

FrontPage 2003

Workbook - Foundation Level



SAMPLE

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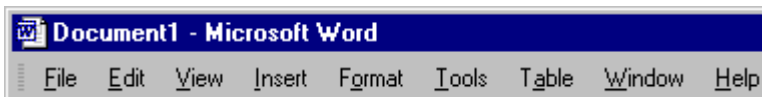


Course Basics

Toolbars

The Title Bar

- The title bar is displayed along the top of almost all program, folder and dialog box windows. It is used to display information such as the name of the application (or folder) and the document you are working on. Information which is displayed here may vary. The example shown illustrates the title bar for a program called **Microsoft Word**, in which a document called **Document1** has been opened or saved:



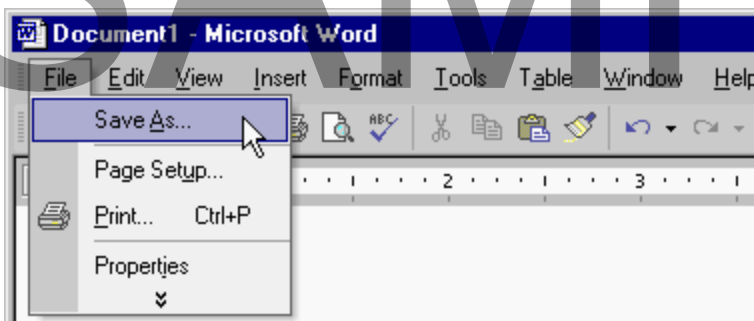
The Menu Bar

- The menu bar is located under the title bar, and contains a series of drop down menus. The example shown illustrates the Microsoft Word Menu Bar:



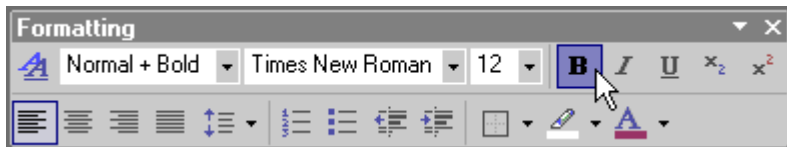
To execute Menu commands

- In most cases, you are asked to use the mouse to execute a series of menu commands (e.g., **File > Save As**). What this means is that you select **File** from the main menu, followed by **Save As**:



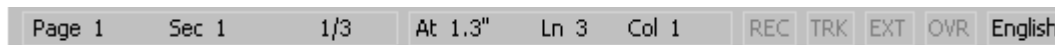
The Tool Bar

- The tool bar contains a series of icons, which allow you to achieve a desired effect as quickly as possible. In the example shown, taken from the Microsoft Word Formatting toolbar, to make the selected text bold, you would click on the **Bold** icon:



The Status Bar

- Most application windows have a status bar displayed along the bottom of the window. In the example illustrated, taken from Microsoft Word, the status bar conveys information about the page within the document which you are working on, along with other relevant information:





The Scroll Bar

- When a program or folder needs to display information within a window, two sets of scroll bars may be displayed along the bottom and right side of the window. By using the scroll bars it is possible to move to any position within a document and also work on a document many times bigger than your physical screen size.

To move up and down within a window (using the scroll bar)

- To scroll upwards in a window, click on the upwards-pointing arrow at the top of the vertical scroll bar: 
- To move downwards in a window, click on the downwards-pointing arrow at the bottom of the vertical scroll bar: 

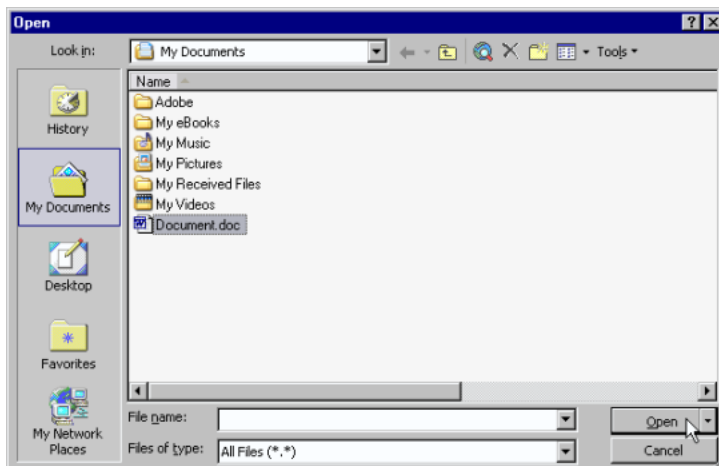
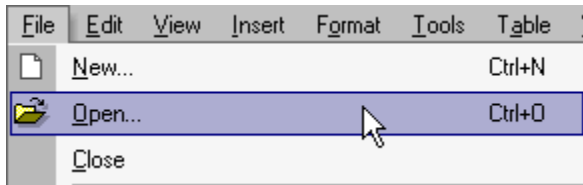
To move right to left within a window

- To move to the right-hand side of a window, click on the right-hand arrow on the horizontal scroll bar: 
- To move to the left-hand side of a window, click on the left-hand arrow on the horizontal scroll bar: 

File Management

Opening Files

- From the main menu, select **File > Open** command or click on the **Open** icon and select the required file from the dialog box displayed:

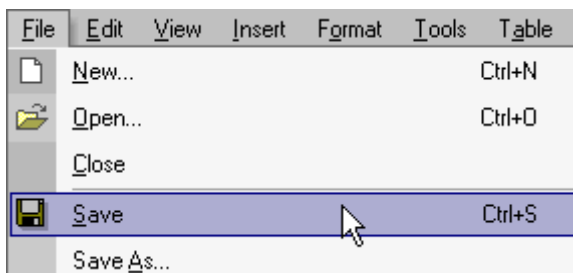


- Use the **Look in** drop-down menu to select the drive or folder which contains the file you want.
- To open the file you require either double-click on the file name or select the file name by clicking on it, and then click on the **Open** button.

Saving Files

To save a new document

- From the main menu, select **File > Save** command or click on the **Save** icon and from the dialog box displayed select the required folder. Enter a file name and then click on the **Save** button:



- After you have saved the file for the first time, clicking on the **Save** icon will automatically save your document with the filename you gave it. It does not give you the option to rename.

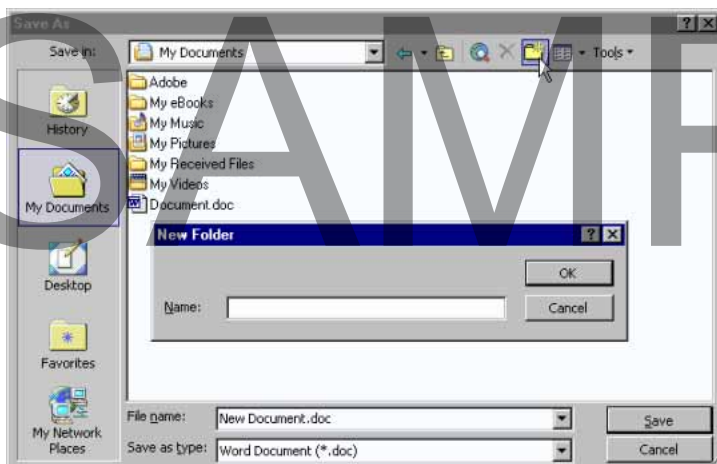
To save a document under another name and/or location

- The **Save As** command can be used to save a file under a different name, to save a file in a different word processor format, or to save a file to a different drive and/or folder. From the main menu, choose **File > Save As** command.

Note: The **File > Save As** command will rename the document on the screen so that you can keep the earlier version, as well as saving any changes you have made.

To create a new folder in which to save your document

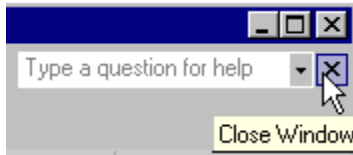
- Click on the **Create New Folder** icon, displayed within the **Save As** dialog box.
- This will display the **New Folder** dialog box. Enter the name of the new folder, and then click on the **OK** button:



Note: The folder will be created under the current folder.

Closing Files

- Click on the **Close Window** icon displayed at the top-right of the document window. Be sure to click on the **Close Window** icon, (as opposed to the **Close** icon):



Installing the Sample Files

- Use Windows Explorer to create a folder called **FrontPage 2003 Foundation Samples**, in the **My Documents** folder.
- Copy the sample files for this course to the **My Documents\FrontPage 2003 Foundation Samples** folder. If these files have been copied to your network server, then ask your trainer/supervisor for more information about how to copy these files to your PC's hard disk.

SAMPLE

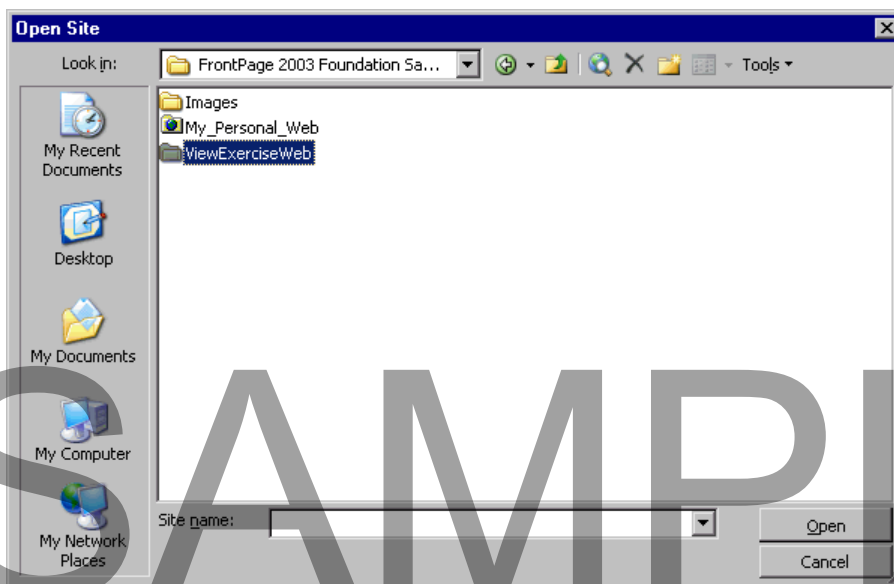
The FrontPage 2003 Interface

The FrontPage 2003 Workspace

- Use Windows Explorer to create a folder called **FrontPage 2003 Foundation Work** in the **My Documents** folder.
- Copy the **Images** folder from the **FrontPage 2003 Foundation Samples** folder to the **FrontPage 2003 Foundation Work** folder.
- Launch **FrontPage 2003**.

Note: If the *new_page_1.htm* page, the **New Page or Web** task pane, or a **Web** is opened, close them down before you begin the exercises.

- Click the **X** button at the top right corner to close any web pages or task panes that may be open.
- From the main menu, choose **File > Open Site** to open the **Open Site** dialog box, and locate the **ViewExerciseWeb** folder in your **FrontPage 2003 Foundation Samples** folder:

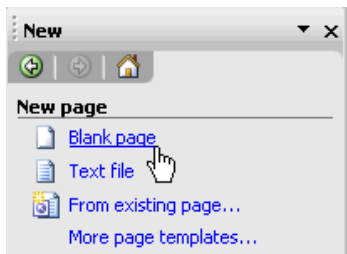


- Click **Open**. The Web Site will open in FrontPage.
- Place your cursor on the far left of a toolbar, and when it changes to a **4-arrrowed cross**, drag the toolbar to another location in the workspace.
- In the **Folder list** pane, click on the **New Page** icon and the **New Folder** icon at the top of the pane and observe the results.
- In the **Folder list** pane, double-click on *aboutme.htm*.

