# FrontPage Guide

Definitions

These words are used often, so learn them now!

- **Hyperlink** - Text or graphic hotspots that load other webpages when clicked on.
- **Pixel** - The unit of measurement on the web. One pixel is approximately the size of a period (.) in 12-point Arial font.
- **Shortcut menu** - As with all PC programs, access popup shortcut menus by right-clicking on objects with the mouse.
- **URL (Universal Resource Locator)** - The address of a web site. This what is after the "http://" on the location bar on your browser.
- **Web** - In FrontPage, your web site is referred to as a web.

FrontPage Screen Layout

Below is a diagram of the default page layout in FrontPage. You can change the view by selecting a different **View Option**.
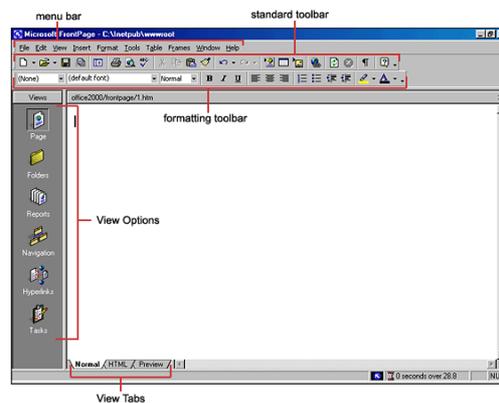

Views

- **Page view** gives you a WYSIWYG editing environment for creating and editing web pages.
- **Folders view** lists all of the files and folders in your web for easy management.
- **Reports view** identifies problems with pages and links in the web including slow-loading pages, broken links, and other errors.
- **Navigation view** lists the navigation order of the site and allows you to change the order that a user would view the pages.
- **Hyperlinks view** allows you to organize the links in the web pages.
- **Tasks view** provides a grid for inputting tasks you need to complete in your web.

Creating a Web Using the Web Wizard

- Open FrontPage and select **File|New|Web...** from the menu bar or click the small down arrow next to the **New** button on the standard toolbar and select **Web...**.
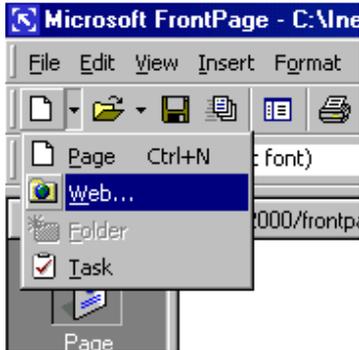
- Select the type of web you want to create. It is usually best to create a simple **One Page Web** which you can add additional blank pages to as you need them. Enter a location for the web in the box provided beginning with "http://". This is the location where you can preview the web on your computer. It will need to be copied to the server to be viewed to the world on the WWW.
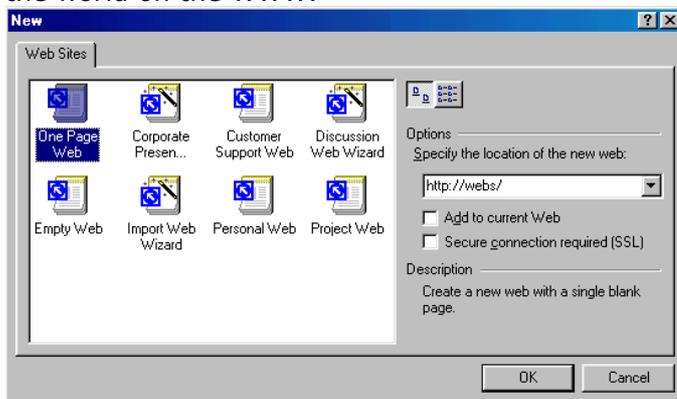
- Click **OK** and wait for FrontPage to finish creating the web.
- Now, explore your web. Click **Folders view** to see the initial page (default.htm) that was created and two folders. The "images" folder is where you will place all your graphics and photos. While it is not imperative that the images be placed in a separate folder, it keeps the web organized.
- Click on **Reports view** to see a list of reports for the site. As you construct your web, this page will be much more useful. From here, you can identify and correct broken hyperlinks and fix large pages that take a long time to load.
- View the navigation layout of the web by clicking **Navigation view**. Right now, there is only one page - the home page - listed. As more pages are added, this page becomes helpful to see how all your pages are linked together.
- Hyperlinks view allows you to manage the links on your pages.
- Optional - in Tasks view, list the tasks that need to be accomplished to create the web. Select **Edit|Task|Add Tasks** to add a task. Or click the down arrow beside the New button on the standard toolbar.
- Make pages and save them, marking them as completed in the task view.
- Click **Folders** view to locate the open the next page to work on.
- When you are ready to publish your web on the FGCU server, copy the folder to the server.

Creating a Web Page from a Template

FrontPage provides many individual page templates that can be added to any web. Follow these steps to add a template to a web page.

- Select **File|New|Page...** and choose a template.
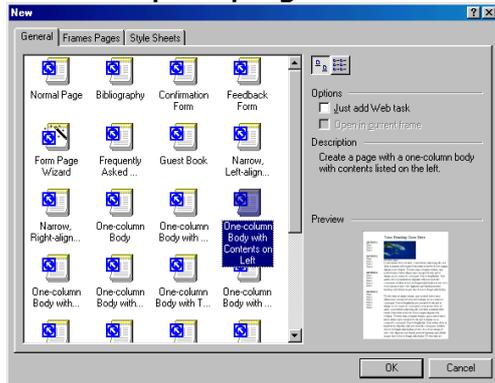
- Select a template and click **OK**.
- Replace the place-holding body text with your own text and photos with images you would like on your web page.

Report View

When your web is completed, click **Reports** view to verify that links are correct and use the **Reporting** toolbar to switch between reports.

Open A Web

To open a web you have already created, select **File|Open Web...** from the menu bar. Select the web folder from the list and click **Open**.

Saving A Web

Save all the pages within the web created by FrontPage. These pages, however, are not visible to anyone on the Internet. You must copy the entire web folder to a network drive.

Page Properties

Change various page properties by selecting **File|Properties** from the menu bar. The Page Properties window will allow you to change many general properties, the page background, margins, and more.
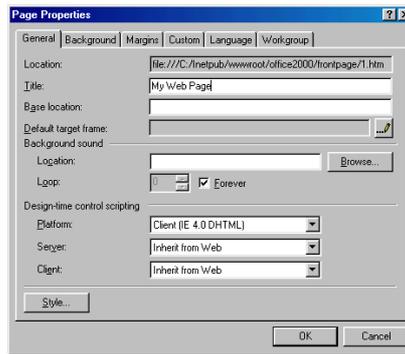
- **General** - Under the General tab, one property that needs to be changed is the **Title**. This is the text that will appear across the top of the screen above the browser's menu bar when the page is viewed on the web. Background sounds are not recommended and design-time control scripting options do not need to be changed.
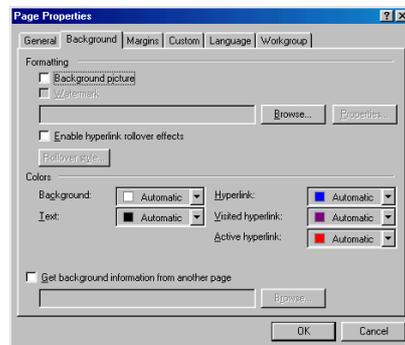

- **Background** -

  Check the **Background picture** box and select an image by clicking the **Browse...** button to add a repeating graphic to the background of the page.

