

FrontPage 2000 for Visual Learners



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FrontPage 2000 for Visual Learners

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First Edition

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Introduction

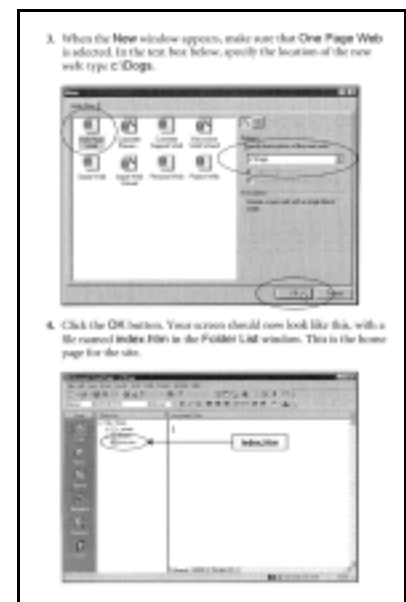
Welcome to *FrontPage 2000 for Visual Learners*. If you've never used a Visibook before, you'll find that it contains several hundred illustrations, with comparatively little text. It presents essential tasks, breaks them down into steps, then walks you through them with illustrations.

What you'll learn

You'll learn how to create a solid, attractive Web site that's easy to navigate. You'll also learn how to upload it to a Web server.

You won't become an expert in Web publishing—that takes practice and real-world experience. But you will learn the fundamentals of site-building using FrontPage, and get a good foundation on which to build high-level skills.

Additional resources for acquiring high-level FrontPage skills are found at the end of this book.



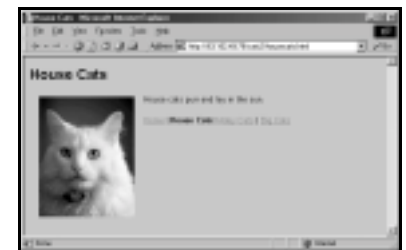
Follow the steps



How you'll learn it

This book has five sections: FrontPage 2000 Basics, Layout & Navigation, Utilities, Interactivity, and Advanced Layout.

At the end of each task and section are practice exercises. Don't worry if you can't work through the whole book in a day or two. Take your time, and try to do the practice. You can check your work against examples posted on the Web.



See the results

Before you begin

Before you begin, it's important that you know Windows well. A working knowledge of Windows makes it much easier to learn FrontPage. You should be familiar with:

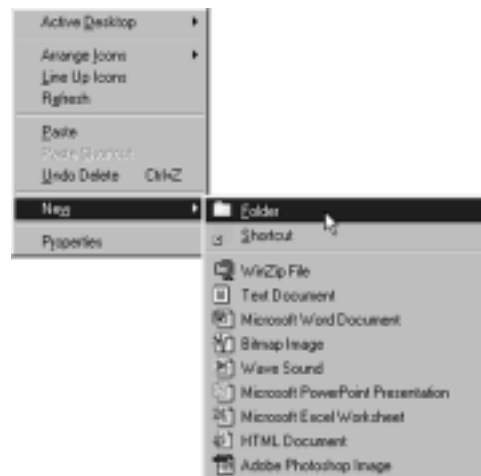
- How directories work
- Windows Explorer
- Basic word processing

Make sure you can perform the following tasks:

- Create a folder on your computer's hard drive
- Create a folder within a folder
- Copy a paragraph from one document and paste it into another.

If you have trouble doing this, set aside a couple of hours to learn Windows basics. Have a friend or co-worker who is proficient with computers walk you through Windows Explorer, creating folders and becoming familiar with file extensions.

You should also practice using the Cut, Copy, and Paste commands in a standard word processing program. When you can do these things on your own, you're ready to learn FrontPage.



FrontPage 2000 Basics

In this section, you'll learn how to:

- Set up a Web site
- Format text
- Create links to new pages
- Create e-mail and external links
- Insert images
- Create a navigation system
- Change page, link colors

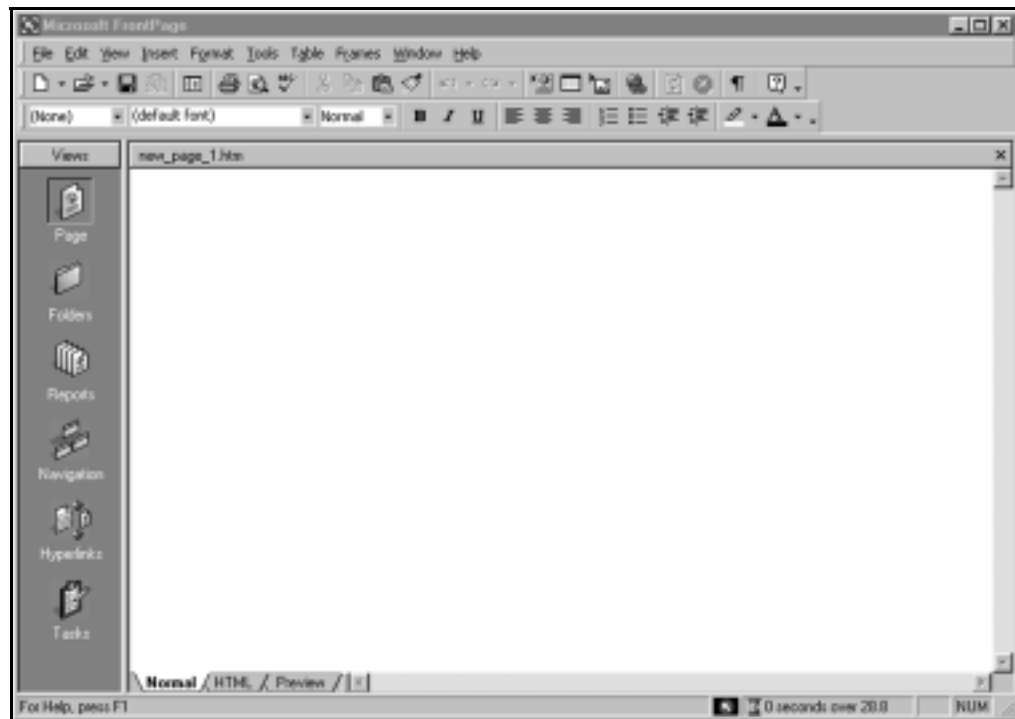
You'll build a site that looks like this:



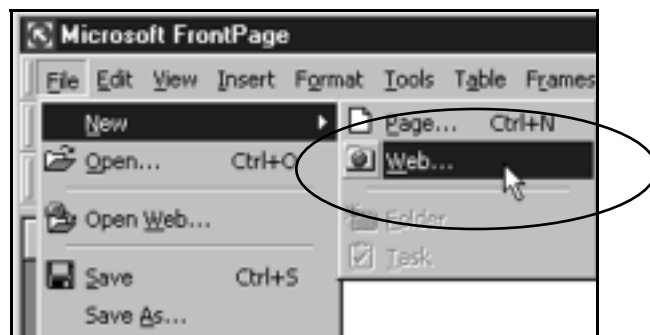
Set up a Web site

Create a new site

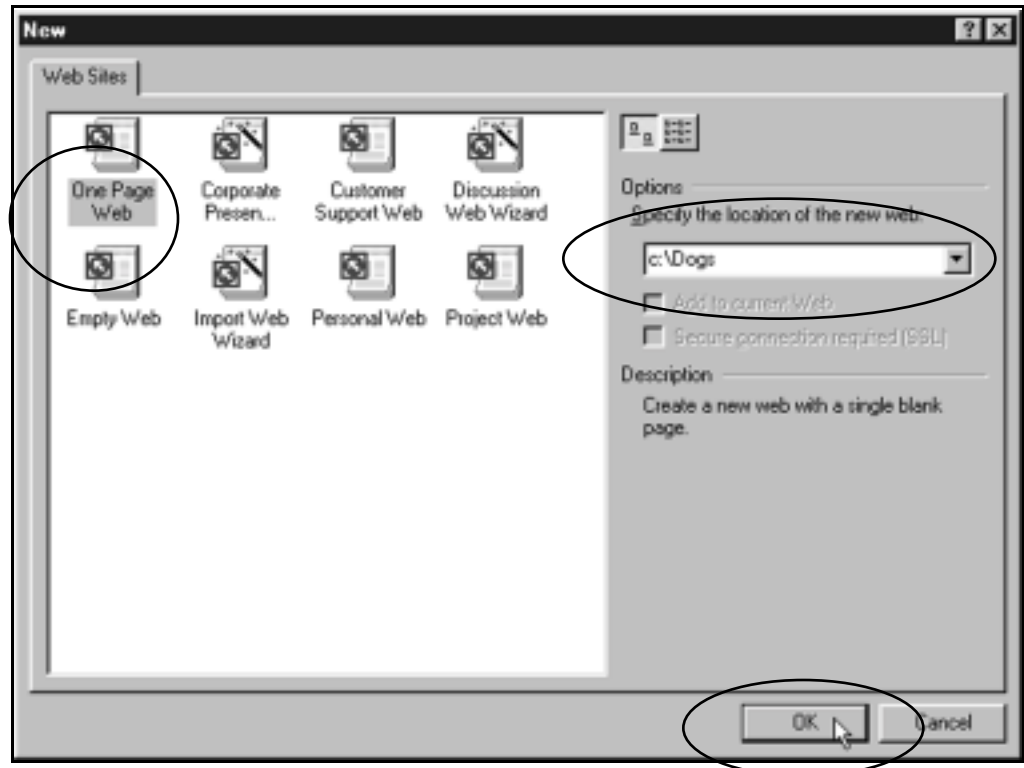
1. Start FrontPage 2000. You should see a screen that looks like this:



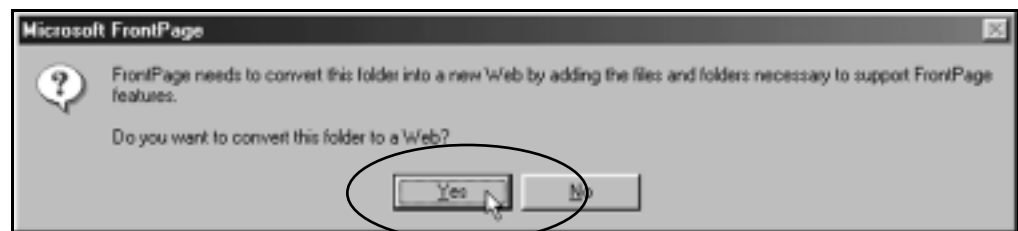
2. On the menu bar, click File, then New, then Web.



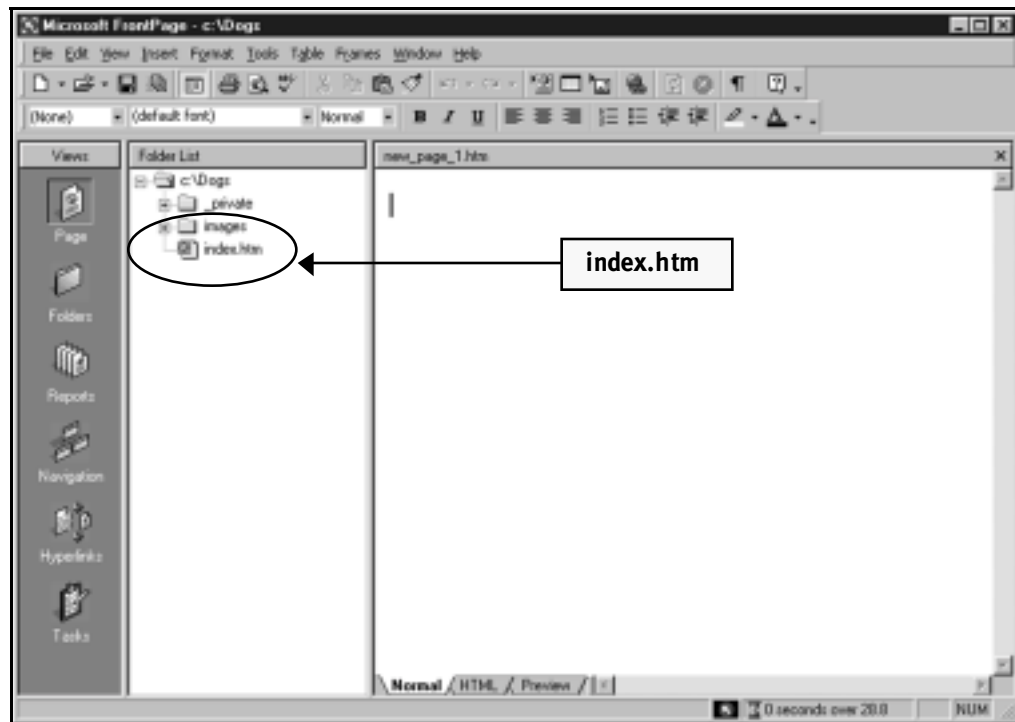
- When the **New** window appears, make sure that **One Page Web** is selected. In the text box below, specify the location of the new web: type **C:\Dogs**.



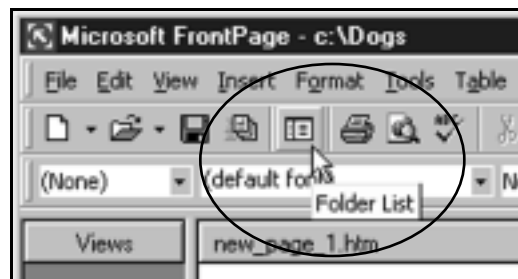
- Click the **OK** button. When the alert window asks you if you'd like to convert the folder to a Web, click the **Yes** button.



5. Your screen should now look like this, with a file named `index.htm` in the Folder List window. This is the home page for the site.



Tip: If your Folder List window is not visible, click the Folder List icon:



Web page file names

All Web pages have file names with a .html or .htm extension. Either one works fine.

All *home* pages have the file name `index.htm` or `index.html`. That's because pages with these file names come up automatically when the address of a domain or directory where it's located is typed into a browser.

For instance, if you go to `www.visibooks.com`, the home page appears automatically. That's because its file name is `index.html`. If the file name of the Visibooks home page was `homepage.html`, you'd have to type `www.visibooks.com/homepage.html` in the browser to get it to appear.

The Microsoft exception: to have the home page come up automatically on a Web server running Microsoft Internet Information Server (IIS), give it the file name `default.htm`.

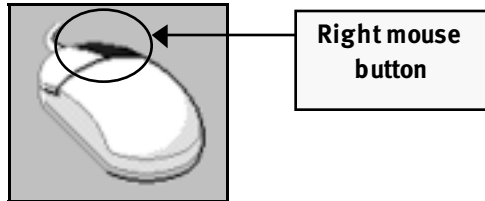
You have set up a new Web site.

It contains a home page with the file name `index.htm`.

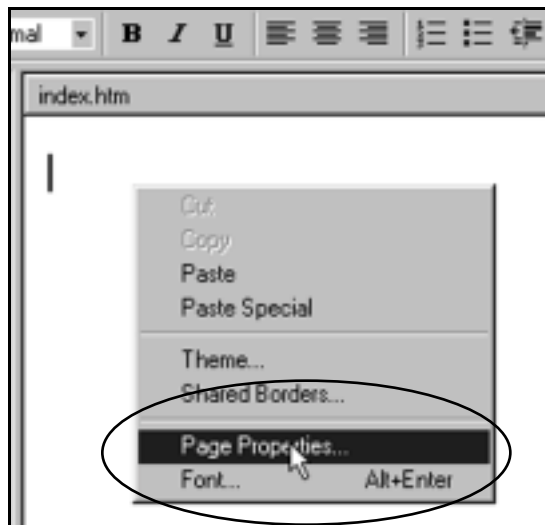
The site is located in a folder called **Dogs** on the `C:\` drive.

Title a page

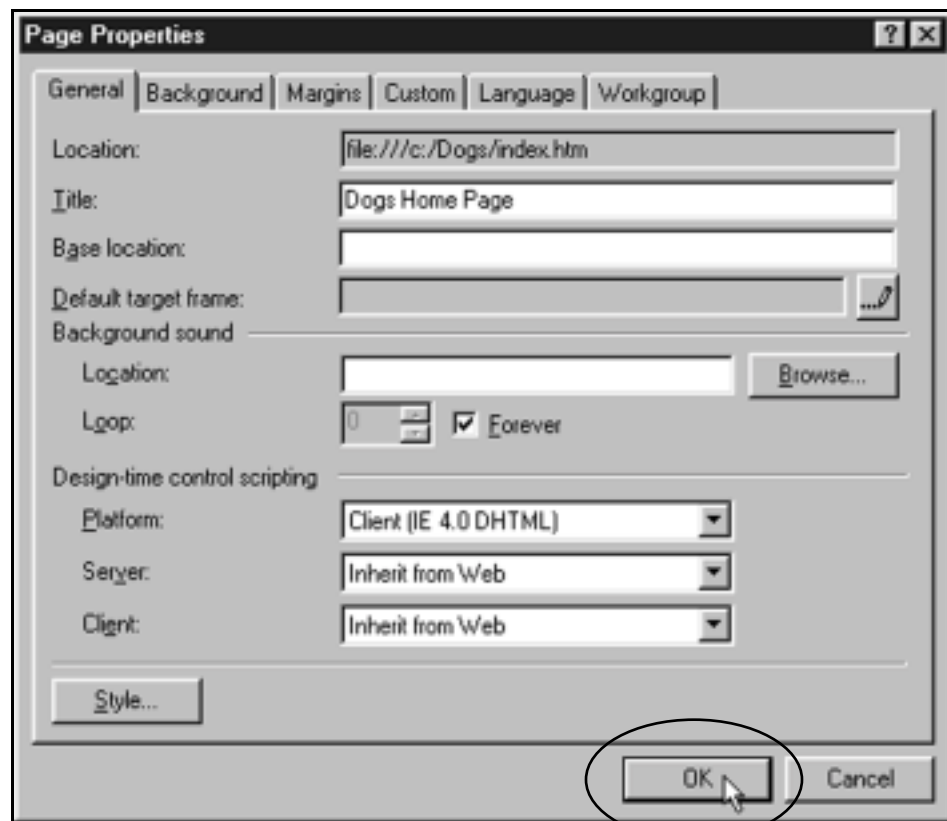
1. Double-click on the file `index.htm` to open it.
2. Put your cursor on the page, and click with the right mouse button.



3. When the menu appears, click Page Properties.



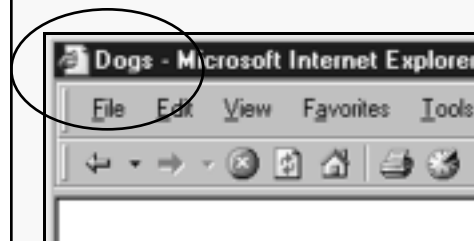
4. When the Page Properties window appears, type “Dogs Home Page” in the Title textbox, then click the OK button.



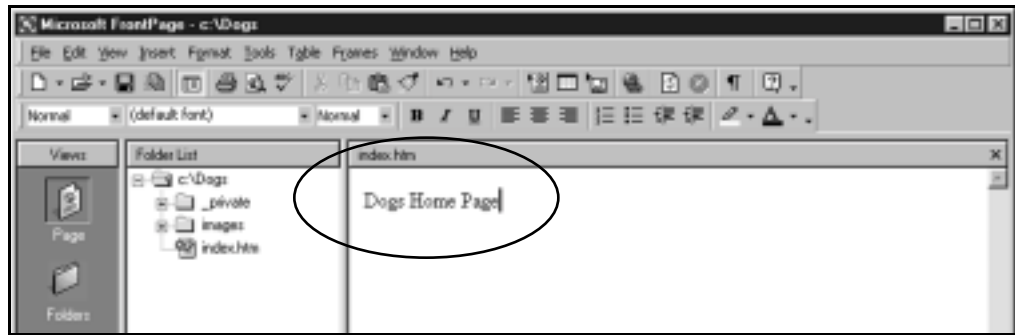
Page titles

The title of a Web page describes the page. It's what appears in a browser's History list. The title also shows up as a link when a page comes up in a search engine. If all your pages have discrete, descriptive titles, they'll be easier for people to find.

The page title shows up in the top, or “title,” bar of the browser used to view it. The title of this page is **Dogs**.



5. Type the words “Dogs Home Page” on the page.



6. Save the page.

Practice: Set up a Web site

A. *What is the correct file name for a home page?*

B. *Why is there a special file name for home pages?*

C. *Why is it important that the home page—and all other pages in a Web site—have accurate titles?*

D. *What is the difference between a page's title and its file name?*

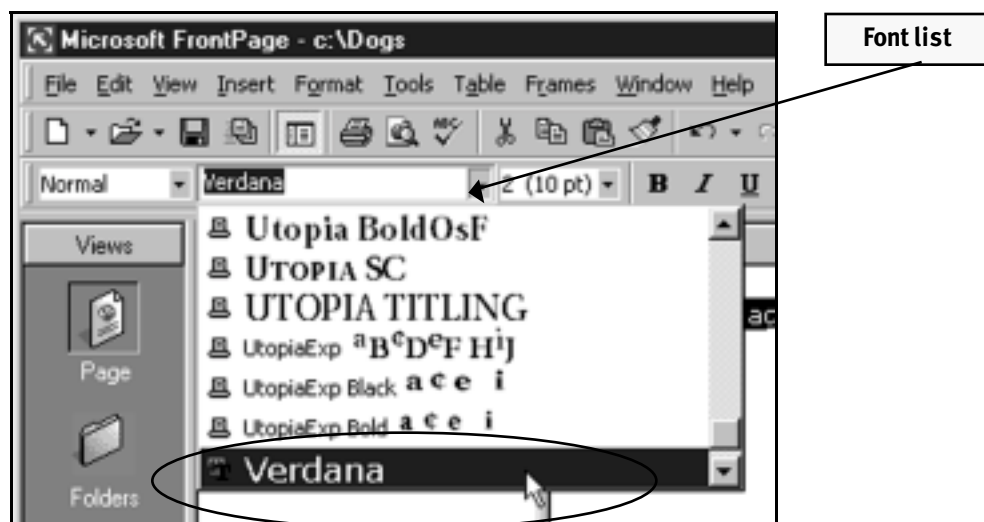
Answers

- A. *index.html*
- B. *It allows home pages to appear in a browser without typing the file name as part of a Web address.*
- C. *Accurate titles allow people to find pages easier when bookmarking them or searching in a browser's History list.*
- D. *A page title appears in the Title bar at the top of the browser. It's plain text, such as "The Smith Family: Vacation Pictures," that makes it easy for people to keep track of a page. A page's file name, such as vacpics.html, is how the computer keeps track of it.*

Format text

Change fonts

1. Highlight the words “Dogs Home Page,” then go to the drop-down font menu. When the drop-down menu of font choices appears, change it from (default font) and choose Verdana.



2. Click on any blank area of the page to de-select the text.

Web fonts

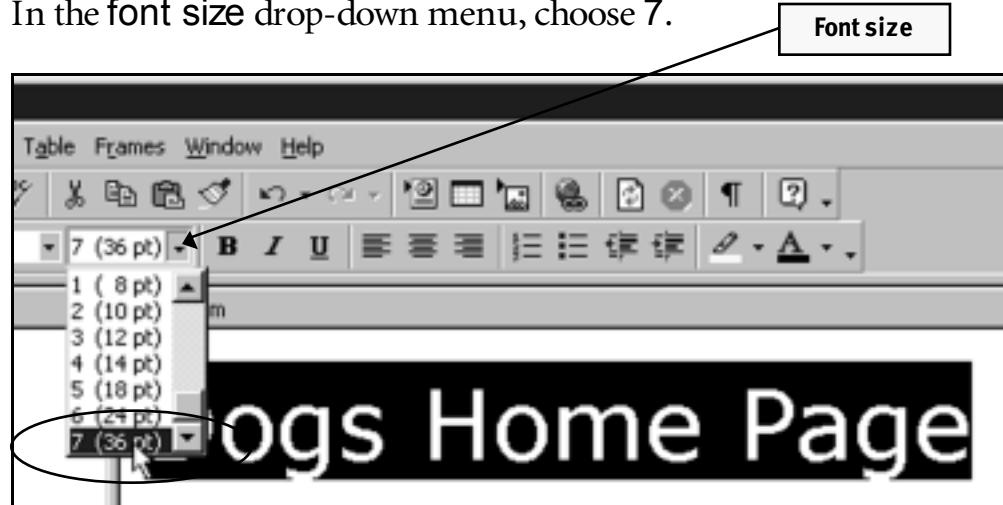
When text is viewed on a computer, only fonts installed on the computer can be seen. For instance, if someone created a page that specified the *Tekton* font, almost no one viewing it would see it in *Tekton* because very few computers have that font installed. Computers without *Tekton* would display text in the default font: Times New Roman.

Common fonts:

- All Windows computers have the **Arial** font installed.
- Windows 95 and later computers have **Verdana**.
- Macintoshes have **Helvetica**, upon which **Arial** is based.

Change text size

1. Highlight the text “Dogs Home Page.”
2. In the font size drop-down menu, choose 7.



3. De-select the text.


Change text weight

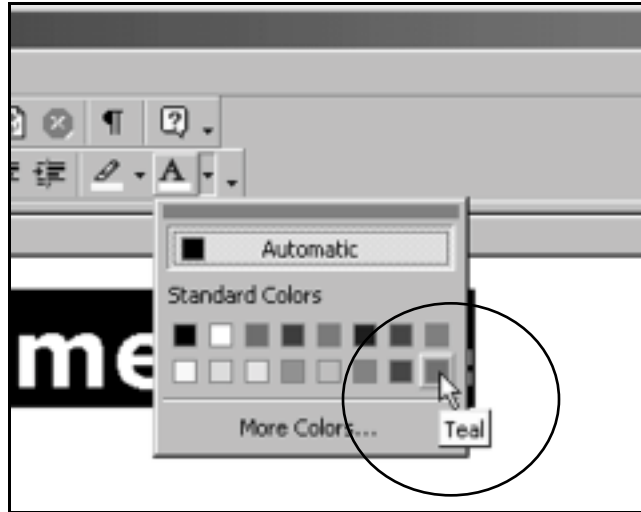
1. Highlight the text.
2. Go to the toolbar and click on the **B** icon. After changing the font, the size, and the weight of the text, it should look like this:



3. De-select the text and save the page.


Change text color

1. Highlight the text, then on the menu bar, click the drop-down arrow on the  icon.
2. When the drop-down list appears, select Teal.




3. Using the same method, change the text color back to Automatic (black).


Align text

1. Start a new paragraph beneath the large, bold page heading by pressing the “Enter” key on your keyboard.
2. Type the sentence “These are my favorite breeds of dog:” Put it in the Arial font, size 2.
3. Click anywhere in the sentence to place your cursor in it.
4. Click the  icon to center the sentence.




5. Click the  icon again to un-center the sentence.

Indent text

1. Click in the sentence.
2. Click the  icon to indent the sentence.



3. Click the  icon beside it to un-indent the paragraph.

Create lists

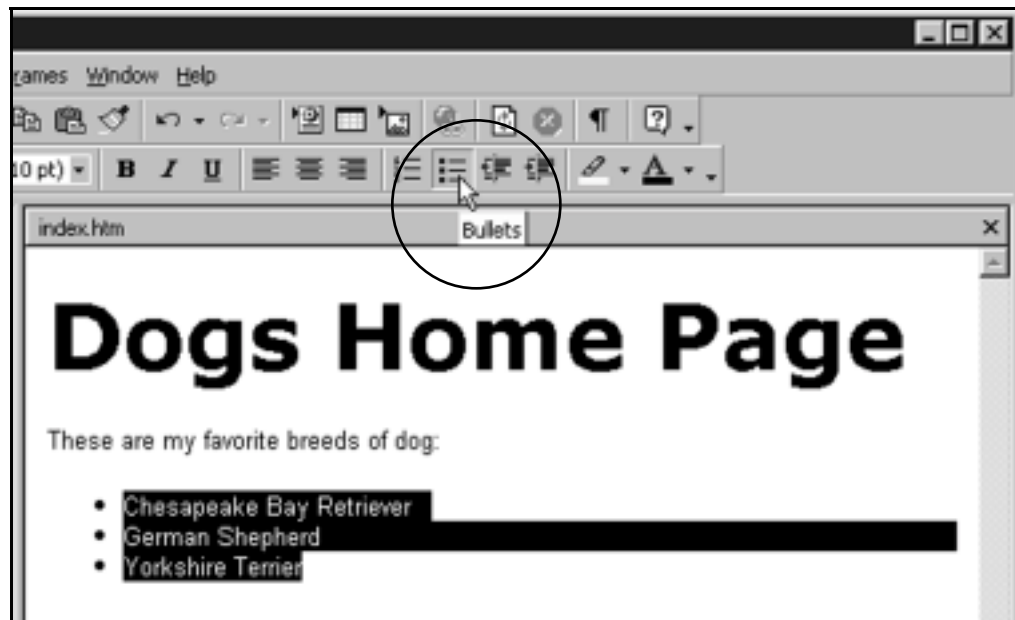
1. In three new paragraphs, type these three breeds of dog:

Chesapeake Bay Retriever

German Shepherd

Yorkshire Terrier

2. Highlight them, then click the  icon to create a bulleted list.



3. Save the page.

Tip: Sometimes you may not want to create a new paragraph, just a new line. To begin a new line right below the previous one, a “soft return” must be used. To do a soft return, hold down the “Shift” key on the keyboard while pressing the “Enter” key.


This should place the cursor directly below the previous line, single-spacing it. FrontPage considers a “soft” returned line to be in the same paragraph as the line above it:

- Paragraph
This “soft returned” line right beneath it is in the same paragraph, so it doesn’t get its own bullet.

Practice: Format text

A. *What kinds of computers have the font Arial installed? Which have Helvetica instead?*

1. Change the title of the home page to “My Favorite Dogs.”
2. Change the bulleted list to a numbered list. Change it back.

Tip: Do this with the  icon.

3. Make the list items bold. When you’re done, the page should look like this:



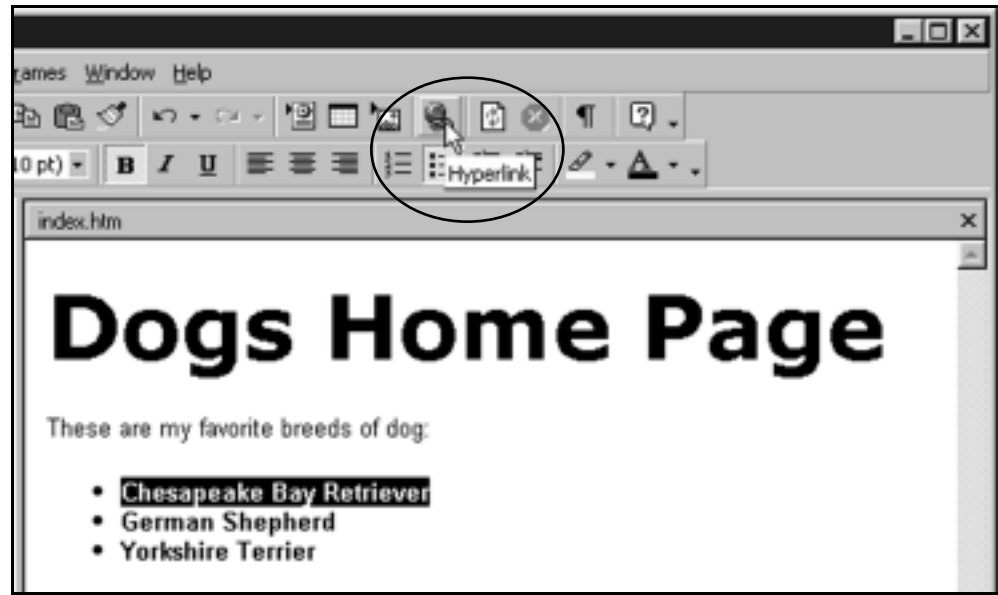
4. Save the page.

Answers

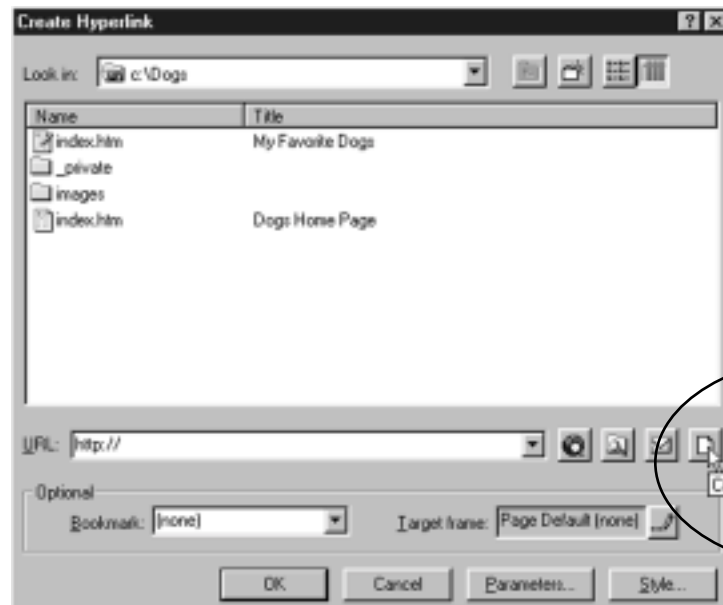
A. *Windows computers have Arial, Macs have Helvetica.*

Create links to new pages

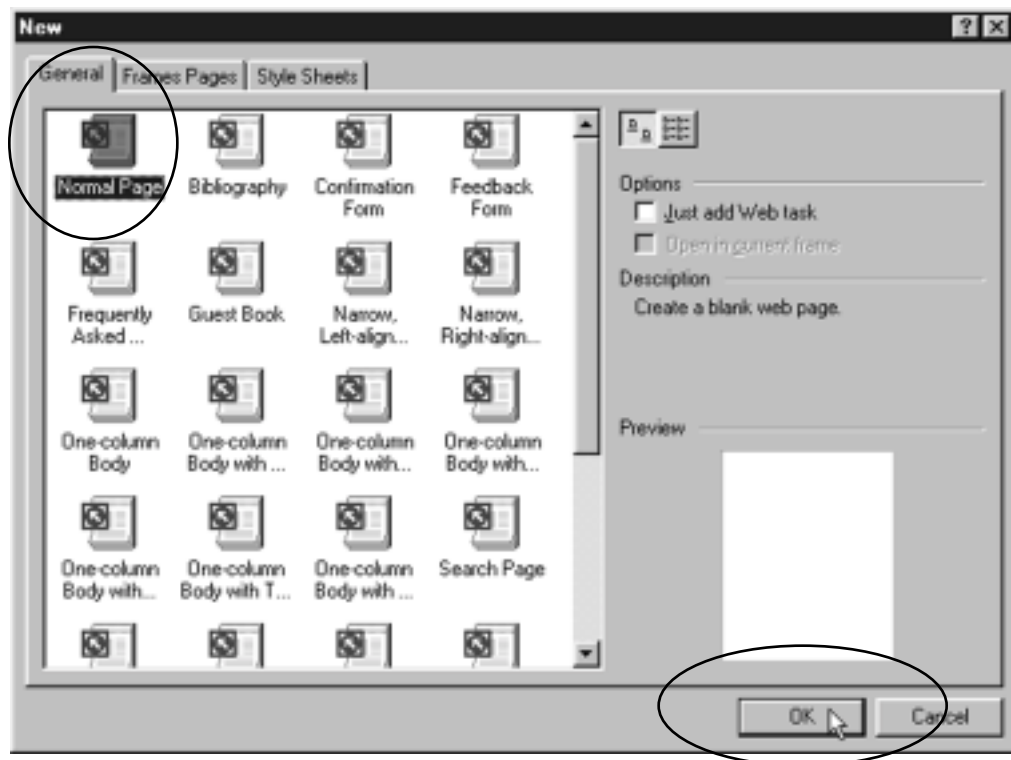
1. Highlight the words “**Chesapeake Bay Retriever**,” then click the  icon.



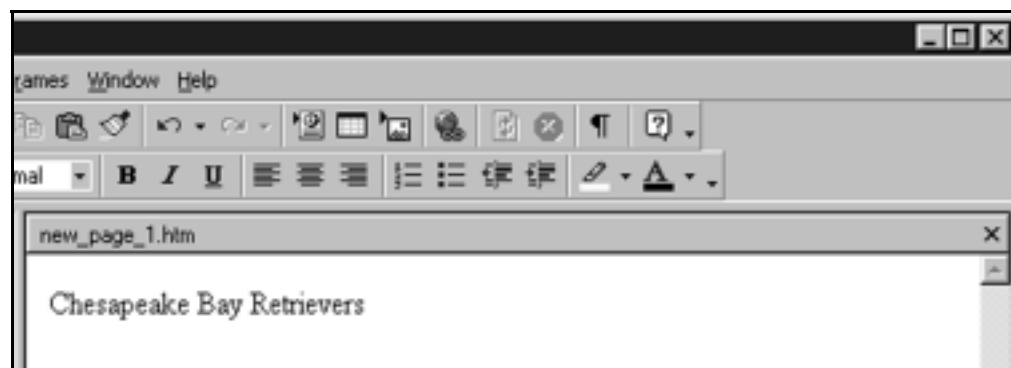
2. When the Create Hyperlink window appears, click the  button towards the bottom of the window.



- When the **New** window appears, make sure that **Normal Page** is selected, then click the **OK** button.

