

# FrontPage XP

## Manual - Intermediate Level



SAMPLE

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## Building a Web Site

When you have completed this learning module you will have seen how to:

- Create a New Web Site
- Create a Web Site with a Wizard
- Create a Web Site using a Template
- Use the Web Location Options area
- Choose Web Hosting Service Providers
- Choose ISP Service Providers
- Use a Personal Web Server
- Create a new Page using a Template
- Check Spelling
- Check Hyperlinks
- Set Tasks
- Set Permissions

## Using a Wizard or Template

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### Creating a New Web Site

- **When a web page is created onto a Web server**, it is accessible to external viewers, via the Internet or an Intranet.
- The computer that the page is created on must have the **Hypertext Transfer Protocol (HTTP)** server software installed on it.
- This allows you to **create and edit** documents on the web from any location, and will remove the steps of having to **download, edit**, and then **upload** the page every time.
- On the other hand, when a web page is created directly onto a **local hard disk or network drive**, it can be published at a later point by using the **Publish Web** feature.

**Note:** This procedure will not allow you to test certain features.

- This is a **very good** way to create a web page for a **first time user**.
- When a **web site** is created, the location of the files for the web that are saved must be specified, **either to a local hard disk, network drive, or a Web server**.
- If saving to a **Web server**, this will be a web site address that viewers can enter into their browsers to view the page.
- If saving to a local web for testing, and only if Web server software like **Microsoft PWS** is running on the computer, specify the server address as

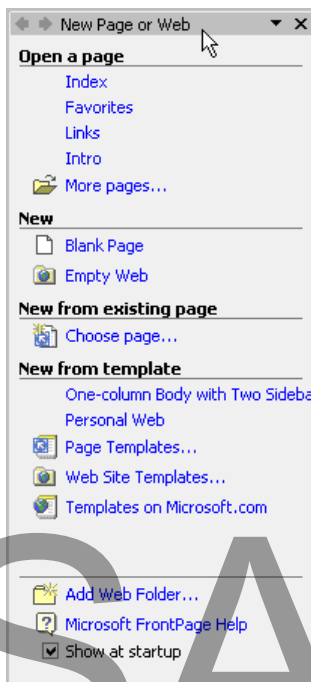
<http://localhost/> or <http://127.0.0.1>. The web site will be functional immediately when web creation begins.

- If saving to a local web other than Microsoft PWS, the **FrontPage Server Extensions** will have to be installed on the computer being used for the web site creation.
- If saving to a **Web hosting service**, the service will provide the server address that the web will be designed on. Most hosting services will provide the **FrontPage server extensions** with the hosting package.
- If using a Web server not supported by **FrontPage server extensions**, or **saving to a hard disk**, the web pages can be exported to the Web server with the **Publish** feature.

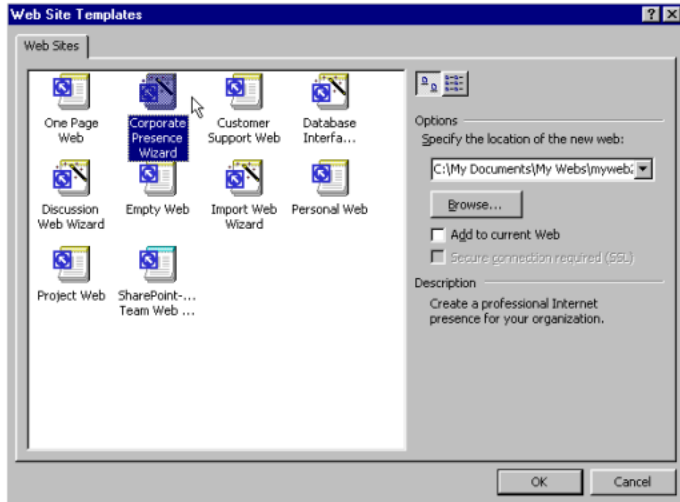
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### Creating a Web Site with a Wizard

- From the main menu, choose **File > New > Page or Web** to open the **New Page or Web** panel:

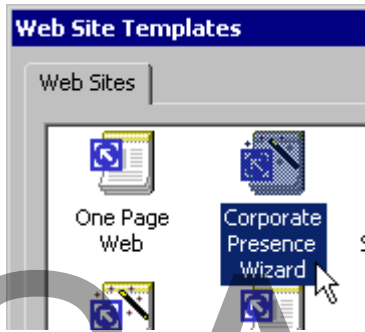


- Select **Web Site Templates** to open the **Web Site Templates** dialog box:

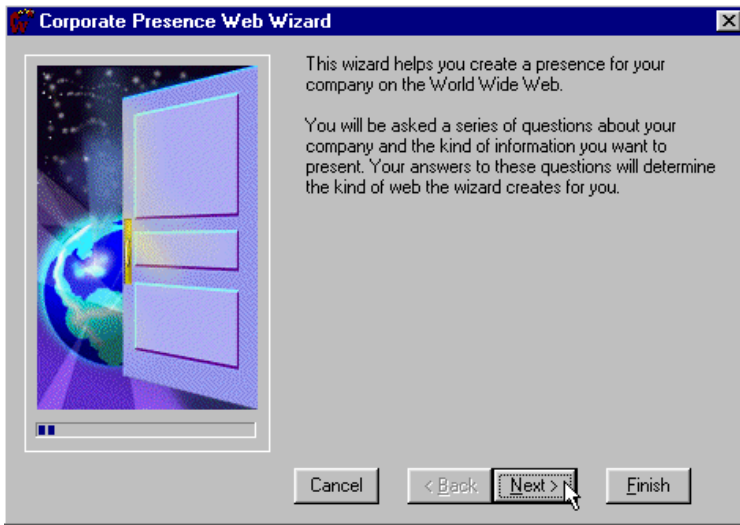


**There are four web site Wizards available to use:**

- The Corporate Presence Wizard.
- The Discussion Web Wizard.
- The Database Interface Wizard
- The Import Web Wizard.
  
- The **Corporate Presence Wizard** allows you to create a full web site, generally for a smaller company:

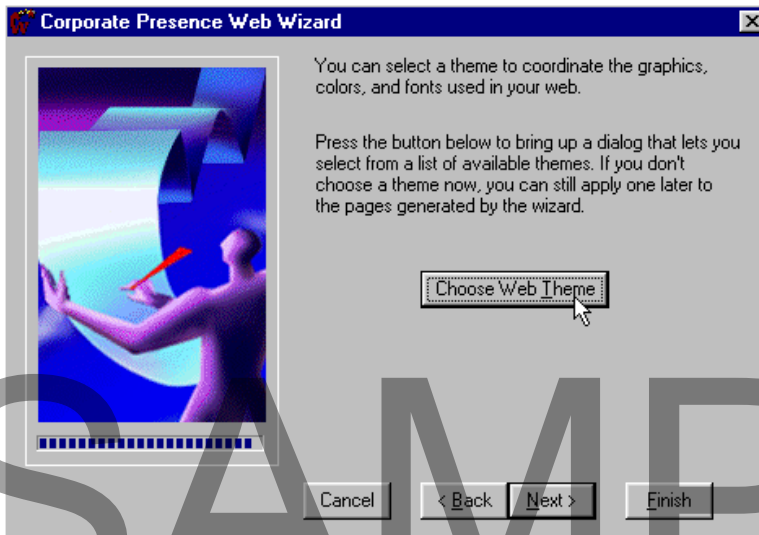


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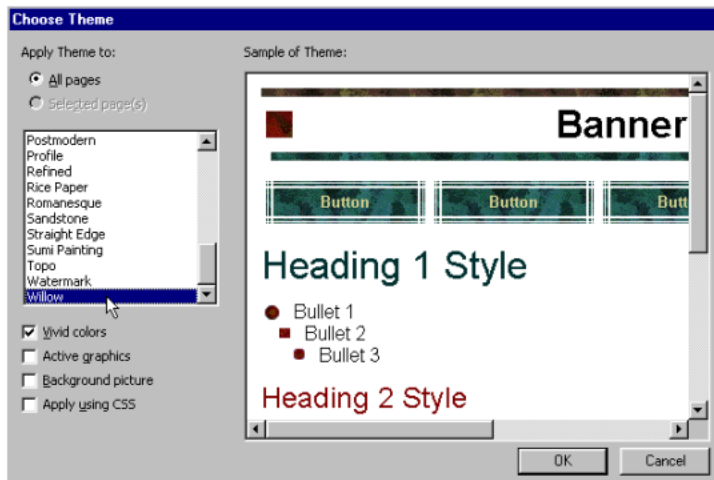


**This wizard moves through a series of steps which include:**

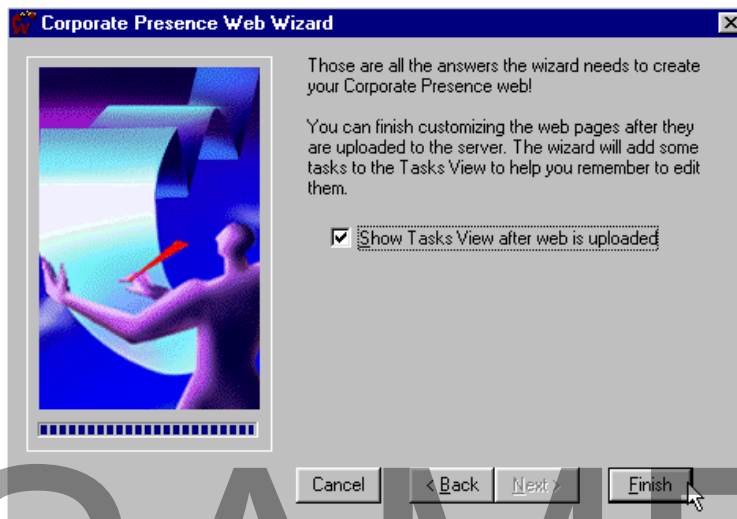
- Selecting what appears on the **opening web site page**.
- Choosing the contact information.
- Selecting a **theme** for the site from an existing list:



SAMPLE

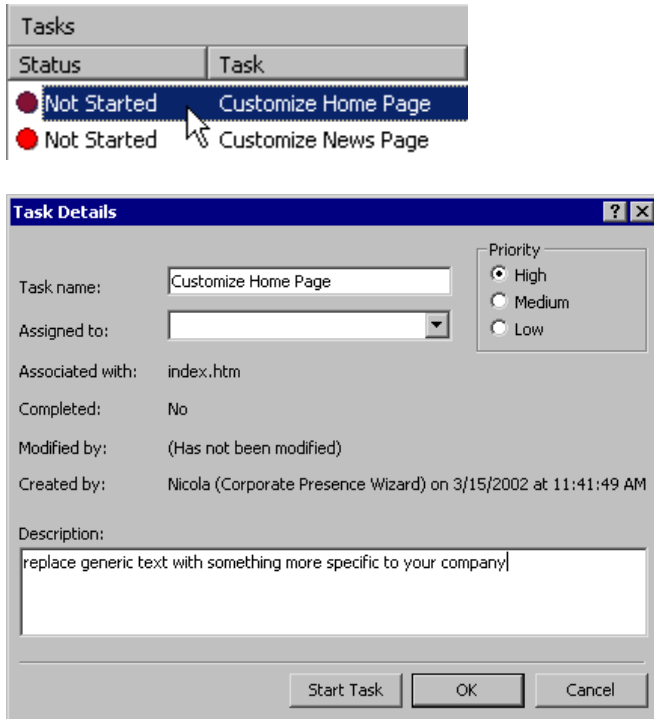


- Once all steps are completed, the final wizard will allow you to launch the **Tasks** view in a new window for the newly created web site, allowing you to view the total pages to be edited:

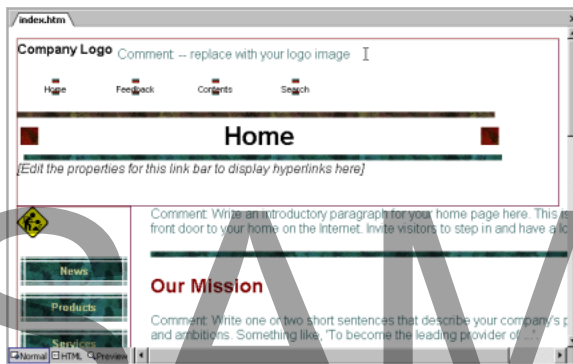
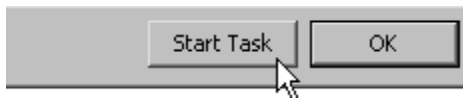


Status	Task	A..	Priority	Associated With	Modified Date	Description
Not Started	Customize Home Page	M..	High	Home	2/20/02 1:2...	replace generic text with something ...
Not Started	Customize News Page	M..	High	ABC Inc. News Page	2/20/02 1:2...	add your own public relations text
Not Started	Customize Products P...	M..	High	ABC Inc. Products Page	2/20/02 1:2...	create data sheets for your own pro...
Not Started	Customize Services P...	M..	High	ABC Inc. Services Page	2/20/02 1:2...	describe your service offerings
Not Started	Customize Feedback ...	M..	Medium	ABC Inc. Feedback Page	2/20/02 1:2...	adjust input areas in the form
Not Started	Customize TOC Page	M..	Medium	ABC Inc. Table of Cont...	2/20/02 1:2...	describe sections in more detail
Not Started	Customize Search Page	M..	Medium	ABC Inc. Search Page	2/20/02 1:2...	explain how to search for common t...

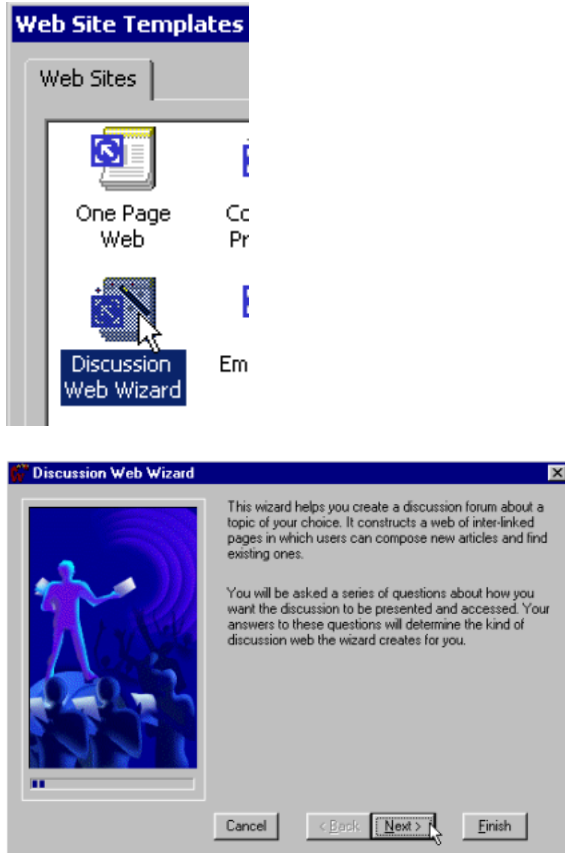
- Double click on a task to open the **Task Details** dialog box:



- Click the **Start Task** button to open the page for editing:

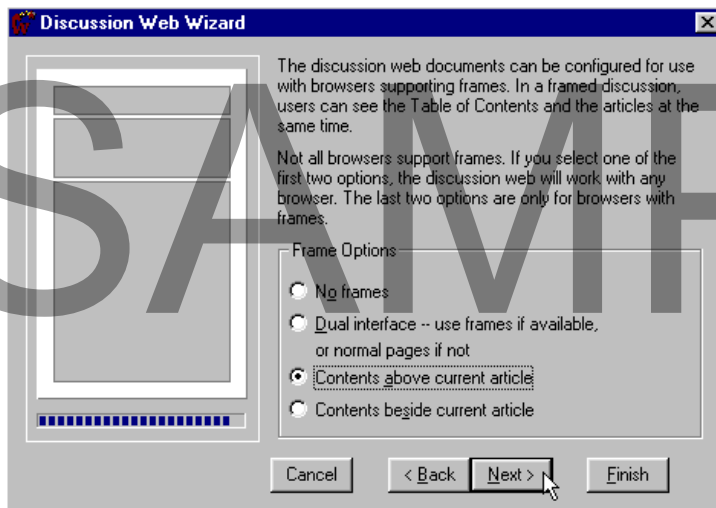


- The **Discussion Web Wizard** allows you to create an area for viewers to engage in a forum on various topics:

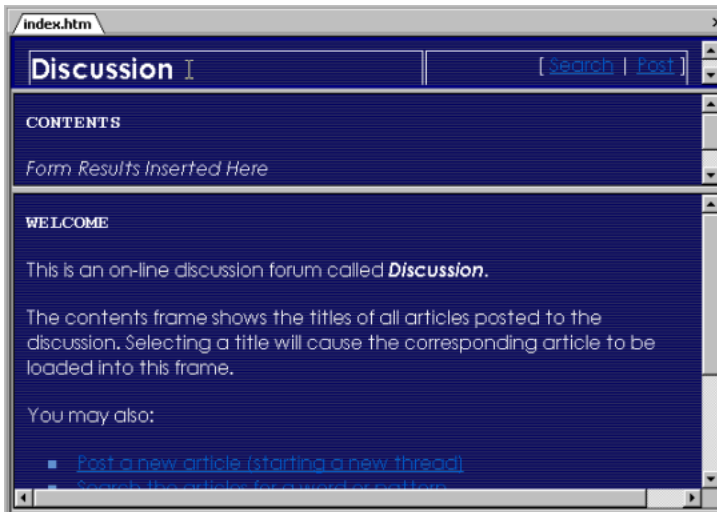


This wizard moves through a series steps which include:

- Selecting the **theme** for the web pages.
- Choosing how **information** is listed.
- Using **frames** within the documents:



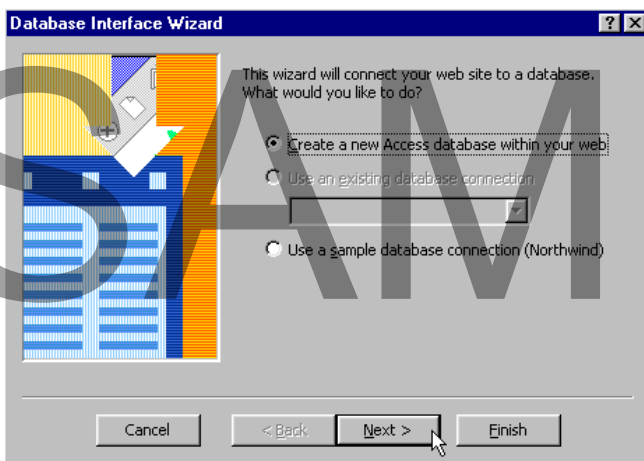
- Once done, click the **Finish** button, and the discussion page will open in a new window, allowing you to begin editing:



- The **Database Interface Wizard** allows you to connect to an outside database so viewers of the Web site can do searches that are answered from the database:



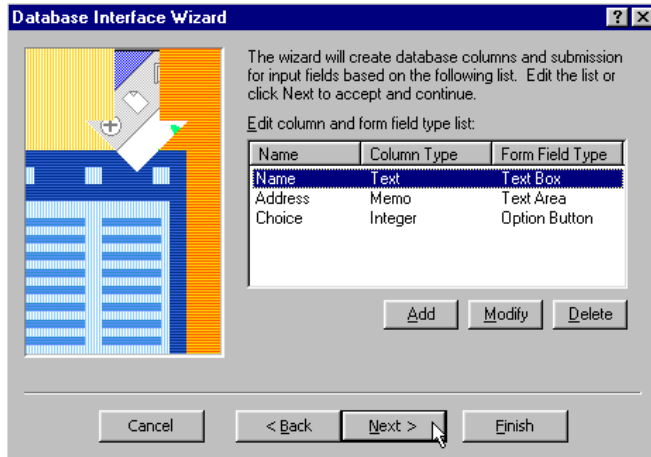
**Note:** This Wizard needs the **FrontPage server extensions** installed in order to work:



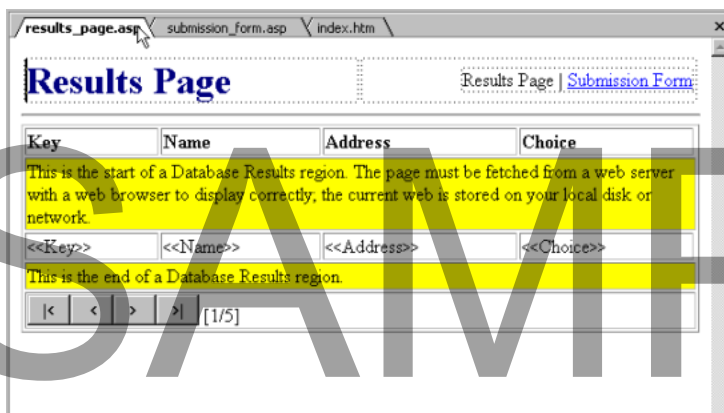
**This wizard moves through a series steps which include:**

- Setting the database name.
- Selecting the **main fields** to be created.

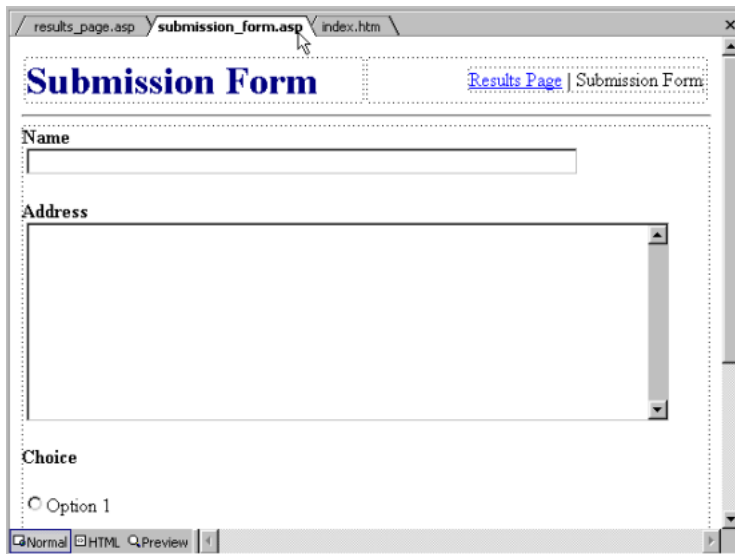
- Setting **which** pages to create:



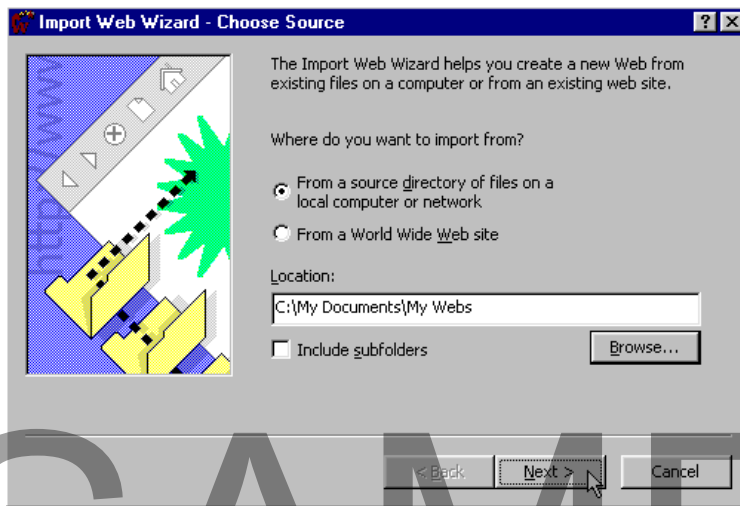
- Once the database wizard is done, click **Finish** and the database will open in a new window, showing the database index page, and any other pages selected to be created:



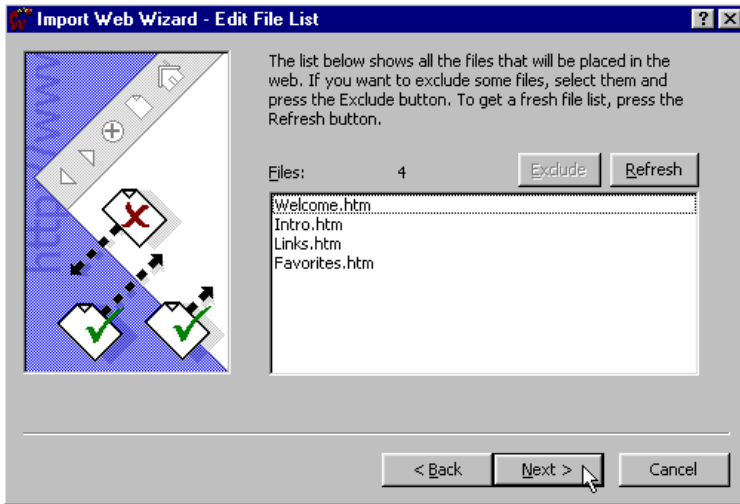
SAMPLE



- The last wizard is the **Import Web Wizard**. It allows you to create a web site containing documents from a **local directory** or an **outside system**:



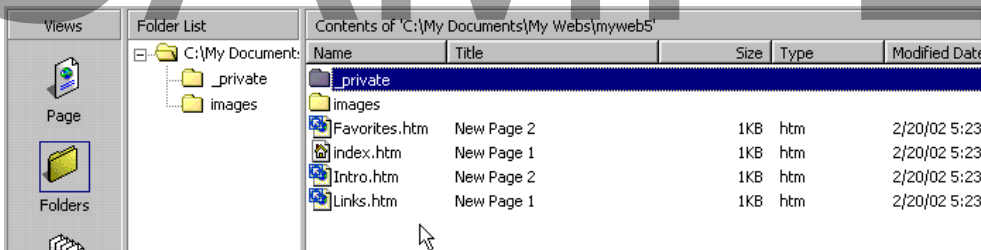
- Once a source has been selected, click the **Next** button to open the next wizard window:



- Select which files to remove from the import, and click the **Next** button to open the last wizard window:

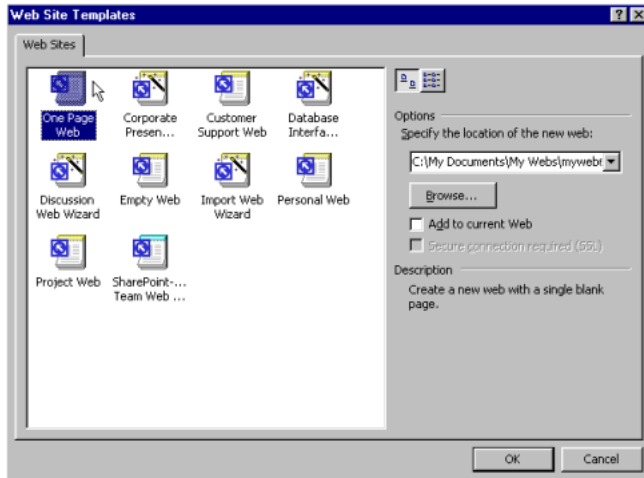


- Click the **Finish** button, and a **new window** will open.
- Click the **Folders** button in the **Views** panel. This will open to show the web files that were imported to the new web site being created:

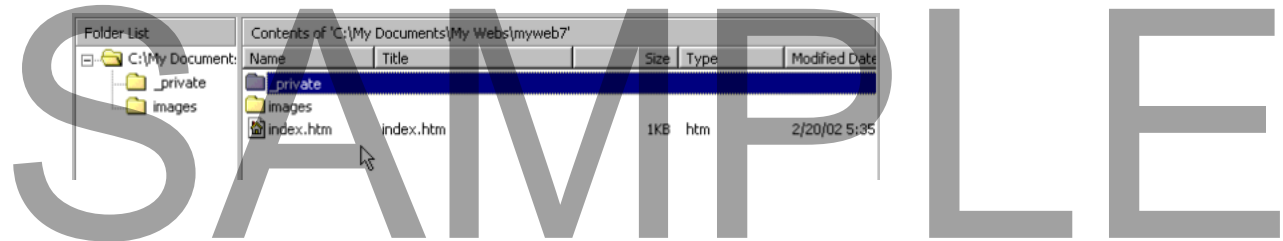
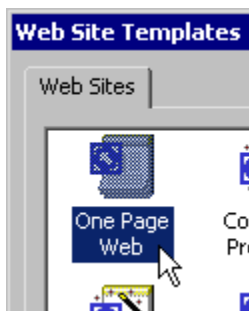


## Creating a Web Site using a Template

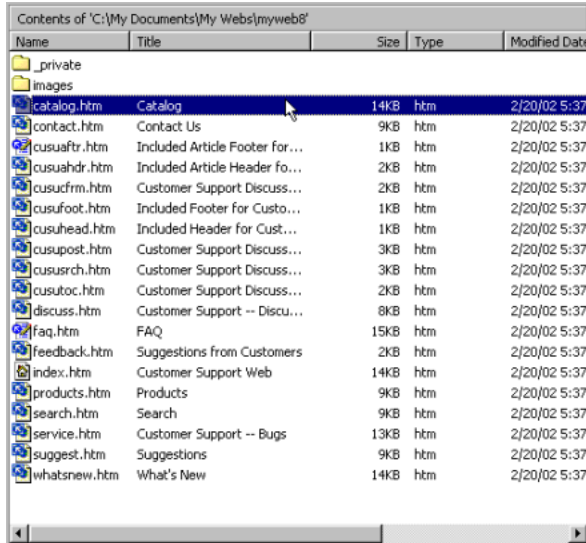
- From the main menu, choose **File > New > Page or Web** to open the **New Page or Web** task pane.
- Select **Web Site Templates** to open the Web Site Templates dialog box:



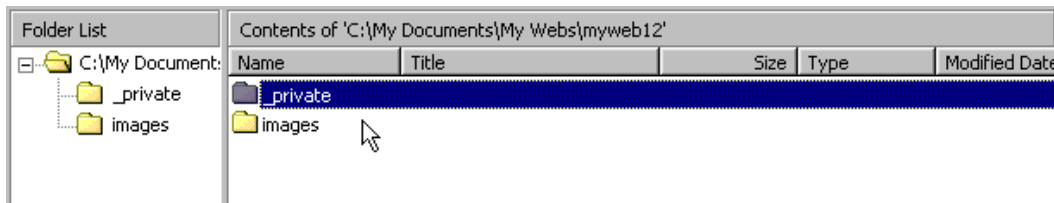
- The **One Page Web** template allows you to create an empty home page, that will open in a new window:



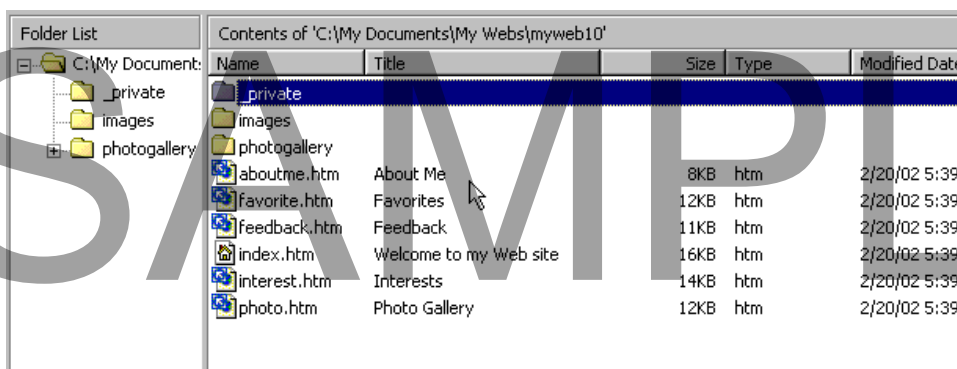
- The **Customer Support Web** template allows you to create a full customer support web site, without having to use a wizard:



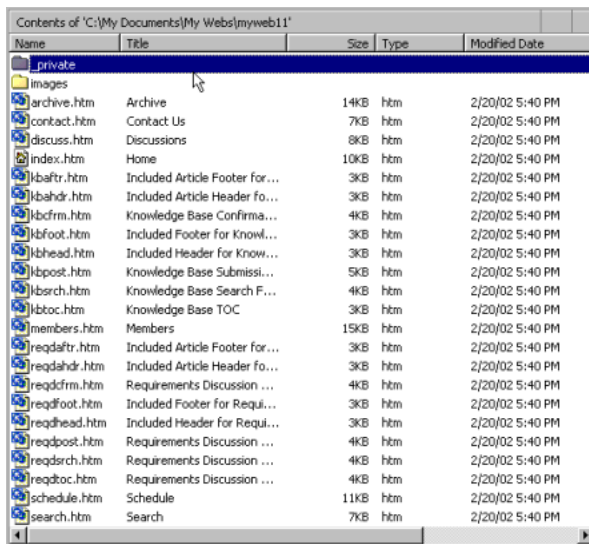
- Simply double click on a page to **open** and **edit**.
- The **Empty Web** template allows you to create exactly that, a web site with no content at all. It will only create a directory that all pages, once created, are stored in:



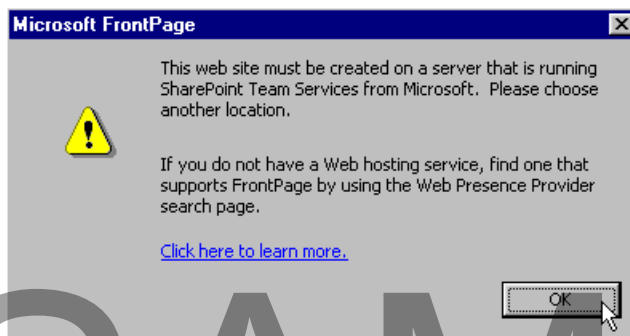
- The **Personal Web** template allows you to create a full personal web site, without having to use a wizard:



- Simply double click on a page to **open** and **edit**.
- The **Project Web** template allows you to create a way for multiple members of a team to touch base.
- All information that is being created by **each individual of the team** for a project, can be **stored** here as well:



- The main use for this template is for an Intranet.
- The **SharePoint-based Team Web Site** template allows you to create a more intense collaborative site that has a shared document area, contact and task lists, calendar, and more.
- This template can only be created on a server that has **SharePoint (Office Web)** server extensions installed. Otherwise, a warning dialog box will open:

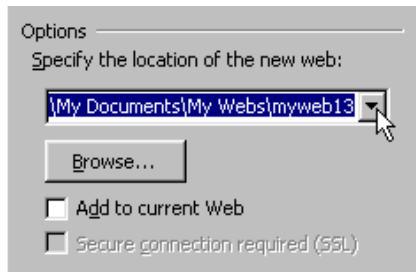


## Web Location Options

### Using the Web Location Options area

- The **Web Site Templates** dialog box allows you to select the appropriate location that the new site will be hosted from.
- From the main menu, choose **File > New > Page or Web** to open the **New Page or Web** task pane.
- Select Web Site Templates to open the Web Site Templates dialog box.

- In the **Options** area, select the directory to where the new web site will be stored:



- Typically, FrontPage will automatically offer a storage directory, a name for the new web site, as well as a home page called **index.htm** within the root index of the newly created web site.
- If the **Add to current Web** checkbox is selected, the newly created web site, along with its new home page **index.htm**, will be added to the currently open site.
- If the **new site** also has a home page named **index.htm**, one of the pages will be deleted, so it is best to leave the **Add to current Web** checkbox **unselected** as to not lose any information.

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## Choosing Web Hosting Service Providers

- There are a variety of **web hosting providers**, and with that, they need to be compared to know which will provide the needed requirements on a per-user basis.

**Pricing** - Look at this closely, as some plans can include site design, high-speed connection and more.

**Disk Space** - The **Disk space** tells you how much space you will need with all pages and any multimedia files contained in the web site. To get a better idea of how much space will be required, create a disk-based web site closely matched to what the final product will be. The space taken on the disk will tell you the space you will need from the provider.

**Connection Speed** – This can be quite different between providers, but the best to use are **T-1** and **T-3**. Keep in mind that the speed offered is from the hosting provider to the Internet, not from the computer that the web site was created on to the hosting provider.

**Traffic** - Watch the traffic that the new web site receives. If more traffic occurs than originally specified to the web hosting provider, extra charges will apply.

**FrontPage Server Extensions** - Make sure that the web hosting provider will include the **FrontPage server extensions**, and not charge separately for them, as well as have the most up-to-date version of the extensions.

