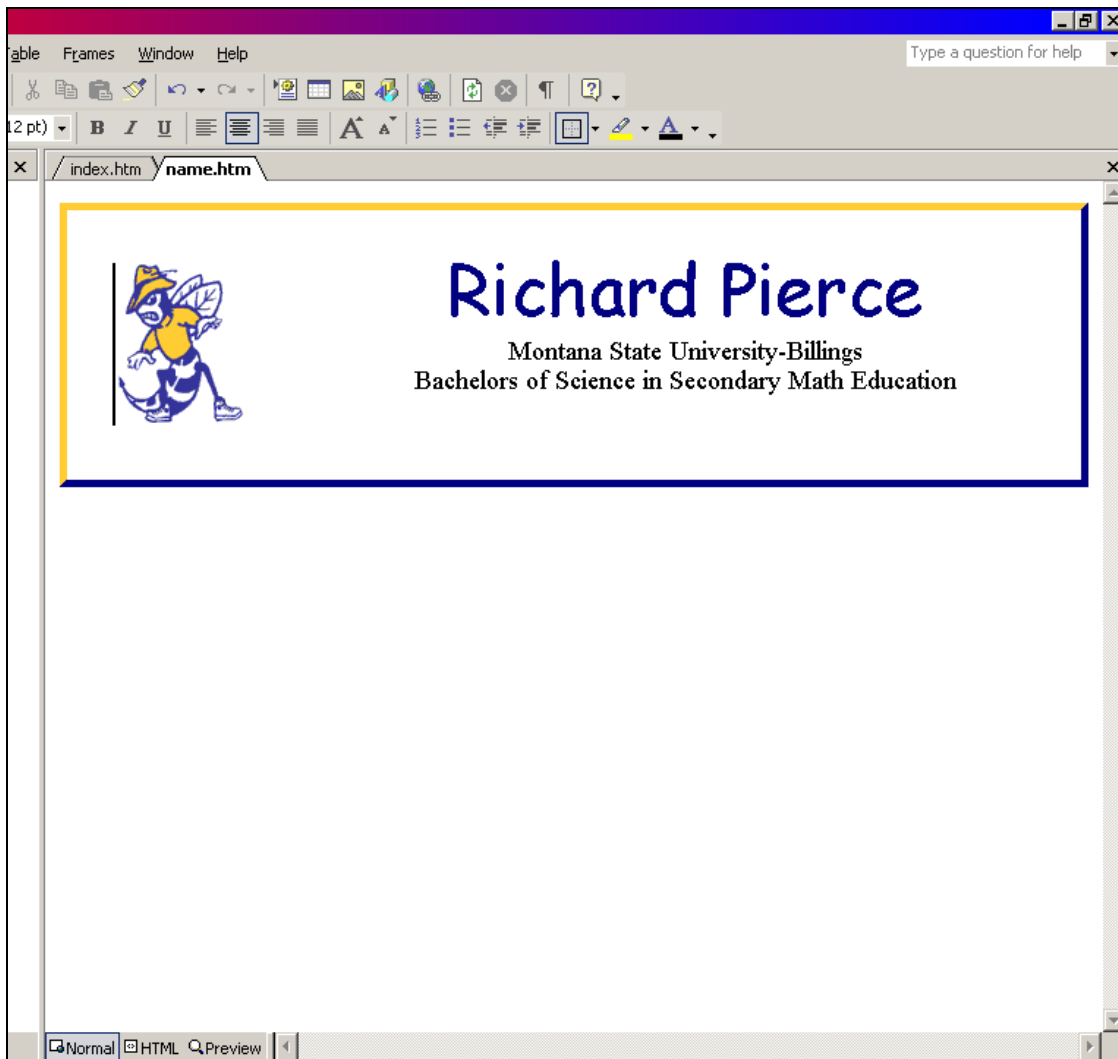


## Front Page 2002 – Advanced Usage

Start FrontPage, open a web or create one, and create a blank page. On this new blank page, build a single cell table that has your name in it and any other graphics that you would like to insert to make it more personalized. Then save this page as name.htm and title the page “name plate.” You should have a page that looks something like this.



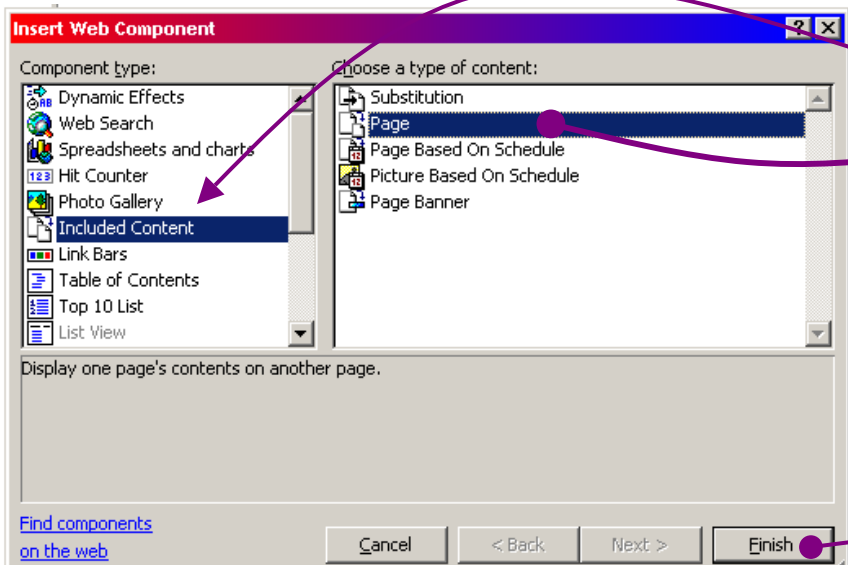
Now, you will use this page to learn some of the more advanced, but extremely helpful features of FrontPage. If you are planning on creating a large web, most of the features discussed will make your web designing life much easier.

## Including a Page

Including a page is a very nice feature that saves a web developer countless hours. If there is a topic or title that will be included in your web site several times, the best way to include it is using this feature. You are going to include your name plate page into your site. First, open another page or create one if you do not have another. Place your cursor at the top of this new page. You are going to place your name plate there. Now click the **Web Component** button from your toolbar.



