

# Layout & Navigation

In this section, you'll learn how to:

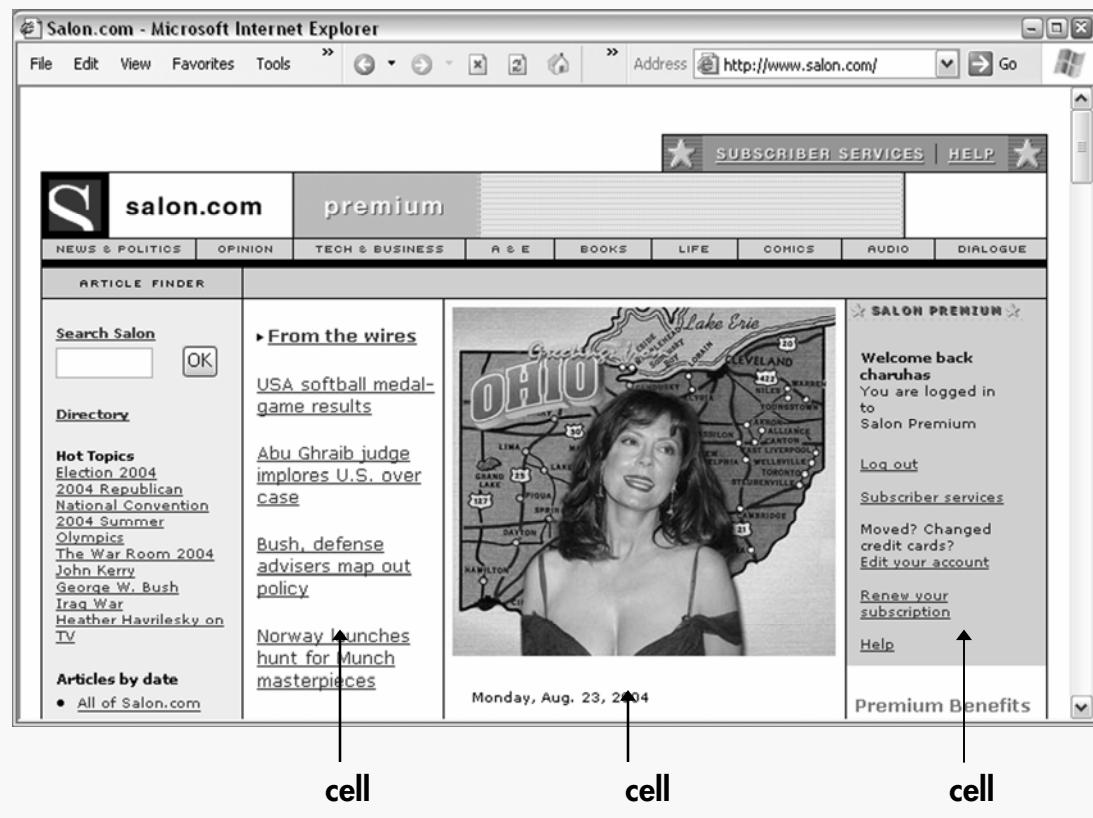
- **Lay out pages using tables**
- **Create navigation bars**
- **Add subsections to site**

# Lay out pages using tables

## Tables and Web page layout

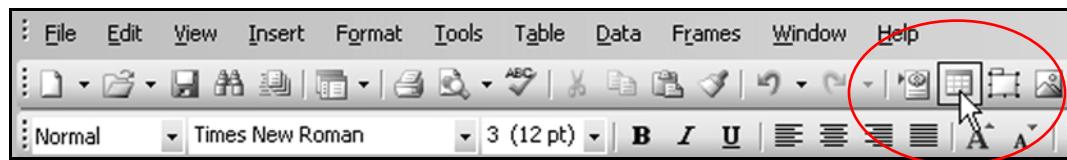
Almost all professional-quality Web sites are laid out using tables. A table on a Web page has cells that contain links, graphics, and text.

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

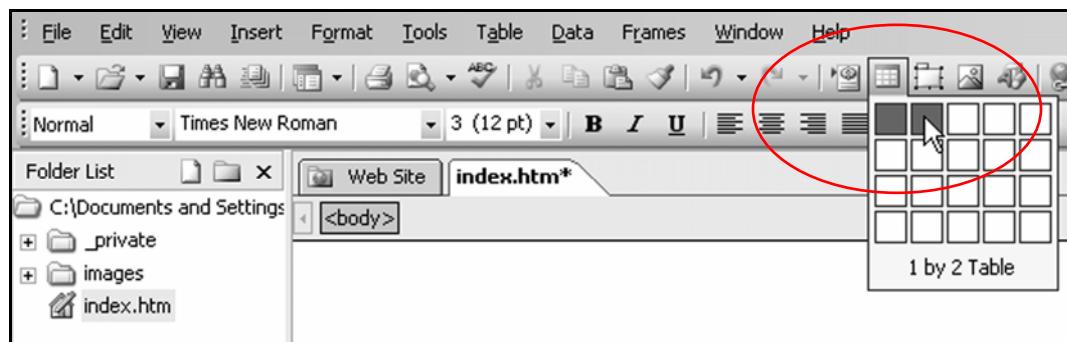


# Create a table

- 1.** Open FrontPage.
- 2.** Create a new One page Web site in a folder called **Travel** within the **My Documents** folder.
- 3.** Open the home page and title it **Traveling Down South**.
- 4.** On the Toolbar, click the  icon.

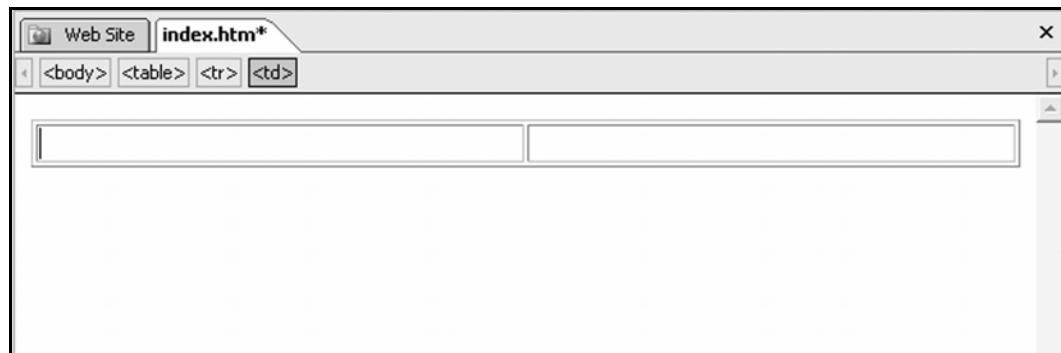


- 5.** When the table grid appears, drag across the first two cells:



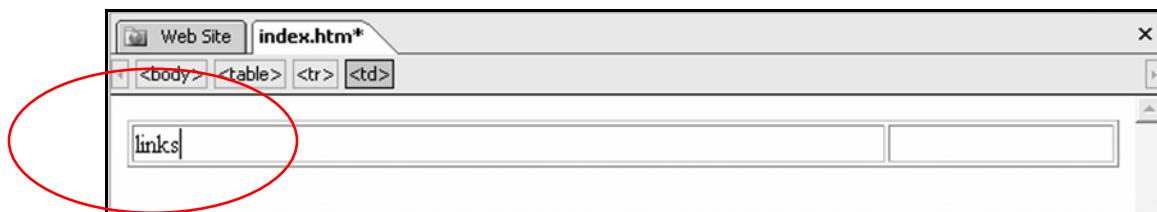
- 6.** Release the mouse button.

The table on the page should look like this:



- 7.** Click in the first cell, and type:

**links**



- 8.** Click in the second cell and type:

**content**

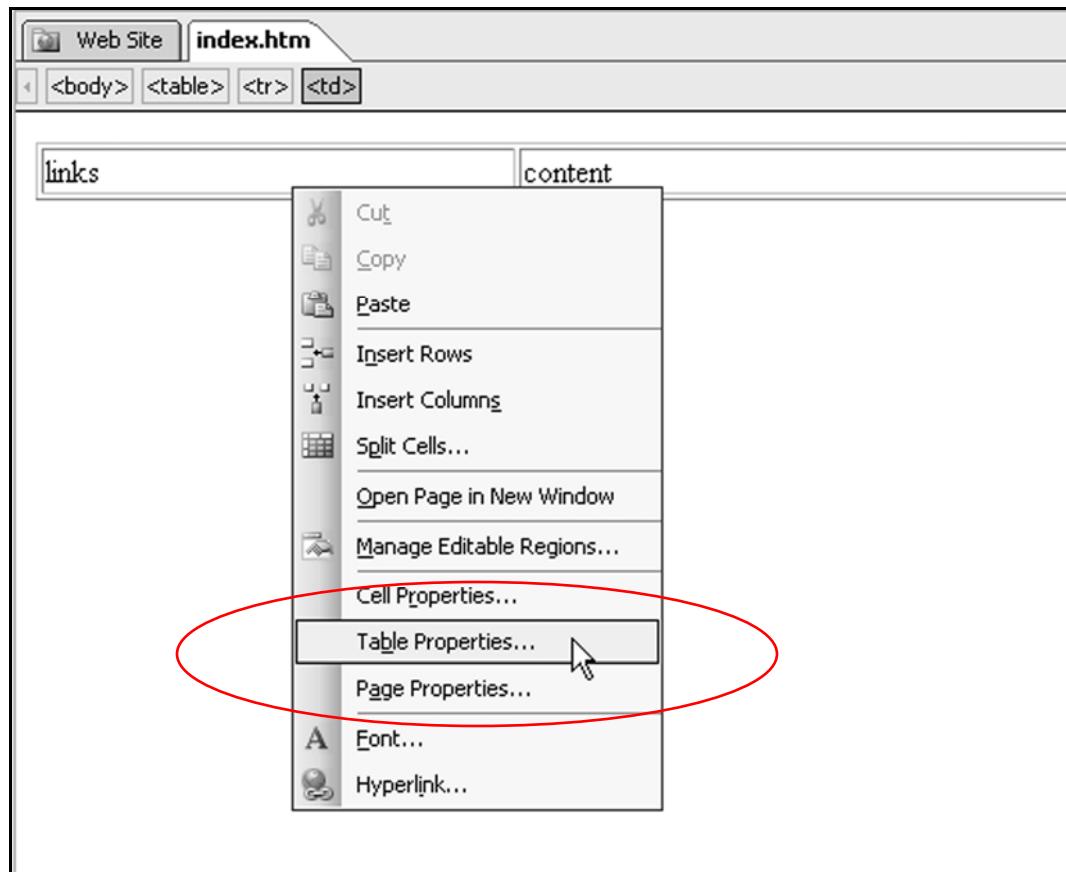


- 9.** Save the page.

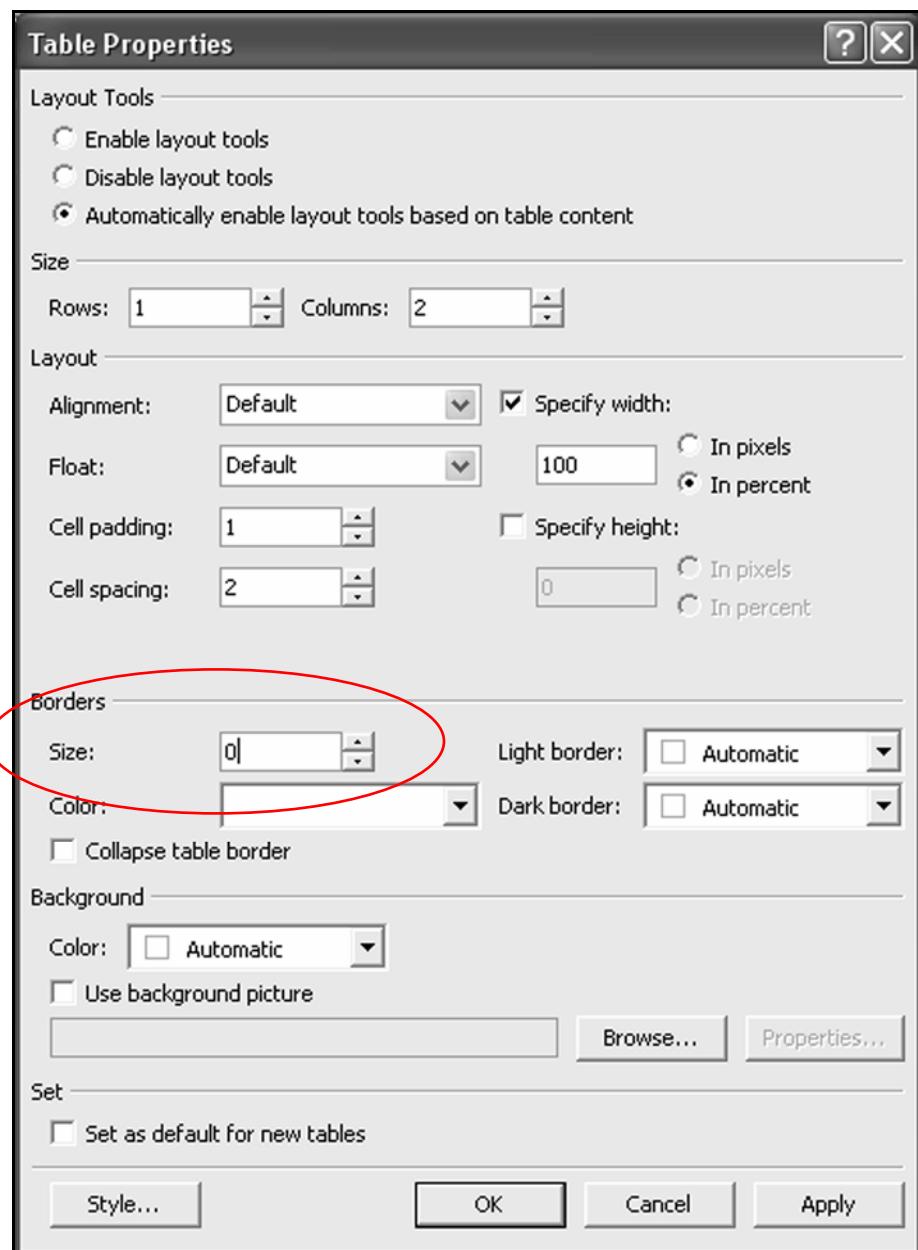
# Format a table

1. Right-click on the table.

When the menu appears, click **Table Properties**.

