

# Microsoft FrontPage

## 1. Introduction

Microsoft FrontPage is a full featured HTML editor. A Web site is a group of HTML pages and graphics that are interconnected with hyperlinks. A FrontPage Web site is a site created in FrontPage. It contains Web pages graphics, documents, multimedia.

FrontPage 2000 includes the FrontPage Explorer, where you create, design, and manage your entire Web site, and the FrontPage Editor, where you create and edit Web pages without needing to know Hypertext Markup Language (HTML). FrontPage includes many features that make Web-site creation easy for any user, such as a gallery of professionally designed graphical themes, a full set of wizards and templates for creating pages and FrontPage webs, active page elements for providing complex functionality without programming, and a Tasks list for tracking tasks as you create your FrontPage web.

You use the FrontPage Explorer to create the structure or layout of your Web site, apply graphical themes to its pages, organize its files and folders, import and export files, test and repair hyperlinks, administer access privileges, track tasks, and launch the FrontPage Editor to design and edit the contents of your Web pages. When your FrontPage web is completed, you use the FrontPage Explorer to publish it on your computer, your organization's intranet, or the World Wide Web.

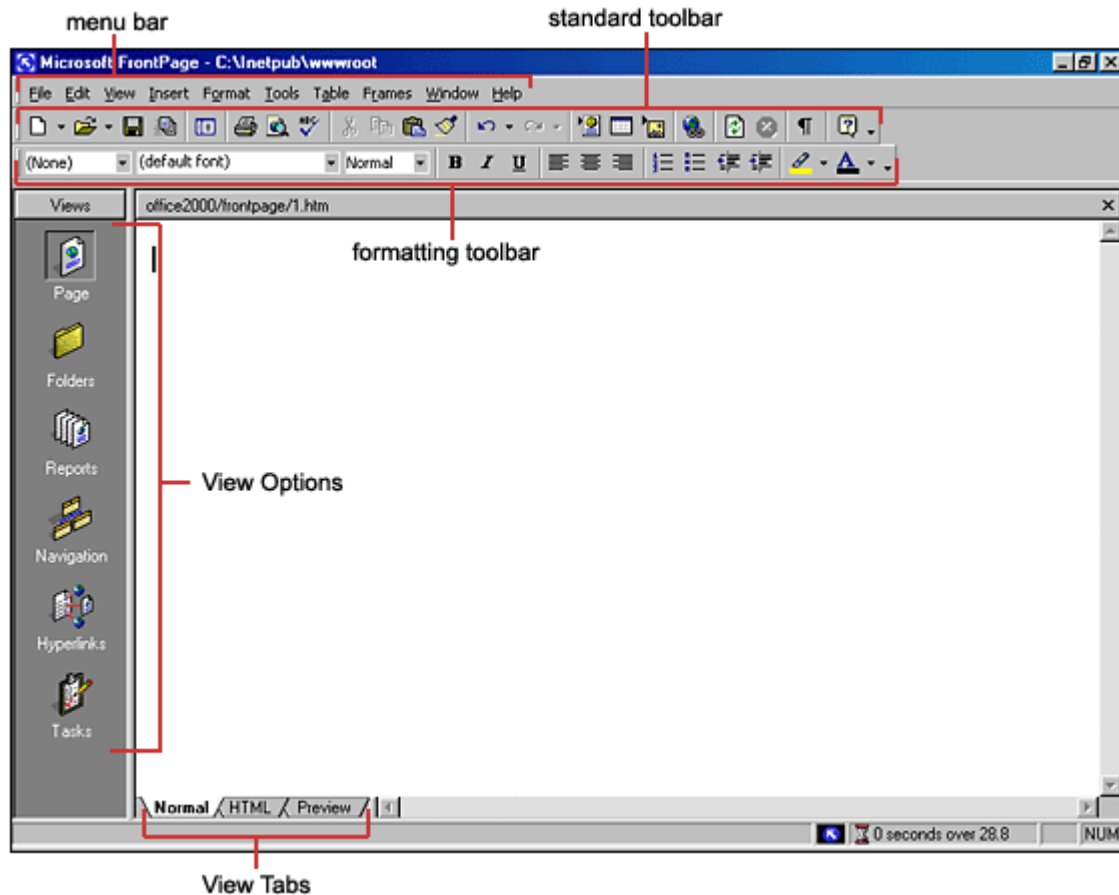
You use the FrontPage Editor to create, design, and edit World Wide Web pages. As you add text, images, tables, form fields, and other elements to your page, the FrontPage Editor displays them as they would appear in a Web browser. Although it is a powerful tool, the FrontPage Editor is easy to use because of its familiar, word-processor interface. You do not need to learn hypertext markup language (HTML) to use the FrontPage Editor because it creates all the HTML code for you.