**Domain Name Hosting** - Some service providers can provide better pricing on domain names, rather than going through the older web name registries.

**Email Accounts/Mailing Lists** – Look into how many email accounts are provided with the hosting, most will include at least 1 account, depending on the disk space being taken by the site.

**FTP** - The **Publish** feature in FrontPage is what is used to upload the web page file onto the Internet, so confirm that at least one FTP account is included from the hosting provider.

**Server Security** - This is an important feature to have if the new site requires portions to be placed within a secure server for transmitting any data. Confirm that the provider can offer this.

**E-commerce** - If creating a web site offering products for online purchasing, hosting providers will typically have this capability, but for a higher package price. The hosting provider can also aid in creating a merchant account, for accepting credit cards online.

**CGI - CGI (Common Gateway Interface)** is the main scripting technology behind web programming. If the hosting provider is on Unix servers, it can provide a CGI script directory, but if it is on NT servers, they might not be available.

**Access and SQL** - The hosting provider must be able to support database serving if the web site is database-driven. Most providers will provide for both Access and SQL databases, but it is important to check.

**Statistics** - Most hosting providers can provide information on the number of times the site is viewed, who is viewing the site, and the click rate on any banners ads or downloads on the site. If budgeting and marketing campaigns will be based from the web site, make sure that the correct information and reports can be tracked and reported on.

**Backups** - It is very important to make sure that the hosting provider being used is backing up web sites on a regular basis. This will cut down on any frustration for the viewer if information is not updated on time. It is also good for keeping accurate information captures for reports.

---

## Choosing an ISP

- An **ISP (Internet Service Provider)** is mainly concerned with the user that is connected to the Internet, not the web that is being hosted on the Internet. However, using an ISP provider allows you to use only one provider for all your needs, and can be a better solution for smaller companies with smaller sites.

---

## Using a Personal Web Server

- When a web site is created as a disk-based Web on a hard-drive, testing it in a minimal fashion without having to have an outside hosting provider can be done with a personal web server.
- If using a **NT4** or **Windows 2000** environment, access to the **Internet Information Server (IIS)** is probably already provided.
- If using a **NT4** environment without access provided, the **NT4 Option Pack** can install a version of **IIS**, located on the Microsoft web site.
- If using a **Windows 95** or **Windows 98** environment, the **NT4 Option Pack** can install a version of **IIS**, located on the Microsoft web site.
- If using a **Windows 98** or **Windows 98 Second Edition** environment, the **Windows Installation CD** can install a version of **IIS**.

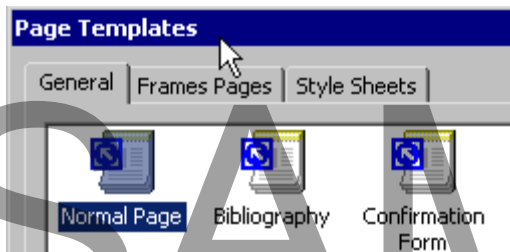
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## Designing a Web Site

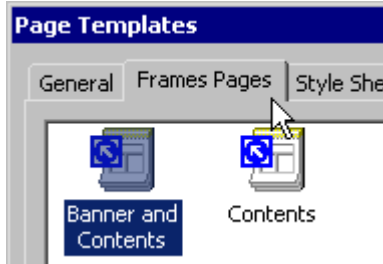
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### Creating a new Page using a Template

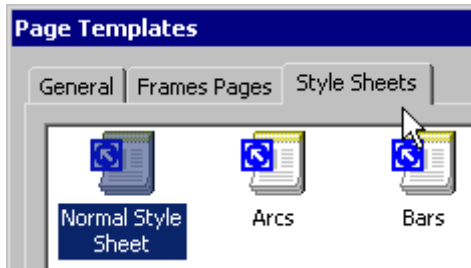
- Individual Web pages can be created through the **Page Templates** dialog box, and formatted with the **Page Properties** dialog box.
- From the main menu, choose **File > New > Page or Web** to open the **New Page or Web** task pane.
- Select **Page Templates** from the **New from Template** area to open the **Page Templates** dialog box:



- Select the **Frames Pages** tab to view various templates that already contain frames:

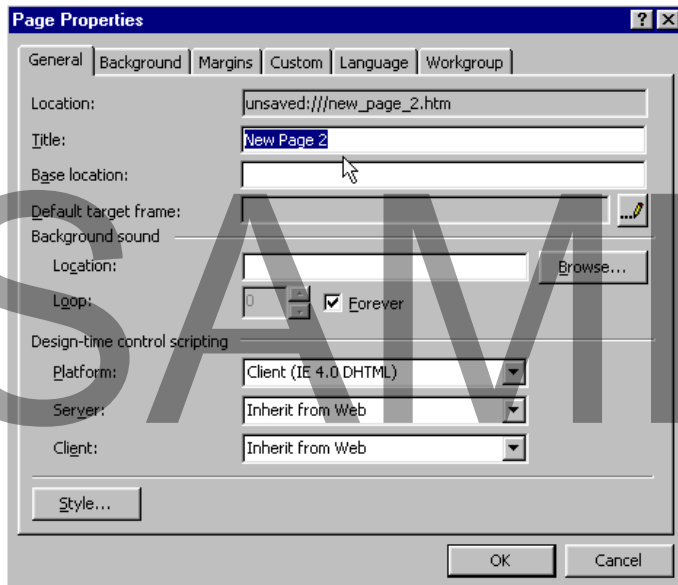


- Select the **Style Sheets** tab to view various templates that already contain a variety of set styles:



- Once a template is selected, it will open in a new window.
- From the main menu, choose **File > Properties** to open the **Page Properties** dialog box

**OR** right-click anywhere on the page, and from the pop-up menu, select **Page Properties** to open the **Page Properties** dialog box:



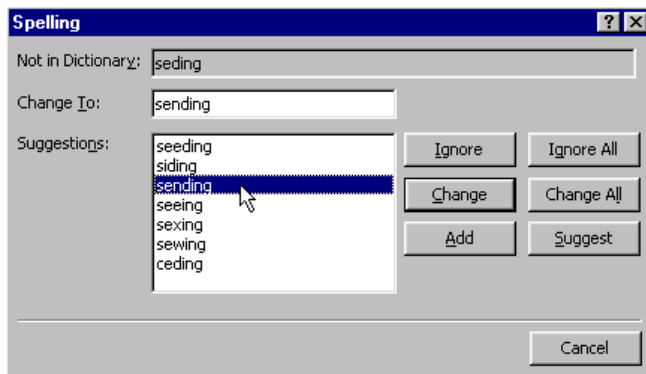
- Use this **dialog box** to alter the **name of the page, the location, the color,** and any other required changes.

- Save **the page** once any change is done.

**Note:** To view the **Background** tab within the Page Properties the web will have to be closed. From the main menu choose **File > Close Web** to close the web settings and to disable any themes or style sheets that may be in place.

## Checking Spelling

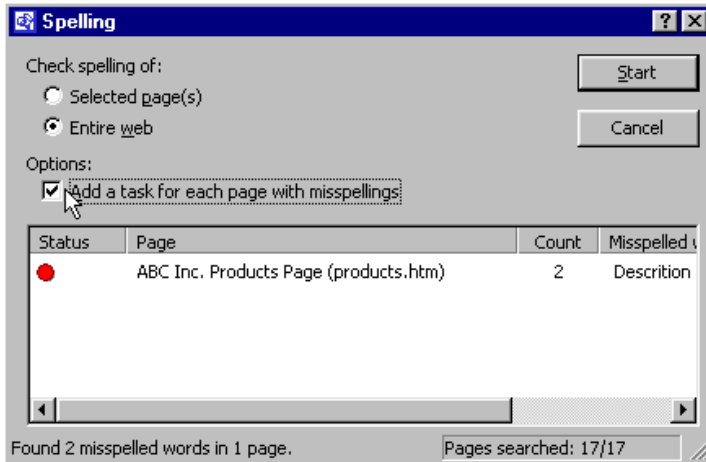
- A simple spell check on individual pages can be done. From the main menu, choose **Tools > Spelling** to open the **Spelling** dialog box:



- Spelling should be checked across **multiple pages** of an entire web site, to make sure that all spelling and choices are the same.
- Open the web site in any view except for **Page**.
- From the main menu, choose **Tools > Spelling** to open the **Spelling** dialog box:



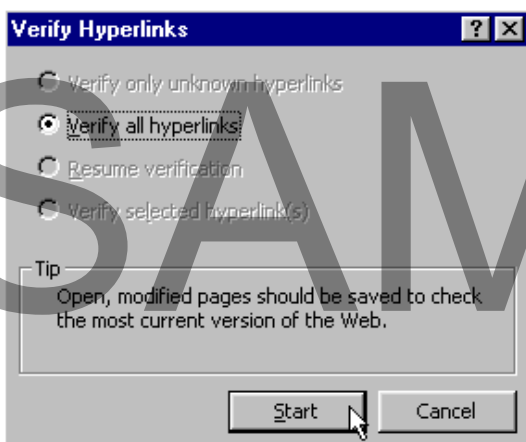
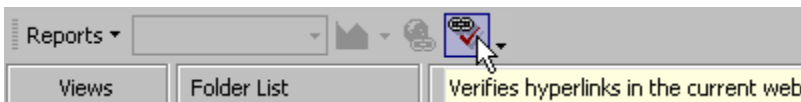
- Select **Entire web** under the Check spelling of area.
- Click **Start**:



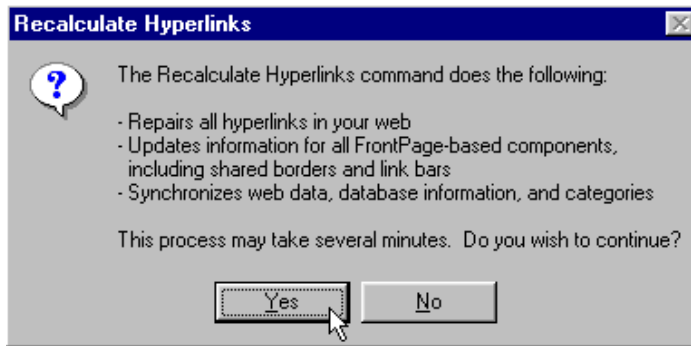
- This allows you to do a Global spell check of all pages within the web site created. Select the **Add a task for each page with misspellings** checkbox to remind you or to assign the task to another person to correct the misspellings.
- Double click on the file listed in the dialog box to open the page and correct any misspellings.

## Checking Hyperlinks

- From the main menu, choose **View > Toolbars > Reporting** to open the **Reports** toolbar.
- From the **Reports** toolbar, select the **Verify Hyperlinks** icon:



**OR** from the main menu, choose **Tools > Recalculate Hyperlinks** to update all views of the web site as well as the multiple items within the web site:



**Note:** You must be online to use either method.

- The **Verify Hyperlinks** icon allows you to have FrontPage check any external hyperlinks connected to the web site. You can verify hyperlinks on all pages, or for one selected page.
- The result will show in the **Broken Hyperlinks** report, as **Unknown**, **Broken** or **OK**.
- The **Recalculate Hyperlinks** command allows you to update all views of the web site, as well as update any text indexes created if there is a search component in the web site. This command will regenerate all of the **Include** components in the web site, and will update all Web content that is connected to those components.

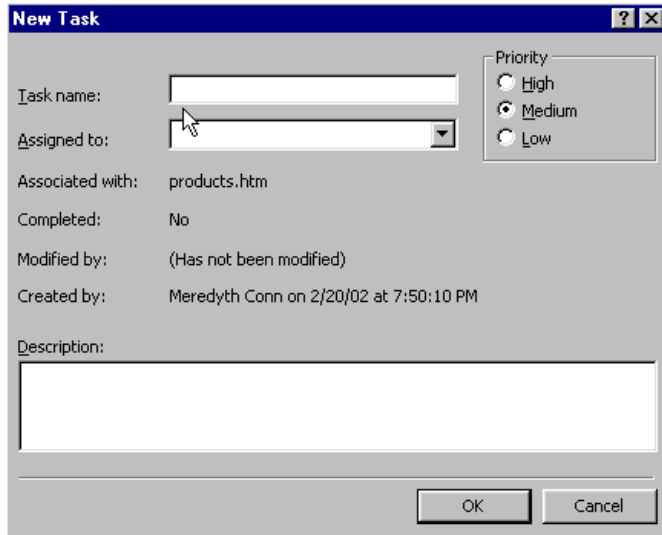
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## Setting Tasks

- Open the page in the **Page** view.
- From the main menu, choose **Edit > Tasks > Add Task**

**OR** from the main menu, choose **File > New > Task** to open the **New Task** dialog box:

# SAMPLE



- The **Associated with** line shows which page the task will be connected to. When selecting the **Start Task** command, it will automatically open the connected page.
- Enter the required information, and click **OK**.
- If you are in the **Tasks, Folders, Navigation, Hyperlinks** or **Reports** view, select the page that the task needs to be connected to.
- Right click on the selected page, and from the pop-up menu that appears, select **Add Task**.
- This will open the **Add Task** dialog box.
- Enter the required information and click **OK**.

---

## Setting Permissions

- **Permissions** can be set to allow various users access to administer, author or simply browse a web site.
- From the main menu, choose **Tools > Server > Permissions** to open the **Permissions** dialog box.
- **Browse** - Allows users to access the web pages through an internet browser, and view the pages. Alterations of any kind cannot be made by a browser.
- **Author and Browse** - Allows certain users to create and edit any content on the web site, but they cannot add, delete or manage the web site and pages in any way.
- **Administer, Author and Browse** - Allows users to have full access to the web site and all the administration that is connected to the site. This user can add and delete web pages, and set any web permissions and configurations themselves.

**Note:** Only the **original creator** of the web site can restrict other administrators to specific web sites.

## Review Questions

### How would you:

- Create a New Web Site?
- Create a Web Site with a Wizard?
- Create a Web Site using a Template?
- Use the Web Location Options area?
- Choose Web Hosting Service Providers?
- Choose ISP Service Providers?
- Use a Personal Web Server?
- Create a new Page using a Template?
- Check Spelling?
- Check Hyperlinks?
- Set Tasks?
- Set Permissions?

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## Frames

When you have completed this learning module you will have seen how to:

- Use Frames
- Use a Frame Template
- Edit Framesets
- Create Custom Framesets
- Use Target Frames
- Create Custom Frameset Templates
- Place Pages into a Frameset
- Use Static Frames
- Remove a Frameset
- Use DHTML Layout Positioning
- Use Absolute Positioning for Layout
- Use Relative Positioning for Layout
- Use the Wrap Text Style
- Create Page Transitions
- Create Collapsible Outlines
- Set Z-Order Layering
- Collect Elements

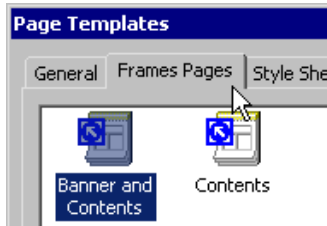
## Working with Frames

### Using Frames

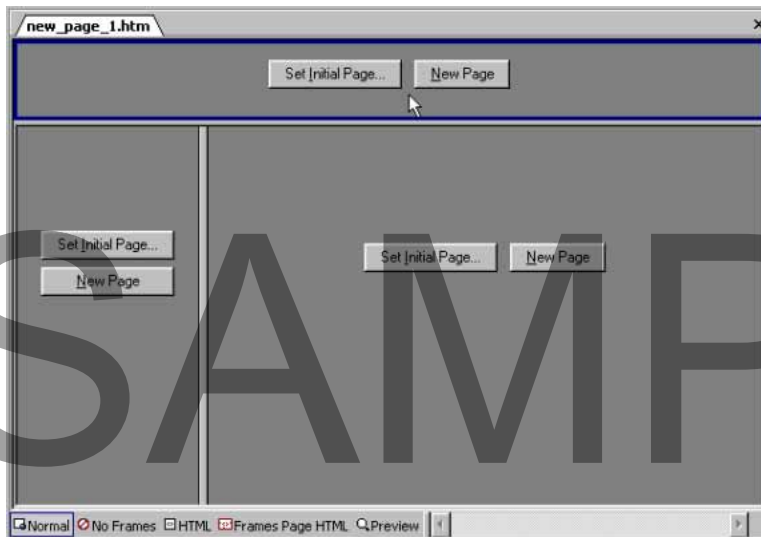
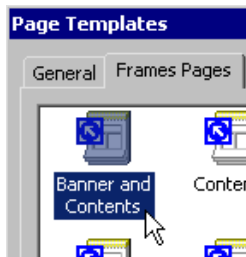
- By **placing frames on a page**, you are placing two or more windows on the same screen, and the viewer can have control over none, some or all of the frames.
- **Frames** can hold other frames, and pages inside a frame. Frames can also refer to alternate pages other than what can be immediately seen.
- **Using frames** allows you to show static as well as dynamic elements on a page.
- **Static elements** are visible whatever the viewer may do, and dynamic elements are altered based on a viewer's input.
- **Using frames within a page** is a useful tool to keep a viewer oriented to the various pages within a web site. A viewer can easily move through a site if alternate pages are listed in a static frame somewhere to the side, top or bottom of the page.