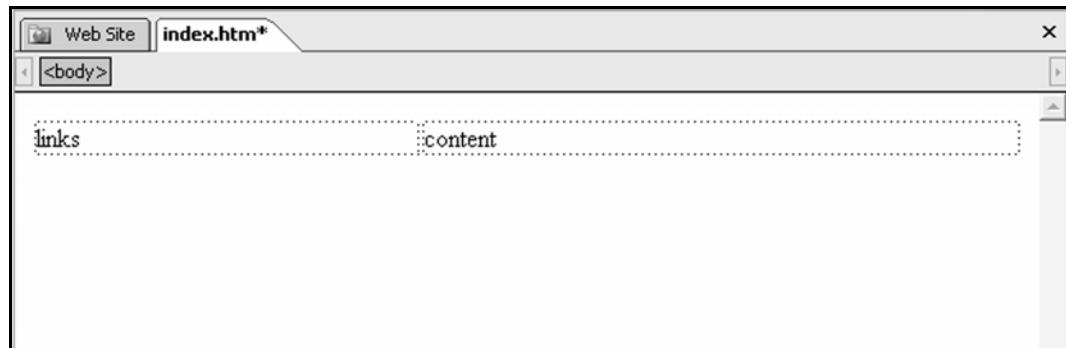


**2.** When the **Table Properties** window appears, set the border size to **0**:



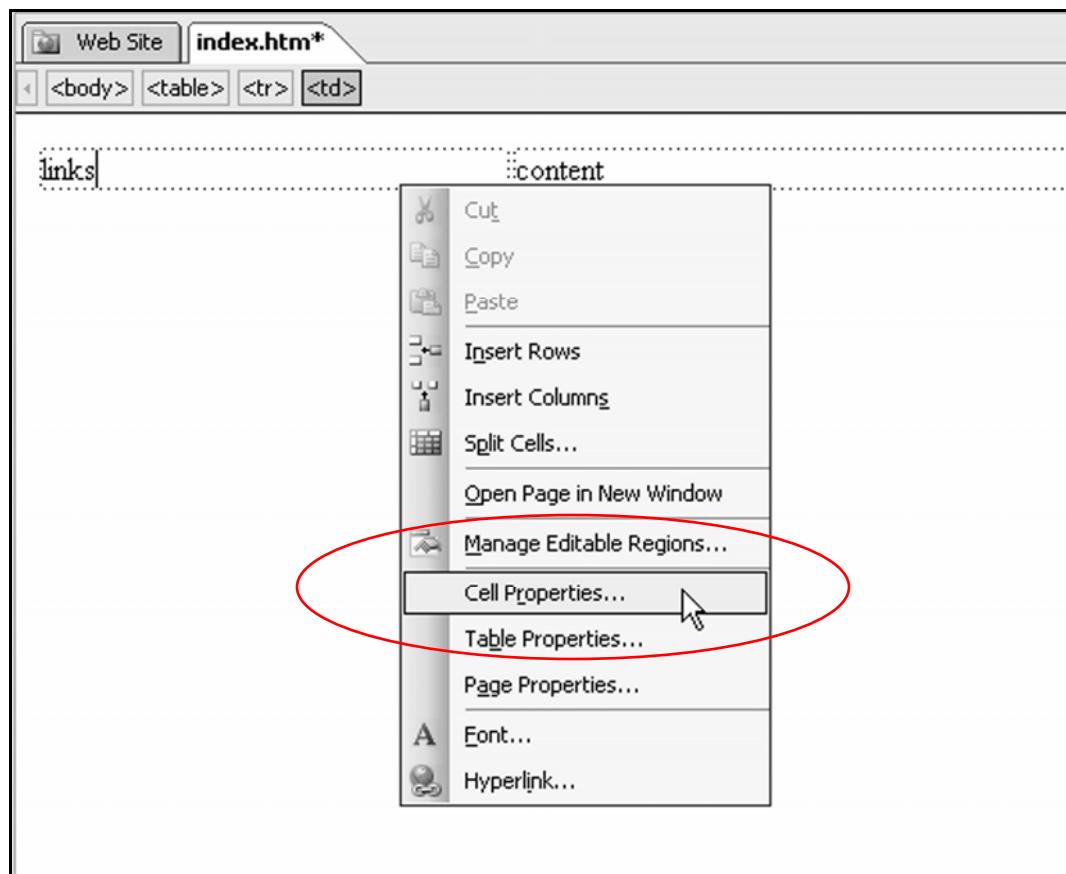
- 3.** Click the  button.

The table should look like this:

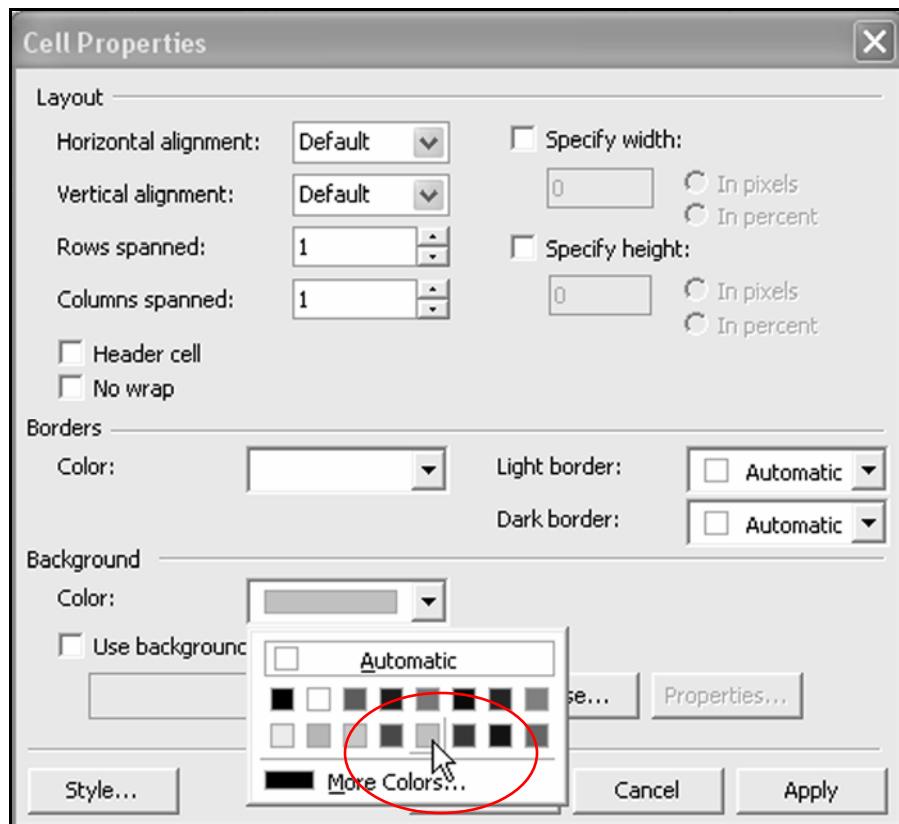


- 4.** Right-click on the first cell.

When the menu appears, click **Cell Properties...**.

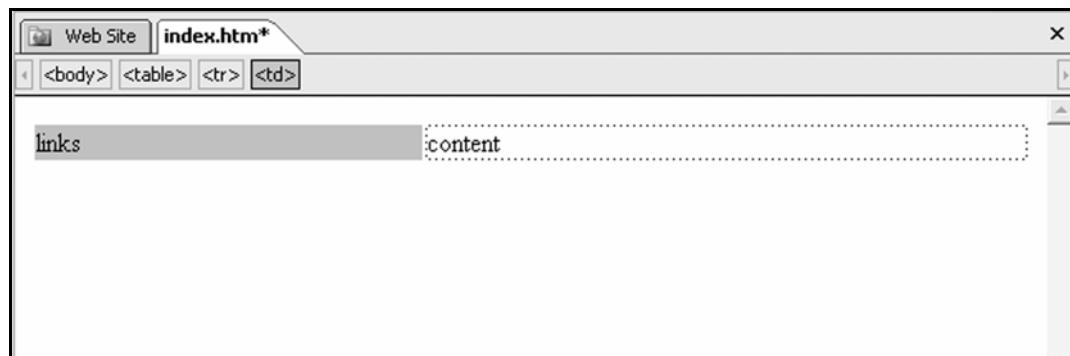


- 5.** When the **Cell Properties** window appears, click **Silver** in the **Color** list.



- 6.** Click the **OK** button.

The table should look like this:

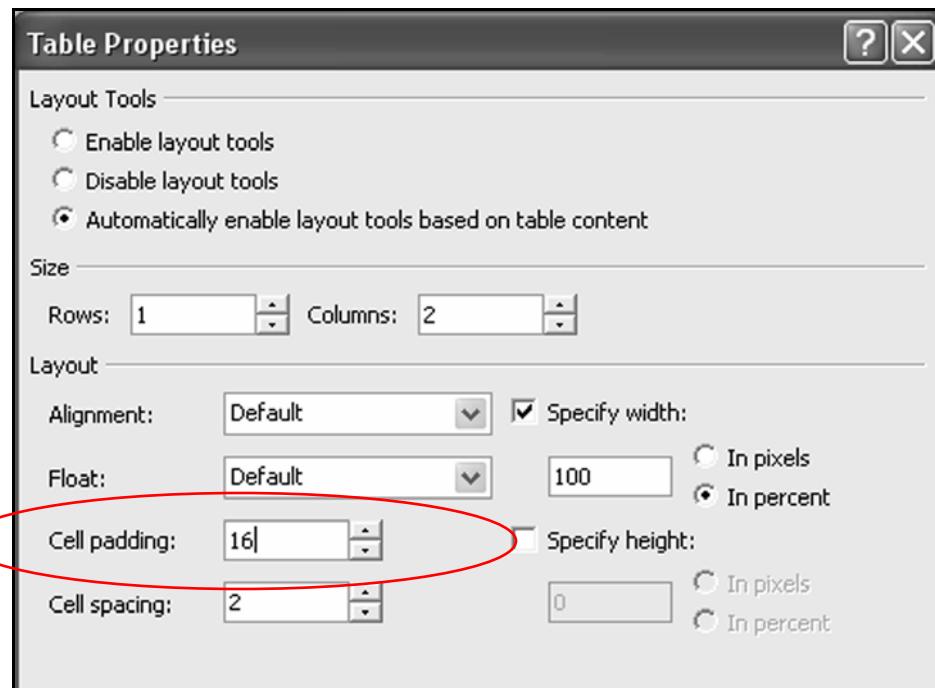


You'll notice that the word **links** is right up against the edge of the left-hand cell.

- 7.** Add a 16-pixel margin between the edge of the cells and their contents:

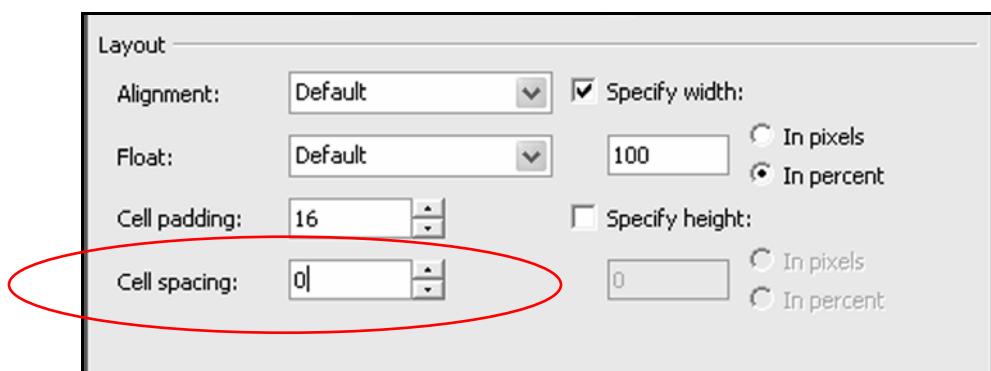
Right click on the table, then click **Table Properties**.

When the **Table Properties** window appears, change the **Cell padding** to 16:



- 8.** Now eliminate the spacing between cells:

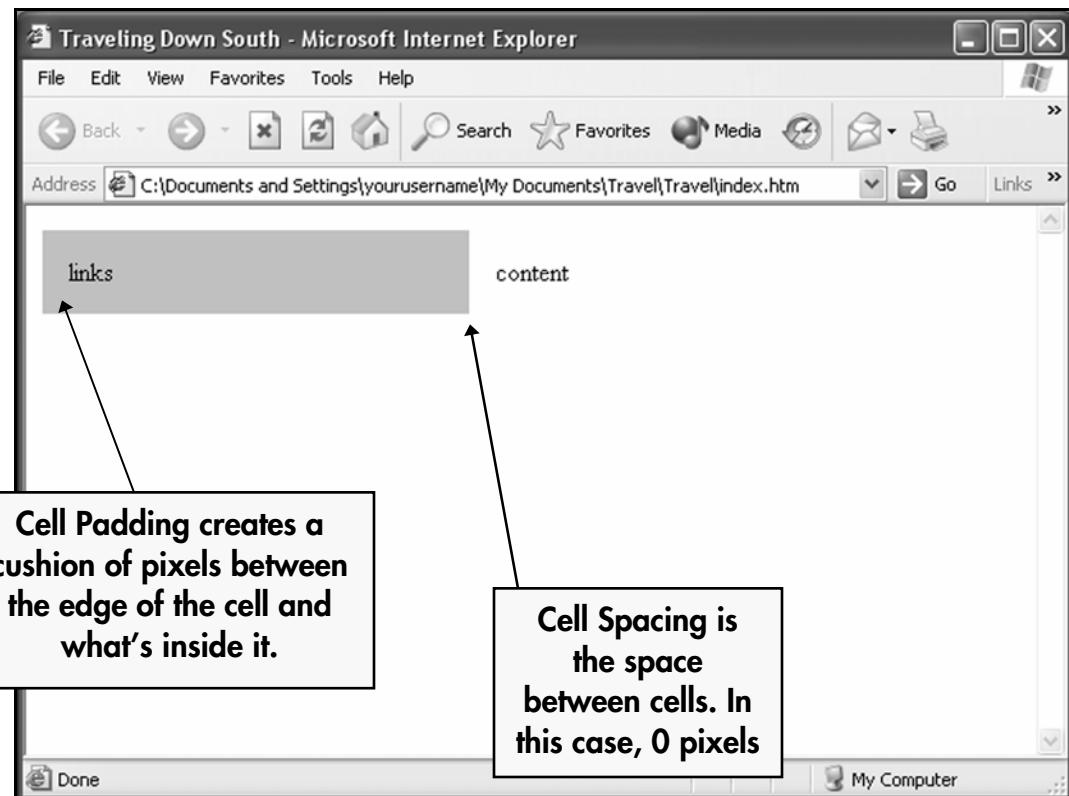
Change the **Cell spacing** to 0:



**9.** Click the  button.

**10.** Save the page and view it in the browser.

It should look like this:



# Create a table-based home page

1. Using the browser, go to:

[www.visibooks.com/books/fp2003/travelpic](http://www.visibooks.com/books/fp2003/travelpic)