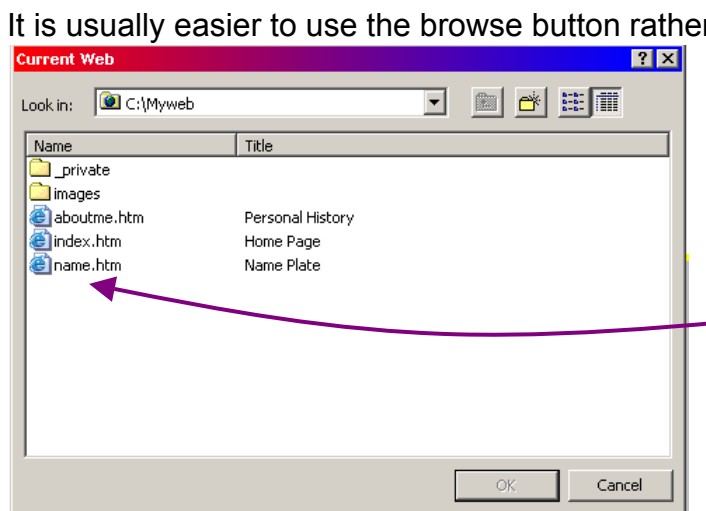
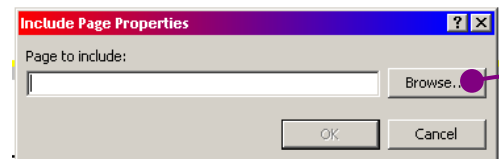
This will open the Insert **Web Component** dialog box.



In the dialog box, select **Included Content** on the left, and after clicking, you will select **Page** on the right.

When you have selected these two from your lists, click **Finish**.

This will open the **Include Page Properties** dialog box that is used to name the page that you are including. Here you can type in the name of the page you want to include or just browse for it using the browse button.



It is usually easier to use the browse button rather than typing the address. When you click browse, you will see the **Current Web** dialog box. This is just like the Open dialog box, because you will have to go locate the page that you want to include. You can even select a page from another web. The page you are going to use is in your web and named name.htm.

After highlighting this name, click **OK**.

Then click **OK** on the **Include Page Properties** dialog box.

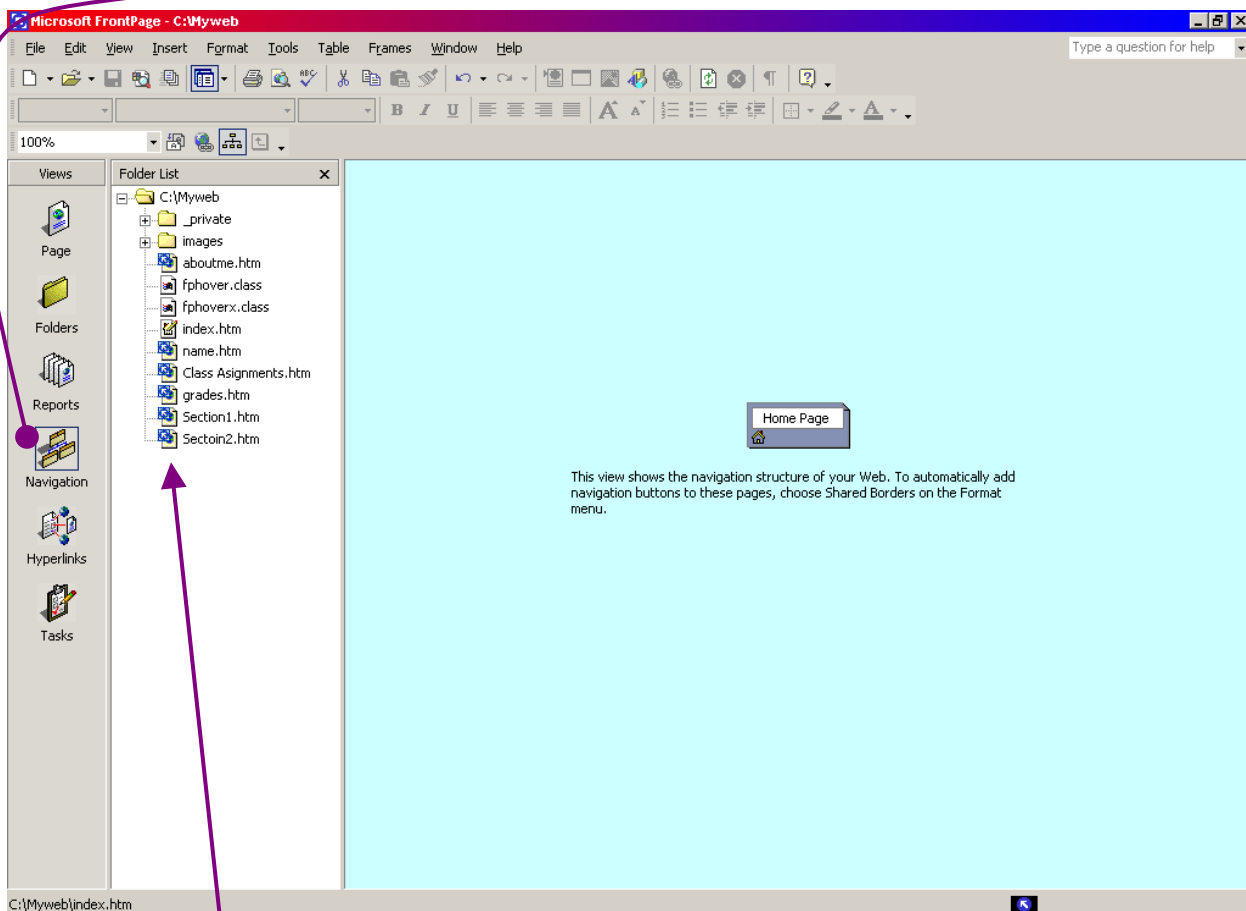
The page titled Name Plate should now be inserted at the top of your page.

This feature allows you to include the same page into many different pages. The nicest thing about this feature is when something has to be changed, you only have to change it once on the original page (name.htm), and all the other pages you included it on are automatically updated when you save.

