

Microsoft® FrontPage® XP Quick Reference Card



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Views

FrontPage Window



Views Bar

Move from one view of Web to another.



- Page** – View and edit Web page
- Folders** – Used to organize files and folders
- Reports** – Used to analyze and manage Web contents
- Navigation** – Used to structure Web's navigation bars
- Hyperlinks** – Used to view hyperlinks in pages
- Tasks** – View, manage and create tasks

Folder List

Similar to Window's Explorer, to view files and folders in your Web. Can be used to create a new page, move and organize folders and files.

Contents Pane

Used to create and manage Web pages. Design Web pages, add hyperlinks, create tables, enter text, etc.


Contents Pane Tabs



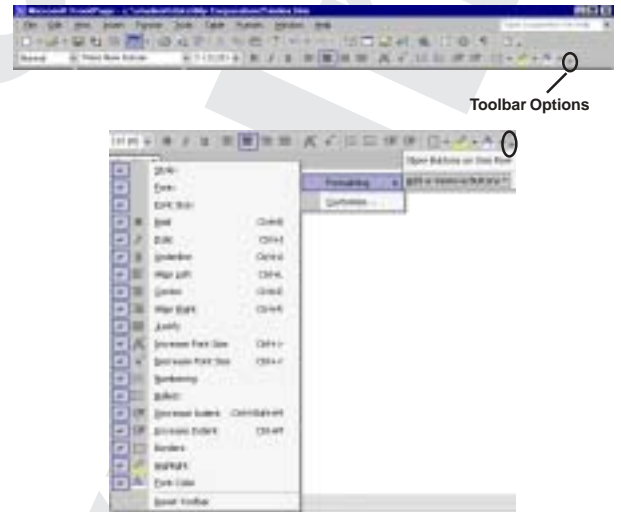
Normal – Used most often to create or edit Web page

HTML – View HTML source code of Web page

Preview – View similar to Web browser environment (cannot display all page components in this view)

To view page with all components, select the **Preview in Browser** button from the Toolbar. 

Interactive Toolbars



Using Interactive Toolbars

- Click on desired button
- If button is not available, click on **Toolbar Options** arrow
- Select **Add or Remove Buttons** arrow
- Select desired button
- Button will be added to the Toolbar (most recently used button will be displayed)



Expand Menu

Using Interactive Menu Bar

- Click on desired Menu Option
- If button is not available, click on **Expand Menu** arrows
- Select desired Menu Option
- Menu Option will be added to the Menu Bar (most recently used Menu Options will be displayed)

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Creating a Web

Create New Web

Creating a new Web sets up folders which hold components of the Web together.

- Select **File/New/Page or Web**
- Select new Web site option from Task Pane
- Specify location of new Web
- Select **OK**



Creating a Page

Add New Page

- Select **File/New/Page or Web**
- Select new page option from Task Pane
- Select type from tab
- Select **OK**



Page Properties

Used to change the appearance of Web pages and titles.

- Right click anywhere in Contents Pane
- Select **Page Properties**
- Select desired options
- Select **OK**

General Tab

Location – URL of the page

Title – Title users see when browsing page and saving as favorites

Base Location – Optional URL assigned to page to convert relative to absolute URLs

Background Sound – Sound to play when page is displayed (acceptable file types, .wav, .mid, .ram, .ra, .af, .au, etc.)



Background Tab

Background Picture – Select background image for page

Watermark – Select watermark for background of page

Colors – Select colors for background, hyperlink, text color, etc.

Get Background Information from Another Page – Change current page to background color of another page in Web



Insert a File

Quickly create a page by inserting information from other sources.

- Open desired Web page (file destination)
- Select **Insert/File**
- Locate desired file
- Select **Open**

Importing a File

Import a file, picture, Web pages, folder, etc. to entire Web, not just information to a Web page.

