

# EXTENDED LEARNING MODULE L

## BUILDING WEB SITES WITH FRONTPAGE

### Student Learning Outcomes

1. Describe the different kinds of Web sites that you can build using FrontPage.
2. Describe the different ways to navigate in FrontPage.
3. Explain the different FrontPage views.
4. Describe and build a Web site using FrontPage.
5. Describe and build a Web page using FrontPage.
6. Demonstrate the method used to insert a graphic into a Web page using FrontPage.
7. Describe and create the different types of hyperlinks available in FrontPage.
8. Create a list and a table in a Web page using FrontPage.
9. Define the benefits of using themes when developing a Web page.

## Introduction

Microsoft *FrontPage* is *Web authoring* software. *Web authoring software* helps you design and develop Web sites and pages that you publish on the Web. FrontPage allows people with limited Web page design experience to create, modify, and maintain full-featured, professional-looking Web pages without having to learn how to code all the functions and features from scratch.

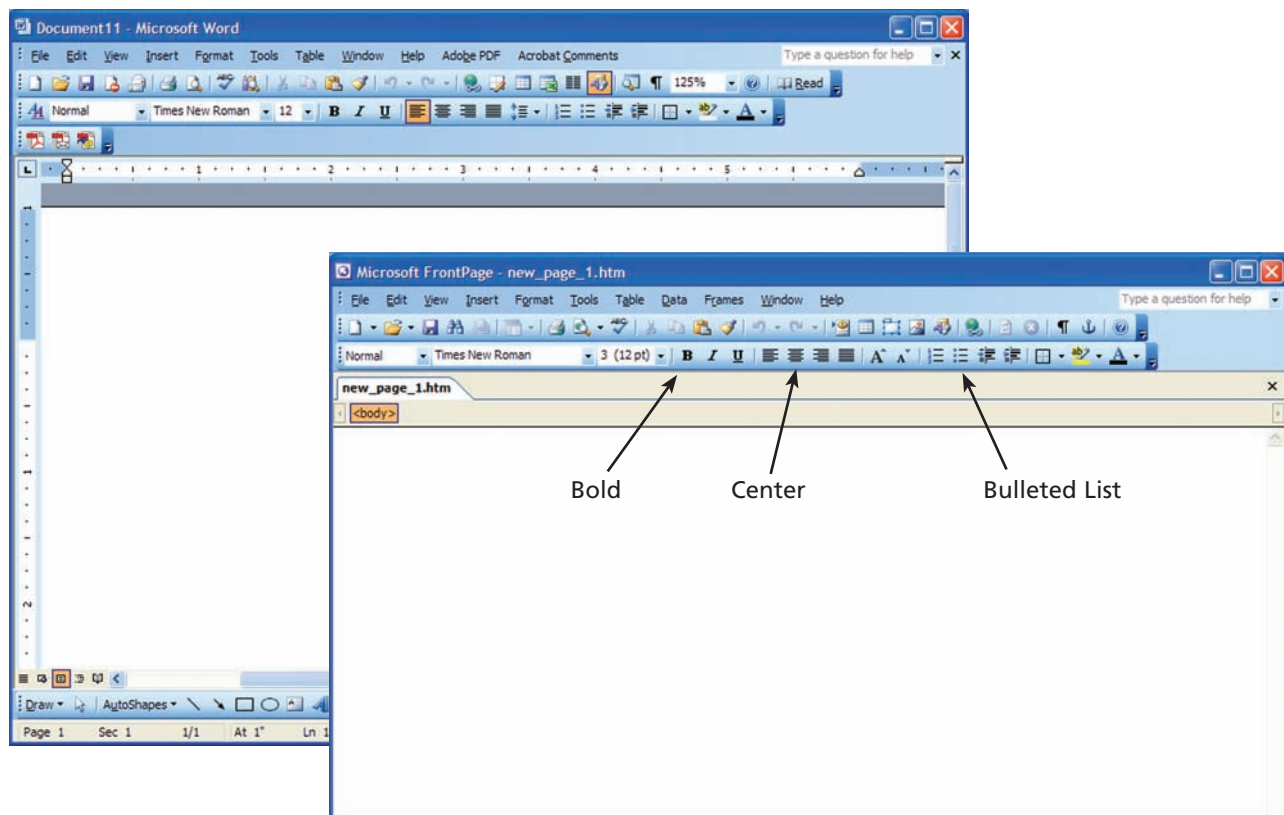
Using FrontPage, you can create Web pages, complete with formatted text and graphics, tables, buttons, animations, and sound. You can add frames, borders, and hyperlinks to connect the pages into a Web site, or connect the pages to other Web sites. In FrontPage, you create Web pages in much the same way as you create documents using word processing software. For example, Figure L.1 shows how similar FrontPage and Microsoft Word really are. By using the FrontPage menus and toolbar buttons, you enter and format text, pictures, and other page elements in much the same way as you enter and format these items in Word.

Part of FrontPage's power is that it is *scalable*, meaning its use can expand, or shrink, to fit anyone's needs. This means that if you do have some experience in creating Web pages, you can use FrontPage to accelerate, as well as automate, both the creation and publication process.

*Hypertext markup language (HTML)* is the language you use to create a Web page. HTML allows you to specify the content of your Web site and format the content such as adding bold, underlining, and numbered lists. FrontPage generates the HTML tags in the background, so you need never concern yourself with them. However, if you want to go into the HTML view and make changes, you can do that as well. We covered HTML in *Extended Learning Module F (Building a Web Page with HTML)*, so we won't deal with that subject again here. As a refresher, you may want to review the material in *Extended Learning Module F* as you read this module or before beginning this module.

Figure L.1

Microsoft FrontPage and Microsoft Word Interfaces



## Web Sites, Web Pages, and HTML

The Web sometimes seems a vast, confusing place, and publishing a Web site can seem a daunting task. It helps to realize that the Web isn't really a "place" at all, but rather files stored on computers called *Web servers*, all of which are hooked together with phone lines and other types of network connections. When you surf the Web using a Web browser such as Microsoft Internet Explorer or Mozilla Firefox, you access files stored on Web servers. The files themselves are called Web pages. A **Web page** is a specific portion of a Web site that deals with a certain topic. The text, pictures, and other elements that you see on your computer screen as you explore the Web are stored on Web pages. A **Web site** is a specific location on the Web where you visit, gather information, and perhaps even order products. The first step in creating a Web site is to create the Web pages. (Well, the first step is really to *plan* your Web site—consider its look and feel and what you want it to communicate—which is referred to as *storyboarding*.)

Underneath the text-and-picture pages you see on your computer screen when you surf the Internet is the skeletal system of every Web page: the Hypertext markup language (HTML). Web browsers interpret the HTML language, which is communicated by tags, so that you can see text, pictures, and whatever else is on a Web page. For example, one HTML tag, `<strong>`, creates bold text; another HTML tag, `<imgsrc>`, displays an image on a Web page, and so on. When you view a Web page using a Web browser, the browser translates the HTML tags into easy to see and read, clearly laid-out pages. Figure L.2 shows the HTML tags that produce the Web page that is shown in Figure L.3.

HTML tags can be kind of scary. Not so long ago, Web page creation was reserved for individuals with a technical background who understood HTML tags. For that reason, many people, who shied away from learning HTML, relied on professionals to build Web pages. Fortunately, you no longer need to learn HTML to create Web pages since tools such as FrontPage can help you build a Web site even if you know nothing about HTML and don't care to learn it. If you are going to get into Web site building, however, we encourage you to learn some of the basics of HTML.

```

1 <html>
2 <head>
3 <meta http-equiv="Content-Language" content="en-us">
4 <meta http-equiv="Content-Type" content="text/html; charset=windows-1252">
5 <title>This is an Introduction to Front</title>
6 <meta name="Microsoft Theme" content="compass 1011">
7 </head>
8 <body>
9 <blockquote>
10 <p class="MsoNormal" align="center"><b>
11 <span style="font-size: 12.0pt; font-family: Verdana; color: windowtext">
12 Building Web Sites with FrontPage<br>
13 </span></b><span style="font-family: Verdana; color: #000000">MIS 6e</span></p>
14 <p align="left"><font face="Verdana">Some of the topics we will cover include:</font></p>
15 </blockquote>
16 <ul>
17 <p class="MsoNormal" style="text-indent: -.25in; line-height: 150%; margin-left: .5in">
18 </p>
19 </ul>
20 <ul>
21 <li><span style="font-family: 'Verdana'; color: #383838">
22 <font size="2">FrontPage Web-Building Basics</font></span></li>
23 <li><span style="font-family: 'Verdana'; color: #383838">
24 <font size="2">Building A Web Page</font></span></li>

```

Figure L.2

HTML Tags for the Web Site in Figure L.3

Center, bold, define the font, and size of the title

Create an unnumbered list

Create the list item

## LEARNING OUTCOME 1

## FRONTPAGE BUILDS WEB SITES BIG AND SMALL

You can use FrontPage to build many different kinds of Web sites:

- *Personal Web site*—A popular type of public Internet site, the personal Web site is all about you. It can describe your interests, your friends, and your family, or offer hyperlinks to your favorite Web sites. Many Web development professionals started by creating a personal Web site. The personal Web site is a chance to be creative.
- *Small business Web site*—If you have a home-based or small business and your advertising budget is small, a Web site is a great way to spread the news about your products and services. By making use of the FrontPage templates, you can set up a professional storefront without having to spend months learning techniques and technologies, as once you might have had to.
- *Corporate Web site*—Large companies want their Web sites to provide product information, customer support, consumer relations information, and even online shopping. FrontPage is useful in a corporate setting because its powerful tracking features make it possible for more than one person to make changes and updates to Web site pages. FrontPage is compatible with and can be integrated with many other software products, such as Microsoft Excel and Microsoft PowerPoint.
- *Corporate intranet*—A *corporate intranet* is an internal company network that employees can surf in the same way that they surf the Internet. A Web site on an intranet is like a Web site on the Internet except for the fact that it is available only to employees who can access the company network. Because an intranet is protected from curious Web surfers, internal company information such as sales figures, human resources communications, and department resources can be transmitted companywide. FrontPage has tools for creating customized intranets.

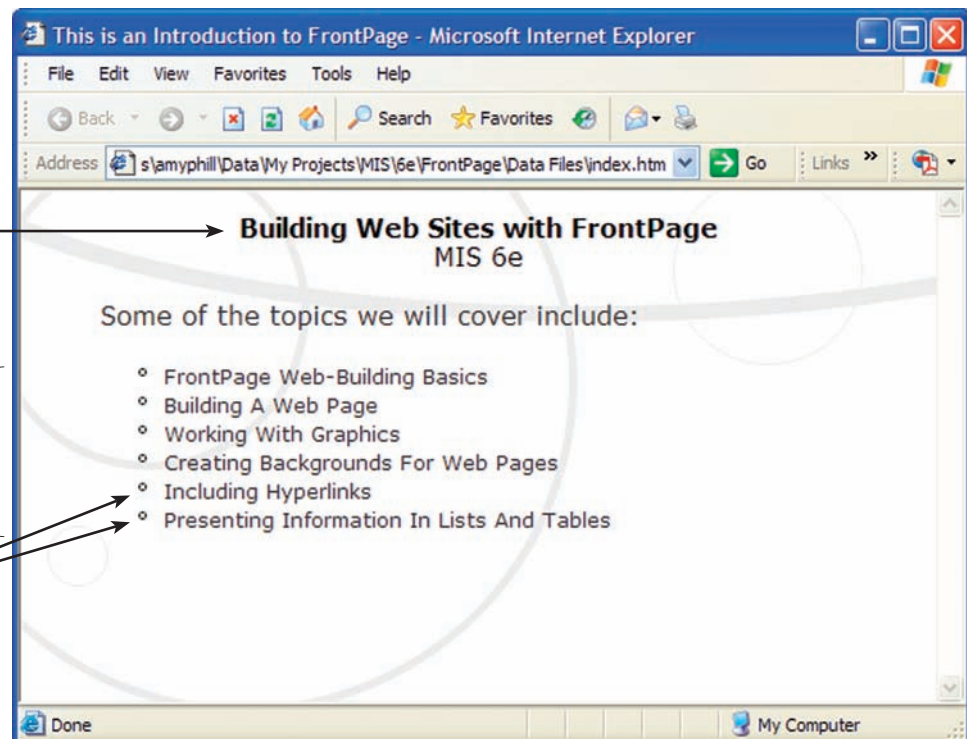
Figure L.3

HTML from Figure L.2  
Rendered in a Browser to  
Show a Web Page

Title is centered,  
bold, the font is  
Verdana, and the  
size is 12 pt.

Unnumbered list

List item



# Navigation in FrontPage

## LEARNING OUTCOME 2

With FrontPage, you can quickly create Web pages with all the familiarity and ease of use found in other Microsoft Office applications. To the maximum extent possible, FrontPage's menu structure, toolbar icons, dialog boxes, and working conventions strongly resemble those other applications. You can look at the HTML if you want to, and even modify it, but you can also create great-looking Web pages without seeing any HTML. As a result, you can concentrate fully on your message and let FrontPage handle the mechanics.