## Using a Frame Template

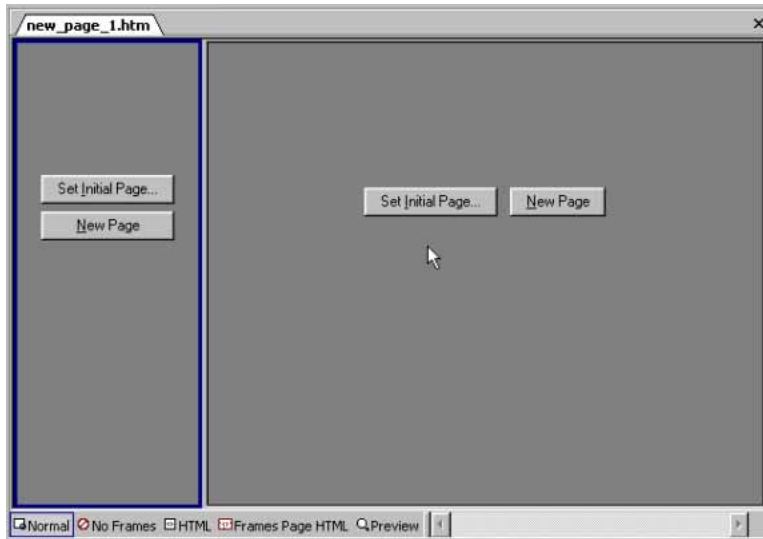
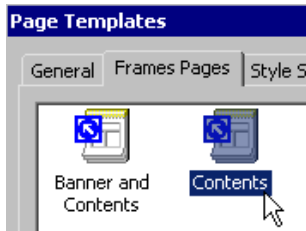
- From the main menu, choose **File > New > Page or Web** to open the **New Page or Web** task panel.
- Select **Page Templates** to open the **Page Templates** dialog box.
- Select the **Frames Pages** tab:



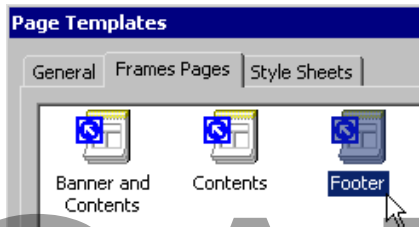
- The **Banner and Contents** template allows you to create a page that has a banner frame at the top of the page, a contents frame on the left of the page, and a main frame:



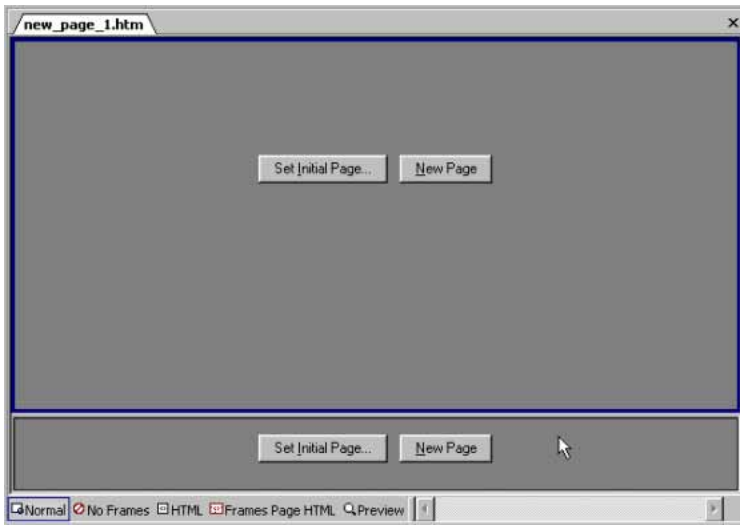
- The **Contents** template allows you to create a frame for links to the left of the page, allowing the viewer to select and alter the page in the main view:



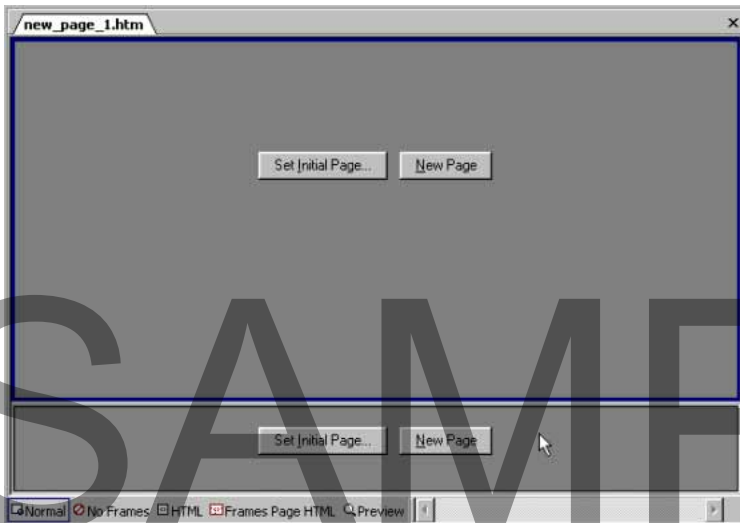
- The **Footer** template allows you to create a frame for links on the bottom of the page, allowing the viewer to select and alter the main view:



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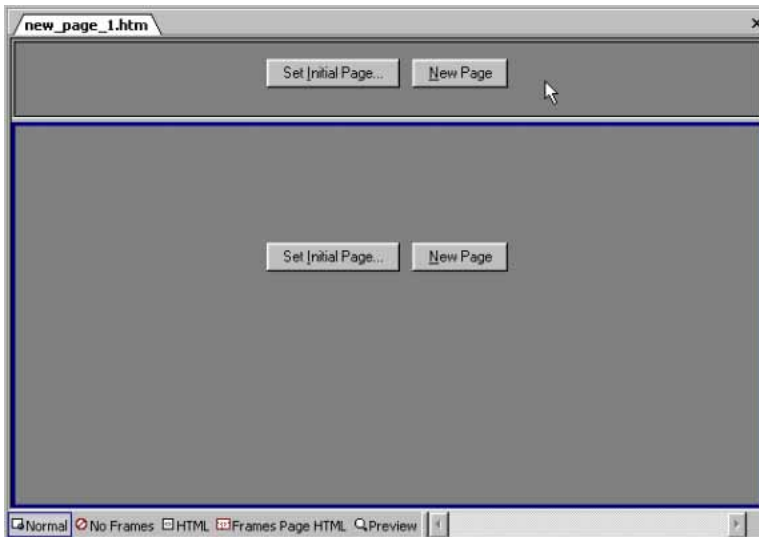


- The **Footnotes** template allows you to create a footnote area on the bottom of the page that the viewer can change with links on the main page:

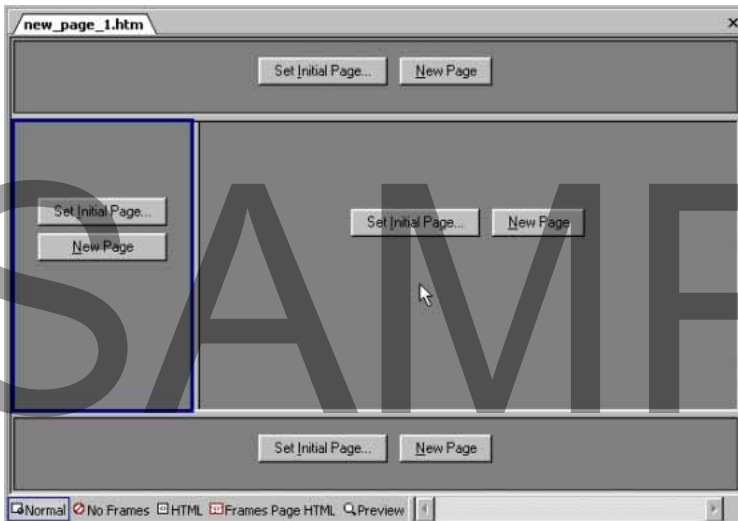


- The **Header** template allows you to create a frame for links at the top of the page, allowing the viewer to select and alter the main view:

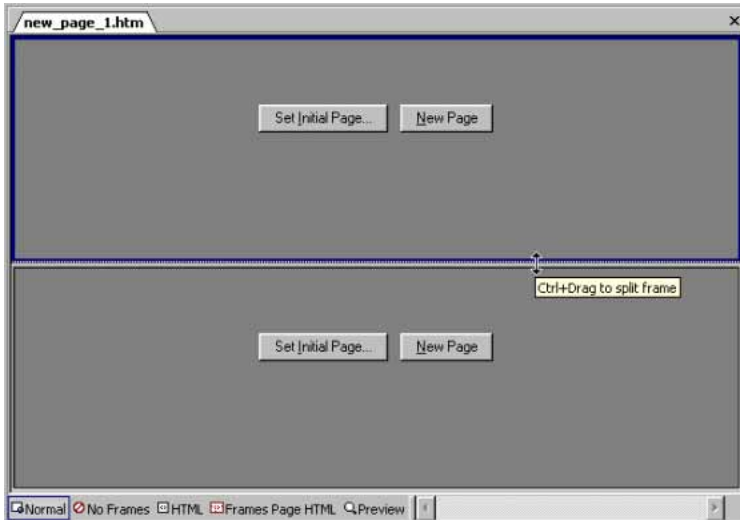




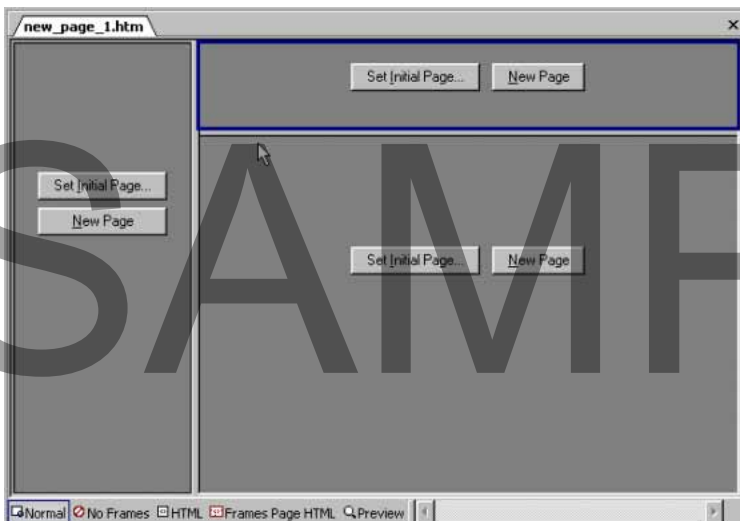
- The **Header, Footer and Contents** template allows you to create frames for links at the top, bottom and left side of the page, allowing the viewer to select and alter the main view:



- The **Horizontal Split** template allows you to create a page with top and bottom frames that are independent of each other:

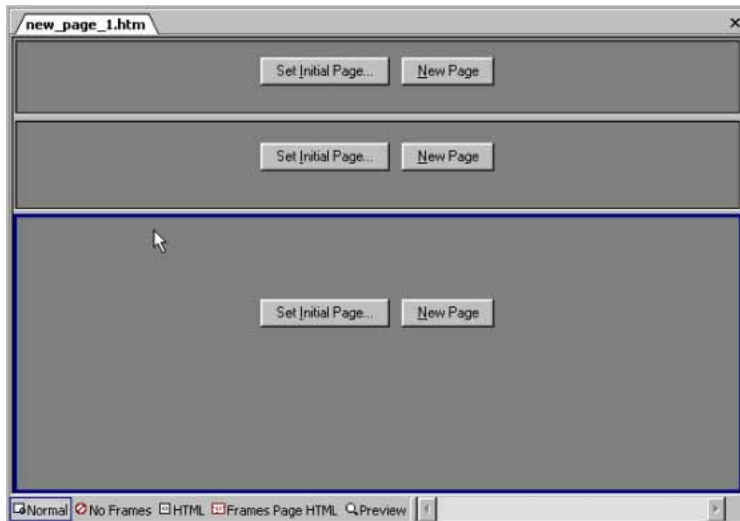


- The **Nested Hierarchy** template allows you to create a page where there are links in the frame on the left, the link destinations appear in the frame at the top, and the destination pages are in the bottom frame:

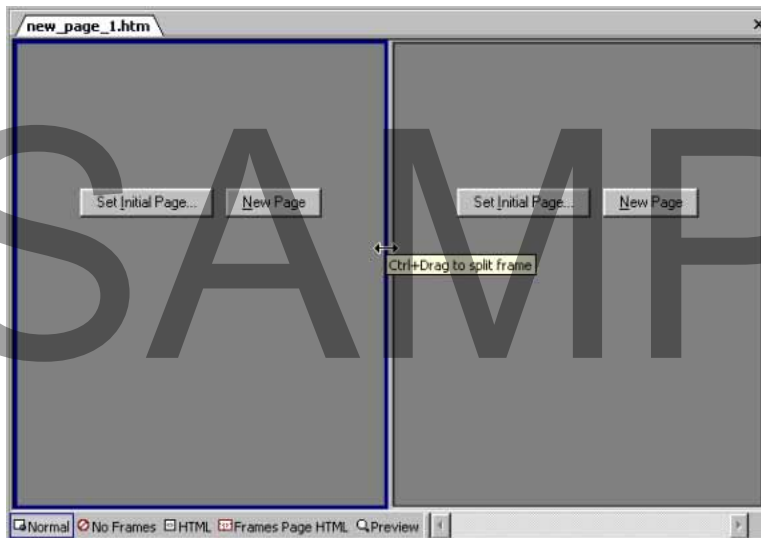


- The **Top-Down Hierarchy** template allows you to create a page where the links are listed in the top frame, the link destinations are in the middle frame, and the

destination pages are in the bottom frame:



- The **Vertical Split** template allows you to create a page with left and right frames that are independent of each other:

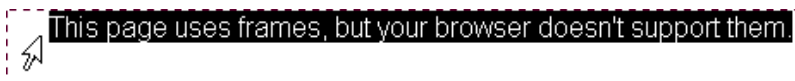


## Editing Framesets

- A **Frameset** is where multiple frames appear in the same page.
- Click on the page within a frame to edit the text within the frame.
- An **active frame** has a dark blue border surrounding its edges.
- Place the cursor on a **frame edge**, then click and drag to alter the size of the frame.
- Click on the **Frames page HTML** button at the bottom of the window to view the frameset file HTML information:

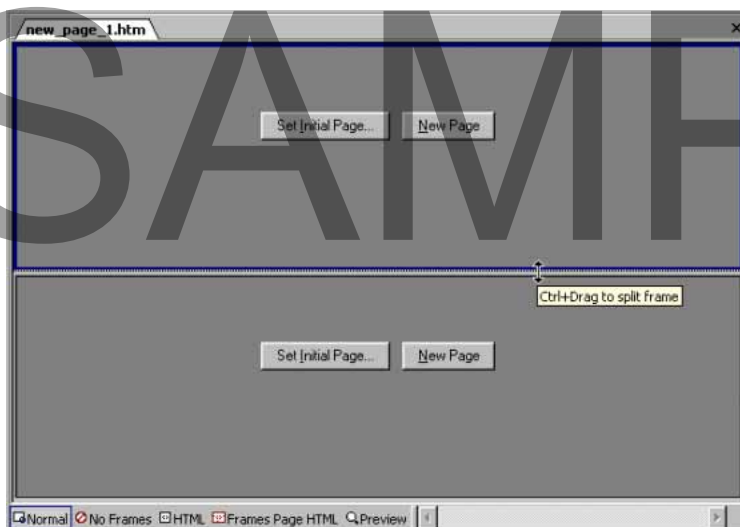


- Click on the **No Frames** button at the bottom of the window to edit text in a non-frame supporting browser. Alter the default warning message, and it will be saved with the frameset file:

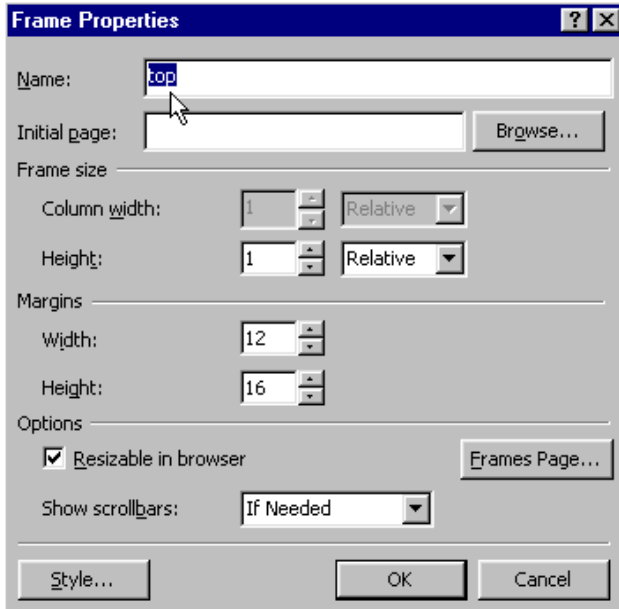


## Creating Custom Framesets

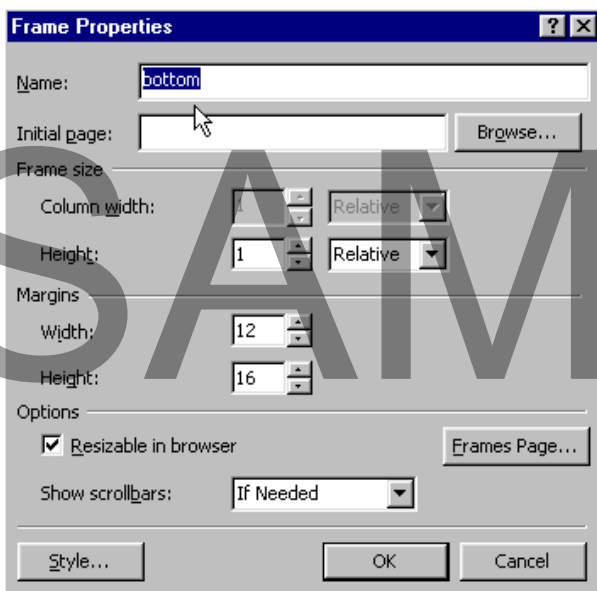
- Begin by creating a main page from a **frame template**, along with the remainder of required pages.
- If using **Horizontal Split** template, the frameset can be modified to have the links in the frame on the top of the page alter the contents in the bottom frame, and the links in the bottom frame alter the contents in the frame on top:



- Right-click on the top frame, and from the pop up menu that appears, select **Frame Properties**, take note of the name of the frame that was supplied from the template, and click **Cancel**:



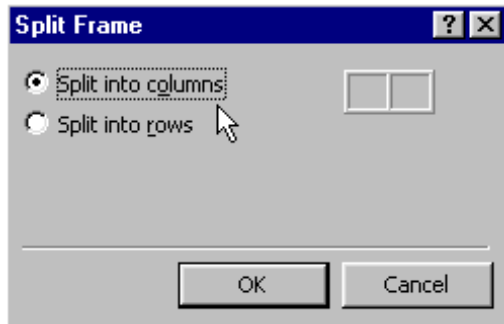
- Right-click on the bottom frame, and from the pop-up menu that appears, select **Frame Properties**.
- Take note of the name of the frame that was supplied from the template, and click **Cancel**:



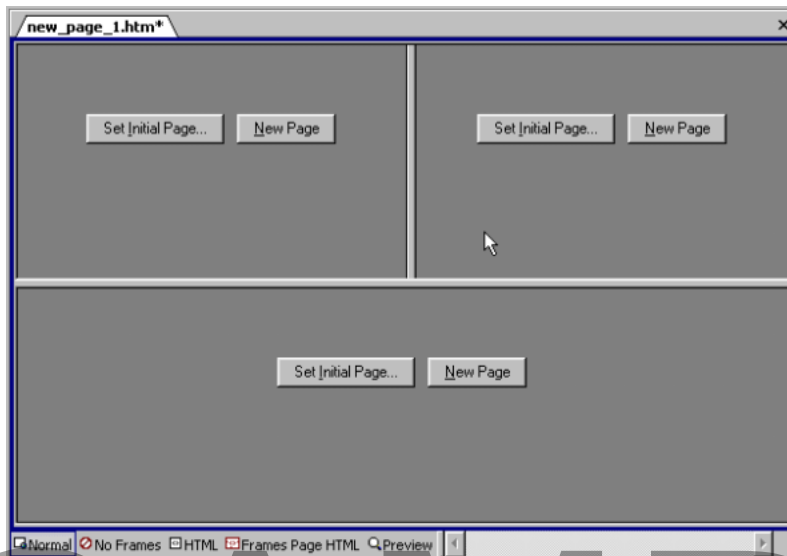
**To split the frame:**

- Click to place the cursor inside a frame.