- Select **File/Import**
- Select **Add File**
- Locate desired file
- Select **Open**
- Select **OK**



Creating Links

Create Link to a Page

- Open desired page
- Select text to use as link
- Select **Insert/Hyperlink** button
- Select target page
- Select **OK**



Create Link to External Web Page

- Open desired page
- Select text to use as link
- Select **Insert/Hyperlink** button
- Select **Browse the Web** button
- Navigate to Web site
- Return to FrontPage
- Select **OK**



Create E-mail Link

- Open desired page
- Enter e-mail address
- Press **Enter** on keyboard (hyperlink is automatically created), or...
- Select desired text
- Select **Insert/Hyperlink** button
- Click **Email Address**
- Type e-mail address
- Select **OK**

customerservice@abc.com



Creating Bookmark

Bookmarks are used to move from one location in a Web to a specific location on a page.

- Open desired page
- Select text to use as bookmark label
- Select **Insert/Bookmark**
- Select **OK** to accept the name
- Select text to use as link
- Select **Insert/Hyperlink** button
- Select **Place in This Document**
- Select **Bookmark** from list
- Select **OK**



Link to New Page


Create a link and a new page at same time.

- Open desired page
- Select text to use as link
- Select **Insert/Hyperlink** button
- Select **Create New Document** button
- Name new page
- Select **OK**



Working with Pictures

Insert a Picture

- Open desired page
- Place insertion point in desired location
- Select **Insert Picture From File** button 
- Select picture from list
- Select **OK**

(pictures can be obtained from hard drive, clipart, internet, etc.)

Resize Picture

- Select picture
- Place mouse pointer over corner resize handles
- Click and drag to size picture *or...*

Change Picture Size/Alignment


Aligns relative to text, not screen.

- Right click on picture
- Select **Picture Properties**
- Select **Appearance** tab
- Select **Size** or **Alignment** drop-down
- Select desired size or alignment options
- Select **OK**

(use table for more manageable picture alignment)




Create Link Using Pictures

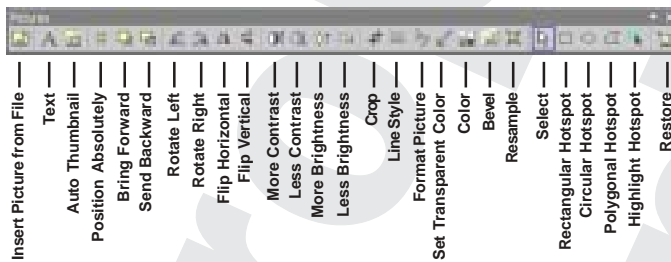
- Select picture
- Select **Insert Hyperlink** button 
- Select appropriate options and target page
- Click **OK**

Create a Hotspot

A portion of a picture that contains a hyperlink. A picture can have several hotspots.

- Select desired picture
- Choose a Hotspot Tool from **Picture** Toolbar 
- Click and drag to select area for hotspot
- Select target page from Create Hyperlink dialog box
- Select **OK**

Picture Toolbar



Navigation Bar

Create Navigation Bar

This consists of a set of hyperlinks used to move from one location to another within Web pages.

- Open home page
- Select **Navigation** view
- Arrange pages in order (click and drag from Folder List)
- Double click home page
- Select **Insert/Navigation**
- Navigate through wizard
- Choose options from **Link Bar Properties** dialog box
- Select **OK**




Delete Button from Navigation Bar

- Select **Navigation** view
- Right click on page that represents button
- Select **Delete**
- Select desired option from dialog box
- Select **OK**



Working with Tables

Drawing a Table

- Select **View/Page**
- Select **Table/Draw Table**
- Draw outside border of table
- Draw horizontal and vertical lines to create cells
- Click **Draw Table** button  to deactivate when complete

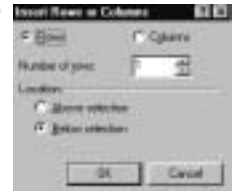
Inserting a Table

- Select **View/Page**
- Select **Insert Table** button on Toolbar
- Drag to select rows and columns



Add Rows and Columns to Table

- Click in table at desired row or column
- Select **Table/Insert/Rows or Columns**
- Select number of rows or columns to add
- Select location of rows or columns
- Select **OK**



Enter Text in Table

- Select desired cell
- Begin typing

(text word wraps to stay in cell - to move to previous cell press **Shift+Tab** to move to next cell, press **Tab**)

