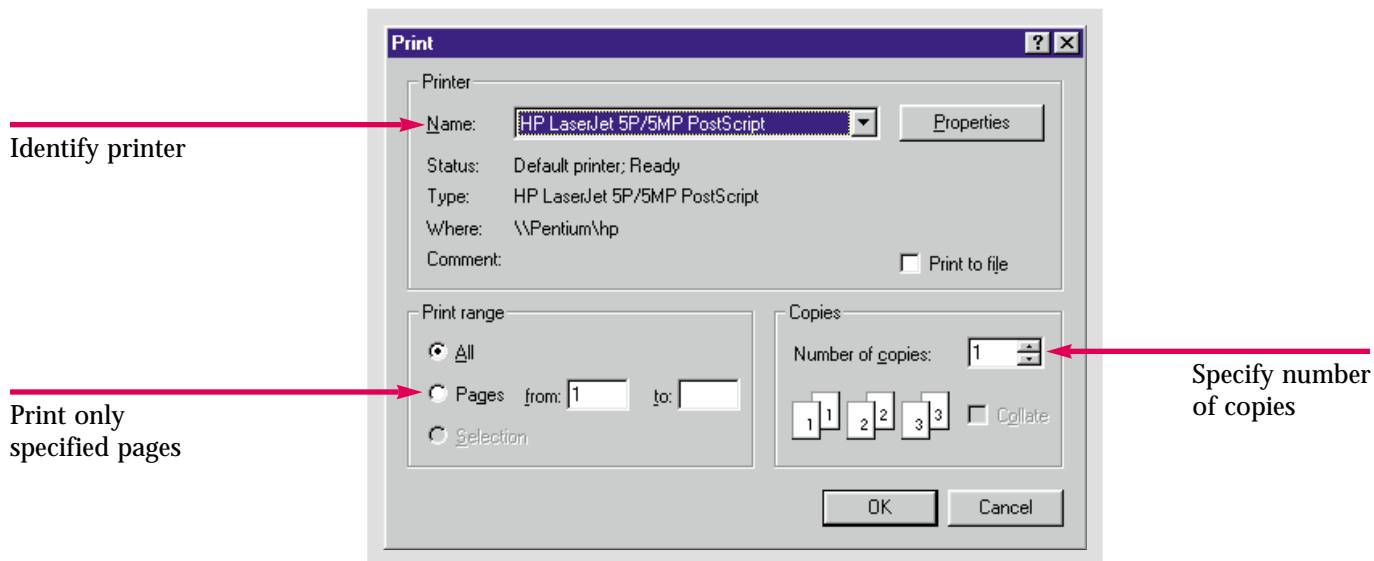Figure 4-7 Web hierarchy collapsed

Icon represents
home page

Figure 4-8 Print dialog box

Identify printer

Print only
specified pages

Specify number
of copies

Practice

Print two copies of the navigation structure
of the **Caddy Shop** Web.

Hot Tip

Click **Properties**, in the **Print** dialog box, to
change everything from page orientation to
graphical resolution.

Skill

Organizing Files in Folders View

Overview

As additional files and folders increase the size of your Web, some basic organizational skills become essential. Some file organization can be done in **Navigation** view, but the majority is done in **Folders** view. These basic skills include moving, renaming, and sorting files.

How To:

Move one of the files from your Web site into a folder, rename another file, and sort the files by size.

1 Open the **Index** page of the **Skydiver** Web.

2 Click the **Folders** button 📁 on the **Views** bar.

3 Click and drag the **bd05680_.gif** image file from the **Contents** window of the screen to the **images** folder in the **Folder List** section of the screen, as shown in **Figure 4-9**.

4 Right-click the file **fphover.class**. This is one of the Hover button files. Click **Rename** from the shortcut menu.

5 The name of the text becomes highlighted. Type **hoverbutton.class**, and press the [**Enter**] key. A warning dialog box appears, asking you if they should update the hyperlinks affected by the name change, as shown in **Figure 4-10**. Click Yes .

6 Click the title heading **Size** in the **Contents** window, click the title. The files will be sorted in ascending size order, as shown in **Figure 4-11**. Click it again and the files will be sorted in descending size order.

7 Save the changes.

Extra

You can view and modify file properties by right-clicking a file, and selecting **Properties** from the shortcut menu. The **Properties** dialog box allows you to change page titles, view the size and modification dates of files, add comments to the file, and assign the file to a workgroup.

Figure 4-9 Folders view
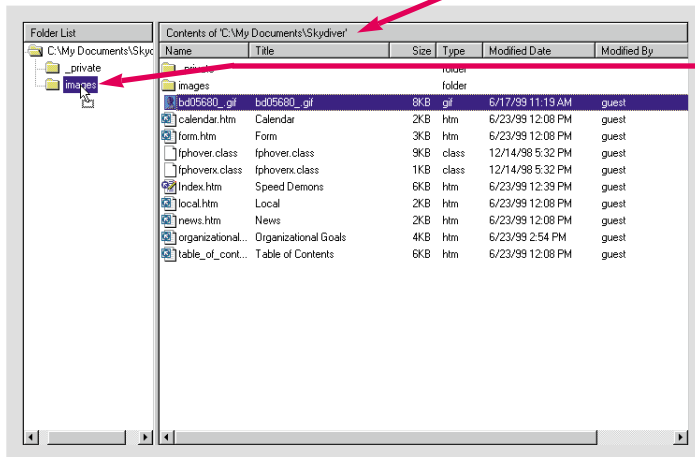
Contents window

File being moved by
clicking and dragging
to new folder

Figure 4-10 Rename warning dialog box

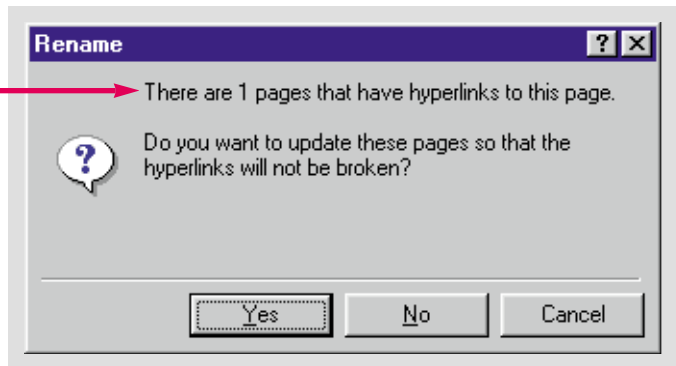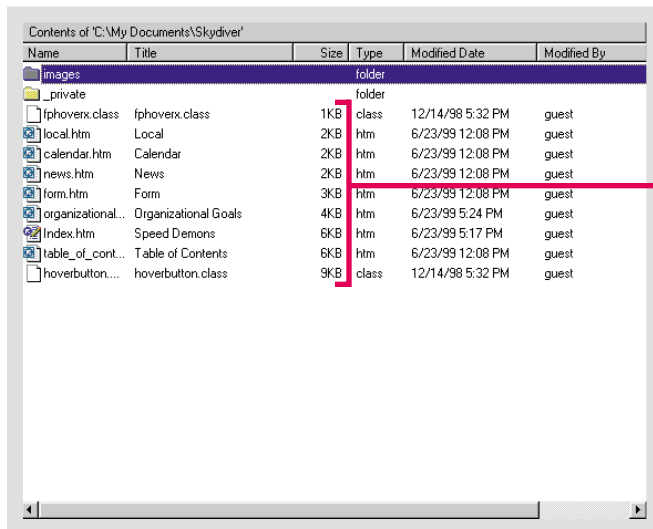Number of hyperlinks that
are affected by renaming file

Figure 4-11 Files sorted by size

Files sorted by size
from smallest to largest

Practice

In the **Caddy Shop** Web, rename the image
file you inserted earlier to **caddy.gif**. Then
move it to the **images** folder. Finally, sort
the files by the **Modified Date**.

Hot Tip

To view the contents of a folder in the
Folder List, click the plus sign ⊞ next to
that folder.

Skill

Verifying Hyperlinks

Overview

Hyperlinks are one of the most important elements in a Web. If hyperlinks are malfunctioning, Web visitors will be unable to navigate the site. A broken hyperlink may disallow a user from viewing the page they require. Incorrect target names, changed file names, or changed or incorrect **URL's** can cause broken hyperlinks. There are several ways to verify hyperlinks. Earlier, we tested them in a browser. Now, we will use **Reports** view and **Hyperlinks** view to verify hyperlinks.

How To:

Make sure that all of the hyperlinks in your Web are inserted and working properly.

1 Open the **Index** page in the **Skydiver** Web.

2 Click the **Reports** button 🗔 on the **Views** bar.

3 The **Site Summary** opens, as shown in **Figure 4-12**.

4 Notice that the summary reveals no broken hyperlinks. It does however, reveal one unlinked file. Double-click the **Unlinked files** row in the **Site Summary**.

5 The file that is unlinked is **fphoverx.class**. It is an important Hover button file, so you do not need to make any changes to it.

6 Click the **Hyperlinks** button 🗔 on the **Views** bar. An icon for the file you were just looking at appears unlinked on the screen.

7 Click the **Index** page in the **Folder List**. All of the hyperlinks to and from the **Index** page are displayed, as shown in **Figure 4-13**. Links to the page you are viewing appear on the left, and links from that page appear on the right.

8 Click the **News** page from the **Folder List**. There are two links from the **Index** page and one link from the **Calendar** page. The **News** page links to the **Index** page and the **Calendar** page.

Extra

Hyperlinks can be repaired manually by opening the pages containing the faulty hyperlinks and either repairing or deleting them. They can be repaired using the **Recalculate Hyperlinks** command in the **Tools** menu. The **Recalculate Hyperlinks** dialog box informs you that the command will repair the hyperlinks in your Web, update the components, including shared borders and Navigation bars, and synchronize Web data.

Describes specified report
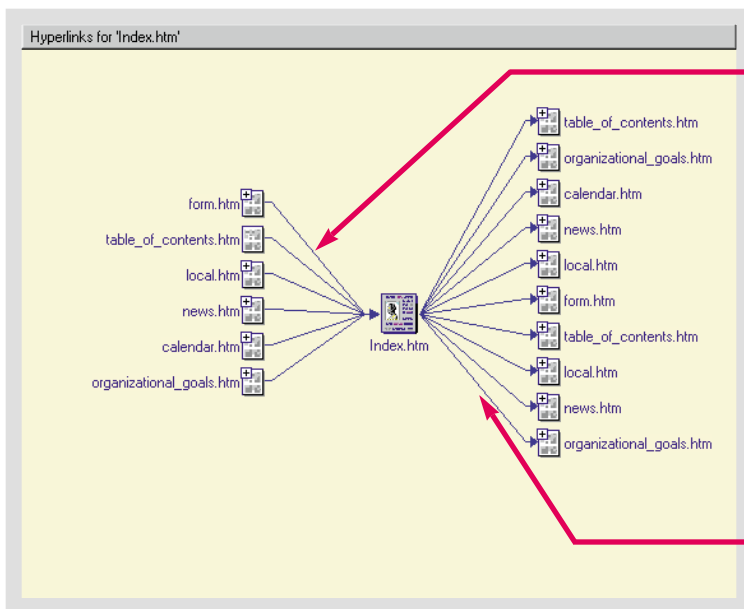
Figure 4-12 Reports view

Displays files that have no links

Displays statistics and status of hyperlinks in the Web

Figure 4-13 Hyperlinks view

Links to the Index page

Links from the Index page

Practice

Verify that all of the hyperlinks in the **Caddy Shop** Web are functional. Repair them if necessary.

Hot Tip

Clicking the plus sign in the upper-left corner of the page icon in **Hyperlinks** view expands the diagram. The left side displays the links to that page, and the right side displays links from that page.

Skill Renaming Pages and Changing URLs

Overview

Two other important file management tasks are renaming pages and changing **URL's**. Earlier we changed the file name of a page but not its title. In this skill we will change the page title and the **URL**. Distinctive titles are important for both the Web author and the Web site visitor. If page names are too similar, distinguishing between them can become problematic. In the sample Web, a second form page should be given a distinctive title so that the Web designer does not make errors creating links and the Web site visitor is able to navigate to the correct page.

How To:

Rename and change the **URL** of one of the pages in the **Skydiver** Web to improve the site's structure.

1. Open the **Index** page in the **Skydiver** Web.

2. Click the **Navigation** button on the **Views** bar.

3. Right-click the **Speed Demons** page icon, click **Rename** from the shortcut menu.

4. The title is highlighted. Type **Home**, and press the **[Enter]** key.

5. Right-click the **Index** page in the **Folder List**, and click **Rename** from the shortcut menu.

6. The file name is highlighted. Type **home.htm**. Press the **[Enter]** key. Click **Yes** in the **Rename** dialog box to update the pages so that links will not be broken.

7. Right-click the **Home** page icon again. Click **Properties** from the shortcut menu. The **Properties** dialog box should look like **Figure 4-14**.

8. In **Navigation** view the **Home** page should now look like **Figure 4-15**.

9. Return to **Page** view and save the changes.

Extra

You can also change the **URL** in **Page** view. Right-click an empty area on the page and click **Page Properties** from the shortcut menu. Type the desired **URL** in the **Base location:** text box in the **Page Properties** dialog box. This is not necessary in the exercise above because changing the file name will change the **URL**.

You should check **Reports** view after changing a **URL** to verify that no hyperlinks were broken.

If you save a file under a new name, the old file will still exist. If the file is not deleted, it can disrupt file management. Both file names will be in your **Folder List** and you may accidentally create a link to the obsolete version.

Figure 4-14 Properties dialog box

File name changes
are reflected in
location and URL

File size equals
how much memory
the file takes up
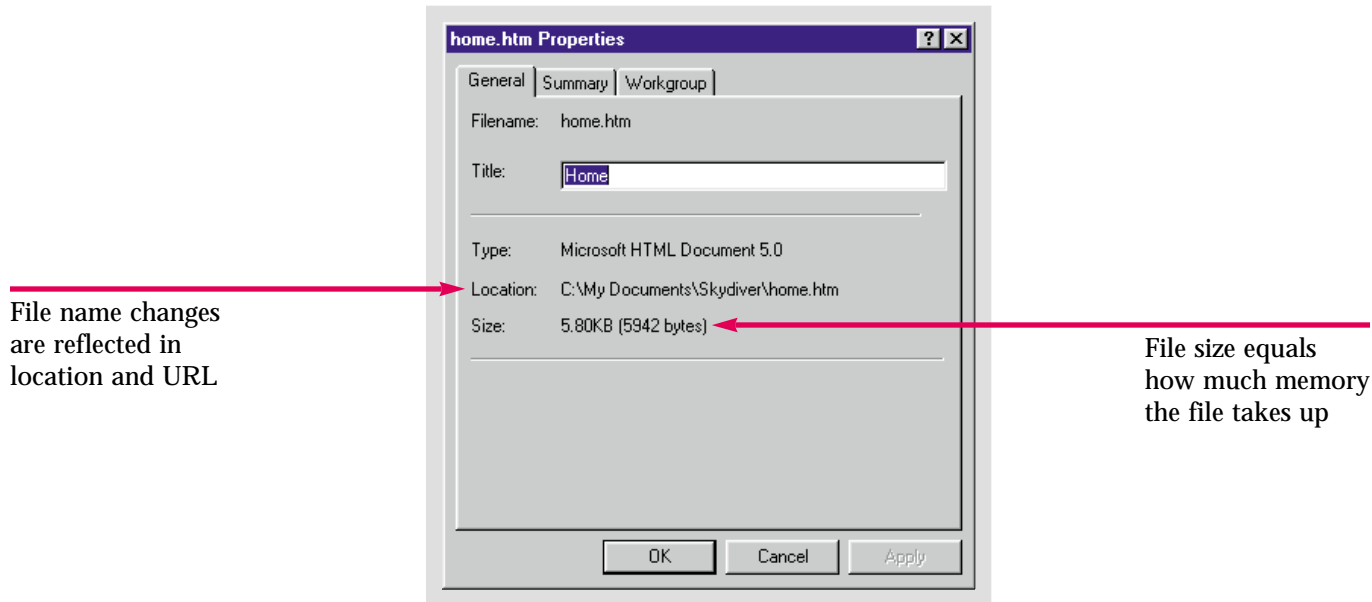
Figure 4-15 Change reflected in Navigation view

New name is
immediately used
for this page
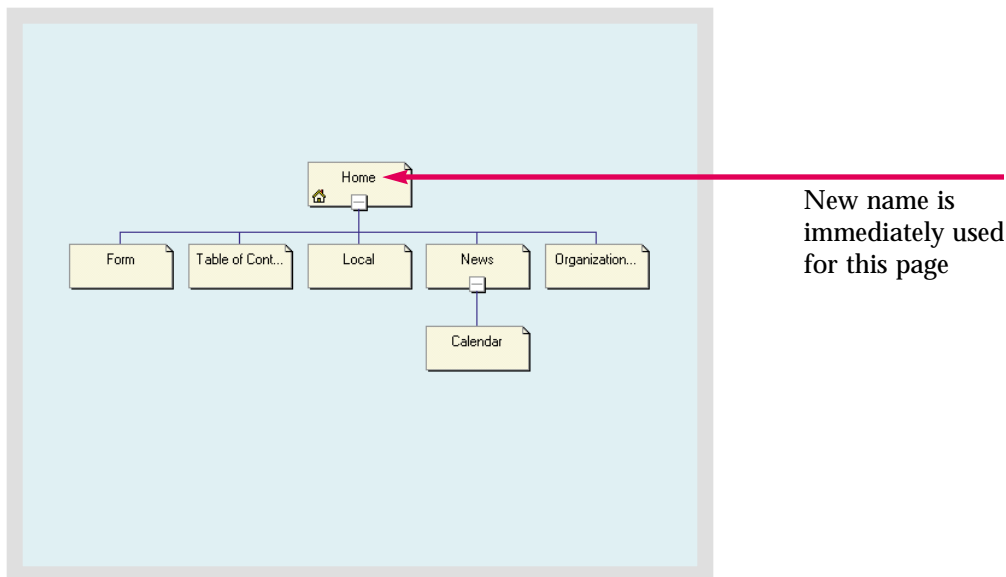
Practice

Change the title and file name of the **Index** page in the **Caddy Shop** Web to **Home**, and **home.htm** respectively.

Hot Tip

You can access the **Rename** and **Properties** commands to make changes to the **URL** or page title, by right-clicking the file icon, or the page icon, in any of the different FrontPage views.

Skill Opening an Office Document in a Web

Overview

Many Microsoft Office programs allow you to save documents in HTML format and open pages in your default browser. Office documents can be imported and published in a Web. Almost all Microsoft created documents can be imported into a FrontPage Web.

How To:

Open a Microsoft Office document, in this case a Microsoft Word document, in FrontPage.

1 Open Microsoft FrontPage. Do not open any Webs, begin with a blank page.

2 Click **Insert**, then click **File**. The **Select File** dialog box opens.

3 Click the **Files of type:** drop-down list and click **Word 97-2000 (*.doc)**, as shown in **Figure 4-16**.

4 Locate your **FP Data Files** folder.

5 Locate and click document **FPHowto4-9**.

6 Click Open . You may have to install this feature from your Office 2000 CD-ROM.

7 The Word document opens, as shown in **Figure 4-17**.

8 Save the page in **My Documents** as **wordfile**.

Extra

You may have noticed when you accessed the **Files of type:** drop-down list, that **Word documents** are not the only files that can be inserted into a Web Page. You can insert **Rich Text Format (RTF)** documents, **Plain text (TXT** or **ASCII)** files, Excel worksheets, or **Lotus1-2-3** worksheets, **WordPerfect 5.x** and **6.x**, **Works 4.0**, **Word** for **Macintosh**, and **HTML** documents.

Instead of cutting and pasting, or reentering data, importing allows you to take previously saved documents in various formats and convert them to HTML.

Figure 4-16 Select File dialog box
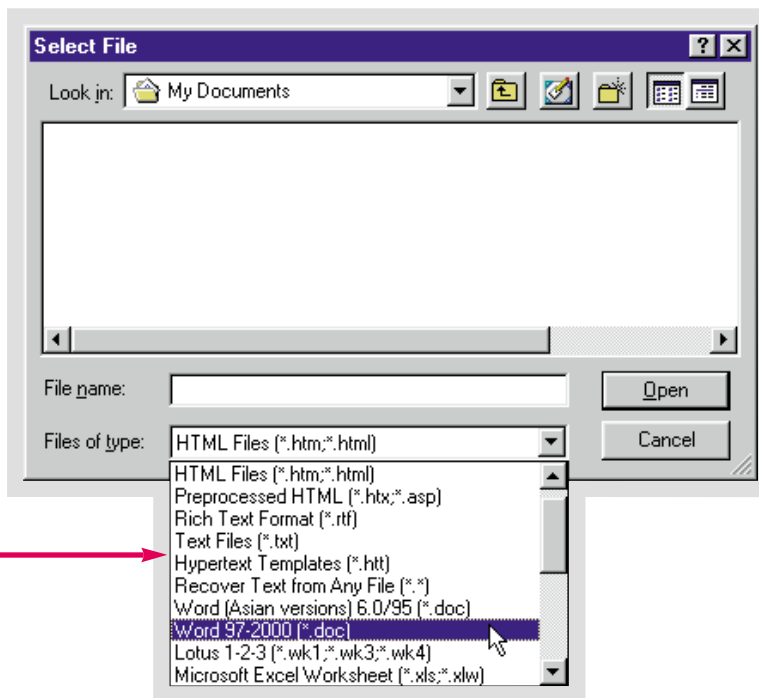
Lists the formats that
can be inserted into
FrontPage Webs

Figure 4-17 Word document
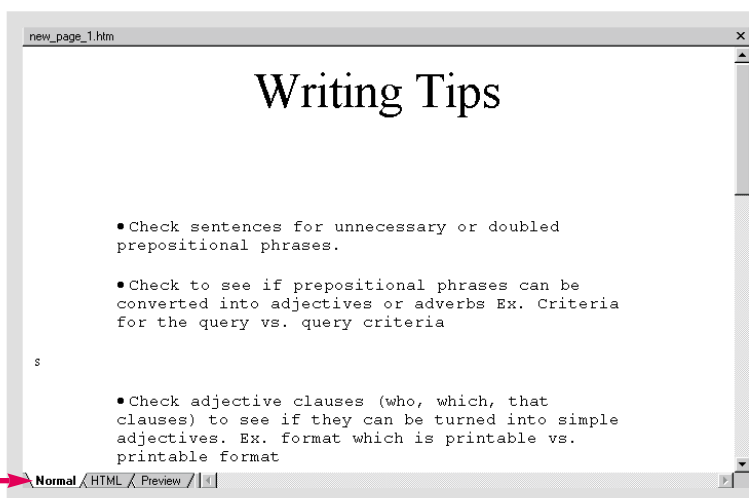
Page can be viewed
in all three formats

Practice

Insert **FPPrac4-11** from your **FP Data Files** into a Web page. Save the file as **insertword**.

Hot Tip

When the document opens in FrontPage, it has been converted to HTML and is now a Web document.

Skill

Using the Office Clipboard

Overview

The **Office Clipboard** is a new feature of Office 2000. It enables you to save up to twelve pieces of data from any Office program to the clipboard. Clipboard items can be pasted into other programs or used within a single application. Data is sent to the clipboard using the **Cut** and **Copy** commands. After it is saved to the clipboard, the **Paste** command is used to insert it into the various programs.

How To:

Copy and paste data from another program to FrontPage with the aid of the **Office Clipboard**.

1 Locate your **FP Data Files** folder and open **FPHowto4-13**.

2 Microsoft Word opens to a meeting agenda. Click **View** on the Menu bar, highlight **Toolbars** and click **Clipboard** from the submenu. The **Office Clipboard** opens.

3 Scroll down the document until you reach the **Agenda** section of the document. Highlight the entire **Agenda** section beginning with **Ad Campaign** and ending with **State of the Club**.

4 Click **Edit** on the Menu bar, then click **Copy**. That section of the text is sent to the **Office Clipboard**, as shown in **Figure 4-18**.

5 Close Microsoft Word. You may be asked if you want data on the clipboard to be available for use in other programs, if so click ⬚ Yes .

6 Open FrontPage, and open the **News** page from the **Skydiver** Web.

7 Type **Monthly Meeting Agenda**. Press the **[Enter]** key.

8 Click **Edit** on the Menu bar, then click **Paste**.

9 Save the changes. This page should now look like **Figure 4-19**.

Extra

There is also a **Paste Special** command on the **Edit** menu, you may have to access the extended menu to reach it. The Paste Special command on the expanded Edit menu enables you to paste data onto the clipboard in different formats. You can create one paragraph, break it into several paragraphs, turn it into formatted paragraphs, add line breaks, or simply treat the data as **HTML**.

The **Office Clipboard** can not be viewed in FrontPage.

Using the Office clipboard, you can copy and paste the portions of a document you need, rather than importing the entire document.

Figure 4-18 Office Clipboard

Purges the clipboard of all data

Data copied from Word

Figure 4-19 Data pasted into FrontPage

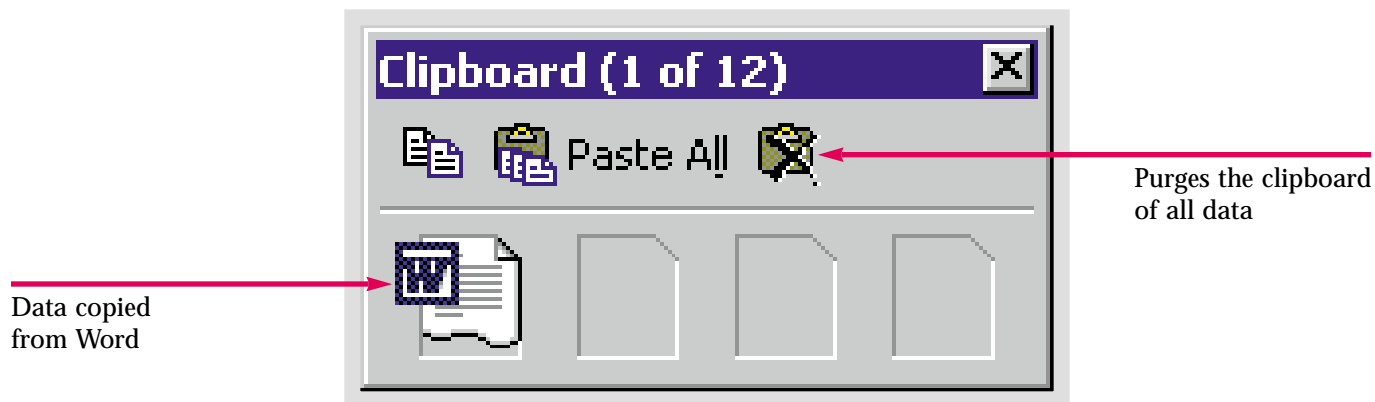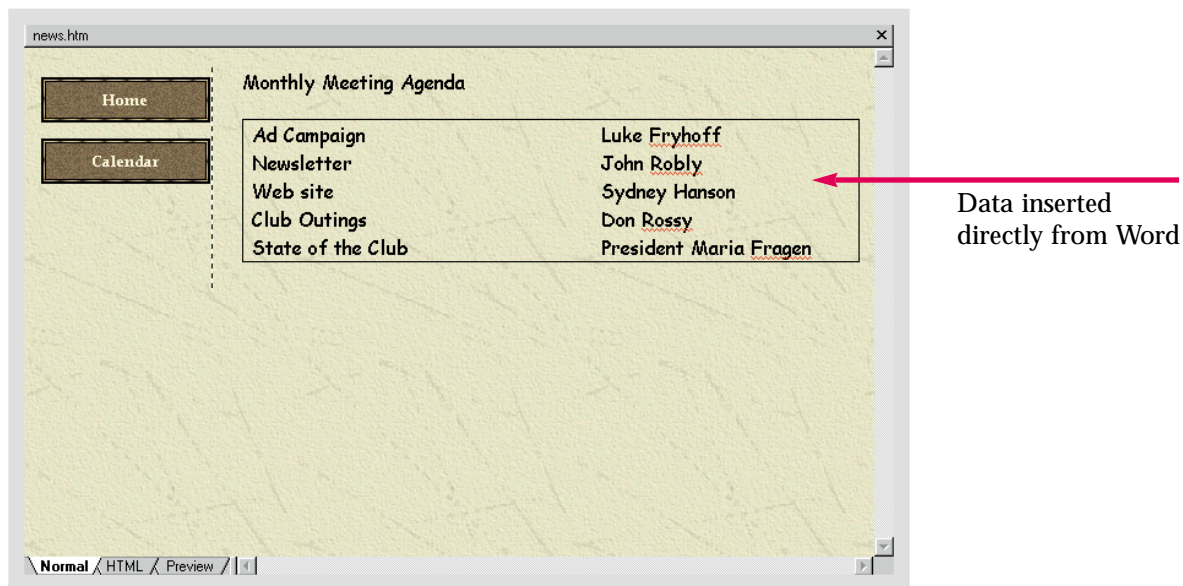

Data inserted directly from Word

Practice

Open **FPPrac4-15**. There is only one line of text. Copy it from Word and paste it at the bottom of the **Home** page in the **Caddy Shop** Web.

Hot Tip

You can also cut, copy and paste data within the FrontPage program. If you place something incorrectly, or put it on the wrong Web page, you can cut it and paste it to the correct location.
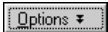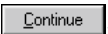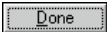
Skill

Publishing a Web

Overview

When you create a Web site, the goal is to get it published. You can publish directly to a Web server using FrontPage. New pages can be published and existing ones can be changed with ease. If you find mistakes, or have a page that requires continuous updating, just edit your original files and republish. The changed files will automatically replace the existing ones.

How To:

Publish your Web so that it can be viewed as a Web site.

1 Open **FPHowto4-17** in FrontPage from your **FP Data Files** folder. Save it as **table_of_contents** in your **Skydiver** Web. When a dialog box asks you if you want to replace the file of the same name, click [Yes].

2 Click **File**, on the Menu bar and click **Publish Web**, you may have to access the extended menu to find the **Publish Web** command. The **Publish Web** dialog box opens.

3 Click [Options ▼].

4 In the **Specify the location to publish your web to:** text box type **C:/My Documents/Published Skydiver Web**. Make sure the **Publish all pages** radio button is selected, as shown in **Figure 4-20**. Click [Publish].

5 A dialog box will open telling you that one of the components on your pages will not work unless it is copied to a Web server with FrontPage extensions installed. Click [Continue].

6 The files begin copying to the necessary folder, as shown in **Figure 4-21**.

7 When it finishes a dialog box opens telling you that your Web has been published successfully, as shown in **Figure 4-22**.

8 Click the link to view the published Web. All the objects and all the links should work properly now that the Web is published.

9 Close the browser, and click [Done], then close FrontPage.

Extra

Before you publish your Web with a server, you will need several pieces of information. You will need to get the address of your Web server, and an assigned name for your Home page. You will also need to find out if they have FrontPage extensions. In some cases, in order to be viewed, components require that your Web server have this special Microsoft software installed. If your Web server does not have FrontPage extensions, you may be able to get the address of an **FTP**, or File Transfer Protocol, server to circumvent this problem. Your Web server will also give you folder information, such as, what folder they want you to upload to, and how they want your Web files to be organized. Once you have published the Web, you can publish individual pages, or the entire Web again to continually update it.

Figure 4-20 Publish Web dialog box
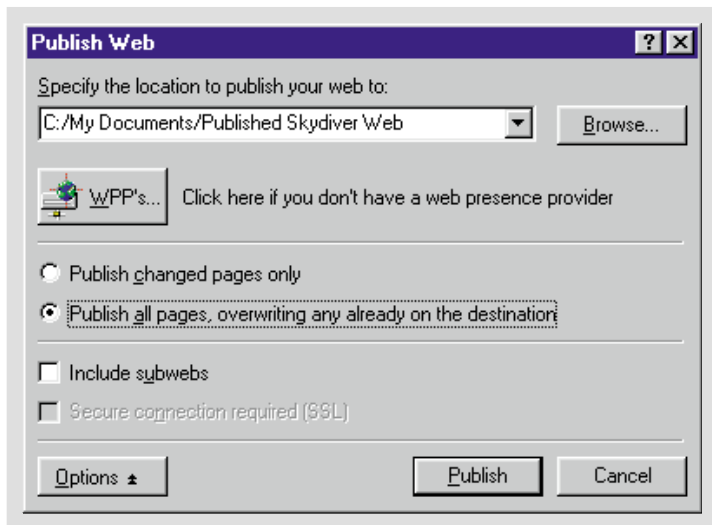
Figure 4-21 Publishing a Web

Progress bar, displays
how much of an
action is completed

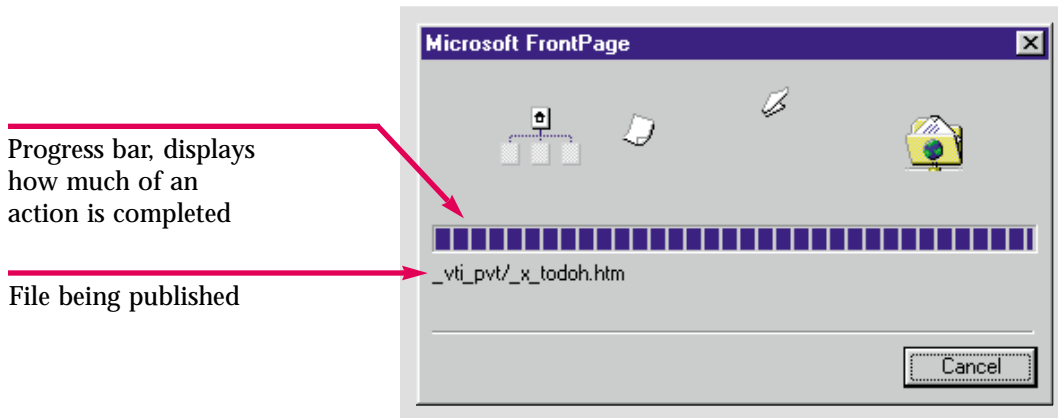File being published

Figure 4-22 A Web published successfully

Link to new published
Web site
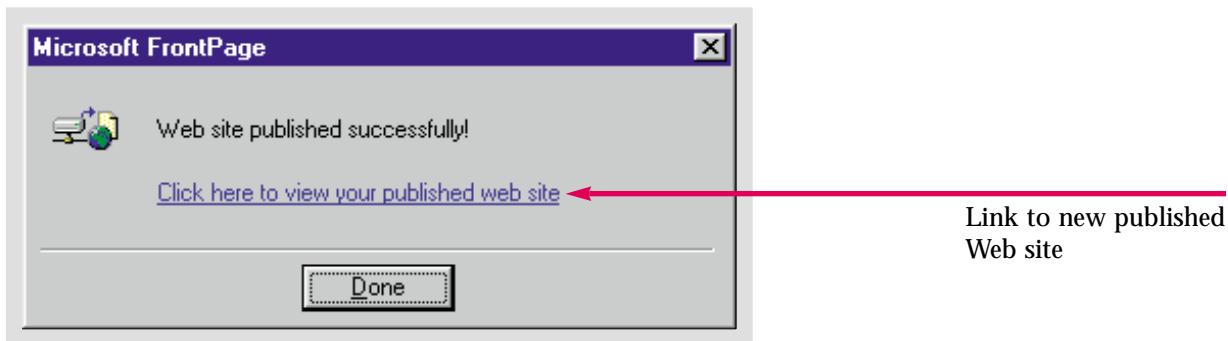
Practice

Publish the **Caddy Shop** Web to **C:/My
Documents/Caddy Shop Web Final**.

Hot Tip

Many Web servers require you to join their
online communities and choose a user
name and password. You will be required
to enter them when you publish your Web.

