

M O D U L A R   S Y S T E M

# MICROSOFT FRONTPAGE 2003

Mesut AYAN  
Hüseyin TAŞDEMİR



[www.zambak.com](http://www.zambak.com)

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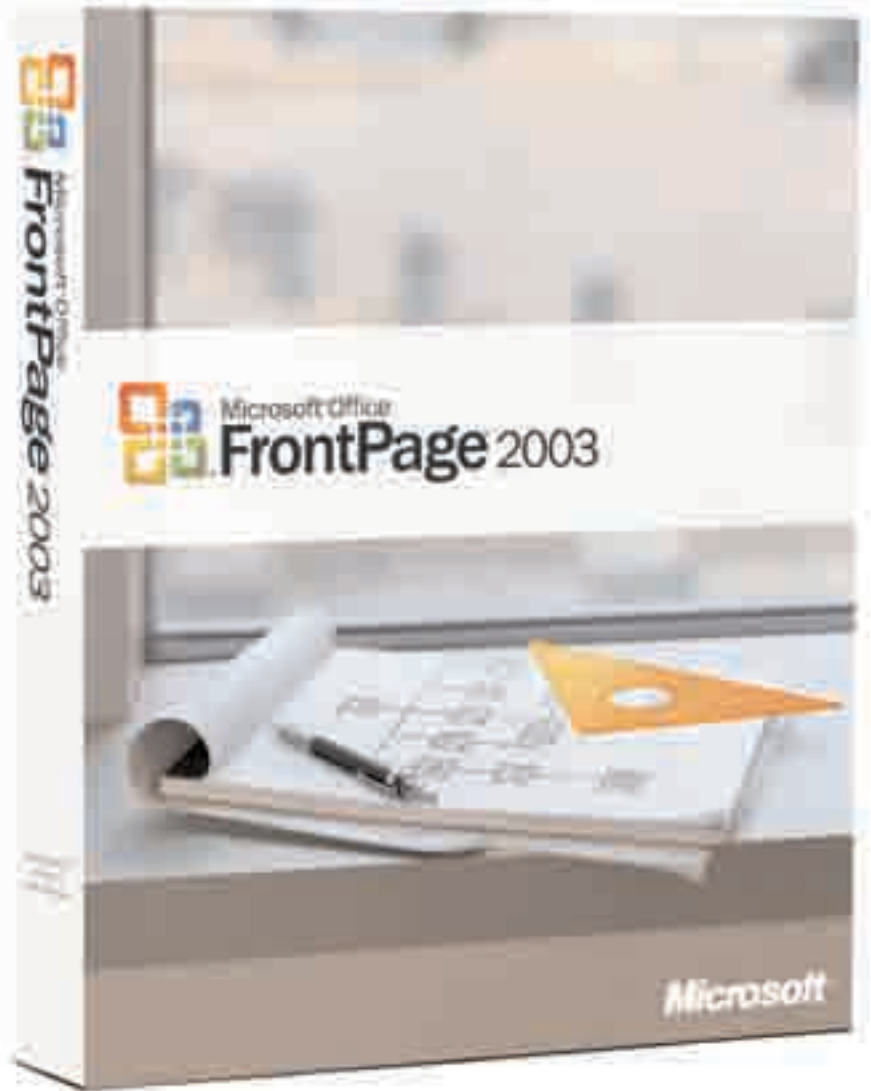
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# PREFACE

Nowadays, getting or sharing the information has become very easy by means of the Internet. You can take your place on the Internet by creating your Web site. Creating a Web site is like constructing a building. First you imagine your Web site, then prepare your plan, and then start designing pages such as places of objects on the page, harmony of colors and shapes, appearance of the pages etc. The only way to become a Web builder is to create Web sites. This can be held by loving, practicing and feeling this work.

FrontPage is a powerful Web editor and easy to learn and use. You can design, create and publish your own Web sites with FrontPage.

The features of the Microsoft FrontPage 2003 book:

- ✓ **From Elementary to Advanced:** The chapters are sorted according to difficulty levels.
- ✓ **Project Based:** There is one project for each chapter. The subjects are explained and based on the projects. Each project is completed at the end of the chapter.
- ✓ **Step by Step:** Each project is explained step by step. The menu commands in steps are painted in blue to emphasize and follow them easily.
- ✓ **Screen Images:** Using screen images makes it easy to understand the subject and prevent readers from being lost in the subject.
- ✓ **Text Boxes:** Extra information related to the subjects is given in the text boxes located at the sides of the pages.
- ✓ **Project:** At the end of each chapter, you should prepare the projects to make more practice. The recommended project topics and required features for the project are given.
- ✓ **Summary:** The learning subjects are repeated in brief at the end of each chapter.
- ✓ **Questions:** You can measure your knowledge with multiple-choice questions at the end of each chapter.
- ✓ **CD:** The integrity of the book is supplied by CD. There are 4 sections in the CD.
  - ◆ **Web Sites** - It contains the complete Web sites used in chapters.
  - ◆ **Source Materials** - It contains the digital content required to prepare the Web sites, such as text, pictures etc.
  - ◆ **Video Tutorials** - It contains the videos that teach the subjects visually.
  - ◆ **Quiz** - It contains the multiple-choice questions at the end of each chapter.

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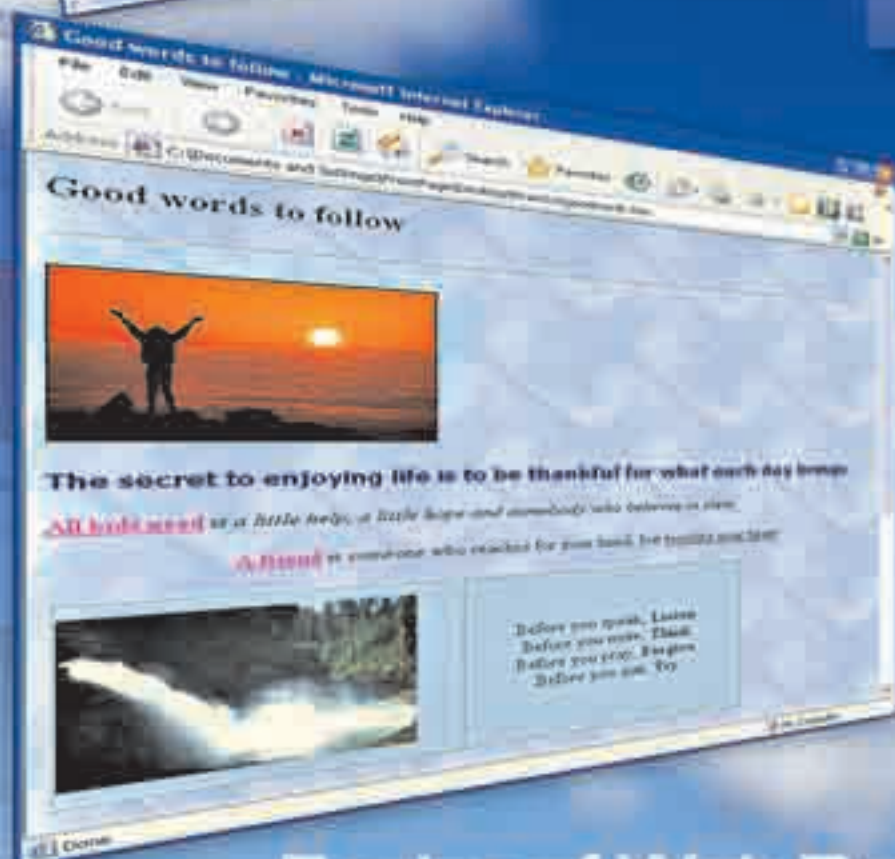




Microsoft  
FrontPage 2003

# CHAPTER 1

- Introduction
- Basic Tags
- Text Formatting
- Horizontal Line
- Background
- Images
- Links
- Tables



## Basics of Web Design

## Introduction



The **World Wide Web** (WWW) is an Internet-based computer network that allows people at one computer to access information stored on another. People connect to these other computers so they can look at **Web sites** - which are groups of documents that present information.

A single document in a Web site is often called a **Web page**. These Web site documents are stored on high-powered computers called **Servers**. One server can store thousands of documents for many different Web sites. When you want to look at a particular Web site, your computer connects to a server and receives the documents through the Internet.

## What is FrontPage?

FrontPage is a powerful Web editor used to design, create and publish Web sites. FrontPage provides lots of guidance and assistance to both beginning and advanced Web authors. Simple menus and toolbars let you to create complex page elements with one click of the mouse. FrontPage also helps you to picture what your Web pages are going to look like while you are creating them.

Creating a Web site using FrontPage is now much easier and more intuitive than it was in the past. You can also skip learning HTML.

## What is HTML?

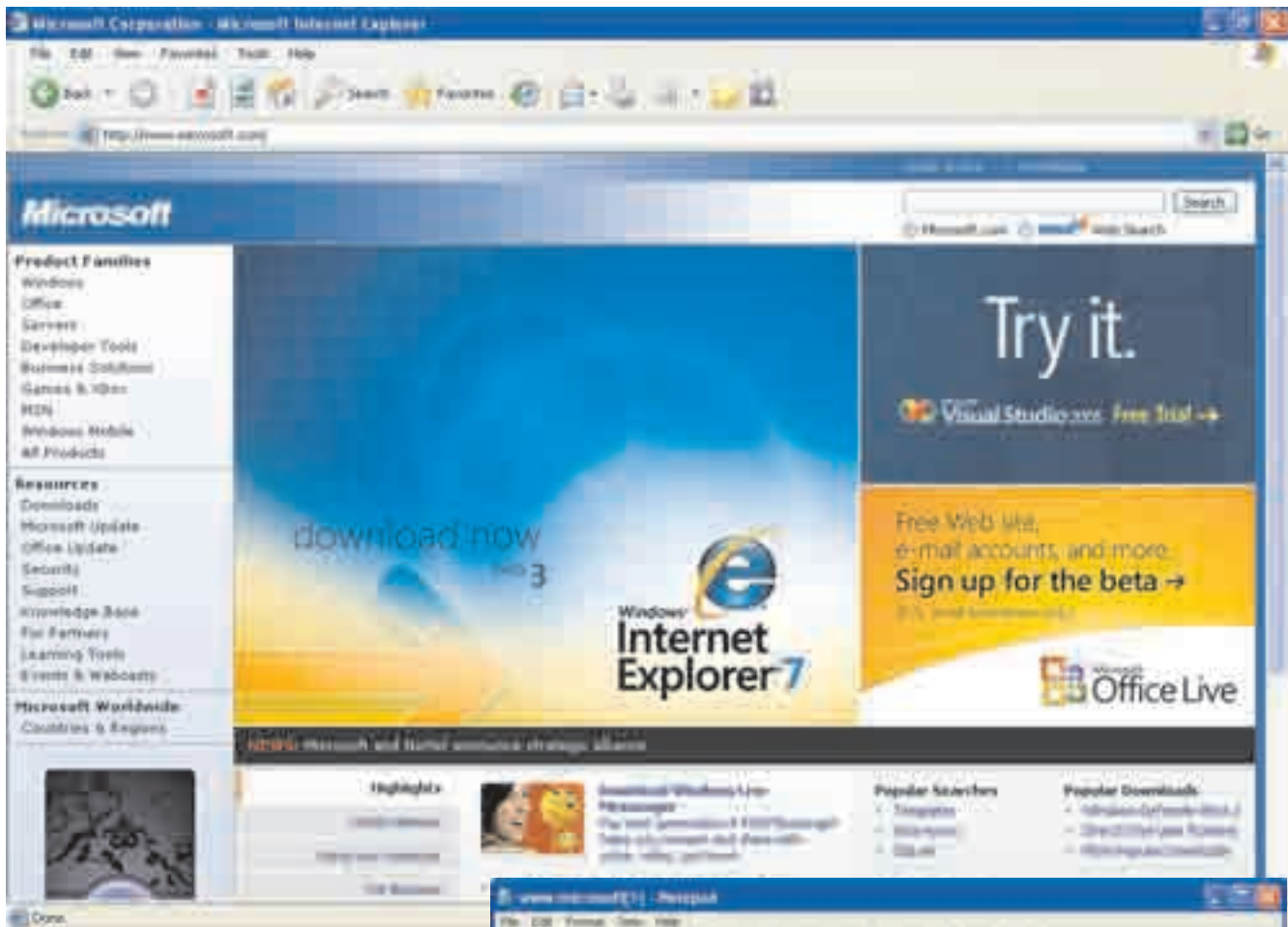
**HTML**, Hyper Text Markup Language is the language or code that Web browsers use to present Web content. An HTML file is a text file containing small markup **tags** that tell the Web browser how to display the page such as **<p>** to indicate the start of a paragraph, and **</p>** to indicate the end of a paragraph. HTML documents are often referred to as "Web pages". An HTML file can be created using a simple text editor such as Notepad and the file extension must be **.htm** or **html**.

This chapter covers some basic HTML tags only, but it will be enough to create simple pages and to understand complex ones. You will be able to design and create more professional Web pages and sites after learning FrontPage.

- ❖ Start a Web browser such as **Internet Explorer**.
- ❖ Type [www.microsoft.com](http://www.microsoft.com) in the address bar and press **Enter key**. You will get the following view.







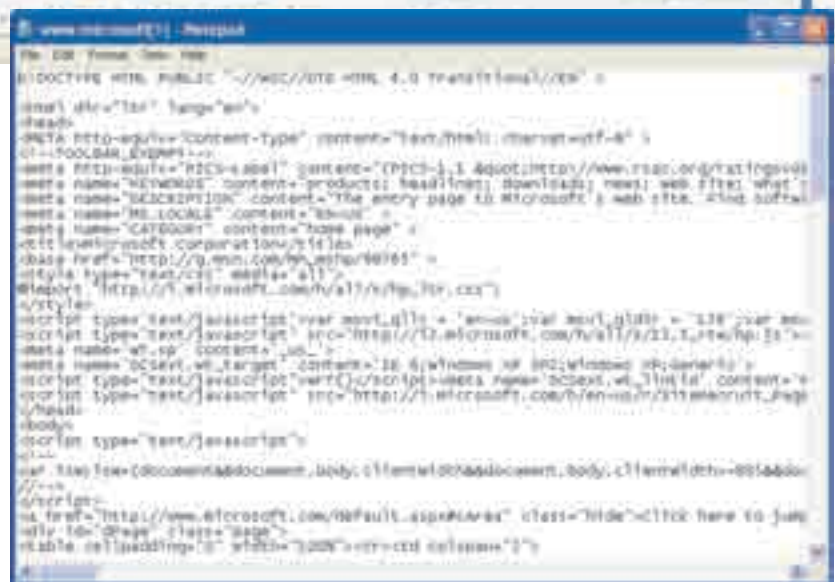
A Web page

You can not see HTML code, but you see HTML code result.

- ❖ Select **View>Source** and you will see the code transferred to your computer.

The Internet explorer retrieves code, pictures and other multimedia files and shows them as Web page visually in a neat design.

*In this chapter you will create a Web page about Good Words.*

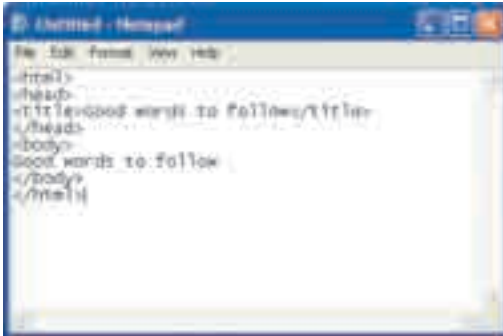


A Web page code



# HTML Coding

## Basic Tags



Basic HTML codes in Notepad

You can create HTML files using **Notepad** program.

- ❖ Start Notepad program.
- ❖ Type the text shown on the left.
- ❖ Save the file giving a name with extension .htm, *goodwords.htm*.
- ❖ Open this file in your Web browser by selecting **File>Open** and specifying its location.

Your browser now has the following view.

The **<meta>** element is used in the head section and provides information such as descriptions and keywords about your page for search engines and refresh rates.

### Define keywords for search engines

```
<meta name="keywords"
content="good words, good sayings,
quotations" />
```

### Redirect page after 5 seconds

```
<meta http-equiv="refresh" content
="5; URL=http://www.zambak.com">
```



Preview in Internet Explorer

Now have a deeper look at the code tags.

<b>&lt;html&gt;....&lt;/html&gt;</b>	These tags tell your browser the start and finish of an HTML document.
<b>&lt;head&gt;....&lt;/head&gt;</b>	The header information is written. The tags such as <link>, <meta>, <script>, <style>, <title> and <base> can be used inside the head tags.
<b>&lt;body&gt;....&lt;/body&gt;</b>	The text that will be displayed in your browser.
<b>&lt;title&gt;....&lt;/title&gt;</b>	The title that will be displayed in your browser's caption.

Basic HTML tags

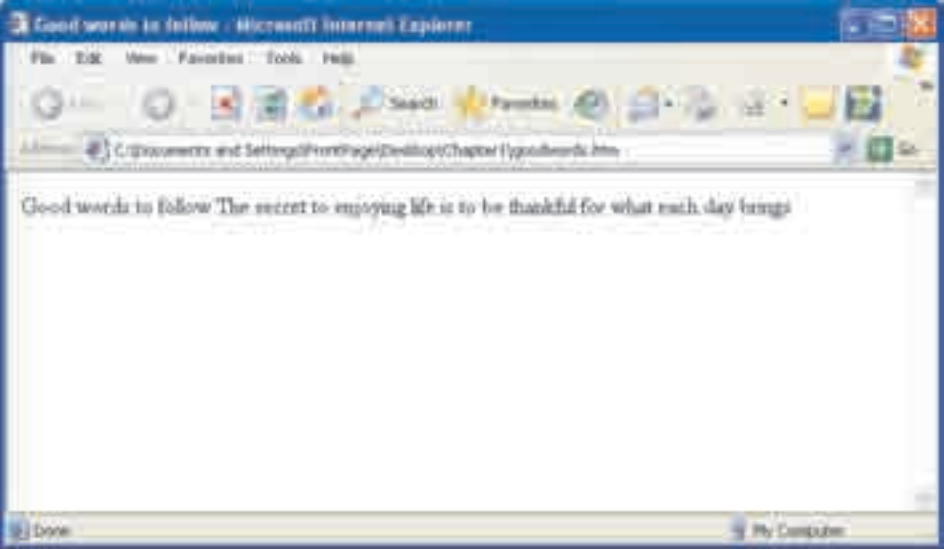


## Text Formatting

❖ Write a text in the body as follows.

```
<body>
Good words to follow
The secret to enjoying life is to be thankful for what each day
brings
</body>
```

Although you write the text on different lines, they are displayed on the same line.



*Preview in Internet Explorer*

### Comments

Comments are used to explain your code, which can help you when you edit it later.

`<!-- This is a comment -->`

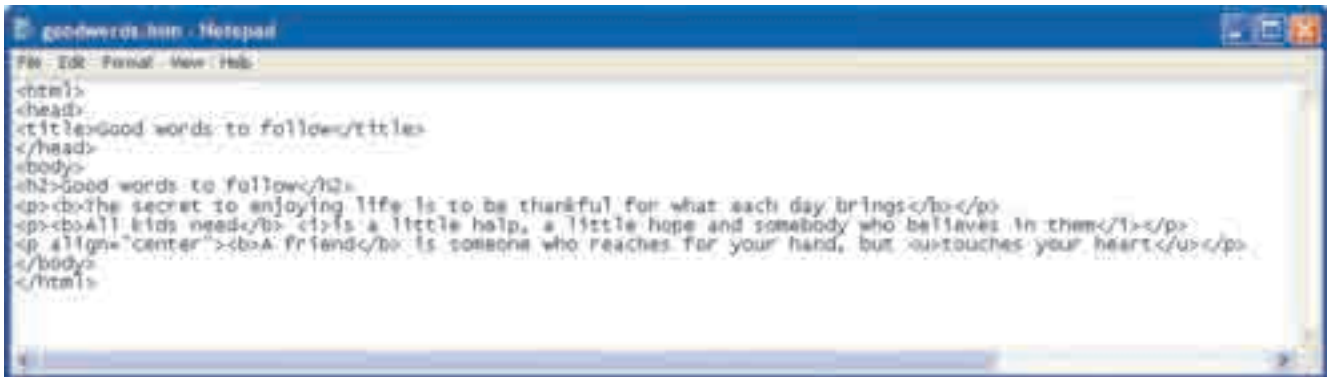
You need to use tags to give formatting.

<b>&lt;h1&gt;...&lt;h6&gt;</b>	Headings are defined with the <h1> to <h6> tags. <h1> defines the largest heading. <h6> defines the smallest heading. HTML automatically adds an extra blank line before and after a heading.
<b>&lt;p&gt;...&lt;/p&gt;</b>	Paragraphs are defined with the <p> tag. HTML automatically adds an extra blank line before and after a paragraph. You can align a paragraph to left, center or right using the following format: <p align="left">, <p align="center">, <p align="right">
<b>&lt;br&gt;</b>	Line Break: The   tag is used when you want to end a line. It has no closing tag.
<b>&lt;center&gt;...&lt;/center&gt;</b>	It centers the text.
<b>&lt;b&gt;...&lt;/b&gt;, &lt;i&gt;...&lt;/i&gt;, &lt;u&gt;...&lt;/u&gt;</b>	It defines bold, italic, underline text sequentially.

*Formatting HTML tags*



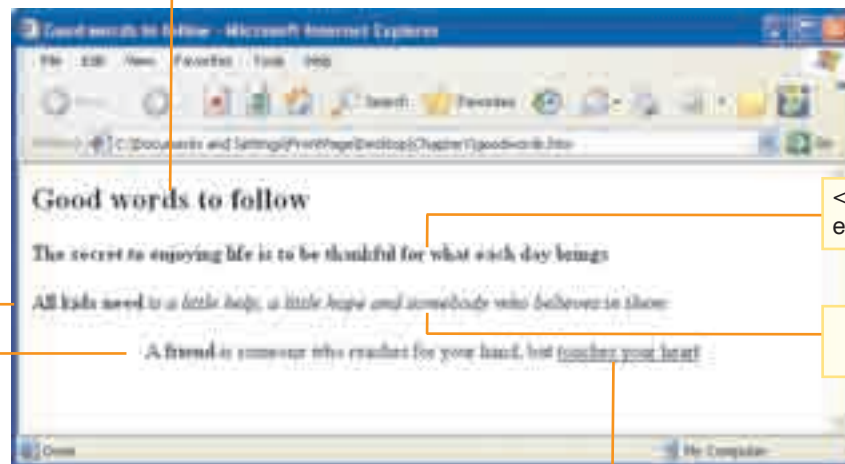
Now write the following code and see the result in the browser.



```
<html>
<head>
<title>Good words to follow</title>
</head>
<body>
<h2>Good words to follow</h2>
<p><b>The secret to enjoying life is to be thankful for what each day brings</b></p>
<p><b>All kids need</b> <i>is a little help, a little hope and somebody who believes in them</i></p>
<p align="center"><b>A friend</b> is someone who reaches for your hand, but <u>touches your heart</u></p>
</body>
</html>
```

HTML Code with text formatting tags

<h2>Good words to follow</h2>



<p><b>The secret to enjoying ...</b></p>

<p><b>All kids need</b>...

<p align="center"><b>A friend</b>...

... <i>is a little help...</i></p>

Preview-Text formatting tags

... <u>touches your heart </u></p>

If you want to change font, font size and font color, you can use <Font> tag:

<font face="..." size="..." color="...">text</font>

The size attribute can be set as an absolute value from 1 to 7 or as a relative value using the "+" or "-" sign. Normal text is size 3.

❖ Add font tag to the sentence.



```
<font face="tahoma" size="4" color="navy">The secret to  
enjoying life is to be thankful for what each day  
brings</font>
```

Good words to follow

The secret to enjoying life is to be thankful for what each day brings

All kids need is a little help, a little hope and somebody who believes in them

*Preview-Font tag*

Some special characters to use in HTML codes:

**&nbsp;** - space

**&copy;** - ©

**&lt;** - <

**&gt;** - >

**&** - &

H<sub>2</sub>O - H<sub>2</sub>O

x<sup>2</sup> - x<sup>2</sup>

## Horizontal Line

A horizontal line is a great way to separate your Web page into different sections and add visual borders.

The basic syntax for a horizontal line:

**<hr>**

❖ Add a horizontal line after the Heading.

Code:

```
<h2>Good words to follow</h2>  
<hr>
```

❖ Save the page and see the result in the browser.

Good words to follow

---

*Preview-Horizontal line*





## Background

The `<body>` tag has two attributes **bbgcolor** and **background** that modify the background. The background can be a color or an image.

The **bbgcolor** attribute specifies a background color for an HTML page.

❖ Change the `<body>` tag as follows:

```
<body bgcolor="lightblue">
```

You can also change text color of the page

```
<body bgcolor="lightblue"  
text="red">
```



*Preview-Background color*

You may want to prefer a background picture instead plain color.

❖ Just change the code as follows.

```
<body background= "ice.gif">
```



*Preview-Background picture*

The browser window will be tiled with the background picture. The background picture and the html file must be in the same folder; otherwise the path to the picture must be specified.



## Images

Images are defined with the **<img>** tag. The syntax of adding an image:

```

```

- ✓ The **src** attribute names the image file.
- ✓ The **width** and **height** attributes can specify the dimensions of the picture and can help to speed the display of your Web page.
- ✓ The **alt** attribute is used to define an "alternate text" that will be displayed either when the browser can not load images or when you keep your mouse a little on the picture.
- ✓ The **border** attribute is used to change border size by giving a number.

Do not use large image files to avoid long delays while the image is downloaded.

- ❖ Add a picture after the horizontal line by specifying **height**, **alt** and **border** attributes.

```

```

### Pixel

The information stored for a single grid point in the image. The complete image is a rectangular array of pixels.



*Preview-An image*



*Preview-An image with message*

When you keep your mouse pointer a little on the picture, the message appears.



## Links

Make a hyperlink of an e-mail address

```
<a href="mailto:info@zambak.com">
Click to send a mail</a>
```

The **<a>** (anchor) tag is used to create a link to another document such as a Web page, a picture, a music file etc. The syntax of creating a link:

```
<a href="URL" target="...">Text to be displayed as a hyperlink</a>
```

Make a hyperlink of an image

```
<a href="friends.htm">
</a>
```

- ✓ **The href** attribute is used to address the document to link to.
- ✓ **URL** can be a Web address, a page inside the site, a picture, a file, or an e-mail address.
- ✓ **The target** attribute can define where the linked document will be opened. When you use it with "\_blank" value, the document will be opened in a new browser window.

A hyperlink is usually blue and underlined.



Preview-A picture

- ❖ Create a hyperlink to a picture with target attribute.

When you click the hyperlink All kids need, the picture *kids.jpg* will be opened in a new window.

```
<a href="kids.jpg" target="_blank">All kids need</a>
```

The secret to enjoying life is to be thankful for what each  
All kids need is a little help, a little hope and somebody who believes in them

Preview-A hyperlink to a picture

- ❖ Create a new page, *friends.htm*.
- ❖ Create a hyperlink to the new page, by adding the following code:

```
<a href="friends.htm">A friend</a>
```



Preview-A page

When you click the hyperlink, the page *friends.htm* opens in the same window.



Preview-A hyperlink to a page



## Changing Hyperlink Colors

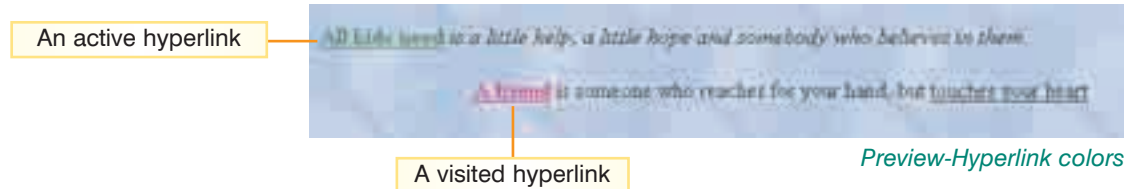
You can change hyperlink colors used on the page.

**link** - link color; **vlink** - visited link color; **alink** - active link color

❖ Add the following code to the body tag.

```
<body background="ice.gif" link="#000080" vlink="#FF00FF" alink="#008000">
```

❖ See the results in the browser.



## Tables

Tables are defined with the **<table>** tag. A table is divided into rows (with the **<tr>** tag, table row), and each row is divided into columns, data cells (with the **<td>** tag, table data).

The border, width and height attributes are used for the following table.

```
<table border="1" width="500" height="180">  
<tr>  
<td>Before you speak,</td>  
<td>Listen</td>  
<tr>  
</table>
```

**border="0"**  
makes the border invisible

It will look like in the browser as follows:



Preview-A table with two columns

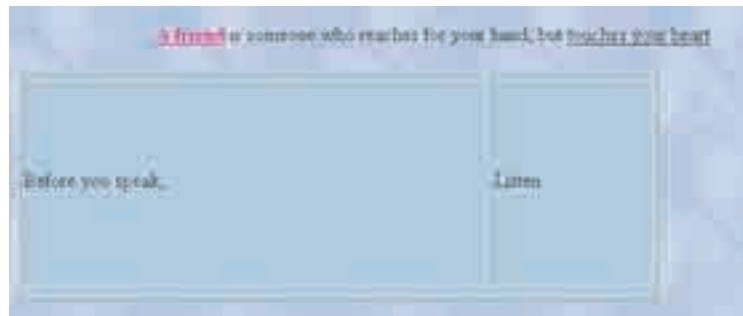


**Bgcolor** and **background** attributes can be used in the table tag to change table background color or background picture.

❖ Add **bgcolor** attribute to the table.

```
<table bgcolor="lightblue" border="1" width="500" height="180">
```

It makes table background color light blue.



*Preview-A table with background color*

It is possible to add a picture inside the cell.

```
<table border="1" width="500" height="180">
<tr>
  <td width="250"></td>
  <td>Before you speak, <b>Listen</b> <br>
  Before you write, <b>Think</b> <br>
  Before you pray, <b>Forgive</b> <br>
  Before you quit, <b>Try</b> </td>
</tr>
</table>
```

Now it will look like in the browser as follows:



*Preview-A table with a picture*





You can also change the following attributes of **td** tag.

```
<td bgcolor=".." background=".." width=".." height=".." align=".." valign="..">
```

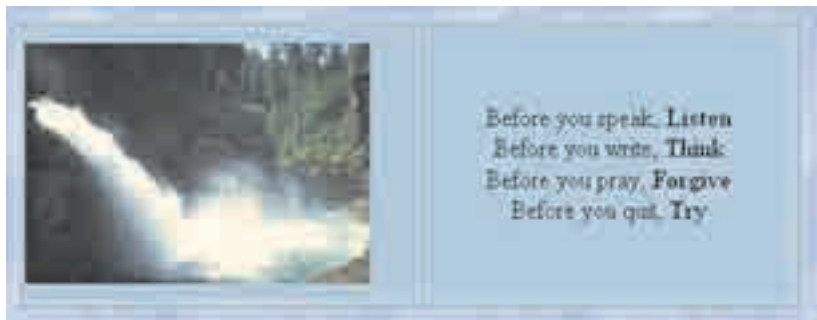
You are familiar with these attributes except **align** and **valign**.

**Align** is used to align the text to left, right or center horizontally. **Valign** is used to align the text to top, middle or bottom vertically.

❖ Add **align** attribute to the cell.

```
<td align=center>Before you speak, <b>Listen</b> <br>  
Before you write, <b>Think</b> <br>  
Before you pray, <b>Forgive</b> <br>  
Before you quit, <b>Try</b></td>
```

❖ Save the page and see the result in the browser.



*Preview-A table with a center aligned cell*



**COMPLETE** the remaining parts of the Web page like in the example given for this chapter.



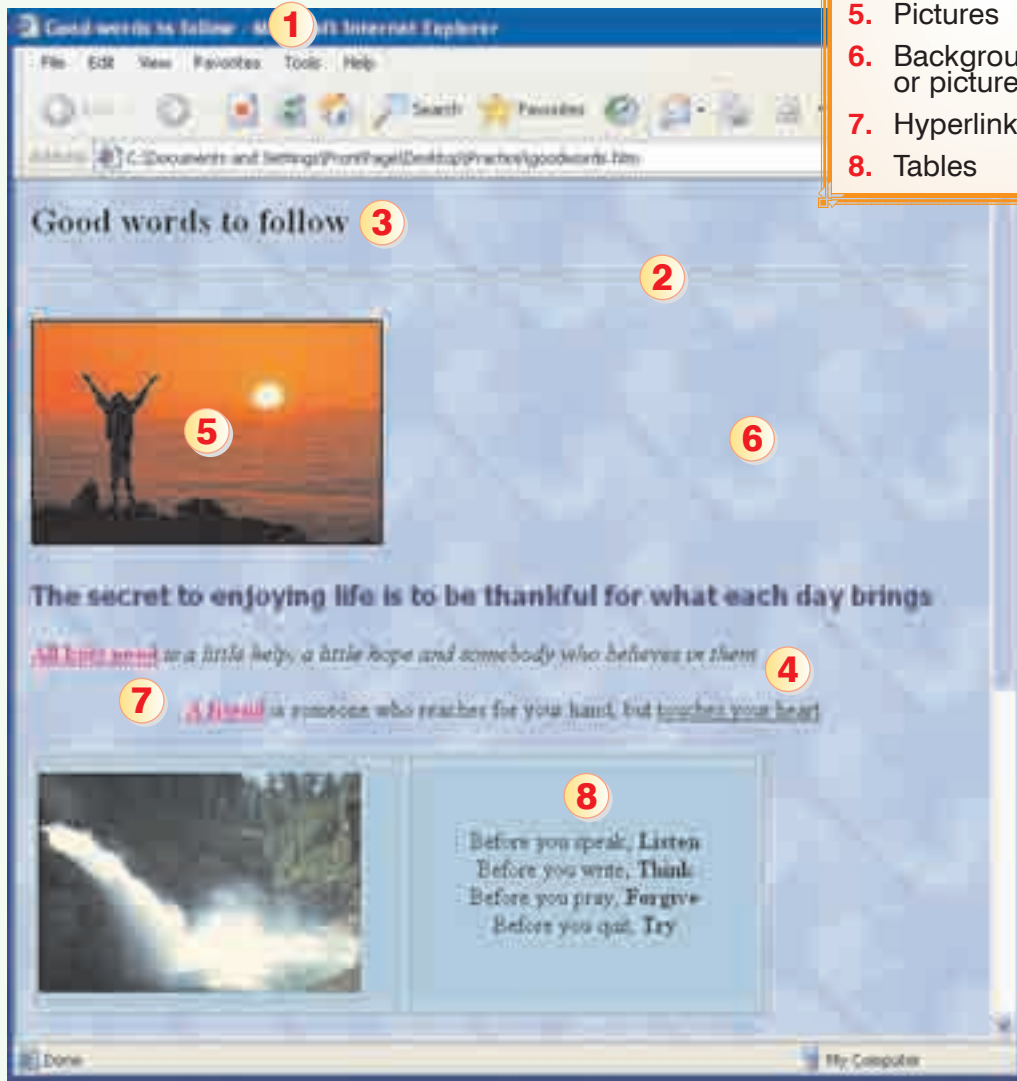
## Project - Good Words



Create a Web page similar to the one shown in the figure about Good Words in your language using Notepad program.

### Required Features

1. Page title
2. Horizontal line
3. Heading
4. Text formatting
5. Pictures
6. Background color or picture
7. Hyperlinks
8. Tables



## Summary

The World Wide Web (WWW) is an Internet-based computer network that allows people at one computer to access information stored on another.

FrontPage is a powerful Web editor used to design, create and publish Web sites.

HTML, Hyper Text Markup Language is the language or code that Web browsers use to present Web content. An HTML file can be created using a simple text editor such as Notepad and the file extension must be .htm or html.

### HTML CODING

<code>&lt;html&gt;....&lt;/html&gt;</code>	These tags tell your browser the start and finish of an HTML document.
<code>&lt;head&gt;....&lt;/head&gt;</code>	The header information is written. The tags such as <code>&lt;link&gt;</code> , <code>&lt;meta&gt;</code> , <code>&lt;script&gt;</code> , <code>&lt;style&gt;</code> , <code>&lt;title&gt;</code> and <code>&lt;base&gt;</code> can be used inside the head tags.
<code>&lt;body&gt;....&lt;/body&gt;</code>	The text that will be displayed in your browser.
<code>&lt;title&gt;....&lt;/title&gt;</code>	The title that will be displayed in your browser's caption.
<code>&lt;h1&gt;...&lt;h6&gt;</code>	Headings are defined with the <code>&lt;h1&gt;</code> to <code>&lt;h6&gt;</code> tags. <code>&lt;h1&gt;</code> defines the largest heading. <code>&lt;h6&gt;</code> defines the smallest heading.
<code>&lt;p&gt;...&lt;/p&gt;</code>	Paragraphs are defined with the <code>&lt;p&gt;</code> tag.
<code>&lt;br&gt;</code>	Line Break: The <code>&lt;br&gt;</code> tag is used when you want to end a line. It has no closing tag.
<code>&lt;center&gt;...&lt;/center&gt;</code>	It centers the text
<code>&lt;b&gt;...&lt;/b&gt;</code> , <code>&lt;i&gt;...&lt;/i&gt;</code> , <code>&lt;u&gt;...&lt;/u&gt;</code>	It defines bold, italic, underline text sequentially

### HTML CODING

Fonts	<code>&lt;font face="tahoma" size="4" color="navy"&gt;text&lt;/font&gt;</code>
Backgrounds	<code>&lt;body bgcolor="lightblue"&gt;</code> <code>&lt;body background="ice.gif"&gt;</code>
Images	<code>&lt;img src="thank.jpg" width="250" height="150" alt="be thankful" border="2"&gt;</code>
Links	<code>&lt;a href="friends.htm" target="_blank"&gt;A friend&lt;/a&gt;</code>
Tables	<code>&lt;table border="1" width="500" height="180"&gt;</code> <code>&lt;tr&gt;</code> <code>&lt;td&gt;Before you speak,&lt;/td&gt;</code> <code>&lt;td&gt;Listen&lt;/td&gt;</code> <code>&lt;tr&gt;</code> <code>&lt;/table&gt;</code>



## Questions

1. What does HTML stand for?
  - a. Hyperlinks and Text Markup Language
  - b. Hyper Text Markup Language
  - c. Hyper Text Makeup Language
  - d. Web Page Creating Program
  - e. Hyperlink Text Markup Language
2. How can you open a link in a new browser window?
  - a. `<a href="url" target="_self">`
  - b. `<a href="url" new>`
  - c. `<a href="url" target="new">`
  - d. `<a href="url" target="_blank">`
  - e. `<a href="url" target="_parent">`
3. What is the correct HTML code for giving a yellow background color?
  - a. `<body backgroundcolor="yellow">`
  - b. `<background>yellow`
  - c. `<body bgcolor="yellow">`
  - d. `<body color="yellow">`
  - e. `<body background="yellow">`
4. You want that your Web site will be found when a visitor writes "music" or "mp3" in search engines.
  - a. `<meta type="keywords" index="mp3, music">`
  - b. `<meta name="description" content="mp3, music">`
  - c. `<meta name="keywords" content="mp3, music">`
  - d. `<meta name="keywords" index="mp3, music">`
  - e. `<meta type="description" index="mp3, music">`
5. How can you give a text description to a picture?
  - a. Explanation="..."
  - b. Title="..."
  - c. Ctrl="..."
  - d. Alt="..."
  - e. `<acronym>...</acronym>`
6. What is the correct HTML for making a hyperlink?
  - a. `<a href="http://www.zambak.com.tr">Zambak</a>`
  - b. `<a>http://www.zambak.com.tr</a>`
  - c. `<a url="http://www.zambak.com.tr">Zambak</a>`
  - d. `<a name="http://www.zambak.com.tr">Zambak</a>`
  - e. `<a url="http://www.zambak.com.tr">Zambak`
7. What is the correct way to color the text?
  - a. `<font textcolor=...> Zambak </font>`
  - b. `<font color=...> Zambak </font>`
  - c. `<fontcolor=...> Zambak </fontcolor>`
  - d. `<font face=...> Zambak </font>`
  - e. `<font textcolor=...> Zambak`
8. Which of the following code causes redirection of a visitor of a website address after 3 seconds?
  - a. `<Meta HTTP-EQUIV="refresh" CONTENT="3;URL=http://www.zambak.com.tr">`
  - b. `<Meta HTTP-EQUIV="redirect" TIME="3;URL=http://www.zambak.com.tr">`
  - c. `<Meta HTTP-EQUIV="redirect" CONTENT="3;URL=http://www.zambak.com.tr">`
  - d. `<Meta HTTP-EQUIV="expires" TIME="3;URL=http://www.zambak.com.tr">`
  - e. `<Meta HTTP-EQUIV="expires" TIME="3;HREF=http://www.zambak.com.tr">`
9. What is the correct HTML for inserting an image?
  - a. `<img url="friends.gif">`
  - b. `<image src="friends.gif">`
  - c. `<img>friends.gif</img>`
  - d. `<img href="friends.gif">`
  - e. ``
10. What is "td" used for in creating table?
  - a. Table delete
  - b. Data cells
  - c. Alignment
  - d. Border
  - e. Rows





- General Overview
- Creating a Web Page
- Adding and Formatting Text
- Inserting a Horizontal Line
- Inserting a Picture
- Creating a List
- Modifying Page Background
- Working with Files





## General Overview

FrontPage 2003 provides flexibility and functionality to help you build better Web sites. It includes the professional design, authoring, data and publishing tools needed to create dynamic and sophisticated Web sites.