### UNDERSTANDING THE INTERFACE

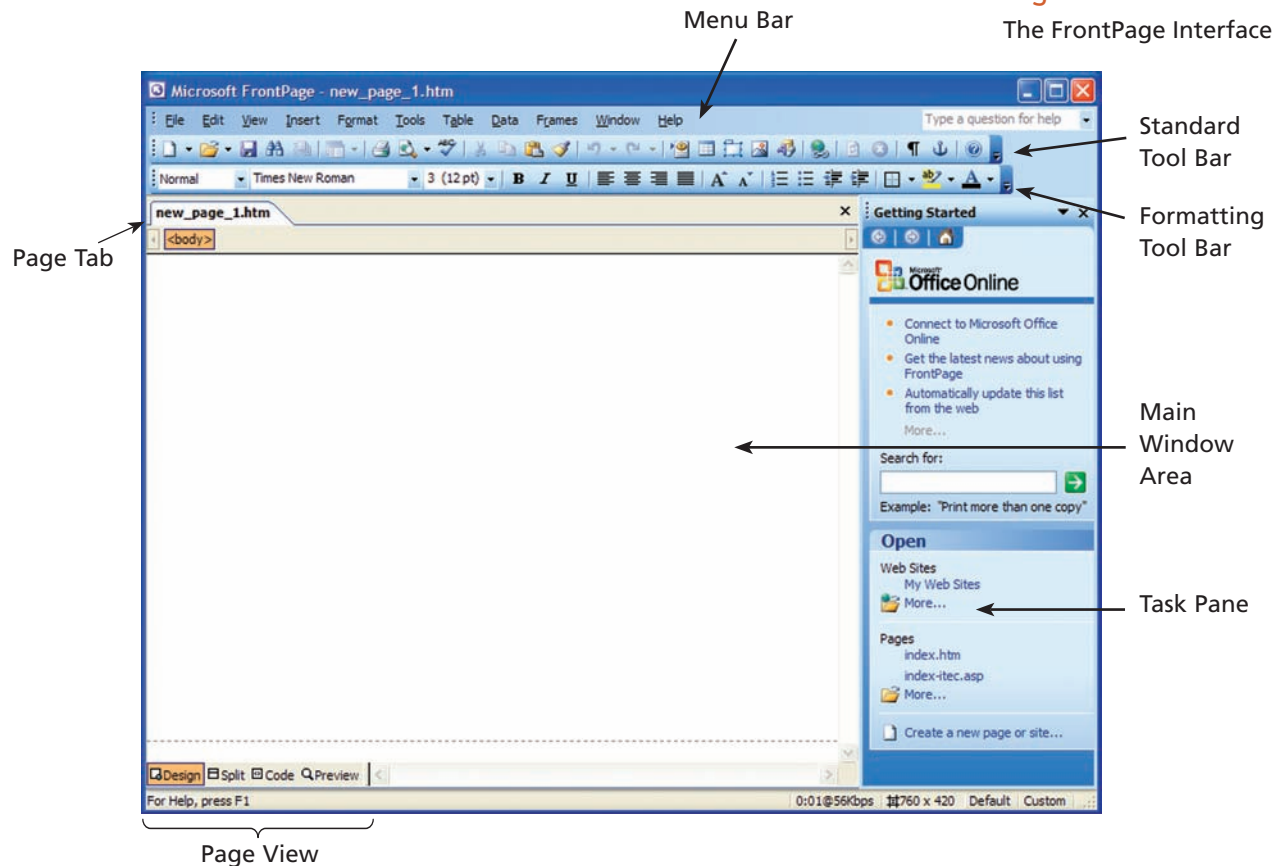
The first time you start FrontPage, it displays an application window such as Figure L.4.

**THE MENU BAR** The FrontPage menu bar is typical of those found in all Microsoft Windows applications; **File**, **Edit**, and **View** are on the left; **Help** is on the right. You can customize the menu bar by choosing **Customize** from the **Tools** menu.

By default, FrontPage displays personalized menus. This means the commands you use most appear when you first display a menu, and the rest appear after you leave the menu open for a few seconds or click the double arrow at the bottom of the menu. If you find personalized menus more distracting than useful:

1. Choose **Customize** from the **Tools** menu.
2. Choose the **Options** tab.
3. To see full menus all the time, select the **Always Show Full Menus** option.
4. To see full menus only when you click the double arrows, clear the **Show Full Menus After A Short Delay** option.

Figure L.4  
The FrontPage Interface



**THE STANDARD TOOLBAR** The most fundamental and most often used FrontPage commands—**New, Open, Save, Cut, Copy, Paste**, and so forth—appear on the Standard toolbar.

FrontPage, like many other Windows applications, features *dockable* toolbars. This means you can rearrange toolbars, lengthen them, shorten them, dock them at any side of the window, or let them float anywhere on the screen. To display or hide a particular toolbar:

- Choose **Toolbars** from the **View** menu, and select or deselect the appropriate toolbar.
- or
- Right mouse click a toolbar, and choose the toolbar you want from the shortcut menu.

**THE MAIN WINDOW AREA** The bulk of the FrontPage screen is taken up by the main window area. This is where you do your actual work and the contents change depending on which view you are in. For example, if you are in Page view, the main window area is where you view and build your pages.

**THE TASK PANE** The Task Pane provides easy access to options related to a whole variety of common tasks. These tasks include creating a new page or Web site, getting help, performing searches, using the clipboard, creating layout tables, cell formatting, working with themes, and many other tasks. You can switch tasks by clicking the small down arrow to the right of the Task Pane title and choosing the task from the drop-down list.

To show or hide the Task Pane, choose **View**, then **Task Pane**. The Task Pane is docked to the right edge of the screen by default. However, you can move the Task Pane by clicking and holding down the left mouse button on the title bar and dragging the Task Pane away from the right edge. Once you have undocked the Task Pane, it turns into a free-floating window. You can drag this window and dock it to any edge of the screen.

### LEARNING OUTCOME 3

## FRONTPAGE VIEWS

Like other software, FrontPage has a main menu and toolbars along the top of the screen. And, also like most software, you will find a status bar along the bottom of the screen (refer back to Figure L.4) that provides helpful information. Where FrontPage differs from other programs, however, is the Views bar. Use it to change views of the Web site you are working on. To change views, click an icon in the Views bar. Each view presents different information about the Web site you are working on and enables you to work with the site in a different way.

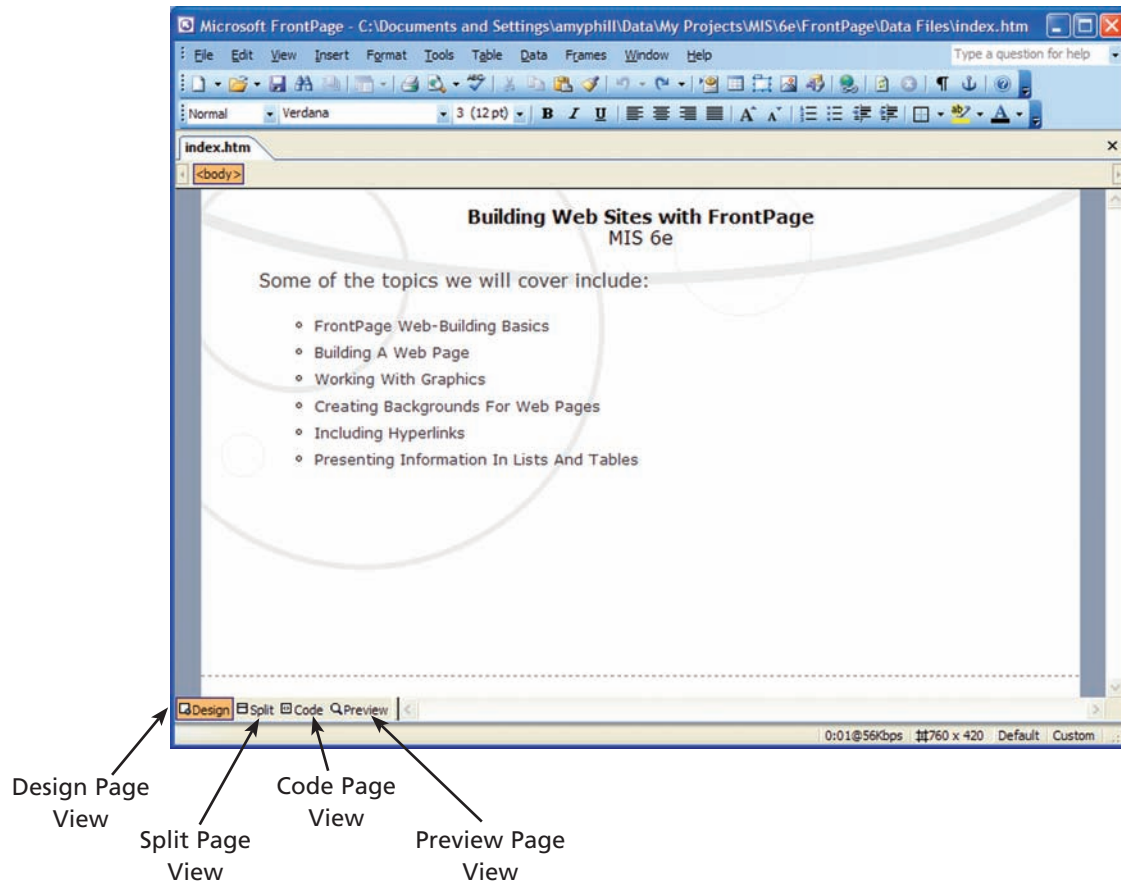
**PAGE VIEW** The view where you'll probably spend most of your time in FrontPage is the Page view (refer back to Figure L.4). Page view is your document editor—it's where you build your Web pages, create and format text, add graphics, set up hyperlinks, and create tables. In short, you add all the content to your Web site using the Page view.

Page view gives you four ways of looking at your Web page (see Figure L.5): (1) Design, (2) Split, (3) Code, and (4) Preview. If you have multiple pages open, you can switch between the pages in any of these views either by selecting the page you want from the Window menu or by clicking on the page tab for the page you want.

If you open enough pages, the tabs won't all fit in the Page view. In that case, FrontPage displays a set of arrows in the upper-left corner of the Page view so that you can scroll left and right through the tabs.

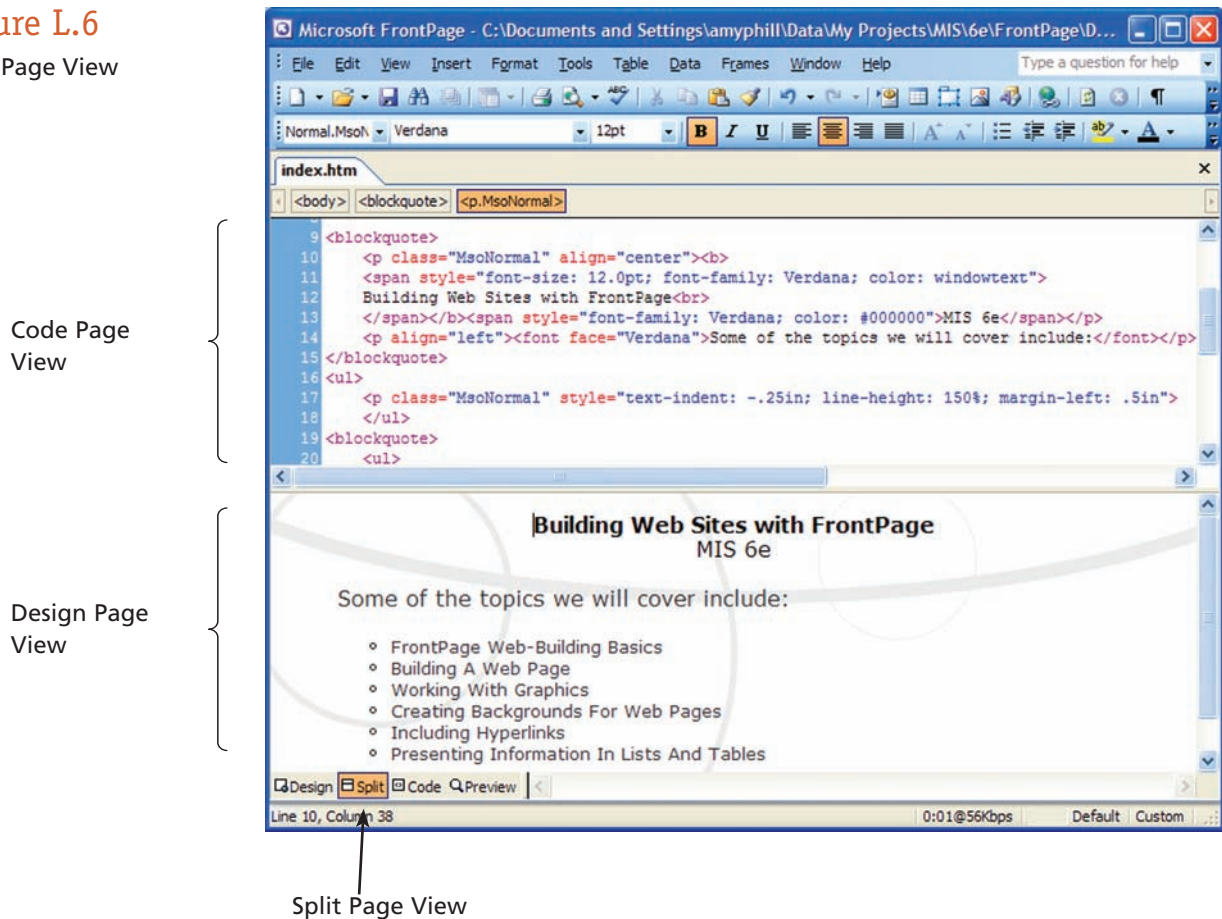
**DESIGN PAGE VIEW** To switch to this view from any other view, click on the **Design** button at the bottom-left corner of the working area (see Figure L.5). Design Page view is where you actually build your Web pages, using the tools we'll discuss in this module. While this view gives you a pretty good idea of what your page will look like, the layout is not exact. Design Page view is a working environment, not a testing environment.

Figure L.5  
Design Page View



**SPLIT PAGE VIEW** The Split Page view (see Figure L.6) shows you both the code and the design views of the page on one screen. Selecting an item in either view also highlights the item in the other view. For example, if you select an image in the Design view, FrontPage selects the section of code that defines the image properties on the page. If you make changes to the Design view, those changes are reflected instantly in the Code view. However, if you make changes in the Code view, those changes are not reflected in the Design view until you click in the Design view.

Figure L.6  
Split Page View





**CODE PAGE VIEW** As we briefly discussed in the introduction, Web pages are largely made up of HTML code. When you use FrontPage by adding and modifying text and graphics in the Design Page view, FrontPage automatically generates the HTML code that makes up your page. The nice thing about FrontPage is that you don't have to know HTML. You don't even have to look at this programming code if you don't want to. Still, there are times when it can be helpful to work with a page's HTML source code, as well as other code such as JavaScript. This is especially true if you know how to program, and you want to add your own code to the page. The Code Page view (refer back to Figure L.2 on page L.3) enables you to view and even modify the defining code for a Web page. To switch to this view from another view, click on the **Code** button at the bottom-left corner of the working area (refer again to Figure L.5).

Although it makes the most sense to add your own HTML code in the Code Page view, you can add HTML directly in the Design Page view. To do so, choose **Insert**, then select **Web Component** to display the Insert Web Component dialog box, click the **Advanced Controls**, and choose **HTML** from the list of available controls. Click **Finish** to display the HTML Markup dialog box. Enter your HTML in the dialog box and click **OK**. A note of caution: The code you enter by means of this dialog box is not checked for correctness, so be careful.