Shortcuts

Function	Button/Mouse	Menu	Keyboard
Copy		Click Edit, then click Copy	[Ctrl]+C
Cut		Click Edit, then click Cut	[Ctrl]+X
Paste		Click Edit, then click Paste	[Ctrl]+V
Folder List		Click View, then click Folder List	
Print		Click File, then click Print	[Ctrl]+P
Publish Web		Click File, then click Publish Web	[Alt]+P
Page View		Click View, then click Page	
Folders View		Click View, then click Folders	
Reports View		Click View, then click Reports	
Navigation View		Click View, then click Navigation	
Hyperlinks View		Click View, then click Hyperlinks	
Tasks View		Click View, then click Tasks	

Test Yourself

Identify Key Features

Figure 4-23 Skydiver Web in FrontPage
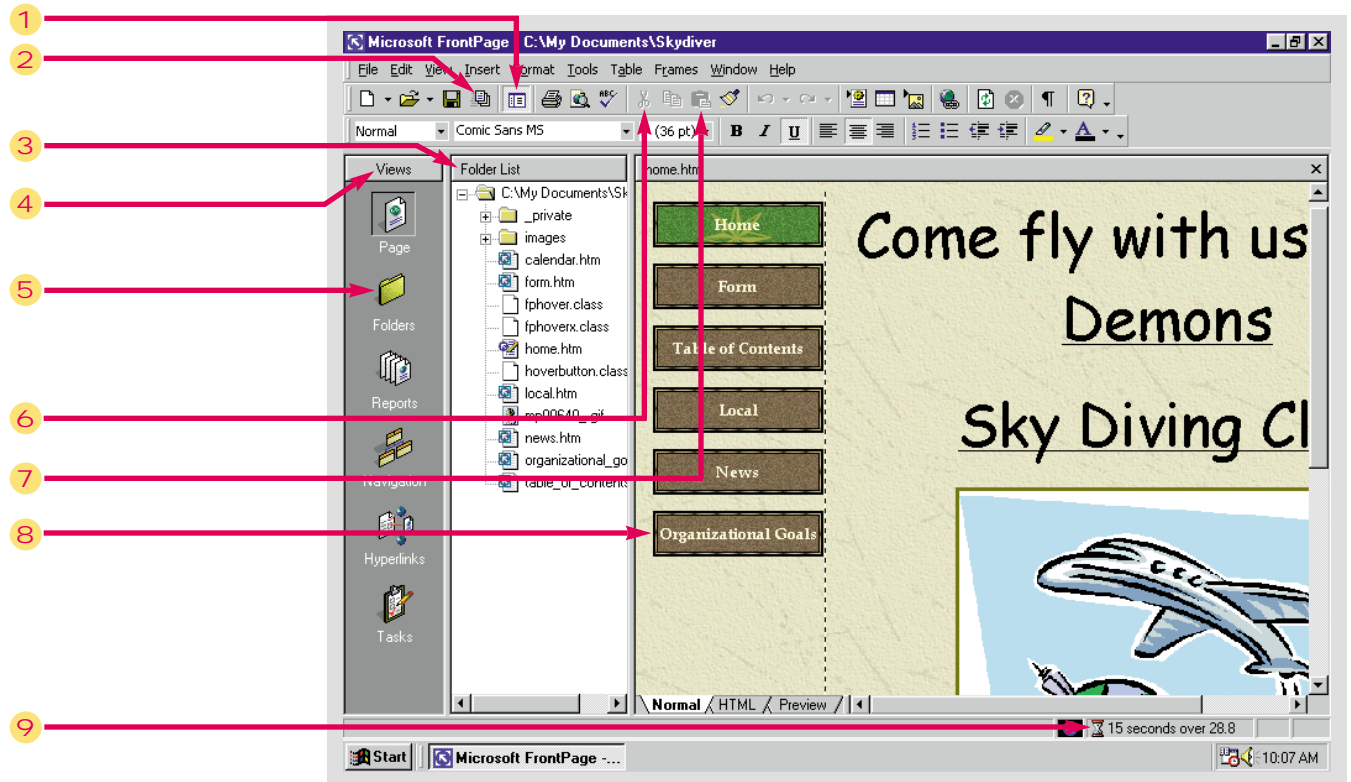
Select The Best Answer

10. A Web hierarchy is also known as

11. You can add a Navigation bar to your Web pages using this command

12. A printed reproduction of a computer screen

13. When your hyperlinks are broken use this command

14. A Web address

15. What view should you use to make sure that all your files and links work properly

16. This holds up to twelve pieces of data

17. Access this menu to open an Office document in FrontPage

18. Allows you to view what a page will look like when it is printed

a. Shared Borders

b. Reports

c. Office Clipboard

d. Recalculate hyperlinks

e. Insert

f. Hard copy

g. Print Preview

h. Tree diagram

i. URL

Test Yourself

Complete the Statement

19. You must use this view to create a Web hierarchy:

    a. Reports

    b. Hyperlinks

    c. Tasks

    d. Navigation

20. A list of files and folders appears in:

    a. Tasks view

    b. Folder List

    c. Reports view

    d. Hyperlinks view

21. When you insert a file from another program you must use this dialog box:

    a. Insert Document

    b. Select File

    c. Insert Data

    d. Insert

22. To prevent people from sabotaging sites that are not theirs, most Web servers require:

    a. A user name and password

    b. A computer ID number

    c. A coded entry language

    d. A keyword or secret phrase

23. One method you can use to format hyperlinks is to access:

    a. The Hyperlinks menu

    b. The Background dialog box

    c. The Foreground dialog box

    d. The Page Properties dialog box

24. You can use these two commands to take data from one document and insert it into another:

    a. Copy and Insert

    b. Cut and Insert

    c. Cut and Place

    d. Copy and Paste

25. Once an Office document has been opened in FrontPage it is converted to:

    a. FrontPage speak

    b. Java

    c. HTML

    d. Applet

26. Clicking the plus sign, in Navigation view and Hyperlinks view, performs this function:

    a. Expands the diagrams

    b. Contracts the diagrams

    c. Expands the menu

    d. Contracts the window

Test Yourself

Test Your Skills

1. Create a Web hierarchy:

    a. Open the **Water Taxi** Web.

    b. Switch to **Navigation** view. Click and drag files from the Folder List so that they are child pages of the **Index** page.

    c. Make the **Form** page in the **Water Taxi** Web a child page of the **Fees** page.

2. Create a Navigation bar:

    a. Create a Navigation bar on the **Index** page that links to all of its child pages.

    b. Make sure there is a link from the child pages back to the **Index** page.

    c. Also make sure there is a link from the **Fees** page to the **Form** page.

    d. Make the links in the Navigation bar **text** rather then buttons.

3. Print the Web structure:

    a. Open the **Water Taxi** Web in **Navigation** view.

    b. Print the structure of the Web.

4. Verify your hyperlinks:

    a. Open the **Water Taxi** Web in **Reports** view.

    b. If there are broken hyperlinks, repair them with the **Recalculate Hyperlinks** command.

    c. Make sure that files that need to be linked are linked.

    d. View the Web in **Hyperlinks** view to make sure all of the pages are linked properly.

5. Open an Office document in a Web:

    a. Open **FPTest 4** in FrontPage.

    b. Save it as **Resume**.

6. Publish a Web:

    a. Open the **Water Taxi** Web.

    b. Publish the Web to **C:/My Documents/Watertaxiweb**.

    c. After it is published, view the Web.

Test Yourself

7. Your work at Diggs & Associates is almost finished. Your job does not include composing all the text. You are to train a group of Diggs employees to finish creating and maintain the site. They will complete any additional pages following the design, theme, color scheme, and style you have devised. Before you are finished, you must create a Web hierarchy, and Navigation bars. The Index page, of course, will be at the top of your hierarchy. The **Search**, **Feedback**, **Contents** and all other pages will be child pages of the **Index** page. After you have completed the tree diagram, create Navigation bars. Use button hyperlinks for your Navigation bars. They should link from the **Index** page to each child page, according to the hierarchy you created. Each child page should in turn, link back to the Index page. Demonstrate your progress to Diggs' executives by printing several copies of your Web structure. View the Web in Folders view and if necessary, move image files to the image folder and rename files.

8. Verify the hyperlinks in the Diggs Web. First view the Web in **Reports** view. Make sure none of the necessary files are unlinked. Also make sure there are no broken hyperlinks. If any of the hyperlinks are broken use the Recalculate hyperlinks command to fix them. Rename all of the pages so that thy are easier to organize. Rename any similarly titled pages. For example, the Services pages need distinct names rather than **Service 1**, **Service 2**, etc. This will enable Diggs' employees to locate particular pages for editing. Finally publish the Web to **C:/My Documents/Diggsweb**.

9. Continue working on your personal Web. First, create a Web hierarchy. If you used a wizard to create your personal Web, this was done automatically. If you added pages to a Home page, or formatted several pages and linked them together however, you will need to either edit or create a tree diagram. If you decide to add Navigation bars, make sure they complement your chosen style. Print the Web structure and view the Web in **Folders** view. Reorganize files and folders if necessary.

10. View the Web in **Reports** and **Hyperlinks** views to verify the hyperlinks. Thoroughly navigate your Web as a final check that all links are functional. Make sure all file names, URL's and page names are correct. If you want to put poetry or fiction that you have written, or a resume, on your site, import the documents from your word processing program. If you promote it, prospective employers or publishers might discover and view your Web site. Use the Office Clipboard to insert a table, or a block of text from another program. Remember to save imported documents and make sure they are linked to your site. Finally, publish the Web. If you have a URL and a Web server, and are confident that your site is ready, you can publish it with your Web server. If not, publish it to **C:/My Documents/(file name)**, as we did in the lesson.

L E S S O N

5

ADVANCED FORMATTING

Formatting Web pages includes more than formatting text, changing colors, applying themes, and adding hyperlinks. You will want to control many other variables as you become more comfortable with creating Webs. FrontPage includes many components you can add and features you can use to make your Web pages both visually intriguing and functional.

You have already learned how to insert an Office document into a Web. Now you will learn how to import an Office document so that it inherits the style and theme of your Web. You can also import Web pages and images. Imported Web pages are also automatically converted to the style and theme of your Web. When you import images and save them in your Web, they are converted to one of the two image file formats supported by most browsers. You can format your images to add to the aesthetic appeal of your Web. In this lesson you will learn how to add a three-dimensional effect called a bevel to an image. You will also learn how to add text over an image.

It can become counterproductive to make multiple formatting changes to many different blocks of text. Instead, you can use the Format Painter to copy all paragraph and character formatting from one paragraph to another. In a few short steps, you can easily create uniform paragraphs or identically formatted blocks of text.

FrontPage also allows you to add features that will make your Web more functional and informative. Among these are hit counters and search forms. You will learn how to insert these advanced components. You will also learn how to apply special effects that run as one page disappears and another loads. Finally, you will learn to use a powerful formatting tool, cascading style sheets, to position elements on your Web page. Experienced Web authors believe that cascading style sheets will eventually replace tables as the layout device of choice for HTML pages.

Skill Importing and Converting Text

Overview

You can import many different types of files into your Web. Imported text is automatically converted to HTML. You can use documents you have already created to easily construct Web pages. Importing text is easier than copying and pasting full documents. Furthermore, unlike inserted documents, imported documents are converted to the style and theme of your Web.

How To:

Import a schedule of events into the calendar page of the Skydiver Web.

1 Open the **calendar** page in the **Skydiver** Web.

2 Click **File** on the Menu bar. Click **Import** on the **File** menu. The **Import** dialog box opens.

3 Click Add File... . The **Add File to Import List** dialog box opens.

4 Locate and open your Student Files folder. Click the MS Word document **calendar**. Click Open . The file appears in the **Import** dialog box, as shown in **Figure 5-1**.

5 Click OK . The file has been imported into your Web.

6 Click **Insert** on the Menu bar. Click **File** on the **Insert** menu. The **Select File** dialog box opens. Locate your **Skydiver** Web. Double-click to place it in the **Look in:** list box.

7 Click the **Files of type:** drop-down list arrow. Scroll to the top of the drop-down menu. Click **All Files** on the drop-down menu.

8 Click the **calendar** Word document to select it. Click Open . The text is converted to HTML format. It is also converted to the style and theme of your Web. The imported document is displayed in **Figure 5-2**.

Extra

You can also import files and link to them from a Web page, rather than inserting a file on a page. Simply create a hyperlink on your Web page. The target of the hyperlink will be the name of the file. If the file to which you are linking has been imported to your Web folder, the link will work properly.

To quickly import a file or a selection of files, you can drag them to the Folder List from the **Windows Explorer** program.
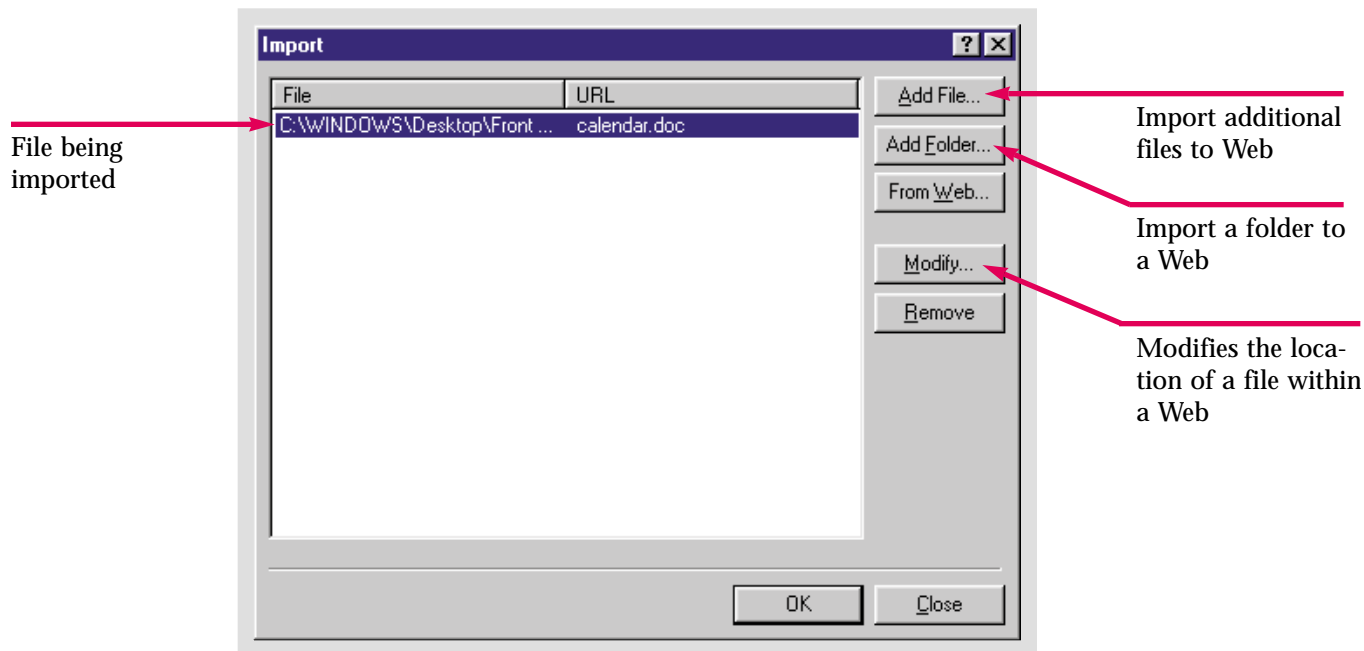
Figure 5-1 Using the Import dialog box

Import

File	URL
C:\WINDOWS\Desktop\Front ...	calendar.doc

Add File...
Add Folder...
From Web...
Modify...
Remove

OK   Close

File being imported

Import additional files to Web

Import a folder to a Web

Modifies the location of a file within a Web

Figure 5-2 Imported text converted to HTML

calendar.htm

Home

Up

Monday Nov. 1, 1999

Annual National Skydiving Conference – New Paltz, N.Y.

Thursday Nov. 18, 1999

World record attempts for skydiving – Albuquerque, New Mexico

Tuesday Nov. 23, 1999

Local chapters' Thanksgiving feasts and Midnight runs

Tuesday Nov. 30, 1999

Monthly meeting of local chapters

Thursday Dec. 23, 1999

Local chapters' Christmas feasts and Midnight runs

Normal / HTML / Preview /

Practice

Import the MS Word document **FPPrac 5-1** to your **Caddy Shop** Web. Insert the text from that document on the bottom of the **home** page.

Hot Tip

These documents and file types can be imported and converted to HTML: **MS Word**, **RTF** (**Rich Text Format**) documents, **TXT** (**plain text or ASCII**) files, worksheets from **MS Excel** and **Lotus 1-2-3**, and **WordPerfect 5.x** and **6.x** documents.

Skill

Importing Web Pages

Overview

If you have already created or have access to finished Web pages, you can easily import them. Importing will convert the Web pages to the style and theme of the current Web. You can import individual pages or entire Web folders that are stored on your computer, LAN, or the World Wide Web. This is particularly useful for a company that uses the same Web page on several different sites.

How To:

Import a previously created skydiving frequently asked questions Web page into the Skydiver Web.

1 Open the **home** page from the **Skydiver** Web.

2 Click **File** on the Menu bar. Click **Import** on the File menu. The **Import** dialog box opens.

3 Click Add File... to open the **Add File to Import List** dialog box.

4 Locate your **FP Data Files** folder. Open the **FPHowto5-4** folder. Click **faq.htm** to select it.

5 Click Open . The FAQ page is added to the Import dialog box as shown in **Figure 5-3**.

6 Click OK . The file has been imported.

7 Open the **FAQ** page. This is displayed in **Figure 5-4**.

8 Right-click **faq.htm** in the Folder List. Select **Properties** on the shortcut menu. Type: **FAQ**, to replace the highlighted default text in the **Title** text box. Click OK .

9 Click the **Navigation** button ⬚ on the Views bar. Click and drag **faq.htm** from the Folder List to the tree diagram. Place it below the **Table of Contents** page. Return to **Page** view. Save the **FAQ** page.

Extra

You can import Web pages directly from the Internet by clicking From Web... . This opens the **Import Web Wizard**. You will be required to enter the Web site address of the page you want to import. You can also import a published Web from your local network with the **Import Web Wizard**. After specifying the address, you can control how much information you download and how long it will take. When you finish, the Web page will be imported to your Web.

It is important to note that although you can easily import Web pages that others have created to your own Web, you should not do so unless you have permission. Otherwise you may violate copyright law.

Figure 5-3 Import dialog box

URL of the file
you are importing

Allows you to
import elements
from the Internet
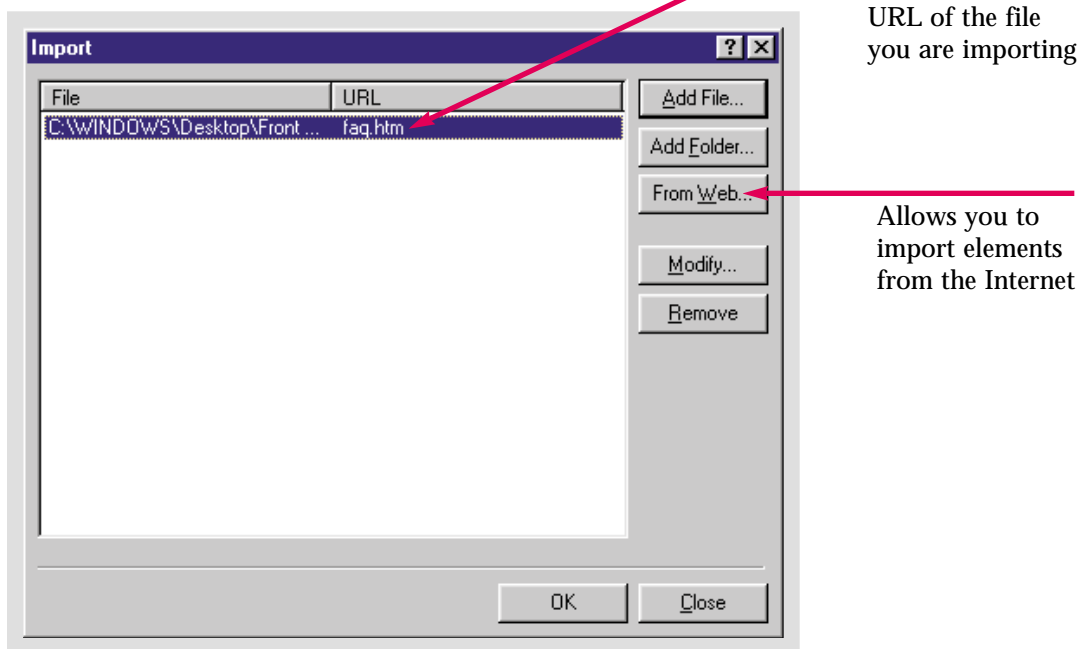
Figure 5-4 Imported page converted to your Web style

Text is automatically
converted to the style
of your Web
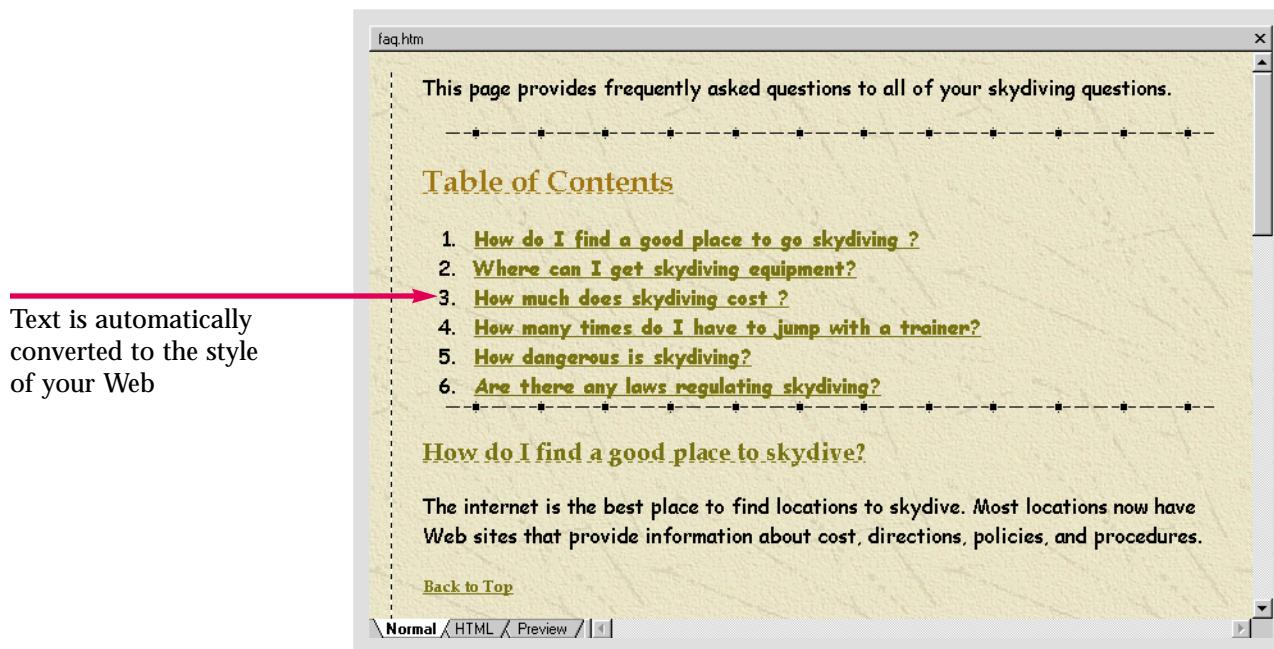
Practice

Import a page of your choice from the
Skydiver Web to your **Caddy Shop** Web.

Hot Tip

You can click [Add Folder...] to add an entire folder
to your Web. This is useful for adding a
folder of images or other files to your Web.

Skill

Importing Images

Overview

You can import images to your FrontPage Web that you have stored on your computer or found on the World Wide Web. When you import images, store them in the **images** folder. This way they will be in a central location where you can easily use them more than once. This will be convenient for graphics such as logos that you will use on multiple pages.

How To:

Import an image from another Web that was created previously and store it in the **images** folder in the **Skydiver** Web.

1 Open the **news** page in the **Skydiver** Web.

2 Click **File** on the Menu bar. Click **Import** on the File menu. The **Import** dialog box opens.

3 Click [Add File...] to open the **Add File to Import List** dialog box. Locate your **FP Data Files** folder.

4 Double-click to open the **FPHowto5-4** folder. Open the **images** folder. Select **plane.wmf**.

5 Click [Open]. The **plane** image is added to the **Import** dialog box, as shown in **Figure 5-5**.

6 Click [OK]. The file is imported to your Web.

7 Click **Insert** on the Menu bar. Move the pointer over **Picture** on the **Insert** menu. Click **From File** on the submenu.

8 The **Picture** dialog box opens. Click **plane.wmf** to select it.

9 Click [OK]. The image is inserted into the **news** page, as shown in **Figure 5-6**.

10 Save the **news** page.

Extra

You can click [Modify...] to change the location to which the file will be imported. Enter a new file location within your Web, or rename the file in the **Edit URL** dialog box. You may want to change the file name or store imported files with similar names in different folders to avoid confusion.

Another advantage of importing and inserting an image is that it will be converted to GIF or JPEG format. When you format the image (as you will see in the next skill), you will have to save the embedded file. The image you just inserted will be converted to GIF format.

You can also create a thumbnail or small version of your image. With the image selected, click the **Auto Thumbnail** button on the **Pictures** toolbar. The thumbnail replaces the full-sized image on the Web page. Visitors can click the thumbnail to view the full-sized image.

Figure 5-5 Importing an image
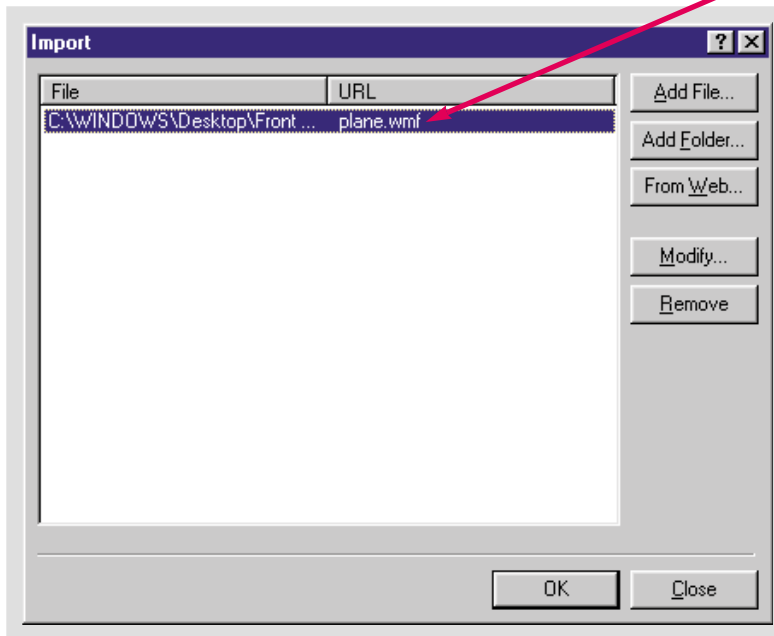
WMF, Windows
MetaFile, the format
clip art is in

Figure 5-6 Imported image inserted into a Web page
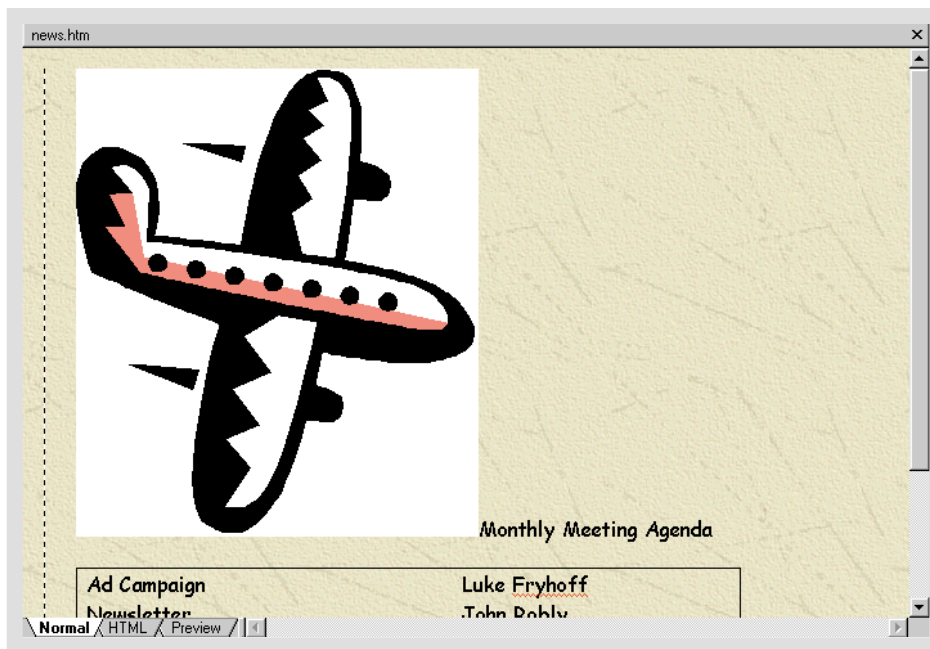
Practice

Import the **money** image from **FPHowto5-4** to your **Caddy Shop** Web.

Hot Tip

Importing images does not automatically add them to your Web page. It simply means you are getting them onto your site so you will be able to easily access them. You must insert images to place them in your pages.

FP 5.7

Skill

Advanced Image Formatting

Overview

You can apply many different effects to your pictures, including beveling. Beveled borders give images an elevated, three-dimensional appearance. You can also resize your graphics to tell the Web browser how to display them. These image formatting tools will help you to design lively Web pages.
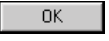
How To:

Resize a graphic and use the **Bevel** command to create a three-dimensional frame effect around the image.

1 Open the **news** page.

2 Click on the image. The image is selected and surrounded by sizing handles. The **Pictures** toolbar opens.

3 Move the pointer over the sizing handle on the lower-right corner of the image. The pointer turns into a **resizing arrow** ↘.

4 Click and drag the bottom-right corner to the upper-left until the entire table at the bottom of the page is visible. Your page should now look like **Figure 5-7**.

5 With the image still selected, click the **Bevel** button 🖾 on the **Pictures** toolbar.

6 The image has been beveled, as shown in **Figure 5-8**.

7 Save the **news** page. Click OK to save the embedded image.

Extra

You can make modifications to the bevel effect on the image. Clicking on the **Bevel** button 🖾 multiple times will add depth to the frame. You can continue to click the **Bevel** button 🖾 until you get the effect you want. If you do not like the depth of the frame, use the Undo button ↺ to reverse the effect you have just applied.

When you resize graphics, use a corner sizing handle to maintain the proportions of your image. If you use a side handle, the image will be distorted. When you decrease the size of an image, it will take up a smaller area in the browser window, but the file size and download time will not be changed. To decrease the file size, click the **Resample** button on the Pictures toolbar after you have resized the image. The file size will be reduced to match the smaller image size.

Figure 5-7 A resized image in FrontPage

Sizing handles
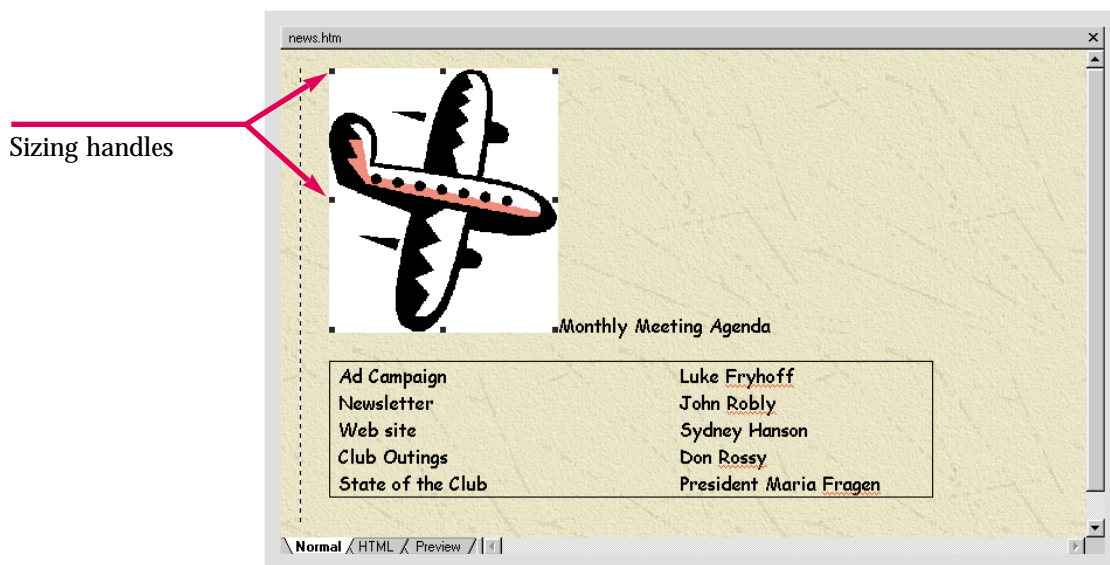
Figure 5-8 A beveled image in FrontPage

Frame effect created
from beveling the image
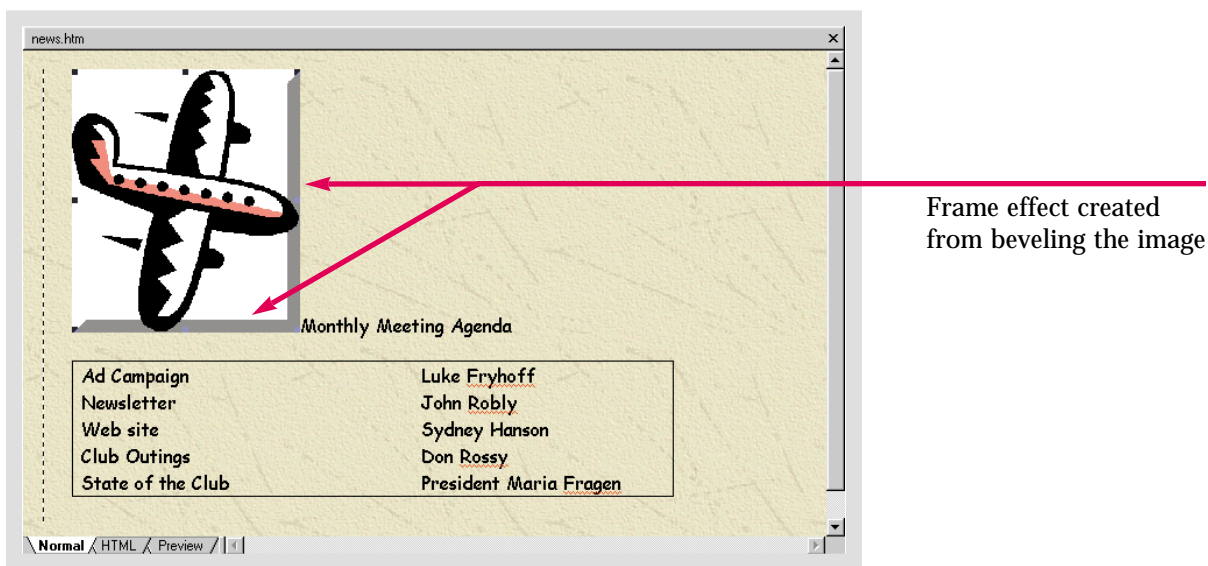
Practice

Insert the **money** image on one of your pages in the **Caddy Shop** Web. Resize until you like the size. Then, bevel the image. Click the **Bevel** button until you get the effect you like. Then save the page.

Hot Tip

You can click the down arrow button next to the **Undo** button to access a list of your most recent actions. You can undo multiple actions back to and including the first action you performed.

Skill

Placing Text over an Image

Overview

You can also insert text over the top of an image. Placing text over an image allows you to label your graphics or add a title to give an image a magazine-cover look. A graphical table of contents, image map, product advertisement or logo may also benefit from the merging of text and images.

How To:

Place text over the image you inserted previously on the **news** page.

1 Open the **news** page.

2 Click the image to select it.

3 Click the **Text** button [A] on the **Pictures** toolbar at the bottom of the screen. A text box appears at the center of the image.

4 Type **Skydiver News**. Your page should look like **Figure 5-9**.

5 Click the down arrow button next to the **Font Color** button [A·] on the **Formatting** toolbar. Click the black square in either the **Standard Colors** palette or the **Theme Colors** palette.

6 Click in the center of the text box and drag it to the upper-left corner until it will not go any further.

**7** Move the pointer over the right midpoint-sizing handle, so the pointer turns into a horizontal resizing arrow ←→. Click and drag to the left until only the word **Skydiver** is visible.

8 Next, move the pointer over the bottom midpoint-sizing handle, so the pointer becomes a vertical resizing arrow ↕.

9 Click and drag the bottom sizing handle until the word **News** is visible.

10 Click outside the image to deselect the text box. Your page should look like **Figure 5-10**.

11 Save the **news** page.

Extra

If the image you inserted is in GIF format, the text box will immediately open in the center of the image. If the image is in JPEG format, FrontPage will prompt you to convert it to GIF. Text is not supported in the JPEG format. Click [OK] to convert the image to GIF. If the image is in a different format such as BMP or WMF you will be prompted to save it as a GIF when you save the page.

You can format text over an image the same way you format any other text. You can use the Formatting toolbar to change the alignment, color, size, font, and other attributes of the text.