  Enable hyperlink rollover effects adds a <u>Cascading Style Sheet</u> to the page that causes the appearance of text links to change when the mouse is placed over them. These effects are not visible in Netscape version 4 and lower.

  Set the **Background** color and a default **Text** color if it is not black.

  Hyperlink colors can be changed as well. The color set for **Hyperlink** will be the color of the text of a link that has not been viewed yet by the web site user. **Visited hyperlink** is the color the link will turn after the page has been visited. **Active hyperlink** is the color of the link as it is being pressed. This color is usually barely seen as the user quickly clicks the link. The default colors that web users are used to are blue for normal and purple for visited. Refrain from swapping these colors so users will not be confused!

- **Margins** - Set the top and left margin width by pixels if necessary. It is not necessary to alter any of the properties on the remaining tabs.

Themes
Themes can quickly add color, graphics, and a common layout to your web pages.

- Open a web page and select **Format|Theme** from the menu bar or right-click on the page and select **Theme...** from the shortcut menu.


- Under **Apply Theme to**, select **All pages** to add the theme to all pages in your web or **Selected page(s)** to only apply the theme to activated pages.
- Scroll through the theme selections and highlight the theme names to preview the theme in the **Sample of Theme** window. Click the check boxes to change the theme as well.
    - **Vivid Colors** enhances the colors of the theme.
    - **Active Graphics** will convert navigation buttons to Java applets that change when the mouse hovers over them.
    - **Background picture** including a repeating background image to the page. Uncheck the box for a plain color background.
    - **Apply Using CSS** will add the properties to a style sheet.
- Click **OK** when you have chosen the theme

Removing a Theme

To remove a theme from a page after it has been applied, select **Format|Theme** from the menu bar and select the first "(no theme)" option from the themes list. Click **OK**.

Font Properties

Many properties of fonts can be changed from the **Font** dialog box. Highlight the text that will be formatted and select **Format|Font** from the menu bar.
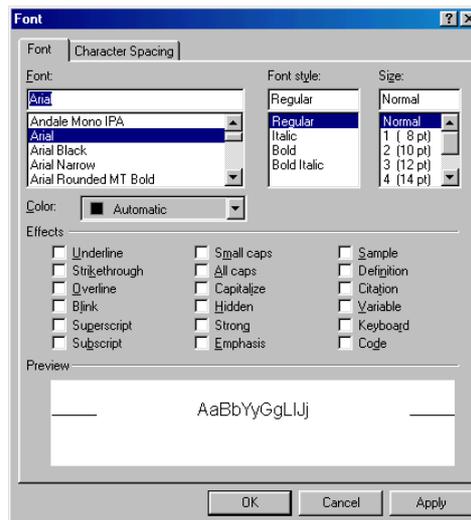
- **Font** - Select a simple, common font for the web page. Keep in mind that the list that appears in FrontPage is the list of fonts loaded onto *your* computer while many of the visitors of your web site will not have the same fonts. Choose a font such as Arial, Geneva, Verdana, Helvetica, or another sans-serif font that is easy to read and most people have loaded on their computers.

- **Font Style** - Select bold, italics, or a combination of both.
- **Size** - Font sizes on web pages are designated by different values than the point sizes you may be used to working with in Word and other word processing programs. Font sizes are listed in parentheses next to the HTML point sizes. A point size of 2 or 3 is usually best for paragraph text. Below are examples of the font sizes using Arial font.

<small>font size 1</small>
font size 2
font size 3
font size 4
font size 5

- **Effects** - Many of these effects are unnecessary and some are not viewable on all browsers. It is not recommended that you *underline* any text as this will confuse your user since links are usually underlined. Use bold and italics to emphasize text instead of underlining. *Blink* is an old HTML specification and since it is quite annoying, many browsers no longer support it. *Strong* and *Emphasis* produce similar results to bold and italics.
- Press **OK** when finished.

Headings
Explain these. They generally don't work properly in Netscape, but do work when assigned values in themes.

Converting Text to Tables
The text below was typed into FrontPage by pressing the **TAB** key after each number and **ENTER** to begin each new line.
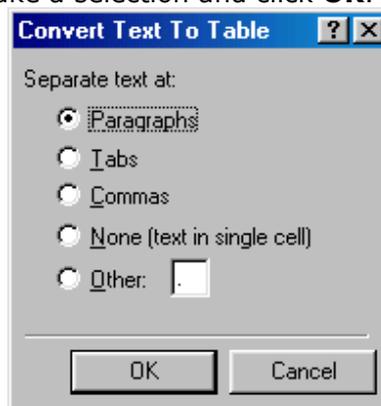
FGCU Microsoft Office Tutorials

1   Microsoft FrontPage tutorial

2   Microsoft PowerPoint tutorial

The text can be put into a table by selecting **Table|Convert|Text to Table** from the menu bar. This dialog window will appear. Make a selection and click **OK**.

- **Paragraphs** - A new table row will begin at each new paragraph. Each line is placed in a single cell on a new row.

| FGCU Microsoft Office Tutorials |
| 1   Microsoft FrontPage tutorial |
| 2   Microsoft PowerPoint tutorial |

- **Tabs** - A new column will begin at each tab stop.

FGCU Microsoft Office Tutorials	
1	Microsoft FrontPage tutorial
2	Microsoft PowerPoint tutorial

- **Commas** - A new column will begin at each comma. The text below produces the same table format as the TAB setup.

FGCU Microsoft Office Tutorials

1,Microsoft FrontPage tutorial

2,Microsoft PowerPoint tutorial

- **None** - All the highlight text will be placed into a single table cell.

| FGCU Microsoft Office Tutorials |
| 1   Microsoft FrontPage tutorial |
| 2   Microsoft PowerPoint tutorial |

- **Other** - Select another delimiter for creating a table.

Creating Links

Hyperlinks are text or graphics that can be clicked to bring the user to another web file such as a web page or graphic. They are the essence of the World Wide Web as they link pages within sites and web sites to other web sites. To create a hyperlink in FrontPage, follow these steps:

- Highlight the text or graphic that will be the hyperlink and select **Insert|Hyperlink** from the menu bar or pressing **CTRL+K**.
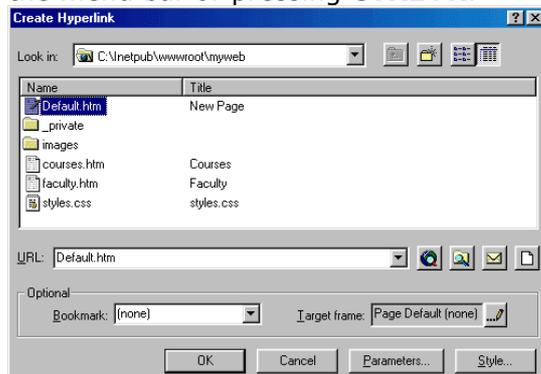
- If the link will lead to a page within your site, highlight the page on the list and click **OK**. If it is an external link that will lead to another web site, enter the URL in the **URL box**. External URLs MUST begin with "http://" or they will not work. For example, to link to the FGCU home page, type "http://www.fgcu.edu/" instead of "www.fgcu.edu/".