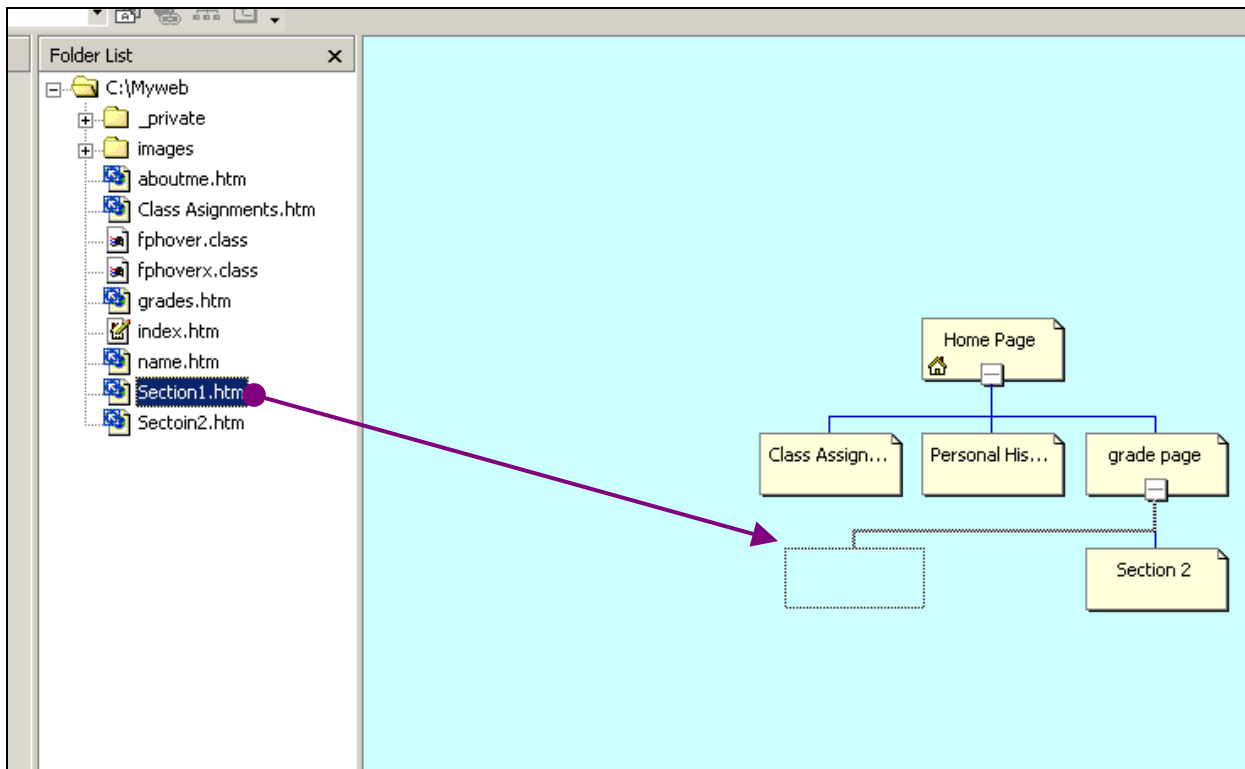
The Include Page feature is used a lot for titles on pages like you just did or at the bottom of a page where a developer will insert “for broken links email me.” Then, if an email changes or the business/school logo changes, it only has to be updated once rather than hundreds of times.

## **Creating a Navigation Structure and a Navigation Bar**

By creating a navigation structure, you can add a navigation bar to your pages. I have gone through and added a few extra pages to my web site, so I can build a larger navigation structure for you. If you only have a couple pages, create some extras to practice with. On the Views Bar on the left of your window, select Navigation. You will see a window like this.

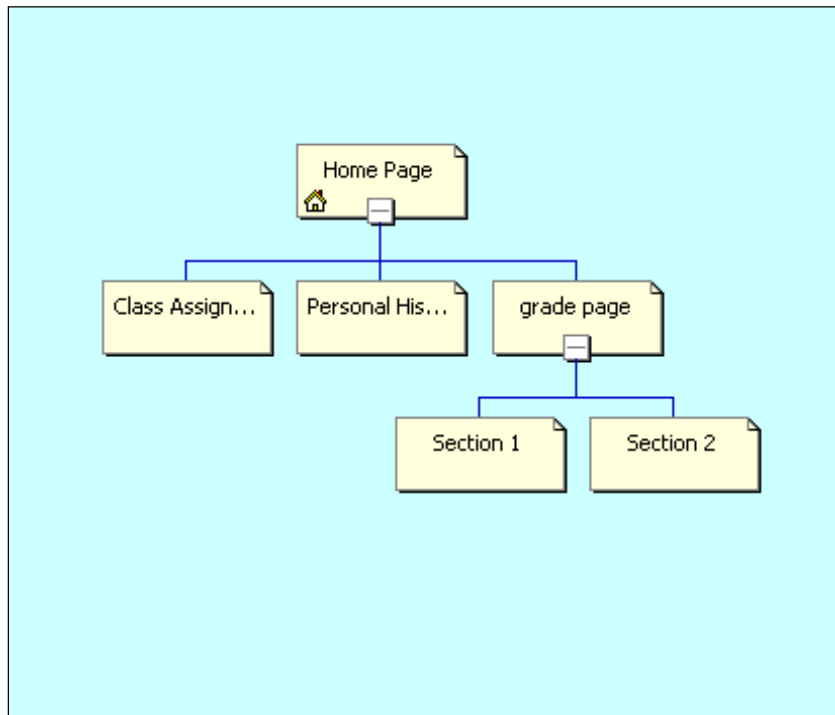


Under the Folder List, you can see all the pages in your web. Now use your mouse to click and drag the pages into their structure. This means the main page at the top and as the pages link from one to another (Hierarchy of pages).



In the picture above, I am dragging Section 1's grade page into its spot below the grade page in my web. Now, you can see how the hierarchy of a web site is set up and a navigational structure will look.

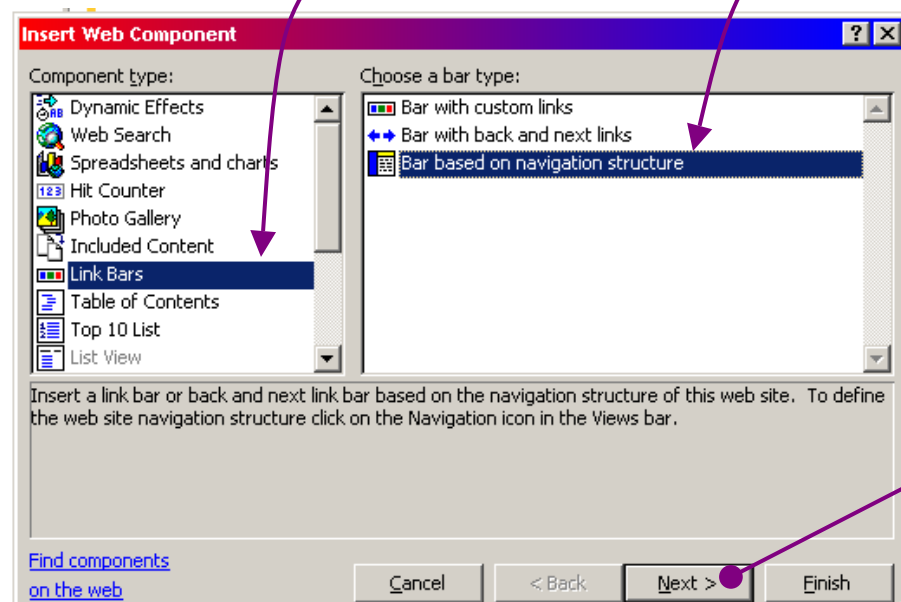
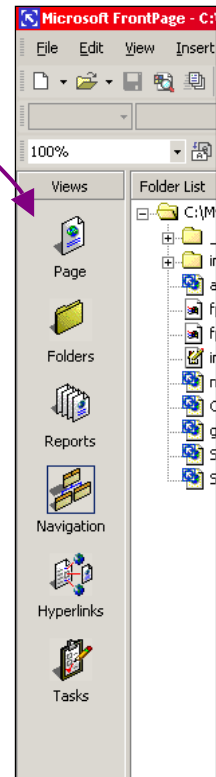
This is the final structure of the pages that I have in my web site. If one of yours ends up out of place, you can always click, hold, and drag it up or down levels.