Figure 5-9 Text placed over an image, unformatted

Text is unformatted
and barely visible
over the image

Figure 5-10 Text placed over an image and formatted

Formatted text
is visible and fits
the image
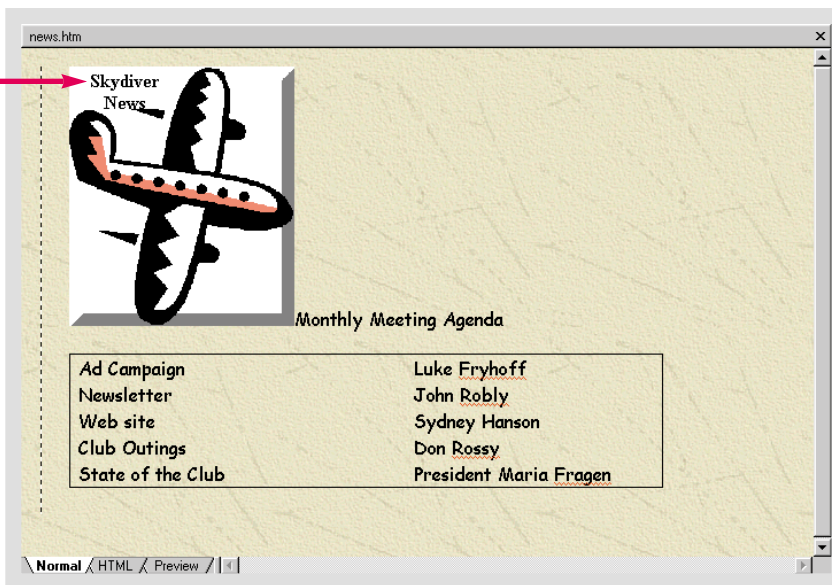
Practice

Place the text: **Caddy Shop** over the **money** image you inserted in the previous practice section. Format the text so it is visible against the background of the image.

Hot Tip

If you increase the size of text placed over an image, you will be required to increase the size of the text box. You can do this by clicking and dragging the sizing handles until all the text is visible.

Skill Using the Format Painter

Overview

You can format large blocks of text quickly and easily using the Format Painter. You can make multiple formatting changes with just a few clicks of the mouse. Rather than selecting many different formatting commands to achieve a uniform result, you can copy all the character formatting from one block of text and apply it to another.

How To:

Use the Format Painter to change the formatting of sections of text on a Web page.

1 Open the **home** page.

2 Move the pointer over the text: **A National Organization for those who live on the edge**. Highlight the text, as shown in **Figure 5-11**.

3 Click the **Format Painter** button 🖌 on the **Standard** toolbar. The pointer changes to a **Format Painter** pointer ⬚🖌.

4 Click the **Navigation** button 🗂 on the **Views** bar. Double-click the **Calendar** page to open it.

5 Move the pointer to the beginning of the first date listed, **Monday Nov. 1,1999**. The I-beam changes to a **Format Painter** I-beam 🖌I.

6 Highlight the date. The format of the text has been changed to the format you copied from the **home** page.

7 With the first date still highlighted, click the **Format Painter** button 🖌 again.

8 Now, highlight the next date, **Thursday Nov. 18, 1999**.

9 Follow the same procedure to format all the dates on the page. When finished, your **calendar** page should resemble **Figure 5-12**.

10 Save the **calendar** page.

Extra

You can also use the Format Painter to copy and paste a hyperlink. To copy multiple links from one hyperlink, simply select the desired hyperlink. Then, double-click the **Format Painter** button 🖌 and highlight all the pieces of text which you want to link to the original target. Both the format and the target of the hyperlink will be copied to the selected pieces of text.

You can also copy all paragraph formatting including style, alignment, and indent from one paragraph to another. When you select a paragraph and click the **Format Painter** button 🖌, both the paragraph and character formatting are copied. You can quickly create identical paragraphs on your Web pages.

Figure 5-11 Highlight the format to be copied

Once the desired
format is selected,
click the Format
Painter button

Figure 5-12 Copied format pasted to another Web page

Format copied and
pasted from home page

Practice

Use the **Format Painter** to copy the format
from text on one Web page and paste it to
another page in the **Caddy Shop** Web.

Hot Tip

To copy the desired format to several loca-
tions, double-click the **Format Painter**
button. When you have finished pasting
the desired format to different pieces of
text, click the **Format Painter** button again
to deactivate the **Format Painter.**

Skill

Inserting a Hit Counter

Overview

One fun element you can add to your Web site is a hit counter. A hit counter is an interactive tool that is used to track the number of visitors to your site. Web masters often use hit counters to maintain a record of how many hits a Web site receives over a certain period of time.

How To:

Add a hit counter to your **home** page.

1 Open the **home** page.

2 Place the insertion point at the end of the word **edge** in the last line of text at the bottom of the page. Press the **Enter** key.

3 Type: **You are visitor number**. Then, press the **Enter** key.

4 Click **Insert** on the Menu bar. Move the pointer over **Component** on the Insert menu. Click **Hit Counter** on the submenu that appears.

5 The **Hit Counter Properties** dialog box opens, as shown in **Figure 5-13**.

6 Click the third radio button next to the hit counter with the red numbers.

7 Click OK .

8 If you publish your Web with the Microsoft Personal Web Server or with a server that has FrontPage Server Extensions, it will look like **Figure 5-14**.

9 Save the **home** page.

Extra

The Microsoft Personal Web Server for Windows NT and Windows 95 can be downloaded from the Microsoft Web site. If you are using Windows 98, you can install it from your program CD-ROM. To install it, click **Start** and select the Run command. In the Open list box, type: **E:\add-ons\pws\setup.exe** (where E is the letter of your CD-ROM drive). Next, you will have to install the FrontPage Server Extensions onto the Personal Web Server. Close FrontPage. Click **Start** and highlight Programs. Highlight Microsoft Office Tools and click **Server Extensions Administrator** to open the Microsoft Management Console. Close the Tip of the Day. Click the plus signs in front of FrontPage Server Extensions and your computer name. If anything is listed in front of your computer name, right-click it and highlight Task. Click **Remove Server Extensions**. Leave the check on Preserve Meta information. Right-click your computer name and highlight New. Click **Web** to open the **Server Extensions Configuration Wizard**. If you are asked to choose, highlight Microsoft Personal Web Server and click Next. When you are asked for your SMTP server, either use your real information or enter the TCP/IP loop back address, 127.0.0.1. Complete the steps of the wizard and click **Finish**. Close the console and save the settings when prompted. Open FrontPage. Open the File menu and click **Open Web**. In the Folder name list box, type: http://localhost. Click **Open**. You should now be on the Personal Web Server and have full functionality.

Figure 5-13 Hit Counter Properties dialog box

You can create a custom image to use as a hit counter

Customize when your hit counter resets

Customize the number of digits on a hit counter

Figure 5-14 Hit counter on a Web page

Organizational Goals

Schedule of Events

Recent News

Skydiving Near You
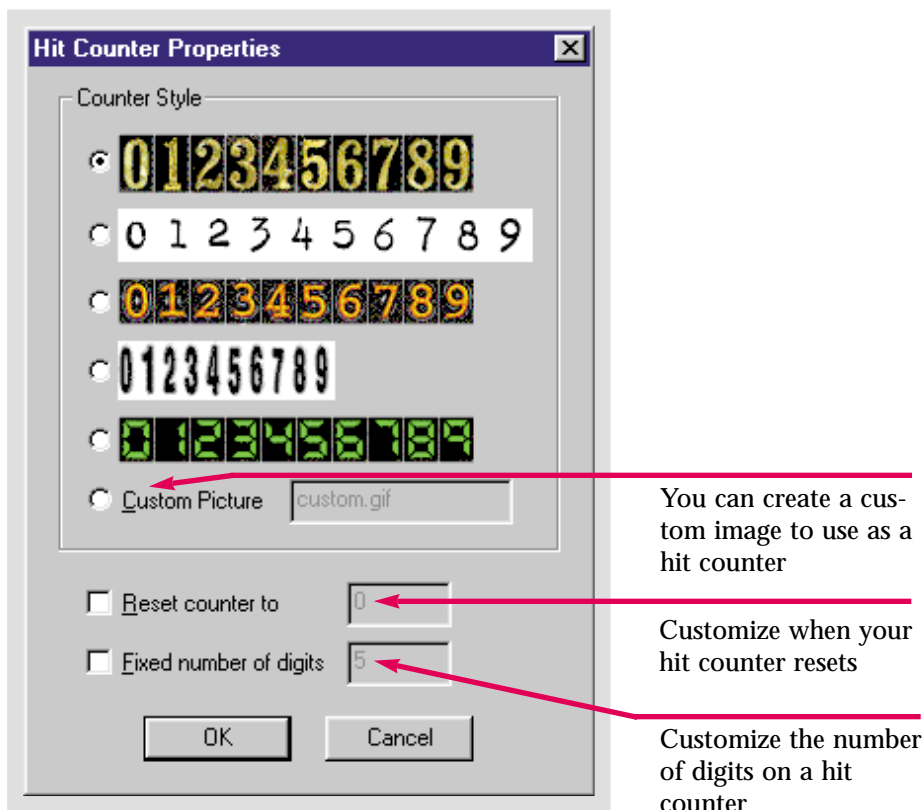
A National Organization for those who live on the edge

You are visitor number

Practice

Add a hit counter to the **home** page in the **Caddy Shop** Web.

Hot Tip

You must publish your Web to a server that has FrontPage Server Extensions for your hit counter to be visible on the Internet.

Skill Creating a Search Form on a Web Page

Overview

Visitors to your site may want to quickly access a specific piece of information. You can create a search form to help them find what they want. The user types a word or phrase into a text box, presses the Search button, and a list of items that match the topic appears. Search forms are most useful on large Web sites where related information is found on many different pages.

How To:

Add a search form to your **home** page so visitors can locate specific information in your Web.

1 Open the **home** page.

2 Place the insertion point one line below the table on your **home** page.

3 Click **Insert** on the Menu bar. Move the pointer over **Component** on the Insert menu. Click **Search Form** on the submenu that appears. You may have to open the extended submenu to find the Search Form command. The **Search Form Properties** dialog box opens, as shown in **Figure 5-15**.

4 In the **Label for Input** text box, type: **Find:**.

5 In the **Label for "Start Search" button:** text box delete **Start**, so only the word **Search** remains.

6 Click OK. The Search Form is added to your **home** page.

7 Click the **Preview** tab at the bottom of the screen. Your screen should look like **Figure 5-16**. Close the **home** page and save the changes when prompted.

Extra

A search form, like many FrontPage components, must be published with a FrontPage compliant server. You can publish your Web with the Personal Web Server to test it on your local computer. When the search form is published, users can type keywords and the server will return a list of pages. Each item on the list will be a hyperlink to a page containing a match to the keyword.

On the **Search Results** tab in the **Search Form Properties** dialog box, you can click the **Display score** check box to include the score for each match with the list of hyperlinks. A higher score will indicate a closer match.

You can make the one-line text box on a search form longer or shorter. Right-click the search form and click **Search Form Properties** on the shortcut menu. Change the number in the **Width in characters** text box. The visitor can still type as many characters as necessary. The extra characters will scroll off the left end of the text box, but the complete text will be submitted to the server.

Figure 5-15 Search Form Properties dialog box
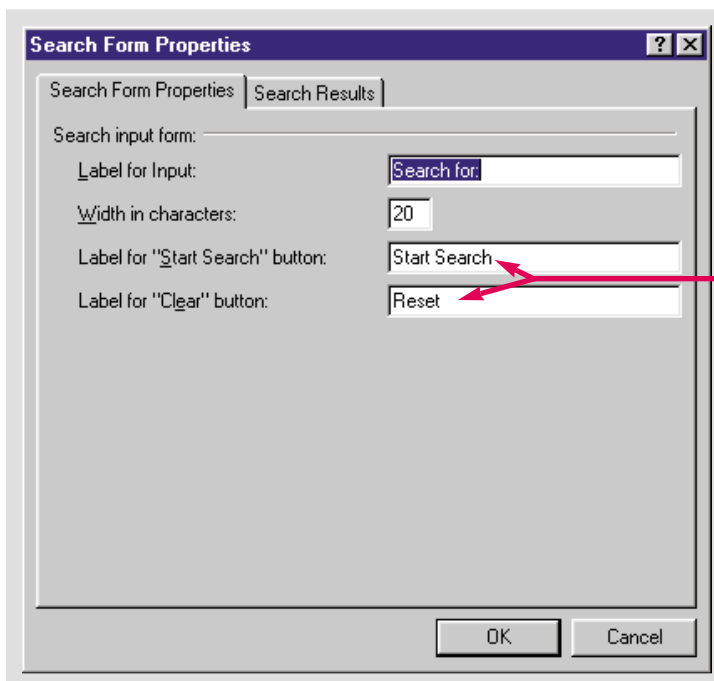
Labels for the Search button and the button that clears the text box

Figure 5-16 Search form in Preview mode
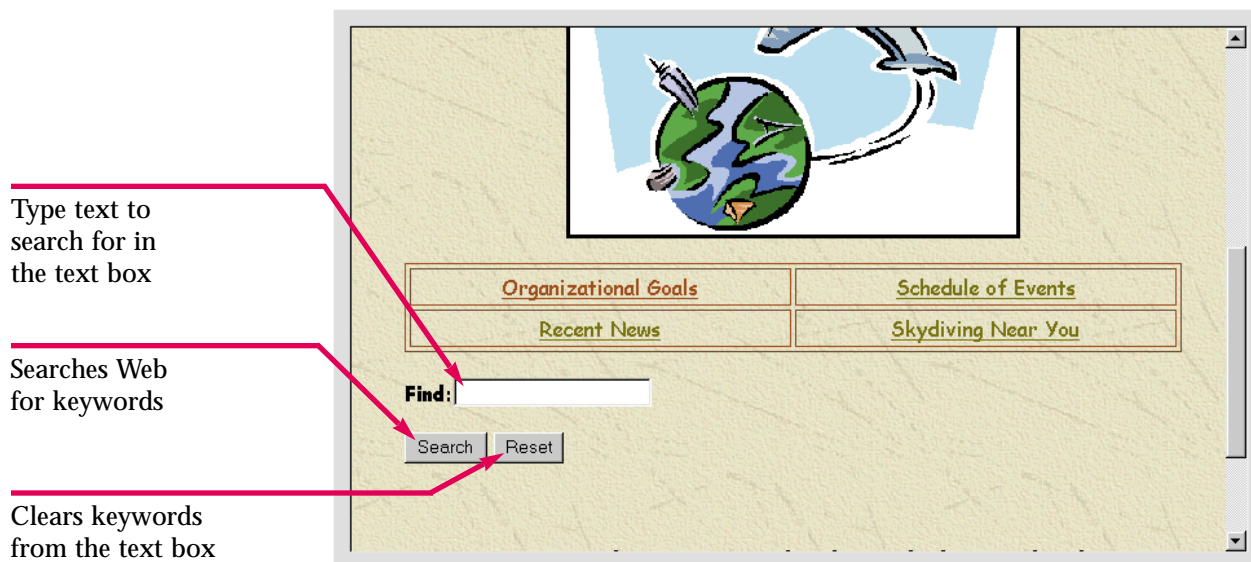
Type text to search for in the text box

Searches Web for keywords

Clears keywords from the text box

Practice

Add a search form to the **home** page in your **Caddy Shop** Web.

Hot Tip

You can also create a search form using the **Search Page** template in the **New** dialog box. Replace the boilerplate text to customize the new page. Use the **Save As** command to save the search page in your Web when you are finished.

Skill

Formatting Web Page Transitions

Overview

FrontPage also includes special effects you can add as one page disappears or another page loads. Page transitions will make your Web site resemble a PowerPoint slide show. These animations can add spark to your site. Attractive page transitions will impress your visitors as they enter and leave your Web pages.

How To:

Format the page transitions in your Web.

1 Open the **home** page.

2 Click **Format** on the Menu bar. Click **Page Transition** on the Format menu. You may have to open the extended menu to find the Page Transitions command.

3 The **Page Transitions** dialog box opens, as shown in **Figure 5-17**.

4 Click the **Event:** drop-down list arrow. Click **Page Exit** to select it.

5 In the **Duration (seconds):** text box type: **3**.

6 In the **Transition Effect:** list box click **Wipe right** to select it.

7 Click [OK]. Save the **home** page.

8 Click the **Preview** tab at the bottom of the screen. You will only be able to view the page transition on the **Preview** tab if you have **Internet Explorer 4.0** or above installed on your computer. If you do not have IE 4.0, preview the page in a Web browser that supports DHTML.

9 Click one of the hyperlinks in the table on the **home** page. For three seconds the **home** page will slide to the right as the new page enters. This is displayed in **Figure 5-18**.

10 Close FrontPage and save all your changes when prompted.

Extra

Some page transition effects are created using **Dynamic HTML** (**DHTML**). Unfortunately, Internet Explorer 4 and Netscape Navigator 4 use two different forms of DHTML. Special effects you create using FrontPage DHTML may not appear in Netscape Navigator.

To add a page transition effect to a specific page element, select the page element and open the **Format** menu. Click the **Dynamic HTML Effects** command. On the **DHTML** toolbar, select **Page load** in the **On** list box. Select the animation effect and setting in the **Apply** and **Effect** list boxes. You will learn more about DHTML effects in Lesson 7.
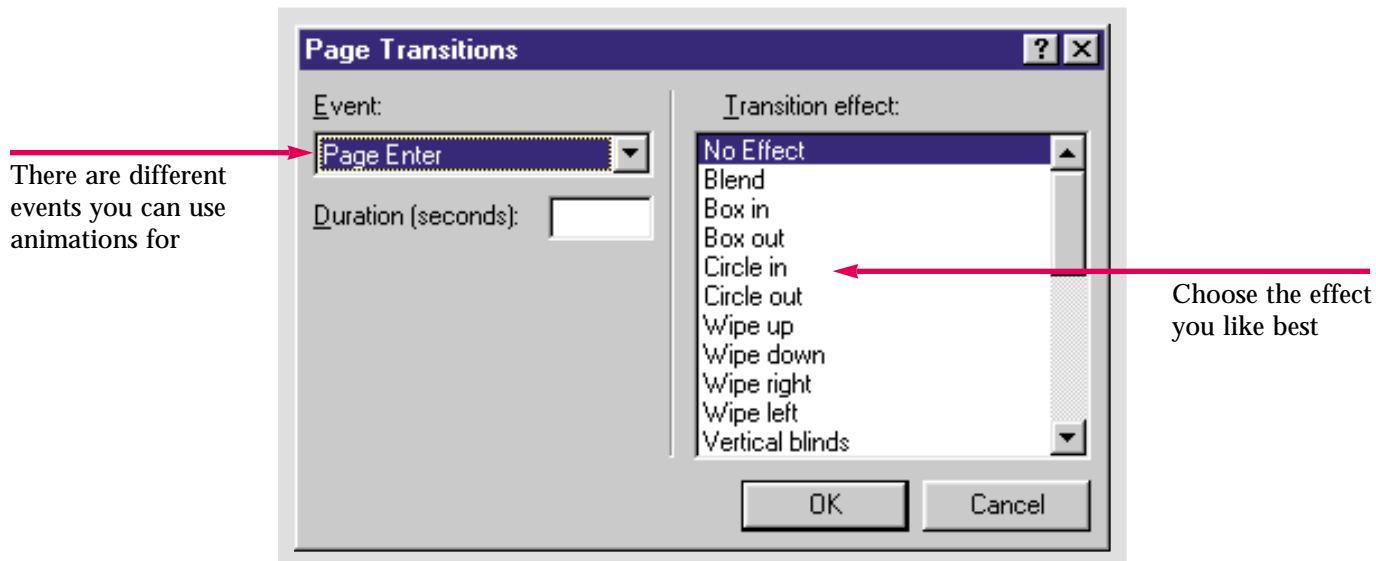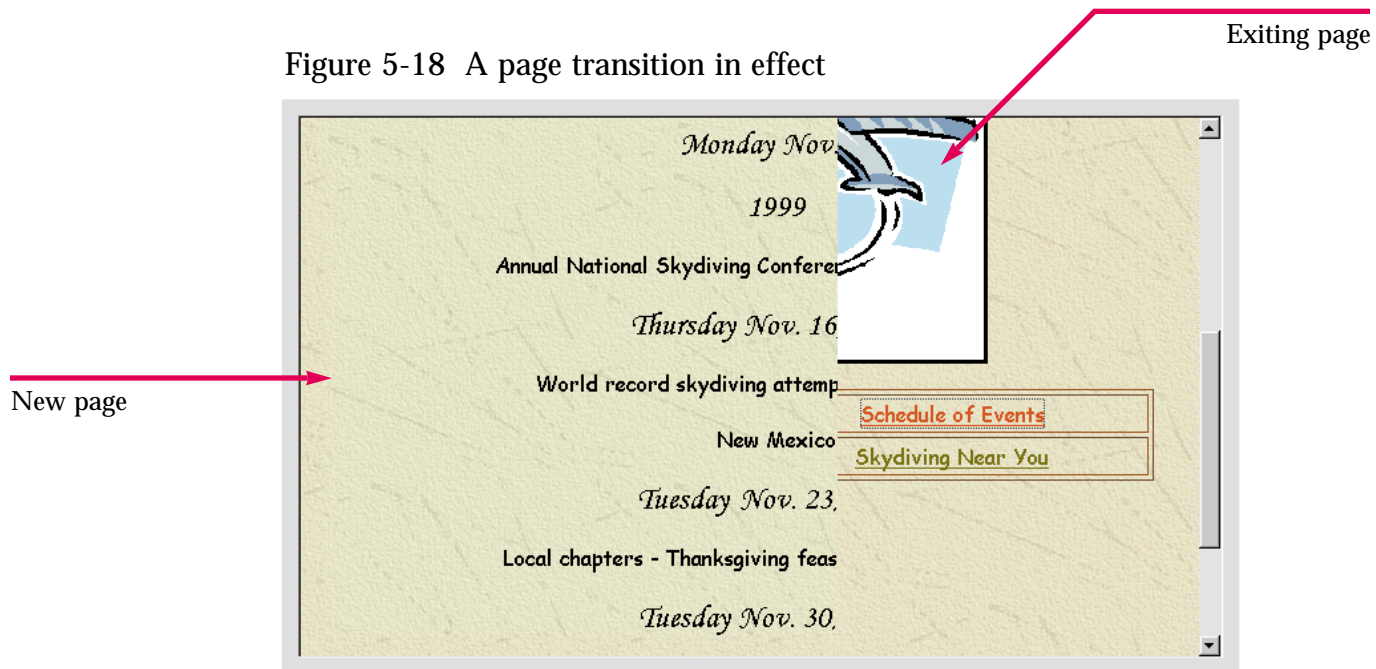
Figure 5- 17 Page Transitions dialog box

There are different events you can use animations for

Choose the effect you like best

Figure 5-18 A page transition in effect

Exiting page

New page

Skill **Using Style Sheets**

Overview

The **W3C** or **World Wide Web Consortium**, which is responsible for the official HTML standards, developed the **Cascading Style Sheet** system. You can use this powerful tool to position Web page elements and design page layouts. A style sheet is a collection of style rules that allow you to precisely fine-tune how your pages will look. As older browsers become obsolete, Web designers believe **CSS**, which separates the HTML content of a page from its presentation, will become the standard in Web page design.

How To:

Use a style sheet to arrange items on your **news** page.

1 Open the **news** page in the **Skydiver** Web.

2 Right-click the image on the page. Click **Picture Properties** on the shortcut menu. The **Picture Properties** dialog box opens.

3 Click [Style...]. The **Modify Style** dialog box opens.

4 Click [Format]. Click Position on the menu. The **Position** dialog box opens.

5 In the **Wrapping style** section, click the **Right** icon.

6 In the **Positioning style** section, click the **Relative** icon. The dialog box should look like **Figure 5-19**.

7 Click [OK] to close the Position dialog box. Click [OK] twice more to close the **Modify Style** and **Picture Properties** dialog boxes.

8 The style sheet has rearranged the location of items on the Web page, as shown in **Figure 5-20**.

9 Close FrontPage. Save the changes when prompted.

Extra

There are two types of style sheet positioning: **relative** and **absolute**. When you use **absolute positioning**, you place an element at an exact location on the page. You designate the (x, y) coordinates of the top left corner of the element relative to the top left corner of the page (0, 0) to position the element. When you use absolute positioning, elements are not part of the text flow. Instead, they will appear in front of or behind the text flow. Do not use absolute positioning with DHTML, because you may not be able to control the results. **Relative positioning** places elements at a fixed point within the text flow. The element is moved the designated distance down and to the right from where it would normally appear on the page, rather than from the edge of the page. With relative positioning, the position of the element will adjust to the flow of the rest of the page. You can use style sheets to position any element on a Web page including tables, lists, and graphics. Style sheet rules, including positioning, are not supported by older browser versions. For a cross-platform, cross-browser layout, use tables to position your page elements.

Figure 5-19 Position dialog box

Text wrapping can also be modified with style sheets

Relative and absolute positioning are new style sheet features

Specific coordinates and dimensions are used for absolute positioning
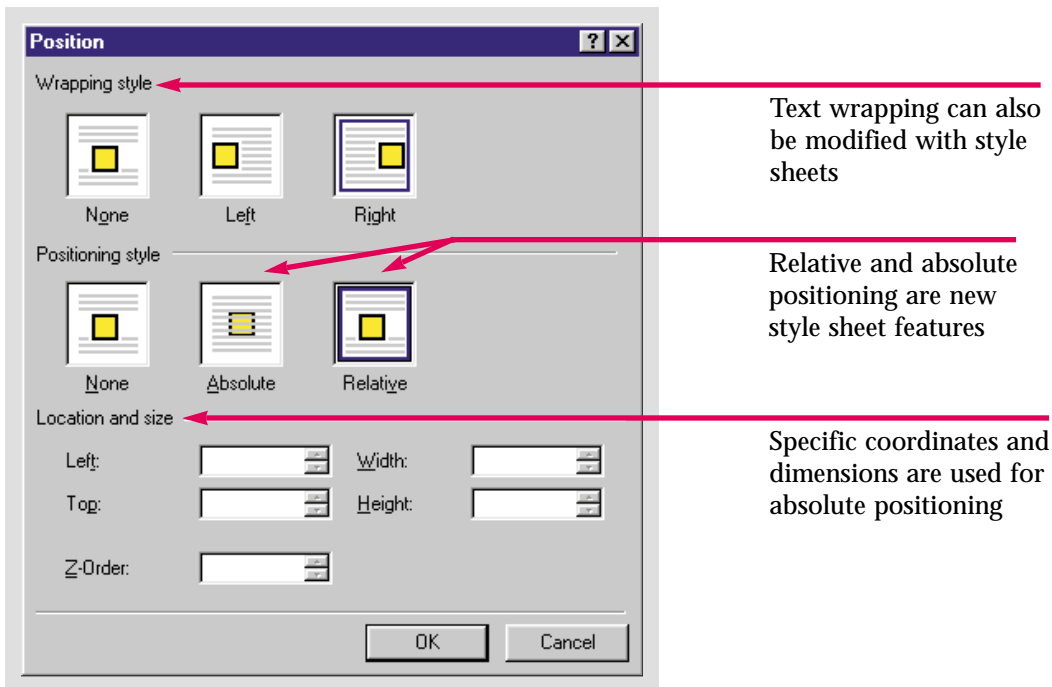
Figure 5-20 Items reconfigured with style sheets
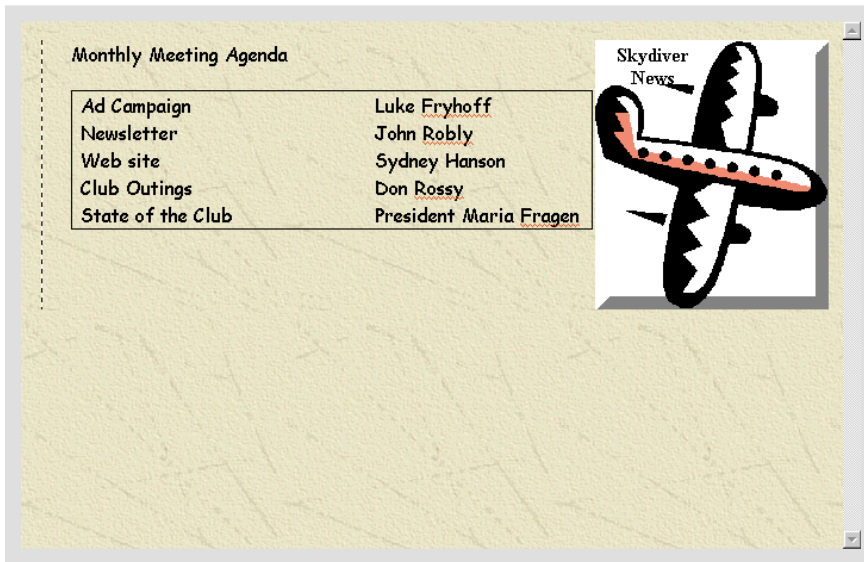
Practice

Use style sheets to modify the page you inserted the **money** image on earlier. Change the positioning, and the way the text is wrapped around it.

Hot Tip

In the past, you had to write the style sheet code. Using FrontPage 2000, you can apply absolute or relative positioning using the familiar Windows interface, and FrontPage will create the style sheet code for you.

Shortcuts

Function	Button/Mouse	Menu	Keyboard
Format Painter			[Ctrl] + [Shift] + C
Undo last action		Click Edit, then click Undo	[Ctrl] + [Z]
Redo last action		Click Edit, then click Redo	[Ctrl] + [Y]
Font Color			
Insert Component		Click Insert, then move the pointer over Component	
Page Transition		Click Format, then click Page Transition	

Test Yourself

Identify Key Features

Figure 5-21 Using style sheets in FrontPage
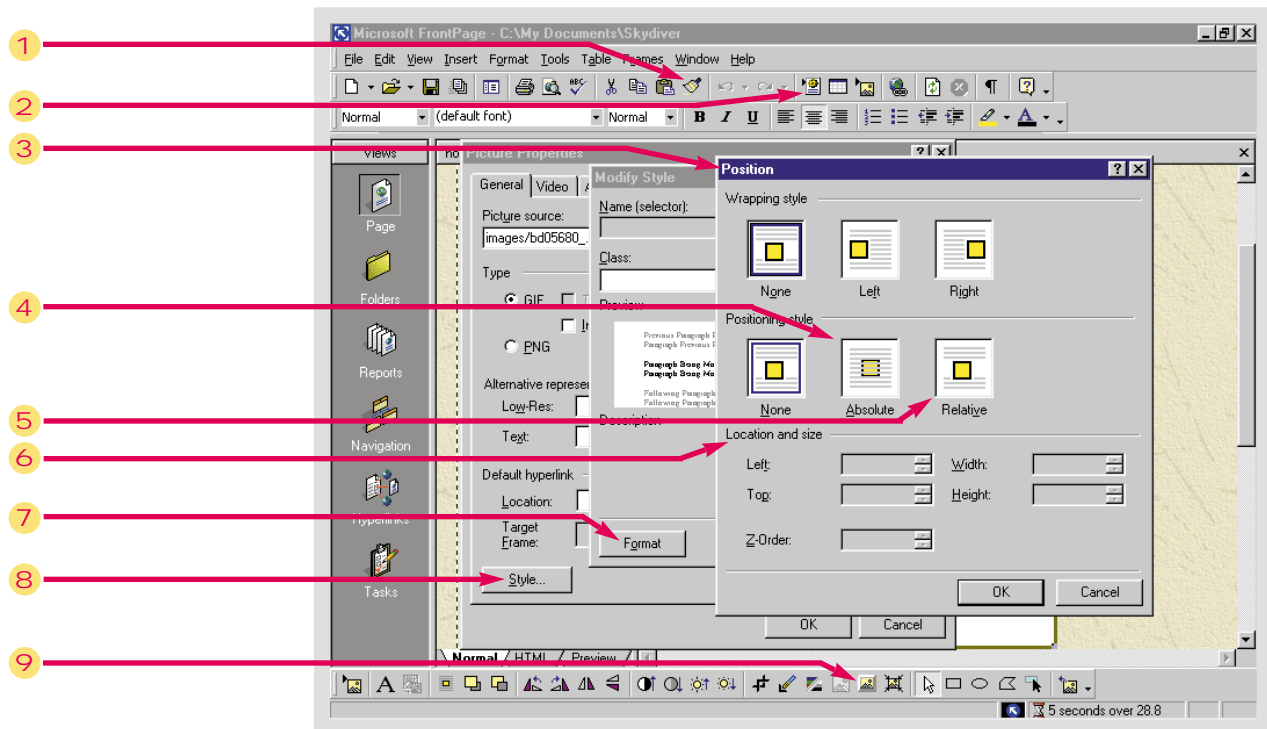
Select The Best Answer

10. A special effect that makes an image appear as if it is in a frame

11. The command buttons to bevel an image and place text over it are found here

12. Allows you to format large blocks of text quickly and easily

13. Tracks how many visitors have been to your Web site

14. A search form looks for these on a Web site

15. This is used to create some page transition effects

16. One of two types of positioning with style sheets

a. Format Painter

b. keywords

c. relative

d. bevel

e. Dynamic HTML

f. Pictures toolbar

g. Hit counter

Test Yourself

Complete the Statement

17. One of the advantages of importing text from another document rather than simply opening it in a Web page is:

    a. Imported text is automatically linked to the document it is imported from

    b. Imported text is automatically converted to the style of your Web

    c. Imported text is more fun than opening an office document

    d. Importing text takes up less memory

18. To import a Web page from the Internet you must first:

    a. Click Add File in the Import dialog box to open the Add File dialog box

    b. Click Open in the Import dialog box to open the Open File dialog box

    c. Click From Web in the Import dialog box to open the Import Web Wizard

    d. Click From Web on the File menu to open the From Web Wizard

19. When you click Modify in the Import dialog box:

    a. You will erase all the files you are importing

    b. The Edit URL dialog box opens

    c. All files are converted to HTML format

    d. All files are converted to JPEG format

20. Clicking the Bevel button on the Pictures toolbar multiple times will:

    a. Undo the bevel effect

    b. Open the Bevel dialog box

    c. Make no changes

    d. Add depth to the frame

21. The essential function of the Format Painter is to:

    a. Copy and paste the format of a block of text

    b. Copy and paste a block of text

    c. Move a block of text

    d. Erase a block of text

22. In order for hit counters and search forms to be visible on your Web pages you must:

    a. Make sure the HTML code is correct

    b. Publish them to a server which is FrontPage compliant

    c. Make sure you have the Windows NT Personal Web Server

    d. Publish them to a Windows NT server

Test Yourself

Test Your Skills

1. Import text to your Web site:

   a. Open the **Information** page in the **Water Taxi** Web.

   b. Open the **Import** dialog box from the File menu.

   c. Open the **Add File to Import List** dialog box.

   d. Import the MS Word document, **Water Taxi Calendar**, to your Web from the **Student Files** folder.

   e. Use the **Select Field** dialog box to insert the **Word.doc** on the **Information** page. Save your changes to the **Information** page.

2. Import Web pages to your Web site:

   a. Open the **Import** dialog box from the File menu.

   b. Open the **Add File to Import List** dialog box.

   c. Import the **FPTest 5** Web page to your Web from the **Student Files** folder.

   d. Rename **FPTest 5.htm**, **faq.htm**. Change the page title to **FAQ**. Add it to the Web hierarchy underneath the **Information** page.

3. Import an Image to your Web site:

   a. Open the **Import** dialog box from the File menu.

   b. Open the **Add File to Import List** dialog box.

   c. Import the **Watertaxi.bmp** image from your **Student Files** folder. Insert the image on the **Index** page between the table and the slogan. Center the picture, and save the changes to the **Index** page.

   d. Save your changes to the **Index** page.

4. Use advanced formatting tools to format an image:

   a. Open the **Image** page in the **Water Taxi** Web.

   b. Click the image to select it and open the **Pictures** toolbar.

   c. Click the **Bevel** button three times. If you don't like this effect click the **Undo** button to reverse it.

   d. Save your changes to the **Image** page.

5. Place text over an image:

   a. With the **Index** page still open and the image still selected, click the **More Contrast** button.

   b. Click the **More Brightness button several times**. Then, use the **Less Brightness** button to get the desired effect.

   c. Resize the image in any way you want.

   d. Switch to **Folders** view and move all the images to the **Images** folder.

Test Yourself

6. Use the Format Painter to format text:

   a. Open the **Index** page in the **Water Taxi** Web.

   b. Open the **Calendar** page in the **Skydiver** Web.

   c. Use the **Format Painter** to copy the format of the text in the first cell of the table on the **calendar** page. Paste the format to all the hyperlinks on the the **Index** page in the **Water Taxi** Web. Double-click the **Format Painter** button so you can easily format the text in both the table and the navigation bar in the left shared border.

   d. Save your changes to the **Index** page.