- From the main menu, choose **Frames > Split Frame** to open the **Split Frame** dialog box:

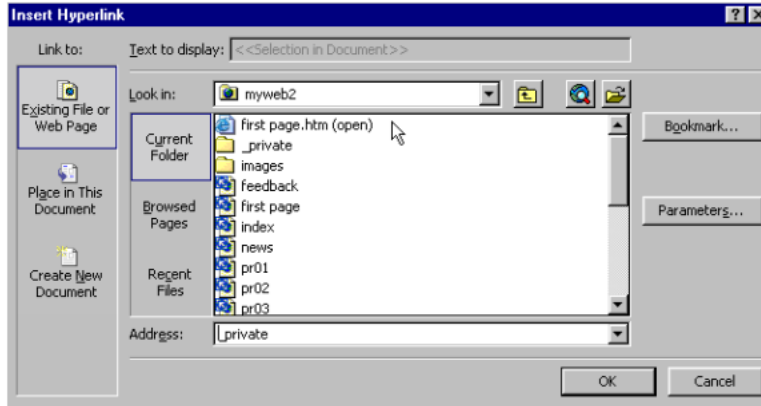


- Select an option and a **small preview** of the split will appear on the right side of the dialog box.
- Once done, click **OK**:



- In the bottom frame, click the **Set Initial Page** button to open the **Insert Hyperlink** dialog box:

SAMPLE



- Assign the other pages that were built to various hyperlinks as required within the frames of the new page.

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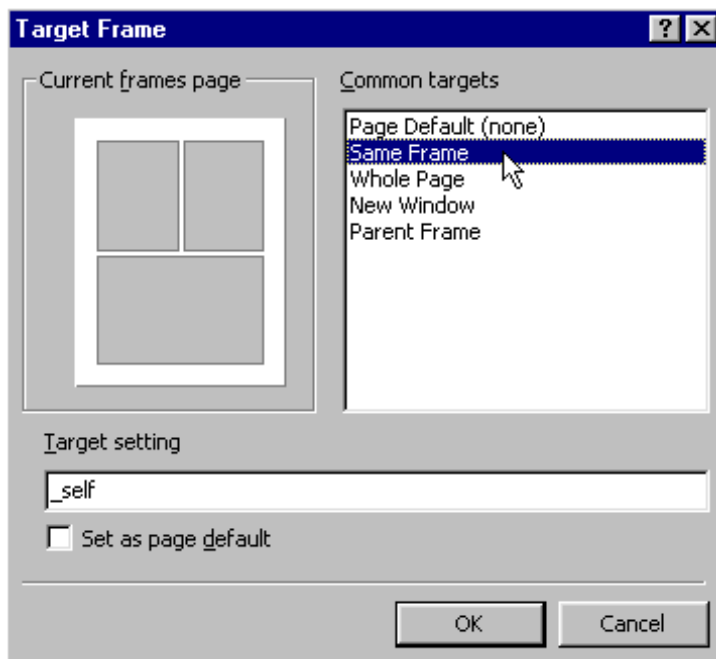
## Using Target Frames

- To have a truly **static** frame, confirm that it is not the **target frame** for a **hyperlink** in the web.
- From the main menu, choose **Insert > Hyperlink** to open the **Insert Hyperlink** dialog box.
- Click the **Target Frame** button to open the **Target Frame** dialog box:



- This dialog box allows you to easily create **image-based links** with the necessary target frame:

SAMPLE



- Select a name from the **Common targets** list, and its preset template name will appear in the **Target setting** field.

**New Window** – This will place the link into a frame and when the link is selected, it will open in a new window.

**Same Frame** – This will place the link into the selected frame, and when the link is selected, it will open in the same area that the link was located, and the frame layout is not altered.

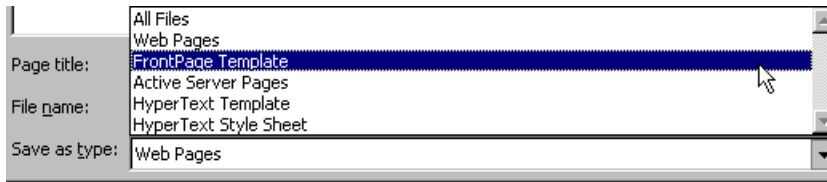
**Parent Frame** – This will place the link into the selected frame, and when the link is selected, it will open in the same area that the link was located and will reset the browser window.

**Whole Window** – When the link is selected, it will open to replace the entire page window, taking the place of the original frameset.

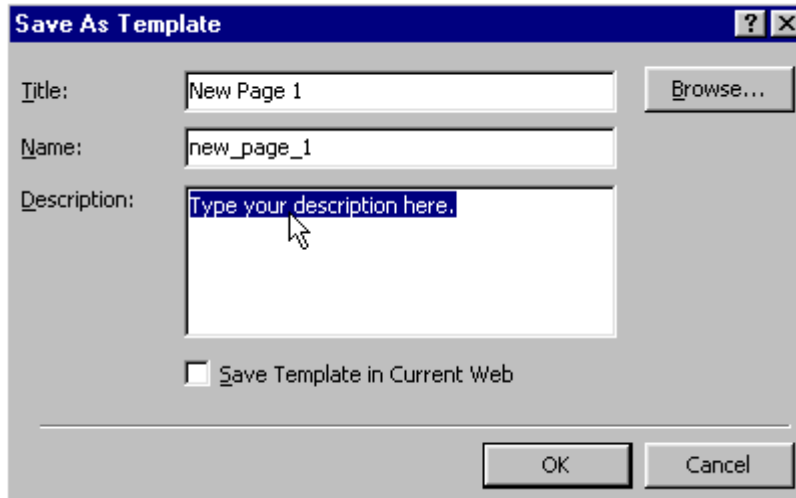
### Creating Custom Frameset Templates

- If a particular frame layout is a favorite, and often used, the file can be saved as a template for future use.
- Right-click anywhere on the page and from the pop up menu that appears, select **Page Properties** to open the **Page Properties** dialog box.
- Name the template in the **Title** field.
- Click **OK**.
- From the main menu, choose **File > Save As** to open the **Save As** dialog box.

- From the **Save as type** drop down menu, choose **FrontPage Template**:



- Click **Save** to open the **Save As Template** dialog box:



- Edit the **Title** and **Name** fields as required.
- Enter into the **Description** field a brief description of the template being saved.
- The description must be added to the template, as it shows in the **Page Templates** dialog box when selecting the template.
- If the **Save Template in Current Web** checkbox is selected, the template will only be available when working on this particular web series.
- Once done, click **OK**.

## Placing Pages into a Frameset

- The pages to be placed into an existing frameset must be created before they can be placed.
- Open the frameset that the pages will be inserted into.
- From the main menu, choose **Insert > Hyperlink** to open the **Insert Hyperlink** dialog box.
- Insert a link to the page to be inserted into the required frame.
- In the **Insert Hyperlink** dialog box, click the **Target Frame** button to open the **Target Frame** dialog box.
- Select the required target frame.
- If required, select the **Set as page default** checkbox.

- Click **OK** to close the **Target Frame** dialog box.
- Click **OK** to close the **Insert Hyperlink** dialog box.
- The link to the inserted page will open the new page within the selected frame.

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### Using Static Frames

- Using a **static frame** allows you to have an area on the page that cannot be altered by the viewer in any way.
- Open the first page of a frame, that which shows when the frameset is opened.
- Right-click and from the pop-up menu that appears, select **Page Properties** to open the **Page Properties** dialog box.
- Set a default target frame that is not the frame that the page is currently showing in.
- All pages opened from the original page links will open in the **target frame**, and not the frame with the links.
- The content of the **static frame is now set**, and will not alter.

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### Removing a Frameset

- From the main menu, choose **View > Folders** to open the folders list **OR** click on the **Folders** icon in the **View** panel to open the folders list.
- Select the frameset file, and from the main menu, choose **Edit > Cut** **OR** press the **Delete** key on the keyboard.

**Note:** If a frameset is removed, all frame target entries or links that are connected to the removed frameset must also be removed.

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## Positioning Content

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### Using DHTML Layout Positioning

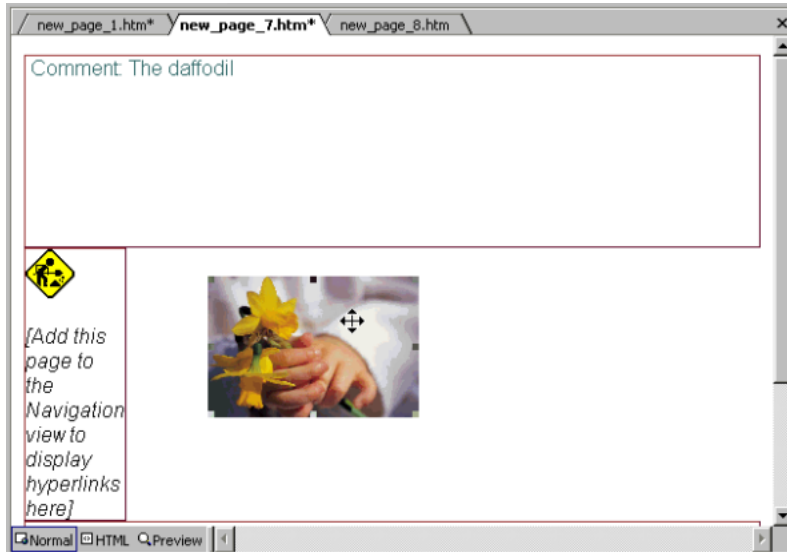
- Positioning code created through **Cascading Style Sheets** within the **DHTML** toolkit works mainly with **Internet Explorer 4** and **5** browsers.
- Any **Netscape** browser understands the code, but cannot properly execute the layout.

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### Using Absolute Positioning for Layout

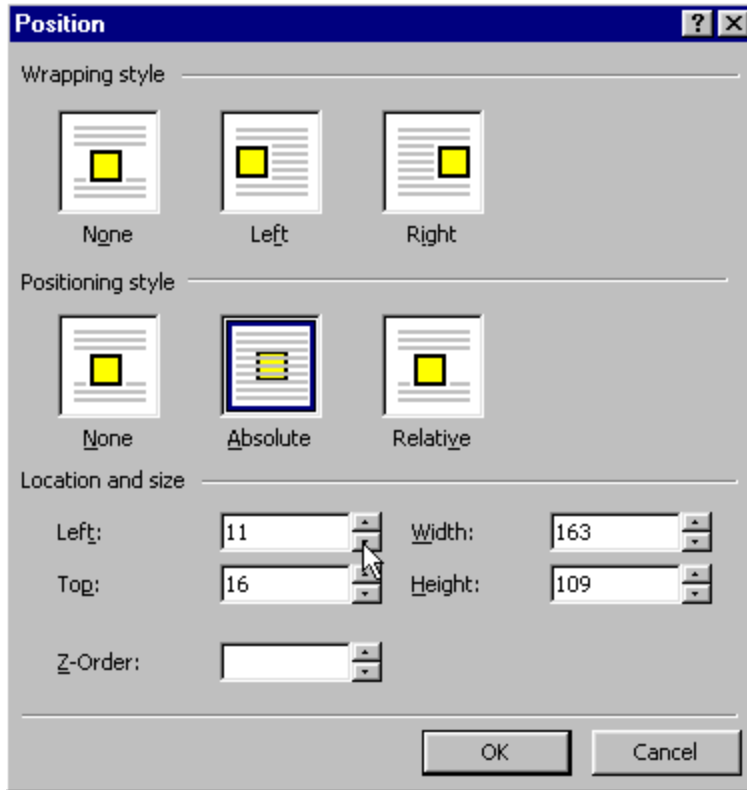
- **Absolute positioning** allows you to set an element onto a page in relation to the upper-left corner of the page.
- **X** and **Y** coordinates are used, and the upper-left pixel corner is set at **0,0**.

- This positioning is called **absolute** because the element's position cannot be altered.
- This allows you to **create a page** where the element will not move no matter what is done with the page in terms of resizing, or even with the size of the screen that the viewer is using.
- Insert the required image onto the page, typing the caption for the image as well. They do not need to be in the required placement yet, as they will be moved there.
- Click on the **image** to select it:

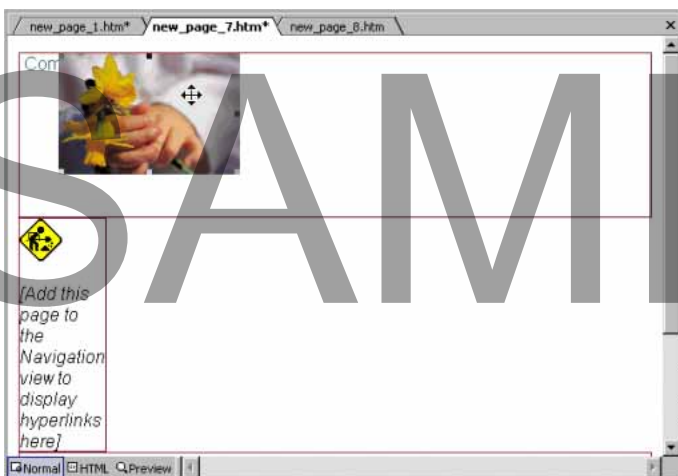


- From the main menu, choose **Format > Position** to open the **Position** dialog box:

# SAMPLE



- Select the **Absolute** icon.
- Use the **Left** and **Top** drop down menus to set the coordinates of the upper-left corner of the image.
- The **Width** and **Height** drop down menus will contain the dimensions of the image already, so there is no need to alter them.
- Click **OK**:



- The image may be sitting on top of the entered caption, but this will be fixed.

- If the image is not sitting exactly where you want it to be, there is no need of continually going back to the **Position** dialog box and altering the pixels one by one.
- Simply select the image and drag to **the required location**.
- Select the caption text:



- From the main menu, choose **Format > Position** to open the **Position** dialog box.
- Select the **Absolute** icon.
- The caption text is now an **absolute element**.
- Using the handles around the caption, alter the shape of the text as required, and drag to alter its positioning:



- No matter how the page is altered, the caption and the image position will never alter.

---

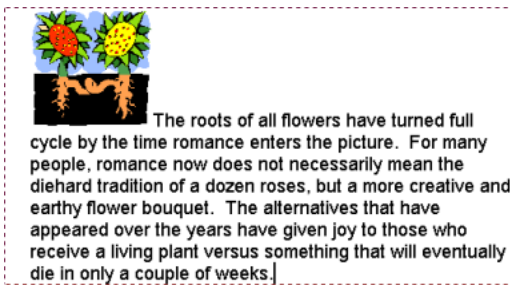
### Using Relative Positioning for Layout

- **Relative positioning** is similar to absolute positioning in that the **Top** and **Left** values can be set.
- However, **Relative Positioning** allows the elements to be a part of the text stream, like static elements. The location of the relative element does not have to be exact as they will appear on the page in the order that they appear within the HTML file.

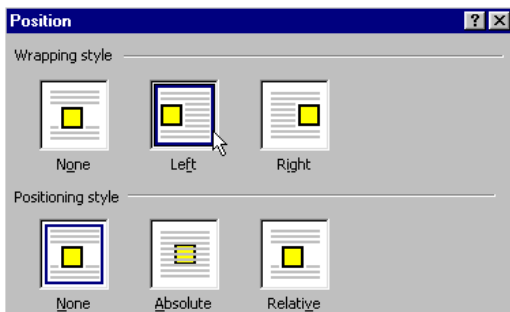
**Note:** That if an image is in relative positioning with text flowing around it, and if the **Top** or **Left** values are altered from the default value, the image will appear in the new location, but only white space will appear where the image used to be.

## Using the Wrapping Text Style

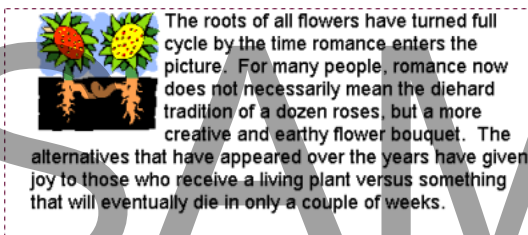
- Select the image on the page:



- From the main menu, choose **Format > Position** to open the **Position** dialog box.
- From the **Positioning Style** area, select **None**.
- From the **Wrapping Style** area, select **None**, **Left** or **Right** to set how the text will wrap around the image:



- Click **OK**:

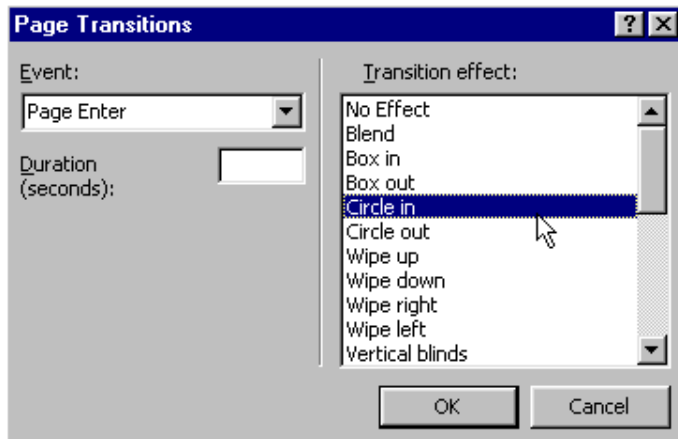


## Using Dynamic Content

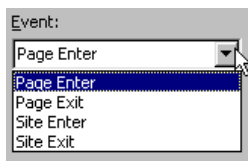
### Creating Page Transitions

- Open the page that the transition will be applied to.