2. Capture the graphic there (**uva.gif**) and save it in the **images** folder.

3. In the right-hand cell on the home page, replace the word **content** with the heading:

**Traveling South**

4. Format the heading as **Heading 1**.

5. Insert the graphic beneath the heading.

6. Under the graphic, add 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.

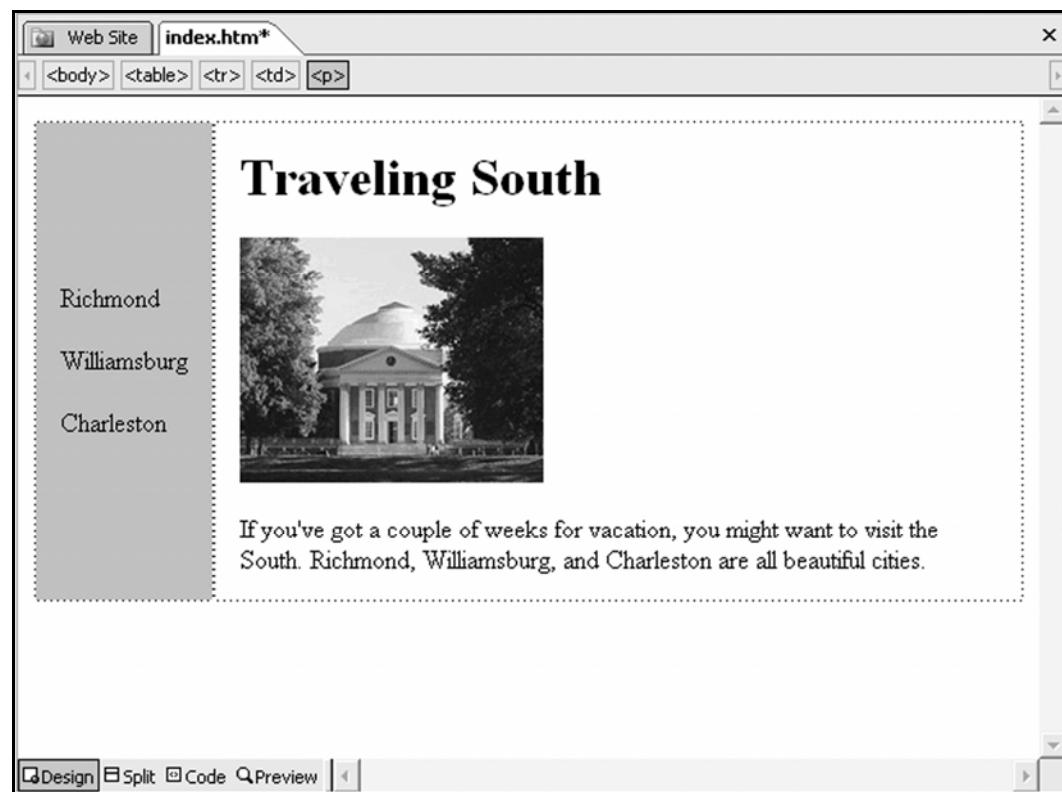
- 7.** In the left-hand cell, replace the word links with the names of this site's main sections:

**Richmond**

**Williamsburg**

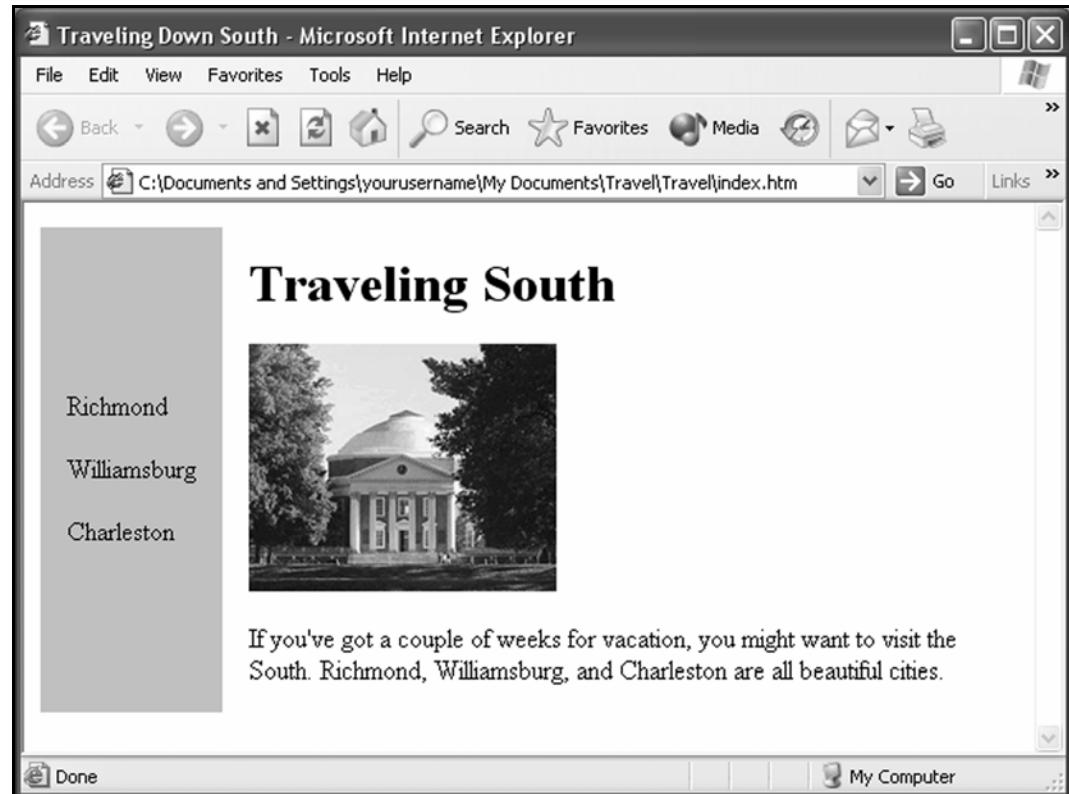
**Charleston**

The page should look like this:



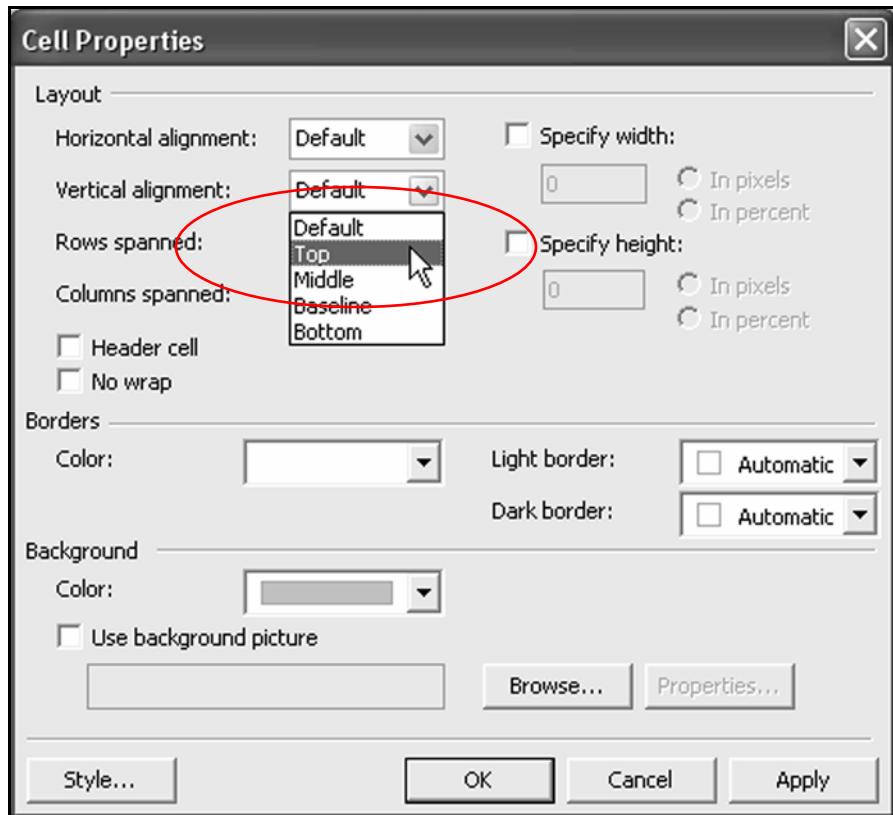
**8.** Save the page and view it in the browser.

It should look like this:

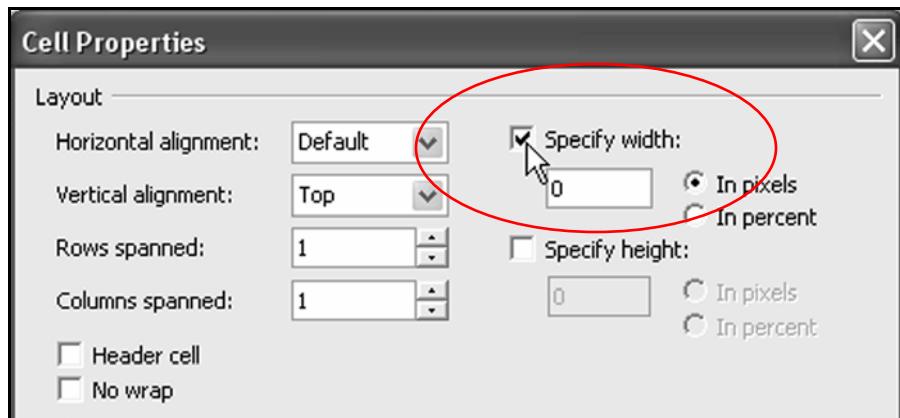


**9.** Right-click the first cell, then click **Cell Properties**.

**10.** When the Cell Properties window appears, change the Vertical alignment to Top.



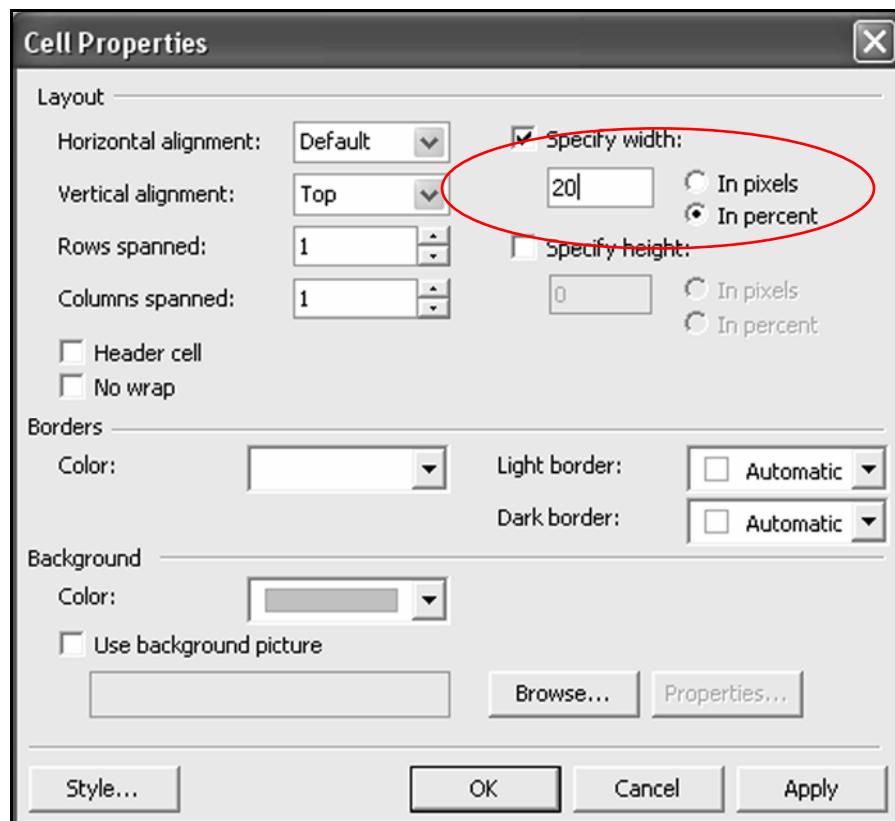
**11.** Check the Specify width checkbox.



**12.** Click the **In percent** radio button, then type:

**20**

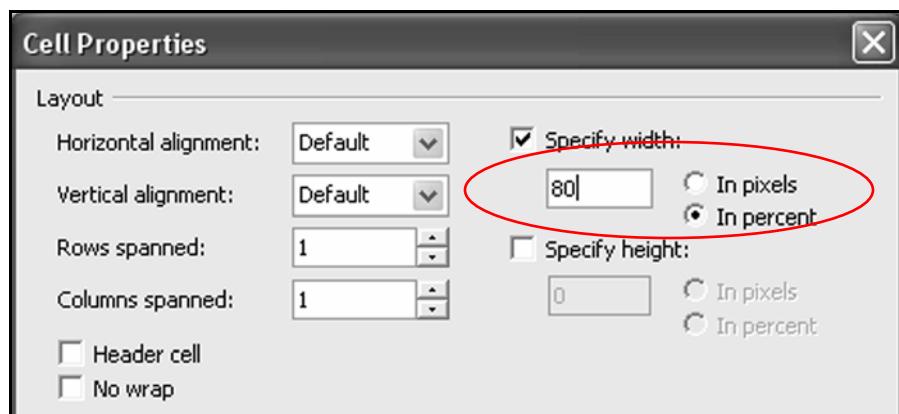
in the width box.



**13.** Click the **OK** button.

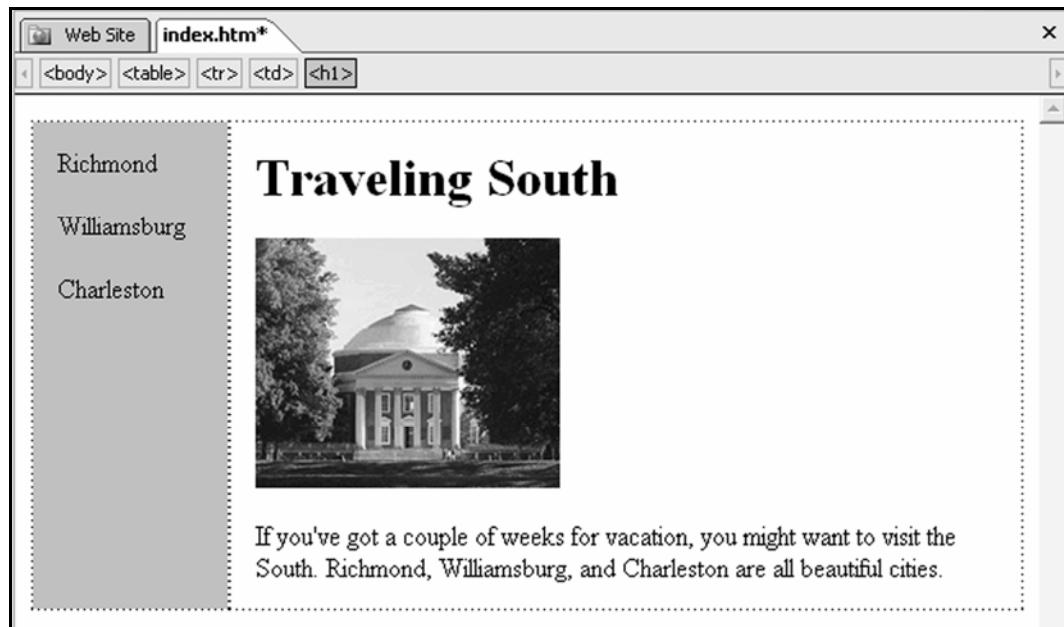
**14.** Right-click the second cell, then click **Cell Properties**.