7. Insert a hit counter:

   a. Use the **Insert Component** button on the Standard toolbar to insert a hit counter on your **Index** page in the **Water Taxi** Web.

   b. In the **Hit Counter Properties** dialog box, select a style of hit counter, how many digits will be on the hit counter, and when it will reset.

   c. If you have installed the Microsoft Personal Web Server, publish this Web to test the hit counter.

   d. Save your changes to the **Index** page.

8. Create a search form:

   a. Use the **Insert Component** button on the Standard toolbar to insert a search form on the **Index** page in the **Water Taxi** Web.

   b. Accept the default settings in the **Search Form Properties** dialog box.

   c. If you have installed the Microsoft Personal Web Server, publish this Web to test the search form.

   d. Save your changes to the **Index** page.

9. Format the page transition:

   a. Open the **Page Transitions** dialog box from the Format menu.

   b. Select **Page Exit** in the **Event:** drop-down list. Type: **3** for the duration. Select your own transition effect.

   c. Preview the transition to make sure it works correctly.

   d. Save your changes to the **Index** page.

Test Yourself

10. You have several more tasks to complete for your Diggs & Associates Web site. Use style sheets to arrange the elements on your pages. Open the **Index** page. Locate the table you inserted and formatted in the previous lessons. Use the **Table Properties** dialog box to access the **Position** dialog box. Use relative positioning to position the elements on your page. Regardless of the changes you make to the page above or below them, the layout of the positioned elements will stay the same.

11. Use your advanced formatting skills to format all the pages in the Diggs & Associates Web site. First, find and insert a clip art image related to the publishing industry. Bevel the image. Click the **Bevel** button several times to add depth to the frame. If you don't like it, use the Undo command. Place the text Diggs & Associates, over the image. Locate a block of text with character formatting you like, and use the **Format Painter** to copy the formatting to a block of text on the **Index** page. Create a Search form on the **Index** page. If you have installed the Microsoft Personal Web Server, publish the Web locally to show your employers. Save all your changes.

12. Use some of the advanced formatting techniques you just learned on your personal Web site. Begin by adding a hit counter to your **Index** page. Remember to choose a hit counter from the **Hit Counter Properties** dialog box that fits with the general theme and style of your Web. Some hit counters may not look good with the colors you may have chosen. If you are operating a business Web site, you may want a more conventional hit counter or none at all. If you have many pages in your Web, add a search form to help visitors find information on your site.

13. Use the **Page Transition** command to format the page transitions for your Web. Either choose an effect that can be viewed by multiple browsers or one that fits your target audience. Do not create an effect that does not fit the style and theme of your Web. For example, a Web site dealing with a serious topic should not have frivolous effects. On the other hand, if your Web is geared towards technological innovation, choose an effect that will impress users.

L E S S O N

6

MODIFYING TABLES

A s you have seen, tables can be easily added to Web pages and are perfect for organizing and presenting information in a visually attractive and organized way. Innovative Web designers have learned to use tables to expand the page layout possibilities. You can modify, format and integrate text and images in tables to create sophisticated Web pages.

Before you can design novel page layouts using tables, you must learn some basic tasks. You will learn how to draw a table directly onto your Web page. Then you can use the menu commands or the new Tables toolbar to adjust and format it to meet your specifications. You can insert rows or columns to add information to your table, delete unnecessary cells, divide cells in half, or combine selected cells and merge them into a single cell.

You will also learn how to create special borderless cells that extend the entire width of a table. These cells, called captions, can provide a heading for your table or an instructive note at the bottom of a table. Captions share the background color you have applied to your table and are generally used to provide a descriptive title. A caption can tell visitors to your site how to use the table and the data it contains.

You can also convert text you have already composed and formatted into a table. Tables give structure to an existing page. You can then split or merge cells, equalize the width and height of selected rows or columns, or change the size of certain cells to design a truly innovative page. You can also remove a table format and convert a table back to text if it will improve your page design.

Skill

Deleting Table Rows and Columns

Overview

You may have to modify a table after it has been created. One way to modify a table is to delete rows and columns. You can delete rows and columns to delete information from a table, save space, or enhance the appearance of your Web pages.

How To:

Delete a row from the table on the **home** page in the **Skydiver** Web.

1 Open the **home** page in the **Skydiver** Web. Scroll down until the table is visible.

2 Move the pointer over the left border of the table, so it becomes a selection arrow ➡️ pointing to the bottom two cells of the table.

3 Click to select the bottom two cells. Your table should look like the one in **Figure 6**-**1**.

4 Click **Table** on the Menu bar.

5 Click **Delete Cells** on the **Table** menu.

6 The cells are deleted, as shown in **Figure 6**-**2**.

7 Click the **Undo** button ↺▾.

8 Save the **home** page.

Overview

To delete a column rather than a row, move the pointer over the top border of the table until it becomes a down-pointing selection arrow ↓. Make sure it is pointing at the column you want to delete. Click to select the column, then click **Delete Cells** on the **Table** menu, as you learned earlier.

You can also add and delete single cells from your table. This can produce an unusual visual effect for data that is not strictly tabular in nature. Above or below the single cell there will be an odd-looking blank space that is neither a cell nor available space. By default, cells are added to the right of a left-aligned table and to the left of a right-aligned table. To insert a single cell in a left or center-aligned table, click in the cell that you want to be on the left of the new cell. Open the **Table** menu, highlight **Insert** and click the **Cell** command. To delete a single cell, click in the cell you want to remove. Open the **Table** menu, highlight **Select** and click the **Cell** command. The cell you want to remove will be highlighted. Then, click the **Delete Cells** command.
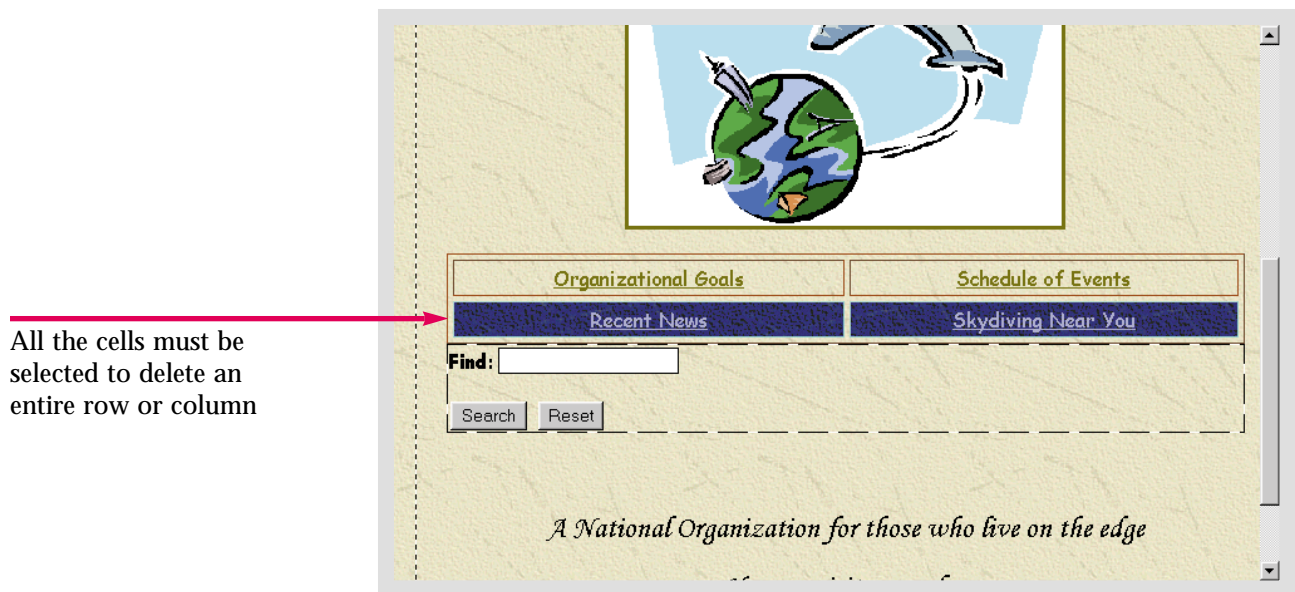
Figure 6-1 A selected table row

All the cells must be
selected to delete an
entire row or column

Figure 6-2 A table after a row is deleted

The space and alignment on
the page is altered by the
deletion of rows and columns
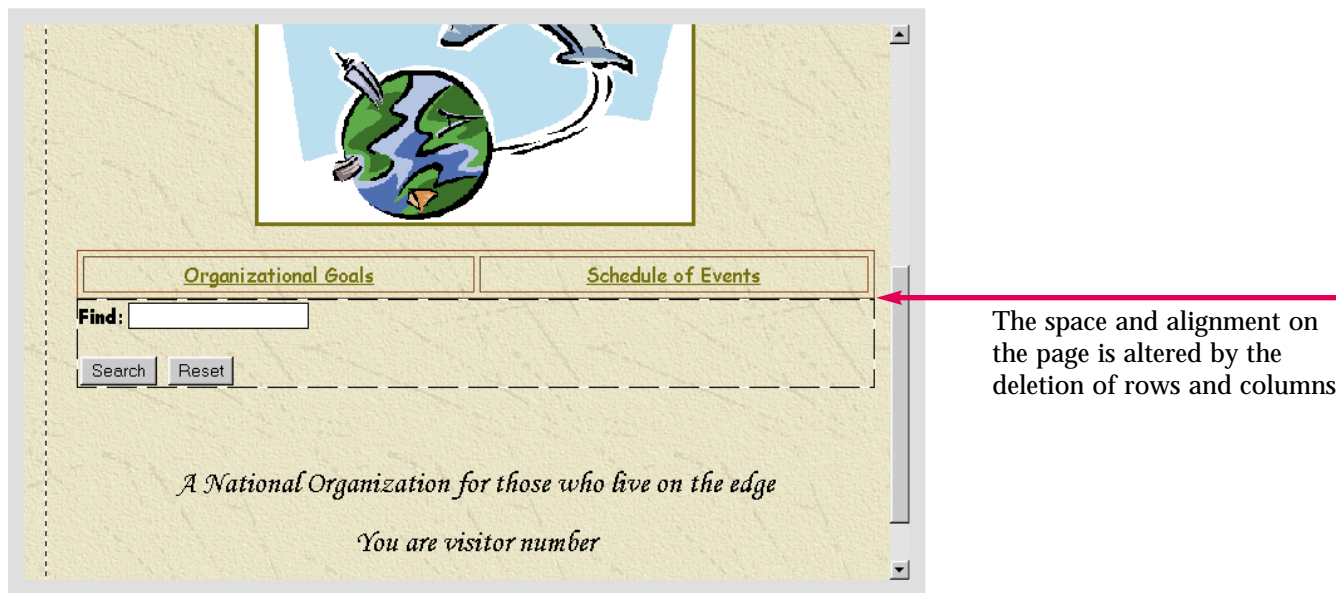
Practice

Delete the the right-hand column on the
table on the **home** page in the **Caddy Shop**
Web. When you have finished, undo the
action and save the page.

Hot Tip

You can also use the **Delete Cells** button
on the **Tables** toolbar to delete a single cell.
First, select the cell using the **Cell** com-
mand on the **Select** submenu.

Drawing Table Rows and Columns

Skill

Overview

You can also customize tables by drawing rows and columns. Drawing rows and columns in a table allows you to create uneven spacing in your tables. You can use the Draw Table pencil and the Eraser tool to experiment with unusual page layout designs.

How To:

Expand the table on the **home** page to include enough cells to accommodate links for the rest of the pages in the Web.

1 Open the **home** page in the **Skydiver** Web. Scroll down until the table is visible.

2 Click **Table** on the Menu bar.

3 Click **Draw Table** on the **Table** menu.

4 The **Tables** toolbar opens, as shown in **Figure 6**-**3**.

5 The **Draw Table** button is depressed. The pointer has turned into a pencil.

6 Move the pointer near the top border of the table, at the end of the words **Organizational Goals**.

7 Click and drag down until you reach the bottom of the table. A dotted line appears to display where the new cell borders will be. This process is shown in **Figure 6**-**4**.

8 The column that existed before is moved to the left of the new column.

9 Repeat the same procedure with the column on the far-right of the table. Your table should now look like the one in **Figure 6**-**5**.

10 Save the changes to the **home** page.

Extra

To deactivate the Draw Table function, click the **Draw Table** button on the Tables toolbar. The pointer will return to normal. The **Eraser** button will activate the eraser tool, which you can use to remove any unwanted borders between cells. Click the **Close** button to close the Tables toolbar when you are finished.

You can also use the **Draw Table** feature to create a table from scratch. Simply click and drag the pointer to create a table which has the dimensions you want. This will simply create a large table with one cell. Follow the steps outlined above to add cells to the table.

To draw a row in a table, draw a line where you want the cell border to be, vertically rather than horizontally.

To automatically fit tables and rows in relation to one another after you have drawn them, use the **AutoFit** button on the Tables toolbar.

Figure 6-3 Tables toolbar

Align Top

Align Bottom

Fill Color

AutoFit

Eraser

Delete Cells

Insert Rows

Insert Columns

Center Vertically

Distribute Rows Evenly

Distribute Columns Evenly
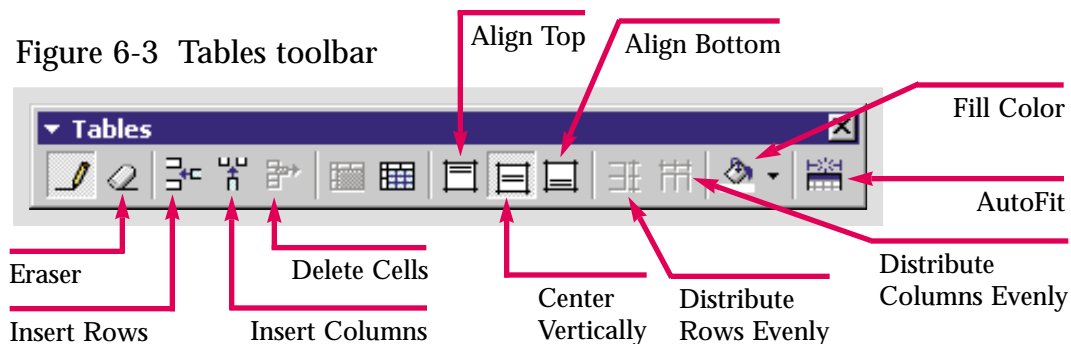
Figure 6-4 Drawing a column in a table

Dotted line marks where new column will be located
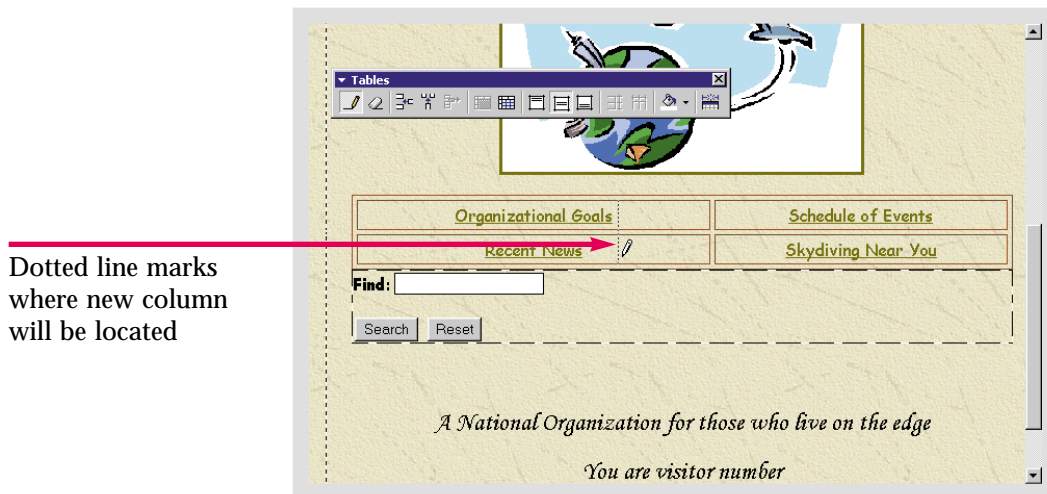
Figure 6-5 A customized table
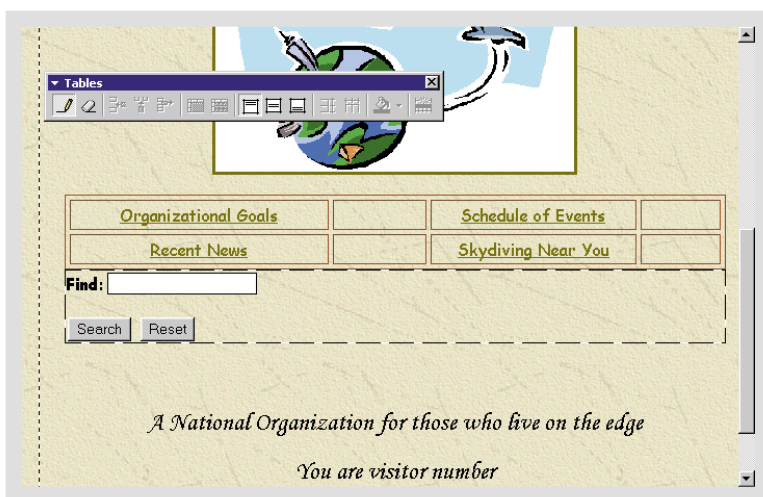
Practice

Add a row to the table on the **home** page in the **Caddy Shop** Web. Make the new row border run through the top row of the table. Save your changes to the **home** page.

Hot Tip

Clicking the **Insert Rows** and **Insert Columns** buttons on the **Tables** toolbar automatically inserts rows and columns evenly. Use one of these commands if you want all the cells to have an equal amount of space.

Skill

Resizing Table Cells

Overview

As you learned earlier, cells automatically expand as you add content. If you want cells to occupy a certain percentage of the table, however, you can define the size of your cells. You can specify how many rows or columns a cell will span. You can also set the width and height of cells in pixels or as a percentage of the table. These are excellent tools for emphasizing or de-emphasizing certain cells in a table.

How To:

Resize the cells in the table on your **home** page.

1 Open the **home** page in the **Skydiver** Web. Scroll down until the table is visible.

2 Right-click in the cell that contains the words **Organizational Goals**.

3 Click **Cell Properties** on the shortcut menu that opens. This opens the **Cell Properties** dialog box, as shown in **Figure 6-6**.

4 In the **Columns spanned:** spin box, click the up arrow button once to change the number to 2. The selected cell will now span 2 columns instead of one.

5 In the **Rows spanned:** spin box click the up arrow button once. This will change the number in the text box to **2**.

6 Double-click in the **Specify width:** text box to highlight its contents.

7 Type **25**. This will increase the width of the cell.

8 Click OK .

9 Save the changes to your **home** page. Your table should look like the one in **Figure 6-7**.

Extra

You can also use pixels to specify the cell width. Click the **In pixels** radio button next to the **Specify width:** text box. This allows you the most control over the width of the cell. **Pixels** are units that are used to form images. They are the smallest units of a video display such as the display on a computer monitor. Specifying a measurement in pixels specifies the area an object will occupy on your computer display.

If you size a cell in pixels, the cell size will not change regardless of the size of the table. If you set the width and height of a cell as a percentage of the overall table, the cell size will change in accordance with the size of the table. If you would rather have the cells automatically size themselves depending on the content, remove the check from the Specify width check box.

To change the dimensions of the entire table, right-click to open the **Table Properties** dialog box. If you set table size as a percentage of page size, the table dimensions will change according to the size of the browser window. If you set the width and height in pixels, the size of the table will not change with the page size.

Figure 6-6 Cell Properties dialog box

Specify the dimensions of
a cell by making it span
multiple rows or columns

Click this radio
button to specify
the cell width in
pixels
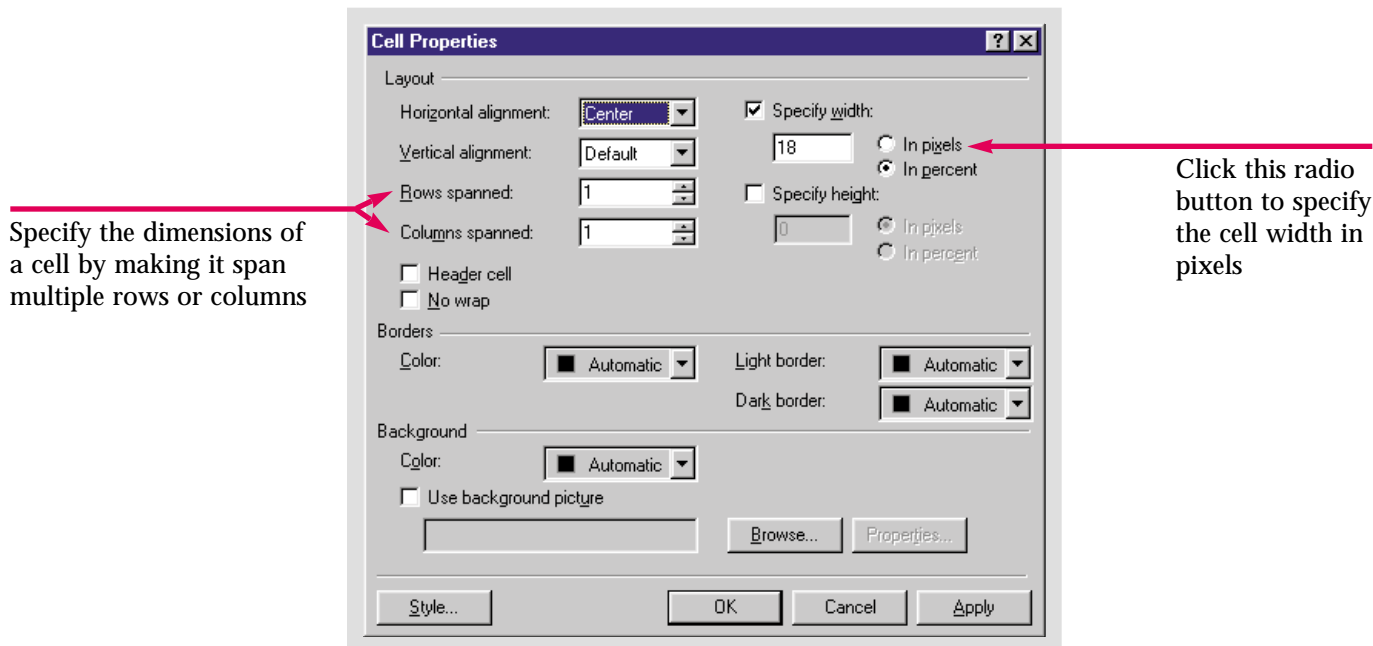
Figure 6-7 A resized table cell

Cell has more than
doubled in size by
spanning 2 rows
and 2 columns
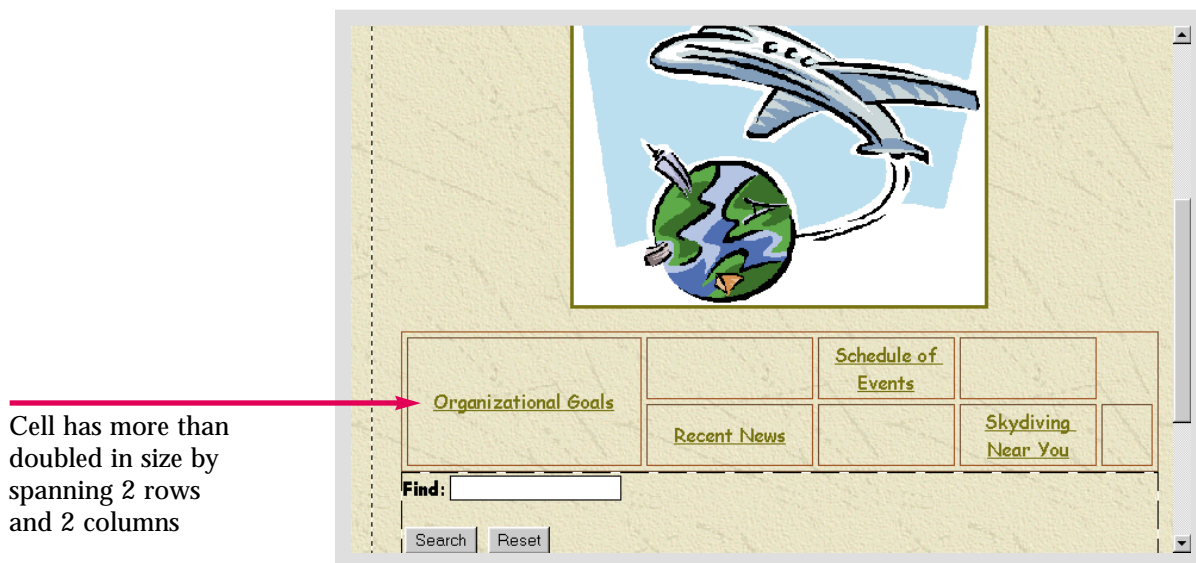
Practice

Select one cell from the table on the **home**
page in the **Caddy Shop** Web. Use the **Cell
Properties** dialog box to manipulate the
size of that cell. Once you have found a
size you like, save the changes.

Hot Tip

To even out the available space between
rows or columns, use the **Distribute Rows
Evenly** ⊞ and **Distribute Columns Evenly**
⊞ buttons on the Tables toolbar. To reopen
the Tables toolbar, open the **View** menu,
highlight **Toolbar** and click **Tables**.

Skill

Merging Table Cells

Overview

You can use the Merge Cells command to combine two or more adjacent cells. You can merge cells to create larger available spaces to insert graphics or simply to eliminate empty cells. You can merge several cells in one column and leave the cells in the other columns divided to create an attractive table design.

How To:

Merge several cells in the table on your **home** page.

1 Open the **home** page in the **Skydiver** Web. Scroll down until the table is visible.

2 Click in the cell that contains **Recent News** and drag the pointer up so both the bottom and top cells are selected.

3 Click **Table** on the Menu bar.

4 Click **Merge Cells** on the **Table** menu. The cells are merged, as shown in **Figure 6**-**8**.

5 Follow the same procedure for the next two columns. When you are finished your table should look like the one in **Figure 6**-**9**.

6 Save the changes you made to the **home** page.

Extra

You can also use the Tables toolbar to merge cells. Select the cells you want to merge just as you did in the exercise. Then click the **Merge Cells** button 🔲 on the **Tables** toolbar.

There is also a command on the Tables toolbar that allows you to split cells rather than merge them. Splitting cells divides single cells into multiple cells. You can split cells into multiple rows or columns. Select the cell(s) in the table you want to split. Click the **Split Cells** button 🔳 on the **Tables** toolbar. This opens the **Split Cells** dialog box, shown in **Figure 6-10** below. Choose whether to split the cells into rows or columns. Use the **Number of columns:** spin box to set the number of times to split the cell and click OK .

Figure 6-10 Split Cells dialog box

Select to split rows and columns

Select number of times to split cells
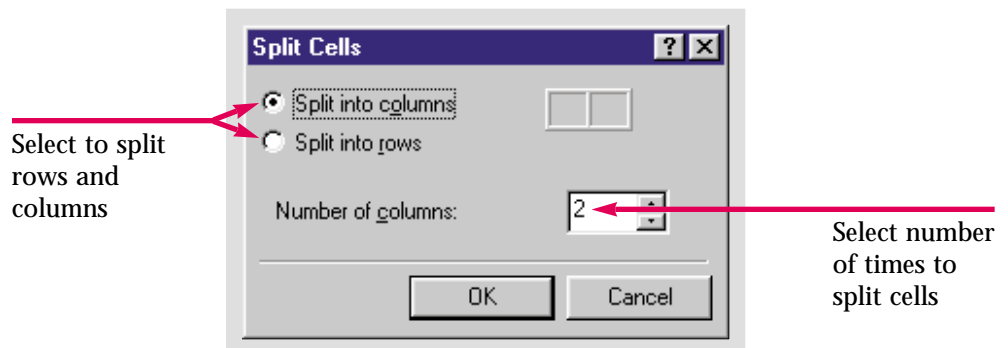
Figure 6-8 Two cells merged into one

Cell has been merged so now one cell occupies 2 rows
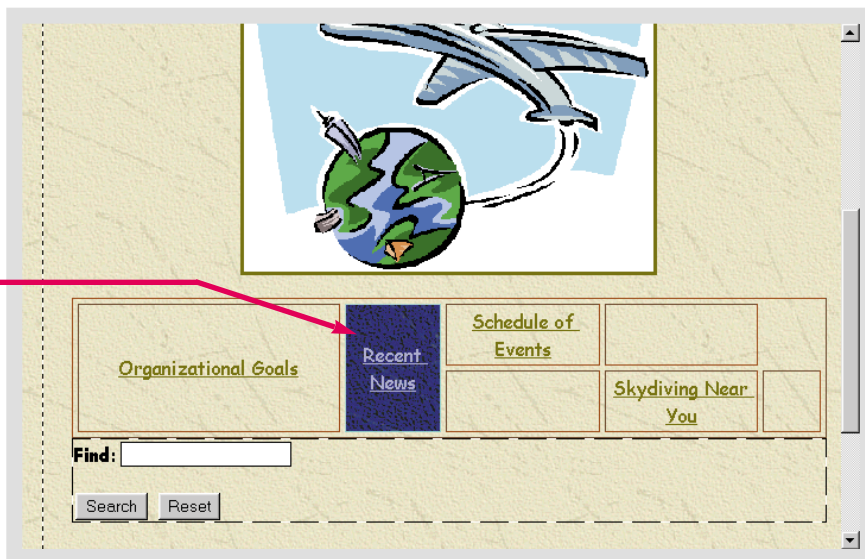
Figure 6-9 Table after cells have been merged

The table structure has changed due to the merging of several cells

Practice

As you did in the **How To:** section, merge the cells that contain text with cells next to them that are empty on the **home** page in the **Caddy Shop** Web.

Hot Tip

To organize your table more efficiently, you may want two blocks of text to share the same cell. Two cells that contain text can also be merged.

Skill

Converting Text into a Table

Overview

You can also convert text you have already inserted and formatted into a table. The text must be delimited or separated using characters such as commas and paragraph markers. FrontPage will format the table so that all the text fits properly. You can use this feature to create interesting page layouts including one-celled tables that contain various blocks of text on a page.

How To:

Convert the text on the **calendar** page into a table.

1 Open the **calendar** page in the **Skydiver** Web.

2 Click at the top of the page and drag down until all the text is highlighted and selected.

3 Click **Table** on the Menu bar.

4 Move the pointer over **Convert** on the **Table** menu.

5 Click **Text To Table** on the submenu that appears.

6 The **Convert Text To Table** dialog box opens as shown in **Figure 6-11**.

7 Click the **Commas** radio button to select it. This will specify how your table is organized.

8 Click OK .

9 The text is converted into a table. Separate cells are created at each comma. Your table should now look like the one in **Figure 6-12**.

10 Save your changes to the **calendar** page.

Extra

You can also convert a table to text. Click anywhere in the table and open the **Table** menu. Move the pointer over **Convert** and click **Table To Text** on the submenu. You can perform this procedure on any table or use it to reverse a text to table conversion.

HTML does not directly support tab characters so you might run into problems if you use them as your text delimiter. If your text does not contain separator characters, you will have to type them in where you want to divide your text into columns. When you use any delimiter other than paragraph to separate the text, a new column is created at each separator character and the paragraph markers automatically signal the end of each row. If you separate the text at each paragraph, a new row will be created at each paragraph marker and there will be only one column.
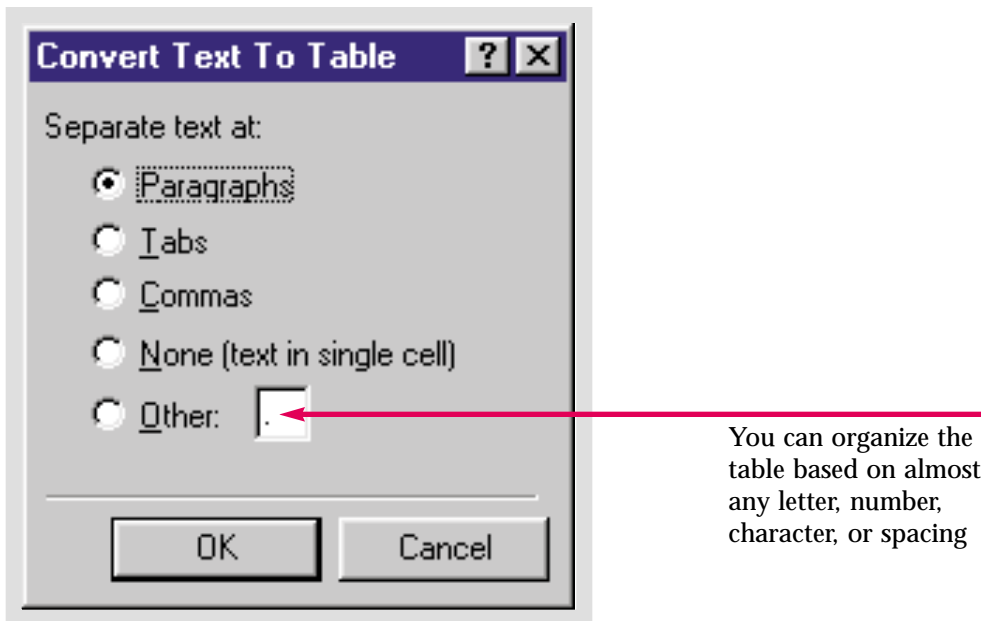
Figure 6-11 Convert Text To Table dialog box

You can organize the table based on almost any letter, number, character, or spacing

Figure 6-12 Text converted into a table

A new column has been created at each comma and a new row at each paragraph marker

Monday Nov. 1	1999
Annual National Skydiving Conference – New Paltz	N.Y.
Thursday Nov. 18	1999
World record skydiving attempts – Albuquerque	New Mexico
Tuesday Nov. 23	1999
Local chapters - Thanksgiving feasts and Midnight runs	
Tuesday Nov. 30	1999
Local chapters - monthly meeting	
Thursday Dec. 23	1999
Local chapters - Christmas feasts and Midnight runs	
Thursday Dec. 30	1999
Local chapters - monthly meeting	

Practice

In **Lesson 5** you inserted text at the bottom of the **home** page in the **Caddy Shop** Web. Convert this text into a table. Use whichever setting will make the table most attractive and organized. Save your changes once you are satisfied.

Hot Tip

To create a one-celled table, click the **None(text in single cell)** radio button in the **Convert Text To Table** dialog box.

Skill **Inserting Captions**

Overview

You can use captions, which are borderless cells, to add a descriptive title to your table. Captions can also be used to explain the relevance of certain data, the contents of the table or to provide instructions on how to use the table. You can use them to add a disclaimer or simply to leave a message for your visitors.

How To:

Add a caption to a table to explain its contents.

1 Open the **home** page in the **Skydiver** Web. Scroll down until the table is visible.

2 Click anywhere inside the table.

3 Click **Table** on the Menu bar.

4 Move the pointer over **Insert** on the **Table** menu.

5 Click **Caption** on the **Insert** submenu.

6 This process is displayed in **Figure 6-13**.

7 Type: **Click on a link to read more information about skydiving and the Speed Demons National Skydiving Organization**.

8 Your table should resemble the table in **Figure 6-14**.

9 Save the changes to your **home** page.

Extra

A caption can be displayed above or below a table and can be formatted just like any other text. To place the caption below the table, right-click the caption and select the **Caption Properties** command on the shortcut menu. The **Caption Properties** dialog box opens, as shown in **Figure 6-15** below. Click the **Bottom of table** radio button and click [OK]. To change the alignment of a caption, select the caption and click either the **Align Right** or **Align Left** button on the Formatting toolbar.

