

Getting Your Bearings

What you will do:

- ✓ Start FrontPage 2000.
- ✓ Explore the FrontPage 2000 main window.
- ✓ Start a Web site by creating a new page.
- ✓ Become familiar with the different ways to view your work in FrontPage 2000.

FrontPage 2000 makes it easy for you and your students to create a Web site. With FrontPage 2000, you can create the structure or layout of your Web site, apply graphical themes to its pages, and organize its files and folders. You can import and export files, test and repair hyperlinks, track tasks, and design and edit the contents of your Web pages. When your Web is completed, use FrontPage 2000 to publish it on your computer, your organization's intranet, or the World Wide Web.

As you add components such as text, images, tables, and form elements, FrontPage 2000 displays them as they would appear in a Web browser. Although it is a powerful tool, FrontPage 2000 is easy to use because it looks much like a word-processor. You do not need to learn Hypertext Markup Language (HTML) to use FrontPage 2000 because it creates all the HTML code for you. You can click the **HTML** tab at the bottom of the page to view and directly edit the code, and then click **Normal** for “What you see is what you get” (WYSIWYG) format. Also, the **Preview** tab lets you see what your Web site looks like in the browser.

Before you begin

To get an idea of how you want your Web site to look, it is a good idea to look at outstanding Web sites that other people have created. Look at these sites for good examples of Web design and organization.

- **The United States Department of Education** at <http://www.ed.gov/>
- **The University of Washington** at <http://www.washington.edu/>
- **The United States Information Association** at <http://www.usia.gov/>

Several organizations give awards for outstanding Web sites. The following two Web sites are examples of this type of Web site. Visit them for examples of what Web users like to see:

- **Best of the Web** at <http://www.botw.org/>
- **Internet Professional Publishers Organization** at <http://www.ippa.org>

Starting FrontPage 2000

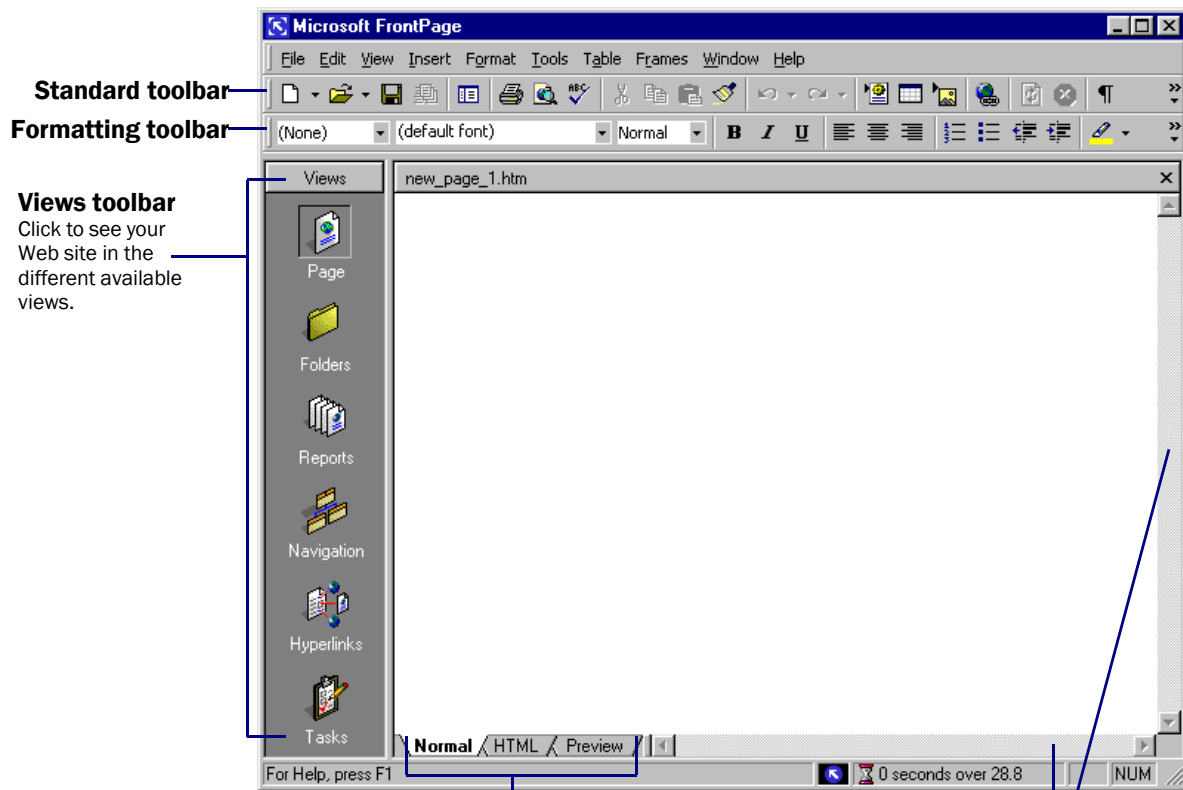
This lesson walks you through opening FrontPage 2000, viewing the screens and toolbars, and creating your first Web page using FrontPage 2000. When you have finished this lesson, you will have a simple Web site with a template attached.

To start FrontPage 2000

1. Turn on your computer.
2. On the Windows Taskbar, click **Start**, point to **Programs**, and then click **Microsoft FrontPage**. FrontPage 2000 opens in **Page** view.

Exploring the FrontPage 2000 window

Finding your way around FrontPage 2000 is easy once you know the location of folders and files and the navigational techniques. To give you greater control over how your Web pages turn out, FrontPage 2000 offers six different views of the current FrontPage 2000 Web. When you open FrontPage 2000 the first time, you see the **Page** view window. The toolbars and scroll bar you see are available for all six views.

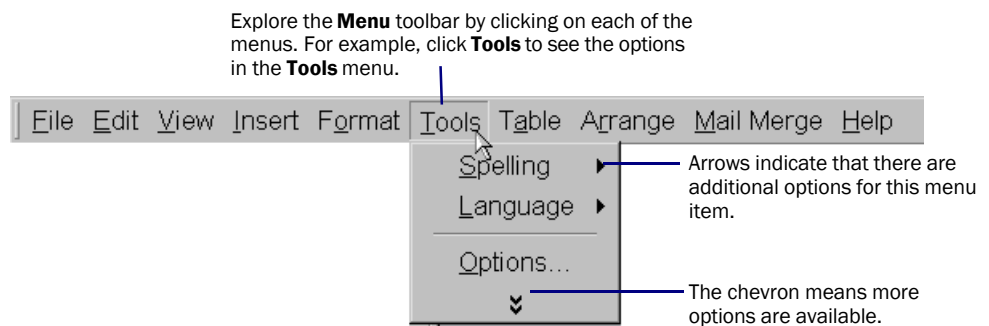


Working with the FrontPage 2000 toolbars

Three toolbars are available in **Page** view when you open FrontPage 2000 for the first time.

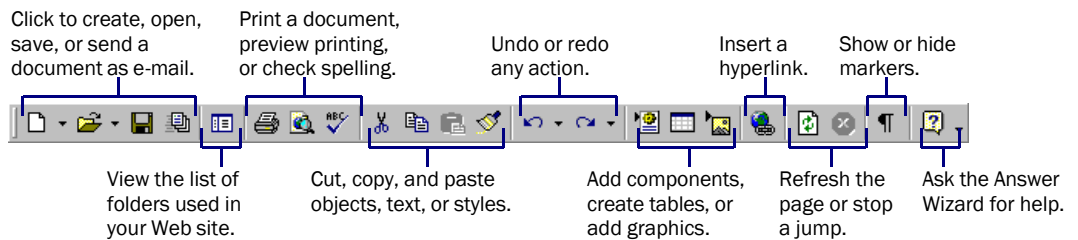
Menu toolbar

The **Menu** bar contains a list of menus that help you create, edit, and format Web pages in FrontPage 2000. As you click each menu, additional options appear. Each option shows you more choices, depending on what you are doing. If a menu option looks faded (is grayed out), the option is not currently available to you, but are available for other activities. If you see a chevron ▼ at the bottom of the menu, click it and the rest of the menu options appear. The options you use most are promoted to the top of the menu.



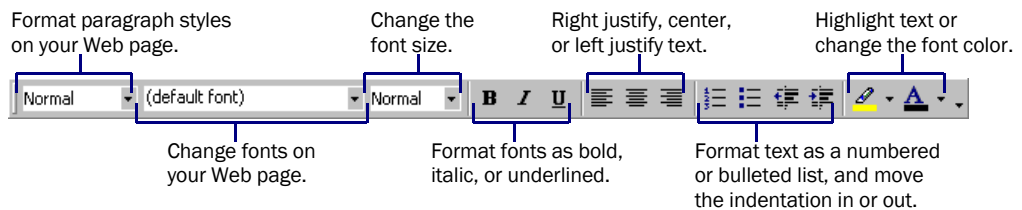
Standard toolbar

The **Standard** toolbar contains buttons that give you quick access to FrontPage 2000's most commonly used functions, such as opening, saving, and printing.



Formatting toolbar

The **Formatting** toolbar contains buttons that allow you to format text and paragraphs on your Web pages.



Creating a Web

A Web is any document or set of documents you can view on the World Wide Web. A Web can be a single page or an entire Web site. Web pages are individual HTML files that stand-alone and have their own address (URL) on the Web. Web sites are related collection of pages, including a beginning file called a home page. From the home page, you can navigate to all other pages on the site.

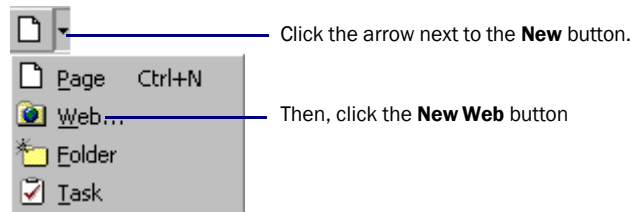


Microsoft also provides templates for several types of Web sites. Try experimenting with the templates to find one that suites you.

Begin creating your Web site by building a home page in FrontPage 2000. This is the “front door” to your Web site and should include a greeting, a short explanation of what the Web site is for, and links to the rest of the Web site. For this exercise, you will create a school Web site, so your home page is an introduction to the school and related Web pages. You can then use the same skills to create a homepage for a class you are teaching, whether you teach online or in person.

To start building a Web

1. Start FrontPage 2000 if it is not already open. When you open FrontPage 2000, you see the **Page** view.
2. On the **Standard** toolbar, click the arrow next to the **New** button and then click **Web**. The **New** dialog box appears.



3. On the **Web Sites** tab, click **Empty Web**, and then click **OK**. The **Folder** list appears between the **Views** menu and the page.
4. On the **Views** menu, click . Because you have not yet added any pages, the **Navigation** view is blank. Click to add a home page.
5. Right-click the home page icon and click **Rename**, then type *Central High School Home Page*. This is the text that appears at the top of the page.
6. To add connecting pages to your home page, click the home page and then click five time to add five pages. The pages appear under the home page.
7. Right-click **New Page 2**, and click **Rename**. Type *Calendar of Events*.
8. Repeat step 7 with the other new pages and name them *Departments and Faculty*, *Academic Requirements*, *Alumni Activities*, and *Educational Links*.

Adding tools to get around a Web

To make it easier for people to find information on your Web, add navigational tools. The easiest way to do this is by adding shared borders. Shared borders are regions that are common to one or more pages in a web. A shared border may be a region at the top of the page (similar to a page header), at the bottom (similar to a page footer), at the left, or at the right. With shared borders, you can easily add a logo or navigation buttons at the top of each page because you must only add the information once and it appears on all pages sharing the same border.

To add shared borders

1. From the **Navigation** view, double-click the **Calendar of Events** page.
2. On the **Format** menu, click **Shared Borders**.
3. Select the **All Pages** option, then select the **Top**, **Left**, and **Bottom** checkboxes.
4. Select the **Include navigation buttons** checkbox below the **Left** option to add links to all the pages in your Web, and then click **OK**. Dotted lines appear on the Web page to indicate where shared borders are located.
5. Click in the top shared border area. The text is highlighted.
6. On the **Insert** menu, click Page Banner.
7. Select the **Picture** option, verify that *Calendar of Events* is in the **Page banner text** box, and then click **OK**. The title *Calendar of Events* can now be seen in the top shared border.
8. Click in the left shared border area. The text is highlighted.
9. On the **Insert** menu, click **Navigation Bar**.
10. Select the **Same level** option, then select the **Vertical**, and **Text** options and click **OK**. Hyperlinks to each of the Web pages below the home page are now located in the left shared border.
11. Click on the bottom shared border area. The text is highlighted.
12. On the **Insert** menu, click **Navigation Bar**.
13. Select the **Top level** option, then select the **Horizontal** and **Text** options and click **OK**. The title *Central High School Home Page* can now be seen in the shared border at the bottom of the page.

You now have a very simple Web site with navigational links between pages. With a Web site under construction, you can now get to know each of the FrontPage 2000 views.

Become familiar with the FrontPage 2000 views

Once you have a Web site under construction, you can view the site in any of the six available views.



Page View. Create and edit individual pages. **Page** view also allows you to see your content in Normal (WYSIWYG), Reveal Tags in Normal, HTML, or Preview in browser views.



Folders View. View the organization of all the Web pages, graphics, and files in your Web.



Reports View. See pages, graphics, and files in your Web, and run reports listing slow pages, unlinked, errors, status, recently added or changed files, broken hyperlinks, or categories for any of the files.



Navigation View. Create navigation bars, view the navigational layout of the site, preserve settings across editing sessions, and zoom in to work on specific parts of the site.



Hyperlinks View. See all of the items that link to or from a specific page or Microsoft Office document, and visually see if any links are broken.

