

Table of Contents

CASCADING STYLE SHEETS FRONTPAGE 2003	1
CREATING AN EXTERNAL CSS	1
ADDING AND MODIFYING STYLES IN AN EXTERNAL CSS.....	3
LINKING AN EXTERNAL CSS TO A WEB PAGE OR SITE	7
APPLYING STYLES ON A WEB PAGE	8
CHANGING APPLIED STYLES	9
GETTING HELP	11

Cascading Style Sheets FrontPage 2003

A Cascading Style Sheet (CSS) is used to apply consistent style information across single or multiple Web pages or an entire Web site. A CSS contains style definitions that describe the styles you want to apply to pages or page elements. Each style definition consists of a selector followed by the properties and values for that selector.

The following are examples of style definitions defined in a CSS:

```
H1 { font-size: 18; color: green }
H2 { font-size: 14; color: blue }
```

In this example, H1 and H2 are selectors that modify the formatting properties of standard HTML tags. The selectors' properties and values are contained within the braces { } where font-size is a property, and 18 or 14 is the value of the font-size property. You can specify multiple properties for a selector by separating each with a semi-colon (;).

FrontPage primarily deals with two types of CSS—embedded and external—although a third type, inline is occasionally used:

Embedded cascading style sheet: When you create or modify a style to be used on a single page, FrontPage creates a cascading style sheet for you. Any style you create for that page is stored in the embedded style sheet as a class selector.

External cascading style sheet: These are the most useful because they can be attached to multiple Web pages. You can apply the same styles consistently across an entire Web site. If you decide to change a style, you need only to make one change—in the external cascading style sheet—and the pages in your Web site will reflect the change. Typically an external CSS uses the .css file name extension, such as *mystyles.css*.

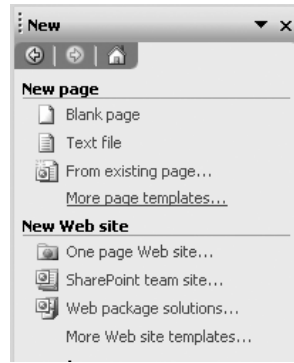
Inline cascading style sheet: Contains user-defined styles that are applied to a single page element. This type of cascading style sheet is usually created when you add styles using the Style button on a page element's Properties dialog box.

Creating an External CSS

The external CSS is the most frequently used because it is the most versatile. By creating and using an external CSS, the user is able to change, add, and modify styles for an entire Web site simply by reflecting the change, addition, or modification in the external style sheet.

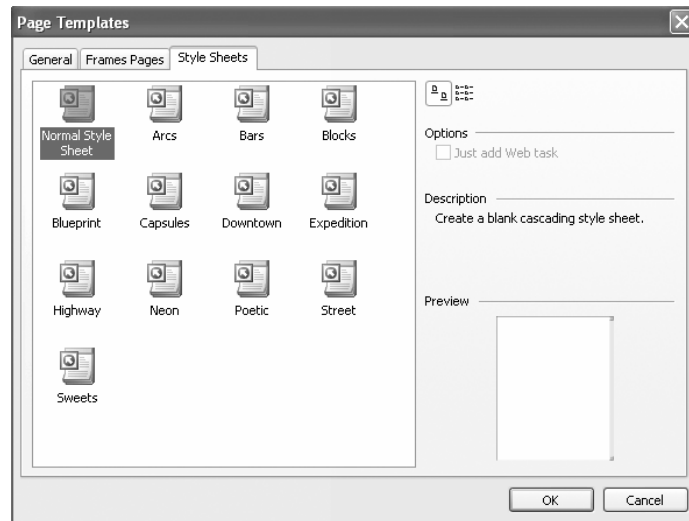
Follow these instructions to set up an external CSS in FrontPage:

1. From the **Start** menu, click **Microsoft Office FrontPage 2003**.
Microsoft FrontPage 2003 will open.
2. From here, you can either open an existing Web that you wish to add an external style sheet to, or start a new Web that you want to add an external style sheet to.
3. Click **File**, and then **New**.
The *New* task pane will open on the right side of the screen.