Now that you have created a navigational structure, the program has an idea of the structure of your site. The program will create a navigation bar on all the pages listed in the navigational structure. In the **Views bar**, click **Page**.

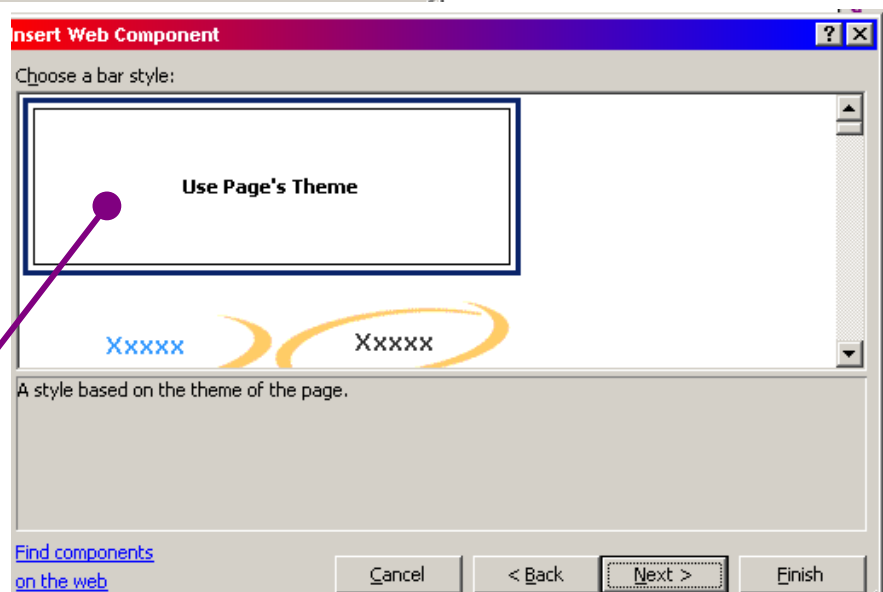
Now, put your cursor above or below (your choice) your name plate that you inserted with the included page feature. You are going to insert a navigation bar so users can navigate your site easier.

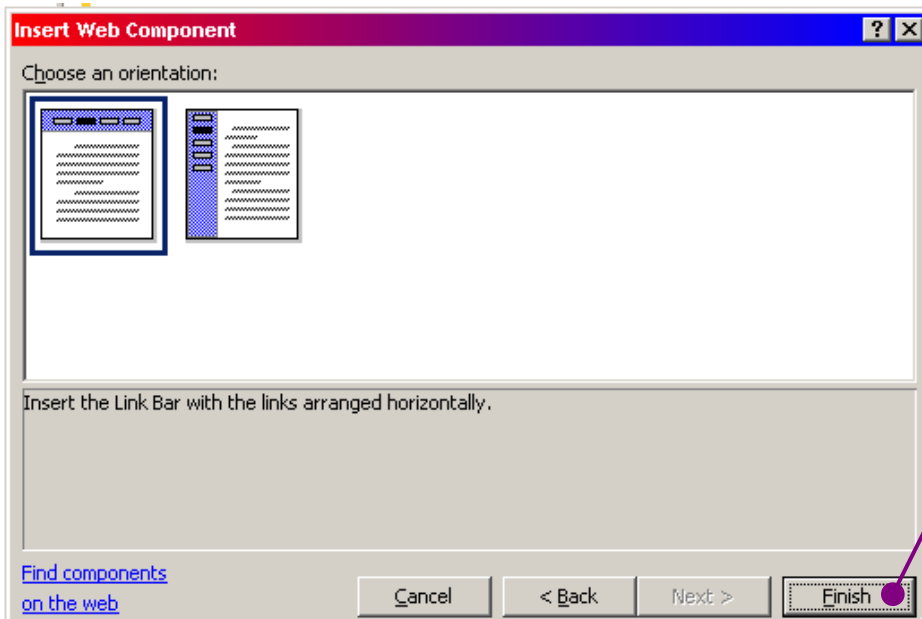
Click on the **Web Component** button, and the **Insert Web Component** dialog box will open, click on link bars on the left, and **Bar Based on Navigational Structure** on the right.



After having these features highlighted, click the **Next** button.

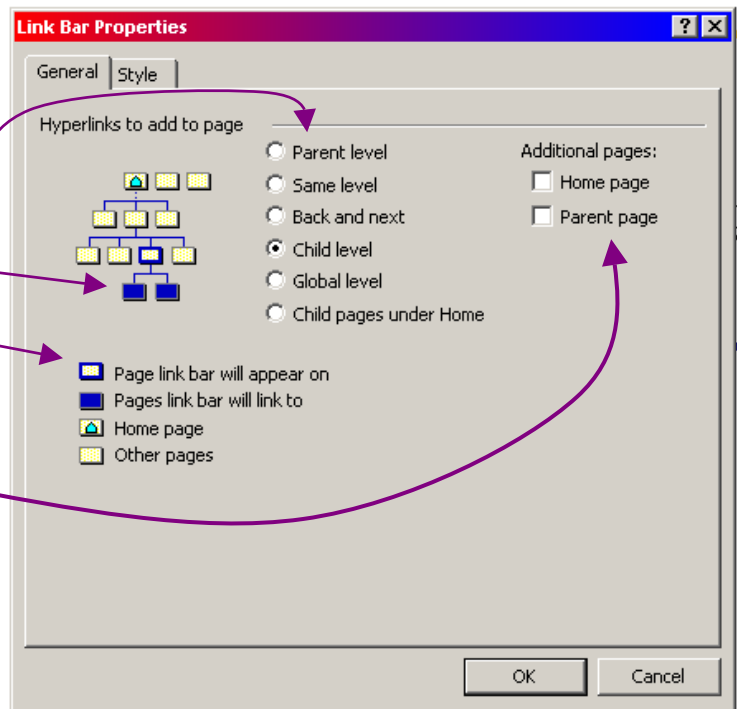
Now, you will see a window that allows you to select different themes. Themes are great to add color and graphics, but they are preformatted, so if the titles are too long, they will not wrap. I like to use the **Page's Theme** at the top, because it is easier, and I can keep it with the theme of my site. After your decision, click **Next**.





The next view will give you the option to have your link bar horizontally or vertically. Remember, it will go wherever your cursor was at when you started this process. When you have the direction that you prefer selected, Click Finish.