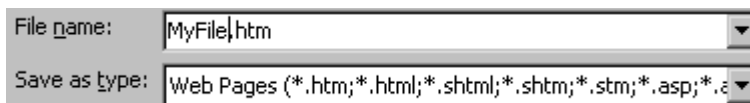
- In the main view window, click on the **Web Site** tab and the *aboutme.htm* tab and observe the changes.
- Note the **download time** displayed at the bottom of the main view window when the *aboutme.htm* file is selected.
- From the main menu, choose **File > Close Site** to close the sample website.

Creating New Pages

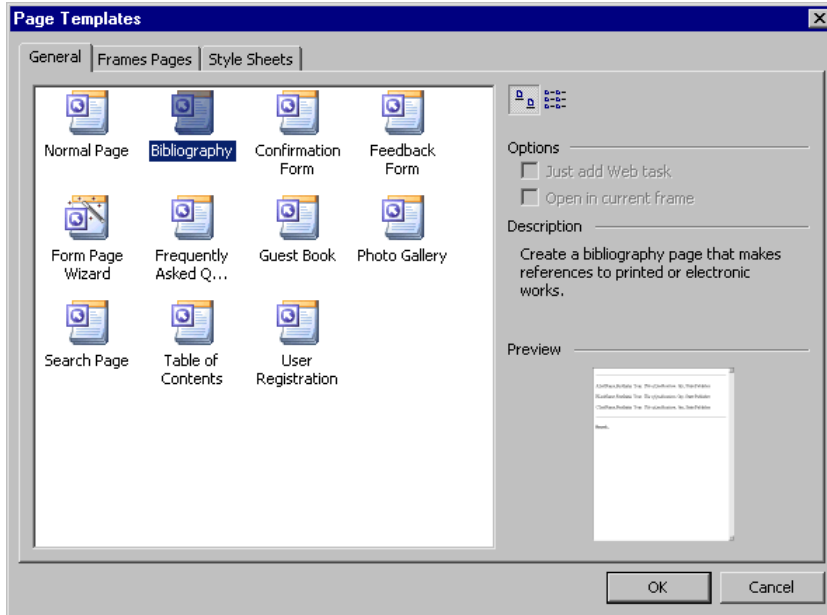
- From the main menu, choose **File > New**. The **New** task pane opens on the right side of the screen
- From the **New** task pane, choose **Blank page** to create a new individual page:



- From the main menu, choose **File > Save**.
- Name the page *MyFile.htm*, and navigate to your **FrontPage 2003 Foundation Work** folder.
- Select **Web Pages** from the **Save as type** drop-down menu:



- Click **Save**.
- From the main menu, choose **File > Close** to close the file.
- Now we will create a page from a template. From the main menu, choose **File > New**.
- The **New** task pane opens on the right side of the screen.
- Choose **More page templates**, and the **Page Templates** dialog box appears.
- In the **Page Templates** dialog box, click on each template and observe the "thumbnail" of each template style in the **Preview** area at the bottom right of the dialog box.
- Select **Bibliography** and click **OK**:

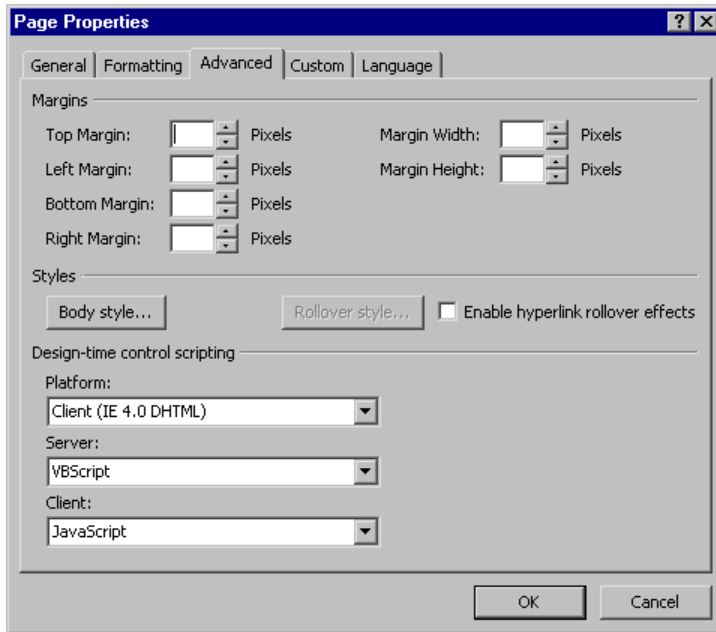


- When the template opens in the main view window, observe the details of your selection.
- From the main menu, choose **File > Close**, to close the file unsaved.

Page Properties

- From the main menu, choose **File > Open**, and navigate to your **FrontPage 2003 Foundation Work** folder.
- Locate the file you just created, *MyFile.htm*.
- Click **Open**.
- With the file open, from the main menu, choose **File > Properties** to open the **Page Properties** dialog box:

SAMPLE



- Select each of the following tabs and observe the various **options** available:

General tab

Formatting tab

Advanced tab

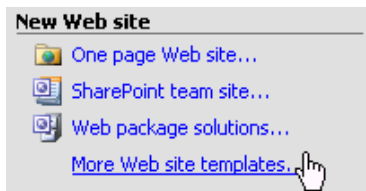
Custom tab

Language tab

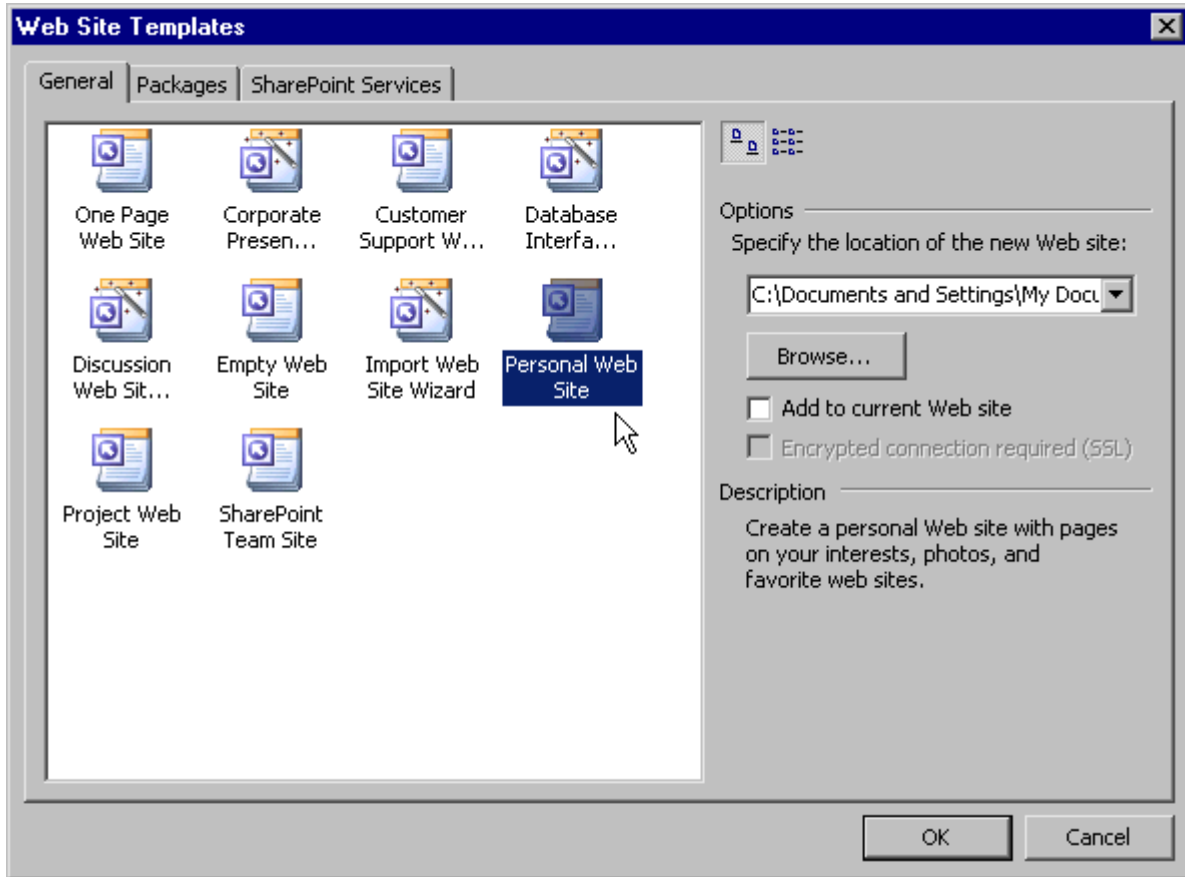
- When you have finished observing the content of each **Page Properties** dialog box tab, click **Cancel**.
- **Close** the file.

Creating a New Web File

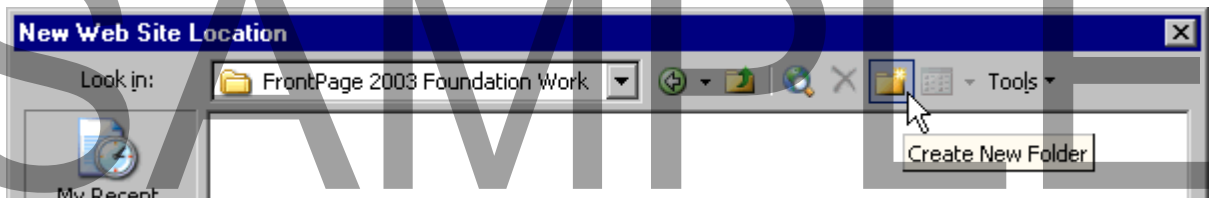
- We will now create a **Web site** using a FrontPage template.
- From the main menu, choose **File > New**.
- The **New** Task pane opens on the right side of the screen.
- Choose **More Web site templates**, and the **Web Site Templates** dialog box appears:



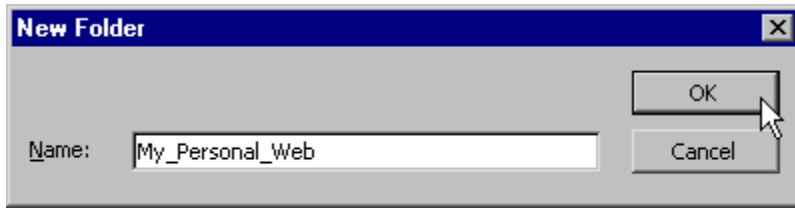
- In the **Web Site Templates** dialog box, click on each template icon and observe the description noted at the bottom right of the dialog box:



- Click on the **Browse** button, and navigate to your **FrontPage 2003 Foundation Work** folder.
- Click on the **Create New Folder** icon at the top of the **New Web Site Location** dialog box:



- Name the folder **My_Personal_Web** and click **OK** to return to the **New Web Site Location** dialog box.



