Microsoft Office
FrontPage 2003

What's new

[Design your Web site](#)

[Develop your Web site](#)

[Develop a data-driven Web site](#)

[Publish your Web site](#)

[Maintain your Web site](#)

[More new features in Office](#)

Keyboard shortcuts

You can quickly accomplish tasks you perform frequently by using shortcut keys. The availability of shortcut keys in Microsoft FrontPage depends on whether the command you want to use is available in the currently selected view.

Common Microsoft FrontPage tasks

[Work with and manage Web pages](#)

F8
    Run the accessibility checker.
CTRL+N
    Create a new Web page.
CTRL+O
    Open a Web page.
CTRL+F4
    Close a Web page.
CTRL+S
    Save a Web page.
CTRL+P
    Print a Web page.
F5
    Refresh a Web page; refresh the **Folder List**.
CTRL+TAB
    Switch between open Web pages.
CTRL+SHIFT+B
    Preview a Web page in a Web browser.
ALT+F4
    Quit Microsoft FrontPage.
CTRL+ SHIFT+8
    Display nonprinting characters.
CTRL+ /
    Display HTML tags in **Design** view.
CTRL+F
    Find text or HTML on a Web page.
CTRL+H
    Replace text or HTML on a Web page.
F7
    Check spelling on a Web page.
SHIFT+F7
    Look up a word in the thesaurus.
ESC

Cancel an action.

CTRL+Z or ALT+BACKSPACE

Undo an action.

CTRL+Y or SHIFT+ALT+BACKSPACE

Redo or repeat an action.

DELETE

Delete a Web page or folder in the **Folder List** or any dialog box.

BACKSPACE

Move up one level.

[Access and use views](#)

F12

Preview the current page in a Web browser.

CTRL+PAGE DOWN or CTRL+PAGE UP

Move between **Code**, **Design**, **Split**, and **Preview** views.

ALT+PAGE DOWN or ALT+PAGE UP

Move between **Code** and **Design** panes in **Split** view.

ALT+F1

Show or hide the **Folder List**.

UP ARROW

Move through hyperlink nodes in **Hyperlinks** view.

UP, DOWN, LEFT, or RIGHT ARROW

In **Hyperlinks** view, move through hyperlink nodes.

SHIFT+RIGHT ARROW

Expand the current node and move to the right in **Hyperlinks** view.

SHIFT+LEFT ARROW

Expand the current node and move to the left in **Hyperlinks** view.

[Work with coding tools](#)

CTRL+Q

Quick tag editor.

CTRL+F2

Insert temporary bookmark.

F2

Next temporary bookmark.

SHIFT+F2

Previous temporary bookmark.

CTRL+G

Go to line.

CTRL+L

AutoComplete.

CTRL+ENTER

Insert code snippet.

CTRL+>

Insert end tag.

CTRL+<

Insert start tag.

CTRL+/

Insert HTML comment.

CTRL+SPACEBAR

Complete word.

[Format text and paragraphs](#)

CTRL+SHIFT+F

Change the font.

CTRL+SHIFT+P

Change the font size.

CTRL+B

Apply bold formatting.

CTRL+U

Apply an underline.

CTRL+I

Apply italic formatting.

SHIFT+TAB

In the **More Colors** dialog box, activate the color picker.

Note SHIFT +TAB should activate, in order: **Cancel**, **OK**, **Select**, **Custom**, **Value**, and then the color picker.

LEFT, RIGHT, BACK, or FORWARD ARROW KEY

Use the color picker (follow the instructions for the previous entry first).

CTRL+PLUS SIGN

Apply [superscript](#) formatting.

CTRL+MINUS SIGN

Apply [subscript](#) formatting.

CTRL+ SHIFT+C

Copy formatting.

CTRL+SHIFT+V

Paste formatting.

CTRL+SHIFT+Z or CTRL+SPACEBAR

Remove manual formatting.

CTRL+E

Center a paragraph.

CTRL+L

Left align a paragraph.

CTRL+R

Right align a paragraph.

CTRL+M

Indent a paragraph from the left.

CTRL+ SHIFT+M

Indent a paragraph from the right.

CTRL+ SHIFT+S

Apply a [style](#).

CTRL+SHIFT+ N

Apply the Normal style.

CTRL+ALT+1

Apply the Heading 1 style.

CTRL+ALT+2

Apply the Heading 2 style.

CTRL+ALT+3

Apply the Heading 3 style.

CTRL+ALT+4

Apply the Heading 4 style.

CTRL+ALT+5

Apply the Heading 5 style.

CTRL+ALT+6

Apply the Heading 6 style.

CTRL+ SHIFT+L

Apply the List style.

[Edit and move text and graphics](#)

BACKSPACE

Delete one character to the left.

DELETE

Delete one character to the right.

CTRL+BACKSPACE

Delete one word to the left.

CTRL+DELETE

Delete one word to the right.

CTRL+C or CTRL+INSERT

Copy text or graphics.

CTRL+X or SHIFT+DELETE

Cut selected text to the Microsoft Office Clipboard.

CTRL+V or SHIFT+INSERT

Paste the Clipboard contents.

SHIFT+ENTER

Insert a line break.

CTRL+SHIFT+SPACEBAR

Insert a nonbreaking space.

[Select text and graphics](#)

SHIFT+RIGHT ARROW

Move one character to the right.

SHIFT+LEFT ARROW

Move one character to the left.

CTRL+SHIFT+RIGHT ARROW

Go to the end of a word.

CTRL+SHIFT +LEFT ARROW

Go to the beginning of a word.

SHIFT+END

Go to the end of a line.

SHIFT+HOME

Go to the beginning of a line.

SHIFT+UP ARROW

Move one line up.

SHIFT+DOWN ARROW

Move one line down.

CTRL+SHIFT+DOWN ARROW

Go to the end of a paragraph.

CTRL+SHIFT+UP ARROW

Go to the beginning of a paragraph.

SHIFT+PAGE DOWN

Move one screen down.

SHIFT+PAGE UP

Move one screen up.

CTRL+A

Select the entire page.

ALT+ENTER

Display the properties of a selection.

[Work with tables, graphics, and hyperlinks](#)

SHIFT+CTRL+ALT+T

Insert a table.

TAB

Select the next table cell's content.

SHIFT+TAB

Select the preceding table cell's content.

Hold down SHIFT and press LEFT or RIGHT ARROW repeatedly

With the insertion point in a cell, extend a selection to adjacent cells in a row.

Hold down SHIFT and press UP or DOWN ARROW repeatedly

With the insertion point in the top or bottom cell of a column, select a column.

CTRL +T

With the graphic selected, create an auto [thumbnail](#).

CTRL+K

Create a [hyperlink](#) on a Web page.

Online Help

[Access and work with the **Help** task pane and Help window](#)

The Help pane is a task pane that provides access to all Microsoft Office Help content. As a task pane, the **Help** pane appears as part of the active application. The Help window displays topics and other Help content and appears as a window next to, but separate from, the active application.

In the Help task pane

F1
> Display the **Help** task pane.

F6
> Switch between the **Help** task pane and the active application.

TAB
> Select the next item in the **Help** task pane.

SHIFT+TAB
> Select the previous item in the **Help** task pane.

ENTER
> Perform the action for the selected item.

DOWN ARROW and UP ARROW
> In a Table of Contents, select the next and previous item, respectively.

RIGHT ARROW and LEFT ARROW
> In a table of contents, expand and collapse the selected item, respectively.

ALT+LEFT ARROW
> Move back to the previous task pane.

ALT+RIGHT ARROW
> Move forward to the next task pane.

CTRL+SPACEBAR
> Open the menu of pane options.

CTRL+F1
> Close and reopen the current task pane.

RIGHT ARROW
> Expand a +/- list.

LEFT ARROW
> Collapse a +/- list.

In the Help window

TAB
> Select the next hidden text or hyperlink, or **Show All** or **Hide All** at the top of a topic.

SHIFT+TAB
> Select the previous hidden text or hyperlink, or the **Browser View** button at the top of a Microsoft Office Online Web site article.

ENTER
> Perform the action for the selected **Show All**, **Hide All**, hidden text, or hyperlink.

ALT+LEFT ARROW
> Move back to the previous Help topic.

ALT+RIGHT ARROW
> Move forward to the next Help topic.

CTRL+P
> Print the current Help topic.

UP ARROW AND DOWN ARROW
> Scroll small amounts up and down, respectively, within the currently displayed Help topic.

PAGE UP AND PAGE DOWN
> Scroll larger amounts up and down, respectively, within the currently displayed Help topic.

ALT+U
> Change whether the Help window appears connected to (tiled) or separate from (untiled) the active application.

SHIFT+F10
> Display a menu of commands for the Help window; requires that the Help window have active focus (click an item in the Help window).

Microsoft Office basics

[Access and use windows](#)

ALT+TAB
>   Switch to the next window.

ALT+SHIFT+TAB
>   Switch to the previous window.

CTRL+W or CTRL+F4
>   Close the active window.

F6
>   Move to a [task pane](#) from another pane in the program window (clockwise direction). You may need to press F6 more than once.
>
>   **Note** If pressing F6 doesn't display the task pane you want, try pressing ALT to place focus on the menu bar, and then pressing CTRL+TAB to move to the task pane.

SHIFT+F6
>   Move to a pane from another pane in the program window (counterclockwise direction).

CTRL+F6
>   When more than one window is open, switch to the next window.

CTRL+SHIFT+F6
>   Switch to the previous window.

[Access and use menus and toolbars](#)

F10 or ALT
>   Select the [menu bar](#), or close an open menu and submenu at the same time.

TAB or SHIFT+TAB
>   When a [toolbar](#) is selected, select the next or previous button or menu on the toolbar.

CTRL+TAB or CTRL+SHIFT+TAB
>   When a toolbar is selected, select the next or previous toolbar.

ENTER
>   Open the selected menu, or perform the action for the selected button or

command.

SHIFT+F10

Display the shortcut menu for the selected item.

ALT+SPACEBAR

Display the window shortcut menu (**Control** menu).

DOWN ARROW or UP ARROW

When a menu or submenu is open, select the next or previous command.

LEFT ARROW or RIGHT ARROW

Select the menu to the left or right. When a submenu is open, switch between the main menu and the submenu.

HOME or END

Select the first or last command on the menu or submenu.

ESC

Close an open menu. When a submenu is open, close only the submenu.

SHIFT+DOWN ARROW

When a menu is selected, display the list of commands.

CTRL+DOWN ARROW

When a personalized menu is open, display the full set of commands.

Note You can use the keyboard to select any menu command on the menu bar. Press ALT to select the menu bar. Press the letter that is underlined in the menu name that contains the command you want. In the menu that appears, press the letter underlined in the command name that you want.

Access and use task panes

F6

Move to a task pane from another pane in the program window. (You may need to press F6 more than once.)

Note If pressing F6 doesn't display the task pane you want, try pressing ALT to place focus on the menu bar, and then pressing CTRL+TAB to move to the task pane.

CTRL+TAB

When a menu or toolbar is active, move to a task pane. (You may need to press CTRL+TAB more than once.)

CTRL+F1

Open or close a task pane.

CTRL+SPACEBAR

     Open a drop-down menu for the selected task pane.

TAB or SHIFT+TAB

     When a task pane is active, select the next or previous option in the task pane.

CTRL+DOWN ARROW

     Display the full set of commands on the task pane menu.

DOWN ARROW or UP ARROW

     Move among choices in a selected submenu; move among certain options in a group of options.

SPACEBAR or ENTER

     Open the selected menu, or perform the action assigned to the selected button.

SHIFT+F10

     Open a [shortcut menu](#); open a drop-down menu for the selected gallery item.

HOME or END

     When a menu or submenu is visible, select the first or last command on the menu or submenu.

PAGE UP or PAGE DOWN

     Scroll up or down in the selected gallery list.

CTRL+HOME or CTRL+END

     Move to the top or bottom of the selected gallery list.

[Move and resize toolbars and task panes](#)

1. Press ALT to select the [menu bar](#).
2. Press CTRL+TAB repeatedly to select the [toolbar](#) or [task pane](#) you want.
3. Do one of the following:

     [Resize a toolbar](#)

   1. In the toolbar, press CTRL+SPACE to display the **Toolbar Options** menu.
   2. Select the **Size** command, and then press ENTER.
   3. Use the arrow keys to resize the toolbar. Press CTRL+ the arrow keys to resize one pixel at a time.

[Move a toolbar](#)

1. In the toolbar, press CTRL+SPACE to display the **Toolbar Options** menu.
2. Select the **Move** command, and then press ENTER.
3. Use the arrow keys to position the toolbar. Press CTRL+ the arrow keys to move one pixel at a time. To undock the toolbar, press DOWN ARROW repeatedly. To dock the toolbar vertically on the left or right side, press LEFT ARROW or RIGHT ARROW respectively when the toolbar is all the way to the left or right side.

[Resize a task pane](#)

1. In the task pane, press CTRL+SPACE to display a menu of additional commands.
2. Use the DOWN ARROW key to select the **Size** command, and then press ENTER.
3. Use the arrow keys to resize the task pane. Use CTRL+ the arrow keys to resize by one pixel at a time.

[Move a task pane](#)

1. In the task pane, press CTRL+SPACE to display a menu of additional commands.
2. Use the DOWN ARROW key to select the **Move** command, and then press ENTER.
3. Use the arrow keys to position the task pane. Use CTRL+ the arrow keys to move one pixel at a time.
4. When you are finished moving or resizing, press ESC.

[Access and use **Open** and **Save As** dialog boxes](#)

The **Open**, **Insert Picture**, and **Save As** dialog boxes support standard dialog box keyboard shortcuts. (To view standard shortcuts for dialog boxes, refer to the **Use Dialog Boxes** and **Use Edit Boxes Within Dialog Boxes** sections in the main Keyboard Shortcuts topic.) These dialog boxes also support the shortcuts below.

ALT+1

Go to the previous folder .

ALT+2

Up One Level button: Open the folder one level above the open folder.

ALT+3

Search the Web button: Close the dialog box and open your Web [search page](#).

ALT+4

Delete button: Delete the selected folder or file.

ALT+5

Create New Folder button: Create a new folder.

ALT+6

Views button: Switch among available folder views.

ALT+7 or ALT+L

Tools button: Show the **Tools** menu.

SHIFT+F10

Display a [shortcut menu](#) for a selected item such as a folder or file.

TAB

Move between options or areas in the dialog box.

F4 or ALT+I

Open the **Look in** list.

F5

Refresh the file list.

[Access and use dialog boxes](#)

TAB

Move to the next option or option group.

SHIFT+TAB

Move to the previous option or option group.

CTRL+TAB

Switch to the next tab in a dialog box.

CTRL+SHIFT+TAB

Switch to the previous tab in a dialog box.

Arrow keys

Move between options in an open drop-down list, or between options in a group of options.

SPACEBAR

Perform the action assigned to the selected button; check or clear the selected check box.

First letter of an option in a drop-down list

Open the list if it is closed and move to that option in the list.

ALT+ the letter underlined in an option

Select an option; select or clear a check box.

ALT+DOWN ARROW

Open a selected drop-down list

ESC

Close a selected drop-down list; cancel a command and close a dialog box.

ENTER

Perform the action assigned to a default button in a dialog box.

[Access and use edit boxes within dialog boxes](#)

An edit box is a blank box in which you type or paste an entry, such as your user name or the [path](#) to a folder.

HOME

Move to the beginning of the entry.

END

Move to the end of the entry.

LEFT ARROW or RIGHT ARROW

Move one character to the left or right.

CTRL+LEFT ARROW

Move one word to the left.

CTRL+RIGHT ARROW

Move one word to the right.

SHIFT+LEFT ARROW

Select or unselect one character to the left.

SHIFT+RIGHT ARROW

Select or unselect one character to the right.

CTRL+SHIFT+LEFT ARROW

Select or unselect one word to the left.

CTRL+SHIFT+RIGHT ARROW

Select or unselect one word to the right.

SHIFT+HOME

Select from the insertion point to the beginning of the entry.

SHIFT+END

Select from the insertion point to the end of the entry.

[Access and use smart tags](#)

ALT+SHIFT+F10
>   Display the menu or message for a smart tag. If more than one smart tag is present, switch to the next smart tag and display its menu or message.

DOWN ARROW
>   Select the next item in a smart tag menu.

UP ARROW
>   Select the previous item in a smart tag menu.

ENTER
>   Perform the action for the selected item in a smart tag menu.

ESC
>   Close the smart tag menu or message.

[Tip](#)

You can ask to be notified by a sound whenever a smart tag appears. To hear audio cues, you must have a sound card. You must also have Microsoft Office Sounds installed on your computer.

If you have access to the World Wide Web, you can download sounds from the Microsoft Office Online Web site. On the **Help** menu, click **Microsoft Office Online** and search for "Microsoft Office Sounds." After you've installed the sound files, you need to select the **Provide feedback with sound** check box on the **General** tab of the **Options** dialog box (**Tools** menu). When you select (or clear) this check box, the setting affects all Office programs that support sound.

[Access and use programming applications](#)

ALT+F8
>   Display, edit, or run macros.

SHIFT+ALT+F11
>   Display the Microsoft Script Editor.

ALT+F11
>   Display the Microsoft Visual Basic Editor.

Run an accessibility report

1. On the **Tools** menu, click **Accessibility**.

2. Specify the pages you want to check for accessibility issues.

   [How?](#)

   Open the page or site you want to check and then do one of the following:

   - To specify all pages in a Web site, under **Check where**, click **All pages**.

   - To specify only the pages you have open, under **Check where**, click **Open page(s)**.

   - To specify pages from the **Folder List**, select the pages you want , and then under **Check where**, click **Selected pages**.

     If the **Folder List** is not available, click the arrow next to **Toggle Pane**, and then click **Folder List**.

   - To specify the active page, under **Check where**, click **Current page**.

3. Specify the accessibility guidelines you want to check for conflicts.
4. Specify the types of items you want to include in the accessibility report.

   [How?](#)

   Do one or more of the following:
   - To include items that are considered errors, select the **Errors** check box.
   - To include items that may need to be adjusted, select the **Warnings** check box.
   - To add check boxes to the report to create a checklist you can use while addressing the issues in the accessibility checker report, select the **Manual checklist** check box.

5. Click **Check**.

   The check may take some time to complete, depending on the number of options you selected.

6. To move up or down in the list of issues, click **Previous** or **Next**.

   [Tip](#)

   The status bar of the dialog box displays the number of problems and the number of pages checked.

7. To create a Web page that contains the results of the accessibility check, click **Generate HTML Report**.

   The page opens in **Design** view. You can print the report or save it as a Web page.

Accessibility features in FrontPage

Tools for designing accessible Web sites

[Accessibility checker](#)

Microsoft Office FrontPage 2003 features a new accessibility checker for Web pages. By running the accessibility checker, you discover issues that are identified as being in conflict with the [World Wide Web Consortium (W3C)](#) Web Content Accessibility Guidelines (WCAG) or the accessibility guidelines for Section 508 of the U.S. Rehabilitation Act. WCAG outlines priorities for making Web sites accessible to people with disabilities. Section 508 outlines the U.S. government accessibility standards for a wide range of information sources and technologies. For more information about the FrontPage accessibility checker features, see FrontPage Help.

Keyboard shortcuts

[View all Keyboard shortcuts](#)

[Show or hide shortcut keys in ScreenTips](#)

1. On the **Tools** menu, click **Customize**.

2. Click the **Options** tab.

3. Under **Other**, select or clear the **Show ScreenTips on toolbars** and **Show shortcut keys in ScreenTips** check boxes.

Note Changing this setting affects all of your Microsoft Office programs.

Size options

[Increase the size of toolbar buttons](#)

1. On the **Tools** menu, click **Customize**.
2. Click the **Options** tab.
3. Select the **Large icons** check box.

[Change the width of a drop-down list box on a toolbar](#)

1. Make sure the [toolbar](#) you want to change is visible.

    [How?](#)

    1. On the **View** menu, point to **Toolbars**.
    2. Do one of the following:
        - Click the toolbar you want to display.
        - To view more toolbars, click **Customize**. In the **Customize** dialog box, click the **Toolbars** tab, and then select the check box for the toolbar you want to display. Click **Close**.
2. On the **Tools** menu, click **Customize**.
3. With the **Customize** dialog box open, click the list box you want to change — for example, the **Font** Arial or **Font Size** 10 box on the **Formatting** toolbar.
4. Point to the left or right edge of the box. When the pointer changes to a double-headed arrow, drag the edge of the box to change its width.

[Scroll and zoom by using the Microsoft IntelliMouse or other pointing device](#)

Some mouse devices and other pointing devices, such as the Microsoft IntelliMouse, have built-in scrolling and zooming capabilities. For more information, see the instructions for your pointing device.

Toolbar and menu options

[Add a button to a toolbar](#)

1. Make sure the [toolbar](#) you want to change is visible.

   [How?](#)

   1. On the **View** menu, point to **Toolbars**.
   2. Do one of the following:
      - Click the toolbar you want to display.
      - To view more toolbars, click **Customize**. In the **Customize** dialog box, click the **Toolbars** tab, and then select the check box for the toolbar you want to display. Click **Close**.
2. Click the **Toolbar Options** arrow .
3. Point to **Add or Remove Buttons**, and then click **Customize**.
4. Click the **Commands** tab.
5. In the **Categories** box, click a category for the command you want the button to perform.
6. Drag the command you want from the **Commands** box to the displayed toolbar.

[Create a custom toolbar](#)

1. On the **Tools** menu, click **Customize**.
2. Click the **Toolbars** tab.
3. Click **New**.
4. In the **Toolbar name** box, type the name you want, and then click **OK**.
5. Click the **Commands** tab.
6. Click a category in the **Categories** box.
7. Drag the command you want from the **Commands** box to the displayed toolbar.
8. When you have added all the buttons and menus you want, click **Close**.

[Group related buttons and menus on a toolbar](#)

You can add a separator bar before the first and after the last item in a group to distinguish the group from other buttons and [menus](#) on a [toolbar](#).

1. Make sure the toolbar you want to change is visible.

    [How?](#)

    1. On the **View** menu, point to **Toolbars**.
    2. Do one of the following:
        -   Click the toolbar you want to display.
        -   To view more toolbars, click **Customize**. In the **Customize** dialog box, click the **Toolbars** tab, and then select the check box for the toolbar you want to display. Click **Close**.
2. On the **Tools** menu, click **Customize**.
3. To add a separator bar, keep the **Customize** dialog box open, right-click the button you want on the toolbar, and then click **Begin a Group**. A separator bar is added to the left of the button on a horizontal toolbar, and above a button on a vertical [docked toolbar](#).

Note To remove a separator bar between two buttons, drag one button closer to the other.

Color and sound options

[Change the color of text by using the toolbar](#)

1. Select the text you want to change.
2. Do one of the following:
   - To apply the color most recently used for text, click **Font Color** on the **Formatting** [toolbar](#).
   - To apply a different color, click the arrow next to the **Font Color** button, and then select the color you want.

[Turn sounds on or off for buttons, menus, and other screen elements](#)

1. Click the Microsoft Windows **Start** button, and then click **Control Panel**.
2. In **Classic** view, click **Sounds and Audio Devices**.
3. On the **Sounds** tab, in the **Program events** list, click the program event you want.
4. In the **Sounds** box, click the sound you want to play whenever the selected program event occurs.

About checking Web pages for accessibility

By checking your Web pages for accessibility issues and fixing them, you improve the site visitor experience for people with disabilities.

In addition to many other types of accessibility concerns, people with disabilities can have difficulty reading text or might not be able to use a keyboard or mouse.

By using the accessibility checker on Web pages you create or edit in Microsoft FrontPage, you discover issues that are identified as being in conflict with the [World Wide Web Consortium (W3C)](#) Web Content Accessibility Guidelines (WCAG) or the accessibility guidelines for Section 508 of the U.S. Rehabilitation Act. WCAG outlines priorities for making Web sites accessible to people with disabilities. Section 508 outlines the U.S. government accessibility standards for a wide range of information sources and technologies.

Issues that are in conflict with these guidelines can make it difficult or impossible for people with disabilities to use your Web site. The accessibility checker, which can be activated with a single key press, also works for pages that are not part of a site. When you use the accessibility checker, you can also add a checklist to the report that is generated. You can use this checklist to help review and track the accessibility issues as you fix them. The report and optional checklist can either be printed or saved as a Web page.

[About guidelines used by the accessibility checker](#)

When you use the accessibility checker, you use FrontPage to evaluate the design and code of your pages according to the following standards:

Compliance with the WCAG   The WCAG guidelines explain how to make Web content accessible to people with disabilities. There are Priority 1 and Priority 2 guidelines.

- By not complying with Priority 1 guidelines, "One or more groups of users will find it impossible to access information." An example of a Priority 1

issue is, "Provide a text equivalent for every non-text element (e.g., via "alt", "longdesc", or in element content)." A non-text element is a graphic, a Macromedia Flash animation, a [Java applet](), and so on.
- By not complying with Priority 2 guidelines, "One or more groups of users might find it difficult to access information." An example of a Priority 2 issue is, "When an appropriate markup language exists, use markup rather than images to convey information."

Compliance with Section 508   This act requires access to electronic and information technology used by U.S. Federal agencies. Section 508 guidelines are not prioritized, but many are similar to the WCAG Priority 1 and 2 guidelines.

[About the results of using the accessibility checker]()

When you use the accessibility checker on one or more pages, the results are displayed in a dialog box. Each item is displayed on a separate line, and the dialog box results indicate whether the problem is in conflict with a WCAG or a Section 508 guideline. In addition, the dialog box displays a description of the issue, a hyperlink to the online guidelines for that issue, and the line in the HTML code for your page where the issue was identified. The following example shows how the results are displayed:

```
Priority 1

WCAG 1.1
1. Error: Image is missing
a text equivalent (either
an alt="X" or longdesc="X").
Consider brief alternative
text that describes the
information that the image
conveys. You can use the
picture properties dialog to
add alternative text.
```

Because the issues appear in a list, they can be reviewed one at a time, printed, or saved for a later review. By saving the results, which are stored as a Web page, you can edit that page in FrontPage, or save it to a Web site or intranet site.

Automatically open the last Web site

1. On the **Tools** menu, click **Options**, and then click the **General** tab.
2. Select the **Open last Web site automatically when FrontPage starts** check box.

Stop FrontPage from automatically opening the last Web site

1. On the **Tools** menu, click **Options**.
2. Click the **General** tab.
3. Clear the **Open last Web site automatically when FrontPage starts** check box.

Undo or redo an action

Microsoft FrontPage maintains a list of the last 30 actions and lets you undo each, in sequence. Similarly, you can redo any of the last 30 actions that you've undone by using the **Undo** command.

Do one or more of the following:

- To undo the last action you performed, click **Undo** . If you click **Undo** again, FrontPage will undo the action you performed before that, and so on.
- To see a list of the most recent actions that you can undo, click the arrow next to **Undo** , and then select the action or actions that you want to undo.

- To redo the last action you undid, click **Redo** .
- To see a list of the most recent undone actions that you can redo, click the arrow next to **Redo** , and then select the undone action or actions that you want to redo.

Troubleshoot unavailable commands

Certain commands are made unavailable by using specific authoring settings. To make those commands available, you must modify the authoring settings.

[How?](#)

- On the **Tools** menu, click **Page Options**, and then click the **Authoring** tab.

Unavailable commands and features

The following items are the commands or features that might become unavailable because of authoring settings.

[Menu commands](#)

Unavailable commands	Possible cause
Database	One or more of the following is true: - Your Web server administrator may have turned off support for this feature. - The Open Database Connectivity (ODBC) component might not be installed on the Web Server.
Dynamic HTML Effects	**Dynamic HTML Effects** is not available as a default menu command. You can add the **Dynamic HTML Effects** command to a menu. [How?](#) 1. On the Tools menu, click **Customize**.