- From the main menu, choose **Format > Page Transition** to open the **Page Transitions** dialog box:



- Select from the **Event** drop down menu if the effect will occur on **Page Enter** or **Page Exit**, or **Site Enter** or **Site Exit**:



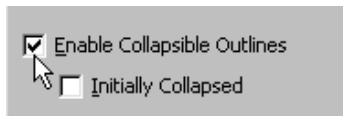
- Select from the **Transition** effect menu the specific transition wanted to occur to the page.
- Select from the **Duration** field the number of seconds the effect will take to complete itself.
- Click **OK**.
- Two effects can be applied to a page, **one on an entry**, and **another on an exit**.

## Creating Collapsible Outlines

- A **collapsible outline** is created around a list that is bulleted or numbered.
- This allows you to create an outline that when clicking a **topic heading**, the information will appear under the heading, and then by clicking the heading again, the information will be removed.
- You can create a nested list that has at least one sublevel within it:

- Flowers
  - Roses
  - Tulips
  - Daffodils
- Holidays
  - Christmas
  - Birthdays
  - Valentine's Day

- Click to place the insertion point within a main bullet list item.
- From the main menu, choose **Format > Bullets and Numbering** to open the **List Properties** dialog box.
- Select the Enable Collapsible Outlines checkbox:



- This will allow you to close the list so only the **main bullet headings** are visible. This will also treat the sub-lists as separate lists unto themselves.
- When the page holding the list is opened in **Internet Explorer 4** or **5** browsers, the entire list will be visible and the second-level headings under the main heading will disappear if the heading is selected:

- Flowers
- Holidays
  - Christmas
  - Birthdays
  - Valentine's Day

---

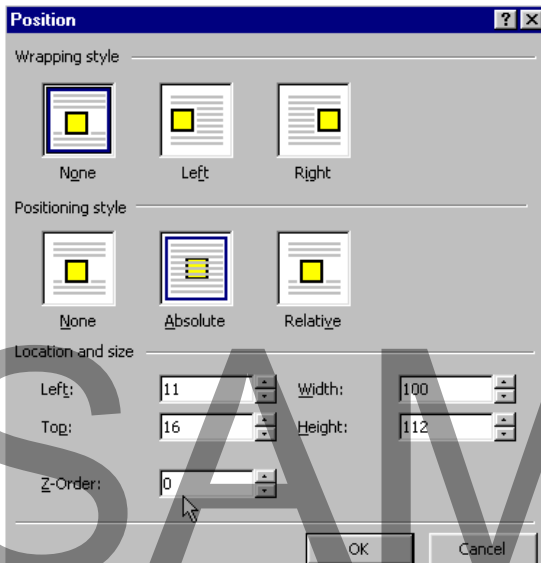
### Setting Z-Ordering Layering

- Z-ordering layering will allow you to stack images in a set order.
- All of the layers are relative to the other, with **layer 0** being the background image.
- This layering effect works with **Internet Explorer 4** and higher as well as **Navigator 4** and higher.
- Select the image to be layered:

SAMPLE



- From the main menu, choose **Format > Position** to open the **Position** dialog box.
- The **Absolute** or **Relative** icons must be selected in the **Positioning style** area to have access to the **Z-Order** drop-down menu.
- Enter the required layer value in the **Z-Order** drop-down menu:



- The bottom image is order **0**, with each image being layered in the required order after that.

- The layers will be placed over each other matching the **Z-Order** placement:



### Collecting Elements

- **Graphics and text elements** can be put inside an absolute position box so that they can be moved together on the page.
- Type a line of text.
- Insert an image next to the line of text:

The beaches were warm and romantic.



- Select both the image and the text:

The beaches were warm and romantic.



- From the main menu, choose **Format > Position** to open the **Position** dialog box.
- Select Absolute in the Position style area.
- Click **OK**.
- Both the image and the text will move when you select the position box with the 4-arrow cursor to manually move the two:

---

■ The beaches were warm and romantic. ■



## Review Questions

### How would you:

- Use Frames?
- Use a Frame Template?
- Edit Framesets?
- Create Custom Framesets?
- Use Target Frames?
- Create Custom Frameset Templates?
- Place Pages into a Frameset?
- Use Static Frames?
- Remove a Frameset?
- Use DHTML Layout Positioning?
- Use Absolute Positioning for Layout?
- Use Relative Positioning for Layout?
- Use the Wrap Text Style?
- Create Page Transitions?
- Create Collapsible Outlines?
- Set Z-Order Layering?
- Collect Elements?

## Forms

**When you have completed this learning module you will have seen how to:**

- Create a Form using the Form Page Wizard
- Collect Form Content
- Use the Saving Results Options
- Create a Custom Form
- Insert a Text Box field
- Insert a Text Area field
- Insert a File Upload field
- Insert a Check Box field
- Insert Option button fields
- Insert a Group Box field
- Insert a Drop-Down Box field
- Insert Push Button field
- Insert an Advanced Button field
- Insert a Picture field
- Insert a Form Label field
- Set Form Properties
- Create a Visitor Confirmation field
- Use the Options for Discussion Form Handler dialog box
- Use the Send to File option
- Use the Send to Email option
- Use the Send to Database option
- Use the Send to Other option

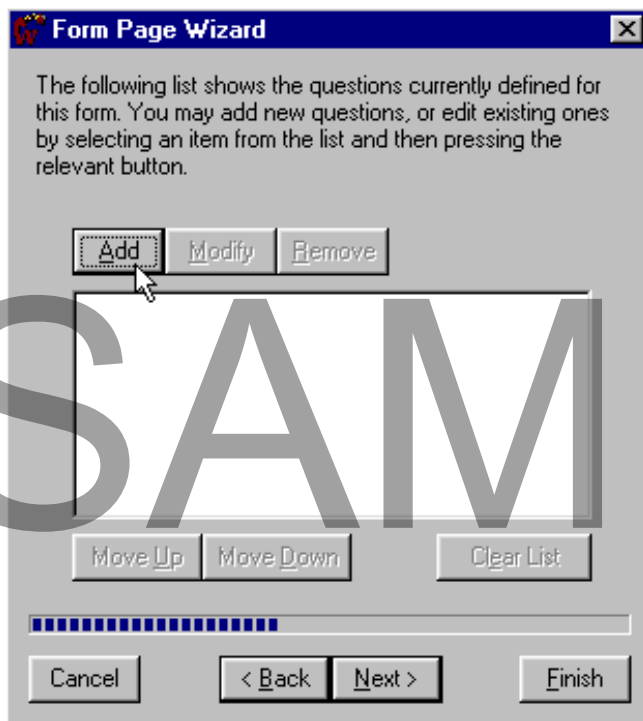
### Creating a Form

#### Creating a Form using the Form Page Wizard

- The **Form Page Wizard** allows you to create fully functional forms, as well as customize it for specific cases.
- From the main menu, choose **File > New > Page or Web** to open the **New Page or Web** task pane.
- Select **Page Templates** in the **New from template** section to open the **Page Templates** dialog box.
- Select the **Form Page Wizard** under the **General** tab to open the **Form Page Wizard** dialog box:

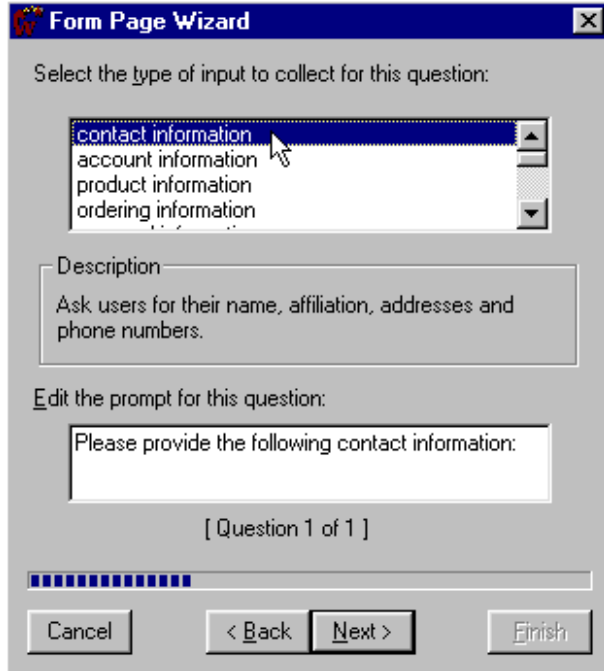


- Click **Next** to begin creating the form:

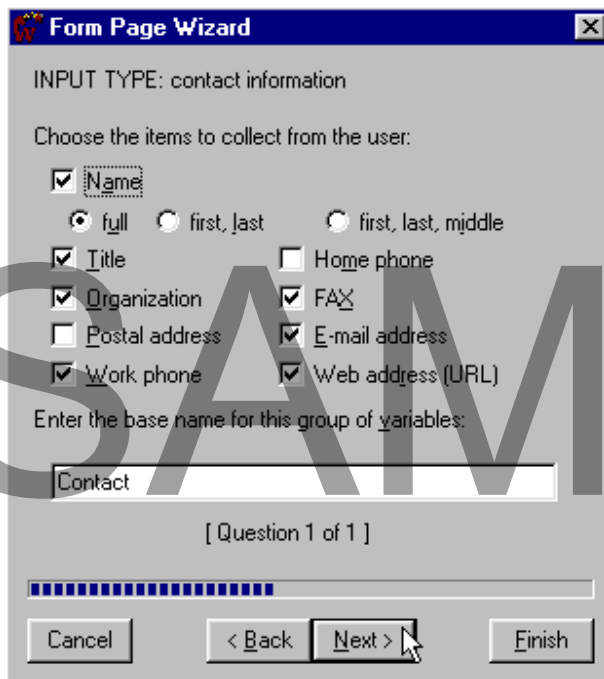


- Click **Add** to move to the questions area of the wizard to select the type of input that will be added to the form to collect information.

- Only **one question at a time** can be inserted through the wizard:

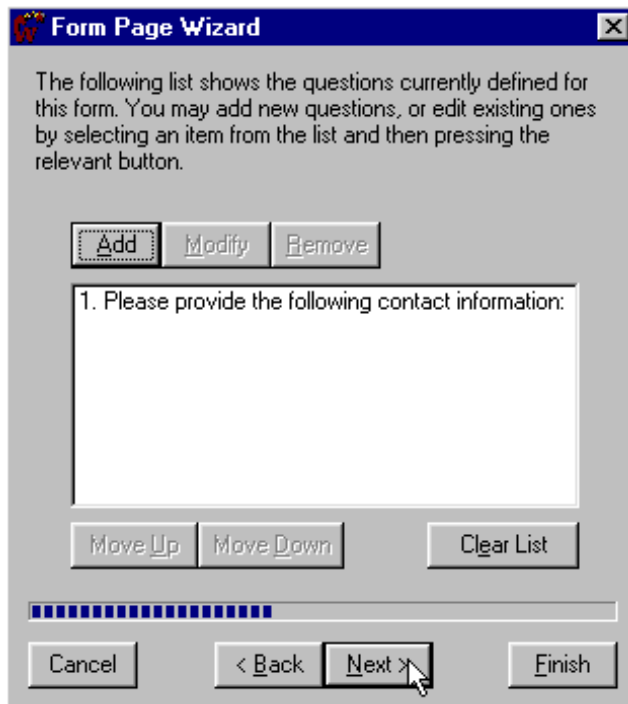


- Select the **input type** that the question will collect.
- Once done, click **Next** to move to the next wizard window:



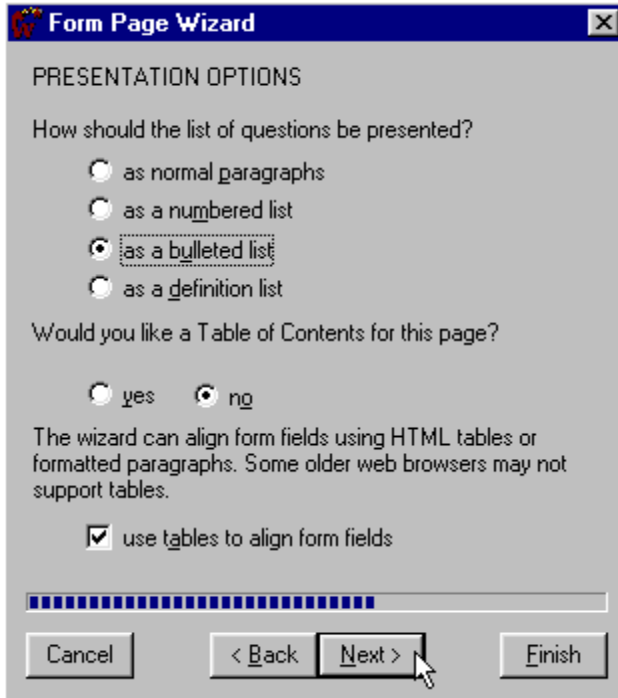
- Select the **specific information** that will be collected with the first question on the form.

- Once done, click **Next** to move to the next wizard window:

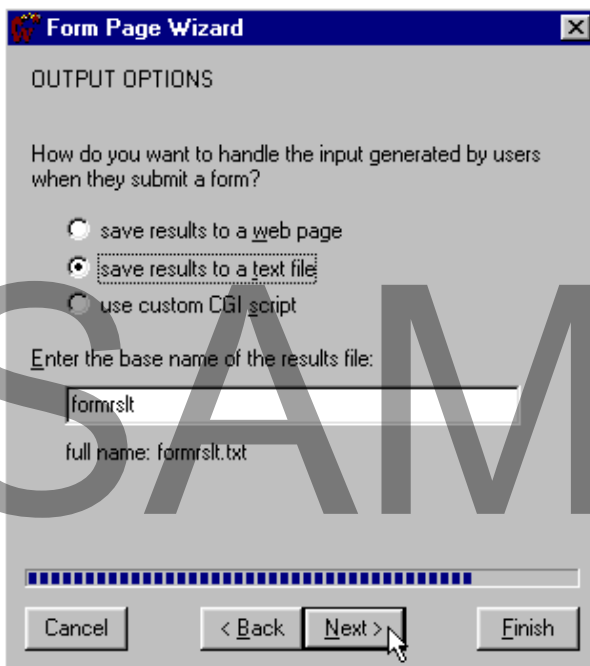


- Continue to use the **Add** button to add more questions and Input information as required.
- Once all required questions have been selected, click the **Next** button to continue through the remainder of the form wizard:

SAMPLE

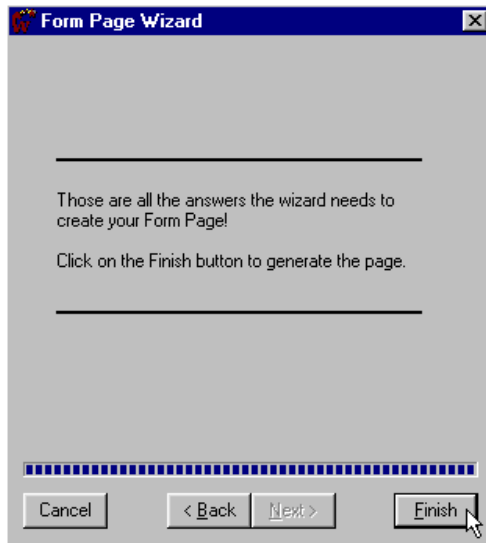


- Select how the list of questions will be presented to the viewer, and if a table of contents should be provided on the page.
- Once done, click **Next** to move to the next wizard window:

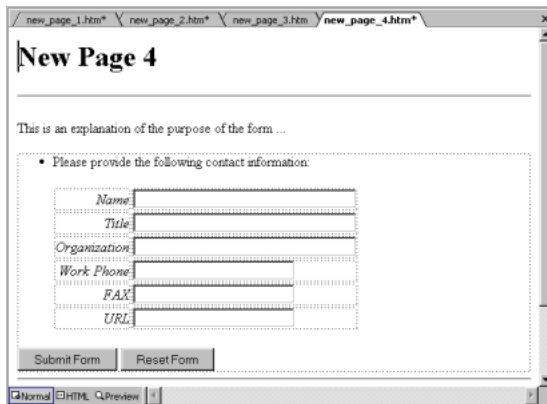


- Select how the results from the **form** will be saved for later viewing, as well as name the results file.

- Once done, click **Next** to move to the final wizard window:



- Click **Finish** to create the new **Form** page:



- Save the page.
- Select the **Preview** button at the bottom of the window to view how the page will look on a web browser:



- Until the page is published on the web, the **Submit Form** and **Reset Form** buttons will not be functional.

---

## Collecting Form Content

- If the **save results to a web page** option was selected in the **OUTPUT OPTIONS** window of the **Form Wizard**, look in the Folder list to locate it.

- A results page will be in the folder list, named **formsrslt.htm**.
- When a viewer completes the form and clicks the Submit button, the results are automatically sent into this folder.

