

Tips and Tricks for Microsoft FrontPage XP

MS FrontPage



Tips & Tricks

Backgrounds

Adding a Background Color

1. Click on Format, Background, and select the background tab
2. In the Background field (under colors), click on the down arrow and bring up the color palette.
3. Click on the color of your choice and click OK

Adding a Background image

1. Click on Format, Background, and select the background tab
2. In the formatting field, click to place a checkmark by background picture.
3. Click on browse and navigate to where your picture is stored.
4. Click on the background image you will use for your web page and click Ok twice

Remove a Background image

1. Click on Format, Background, and select the background tab
2. Under formatting, remove the checkmark from beside the background picture by clicking on the checkbox.
3. Click Ok

Saving Web Pages

Saving a Web Page

1. Click on File and select Save
2. Enter a file name for your webpage in the File Name Box. Use 8 characters or less and avoid using spaces.
3. In the Save In field, make sure you are saving in your web folder.
4. Click Save

Saving a Web Page as a Template

1. Click on File, Save As...
2. Change the Save as type to: FrontPage Template (*.tem) and click Save
3. Fill in the following: Title, Name and Description. Click OK

Opening a Template

1. Click on file and select New, Page
2. In the task pane on the right, under New From Template, click on your choice
3. Click Ok

Setting Up a Web Page to Use a Sidebar Background

When using a sidebar background, items on the web page must be shifted to the right away from the sidebar. One way of doing so is to create a two-column table and place items on the web page solely in column two. Column one is resized to the width of the sidebar.

1. Create a new web page. (File, New, Page or Web)
2. Add a background image (see above)
3. Add a table with 1 row and 2 columns (Table, Insert, Table)
4. Change the border width to 0.
5. Click by Specify Width to place a checkmark, click in the Radio button by Pixels, type 600 for the number of pixels and click OK
6. Click and drag to resize column 1 to the width of the sidebar background.
7. Place Insertion Point in the right column (column 2) of the table and hit enter about 12 times to create some room inside of the table.
8. Click back at the top of column 2 and begin typing in your information.

Adding Graphics

Graphics can be added to a web page from the clip art gallery or from other external resources – such as other websites. If you do use them from outside sources, be sure to give credit where it is due. Place these credit links at the bottom of your page.

It is also a very helpful to keep all images that you collect in a folder named images.

Inserting a Graphic from Clip Art

1. Position your insertion point where you want your graphic to appear in your web page.
2. Click on Insert, Picture, Clip Art.
3. In the task pane to the right, type in what you want to search for and click Search.
4. Click on the image. (This will automatically insert the image into your web page.)

Inserting a Graphic from a File (external source)

1. Position the Insertion Point where you want the graphic to appear.
2. Click on Insert, Picture, from File
3. Navigate to the folder that the image is stored. Click on the image and click Insert.






Resizing a graphic

1. Click once on the graphic. Handlebars will appear around the picture.
2. Click and drag on the handlebars.
3. To resize proportionately, drag the bottom right handlebar.

Placing a Border around a Graphic

1. Double click on the picture
2. Click on the appearance tab
3. In the Border Thickness field, enter the size of the border in pixels. (A border width of 0 means that no graphic border will appear in a web browser.)
4. Click Ok

Setting Transparent Color

1. Select the picture (by clicking on it once) that contains the background color you want transparent.
2. On the picture toolbar, click the Set Transparent color button - 
3. Place the pointer on the color that you want transparent. (The cursor will change into a pencil.)
4. Click on the color that you want transparent.

Horizontal Lines

Inserting a Horizontal Line

1. Position the insertion point where you want the horizontal line to appear on the web page.
2. Click Insert, Horizontal Line. (A thin link will run across the length of the page.)

Editing the Horizontal Line

1. Double click on the horizontal line. This will bring up the properties.
2. You may change the width, height, color, and alignment.
3. Click OK when done.
4. When a new line is inserted into the web page, any formatting done to the previous line will be applied to the line. It will stay this way until you change the properties again.

Creating Hyperlinks and Bookmarks

Hyperlinks are words or images that you can click on that can direct you to another web page or a file to open.

Bookmarks identify locations in your file that you can link to. This is very useful if you want to keep everything on one webpage.



Linking to an External Web Page

1. Select the text you want to hyperlink (highlighting the words).
2. Click Insert, Hyperlink
3. At the bottom in the Insert hyperlink box, copy the web address in here.
4. Click Ok

Linking to a Page in Your Web Site

1. Select the text you want to hyperlink (highlighting the words).
2. Click Insert, Hyperlink
3. Click on one of the files listed in your web page.
4. Click OK

Inserting a Bookmark

1. Click and place your cursor by the text that will be the bookmark. (This is the place where you want the viewer to go after clicking the bookmark's hyperlink.)
2. Click Insert, Bookmark
3. In the Bookmark dialog box, under Bookmark Name, type in a name for the bookmark.
4. Click OK

Adding a Hyperlink to the Bookmark

1. Select the text you want to hyperlink (highlighting the words).
2. Click Insert, Hyperlink
3. In the Insert Hyperlink dialog box, click on the Bookmark button and select the desired bookmark.
4. Click OK 2 times.