### Some New Features in FrontPage 2003



*Split view*

- ❖ **Layout tables** can help you to create a professional, easy-to-read, well-organized Web page.



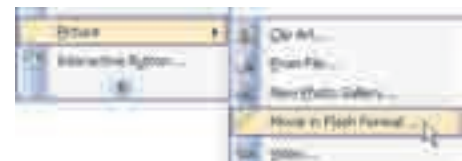
*Table Layout*



*Theme*

- ❖ **Themes** are professionally designed style packages to give your Web pages a professional look.

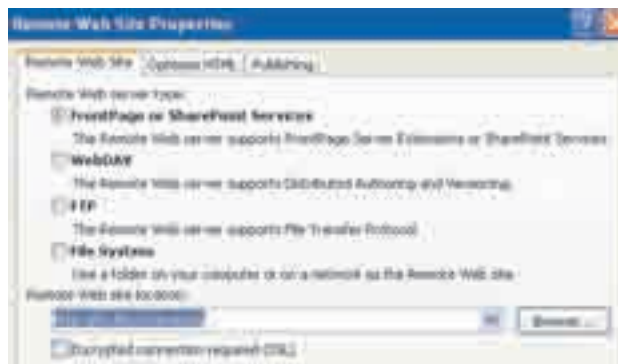
- ❖ **Macromedia Flash** is better integrated into FrontPage.



*Inserting a Flash object*



- ❖ **New publishing options** include the ability to publish via FTP and Web-DAV.
- ❖ **Browser compatibility tools** include the ability to design your pages for specific browsers and preview them at different screen resolutions.
- ❖ **XML** (Extensible Markup Language) is a coding language that holds data instead of Web page content.



New publishing options

## FrontPage a First Glance

**Standard Toolbar**  
contains buttons that let you access common FrontPage commands easily.

**Formatting toolbar**  
contains buttons that let you easily apply common formatting to your document

**Web page name**  
The name of a current page  
*Switch pages using Ctrl+Tab*

**Title bar**  
displays the name of the Web site

**Close**  
closes the Web page

**Folder List**  
organizes files and folders

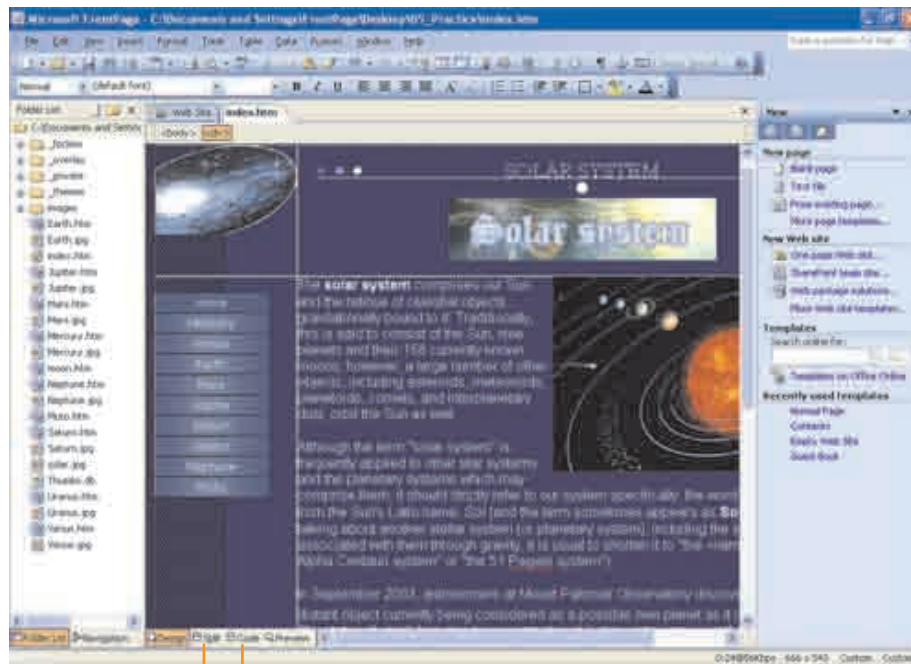
**Navigation Pane**  
designs the Web site's structure

**Scroll Bars**  
scroll to another part of the page

**Status Bar**  
shows the information about hyperlinks, download speed, page size ..

**Page View Options**  
**Design:** to design a Web site  
**Code:** to show the written code for Web page  
**Split:** to see Design and Code together  
**Preview:** shows how the Web page looks  
*Switch tabs using Ctrl+PageUp*





A Web site in FrontPage



Split view



Code view



## Creating a Web Page

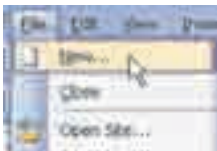
A Web site consists of Web pages. Each page is created separately and then the pages are combined by links (hyperlinks).

*In this chapter you will create a Web page about Amazing World Facts.*

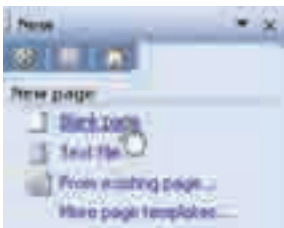
When you run FrontPage for the first time, it creates a new Web page that you can begin working on immediately.

To create a Web page:

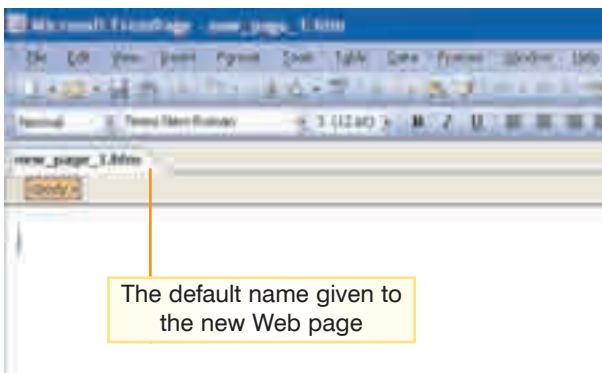
- ❖ Select **File>New**. The New task pane opens.



- ❖ Click **Blank page** on the task pane.



And now you have just created a blank Web page. Its default name is **new\_page\_1.htm** and when you save the Web page, it will be possible to give a different name.



A new page



A new page code

### How to change page size

You can modify Web page size by selecting **View>Page Size** and choose a page size,

or

click the **Page Size** section on the **Status Bar** and choose a page size.





Page view options

Design view is selected in the Page View Options.

You can add-remove text, picture and other components in the **Design** view.

## Adding and Formatting Text

To add a text:

- ❖ In the **Design** view, click on the page, and start typing.

To create and format a heading:

- ❖ Select the text, and click one of the six heading sizes in the **Style** drop-down list.

**Headings** range in size from 1 (largest) to 6 (smallest).

### Inserting Files

You can insert content to your Web pages from other documents.

Select **Insert>File**.

### Important

When you are adding text to a Web page, you should let text wrap around the right margin at all times and press the **Enter** key only when you finish a **paragraph**.



Style drop-down list



- ❖ Click **Center** alignment button on the formatting toolbar to place the title at the center of the line.



- ❖ Click **Font Color** button on the formatting toolbar and select a color to change font color.



Preview-A centered heading



A centered heading code



You can also change text background color called **Highlight**.

To highlight a text:

- ❖ Select the text which you want to highlight.
- ❖ Click **Highlight** button on the formatting toolbar and select a color.





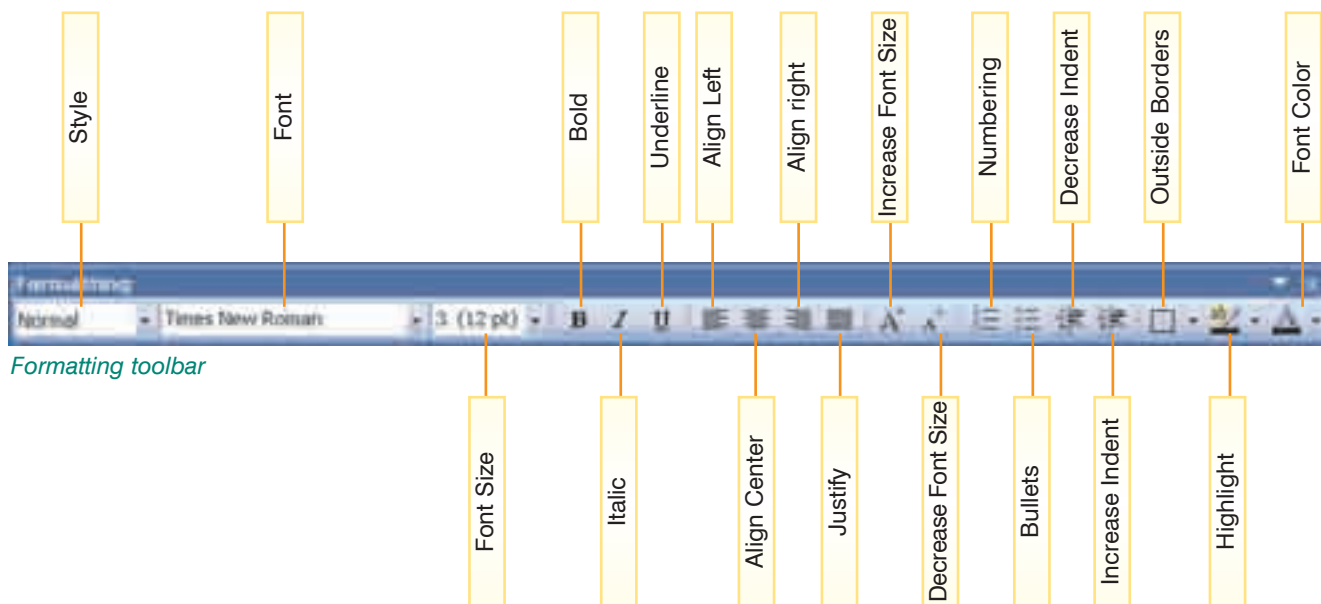
## 57.8 Celsius

A highlighted text

```
<div style="color:#FF0000">
  <p style="font-size: 18pt; font-family: Arial; background-color: #D9D9D9; color:#000000;">57.8 Celsius</p>
</div>
```

A highlighted text code

The easiest way to apply formatting is to select text and use the buttons on the **Formatting** toolbar.



The fonts you select should be ones in common that will be available to as many of your visitors as possible.

## Inserting a Horizontal Line

Adding a Horizontal Line to divide the contents into parts may make your Web page prettier.

To add a Horizontal Line:

- ❖ Select **Insert>Horizontal Line**.

It puts a horizontal line on the page. To modify the line,

- ❖ Double click the line. The Horizontal Line Properties dialog box opens.



The Horizontal Line Properties dialog box



- ❖ In the **Size** section, specify **Width** and **Height** values.
- ❖ Choose an **Alignment** options.
- ❖ Choose a color in the **Color** drop-down list.
- ❖ Click **OK** to apply the changes.



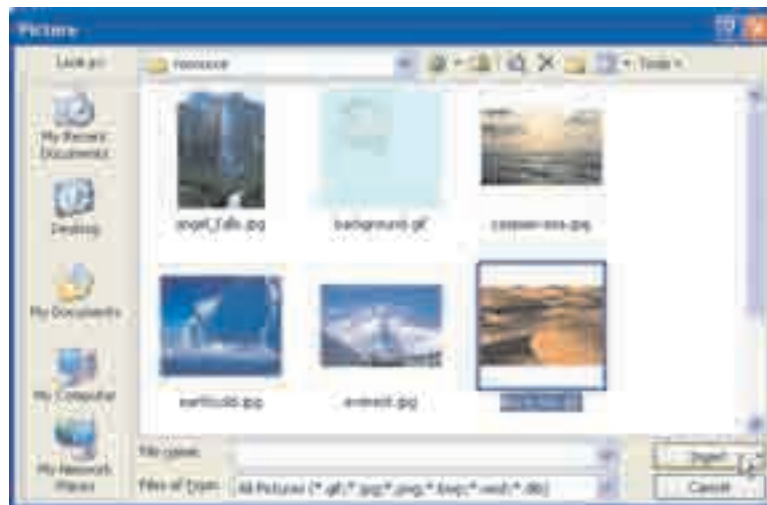
Preview-Horizontal line



Horizontal line code

## Inserting a Picture

To add a picture from local drive:



The Picture dialog box

For arranging line spacing;  
pressing **Enter** key starts a new **paragraph** (paragraph break),  
pressing **Shift+Enter** keys starts a **new line** (line break).

- ❖ Select **Insert>Picture>From File**. The Picture dialog box opens.
- ❖ Choose a picture in your local drive which you want to insert and click the **Insert** button.



Preview-An image

Press **Shift+Enter** keys after the sentence.



An image code

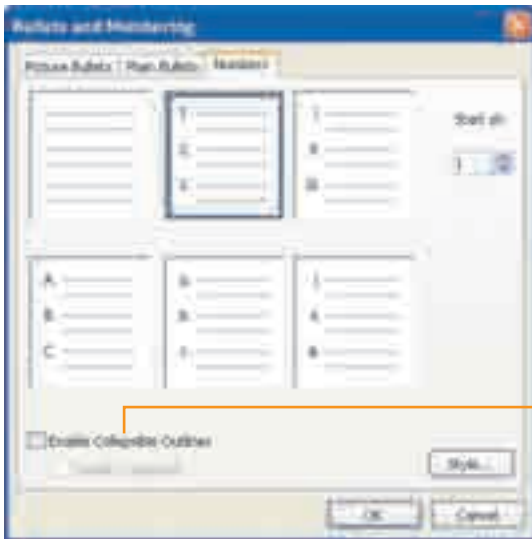


## Creating a List

A list is a group of related items set off from the rest of the page by numbers, bullets or similar symbols.

To create a list:

- ❖ Select **Format>Bullets and Numbering**. The Bullets and Numbering dialog box opens.

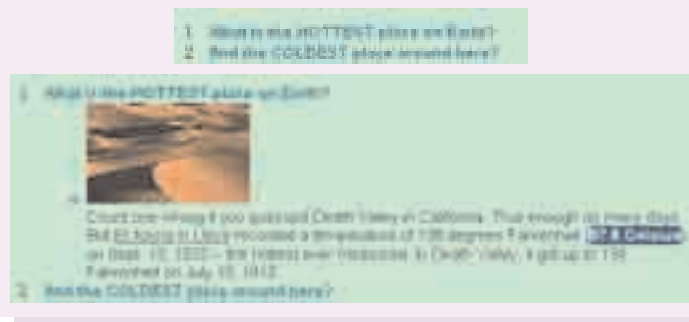


*Numbers tab on Bullets and Numbering dialog box*

### Collapsible Outlines

Items in a collapsible list can be clicked to show or hide any of the lists that they contain.

If the entire list should be hidden when the Web page first loads, enable the **Initially Collapsed** check box.



- ❖ Select one of list types such as numbers, bullets, or similar symbols and click **OK**.
- ❖ It automatically puts first list item. Press the **Enter** key to add a new item.



*Preview-Numbering*

To place a list item inside another list, highlight the item and click the **Increase Indent** button twice. To take an item out of another list, highlight it and click the **Decrease Indent** button twice.

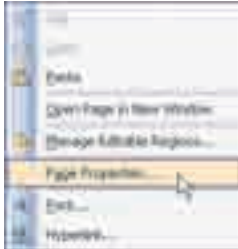


# Modifying Page Background

## Changing Background Color and Text Color

To change background and text color:

- ❖ In Design view, right click on the page and select **Page Properties**. The Page Properties dialog box opens.
- ❖ Click the **Formatting** tab on the **Page Properties** dialog box.



Opening Page Properties

### How to add Meta data

It is used by search engines to retrieve your site.

- ♦ Open **Page Properties** and click **General** tab.

**Page Description** - When a search engine is queried, it will display the contents of the description.

**Keywords** - It increases chances that people searching for the information will find your site. Fill in relevant terms, phrases, and concepts related to a site.



Specifying a background color

- ❖ Choose a color for **Background** and for **Text** in the **Colors** section.



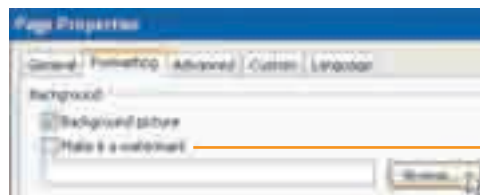
Background color code

## Inserting a Background Picture

You can put a picture at the background of the Web page. The background will be filled with the selected picture. Choose a small picture for your background to keep page size smaller.

To put a background picture:

- ❖ Click the **Formatting** tab on the **Page Properties** dialog box.



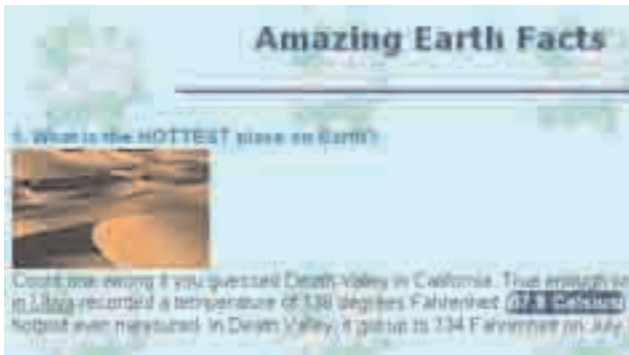
Specifying a background picture

### Make it a watermark

Background picture will be fixed although you scroll down the page



- ❖ Select the **Background picture** check box.
- ❖ Click **Browse** and choose a picture to put at the background of the Web page.
- ❖ Click **OK** to finish.



Preview-A Web page with background picture

#### How to add a background image to a page without tiling it

- ❖ Select **Format>Borders and Shading**. Borders and Shading dialog box opens.
- ❖ Select **no-repeat** for **Repeat** option from the **Patterns** section on the **Shading** tab.



```
<body background="background.gif">
```

Background picture code

```
<body background="background.gif" style="background-attachment: fixed">
```

Fixed background picture code

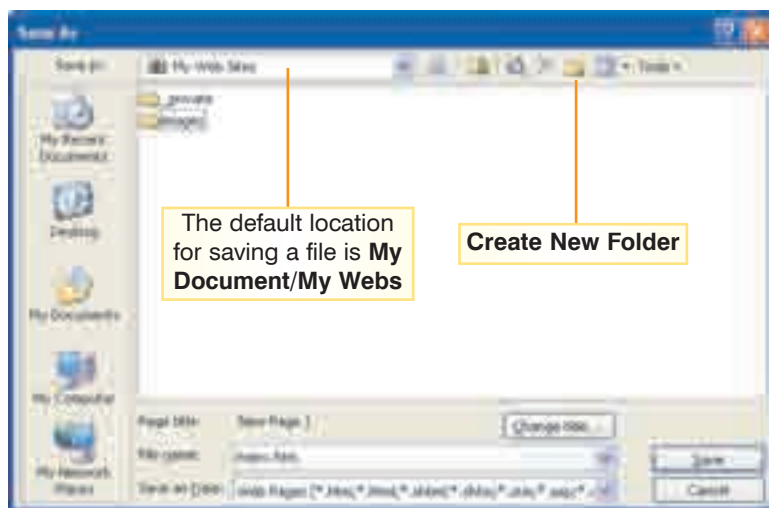
## Working with Files

### Saving a Web Page



To save a Web page:

- ❖ Select **File>Save** (**Ctrl+S**), or click **Save** button on the standard toolbar. The Save As dialog box opens.



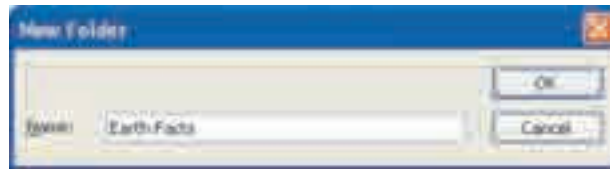
The Save As dialog box

A Web page file extension is usually **HTM** or **HTML**.

*Hyper Text Markup Language*



- ❖ Create a new folder which will contain all files of the Web page by clicking **Create New Folder** button and typing a folder name in the **Name** box.



*The New folder dialogue box*

- ❖ Click **OK** button and the new folder opens in the **Save** dialog box.
- ❖ Type a name for the Web page in the **File name** box.

The default file name for the first page, also called **Home** page, is **index**. The index page is the initial page of a Web site.

- ❖ Click **Change title** to give a new title for the Web page. The Set Page Title dialog box opens.
- ❖ Type the new title in the **Page Title** box.

#### Another way to set Page Title

- ◆ Open **Page Properties**
- ◆ Type your title in the **Title** text box on the **General** tab.



*The Set Page Title dialog box*



*Page Title code*

The title of a page is displayed in the title bar of a Web browser. It is also used by **search engines**.



*Internet Explorer title bar*

- ❖ Click the **Save** button. The Save Embedded Files dialog box opens.

FrontPage puts all Web page files into the Web page folder including pictures, sounds and all other elements.







The Save Embedded Files dialog box

- ❖ Click **OK** to finish.

The Web page file name is changed from *new\_page\_1.htm* to *index.htm*, the **index.htm** file is created and all Web page files are included into the Web page folder.

## Viewing a Web Page

You can see the results of your work with **Preview in FrontPage** or a **Web browser**. FrontPage Preview does not always represent the Web page as a visitor will experience it. You can see an accurate preview of your Web page in a Web browser and you have an opportunity to test its usability and functionality.

To preview a Web page in FrontPage:

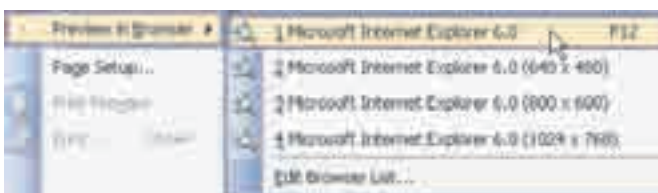
- ❖ Click **Show Preview View** button at the bottom of the Web page window.



Preview button on Page View Options

To preview a Web page in a browser:

- ❖ Select **File>Preview in Browser** and choose a browser with its size,



click **Preview** button on the standard toolbar.

Your Web page will be shown in the browser



Preview button on standard toolbar



## Printing a Web Page

Before printing, you can modify the page settings by selecting **File>Page Setup**.

**&T:** The title of the page appears as the header.

**&P:** Page number appears as the footer



To print a Web page:

- ❖ Select **File>Print (Ctrl+P)**.

## Closing and Opening a Web Page

To close a Web page:

- ❖ Select **File>Close** and the page closes.

To open an existing file:

- ❖ Select **File>Open (Ctrl+O)**,

or



click **Open** button on the standard toolbar.

The Open File dialog box opens.

- ❖ Choose a file which you want to open.
- ❖ Click **OK** to open the page in FrontPage.



**COMPLETE** the remaining parts of the Web page like in the example given for this chapter.



## Project - Amazing Facts



Create a Web page about amazing facts of animals or plants or space ...



### Required Features

1. Heading
2. Horizontal line
3. Text formatting
4. Pictures
5. List
6. Background color or picture
7. Page title

**1 Amazing Earth Facts**

---

1. What is the **HOTTEST** place on Earth?



Count me wrong if you guessed Death Valley in California. True enough on many days. But **Libya** recorded a temperature of 132 degrees Fahrenheit (**55.6 Celsius**) on September 3, 1922 – the hottest ever measured. In Death Valley, it got up to 134 Fahrenheit on July 10, 1913.

2. And the **COLDEST** place around here?



Far and away, the coldest temperature ever measured on Earth was -128 Fahrenheit (**-89 Celsius**) at Vostok, Antarctica, on July 21, 1983.

3. What is the **HIGHEST MOUNTAIN**?



## Summary

FrontPage is a powerful Web editor used to design, create and publish Web sites. You can skip learning HTML (Hypertext Markup Language).

A Web site consists of Web pages. Each page is created separately and then these pages are combined by hyperlinks. You can create a Web page by selecting **File>New** and clicking **Blank page** on the Task Pane.

You can add-remove text, picture and other components in the Design view.

**Heading style** is used to make a headline.

Pressing **Enter** key starts a new paragraph, pressing **Shift+Enter** keys starts a new line.

You can add a Horizontal Line by selecting **Insert>Horizontal Line** from the menu.

You can add a picture from local drive by selecting **Insert>Picture>From File**.

To change background color or picture:

- ♦ Click the **Formatting** tab on **Page Properties** dialog box.

For color:

- ♦ Choose a color for **Background** and for **Text** in the **Colors** section.

For picture:

- ♦ Select Background picture check box, click **Browse** and choose a picture.

You can save a Web page by selecting **File>Save (Ctrl+S)**.

The default file name for the first page, also called Home page, is **index**. The index page is the initial page of a Web site. A Web page file extension is usually **.htm** or **.html**.

You can change a Web Page Title by using the **Change title** button on the **Save As** dialog box.

FrontPage puts all Web page files into the Web page folder including pictures, sounds, and all other elements.

You can see an accurate preview of your Web page in a Web browser by selecting **File>Preview in Browser** or pressing **F12**.



## Questions

1. What is FrontPage?
  - a. FrontPage is a graphical editor program
  - b. FrontPage is a spreadsheet program
  - c. FrontPage is a word processing program
  - d. FrontPage is a database program
  - e. FrontPage is a Web editor program
2. Where can you design structure of a Web site?
  - a. Task Pane
  - b. Folder List
  - c. Navigation Pane
  - d. Page View
  - e. Status Bar
3. What can be used to make titles?
  - a. Bulleted List
  - b. Numbered List
  - c. Heading Style
  - d. Definition
  - e. Directory List
4. How can you regulate the thickness of a Horizontal Line border?
  - a. Change Height value on Horizontal Line Properties
  - b. Change Width value on Horizontal Line Properties
  - c. Change Border thickness value on Horizontal Line Properties
  - d. Change Border size value on Horizontal Line Properties
  - e. Change Solid line value on Horizontal Line Properties
5. How can you start a new paragraph using keyboard?
  - a. Press Shift+Enter keys
  - b. Press Enter key
  - c. Press Ctrl+Enter keys
  - d. Press Tab key
  - e. Press Shift+Tab keys
6. What is the 'Make it a watermark' option used for?
  - a. To give washout effect to a picture
  - b. To mark a text with water effect
  - c. To give water effect to a text
  - d. To fix background picture on the page
  - e. To make a semitransparent picture
7. What is the file extension for a Web page?
  - a. gif
  - b. xls
  - c. doc
  - d. htm
  - e. mdb
8. How can you change the text which will be shown on the title bar?
  - a. Select Insert>Page Banner.
  - b. Select Page Title on the Formatting tab of Page Properties.
  - c. Select the Heading Style from the Formatting toolbar.
  - d. Select File>Page Setup and then Header.
  - e. Select Change title on the Save As dialog box
9. What shortcut keys are not matched correctly?
  - a. Ctrl+Tab - Switch menus
  - b. Ctrl+PageUp - Switch page view tabs
  - c. Ctrl+S - Save
  - d. Ctrl+O - Open file
  - e. Ctrl+P - Print file
10. What can not be used to preview your page?
  - a. Select File>Preview in Browser
  - b. Select View>Page
  - c. Press F12 key
  - d. Click Preview button from the Standard toolbar
  - e. Click Preview button on Page View Options



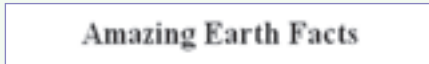
## Complete the Missing Codes

1. A new blank page



```
<html>
<...>
<...>New Page 1</title>
</head>
<body>
<...>
</html>
```

2. A centered Heading2



```
<... ...="center">Amazing Earth Facts<...>
```

3. A dark blue horizontal line with a length of 60 percent of window



```
<... ...="darkblue" ...="60%">
```

4. A text with blue background color and white text color



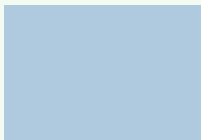
```
<... ...="white">
<span ...="background-color: blue">Amazing </span>
</font>
```

5. A picture with a size of 150x100 in pixels.



```
<... border="0" ...="libya_hot.gif" ...="150" ...="100">
```

6. A light blue page background color



```
<... ...="lightblue" >
```

7. A fix page background picture



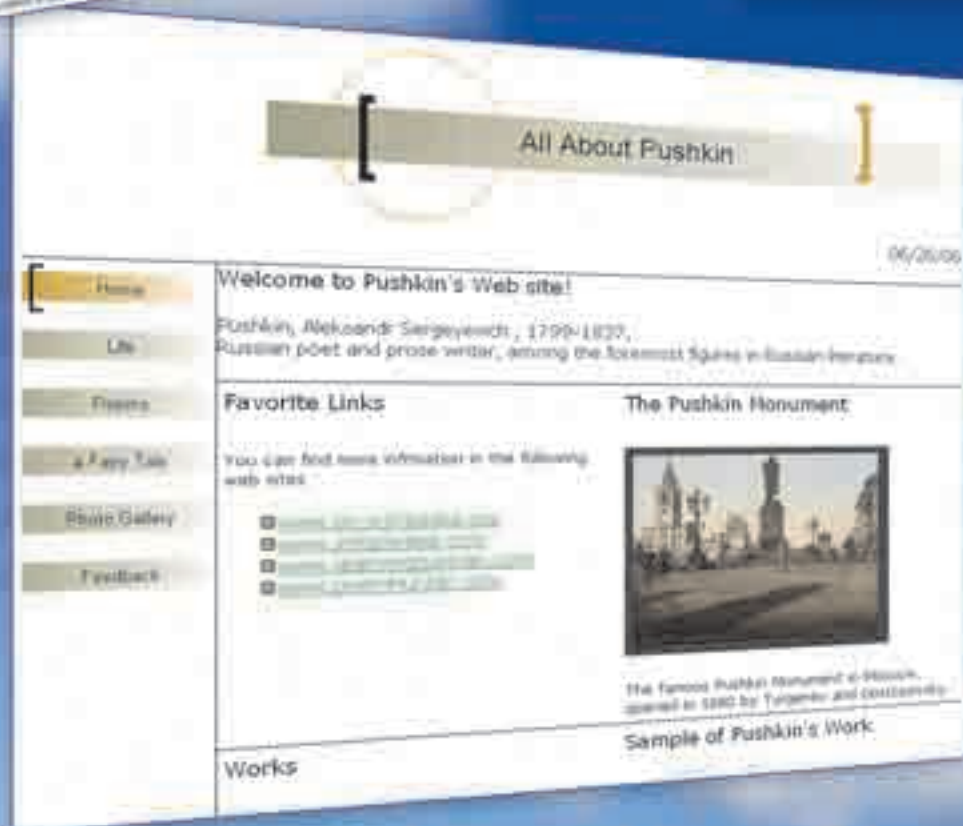
```
<... ...="back.jpg" ...="background-attachment: ...">
```







- Templates and Wizards
- Navigation
- Link Bar
- Page Banner
- Web Site Content
- Modifying Pictures
- Themes
- Publishing a Web Site



## Create a Web Site using Web Templates and Wizards

You can develop a complete Web site more quickly using **Templates** and **Wizards**. FrontPage does most of the structural work for you and you can spend your efforts customizing your site.

Each template is a framework that you can customize by adding and removing text and making other changes.

Each wizard asks you a series of questions that give information about your organization with a series of dialog boxes, and then takes that information and automatically installs it into the new Web site.

After completing a Web site with wizard, you simply change the content (text, pictures etc.) in the Web site. FrontPage contains many templates and wizards, and you should select which one you need. For example if you want to create a Web site about yourself, you should select **Personal Web Site** template, if it is about your company, then you should select **Corporate Presence Wizard** and etc.

*In this chapter you will create a Web site about a Russian poet and prose writer, Pushkin, Aleksandr Sergeyevich, containing the pages such as Life, Poems, a Fairy Tale, and Photo Gallery.*

To create a Personal Web Site:



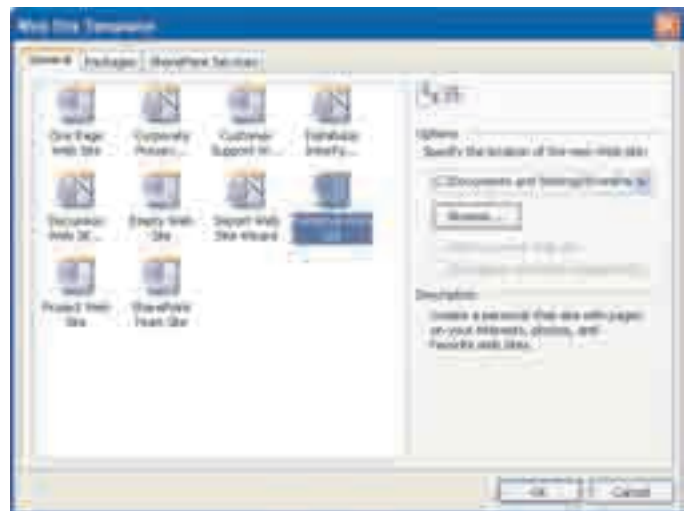
- ❖ Select **File>New** and then click **One Page Web Site** on the task pane.
- ❖ Select **Personal Web Site** on the **Web Site Templates** dialog box.

### Important

When you create a Web site, create always a folder and put all files, folders, pictures, sounds, videos etc. in this folder.

All files must be in the same folder. Otherwise when you take this site to another computer or internet, you will have problems in finding your files.

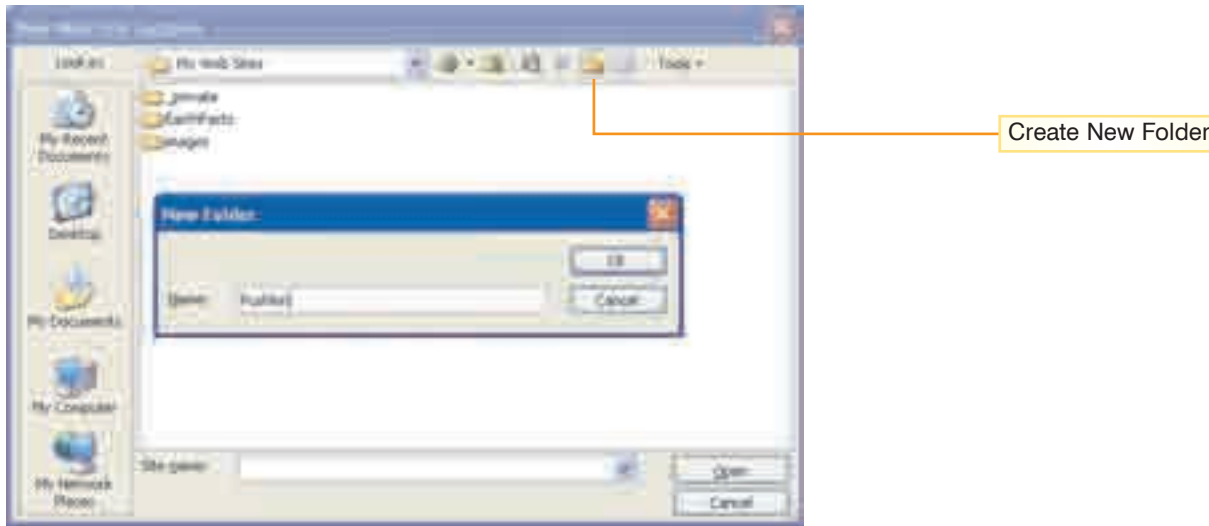
FrontPage adds new pages, pictures and objects to the folder automatically.



General tab on the Web Site Templates dialog box



- ❖ Click the **Browse** button. The New Web Site Location dialog box opens.
- ❖ Specify the location of the Web site, *My Web Sites* folder in *My Documents*.
- ❖ Create a new folder by clicking the **Create New Folder** button and typing a name in the **Name** box.

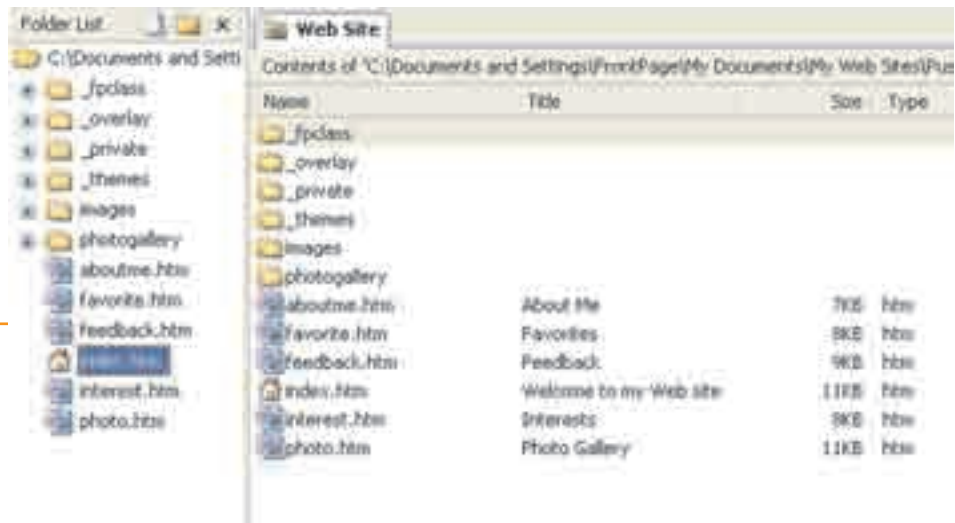


*Creating a new folder*

- ❖ When you click **OK**, a new folder is created and located into it, click the **Open** button on the **New Web Site Location** dialog box.
- ❖ You are back on the **Web Site Templates** dialog box; click **OK** to complete your Web site.