If you want to edit HTML code directly, you can use the FrontPage Editor's HTML view. In this view, you can enter text; edit HTML tags or script code, and use standard word-processing commands such as cutting, pasting, finding, and replacing.

FrontPage is a member of the Microsoft Office family of products, and shares many of the features of Microsoft Word and Microsoft Excel, such as the Microsoft Clip Gallery, global spell checking and thesaurus, and easy table-editing. FrontPage 2000 also manages hyperlinks created in Microsoft Office documents.

### 1.1 Starting Microsoft FrontPage

**Click Start button ->Programs->Microsoft FrontPage,**



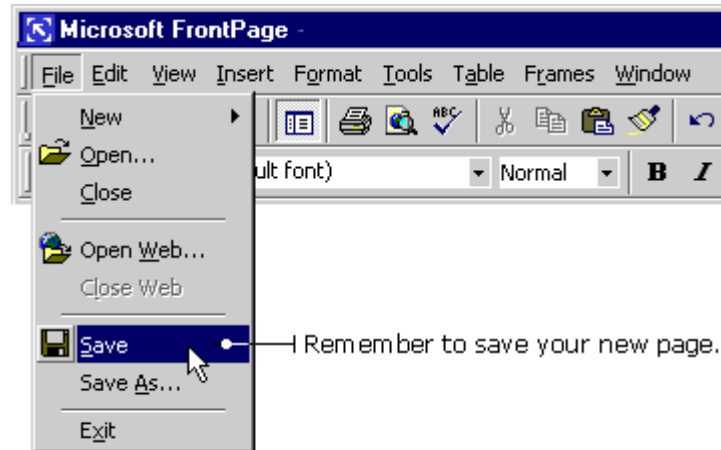
## 1.2 Using the Views Bar

In FrontPage there are 3 views.  This menu bar is located in the bottom left corner of the page.

1. **Normal** tab to edit a webpage.
2. **HTML** tab to edit the HTML source code for the page.
3. **Preview** Shows what your documents appearance will be in a browser

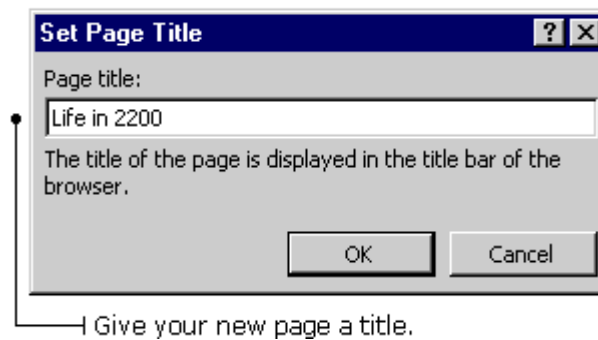
## 1.3 To create and save a new page:

- 1) Open FrontPage 2000. A blank page appears in Page View.
- 2) Click the Normal tab at the bottom of the page.
- 3) Place the cursor inside the blank page and type a title or a few lines of text.
- 4) Click File on the Menu bar, then select Save. The Save As dialog box appears.

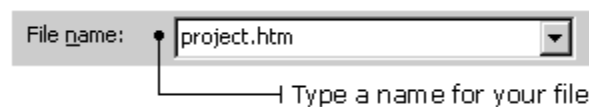


5) In the Save As dialog box, click the Change button to change the title of your page. The Set Page Title dialog box appears.

6) Type a new name into the Set Page Title dialog box and click OK.



7) In the Save As dialog box, choose a file name and type it into the File name text box.



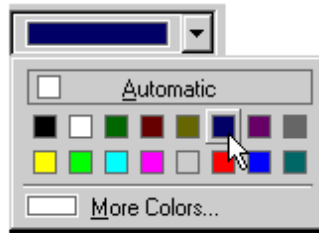
8) Click the Save button.

#### 1.4 To change the background color of your Web page:

1) Click Format on the Menu bar and select Background. The Page Properties dialog box appears.