E-mail Links

Create an e-mail address link by highlighting the text (which should be written as the e-mail address) and pressing **CTRL+K**. Click the e-mail button with the envelope icon (circled in red below) and enter the e-mail address in the box provided. Click **OK** on both windows to finish.
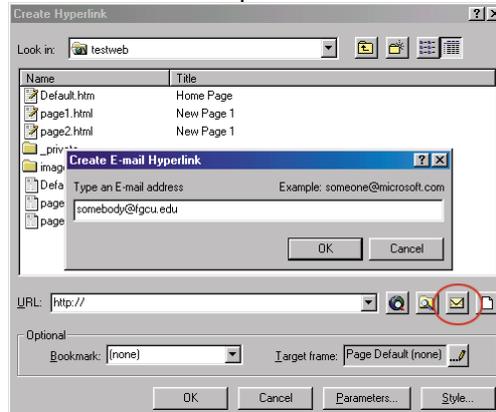

Bookmarks

Text and graphics can be set as bookmarks (called "anchors" everywhere except FrontPage) that can be linked to within a page. For example, if a page lists a course syllabus, the titles for each week can be set as bookmarks and a row of links can be added to the top of the page that will each skip down to those bookmarked sections. This method of using bookmarks allows visitors to your site to quickly access information by not having to scroll down the page to view the information they want.

> **Add a bookmark to a page** by following these steps highlighting the text or graphic that will be the bookmark and select **Insert|Bookmark...** from the menu bar. Enter the bookmark name in the space provided and click **OK**.
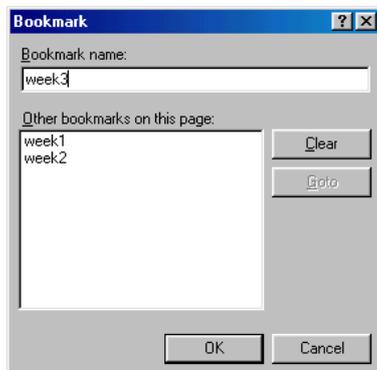
> **Create a link to a bookmark** by highlighting the text that will be the link and pressing **CTRL+K**. Select the bookmark from the drop-down menu in the **Optional** category and click **OK**. Link to a bookmark on a separate page by first selecting the file name from the listing and then choosing from the bookmarks in the drop-down menu.
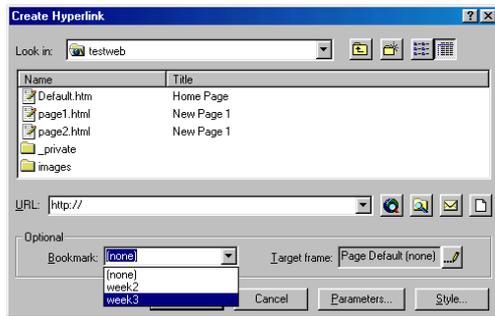
Hotspots

By making a graphic a link in the ways that have already been discussed, each graphic can only link to one location. However, you may have a single graphic that has several sections that each need to link to different pages. Hotspots allow you do to this by creating an image map over the graphic. The main header on the FGCU homepage will be used as an example:

The FGCU logo, "Search", "Directory", and "Index" images all link to different pages on this single graphic. Hotspots can be created by following these steps:

- Insert the graphic onto the webpage.
- Using the hotspot tools on the **Drawing** toolbar, use the necessary shapes to draw the hotspots on the graphic.

  The rectangle tool will be used first to draw the hotspot around "search".

- The hyperlink window will appear when the mouse button is released. Enter the URL, e-mail address, or bookmark the hotspot will link to.
- Repeat steps 2-3 until all the hotspots have been added. Use the handles on the hotspots to resize them.

- If the remainder of the graphic (any part not covered by a hotspot such as the green to blue gradient in the center of this graphic) should be another link, right-click on any area of the graphic that is not a hotspot, select **Picture Properties** and enter the **Default hyperlink** location.

Table Uses

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

Creating a Table

A quick way to create a small table is using the table button on the standard toolbar. Click the button and drag the mouse over the grid, highlighting the cells that should appear on the table. When the table size has been selected, click the mouse button again.
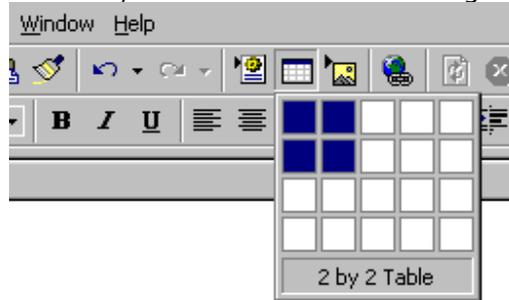
A table outline with 2 rows and 2 columns will appear on the page:
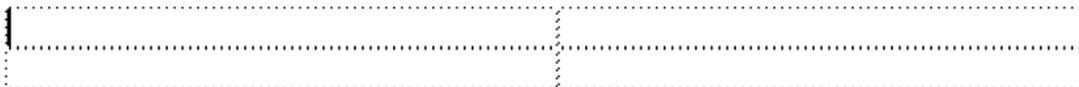
Table Properties

Select **Table|Properties|Table** from the menu border to modify the table's properties.

- **Alignment** refers to the table's position on the page, not the alignment of the text within the table. Choose "Center" to center the table on the page, or select left, right, or justify. Default is usually left alignment.
- **Cell padding** is the number of pixels between the text and the cell walls.
- **Cell spacing** is the number of pixels between the table cells.
- **Specify width** sets the width of the table by a distinct number of pixels or by a percentage of the screen width.
- **Specify height** is usually not necessary to set since the height depends on the number of rows in the table.

  The following table was produced by the settings shown in the window above.

1	Microsoft FrontPage
2	Microsoft PowerPoint

- **Border size** indicates the depth of the table border. The dotted lines on the table above are shown only as a visual reference of the table structure, but since this table's border is set to 0 pixels, no borders will show on a web page:

  1.   Microsoft FrontPage
  2.   Microsoft PowerPoint

Below is the same table with a border set to 5 pixels:

- **Border color** will change the color of the borders on the table. The MSIE and Netscape browsers read this property differently. MSIE changes all the border to the solid color, while Netscape keeps the three-dimensional quality of the table and only changes the outer border of the table. Since FrontPage is a Microsoft product, you will always see the MSIE version when constructing a web page in FrontPage.