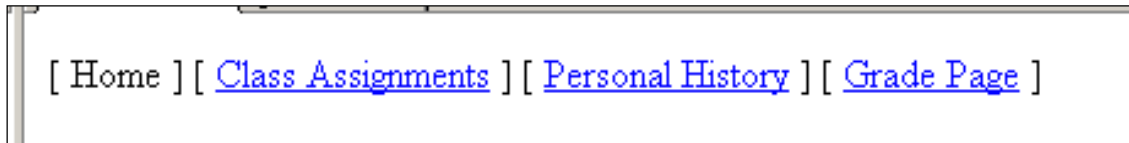
The Link Bar Properties dialog box will open. This box lets you select the links that will be available on what page. Thinking of your navigational structure, you can click on the different choices and watch the different boxes turn colors. The legend for the different boxes is located below, so you can get an idea of what pages will be included on the navigation bar.



On the right side, are selectable boxes, the Home Page and Parent Page. Home Page means index.htm or the page that the site originates with. The Parent Page is the page that is one tier above the page in the navigational structure. You can select these options if you think a user would like to have the chance to go back to the beginning or up one tier in the hierarchy.

After you have made your selection, click OK and your bar will appear on the page where your cursor was. This is my navigation bar on my home page. The page is currently at home, so the program

knows not to create a link there (hence the black

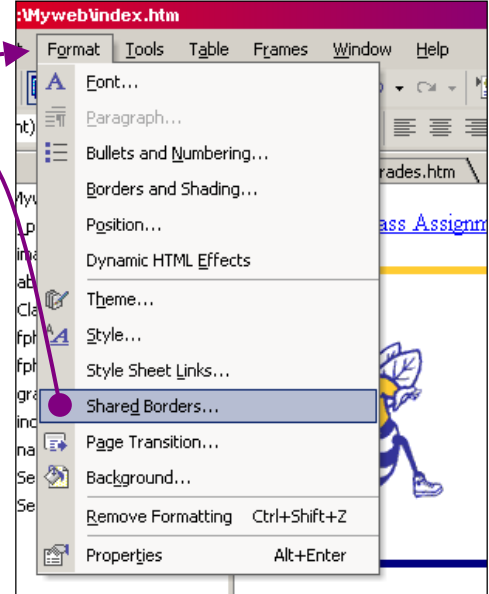
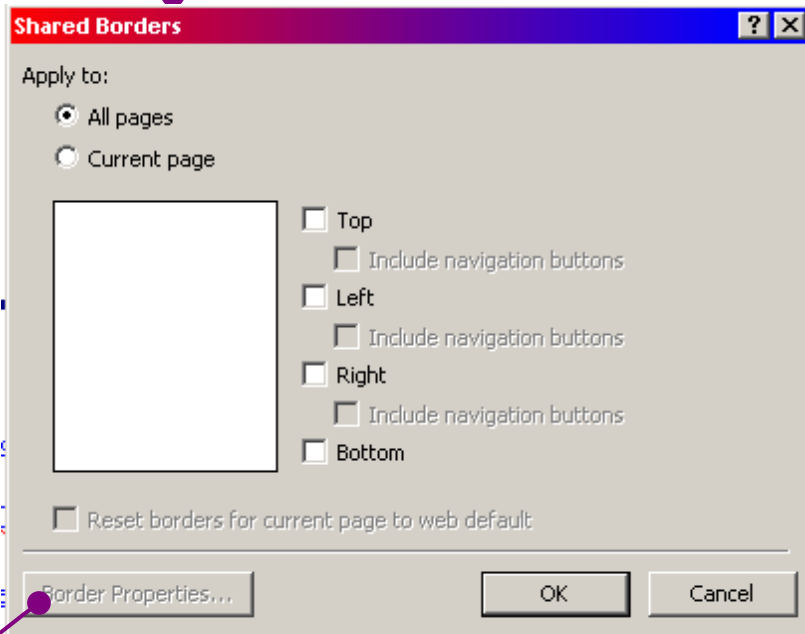


letters, not linked). Then it links to the other pages I specified in the Link Bar Properties dialog box.

## Shared Borders

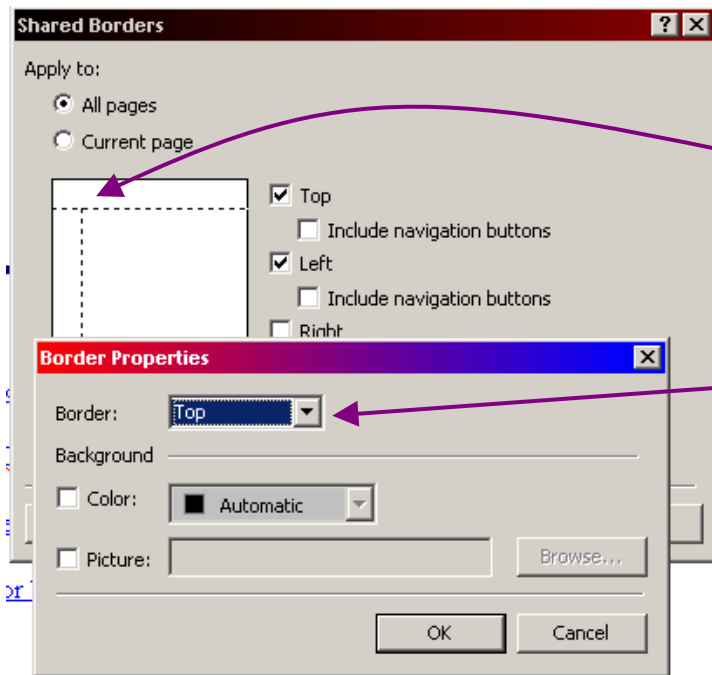
Shared border(s) is another time saving feature that is included in FrontPage. This allows you to tell FrontPage that this section of a page should be included on several different pages (or all) in a web. So, instead of going through and doing the include page feature that you just worked with 100 times, you can set the pages to share the same border.

Click **Format** on the menu bar and you will see **Shared Borders**. The **Shared Borders** dialog box will open.



At the top of this dialog box, is the Apply To option. This is the catch with the Shared Borders feature; you have to apply it to all the pages in your web and then go back and take it off of any pages that you do not want it on. There is no way to tell FrontPage to perform the function on specific pages, so you

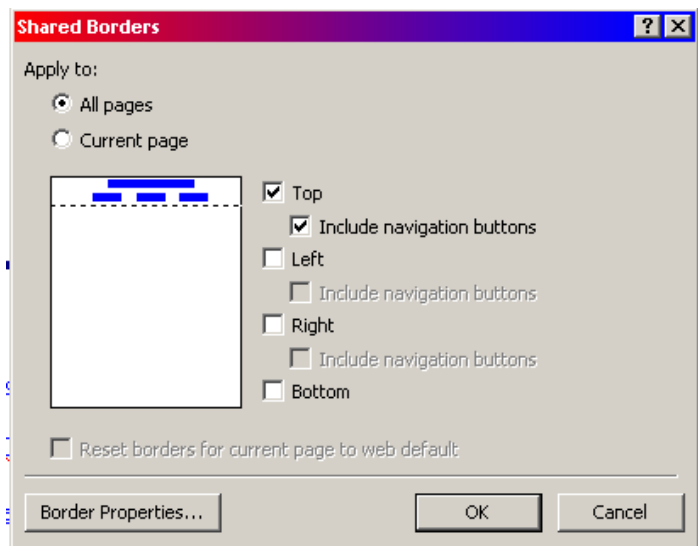
need to make sure that your border is something that most pages will be sharing. First, you have to use **All Pages** that is selected at the top to start with. Now, select the borders that you would like to have shared. You can pick one or all four. As you select them, the hypothetical page on the left of the box will show where that border would run. After clicking in any of the selection boxes the **Border Properties** button will become active. After you select any except the bottom, you have the choice to include the navigation buttons. This means the program uses the navigation structure that you created earlier. If you would like to have all the top of the pages to have your name plate and the navigation for the main pages in your site, you can set the navigation bar to **Parent Level** and then put the **Child Level** down the right or left side with this feature.



