

**Advanced FrontPage®  
2003 Quick Tips**

# Advanced FrontPage® 2003 Quick Tips

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# Advanced FrontPage® 2003 Quick Tips

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## Hyperlink Status



Hyperlink Status allows you to check the links of your web site to make sure there are no missing pages or faulty links.



Verify  
Hyperlinks

### To Verify the Links of Your Web

1. Click on the **View** menu, select **Reports** from the options that appear and choose **Problems**, then click on **Hyperlinks**. In the **Reports** view, click the **Verify Hyperlinks** button in the far right corner. The *Verify Hyperlinks* window appears.
2. Select **Verify all hyperlinks**, and click the **Start** button. FrontPage® checks and displays each link's status.

### To Repair a Broken Hyperlink

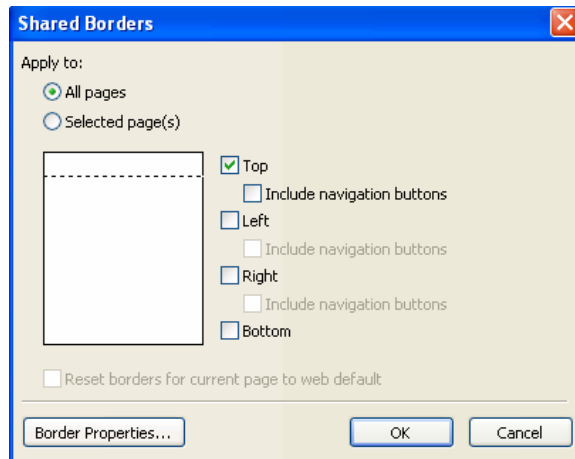
1. Double-click a broken hyperlink.  
The *Edit Hyperlink* dialog box opens.
2. If you know the correct URL of the destination, you can type that address in the *Replace Hyperlink with* box. If you do not know the correct URL, click **Browse** and locate the correct destination.
3. To repair the broken hyperlink in all pages in your web site, select **Change in all pages**. To repair a broken hyperlink in a set of selected pages, choose **Change in selected pages**.
4. Click the **Replace** button.  
The status of the hyperlink changes to *Unknown* if the hyperlink is external to the web, and if the hyperlink links to a file in the current FrontPage® web, the status changes to *OK*.

## Shared Borders

A shared border is a region that is common to one or more pages in a web. The contents of a shared border appear consistently on *all* of the pages in your web site that use that shared border. You can have a shared border on the top, bottom, left, or right of your web pages.

### To Activate Shared Borders

1. From the **Format** menu, click **Shared Borders**.  
The *Shared Borders* window appears.



Shared Borders window

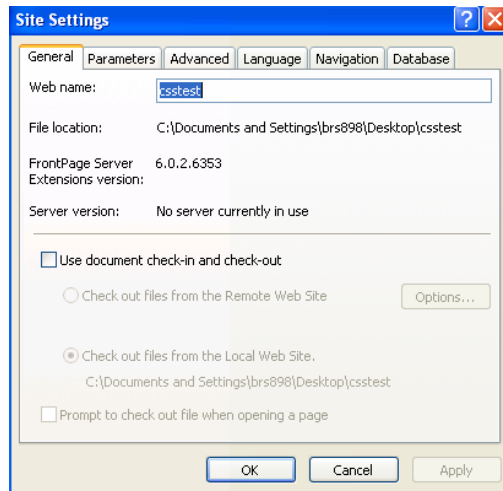
2. Select the shared borders to include.
3. If you would like the border(s) on every web page, select **All pages**. Otherwise, select **Current page**.
4. Click **OK**.  
FrontPage® activates the shared borders in your web site.

### To Edit a Shared Border—Method One

1. Open any page with shared borders.
2. Click inside the shared border region.  
The shared border region's outline becomes solid.
3. Make any edits in the shared border region.
4. From the **File** menu, click **Save**.  
Any edits you made to the page and to all shared borders on the page are saved.

## To Edit a Shared Border—Method Two

1. Click **Tools**, and then click **Site Settings**.  
The *Site Settings* window appears.



Site Settings window

2. Click the **Advanced** tab, and then click the option to **Show hidden files and folders**.  
Click **OK**.  
Some directories appear in FrontPage®. If shared borders are activated, you see a directory named *\_borders*.
3. Open the **\_borders** directory.  
The web pages that fill the borders appear.
4. Double-click a border file.  
The file opens in Page view. Once you save the page, the border changes for all pages.

**Note:** You only need to perform steps one and two the first time you edit the borders with Method Two.

## To Change Shared Borders on an Individual Page

1. On the FrontPage® Editor's **Format** menu, click **Shared Borders**.
2. In the *Shared Borders* window, select **Current page**.
3. Select one or more of the shared borders: top, bottom, left, or right.  
The page has only the specified borders.

