

FrontPage XP

Workbook - Intermediate Level



SAMPLE

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Installing the Sample Files into the Hard Disk

Installing the sample files

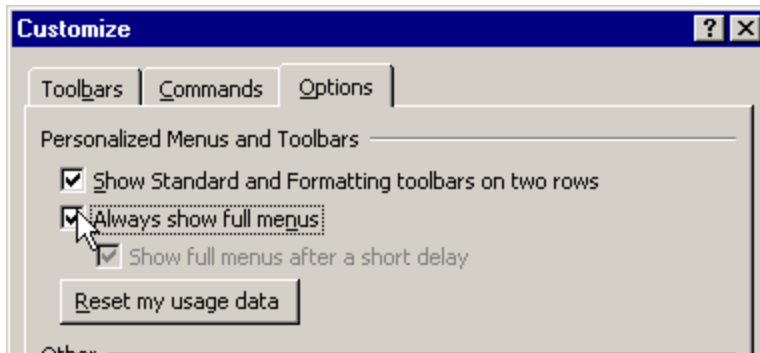
- Use Windows Explorer to create a folder called **FrontPage XP Intermediate Samples**, in the **My Documents** folder.
- Copy the sample files for this course to the **My Documents\FrontPage XP Intermediate Samples** folder. If these files have been copied to your network server, then ask your trainer/supervisor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

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Building a Web Site

Setting up FrontPage

- Use Windows Explorer to create a folder called FrontPage 2002 Intermediate Web in the My Documents folder.
- Start FrontPage 2002.
- From the main menu, choose **File > Close** if FrontPage created a default page.
- From the main menu, choose **Tools > Customize** to display the **Customize** dialog box.
- From the **Options** tab of the **Customize** dialog box, set the following:



Show Standard and Formatting toolbars on two rows - **Checked**

Always show full menus – **Checked**

- Click **Close**.

Note: If the task pane is visible when you start FrontPage, click the **X** button at the top right corner of the task pane to close task pane:

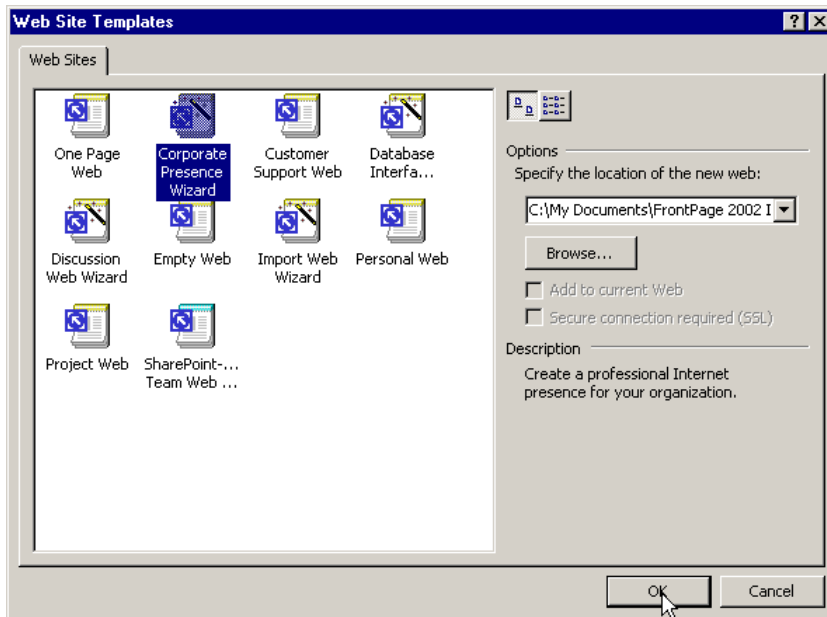


Using the Website Wizard

- From the main menu, choose **File > New > Page or Web**

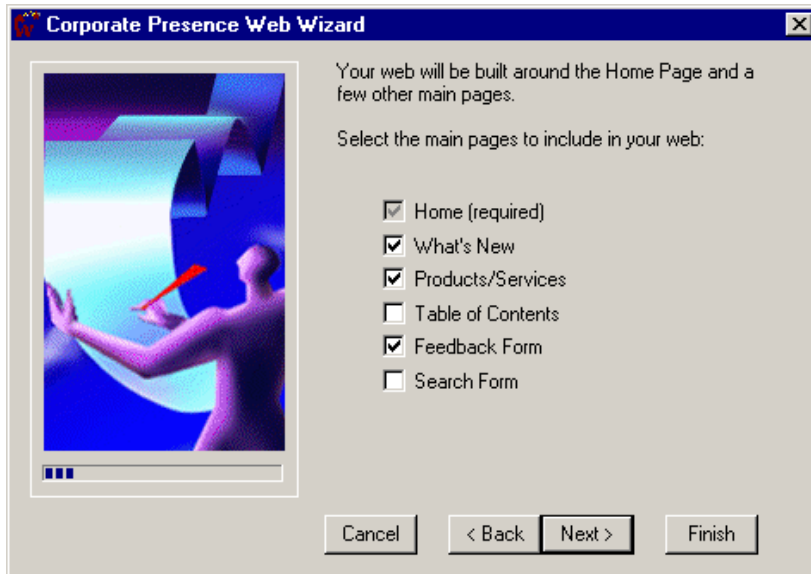
OR from the main menu, choose **View > Task Pane** to display the task pane.

- From the **New from template** section of the **New Page or Web** task pane, select the **Web Site Templates** option to display the **Web Site Templates** dialog box:



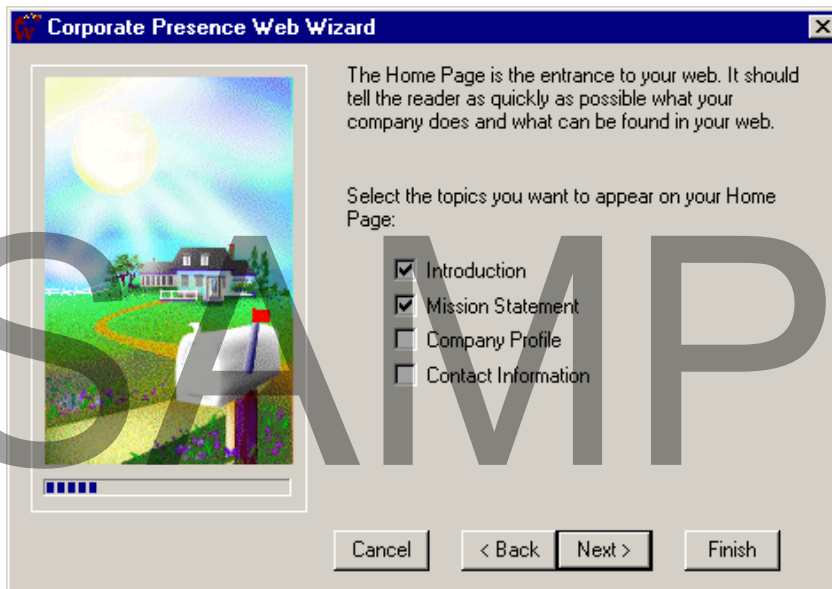
- From the **Web Site Templates** dialog box select the **Corporate Presence Wizard** template.
- From the **Options** section, click the **Browse** button then change the location to the **FrontPage 2002 Intermediate Web** folder in the **My Documents** folder and click the **Open** button.
- Click the **OK** button to display the **Corporate Presence Web Wizard**.
- Click **Next**.
- From the **Corporate Presence Web Wizard**, select the following:

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Home - **Checked** (by default)
What's New - **Checked**
Product/Services - **Checked**
Table of Contents - **Unchecked**
Feedback - Form - **Checked**
Search Form - **Unchecked**

