



FrontPage 2000: Hints

May 5, 2000



Alternative Format Statement

This publication is available in alternative media upon request.

Statement of Non-discrimination

The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. The Pennsylvania State University does not discriminate against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, or veteran status. Direct all inquiries regarding the nondiscrimination policy to the Affirmative Action Director, The Pennsylvania State University, 201 Willard Building, University Park, PA 16802-2801; tel. (814) 865-4700; TDD (814) 863-1150.

Permission to copy all or part of this document is granted provided that the copies are not made or distributed for direct commercial advantage. In addition, any duplicated materials must be attributed to the Penn State Behrend Computer Center and include this credit notice. Direct any questions or requests to:

**Multimedia & Computer Support Specialist
Penn State Behrend
Computer Center
Station Road
Erie, PA 16563-1201**

**814-898-6250
ddz@psu.edu**

FrontPage Hints

Switch Between Opened Web Pages

- If you have several web pages open in FrontPage, you can easily switch from one page to another.
- Method 1:
 1. Open two or more web pages in FrontPage.
 2. To switch between each of the opened pages, press **CTRL-TAB**.
- Method 2:
 1. Open two or more web pages in FrontPage.
 2. Select **Window** from the menu and click on the file that you want to view.

Insert Blank Line Above or Below an Existing Table

- If the first item on your web page is a table, you may find that at some later time that you need to insert a blank line above the table. Or, you may have two consecutive tables and decide that you want to separate them by a blank line.
- Method 1:
 1. To insert a blank line above the table... Click before the first character in the first cell of the table.
OR
To insert a blank line after the table... Click after the last character in the last cell of the table.
 2. Press **CTRL-ENTER**.
- Method 2:
 1. Click on the HTML tab to edit the code.
 2. To insert a blank line before a table... Insert a <P> tag before the <TABLE> tag.
OR
To insert a blank line after a table... Insert a <P> tag after the </TABLE> tag.
 3. Click on the Normal tab to return to the normal editing view.

Preview Web Page at Different Resolutions

- This simulates what the web page will look like with different monitor sizes.
- You should design your web page so that it can be viewed with any monitor size.
 1. Select **File/Preview in Browser** from the menu.
 2. In the Browser box, click on the desired browser that you wish to use to view the web page.
 3. In the Windows Size box, click on the size of the window you wish to use for the preview. Click the Preview button.

FrontPage Hints

Enable/Disable the Ability to Open Web Pages Created in Office

- Sometimes you may create a document by using one of the Office applications and then save it as a web page (using the extension of .htm or .html). You can choose to open this web page in FrontPage or in the Office application that originally created it.
 1. Select **Tools/Options** from the FrontPage menu.
 2. Click the Configure Editors tab.
 3. To open the Office web page in FrontPage... Remove the checkmark from the box that is next to *Open web pages in the Office application that created them*. Click OK.

OR

To open the Office web page in the Office application that originally created it... Insert a checkmark in the box that is next to *Open web pages in the Office application that created them*. Click OK.
 4. Open the web page. (Depending upon the choice you made above, the web page will either open in FrontPage or in one of the Office applications.)
- If you configure FrontPage to open the Office-created web page in Office, you can temporarily override this so that you can open such a document in FrontPage instead.
 1. Select **File/Open** from the FrontPage menu.
 2. Navigate to and double-click on the directory that contains the Office web page that you want to open.
 3. Right-mouse click on the Office web page that you want to open.
 4. From the short-cut menu, click on **Open in Microsoft FrontPage**. Click OK.

Remove Formatting from Text that is Pasted from Word

- There are instances when you copy and past text from a Word document into FrontPage. Sometimes you may want to remove the formatting of the pasted text that has been placed in FrontPage. Note: This tip may not remove all formatting from the text.
 1. Select the text for which you want to remove formatting.
 2. Press **CTRL-Spacebar**.

FrontPage Hints

Import Word Text without Inline Styles

- Microsoft has configured its Office 2000 products so that they support HTML. As a result, an enormous amount of HTML code is generated (in the form of inline styles) to preserve the look of the Office documents. Generally, this type of code is generated for a web page that was originally created in an Office application or when text is copied from a Word document and pasted it into FrontPage. If you use HTML view in FrontPage, you will be able to see the bloated code of the pasted text or Office-created web page.
- The example below illustrates the HTML code that is generated when copying formatted text from Word and pasting it to FrontPage. It also shows the HTML code that is generated if the same text was typed directly into FrontPage.

Sample Text

This paragraph has been formatted with the following characteristics: bold style, Times New Roman font, and a font size of 12 points.

This paragraph has been formatted with the following characteristics: Times New Roman font and a font size of 10 points.

Example of HTML Code when Sample Text is Pasted into FrontPage from Word

```
<P class="MsoNormal"><B style="mso-bidi-font-weight:normal"><SPAN style="font-size:12.0pt;mso-bidi-font-size:10.0pt">
This paragraph has been formatted with the following characteristics:
<SPAN style="mso-spacerun: yes">&nbsp;</SPAN>
bold style, Times New Roman font, and a font size of 12 points.</p>
</SPAN></B></P>
<P class="MsoNormal"><B style="mso-bidi-font-weight:normal"><SPAN style="font-size:12.0pt;mso-bidi-font-size:10.0pt">&nbsp;</p>
</o:p>
</SPAN></B></P>
<P class="MsoNormal">
This paragraph has been formatted with the following characteristics:
<SPAN style="mso-spacerun: yes">&nbsp;</SPAN>
Times New Roman font and a font size of 10 points.</P>
```

Example of HTML Code when Sample Text is Typed Directly into FrontPage

```
<P><B>This paragraph has been formatted with the following
characteristics:&nbsp;   bold style, Times New Roman font, and a font size of 12
points.</B></P>
<P><FONT size="2">This paragraph has been formatted with the following
characteristics:&nbsp;   Times New Roman font and a font size of 10
points.</FONT></P>
```

FrontPage Hints

- In some instances, you may prefer not to have bloated code. If so, try this tip for Word documents. However, you may need to reformat your text in FrontPage to achieve the desired results.
 1. In Word, open a document.
 2. Save the document as a rich text file. To do so, select **File/Save As** from the menu. In the Save as Type box, select: Rich Text Format (*.rtf). In the File Name box, type a file name. Click the Save button.
 3. Close the Word document.
 4. In FrontPage, open a new document.
 5. Open Windows NT Explorer.
 6. In Windows NT Explorer, navigate to and double-click on the directory that contains the rich text file. Click and drag the rich text file to the opened screen in FrontPage.
 7. Reformat the text as desired.