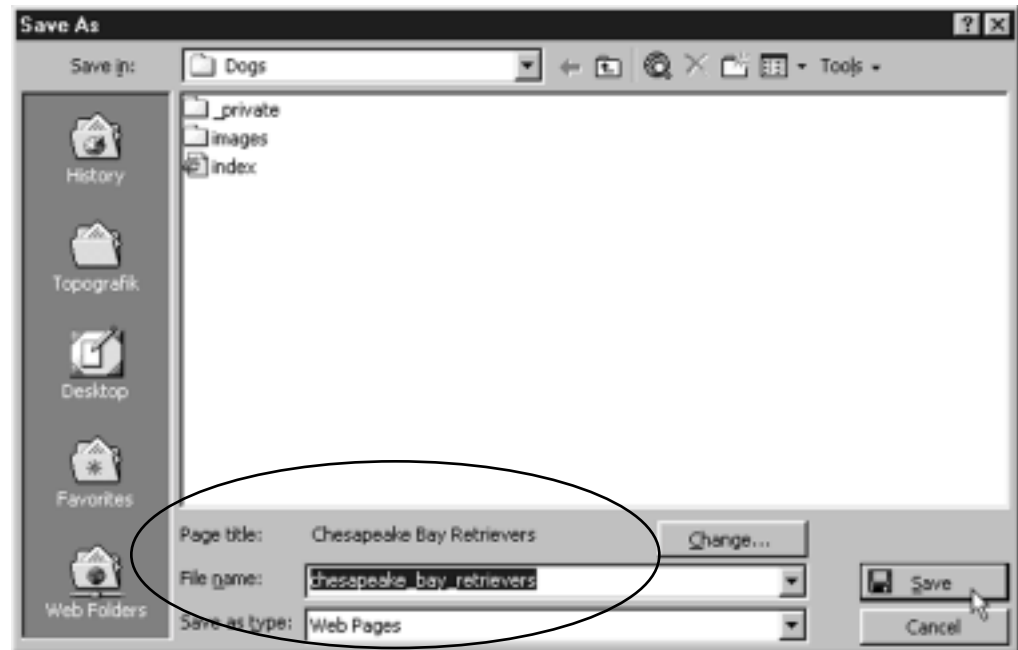


- Type the words "Chesapeake Bay Retrievers" at the top of the new page.

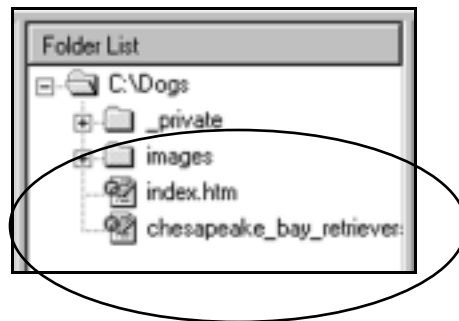


5. Save the page. When you do, the **Save As** window will appear.

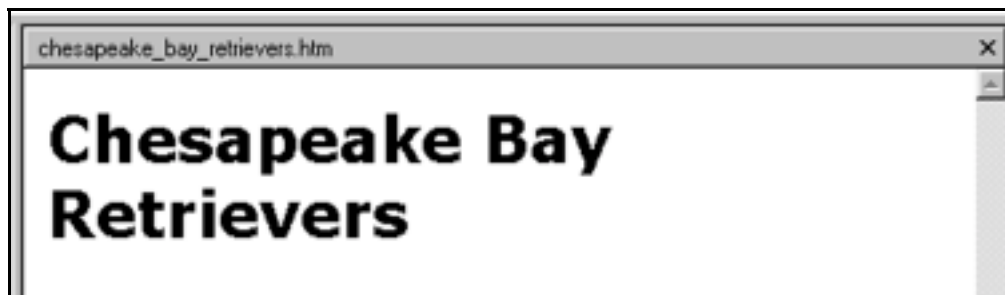
Note how FrontPage has taken the text you typed at the top of the page—Chesapeake Bay Retrievers—and used it for the page's file name and title:



6. You now have two files in the Folder List window, `index.htm` and `chesapeake_bay_retrievers.htm`.



7. Make the heading of the Chesapeake Bay Retrievers page Verdana, bold, size 6. It should look like this:



Providing navigation clues with text size

The heading of the Chesapeake Bay Retriever page is made one size smaller than the heading of the home page. That's because the CBR page is one step down in the site hierarchy.

Level 1: Dogs
(top level heading; size 7)

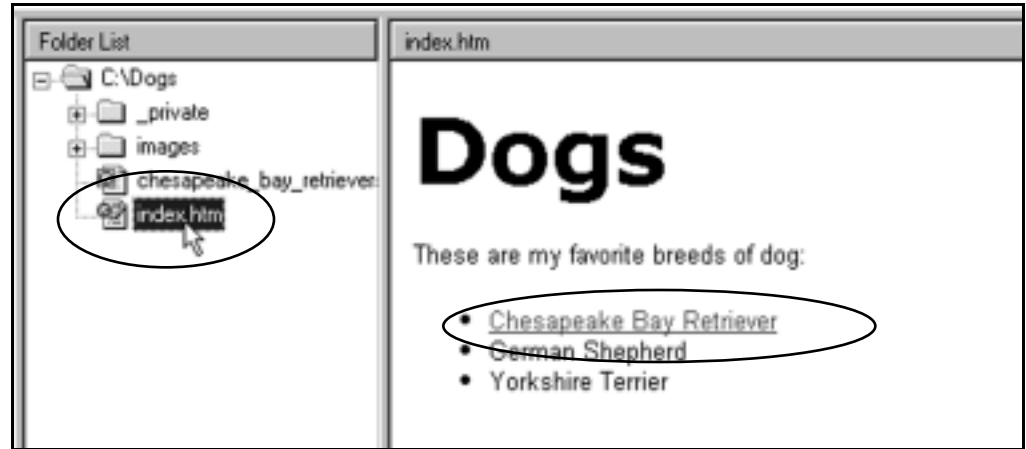
Dogs

Level 2: Chesapeake Bay Retrievers
(second-level heading; size 6)

**Chesapeake Bay
Retrievers**


Making the heading of the Chesapeake Bay Retriever page smaller than the home page's heading helps show people where they are in the site.

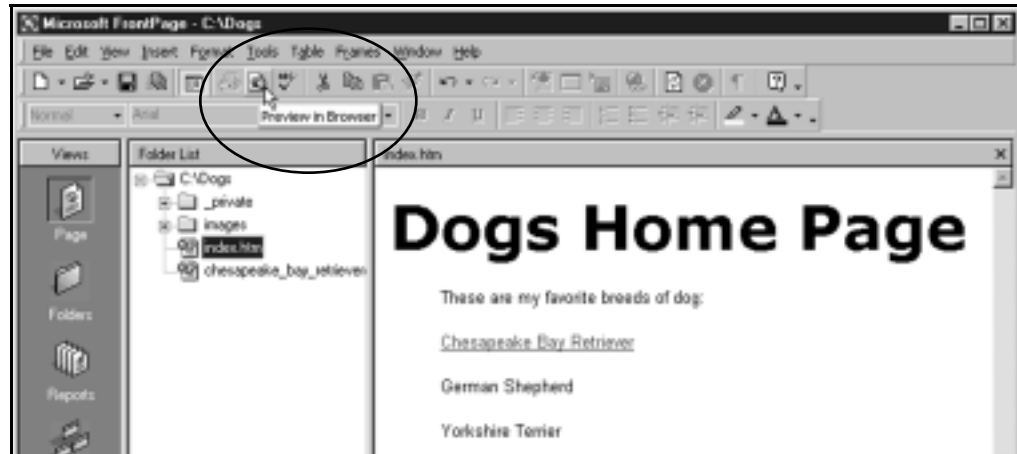
8. Go to the Folder List window and double-click on index.htm to open the home page. The words “Chesapeake Bay Retriever” should now be a link.



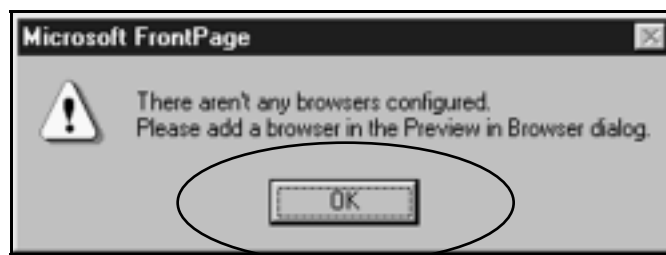
9. Save both the Chesapeake Bay Retriever page and the home page.

View site in browser

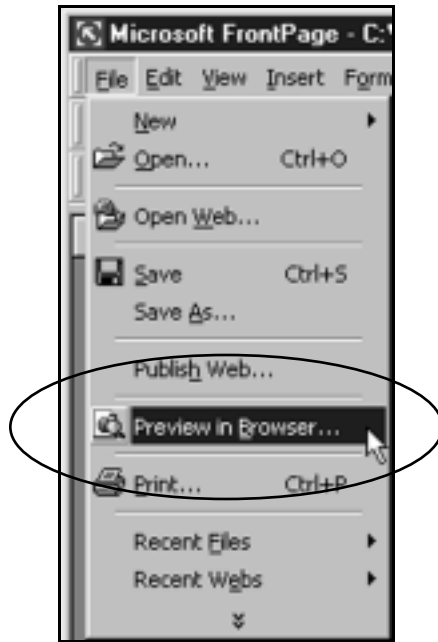
1. Go to FrontPage's toolbar and click on the  icon.



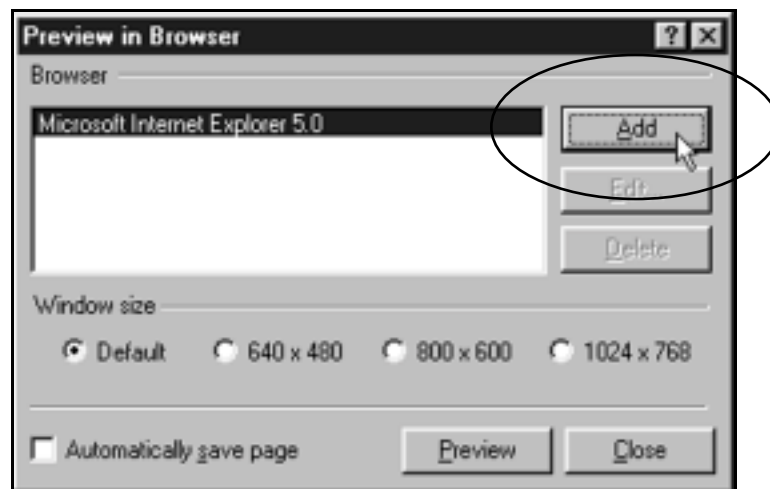
Tip: *If FrontPage tells you there aren't any browsers configured, click the OK button.*



Go to the menu bar and click File, then Preview In Browser.

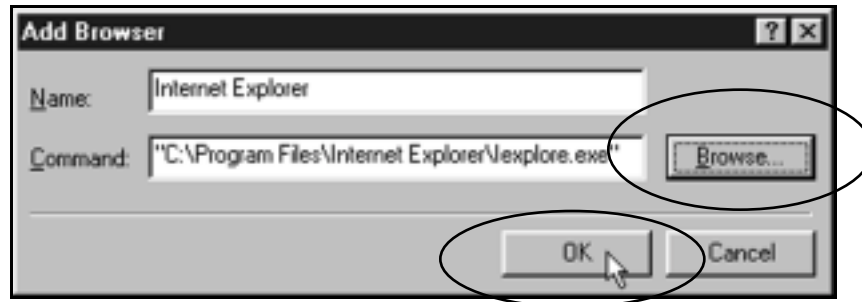



Click the Add button.



When the **Add Browser** window appears, name the browser, browse to it (to configure Internet Explorer, you browse to the **C:** drive, then the **Program Files** folder, then the **Internet Explorer** folder, then click on **ieexplore.exe**).

Click the OK button.



2. After clicking on the  icon, the browser should open with the home page in it. The page should look like this:



3. Click the Chesapeake Bay Retriever link to make sure it works, then close the browser.

Tip: For a quick view of what a page looks like, you can use the **Preview** tab at the bottom of the page window. However, the **Preview** tab does not show a page exactly as it looks in a real browser.



Practice: Create links to new pages

A. *Why should the headings on section pages (Chesapeake Bay Retrievers, German Shepherds) be smaller than the heading of the home page?*

1. On the home page, link the words **German Shepherd** and **Yorkshire Terrier** to new pages on German Shepherds and Yorkshire Terriers, respectively.
2. Give each new page the correct heading (ex: “German Shepherds” for the German Shepherds page), then save it with the correct file name and title.
3. On the home page, remove the words “**Home Page**” after “**Dogs.**”
4. On the German Shepherd and Yorkshire Terrier pages, put the page headings in the same font and weight as the home page (Verdana, Arial, Helvetica; bold).
5. Make the page headings of these pages one size smaller than the heading on the home page.
6. Save all pages.

Answers



A. *It provides site users with a visual distinction between first-level (home) pages and second-level (main section) pages.*

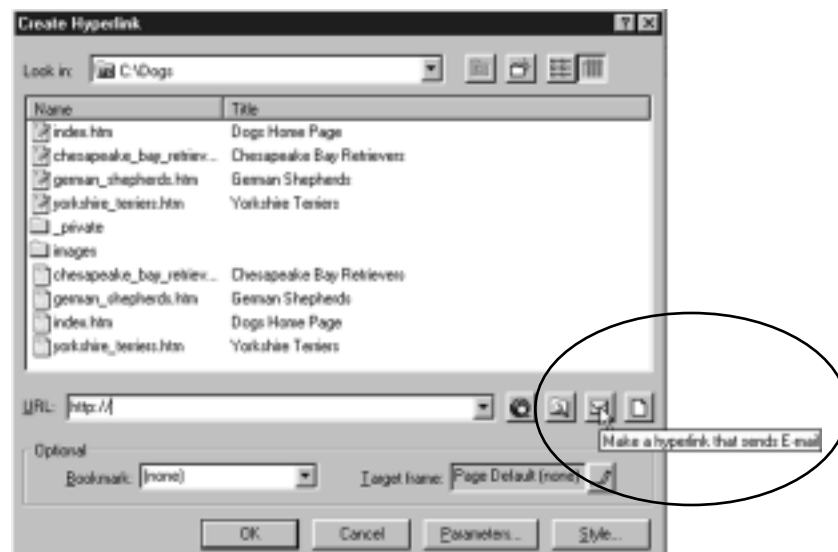
Create e-mail and external links

Create an e-mail link

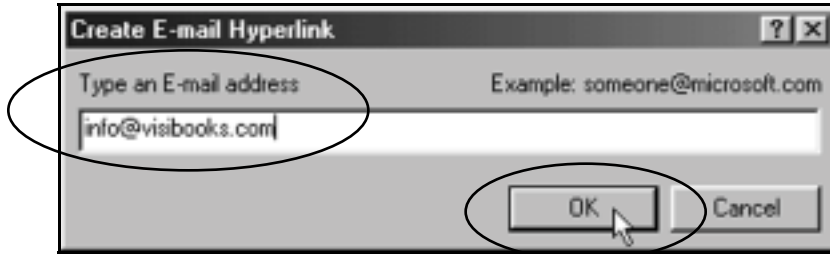
1. On the home page, type the sentence “For more information, contact info@visibooks.com” as a new paragraph beneath the list. Highlight the e-mail address.



2. On the menu bar, click the  icon.
3. When the Create Hyperlink window appears, click the  button.



4. When the Create E-mail Hyperlink window appears, enter the same e-mail address (info@visibooks.com) in the Type an E-mail address textbox.



5. Click the OK button.
6. Click OK again. The e-mail address on the home page should now be a link.

How e-mail links work


When someone goes to a Web site and clicks on an e-mail link, it's supposed to open the e-mail program on that person's computer and insert the address into a new message.

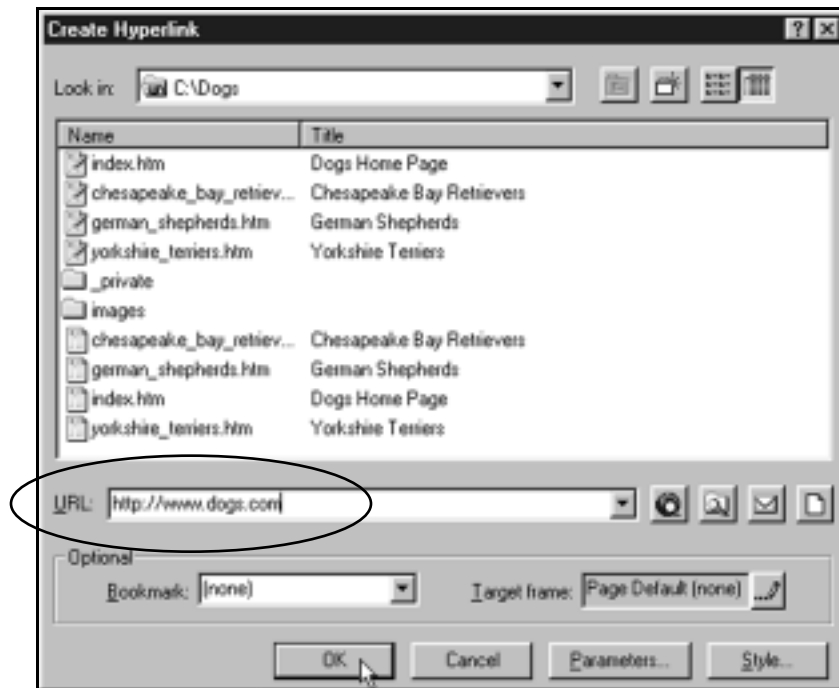
If the person's e-mail program isn't configured correctly, this won't work. That's why e-mail links should use the e-mail address as a link: so people can enter the address manually if they have to.

Link to an external site

1. On the home page, type the new paragraph “Please also visit www.dogs.com” after the paragraph with the e-mail link. Highlight the Web address www.dogs.com.



2. Click the  icon to make it a hyperlink. When the Create Hyperlink window appears, type www.dogs.com in the URL textbox after the `http://` that's already there.




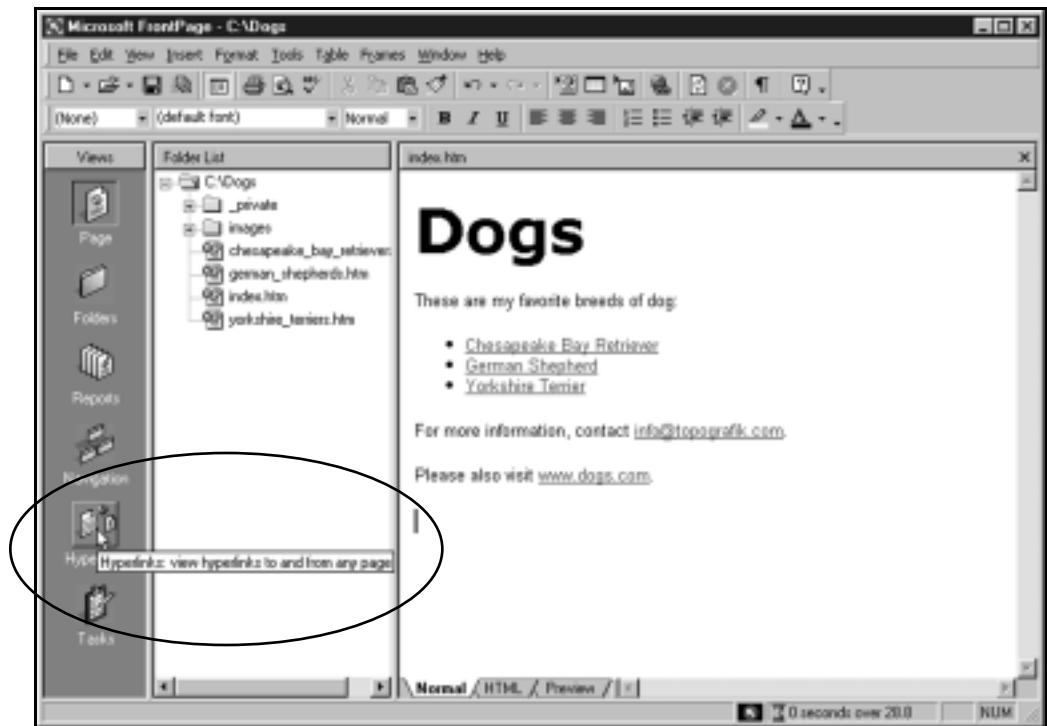
Tip: For an external link to work, you must type `http://` as part of the Web address.

3. Click the OK button. Save the page.
4. Preview the page in the browser, then click on the link to see if it links to the external site www.dogs.com.
5. Close the browser.

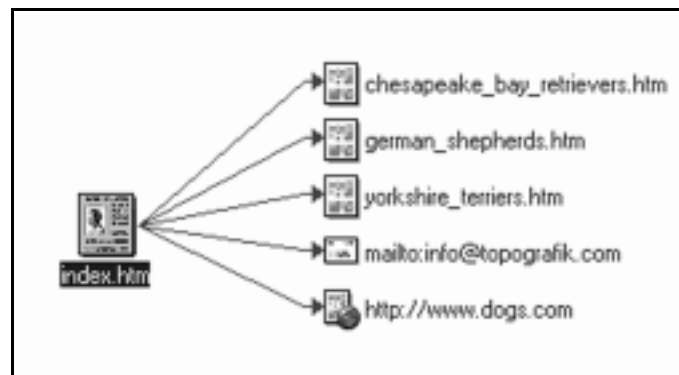
See a map of site links




1. In the Views window, click on the  icon.



2. You should now see a diagram of links from the home page:



3. To return to viewing the home page, click on the  icon in the Views window.

Insert and align images

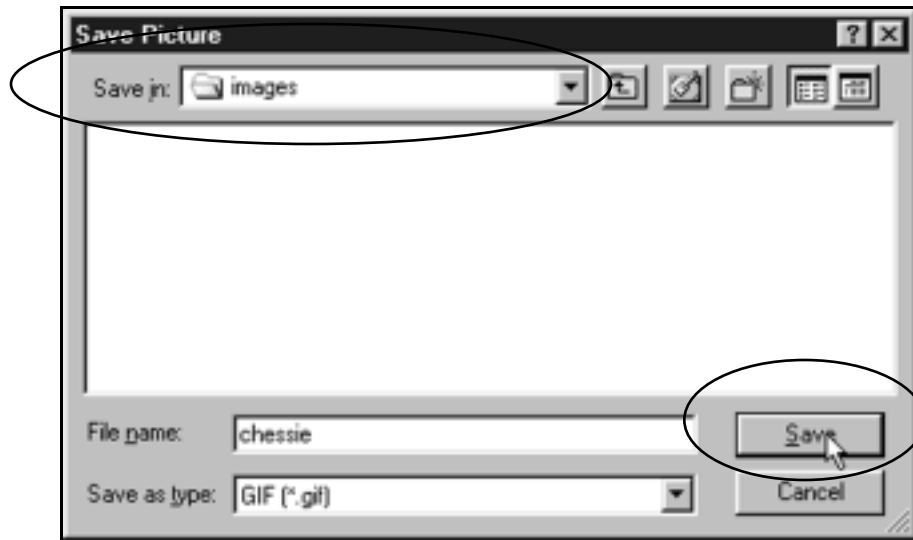
Capture a image from the Web

1. Open a browser. (Not Preview in Browser, but a browser running independent of FrontPage.)
2. Go to the Web site www.visibooks.com/dogpics.
3. Place your cursor on top of the picture of the Chesapeake Bay Retriever, then click with your right mouse button.




4. Click Save Picture As.

5. When the **Save Picture** window appears, go to the **Dogs** folder on the **C:** drive in the **Save in** drop-down list.
6. Double-click on the **images** folder so it shows up in the **Save in** drop-down list.



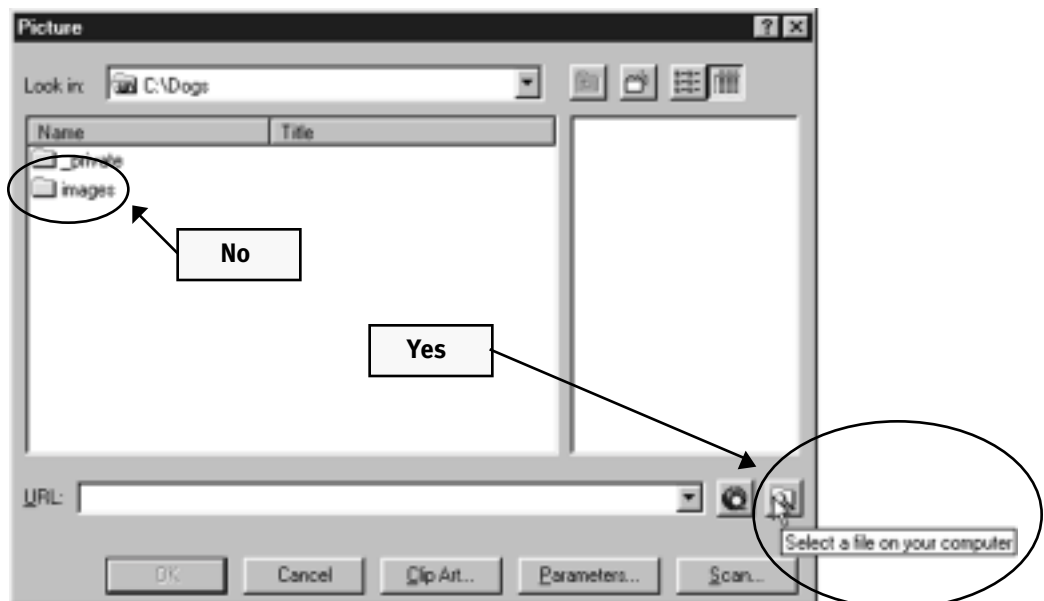
7. Click the **Save** button to save the image inside the **images** folder.


Insert a image

1. In the Folder List window, double-click on `chesapeake_bay_retrievers.htm` to open the Chesapeake Bay Retriever page.
2. Place your cursor in a new paragraph underneath the main heading.
3. Click on the  icon.

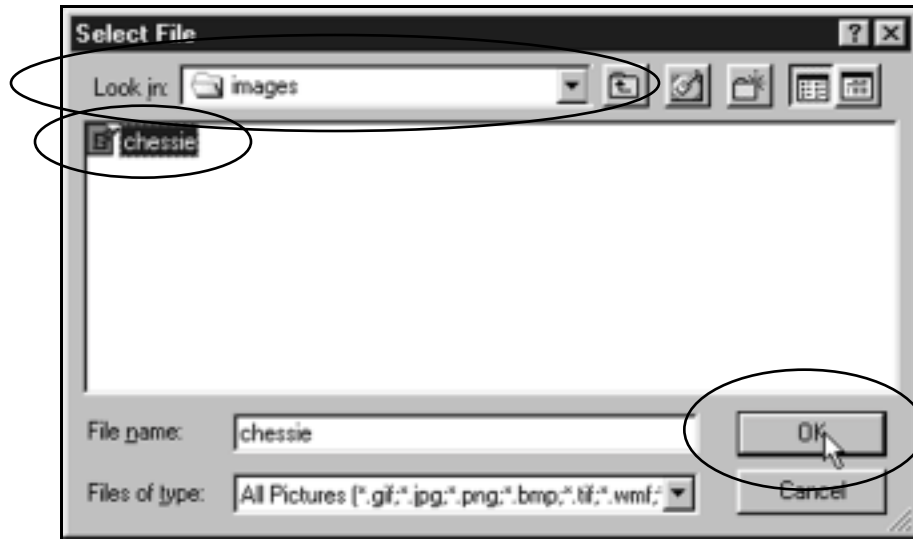


4. When the Picture window appears, click on the  button.



Tip: When inserting an image, your first inclination is to click on the **images** folder in the **Picture** window to find your image. If it's not there, just click the  button and navigate to the **images** folder. Now it will show up.

5. When the **Select File** window appears, navigate to the **images** folder in **C:\Dogs** so it appears in the **Look in** drop-down list.



6. Click on the **chessie** image to select it. Click the **OK** button. The page should now look like this:



Align an image

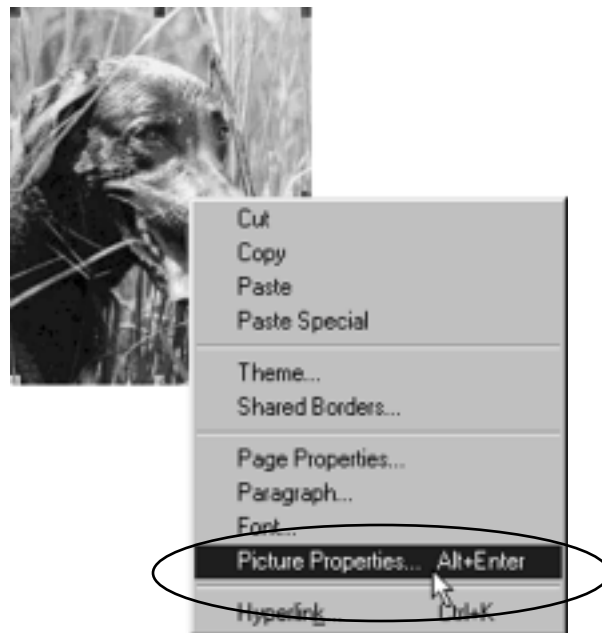
1. In a new paragraph below the image, type in:

Chesapeake Bay Retrievers love water. If you throw tennis balls in the water, these dogs will chase them and bring them back until your arm falls off.

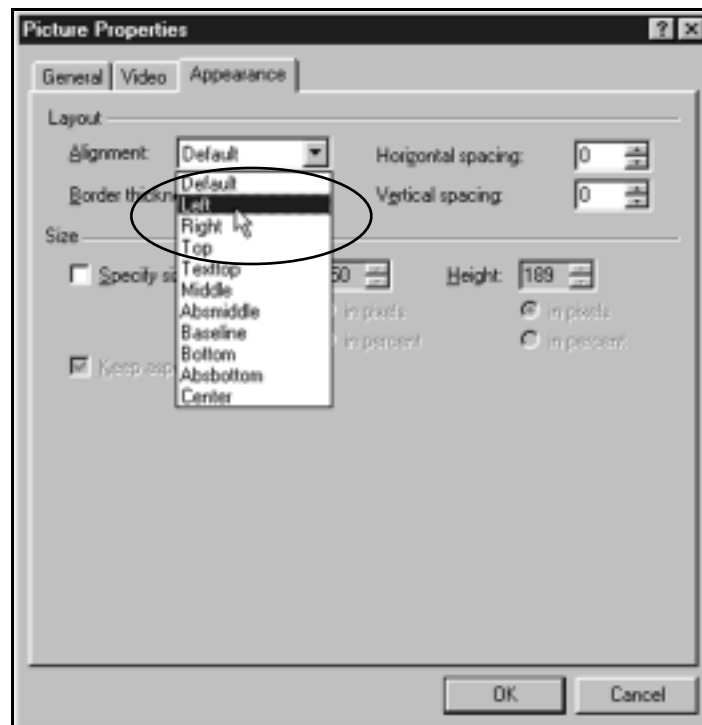
2. Make the text Arial, size 2. The page should look like this:



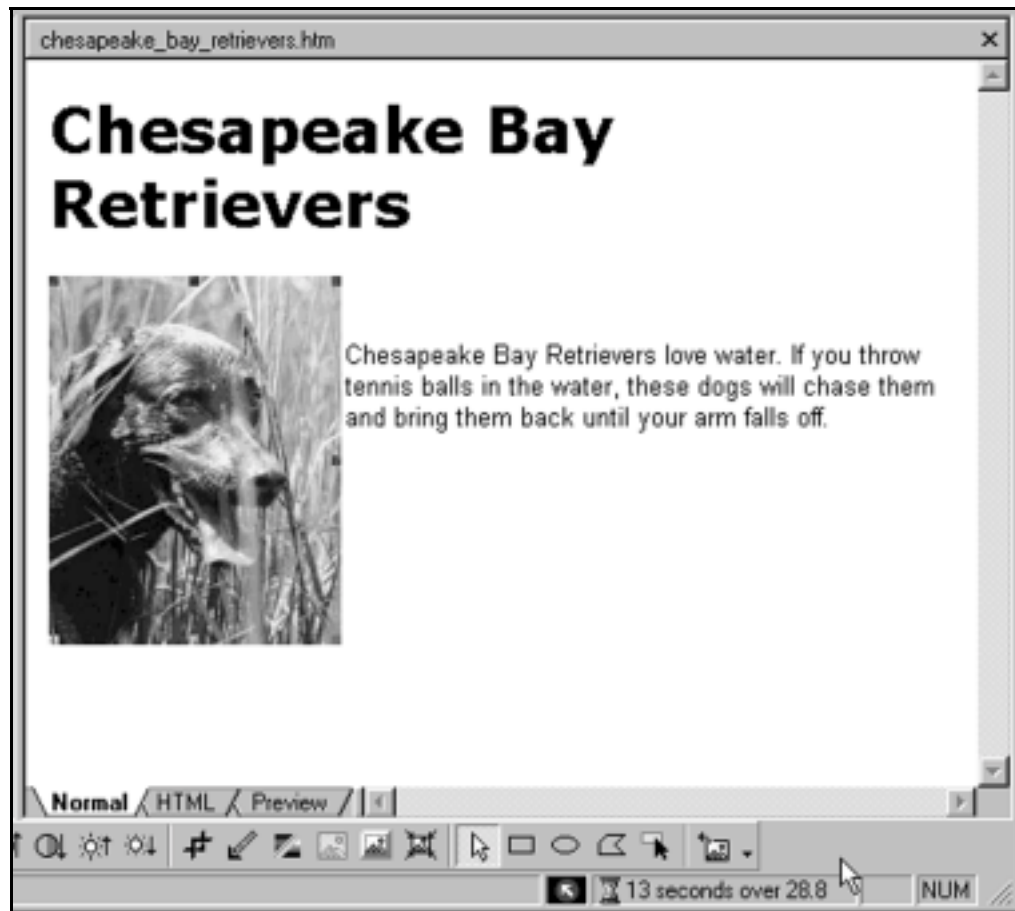
3. Click once on the image to select it. When the menu appears, click Picture Properties.



4. When the Picture Properties window appears, click on the Appearance tab, then select Left from the Alignment drop-down list.



5. The page should now look like this:



6. Save the page.

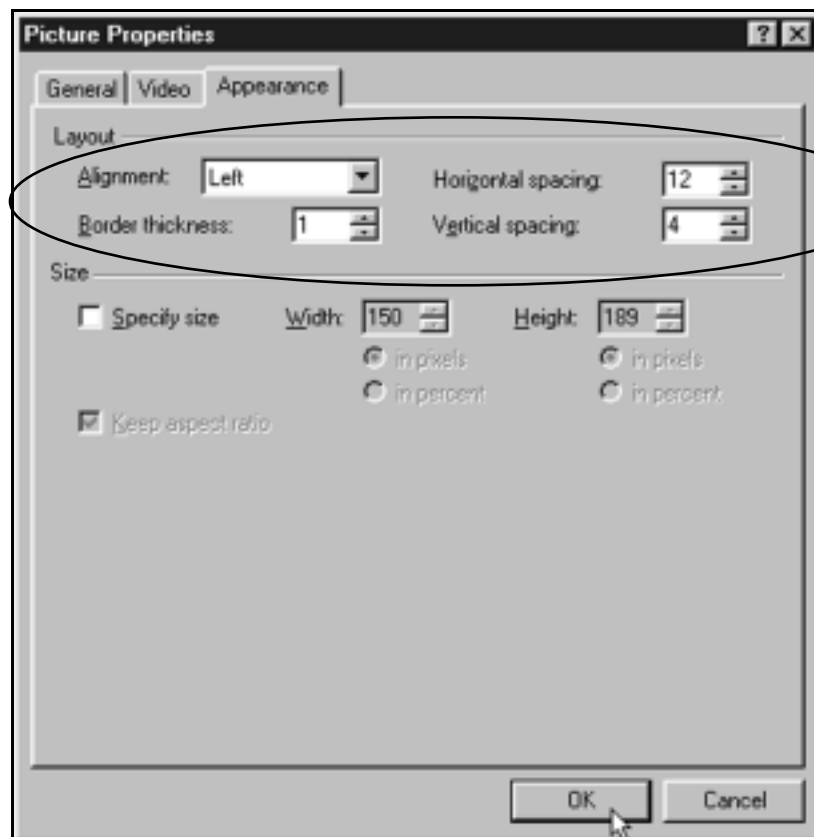
Format a image

1. Right-click on the image to bring up the menu, then click **Picture Properties** as you did before.
2. When the **Picture Properties** window appears, click on the **Appearance** tab, then enter:

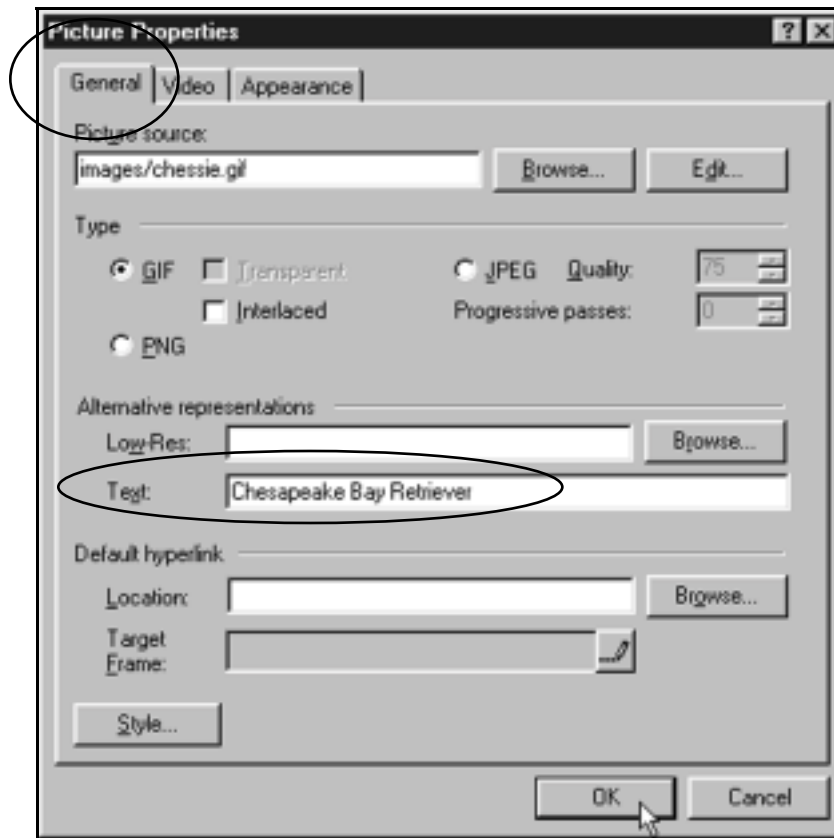
Border thickness: 1

Horizontal spacing: 12

Vertical spacing: 4



3. Click on the **General** tab, then enter “Chesapeake Bay Retriever” in the **Text** textbox.

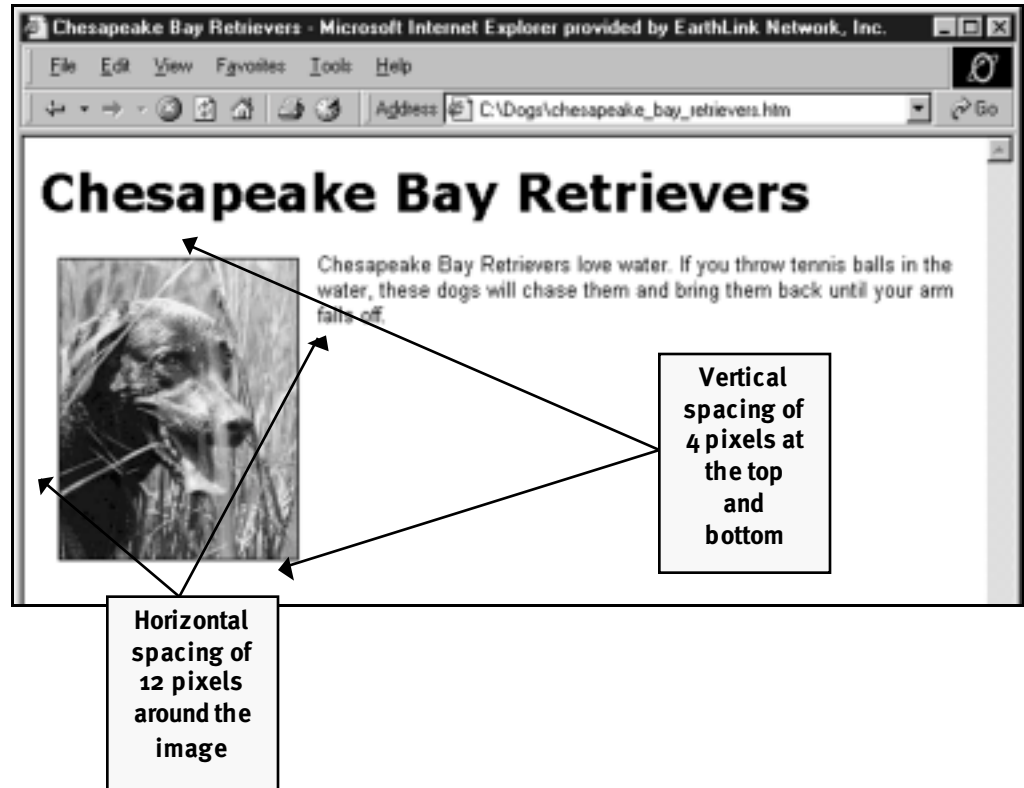


Alt text

This “Alternative representation” text allows visually-impaired people to know what a graphic represents. Alt text also allows search engines to index visual content.