2. Click the **Commands** tab.

3. In the **Categories** list, click **Format**, and then in the **Commands** list, click **Dynamic HTML Effects**.

4. Drag the command to the menu you want.

Import (on the **Packages** submenu)	One of the following is true: • Your Web site is not located on a server running Windows SharePoint Services. • Your Web site is disk-based.
Interactive Button	On the **Authoring** tab, the **JavaScript/JScript** check box is cleared.
Layer	On the **Authoring** tab, the **JavaScript/JScript** check box is cleared.
Page Transition	On the **Authoring** tab, the **CSS 1.0 (formatting)** check box is cleared.
Position	On the **Authoring** tab, either the **CSS 1.0 (formatting)** or **CSS 2.0 (positioning)** check box is cleared.
Shared Borders	One or both of the following is true: • On the **Authoring** tab, the **Shared Borders** check box is cleared. • You do not have a Web site open.
Style	On the **Authoring** tab, the **CSS 1.0 (formatting)** check

box is cleared.

Style Sheet Links	On the **Authoring** tab, the **CSS 1.0 (formatting)** check box is cleared.

[Task pane commands](#)

Unavailable commands	Possible cause
Cell Properties and Borders, **Cell Header and Footer**, and **Cell Corners and Shadows** (in the **Cell Formatting** task pane)	You have selected a standard table or cell, not a layout table or cell.
Create (in the **Conditional Formatting** task pane)	You have not made a selection in a data view.
Insert (in the **Behaviors** task pane)	On the **Authoring** tab, the **JavaScript/JScript** check box is cleared.

[Dialog box options](#)

Unavailable commands	Possible cause
ActiveX Control	- On the **Authoring** tab: - The **ActiveX controls** check box is cleared. - The **SharePoint Services** check box is selected. - Either **Netscape Navigator** or **Both Internet Explorer and Navigator** is selected under **Browsers**. **Note** This feature is not available on a Web site located on a server running Microsoft Windows SharePoint

	Services.
	Banner Ad Manager is not available as an option in the **Insert Web Component** dialog box.
	You can manually add the **Banner Ad Manager** command to a menu.
Banner Ad Manager	[How?](#)
	1. On the Tools menu, click **Customize**.
	2. Click the **Commands** tab.
	3. In the **Categories** list, click **Insert**, and then in the **Commands** list, click **Banner Ad Manager**.
	4. Drag the command to the menu you want.
CSS1.0 (on the **Authoring** tab)	On the **Authoring** tab, the **CSS 2.0 (positioning)** check box is cleared.
Document Library View	One of the following is true: • Your Web site is not located on a server running SharePoint Team Services v1.0 from Microsoft. • On the **Authoring** tab, the **SharePoint Services** check box is cleared. **Note** To add a SharePoint list to a Web site on a server running Windows SharePoint Services, use a list view or data view Web Part.
Frames (missing dialog box tab)	On the **Authoring** tab, the **Frames** check box is cleared.

Hover Button is not available as an option in the **Insert Web Component** dialog box.

You can add the **Hover Button** command to a menu.

Hover Button

[How?](#)

1. On the Tools menu, click **Customize**.

2. Click the **Commands** tab.

3. In the **Categories** list, click **Insert**, and then in the **Commands** list, click **Hover Button**.

4. Drag the command to the menu you want.

List View

One of the following is true:

- Your Web site is not located on a server running SharePoint Team Services v1.0 .
- The **SharePoint Services** check box is cleared on the **Authoring** tab.

Note To add a SharePoint list to a Web site on a server running Windows SharePoint Services, use a list view or data view Web Part.

Marquee

Either **Netscape Navigator only** or **Both Internet Explorer and Navigator** is selected under **Browsers**.

PNG-8 and **PNG-24**

On the **Authoring** tab, the **PNG graphics** check box is cleared.

Rules (missing

Your Web site is not located on a server running SharePoint Team Services v1.0.

dialog box tab)	**Note** This feature is not available on a Web site located on a server running Windows SharePoint Services.
Spreadsheets and charts	On the **Authoring** tab, the **ActiveX controls** check box is cleared.
Style button (on various **Properties** dialog boxes)	On the **Authoring** tab, either the **CSS 1.0 (formatting)** or **CSS 2.0 (positioning)** check box is cleared.
Use background picture	Either **Netscape Navigator only** or **Both Internet Explorer and Navigator** is selected under **Browsers**.

[Toolbar options](#)

Unavailable commands	**Possible cause**
AutoShapes (on the Drawing toolbar)	On the **Authoring** tab, the **VML graphics (Office drawing)** check box is cleared.
	The **Dynamic HTML** toolbar is not turned on by default.
Dynamic HTML (toolbar)	You can turn on the **Dynamic HTML** toolbar. [How?](#) On the **View** menu, point to **Toolbars**, and then click **DHTML Effects**.

[Unexpected action](#)

Action	**Possible cause**

No downlevel image file is created when you insert a drawing object.

On the **Authoring** tab, the **Downlevel image file** check box is cleared.

[Browser settings](#)

The following table shows options and features that Microsoft FrontPage either disables or makes unavailable depending on the browser settings you choose on the **Authoring** tab. If you reselect a cleared check box, your browser settings may change to **Custom**.

Browser settings	Unavailable commands
Browser: Microsoft Internet Explorer only **Versions:** 5 or 6 and later	All commands are available.
Browser: Microsoft Internet Explorer only **Versions:** 4.0 and later	All commands are available.
Browser: Microsoft Internet Explorer only **Versions:** 3.0 and later	**PNG graphics**, **CSS 2.0 (positioning)**
Browser: Netscape Navigator only **Versions:** 5.0 or 6.0 and later	**ActiveX controls**, **VBScript**, in the **Table Properties** dialog box: **Use background picture**

Browser: Netscape Navigator only **Versions:** 4.0 and later	**ActiveX controls**, **VBScript**, in the **Table Properties** dialog box: **Use background picture**
Browser: Netscape Navigator only **Versions:** 3.0 and later	**ActiveX controls**, **VBScript**, **CSS 1.0 (formatting)**, **CSS 2.0 (positioning)**, **PNG graphics**, in the **Table Properties** dialog box: **Use background picture**
Browsers: Both Microsoft Internet Explorer and Netscape Navigator **Versions:** 5.0 or 6.0 and later	**ActiveX controls**, **VBScript**, in the **Table Properties** dialog box: **Use background picture**
Browsers: Both Microsoft Internet Explorer and Netscape Navigator **Versions:** 4.0 and later	**ActiveX controls**, **VBScript**, in the **Table Properties** dialog box: **Use background picture**
Browsers: Both Microsoft Internet Explorer and Netscape Navigator **Versions:** 3.0 and later	**ActiveX controls**, **VBScript**, **CSS 1.0 (formatting)**, **CSS 2.0 (positioning)**, **PNG graphics**, in the **Table Properties** dialog box: **Use background picture**

Rename a file or folder

1. In the **Folder List**, right-click the file or folder that you want to rename.

   If the **Folder List** is hidden, on the **View** menu, click **Folder List**.

2. On the shortcut menu, click **Rename**.
3. Type a new name for the file or folder.

Important

- When renaming a file, do not change or omit the file extension. For example, if you rename a file named Index.asp to Index.htm it might render the file as unusable.
- You should always rename a file or folder in a Web site by using this procedure. Microsoft FrontPage automatically repairs any hyperlinks to or from the renamed file (or files in the renamed folder). If you rename a file or folder using Microsoft Windows Explorer, hyperlinks to and from that file (or files in that folder) will not be repaired automatically.

Create a subfolder

1. In the **Folder List**, right-click the [folder](#) that you want to create a new subfolder in, point to **New** on the shortcut menu, and then click **Folder**.

    If the **Folder List** is hidden, on the **View** menu, click **Folder List**.

2. Do one of the following:

[Create a standard subfolder](#)

-   Type the name of the new subfolder, and then press ENTER.

[Create a hidden subfolder](#)

-   Type the name of the new hidden subfolder, preceding its name with an underscore (for example, _database), and then press ENTER.

[Show All](#)

Hide a Web page

If you do not want site visitors to see certain pages in a Web site, you can hide these pages by placing them in the hidden folder **_private**. This folder is contained in every FrontPage Web site based on FrontPage Server Extensions, SharePoint Team Services v1.0 from Microsoft, or Microsoft Windows SharePoint Services.

1. In the **Folders List**, select the files for the Web pages you want to hide.

   [How?](#)

   - Hold down CTRL, and click the pages you want to select.

   To display the **Folders List**, on the **View** menu, click **Folder List**.

2. Drag the selected file to the **_private** folder.

Delete a file from a Web site

- In the **Folder List**, click the file you want to delete, and then press DELETE.

  To display the **Folder List**, on the **View** menu, click **Folder List**.

Note When you delete a Web page from a Microsoft FrontPage Web site, it deletes the file from your hard drive.

[Tip](#)

To select multiple pages, hold down CTRL, and click the pages you want to select.

About views

In Microsoft FrontPage, there are several different ways for you to look at the content in your Web site to help you effectively design, publish, and manage it. You can work with your Web pages in any of the following views:

[Page view](#)

You can choose from four different types of **Page** views, depending on your specific needs and how you want to view and work with your pages.

- **Design view**   You can design and edit Web pages in the default **Page** view, **Design** view. This view provides you with an approximated [WYSIWIG](#) authoring experience, as you create your Web pages using the design tools.
- **Code view**   You can view, write, and edit the HTML tags yourself. With the optimized code features in FrontPage, you can create clean HTML, and it is easier for you to remove any code that you do not want.

- **Split view**   You can review and edit Web page content in a split screen format that offers you simultaneous access to both the **Code** and **Design** views.
- **Preview view**   You can approximate how the page will look in the Web browser without having to save your page. Use this view to check small changes that you are unsure whether you want to commit to.

[Folders view](#)

You can use **Folders** view to work with the files and folders directly, and to organize the contents of your Web site. Similar to Microsoft Windows Explorer, you can also create, delete, copy, and move folders in this view.

[Remote Web Site view](#)

You can use **Remote Web site** view to publish an entire Web site or to selectively publish individual files. You can also synchronize files between two or more locations— that is, make sure sites with the same content are up-to-date

with recent changes.

When you view folder contents in **Remote Web site** view, the files are marked with icons and descriptive text indicating the publish status, such as **Don't Publish**, **Changed**, **Unchanged**, **New**, and **Conflict**. You can filter the view to show the folder contents, files to publish, files not to publish, and files in conflict.

[Reports view](#)

Reports view allows you to analyze the contents of a Web site after running a report query. You can calculate the total size of the files in your site, show which files are not linked to other files, identify slow or outdated pages, group files by task or person they're assigned to, and more.

[Navigation view](#)

Navigation view provides you with a hierarchical view of your Web pages. This view enables you to arrange the pages in your site by clicking on a page and moving it to a new location in the site.

[Hyperlinks view](#)

In FrontPage, **Hyperlinks** view shows the status of the hyperlinks in your Web site in a list. This list includes both internal and external hyperlinks, and uses icons to indicate whether the hyperlinks have been verified or are broken.

[Tasks view](#)

Tasks view displays all the tasks in your Web site in a column format and provides current information about each task under various headings.

Switch views

- On the **View** menu, click the view that you want to use.

Troubleshoot views

[I do not see the **Folder List** when I am in **Page** view.](#)

- On the **View** menu, click **Folder List**.

[I do not see the **Navigation Pane** when I'm in **Page** view.](#)

- On the **Standard** toolbar, click **Toggle Pane** 🖼 to display the list, and then click **Navigation Pane**.

[My **Folder List** disappeared.](#)

- If the **Folder List** is hidden, on the **View** menu, click **Folder List**.

[Why don't I see the **HTML** tab?](#)

What was known as the **HTML** pane in earlier versions of Microsoft FrontPage, is now referred to as **Code** view. To view your Web pages in **Code** view, do the following:

- In **Page** view, at the bottom of the document window, click **Code** ▣.

[Why don't I see the **Normal** tab?](#)

What was known as the **Normal** pane in earlier versions of Microsoft FrontPage, is now referred to as **Design** view. To view your Web pages in **Design** view, do the following:

- In **Page** view, at the bottom of the document window, click **Design** ▣.

[Where is the **View** bar on the left side of the document window?](#)

In Microsoft Office FrontPage 2003, in order to provide users with more space to create their Web pages, the **View** bar was removed. To see a list of views, do the following:

- On the **View** menu, click a view that you want to use.

Print a Web page

Do one of the following:

[Print the page as it looks in **Design** view](#)

1. In **Page** view, at the bottom of the document window, click **Design** .
2. On the **Standard** toolbar, click **Print** .

Note Hyperlinks and pictures print as they appear in **Design** view.

[Print the page as it looks in **Code** view](#)

1. In **Page** view, at the bottom of the document window, click **Code** .
2. On the **Standard** toolbar, click **Print** .

[Tip](#)

To see how the page will look when printed, on the **File** menu, click **Print Preview**. However, this preview is not exactly the same as the view from a Web browser — print preview paginates and assigns page numbers, but Web browsers do not.

About creating and designing Web pages

Some of the content in this topic may not be applicable to some languages.

Web pages are the basic documents of the World Wide Web. They can either be part of a Web site, or they can stand alone. Many of the features in Microsoft FrontPage are used when working with a Web site. There are also features in FrontPage that will help you to both design and create your Web page.

To help you create professional-looking and well-designed Web pages, FrontPage provides several page [templates](#) that you can use to quickly create pages with a variety of layouts and functions. For example, you can use a FrontPage template to create a user registration page, guest book, feedback form, a page with a search form, and more.

You can use themes to create pages with a consistent design. A theme contains unified design elements with a color scheme, including fonts, graphics, backgrounds, navigation bars, horizontal lines, and other page elements.

If you prefer to design and lay out pages yourself, you can start with a blank page, and then do one or more of the following:

- Use frames, tables, layouts, or absolute positioning to precisely position text and graphics on a page.
- Add page elements, such as text, graphics, page banners, tables, forms, hyperlinks, and so on.
- Add dynamic elements such as Flash content, video, sound, or animated GIFs.
- Add content or functionality that can change, such as [marquees](#), [hit counters](#), time stamps, page transitions, interactive buttons, and behaviors that use [Dynamic HTML (DHTML)](#).
- Format text by applying styles or using style sheets.
- Set the background of your Web page with either color or pictures.
- Create your own page templates by using dynamic Web templates, which can include pages that contain page settings, formatting, and page elements.

You can also start with a graphical representation of your Web site, called a tracing image. You can do this by creating a mock-up of a Web page image in a graphics program and then use it as a visual guide to re-create or trace the Web page design.

Editing in FrontPage

You do not need to know how to code in HTML to use FrontPage. While you edit pages as you would in a word processor — typing and formatting text, and adding graphics, tables, and other page elements — FrontPage adds the HTML tags in the background. You simply edit your pages in **Design** view.

However, if you want to familiarize yourself with HTML or edit HTML code directly, you can also use **Code** view, which displays the HTML code of a Web page, or **Split** view, which displays both **Code** view and **Design** view simultaneously.

If you are familiar with HTML, you can display the HTML tags in **Code** view and you can write and edit the HTML tags yourself. With the create and maintain optimized code options available in FrontPage, you can create clean HTML, and easily remove any code that you do not want.

In FrontPage, you can use [Extensible Markup Language (XML)](#) to complement, rather than replace, your HTML. You can view or edit files, apply standard formatting to the structure of code in XML files, view the XML tree, and create custom displays of XML data on Web pages. For example, you can create a Web page that displays data from an XML file, format that data, and apply filtering, sorting, and conditional formatting to display the data the way you want.

Turn support for FrontPage Web components on or off

1. On the **Tools** menu, click **Page Options**, and then click the **Authoring** tab.
2. Do one of the following:
   - To turn support on or off for Web components that can make it easier to create and design Web pages — such as a photo gallery — select or clear the **Author-time Web Components** check box.
   - To turn support on or off for Web components that are available on Web sites located on Web servers running FrontPage Server Extensions from Microsoft, SharePoint Team Services from Microsoft, or Microsoft Windows SharePoint Services, select or clear the **Browse-time Web Components** check box.

Note When you turn on support for author-time Web components, support for link bars and shared borders is not automatically turned on as well. To turn support on or off for link bars or shared borders, select or clear the **Navigation** or **Shared Borders** check box.
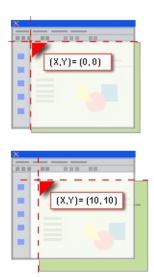
About tracing images

You can create a mock-up of a Web page image in a graphics program and then use it as a visual guide to re-create or trace the Web page design. This is called a tracing image and it can be a [JPEG](), [GIF](), [PNG](), or [BMP]() image. After you set a tracing image, it appears in the background of the document window in **Design** view. You can show or hide the image, set its opacity, and change its position.

You can view the tracing image only in Microsoft FrontPage. You cannot see the tracing image when you view your site by using a Web browser.

After you set a tracing image, it is stored in a layer between the background image and the editor in FrontPage. If the opacity of the tracing image is set to '0' you will not be able to see it, but you will be able to see all the text and object elements.

The X and Y coordinates of the tracing image correspond to the upper-left corner of the document window. You can set the placement of the tracing image in pixels by choosing the **X** (side to side) and **Y** (up or down) coordinates in the **Tracing Image** dialog box. If your margins are set to a margin other then '0', the tracing image will not take them into account as the tracing image placement is always set relative to the upper-left corner of the document. The following illustrations show how the X and Y coordinates determine the placement of the tracing image.

When you save a Web page that contains a tracing image, you will be prompted to save the tracing image as an [embedded file](#) in your Web site. Doing this will not effect the appearance of your site in a browser. If you set a second tracing image for a page, the first image disappears.

Set a tracing image

1. In **Page** view, at the bottom of the document window, click **Design** ⬜.
2. On the **View** menu, point to **Tracing Image**, and then click **Configure**.
3. Locate and click the file you want to set as a tracing image, and then click **Insert**.
4. In the **X** box, type or select the horizontal coordinates for the tracing image in [pixels](#).
5. In the **Y** box, type or select the vertical coordinates for the tracing image in pixels.
6. Under **Opacity**, move the slider to set the opacity of the tracing image.

Show or hide a tracing image

- In **Page** view, at the bottom of the document window, click **Design** ▣.
- On the **View** menu, point to **Tracing Image**, and then click **Show Image**.

Open a Web page

Do one of the following:

[Open a page from within the current Web site](#)

- In **Folders** view, double-click the page.

[Open a page on a different Web site or in a local file system](#)

Important Open files from a trusted source. Question messages, attachments or files from unexpected sources. If a file has an unusual filename, timestamp, extension, file size, or other property, do not open the file. Always scan files with antivirus software before opening them. In the course of infecting a hard drive or a Web server, some viruses may create files or overwrite existing ones. If opened, these files may cause harm to your system. Make sure your server is running up-to-date antivirus software. For more information, contact your Web server administrator or Web site hosting company.

1. In **Folders** view, locate and click the file you want, and then click **Open** .

Note If you open a Web page that is on a different Web site from the one you have open, a new instance of Microsoft FrontPage will open.

Create a new Web page

Some of the content in this topic may not be applicable to some languages.

1. On the **File** menu, click **New**.
2. In the **New** task pane, under **New page**, do one of the following:
   - To create a Web page from a blank page, click **Blank page**.
   - To create a Web page from a dynamic Web template that you've created, click **From existing page**, locate and click the template, and then click **Create new**.
   - To create a Web page from a template included with Microsoft FrontPage, click **More page templates**, click the tab for the type of template you want, and then click a template.

Save a Web page

Do one of the following:

[Save a Web page to the current Web site](#)

- Do one of the following if you have:

  [Not saved the page](#)

  1. Click **Save** 💾.
  2. Locate and double-click the folder where you want to save the page.
  3. In the **File name** box, type the file name of the page, and then click **Save**.

  [Opened the page from the current Web site](#)

     - Click **Save** 💾.

  [Opened the page from a location outside the current Web site](#)

  1. On the **File** menu, click **Save As**.
  2. Locate and double-click the folder where you want to save the page.
  3. In the **File name** box, type the file name of the page, and then click **Save**.

[Save a Web page to a different Web site](#)

1. On the **File** menu, click **Save As**.
2. Locate and click the Web site where you want to save the page.
3. In the **File name** box, type the name of the page.
4. Click **Save** 💾.

[Save a Web page to a file system](#)

1. On the **File** menu, click **Save As**.
2. Locate and click the location in the file system where you want to save the page.
3. In the **File name** box, type the name of the page.
4. Click **Save**.

[Save a Web page automatically before previewing it in the browser](#)

1. On the **File** menu, point to **Preview in Browser**, and then click **Edit Browser List**.
2. Click the **Automatically save page before previewing** check box.

Notes

- If you have added graphics, [ActiveX controls](#), sound files, or other objects to the page, you will be prompted to save them to the same location as the page.
- To ensure that all site visitors can follow [URLs](#) regardless of their computer language or operating system, you should use plain [ASCII](#) characters in the URLs for your Web pages. On intranets, using non-ASCII characters in a file name will work as long as the [server](#) and all clients share the same system code page.

Stop loading a Web page

- On the **Standard** toolbar, click **Stop** .

Refresh a Web page or a view

- To refresh a Web page or view, click **Refresh** .

Set Web page margins

1. In **Page** view, at the bottom of the document window, click **Design** ⬚.
2. Right-click the page, and then click **Page Properties** on the shortcut menu.
3. Click the **Advanced** tab.
4. Do one or all of the following:

   [Set a top margin](#)

   1. In the **Top Margin** box, enter a value for a top margin in [pixels](#).
   2. In the **Margin Height** box, enter a value for the height of the margin in pixels.

   [Set a left margin](#)

   1. In the **Left Margin** box, enter a value for a left margin in [pixels](#).
   2. In the **Margin Width** box, enter a value for the width of the margin in pixels.

   [Set a bottom margin](#)

   1. In the **Bottom Margin** box, enter a value for a bottom margin in [pixels](#).
   2. In the **Margin Height** box, enter a value for the height of the margin in pixels.

   [Set a right margin](#)

   1. In the **Right Margin** box, enter a value for a right margin in [pixels](#).
   2. In the **Margin Width** box, enter a value for the width of the margin in pixels.

About layout tables and cells

[Overview of layout tables and cells](#)

With Microsoft Office FrontPage 2003, you can create professional-looking Web page layouts by using layout tables and cells. A layout table is the framework you create for the page layout. Layout cells are the regions within that framework that contain the content in a page, including text, images, Web parts, and other elements. Together, layout tables and cells represent horizontal and vertical regions that users can add to Web pages, which can provide a sophisticated visual structure for your content.

The following example displays a layout table and cells in the initial stages, where the layout table is shown with a lighter background color and the cells are shown as dark rectangles within the table.

The following example shows the same layout table and cells with content.

You can use the predefined layout tables that are available in the **Layout Tables and Cells** task pane to help you get a quick start on a Web page. You can also create your own custom layout table by drawing tables and cells. Additionally, you can edit a Web page that contains layout tables and cells that you added by using FrontPage or another Web authoring tool, including Macromedia Dreamweaver.
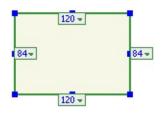
You can draw a layout table that contains a cell along the top edge of the page to hold a header graphic, a cell on the left edge of the page to hold a link bar, and another cell to hold the main content of a Web page, that snaps to the right edge of the page. You can create simple or complex layout tables, depending on your requirements.

[Working with layout tables and cells](#)

You can draw a layout table and then add cells on your Web page by using the layout tools, available in the **Layout Tables and Cells** task pane. You can select a predefined layout table template, or you can create your own layout table and adjust width and height settings, set the alignment, set the page margins, and apply color and special borders.

When you click the border of a layout table or cell to activate it, labels representing the column width and row height appear on each side. Each label includes a drop-down arrow that you can click to view a list of options for resizing a column or row.

The following example shows how a layout table or cell looks in FrontPage when you have clicked the border to activate it.

You can also select one column or row in a table and enable it to automatically expand to fill as much of a browser window as possible. The expanding cell functionality is referred to as autostretch. When you click the arrow on the column width or row height resize label, and then click **Make Column Autostretch** or **Make Row Autostretch**, you make that cell an autostretch cell,

and the cell will automatically resize to fit the available space of a site visitor's browser window.

[About the **Layout Tables and Cells** task pane](#)

The **Layout Tables and Cells** and **Cell Formatting** task panes are the primary tools for working with layout tables and cells. You can accomplish the following in these task panes:

- Draw a layout table.
- Insert a layout cell.
- Set the width and height of a table or cell.
- Adjust page margins.
- Set the alignment of a layout table or cell.
- Turn the layout tools on and off.
- Select a predefined layout table.

[Formatting layout cells](#)

After you have added a layout table and the individual cells to make up the structure of your Web page, you can begin adding details such as color, graphical borders, drop shadows, and other decorative effects — including corners that create a tab-like look on selected edges of a cell.

Add or draw a layout table

1. On the **Table** menu, click **Layout Tables and Cells**.
2. In the **Layout Tables and Cells** task pane, do one of the following:

[Add a layout table from the **Table layout** template list](#)

   - Under **Table layout**, select a layout table from the list of templates.

[Draw a layout table](#)

   1. Under **New tables and cells**, click **Draw Layout Table** .
   2. Move the pointer to the leftmost corner of the document window, and then drag to draw the table.
   3. In the **Layout Tables and Cells** task pane, under **Table properties**, set the properties that you want.

Add a cell to a layout table

1. In the **Layout Tables and Cells** task pane, under **New tables and cells**, click **Draw Layout Cell** ⬚.
2. On the layout table, drag the pointer to draw the cell.
3. Repeat steps 1 and 2 to add more cells.

   [Tip](#)

   To draw two or more cells, one after the other, click **Draw Layout Cell** ⬚ , and press and hold CTRL while you drag the pointer.
4. To set properties for a selected cell, on the **Layout Tables and Cells** task pane, click **Cell Formatting** and select the properties you want.

Resize a layout table or cell

Do one of the following:

[Resize a layout table or cell in small increments](#)

1. Click the border of the layout table or cell.
2. Press and hold ALT, and then drag the border to resize it.

[Resize a layout table or cell by using autostretch](#)

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. To activate a layout table or cell, click the border.
3. On the column width or row height label, click the arrow to display the drop-down menu, and then click **Make Row Autostretch** or **Make Column Autostretch**.

Note You can apply autostretch to only one cell in a layout table. The corresponding rows or columns in the layout table must be set at a fixed width or height.

Set properties for a layout table

1. In the document window, click the border of the layout table that you want to set properties for.
2. In the **Layout Tables and Cells** task pane, under **Table properties**, select the properties that you want.

[Tip](#)

To override the default margins of a Web page and let the layout table span to the edges of the document window, set the margin properties to **0** (zero).

Set the corner and shadow properties for a layout cell

1. In the document window, click the border of the cell that you want to set the corner and shadow properties for.
2. In the **Layout Tables and Cells** task pane, click **Cell Formatting**.
3. Click **Cell Corners and Shadows**, and then do one or more of the following:

   [Change corner properties of a layout cell](#)

   - Under **Corners**, do one or more of the following:
     - To add a custom image to a corner of a cell, click **Use custom image**, and then click **Browse** to locate the graphic you want to use.
     - To set width or height of a cell corner, in the **Width** and **Height** boxes, type the value that you want in [pixels](#).
     - To add color to a cell corner, click a color from the **Color** list.
     - To add color to the border of a cell corner, click a color from the **Border color** list.
     - To apply a corner to the top, bottom, or both top and bottom sides of a cell, under **Apply**, click the options that you want.

