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# FrontPage 2000: The Basics

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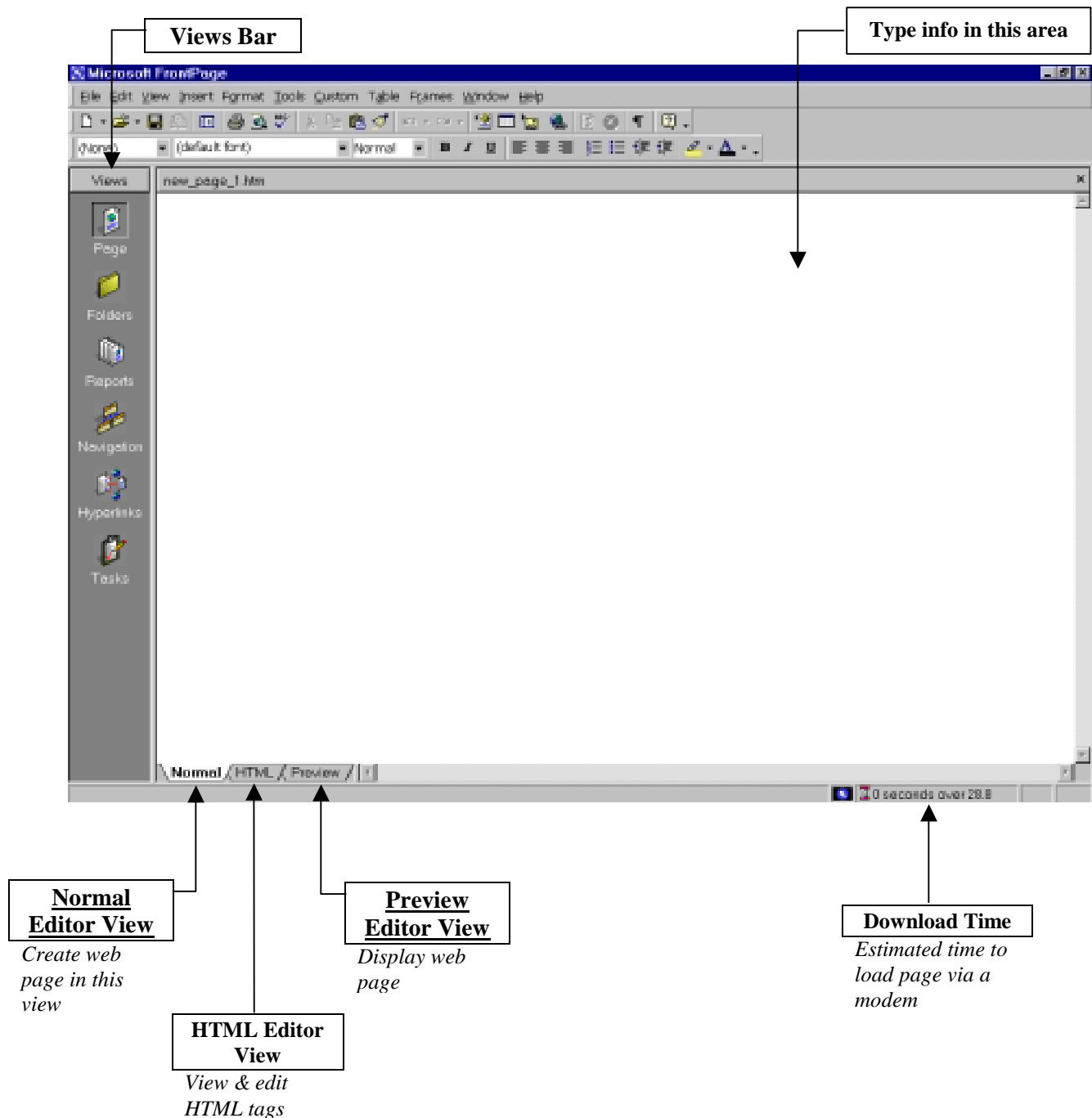
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# FrontPage 2000: The Screen

## Main FrontPage Screen

- There are several different ways you may view your web pages and their relationship to one another.
- These views include: Page, Folders, Reports, Navigation, Hyperlinks, and Tasks. Most of these views are useful only if you create a FrontPage web. (A FrontPage web is Microsoft's unique way of organizing web pages).
- A web page is normally created in Page View (using the Normal or HTML editor view).

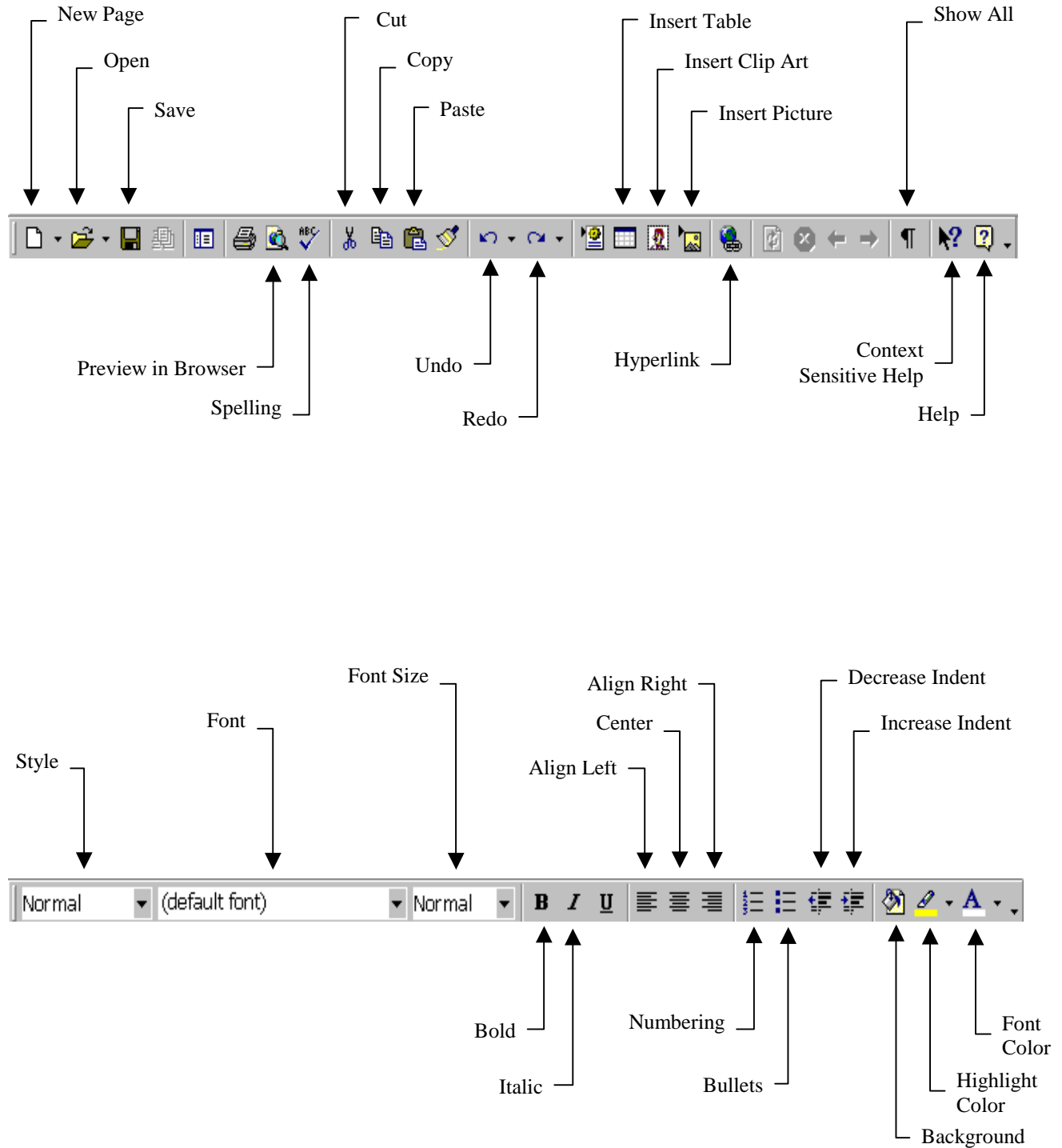
This document will only discuss features and capabilities that are available in the Page View.