2) Click the Background tab.

3) Click the Colors Background drop-down box and select a color.



Select a color from the drop-down box.

4) Click OK on the Page Properties dialog box

### 1.5 Set a background picture for a page

You can set a background picture for a page. All page elements, such as text and graphics, will appear on top of the background picture. You can use pictures from a web, a file system, the World Wide Web, or clip art. You can also set the background picture to be a watermark, which means the picture that does not scroll as the page scrolls. However, not all Web browsers support watermarks.

**Note** If the page uses a theme, modify the background picture by changing the graphics used in the theme.

1. In Page view, right-click the page, and then click **Page Properties** on the shortcut menu.
2. Click the **Background** tab.
3. Select the **Background picture** check box, and then click **Browse**.
4. Select the background picture:
  - If the picture is in a web, browse to the web and folder that contains the picture, select the picture you want, and then click **OK**.
  - If the picture is on your local network, click **File** , browse to the picture you want from your local network, and then click **OK**.
  - If the picture is on the World Wide Web, click **World Wide Web** . In your Web browser, browse to the picture that you want, and then switch back to Microsoft FrontPage. The location of the page you visited will be displayed in the **URL** box. Click **OK**.
  - If the picture is clip art, click **Clip Art** to display the Microsoft Clip Gallery, right-click the picture that you want, and then click **Insert** on the shortcut menu.

### 1.6 To add text to your Web page:

- 1) If you are not in Page View, click the Page button on the Views bar.
- 2) Click the Normal tab at the bottom of the page.
- 3) Insert the cursor into the blank page.
- 4) Type your text.

You can make the text bold, italic, underlined, left justified or right justified.

Just select the text with your mouse, then click the appropriate button on the Format

toolbar.

Once you've put text on your page, you can change its style, color, size, and more.

### 1.6.1 To change the font style:

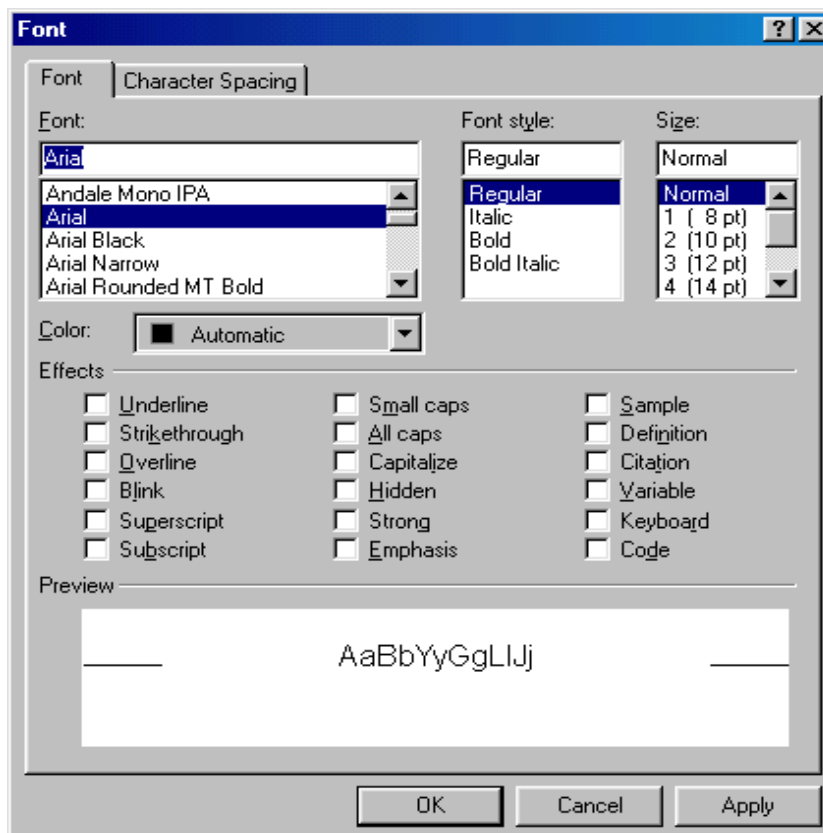
- 1) Select the text.
- 2) Click the arrow button next to the Font display. A drop-down list appears with various font styles.
- 3) Click the font style of your choice.

### 1.6.2 To change the text color:

- 1) Select the text.
- 2) Click the arrow button next to the Font Color button. A Color menu appears.
- 3) Click the color of your choice from the Standard Color palette. Or, select from a larger color palette by clicking More Colors.