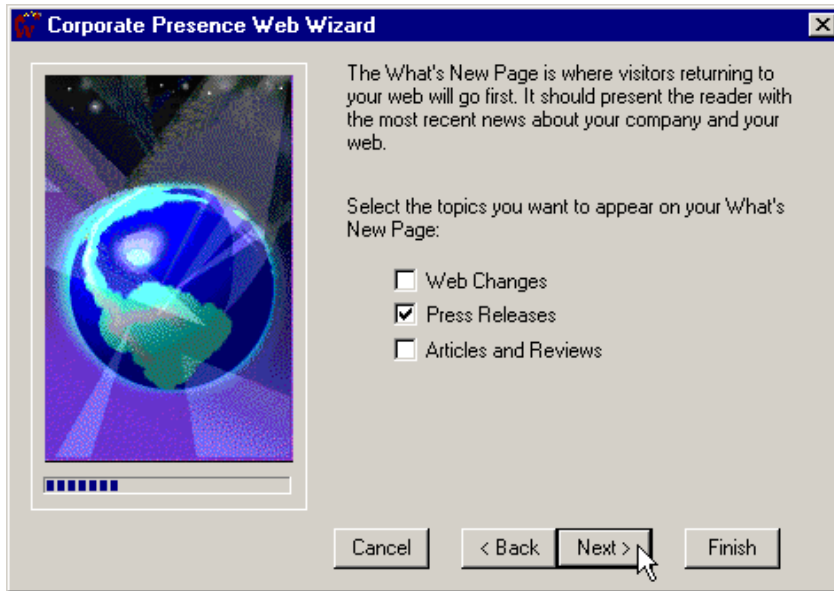
- Click the **Next** button and select the following:



Introduction - **Checked**
Mission Statement - **Checked**
Company Profile - **Unchecked**
Contact Information - **Unchecked**

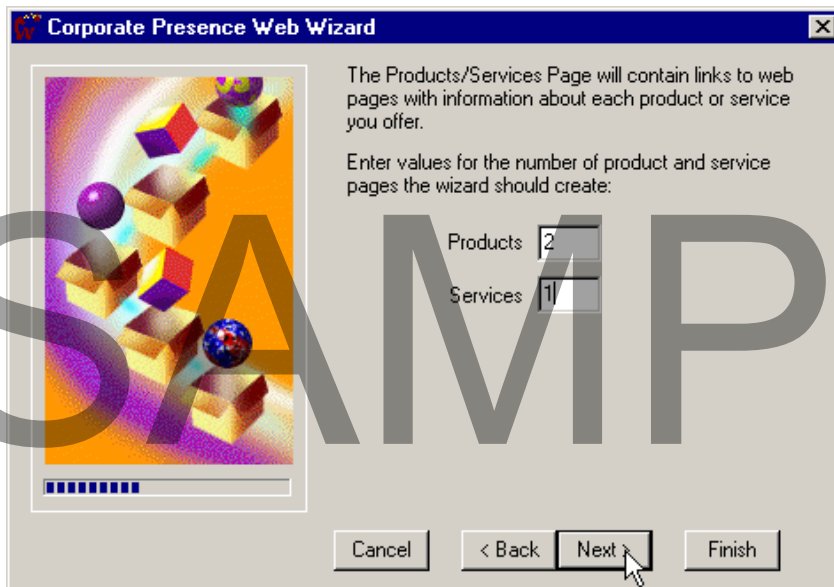
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- Click the **Next** button and select the following:



Web Changes - **Unchecked**
Press Release - **Checked**
Articles and Reviews - **Checked**

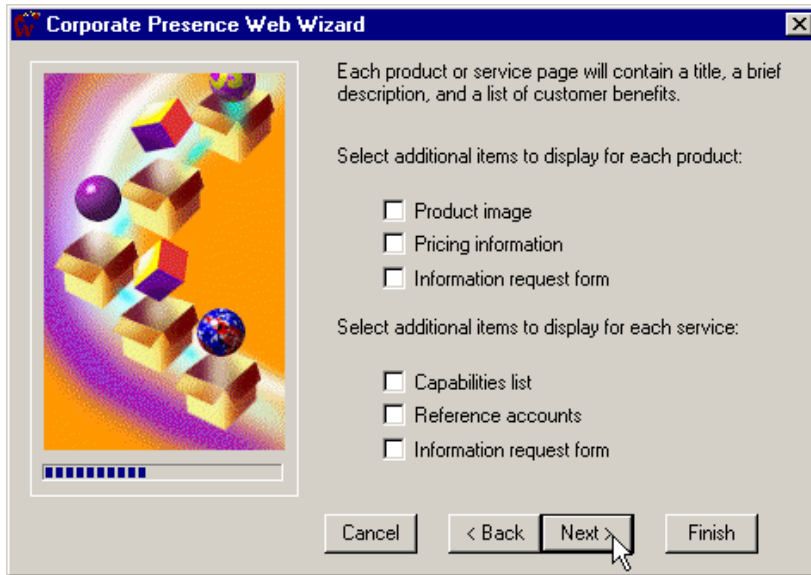
- Click the **Next** button and enter the following:



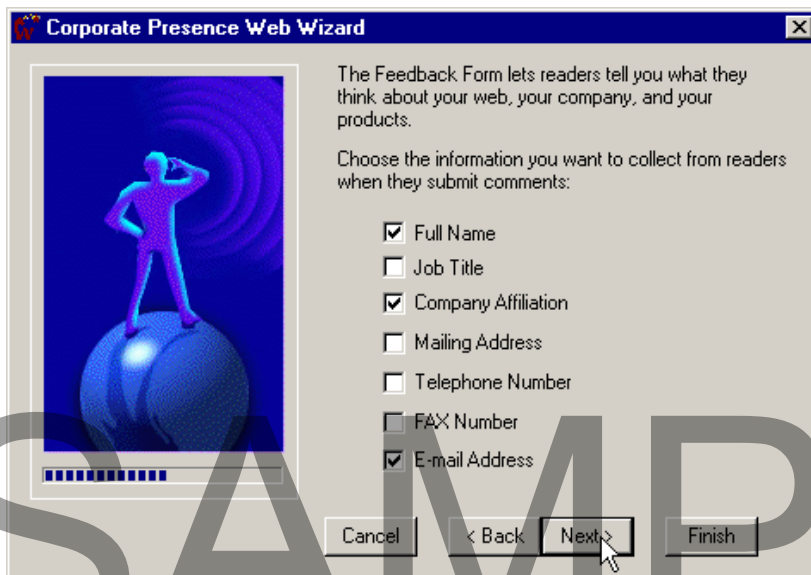
Products - **2**
Services - **1**

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- Click the **Next** button and uncheck all the checkboxes:

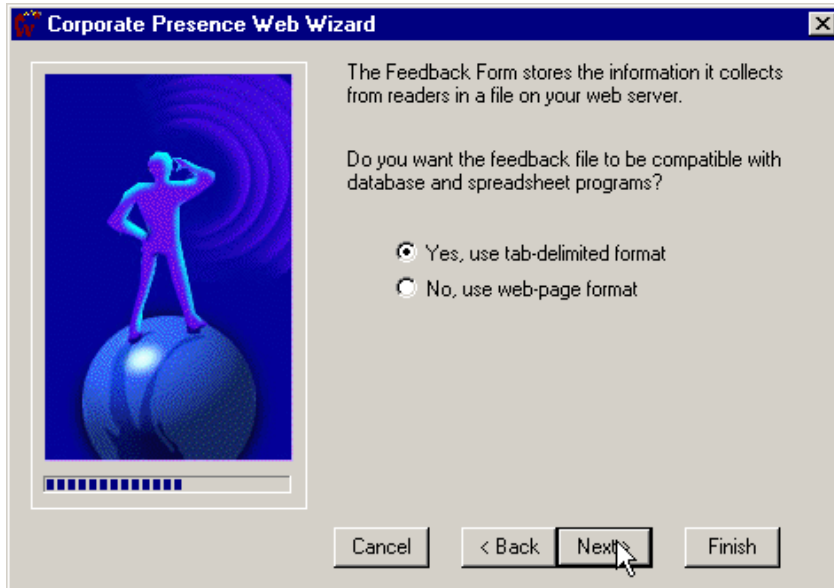


- Click the **Next** button and select the following:

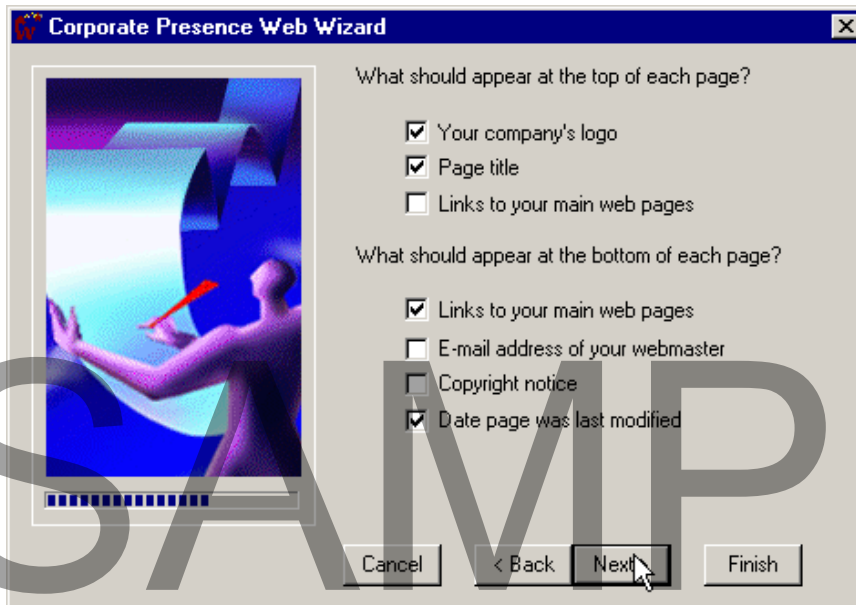


Full Name - **Checked**
 Job Title - **Unchecked**
 Company Affiliation - **Checked**
 Mailing Address - **Unchecked**
 Telephone Number - **Unchecked**
 FAX Number - **Unchecked**
 E-mail Address - **Checked**

- Click the **Next** button and select the **Yes, use tab-delimited format** radio button:



- Click the **Next** button and select the following:



What should appear at the top of each page?

Your company's logo - **Checked**

Page title - **Checked**

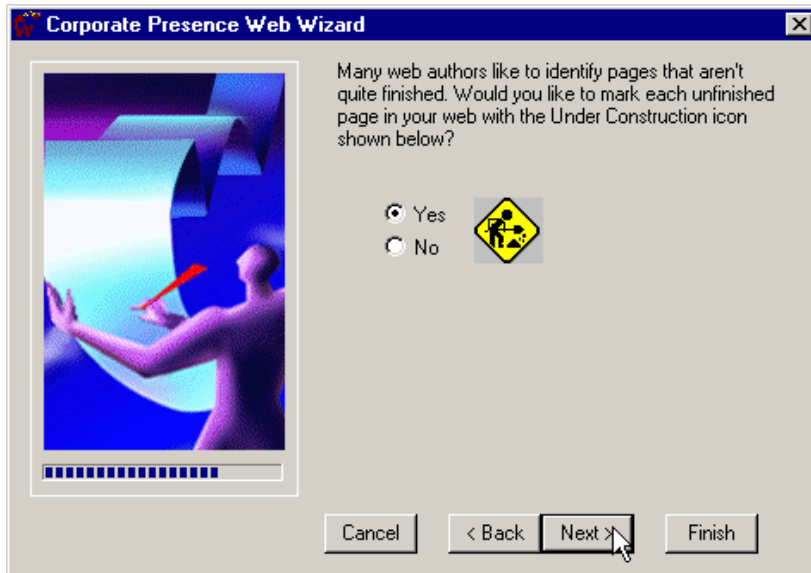
Links to your main web pages - **Unchecked**

What should appear at the bottom of each page?

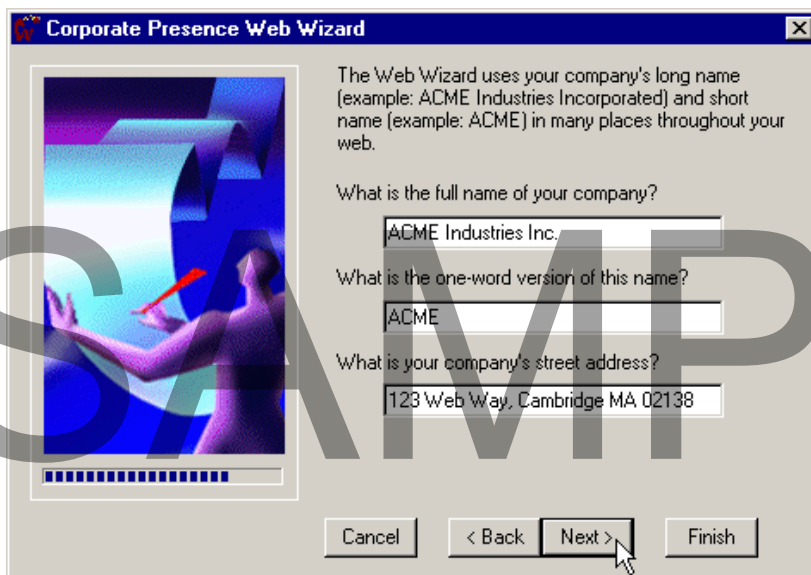
Links to your main web pages - **Checked**

Email address of your webmaster - **Unchecked**
Copyright notice - **Unchecked**
Date page was last modified - **Checked**

- Click the **Next** button and select the **Yes** radio button:

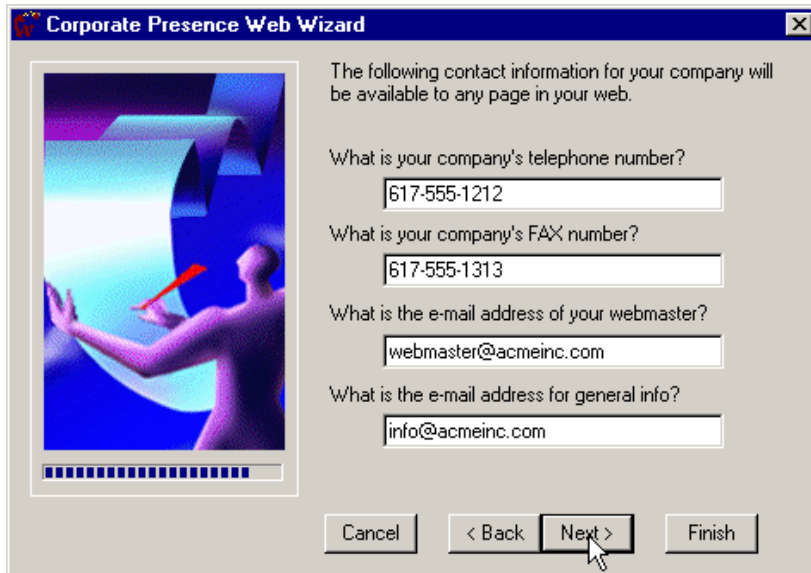


- Click the **Next** button and check if the following fields are having the default values:



What is the full name of your company - **ACME Industries Inc.**
What is the one-word version of this name - **ACME**
What is your company's street address - **123 Web Way, Cambridge MA 02138**

- Click the **Next** button and enter the following:



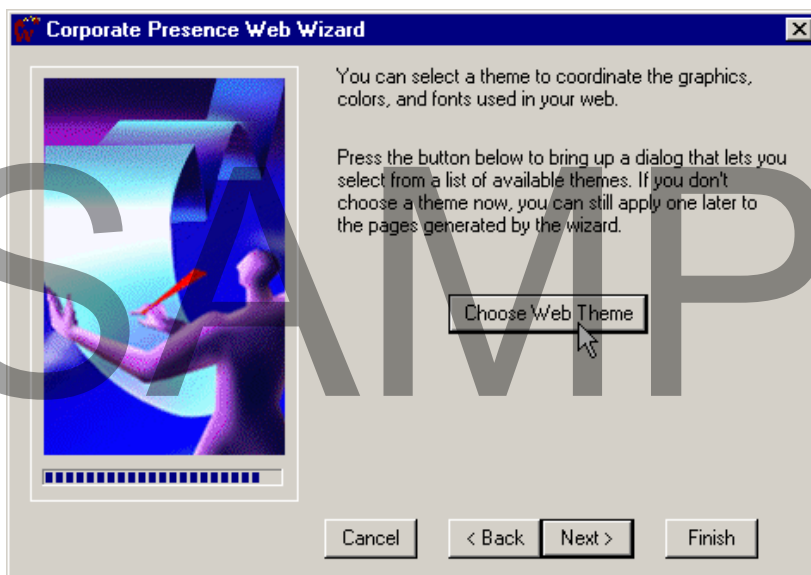
What is your company's telephone number - **617-555-1212**

