

FrontPage 2000, Getting Started with

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Introduction

The best way to get acquainted with Microsoft FrontPage 2000 is through hands-on practice. This tutorial will show you how easy it is to build Web sites every bit as sophisticated and attractive as many of the award-winning sites on the World Wide Web today. In the following two lessons, you'll build a "Millennium Celebration Web" that provides information about the Year 2000.

This task-based tutorial is divided into two lessons:

Lesson 1: Creating and Editing Web Pages

This lesson teaches you how to create and edit Web pages; work with text and hyperlinks; add pictures, animations, clip art, and files; format lists; position objects; design a feedback form; make a photo gallery; design a Web site structure; and create a Web site.

Lesson 2: Designing and Publishing a Web

In this lesson, you will learn how to create navigation hyperlinks; add shared borders and navigation bars to pages; insert page banners; apply and customize a graphical theme; check spelling and replace text across the Web site; sort and organize files and folders; view Web site reports; and preview and publish the finished Web site.

Before You Begin

If you have Web server software installed

The Web site you will create while taking the FrontPage Tutorial will be saved to a folder on your local hard drive. If you upgraded from FrontPage 98 and have the Microsoft Personal Web Server installed, or if you are running Microsoft Internet Information Services (IIS), you can either accept the default destination for the tutorial Web site, or choose to save it directly on your Web server.

FrontPage and Microsoft Internet Explorer

To get the most out of FrontPage, installing Microsoft Internet Explorer is recommended. When Internet Explorer is installed, FrontPage provides enhanced page and themes preview. Other Web browsers currently do not support these additional features.

Lesson 1: Building a New Web Site

The World Wide Web is a great way for people to communicate with each other. While you have conversations with other people over Internet e-mail and in Internet newsgroups, you can also publish your own personal Web site—a collection of one or more pages on which you can share all sorts of information.

This tutorial will introduce you to Web page creation and Web site management, two aspects that will show you how easy and fun it is to build and maintain a Web site with Microsoft FrontPage 2000.

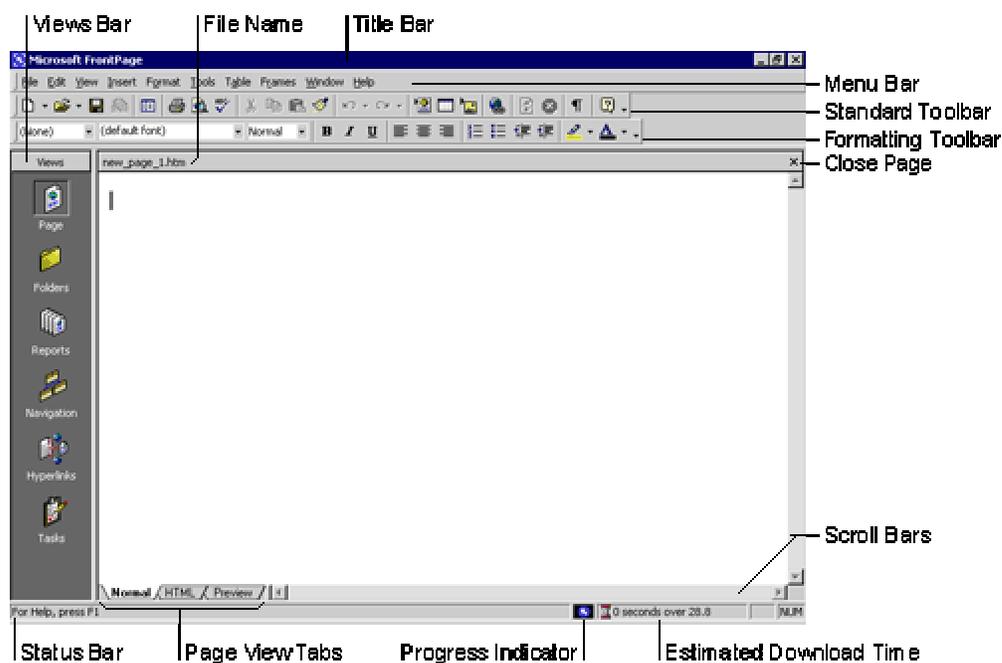
In this first lesson, you'll create a "Millennium Celebration Web" that provides information about the Year 2000. Its pages will contain travel destinations for millennium celebrations, an online photo album, and a list of links to other sites.

To start Microsoft FrontPage



- On the Windows taskbar, click the **Start** button, point to **Programs**, and then click **Microsoft FrontPage**.

FrontPage opens and displays a blank page ready for editing.



FrontPage 2000 has a new, integrated interface that lets you create and edit Web pages and manage entire Web sites—all within one application. All toolbars and menus are consistent with Microsoft Office applications and can be fully customized. You can also use convenient keyboard shortcuts to accelerate common tasks such as opening Web sites and pages, printing, and many other commands.

The **Standard** and **Formatting** toolbars are displayed by default. They provide easy access to the commands you will use most often when working in FrontPage.



Showing Additional Toolbars

You can customize your workspace by displaying additional toolbars or changing the buttons they contain. On the **View** menu, point to **Toolbars**, and then select the toolbars you want to display. To add or remove buttons from toolbars, click **Customize**.

What you see in the main application window depends on the currently selected view.

The icons on the Views bar provide different ways of looking at the information on your page or in your Web site. As you work with FrontPage, you'll frequently switch between views to match the current task at hand—from the early steps of creating a page, to the moment a whole Web site is ready to be published on the World Wide Web. When you start FrontPage, Page view is displayed by default. Page view is a powerful editing tool for creating and designing Web pages. You'll begin working in Page view and learn about the other views later in this lesson.

Getting Started

Now, you'll create a Web site with five pages, on which you will tell visitors about the new millennium. Until it is published for the first time, a Web site is a work in progress. If the task of putting together a whole site seems daunting to you, don't worry. You can gradually add information and other pages to your Web site until it is finished. Unlike printed letters, memos, and word-processing documents, Web sites can be dynamically changed or updated even after they've been published. You can add, delete, and modify text, pictures, and entire pages at any time.

With FrontPage, you can get started easily by simply typing text on the blank document that Page view provides. For this lesson, we'll begin with the home page—the default document that greets your visitors when they surf to your Web site.

To create a home page

The home page is the front door to your Web site. Greeting your visitors as you might do in person and providing some information about the content or subject matter of your site will spark interest in the people looking at your site. The home page also contains links to the other pages in a Web site.

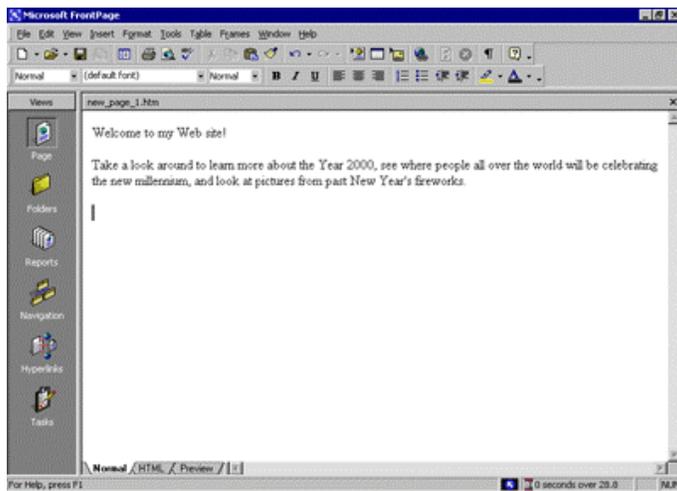
1. On the blank page in Page view, type **Welcome to my Web site!** and then press ENTER.

Just like in a word processor, pressing ENTER puts the cursor on a new line.

2. Next, type the sentence **Take a look around to learn more about the Year 2000, see where people all over the world will be celebrating the new millennium, and look at pictures from past New Year's fireworks.**
3. Press ENTER.

After typing such a long sentence, you may wonder how much typing you'll need to do before getting to the fun stuff. Don't worry, for most of the Millennium Celebration Web content, we've already done the typing for you. And when you're ready to make your own Web site, FrontPage lets you import any of your existing documents directly onto your Web pages without having to retype anything.

Your page should now look like this:



Next, you will add a picture to the bottom of the current page. Pictures can be scanned photographs, drawings, or computer graphics created in a drawing or image-editing program.

For this example, the picture you'll insert is a graphical button of the FrontPage 2000 Web site logo.

To insert a picture on the home page

1. On the **Insert** menu, point to **Picture**, and then click **From File**.

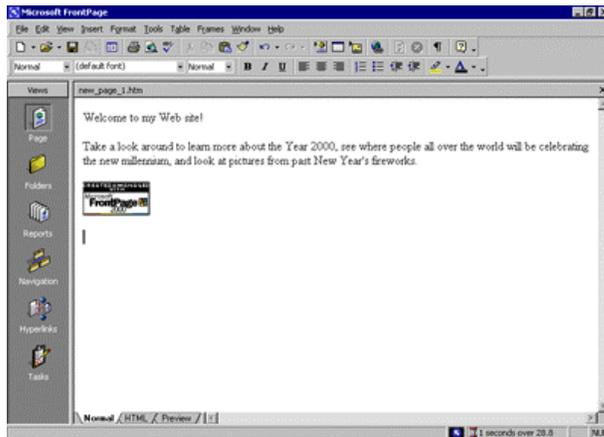
FrontPage displays the **Picture** dialog box. Because you are editing a page that isn't part of a Web site yet, FrontPage also opens the **Select File** dialog box, which lets you choose a picture to insert from your local file system.

The picture file you'll insert is located in the Tutorial folder in the My Document folder. In the Select File dialog box, navigate to this picture folder. Click the file named **fp2000**, and then click **OK**.

FrontPage inserts the selected picture file on the current page. It is a picture of a button that your site visitors will be able to click to learn more about FrontPage 2000.

2. Press ENTER to create a new line.

Your page should now look like this:



Merely inserting a picture of a button doesn't mean that anything will happen when someone clicks it in a Web browser. To make a picture or a word "clickable," it must have a hyperlink associated with it.

A hyperlink is a pointer from text or from a picture to another page or file on the World Wide Web. On the World Wide Web, hyperlinks are the primary way to navigate between pages and Web sites.

In the next steps, you'll make the button clickable.

To create a hyperlink from a picture

1. On the home page, click the picture of the FrontPage 2000 button you previously inserted.

When a picture is selected, it is shown with file handles—eight small squares around the outline of the picture. These can be used to resize a picture or change its appearance. When a picture is selected, FrontPage also displays the **Pictures** toolbar below Page view. The **Pictures** toolbar provides picture editing and formatting tools, which you'll learn about later.

2. On the **Insert** menu, click **Hyperlink**.

FrontPage displays the **Create Hyperlink** dialog box. Here, you specify the target of the hyperlink you are creating. This can be a page or a file in your Web site, on your local file system, on a Web server, or on another site on the World Wide Web.

Because you're creating a hyperlink from a button that is labeled "Microsoft FrontPage," you'll link to the Microsoft FrontPage home page on the World Wide Web. When site visitors click the button in a Web browser, they will be taken to the right place.

3. In the **URL** box, type **www.microsoft.com/frontpage** immediately after the **http://** prefix that FrontPage has provided for you.

URL is an acronym for Uniform Resource Locator. It is the technical term for what's commonly known as an "Internet address" or "Web site address." A URL specifies the unique location of a file or a collection of files on the World Wide Web.