### 1.6.3 To change the font size:

- 1) Select the text.
- 2) Click the arrow button next to the Font Size display. A drop-down list appears with various font sizes.
- 3) Click the font size of your choice.



**Fig.1. Changing FONT**

## 1.7 Add borders around text:

You can add borders around text, and then set properties, such as the style, color, padding, and width of the border.

For example, the style of the border around this paragraph is double, and the color blue.

When you add a border, it is applied to an entire paragraph. For example, if you apply a border to a selected word, the border is applied to the whole paragraph. Or, if you select two paragraphs and then apply a border, each paragraph will have a border around it. If text is separated by line breaks rather than paragraph marks, the text is considered to be one paragraph and will have one border.

1. In Page view, select the paragraphs around which you want to add a border.
2. On the **Format** menu, click **Borders and Shading**.
3. Do one of the following:
  - If you want a four-sided border, under **Setting**, click **Box**. Set properties for the border by clicking options from **Style**, **Color**, and **Width**.
  - To create a custom border, under **Setting**, click **Custom**. A custom border can have borders on particular sides, and each side can have a different style, color and width. From the **Style** box, click a border style. You can also click options from **Color** and **Width**. Under **Preview**, apply the border to one or more sides by clicking the diagram's sides or by clicking the buttons.
4. To specify the padding (the distance between the text and its border), under **Padding**, enter a value in the **Top**, **Bottom**, **Left**, and **Right** boxes in points.

## 1.8 Add shading to text:

You can add shading to text. Shading, like a page background, can be a color or a picture.

For example, you can add shading to highlight a paragraph as shown here.


When you add shading, it is applied to an entire paragraph. For example, if you apply shading to a selected word, the entire paragraph will be shaded. Text separated by line breaks rather than paragraph marks is considered to be one paragraph.

1. In Page view, select the paragraphs to which you want to add shading.
2. On the **Format** menu, click **Borders and Shading**, and then click the **Shading** tab.
3. To set a background color for the selected text, select a color in the **Background color** box.
4. To set the color of the selected text, select a color in the **Foreground color** box.
5. To set a background picture for the selected text, type the picture name and location in the **Background picture** box, or click **Browse** to find and select the picture.

Set the properties for the background picture:

- To specify the vertical and horizontal position of the picture within the selected paragraph, click options from the **Vertical position** and **Horizontal position** boxes.
- In the **Repeat** box, click an option to specify how you want to tile the picture under the selected text. For example, to tile the picture horizontally, click **Repeat-x**.
- In the **Attachment** box, click an option to specify whether the background picture should be fixed relative to the browser window, or whether it should scroll with the document.

### 1.9 Add a marquee

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Click where you want to add the marquee, and then type and select that text.
3. On the **Insert** menu, click **Web Component**.
4. Under **Component type**, click **Dynamic Effects**.
5. Under **Choose an effect**, double-click **Marquee**.
6. Set the properties that you want for the marquee, and then click **OK**.

### 1.10 Set the text alignment:

You can align text to the left, right, or center of the page. The alignment setting affects all text in the paragraph.

1. In Page view, select the text you want to align.
2. Click **Align Left**, **Center**, or **Align Right** to align the text.

**Tip** You can change a style (such as the **Normal** style) with your alignment settings so that you only need to set your preferences once. Then, just apply the style to new text, and your alignment settings will be applied automatically.

### 1.11 Create a bulleted list

To display a non-sequential list of items, create a bulleted list. Following is an example of a bulleted list:

- Apples
- Bananas
- Oranges

1. In Page view, position the insertion point where you want to create a list.
2. On the **Format** menu, click **Bullets and Numbering**.
3. Do one of the following:
  - To use standard bullets such as circles or squares, click the **Plain Bullets** tab, click the box with the bullets you want to use, and then click **OK**.

- To use custom bullets, click the **Picture Bullets** tab, and click **Specify picture**. Click **Browse** to find and select the graphic you want to use. Click **OK**.
  - To use bullets from the current theme (if the page uses a theme), click the **Picture Bullets** tab, and then click **Use pictures from current theme**.
4. For each item you want to add to the list, type the item and then press ENTER. When you have typed the last item, press ENTER twice to end the list.

