

# Intermediate FrontPage 2000

Academic  
Computing  
Support



Information Technology Services  
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## 1. Introduction

Several formatting options are easily accomplished in FrontPage 2000. This handout will discuss the use of shared borders, tables, handling images and graphics, and working with themes.

## 2. Shared Borders

You can apply the same elements to all of your web pages by using shared borders. These borders may include navigational links, some text or an image that defines your overall site.

Open the web you created in the last class:

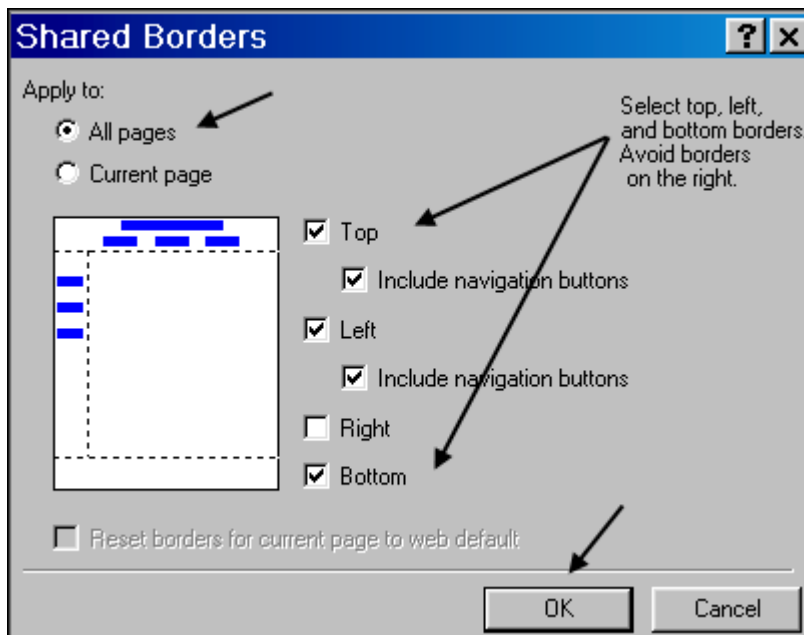
- In the labs, from the **Start** menu: **Programs** → **MSOffice 2000** → **Microsoft FrontPage**
- From the menu, select **File** → **Open Web**
- You should see your web on the **U: drive** (otherwise browse to locate your web).
- Click **Open**.
- From the Folder List, **double-click** on **index.htm** to open it in **Page** view.

Add a shared borders to the top, left, and bottom of each page.

- From the menu, select **Format** → **Shared Borders**
- Select Apply to:  **All Pages**

- Top**  
 **Include navigation buttons**
- Left**  
 **Include navigation buttons**
- Bottom**

- Click **OK**.

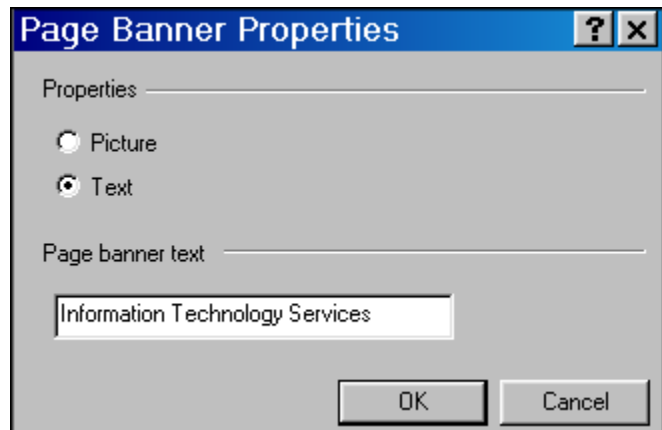


## 2. Shared Borders (cont.)

Editing your top shared border:

- Right-click on the *Page Banner* created in your top shared border.
- From the pop-up menu, select **Page Banner Properties**
- Edit the text as needed.
- Click **OK**.