4. Click **OK** to finish creating the hyperlink.

You may notice that the appearance of the button itself hasn't changed. Unlike text hyperlinks, which change the color of the clickable text and underline it, picture hyperlinks do not automatically indicate the presence of the hyperlink in an obvious way. This is intentional, because changing the appearance of the picture could obscure the intended page design in some cases.

Next, you'll insert an animation of the number 2000 at the top of the page. Animated pictures are inserted in the same way as normal pictures.

To insert an animated picture on the home page

1. Press CTRL+HOME to quickly jump to the beginning of the current page.
2. On the **Insert** menu, point to **Picture**, and then click **From File**.

This time, FrontPage immediately displays the contents of the Tutorial folder. For the duration of each work session, FrontPage remembers the names and locations of the folders you've already navigated to.

3. In the **Select File** dialog box, double-click the file named **2000**.

Double-clicking file names is faster than selecting each file and clicking **OK**.

4. Press ENTER to move the welcome text to the line below.

To center elements on a page

1. On the **Edit** menu, click **Select All**.

FrontPage selects everything on the current page.

2. On the **Format** menu, click **Paragraph**.

FrontPage displays the **Paragraph** dialog box. Here, you can change the alignment of selected elements, and apply indentation and custom spacing for text and graphics.

3. In the **Alignment** list, click **Center**, and then click **OK**.

FrontPage centers the text and the pictures on the home page.

4. Click anywhere on the page to deselect all page elements.

Now that you've invested some time and completed a number of steps, it's a good idea to save your page.

To save the current page

1. On the **File** menu, click **Save As**.

FrontPage displays the **Save As** dialog box. Here, you can specify the location for the current page, and review or change the page title, the file name, and the file type.

2. In the **Save As** dialog box, click the **My Documents** icon on the vertical Places bar.
3. Next to the **Page title** field, click the **Change** button.

FrontPage displays the **Set Page Title** dialog box. Here, the default page title is based on the first line of text on the current page. A title identifies the contents of a page when it is displayed in a Web browser. For this tutorial, you'll change the page title to something more descriptive.

4. In the **Set Page title** box, type **Millennium Celebration - Home Page** and then click **OK**.

In the **Save As** dialog box, the default file name is based on the first line of text on the current page. For this tutorial, change the file name to something more descriptive.

5. In the **File name** box, change the suggested text to **homepage**, and then click **Save**.

FrontPage saves the current page.

Page View Options



Page icon

While creating the home page, you've worked exclusively in normal Page view, but there are three different ways you can choose to look at the current page.

To display the HTML of the current page

- In Page view, click the **HTML** tab at the bottom of the page.

This is the HTML code that FrontPage has created so far while you were designing the home page. Web browsers decode these instructions to display the page. The **HTML** tab in Page view is intended for experienced Web developers and page designers who want to customize the HTML that FrontPage creates.

If you want to set your preferences for the way FrontPage will generate HTML code, click **Page Options** on the **Tools** menu, and then click the **HTML Source** tab. If you're not experienced in HTML, you don't need to make any changes here. Click **Cancel** to close the **Page Options** dialog box.

- Click the **Normal** tab at the bottom of the page to return to normal Page view.

To preview the current page

- In Page view, click the **Preview** tab at the bottom of the page.

Looking at your page on the **Preview** tab is a quick and convenient way to see how certain elements—including animations, movie clips, tables, and lists—will appear in a Web browser.

When you preview the home page you've created, you can see what the animation at the top of the page looks like. Click the **Normal** tab at the bottom of the page to return to normal Page view once again.

Creating a Web with FrontPage

A Web site is the collection of a home page and its associated pages, graphics, documents, multimedia, and other files. Web sites are stored on a Web server or on a computer's hard drive. FrontPage-based Web sites also contain files that support FrontPage-specific functionality and allow Web sites to be opened, copied, edited, published, and administered with FrontPage.

In the previous procedures, you learned how easy it is to create a Web page with FrontPage. As soon as you start the application, you can start typing and editing, then save the document to your hard drive—much like a word processor. While you can certainly choose to put together an entire Web site like this, it can take a lot of manual work and attention to detail to maintain hyperlinks and source files, and keep your content up to date.

When you save your pages to a Web site, FrontPage can automatically manage and repair hyperlinks, organize files and folders, maintain dynamic navigation bars, check spelling across all pages in the Web site, and generate reports that point out problems with your pages and files.

To create a new Web site

1. On the **File** menu, click **Close** to close the current page.
2. On the **File** menu, point to **New**, and then click **Web**.

FrontPage displays the **New** dialog box. Here, you can choose from several Web site templates and wizards, specify where you want to save your Web site, and what you want to call it.

3. Make sure the **One Page Web** template is selected, and then press TAB.

Pressing the TAB key moves the selection to the field where you specify the name and location of the new Web site.

4. In the **Specify the location of the new Web** box, change the suggested name to **C:\My Documents\My Webs\Millennium** and then click **OK**.

FrontPage creates a new Web site named "Millennium" and displays its name in the title bar at the top of the FrontPage application window. Because you'll be working with several files in your Web site, FrontPage also displays the Folder List, where you can see the files and folders in your current Web site, similar to files and folders in Windows Explorer. You'll learn how to use the Folder List later, in Lesson 2.



Navigation icon

5. Click the **Navigation** icon on the Views bar.

When you have a Web site open, the icons on the Views bar let you look at the information in your Web site in different ways.

Navigation view shows a graphical representation of the structure of your Web site. Because you created a one-page Web site, FrontPage has automatically designated it as the Web site's home page—indicated with a small icon of a house. While in Navigation view, FrontPage also displays the **Navigation** toolbar, which you can drag anywhere on your screen.

Next to the Views bar, FrontPage displays the optional Folder List, just like it did in Page view.

In a moment, you'll replace the new, empty home page with the one you created earlier in this lesson. First, however, you'll create the structure for the other four pages that the Millennium Celebration Web will have.

Creating a Web site structure in Navigation view enables features such as page banners and navigation bars that are automatically updated whenever you change, add, or remove pages in your Web site. This makes it easy to change things around. You'll learn more about these features later.

To create a navigation structure



New Page button

1. In Navigation view, click the **New Page** button on the toolbar.

FrontPage creates a new page labeled "New Page 1" below the home page. Pages in Navigation view aren't the actual pages in the current Web site; they are placeholders that point to them. This way, you can easily experiment with the structure and organization of a Web site before you create its content.

2. To quickly create the remaining three pages, hold down CTRL on your keyboard and press N three times.

CTRL+N is a keyboard shortcut for the **New Page** command. FrontPage supports common Windows and Microsoft Office accelerator keys that help speed up repetitive tasks. The pages you just created appear below the home page, because the home page was selected when you issued the command.

In Navigation view, the selected page is blue, while others are yellow.

3. With the home page still selected, press TAB.

Pressing the TAB key moves the selection to the next page in the structure and activates the page title for editing.

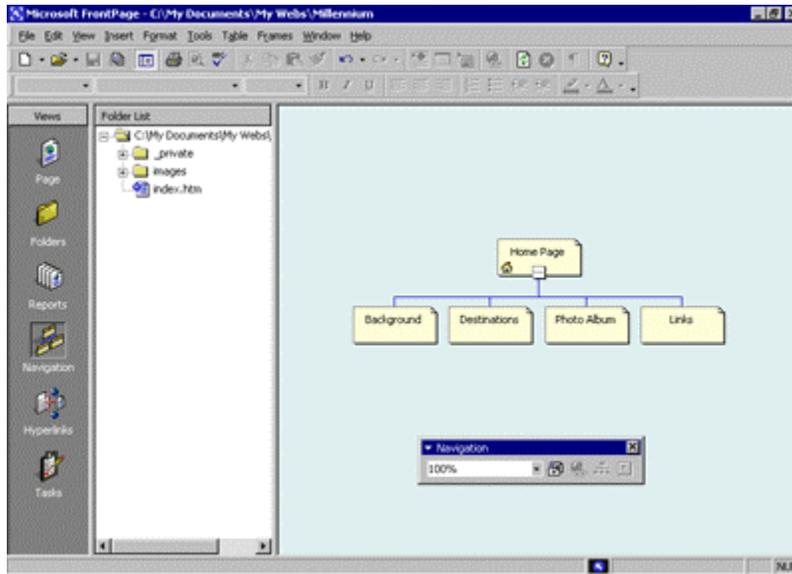
4. When **New Page 1** is selected, type **Background** and then press TAB.

"Background" is the page title of one of the pages you'll create for the Millennium Celebration Web. Next, you'll specify the page titles for the other pages.

5. When **New Page 2** is selected, type **Destinations** and then press TAB.
6. When **New Page 3** is selected, type **Photo Album** and then press TAB.
7. Finally, when **New Page 4** is selected, type **Links** and then press ENTER.

Pressing ENTER after editing a page title saves the new title without selecting another page. To deselect all pages, click anywhere outside the pages in Navigation view.

Your screen should now look like this:



An Alternate Way to Add Pages

You can add new pages in Navigation view by right-clicking a page and choosing the **New Page** command from the shortcut menu. This command will create a new page below the selected page.

You can quickly open pages in Page view for editing by double-clicking the pages in Navigation view or in the Folder List.

Next, you'll replace the blank home page FrontPage created from the Web site template by importing the home page you created and saved to your My Documents folder earlier in this lesson.

To import a page into a Web site

1. In Navigation view, double-click the **Home Page** to open it in Page view.

FrontPage opens the blank home page that was created from the Web site template.



Folder List button

2. On the toolbar, click the **Folder List** button to hide the Folder List in Page view.
3. On the **Insert** menu, click **File**.

FrontPage displays the **Select File** dialog box. Here, you can insert Web pages, word-processing documents, text files, and other documents on the current page.

4. In the **Select File** dialog box, navigate to the My Documents folder.

5. When **My Documents** is displayed in the **Look in** list of the **Select File** dialog box, click the file named **homepage**, and then click **Open**.

FrontPage imports your previously saved home page to the current page.



Save button

6. To save the current page to your Web site, click **Save** on the **File** menu, or click the **Save** button on the toolbar.

FrontPage displays the **Save Embedded Files** dialog box. Here, you can preview, rename, save, and update embedded files that the current Web site will use.

When you previously saved this page to the My Documents folder on your file system, FrontPage left the two pictures you inserted in their original location—the FrontPage Tutorial folder. The home page merely pointed to the picture files without copying them to the same folder the page was saved to. To keep Web sites portable, however, you should always keep associated pages and files as part of the Web site that uses them.

7. In the **Save Embedded Files** dialog box, click **OK**.

FrontPage saves the home page as Index.htm and saves copies of the embedded picture files, 2000.gif and Fp2000.gif, to the current Web site.

Creating Web Content

Now that the home page is part of the current Web site, you will create the content for the other pages in the Millennium Celebration Web.

To edit the Background page

1. Click the **Navigation** icon on the Views bar to switch back to Navigation view.

Note that the Folder List now shows the two picture files you saved to the current Web site. The file Index.htm is the new home page. You can later discard the remaining copy of the home page from your My Documents folder.

In the Folder List, the file names of the other pages were automatically derived from the page titles you typed into the pages in Navigation view. For this tutorial, we won't change the names.

2. Double-click the **Background** page to open it in Page view.

This page will provide some background about the new millennium and the Year 2000 for site visitors. For this tutorial, we have provided this text for you, so you can simply insert it on the page without having to type it.