### Folder List

Web site folders and files. If you cannot see Folder List, select **View-Folder**



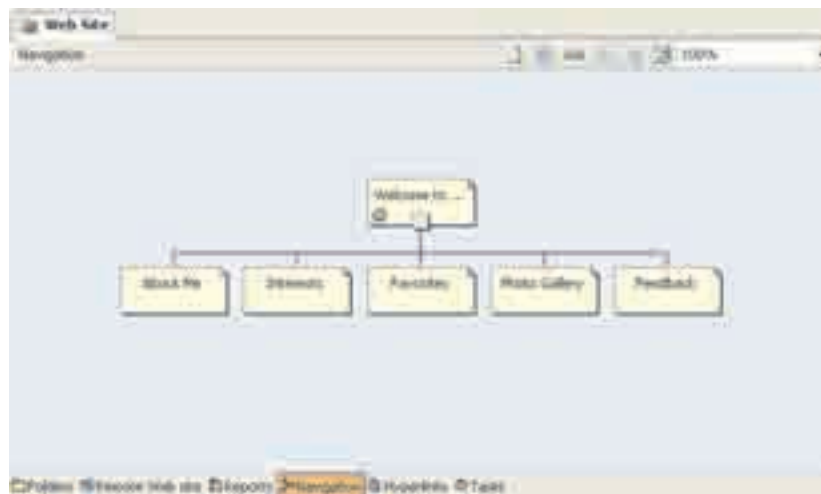
*A Web site created by Personal Web Site template*



A complete Web site has just been created for you. The home page, the initial page is '**index.htm**'. All other pages are connected to the index. You can see all files and folders in the **Folder List**. The files with extension **.htm** are Web site pages such as *aboutme.htm*, *favorite.htm* etc.

## Modifying the Navigation

The navigation view displays the relationships of all Web pages in a Web, **Web site structure**. Because it shows your Web site in a hierarchical tree, you can place all of your pages easily where you want. Before you create a Web site, you need to make a Web site plan, and decide which pages your Web site will contain. Click [Navigation View](#) to see how your Web site structure looks. The Web site navigation structure is also created since you use templates.



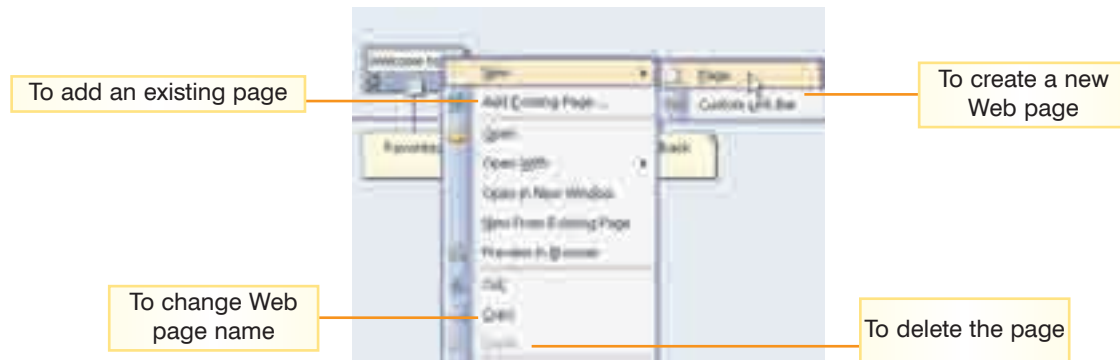
*Navigation view*

*Welcome to my Web site* is the home page, index. You can **add** a new or existing page, **delete** or **rename** a page by right clicking and selecting needed command to apply.

❖ Rename the pages by right clicking the page and selecting [Rename](#).

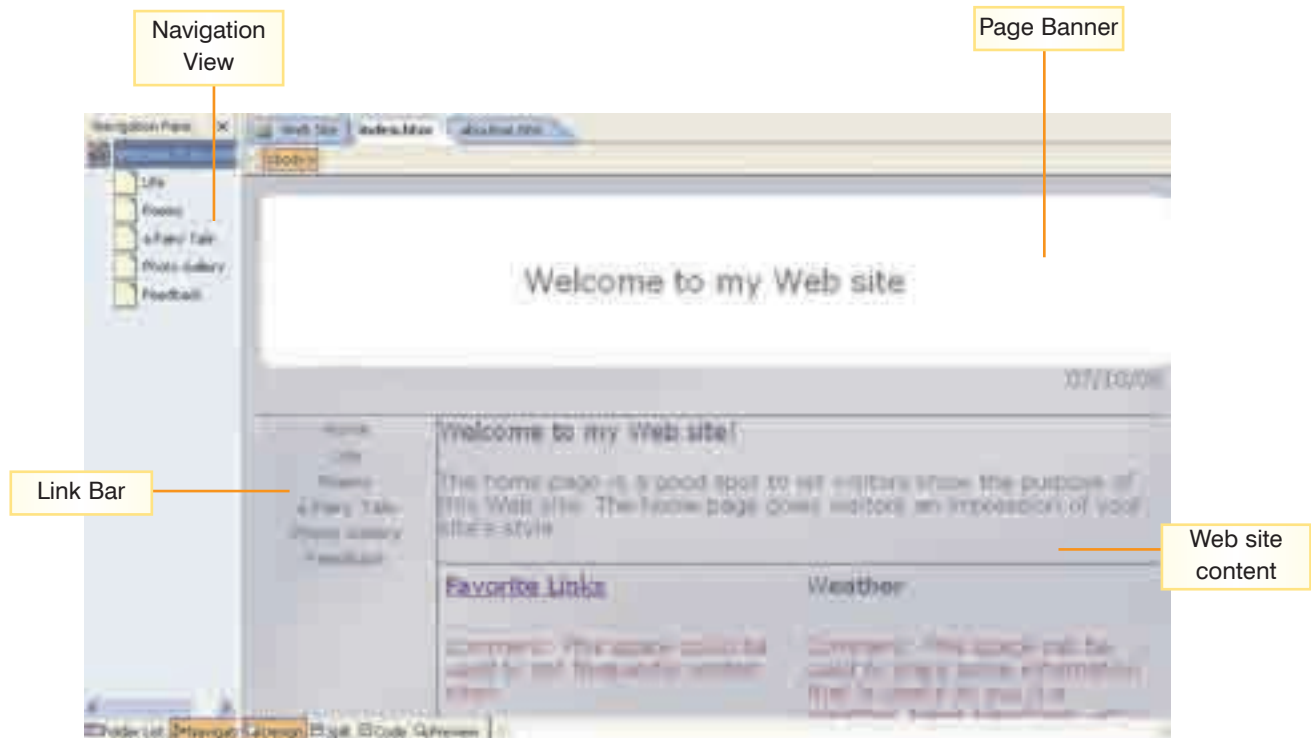
*'About me' to 'Life', 'Interests' to 'Poems' etc.*

You can also change file names in the Folder List in the same way. Although you add a new page in the folder list, the page will not be added in the Navigation view.



### Modifying the navigation

After changing page names in Navigation, double click the home page to start making changes. Double clicking a page in **Navigation** or **Folder List** opens the page in **Design** view.



### Index page with page objects

You introduce your visitors with home page. It is a good spot to let visitors know the purpose of the Web site in the home page. The home page gives visitors an impression of your site's style.





## Page Banner

A page banner is used to add titles to your Web pages. The page banner just displays text. When you apply a theme, page banners take the styles and graphics of the theme. The Page banner uses the page titles from the Navigation.

### Inserting a Page Banner

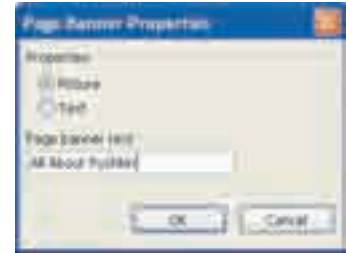
- ♦ Select **Insert>Page Banner**.

### Inserting a Navigation Link Bar

- ♦ Select **Insert>Navigation**.

To modify a banner:

- ❖ Double click the banner. The Page Banner Properties dialog box opens.
- ❖ Type a new text in the **Page banner text** box, and specify whether to display a graphic or just text.



*The Page Banner Properties dialog box*

## Link Bar

A link bar is a collection of hyperlinks leading to the other pages and helps your visitors find their way around. The link bar is based on the navigation structure. If you make changes in the navigation structure, FrontPage updates link bars automatically.

To modify a link bar:

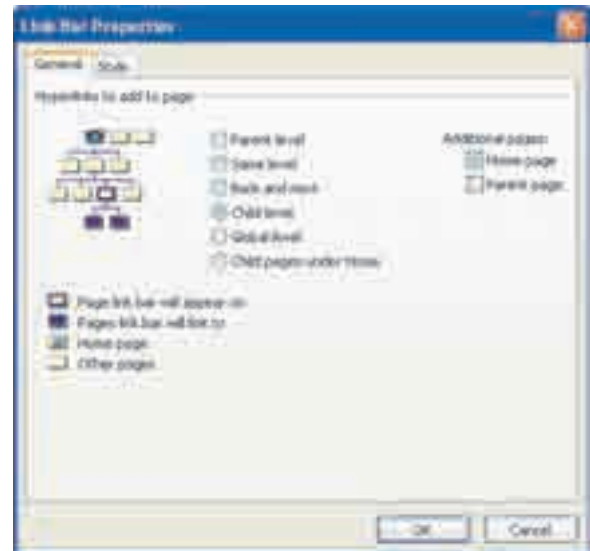
- ❖ Double click the link bar. The Link Bar Properties dialog box opens.

**Home page** The first page that is added to a navigation structure is typically named Default.htm or Index.htm, and is indicated by the home page icon 🏠.

**Parent level pages** These pages are located directly above another page or pages, including pages that are directly connected to the parent level page on the same level (with the exception of the Home page).

**Child level pages** One or more pages that are located directly below a parent level page.

**Same level pages** Pages that are on the same level in the hierarchical structure and share the same parent level page.



*General tab on the Link Bar Properties dialog box*



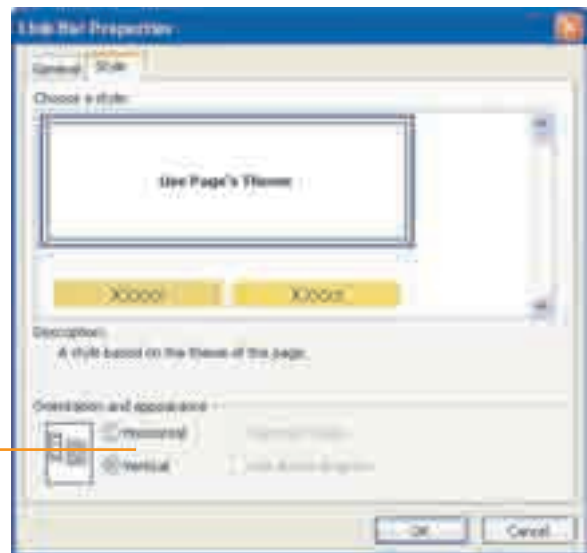


You need to show **Child level** hyperlinks and **Home page**.

You can return to the Home page from any location of the Web site by putting a link to it on pages.

You can also change the orientation and appearance of the Link bar on the **Style** tab.

You can change Orientation and appearance

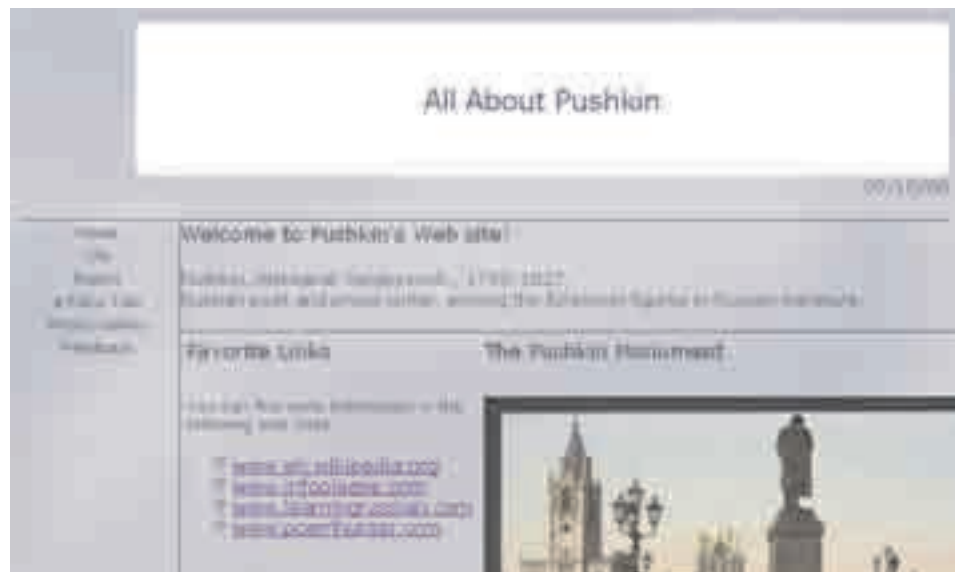


*Style tab on the Link Bar Properties dialog box*

## Web Site Content

You can add your data in all pages by deleting the existing text and typing the new one. FrontPage Templates and Wizards also put **comment**, guidance which helps you change your Web site content more easily. Comments are displayed when editing a page in FrontPage but are hidden in a Web browser.

To see how your site looks in the Web browser, press **F12** key. If you haven't saved your work, you'll be asked to save it.



*Preview in Internet Explorer*

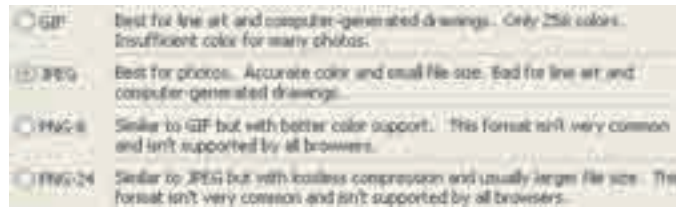


# Modifying Pictures

## Resizing a Picture

If you want a transparent image or an animated image, then you need to use: **GIF format**

All graphic images appearing in Web sites usually come in two file formats: **GIF** and **JPEG**. FrontPage can convert many different types of graphic images into either of these file types.



- ❖ Insert a picture using the [Insert Picture From File](#) button on the standard toolbar.

If the size of the inserted picture is large, you may want to make its size smaller.

To resize the picture

- ❖ Select the image by clicking on it.
- ❖ You will see sizing dots at the corners and sides of the image. Move your mouse pointer over one of these dots. The pointer will turn into a two-headed arrow.



*Resizing an image*

```

```

*A resized image code*

- ❖ Click and hold your mouse button, then drag your mouse to change the size of the image, or  
double click on the picture. The Picture Properties dialog box opens.
- ❖ Specify a size value for the [Width](#) of the picture in the [Size](#) section.

**Keep aspect ratio** keeps the height and width of your picture in proportion. Although you change only the width of the picture, the height of the picture will also be changed since **Keep aspect ratio** option is checked.



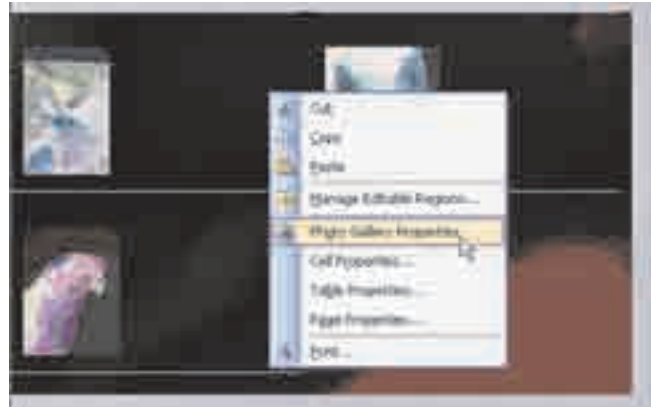
*Specifying picture size*



## Modifying Photo Gallery

A **Photo Gallery** is a collection of photos arranged in a specific layout. You can add or remove photos in the Photo Gallery.

- ❖ Open your page with Photo Gallery by double clicking the page *photo.htm* in the Folder List.
- ❖ Right click on the **Photo Gallery** and select **Photo Gallery Properties**.



*Right click on the Photo Gallery*

The Photo Gallery Properties dialog box opens.

- ❖ Select the shown pictures and click **Remove** button to remove them from the list.
- ❖ Select **Add>Pictures from Files** and choose pictures which you want to add into the photo gallery.

You can add caption and description for each picture. You can also change **Gallery Layout** by clicking **Layout** tab and selecting another layout.

- ❖ Click **OK** after making desired changes.



*Adding pictures on the Photo Gallery*

### Customizing Photo Gallery

After saving the page, open the *real.htm* page in the *Photogallery\Photonnn* folder.

Add text, hyperlinks etc and save the page.

### Inserting a new Photo Gallery

Select **Insert>Picture>New Photo Gallery** Or Select **Insert>Web Component** and then choose **Photo Gallery** in the **Component** type.



## Themes

### Applying Theme

Themes are professionally designed style packages to give your Web pages a professional look. Using a theme is a quick and easy way to give a uniform appearance to all pages that complements the purpose of your Web site. It is also useful that visitors become accustomed to the placement of content and links on the site.

You can apply a theme to one or more pages or to an entire Web site. Applying a theme to all pages makes it the **default theme** for that Web. When you create new pages, the default theme is applied to them automatically.

To apply a theme:

- ❖ Open the page *index.htm*.
- ❖ Select **Format>Theme**. The Theme task pane opens.

**Web site default theme** shows the default theme of this site, *Sky theme*.

- ❖ Click the desired theme in the **Select a theme** section.

The selected theme is applied only to the active page, *index.htm*.



Theme task pane

#### To select separate files

- ❖ Click the files holding down the **Ctrl** key.

To apply to many pages:

- ❖ Select the pages to which you want to apply in the Folder List.



- ❖ Click the desired theme drop-down arrow and select the **Apply to selected page(s)**.

If you select the **Apply as default theme**, the theme will be applied to the all pages of the Web site.

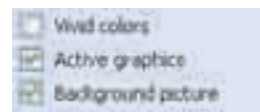
A theme affects all aspects of a page's appearance; **colors**, **graphics** and **styles**. At the bottom of the **Theme** task pane, there are three options which you can apply to the pages with a theme:



Applying Theme



- ❖ **Vivid Colors.** Select this option to apply the vivid set of colors
- ❖ **Active Graphics.** Select this option to activate animated pictures if a theme contains them.
- ❖ **Background Picture.** Select this option if you want pages to display a background picture.



*Theme options*

To modify a theme:

- ❖ Click the theme drop-down arrow and select **Customize**.

The Customize Theme dialog box opens.

After making desired modifications on **Colors**, **Graphics** and **Text** sections, you can save the modified theme as a new theme by clicking **Save as** button and typing a name.



*Customizing theme*



*The Customize Theme dialog box*

To create a new theme:

- ❖ Click the **Create new theme** link at the bottom of the **Theme** task pane. The Customize Theme dialog box opens.



*Creating new theme*

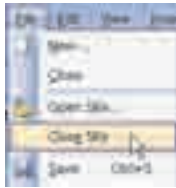
After making desired modifications on **Colors**, **Graphics** and **Text** sections, you can save the new theme by clicking **Save as** button and typing a name.



**COMPLETE** the remaining parts of the Web site like in the example given for this chapter.



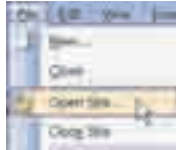
## Closing and Opening a Web site



After finishing your work, you can close your Web site.

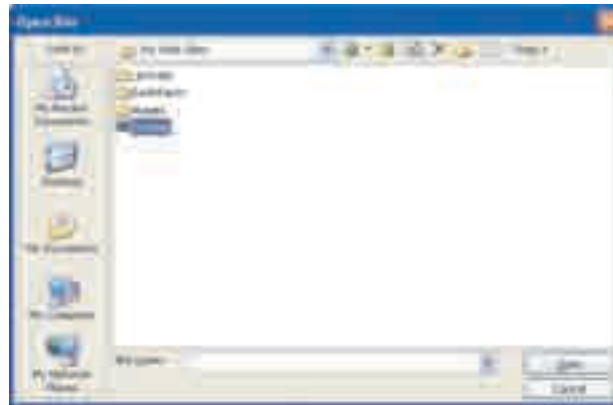
To close a Web site:

- ❖ Select **File>Close Site**.



To open your Web site:

- ❖ Select **File>Open Site**
- ❖ Select your Web site folder and click the **Open** button.



*The Open Site dialog box*

## Publishing a Web Site

After completing your Web site, you may want to publish it. Publishing is the process of copying your Web site from your computer that you created it on to a Web server accessible to the world. This server is usually called **Internet Service Provider**, **Web Presence Provider**, **Web hosting company** etc. The Web host must support **FrontPage Server Extensions** if you want to use all the features provided by FrontPage. You must gather the following information from the Web host to complete Web publishing process: **The path for publishing, the login name, and the password.**

You can publish your Web site by using FrontPage's Publish function or a third-party FTP program.





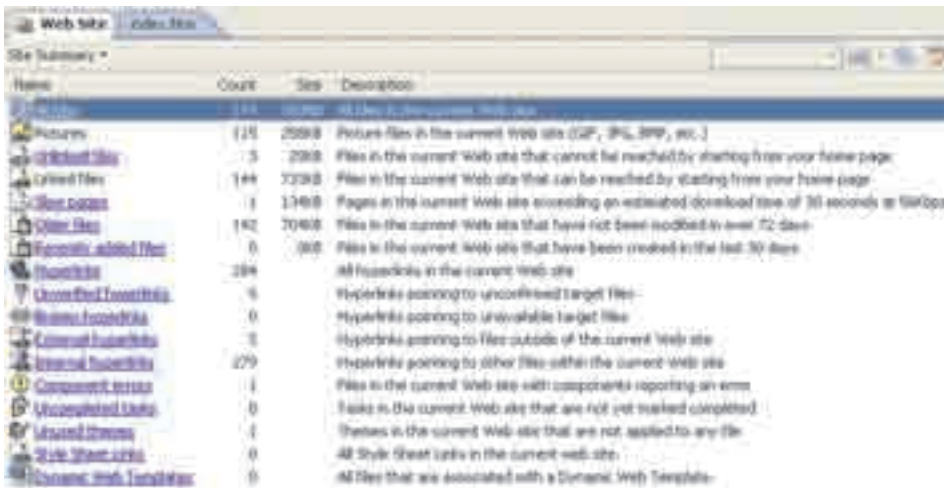
## What to do before Publishing

You have to make sure that your Web site is ready for publishing by checking for broken hyperlinks, verifying that the pages look the way you want them to, and testing the Web site that everything works. The best way to ensure your Web is ready is to preview it in a Web browser, navigate through the site, and check the status of your files in **Reports** view.

- ❖ Run spell check over the entire site.

Click a file in the Folder List, select **Tools>Spelling** and select **Entire Web site** check box.

- ❖ Check for problems in your Web site by selecting **View>Reports>Site Summary**.



Name	Count	Size	Description
All Files	114	258KB	All files in the current Web site
All Images	114	258KB	All images in the current Web site
All Pages	114	258KB	All pages in the current Web site
All Styles	114	258KB	All styles in the current Web site
All Scripts	114	258KB	All scripts in the current Web site
All Frames	114	258KB	All frames in the current Web site
All Links	114	258KB	All links in the current Web site
All Errors	114	258KB	All errors in the current Web site
All Warnings	114	258KB	All warnings in the current Web site
All Messages	114	258KB	All messages in the current Web site
All Comments	114	258KB	All comments in the current Web site
All Documents	114	258KB	All documents in the current Web site
All Applications	114	258KB	All applications in the current Web site
All Plugins	114	258KB	All plugins in the current Web site
All Other Files	114	258KB	All other files in the current Web site
Unlinked Images	0	0KB	Images in the current Web site that are not linked to any file
Unlinked Styles	0	0KB	Styles in the current Web site that are not linked to any file
Unlinked Scripts	0	0KB	Scripts in the current Web site that are not linked to any file
Unlinked Frames	0	0KB	Frames in the current Web site that are not linked to any file
Unlinked Links	0	0KB	Links in the current Web site that are not linked to any file
Unlinked Errors	0	0KB	Errors in the current Web site that are not linked to any file
Unlinked Warnings	0	0KB	Warnings in the current Web site that are not linked to any file
Unlinked Messages	0	0KB	Messages in the current Web site that are not linked to any file
Unlinked Comments	0	0KB	Comments in the current Web site that are not linked to any file
Unlinked Documents	0	0KB	Documents in the current Web site that are not linked to any file
Unlinked Applications	0	0KB	Applications in the current Web site that are not linked to any file
Unlinked Plugins	0	0KB	Plugins in the current Web site that are not linked to any file
Unlinked Other Files	0	0KB	Other files in the current Web site that are not linked to any file

### Web Site Summary

The Site Summary report gives you a quick overview of the statistics available about your Web site. Each underlined item has a more detailed report.

You can know how big your Web site is, how many files it contains and broken hyperlinks or pages that load too slowly. Reports can give you a detailed information about the performance of your Web site. You can use these reports to identify and fix many common problems.

### Some of FrontPage site reports:

- ✓ **All files.** All files in the current Web site.
- ✓ **Slow pages.** Pages which download speed exceeds a certain amount of time.

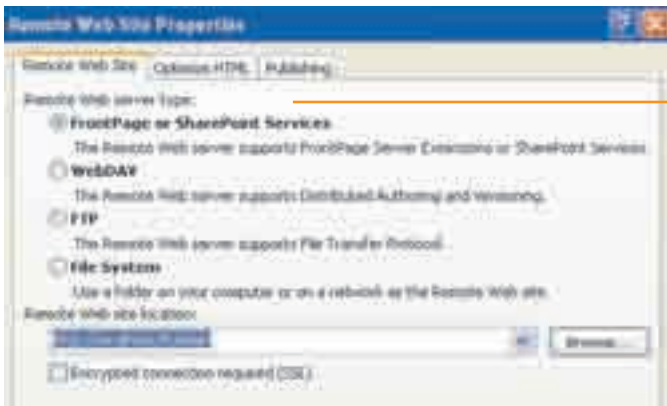


- ✓ **Unlinked files.** Files that have no hyperlinks to them from any of your pages. Files listed here may be orphaned files that you can delete from your Web site.
- ✓ **Broken hyperlinks.** Hyperlinks pointing to unavailable target files.
- ❖ View all hyperlinks by selecting [View>Hyperlinks](#).
- ❖ Preview the site on different screen resolutions and different browsers as much as possible

You can repair hyperlinks, update FrontPage Web component information, and synchronize Web site data, database information and categories by selecting [Tools>Recalculate Hyperlinks](#).

## Transferring Web Pages to the Web Server

- ❖ Open the site and select [File>Publish Site](#). The Remote Web Site Properties dialog box opens.



### Optimize HTML tab

You can choose to remove comments, extra white space, and much more.

### Publishing tab

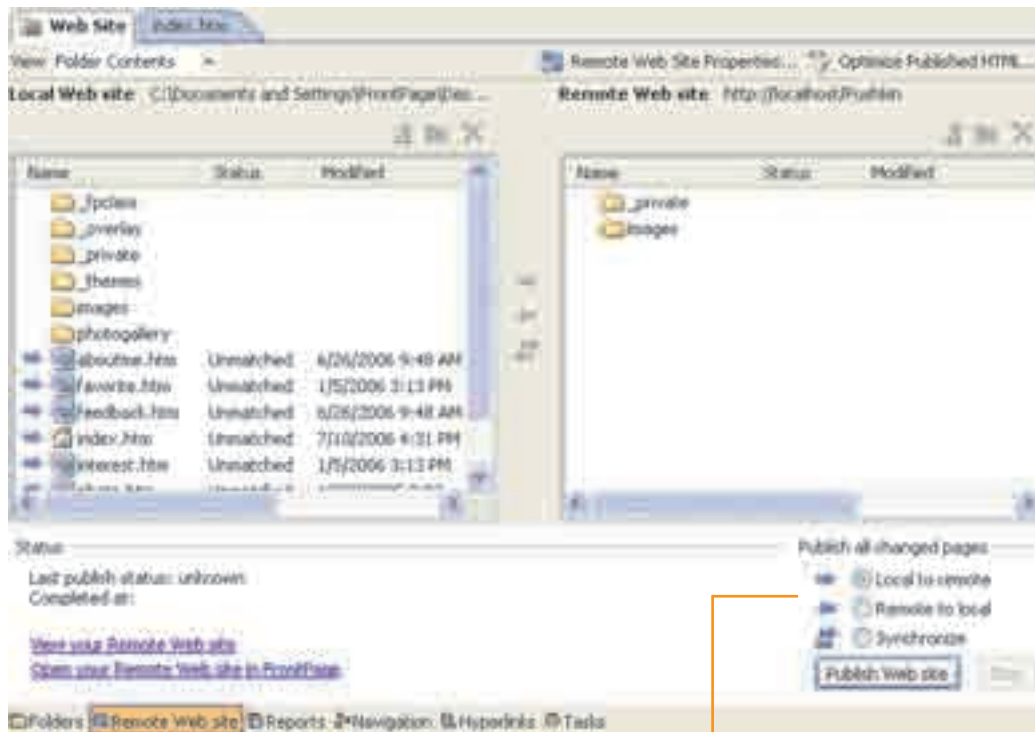
You can choose to publish changed pages only, to publish all pages, or not to publish any sub Webs.

*Choosing publishing method*

- ❖ Choose the method that will be used to publish files to the server.
- ❖ Type the Web address where the site will be published in the [Remote Web site location](#) text box and click [OK](#).

When using FTP, the address will begin with **ftp://** instead. If this is the first time that the site has been published, you will be asked whether a Web site should be created at that location, click [Yes](#).





*Publishing a Web site*

You can choose to publish from your computer to your host (**Local to remote**), from your Web site back to your computer (**Remote to local**), or to **Synchronize** files between the two.

- ❖ Click **Publish Web site** button to start publishing.

When you are asked for your username and password, type them in the **Username** and **Password** fields, and click **OK**.

FrontPage copies the files in your site to the Web server, displaying a status bar, which tracks its progress.

As files are being published, FrontPage also reports any files that are found on the Web server but not in the folder on your computer. When everything has been published correctly, the **Status** section shows the message “**Last publish status: successful**”.

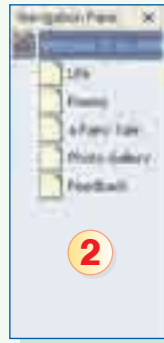
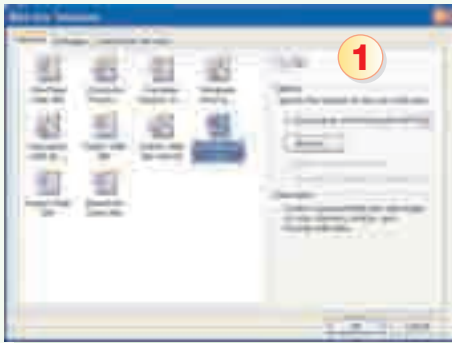
- ❖ Click the **View Your Remote Web Site** hyperlink to see the site on the Web server.



## Project - Poem or Prose Writers

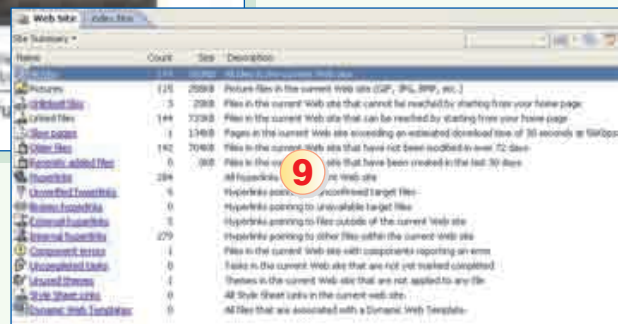


Create a personal Web site about one of the local popular poem or prose writers in your region.



## Required Features

1. Personal Web Site template
2. Modify Navigation
3. Modify Page Banner
4. Modify Link Bar
5. Modify Web Site Content
6. Resized pictures
7. Modify Photo Gallery
8. Apply and modify a Theme
9. Web Site Reports



## Summary

A **template** is a framework that you can customize by adding and removing text and making other changes. A **wizard** asks you a series of questions that give information about your organization and then takes that information and automatically installs it into the new Web site.

You can create a Web Site:

- ♦ Select **File>New** and then click **One Page Web Site** on the task pane.

When you create a Web site, create always a folder and put all files, *folders, pictures, sounds, videos etc.* in this folder.

**The Navigation view** displays the relationships of all Web pages in a Web, *Web site structure*. You can add a new or existing page, delete or rename a page by right clicking and selecting needed command to apply.

**Home page** is a good spot to let visitors know the purpose of the Web site. It gives visitors an impression of your site's style.

A **page banner** is used to add titles to your Web pages.

A **link bar** is a collection of hyperlinks leading to the other pages and helps your visitors find their way around. The link bar is based on the navigation structure.

**Comment**, guidance helps you change your Web site content more easily. Comments are displayed when editing a page in FrontPage but are hidden in a Web browser.

To see how your site looks in Web browser, press **F12** key.

**Photo Gallery** is a collection of photos arranged in a specific layout.

All graphic images appearing in Web sites usually come in two file formats: **GIF** and **JPEG**.

You can resize a picture:

- ♦ Double click the picture and specify a size value for the Width and Height of the picture in **Size** section.

**Keep aspect ratio** keeps the height and width of your picture in proportion.

**Themes** are professionally designed style packages to give your Web pages a professional look.

To apply a theme:

Select **Format>Theme** and click the desired theme in the **Select a Theme** section.

A theme affects all aspects of a page's appearance: **colors, graphics and styles**

To create a new theme:

- ♦ Click the **Create new theme** link at the bottom of the **Theme** task pane.

**Publishing** is the process of copying your Web site from your computer that you created it on to a Web server accessible to the world. The server must support **FrontPage Server Extensions** if you want to use all the features provided by FrontPage.



## Questions

1. What is a Page Template?
  - a. It is a pre-designed page that can contain page settings, formatting, and page elements.
  - b. It is a series of questions which will be installed into the Web site.
  - c. It is a container in a Web page that holds page elements
  - d. It is a unified set of design elements and color schemes that you can apply to your Web pages
  - e. It is a set of formatting characteristics identified by a unique name
2. Which one is not a way to rename a Web page file in Navigation?
  - a. Select the page and press F2.
  - b. Right click on the page and select Rename.
  - c. Select the page and click once.
  - d. Select Edit>Rename.
3. What is a Link bar?
  - a. It is a hyperlink that links to another page.
  - b. It is a collection of hyperlinks leading to the other pages.
  - c. It displays the current status of the Web page.
  - d. It is a hyperlink that jumps to another location of the Web site.
  - e. It enables users to have quick access to common features, information, and commands.
4. How can you change the orientation of a link bar?
  - a. Link Bar Properties>General>Child level
  - b. Link Bar Properties>Style>Orientation and appearance
  - c. Link Bar Properties>General>Same level
  - d. Format>Page Transition
  - e. File>Page Setup>Orientation
5. How can you add a text for each picture in Photo Gallery?
  - e. Select the Photo Gallery, and select Insert>Text
  - b. Select the picture on Photo Gallery Properties, and type a text in Explanation section.
  - c. Select the picture on Photo Gallery Properties, and type a text in Add Text section.
  - d. Right click on the photo gallery and select Add Text
  - e. Select the picture on Photo Gallery Properties, and type a text in Description section.
6. 'When you enter a value for either Height or Width of a picture, FrontPage automatically changes the value in the other box to preserve the original proportions'. Which one is explained in the above definition?
  - a. Layout
  - b. Wrapping style
  - c. Crop tool
  - d. Keep aspect ratio
  - e. Progressive passes
7. How can you set a theme as default theme?
  - a. Select Format>Theme and select Set as default theme
  - b. Double click on the theme and select Set as default theme
  - c. Click the theme's arrow sign and select Apply as default theme
  - d. Select Format>Theme, right click on the theme and select Apply as default theme check box.
  - e. Select Format>Theme, right click on the theme and select Set as default theme check box.
8. Which options are not listed on the Theme Task Pane that will be applied with the theme? (Choose two of them)
  - a. Font color
  - b. Vivid colors
  - c. Background color
  - d. Active graphics
  - e. Background picture
9. How can you know how big your Web site is?
  - a. Tools>Page Options
  - b. File>Publish Site
  - c. File>Properties
  - d. Tools>Site Settings
  - e. View>Reports>Site Summary
10. Which command can be used to repair hyperlinks, update FrontPage Web component information, and synchronize Web site data, database information, and categories?
  - a. View>Reports>Unlinked files
  - b. View>Reports>Broken hyperlinks
  - c. Tools>Recalculate Hyperlinks
  - d. Insert>Hyperlink
  - e. Tools>Site Settings>Navigation







- Creating an Empty Web Site
- Building Web Site Structure
- Creating Links
  - Link to Another Page
  - Link to a Web Address
  - Hotspots
  - An E-mail Link
  - A Link to a File
  - Auto Thumbnail
  - Bookmark
- Modifying Hyperlinks

## THE GREAT PYRAMID OF GIZA



The Pyramids of Egypt are the only one of the Seven Wonders of the Ancient World that is still standing today. The Great Pyramid of Giza is the largest of the three pyramids. It was built by Khufu, the second son of Cheops, and it is the only one of the seven wonders that is still standing today.

## WATER 7 WONDERS IN ONE

- The Great Pyramid of Giza
- The Hanging Gardens of Babylon
- The Temple of Solomon at Jerusalem
- The Mausoleum at Halicarnassus
- The Lighthouse at Alexandria
- The Colossus of Rhodes
- The Great Pyramids of Giza

## The Great Pyramid of Giza



The Great Pyramid of Giza is the largest of the three pyramids. It was built by Khufu, the second son of Cheops, and it is the only one of the seven wonders that is still standing today.

## THE SEVEN WONDERS OF THE ANCIENT WORLD



Although most people know that a lot more of the Seven World Wonders, only four are still standing today. The list of the Seven Wonders of the Ancient World was originally compiled around the second century BC.

Today, archaeological evidence reveals some of the ignorance that surrounded the history of the Wonders for centuries. For their builders, the Seven Wonders were a celebration of religion, mythology, art, power, and wisdom. For us, they reflect the ability of human to change the surrounding landscape by building human art beautiful structures, one of which stood the test of time to the very day.

- The Great Pyramid of Giza
- The Hanging Gardens of Babylon
- The Temple of Solomon at Jerusalem
- The Mausoleum at Halicarnassus
- The Lighthouse at Alexandria
- The Colossus of Rhodes
- The Great Pyramids of Giza

## WATER 7 WONDERS IN ONE

Address: 1234 Main Street, Suite 100, New York, NY 10001-1234

To read the full story, visit <http://www.ancientwonders.com>



## Creating an Empty Web Site

Before starting to build your Web site, you need to decide the purpose of the Web site and make a site plan containing a home page and other pages connected to the home page. In FrontPage, you can develop this plan in **Navigation**.