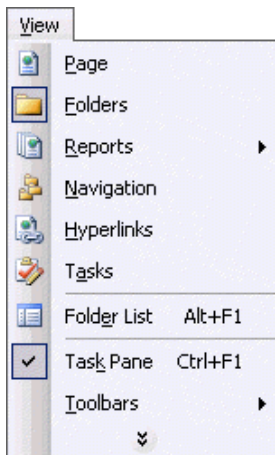
- Click **Open**.
- Select **Personal Web Site** and click **OK**.
- Observe the files and folders created in the **Folder List**.
- Close the Web Site by choosing **File > Close Site**. Do not save any changes.

SAMPLE

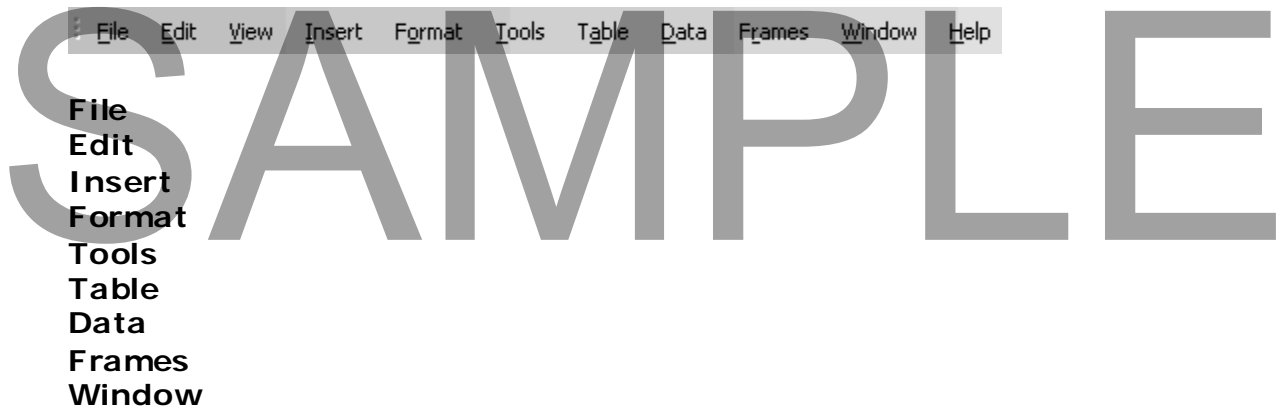
Views

Moving Around the Workspace

- Choose **File > Open Site** from the main menu.
- Locate the **ViewExerciseWeb** subfolder inside your **FrontPage 2003 Foundation Samples** folder, and click **Open**.
- In the **Folder List**, double-click on **index.htm** to open it.
- From the main menu, choose **View**, and select each **option** in the drop-down menu in turn:



- **Observe** the changes in the main view window when each option is selected.
- Choose each item on the **Menu Bar** and observe the options in the drop-down menus for each:



Note: (Some menu options will be "grayed out" as they are specific to certain actions.)

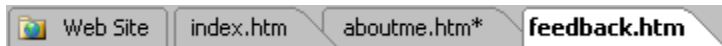
- In the **Folder List** window, double-click *aboutme.htm*.
- In the main view window, select the **About Me** text:



- Click on each item on the **Formatting** toolbar and makes changes to the selected text:



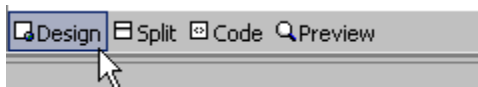
- In the **Folder List**, double click *Feedback*. Observe the changes in the tabs at the top of the main view window:

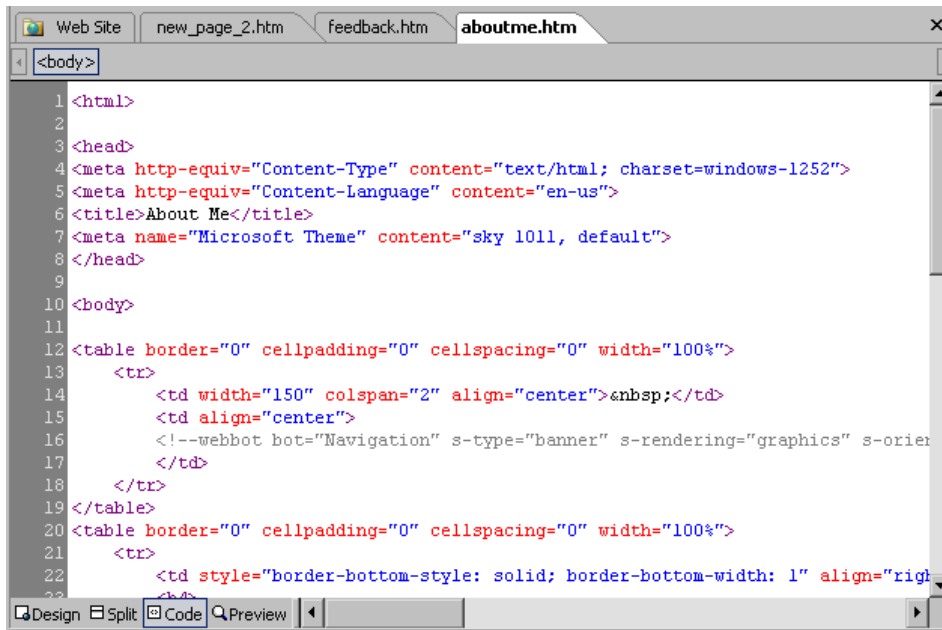


- Close the Web Site by choosing **File > Close Site**. Do not save any changes.

Changing the Page Window

- Choose **File > Open Site** from the main menu.
- Locate the **ViewExerciseWeb** subfolder inside your **FrontPage 2003 Foundation Samples** folder, and click **Open**.
- Double-click *aboutme.htm* in the **Folder List**.
- From the main menu, choose **View > Page**.
- At the bottom of the main view window, select in turn **Design**, **Code**, **Split** and **Preview**, and observe the changes to the opened file:





```
1 <html>
2
3 <head>
4 <meta http-equiv="Content-Type" content="text/html; charset=windows-1252">
5 <meta http-equiv="Content-Language" content="en-us">
6 <title>About Me</title>
7 <meta name="Microsoft Theme" content="sky 1011, default">
8 </head>
9
10 <body>
11
12 <table border="0" cellpadding="0" cellspacing="0" width="100%">
13   <tr>
14     <td width="150" colspan="2" align="center">&nbsp;</td>
15     <td align="center">
16       <!--webbot bot="Navigation" s-type="banner" s-rendering="graphics" s-orien
17     </td>
18   </tr>
19 </table>
20 <table border="0" cellpadding="0" cellspacing="0" width="100%">
21   <tr>
22     <td style="border-bottom-style: solid; border-bottom-width: 1" align="right
23
```

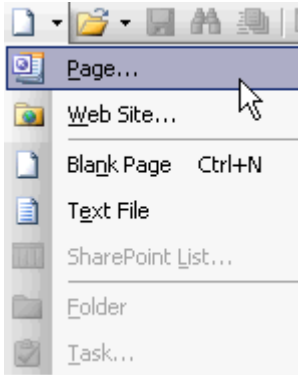
- When you have finished observing the changes, close the site by choosing **File > Close Site** from the main menu.

SAMPLE

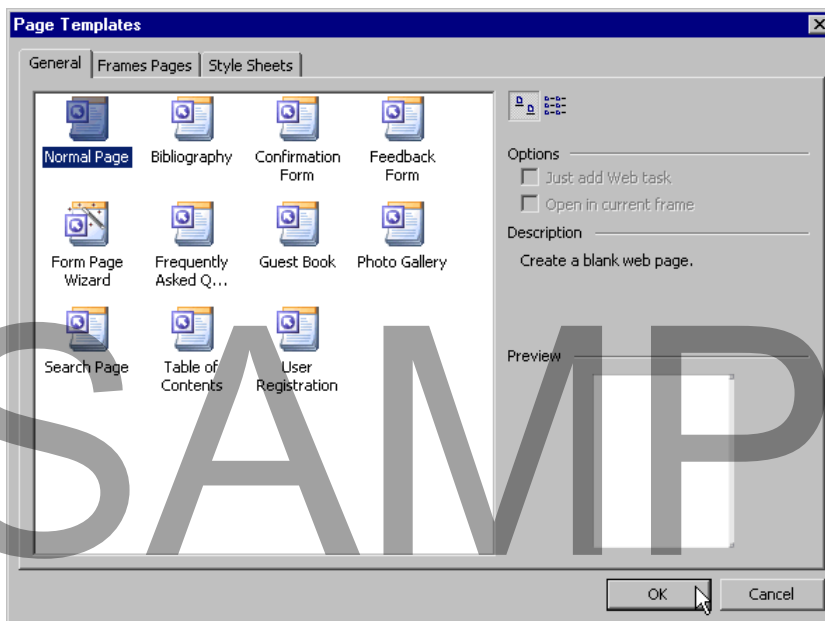
Toolbars

The Standard Toolbar

- On the **Standard** toolbar, click the small down-arrow beside the **New** button and choose **Page** from the drop-down list:



- In the **Page Templates** dialog box, select **Normal Page**. Click **OK**:



- Hover your mouse over each item on the **Standard** toolbar and note the **button labels**.
- The majority of these buttons and their actions will be used in future exercises.
- Choose the **Design** view, if it is not already selected.
- Place your cursor in the main view window and type your name.

- Select the text and click on the **Copy** button on the **Standard** toolbar.
- Place the cursor in another part of the window and click the **Paste** button on the **Standard** toolbar. Your name will be copied to the new location.
- Click the **Undo** button on the **Standard** toolbar and observe what happens to the text.
- Now click the **Redo** button on the **Standard** toolbar.
- Place your cursor in another part of the main view window and click the **Insert Table** button on the **Standard** toolbar.
- In the displayed grid, highlight four columns by three rows and click on it:



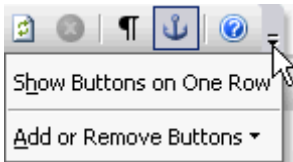
- Place the cursor in a new location in the main window and click the **Insert Layer** button. This will insert a "floating" box, within which text or images can be placed.
- Click on the edge of the "box" to select it, and holding down the left mouse button, move the "box" around the screen.
- Click inside the "floating" Layer and then click the **Insert Picture from File** button on the **Standard** toolbar to open the **Picture** dialog box.
- Locate the image file *parrot1_small.jpg* in the **ViewExerciseWeb** folder, and click **Insert**.
- The image of the parrot will be placed in the **Layer** box and can be moved around the page:



- Click on the **Drawing** button to display the **Drawing** toolbar.
- Move the cursor over each of the buttons on the toolbar and note the labels:



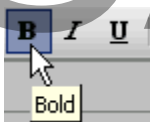
- Click the small down-arrow at the end of the **Standard** toolbar to open the drop-down menu:



- Choose **Add or Remove Buttons > Standard** and display all the options to customize the **Standard** toolbar.
- Check and uncheck various **options** and observe the results on the toolbar.
- Click on **Close** to close the **Customize** toolbar.
- Select the text on the page, and click the down arrow beside the **Font** box on the **Formatting** toolbar.
- From the displayed dropdown list of fonts, select **Arial**. Note the new font has been applied to the text on the page:

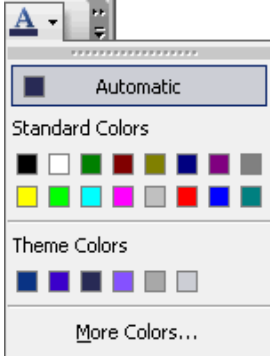


- With the text still selected, click the **Bold** button on the **Formatting** toolbar to bold the text:



- Place your cursor on another place on the page and click the **Bullets** button on the **Formatting** toolbar.
- Type two or three words and press the **Enter** key on your keyboard, and type another word. Press **Enter** again.
- Click the **Bullets** button on the toolbar again and this will finish the list.