Delete Rows and Columns

- Select row(s) or column(s)
- Right click in highlighted area
- Select **Delete Cells**, or...
- Select **Table/Delete Cells**

Merge Cells in Table

- Select desired cells
- Right click in highlighted area
- Select **Merge Cells**

Nesting Tables

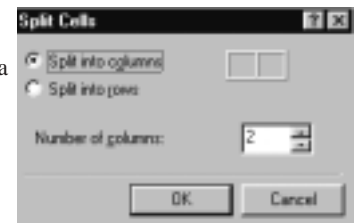
Inserting tables within other tables.

- Select desired cell
- Select **Table/Insert/Table**
- Select desired rows and columns
- Select other desired options
- Select **OK**



Split Cells in Table

- Select desired cell(s)
- Right click in highlighted area
- Select **Split Cells**
- Select **Columns** or **Rows**
- Select number of columns or rows



Change Cell Properties

Change layout, borders and background of individual cells.

- Right click in appropriate cell
- Select **Cell Properties**
- Select desired options
- Select **OK**

Table Properties

Table appearance can be changed by accessing Table Properties.

Alignment – Placement of table on screen

Cell Padding – Distance between cell boundaries and text

Cell Spacing – Thickness of cell boundaries

Border Size – Thickness of table borders

Change Table Properties

- Right click table
- Select **Table Properties**
- Select desired options
- Select **OK**

(when borders are selected, it is for the entire outline of table, not selected portion of table. To hide gridlines set border size to zero)



Working with Frames

Frames divide a browser window into several smaller windows, each containing separate Web pages that can scroll independently.

Create Frames

- Select **View/Task Pane**
- Select **Page Templates**
- Choose **Frames Pages** tab
- Select desired frames template
- Select **OK**

Set Page in Frame

- Select **Set Initial Page** to use existing page
- Select desired page, or...
- Select **New Page**
- Design page with desired information

Set Initial Page...

New Page



Target Frame

The Target Frame is the frame that links point to. By default, the Target frame is the Main frame.

Change Target Frame

- Open page with frames
- Select **Normal** tab
- Right click Hyperlink
- Select **Hyperlink Properties**
- Select **Target Frame** button
- Click desired frame
- Select **OK**

(to set as default frame, select **Set as Page Default**)



Frames Tabs



Normal – All frames for editing

No Frames – View without frames for older browsers

HTML – HTML code for page in each frame

Frames Page HTML – HTML code for frame page only

Preview – View similar to Web browser environment

Changing Properties to Frames

(individual frame)

- Right click in a frame
- Select **Frame Properties**
- Select desired options
- Select **OK**



Change Properties to the Frames Page

(all frames on the page)

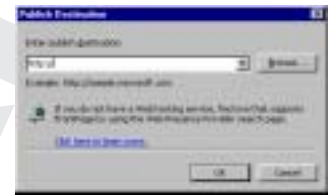
- Right click in a frame
- Select **Frame Properties**
- Select **Frames Page** button
- Select desired options
- Select **OK**

Frames Page...

Publish A Web

Publish a Web to a Web server to allow others to browse the Web. There must be an Internet service provider (ISP), the ISP's Web server location, your user name and password. For best results, publish the Web to a server with FrontPage Server Extensions installed.

- Open desired Web
- Select **File/Publish Web**
- Type or browse the location of Web server
- Select **OK**



Web Components

Hit Counter

Displays a running total of visitors to a Web site.

Create Hit Counter

- Select **Insert/Web Component/Hit Counter**
- Select desired counter style
- Select **Reset counter to**, select a number, or...
- Select a fixed number of digits
- Select **OK**



Hover Button

A button that changes its appearance as the mouse moves over it.

Create Hover Button

- Select **Insert/Web Component/Dynamic Effects**
- Select **Hover Button**
- Fill in options

(create a hyperlink by clicking on the **Browse** button)



Marquee

Repeating text that slides or scrolls across a page.

Create Marquee

- Select **Insert/Web Component/Dynamic Effects**
- Select **Marquee**
- Select desired options
- Select **OK**



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