# FrontPage 2000: The Screen

## Tool Bars

- Some of the commonly used short-cut buttons are shown below.



# FrontPage 2000: Getting Started

## Start and Exit FrontPage

- The instructions to start FrontPage apply to the PCs in the Computer Center labs. (If you are using a non-lab PC, your menu configuration will be different.)
- Method to start FrontPage:
  1. Click the **Start** button.
  2. From the cascading menus select the following items:  
*Programs/Internet Programs/FrontPage 2000.*
- Method to exit from FrontPage:
  1. Select *File/Exit* from the menu.



## Create a New (Normal) Page

- A new page, by default, is a single page with no frames or special formats.
- Method:
  1. When you first start FrontPage, it will automatically open a new, blank page. If, at any other time you need to create a new page... Select *File/New/Page* from the menu. The Normal Page icon is automatically selected from the General category. Click the **OK** button.
    - ✎ The screen illustration on page 1 shows what the screen will look like when you create a new web page.

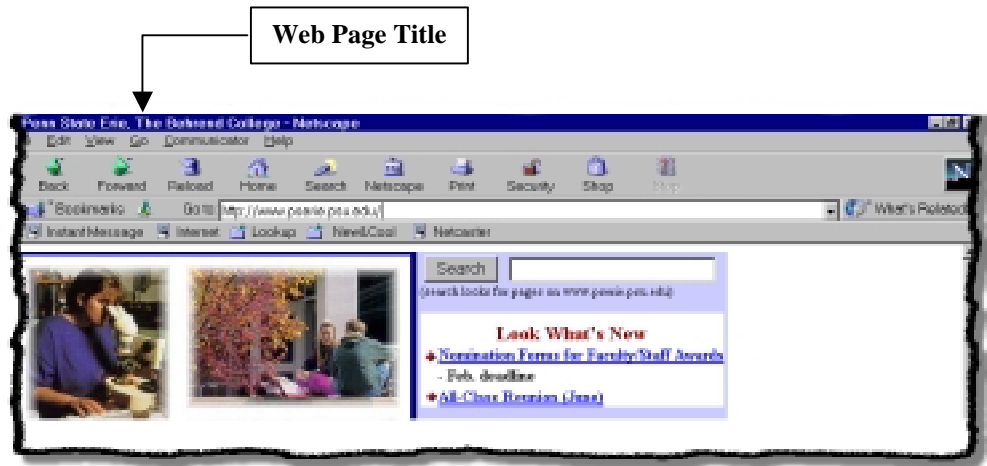
## Enter Text

- Typing text onto a web page is much like using a word processor.
- Method:
  1. Click on the **Normal** page tab. (This is selected by default.)
  2. Type the text in the white area of the Normal Editor View.
    - ✎ The screen illustration on page 1 shows where to type the text.
    - ✎ Press the ENTER key to create a blank line.
    - ✎ Press SHIFT-ENTER to create a smaller blank line. This is called a line break. (Note: Depending upon how the paragraph or text is formatted or where you insert the line break, the text following the line break may pick up the formatting of the previous line.)

# FrontPage 2000: Getting Started

## Enter Web Page Title

- Every web page needs a title. This title is displayed in the browser's title bar.

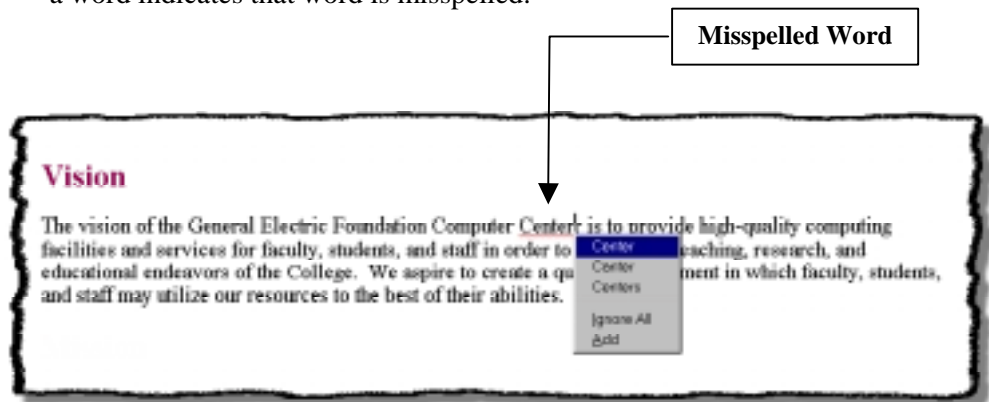


- Method:
  1. Select **File/Properties** from the menu.
  2. Click on the General tab.
  3. In the Title box, type the title of your web page. Click the **OK** button.



## Spell Check

- FrontPage automatically spell checks your document. A wavy red line underneath a word indicates that word is misspelled.



- Method to correct errors:
  1. Right-click on the misspelled word. A window pops up with a list of possible corrections.
  2. Click on the word that has the correct spelling.

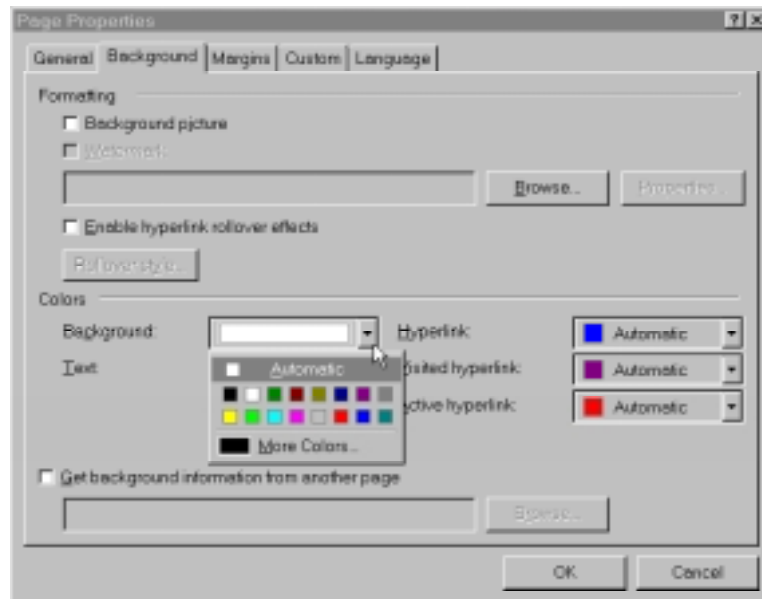
**OR**

If the pop up window doesn't contain the word with the correct spelling, you will need to manually correct the misspelled word.

# FrontPage 2000: Getting Started

## Set Page Color

- The background color of a page may be changed.
- Method:
  1. Select **File/Properties** from the menu.
  2. Click the Background tab.
  3. In the Colors section of the dialog box, click the drop-down arrow next to the Background box.