When you preview the page in the browser and rest your cursor on the image, a textbox with this descriptive text will appear.

4. In the Picture Properties window, click the OK button.
5. Save the page and preview it in the browser. The page should look like this:



6. Move your cursor onto the image. A yellow box with the “Alt” text—an alternative text description of the image—should pop up.
7. Close the browser.

Practice: Insert images

A. *Why should you specify Alt text for each image you insert?*

1. Go to **www.visibooks.com/dogpics**. Save the German Shepherds image in **C:\Dogs\images**. Save the Yorkshire Terrier image in **C:\Dogs\images** also.
2. Insert the **shepherds** image into the German Shepherds page right below the heading. Insert the **yorkie** image into the Yorkshire Terriers page right below the heading.
3. On the German Shepherds page, type “German Shepherds are smart dogs” below the image.
4. On the Yorkshire Terriers page, type “Yorkshire Terriers are cute” below the image.
5. On both pages, align the text to the side of the image, as on the Chesapeake Bay Retrievers page.
6. On both pages, give the image a Border of 1, Vertical spacing of 4, and Horizontal spacing of 12.
7. Save both pages.

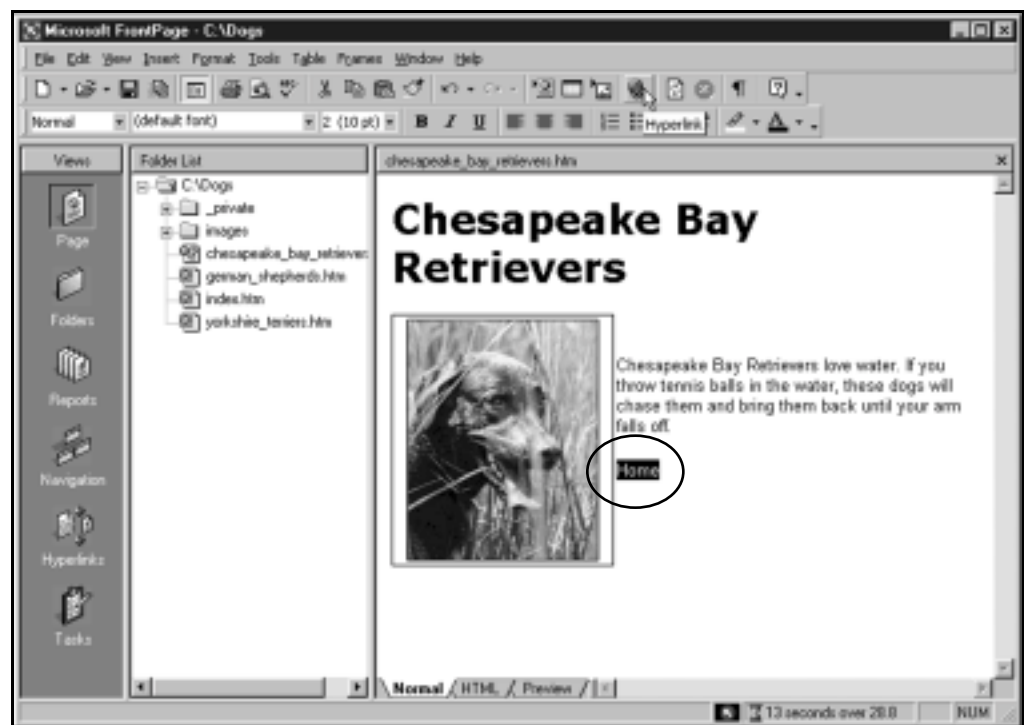
Answers


- A. *Alt text makes it easier for vision-impaired people to understand a page's content, and makes it easier for search engines to catalog it.*

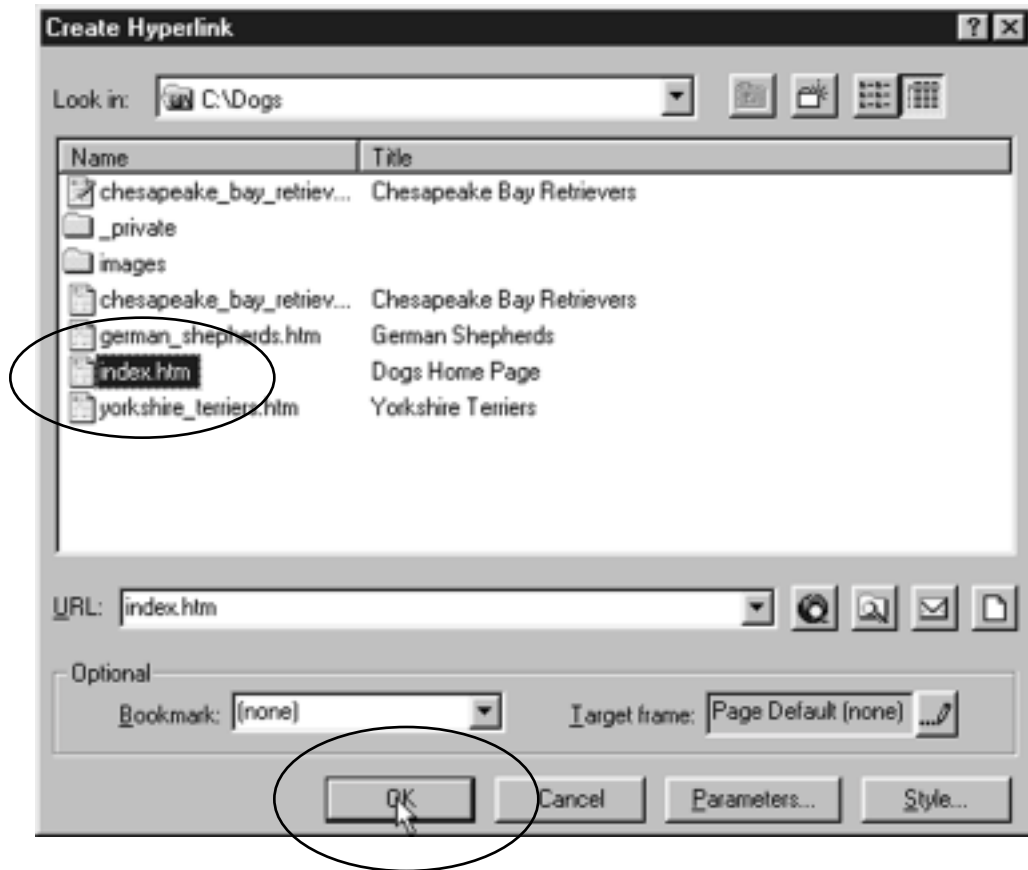
Create a basic navigation system

Link back to the home page

1. Open the Chesapeake Bay Retrievers page.
2. Type the word “Home” in a new paragraph beneath the first paragraph.
3. Highlight the word Home.

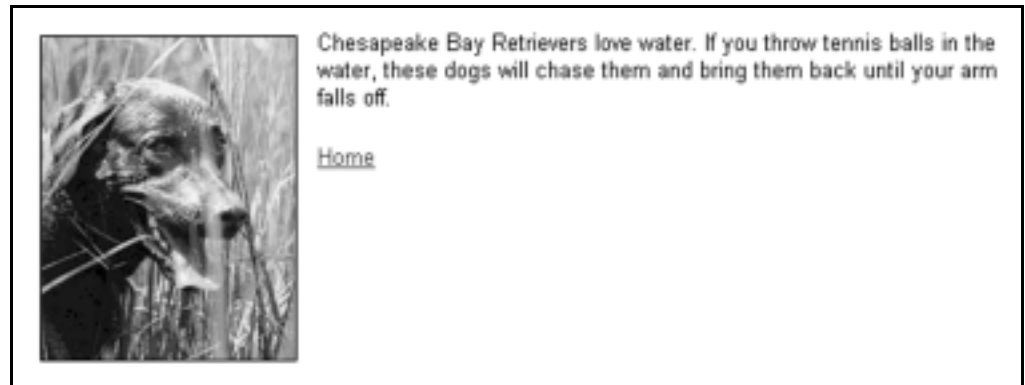


4. Click the  icon to make the word Home a link. When the Create Hyperlink window appears, click `index.htm` to select the home page, then click the OK button.



Tip: When linking to existing pages, use the ones at the bottom of the Create Hyperlink window. The ones at the top of the window, above the `_private` and `images` folders, are “active files” that show which pages are being edited.

5. The word **Home** should now be a link. Save the page and preview it in the browser. It should look like this:

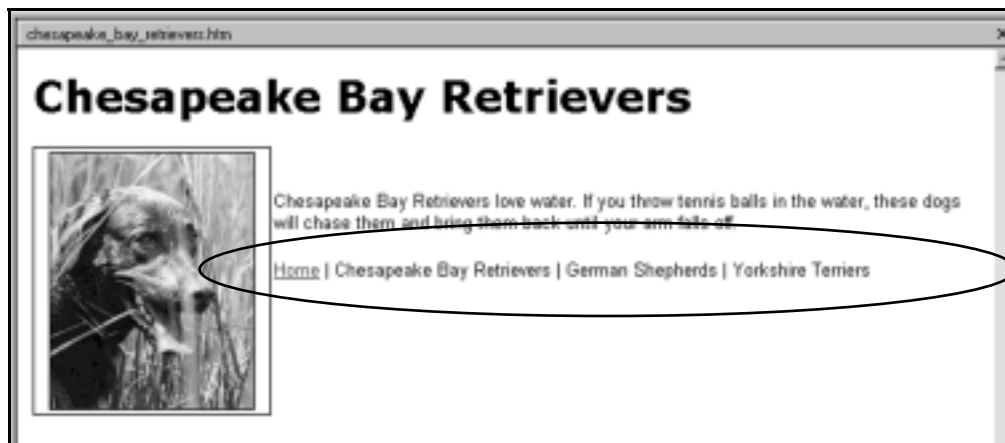


6. Click on the link to make sure it works. When finished previewing, close the browser.
7. On the German Shepherds page, create a link back to the home page. Do this the same way you created the link for the Chesapeake Bay retriever page.
8. On the Yorkshire Terriers page, create a link back to the home page in the same way.

Link pages to each other

1. Go to the Chesapeake Bay Retrievers page.
2. Following the Home link, type:

| Chesapeake Bay Retrievers | German Shepherds | Yorkshire Terriers



3. Make the words “Chesapeake Bay Retrievers” bold to show site users “You are here.”

Showing “you are here”

A site’s navigational system should show people two things: where they are, and where they can go.

To show people where they are, make the link corresponding to the current page into plain text. This lets users know that if they can’t go to that page, they must be looking at it.

Home | **Chesapeake Bay Retrievers** | German Shepherds | Yorkshire Terriers


↑
You are here

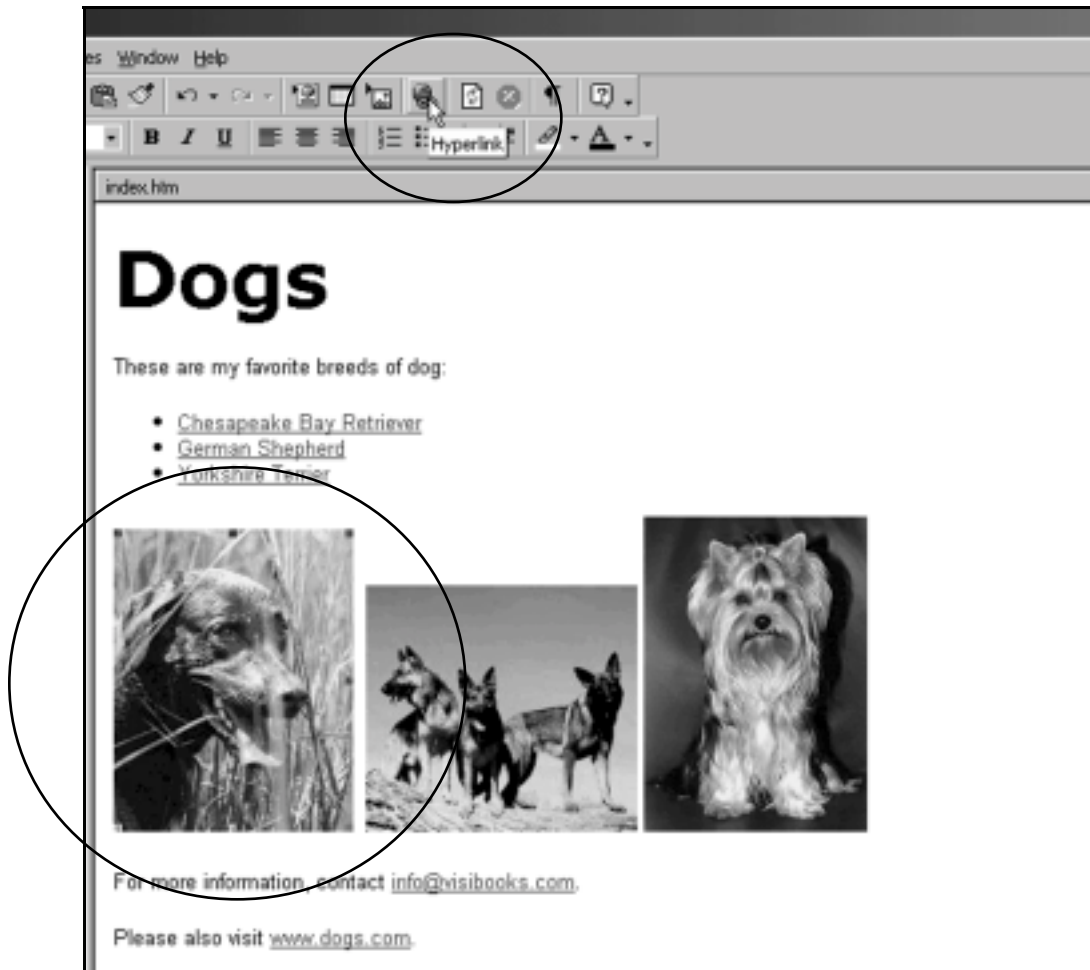
Making the text bold reinforces the “you are here” message.

4. Link the words “German Shepherds” to the German Shepherds page.
5. Link the words “Yorkshire Terriers” to the Yorkshire Terriers page.
6. Save the page and preview it in the browser. It should look like this:

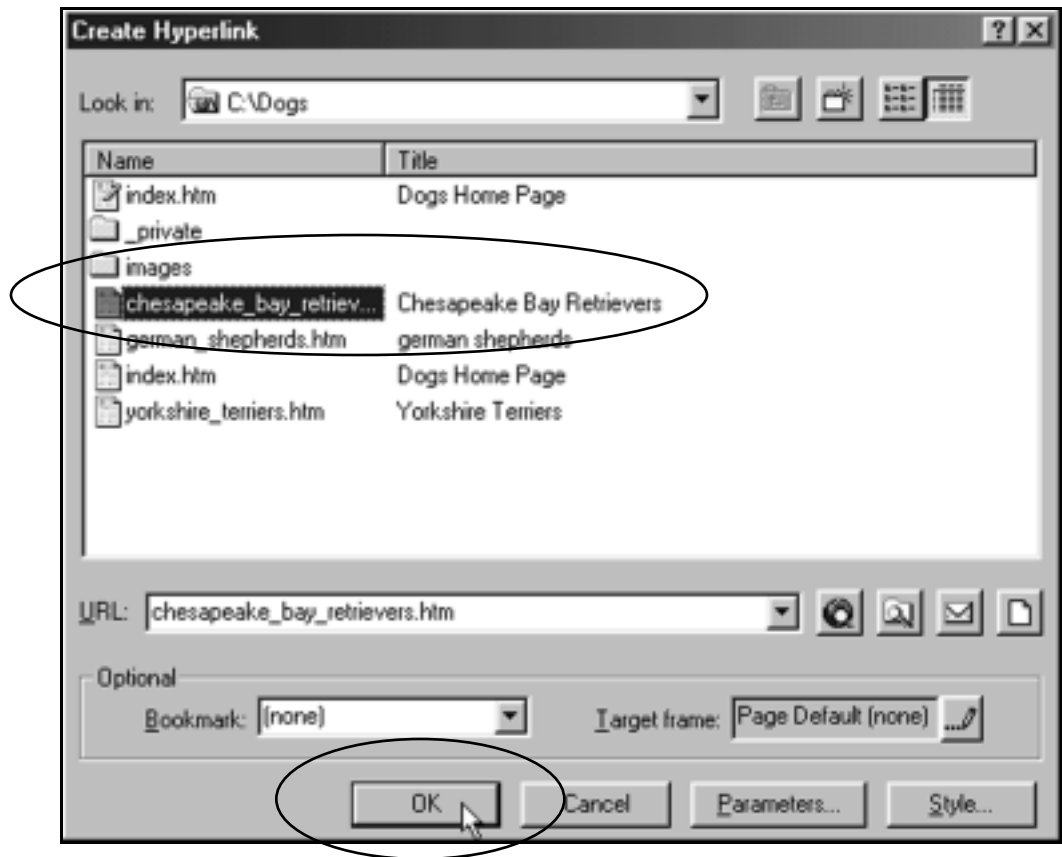


Use images as links

1. Go to the home page. Below the bulleted list of links, in a new paragraph, insert the Chesapeake Bay Retriever, German Shepherd and Yorkshire Terrier images.
2. Click once on the Chesapeake Bay Retriever image to select it, then click the  icon to make it a link.



3. When the Create Hyperlink window appears, select the Chesapeake Bay Retrievers page, then click the OK button.



4. Save the page, then preview it in the browser. When you click on the Chesapeake Bay Retriever image, it should take you to the Chesapeake Bay Retriever page.

Practice: Create a navigation system

A. *What's a good way to show site users "You are here?"*

Task: To make your site at C:\Dogs look like the site at www.visibooks.com/dogsite.

1. Go to the German Shepherds page.
2. Following the Home link, type:
| Chesapeake Bay Retrievers | German Shepherds | Yorkshire Terriers
3. Make the words German Shepherds bold.
4. Link the words Chesapeake Bay Retrievers and Yorkshire Terriers to their corresponding pages.
5. Save the page.
6. Using the same system, create navigation links for the Yorkshire Terriers page and save it.
7. On the home page, link the German Shepherds image to the German Shepherds page. Do the same for the Yorkshire Terriers image.
8. When finished, preview the Dogs site in the browser. It should look like the site at www.visibooks.com/dogsite.

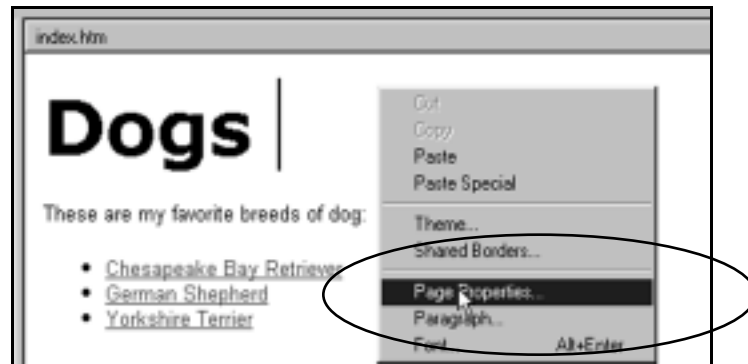
Answers

- A. *Make the link corresponding to the current page bold, and plain text (no longer a link).*

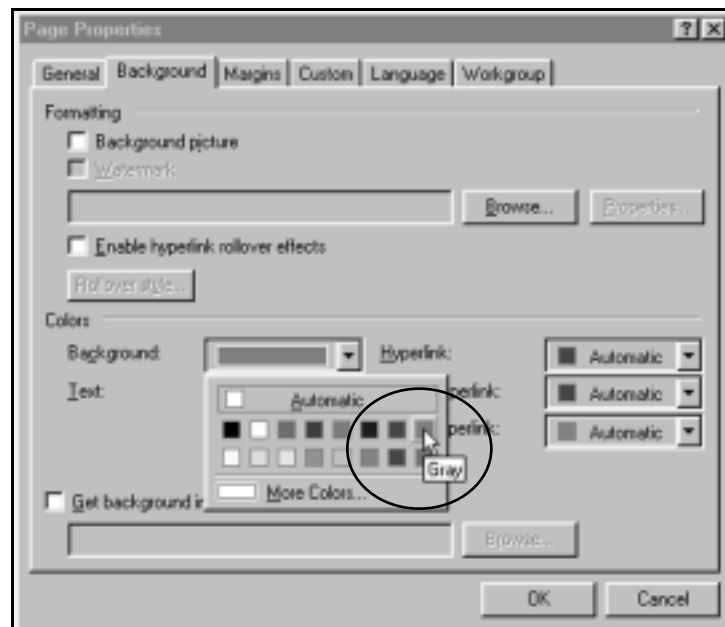
Change page and link colors

Change background color of page

1. Open the home page. With your cursor in blank space on the page, right-click. When the menu appears, click **Page Properties**.



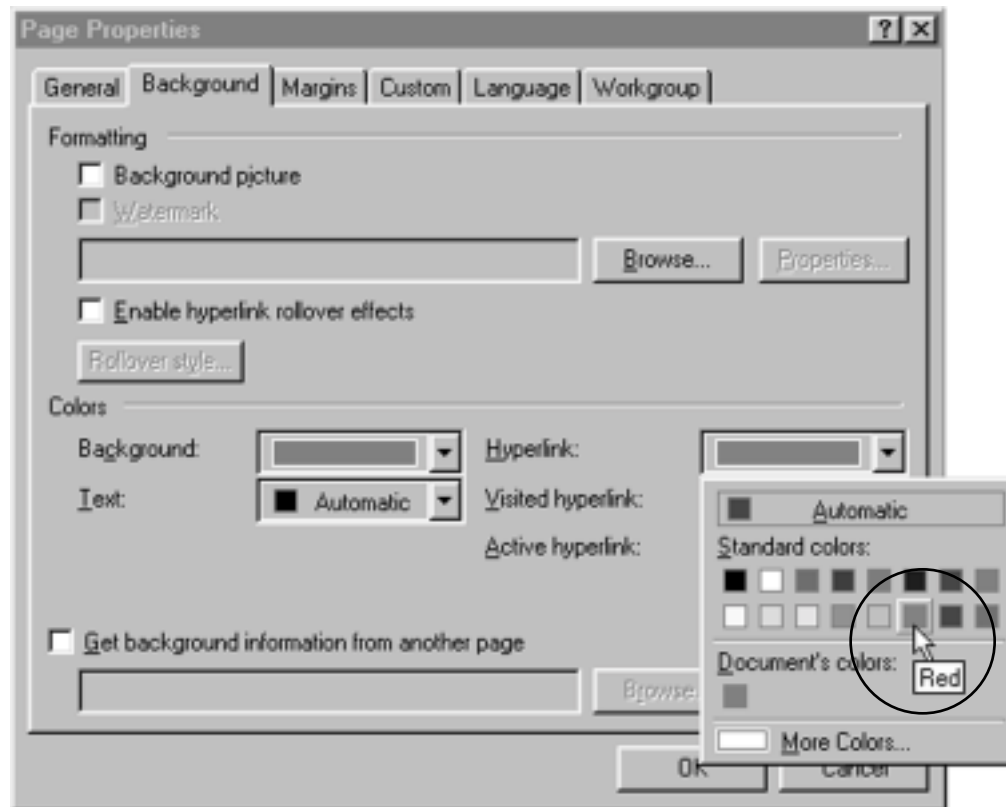
2. When the **Page Properties** window appears, click on the **Background** tab, then select **Gray** from the **Background** drop-down list.



3. Click the **OK** button. The background color of the page should now be gray.

Change link colors

1. Again, right-click in blank space on the page. When the menu appears, click **Page Properties**.
2. When the **Page Properties** window appears, click on the **Hyperlink** drop-down list, then select **Red**.



3. In the Visited hyperlink drop-down list, select Purple.

Tip: *Visited links are links to pages that have already been viewed in the browser.*

4. Click the **OK** button in the **Page Properties** window. The links on the home page should now be red.
5. After you've finished, close FrontPage.

Consistent link colors

Link colors should be consistent throughout a Web site. If the links on one page are red, they should be red on every page.

Learning that “red equals link” once is much easier for people than having to figure out the link color for each page or section of a site.

Practice: FrontPage 2000 Basics

Task: To create a Web site about cats that looks like the site at www.visibooks.com/catsite.

1. Open FrontPage.
2. Create a new One Page Web at C:\Cats.
3. Open the home page and title it “The Wonderful World of Cats.” Make this the heading of the page also.
4. Below the main heading on the home page, insert a bulleted list:

- House Cats
- Alley Cats
- Big Cats

5. Make these items Arial, size 2.
6. Link each list item to a new page about it. For instance, link “House Cats” to a new page about house cats.

Tip: Remember to put the heading at the top of the page before you save it. For instance, put the words “House Cats” at the top of the house cats page.

7. Put the main headings of all four pages in the Arial font. Make them bold. Make the home page's heading size 6. Make the headings of the other pages size 5.
8. On each page, write a descriptive sentence or two in a new paragraph below the main heading. Make it Arial, size 2.
9. Go to **www.visibooks.com/catpics** and get the three cat images there. Put them in the **images** folder within the **C:\Cats** folder.
10. Insert the appropriate image on each of the 3 pages between the main heading and the descriptive text below.
11. Align each image left, then specify Vertical spacing of 4 and Horizontal spacing of 16.

12. Link each of the three “cat” pages back to the home page, and to each other. On each page, make the “you are here” link into bold, plain text.

13. Make the background color of each page light grey.

Tip: Use the **More Colors** link in the **Background** section of the **Page Properties** window.

14. Make the link color on each page bright red. Make the visited link color orange.

15. Preview the site in the browser. It should look like the site at **www.visibooks.com/catsite**.

16. After you’re finished, close FrontPage.

Layout & Navigation

In this section, you'll learn how to:

- Lay out pages using tables
- Create navigation bars
- Add subsections to a site
- Place tables within tables
- Link to an external site using frames

You'll build a site that looks like this:



Lay out pages using tables


Tables and Web page layout

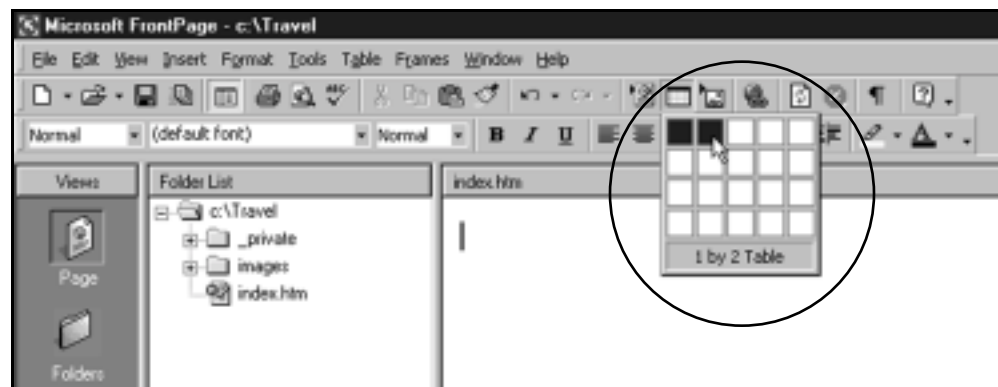
Almost all professional-quality Web sites are laid out using tables. Just like a spreadsheet has cells that contain numbers, a table on a Web page has cells that contain links, graphics, and text.

The lines on this page clearly show its layout with table cells:



Insert a table

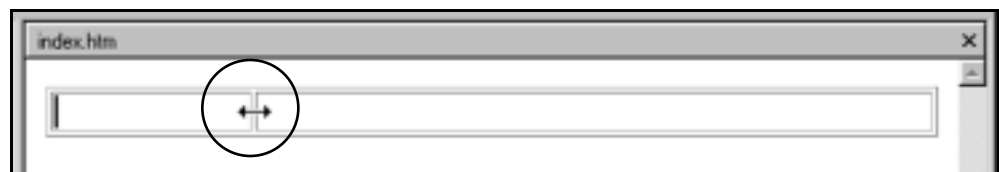
1. Open FrontPage.
2. Create a new One-Page Web at C:\Travel.
3. Open the home page. Save it with the title “Traveling Down South”.
4. Go to the toolbar and click the  icon. When the table grid appears, click on the first cell and drag across so you’ve highlighted the first two cells:



5. You should now have a table that looks like this:



Put your cursor on the cell divider and drag it halfway to the left edge of the table:



6. Go to www.visibooks.com/travelpic. Capture the image there and put it inside the images folder at C:\Travel.
7. In the right-hand cell on the home page, put the heading “Traveling South.” Make it size 6, Verdana, and bold.
8. Insert the image beneath the heading.

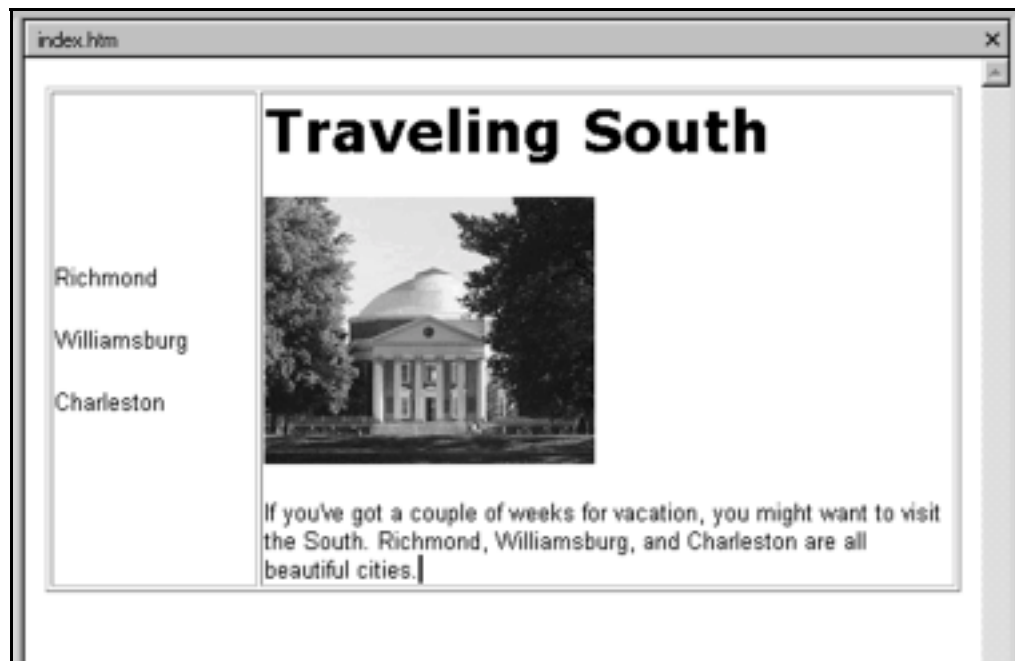
Tip: Don't forget to click the  button in the Picture window.

9. Under the image, type the following paragraph:

If you've got a couple of weeks for vacation, you might want to visit the South. Richmond, Williamsburg, and Charleston are all beautiful cities.

10. In the left-hand cell, type the names of this site's main sections: Richmond, Williamsburg and Charleston.

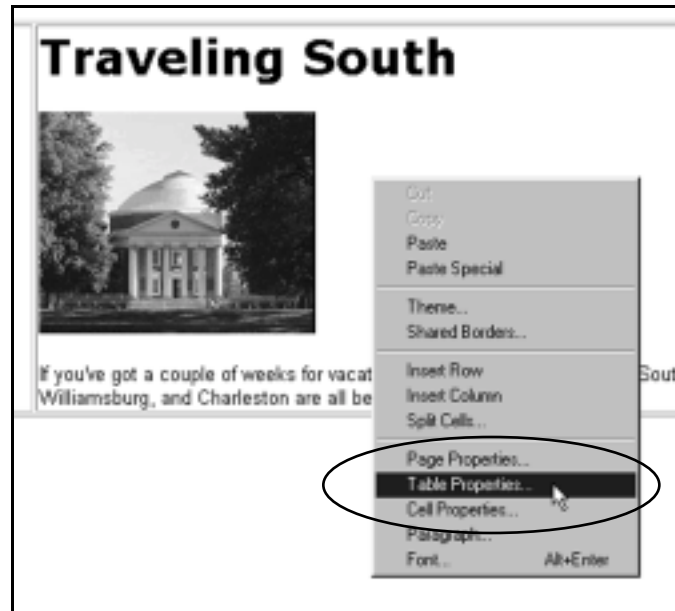
When you're done, the page should look like this:



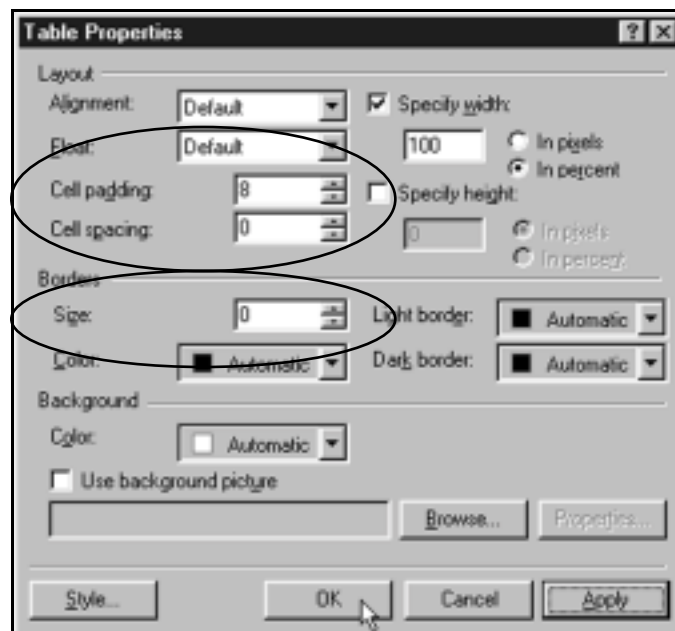
11. Save the page.