**PREVIEW PAGE VIEW** The Preview Page view does a pretty good job of showing you how your page will look in a browser. However, the view you get is not exact, and certain features do not work in the Preview Page view. For example, the Scrolling Marquee doesn't work in Preview but works in the Browser view without being published.

To remedy this situation, FrontPage enables you to preview your page in a browser. When you install FrontPage, it tries to detect which browser(s) you have installed and automatically sets up options for previewing in that browser in various resolutions by choosing **File**, then **Preview in Browser**, and then selecting the browser version and resolution to view your page in.

## Building a Web Site

### LEARNING OUTCOME 4

The best way to learn a new skill is to just do it. In *Extended Learning Module F*, you followed the idea of what HTML is. On the following pages, you will start FrontPage and create a new Web site. Along the way, you'll become familiar with the FrontPage interface and learn how to add new Web pages to a Web site.

## STARTING FRONTPAGE

Starting FrontPage requires the same steps as starting most other Windows applications. To start FrontPage, click on the **Start** button, select **Programs**, then choose **Microsoft Office**, then **Microsoft FrontPage**. If you do not have FrontPage installed, you can order a 30-day trial version from the Microsoft Web site at [www.microsoft.com/office/frontpage/prodinfo/trial.msp](http://www.microsoft.com/office/frontpage/prodinfo/trial.msp).

Once FrontPage is open, you are ready to start to create a Web site. There are three ways that you can create a Web site using FrontPage: (1) with templates; (2) with a wizard; (3) using an empty Web site.

## CREATING A WEB SITE WITH TEMPLATES

If you're not sure how to begin building a Web site or you need a complete Web site fast, FrontPage gives you plenty of help in the form of templates. A *template* is a ready-made Web site where all that is required of you is entering text where the placeholder text is and, if you wish, inserting new graphics where the placeholder graphics are. The idea is for you to customize these ready-made pages with your own text and designs.

FrontPage provides templates for many different purposes—such as a “Personal Web site,” and a “Project Web site.” There's also the “One Page Web site” for creating a Web site that comprises a single blank page and an “Empty Web site” for creating the structure of a Web site but nothing more.

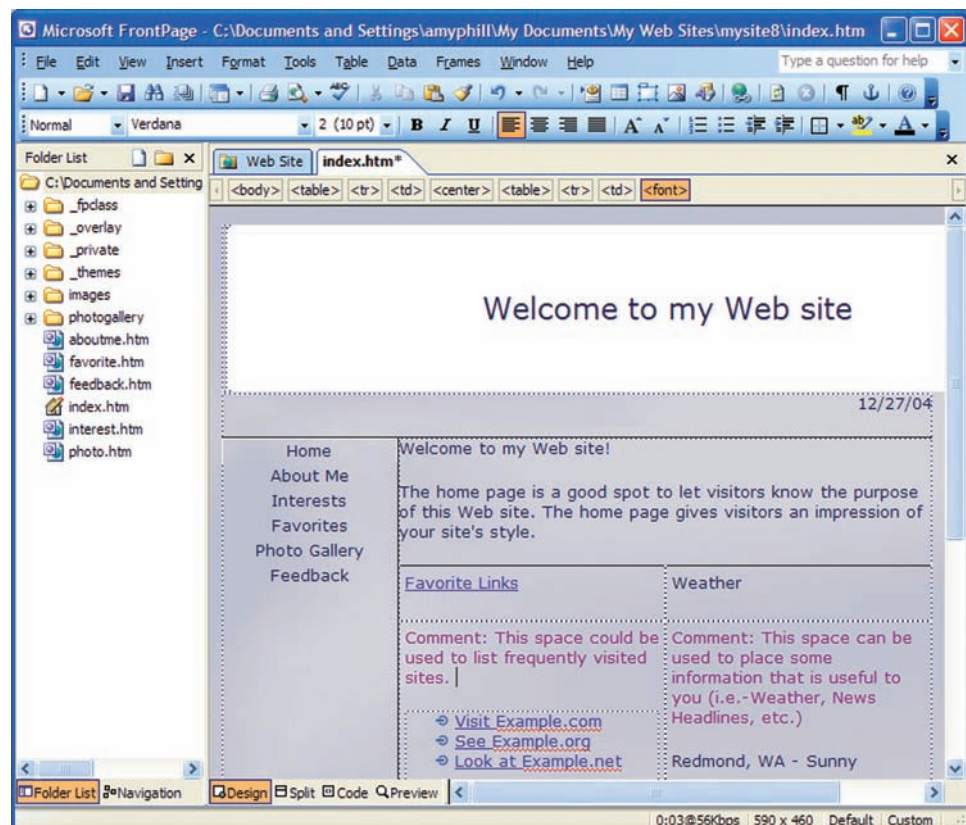
Follow these steps to create a Web site from a template:

1. Choose **File**, then **New**.
2. In the **New Web site** section of the Task Pane, select **More Web site templates**.
3. Click to highlight the **Personal Web site** icon.
4. On the right side of the dialog box, enter the folder where you want to store your new Web site.
5. Click **OK** to create the new site.
6. Figure L.7 displays the results of creating a Web site from a template.

## CREATING A WEB SITE WITH A WIZARD

FrontPage provides wizards for creating its two most complex templates, the “Corporate Presence” Web site and the “Discussion” Web site. A *wizard* is a series of dialog boxes that ask you questions about something you want to create, in this case, a Web site.

**Figure L.7**  
Personal Web Site Layout



After you tell the wizard what you want, the wizard generates the Web site. FrontPage offers several types of wizards:

- *Corporate Presence Web Wizard* builds an entire corporate site by asking you what kind of information you want to present on the site.
- *Discussion Web Wizard* creates a FrontPage *discussion group*, a Web site that hosts a public forum where visitors can post articles and respond to articles that others have posted, such as *blogs*.
- *Import Web Wizard* is for gathering files and documents for a Web site.
- *Database Interface Wizard* is for creating a Web site that enables visitors to query, sort, and add records to a database table.

Follow these steps to create a Web site using a wizard:

1. Choose **File**, then **New**.
2. In the **New Web site** section of the Task Pane, select **More Web site templates**.
3. Choose the **Corporate Presence Web Wizard** icon and click **OK**.
4. Read the introduction and click the **Next** button.
5. Specify which pages you'd like to have included in your Web site and click **Next**.
6. Type **FrontPage Demonstration** for a descriptive title.
7. In each subsequent panel, read and follow the wizard's directions and click **Next**.
8. When you reach the final panel, click the **Finish** button.

When the Web site is complete, you can open and view it by clicking **Folders** on the **Views** bar and then double-clicking the **index.htm** file (see Figure L.8). Now you can start customizing your Web page.

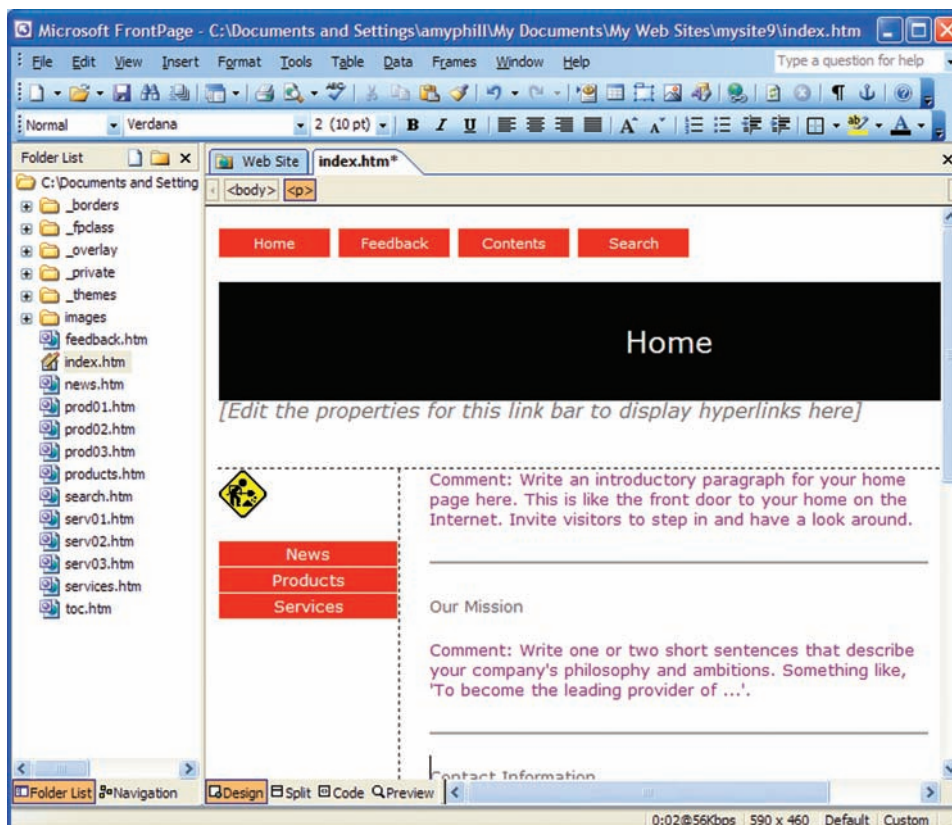
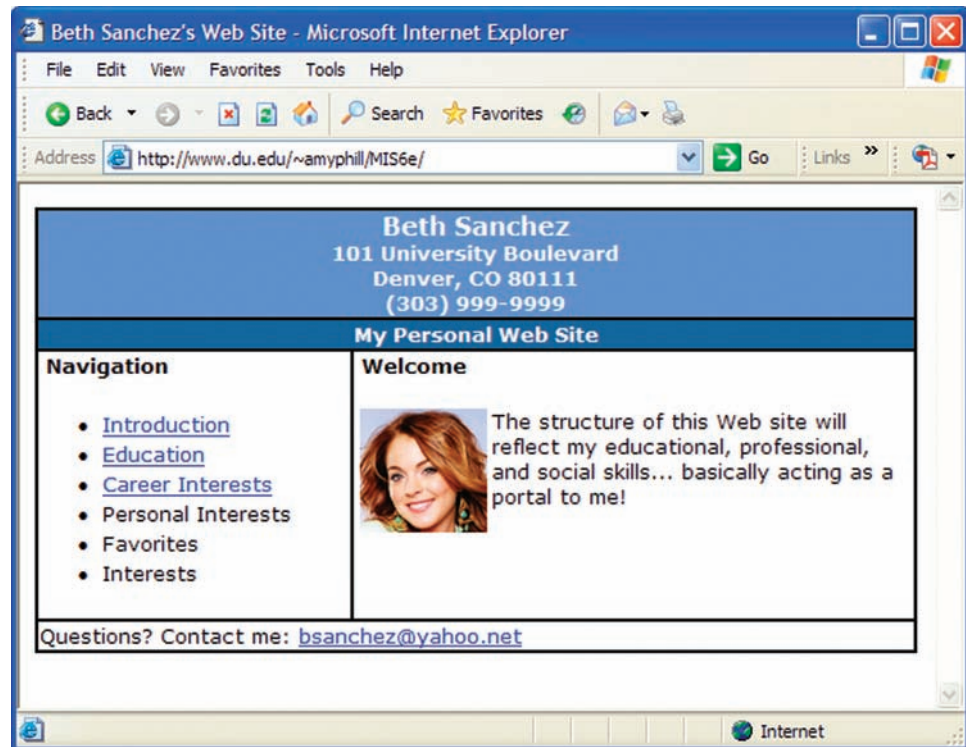


Figure L.8  
Corporate index.htm



**Figure L.9**  
Personal Web Site  
Example

## CREATING AN EMPTY WEB SITE

If you're not sure where to begin, or if you'd like to see examples of how typical Web sites are structured, FrontPage templates and wizards are the way to go. But if you know your way around FrontPage and you want to start from scratch, you can start with a single blank Web site. We will use this section to create a Web site that models our online example (see Figure L.9), [www.mhhe.com/haag](http://www.mhhe.com/haag) and select **XLM/L**. To do this, follow these steps:

1. Choose **File**, then **New**.
2. In the **New Web site** section of the Task Pane, select **More Web site templates**.
3. Choose the **Empty Web Site** icon.
4. In the **Specify The Location Of The New Web** text box, either type the path to the folder where you want to store your new Web site or click the **Browse** button and select the folder in the New Web Location dialog box.
5. Click **OK** to create the new site.

## SAVING A WEB SITE

Before you go very far in building a Web site, you'll need to know how to save the page so it is not lost if your machine locks up or a similar misfortune strikes. Saving a Web page isn't very different from saving any other type of file. To save a Web page for the first time, choose **File**, and then **Save**. This opens the **Save As** dialog box. From here, you can choose to save the file in the current Web site on your hard drive.

## Building a Web Page

### LEARNING OUTCOME 5

After you have created a Web site (especially if it is only one page long), the next step is to start adding Web pages and the content for those pages. To create a new page, you can rely on a template or you can simply attach a blank page to your Web site.

### CREATING A WEB PAGE FROM A TEMPLATE

By creating a Web Page from a template you save yourself from doing some of the layout work. You get a Web page that was laid out and developed by a professional. All you have to do is enter your own text and graphics where the placeholder text and graphics are on the page.

Follow these steps to create a new Web page from a template:

1. Choose **File**, then **New**.
2. In the **New Page** section of the Task Pane, select **More page templates**.
3. Select a page, such as **Photo Gallery**.
4. Click **OK**.

Figure L.10 displays an example of the completed Photo Gallery template Web page.