3. When the blank page is displayed in Page view, click **File** on the **Insert** menu.
4. In the **Select File** dialog box, navigate to the folder named My Documents\Tutorial by double-clicking each folder in this path until the **Look in** box displays the Tutorial folder.
5. Next, click the **Files of type** list and click **Text Files (*.txt)** to display the text files in the Tutorial folder.

FrontPage displays the single file matching the criteria.

6. Click **year2000** in the list, and then click **Open**.

The text you are inserting isn't saved in HTML format, so FrontPage displays the **Convert Text** dialog box to let you control how the text will be imported.

7. In the **Convert Text** dialog box, click **Normal paragraphs with line breaks**, and then click **OK**.

FrontPage imports the text file and places it at the insertion point on the Background page.

8. On the toolbar, click the **Save** button to save changes to the Background page.

Next, you will prepare the page titled Destinations. It will tell site visitors about popular travel destinations that many people will visit to celebrate the new millennium. On this page, you will also provide a feedback form that collects travel ideas from people browsing the Millennium Celebration Web.

To edit the Destinations page

1. On the toolbar, click the **Folder List** button to show the Folder List in Page view.
2. Double-click **destinations.htm** in the Folder List to open the page in Page view.
3. Click the **Folder List** button to hide the Folder List.
4. When the blank page is displayed in Page view, click **File** on the **Insert** menu.
5. In the **Select File** dialog box, click the **Files of type** list, and then click **Rich Text Format (*.rtf)** to display the formatted text file in the Tutorial folder.

FrontPage displays the file matching the criteria.

6. Double-click the file **events**.

Because this type of file contains formatting, FrontPage automatically converts the formatted text to HTML format.

7. On the toolbar, click the **Save** button to save changes to the Destinations page.

Automatic Spelling Checks

Take a moment to scroll to the top of the Destinations page. In the first paragraph, note the red, wavy underline under the name "Balleny," the name of an island in Antarctica.

In Page view, FrontPage automatically checks the spelling of text you type on the current page, just like Microsoft Word, PowerPoint, and other Microsoft Office applications do. An underlined word doesn't necessarily mean the word is spelled incorrectly. FrontPage may simply prompt you to verify unknown or suspected words, which happens most commonly with names of people and places.

If you know that the spelling of a suspected word is correct, you can either choose to ignore such words and keep them unchanged, or add them to a custom dictionary that FrontPage will keep for subsequent spelling checks. If the word is indeed misspelled, you can quickly insert the corrected spelling by right-clicking the suspected word and selecting a suggested correction.

There are three ways FrontPage can check spelling for you:

- Automatic spelling check as you type text
- Manual spelling check of the current page
- Cross-Web site spelling checks of all pages in a Web site

Page-based spelling checks are available in Page view by right-clicking suspect words or by clicking the **Spelling** command on the **Tools** menu. Cross-Web site spelling checks are available in every view.

Spelling checks are important if you want your Web site content to give visitors a professional impression. If words are misspelled on a single page, people might question the accuracy of your entire Web site content. The flexible spelling features in FrontPage give you the option of checking spelling page by page as you create and edit content, or doing it all at once, just before you publish your Web site to the World Wide Web.

To create a bulleted list

1. With the Destinations page still displayed in Page view, find the words "Times Square in New York."
2. Use the scroll bar to bring the entire list of destinations into view, beginning with "Times Square in New York" and ending with "The Acropolis in Greece."
3. Click just to the left of the letter T in "Times Square," hold down SHIFT, click just after the word "Greece," and then release SHIFT.

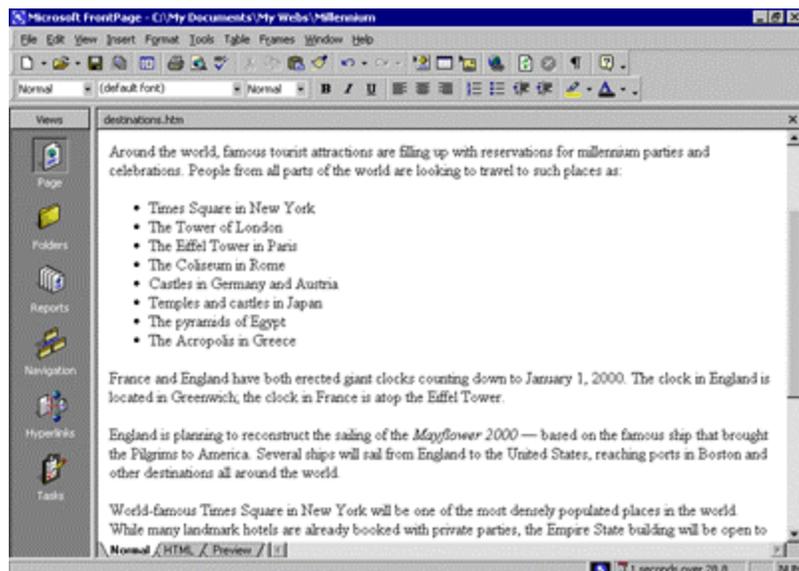


4. On the toolbar, click the **Bullets** button.

FrontPage converts the selected text to a bulleted list.

5. Click anywhere on the page to deselect the list.

Your page should now look like this:



You can also create numbered lists with FrontPage. When you add new items to a numbered list, FrontPage automatically numbers them sequentially. You can add to bulleted and numbered lists by pressing ENTER after an item in the list. To end a list, press ENTER twice after typing the last list item.

Next, you will place four pictures on the current page and use positioning features in FrontPage to align the pictures with the paragraphs they are associated with. This will create a more interesting page layout.

To position pictures with text

1. With the Destinations page still displayed in Page view, scroll down to the words "France and England" in the paragraph just following the list.



Insert Picture From File button

2. Click just to the left of the letter F in "France," press HOME, and then click the **Insert Picture From File** button on the toolbar.

When you last inserted a picture, you did not have a Web site open, and FrontPage automatically displayed the **Select File** dialog box. Now that a Web site is open, FrontPage assumes you want to work with pictures that are already part of your Web site, and therefore displays the **Picture** dialog box.



Select File button

3. Because you haven't yet added the picture you want to the current Web site, click the **Select File** button in the **Picture** dialog box.

FrontPage displays the **Select File** dialog box.

4. Click the file named **paris**, and then click **OK**.

FrontPage inserts a picture of the Eiffel Tower in Paris just before the current paragraph.

5. Next, click the picture of the Eiffel Tower to select it.
6. On the **Format** menu, click **Position**.

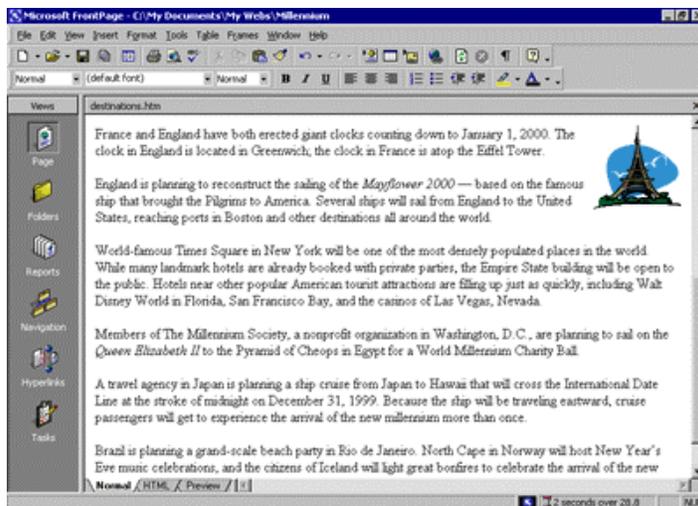
FrontPage displays the **Position** dialog box.

7. Under **Wrapping style**, click **Right**, and then click **OK**.

The picture is aligned with the right margin of the current page and the text now flows around it.

8. On the toolbar, click the **Save** button to save changes to the Destinations page.
9. In the **Save Embedded Files** dialog box, click **OK**.

Your page should now look like this:



You can either place pictures one by one in this way, or you can import all the pictures you will use on your pages all at once. While importing single files is done in Page view, inserting a group of files or entire folders is done in Folders view.

To add a group of files to the current Web site



Folders icon

1. Click the **Folders** icon on the Views bar to switch to Folders view.

Folders view is an expanded view of the Folders List that you have seen in Navigation and Page view. Similar to the way you look at files in Windows Explorer, here you can view details about the files and folders in your Web site, and perform such file management tasks as adding, deleting, moving, copying, and renaming files.

2. On the **File** menu, click **Import**.

FrontPage displays the **Import** dialog box. Here, you can add files and folders from your local file system, a local area network, a company file server, or a resource on the Internet or World Wide Web, such as an FTP server.

3. In the **Import** dialog box, click **Add File**.
4. In the **Add File to Import List** dialog box, navigate to the folder named Program Files\Microsoft Office\Office\Tutorial by double-clicking each folder in this path until the **Look in** box displays the Tutorial folder.
5. Next, click the **Files of type** list, and then click **GIF and JPEG (*.gif, *.jpg)** to display all picture files in the Tutorial folder.
6. Click the file named **firewks1** in the list to select it.
7. Next, hold down CTRL, and while doing so, click to select the files named **firewks2, firewks3, firewks4, japan, london, and sanfran**.

FrontPage supports standard Windows file selection methods.

8. When the files are selected in the **Add File to Import List** dialog box, release CTRL, and then click **Open**.

FrontPage adds the pictures you selected to the list in the **Import** dialog box.

9. Click **OK** to import the listed files to the current Web site.

Now that the remaining pictures are added to your Web site, it's time to finish the layout of the Destinations page.

To finish the page layout

1. Click the **Page** icon on the Views bar to return to Page view.
2. Locate the sentence beginning with "England is planning to reconstruct . . .," click just to the left of the letter E in "England," and then click the **Insert Picture From File** button on the toolbar.
3. In the **Picture** dialog box, note that your previously imported pictures are now available, and then select the file **london.gif** from the list.

When you click a single picture file in the **Picture** dialog box, FrontPage displays a preview of the picture, so you can make sure it's the one you want to insert. This is one of the benefits of adding all your pictures to the Web site before inserting them on your pages.

The **Picture** dialog box also links to the clip art gallery that is included with FrontPage. And if you have a scanner or a digital camera, you can click the **Scan** button in this dialog box to acquire original pictures from those sources.

- Click **OK** to insert the picture

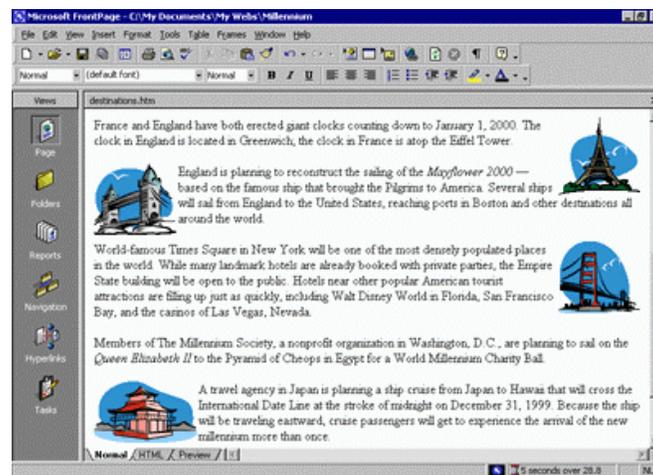


- Click the picture of the Tower of London you just inserted, and then click the **Align Left** button on the toolbar to position the picture in the left margin and make the text wrap around it.
- Next, scroll down to the sentence beginning with "World-famous Times Square . . .," click just to the left of the letter W in "World-famous," and then click the **Insert Picture From File** button on the toolbar.
- Select the file **sanfran.gif** from the list, and then click **OK**.