**Tip** To quickly create a bulleted list, click **Bullets** , and then type the items. Or, to add bullets to a group of items, select the items, and then click **Bullets** . The default bullet style is used. If the page uses a theme, bullets from the theme are used.

### 1.12 Create a numbered list

To display a sequential list of items, create a numbered list. The following procedure is an example of a numbered list.

1. In Page view, position the insertion point where you want to create a list.
2. On the **Format** menu, click **Bullets and Numbering**, and then click the **Numbers** tab.
3. Click the box with the style of numbers you want to use, and then click **OK**.
4. For each item you want to add to the list, type the item and then press ENTER. When you have typed the last item, press ENTER twice to end the list.

### 1.13 Create a definition list

You can display definitions and terms in a definition list format. Generally, the term is positioned flush left, and its definition is indented. The exact formatting of the list depends on the Web browser being used. Following is an example of a definition list:

Term A  
This is the definition for Term A.  
Term B  
This is the definition for Term B.

You can also add formatting as needed; for example, you can make terms bold.

1. In Page view, position the insertion point where you want to create a list.
2. In the **Style** box, click **Defined Term**, type the first term in the list, and then press ENTER.  
The next line is automatically formatted with the **Definition** style.
3. Type the term's definition, and then press ENTER.  
Or, to add a second paragraph to the definition, press CTRL+ENTER. A line break is used to separate the paragraphs. Press ENTER to continue to the next term.  
The next line is automatically formatted with the **Defined Term** style.  
Repeat steps 2 and 3 for each term and definition.
4. To end the list, press ENTER twice.



### 1.14 Horizontal Lines

Horizontal lines can divide sections of text for easy reading. Place the cursor on the page where the horizontal line should be added.

Select **Insert|Horizontal Line** from the menu bar.

Double click on the line to change its properties.

Set the **Width** of the line either as a percentage of the window or an absolute size in pixels.

Change the thickness of the line by setting the **Height** in pixels.

Set the **Alignment** of the line to the left, center, or right size of the page.

The lines are automatically shaded to give the illusion of depth. Check the **Solid line** box to make the line all one color and set a **Color** for the line if necessary (not supported by Netscape).

Shaded horizontal line:

Click **OK** when finished.

## 2. Current web browsers support two different image types, GIF and JPEG.

**GIF** (Graphic Interchange Format) -- A common format for image files, especially suitable for images containing large areas of the same color. GIF format files of simple images are often smaller than the same file would be if stored in JPEG format, but GIF format **does not store** photographic images as well as JPEG.



**JPEG or JPG** ( Joint Photographic Experts Group) --File format for full-color and black-and-white graphic images. JPEG images allow for more colors than GIF images but are usually larger in size.



### To add a clip art image to your Web site:

- 1) Place the cursor on the page.
- 2) Click Insert on the Menu bar and select Picture, then Clip Art. The Clip Art Gallery dialog box appears.
- 3) Click the Pictures tab. A group of picture categories appears.
- 4) Click the category of your choice. A group of pictures appears.
- 5) Click the picture you want to add. A drop-down list of buttons appears.
- 6) Click the Insert Clip button.

## 2.1 To add alternative text to an image:

- 1) Place the pointer on the image and right-click your mouse button. A pop-up menu appears.
- 2) Click on Picture Properties. The Picture Properties dialog box appears.
- 3) Click the General tab.
- 4) Type the alternative text into the Alternative Representations text box.
- 5) Click OK in the Picture Properties dialog box.

## 2.2 To move an image from one location to another:

- 1) Click the image to select it.
- 3) Click the Cut button on the Standard toolbar. The image disappears.
- 3) Place the cursor where you want the image to go. Note: You can place the image on the same page you cut it from or on a different one.
- 4) Click the Paste button on the Standard toolbar. The image reappears in its new location.

**TIP:** You can also use the "drag and drop" method to move an image to a different spot on the same Web page. Just click on the image and hold down your mouse button. Drag the image to a different spot, then release your mouse button to drop the image into place.

## 3. HYPERLINKS

Hyperlinks are text or graphics that can be clicked to bring the user to another web file such as a web page or graphic. They are the essence of the World Wide Web as they link pages within sites and web sites to other web sites.

Hyperlinks are like springboards that send you:

- to another location on the same Web page (great for really long scrolling pages!)
- to a different page in your site
- to a different Web site.