Figure L.10

Photo Gallery Template  
Web Page

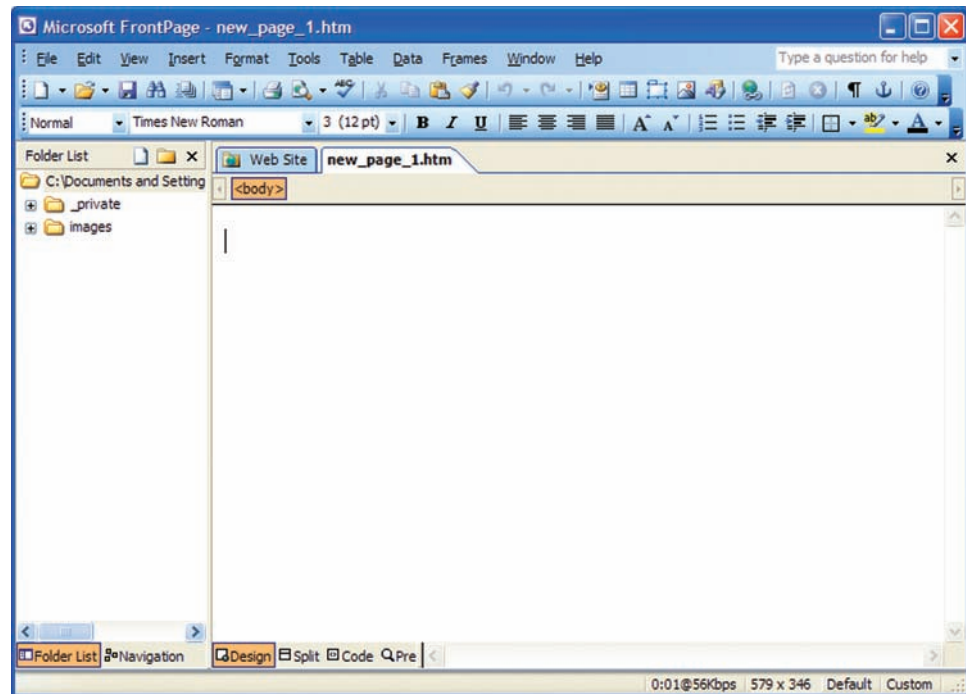


Figure L.11  
Blank Web Page

## CREATING A BLANK WEB PAGE

To add a Web page to your Web site that you created in the previous section, you create a new blank page from scratch. Follow these steps:

1. Choose **File**, then **New**.
2. In the **New Page** section of the Task Pane, select **Blank page**.
3. The filename is **new\_page\_1.htm**, unless you are starting from a template (in that case, the filename is **index.htm**).
4. Press **Enter** to create the new page (see Figure L.11).

Pages created with a template come with placeholder text and, in some cases, sample graphics to help you get an idea what a completed page is supposed to look like (such as the example displayed in Figure L.11). You can replace the generic text with your own text and make other layout changes as you see fit.

The dotted gridlines that surround the text in most templates are the boundaries of *invisible tables* (tables without any border specifications). Invisible tables form the framework in which the table is laid out. (We discuss this in a later section.)

## ENTERING TEXT ON A WEB PAGE

Entering text on a Web page is very much like entering text in a word processing document. You can also copy or cut text from a text file, a Microsoft Word file, an e-mail message, or another Web page, and then paste it into the page you're working on. To do this, perform the following steps:

1. Put your cursor on the first line of the Web page (**new\_page\_1.htm**) you created in the previous section.
2. Type in the following text, **BETH SANCHEZ**.
3. Press **Enter**.

4. Type the following text, **101 University Boulevard Denver, CO 80111 (303) 999-9999**, pressing **Enter** at the end of each address break (as you see in our online example).
5. Press **Enter**.
6. Type in **Navigation**.
7. Press **Enter**.
8. Under the subheading **Navigation** in our online example type in the information in the middle left column.
9. Press **Enter** at the end of each line.

## FORMATTING TEXT

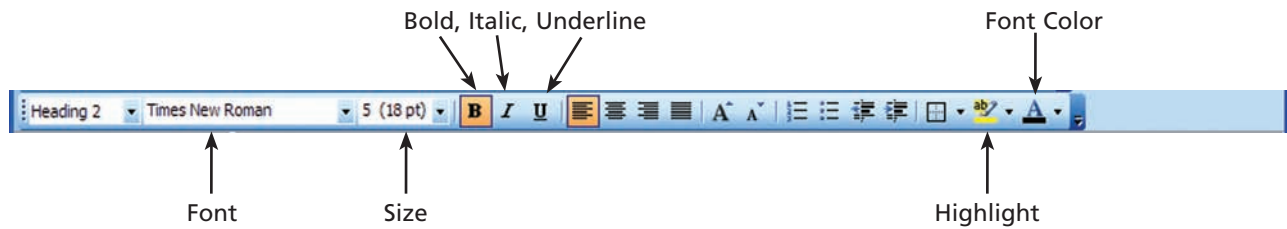
Controlling fonts on Web pages presents unique difficulties. For one thing, there's no way of knowing what fonts or font technologies a given Web visitor will have available. For another, it's unlikely that all the same fonts will be available to any two Web visitors. Finally, even fonts that appear identical down to their names might have subtle differences when obtained from different vendors or even from the same vendor when used on different platforms.

The original HTML specification tried to avoid font confusion by dodging fonts. That is, instead of providing a way to specify fonts by name, it provided ways to flag blocks of text by their structural use in the document. Responsibility for assigning specific fonts then fell to the Web visitor's browser.

Some newer versions of HTML do support specific font name assignments, as does FrontPage. However, just because FrontPage lets you specify font names such as Estrangella Edessa and Palatino Linotype doesn't mean those fonts are available to your Web visitors. If the remote system (client) doesn't have a font with the name you specify, it will substitute another font—usually the default browser font, which, if not stylish, will at least be legible. However, you should be mindful that font substitution can cause an integrity issue with some of your Web pages.

**RECOMMENDATIONS FOR USING FONTS ON THE WEB** Consider these suggestions for using font attributes effectively in your Web pages:

- *Use fonts large enough to read*—The Web is not a place to be stingy. If the text isn't important enough to present legibly, omit it.
- *Don't waste space with large fonts*—Large amounts of text in a large font slow down the reader and lead to excessive scrolling. In addition, they have far less impact than a pleasing and effective page design.
- *Stick to mainstream fonts*—If Web visitors don't have the artistic font you want, their browser will probably substitute an ugly one.
- *Avoid random fonts*—Stick to a few well-chosen sizes and styles of type.
- *Aim for contrast, not clash*—Achieve a pleasing contrast between background and text.



**Figure L.12**  
Formatting Toolbar

FrontPage provides a variety of font-related icons on the Formatting toolbar (see Figure L.12). Each icon applies an attribute to the selected text, or removes an attribute previously applied.

- *Font*—Applies a selected font name.
- *Font Size*—Increases or decreases font size.
- *Bold*—Toggles boldfacing on and off.
- *Italic*—Toggles italicizing on and off.
- *Underline*—Toggles underlining on and off.
- *Highlight*—Controls a text area's background color.
- *Font Color*—Controls the color in which the browser displays text.

You can also toggle boldfacing, italicizing, and underlining of selected words on and off by pressing **Ctrl+B**, **Ctrl+I**, and **Ctrl+U**, respectively. Press **Ctrl+Shift+>** to increase the font size of selected words, and **Ctrl+Shift+<** to decrease it. **Ctrl+Shift++** formats text as a superscript and **Ctrl+=** formats it as a subscript. However, for maximum control of font settings, select the text you want to modify and then choose **Font** from the **Format** menu.

To adjust the font style, font size, and other text attributes, follow these steps:

1. Select the text **BETH SANCHEZ**, and choose **Font** from the **Format** menu.
2. Select the font **Tahoma**, under the Font type select **Bold**, and then select **3(12pt)** for the size.
3. Click **OK**.
4. Select the text **Navigation**, and choose **Font** from the **Format** menu.
5. Select the font **Tahoma**, under the Font type select **Bold**, and then select **2(10pt)** for the size.
6. Select all the remaining text, and choose **Font** from the **Format** menu.
7. Select the font **Tahoma**, under the Font type select **Regular**, and then select **2(10pt)** for the size.
8. Click **OK**.

## PARAGRAPHS

Words turn into sentences, and sentences have a habit of turning into paragraphs—but only if you make a paragraph break. When you reach the end of one line, text automatically wraps, or moves down to continue on the next line. When you feel your meaning requires a new paragraph, however, press **Enter** to create a new paragraph such as you did in the section Entering Text on a Web Page.

In HTML, paragraph breaks don't mean quite the same thing as they do on the printed page. Short of entering a few blank spaces, for example, indenting the first line of a paragraph is impossible. On most Web pages, white space marks the end of one paragraph and the beginning of the next.



A paragraph in FrontPage is simply all the text that comes before a paragraph break. A heading is a paragraph. So is a single line of text. Why do you need to know this? Because when you give a paragraph formatting command, your command applies to all the text in the paragraph.

**INSERTING A PARAGRAPH BREAK** In Page view, inserting a paragraph break is as simple as pressing the **Enter** key. FrontPage inserts a paragraph break, which is then marked in HTML by the `<p>` tag. If you click the HTML tab in Page view and examine the source code of your Web page, you will see a `<p>` at the end of each paragraph where you pressed the **Enter** key. The `<p>` tag inserts a blank line space between one page element and the next.

**BREAKING A LINE** Line breaks, represented as `<br>` in HTML, can be used to format text when you want to end one line and continue it on the following line, without inserting a blank line between the items you're delineating. For example, suppose you are formatting the text of a poem, a recipe, a masthead, or a table of contents and you want a line break but not a chasm of white space to appear between lines. Figure L.13 shows a Web page in Preview mode formatted with several lines using paragraph breaks and below them, several lines formatted with line breaks.

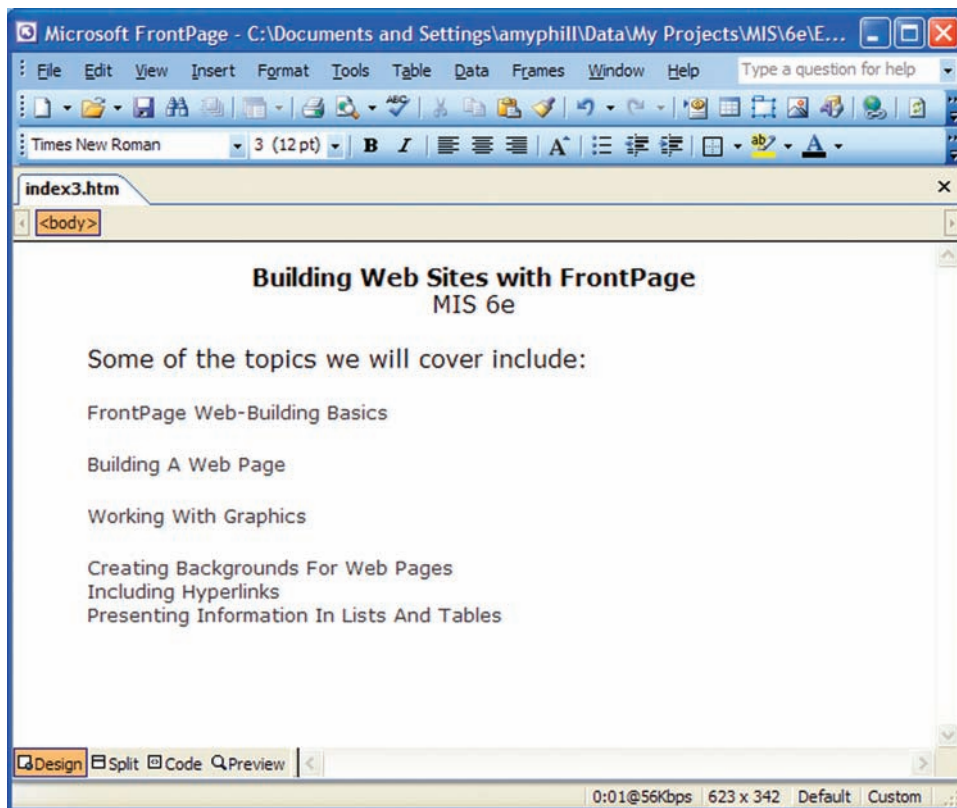
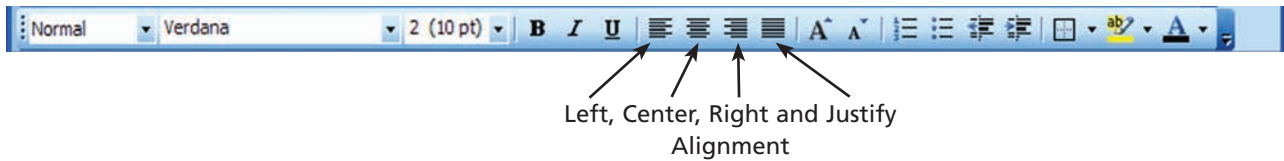


Figure L.13

Paragraph Break and  
Line Break Comparison

Paragraph breaks

Line breaks



**Figure L.14**

Paragraph Alignment Options

To insert a line break, follow these steps:

1. In Page view, place your cursor at the beginning of the second line and press the **Backspace** key (this removes the **Paragraph** break).
2. Choose **Insert**, and then select **Break**, then select the **Normal Line Break** option button, then click **OK**.
3. Or use **Shift+Enter**.
4. Repeat the previous three steps to remove the **Paragraph** break for each line, except for the Paragraph break before the Navigation text (we want to leave that break to show a separation between the address information and the navigation information), and insert a **line break** (it is easier to use the shortcut method, **Shift+Enter**).

**ALIGNING PARAGRAPHS** Figure L.14 demonstrates the different ways that you can align text. Starting in Page view, follow these steps to tell FrontPage how you want to align the text:

1. Highlight the text **BETH SANCHEZ** and the address text.
2. Click the **Center** alignment button on the Standard toolbar or choose **Format**, then select **Paragraph** and, in the Paragraph dialog box, select **Center** in the Alignment drop-down list.
3. The Paragraph dialog box allows more precision and options than the alignment buttons on the Standard toolbar.

**INDENTING PARAGRAPHS** It is possible to indent a paragraph from the left margin or right margin of a Web page. Remember: A paragraph in FrontPage can mean any amount of text—a word, a heading, a Faulkneresque 500-word strung-together sentence, whatever. To indent a paragraph or paragraphs, follow these steps:

1. Select all the text below the subheading **Navigation**.
2. Click the **Increase Indent** button on the Formatting toolbar.

You can click the button as many times as necessary to increase the amount of the indentation. To unindent a paragraph, click the **Decrease Indent** button (or press **Ctrl+Shift+M**).

**FORMATTING PARAGRAPHS** The arrangement of paragraphs, or any blocks of text, is a key element of Web page layout and visual communication. FrontPage provides a rich assortment of tools that control paragraph appearance.