**Note:** *Do not edit the text directly in page view. You can also easily edit these banners in the Navigation View*



- Highlight the *Page Banner* text and select an appropriate **font**, **font color**, and **style** from the toolbar **or** by **right-clicking** on the text and selecting **Font** from the pop-up menu.
- Move your cursor to the **end** of the Page Banner text.
- From the menu, select **Insert** → **Horizontal Line**
- **Right-click** on the line and select **Horizontal Line Properties** from the pop-up menu
- Select appropriate properties including **width**, **height**, and **color**
- Click into the body of your page and **remove** the heading and horizontal line since these are now in the top shared border.

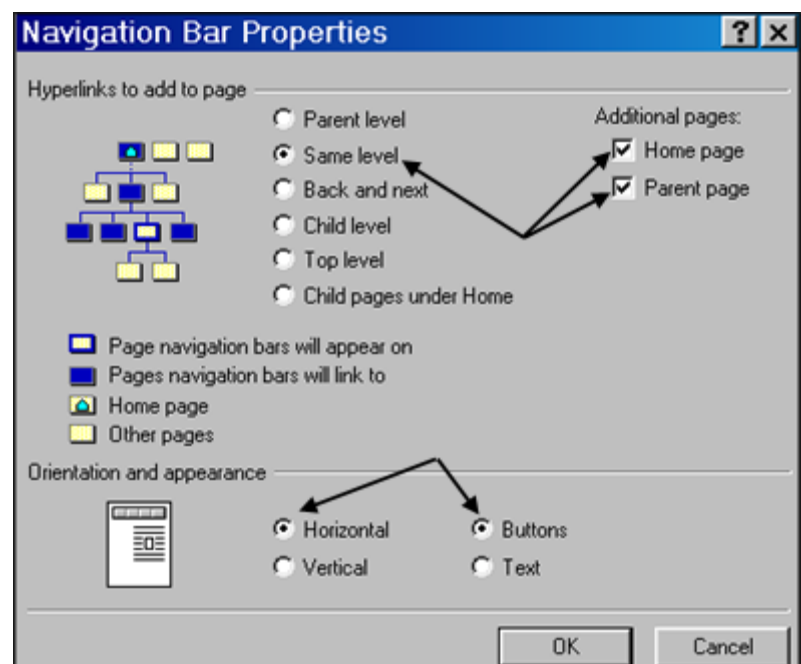
Adding navigational links

In the **top** navigation bar, we will set the navigation links to be those at the **same level** in the hierarchy as the page we are viewing. For the **left** navigation bar, set the links to the **next level down** in the hierarchy (child level).

- In the top shared border, **right-click** on: *[Edit the properties for this Navigation Bar to display hyperlinks here]*
- In the menu, **left-click** on **Navigation Bar Properties**

In the properties box, set the links:

- **Same level**
  - Additional pages:
    - Home page**
    - Parent page**
  - Orientation and appearance
    - Horizontal**
    - Buttons**
- Click **OK**.



## 2. Shared Borders (cont.)

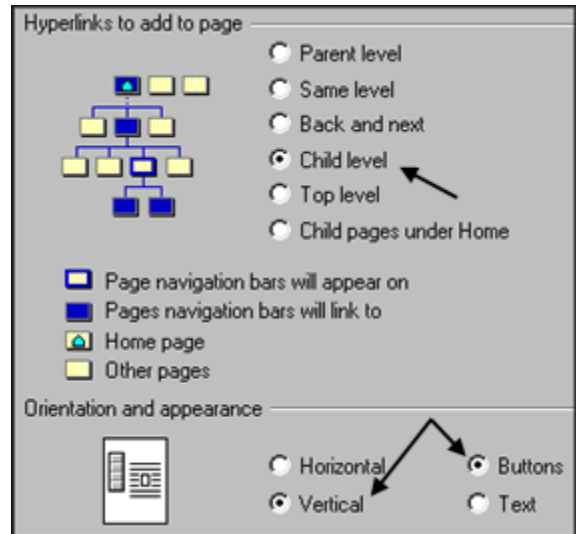
You will not see any links on your *index.htm* page, because there are no other pages at that level. **Double-click** to open one of the other files and note that the top shared border includes links to same level pages as well as to your home page and parent level.