   Microsoft Internet Explorer 5.0   **Netscape Navigator 4.7**

-
- **Light border and dark border** change the highlight and shadow colors of the table. Be aware that these attributes are not read by Netscape. Light and dark borders of red and green were added to the table, but notice that the Netscape table is still blue:

   Microsoft Internet Explorer 5.0   **Netscape Navigator 4.7**

-
- **Background color** adds a background to the table cells. MSIE will add the color to the background of the cells and the space between the cells while Netscape only adds the color to the background of the cells:

   Microsoft Internet Explorer 5.0   **Netscape Navigator 4.7**

-
- **Use background picture** will add a background image to the table and again, there are differences between browsers. MSIE will repeat the image over the entire background of the table while Netscape repeats the image in each cell:
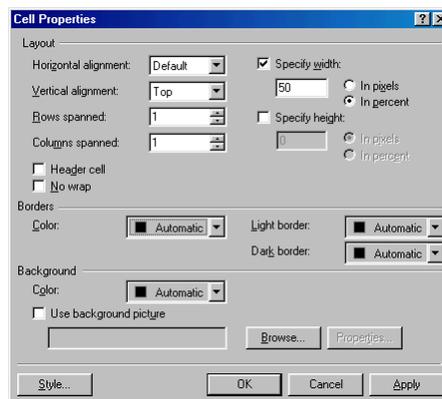
   Microsoft Internet Explorer 5.0   **Netscape Navigator 4.7**

▪

Cell Properties

Select **Tables|Properties|Cell** from the menu bar or **Cell Properties** from the shortcut menu to change the properties of the table cells. Begin by highlighting the cells whose properties will be changed.

- ▪ **Horizontal alignment** is defaulted to the left side of the table cell. Change this attribute to center or right-justify the text within the table cell.
- ▪ **Vertical alignment** is defaulted at middle as shown in the example below. Since the text in the right-hand column cover more than one line and the left-hand cells do not, that text is centered vertically in the cell. Select "top" or "bottom" to override this default setting.

- ▪ Setting **rows spanned** and **columns spanned** is better achieved by a method explained below.
- ▪ **Specify width** and **specify height** will set the width and height of the cells. Percentages refer to the portion of the table, not a percentage of the entire screen.
- ▪ Select **Header cell** to automatically bold and center the content of the cell.
- ▪ **Border color** is a setting that is not read by Netscape. This changes the color of the cell border only when viewed with MSIE. Note the red borders on the cells in the top row of the MSIE example:

Microsoft Internet Explorer 5.0   **Netscape Navigator 4.7**

▪
  Light and dark border settings will additionally be read by MSIE but not by Netscape.

▪ **Background color** changes the cell's background color. In Netscape, this is the same effect of setting the entire table's background color since the color is not added between the cells.

Microsoft Internet Explorer 5.0   **Netscape Navigator 4.7**
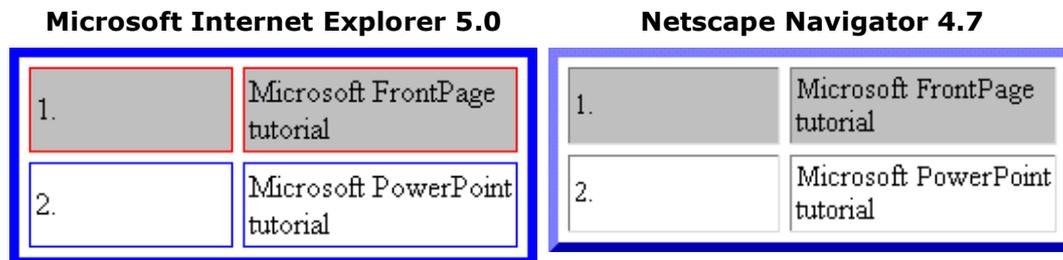
▪ **Background image** adds a graphic to the background of each cell. In Netscape, this is the same effect as setting the background graphic for the entire table since it begins a new repeating pattern for each cell.

Microsoft Internet Explorer 5.0   **Netscape Navigator 4.7**
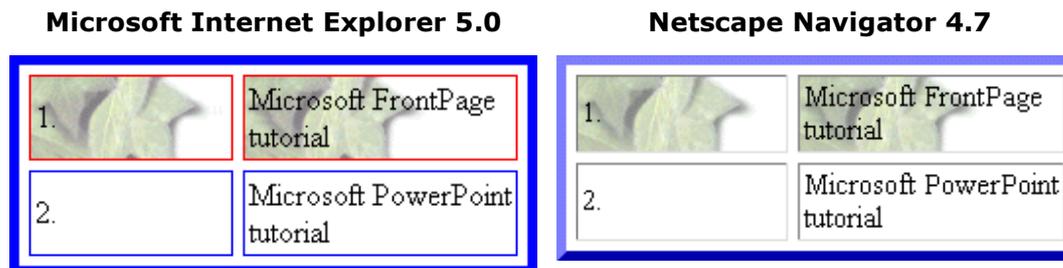
Inserting Rows and Columns

Quickly add rows or columns to a table by placing the cursor in the cell the new row or column will be adjacent to, right-click the mouse to access the popup shortcut menu, and select **Insert Row** or **Insert Column**. Another method is to use the **Insert Rows or Columns** dialog box:

▪ Place the cursor in a cell where the new row or column will be adjacent to.
▪ Select **Table|Insert|Rows or Columns** from the menu bar.
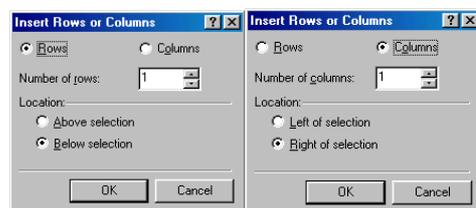
▪ To insert a row, select **Rows** and enter the **Number of Rows**. Then select the **Location** of the new row by selecting **Above selection** or **Below selection** from where you placed the cursor in step 1.
▪ Click **Columns** to insert a new column and the choices will change. Enter the **Number of columns** and the **Location** left or right of the selected point.

- Click **OK**.

Spanning Cells

There is often the need to create a cell than spans rows or columns, such as the a title at the top of a table. This example will begin with the same table already used on this page.

- Insert a new row to the top of the table.
- Type the text of the row that will be spanned across the columns by typing into the first cell and highlight the cells as shown below:

FGCU Microsoft Office Tutorials	
1.	Microsoft FrontPage tutorial
2.	Microsoft PowerPoint tutorial

- Select **Table|Merge Cells** from the menu bar or right-click with the mouse and select **Merge Cells** from the popup shortcut menu..

FGCU Microsoft Office Tutorials	
1.	Microsoft FrontPage tutorial
2.	Microsoft PowerPoint tutorial

- Center the text in the cell by from the **Cell Properties** window and deselect the cell.

FGCU Microsoft Office Tutorials	
1.	Microsoft FrontPage tutorial
2.	Microsoft PowerPoint tutorial

- To split the cell again, select the cell and choose **Table|Split Cell** from the menu bar.

Image Types

HTML code used on the web recognizes two basic graphic formats - GIF and JPEG. All the images on your web page must be either of these formats.

- **JPEG** (Joint Photographic Exchange Group) - As a general rule, photos should be saved as JPEGs. This file type consists of 16 million colors.
- **GIF** (Graphic Interchange Format) - These files contain 256 colors or less and should generally be used for non-photo graphics. All of the images on these tutorial pages are saved in GIF format.

Inserting a Graphic

To add a photo or graphic to a web page, select **Insert|Picture|From File** from the menu bar. Choose the file and click **OK**.