- Click the picture of the Golden Gate Bridge, and then click the **Align Right** button on the toolbar to position the picture in the right margin and make the text wrap around it.
- Finally, scroll down to the sentence beginning with "A travel agency in Japan . . .," click just to the left of the letter A at the beginning of the sentence, and then click the **Insert Picture From File** button on the toolbar.
- Double-click the file **japan.gif** on the list.
- Click the picture of the Japanese temple, and then click the **Align Left** button on the toolbar to position the image in the left margin and make the text wrap around it.

Your page should now look like this:



Positioning pictures and other page elements around text on your page makes for a more interesting design, much like pages in a magazine or newspaper. By positioning pictures in the margin, your page layout will be preserved even when the page is viewed at a different screen size and resolution in a Web browser.

To finish the Destinations page, you will create a feedback form so that you can interact with site visitors who want to participate. A feedback form can be used to collect comments and information from people visiting your Web site.

To create a feedback form

1. In Page view, press CTRL+END to quickly jump to the bottom of the current page, or scroll all the way down using the scroll bar.
2. On the new, blank line, type **Tell Us Where You'll Be!** and then press ENTER.
3. On the next line, type **Do you have great travel plans for a millennium party? Then tell us about them below!**
4. Press ENTER to create a new line.
5. On the **Insert** menu, point to **Form**, and then click **Form**.

FrontPage inserts a new form on the current page. The dashed lines indicate the form's boundary. By default, a new form contains **Submit** and **Reset** push buttons.

Next, you will customize the default form by adding form-fields and form-field labels, to let site visitors know what kind of information you want them to enter into the form.

To customize the form



Center button

1. With the cursor still positioned to the left of the Submit button, click the **Center** button on the toolbar, and then press ENTER to add some space to the form.
2. Press the UP ARROW key on your keyboard to return the cursor to the beginning of the form.

FrontPage moves the cursor to the middle of the first line of the form.

3. On the first line, type **Your Name:** and then press SHIFT+ENTER.

Holding SHIFT while pressing ENTER creates a line break. Line breaks are useful for spacing lines of text more closely together than standard paragraph spacing.

4. On the **Insert** menu, point to **Form**, click **One-Line Text Box**, and then press ENTER.

FrontPage inserts a one-line text input field into the form.

5. On the next line, type **Your E-mail Address:** and then press SHIFT+ENTER.
6. On the **Insert** menu, point to **Form**, click **One-Line Text Box** once more, and then press ENTER.
7. On the next line, type **Your travel plans are:** and then press SHIFT+ENTER.
8. On the **Insert** menu, point to **Form**, and then click **Scrolling Text Box**.

FrontPage inserts a scrolling text input field into the form.

9. Double-click the scrolling text box you just inserted.

FrontPage displays the **Scrolling Text Box Properties** dialog box. Here, you can change the appearance of the text box.

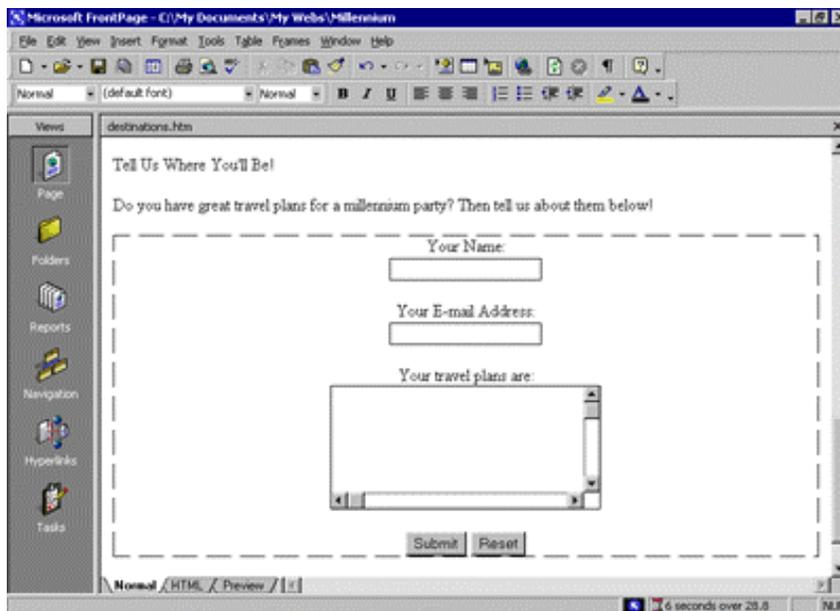
10. In the **Scrolling Text Box Properties** dialog box, change the **Width in characters** to **30** and the **Number of lines** to **5**, and then click **OK**.

The scrolling text box has increased in size, which will encourage site visitors to write a little more than just a brief line of text about their New Year's plans.

Now that your form and the Destinations page are finished, it's a good idea to save your work.

11. On the toolbar, click the **Save** button to save changes to the Destinations page.

Your page should now look like this:



Good work! The feedback form is finished and so is the Destinations page. In the next part of the lesson, we'll add the last two pages—an online photo album and a list of links to your favorite sites on the World Wide Web.

Creating a Photo Album

The World Wide Web has a graphical interface, so it's no surprise that the most popular Web sites have pictures to look at. Scanners and digital cameras have become much more affordable, and many

photo-developing places now offer to put your pictures on a CD-ROM so you can share them online. In this part of the lesson, you'll create an online photo album of actual photographs. For the Millennium Celebration Web, you'll share some great photos of fireworks.

To edit the Photo Album page

1. On the toolbar, click the **Folder List** button to show the Folder List in Page view.
2. Double-click **photo_album.htm** in the Folder List to open the page.
3. Click the **Folder List** button to hide the Folder List.
4. When the blank page is displayed in Page view, type **New Year's Fireworks** on the first line, then press ENTER.
5. On the next line, type **Here are some great pictures from past New Year's celebrations. Click each thumbnail to see the full-size picture, then use your Web browser's Back button to return to this page.**
6. Press ENTER twice to create some space.

Next, you'll place four pictures on the current page. They are already part of the Web site because you imported them in the previous procedure.

7. On the toolbar, click the **Center** button.
8. Click the **Insert Picture From File** button.
9. In the **Picture** dialog box, select **firewks1.jpg**, and then click **OK**.

FrontPage inserts the first of the four fireworks pictures you will place on this page. Next, insert the other three pictures, one after the other. Don't worry about their large size and proper placement just yet.

10. Repeat steps 8 and 9 with the picture files named **firewks2.jpg**, **firewks3.jpg**, and **firewks4.jpg**.

The remaining pictures are placed on the page, one after the other.

11. On the toolbar, click the **Save** button to save changes to the Photo Album page.

Having lots of large pictures on your Web page for people to look at is great, but not everyone has a fast connection to the Internet. Over a dial-up connection with a modem, pages with large pictures and complex designs can take a long time to download before the Web browser displays the page.

Imagine changing the channel on your TV and having to wait several minutes before you see what's playing on that channel. It's no different on the World Wide Web. There are many other "channels" or Web sites to look at. No matter how interesting your site may be, people may quickly lose interest if it takes too long to download.

 97 seconds over 28.8


In the Answer Wizard, type:

How long will my page take to download in a Web browser?

On the status bar, FrontPage automatically displays the estimated time it will take for the current page to download over the Internet when the page is opened in a Web browser. The default measurement assumes that your site visitors will have a 28.8K modem connection. You can adjust this measurement for other common connection speeds by right-clicking the red hourglass icon and choosing another connection speed from the shortcut menu.

For this tutorial, we'll leave the download speed at 28.8K. On the current page, you can see that the estimated download time for the Photo Album page is 97 seconds. This means that people who will visit the Millennium Celebration Web will have to wait a minute and a half before they can see the four pictures you've just inserted. That's quite a long time to wait for just four pictures.

By creating thumbnails—small preview images of pictures—you can give your visitors the choice of whether they want to spend time downloading the full-size pictures on your page. FrontPage makes creating thumbnails easy with the Auto Thumbnail tool.



Setting Thumbnail Preferences

You can change default options for the thumbnails FrontPage creates of your pictures. On the **Tools** menu, click **Page Options**, and then click the **AutoThumbnail** tab. Here, you can specify the size of automatic thumbnails FrontPage creates, whether each thumbnail should have a border to indicate the presence of its associated hyperlink, and whether thumbnails should be displayed with a beveled edge to simulate a button.

Before proceeding with the next procedure, change the default setting from **Width** to **Height** in the the **AutoThumbnail** tab of the **Page Options** dialog box.

To create thumbnails of pictures

1. With the Photo Album page still displayed in Page view, press CTRL+HOME to quickly jump to the beginning of the current page, or scroll all the way up using the scroll bar.
2. Click the first fireworks picture to select it.

FrontPage displays the **Pictures** toolbar below Page view.



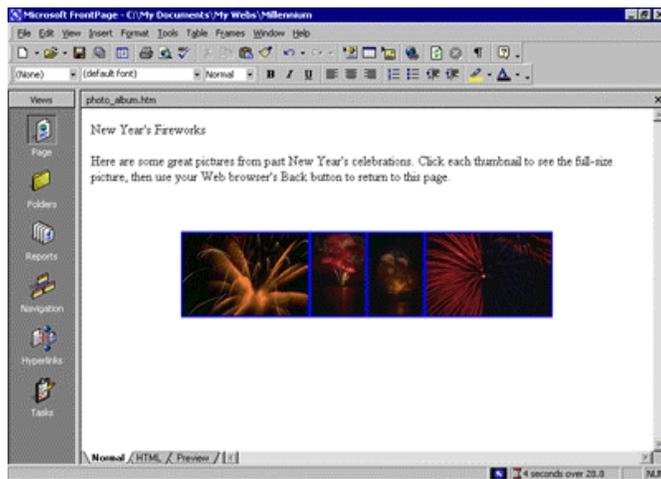
Auto Thumbnail button

3. On the **Pictures** toolbar, click the **Auto Thumbnail** button.

FrontPage creates a thumbnail of the selected picture and adds a blue border to indicate that it contains a hyperlink to the original picture in your Web site. When site visitors visit this page, they can click each thumbnail to download the full-size pictures.

4. Repeat steps 2 and 3 for the other three pictures on the Photo Album page.
5. Click anywhere on the page to deselect the last thumbnail.

Your page should now look like this:



When FrontPage creates thumbnails, it doesn't actually modify the original picture files in any way. Instead, it quickly makes a copy of each picture, resizes it, downsamples the display resolution of the picture, inserts a hyperlink pointing to the original picture file, and adds a border around the thumbnail to indicate the presence of a hyperlink.

You can see why the Auto Thumbnail button is a real timesaver. Doing all of that manually for each picture could take a while.

6. On the toolbar, click the **Save** button to save changes to the Photo Album page.

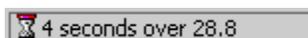
Because FrontPage made small copies of the pictures that are represented by a thumbnail, it needs to save the thumbnails to the current Web site. The names of the thumbnail picture files are the same as the original pictures, but FrontPage adds a "_small" suffix to each file name for easy identification.

7. In the **Save Embedded Files** dialog box, click **OK**.

FrontPage saves the four thumbnails to the Millennium Celebration Web.