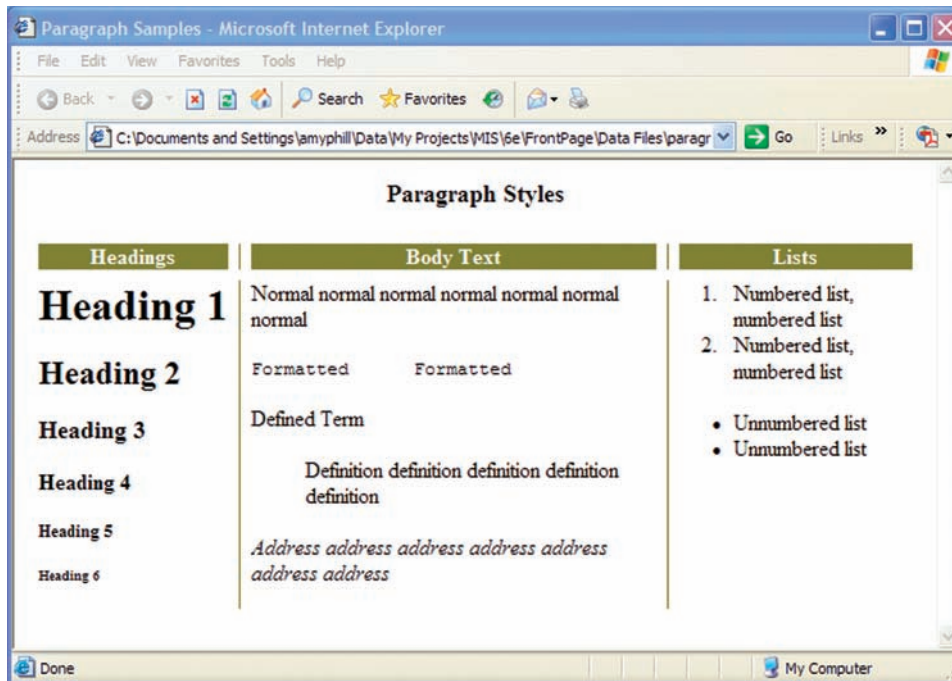


Figure L.15  
Paragraph Styles

FrontPage supports the basic HTML paragraph styles shown in Figure L.15. These are paragraph styles and not font styles; they modify the appearance of an entire paragraph and not of any specific text. HTML was designed to specify the structure of a document's elements, not the explicit formatting of a given element; therefore, each browser will display these elements according to its own settings and the system configuration on which it's running.

*Headings 1 through 6* are for successively lower-level titles. In practice, any page with six levels of titles is probably too long and an excellent candidate for separation into multiple pages.

The *Normal style* is designated for most ordinary text. Like the heading styles and most of the others, it specifies no fixed line width, but instead wraps within the current browser window.

The *Formatted style* is unique in three respects: (1) it uses a monospaced font, (2) it preserves and displays multiple spaces, and (3) it doesn't wrap within the browser window. Because of these characteristics, the Formatted style is useful for applications like tabular data and program-code listings, where preservation of columns and letter spaces is vital.

The *Address style* is designated to identify Web addresses. Its most common use is making e-mail hyperlinks stand out from ordinary text. Web address paragraphs frequently appear in italics.

The *list and bullet style* are collections of paragraphs the browser will format with leading numbers or bullets. Because lists inherently have a structure to them, creating and updating them is slightly trickier than working with normal paragraphs. We will further explain the uses of lists and bullets later in this module.

To assign one of the default styles to a paragraph, set the insertion point in the paragraph or select any part of the paragraph, and then select the desired style from the Style drop-down list on the Formatting toolbar.

## LEARNING OUTCOME 6

## Working with Graphics

The Web consists of much more than just text. Today's Web site is designed to have a handful of graphics. To make Web pages more compelling, you can include a clip art image from the Microsoft Clip Organizer, a graphic stored on your computer, or a graphic from the Internet.

Graphics must be in the GIF or JPEG format to be viewed using most Web browsers. If the images you want to use aren't in one of these two formats, use an image editor, such as LView Pro or Paint, to convert them to gif or jpeg files.

### USING RULED LINES

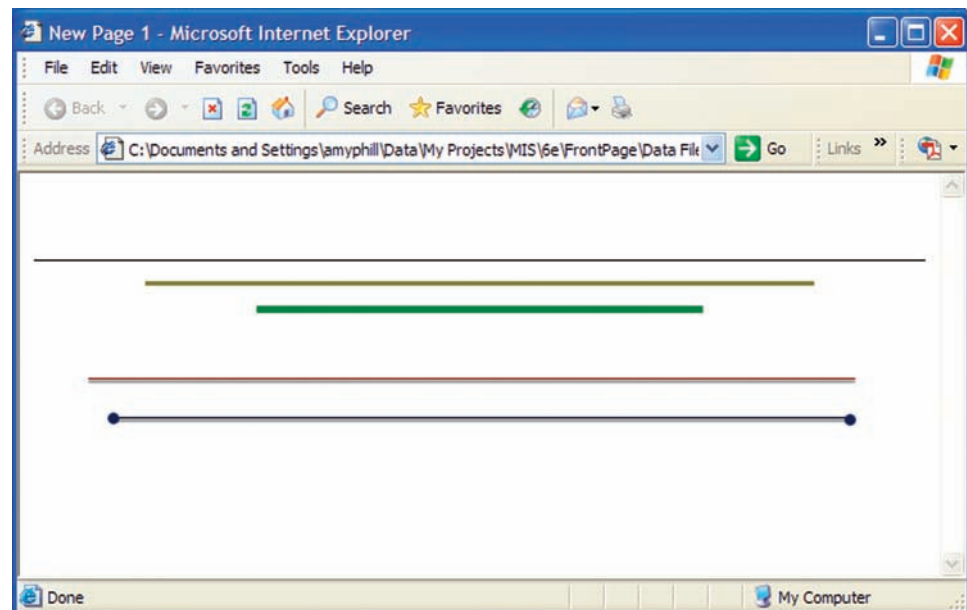
*Horizontal rules* are pretty much what they sound like: horizontal lines that separate one part of a Web page from another. You can insert ruled lines beneath document heads, between parts of a memo or article, or anywhere else you please. There are basically two kinds of ruled lines: (1) horizontal rules created through the `<hr>` tag in HTML and (2) graphics that look like lines (and act to divide space) but don't share their HTML properties. Many of the decorative ruled lines that you have seen on the Web are probably graphics. Figure L.16 shows several different ruled lines; the two at the bottom are graphic images.

Standard HTML-based horizontal rules include a line of white space before and after the line itself, and their properties include height, width, and the option of 3D shading. When you insert a horizontal rule, you get an engraved line that's centered on the page and occupies 100 percent of the width of the window. You can then change the look and properties of this line; additional lines you create after adjusting the properties of that line will continue to look like it until you reset their properties.

Figure L.16  
Horizontal Rules

Horizontal  
Rules

Graphic  
Images



## PUTTING YOUR OWN IMAGES ON A WEB PAGE

Chances are you keep more than a few images and photographs on your computer. Remember that GIF and JPEG graphics are the best choice for a Web page because all browsers can display them easily. First you need an image available to insert on your Web page. For this next step, you will have to go to our online example to download an image you will use. To do this go to [www.mhhe.com/haag](http://www.mhhe.com/haag), select **XLM/L**, click on the link for the online example, right mouse click on the personal photo, and select **Save Picture As**. Save the image in the same folder as your Web site and Web page from the previous steps. To place the image on a Web page, follow these steps:

1. In Page view, click just below the text at the bottom of the Web page.
2. Choose **Insert**, then **Picture**, and then **From File**.
3. In the Picture dialog box, open the drop-down menu on the Views button and choose **Preview**.
4. Select the file you just downloaded, **photo.gif**.
5. Click the **Insert** button.

You can drag your image to a new location if it was not placed where you want it. If the image refuses to be dragged elsewhere, display the Pictures toolbar and click the **Position Absolutely** button.

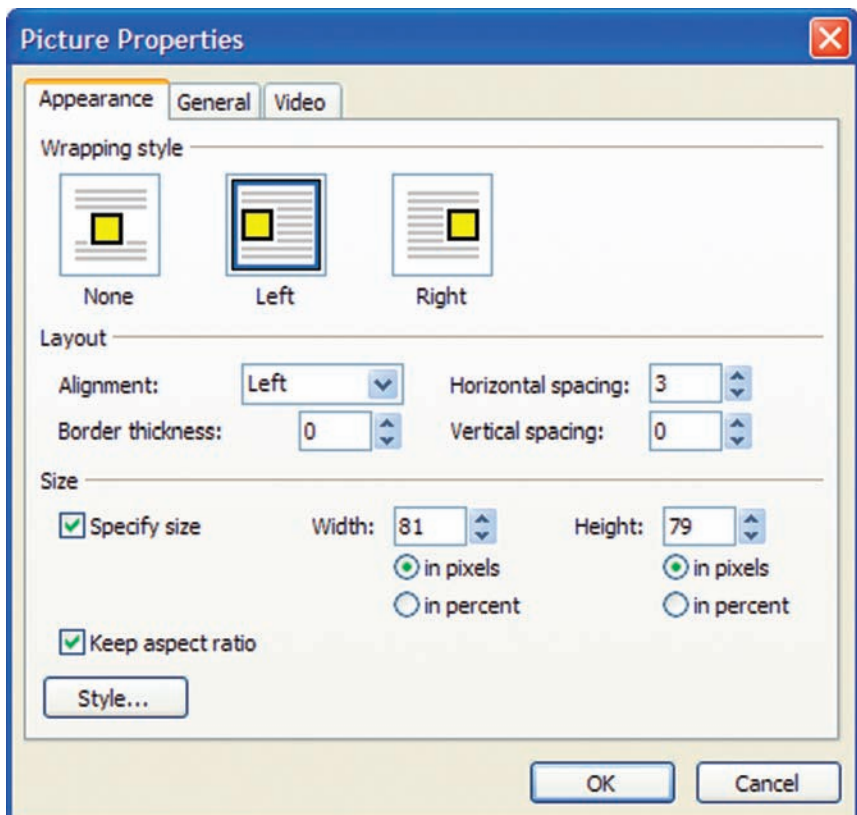
As a note, grabbing images from other people's Web pages is easy enough, but the legal ramifications of doing so aren't so simple. If the images are clearly marked as being public domain, and you are very confident that this is true, feel free to use them as you like. Otherwise, the author of the image holds copyright to it; there are very few exceptions to this rule of intellectual property. If you can't live without an image, send its owner an e-mail message and ask permission to use it. You may want to review Chapter 8 (Protecting People and Information).

## CHANGING A GRAPHIC'S SIZE, ALIGNMENT, AND SPACING

After you insert a graphic onto a Web page, there could very well be something about the graphic you want to change. Maybe you'd like to change its size or realign it. Maybe you would like to place a border around it.

To fiddle with a graphic's properties, click to select the graphic and then open the Picture Properties dialog box (see Figure L.17). FrontPage offers four different ways to open the Picture Properties dialog box: (1) choose **Format**, then **Properties**; or (2) double-click the graphic; or (3) right mouse click and choose **Picture Properties**; or (4) press **Alt + Enter**.

Figure L.17  
Picture Properties Dialog Box



The General tab of the Picture Properties dialog box offers the following commands:

- *Picture*—This is the filename of the picture to be included.
- *Picture File Type* button—Change the graphic type from GIF or JPEG.
- *Low-Res*—Some people configure their browsers to show low-resolution, black-and-white graphics in place of normal ones. To satisfy these users, click the **Browse** button under Type and choose a low-resolution or black-and-white graphic in the Select Alternate Picture dialog box.
- *Text*—In the Text box, enter a description of the graphic. Someone who visits your Web page and moves the mouse over the graphic will see the text you enter.
- *Long Description*—As you might imagine, this is a longer version of the text property mentioned above.
- *Default Hyperlink*—These options (Location and Target Frame) have to do with frames.

It's very important to include alternate text for any image that will be visibly displayed. The reason for this is that many people accessing the Web cannot see or choose not to see images.

Click the **Appearance** tab of the Picture Properties dialog box to tell FrontPage where you want the graphic to be on the page. Here are your options:

- *Wrapping Style*—Choose the **None**, **Left**, or **Right** option to tell FrontPage what to do when text runs up against the graphic. Text can run around its left or right side. The None option leaves white space on either side of the graphic.
- *Layout Alignment*—Choose alignment for the graphic. You can align the image according to the browser's default behavior, in which case choose the Default setting. To choose another alignment, open the Alignment drop-down list and choose an option. Figure L.18 explains the options.

## Figure L.18

Graphic Layout  
Alignment Options

Option	What It Does
Left	Places the graphic on the left side of the browser window, with text or other elements wrapped around the right side of the graphic.
Right	Places the graphic on the right side of the browser window, with text or other elements wrapped around the left side of the graphic.
Top	Aligns the top of the graphic with the top of the tallest element on the same line.
Texttop	Aligns the top of the graphic with the top of the tallest character on the same line.
Middle	Aligns the middle of the graphic with the middle of the surrounding text.
Absmiddle	Aligns the middle of the graphic with the middle of the largest item on the current line (stands for absolute middle).
Baseline	Aligns the bottom of the graphic with the imaginary line on which the surrounding text rests. Use this option to place a small image on a line of text.
Bottom	Aligns the bottom of the graphic with the bottom of the surrounding text.
Absbottom	Aligns the bottom of the graphic with the bottom of the current line of text.
Center	Centers the graphic horizontally in the browser window.

- *Horizontal and Vertical Spacing*—You can specify that the browser leave a margin of white space around your graphic by entering a number (in pixels) in the Horizontal Spacing and Vertical Spacing text boxes (10 is a good start; you can experiment from there).
- *Border Thickness*—You can have a solid border appear around an image. If you'd like your image to include a border, type a number (in pixels) in the Border Thickness text box. Entering 0 (or leaving the text box empty) prevents the border from appearing at all.
- *Size*—Specifying the size of an image allows the browser to load the page more efficiently, because it can draw a placeholder while it is fetching the image itself. FrontPage automatically sets the image size when you first insert it, but if you want to resize the image, you can do so.

## Including Hyperlinks

### LEARNING OUTCOME 7

Hyperlinks are probably the biggest difference between the Web and other media. You can't click a map on TV, an author's name in a magazine, or a song title in a book and expect to go anywhere.

A link can point to any address on the Internet. Click a link and you go to another Web page, another place on the same Web page, or another Web site altogether. Sometimes you click a link to download a file, hear a sound, or play a video. Click certain links and your e-mail software opens so you can send an e-mail message.