Figure 6-15 Caption Properties dialog box

Align the caption with the table
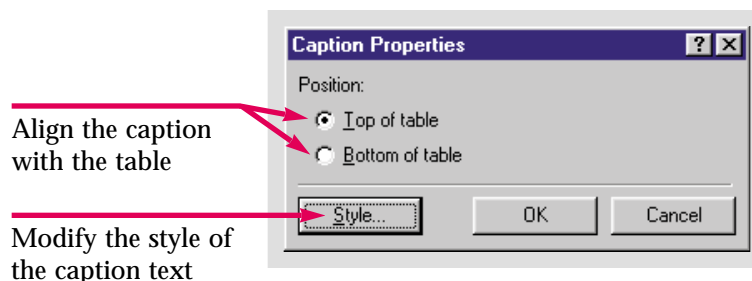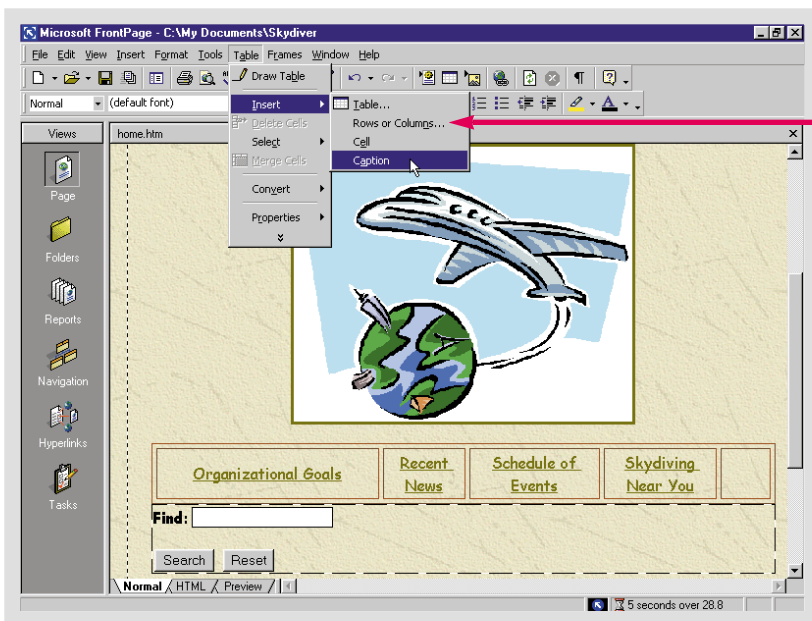
Modify the style of the caption text

Figure 6-13 Inserting a caption on top of a table

The Insert Caption command

Figure 6-14 A caption for a table

Caption appears in the style of your Web

Practice

Add a caption to the first table on the **home** page in the **Caddy Shop** Web. Align the caption on the bottom of the table. Make sure the caption accurately describes the information contained in the table.

Hot Tip

To quickly select a lengthy caption to apply formatting changes, press the **Alt** key and click the caption. The entire caption will be selected.

Shortcuts

Function	*Button/Mouse*	*Menu*	*Keyboard*
Draw Table	✏️	Click Table, then click Draw Table	
Erase	🩹		
Insert Rows		Click Table, then move pointer over Insert, then click Rows or Columns	
Insert Columns		Click Table, then move pointer over Insert, then click Rows or Columns	
Delete Cells		Click Table, then click Delete Cells	
Merge Cells		Click Table, then click Merge Cells	
Split Cells		Click Table, then click Split Cells	
Distribute Rows Evenly		Click Table, then click Distribute Rows Evenly	
Distribute Columns Evenly		Click Table, then click Distribute Columns Evenly	
AutoFit		Click Table, then click AutoFit	

Test Yourself

Identify Key Features

Figure 6-16 Tables toolbar and table on Web page
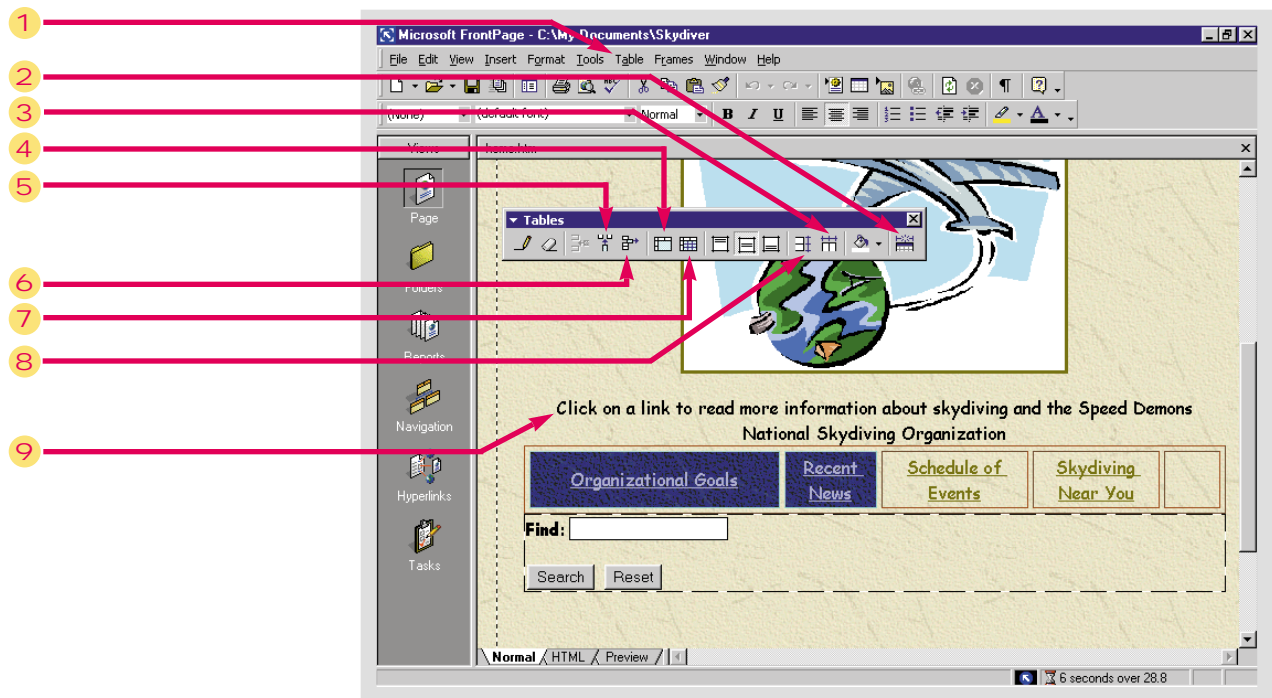
Select The Best Answer

10. Many commands necessary to draw and modify a table appear here   a. Merge Cells

11. Use this to resize a cell in your table   b. Split Cells

12. This feature allows you to leave visitors a message about your table   c. Tables toolbar

13. This command breaks a cell into two equal cells   d. Caption

14. This combines two adjacent cells   e. Cell Properties dialog box

Test Yourself

Complete the Statement

15. The first thing you must do to delete a column or a row is:

    a. Click Table on the Menu bar

    b. Click Delete Cells on the Table menu

    c. Select the cells you want to delete

    d. Click the Undo button

16. When you use the Draw Table command to create a new table the new table will have:

    a. 1 cell

    b. 2 cells

    c. 3 cells

    d. 4 cells

17. Rather than specifying the dimensions of a table using percentage you can use:

    a. Inches

    b. Thumbnail

    c. Picas

    d. Pixels

18. A pixel is:

    a. A type of table that is created using the Draw Table command

    b. A computer display

    c. A unit of measurement that is the smallest unit of a video display

    d. The width of a cell

19. You can only merge cells if:

    a. The cells are not next to each other

    b. You only select one cell

    c. You select cells that are next to each other

    d. You select cells from different tables

20. The Split Cells command:

    a. Combines cells that are next to each other

    b. Divides a cell into multiple cells

    c. Cannot be used unless you buy a special plug-in

    d. Is not very useful

21. Converting text into a table and converting a table into text:

    a. Are simple using the Convert submenu on the Table menu

    b. Are both impossible to do

    c. Are only useful in other MS Office programs

    d. Should only be used in emergencies

22. The text used to create a caption:

    a. Must be imported from somewhere else

    b. Cannot be formatted after it is inserted

    c. Can only be a certain length

    d. Can be formatted just like any other text

Test Yourself

Test Your Skills

1. Delete table rows and columns:

    a. Open the **Fees** page in the **Water Taxi** Web.

    b. Insert a third column on the right-hand side of the table.

    c. Undo the previous action when you have finished.

    d. Delete the first row from the table.

    e. Undo the previous action.

2. Draw a table row and column:

    a. Open the **Fees** page in the **Water Taxi** Web.

    b. Draw two columns at the far-right of the table.

    c. Draw a row at the bottom of the table.

    d. Save your changes to the **Fees** page.

3. Resize table cells:

    a. Open the **Fees** page in the **Water Taxi** Web.

    b. Select one cell in the table on the **Fees** page.

    c. Resize that cell so it takes up one more row and one more column than it previously did. (Hint: Open the **Cell Properties** dialog box.)

    d. Save your changes to the **Fees** page.

4. Merge table cells:

    a. Open the **Fees** page in the **Water Taxi** Web.

    b. Locate a table cell that has text in it, next to a cell which is empty.

    c. Select both cells.

    d. Merge the two cells so they become one.

    e. Do this until all of the empty cells in the table are gone. You can also use the **Select Cell** and **Delete Cells** commands to delete any extra cells.

Test Yourself

5. Convert text to a table:

  a. Open the **Information** page. It contains the Water Taxi Calendar you inserted in the previous lesson. Select the text.

  b. Open the **Table** menu, highlight **Convert**, and click the **Text to Table** command.

  c. Choose commas as your delimiter. Click **OK** to close the **Convert Text to Table** dialog box.

  d. Format the text in the table. Adjust the cell and table properties in any way you choose.

6. Insert a caption:

  a. Open the **Fees** page in the **Water Taxi** Web.

  b. Insert a caption on the table.

  c. The caption should read: **Fares represent the one-way charge per person. Tipping is customary**.

  d. Format the caption text any way you choose. Save the changes to the **Fees** page.

7. Modify the tables on each page of the Diggs & Associates Web site. Begin with the **Index** page. First, use the **Draw Table** command to add two rows and columns to every table. For now these tables will have empty cells, but you will modify that later. Next, go to all the other pages except the **Index** page. Make the cell that contains the link to the **Index** page larger than all the other cells in each table. After you have resized the Index link cell, remove the empty cells in the tables. You can either merge cells or delete them, but make sure the cell with the link to the **Index** page remains larger than the other cells in the tables.

8. Next, open the **Feedback** page. Convert the text on this page into a table. For large amounts of text it is advisable that you do not use commas to separate the cells in the table. First separate the text at the paragraph markers. If this makes the table look awkward, use a different method. You may have to create more paragraphs to add rows and use another delimiter to separate the text into columns. When you have achieved a suitable table format, add a caption and insert hyperlinks to every page in the Web. Add a second caption to summarize the data in the table and inform visitors that the links will take them to the other pages in the Web.

9. Now you will make the necessary modifications to the pages in your personal Web. If you have not created a table, convert a block text on one of the pages into a table. Even if you think a table is not necessary, just try it. A table will make your Web pages more organized and attractive. Also, as you learned in the previous chapter, you can use tables and style sheets to position elements on the Web. If you have any text that may be better served as a table, convert it now. You should also add a caption to any table you create. This can be invaluable to site visitors.

Finally, make any necessary modifications to the tables on your Web pages. You may need to delete cells to eliminate unnecessary space. You can also do this by merging cells. Take advantage of the versatility of the table format to organize your page layout. You can merge two adjacent cells containing data to make the information on your page tighter. You may decide to do the opposite and create more cells. If so, drawing a new column or row will give you the most control over the final product. You can also use the Split Cells command to divide any cells containing too much data in half.

L E S **7** S O N

ADVANCED WEB MANAGEMENT AND DESIGN

Since text usually carries the main content of Web pages, two Web management tools you will want to make full use of are the global spell-check and global find and replace functions. You can use these tools to perform routine maintenance and to ensure that your content is accurate, well phrased, and professional.

Another management tool you should become familiar with is compatibility targeting. You can target you Web for compatibility with specific browsers, browser versions, or technologies. However, if you try to target the widest possible audience by making your Web compatible with older browsers, you may not be able to use some of the more advanced features of FrontPage, such as Dynamic HTML effects and ActiveX controls. As a result, you may want to set the compatibility of your Web to a higher level, such as browser versions 4 or above. At the same time, it would probably be wise to use advanced special effects sparingly so that users with older browsers can still enjoy your site.

FrontPage also includes tools for organizing the content of your Web. Two more layout and design options you can choose are shared borders and frames. In Lesson 4 you learned to add a shared border to insert a Navigation bar throughout your Web. You can also add effects, text, or images that will be shared by all the pages in your Web. Frames allow visitors to view multiple documents in the same window. You are probably familiar with the frames pages used by most search engines. The search form generally appears in one frame and the results in another. Web designers often put a multimedia file, Java applet, or inline video clip in a separate frame. Even Web pages with borderless frames are very recognizable. You click a hyperlink and part of the page changes while the rest stays the same. Frames are most often used to construct a functional navigation scheme. Generally, a Table of Contents occupies the left frame and the target of each hyperlink opens in the center frame. You can also create a no-frames alternative for your visitors who cannot view frames.

Skill Using Global Find and Replace

Overview

Global find and replace simply means using the **Find and Replace** command to change text throughout your Web. For example, you may have to change the company name, a product name, or an employee's name that appears on multiple pages in your Web. The global find and replace function makes it easy to make wholesale text changes and is a great time saving device.

How To:

Use the Global Find and Replace feature to capitalize all instances of the word Skydiving in your Web. This will prevent you from having to change instance of the word individually.

1 Open the **home** page in the **Skydiver** Web.

2 Click **Edit** on the Menu bar.

3 Click **Replace** on the Edit menu. You may have to access the extended menu to find the **Replace** command.

4 The **Replace** dialog box opens, as shown in **Figure 7-1**.

5 Click the **All pages** radio button in the **Find where:** section.

6 Click the **Match case** check box in the **Options:** section.

7 She will only use the beginning of the word, **Sky**, because she knows that this word does not occur alone. It only occurs at the beginning of every reference to **Skydiving**. Type: **sky**, in the **Find what:** text box. Type: **Sky**, in the **Replace with:** text box.

8 Click `Find In Web`. The **Replace** dialog box displays a list of pages and the number of times the word occurs per page, as shown in **Figure 7-2**. Double-click the first page in the scrolling list box to begin editing.

9 Click `Replace All`. FrontPage makes the replacement. A dialog box opens that says FrontPage has finished checking the document and asks if you want to save the document before moving on to the next one. This dialog box is shown in **Figure 7-3**.

10 Click `Next Document`. The page is saved and the **Replace** command moves to the next page. Continue the same procedure until every page is done. A final dialog box will open telling you that all the pages have been completed. Click `OK`.

11 Click the **Close** button on the **Replace** dialog box to close it. Then close any pages that are open in the **Skydiver** Web, saving changes when prompted.

Extra

If you do not want to complete the global find and replace now, click `Add Task` for each page you want to correct later. You can create a task for every page on the list. Tasks help you to manage work that needs to be done in your Web. You will learn how to use tasks in Lesson 8.
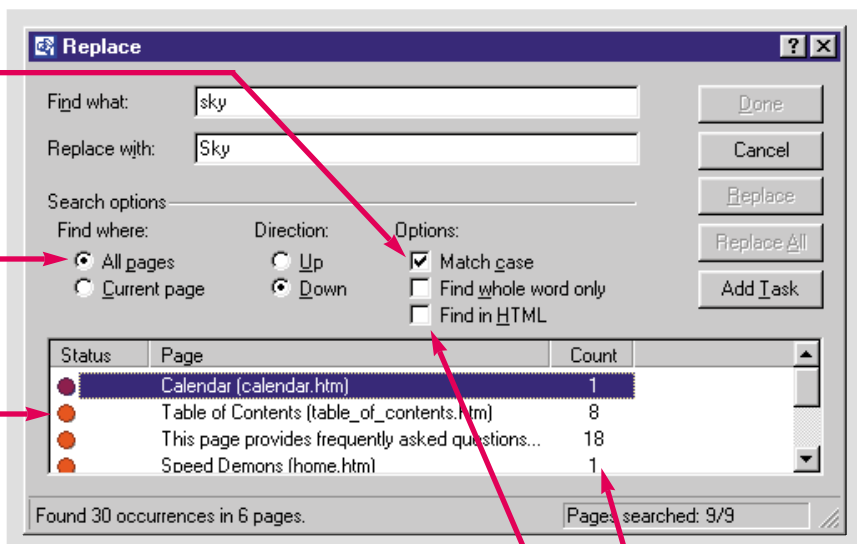
Figure 7-1 Replace dialog box
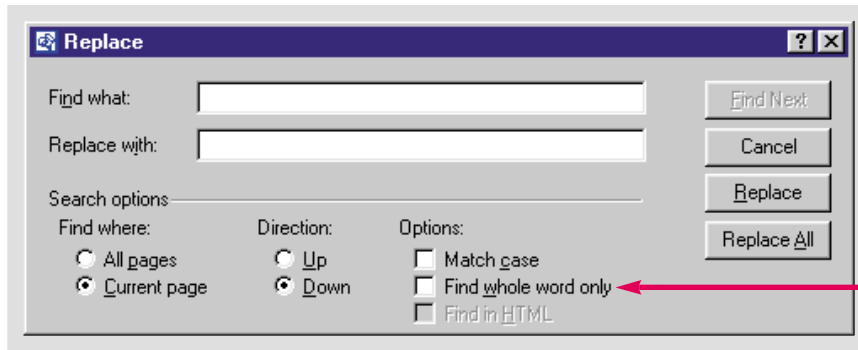
Searches only for the exact word specified

Figure 7-2 Pages with selected text are listed

Matches uppercase and lowercase in selected text
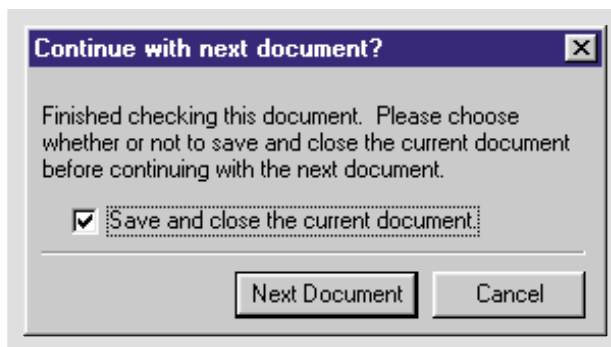
Allows you to search all the pages in a Web

Red circles mark the pages that have not been edited

Figure 7-3 Continue with next document? dialog box

Specifies number of times selected text was located

Allows you to find and replace text in the HTML code

Practice

Use the **Replace** command to make sure all instances of the word **Caddy** are capitalized. If FrontPage does not find any corrections that need to be made simply close the **Replace** dialog box.

Hot Tip

You can click the **Up** or **Down** radio buttons in the **Direction:** section of the **Replace** dialog box to specify the direction in which every page will be checked. You can check from the top to the bottom or the bottom to the top.
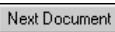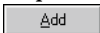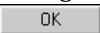
Skill Spell-Checking a Web

Overview

When you work with many pages in a Web, spell-checking them one at a time is no longer time efficient. You can use FrontPage to run a spell-check on an entire Web. Like the global Replace command, the global spell-checker will create a list of each page with an editing task. It will also display how many misspelled words were found on how many pages. You can easily view each page and correct the errors to ensure that your site looks professional.
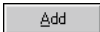
How To:

Run a spell-check across the entire **Skydiver** Web and correct the errors.

1 Open the **home** page in the **Skydiver** Web.

2 Click the **Navigation** button on the **Views** bar.

3 Click the **Spelling** button on the **Standard** toolbar.

4 The **Spelling** dialog box opens, as shown in **Figure 7-4**.

5 Make sure the **Entire Web** radio button is selected.

6 Click Start.

7 The **Spelling** dialog box displays the pages with misspellings, the misspelled words, and how many misspellings are on how many pages. This is shown in **Figure 7-5**.

8 Double-click the **Calendar** page, which should be the first page with an error on it. The **Spelling** dialog box changes to the dialog box displayed in **Figure 7-6**.

9 Click Add to add the word to the dictionary. At the end of the document, a dialog box will open asking if you want to save the current document and continue to the next one. Click Next Document.

10 The next document is opened and the spell-checker takes you through the mis-spelled words. Click Add four times. A dialog box opens asking if you want to save and close the current document. Click OK.

11 Click the **Close** button to close the **Spelling** dialog box.

12 Save the **home** page.

Extra

Clicking Change will replace the selected word with the word the spell-checker has suggested.

Clicking Add adds the selected word to the custom dictionary. This will ensure that the next time the word is used it will not be flagged.

You must click the **Spelling** button in any view other than Page view to perform a global spell-check.
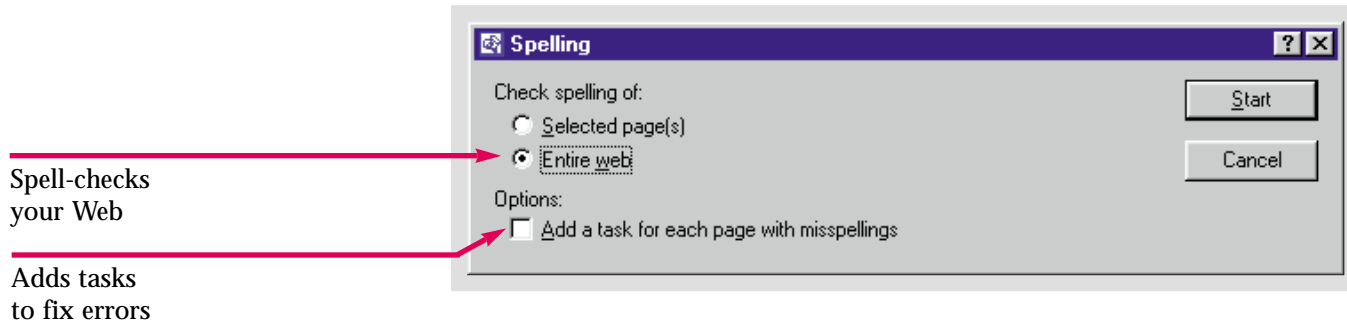
Figure 7-4 Checking an entire Web

Spell-checks
your Web

Adds tasks
to fix errors

Figure 7-5 Search across Web is finished

Lists the words on
a page that are not
in the dictionary

The number of
misspelled words
on each page
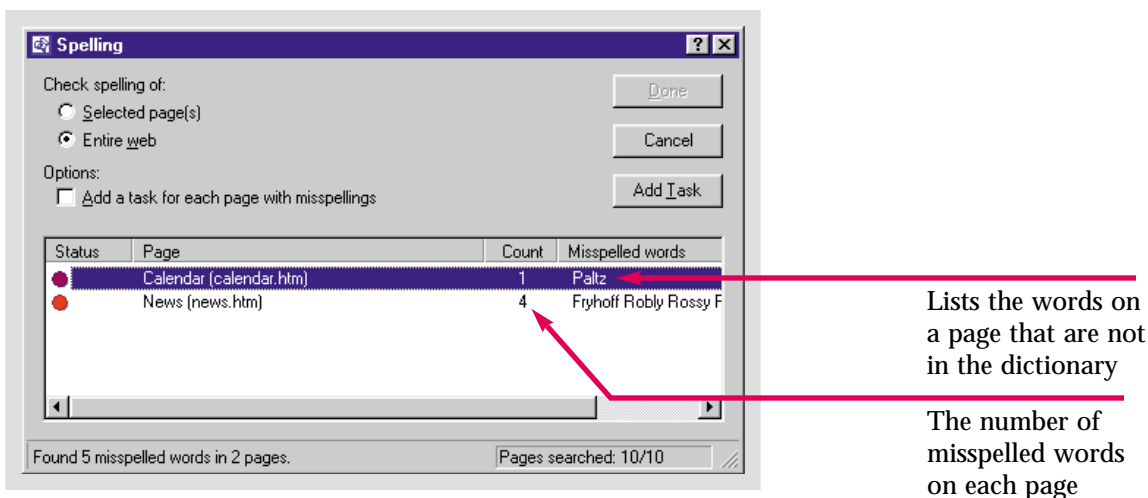
Figure 7-6 Fixing words not in dictionary

Word that does
not appear in
dictionary

The word in the dictionary
that is the closest match to
the misspelled word

Suggests words
to replace ones
in the Web
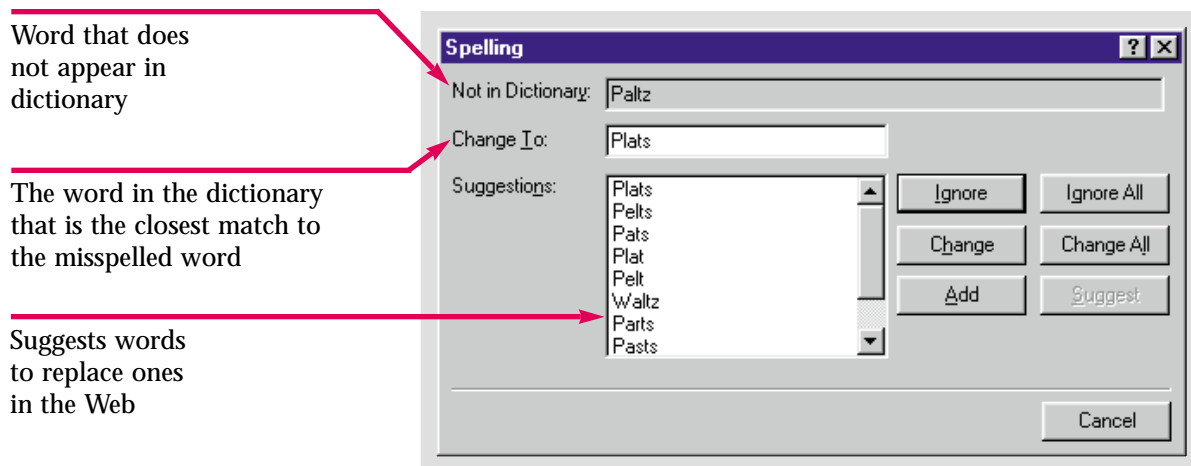
Practice

Spell-check the **Caddy Shop** Web. Add any
words that are not in the dictionary but
you know are spelled correctly. Change any
typos or misspelled words.

Hot Tip

After the spell-checker has compiled the
list of errors, you can double-click any page
to begin correcting anywhere you want.

Skill Using Shared Borders

Overview

The Shared Borders command is not only used to add Navigation bars. You can create other effects that are shared by all the pages in your web. Any graphic, text, or HTML element can be placed in a shared border and appear on the top, bottom, or sides of every page in your Web. You can use shared borders to insert a company logo or slogan throughout your site.

How To:

Add text and page banners to the shared borders so every page in the **Skydiver** Web will display them.

1　Open the **home** page in the **Skydiver** Web.

2　Right-click the dotted line on the left side of the page.

3　Click **Shared Borders** on the shortcut menu.

4　The **Shared Borders** dialog box opens.

5　Click the **Top** check box. Then, click the **Include navigation buttons** check box in the **Top** section. Your dialog box should look like the one in **Figure 7-7**. Remove the check from the **Include navigation buttons** check box under **Left**.

6　Click OK . A message box will warn you that changing the settings for the top or left shared borders will overwrite any content you have added. Click Yes to overwrite the shared borders. A banner and hyperlinks are added to every page. Switch to another page to view the Navigation bar in the top shared border.

7　Return to the **home** page. Delete the text below the page banner that says, "**Edit the properties for this Navigation bar to display hyperlinks here**." The navigation buttons in the top shared border are deleted from all the pages.

8　Click the comment in the left shared border to select it. Delete the text that instructs you to replace the comment with your own content. If the Navigation bar is still in the left shared border, click to select it and press the **[Delete}** key.

9　Type: **Speed Demons: A National Skydiving Organization**.

10　Your **home** page should look like the one in **Figure 7-8**. The text you added will be visible on every page.

11　Save the changes you made.

Extra

You can add graphics to the shared borders as easily as you added text in the **How To:** steps above. Place the insertion point inside the border to which you want to add the graphic. Insert the image just as you would anywhere else on the page. The image will be added to the shared border and will appear on every page in your Web.
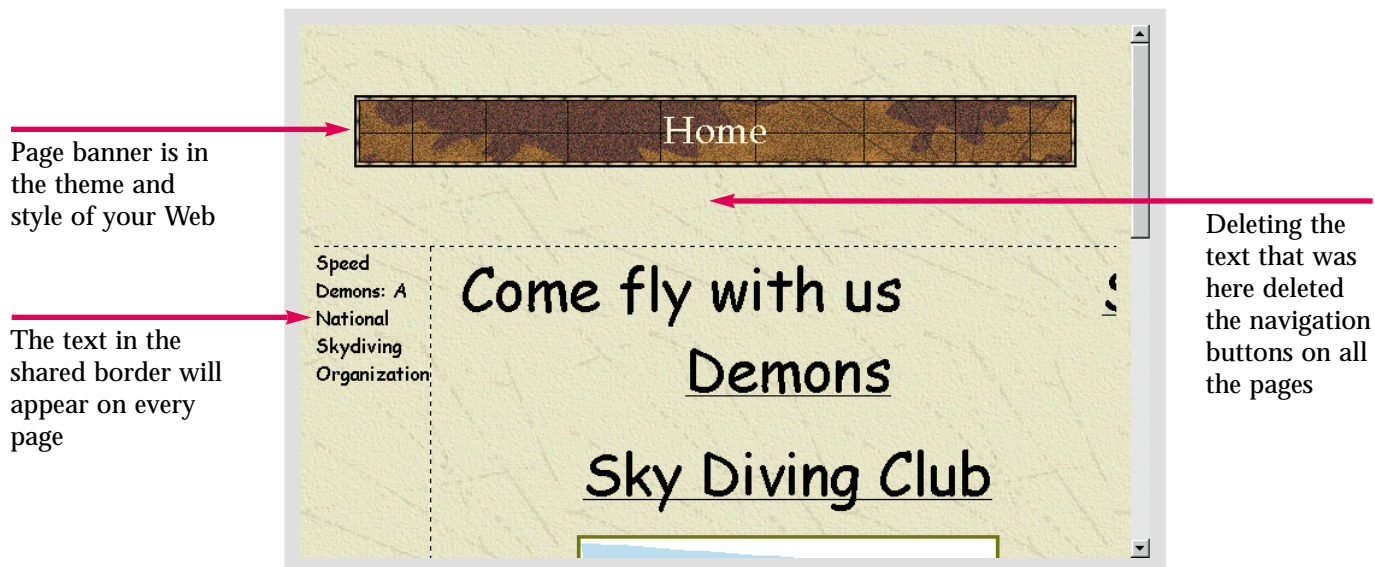
Figure 7-7 Shared Borders dialog box
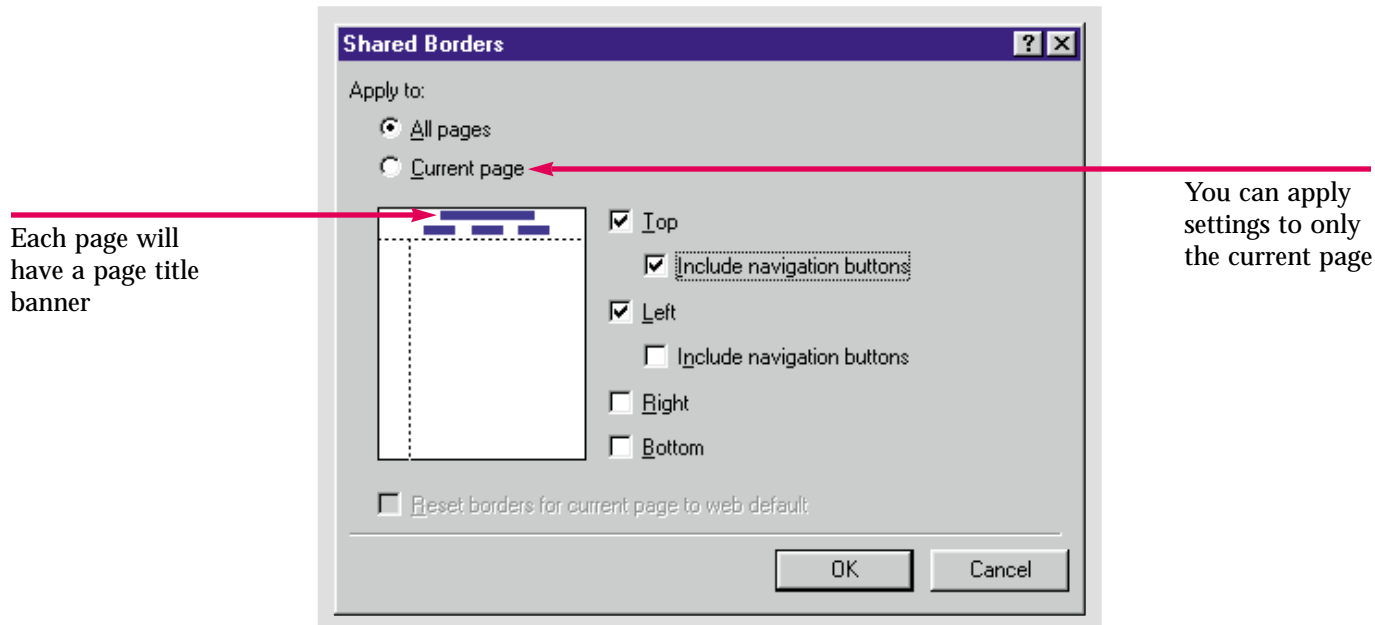
Each page will have a page title banner

You can apply settings to only the current page

Figure 7-8 Banner and text in a shared border

Page banner is in the theme and style of your Web

The text in the shared border will appear on every page

Deleting the text that was here deleted the navigation buttons on all the pages

Practice

Add a banner to a shared border at the top of your Web pages in the **Caddy Shop** Web.

Hot Tip

When you use shared borders, you can only place navigation buttons on the left or top of the page, but you can manually add text hyperlinks to the bottom or right shared border.

Skill

Adding and Modifying Banners

Overview

One commonly used component is a banner ad. Banner ads are slideshow style presentations usually used to advertise products. Companies can send images for a banner ad to a Web master who will post them on the site. You can also use the Banner Ad Manager to create a special effect that is attractive and fun. You can set the interval at which the images rotate and add transition effects to create a unique element for your site.

How To:

Use the **Banner Ad Manager** to make your **home** page more exciting.

1 Open the **home** page in the **Skydiver** Web.

2 Place the insertion point in front of the banner that says **Home**.

3 Click **Insert** on the Menu bar. Move the pointer over **Component**. Click **Banner Ad Manager** on the submenu that appears. The **Banner Ad Manager Properties** dialog box opens.

4 In the **Width** text box, type: **75**, to make the banner 75 pixels wide. Double-click in the **Height:** text box. Type: **75**, to select it as the height of the banner in pixels.

5 Leave the transition effect. Double-click in the **Show each picture for (seconds):** text box. Type: **3**.

6 In the **Link to:** text box, type: **calendar.htm**. If you were creating an advertisement, you would enter the URL of the company whose ad you were going to display.

7 Click [Add..] next to the **Pictures to display:** box. In the **Add Picture for Banner Ad** dialog box, shown in **Figure 7-9**, click the **Select a file on your computer** button [▣] to the right of the URL list box. The **Select File** dialog box opens.

8 Locate your **Student Files** folder. Double-click to place it in the **Look in:** list box. Click **earth.jpg** to select it, and click [OK]. The image is added to the **Banner Ad Manager Properties** dialog box.

9 Click [Add..]. Click [▣] again. Add **Fish.jpg** to the **Banner Ad Manager Properties** dialog box. Repeat the procedure to add the **Leopard.jpg** image. When you are finished your dialog box should look like the one in **Figure 7-10**.

10 Click [OK]. To view your banner you will have to preview the Web in a browser, as shown in **Figure 7-11**.

11 Save your **home** page. Click [OK] to save the embedded images in your Web. Two dialog boxes may appear asking if you want to overwrite the previously saved versions of **Shared Borders**. Click [Yes].