Format a table

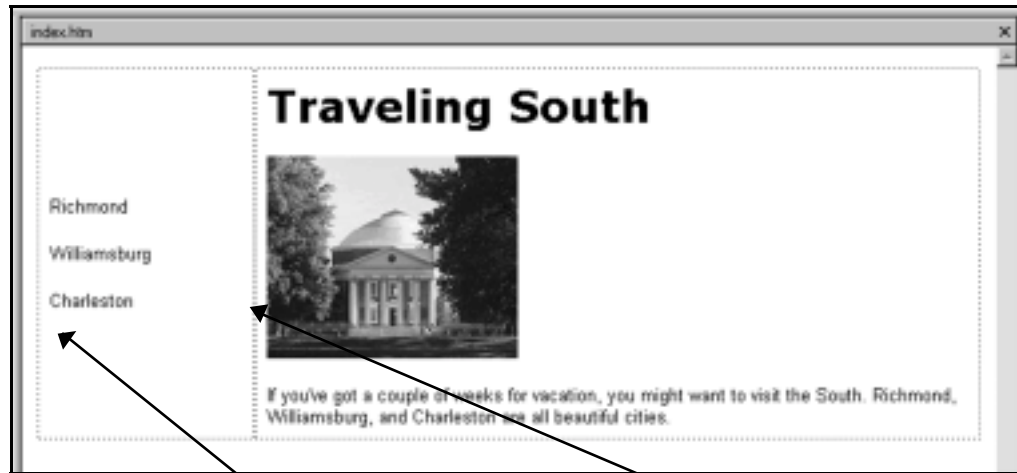
1. Right-click on a blank space inside the table. When the menu appears, click on Table Properties.



2. When the Table Properties window appears, make sure the table width is 100 percent. Under Borders, change Size to 0. Under Layout, change Cell padding to 8, and Cell spacing to 0.



3. Click the OK button. The page should now look like this:



Cell Padding creates a cushion of pixels between the edge of the cell and what's inside it.

Cell Spacing is the space between cells. In this case, 0 pixels

4. Save the page.

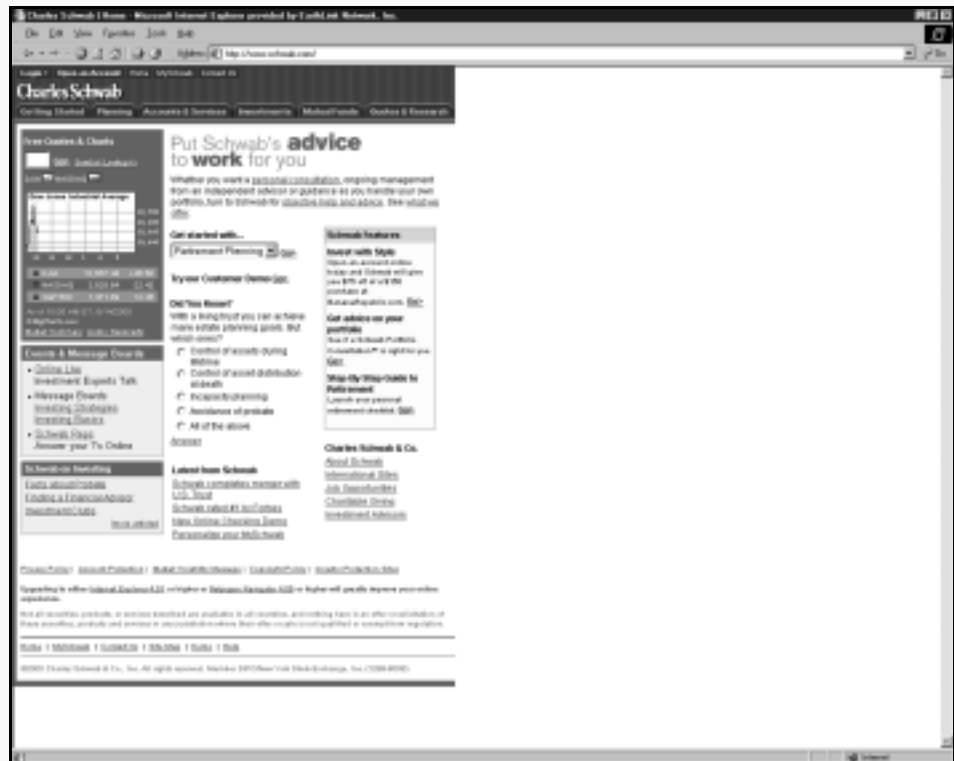
Percentage vs. fixed-width tables

When laying out a page using a table, set the table's width at 100%. That way, the contents of the page can stretch to fill the whole monitor, regardless of the monitor's resolution.

If you want it to fit a fixed-width table on all monitors, you're limited to a table 580 pixels wide:

$$\begin{array}{rclcl}
 \mathbf{640 \text{ pixels}} & & \mathbf{20 \text{ pixels}} & & \mathbf{40 \text{ pixels}} & & \mathbf{=} & & \mathbf{580 \text{ pixels}} \\
 \text{width of} & - & \text{browser offset: the} & - & \text{20 for the} & & & & \text{width} \\
 \text{low-} & & \text{distance that page} & & \text{vertical} & & & & \text{available} \\
 \text{resolution} & & \text{content is indented} & & \text{scroll bar,} & & & & \text{for table} \\
 \text{monitor} & & \text{from the sides of the} & & \text{plus 20 extra} & & & & \\
 & & \text{browser} & & & & & &
 \end{array}$$

Creating pages with fixed-width tables offers precise control, but wastes space on higher-resolution monitors:



Page: laid out using a table 580 pixels wide

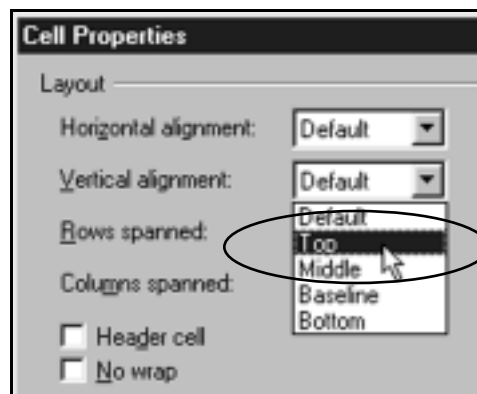
Monitor used to view page: 1280 pixels wide

Formatting table cells

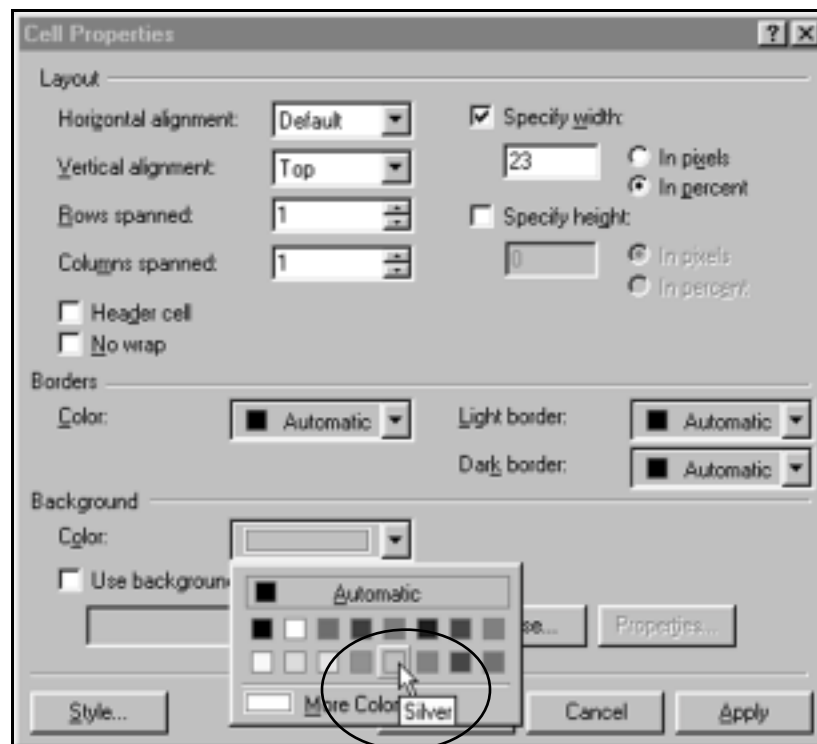
1. Right-click in the left-hand cell (the one with the words Richmond, Williamsburg and Charleston inside it). When the menu appears, click Cell Properties.



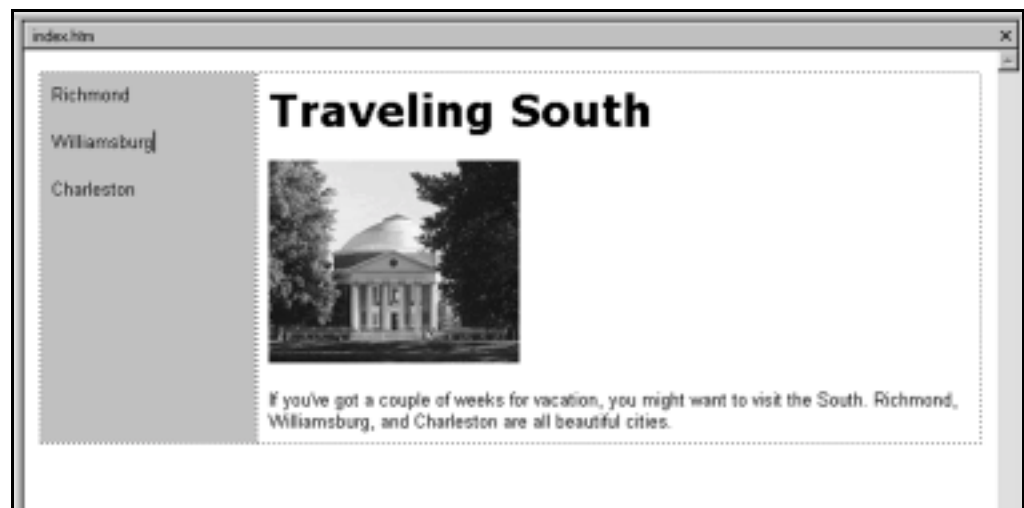
2. When the Cell Properties window appears, select Top from the Vertical alignment drop-down menu.



- Under **Background**, select **Silver** from the **Color** drop-down menu.



- Click the **OK** button. The page should now look like this:



- Save the page and preview it in the browser. After you've looked at it, close the browser.

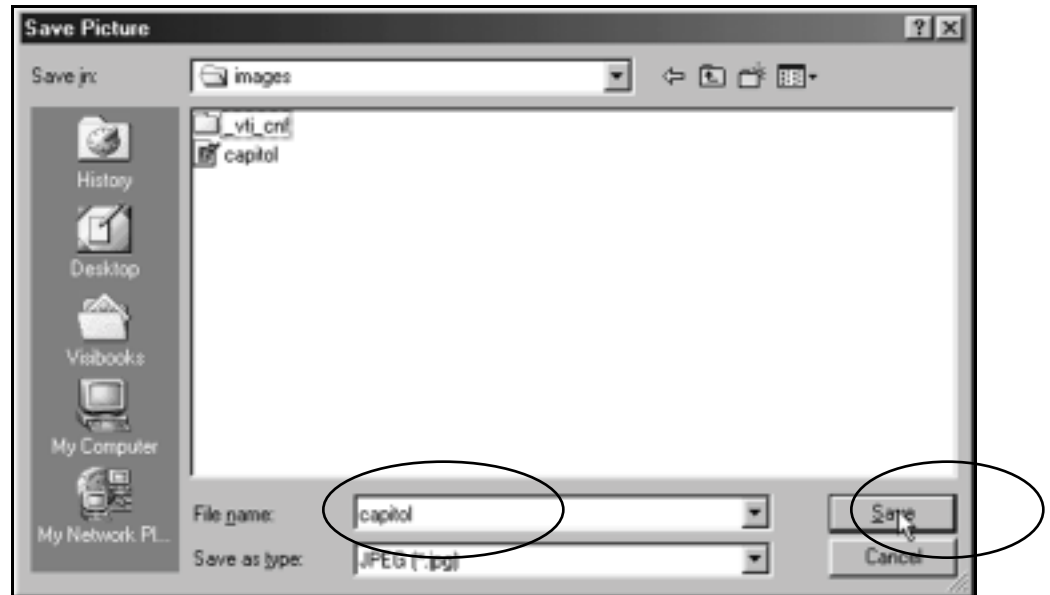
Copy and paste tables

1. Link the word “Richmond” in the left-hand cell to a new page titled Richmond, with file name richmond.htm.

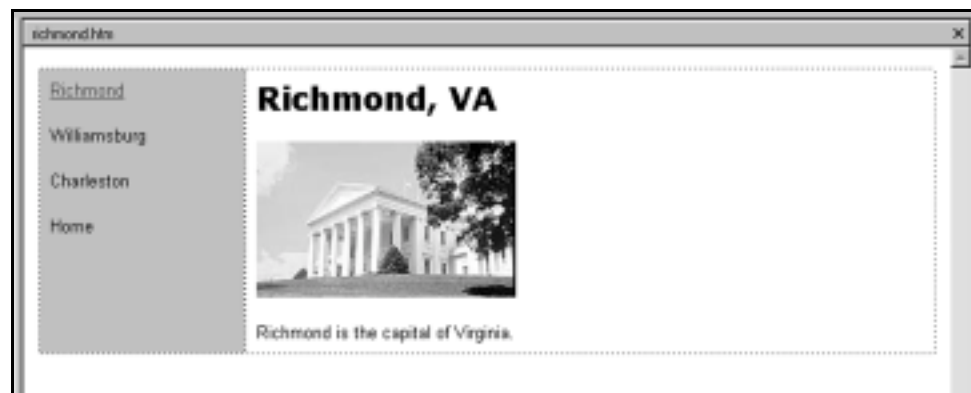
Tip: Remember to type the word “Richmond” at the top of the new page, then save it, so FrontPage picks up the word for the page’s file name and title.

2. Go back to the home page. On the menu bar, click Edit, then Select All.
3. Click Edit, then Copy.
4. On the Richmond page, delete the word Richmond at the top of the page.
5. With your cursor at the top of the blank page, click Edit, then Paste. The home page table and its contents will appear.
6. Add the word “Home” below the words in the left-hand cell.
7. Replace the “Traveling South” heading with one that reads “Richmond, Virginia.” Make it size 5.
8. Beneath the image, type the sentence, “Richmond is the capital of Virginia.”

9. Open a browser and go to www.visibooks.com/travelpic/richpic. Capture the Richmond, Virginia image there and place it in the images folder.



10. Replace the home page image with the Richmond image.
11. Align the contents of the cell to the top of the cell. When you're done copying and pasting the table and modifying its contents, the page should look like this:



12. Save the page.


Practice: Lay out pages using tables

- A. *Why do you usually want to create tables with a percentage width, rather than a fixed-pixel width?*
-

Task: to make your Travel Web site look and work like the one at www.visibooks.com/travelsite.

1. Create pages for Williamsburg and Charleston just like the Richmond page. Get the image and text for the Williamsburg page at www.visibooks.com/travelpic/willpic. Get the Charleston image and text at www.visibooks.com/travelpic/charpic.
2. Using the words **Richmond**, **Williamsburg**, **Charleston**, and **Home** in the left-hand cell of each page, link all the pages in this Web site to each other.

Tip: *Don't forget to transform the link that shows "You Are Here" into bold, plain text.*

Another Tip: To "unlink" a word, highlight it, click the  icon, then when the **Create Hyperlink** window appears, remove the link from the **URL** textbox so the textbox is blank, then click **OK**.

3. Insert the text and images in their appropriate pages, then align all images to the left. Give them Vertical spacing of 4 pixels and Horizontal spacing of 12 pixels. Give each image appropriate Alt text.
4. When you're done, preview the site in the browser. It should look and work like www.visibooks.com/travelsite.

Answers

- A. *Fixed-width tables waste space and make pages look a bit sparse when viewed on higher-resolution monitors.*

Create navigation bars

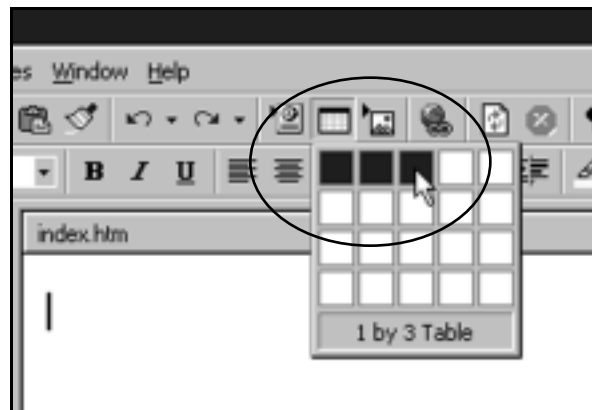
Create a navigation bar for a home page

1. Set up a new Web site at C:\Travel West.

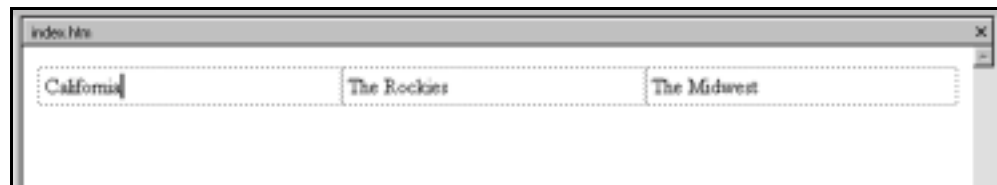
Tip: This will open up a new copy of FrontPage. Close the old one with the old site before proceeding. If FrontPage asks you if you want to save changes to `new_page_1.htm`, just click **No** in the alert box.


2. Open the home page and title it “Traveling West for Vacation.”

3. On the toolbar, click the  button and insert a table with 3 cells in one row:



4. In the table's first cell, put “California.” In the second, “The Rockies,” and in the third “The Midwest.”
5. Format the table so it has a border of 0, cell padding of 4 and cell spacing of 0. When you're done, the table should look like this:



6. Using the  icon on the toolbar, center the words in each cell.
7. Change the text in the table to Arial, size 2, and change the background color of all cells to Silver. When you're done, the table should look like this:



8. Below the table, enter the heading “Traveling West” in a new paragraph, Arial, size 7, bold. Below that, type the new paragraph:

When you go West, be sure to visit the sights of California, the natural wonders of the Rockies, and the cities of the Midwest.

9. Make the paragraph Verdana, size 2. The home page should look like this:

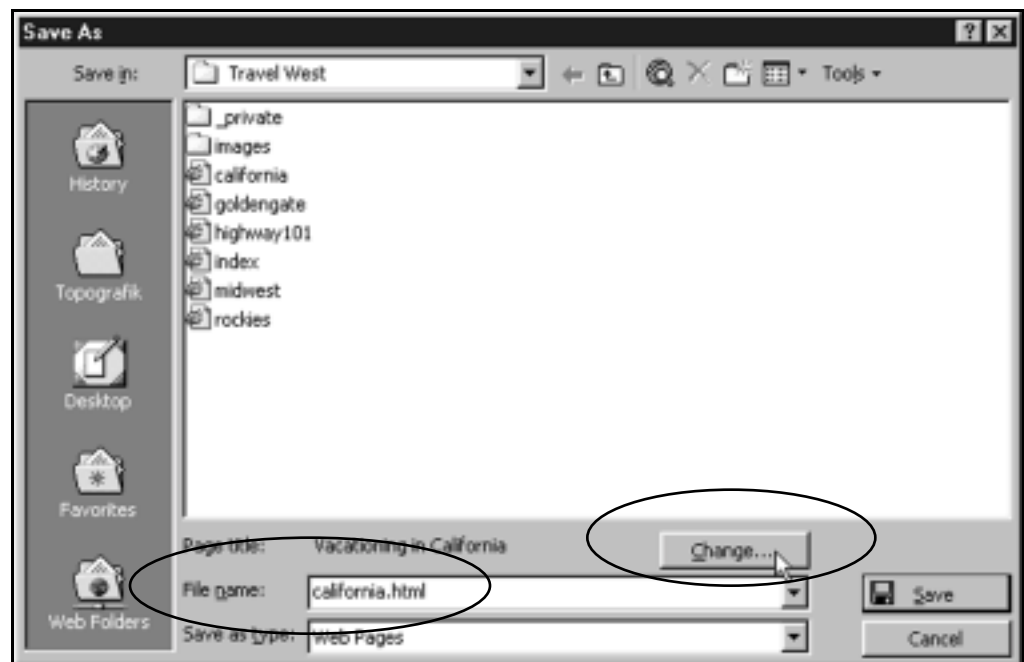


10. Save the home page.

Create a navigation bar for a main section page

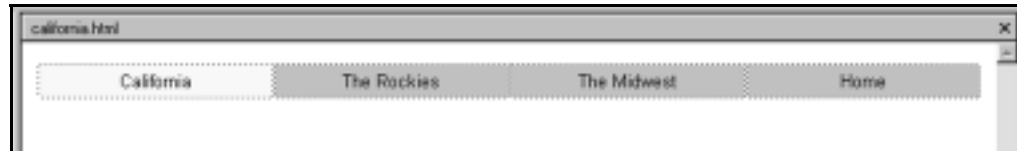
1. Link the word **California** on the home page to a new page with file name `california.html`. Title the new page “Vacationing in California.”

Tip: When the **Save As** window appears, you can change the page’s title by clicking on the **Change...** button. You can also change its file name in the **File name** textbox.



2. Insert a table just like the one on the home page, except with 4 cells instead of 3.

3. Format the table and text just like on the home page, but make the California cell bright yellow to show “You are here.” When you’re done, the table should look like this:



4. Link the word **Home** back to the home page.
5. Save the page.

Practice: Create navigation bars

Task: Make your Travel West site look like the site at www.visibooks.com/travelwest.

1. Link the words “The Rockies” on the home page to a new page with file name `rockies.html`. Title it “Nature in the Rocky Mountains.”
2. Link the words “The Midwest” on the home page to a new page with file name `midwest.html`. Title it “Cities of the Midwest.”
3. Copy the table from the California page and paste it on the Rockies page.
4. Change the “You are here” yellow color from the California cell to The Rockies cell.
5. Link California, The Midwest and Home to their respective pages. When you’re done, it should look like this:



6. Repeat this process with the California and Midwest pages.
7. Save all pages.
8. When you’re done, preview the site in the browser. It should look like the site at www.visibooks.com/travelwest.

Add subsections to site

Insert a table for content and subsection links

1. Open the California page in the C:\Travel West Web site.
2. In a new paragraph below the navigation bar, insert a table with 1 row, 2 cells, 100% width, a border of 0, cell padding of 16 and cell spacing of 0.
3. Move the cell divider left so it is roughly aligned with the border between the first two cells in the top table. It should look like this:



4. In the left-hand cell, put the subsections for the main California section:

The Golden Gate Bridge
 Highway 101
 Big Sur

5. In the right-hand cell, put the heading “Places to visit in California.” Below the heading, in a new paragraph, type the sentence :

When in California, be sure to see the Golden Gate bridge, Highway 101, and Big Sur.

6. Align the contents of both cells to the top of each.
7. Make the text in the navigation cell Arial, size 2. Make the heading bold, Arial, size 6. Make the paragraph beneath the heading Verdana, size 2.
8. In the top navigation bar, make **California** bold. When you're done, the page should look like this:



9. Save the page.

Create subsection pages

1. On the California page, link the words in the left-hand cell—The Golden Gate Bridge, Highway 101 and Big Sur—to new pages:

Page	Title	File Name
The Golden Gate Bridge	Seeing the Golden Gate Bridge	goldengate.html
Highway 101	Driving Highway 101	highway101.html
Big Sur	Staying in Big Sur	bigsur.html

2. Copy both tables from the California page and paste them into the Golden Gate Bridge page.
3. On the Golden Gate Bridge page, change the heading to say “Seeing the Golden Gate Bridge.” Make it size 5.
4. Below the heading, change the paragraph to read:

The Golden Gate Bridge isn't golden--it's actually orange.
5. In the navigation bar at the top of the page, link **California** back to the California page.

6. Make The Golden Gate Bridge plain text to show site users “you are here.” When you’re done, the page should look like this:



7. Save the page.

Consistent page layout

Copying tables from one page and pasting them into new pages ensures that all pages share the same layout.

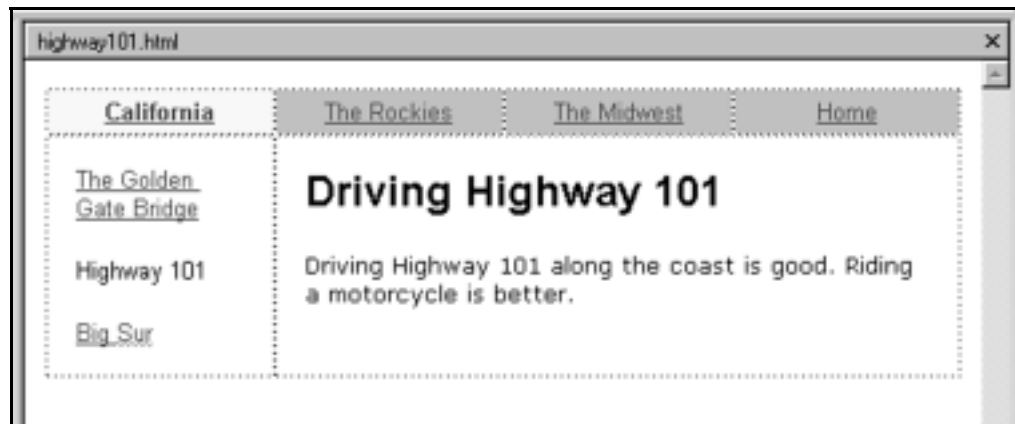
This consistency makes site navigation easier: no matter which page in the site is being viewed, a person knows where the page's links and content will be.

Practice: Add subsections to site

A. *What's the best way to keep tables consistent from page to page?*

Task: To make your Travel West Web site look and work like the one at www.visibooks.com/travelwest2.

1. Go to the Golden Gate Bridge page. Copy both tables from the page and paste these tables into the Highway 101 page.
2. On the Highway 101 page, link the words **The Golden Gate Bridge** to the Golden Gate Bridge page.
3. Make the link for **Highway 101** into plain text.
4. Change the page's heading and descriptive text beneath it so that it looks like this:



5. Format the Big Sur page so its layout and navigation are consistent with the Golden Gate Bridge and Highway 101 pages.

Heading:

Staying in Big Sur

Paragraph:

There are many excellent hotels right on the ocean in Big Sur.

6. Save all pages.
7. When you're done creating all the pages in the California section of this site, preview it in a browser. Click through the California section to make sure all the links work. It should look and work like www.visibooks.com/travelwest2.


Answers

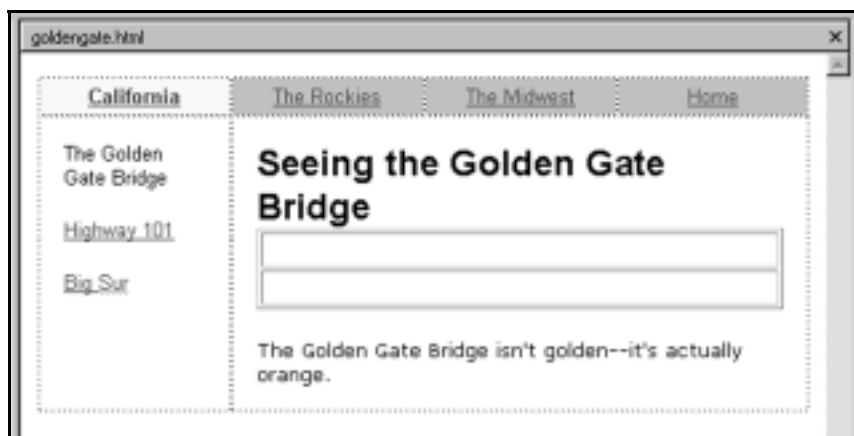
- A. *By copying and pasting tables from one page to another.*

Place tables within tables

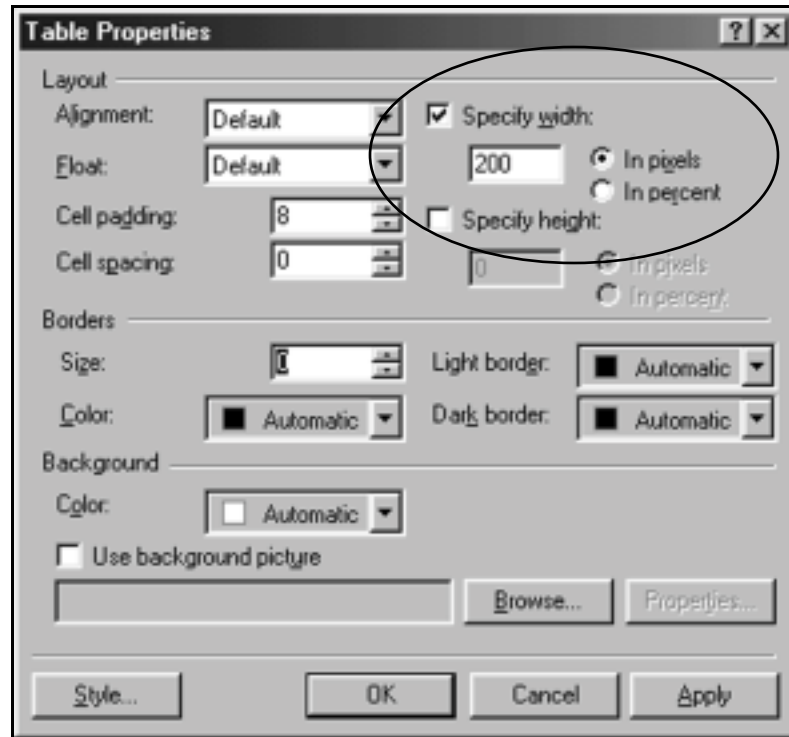
1. Open the Golden Gate Bridge page.
2. Place your cursor directly in front of the paragraph below the main heading.



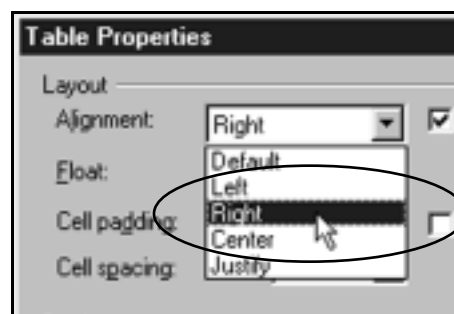
3. Click the  icon to insert a table with two rows, one cell in each row:



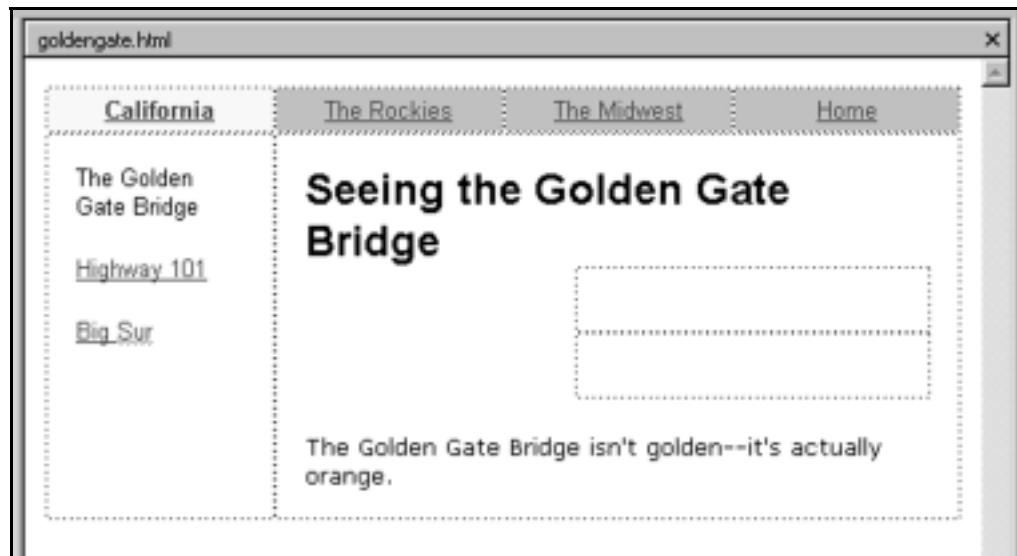
- Right-click on the table, click on **Table Properties** in the menu, and change the width from percent to pixels, specifying a width of 200 pixels.



- Specify cell padding of 8, cell spacing of 0, and border of 0.
- In the **Alignment** drop-down menu, select **Right**.



7. Click the OK button. You should have a table on the page that looks like this:

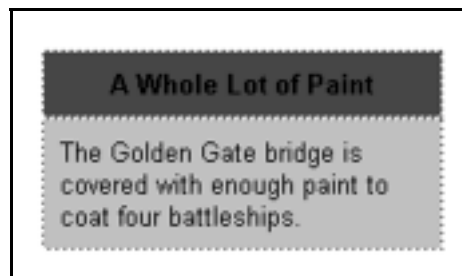



8. Color the top cell blue and the bottom cell silver. In the top cell, put the words, “A Whole Lot of Paint.” Center the words and make them bold.

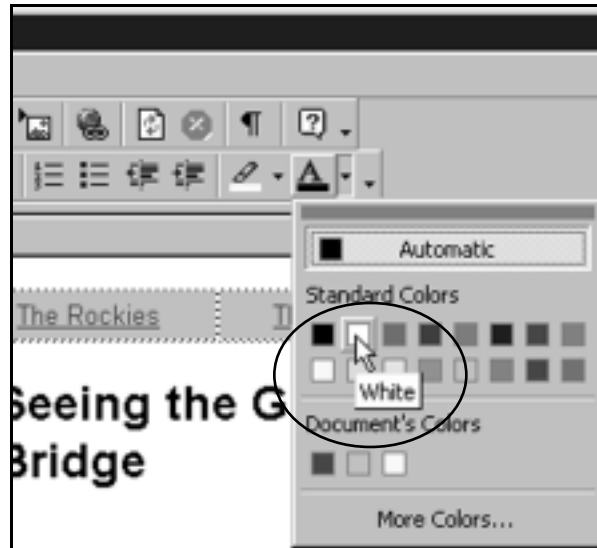
In the bottom cell, type the sentence:

The Golden Gate bridge is covered with enough paint to coat four battleships.

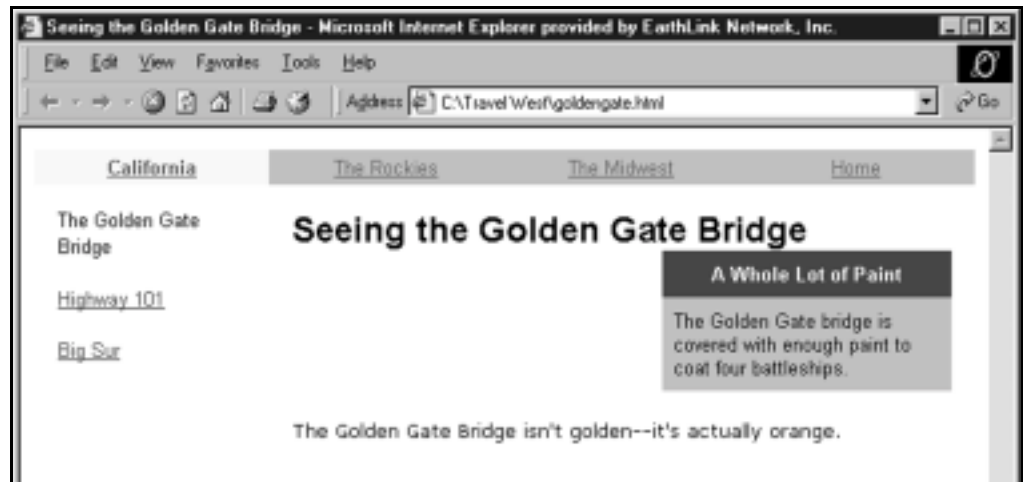
9. Make the text Arial, size 2. When you’re done, it should look like this:



10. Make the text in the top cell white. Do this by highlighting the text, then clicking the drop-down arrow on the  icon.
11. When the color picker appears, click **White**.



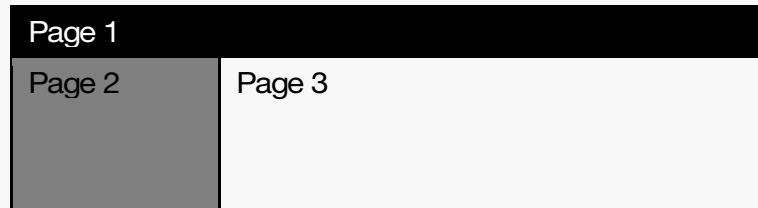
12. Save the page and preview it in the browser. It should look like this:



Link to an external site using frames

How to use frames

“Frames” are a way to put more than one Web page at a time on a computer’s screen:



A live example of frames can be seen at www.visibooks.com/frames.

Many sites that used frames have now eliminated them, returning to single-page layouts. That’s because frames have serious drawbacks:



- Frames are difficult to update. Every screen involves three or more pages to keep track of: the frameset itself, and at least two others to go in the frames.
- Frame navigation is tricky. Links require special “targets” that go from page to frame.
- Frames often require people to scroll annoyingly in more than one place.

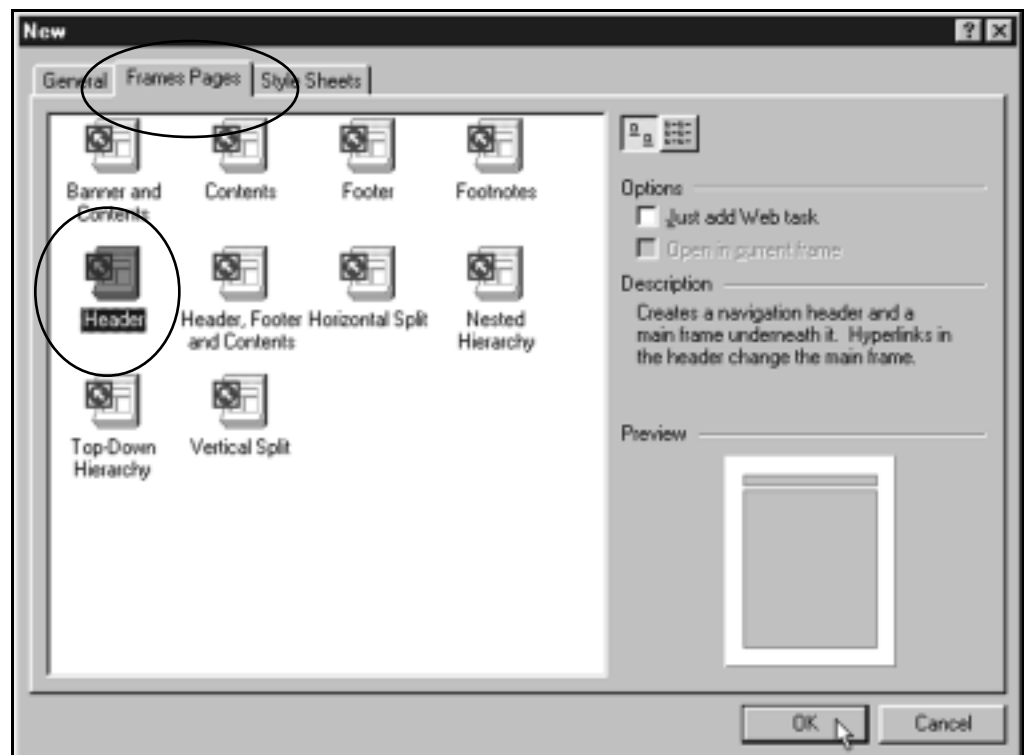
However, frames are useful for one thing: they allow a user to get back to a site with one click while clicking through other sites linked to it. An example of this can be seen at www.charuhas.com/sites.html.