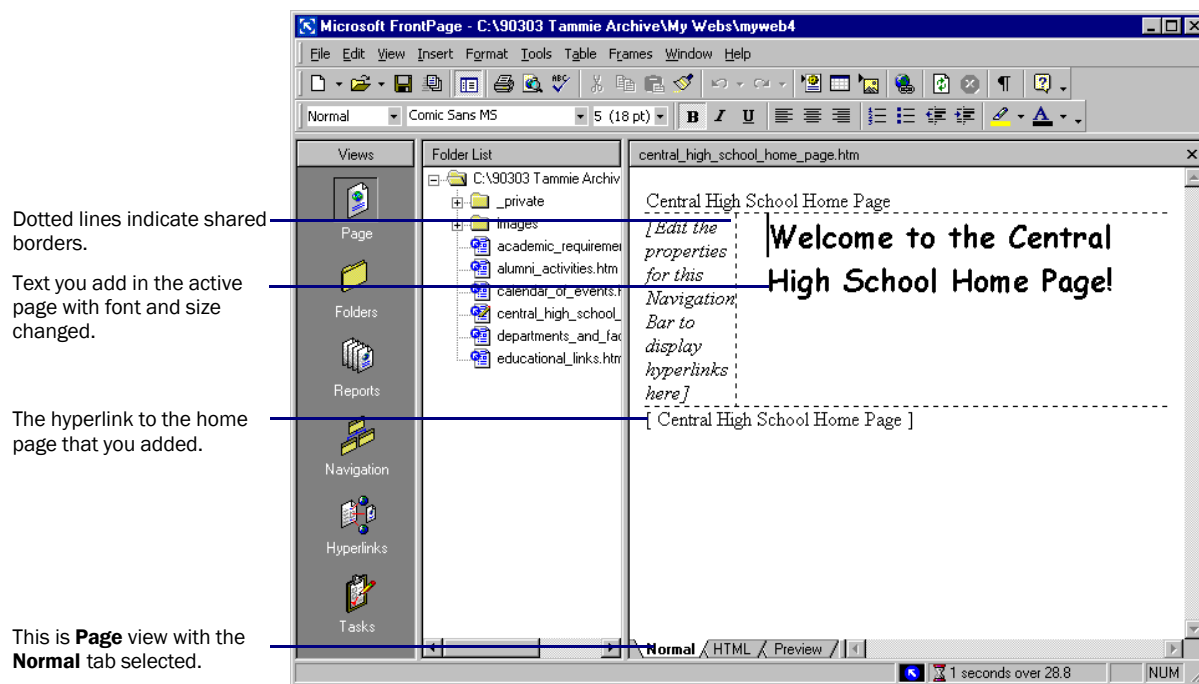


Tasks View. Track what tasks need to be done and to whom the tasks are assigned, and quickly see the status, description, and the priority of the tasks.


In the following sections you'll get a more in-depth look at each of the views and see how they help you work better as you build a Web site.

Working with content in Page view

The actual writing of the Web pages occurs in **Page** view. You can add content, add graphics, effects, and motion clips to pages, as well as apply a theme and check spelling and grammar.

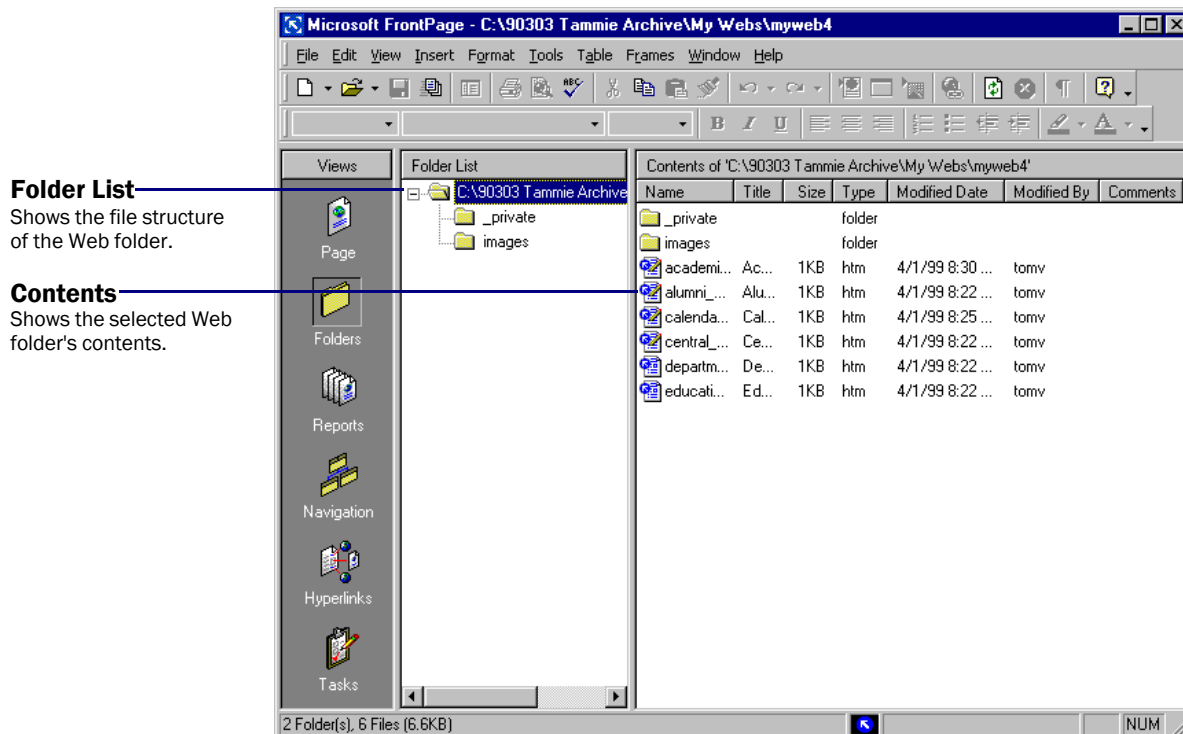


To explore the Page view

1. On the **Views** toolbar, click the **Page** button. You see the current page you have been working on with the **Normal** tab selected. You can edit a Web page in **Page** view much like you would edit a document in Microsoft Word.
2. In the **Folder List**, double-click `central_high_school_home_page`, click in the area to the right of the left shared border, and then type *Welcome to the Central High School Home Page!*. Select the text by dragging over it with the pointer, and then click **B**. If you do not see the Folder list, click .
3. With the text still selected, change the font by selecting **Comic Sans MS** from the **Font** drop-down list and change the font size by selecting **4 (14 pt)** from the **Font Size** drop-down list
4. Click the **HTML** tab. This tab shows you the HTML code that determines what the page looks like in the browser. If you know HTML code, you can edit your Web page directly in the HTML code.
5. Click the **Preview** tab. Here you see the Web page as it looks in the browser. Use the scroll bar on the right to see the bottom of the page.

Organizing a Web with the Folders view

Folders contain the organization of the contents of files and folders in the Web. You can create, delete, copy, and move them in the **Folders** view.



To explore the Folders view

1. On the **Views** toolbar, click the **Folders** button. You see the folders for your School Web site. Because you have not created all the pages, you do not yet have many folders.
2. In the **Folders List** pane, click **images.htm**.
3. In the right pane, view the contents of the images folder. Because you have not yet added any graphics to your Web, this folder is empty.

As your Web site becomes larger and more complex, you will see more folders in the Folder list and they will contain more information. Examples of files that FrontPage 2000 adds to the folder list include the following:

- **Global.asa** contains information about the Web's data connection for use with database functions.
- **Animate.js** contains Dynamic HTML animation effects.
- **Fphover.class** contains hover buttons added to Web pages.

Retrieving information about your Web with Reports view

All Webs contain a list of files in the project's folders. The list provides information such as file names, sizes, types, number of links, types of links, and modification dates.

The name of the report. —

The number of effected files. —

The size of the files. —

A description of the report type. —

The **Reports** toolbar helps you move between different reports. —

Name	Count	Size	Description
All files	6	8KB	All files in the current Web
Pictures	0	0KB	Picture files in the current Web (GIF, JPG, BMP, etc.)
Unlinked files	6	8KB	Files in the current Web that cannot be reached by starting from your home ...
Linked files	0	0KB	Files in the current Web that can be reached by starting from your home page
Slow pages	0	0KB	Pages in the current Web exceeding an estimated download time of 30 sec...
Older files	0	0KB	Files in the current Web that have not been modified in over 72 days
Recently added files	6	8KB	Files in the current Web that have been created in the last 30 days
Hyperlinks	25		All hyperlinks in the current Web
Unverified hyperlin...	0		Hyperlinks pointing to unconfirmed target files
Broken hyperlinks	0		Hyperlinks pointing to unavailable target files
External hyperlinks	0		Hyperlinks pointing to files outside of the current Web
Internal hyperlinks	25		Hyperlinks pointing to other files within the current Web
Component errors	0		Files in the current Web with components reporting an error
Uncompleted tasks	1		Tasks in the current Web that are not yet marked completed
Unused themes	0		Themes in the current Web that are not applied to any file

To explore the Reports view

1. On the **Views** toolbar, click the **Reports** button. A list of report topics appears in the left column.
2. Double-click **Recently added files**. The list of files you just created appears.
3. Click **Title** to sort the hyperlinks by page title.
4. On the **Views** menu, click **Reports**, and then click **Site Summary** to return to the summary page in the **Reports** view.
-Or-
On the **Reports** toolbar, select **Site Summary** from the **Report** drop-down list.

Reports view alerts you to possible problems in your Web site. As you continue to work on your Web site, the reports become more useful. You are able to see broken hyperlinks in your Web site, which pages take too long to download, and which tasks are incomplete.

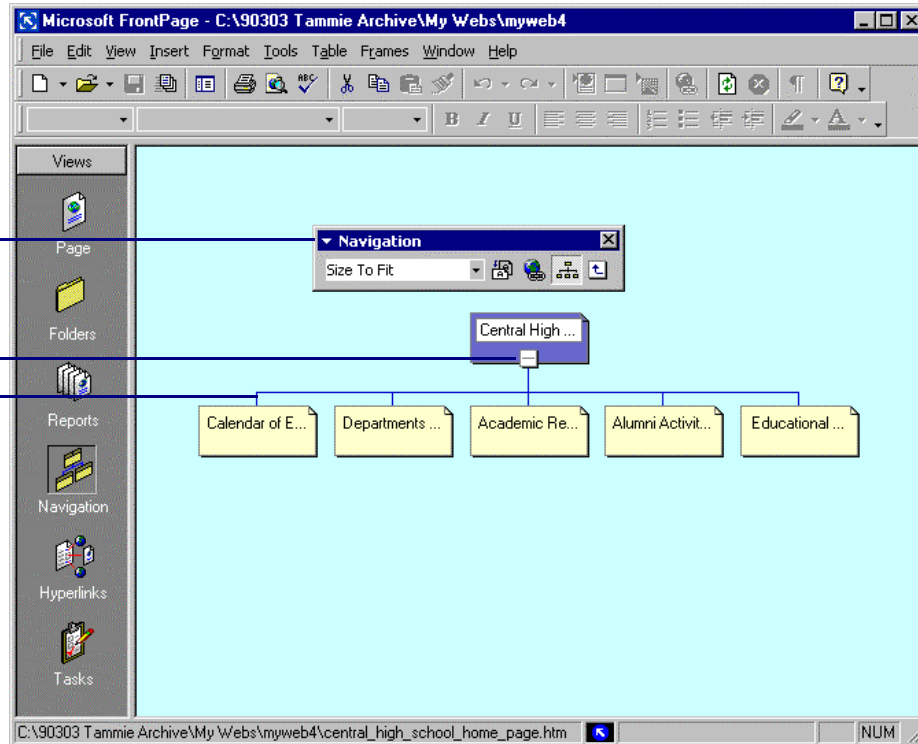
Maintaining site navigation with Navigation view

The **Navigation** view shows you a display of the structure of your Web. You can create, display, and print this Web structure. If there is more than one page box, you can click the **+** (plus sign) in the Home page box to open it; if there is a **-** (minus sign), click it to close the Home box.

The **Navigation** toolbar allows you to view the navigation structure at different percentages. Also, the external link button on the **Navigation** toolbar allows you to add links to pages outside your Web to your navigation structure.

The minus sign shows you there are pages below this page and that all the pages are visible.

The navigational structure of your Web is represented with a tree structure.

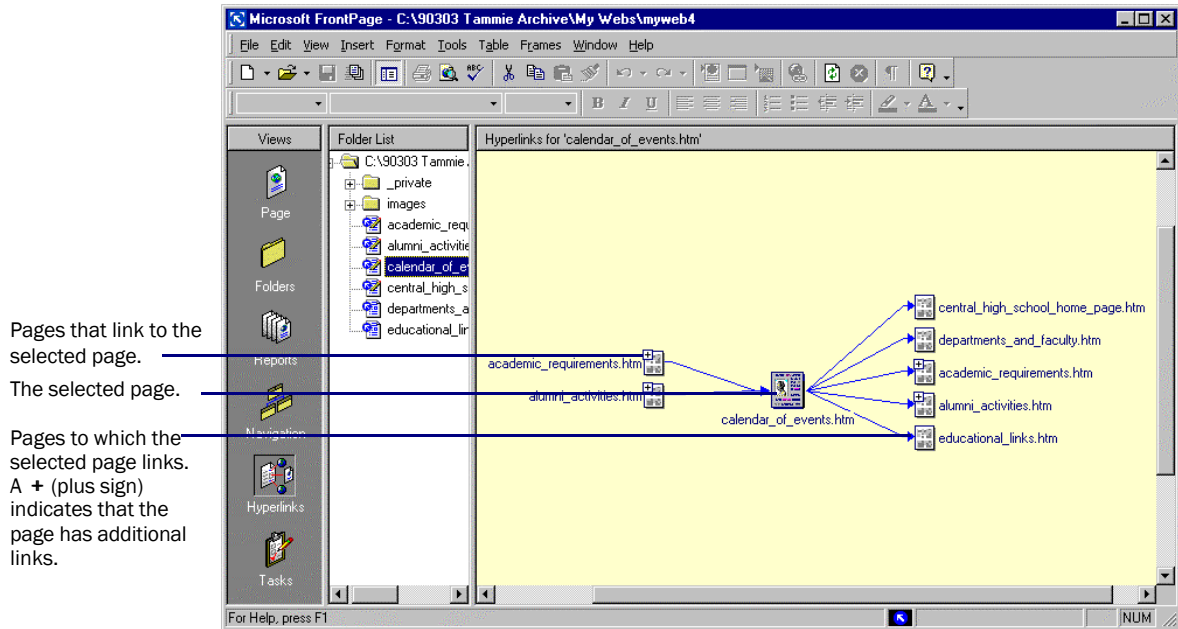


To explore the Navigation view

1. On the **Views** toolbar, click **Navigation**.
2. Click the **Central High School Home Page** page. Notice that the selected page is blue, while the others are yellow.
3. In the **Central High School Home Page** page, click **-** to collapse the Web, then click **+** to expand the Web again.
4. Click and hold the **Alumni Activities** page, and then drag it under the **Calendar of Events** page. Any changes you make in this view effect the pages in **Page** view, so click and drag the **Alumni Activities** page back to its original place.
5. On the **Navigation** toolbar, select **150%** from the **Zoom** drop-down list. Notice that you can view a select portion of the Web and use the scroll bar to view the rest of the Web. You can also select **Size To Fit** to view the entire Web, regardless of how big it is.
6. From the **Navigation** view, you can also double-click a page to see it in **Page** view.

