

# Microsoft<sup>®</sup> FrontPage<sup>®</sup> 2003 Quick Tips

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**DOC118: Microsoft<sup>®</sup> FrontPage<sup>®</sup> 2003 Quick Tips**

# Microsoft® FrontPage® 2003 Quick Tips

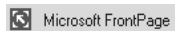
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Microsoft® FrontPage® allows you to edit and manage files within your web site. Using FrontPage®, you can also import text or files from folders on your computer and link to items on the World Wide Web.

This document covers several ways to view and edit the files within your web site. It also discusses adding text, using images, and including tables.

## Open Your Web

To open your web in Microsoft® FrontPage®, follow these steps:



1. Click the **Start** button, click **Programs**, and then click **Microsoft® FrontPage®**. The *FrontPage®* window appears.
2. The *Open Site* dialog window may appear. If it does not, click **Open Site** from the **File** menu.
3. In the **Site Name** text box, enter the appropriate address from below (where *letter* is the first letter of the public ID, *publicID* is the entire public ID, and *webname* is the name of the web folder):

### Use this address

`http://www.faculty.missouristate.edu/letter/publicID`

`http://www.staff.missouristate.edu/letter/publicID`

`http://www.student.missouristate.edu/letter/publicID`

`http://www.missouristate.edu/webname`

`http://courses.missouristate.edu/publicID`

`http://studentorganizations.missouristate.edu/webname`

### When developing

Faculty personal pages

Staff personal pages

Student personal pages

Departmental pages

Course pages

Student organization pages

4. Click the **Open** button. When prompted to log in, enter your public ID in the **User ID** text box (where *publicID* is your entire public ID, such as *abc123f*). Type your Missouri State password in the **Password** dialog box. Click **OK**. Your web opens.

## Views in FrontPage

FrontPage® has several views available for you to see the arrangement of your web site and all can be accessed by clicking View on the Menu Bar and selecting either Page, Folders, Reports, Navigation, Hyperlinks, or Tasks. All of these except for the Page view can also be reached by clicking their respective Tabs near the bottom of the screen, below the selected page.



Page

Page view displays a web page in an editor-type view.



Folders

Folders view shows the directory structure of your web.



Reports

Reports view lists results from various reports about your web, including slow pages, unlinked pages, recently added or changed files, broken hyperlinks, component errors, review status, assignments, categories, publish status, or checkout status.



Navigation

Navigation view displays your web's navigation structure and allows you to zoom in to specific nodes and add hyperlinks to web pages.



Hyperlinks

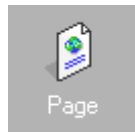
Hyperlinks view graphically displays all of the items that link to or from a specific page or Microsoft® Office document. This view also tells you if any links are broken.



Tasks

Tasks view tracks what tasks need to be done and to whom the tasks are assigned. You can quickly see the status, description, and priority of the tasks.

## Page View



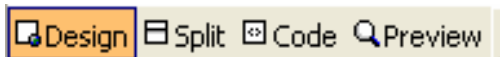
Use the Page view to create and edit individual web pages. The FrontPage® Page view offers these features:

- Allows you to edit the content of each web page.
- Uses the structure set up in the Folder view during some design processes.

When you save a page in the Page view, it automatically saves to the web server. No further transferring of files is required.

## Views in Page View

FrontPage® has four views when working on web pages. Click the appropriate tab at the bottom of the window to switch views:



- Click **Design** to edit your web page.
- Click **Split** to see the code of your web page and the actual page.
- Click **Code** to edit the code of your web page.
- Click **Preview** to see how your web page looks and functions in the web browser.

## Folder List and Navigation Pane

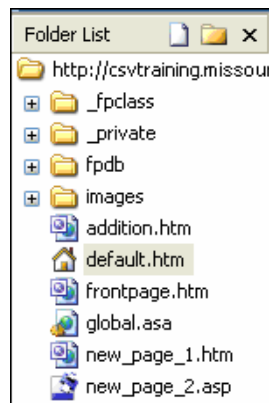


Toggle Pane

While you are working in any of the views listed above (*See Views in FrontPage®*), you can also view your files and folders or your navigation structure. The Folder List/Navigation Pane appears to the left of the main window. If neither the Folder List nor Navigation Pane appears, click drop-down arrow on the **Toggle Pane** button.