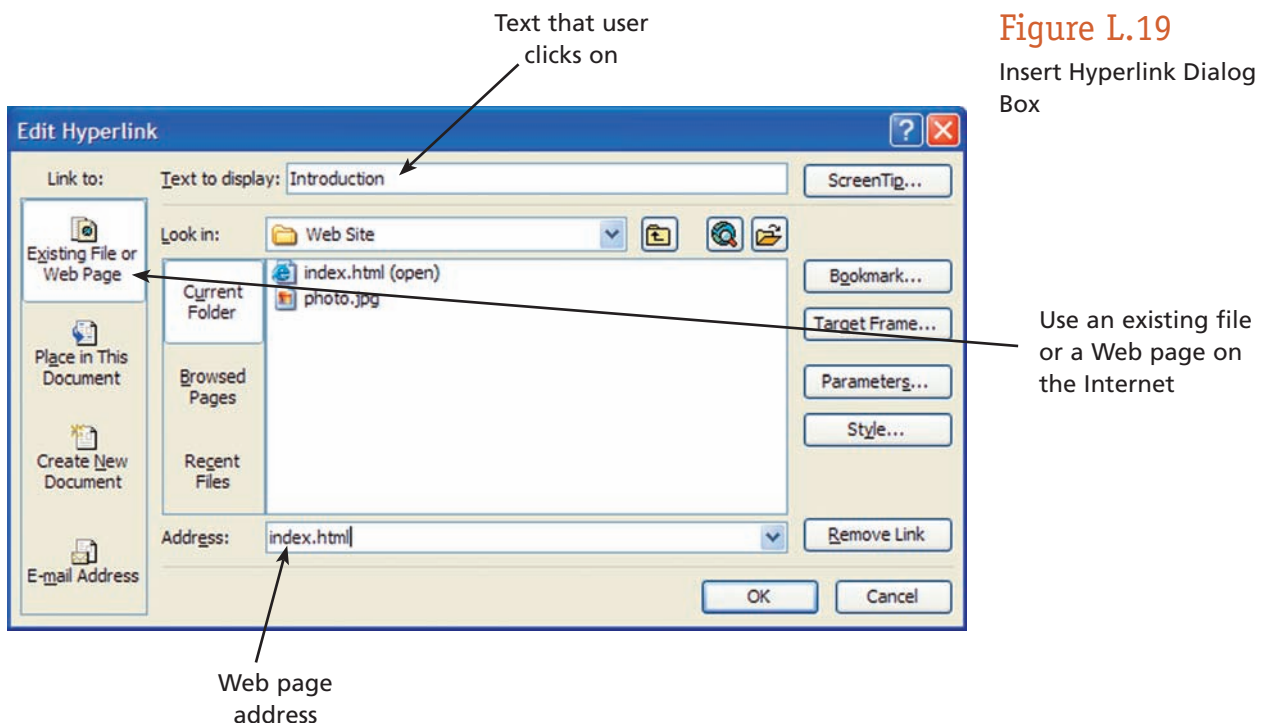


Figure L.19

Insert Hyperlink Dialog Box

## CREATING A HYPERLINK

To link to a Web page on the Internet, follow these basic steps:

1. In Page view, select the text **Introduction**.
2. Choose **Insert**, then select **Hyperlink**, or click the **Hyperlink** button on the Standard toolbar, or press **Ctrl+K**.
3. Under the **Link To** section, make sure that **Existing File or Web Page** is selected.
4. In the **Address** section, type the Web address **index.html** (see Figure L.19).
5. *Note:* Since the information under the text **Navigation** will represent your hyperlinks to other pages, and should be included in all your pages in this Web site, the **Introduction** will represent the index.html page.
6. Click **OK**.

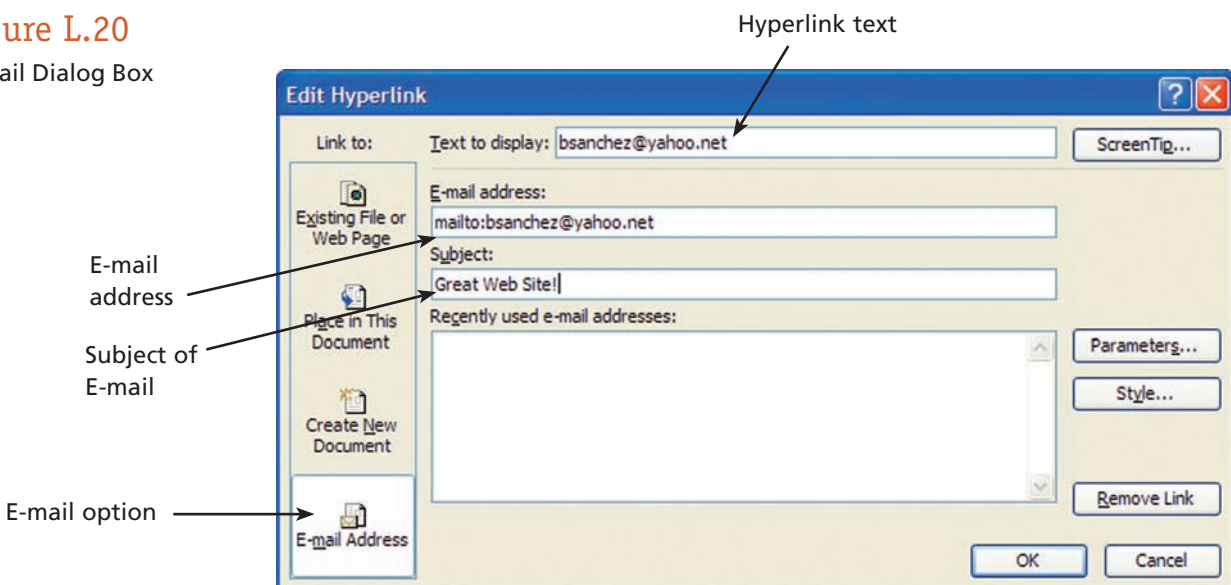
After you create a hyperlink, be sure to test it. To do so, click the **Preview** tab in **Page view**, and then click the link you just created. If it doesn't work or if it goes to the wrong location, click the **Normal** tab in Page view, then right click the link, and choose **Hyperlink Properties** on the shortcut menu. You see the Edit Hyperlink dialog box, where you can alter the link. (It works exactly like the Insert Hyperlink dialog box shown in Figure L.19.) To remove a link, click the **Remove Link** button in the Edit Hyperlink dialog box.

## CREATING A LINK TO AN E-MAIL ADDRESS

After Web addresses, the most common type of address you'll want to provide a link to is your e-mail address. When someone clicks the link, his or her default e-mail software opens. Your e-mail address is entered automatically in an e-mail message. To create a link to an e-mail address, perform these steps:

1. In Page view, go to the bottom of the page, enter a new line by pressing **Enter** and add the text **Contact me: bsanchez@yahoo.net**.
2. Highlight **bsanchez@yahoo.net**.
3. Choose **Insert**, then **Hyperlink**, or press **Ctrl+K**, or click the **Insert Hyperlink** button.
4. Under Link To, click the **E-mail Address** icon, as shown in Figure L.20.

Figure L.20  
E-mail Dialog Box





5. In the E-mail address text box, type **bsanchez@yahoo.net**.
6. In the Subject text box, type in **Great Web Site!**.
7. Click **OK**.

Now, when your page is loaded onto the Web and someone clicks the link to your e-mail address, they'll be able to send you a message.

## Presenting Information in Lists and Tables

### LEARNING OUTCOME 8

We have been looking at a variety of ways to fine-tune the presentation of your Web pages. When especially clear display and organization of information is called for, you may want to use lists or tables.

### WORKING WITH LISTS

When you need to present information in a structured way, lists are extremely useful. Lists communicate information in a concise and linear manner. You can use unnumbered (i.e., bulleted) lists or numbered lists. Unnumbered lists are better when there is no particular order to the list. Numbered lists help you represent the order of the information, such as when performing a sequence of steps. They can also be used when you wish to emphasize the number of something or to rank things in order of importance. You can use graphics for the bullets in a bulleted list. You can create sublists under an item when you need to break down one list item into smaller parts.

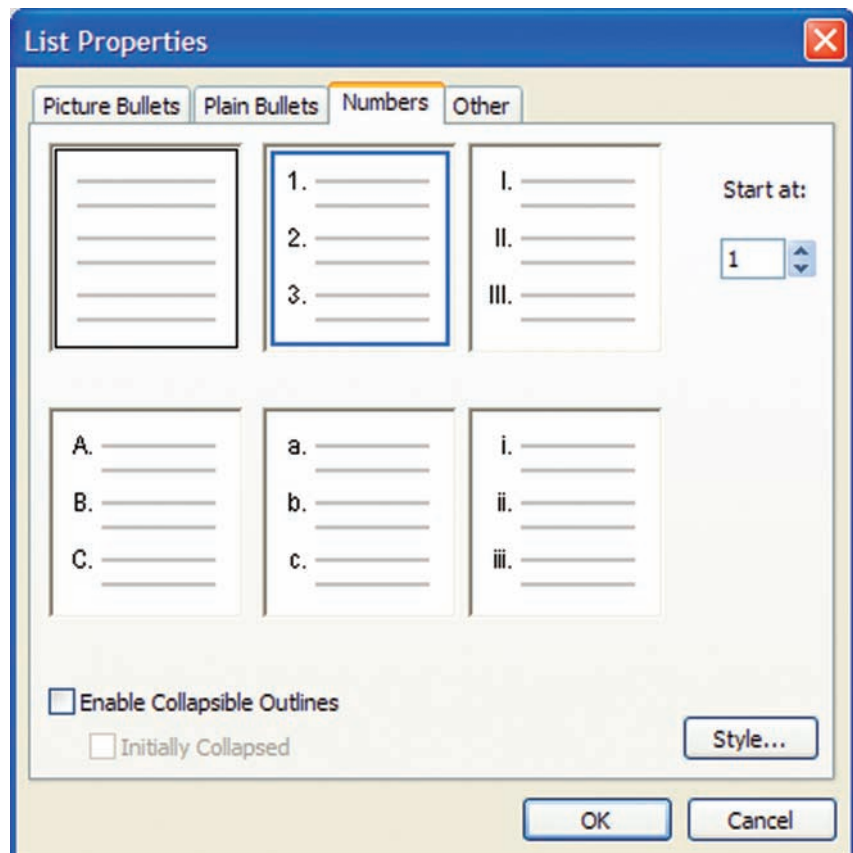
To create a *numbered list*, perform the following steps:

1. Select all the text under **Navigation**, except for **Contact me: bsanchez@yahoo.net**.
2. Choose **Format**, and then select **Bullets and Numbering**.
3. Click the **Numbers** tab and choose the Roman number format.
4. Make sure **Start At** is set to **1** (see Figure L.21).
5. Choose **OK**.
6. Chances are the line break after each word under the text **Navigation** will not allow the numbers to appear as a numbered list. Therefore you will have to use the **Backspace** key to remove each line break and enter a **Paragraph** break instead.

To create a *bulleted list* on a page, use the **Plain Bullet** tab and select the type of bullet you want.

Figure L.21

Numbered List Dialog Box



## WORKING WITH TABLES

FrontPage tables are similar to tables in other Microsoft Office applications. For example, if you have ever worked with tables in Microsoft Word, you are already familiar with many of the features of FrontPage tables, although FrontPage tables give you many more configuration options.

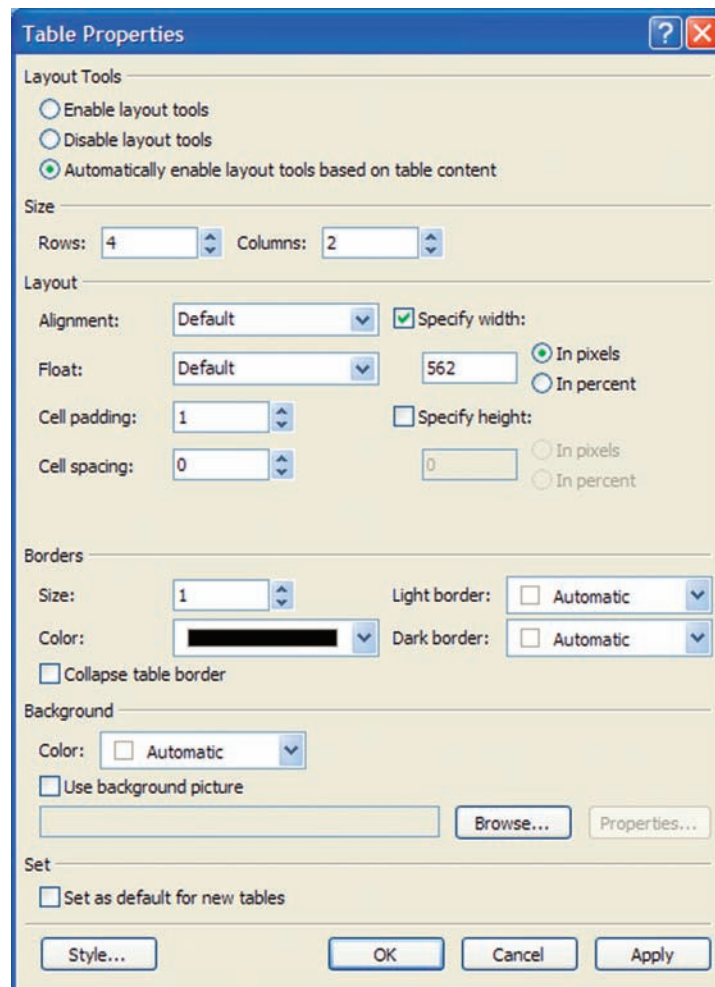
The basic premise of tables is that they arrange information into rows and columns. The intersection of each row and column is referred to as a *cell*, much like the cells in a workbook. You can place any information you want into a cell—text, graphics, hyperlinks, and even another table.

To insert a table into a Web page using the main toolbar, choose **Table**, then **Insert Table**. This displays the Insert Table dialog box (see Figure L.22). Use the fields in the Insert Table dialog box to configure the table. Here are a few of the property settings that you can modify for greater control (feel free to experiment with the settings that are not listed):

- *Rows*—Use the Rows list box to set the number of rows in the table. You can also type the number of rows into this field.
- *Columns*—Use the Columns list box to set the number of columns in the table. You can also type the number of columns into this field.
- *Alignment*—Use the Alignment list to specify whether you want the table against the left margin, against the right margin, or centered on the page. Note that if

Figure L.22

Insert Table Dialog Box



you specify the width of the table to be 100 percent of the page width, the table alignment setting doesn't really change anything.