The following exercise demonstrates how to use frames to provide convenient links to external sites.

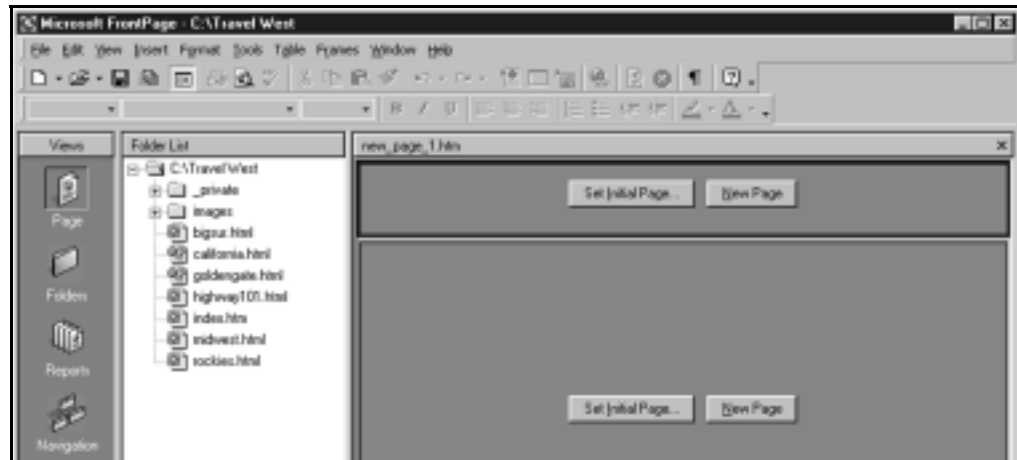
1. On the Golden Gate Bridge page, in a new paragraph below the first one, type:

Visit the Web site for the Golden Gate bridge at www.goldengate.org.

2. Highlight www.goldengate.org, then click the  icon to make it a link.
3. When the Create Hyperlink window appears, click the  button.
4. When the New window appears, click the Frames Pages tab, then select Header.




5. Click the OK button. You should get a page that looks like this:

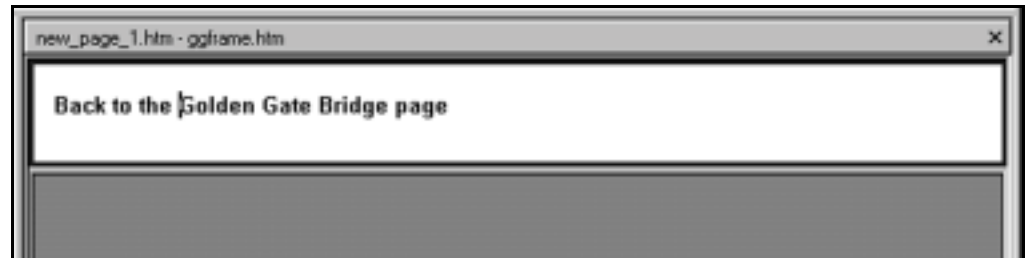



6. Enter ggframe in the File name textbox.
7. Title the page "Golden Gate Frames Page" and save it.

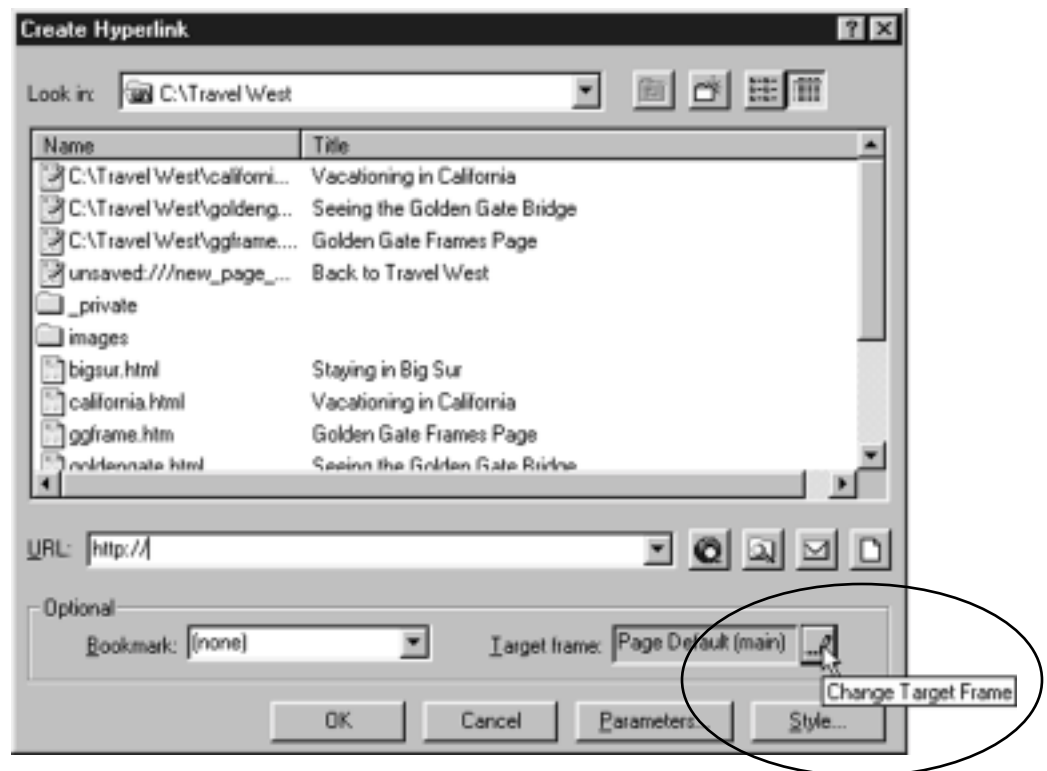


This is the "frameset" page that will contain two other pages.

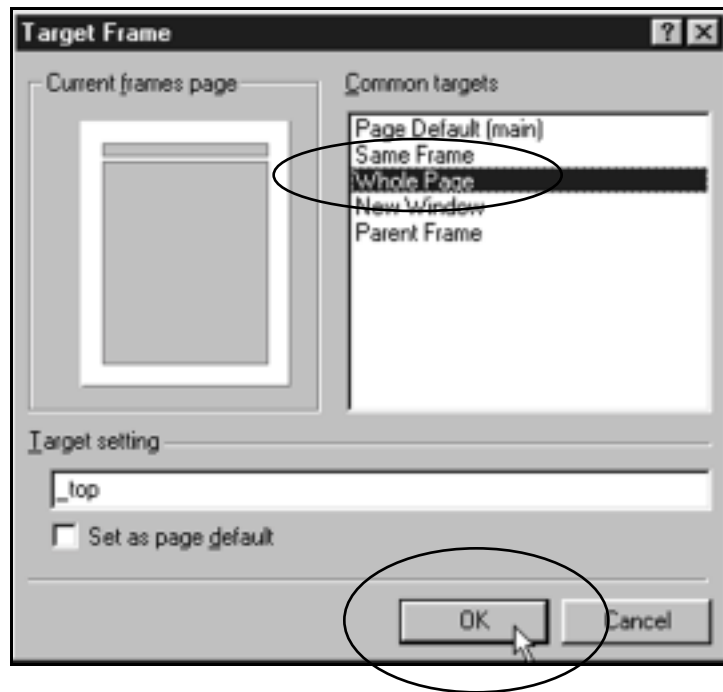
8. In the top frame, click on the  button.
9. When a blank page comes up in that frame, enter the text “Back to the Golden Gate Bridge page” in it. Make it bold, Arial, size 2.



10. Highlight the text and link it. When the Create Hyperlink window appears, click the  button beside Target frame.

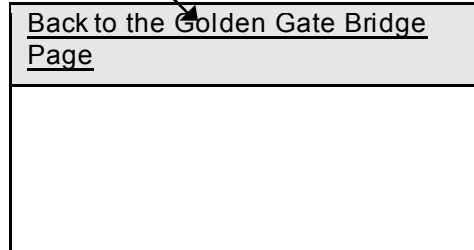


11. When the Target Frame window appears, select Whole Page from the list of Common targets, then click the OK button.

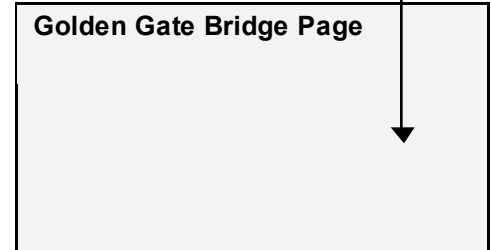


Tip: *Selecting the Whole Page target enables linking to a page outside of the current frame...*

Click here

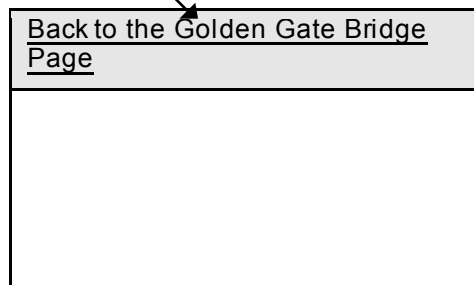


Go to new page outside frame

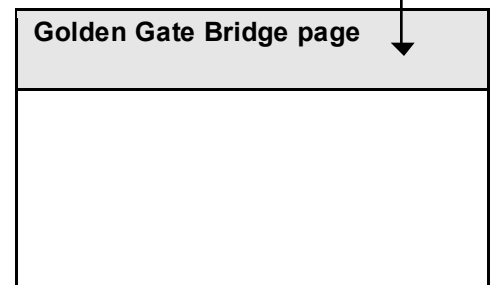


...which avoids clicking on the link and having the page come up in the same frame:

Click here



Page comes up in same frame



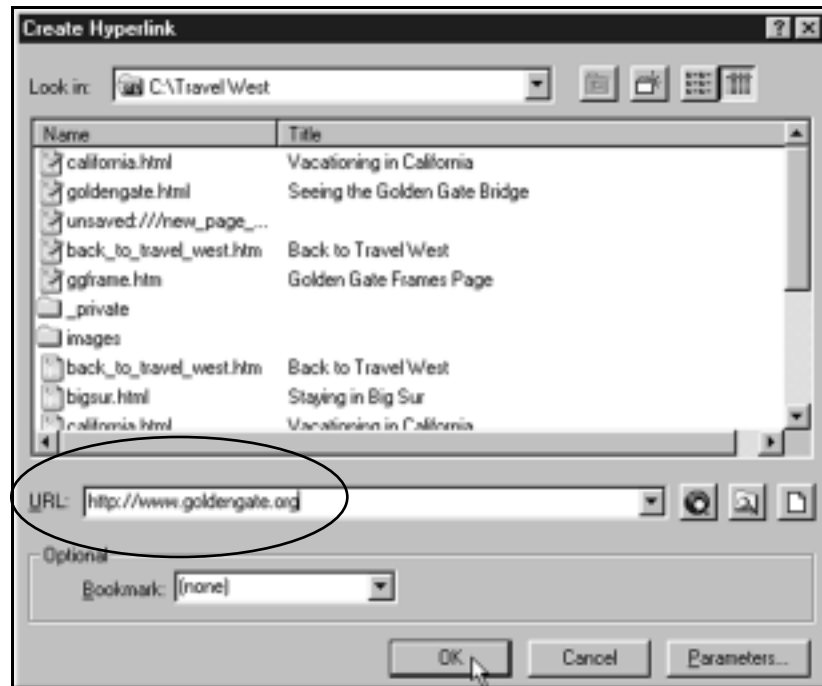
12. In the Create Hyperlink window, select `goldengate.html` to link it to the Golden Gate Bridge page, then click OK. The words **Back to the Golden Gate Bridge page** should now be a link.
13. Save the page. The file name should be `back_to_travel_west.htm`.
14. Click on the lower page in the frameset so `ggframe.htm` appears in the bar above the page.



15. Save the page.

16. In the lower window, click on the **Set Initial Page...** button.

17. When the Create Hyperlink window appears, type `http://www.goldengate.org` in the URL textbox:



18. Click the OK button. Save the page again.

Tip: *FrontPage will try to connect with `www.goldengate.org`. Don't worry if it can't.*

19. Open `ggframe.htm` and preview the page in the browser. It should look like this:



20. Open the Golden Gate Bridge page, `goldengate.html`, and save it also.

Practice: Layout & Navigation

A. *Why is it important that navigational links stay in the same place and order throughout a Web site?*

B. *What is the minimum number of files that must be used to make a frameset work?*

Task: Make your Travel West Web site look and function like the one at www.visibooks.com/travelwest3.

1. Lay out the Rockies page using tables so it looks like the California page.

Heading for the Rockies page:

Nature in the Rocky Mountains

2. Create pages for three subsections of The Rockies main section:

Streams

Snow

Rock Formations

3. Make sure that these pages are linked and laid out just like the Golden Gate Bridge, Highway 101 and Big Sur pages.

Page	File name	Heading
Streams	streams.html	Mountain Streams
Snow	snow.html	Snow in the Rockies
Rock Formations	rocks.html	Rock Formations

4. Repeat this process with the **Midwest** section of the site. The subsections of the **Midwest** section are:

St. Louis
Chicago
DeMoines

Page	File name	Heading
Midwest	midwest.html	Cities of the Midwest
St. Louis	stlouis.html	St. Louis
Chicago	chicago.html	Chicago
DeMoines	demoines.html	DeMoines

5. On the Chicago page, insert a one-cell fixed-width table 200 pixels wide, with cell padding of 4. Color it pale yellow.
6. In this table, put the sentence, “In the past, Chicago was home to Al Capone, Mayor Daley, and the nation’s biggest stockyards.”
7. On the St. Louis page, link to the external Web site www.stlouis.com using frames.

Paragraph for St. Louis page:

Find out what’s going on in St. Louis at www.stlouis.com.

8. When you’re done, preview the whole Travel West site in the browser. It should look and function like the one at www.visibooks.com/travelwest3.
9. Close FrontPage when you’re finished.

Answers

- A. *Making the location of links consistent throughout a site makes the site easier to navigate.*
B. *Three.*

Utilities

In this section, you'll learn how to:

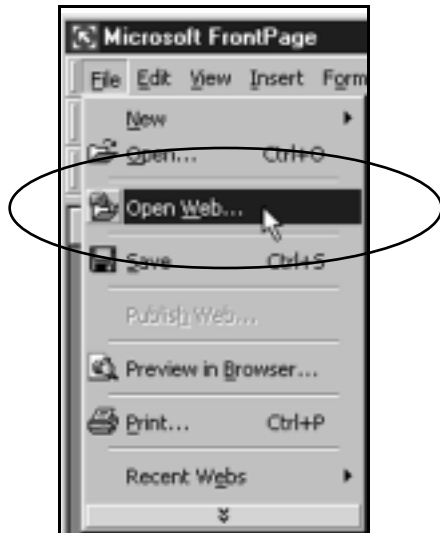
- Open an existing Web site
- Find and replace
- Check spelling
- Change HTML code
- Check for broken links

You'll work with code that looks like this:

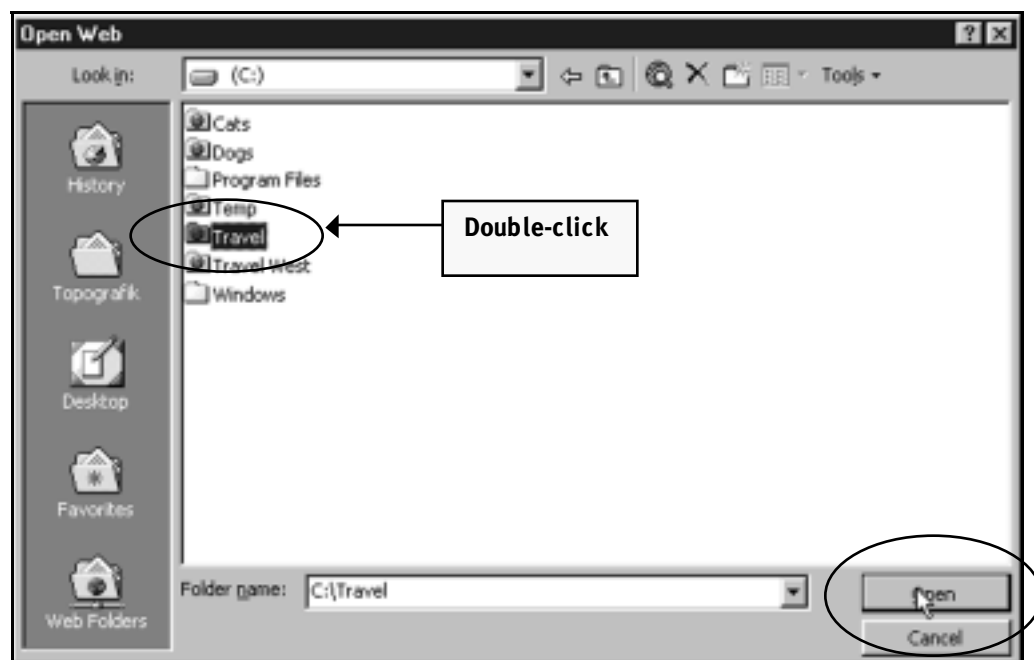
```
index.htm
<html>
<head>
<meta http-equiv="Content-Type" content="text/html; charset=windows-1252">
<meta http-equiv="Content-Language" content="en-us">
<title>Traveling Down South</title>
<meta name="GENERATOR" content="Microsoft FrontPage 4.0">
<meta name="ProgId" content="FrontPage.Editor.Document">
</head>
<body>
<table border="0" width="100%" cellspacing="0" cellpadding="8">
<tr>
<td width="23%" valign="top" bgcolor="#CCCCCC"><font face="Arial" size="2"><a href="williamsburg.htm">Williamsburg</a></font>
<p><font face="Arial" size="2"><a href="charleston.htm">Charleston</a></font><
<td width="77%"><font size="6" face="Verdana"><b>Traveling South</b></font>
<p><font face="Arial" size="2">If you've got a couple of weeks for
vacation, you might want to visit the South. River City, Williamsburg, and
Charleston are all beautiful cities.</font></td>
</tr>
```

Open an existing Web site

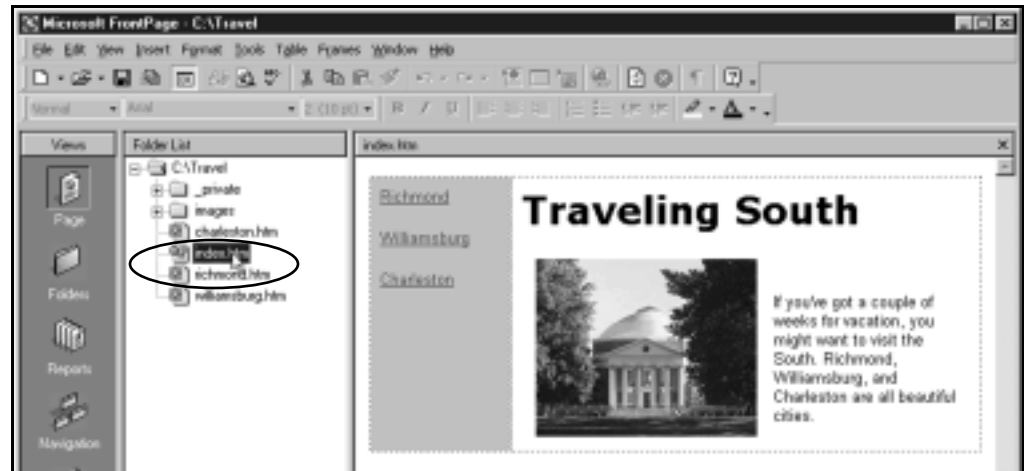
1. Open FrontPage.
2. On the menu bar, click File, then Open Web.



3. When the Open Web window appears, double-click the Travel Web site on the C:\ drive to make it appear in the Look in drop-down list. Then click the Open button.

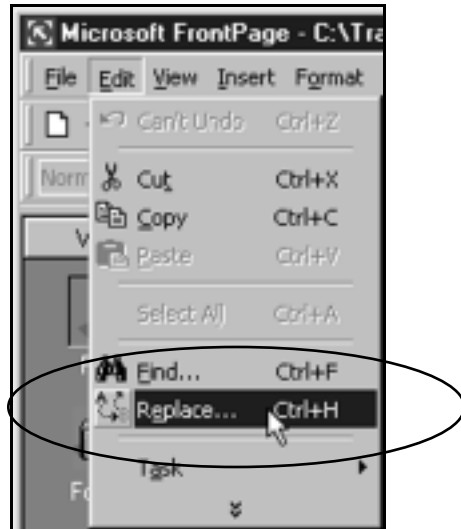


4. When the Travel site appears in the Folder List window, double-click `index.htm` to open the home page.

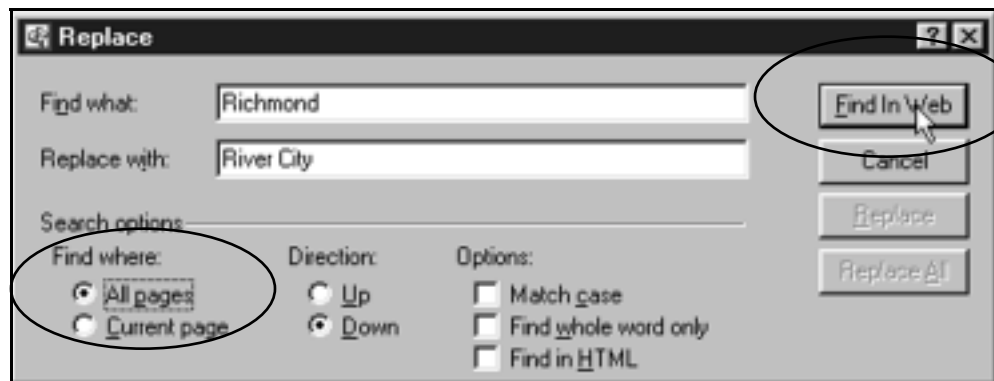


Find and replace

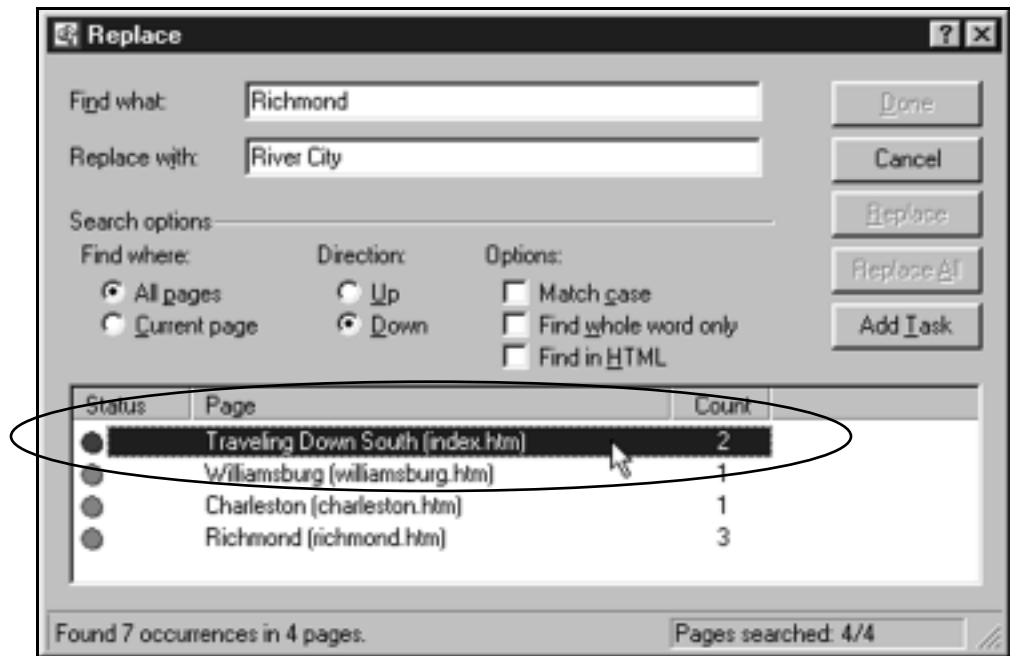
1. Go to the menu bar and click Edit, then Replace.



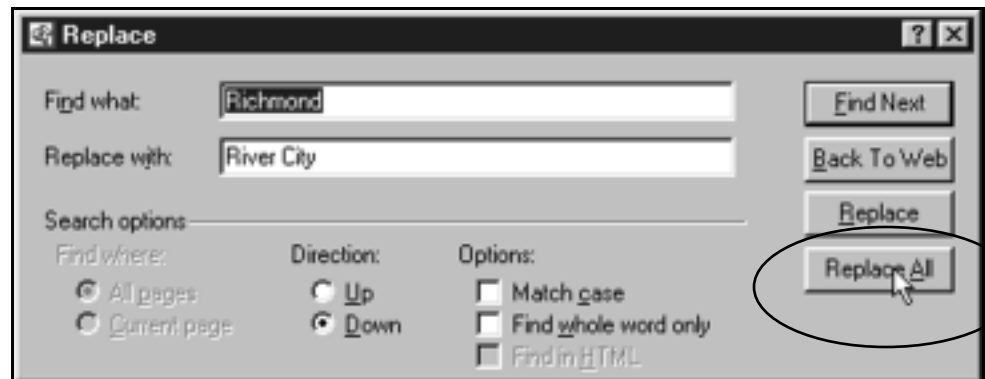
2. When the Replace window appears, enter “Richmond” in the Find what textbox, and “River City” in the Replace with textbox.
3. Under Search options, select All pages.
4. Click the Find in Web button.



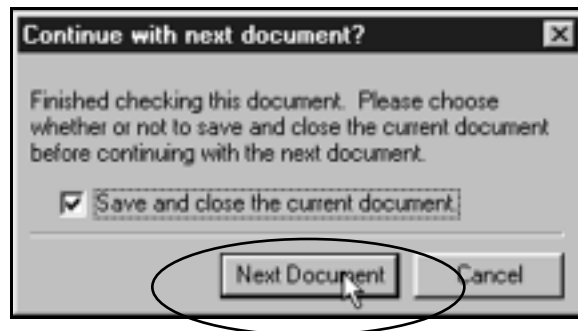
5. A list of pages will appear in the bottom of the Replace window. Double-click on the first one, *Traveling Down South*, to open it.



6. When the Replace window appears, click the **Replace All** button.



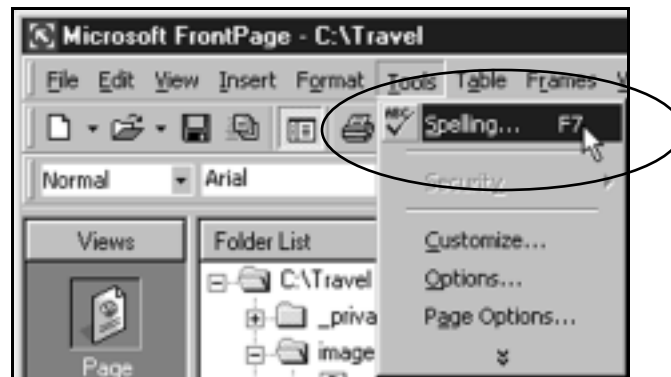
7. When the Continue with next document alert appears, click the Next Document button.



8. Repeat these steps until all the pages have had the specified text replaced.
9. Look at each page of the Travel site. Richmond should be replaced with River City.

Check spelling

1. Go to the home page.
2. On the menu bar, click Tools, then Spelling.



3. When you're finished checking the spelling of the site, close FrontPage.

Change HTML code

Changing HTML

HTML stands for Hypertext Markup Language, a set of instructions that tells the browser how to display pages and text. For instance, typing the **<P>** instruction, or tag, in front of a block of text makes the following text a paragraph.

In the Web's early days, people used to have to write HTML to create Web pages, but now programs like FrontPage write HTML for you. However, sometimes you may want to bypass FrontPage's point-and-click interface to work directly with the HTML code it generates. For instance, you might want to change the HTML code of a table to render it with more precision, or delete a space that FrontPage insists on inserting.

The HTML tab in FrontPage makes it easy to change the HTML code of a page.

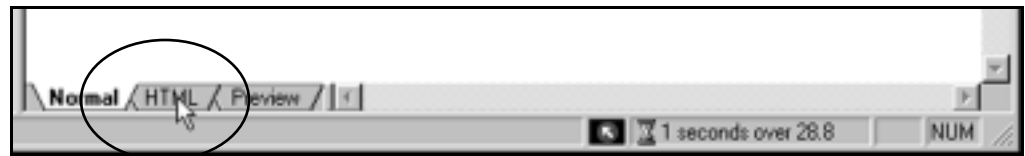
1. Open the C:\Travel West Web site.
2. Open the Golden Gate Bridge page, `goldengate.html`.

Tip: *The table aligned to the right on the Golden Gate Bridge Page isn't aligned correctly. When a table is right-aligned, the text underneath the table should come up and flow along its left side.*

When you right-aligned the table on this page, FrontPage generated faulty HTML code that didn't allow this to happen. By changing the page's HTML code, you'll correct this error.



3. Click on the HTML tab at the bottom of the window.



- When the HTML code for the page appears in the window, find the code that begins with the tag `<div align="right">`. That code is highlighted below:

```
goldengate.html
<table border="0" width="100%" cellspacing="0" cellpadding="10">
  <tr>
    <td width="25%" valign="top"><font size="2" face="Arial"><span style="ms-
Golden Gate Bridge</span></font>
    <p><font size="2" face="Arial"><span style="mso-bidi-font-size: 12.0pt
101</a></span></font></p>
    <p><font size="2" face="Arial"><span style="mso-bidi-font-size: 12.0pt
Sur</a></span></font></td>
    <td width="75%" valign="top"><b><font face="Arial" size="5">Seeing the
Golden Gate Bridge</font></b>
    <div align="right">
      <table border="0" width="200" cellspacing="0" cellpadding="8">
        <tr>
          <td width="100%" bgcolor="#0000FF">
            <p align="center"><font face="Arial" size="2" color="#FFFFFF">
Paint</b></font></td>
          </tr>
          <tr>
            <td width="100%" bgcolor="#C0C0C0"><font face="Arial" size="2"><
Golden Gate bridge is covered with enough paint to coat four
battleships.</span></font></td>
            </tr>
          </table>
        </div>
        <p><font face="Verdana" size="2"><span style="mso-bidi-font-size: 12.0
Golden Gate Bridge isn't golden--it's actually orange.</span></font>
        <p><font face="Verdana" size="2"><span style="mso-bidi-font-size: 12.0
the Web site for the Golden Gate bridge at <a href="ggframe.htm">www.g
        </tr>
      </table>
    <p>&nbsp;</p>
  </td>
</table>
Normal HTML Preview | 1 seconds over 28.8 NUM
```

5. Right below the `<div align="right">` tag, change the `<table>` tag from this:

```
<table border="0" width="200"
cellspacing="0" cellpadding="8">
```

to this:

```
<table border="0" width="200"
cellspacing="0" cellpadding="8"
align="right">
```

by manually typing `align="right"` into the tag.

The code (highlighted for emphasis) should now look like this:

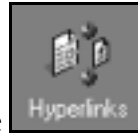
```
<div align="right">
  <table border="0" width="200" cellspacing="0" cellpadding="8" align="right">
    <tr>
```

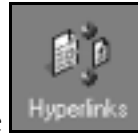
6. Save the page, then click on the Normal tab. The page should look like this:

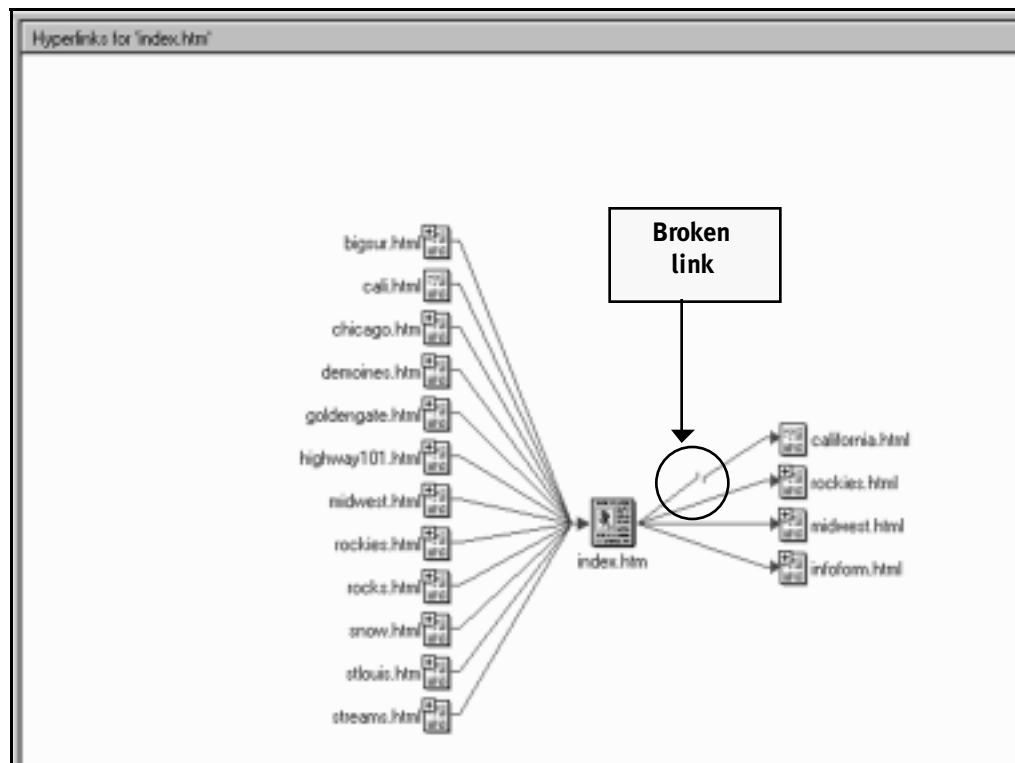


Check for broken links

Check internal links



1. In the Views window, click on the  icon.
2. When the **Hyperlinks** window appears, any broken links within the site will show up as broken lines:

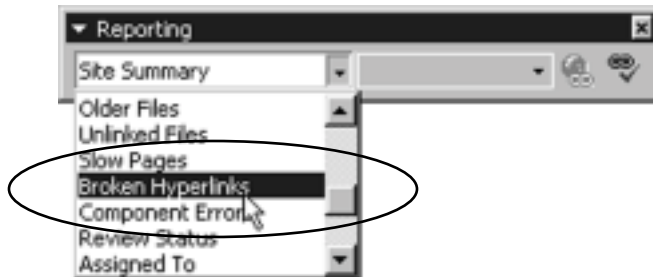


In the sample Web site above, the file name for **california.html** has been changed to **cali.html**. The link from the home page to **california.html** shows up as broken because **california.html** no longer exists.

Check external links



1. In the Views window, click on the Reports icon.
2. When the Site Summary window comes up, locate the Reporting bar. Choose Broken Hyperlinks from the drop-down list.



3. The Site Summary window will change to Broken Hyperlinks. Any broken links will be listed in the chart. The example below shows a link to www.goldengate.org that can't be verified:

Broken Hyperlinks				
Status	Hyperlink	In Page	Page Title	Modified By
? Unknown	http://www.goldengate.org	ggframe.htm	Golden Gate Frames Page	Chris

Practice: Utilities

1. Open FrontPage.
2. Open the C:\Dogs Web site.
3. Throughout the site, replace all instances of the phrase “Yorkshire Terriers” with the word “Yorkies.”
4. Check the spelling of all pages in the site.
5. In the HTML source code of the home page, change its background color to olive green.

Tip: Find the `<body>` tag in the home page’s HTML code (highlighted below). Then change `bgcolor="#808080"` to `bgcolor="#CCCC99"` and save it.

```

index.htm
<html>
<head>
<meta http-equiv="Content-Type" content="text/html; charset=windows-1252">
<meta http-equiv="Content-Language" content="en-us">
<title>Dogs Home Page</title>
<meta name="GENERATOR" content="Microsoft FrontPage 4.0">
<meta name="ProgId" content="FrontPage.Editor.Document">
</head>
<body bgcolor="#808080" link="#FF0000" vlink="#800080">
<p><b><font size="7" face="Verdana">Dogs</font></b></p>
<p><font size="2" face="Arial">These are my favorite breeds of dog:</font></p>
<ul>
<li><font size="2" face="Arial"><a href="chESApeake_bay_retrievers.htm">ChESApeake
<li><font size="2" face="Arial"><a href="german_shepherds.htm">German Shepherd</a>
<li><font size="2" face="Arial"><a href="yorkshire_terriers.htm">Yorkshire Terrier<
</ul>

```

6. Use the Hyperlinks icon in the Views window to check the site for broken internal links.
7. When finished, close FrontPage.