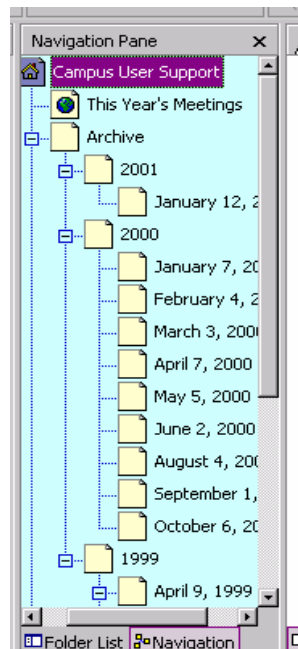
### Folder List

The Folder List allows you to see all of the folders and files in your web site. It should look similar to the following:



### Navigation Pane

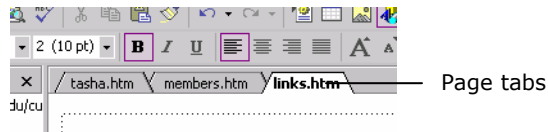
The Navigation Pane allows you to see the hierarchy of the pages within your web site. It should look similar to the following:



**Note:** To switch between the Folder List and the Navigation Pane, you can either click the drop-down arrow on the Toggle Pane button (as mentioned above), or you can click on either the Folder List button or the Navigation button at the bottom of the Folder List/Navigation Pane window.

## Page Tabs

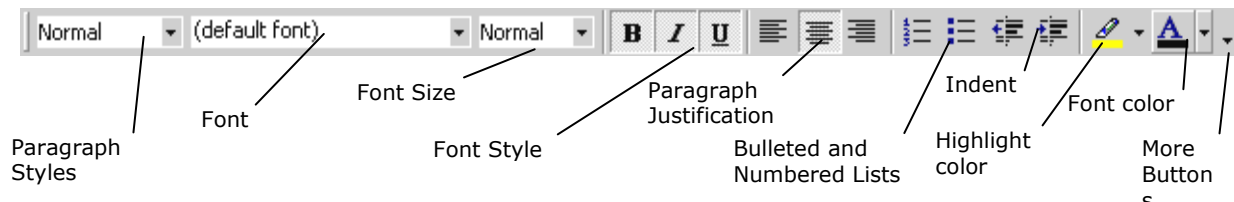
Page tabs allow you to move easily from one page to another while editing your web site.



## Add Text

When typing text in FrontPage®, please remember:

- *Enter* = Paragraph tag. When you press *Enter*, the previous paragraph formatting is not retained, and text starts after one uneditable blank line.  
*Shift-Enter* = Break tag. When you press *Shift-Enter*, the previous paragraph formatting is retained, and text starts on next line.
- You can use the Text Toolbar to edit text. Your Text Toolbar should look similar to the following:



## Create New Web Pages

To create a new web page:

1. Click the **File** drop-down menu, and click **New**.  
The Task Pane appears on the right of the screen.
2. Choose **Blank Page** to create a new page from scratch. Choose **From existing page** if you wish to create a new page based on an existing one. Click **OK**.  
FrontPage® creates a new web page for you.

To create a new web page using a FrontPage 2003 template:

1. Click the **File** drop-down menu, and click **New**.  
The Task Pane appears on the right of the screen.
2. Choose **More Page templates**. Choose your layout and click **OK**.  
FrontPage® creates a page from a template.

## Include Tables

Tables allow you to place text in complex arrangements, including columns and rows. To use tables in your web page:

1. From the **Table** drop-down menu, click **Insert**, and then click **Table**. The *Insert Table* window appears.
2. Select the size of your table and the options you want. Click **OK**. The table inserts into your document

To modify table cells, right-click the cell and click **Cell Properties**. To modify the table, right-click the table and click **Table Properties**. To add cells, click **Insert**, and then click **Cell** from the Table drop-down menu. To delete cells, click **Delete Cells** from the Table drop-down menu.

## Save Files



Save

To save your web page:

1. From the **File** drop-down menu, click **Save**. The *Save As* dialog box appears.
2. Click the **Change Title...** button to specify your web page title. The *Set Page Title* text box appears. Type the title of your web page, and then click **OK**. The dialog box closes, and the new page title displays.
3. Browse to the directory where you want to save the file.
4. Type the file name of your web page in the **File Name** text box. Click **Save**. Your web page saves.

## Edit Existing Web Pages



Toggle Pane

To begin editing an existing page:

1. Make sure the Folder List is displayed. If it is not, click the drop-down arrow on the **Toggle Pane** button, and then click **Folder List**.
2. Double-click the file you want to edit. The file opens in the FrontPage<sup>®</sup> main window.

## Use Text from Other Files

To add existing text from other files to your web page, you can either import a file or paste text from an open document:

### Convert Existing Files to Web Pages

To import existing files into FrontPage<sup>®</sup>:

1. Click **File**, and click **New**. The Task Pane appears.
2. Click **Blank page**. A new web page appears.
3. Click **Insert**, and then click **File**. The *Select File* window appears.
4. Choose the appropriate document format from the **Files of Type** list.