- *Cell padding*—Use the Cell Padding list box to specify the amount of white space (in pixels) you want between the cell's contents and the inside edge of the cell boundary. You can override this quantity on a cell-by-cell basis.
- *Cell spacing*—Use the Cell Spacing list box to specify the amount of white space (in pixels) you want between cells.
- *Specify width*—You can set the width in either pixels or in percent by choosing the appropriate option. Type the width into the Specify Width text field. When you add contents into the cells, the table will expand to maintain the specified width.
- *Specify height*—You can set the height in either pixels or percent by choosing the appropriate option. Type the height into the Specify Height text field. Note that if you specify a height that is too small to contain the contents of the table, FrontPage will ignore the specified height.
- *Border size*—Use the Size drop-down list in the Borders section to set the thickness of the table border in pixels. A value of 0 specifies no border.
- *Background color*—You can set the background color for the table by selecting the color from the Color drop-down list in the Background section. This background color also serves as the default background color for all the cells, although you can override the background color on a cell-by-cell basis.

To create a table, follow these steps:

1. Put your cursor at the bottom of your Web page, click **Table** on the toolbar, then select **Insert**, then choose **Table**.
2. Fill in the fields with the information as displayed in Figure L.22.
3. Click OK.

**ADD CONTENT TO CELLS** As we said, you can populate the cells of a table with almost anything you can put on a page. As you insert content, the cell will resize to hold the content. To add text to a cell, place the text cursor in the cell and begin typing. The text wraps around when it reaches the cell margin, and it will push the bottom of the row down to make room if necessary. You can add text and paragraph formatting just as you would with any other block of text, such as creating bulleted and numbered lists; adjusting font, size, style, effects, and color; and setting the alignment of the paragraph. To move quickly from one cell to another, press the **Tab** key. To insert images or any other page element, click in the cell and use the appropriate menu to insert the item.

To add the text that is already on your Web page, do this:

1. Select **Navigation** and all the information under that text, except for **Contact me: bsanchez@yahoo.net**, right mouse click and select **Cut**.
2. Place your cursor in the **third row, left hand cell**, right mouse click and select **Paste**.
3. Select the image, **photo.jpg**, right mouse click and select **Cut**.
4. Place your cursor in the **third row, right hand cell**, right mouse click and select **Paste**.

**WORKING WITH ROWS AND COLUMNS** You aren't limited to the number of rows and columns you specified when you first created the table. FrontPage makes it easy to add or remove both rows and columns from your table.

**ADD ROWS AND COLUMNS** If you don't get the table exactly the right size, you can add rows and columns to the table. Here is how to do this:

- To insert a single row above the currently selected cell or row, click the cell (or select the row) and choose **Insert Row** from the cell's shortcut menu, or click the **Insert Row** button in the **Tables** toolbar.
- To insert a single column to the left of the currently selected cell or column, click the cell (or select the column) and choose **Insert Column** from the cell's shortcut menu or click the **Insert Column** button in the **Tables** toolbar.
- To control the position and number of added rows and columns, choose **Table**, then select **Insert Rows Or Columns**. This displays the **Insert Rows Or Columns** dialog box.

Choose the option you want (**Rows** or **Columns**) and then use the list box to select the number of rows or columns you want inserted. Use the options in the **Location** section to determine whether you want the insertion done *Above Selection* or *Below Selection* (for rows) or *Left of Selection* or *Right of Selection* (for columns).

**SIZE ROWS AND COLUMNS** You can change the size of a row or column easily. To change the size of a column, move the mouse pointer over the left or right edge of the column until it becomes a double-headed arrow. Click and drag the border. As you do, a dashed line appears to show you where the border will be when you release the mouse button.

Changing the size of a row works just the same way. Move your mouse pointer over the top or bottom of the row until it becomes a double-headed arrow. Click and drag the border. As you do, a dashed line appears to show you where the border will be when you release the mouse button.

**DISTRIBUTE ROWS AND COLUMNS EVENLY** You can select multiple adjacent columns or rows to make all the selected columns or rows the same size. To provide an even distribution of columns, select the columns and choose either the **Distribute Columns Evenly** button on the **Tables** toolbar or the **Distribute Columns Evenly** menu option in the shortcut menu or the **Table** menu. For rows, the **Tables** toolbar button is called **Distribute Rows Evenly**, as is the menu option in the shortcut menu and the **Table** menu.

## WORKING WITH CELLS

You can modify a table structure by working directly with the cells. Unlike a workbook, tables do not have to be even sets of rows and columns. You can remove cells, merge multiple cells into a single cell, and even stretch a cell across multiple columns and rows. Basically, you are free to arrange your table pretty much any way you please.

**SPLIT AND MERGE CELLS** If you find that a regular rectangular grid of cells doesn't meet your needs, you can split and merge cells to get the exact table layout you want. To split a cell, click in the cell and choose **Split Cells** from either the shortcut menu or the **Table** menu. Alternatively, you can choose the **Split Cells** button in the **Tables** toolbar. FrontPage will then display the **Split Cells** dialog box.

In the **Split Cells** dialog box, choose whether to split the cells into columns or into rows by picking the appropriate option. Use the **Number Of Columns** list box to set the number of rows or columns to split the cell into. Data in the original cell is preserved. If you split a cell into columns, the original data is placed in the leftmost cell. If you split a cell into rows, the original data is placed in the uppermost cell.

You can merge multiple adjacent cells into a single cell. To do so, follow these steps:

1. Select all the cells in the first row of your table.
2. Right mouse click and select **Merge Cells**.
3. The first row in the table has been merged into one cell.
4. Select the text title **BETH SANCHEZ** and the **address** text, right mouse click, select **Cut**, place your cursor into the newly merged cell, right mouse click and select **Paste**.
5. You may have to click on the **Center** button to center the text within the cell.
6. Select all the cells in the second row and repeat Step 2.
7. Add the text **My Personal Web Site**, make the text **bold, centered**, and match the font face and size of the other text.
8. Select all the cells in the last row and repeat Step 2.
9. Select the text **Contact me: bsanchez@yahoo.net**, right mouse click, select **Cut**, place your cursor into the newly merged cell, right mouse click and select **Paste**.
10. In the third row, right-hand cell (the cell with the image), enter in the remaining information that you see on the demo Web site.

**SET CELL PROPERTIES** You can customize the way a cell looks and acts from the **Cell Properties** dialog box (see Figure L.23). With the **Cell Properties** dialog box, you can align the contents of the cell, customize the border and background, and set the size of the cell. To display the **Cell Properties** dialog box, select one or more cells and choose **Cell Properties** from the shortcut menu or choose **Table**, then **Table Properties**, and then select **Cell**. Use the fields in the Cell Property dialog box to configure the cell. Here are a few of the properties that you can modify:

- *Vertical and Horizontal Alignment*—Depending on what you put into a cell, you may wish to change the alignment of the contents. You can set the alignment of cell contents using the Horizontal Alignment and Vertical Alignment drop-down lists in the Cell Properties dialog box. You can change the vertical alignment using the Align Top, Center Vertically, or Align Bottom buttons in the Tables toolbar.

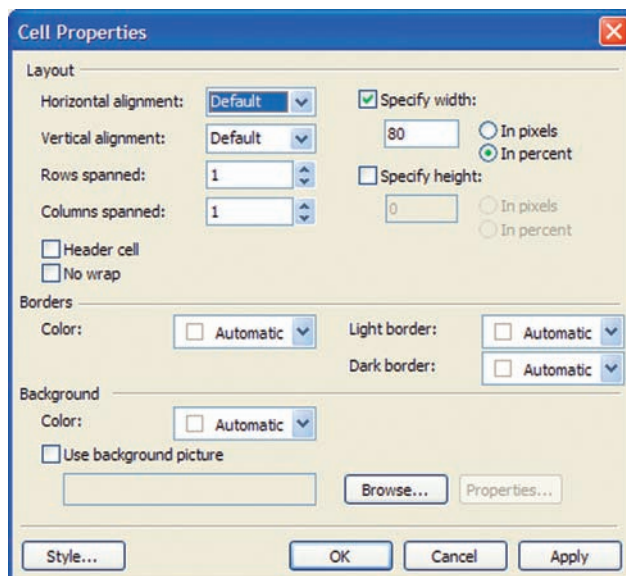


Figure L.23

Cell Properties Dialog Box

- *Rows and Columns Span*—You can force a cell to stretch across more than one column or row. This is called *spanning*. To set the cell span, use the Rows Spanned and Columns Spanned list box in the Cell Properties dialog box. The effect is similar to merging cells into a larger cell. The difference is that when you span a cell, the cells it spans across are pushed down or sideways, as if you had inserted cells.
- *Specify Width*—You can set the minimum cell width in the Cell Properties dialog box by checking the Specify Width check box and entering a value in the field. Specify whether the entered value is in pixels or percent, as mentioned earlier, percent is usually the better choice to allow for different browser resolutions.

Let's change the cell background color to match that of our online example. Try this:

1. Place your cursor in the first row, right mouse click and select **Cell Properties**.
2. Select the **Color** list box under the **Background** section.
3. Click **More Colors**; the More Color Dialog box opens.
4. Click one of the medium hue blue colors—it is OK that these colors do not match our online example exactly.
5. Click **OK** and then **OK** again.
6. Make sure that the color blue is not too dark, as you will lose the legibility of the black text in the cell.
7. Place your cursor in the second row, and repeat steps 2–5 using a lighter shade of blue for contrast.

#### LEARNING OUTCOME 9

### Formatting Pages

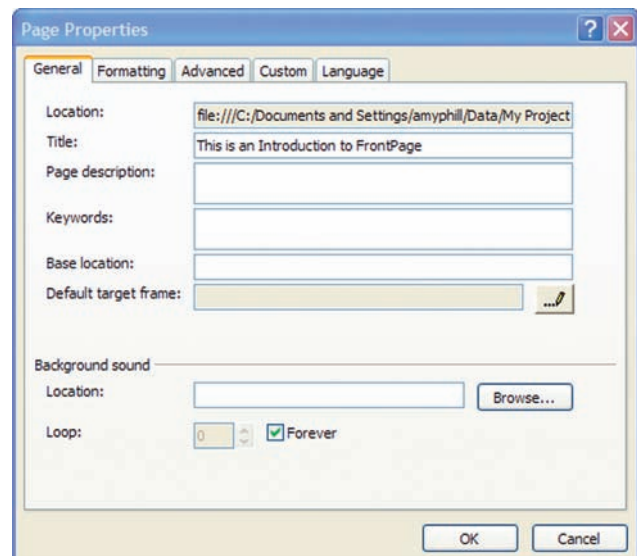
Now that you've learned how to create a Web site and Web page, and to add text, graphics, and tables, you need to learn how to apply formatting that applies to the page as a whole. This formatting includes specifying the page background, applying "themes" (coordinated sets of colors and bullets), setting margins, and managing pages with the workgroup tools.

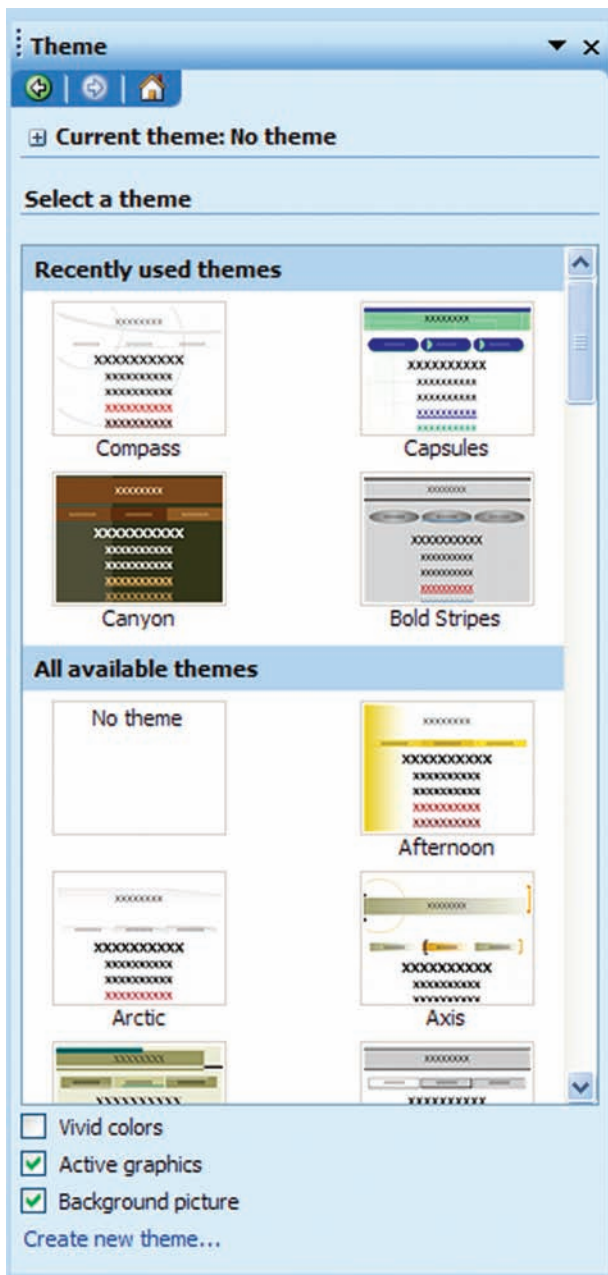
## SETTING PAGE PROPERTIES

You can set many properties for your Web pages using the Page Properties dialog box. To open the Page Properties dialog box, right mouse click anywhere on the page and choose **Page Properties** from the shortcut menu. Alternatively, you can choose **File**, then **Properties**. The Page Properties dialog box has several tabs as displayed in Figure L.24. Here is a brief description of some of the properties and features:

- *General Properties*—From the General tab, you can change the title of the page by typing it in the Title field and an explanation of what the page is by typing it into the Page Description field. You can also add a background sound to play when the reader first enters the page.
- *Formatting*—The Formatting tab of the Page Properties dialog box is available only if the page does not have a theme assigned to it. There are many options in this section, such as:
  - *Background Picture*—If you wish, you can use a picture as the background for the page. Remember that a busy picture will make the page exceedingly hard to read, so you should pick a simple picture, such as a subdued texture.
  - *Background Colors*—To use a single color for the page background, click the **Background** drop-down list in the Colors section of the Formatting tab. This displays the standard Color tool. Choose the color you want to use from the Color tool.
  - *Text Colors*—You can pick a default color for all the text on the page from the Text drop-down list. This text color can be overridden by assigning colors to specific text on the page.
  - *Hyperlink Colors*—You can assign colors to the three types of hyperlinks: (1) Hyperlink (a hyperlink you have not visited), (2) Visited Hyperlink (hyperlinks that you have visited), and (3) Active Hyperlink (the currently selected hyperlink). Be sure to choose distinct colors for these different types of hyperlinks, as most people use the color cues to remember whether they have been to the hyperlink’s destination.
- *Advanced*—The Advanced tab of the Page Properties dialog box allows you to specify margins, styles, and control scripting. We will mention only the Margins section here, as the other options are beyond the scope of this module.
- *Page Margins*—You can set the top, left, bottom, and right margins of the page from the Advanced tab of the Page Properties dialog box. The margins are all specified in pixels.