Because you have an even number of pictures, you can arrange them a little better than all on one line. You can treat thumbnails like other pictures on your pages and move them where you want them.

Now take another look at the FrontPage status bar. The Photo Album page previously would have taken 97 seconds to download.



After replacing the large pictures with thumbnails, the Photo Album page now only takes 4 seconds to download. That's much better!

Linking to Other Web Sites

Now only the Links page remains to be edited. For this tutorial, this page will contain a list of text hyperlinks to some other sites on the World Wide Web.

When you create your own Web sites, you can create hyperlinks pointing to other Web sites that relate to the subject matter of your own pages. This lets visitors browse to similar sites without having to search for them.

To begin the Links page

1. On the toolbar, click the **Folder List** button to show the Folder List in Page view.
2. Double-click **links.htm** in the Folder List to open the page in Page view.
3. Click the **Folder List** button to hide the Folder List again.
4. When the blank page is displayed in Page view, type **Links to My Favorite Sites** and then press ENTER.

Next, you will create a simple text animation of the paragraph heading. FrontPage includes a collection of fun text effects that you can easily apply to text headings or entire paragraphs.

To create a dynamic text effect

1. On the Links page, click anywhere in the text **Links to My Favorite Sites**.
2. On the **Format** menu, click **Dynamic HTML Effects**.

FrontPage displays the **DHTML Effects** toolbar. Here, you make sequential selections that will create a simple dynamic HTML (DHTML) script to animate the text when it is displayed in a Web browser.

Dynamic HTML is an extension of the HTML language that lets you create presentation effects for text and objects, much like in a Microsoft PowerPoint slide show. Using the **DHTML Effects** toolbar, you can add simple effects to your pages without the need to know programming.

3. In the **On** list, click **Page load**.

This will instruct the Web browser to begin the effect when the page loads.

4. In the **Apply** list, click **Hop**.

FrontPage applies the Hop effect. In a Web browser, this effect will cause each word to bounce onto the page.

5. Click the **Close** box in the upper right corner of the **DHTML Effects** toolbar.

The **DHTML Effects** toolbar closes and the dynamic text effect is indicated in Page view with light blue shading.



Previewing text effects

If you have Microsoft Internet Explorer installed, you can click the **Preview** tab in Page view to see the effect as it will appear in a Web browser. To change the effect, click **Normal** to return to Page view, select the text containing the effect, click **Dynamic HTML Effects** on the **Format** menu, and then apply the new effect you want.

Next, you will add text hyperlinks pointing to other sites on the World Wide Web. With FrontPage, you can create text hyperlinks in a number of ways, which you will learn next. When you create your own Web sites, you can create hyperlinks using your preferred method.

To create hyperlinks from text

1. On the Links page, press the DOWN ARROW key, and then type **MSN - The Microsoft Network** and then press ENTER.
2. Click and drag the mouse over the words you just typed to select them.
3. On the **Insert** menu, click **Hyperlink**.

FrontPage displays the **Create Hyperlink** dialog box. Here, you specify the target of the hyperlink you are creating. This can be a page or a file in your Web site, on your local file system, on a Web server, or on another site on the World Wide Web.

4. In the **URL** box, type **www.msn.com** immediately after the **http://** prefix that FrontPage has provided for you, and then click **OK**.

"HTTP" stands for *Hypertext Transfer Protocol*. This is the Internet protocol that allows World Wide Web browsers to retrieve information from Web servers. The text "www.msn.com" is the URL of MSN, the Microsoft Network.

5. On your keyboard, press the DOWN ARROW key to deselect the text.

The words "MSN - The Microsoft Network" have changed from black default text to blue text, and the words are now underlined to indicate the presence of a hyperlink. When this page is displayed in a Web browser, clicking this hyperlink will retrieve and display the MSN home page.

Before creating the next hyperlink, you'll insert a special character symbol to indicate a trademark on the current page.

To insert special characters or symbols

1. Click the mouse just after the letters **MSN** in the hyperlink you just created.
2. On the **Insert** menu, click **Symbol**.

FrontPage displays the **Symbol** dialog box. Here, you can select and insert special characters at the insertion point. You can insert multiple symbols while this dialog box is displayed.

3. In the **Symbol** dialog box, select the trademark (TM) symbol, click **Insert**, and then click **Close**.

FrontPage inserts the trademark symbol after the letters MSN. You can use the **Symbol** command to insert characters that you may not be able to type directly with your keyboard.

Next, you will create an automatic hyperlink. This method of creating hyperlinks is quick and easy, because it lets you bypass the **Create Hyperlink** dialog box.

To create an automatic hyperlink

1. On the Links page, press the DOWN ARROW key, type **http://www.yahoo.com**, and then press ENTER.

As soon as you press ENTER, the URL you typed changes from black to blue text and is underlined to indicate the presence of a hyperlink. Like other Microsoft Office applications, FrontPage supports automatic hyperlink creation.

Since a URL by itself is not always very descriptive, however, you'll want to change it to the name of the site that the hyperlink points to. You can overtype the text without erasing the hyperlink.

2. Using the mouse, click and drag over the URL you just typed to select it.
3. When the URL <http://www.yahoo.com> is selected, type **Yahoo!** to replace the selected text.

The hyperlink still points to the same URL, but it is now labeled with the site's name.

Next, you'll create a hyperlink using your Web browser. This method of creating hyperlinks is the most accurate, because you actually visit the page the hyperlink will point to before creating the hyperlink.

In addition, FrontPage copies the URL from the Web browser address field, so once the address is verified, you don't have to type it again.

If you do not have access to the World Wide Web while taking the FrontPage Tutorial, skip the following procedure and practice these steps the next time you're connected to the Internet.

To create a verified hyperlink

1. Press the DOWN ARROW key to move the insertion point to the blank line below the previous hyperlink.
2. Type **Microsoft FrontPage 2000** and then press ENTER.
3. Click and drag the mouse over the words you just typed to select them.



4. On the toolbar, click the **Hyperlink** button.

FrontPage displays the **Create Hyperlink** dialog box.



5. In the **Create Hyperlink** dialog box, click the **Web Browser** button.

FrontPage starts your Web browser. When you visit the page that the hyperlink should point to and then switch back to FrontPage, the URL box will contain the address of the target page.

6. In your Web browser's **Address** (or **Location**) box, type **http://www.microsoft.com/frontpage** and then press ENTER.

The Web browser displays the Microsoft FrontPage home page, where you can learn more about FrontPage, download updates, and find answers to common questions.

7. On your keyboard, press ALT+TAB (or click the Microsoft FrontPage taskbar button on the Windows taskbar) to switch back to the **Create Hyperlink** dialog box.

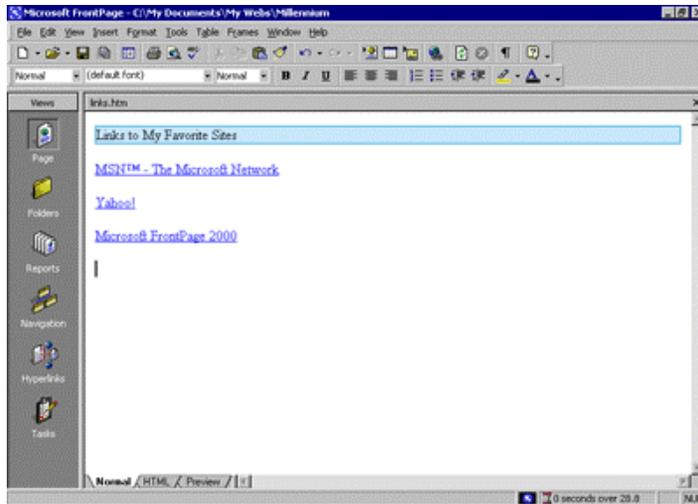
The URL of the Microsoft FrontPage home page is now entered into the **URL** box in the **Create Hyperlink** dialog box.

8. Click **OK**.
9. On your keyboard, press the DOWN ARROW key to deselect the text.

The words "Microsoft FrontPage 2000" are now underlined to indicate the presence of a hyperlink.

10. On the toolbar, click the **Save** button to save changes to the Links page.

Your page should now look like this:



Formatting Paragraph Headings

Now that you have successfully created the content on all the pages in your Web site, you'll apply paragraph and font formatting to make the paragraph headings on all pages look consistent.

To apply paragraph styles to headings

On the **Window** menu, click **index.htm**.

FrontPage brings the home page back into view. When you have more than one page open in Page view, you can use the Window menu to switch between them. The current page will always be listed at the top of this menu.

Click anywhere in the heading **Welcome to my Web site!** at the top of the page.

Click the **Style** list on the Formatting toolbar, and change **Normal** to **Heading 3**.

FrontPage applies the Heading 3 style to the current line of text. The size of the text isn't affected, but the text is now bold.

Heading styles in the **Style** list are based on universal HTML standards. A level 1 heading is the largest possible text style for Web pages, and a level 6 heading is the smallest.

1. On the toolbar, click the **Save** button to save the home page.
2. On the **Window** menu, click **background.htm**.

FrontPage brings the Background page back into view.

3. Click anywhere in the heading **The New Millennium** at the top of the page.

4. Click the **Style** list on the toolbar, and then click **Heading 4**.
5. Repeat steps 6 and 7 with the heading **What's in a Number?** on the lower half of the Background page.
6. On the toolbar, click the **Save** button to save changes to the Background page.

To finish applying paragraph styles to headings

1. On the **Window** menu, click **photo_album.htm**.

FrontPage brings the Photo Album page back into view.

2. Click anywhere in the sentence **New Year's Fireworks** at the top of the page.
3. Click the **Style** list on the toolbar, and then click **Heading 4**.
4. On the toolbar, click the **Save** button to save the Photo Album page.
5. On the **Window** menu, click **links.htm**.
6. Click anywhere in the sentence **Links to My Favorite Sites**.
7. Click the **Style** list on the toolbar, and then click **Heading 4**.
8. On the toolbar, click the **Save** button to save the Links page.

Congratulations, you've successfully completed Lesson 1.

To close Microsoft FrontPage

- On the **File** menu, click **Exit**. The FrontPage application closes.

Lesson 2: Designing and Publishing a Web

In Lesson 1, you learned how easy it is to create Web pages with Microsoft FrontPage and then add them to a new Web site.

In this second lesson, you'll continue working with the Millennium Celebration Web you created by adding navigation bars to its pages, applying and customizing a graphical theme, previewing and testing the Web site, and then preparing the Web site for publication on the World Wide Web.

Before you publish a Web site, you'll want to make sure its pages and files are well organized, all of its hyperlinks are working, pages are free of spelling errors, and you have enough space available on the target Web server. FrontPage can help you complete these important tasks.

Enhancing the Appearance of a Web

If you're continuing this lesson directly from Lesson 1, the Millennium Celebration Web should still be open in FrontPage. If this is the case, skip down to the procedure named "To create hyperlinks to other pages."

If you're continuing this tutorial from a previous session, then you must first open the Web site before you can work with its pages.

To open an existing Web site

1. On the Windows taskbar, click the **Start** button, point to **Programs**, and then click **Microsoft FrontPage**.
2. On the **File** menu, point to **Recent Webs**, and then click **C:\My Documents\My Webs\Millennium** to open the Millennium Celebration Web you created in Lesson 1.

FrontPage opens the Web site. The application title bar now reads "Microsoft FrontPage - C:\My Documents\My Webs\Millennium."

Because you'll be working with the pages you've already created, you can close the blank page that opened by default in Page view.