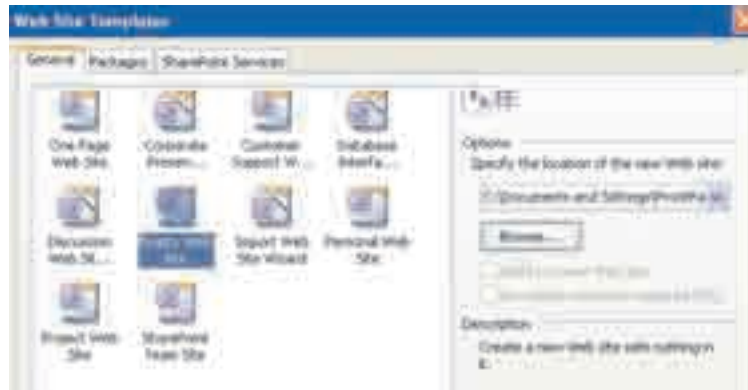
*In this lesson you will create a Web site about the Seven Wonders of the Ancient World.*

To create an empty Web site:

- ❖ Select **File>New** and click **One page Web site** on the task pane.

The Web Site Templates dialog box opens.

- ❖ Select **Empty Web Site** template and specify the location and name of the site folder.
- ❖ Click the **Browse** button and create a new folder *7wonders* in *My Web Sites* folder.
- ❖ Click OK to complete creating an empty Web site.



*Creating an empty Web Site*

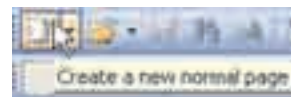


*An empty Web Site*



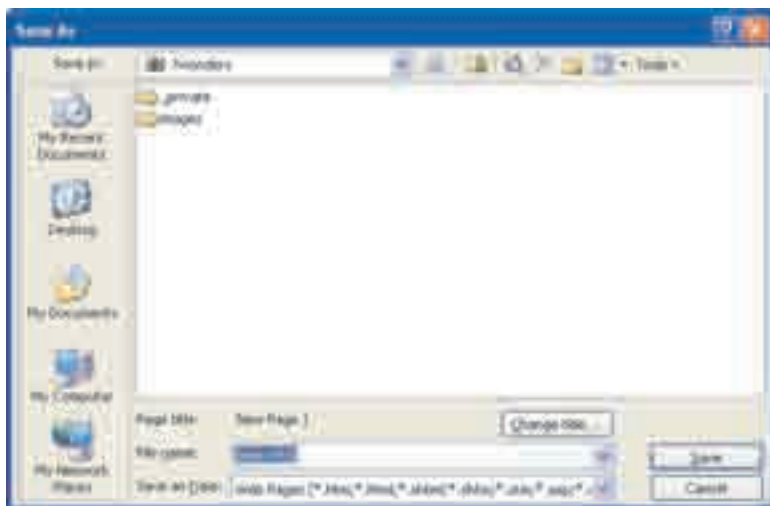
You have just created an empty Web site, and now you need to create the first page, *home page*.

- ❖ Click the [Create a new normal page](#) button on the standard toolbar to create the home page.



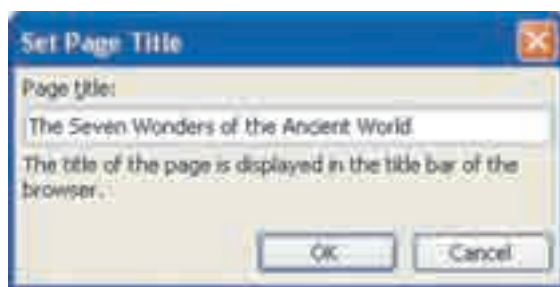
The new page name is *new\_page\_1*, but when you save the page, its name is changed to *index* because it is the first page.

- ❖ Click the [Save](#) button on the standard toolbar to save the home page. The Save As dialog box opens.



*The Save As dialog box*

- ❖ Click the [Change title](#) button and type a text in the [Page title](#) box.



*The Set Page Title dialog box*

- ❖ Click [Save](#) to complete saving.

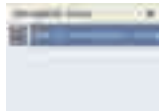


## Building Web Site Structure

Your home page is ready and now you can create other pages using the Web site structure in **Navigation Pane**.

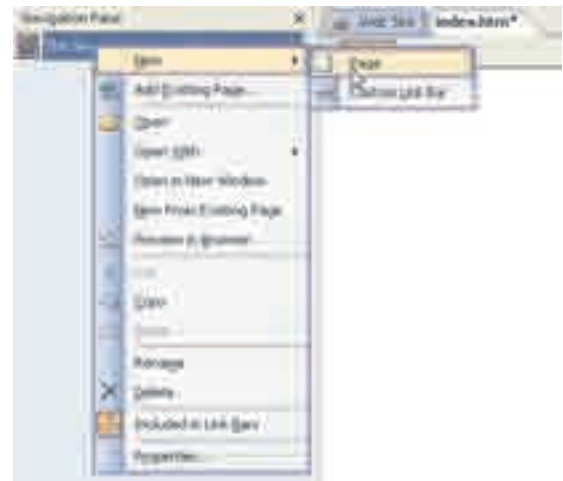


- ❖ Click **Navigation** to show Navigation Pane.



You have only one page, *home page* in Navigation Pane.

- ❖ Right click the home page and select **New>Page** to create new pages.



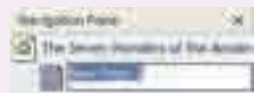
*Adding a new page in Navigation*

### Another way to rename a page

- ◆ Select the page



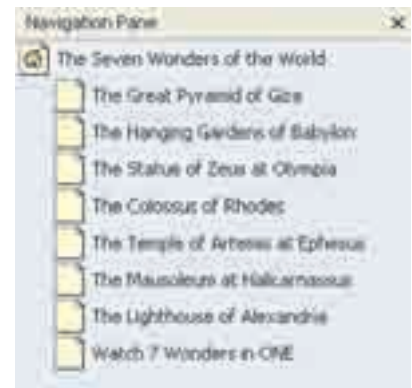
- ◆ Just click one time on it and type new name.



- ❖ Right click each page, select **Rename** and type the names of the new pages to rename the pages.

- ❖ Double click the pages to open and modify them.

You can also rename the file names in the Folder List.



*Navigation Pane*

Give logical file names to remember file contents later.



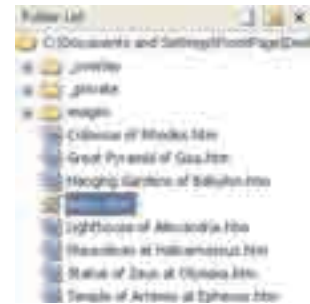
If you think that one added page is unnecessary anymore, you can delete that page in the Folder List

- ❖ Right click the file and select **Delete** or directly press **Delete key** on the keyboard.

When you delete a page in the Navigation Pane, you will have two choices:

You can remove page from the navigation structure or you can delete the page from the Web site.

You have completed building your Web site with pages, now you need to create links (called hyperlinks) to make connection between the pages.



Folder list



Deleting a page in Navigation

## Creating Links

A hyperlink is a link from one Web page or file to another, including a picture or multimedia file, or to an e-mail address or program. The expression “Surfing the Net” actually refers to the experience of jumping from one page to another using hyperlinks.

## Creating a Link to another Page in the Web Site

The home page should have hyperlinks to the pages connected to it directly because each page should have hyperlinks to the child pages. To create a hyperlink to a page:

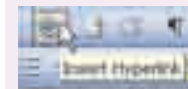
- ❖ Open the page, *index.htm*.
- ❖ Select the text that you want to hyperlink.



A Hyperlink code

- ❖ Select **Insert>Hyperlink** or press **Ctrl+K** keys. The Insert Hyperlink dialog box opens.
- ❖ Select the page to which you want to hyperlink.
- ❖ Click **OK** to complete hyperlink.

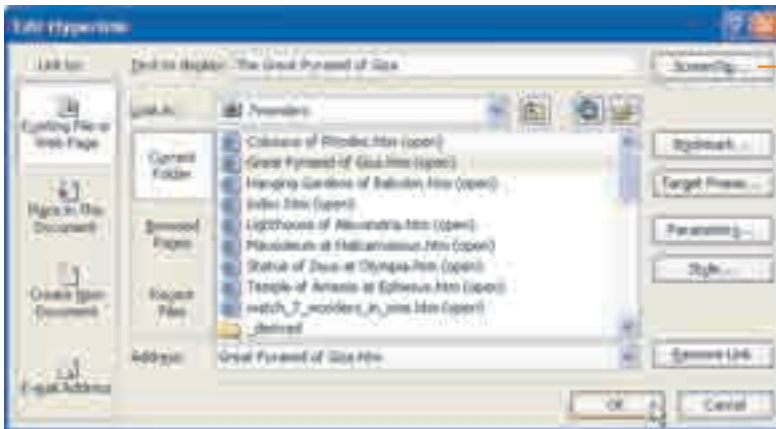
### To Hyperlink a Text



You can use **Insert Hyperlink** button on the standard toolbar, or right click after selecting the word and select **Hyperlink**.







A link to another page



A hyperlink with screen tip

#### Screen Tip

If you want to show a text when you rest the mouse pointer over the hyperlink,



click on **ScreenTip** button and type a text to be displayed.



#### To Follow a Hyperlink

- ◆ Right click and select **Follow Hyperlink**

The hyperlinked text is underlined and blue. In Design view, when you move the mouse pointer onto the hyperlink, you should see the following message.



It means that the text has hyperlink and if you want to open the destination page in Design view, click the hyperlink holding down the **Ctrl** key.

- ❖ Create hyperlinks for the other pages in the same way.

Surfing will be more comfortable if you add a hyperlink for the Home page and the upper page (Parent page) on Web site pages.



## Creating a Link to a Web Address

A Web address is also called **URL** which stands for *Uniform Resource Locator*.

- ❖ Type a Web address and press the **Enter** key.

<http://www.123world.com>

The Web address is converted automatically into a hyperlink.





## Creating Hyperlinks on Different Parts of the Picture

### Creating an Image Map

An image map is a single graphic that has several hyperlinked sections. These hyperlinks are called hotspots.

To add a hotspot to a picture:

- ❖ Select [View>Toolbars>Pictures](#) to open the **Picture Toolbar**.
- ❖ Click any of the hotspot buttons (*Rectangular, Circular or Polygonal*).



Hotspot buttons

- ❖ Use the [Hotspot tool](#) to select an area within the image. This is the area where you want to create a hyperlink.

The Insert Hyperlink dialog box opens automatically after you outline the hotspot area.



Outlined area

- ❖ Select the name of the Web page you want to link to and click [OK](#).
- ❖ Click the [Preview](#) tab, and then click your new image map to check your linked hotspot.



Normal



Mouseover

To add a text hotspot to a picture:

- ❖ Select [Text](#) button on the pictures toolbar and type the text on the picture to add text to the picture.



- ❖ Double click an edge of the text box
- ❖ Choose the file which you want to link to and then click [OK](#).



A text hyperlink on the picture

The picture file type which you add text to must be GIF,

If it is not a gif file, you'll be asked to convert it to GIF file format.



## Creating an E-mail Link

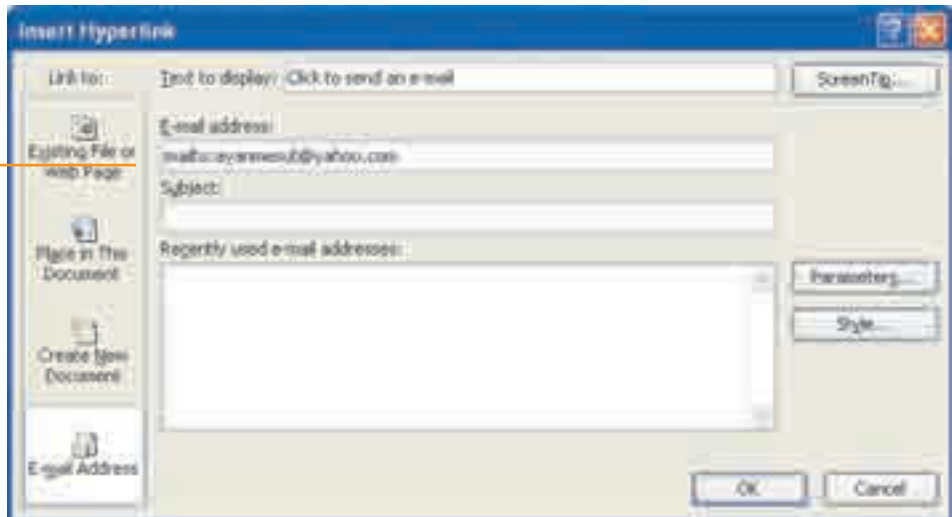
An e-mail link allows the visitors to give feedback, send questions and comments. When visitors click your e-mail hyperlink, they can send you an e-mail message by writing in the launched e-mail pop-up box.

To create an e-mail hyperlink

- ❖ Select the text that you want to hyperlink.
- ❖ Click the **Insert Hyperlink** button on the standard toolbar. The Insert Hyperlink dialog box opens.
- ❖ Select **E-mail address** in **Link to**.



When you start typing an e-mail address, the word **mailto** will be added automatically before the e-mail address.

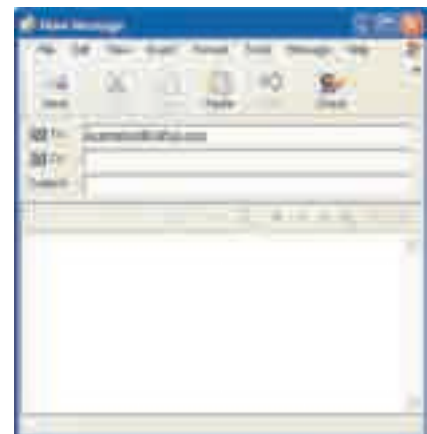


*Creating an e-mail hyperlink*



*An e-mail hyperlink code*

- ❖ Type an e-mail address in the **E-mail address** box and click **OK** to finish.
- ❖ Click the **Show Preview View** tab.
- ❖ Click the e-mail hyperlink and a message window appears using your installed e-mail program, *Outlook*.



*Outlook-Sending an e-mail*

## Creating a Link to a File

You can create a hyperlink to a file such as a picture, a compressed file etc.

To create a hyperlink to a picture:

When you click a hyperlink that is linked to a picture, the picture opens in the browser.

- ❖ Open the page, *The Great Pyramid of Giza.htm*.
- ❖ Select the text that you want to hyperlink.
- ❖ Press **Ctrl+K** keys. The Insert Hyperlink dialog box opens.
- ❖ Choose a picture file and click **OK**.
- ❖ Press **F12** to see the page in your browser.



A hyperlink to a picture

- ❖ Click the hyperlink and see that the picture opens in the browser.



A picture in Internet Explorer

To create a hyperlink to a compressed file:

When you click a hyperlink that is linked to a compressed file, you are about to download the file.

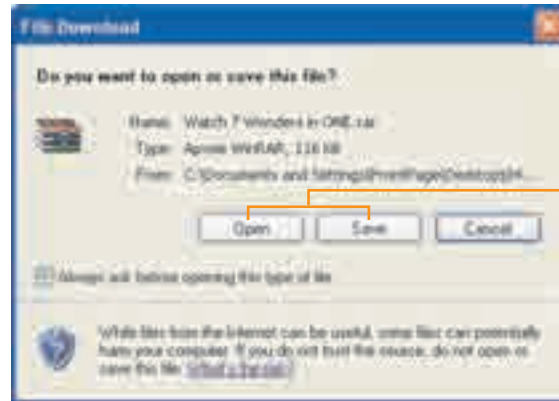
- ❖ Select the text that you want to hyperlink.
- ❖ Press **Ctrl+K** keys. The Insert Hyperlink dialog box opens.

### Compressed File

A file is compressed to make the file smaller in size. Working with smaller files means working with a faster internet. To compress a file, you can use a program such as WinRar, WinZip etc.



- ❖ Select the compressed file and click [OK](#).
- ❖ Press **F12** to see the page in your browser.
- ❖ Click the hyperlink. The File Download dialog box opens.



Click [Open](#) button to open the file or click [Save](#) button to save the file.

If your file is an executable file, you will see **Run** instead of **Open**.

*The File Download dialog box*

## Turning a Picture into a Hyperlink

You can use a graphic as a navigation button that links to another page in your site or you can link a thumbnail version of an image to a larger version of the same image.



To turn a picture into a hyperlink

- ❖ Select the image by clicking on it.
- ❖ Press **Ctrl+K** keys. The Insert Hyperlink dialog box opens.
- ❖ Select the page or picture file you want to link to and click [OK](#).

You want to put many pictures in your page, but you know that putting lots of picture in the same page makes your page's size bigger and page speed slower. That's why you can put small versions of the pictures and when the visitor clicks the picture, a larger version of the same picture opens separately. Small version of the picture can be prepared using Thumbnail.

To create a thumbnail:

- ❖ Select the picture by clicking it.
- ❖ Right click the picture and select [Auto Thumbnail](#).



*Creating Auto Thumbnail*

The thumbnail is created. It has a blue border since it has a hyperlink. When you click the thumbnail, the larger version of the picture opens.

❖ Save and preview the page.



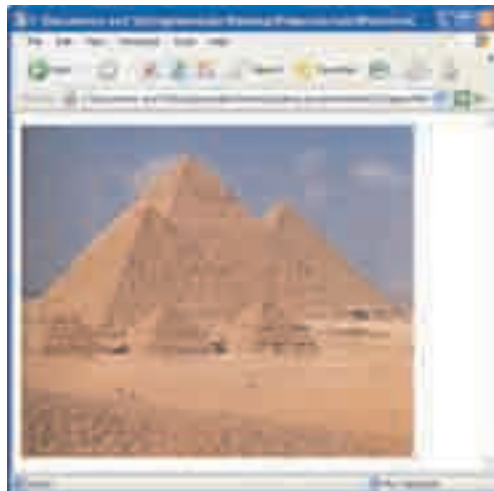
A new file is created for the thumbnail version of the picture. When you save the page, the file created for the thumbnail will also be saved.



*Auto Thumbnail*



*Before click*



*After click*



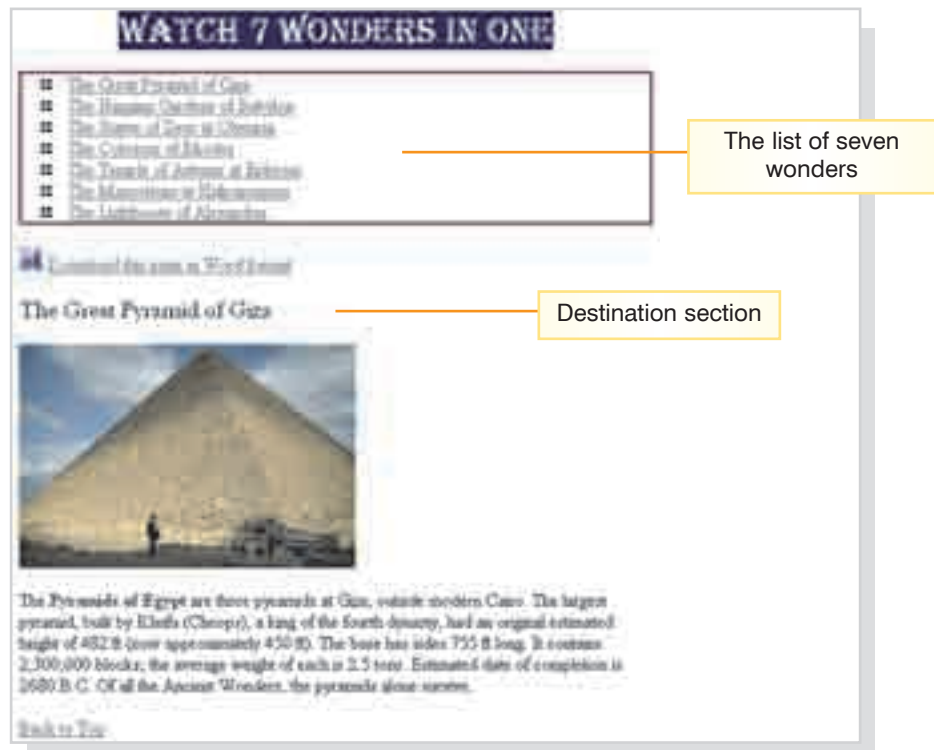
## Creating a Link within a Web Page - Bookmark

Hyperlinks are useful not only for jumping from one Web page to another but also for quickly sending visitors to another section of the same Web page. These sections are marked with bookmarks.

This option is good when you have a long Web page with many different categories of information. For example, you want to put all seven wonders in one page. It will be a good way to bookmark the name of each wonder in a list at the top of the page. Then you can jump straight to any wonder by clicking its name. Without bookmarks, you would have to scroll down the entire page searching for that part. After jumping to the searched part, the visitors may want to get back to where they started. That's why you should also bookmark the top of the page.

You can also bookmark an index, a table of contents, a subheading or anything else that helps to organize your Web site content.

There is a list of the seven wonders at the top of the page, *page Watch 7 Wonders in ONE.htm*. After the list, there are some information about each wonder according to the list.



*7 Wonders in ONE.htm page*

First of all you need to create the destination sections, bookmarks.



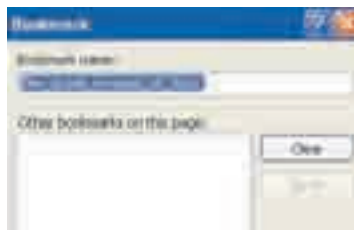


## Creating a Bookmark

- ❖ Open the page *watch\_7\_wonders\_in\_one.htm*.
- ❖ Select the destination section where you jump to.

- ❖ Select **Insert>Bookmark** or press **Ctrl+G** keys. The Bookmark dialog box opens.

- ❖ Type a name for the bookmark in the **Bookmark name** box, and click **OK**.



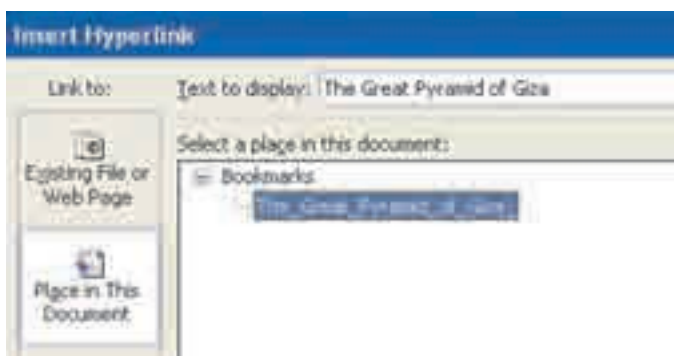
The bookmark has the following view.

The Great Pyramid of Giza

## Linking to a Bookmark

You have created the bookmark, now you need to link to it.

- ❖ Select the text to which you want to give a hyperlink.
- ❖ Click the **Insert Hyperlink** button on the standard toolbar. The Insert Hyperlink dialog box opens.
- ❖ Select **Place in This Document** in **Link to** and select the bookmark.



Linking to a Bookmark

- ❖ Test your new bookmark in the Design view by holding down the **CTRL** key while clicking the new hyperlink.



## Modifying Hyperlinks

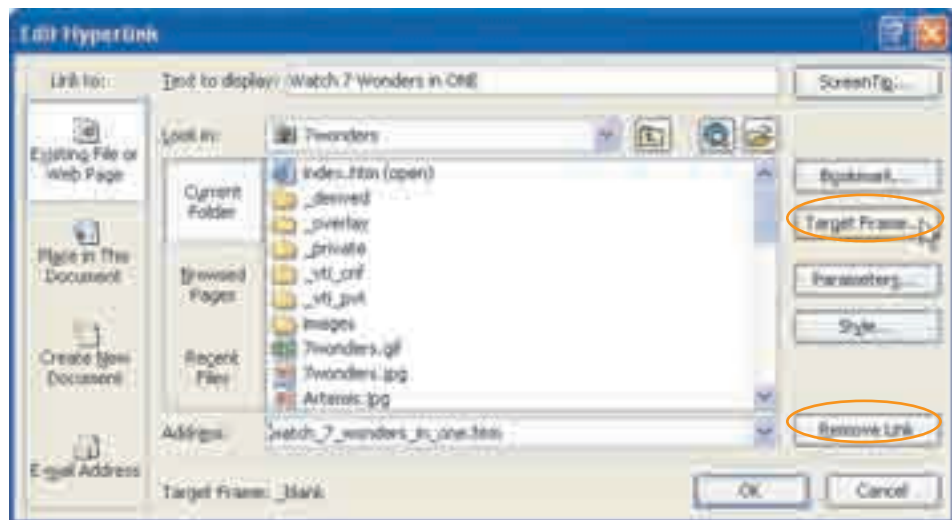
### Editing Hyperlinks

After you create a hyperlink, it may be necessary to change the words it displays or the page to which it jumps.

- ❖ Right click the hyperlink and select [Hyperlink Properties](#).  
You can change the type of link by changing your selection from the [Link to](#) section and edit the settings for the current selection and click [OK](#).

To remove a hyperlink:

- ❖ In the [Edit Hyperlink](#) dialog box, click [Remove Link](#) and click [OK](#).



*The Edit Hyperlink dialog box*



*Selecting target frame*

To open a hyperlinked page in a new window:

- ❖ Click [Target Frame](#) while you create a hyperlink.
- ❖ Select [New Window](#) and click [OK](#).  
**\_blank** appears automatically in the **Target setting**.

## Changing Hyperlink Colors

Hyperlink text has a different color from the rest of the text so the visitors can identify it easily. You can choose the colors that a Web browser will use for displaying hyperlinks. If you use standard HTML attributes, you can select three colors to use for a hyperlink, depending on its status:

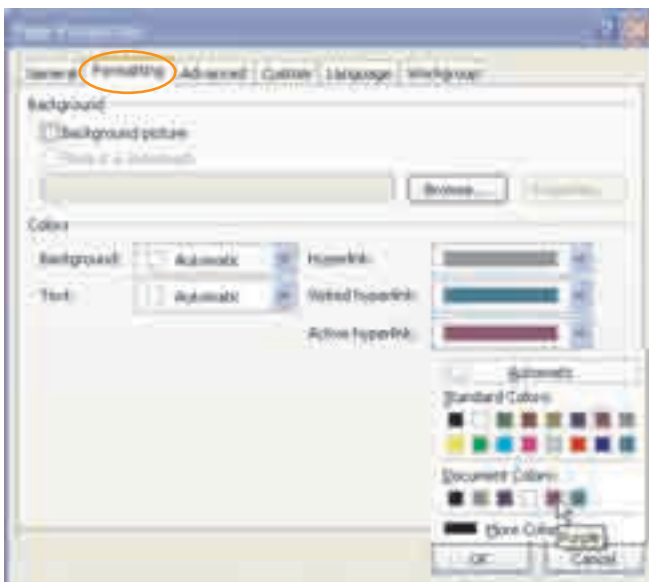
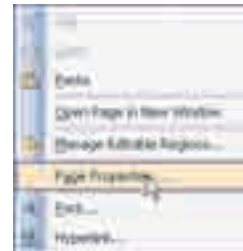
**Hyperlink** - blue - A hyperlink that has not been selected

**Active hyperlink** - red - A hyperlink that is currently selected

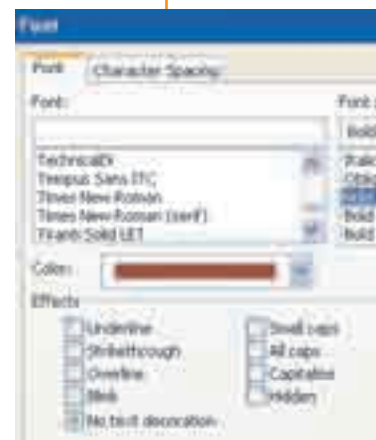
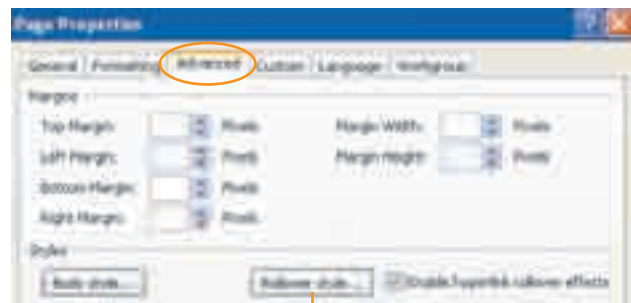
**Visited hyperlink** - purple - A hyperlink that has already been followed

To change hyperlink colors:

- ❖ Right click on the page and select [Page Properties](#).
- ❖ Click the [Formatting](#) tab, select a different color for each hyperlink type and click [OK](#)



Changing hyperling colors



Defining rollover style

You can add rollover font effects to hyperlinks by using **Rollover style** on the **Advanced** tab. If you select **No text decoration** check box, the hyperlink will not be underlined on hyperlink rollover.



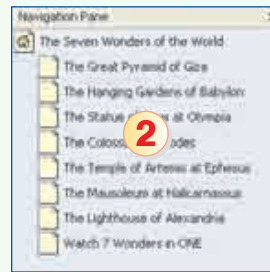
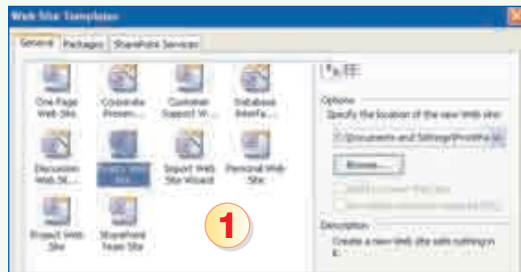
**COMPLETE** the remaining parts of the Web site like in the example given for this chapter.



## Project - New 7 Wonders

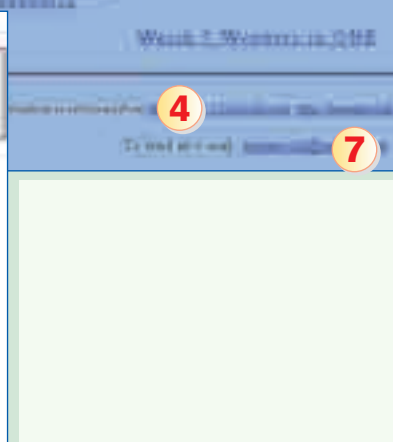


Create a Web site from scratch about possible new 7 wonders.



### Required features:

1. An empty Web site
2. Pages in navigation
3. Hyperlinks - Pages
4. Hyperlinks - Web address
5. Hyperlinks - File
6. Hyperlinks - Picture
7. Hyperlinks - Email
8. Hyperlinks - Hot spots
9. Bookmarks
10. Hyperlink colors



## Summary

Before starting to build your site, you need to decide the purpose of the Web site and make a site plan containing a home page and other pages connected to the home page. In FrontPage you can develop this plan in **Navigation**.

### Creating an empty Web site

- ◆ Select **File>New** and click **One page Web site** on the **Task Pane**.
- ◆ Select **Empty Web Site** template.

A **hyperlink** is a link from one Web page or file to another.

- ◆ Select the text and select **Insert>Hyperlink** or press **Ctrl+K** keys.
- ◆ Select the page to which you want to hyperlink.

Use **Screen Tip** if you want to show a text when you do mouse-over the hyperlink.

In the Design view, click the hyperlink holding down the **Ctrl** key to open the destination page.

### Creating a Link to a Web Address

- ◆ Type a Web address and press the **Enter** key.

### Creating a thumbnail

- ◆ Select the picture by clicking on it.
- ◆ Right click the picture and select **Auto Thumbnail**.

An **image map** is a single graphic that has several hyperlinked sections. These hyperlinks are called **hotspots**.

- ◆ Open **Picture Toolbar** by selecting **View>Toolbars>Pictures**
- ◆ Click any of the Hotspot buttons (*Rectangular, Circular or Polygonal*).
- ◆ After outlining the hotspot area, the Insert Hyperlink dialog box opens automatically.  
Select the name of the Web page you want to link to.

### Creating an e-mail hyperlink

- ◆ Select the text and click the **Insert Hyperlink** button on the standard toolbar.
- ◆ Select **E-mail Address** in **Link to**.
- ◆ Type an e-mail address in the **E-mail Address** box

**Bookmark** is used to jump to another section of the same Web page.

- ◆ Select the destination section where you jump to.
- ◆ Select **Insert>Bookmark** or press **Ctrl+G** keys.
- ◆ Type a name for the bookmark in the **Bookmark Name** box

### Linking to a Bookmark

- ◆ Select the text and click the **Insert Hyperlink** button on the standard toolbar.
- ◆ Select **Place in This Document** in **Link to** and select the bookmark.

### Removing a hyperlink

- ◆ In the **Edit Hyperlink** dialog box, click **Remove Link** button.

### Opening a hyperlinked page in a new window

- ◆ Click **Target Frame** when you create a hyperlink.
- ◆ Select **New Window**

### Changing hyperlink colors

- ◆ Right click on the page, and select **Page Properties**.
- ◆ Click the **Formatting** tab and select a different color for each hyperlink type.



## Questions

1. When you press delete key on a page in Navigation, what happens?
  - a. Asks for removing page from the navigation structure or deleting this page from the Web site
  - b. Deletes the file directly
  - c. Asks whether you are sure to delete file or not?
  - d. Nothing happens
  - e. Gives a warning message that Deleting a file in navigation view is not possible
2. Which one is not a way to create a hyperlink?
  - a. Select Insert>Hyperlink
  - b. Select Format>Hyperlink
  - c. Press Ctrl+K keys
  - d. Right click and select Hyperlink
  - e. Click Insert Hyperlink button on the standard toolbar
3. Which one can be used if you want to show a text when you rest the mouse pointer over the hyperlink?
  - a. Style
  - b. Bookmark
  - c. ScreenTip
  - d. Target Frame
  - e. Text to display
4. Which ways can be used to follow a hyperlink in Design view? (select two of them)
  - a. Right click and select Follow the hyperlink
  - b. Double click
  - c. Shift+click
  - d. Ctrl+click
  - e. Click
5. What happens when you click a hyperlink which is linked to a compressed file in browser?
  - a. The compressed file is opened in the same window
  - b. The files in the compressed file are shown
  - c. The compressed file is opened in a new window
  - d. File Download dialog box opens
  - e. The file directly starts running
6. 'A new file is created for the thumbnail version of the picture.'  
Is it True or False?
  - a. True
  - b. False
7. Which one is not True?
  - a. A text on a graphic can also be a hotspot
  - b. An image map is a graphic with one or more hot spots
  - c. The hyperlinked sections of a picture are called hotspots
  - d. Hot spots can be shaped as rectangles, circles, or polygons
  - e. A Hotspot is formed by image maps
8. When you type an e-mail in the E-mail box while creating an e-mail hyperlink, what text will be added before the e-mail?
  - a. mail:
  - b. e-mail:
  - c. email:
  - d. mailto:
  - e. mail:
9. What key combination is used to open Bookmark dialog box?
  - a. Alt+B
  - b. Ctrl+B
  - c. Ctrl+G
  - d. Ctrl+K
  - e. Alt+K
10. How can you remove a hyperlink?
  - a. Click the Remove Link in the Edit Hyperlink dialog box
  - b. Click the Remove Hyperlink in the Edit Hyperlink dialog box
  - c. Select the hyperlink and select Format>Remove Formatting
  - d. Right click the hyperlink and select Remove Hyperlink
  - e. Right click the hyperlink and select Remove Link







- Table Uses
- Laying Out a Web Page
- Improving Site Appearance
- Creating a Table
- Formatting a Table
- Formatting a Cell
- Nested Tables
- Table AutoFormat
- Modifying a Picture



## Table Uses

The traditional use of tables is to display information in columns and rows – similar to how they are used in other Microsoft Office programs: spreadsheets, word processing programs etc. However more popular use of tables is to lay out text and images as a graphic design tool on your Web page. Tables can firmly position text and images on the page and when the window is resized they will keep their places in the table. Most of the professional-looking pages on the Web use tables to help organize and position the elements in a page.

On Web pages, tables can serve many functions:

- ✓ Page layout
- ✓ Displaying information in formatted tabular form
- ✓ Adding background color and borders to blocks of text

*In this lesson you will create a Web site about Solar System.*

## Laying Out a Web Page with Tables

You can create a professional, easy-to-read, well-organized Web page by using tables for laying out a page. You can build the structure of the page using tables. Keeping the same layout throughout the entire site gives you the possibility to come up with an overall design that is appropriate for all the pages. When you plan your Web page layout, you need to consider in advance the various elements that will be placed in each page. You need to decide which page elements will be used and their locations on the page.



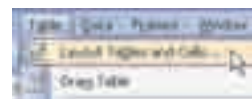
*Navigation pane*

You can use the predefined layout tables that are available in the **Layout Tables and Cells** task pane to help you get a quick start on a Web page. You can also create your own custom layout table by drawing tables and cells. Additionally, you can edit a Web page that contains layout tables and cells.

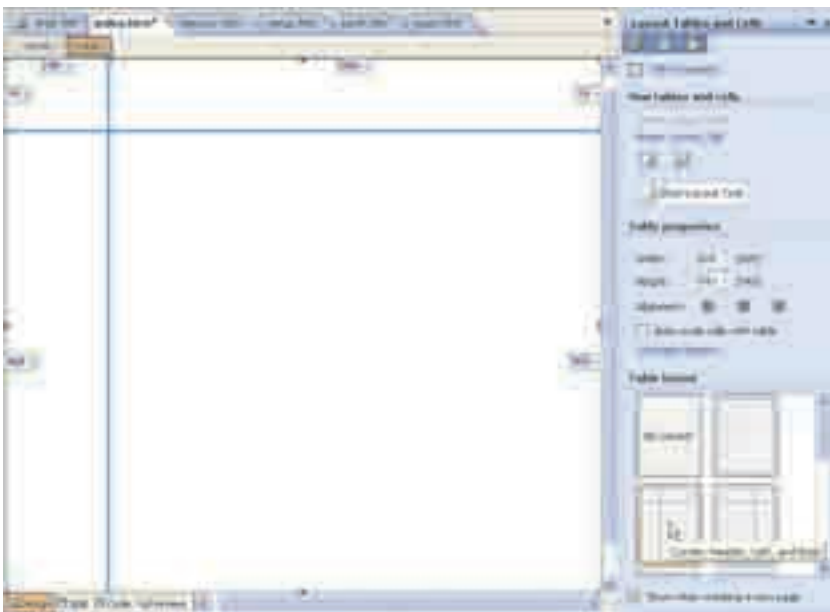
To add a predefined layout table:

- ❖ Create an empty Web site and then build the navigation.

- ❖ Open the index page and select **Table>Layout Tables and Cells**. The Layout Tables and Cells task pane opens.
- ❖ Click the **Table layout** which you want to use for your page.



*Adding a layout table*



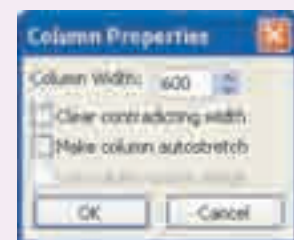
*Applying a layout table to the page*

#### To edit the table layout

- ❖ Click on the arrow, select **Change Column Width**

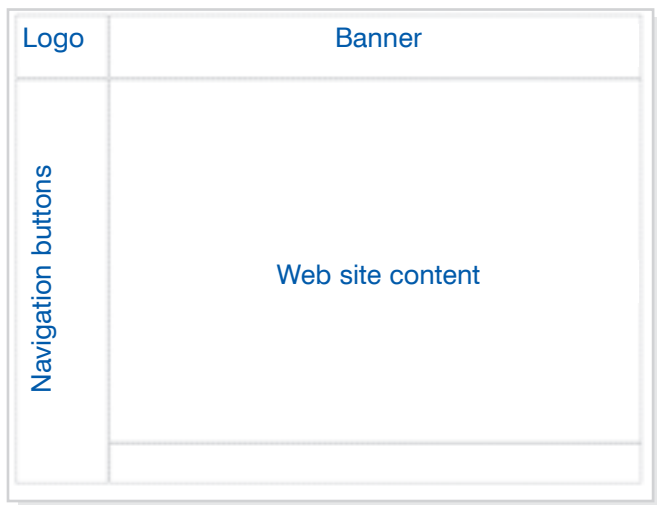


- ❖ Specify a value.