   [Change shadow properties of a layout cell](#)

   - Under **Shadows**, do the following:
     - To set the width of a drop shadow for a cell, in the **Width** box, type the value that you want in pixels.
     - To set the intensity of a drop shadow of a cell, in the **Softness** box, type the value that you want in pixels.
     - To add color to a drop shadow of a cell, click a color from the **Color** list.
     - To add color to a drop shadow of a cell border, click a color from the **Border color** list.
     - To set the side on which a drop shadow falls, under **Apply**, click

the option that you want.

Set the header and footer properties for a layout cell

1. In the document window, click the border of the cell that you want to set the header or footer properties for.
2. In the **Layout Tables and Cells** task pane, click **Cell Formatting**.
3. In the **Cell Formatting** task pane, click **Cell Header and Footer**, and then do one or more of the following:

[Set the header properties for a layout cell](#)

Under **Header**, click **Show header**, and then do one or more of the following:

- To change the default, in the **Height** box, type a value that you want in [pixels](#).
- To set the cell padding for the number of pixels between the cell header and the cell boundaries, in the **Padding** box, type a value in pixels.
- To set the vertical alignment of a cell header, in the **VAlign** list, click **Top**, **Middle**, or **Bottom**.
- To set the background color of a cell header, click a color in the **BgColor** list.
- To set the thickness of a header cell border, in the **Border width** box, type a value in pixels to indicate the width of the border you want.
- To add color to a cell header border, click a color from the **Border color** list.

[Set the footer properties for a layout cell](#)

Under **Footer**, click **Show footer**, and then do one or more of the following:

- To change the default, in the **Height** box, type a value that you want in [pixels](#).

- To set the cell padding for the number of pixels between the cell footer and the cell boundaries, in the **Padding** box, type a value in pixels.
- To set the vertical alignment of a cell footer, in the **VAlign** list, click **Top**, **Middle**, or **Bottom**.
- To set the background color of a cell footer, click a color in the **BgColor** list.
- To set the thickness of a footer cell border, in the **Border width** box, type a value in pixels to indicate the width of the border you want.
- To add color to a cell footer border, click a color from the **Border color** list.

Set the layout and border properties for a layout cell

1. In the document window, click the border of the cell that you want to set the layout and border properties for.
2. In the **Layout Tables and Cells** task pane, click **Cell Formatting**.
3. In the **Cell Formatting** task pane, click **Cell properties and borders**, and then do one or more of the following:

[Set the layout properties for a layout cell](#)

Under **Layout cell properties**, do one or more of the following:

- To set the fixed width or height of a cell, in the **Width** and **Height** boxes, type the value that you want in [pixels](#).
- To set the padding for the number of pixels between content in a cell and the cell boundaries, in the **Padding** box, type a value in pixels.
- To set the vertical alignment of a cell, in the **VAlign** list, select **Top**, **Middle**, or **Bottom**.
- To set the background color of a cell, click a color in the **BgColor** list.

[Set the border properties for a layout cell](#)

Under **Borders**, do one or more of the following:

- To set the thickness of a cell border, in the **Width** box, type a value in pixels to indicate the width of the border you want.
- To add color to a cell border, click a color from the **Color** list.
- Under **Apply**, click the button that indicates the type of border you want to apply to the cell.

Turn layout tools for layout tables on or off

The layout tools in Microsoft FrontPage are turned off by default.

- Do one of the following:

[Turn the layout tools on](#)

1. On the **Table** menu, click **Layout Tables and Cells**.
2. In the **Layout Tables and Cells** task pane, add a layout table.

   When you add a layout table, the tools turn on automatically.

[Turn the layout tools off](#)

1. Click the border of a layout table or cell.
2. In the **Layout Tables and Cells** task pane, click **Show Layout Tool** .

[Tip](#)

If you maintain a layout table or cell in a page with the layout tools turned off, you can always turn the tools back on by clicking **Show Layout Tool** .

Delete a layout table or cell

Do one of the following:

[Delete a single layout cell](#)

- Click the border of the layout cell and then press DELETE.

[Delete a layout table](#)

Do one of the following:

- If the layout tools are turned on and the entire layout table is activated, press DELETE.
- If the layout tools are turned off or the layout table is not activated, in the **Layout Tables and Cells** task pane, click **Show Layout Tool** to activate it, and then press DELETE.

About formatting text

You can format text in Microsoft FrontPage as you would using a word processor — to add visual organization, emphasis, and structure. You can change the font, size, style, color, spacing, and vertical position of text, and add effects such as underlining. You can also control spacing and indentation, add bullets and numbers, and set alignment.

You can apply formatting to either selected words, or an entire paragraph. A general rule is that you can apply font properties such as font, size, color, highlighting, and effects to selected text, and paragraph properties such as alignment, bullets, numbering, shading, and borders to entire paragraphs. For example, you can italicize a single word in a paragraph, but if you try to align the word to the right, the entire paragraph will align right as well.

[Formatting individual characters and words](#)

Properties that you can apply to text include:

- Font and font size.
- Text formatting effects, which include italics, underline, bold, or strikethrough.

- Properties that increase or decrease the space between characters to expand or condense your text.

- Properties that raise or lower text from the other text on a line; for example, to mark a word with a copyright symbol or to indicate a footnote. You can also specify the number of [points](#) to raise or lower text.

- Highlighting a word or an individual letter.

[Formatting paragraphs](#)

A paragraph is a block of text that is separated from another by a paragraph mark ¶. If lines of text are separated by line breaks ↵, the text is considered to be one paragraph. The paragraph marks ¶ and the line breaks ↵ are hidden characters

that can be displayed if needed.

Properties that you can apply to entire paragraphs include:

- Spacing between lines in a paragraph.

- Borders around text.

- Line and paragraph indentation.
- Numbered, bulleted, or multi-level lists.

- Shading to an entire line or paragraph.

[Show All](#)

Select text or graphics

Do one of the following:

[Any amount of text](#)

- Drag over the text.

[A word](#)

- Double-click the word.

[A line of text](#)

- Point to the left of the line until the pointer changes to a right-pointing arrow, and then click.

[A paragraph](#)

- Point to the left of the paragraph until the pointer changes to a right-pointing arrow, and then double-click. Or triple-click anywhere in the paragraph.

[Multiple paragraphs](#)

- Point to the left of the paragraphs until the pointer changes to a right-pointing arrow, and then drag up or down.

[A graphic](#)

- Click the graphic.

Format text

1. Select the text you want to format, right-click, and then click **Font** on the shortcut menu.
2. Click the **Font** tab.
3. Select the properties you want.

Raise or lower text

1. In **Page** view, at the bottom of the document window, click **Design** 🖾.
2. Select the text, right-click, and then click **Font** on the shortcut menu.
3. In the **Font** dialog box, click the **Character Spacing** tab.
4. In the **Position** box, click the arrow and select **super** to raise the text, or **sub** to lower the text.

Resize text quickly

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. Select the text you want to resize.
3. On the **Formatting** toolbar, click **Increase Font Size** A⁺ or **Decrease Font Size** A⁻.

   If the **Formatting** toolbar is hidden, on the **View** menu, point to **Toolbars**, and then click **Formatting**.

Note The smallest font you can get by clicking **Decrease Font Size** A⁻ is 8 [points](#), and the largest font you can get by clicking **Increase Font Size** A⁺ is 36 points.

Set the spacing between characters

1. In **Page** view, at the bottom of the document window, click **Design** 🔲.
2. Select the text, right-click, and then click **Font** on the shortcut menu.
3. Click the **Character Spacing** tab.
4. In the **Spacing** box, do one of the following:
   - To increase the space between characters, click **Expanded**.
   - To decrease the space between characters, click **Condensed**.
5. In the **By** box, enter a number, in [pixels](#), to specify how much you want to increase or decrease the space between characters.

Remove text formatting

1. In **Page** view, at the bottom of the document window, click **Design** 🔲.
2. Select the text that you want to remove formatting from.
3. On the **Format** menu, click **Remove Formatting**.

Troubleshoot text formatting

[I want to set the spacing of individual letters within a word (kerning).](#)

Kerning, which is the selective spacing between pairs of letters, is not supported by Microsoft FrontPage. You can, however, expand or condense all the letters in a word by doing the following:

1. In **Page** view, at the bottom of the document window, click **Design** 🖻.
2. Select the text, right-click, and then click **Font** on the shortcut menu.
3. Click the **Character Spacing** tab.
4. In the **Spacing** box, do one of the following:
   - To increase the space between characters, click **Expanded**.
   - To decrease the space between characters, click **Condensed**.
5. In the **By** box, type or select a number to specify, in [points](#), how much you want to increase or decrease the space between characters.

[I am unable to add plain bullets to my Web page.](#)

If your page is using a [theme](#), the **Plain Bullets** tab is unavailable from the **Bullets and Numbering** dialog box because themes use their own type of bullets.

- To use **Plain Bullets**, you must remove the theme from the page.

  [How?](#)

  1. On the **View** menu, click **Folders**.
  2. Select the pages that you want to remove the theme from.
  3. On the **Format** menu, click **Theme**.
  4. In the **Themes** task pane, under **Web site default theme**, click **No theme**.

[The collapsible lists I created do not collapse in some Web browsers.](#)

Collapsible lists require ECMAScript as defined by the specification of the

European Computer Manufacturers Association, such as [JScript](#) or [JavaScript](#), to enable the showing and hiding of subitems in a list. In some Web browsers, site visitors have the ablity to turn off ECMAScript. If a site visitor turns off the ECMAScript functionality, collapsible lists will maintain an expanded state by default.

About pasting text, graphics, and drawing objects

When you paste text, graphics, or drawing objects in **Design** view in Microsoft FrontPage, the **Paste Options** button appears near the pasted content.

When you click the **Paste Options** button, a list appears that lets you determine the appearance of the content you are pasting. The available options depend on the type of content you are pasting, the program you are pasting from, and the format of the text where you are pasting.

[Options for pasting text](#)

- **Use Destination Styles**   Use this option to remove the styles copied from the original document, and use the styles in the current FrontPage document instead.

  [Example](#)

  If you copy Heading 2 text from a Microsoft Word document to a page in FrontPage, selecting **Use Destination Styles** ensures that the FrontPage Heading 2 style is applied. This is useful if Heading 2 is formatted differently in the two programs and you want to use the FrontPage formatting.

- **Keep Source Formatting**   Use this option to preserve the style formatting of the source document, regardless of the styles in the current FrontPage document.

  [Example](#)

  If you copy Heading 2 text from a Microsoft Word document to a page in FrontPage, selecting **Keep Source Formatting** ensures that the Word Heading 2 style is applied. This is useful if Heading 2 is formatted differently in the two programs and you want to keep the Word formatting.

- **Keep Text Only**   Use this option to remove all formatting, and paste the selection as plain text.

Example

In FrontPage, if you copy a sentence that uses Arial font and is boldfaced, and paste it to another spot in the same document, selecting **Keep Text Only** ensures that just the text is pasted and that the font and text formatting are removed.

- **Treat as HTML Tags**   Use this option when you want FrontPage to render rather than display HTML tags.

Example

If you copy an example of HTML code from a Web browser (for example, <i>italic text</i>) to a page in FrontPage, selecting **Treat as HTML Tags** ensures that the example code is rendered as *italic text*.

Options for pasting drawing objects or graphics

- **Keep Source Formatting**   Use this option to preserve the positioning attributes that were applied to the drawing object in the source document.

Example

If you copy a right-aligned drawing object from a Microsoft Word document to a page in FrontPage, selecting **Keep Source Formatting** ensures that the original alignment is preserved.

- **Microsoft Office Drawing Object**   Use this option to paste a drawing object without preserving the positioning attributes from the original document.

Example

If you copy a right-aligned drawing object from a Microsoft Word document to a page in FrontPage, selecting **Microsoft Office Drawing**

Object removes the code specifying the alignment of the drawing object.

- **Paste as an Image Tag**   Use this option to convert a pasted Microsoft Office drawing object into a [GIF](#) file when the page is saved.

  [Example](#)

  If you copy a drawing object from a Microsoft Office document to a page in FrontPage, [VML](#) code associated with the image is visible in **Code** view. The **Paste as an Image Tag** option ensures the conversion of the element to a GIF image.

  Note You are prompted to save the newly created GIF file when you save the Web page.

- **Resample Picture to Match Size**   Use this option to resize and resample an image you paste into your Web page from an external source.

  [Example](#)

  If you copy a 100x100 pixel photograph from a Web site on the World Wide Web, and you resize it to 50x50 pixels, you select this option to size and [resample](#) the image in your Web page.

Paste text and graphics

1. Select the text or graphic you want to move or copy, and then do one of the following:
   - To move the item, click **Cut** on the **Standard** toolbar.
   - To copy the item, click **Copy** on the **Standard** toolbar.
2. In **Page** view, at the bottom of the destination document window, click **Design** .
3. Position the insertion point where you want the text or graphic to appear.
4. On the **Standard** toolbar, click **Paste** .
5. To specify the formatting, style, and appearance of the content, click the **Paste Options** button that appears next to the pasted content, and then select the option you want.

Note The paste options that are available depend on the type of content you are pasting, the program you are pasting from, and the format of the text in the area where you are pasting.

Highlight or shade text with color

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. Do one or both of the following:

[Highlight text with color](#)

1. Select the letter, word, or block of text that you want to highlight with color.
2. On the **Formatting** toolbar, click the arrow for **Highlight Color** ✏, and then select the color you want.

[Shade text with color](#)

1. Select the text that you want to shade with color.
2. On the **Format** menu, click **Borders and Shading**.
3. Click the **Shading** tab and do one or more of the following:

[Set a background color for the selected text](#)

- Select a color in the **Background color** box.

[Set the color of the selected text](#)

- Select a color in the **Foreground color** box.

    Note The shading applies to the entire line on which the selected text appears. However, you can resize the colored background by clicking on the background and then dragging the sizing handles.

Add a border

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. Select the text that you want to add a border to.
3. Do one of the following:

[Add a four-sided border](#)

1. On the **Format** menu, click **Borders and Shading**.
2. On the **Borders** tab, under **Setting**, click the **Box** icon.
3. In the **Style** box, click a border style.
4. In the **Color** box, click a color.
5. In the **Width** box, enter a value in [points](#).
6. To specify the distance between the text and its border, under **Padding**, enter a value in points in the **Top**, **Bottom**, **Left**, and **Right** boxes.

[Add a custom border](#)

1. On the **Format** menu, click **Borders and Shading**.
2. On the **Borders** tab, under **Setting**, click **Custom**.
3. In the **Style** box, click a border style.
4. In the **Color** box, click a color.
5. In the **Width** box, enter a value in [points](#).
6. To apply the border to one or more sides, under **Preview**, click the buttons that correspond to each side that you want to add a border.
7. To specify the distance between the text and its border, under **Padding**, enter a value in points in the **Top**, **Bottom**, **Left**, and **Right** boxes.

Set line or paragraph spacing

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. Select one or more paragraphs.
3. On the **Format** menu, click **Paragraph**.
4. Under **Spacing**, set the properties that you want.

Note Some Web browsers will not display all of these line and paragraph settings.

Set paragraph or line indentation

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Select one or more paragraphs.
3. On the **Format** menu, click **Paragraph**.
4. Under **Indentation**, do one or more of the following:
   - To indent before the paragraph, in the **Before text** box, enter a value in [pixels](.).
   - To indent after the paragraph, in the **After text** box, enter a value in pixels.
   - To indent the first line of text in the paragraph, in the **Indent first line** box, enter a value in pixels.

Set paragraph alignment

1. In **Page** view, at the bottom of the document window, click **Design** ⬙.
2. Select the paragraph(s) you want to align.
3. On the **Formatting** toolbar, click one of the following:
    - **Align Left** ▤
    - **Center** ▤
    - **Align Right** ▤
    - **Justify** ▤

    If the **Formatting** toolbar is hidden, on the **View** menu, point to **Toolbars**, and then click **Formatting**.

Add a line break within a paragraph

You can add a new line of text in a paragraph by adding a line break.

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. Place the insertion point where you want to insert a line break.
3. On the **Insert** menu, click **Break**.
4. Click **Normal line break**.

[Tip](#)

To view line break and paragraph marks, click **Show All** ¶.

Insert a symbol

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Place the insertion point where you want to insert a symbol or special character.
3. On the **Insert** menu, click **Symbol**.
4. Click the symbol or special character you want to insert, and then click **Insert**.
5. Click **Close**.

About finding and replacing text and code

You can quickly find and replace text or code in a single page or all pages of a Web site. You can do so by using a variety of search criteria. For example, you can specify which pages and what direction you want to search, as well as how you want to search for text or code in those pages. If you frequently perform the same search, you can save it as a query. The next time you want to perform that search, you can open the query, instead of entering the search criteria again.

In addition to searching for instances of specific text or code, you can search for a pattern of text or code by using regular expressions or HTML rules.

Regular Expressions

A regular expression is a pattern of text that describes one or more variations of text or code that you want to find. A regular expression consists of specific characters— for example, the letters "a" through "z"— and special characters that describe the pattern of text— for example, an asterisk (*). For example, to find all variations of "page" in your Web site, you can search for "page*." If you do so, Microsoft FrontPage finds all instances of "page," "pages," "pager," and any other words that begin with "page" in your Web site.

HTML Rules

You can use HTML rules in your searches and have advanced HTML tag and attribute find and replace options. By using HTML rules in your search, you can determine where and under what conditions to search your code. For example, you can create an HTML rule to search text only inside a tag. Text outside of the tag would be excluded from search results.

Microsoft FrontPage provides the following HTML rules:

With Attribute   Finds the text or tag only if it is in a tag with an attribute. For example, you can search for all instances of "Arial" and limit your search to only those tags that include a specific attribute

Without Attribute   Finds the text or tag only if it is in a tag without an attribute. For example, you can search for all instances of "p" and limit your search to only those tags that do not include a specific attribute.

Containing   Finds the text or tag only if it is in another tag or text that you specify. For example, you can search for all instances of the font <font> tag that are nested in a bold <b> tag.

Not Containing   Finds the text or tag only if it is not in another tag or text that you specify. For example, you can search for all instances of the table <table> tag that are not nested in another tag.

Inside Tag   Finds the text or tag only if it is in a tag that you specify. For example, you can search for all instances of the word "font" and all instances of the font <font> tag will be in your search results.

Not Inside Tag   Finds the text or tag only if it is not in a tag that you specify. For example, you can search for all instances of the word "font" and instances of the font <font> tag will not be in your search results.

Find and replace text

Do one of the following:

[Find text in a Web page](#)

1. In **Page** view, do one of the following:
   - To find text within a Web page, at the bottom of the document window, click **Design** ⊡.
   - To find text in the HTML code, at the bottom of the document window, click **Code** ⊡.
2. Place the insertion point at the top of the page.
3. On the **Edit** menu, click **Find**.
4. On the **Find** tab, in the **Find what** box, type the text you want to search for.

   To use regular expressions within your search, type them directly into the **Find what** box. To select regular expressions from a list, click the arrow next to the **Find what** box.

5. If you are searching in the current page, under **Direction**, select the direction in which to search.
6. Under **Advanced**, do one or more of the following:
   - To find text only if it matches the case of the text you typed, select the **Match case** check box.
   - To find text only if it matches a whole word, select the **Find whole word only** check box.
   - To ignore the spaces and tabs between words and treat them each as a single white space, click **Ignore whitespace differences**.

     This feature is unavailable if the **Regular expressions** check box is selected.

   - To find text in the HTML code, select the **Find in source code** check box.

     For example, you can search for text that is not visible or editable in the page, such as the page title you set in page properties.

This feature is unavailable if you are searching in the current page.

7. Click **Find Next**.

[ ] [Find text in a Web site](#)

1. On the **View** menu, click **Folders**.
2. If you do not want to search all pages in the Web site, select the pages you want to search.

   [ ] [How?](#)

   To select multiple, non-sequential pages, click the name of the first page you want to select, and then hold down CTRL while clicking the names of all the other pages you want to select.

3. On the **Edit** menu, click **Find**.
4. On the **Find** tab, in the **Find what** box, type the text you want to search for.

   To use regular expressions within your search, type them directly into the **Find what** box. To select regular expressions from a list, click the arrow next to the **Find what** box.

5. Under **Advanced**, do one or more of the following:
   - To find text only if it matches the capitalization of the text you typed, select the **Match case** check box.
   - To find text only if it matches a whole word, select the **Find whole word only** check box.
   - To ignore the spaces and tabs between words and treat them each as a single white space, click **Ignore whitespace differences**.

     This feature is unavailable if you have selected the **Regular expressions** check box.

   - To find text in the HTML code, select the **Find in source code** check box.

     For example, you can search for text that is not visible or editable in the page, such as the page title you set in page properties.

6. Click **Find in Site**.
7. When Microsoft FrontPage lists the pages that contain the text you searched for, double-click a page in the list.

   The first instance of the text is highlighted.

8. Click **Find Next** to find the next occurrence.
9. Click **Back to list** to return to the list of pages.

[Find and replace text in a Web page](#)

1. In **Page** view, do one of the following:
   - To find text in your Web page, at the bottom of the document window, click **Design** ▣.
   - To find text in in your HTML code, at the bottom of the document window, click **Code** ▣.
2. Place the insertion point at the top of the page.
3. On the **Edit** menu, click **Replace**.
4. On the **Replace** tab, in the **Find what** box, type the text you want to search for.

   To use regular expressions within your search, type them directly into the **Find what** box. To select regular expressions from a list, click the arrow next to the **Find what** box.

5. In the **Replace with** box, type the replacement text.
6. If you are searching in the current page, under **Direction**, select the direction that you want to search.
7. Under **Advanced**, do one or more of the following:
   - To find text only if it matches the capitalization of the text you typed, select the **Match case** check box.
   - To find text only if it matches a whole word, select the **Find whole word only** check box.
   - To ignore the spaces and tabs between words and treat them each as a single white space, click **Ignore whitespace differences**.

     This feature is unavailable if the **Regular expressions** check box is selected.

- To find text in the HTML code, select the **Find in source code** check box.

  For example, you can search for text that is not visible or editable in the page, such as the page title you set in page properties.

8. Do one of the following:
   - To replace each occurence manually, click **Find Next**, and then click **Replace**.
   - To replace all occurrences of the text in the page at one time, click **Replace All**.

[Find and replace text in a Web site](#)

1. On the **View** menu, click **Folders**.
2. If you do not want to search every page in the Web site, select the pages you want to search.

   [How?](#)

   - To select multiple, non-sequential pages, click the name of the first page you want to select, and then hold down CTRL while clicking the file names of the other pages you want.

3. On the **Edit** menu, click **Replace**.
4. On the **Replace** tab, in the **Find what** box, type the text you want to search for.

   To use regular expressions within your search, type them directly into the **Find what** box. To select regular expressions from a list, click the arrow next to the **Find what** box.

5. In the **Replace with** box, type the replacement text.

6. Under **Advanced**, do one or more of the following:

   - To find text only if it matches the capitalization of the text you typed, select the **Match case** check box.
   - To find text only if it matches a whole word, select the **Find whole**

word only check box.

- To ignore the spaces and tabs between words and treat them each as a single white space, click **Ignore whitespace differences**.

  This feature is unavailable if the **Regular expressions** check box is selected.

- To find text in the HTML code, select the **Find in source code** check box.

  For example, you can search for text that is not visible or editable in the page, such as the page title you set in page properties.

  This feature is unavailable if you are searching in the current page.

7. Click **Find in Site**.
8. When Microsoft FrontPage lists the pages that contain the text you searched for, double-click a page in the list.

   The first instance of the text is highlighted.

9. Do one of the following:
   - To replace each occurence manually, click **Find Next**, and then click **Replace**.
   - To replace all occurrences of the text in the page at one time, click **Replace All**.
10. Click **Back to list** to return to the list of pages.

[Tip](#)

You can create new, or open previously created queries, using the **Query** options found on all the tabs in the **Find and Replace** dialog box.

Find and replace HTML tags

1. Place the insertion point at the top of the page.
2. On the **Edit** menu, click **Find**.
3. Select the **HTML Tags** tab.
4. In the **Find tag** box, type or select the tag you want to find.
5. In the **Replace action** list, click the action you want. If additional options appear, type or select options that further define how you want to replace the tags.
6. Under **Search options**, click the options that you want.
7. To find the next occurence of the tag, click **Find Next**.
8. Do one of the following:
   - To replace that occurence, click **Replace**.
   - To replace all occurences of the tag, click **Replace All**.

Regular expressions

You can perform sophisticated find and replace operations in Microsoft FrontPage by using regular expressions. A regular expression is a pattern of ordinary and special characters that describe one or more strings to find when searching text or code. Regular expressions are useful when you do not know the exact text or code you are looking for, or when you are looking for all occurrences of strings of text or code with one or more similarities.

To use regular expressions, open the **Find and Replace** dialog box in FrontPage, select the **Regular expressions** check box search option, and type a regular expression pattern in the **Find what** box. You can access some of the more common syntax characters using the **Regular expressions** arrow.

When you use regular expressions in your searches, there are specific rules that control which combination of characters perform specific matches. Each regular expression, or combination of regular expressions is referred to as syntax. You can use multiple regular expressions in one syntax to precisely target your search.

The regular expressions in FrontPage and the associated syntax are described in the table that follows.

Expression	Syntax	Description
		Acts as a wild card to match any single printing or non-printing character with the exception of the newline ($\backslash n$)character.
Any character	.	For example, the regular expression c.t matches the strings cat, c t, cot, but not cost. In this example, the period (.) is a wild card for a single character. It appears between the letters 'c' and 't', so any single character between the characters 'c' and 't' will match the expression— even if it is a space.
		Matches zero or more occurrences of a character that precede the expression, matching as many characters

as possible.

The regular expression `.*` matches zero or more occurrences of one character.

Maximal— zero or more	`*`	For example, the regular expression `b.*k` matches book, back, black, blank, and buck. In this example, we combine the period (.) with the asterisk (*) to make one syntax. The period (.) appears immediately before the asterisk (*) expression. The asterisk (*) matches zero or more occurrences of any character between 'b and 'k'. The period (.) acts as a wild card for the characters between 'b' and 'k'. In this example, it means that any character between 'b' and 'k' can be repeated.

Matches one or more occurrences of a character that precede the expression, matching as many characters as possible.

The regular expression `.+` matches one or more occurrence of one character.

Maximal— one or more	`+`	For example, the regular expression `bo+.` matches bob, book, and boot. In this example, we combine the period (.) with the plus sign (+) to make one syntax. The period (.) appears immediately after the plus sign (+) expression. The plus sign (+) matches one or more occurrences of the letter 'o'. The period (.) acts as a wild card for the last character of each word, which, in this example are 'b', 'k', and 't'.

Matches zero or more occurrences of a character that precede the expression, matching as few characters as possible.

The regular expression `.@` means match zero or more occurrences of one character.

Minimal— zero		For example, the regular expression `a.@x` matches 'abx'

or more	@	within 'abxbxb' and 'acx' within 'acxcxc'. In this example, we combine the period (.) with the at sign (@) to make one syntax. The period (.) appears immediately before the at sign (@) expression. The at sign (@) matches zero or more occurrences of any character between 'a and 'x'. In this example, the period (.) acts as a wild card for the characters 'b' and 'c' between the characters 'a' and 'x'.
Minimal— one or more	#	Matches one or more occurrences of a character that precede the expression, matching as few characters as possible. For example, the regular expression `si.#er` matches 'sicker' or 'silkier'. In this example, we combine the period (.) with the sharp sign (#) to make one syntax. The period (.) appears immediately before the sharp sign (#) expression. The sharp sign (#) matches one or more occurrences of any character between 'si' and 'er'. The period (.) acts as a wild card for the characters 'c' and 'k' in the word sicker, and 'l', 'k', and 'i' in the word silkier.
Set of characters	[ ]	Matches any one of the characters within the brackets ([ ]). You can specify ranges of characters by using a hyphen (-), as in `[a-z]`. Examples: - The regular expression `c[aou]t` matches cat, cot, and cut, but not cet or cit. - The regular expression [0-9] means match any digit. - You can specify multiple ranges of letters as well. The regular expression `[A-Za-z]` means match all upper and lower case letters. Anchors the match to the beginning of a line.