### Adding navigational links to the left shared border

- Return to the **index.htm** file
- **Right-click** on the links in the left border.
- In the floating menu, **left click** on **Navigation Bar Properties**

In the properties dialog box, set the links:

- **Child level**
- Orientation and appearance
  - **Vertical**
  - **Buttons**
- Click **OK**.



Explore your files to see if you can predict which will include links in a left shared border.  
*Hint: Refer back to your navigation view to see which files have "children."*

### Editing your Navigation labels

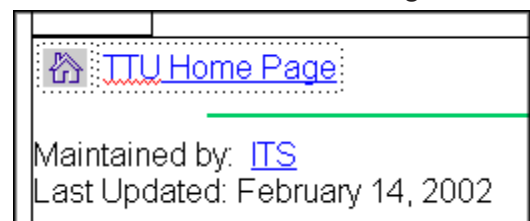
- Click on **Navigation** view.
- Click on the icon **Personnel**
- Click again to edit the title and rename it, such as **ITS Staff**
- Return to **Page** view and note the effects in the shared borders.

**Remember to edit your Navigation links in the Navigation view, not in Page view.**

### Adding information to the bottom border

It is helpful to include some information on each page as to who maintains the page and when it was last updated and any copyright information.

- Return to the **index.htm** file
- In the body of your page, select the house graphic and link to TTU Home Page which you added in the last session
- Drag it into the bottom shared border.
- Below that, insert a **horizontal line**
- Select the text
  - **Maintained by: ITS**
  - **Last Updated: February 14, 2002**
- Drag it into the bottom shared border below the horizontal line.



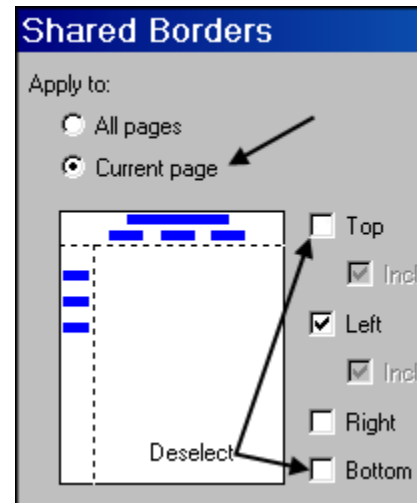
## 2. Shared Borders (cont.)

- Note that this information will appear in the bottom of **each** of your pages.
- You may also wish to add copyright information in this area.

To omit a shared border on a specific page:

- Double-click to open the file **Program2.htm**
- From the menu, select **Format** → **Shared Borders**
- Select  **Current page**
- Deselect **Bottom**
- Deselect **Top**
- View the results.

You might wish to delete the bottom shared border for a page that has static content which is not expected to change over time, so you do not wish to show a last updated date at the bottom of the page.



## 3. Navigation Bars

If you do not use shared borders with navigation bars, you can still add navigation bars to individual pages.

- Double-click to open the file **Program2.htm**
- Click into the body of the page near the bottom
- From the menu, select **Insert** → **Navigation Bar**
- Select  **Same Level**
- Select  **Horizontal** and  **Buttons**
- View the results.

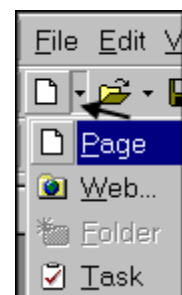
Remember the advantage of shared borders is that each page has a uniform navigational structure which can be helpful to users of your site. However, it may not work for all sites or all pages in a site.

## 4. Adding and Deleting Pages

You can easily add and remove pages from your course web as needed.

Adding a page

- From the menu, select **File** → **New** → **Page**
- **Or** from the toolbar, click on the **down arrow** and select **Page**.
- **Or right-click** in the *white area below your files in the folder pane* and select **New Page** from the floating menu.