Inserting Email Links

1. Select the text you want to hyperlink (highlighting the words).
2. Click Insert, Hyperlink
3. In the Insert Hyperlink dialog box, click on the E-mail address button on the right side.
4. Type in your email address in the E-mail address field.
5. Click OK

Adding Extras to Your Web Page

Adding a Page Transition

1. Click Format, Page Transition
2. In the Page Transition dialog box, select the type of page transition you want from the Event drop down box.
3. Enter the amount of time you want the transition to last in the Duration box.

4. In the Transition Effect scroll box, select the transition you desire.
5. Click Ok

Adding a Hit Counter

This will let you know how many times your web page has been viewed.

1. Place your insertion point where you want your counter.
2. Click Insert, Web Component, Hit Counter
3. Under Counter style, select the one you like.
4. Click Finish
5. If you don't want the counter to start at zero, click the Reset Counter to box and enter the desired number.

Creating Hover Buttons

Creating a hover button is an easy way to add animation to your web page. Like any other button, it will link to another web page. However when a site viewer clicks or points to a hover button, the button will glow or change color.

1. Position your insertion point where you want to place your button.
2. Click on Insert, Web Component, and click Hover button.
3. Click Finish
4. In the Button text box, type the text label for the button.
5. In the Link to box, type the URL of the page or file that you want displayed when the hover button is clicked, OR, you can click on browse to locate the page or file. Click OK

Creating a Marquee

Create a marquee on a page to display a horizontally scrolling text message.

1. Position your insertion point where you want the scrolling message.
2. Click on Insert, Web Component, Marquee,
3. Click Finish
4. In the text box, type the line of text you want the marquee to display. Other choices can be made in this box such as width, height, background color, loop, behavior, etc.
5. Click OK two times.



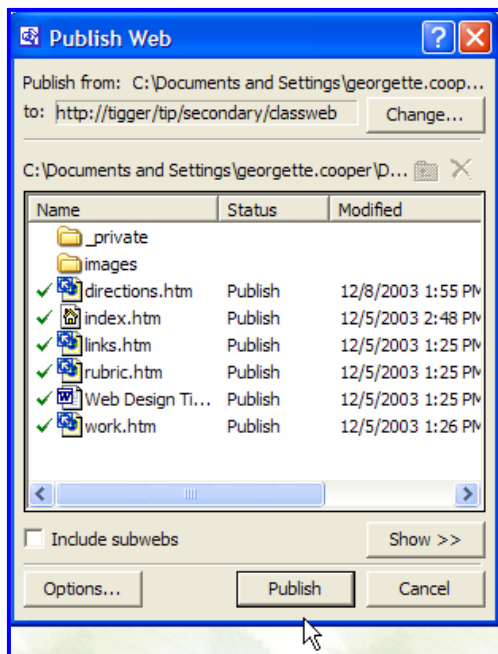
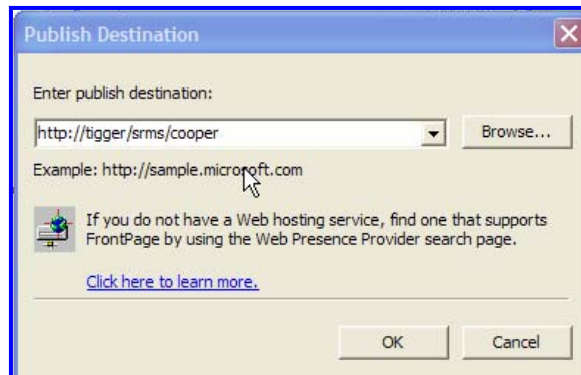
Publishing the Site

Make sure all of the work you have done has been saved.

- Go to File → Publish
- In the Publish Destination window, type the following information

<http://tigger/srms/lastname>

- Click OK
- A dialog box will open stating that there is no web in the specified location. Click Yes to indicate that you want to create a web.



- The Publish Web window will open
- Click Publish to publish to the staging server – tigger
- Watch the pages fly!
- When the site is published, a message box will appear with the following options
 - Click here to view your site
 - Click here to view file your publish log file
- Click Done when you are finished
- Note: You may look at your site on tigger at any time by opening Internet Explorer and

- placing the publishing destination as the address
- All new web pages and web page changes are loaded automatically to the live web server during the night, which means that what you publish today will be on the Internet tomorrow.