4. Click on one of the 16 basic color selections. Click the **OK** button.  
**OR**  
Click on More Colors. Click on one of the colors from the color chart. Click the **OK** button. Click the **OK** button again.

## Set Default Text Color

- The default color of text on a web page may be changed.
- Method:
  1. Select **File/Properties** from the menu.
  2. Click the Background tab.
  3. In the Colors section of the dialog box, click the drop-down arrow next to the Text box.
    - ☞ The dialog box looks the same as the one pictured above (for setting the page color).
  4. Click on one of the 16 basic color selections. Click the **OK** button.  
**OR**  
Click on More Colors. Click on one of the colors from the color chart. Click the **OK** button. Click the **OK** button again.

# FrontPage 2000: Getting Started

## Set Link Colors

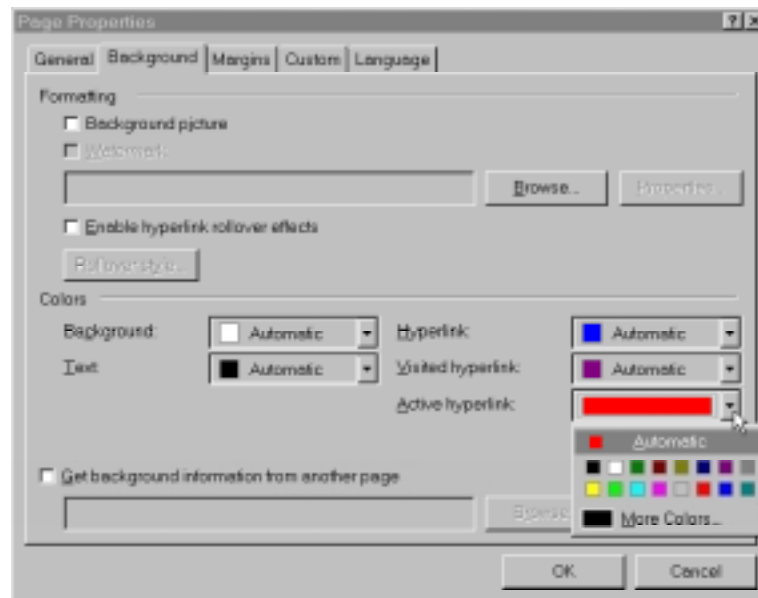
- The text color for a hyperlink, a visited hyperlink, and an active hyperlink may be changed.
- Method:
  1. Select **File/Properties** from the menu.
  2. Click the Background tab.
  3. To change the hyperlink color... In the Colors section of the dialog box, click the drop-down arrow next to the Hyperlink box.

### OR

To change the visited hyperlink color... In the Colors section of the dialog box, click the drop-down arrow next to the Visited Hyperlink box.

### OR

To change the active hyperlink color... In the Colors section of the dialog box, click the drop-down arrow next to the Active Hyperlink box.



4. Click on one of the 16 basic color selections. Click the **OK** button.

### OR

Click on More Colors. Click on one of the colors from the color chart. Click the **OK** button. Click the **OK** button again.



## Save a Page

- A new or revised page must be saved.
- Method:
  1. Select **File/Save** from the menu.
    - a. Navigate to the directory where you want to save the file.
    - b. In the File Name box, type the name of the file.
    - c. Click the Save button.

### Close a Page

- The current page that is being viewed may be closed.
- Method:
  1. Select *File/Close* from the menu.



### Open a Page

- An existing page may be opened for editing.
- Method:
  1. Select *File/Open* from the menu.
    - a. Navigate to the directory that contains the file you want to open.
    - b. Double-click on the file name to open it.

**B** *I* U

## Apply Bold and Italic to Text

- Bold and italic formatting may be applied to text. (Avoid underlining text. It could be confused with a hyperlink.)
- Method:
  1. Select the text you want to make bold or italic.
  2. Click the **Bold** or **Italic** button.

(default font) Normal

## Change Font and Font Size for Selected Text

- Text may be formatted with a different font and font size.
- Method:
  1. Select the text that you want to change the font or font size for.
  2. Click the drop-down arrow next to the **Font** box and click on the desired font.
  3. Click the drop-down arrow next to the **Font Size** box and click on the desired font size.
- Note: If you use a different font, be sure to specify one or more alternative fonts. Use Times New Roman or Courier as one of your alternative fonts (since these are standard fonts on both Macintosh and IBM/compatible PCs). In this way, if a user doesn't have a specific font you have chosen, the browser will then display the text using one of the alternative fonts. To specify alternative fonts, you need to type the appropriate HTML.
- Example for specifying alternative fonts:

The following code...

```
<P STYLE="font-family:Impact,Tahoma,Courier">Penn State Behrend</P>
```

produces this result:

Penn State Behrend OR Penn State Behrend OR Penn State Behrend

- The words, Penn State Behrend, will be formatted with the Impact font if the user has this font installed on their computer. However, if a user's PC doesn't have this font, then the browser will try to display the text using the Tahoma font. If the user doesn't have the Tahoma font, then it will display the text using the Courier font.
- There are other ways to specify fonts, such as using style sheets. However, this is beyond the scope of this document.

A ▾

## Change Text Color for Selected Text

- The color of text may be changed.
- Method:
  1. Select the text that you want to change the text color for.
  2. Click the drop-down arrow next to the **Font Color** button.
  3. Click the desired color.



## Change Paragraph Alignment

- Right, left, and center justification may be applied to paragraphs.
- Method:
  1. Click in the paragraph that you wish to align.
  2. Click the **Left**, **Right**, or **Center** button.

Normal

## Apply Paragraph Styles

- Preformatted styles (for font size, boldfacing, etc.) may be applied to paragraphs.
- The most commonly used styles are headings, bullets, and definition lists.
- The Normal style is the default style (usually Times New Roman).
- There are short-cut buttons that may be used to format text as bullets. (The next section explains this method.)
- Examples of paragraph styles:

### **Normal Style**

This text is formatted with the Normal Style.

### **Heading Styles**

**This text is formatted with the Heading 1 style.**

**This text is formatted with the Heading 2 style.**

**This text is formatted with the Heading 3 style.**

**This text is formatted with the Heading 4 style.**

**This text is formatted with the Heading 5 style.**

**This text is formatted with the Heading 6 style.**

### **Formatted Style**

This text is formatted with the Formatted style.  
This style uses the <PRE> tag.

Text is formatted with a monospaced font (i.e. each character takes up the same amount of space).  
Generally, Courier is the default monospaced font for browsers.

Text will not word wrap using the Formatted style. You must use ENTER or SHIFT-ENTER to create a new line.

This style allows you to use tabs or spaces to align text.  
Example:

<u>Fruits</u>	<u>Vegetables</u>
apples	tomatoes
pears	corn
grapes	beans

- continued -

## FrontPage 2000: Formatting Text

- Examples of paragraph styles (continued):

<b>Address Style</b>
<i>This text is formatted with the Address style. It formats text as italic. It is often used to format a web author's email address.</i>
<b>Numbered List Style</b>
<ol style="list-style-type: none"><li>1. This text is formatted with the Numbered List style.</li><li>2. This text is formatted with the Numbered List style.</li><li>3. This text is formatted with the Numbered List style.</li></ol>
<b>Bulleted List Style</b>
<ul style="list-style-type: none"><li>• This text is formatted with the Bulleted List style.</li><li>• This text is formatted with the Bulleted List style.</li><li>• This text is formatted with the Bulleted List style.</li></ul>
<b>Definition List Style</b>
<p>This text is formatted with the Defined Term style. This text is formatted with the Definition style. This text is formatted with the Definition style. This text is formatted with the Definition style.</p>

- There are also two other styles: the Directory List and Menu List styles. Browsers that recognize these styles will display the text with a special bullet format. However, these styles don't work in all browsers. Browsers that don't recognize these two styles will display the text as if they were formatted as bulleted lists.
- Method:
  1. Click in the paragraph (or select a group of paragraphs) that you wish to apply a style.
  2. Click the drop-down arrow next to the **Style** box.
  3. Click the desired style.