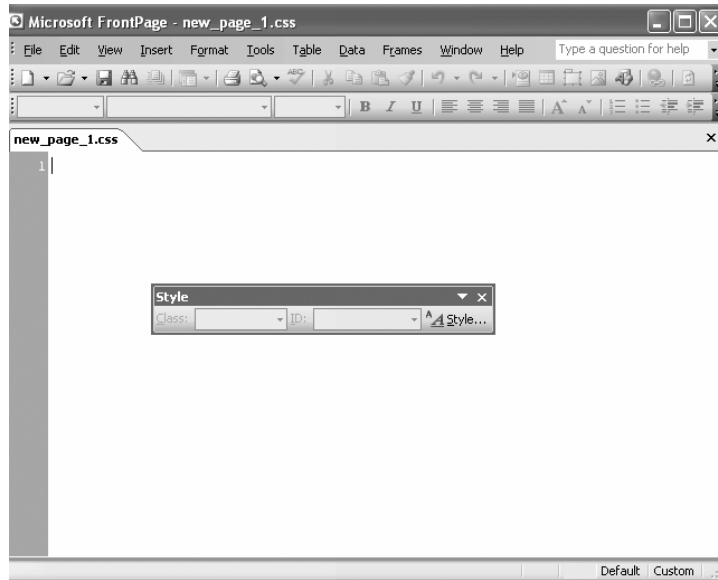
New task pane

4. Click on **More page templates**.
The *Page Templates* window opens.
5. Click on the **Style Sheets** tab in the *Page Templates* window to reveal the style sheet options.



Page Templates Style Sheets tab

6. Click on **Normal Style Sheet**, and then click the **OK** button.
The *Page Templates* window closes, and a new blank style sheet opens in FrontPage.




Blank external style sheet

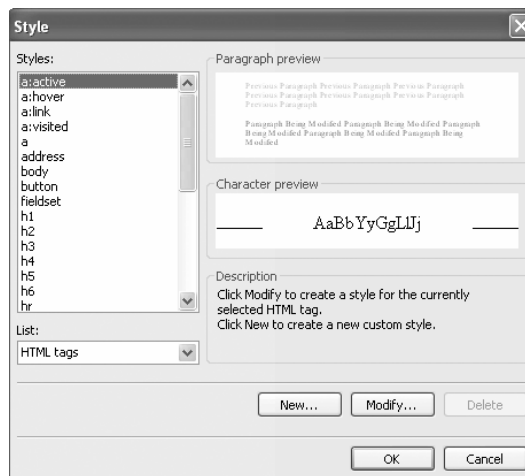
You have successfully created an external style sheet that can be used to apply consistent styles to Web pages or an entire site. The next step is adding and modifying styles to the style sheet.

Adding and Modifying Styles in an External CSS

After you have created an external style sheet, you need to modify the styles that you want to use on your Web pages. This is the section where you would define items such as a hierarchy of headings, body font, bullet points, numbering, and so on. You can create each of these items using font type, weight, color, size, borders, and so on. The styles that are modified in an external CSS are called HTML tags. Additionally, you can add new styles to the CSS by creating new HTML tags and then modifying them.

Follow these steps to modify styles on the external cascading style sheet:

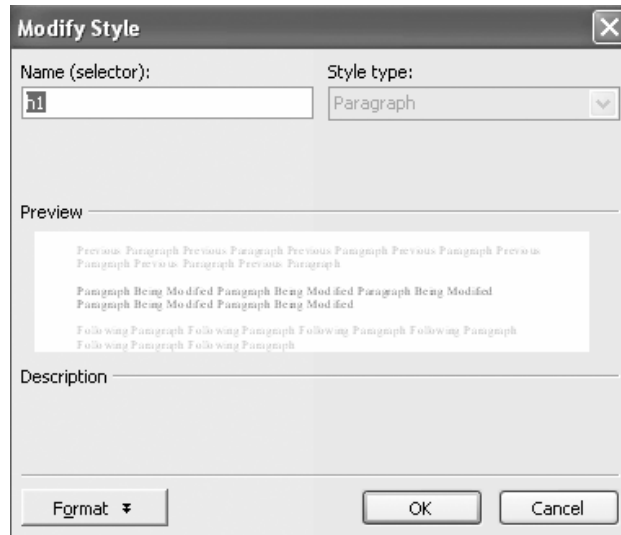
1. Click on the **A Style...**  button in the *Style* dialog box on the style sheet page.
The *Style* window opens.



Style window

- In the *Styles*: list, click on the HTML tag that you want to modify, and then click the **Modify** button.
The *Modify Style* window opens

Note: For instance, if you want to modify first level headings, click h1, for second level click h2, and so on.