3. On the **File** menu, click **Close**, or click the **Close** button in the upper right corner of the page.
- FrontPage closes the current page. Page view is now blank, but the Millennium Celebration Web remains open.

While creating hyperlinks from pictures and text in Lesson 1, you may have noticed that you don't have any connections yet between the pages in your Web site. Even if someone surfed to your current home page, they would have no way of getting to the other pages. In the next section, you'll learn how easy it is to make navigation hyperlinks to other pages.

To create hyperlinks to other pages

1. On the toolbar, click the **Folder List** button to show the Folder List in Page view.
2. Double-click **index.htm** in the Folder List to open the home page in Page view.

You'll keep the Folder List visible while you create hyperlinks to the other pages in your Web site.

3. When the home page is displayed in Page view, press CTRL+END to place the cursor at the end of the home page.
4. Next, locate the page **background.htm** in the Folder List.

The folders and files in the Folder List are shown in alphabetical order. The icon of each file gives you a clue about what kind of file it is.

You will now drag and drop the Background page onto the bottom of the home page. When you do this, FrontPage will create a hyperlink to the Background page on the home page.

- Click and hold the mouse button on **background.htm** in the Folder List, move the mouse pointer on the line below the FrontPage button at the bottom of the home page, and then release the mouse button.

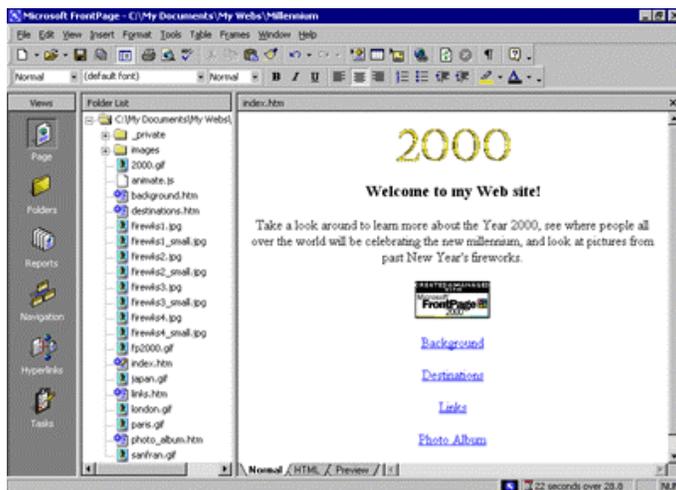
FrontPage displays the shortcut mouse pointer while you drag the mouse to indicate that it will not actually insert the Background page, but will create a hyperlink pointing to it.

FrontPage inserts the page title of the Background.htm file ("Background") as the hyperlink text.

The blue underlined text shows the presence of the hyperlink.

- Repeat steps 4 and 5 with the other pages in the Millennium Celebration Web, including Destinations.htm, Links.htm, and Photo_album.htm. Place each link just after the previous one.
- On your keyboard, press the DOWN ARROW key to deselect the last hyperlink.

Your page should now look like this:



While you can manually create hyperlinks to the other pages in your Web site this way, doing so for all pages in a Web site can become a time-consuming and tedious task, especially for larger Web sites. Worse, if you decide to add or remove pages in the current Web site after creating hyperlinks, you'll have to manually add or remove the hyperlinks to them.

FrontPage has a better way to create, manage, and automatically update the navigation hyperlinks that connect your pages together. Before you learn how to do this, let's get rid of the four hyperlinks you just made.

To use the multiple Undo command



Undo button with arrow

1. On the toolbar, click the small arrow just to the right of the **Undo** button.
2. FrontPage displays the Undo history, which shows the last several actions you can reverse. The first of these actions is selected by default. If you were to click it, then only that action would be reversed. You can also move the mouse over other entries in this list to include them in the **Undo** command.
3. Since we want to get rid of all four hyperlinks you just dragged and dropped onto the home page, move the mouse down the list to select all four occurrences of **Drop**.

The status bar in the Undo history window should read **Undo 4 Actions**.

4. Click the mouse on the last occurrence of **Drop** in the list.

FrontPage reverses the last four actions you took, and the four hyperlinks you created are removed from the home page.

5. To save the current page, click **Save** on the **File** menu, or click the **Save** button on the toolbar.

Adding Shared Borders and Navigation Bars

For the Millennium Celebration Web, you will let FrontPage manage the hyperlinks that site visitors will click to move around the pages in your Web site. FrontPage achieves this with a combination of two powerful features: shared borders and automatic navigation bars.

Shared borders are page regions reserved for content that you want to appear consistently throughout the pages in your Web site. These borders can contain page banners and navigation bars. Page banners display the page title you gave each page when you created or saved it. Navigation bars are a row or column of hyperlinks to the other pages in the current Web site. FrontPage can automatically update shared borders and navigation bars, so the navigation structure of your Web site will always work correctly, even when you add, move, or delete pages from the Web site's structure.

In Lesson 1, you already completed the first step required for automatic navigation bars: creating the basic Web site structure in Navigation view. Because you have already done this, you'll now enable shared borders throughout your Web site.

To create shared borders across a Web site

1. Click the **Navigation** icon on the Views bar to switch to Navigation view.
2. Click the **Folder List** button to hide the Folder List in this view.
3. On the **Format** menu, click **Shared Borders**.

FrontPage displays the **Shared Borders** dialog box. Here, you can specify where on your pages FrontPage should insert shared borders. Because your Web site structure has two levels of pages—the home page and the pages below it—you will use two kinds of shared borders and two kinds of navigation bars.

4. In the **Shared Borders** dialog box, make sure the **All pages** option is selected.
5. For a horizontal shared border, select the **Top** check box and select the **Include navigation buttons** check box just below it.
6. For a vertical shared border, select the **Left** check box and select the **Include navigation buttons** check box below it.
7. Leave the **Right** and **Bottom** check boxes unchecked, and then click **OK**.

FrontPage creates shared borders and default navigation bars for all the pages in the current Web site. You'll see what these look like when you return to Page view.

Next, you'll customize the appearance of the default navigation bars. Because they are shared across all pages in the current Web site, you can change their properties on any page and the change will be reflected across the entire Web site.

To test navigation bar hyperlinks

1. In Navigation view, double-click the **Home Page**.
2. Click the **Folder List** button to hide the Folder List in Page view.

Note the changes FrontPage has made to the home page. It now contains a top and left shared border. The top border contains a page banner with the name of the current page, and the left border contains a list of navigational hyperlinks that look exactly like the ones you manually created at the beginning of this lesson.

In Page view, you can easily test hyperlinks that point to pages and files in your Web site.

3. Hold down CTRL and then click the first navigational hyperlink named **Background** on the left side of the page.

FrontPage opens the page the hyperlink points to. On the Background page that is now open, shared borders and navigation bars have also been inserted. On this page, however, the links to the other pages are displayed in the top border, just under the page banner. This is because FrontPage uses the Web site structure you created in Navigation view to determine the level the current page is on.

By default, the top shared border points to pages on the same level as the current one, whereas the left border points to pages below the current one. In the next section, we'll change this default to another design.

To customize navigation bars

1. On the **Window** menu, click **index.htm**.

FrontPage brings the home page back into view.

2. In the top border of the home page, double-click the text that reads **Edit the properties for this Navigation Bar to display hyperlinks here**.

Double-clicking a navigation bar opens the **Navigation Bar Properties** dialog box. Here, you can customize the appearance of a navigation bar and the hyperlinks it creates.

Currently, the horizontal navigation bar is set to link to pages on the same level. Since the home page is on its own level in your navigation structure of your Web site, there are no other pages on the same level. FrontPage therefore doesn't show any navigation bars in this shared border.

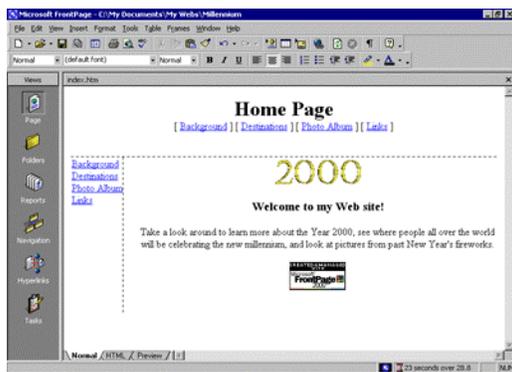
For the Millennium Celebration Web, we want to have a horizontal navigation bar on the home page and vertical navigation bars on the other pages. To do this, we'll change the default setup of both navigation bars. You can make these changes on the current page and they'll be reflected throughout your Web site.

3. In the **Navigation Bar Properties** dialog box, click **Child level**, clear the check boxes for **Home page** and **Parent page**, and then click **OK**.

FrontPage creates a navigation bar with hyperlinks to all the pages below the home page level.

4. Press HOME to deselect the navigation bar.

Your page should now look like this:



Note that the left navigation bar still contains the same set of hyperlinks as the top navigation bar. In the next steps, you'll remove the obvious redundancy, and format the left navigation bar so it is displayed only on the other pages that the home page points to.

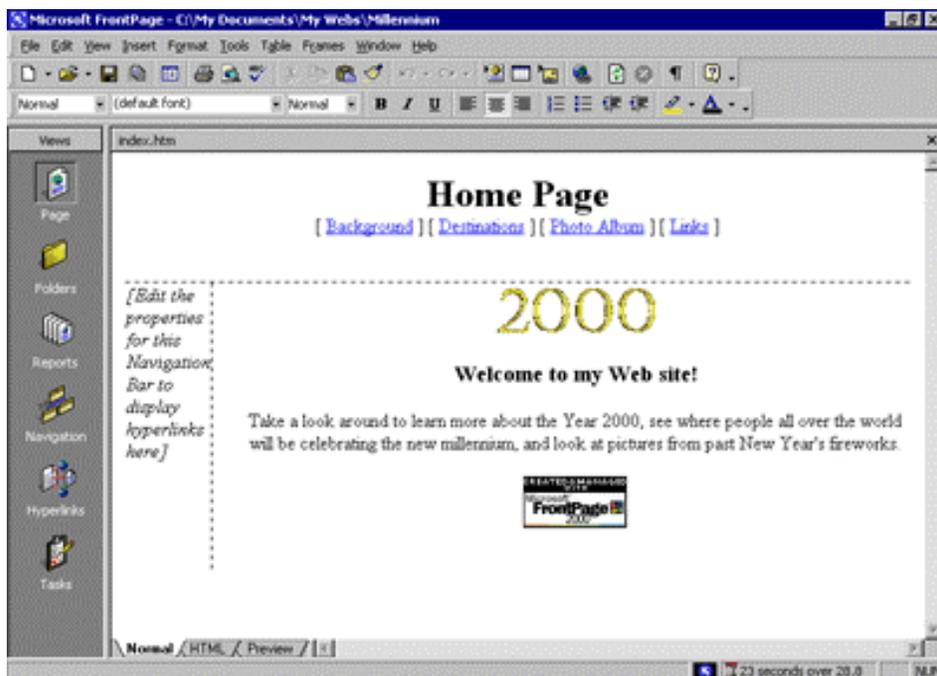
5. In the left border of the home page, double-click the vertical navigation bar.
6. In the **Navigation Bar Properties** dialog box, click **Same level**, select the **Home page** check box, and then click **OK**.

FrontPage changes the navigation bar to the placeholder text that reads "Edit the properties for this Navigation Bar to display hyperlinks here." This text is only shown in Page view while you work; it will not appear in a Web browser.