### Create Bulleted Paragraphs

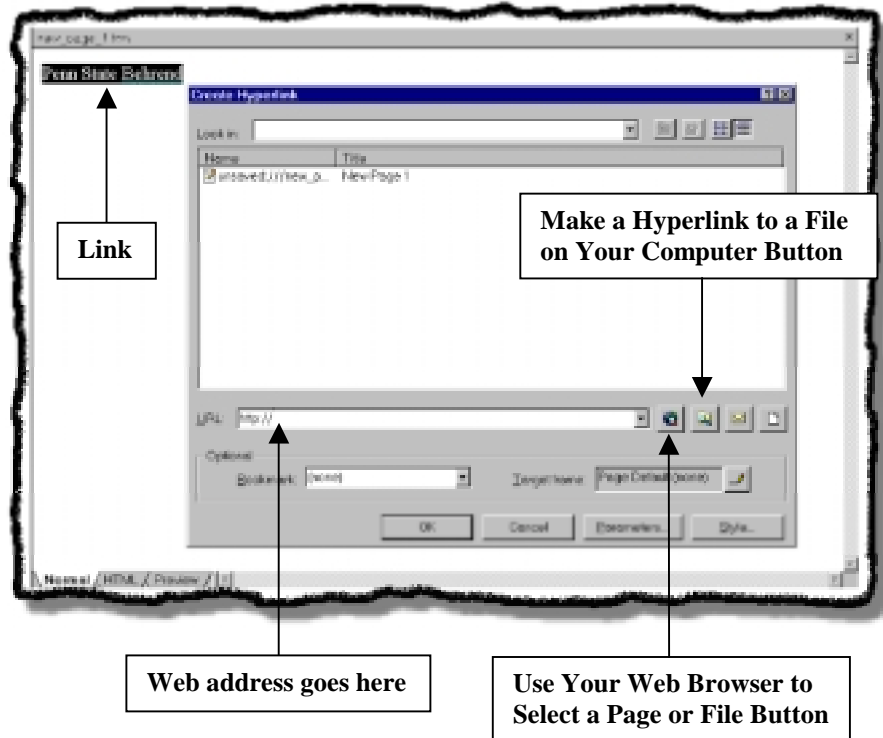
- Paragraphs may be formatted with regular or numeric bullets.
- Method:
  1. Click in the paragraph (or select a group of paragraphs) that you wish to format with bullets.
  2. Click either the **Numbering** or the **Bullets** button.
- Bullets may also be removed from paragraphs.
- Method:
  1. Click in the paragraph (or select a group of paragraphs) that you wish to remove the bullets.
  2. Click either the **Numbering** or the **Bullets** button (depending upon which one was used to format the paragraphs) to remove the bullets.

# FrontPage 2000: Links



## Create a Link

- A link can be created to a web page within your site, a specific section within a web page, a web page at an external web site, a person's email address, and to another resource (such as a document, image, sound clip, video clip, etc.).
- A link that is created to go to a specific section within a web page is called a bookmark or anchor. This is discussed in a later section.
- A link that is created to a person's email address is discussed in a later section.
- Method to create a link to a web page within your site:
  1. Select the text for which you want to create a link.
  2. Select **Insert/Hyperlink** from the menu.
  3. Click the **Make a Hyperlink to a File on Your Computer** button.  
    👉 Refer to the diagram below for the location of the button.
  4. Click on the drop-down arrow next to the Look In box. Navigate to and select the proper drive and directory that contains the file.
  5. Double-click on the file name that you wish to link.

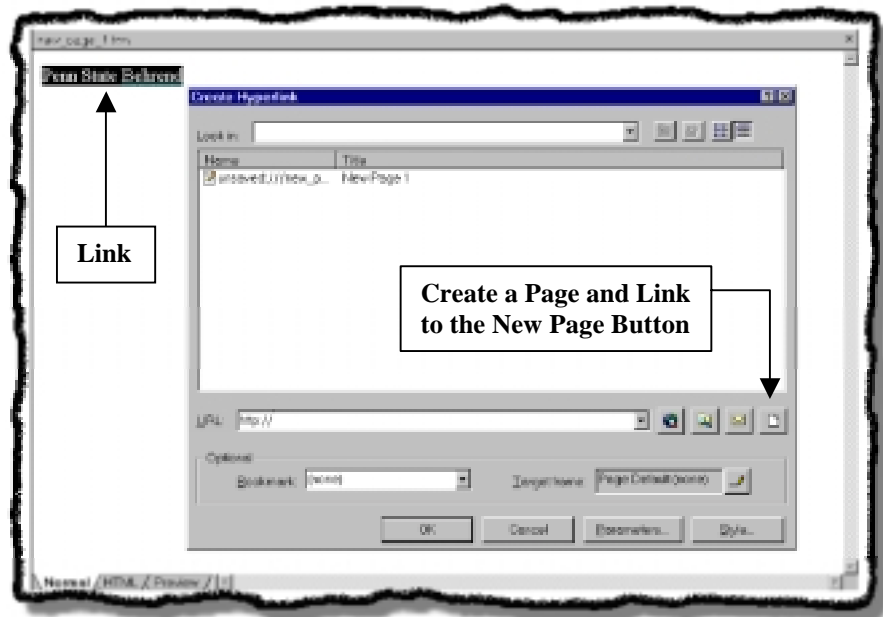


## FrontPage 2000: Links

- Method to create a link to a web page at an external site:
  1. Select the text for which you want to create a link.
  2. Select **Insert/Hyperlink** from the menu.
  3. In the URL box, type the web address of the external site after the http:// and then press the **OK** button.

**OR**

Click the **Use Your Web Browser to Select a Page or File** button. This opens your default web browser. Using the browser, navigate to the web page that you want to link to. Return back to FrontPage. The web address for that page is automatically inserted into the URL box. Press the **OK** button.
    - ☞ Refer to the diagram on the previous page for the location of the button.
- Method to create a link to a resource (such as an image):
  1. Select the text or resource for which you want to create a link.
  2. Select **Insert/Hyperlink** from the menu.
  3. Click the **Make a Hyperlink to a File on Your Computer** button.
    - ☞ Refer to the diagram on the previous page for the location of the button.
  4. Click on the drop-down arrow next to the Look In box. Navigate to and select the proper drive and directory that contains the resource.
  5. Double-click on the file name that you wish to link.
- Method to create a link to a new web page:
  1. Select the text for which you want to create a link.
  2. Select **Insert/Hyperlink** from the menu.
  3. Click the **Create a Page and Link to the New Page** button.
    - ☞ Refer to the diagram below for the location of the button.