Beginning of line	∧	For example, the regular expression `^When in` matches the any string that begins with "When in" and that also appears at the beginning of a line, such as "When in the course of human events" or "When in town, call me". Whereas, this regular expression does not match "What and when in the course of human events" if it appears at the beginning of a line.
End of line	$	Anchors the match to the end of a line. For example, the regular expression `professional$` matches the end of the string "He is a professional" but not the string "They are a group of professionals".
Beginning of file	∧∧	Anchors the match to the beginning of a file. Works only when searching for text in source code or in text files. For example, to match the first HTML tag at the beginning of a file, use the following regular expression: `^^<html>`
End of file	$$	Anchors the match to the end of a file. Works only when searching for text in source code or in text files. For example, to match the last HTML tag at the end of a file (with no spaces following the tag), use the following regular expression: `</html>$$`
Or	|	Indicates a choice between two items, thereby matching the expression before or after the OR symbol (|). For example, the regular expression`(him|her)` matches the following occurrences: • "it belongs to him" • "it belongs to her"

but it does not match the line "it belongs to them."

Escape special character	\	Matches the character following the back slash (\ ). This allows you to find characters that are used in the regular expression syntax, such as a left curly brace ({) or a caret (^) or some other special character. For example, you can use \\$ to match the dollar sign character ($) rather than implementing the regular expression to 'anchor to end of a line'. Similarly, you can use the expression \\. to match the period (.) character rather than match any single character, which is what the period (.) regular expression does.
Tagged expression	{}	Tags the text matched by the enclosed expression. You can match another occurrence of the tagged text in a Find expression or insert the tagged text in a Replace expression using \\N. For example, suppose you are looking to find two duplicate, consecutive words. To search, use the following expression: {.#} \\1 With the assumption that the consecutive words are separated by a single space, you'll want to add a space between the right curly brace (}) and the back slash (\ ). In this example, we combine the sharp sign (#) and the period (.) with the curly braces ({}) to make one syntax. In this expression, .# represents any consecutive characters. Since this portion of the expression is surrounded by curly braces ({}), the consecutive characters will be tagged and can be referred to as \\1. This expression will find any consecutive characters followed by a space, followed by those exact same consecutive characters. In a Find expression, \\N matches the text matched by

		the *N*th tagged expression, where *N* is a number from 1 to 9.
		In a Replace expression, *N* inserts the text matched by the *N*th tagged expression where *N* is a number from 1 to 9. \0 inserts the text matched by the entire Find expression.
		For example, suppose you want to find two duplicate, consecutive words and replace them with a single word. To search, use the following expression: `{.#} \1`
*N*th tagged expression	*N*	With the assumption that the consecutive words are separated by a single space, you'll want to add a space between the right curly brace (}) and the back slash (\ ). In this example, we combined the sharp sign (#) and the period (.) with the curly braces ({}) to make one syntax.
		To replace, use the following expression: `\1`
		\1 represents what was found in the first pair of curly braces in the find string. By using \1 in the replace action, you essentially replace the duplicate, consecutive words with a single copy of the word.
		Marks the beginning and end of a subexpression.
Group expression	( )	A subexpression is a regular expression that you enclose in parenthesis ( ), such as the expression that follows: `(ha)+` In this example, we combine the plus sign (+) with the parenthesis ( ) group expression to make one syntax. The subexpression is (ha) because it is encapsulated within the parenthesis ( ). When you add the plus sign (+), the expression enables you to find repeating pairs of letters. The plus sign (+) represents one or more occurrences of 'ha'.
		This expression matches the following occurrences

'haha' and 'hahaha'.

Prevents a match when *x* appears at this point in the expression.

Prevent match   *~x*   For example, the regular expression `real~(ity)` matches the "real" in "realty" and "really", but prevents the match to "real" in "reality".

Matches a new line in Code view, or a <br> in Design view.

Line break   \n

The syntax (\n), is a shorthand approach to enable you to match all line breaks.

Matches a single tab character.

For example, if you want to find all single tabbed characters at the beginning of a line, the regular expression would look like the following:

`^\t+`

Tab   \t

In this example, we combine the caret (^) and the plus sign (+) with the tab (\t) to make one syntax. The caret (^) that precedes the single tab character expression, anchors the match to all tabbed characters at the beginning of the line. The plus sign (+) represents the matching of one or more tab characters.

Matches any character that is not in the set of characters that follows the caret (^).

Any one character not in   [^] the set

For example, to match any character except those in the range, use the caret (^) as the first character after the opening bracket. The expression `[^269A-Z]` will match any characters except 2, 6, 9, and any upper case alphabetical characters.

Repeat expression	^*n*	Matches *n* occurrences of the expression that precedes the caret (^). For example, with *n* equaling 4, the expression `[0-9]^4` matches any 4-digit sequence. In this example, we combine the set of characters ([ ]) syntax with the repeat (^*n*) syntax to demonstrate a more realistic use of regular expressions.
Alphanumeric character	:a	Matches the expression `[a-zA-Z0-9]`. You can use the following expression: `[a-zA-Z0-9]` to match one occurrence of a letter (upper case or lower case) or number. Also known as alphanumeric occurrences. You can use the shorthand expression `:a` for all instances of `[a-zA-Z0-9]`.
White space	:b	Matches any white spaces in code or text. For example, to match a single white space character at the beginning of a line, use the following regular expression:`^:b`
Alphabetic character	:c	Matches the expression `[a-zA-Z]`When you use this expression, it enables you to match all upper or lower case letters. You can use the shorthand expression `:c` for all instances of `[a-zA-Z]`.
Decimal digit	:d	Matches the expression`[0-9]`This expression enables you to match any digit. For example, suppose you want to find a social security number in a text file. The format for U.S. social security numbers is 999-99-9999. `:d^3-:d^2-:d^4` or, by using [0-9], the same resulting expression: `[0-9]^3-[0-9]^2-[0-9]^4]`

		You can use the shorthand expression `:d` for all instances of `[0-9]`.
		Matches the expression `[0-9a-fA-F]+`
		Use a this expression when you want to match a hexadecimal combination of any upper or lower case letters between 'A' and 'F', and any numbers.
Hexadecimal digit	:h	For example, suppose the pages in your Web site have multiple different background colors and you want to change the color of those pages to black, such as 000000. However, you do not know what the hexadecimal numbers are for the existing colors. Use the following regular expression to find all existing hexadecimal numbers:
		`\#:h`
		You could use [0-9a-fA-F] to search, but in this example we combine the back slash (\) and the sharp sign (#) with the hexadecimal digit (:h) syntax. \# matches a non-expression sharp sign (#) and :h matches any sequence of hexadecimal characters.
		To replace the existing hexadecimal numbers, type the hexadecimal number of the background color that you want: `000000`
		Matches the expression `[a-zA-Z_$][a-zA-Z0-9_$]*`
Identifier	:i	When working with code, if you want to match all program identifiers, you can use the shorthand expression `:i` to replace having to type the lengthy expression above.
		Matches the expression `([0-9]+\.[0-9]*)|([0-9]*\.[0-9]+)|([0-9]+)`
Rational	:n	If you want to match all whole numbers that contain a

number		decimal point, you can use the shorthand expression `:n` to replace having to type the lengthy expression above.
		Matches the expression `("[~"]*")|('[~']*')`
Quoted string	:q	If you want to match all quotes surrounded by quotation marks, you can use the shorthand expression `:q` to replace having to type the lengthy expression above.
		Matches the expression `[a-zA-Z]+`
Alphabetic string	:w	This syntax is a shorthand approach to enable you to match one or more alphabetical characters, either lower case or upper case.
		Matches the expression `[0-9]+`
Decimal integer	:z	This syntax is a shorthand approach to enable you match any number from zero or more.

Check spelling in a page or Web site

Do one or more of the following:

[Check spelling on a page](#)

1. In **Page** view, on the **Standard** toolbar, click **Spelling** .

   When Microsoft FrontPage finds an unrecognized word or a spelling error, in the **Spelling** dialog box, the word is displayed in the **Not in Dictionary** box.

2. Do one of the following:
   - To replace the word with a word from the **Suggestions** list, click the suggested word, and then click **Change**.

     To replace all instances of the word, click the suggested word, and then click **Change All**.

   - To correct the word yourself, type the correct word in the **Change To** box, and then click **Change**.

     To correct all instances of the word, type the correct word in the **Change To** box, and then click **Change All**.

   - If the unrecognized word is correctly spelled, click **Ignore** to ignore this instance of the word.

     To ignore all instances of this word, click **Ignore All**.

   - To add the unrecognized word to your custom dictionary, click **Add**.

[Check spelling in a Web site](#)

1. On the **View** menu, click **Folders**.
2. Do one of the following:

[Run the spelling checker in an entire Web site](#)

1. Click the [top level site](#).
2. On the **Standard** toolbar, click **Spelling** ✓.
3. Under **Check spelling of**, click **Entire Web site**.
4. To create a task list and add a task for each page with misspelled words, select the **Add a task for each page with misspellings** check box.
5. Click **Start**.

[Run the spelling checker on selected pages within a Web site](#)

1. Click the name of the first page, and then hold down CTRL while clicking the names of all the other pages you want to check the spelling on.
2. On the **Standard** toolbar, click **Spelling** ✓.
3. Under **Check spelling of**, click **Selected page(s)**.
4. To create a task list and add a task for each page with misspelled words, select the **Add a task for each page with misspellings** check box.
5. Click **Start**.

3. Do one of the following to correct the spelling of these words:

[Correct misspelled words in each page](#)

1. In the **Spelling** dialog box, double-click a page from the list of pages that include the unrecognized or misspelled words in the Web site.

   Microsoft FrontPage opens each page in **Page** view and prompts you to address the unrecognized or misspelled words.

2. When you have reviewed all occurrences of the misspelled words in each page, FrontPage prompts you to close the active page and then move to the next page in the list.

[Correct misspelled words by using a task list](#)

If you selected the **Add a task for each page with misspellings** check box, this generates a task list of pages with misspelled words. To access the task list and begin correcting the misspelled words, do the following:

1. On the **View** menu, click **Tasks**.
2. In **Tasks** view, double-click the task labeled **Fix misspelled words**, and then click **Start Task**.
3. Microsoft FrontPage opens the page in **Page** view and prompts you to correct the misspelled words.

[Check spelling automatically as you type](#)

1. On the **Tools** menu, click **Page Options**.
2. On the **General** tab, select the **Check spelling as you type** check box.
3. To show or hide the wavy red lines beneath misspelled words, select or clear the **Hide spelling errors in all documents** check box.

Look up words in the thesaurus

1. In **Page** view, at the bottom of the document window, click **Design** ⬜.
2. Select or type a word that you want to look up in the thesaurus.
3. On the **Tools** menu, click **Thesaurus**.
4. Click the options you want.

Troubleshoot spelling

[I don't want the red wavy lines underneath certain words in my text.](#)

Red wavy lines indicate that the automatic function to check spelling has been turned on, and that Microsoft FrontPage is indicating spelling errors. If you want to turn this function off, do the following:

1. On the **Tools** menu, click **Page Options**, and then click the **General** tab.
2. Do one of the following:

   [Check spelling automatically but don't show the red wavy lines](#)

   1. Select the **Check spelling as you type** check box.

   2. Select the **Hide spelling errors in all documents** check box.

   [Completely turn off the automatic spelling checker](#)

   - Clear the **Check spelling as you type** check box.

Note You can check spelling at any time by clicking **Spelling** ![ABC icon] on the **Standard** toolbar.

[The spelling checker questions text that is correct.](#)

When you use the spelling checker, it compares the words in your document with those in its main dictionary. The main dictionary contains most common words, but it might not include proper names, technical terms, acronyms, and so on. To prevent the spelling checker from questioning such words in future spelling checks, add these words to the personal dictionary by doing the following:

1. On the **Standard** toolbar, click **Spelling** ![ABC icon].
2. When the spelling checker questions a word, click **Add**.

[The spelling checker didn't change every occurrence of a misspelled word.](#)

If you check spelling all at once, you can click the **Change All** button in the **Spelling** dialog box to change every occurrence of a misspelled word. If you close the dialog box before checking the entire document, the spelling checker will not correct errors in the unchecked portion.

About lists

You can quickly add bullets or numbers to existing lines of text, or you can automatically create bulleted and numbered lists as you type. If you're creating bulleted lists for Web pages, you can use any graphical image or picture as a bullet.

[Bulleted list](#)

You can create a bulleted list for presenting a list of unordered items — that is, items that don't need to be numbered:

- pineapples
- watermelons
- papayas

[Custom bulleted list](#)

You can use graphics as bullets, rather than using the standard default bullets such as circles or squares.

[Numbered list](#)

To display a sequential list of items, create a numbered list. You can choose from letters, numbers, or Roman numerals:

1. Do this first
2. Do this second
3. Do this third

[Definition list](#)

When you want to present a list of terms and definitions, add a definition list to your page. Terms are usually displayed flush left, with indented definitions. The exact formatting of the list depends on the Web browser that site visitors use.

Term A
    This is the definition for Term A.
Term B
    This is the definition for Term B.

[Outline or multi-level list](#)

You can create lists that have multiple nested levels and paragraphs, and you can specify different list styles for each level. For example, an outline:

1. Chapter
   1. Heading
      1. Subheading
         1. Topic

            Paragraph

         2. Topic
            1. Detail
            2. Detail
   2. Heading

The list in the preceding example uses different numbering styles at each level. If a heading has only one item below it, you can list the item without numbers.

[Collapsible list](#)

You can create a collapsible list from a multi-level bulleted or numbered list, or from an outline. For example, a multi-level outline:

A collapsible list lets site visitors show or hide different levels of a list by double-clicking a list item.

Create a bulleted or numbered list

If you are using a [theme](#), the **Plain Bullets** tab is unavailable.

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. Place the insertion point where you want to create a list.
3. On the **Format** menu, click **Bullets and Numbering**.
4. Do one of the following:

[Create a bulleted list](#)

1. Click the **Plain Bullets** tab, click the box with the bullets you want to use, and then click **OK**.

2. Type text next to the bullet, and then press ENTER.
3. To end the list, press ENTER again.

[Create a bulleted list using pictures](#)

1. Click the **Picture Bullets** tab, and then click **Specify picture**.
2. Locate and click the graphic file that you want to use as a bullet, click **Open**, and then click **OK**.
3. Type text next to the bullet, and then press ENTER.
4. To end the list, press ENTER again.

Note When you save the Web page, if the graphic file you used for the custom bullet is not in the current Web site, Microsoft FrontPage will prompt you to save it to the current Web site in [GIF](#)or [JPEG](#) format.

[Create a numbered list](#)

1. Click the **Numbers** tab, click the style of numbers or letters you want to use, and then click **OK**.
2. Type text next to the bullet, and then press ENTER.
3. To end the list, press ENTER again.

Add bullets or numbers to existing text

If you are using a [theme](#), the **Plain Bullets** tab is unavailable.

1. In **Page** view, at the bottom of the document window, click **Design** ⬜.
2. Click the text that you want to add bullets to.
3. On the **Format** menu, click **Bullets and Numbering**.
4. Do one of the following:

[Add plain bullets to text](#)

- Click the **Plain Bullets** tab, and then click the box with the bullets you want to use.

[Add picture bullets to text](#)

1. Click the **Picture Bullets** tab, and then click **Specify picture**.
2. Locate and select the graphic file that you want to use as a bullet, and then click **Open**.

Note When you save the Web page, if the graphic file you used for the custom bullet is not in the current Web site, Microsoft FrontPage will prompt you to save it to the current Web site in [GIF](#) or [JPEG](#) format.

[Add numbers to text](#)

- Click the **Numbers** tab, and then click the style of numbers or letters you want to use.

Match the size of list bullets and numbers to text

1. In **Page** view, at the bottom of the document window, click **Design** ⬚.
2. Select the text that you want to change the size of bullets or numbers for.
3. Check the size of the text in your list.

   [How?]

   1. On the **Format** menu, click **Font**.
   2. In the **Size** box, the size of your text will be highlighted.
   3. Click **Cancel**.
4. Right-click anywhere in the list, and then click **List Properties** on the shortcut menu.
5. Click **Style**.
6. Click **Format**, and then click **Font**.
7. In the **Font** dialog box, under **Size**, select the new text size.

Create a definition list

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. Place the insertion point where you want to create a list of definitions.
3. In the **Style** box `Normal ▾`, click the arrow and then click **Defined Term**.
4. Type the first term in the list, and then press ENTER.

   The next line is automatically formatted with the **Definition** style.

5. Type the term definition.
6. Press ENTER to continue to the next term.

   The next line is automatically formatted with the **Defined Term** style.

7. Repeat steps 4 through 6 for each term and definition.
8. To end the list, press ENTER twice.

Create an outline or multi-level list

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Place the insertion point where you want to create an outline or multi-level list.
3. On the **Format** menu, click **Bullets and Numbering**, and then click the **Numbers** tab.
4. Click the box with the style of numbers or letters that you want to start with, and then click **OK**.
5. For each item or line of text that you want in the outline or multi-level list, regardless of its level, type the text, and then press ENTER.
6. When you have typed the last item, press ENTER twice to end the list.
7. To place each item on the correct level, do one of the following:
   - To move items down to the next consecutive level, select the items, and then click **Increase Indent** twice.
   - To format items as a paragraph on the current level (without bullets or numbering), select the items, and then click **Increase Indent** once.
   - To move items up to previous level(s), select the items, and then click **Decrease Indent** one or more times, as needed.
8. To apply numbering or lettering styles to the different levels, select an item on a level or sublevel, right-click, and then click **List Properties** on the shortcut menu.
9. On the **Numbers** tab, click the box with the style you want to use.

Create a collapsible list

1. In **Page** view, at the bottom of the document window, click **Design** 🖾.
2. Create an outline or multi-level list.
3. To collapse low-level list items within a top-level list item, right-click on the top-level list item, and then click **List Properties** on the shortcut menu.
4. Select the **Enable Collapsible Outlines** check box.
5. To display the list in a collapsed state when a site visitor first opens your Web page in a Web browser, select the **Initially Collapsed** check box.

Notes

- To ensure that the list you created collapses, click **Preview** 🔍, and then click the top-level list item.
- If your list contains many list items on the same level, each list item — including the additional levels below it— will be collapsible if you perform the steps in the preceding procedure. In addition, all levels below the original one will be collapsible.
- Collapsible lists are supported by Microsoft Internet Explorer 4.0 or later and by other Web browsers that support Dynamic HTML.

Remove numbers or bullets from a list

1. In **Page** view, at the bottom of the document window, click **Design** ⊡.
2. Select the items in the list.
3. On the **Format** menu, click **Bullets and Numbering**.
4. Do one of the following:
   - If the list uses bullets, on the **Plain Bullets** tab, click the box with no bullets.
   - If the list uses numbers or letters, on the **Numbers** tab, click the box with no numbering.
   - If the list uses picture bullets, on the **Picture Bullets** tab, in the **Specify pictures** box, clear the file name.

About tables

A table is made up of rows and columns of cells into which you can insert text and graphics.

You can customize your tables in a variety of ways to make them more attractive and easy to read.

[Work with rows and columns](#)

You can create more cells in your table by splitting one cell into two or more cells. You can also merge adjacent cells into one cell.

Once you have all the rows and columns you need in your table, you can set the row heights and column widths the way you want them.

You can define the row heights and column widths to be a percentage of the overall table size, a specific size in [pixels](#), or set all rows and columns to be spaced uniformly.

[Copy and paste content](#)

You can copy content from one cell to cells in adjacent rows or columns in your table without having to cut and paste each time. For example, to copy the contents of a cell in the first row of a table, you can select that cell and drag across all the adjacent cells in the same row and then click a **Fill** command.

[Control text and table layout](#)

You can control how your table appears on the page by setting the table alignment — tables can be aligned to the left, right, or center of the page. The following table is centered on the Web page.

You can also control the height and width of the table by entering pixel and percentage values. For example, you can set the width of the table to 80 percent of the overall page width (or frame width, if the table is in a frame). If a site visitor resizes the browser window, the page size and table change accordingly. On pages that include a table and text, you can also specify whether you want text to flow around the sides of the table.

By specifying the way text appears inside each cell, you can control how much space there is between the border and text of a cell, and you can set the horizontal and vertical alignment of text. In addition, table text can be formatted like any other text — you can change the font style, size, color, and other attributes.

[Set border specifications](#)

You can customize the way borders appear in your tables. For example, you could change the thickness of the outer border of a table, set the border color for the whole table, or set a different border color for individual cells. You can choose one color for the border or, if you prefer a three-dimensional look, you can choose two colors — a light color and a dark color.

[Choose backgrounds](#)

You can choose background colors and pictures for your tables. Background

colors can be used to shade specific columns or rows to add emphasis. You can use background pictures to add visual appeal to your tables.

You can set background colors and pictures for certain cells, or you can set them for the whole table.

[Create captions and headers](#)

You can add a caption above a table as a title, or below a table to summarize its content for site visitors. You can also format the caption text.

To emphasize certain cells in your table, you can specify them as table headers. For example, in the table below, the first row and first column contain labels. They are formatted as table headers so that they stand out from the rest of the table. By default, a table header is formatted as bold text. However, you can modify the table header style and define additional properties for your table headers, such as shading.

Note You can also create visually-structured Web pages by adding a layout table from a list of predesigned layouts in the **Layout Tables and Cells** task pane, or you can draw a layout to meet your customized needs.

Add a table

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Place the insertion point where you want to insert the table.
3. On the **Table** menu, point to **Insert**, and then click **Table**.
4. Set the properties that you want.

Note To make the properties that you specified the default for all new tables, under **Set**, click the **Set as default for new tables** check box.

Add a cell, row, or column to a table

1. In **Page** view, at the bottom of the document window, click **Design** 🖻.
2. Do one or more of the following:

[Add a cell](#)

1. Place the insertion point in the cell next to where you want to add a cell.
2. On the **Table** menu, point to **Insert**, and then click **Cell**.

[Add a row](#)

1. Place the insertion point in the row above or below the row that you want to add.
2. On the **Table** menu, point to **Insert**, and then click **Rows or Columns**.
3. Click **Rows**, and then type or select the number of rows you want to add.
4. Under **Location**, specify if you want to place the row above or below the selected row.

[Add a column](#)

1. Place the insertion point in the column next to where you want to add a column.
2. On the **Table** menu, point to **Insert**, and then click **Rows or Columns**.
3. Click **Columns**, and then type or select the number of columns you want to add.
4. Under **Location**, specify if you want to place the column to the right or left of the selected column.

Set the properties of a cell

1. In **Page** view, at the bottom of the document window, click **Design** 🖻.
2. Place the insertion point in the cell, right-click, and then click **Cell Properties** on the shortcut menu.
3. Set the properties that you want.

Add a caption to a table

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. Do one or more of the following:

[ ] [Add a caption above a table](#)

1. Place the insertion point anywhere in the table.
2. On the **Table** menu, point to **Insert**, and then click **Caption**.
3. Type the caption text.

   Note By default, the caption appears at the top of the table.

[ ] [Add a caption below a table](#)

1. Place the insertion point anywhere in the table.
2. On the **Table** menu, point to **Insert**, and then click **Caption**.
3. Type the caption text.

   Note By default, the caption appears at the top of the table.

4. Right-click on the caption, and then click **Caption Properties** on the shortcut menu.
5. Click **Bottom of table**, and then click **OK**.

[ ] [Align a table caption](#)

- Select the caption, and then, on the **Formatting** toolbar, click one of the following:
  - **Align Right** ▤
  - **Align Left** ▤
  - **Center** [ ]
  - **Justify** [ ]

Delete a caption from a table

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Select the caption and then press DELETE.

Select a table, cell, row, or column

1. In **Page** view, at the bottom of the document window, click **Design** 🖻.
2. Do one or more of the following:

[Select a table](#)

1. Click anywhere on the table.
2. On the **Table** menu, point to **Select**, and click **Table**.

[Select a cell](#)

1. Place the insertion point in a cell.
2. On the **Table** menu, point to **Select**, and click **Cell**.

[Tip](#)

To select multiple cells, select the first cell as described in the procedure above, press CTRL, and click each additional cell you want to select.

[Select a row](#)

1. Place the insertion point in a cell that's in the row you want to select.
2. On the **Table** menu, point to **Select**, and click **Row**.

[Select a column](#)

1. Place the insertion point in a cell that's in the column you want to select.
2. On the **Table** menu, point to **Select**, and click **Column**.

Resize a table, cell, row, or column

1. In **Page** view, at the bottom of the document window, click **Design** 🖻.
2. Do one of the following:

[Resize a table](#)

1. Right-click the table, and then click **Table Properties** on the shortcut menu.
2. To specify width, select the **Specify width** check box, select **In pixels** or **In percent**, and type a value for the width of the table.
3. To specify height, select the **Specify height** check box, select **In pixels** or **In percent**, and type a value for the height of the table.

Notes

- If a table is sized in [pixels](#), its size remains constant, regardless of the size of the page that it is displayed on.
- If a table is sized as a percentage of the browser window, its size changes depending on the size of the window.
- If height or width is not specified, the table is sized according to its content.

[Resize a cell](#)

1. Place the insertion point in the cell.
2. Right-click, and then click **Cell Properties** on the shortcut menu.
3. To specify width, select the **Specify width** check box, select **In pixels** or **In percent**, and type a value for the width of the selected cell.
4. To specify height, select the **Specify height** check box, select **In pixels** or **In percent**, and type a value for the height of the selected cell.

[Resize a row](#)

1. Place the insertion point in a cell that is in the row that you want to resize.
2. On the **Table** menu, point to **Select** and click **Row**.
3. Right-click the row, and then click **Cell Properties** on the shortcut menu.
4. To specify width, select the **Specify width** check box, select **In pixels** or **In**

percent, and type a value for the width of the row.
5. To specify height, select the **Specify height** check box, select **In pixels** or **In percent**, and type a value for the height of the row.

[Resize a column](#)

1. Place the insertion point in a cell that is in the column that you want to resize.
2. On the **Table** menu, point to **Select** and click **Column**.
3. Right-click the column, and then click **Cell Properties** on the shortcut menu.
4. To specify width, select the **Specify width** check box, select **In pixels** or **In percent**, and type a value for the width of the column.
5. To specify height, select the **Specify height** check box, select **In pixels** or **In percent**, and type a value for the height of the column.

Note If the content (text, images, etc.) of a table or one of its elements is greater (bigger, longer, wider, etc.) than the specified value, the table or its elements will grow to accommodate that content.

Set the layout properties of a table

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Right-click the table, and then click **Table Properties** on the shortcut menu.
3. Under **Layout**, set the layout properties that you want.

Set the background properties of a table

1. In **Page** view, at the bottom of the document window, click **Design** ⊡.
2. Right-click the table, and then click **Table Properties** on the shortcut menu.
3. Under **Background**, do one of the following:

[Set the background color](#)

- In the **Color** list, select a color for the table background.

[Set the background picture](#)

1. Select the **Use background picture** check box.
2. Locate and click the file that you want, and then click **Open**.

Note A background picture in a table displays as a repeated tile unless you use a [cascading style sheet](#) to change the display.

Equalize the height and width of rows and columns

If you have a table of varying row heights and column widths, you can equalize the width or height of selected rows or columns.

1. In **Page** view, at the bottom of the document window, click **Design** 🖻.
2. Do one or both of the following:

[Make rows the same height](#)

1. Place the insertion point in a column where the rows are uneven.
2. On the **Table** menu, point to **Select**, and then click **Column**.
3. On the **Tables** toolbar, click **Distribute Rows Evenly** .