Figure 7-9 Add Picture for Banner Ad dialog box
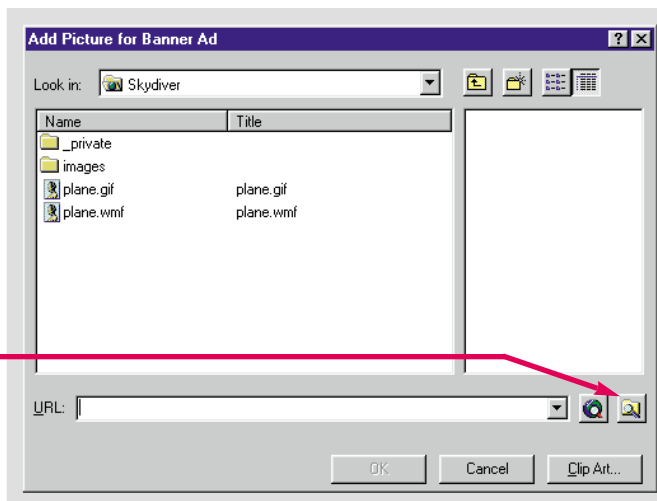
Use this button to
search for images
outside the Web

Figure 7-10 Banner Ad Manager Properties dialog box
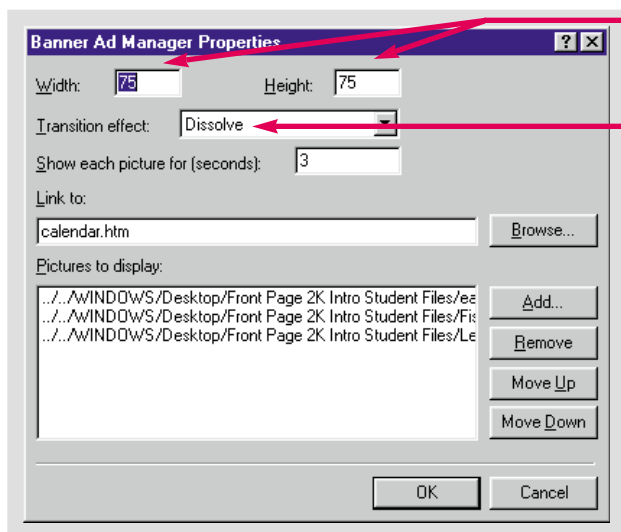
Dimensions of
the banner

There are several
transition effects
available
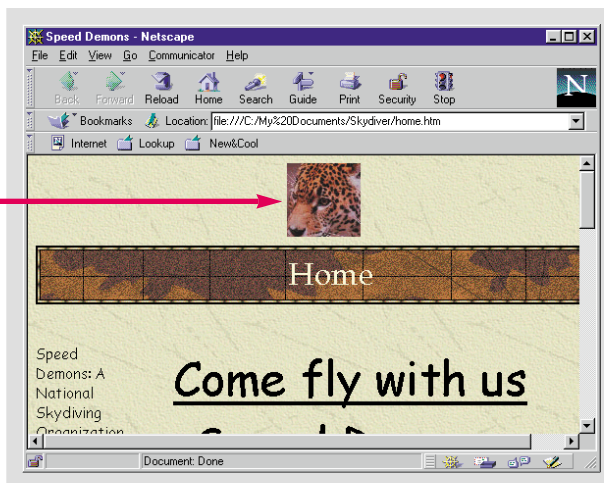
Figure 7-11 Banner ad in a browser

Image switches every
3 seconds and links to
the Calendar page

Practice

Put a banner at the bottom of the **home**
page in the **Caddy Shop** Web. Use the
same images you used in the **How To:**
steps. Change some settings so your ban-
ner is different than the one you created
earlier.

Hot Tip

To change the size, transition effect, dura-
tion per picture, or hyperlink for a banner
ad, right-click it and choose **Banner Ad
Manager Properties** to open the **Banner
Ad Manager Properties** dialog box.

Skill

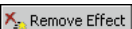# Using Dynamic HTML Effects

Overview

One of the newest advances in Internet technology is **Dynamic HTML** or **DHTML**. DHTML can be used to add special motion effects to your Web pages. DHTML combines JavaScript, CSS, and internal browser technology to add spice to your Web pages. Using FrontPage, you can create vibrant animations for text or images with no knowledge of these programming codes.

How To:

Sydney is going to add DHTML effects to her **home** page in the **Skydiver** Web to make it more lively.

1 Open the **home** page in the **Skydiver** Web.

2 Highlight the text that makes up the marquee **(Come fly with us)** and the text **Speed Demons** on your **home** page.

3 Click **Format** on the Menu bar.

4 Click **Dynamic HTML Effects** on the **Format** menu. You may have to access the extended menu to find the **Dynamic HTML Effects** command. The **DHTML Effects** toolbar appears, as shown in **Figure 7-12**.

5 Click the **On** drop-down list arrow. Click **Page load** from the drop-down list. The **Apply** box becomes active.

6 Click the **Apply** drop-down list arrow. Click **Fly in** on the drop-down list.

7 Click the **Effect** drop-down list arrow. Microsoft has chosen not to label the **Effect** list box. However a **ScreenTip** identifies it as such. Click **From top** from the drop-down list. Your **home** page should now look like **Figure 7-13**.

8 Click the **Preview** tab to preview the page. The effect will look something like **Figure 7-14**.

9 Click the **Close** button on the **DHTML Effects** toolbar to close it.

10 Save your changes.

Extra

You can also use the DHTML Effects toolbar to remove an effect. Simply click the text or graphic to which you applied the effect. Then, click the **Remove Effect** button [Remove Effect] on the **DHTML Effects** toolbar.

Different effects are available when you select different text, objects, and elements on your Web page.

To reopen the DHTML Effects toolbar, open the **View** menu and highlight **Toolbars**. Select **DHTML Effects** on the **View Toolbars** submenu.
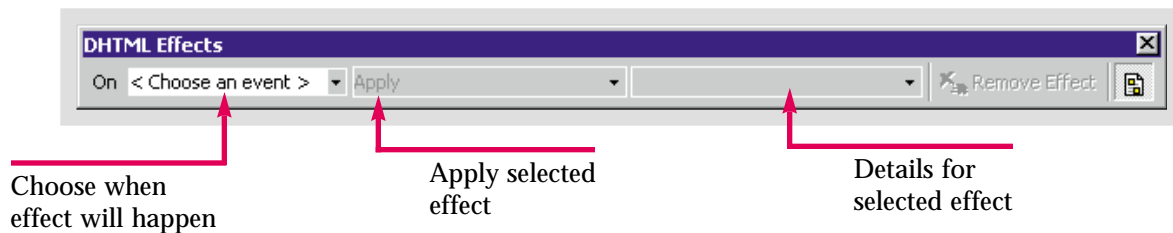
Figure 7-12 DHTML Effects toolbar

Choose when
effect will happen

Apply selected
effect

Details for
selected effect

Figure 7-13 A DHTML effect applied to a Web page element

Highlighted area is
affected by DHTML

Figure 7-14 Previewing an effect

Text going through Fly
in effect, from the top
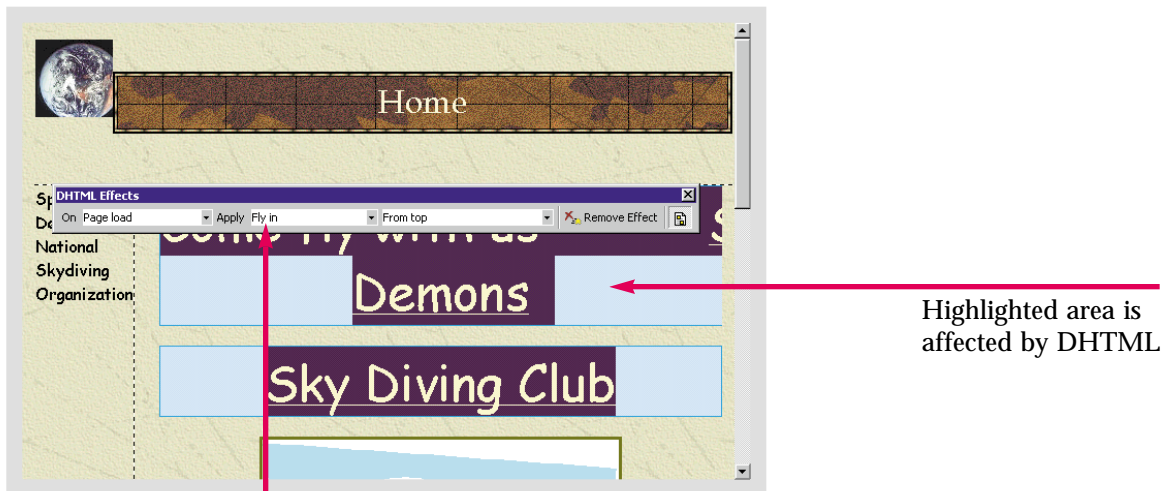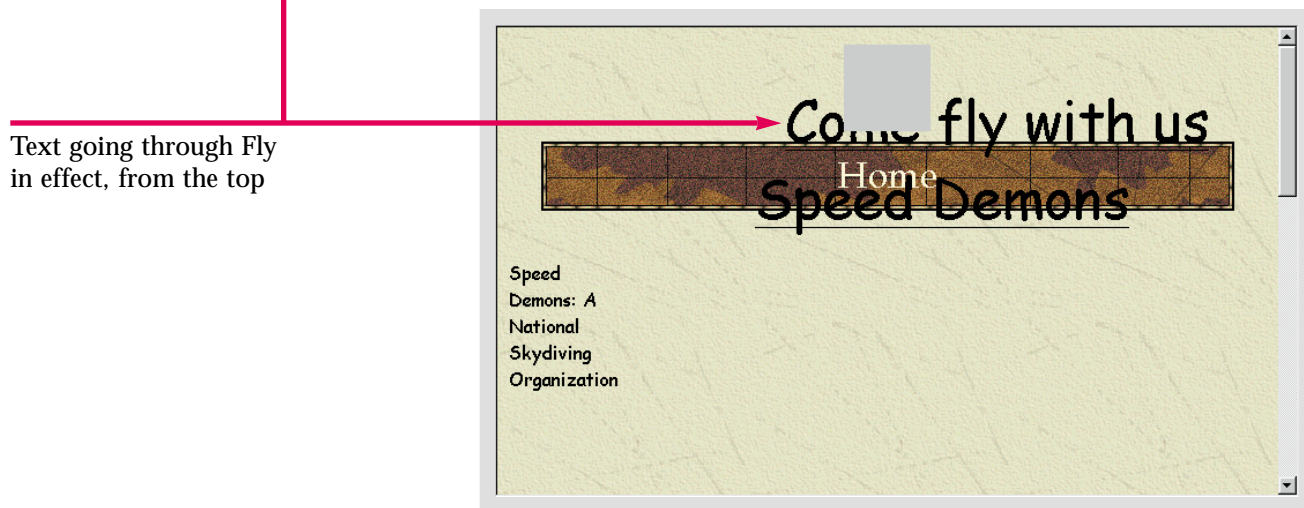
Practice

Create a DHTML effect on the caption of
the table on the **home** page in the **Caddy
Shop** Web. Choose whatever settings you
like. Save your changes and preview the
page to make sure you like the effect.

Hot Tip

Notice that the text you animated is high-
lighted in Page view. To remove the
highlighting, click the **Highlight Dynamic
HTML Effects** button on the **DHTML
Effects** toolbar.

Skill Inserting an ActiveX Control

Overview

ActiveX controls are compact computer programs that you can embed in your Web pages. These controls cause something to happen in response to an action by the user. Some of the available interactive ActiveX controls are: a media player to run a video, a calculator, images that change when the visitor moves the pointer over them, a stock ticker, and an interactive calendar.

How To:

Insert an ActiveX interactive calendar in one of your Web pages.

1 Open the **calendar** page in the **Skydiver** Web.

2 Scroll to the bottom of the page and place the insertion point at the bottom.

3 Press **Enter** twice.

4 Click **Insert** on the Menu bar.

5 Move the pointer over **Advanced** on the **Insert** menu.

6 Click **ActiveX Control** on the submenu.

7 The **Insert ActiveX Control** dialog box opens, as shown in **Figure 7-15**.

8 Click **Calendar Control 9.0**.

9 Click OK .

10 Click the **Preview** tab at the bottom of the screen to preview the page.

11 Your page should look like **Figure 7-16**.

12 Save your changes to the **calendar** page and close it.

Extra

When you use ActiveX controls, many different programs are available. Click Customize... in the **Insert ActiveX** dialog box to open the **Customize ActiveX Control List** dialog box. This is a list of ActiveX programs you can use with the controls you insert on your pages. To be safe, do not customize your ActiveX controls unless you know the program you are selecting or have been instructed to do so.

To find more ActiveX controls to add to your Web pages, visit, **www.activex.com**, or **www.browserwatch.com/activex.html**.
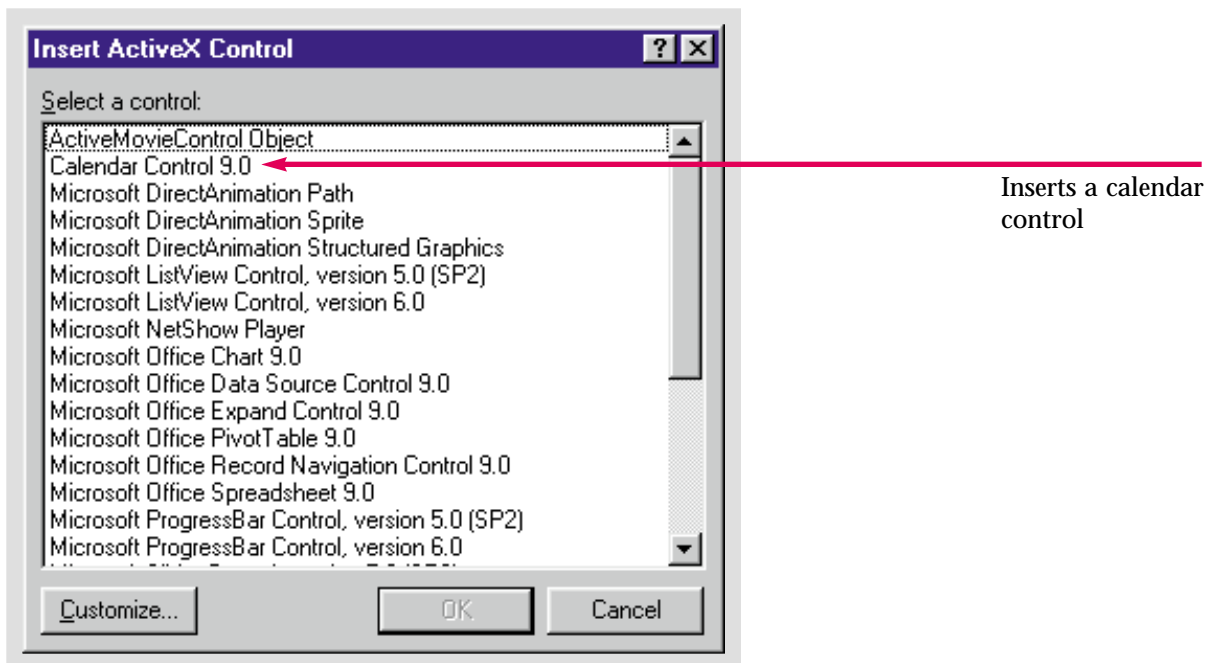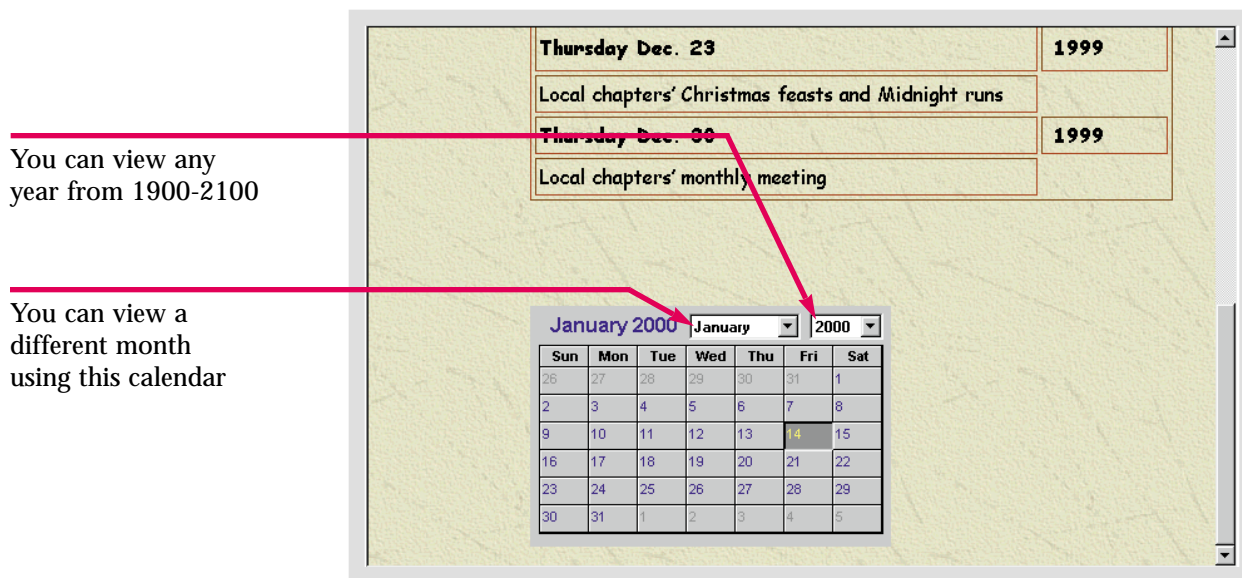
Figure 7-15 Insert ActiveX Control

Insert ActiveX Control

Select a control:

ActiveMovieControl Object
Calendar Control 9.0 ← Inserts a calendar control
Microsoft DirectAnimation Path
Microsoft DirectAnimation Sprite
Microsoft DirectAnimation Structured Graphics
Microsoft ListView Control, version 5.0 (SP2)
Microsoft ListView Control, version 6.0
Microsoft NetShow Player
Microsoft Office Chart 9.0
Microsoft Office Data Source Control 9.0
Microsoft Office Expand Control 9.0
Microsoft Office PivotTable 9.0
Microsoft Office Record Navigation Control 9.0
Microsoft Office Spreadsheet 9.0
Microsoft ProgressBar Control, version 5.0 (SP2)
Microsoft ProgressBar Control, version 6.0

Customize...   OK   Cancel

Figure 7-16 An ActiveX Control previewed

Thursday Dec. 23   1999
Local chapters' Christmas feasts and Midnight runs
Thursday Dec. 30   1999
Local chapters' monthly meeting

You can view any year from 1900-2100

You can view a different month using this calendar

January 2000 January ▼ 2000 ▼

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Practice

Insert an ActiveX calendar on the **home** page in the **Caddy Shop** Web. If the download time exceeds twenty seconds on a 28.8k modem, create a new calendar page and insert the control there instead.

Hot Tip

To change the dimensions, colors, font, effects, or style of a control, right-click it and choose **ActiveX Control Properties** to open the **ActiveX Control Properties** dialog box.

Skill Reaching a Target Audience

Overview

In order to maximize the number of people who will be able to view your Web site in its entirety, you can target your Web for compatibility with certain browsers and technologies. If you target your Web for older browser versions, commands for components not supported by those versions will no longer be available. You can choose settings for multiple browsers to ensure that your pages will display properly for all of your visitors.

How To:

Make your Web compatible with multiple browsers so it can be viewed by the maximum amount of people.

1 Open the **home** page in the **Skydiver** Web.

2 Click **Tools** on the Menu bar.

3 Click **Page Options** on the **Tools** menu.

4 The **Page Options** dialog box opens.

5 Click the **Compatibility** tab to select it and bring it to the front. This is shown in **Figure 7-17**.

6 Click the **Browsers:** drop-down list arrow. Click **Both Internet Explorer and Navigator** on the drop-down list. This will make your Web work with both Internet Explorer and Netscape Navigator. These are the two most popular browsers on the market today.

7 Click the **Browser versions:** drop-down list. Click **4.0 browsers and later** from the drop-down list. This will allow you to use some of the more advanced options available in FrontPage.

8 You do not want to specify a server right now and all of the options are as you want them.

9 The dialog box should look like the one in **Figure 7-18**. Click OK.

10 The dialog box closes and the options you selected are enabled. You will not be able to add any options that are not compatible with the settings you chose.

11 Save your changes.

Extra

As you select different browsers and different versions of those browsers, the available options will change. Many earlier browsers will not support Java, Frames, Dynamic HTML, and other more advanced options. If you are creating a simple page, it is not important that you select browsers that support these technologies. If you are creating a simple page with few special effects, you can target a wider audience. However, if you want to use many of the advanced components available in FrontPage, only Internet Explorer users will be able to fully view your site. For example, ActiveX controls are only supported by Internet Explorer 3.0 and above.

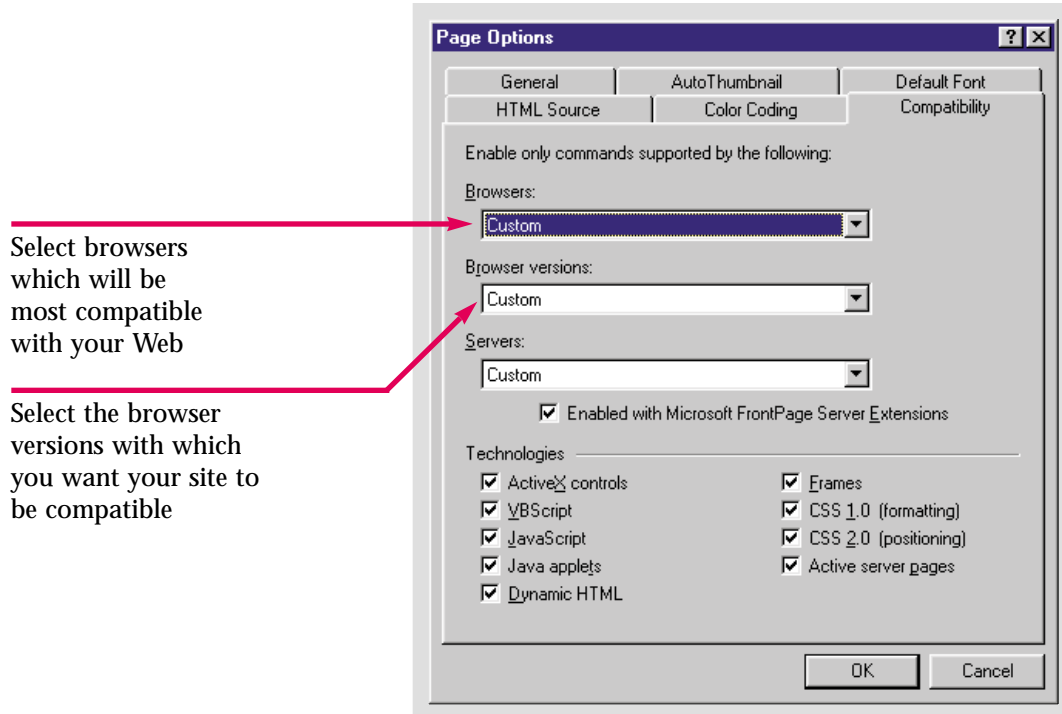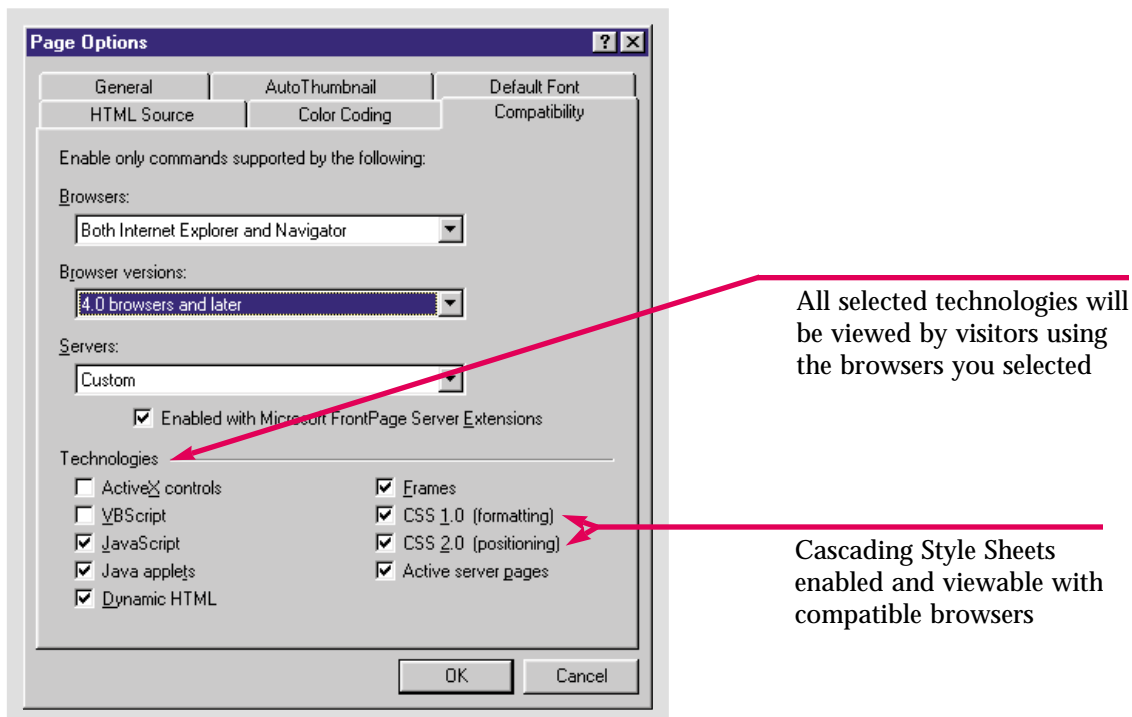Figure 7-17 Compatibility tab on Page Options dialog box

Select browsers which will be most compatible with your Web

Select the browser versions with which you want your site to be compatible

Figure 7-18 Compatible browsers selected

All selected technologies will be viewed by visitors using the browsers you selected

Cascading Style Sheets enabled and viewable with compatible browsers

Practice

Create settings for browser compatibility for the **Caddy Shop** Web. Select **Internet Explorer 4.0 and later** as your compatible browser. Disable the **Cascading Style Sheets** and **Frames** options for your Web.

Hot Tip

When you select certain browsers, some technologies will be excluded. You can target specific technologies instead of browsers, but if you override the defaults for a specific browser or version, your page may not display properly for those visitors.

Skill Creating Frames Pages

Overview

A frames page is a Web page that divides the browser window into several different areas. Most frames pages use a layout with divisions on the top and left of the page. Generally, one or both of the smaller frames will contain navigation controls. When you click a hyperlink, the target page will open in the main, center frame. Frames can make your entire site accessible on a single screen.

How To:

Create a frames page in the **Skydiver** Web.

1 Open the **home** page in the **Skydiver** Web.

2 Click **File** on the Menu bar. Move the pointer over **New**. Click **Page** on the submenu that appears.

3 In the **New** dialog box click the **Frames Pages** tab. Click the **Banner and Contents** icon, the first icon in the top-left of the dialog box. Click OK . The frames page is created, as shown in **Figure 7-19**.

4 In the frame on the left, click New Page . A new page in the theme of the Web is created in the left frame

5 In the center frame, click Set Initial Page... . In the **Create Hyperlink** dialog box locate your **Skydiver** Web. Select the **home** page. Click OK .

6 Copy the text, **Speed Demons**, on the top of the home page.

7 In the top frame, click New Page . A new page in the theme of the Web is created in the top frame. Paste the text in the top frame.

8 Move the pointer over the border of the top frame until it turns into a vertical resizing arrow. Click and drag the border down until the words **Speed Demons** are visible. Center the text in the frame if necessary.

9 Place the insertion point in the left frame. Create hyperlinks to all eight pages in your Web so that your page looks like **Figure 7-20**.

Extra

The method outlined in the **How To:** steps above will guide you in creating frames pages. The purpose of a frames page is smooth navigation. Each hyperlink will open the corresponding page in the center frame while the frames on the left and top remain the same. The frame with the navigation controls will not change. You can also create a title, as in the exercise above, that will display no matter what page the visitor is viewing. Each frame can contain any HTML elements you can insert in a regular Web page. However, since frames are primarily used to construct a useful navigational scheme, if you overdo the design elements in the frame with the navigation controls it will detract from the function.

Although this exercise created a frames page using a page with shared borders applied, in general, if you use frames to design your page layout you should not use shared borders particularly those with Navigation bars.

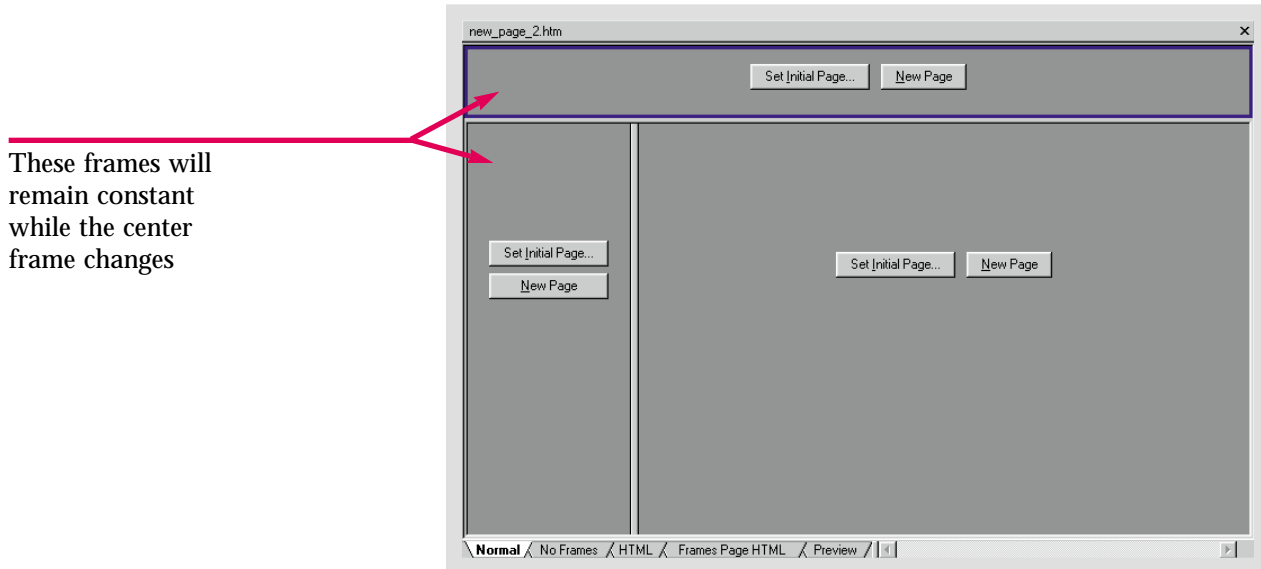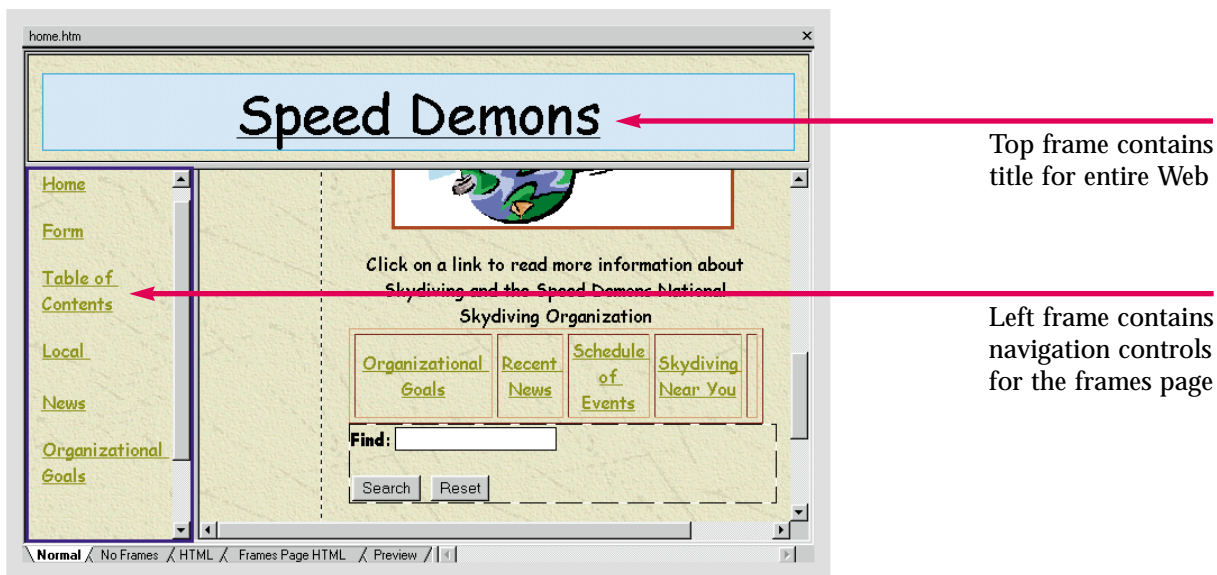Figure 7-19 An empty frames page

These frames will remain constant while the center frame changes

Figure 7-20 A complete frames page

Top frame contains title for entire Web

Left frame contains navigation controls for the frames page

Practice

Create a frames page in the **Caddy Shop** Web. Set the center frame to the **home** page. Create a new page on the top. Enter the words **Caddy Shop** in the top frame. Create a new page in the left frame. Create hyperlinks to the other pages in the Web.

Hot Tip

There are many different arrangements for frames pages available in the **Frames Pages** tab of the **New** dialog box. All frames pages will function the same way. They will simply use different layouts.

Skill
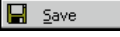
Saving Frames Pages

Overview

When you save a frames page, you are actually saving the frames page, which contains the instructions for the layout and design of the page, and the rest of the frameset. The frameset includes all of the individual pages within the frames page. Any initial pages that have been saved previously will simply be saved with the whole, but any new pages will have to be saved individually.

How To:

Save the Frameset, and the entire frames page in the **Skydiver** Web.

1 With the frames page still open, click **File** on the Menu bar.

2 Click **Save** on the **File** menu. The **Save As** dialog box opens with the top frame highlighted in a preview window, as shown in **Figure 7-21**.

3 Accept the default name for the top frame. Click 💾 Save . The top frame is saved.

4 The **Save As** dialog box opens again with the left frame selected. Change the file name to menu.htm and the Page title to Menu. Click 💾 Save .

5 The **Save As** dialog box opens one last time with the entire page selected in the preview window.

6 In the **File name:** text box, type: **frame**, as the name for the page, as shown in **Figure 7-22**. Change the page title to **Frame**. Click 💾 Save .

7 Click the **Preview** tab at the bottom of the screen.

8 Click the hyperlink in the left frame that links to the **Calendar** page. It should look like **Figure 7-23**.

9 Close the **Frame** page.

Extra

Do not save the entire frames page as your home page. Always save the frames page under a new, unique file name. If you save the frames page with the same name as another file in the Web, your page will not work. Rather than opening the original page, the hyperlink will target the entire frames page. Essentially you will have created a frames page within a frames page. For example, in the exercise above, if you had saved the frames page as home.htm replacing the original file, the entire frames page would open in the center frame.

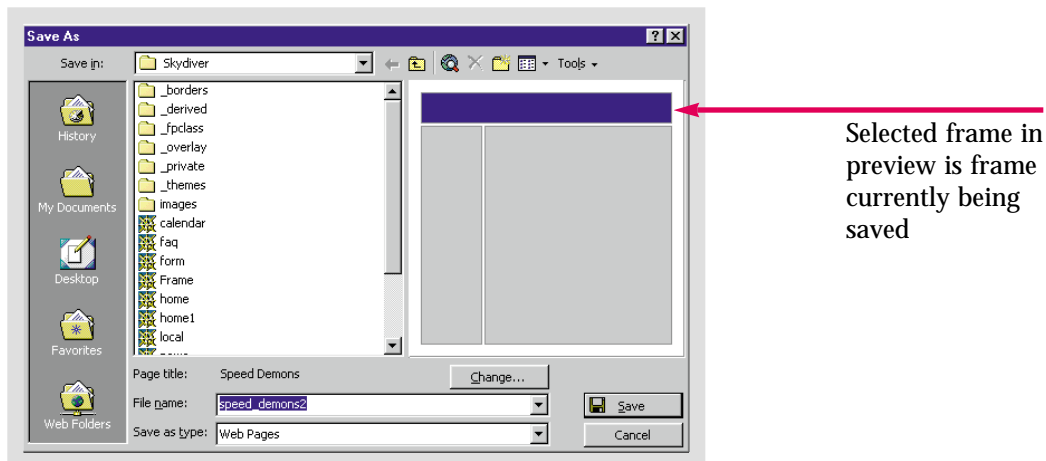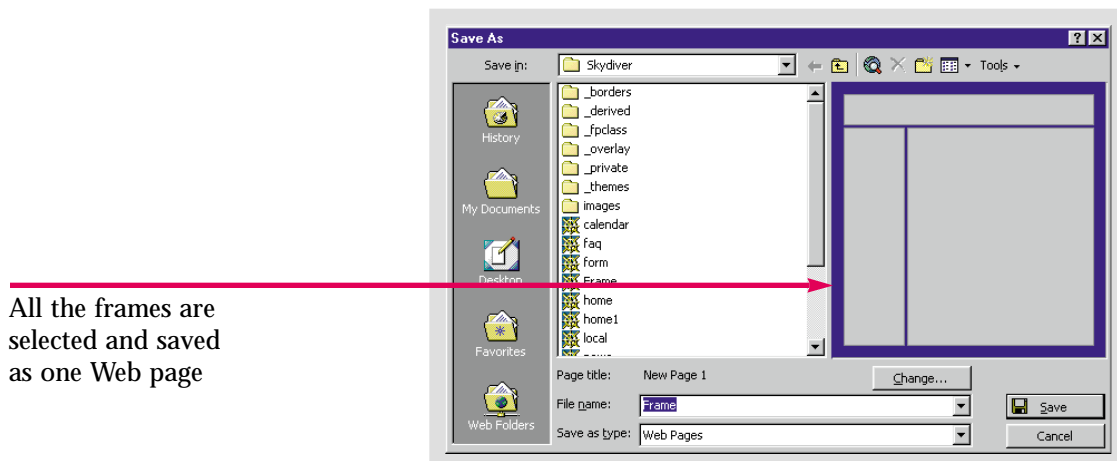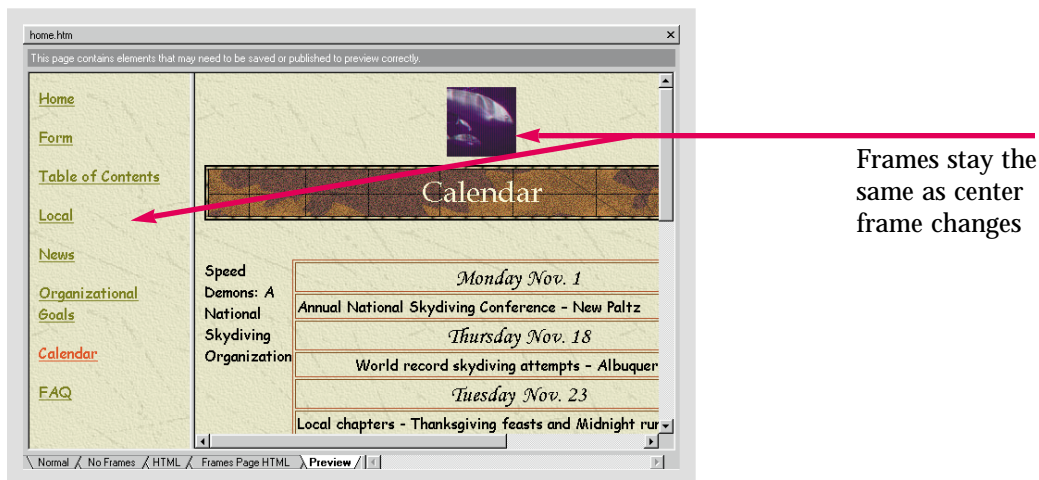Figure 7-21 Saving the top frame in Save As dialog box

Selected frame in preview is frame currently being saved

Figure 7-22 Saving the entire page

All the frames are selected and saved as one Web page

Figure 7-23 Previewing a frames page

Frames stay the same as center frame changes

Skill

Manipulating Frames Pages

Overview

As they continue to build a site, Web authors often end up redesigning their pages. Using FrontPage you can easily remodel any of the predefined frames templates. As you have seen, you can resize frames to modify your page layout. You can also delete frames and split frames. You split a frame either horizontally or vertically to add a new frame to your frames page.