Managing hyperlinks with Hyperlinks view

In the **Hyperlinks** view, you can view the Web pages in the left pane and the hyperlinks in the right pane. The page graphically displays hyperlinks between pages, between files in your FrontPage 2000 Web, and from your Web to other sites on the World Wide Web.

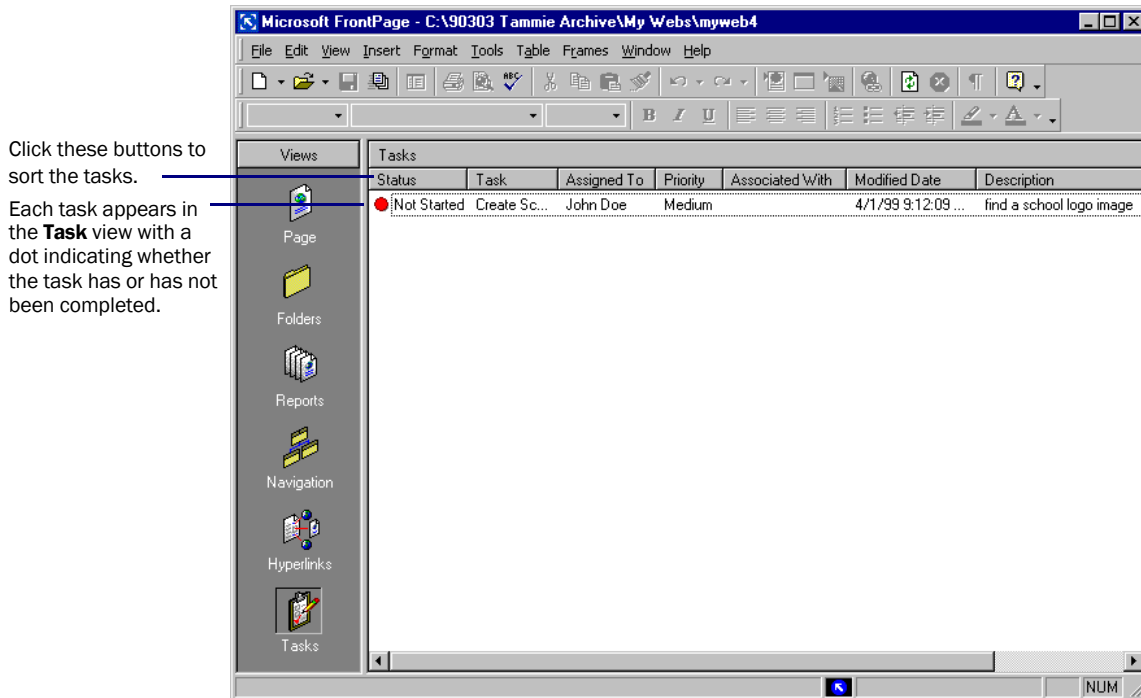


To explore the Hyperlinks view

1. On the **Views** toolbar, click **Hyperlinks**.
2. In the Folder list, click `central_high_school_home_page.htm`. This shows you all the links to and from the Web page.
3. In the left pane, click the + in front of `calendar_of_events.htm`. This expands the view of hyperlinks to that Web page. A page without a + or a - does not have any additional hyperlinks.
4. Click the - in front of `calendar_of_events.htm` to close.
5. Right-click `calendar_of_events.htm`, and then click **Move to Center**. This makes `calendar_of_events.htm` the center of the **Hyperlinks** view.

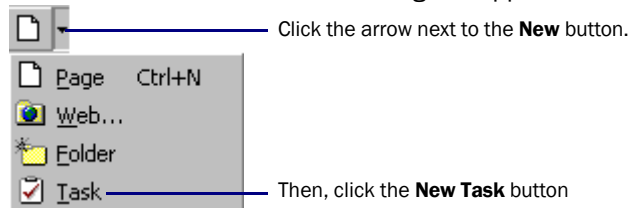
Monitoring tasks in Tasks view

With the **Tasks** view, you can generate and keep track of a list of tasks to complete your FrontPage 2000 Web. You can create new tasks, assign them to specific pages, and track their progress. Use this view to display the status of Web tasks before you publish your Web. Prior to your creating and assigning tasks, **Tasks** view is empty.



To explore the Task view

1. On the **Views** toolbar, click **Tasks**.
- 2.1. On the **Standard** toolbar, click the arrow next to the **New** button and then click **Task**. The **New Task** dialog box appears.



- 3.2. In the **New Task** dialog box, type *Create School Logo*.
- 4.3. Type *John Doe* in the **Assigned To** box.
- 5.4. Under **Priority**, select the **Medium** option.
- 6.5. In the **Description** box, type *find a school logo image*, and then click **OK**. The task appears in the **Task** view with a red dot next to it to indicate that it is not yet complete. Green dots appear next to completed tasks.


Extending your knowledge

Many features of FrontPage 2000 are described in this book, and there are many more that you can explore on your own. To learn more about any feature in FrontPage 2000 use the Answer Wizard.

Exploring FrontPage 2000 Help

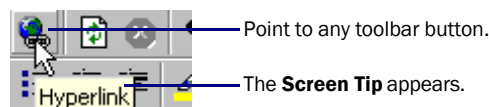
Use the FrontPage 2000 **Help** command to get online help. To answer your questions quickly and efficiently, the FrontPage 2000 help system has three parts: Contents, Index, and the Answer Wizard. Contents is like a table of contents where help is organized by chapters and subtopics. In Index, you type a keyword that you want to find more information about. The Answer Wizard allows you to ask a question using natural language, then generates a list of topics that relate to your question.

To ask the Answer Wizard a question

1. Click  to open the Answer Wizard.
2. Type your question in the box that appears. For example, type *How do I publish my Web site?*
3. Click **Search**.
4. Select the topic that most accurately answers your question. The text appears in the Help window.
5. To close the Answer Wizard, click the **X** in the upper-right corner of the Answer Wizard's box.

Viewing ScreenTips


In addition to the Answer Wizard, ScreenTips can be a helpful tool in learning to use FrontPage 2000. When you position the pointer next to any button on the toolbars, a small box appears with the name of each button. The box is called a ScreenTip.



Closing FrontPage 2000

To make sure that you do not lose any work you have done with FrontPage 2000, always follow the proper procedures to close your file. If you plan to continue to the next activity in this book, you do not need to close FrontPage 2000.

To close FrontPage 2000

1. Save your work by clicking **Save** .
2. On the **File** menu, click **Exit**.
3. If you did not save your work, click **Yes** to save.

Designing a Web

What you will do:

- ✓ Create an outline for your Web site.
- ✓ View the design of a FrontPage Web.
- ✓ Add and customize a theme.
- ✓ Add and delete pages.
- ✓ Organize your pages.
- ✓ Decide which browsers you want visitors to be able to use to view your site.
- ✓ Learn to track the progress of the Web site design by assigning status, author, and categories.

Now that you are familiar with how FrontPage 2000 works, you can get started on your Web site. In this chapter you begin by designing your school Web site. When you have a blue print in place, managing the site is much easier in the long run. Although you can always return to a Web site and arrange pages after you have finished creating the site, you may find it easier to manage the Web site if you plan ahead.

You also want visitors to your site to be able to navigate easily between pages on your Web site without losing track of where they are. Good organization helps make browsing a Web site fun, helps guarantee return visits, and hinges on good planning and organization.

Before you begin

In order to create an outstanding Web site, you must first plan the types of content and the types of Web pages you want on your Web site.

- Brainstorm about the types of content you want on your Web site. This can include information about student activities and services, sports, academic departments and advancement requirements, alumni activities, and more.
- Brainstorm about the types of links you want from your Web site. These can include links to research resources, professional educator organizations, and other educational sites.
- Begin an outline of your Web site.

This book shows you how to create a school home page with links to at least five other pages. The pages used for these activities are:

- Calendar of Events
- Departments and Faculty
- Academic Requirements
- Alumni Activities
- Educational Links

Organizing your Web's structure

The home page serves as the gateway to a Web site, so you should organize your Web site around it. Using the **Navigation** view in FrontPage 2000 to set up a flowchart to group your pages, you can easily arrange your Web.

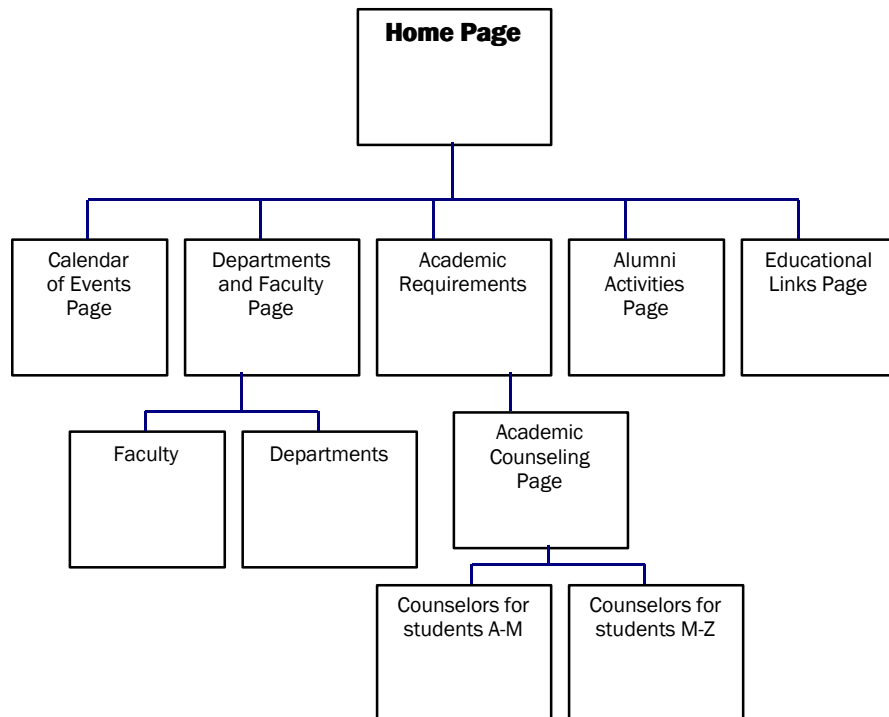
Determining a purpose

Just like any other task you may do, you need to know your Web site's purpose before you begin. In the case of a school Web site, you may want to publicize school events, keep students up-to-date on deadlines and other activities, point patrons to educational resources, or portray a positive image of the school to your community.

Defining your Web site's purpose helps you decide what kind of theme you want to give the Web site, and what types of information to include on the pages.

Drawing an organization chart

On paper, draw a simple organizational sketch of how the pages of your Web should be placed in relation to one another. The home page is at the top, and the rest of the pages are connected on one or more levels below the home page.



Understanding good Web design

FrontPage 2000 allows you to add numerous themes, fonts, animations, effects, sounds, graphics, and more. In order to create a well-designed Web site, you should have an idea about what design elements you want to use to enhance the look of your Web site.

Good Web design consists of the following:

- A well-organized structure
- Focused information
- Consistency between pages
- Easy navigation
- Well-maintained information and links

Understanding basic Web page design

In a well-designed Web site, visitors should always know where they are, and how to get where they need to go. To make sure that people can find what they need in your site, your pages should feature consistent layout elements. Applying basic page design to your site helps make your site easier to navigate through and more pleasant for people to visit.

The structure of a Web page includes a header, body or active page, and footer.

- **The header**, at the top of the Web page, can include a title, banner, shared borders, or navigation bars that provide links to other pages.
- **The body** contains text stating the Web's purpose and provides information. It can also include navigation bars, images, sound, motion clips, and other links.
- **The footer**, at the bottom of the printed page, may include an address, phone number, e-mail address, date of last update, hit counter, or links.

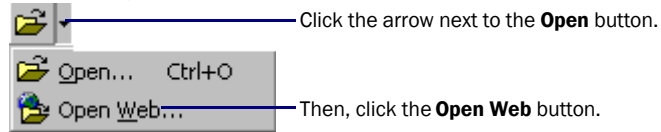
The header and footer usually look the same on most of the pages in a Web. The easiest way to have the same information on each page is to use the Shared Border feature in FrontPage 2000. Shared borders let you create the header and footer on one page, and have automatically copy them onto other pages with in your Web. For more information on shared borders, see the *Getting Your Bearings* chapter in this book.

Opening an existing Web

If you saved and closed the Central High School Web site that you began in the previous chapter, you need to open the existing Web to continue working where you left off.

To open an existing Web

1. Open FrontPage 2000.
2. Click the arrow next to the **Open** button, and click **Open Web**. The **Open Web** dialog box opens to the Web you worked on most recently.



3. If you have not worked on any other Webs, click **Open**.
-or-
If you have worked on other Webs, browse through the folders to find the Central High School Web, and then click **Open**.

The Web opens in **Page** view.