Interactivity

In this section, you'll learn how to:

- Create forms
- Employ style sheets
- Employ templates
- Upload sites to a Web server

You'll build a site that looks like this:

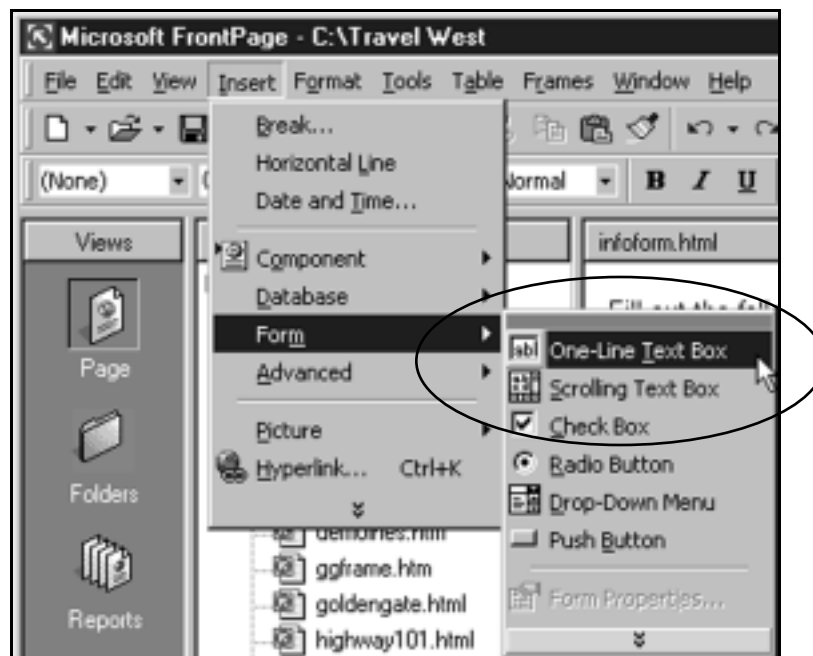


Create forms

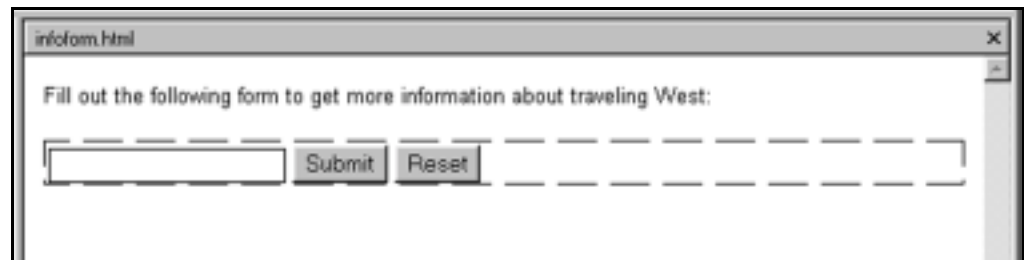
1. Open FrontPage.
2. Open the Web site at C:\ Travel West.
3. Save the blank page that comes up (new_page_1.htm) with the file name infoform.html.
4. Title the page “Request for Information.”
5. At the top of the page, type the sentence:

Fill out the following form to get more information about traveling West:

6. Put your cursor in a new paragraph below the sentence. On the menu bar, click Insert, then Form, then One-Line Text Box.

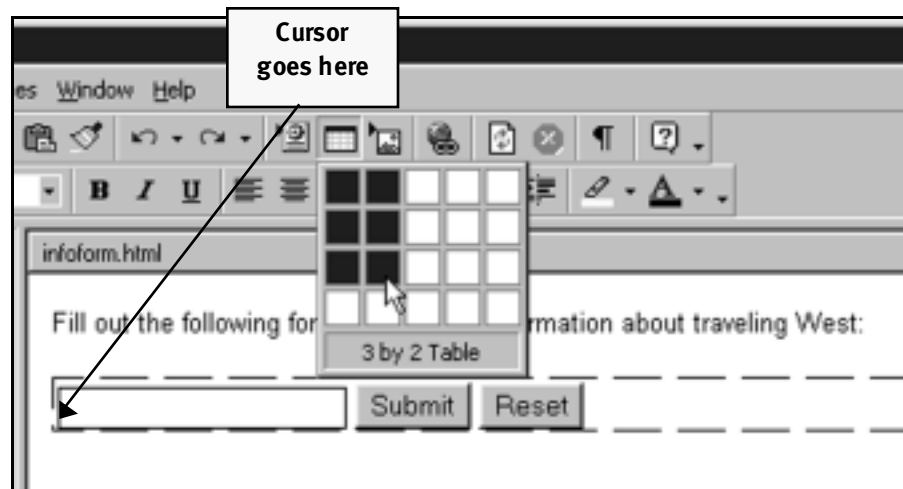


7. The page should now look like this:

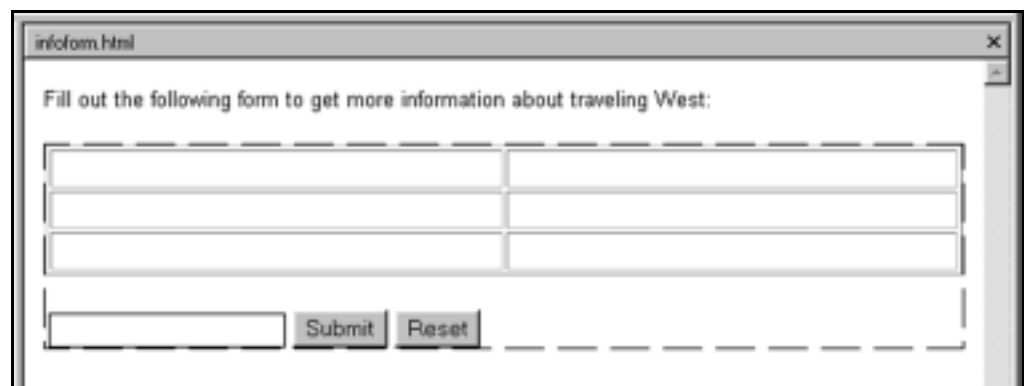


8. With your cursor in front of the textbox, insert a 3 row x 2 cell table.

Tip: You may have to use the arrow keys on your computer's keyboard to position your cursor in front of the textbox.



The page should now look like this:

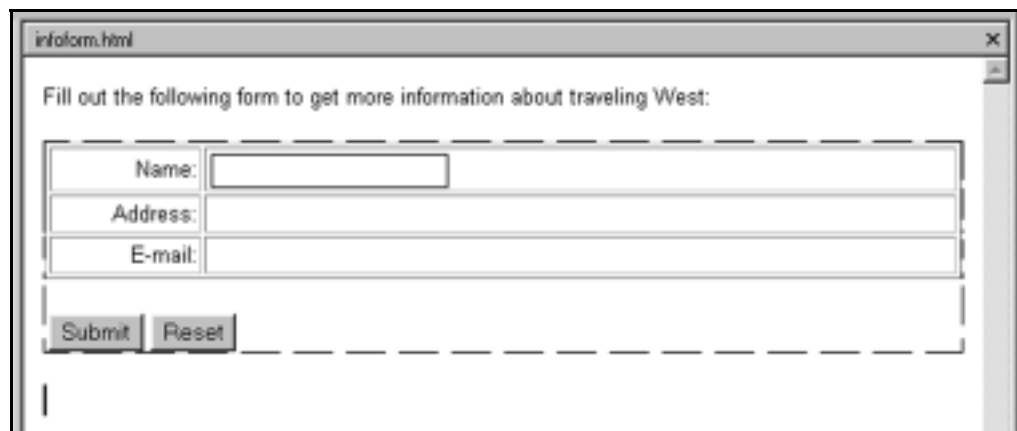


9. Pull the cell divider towards the left, so the left cells are narrower than the right. In the top three left-hand cells, put:

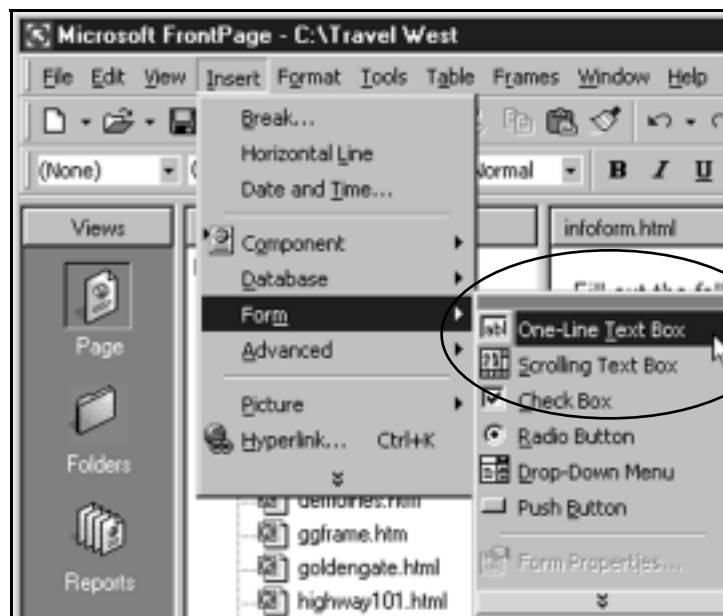
Name:
Address:
E-Mail:

10. Align them to the right within each cell.

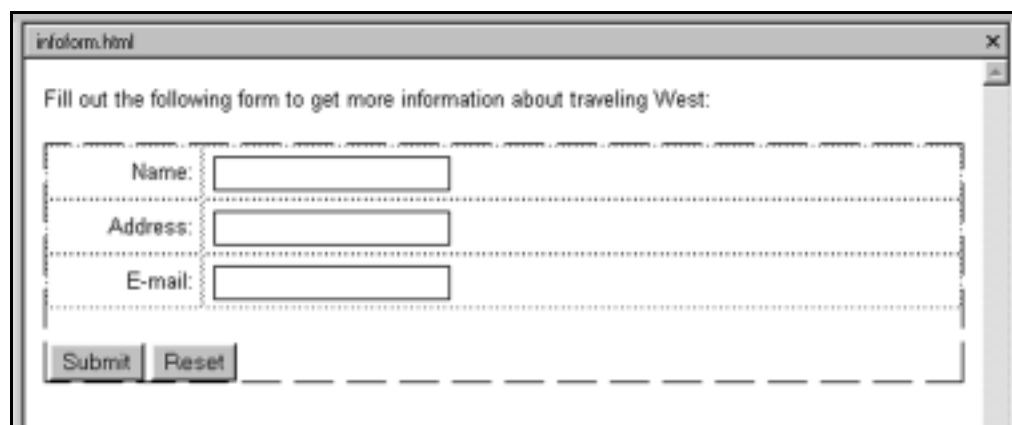
11. Click on the form's text box to select it, and drag it to the upper right-hand cell. When you're done, the page should look like this:



12. Insert two more textboxes in the empty right-hand cells.



13. Change the table's border to 0. When you're done, the page should look like this:



Fill out the following form to get more information about traveling West:

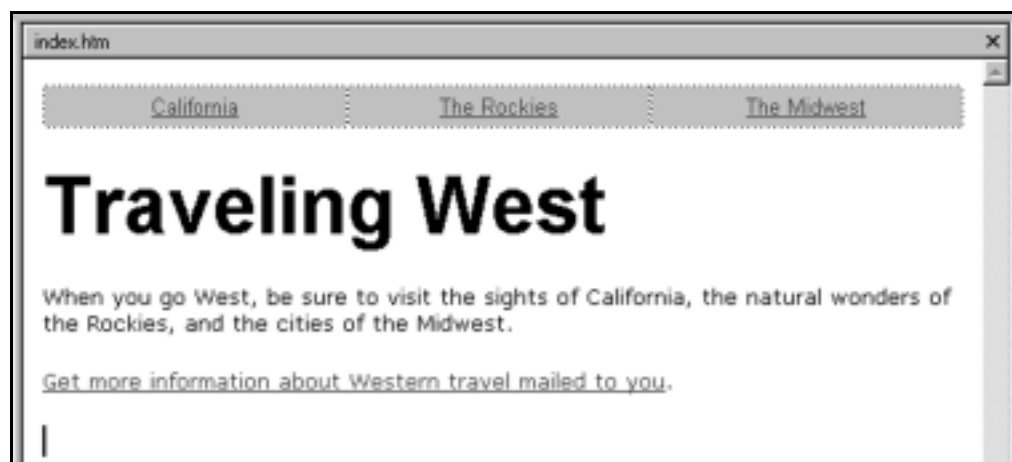
Name:	<input type="text"/>
Address:	<input type="text"/>
E-mail:	<input type="text"/>

14. Save the page.

15. Open the home page. On the home page, type in a new paragraph:

Get more information about Western travel mailed to you.

Link the paragraph to infoform.html. The home page should look like this:



16. View the home page in the browser. When you click the paragraph, the page with the form should appear.

Making a form work

By default, FrontPage uses what Microsoft calls “bots”—small programs that work with Microsoft Web servers—to handle form data. These bots perform functions like e-mailing form data and searching the site. If you view a form’s HTML code, you can see them noted:

```
<form method="POST" action="--WEBBOT-SELF--">
  <!--webbot bot="SaveResults" U-
File="fpweb:///private/form_results.txt"
S-Format="TEXT/CSV" S-Label-Fields="TRUE" -->
```

Unfortunately, bots present problems:

1. Using bots in a site requires that Microsoft’s FrontPage extensions be installed on the server that hosts it. Many server administrators are reluctant to do this because FrontPage extensions have compromised security.
2. Most Web servers are Unix-based, which aren’t designed to work with FrontPage extensions.
3. Many sites that use bots have had reliability problems.

In the most common case—a form that e-mails form data to a specified address, hosted on a Unix-based Web server—these problems are easily solved: Change the form’s “action” to invoke a Perl program running on the server. For example, an action for a form might look something like this:

```
<FORM METHOD="POST"
ACTION="http://www.yourdomain.com/cgi-
bin/formmail.pl">
```

The HTML code above tells the form to send its data to a program called `formmail.pl` on at `yourdomain.com`.

Useful, reliable Perl programs like `formmail.pl` are easily obtained at sites like www.worldwidemart.com/scripts and www.bignosebird.com. Consult with your Web server administrator to figure out what action you should assign to your form.

Practice: Create forms

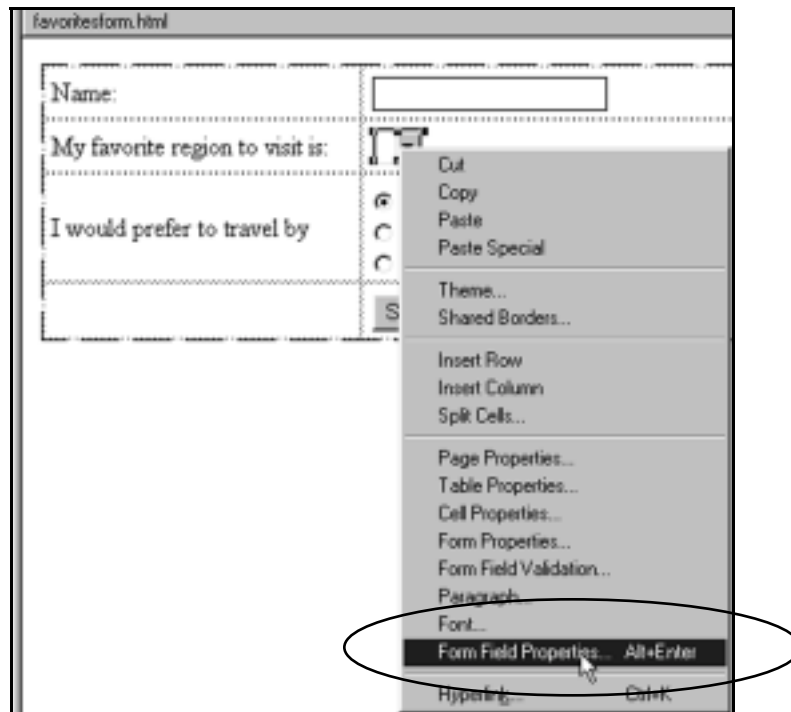
1. Create a new page with file name `favoritesform.html`. Title it “My Favorite Places.”
2. Insert a form, then insert a table with four rows and two columns inside it. Fill the cells with the text and form objects seen below:

The screenshot shows a browser window with the title "favoritesform.html". Inside the browser, a form is displayed with a dashed border. The form has four rows and two columns. The first row contains the label "Name:" and an empty text input field. The second row contains the label "My favorite region to visit is:" and a dropdown menu. The third row contains the label "I would prefer to travel by" and three radio buttons labeled "car", "plane", and "train". The fourth row contains a "Submit" button. Two callout boxes are present: one labeled "Drop-Down Menu" with an arrow pointing to the dropdown menu, and another labeled "Radio buttons" with an arrow pointing to the radio buttons.

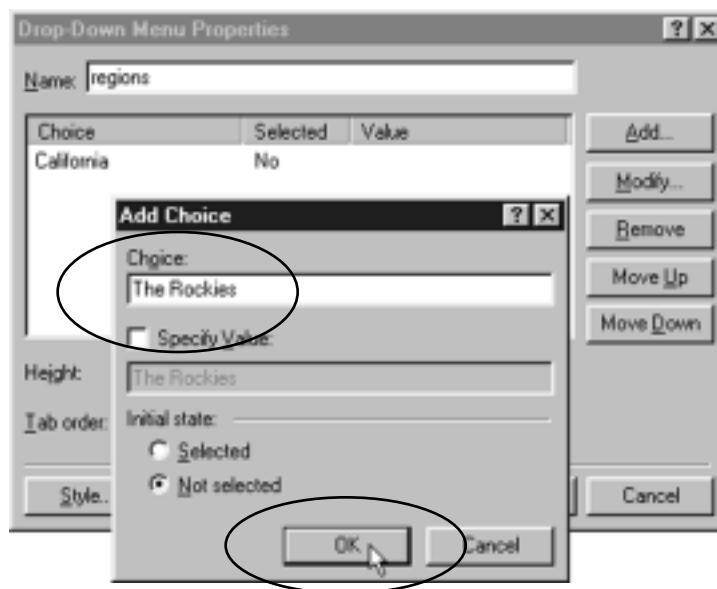
3. Put these values in the Drop-Down Menu:

California
The Rockies
The Midwest

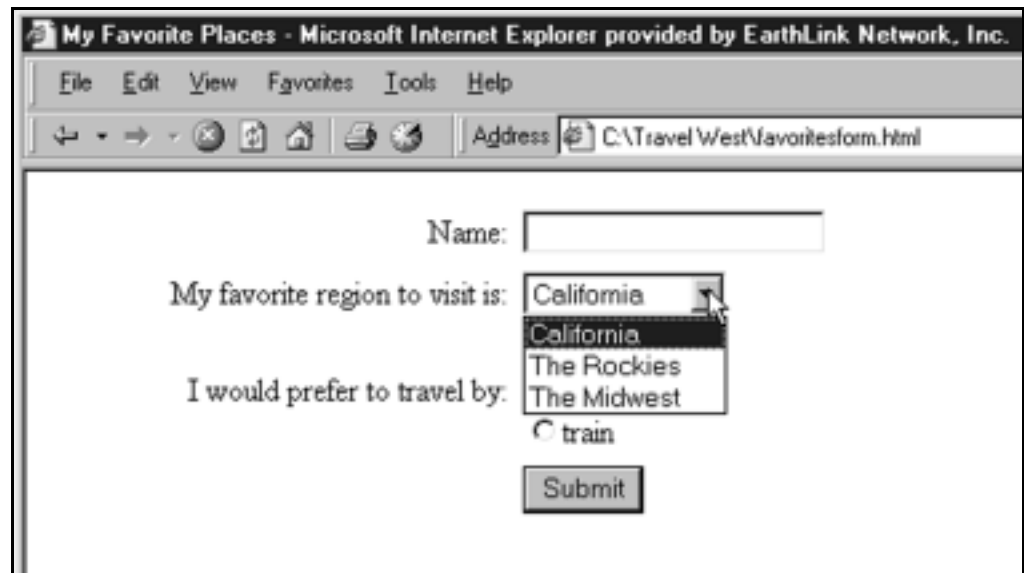
Tip: To put values in the drop-down menu, right-click on the Drop-Down Menu, then click Form Field Properties.



Then when the Drop-Down Menu Properties window appears, name the menu and add choices:



- When finished, save the page and preview it in the browser. It should look like this:



- Close FrontPage.

Employ style sheets

The pros and cons of style sheets

Style sheets are a flexible, powerful tool for laying out and formatting Web pages. They allow every page in a site to get display instructions from just one style sheet.

For instance, if you created a 1,000 page Web site using style sheets, and you wanted to change the link color on every page, you'd only need to change the link color on one style sheet. Without style sheets, you'd have to change 1,000 individual pages.

Style sheets can also create display effects. An example of this is at www.visibooks.com. When you roll your cursor over links, they become underlined—if you're viewing the page with the Internet Explorer browser.

That's the disadvantage of using style sheets: they're interpreted differently by each browser. A style sheet-based page viewed in Internet Explorer may look different than it does in Netscape Navigator or other browsers.

Create in-page styles

In-page styles vs. external style sheets

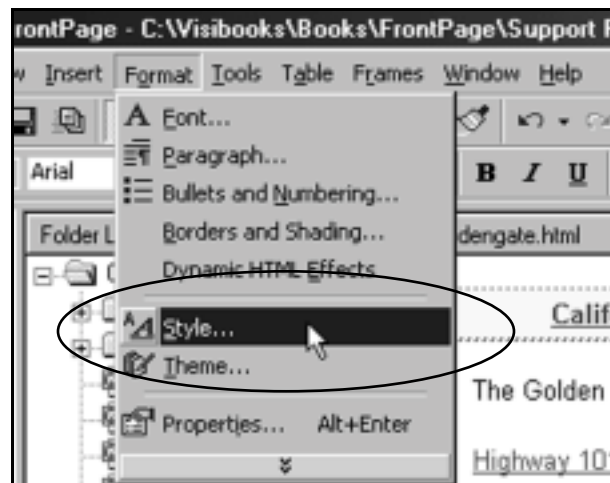
In-page styles provide an easy way to format text and create link rollover effects (example: a link turns bold when you put your cursor on it). However, in-page styles can't be shared with other pages.

An external style sheet can give formatting instructions to many pages within a site.

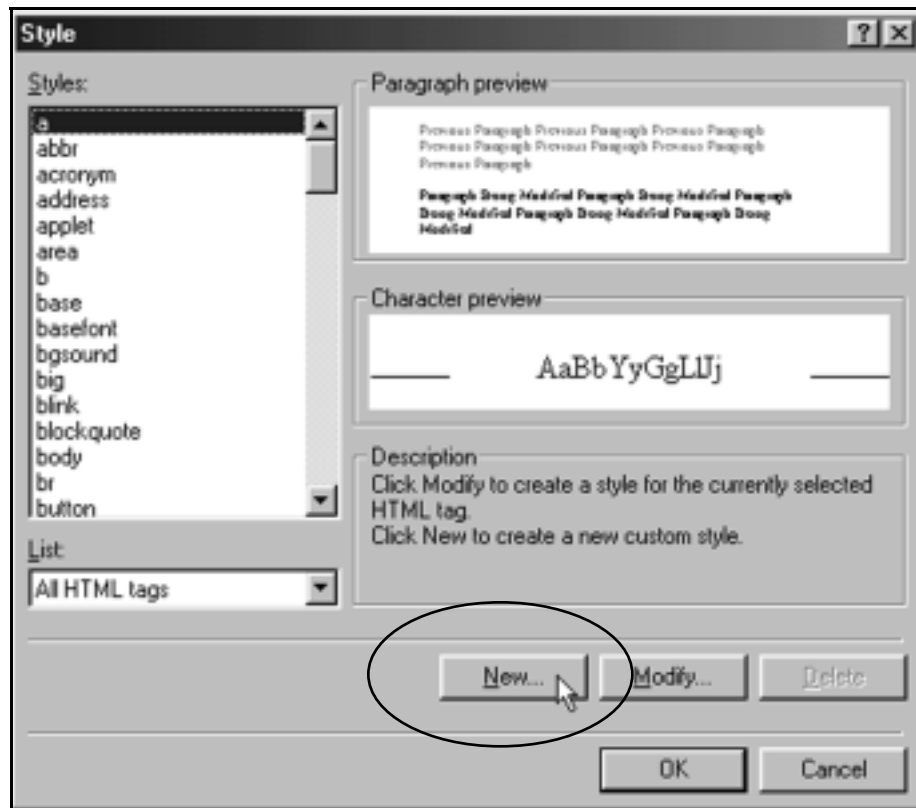
If a page refers to an external style sheet for formatting, but in-page styles are used on it, the in-page style instructions override those of the external style sheet.

The exercises below show how to employ both.

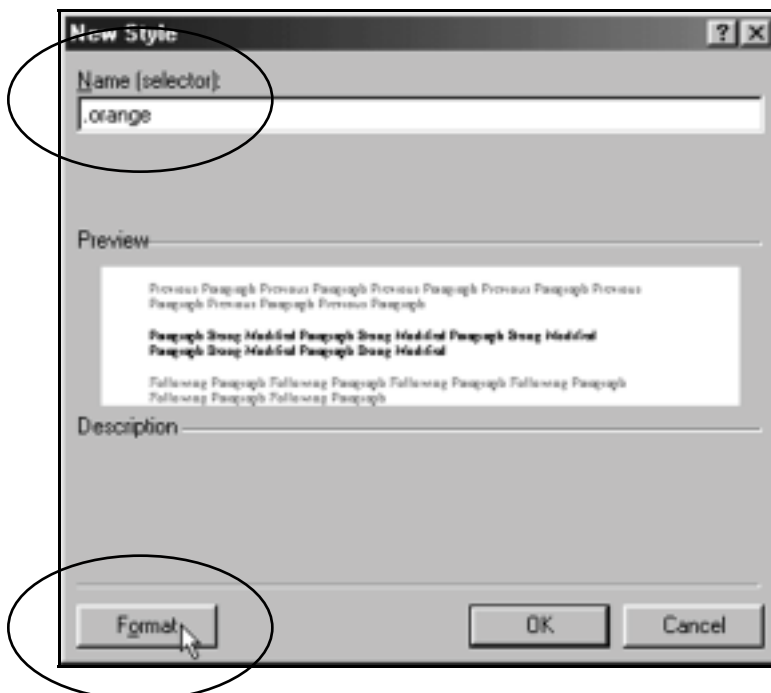
1. Open the page `goldengate.html`.
2. On the menu bar, click **F**ormat, then **S**tyle.



3. When the Style window appears, click the New button.

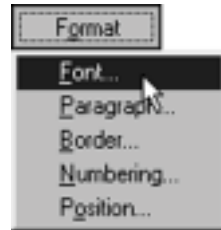


4. When the New Style window appears, enter .orange in the Name (selector) box, then click the Format button.

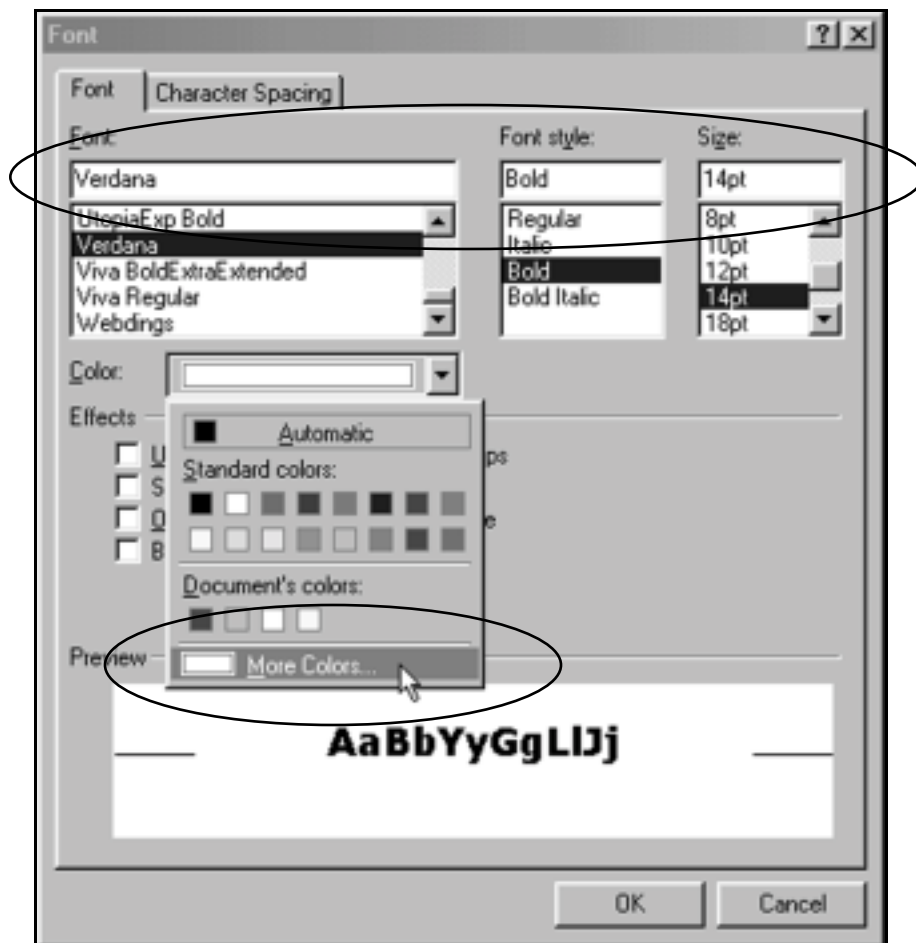


Tip: Give in-page styles lower-case names with a period in front. External style sheets require it, and maintaining this convention on in-page styles as well eliminates a source of confusion.

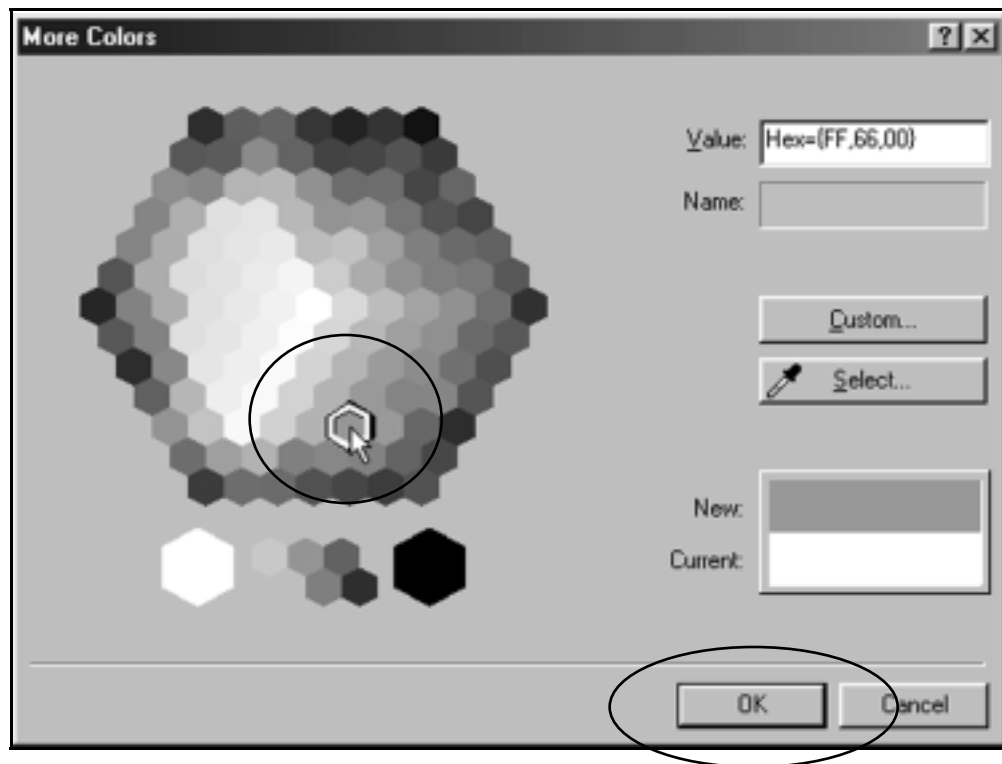
5. Select Font from the Format button drop-down list.



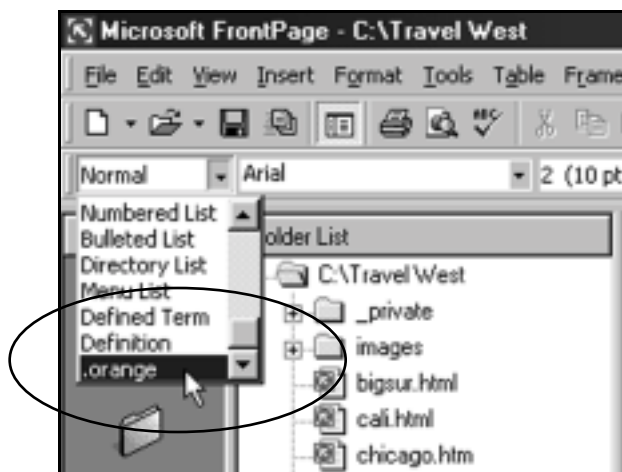
6. When the Font window appears, choose Verdana, Bold, 14pt. Then click More Colors in the Color drop-down list.



- When the **More Colors** window appears, click on the orange hexagon, then click the **OK** button.

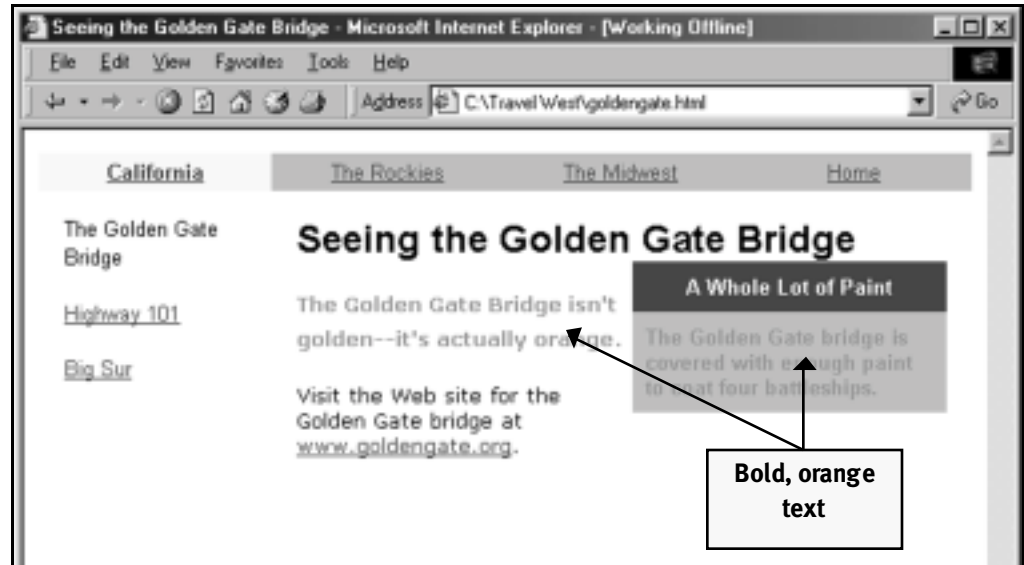


- Click the **OK** buttons on all windows underneath so they disappear.
- Apply the **.orange** style to the first paragraph by clicking in it, then go to the **Style** drop-down list and change it from **Normal** to **.orange**.

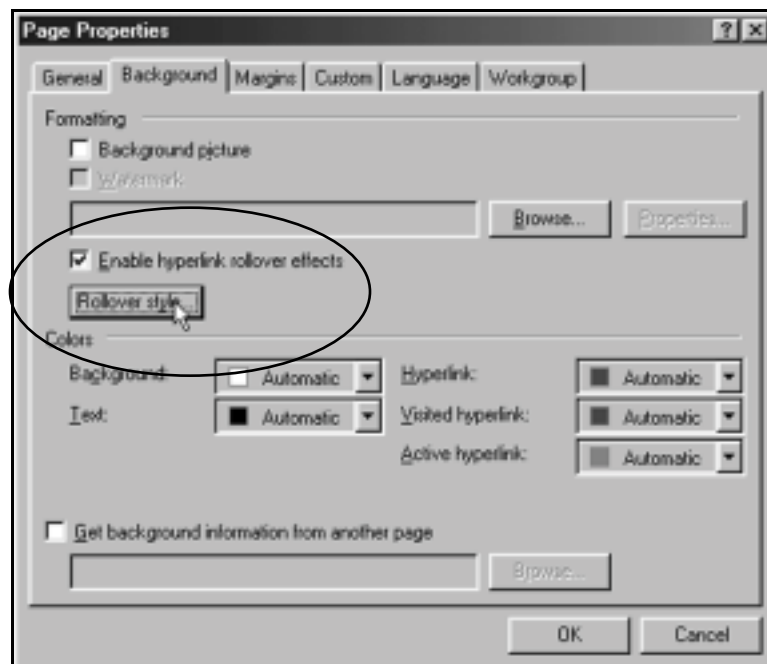


10. Apply the .orange style to the text in the right-aligned table.

11. Save the page, then preview it in the browser. It should look like this:

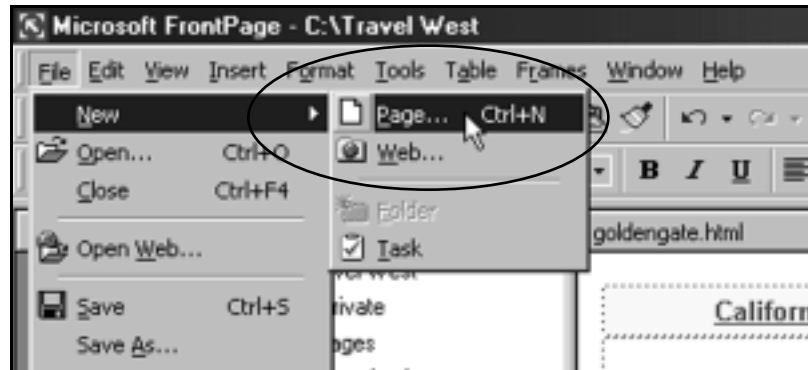


Tip: To create text rollover effects using in-page styles, go to Page Properties, check the Enable hyperlink rollover effects checkbox, then click the Rollover style button. Then specify what you want the page's links to look like when a cursor rolls over them.