The selected table layout is applied to the page.

- ❖ Add a new row by selecting **Table>Draw Table** and drawing a line at the bottom of the page.
- ❖ Insert your page elements into the cells.



*The locations of the page elements*

#### How to create rounded cell corners

- ❖ Select **Table>Layout Tables and Cells**
- ❖ Click **Insert Layout Cell** on the task pane. It puts a cell on the page (shape 1)
- ❖ And then click **Cell Formatting**
- ❖ Click **Cell Properties and Borders: Borders** width-1, **Color-black**, **Apply-All borders** (shape 2)
- ❖ Click **Cell Corners and Shadows: 20w, 20h, Color-white, Border color-black, Apply-All corners** (shape 3)



Shape1



Shape2



Shape3



## Improving Your Site Appearance

### Applying a Theme

Using a theme is a quick and easy way to give a uniform appearance to all pages.

- ❖ Select **Format>Theme**. The Theme task pane opens.
- ❖ Click the desired theme drop-down arrow and select **Apply as default theme** to apply the theme to all pages.



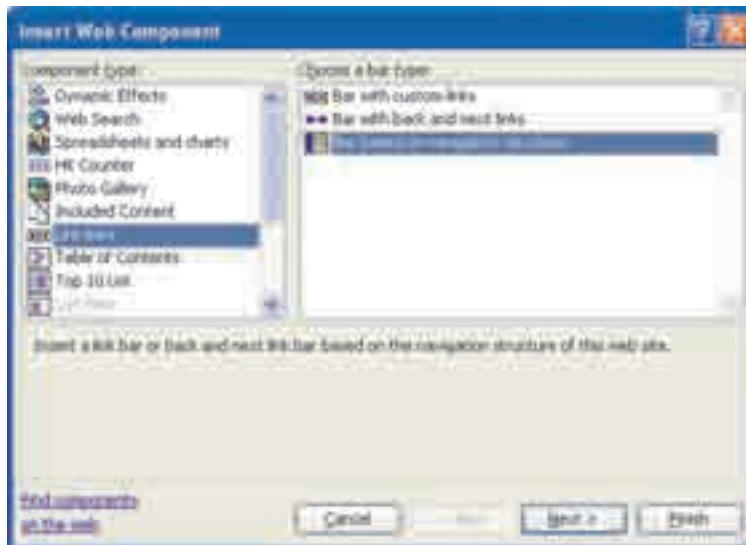
*Applying a theme as default*

### Inserting a Navigation Link Bar

A link bar is a collection of hyperlinks leading to the other pages and helps your visitors find their way around.

To insert navigation link bar:

- ❖ Select **Insert>Navigation**. The Insert Web Component dialog box opens.
- ❖ Select **Link Bars** in the **Component type** and then choose **Bar based on navigation structure** bar type.



*Inserting a navigation link bar*

- ❖ Click **Next** and choose a **bar style** and then an **orientation**. Click **Finish**.



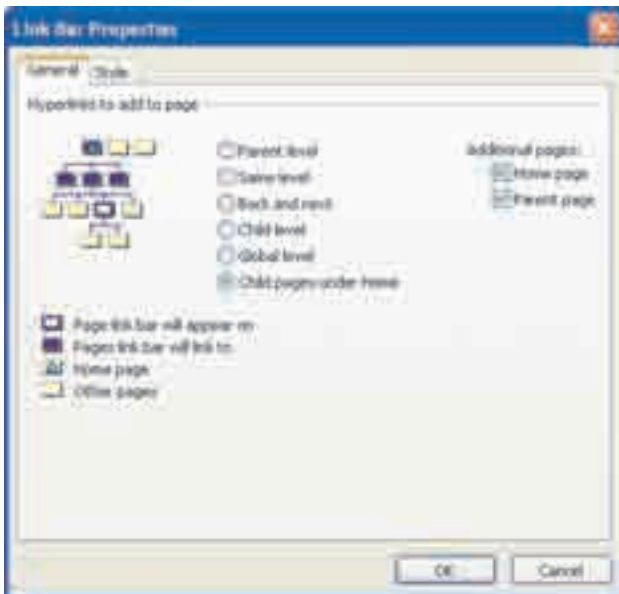
Choosing a bar style



Choosing an orientation

The Link Bar Properties opens.

- ❖ Select hyperlinks to add to the page, *Child pages under Home and Home page* and click **OK**.



General tab on the Link Bar properties dialog box

The navigation link bar is inserted to the page.



The inserted navigation link bar

## Inserting a Page Banner

A page banner is used to add titles to your Web pages. Page banners take the styles and graphics of the theme.

To insert a page banner:

- ❖ Click on the page where you want to put the Page Banner.
- ❖ Select **Insert>Page Banner**. The Page Banner Properties dialog box opens.



The Page Banner properties dialog box





- ❖ Type a text in the **Page banner text** box and specify to display a picture in the **Properties** section.
- Your site appearance is really changed.



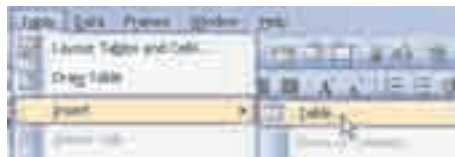
*A Web page applied theme, navigation link bar, and page banner*

## Creating a Table

Before you create a table, you must specify how many columns and rows it will contain. If it is not certain you can add or delete rows and columns later.

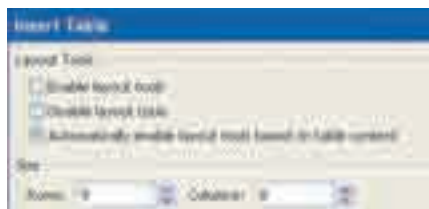
To insert a table:

- ❖ Open the index page and place the cursor where you want to insert the table.



*Inserting a table*

- ❖ Select **Table>Insert>Table**. **Insert Table** dialog box opens.
- ❖ Specify how many columns and rows you want to create in the **Insert Table** dialog box.



- ❖ Click **OK** to see the inserted table, or  
Click the **Insert Table** button on the standard toolbar.





- ❖ Drag the mouse over the grid, highlighting the cells that should appear on the table. When the table size has been selected, release the mouse button.



```
<table border="1" width="100%" id="table1">
  <tr>
    <td> </td>
    <td> </td>
  </tr>
  <tr>
    <td> </td>
    <td> </td>
  </tr>
</table>
```

**border:** border size  
**width:** table width  
**tr:** table row  
**td:** table column



*Inserting a table*

The table is inserted into the Web page. Tables are displayed as an empty grid when they are added to a page

- ❖ Put your cursor on the cell divider and drag it to resize the cells.

If you have a table of varying row heights and column widths, you can equalize the width or height of selected rows or columns:

- ❖ Select the rows or columns which you want to make an equal height or width.
- ❖ Select **Table > Distribute Rows Evenly** or **Distribute Columns Evenly**.



*Resizing cells*

## Adding text to cells

- ❖ Click your cursor within a cell and begin typing.

When you're filling out a table, press the **Tab** key to jump to the next cell on the right (or the next row) or press the **Shift** and **Tab** keys simultaneously to move in the opposite direction.

### Tab key in the last cell

If you press **Tab** when you're in the last cell in the table (the one on the bottom row and the right most column), FrontPage creates a new row and moves the cursor into the first cell on this row.



## Formatting a Table

### Changing Table Size and Alignment

- ❖ Specify a value for table width that determines how big you want your table to be by using **Specify width** in the **Table Properties** dialog box.

**Specify width:** You can have a fixed width (**In pixels**) or a width relative to the page (**In percent** - it will be resized automatically when you resize your browser window). If not defined, your table will grow horizontally to fit the content you place inside of it.



*Specifying table width and alignment*



*Table width and alignment code*

- ❖ Select **Center** in the **Alignment** drop-down list to place the table at the center of the page.

### Adding Rows or Columns

You can also add rows and columns

- ♦ Select the row or column where you want to add.
- ♦ Right click and select **Insert Rows** or **Insert Columns**.

- ❖ Place the cursor where you want to add rows or columns

Saturn	9.41	95
Uranus	3.98	14.6
Neptune	3.81	17.2

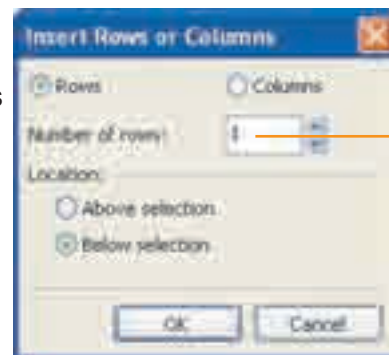
*Placing the cursor*

Saturn	9.41	95
Uranus	3.98	14.6
Neptune	3.81	17.2

*An inserted row*

- ❖ Select **Table>Insert>Rows or Columns**. **Insert Rows or Columns** dialog box opens.

- ❖ Make desired settings and click **OK**.



Decide how many rows or columns will be added

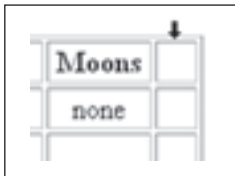
*Inserting a row below the selection*



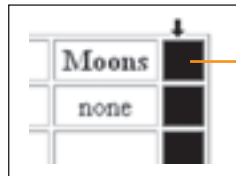
## Deleting Rows or Columns

- ❖ Select the row or column which you want to delete by selecting **Table>Select**.

You can also select row or column by moving the cursor around that border until it changes to a small black arrow that point at the table and clicking.



*Before click*



*After click*

Pressing the **Delete** key is the fastest way to delete a column or row after selecting.

- ❖ Select **Table>Delete Columns** or **Edit>Cut** or **Edit>Delete**, or  
right click and select **Delete Rows** or **Delete Columns**.

## Defining Borders

You can specify the border size and color.

- ❖ Right click on the table and select **Table Properties**. The Table Properties dialog box opens.
- ❖ In the **Borders** section, specify **Size** and **Color**.

If you set **Size** to 0, the border and all of its grid lines will disappear.

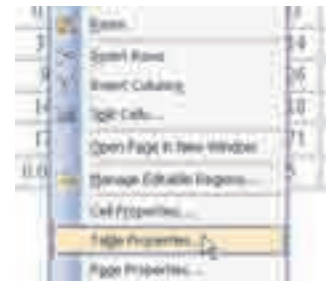


*Making table border solid*

- ❖ Select **Collapse table border** check box to make the table border solid, instead of the default bevel style.

Planet	Equatorial diameter	Mass
Mercury	0.382	0.06
Venus	0.949	0.82

*A table with solid border*



## Adding Background Color or Picture

You can add background color to your entire table or to the selected cells.

- ❖ Open [Table Properties](#) to add to the entire table or open [Cell Properties](#) to add to the selected cells.
- ❖ Choose a color or a picture in the [Background](#) section.



*Changing table background color or picture*

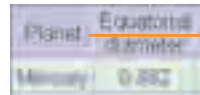
## Defining cell padding and cell spacing

Cell padding is the amount of empty space that surrounds the contents of each cell.

Cell spacing is the amount of space in the grid border between each cell.

To define cell padding and cell spacing

- ❖ Open [Table Properties](#).
- ❖ Specify values for [Cell padding](#) and [Cell spacing](#) in the [Layout](#) section.



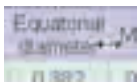
Cell padding is the space between the cell edge and text

## AutoFit to Contents

You can adjust all the table columns to the exact width of their contents.

- ❖ Click anywhere in the table and select [Table>AutoFit Contents](#).

Planet	Equatorial diameter	Mass	Orbital radius	Orbital period (years)	Day (days)	Moons
Mercury	0.882	0.055	0.387	0.241	58.6	none
Venus	1.21	0.815	0.718	0.615	243	none



*Resizing column*

You can also resize the column to exactly fit its content.

- ❖ Point to the right border of the column. The pointer changes to a double-headed arrow.
- ❖ Double click the border. The column is resized to fit its contents.

# Formatting a Cell

## Aligning Objects in a Cell

You can align the objects in the cell horizontally or vertically.

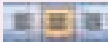
- ❖ Select the cells where you want to change the alignment.
- ❖ Right click and select [Cell Properties](#).
- ❖ Change the [Horizontal](#) and [Vertical alignment](#) values how you want.

The text in the cell is located at the center horizontally and at the top vertically.



Aligning to the center

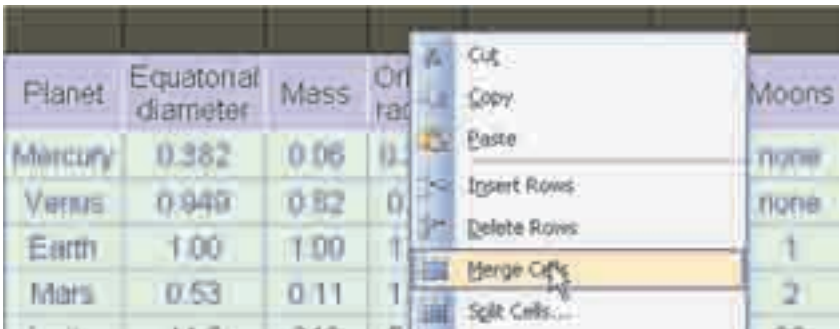
For horizontal alignments you can use also alignment buttons on the formatting toolbar.



## Merging Cells

You can combine two or more adjacent cells to make a larger cell by merging them. This command is only available when two or more adjacent cells are selected and the selected cells form a rectangle. You can add a title at the top row.

- ❖ Add a new row at the top of the table and select all cells at the top row.
- ❖ Right click on the selection and select [Merge Cells](#).



Selecting Merge Cells

ATTRIBUTES OF MAJOR PLANETS						
Planet	Equatorial diameter	Mass	Orbital radius	Orbital period (years)	Day (days)	Moons
Mercury	0.382	0.06	0.387	0.241	58.6	none

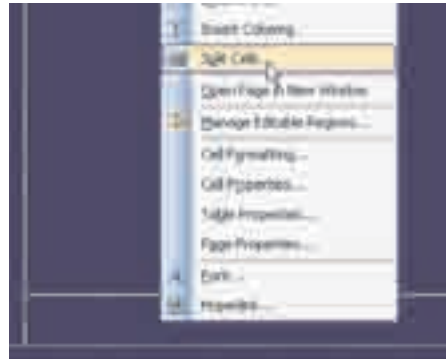
Merged cells



## Splitting Cells

You can divide a cell into several columns or rows by splitting it.

- ❖ Right click in the cell that you want to split and select **Split Cells**.



*Selecting Split Cells*



*Splitting a cell into two columns*

- ❖ Choose if you want to split the cell into rows or columns, and how many to split into.

The cell is split into two columns.



*A splitted cell*

You can also divide a table into parts and you will have two separate tables.

- ❖ Place the cursor in the cell where you want to split the table.
- ❖ Select **Table>Split Table**.

## A Table within a Table - Nested Tables

You can place a table into a cell - creating a table within a table. You may want to do this if you have a very complex graphic layout and need to align objects in particular way.

To place a table within a table:

- ❖ Open the page *earth.htm* and draw a table.
- ❖ Place the cursor in the cell into which you want to add a nested table.
- ❖ Click the Insert Table button on the standard toolbar and select how many rows and columns you want to insert.



*Selecting columns and rows*



The new table is inserted into the cell.

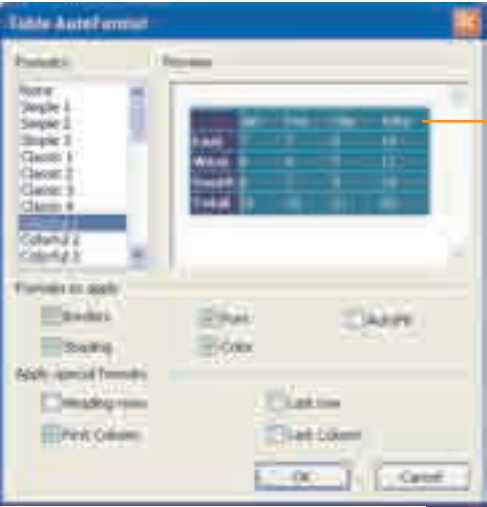
*A Table within a Table*



# Table AutoFormat

Table AutoFormat helps you quickly create professional looking tables on your Web pages. Using the AutoFormat feature to apply a style automatically changes your table’s size, font, borders, shading, and color.

- ❖ Click anywhere in the table and select [Table>Table AutoFormat](#).
- ❖ Select a format in the [Formats](#) list to create the look you want and click [OK](#).



You can see how your selected format looks in the **Preview**

## How to convert a text to table or a table to text

- ◆ Select [Table>Convert](#), and then [Text to Table](#) or [Table to Text](#)

The Table AutoFormat dialog box

The new format is applied to the table.

Lithosphere	1000 to 10000 km
Mantle	1000 to 10000 km
Outer Core	1000 to 10000 km
Inner Core	1000 to 10000 km

A table applied AutoFormat



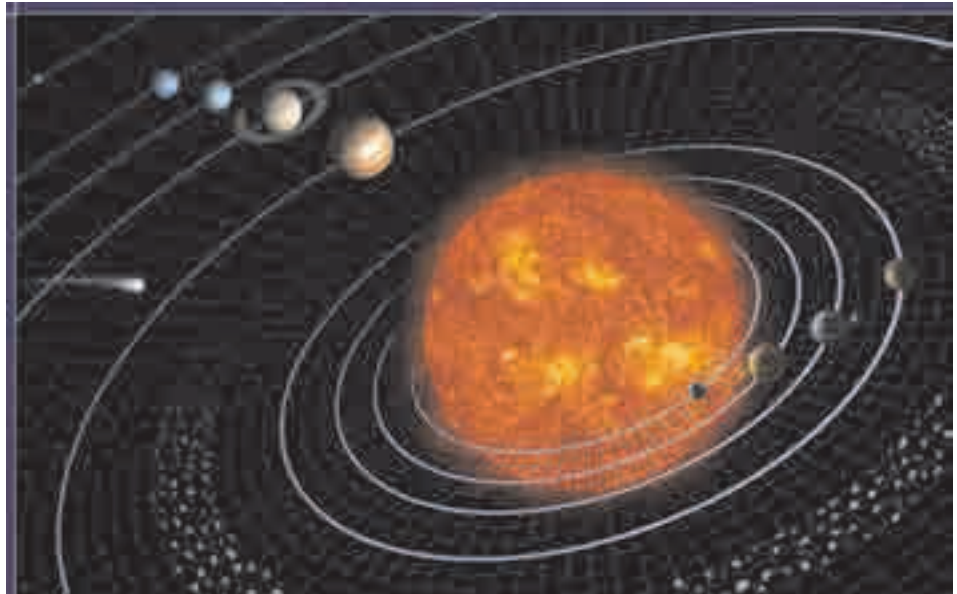
## Modifying a Picture

### Checking Image Size and Speed

It is important to keep track of how long it will take for your page to download onto your Web site visitor's computer. The bigger the image file, the longer it will take - and if your visitors have to wait too long, they may get bored and leave.

The time indicator at the bottom of the FrontPage editor screen shows you an estimate of how many seconds it will take for your page to download on a selected modem.

- ❖ Insert a picture on the index page by using [Insert Picture From File](#) button on the standard toolbar.



*Estimated time to download*

*An inserted picture*

You inserted a large picture and the estimated time to download this page is 1 minute 5 seconds. It is too much time for a page.

- ❖ Resize the page to make it smaller in size.

Now check the estimated time whether it changed or not.

Although you resized the image file, the estimated time to download is still the same. Why?

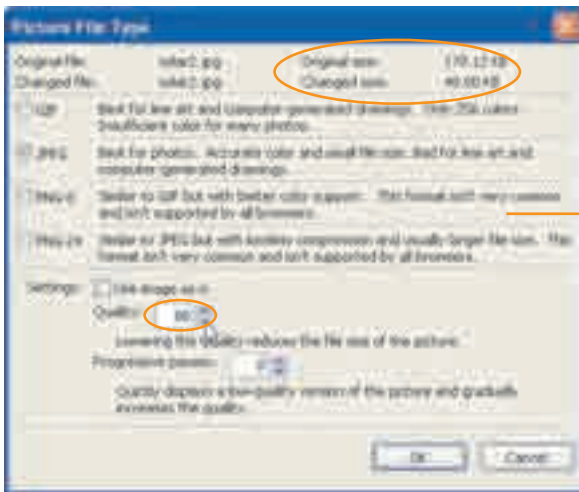
Because you resized only the image size on page but the image file size left the same.

To change the image file size:

- ❖ Double click the image to open the [Picture Properties](#) dialog box.



- ❖ Select the **Picture File Type** button from the **General** tab.



*Lowering the quality*

### Picture File Type

You can change picture file type by selecting another type on this window or

right click on the picture in Design view, and select **Change Picture File Type**



- ❖ Lowering the quality reduces the file size of the picture.

After changing the picture file size and saving it, estimated time to download is remarkably changed.

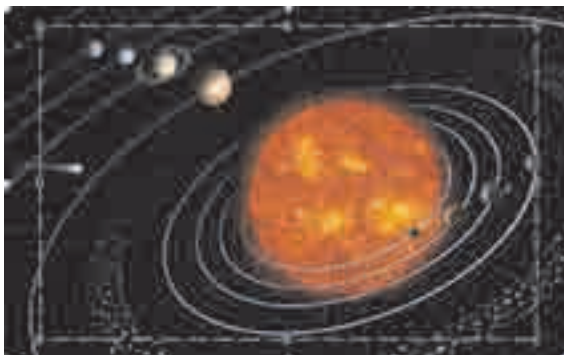


## Cropping a picture

Crop an image means to remove a portion of it. You may only want to show part - but not all - of a particular image.

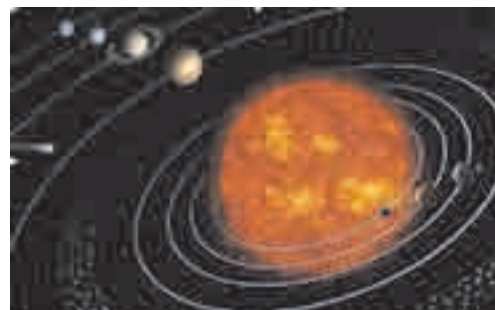
To crop a picture:

- ❖ Activate **Pictures** toolbar by selecting **View>Toolbar>Pictures**.
- ❖ Select the image by clicking on it.
- ❖ Click the **Crop** button on the Pictures toolbar.
- ❖ Resize the crop lines on which part of the picture you want to show.
- ❖ Press **Enter** key



*Crop lines*

The picture is cropped.



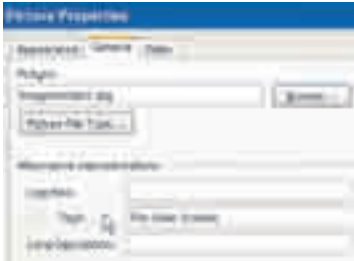
*Cropped picture*



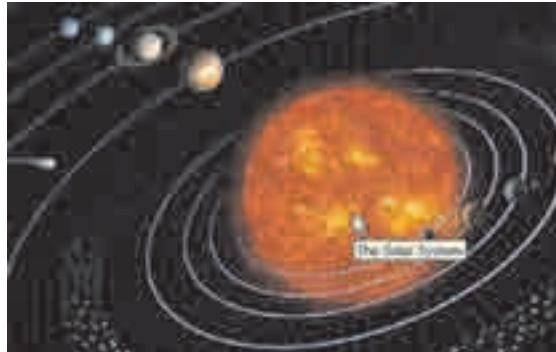
## Including a Text Alternative

Some people shut off the image display on their Web browsers because they do not want to wait for images to download. This means that they see text only - no graphics. For these visitors, you can provide alternate text to show in place of the images. And also this text appears when you keep your mouse a little on the picture.

- ❖ Double click the image to open the Picture Properties dialog box.
- ❖ Select **General** tab and type the alternate text into the **Alternate representations** box.



*Specify picture text alternate*



*A picture with a text alternate*

```

```

*A picture with a text alternate code*

## Saving an Attached Image

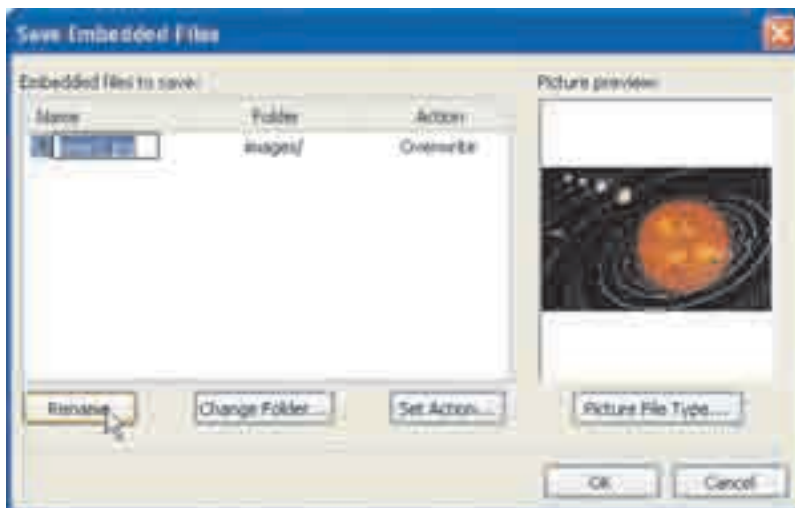
When you insert images into your Web page, they are not a permanent part of the site until each one is saved individually. When you save your images, FrontPage lets you rename the files, move them to different folders or choose not to save particular files with the rest of the Web page you are saving.

To save your Web page and new image files:

- ❖ Click the **Save** button on the standard toolbar.

If you have not yet saved the newly inserted images, the Save Embedded Files dialog box will appear. The box will list the files you have inserted. You can preview each image by clicking on it.





*Renamig a file*

- ❖ Rename the picture file by clicking **Rename** button and typing a new name.
- ❖ Click the **Change Folder** button and select the images folder in your Web site.  
**Images** folder is created automatically. It is a good idea to save all your images in one folder to keep files organized
- ❖ Click **OK** when you are done.

Saving your work every time you insert an image gives you the chance to change file name and location.



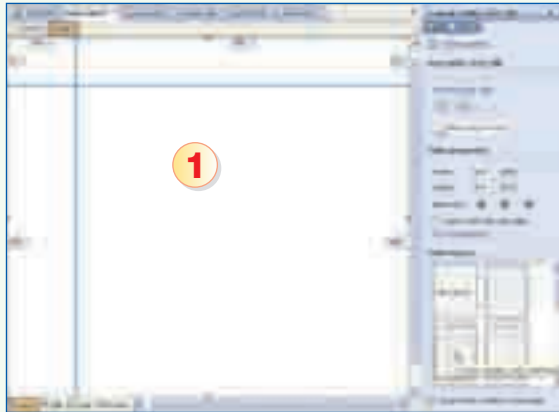
**COMPLETE** the remaining parts of the Web site like in the example given for this chapter.



## Project - Your Country

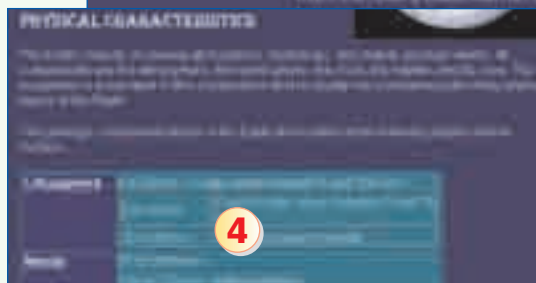


Create a Web site about popular cities of your country



### Required features:

1. Lay out pages with tables
2. Change Appearance; Theme, Page Banner, Navigation
3. Create and format tables; Borders, Background color or picture, Cell padding and spacing, Merge or split cells
4. Table AutoFormat
5. Modify pictures; Image Size, Crop, Text Alternative



The screenshot shows a web page titled "ATTRIBUTES OF MAJOR PLANETS". It contains a table with data about the planets. A red circle labeled "3" is placed over the table content.

Planet	Distance from Sun (AU)	Radius (km)	Mass (kg)	Volume (km³)	Density (kg/m³)
Mercury	0.387	2,439	3.30 × 10²²	75,800	5,430
Venus	0.718	6,051	4.87 × 10²⁴	928,000	5,243
Earth	1.00	6,371	5.97 × 10²⁴	1,083,000	5,515
Mars	1.52	3,781	0.64 × 10²⁴	161,000	3,930
Jupiter	5.20	71,492	1.90 × 10²⁷	1,432,000,000	1,326
Saturn	9.54	59,264	5.68 × 10²⁶	827,000,000	707
Uranus	19.2	25,362	4.46 × 10²⁶	68,330,000	1,271
Neptune	30.1	24,321	1.02 × 10²⁷	50,935,000	1,281





## Summary

Popular use of tables is to lay out text and images as a graphic design tool on your Web page.

### Adding a predefined layout table

- ◆ Select **Table>Layout Tables and Cell** and select the **Table layout** on the task pane.

**Drawing a table:** Select **Table>Draw Table** and draw lines.

### Inserting a table

- ◆ Select **Table>Insert>Table** and specify how many columns and rows you want.

### Equalizing a table of varying row heights and column widths

- ◆ Select the rows or columns and select **Table>Distribute Rows Evenly** or **Distribute Columns Evenly**.

**Tab key** in the table: Press the Tab key to jump to the next cell on the right. If you press Tab in the last cell in the table, FrontPage creates a new row and moves the cursor into the first cell on this row.

**Adding Rows or Columns:** Select **Table>Insert>Rows** or **Columns**.

### Deleting Rows or Columns

- ◆ Select the row or column using **Table>Select** and then select **Table>Delete Columns**.

### Specifying the border size and color

- ◆ Right click on the table, select **Table Properties** and specify a size and color in **Borders** section.

**Collapse table border** is used to make the table border solid instead of the default bevel style.

**Adding background color** - You can add background color to your entire table or to the selected cells.

- ◆ Open **Table Properties** to add to the entire table or **Cell Properties** to add to the selected cells.
- ◆ Choose a color or a picture in the **Background** section.

### Defining cell padding and cell spacing

Cell padding is the amount of empty space that surrounds the contents of each cell. Cell spacing is the amount of space in the grid border between each cell.

- ◆ Open **Table Properties** and specify values for **Cell padding** and **Cell spacing** in **Layout** section.

**AutoFit to Content** - You can adjust all the table columns to the exact width of their contents.

- ◆ Click anywhere in the table and select **Table>AutoFit Contents**.

### Aligning the objects in the cell horizontally or vertically

- ◆ Select the cells and open **Cell Properties** and change the **Horizontal and Vertical alignment** values.

**Merging cells** - You can combine two or more adjacent cells to make a larger cell.

- ◆ Select all cells, right click on the selection and click **Merge Cells**.

**Splitting Cells** - You can divide a cell into several columns or rows.

- ◆ Right click in the cell and select **Split Cells**.
- ◆ Choose if you want to split the cell into rows or columns and how many to split into.

**Splitting Table** - You can also divide a table into parts and you will have two separate tables.

- ◆ Place the cursor in the cell where you want to split the table and select **Table>Split Table**.

**Table AutoFormat** helps you quickly create professional looking tables on your Web pages.

- ◆ Click anywhere in the table and select **Table>Table AutoFormat**.
- ◆ Select a format from **Formats** to create the look you want

### Changing the image file size

- ◆ Double click on the image and select **Picture File Type** from **General** tab.
- ◆ Lowering the quality reduces the file size of the picture.

**Cropping an image** - To crop an image means to remove a portion of it.

- ◆ Select the image and click the **Crop** button on the **Pictures** toolbar.
- ◆ Resize the crop lines on which part of the picture you want to show and press the **Enter** key


**An Alternate text for the image** - You can provide alternate text to show in place of the images.

- ◆ Double click the image, select the **General** tab and type the alternate text into the **Alternate Representations** box.

**Saving Embedded Files** - FrontPage lets you rename the files, move them to different folders or choose not to save particular files in **Save Embedded Files** dialog box:



## Questions

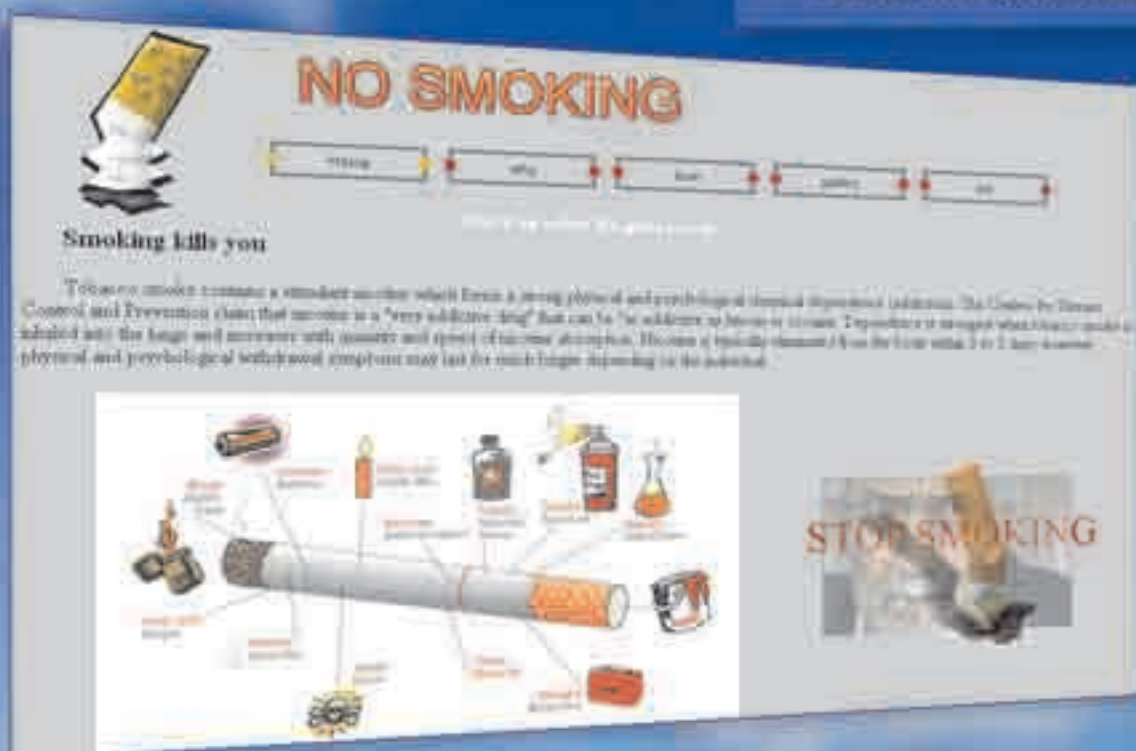
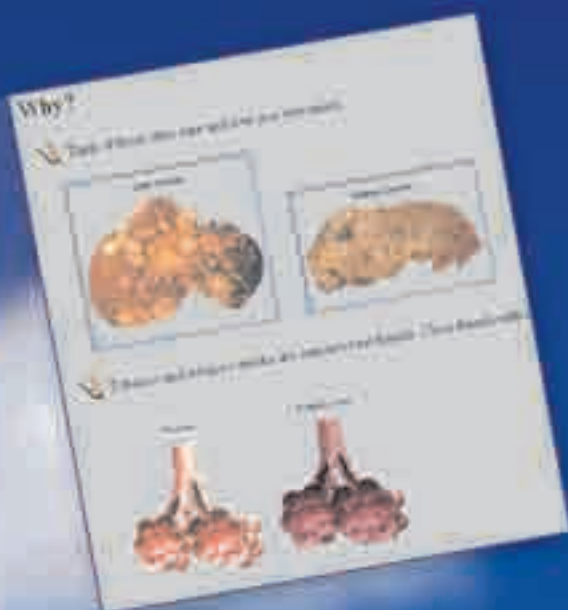
1. Which ones are the uses of the tables? (choose three of them)
  - a. Page layout
  - b. Position page elements absolutely
  - c. Adding background color and borders to blocks of text
  - d. Displaying information in formatted tabular form
  - e. Overlap, nest, and show or hide page elements on a page.
2. When the cursor is in the last cell of the table, if you press Tab key, what happens?
  - a. A new column is created
  - b. A new row is created
  - c. The cursor exits the table
  - d. The cursor goes to the first cell of the table
  - e. The cursor goes to the first cell of the same row
3. How can you locate the table at the center of the page horizontally?
  - a. Select AutoFit to Contents from Table menu
  - b. Click the Center button on the Formatting toolbar
  - c. Select the table and click the Center button on the Formatting toolbar
  - d. Select Center for Horizontal alignment on the Cell Properties
  - e. Select Center for Alignment on the Table Properties
4. Which one is not a way to delete a column?
  - a. Select the column and select Edit>Cut
  - b. Select the column and right click and select Delete Columns
  - c. Select the column and press Delete key
  - d. Select the column, and select Table>Delete Columns
  - e. Select the column and press Alt+Delete keys
5. Which ways can be used to make table's borders hidden? (choose two of them)
  - a. Set Size to No Border in the Borders section of the Table Properties dialog box
  - b. Select the Table and press Delete key
  - c. Set Size to none in the Borders section of the Table Properties dialog box
  - d. Set Size to 0 in the Borders section of the Table Properties dialog box
  - e. Select the table and select No Border from the Borders button on the Formatting toolbar
6. What is used to make the table border solid, instead of the default bevel style?
  - a. Collapse table border
  - b. Cell padding
  - c. Cell spacing
  - d. Solid border
  - e. Eraser
7. What is cell padding?
  - a. It is the amount of space in the grid border between each cell
  - b. It is the amount of empty space that surrounds the contents of each cell
  - c. It is used to make the table border solid
  - d. It used to combine many cells
  - e. It is used to fill in the cell
8. What is used to combine two or more adjacent cells to make a larger cell?
  - a. Cell padding
  - b. Combine Cells
  - c. Split Cells
  - d. Wrap Cells
  - e. Merge Cells
9. Which ways can be used to change the file type of a picture? (choose two of them)
  - a. Select the picture, and select File Type from Format menu.
  - b. Click Picture File Type from General tab on Picture Properties.
  - c. Select the picture, right click and select Change Picture File Type.
  - d. Click Change File Type button on the Picture toolbar.
  - e. Click Change File Type from General tab on Picture Properties.
10.  What is this button used for?
  - a. For cropping pictures
  - b. For positioning absolutely
  - c. For making hotspot
  - d. For resizing a picture
  - e. For making the picture transparent





# CHAPTER 6

- Shared Borders
- Modifying Pictures
- Multimedia Objects
- Page Transition
- Dynamic HTML
- Web Components
  - Interactive Buttons
  - Marquee
  - Hit Counter
  - Banner Ad Manager
  - Included Content
  - Table of Contents



## Enhancing Your Web Site

## Shared Borders

Shared Borders are the parts of the Web page that share content with the other pages in the Web. They are located at the top, bottom, left side, or right side of the page and are useful for information that should appear on every page in the Web such as navigation links, Web site headers and copyright information.

It is good when you put your navigation links or your company logo on the shared border, you do not have to copy these options to the other pages since FrontPage applies all the changes to the other pages via shared borders.