- Use the **Look in** drop-down box to find the file you wish to import. Select the desired file, and click **Open**.  
The file converts to HTML format and displays.



Look in drop-down box

- Edit the file. When finished, click **Save**.  
The *Save As* window opens.
- Enter a filename and title for the web page, and then click **Save**.  
The new file saves in your web.

### Copy Text from Other Documents

To copy text from other documents:

- Click and drag your cursor over the desired text in the document, click **Edit**, and then click **Copy**.
- Return to FrontPage<sup>®</sup>, and place your cursor where you want the text to appear. Click **Edit**, and then click **Paste**.  
The text pastes into the location.

## Create Links

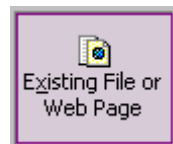
To create a hyperlink in your web page that leads to another location, follow these steps:



Hyperlink

- Highlight the text or items you would like to link to another location.
- Click the **Hyperlink** button.  
The *Insert Hyperlink* dialog box opens.

Either type the location of the destination into the **Address** text box or complete one of the following methods:



Click the **Existing File or Web Page** button, and select one of the following options:



Click the **Browse the Web** button to navigate to a page on your web browser. Single-click on the address bar, and it will automatically be placed in the Address field of the Insert Hyperlink window. Return to FrontPage<sup>®</sup>.



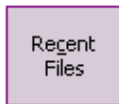
Click the **Browse for File** button. The *Link to File* dialog box appears. Select the desired file, and click **OK**. The selected items link to the file on your computer.



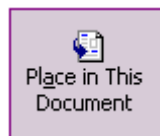
Click the **Current Folder** button to select an item to link to from the list of files and folders displayed in the *Look In* box. Select the desired file, and click **OK**. The selected text links to the file.



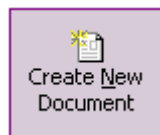
Click the **Browsed Pages** button to see a list of recently viewed web pages. Select the desired page, and click **OK**. The selected text links to the web page.



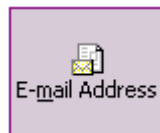
Click the **Recent Files** button to see a list of recently used files. Select the desired file, and click **OK**. The selected text links to the file.



Click the **Place in This Document** button. Choose from any of the bookmarks you have set up in your document. Click **OK**. The selected text links to the bookmark.



Click the **Create New Document** button. Type the name of the new document and select whether to edit the new document now or later. Click **OK**. The selected text links to the new document.



Click the **E-mail Address** button. Type in the e-mail address the selected text should link to, and click **OK**. The selected text will allow users to send e-mail to the specified address.

5. If the *Hyperlink* window is still open, click **OK**. The selected item now links to the destination.

## Use Images

Follow these steps to add an image to your web page:

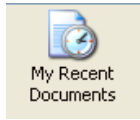


Insert Picture From File

1. Place your cursor where you would like the image to appear.
2. Click the **Insert Picture from File** button, or click **Insert**, click **Picture**, and then click **From File**. The *Picture* dialog box appears.
3. Locate and select the image, type the location of the picture directly into the **File Name** dialog box, or complete one of the following methods:



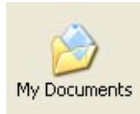
Click the **Search the Web** button. Your web browser opens or flashes in the Task Bar. Open the picture you want to include. Return to Microsoft® FrontPage®. The file name of the picture displays in the **Address** text box.



Click the **My Recent Documents** button to select an image from the computer's hard drive.



Click the **Desktop** button to select an image file from the desktop.



Click the **My Documents** button to select an image file from the computer's hard drive.



Click the **My Computer** button to select an image file from the computer's hard drive.



Click the **My Network Places** button to select an image from folders and files on Web servers.

**Note:** Missouri State allows you to link to many graphics and images. See the graphics directory for choices:

<http://www.ws.missouristate.edu/gallery/gallery.asp>

4. Click **Insert**.  
The image inserts into your web page.
5. Now you must add alternative text for the image, which provides a method for those with screen readers and text browsers to understand your web page without seeing the images. Click the image one time to select it.  
Handles appear around the image.
6. From the **Format** menu, click **Properties**. Click the **General** tab.  
The *Picture Properties* window appears.
7. In the **Text** field under the Alternative Representations section, enter descriptive words about the image. Click **OK**.  
The alternative text saves with your image.

To modify image properties, right-click the image, and click **Picture Properties**.

## Additional Resources

If you need further help, these resources are available:

- Microsoft® FrontPage®

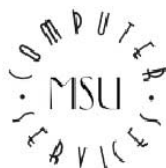
<http://www.microsoft.com/frontpage>

Web Resource Center

<http://www.missouristate.edu/web>

To download FrontPage® onto your computer:

\\bear1\apps



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