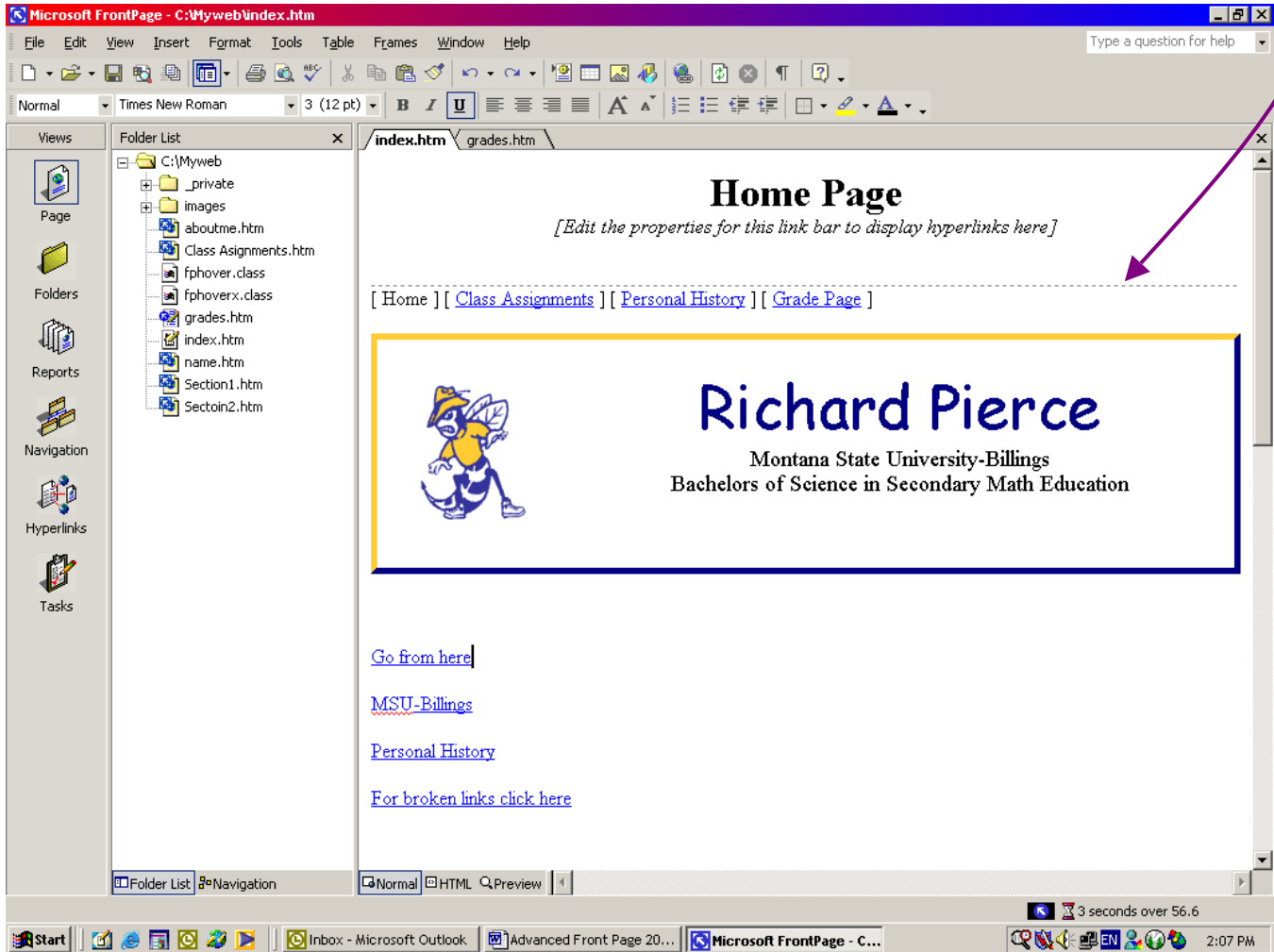
I have selected the **Top** and **Left** borders to be shared. You can see the dashed lines running on the top and the left of the hypothetical page. Then click **Border Properties** and the **Border Properties** dialog box will open. This lets you set a color for these borders, or even set a picture that is placed in the background of the border. On the top line of the dialog box, you can select which border you would like these effects to be applied to. Any changes that I make in the border properties box right now, will apply to the top border only. After you have made your selections or changes, click OK.

I want to have a shared border only on the top, so I will uncheck the left border. I would like to have a navigation bar though, so I will check to **Include Navigation buttons**.