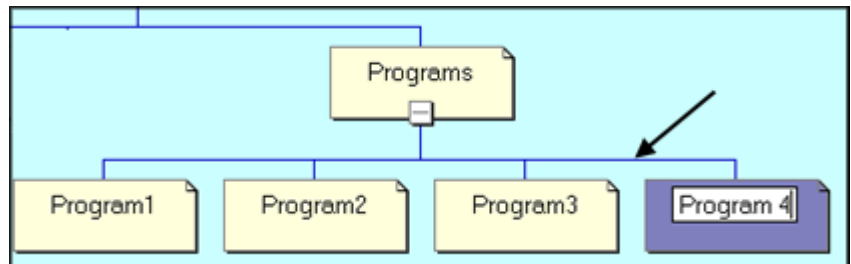
## 4. Adding and Deleting Pages (cont.)

### Adding a page (cont.)

- The **Normal Page** icon will be highlighted
- Click **OK**.
- Note that the page includes the **shared borders** you have defined.
- The name of this page is **new\_page\_1.htm**
- The page will not appear in your list of files until you save it.
- From the menu, select **File → Save**
- Type an appropriate name for the page, such as **addpage.htm**
- Click **Save**
- Note that the new page now appears in your folder list.

### Adding a new page to your navigation:

- Select **Navigation** view
- In order for this file to appear in the navigational links, you need to position it within the structure of your web.
- **Select the file** from the folder list and drag it onto the navigation view at the same level as **Program 1, Program 2, and Program 3** to just past **Program 3**
- Note that the title of the file is **New Page 1**
- **Click** to select that icon.
- **Click** again to edit the title
- Type **Program 4**
- Return to **Page** view
- Double click on **Programs.htm**
- Note the links in the left shared border now include **Program 4**



### Deleting a page

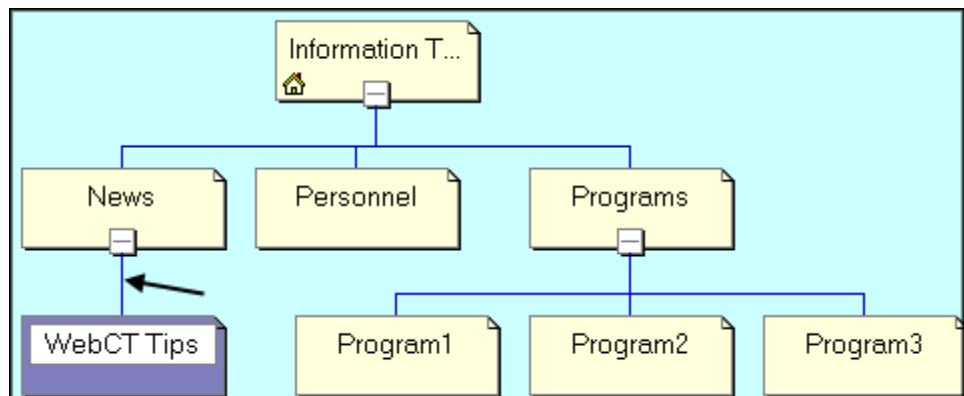
- Click on **addpage.htm** in the folder list to select it.
- Press the **delete key**  
or from the menu, select **Edit → Delete**  
or **right-click** on addpage.htm in the folder list and select **Delete** from the floating menu.
- Confirm that you wish to delete the file by clicking **Yes**.
- Double click on **Programs.htm**
- Note the links in the left shared border no longer include **Program 4**

## 5. Importing an HTML file

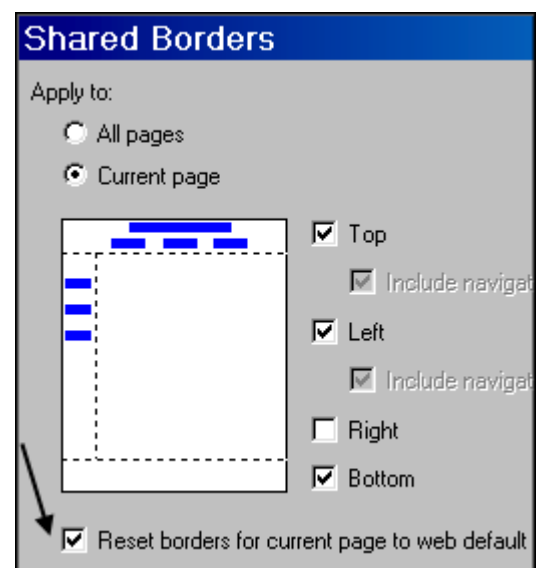
To import a file that is already in HTML format:

- From the menu, select **File** → **Import**
- Click on the **Add File** button.
- Browse to the location of the file.  
For this class: **Classfiles on Athena** → **ITS** → **FrontPage** → **Files to Import**
- Select **WebCTTips.htm** and **newbanner.jpg**
- Click **Open**.
- The file will be listed in the **Import** list. (You may still add additional files to the list at this point.)
- Click **OK**.

- Use the **Navigation** view to position the file within the structure of your web.



- **Double-click** to open the file.
- Add shared borders by selecting **Format** → **Shared Borders**
- Select **Current page** and be sure the top, left, and bottom borders are selected.
- Select **Reset borders for current page to web default**.
- Click **OK**
- View the results.



## 6. Importing Word and Excel Documents

- Open **program3.htm**
- Place your cursor in the body of the page.
- From the menu, select **Insert** → **File**
- Select Files of type: **All Files (\*.\*)**



## 6. Importing Word and Excel Documents

- Browse to the location of your file and **double-click** to open it.
- For this class, **Classfiles on Athena** → **ITS** → **FrontPage** → **Files to Import** → **Dept Supplies.xls** or **ClassEmailDisLists.doc**
- *Note that not all of the formatting is preserved. Each carriage return is a new paragraph.*

You can also simply cut and paste from another document, if you have it open at the same time. However the HTML code that is created may be different than you expect **and you may still need to edit your file.**

## 7. Using Tables

Tables allow you to position text and graphics more precisely on your page.

Create a new page:

- **Right-click** in the white area below your files in the folder pane and select **New Page** from the floating menu.
- Or from the menu, select **File** → **New** → **Page** or use the toolbar icon.
- The **Normal Page** icon will be highlighted
- Click **OK**.

Create a table in the new page:

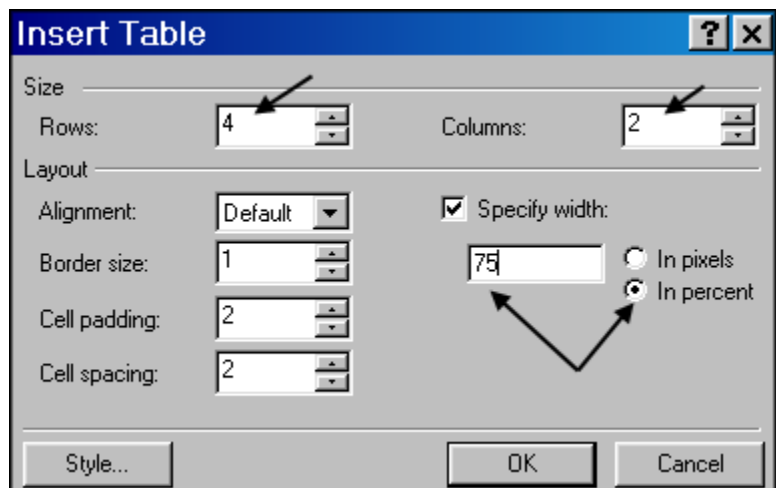
From the menu, select **Table** → **Insert** → **Table**

In the **Insert Table** dialog box:

- Set the number of **Rows** to **4** and **Columns** to **2**
- Set the width to **75**  
 **In percent**

Select the Layout options:

- **Alignment** of the table horizontally on the page can be default, left, right, center, justify
- Set the **Border** size to **1**



*Tip: Use 0 if no borders are desired.*

- Click **OK**.