Adding a design theme to your Web

A FrontPage 2000 theme consists of unified design elements and color schemes for bullets, fonts, images, navigation bars, and other page elements. A theme gives the pages and navigation bars in your FrontPage Web an attractive and consistent appearance. After adding a theme, you can also modify the theme to represent your organization, club, or school.



To add a theme

1. Double-click `central_high_school_home_page.htm` to open the home page.
2. On the **Format** menu, click **Theme**.
3. In the **Themes** dialog box, select the **All Pages** option.
4. Select the **Straight Edge** theme. Straight Edge is a very simple theme. To explore the other themes, click the title and a preview appears in the **Sample of Theme** box.
5. Select the **Active Graphics** and **Background Image** check boxes.
6. Click **OK**. The theme is applied to all pages in your Web.


Adding and deleting pages

After planning a Web site, you know what pages to include in your Web and where they should be. You can always add and delete pages later, but plan the Web site before you add pages. With a plan in place, you can more easily assign tasks and pages to people who are contributing to your Web's production. If you are working alone, it is easier to organize tasks when the Web site is well planned.

To add a page to your Web

1. On the **Views** toolbar, click  to go to the **Navigation** view.
2. Click the page to which you want to add a new page.
3. Click  to add the new page.
4. To name the page, right-click the new page and click **Rename**, and then type the new page name.

To delete a page from your Web

1. On the **Views** toolbar, click  to go to the **Navigation** view.
2. Click the page you want to delete.
3. On the **Edit** menu, click **Delete**. The page no longer appears in the **Navigation** view.

Organizing and managing pages

FrontPage 2000 makes it easier than ever to manage the development of a complex Web site by allowing you to easily move Web pages, assign, track, and update tasks, and keep track of broken links, slow pages and old files.

Create tasks to track work that needs to be done in your Web. You can assign a task to a specific person or workgroup, prioritize the importance of the task, and associate the task with a specific file or the entire Web.

FrontPage 2000 monitors task status for you. When you save a page associated with a task in **Page** view, FrontPage 2000 asks if you want to change the task status to Completed. If you answer No, FrontPage 2000 changes the task status to In Progress. You can also mark tasks as completed in **Tasks** view.

To move a page within your Web

1. Click the page you want to move.
2. Drag the page to the preferred location by clicking and holding the mouse button down while moving the pointer to the new location.

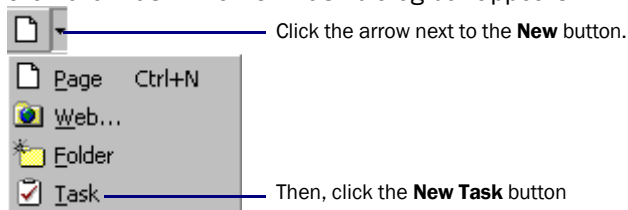
To create a task

Use tasks to maintain and manage your Web. You can assign and prioritize tasks and link them to pages, pictures, sounds, other Office documents, or any other files in your Web.



If you create a task in **Page** view while editing a page, the new task is automatically associated with that page. To associate a task with a page or file in another view, select the file, and then create the task.

1. In **Page** view, go to the Departments and Faculty page.
2. On the **Standard** toolbar, click the arrow next to the **New** button and then click **Task**. The **New Task** dialog box appears.



3. In the **New Task** dialog box, in the **Task name** box, type *Faculty Extensions*.
4. In the **Assigned to** box, type or select the name of the person you want to assign the task to.
5. In the **Description** box, type *Gather faculty phone extensions for use on this page* or other description of the task.
6. In the **Priority** area, click a priority for the task and then click **OK**.

To assign a task

You can more effectively manage the workflow of your Web site by assigning tasks to different students. You can assign a task to a person, a group, or anything else that you can type or select in the **Assigned To** list.



The **Assigned To** list is shared with **Reports** view for assigning files. In **Reports** view, you can assign a file to someone without creating a specific task.

- You can assign a task when you create it. Type or select a name in the **Assigned to** box of the **New Task** dialog box.
- You can assign a task after you've created it. In **Tasks** view, click the cell in the **Assigned to** column of the task you want to assign, click the cell again, and then type or select a name. This overrides any assignment made when the task was created.
- If a task has been marked as Completed, you can't reassign it.

Using check-out and check-in

When a group of students and educators work on a Web together, many people create and edit Web content. When working in groups, there is always a danger that two people could open and edit the same page, only to discover after the fact that a conflict has occurred. FrontPage 2000 helps alleviate this problem by adding page-level Check-In and Check-Out.

When you check out a file, only you can modify it. Other authors can open the last-saved version of the file to view it, but cannot save any changes to it. This means you no longer have to worry about one person over-writing another person's changes. After you check in a file that you have edited, other authors can then check out the file and modify it.

Before you can check out a file



To see the checkout status of files, point to **Reports** on the **View** menu, and then click **Checkout Status**.

1. On the **Tools** menu, click **Web Settings**.
2. Click the **General** tab.
3. Select the **Use Document Check-In and Check-Out** checkbox.
4. Click **Yes** when asked if you want to proceed.


To check out a file

1. In the **Folder List** in any view or in **Folders** view, right-click the file you want to check out.
2. Click **Check Out** on the shortcut menu. Files available for check-out have a green dot next to them. Files that are currently checked-out have a red check next to them.

To check in a file



To see the checkout status of files, point to **Reports** on the **View** menu, and then click **Checkout Status**.


1. In **Page** view, click **Save**  to save your changes.
2. In the **Folder List** in any view or in **Folders** view, right-click the file you want to check in, and then click **Check In** on the shortcut menu.

Managing large Webs

In order to manage a large Web, you may want to control who can have access to different sections of the Web. To easily set access control for viewing, editing, and administrating permissions over any portion of a Web site, FrontPage 2000 introduces the ability to create Webs within Webs, called subwebs. You can also create a nested subweb below another subweb. Nested subwebs allow you to have control over site-wide management issues and allow groups of users to have access to specific content. For example, in your school's Web site, the students could have a nested subweb they would own, then the newspaper staff could have a nested subweb within the student subweb. This allows sites to grow larger yet at the same time be more easily managed.



To create a nested subweb

1. On the **Views** toolbar, click  to go to the **Page** view.
2. On the **File** menu, click **New**, and then **Folder**.
3. Name the new folder.
4. Click the folder you just created.
5. In the Folder List, right-click the folder you want to convert to a web, and then click **Convert to Web** on the shortcut menu.

To change permissions

In order to change the permissions on a subweb, you must have the FrontPage Server Extensions installed on the Web server.

1. Select the subweb on which you want to change permissions.
2. On the **Tools** menu, click **Security**, and then **Permissions**.

Selecting target browsers

Many of the exciting features discussed in the following chapters work only in the latest browsers. FrontPage 2000 includes a tool that allows you to target your Web for compatibility with specific browsers and technologies.

If you are creating an intranet and know that everyone visiting your Web site in your school has the most current versions of Microsoft Internet Explorer, all of the FrontPage 2000 features are available.

If you are creating a Web site for use on the internet, and you want visitors with older browsers to see the same features that viewers with new browsers see, you need to set the target browser for the older browsers. Commands not supported by those browser technologies or versions are unavailable (that is, they appear dimmed) on menus in FrontPage 2000 as you work.

- The following table lists the default technologies and features supported for each browser compatibility combination. If you override the default and enable a technology or feature not supported by a specific browser or version, your pages might not be displayed properly, or they might contain errors. A check indicates that the technology or feature is supported

Browser	ActiveX controls	VB Script	JavaScript and Java applets	Dynamic HTML	Frames	CSS 1.0	CSS 2.0	Active server pages
Internet Explorer 4.0 and later	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet Explorer 3.0 and later	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Netscape Navigator 4.0 and later			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Netscape Navigator 3.0 and later			<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>
Internet Explorer and Navigator 4.0 and later			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet Explorer and Navigator 3.0 and later								<input type="checkbox"/>
Microsoft WebTV								<input type="checkbox"/>

- If you choose **Netscape Navigator only, Both Internet Explorer and Netscape Navigator**, or **Microsoft Web TV** in the **Browsers** box, the following commands and settings are unavailable:
 - Marquee
 - Video
 - Table background picture
 - Cell borders and background
- If you choose **Microsoft Internet Explorer, Both Internet Explorer and Netscape Navigator**, or **Microsoft Web TV** in the **Browsers** box, the **Blink** check box setting is unavailable:



To target specific technologies or features instead of browsers, click **Custom**, and then in the **Technologies** area, select or clear the check boxes of the specific technologies or features you want to enable or disable.

To target only selected browsers

1. On the **Tools** menu, point to **Page Options**, and then click the **Compatibility** tab.
2. In the **Browser** box, select the specific browsers you want.
3. In the **Browser versions** box, select the specific versions of browsers that you want.

Tracking the progress of the Web site

You can create reports that:

- Indicate which pages in your Web take too long to download. FrontPage 2000 calculates the size of all pictures, text, controls, and other elements linked to any page in your Web to show how long it takes for site visitors to download that page at different modem speeds.
- Indicate which files in your Web aren't linked to any other files. You can use this information during regular Web maintenance to delete any outdated or duplicate files.
- Show and print site summaries. FrontPage2000 calculates the number and sizes of pages, pictures, incomplete tasks, and other elements in your Web. You can see which files are oldest or newest, group them by the person or workgroup they're assigned to, sort them by size, and so on.

In **Reports** view, the Site Summary report lists the total number of hyperlinks in your Web as well as the number of unverified links, broken links, external links, and internal links.

Hyperlinks view shows you a graphical representation of the hyperlinks to and from any file in your Web. FrontPage 2000 automatically tracks and repairs any internal hyperlinks in your Web whenever you move, rename, or delete a file. You can instantly check the status of any external hyperlinks using the **Recalculate Hyperlinks** command on the **Tools** menu.

Extending your knowledge



On the **File** menu, click **Import** to import any site you like in order to get started quickly. Change the graphics and text to match your own.

To give your site a professional look, you can choose from templates and themes to design a Web in FrontPage 2000. You can look at different Web site templates to see the types of pages included on the site. This may give you additional ideas about how to use FrontPage 2000 in your classroom.

Design an intranet for your Web site. Intranets enable groups to share information quickly and easily. An Intranet would be perfect for a school to share student work and staff information. The *Microsoft Office 2000 60 Minute Intranet Kit* provides a template that helps you set up an Intranet. To order the kit, go to the following Web site:

<http://www.microsoft.com/office/intranet>

Also, you can order the FrontPage 2000 45-day Trial CD for \$6.95. This is a bonus pack CD with a FrontPage 2000 tutorial and hands-on exercises. The CD also has additional themes and clip art. To order the CD, go to the following Web site:

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

Adding Content to a Web Site

What you will do:

- ✓ Add content to your home page.
- ✓ Put together a page header.
- ✓ Add text to your page.
- ✓ Format text.
- ✓ Create a bulleted list.
- ✓ Insert graphics, pictures, and buttons.
- ✓ Customize your site's look.

In the previous chapter, you planned and created your Web site. Next, you'll work on the home page, which is what visitors usually see first when they come to your Web site on the Web. Think of your home page as introduction to the rest of your site. Use it as a guide to the types of information that viewers can find on the Web site, or a table of contents.

You have also added a theme to your Web site, but because themes are predefined, it may happen that your Web site looks like someone else's. In this chapter, you learn how to customize a theme to create a unique look for your site.

Before you begin

- You have already decided what type of information you want to have on your Web site. Now you need to write the content text. You can write the text in Microsoft Word and paste it into your Web pages, or you can write the content directly in FrontPage 2000. You have access to most of the features of Word, such as spell checking and thesaurus, even when working directly in FrontPage 2000.
- Choose the content for your header, which is the first thing people see when they visit your site on the Web. Most headers include the name of the organization, a logo or graphic, and a tag line or short description of what visitors should expect.
- Decide what information you want to include in your page footers. Consistently placed elements in a footer can help unify a Web site's look, aid site navigation, and let people know how to contact you. Information commonly found in footers includes links to the home page, contact information, copyright, and more.

Organizing the page header

The header, located at the top of the page, contains the title of the Web page. It may also contain banners and navigation buttons to other pages on the Web site. A good header lets visitors know what page they are on and helps them get to the information they are looking for.

To organize the home page header

1. If your Central High School Web site is not open, open it and go to **Page** view, and then double-click `central_high_school_home_page.htm`. The Web page already has a banner in the header. It was added when you applied a theme to your Web site.
2. Click to the right of the banner and press ENTER.
3. On the **Insert** menu, click **Navigation Bar**.
4. In the **Navigation Bar properties** dialog box, select the **Child level** option. This adds navigation buttons on the home page that link to each of the pages on the level below the home page.
5. In the **Orientation and appearance** area, select the **Horizontal** and **Buttons** options, and then click **OK**.

To change shared borders on the home page

1. On the **Format** menu, click **Shared Borders**.
2. In the **Shared Borders** dialog box, select the **Current page** option, and clear the **Left** option.
3. Click **OK**. This deletes the left shared border on the home page without deleting the shared border from the other pages.


Adding the body or active page


The body of a Web page, otherwise known as the active page, is located below the header and contains the content or information about the Web page. It may also include images, text, sound clips, motion clips, and links to other pages.

Adding and formatting text

Adding text to a Web in FrontPage 2000 is very simple. You can type directly in the FrontPage 2000 Web page, paste text from a program like Word 2000, or you can import text from a file. After adding text to the active page, you can make the text bold, italic, or underlined. You can also change the font, the font size, the color, and much more. In addition to easily formatting text, you can also add bullets and numbering to lists, and list indents.

To add text to a page

1. Click in the body of the home page after the “Welcome to the Central High School Home Page!” text you typed earlier.
2. Press ENTER twice.
3. Type *Visit Calendar of Events for the daily calendar, sports events, upcoming music performances, and extracurricular activities and programs.*
4. On the **Formatting** toolbar, click the **Left align**  button.
5. Press ENTER, and type the following sentences:
 - *Visit Departments and Faculty to see department chairs, faculty room numbers, phone extensions, and office hours.*
 - *Visit Academic Requirements for core graduation requirements, available electives, academic counseling information, and counselor contact information.*
 - *Visit Alumni Activities to find out what your graduating class has planned for reunions, mentoring, and fund-raising.*
 - *Visit Educational Links to see the most interesting and educational sites our students and educators have found on the World Wide Web.*

You can also paste text from other word processing tools into your FrontPage 2000 Web page. Simply copy the text in the word processor, place the pointer in the active page, and click **Paste** .