   If the **Tables** toolbar is hidden, on the **View** menu, point to **Toolbars**, and then click **Tables**.

[Make columns the same width](#)

1. Place the insertion point in a row where the columns are uneven.
2. On the **Table** menu, point to **Select**, and then click **Row**.
3. On the **Tables** toolbar, click **Distribute Columns Evenly** .

   If the **Tables** toolbar is hidden, on the **View** menu, point to **Toolbars**, and then click **Tables**.

Copy content to cells in adjacent rows or columns

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Place the insertion point in the cell with the content you want to copy.
3. Do one or both of the following:

[Copy content from one cell to an adjacent row of cells](#)

1. Select that cell, and then drag the cursor to the right across the adjacent cells in the row.
2. On the **Table** menu, point to **Fill**, and then click **Right**.

[Copy content from one cell to adjacent cells within a column](#)

1. Select that cell, and then drag the cursor down over the adjacent cells within the same column.
2. On the **Table** menu, point to **Fill**, and then click **Down**.

Set table headers

To emphasize certain cells in your table, such as the first row or column, you can format the cells as table headers. By default, table headers appear in bold.

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Select the cell, row, or column that you want to set as the table header.
3. Right-click the selection, and then click **Cell Properties** on the shortcut menu.
4. Under **Layout**, select the **Header cell** check box.

Set the border properties of a table

1. In **Page** view, at the bottom of the document window, click **Design** 🖻.
2. Right-click the table, and then click **Table Properties** on the shortcut menu.
3. Set the border properties that you want.

Insert a table in a cell

To insert a table in a cell that resides within an existing table, do the following:

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. Place the insertion point in the cell where you want to insert a table.
3. On the **Table** menu, point to **Insert**, and then click **Table**.

Split a table

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. Click the row that you want to become the first row of the second table.
3. On the **Table** menu, click **Split Table**.

Split or merge cells in a table

1. In **Page** view, at the bottom of the document window, click **Design** ⬚.
2. Do one or more of the following:

[Split a cell into columns or rows](#)

1. Right-click the cell that you want to split, and then click **Split Cells** on the shortcut menu.
2. Click **Split into columns** or **Split into rows**.
3. In the **Number of columns** or **Number of rows** field, type the number of columns or rows that you want to split the cell into.

[Split cells into columns](#)

1. Place the insertion point in a cell that's in the column you want to select.
2. On the **Table** menu, point to **Select**, and click **Column**.
3. Right-click the cells in the selected column, and then click **Split Cells** on the shortcut menu.
4. Click **Split into columns**.
5. In the **Number of columns** field, type the number of columns that you want to split the cell into.

[Split cells into rows](#)

1. Place the insertion point in a cell that's in the row you want to select.
2. On the **Table** menu, point to **Select**, and click **Row**.
3. Right-click the cells in the selected row, and then click **Split Cells** on the shortcut menu.
4. Click **Split into rows**.
5. In the **Number of rows** field, type the number of rows that you want to split the cell into.

[Merge two or more adjacent cells](#)

1. Select a row, column, or group of adjacent cells.

2. Right-click, and click **Merge Cells** on the shortcut menu.

Note This command is only available when two or more adjacent cells are selected, and the selected cells form a rectangle.

Delete a cell, row, or column from a table

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. Do one of the following:

[Delete a cell](#)

1. Place the insertion point in the cell that you want to delete.
2. On the **Table** menu, point to **Select**, and then click **Cell**.
3. Right-click on the cell, and then click **Delete Cells** on the shortcut menu.

[Delete a row](#)

1. Place the insertion point in the row that you want to delete.
2. On the **Table** menu, point to **Select**, and then click **Row**.
3. Right-click on the row, and then click **Delete Rows** on the shortcut menu.

[Delete a column](#)

1. Place the insertion point in the column you want to delete.
2. On the **Table** menu, point to **Select**, and then click **Column**.
3. Right-click on the column, and then click **Delete Columns** on the shortcut menu.

About converting text to a table

To convert text to a table, you must first decide how you will separate the text that you want converted. This determines how it will fit into the rows and columns of the table.

You can indicate what text will appear in a row, by separating the text into paragraphs. You can indicate what text will appear in a column, by separating the text with symbols that you specify, such as commas and periods.

For example, the following text is separated by using paragraph breaks to indicate rows, and commas to indicate columns:

Name, City, Age
Jeff Smith, Redmond, 30

The text converts to:

Name	City	Age
Jeff Smith	Redmond	30

Convert text to a table

1. In **Page** view, at the bottom of the document window, click **Design** ⬛.
2. In the document window, type separator characters where you want to separate text into columns and rows.

   For example, you can indicate what text will appear in a row, by separating the text into paragraphs. You can also indicate what text will appear in a column, by separating the text with symbols that you specify, such as commas and periods.

3. Select the text that you want to convert to a table.
4. On the **Table** menu, point to **Convert**, and then click **Text To Table**.
5. In the **Convert Text to Table** dialog box, select the character you used to separate the columns.

Convert a table to text

1. In **Page** view, at the bottom of the document window, click **Design** ⊡.
2. Click anywhere in the table that you want to convert to text.
3. On the **Table** menu, point to **Select**, and then click **Table**.
4. On the **Table** menu, point to **Convert**, and then click **Table To Text**.

Note Each cell becomes a separate paragraph.

Delete a table

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. Click anywhere on the table that you want to delete.
3. On the **Table** menu, point to **Select**, and then click **Table.**
4. Right-click the table, and then click **Delete Cells** on the shortcut menu.

Troubleshoot tables

[I set my table border to zero but it still shows up in Netscape Navigator.](#)

Change your authoring settings so that your border properties work in both Microsoft Internet Explorer and Netscape Navigator browsers. Do the following:

1. On the **Tools** menu, click **Page Options**.
2. Click the **Authoring** tab.
3. In the **Browsers** list, click **Both Internet Explorer and Navigator**.
4. In the **Browser versions** list, click **4.0 browsers and later**.

[My tables are different sizes in different browsers.](#)

Do one of the following:

- If you want your table to take up the same amount of space on the page, no matter how big or small the Web browser window is, set the size of the table, cell, row, and column in percentages rather than in [pixels](#).

  This will significantly change the layout of your table, as it will resize itself to each browser window.

- If you want your table size to remain constant, set the size of the table, cell, row, and column in pixels rather than percentages.

[Why don't my double borders show up in Netscape Navigator?](#)

Microsoft Internet Explorer and Netscape Navigator display tables differently. With colored borders, only a single color will render in Netscape, not the three-dimensional looking double border.

[The **Use background picture** option in Table Properties is unavailable.](#)

Your Authoring compatibility options most likely include Netscape, which does not support background pictures in tables.

To change your compatibility settings:

1. On the **Tools** menu, click **Page Options**.
2. Click the **Authoring** tab.
3. In the **Browsers** list, click either **Custom** or **Microsoft Internet Explorer Only**.
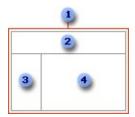
About frames

Some of the content in this topic may not be applicable to some languages.

A frames page is a type of Web page that, when displayed in the browser, has multiple regions within it called frames. Each of these frames can display a different Web page.

A frames page itself contains no visible content— it's just a container that specifies which other Web pages to display in a frame and how to display them.

You create a frames page by using one of the frames page Web site templates in Microsoft FrontPage. In each of these templates, the navigation between frames is already set up for you.

For example, a frames page created by using the **Banner and Contents** frames page template actually shows four pages simultaneously in the browser: the frames page, which is the container, and the three pages shown in each of the three frames. In the following example, when you click a hyperlink in the contents frame on the left, the page pointed to by that hyperlink opens in the main frame.

1 The frames page

2 The banner frame

3 The contents frame

4 The main frame

After you create the frames page from a template, all you need to do is set the initial page you want shown in each frame. You can select an existing page or

create a new page. Then you can edit the page directly in its frame.

[How frames pages are used](#)

In frames pages based on the **Banner and Contents** frames page template, many companies use the banner frame to show a corporate logo and the primary departments.
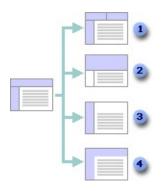
Frames pages are often used for catalogs, lists of articles or information, or any other kind of page where clicking a hyperlink in one frame shows a page in another frame. Authors use frames pages because they contain built-in navigation and present a consistent user interface.

❶ A user clicks the link in the banner frame

❷ A list appears in the contents frame; a user clicks the link in the contents frame

❸ A page is displayed in the main frame

[Controlling the appearance of frames](#)

On any frames page, you can split a frame horizontally or vertically to create two frames. You can either split it into evenly divided rows or columns, or you can drag its border to specify a certain size for each frame. You can resize or delete frames by selecting and dragging frame borders. You can also choose to

show or hide the borders between frames.

❶ Split a frame

❷ Resize a frame

❸ Delete a frame

❹ Show or hide frame borders

You can also control:

- The amount of space between frames
- The size of margins inside frames
- Whether or not a frame can be resized by users in the browser
- Whether or not scroll bars are shown in a frame

Create a frames page

Some of the content in this topic may not be applicable to some languages.

1. On the **File** menu, click **New**.
2. In the **New** [task pane](#), under **New page**, click **more page templates**.
3. Click the **Frames Pages** tab.
4. Select a template to preview the layout, and then click **OK**.
5. Set the [initial page](#) to show in each frame.

[How?](#)

1. Click the frame whose initial page you want to set.
2. Do one of the following:

[Select a page that is already created](#)

- In the frame, click **Set Initial Page**, and then select the page you want to show.

[Create a new page and set it as the initial page to show in that frame](#)

- In the frame, click **New Page**. Microsoft FrontPage creates a new page in the frame, and the new page is automatically set as the initial page.

[Tip](#)

When you use frames pages and frames to organize your Web site, you should not use [shared borders](#) or [link bars](#). Using shared borders or link bars along with frames will make your Web site confusing to navigate.

Create a new frames page template based on an existing one

Some of the content in this topic may not be applicable to some languages.

1. On the **File** menu, click **New**.
2. In the **New** task pane, under **New page**, click **more page templates**.
3. Click the **Frames Pages** tab.
4. Click the frames page template that you want to base your template on, and then click **OK**.
5. Modify the frames page to create a custom template.
6. On the **File** menu, click **Save As**.
7. In the **Save as type** list, click **FrontPage Template**.
8. In the **File name** box, type the file name for your custom template, and then click **Save**.
9. In the **Save As Template** dialog box, in the **Title** box, type the name you want to use as a title for the template. This is the title displayed in the list of templates on the **Frames Pages** tab in the **Page Templates** dialog box.
10. In the **Description** box, type text describing what the template does. This text is shown in the **Description** area of the **Frames Pages** tab.

[Tip]

If you want to add the template to the current Web site to make it available to other authors working on the same Web site, select the **Save Template in Current Web** check box in the **Save As Template** dialog box. FrontPage creates a Shared Templates folder in the current Web site and adds the new template to it.

Edit the content of a frame

If you're editing a frames page in **Page** view, you can select the frame you want to edit by clicking it; if the frame is too small for you to edit the page conveniently, you can open the page for editing in a new, full-sized window.

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Right-click anywhere on the page.

   A dark blue border indicates the frame you are editing.

3. Click **Open Page in New Window** on the shortcut menu.

Note To return the page to its original size, on the **File** menu, click **Close**.

Change the initial page shown in a frame

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Right-click in the frame, and then click **Frame Properties** on the shortcut menu.
3. In the **Initial page** box, type the [URL](URL) of the initial page you want to show.

Change the target frame

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Select the text or picture that you are using as a hyperlink, and then click **Insert Hyperlink** .
3. In the **Edit Hyperlink** dialog box, click **Target Frame**, and then do one of the following:

    [Choose a target frame within your frames page](#)

    - In the **Target Frame** dialog box, the **Current frames page** area shows a map of your frames page. Click in the frame you would like to set as the target frame.

    [Choose a target frame either within your frames page or outside of it](#)

    - In the **Target Frame** dialog box, the **Common targets** area gives you several target frame options. Click one of the options to select a target frame.

Set the display properties of frames

Microsoft FrontPage provides the flexibility for you to set frames properties to meet your individual needs.

- In **Page** view, at the bottom of the document window, click **Design** 🖼, and do one or more of the following:
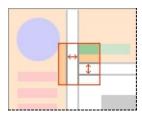
[Show or hide borders around frames](#)

You can choose to show or hide the borders around the frames of your frames page, depending on how you want your page to look.

1. Right-click anywhere in the frames page.
2. Click **Frame Properties** on the shortcut menu.
3. Under **Options**, click **Frames Page**.
4. Select or clear the **Show borders** check box.

Notes

- When you choose to show or hide borders, this setting applies to all the frames on your frames page.
- If the **Show borders** check box is selected, the width of the borders is determined by the setting in the **Frame spacing** box.
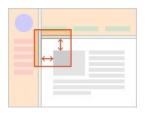
[Set the spacing between frames](#)

You can specify the amount of spacing between the outside edges of adjoining frames.

1. Right-click anywhere in the frames page.
2. Click **Frame Properties** on the shortcut menu.
3. Under **Options**, click **Frames Page**.
4. Type the amount of spacing, in pixels, in the **Frame spacing** box. The default for most Web browsers is two pixels.

Note If the **Show borders** check box is selected, the width of the borders is determined by the setting in the **Frame Spacing** box.

Adjust the margins of a frame

You can set the distance between the content of a frame and the frame border.

1. Right-click in the frame.
2. Click **Frame Properties** on the shortcut menu.
3. Under **Margins**, adjust the **Width** and **Height** settings.

Note If the page shown in the frame also has margins, the margin size you set for the frame itself is added to the margin size of the existing page. For example, if you are using a page in a frame that was created previously and that had a margin set at three, and you set your frame margins to two, your total frame margin is now five.

Create invisible frames

You can design your page using frames so that the page doesn't appear to have frames.

1. Right-click in the frame.
2. Click **Frames Properties** on the shortcut menu.
3. Under **Options**, click **Frames Page**.
4. Clear the **Show borders** check box.
5. Set **Frame spacing** to zero (0).

[Show or hide frames scroll bars](#)

You can choose to show scroll bars on your individual frames as needed, never, or all the time, depending on the content.

1. Right-click in the frame.
2. Click **Frame Properties** on the shortcut menu.
3. Under **Options**, in the **Show scrollbars** list, click **If Needed**, **Never**, or **Always**.

Note If the frame is taller than it is wide, the scroll bars will scroll up and down. If the frame is wider than it is tall, the scroll bars will scroll left and right.

Set the properties for an inline frame

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Select the inline frame you want to work with by moving the pointer to the top border of the inline frame until it changes to a left-pointing arrow , and then click.
3. On the **Format** menu, click **Properties**.
4. In the **Inline Frame Properties** dialog, set one or more of the following (if you don't want to use the default values):
    - **Name**   Type the name of your inline frame.
    - **Initial page**   Set or change the initial page of your inline frame.
    - **Title**   Type the title of the inline frame.
    - **Frame size**   Set the width or length of the frame in pixels or percentages.
    - **Margins**   Set the margins of the frame in pixels.
    - **Alignment**   Set the position for the inline frame on the page.
    - **Scrollbars**   Set your preferences for displaying scrollbars.
    - **Alternate text**   Type the text that you want the browser to show in the event that the browser does not support frames.
    - **Show border**   Select this check box if you want a border drawn around the inline frame.

      Note Click the **Style** button (if it is available) to access other options for formatting your frame by using cascading style sheets as an inline style.

Rename a frame

Open the page for which you want to rename a frame and do the following:

1. In **Page** view, at the bottom of the document window, click **Design** 🖻.
2. Right-click anywhere in the frame you want to rename, and then click **Frame Properties** on the shortcut menu.
3. In the **Name** box, type the new name for the frame.

Note If you rename a frame, any existing hyperlinks anywhere in your Web site that point to the old frame name will no longer work. You must find each occurrence of the hyperlink in your Web site, edit the hyperlink, and change the **Target frame** box to the new frame name.

Resize a frame

You can resize a frame by dragging its border or by specifying the exact setting you want. Open the page for which you want to resize a frame and do the following:

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. Right-click in the frame and click **Frame Properties** on the shortcut menu.
3. In the **Frame size** area, adjust the **Width** (or **Column width**) and **Height** (or **Row height**) settings.
   - If the frame you are resizing is in the same row as another frame, the **Height** box changes to **Row Height**. Changing the row height of the current frame also changes the row height of every other frame in the row.
   - The **Width** box also changes to **Column Width** if the frame is part of a column, with similar effects.
4. Specify the frame size to be a fixed number of [pixels](), a percentage of the size of the browser window, or sized in values relative to other frames in the same row or column.

Notes

- When you resize a frame while editing a frames page, adjacent frames resize accordingly to fill the space.
- Resizing a frame on a frames page has no effect on the content of any pages shown in that frame; it merely changes how much or little of the page is shown at one time in the frame.

Lock a frame

There may be times— perhaps due to design or content issues— when you do not want site visitors to resize your frames when viewing your Web page in a browser.

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Right-click in the frame.
3. Click **Frame Properties** on the shortcut menu.
4. Under **Options**, clear the **Resizable in browser** check box.

Split a frame

Open the frames page you want to modify and do the following.

- In **Page** view, at the bottom of the document window, click **Design** ▣.

[Split a frame by dragging its border](#)

- Press and hold down CTRL and drag any frame border.

[Split a frame into two evenly divided columns or rows](#)

1. Select the frame you want to split by clicking it.
2. On the **Frames** menu, click **Split Frame**, and then select the appropriate option.

Note When you split a frame, the original content is preserved in the original frame, and a new frame is created.

Delete a frame from a frames page

When you delete a frame from a frames page, the page shown in that frame is deleted, but the remaining content of the frames page is not. Whatever page was in the deleted frame disappears from that frames page but is still in your Web site folders. After you delete a frame, the remaining frames expand to fill the space left by the frame you removed.

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Select the frame you want to delete by clicking it.
3. On the **Frames** menu, click **Delete Frame**.

Note If the frames page contains only one frame, you cannot delete that frame. The page shown in that frame will occupy the entire browser window when viewed by a visitor to your site.

Save a frames page

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. On the **File** menu, click **Save As**.

   The **Save As** dialog box displays a preview showing the layout of the frames page. Because you are saving the frames page, all areas should have the dark blue box highlights indicating that this is what you are saving.

3. In the **File name** box, type a file name for the highlighted frames page.
4. Navigate to the location where you want to save the page.
5. Click **Save**.

Notes

- After you click **Save**, the **Save As** dialog box automatically opens again and asks you to save the page shown in the frame just saved. This occurs for each page shown in the current frames page.
- The title shown in the title bar of the browser is the title of the frames page itself, not the title of the page displayed in the frame.

Save a page shown in a frame

To save a page that is shown in a frame, open the frames page you want to work with, and then do the following:

1. In **Page** view, at the bottom of the document window, click **Design** ⬚.
2. Click to select the frame showing the page you want to save, and then on the **Frames** menu, click **Save Page As**.

   The **Save As** dialog box displays a thumbnail showing the layout of the frames page. A dark blue box indicates the current page that will be saved in the highlighted frame.

3. In the **File name** box, type or select the appropriate file name for the page shown in the selected frame in the thumbnail.
4. In the **Save as type** list, click the type of Web page you want to save.
5. Navigate to the location where you want to save the page.
6. Click **Save**.

Note   The title that is shown in the title bar of the browser is the title of the frames page itself, not the title of the page displayed in the frame.

About inline frames

Inline frames are similar to frames pages except that the inline frame and its contents are embedded on an existing Web page. Anything that you can put on a regular page you can put in an inline frame. You can customize inline frames in the same ways as regular frames and also enable scroll bars.

One of the advantages of using inline frames is that you don't need to create a separate frames page in order to have embedded content.

You can use inline frames in a variety of ways:

- To insert a contract for your site visitor to fill out
- To give examples of what other Web pages look like
- As a container for a [form](#)
- As a scrolling box with products and prices

Add an inline frame to a page

1. In **Page** view, at the bottom of the document window, click **Design** ⊡ .
2. On the **Insert** menu, click **Inline Frame**.
3. Set the [initial page](#) of the inline frame.

[How?](#)

Do one of the following:

[Select a page that is already created](#)

- In the frame, click **Set Initial Page** and then select the page you want to show.

[Create a new page and set it as the initial page to show in that frame](#)

- In the frame, click **New Page**. Microsoft FrontPage creates a new page in the frame, and the new page is automatically set as the initial page.

Modify the "no frames" message on a frames page

Some older browsers cannot show frames pages. Instead, they show a "no frames" message when a site visitor opens a frames page on your Web site. You can customize this message by doing the following.

1. In **Page** view, at the bottom of the document window, click **No Frames** ⊘ .
2. Modify the message to say what you want.

[Tip](#)

You can include in the message pictures, [tables](#), [forms](#), or anything else that you can put on a page.

Save a Web page with an inline frame

Open the frames page you want to work with, and then do the following:

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. On the **File** menu, click **Save As**.
3. Microsoft FrontPage prompts you to save the page the inline frame is on.
4. Click **OK**.

   Note If your [initial page](#) has not yet been saved, FrontPage prompts you to save the actual inline frame and its contents.

Enable or disable frames for browser compatibility

You can choose to enable or disable frames, depending on whether or not a browser supports frames.

1. On the **Tools** menu, click **Page Options**, and then click the **Authoring** tab.
2. Select or clear the **Frames** check box to enable or disable frames and frames pages.

Note If you disable frames, or if you target a Web site for compatibility with a browser that doesn't support frames, the commands for inserting or using frames will be unavailable on menus in Microsoft FrontPage when you are creating your Web pages.

Troubleshoot frames

Some of the content in this topic may not be applicable to some languages.

[My hyperlink is opening a page in the wrong frame.](#)

On frames pages that you create by using frames page [templates](#) in Microsoft FrontPage, the [target frames](#) are already set up for you. You can override the target frame for a single hyperlink, or change the default target frame for all hyperlinks on a page.

1. Open the frames page that contains the hyperlink.
2. In **Page** view, at the bottom of the document window, click **Design** 🖾.
3. Select the hyperlink, and then click **Insert Hyperlink** ⬚.
4. Do one or both of the following:

   [Change the target frame for a single link](#)

   1. In the **Edit Hyperlink** dialog box, click **Target Frame**.

   2. In the **Target Frame** dialog box, click the frame where you want the page to open.

      The **Current frames page** area shows a diagram of the frames on the page.

   [Change the default target frame for all hyperlinks on the page](#)

   1. In the **Edit Hyperlink** dialog box, click **Target Frame**.

   2. In the **Target Frame** dialog box, click the frame where you want the page to open.

      The **Current frames page** area shows a diagram of the frames on the page.

3. To designate the target frame you selected as the default target frame for all the hyperlinks on the page, select the **Set as page default** check box.

[When I click a hyperlink, I want the page to open in a new browser window.](#)

On frames pages that you create by using templates in Microsoft FrontPage, the [target frames](#) are already set up for you. You can change the default target frame so that when a site visitor clicks on a hyperlink, a new browser window opens.

1. Open the frames page that contains the hyperlink.
2. In **Page** view, at the bottom of the document window, click **Design** 🖼.
3. Select the hyperlink, and then click **Insert Hyperlink** 🌐.
4. In the **Edit Hyperlink** dialog box, click **Target Frame** to change the target frame from the default.
5. In the **Target Frame** dialog box, under **Common targets**, select **New Window**.

[I can't see all my documents listed on the page tabs.](#)

If you have created so many files that not all of them are visible on the page tabs, you will need to do one of the following:

- To make one more tab to the left visible, click ◀.
- To make one more tab to the right visible, click ▶.

[I want to edit the HTML code of a nested frames page.](#)

When you are editing a [nested frames page](#), you can also edit the HTML code, but you must first open that page in a new window.

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. Right-click anywhere on the page, and then click **Open Page in New Window** on the shortcut menu.
3. At the bottom of the document window, click **Code** 🔲 to edit the HTML code of the page.

[Microsoft FrontPage won't let me open a frames page template.](#)

Support for frames might be turned off. To check your authoring settings, do the following:

1. In **Page** view, at the bottom of the document window, click **Design** 🖻.
2. On the **Tools** menu, click **Page Options**.
3. Click the **Authoring** tab.
4. Check to make sure that the check box next to **Frames** is selected.

About styles

A style is a set of formatting characteristics identified by a unique name. Styles enable you to quickly format a whole group of page elements in one simple task.

You can apply styles to most page elements in Microsoft FrontPage, including text (individual characters or entire paragraphs), graphics, and tables.

[About built-in and user-defined styles](#)

With FrontPage, you can choose from a group of built-in styles, or you can create your own user-defined styles. Built-in styles are frequently used formatting options available by default in the **Style** box. User-defined styles can be modifications to built-in styles, or [class selectors](#) that you create.

You can access both built-in and user-defined styles from the same style list when you're editing a page.

[Using styles with page elements](#)

You can choose from several categories of styles.

- **Paragraph-level styles**   A [paragraph-level](#) style is usually applied to start and end paragraph tags (**<p>**) and can affect any text contained between those tags. In addition, a paragraph-level style can also be applied to other tags, such as **<div>**.

    [Examples](#)

    The item below represents a paragraph-level style with the addition of a border around text.

The graphic below represents a paragraph-level style with the addition of a border around an image.

- **Character-level styles**   A character-level style applies to just the text within a paragraph.

  [Example]

  The text shown in the example below has three words in bold and red — the result of a character-level style being applied.

- **Page element styles**   Some page elements have a **Style** button on their properties dialog box. Those styles allow you to add styles specific to that particular page element.

  [Example]

  The table in the following example has a blue outset border, which is the result of a style being added through the table property options.

Note If you apply a user-defined style to a page element that is already formatted with a standard HTML tag, both formatting characteristics are used.

For example, if you select a paragraph styled as Heading 1, and then apply a user-defined style named .redbg that adds a red border, you get the standard Heading 1 formatting (Times New Roman, Bold, 24 pt, and left-aligned) surrounded by a red border.

The class name of the user-defined style is appended to the end of the HTML tag in the **Style** box, listing the new style as **Heading2.redbg**.

[About cascading style sheets](#)

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

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

```
H1 { font-size: x-large; color: green }

H2 { font-size: large; color: blue }

.note { font-size: small }

#footer { font-family: serif }
```

In the example, **H1** and **H2** are selectors that modify the formatting properties of standard HTML tags. The selectors' properties and values are contained within the curly braces { } — **font-size** is a property, and **x-large** is the value of the font-size property. You can specify multiple properties for a selector by separating each with a semi-colon (;). In the example, **.note** is a [class selector](#), and **#footer** is an [ID selector](#).

FrontPage primarily deals with two types of cascading style sheets — embedded and external — although a third type, inline, is occasionally used.

- **Embedded cascading style sheet**   When you create or modify a style to be used on a single page, FrontPage creates a cascading style sheet for you. Called an embedded cascading style sheet, it is a collection of code stored

between HTML <STYLE> tags between the <HEAD> tags of the page. Any style you create for that page is stored in the embedded style sheet as a class selector.

- **External cascading style sheet**   External cascading style sheets are the most useful because they can be attached to multiple Web pages. You can apply the same styles consistently across an entire Web site.

  If you decide to change a style, you need only make one change — in the external cascading style sheet — and the pages in your Web site will reflect the change. Typically, an external style sheet uses the .css file name extension, such as Mystyles.css.

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

Add a style to a cascading style sheet

1. In **Page** view, do one of the following:

   - To add a style to an [external](#) [cascading style sheet (CSS)](#), open the .css file.

     External CSS files have a .css extension.

   - To add a style to an [embedded CSS](#), open the Web page that contains the CSS.