Picture Properties

To change the properties of the picture, select the image and choose **Format|Properties** from the menu bar.
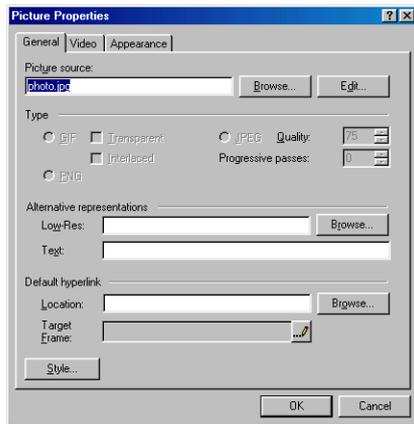
Below **Alternative representations**, type a description of the image in the **Text** box. This text will appear in place of the graphic if the user browses your site with graphics turned off on their browser and will also be displayed while the picture is loading.

Click the **Appearance** tab.

- Change the **Alignment** if the picture should be aligned to the right or left of the text on the page or if it should be centered on the page.
- **Border thickness** will add a border to the picture depending on the number of pixels you enter. Leave this value at "0" if there is no border on the picture.
- **Horizontal spacing** and **Vertical spacing** are measured in pixels and will add white space surrounding the picture either above and below (vertical) or on both sides (horizontal).
- FrontPage automatically calculates the size of the image. However, if you would like it smaller or larger than actual size, check the **Specify size** box and enter the new **Width** and **Height** values. Please note, it is recommended that you change the actual size of the image in an editing program such as Adobe Photoshop instead of changing these values, particularly if the actual size is large and you want it to appear smaller on the screen. Resizing the actual size of the graphic will lower the download speed of the image.

Horizontal Lines

Horizontal lines can divide sections of text for easy reading.

- Place the cursor on the page where the horizontal line should be added.
- Select **Insert|Horizontal Line** from the menu bar.

109

- Double click on the line to change its properties.

- Set the **Width** of the line either as a percentage of the window or an absolute size in pixels.
- Change the thickness of the line by setting the **Height** in pixels.
- Set the **Alignment** of the line to the left, center, or right size of the page.
- The lines are automatically shaded to give the illusion of depth. Check the **Solid line** box to make the line all one color and set a **Color** for the line if necessary (not supported by Netscape).

Shaded horizontal line:

Solid horizontal line (red when viewed with MSIE):

- Click **OK** when finished.

Symbols

Add unique symbols such as the copyright (©) and accented letters (é) from the **Symbol** dialog box. Select **Insert|Symbol...** from the menu bar. Click the symbol on the list you want to add and it will appear in the preview window. Click the **Insert** button to add the symbol to the page. Keep adding symbols and click **Close** when finished.
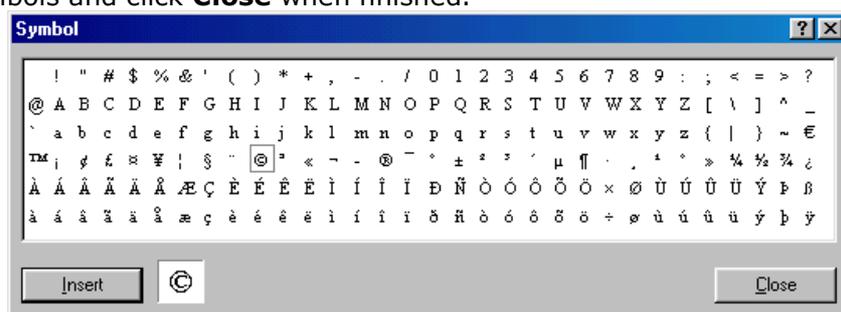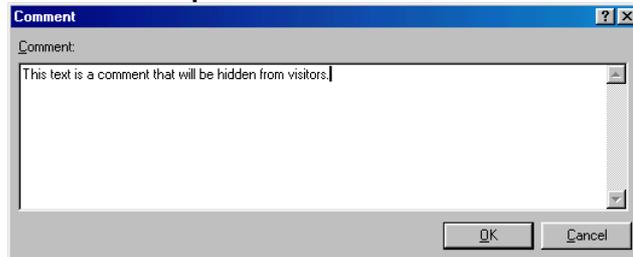

Comments

Text can be hidden from visitors to your web page and still be visible to you when the page is edited in FrontPage. These comments can be added by following these steps:

- Place the cursor on the page at the location where the comment will be added.

- Select **Insert|Comment** from the menu bar.

- Type the text in the **Comment** box and click **OK**.

Notice that the commented text begins with "Comment: " and is another color to differentiate it from regular text. Open the page in a browser to see that the commented text is not visible on the page.

Web Design Tips

- **Background Images:** Use background images with caution. Light watermarks usually work fine, but dark, busy graphics can impair the readability of the page. Solid, muted colors are usually best to use.

- **Fonts:** Stick with common fonts such as Arial and Times New Roman. Although there are many fonts to choose from, if the user does not have a font you choose on their computer, a default font will be used.

- **Long Pages:** Divide the information into different pages. A long and endless scrolling page is difficult to read.

- **Sound:** Refrain from using sound, particularly embedded sound files, if possible. If a sound file must be included, make it a link on the page so the visitor to your page can turn it on and off. Many people surf the web with their computer speakers turned off so embedding a sound file that automatically downloads will unnecessarily increase the download time of the page.

- **Hyperlinks:** Always use descriptive words for link text instead of the simple "Click Here!" For example:

    Incorrect - This site includes tutorials for using programs in the Microsoft Office suite. To view the Microsoft Office 2000 tutorials, click here.

   *Correct* - To learn more about using the programs of the Microsoft Office suite, visit the Microsoft Office 2000 tutorial homepage.

- **Page Size:** While most Internet users use a screen resolution of 800X600 or higher, there are still users with monitors set to 640X480. Design your web pages so all material is viewable on this small resolution. Therefore, do not create graphics or tables wider than 620 pixels.

Testing
Since different browsers (mainly Microsoft Internet Explorer and Netscape Navigator) read webpage differently, preview your pages in both browsers to make sure the page looks the way you want it. FrontPage provides an easy way to accomplish this.

- Select **File|Preview** in Browser from the menu bar.
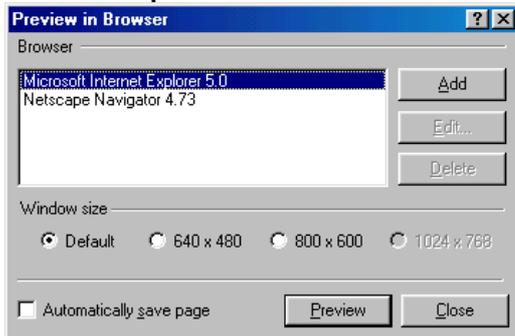
- The list of browsers installed on your computer will be listed. Highlight the browser name and click **Preview** for each browser.