What is your company's FAX number - **617-555-1313**

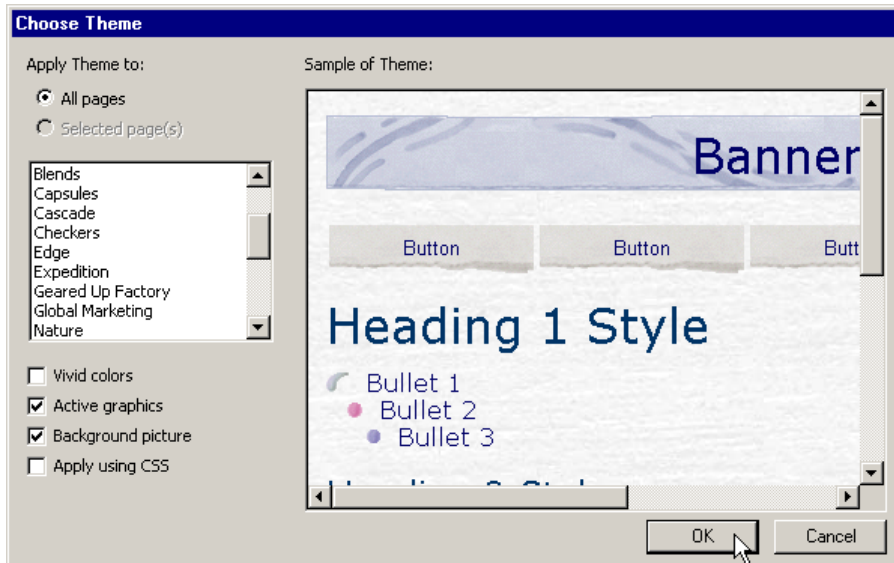
What is the e-mail address of your webmaster - **webmaster@acmeinc.com**

What is the e-mail address for general info - **info@acmeinc.com**

- Click the **Next** button and click the **Choose Web Theme** button to display the **Choose Theme** dialog box:

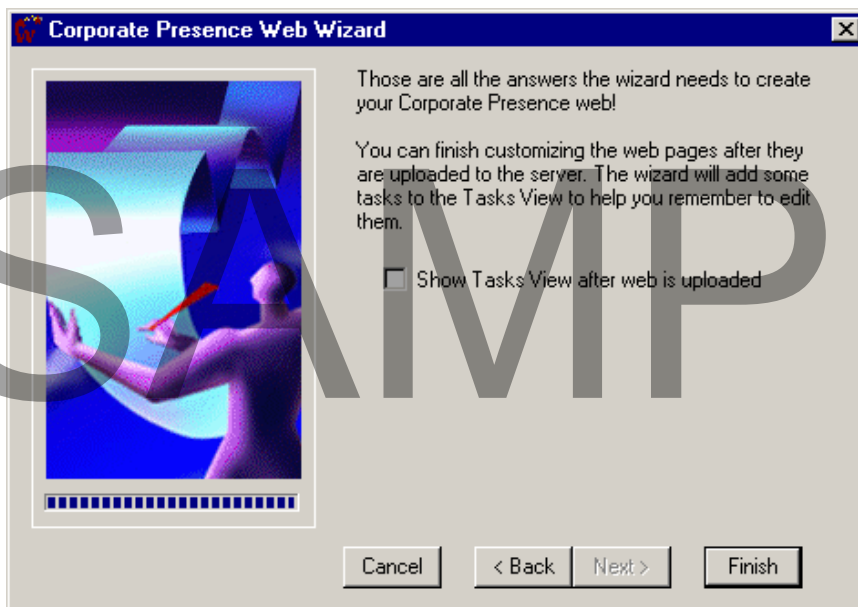


- From the **Choose Theme** dialog box, select the following:



Apply Theme to - **All pages**
 Theme - **Sumi Painting**
 Vivid colors - **Unchecked**
 Active graphics - **Checked**
 Background Picture - **Checked**
 Apply using CSS - **Unchecked**

- Click the **OK** button to return to the previous **Web Wizard** dialog box.
- Click the **Next** button and unselect the **Show Tasks View after web is uploaded** checkbox:



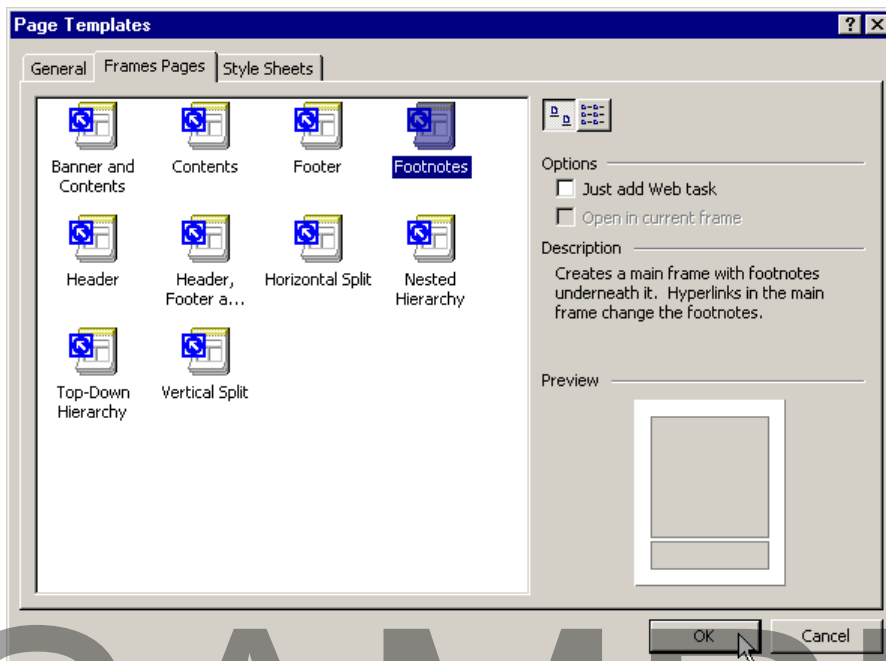
- Click the **Finish** button.

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Frames

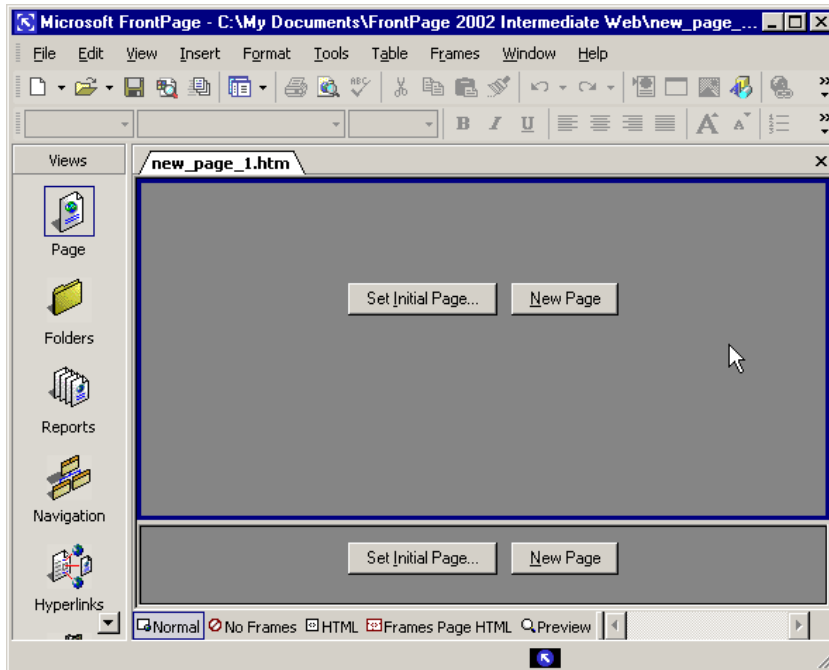
Using Frame Templates

- From the main menu, choose **File > New > Page or Web**
- **OR** from the main menu, choose **View > Task Pane** to display the task pane.
- From the **New from template** section of the **New Page or Web** task pane, select the **Page Templates** option to display the **Page Templates** dialog box.
- From the **Frames Pages** tab, select the **Footnotes** template and click **OK**:

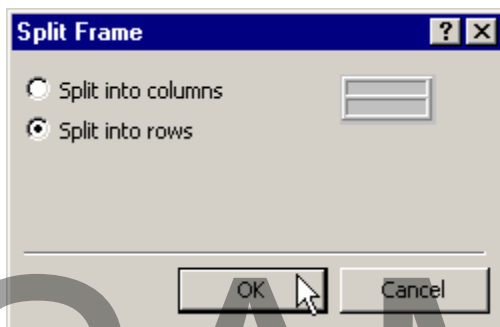


Splitting Frames

- Place the cursor into the top frame and click the mouse button to select the frame:



- From the main menu, choose **Frames > Split Frame** to display the **Split Frame** dialog box.
- From the **Split Frame** dialog box, select the **Split into rows** option and click the **OK** button:

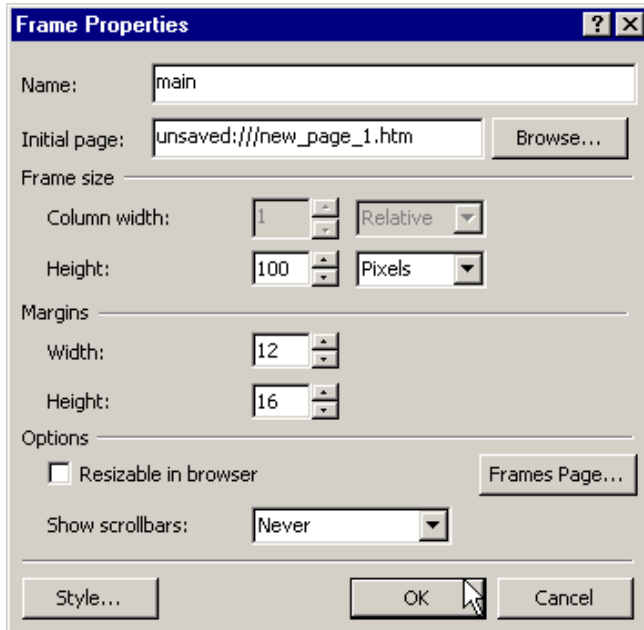


- From the **Standard** toolbar, click the **Save** button.
- From the **Save As** dialog box, click the **Change Title** button and enter **Intermediate Frames** into the **Page Title** field of the **Set Page Title** dialog box then click the **OK** button.
- Enter **Frames.htm** into the **File Name** field of the **Save As** dialog box and press the **Save** button.

Note: The page will save into the **FrontPage 2002 Intermediate Web** folder by default.

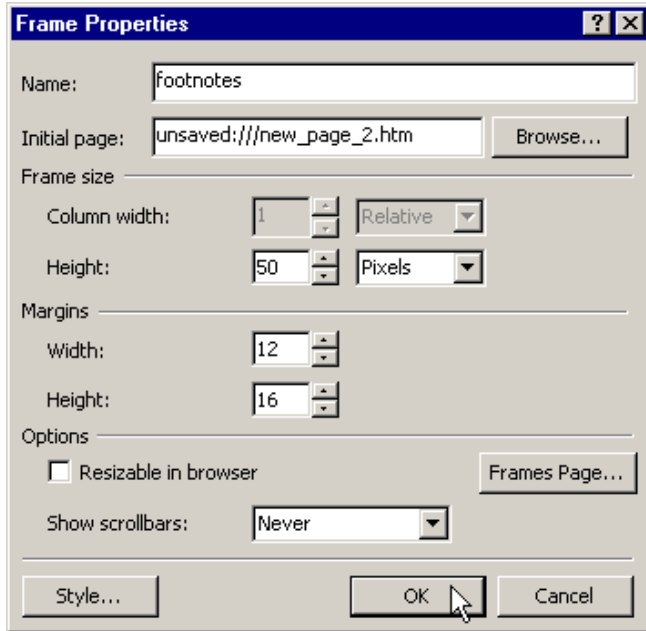
Working with Frames

- Click the mouse button into the **Top** frame and click the **New Page** button.
- With the **Top** frame still selected, choose **Frames > Frame Properties** to display the **Frame Properties** dialog box.
- From the **Frame Properties** dialog box, set the following:



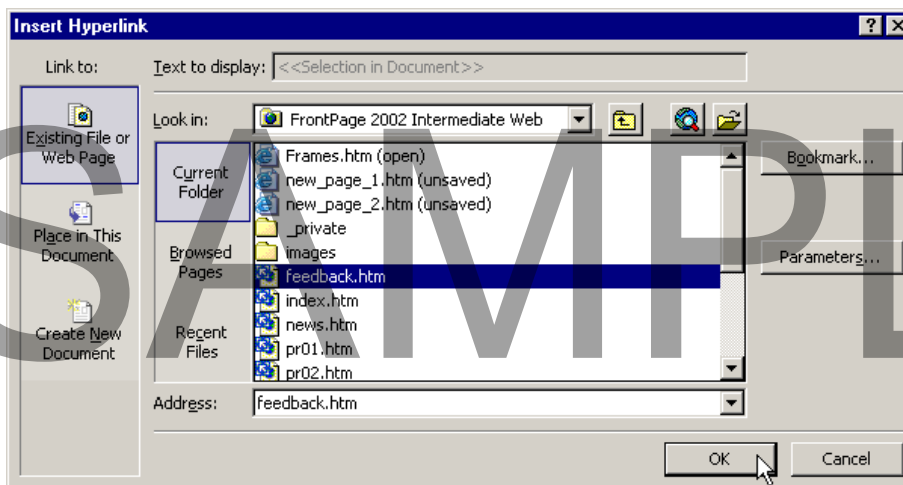
Name - **Main**
Frame size Height - **100 Pixels**
Resizable in browser - **Unchecked**
Show scrollbars - **Never**

- Click the **OK** button.
- Click the mouse button into the **Bottom** frame and click the **New Page** button.
- With the **Bottom** frame still selected, choose **Frames > Frame Properties** to display the **Frame Properties** dialog box.
- From the **Frame Properties** dialog box, set the following:



Name - **Footnotes**
 Frame size Height - **50 Pixels**
 Resizable in browser - **Unchecked**
 Show scrollbars - **Never**

- Click the **OK** button.
- Click the mouse button into the **Middle** frame and click the **Set Initial Page** button to display the **Insert Hyperlink** dialog box.
- From the **Insert Hyperlink** dialog box, apply the following:



Link to - **Existing File or Web Page**
 Look in - **Current folder**
 Address – Select **feedback.htm** in the folder list.