2. On the **Format** menu, click **Style**, and then click **New**.

3. In the **Name (selector)** box, enter a name for the new style.

   Do not type spaces in the style name.

4. In the **Style type** box, select whether the style will be a **Paragraph** or **Character** style.
5. Click **Format**, and then specify the formatting characteristics for the new style:

   - To set font properties — such as the font family or color, or character spacing — click **Font**.

   - To set alignment, indentation, or spacing, click **Paragraph**.

   - To set borders and shading, click **Border**.

   - To set the style of bullets or numbering, click **Numbering**.

   - To set positioning properties — such as wrapping style, location, or z-order (an element's position in the layers of the page) — click **Position**.

6. Select the options you want.
7. You have to attach a CSS to a document before the styles will be available

for that document.

Apply a style

Do one or more of the following:

1. In **Page** view, at the bottom of the document window, click **Design** 🖻.
2. Do one of the following:

[Apply a style to text](#)

1. Select the text or paragraph that you want to apply a style to.

2. On the **Formatting** toolbar, in the **Style** box `Normal ▼`, click the [built-in](#) or [user-defined](#) character or paragraph style you want.

   Notes

   - [Character styles](#) are shown in the **Style** box by a small, underlined letter **a** in front of the style name. Use character styles when you select part, but not all, of a paragraph.

     Only one built-in character style is installed with Microsoft FrontPage (shown in the **Style** box as **Default Character Style** and preceded by a small, underlined letter **a**). The **Default Character Style** removes formatting applied by user-defined character styles.

   - [Paragraph styles](#) are identified by a paragraph symbol (for built-in styles) or the absence of a character or symbol (for user-defined styles) in front of the style name.

[Apply a style to a page element](#)

1. Click the page element.

2. On the **Format** menu, click **Properties**.

3. Click the **Style** button.

4. Do one of the following:

    - To apply a style from the embedded cascading style sheet (CSS) for the page, click the **Class** box, and then click a selection in the list of available class selectors.

    - To apply a style from an external CSS, type the name of the style in the **Class** box.

    - To apply an ID selector, type the name of the selector in the **ID** box.

    - To create an inline CSS, click **Format**, and then click **Font**, **Paragraph**, **Border**, **Numbering**, or **Position** to specify the formatting characteristics.

    Note If the dialog box does not have a **Style** button, you can apply a style to a page element by using the **Style** box. To do so, on the **Formatting** toolbar, click the **Style** box Normal and then click the built-in or user-defined style you want to apply.

Remove a style from a cascading style sheet

1. In **Page** view, do one of the following:

   - To remove a style from an <u>external</u> <u>cascading style sheet (CSS)</u>, open the .css file that contains the style.

     External CSS files have a .css extension.

   - To remove a style from an <u>embedded CSS</u>, open the Web page that contains the style.

2. On the **Format** menu, click **Style**.
3. In the **List** box, select **User-defined styles**.
4. In the **Style** box, select the <u>user-defined style</u> you want to delete, or the <u>built-in style</u> from which you want to remove custom formatting characteristics.
5. Click **Delete**.

Copy inline styles for text

1. Select the characters or paragraphs that have the formatting you want to copy.

   To copy the formatting of an entire paragraph, make sure the selection includes the paragraph mark.

   [How?]

   To see the paragraph marks, on the **Standard** toolbar, click **Show All**.

2. On the **Standard** toolbar, click **Format Painter**, and then select the text to which you want to apply the formatting.

About positioning page elements

Positioning is how you place elements, such as text and graphics, on a page. You can place elements in front of or behind other elements, or group them together.

Types of positioning

You can position page elements in the following ways:

[Absolute positioning](#)

You can use absolute positioning to place an element at an exact location on a page. An element placed using absolute positioning remains at a fixed location relative to the top-left corner of the page. It floats on top of, or sits behind, text or other page elements.

You can place the element by dragging it to the location you want, or you can specify coordinates, which are relative to the upper-left corner of the page or frame the element is in, as shown in the example below.

❶ The x- and y-coordinates of a page element

❷ The position of the page element in Microsoft FrontPage

❸ The position of the page element in a Web browser

If an absolutely positioned element is placed in a [position box](#), the coordinates are relative to the upper-left corner of the position box, rather than the page.

You can specify the coordinates of the page element relative to the upper-left corner of its container, in [pixels](#). You can also specify the dimensions of a position box by using the following units:

- Pixels (px)
- Font size (em)

- X-height of the font (ex)
- Inches (in)
- Centimeters (cm)
- Millimeters (mm)
- Points (pt), where one point is equal to 1/72 of an inch
- Percentage of the page height or width (%)

For example, you can set a position box to be the same width as the page (set **Width** to **100%**), and 20 pixels high (set **Height** to **20 px**).

When viewed at different screen [resolutions](), the element might not be placed as you intended, although the element still appears at the pixel coordinates you specified. When the screen resolution changes, so does the layout, since other page elements such as text are displayed differently.

Note Adding page elements by using absolute positioning with [DHTML]() may cause either the DHTML effect or the absolutely positioned element to behave unexpectedly.

[Relative positioning]()

Use relative positioning to place page elements inline with text. Regardless of the changes you make to the page above or below this point, the layout of the relatively positioned element remains intact. You can use relative positioning for animation and DHTML effects.

[Floating]()

You can create a floating page element that lets other elements, such as text, wrap around it. A floating element is removed from the flow of text, and is aligned left or right. You can also specify the height and width of the floating area of the element. For example, the figure below shows how text flows around a paragraph that floats to the right, creating a sidebar of text that is aligned to the right of the page regardless of the layout of text around it.

[Stacking]()

You can use positioning to overlap elements. The z-order refers to an element's position in a stack of elements, which includes the page itself. The main page layer is zero; a positive z-order means that the element is in front of the main layer, and a negative number means the item is behind it. Using a negative number, you can even position elements "underneath" the page layer.

Working with positioned elements

After you position your page elements, you can work with them in the following ways:

[Selecting a positioned element](#)

You can select some page elements by clicking them directly or by using the menu commands. Many types of page elements, such as graphics, form fields, and other objects, are indicated with an anchor icon when you show all nonprinting characters. The anchor is displayed in the text flow where you originally inserted the element. To select the object, you select the corresponding anchor icon.

[Grouping page elements](#)

You can combine the types of positioning to achieve a variety of results, such as to keep a group of page elements together as a unit. For example, you can add a [position box](#) to a page, and inside the box, add multiple page elements using absolute positioning to lay them out. The result is a position box that is positioned with respect to the text flow on the page, but the layout of the elements inside the box is always preserved, regardless of any changes you make to the rest of the page. Even when the window is resized, the layout of the elements inside the position box remains the same.

1 Grouping page elements

2 Layout of grouped elements is preserved, even when the Web browser window is resized

[Ensuring that positioned items are displayed properly](#)

To view the properties of a page element, position the mouse pointer over it. The properties are displayed as a [ScreenTip](#).

Page layout can vary when viewed at different screen resolutions, even though an absolutely positioned element always appears at the same coordinates you specify. To ensure the page is displayed well to all site visitors, you should test it at different screen resolutions.

Note Positioning works with Web browsers that support [cascading style sheets (CSS)](#) 2.0, such as Microsoft Internet Explorer 4.0 and later, and Netscape Navigator 4.0 and later. When viewed in earlier browser versions, positioned content is aligned left, and is located inline with the text rather than uniquely positioned.

Position a page element

1. In **Page** view, at the bottom of the document window, click **Design** 🖻.
2. Select the page element you want.
3. On the **Format** menu, click **Position**.

4. Specify the type of positioning you want.

   - To fix the position box at the insertion point — relative positioning — under **Positioning style**, click **Relative**.
   - To enable the position box to be placed precisely on the page — absolute positioning — under **Positioning style**, click **Absolute**.

5. Specify any additional settings that are relevant to the position of the element.

   [How?](#)

   - To set [pixel](#) coordinates, under **Location and size**, specify a value in the **Left** and **Top** boxes.
   - Under **Wrapping style**, specify how you want the page elements to wrap around the position box.
   - To specify the z-order, which is the element's position in the layers of the page, specify a value in the **Z-Order** box. A positive value means that the element is in front of the main text-flow layer (layer 0), and a negative value means the item is behind it.

Group page elements

1. In **Page** view, at the bottom of the document window, click **Design** ▣.

2. Place the insertion point where you want to put a [position box](#), and then press ENTER to insert a new blank line.

3. Select the blank line, making sure to include the paragraph marker.

   If the paragraph markers are not visible, on the **Standard** toolbar, click **Show All** ⬚ .

4. On the **Format** menu, click **Position**.
5. Do one of the following:
   - To fix the position box at the insertion point — relative positioning — under **Positioning style**, click **Relative**, and then click **OK**.
   - To enable the position box to be placed precisely on the page — absolute positioning — under **Positioning style**, click **Absolute**, and then click **OK**.
6. Click inside the position box, and then insert a page element — for example, a graphic.
7. Click the page element that is inside the position box.
8. On the **Format** menu, click **Position**, and then click **Absolute**.
9. Repeat steps 6 through 8 for each page element you want to place in the position box.

About cascading style sheet compatibility

When you design your Web site by using Microsoft FrontPage, you can enable compatibility with an array of different browsers and technologies, among which are [cascading style sheet (CSS)](#) features.

If you design a Web site for compatibility with a Web browser that doesn't support CSS, some options that use CSS are unavailable on menus when you author your Web pages. This is to prevent you from accidentally using features that won't be compatible with the Web browsers used by your site visitors.

Because FrontPage uses CSS to implement some style features, some menu items will be unavailable when support for CSS is turned off.

Some of these options are:

- On the **Insert** menu, the **Layer** command is unavailable.

- On the **Format** menu, these commands are unavailable: **Style**, **Style Sheet Links**, **Borders and Shading**, and **Position**.

- In the **Font** dialog box, some font effects on the **Font** tab and the **Spacing** and **Position** options on the **Character Spacing** tab are unavailable.

- In the **Page Templates** dialog box, the **Style Sheet** tab is unavailable.

- In the **Paragraph** dialog box, the **Indentation** and **Spacing** options are unavailable.

- In the **Layers** task pane, all of the options are unavailable.

- In the **Theme** task pane, you can view thumbnail images of the themes, but you cannot apply a theme to your page.

Create a cascading style sheet

Some of the content in this topic may not be applicable to some languages.

Do one of the following:

[Create an external cascading style sheet (CSS)](#)

1. On the **File** menu, click **New**.
2. In the **New** task pane, under **New page**, click **More page templates**.
3. On the **Style Sheets** tab, click the type of CSS you want to create.

   Microsoft FrontPage creates a new page with a .css file name extension and opens it for editing. Before you can link the .css file to a Web page, you must save it.

[Create an embedded CSS](#)

To create an embedded CSS, you must define a style that you want to include in it.

1. In **Page** view, at the bottom of the document window, click **Design** .

2. On the **Format** menu, click **Style**.

3. Click **New**, and then in the **Name (selector)** box, type the name of the new style.
4. Under **Style Type**, choose whether the style will be a **Paragraph** or **Character** style.
5. Click **Format**, and then specify the formatting characteristics for the new style.

Note When you apply a style directly to an item using the **Style** button on its **Properties** dialog box, the style is applied directly to the element, creating what is called an inline cascading style sheet (CSS).

Edit a cascading style sheet

1. In **Page** view, do one of the following:

   - To edit an external cascading style sheet (CSS), open the .css file.
   - To edit an embedded CSS, open the Web page that contains it.

2. On the **Format** menu, click **Style**.
3. In the **List** box, do one of the following:
   - To edit a custom style you created, click **User-defined styles**.
   - To edit a style for a standard HTML tag, click **HTML tags**.
4. In the **Styles** box, double-click the style.

5. Do one or more of the following:

   - To change the style type for the style, click **Paragraph** or **Character** in the **Style type** box.
   - To change formatting characteristics for the style, click **Format**, click the type of formatting attributes you want to change, and then select the options you want.

Link to an external cascading style sheet

1. In **Page** view, at the bottom of the document window, click **Design** .
2. On the **Format** menu, click **Style Sheet Links**, and then click **Add**.
3. Locate and click the .css file for the <u>external</u> <u>cascading style sheet (CSS)</u>, and then click **OK**.
4. Do one of the following:
   - To link the external CSS to only the current page, click **Selected page(s)**.
   - To link the external CSS to all pages in the current Web site, click **All Pages**.

Remove a link to an external cascading style sheet

1. In **Page** view, at the bottom of the document window, click **Design** .
2. On the **Format** menu, click **Style Sheet Links**.
3. In the URL list, click the name of the [external](#) [cascading style sheet (CSS)](#).
4. Do one of the following:
   - To remove the link to the external CSS from only the current page, click **Selected page(s)**.
   - To remove the link to the external CSS from all pages in the current Web site, click **All Pages**.
5. Click **Remove**.

Turn support for cascading style sheets on or off

1. On the **Tools** menu, click **Page Options**, and then click the **Authoring** tab.
2. Do one or more of the following:

   - To turn support for commands that use [cascading style sheets (CSS)](#) version 1.0 on or off, select or clear the **CSS 1.0 (formatting)** check box.

     CSS 1.0 enables you to add attributes to a tag, such as increasing the space before or after a paragraph.

   - To turn support for commands that use CSS version 2.0 on or off, select or clear the **CSS 2.0 (positioning)** check box.

     CSS 2.0 enables pixel-precise positioning and grouping of page elements.

About themes

Some of the content in this topic may not be applicable to some languages.

A theme is a unified set of design elements and color schemes that you can apply to your Web pages to give them a professional look. Using a theme is a quick and easy way to make sure your Web pages are visually consistent and appealing. Microsoft FrontPage includes many complete themes that you can use right away. You can also change those themes or create new ones.

You can apply a theme to one or more pages or to an entire Web site. If you apply a theme to all pages in a Web site, it becomes the default theme for that Web site. When you create new pages, the default theme is applied automatically. If you change or remove the default theme, the change is applied to the entire Web site.

The following example shows a plain Web page, and then shows how the same page would look with different themes applied:

❶ A plain Web page.

❷ The same page with three different themes applied.

A theme affects all aspects of a page's appearance:

Colors   A theme's color scheme specifies the color of body text, headings, hyperlinks, page banner text, [link bar](#) labels, table borders, and the page background. You can use normal or vivid colors.

Graphics   Several page elements contain graphics, such as the background picture, the page banner, bullets, navigation buttons, and horizontal lines. You can use standard or active graphics. The active graphic set uses interactive buttons, instead of plain buttons, on link bars.

Styles   A theme uses its own font styles and sizes for body text and headings.

Creating and customizing themes

You can create a new theme, or customize colors, graphics, and font styles for existing themes, and save those changes as a new theme.

[Choosing colors](#)

You can choose the colors that are used in a theme. You can choose a color from one of the FrontPage color palettes, or you can define your own custom colors.

You can also change colors in an existing theme. For example, in the Artsy theme, [active hyperlinks](#) are green — you could change them to red. You can also change the colors of other page and text elements, such as body and heading text, banner text, link bar labels, table borders, and the background. In addition, each theme has two color sets — normal and vivid. You can specify the colors to use for both sets.

[Choosing graphics](#)

You can choose graphics to use when you create a new theme. For example, you could use a picture you created as the background for your new theme.

You can also change graphical elements in existing themes, such as the page banner, bullets, and navigation buttons. In addition, you can specify the font to use for graphical elements that are displayed with text.

Each theme has two sets of graphics — normal and active. You can specify the graphics to use for either set. The active graphic set uses animated page elements, such as Interactive Buttons instead of plain buttons on link bars.

Note Active graphics are not available for some theme items.

[Choosing styles](#)

In FrontPage, all font styles are applied using [cascading style sheets](#) (CSS). You can choose font styles for a new theme that you create, or customize styles in existing themes. For example, in the Capsules theme, you could change the font

for the body and heading styles from Arial to Times New Roman. To change the font displayed on a graphical element (for example, the font used on page banners), you must change the graphic.

Using templates

A page that has a theme applied to it can be saved as a [template](). Any pages created by using the template will either use the Web site's default theme or a specific theme, depending on how the theme was applied to the original page. For example, you create a template from a page that has a theme applied to it, then you create pages in a Web site whose default theme is Artsy. If the page template used the Web site default theme, new pages will use the Artsy theme. If the page template used a specific theme, new pages will use that theme.

Create a new theme

1. On the **Format** menu, click **Theme**.
2. In the **Theme** [task pane](), at the bottom, click **Create new theme**.
3. Set the properties that you want.
4. Click **Save As**, type a name for the new theme, and then click **OK**.

Apply a theme

1. In **Page** view, at the bottom of the document window, click **Design** ⬜.

2. Do one of the following:

   [Apply a theme to the current page](#)

   1. On the **Format** menu, click **Theme**.
   2. In the **Theme** [task pane](#), click the theme you want.

   Note After you apply a theme to the current page, the page no longer uses the default theme setting of the Web site (if there is one). Therefore, any theme changes you apply to the Web site will not affect this page.

   [Apply a theme to selected pages](#)

   1. In **Folders** view, select the pages you want.

      [How?](#)

      - On the **View** menu, click **Folders**, and then on the **Web Site** tab, select multiple pages by holding down the CTRL key and clicking the pages you want.
   2. On the **Format** menu, click **Theme**.
   3. In the **Theme** [task pane](#), click the theme you want to apply.

   Note If you apply theme settings to individual pages, these pages no longer use the default theme setting of the Web site (if there is one). Therefore, any theme changes you apply to the Web site will not affect these pages.

   [Apply a theme to a Web site](#)

   1. On the **Format** menu, click **Theme**.
   2. In the **Theme** [task pane](#), point to the thumbnail for the theme you want to apply, and then click the arrow.

3. Click **Apply as default theme**.

Note When you apply a theme to an entire Web site, Microsoft FrontPage will display a warning indicating that you are setting the default theme for that site.

Change the graphics used in a theme

1. On the **Format** menu, click **Theme**.
2. In the **Theme** [task pane](), point to the thumbnail for the theme you want to change, and then click the arrow.
3. Click **Customize**, and then click **Graphics**.
4. In the **Item** list, select the graphical element you want to change.
5. Next to **Theme graphic set**, specify whether you want to change graphics in the normal or active set.
6. Locate and select the picture or pictures you want to use, and then click **Open**.

   If the graphical element you selected displays text, the options on the **Font** tab will be available and you can change the font.

7. Repeat steps 4 through 6 for each graphical element you want to change.

   You can choose not to have a graphic defined for any element by removing the text from the edit box.

8. Click **OK** and then click **Save as**.
9. Type a new name for the theme (unless you have changed a custom theme), and then click **OK**.

   Note When you modify a preset theme, you must save your changes as a new theme.

Change the styles used in a theme

1. On the **Format** menu, click **Theme**.
2. In the **Theme** [task pane](#), point to the thumbnail for the theme you want to change, and then click the arrow.
3. Click **Customize**, and then click **Text**.
4. In the **Item** box, click the item for which you want to change the style.
5. Under **Font**, click the font you want to use.

   To view other options for changing the theme's style, click **More Text Styles**.

6. Repeat steps 4 and 5 for each item you want to change.
7. Click **OK** and then click **Save as**.
8. Type a new name for the theme (unless you have changed a custom theme), and then click **OK**.

   Note When you modify a preset theme, you must save your changes as a new theme.

Change the color scheme of a theme

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. On the **Format** menu, click **Theme**.
3. In the **Theme** [task pane](), point to the thumbnail for the theme you want to change, and then click the arrow.
4. Click **Customize**, and then click **Colors**.
5. Next to **Theme color set**, specify whether you want to change colors in the normal or vivid color set.

6. Do one of the following:

   [Choose a preset color scheme]()

   - Select the color scheme you want to use, and then click **OK**.

   [Create a new color scheme]()

   - Create a custom color scheme you want to use, and then click **OK**.
7. Click **Save As** to save the changed theme.
8. Type a new name for the theme (unless you have modified a custom theme), and then click **OK**.

   Note When you change a preset theme, you must save your changes as a new theme.

Change the color of a theme element

1. On the **Format** menu, click **Theme**.
2. In the **Theme** task pane, point to the thumbnail for the theme you want to change, and then click the arrow.
3. Click **Customize**, and then click **Colors**.
4. Next to **Theme color set**, specify whether you want to change colors in the normal or vivid color set.

5. Click the **Custom** tab and do one of the following:

   Choose an existing color

   1. In the **Item** list, click the item you want to change the color for.
   2. In the **Color** list, specify the color you want to use.
   3. Repeat these steps for each item you want to change the color for.
   4. Click **OK**.

   Define a custom color

   1. In the **Item** list, click the item you want to change the color for.
   2. Click the **Color** list, and then click **More Colors**.
   3. Do one of the following:

      Select a color from a browser-safe palette

      - Click a color, and then click **OK**.

      Specify a hexadecimal value

      - Type the value in the **Value** box (for example, type HEX= {FF,33,00}), and then click **OK**.

      Select a color on the screen

      - Click **Select**, use the **Eyedropper** ✎ to click the color, and then

click **OK**.

For example, to use a color from a picture on an open page, click a color on the picture.

[Create a color average of the colors in a particular region on the screen](#)

- Click **Select**, use the **Eyedropper** to draw a box on the screen to specify the region, and then click **OK**.

[Select a different color, or specify a combination for hue-saturation-luminosity or red-green-blue](#)

1. Click **Custom**.
2. Under **Custom Colors**, click a blank box.
3. Define a color by entering a combination of values or by selecting a color from the color matrix.
4. Click **Add to Custom Colors**, and then click **OK** three times to return to the **Customize Theme** dialog box.

6. Click **Save As** to save the changed theme.
7. Type a new name for the theme (unless you have modified a custom theme), and then click **OK**.

Note When you modify a preset theme, you must save your changes to a new theme; you cannot overwrite a preset theme.

Remove a theme

Do one of the following:

[Remove a theme from the current page](#)

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. On the **Format** menu, click **Theme**.
3. In the **Theme** [task pane](#), point to **No theme**, click the arrow, and then click **Apply to selected page(s)**.

[Remove a theme from selected pages in a Web site](#)

1. In **Folders** view, select the pages you want.

   [How?](#)

   - On the **View** menu, click **Folders**, and then on the **Web Site** tab, select multiple pages by holding down the CTRL key and clicking the pages you want to select.
2. On the **Format** menu, click **Theme**.
3. In the **Theme** [task pane](#), point to **No theme**, click the arrow, and then click **Apply to selected page(s)**.

[Remove a theme from all pages in a Web site](#)

1. On the **Format** menu, click **Theme**.
2. In the **Theme** [task pane](#), point to **No theme**, click the arrow, and then click **Apply as default theme**.

Note When you remove a theme from all pages in a Web site, only those pages that were using the default theme are affected. If certain pages use a different theme, you must remove each of their themes individually.

About adding a background to your Web page

You can use color, and pictures to create a more interesting background for your Web pages.

[Color](#)

Whenever you select a color for a page, Microsoft FrontPage displays color palettes appropriate for your page. Color palettes include standard colors, which are those colors in the 16-color (Web-safe) palette, and document colors, which are those colors that the current page already specifies.

If the palettes do not display the color you want, you can create a custom color that you can use for backgrounds, fonts, and so on. Any custom colors you define are saved and will be available the next time you use FrontPage.

[Pictures](#)

You can set a background picture for a page, and all page elements, such as text and graphics, that will appear on top of the background picture. You can use pictures from a Web site, a file system, the World Wide Web, or clip art.

[Watermarks](#)

Watermarks are non-scrolling text or pictures that appear behind the other page elements that you place on a Web page.

Note Not all Web browsers support watermarks.

Add a background picture to a Web page

1. In **Page** view, at the bottom of the document window, click **Design** 🖾.
2. Right-click the page, and then click **Page Properties** on the shortcut menu.
3. Click the **Formatting** tab.
4. Select the **Background picture** check box, and then click **Browse**.
5. Locate and click the file that contains the background picture you want, and then click **Open**.
6. If you want to add the picture as a watermark, select the **Make it a watermark** check box.

Note If the current page uses a theme, this feature is unavailable.

Change the background color of a Web page

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. Right-click the page, and then click **Page Properties** on the shortcut menu.
3. Click the **Formatting** tab.
4. Under **Colors**, click the color you want in the **Background** list.

Note If the current page uses a theme, this feature is unavailable.

Remove a background picture from a Web page

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. Right-click the page, and then click **Page Properties** on the shortcut menu.
3. Click the **Formatting** tab.
4. Clear the **Background picture** check box.

Create a page transition effect

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. On the **Format** menu, click **Page Transition**.
3. To set the transition effect, click the event in the **Event** box.
4. In the **Transition effect** box, click the type of transition effect you want.
5. In the **Duration** box, type the amount of time (in seconds) that you want the transition effect to last.

Copy an animation effect

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. Place the insertion point next to the element with the effect.
3. Click **Format Painter** ⬚, and then click the page element that you want to copy the animation effect to.

Note The **Format Painter** will copy other attributes besides the [Dynamic HTML (DHTML)](#) animation effect. For example, if you copy the formatting of a bold paragraph that flies in from the left, and apply it to another paragraph, the new paragraph will also have these attributes.

Change an animation effect on a page element

1. In **Page** view, at the bottom of the document window, click **Design** 🖳.
2. Place the insertion point next to the animated page element that you want to change.
3. On the **DHTML effects** toolbar, do one or more of the following:
   - To change the event, in the **On** list, click an event that you want to start the effect.
   - To change the effect, in the **Apply** list, click the effect that you want.
   - To change the settings for the effect, in the box next to the **Apply** box, click the setting you want for the effect.

Add a horizontal line

You can use a horizontal line to separate text or to add an accent. After you add a horizontal line, you can modify its properties to change its width, height, alignment, and color.

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Place the insertion point where you want to insert a line.
3. On the **Insert** menu, click **Horizontal Line**.
4. To modify the appearance of the horizontal line, double-click the horizontal line, and then do one or more of the following:
   - To increase or decrease the width of the line, enter a different pixel or pecentage value in the **Width** box, and then click **Percent of window** or **Pixels**, depending on the type of value you entered.
   - To increase or decrease the height of the line, enter a different pixel value in the **Height** box.
   - To align the line left, center, or right on the page, under **Alignment**, click the alignment option you want.
   - To add color to the line, click a color in the **Color** list.
   - If you want the line to appear solid, select the **Solid line (no shading)** check box.
5. To apply a custom style or other formatting to the line, click **Style**, and then select the options you want.

Note   If you apply a theme to a Web page by using a version of Microsoft FrontPage earlier than Office FrontPage 2003, you can change only the alignment of a line graphic that is part of a theme.

Add an animation effect to a page element

1. Select the element that you want to add an animation effect to.
2. On the **DHTML Effects** toolbar, in the **On** box, click the event that you want to start the effect.

   If the **DHTML Effects** toolbar is hidden, on the **View** menu, point to **Toolbars**, click **Customize**, and then select the **DHTML Effects** check box.

3. In the **Apply** box, click the effect you want.
4. In the box next to the **Apply** box, click the setting you want for the effect.

Delete a banner ad

This procedure applies only to a banner ad that you created by using the Banner Ad Manager in an earlier version of Microsoft FrontPage.

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Click the banner ad, and then press DELETE.

Set the properties of a banner ad

This procedure applies only to a banner ad that you created by using the Banner Ad Manager in an earlier version of Microsoft FrontPage.

1. In **Page** view, at the bottom of the document window, click **Design** 🖻.
2. Right-click the banner ad, and then click **Banner Ad Manager Properties** on the shortcut menu.
3. Do any of the following:
   - In the **Width** box, type the width of the banner ad in [pixels] or percentage.
   - In the **Height** box, type the height of the banner ad in plxels or percentage.
   - In the **Transition effect** list, click the effect you want to use when the banner ad switches from one picture to another.
   - In the **Show each picture for (seconds)** box, type a value that specifies how many seconds to show each picture.
   - In the **Link to** box, type the [URL] of the Web page or file you want to open when a site visitor clicks the banner ad.
   - To select pictures to display in the banner ad, click **Add**, and then locate and click the file you want.