Navigation bars created in FrontPage are a quick method for adding navigation links to all the pages in a web. The diagram below illustrates the features of creating navigation bars:
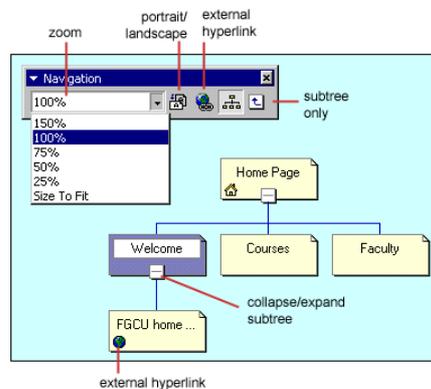

Create a Navigation Bar

- Open a web in **Navigation View**. A single "parent" page should be visible in the blue area of the screen.
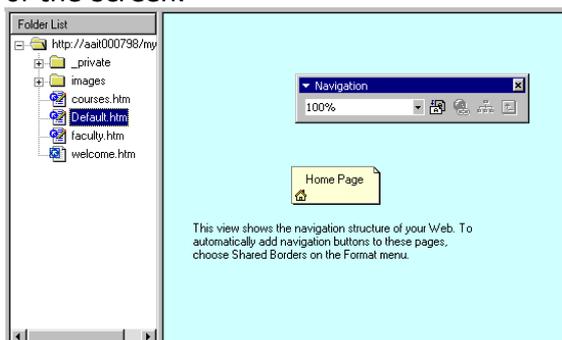

- Add more pages to the navigation tree by dragging the file names in the **Folder List** onto the blue navigation window. Relation connectors will be added between the new "child" page and the parent page. Release the mouse button when the relationship between the

pages is accurately represented.
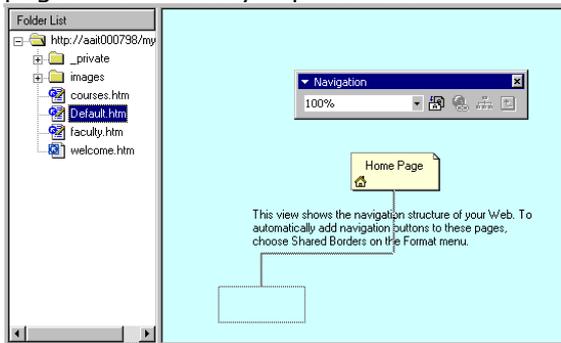
- Continue adding pages to the navigation tree. If you make a mistake, pages can always be moved to new locations on the tree by clicking and dragging them with the mouse.
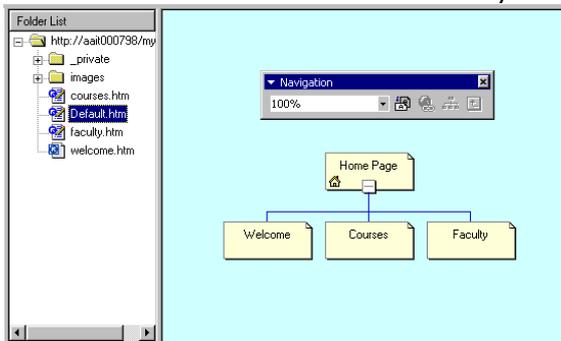

- Add a link to a page outside of the web by selecting the page the link will extend from on the navigation tree and clicking the external hyperlink button on the Navigation toolbar. Type the URL beginning with "http://" in the **URL:** window of the **Select Hyperlink** box. If the link is a e-mail address, click the e-mail button at the end of the URL line that shows the image of an envelope. Enter the e-mail address in the **Create E-mail Hyperlink** box and click **OK**.
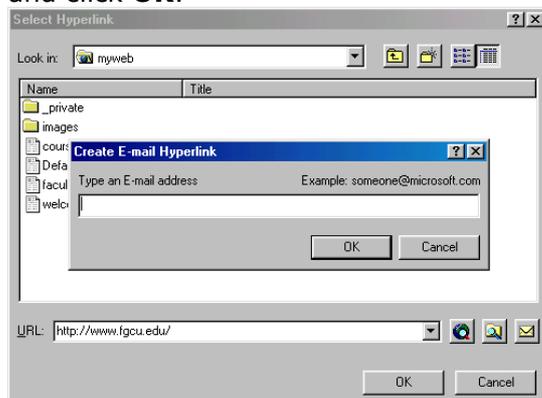

Deleting Pages from the Navigation Tree

Delete a page from the navigation tree by right-clicking on the page icon with the mouse and selecting **Delete** from the popup shortcut menu. To keep a page on the navigation tree but have it not appear on the navigation bar, select **Included in Navigation Bars**. The page now appears gray on the diagram.
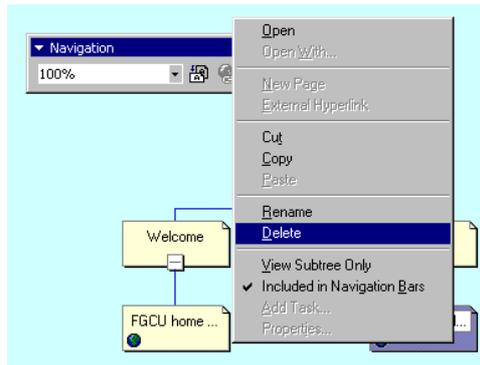
Or, select **Edit|Delete** from the menu bar and choose from one of the two options:
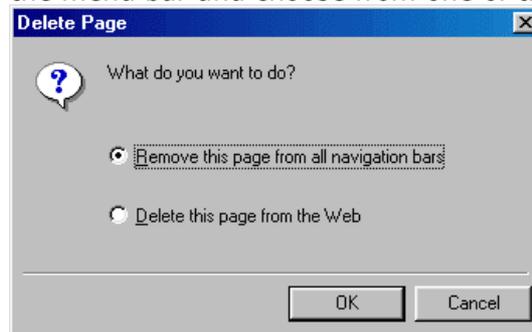
View portions of the tree by clicking the **Collapse/Expand Subtree** buttons between pages. These buttons will show a minus sign (-) when the subtree can be collapsed and a plus sign (+) when the subtree is already collapsed and can be expanded. View only the subtree of a page by highlighting the page and clicking the **Subtree Only** button on the Navigation toolbar The entire tree structure can also be toggled between landscape and portrait by clicking the orientation button on the Navigation toolbar.

Navigation Bar Properties

- Open a web page with a navigation bar in **Page View**.
- Right click on the area that the navigation bar appears or, if the navigation bar has not yet been created through Shared Borders, select **Insert|Navigation Bar...** from the menu bar.
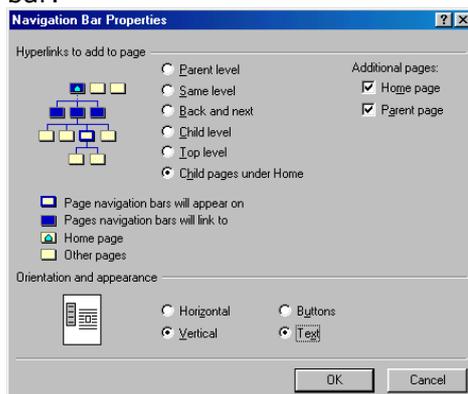
- Select which pages should appear as links in the navigation bar by selecting an option from **Hyperlinks to add to page**. The tree image will give you a preview.
- Check the **Home page** and **Parent page** boxes if those **Additional pages** should be added to the navigation bar.
- Selection the **Orientation and appearance** by choosing a **Horizontal** or **Vertical** layout for the links and if they should appear as **Buttons** or **Text**.
- Click **OK** when finished.