## 7. Using Tables (cont.)

### Definitions:

**Cell padding:** The amount of space in pixels **within the cell** between the contents and the border.

**Cell spacing:** The amount of space in pixels **between the cells** in the table

**Specify width:** If you select pixels, the size of your table will be the same no matter what size the monitor is. This may require users to scroll to see the entire table. If you select percent, the table will be scaled to the size of the viewing area. This may mean that text wraps within a cell.

- **Type** some content into your table, such as this →

Topic	Location
Shared Borders	Format Menu
Tables	Table Menu
Inserting Files	Insert Menu

- Use the **formatting toolbar** to format information within each cell (*bold, font size, alignment, etc*).

### Cell Properties:

To define the properties for a cell: From the menu, select **Table** → **Properties** → **Cell** or **right-click** in a cell and select **Cell Properties** from the floating menu.

**Horizontal alignment** within the cell may be default, left, right, center, justify

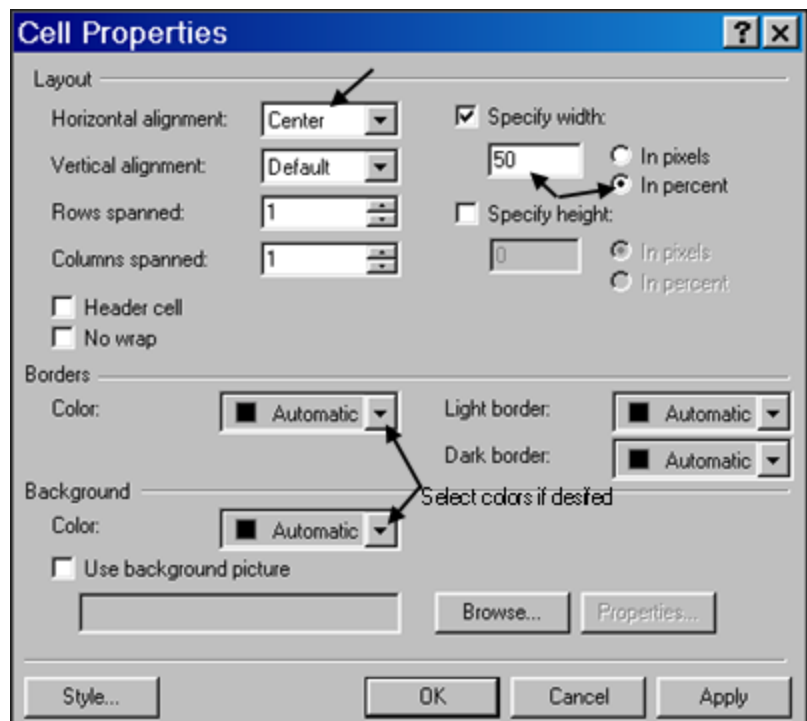
**Vertical alignment** within the cell may be default, top, middle, baseline, bottom

**Rows spanned** creates cells that span multiple rows.

**Columns spanned** creates cells that span multiple columns.

**Width** of the cell is in **pixels or percent**.

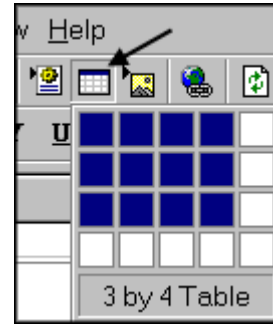
**Border** colors or **Background** colors or a graphic can be selected.



## 7. Using Tables (cont.)

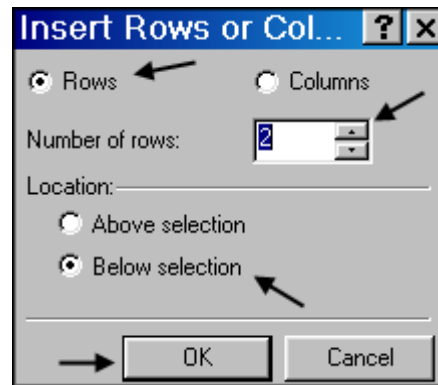
Create a table from the table icon:

- Click on the **table button** in the toolbar
- Drag to select the number of rows and columns needed.  
In this case, **3 rows and 4 columns**.