### 3.1 To make text into a hyperlink:

- 1) Select the text.
- 2) Click the Hyperlink button on the Standard toolbar. The Create Hyperlink dialog box appears.
- 3) Find and click the file name of the page you want to link to. The file name appears in the URL text box. If you are linking to another Web site, type the URL (Web address) into the URL text box.
- 4) Click OK in the Create Hyperlink dialog box.

### 3.2 To make an image into a hyperlink:

- 1) Select the picture by clicking on it.
- 2) Click the Hyperlink button on the Standard toolbar. The Create Hyperlink dialog box appears.
- 3) Find and click the file name of the page you want to link to. The file name appears in the URL box.
- 4) Click OK in the Create Hyperlink dialog box.

### 3.3 To create an e-mail hyperlink:

- 1) Select the text or image.
- 2) Click the Hyperlink button on the Standard toolbar. The Create Hyperlink dialog box appears.
- 3) Click the Make a Hyperlink that Sends E-mail button.
- 4) Type your e-mail address into the Type an E-mail address text box, then click OK.
- 5) Click OK in the Create Hyperlink dialog box.

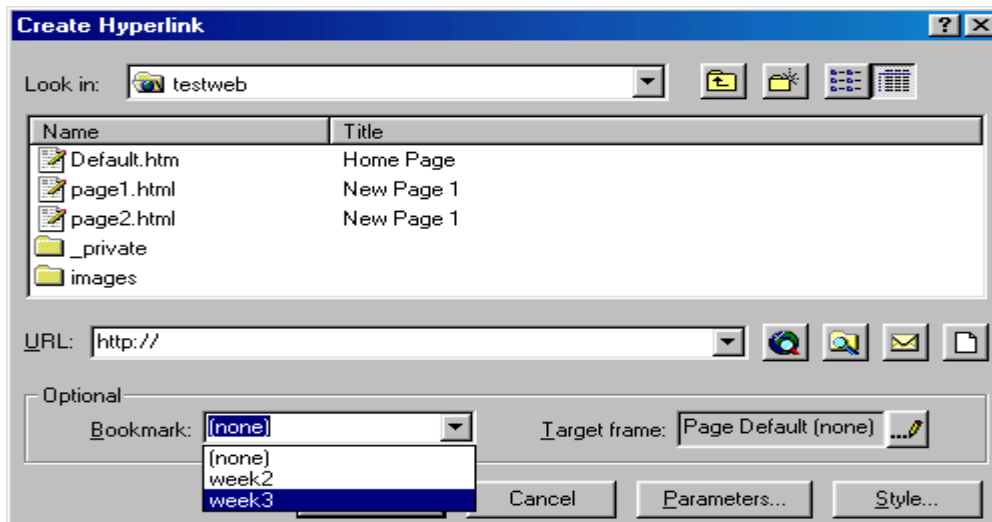
There are six different ways to look at your Web site in FrontPage 2000. You can change views by using the View bar.

### 3.4 Bookmarks

Text and graphics can be set as bookmarks (called "anchors" everywhere except FrontPage) that can be linked to within a page. For example, if a page lists a course syllabus, the titles for each week can be set as bookmarks and a row of links can be added to the top of the page that will each skip down to those bookmarked sections. This method of using bookmarks allows visitors to your site to quickly access information by not having to scroll down the page to view the information they want.

**3.4.1 Add a bookmark to a page** by following these steps highlighting the text or graphic that will be the bookmark and select **Insert|Bookmark...** from the menu bar. Enter the bookmark name in the space provided and click **OK**.

**3.4.2 Create a link to a bookmark** by highlighting the text that will be the link and pressing **CTRL+K**. Select the bookmark from the drop-down menu in the **Optional** category and click **OK**. Link to a bookmark on a separate page by first selecting the file name from the listing and then choosing from the bookmarks in the drop-down menu.