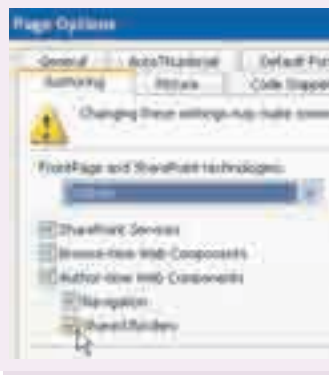
*In this chapter you will create a Web site about No Smoking.*

When you design your Web site, one of the most important considerations is providing a logical navigation structure, allowing site visitors to find the content they want quickly and easily. You want to ensure that site visitors always know where they are in the site, and provide them with the proper context for the content they are reading.



Navigation Pane

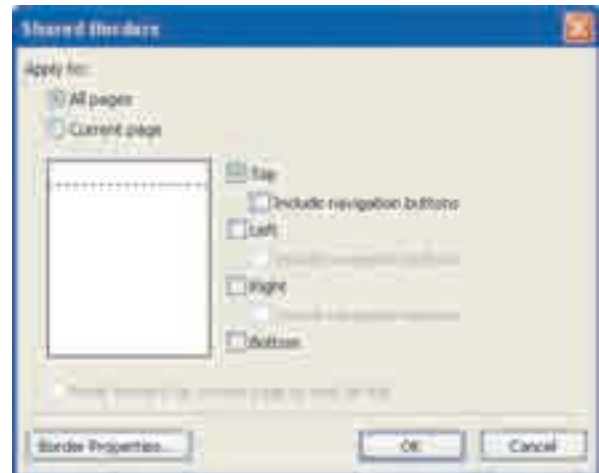
If **Shared Borders** is not enabled in the menu, select **Tools>Page Options>Authoring** and select **Shared Borders** check box.



- ❖ Create an empty Web site and create Web pages in the Navigation pane.
- ❖ Open the home page and select **Format>Shared Borders** to create shared border in the Web site.

- ❖ Select **All pages** and **Top** options from **Apply to** to create shared border at the top of all pages.

The shared border is created and a comment is put in it to be replaced with your own content.



Sharing Top border to all pages



- ❖ Insert a logo picture and type a title.  
What you put in the shared border will be shown in all pages.



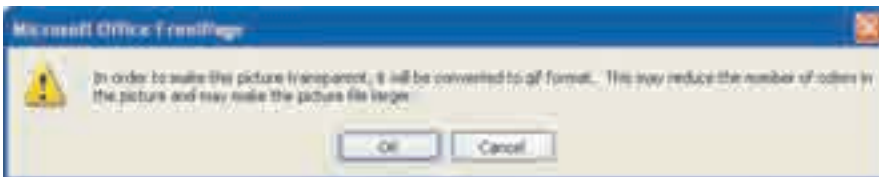
*Top shared border*

## Modifying Pictures

### Making a Transparent Image

You can make a transparent GIF by removing the background color that surrounds an object. This is a good option if you want the object to float on your Web page background. Or, if you want Web graphics that have outlines other than square or rectangular.

- ❖ Select the picture that you want to make transparent by clicking on it.
- ❖ Click the [Set Transparent Color](#) button on the Picture toolbar.  
If picture file type is not GIF, you see the following message:

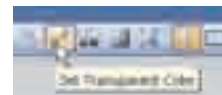


The picture will be converted to gif format in order to make it transparent.

- ❖ Click the white area of the picture.  
The color you selected will become transparent.



*Selected picture*



*Making an image transparent*





## Making an Interlaced Image

You can interlace your GIF files to create a special visual effect for your Web site visitors. When a picture is interlaced, your visitors will see a blurry image that slowly fades into view while they wait for the complete image to load into their computers. Otherwise, they would have to wait to see the image filling in line-by-line from the top to the bottom of the screen.

It paints the picture in bands rather than from top to bottom.

- ❖ Select the image by clicking on it.
- ❖ Double click the image. The Picture Properties dialog box opens.
- ❖ Click the **Picture File Type** button on the **General** tab.
- ❖ Select **Interlaced** check box in the **Settings** section, and click **OK**.



*Making an interlaced image*

## Inserting Multimedia Objects

### How to add Date and Time

You can add a date that will be updated when the page is edited.

- ♦ Select **Insert>Date and Time**
- ♦ Choose how to display and its format

### Inserting Background Sound

Background sounds start as soon as the page loads. FrontPage supports a variety of sound formats, including WAV (.wav), MIDI (.midi), AIFF (.aif, .aifc and .aiff) and AU (.au and .snd). Midi files are usually smaller than wav files.

- ❖ Right click on the page and select **Page Properties**. The Page Properties dialog box opens.
- ❖ Select the sound file using **Browse** button on **General** tab.

**Loop** is used to specify how many times the sound will repeat. If **Forever** is selected, it plays continuously. When you save the page, the sound file will be added into the Web site folder.



*Inserting Background Sound*





## Inserting a Video

You can add a video clip to your Web site. Video clips are usually saved as AVI files (Audio Video Interleave). RealPlayer is another format that produces excellent quality audio and video.

- ❖ Open the page *video.htm*, and place the cursor on the page where you want to display the video.
- ❖ Select **Insert>Picture>Video**.
- ❖ Locate the video file and click the **Open** button.

The video object is added to the page, and it can be displayed using the Preview button on the standard toolbar.

- ❖ Double click the video object to see its properties. The Video tab of Picture Properties dialog box opens.

The picture and video properties are on the same dialog box.

You can specify how many times the video will repeat using the **Loop** in **Repeat** section and how it starts playing using **On file open** or **On mouse over** options in the **Start** section.

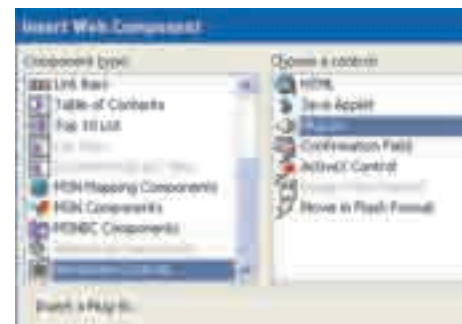
When you add a video in this way, you do not have video control buttons.

To add a video with control buttons:

- ❖ Select **Insert>Web Component**. The Insert Web Component dialog box opens.
- ❖ Select **Advanced Controls** in the **Component type** and then choose **Plug-In** control. The Plug-In Properties dialog box opens.
- ❖ Locate the video file using the **Browse** button and make the desired modifications in **Size** and **Layout** sections and click **OK**.



*Video tab on the Picture Properties*

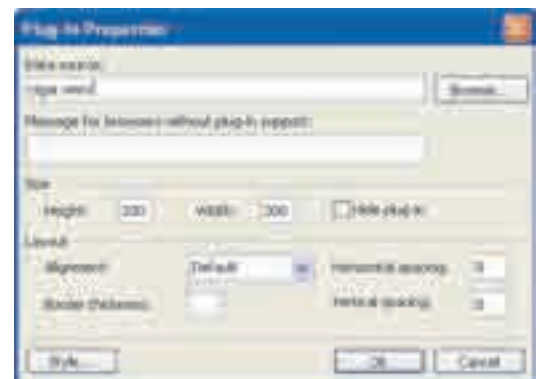


*Inserting a Plug-In*



*A video with control buttons*

Now you can see the video in the Preview that it has control buttons.



*Locating a video file*



Flash object file extension which will displayed in your browser is usually **.swf**



*An inserted Flash object*

## Inserting a Flash Object

You can add animation, games and other interactive programs to your Web pages. The most popular ways are to use Flash and Shockwave that are used on graphical programs and multimedia presentations. Both Flash and Shockwave require special player software to run within a Web browser. These players are preinstalled with Internet Explorer and can be downloaded and installed to work with other browsers.

- ❖ Open the index page, and place the cursor on the page where you want to display a Flash object.
- ❖ Select **Insert>Picture>Movie in Flash format**. The Select File dialog box opens.
- ❖ Locate the flash file and click **Insert** button.

The flash object is added to the page.

- ❖ Click the **Preview** button to see the flash object.

You may want to change the flash object size, remove its background color and make some other changes.

- ❖ Double click the flash object. The Movie in Flash Format Properties dialog box opens.
- ❖ Select **Transparent** for **Background color** in the **Movie** section to remove the flash background color.



*Making a Flash object transparent*



*A transparent Flash object*

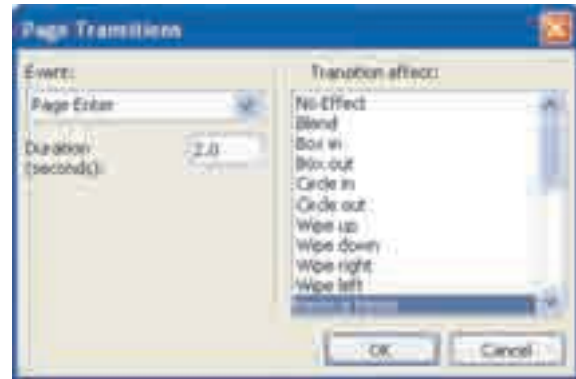
- ❖ Specify new values for the **Width** and **Height** properties in the **Size** section to change the flash object size.
- ❖ Make other desired changes and click **OK**.



## Page Transition

You can create special effects that are displayed when a site visitor enters or leaves your site or browses to or from a specific page.

- ❖ Open the page that you want to create a page transition.
- ❖ Select **Format>Page Transition**. The Page Transitions dialog box opens.
- ❖ In the **Event** drop-down list, select an event (*Page Enter, Page Exit, Site Enter or Site Exit*) that will trigger the transition.
- ❖ In the **Transition effect** list box, choose a transition effect (or choose **No Effect** to remove an existing transition from the page).
- ❖ Enter the amount of time that the effect should last by typing a value from 1 to 30 in the **Duration** text box.
- ❖ Save the page and preview it in a browser.



*Specifying Page Enter transition*



*Preview-Page transition*

You can add different transition effects for different events.



## Dynamic HTML

You can apply some special effects to specific elements of a page instead of the entire page. These effects can be associated with text, hyperlinks, and graphics. You can cause animations to be triggered by such events as loading a page, clicking a link, or hovering a mouse over the element. FrontPage can animate the way individual elements arrive on screen, react to mouse activity, or both. Headings, pictures, and other objects can fly in from various borders; drop in one word at a time, spiral in, zoom in etc.

### Creating a Rollover Image (Image Swap)

A picture changes with another picture when a mouse passes over it. You need two pictures that should have the same size; otherwise the swap picture is resized to fit the area.

- ❖ Select **View > Toolbars > DHTML Effects**. The DHTML Effects toolbar opens.
- ❖ Select the picture that you want to add the dynamic HTML effects to.



#### Remove Effect

It is used to remove the DHTML effect from the object.

- ❖ Select **Mouse over** in the **On** drop-down list, and **Swap Picture** in the **Apply** drop-down list.

*Creating a Rollover Image*

- ❖ Locate the swap picture by selecting **Choose picture**
- ❖ Preview the page to see how the picture changes.



*Normal view*



*Mouse over view*



## Animating a Text

Many Dynamic HTML effects can be applied to text. The effects differ depending on the selected event.

- ❖ Open the **DHTML Effects** toolbar and select the text.



*Applying a DHTML effect to text*

- ❖ Select **Page load** in the **On** drop-down list, **Fly in** and **From top** in the **Apply** drop-down lists.

The selected text flies from top of the page when the page loads.



*A flying text from top*

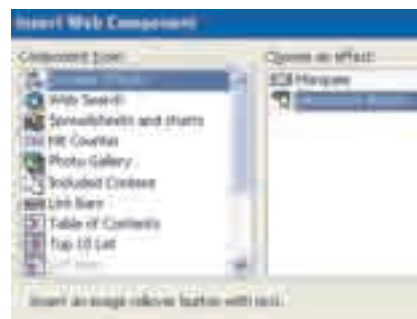
## Inserting Web Components

### Interactive Buttons

FrontPage 2003 allows you to create professional looking rollover interactive buttons for your Web pages instead of using a separate graphics program. You can choose from many ready-made buttons, specify the text you want on each button, and then buttons are automatically created for normal, hovered, and pressed states.

When you create an Interactive Button, FrontPage creates the image files for states that make up the button. When you save your Web pages, FrontPage prompts you to save the button image files.

- ❖ Open the page *gallery.htm*, and place your cursor where you want to add the button.
- ❖ Select **Insert>Interactive Button**. The Interactive Buttons dialog box opens, or select **Insert>Web Component**.
- ❖ Choose **Dynamic Effects** in the **Component type** and then **Interactive Button** effect.



*Inserting an Interactive Button*



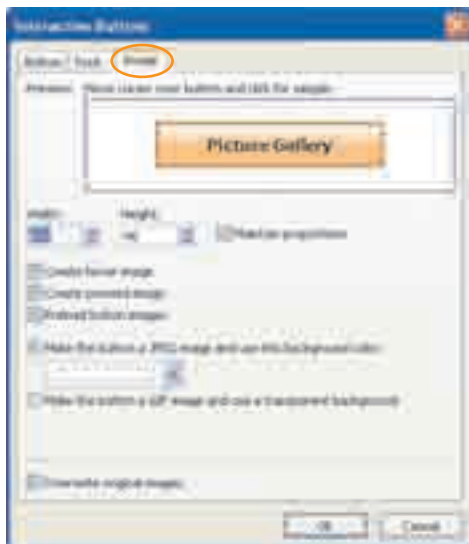




Creating a hyperlink



Specifying font and color

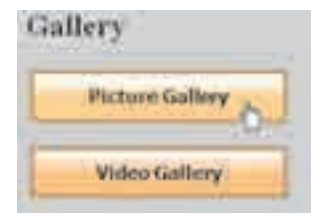


Changing button size

- ❖ On the **Button** tab, click a button style in the **Buttons** list, type your button text in the **Text** box.
- ❖ Link the button to a page by clicking **Browse**, locating the file for the **Link** box.  
You can link it to another page in the current Web site, to a site on the World Wide Web, or to an e-mail address.
- ❖ On the **Font** tab, specify the font style, size, and color for all states of the button, including the **original**, **hovered**, and **pressed** states.
- ❖ On the **Image** tab, change the size and proportions of the button.
- ❖ Click **OK** and preview the page to see the effect.



Normal view



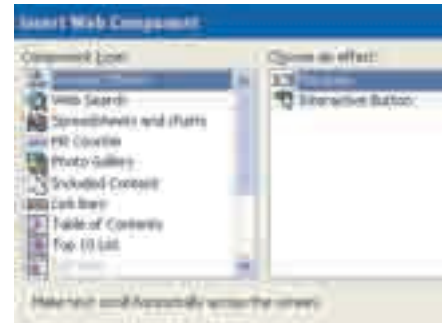
Mouse over view



## Marquee

A Marquee is used to put a text that scrolls horizontally across the screen.

- ❖ Open the index page, and place the cursor in the shared border to show the marquee in all pages.
- ❖ Select **Insert>Web Component**. The Insert Web Component dialog box opens.
- ❖ Choose **Dynamic Effects** in the **Component type** and then **Marquee** effect.
- ❖ Click **Finish**. The Marquee Properties dialog box opens.



*Inserting a Marquee*



*The Marquee Properties dialog box*

- ❖ Type the text that you want and make desired modifications in **Direction**, **Speed**, **Behavior**, **Size** and **Repeat** sections.
- ❖ Click **OK** and see your page in the Preview view.



*Preview-A scrolling Marquee*

You will see a text that is scrolling from right to left continuously. This is the last view of the shared border.



### How to make hit counter invisible

- ♦ Click the hit counter on your page to select it
- ♦ Select **Format>Font**
- ♦ Click the **Hidden** check box under **Effects**

## Hit Counter

A Hit Counter tallies and displays the number of times the page has been visited.

- ❖ Select **Insert>Web Component**. The Insert Web Component dialog box opens.



Inserting a Hit Counter

- ❖ Choose **Hit Counter** in the **Component type** and then a **counter style**.
- ❖ Click **Finish**. The Hit Counter Properties dialog box opens.

- ❖ Choose a counter style option.

- ❖ Select the **Reset counter to** check box and type a number to set the counter to a specific number.

- ❖ Select the **Fixed number of digits** check box, and type the number to display a fixed number of digits in the hit counter. (if you set it to 3, the counter shows the number as 001)



The Hit Counter is added to the page.

The Hit Counter Properties dialog box

**Note:** To add a hit counter to your Web site, your site must be located on a IIS server that is running Microsoft FrontPage 2002 Server Extensions, Microsoft SharePoint Team Services version 1.0, or Microsoft Windows SharePoint Services.



## Banner Ad Manager

A banner Ad Manager is used to create a banner that displays pictures in a timed sequence. The Banner Ad Manager applet requires that Java Virtual Machine (JVM) software be present on the visitor's computer.

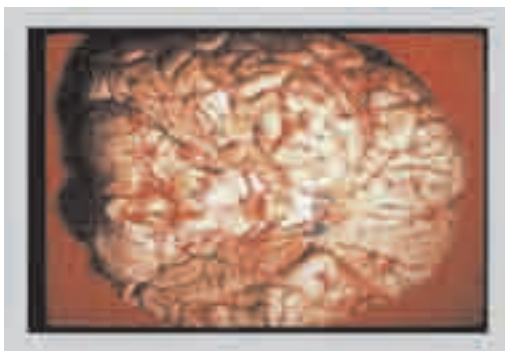
The Banner Ad Manager is not included as a menu option by default in FrontPage 2003.

To add the Banner Ad Manager component to the Standard toolbar:

- ❖ Select **Tools>Customize**.
- ❖ Click the **Commands** tab on the **Customize** dialog box.
- ❖ Locate and click **Banner Ad Manager** in the **Commands** list.
- ❖ Drag the **Banner Ad Manager** to the standard toolbar and place it where you want.

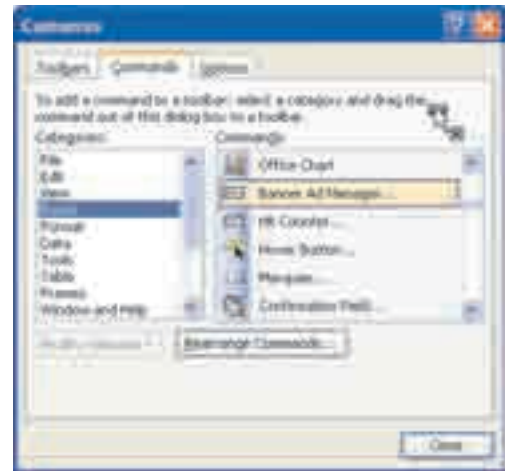
To add Banner Ad Manager:

- ❖ Open the page *gallery.htm*, and place the cursor on the page where you want to add.
- ❖ Click the **Banner Ad Manager** button on the standard toolbar.
- ❖ In the **Width** and **Height** boxes, specify the size of the banner by typing values.
- ❖ Select the **Transition effect** you wish to see in the banner ad.
- ❖ In the **Show each picture for (seconds)** box, type a number value that the effect should last.
- ❖ In the **Link to** box, type the URL the banner will link to.
- ❖ In the **Pictures to display** section, add the pictures that will appear on the banner.

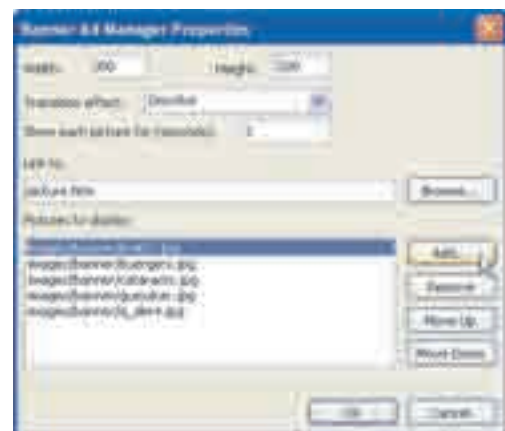


*Preview-Banner Ad Manager*

- ❖ Click **Preview** button on the standard toolbar to see the page in your browser.



*Locating Banner Ad Manager*



*The Banner Ad Manager dialog box*



## Included Content

An Included Content is used to embed a Web page in other Web pages to display the same information on multiple pages of a site. Whenever you need to make a change, you just edit the included content and all pages that have the include code in them will be updated simultaneously.

Included Content has some types:

- ✓ **Substitution** - Shows the author, description, last changed date, or URL.
- ✓ **Page** - Displays the contents of one page on another page.
- ✓ **Page Based on Schedule** - Displays the contents of another page on the active page at specified times.
- ✓ **Picture Based on Schedule** - Displays a picture on the active page at specified times.

*Note: Page Based on Schedule and Picture Based on Schedule components require FrontPage 2002 Server Extensions from Microsoft or SharePoint Team Services from Microsoft.*

## Including a Substitution

Inserts a component that shows the author, description, last changed date, or URL.

You can create a substitution and then insert it on your site pages.

When you can change the value of the substitution any time and ultimately update all of your site pages at once, simply by updating the value of your substitution.



*Creating a Substitution*

To create a substitution:

- ❖ Select **Tools>Site Settings**. The Site Settings dialog box opens.
- ❖ Select the **Parameters** tab and click the **Add** button.
- ❖ Type a name in the **Name** box and type the information that will be displayed on the page.
- ❖ Click **OK**, and then click **OK** again.

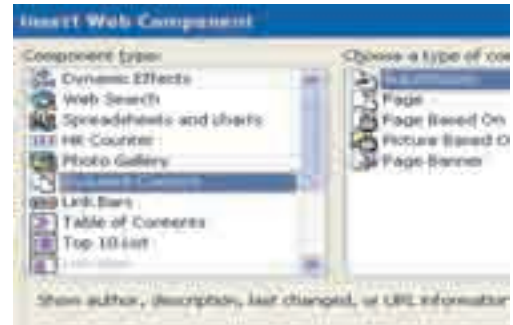
You have just created a *Zambak* parameter and now you can add this parameter as a “Substitution” on pages in your Web site.



To add a substitution:

- ❖ Open the index page, and place the cursor on the page where you want to add a substitution

- ❖ Select **Insert>Web Component**. The Insert Web Component dialog box opens.
- ❖ Choose **Included Content** in the **Component type** and then **Substitution** for the type of content.
- ❖ Click **Finish**. The Substitution Properties dialog box opens.

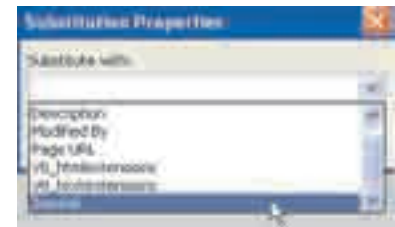


*Inserting a Substitution*

- ❖ Choose Zambak from the drop-down list and click **OK**. The Zambak parameter value is inserted on your page.



*Preview-A Substitution*

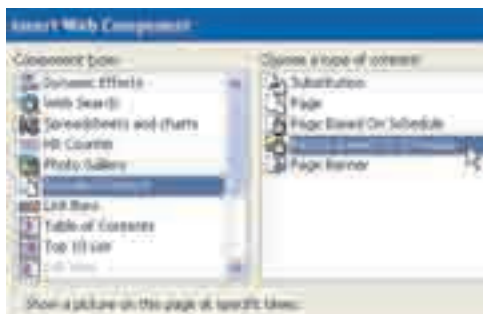


*Selectin a Substitution*

## Including a Scheduled Picture

Inserts a component that displays a picture on the active page at specified times.

- ❖ Select **Insert>Web Component**. The Insert Web Component dialog box opens.
- ❖ Choose **Included Content** in the **Component type** and then **Picture Based On Schedule** for the type of the content.



*Inserting a Scheduled Picture*





The Scheduled Picture Properties dialog box

- ❖ Click **Finish**. The Scheduled Picture Properties dialog box opens.
- ❖ Select the pictures that will be displayed **During the scheduled time** and **Before and after the scheduled time**.
- ❖ Type **Alternative text** that appears in a tool tip or will be displayed when the browser does not show pictures.
- ❖ Specify **Starting** and **Ending** schedule time.

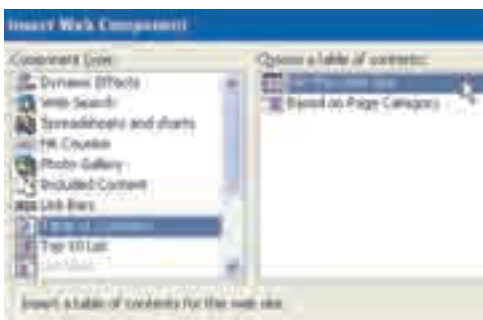
Between the specified dates the picture *cigarette3.gif* is displayed, in other times the picture *curled.gif* is displayed.

## Table of Contents

Table of Contents-TOC (also called site map) is used to display and provide hyperlinks to all the pages of your Web site. It not only lets visitors know what is on your Web but also lets them know just where to find it.

There are two types of making a TOC:

- ✓ Based on the navigational structure of your site
- ✓ Based on the page categories



Inserting TOC

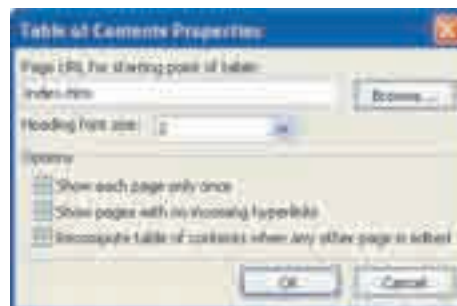
To create a TOC based on the navigational structure of your site:

- ❖ Add a new page to your Web site, and then open the page, *toc.htm*.
- ❖ Select **Insert>Web Component**. The Insert Web Component dialog box opens.
- ❖ Choose **Table of Contents** in the **Component type** and then **For This Web Site** for the table of contents.





- ❖ Click **Finish**. The Table of Contents dialog box opens.
- ❖ In the **Page URL for starting point of table** box, choose the name of the page that the visitors will see first.  
This is usually *index* or *default*.
- ❖ In the **Heading font size** drop-down list, select your Table of Contents heading size



*The TOC Properties dialog box*

### Options

- ✓ Select the **Show Each Page Only Once** check box. The visitors will see only one listing of each page in the Table of Contents.
- ✓ Select the **Show Pages with no Incoming Hyperlinks** check box. The visitors can go to pages on your site that do not connect to any hyperlinks.
- ✓ Select the **Recompute table of contents when any other page is edited** check box. When you add a new page to your Web site, your Table of Contents is automatically updated.
- ❖ Click **OK**.



*TOC in FrontPage*

The Table of Contents is added to the page and is shown in the following shape in Design view.



*Preview-TOC*

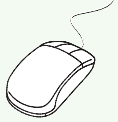
- ❖ Save the page and click **F12** to see the page on your browser.



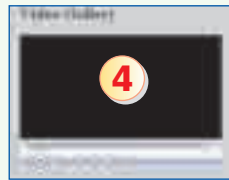
**COMPLETE** the remaining parts of the Web site like in the example given for this chapter.



## Project - No Bad Habit



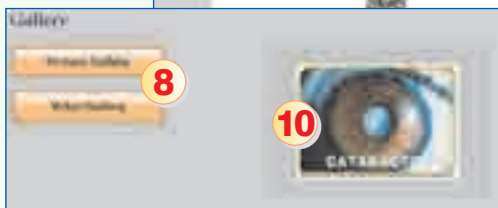
Create a Web site about No drinking or No drugs.



2006 Zarnak Publ **11** Computer Series

### Required Features

1. Shared Borders
2. Pictures; *Transparent, Interlaced*
3. Background sound
4. Video with control buttons
5. Flash
6. Page Transition
7. Dynamic HTML
8. Interactive Buttons
9. Marquee
10. Banner Ad Manager
11. Included Content - Substitution
12. TOC



## Summary

**Shared Borders** are parts of the Web page that share content with the other pages in the Web.

- ♦ Select **Format>Shared Borders** to create shared border on the Web site

FrontPage 2003 allows you the ability to create professional looking rollover **interactive buttons** for your Web pages.

- ♦ Select **Insert>Interactive Button**

**A Marquee** is used to put a text that scrolls horizontally across the screen.

- ♦ Choose **Marquee** from **Dynamic Effects** on the **Insert Web Component** dialog box.

You can make a **Transparent GIF** by removing the background color that surrounds an object.

- ♦ Click the **Set Transparent Color** button on the **Picture Toolbar** and click the area on the picture.

When a picture is **interlaced**, your visitors will see a blurry image that slowly fades into view.

- ♦ Click **Picture Files Type** from **General** tab on the **Picture Properties** dialog box.

- ♦ Check the **Interlaced** box in **Settings**.

You can add a **Background sound** to your page.

- ♦ Open **Page Properties** and select the sound file on the **General** tab.

You can add a **Video** clip to your Web site.

- ♦ Select **Insert>Picture>Video**.

You can add a **Video with control buttons**

- ♦ Choose **Plug-In** from **Advanced Controls** on the **Insert Web Component** dialog box

**Inserting a Flash object**

- ♦ **Insert>Picture>Movie in Flash format.**

You can make it transparent by selecting **Transparent** for **Background color** on the **Movie in Flash Format Properties** dialog box.

**Page Transition** - You can create special effects that are displayed when a site visitor enters or leaves your site or browses to or from a specific page.

- ♦ Select **Format>Page Transition**.

**Dynamic HTML Effects**- FrontPage can animate the way individual elements arrive on screen, react to mouse activity, or both.

**Creating a Rollover Image** - A picture changes with another picture when a mouse passes over it

**Animating a Text** - Many Dynamic HTML effects can be applied to text.

**A Hit Counter** tallies and displays the number of times the page has been visited.

- ♦ Choose **Hit Counter** on the **Insert Web Component** dialog box

**Banner Ad Manager** is used to create a banner that displays pictures in a timed sequence.

**Included Content** is used to embed a Web page in other Web pages to display the same information on multiple pages of a site.

- ♦ Choose **Included Content** on the **Insert Web Component** dialog box and then choose a type of content.

Included Content has some types:

Substitution, Page, Page Based on Schedule, Picture Based on Schedule

**Table of Contents** (TOC, also called site map) is used to display and provide hyperlinks to all the pages of your Web site.

- ♦ Choose **Table of Contents** on the **Insert Web Component** dialog box



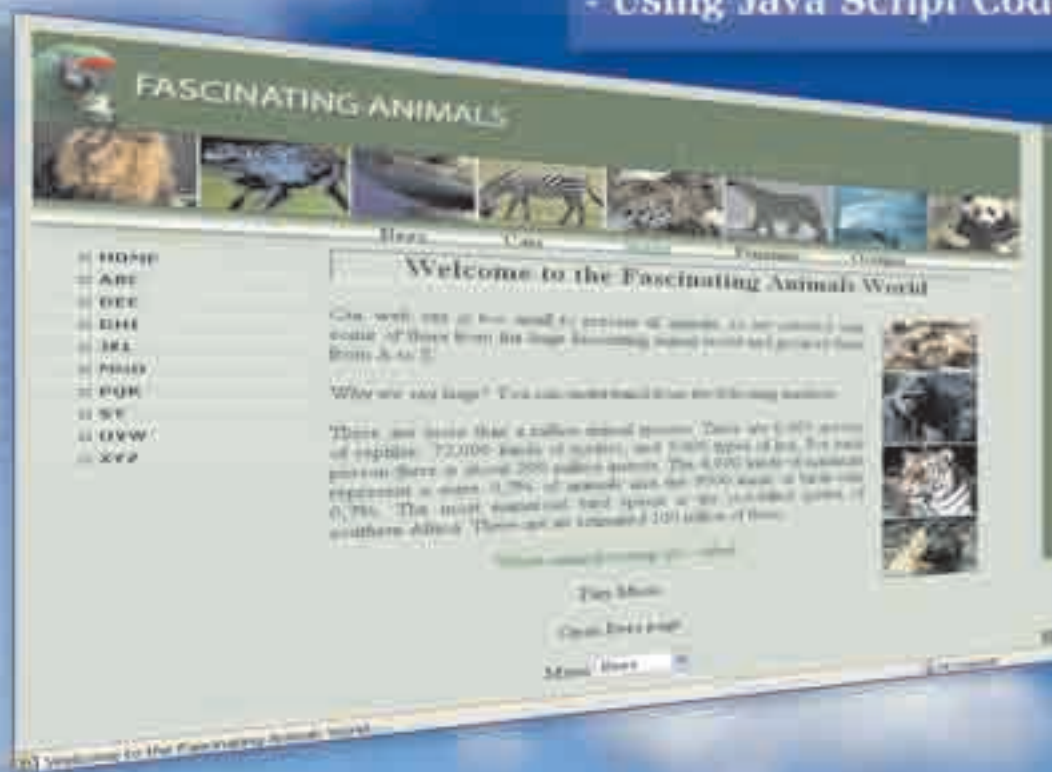
## Questions

1. If Shared Borders is disabled in the menu, how do you make it enable?
  - a. File>Properties>General
  - b. Tools>Site Settings>Parameters
  - c. Tools>Page Options>Authoring
  - d. Tools>Options>General
  - e. Tools>Site Settings>Advanced
2. Which property of an interactive button can not be changed?
  - a. Size
  - b. Shape
  - c. Alignment
  - d. Font
  - e. Link
3. Which property of a marquee must be changed to play it continuously?
  - a. Behavior
  - b. Speed
  - c. Size
  - d. Loop
  - e. Repeat
4. "Paints the picture in bands rather than from top to bottom"  
Which one is defined above?
  - a. Layout
  - b. Transparent
  - c. Style
  - d. Interlace
  - e. Alternative representations
5. How can you create a video with control buttons?
  - a. Web Component>Advanced Controls>Plug-In
  - b. Web Component>Advanced Controls>ActiveX Control
  - c. Insert>Picture>Movie in Flash Format
  - d. Insert>Picture>Video
  - e. Web Component>Advanced Controls>Java Applet
6. How can you make a flash movie transparent?
  - a. Movie in Flash Format  
Properties>Appearance>Background color
  - b. Movie in Flash Format  
Properties>Appearance>Layout
  - c. Movie in Flash Format  
Properties>Appearance>Quality
  - d. Movie in Flash Format  
Properties>General>Auto play
  - e. Movie in Flash Format  
Properties>General>Show menu
7. How do you remove DHTML effect?
  - a. Select the object and press Del key
  - b. Click Clear DHTML Effect button on the DHTML Effects toolbar
  - c. Select None for Apply on the DHTML Effects toolbar
  - d. Click Remove Effect button on the DHTML Effects toolbar
  - e. Select Format>Remove DHTML Effect
8. Which one is not true for Banner Ad Manager?
  - a. Banner Ad Manager is not included as a menu option in FrontPage 2003
  - b. You can show pictures in different sizes
  - c. Banner Ad Manager applet requires Java Virtual Machine (JVM) software
  - d. You can link Banner Ad Manager to a page
  - e. You can change the transition effect of pictures
9. Which one is not a type of Included Content?
  - a. Page
  - b. Substitution
  - c. TOC
  - d. Page Based on Schedule
  - e. Picture Based on Schedule
10. Which one is not an option for TOC?
  - a. Heading Font Size
  - b. Show Each Page Only Once
  - c. Show Pages with no Incoming Hyperlinks
  - d. Recompute table of contents when any other page is edited
  - d. Show Page with Page Titles





- Dynamic Web Templates
  - Adding an Editable Region
  - Attaching a DWT to Pages
  - Detaching Files from a DWT
- Layers and Behaviors
  - Some Actions Examples
- Cascading Style Sheets
  - CSS Types
  - Adding Styles
  - Linking Pages
- Using Java Script Codes



## Improving Interactivity



## Dynamic Web Templates

Dynamic Web Templates are used to create Web pages that share the same Web design or layout, and you can make some editable regions in a template while preventing changes to other regions in that template. Dynamic Web templates are pages that have been divided into parts that can be edited, and parts that must remain unchanged.

You can use any number of Dynamic Web Templates in a Web site and you can attach a Dynamic Web Template to as many pages as you like. In the previous chapter you have created a Web site using shared borders which allows you to create a region on a Web page that was common to one or more pages in a Web site. Unlike shared borders, pages attached to Dynamic Web Templates share an entire layout, and they offer much more control over the pages.

*In this chapter you will create a Web site about Fascinating Animals.*

### Creating a Dynamic Web Template

- ❖ Create an empty Web site and create Web pages in the Navigation pane.
- ❖ Create a Web page by clicking [Create a new normal page](#) on the standard toolbar.
- ❖ Save the new page by changing its type to [Dynamic Web Template \(.dwt\)](#) and giving a name.



Navigation pane



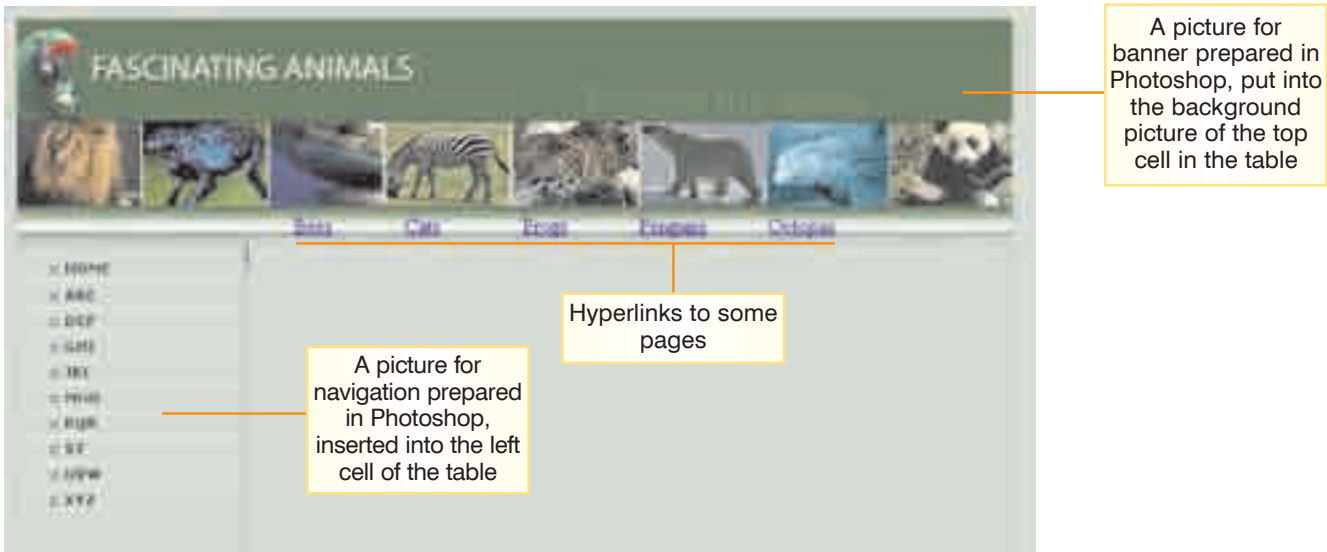
Saving a page as Dynamic Web Template





You have just created a dynamic Web template. You need to make a Web design that will be used and remain unchanged in all pages of the Web site and define some editable regions that can be modified in other pages.