**15.** Change its Width to 80 percent.



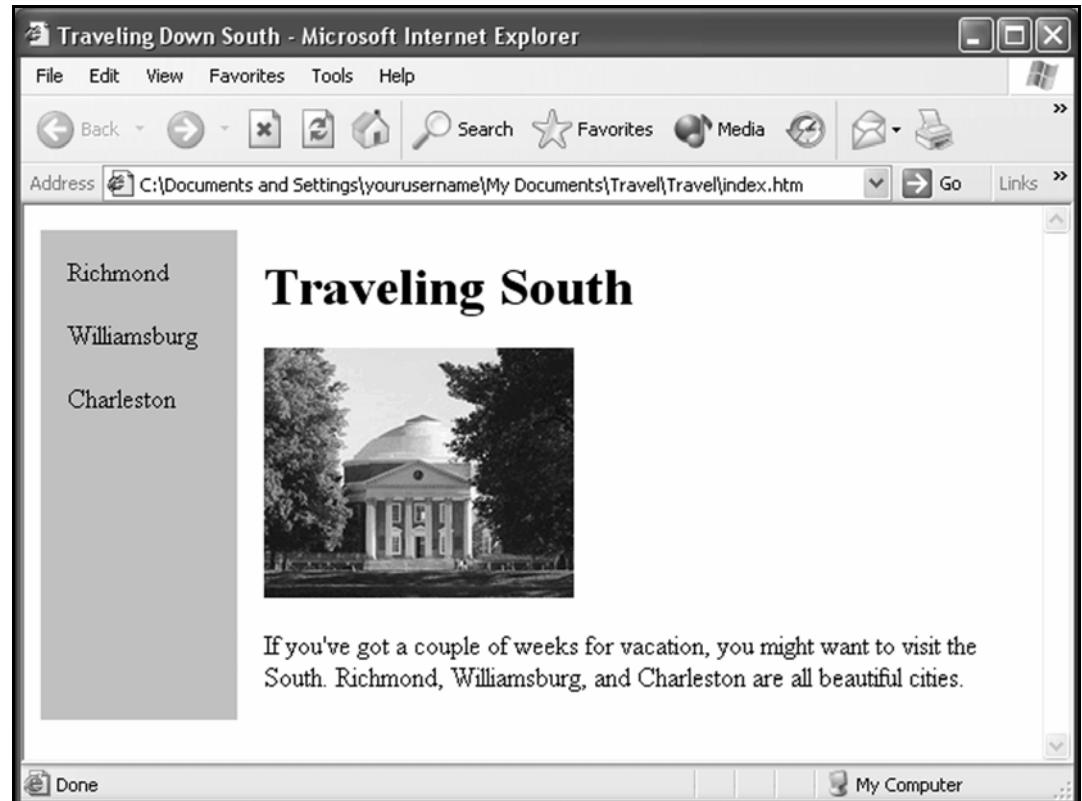
**16.** Click the **OK** button.

The page should look like this:



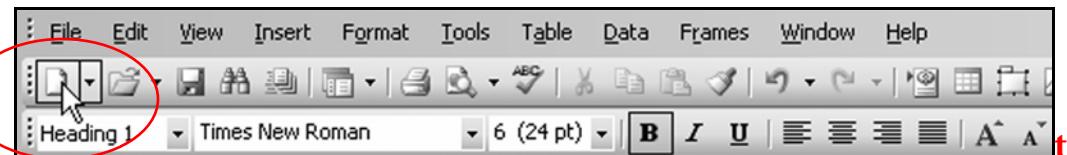
## 17. Save the page and view it in the browser.

It should now look like this:



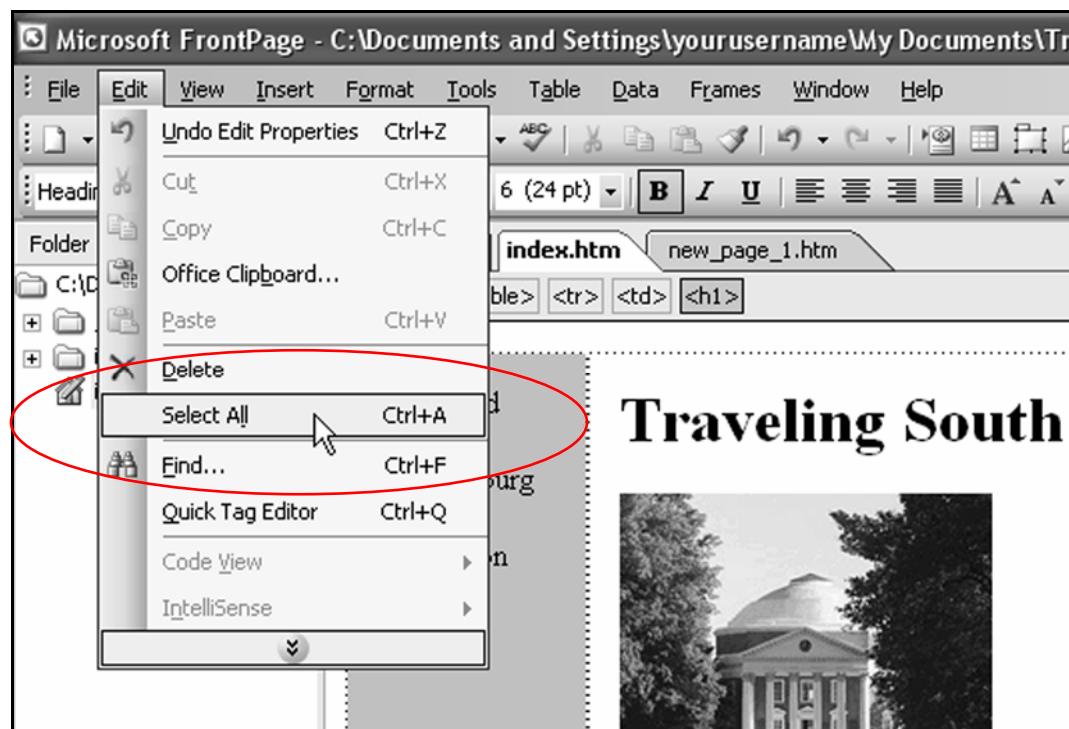
# Create new table-based pages

1. On the Menu Bar, click the  icon.



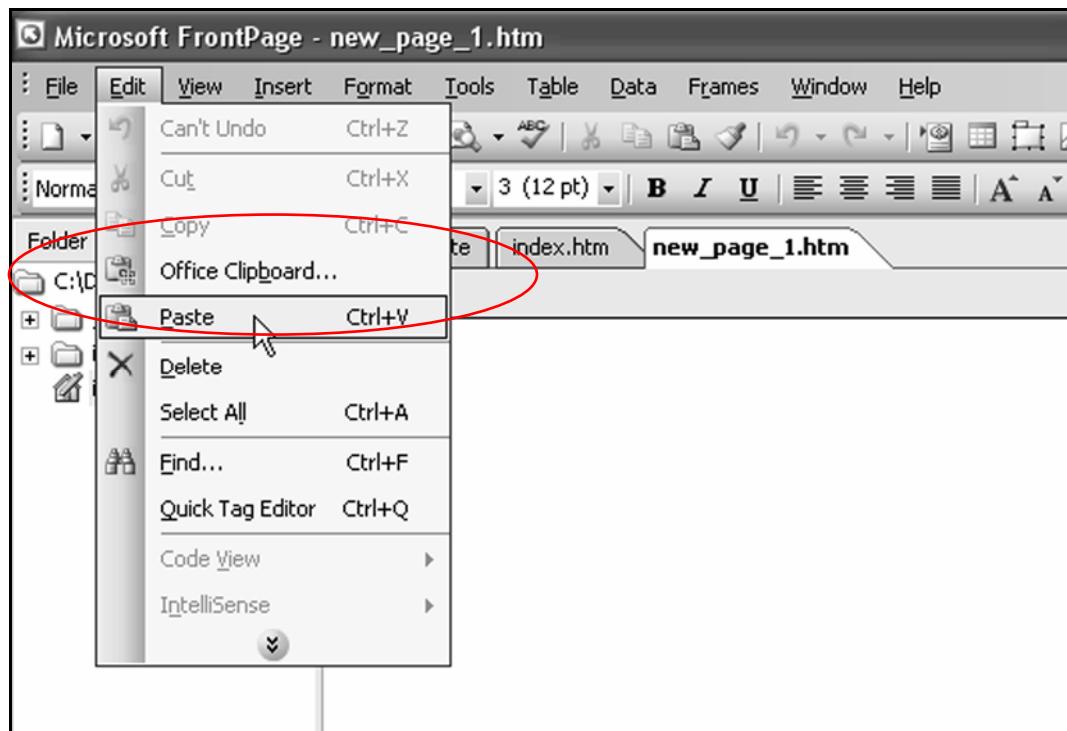
2. View index.htm.

On the Menu Bar, click **Edit**, then **Select All**.



3. Click **Edit**, then **Copy**.

- 4.** Click the **new\_page\_1.htm** tab, then click **Edit**, then **Paste**.



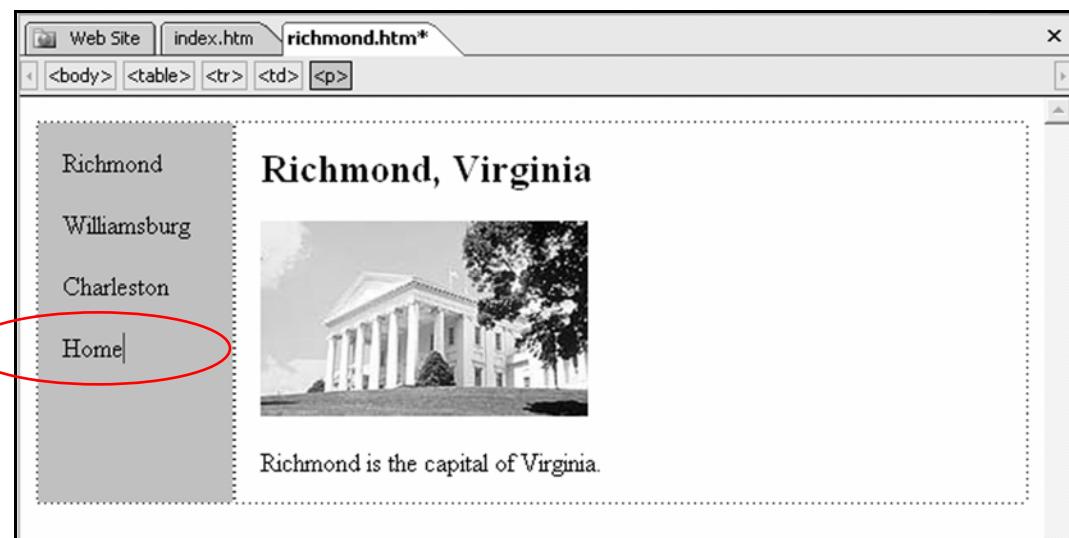
- 5.** Save the new page as **richmond.htm**.
- 6.** Title the new page **Richmond, VA**.
- 7.** Using the browser, go to:  
**[www.visibooks.com/books/fp2003/travelpic/richpic](http://www.visibooks.com/books/fp2003/travelpic/richpic)**
- 8.** Capture the Richmond, Virginia graphic there (**capitol.jpg**) and save it in the **images** folder.
- 9.** Replace the Traveling South heading with one that reads:  
**Richmond, Virginia**
- 10.** Format the heading as **Heading 2**.

**11.** Replace the home page graphic with the Richmond graphic.

**12.** Beneath the graphic, insert a new paragraph:

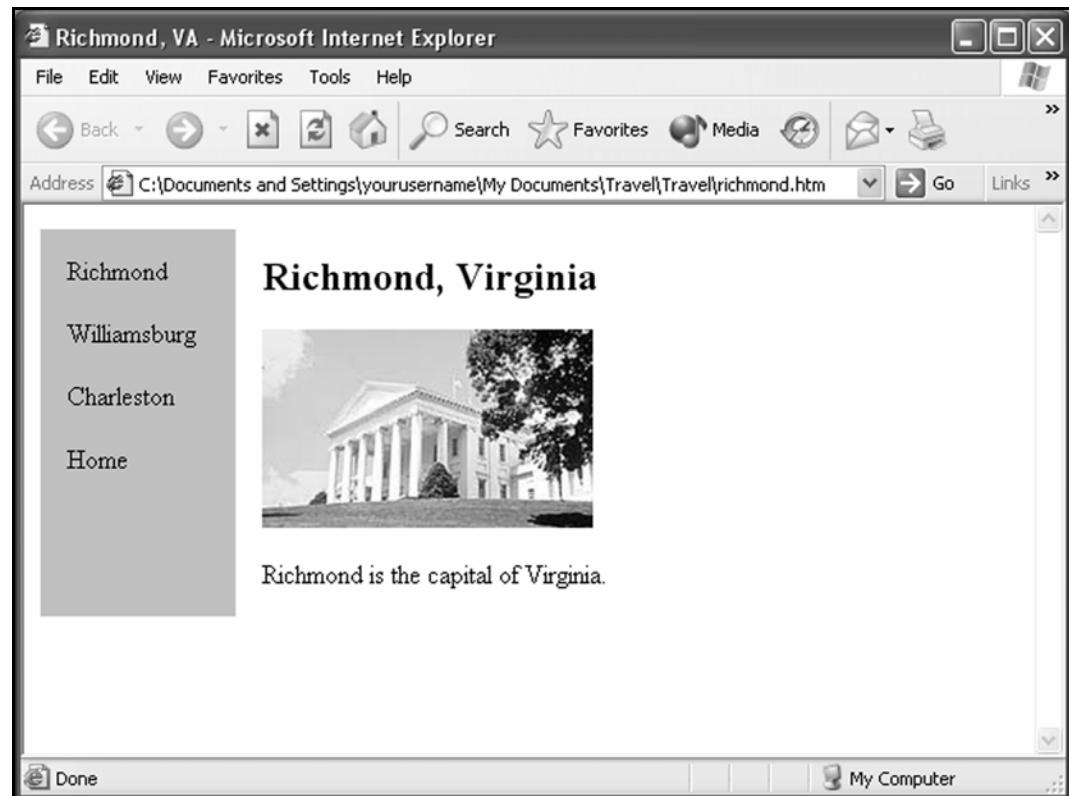
**Richmond is the capital of Virginia.**

**13.** Add the word Home below Charleston in the left-hand cell:



## 14. Save richmond.htm and view it in the browser.

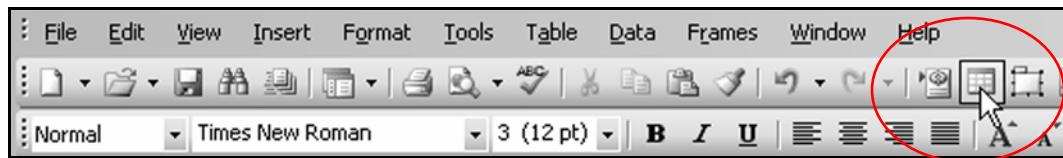
The page should look like this:



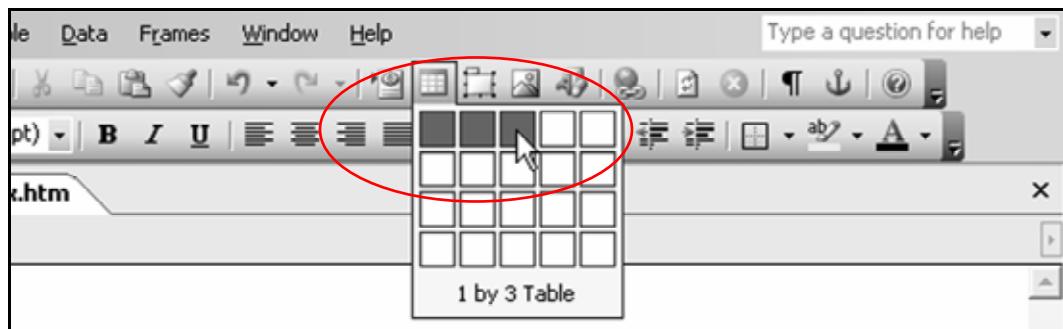
# Create navigation bars

## Create a navigation bar for a home page

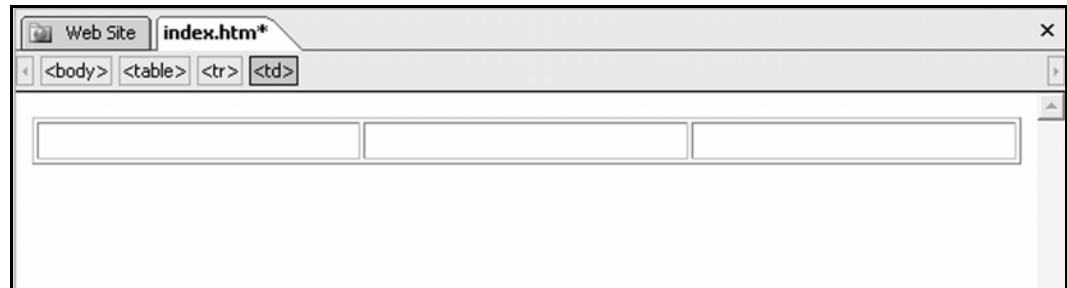
1. Using Windows Explorer, or My Computer, create a folder called **Vacation** within the **My Documents** folder.
2. In FrontPage, create a new One page Web site within the **Vacation** folder.
3. Open the home page and title it **Traveling West On Vacation**.
4. On the Toolbar, click the  icon.