To insert rows or columns:

- Click into a cell.
- From the menu, select **Table → Insert → Rows or Columns**
- Select **Rows** or **Columns**
- Select the **number** of rows/columns
- Select the **location** (above/below the current cell selected).



**Create a table like the one shown here.**

To split a cell:

- Click into a **cell**.
- From the menu, select **Table → Split Cells**

To merge cells:

- **Select** the cells to merge.
- From the menu, select **Table → Merge Cells**

<b>This table began with 3 rows and 4 columns.</b>			
Two more rows were added. This row of cells was merged.			
You can create many effects by merging and splitting cells. This cell merges 4 together.		This cell spans two rows.	This cell was split into two rows.
		This cell was split into 2 columns.	
The size of a cell expands with the amount of text entered into it. This has an effect on other cells in the same row.	Not much to say here.	This cell spans two columns	

## 8. Inserting Images and Clip Art

You can insert an image from a any digital source. If you have a picture that you would like to put on your web site, scan it in, save it as a **.jpg**, and insert it into your web page.

You can also use graphics from the web. While viewing an image in a web browser, **right-click** on the graphic and choose **Save Picture As...** Save the graphic to your hard drive where you can later import the picture into your web site or save it to the directory where your web site exists. Be sure to only use images that are not copyrighted or that are available for general use.

### Common Graphic File Formats

**GIF** (Graphic Interchange Format) - pronounced "jiff"

**JPG** (JPEG - Joint Photographic Experts Group) - pronounced "jay-peg"

<u>GIF</u>	<u>JPG (JPEG)</u>
Best for graphics (with large sections of solid colors)	Best for photographs (or any graphic with high levels of color and hue variation)
256 colors per image	16.7 million colors per image
Larger file size	Smaller file size
Retains data if compressed	Becomes blurry or distorted if compressed
One-color transparency	No transparency support
Animation support	No animation support

To insert a picture from a file on your computer:

- From the menu, select **Insert** → **Picture** → **From File**
- Click on the **Select file on your computer icon**
- Browse to locate the file. For this class,  
**Classfiles on Athena** → **ITS** → **FrontPage** → **Images**
- Click **OK**.



To add alternate text for those using screen readers or without graphic capabilities

- **Select** the graphic
- **Right-click** on the graphic and choose **Picture Properties**  
or from the menu, select **Format** → **Properties**
- The **Picture Properties** box will open.
- Under **Alternative representations** in the **Text:** box type a word or phrase to describe the picture. *This is what will be viewed by someone who cannot see the graphics and will be the description a screen reader uses.*
- Click **OK**

## 8. Inserting Images and Clip Art (cont.)

You can also insert clip art from the Microsoft Clip Art gallery.

- From the menu, select **Insert** → **Picture** → **Clip Art...**
- Browse to locate the clip art you want and **click** on it
- In the pop-up menu, click on the **Insert Clip** icon (the first icon on the menu)