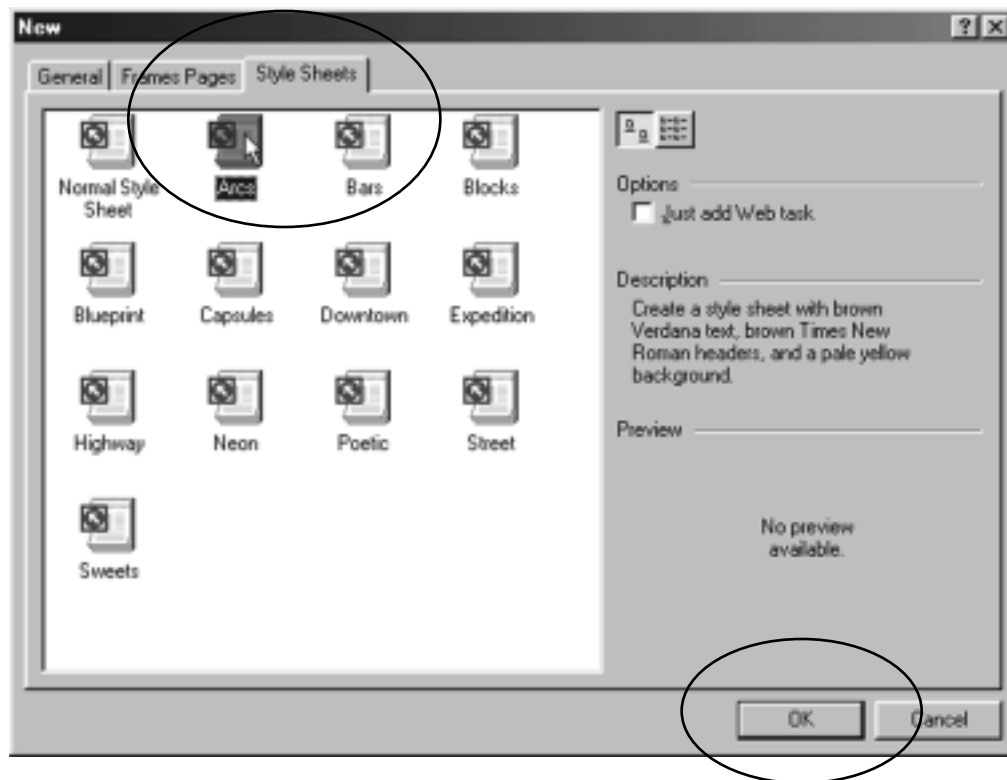


Create an external style sheet

1. On the menu bar, click File, then New, then Page.

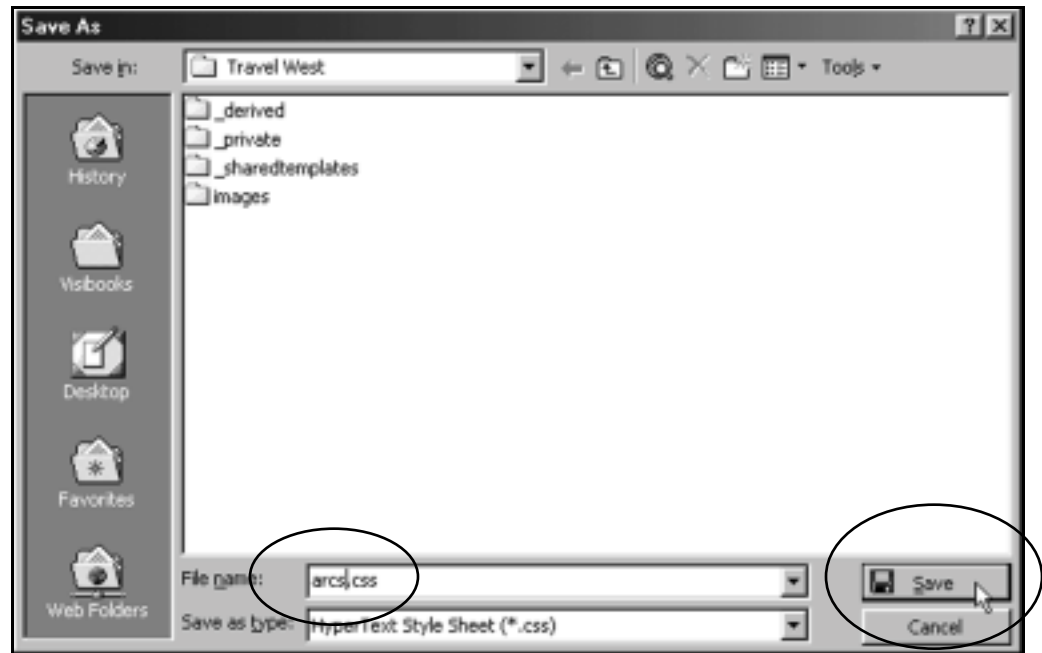


2. When the New window appears, click the Style Sheets tab, then the Arcs style sheet.

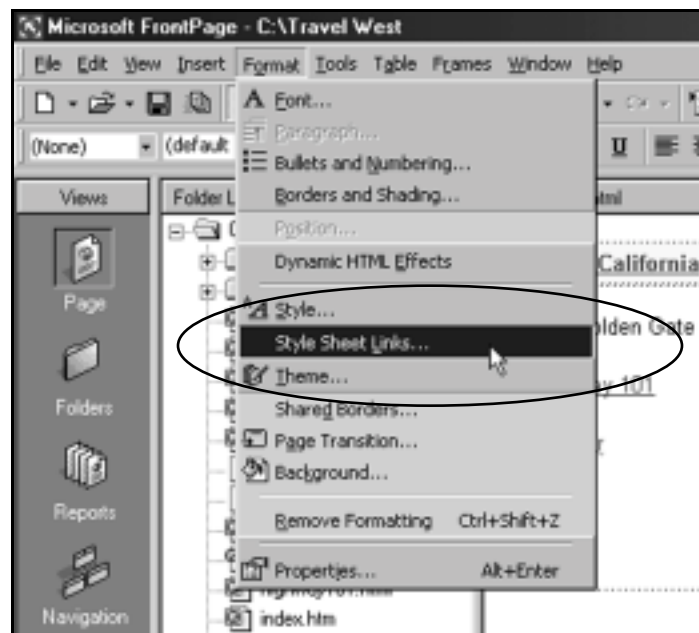


3. Click the OK button.

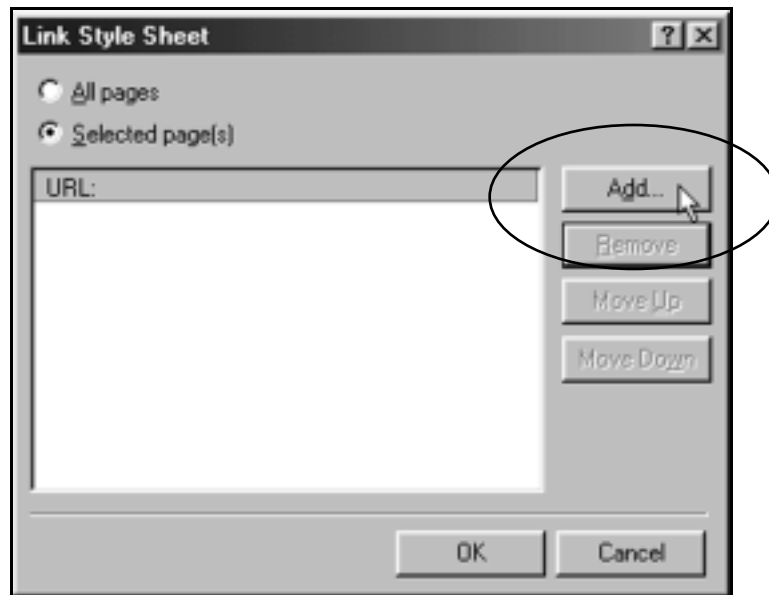
4. Save the page. When the **Save As** window appears, enter `arcs.css` in the **File name** box, then click the **Save** button. `arcs.css` is the external style sheet.



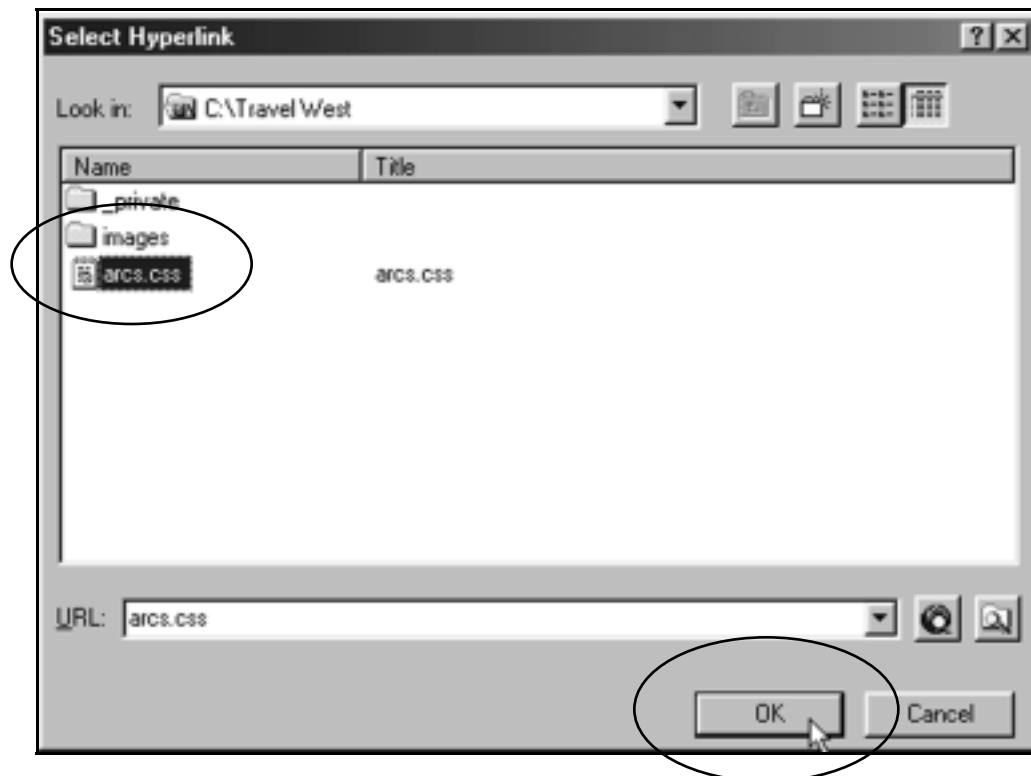
5. Open the page `goldengate.html`.
6. On the menu bar, click **F**ormat, then **S**tyle Sheet **L**inks.



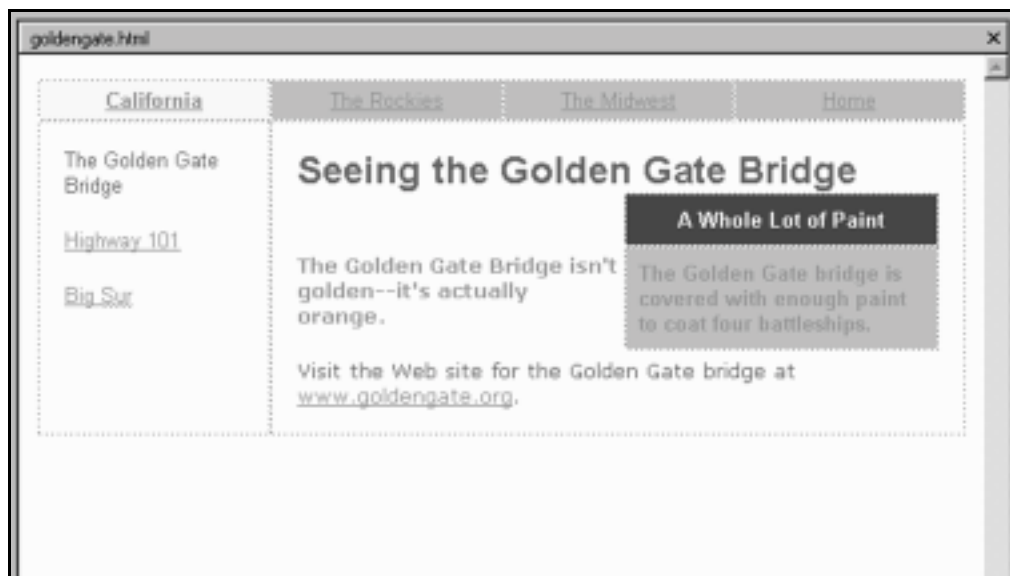
- When the Link Style Sheet window appears, click the **Add** button.



- When the Select Hyperlink window appears, click **arcs.css** to select it. Then click the **OK** button.



9. Click the OK button in the Link Style Sheet window underneath. The page should now look like this, with a pale yellow background, olive text, and light blue links:



Tip: Notice how the text formatted with the in-page style `.orange` stays bold and orange, overriding the instructions from the external style sheet. That's why they're called "Cascading" Style Sheets: text-level styles override page-level styles, which in turn override site-level styles.

10. Open the other pages in the site. They should all be formatted with the `arcs.css` style sheet, and show the same colors as `goldengate.html`.
11. Delete `arcs.css` from the site. When you look at the site's pages, their formatting should return to normal.
12. Close FrontPage.

Employ templates

FrontPage templates

Creating a page from a template is like copying the layout from a page and pasting it into a new one. Unlike cutting and pasting, however, templates can be set so that some features, such as table layout, can't be changed. Also, the pages created from a template can be changed just by changing the template itself.

These features of FrontPage templates—control of layout and content, and streamlined site management—make it easier to create sites and keep them consistent.

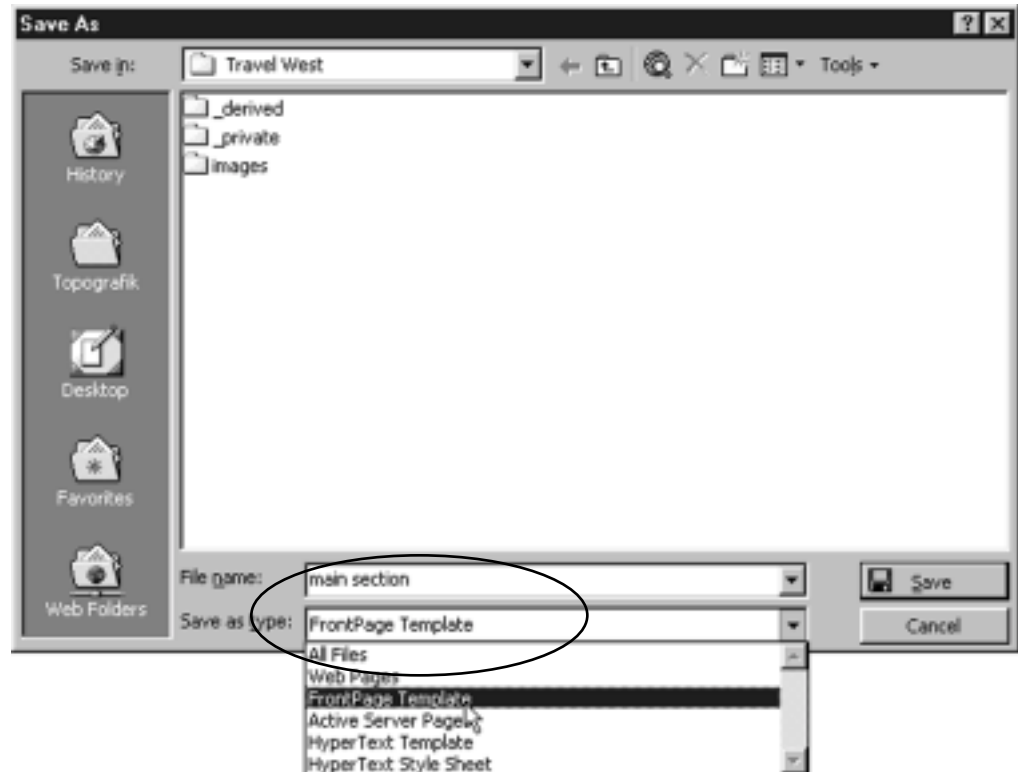
Create a template

1. Open FrontPage, then open the **Traveling West** Web site.
2. Open the California page, **california.html**.
3. Change the page to look like this:

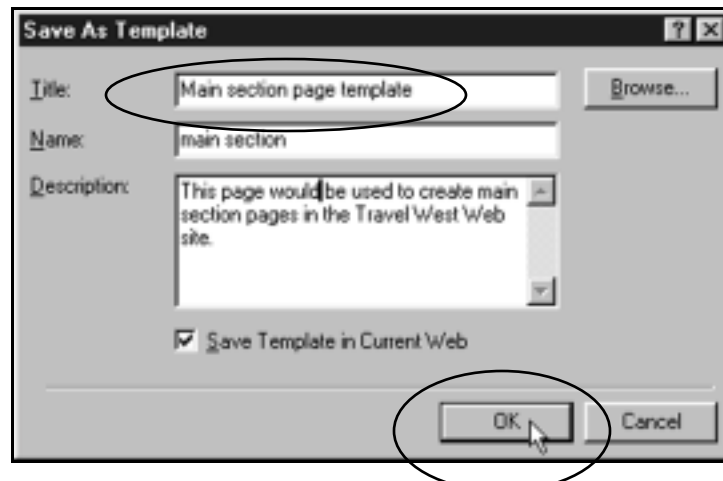


4. On the menu bar, click **F**ile, then **S**ave **A**s.

5. When the **Save As** window appears, enter main section as the template's file name.
6. Choose **Front Page Template** from the **Save as type** drop-down menu, then click the **Save** button.

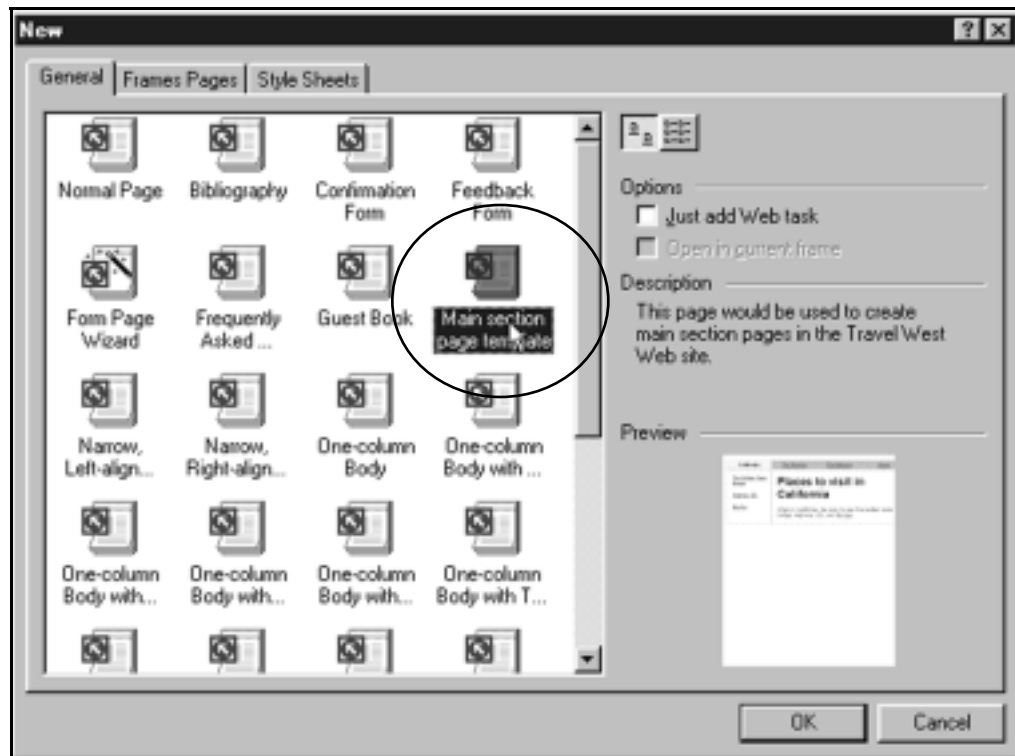


7. When the **Save As Template** window appears, give it the title **Main section page template**. Check the **Save Template in Current Web** checkbox, then click the **OK** button.



Create a new page from a template

1. On the menu bar, click File, then New, then Page.
2. When the **New** window appears, select the **Main section page template**, then click the **OK** button.



3. Modify the page so it looks like below:



4. Save the page as **california2.html**.

Practice: Employ templates

1. Open goldengate.html.
2. Modify the page so it looks like this:



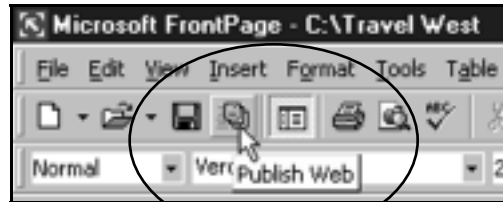
3. Save it as a FrontPage template with file name calsub.html, with the following information:

Title:	Template for California subsection
Name:	calsub.html
Description:	This page is used to create subsection pages for the California section of the site.

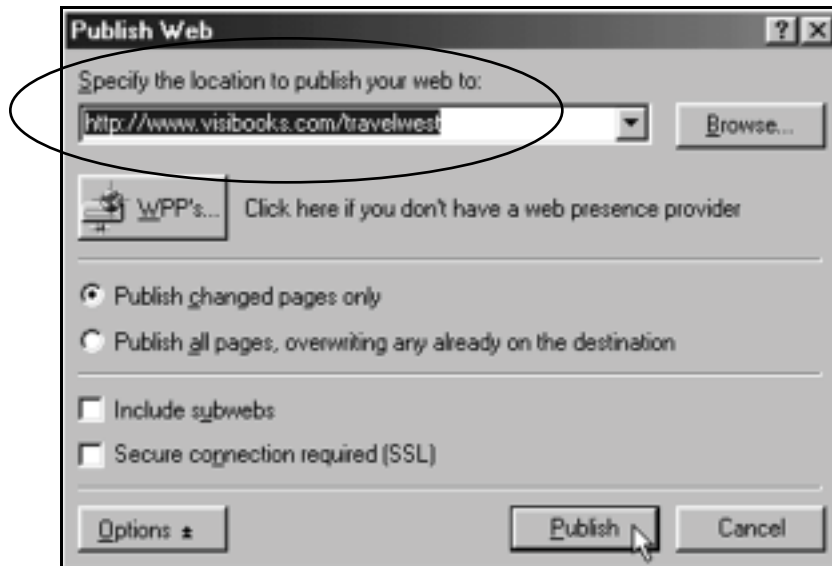
4. Use this subsection template to create another Big Sur page, just like the existing page, but with file name bigsur2.html.

Upload sites to a Web server

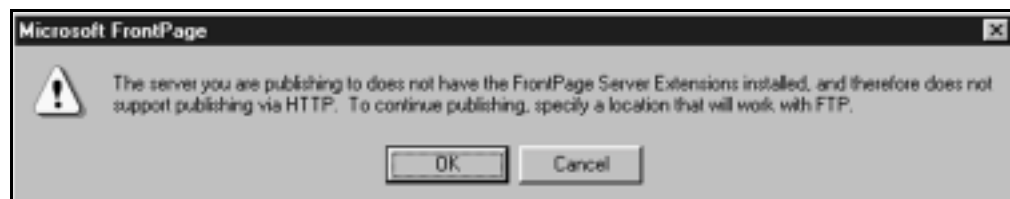
1. On the toolbar, click on the  icon.



2. When the Publish Web window appears, enter the location of your Web site in the top textbox. Click on the Options button to specify your preferences.



3. Click the Publish button. You'll probably get the following alert box:



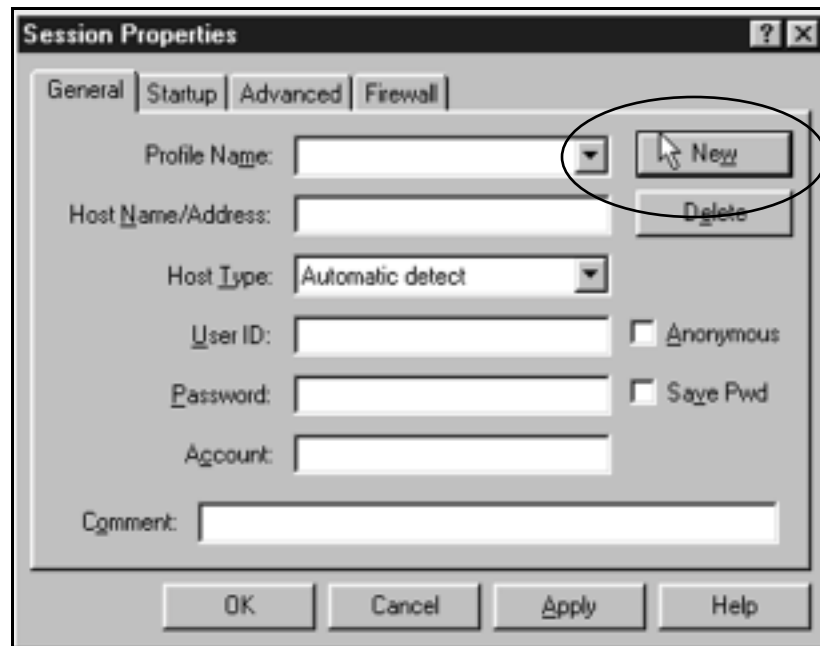
What to do when FrontPage won't upload a Web site

Use a separate FTP program.

FTP stands for File Transfer Protocol, a way to transfer files between computers over the Internet. If you have trouble configuring FrontPage to upload pages to a Web server, use an FTP program.

Using an FTP program is the most straightforward way to upload a Web site to a Web server. WS_FTP is the most popular FTP program used to upload and download Web pages. The LE version is free and can be downloaded at www.download.com or www.tucows.com. The Pro version costs \$39.95, and can also be found at the Web site of the company that makes it, www.ipswitch.com.

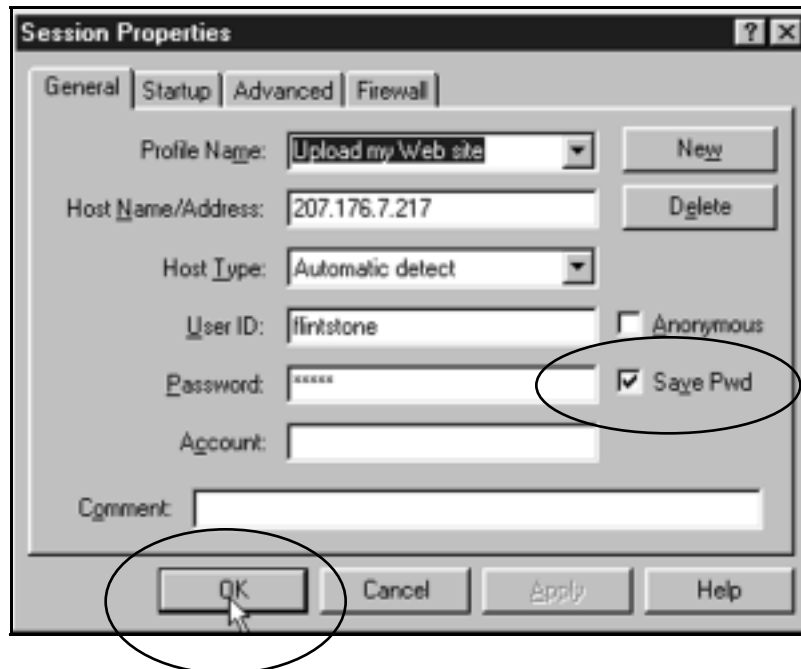
1. Download WS_FTP LE and install it.
2. Open the program. You should see an initial **Session Properties** window. Click the **New** button, and it should look like this:



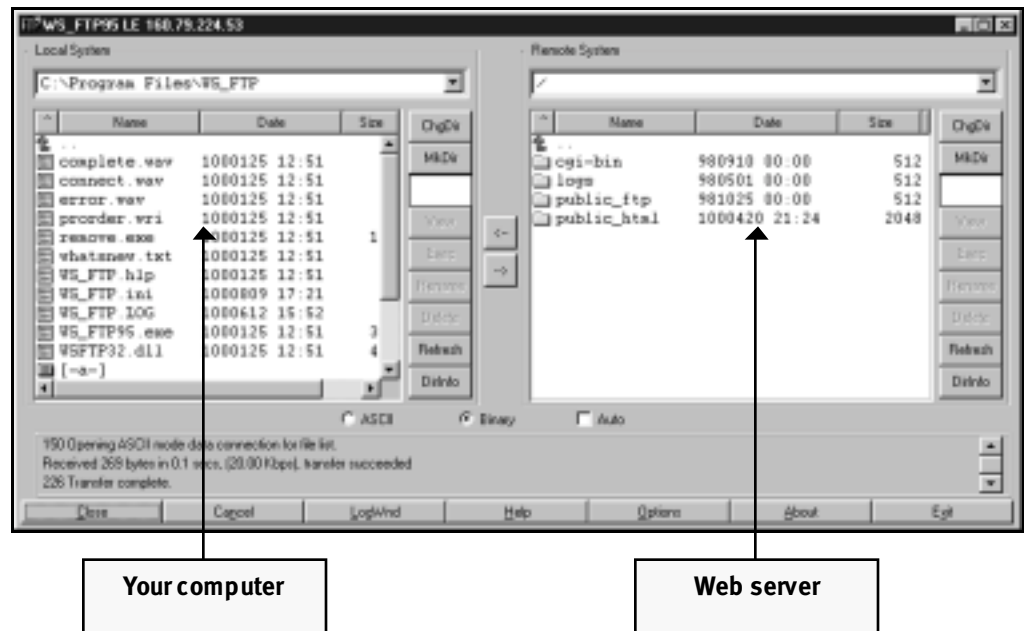
3. In the **Profile Name** textbox, enter the name of your FTP operation, such as “Upload my Web site.”
4. In the **Host Name/Address** textbox, enter the name or IP address of your Web server. It can be something like www.visibooks.com, washington.patriot.net, or 207.176.7.217.


Tip: Contact your Web server administrator to find out the Host Name or IP Address of your Web server. The Web server administrator can also supply your User ID and Password.

5. Leave the **Host Type** set at Automatic detect, and input your User ID and Password.
6. Check the **Save Pwd** checkbox, then click the **Apply** button. The **Session Properties** window should now look something like this:



7. Click the OK button, and after your Web server is contacted the WS_FTP window will appear. It should look something like this:

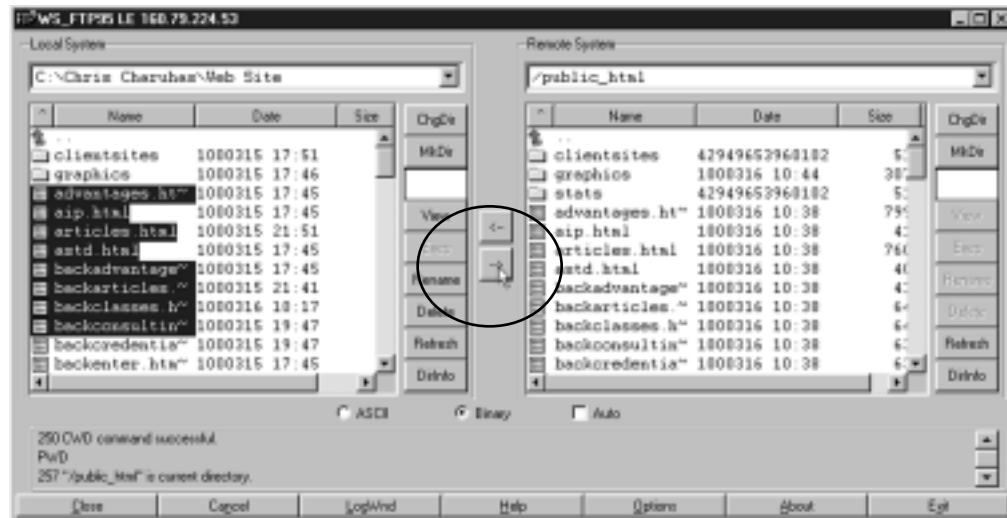


8. In the left-hand Local System window, double-click on the green  arrow icon to go up in the file hierarchy. Double-click again to get to the C:\ drive.
9. Double-click on the folder containing your Web site to open it up. You should see all the pages in your Web site listed.
10. In the right-hand Remote System window, double-click on the public_html folder, or the folder that leads to your site on the server. You should now see your Web pages on your Web server.

11. To send over your Web pages, highlight them, then click on the



button to send them to the Web server.



Tip: *If there are already pages on your Web server, the new pages you send over will replace the old versions with the same file name.*

Practice: Interactivity

Create a new site and home page

1. Create a new Web site at C:\Dancing.
2. Create a home page for the site that looks like this:



Tip: Get the images and text for this page at www.visibooks.com/dancing.

3. At the bottom of this and every other page in the site, put an e-mail link to info@worlddance.org.

Create main section pages

1. Link the words American, Latin, and European in the navigation bar to new main section pages on American, Latin, and European dance, respectively.

Tip: *Get the images and text for these pages at www.visibooks.com/dancing.*

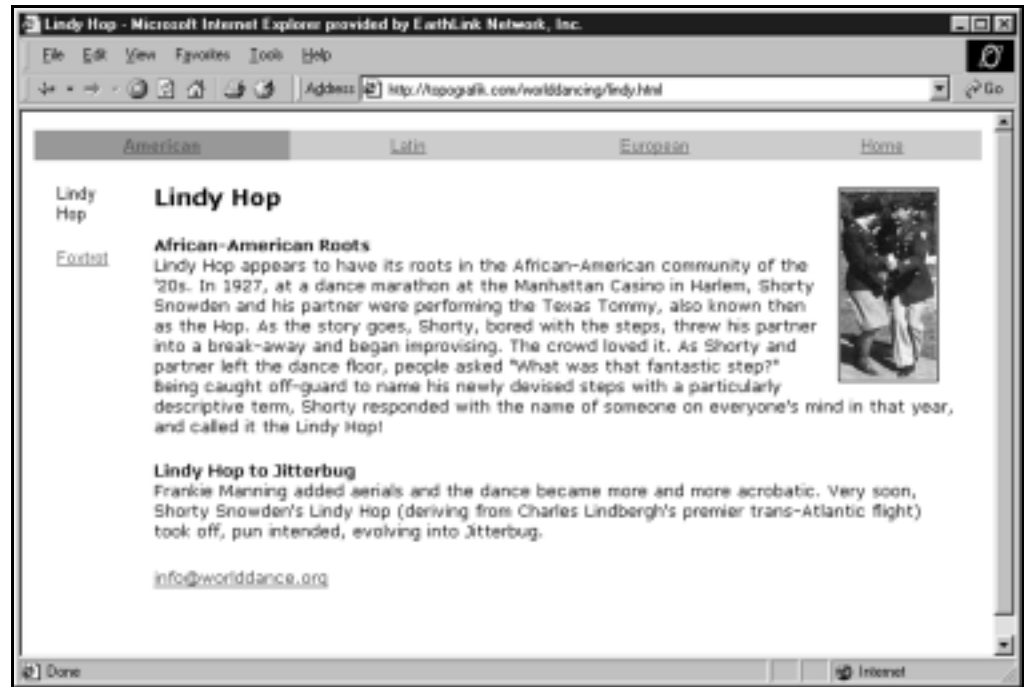
The American dance page should look like this:



2. Make the Latin and European pages look consistent with the American dance page.

Create subsection pages

1. On the American dance page, link the words **Lindy Hop** and **Foxtrot** to new subsection pages on those dances. The Lindy Hop page should look like this:



Tip: Get the images and text for this and the other subsection pages at www.visibooks.com/dancesub.

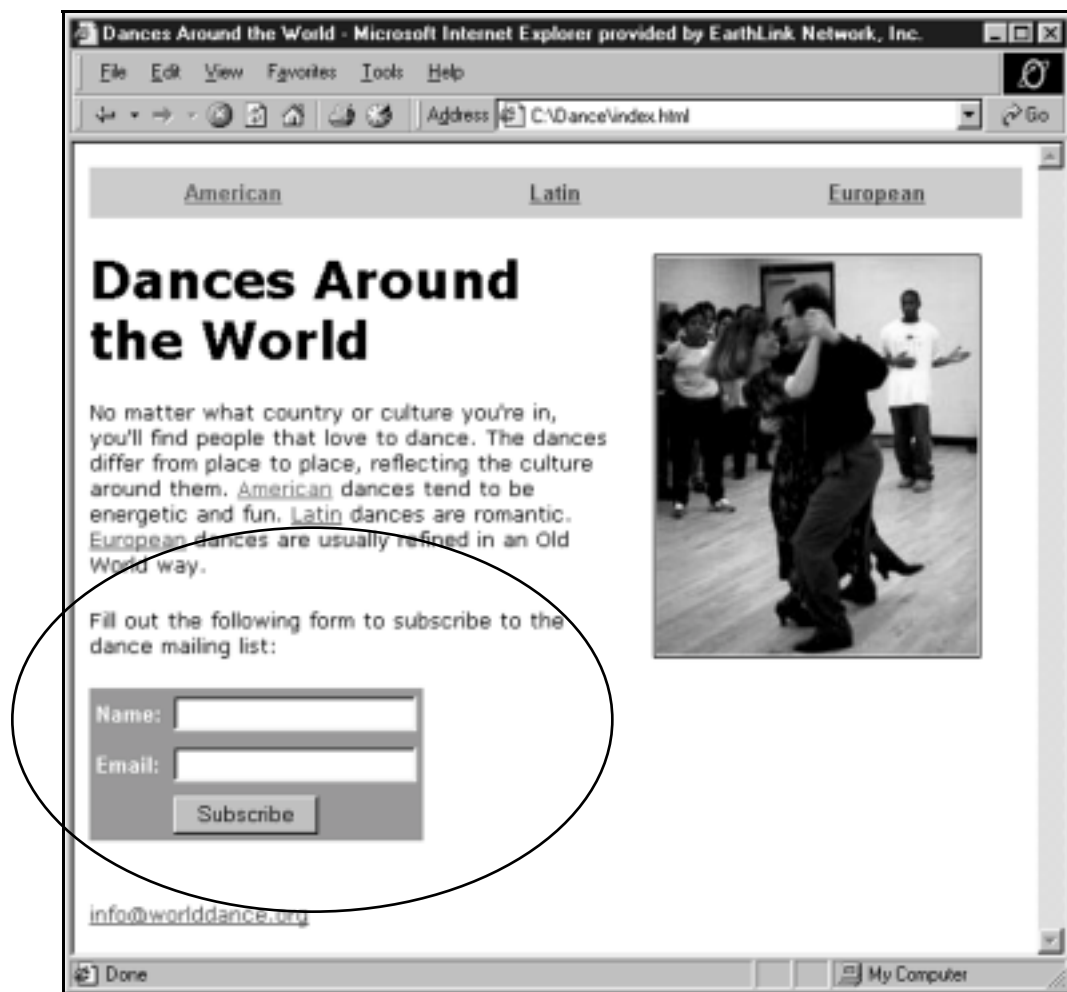
2. Make the Foxtrot page look consistent with the Lindy Hop page.
3. Create the subsection pages Tango, Merengue, and Salsa for the Latin section.
4. Create the subsection pages Waltz and Contra Dancing for the European section.