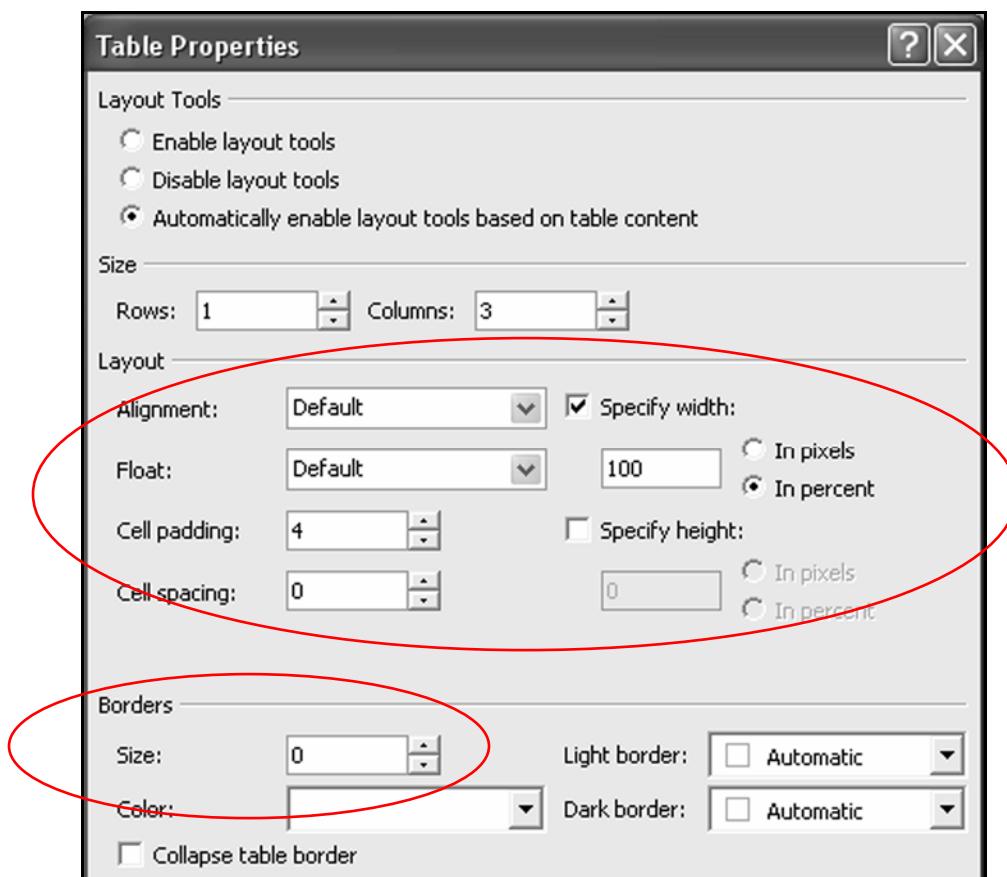
5. Drag across the first three cells:



A three-cell table should appear on the page:

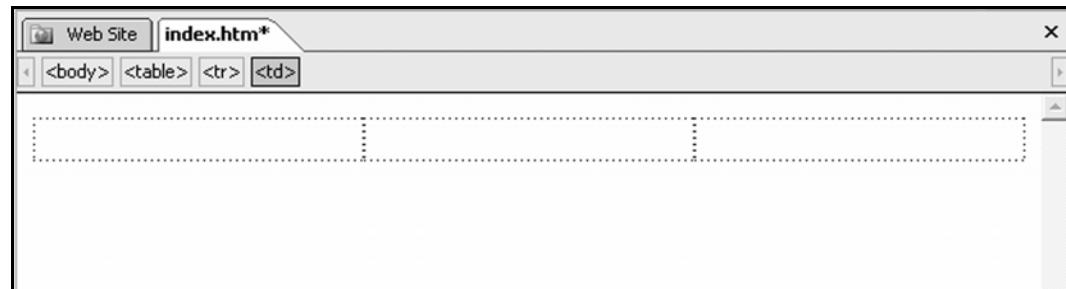


- 6.** Right-click the table, then click **Table Properties**.
- 7.** When the **Table Properties** window appears, specify a **Width of 100%**, **Border Size of 0**, **Cell padding of 4**, and **Cell spacing of 0**:



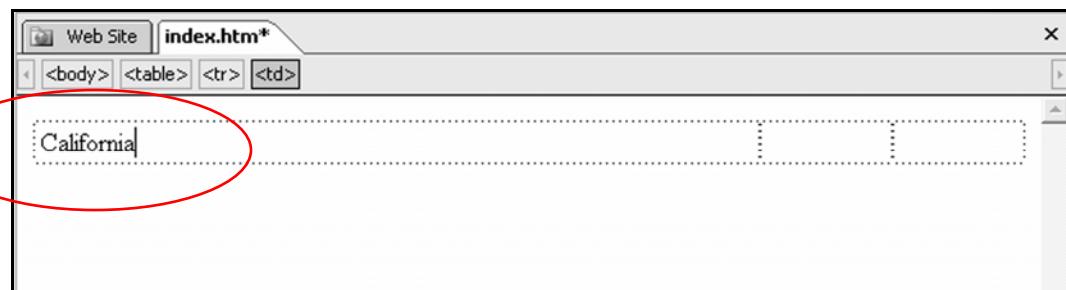
- 8.** Click the  button.

The table should look like this:



- 9.** In the table's first cell, type:

**California**



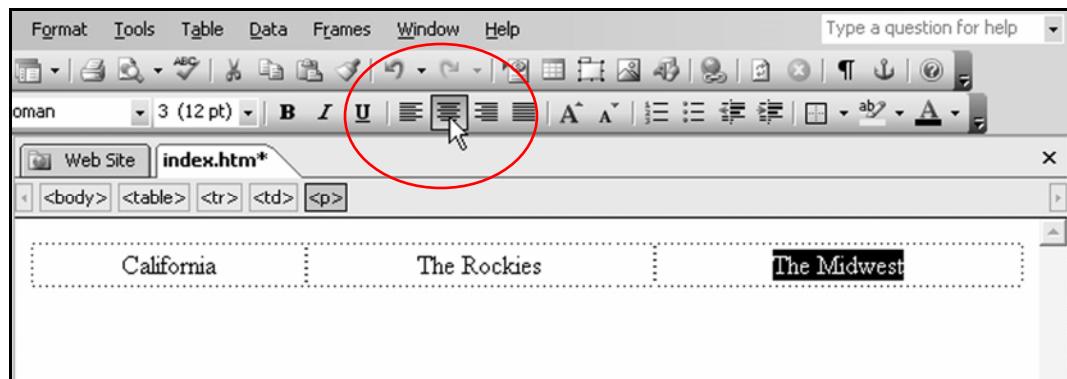
- 10.** In the second cell, type:

**The Rockies**

- 11.** In the third cell, type:

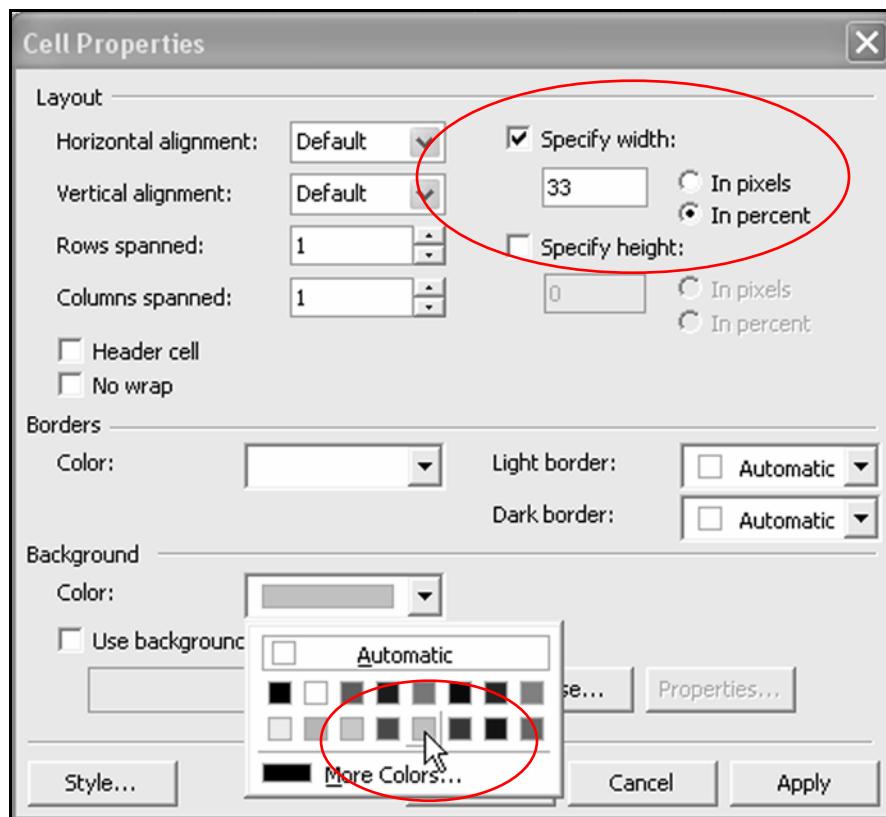
**The Midwest**

**12.** Center the contents of each cell:



**13.** Right-click the first cell, then click **Cell Properties**.

**14.** Specify a width of 33% and a **Background Color of Silver**.



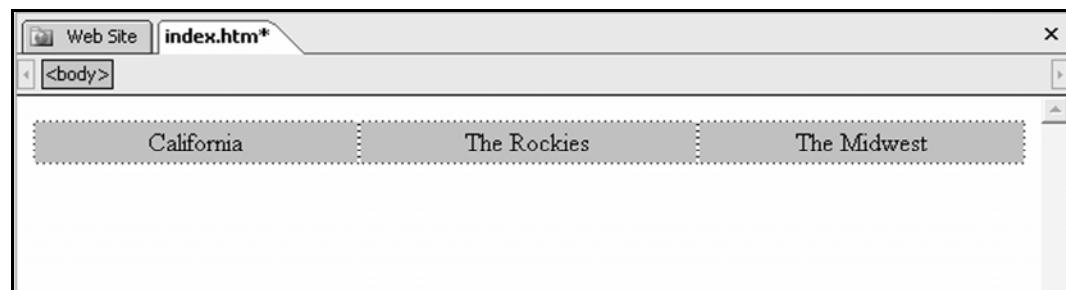
Then click the **OK** button.

**15.** Make the center cell 34% wide.

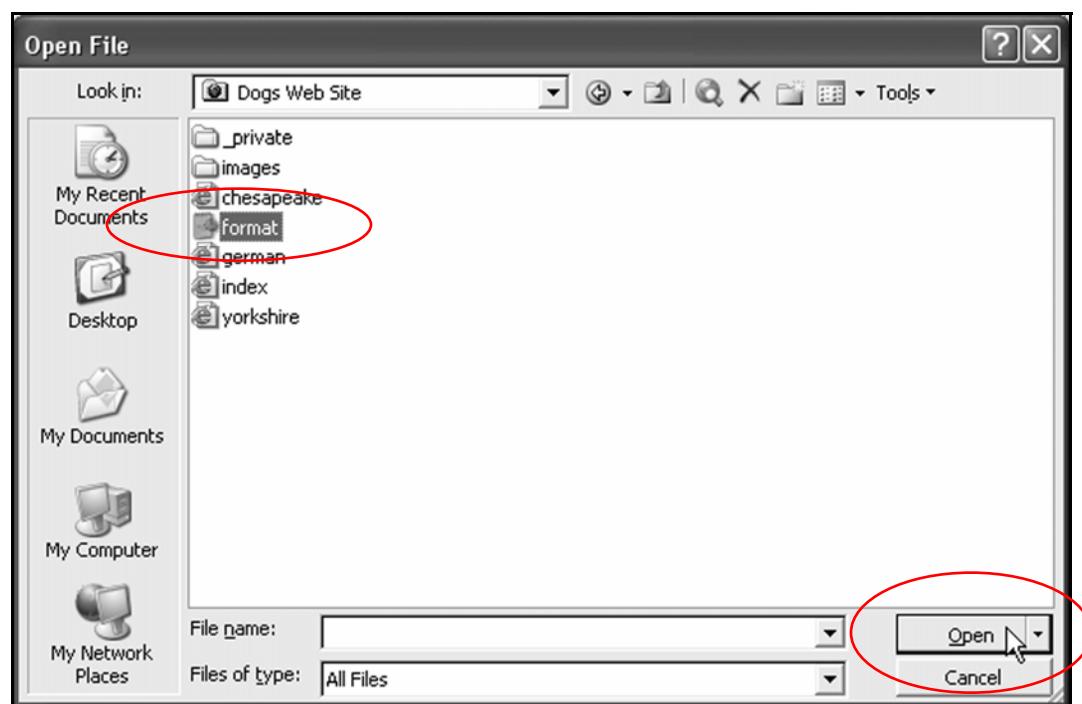
Give it a Silver background.