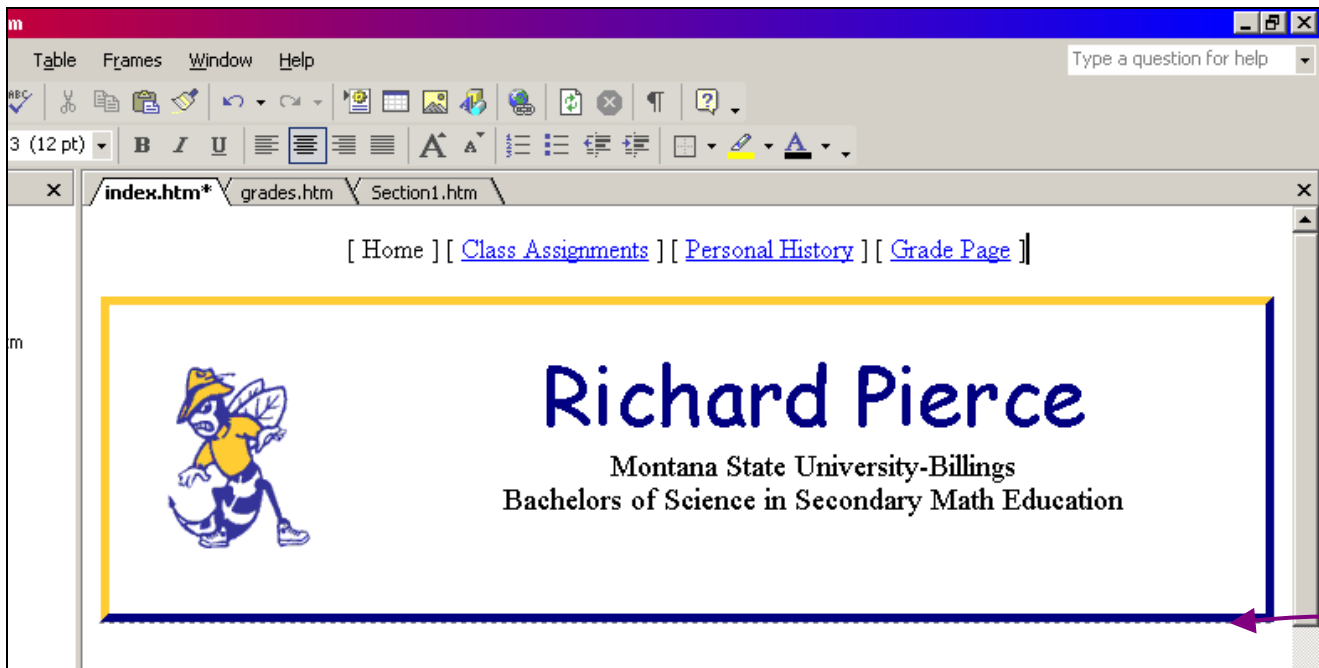
When you have selected what you want for your web site, click OK and you will return to your page.



You may get a warning that says you may lose some information (click OK). Shared Borders is easiest when set up as you begin your web, but can be added at anytime. Most of time, a web page is started and grows as your interest or needs do. In the area where the border says “Edit the properties for the link bar to display,” you can double click to go into the properties and change it to any setting you wish. The page might have its name inserted at the top (Home Page here), that can be deleted. I had mentioned putting the name plate in the border; you can do that by clicking on the name plate and dragging it into the border. Do you see the dotted line at the top of the page? That is the border for the Shared Border, anything above that line will appear on all the pages.



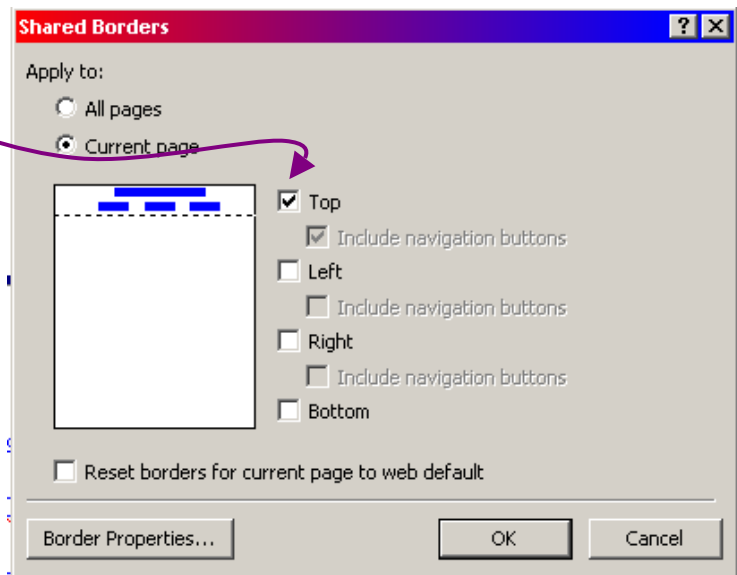
Now, you can click and drag some of the features to make this look a little better.



I moved the included page (name plate) by clicking and dragging it into the border and then set the navigation bar to show the child pages under home. If you look closely under the blue border on my name plate, you can see the dashed line. This is where the border ends, so all the pages in my web will have this on the top of the page. The navigation bar will change subtly with each page, since I have it set to show the child pages (linked or not linked).

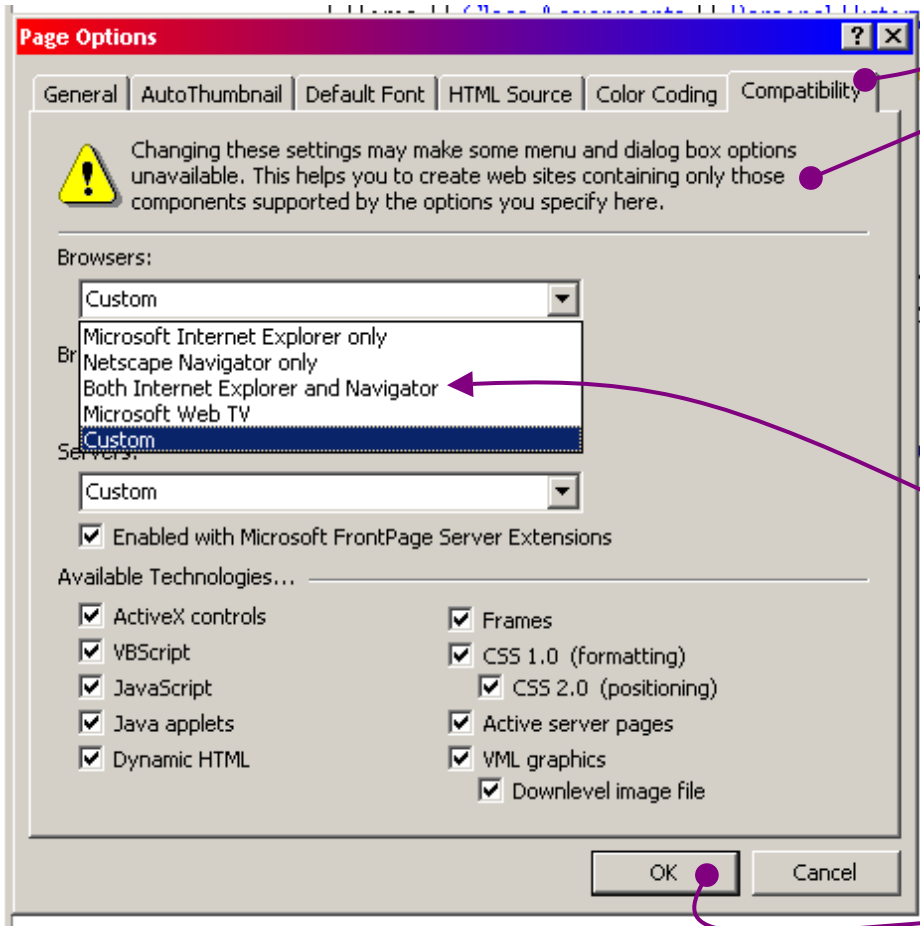
When I started explaining Shared Borders, I mentioned that you had to enact this on all pages and then go back and take it off of any that you did not want it on. Well taking it off is fairly easy and the steps are basically the same. Click [Format](#) and go to [Shared Borders](#) again.