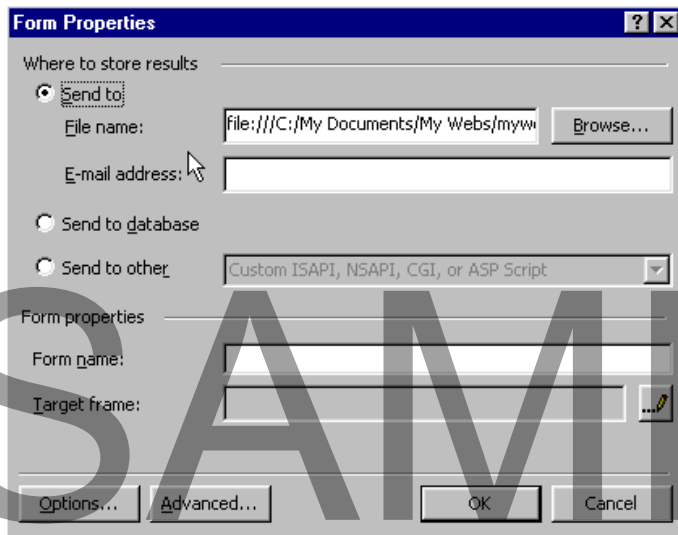
**To view the results accurately:**

- Open the folder in an application that will configure the storage format.
- If the **save results to a text file** option was selected in the **OUTPUT OPTIONS** window of the **Form Wizard**, look in the Folder list to locate it.
- A results page will be in the folder list, named **formsrslt.txt**.
- Opening the file from the folder list will open it in an application that can read **.txt** files, typically **Windows Notepad**.
- If the **use custom CGI script** option was selected in the **OUTPUT OPTIONS** window of the **Form Wizard**, the script will process the collected information and will store it however the script instructs it to.

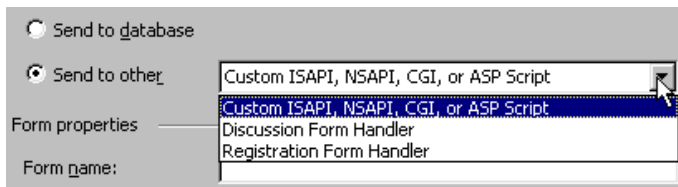
---

### Using the Saving Results Options

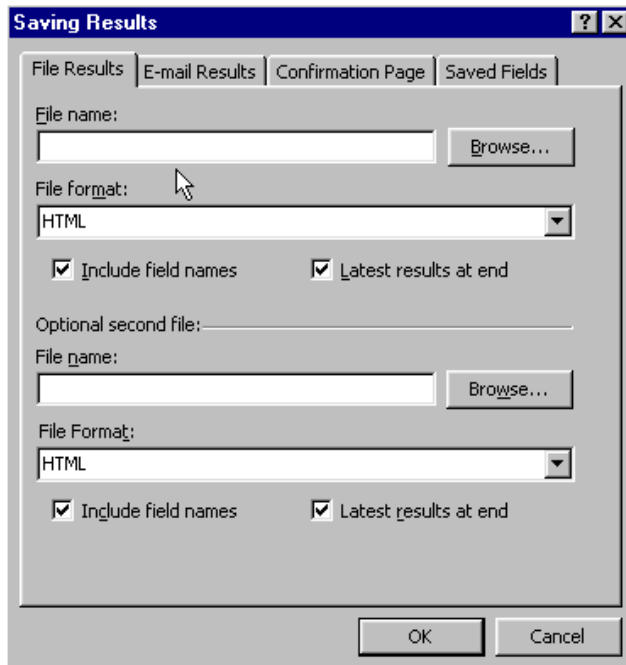
- The **Save Results** portion is the main handler of all form results. It takes all information collected by a form and saves it to a file in a variety of available formats.
- Right-click on a field within a form and from the pop-up menu that appears, select **Form Properties** to open the **Form Properties** dialog box:



- Alter the options of where to store the form results, sending to a web field, a database, or other alternatives:

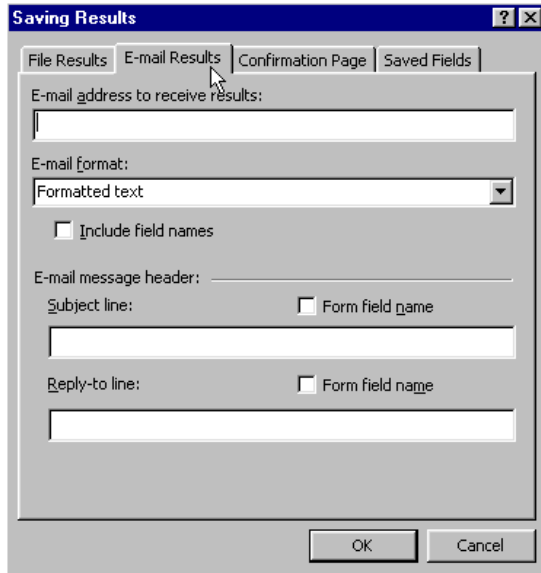


- Select the **Send to** option and click the **Options** button to open the **Saving Results** dialog box:



- The **File Results** tab is the default tab, and will always be the first one seen on opening the dialog box.
- The **File name** field allows you to name the file that the form results will be placed in.
- The **File format** drop down menu allows you to choose the format for the file holding the form results.
- Selecting the **Include field names** checkbox allows you to save the variable name and value of every field from the form in the results file.
- Selecting the **Latest results at end** checkbox allows you to have the most recent results from the form placed at the end of that file, if the file is in the **HTML** format. Files saved as text always have new information at the end of the file.
- The **Optional second file** area allows you to set a different file to store the collected form information in. This is a useful area, as some results may need to be stored in alternate formats to be able to work with them in alternate processing applications.

- Select the **E-mail Results** tab:

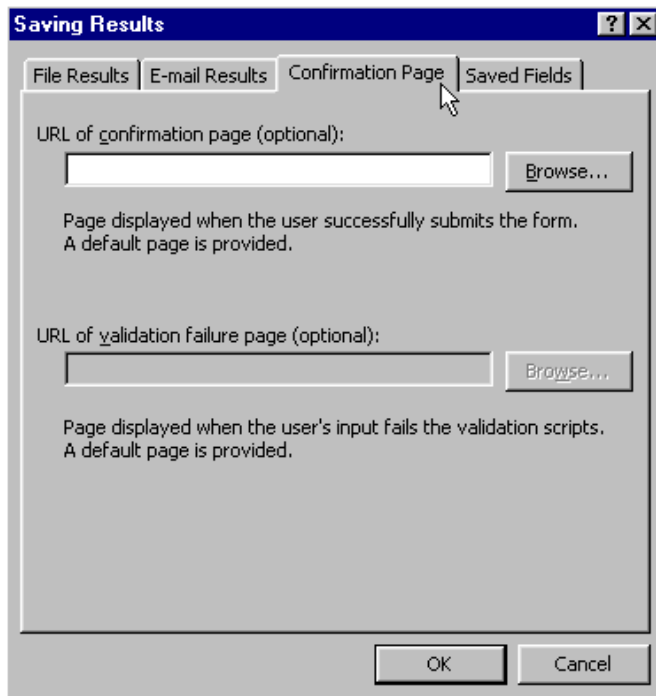


- This tab allows you to set the email address that the results will be sent to, within an email, in a selected format.
- The **E-mail format** drop down menu allows you to select the format for the results being sent via email. Formatted text is the default setting.
- Selecting the **Include field names** checkbox allows you to have the field names inserted into the results email.
- The **Subject line** field allows you to create the appropriate subject line that will appear in the email message header.
- The **Reply-to line** field allows you to set the form field value that will show in the email reply to line.

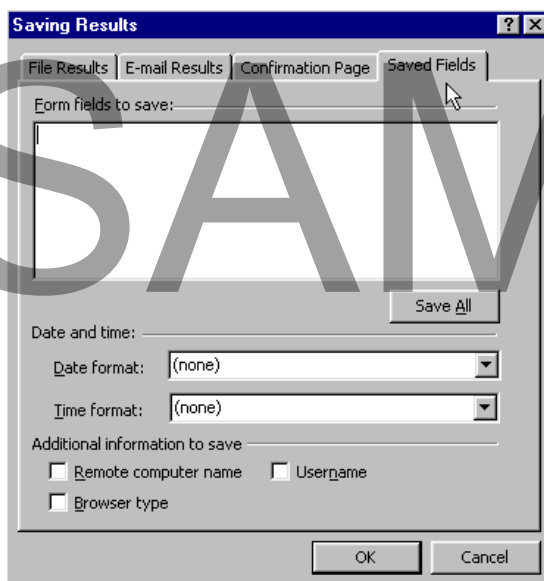
**Note:** To manually enter alternate text, leave the **Form field name** checkbox deselected and type in the required text.

- Select the **Confirmation Page** tab:

SAMPLE



- Typically, a **basic HTML** confirmation page is sent to the viewer's browser if this tab is left empty.
- A different confirmation page can be selected to send to the viewer with the **URL of confirmation page (optional)** field.
- The **URL of validation failure (optional)** field will be grayed out until at least one validation page is created for a specific form field. A page can be sent to the viewer's browser letting them know that the information they entered on the form was invalid.
- Select the **Saved Fields** tab:



- The **Saved Fields** tab allows you to set specific form fields to be placed in the results file.
- The **Form fields to save** area will list all the names of the fields on the form. Any fields selected in the list will be written to the results file according to the order that they appear in the list.

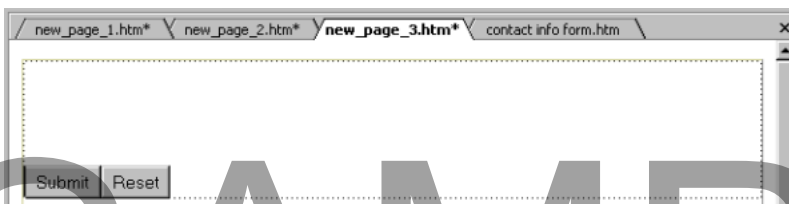
---

## Creating a Custom Form

- It's a good idea to create the needed form on paper before creating it within the application, giving you a clearer idea of what is required.
- Open the page that the form will be created on.
- Click to place an insertion point where the form will be created.
- From the main menu, choose **Insert > Form > Form**.
- This will place a new form area onto the page, with the **Submit** and **Reset** buttons. The form boundaries can be seen as a line made of dashes:



- If not already there, click to place the insertion point to the left of the **Submit** button.
- Press the **Enter** key on the keyboard to create as many blank lines as required:



- Insert and edit text and images to customize the form.
- Use the **Saving Results** dialog box to understand the various fields that will be created on the custom form, and how to track the results.

## Inserting Form Fields

---

### Inserting Form Fields

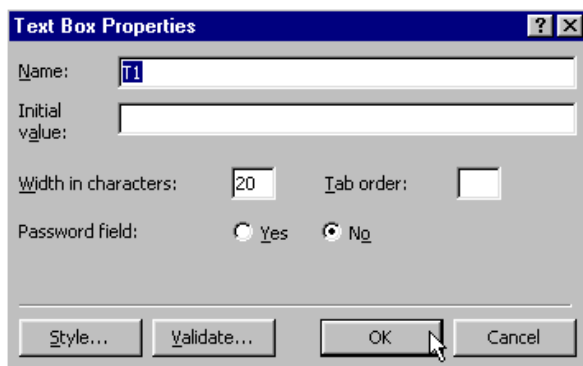
- The **Insert Form** command allows you to insert fields from buttons to drop-down menus onto a page.

## Inserting a Text Box field

- A **Textbox** field allows one line of text and up to 999 characters.
- Click to place the **insertion point** where the text box field will be located.
- From the main menu, choose **Insert > Form > Textbox** to place a textbox field on the form:



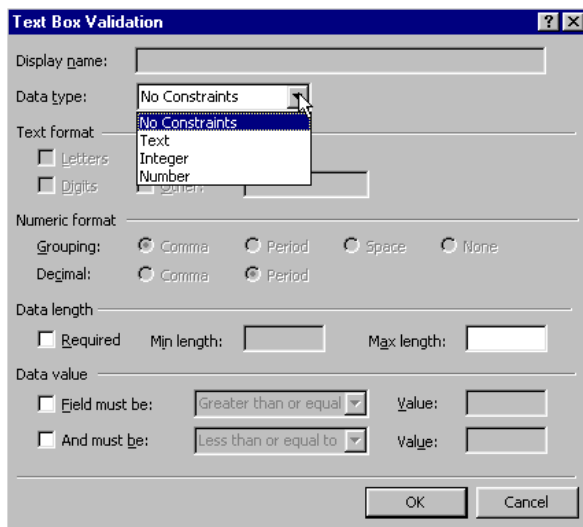
- Type anywhere beside the textbox to **label** the use of the box for the viewers.
- Right-click on the textbox field and from the pop-up menu that appears, select **Form Field Properties** to open the **Text Box Properties** dialog box:



- The **Name** field allows you to name the textbox itself. This will not label the textbox on the form.
- The **Initial value** field allows you to enter beginning text that will appear in the textbox.
- The **Width in Characters** field allows you to set the full width of the textbox on the form.
- Selecting **Yes** in the **Password field** options will cause anything entered into the textbox to be masked for security purposes:



- Select the **Validate** button on the dialog box to open the **Text Box Validation** dialog box:

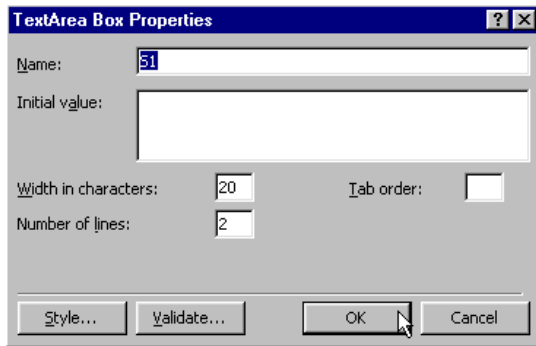


- The **Required** checkbox in the **Data length** area must be selected for the **Display name** field to be accessible.
- The **Display name** field will be a specific name to be used within any error dialog boxes that will appear.
- If the textbox is for a fax number, enter Fax Number into the **Display name** field, and when a user does not enter the information into the required field, an error message will appear saying **Please enter a value for the Phone Number field**.
- Set the **Data type** drop down menu and other areas as required.
- It is recommended to practice with these functions before finalizing them in a form.
- Once done, click **OK**.

---

### Inserting a Text Area field

- A **Text Area** field is scrollable, and allows multiple lines of text.
- Click to place **the insertion point** where the text box field will be placed.
- From the main menu, choose **Insert > Form > Text Area** to place a text area field on the form.
- Right-click on the text area field and from the pop-up menu that appears, select **Form Field Properties** to open the **TextArea Box Properties** dialog box:



- Use the same methods as the **Text Box Properties** dialog box to alter the look and customize the text area field.

---

### Inserting a File Upload field

- A **File Upload** field can be used in Internet Explorer 4 and higher, as well as Netscape 3 and higher.
- This field allows for easy uploads from the user's machine to your web site.

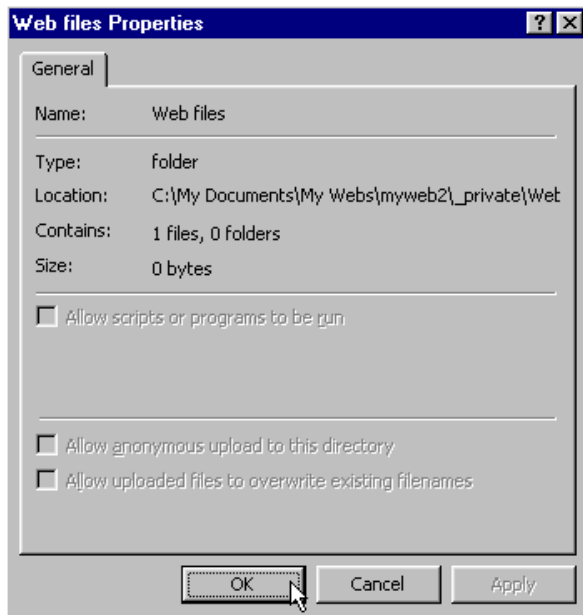
**Note:** Before testing this example the site must be placed on a server before you can access the **File Upload** field area properties. This will work only if the Web site is installed on a server that has the **FrontPage Server Extensions** installed.

- From the main menu, choose **Insert > Form > File Upload** to insert a **File Upload** field:

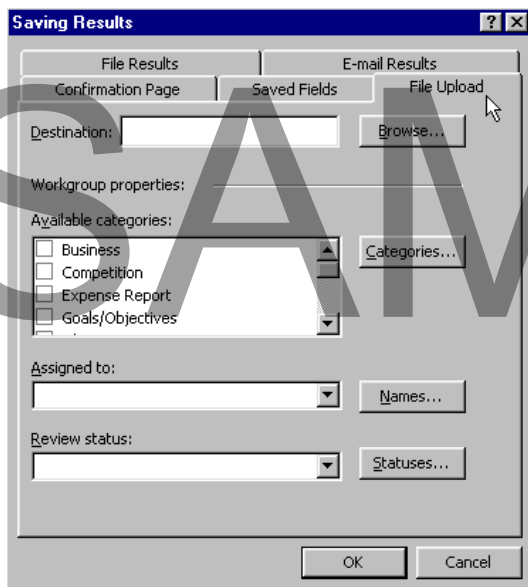


- Finish creating the pages and entire site as required.
- Create a folder in the web where the received files will be placed.
- Right-click on the folder icon in the folder list, and from the pop-up menu that appears, select **Properties** to open the **Properties** dialog box:

SAMPLE



- Deselect the **Allow scripts to be run** checkbox.
- Select the Allow anonymous upload to this directory checkbox.
- Once done, click **OK**.
- Right-click on the form that the **File Upload** field is in, not on the field itself, and from the pop-up menu that appears, select **Form Properties** to open the **Form Properties** dialog box.
- Select either the **Send to file name** or the **Send to database** options.
- Click the **Options** button to open the **Saving Results** dialog box.
- Select the **File Upload** tab:



SAMPLE

- In the **Destination** field, enter the path for the upload folder created earlier.
- Click **OK** to close the **Saving Results** dialog box.
- Click **OK** to close the **Form Properties** dialog box.