To import text from another program

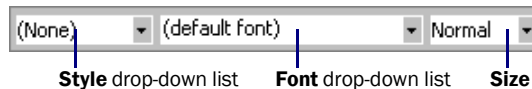
1. Click in the body of the home page after “Welcome to the Central High School Home Page!”
2. On the **Import** menu, click **File**. The **Select File** dialog box appears.
3. In the **Files of type** box, select the file type the text was saved in. For example, if you saved the text in Microsoft Word 2000, select **Word 97-2000 (*.doc)** as the file type.
4. Click the file, or find the file and then click it.
5. Click **Open**. The text appears in the active page.



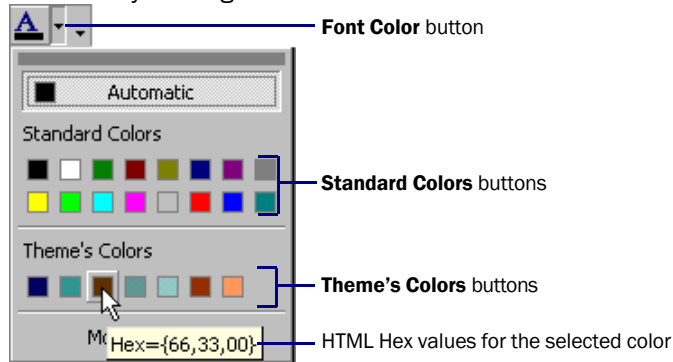
Office 2000 files can be saved directly to a FrontPage-based Web site.

To change font, font size, and font color

1. Select the “Visit Departments and Faculty ...” sentence you typed in the procedure above.
2. To change the font, from the **Font** drop-down list, select **Comic Sans MS**.



3. To change the font size, from the **Size** drop-down list, select **2 (10 pt)**.
4. To change the font color, click the arrow to the right of the **Font Color** button. The standard and theme colors appear, with more colors available by clicking **More colors**.




5. To keep a consistent look and feel between pages on your Web site, select a color from the **Theme's Colors** area. The selected text changes to the new color you chose.



To match a color to an existing color anywhere on your screen, select **More Colors** and use the color picker to “pick” the color you want.



To copy formatting


1. Click anywhere in the sentence you just formatted.
2. Click the **Format Painter**  button.
3. Drag the pointer across the other “Visit...” sentences. The text formatting changes to match the first sentence.

Adding bulleted lists

Since information on a Web is most effective when it is presented briefly and concisely, you may want to use lists to share concepts, items, or options. For items that do not necessarily belong in a particular order use a bulleted list, or unordered list. For procedures or other sequential lists, use a numbered list. The procedure for adding lists to a page is simple. Note that a bulleted list created in a shared border appears on all pages of your site.

To add a bulleted list to a page on your site



1. Select all of the “Visit...” sentences you typed in the previous steps.
2. On the **Format** toolbar, click the **Bulleted List**  button. Each of the sentences now has a bullet in front of it, and a hanging indent.
3. To move the list to the right, click the **Increase Indent**  button.

You can create numbered lists the same way by clicking the **Numbering**  button.

Adding graphics

FrontPage 2000 includes a full library of clip art from the Microsoft Clip Gallery. Spice up your Web site with buttons, icons, background patterns, video clips, and other images from the Clip Gallery.

To add a graphic

1. Click to the left of the *Welcome* text.
2. On the **Standard** toolbar, click the **Center**  button.
3. On the **Insert** menu, click **Picture** and then click **Clipart**.
4. In the **Microsoft Clip Gallery** dialog box, on the **Clip Art** tab, click **Academic**, and then click the stacked books graphic.
5. Click the **Insert Clip**  button. The image appears on the Web page.
6. Click the graphic to select it.
7. Click the handle in the lower-right corner of the image, and drag it up and to the left to resize the image to fit the space.



If you resize an image making it smaller, use the **Resample** button on the **Pictures** toolbar. Resampling the image creates a smaller file, decreasing the time it takes to download the page.

To change the way text wraps around a graphic

1. Click anywhere on the graphic.
2. On the **Format** menu, click **Position**. The **Position** dialog box appears.
3. Under **Wrapping Style**, click **Left**.
4. Click **OK**. The text remains next to the graphic instead of wrapping below the graphic.

Adding text to the footer

The footer, located at the bottom of the page, can contain navigational links to other pages, a school district logo, or any contact information such as a phone number or an e-mail address. If the footer is not part of the shared border, it appears only on the page where you place it.

In this procedure, you add school contact information to the footer. This type of information would probably be best used in a footer in a shared border. That way, you can easily change the information in the footer once, and then it is automatically updated on every other page where it appears.

To add text to the footer

1. Click at the end of the *Central High School Home Page* text in the bottom shared border and press SHIFT+ENTER. Using the SHIFT key with ENTER gives you single spacing instead of double spacing.
2. Type *Telephone*, and press TAB.
3. Type *123-555-0111*, and press SHIFT+ENTER.
4. Type *Fax*, and press TAB until the insertion point is aligned below the telephone number.
5. Type *123-555-0128*, and press SHIFT+ENTER.
6. Select the text you just typed.
7. From the **Font Size** drop-down list, select **1 (8 pt)**. The contact information appears in the shared border on each of the Web pages you have created.


Checking the spelling in your Web site

Checking the spelling on your Web site helps you have a Web site that looks professional and is error-free.

To check the spelling

- New in FrontPage 2000 is background spell checking: simply right-click any word with a red squiggly line under it and select the proper spelling.

-or-

- To check spelling throughout your web site:
 1. On the **Standard** toolbar, click the **Spelling**  button.
 2. In the **Spelling** dialog box, click **Change** for the correct spelling of any misspelled words.
 3. Click **OK** to close the Editor.

Time-stamping a page

A timestamp shows when a page was last edited or updated. Timestamps allow people to see how current the information is on a Web and whether the information has changed since the last time they visited.

To time-stamp a page

1. Click after the phone numbers in the footer and press ENTER to insert the timestamp in the footer.
2. On the **Insert** menu, click **Date and Time**. The **Date and Time** dialog box appears.
3. Select the **Date this page was last edited** option.
4. Select a date format from the **Date Format** drop-down list.
5. Select a time format from the **Time Format** drop-down list (optional). You may select a date format, a time format, or both.
6. Click **OK**.

Customizing the look of your Web

Now that you have already chosen a theme, you can customize it so that it suits your needs. You can modify the graphics used in the theme, the fonts, page backgrounds, and layout. Notice that when you change the color scheme, the text colors also change.

To change the color scheme

1. On the **Format** menu, click **Theme**.
2. Click **Modify**. A new set of buttons appears at the bottom of the **Themes** dialog box.
3. Click **Colors**. FrontPage 2000 includes professionally designed color schemes to choose from, or you can create your own color scheme.
4. On the **Color Schemes** tab, select a new color scheme. A preview of the change appears in the **Sample of Theme** area.
5. To save the change to your theme, click **OK**.
6. Select the **All pages** option, and then click **OK** again. A dialog box appears asking if you want to save the theme.
7. Click **Yes** to save the theme, type a name in the **Save Theme** dialog box, and then click **OK**.

To change text styles

1. On the **Format** menu, click **Theme**.
2. Click **Modify**. Another set of buttons appears at the bottom of the **Themes** dialog box.
3. Click **Text**. The **Modify Theme** dialog box appears.
4. To change the font for the headings, select **Heading 1** from the **Item** drop-down list and then select a new font from the **Font** list.
5. Continue to change fonts for any other styles in the **Item** drop-down list. A preview of the changes appears in the **Sample of Theme** area.
6. To save the change to your theme, click **OK**.
7. Select the **All pages** option, and then click **OK** again. A dialog box appears asking if you want to save the theme.
8. Click **Yes** to save the theme, type a name in the **Save Theme** dialog box, and then click **OK**.

Extending your knowledge

To give your site a professional and consistent look, use *styles*. Styles define the appearance of text elements of a Web, such as headings and text, and can make formatting simple. When you apply a style to a paragraph or word, you can apply a whole group of character or paragraph formats in one simple operation. When you want to change the formatting of all the text of a particular element at once, just change the style that's applied to that element.

You can create a new style and add it to the standard HTML styles listed in the **Style** box on the **Formatting** toolbar. Any authors editing that page can then apply the new style to anything on the page, including text, paragraphs, pictures, and tables. The new style can also be applied to a page element in combination with any standard HTML style, resulting in a combination of the two styles.

For example, if you create a style called **redbg** that specifies a red background behind a page element, it's listed in the **Style** box as **.redbg**. When you apply **.redbg**, the background of the selected page element turns red. If you apply a standard HTML style such as **Heading 1** to the same page element, then the page element inherits the styles of both **Heading 1** and **.redbg**, indicated in the **Style** box as **Heading.redbg**.

Creating styles for a Web site

Styles created for one page can't be shared with other pages. However, it's just as easy to make styles for a whole Web by using an external *style sheet*. Style Sheets are documents that control formatting. Like themes, a style sheet can help you unify the look of your Web or change the look quickly.

If a style feature is unavailable (that is, it appears dimmed on the menu), or if you do not want to use cascading style sheets in order to ensure compatibility with older browsers, you need to enable or disable specific versions of CSS using the **Compatibility** options found in **Page Options** on the **Tools** menu before creating your style sheet.

To create a style for a page

1. In **Page** view on the **Normal** tab, on the **Format** menu, click **Style**.
2. Click **New**, and then in the **Name** box, type the name of the new style.
3. Click the **Format** button, and then specify the formatting characteristics for the new style:
4. To set font properties, such as the font family or color, or character spacing, click **Font**.
5. To set alignment, indentation, and spacing, click **Paragraph**.
6. To set borders and shading, click **Border**.
7. To set the style of bullets and numbering, click **Numbering**.
8. To set positioning properties, such as the wrapping style or location, click **Position**.

Creating or editing an embedded style sheet

An embedded style sheet is a type of cascading style sheet that's "embedded" within the HTML <HEAD> tags of a page. Styles in an embedded style sheet can be used only on that same page.

When you create or modify a style for a page using the **Style** command on the **Format** menu, FrontPage 2000 automatically creates an embedded style sheet (if it doesn't already exist), and saves the style as a class selector within the embedded style sheet.

You can edit the styles in the embedded style sheet using the **Style** command on the **Format** menu.

If a style feature is unavailable (that is, it appears dimmed on the menu), or if you do not want to use cascading style sheets in order to ensure compatibility with older browsers, you need to enable or disable specific versions of CSS using the **Compatibility** options found in **Page Options** on the **Tools** menu before creating your style sheet.

Connecting Pages

What you will do:

- ✓ Create hyperlinks within your Web site.
- ✓ Create text hyperlinks to sites on the World Wide Web.
- ✓ Create an image map.
- ✓ Use hyperlinks to receive e-mail.
- ✓ Remove hyperlinks.
- ✓ Check the hyperlinks in the **Hyperlinks** view.
- ✓ Preview your Web in the browser.
- ✓ Create a hyperlink to an Office document.

Now that you have added the Web pages and content to your Web site, you can create hyperlinks between pages and to other Web sites on the World Wide Web.

Like the term “World Wide Web” suggests, the Internet is made up of an enormous numbers of linked computers, Web sites, documents, images, and text. Hyperlinks are what make up the strands of the web. When you link your site to the World Wide Web, your site becomes part of a huge network of information and with FrontPage 2000, becoming a part of the World Wide Web is simple.

Before you begin

- Use your outline to determine which of your pages to link together.
- Decide on an e-mail address to use as a point of contact for people who wish to correspond with someone involved with the Web site.
- Make a list of sites outside of your own Web site that you want to create links to. Later in this chapter you learn how to create links to those site, so you may want to copy down the web address names. It is important to make sure that you record the exact web address, or links you create may not work.

Creating hyperlinks

Hyperlinks connect locations on the World Wide Web, such as Web pages, different sites, or just paragraphs located on the same page. Hyperlink destinations can be text, graphics, e-mail addresses, files (such as a multimedia file or Microsoft Office document), or programs. A hyperlink can be text or a picture.

Images containing hyperlinks are known as image maps. A well-designed image map gives users visual cues about where each hyperlink takes them. For example, an image map for a tourism bureau could be an actual map of a geographical region. Clicking on a city in the map could take you to tourist information about the city.

On your Web you can include links to other sites that visitors to your site might want to check out. On your Educational Links page, you could list your favorite links to the World Wide Web. This provides an easy way to get to your favorite and most often used Web sites on the World Wide Web.

When you type a hyperlink in **Page** view, FrontPage 2000 automatically formats the link. The text and a line below it appear in blue and, with an active Internet connection, a link occurs when you click.

Understanding the URL

The destination of a hyperlink is encoded as a *URL*, or Uniform Resource Locators. URLs, also known as *web addresses*, contain information about web servers or network location, path, and file name.



Hyperlinks are made up of URLs that are either *absolute* or *relative*:


- An absolute URL contains the full address and is generally used for linking different sites.
- A relative URL has one or more missing parts and is generally used for linking within a particular site. If the protocol and domain are missing, the Web browser uses the protocol and domain of the current page.

When you create hyperlinks in FrontPage 2000, you do not need to know the destination URL. You can browse to the page, or file whether on the World Wide Web or a system you and your site visitors can access, and FrontPage 2000 provides the correct URL. For hyperlinks to destinations in the Web you are working on, FrontPage 2000 creates relative URLs. If you rename or move a file in your Web, FrontPage 2000 updates all the URLs that point to the file. By generating relative URLs, FrontPage 2000 saves you time and ensures that your Web site is portable.