Now, instead of leaving the [Apply to:](#) as [All Pages](#), you want to change it to [Current Page](#). Then uncheck the checked boxes that are to take away the desired Shared Borders from the current page only. Then click OK and go back to your page and the border(s) will be gone from just that page.



## Compatibility Mode

In recent studies, about 80% of internet users use Internet Explorer. There are still those people out there who prefer to use Netscape Navigator though and FrontPage allows you to accommodate those people. If you are designing a web that needs to be easily viewed through Navigator, you can set FrontPage to only show features supported in Explorer and Navigator. Click **Tools** on the menu bar and then go to **Page Options**. This is the **Page Options** dialog box. You will have to click on the tab to the right that says **Compatibility**.



The warning at the top of this page tells you that by changing anything on this page could be making some of the components unavailable. These components will just be inactive if they are not supported by the selected browser. If you want your site to perform well in both Explorer and Navigator, you can select both and then any option in FrontPage that does not “agree” with Navigator will be inactive at all times so you never use it.

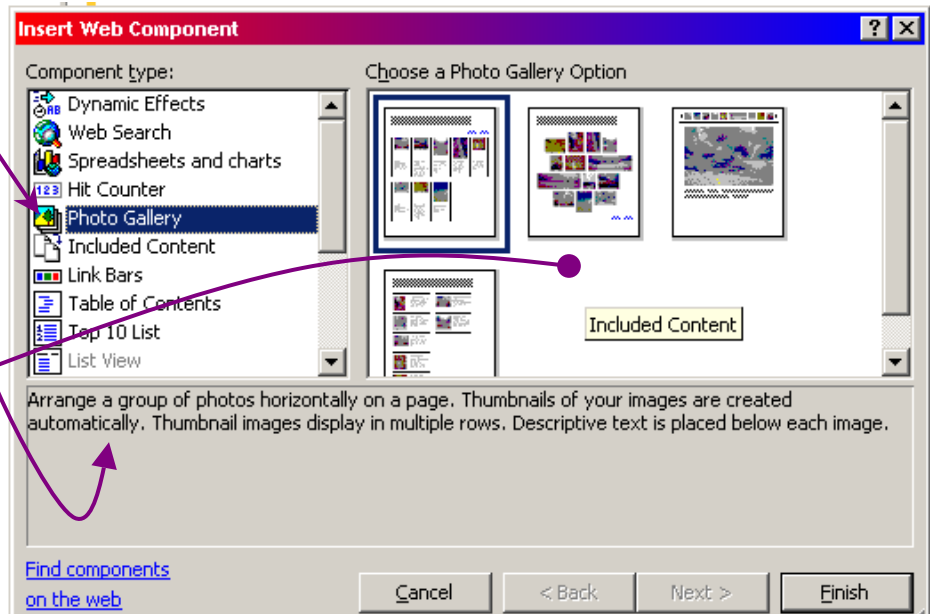
After making your decision on what browser you want to write your site for, click **OK**.

The options at the bottom of the page are advanced and should be left alone.

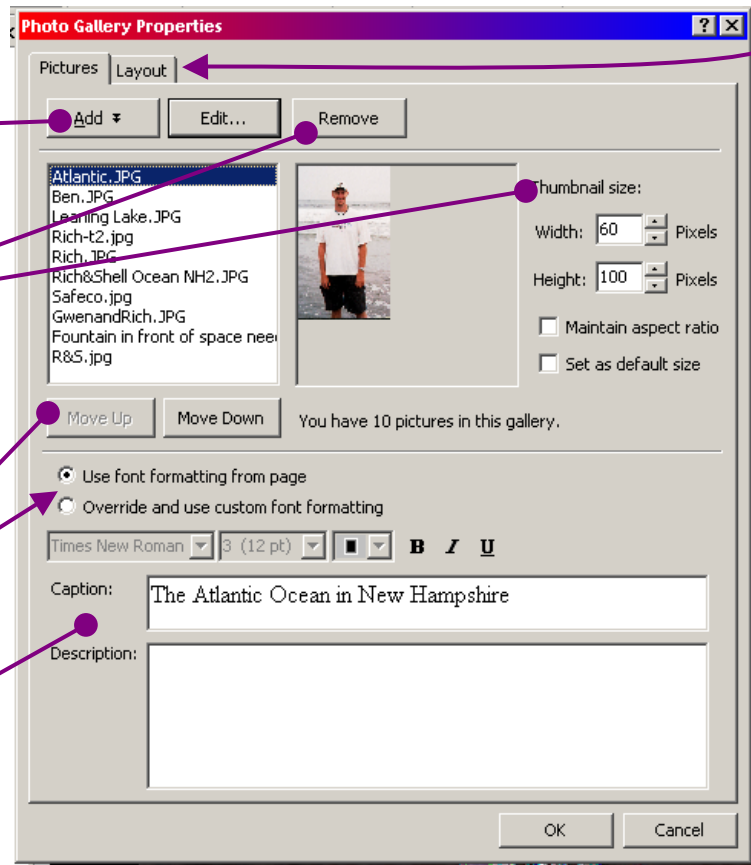
## Photo Gallery

This version of FrontPage has a new feature called photo gallery. This allows a user to create a photo gallery basically by inserting pictures. It creates the thumbnails and the layout, which used to be the longest and most time consuming part of designing a photo gallery. Click the [Insert Web Component](#) button.

In the [Insert Web Component](#) dialog box, select [Photo Gallery](#). On the right, are several different options for types of photo galleries. They are all explained in the bottom pane of the dialog box and you can see what the layout will look like with each one. These are not set in stone though, so if you produce one and do not like the way it is laid out, you can simply change that. After you have made your decision, click [Finish](#).



The **Photo Gallery Properties** dialog box will open. Under the **Layout** tab, you can change to any of the different layouts at anytime you want, so do not worry too much about the decision from the **Insert Web Component** dialog box. This is a photo gallery that I have created for my personal web site. To add a picture, click the **Add** button at the top of the box. You will have to get the picture off of your hard drive or diskette. To remove a picture, you can just highlight it and click the **Remove** button. The **thumbnail size** is how big a picture appears until it is opened. If you have a lot of pictures on your page you might want the thumbnails small or vice versa. Below the list of pictures, you can use the **Move Up** and **Move Down** buttons to reorder the pictures. You can set the photo gallery to use its own **font formatting** or just keep the same as the rest of the page. Depending on which photo gallery you select, the **caption and description** may be available all the time or only when that picture is selected. These two are pretty self explanatory and are really a personal preference on how much you want to tell about the picture.



When finished entering pictures, Click OK and your photo gallery will be created.

**\*NOTE\*** After you have created your photo gallery and discover that a picture or two were left out or any changes need to be made, in the **Normal** view of FrontPage, you can double click and enter the **Photo Gallery Properties** dialog box to change the appearance or properties.