How To:

Delete a frame from the **Frame** page in the **Skydiver** Web, and then add a frame to the same page.

1 Open the **Frame** page in the **Skydiver** Web.

2 Place the insertion point anywhere in the top frame.

3 Click **Frames** on the Menu bar.

4 Click **Delete Frame** on the **Frames** menu. The top frame is deleted as shown in **Figure 7-24**.

5 Click the **Save** button 🖫 on the Standard toolbar to save the page.

6 Place the insertion point in the right frame so it is selected.

7 Click **Frames** on the Menu bar.

8 Click **Split Frame** on the **Frames** menu.

9 The **Split Frame** dialog box opens, as shown in **Figure 7-25**.

10 Click the **Split into rows** radio button to split the page lengthwise.

11 Click OK .

12 The frame is split into two, as shown in **Figure 7-26**. You can click and drag the frame border to change the size of the frame.

13 Close the **Frame** page. Do not save changes.

Extra

When you deleted the top frame, you did not delete it from the Web. Remember, the frame was saved in the Web with its own file name. You can easily reuse the frame as you redesign your page. Simply click Set Initial Page... in the frame where you want to use it. Then select the file name, in this case **speed_demons.htm**, in the **Create Hyperlinks** dialog box.

Figure 7-24 A frame deleted from the page

Blue border means the frame is selected

More of the page is visible because there is no frame on top

Figure 7-25 Split Frame dialog box
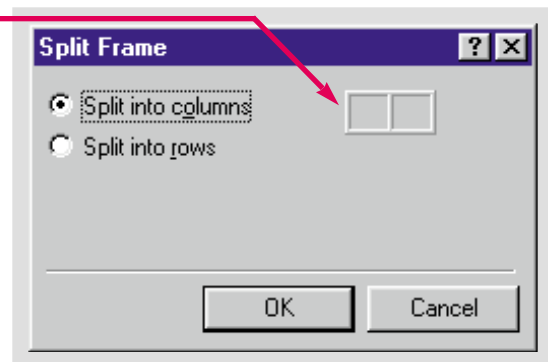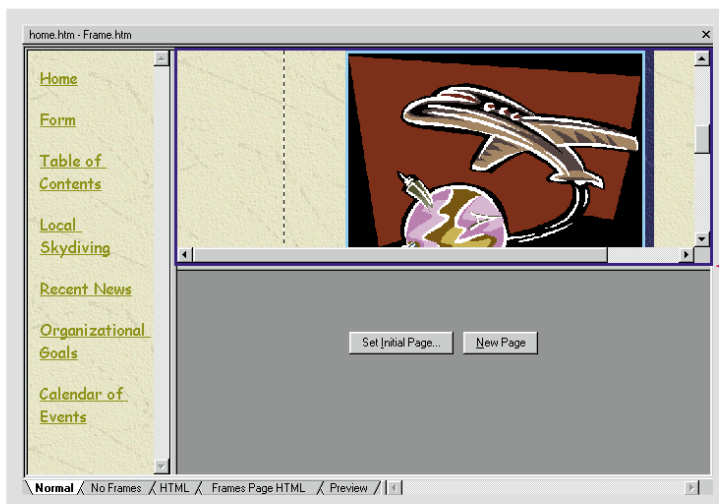
Previews how the frame will be split

Figure 7-26 A new frame added to a page

The frame has been split into two equal parts. You can resize the frame using the pointer

Practice

Delete the top frame in the **Frame** page in the **Caddy Shop** Web. Then, save the page. Finally add another frame to the page, it can be a row or column. Close the **Frame** page without saving the changes.

Hot Tip

You can also use the resizing pointer to create a new frame. Press the **Control** key while you click and drag a frame border. When you release the mouse button, a new frame with the **Set Initial Page** and **New Page** buttons will appear.

Skill Creating No-Frames Pages

Overview

Many older browsers and browser versions do not support frames. Some visitors do not like frames pages and will set their browser preferences to avoid sites that use them. You do not have to lose potential customers or turn visitors away. You can create a no-frames alternative to ensure that everyone will be able to view your site, even those who do not have the browsers needed to view all of your elements.

How To:

Create a no-frames alternative for the **Frame** page in the **Skydiver** Web.

1 Open the **Frame** page in the **Skydiver** Web.

2 Click the **No Frames** tab at the bottom of the screen.

3 When you create a frames page, FrontPage creates a default no-frames page, as shown in **Figure 7-27**.

4 Place the insertion point at the end of the default no-frames text.

5 Press the **Enter** key. Type: **Click here to view the no-frames version of this Web site**.

6 Turn the word **here** into a hyperlink which links to the **home.htm** page. Save your changes. Your no-frames page should look like **Figure 7-28**. You can test it by previewing it in a browser that either does not support or is set to not view frames pages.

7 Switch to **Folders** view. Right-click your current home page and click **Rename** on the shortcut menu. Type: **home-old.htm**. Press the **Enter** key. Click [Yes] to update the hyperlinks.

8 Right-click **frame.htm**. You now want this to be your home page. Click **Rename** and type the original name of your home page, **home.htm**. Press **Enter**. Switch to Navigation view. Change the page title of the **Frame** page to **Home**. A parallel hierarchy has been created. Return to Page view. Click the **Normal** tab. Right-click the banner ad. Click **Banner Ad Manager Properties** to open the Banner Ad Manager Properties dialog box. Click [Browse...].

9 The **Select Banner Ad Hyperlink** dialog box opens. Click the **Change Target Frame** button [ ] in the **Optional** section at the bottom of the dialog box. The **Target Frame** dialog box opens. Click the main frame in the **Current frames** page graphic. Click [OK] to close each of dialog boxes. The banner ad hyperlink will now open the **Calendar** page in the main frame.

10 Open the **Organizational Goals** page in the main frame. Right-click the hover button. Click **Hover Button Properties**. Click [Browse...]. Click Change Target Frame. Target the main frame. Click [OK] to close each of these dialog boxes. Save the changes.

11 Republish your Web. Click the **Publish all pages** radio button. Click [Yes] to replace all updated files and remove all renamed files. Click to preview your published Web. The frames page is now your **home** page.

Figure 7-27 Default no-frames alternatives

Default text offers no alternatives for viewing without frames

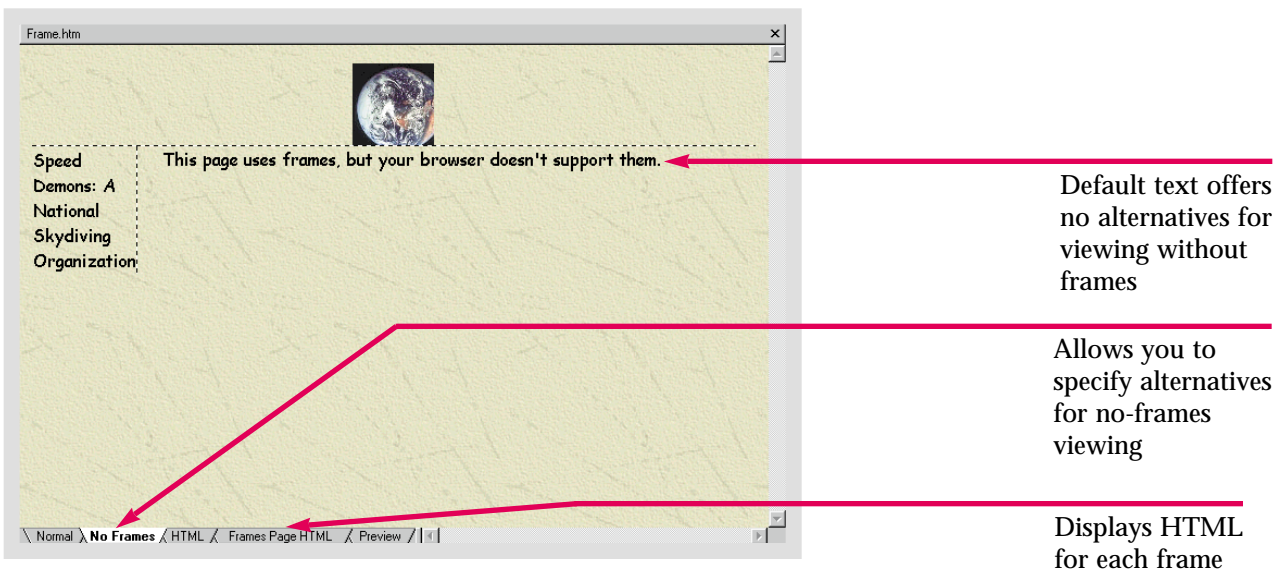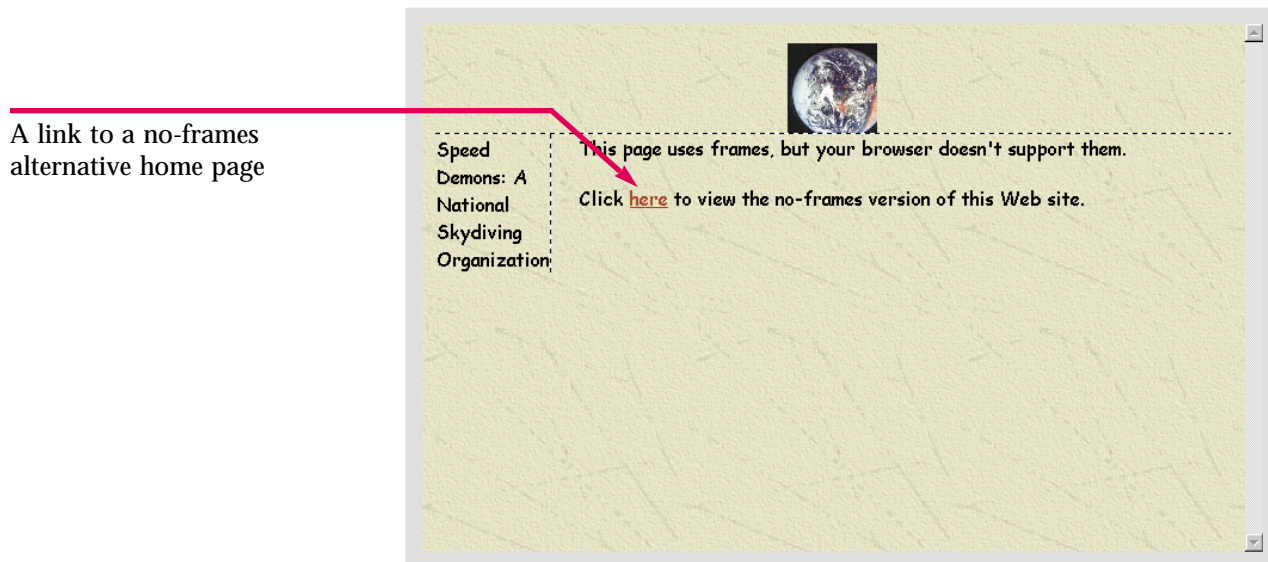Allows you to specify alternatives for no-frames viewing

Displays HTML for each frame

Figure 7-28 Link to no-frames version of Web site

A link to a no-frames alternative home page

Practice

Create a no-frames page for the **Frame** page in the **Caddy Shop** Web. Make sure the user has the ability to link to your home page in a non-frames setting.

Hot Tip

If you are creating a Web for a corporate intranet, the **Americans with Disabilities Act (ADA)** may require a no-frames alternative. Employees who do not use visual browsers cannot use frames pages.

Shortcuts

Function	Button/Mouse	Menu	Keyboard
Find		Click Edit, then click Find	[Ctrl] + [F]
Replace		Click Edit, then click Replace	[Ctrl] + [H]
Spelling		Click Tools, then click Spelling	[F7]
Banner Ad Manager		Click Insert, then move the pointer over Component, then click Banner Ad Manager	
ActiveX Control		Click Insert, then move the pointer over Advanced, then click ActiveX Control	
Save		Click File, then click Save	[Ctrl] + [S]

Test Yourself

Identify Key Features

Figure 7-29 A frames page in FrontPage
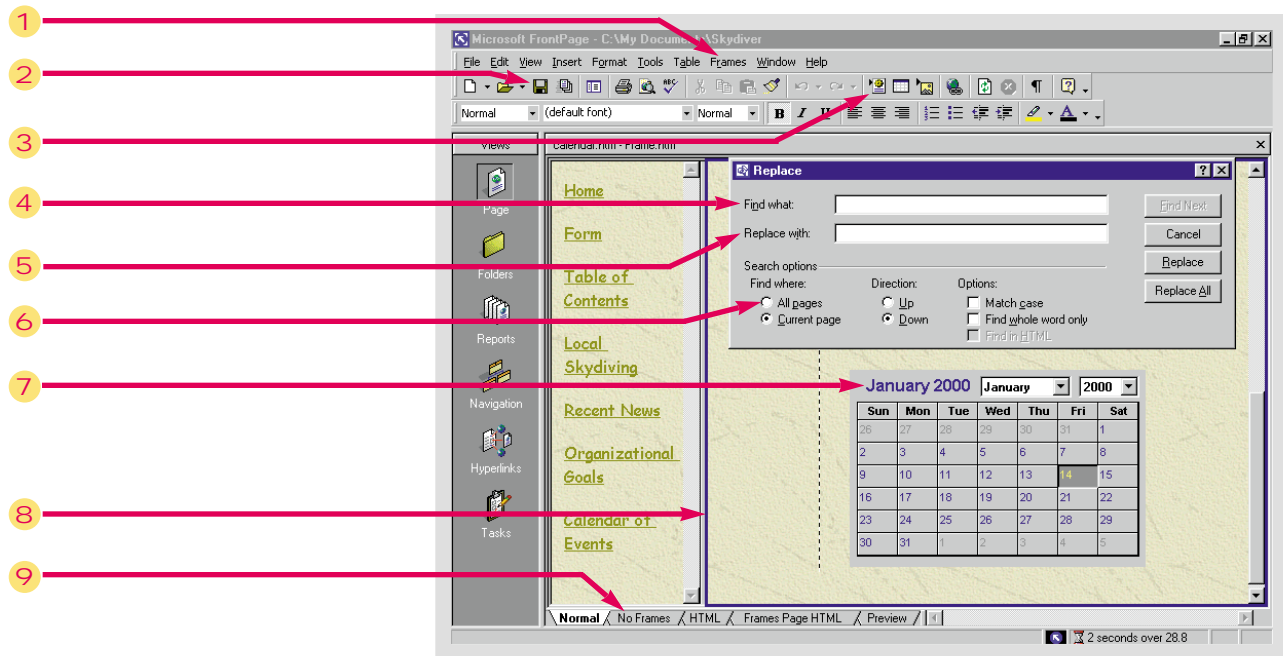
Select The Best Answer

10. Allows you to search a Web for a specific character or piece of text

11. This tab in the Page Options dialog box allows you to target a browser audience

12. When you add elements to these, any changes will appear on all the changes in your Web

13. Click this in the Spelling dialog box to check your Web

14. Inserts a slideshow presentation of images to advertise products or Web pages

15. One of the newest advances in Internet technology

16. You could use this to insert a video player on your Web pages

17. A way of letting visitors move smoothly throughout your Web

a. Shared Borders

b. Banner Ad Manager

c. ActiveX Control

d. Compatibility

e. Dynamic HTML

f. Global Find and Replace

g. Frames pages

h. Entire Web

Test Yourself

Complete the Statement

18. Click this radio button in the Replace dialog box to search your Entire Web:

    a. Entire Web

    b. All Pages

    c. Whole Web

    d. Current Web

19. You can select certain advanced options in this section of the Compatibility tab of the Page Options dialog box:

    a. Servers

    b. HTML Source

    c. Technologies

    d. General

20. If a word has been selected by the Spell-checker it means:

    a. Nothing

    b. The word must be changed to the suggestion in the Spelling dialog box

    c. You should ignore it

    d. It does not appear in the Spelling dictionary

21. You can create Dynamic HTML effects using this toolbar:

    a. Formatting toolbar

    b. DHTML Effects toolbar

    c. Special Effects toolbar

    d. Advanced Effects toolbar

22. The following item is not an ActiveX control:

    a. Stockticker

    b. Banner Ad

    c. Video Player

    d. Calendar

23. In order to completely save all the elements of a frames page you must:

    a. Save only the whole page

    b. Save only the center frame

    c. Save all the frames separately as well as the whole page

    d. Save all the frames separately but not the whole page

24. For viewers who cannot or choose not to view pages with frames you should:

    a. Provide a no-frames alternatives

    b. Create a whole new Web from scratch

    c. Provide alternate Web sites with similar topics

    d. Do nothing

25. You can add a frame to a page using this command:

    a. Add Frame

    b. Multiply Frame

    c. More Frames

    d. Split Frame

Test Yourself

Test Your Skills

1. Use the **Global Find and Replace** function to search the entire **Water Taxi** Web:

   a. Open the **Index** page in the **Water Taxi** Web.

   b. Open the **Replace** dialog box.

   c. Replace all occurrences of the word **leaving** with the word **departing**.

   d. Save your changes.

2. Change settings in your Web so that you are targeting a specific audience:

   a. Open the **Index** page in the **Water Taxi** Web.

   b. Open the **Page Options** dialog box.

   c. Activate the **Compatibility** tab in the **Page Options** dialog box.

   d. Set the browsers so that the Web is compatible with **Both Explorer and Navigator**.

   e. Set the versions so the Web is compatible with browsers that are **4.0 and later**.

   f. Click the **ActiveX controls** check box in the **Technologies** section, so you can add an interactive calendar.

   g. Save your changes.

3. Use Shared Borders in the **Water Taxi** Web:

   a. Open the **Index** page in the **Water Taxi** Web.

   b. Open the **Shared Borders** dialog box.

   c. Add a top shared border, and create a header at the top of the page. Delete the left shared border. Type: **Water Taxi**, in the top shared border. Format the header any way you want to complement the site.

   d. Add two rows to the table. Add hyperlinks to the table for every page in the Web. Format the text to match the rest of the table. Leave one cell blank for a page you will add later.

   e. Add a **Home** hyperlink to all the other pages. Add an **Up** hyperlink for all the pages beneath a parent page other than **Home** (ex. **FAQ** is below **Information**). Do not add these links in the shared border; they are for the no-frames site.

4. Spell-check the entire **Water Taxi** Web:

   a. Open the **Index** page in the **Water Taxi** Web. Switch to Navigation view.

   b. Open the **Spelling** dialog box, and check the spelling in the entire Web.

   c. Make any spelling corrections. You can ignore proper nouns or add them to the custom dictionary if you prefer.

   d. Save any changes you make.

Test Yourself

Test Your Skills

5. Add a Banner Ad to the top shared border in the **Water Taxi** Web:

   a. Open the **Index** page in the **Water Taxi** Web. Place the insertion point in front of the header.

   b. Use the **boats 1**, **boats 2**, and **boats 3** images in your **FP Data Files** folder. Set the duration for **3** seconds, and leave the effect set to dissolve. Link the Banner Ad to the **Information** page, and set the size to **100x100**.

   c. Save your changes.

6. Create a Dynamic HTML effect on your **Index** page in the **Water Taxi** Web:

   a. Open the **Index** page in the **Water Taxi** Web.

   b. Open the **DHTML Effects** toolbar.

   c. Create an effect on the slogan underneath the image. Select any effect you would like to see on this page.

   d. Save your changes.

7. Insert an ActiveX control on the **Reservations** page in your **Water Taxi** Web:

   a. Open the **Reservations** page in the **Water Taxi** Web. Press **[Enter]** twice.

   b. Open the **Insert ActiveX Control** dialog box.

   c. Insert the **Calendar Control 9.0** program on the **Index** page. Center the calendar on the page.

   d. Save your changes.

8. Create a frames page; save it; modify it, and supply no-frames alternatives in your **Water Taxi** Web.

   a. Create a new frames page in the **Water Taxi** Web. Make it so there is only one frame on the left.

   b. In the left frame, create hyperlinks to the other pages in the Web. In the center frame, set the initial page to the **Index** page in your **Water Taxi** Web.

   c. Save the frame with filename **menu.htm**. Change the page title to **Menu**. Save the frames page as **frame.htm** and change the page title to **Home**.

   d. Add a frame to the top of the page.

   e. Delete the frame at the top of the page.

   f. Click the **No Frames** tab at the bottom of the screen. Create a hyperlink on the page that links to the **Index** page. The text should read, **To view this Web site without frames click here**. The word **here** should be the connecting hyperlink.

   g. Switch to **Folders** view. Rename the **Index** page **home-old.htm**. Change **frame.htm** to **home.htm**. Save all of your changes to each page. You may have to close FrontPage and click **Yes** to save each page properly.

   h. Open **home.htm**. Open the **Banner Ad Manager**. Use the **Browse**, **Change**, and **Target Frame** buttons to program the hyperlink to target the main frame. Open the **Information** page in the main frame. Make sure the hover button targets the main frame. Save your changes. Click the **Preview in Browser** command with home-old open to view the no-frames site.

Test Yourself

9. You've done some excellent work, but you're not finished yet. You must finish editing the Diggs & Associates Web site and add some new elements. First, use the Replace command to change all instances of the word **Drama** to the word **Plays**. Next, use the **Spelling** feature to spell-check the entire Web. Remember, there may be a lot of proper names and titles that you'll have to add to the dictionary. Make sure all the necessary spelling changes are made. Set the target audience for your browser. Make sure your Web is compatible with both Internet Explorer and Netscape Navigator. The settings should be at 4.0 browsers and later. Make sure the ActiveX Control check box is selected in the **Technologies** section of the **Page Options** dialog box.

10. Create a banner ad on the Diggs & Associates home page. Use three clip art images that are related to books and the publishing industry. These images should each appear for a duration of **3** seconds. Add a Dynamic HTML effect to one of the images in your Web. Your colleagues at Diggs & Associates would like to see the different ways you can make an image move and choose the one they like best. Insert the ActiveX device, **Calendar Control 9.0** on the home page. Finally, create a frames page for the Diggs Web. Create a frame on the left with hyperlinks to all the other pages in the Web. In the main frame, set the initial page to the home page. Make sure you create a no-frames alternative. Save the frame and the frames page under the default file names.

11. Now open your personal Web. Apply any of the layout options, or insert any of the HTML elements you learned about in this lesson. Use the **Compatibility** tab in the **Page Options** dialog box to set the browser compatibility for your Web. If you know that most of your visitors will have 3.0 versions, make your pages compatible with those browsers. If you do not have headings for your pages, add a shared border at the top of your page. If you have advertisers lined up or graphics that will promote a friend's site, use the Banner Ad Manager to support these sites. You can use images from or associated with the site you want to advertise or a corporate logo. Finally, decide whether or not to apply DHTML effects or insert ActiveX Controls. If you set your target audience for browsers other than Internet Explorer, the ActiveX command will be inactive. You will have to change the compatibility settings to add the control. Some of your audience will not be able to see these special effects. You can insert an ActiveX video player and use DHTML effects for your high-tech visitors.

12. Finally, create a frames page in your personal Web. Create a single frame on the left side of the page. Create hyperlinks in this frame to all the pages in your Web. Set the other frame to your **home** page. Preview the frames page and make sure it works. Provide a no-frames alternative for visitors who cannot or choose not to view frames. You can either provide a link to your home page or create a portal page where visitors can choose which version of your Web site to visit. When you are finished, spell-check your Web to ensure that it is professional in appearance. Add words to the custom dictionary as appropriate. If there is any text you want to change, use the **Replace** command to change all occurrences of the word or words in the Web.

L E S S O N

8

CREATING AND MANAGING TASKS

Have you ever had the feeling that you had too much to do and not enough time to do it? Creating a large Web site, even with all the FrontPage shortcuts, is a big job that can sometimes seem overwhelming. Fortunately, FrontPage includes a task manager called Tasks view. In Tasks view you can organize the work that must be completed on your Web, assign tasks to co-workers, and track what jobs have been completed, when and by whom for a multiauthored site.

Tasks are simply reminders about actions you need to perform in your Web. You can build a Tasks list to provide a clear and accurate account of what work has been finished and what remains to be done before your Web can be published. The Tasks list is a to-do list that will also provide valuable documentation, especially for team projects.

Some FrontPage wizards automatically create tasks for you. You can also create tasks from scratch. In this lesson you will learn how to create your own tasks, assign tasks to others and add tasks that are linked to a particular page. You will learn how to edit and delete tasks and how to start and complete them. You will also learn how to mark tasks as completed. Next, you will learn how to sort your tasks by who is assigned to complete the task, date modi-fied, status, priority and other criteria. Finally, you will learn how to use the Show History command to limit the Tasks list to jobs that have not been started or are still in progress or to view the complete task history.

Creating New Tasks

Overview

Although some wizards add tasks automatically, most do not. In general, you will have to manually add tasks. You will need to add to the Tasks list created by a wizard or create a Tasks list for a Web you are constructing from scratch or with a template. When you create a task you can specify to whom it is assigned and any other pertinent information. This documentation is especially important for large corporate Web sites with many contributors.

How To:

Create a new task in the **Skydiver** Web.

1 Open the **FPHowto8-1** Web from your FP Data Files folder. Open the **home** page.

2 Click the **Tasks** button on the Views bar. Tasks view opens. The global find and replace function was not completed. Instead, the **Add Task** button `Add Task` in the Replace dialog box was used to create a task for each page with at least one occurrence of the word sky. The uncompleted tasks are displayed in **Figure 8-1**.

3 Click **File** on the Menu bar.

4 Move the pointer over **New**.

5 Click **Task** on the submenu that appears.

6 The **New Task** dialog box opens, as shown in **Figure 8-2**.

7 In the **Task name:** text box type: **Recalculate hyperlinks**.

8 In the **Description:** text box type: **Check all hyperlinks in Web. Recalculate if necessary**.

9 Click the **Low** radio button in the **Priority** section of the **New Task** dialog box.

10 Click `OK`. The task is added to your **Tasks** list.

Extra

If you are managing a project, you can assign tasks to other people. Employees can then open a Web to see if any work has been assigned to them and complete the tasks. You can also create tasks for yourself to serve as reminders of what you need to do before your Web is ready to be published.

There are two kinds of tasks, **linked** and **unlinked** or **general** tasks. In this exercise you created a general task. A linked task is associated with a particular file or page. For example, each Replace task is linked to the page on which it occurs. You can also create a linked task to remind yourself to add a paragraph, table, or graphic to a particular page.

Figure 8-1 Tasks list in Tasks view

Marks importance of project

Marks the progress of a task

Figure 8-2 New Task dialog box

Set the priority level for task

When a task is created linked or associated with a page

Practice

Create a new task in the **Caddy Shop** Web. The task is a high priority. Name the task, **Check Spelling**. For a description type: **Check Web for spelling errors**.

Hot Tip

To edit a task, right-click it and choose the **Edit Task** command from the shortcut menu. You can view or make modifications to the task details in the **Task Details** dialog box.

Skill
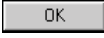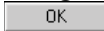
Adding a Task Linked to a Page

Overview

As you have seen, some FrontPage features allow you to add a task to your Tasks list while you are performing another function. When you are starting a new page you can create a task in the New dialog box. Rather than actually creating the page, you can create a task to remind you to finish the page later. The task will be linked to the new blank page.

How To:

Add a task to remind yourself to complete a new page in the **Skydiver** Web.

1 Open the **home** page in the **Skydiver** Web.

2 Click **File** on the Menu bar.

3 Move the pointer over **New** on the **File** menu.

4 Click **Page** on the submenu that appears.

5 The **New** dialog box opens. Click the **Just add Web task** check box on the right side of the dialog box, as shown in **Figure 8-3**.

6 Click [OK]. The **Save As** dialog box opens.

7 Type: **Task** as the file name.

8 Click [Save].

9 Click the **Tasks** button on the **Views** bar. The new page appears as a high priority task on the **Tasks** list, as shown in **Figure 8-4**.

10 Right-click the task. Click **Edit Task** on the shortcut menu to open the **Task Details** dialog box, as shown in **Figure 8-5**. You can reassign the task, change or add to the description or change the priority level. Click [OK] when you are finished.

Extra

The priority level automatically assigned to a task by FrontPage depends on the type of task. Finishing a new page, as in the exercise above, is treated as a high priority task. Each Spelling or Replace task you add while using the **Replace** and Spell-checking tools is linked to the page on which it occurs and is considered a medium priority task.

To add a task that is linked to an existing page, first highlight the page in any view. Then, follow the steps in the previous skill. For example, select a page in Navigation view. Then, open and complete the **New Task** dialog box. The task will be added to the **Tasks** list associated with that page.

Figure 8-3 Adding a task in the New dialog box
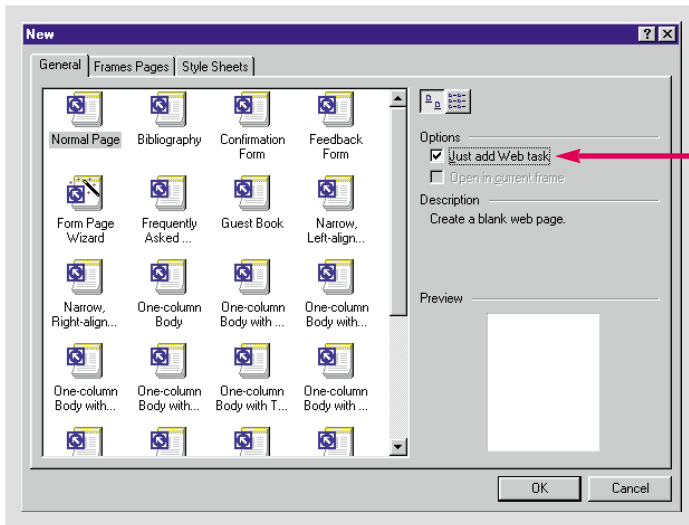
A task linked to the new
page will be created.

Figure 8-4 New task in Tasks list
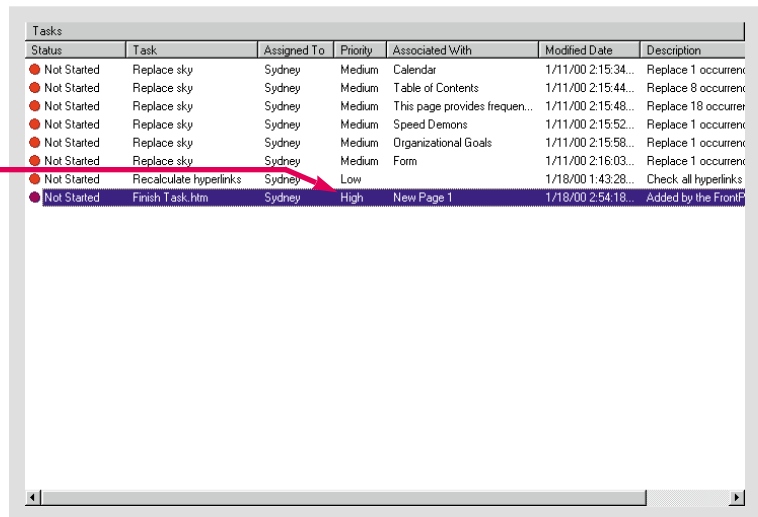
Finishing a page is
a high priority task

Figure 8-5 Task Details dialog box

The priority and other
details can be changed in
the Task Details dialog box
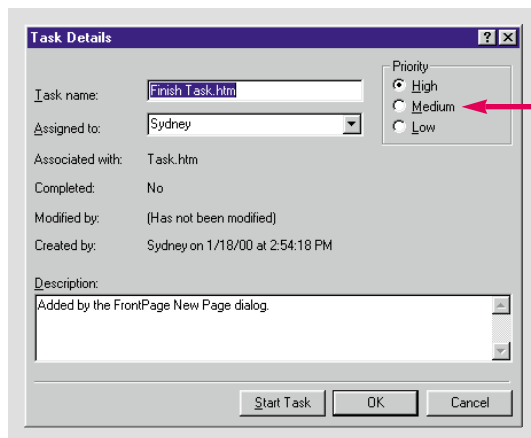
Practice

Create a new page in the **Caddy Shop**
Web, but create it as a task. Save the page
as **caddytask**.

Hot Tip

You can also add a task to an existing file
by right-clicking the file in the Folder list.
Click **Add Task** on the shortcut menu to
open the **New Task** dialog box. The task
will be associated with the file you select-
ed.

Skill

Starting and Completing Tasks

Overview

When you are ready to start working on a task, you must first select the task so the appropriate page will open. When everything is done, mark the task as completed to keep your tasks list up to date. Tasks can be started and completed in any order by the person to whom they have been assigned.

How To:

Execute your highest priority task in the **Skydiver** Web and then mark the task as completed.

1 Open the **home** page in the **Skydiver** Web.

2 Click the **Tasks** button on the **Views** bar.

3 Right-click the **Finish Task.htm** task.

4 Click **Start Task** on the shortcut menu that opens.

5 The new page, **task.htm** opens, as shown in **Figure 8-6**. Complete the page. Enter any content and insert any graphics and components you choose to complete the page. Be sure to add the new page to Navigation view. Add the necessary hyperlinks to the page, the menu frame, and the table on the home page. Save the changes to each page.

6 Click the **Tasks** button on the **Views** bar.

7 Right-click the **Finish Task.htm** task.

8 Click **Mark as Completed** on the shortcut menu that appears.

9 The circle on the left of the task changes colors, as shown in **Figure 8-7**.

10 Save your changes to the **Task** page.

Extra

If you checked the **Add a task for each page with misspellings** check box in the Spelling dialog box, starting the task will open the page you selected and the Spelling dialog box. Similarly, when you start a task you created using the **Add Task** button in the **Replace** dialog box, the page will open with the specified text selected. When you save the changes to a page that was opened from Tasks view, FrontPage will prompt you to mark the task as completed.

If you create a general task you will have to start and complete the task yourself. When you are done, save any changes, return to Tasks view and mark the task completed.

When you mark a task completed, it cannot be reversed. For a multiauthored site, this may mean that even when a task is complete it should not be marked as such until it has been reviewed and approved by a department head or supervisor. If you prematurely mark a task completed, you will have to delete it and create a new task to replace it.