     The list in the **Pictures to display** box shows the pictures you've added and the sequence in which the pictures will be displayed.

   - To move a picture up in the display sequence, click the URL of the picture in the list, and then click **Move Up**.
   - To move a picture down in the display sequence, click the URL of the picture in the list, and then click **Move Down**.
   - To remove a picture from the banner ad, click the URL of the picture in the list, and then click **Remove**.

Add a marquee

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Click where you want to add the marquee, and then type and select that text.
3. On the **Insert** menu, click **Web Component**.
4. Under **Component type**, click **Dynamic Effects**.
5. Under **Choose an effect**, double-click **Marquee**.
6. Set the properties that you want for the marquee.

Set the properties of a marquee

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. Right-click the marquee that you want to set properties for, and then click **Marquee Properties** on the shortcut menu.
3. Set the properties that you want.

Delete a marquee

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. Click the marquee, and then press DELETE.

Remove an animation effect

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. Place the insertion point next to the page element that you want to remove the animation effect from.
3. On the **DHTML Effects** toolbar, click **Remove Effect**.

Create a watermark

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Right-click the page you want to add a watermark to, click **Page Properties** on the shortcut menu, and then click the **Formatting** tab.
3. Under **Background**, select **Background picture**, and then select the **Make it a watermark** check box.
4. Locate and click the graphic file you want.

Troubleshoot dynamic page elements

[When I attempt to add a marquee from the **Insert Web Components** dialog, the marquee option is unavailable.](#)

To use the **Marquee** option, you must set your Authoring compatibility settings to **Microsoft Internet Explorer only**. Do the following:

1. On the **Tools** menu, click **Page Options**.
2. Click the **Authoring** tab.
3. In the **Browsers** list, click **Microsoft Internet Explorer only**, and then click **OK**.

[Why don't I see the **Hover Button** option in the **Insert Web Component** dialog box?](#)

The **Hover Button** option is no longer available in the **Insert Web Component** dialog box. Either use Interactive Buttons to add dynamic buttons to your Web page, or add the **Hover Button** command to a menu by doing the following:

1. On the **Tools** menu, click **Customize**.
2. Click the **Commands** tab.
3. In the **Categories** list, click **Insert**, and then in the **Commands** list, click **Hover Button**.
4. Drag the command to the menu you want.

[The **Included Content** Web component is grayed out when I attempt to embed a Web page in another Web page](#)

To embed a Web page in another Web page, both pages must be part of the same Web site. Additionally, you must make the **Author-time** Web components available, and then the **Included Content** Web component will become available in the **Insert Web Components** dialog.

To make the **Author-time** Web components available, do the following:

1. On the **Tools** menu, click **Page Options**.
2. Click the **Authoring** tab, and then select the **Author-time Web Components** check box.

About working with HTML

Hypertext Markup Language (HTML) is a standard for creating pages for the World Wide Web. HTML uses special markers, called [tags](), that indicate how Web browsers should display page elements such as text and graphics.

You can edit or format HTML code using tools available in **Code** or **Design** views. **Design** view is a [WYSIWIG]() view where you can work with HTML tags indirectly.

When you edit a Web page in **Design** view, or in the design pane in **Split** view, you can show or hide HTML tag markers that indicate the start and end of underlying HTML tags.

[Editing HTML]()

Microsoft FrontPage provides a variety of features that help you edit HTML more easily.

- IntelliSense provides you with a list of available choices when you're adding tags or attributes.
- The Quick Tag Selector enables you to select entire tags, or the contents of tags, without having to switch to **Code** view.
- All of the standard editing commands are also available for editing code. For example, you can **Copy**, **Cut**, **Paste**, **Find**, and **Replace** while editing your Web page.
- The properties of HTML tags are displayed so you can change them yourself.
- Line numbering helps you to locate and move between specific lines of code.

[Formatting HTML]()

HTML formatting defines how the code is structured on the page. The basic formatting techniques — line breaks, white space, and indentation — make HTML easier to read and edit.

You can specify these settings in FrontPage and set the font color and size uniquely for tags, attributes, values, and [scripts](). You can also specify settings to keep the format of the original code, or to apply new format settings to pages you edit.

Insert HTML while working in Design view

1. In **Page** view, at the bottom of the document window, click **Design**.
2. Place the insertion point where you want to insert HTML code.
3. Press CTRL+Q and click **Insert HTML**.
4. In the Quick Tag Editor, type the HTML that you want.

Show or hide tags in Design view

1. In **Page** view, at the bottom of the document window, click **Design** ▣.

2. On the **View** menu, click **Reveal Tags**.

   [Tip](#)

   If you move the pointer over an HTML tag in **Design** view, Microsoft FrontPage displays a [ScreenTip](#) that shows the entire text of that tag, including its attributes and values.

Complete text automatically as you type

1. On the **Tools** menu, click **Page Options**, and then click the **IntelliSense** tab.
2. Under **Auto Insert**, specify the settings you want.

Change properties for an individual HTML tag

1. In **Page** view, at the bottom of the document window, click **Code** ▣.

2. Right-click inside the tag, and then click **Tag Properties** on the shortcut menu.

   Microsoft FrontPage displays the properties dialog box for the HTML tag. For example, if you click in a table tag, FrontPage displays the **Table Properties** dialog box.

Note Properties for some tags might be unavailable in **Code** view. If the appropriate property information isn't available, the **Modify Style** dialog box will be displayed.

About working with XML

Extensible Markup Language (XML) is the universal format for data on the World Wide Web. XML allows developers to easily describe and deliver rich, structured data in a standard, consistent way. XML does not replace HTML; rather, it is a complementary format.

By using Microsoft FrontPage, you can view or edit XML files, apply standard formatting to the structure of code in XML files, view the XML tree, and create custom displays of XML data on Web pages. For example, you can create a Web page that displays data from an XML file, format that data by using the formatting commands on the **Formatting** toolbar, and apply filtering, sorting, and conditional formatting to display the data how you want.

When you work with XML files directly, it's important that the files contain [well formed XML]. Since the rules governing the syntax of XML tags are stricter than those for HTML, if an XML file is missing a tag or an attribute, the file will not render correctly. For this reason, you can use FrontPage to apply XML formatting rules in files containing XML.

Apply XML formatting rules

1. In **Page** view, at the bottom of the document window, click **Code** ⊡.
2. Right-click anywhere on the page.
3. Click **Apply XML Formatting Rules**.

Important [XML](#) formatting rules will apply ending tags in a file even if it is formatted to exclude them.

About code snippets

A code snippet is a fragment of code or text that you can define and reuse many times. Microsoft FrontPage provides several pre-defined code snippets, and you can also create your own. You can associate a keyword to the code snippet for quick access and insertion.

Using code snippets can save you time. For example, if you frequently type blocks of JavaScript, you might start by inserting the following pre-defined code snippet:

```
<script language="JavaScript">
<!--

//-->
</script>
```

The preceding example contains start and end tags, HTML comment delimiters which hide the script from browsers that may erroneously display the code instead of rendering it, and an empty line in which to type the actual script.

Some additional ideas for code snippets include:

- CSS style blocks
- Frequently typed content
- [hexadecimal](#) color values

Create a code snippet

1. On the **Tools** menu, click **Page Options**, and then click the **Code Snippets** tab.
2. Click **Add**.
3. In the **Keyword** box, type the keyword to associate with the <u>code snippet</u>.
4. In the **Description** box, type a friendly name for the code snippet.
5. In the **Text** box, type the content of your code snippet.
6. Click **OK**.

Insert a code snippet

1. In **Page** view, at the bottom of the document window, click **Code** ▣.
2. Place the insertion point where you want to insert the [code snippet](#).
3. Press CTRL+ENTER.
4. Type the keyword of the code snippet you want to insert, and then press ENTER.

Edit a code snippet

1. On the **Tools** menu, click **Page Options**, and then click the **Code Snippets** tab.
2. Cick the [code snippet](#) you want to edit, and then click **Modify**.
3. Edit the keyword, description, or content of the code snippet.
4. Click **OK**.

Delete a code snippet

1. On the **Tools** menu, click **Page Options**, and then click the **Code Snippets** tab.
2. Click the [code snippet](#) you want to delete.
3. Click **Remove**.

Turn line numbering on or off for code

1. On the **Tools** menu, click **Page Options**.
2. On the **General** tab, under **Code View Options**, select or clear the **Line numbers** check box.

Go to a specific line of code

1. In **Page** view, at the bottom of the document window, click **Code** ▣.
2. Right-click anywhere on the page, and then click **Go To Line** on the shortcut menu.
3. In the **Enter line number** box, type the line number you want to go to.

Specify color-coding settings for code

1. On the **Tools** menu, click **Page Options**.
2. Click the **Color Coding** tab.
3. For each element you want to specify color-coding settings for, click the arrow in the color box, and then select the color you want. To specify a custom color, click **More Colors**.

Note To reset the color coding to the default settings for Microsoft FrontPage, click **Reset Colors**.

Specify automatic formatting settings for code

Do one of the following:

[Define formatting settings according to the current page](#)

1. On the **Tools** menu, click **Page Options**, and then click the **Code Formatting** tab.
2. Under **Formatting**, click **Base on current page**.

[Specify formatting settings for new pages](#)

1. On the **Tools** menu, click **Page Options**, and then click the **Code Formatting** tab.
2. Under **Formatting**, select the options you want.

   For example, if you want all tags to appear as lowercase instead of uppercase, select **Tag names are lowercase**.

3. Under **Tags**, select the tag attributes you want.

   For example, if you want to show only opening paragraph tags (but not closing paragraph tags), select **p**, and make sure the **Omit end tag** check box is selected.

   Important Each tag has unique attributes.

[Reset formatting settings for new pages](#)

1. On the **Tools** menu, click **Page Options**.
2. Click the **Code Formatting** tab.
3. Click **Reset**.

Note When you open a page with existing code, Microsoft FrontPage preserves the code formatting of that page by default. The FrontPage formatting settings

will be applied only to new content that you add.

About the Quick Tag tools

The Quick Tag Selector and the Quick Tag Editor make it easier for you to select and edit tags and attributes.

Quick Tag Selector

The Quick Tag Selector is a toolbar at the top of the document window. It is available in **Code**, **Design**, and **Split** views.

When you place the insertion point anywhere on a page, the Quick Tag Selector displays a tag selector showing the underlying HTML tag for that area. For example, if the insertion point is in a table cell, the **<td>** tag selector appears in the Quick Tag Selector.

When you move the pointer over the tag selector, an arrow appears on the selector. You can click this arrow to display the edit and selection options for that tag. Those options include:

- **Select Tag**   Selects the start and end tags and the content of those tags.
- **Select Tag Contents**   Selects only the content of the start and end tags.
- **Remove Tag**   Removes the start and end tags, but leaves the content of those tags.
- **Tag Properties**   Opens the properties dialog box for the tag.

There are other options on the Quick Tag Selector as well. These options — **Edit Tag**, **Insert HTML**, **Wrap Tag** — open the Quick Tag Editor.

Quick Tag Editor

By using the Quick Tag Editor, you can quickly edit a tag. You can open the Quick Tag Editor by clicking the tag selector for a tag in the Quick Tag Selector, and then clicking any of the following options:

- **Edit Tag**   Enables editing of the current tag, including attributes and other aspects of the tag. You can also use **Edit Tag** to change the type of tag or to add additional tags.

- **Insert HTML**   Adds HTML to the page.
- **Wrap Tag**   Wraps a tag that you specify around an existing tag. The original tag becomes nested inside the tag you specify.

In addition, IntelliSense features are available in the Quick Tag Editor. For example, if you type part of a tag, IntelliSense will complete the tag for you if this feature is enabled.

Select a tag quickly

1. In **Page** view, at the bottom of the document window, click **Design** 🖻.
2. Place the insertion point in the tag you want.

3. At the top of the document window, on the **Quick Tag Selector** toolbar, point to the selector for the tag that you want, and then click the arrow next to that selector.

   If the Quick Tag Selector is not visible, click **Quick Tag Selector** on the **View** menu.

4. Do one of the following:

   - To select the start and end tag and the content of those tags, click **Select Tag**.
   - To select only the content of the start and end tag, click **Select Tag Contents**.

[Tip](#)

You can also quickly select the start and end tag, and the content of those tags, while working in **Code** view. To do so, place the insertion point in the tag, and then press CTRL+SHIFT+;.

Edit a tag quickly

1. In **Page** view, at the bottom of the document window, click **Design** ▢.
2. Place the insertion point in the tag you want to edit.

3. At the top of the document window, on the **Quick Tag Selector** toolbar, point to the selector for the tag that you want, and then click the arrow next to that selector.

   If the Quick Tag Selector is not visible, click **Quick Tag Selector** on the **View** menu.

4. Do one of the following:

   - To edit the tag, including its attributes, click **Edit Tag**, and then make your edits in the Quick Tag Editor.
   - To open the properties dialog box for the selected tag, click **Tag Properties**.

Delete a tag quickly

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Place the insertion point in the tag you want to delete.

3. At the top of the document window, on the **Quick Tag Selector** toolbar, point to the selector for the tag that you want, and then click the arrow next to that selector.

   If the Quick Tag Selector is not visible, click **Quick Tag Selector** on the **View** menu.

4. To remove the start and end tag, but leave the content of those tags, click **Remove Tag**.

About working with scripts

Although Microsoft FrontPage contains the [Microsoft Script Editor](), you can use script editing tools that enable you to easily create and edit scripts directly in **Code** view.

[Editing scripts]()

With IntelliSense, you can easily create or edit scripts in a number of languages, including ECMAScript as defined by the specification of the European Computer Manufacturers Association, such as [JScript]() or [JavaScript](), and [Visual Basic Scripting Edition (VBScript)](). You can quickly fill in valid variables, [functions](), or parameter information.

You can also display line numbers, which makes it easier to identify errors when you debug your scripts.

[Formatting scripts]()

Script elements, such as script identifiers, keywords, numbers, operators, and strings are represented in different colors. You can either use the default colors or specify your own settings.

Script color coding will only occur within a properly closed block of script. If a script block is opened but not closed, then all text following the opened script block will use the normal color setting to help you quickly see that a closing tag is required.

Note FrontPage does not currently support server-side scripting, [CGI](), ASP.NET, or Visual Basic .NET.

About Behaviors

Behaviors in Microsoft FrontPage are scripting options that enable you to quickly add interactivity or increased functionality to text or other elements of your Web page.

A Behavior is a combination of an event and an action that you want to occur when a site visitor interacts with a Web page or an element of a page.

You can customize built-in FrontPage Behaviors by using a [task pane](#).

Events

An event is a condition that causes a Web browser to trigger a [script](#). For example, moving the pointer over a graphic or clicking a link can trigger an event.

Event names usually reflect how they are activated. For example, the **onMouseOver** event is triggered when the mouse pointer moves over a page element. Likewise, the **onMouseClick** event is activated when the user clicks a page element.

Actions

An action is an instruction that executes when an event occurs. Actions are functions — prewritten blocks of script code — that perform a specific task, such as swapping an image or opening a browser window.

After you attach a script to a page element (using the **Behaviors** task pane), the browser "calls" the action that is triggered by the event.

Each action requires a set of properties and [parameters](#) in order to do a task. In FrontPage, you can view or edit the properties for each action using the **Behaviors** task pane.

Note Most Behaviors work with Microsoft Internet Explorer 4.0 or later, and Netscape Navigator 4.0 or later. Some Behaviors, such as Check Plug-in,

Change Property, and Control Flash, require Internet Explorer 5 or later, and Netscape Navigator 6.0 or later.

Define a Behavior for an element

1. In **Page** view, at the bottom of the document window, click **Design** ⊡.
2. On the **Format** menu, click **Behaviors**.

3. On the page, select the page element — for example, text or a graphic — you want to work with.

4. In the **Behaviors** task pane, click **Insert**, and then click the action you want.
5. In the dialog box that appears, select the options you want, and then click **OK**.

6. To select the event, under **Events**, click the default event, and then click the event you want.

7. Depending on the action you choose, select any additional options that define the event for the action.

About IntelliSense

IntelliSense refers to the **Code** view functionality that provides auto-completion of commands, as well as context-sensitive lists that contain code and scripting elements.

For example, when you type the HTML delimiter <, you can have IntelliSense automatically display a list of tags.

With IntelliSense, you can edit scripts in a number of languages, including ECMAScript as defined by the specification of the European Computer Manufacturers Association, such as [JScript](#) or [JavaScript](#), and [Visual Basic Scripting Edition (VBScript)](#). You can quickly fill in valid variables, [functions](#), or parameter information. IntelliSense also provides context-sensitive lists for HTML tags and attributes.

Turn IntelliSense options on or off

Do one of the following:

[Show or hide the IntelliSense list](#)

1. In **Page** view, at the bottom of the document window, click **Code** ▣.

2. Place the insertion point where you want to add code by using the IntelliSense list.

   Type some of the code you want to add, and then press CTRL+L.

   A list appears with appropriate choices for the context. For example, if the insertion point is after **<script language=** Microsoft FrontPage displays a list of the script languages you can use.

3. If you want to hide the IntelliSense list, press ESC.

[Show or hide the IntelliSense list automatically](#)

1. On the **Tools** menu, click **Page Options**, and then click the **IntelliSense** tab.
2. Under **Auto Popup**, do one or more of the following:

   - To specify whether you want FrontPage to display a list of tags or attributes after you begin typing, select or clear the **HTML statement completion** check box.
   - To specify whether you want FrontPage to display a list of variables or [function](#) names after you begin typing, select or clear the **Scripting statement completion** check box.
   - To specify whether you want FrontPage to display the declaration for a function after you begin typing, select or clear the **Script parameter information** check box.

IntelliSense options

IntelliSense provides an array of coding options in **Code** view.

Microsoft FrontPage provides the following IntelliSense commands, which you can set to appear automatically:

Option	Description
List Members	Simplifies the completion of HTML statements and script statements. For example, typing an object and a scope operator (such as **window.**) displays a list of appropriate elements (such as the event **open**), enabling you to complete the string: `window.open`

Parameter Info	Simplifies the determination of the correct parameters to add to the script.
	
	For example, after **window.open**, you can type an opening parenthesis:
	
	`window.open(`
	
	A list of appropriate parameters appears, guiding you in the choices you have for completing the string:
	
	`window.open([url],[name],[features],[replace])`

Complete	Simplifies the completion of code as you type. For example, you can type part of a start tag: `<tab`

Word	By pressing CTRL+SPACE, the rest of the tag appears: `<table` The closing tag delimiter is not added, so you can continue to add tag attributes.
	Simplifies the insertion of <u>code snippets</u> as you type.

View Code Snippets	For example, to begin writing a script, you could invoke the script block, which is a standard code snippet:
	
	`<script language="JavaScript">`
	`<!--`
	
	`//-->`
	`</script>`

About adding Flash-based content

Macromedia Flash is a [vector graphic](#) animation technology. Web developers use Flash to produce movies, animation, presentations, and more. Flash-based content works on cross-platform browsers, which means that site visitors can play it by using almost any Web browser, such as Microsoft Internet Explorer or Netscape Navigator.

You can add Flash-based content to enhance and update your Web site. You can add multiple types of Flash-based content, such as short movie strips, repetitive audio-enhanced animations, previously-recorded educational presentations or courses, and more.

You can embed Flash-based content directly in a Web page, so that it downloads automatically when a site visitor opens the page. You can also add a link in your Web page to the location of Flash-based content. This enables site visitors to decide whether or not they want to download it.

In Microsoft FrontPage, you can set options to scale and align Flash-based content and set background colors for it. Additionally, you can set options for automatic playback, such as playing a short animation once when the site visitor first loads the page or looping the content to play continuously.

Note You must have the Macromedia Flash Player plug-in installed in order to preview the Flash-based content you add. Additionally, site visitors must have it installed in order to play such content.

Add Flash-based content

1. In **Page** view, at the bottom of the document window, click **Design** .
2. On the **Insert** menu, point to **Picture**, and then click **Movie in Flash Format**.
3. Locate and click the Macromedia Flash file, and then click **Insert**.

Notes

- To view the animated content, in **Page** view, at the bottom of the document window, click **Preview** .
- You can also add Flash-based content by dragging a file to your Web page from either the **Folder List** in Microsoft FrontPage or Microsoft Windows Explorer.
- You can also link to a Flash file by adding a hyperlink in your Web page.
- To view Flash-based content, site visitors must have the Macromedia Flash Player installed.

Set properties for Flash-based content

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. Right-click the Macromedia Flash-based content, and then click **Movie in Flash Format Properties** on the shortcut menu.
3. Set the properties that you want.

Delete Flash-based content

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Click the Macromedia Flash-based content, and then press DELETE.

About adding sounds

Sounds can add another dimension to your Microsoft FrontPage Web site. For example, if your company has an audio jingle, you can add it to the home page of your Web site and configure it to play when a site visitor browses to it.

With FrontPage, you can embed an audio file and set properties to play when site visitors open the page. You can set the properties to play the sound file continuously, or to play it a specified number of times. Another way to add sound to your Web page is to provide a hyperlink to the audio file from your page and let site visitors decide if they want to play the sound. When site visitors click that link, the appropriate audio player opens and plays the sound file.

You can add many types of audio file to your Web page, including the following:

- Wave files (*.wav)
- Midi sequencer files (*.mid)
- RealAudio files (*.ram; *.ra)
- AIFF sound files (*.aif; *.aifc; *.aiff)
- AU sound files (*.au; *.snd)
- Moving Picture Experts Group (*.mpeg), MPEG Audio-Layer 3 files (*.mp3)
- Microsoft Active Streaming files (.*asf)

Add a sound

1. In **Page** view, at the bottom of the document window, click **Design** ⬚.
2. Right-click the page, and then click **Page Properties** on the shortcut menu.
3. On the **General** tab, under **Background sound**, locate and click the sound file you want, and then click **Open**.
4. Do one of the following:
   - To play the sound continuously, select the **Forever** check box.
   - To play the sound a fixed number of times, clear the **Forever** check box, and then select or type the number of times you want the sound to play in the **Loop** box.

Note This feature is not supported by all Web browsers.

Delete a sound

1. In **Page** view, at the bottom of the document window, click **Design** 🖻.
2. Right-click the page, and then click **Page Properties** on the shortcut menu.
3. On the **General** tab, under **Background sound**, delete the text in the **Location** box.

About adding video

You can make your Web site more dynamic by adding video to it. By using Microsoft FrontPage, you can embed a video directly in a Web page so that it downloads automatically when a site visitor opens the page. You can also add a link in your Web page to the location of a video file. This enables site visitors to decide whether or not they want to download it. You can also use FrontPage to set options for video playback. For example, you can play the video once when the site visitor first opens the page, loop the video and play it continuously, or only play the video when a site visitor rests the pointer over a link.

Before you add a video, you should consider the issue of bandwidth. It is considered good practice to inform your site visitors of the size of a video file. Additionally, when you add video to a Web page, make sure the video is in a format that site visitors can play back with most video players.

Some of the most popular video file formats that you can embed or link to are:

- **Windows Video files (*.avi)** Audio and video files for use with Microsoft Windows Media Player.
- **Windows Media files (*.asf)** [Streaming](#) file format for use with Windows Media Player. This file format can also include audio, scripts, ActiveX controls, and HTML documents.
- **RealAudio files (*.ram; *.ra)** Streaming file format for use with RealNetworks RealAudio Player. Provides optimization for low- to medium-speed connections.
- **Moving Picture Experts Group (*.mpeg)** This family of standards is used for coding audio-visual information — movies, video, music in a digitally compressed format. MPEG files are generally much smaller than most video formats, but provide the same quality.
- **Apple QuickTime (*.mov; *.qt)**   QuickTime is technology that is built into the Apple Macintosh operating system and is used by most Macintosh applications that include video or animation. Microsoft Windows-based computers can also play files in QuickTime format, but they require a special QuickTime plug-in.

Add a video

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Position the insertion point where you want to insert a video.
3. On the **Insert** menu, point to **Picture**, and then click **Video**.
4. Locate and click the video file, and then click **Open**.

Notes

- To view the video, in **Page** view, at the bottom of the document window, click **Preview** .
- Some Web browsers do not support video.

Set playback options for a video

1. In **Page** view, at the bottom of the document window, click **Design** ⬚.
2. Right-click the video, and then click **Picture Properties** on the shortcut menu.
3. Do one or more of the following:
   - To play the video whenever the page loads, under **Repeat**, click **On file open**.
   - To play the video whenever a site visitor moves the pointer device over the video, under **Repeat**, click **On mouse over**.
   - To specify the number of times you want the video to play, under **Start**, type a number in the **Loop** box, or select the **Forever** check box for continuous play.
   - To set a delay between playbacks, under **Start**, type or select the delay time in the **Loop delay** box.

Note To view the video, in **Page** view, at the bottom of the document window, click **Preview** ⬚ .

Delete a video

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Click the video, and then press DELETE.

[Show All](#)

About creating a Web site

A Web site is a group of related Web pages that is hosted by an [HTTP](#) server on the World Wide Web. Most Web sites provide a home page to site visitors as a starting point. The home page is interconnected with other pages by using hyperlinks and a navigational structure.

You can create a Web site that is either disk-based or server-based. A disk-based Web site is one that is hosted on a local computer. A server-based Web site is hosted by a Web server, such as Microsoft Internet Information Server (IIS), or a virtual server network.

To help you create a Web site more quickly, you can use the Microsoft FrontPage [templates](#) and [wizards](#). When you use one of these tools, FrontPage does most of the structural work for you, leaving you free to concentrate on the content of the site. You can use templates and wizards to help you create anything from a bare bones Web page to a complex, multi-page, interactive Web site.

The basic steps for creating a FrontPage Web site, include the following:

1. Obtain a Web site hosting account or [URL](#) from a hosting service, such as an [Internet service provider (ISP)](#) or a [Web Presence Provider (WPP)](#).
2. Create your Web site structure using the templates and wizards.
3. Add your own personalized content.
4. Publish your Web site to the public on the World Wide Web.

With administrator permissions, a Web site hosting account, and connectivity to a server running Microsoft Windows SharePoint Services, you can create a SharePoint site and then customize it using Microsoft FrontPage.

A Web site can contain one or more subsites. A subsite is a Web site that is nested inside another Web site. A Web site that contains subsites is called a [top-level site](#). If you think of a Web site as a directory containing a set of folders, a subsite is a subfolder containing a stand-alone Web site.

Subsites have independent administration, authoring, and browsing permissions.

Therefore, you can display restricted information or information that is pertinent to only one group of site visitors on a subsite.

You can convert folders under a top-level Web site to subsites. Likewise, you can convert a subsite to a subfolder. However, many of the Web site settings can be lost during this process, including, but not limited to hyperlinks in navigation bars and tasks associated with these pages. These features are lost because the navigation structure and tasks are stored per Web site. Additionally, the larger the contents of the Web site, the longer it takes to convert the Web site to a subfolder or a subfolder to a Web site.

Create a Web site

1. On the **File** menu, click **New**.
2. In the **New** task pane, under **New Web site**, click the type of Web site that you want to create.
3. Click the Web site template that you want.
4. Locate and click the location where you want to publish your site, and then click **Open**.

   Notes

   - You can either publish your site to a local directory or folder on your hard disk or network, or publish it to the Internet where your account is located.
   - If you create a SharePoint site, you must publish it to a server running Microsoft SharePoint Services.

Create a subsite

Do one of the following:

[Convert an existing folder into a subsite](#)

1. In the **Folder List**, right-click the folder that you want to create a subsite in, point to **New**, and then click **Subsite**.
2. Click the Web site template that you want.
3. Under **Options**, select the **Add to current Web site** check box.