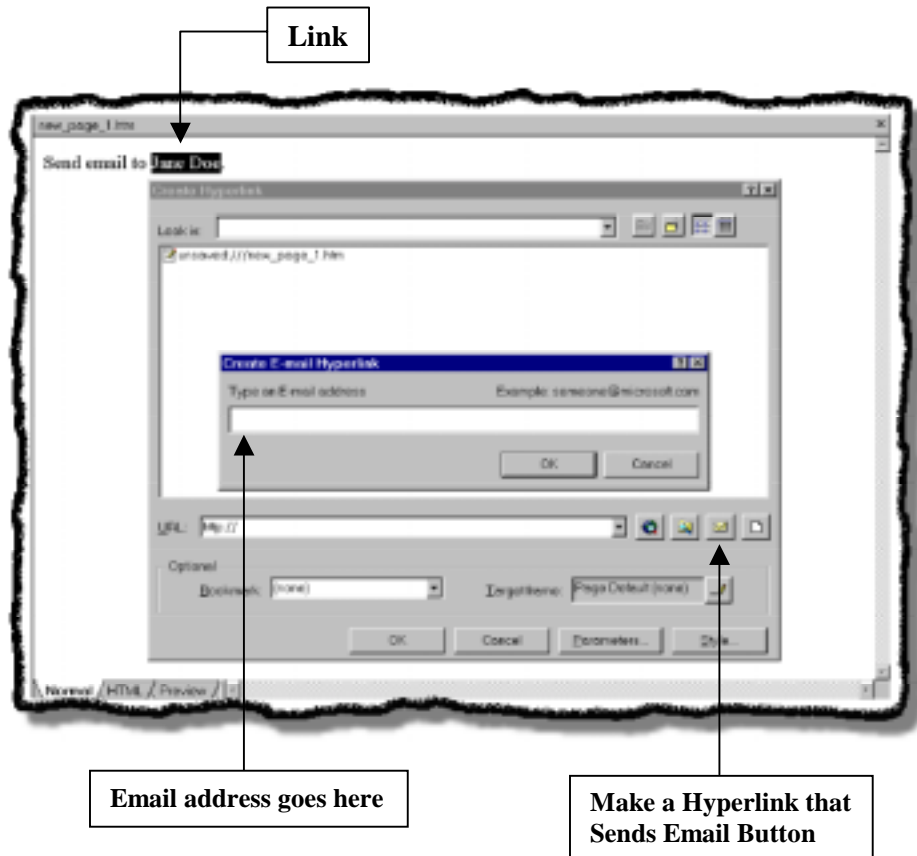
## FrontPage 2000: Links

4. At the New dialog box, click on the General tab and then click on the icon for Normal Page. Click the **OK** button.
5. Enter the information for this new web page and then save the file.
6. To return to the previous web page... Select **Window** from the menu and then click on the name of the previous page.



### Create an Email Link

- A link can be created for an email address. This allows a visitor to send email to the specified person.



- Method:
  1. Select the text for which you want to create an email link.
  2. Select **Insert/Hyperlink** from the menu.
  3. Click the **Make a Hyperlink that Sends Email** button.
    - ☞ Refer to the above diagram for the location of the button.
  4. Type the complete email address for the person in the dialog box. Click the **OK** button.
    - ☞ The URL box now contains the prefix, mailto:, immediately followed by the email address.
  5. Click the **OK** button.

# FrontPage 2000: Links

## Create Bookmarks (i.e. Anchors)

- A link can be created to go to a specific location within the same web page.
- A bookmark is easily recognizable in a web page address. That is because a pound sign (i.e. #) always precedes the name of the bookmark. For example:

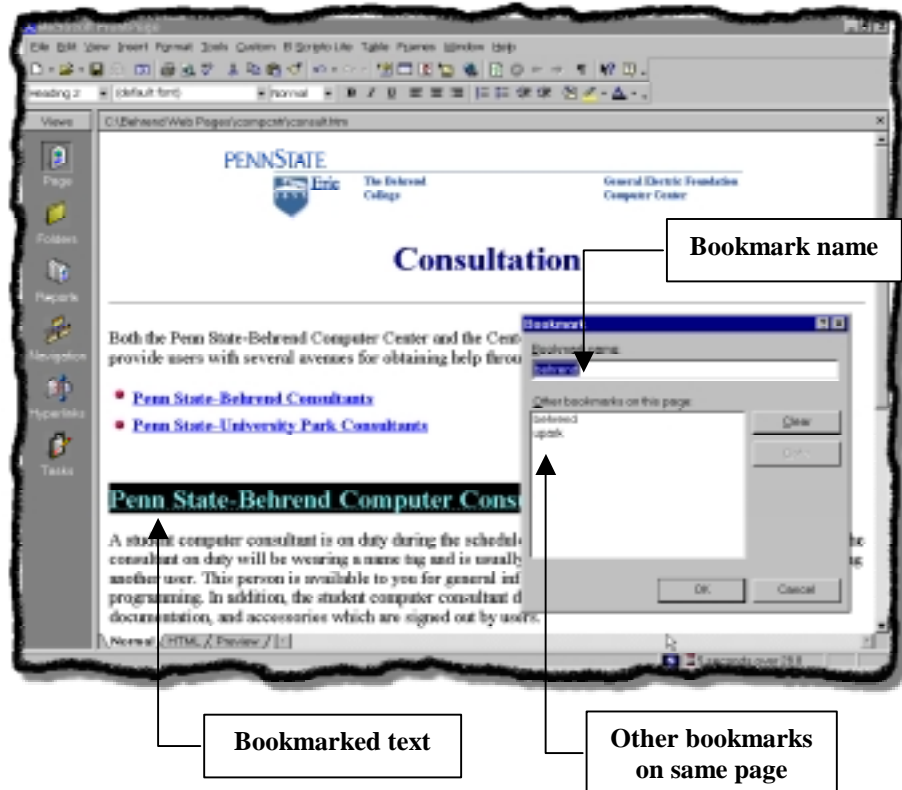
http://www.pserie.psu.edu/compctr/labs.htm#Overview

- When the cursor is placed over a link, the web address is displayed in the browser's status bar.
- When you click on a link that has a bookmark, the web page will scroll to the section of the web page that contains that bookmark.
- Example of a web page that contains a bookmark:

The screenshot shows a Netscape browser window displaying a web page titled "Consultation" from Penn State. The browser's address bar shows the URL: `http://www.pserie.psu.edu/compctr/labs.htm`. The page content includes a list of links: "Penn State-Behrend Consultants" and "Penn State-University Park Consultants". A callout box points to the first link with the text "This link has a bookmark." Another callout box points to the text "Penn State-Behrend Computer Consultants" with the text "This is the location of the bookmark." A third callout box points to the browser's status bar, which displays the full URL including the bookmark: `http://www.pserie.psu.edu/compctr/labs.htm#Behrend`, with the text "When the cursor is placed over a link, the web address is displayed in the browser's status bar."