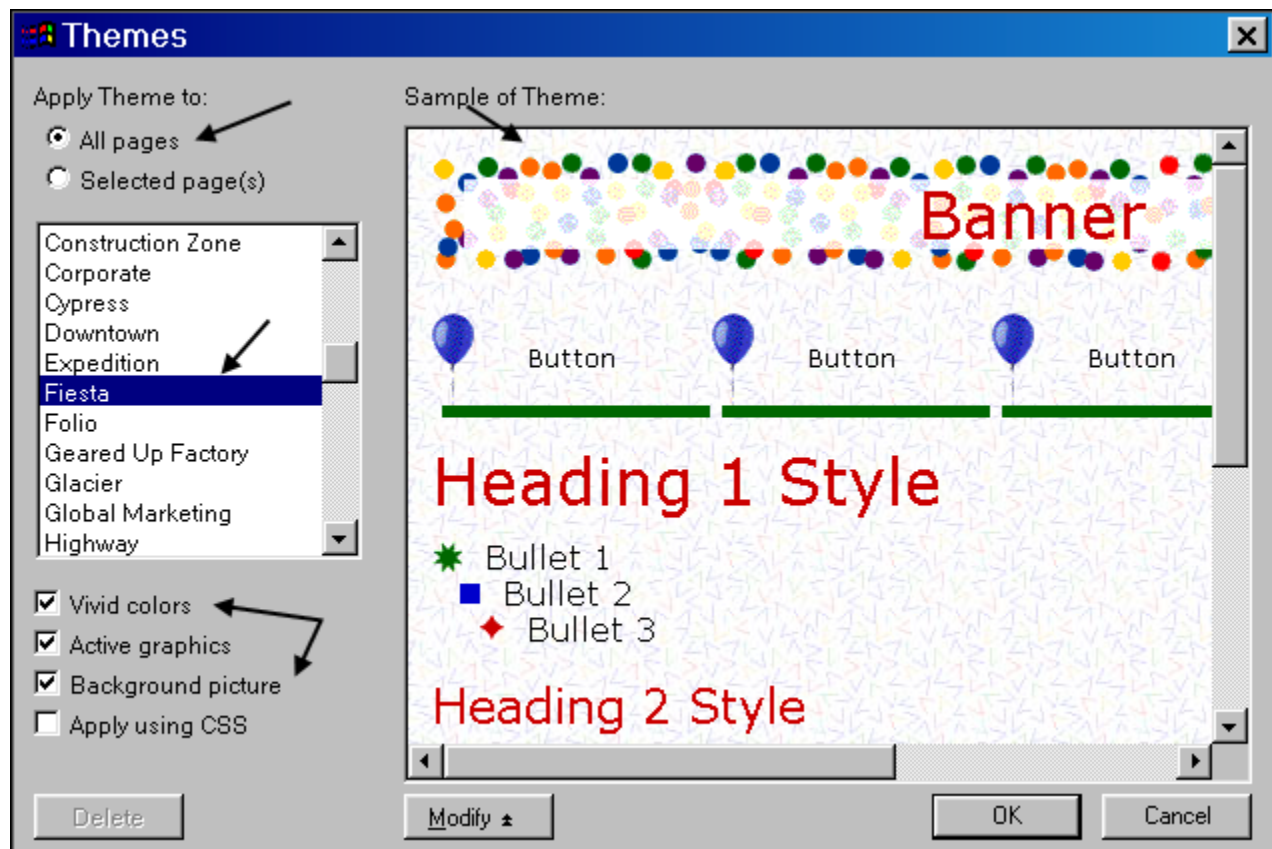
*Note that not all clips are available in the PC labs.*

## 9. Inserting Themes

**Microsoft FrontPage** offers a variety of themes that you can apply to your web. Themes apply a common structure and format to your entire web site by automatically adding the same images, backgrounds, and styles to give your web a uniform look and feel.

- From the menu, select **Format** → **Theme**
- Choose the theme that you want to apply to your web site.
- Click **OK**

When you choose to apply a theme you will see a warning box letting you know that by applying the theme it will change the way fonts, colors, bullets, and lines appear in all pages. If you choose to add a theme to your web site click **Yes**.



## 10. Getting Help

- To learn more about HTML and publishing on the world wide web, check out some of the online resources available as links from the **TTU Home Page** → **Web Publishing Info**  
[http://www.tntech.edu/www/gen/web\\_publish/html.html](http://www.tntech.edu/www/gen/web_publish/html.html)
- The home page of the **World Wide Web Consortium** (W3C®) which oversees the development of *Hypertext Markup Language* and other topics relating to the web is found at: <http://www.w3.org/>
- You will also want to validate your page to check for any errors in coding by submitting each page's URL to the validator program at the W3C:  
<http://validator.w3.org/>
- Information on making web pages more accessible is also available at the W3C site:  
<http://www.w3.org/WAI/>
- To learn more about Microsoft FrontPage:  
From the menu select **Help** → **Microsoft FrontPage Help**.
- To request a web directory for a department, organization, or for instructional materials, please fill out an application form available from the **TTU Home Page** → **Computing** → **Forms** → **Web Directories**