**16.** Make the last cell 33% wide, with a Silver background.

The table should look like this:



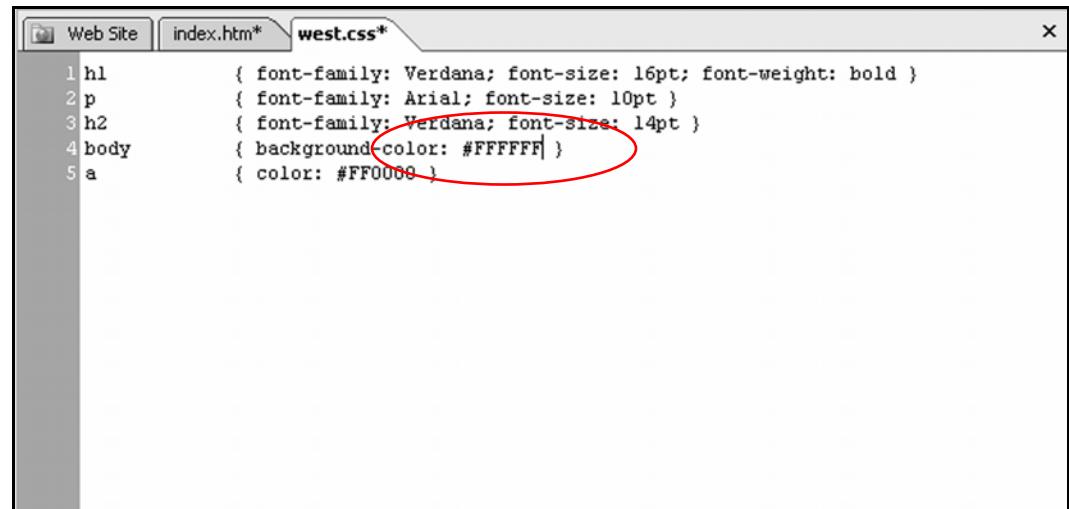
**17.** Open **format.css** from the Dogs Web site.



**18.** Save the style sheet as **west.css** in the **Vacation** Web site.

**19.** In **west.css**, change the page background to white:

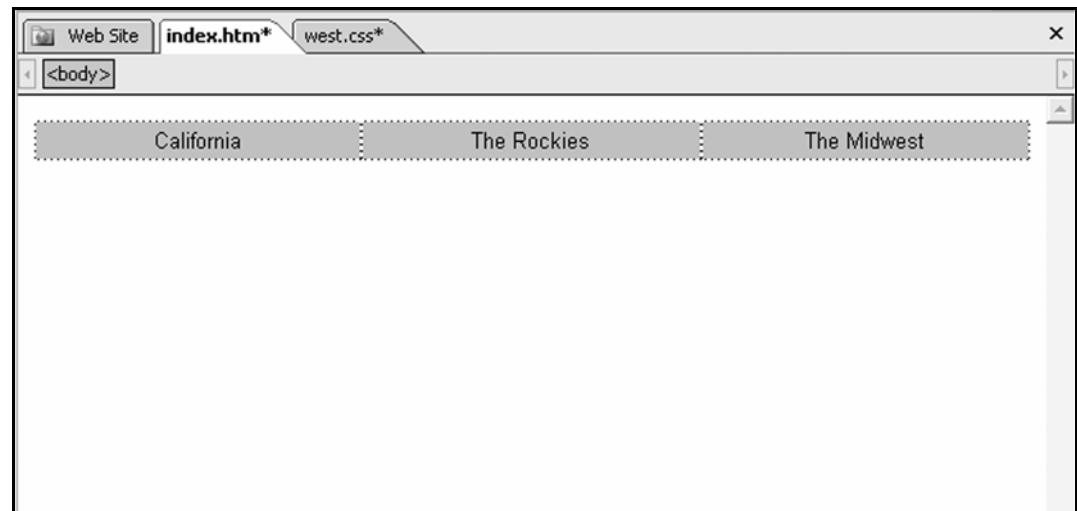
```
body { background-color: #FFFFFF }
```



```
1 h1      { font-family: Verdana; font-size: 16pt; font-weight: bold }
2 p       { font-family: Arial; font-size: 10pt }
3 h2      { font-family: Verdana; font-size: 14pt }
4 body    { background-color: #FFFFFF }
5 a       { color: #FF0000 }
```

**20.** View the home page, **index.htm**, in the **Vacation** Web site, and link it to the **west.css** style sheet.

The home page should look like this:

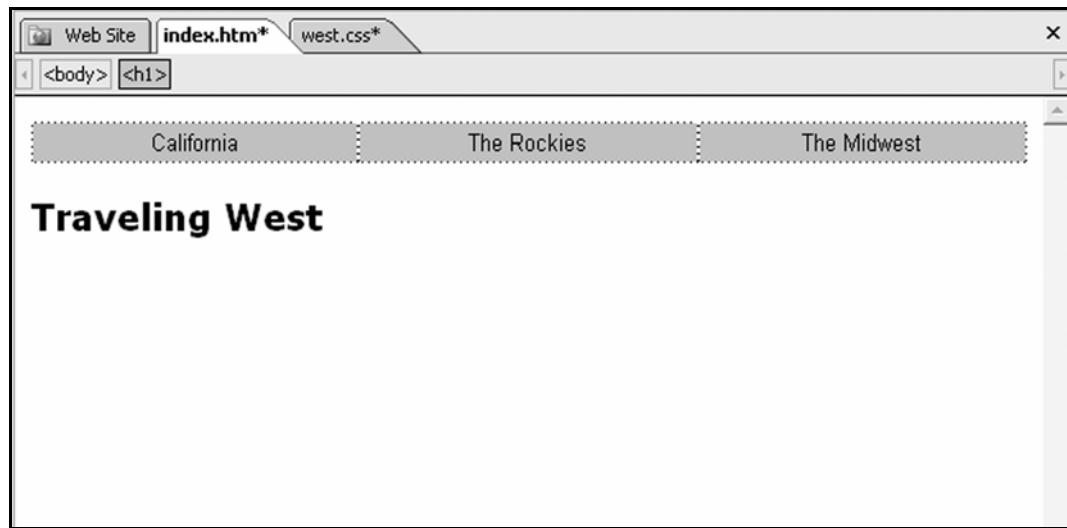


**21.** Below the table, type:

**Traveling West**

**22.** Format the text as Heading 1.

It should look like this:

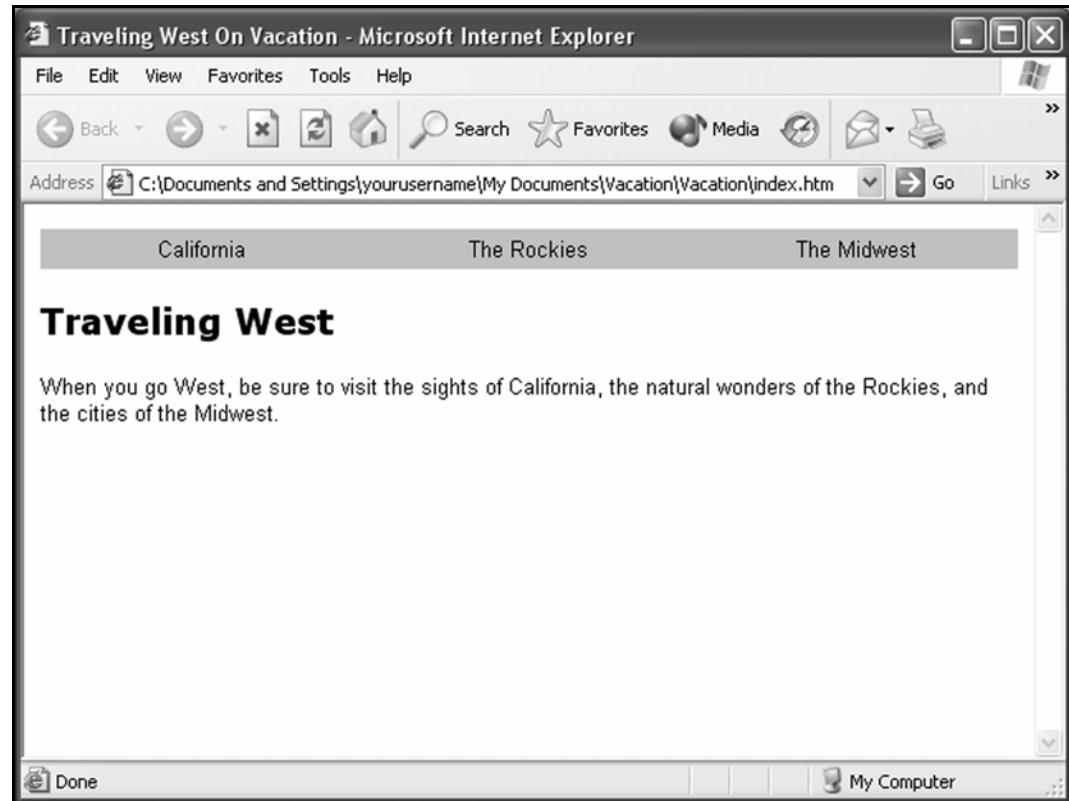


**23.** Below the heading, add a new paragraph:

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

## **24.** Save the page and view it in the browser.

It should look like this:



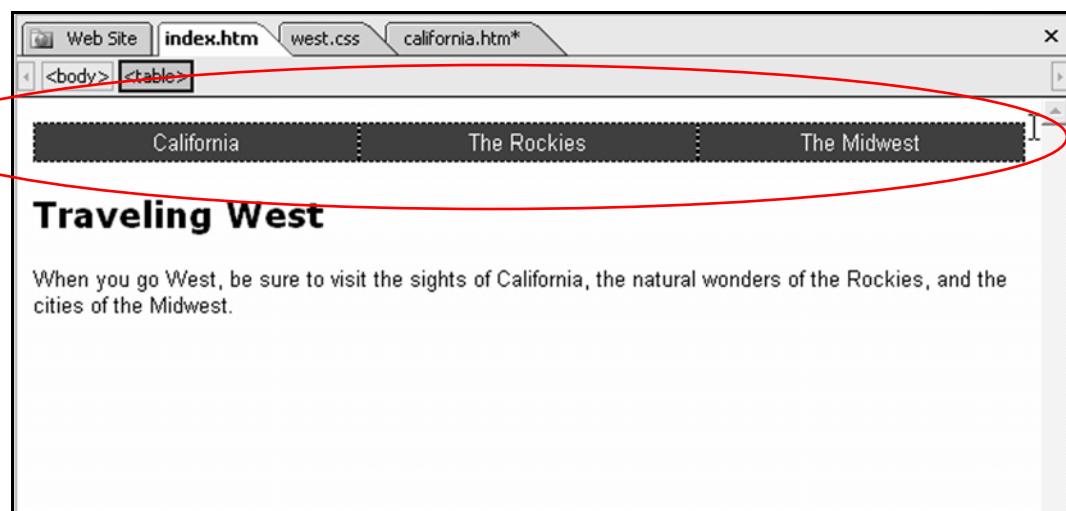
## **25.** Close the browser.

# Create navigation bar for a main section page

1. Create a new page.

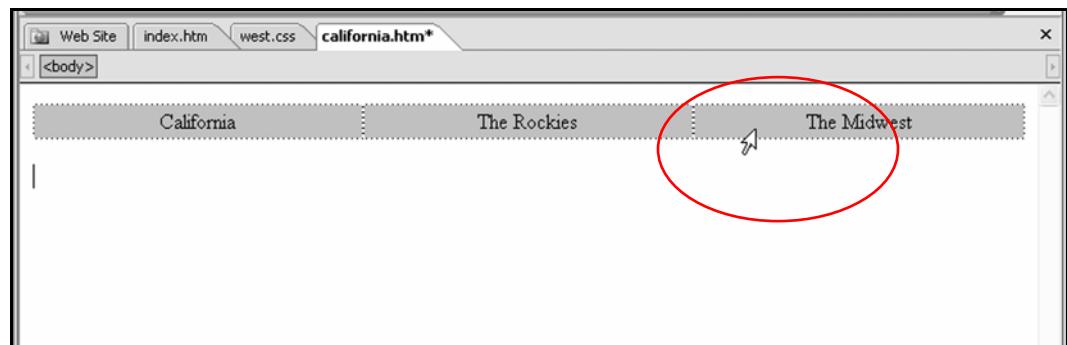
Save it as **california.htm**.

2. Title it **Vacationing in California**.
3. View **index.htm**, then highlight the table.



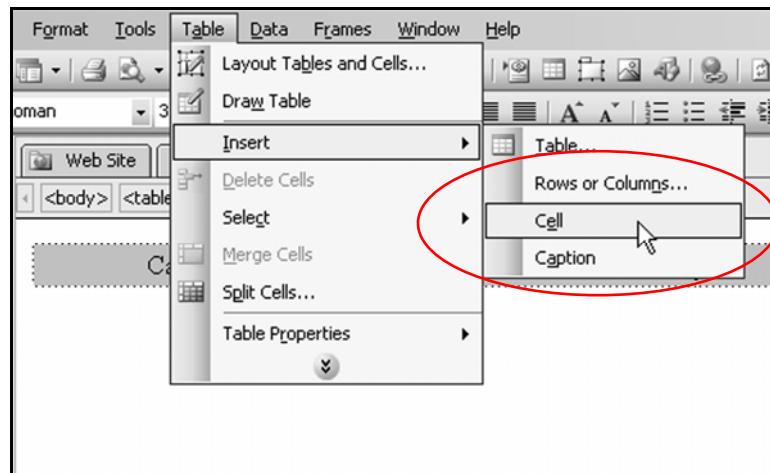
4. Click **Edit**, then **Copy**.
5. View **california.htm**, then click **Edit**, then **Paste**.