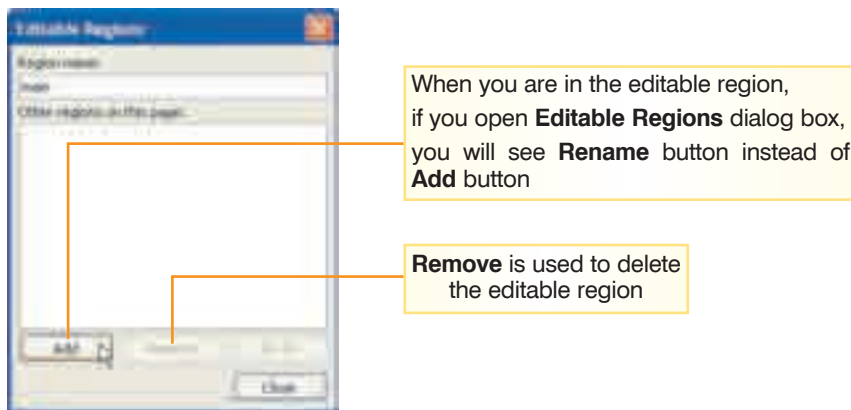
- ❖ Create a page layout using tables and insert the objects that you want to share and can not be changed in pages.



*Laying out a page with a table*

## Adding an Editable Region

- ❖ Select **Format>Dynamic Web Template>Manage Editable Regions**, or right click on the page and select **Manage Editable Regions**. The Editable Regions dialog box opens.



*Adding an editable region*



- ❖ Type a name for the region in the **Region name** box and click **Add**.  
The main region is added to the page and denoted by boxes with orange borders. You can add many regions in this way.
- ❖ Click **Close** and save the page.



*An added editable region*

Any page created from this template is only editable in the regions that have been defined.

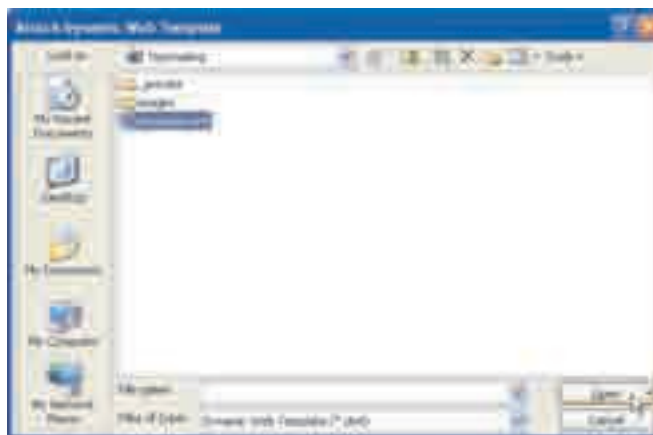
After creating a Dynamic Web Template, you can attach it to the pages which will be affected from this template.

## Attaching a Dynamic Web Template to the Pages

### To select many pages in the Folder list

- ◆ Hold down **CTRL** and click each page you want.

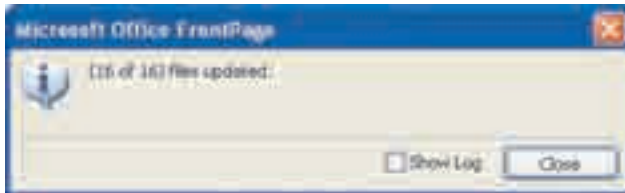
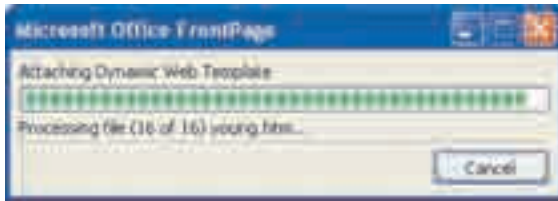
- ❖ Open the Web page you want to attach a dynamic Web template to.  
If you want to attach the dynamic Web template to more than one page, select the pages you want in the folder list.
- ❖ Select **Format > Dynamic Web Template > Attach Dynamic Web Template**.



*Attaching a dynamic Web template to pages*



- ❖ Locate and click the dynamic Web template you want to attach, and click [Open](#).



Dynamic Web Template is attached to the selected files and then the files are updated.

You can open any page and see that dynamic Web template has been applied to the page.

After a page has been attached to a dynamic Web template, any change to the template can be applied automatically to that page. Whenever you save the template file after making a change, FrontPage asks if the pages using the template should be updated.

## Detaching Files from a Dynamic Web Template

- ❖ Select the file or files that you want to detach from the Dynamic Web Template.
- ❖ Select [Format>Dynamic Web Template>Detach from Dynamic Web Template](#).

Although you detach files from the Dynamic Web Template, the formatting of the page stays. If you want to change the look, you need to edit the page.



## Layers and Behaviors

A layer is a container that you can place anywhere on your page. It can hold anything such as text, pictures, tables, or even a video.

A layer is defined as an absolutely positioned Division, and is represented by the `<div>` tag.

You can overlap, nest, and show or hide layers on a page. You can also animate layers by using Behaviors which add script to any element in a page.

*You will learn this subject on an example as shown:*



Normal view



Mouse over view

In the first view there is not ant text in the middle, but in the second view when you move your mouse on to the word, *Ants*, a text is displayed. The text is written in a layer, and animating the layer is performed by behaviors.

### Adding a Layer

- ❖ Select **Insert>Layer**. The **layer1** is added to the page.



An inserted layer

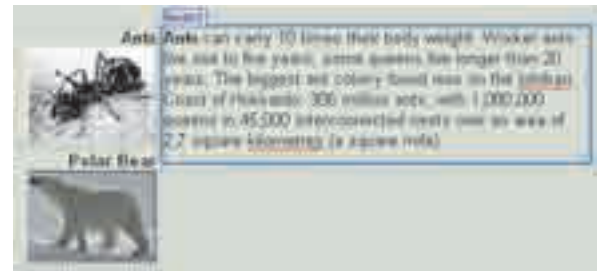
- ❖ Click the layer, resize and move it where you want on the page.



Resizing a layer

- ❖ Fill in the layer with text.  
You can also add pictures, tables, videos etc.

You can manage the layers and change the properties of the layers by using **Layers** task pane.

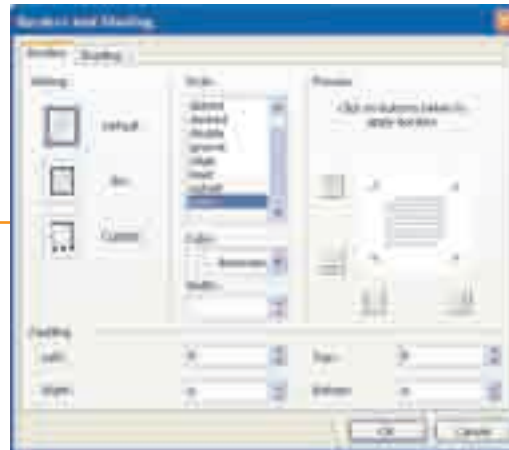


*Filling in the layer with text*

- ❖ Select **Format>Layers** to open Layers task pane.  
You have only one layer for now. You can add as many as layers you want.



*The Layers task pane*



You can change the properties of the layer such as **borders**, **shading** and **positioning** by using **Layer properties**.

You need to make the layer invisible since it is invisible initially.

- ❖ Click on the **layer visibility** to set the Visibility to Hidden.  
Now you can apply behaviors to the layer to animate it.



*Changing layer visibility*



## Applying a Behavior to a Layer



Selecting Change Property

When you move the mouse over the word, the layer appears and when you move the mouse out of the word, the layer disappears.

- ❖ Click the word which will control the layer.
- ❖ Select **Format>Behaviors**. The Behaviors task pane opens.
- ❖ Click **Insert** and choose **Change Property** to change the layer property.

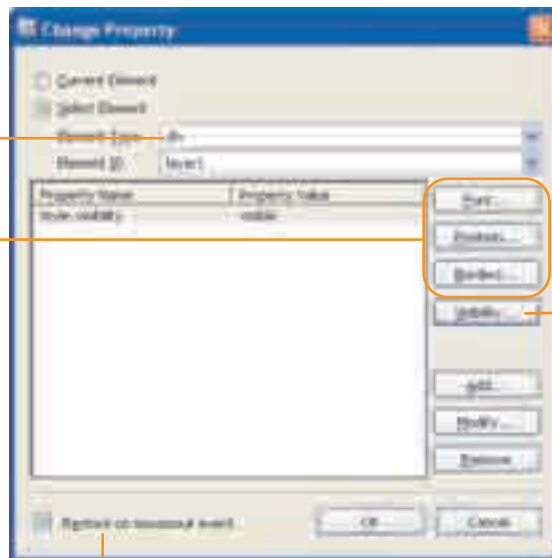
You can apply a behavior to a particular HTML tag. You need to apply this behavior to the `<div>` tag since the layer uses the div tag.

Set the **Element Type** to **div**, and then select the layer in the **Element ID**.

You can change other properties of the object if you want.

### How to Create a Fly-out Menu

- ❖ Using Layer and giving Behaviors to layers, you can create a fly-out menu as shown:



Changing layer visibility

Click the **Visibility** button and choose **Visible**.

(Initially it was invisible, now you are making it visible)

Select the **Restore on mouseout event** check box to set the previous state of the layer (invisible) when you move the mouse out of the word.

The Behaviors task pane has the shown view.

You just specified which action happens to which event. Here you set **Visibility** to **onmouseover** event and **Restore Property** to **onmouseout** event.

- ❖ Save and preview the page to see how it works.



Events and Actions

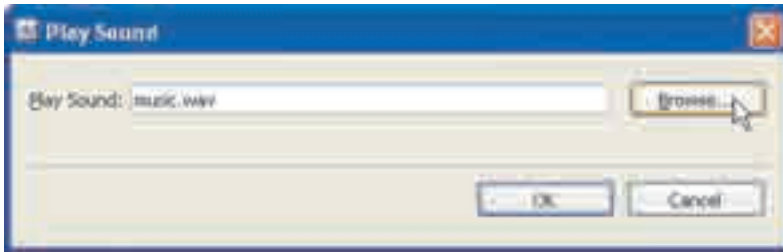




## Some Actions Examples

### Play Sound

- ❖ Click the text (tag) where you want to create action.
- ❖ Select **Insert>Play Sound** on the **Behaviors** task pane. The Play Sound dialog box opens.
- ❖ Click **Browse**, and locate your sound that will play and click **OK**.



Locating sound file

The following script is added to the Behavior task pane.



When the onmouseover event occurs, it plays the sound. It is possible to change the event.

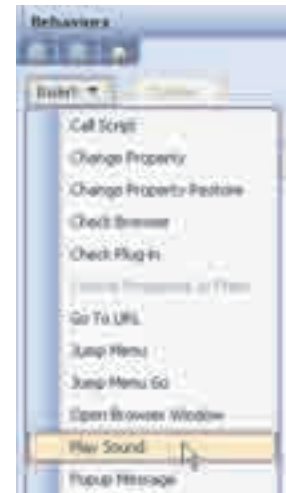
- ❖ Click the event drop-down arrow and select another event *onclick*.

The script is changed.

- ❖ Save and preview the page.
- ❖ Click the text to hear the sound.



Changing an event



Selecting Play Sound



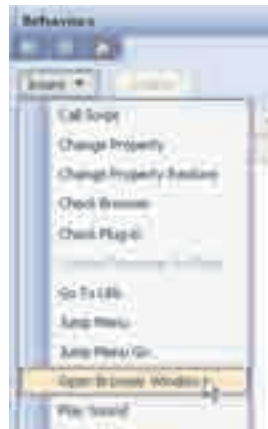
The changed event



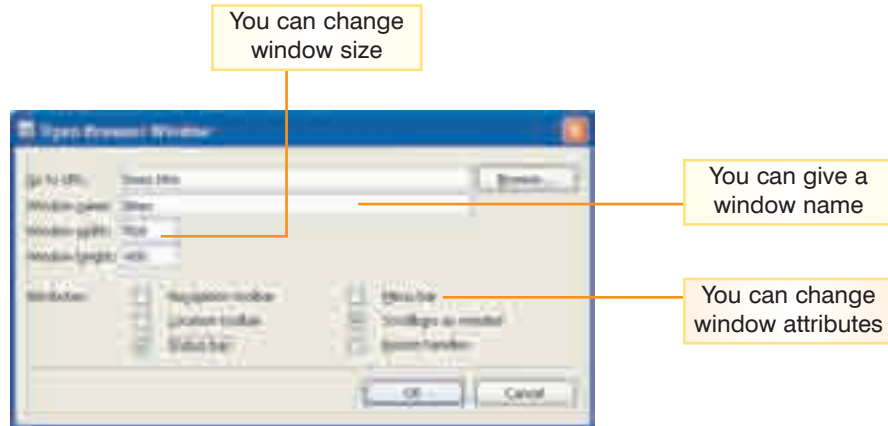
## Open Browser Window



- ❖ Click the text (tag) where you want to create action.
- ❖ Select **Insert>Open Browser Window** on the **Behaviors** task pane. The Open Browser Window dialog box opens.
- ❖ Click **Browse**, and locate your file that will open in browser window.



*Selection of Open Browser Window*

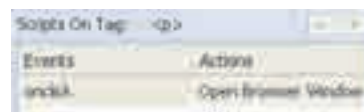


*The Open Browser Window dialog box*



*Preview-An opened window after click*

- ❖ Make desired changes and click **OK**.
- ❖ Change the event to *onclick*.

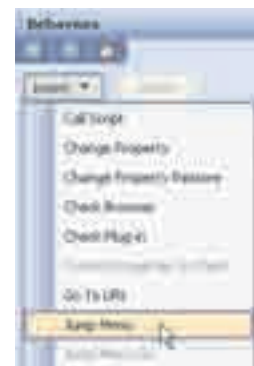


- ❖ Save and preview the page.
- ❖ Click the text to open the page in the specified new window.

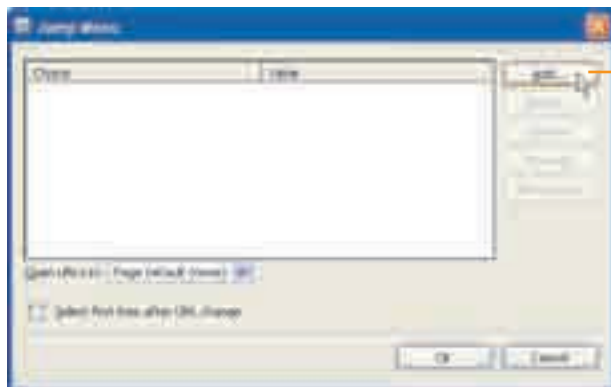


## Jump Menu

- ❖ Place the cursor where you want to add a jump menu.
- ❖ Select **Insert>Jump Menu** on the **Behaviors** task pane. The Jump Menu dialog box opens.
- ❖ Click the **Add** button to add the pages which your menu will contain.



Selecting Jump Menu



The Jump Menu dialog box



Adding choice to jump menu

- ❖ Select **New Window** from **Open URLs in** drop-down list and select the **Select first item after URL change** check box, and click OK.

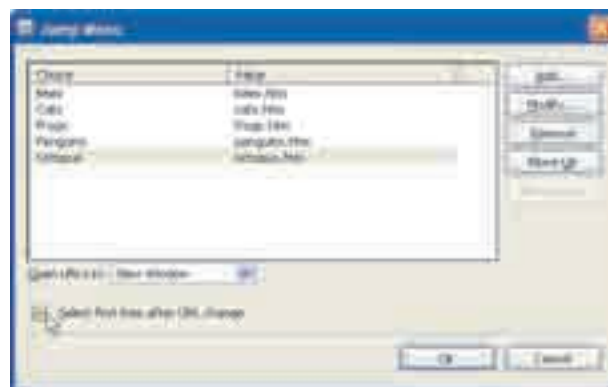
The page which you select from the menu will be opened in a new window and the first item will be selected automatically after you select any item from menu.

The menu is added to the page.



Inserted jump menu

- ❖ Select a page from the menu drop-down list. When you click any page, it opens in a new window.



The Jump Menu dialog box with choices



Preview-A Jump Menu



## Cascading Style Sheets

Cascading Style Sheets (**CSS**) is a language that defines how the contents of a Web page should be presented.

Cascading style sheets give you more control over the appearance and presentation of your pages.

Cascading Style Sheets are an extension of HTML rather than a replacement.

### CSS Types

There are three ways you can use style sheets on pages in your Web:

#### External Style Sheet

You can create an external style sheet file or files, link them to pages and you can apply them consistently across some or all pages in your Web. If you decide to change a style, you only need to make changes in the external style sheet and all of the pages linked to that style sheet will be affected by the change.

An external style sheet uses the **.css** file name extension, such as *format.css*. You can link a page to an external style sheet using the following code in the `<head>` tags.

```
<HEAD>
<link rel="stylesheet" type="text/css" href="mystyle.css">
</HEAD>
```

#### Embedded Style Sheet

You can use an embedded style sheet when you want to define styles only for the current page. An embedded style sheet is defined between the **<style>** tags in the `<head>` section.

```
<HEAD>
<style>
<!--
a:link { text-decoration: none; }
-->
</style>
</HEAD>
```

An embedded style sheet would look like this:



## Inline Styles

You can use inline styles when you want to apply styles to individual elements on a page. An inline style is defined in the HTML tags using the **style** word.

An inline style looks like this:

```
<p style="border-style: solid">
```

You can create an external style sheet, add styles and link it to the pages of the Web site.

## Creating an External Style Sheet

- ❖ Select **File>New**. The New task pane opens.
- ❖ Click **More page templates** on the task pane. The Page Templates dialog box opens.



Creating a style sheet

- ❖ Click **Style Sheets** tab, select **Normal Style Sheet** to create a blank cascading style sheet and click **OK**.



A style sheet

The cascading style sheet file having file name extension **.css** is created.

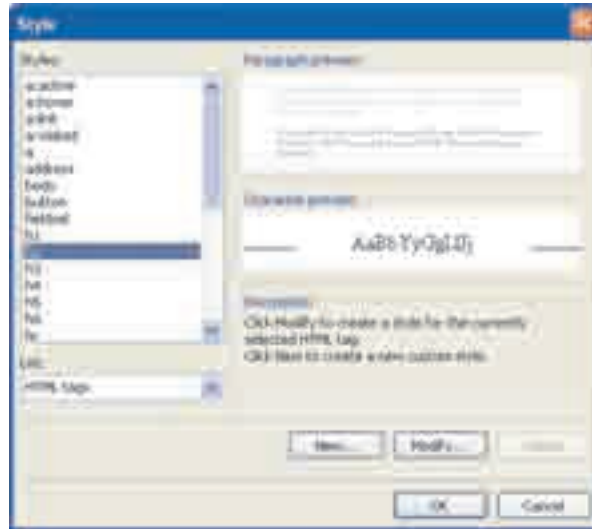
- ❖ Save the file giving a name.



## Adding styles

### Modifying Headings

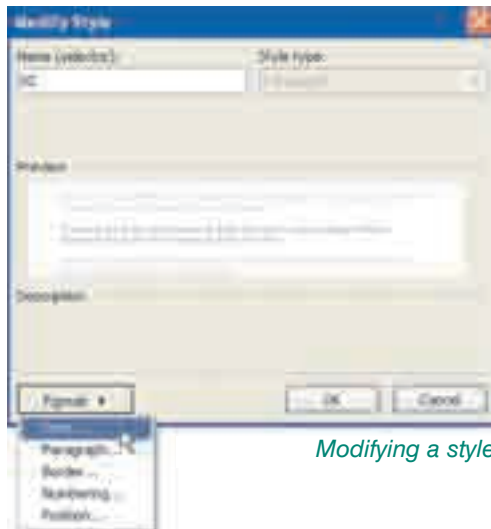
- ❖ Select **Format>Style**. The Style dialog box opens.



- ❖ Click the HTML tag in the **Styles** list and click the **Modify** button to change it.

Selecting an HTML tag, h2

The Modify Style dialog box opens.



Modifying a style



The Font dialog box

- ❖ Select which format you want to change from the **Format** drop-down button and make desired changes.



You can change many formats if you wish.



Selecting border

You just modified **h2** tag, and it has the following view:

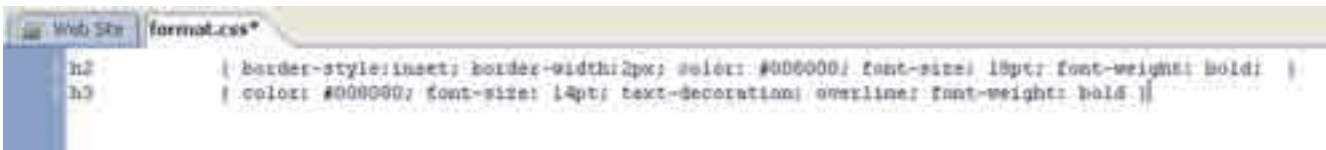


h2 tag preview



The Borders and Shading dialog box

The style code is added to the external style sheet file when you click **OK**. You can also modify other headings or tags if you wish.



New style code of headings

You can preview your pages to see how your headings look.



A title with heading 2

**h2** is applied to this title. Its color, font size, font weight, border style and border width are changed.



A title with heading 3

**h3** is applied to this title. Its color, font size, text decoration and font weight are changed.

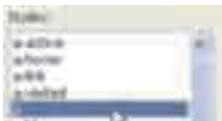


Modifying Hyperlinks

You can modify hyperlinks by changing each state of the hyperlink.

- ❖ Select the `a` tag and click the **Modify** button.
- ❖ Select **Font** from **Format** drop-down button and select the **No text decoration** check box to remove the typical style such as underline and blue color from hyperlinks.

You can change other hyperlink properties how you want.  
The `a` tag has now the following view:



Selecting a tag



Removing typical style

How to Remove the Underline from a Single Hyperlink

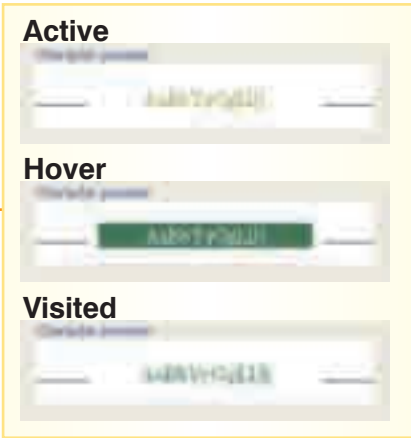
```
<a style="text-decoration:none" href="http://www.zambak.com">Go Zambak Web</a>
```

How to Remove the Underline from All Hyperlinks

```
♦ Put the following HTML code before <body> tag:  
<style>A {text-decoration:none;} </style>
```

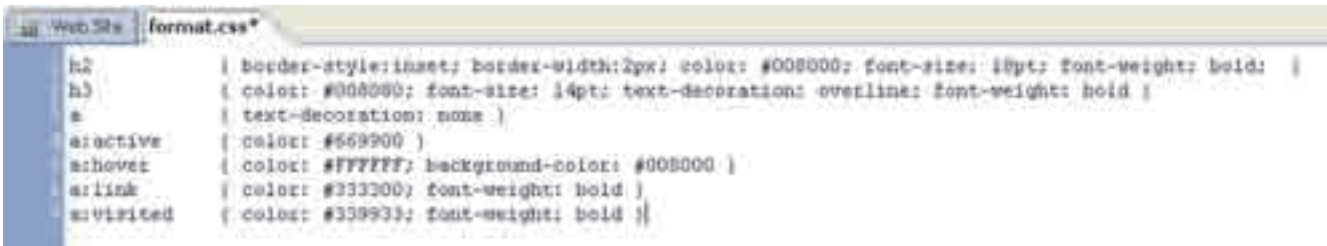


Modified hyperlinks



Hyperlinks previews

The following code is added to the page.



New style code of hyperlinks

Normal View	Hover View	Visited View



## Changing Scrollbar Colors

You can change scroll bar colors. The scroll bar has several parts and you can give different colors to different parts.

- ❖ Add the shown code to the style page.

The style code for scroll bar is written in the **body** tag.

Changing the hexadecimal numbers in code gives you the possibility to have different colors.

```
body {  
    scrollbar-highlight-color: #000000;  
    scrollbar-track-color: #000000;  
    scrollbar-arrow-color: #000000;  
    scrollbar-thumb-color: #000000;  
    scrollbar-base-color: #000000;  
}
```

Scrollbar colors code

- ❖ Save and preview the page to see how your scroll bar colors are changed.

Giving fitting and harmonious colors with the site colors to the scrollbars makes your site more attractive and stylish.

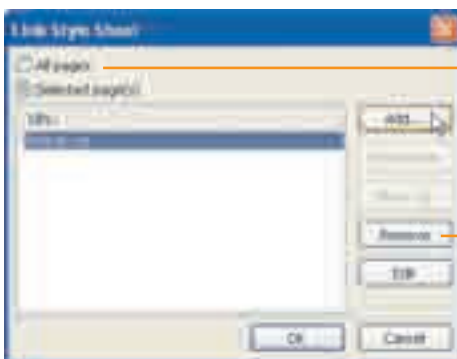
After adding the desired styles to the external style sheet file, save the file and link it to the pages that will be affected by the styles.



Preview-Scrollbar

## Linking Pages to an External Style Sheet

- ❖ Select the pages that you want to link the external style sheet file to in the **Folder list**.
- ❖ Select **Format>Style Sheet Links**. The Link Style Sheet dialog box opens.



You can select **All pages** to apply the style sheet to all pages.

You can use **Remove** button to delete a style sheet

Linking selected pages to a style sheet



Selected files

### Important

When you apply a style sheet to a dynamic Web template, all attached pages to the dynamic Web template will be affected by the style sheet.

- ❖ Click the **Add** button to add your style sheet and click **OK**.  
The style sheet is applied to all selected pages.



## Using Java Script Codes in FrontPage

JavaScript is a scripting language and used to improve the design, validate forms, detect browsers, create cookies and much more.

The easiest way to use JavaScript code in FrontPage is to just copy and paste scripts into the HTML.

You can find and use a lot of free JavaScript examples which are guided how to add to your HTML codes on the Internet.

### Creating your own Back Button

```
<Form>
<Input Type="button"
Value="Back"
onClick="history.go(-1)">
</Form>
```

### Greetings

A script is used to say welcome to the visitors when they open the page.

```
<script language="JavaScript">
alert("Welcome to Fascinating Animals World");
</script>
```

- ❖ Insert the above code anywhere inside the **<body>** tags.

```
<body bgcolor="#DDEEFF">
<script language="JavaScript">
alert("Welcome to Fascinating Animals World");
</script>

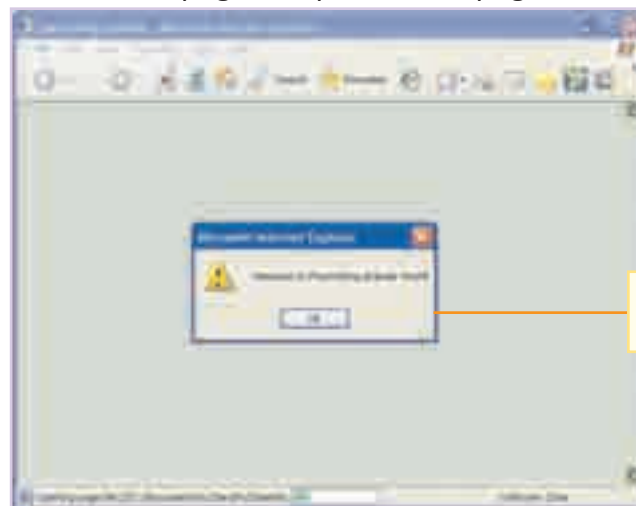




```

When the page is loaded, you are first met with “Welcome to Fascinating Animals World” greetings.

- ❖ Save the page and preview the page.



When the page is loaded, the greetings appears.

*Preview-Greetings*



## Flashing Status Bar

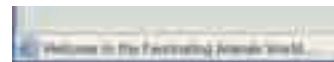
A script is used to display a flashing message in the status bar.

```
<SCRIPT language="JavaScript"><!--  
var text = "Welcome to the Fascinating Animals World...";  
var speed = 200;  
var control = 1;  
function flash()  
{if (control == 1)  
{window.status=text; control=0;}  
else  
{window.status=""; control=1;}  
setTimeout("flash();",speed);}  
// --></SCRIPT>
```

You can change the text and speed how you want

- ❖ Insert the above code anywhere inside the **<body>** tags.
- ❖ Change the **<body>** tag with **<body OnLoad="flash();">**
- ❖ Save and preview the page.

When you open the page, you see the flashing message in the status bar.



Status bar

## Pop-up Window

A script is used to give an explanation in another window when you pass your mouse over a word.

This script has two sections; one part is put into the head, the other into the body.

- ❖ Insert the below code anywhere inside the **<head>** tags.

```
<script>  
function openit(){  
newwindow = window.open("", "Bees", "top=100  
left=250 width=200 height=200")  
newwindow.document.write("<center><h2>  
Between 20 000 and 60 000 bees live in a single  
hive.</h2></center>")  
newwindow.document.close()  
}  
function closeit() {  
newwindow.close(); }  
</script>
```

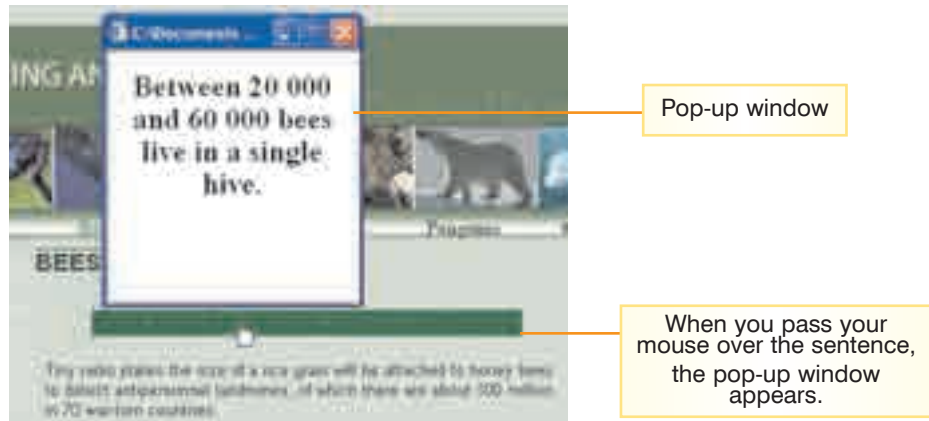


- ❖ Insert the below code anywhere inside the **<body>** tags.

```
<a href="#" onMouseOver="openit()"
onMouseOut="closeit()">
Bees may be used to detect landmines</a>
```

When you position your mouse pointer over the word “Bees may be used to detect landmines”, a pop-up window with some information opens.

- ❖ Save and preview the page.



*A pop-up window when mouse over*

## Page Password Protection

A script is used to protect a page with a password.

This script has two sections; one part is put into the head, the other into the body.

- ❖ Insert the below code anywhere inside the **<head>** tags.

```
<script language="Javascript">
<!--
function pass(){
var password = "young"
var x = prompt("Please enter the password"," ")
if (x.toLowerCase() == password) {
alert("Correct password \n \n Click OK to enter the page")
location = "young.htm"
}
else {
location = "index.htm"
}
}
}
//-->
</script>
```





- ❖ Insert the below code anywhere inside the **<body>** tags.

```
<a href="Javascript:pass()">What animal young are called</a>
```

When you click the hyperlink, you are prompted to enter the password. If you enter the correct password "young", the *young.htm* page opens, otherwise it opens the *index.htm* page.

- ❖ Save and preview the page.



When you click the hyperlink, you are prompted to enter the password

Prompted password window after click

## Code Snippets

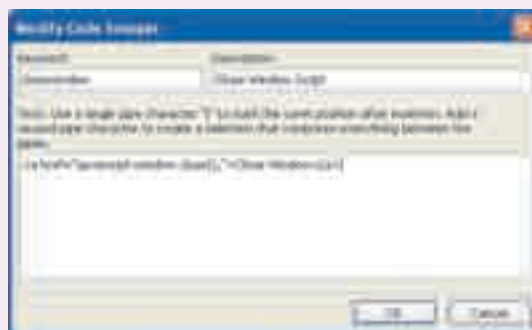
They are used to insert frequently used text in the Code panel by pressing **Ctrl+Enter**. To add code snippet

- ◆ Select **Tools>Page Options** and click **Code Snippets** tab.
- ◆ Click the **Add** button and type your code as follows



### How to use it

- ◆ In the Code view, press **Ctrl+Enter** key and select the needed code.



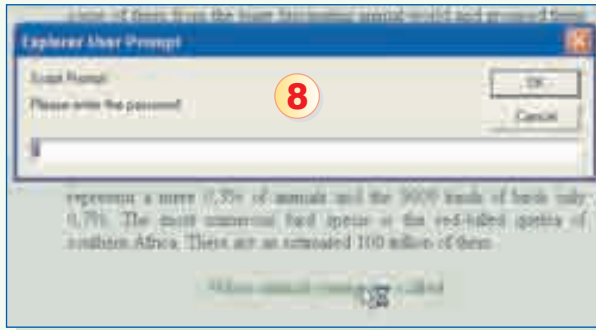
**COMPLETE** the remaining parts of the Web site like in the example given for this chapter.



## Project - Your Favorite Animals

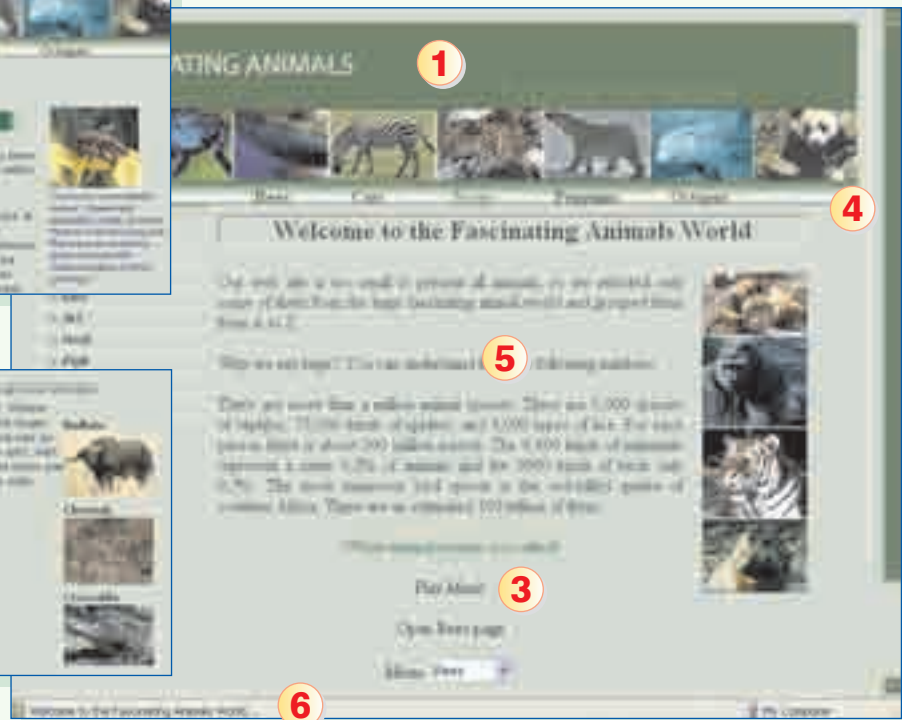
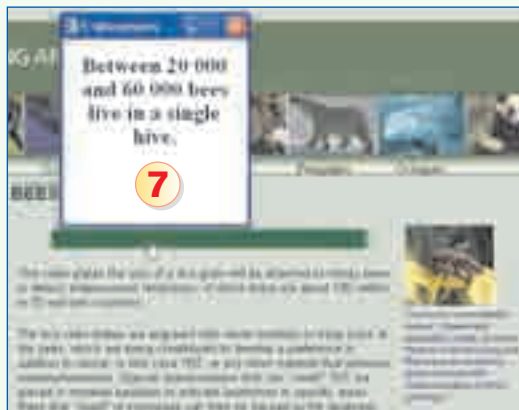


Create a Web site about your favorite animals.



### Required Features

1. Dynamic Web Template
  2. Layers and Behavior
  3. Actions; Play sound, open browser window, jump menu
  4. External style sheet; including heading, hyperlinks, scrollbar colors
- Java Script Codes
5. Greetings
  6. Flashing Status Bar
  7. Pop-up Window
  8. Page Password Protection



## Summary

**Dynamic Web Templates** are used to create Web pages that share the same Web design or layout with editable regions.

You can create a page and save it by changing its type to *Dynamic Web Template* (.dwt).

### Adding an editable region

- ♦ Open the template, right click on the page and select **Manage Editable Regions**

### Attaching a Dynamic Web Template to the Pages

- ♦ Select the page(s) and select **Format> Dynamic Web Template> Attach Dynamic Web Template**

### Detaching Files from a Dynamic Web Template

- ♦ Select the file(s) and select **Format>Dynamic Web Template>Detach from Dynamic Web Template**

A **layer** is a container that you can place anywhere on your page. It is defined as an absolutely positioned **Division** and represented by the `<div>` tag. You can also animate layers by using **Behaviors** which add script to any element in a page.

### Adding a Layer

- ♦ Select **Insert>Layer**

### Modifying a Layer

- ♦ Select **Format>Layers** and use **Layer Properties** on the task pane to change its properties

### Applying a Behavior to a Layer

- ♦ Select **Format>Behaviors**. Click Insert on the task pane and choose Change Property. Select a layer and change its property

**Cascading Style Sheets** – CSS is a language that defines how the contents of a Web page should be presented. **CSS Types:**

External Style Sheet, Embedded Style Sheet, Inline styles

### Creating an External Style Sheet

- ♦ Select **File>New**. Click **More page templates** on the task pane and select **Normal Style Sheet**
- ♦ Save it with extension **.css**

### Adding styles

- ♦ Select **Format>Style**
- ♦ Click the HTML tag in the **Styles** list and click the **Modify** button to change it
- ♦ Make desired changes

### Linking Pages to an External Style Sheet

- ♦ Select the pages
- ♦ Select **Format>Style Sheet Links**
- ♦ Click the **Add** button to add your style sheet

**JavaScript** is a scripting language and used to improve the design, validate forms, detect browsers, create cookies and much more.

The easiest way to use JavaScript code in FrontPage is to just copy and paste scripts into the HTML.

Some examples are given:

Greetings, Flashing Status Bar, Pop-up Window, Page Password Protection



## Questions

1. Which one is not true for Dynamic Web Templates?
  - a. DWT offers more control over the pages
  - b. DWT share the same Web design
  - c. You can attach a DWT to many pages
  - d. You can make some editable regions in DWT
  - e. You can not use any number of DWT in a Web site
2. How can you create an editable region? (*Select two of them*)
  - a. Select Format>Dynamic Web Template>Manage Editable Regions
  - b. Select Format>Dynamic Web Template>Detach from Dynamic Web Template
  - c. Select Format>Dynamic Web Template>Attach Dynamic Web Template
  - d. Right click on the page and select Manage Editable Regions
  - e. Select Format>Dynamic Web Template>Update All Pages
3. Which tag is a layer represented by?
  - a. link
  - b. style
  - c. div
  - d. script
  - e. td
4. How can you add a layer?
  - a. Right click on the page and select Layers
  - b. Format>Layer
  - c. Click Insert Layer button on the standard toolbar
  - d. Insert>Layer
  - e. Format>Add layer
5. Which properties of a layer can be changed? (*choose three of them*)
  - a. Bullets and Numbering
  - b. Borders
  - c. Style
  - d. Shading
  - e. Position
6. What does CSS stand for?
  - a. Cascading Style Shapes
  - b. Cascading Style Sheets
  - c. Changing Style Sheets
  - d. Changing Style Shapes
  - e. Converting Style Shapes
7. `<link rel="css" type="text/css" href="mystyle.css">`  
 The given code links an external style sheet to the page. Where is the mistake?
  - a. rel
  - b. link
  - c. type
  - d. href
  - e. punctuation
8. Which of the followings are from CSS types? (*choose three of them*)
  - a. Internal Style
  - b. External Style Sheet
  - c. Inline styles
  - d. Embedded Style Sheet
  - e. Merged Style Sheet
9. Which font effect is used to remove typical style from hyperlinks?
  - a. Hidden
  - b. None
  - c. Blink
  - d. Overline
  - e. No text decoration
10. What is the code to write a text on the status bar?
  - a. `status.write("...")`
  - b. `alert("...")`
  - c. `newwindow.document.write("...")`
  - d. `prompt("...")`
  - e. `window.status="..."`





- Internet Information Services
- A Web Site on the Web server
- Using Frames
- Searching on the Web site
- Creating a Form
- Creating a Database
- Displaying Database Results
- Searching in the Database



"Beauty without virtue is like a rose without scent"

## ROSE

A rose is a flowering stem of the genus *Rosa* in the family Rosaceae. There are more than a hundred species of wild rose, all from the Northern Hemisphere and mostly from temperate regions. The species form a group of generally woody shrubs or "climbers" and sometimes a few species reaching to 10 m tall, some reaching as high as 30 m for climbing rose vines grown.