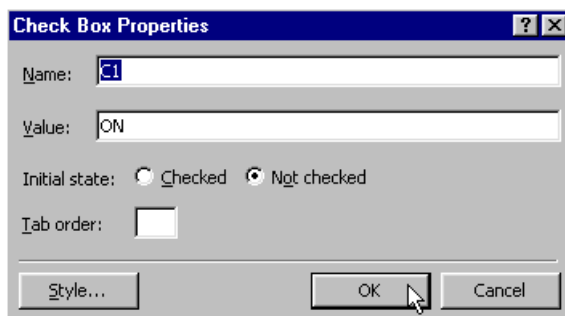
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### Inserting a Check Box field

- A **Checkbox** field allows you to insert an element that allows the viewer to select specific and minimal choices.
- Click to place the insertion point where the checkbox field will be placed.
- From the main menu, choose **Insert > Form > Checkbox** to place a checkbox field on the form:



- Right-click on the check box field and from the pop-up menu that appears, select **Form Field Properties** to open the **Check Box Properties** dialog box:



- Alter the information as required, and once done, click **OK**.

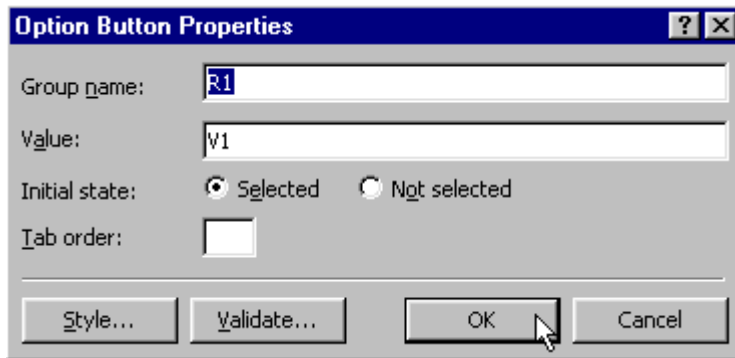
---

### Inserting Option button fields

- An **Option** button allows you to place an area on the form where the viewer is only allowed one selection from a variety of options.
- Click to place the insertion point where the option button field will be located.
- From the main menu, choose **Insert > Form > Option Button** to place an option button field on the form:



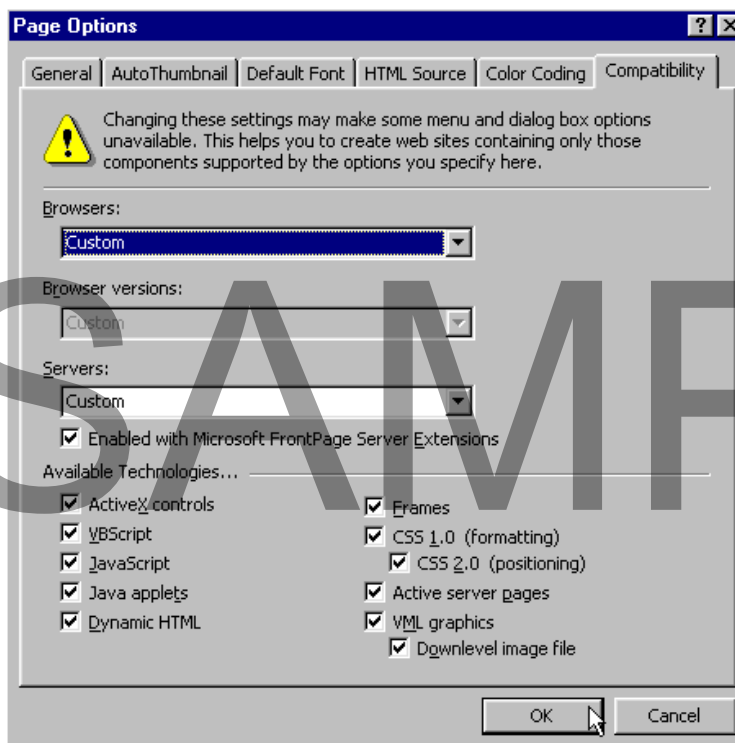
- Right-click on the field and from the pop-up menu that appears, select **Form Field Properties** to open the **Option Button Properties** dialog box:



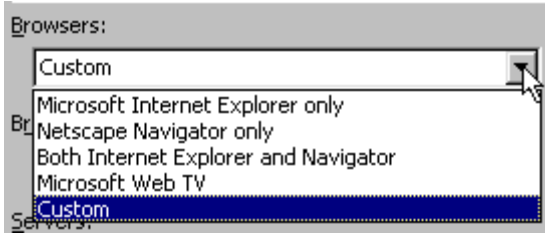
- Alter as required, and once done, click **OK**.

### Inserting a Group Box field

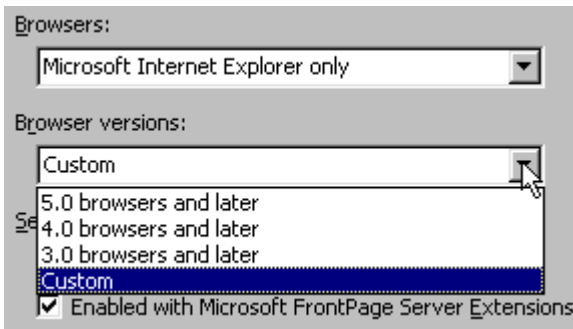
- A **Group Box** field allows you to group various form elements within a visible box in the boundaries of the form. It basically allows you to create a variety of sections on the form that relate to specific areas.
- A group box field can only be used if the **Page Compatibility** options are set to Microsoft Internet Explorer only, versions 4.0 and higher.
- From the main menu, choose **Tools > Page Options** to open the **Page Options** dialog box.
- Select the **Compatibility** tab:



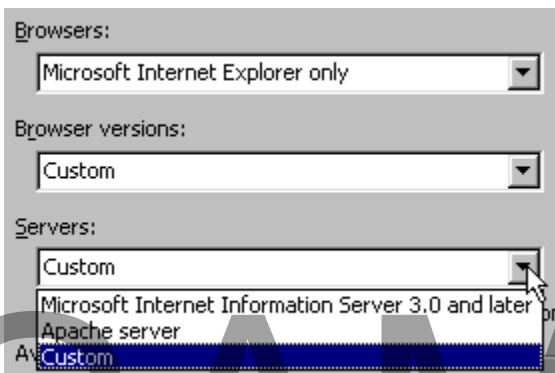
- Select the required browser from the **Browsers** drop down menu:



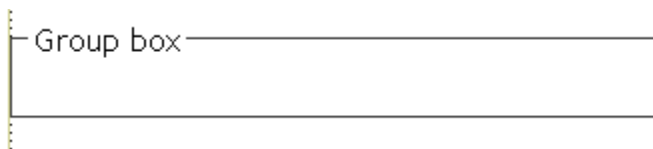
- Select the required version from the **Browser versions** drop down menu:



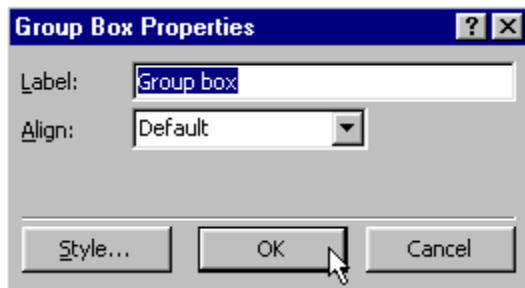
- Select the required server from the **Servers** drop down menu:



- Once done, click **OK**.
- Click to place the insertion point where the group box field will be placed.
- From the main menu, choose **Insert > Form > Group Box** to place a group box field on the form:



- Right-click on the field and from the pop-up menu that appears, select **Group Box Properties** to open the **Group Box Properties** dialog box:



- Alter the information as required, and once done, click **OK**.

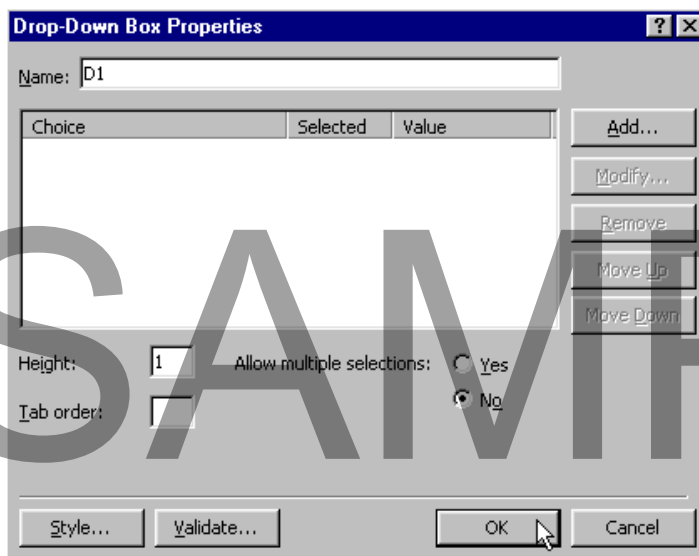
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### Inserting a Drop-Down Box field

- A **Drop-Down Box** field allows you to give more selection options to the viewer.
- Click to place the insertion point where the drop-down field will be located.
- From the main menu, choose **Insert > Form > Drop-Down Box** to place a drop down box field on the form:



- Right-click on the field and from the pop-up menu that appears, select **Form Field Properties** to open the **Drop-Down Box Properties** dialog box:



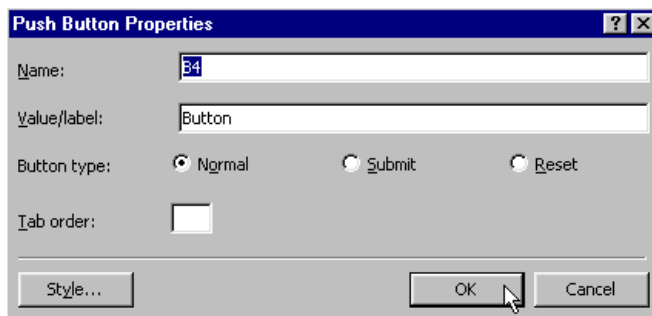
- Alter the information as required, and once done, click **OK**.

## Inserting Push Button field

- A **Push Button** field allows you to either replace one of the buttons already created on the form, or create a new one for a separate area of the form.
- Click to place the insertion point where the push button field will be positioned.
- From the main menu, choose **Insert > Form > Push Button** to place a push button field on the form:



- Right-click on the field and from the pop-up menu that appears, select **Form Field Properties** to open the **Push Button Properties** dialog box:



- Alter the information as required, and once done, click **OK**.

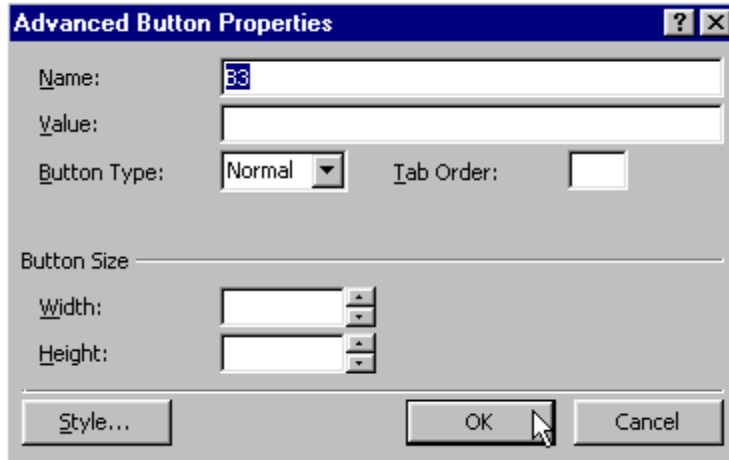
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## Inserting an Advanced Button field

- An **Advanced Button** allows you to insert a slightly more descriptive version of the push button.
- Click to place the insertion point where the advanced button field will be located.
- From the main menu, choose **Insert > Form > Advanced Button** to place an advanced button field on the form:



- Type directly onto the button to name it for the viewer.
- Right-click on the field and from the pop-up menu that appears, select **Advanced Button Properties** to open the **Advanced Button Properties** dialog box:



- Alter the information as required, and once done, click **OK**.

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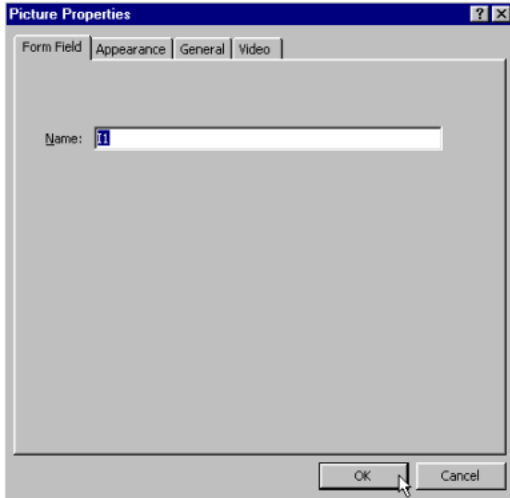
### Inserting a Picture field

- A **Picture** field is different from simply inserting an image onto a page.
- The picture field does what a **Submit** button does; it's just a fancy version of how the viewer can send the form.
- Click to place the insertion point where the picture field will be located.
- From the main menu, choose **Insert > Form > Picture** to place an picture field on the form:

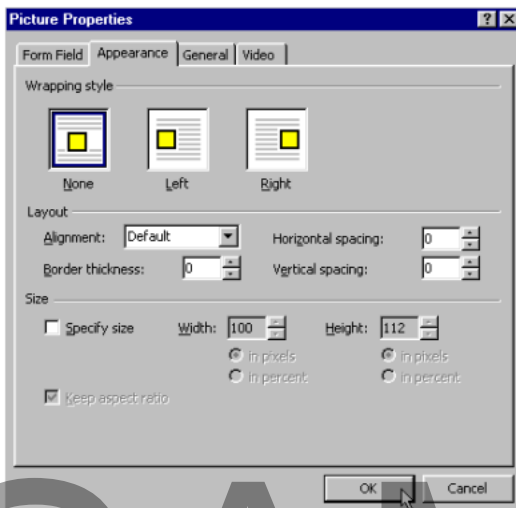


- Right-click on the field and from the pop-up menu that appears, select **Picture Properties** to open the **Picture Properties** dialog box:

SAMPLE

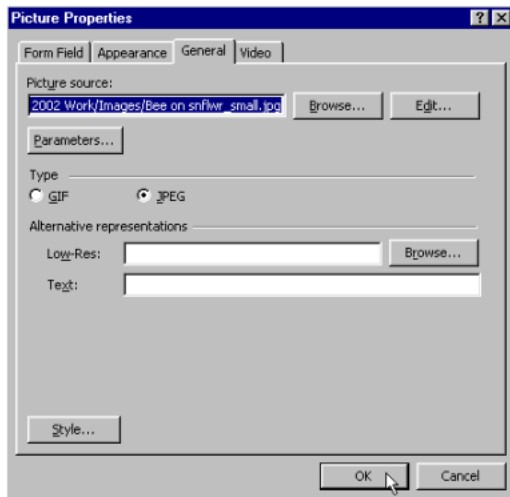


- The **Form Field** tab is only to name the picture. The field will not be labeled on the form, this is only for recording and file purposes.
- Select the **Appearance** tab:

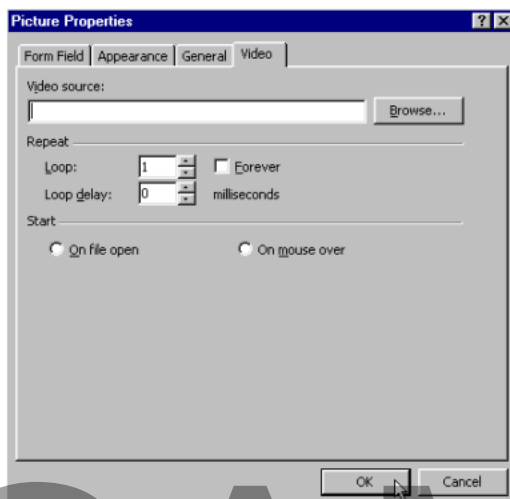


- This tab allows you to set the **Wrapping style** of the field, **Alignment**, **Spacing**, **Size**, **Width** and **Height**.
- Select the **General** tab:

SAMPLE



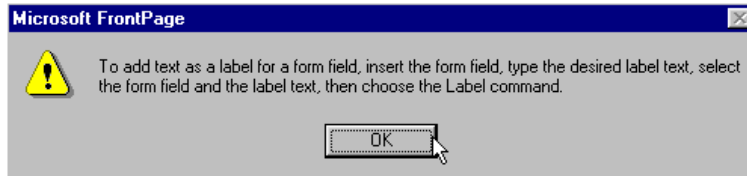
- This tab allows you to **view and/or edit** the source of the image, as well as the type of image that is being placed.
- Select the **Video** tab:



- This tab allows you to set a video source for the **Picture** field.
- Alter the information as required, and once done, click **OK**.

### Inserting a Form Label field

- A **Form Label** field allows you to connect a line of text to another specific field.
- If you try to add a **Label field** without doing the following steps, a warning dialog box will appear, telling you what to do:

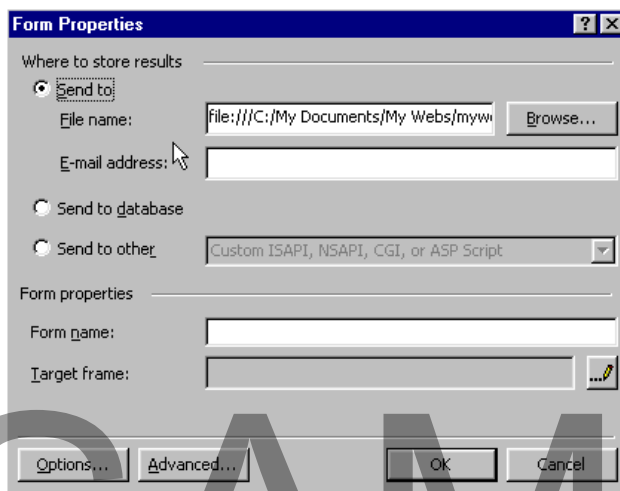


- Create a **Textbox** field.
- Type some identifying text beside the **textbox field**.
- Select the field and the text.
- From the main menu, choose **Insert > Form > Label** and the line of text will be connected to the textbox:



## Setting Form Properties

- Right-click within the form boundaries, and from the pop-up menu that appears, select **Form Properties** to open the **Form Properties** dialog box:



- Alter the properties as required.
- Once done, click **OK**.

SAMPLE

## End of the preview sample



This sample is approximately half of the full course. Please see the table of contents at the beginning of this document to see the full list of topics covered in the full course.

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