**Figure L.24**  
Page Properties Dialog Box





**Figure L.25**  
Themes Task Pane

## THEMES

A *theme* is a collection of properties you can apply to selected pages or to your whole Web site. These properties include a coordinated palette of colors, button styles, bullet styles, page background properties (graphic, color, rollover effect), and text styles. The purpose of a theme is to give a consistent look to your site. To pick a theme for your page or site, use the **Themes Task Pane**, shown in Figure L.25.

**APPLY THEMES TO WEB PAGES OR A WEB SITE** To apply a theme to a page or a site, open the Themes Task Pane by choosing **Format**, then **Theme**. The Themes Task Pane displays the following information:

- *Current Theme*—At the top of the Task Pane is the current theme. This page may be selected in the Folder List, Web Site Folders view, Navigation view, or Hyperlinks view.
- *Web Site Default Theme*—If you assigned a default theme for the entire Web site (which can be overridden on a page-by-page basis), the Web site default theme identifies which theme that is.
- *Recently Used Themes*—Any themes you've applied to a page appear in the Recently Used Themes portion of the Task Pane.
- *All Available Themes*—All available themes are displayed in this section of the Task Pane, including the Web site default theme and recently used themes.

**SET THEME OPTIONS** You can modify some of the options associated with a theme using the three check boxes at the bottom of the **Themes Task Pane**. The available options are:

- *Vivid Colors*—Provides a brighter set of theme colors.
- *Active Graphics*—Converts the buttons and bullets into Dynamic HTML (DHTML) elements that support DHTML formatting (DHTML is beyond the scope of this module).
- *Background Picture*—Some themes include both a background color and a background graphic. Themes use only one of these options at a time, and those themes that include both use either the background graphic or the color as the default. By checking the Background Picture check box, you can override the color default and use the background picture instead.

**MODIFY THE PROPERTIES OF A THEME** FrontPage provides many themes, and one may be perfect for you to use just the way it is. If you want to modify a theme to make it more to your liking, FrontPage allows you to do that. To modify a theme, open the Themes Task Pane and either choose **Customize** from a theme shortcut menu or click the **Create New Theme** hyperlink near the bottom of the Task Pane. Choosing



Customize from the shortcut menu enables you to use the selected theme as a starting point, whereas clicking **Create New Theme** enables you to start building a theme from a generic starting point. Either way, FrontPage displays the Customize Theme dialog box, which displays the current properties of the theme as well as three buttons: (1) Colors, (2) Graphics, and (3) Text.

**MODIFY THEME COLORS** To modify the theme’s colors, click the **Colors** button to open the Customize Theme dialog box. This dialog box contains three different methods for modifying a theme’s colors. Each method has its own tab. The Color Schemes tab (see Figure L.26) enables you to choose a color scheme from another theme. To do so, choose the name of the theme whose color scheme you want to use from the list of themes on the left side of the dialog box. Click the **Vivid Colors** option to use a richer color set. The Preview of area on the right side of the dialog box shows you how your choice will look. Choosing an already defined color scheme is useful in giving you a starting point for making further color modifications. You can also create a theme that combines a color scheme from one theme with custom graphics and text specifications.

**SAVE YOUR THEME CHANGES** Two other buttons also appear in the Customize Theme dialog box: **Save** and **Save As**. Use the **Save** button to save your changes to the currently selected theme, overwriting the theme. The **Save As** button saves your changes to a new theme (this is much safer). When you select the **Save As** button, you must enter a new name for the theme in the Save Theme dialog box that appears. Clicking **OK** in the Save Theme dialog box saves your theme under its new name, and the new theme is then available in the list of themes.

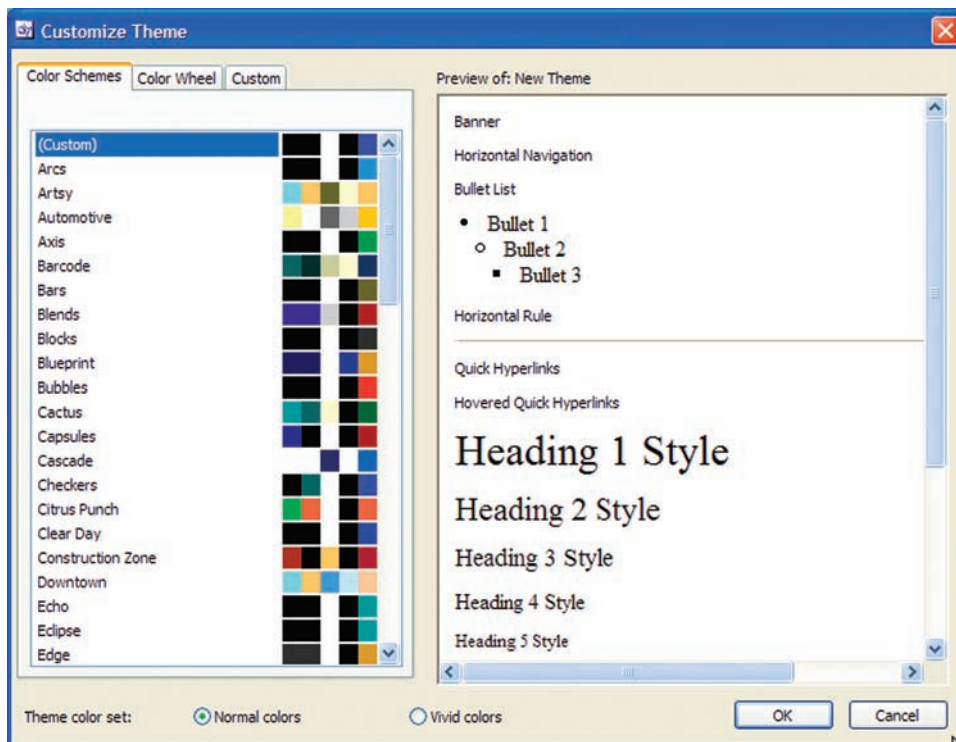


Figure L.26  
Customize Themes

## SUMMARY: STUDENT LEARNING OUTCOMES REVISITED

1. **Describe the different kinds of Web sites that you can build using FrontPage.** A *personal Web site* is a popular type of public Internet site that is all about you. A *small business Web site* is a home-based or small business Web site to spread the news about your product. A *corporate Web site* can provide product information, customer support, consumer relations information, and even online shopping. A *corporate intranet* is an internal company network that employees can surf in the same way they surf the Internet.
2. **Describe the different ways to navigate in FrontPage.** You can navigate around FrontPage in a variety of ways, such as using the menu bar, using the Standard toolbar, the main window area, and the Task Pane.
3. **Explain the different FrontPage views.** FrontPage allows users to switch between many different views depending on the need or function, such as Page View, Design Page View, Split Page View, Code Page View, and Preview View.
4. **Describe and build a Web site using FrontPage.** You have the choice of building a Web site using a template, using a wizard, or using an empty Web site. FrontPage provides templates and wizards for many different purposes. Simply choose **File**, then **New** and select **More Web site templates** under the task pane for these options.
5. **Describe and build a Web page using FrontPage.** You have the choice of building a Web page using a template or using a blank Web page. Simply choose **File**, then **New**. In the **New Page** section of the Task Pane, select **More page templates**.
6. **Demonstrate the method used to insert a graphic into a Web page using FrontPage.** Graphic images come in basically two flavors, gif and jpeg. Simply choose **Insert**, then **Picture**, and then **From File**. Select the graphic you want to place on your Web page and click **Insert**.
7. **Describe and create the different types of hyperlinks available in FrontPage.** Hyperlinks are probably the biggest difference between the Web and other media. A link can go to another Web page, another place on the same Web page, another Web site altogether, a file to download, hear a sound, play a video, or your e-mail address.
8. **Create a list and a table in a Web page using FrontPage.** Lists and tables allow you to present information in a structured way. Lists help you communicate information in a concise and memorable way. Tables arrange information into rows and columns and give you more flexibility in layout and design.
9. **Define the benefits of using themes when developing a Web page.** Themes can be applied to selected pages or to your whole Web site. From one location theme properties can alter the palette of colors, button styles, bullet styles, page background properties (graphic, color, rollover effect), and text styles.

## KEY TERMS AND CONCEPTS

FrontPage, L.2  
 Hypertext markup language (HTML), L.2  
 Web authoring software, L.2

Web page, L.3  
 Web site, L.3

## ASSIGNMENTS AND EXERCISES




1. **SELECTING WEB-SAFE COLORS** Computers with different operating systems (Macintosh, Windows 95/98/Me/2000/XP, and so on) use different color palettes. They do, however, have 216 colors in common. These colors are called *Web-safe colors* (or browser-safe colors) because a browser, regardless of the operating system on which it is running, will display these colors consistently. Although FrontPage allows you to select any standard color or create your own custom color, you can run into trouble if you use colors that are not considered to be Web-safe. If you create a custom color in a Web page using a monitor with high resolution and 16.7 million colors (32-bit color), you might be surprised when viewing the page on a lower-resolution monitor that is set for 256 colors—the color will most likely be dithered or look washed out. A color that you create on a Macintosh might look different, even terrible, when viewed on a computer running a Windows operating system.
  - A. Go to [www.lynda.com/hex.html](http://www.lynda.com/hex.html).
  - B. Review **The Web-Safe Color Dilemma** section. Click on the **hue** and **value** hyperlinks to examine the 216 Web-safe colors.
  - C. Go to [www.lynda.com/products/books/dwg/dithering.html](http://www.lynda.com/products/books/dwg/dithering.html) and review the test page that Lynda has created. Here you will see the dithering effects of graphics that were not saved using a Web-safe color palette.
  - D. Search the Internet for Web sites that demonstrate the Web-safe colors (search using the keywords “Web-safe colors” or “browser-safe colors”).
  - E. Make a list of the ways you can detect if a Web page is using Web-safe colors or not.
2. **USING IMAGES AS HYPERLINKS** Images can be used as hyperlinks which allow users to click a picture and link to another location. This is an effective way to create visual reference to your pages on a Web site. Look at [www.cnn.com](http://www.cnn.com) for an example of an image that is used as a hyperlink. There are several images that will bring you to a detailed story if you click them.
  - A. Create a blank Web page.
  - B. Search the Internet to find an image of the Tetons and download that to your computer.
  - C. Insert the image you just downloaded onto the blank Web page you created in step A.
  - D. Right mouse click on the image, select **Picture Properties**.
  - E. Click on the **General tab**.
  - F. Under the **Default Hyperlink** section, type in the **Location** text box <http://www.nps.gov/grte/>.
  - G. **Save** the file.
  - H. Open the file in your browser and click on the image. You should be taken directly to the National Park Service Grand Teton Web site.
3. **INSERTING A BACKGROUND SOUND** You can have a background sound play when a Web page is loaded or refreshed in a browser; the sound is played using a program and speakers on the user’s computer.
  - A. Go to [www.findsounds.com/](http://www.findsounds.com/).
  - B. Locate a small sound clip to add to a Web page. Remember the key here is small! Download the sound clip (this can be a 25k-50k .wav or .au file) onto your computer.
  - C. To insert a background sound in a Web page, open the page in Design view, select **File** on the menu bar, click **Properties**, click the **General tab** in the Page Properties dialog box, click **Browse** in the Background sound section to find the sound file that you downloaded in the previous step, and then double-click to insert the sound file.
  - D. Do not select the **Forever** check box, and click **OK**.
  - E. When you save the Web page, you’ll need to save the embedded sound file in the Web site’s images folder to save it with the Web page.
  - F. Test the sound clip by opening the Web page in your browser.
4. **DEVELOPING A WEB SITE** You have been asked to assist a friend, Arlene Palmer, who is looking to create a Web site to post the top golf clubs

available. She wants to display the golf clubs in three categories: (1) woods, (2) iron sets, and (3) putters. Arlene has provided a graphical storyboard of what she wants (as shown below).

- A. Create a table that will give Arlene the same visual appearance as the storyboard.
- B. Add all the text and attributes according to the storyboard.
- C. Search the Internet for three graphical images you can use as a heading for each column. Place them in the appropriate cell

within the table, use the storyboard below as your reference.

- D. Create a hyperlink to the golf club manufacturer's Web site for the first golf club in each column. You will have to search the Internet to find the URL.
- E. In the last row, insert the text **Last Updated:** then add today's date beside that.
- F. Add your initials next to the text that you typed in the previous step, highlight your initials, and insert an e-mail hyperlink.

TOP GOLF		
 TOP 5 WOODS ▾	 TOP 5 IRON SETS ▾	 TOP 5 PUTTERS ▾
<ol style="list-style-type: none"> <li>1. <a href="#">TITLEIST 983K</a></li> <li>2. <a href="#">TITLEIST 980F</a></li> <li>3. <b>TAYLOR MADE V</b> Steel Fairway Woods</li> <li>4. <b>CALLAWAY Big</b> Bertha Steelhead III Woods</li> <li>5. <b>TAYLOR MADE</b> R580 XD Driver</li> </ol>	<ol style="list-style-type: none"> <li>1. <a href="#">TITLEIST 704.CB</a></li> <li>2. <b>CALLAWAY</b> Steelhead X 16</li> <li>3. <b>COBRA SS-i Irons</b></li> <li>4. <b>CLEVELAND GOLF</b> TA-7</li> <li>5. <b>CALLAWAY</b> Steelhead X 14</li> </ol>	<ol style="list-style-type: none"> <li>1. <a href="#">CALLAWAY Odyssey White Hot 2 Ball</a></li> <li>2. <b>CALLAWAY Odyssey</b> White Hot 2 Ball Blade</li> <li>3. <b>PING G2i</b> Craze-E</li> <li>4. <b>TITLEIST</b> Cameron Futura</li> <li>5. <b>TITLEIST</b> Cameron Red X</li> </ol>
<b>Last Updated:</b> 01/01/2005 by <a href="#">alp</a>		