- Now we will **highlight** the bulleted text.
- Select the bulleted text, and click the small down arrow beside the **Highlight** button on the **Formatting** toolbar. Select the color **Yellow**:



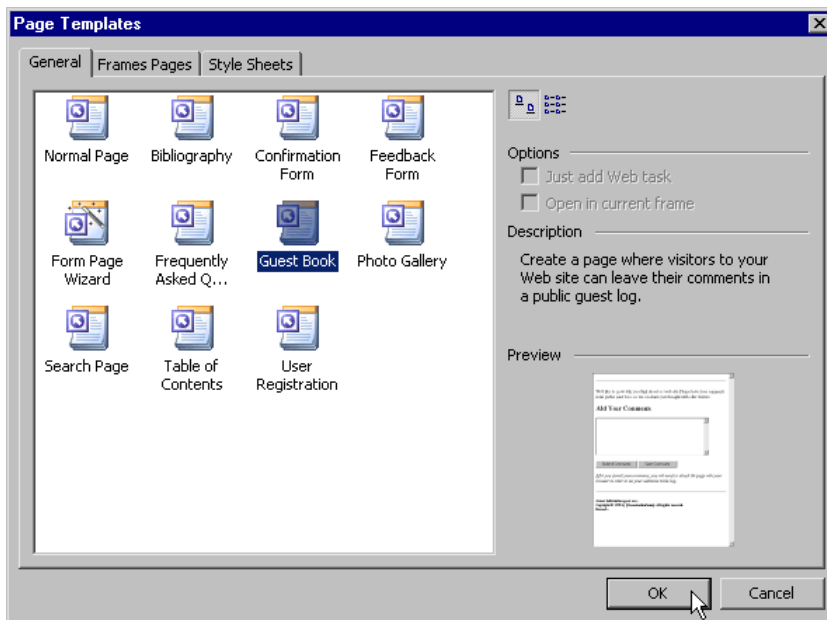
- Select your name text on the page.
- Click the small down arrow beside the **Font Color** button on the toolbar and select your preferred color.
- Observe that the selected text is now displayed in your chosen color.
- From the main menu, choose **File > Close**, without saving.

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Text

Working with Text

- From the main menu, select **File > New**.
- In the **New** task pane, click on **More page templates**.
- In the **Page Templates** dialog box, click on the **General** tab.
- Select the **Guest Book** template, and click **OK**:



- Select the following sentence:

We'd like to know what you think about our web site.

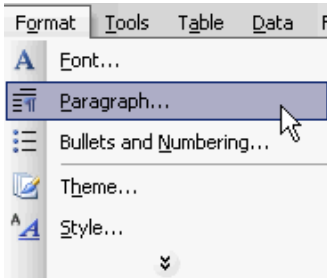
We'd like to know what you think about our web site. Please leave your comments in this public guest book so we can share your thoughts with other visitors.

Add Your Comments

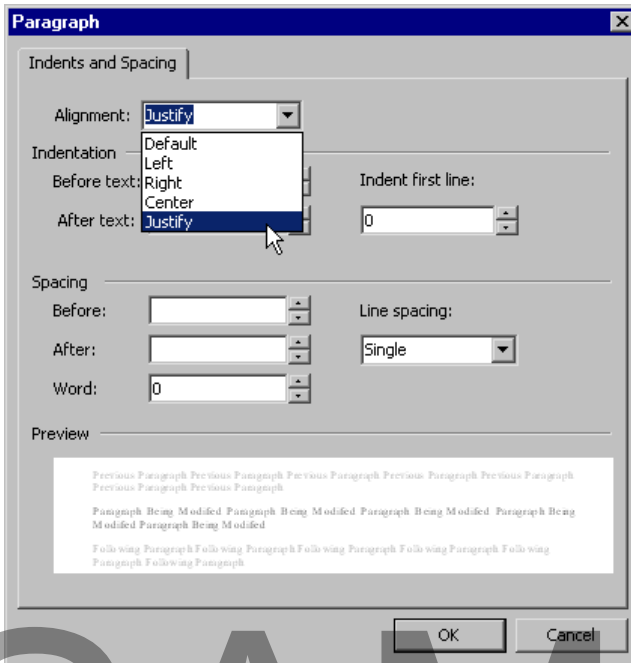
- Type over the selected text:

Thank you for visiting my Web Site.

- Place the cursor in the same paragraph and from the main menu, choose **Format > Paragraph**:



- In the opened **Paragraph** dialog box, choose **Justify** from the **Alignment** drop-down list and click **OK**:



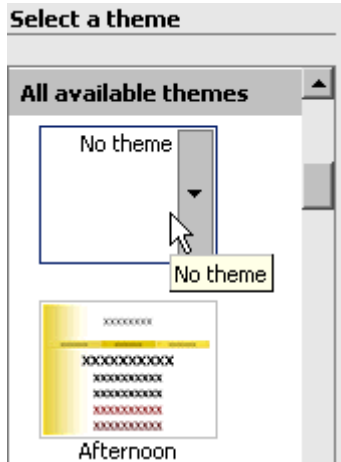
- Observe the changes to the selected paragraph.
- **Close** the file without saving it.
- Exit FrontPage 2003.

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Colors

Working with colors

- Launch FrontPage 2003.
- From the main menu, choose **File > Open Site**, and open *My_Personal_Web* in the **FrontPage 2003 Foundation Work** folder.
- Click on the **New Page** button on the **Folder List** to create a new page.
- In the **Folder Pane**, double-click *new_page_1.htm* to open it.
- From the main menu, select **Format > Theme**.
- From the **Theme** task pane, click on **No Theme** from the **All available themes** list to ensure there is no theme attached to the site:



- Close the **Theme** task pane.
- From the main menu, choose **File > Properties**.
- Click on the **Formatting** tab, and select the following colors:

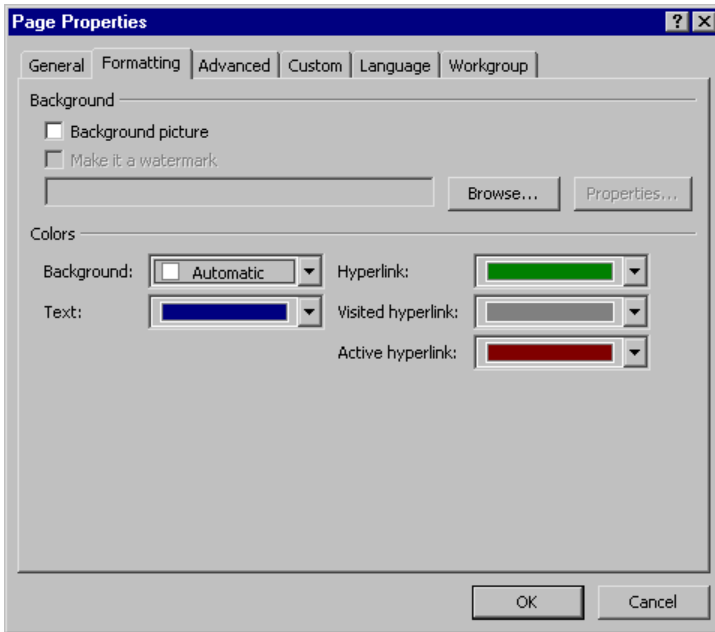
Background - Automatic

Text - Navy

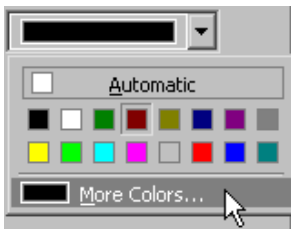
Hyperlink - Green

Visited hyperlink - Gray

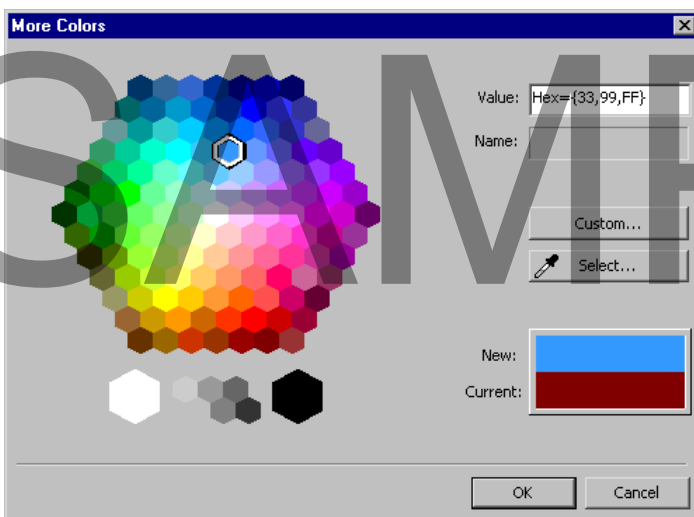
Active hyperink - Maroon:



- Click **More Colors** at the bottom of any color-related drop-down list:

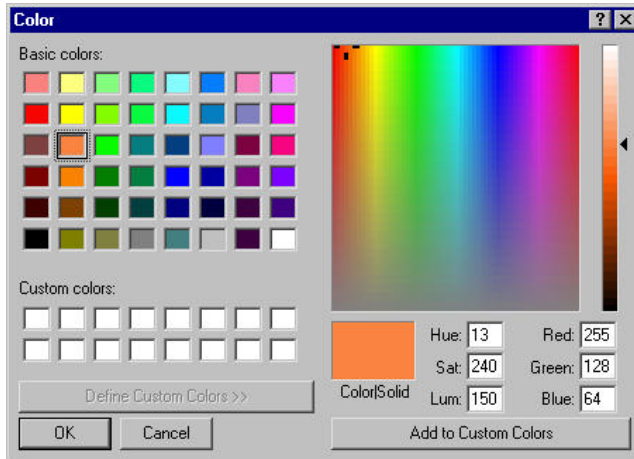


- In the opened **More Colors** dialog box, click on various colors and observe the changes to the **New** and **Current** color samples:



SAMPLE

- In the **More Colors** dialog box, click the **Custom** button to open the **Color** dialog box:



- Choose a color from **Basic colors**.
- Using both the "cursor" in the main color window and the slider on the right side of the dialog box, create a customized color.
- Click the **Add to Custom Colors** button.
- The new color sample will appear in **Custom colors**.
- Click **OK**.
- Click **OK** again.
- In the **Formatting** tab of the **Page Properties** dialog box, click on the same color menu and you will see your new color in **Custom Colors**.
- Click **OK**.
- From the main menu, choose **File > Save As**, and name the file **formatting.htm**. Click **Save**.
- From the main menu, choose **File > Close Site**.