## Navigation Bar

You can create a navigation structure for your web site by organizing pages in Navigation view. When you add navigation bars to pages in your web, FrontPage® sets up each navigation bar according to this structure. The navigation structure determines which hyperlinks to put on the navigation bar, and the page titles determine the labels for the hyperlinks. Many developers add navigation bars to a shared border.

**Note:** Your pages must be saved before the navigation bar and shared borders will appear.



## To Set the Structure of Your Web Site

1. Click **View**, then select **Navigation**.
2. In the Navigation view, drag web pages from the Folder List to the Navigation pane (right window) until a line connects the page to the structure.

#### To Add a Navigation Bar

1. In Page view, click **Insert**, and then click **Navigation Bar**.  
The *Navigation Bar Properties* window appears.
2. Click **Link Bars**, and then click **Bar based on navigation structure**. Click **Next** to select a style, and click **Next** again to select an orientation. Click **Finish**.  
The *Link Bar Properties* window appears.
3. Select the hyperlinks to add. Click **OK**.  
The navigation bar inserts into your page.

#### To Set the Navigation Bar Labels

1. In the Navigation view, right-click the name to change, and click **Rename**.  
The name becomes highlighted.
2. Type the name you want, and press **Enter**.  
The title changes in all navigation bars.

## Themes

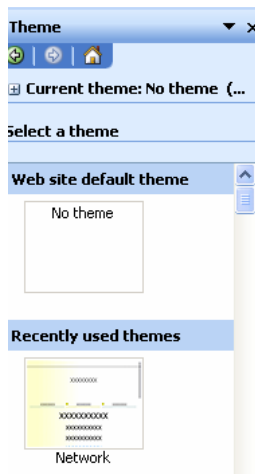
A theme allows you to choose pre-made layout schemes and colors in your web site. Themes will set the headings size and color, button preferences, background colors, and much more.

#### To Specify a Theme

1. From the **Format** menu, click **Theme**.  
The Task pane appears.
2. Select a theme from the list.  
The theme applies to your web.

#### To Create a Theme

1. From the **Format** menu, click **Theme**.  
The *Task pane* appears.



Task Pane

2. Click **Create new theme**.  
The *Customize Theme* window appears.
3. Modify the colors, graphics, or text with the appropriate buttons.
4. Click **Save As** to title the theme, then click **OK** to save it.

## FrontPage® Components



Web  
Component

Components are objects that are evaluated when you save the page or someone opens your page in a web browser. To insert a component, click **Insert**, and then click **Web Component**. Common components are described below:

### **Hit Counter**

Keeps track of how many times your web site is visited. You can change the number display style.

### **Interactive Button**

Inserts a button that changes color when the mouse passes over the top.

### **Photo Gallery**

Allows you to choose photos for a photo gallery with descriptions and thumbnails.

### **Marquee**

Adds a scrolling text box to your web page.

### **Included Content**

Inserts a separate HTML file into your web page.

### **Page Based on Schedule or Picture Based on Schedule**

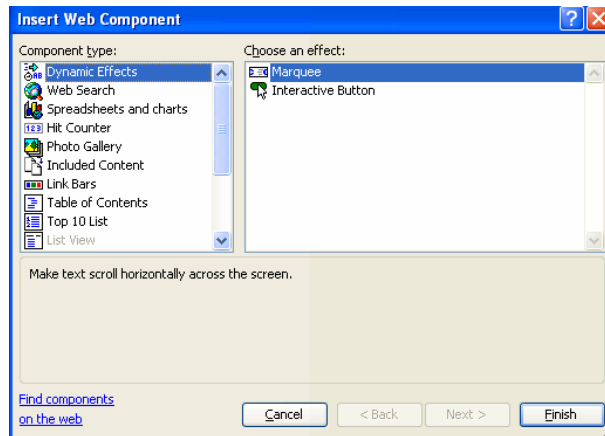
Includes a page or image during a specific time period. After the time has expired, the page or image will not be displayed. This feature is good for promotional items.

### **Table of Contents**

Creates a table of contents automatically by looking at the links on your web page.

## To Create a Photo Gallery

1. From the **Insert** menu, click **Web Component**.  
The *Insert Web Component* window appears.



Insert Web Component window

2. Click **Photo Gallery** and choose a **photo gallery option**. Click **Finish**.  
The *Photo Gallery Properties* window appears.
3. To select your photos, click the **Add** button and select **Pictures from files** from the drop down list.
4. Select your photos and click the **Open** button.
5. Select your thumbnail height in pixels or leave it at the default height and width.
6. To add captions or descriptions to your pictures, select your picture's name at the top and type in the caption or description in the text boxes provided at the bottom of the window. Select any text formatting options you desire.
7. Click **OK**. Your gallery will appear.
8. Save the page with a new name.