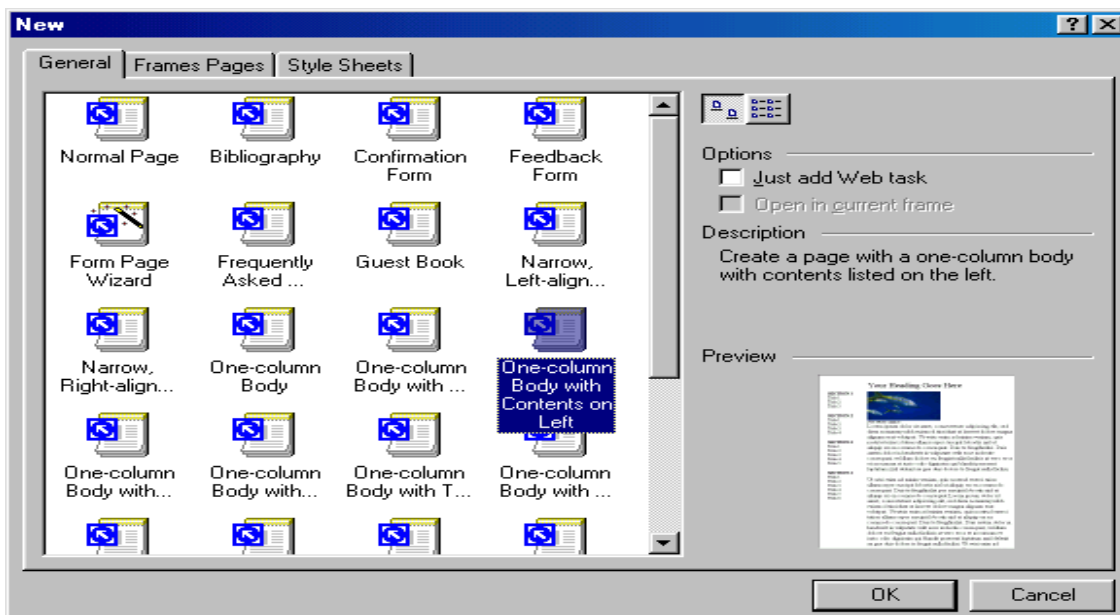
### 3.5 Create a frames page

A frames page is a special kind of HTML page that divides the browser window into different areas called frames, each of which can display a different page. When you click a hyperlink on a page displayed in one frame, the page pointed to by that hyperlink can be displayed in another frame.

The frames page itself contains no visible content: It's just a container that specifies which other pages to display and how to display them.

When you create a frames page using one of the frames page templates in FrontPage, the navigation between frames is already set up for you. In the Contents frames page template, for example, clicking a hyperlink in the Contents frame on the left displays a page in the Main frame (called the *target frame*) on the right.

1. On the **File** menu, point to **New**, click **Page**, and then click the **Frames Pages** tab.
2. Click a frames page template.



### 3.6 Horizontal Lines

Horizontal lines can divide sections of text for easy reading.

Place the cursor on the page where the horizontal line should be added.

Select **Insert|Horizontal Line** from the menu bar.

Double click on the line to change its properties.

Set the **Width** of the line either as a percentage of the window or an absolute size in pixels.

Change the thickness of the line by setting the **Height** in pixels.

Set the **Alignment** of the line to the left, center, or right size of the page.

The lines are automatically shaded to give the illusion of depth. Check the **Solid line** box to make the line all one color and set a **Color** for the line if necessary (not supported by Netscape).

Shaded horizontal line:



Click **OK** when finished.

### 3.7 Create a table and set its properties

When you create a table, you can also specify its properties, such as the number of rows and columns, its size and alignment, border attributes, and so on.

1. In Page view, position the insertion point where you want to insert the table.
2. On the **Table** menu, point to **Insert**, and then click **Table**.
3. In the **Rows** box, enter the number of rows you want.
4. In the **Columns** box, enter the number of columns you want.
5. In the **Alignment** box, select the position for the table on the page.
6. In the **Border size** box, enter the width you want for the table border in pixels. If you do not want a border, type **0**.
7. To change the table's cell padding (the space between a cell's border and content), enter a number in the **Cell padding** box.
8. To change the table's cell spacing (the space between cells), enter a number in the **Cell spacing** box.
9. To change the table's width, do one of the following:
  - Select **In pixels**, then type the width you want the table to be in pixels.
  - Select **In percent**, then type a percentage of the screen width you want the table to be. If the table is to appear in a frame, specify a percentage of the frame width.

**Note** The properties that you specify for the new table will be used as the default properties the next time you create a table.

### 3.8 Format headings in a table

To emphasize certain cells in your table, such as the first row or column, you can format the cells as table headers. By default, table headers appear in bold. However, you can modify the table header style (th) and define additional properties for your table headers, such as shading.