Modify Style window

- Click on the **Format** button to reveal the drop down menu that shows the different formatting options available (Font, Paragraph, Border, Numbering, or Position). From this menu, click on the option you wish to modify. For this example, we will modify Font.
The *Font* window opens.



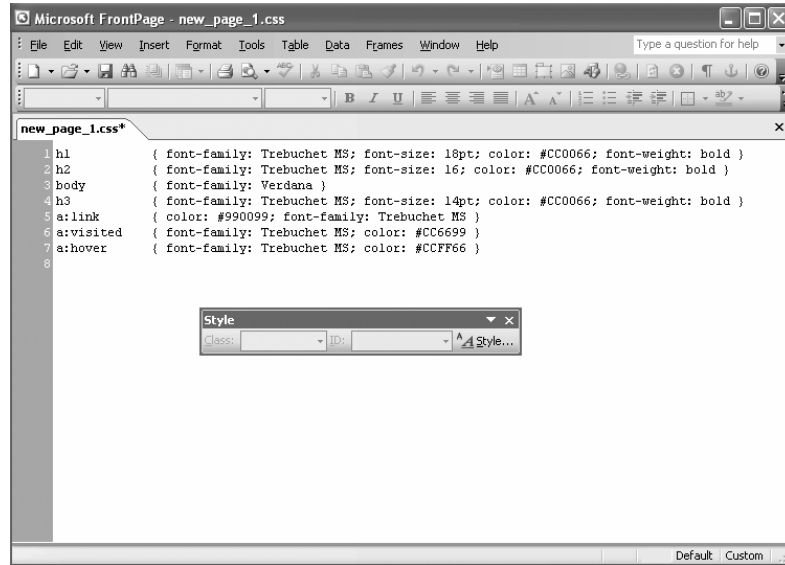
Font window

- Choose the font, style, size, color, and any effects you want and then click **OK**.
The *Font* window closes.

Note: If you want to modify other parts of the HTML tag at this point, click on the **Format** button in the *Modify* window to reveal the drop down menu and then click on the option you wish to modify.

5. When you are finished modifying the HTML tag, click **OK** twice.
The *Modify Style* and *Style* windows close.
You are taken back to the external style sheet page, and your h1 HTML tag appears as a style.
6. Click on **File**, and then **Save** to save the style sheet.

Note: Save the style sheet as a file name you will remember, and include the file extension .css

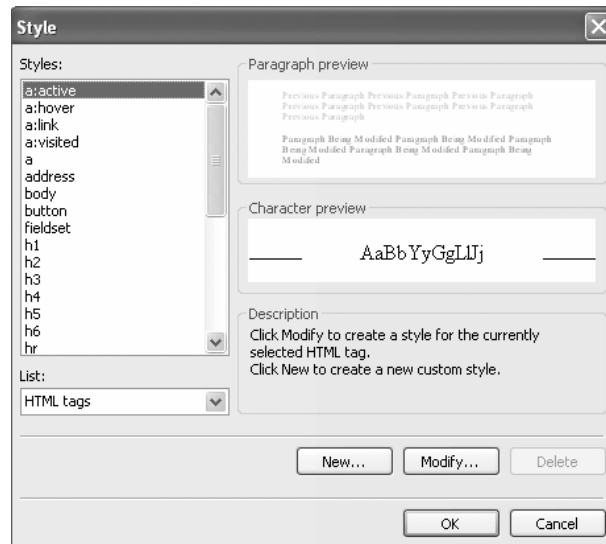


External Style Sheet with modified styles

Repeat these steps to modify as many of the HTML tags as you wish to apply to your Web page. In the example above, there are modified HTML tags for h1, h2, body, h3, a:link, a:visited, and a:hover.