The genus comprises three distinct "sections" and several "hybrid" varieties (including)

The family of most important and cultivated rose species, and 10,000-15,000 hybrids with rose species. All roses usually have a woody trunk, and often a few small thorns, usually spinose (if the stem). The flowers are usually five-petaled and five-lobed, but sometimes have up to eight petals.

The flowers have five petals, with the exception of some species where the petals are deeply lobed, and the petals are often in pairs. The leaves are often serrated, and the leaves are often in pairs.



The fragrance of the rose is a long-standing source of a large part of the perfume industry. The rose is a very important plant in many cultures, and the rose is a symbol of love and beauty. The rose is a very important plant in many cultures, and the rose is a symbol of love and beauty. The rose is a very important plant in many cultures, and the rose is a symbol of love and beauty.



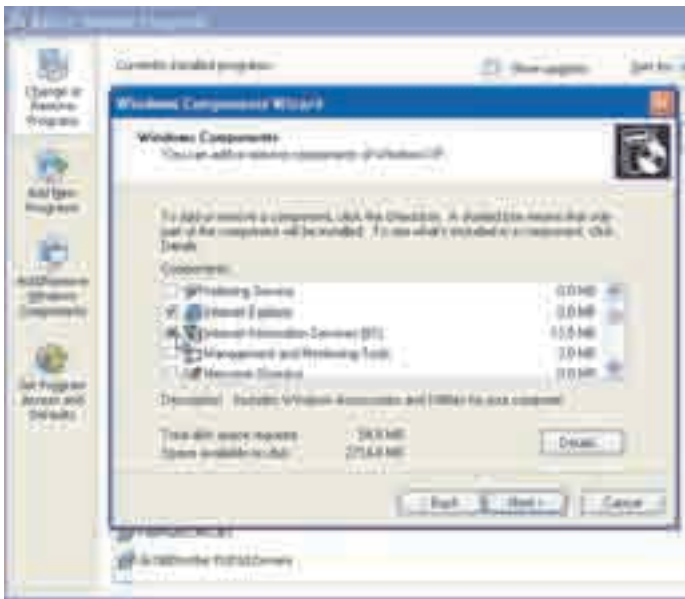
## Internet Information Services

In the previous chapters you have created Web sites and previewed the Web pages in the browser without having any problem since they are **client-side** pages. In the client-side pages, the Web browser processes the code embedded in the page. But when you use forms and databases in FrontPage, the pages you create will be **server-side** pages. In the server-side pages, the browser sends a request to the server since the browser can not process the server-side pages, and the server retrieves, executes and sends the HTML output to the browser.

**Internet Information Services (IIS)** is a powerful Web server that makes it easy for you to publish and manage your Web sites on the Internet or your intranet. IIS includes Web and FTP support, along with support for FrontPage transactions, Active Server Pages and database connections. IIS includes a broad range of administrative features for managing Web sites. With programmatic features like **Active Server Pages (ASP)**, you can create and deploy scalable, flexible, interactive Web applications on the Internet or your intranet.

## Installing IIS

You must have **Windows XP Professional** or **Windows Server** operating system on your computer (*IIS is not available in Windows XP Home Edition*). You can install IIS, and add or remove optional components of IIS.

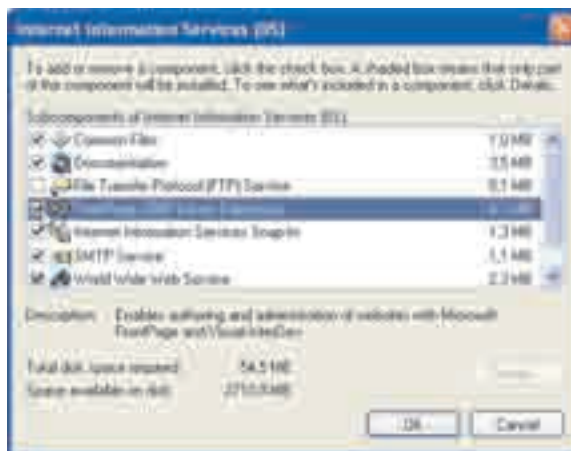


## Installing IIS

- ❖ Click **Start>Control Panel** and then **Add or Remove Programs**.
- ❖ Click the **Add/Remove Windows Components** section. The Windows Components Wizard opens.



- ❖ Select the **Internet Information Services (IIS)** check box and click the **Details** button to manage optional components of IIS. The Internet Information Services dialog box opens.



*Installing FrontPage Server Extensions*

## Testing the IIS Installation

After installing IIS on your computer, you should verify that your IIS server is working correctly.

- ❖ Open your Web browser.
- ❖ Type <http://localhost> in the **Address** text box.

**localhost** refers the local computer that you are working on.

If the following windows open, it shows that IIS is running and you can use IIS now.



*Testing IIS installation*

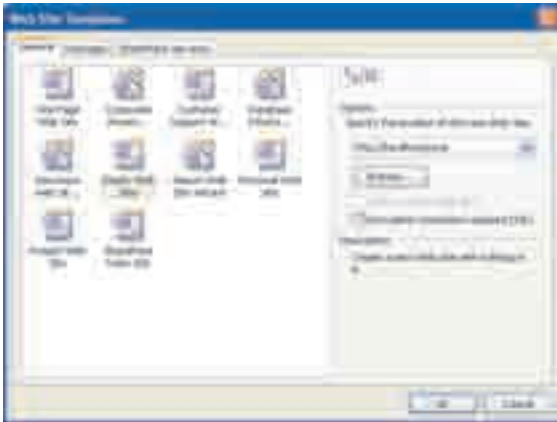
You can use IIS in two ways:

- ✓ You can create your Web site on IIS
- ✓ You can publish your Web site to the IIS.



## Creating a Web Site on the Web server

In this chapter you will create a Web site about Roses.



Creating a Web Site on the Web server

- ❖ Select **File>New** and click **One page Web site** on the **New** task pane. The New Site Templates dialog box opens.
- ❖ Click **Empty Web Site** and specify the following location for the new Web site:  
<http://localhost/roser>

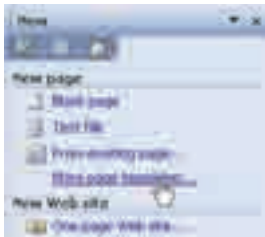
It creates a new folder named *roser* and creates an empty Web site in it.

Now you can create your first page. This first page will be a frames page.

## Using Frames

A **frames page** is a type of Web page that divides the browser window into different areas called *frames*, each of which can display a different page.

A frames page itself contains no visible content—it is just a container that specifies which other Web pages to display in a frame and how to display them.



- ❖ Click **More page templates** on the **New** task pane. The Page Templates dialog box opens.



Creating a frames page

- ❖ Select a frames page that is favorable with your Web site on **the Frames Pages** tab and click **OK**.

Here the selected frames page creates a *contents* frame, containing hyperlinks on the left that change the page shown on the right.



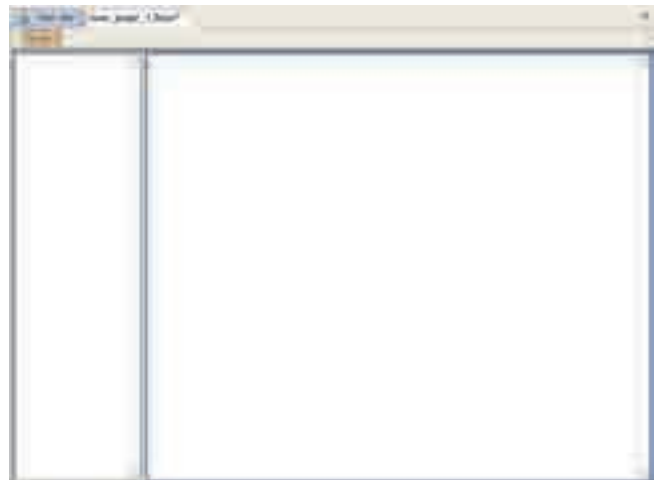
The frames page template actually shows three pages simultaneously in the browser:

- ✓ The frames page, which is the container.
- ✓ The two pages shown in each of the two frames.



*A frames page*

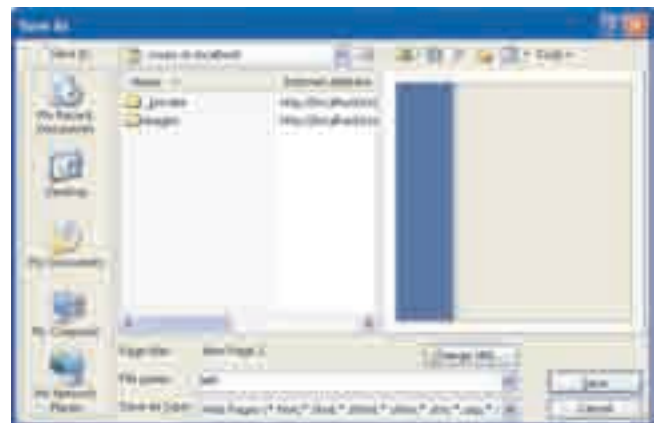
- ❖ Create new pages by clicking **New Page** button on each frame.
- ❖ Click **Save** button on the standard toolbar to save three pages.



*A frames page with blank pages*

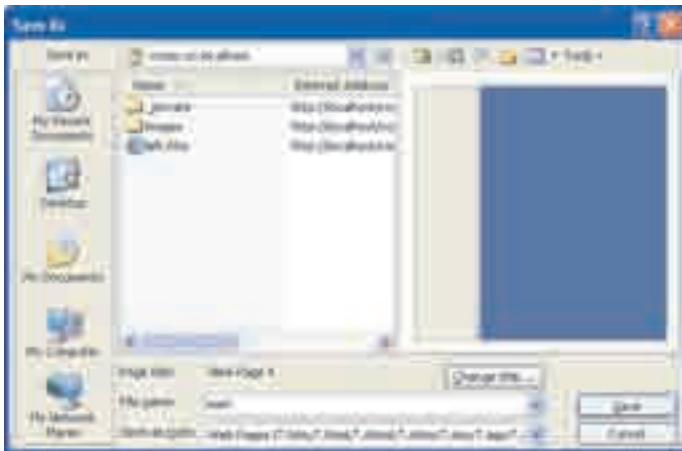
First you are asked to type a name for the left page.

- ❖ Type a name and click **Save**.



*Saving left frame*





### Saving main frame

Second you are asked to type a name for the main page.

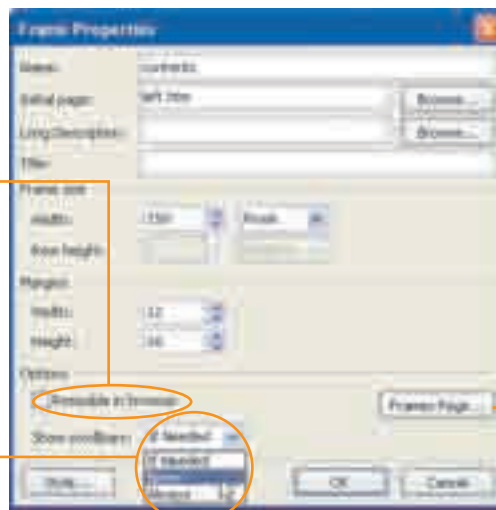
- ❖ Type a name and click **Save**.



### Saving index page

Third you are asked to type a name for the frames page that contains the left and main pages.

- ❖ Type a name and click [Save](#).  
Now you have a frames page, *index* that contains two pages, *left* and *main*.



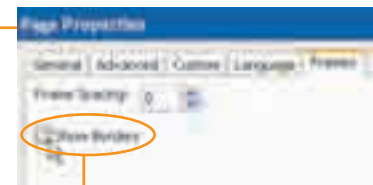
## Resizable in browser

It is possible to resize the page in browser if it is checked.

## Show scrollbars

You can make scrollbars visible, hidden or visible when needed.

- ❖ Right click on the left page and select **Frame Properties**.



### Show Borders

You can show or hide frame borders

- ❖ Make desired changes.
- ❖ Build the navigation in the following shape.
- ❖ Fill in the index page as follows.

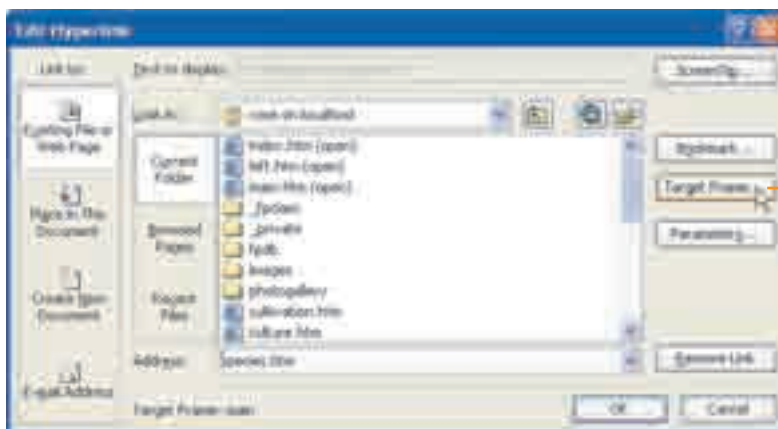


Navigation pane

Preview-A frames page

The left page contains hyperlinks that change the page shown on the right.

- ❖ Create the hyperlinks by specifying a **Target Frame**. The target frame is **main** here.



Creating a hyperlink with target frame



Specifying target frame

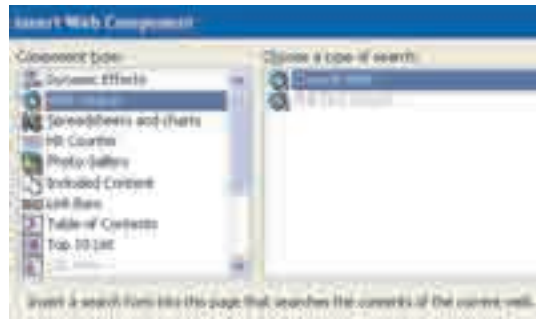
- ❖ Save and preview the pages to see how the pages are shown.



## Searching on the Web Site

It is helpful to offer a search engine that lets visitors enter keywords and search all the text on your site.

- ❖ Place the cursor where you want to insert **Web Search** component.
- ❖ Select **Insert>Web Component**.

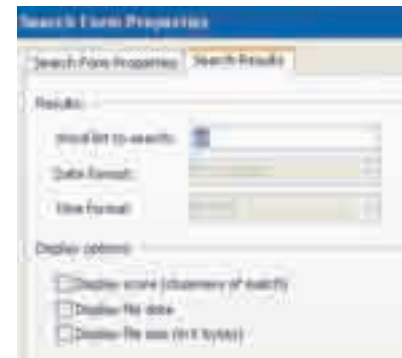


*Inserting a search engine*

- ❖ Click **Web Search** component, choose **Current Web** type of search and click **Finish**. The Search Form Properties dialog box opens.



*The Search Form Properties tab*



*The Search Results tab*



*Preview-A search engine*

- ❖ Make desired changes and click **OK**.  
The Web Search component is inserted to the page.
- ❖ Save and preview the page to make a search on the Web site.





## Working with Forms and Databases

If you want to gather information from viewers, you need to create a Web form: an HTML page that includes interactive fields in which a visitor can type or make a selection.

You can create your own form manually or use a FrontPage fom template (a ready-made form-creating tool).

You can collect the data that you are receiving in a variety of formats from email to text files, or you can store them in a database.

In FrontPage youcan read and store information in a database or even create a new database.

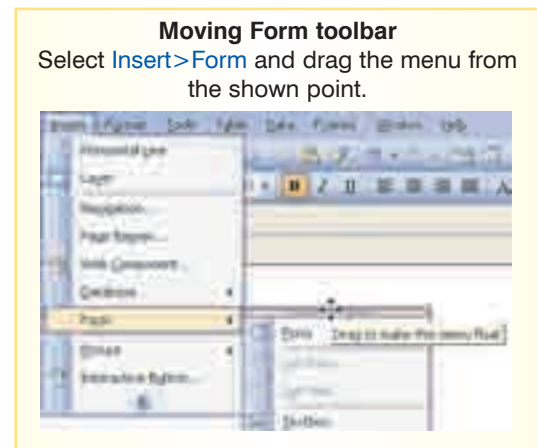
*You will create a guestbook on your Web site to gather visitors information, comments etc.*

### Creating a Form

- ❖ Select **Insert>Form** and then click **Form**.  
It inserts a form on the page with two buttons: **Submit** and **Reset**.
- ❖ Write the field names that you want to get from visitors.
- ❖ Insert the needed fields by selecting **Insert>Form** and clicking the field.

The screenshot shows a web form titled "Guest Book". It contains several input fields: "Name" (a single-line text box), "Surname" (a single-line text box), "Sex" (radio buttons for male and female), "Email" (a single-line text box), "About Web Site?" (a drop-down menu), and "Comments" (a multi-line text area). At the bottom of the form are two buttons: "Submit" and "Reset". Orange lines connect labels to the corresponding form elements: "Textbox" points to the Name field, "Option Buttons" points to the Sex radio buttons, "Drop-Down Box" points to the About Web Site? menu, and "Text Area" points to the Comments field.

*Creating a guest book*



#### Moving Form toolbar

Select **Insert>Form** and drag the menu from the shown point.

- ❖ Double click each object to change its properties and make desired changes, *giving a name, changing size etc.*





The Text Box Properties dialog box



The Drop-Down Box Properties dialog box



The TextArea Box Properties dialog box



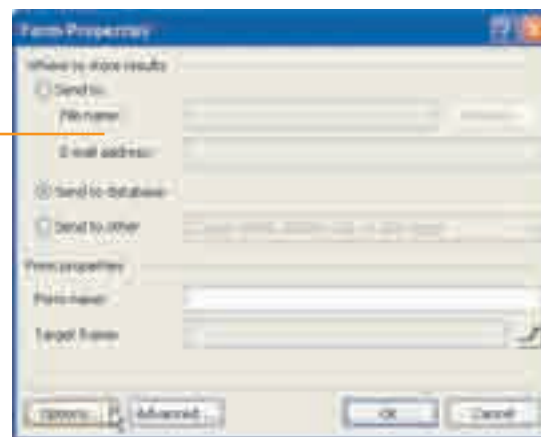
The Option Button Properties dialog box

Now your guestbook looks like this:

Preview-A guest book

## Creating a Database

You can also send the form results to a file, html or text file, or to an e-mail address.



Sending results to database

You can store form information in a database.

- ❖ Right click on the form and select **Form Properties**.



- ❖ Click [Send to database](#) and click the [Options](#) button.



*Creating a database*

- ❖ Click [Create Database](#) to create a new database.  
After a few seconds you will see the following message.



The *gb.mdb* database is created, located in the *fpdb* folder, and its data connection name is 'gb'.



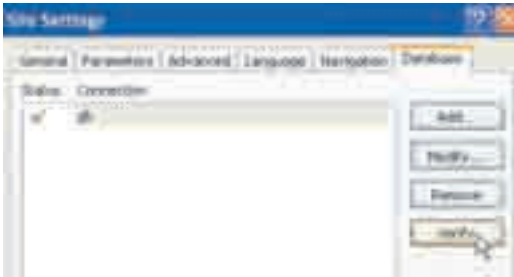
*Adding a connection between form and database*

You can click [Saved Fields](#) and [Additional Fields](#) to check which fields will be included in the database. You can remove the fields which you do not want to use.

The database is created, and now you can create a connection between form and database.

- ❖ Click [Add Connection](#) button.





Verifying the connection

- ❖ Select the **gb** connection and click **Verify**. You have to see a check sign in **Status** next to **gb** connection.
- ❖ Close the windows by clicking **OK** and you will see the following message that you should rename the page file with extension of '.asp'.



- ❖ Select the guestbook file in the Folder list and change the file extension to .asp.
- ❖ Save and preview the page in the browser.

Filling in the form

Preview-Form confirmation

- ❖ Fill in the form and click **Submit** button.

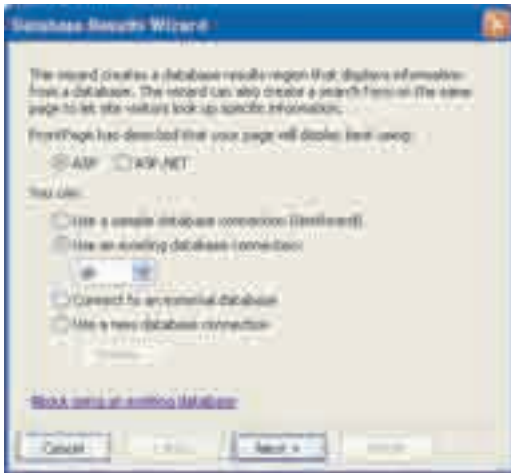
If you see **Form Confirmation** page, it shows that the information is stored into the database.

You have just created a form, a database and stored some information into the database. Now, how can you read the information from the database?



## Displaying Database Results

- ❖ Select **Insert>Database** and click **Results**. The Database Results Wizard dialog box opens.



Step 1-Selecting database connection

This wizard creates a database results region that displays information from a database.

- ❖ Select the **database connection** and click **Next** button.



Step 2-Selecting table

The database connection is **gb** that is selected from **Use an existing database connection** option.

- ❖ Select the **table Results** from the **Record source** option.





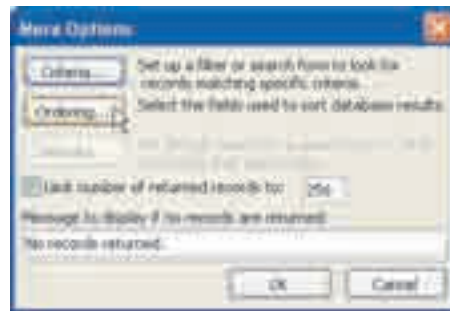
This list contains the fields that will be displayed in the database results. To exclude specific fields, click Edit List.



You can remove additional fields.

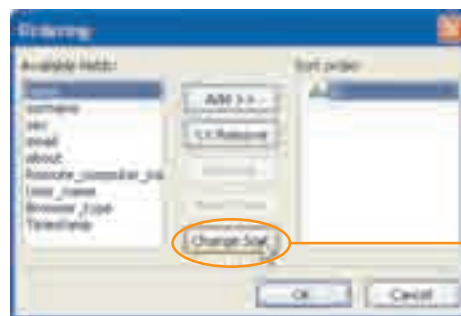
### Step 3-Excluding specific fields

- ❖ Click **More Options** to sort the database.



### Selecting Ordering option

- ❖ Click **Ordering** to select the fields used to sort database results



**Change Sort**  
It is used to change  
**Sort Order**  
Increasing order or  
Decreasing order

### Selecting the fields used to sort

This database will be sorted according to the ID field in the decreasing order.

- ❖ Click **OK** to close this window and click **Next** to continue.





Choose formatting options for the records returned by the query.

- ❖ Select **List – one field per item** from the drop-down list and click **Next** button.



*Step 4-Choosing formatting options*

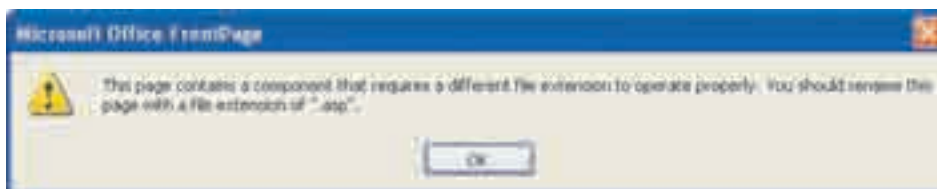
You can display the returned records all together, or display them in smaller groups that users can step through.

- ❖ Click **Split records into groups** and type a value.
- ❖ Click **Finish** to complete the Database Results Wizard.



*Step 5-Specifying how to display results*

You will see the following message that you should rename the page file with extension of '.asp'.



The Database Results region is inserted to the page.





The Database Results region



Preview-Database results

- ❖ Save and preview the page to see how the database results.

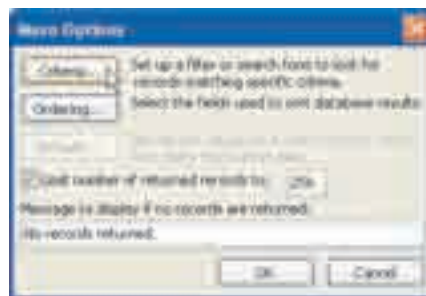
## Searching in the Database

You can create a search form to let site visitors look up specific information. You need to use **Database Results Wizard** again and follow the instructions.

- ❖ On the third step of the Database Results Wizard, click **More Options**.



Step 3-Excluding specific fields



Selecting Criteria option

- ❖ Click **Criteria** button to select the fields to use in the search form.



- ❖ Click **Add** button and specify the criteria for the search form field.



*Specifying criteria*

- ❖ Click **OK**. The field is added.  
You can add more criteria if you wish.
- ❖ Click **OK** and follow the instructions.  
The last step differs a little.



*Adding criteria*



*An added criteria*

**Add search form** is enabled and selected automatically.



*Add search form is enabled and selected*

- ❖ Rename the page file with extension of '.asp'
- ❖ Save and preview the page to see make a search in the database.



*Preview-Search in the guest book*



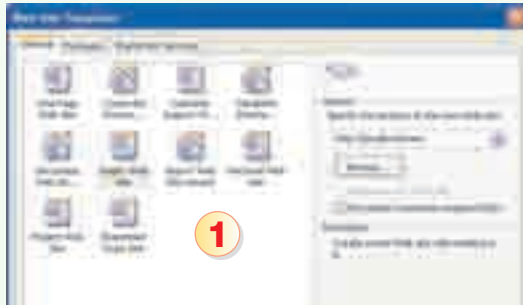
**COMPLETE** the remaining parts of the Web site like in the example given for this chapter.



## Project - Your Favorite Flower



Create a Web site about your favorite flower.



### Required Features

1. Web Site on the Web Server
2. Frames
3. Searching on the Web Site
4. Forms and Database
5. Database Results  
Searching in the Database



## Summary

**Internet Information Services (IIS)** is a powerful Web server that makes it easy for you to publish and manage your Web sites on the Internet or your intranet. IIS includes Web and FTP support, along with support for FrontPage transactions, Active Server Pages and database connections.

### Installing IIS

- ◆ Click **Add or Remove Programs** in the **Control Panel**
- ◆ Click the **Add/Remove Windows Components** section and click **the Internet Information Services (IIS)** checkbox

### Testing the IIS Installation

- ◆ Open your Web browser and type **http://localhost** in the **Address** text box

### Frames

**A frames page** is a type of Web page that divides the browser window into different areas called *frames*, each of which can display a different page.

- ◆ Click **More page templates** on the **New** task pane to create a frames page
- ◆ Select a frames page on the **Frames Pages** tab and click **OK**.

**Web Search component** - It is helpful to offer a search engine that lets visitors enter keywords and search all the text on your site.

- ◆ Select **Insert>Web Component**
- ◆ Click **Web Search** component and choose **Current Web** type of search

### Forms and Databases

If you want to gather information from viewers, you need to create a Web form.

You can collect the data that you are receiving in a variety of formats from email to text files, or you can store them in a database.

### Creating a Form

- ◆ Select **Insert>Form** and then click **Form**.
- ◆ Insert the needed fields such as *Textbox, Option Buttons, Drop-Down Box, Text Area etc.*
- ◆ Double click each object to change its properties

### Creating a Database

- ◆ Right click on the form and select **Form Properties**
- ◆ Click **Send to database** and click **Options** button
- ◆ Click **Create Database** to create a new database
- ◆ Click **Add Connection** button to create a connection between form and database

### Displaying Database Results

- ◆ Select **Insert>Database**, click **Results** and follow the instructions

You can select which fields you want to show, sort the fields and set up a filter or search form. You can display the returned records all together, or display them in smaller groups.

### Searching in the Database

You can create a search form to let site visitors look up specific information.

- ◆ On the third step of the Database Results Wizard, click **More Options**
- ◆ Click **Criteria** button to select the fields to use in the search form
- ◆ Click **Add** button and specify the criteria for the search form field



## Questions

1. What does IIS stand for?
  - a. Internet Installation Services
  - b. Internet Information Server
  - c. Internet Installation Server
  - d. Internet Information Services
  - e. Internet Intranet Server
2. "In the ..... pages, the Web browser processes the code embedded in the page." Fill in the blank.
  - a. Server-side
  - b. Client-side
  - c. Web
  - d. ASP
  - e. IIS
3. How can you install IIS?
  - a. Add/Remove Windows Components from Add or Remove Programs
  - b. Change or Remove Programs from Add or Remove Programs
  - c. Add New Programs from Add or Remove Programs
  - d. Set Program Access and Defaults from Add or Remove Programs
  - e. Add IIS Components from Add or Remove Programs
4. Which of the followings are true for Frames? (choose three of them)
  - a. A frames page itself contains visible content
  - b. Frames can be resizable
  - c. Borders of the frames are invisible
  - d. A frames page divides the browser window into different areas
  - e. Frames can have scrollbars
5. How can you create a search engine for your Web site?
  - a. Select Edit>Find
  - b. Select Insert>Web Component and click Search Engine type
  - c. Select Insert>Search Engine
  - d. Select Insert>Web Site Search
  - e. Select Insert>Web Component and click Web Search type
6. How can you create a Form?
  - a. Select Data>Insert Data View
  - b. Select Insert>Form
  - c. Select Insert>Web Components and choose Forms and Databases
  - d. Select Insert>Web Components and choose Included Content
  - e. Select Insert>Form and click Form
7. Which one is not an option to store form results?
  - a. Database
  - b. E-mail address
  - c. File name
  - d. ASP Script
  - e. Localhost
8. How can you start the Database Results Wizard?
  - a. Select Insert>Forms and click Database
  - b. Select Insert>Database and click Results
  - c. Select Insert>Forms and click Database Results
  - d. Select Data>Database Results
  - e. Select Data>Database and click Results
9. Which option of the Database Results Wizard is used to sort the database?
  - a. Criteria
  - b. Sort
  - c. Ordering
  - d. Edit List
  - e. Custom query
10. What is ASP?
  - a. Advanced Software Programs
  - b. Active Share Programs
  - c. Advanced Script Pages
  - d. Advanced Script Programs
  - e. Active Server Pages





# Answer Key

Chapter 1	
1	B
2	D
3	C
4	C
5	D
6	A
7	B
8	A
9	E
10	B

Chapter 2	
1	E
2	C
3	C
4	A
5	B
6	D
7	D
8	E
9	A
10	B

Chapter 3	
1	A
2	D
3	B
4	B
5	E
6	D
7	C
8	A, C
9	E
10	C

Chapter 4	
1	A
2	B
3	C
4	A, D
5	D
6	A
7	E
8	D
9	C
10	A

Chapter 5	
1	A, C, D
2	B
3	E
4	D
5	D, E
6	A
7	B
8	E
9	B, C
10	A

Chapter 6	
1	C
2	B
3	E
4	D
5	A
6	A
7	D
8	B
9	C
10	E

Chapter 7	
1	E
2	A, D
3	C
4	D
5	B, D, E
6	B
7	A
8	B, C, D
9	E
10	E

Chapter 8	
1	D
2	B
3	A
4	B, D, E
5	E
6	E
7	C
8	B
9	C
10	E



## Chapter 2: Complete the missing codes

### 1. A new blank page

```
<html>  
<head>  
<title>New Page 1 </title>  
</head>  
<body>  
</body>  
</html>
```

### 2. A centered Heading2

```
<h2 align="center">Amazing Earth Facts</h2>
```

### 3. A dark blue horizontal line with a length of 60 percent of window

```
<hr color="darkblue" width="60%">
```

### 4. A text with blue background color and white text color

```
<font color="white">  
<span style="background-color: blue">Amazing  
</span>  
</font>
```

### 5. A picture with a size of 150x100 in pixels

```

```

### 6. A light blue page background color

```
<body bgcolor="lightblue" >
```

### 7. A fix page background picture

```
<body background="back.jpg" style="background-attachment: fixed">
```



# Appendix

## Web Design Tips & Tricks

Follow these tips while designing and developing your site:

- ✓ **Plan**

Make a site plan before starting.

- ✓ **Layout**

Use a consistent layout and design throughout the site. Keep it simple for a user friendly one.

You can limit the width of the web page by placing a table with a fixed width or set the page to expand and shrink with changes in browser window size layout to avoid a horizontal scrollbar.

- ✓ **Comment**

Use comments in codes to remember what you did when you come back later.

- ✓ **Optimize HTML code**

Remove empty tags, white space, redundant tags, unused and empty style definitions.

- ✓ **Long Pages**

Avoid to use long pages: Reading entire page will be boring.

- ✓ **Fonts**

Use readable font size and well-known font faces.

- ✓ **Images**

Avoid to use large images: The page loads longer.

Use pictures in the correct file format.

Include text alternative for pictures using the alt and title tags.

Wrap text around images.

- ✓ **Hyperlinks**

They should be clear to navigate easier.

They should be emphasized by giving font or style effects.

Colors

Use a good color combination for your website; background, text, hyperlinks, scrollbars etc.

- ✓ **Download Time**

Limit web page size including text, pictures and other objects.

- ✓ **Preview**

Preview the site on different screen resolutions and different browsers as much as possible.

Navigate through the site to check hyperlinks and verify that the pages look the way you want them to.



## HTML Color Reference

Color Name	Color HEX	Color
AliceBlue	#F0F8FF	
AntiqueWhite	#FAEBD7	
Aqua	#00FFFF	
Aquamarine	#7FFFD4	
Azure	#F0FFFF	
Beige	#F5F5DC	
Bisque	#FFE4C4	
Black	#000000	
BlanchedAlmond	#FFEBCD	
Blue	#0000FF	
BlueViolet	#8A2BE2	
Brown	#A52A2A	
BurlyWood	#DEB887	
CadetBlue	#5F9EA0	
Chartreuse	#7FFF00	
Chocolate	#D2691E	
Coral	#FF7F50	
CornflowerBlue	#6495ED	
Cornsilk	#FFF8DC	
Crimson	#DC143C	
Cyan	#00FFFF	
DarkBlue	#00008B	
DarkCyan	#008B8B	
DarkGoldenRod	#B8860B	
DarkGray	#A9A9A9	
DarkGreen	#006400	
DarkKhaki	#BDB76B	
DarkMagenta	#8B008B	
DarkOliveGreen	#556B2F	
Darkorange	#FF8C00	
DarkOrchid	#9932CC	
DarkRed	#8B0000	
DarkSalmon	#E9967A	
DarkSeaGreen	#8FBC8F	
DarkSlateBlue	#483D8B	
DarkSlateGray	#2F4F4F	
DarkTurquoise	#00CED1	
DarkViolet	#9400D3	
DeepPink	#FF1493	
DeepSkyBlue	#00BFFF	
DimGray	#696969	
DodgerBlue	#1E90FF	
Feldspar	#D19275	
FireBrick	#B22222	
FloralWhite	#FFFAF0	
ForestGreen	#228B22	
Fuchsia	#FF00FF	
Gainsboro	#DCDCDC	
GhostWhite	#F8F8FF	
Gold	#FFD700	
GoldenRod	#DAA520	
Gray	#808080	
Green	#008000	
GreenYellow	#ADFF2F	
HoneyDew	#F0FFF0	
HotPink	#FF69B4	
IndianRed	#CD5C5C	
Indigo	#4B0082	
Ivory	#FFFFF0	
Khaki	#F0E68C	
Lavender	#E6E6FA	
LavenderBlush	#FFF0F5	
LawnGreen	#7CFC00	
LemonChiffon	#FFFACD	
LightBlue	#ADD8E6	
LightCoral	#F08080	
LightCyan	#E0FFFF	
LightGoldenRodYellow	#FAFAD2	
LightGrey	#D3D3D3	
LightGreen	#90EE90	
LightPink	#FFB6C1	
LightSalmon	#FFA07A	
LightSeaGreen	#20B2AA	
LightSkyBlue	#87CEFA	
LightSlateBlue	#8470FF	



LightSlateGray	#778899	
LightSteelBlue	#B0C4DE	
LightYellow	#FFFFE0	
Lime	#00FF00	
LimeGreen	#32CD32	
Linen	#FAF0E6	
Magenta	#FF00FF	
Maroon	#800000	
MediumAquaMarine	#66CDAA	
MediumBlue	#0000CD	
MediumOrchid	#BA55D3	
MediumPurple	#9370D8	
MediumSeaGreen	#3CB371	
MediumSlateBlue	#7B68EE	
MediumSpringGreen	#00FA9A	
MediumTurquoise	#48D1CC	
MediumVioletRed	#C71585	
MidnightBlue	#191970	
MintCream	#F5FFFA	
MistyRose	#FFE4E1	
Moccasin	#FFE4B5	
NavajoWhite	#FFDEAD	
Navy	#000080	
OldLace	#FDF5E6	
Olive	#808000	
OliveDrab	#6B8E23	
Orange	#FFA500	
OrangeRed	#FF4500	
Orchid	#DA70D6	
PaleGoldenRod	#EEE8AA	
PaleGreen	#98FB98	
PaleTurquoise	#AFEEEE	
PaleVioletRed	#D87093	
PapayaWhip	#FFEFD5	
PeachPuff	#FFDAB9	
Peru	#CD853F	
Pink	#FFC0CB	
Plum	#DDA0DD	

PowderBlue	#B0E0E6	
Purple	#800080	
Red	#FF0000	
RosyBrown	#DC8CFC	
RoyalBlue	#4169E1	
SaddleBrown	#8B4513	
Salmon	#FA8072	
SandyBrown	#F4A460	
SeaGreen	#2E8B57	
SeaShell	#FFF5EE	
Sienna	#A0522D	
Silver	#C0C0C0	
SkyBlue	#87CEEB	
SlateBlue	#6A5ACD	
SlateGray	#708090	
Snow	#FFFAFA	
SpringGreen	#00FF7F	
SteelBlue	#4682B4	
Tan	#D2B48C	
Teal	#008080	
Thistle	#D8BFD8	
Tomato	#FF6347	
Turquoise	#40E0D0	
Violet	#EE82EE	
VioletRed	#DC143C	
Wheat	#F5DEB3	
White	#FFFFFF	
WhiteSmoke	#F5F5F5	
Yellow	#FFFF00	
YellowGreen	#9ACD32	



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