	Jan	Feb	Total
East			
West			
Total			

1. In Page view, [select the cell, row, or column](#) you want to format as a header.
2. Right-click, and then click **Cell Properties** on the shortcut menu.
3. Select the **Header cell** check box

#### 3.8.1 Insert a table caption

You can add a caption — a title — to a table to label it or summarize its content for a site visitor. A table caption can be displayed above or below the table. You can also align the caption and format it like you would any other text.

1. In Page view, position the insertion point in the table.
2. On the **Table** menu, point to **Insert**, and then click **Caption**.
3. Type the text for your caption.

#### Tips

- To position the caption below the table, right-click the caption, and then click **Caption Properties** on the shortcut menu. Click **Bottom of table**, and then click **OK**.
- To change the alignment of the caption, [select the caption](#), and then click **Align Right** or **Align Left** on the **Formatting** toolbar

### 3.9 Merge cells

You can combine two or more adjacent cells to make a larger cell by merging them.


**Note** This command is only available when two or more adjacent cells are selected, and the selected cells form a rectangle.

- In Page view, [select a row, column, or a group of adjacent cells](#), right-click the selection, and then click **Merge Cells** on the shortcut menu.

**Tip** You can also merge cells by clicking **Merge Cells** on the **Tables** toolbar. To display the **Tables** toolbar, point to **Toolbars** on the **View** menu, and then click **Tables**.

### 3.10 Set the background color in a table

You can set the background color for a table. You have the option of setting the background color for the entire table, for individual cells, or both. When you set background colors both for individual cells and the entire table, the cell color will take priority. In the example below, both tables have background colors, but the second table also has background colors for three cells:

To set a color for	In Page view, do this
A table background	Right-click the table, and then click <b>Table Properties</b> on the shortcut menu. Under <b>Background</b> , in the <b>Color</b> list, select a color for the table background.
A cell background	<a href="#">Select the cells</a> , right-click, and then click <b>Cell Properties</b> on the shortcut menu. Under <b>Background</b> , in the <b>Color</b> list, select a color for the cell background.

**Tip** You can also set a background color for a selected table or group of cells by clicking **Fill Color** on the **Tables** toolbar. To display the **Tables** toolbar, point to **Toolbars** on the **View** menu, and then click **Tables**.

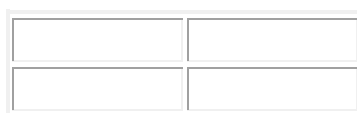
### 3.11 Set the cell layout

You can set the layout of a cell and its content by changing cell properties.

1. In Page view, [select the cells](#) for which you want to set the layout.
2. Right-click, and then click **Cell Properties** on the shortcut menu.
3. In the **Horizontal alignment** and **Vertical alignment** boxes, select the alignment you want for the contents of the cell.
4. To set the cells as header cells and emphasize them, select **Header cell**. By default, the emphasis is bold text.
5. To prevent Web browsers from wrapping text in the cell, select **No wrap**.

### 3.12 Set the color of table borders

A table border can be one color or two colors. When you use two colors, the table border has a three-dimensional appearance.



You can set the border color for the entire table and for individual cell borders. When you set border colors both for individual cells and the entire table, the cell color will take priority.

**Note** The border size must be greater than zero; otherwise, the border will not be displayed.

1. In Page view, move the insertion point inside the cell or table for which you want to set the border color.
2. Right-click, and then click **Cell Properties** or **Table Properties**, depending on whether you want to set a border color for a cell or table.
3. Do one of the following:
  - To set one color for the border, under **Borders**, select a color from the **Color** list.
  - To set a two-color border for a three-dimensional effect, under **Borders**, select colors from the **Light border** and **Dark border** lists.
  - The color from the **Color** list will not be used. However, if you select only a **Light border** or a **Dark border**, the color selected from the **Color** list will be used as the second color.
  - Make sure the border size is greater than zero, otherwise the table border will not be displayed.

### 3.13 Split cells

You can divide cells into columns or rows by splitting them.



1. In Page view, [select the cells](#) to split.
2. Right-click, and then click **Split Cells** on the shortcut menu.
3. Click **Split into Columns** or **Split into Rows**.
4. In the **Number of Columns** or **Number of Rows** field, enter the number of columns or rows into which you want the cells split.

**Tip** You can also split selected cells by clicking **Split Cells** on the **Tables** toolbar. To display the **Tables** toolbar, point to **Toolbars** on the **View** menu, and then click **Tables**