Utilities

1. Spell-check the entire Web site.
2. Check it for broken internal and external links.

Creating forms

1. On the home page, insert a form that looks like this:



2. When you're done, preview the whole Web site in the browser. It should look like the site at www.visibooks.com/worlddancing.
3. Close FrontPage.

Advanced Layout

In this section, you'll learn how to:

- Employ background images
- Split and merge cells
- Employ spacer GIFs
- Insert a horizontal rule
- Specify page margins

You'll create a page that looks like this:



Employ background images

1. Open FrontPage.
2. On the blank untitled document that appears, insert a two-cell table with:

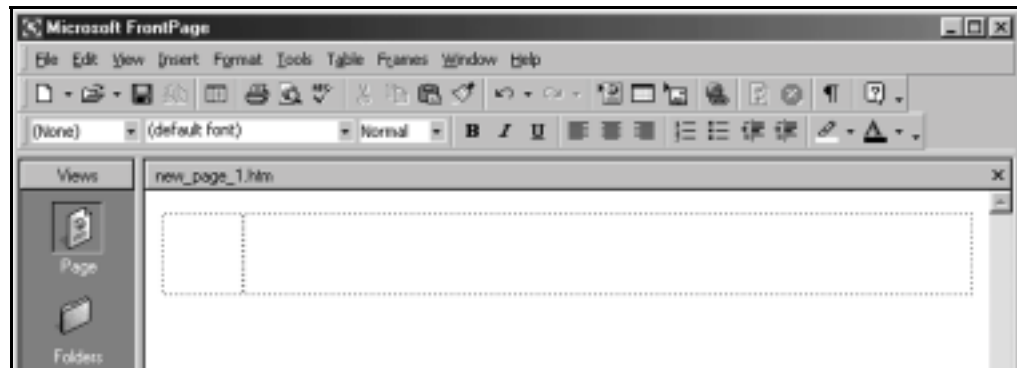
Width: 100 Percent

Border Size: 0

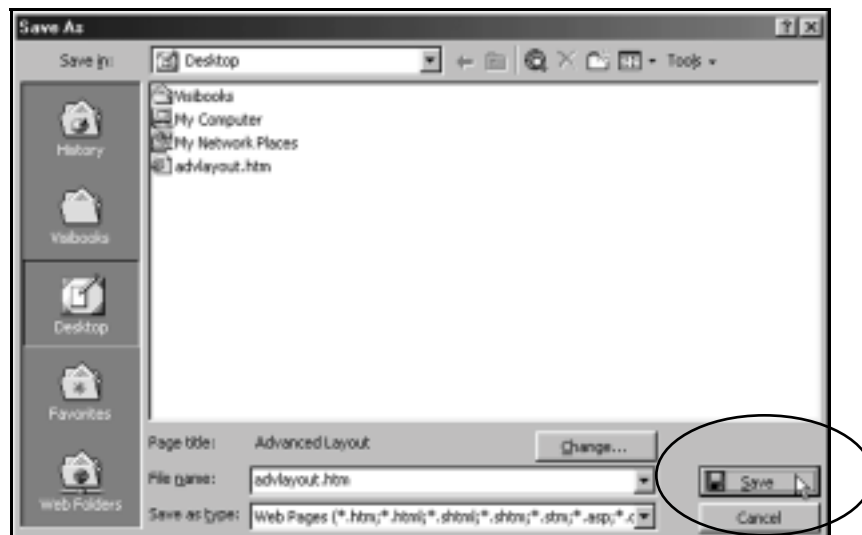
Cell Padding: 18

Cell Spacing: 0

3. Pull the cell divider to the far left until the table looks like this:



4. Save the file on your computer's Desktop with the file name advlayout.htm. Title it Advanced Layout.

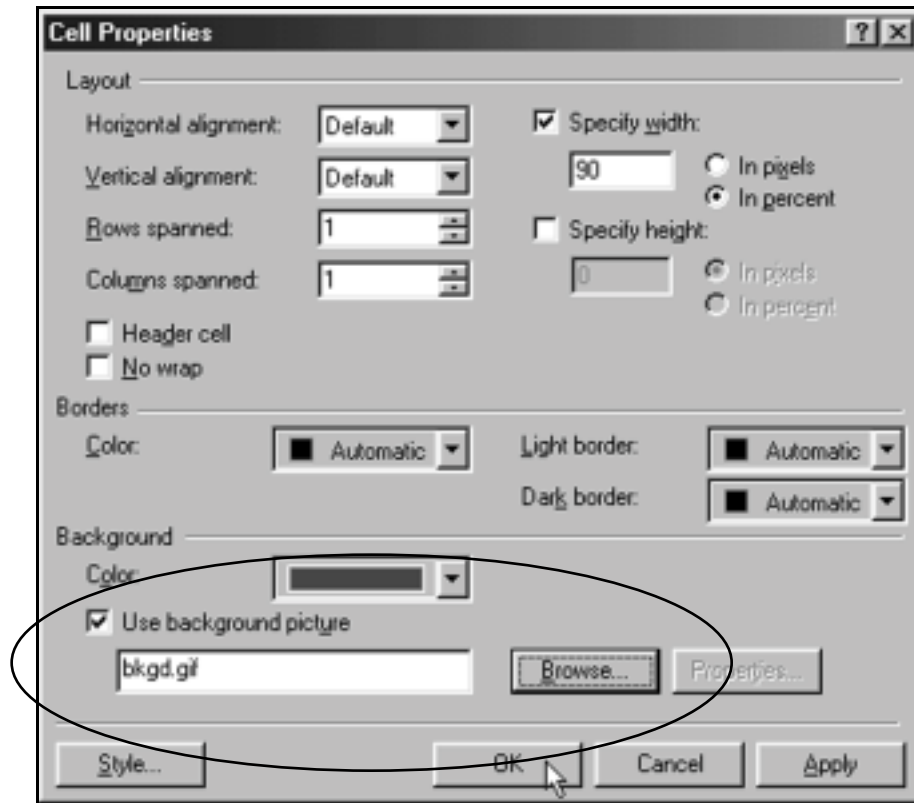


5. Give both cells in the table a blue background color.
6. Go to www.visibooks.com/fplayout/pics and save **techtool.gif** on your computer's Desktop. Insert it in the left-hand cell. The table should now look like this:



7. Go to www.visibooks.com/fplayout/pics and save **bkgd.gif** on your computer's Desktop.
8. Put your cursor in the table's right-hand cell, then right-click. Go to **Cell Properties**.

- When the Cell Properties window appears, check the Use background picture checkbox, then browse to the Desktop and select bkgd.gif.



- Click the OK button. The page should now look like this:



Tip: Notice the line towards the bottom of the cell where `bkgd.gif` begins repeating. It repeats because background graphics tile to fill all available space in a cell. The cell is 136 pixels tall: 100 pixels for `techtool.gif`, plus 36 for Cell padding (18 pixels at the top and bottom of `techtool.gif`). `bkgd.gif` is only 123 pixels tall; therefore, there's 13 pixels of space left to fill.

To fix this, use an image editing program like Photoshop, Fireworks or Paint Shop pro to make the background image 136 pixels tall.

11. In the right-hand cell, type the text, “The Magazine for People Who Like Gadgets.”
12. Color the text white.
13. Make the text Arial, bold.
14. Save the page and preview it in the browser. It should look like this:



Split and merge cells

1. Insert a new three-cell, one-row table beneath the first one. Give it:

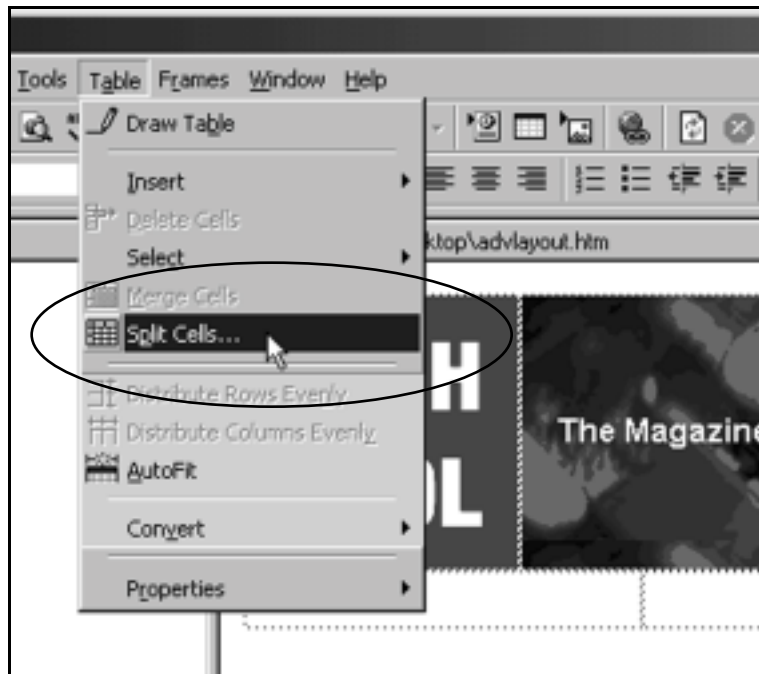
Width: 100 Percent

Border Size: 0

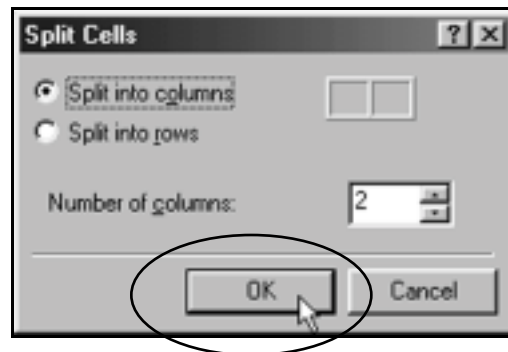
Cell padding: 4

Cell spacing: 0

2. Place your cursor in the first cell. Go to the menu bar, click **Table**, then **Split Cells**.



3. When the **Split Cells** window appears, leave the defaults at 2 columns, then click the **OK** button.



4. There should now be four cells in the table. Highlight the two rightmost cells in the table. Go to the menu bar and click **Table**, then **Merge Cells**.



5. The table should now have three cells. Highlight all three cells in the lower table.
6. On the menu bar, click **T**able, then Distribute Columns Evenly.



7. In the first cell, enter the word “Laptops;” in the second, “Cell Phones;” in the third, “PDAs.”
8. Color all the cells black, and the text white.
9. Make the text Arial, size 2. It should look like this:



10. Save the page.

Employ spacer GIFs

Why use spacer GIFs?

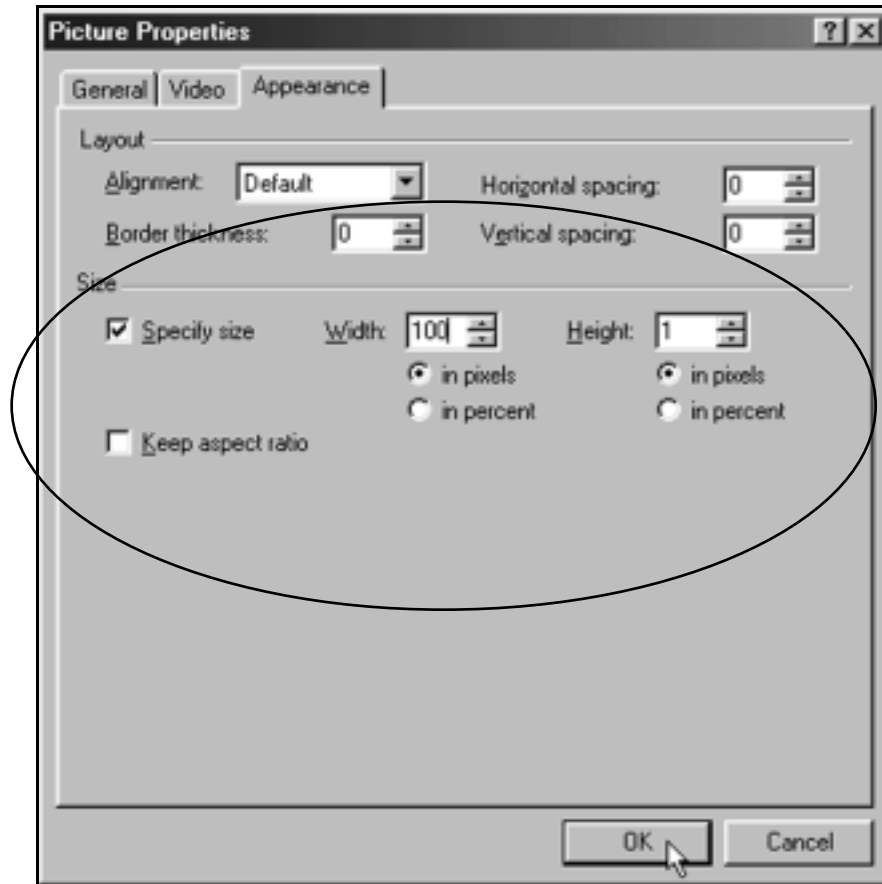
Spacer GIFs are used to stretch table cells to an exact width. They are transparent, so they remain invisible regardless of the cell's background color.

A spacer GIF is used in the exercise below. It keeps the width of the left-hand cell constant, regardless of the size or resolution of the screen used to view it.

1. Go to www.visibooks.com/fpayout/pics and save `spacer.gif` on your computer's Desktop.
2. Below the top two tables, insert a third table just like the first table, with Cell Padding of 18 and a narrow first cell:



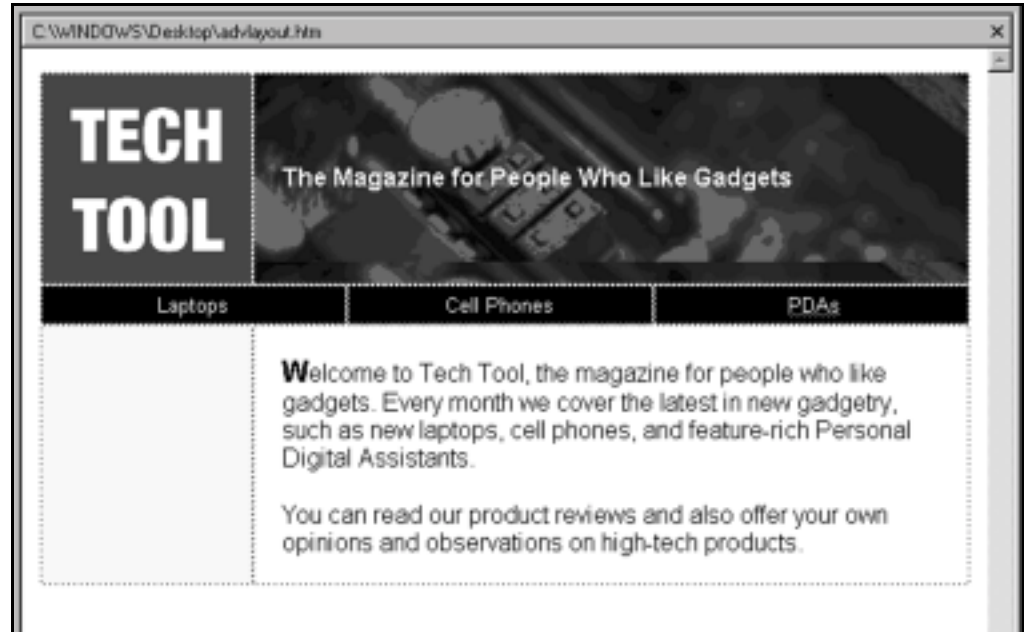
3. In the first cell, insert `spacer.gif`.
4. Right-click on it (you may have to highlight it to see its “handles”), then click on **Picture Properties**.
5. When the **Picture Properties** window appears, check **Specify size**, uncheck **Keep aspect ratio**, and change **Width** to 100 and **Height** to 1.



Tip: Most spacer GIFs are 1x1 pixel, which load very quickly online. This one started out as 50x50 to make it easier to see and save.

6. Click the **OK** button.

7. Change the background color of the cell containing spacer.gif to bright yellow.
8. Put text in the right-hand cell so the page looks like this:



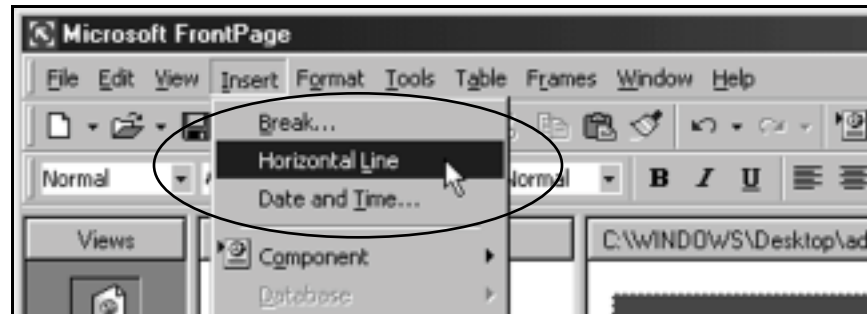
9. Save the page and preview it in the browser. Open the browser to full size. At high resolution—1024x768 pixels—the page should look like this:



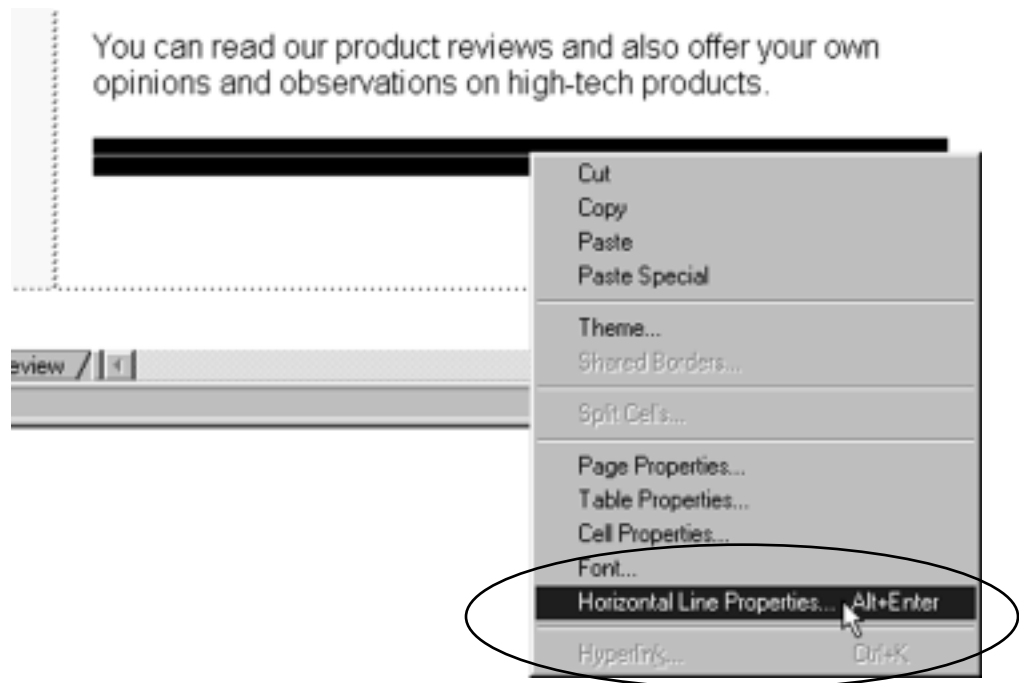
Notice how the left-hand cells in the top and bottom tables stay the same width, regardless of the width of the browser used to view them.

Insert a horizontal rule

1. Place your cursor in a new paragraph below the page's text. On the menu bar, click **I**nsert, then **H**orizontal **L**ine.



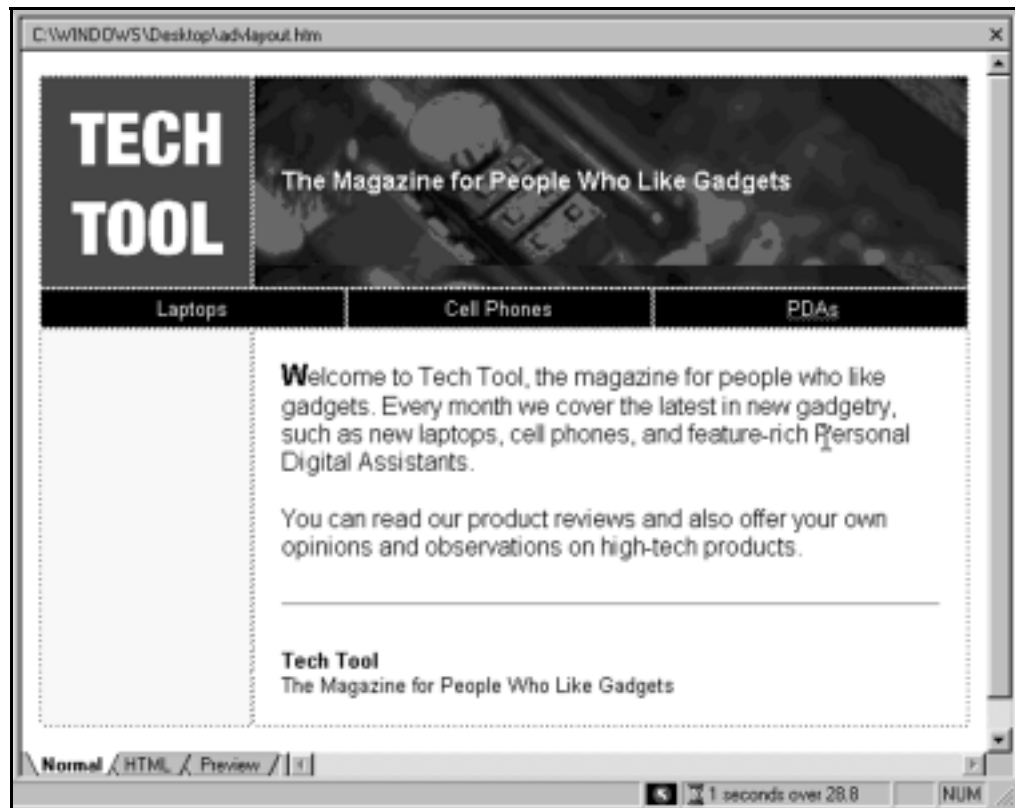
2. Right-click on the horizontal line, then click **H**orizontal Line **P**roperties in the drop-down menu:



- When the Horizontal Line Properties window appears, change the Height to 1 pixel, and check Solid line (no shading).



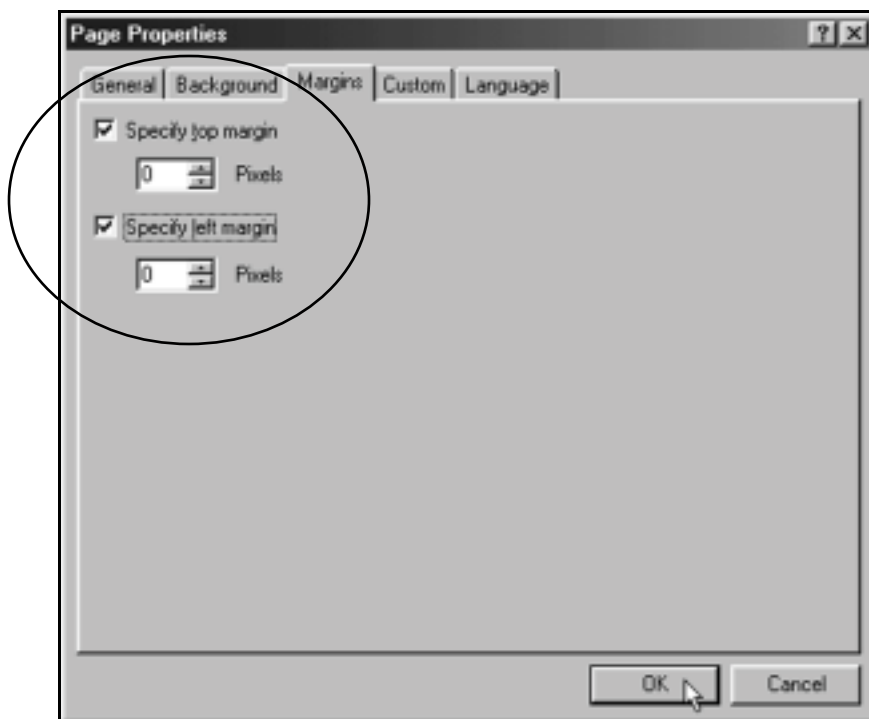
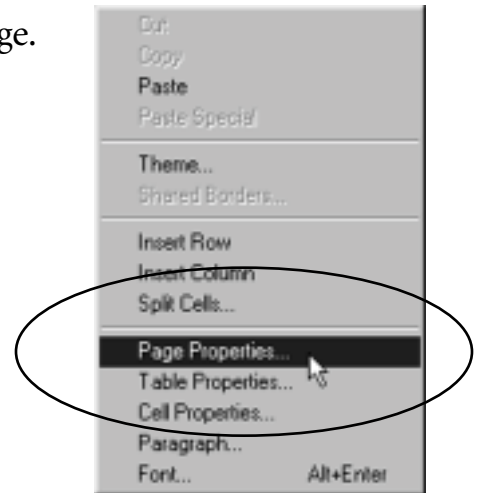
- Click the OK button, then place text below the horizontal rule, as shown below:



Specify page margins

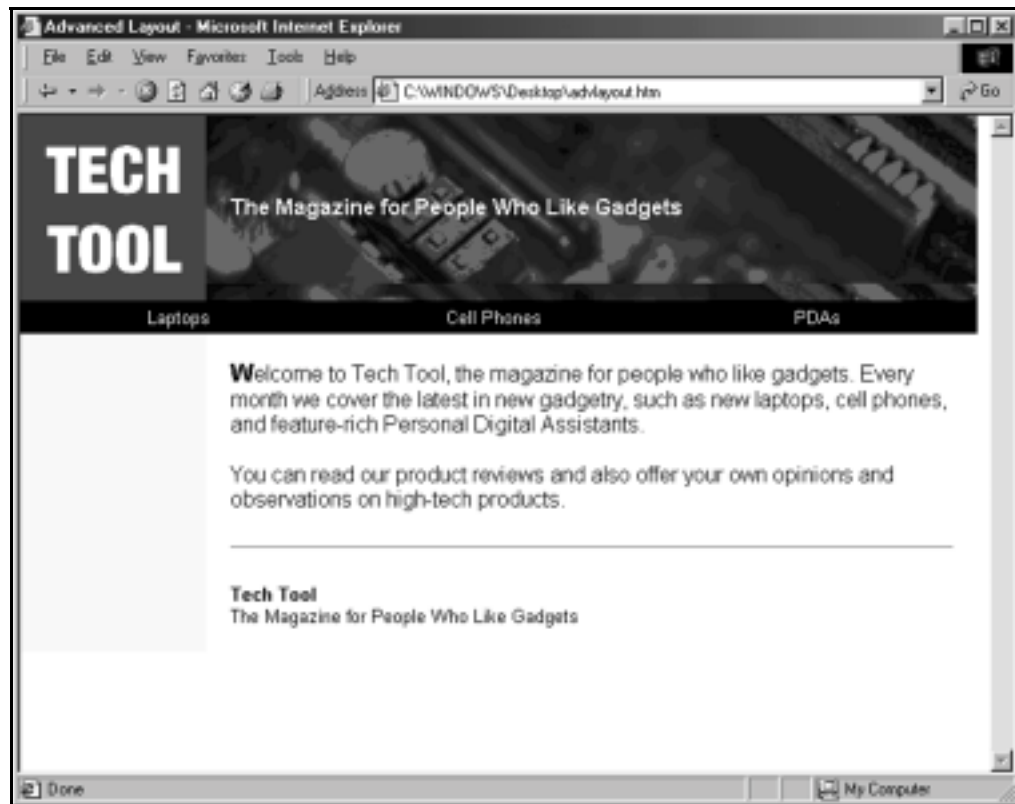
1. Right-click on a blank section of the page.
When the menu appears, select **Page Properties**.

2. When the **Page Properties** window appears, click the **Margins** tab.
Then check **Specify top margin** and **Specify Left margin**. Make sure they show **0** pixels.



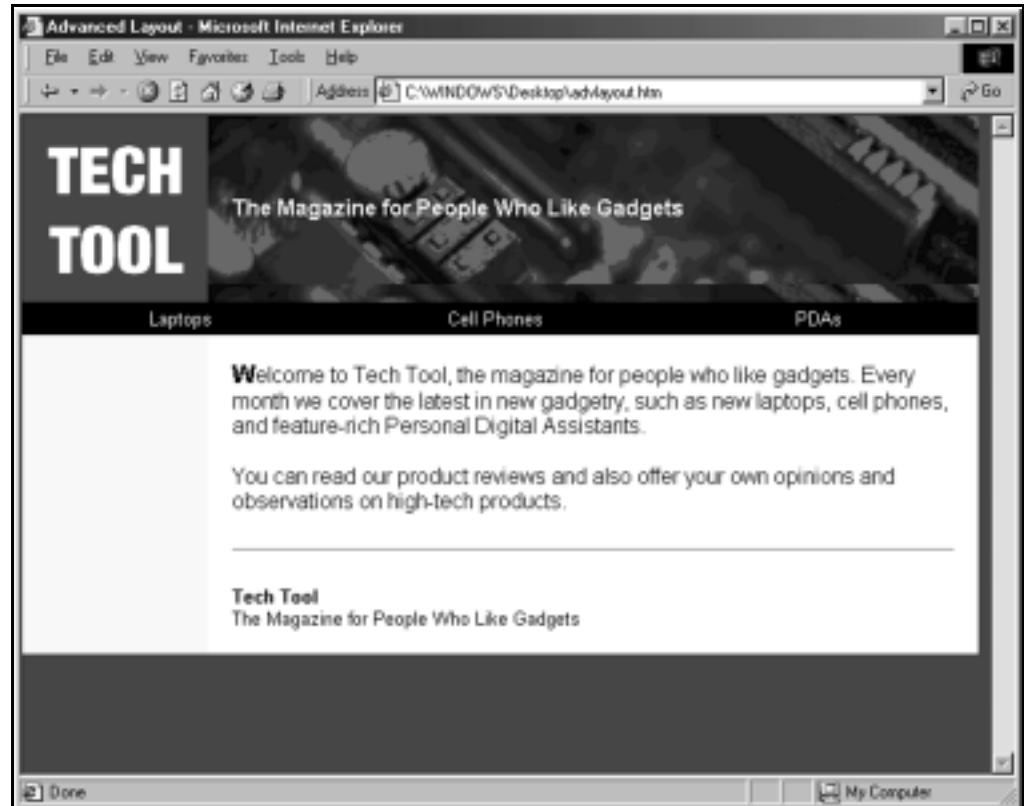
3. Click the **OK** button, then save the page.

4. View it in the browser. The page should fill the screen to its edges at the left and top:



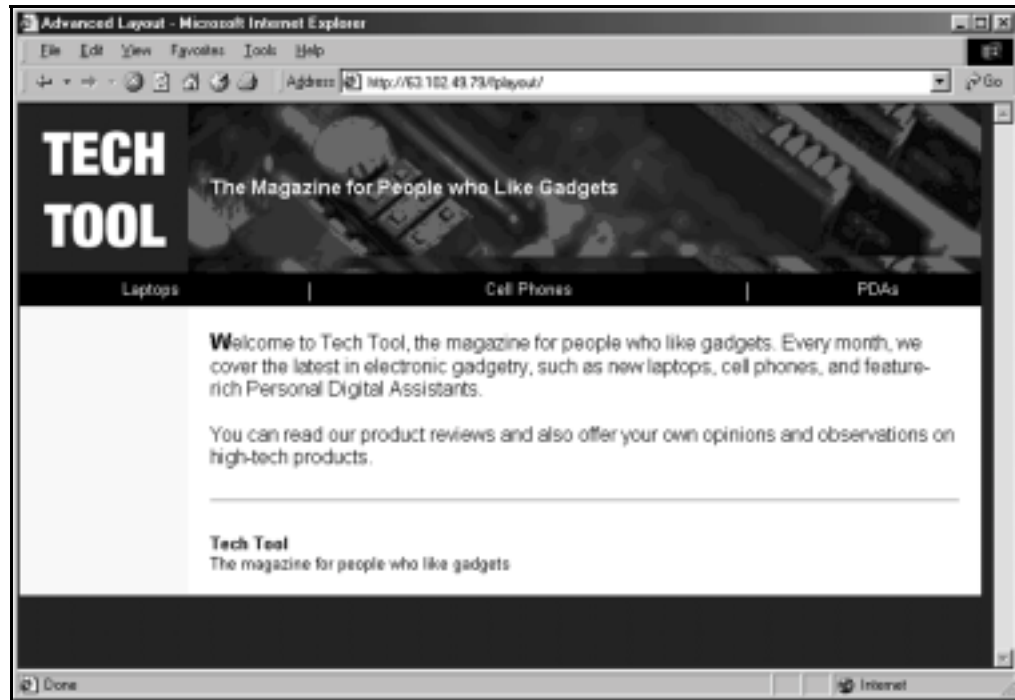
Tip: To make the page extend to the right margin as well, add the attribute **RIGHTMARGIN="0"** to the **<BODY>** tag in a page's HTML code. Also, you may want to add additional margin attributes that work with the Netscape browser: Internet Explorer recognizes **LEFTMARGIN** and **TOPMARGIN**, while Netscape recognizes **MARGINWIDTH** and **MARGINHEIGHT**.

5. Specify a background color of white for the cell containing the page's text. Then specify a background color of blue for the page itself (use **Page Properties** to do this).
6. Save the page and view it in the browser. When you're done, the page should look like this:



Practice: Advanced layout

1. Split the middle cell in the navigation table (the one with Laptops, Cell Phones and PDAs) into three cells.
2. Put | characters (on the same key as the backslash \ character on your keyboard) in the cells surrounding the one that contains Cell Phones.
3. Color the | characters white. When you're done, the page should look like the one at www.visibooks.com/fplayout/:



Additional Resources

Online FrontPage resources

microsoft.com/frontpage

Download a trial copy of FrontPage, find updates and support. Good resources here on how to install and use FrontPage Server Extensions to expand a site's functionality.

frontpagehowto.com

Examples, tools, tips, and tricks on using FrontPage. Also, lots of information on how to connect a FrontPage Web site with an online SQL Server database.

frontpageworld.com

Extensive help listings, free Themes (site design templates), and discussion forums on how to use FrontPage.

outfront.net

A site geared towards professional FrontPage developers that lists "bots," add-ins, and tools to expand FrontPage's functionality. The site also includes online forums where you can chat with other FrontPage users, and an e-mail newsletter.

Books

The books listed below are guides to the "finer points" of using FrontPage, and explore the full range of its capabilities:

Frontpage 2000: The Complete Reference

Martin S. Matthews, Erik B. Poulsen, Osborne McGraw-Hill, ISBN: 007211939X

Frontpage 2000 Answers!

Alexis Gutzman, Computing McGraw-Hill, ISBN: 0072121017

FrontPage 2000 Get Professional Results

Sherry London, Osborne McGraw-Hill, ISBN: 0072122692

General site-building resources

Webmonkey (www.webmonkey.com)

A how-to site for people building Web sites, filled with excellent tutorials and resources.

EchoEcho (www.echoecho.com)

Even more tutorials than Webmonkey, and all clear and detailed. Also, this site contains helpful statistics on the percentage of people using different browsers, monitor settings, platforms, and other technology used to view Web pages.

Project Cool (www.projectcool.com)

As its proprietors put it, Project Cool is “a network of websites sharing the common belief that anyone can make a great website if given knowledge, guidance and inspiration.” An excellent section of the site is Sightings, featuring examples of cutting-edge Web design.

Web Review (www.webreview.com)

A sharp and informative site for Web developers, with sections on Authoring, Design, Development, E-Commerce, Multimedia, and Back-End Web server Programming.

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Binding	Spend \$1.50 for 150 sheets of paper, plus \$2 depletion of printer cartridge, plus \$8 for plastic comb binding.	Less than \$20 for a spiral-bound copy, printed on heavyweight paper with full-color cover.
Total	Spend 30 minutes to 4 hours. Spend \$3.50 to \$11.50.	2 minutes, less than \$25 shipped.

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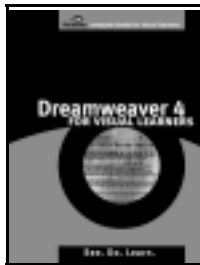
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