By pointing the hyperlinks in this navigation bar to the same level as the home page, you are effectively removing the hyperlinks from the left border, because there are no pages on the same level as the home page. This also removes the redundancy between the horizontal and vertical navigation bars.

7. To save the home page, click **Save** on the **File** menu, or click the **Save** button on the toolbar.

Your page should now look like this:



8. On the **Window** menu, click **background.htm**.

FrontPage brings the Background page back into view.

Note that the changes you've made on the home page to both the horizontal and vertical navigation bars are automatically reflected here, as well as on all the other pages in your Web site.

Applying a Theme

Although the addition of pictures, lists, forms, shared borders, and navigation bars has given the pages in the Millennium Celebration Web a more streamlined and organized look, you may wonder what to do about the rather bland appearance of black and blue text on a white background. After all, this Web site is about celebrating an event. You want the pages to look more lively and fun.

Imagine how time-consuming it would be if you had to design a color scheme for text and graphics, and create graphical page banners, navigation buttons, list bullets, and background textures for all the pages in your Web site. Now imagine how many more custom graphics you would need to create if you maintained more than one Web site and you didn't want any of your Web sites to look the same.

FrontPage includes more than 50 professionally designed themes with matching color schemes that you can apply to any or all pages in your Web site. A theme consists of design elements for bullets, fonts, pictures, navigation buttons, and other graphics. When applied, a theme gives pages, page banners, navigation bars, and other elements of a Web site an attractive and consistent appearance.

To apply a theme to the Millennium Celebration Web

1. On the **Window** menu, click **index.htm**.

FrontPage brings the home page back into view.

2. On the **Format** menu, click **Theme**.

FrontPage displays the **Themes** dialog box. Here, you can select from a list of themes that FrontPage installed by default, or choose to install the complete set of themes from your FrontPage 2000 CD-ROM. You can make choices about the appearance of the theme, preview theme elements, and modify the selected theme.

3. Click on some of the different theme names in the scrolling list box.

When you click the name of a theme, the **Sample of Theme** window shows a sample of the graphical elements that are contained in the selected theme. This way, you can first preview a theme before applying it to selected or all pages in your Web site.

Before applying a theme, you can select theme options that affect the appearance of the theme's components. For example, selecting **Vivid colors** applies brighter colors to text and graphics, selecting **Active graphics** animates certain theme components, and selecting **Background**

picture applies a graphical background to the pages in your Web site. You can also choose to apply a theme as a cascading style sheet (**Apply using CSS**).

For the Millennium Celebration Web, you'll clear these defaults.

4. Under **Apply theme to**, make sure **All pages** is selected.
5. In the list of installed themes, click **Artsy**.
6. Clear the check boxes for **Active graphics** and **Background picture**, then click **OK** to apply the theme.x

Since this is the first time you're applying a theme to a Web site, FrontPage displays a message to let you know that applying a theme will overwrite some of the manual formatting you may have done on your pages.

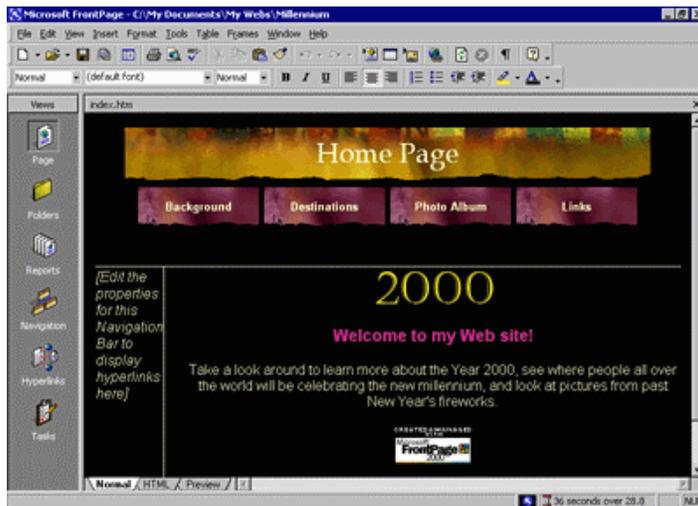
We've purposely not included much manual design work in this tutorial, so you can acknowledge this message and proceed to apply the theme.

7. Click **Yes** to apply the theme.

The theme named "Artsy" is applied to all the pages in your current Web site.

8. To save the home page, click **Save** on the **File** menu, or click the **Save** button on the toolbar.

Your page should now look like this:



As you can see, applying the theme has dramatically changed the appearance of the home page. The page banner and navigation buttons are no longer plain text; now they're colorful graphics. The page background has changed from white to black, which simulates the night sky that the millennium fireworks will appear in, and the font has changed color and is a little larger.

Displaying graphical navigation buttons on all pages

1. On the **Window** menu, click **background.htm**.

FrontPage brings the Background page back into view.

Note that the page has inherited its theme and theme elements from the home page, but the vertical navigation bar in the left border still shows plain text hyperlinks. By default, vertical navigation bars are displayed as plain text, so they look this way even after you apply a theme. You can easily change navigation bar settings even after a theme is applied.

2. In the left border of the Background page, double-click the vertical navigation bar.
3. Under **Orientation and appearance** in the **Navigation Bar Properties** dialog box, click **Buttons**, and then click **OK**.
4. Click anywhere on the page to deselect the navigation bar.

FrontPage changes the navigation formatting and uses the graphical buttons included with the theme. The Web site now has an attractive and professional look.

5. To save the page, click **Save** on the **File** menu, or click the **Save** button on the toolbar.

Modifying a Theme

Although the page banner of this theme looks nice, something directly related to the subject matter of the Millennium Celebration Web might fit better. We've prepared a custom page banner that you will use to modify the current theme with. This custom banner provides a colorful fireworks backdrop for the page banner text.

To modify a theme

1. On the **Window** menu, click **index.htm**.

FrontPage brings the home page back into view.

2. On the **Format** menu, click **Theme**.

FrontPage displays the **Themes** dialog box. In the list of themes, the Artsy theme is now the default theme because it has been applied to the current Web site.

3. In the **Themes** dialog box, make sure **All Pages** is selected.
4. Next, click **Modify**.
5. Under the question **What would you like to modify?** click **Graphics**.

FrontPage displays the **Modify Theme** dialog box. Here, you can supply custom graphics for various theme elements such as page banners, navigation buttons, background pictures, and other elements. FrontPage superimposes text over these graphics, so there is no need to change graphics when you change the names of your pages, or add or remove pages.

For this example, we will change the graphical page banner on which FrontPage places the titles of the pages in the Millennium Celebration Web.

6. In the **Item** list, click **Banner**.
7. On the **Picture** tab, click the **Browse** button below the file name of the current banner graphic.

FrontPage displays the **Select Picture** dialog box and shows the current pictures in your current Web site. Since the graphical banner we want to use isn't part of the Web site yet, you will search your file system for it.

8. In the **Select Picture** dialog box, click the **Select File** button.

FrontPage displays the **Select File** dialog box.

9. Navigate to the folder named Program Files\Microsoft Office\Office\Tutorial by double-clicking each folder in this path until the **Look in** box displays the Tutorial folder.
10. Double-click the file **2000ban**.

FrontPage replaces the current page banner graphic with the custom graphic.

11. Click **OK** in the **Modify Theme** dialog box, and then click **OK** in the **Themes** dialog box.

FrontPage displays a message asking you whether you want to save changes to the current theme.

12. Click **Yes**. Enter **Millennium** as the title of the modified theme, and then click **OK**.

FrontPage saves the modified theme and applies the new banner to all pages.

Congratulations, the Millennium Celebration Web is almost finished! To make sure everything will look great on the World Wide Web, you'll now preview the Web site in your Web browser.

Previewing the Millennium Celebration Web

Although Page view shows you the appearance of your Web pages as closely as possible to how they will appear in a Web browser, it displays some page elements and placeholders differently to help you while you design the page. By previewing a page or your entire site in a Web browser before you publish the Web site, you can make sure that everything looks the way you want it to.

To preview the current Web site in a Web browser

1. On the **File** menu, click **Preview in Browser**.

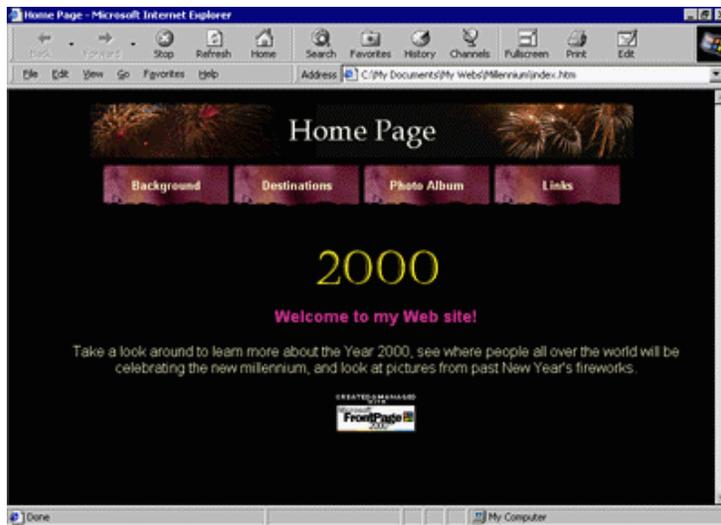
FrontPage displays the **Preview in Browser** dialog box. Here, you can select from the installed Web browsers on your computer, add Web browsers you installed after installing FrontPage, and select the Web browser window size in which you want to preview your Web site.

The **Preview in Browser** feature loads the current page in your Web browser, so you can see exactly how the page will appear in your favorite Web browser before you publish your Web site. You must have at least one Web browser installed on your system for this feature to work.

2. In the **Preview in Browser** dialog box, click **Microsoft Internet Explorer**, and then click **Preview**.

FrontPage launches the Web browser and opens the home page.

Your screen should now look like this:



Note that all placeholder text and formatting marks are hidden from view (for example, the empty vertical navigation bar on the left side of the home page does not appear).

3. Click the buttons on the navigation bar to preview some of the other pages.

Note the vertical navigation bar on the pages below the home page. On the Destinations page, scroll down to the feedback form you added to the page. You can enter text in the fields, but the form won't actually work until you publish the Millennium Celebration Web to a Web server.

On the Photo Album page, click the picture thumbnails to test the hyperlinks to the full-size pictures. Use your Web browser's Back button to return to the Photo Album page. Finally, on the

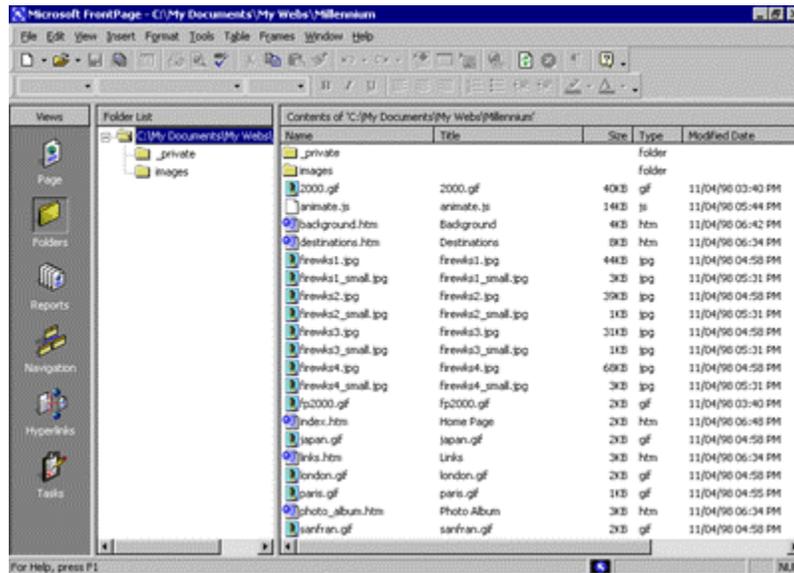
Links page, note the dynamic animation of the paragraph heading that reads "Links to My Favorite Sites."