Creating a hyperlink to a page or file in a Web

Creating hyperlinks with FrontPage 2000 is easy. You can use the **Create Hyperlink** dialog or drag and drop to create a hyperlink to a destination such as a page or file in a Web. You can create hyperlinks from your home page to the other pages in the Web or create a hyperlink to a GIF picture. In this activity, you create hyperlinks to favorite Web sites from the Educational Links page



To create a hyperlink within your Web site

1. If your Central High School Web site is not open, open it and go to **Page** view, and then double-click `central_high_school_home_page.htm`. Each of the bulleted items has the title of a Web page already in the text.
2. Select *Calendar of Events* in the first bulleted item to link to the Calendar of Events page in you Web site.
3. Click the **Hyperlink**  button.
4. Click `calendar_of_events.htm` in the **Create Hyperlink** dialog box and then click **OK**. The text changes color and now has an underline indicating that it is a hyperlink.



If the destination page or file is in the current web, click the page or file in the Folder List, and then drag it to the open page where you want to place the hyperlink.

To create a hyperlink to the World Wide Web


1. In **Page** view, double-click `educational_links.htm`.
2. Type the text you want to use as a hyperlink and then select it. For example, type and select "Encarta Schoolhouse."
3. Click the **Hyperlink**  button.
4. Type the URL in the **URL** area and click **OK**.
-Or-
Click the **World Wide Web**  button. In your Web browser, browse to the page that you want, and then press ALT+TAB to switch back to FrontPage 2000. The location of the page you visited is displayed in the **URL** box.



If you want to have the URL on the page, you can create a hyperlink by simply typing the full URL and pressing RETURN. FrontPage 2000 automatically creates a hyperlink to the URL you typed. For example, for the Encarta Schoolhouse hyperlink, simply type `http://encarta.msn.com/schoolhouse/default.asp`

Creating a bookmark


A bookmark, also known as an anchor, is a location or text on a page marked as a destination for a hyperlink. If a Web page is long and divided into sections, a bookmark allows you to link to a section of the page rather than to the top of the page as with conventional hyperlinks. To display the section of a page to the site visitor, insert a bookmark at the beginning of the section, and then create a hyperlink with the bookmark as its destination. When the site visitor clicks the hyperlink, the relevant part of the page is displayed, rather than the top of the page.

If a location is bookmarked, you see a blue flag  when looking at your Web page in **Page** view with the **Normal** tab selected. The flag is simply a reminder to you of the bookmark's location. It is not visible when viewing the Web page in the browser. If text is bookmarked, the text is displayed in **Page** view with a dashed underline when the **Normal** tab is selected.

To create a bookmark

1. In **Page** view, position the insertion point where you want to create a bookmark, or select the text to which you want to assign the bookmark.
2. On the **Insert** menu, click **Bookmark**.
3. In the **Bookmark name** box, type the name of the bookmark (spaces are allowed).

Create a hyperlink to a bookmark

1. In **Page** view, type the text you want to use as a hyperlink, and then select it.
-or-
If you want to use the name of a bookmark as the hyperlink text, position the insertion point where you want to insert the hyperlink.
2. Click the **Hyperlink**  button.
3. Select the page that contains the bookmark.
4. In the **Bookmark** box, click the bookmark you want to use as the destination.

Adding linked graphics to a Web

Just as you can use pictures and images to make your Web more visually appealing, you can also to create links using graphics rather than ordinary text. When you insert graphics, it is a good idea to also add ALT text, which creates a description of the graphic that visitors see when they hover a cursor over the graphic. ALT text is helpful when visitor with disabilities cannot see the graphic or it the graphic is not available for viewing.

To insert an image


1. On the Educational Links page, place the cursor to the left of the Encarta Schoolhouse link.
2. On the **Insert** menu, point to **Picture**, and then click **Clipart**. The **Clip Art Gallery** dialog box appears.
3. On the **Pictures** tab, scroll down and click **Buttons & Icons**.
4. Click the button graphic you prefer, and then click the **Insert clip** button.

To add ALT text to a graphic



1. Right-click the image you just inserted.
2. Click **Picture Properties**, and then click the **General** tab.
3. Under **Alternative representations** in the **Text** box, type the text that you want to appear in the event that the graphic is not available to the person viewing your Web page. For example, type *This button is a link to Encarta* on the Encarta link button.
4. Click **OK**.

To create a hyperlink from a graphic

1. Click the image you just inserted.
2. On the **Standard** toolbar, click the **Hyperlink**  button. The **Create Hyperlink** dialog box appears.
3. In the **Create Hyperlink** dialog box, type the Encarta Schoolhouse URL in the **URL** box.
4. Click **OK**. The button is now a hyperlink.


Creating image maps

Image maps are graphics that contain multiple hyperlinks. FrontPage 2000 allows you to create image maps by inserting the image on the page and using the tools on the Image toolbar to create several hotspots that include hyperlinks. A hotspot is an area on a graphic that links to another page or Web site. Generally, hotspots are simply an area on a graphic, but you can also add text to the hotspot.


To insert an image

1. On the Educational Links page, place the cursor to the right of the Encarta Schoolhouse link and press ENTER.
2. On the **Insert** menu, point to **Picture**, and then click **Clipart**. The **Clip Art Gallery** dialog box appears.
3. In the **Search for clips** box, type *world*.
4. Click the globe graphic, and then click the **Insert clip** button.
5. Add ALT text to the graphic.

To create a hotspot

1. On the **View** menu, point to **Toolbars**, and then click **Pictures**.
2. On the **Pictures** toolbar, click the **Rectangular Hotspot**  button. The mouse pointer becomes a pencil.
3. With the pencil, draw a rectangle around North America to create a hotspot. The **Create Hyperlink** dialog box appears.
4. In the **URL** box, type *http://encarta.msn.com/evg/default.shtm*, the URL for the Encarta Virtual Globe.
5. Click **OK**. The area is now a hyperlink.



To create a text hotspot

1. On the **Pictures** toolbar, click the **Text**  button.
2. In the text box that appears, type *Xpeditions*.
3. Move the text box to the location you want by clicking and dragging the text box border.
4. Double-click the border of the text box. The **Create Hyperlink** dialog box appears.
5. In the **URL** box, type *http://www.nationalgeographic.com/xpeditions/main.html?main=hall*, the National Geographic Expeditions URL and then click **OK**.

Adding an e-mail hyperlink

In addition to conventional hyperlinks, you can also add links to e-mail. You can create a hyperlink that opens and addresses an e-mail message to the address you specify. This allows visitors to your Web site to send you comments.

To add an e-mail link

1. Go to the Central High School Home Page in **Page** view.
2. Position the pointer after the fax number in the bottom shared border, and press ENTER.
3. On the Standard toolbar, click Hyperlink .
4. In the Create Hyperlink dialog box, click **Make a hyperlink that sends E-mail** . The **Create E-mail Hyperlink** dialog box appears.
5. In the **Type an E-mail address** text box, type the address you want comments to be sent to, and click **OK**.
6. In the **Create Hyperlink** dialog box, click **OK**.




Not all Web browsers support hyperlinks to e-mail addresses.

Removing hyperlinks

At some point, you may decide you want to remove a link if your Web changes or if the link no longer works because someone else's site has changed. Deleting a hyperlink from a page is simple.

To remove a hyperlink from your Web

1. In **Page** view, select a hyperlink on one of the pages in your Web site.
2. Do one of the following:
 - To delete the hyperlink completely, including the hyperlink text, press DELETE.
 - To preserve the hyperlink text but delete the hyperlink associated with it, select the hyperlink, and then click **Hyperlink**  button. Select the contents of the **URL** box, and then press DELETE.


Managing hyperlinks on your Web site

With FrontPage 2000, you can check your Web has incorrect or broken hyperlinks and quickly, repair them. A broken hyperlink is one that has an invalid destination URL and returns an error if the site visitor clicks the hyperlink.

Verifying hyperlinks

A critical part of managing a Web site is verifying that the hyperlinks go to the correct external destinations (destinations that are outside of your Web). After hyperlinks have been verified, their status does not change until you verify the hyperlinks again, or close and reopen the Web.

To verify your hyperlinks

1. In **Reports** view, click the **Verify Hyperlinks**  button on the **Reports** toolbar.
2. Select the **Verify all hyperlinks** option, and then click **Start**. The status of all hyperlinks in the current Web appears.



In order to verify all of your hyperlinks, save all open pages.

Repairing broken hyperlinks

A hyperlink might have an invalid URL for various reasons; you may have mistyped it, or, if the destination page is on another World Wide Web site, the page might have been changed or removed.

To repair a hyperlink

1. On the **View** menu, point to **Reports**, and then click **Broken Hyperlinks**.
2. All broken hyperlinks in your Web are listed. If a hyperlink's destination is not in the current Web, the status of the hyperlink is **Unknown**.
3. Double-click a hyperlink with **Broken** status.
4. To display the page to edit it, click **Edit Page**.
5. If you know the correct URL of the destination, edit it in the **Replace hyperlink with** box.
-or-
Click **Browse** to browse to the page or file in a Web, file system, or World Wide Web.
6. To repair other occurrences of this hyperlink in all pages in the current Web, click **Change in all pages**.
-or-
To repair other occurrences of this hyperlink in selected pages, click **Change in selected pages**, and then select the pages.
7. Click **Replace**. If the hyperlink's destination is not in the current Web, the status of the hyperlink changes to **Unknown**. If the destination is valid, the hyperlink no longer appears in the Broken Hyperlinks report.

Previewing your Web in the browser

After creating your hyperlinks, you should test each link. You can do this by previewing your Web with your browser. . (A browser is software that displays Web pages.) When your Web site is open in the browser, click each link to make sure it works properly. Use the **Back** button to return to your own Web site. FrontPage 2000 includes Microsoft Internet Explorer 5.0, a popular Web browser You can use Internet Explorer 5.0 to review pages you have created, to check hyperlinks, and to explore the World Wide Web.

To preview your Web using Internet Explorer 5.0

Simply click the **Preview** tab.

To preview your Web using other browsers

1. On the **File** menu, click **Preview in Browser**.
2. In the **Preview Browser** dialog box, select the browser you wish to use, and click **Preview**. The browser opens to your Web site.
3. Click some of the links you made in this chapter and look at the work you have done.
4. On the **File** menu, click **Close** when you are finished previewing.


Extending your knowledge

In addition to adding hyperlinks to text, graphics, pages, and sites, FrontPage 2000 lets you create links to Microsoft Office documents. This is especially helpful if your Web site is on an intranet and you want other educators to have access to Microsoft Office documents.

Creating hyperlinks on your Web for Office documents

With FrontPage 2000, you can quickly and easily create hyperlinks to Office documents, such as documents created in Word or Excel. When a visitor to your Web site clicks a hyperlink to an Office document, the document opens. Some Web browsers display the document inside the browser window; other browsers open a separate window.

To create a hyperlink to an Office document

1. In **Page** view, type the text you want to use as a hyperlink and then select it. For example, type and select "Budget Spreadsheet."
2. Click the **Hyperlink**  button.
3. Do one of the following:
 - If the Office document is in the current Web, navigate to the Web in which the document is located, and then select the document.
 - If the Office document is on the local file system and you have access permission to the file, click the File button, browse to the document, and then select it.
 - Import the file into your Web site.
4. Click **OK**. The text you selected is now a link to the document.



If the Office document is in the current web, click it in the Folder List, and then drag it to the open page where you want to place the hyperlink.

Adding Features to your Web

What you will do:

- ✓ Add animation effects to your Web.
- ✓ Use a table to improve you display information.
- ✓ Add a survey to your Web.
- ✓ Create a hover button.
- ✓ Host interactive discussions on your Web.
- ✓ Create a hit counter.
- ✓ Learn about and create a frame for your page.

Now that you've finished creating your Web site, you're ready to publish it. Before you do though, considering adding some extra flare and character to your Web. You can add animation effects, set up tables, forms, and frames, create buttons that change when you move your mouse pointer over them, insert video clips, and more. Adding these features to your Web without FrontPage 2000 would normally mean that you would need to know a lot of complex code, but FrontPage 2000 does all the work for you.

Before you begin

- Look over your Web pages and decide which headings could benefit from an animation effect. You can make your text slide, bounce, or spiral onto the page. You can also pick the timing for the effects: when the page finishes loading, when you mouse-over the text, and when you click text.
- Determine what types of information would be best placed in a table. Examples include faculty schedules, athletic schedules listed by sport, calling trees, and room assignments.
- Brainstorm about the information you may want to collect from alumni. This can include name, address, and job status.

Adding animation effects



With FrontPage 2000, it's easy to add animation effects to create movement and interest to a Web page. Please note that because people use all kinds of browsers to access the World Wide Web, animation effects created with DHTML code cannot be seen by everyone who may visit your site. In order for the animation to work the way you expect it to, visitors must view the animation with Internet Explorer 4.0 or later or with Netscape 4.0 or later. When browsers don't support DHTML, text appears just as it did before you added the effect.


You may also want to look at FrontPage 2000's new feature that lets you know whether or not an effect is compatible with a particular browser—especially if you want viewers with older browsers to see the effects included on your Web site. See the Selecting target browsers section in the *Designing a Web Site* chapter of this book for more information.

To add DHTML animation to a heading

1. On the **Views** toolbar, click **Page**.
2. Double-click `central_high_school_home_page.htm`.
3. On the **Format** menu, click **Dynamic HTML effects**. The **DHTML Effects** toolbar appears.
4. Select the heading "Welcome to the Central High School Home Page!"
5. In the **On** box, select **Page load**, so that visitors to your site see the effect as the page loads in their browser.
6. In the **Apply** box, select **Elastic**. The heading stretches like elastic as the page loads.
7. To see the effect, on the **File** menu click **Preview in Browser**. If you are prompted, save your work. You see the effect as your browser loads the page.



To highlight the text that will be animated, click the **Highlight DHTML Effects**


 button in the **DHTML Effects** toolbar. Place your cursor over the highlighted text to view a description of the effect.