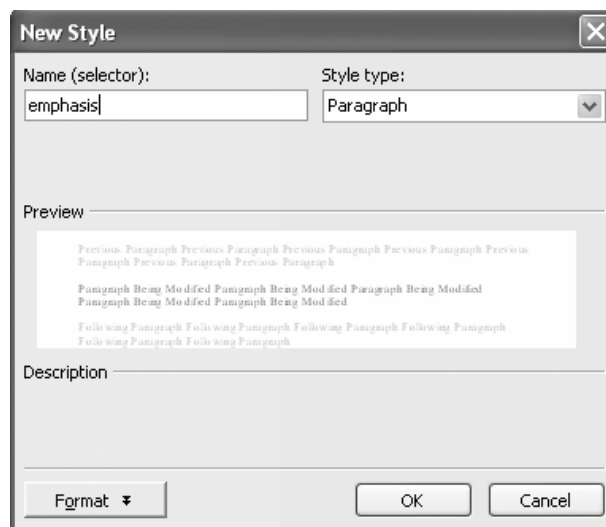
Follow these steps to add a new style to the external style sheet:

1. Click on the **A Style...**  button in the *Style* dialog box on the style sheet page.
The *Style* window opens.



Style window

2. Click on the **New** button in the Style window. The *New Style* window opens.



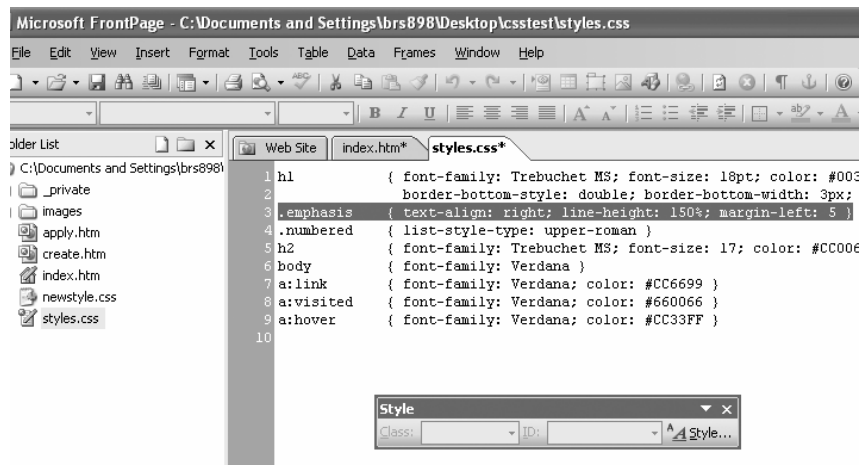
New Style window

3. Type the name of your HTML tag in the *Name (selector):* area.
4. Click on the **Format** button to reveal the drop down menu that shows the different formatting options available (Font, Paragraph, Border, Numbering, or Position). From this menu, click on the option you wish to modify. For this example, we will modify **Paragraph**. The *Paragraph* window opens.



Paragraph window

5. Modify the areas of your new HTML tag in the *Paragraph* window, and click **OK**.
6. Use the **Format** button to continue modifying the new HTML tag. When you are finished click **OK** in the *New Style* window.
The *New Style* window closes.
7. Click **OK** in the *Style* window.
The *Style* window closes, and your new HTML tag is added as a style in the external CSS.
8. Click on the **File** menu and then **Save** to save changes in the style sheet



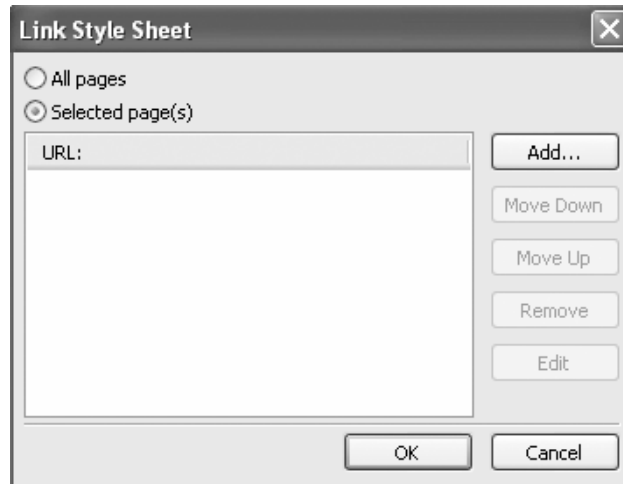
External style sheet with added and modified styles

Linking an External CSS to a Web Page or Site

Now that you have created an External CSS and added or modified the HTML tags, the next step is to link the CSS to your Web page or site.