## 6. Click in the last cell of the table.

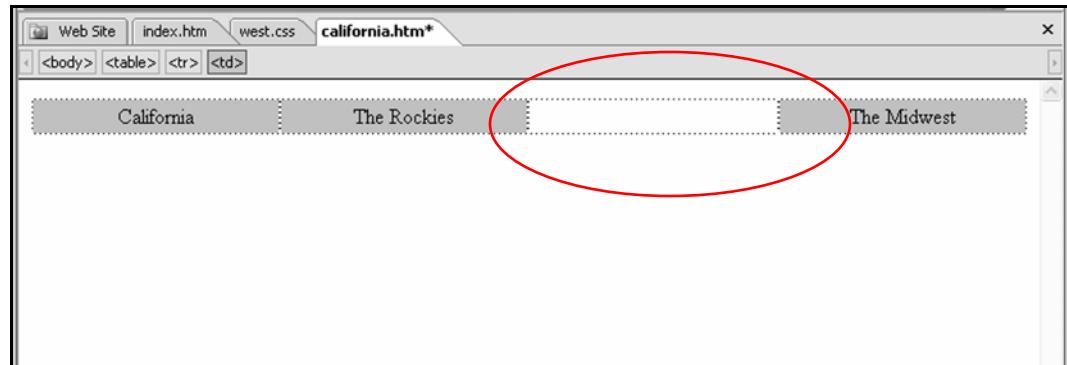


**Tip:** Do not highlight the text.

## 7. Click Table, Insert, then Cell.



A new cell should appear:



**8.** Right-click the new cell, then click **Cell Properties**.

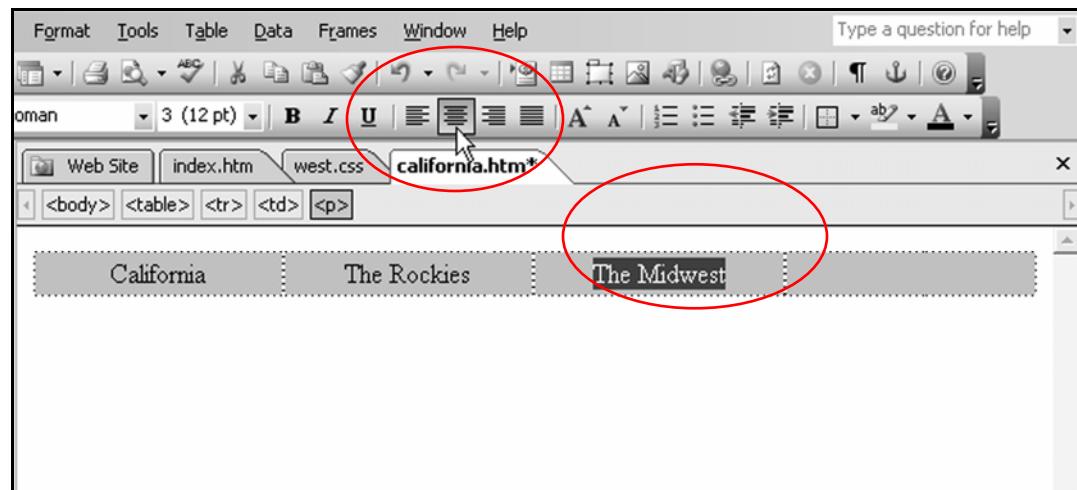
Specify a width of **25%**, and a background color of **Silver**.

**9.** Change the cell widths of the other three cells to **25%**.

**Tip:** *There are now four cells in the table, and their widths must add up to 100%. That means 25% per cell.*

**10.** Cut the text **The Midwest** from the last cell and paste it in the third cell.

Center it within the cell:



**11.** Right-click the new cell, then click **Cell Properties**.

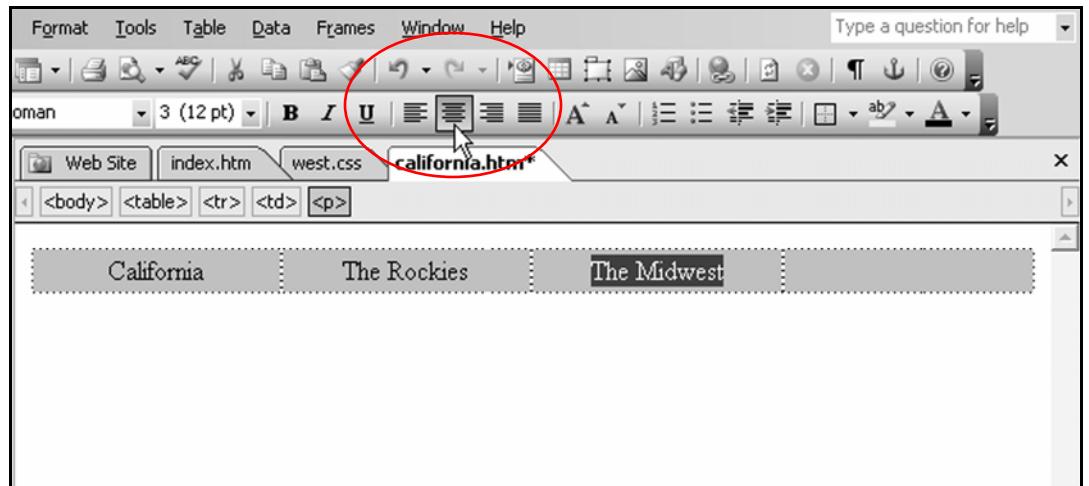
Specify a width of **25%**, and a background color of **Silver**.

**12.** Change the cell widths of the other three cells to **25%**.

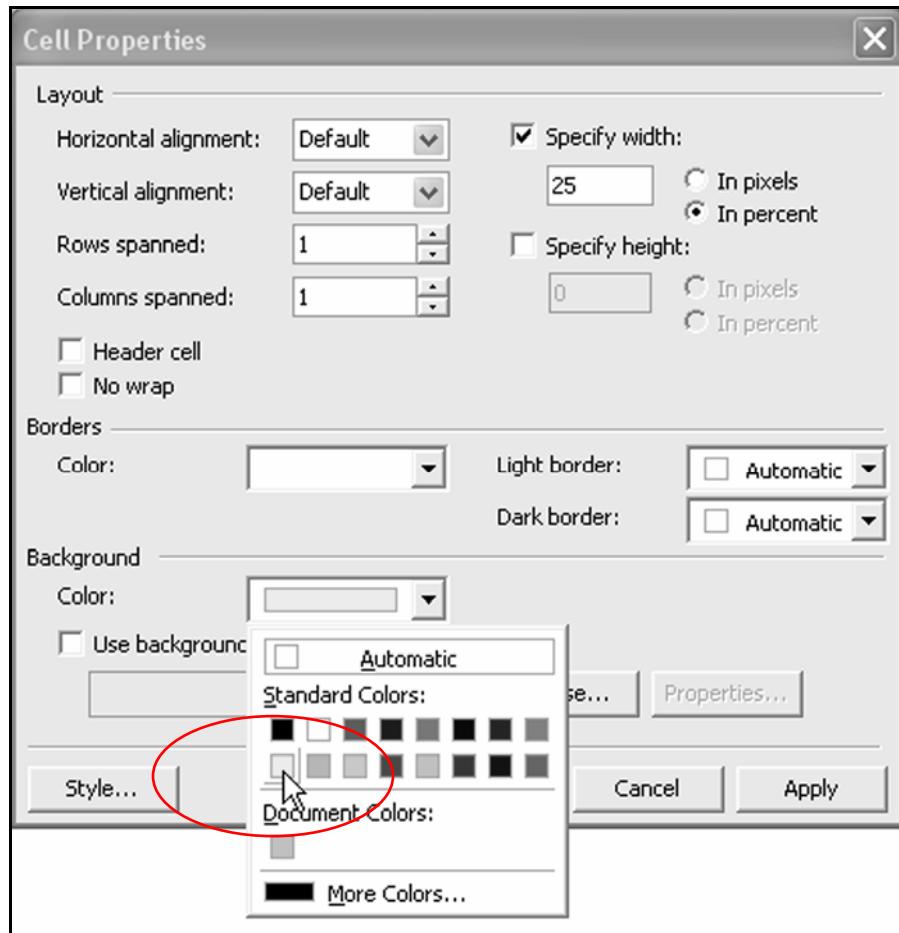
**Tip:** *There are now four cells in the table, and their widths must add up to 100%. That means 25% per cell.*

**13.** Cut the text **The Midwest** from the last cell and paste it in the third cell.

Center it within the cell:



- 14.** Right-click the first cell, then change its background color to Yellow.

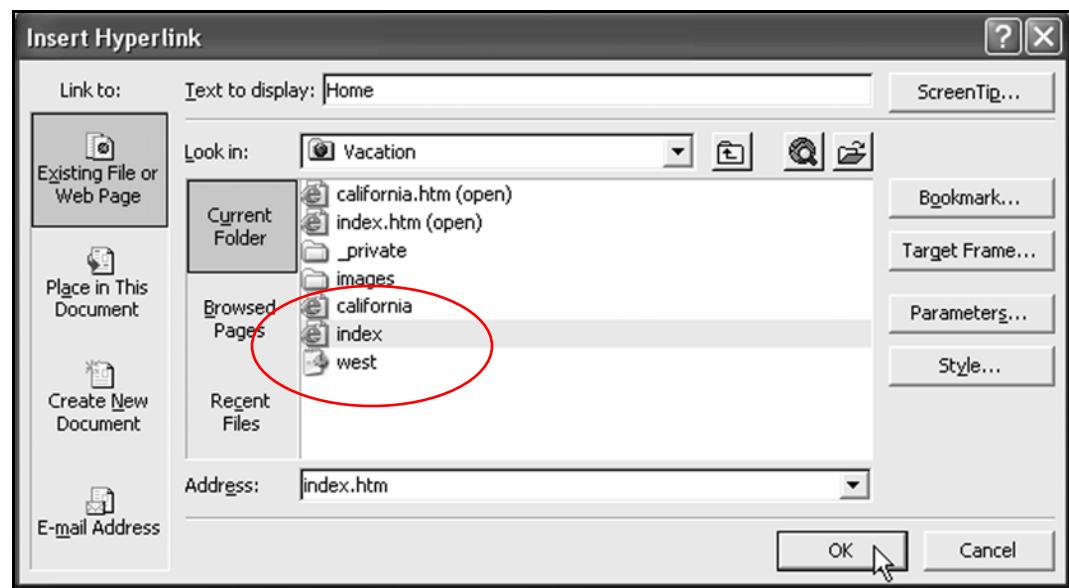


**Tip:** Changing the color of the California cell on the California page shows “You are here.”

- 15.** In the last cell, type:

Home

**16.** Link the word Home to index.htm.



**17.** Link the page to the style sheet west.css.

**18.** Save **california.htm** and view it in the browser.

The page should look like this:



**19.** View **index.htm** and link the word **California** to **california.htm**.

**20.** Save **index.htm**.

**21.** Create a new blank page and save it with the file name **midwest.htm**.

It will be The Midwest page, but leave it blank for right now.

**22.** Create a new page with file name **rockies.htm**.

This is The Rockies page.

Title it **Nature in the Rocky Mountains**.

**23.** Copy the navigation table from **california.htm** and paste it into **rockies.htm**.

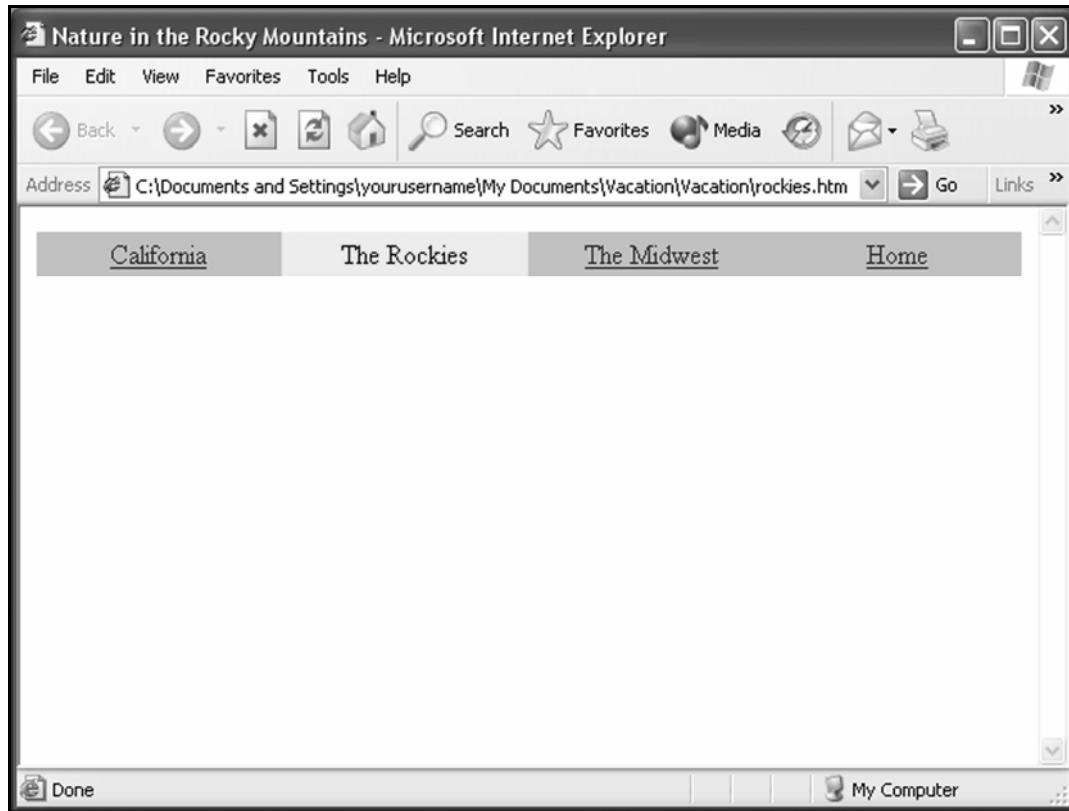
**24.** Change the “You are here” yellow background color from the California cell to The Rockies cell.

Color the California cell Silver.

**25.** Link the words California, The Midwest and Home to their respective pages.

**26.** When you're done, preview the page in the browser.

It should look like this:



**27.** Repeat this process with the California and Midwest pages so they've got functioning navigation bars that show "you are here."

**28.** View **index.htm**, and in the navigation bar, link the words **The Rockies** and **The Midwest** to their respective pages.

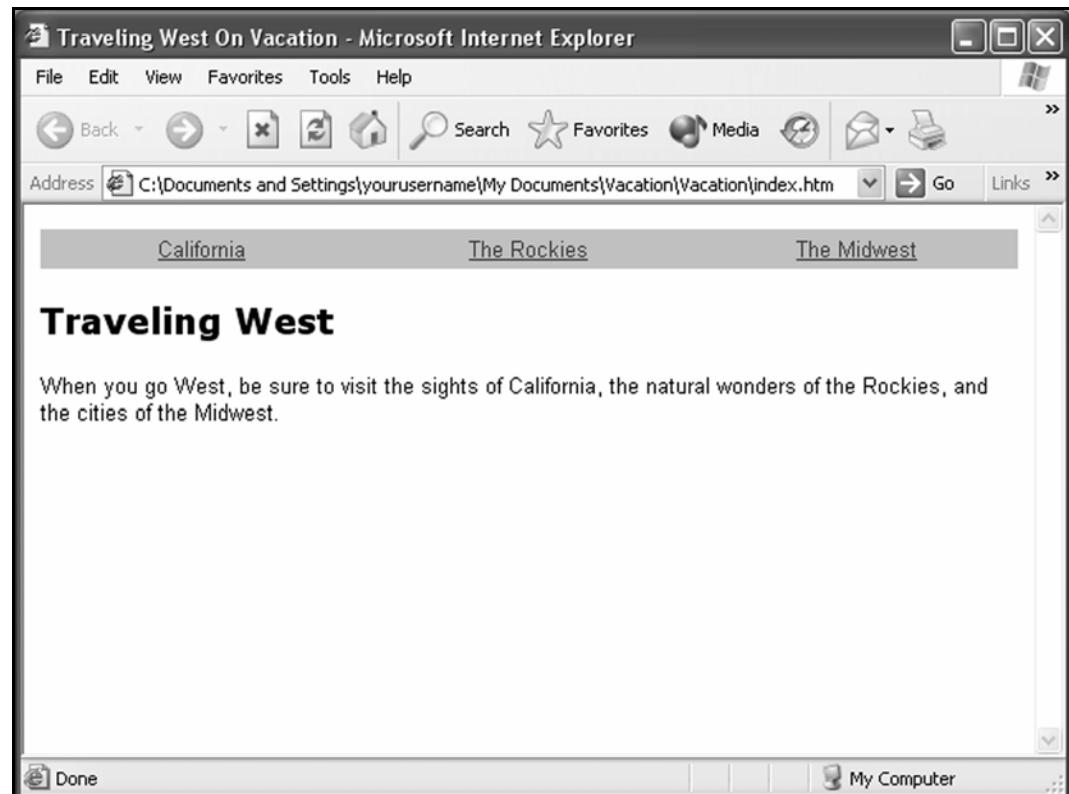
**29.** Make all "you are here" text that corresponds to the current page bold. (Example: make the words **The Rockies** bold on The Rockies page.)