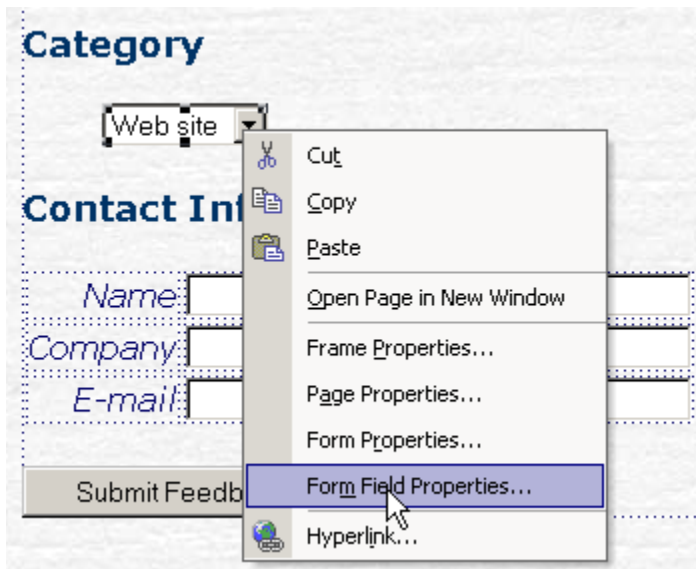
- Click the **OK** button to return to the page.
- Click the **Top** frame and from the **Standard** toolbar click the **Save** button.
- From the **Save As** dialog box, click the **Change title** button and enter **Header** into the **Page title** field of the **Set Page Title** dialog box then click the **OK** button.
- Enter **TopFrame.htm** into the **File Name** field of the **Save As** dialog box and press the **Save** button.
- Click the **Bottom** frame and from the **Standard** toolbar click the **Save** button.
- From the **Save As** dialog box, click the **Change Title** button and enter **Footer** into the **Page Title** field of the **Set Page Title** dialog box then click the **OK** button.
- Enter **BottomFrame.htm** into the **File Name** field of the **Save As** dialog box and press the **Save** button.

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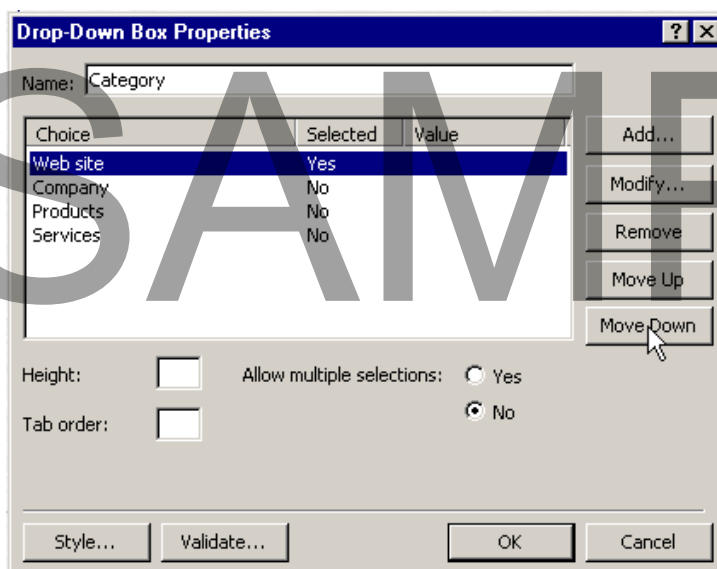
Forms

Editing a Drop-Down Box Field

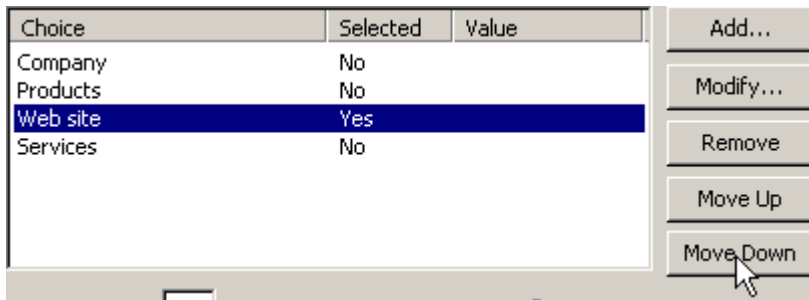
- From the **Middle** frame, right click the **Web site** drop-down box and select the **Form Field Properties** command to display the **Drop-Down Box Properties** dialog box:



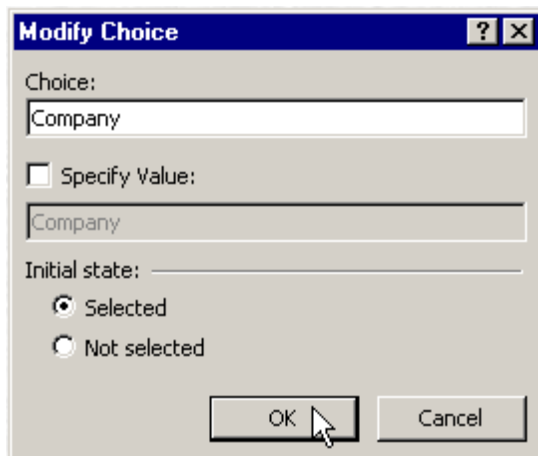
- From the **Drop-Down Box Properties** dialog box select **Web site** from the list of choices:



- Click the **Move Down** button and click it until the **Web site** choice is the third choice in the list:



- Select the **Company** choice and click the **Modify** button to display the **Modify Choice** dialog box.
- From the **Modify Choice** dialog box, select the **Selected** radio button and click the **OK** button to return to the **Drop-Down Box Properties** dialog box:



- Click the **OK** button to return to the page.
- Press the **Ctrl + S** key combination to save the changes.

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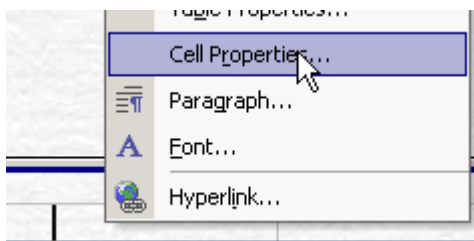
Data

Working with Tables and Cells

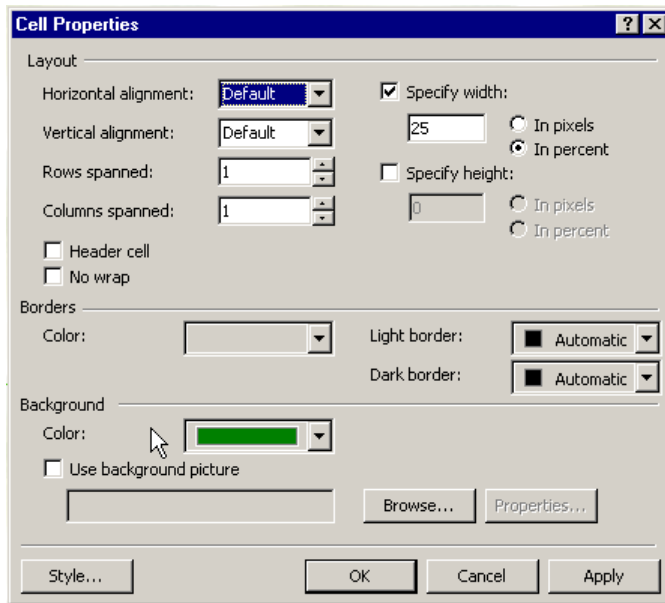
- Click the mouse button into the **Bottom** frame.
- From the **Standard** toolbar, click the **Insert Table** button and click the **1 by 4 Table** square:



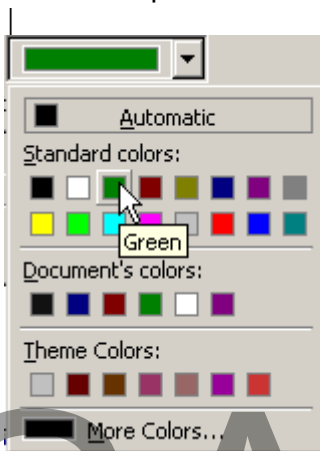
- Press the **Ctrl + A** key combination to select all, then from the **Formatting** toolbar select the **Center** alignment button.
- Select the **First cell** then click the right mouse button and select the **Cell Properties** command to display the **Cell Properties** dialog box:



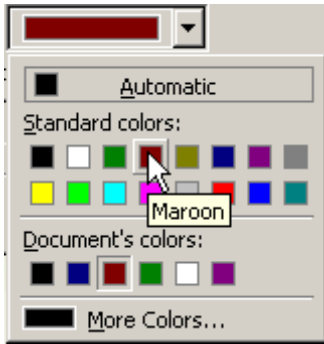
SAMPLE



- From the **Background** section of the **Cell Properties** dialog box, click the **Color** drop-down list select the **Green** color swatch:



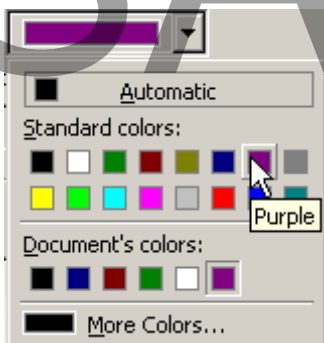
- Click the **OK** button.
- Enter **Home** into the first cell.
- Select the **Second cell** then click the right mouse button and select the **Cell Properties** command to display the **Cell Properties** dialog box.
- From the **Background** section of the **Cell Properties** dialog box, click the **Color** drop-down list select the **Maroon** color swatch:



- Click the **OK** button.
- Enter **News** into the second cell.
- Select the **Third cell** then click the right mouse button and select the **Cell Properties** command to display the **Cell Properties** dialog box.
- From the **Background** section of the **Cell Properties** dialog box, click the **Color** drop-down list select the **Navy** color swatch:



- Click the **OK** button.
- Enter **Products** into the third cell.
- Select the **Fourth cell** then click the right mouse button and select the **Cell Properties** command to display the **Cell Properties** dialog box.
- From the **Background** section of the **Cell Properties** dialog box, click the **Color** drop-down list select the **Purple** color swatch:



- Click the **OK** button.
- Enter **Services** into the fourth cell.
- Press the **Ctrl + A** key combination to select all.
- From the **Formatting** toolbar, click the arrow next to the **Font Color** button and select the **White** color swatch.
- From the **Formatting** toolbar, click the **Bold** button:



SAMPLE

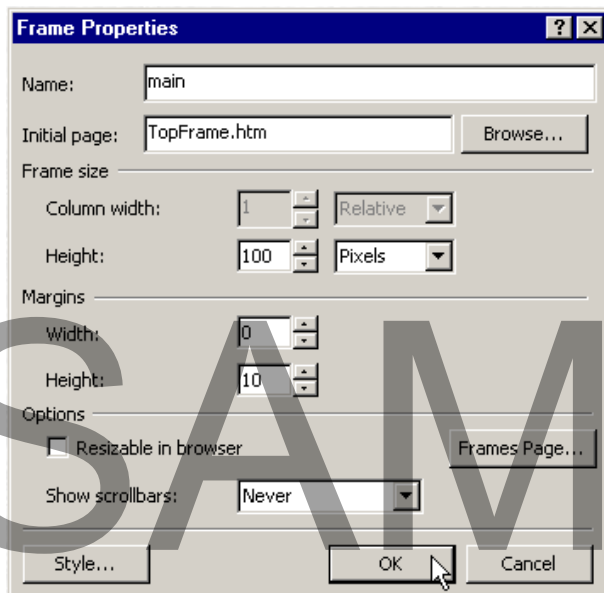
Media and Functionality

Adding a Banner

- Place the cursor into the **Top** frame, and from the main menu, choose **Insert > Picture > From File** to open the **Picture** dialog box.
- From the **Picture** dialog box, navigate to the **Images** folder in the **FrontPage XP Intermediate Samples** folder.
- Select the **ACME_button.gif** file and click the **Insert** button:



- Select the inserted animated gif banner, right-click the mouse button and select the **Frame Properties** command to display the **Frame Properties** dialog box.
- From the **Margins** section of the **Frame Properties** dialog box, set the following:



Width - **0**
Height - **10**

- Click the **OK** button.
- With the animated gif banner still selected, click the **Center** button from the **Formatting** toolbar to center the banner.

- Press the **Ctrl + S** key combination to save the changes.

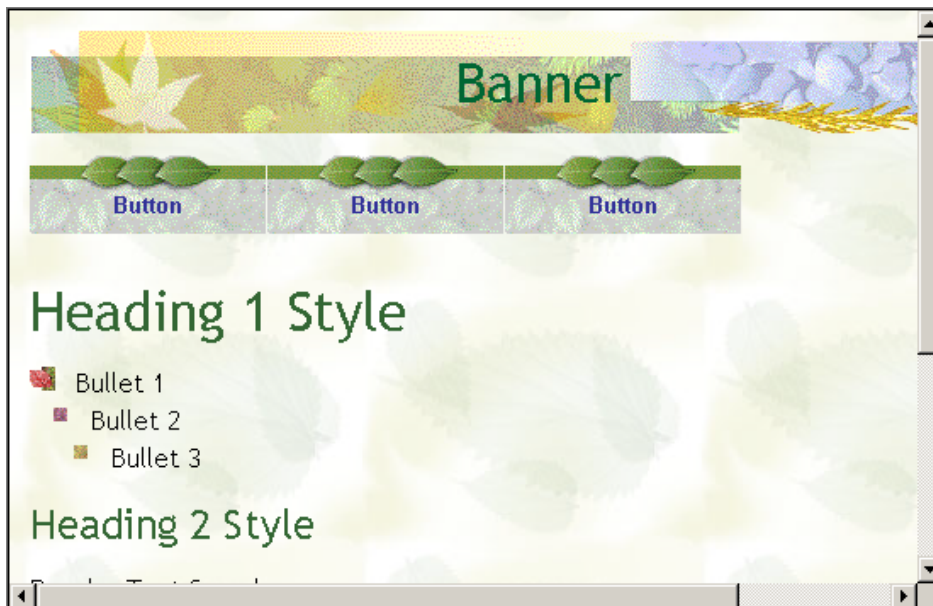
Note: If the **Save Embedded Files** dialog box appears, click **OK** to save it.

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Style Sheets

Changing a Theme

- Select the **Middle** frame, and from the main menu, choose **Format > Theme** to display the **Themes** dialog box.
- Select the **Selected page(s)** radio button from the **Apply theme to** section and select the **Nature** choice from the list of themes:

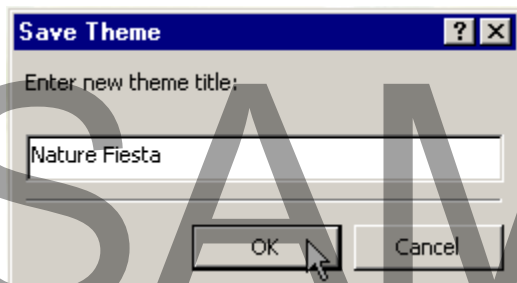


- Click the **Modify** button then click the **Colors** button from the modify choices to display the **Modify Theme** dialog box.
- From the **Modify Theme** dialog box, select the **Fiesta** color scheme from the list and click the **OK** button to return to the **Themes** dialog box:

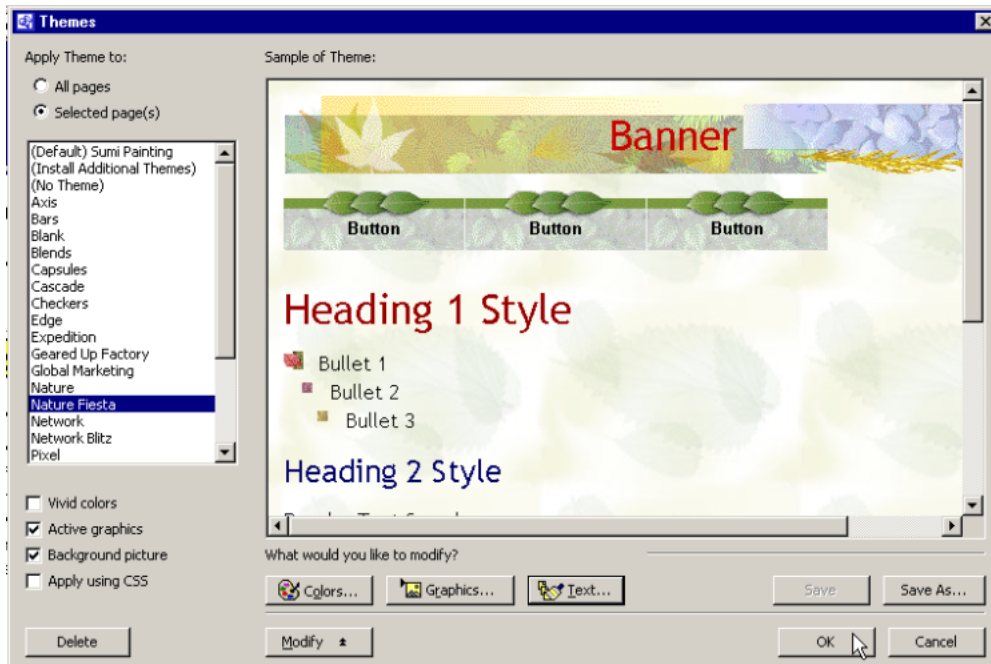
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- From the **Themes** dialog box, click the **Save As** button.
- From the **Save Theme** dialog box, enter *Nature Fiesta* into the **Enter the new theme title** field and click the **OK** button:



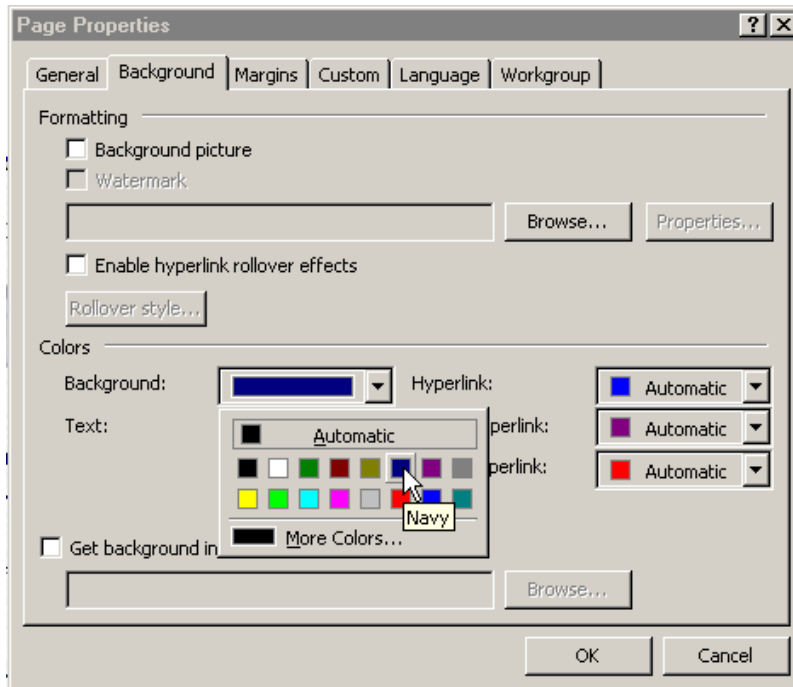
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- Click **OK** to close the dialog box.

Removing a Theme

- Place the cursor into the **Top** frame and from the main menu, choose **Format > Theme** to display the **Themes** dialog box.
- Select the **Selected page(s)** radio button from the **Apply theme to** section and select the **(No Theme)** choice from the list of themes.
- Click the **OK** button.
- Right-click the background area of the **Top** frame and select the **Page Properties** command to display the **Page Properties** dialog box.
- Select the **Background** tab and from the **Colors** section of the **Page Properties** dialog box, select the **Navy** color swatch from the **Background** drop-down list:



- Click **OK**.
- Place the cursor into the **Bottom** frame and from the main menu, choose **Format > Theme** to display the **Themes** dialog box.
- Select the **Selected page(s)** radio button from the **Apply theme to** section and select the **(No Theme)** choice from the list of themes.
- Click the **OK** button.
- Right-click the background area of the **Bottom** frame and select the **Page Properties** command to display the **Page Properties** dialog box.
- Select the **Background** tab and from the **Colors** section of the **Page Properties** dialog box, select the **Black** color swatch from the **Background** drop-down list.
- Click **OK**.
- Press the **Ctrl + S** key combination to save the changes.

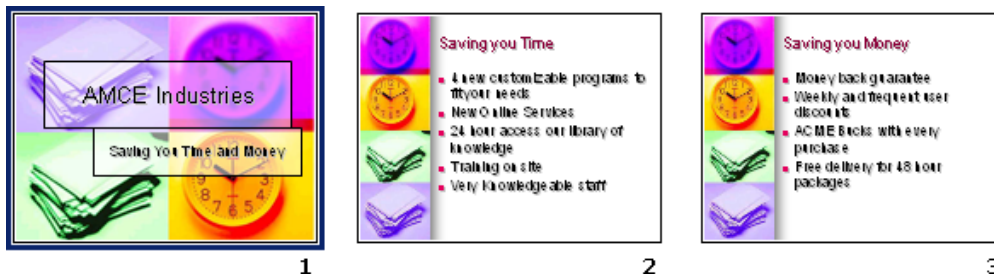
SAMPLE

Office XP and FrontPage 2002

Creating PowerPoint HTML Files

- From the FrontPage XP Intermediate Samples folder in Windows Explorer, open the *AMCE Industries.ppt* file.

Note: Opening the file will automatically launch PowerPoint 2002:



- From the main menu in **PowerPoint**, choose **File > Save as Web Page** to open the **Save As** dialog box.
- Save the file as *AMCE Industries.htm* in the FrontPage 2002 Intermediate Web folder.
- Click **Save**.
- In **FrontPage**, select the animated gif banner in the **Top** frame then click the right mouse button and select the **Hyperlink** command.
- From the Insert Hyperlink dialog box, enter the following:

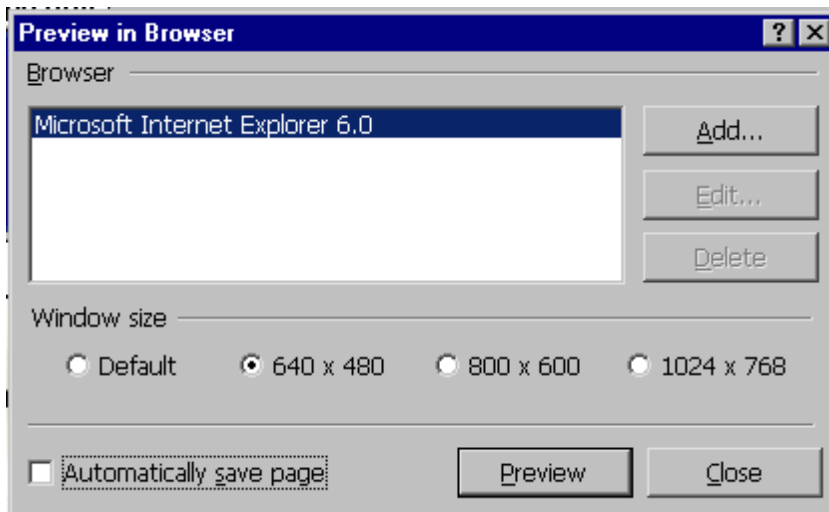
Link to - Existing File or Web Page
 Look in - FrontPage XP Intermediate Samples
 Address - ACME Industries.htm

- Click the **Target Frame** button then select **New Window** from the **common targets** list and click the **OK** button to return to the **Insert Hyperlink** dialog box.
- Click the **OK** button to return to the page.
- Press the **Ctrl + S** key combination to save the changes.

Publishing

Previewing in a Browser

- From the main menu, choose **File > Preview in Browser** to display the **Preview in Browser** dialog box.
- Select the desired **Browser** and uncheck the **Automatically save page** checkbox:



- Select the **640 x 480** radio button to select the **Window size** then click the **Preview** button to generate a preview in the desired browser.
- Repeat the previous step for the **800 x 600** and **1024 x 768** window sizes.
- When you find the windows size that looks the best in your selected browser, return to the **Preview in Browser** dialog box and check the **Automatically save page** checkbox and select the desired radio button then click the **Preview** button again.

SAMPLE