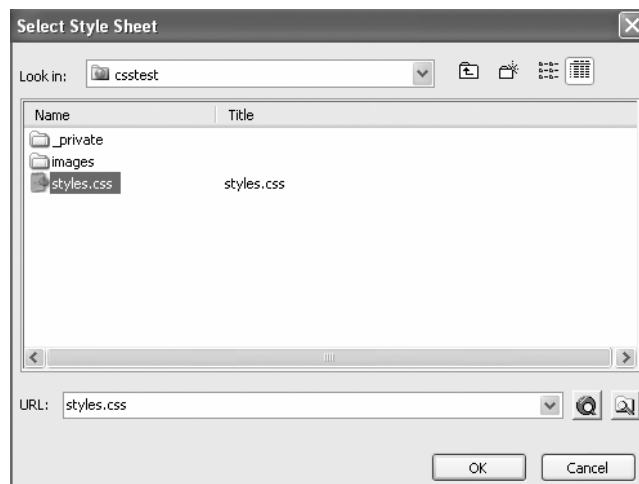
Follow these instructions to link the external CSS to a Web page or Web site:

1. Open the Web page that you want to link the CSS to.
2. In the toolbar, click **Format**, and then **Style Sheet Links**.
The *Link Style Sheet* window opens.



Link Style Sheet window

3. If you want to connect the CSS to all pages in your Web site, click on **All pages**. If you want to connect only certain pages to the CSS, click **Selected page(s)**.
4. Click on the **Add** button.
The *Select Style Sheet* window opens.



Select Style Sheet window

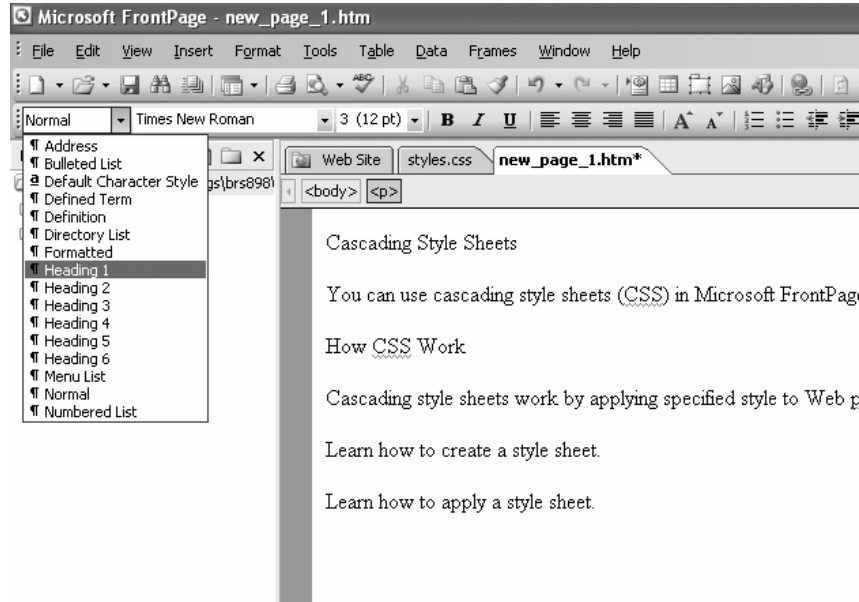
5. Click on the style sheet you created in the *Name* area, and then click the **OK** button.
The *Select Style Sheet* window closes.
6. Click on the **OK** button in the *Link Style Sheet* window.
7. Click **Continue** in the *Confirm Format Style Sheet Links* warning window if it appears to apply the style sheet to your Web.
The *Link Style Sheet* window closes, and your web page/site is now linked to your style sheet.

Applying Styles on a Web Page

Once you have created a style sheet, added styles to the CSS, and then linked the CSS to your document, you can apply the styles to the content on your page.

To apply styles to the content on your page, you will use the style drop down menu on the top left side of the formatting toolbar:

1. Click on the text in the Web page that you want to apply a style to. For example, a level one heading.
2. Click on the **Style** drop down menu at the top left corner of the screen, and then click on the HTML tag you want to apply to your selection. The style is applied to the selected text.