**30.** Link both pages to the style sheet **west.css**.

## **31.** Save the pages, then preview the site in the browser.

It should look like the site at:

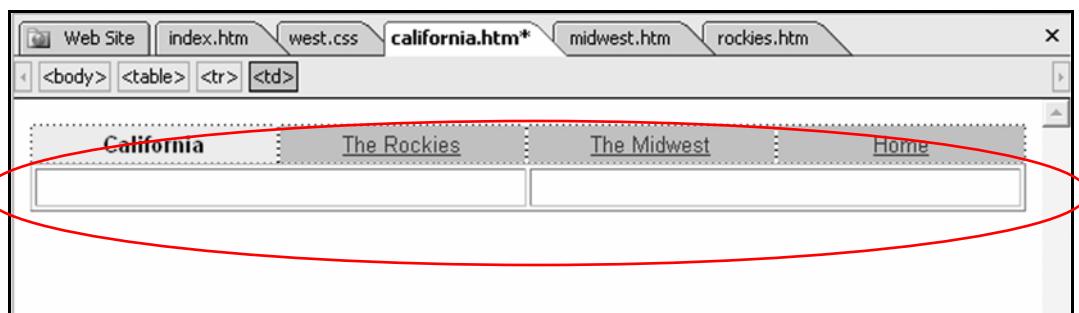
**www.visibooks.com/books/fp2003/vacation**



# Add subsections to site

## Insert a table for content and subsection links

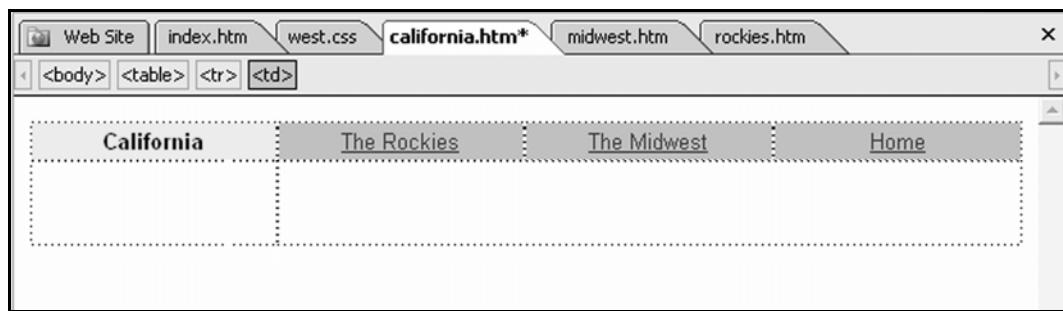
- 1.** View **california.htm**.
- 2.** Below the navigation bar table, add another table with two cells:



- 3.** Right-click the table and give it these attributes:

**Width = 100%**  
**Border Size = 0**  
**Cell padding = 16**  
**Cell Spacing = 0**

- 4.** Make the first cell 25% wide and the second cell 75% wide.



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

**The Golden Gate Bridge**

**Highway 101**

**Big Sur**

- 6.** In the right-hand cell, put the heading:

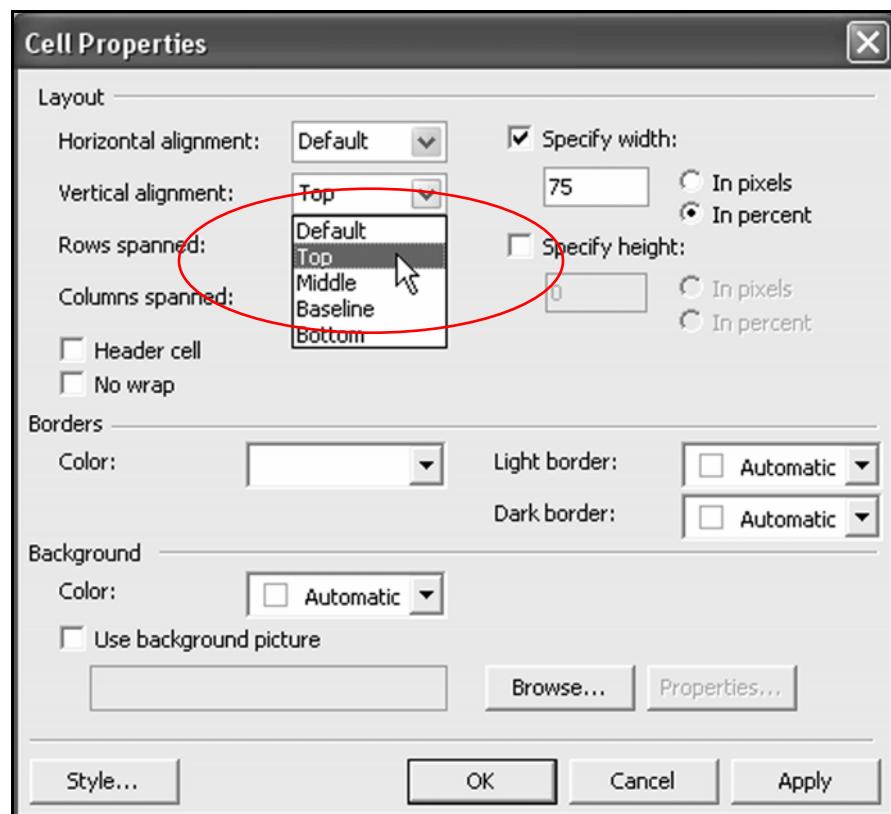
**Places to visit in California**

Format it as **Heading 2**.

- 7.** Below the heading, put the paragraph :

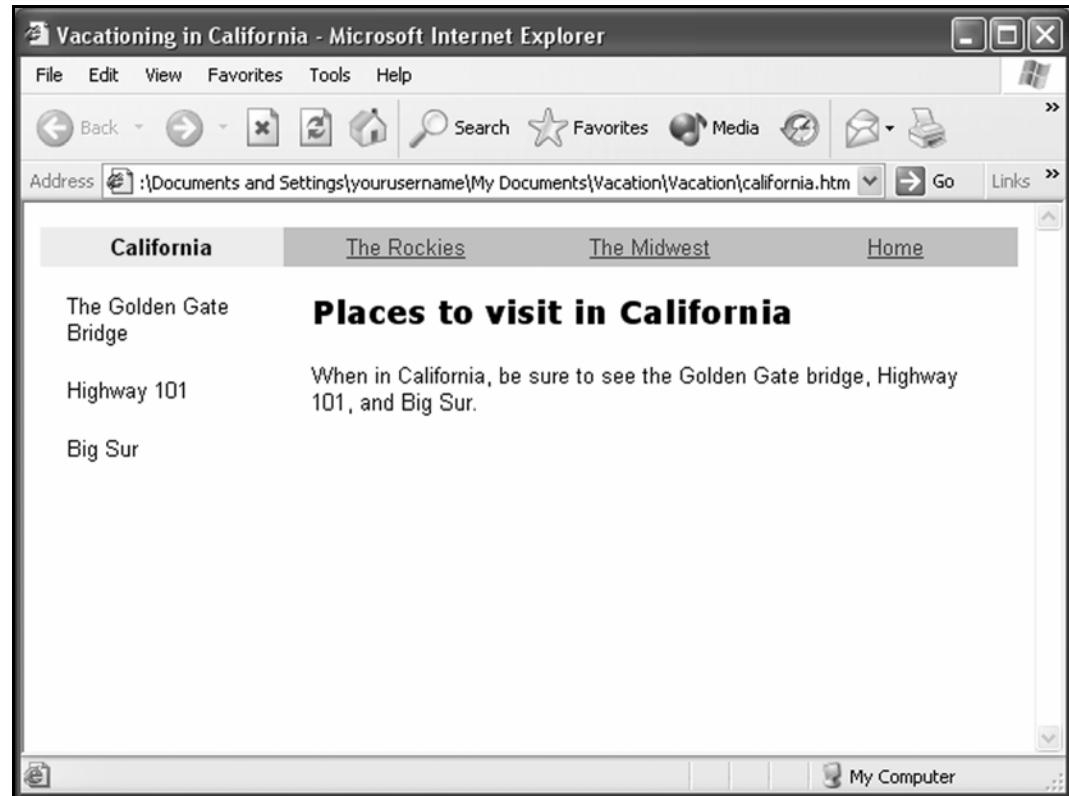
**When in California, be sure to see the Golden Gate bridge, Highway 101, and Big Sur.**

## 8. Change the Vertical alignment of both cells to Top.



## 9. Save the page and view it in the browser.

It should look like this:



# Create subsection pages

1. Create new blank pages for subsections The Golden Gate Bridge, Highway 101 and Big Sur:

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

**Tip:** If you can't see all the tabs across the top of the window, click the v icon.



2. Copy the tables from **california.htm** and paste them into **goldengate.htm**.
3. On **goldengate.htm**, un-bold the word California in the navigation bar.

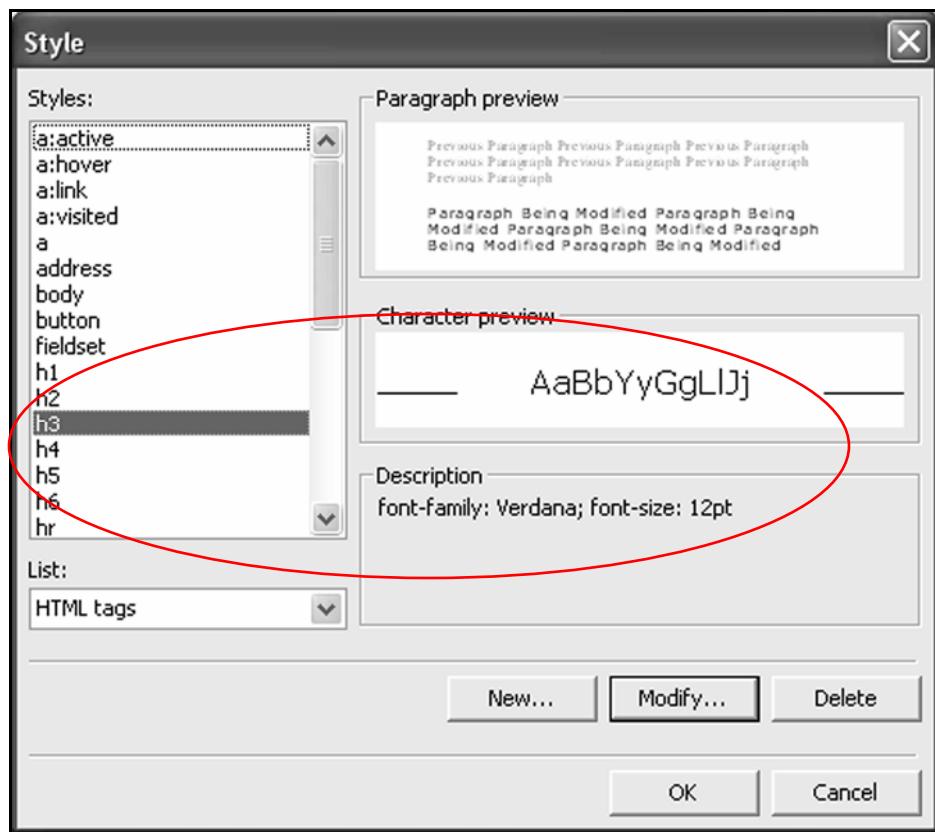
**Tip:** Highlight the word, then click the **B** icon.

4. Change the heading to read:

**Seeing the Golden Gate Bridge**

Then format the heading as **Heading 3**.

- 5.** Link the page to the style sheet **west.css**.
- 6.** View **west.css**, then click the blank line beneath the existing tags to place your cursor there.
- 7.** Format the **h3** style as **Verdana, 12pt**.



- 8.** Save **west.css**.
- 9.** View **goldengate.htm**.

Below the heading, change the paragraph to read:

**The Golden Gate Bridge isn't golden--it's actually orange.**

**10.** Link the words **California**, **Highway 101**, and **Big Sur** to their respective pages.

Leave **The Golden Gate Bridge** as plain text to show “you are here.”

**11.** Save **goldengate.htm**, then view it in the browser.

It should look like this:



### Consistent page layout

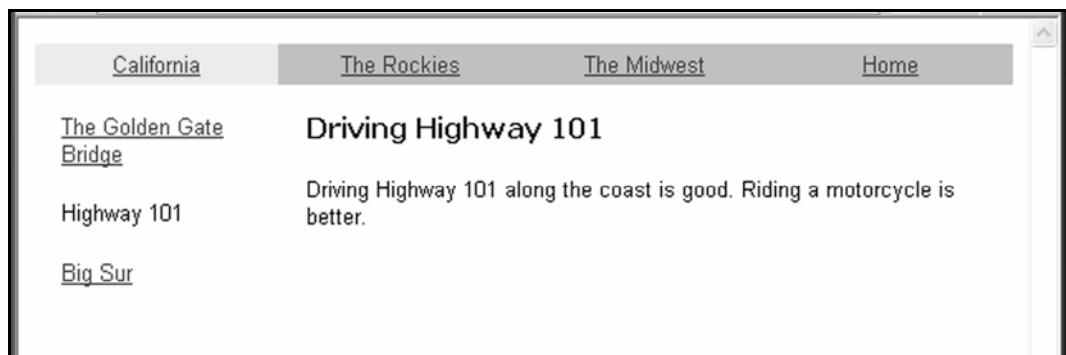
Copying tables from one page and pasting them into new pages ensures that all pages share the same layout.

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.

- 12.** View `california.htm`.
- 13.** Link the words **The Golden Gate Bridge**, **Highway 101** and **Big Sur** to their respective pages.
- 14.** Save `california.htm`.
- 15.** Open `goldengate.htm` and copy both tables.
- 16.** Paste these tables into `highway101.htm`.
- 17.** Link `highway101.htm` to the style sheet `west.css`.
- 18.** On `highway101.htm`, link the words **The Golden Gate Bridge** to `goldengate.htm`.
- 19.** Right-click the text **Highway 101**, then click **Hyperlink Properties**.

When the window appears, click the  button.

- 20.** Change the Highway 101 page's heading and descriptive text beneath it so it looks like this:



**21.** Make the layout and navigation of **bigsur.htm** 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.**

**Tip:** *Don't forget to link the page to west.css.*

**22.** Save all pages and view the site in the browser.

It should look and work like:

**[www.visibooks.com/books/fp2003/vacation2](http://www.visibooks.com/books/fp2003/vacation2)**