The themes provided in FrontPage can be modified to fit your needs. If you have already assigned a theme to a page that could like to modify it, follow the steps on this page. First select **Format|Themes** and click the modify button. This action will reveal additional buttons for modifying themes.
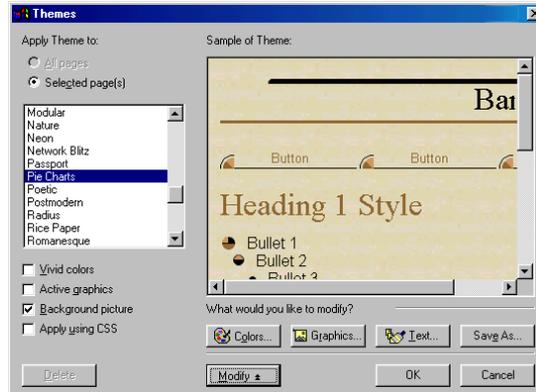
Colors

Click the **Colors...** button to modify the color scheme.

- **Color Schemes tab** - Select preset color schemes from the list and preview those colors in the theme in the Sample of Theme window.
- **Color Wheel tab** - Click and drag the circle in the color wheel to alter the color scheme. Use the Brightness slider to brighten and dim the colors.
- **Custom tab** - Change each text type individually by selecting the item from the drop-down menu and assigning a color.
- Click **OK** when you are finished modifying the color scheme.
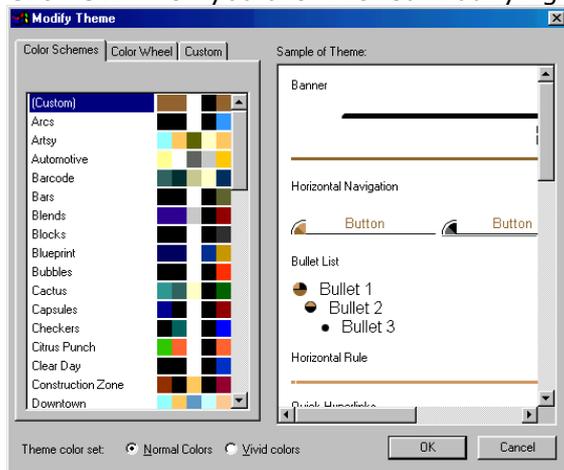
Graphics

The bullets, banners, and backgrounds on a theme can be changed as well. Click the **Graphics...** button to change the images in the theme.

- Select items from the drop-down menu. Change the images from the text field provided under the **Picture tab** and modify the fonts used from the **Font tab**.
- At the bottom of the window, select "Normal Graphics" for static images and "Active Graphics" for Java rollover applets.
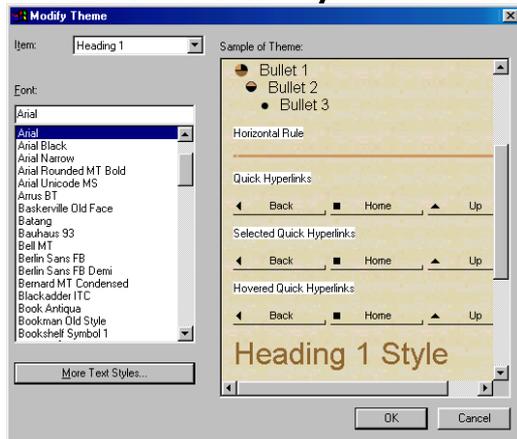
115

- Click **OK** when finished.
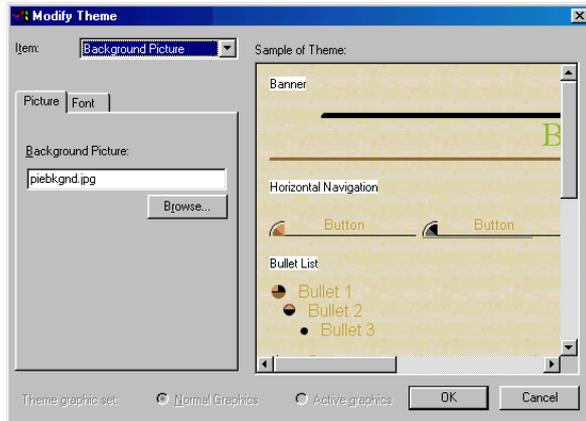
Text

The **Text...** button will provide a menu that will allow you to change the font of elements in the theme.

- Select a text element from the **Item** drop-down menu and then select the new font for the item from the **Font** list.
- Click the **More Text Styles...** button to change additional text properties.


Saving a Modified Theme

If you plan on using the same modified theme on other pages, the theme can be saved. Click the **Save As** button on the **Themes** dialog box and enter a name for the theme.

What Are Frames?

Frames divide a web page into sections that each have a different HTML source page and their own set of scroll bars. They can be useful for any site that requires part of the screen to remain static while the remainder of the screen can be scrolled. One example is site navigation where links can be placed in one frame and the scrolling page content is placed in another. There are several disadvantages to using frames including slower download time and problems with linking and printing so be sure to use them only if necessary.

As an example, the Web Boards used for many courses at FGCU use frames. The black navigation bar, Conferences list, and main content frame are the three independent frames, each having their own HTML source page.
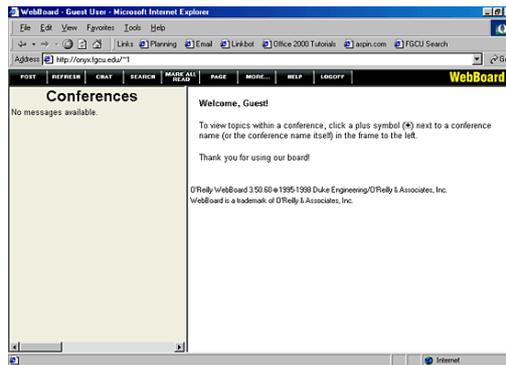
Frames pages actually consist of several HTML pages and the exact number depends on the number of frames on the page. The main page is called the *parent page*. This web page contains the instructions for the format and location of the frames, and a link to the initial loading page for each frame, but does not include the actual text or graphics that appear on the page. Each frame then has its own HTML source page that contains the text and graphics for that frame. Therefore, the WebBoard page displayed above actually consists of four pages: the parent and three frame source pages. You will need to keep this structure in mind when you save a frames page as FrontPage will prompt you to save each of these pages.