Creating a table

On Web pages, information often appears in tables with invisible borders. Tables help you control your page layout so that everything is easy to find and to read. Tables display information in a side-by-side format, in rows and columns. Each block of information is called a cell, which can contain text, images, lists, and even other tables. Choose from one of FrontPage 2000's multiple templates for tables the table that suits your needs.


In FrontPage 2000, tables are simple to create. In fact, you can set up tables with FrontPage 2000 in much the same way you can in Microsoft Word. In the following procedure, you create a table to organize teacher phone extensions, room numbers, and classes taught.

To set up a table

1. On the **Views** toolbar, click **Page**.
2. Double-click departments_and_faculty.htm.
3. Position the mouse pointer where you want to insert the table on the page.
4. Click the **Table**  button.
5. Drag the cursor over the three columns and five rows. To expand the number of columns or rows available in the box, click and drag the cursor while highlighting the appropriate number of cells. The table appears in your Web page.
6. Enter the following information in the table.

Name	Phone Extension #	Room Number
Browne, Kevin	2377	102
Cole, Sean	2358	120
Martin, Nina	2398	110
Wheeler, Wendy	2367	109




To create new table cells

1. On the **View** menu, click **Table Toolbar**.
2. On the **Table** toolbar, click the **Draw Table**  button. The mouse pointer becomes a pencil.
3. With the pencil, in the top right cell, draw a vertical line from the right of Room Number down through the bottom cell, so that you "cut" the column in half.
4. On the **Table** toolbar, click the **Draw Table** button to de-select the pencil.
5. Place the mouse pointer on the line between the Phone Extension # and Room Number columns.
6. When the double-arrow appears, click and drag the column border to the left.
7. Using the double-arrow, resize all the columns to make them equal.
8. In the first cell of the new column, type *Subject Taught*.
9. In the cells beneath "Subject Taught", type *Chemistry, Computer Science, Science, and Math*.

Adding interactivity to a Web with forms

With FrontPage 2000, you can use forms for visitors to your Web site to fill out. With the forms, you can gather all kinds of information. Set up forms for alumni polls, faculty surveys, and student research projects. Forms can contain text, tables, images, and fields that visitors fill out and send to you. You can also easily customize a form by adding bulleted lists, pop-up menus, buttons, check boxes, labels, and places for visitors to enter text. In the following lessons, you create a form that uses buttons and text areas. After collecting the information, you can then send it to a database and publish the database on another Web page.

To format a form title

1. On the **Views** toolbar, click **Page**.
2. Double-click `alumni_activities.htm`.
3. Type *Alumni Information* on the first line, and select it.
4. On the **Format** toolbar, click the **Bold**  button.
5. Change the font size from **Normal** to 16 pt.
6. On the **Format** toolbar, click the **Center**  button.
7. Click below *Alumni Survey*, and press ENTER.
8. On the **Format** toolbar, click the **Align Left**  button.

To create radio buttons

Radio buttons require you to select one option from the button choices.

1. On the **Insert** menu, click **Forms**, and then click **Radio Button**.
2. Click in front of the radio button you just inserted, and press ENTER to move the button down so you can type above the radio button.
3. Press the UP ARROW key, and type *Did you graduate from Central High?*
4. Click between the radio button and the **Submit** button, and press ENTER.
5. Click after the radio button, and type *Yes*.
6. Press TAB several times. Follow step 1 to insert another radio button.
7. Type *No* after the button, and press ENTER.

To create check boxes

Check boxes allow you to select several options.

1. Type *If yes, what year(s) did you attend Central High School?*, and press ENTER.
2. On the **Insert** menu, click **Forms**, and then click **Check Box**.
3. Place the cursor after the check box, type *1968*, and press TAB.
4. Repeat steps 2 and 3 to insert check boxes for subsequent years.
5. Press ENTER.

To create one-line text boxes

A one-line text box limits the amount of text you can type in the box.

1. Place the cursor on a blank line below the check boxes. Type *First Name*.
2. On the **Insert** menu, click **Forms**, and then click **One-Line Text Box**.
3. Press TAB twice, type *Last Name:* and then repeat step 2 to add another one-line text box, press ENTER.

To create a scrolling text box

A scrolling text box does not limit the amount of text you can type in the box.

1. Place the cursor below the one-line text box, and type *Comments:*.
2. On the **Insert** menu, click **Forms**, and then click **Scrolling Text Box**.
3. Click the scrolling text box and drag the handles to resize the text box to the size you would like. Although the box is a particular size on screen, this does not limit the amount of text someone can type in the box.
4. Save your page and click the **Preview** tab to see what it looks like in a browser.

You must publish your Web site before data can be submitted from your form. To find out more about publishing your Web site, see the *Publishing a Web Site* chapter in this book.

Using form results with a database

After you collect information from the alumni, you can save the information on a database and publish the database information on your Web. In this section you learn to send the data from the form to a Microsoft Access database, and then show the contents of the database on a Web page.

The database integration features require you to host your pages on a server with Active Server Pages (ASP) capabilities, such as Microsoft Internet Information Server. You can use these capabilities with any ODBC-compliant database. In this exercise, it is assumed that you have an ASP-capable server. If you are not, you can author on your hard drive or a network drive, and later publish to your ASP-capable Web server.


To save form results in a database

1. Return to **Page** view.
2. Right-click the radio button with yes next to it, and then click **Form Properties**.
3. Select the **Send to Database** option, and then click the **Options** button.
4. Click **Create Database**. FrontPage 2000 automatically creates the Access database file and places it in the newly created directory in your Web. Since the page is called Alumni.htm, the database connection will also be called Alumni.
5. In the dialog that appears, click **OK** to confirm that the database has been created. The **Options for Saving Results to Database** dialog box appears.
6. Click **OK**, and then click **OK** again in the **Form Properties** dialog box. Another dialog box appears warning you that the page should be saved as ASP.
7. Click **OK** again.

To save the page

1. On the **File** menu, click **Save As**, and then click **OK**.
2. In the **File Name** box, type *Alumni*, and in the **Save As Type** box, select **Active Server Pages**, and then click **Save**.


To create a page that shows data from the database

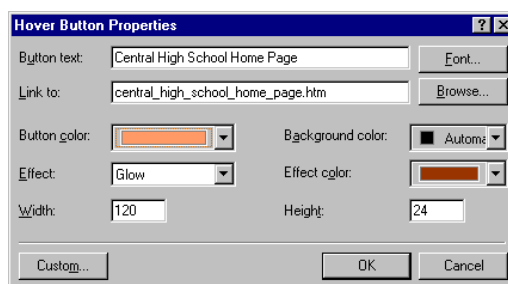
1. Go to **Page** view and click the **New Page**  button.
2. On the **Insert** menu, click **Database**, and then click **Results**.
3. Select the **Use an Existing Database Connection** option, select Alumni, and then click **Next**.
4. Continue to click **Next** in the following dialogs, and then click **Finish**.
5. Save the page as *results.asp*.

Adding hover buttons

Hover buttons are like other buttons that contain hyperlinks to other pages or files, making Webs more fun to visit. When you hover your mouse pointer over a hover button, it can glow, display a custom picture, or play a sound effect.

To add a hover button

1. In **Page** view, double-click on alumni_activities.htm.
2. In the bottom-shared border, select the link text, *Central High School Home Page*.
3. Click the **Insert Component**  button, and then click **Hover Button**.



4. In the **Button text** box, type *Central High School Home Page* as the label for the hover button.
5. In the **Link to** box, type *central_high_school_home_page.htm*.
6. In the **Button color** box select a theme color.
7. In the **Effect color** box select a theme color that compliments the button color you have chosen.
8. In the **Effect** box, select **Glow**.

9. Click **OK**.
10. Resize the button by clicking and dragging the handles until it is the appropriate size.
11. To view this effect, save your file and click the **Preview** tab.

Extending your knowledge

You can make your Web site even more useful and fun by adding discussion webs, frames, and hit counters. With discussion webs, you can allow people to participate in on-line discussions through your Web site. Use the discussion webs feature to promote online study groups, parenting forums, or parent/teacher communications. With frames, you can have greater control over how people navigate through your site. FrontPage 2000 provides you with several templates to make building frames simple. And if you've ever wondered just how many people visit or "hit" your site each day, FrontPage 2000 can help. You can add a hit counter anywhere on your

Exploring discussion Webs

Discussion webs are interactive webs that let site visitors discuss topics by reading articles or messages that have been posted, replying to articles, and posting new ones. For example, your Web site may have a discussion group for students to create an on-line study group, or there may be an area for teachers and parents to discuss class assignments and homework tips. Create a discussion web by using the Discussion Web Wizard. The wizard asks for the features you want to use, then creates a Web and sets up the pages for you. After you create the Web, you can open the pages and customize them.

To create a discussion Web

1. On the **File** menu, point to **New**, and then click **Web**.
2. On the **Web Site** tab, click **Discussion Web Wizard**. Check the **Add to current Web** check box, and then click **OK**.
3. Once the Discussion Web Wizard opens, follow the on-screen directions to create a discussion group. Accept the wizard's default settings, except for the following:
 - In **Enter a descriptive title for this discussion**, type *Parent and Faculty Discussion Group*, and then click **OK**.
 - In the **Do you want the Table of Contents for this discussion to be the home page for this web?** box, select **No**.
 - In the **Frame options** box, select the **Dual interface** option. This allows the server to adjust the discussion page based on whether or not the viewer's browser can see frames.
4. Click **Finish** to generate your discussion Web. This creates several new HTML pages in your folder. The main page of the discussion Web is named `disc1_frm.htm`, which is where you want to direct hyperlinks.





Selecting the **Dual interface** option allows users with browsers that don't see frames to view your pages. This is especially helpful for those people using browsers with screen reading capabilities.

-
5. After the wizard has set up your Web pages, modify them as you would any other Web page.
 6. To preview the discussion web, double-click disc1_frm.htm. You must publish your Web site before you can have a fully functional discussion Web. To find out more about publishing your site, review the *Publishing a Web Site* chapter in this book.

Creating and adding a hit counter

A hit counter tallies and displays the number of times a page has been visited. To see how many people have visited your Web site, you can add a hit counter. For example, add a hit counter to your alumni page so that you and site visitors can see how many times the alumni page has been visited.

To install a hit counter

1. On the **Views** toolbar, click **Page**.
2. Double-click alumni_activities.htm and place the pointer at the bottom of the page above the shared border.
3. Click the **Insert Components**  button, and then click **Hit Counter**.
4. In the **Hit Counter Properties** dialog box, select a counter.
5. Select **Reset counter to**, and type 0 in the text box.
6. Select **Fixed number of digits**, type 5 in the text box, and click **OK**.
7. Click the **Save**  button. You must publish your Web site before you preview the hit counter.

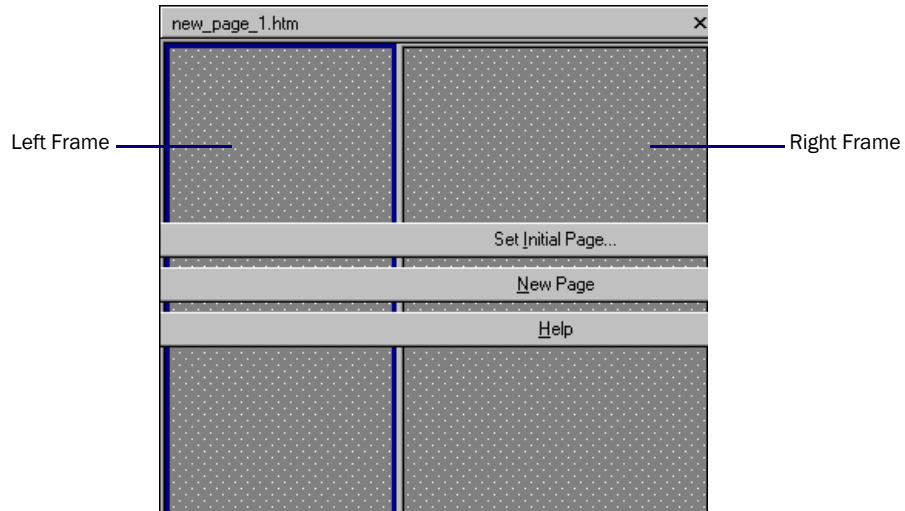
Working with frames

Frames determine how Web pages are displayed in the browser window. Frames, which divide the Web browser window into different areas, can retrieve and display a separate page in your Web. You control the display of the page in a frame by creating a hyperlink to the page and specifying the frame as the target of the hyperlink.

FrontPage 2000 has a set of templates for creating Frames pages. These allow you to place many frames in a frame layout document. A simple frames page has two frames, one containing hyperlinks, and the other displaying the pages that the hyperlinks point to. In other words, when a visitor clicks a hyperlink in the first frame, the page the hyperlink points to is displayed in the second frame.

To add frames to a page

1. On the **File** menu, click **New** and then click **Page**.
2. In the **New** dialog box, click the **Frames Pages** tab and select the template **Contents**.
3. Click **OK**.
4. Click inside the left frame to select it, then click **New Page**.




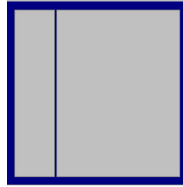
When you click a template, FrontPage 2000 displays a thumbnail showing that template's frames layout in the Preview area.

5. At the top of the left frame type *Alumni Directory*, highlight the text, and then select **Heading 2** from the **Style** drop-down list.
6. Below the heading, type *1968* and press ENTER, *1969* and press ENTER, *1970* and press ENTER, *1971* and press ENTER, and type *Alumni Survey*.
7. Click inside the right frame to select it, then click **New Page**.
8. Type *Welcome to Central High School's Alumni Directory*, highlight the text, select **Heading 2** from the **Style** drop-down list, and then Press ENTER.
9. Type, *Former Central High School students have provided the information presented in the directory. If you would like to submit alumni information, please fill out the alumni survey.*

To save a frames page

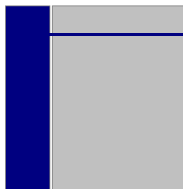
The page you just created actually consists of three individual HTML pages. When saving a new frames page, you are prompted to save all three.