## Apply DHTML Effects to Text

You can animate paragraphs, table cells, and many other types of textual elements.

### To Apply DHTML Effects to Text

1. Position the pointer anywhere within the text element.
2. Display the DHTML Effects toolbar if it is not available by clicking **Format** and then clicking **DHTML Effects**.
3. Choose an event to trigger the effect, such as a click.
4. Choose an effect, such as *Fly Out*.
5. Choose settings for the effect, such as *To Left* for *Fly Out*.

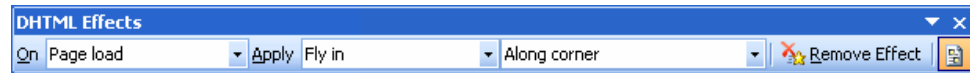
## Apply DHTML Effects to Graphics

With DHTML effects, you can change the look of an image as a whole. For example, you can apply an effect that zips the image off the page.

### To Apply DHTML Effects to Graphics

1. Select an image by clicking it.
2. Display the DHTML Effects toolbar if it is not available by clicking **View** then **Toolbars**, and then **DHTML Effects**.

The DHTML toolbar opens.



DHTML toolbar

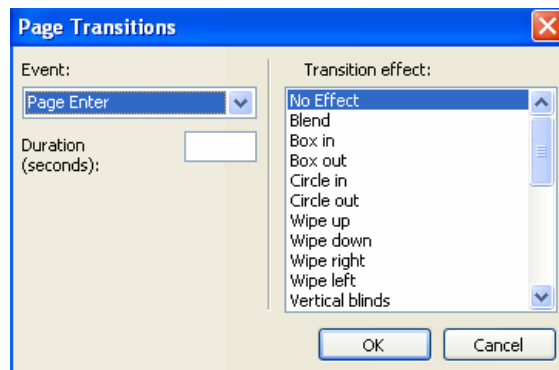
3. Choose an event to trigger the effect, such as a *Page load*.
4. Choose an effect, such as *Fly in*.
5. Choose settings for the effect, such as *Along corner*.

## Page Transitions

You can apply a theme of page transitions such as sliding left to right.

### To Apply Page Transitions

1. Display the transitions dialog box by clicking **Format** and then **Page Transition**. The *Page Transitions* window opens.



Page Transitions window

2. Select the desired effects.
3. Save your changes.

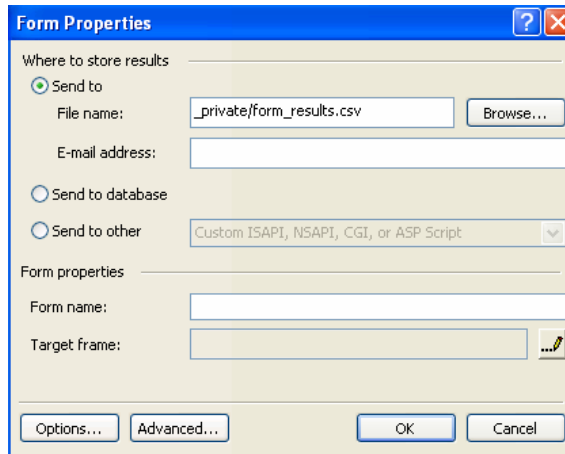
## Comment Form

You can insert a form on which visitors to your page can leave comments.

### To Insert a Comment Form

1. Open a page in FrontPage®.
2. From the **Insert** menu, click **Form Field** and then **Scrolling Text Box**.

3. Right-click the form, and click **Form Properties**.  
The *Form Properties* window opens.



The screenshot shows the 'Form Properties' dialog box with a blue title bar. It is divided into two main sections: 'Where to store results' and 'Form properties'. In the 'Where to store results' section, the 'Send to' radio button is selected. The 'File name' field contains '\_private/form\_results.csv' and has a 'Browse...' button to its right. The 'E-mail address' field is empty. Below this are two unselected radio buttons: 'Send to database' and 'Send to other', which has a dropdown menu showing 'Custom ISAPI, NSAPI, CGI, or ASP Script'. The 'Form properties' section has a 'Form name' field and a 'Target frame' field with a small icon to its right. At the bottom, there are four buttons: 'Options...', 'Advanced...', 'OK', and 'Cancel'.

Form Properties window

4. Enter an email address and remove the filename.
5. Set any special options by clicking the **Options** button.
6. When finished with *Form Properties*, click **OK**.
7. Right-click the form box, and click **Form Field Properties**.
8. Name it something appropriate, such as *Comments*.
9. Click **OK**.

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