Create a Frames Page

Create a frames page by following these steps:

- Select **File|New|Page** from the menu bar and click the **Frames Pages** tab.
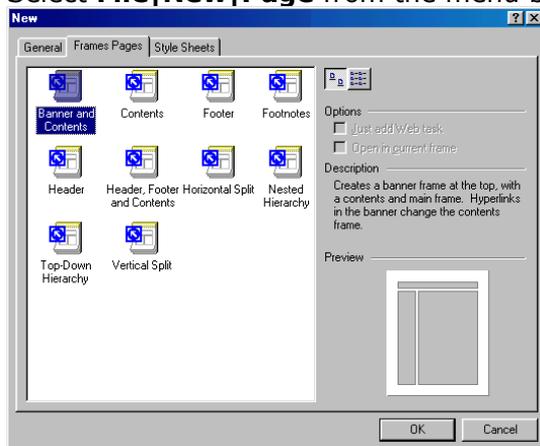
- Preview each of the choices by clicking on an icon once with the mouse and seeing the **Preview** window. Select the icon of the frames format you would like to use and click **OK**.
- When viewed in **Page** view, the web page will be divided into frames and each frame will have "Set Initial Page..." and "New Page" buttons. Click **New Page** if the source page for the frame does not yet exist. The frame will immediately turn white after the button is clicked and you will be able to type and add graphics just like a normal web page. Click **Set Initial Page** if the source page for the frame has already been created and select the

117

file from the dialog box.
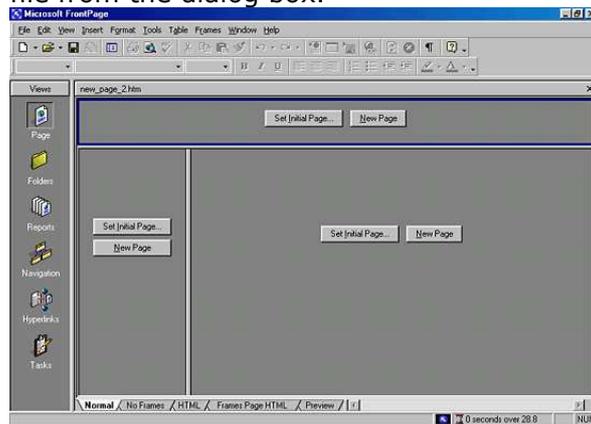
- Save the frames pages by selecting **Files|Save As** from the menu bar. You will be prompted to save the main frame page first followed by each of the frame source pages. The diagram will highlight the page you are saving. Below, the diagram highlights all of the frames in blue, indicating that the main frame page is being saved:
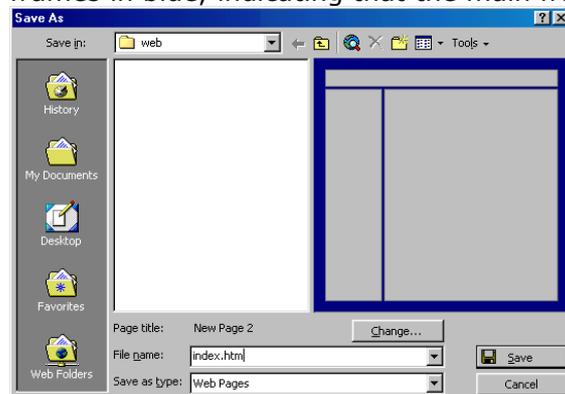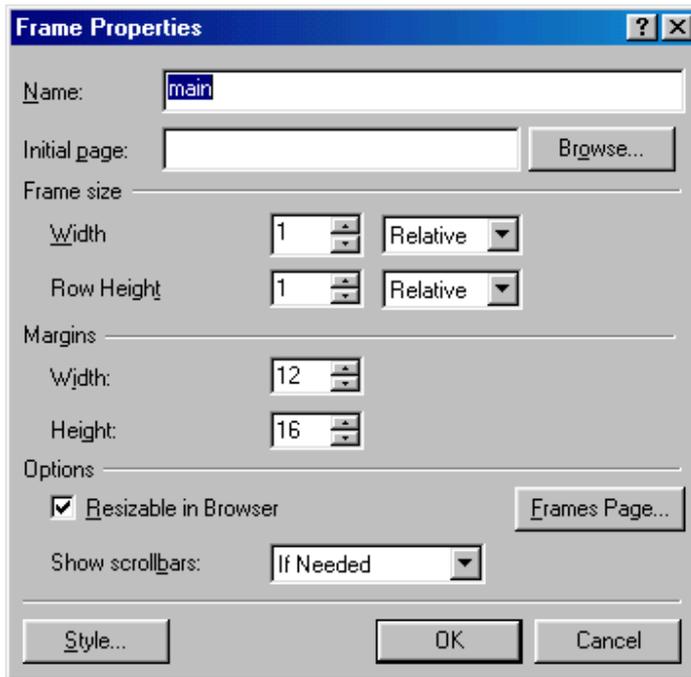

In the image below, the source of the top frame is being saved:
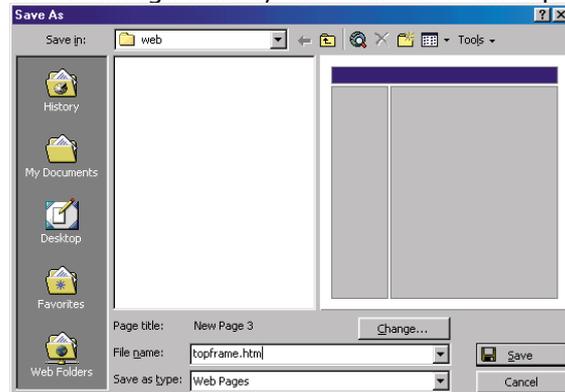
Frame Properties

Right-click on a frame either before or after its content page has been identified and select **Frame Properties** from the shortcut menu.

Name
Assign a name to each frame for linking purposes.

Initial Page
Assign the initial HTML source page.

Frame size
Designate the width and height of the frame in absolute pixels or as a percentage of the screen.

Options
Check "Resizeable in Browser" if the user should be able to click and drag the frame borders to resize them. Make a selection from "Show scroll bars" if scroll bars should be visible in the frame.

Linking in Frames
When creating a link from a frames page, click the pencil button next to the **Target frame** option on the **Create Hyperlink** dialog box. Select the proper target for the link from the **Common targets** box.
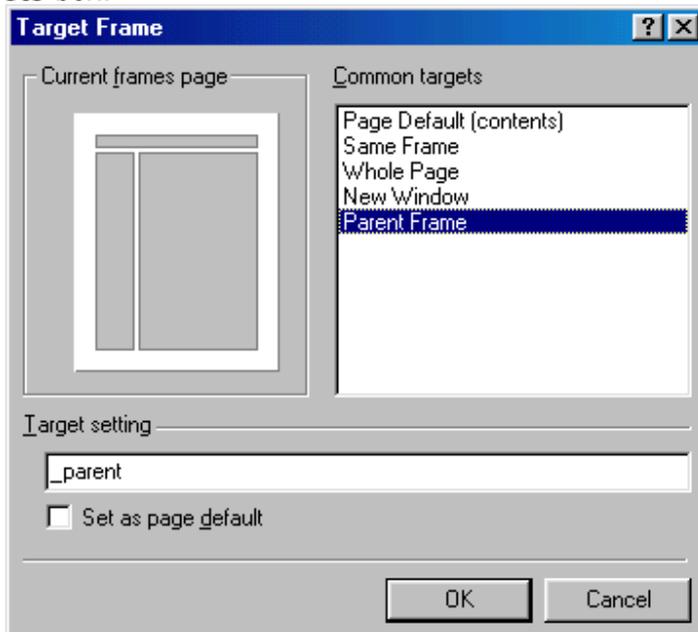
Page Default will load the page in the default frame indicated in parentheses.

Same Frame will load the new page in the same frame.

New Window will open a new browser window.

Parent Window will load the page in the current window.

No Frames Page
Early versions of browsers do not support, so it is necessary to prepare a page for visitors using these browsers. Build the "No Frames" page from the tab at the bottom of the screen. Use this page to link to individual main frame source pages in your site or provide links to download sites for the latest versions of Netscape Navigator and Microsoft Internet Explorer.

▪