4. Close your Web browser when you have finished previewing the Millennium Celebration Web.

Organizing the Files in your Web

Now that your Web site contains several pages and files, you will use Folders view to organize them. Similar to Windows Explorer, Folders view lets you manage the files and folders in your Web site. You can safely rearrange the pages and files in your Web site without breaking hyperlinks, page banner titles, or navigation button labels.

In Folders view, FrontPage displays a hierarchical list of the folders in your Web site on the left side of the screen. Clicking on a folder in the Folder List displays its contents on the right side—the Contents pane.



In the following steps, you will move all the picture files in the Millennium Celebration Web to the Images folder FrontPage created as part of the Web site.

If you were to use Windows Explorer or another file manager to move pages and files from one folder to another, you would break the hyperlinks between your pages and page elements. However, when you maintain your Web site in Folders view, FrontPage keeps every page and hyperlink in your Web site updated to keep track of the new locations of files and folders that have been moved.

To move picture files to the Images folder



1. On the Views bar, click the **Folders** icon.

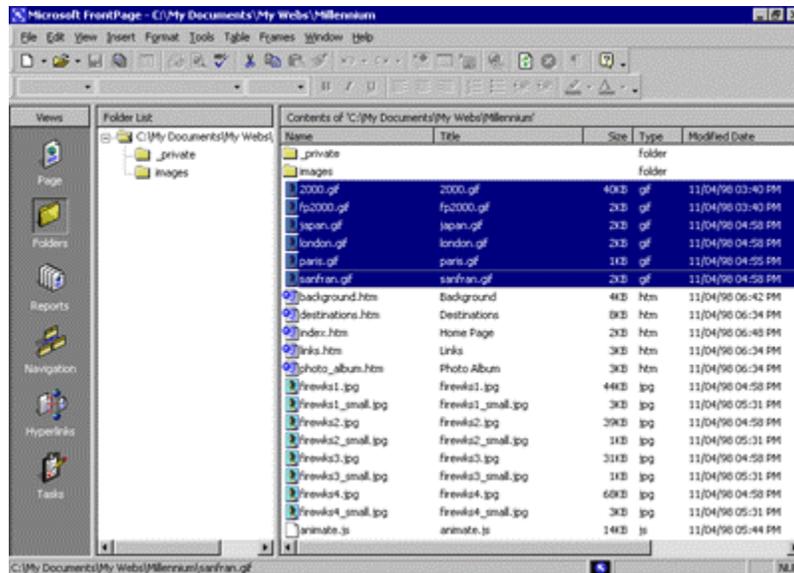
FrontPage switches to Folders view.

2. In the Folder List pane, click the top-level folder labeled **C:\My Documents\My Webs\Millennium**.
3. In the Contents pane, click the **Type** column label.

Clicking on a column label sorts the files in the Contents pane by that criteria. The first time you click a column label, the list is sorted in ascending order; when you click it a second time, it is sorted in descending order.

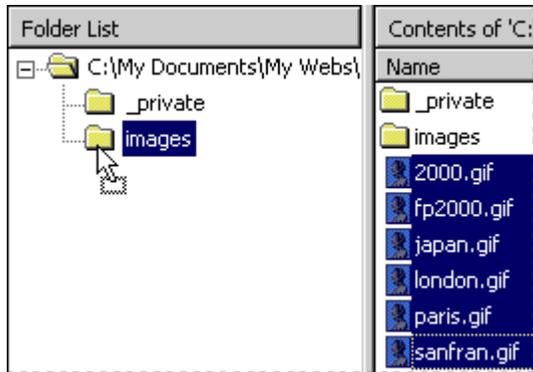
The list of files is now grouped by file type, with all GIF picture files at the top of the list, followed by HTM files (pages) in the middle, and all JPG pictures at the bottom of the list.

4. In the Contents pane, click the first picture file (**2000.gif**) at the top of the list to select it.
5. Next, while holding down SHIFT, click the last GIF picture file in the list (**sanfran.gif**).



In Folders view, FrontPage supports all standard Windows selection shortcuts, such as SHIFT+CLICK for selecting ranges of files, and CTRL+CLICK for selecting noncontiguous files.

6. Click and hold the right mouse button while the pointer is over any of the selected GIF file icons.
7. Next, drag the mouse pointer over to the Images folder in the Folder List pane.



- When the Images folder is selected, release the mouse button and click **Move Here** on the shortcut menu.

FrontPage displays the **Rename** dialog box while it is moving the selected GIF image files to the Images folder because it is automatically updating all hyperlinks to these files in the current Web site.

- Repeat steps 4 through 8 with all JPG picture files, starting with Firewks1.jpg and ending with Firewks4_small.jpg.
- In the Contents pane, click the **Name** column label to arrange the remaining list of folders and files by their name again.

You've successfully grouped all picture files in the Images folder.

When you work with your own Web sites, you can group sound files, movie clips, and other types of files in their own folders. You can create new folders in Folders view as needed and delete the ones you no longer need.

To create a new folder

- In the **Folder List**, click the folder in which you want to create a new subfolder.

Folders can be expanded and collapsed in the **Folder List** to bring their subfolders into view. Click the plus (+) and minus (-) signs next to a folder's name to display or hide its subfolders.

- On the **File** menu, point to **New** and then click **Folder**.

FrontPage creates a new folder with a temporary name.

- When the folder's temporary name (**New_Folder**) is selected, type a new name for the folder, then press ENTER.

The new folder is renamed, and you can now drag and drop files into it.

For this tutorial, we don't need the extra folder you just created, so you will delete it before we get ready to publish the Web site.

4. In the **Folder List**, right-click the folder you just created.
5. On the shortcut menu, click **Delete**.
6. In the **Confirm Delete** dialog box, click **Yes**.

FrontPage removes the folder from the Web site.

Replacing Text on Pages

The **Replace** command makes it easy to find and replace content on selected pages or all pages in the current Web site. While you can use the command to replace text on the current page in Page view, using it in any view lets you replace text in all (or selected) pages across the current Web site.

You can replace any text that can be edited directly on the page. Other text, such as page titles in page banners or text contained in FrontPage-based components, cannot be automatically replaced.

To replace text on all pages in the current Web site

1. On the **Edit** menu, click **Replace**.

FrontPage displays the **Replace** dialog box. Here, you enter the string of text to be found and what you want to replace it with. You can choose to replace text on all pages in the current Web site, or on selected pages only.

2. In the **Replace** dialog box, type **Welcome to my Web site** in the **Find what** box.
3. In the **Replace with** box, type **Thanks for visiting my Web site**.
4. Click the **Match case** check box, and then click **Find in Web**.

FrontPage expands the **Replace** dialog box to display the progress of the search. The search text you want to replace is found on the home page, Index.htm.

When the operation has been completed, FrontPage displays the number of occurrences it has found.

5. Click **Add Task** in the **Replace** dialog box.
6. Click **Cancel** to dismiss the **Replace** dialog box.

The replacement search is complete, but the actual replacement will not occur until you complete the task in Tasks view.

Completing Web Tasks

Tasks view displays the list of all outstanding tasks associated with the current Web site. Tasks are items that need your attention before you publish the Web site.

In the previous exercises, you added tasks to a list when you deferred certain actions. For example, when you checked the spelling of the pages in your Web site, you chose to add a new task for each page containing misspellings. By adding tasks to the list, you can complete such corrections all at once.

If you are working in a Web site development environment or on an intranet, Tasks view makes it easy to track Web site tasks and assign them to other authors who work on the same Web site.

To complete tasks in Tasks view



Tasks icon

1. On the **Views** bar, click the **Tasks** icon.

FrontPage displays the Tasks list.

2. Double-click the first task on the list, labeled "Fix misspelled words."

FrontPage displays the **Task Details** dialog box. Here, you can see details about the task you're selected. You can set the priority of the task, assign it to another author on your network, or complete the task and remove it from the list.

3. In the **Task Details** dialog box, click **Start Task**.

FrontPage switches to Page view and opens the page containing the misspelled words.

4. In the **Spelling** dialog box, click **Ignore** when FrontPage questions the name "Balleny."
5. Click **Add** to add "Cheops," the name of the Egyptian king, to your dictionary.

FrontPage shares custom dictionaries with other Microsoft Office applications, so you don't need to add custom words in each application separately.

When you add verified words to your dictionary, they will not be questioned again.

6. Click **OK**.

FrontPage completes the spelling check. If you want to, you can now return to Tasks view and mark this task as completed.

Although it is not required that you complete every task before publishing your Web site, it is a good idea to review this list when you are finished making changes to the Web site. Tasks view helps you manage Web sites by flagging important reminders for you.

To publish the Millennium Celebration Web

1. Close all open pages in Page view.

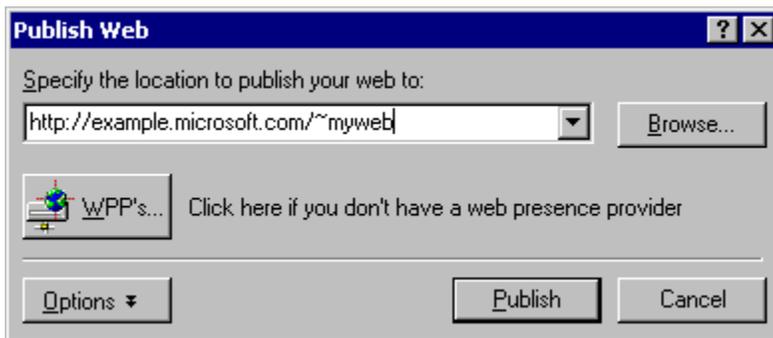


Publish Web button

2. On the **File** menu, click **Publish Web**, or click the **Publish Web** button on the toolbar.

FrontPage displays the **Publish Web** dialog box. Here, you specify the location on the World Wide Web or your corporate intranet to which you want to publish your Web site. Your Internet service provider can tell you this information.

You need Internet access through an Internet service provider before you can publish your Web site to the World Wide Web. If you want to sign on with a Web Presence Provider that can host FrontPage-enabled Web sites, click the **WPPs** button in the **Publish Web** dialog box.



3. In the **Publish Web** dialog box, enter the URL of your target Web server, (such as `http://example.microsoft.com/~myweb`), and then click **Publish**.
4. FrontPage publishes the current Web site from your computer to the World Wide Web.

If FrontPage detects that you are publishing to a Web server that does not support the FrontPage Server Extensions, it will publish the current Web site via the FTP file transfer protocol. If the Web server to which you are publishing your Web sites has the FrontPage Server Extensions installed, your Web sites will have full functionality of FrontPage-based components and Web scripts that you may have inserted on your pages.

Publishing Web sites to a Web server that does not have the FrontPage Server Extensions installed may disable some functionality contained on your pages, such as the feedback form you added. FrontPage will display informational messages during the publication process to alert you of such conditions.

Congratulations, you have successfully completed the FrontPage Tutorial.