SAMPLE

Images

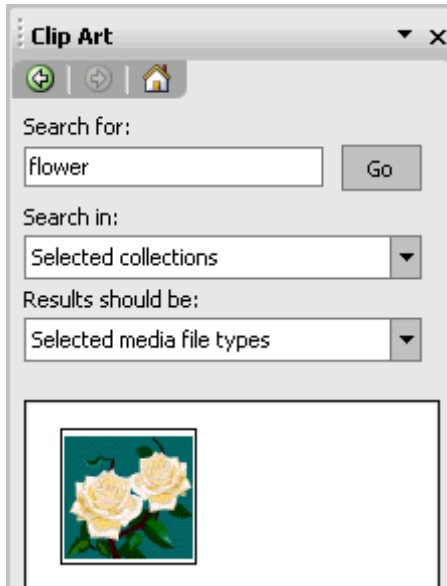
Working with Images

- From the main menu, choose **File > Open Site**, and open *My_Personal_Web* in the **FrontPage 2003 Foundation Work** folder.
- Create a new page, and double-click on it to open it.
- From the main menu, choose **Insert > Picture > From File**.
- Locate *Sunflower.jpg* in the **Images** folder in your **FrontPage 2003 Foundation Work** folder.
- Click **Insert**:



- From the main menu, choose **Insert > Picture > Clip Art**.
- The **Clip Art** task pane opens on the right side of the screen:

SAMPLE



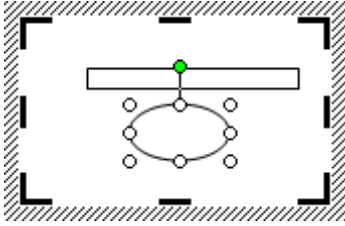
- Enter the word "flower" in the **Search for** box. Click the **Go** button.
- Click on the roses image and it will be displayed on the page:



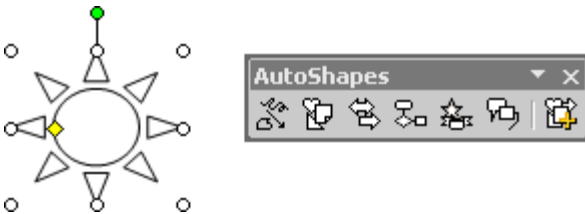
- Close the **Clip Art** task pane.
- Move the cursor down five rows below the roses image by pressing the **Enter** key.
- From the main menu, choose **Insert > Picture > New Drawing**.
- In the blank canvas which is surrounded by a bounding box, and using the appropriate **Drawing** toolbar buttons, draw the following:

Rectangle

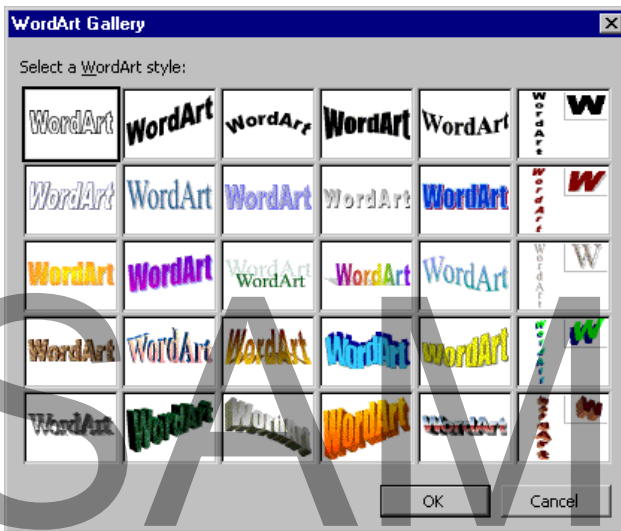
Oval



- From the main menu, choose **Insert > Picture > AutoShapes**.
- Select the "Sun" from the **Basic Shapes** drop-down menu. Drag the cursor to your preferred size below the sunflower and roses images just above the rectangle and oval drawings you just created:

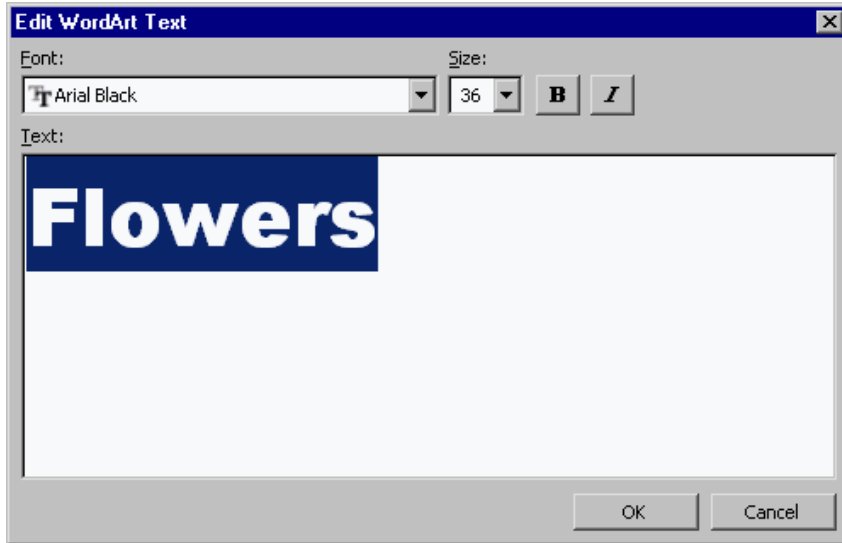


- Place the cursor on the page above the "Sun" drawing and below the flower images, and **type** the word "Flowers".
- Select the text, and from the main menu, choose **Insert > Picture > WordArt** to display the **WordArt Gallery** dialog box:



- Select the first WordArt **style**, and double-click on it.
- The **Edit WordArt Text** dialog box opens:

SAMPLE



- Click **OK**:



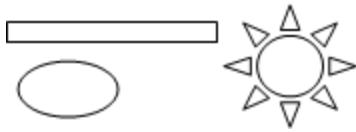
- Select the Wordart text and, using the **sizing handles**, reduce its size:



- Click on the **Rectangle**, **Circle** and **Sun**, and drag them under the **Wordart**, as illustrated:



Flowers

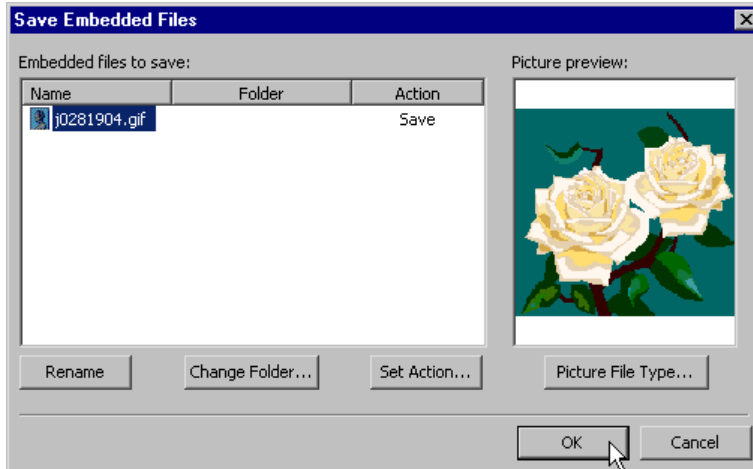


- Select the **sunflower image**, and use the resizing handles to make the image larger or smaller:



- From the main menu, choose **File > Save As** and name the file **images.htm**.
- Click **Save**.
- In the **Save Embedded Files** dialog box, click **OK**:

SAMPLE



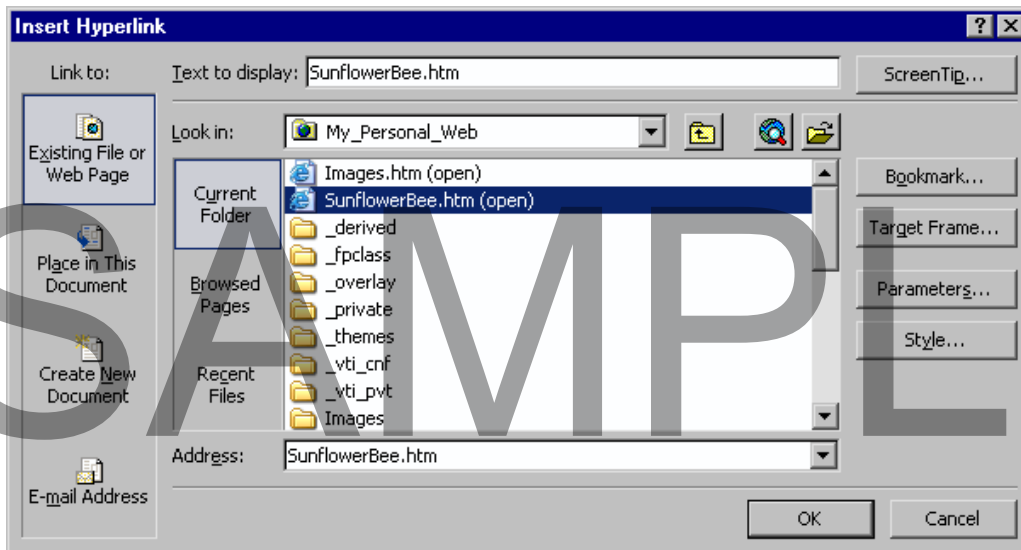
- From the main menu, select **File > Close Site**.

SAMPLE

Links

Using Hyperlinks

- Using **File > Open Site** from the main menu, open **My-Personal_Web**.
- Choose **View > Folders** from the main menu if the folder list is not already displayed.
- Create a new page and name it **SunflowerBee.htm**. Open the page.
- Place the cursor at the top of the page, and press the **Enter** key.
- From the main menu, choose **Insert > Picture > From File** and locate the image **SunflowerBee.jpg** in the **Images** subfolder, located in your **FrontPage 2003 Foundation Work** folder.
- Click **Insert**.
- Return to the **Folder List** view.
- Double-click **images.htm** to open the file.
- Place the cursor anywhere below the sunflower image and from the main menu, choose **Insert > Hyperlink** to open the **Insert Hyperlink** dialog box.
- From the **Link to** bar, choose **Existing File or Web Page**.
- In the **Text to display** box, type **SunflowerBee.htm**.
- In the **Look in** area, select **My_Personal_Web**.
- Select the **SunflowerBee.htm** file:



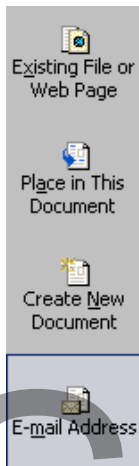
- Click **OK**:

[SunflowerBee.htm](#)

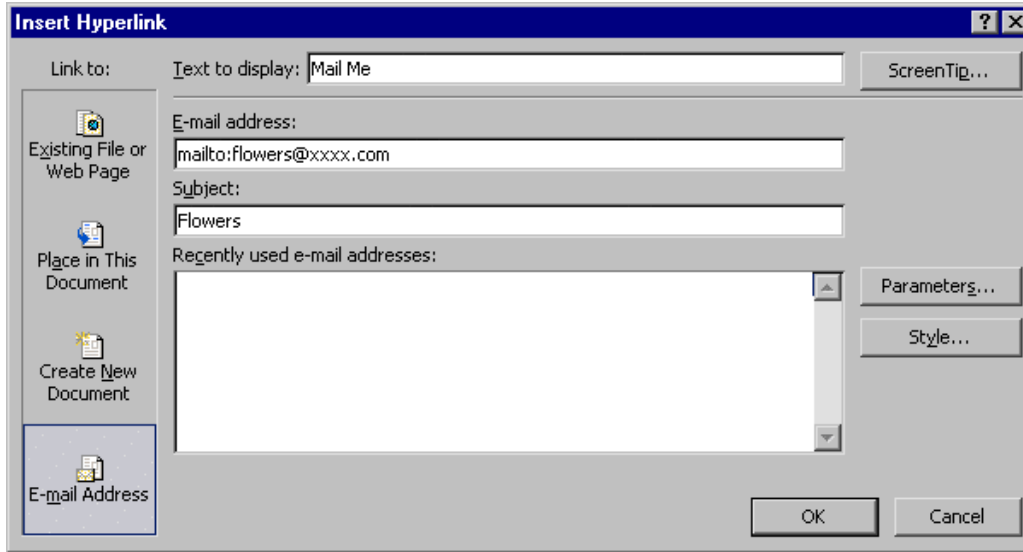
- **Ctrl + Click** on the hyperlink text to check the link.
- Return to the **images.htm** file.
- To remove a link, highlight it and then choose **Insert > Hyperlink** and click **Remove Link** in the resulting **Edit Hyperlink** dialog box.
- Click on the **Undo** button on the **Standard** toolbar to insert the hyperlink again.
- **Close** the Web Site, saving all the changes.