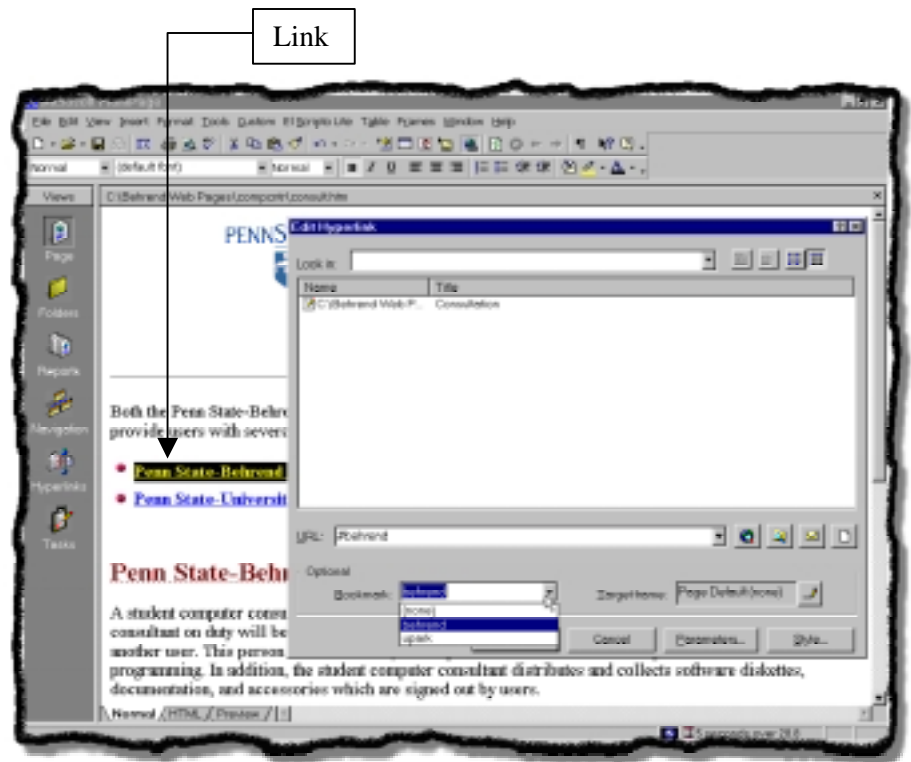
## FrontPage 2000: Links

- Creating a link to a bookmark is a two-step process. First, create the bookmark. Second, create a link to the bookmark.
- Method to create a bookmark:
  1. Select the text for which you want to create a bookmark. (This is the section of the web page where you want the link to go to.)
  2. Select **Insert/Bookmark** from the menu.
  3. The text that you selected in step one appears in the Bookmark Name box. You may use this name or type in a different name.
    - ✎ It's usually best to avoid using long bookmark names and special characters.
  4. Click the **OK** button.
    - ✎ A dashed underline appears under bookmarked text so that you can easily identify the location of bookmarks. (The dashed underline will not appear in the browser.)



## FrontPage 2000: Links

- Method to create a link to a bookmark (within the same web page):
  1. Select the text for which you want to create a link.
  2. Select **Insert/Hyperlink** from the menu.
  3. In the Optional section of the dialog box, click the drop-down arrow next to Bookmark box.
  4. Click on the name of the bookmark that you wish to link.
  5. Click the **OK** button.

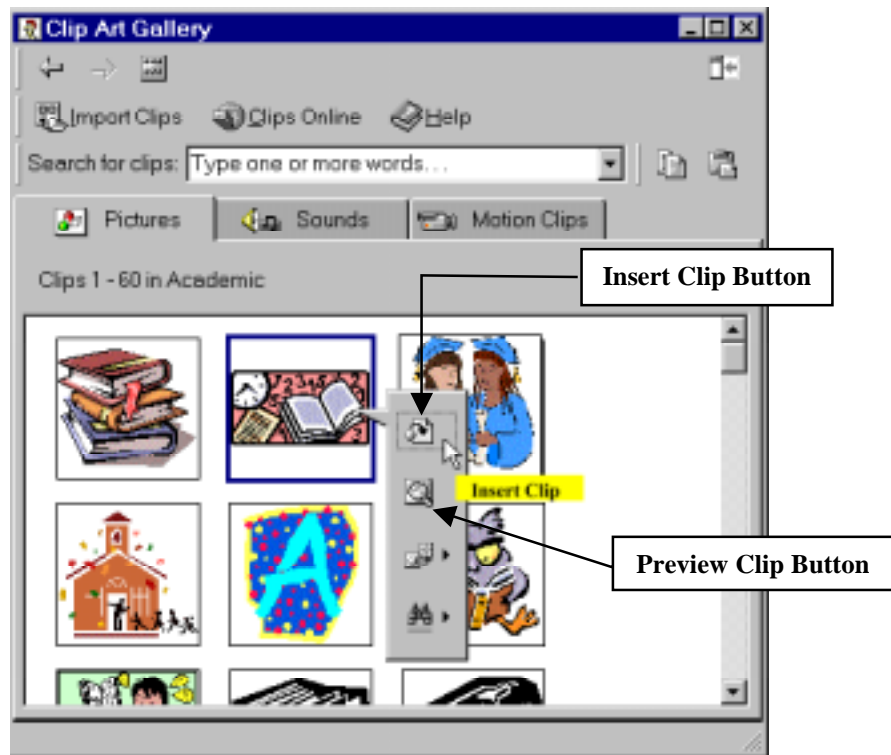


- Method to create a link to a bookmark (that is in a another web page):
  1. Open the file that has the bookmark you want to link to.
  2. Return to the file where you want to create the link (i.e. the one in which you are currently creating or revising) ... Select the text for which you want to create a link.
  3. Select **Insert/Hyperlink** from the menu.
  4. Click the Make a Hyperlink to a File on Your Computer button.
  5. Click on the drop-down arrow next to the Look In box. Navigate to and select the proper drive and directory that contains the file.
  6. Double-click on the file name that you wish to link.
  7. Select **Insert/Hyperlink** from the menu.
  8. In the Optional section of the dialog box, click the drop-down arrow next to Bookmark box.
  9. Click on the name of the bookmark that you wish to link.
  10. Click the **OK** button.

# FrontPage 2000: Images

## Insert Images

- Images may be inserted within a page or table.
- A collection of images are included as part of Microsoft Office and FrontPage.
- Method to insert images from Microsoft's collection:
  1. Click in the paragraph or table cell where you want to insert the image.
  2. Select **Insert/Picture/Clip Art** from the menu.
  3. Click on the Pictures tab.
  4. Click on the desired category of images.
  5. To preview an image... Click on an image. From the pop-up menu, click the **Preview Clip** button. When done, click the Close button for the preview window.
  6. To insert an image... Click on an image. From the pop-up menu, click on the **Insert Clip** button.
    - 👉 Other attributes may be set for the image.
    - 👉 To do so, right-click on the image and select **Picture Properties** from the short-cut menu. (The section for adding alternative text is found under the General tab. The section for changing the alignment, adding a border, or altering the spacing around an image is found under the Appearance tab.) Make the desired changes and click the **OK** button.



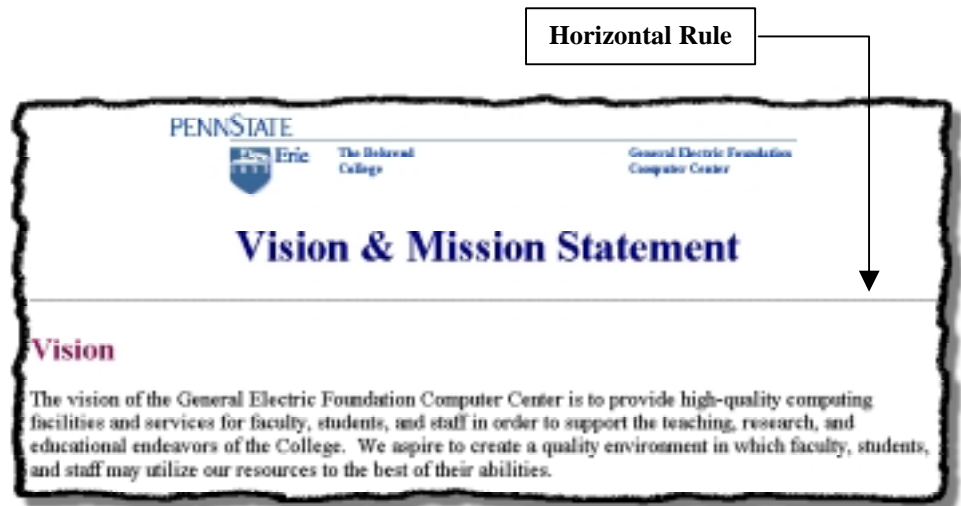
# FrontPage 2000: Images



- Method to insert images from another source:
  1. Click in the paragraph or table cell where you want to insert the image.
  2. Select **Insert/Picture/From File** from the menu.
  3. Click on the drop-down arrow next to the Look In box. Navigate to and select the proper drive and directory that contains the image.
  4. Double-click on the file name for the image you wish to insert.
    - ☞ To do so, right-click on the image and select **Picture Properties** from the short-cut menu. (The section for adding alternative text is found under the General tab. The section for changing the alignment, adding a border, or altering the spacing around an image is found under the Appearance tab.) Make the desired changes and click the **OK** button.