Style drop down menu


3. Continue repeating these steps for any text that you want to apply a HTML tag to from the style list.

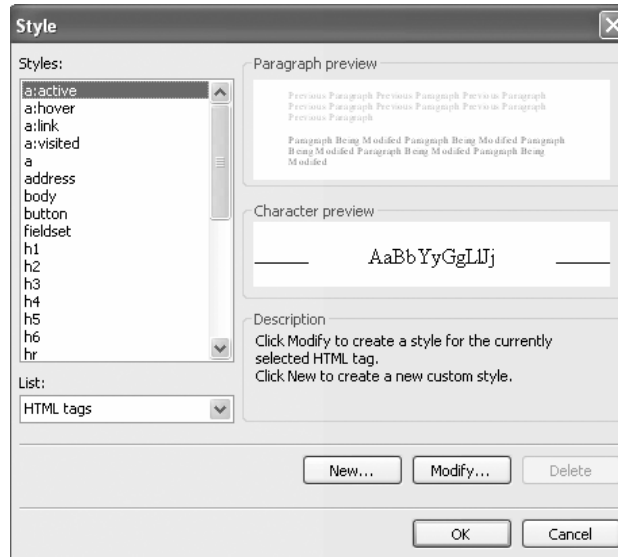
Changing Applied Styles

The best part of using an external CSS is that if you ever need to change a group of HTML tags, it can be done in a few steps through the CSS rather than manually changing every format in an entire Web site. Changing an HTML tag is easy, and uses the same steps as modifying an HTML tag.

Follow these instructions to make changes to styles in an external CSS.

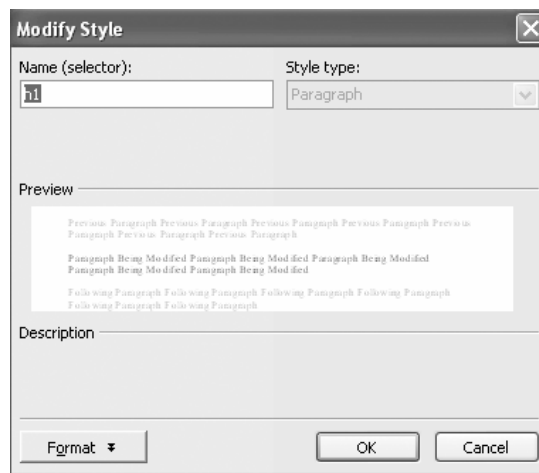
1. Double click the style sheet in the folders list to open the CSS.

2. Click on the **A Style...**  button in the *Style* box. The *Style* window opens.



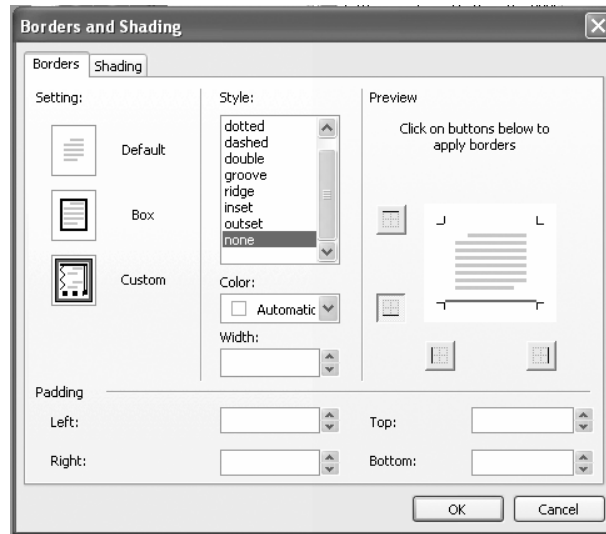
Style window

- Click on the HTML tag you wish to change in the *Styles:* list, and then click the **Modify** button.
Note: The HTML tags may not be in the *Styles:* list. If this is the case, click on the *List:* drop down menu and then click on **HTML tags**.
 The *Modify Style* window opens.



Modify Style window

- Click on the **Format** button to reveal the drop down menu.
- Click on the element in the *Format* drop down menu that you wish to change. For this example we will modify **Border**.
 The *Borders and Shading* window opens.



Borders and Shading window

6. Make any changes in the *Borders and Shading* window, and then click **OK** twice. The *Borders and Shading* and the *Modify Style* windows close.
7. Continue following steps 1-6 to make necessary changes to HTML tags, and then click **OK** in the *Style* window. The *Style* window closes.
8. Click on the **File** menu, and then **Save** to save the changes in the CSS. The Web site or pages will now reflect the changes made to the external cascading style sheet.

Getting Help

If you need help using cascading style sheets, click on the **Help** menu in the standard toolbar, or press **F1**. Using this resource, you can search for cascading style sheets in the help system to find answers to questions you may have.

You can also visit Microsoft office online through the **Help** menu to search the online resource for FrontPage assistance.