1. Click the **Save**  button.
2. In the **File Name** box, type *alumni_directory.htm*.



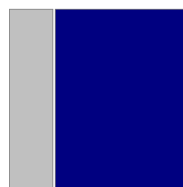
This blue border indicates that you are saving the frame definition page.

3. Click **Save**. The **Save** dialog box remains on-screen and you are prompted to save the two remaining documents.
4. In the **File Name** box, type *year_of_attendance.htm*.



This blue section indicates that you are saving the HTML page in the left frame.


5. Click **Save**.
6. In the **File Name** box, type *directory_main_page.htm*.



This blue section indicates that you are saving the HTML page in the right frame.

7. Click **Save**.

To create a link on a frames page

1. In the left-hand frame, select the text “Alumni Survey.”
2. Click the **Insert Hyperlink**  button.
3. In the **Edit Hyperlink** dialog box, select *alumni_activities.htm*.
4. Click **OK**.
1. Test the link by previewing this page. When you click on the hyperlink, the new page should load in the right frame, and the left frame should remain the same.

Publishing a Web Site

What you will do:

- ✓ Publish your Web.
- ✓ Learn about where to publish your Web.
- ✓ Visit the Microsoft FrontPage Web site.
- ✓ Update your Web.

Now that you've created your Web site in a "staging" area (a place where others cannot find or view the pages), your Web site is ready to publish on the World Wide Web or on an intranet. Publishing a Web generally means copying the files that make up a Web site to a particular destination, such as a server. Use the publishing feature in FrontPage 2000 to copy the Web site to your Internet service provider's (ISP) server or to your district or school intranet server.

Before you begin

- Check the spelling on each Web page in your Web site. For information on checking the spelling, see the Checking the spelling in your Web site section in the *Adding Content to a Web Site* chapter of this book.
- Using the **Reports** view, verify that all the hyperlinks are valid. For more information on checking links, see the Managing hyperlinks on your Web site section in the *Connecting Pages* chapter of this book.
- Using the **Tasks** view, verify that all tasks have been completed.
- Your Internet or intranet provider should have FrontPage 2000 Server Extensions to support the publishing of your Web site. For information, see <http://www.microsoft.com/frontpage/>, and click **Find an Internet Service Provider that Fully Supports FrontPage**. You'll also need to know the ISP's Web server location for publishing your Web, and your user name and password, if necessary. Although it is easier to publish your Web site on a server with FrontPage Server Extensions, you can also publish to a non-FrontPage Server Extension server using FTP.
- Make sure your Web site is ready for publishing by checking for broken hyperlinks, verifying that the pages look the way you want them to, and testing the Web to make sure that everything works. A good way to ensure your Web is ready is by previewing it in a Web browser and navigating through the site, and then by reviewing the status of your files in **Reports** view.

Understanding server extensions

There are several benefits to publishing to a Web server with FrontPage Server Extensions:

- Your Web will have full FrontPage 2000 functionality when it is published. Without the server extensions, advanced server-side features will not work, including form handlers, search, hit counters, discussion webs, and component features.
- FrontPage 2000 maintains your files and hyperlinks—each time you publish the Web, FrontPage2000 compares the files on your local computer to the files on the Web server. For example, if you move a file in your local Web, FrontPage 2000 updates and corrects any hyperlinks to it, and then makes the same corrections to the files on the Web server the next time you publish the Web.
- After you have published the Web, you will be able to edit it directly on the ISP's Web server (however, the local version of your Web will not remain in sync).
- If your Web server has FrontPage Server Extensions, FrontPage 2000 can publish your Web using HTTP (HyperText Transfer Protocol). Otherwise, your Web will be published using FTP (File Transfer Protocol).
- Finally, Office 2000 applications can save files directly to your FrontPage-based Web site if the Web server has the FrontPage 2000 Server Extensions installed.

Understanding Web site publishing

If your ISP has given you a size limit on the Web server, file management is a necessity. You can keep the size of your Web down by deleting old files, especially those with many graphics. Use the **Reports** view to run a report on Older Files. With this report, you can know which files are old. Once you have published a Web, FrontPage 2000 can synchronize the files on your local Web with the published files on the Web server, each time you publish again.

After you delete files on your computer, FrontPage 2000 prompts you about deleting the same files on the Web server when you publish your Web again, and you can choose to publish only pages that have changed.

If your Web server uses FrontPage Server Extensions, FrontPage 2000 can also match other actions on the Web server, such as moving or renaming files, the next time you publish your Web. FrontPage 2000 updates your navigation bars, shared borders, and hyperlinks on the Web server to match the actions you performed on the Web on your computer.

Choosing a location for your Web site

With FrontPage 2000, you can save your Web in multiple places at once. You can create your Web on a hard disk, network drive, or Web server. Note that only publishing to a Web server makes the Web site available on the World Wide Web.

You can publish or save your Web to the following locations:

- **Your hard disk or a network drive.** Type the path or file location. Keep in mind that others who use your computer or are on your network can view, open, and change these files through the file system. Be sure to store your Web site in a subdirectory on your hard drive, not at the root directory (for example, in `c:\my Webs\` rather than `c:\`). That way, if you ever need to delete the Web, you delete a file folder instead of having to select files from the root directory.
- **Your Personal Web Server.** If the name of your personal computer is "Central High" you can create a Web to `http://Central High/School Web`. Personal Web Servers allow you to create Webs and test Web functionality on your own computer. Microsoft Personal Web Server ships with Microsoft Windows 95 and Windows 98, or is available for download in the Windows NT Option Pack.
- **Your school intranet server.** An intranet is a Web or series of Webs that are available only within a particular networked environment. For example, in a school district, schools may create their own Web pages and then publish these pages to a computer running Web-server software. People on the network can view the pages by typing in a path such as `http://DistrictWeb/` (intranet addresses don't contain the "www" prefix).
- **A World Wide Web server.** The World Wide Web is made up of an enormous network of servers located all over the world, all accessible using a Web browser. Web servers that "host" sites that are viewable on the World Wide Web may exist within your own district or school, or schools contract with a Web hosting provider or Web presence provider to host their site.

Choosing files to publish

You can choose which files to publish, and which ones not to publish. For instance, if a page is incomplete, you can mark the file so that it doesn't get published. Later, if you decide to publish the file, you can change its publishing status.

You can also choose to publish only those files that have changed. FrontPage 2000 compares the files in the working Web on your local computer to the published files on the Web server. If FrontPage 2000 detects a newer version of a file on your local computer, the file is published to the Web server.

Marking the pages to publish



You can specify which files you want to publish. FrontPage 2000 automatically marks files for publication, but you can change this setting. For example, if you have not finished editing a page but you want to publish your Web site, you can prevent the page from being published by marking it as “Don't Publish.” When you want to publish the file, mark the page “Publish.”

To mark a page to exclude from publishing



You can right-click the page icon from the Folder List in any view, click **Properties** on the shortcut menu, and then click the **Workgroup** tab.

1. Select the file you want to mark as excluded from publishing and right-click on the file.
2. Click **Properties** on the shortcut menu, and then click the **Workgroup** tab.
3. To prevent a file from being published, select the **Exclude this file when publishing the rest of the web** check box.

To mark a page to include in publication

1. Select the file that you previously marked as excluded from publishing and right-click on the file.
2. To mark a file for publishing, clear the **Exclude this file when publishing the rest of the web** check box.

Viewing the publishing status of files



You can view the publishing status of all the files in a Web by running a report. The Publish Status report indicates whether a file has been marked as “Publish” or “Don't Publish.” All files are marked as “Publish” unless you change the status.

To view the publishing status of files

1. On the **View** menu, click the **Reports** button to go to **Reports** view.
2. On the **Reports** toolbar, select from **Publish Status** the drop-down list.
3. The **Publish** column displays the publishing status of each file.

Publishing your Web site

With FrontPage 2000, you can use two methods of publishing to your Web hosting service—Front Page Server Extensions or FTP (file transfer protocol). Both work, but if your Web hosting service has FrontPage Server Extensions, you can publish your Web by just entering the Web site's address as you would when viewing it in your browser. If FrontPage Server Extensions are not installed on the server, you can use FTP (file transfer protocol) to copy the files to the server.

You also have the following options regarding how to publish the files:

- **Publish only the files that have changed.** FrontPage 2000 compares the files on your local Web to the files on the Web server, and only those files that are newer than those on the Web server are published. However, files that have been marked Don't Publish are not published.
- **Publish all files, except those that have been marked Don't Publish.** The files from the local Web overwrite all files on the destination Web server, even if the files on the Web server are newer.
- **Publish subwebs if the current Web has subwebs.** All files and folders in subwebs are recursively published in addition to those in the current Web.
- **Publish the Web using a secure (SSL) connection.** For example, use this feature if your Web server uses the HTTPS protocol to authenticate its users.

Publishing to HTTP, FTP, or a file system

Publish using HTTP (HyperText Transfer Protocol) if the FrontPage Server Extensions are installed on the Web server to which you are publishing.

Publish using FTP (File Transfer Protocol) if the FrontPage Server Extensions are not installed on the Web server to which you are publishing. If you have not already added the FTP location, you need to know the FTP server name and directory path.

You can publish your Web to a folder on your local file system or to a UNC path. For example, you can make a backup copy of your entire Web by publishing it to a new disk-based location, such as C:\Backup. Publishing a Web rather than just copying files ensures that all necessary files are saved and in the correct structure.

To publish your Web site

1. On the **File** menu, click **Publish Web**. The **Publish Web** dialog box appears.
2. Click **Options** to expand the list of options.
3. Specify whether you want to publish only pages that have changed, or all pages.
4. To publish subwebs, select the **Include subwebs** check box. All files and folders of the subwebs in the current Web is published recursively, in addition to the files and folders of the current Web.
5. In the **Specify the location to publish your Web to** box select the location you want to publish to:
 - **HTTP**. Type the location of a Web server, click the arrow to select a location to which you have published before, or click **Browse** to find the publishing location.
 - **FTP**. Type the FTP server location (ftp://ftp.server.com/~folder) in the **Publish Web** dialog box (be sure to type ftp:// before the server name), and then type your user name and password in the dialog box that appears. To find an FTP site, click **Browse**, click the FTP site in the **Look in** box, and then click **Open**.
 - **File system**. Type the path to the folder on your file system, such as C:\MyWebs or \\Webs\Myfolder. To find the folder, click **Browse**.
6. To publish using a secure connection when publishing with HTTP, select the **Secure connection required (SSL)** check box. Your destination Web server must support SSL for this feature to work.
7. Click **Publish**. FrontPage 2000 publishes your Web. If you cancel publishing in the middle of the operation, files that have already been published remain on the destination Web server.



To publish only pages that have changed to the same location you previously published to, click **Publish**



If you are publishing to a Web server without FrontPage Server Extensions, you are notified of any features that require the server extensions.

Adding or changing an FTP location

When you publish your Web to an FTP location, you can set up the FTP location, and your user name and password, in advance. Then, whenever you publish your Web, your login information is provided automatically. After adding an FTP location, you can change it, for example to update your password.

Before you can set up an FTP location, you need to know the FTP server name and directory path. The FTP server name is the domain name of the Web server to which you are publishing (for example, ftp.server.com). The directory path is the folder on the server where your Web is stored (for example, /www). If you are unsure about your user name, password, or FTP location, contact your Internet service provider.

To add, change, or delete an FTP location

1. On the **File** menu, click **Publish Web**.
2. Click **Browse**.
3. In the **Look in** box, click **FTP Locations**.
4. Double-click **Add/Modify FTP Locations**.
5. To add an FTP location, do the following:
 - In the **Name of FTP site** box, type the FTP server name and directory path, for example ftp.server.com/www, and click **Add**.
 - Under **Log on as**, specify whether you want to log on to the FTP server as an anonymous user, or specify your user name and password. Then, click **Add**.
6. To modify an FTP location, do the following:
 - Under **FTP sites**, click the site to modify.
 - Under **Log on as**, change the settings as needed, and then click **Modify**. If you want to change the FTP site name, you must add the site as a new FTP location.
7. To remove an FTP location: Under **FTP sites**, click the site, and then click **Remove**.

Deleting a file or folder that has been published

When you publish your Web, FrontPage 2000 compares the current files on your local computer to those files on the Web server. To manage files on the Web server (for example, to get rid of old files or folders), delete or move the files or folders in the Web on your local computer. FrontPage 2000 then prompts you about which files to delete on the Web server the next time you publish.

Extending your knowledge

Publishing your Web is like orchestrating a complicated performance. Although FrontPage 2000 makes Web publishing simple, it takes planning and coordination to make everything work. Web maintenance doesn't stop once your Web is published. Because information changes, updating your Web periodically is critical.

Updating your Web

At it's best, a Web should contain current information. To keep your Web up-to-date, you need to upload new information whenever necessary. If you need to make a lot of changes, you use the same procedure to upload the new files that you used when you first published your Web. If you have any questions regarding this procedure, contact your network administrator.

Publishing changed pages

If you are publishing a FrontPage Web that has been published at least once before, use the following method to copy only those pages that have been edited since the last time you published or copied the FrontPage Web.

To copy to the server

1. On the **File** menu, click **Preview in Browser**, and click **Preview**.
2. On the **File** menu, click **Close**.
3. Click the **Publish FrontPage Web** button.
4. In the **Publish** dialog box, click **OK**.
- or -
If you want to change the location, click **More Webs**.
5. Save your changes and close FrontPage 2000.

Exploring the Microsoft FrontPage Web site

Look over the Microsoft FrontPage home page, and explore some of the links. The site provides product and resource information you can download and is updated frequently with upgrades, educational support and exchanges, technical help, and many other types of useful information.

To go to the Microsoft FrontPage Web site

1. Open your Web browser and type *http://www.microsoft.com/frontpage/* in the **Address** box, and then press ENTER.
2. Follow the link to the MSDN Online Web Workshop and check out the collection of tips and tricks and how-to articles for FrontPage 2000.
3. Select the **Office Update** link from the FrontPage Web site to find free downloads, updates, and assistance for FrontPage 2000.
4. Click the links to view pages in the Web site.
5. To download information, see your network administrator.