Figure 8-6 New page linked to a task

Task.htm page created in
New dialog box with an
associated task
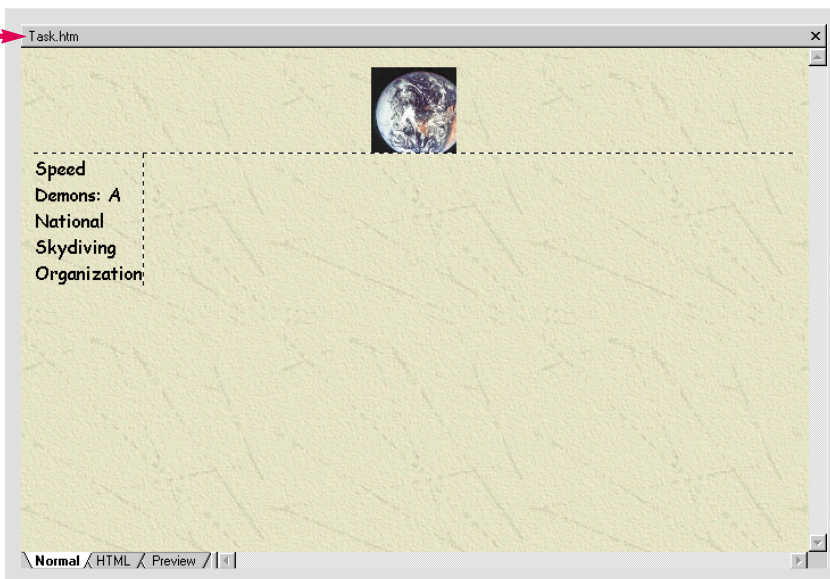
Figure 8-7 Completed task in Tasks list

Green circle marks
completed task

Skill

Sorting Tasks

Overview

By default, tasks appear in the Tasks list in the order in which they were created. You can sort your tasks to view them in a different order by clicking the column heading you want to use as the sort criterion. This can be useful in large Web sites with many tasks assigned to different individuals. You can sort your Tasks list by status, the people assigned to complete the tasks, priority, or any other column heading to organize your tasks.

How To:

Sort the tasks in your **Tasks** list to view them in different ways.

1 Open the **home** page in the **Skydiver** Web.

2 Click the **Tasks** button on the **Views** bar.

3 Click the **Priority** button at the top of the **Tasks** list.

4 Your tasks will be sorted by **Priority**, as shown in **Figure 8-8**.

5 Click the **Associated With** button at the top of the **Tasks** list.

6 The tasks are now sorted by which pages in the Web they are associated with.

7 Click the **Modified Date** button at the top of the **Tasks** list.

8 The tasks are sorted in ascending order by the date they were last modified.

9 Click the **Modified Date** button again.

10 The tasks are sorted in descending order by the date they were last modified. This is shown in **Figure 8-9**.

Extra

You can sort tasks in either ascending or descending order. If the category you are sorting contains letters, for example, names in the **Assigned To** category, the first time you click the column heading the names will be listed in ascending order or alphabetically from A to Z. Clicking the **Assigned To** column heading a second time will reverse the order. If you click the **Associated With** column heading, your tasks will be listed alphabetically by page title in ascending order. To restore the default order, click the **Modified Date** column heading. If you click the **Modified Date** column heading again, the tasks will be listed in descending order with the most recently created or modified tasks listed first.

To resize a column, move the pointer over the vertical bar on the right edge of the column heading until it becomes a resizing pointer. Click and drag to the right to widen a column and to the left to shrink a column. To make a column in the **Tasks** list exactly as wide as the information in the column, double-click the vertical bar.

Figure 8-8 Sorting tasks by Priority

All tasks with the same
priority level are grouped
together with High priority
first and Low priority last

Figure 8-9 Sorting tasks by Modified Date

Tasks sorted in
descending order
by Modified Date

Practice

Open the **Tasks** list for your **Caddy Shop**
Web. Sort the tasks in all the different
ways you can. Take note of the differences,
and why each sorting criteria would be
useful.

Hot Tip

To delete a task, right-click it and click the
Delete command on the shortcut menu.
The **Undo** command will not reverse the
deletion.

Skill Viewing Task History

Overview

When the **Show History** command is enabled, all tasks, even those completed, will be listed in the **Tasks** list. If the **Show History** command is inactive, the completed tasks will not be listed. In large **Tasks** lists, you may want to turn off the **Show History** function to limit the list to those tasks that must still be completed.

How To:

Use the **Show History** command to view the tasks you have completed.

1 Open the **home** page in the **Skydiver** Web.

2 Click the **Tasks** button on the **Views** bar.

3 Right-click the first **Replace sky** task and click **Start Task** on the shortcut menu. The page opens with the first occurrence of sky highlighted.

4 Edit the page. Save the page and mark the task as completed when prompted.

5 Return to **Tasks** view. Repeat the procedure to edit the next three pages. Reopen the **Replace** dialog box, if necessary. Save each page and mark the tasks as completed when prompted. Return to **Tasks** view.

6 Click **Edit** on the Menu bar. Move the pointer over **Task.** The **Task** submenu opens.

7 If **Show History** is checked, click it. If it is not checked, click outside the menu to close it.

8 Click the **Refresh** button on the Standard toolbar. The completed tasks have been removed from the list as shown in **Figure 8-10**.

9 Click **Edit** on the Menu bar.

10 Move the pointer over **Task**.

11 Click **Show History** on the submenu that appears.

12 All the completed tasks are now visible, as shown in **Figure 8-11**.

13 Close **FrontPage**.

Extra

When **Show History** is checked, the command is active and all completed tasks will appear in the **Tasks** list. If the command is not activated, any action that refreshes the page such as the **Refresh** command or closing the Web or FrontPage will remove the completed tasks. When managing the construction of a large site and coordinating many tasks, you may want to deactivate the **Show History** command to keep the size of the **Tasks** list manageable and avoid any possible confusion.

The **Refresh** command is a useful tool for team projects with multiple authors. For example, if you have already created a **Site Summary** you will have to refresh Reports view to display changes another author has made to the site.

Figure 8-10 Tasks list with Show History inactive

Only tasks that are not
complete are visible in
this version

Figure 8-11 Tasks list with Show History active

In this view all the
completed tasks are
visible as long as they
have not been deleted

Practice

Mark two tasks as being completed in your
Tasks list. Then deactivate the **Show
History** command. Refresh the page. Then,
activate **Show History** again.

Hot Tip

If you right-click the background in Tasks
view, a shortcut menu including the **Show
History** command will open. You can check
to see if the function is activated and turn
it on or off.

Shortcuts

Function	*Button/Mouse*	*Menu*	*Keyboard*
Tasks view		Click View, then click Tasks	
Save		Click File, then click Save	[Ctrl] + [S]
New Page		Click File, then move the pointer over New, then click Page	[Ctrl] + [N]
Refresh		Click View, then click Refresh	[F5]
Spelling		Click Tools, then click Spelling	[F7]
Replace		Click Edit, then click Replace	[Ctrl] + [H]

Test Yourself

Identify Key Features

Figure 8-12 Tasks list in Tasks view
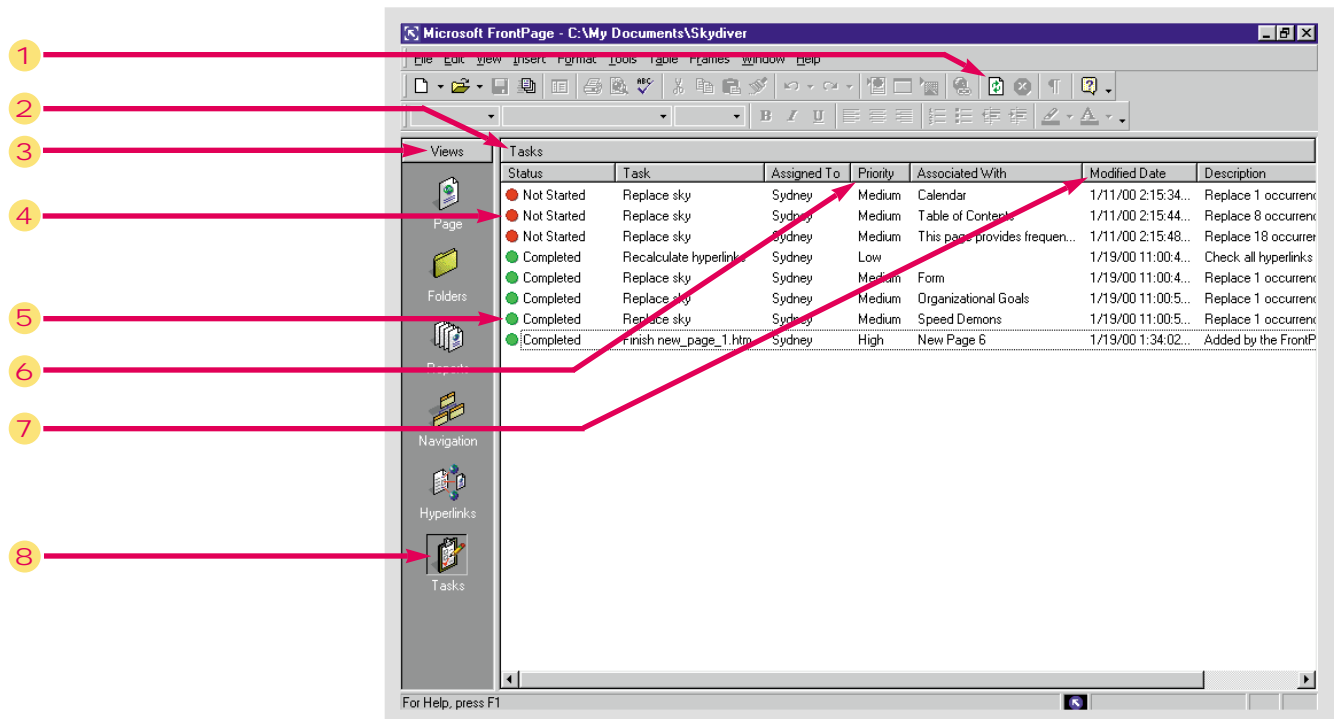
Select The Best Answer

9. Tells you how important a task is

10. Use this to edit tasks

11. This opens the function used to create a task or the page with which it is associated

12. Sorts tasks from A to Z

13. Sorts tasks from Z to A

14. Displays all tasks, including those that have been completed

a. Task Details dialog box

b. Descending

c. Priority

d. Show History

e. Ascending

f. Start Task

Test Yourself

Complete the Statement

15. The purpose of assigning tasks is to:

    a. Delegate the tasks

    b. Spread tasks to different co-workers

    c. Keep track of who has completed what tasks

    d. All of the above

16. Clicking this opens the Task Details dialog box:

    a. Task Details

    b. Edit Task

    c. New Task

    d. Add Task

17. You can sort tasks using all the following categories except:

    a. Task History

    b. Priority

    c. Assigned To

    d. Modified Date

18. You can mark a task as complete:

    a. Only after you have used FrontPage to complete the task

    b. Only in the Task Details dialog box

    c. At any time by clicking Mark as Completed

    d. At any time by clicking Task Finished

19. If you sort tasks by who they are assigned to in descending order, this name would appear first:

    a. Sydney

    b. Ronald

    c. Raymond

    d. Matthew

20. You can delete a task by right-clicking it to open a shortcut menu and clicking:

    a. Edit Task

    b. Delete

    c. Cut Task

    d. End Task

21. When the Show History command is checked it means:

    a. None of the completed tasks will be visible

    b. Only the completed tasks will be visible

    c. All the completed and unfinished tasks will be visible

    d. None of the unfinished tasks will be visible

Test Yourself

Test Your Skills

1. Create new tasks in the **Water Taxi** Web:

   a. Open the **Home** page in the **Water Taxi** Web.

   b. View the **Tasks** list.

   c. Open the **New Task** dialog box.

   d. The **Task name:** is **Test Hyperlinks**.

   e. The **Description** is: **Test all the hyperlinks in the Web. If there are faulty hyperlinks, recalculate them**.

   f. The priority of this task is **Medium**.

   g. Make sure this task has been added properly to your **Tasks** list.

2. Add a task to the **Water Taxi** Web while performing another function:

   a. Open the **Home** page in the **Water Taxi** Web.

   b. View the **Tasks** list.

   c. Open the **New** dialog box to create a new page.

   d. Click the **Just add Web task** check box.

   e. Save the file under the name **newtask**. Return to **Tasks** view.

   f. Right-click the new task.

   g. Click **Edit Task** on the shortcut menu. View the details of the new task in the **Task Details** dialog box. Change the description to: **Create a new page listing popular fishing locations**.

3. Start and complete tasks in the **Water Taxi** Web:

   a. Open the **Index** page in the **Water Taxi** Web.

   b. View the **Tasks** list.

   c. Right-click on the task **Finish newtask.htm**.

   d. Click **Start Task** on the shortcut menu that opens.

   e. Complete the new page and save it as **fishing.htm**. Change the page title to **Fishing Locations**.

   f. When the message box opens reminding you that the page was opened from **Tasks** view and asks if you would like to mark the task as completed, click **Yes**.

   g. Add the page to the navigation structure below the the **Locations** page.

   h. Add a hyperlink to the left frame and empty the cell in the table for the **Fishing Locations** page.

Test Yourself

4. Sort the tasks in your **Tasks** list:

    a. Open the **Home** page in the **Water Taxi** Web.

    b. View the **Tasks** list.

    c. Click the **Associated With** button at the top of the **Tasks** list to sort the tasks in ascending order of the pages they are associated with.

    d. Click the **Modified Date** button at the top of the **Tasks** list to view the tasks in ascending order of the date they were last modified.

    e. Click the **Modified Date** button at the top of the **Tasks** list again to view the tasks in descending order of the date they were last modified.

5. View the history of your tasks:

    a. Open the **Home** page in the **Water Taxi** Web.

    b. Preview the Web in a browser and test all the hyperlinks.

    c. View the **Tasks list**. Mark the **Test Hyperlinks** task complete.

    d. If the **Show History** command is active, deactivate it. If it is not turned on, close the menu.

    e. Refresh the page.

    f. Activate the **Show History** command to view your task history.

6. Before you leave Diggs & Associates you must assign work to the three employees who will be taking over the maintenance of the Web, **John**, **Martha**, and **Alan**. If you have any Spell-checking or **Replace** tasks left, divide them up as evenly as possible. Create three new linked tasks to remind each employee to finish a new page. Create three new general tasks. Ask **John** to perform a final spell-check on the Web, **Martha** to test all hyperlinks and **Alan** to check all interactive and advanced components. Assign priorities to these tasks as you see fit.

7. Sort the **Tasks** list in different ways. First, sort them according to the person assigned to complete the task. Make sure each employee has approximately an equal amount of work. Tasks that were previously assigned to you must be reassigned. Next, sort the tasks by priority. Make sure you have equally divided the number of high, medium and low priority tasks. Finally, return to the default view so that each task is listed by the date it was created or last modified. Turn off the **Show History** command if necessary, so that only uncompleted tasks will display.

Test Yourself

8. You are now ready to finish your personal Web. Perform a final spell-check. Add a task for each page with misspellings to perform this task more efficiently. Open the **Tasks** list and complete all tasks including those you have created while performing other functions. If you still have pages to create or other maintenance to perform, create tasks for each job. Be sure to complete all tasks.

9. Sort the list in various ways to decide how to proceed. You may want to perform all tasks associated with a certain page first or high priority tasks first. To avoid confusion, do not enable the **Show History** command until you have marked all tasks as completed. Then, use the **Show History** command to make sure you have not accidentally marked a task completed that you have not finished.

Glossary

A

ActiveX Control
A control added to your Web pages, often interactive, created by a program written specially for that control.

Align left, right
Command buttons on the Formatting toolbar that change the alignment of the text on a Web page by aligning the text to the left or the right side of the page.

Answer Wizard
A part of the FrontPage Help feature, it allows you to type a question, and will search for the help topics that might be useful in answering that question.

Applet
A set of instructions written in Java that tells your browser how to interpret a certain object and effect, it only works with Java-enabled browsers.

B

Background
A command on the Format menu that allows you to make formatting changes to different aspects of Web pages.

Banner Ad Manager
Creates a slideshow-like presentation of images which can be linked to other Web pages. Often used for advertisements that appear on Web pages.

Bevel
A formatting option which creates an effect around an image. The effect makes the image appear to have a picture frame around it.

Bold
A command button on the Formatting toolbar that makes the selected text appear in bold lettering.

Broken hyperlink
A hyperlink that has a target page that does not exist, has been moved, or changed, or for some other reason the hyperlink does not work, or link to an appropriate file.

Browser
See Web Browser.

Bulleted list
A type of list in which the information is organized by graphical marks, called bullets, representing a new section of information on the list.

C

Caption
A feature which creates a message that appears with a table, usually used to provide explanation on the information in a table.

Cascading Style Sheets
A new FrontPage feature which uses a text file to effect the way elements on your Web are positioned.

Cell
The empty spaces that are created by the rows and columns of a table. Contains the information in a table.

Center
A command button on the Formatting toolbar that changes the alignment of the text on a Web page by aligning it in the center of the page.

Check box

A check box is another way of answering a yes or no question, the user has an option of checking the box to select it, a yes answer, or not checking it, a no answer.

Child page

A page, in a Web hierarchy, which appears below another page in the hierarchy, and therefore can only be linked to from that page.

Click

To press and release a mouse button in one motion; usually refers to the left mouse button.

Clickable image

Another name for a hotspot or an image map, an image that is formatted so that a hyperlink is added to a particular place on the image. When clicked this spot acts as a hyperlink.

Clip Art Gallery

A gallery of images that Microsoft provides that you can search and use to add graphics to your Web pages.

Close button

A sizing button that appears on the Title bar, when clicked it closes the application.

Column

The vertical border of a table, that intersects with the rows to make up the empty spaces of the table called cells.

Contents

A part of the FrontPage Help feature, this allows you to search for help based on a table of contents with help topics that you can choose to look at.

Control

An object that makes data entry easier and more efficient, most controls appear on form pages, such as check boxes, and radio buttons.

Control Menu icon

An icon that appears in the Title bar that opens a menu, when clicked, that allows you to manipulate the FrontPage window.

Convert

A function on the Table menu that allows you to change plain text into a table and a table into plain text.

Copy

A command found on the Edit menu that copies the selected text and moves it to the Office Clipboard.

Cut

A command found on the Edit menu that cuts the selected text and moves it to the Office Clipboard.

D

Decrease indents

A command button on the Formatting toolbar that allows you to decrease the indentation between the text and the margins.

Desktop

The standard Microsoft Windows screen, it is designed to have the appearance of an actual desktop.

Dialog Box

A box that groups functions together, it performs certain actions depending on the commands you use and the options you select.

Drag

To hold the mouse button down while moving the mouse.

Draw Table

A function on the Tables toolbar that allows you to draw a table to your own specifications, and insert columns and rows.

Drop-Down arrow
> An arrow that appears in a text box, clicking it opens up a menu of options to choose from.

Drop-Down Menu
> A menu of options that opens by clicking the drop-down arrow. You can also use FrontPage to create a drop-down menu on a form page.

Dynamic HTML (DHTML)
> A code used to create motion effects on a Web page, such as banner ads and other special effects.

E

Edit
> A menu on the Menu bar that provides you with commands that allow you to make changes and edit your Web and Web pages.

F

File
> A menu on the menu bar, it provides commands that have to do with saving, opening, printing, storing, and performing other filing options on your Web and Web pages.

Find
> A command found on the Edit menu, searches for text that you specify and takes you to where the text is located on a page, or in a Web.

Folder List
> A list of files and folders that appears to the left of the FrontPage screen, it can also be accessed by opening the View menu.

Folders view
> Allows you to view and organize the folders and files that are associated with a Web.

Font
> The style in which text appears. Bold, italic, script, serif, and sans serif are all styles associated with different fonts.

Form page
> A type of Web page that asks the user for information, once the information has been entered the page may be sent to the Web manager, and saved, or sent to an e-mail address so the data can be recorded.

Format
> A menu on the Menu bar that allows you to make formatting changes to your Web and Web pages.

Format Painter
> A FrontPage feature which allows you to copy and paste the format from a body of text and apply it to text in a different location.

Formatting
> The process of adding elements to your Web page, including objects, text, colors, and other important Web components to give your Web a certain look or style, and make it attractive.

Formatting toolbar
> A bar full of buttons and icons that allows you to perform certain formatting actions on your Web pages.

Frames
> A menu on the Menu bar that allows you to add frames to a page, create a frames page, and make changes to frame pages.

Frames page
> Pages which contain an extra frame, which is another Web page, that allows visitors to move smoothly through your Web site.

G

Graphic Interchange Format (GIF)
> A format in which images are saved, where the image is compressed so that it does not take up much space, and doesn't take long to download.

Global Find and Replace
The same function as the Find command and the Replace command. The difference is that global means these commands are applied to an entire Web.

H

Help
A Microsoft feature that provides several different ways of searching for help and information while you are using a Microsoft program. You can access this feature with the Help menu on the Menu bar.

Hit Counter
An interactive feature on a Web page. When inserted it displays the number of visitors that have opened a Web page.

Home page
The first page that a visitor sees when they enter your Web site. It is where they begin to navigate through your Web.

Hotspot
Another name for an image map or a clickable image, when an image is formatted so that a particular spot on the image is linked to a target page. When clicked the hotspot acts as a hyperlink.

Hover button
A button added to a Web page which creates an effect when the pointer hovers over it, the button is actually a Java applet.

Hyperlink
A hyperlink is a piece of text that links to another page inside the Web, or externally to another Web altogether.

Hyperlinks View
Displays every hyperlink to and from each page in a Web.

Hypertext Markup Language (HTML)
A code used for designing Web pages. FrontPage writes HTML code for you, but a knowledgeable user may also write HTML code for a page in FrontPage.

HTML tab
Found in Page view, this mode of viewing a page allows you to look at and edit the HTML code that makes up the Web page.

I

I-beam
When you move the mouse pointer over text or an area of a page where text may be inserted it turns into an I-beam so named because it looks like an I-beam.

Icon
A small graphic that identifies an object or a button.

Image map
Another name for a hotspot or clickable image, when an image is formatted so that a particular spot on the image is linked to a target page. When clicked the spot acts as a hyperlink.

Image toolbar
A bar containing buttons that perform specific actions when clicked, this particular toolbar contains command buttons that act on images alone.

Import
A command which allows you to take files from another location, such as another folder, drive, or even from the Web, and place them in your current Web.

Increase indents
A command button on the Formatting toolbar that allows you to increase the indent between the text and the margins.

Index
A part of the FrontPage Help feature, this function allows you to get help by typing a keyword and searching for the help topics related to that keyword.

Insert
A menu on the Menu bar that allows you to insert certain objects and files into your Webs and Web pages.

Insertion point

A flashing point on a page, it marks the point where text will be entered on the page, or where an object will be placed.

Internet

A global network of computers exchanging information over the network, it includes the Web servers, the individual user, and organizations that manage the networks.

Italic

A command button on the Formatting toolbar that makes the selected text appear italicized.

J

Java

A Web designing language. Similar to HTML, Java is read by browsers and then used to display Web pages, but Java allows certain effects to be created which are not possible in HTML.

Java applet

A set of instructions written in the Java language which tells the browser which effects to perform when the page is displayed. These applets are only visible with Java enabled browsers.

Joint Photographic Experts Group (JPEG)

A format in which images are saved, where the image is compressed so that it does not take up much space, and doesn't take long to download.

K

Keyword

A part of the Index help feature, type in a keyword and the help feature will find a help topic related to that keyword.

L

List

A list is a way of organizing information on a Web page by displaying it in list format.

Lotus 1-2-3

A spreadsheet program, using FrontPage you can open documents from this program and put them on a Web page.

M

Marquee

An object that takes text and moves it across the screen to grab the viewers attention.

Maximize button

A sizing button found on the Title bar that maximizes the size of the FrontPage window.

Menu

A list of related commands.

Menu bar

Found below the Title bar, it contains the names of menus that present lists of commands to choose from.

Merge Cells

A function performed on a table that turns two separate cells into one.

Microsoft Personal Web Server

A program which publishes Webs to a local hard drive or any other local area on your computer.

Minimize button

A sizing button the Title bar that minimizes the size of the FrontPage window so that it no longer appears on the screen.

Mouse pointer
The arrow shaped cursor on the screen that you control by guiding the mouse on your desk. You use the mouse to select and drag items, choose commands, and start or exit programs. The shape of the mouse pointer can change depending on the task being executed.

N

Navigation bar
A group of hyperlinks appearing as buttons or simply as text which guide a user through the navigation of your Web, by providing hyperlinks, internally, to pages in the Web.

Navigation button
A button that links to other pages to help navigate a user through a Web.

Navigation view
Displays the navigation structure of a Web. It also allows you to add Navigation buttons and a Navigation bar to your pages.

New Page
A command found on the File menu that allows you to create a new page with a template, a wizard, or just a blank page.

New Web
A command found on the File menu that allows you to create a Web using a template, a Wizard or a simple one-page Web.

No-Frames page
An alternative page created simultaneously with a frames page for users who cannot or choose not to view frames.

Normal Tab
Found in Page view, this mode of viewing a page allows you to add objects and elements, and perform some of the formatting options available to you in FrontPage.

Numbered list
A type of list in which the information is organized by numbers representing a new section of information on the list.

O

Office Clipboard
Allows you to send up to 12 pieces of data from programs to the clipboard, by cutting or copying, then allows you to take data off the clipboard and use it in other programs.

Open File
A command found on the File menu that allows you to open any previously saved file.

Open Web
A command found on the Menu bar that allows you to open any previously saved Web.

P

Page view
This view allows you to work on an individual Web page. Most of the formatting of additional elements and graphics to a Web page is done in this mode.

Page Transition
A formatting feature that creates an effect as different pages are viewed in a Web.

Parent page
The page that appears above another page in the Web hierarchy, so that it links to the child page.

Paste
A command found on the Edit menu that allows you to take data from the clipboard and paste it in a document.

Plain Text (TXT or ASCII)
A format in which data appears. It is significant because you can use FrontPage to open data in this format and place it on a Web page.

Preview in Browser
A command found on the File menu, it allows you to open your Web in a browser, you may use any browser that is used by your computer.

Preview Tab
Found in Page view, this mode of viewing a page allows you to see what the page would look like if it were published on the Internet and viewed with a browser.

Print
A command found on the File menu that allows you to print a copy of the FrontPage screen, so that you can have a hard copy of the pages that will be published.

Print Preview
A view that shows how an object will appear when printed on paper. Useful for evaluating the layout or structure of a Web, before publishing it.

Publish Web
A command found on the File menu that publishes your Web to a Web server or to another location that you specify.

Push button
A button that is added to a form page that allows a user to submit a form or to reset a form, these options may be set when the button is created.

R

Radio button
A group of buttons that allows the user to select one or more of several options. Users may be allowed to select more than one, or can be limited to only one selection, out of several radio buttons.

Recalculate Hyperlinks
A command found on the Tools menu that fixes broken hyperlinks, by locating the intended target pages.

Recent File
A command found on the File menu that allows you to instantly open one of the most recent files you have been working on.

Recent Web
A command found on the File menu that allows you to instantly open one of the most recent Webs you have been working on.

Rename
A command found on many shortcut menus that allows you to rename an object using the Rename dialog box.

Replace
A command found on the Edit menu, that is related to the Find command. It allows you to find information on a page or in a Web and replace it with the text you specify.

Reports view
Provides reports and updates on the status of the files and hyperlinks of a Web, so you can keep it up to date.

Resizing arrow
When the pointer is moved over an object and you have the option of resizing it, the pointer will turn into an arrow, clicking and dragging the arrow will resize the object.

Restore button
A sizing button found on the Title bar that allows you to revert the FrontPage window to its previous size.

Rich Text Format (RTF)
A format in which data sometimes appears, FrontPage can open a document in this format and place it on a Web page in HTML format.

Right-click
> To click the right mouse button; often used to access specialized menus and shortcuts.

Row
> The horizontal border of a table, it inter-sects with columns to create the empty spaces called cells.

S

Save
> A command found on the File menu that saves a file simply by overwriting the existing saved document.

Save As
> A command found on the File menu that allows you to save a file with a new name and a new location.

Scroll arrow
> Arrows that appear on the right and bottom of the FrontPage screen, they allow you to scroll through a document one line at a time, by clicking the arrow in the direction you want the view to move.

Scroll bar
> A graphical device for moving vertically or horizontally through the FrontPage screen with the mouse. Scroll bars are located along the right and bottom edges of the FrontPage window.

Scroll bar box
> A small grey box located inside a scroll bar that indicates your current position relative to the rest of the window. You can advance a scroll bar box by dragging it, or by clicking the scroll arrows.

Search form
> A form control that allows users to search for specific information in a Web.

Shared borders
> A command found on the Format menu that allows you to add a Navigation bar to a Web, this is most useful when you add the shared borders in Navigation view. Text, images, or other elements added to the shared borders will be applied on all the pages in a Web.

Shortcut key
> A keyboard equivalent of a menu command such as [Ctrl]+[S] for Save.

Shortcut menu
> A pop-up menu accessed by right-clicking the mouse. The contents of the menu depend on your current activity.

Site Summary
> A type of report provided in Reports view that evaluates files, folders, and hyperlinks to make sure that every element of your Web is kept up to date.

Sizing buttons
> Three buttons found on the Title bar that allow you to manipulate the size of the FrontPage window.

Sizing handles
> The small black squares that appear on the border of an object when it is selected. Dragging these handles will allow you to resize the object.

Spelling Checker
> A command found on the Tools menu, it checks the spelling of words on a page or in a Web with the words in its internal dictionary.

Split Cells
> A function performed on tables that creates two cells from a single cell.

Standard toolbar
> Found below the Menu bar, it contains graphical buttons that execute specific commands.

Status bar
> Appears at the bottom of the screen and displays the activity being performed, as well as displaying currently active features, including the loading time for a Web page.

Style box
> A box on the Formatting toolbar that allows you to set and change the style of text that appears in a Web page.

Style sheets
> See cascading style sheets.

T

Table
> An object that you can insert into a Web page to help organize information. The table is made up of rows and columns which create cells, the cells contain the information. The Table menu on the Menu bar is used to insert and format tables.

Tables toolbar
> A toolbar that contains different graphical buttons used to work with a table.

Target
> The page, Web, or location that a hyperlink links to. When creating a hyperlink the target page or URL must be specified. The target page must also be in working order for the hyperlink to work.

Task
> A task provides a reminder as well as documentation as to what work is to be done in your Web, who is doing the work, and when that work is taking place.

Tasks view
> Displays the tasks that are and must be completed in a Web.

Template
> A basic structure or outline that FrontPage provides you with to help you start your Web. The pages may include placeholder text which you simply overwrite to create your page.

Text box
> A box that appears on a form page that allows users to enter text into it, a one-line box allows a short entries, while scrolling text boxes allow longer entries.

Theme
> An overall style or look that is applied to a Web page or an entire Web, it is customizable so you can create your own.

Title bar
> Contains the application Control menu icon, name of the application, and sizing buttons, it appears at the very top of the FrontPage screen.

Toolbar
> A graphical bar containing buttons that act as shortcuts for common commands.

Tools
> A menu on the Menu bar that allows you to select options that are useful for setting the technical properties of the FrontPage screen, Webs, and Web pages.

Tree diagram
> Another name for a Web hierarchy, it is the basic structure of a Web displaying all parent and child pages and their relationships to one another.

U

Underline
> A command button on the Formatting toolbar that makes the selected text underlined.

Uniform Resource Location (URL)
> The address of a Web page. Every page has its own URL, no two URL's are exactly the same.

V

View
A menu on the Menu bar that allows you to choose certain ways of viewing your Web and Web pages, and allows you to manipulate what tools and toolbars are visible.

View buttons
Found on the Views bar, these buttons allow you to control the way you view a Web, and allow you to perform different functions in a Web.

Views bar
The bar of buttons found on the left side of the FrontPage screen. This is where you find the View buttons that allow you to perform different functions in a Web.

W

Warning
A dialog box that opens to ensure that you are performing the action that you want, you can continue the action, or cancel it. It is used to prevent you from losing data or making irreversible changes that you don't want to make.

Web
An assortment of Web pages that make up a Web site.

Web browser
A program that has the ability to display Web pages, and can access them off of the Internet, it displays pages by reading the code they are written in.

Web hierarchy
Another name for a tree diagram, it is the basic structure of a Web displaying all parent and child pages and their relationships to one another.

Web page
A document that appears on the Internet with its own URL. It may contain graphics, text, or any number of elements that may be viewed once it is published.

Web server
A computer running software that stores Web pages and objects, so that when a browser requests a page or object, the server furnishes the request, the browser interprets the objects as pages, text, graphics, etc.

Web site
One or more Web pages that are linked and may be navigated by a visitor. Web sites are managed and owned by a person, company, or an organization.

What's This
A help feature that allows you to point to an object on the screen, a small box will open describing what that object is.

Window
A menu on the Menu bar that allows you to manipulate the FrontPage window. Also a rectangular area on the screen where you view and work on files.

Windows Taskbar
Usually located at the bottom of your screen, it contains buttons that allow you to open programs and perform certain functions.

Wizard
A series of dialog boxes that allows you to enter data and choose options and uses those choices to create a page or a Web for you, based on your specifications.

Word
A Microsoft program that is used for word processing, you can use FrontPage to open a document from Word on a Web page.

WordPerfect
A word processing program, FrontPage can open this document and place it on a Web page.

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Appendix

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View task history	FP 8.10-8.11	
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Answer Key

Lesson 1

Identify Key Features
1. Title bar
2. Toolbar
3. Menu bar
4. Views bar
5. Page View button
6. Reports View button
7. Navigation View button
8. Hyperlinks View button
9. Start button

Select the Best Answer
10. c
11. h
12. e
13. a
14. g
15. b
16. f
17. d

Complete the Statement
18. c
19. b
20. a
21. d
22. d
23. a
24. c
25. d

Lesson 2

Identify Key Features
1. Menu bar
2. File menu
3. Edit menu
4. Views bar
5. Preview in Browser button
6. Check Spelling button
7. Replace dialog box
8. Match case check box
9. Status bar

Select the Best Answer
10. f
11. c
12. g
13. b
14. a
15. e
16. h
17. d

Complete the Statement
18. d
19. b
20. c
21. a
22. c
23. b
24. c
25. d

Lesson 3

Identify Key Features
1. Bold button
2. Italics button
3. Center button
4. Image map, clickable image, hotspot
5. Image frame
6. Sizing handles
7. Table
8. Hyperlink
9. Hotspot button

Select the Best Answer
10. h
11. g
12. a
13. c
14. i
15. b
16. e
17. d
18. f

Complete the Statement
19. a
20. b
21. c
22. a
23. c
24. d
25. c
26 b

Lesson 4

Identify Key Features
1. Folder List button
2. Publish Web button
3. Folder list
4. Views bar
5. Folders View button

6. Cut button
7. Paste button
8. Navigation button
9. Status bar

Select the Best Answer
10. h
11. a
12. f
13. d
14. i
15. b
16. c
17. e
18. g

Complete the Statement
19. d
20. b
21. b
22. a
23. d
24. d
25. c
26. a

Lesson 5

Identify Key Features
1. Format Painter button
2. Insert Component button
3. Position dialog box
4. Absolute positioning button
5. Relative positioning button
6. Location and Size section
7. Format button
8. Style button
9. Bevel button

Select the Best Answer
10. d
11. f
12. a
13. g
14. b
15. e
16. c

Complete the Statement
17. b
18. c
19. b
20. d
21. b
22. b

Lesson 6

Identify Key Features
1. Table menu
2. AutoFit button
3. Distribute Columns Evenly button
4. Merge Cells button
5. Insert Columns button
6. Insert Rows button
7. Split Cells button
8. Distribute Rows Evenly button
9. Caption

Select the Best Answer
10. c
11. e
12. d
13. b
14. a

Complete the Statement
15. c
16. a
17. d
18. d
19. c
20. b
21. a
22. d

Lesson 7

Identify Key Features
1. Frames menu
2. Save button
3. Insert Component button
4. Find What: text box
5. Replace With: text box
6. All Pages radio button
7. Active X control, Calendar control
8. Frame
9. No Frames tab

Select the Best Answer
10. f
11. d
12. a
13. h
14. b
15. e
16. c
17. g

Complete the Statement
18. b
19. c
20. d
21. b
22. b
23. c
24. a
25. d

Lesson 8

Identify Key Features
1. Refresh page button
2. Tasks bar
3. View bar
4. Task, not started
5. Completed task
6. Priority heading
7. Modified date heading
8. Tasks button

Select the Best Answer
9. c.
10. a
11. f
12. e
13. b
14. d

Complete the Statement
15. d
16. b
17. a
18. c
19. a
20. b
21. a