## Insert Horizontal Rule

- A line may be inserted within a web page.

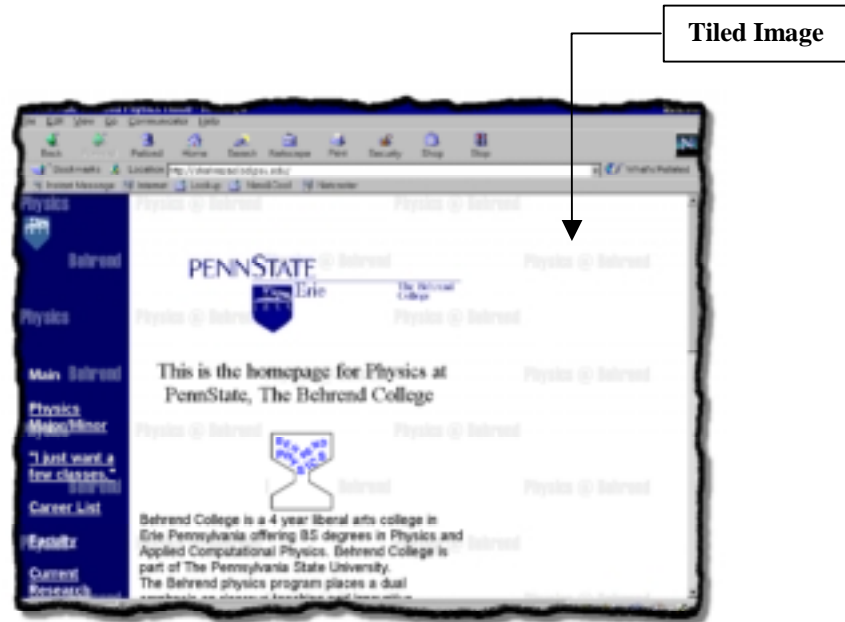


- Method:
  1. Click where you want the line to appear.
  2. Select **Insert/Horizontal Line** from the menu.
    - ☞ Other attributes may be set for the line width, height, color, etc. To do so, right-click on the horizontal line and select **Horizontal Line Properties** from the short-cut menu. Make the desired changes and click the **OK** button.

## FrontPage 2000: Images

### Insert Background Image

- An image may be used for the background of a web page. A background image is tiled (i.e. repeated across and down the entire page).



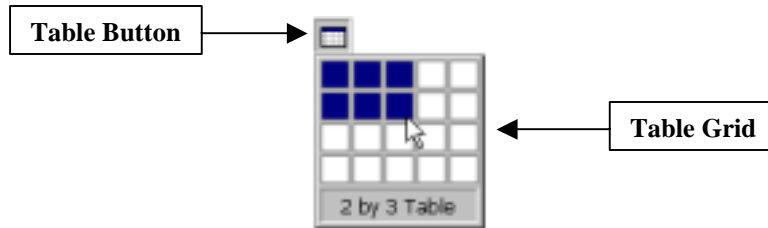
- Method:
  1. Select **File/Properties** from the menu.
  2. Click the Background tab.
  3. In the Formatting section of the dialog box, click on the box next to Background Picture (so that there is a checkmark in this box).
  4. Click the **Browse** button.
  5. Click on the drop-down arrow next to the Look In box. Navigate to and select the proper drive and directory that contains the image.
  6. Double-click on the file name for the image you wish to use as a background.
  7. Click the **OK** button.

# FrontPage 2000: Tables

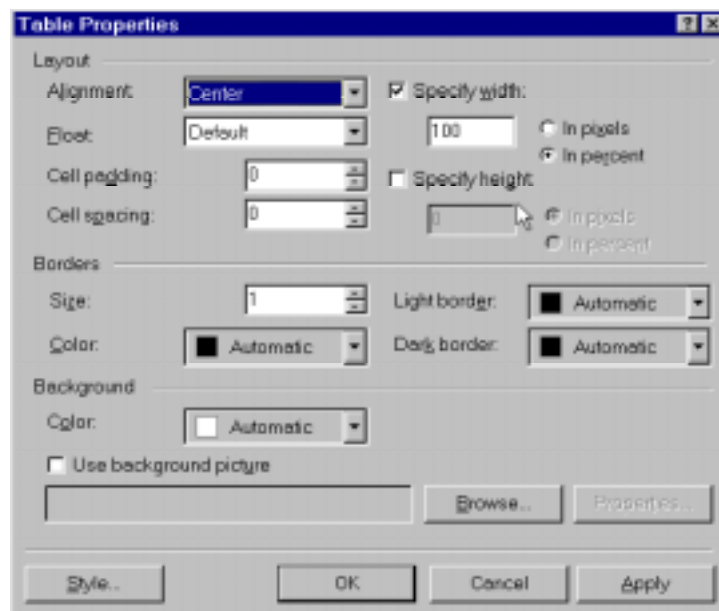


## Create Table



- Tables are often used to align information in rows and columns.
- Table cells can contain items such as text, images, forms, background images, nested tables, etc.
- Generally, table dimensions should be specified in percentage.
- Method:
  1. Click in the paragraph where you want to insert a table.
  2. Click the **Insert Table** button.
    - ☞ A table grid now appears immediately below this button.

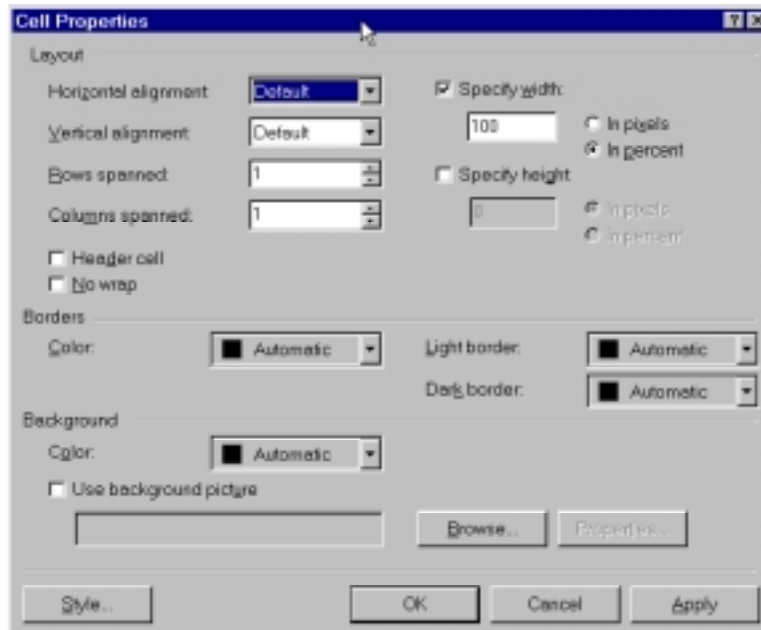


3. Drag the mouse down and to the right to select the number of rows and columns you want for your table. Click the left mouse button to insert the table.
4. Enter the information into the desired cells.
  - ☞ The Tab or Arrow keys may be used to move from one cell to another.
5. If desired, change the attributes of the table (i.e. alignment, height, width, cell padding, cell spacing, border size, border color, background color, or background image). To do so, right-click within the table and select **Table Properties** from the short-cut menu. Make the necessary changes and press the **OK** button.
  - ☞ Cell padding refers to the margins within cells. Cell spacing refers to the space between cells.
  - ☞ To remove the borders from a table, change the border size to zero.