Using E-mail Links

- Select **File > Open Site** from the main menu, and **My-Personal_Web**.
- Open the **images.htm** page.
- Place the cursor below the previous hyperlink, and from the main menu, choose **Insert > Hyperlink**.
- From the **Link to** bar, click **E-mail Address**:



- In the **Text to display** field, type **Mail Me**.
- In the **Email address** field, type **flowers@xxxx.com**
- In the **Subject** field, type **Flowers**:



- Click **OK**.
- Click on the **Save** button on the **Standard** toolbar.
- To view the results of the email hyperlink, click the **Preview in Microsoft Internet Explorer** button on the **Standard** toolbar:



- **Close** the Web Site.

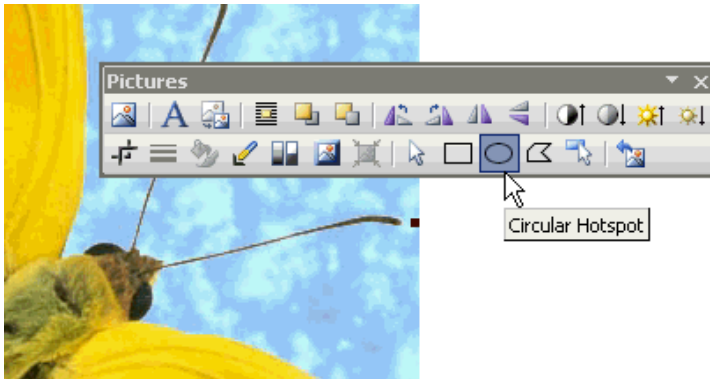
Using Other Links

- Using **File > Open Site** from the main menu, open *My-Personal_Web*.
- Open the file *SunflowerBee.htm* in the **Folder List**.
- Select the small bee image and click **Hyperlink** from the **Insert** menu:

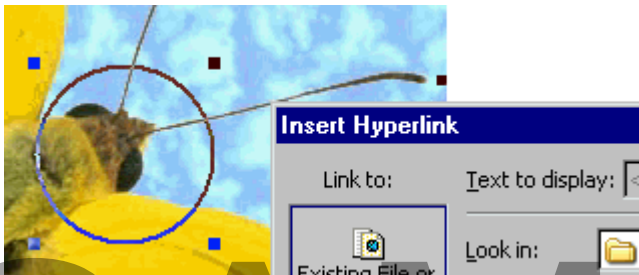


- From the **Link to** bar, choose **Existing File or Web Page**.
- In the **Look in** area, select *My_Personal_Web*.
- Select the *index.htm* file.

- Click **OK**.
- Now we will create a hyperlink using only a small portion of an image.
- Place your cursor next to the bee image, and press the **Enter** key.
- From the main menu, choose **Insert > Picture > From File** and locate the image **Butterfly_small.jpg** the **Images** subfolder, located in your **FrontPage 2003 Foundation Work** folder. Click **Insert**.
- Select the butterfly image to display the **Pictures** toolbar. If the toolbar is not displayed, from the main menu, select **View > Toolbars > Pictures**.
- Click the **Circular Hotspot** button on the toolbar:



- Select an **area** within the image and when you release the mouse button, the **Insert Hyperlink** dialog box will automatically be displayed:



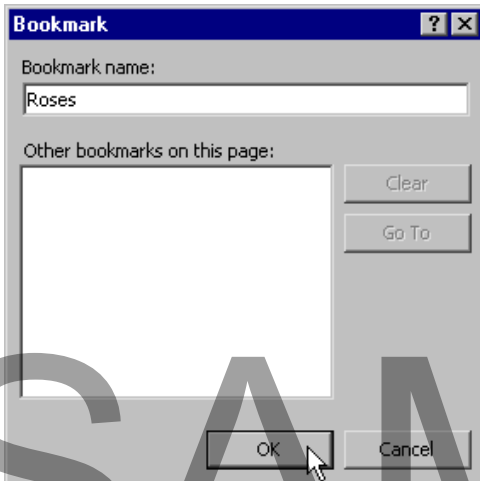
- Link to the file **index.htm** in the **Folder List**.
- Click **OK**.
- Close the **Pictures** toolbar.
- To check your link, move the cursor over the "hotspot" and press **Ctrl + Click**. The linked file will open.
- **Save** the file.
- Switch back to the **SunflowerBee.htm** file.
- Place the cursor a couple of rows below the butterfly image, and from the main menu, choose **Insert > Picture > From File**.
- From the main menu, choose **Insert > Picture > From File** and locate the image **Roses.jpg** in the **Images** subfolder, located in your **FrontPage 2003 Foundation Work** folder.
- Click **Insert**.

- Place the cursor just above the *bee* image and **type** "Roses":

Roses



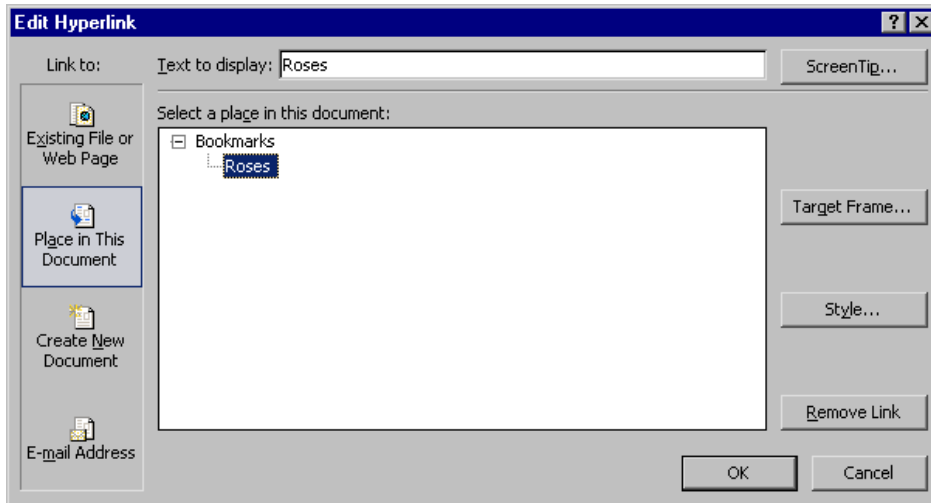
- Now place the cursor a line above the *Roses.jpg*, and from the main menu, choose **Insert > Bookmark**.
- Name the bookmark "Roses" and click **OK**:



- A small **flag** with a dashed underline will appear:



- Now select the "Roses" text at the top of the page.
- From the main menu, select **Insert > Hyperlink**.
- Click the **Place in This Document** tab, and select the Roses bookmark from the list displayed in the dialog box:



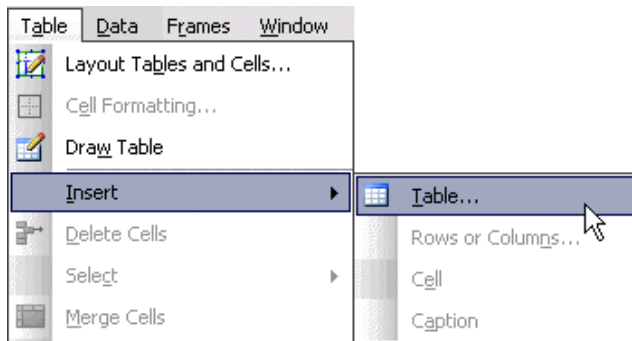
- Click **OK**.
- To view the result, **Ctrl + Click** the "Roses" text.
- **Save** and **close** the Site.

SAMPLE

Tables and Cells

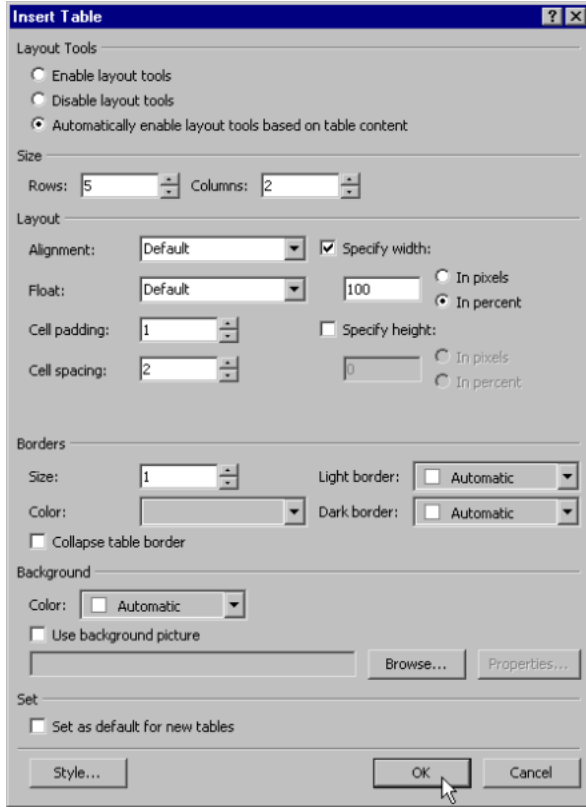
Working with Tables

- Open *My_Personal_Web*.
- Create a new page and name it *tables.htm*, and open it.
- From the **Table** menu, choose **Insert > Table**:



- In the **Insert Table** dialog box, observe the default options, and create a table with **5 rows** and **2 columns**.
- Click **OK**:

SAMPLE

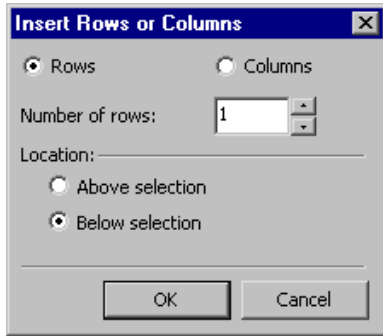


- **Resize** the table, by clicking and dragging the column and row lines:

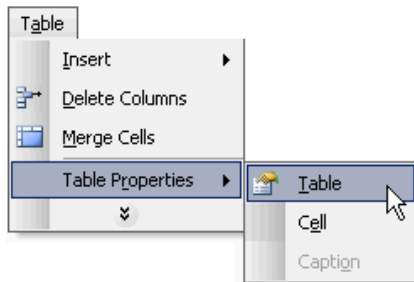


- Place the cursor in the table and from the **Table** menu, choose **Insert > Rows or Columns**.