## FrontPage 2000: Tables

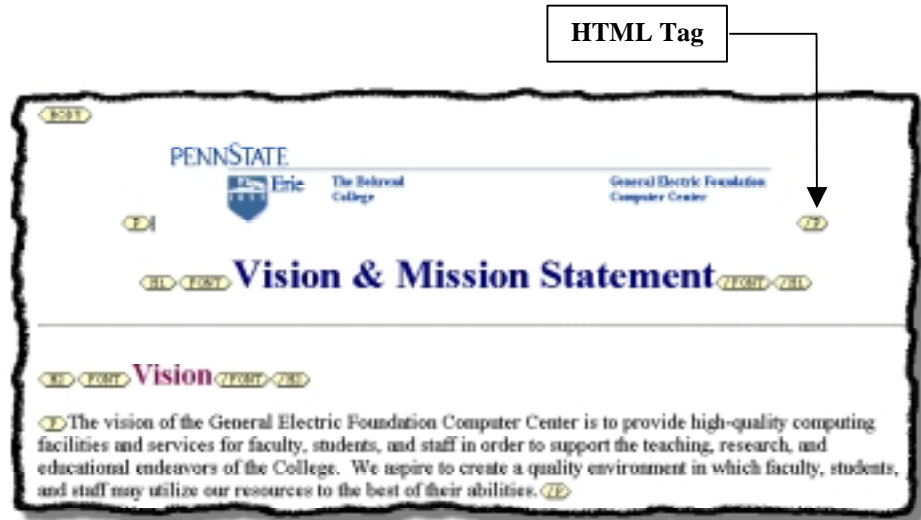
6. If desired, change the attributes of the cells (i.e. alignment, border color, background color, background image, etc.). To do so, right-click within a cell (or a group of selected cells) and select **Cell Properties** from the short-cut menu. Make the necessary changes and press the **OK** button.
  -  Horizontal and vertical alignments are used to position the content within a cell. Right, left, center, and justify are options available for horizontal alignment. Top, middle, baseline, and bottom are options available for vertical alignment.
  -  Not all browsers support the baseline option for vertical alignment. (This option aligns the content of the cell with the baseline of the first line of text within that cell. However, if the cell contains several lines of text and no images, then the baseline option is equivalent to the top option. If the cell contains text and images, then the baseline option is equivalent to the bottom option.)



# FrontPage 2000: View HTML

## View HTML Tags

- HTML tags may be viewed in the Normal Editor View.
- However, not all HTML tags are displayed. (Example: If you insert a horizontal line, you will see the line, but you will not see the <HR> tag.)

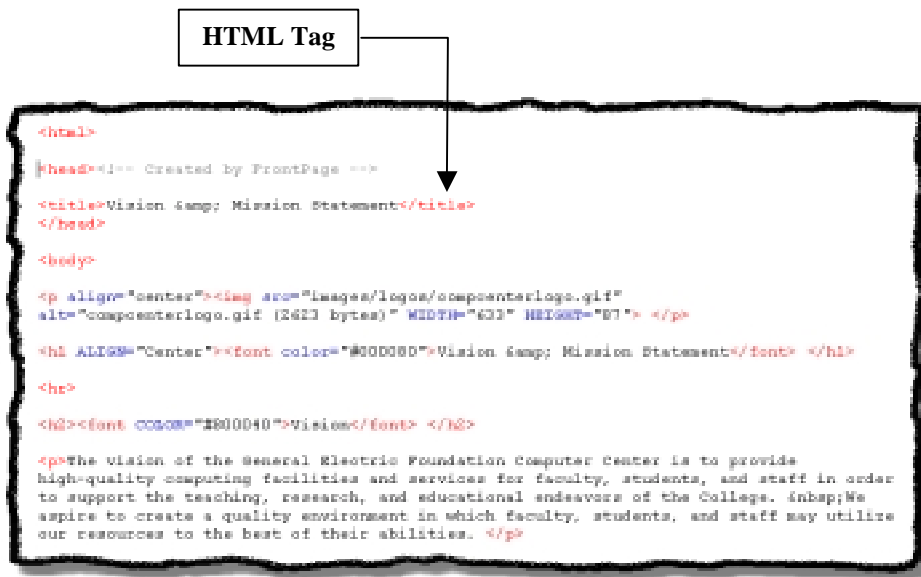


- Method:
  1. Click on the **Normal** page tab.
  2. Select **View/Reveal Tags** from the menu.

👉 To turn these tags off, select **View/Reveal Tags** from the menu.

## View All HTML Tags

- All HTML tags and text may be viewed and edited in the HTML Editor View.



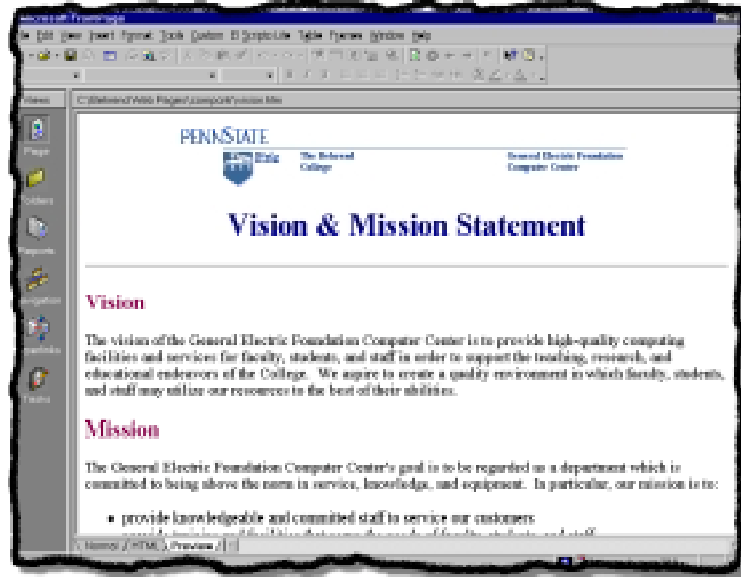
## FrontPage 2000: View HTML

- Method:
  1. Click on the **HTML** page tab.
  2. View or edit the web page from this view.
  3. To return to the Normal Editor View, click on the **Normal** page tab.

# FrontPage 2000: Preview Web Page

## Preview Web Page within FrontPage

- An approximate rendering of the web page may be viewed in the Preview editor view. The web page may look slightly different when viewed in a browser.



- Method:
  1. Click on the **Preview** page tab.
    - ☞ The web page cannot be edited within this view.
  2. To return to the Normal Editor View, click on the **Normal** page tab.



## Preview Web Page in Browser

- A web page may be previewed in the default browser or a browser of your choice.

### Method:

1. Click the **Preview in Browser** button.
  - ☞ This displays the page in the default browser.

### **OR**

Select **File/Preview in Browser** from the menu. In the Browser section of the dialog box, double-click on the name of the browser you wish to use for the preview.

2. To return to FrontPage, click on the minimized FrontPage icon (in the status bar).