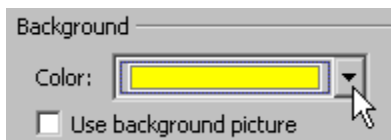
- Observe the default options in the displayed **Insert Rows or Columns** dialog box and click **OK**:



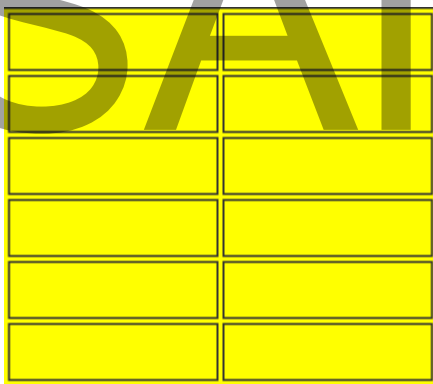
- Note an additional row has been added to the table.
- Select the table, and from the **Table** menu, choose **Table Properties > Table**:



- In the **Table Properties** dialog box, select **"yellow"** as the background color for the table:



- Click **Apply**, and **OK**:

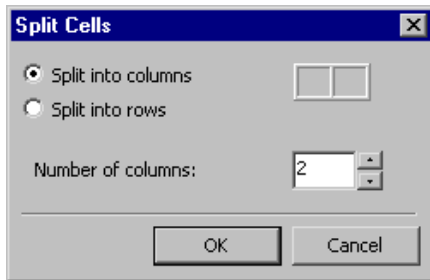


- **Save** the file.

- From the main menu, choose **File > Close Site**.

Working with Cells

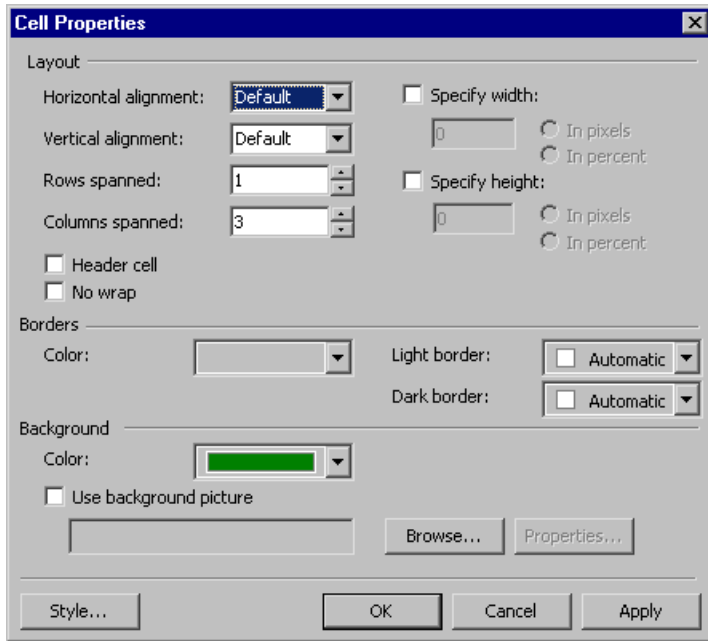
- Open *My_Personal_Web*.
- Open *tables.htm* in the **Folder List**.
- Place the cursor in the top left cell of the table.
- From the **Table** menu, choose **Split Cells** to open the **Split Cells** dialog box:



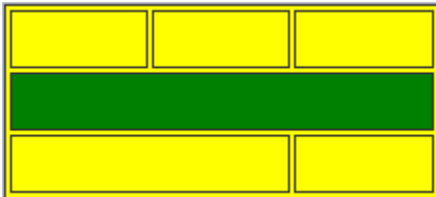
- In the **Split Cells** dialog box, split the cell into 2 columns.
- Click **OK**.
- The top left cell of the table is now split into two separate cells:

- Select the two cells in the second row of the table.
- From the **Table** menu, choose **Merge Cells**.
- The cell now spans across the table:

- Select the second row in the table.
- From the **Table** menu, choose **Table Properties > Cell**.
- Change the **Background Color** to "Green":



- Click **Apply**, and then click **OK**.
- Observe the color change in the table cell:



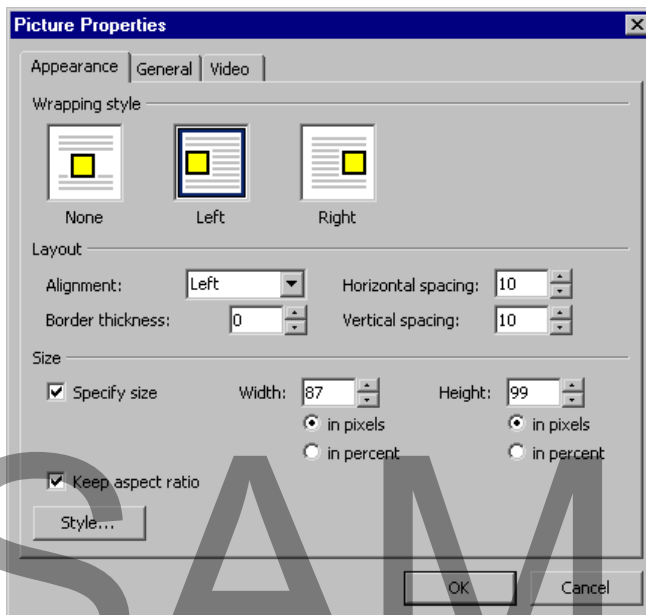
- **Save** the file.
- From the main menu, choose **File > Close Site**.

SAMPLE

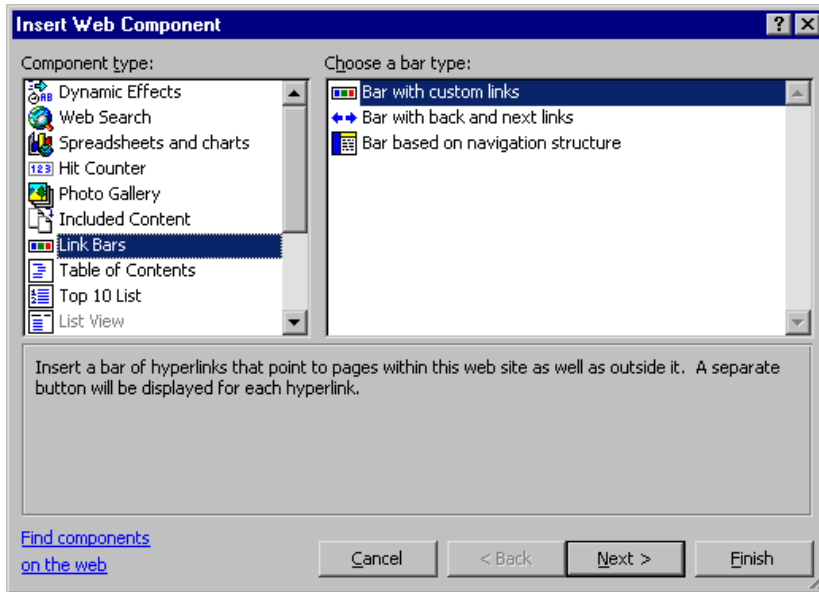
Productivity

Working with Web Pages

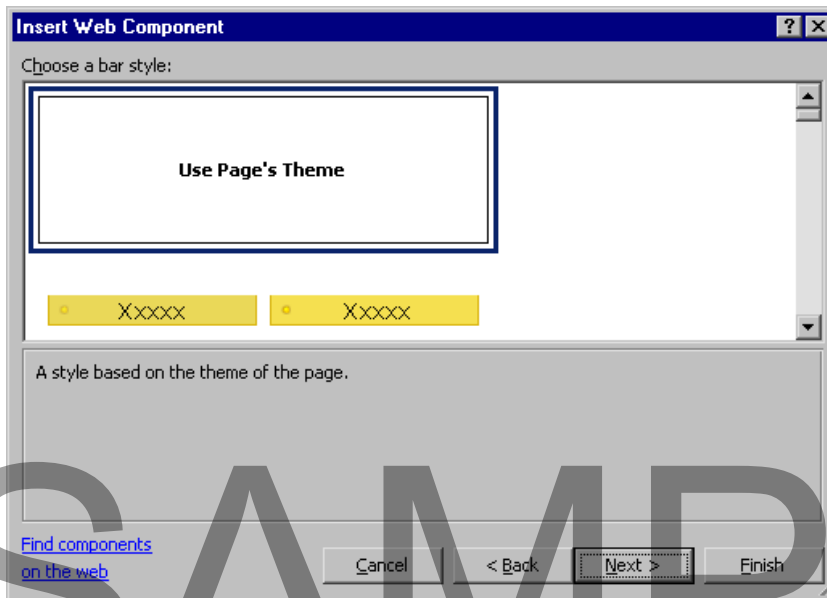
- Open *My_Personal_Web*.
- Open the *SunflowerBee.htm* file in the **Folder List**.
- Place the cursor to the right of the *roses* image.
- Open the Word document *Text.doc* in your **FrontPage 2003 Foundation Samples** folder.
- **Copy** and **Paste** the text into the *SunflowerBee.htm* page at the cursor position.
- Select the *roses* image, and right-click and select **Picture Properties** to open the **Picture Properties** dialog box.
- Click on the **Appearance** tab. Choose the **Left Wrapping style**, and change the **Horizontal** and **Vertical** spacing to **10**:



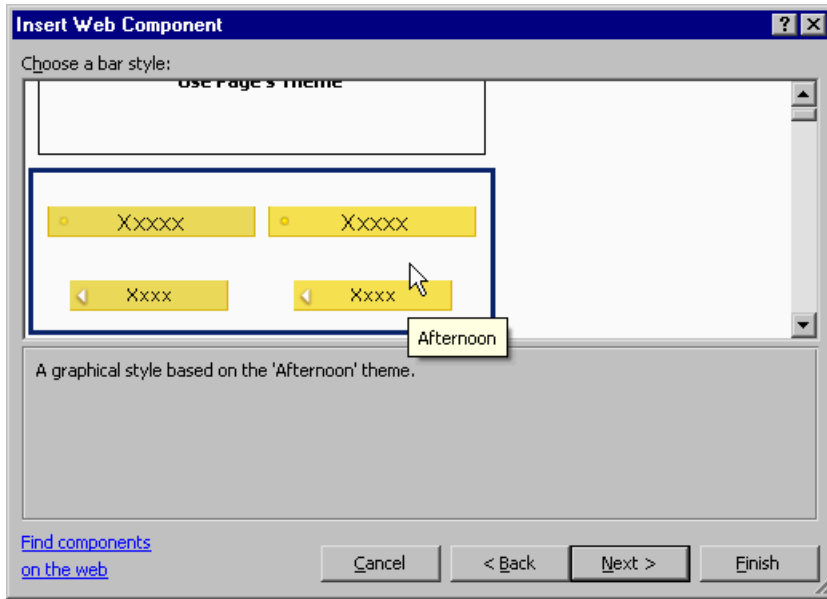
- Click **OK**.
- Observe the text now **wraps** to the right and below the image.
- Click **Save**.
- Open the *index.htm* file from the **Folder List**.
- In **Design** view, choose **Insert > Navigation** from the main menu to open the **Insert Web Component** dialog box.
- Select **Link Bars** in the **Component type** list, and in the **Choose a bar type**, select **Bar with custom links**:



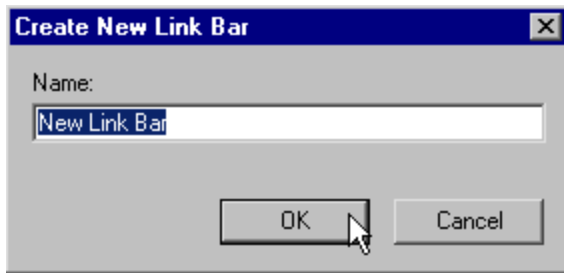
- Click **Next**. The **Choose a bar style** window opens:



- Scroll through the samples, choose **Afternoon**, and click **Next**:

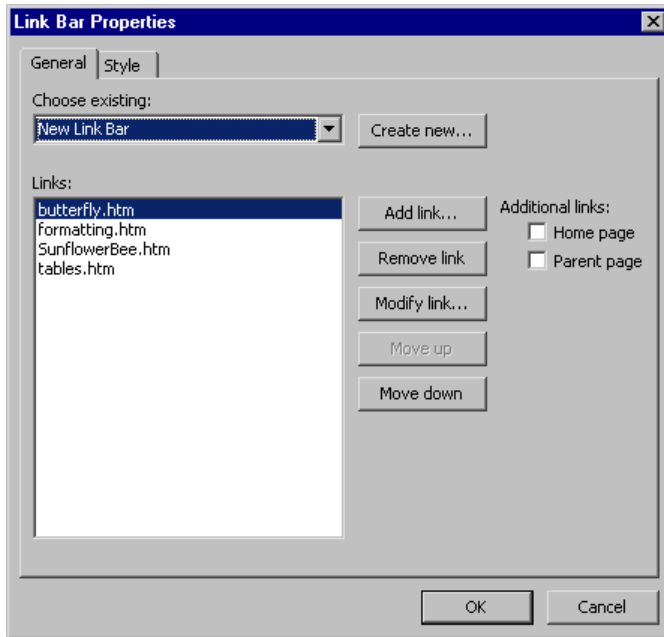


- Choose the horizontal orientation and click **Finish**.
- In the **Create New Link Bar** dialog box, type **New Link Bar** for a name. Click **OK**:

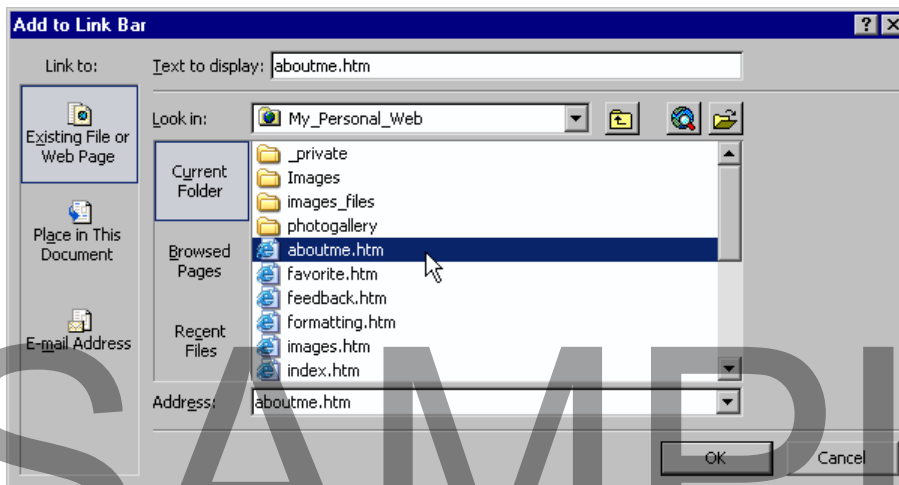


- The **Link Bar Properties** dialog box will now be displayed:

SAMPLE



- Click **Add Link**, and click on the **Existing File or Web Page** tab in the **Add to Link Bar** dialog box.
- Select the *aboutme.htm* file in the Folder List, and click **OK**:

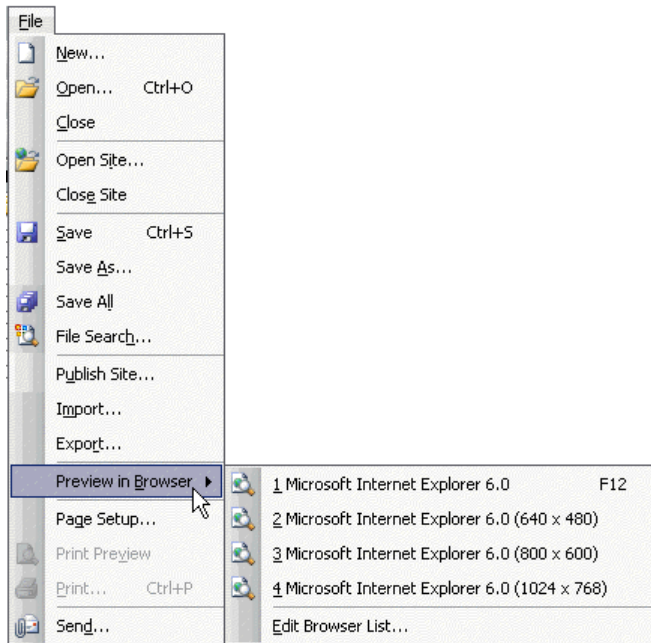


- Repeat the above steps to select all of the *.htm* files in the Web Site.
- Click **OK**.
- The **Link Bar** in your selected color and style will be displayed on the page.
- Move the cursor two or three rows below the **Link Bar**.
- Drag the image *Sunflower.jpg* from the **Folder List** onto the page.
- Select the image, and from the main menu, choose **Tools > Auto Thumbnail**.
- The selected image will now be resized to a **thumbnail**.
- **Save**, saving imbedded files, and **close** Site.

Publishing

Publishing a Site

- Open *My_Personal_Web*.
- Open *index.htm*.
- From the **File** menu, choose **Preview in Browser**:

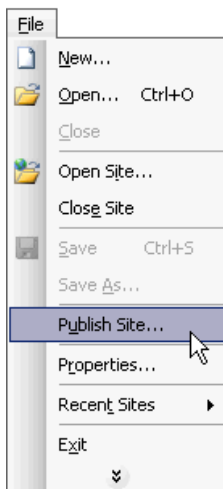


- In the **Preview in Browser** sub-menu, select your preferred browser.
- Your web browser will open and display the page as it would appear on the Web.
- Close the browser window.
- From the **View** menu, choose **Reports > Site Summary**.
- The **Site Summary** window opens, listing the types of reports available:

SAMPLE

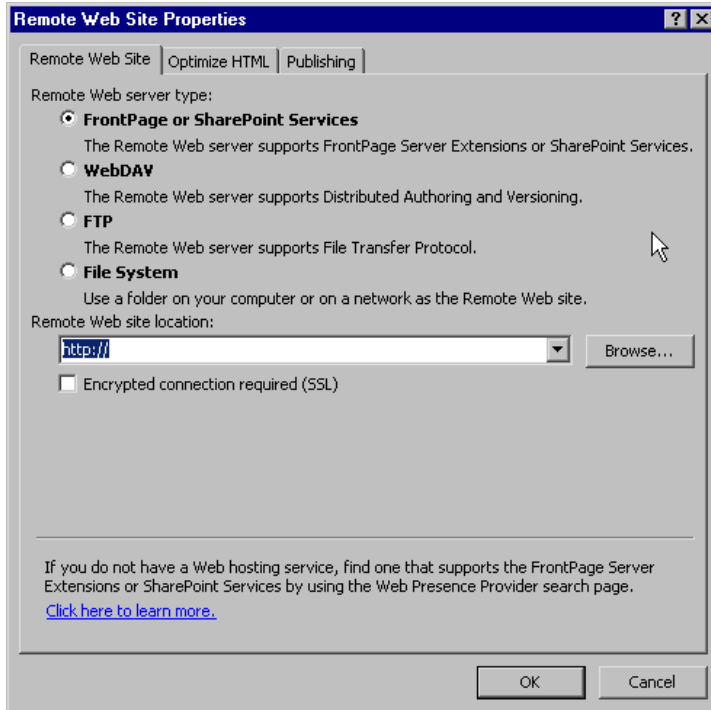
Name	Count	Size	Description
All files	1	7KB	All files in the current Web site
Pictures	0	0KB	Picture files in the current Web site (GIF, JPG, BMP, etc.)
Unlinked files	0	0KB	Files in the current Web site that cannot be reached by s..
Linked files	1	7KB	Files in the current Web site that can be reached by start.
Slow pages	0	0KB	Pages in the current Web site exceeding an estimated do.
Older files	0	0KB	Files in the current Web site that have not been modified .
Recently added f...	1	7KB	Files in the current Web site that have been created in th.
Hyperlinks	7		All hyperlinks in the current Web site
Unverified hyperl...	4		Hyperlinks pointing to unconfirmed target files
Broken links	4		Hyperlinks pointing to unavailable target files
External hyperlinks	4		Hyperlinks pointing to files outside of the current Web site
Internal hyperlinks	3		Hyperlinks pointing to other files within the current Web sit
Component errors	0		Files in the current Web site with components reporting a.
Uncompleted tasks	0		Tasks in the current Web site that are not yet marked co..
Unused themes	0		Themes in the current Web site that are not applied to an.
Style Sheet Links	0		All Style Sheet Links in the current web site.
Dynamic Web Te...	0		All files that are associated with a Dynamic Web Template.

- Click on each file in the left column to explore the reports.
- A **zero** ("0") in the **Count** column next to a report indicates that there is no report available.
- From the main menu, choose **File > Publish Site**:

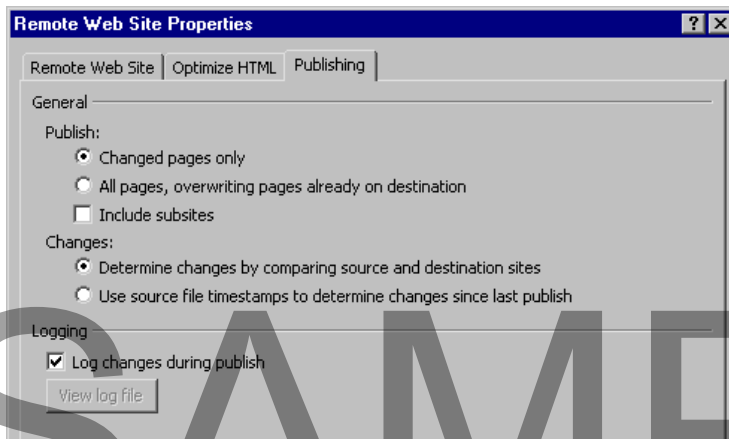


- The **Remote Web Site Properties** dialog box opens.
- Select the **Remote Web Site** tab, and specify the **Remote Web site location** (check with your instructor):

SAMPLE



- Select the **Publishing** tab, and choose the type of items to be published to the remote server:



- Click **OK**.
- Specify the pages to be published and then click **OK**.
- **Save** and **close** the Web Site.