[Create a new subsite by using a template](#)

1. On the **File** menu, click **New**.
2. In the **New** task pane, under **New Web site**, click the type of Web site that you want to create.
3. Click the Web site template that you want.
4. Under **Options**, select the **Add to current Web site** check box.

Notes

- You can either publish your site to a local directory or folder on your hard disk or network, or publish it to the Internet where your account is located.
- If you create a SharePoint site, you must publish it to a server running Microsoft SharePoint Services.

Open a Web site

1. On the **File** menu, click **Open Site**.

2. In the **Look In** box, locate and click the Web site that you want to open.

3. Click **Open**.

Note If you already have a Web site open, each subsequent Web site will open in a new Microsoft FrontPage window.

Rename a Web site

1. On the **Tools** menu, click **Site Settings**.
2. Click the **General** tab.
3. In the **Web name** box, type a new name for the Web site.

Import a Web site, folder, or file

1. Open the Web site that you want to import a Web site, folder, or file into.
2. On the **File** menu, click **Import**.
3. Do one of the following:

   [Import a file from your local computer or network](#)

   1. Click **Add File**.
   2. Locate and click the file that you want to import, and then click **Open**.
   3. To import additional files, repeat steps 1 and 2.

   [Import a folder from your local computer or network](#)

   1. Click **Add folder**.
   2. Locate and click the folder that you want to import, and then click **Open**.

   [Import a Web site from a Web server](#)

   1. Click **From Site**.
   2. Click **HTTP**.
   3. Locate and click the starting page of the Web site that you want to import, and then click **Open**.

      The starting page can be any page in the Web site, not just the home page.

   4. To import a Web site that uses [Secure Sockets Layer (SSL)](#) for encrypted transactions, select the **Encrypted connection required (SSL)** check box.
   5. To finish importing a Web site, click **Next**, and then follow the instructions in the Import Web Site Wizard.

   Note If you import a disk-based Web site into another disk-based Web site, Microsoft FrontPage only adds the files and folders to the site. It does not

import the file or folder as a new [subsite](#).

About page banners

By using a page banner, you can quickly add titles to your Web pages. If you have applied a [theme](#) to the active page, page banners use the same styles and graphics as the theme. Otherwise, the page banner just displays text, which you can format.

Before you can use page banners, you must set up your Web site's navigation structure in **[Navigation](#)** view. A page banner is not visible on a page unless the page is included in the navigation structure. Page banners use the page titles from **Navigation** view; if you change this title for a page, its page banner label will also change.

After you add a page banner to a page, you can change the text that is displayed on it, and you can specify whether to display a graphic or just text. The page banner picture that is displayed is the banner that is associated with the theme for that particular page.

Delete a page banner

1. In **Page** view, at the bottom of the document window, click **Design** 🖻.
2. Click the page banner, and then press DELETE.

About page templates

A page template is a pre-designed page that can contain page settings, formatting, and page elements. Microsoft FrontPage provides several default page templates, or you can create your own, so that you can create pages for your Web site quickly and consistently. Templates are very useful in a multiple-author environment because they help authors create pages the same way. For example, if all your pages always have a company logo and description at the top of the page, you can create a template with those elements. You could then use your template when you create a new page, and the logo and description will automatically display on the page.

When you create a page template, a copy of the template is stored on the hard drive of every Web site author who opens that Web site.

If you work in a multiple authoring environment, you can create your own custom templates and share them with other authors working on the same Web site. Anyone who opens the Web site can then create new pages based on your shared templates, which are listed along with the default templates. For example, you might want all of the pages in a Web site to link to a specific cascading style sheet. You could create a template containing a link to the style sheet, and then share that template with anyone working on the Web site. Instead of adding style sheet links manually to new pages, you can create new pages that already contain the links just by using the shared template.

Create a Web page template

Some of the content in this topic may not be applicable to some languages.

1. On the **File** menu, click **New**.
2. In the **New** task pane, under **New page**, do one of the following:
    - To create a Web page [template](#) from a blank page, click **Blank page**.
    - To create a Web page template from an existing page, click **From existing page**, locate and click the file for the page, and then click **Create new**.
    - To create a Web page template by changing an existing template, click **More page templates**, click the tab containing the template you want, and then double-click the template.
3. Change the page to include the settings and elements that you want in the template.
4. On the **File** menu, click **Save As**.
5. In the **Save as type** list, click **FrontPage Template**.

About Dynamic Web Templates

By using Dynamic Web Templates, you can create HTML pages that share the same layout. In addition to providing a shared layout, you can make some regions in a template available for editing while preventing changes to other regions in that template. This means that you can allow others to add and edit content, yet still preserve the layout of the pages and the template itself.

You can use any number of Dynamic Web Templates in a Web site and you can attach a Dynamic Web Template to as many pages as you like. You can also save Dynamic Web Template (.dwt) files to any location. If you choose to detach a Dynamic Web Template from one or more pages in a site, you do not remove the content from those pages. You remove only the formatting provided by the template.

In earlier versions of Microsoft FrontPage, you might have used shared borders to create a region on a Web page that was common to one or more pages in a Web site. You can now use Dynamic Web Templates instead. Unlike shared borders, pages that are attached to Dynamic Web Templates share an entire layout, and they offer much more control over which parts of your pages are available for editing.

Add editable regions to a Dynamic Web Template

1. Open the Dynamic Web Template (.dwt) file.
2. In **Page** view, at the bottom of the document window, click **Design** .
3. Select only the areas in the template where you want to allow other Web authors to edit the attached Web page(s).
4. Right-click a selection, and then click **Manage Editable Regions**.
5. In the **Region name** box, type a name for the editable region. For example: Header, Body, or Footer.
6. Click **Add**.
7. Repeat steps 2 through 6 for each new editable region you want to add, and then click **Close**.

Attach a Dynamic Web Template

Do one of the following:

[Attach a Dynamic Web Template](#)

1. Open the Web page you want to attach a Dynamic Web Template to.

   To attach the Dynamic Web Template to more than one page, select the pages you want.

   [How?](#)

   - In the **Folder List**, hold down CTRL and click each page you want.

     If the **Folder List** is hidden, click **Folder List** on the **View** menu.

2. On the **Format** menu, point to **Dynamic Web Template**, and then click **Attach Dynamic Web Template**.
3. Locate and click the Dynamic Web Template you want to attach, and then click **Open**.

   If the body of a selected Web page contains content, the **Choose Editable Regions for Content** dialog box appears. The dialog box displays the default settings for mapping content from the body of the Web page to editable regions specified by the Dynamic Web Template. The **Old** column lists content in the body of the Web page. The **New** column lists editable regions specified by the template.

   In the **Choose Editable Regions for Content** dialog box, do one of the following:

   - To move all of the content in the body of the Web page to the default editable region, click **OK**. If the default editable region contains content, that content is replaced with the content in the Web page.
   - To move all of the content in the body of the Web page to a specific editable region, click **(Body)**, and then click **Modify**. In the **New**

Region list, click the editable region you want to move the content to. If you click **(none)**, the content is removed from the Web page.

- To maintain all of the content and structure of the Web page, click **Skip Current Page**. The template is not attached to the page.

[Attach a different Dynamic Web Template](#)

1. Open the Web page you want to attach a different Dynamic Web Template to.

   To attach the Dynamic Web Template to more than one page, select the pages you want.

   [How?](#)

   - In the **Folder List**, hold down CTRL and click each page you want.

     If the **Folder List** is hidden, click **Folder List** on the **View** menu.

2. On the **Format** menu, point to **Dynamic Web Template**, and then click **Attach Dynamic Web Template**.
3. Locate and click the Dynamic Web Template you want to attach, and then click **Open**.

   If the selected Web page contains editable regions specified by the Dynamic Web Template previously attached to it, the **Choose Editable Regions for Content** dialog box appears. The dialog box displays the default settings for mapping content from the editable regions specified by the previous template to editable regions specified by the new template. The **Old** column lists editable regions specified by the previous template. The **New** column lists editable regions specified by the new template.

   In the **Choose Editable Regions for Content** dialog box, do one of the following:

   - To move all of the content in the body of the Web page to the default editable region, click **OK**. If the default editable region contains content, that content is replaced with the content in the page.
   - To move content from an editable region specified by the previous

template to a specific editable region specified by the new template, click the region in the **Old** column, and then click **Modify**. In the **New Region** list, click the editable region you want to move the content to. If the editable region in the new template contains content, that content is replaced with the content in the page.

- To maintain all of the content and structure of the Web page, click **Skip Current Page**. The template is not attached to the page.

Create a Dynamic Web Template

1. Create or open an HTML document.
2. On the **File** menu, click **Save As**.
3. In the **Save as type** list, click **Dynamic Web Template**, and then click **Save**.
4. Create the basic contents and structure of the template in the *.dwt file, and then click **Save**.

Detach files from a Dynamic Web Template

1. In the **Folder** List, select the file(s) that you want to detach from the Dynamic Web Template.

   To select multiple files, press CTRL and hold, and then click the files that you want to detach.

2. On the **Format** menu, point to **Dynamic Web Template**, and then click **Detach from Dynamic Web Template**.

Manually update attached Web pages

Important   If there is a conflict among the Dynamic Web Template and attached pages, when you attempt to update the attached pages, Microsoft FrontPage will prompt you to resolve the conflict.

[Update Web pages from within the attached Dynamic Web Template](#)

- With the Dynamic Web Template open, on the **Format** menu, point to **Dynamic Web Template**, and then click one of the following:
    - **Update All Pages**
    - **Update Attached Pages**

[Update a selected page in the Folder List](#)

1. In the **Folder List**, click the page that you want to update.
2. On the **Format** menu, point to **Dynamic Web Template**, and then click **Update Selected Page**.

Open a Dynamic Web Template from within an attached page

- In the **Folder List**, double-click the Dynamic Web Template file (with the .dwt file name extension) that you want.

Rename or Remove the editable regions of a Dynamic Web Template

1. Open the Dynamic Web Template (*.dwt) file.
2. In the document window, right-click the editable region that you want to rename or remove, and then click **Manage Editable Regions**.

   You can identify editable regions by the boxed areas on the page that include a tab containing the name of each region.

3. [Rename an editable region](#)

   - In the **Region name** box, type the new name, click **Rename**, and then click **Close**.

   [Remove an editable region](#)

   - Click **Remove**, and then click **Close**.
4. On the **File** menu, click **Save**.
5. Click **Yes**.

Note If the Dynamic Web Template that you edited hosts attached files, Microsoft FrontPage will prompt you to update those files.

Edit a shared border

This procedure applies to shared borders that you created by using an earlier version of Microsoft FrontPage.

1. Open a page that uses the shared border you want to edit.
2. In **Page** view, at the bottom of the document window, click **Design** .
3. Click inside the shared border region, which is outlined with a dashed line.

   When you click the area, the outline changes to a solid line.

4. Make your changes to the content inside the shared border region. For example, type or delete text, or add a picture.
5. Click **Save** . Your changes will appear on all pages that share the border.

About authoring modes

Authoring modes enable you to turn support on or off for groups of features or for one feature at a time.

By using authoring modes in Microsoft FrontPage, you can design your Web pages for compatibility with specific browsers and technologies, as well as control the types of code that are added to your pages.

By designing your pages for browser compatibility, you can help ensure that your site visitors have a better experience browsing your Web site. By having control over the types of code that FrontPage adds to your pages, you can edit your pages more easily in **Code** view.

When you choose an authoring mode, the authoring mode appears in the lower right portion of the status bar. It is important to note the authoring mode you are using, because some FrontPage features are unavailable in specific authoring modes.

Note If you choose a specific authoring mode, menu commands that are not supported will be unavailable as long as you are in that authoring mode.

About optimizing code

By using the code optimization settings in Microsoft FrontPage, you can reduce the amount of non-standard HTML or other code in your Web pages. This can make it easier to edit pages in **Code** view. It can also help you reduce the file sizes of your pages and help site visitors open your pages more quickly.

You can optimize your code when you author your pages, when you publish them to your Web site, or both. If you choose to optimize your code when authoring your Web pages, FrontPage removes specific types of code from those pages when you edit them. For example, if you open a Web page you created by using Microsoft Word, FrontPage removes Word-specific code from that page.

If you choose to optimize your code when publishing your Web pages, FrontPage removes specific types of code from those pages only when you publish them to your remote Web site. It maintains that code in the pages on the local site. This means that you can continue to see the code when you're editing the pages in the local site, but you and your site visitors cannot see the code in copies of the pages on the remote site.

You can enable FrontPage to remove these types of code:

- Style information generated by Microsoft Word
- Vector Markup Language (VML) graphics generated by the Microsoft Office Drawing Tools
- Meta tags added by other programs, including **Generator** and **ProgID** tags
- Cell formatting attributes
- Tracing image attributes
- Comments for scripts, Dynamic Web Templates, or HTML
- HTML tags that do not contain content
- HTML leading white space or all HTML white space

In addition, you can enable FrontPage to merge tags applied to adjacent page elements. For example, if you encounter side-by-side **** tags in code, such as **Example 1**, you can have FrontPage remove the redundant adjacent tags, resulting in the cleaner code **Example 1**.

Some code optimization settings are designed specifically for authoring Web pages, while others are designed specifically for publishing pages. Therefore, some settings may not be available for both authoring and publishing pages.

Specify authoring mode settings

1. On the **Tools** menu, click **Page Options**, and then click the **Authoring** tab.
2. In the **FrontPage and SharePoint technologies** list, select the authoring mode you want.

Note When you turn on support for author-time Web components, support for link bars and shared borders is not automatically turned on as well. To turn support on or off for link bars or shared borders, select or clear the **Navigation** or **Shared Borders** check box.

Turn settings on or off for optimizing HTML

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. On the **Tools** menu, click **Optimize HTML**.
3. Select the settings that you want.

Note If you select the **All HTML comments** check box or the **Dynamic Web Templates comments** check box, Microsoft FrontPage removes any dynamic Web template code for that page when you optimize HTML. Therefore, any content the page shares with the dynamic Web template will no longer be visible to site visitors.

Turn settings on or off for optimizing published HTML

Before you can optimize HTML when publishing a page, you must set up a remote Web site.

1. In **Remote Web Site** view, on the **Web Site** tab, click **Optimize Published HTML**.

2. On the **Optimize HTML** tab, select **When publishing, optimize HTML by removing the following elements**.
3. Select the settings that you want.

Notes

- Microsoft FrontPage does not apply these settings to Web pages that you have already published to your Web site. To apply the settings to a page, publish that page to your site.
- You can optimize HTML when you publish from the local Web site to the remote site, but not from the remote site to the local site.
- If you select the **All HTML comments** check box or the **Dynamic Web Templates comments** check box, FrontPage removes any dynamic Web template code for that page when you optimize HTML. Therefore, any content the page shares with the dynamic Web template will no longer be visible to site visitors.

Turn support for frames on or off

1. On the **Tools** menu, click **Page Options**, and then click the **Authoring** tab.
2. To turn support for [frames](#) on or off, select or clear the **Frames** check box.

Turn support on or off for features that require FrontPage Server Extensions

If your Web site is located on a server running FrontPage Server Extensions from Microsoft, you can turn support on or off for features that are compatible with your Web server:

1. On the **Tools** menu, click **Page Options**, and then click the **Authoring** tab.

2. Select or clear the **Browse-time Web Components** check box.

Turn support for VML graphics on or off

1. On the **Tools** menu, click **Page Options**, and then click the **Authoring** tab.
2. To turn support for [Vector Markup Language (VML)](#) on or off, select or clear the **VML graphics (Office drawing)** check box.

Note When you turn on support for VML graphics, support for downlevel image files— graphic formats that are compatible with browsers that do not support VML— is automatically turned on as well. To turn support for downlevel image files on or off, select or clear the **Downlevel image file** check box.

Turn support for Active Server Pages on or off

1. On the **Tools** menu, click **Page Options**, and then click the **Authoring** tab.
2. Select or clear the **Active Server Pages** check box.

Note If you turn off support for Active Server Pages, some menu commands may be unavailable, and you may be unable to edit some Web pages.

Turn support for ActiveX controls on or off

1. On the **Tools** menu, click **Page Options**, and then click the **Authoring** tab.
2. To turn support for [ActiveX controls](#) on or off, select or clear the **ActiveX controls** check box.

Note If you specify browser compatibility settings that favor Netscape Navigator, ActiveX controls are disabled by default. If you override the default and enable ActiveX controls, your Web site might not be displayed properly, or it might contain errors.

Turn support for Java applets on or off

1. On the **Tools** menu, click **Page Options**, and then click the **Authoring** tab.
2. To turn support for [Java applets](#) on or off, select or clear the **Java applets** check box.

Turn support for scripts on or off

1. On the **Tools** menu, click **Page Options**, and then click the **Authoring** tab.
2. Do one of the following:
   - To turn support for [Microsoft Visual Basic Scripting Edition (VBScript)](#) on or off, select or clear the **VBScript** check box.
   - To turn support on or off for ECMAScript as defined by the specification of the European Computer Manufacturers Association, such as [JScript](#) or [JavaScript](#), select or clear the **JavaScript/JScript** check box.

Note If you specify in the **Browsers** list that your Web site should be compatible with **Netscape Navigator only** (and select any browser version), or **Both Internet Explorer and Navigator**, support for VBScript is turned off by default. If you select VBScript anyway, your site visitors might encounter script errors.

Turn support for program-specific meta tags on or off

1. On the **Tools** menu, click **Page Options**, and then click the **Authoring** tab.
2. Select or clear the **Generator and ProgID tags** check box.

Turn support for shared borders on or off

1. On the **Tools** menu, click **Page Options**, and then click the **Authoring** tab.
2. To turn support for [shared borders](#) on or off, select or clear the **Shared Borders** check box.

About hyperlinks

A hyperlink is a link from one Web page or file to another, including a picture or multimedia file, or to an e-mail address or program. When a site visitor clicks the hyperlink, the destination is displayed in a Web browser, opened, or ran, depending on the type of the destination.

For example, a hyperlink to a page displays the page in the Web browser, and a hyperlink to an Audio Video Interleave (AVI) file opens the file in a media player.

Ways to use hyperlinks

- To navigate to a file or Web page on a network, intranet, or Internet

- To navigate to a file or Web page that you plan to create in the future
- To designate a picture as a hyperlink to a destination

- To send an e-mail message

- To start a file transfer, such as downloading a file or sending a file by FTP
- To go to a bookmark

After you create a hyperlink, follow it to verify that it goes to the destination page, file, e-mail address, program, or bookmark you intended. When a site visitor points to text or a picture that contains a hyperlink, the pointer depicts a hand ☜, indicating that the user can click the item. Microsoft FrontPage follows hyperlinks and displays them in different ways depending on the destination:

- **The destination is a Web page**   FrontPage opens the page for editing in **Page** view.
- **The destination is a bookmark**   FrontPage opens the page and scrolls down to the bookmark.
- **The destination is a file**   FrontPage opens the file in its associate editor. For example, FrontPage opens a text file in Notepad.
- **The destination is not in the current Web site**   FrontPage opens a copy of the destination Web page or file.

[How URLs work](#)

When you create a hyperlink, its destination is encoded as a Uniform Resource Locator (URL) .

A URL is an address that specifies a protocol (such as HTTP or FTP), and it contains a [Web server](#) or network location, path, and file name, as shown in the following table:

Example	Description
http://	Protocol
www.example.com	Web server
office/productinfo/	Path
default.htm	File name

Absolute and relative URLS

- An absolute URL contains a full address, including the protocol, the Web server, the path, and the file name.
- A relative URL has one or more missing parts of the address. The missing information is taken from the page that contains the URL. For example, if the protocol and Web server are missing, the Web browser uses the protocol and domain of the current page.

It is common for pages in a Web site to use relative URLs that contain only a partial path and file name. If the files are moved to another server, any hyperlinks will continue to work as long as the relative positions of the pages remain unchanged. For example, a hyperlink on Products.htm points to a page named Apple.htm in a folder named Food; if both pages are moved to a folder named Food on a different server, the URL in the hyperlink will still be correct.

[Using text or pictures as hyperlinks](#)

You can create a hyperlink to be text or a picture.

A text hyperlink is a word or phrase that you assign a destination [URL](#).

A picture hyperlink is a picture that you assign a destination URL in one of two ways:

- You can allocate the entire picture to be a default hyperlink. In this case, the site visitor can click any part of the picture to display its destination. For example, a button is a picture with a default hyperlink.
- You can assign the picture to one or more hotspots, which are hyperlink regions on the picture. A picture that contains hotspots is called an image map. For example, an image map can be a picture that represents different parts of a Web site (such as the home page, a catalog page, and so on). The site visitor clicks a certain area of the image map to display the corresponding page.

[How hyperlinks are displayed](#)

Web browsers usually underline text hyperlinks and display them in a different color. For example, [this is how a hyperlink might look.](#)

Hyperlinks on a picture are not always visible. However, a site visitor can tell that a picture has a hyperlink by positioning the mouse pointer over it. The mouse pointer changes appearance, usually to a pointing hand 🖑. For example, position your mouse pointer over the following button:

To emphasize a hyperlink even more, you can also add [Dynamic HTML (DHTML)](#) effects or animation to hyperlinks, as shown in the following illustration:

A hyperlink should also provide a visual cue about where it leads; for example, you could use the hyperlinks below to lead to a Web site's home page:

[Home Page](#)

[Setting colors for hyperlinks](#)

You can choose the colors that a Web browser will use for displaying hyperlinks. If you use standard HTML attributes, you can select three colors to use for a

hyperlink, depending on its status:

Hyperlink   A hyperlink that has not been selected

Active hyperlink   A hyperlink that is currently selected

Visited hyperlink   A hyperlink that has already been followed

Note If you use [Cascading Style Sheets (CSS)](), you can also control the color the hyperlink shows when the site visitor rests the pointer over it. CSS can also add other attributes to your hyperlinks. See the FrontPage Styles topics for more information.

[Using bookmarks]()

A bookmark is a location or selected text on a page that you have marked.

You can use bookmarks as a destination for a hyperlink. For example, if you want to display a certain section of a page to the site visitor, add 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.

You can also use one or more bookmarks to find locations on a page. For example, add a bookmark to each main heading on a page. When you are editing the page, you can quickly find each section by going to the corresponding bookmark.

If you bookmark a location (rather than text), the bookmark is indicated in FrontPage by . If you bookmark text, the text displays with a dashed underline.

[Managing hyperlinks]()

Renaming and moving files in your Web site

When you rename a file in your Web site, Microsoft FrontPage checks to see whether there are any hyperlinks to the file. If there are, FrontPage updates the hyperlinks with the new file name. When you move a file in your Web site (for example, to a folder or subfolder), FrontPage automatically updates any hyperlinks to that file with its new location.

Testing and repairing broken hyperlinks

Before you publish a Web site, you should always test all hyperlinks. If your Web site contains a broken hyperlink (one that has an invalid destination [URL](URL)), when the site visitor clicks the hyperlink the Web browser displays an error message. The cause might be as simple as a mistyped URL or a URL that points to a page that you deleted from your Web site. If the destination is another page on the World Wide Web, the page might have been moved or deleted.

Create a hyperlink

- In **Page** view, at the bottom of the document window, click **Design** ▣, and then do one of the following:

[Create a hyperlink to an existing page or file](#)

1. Select the text or the picture that you want to use as the hyperlink.

   If you do not select text or a picture, the destination [URL](#) is displayed as the hyperlink text.

2. On the **Standard** toolbar, click **Insert Hyperlink** ⬚ .
3. Under **Link to**, click **Existing File or Web Page**.
4. Select the page or file you want to use as a destination.

[Create a hyperlink to a new page](#)

1. Select the text or the picture that you want to use as the hyperlink.

   If you do not select text or a picture, the destination [URL](#) is displayed as the hyperlink text.

2. On the **Standard** toolbar, click **Insert Hyperlink** ⬚ .
3. Under **Link to**, click **Create New Document**.

4. In the **Name of new document** box, type the name of the file you want to create and link to.

   If you want to create a document in a different location, under **Full Path**, click **Change**, browse to the location where you want to create the file, and then click **OK**.

5. Under **When to edit**, specify whether you want to edit the file now or later.

[Create a hyperlink to a page or file on the World Wide Web](#)

1. Select the text or the picture that you want to use as the hyperlink.

   If you do not select text or a picture, the destination [URL](#) is displayed as the hyperlink text.

2. On the **Standard** toolbar, click **Insert Hyperlink** [   ] .
3. Under **Link to**, click **Existing File or Web Page**, and then click **Browse the Web** 🔍.
4. In your Web browser, browse to the page that you want to link to, and then press ALT+TAB to switch back to Microsoft FrontPage. The location of the page you visited is displayed in the **Address** box.

[Create a hyperlink to an e-mail address](#)

1. Select the text or the picture that you want to use as the hyperlink.

   If you do not select text or a picture, the destination [URL](#) is displayed as the hyperlink text.

2. On the **Standard** toolbar, click **Insert Hyperlink** [   ] .
3. Under **Link to**, click **E-mail Address**.
4. Type the e-mail address you want in the **E-mail address** box, or select an e-mail address in the **Recently used e-mail addresses** box.
5. In the **Subject** box, type the subject of the e-mail message.

   Note Some Web browsers and e-mail programs may not recognize the subject line.

[Create a hyperlink to a bookmark](#)

1. Select the text or the picture that you want to use as the hyperlink.

   If you do not select text or a picture, the destination [URL](#) is displayed as the hyperlink text.

2. On the **Standard** toolbar, click **Insert Hyperlink** [   ] .
3. Under **Link to**, click **Existing File or Web Page**.
4. Select the page that contains the [bookmark](#), and then click **Bookmark**.

5. Under **Select an existing place in the document**, click the bookmark you want to use as the destination, and then click **OK**.

Edit a hyperlink

[Change the text of a hyperlink](#)

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. Select the hyperlink text, and type the new text.

[Change the destination of a hyperlink](#)

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. Right-click the hyperlink, and click **Hyperlink Properties** on the shortcut menu.
3. In the **Address** box, enter the hyperlink destination you want.

[Change the target frame](#)

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. Select the text or picture that you are using as a hyperlink, and then click **Insert Hyperlink** 🌐.
3. In the **Edit Hyperlink** dialog box, click **Target Frame**, and then do one of the following:

   [Choose a target frame within your frames page](#)

   - In the **Target Frame** dialog box, the **Current frames page** area shows a map of your frames page. Click in the frame you would like to set as the target frame.

   [Choose a target frame either within your frames page or outside of it](#)

   - In the **Target Frame** dialog box, the **Common targets** area gives you several target frame options. Click one of the options to select a target frame.

Add font effects to a hyperlink

You can add effects to hyperlinks so that when a site visitor positions the pointer over the hyperlink, its font changes. For example, you can set the hyperlink to change to a larger, bold, red font. However, when you set font effects, you set them for all hyperlinks on the page, rather than for individual hyperlinks.

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Right-click the page, click **Page Properties** on the shortcut menu, and then click the **Advanced** tab.
3. Under **Styles**, select the **Enable hyperlink rollover effects** check box.
4. Click **Rollover Style**.
5. Set the rollover properties for hyperlinks on the current page.

Notes

- You cannot add effects to a hyperlink if the page uses a theme.
- Hyperlink rollover styles use Dynamic HTML (DHTML), so some Web browsers may not support this feature.

Set hyperlink colors

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. Right-click the page, and then click **Page Properties** on the shortcut menu.
3. Click the **Formatting** tab.
4. Under **Colors**, in the **Hyperlink**, **Visited hyperlink**, and **Active hyperlink** boxes, select the colors you want to use.

Note   If the page uses a theme, some of these settings may not be available.

Set the ScreenTip for a hyperlink

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. Select the hyperlink, and then click **Insert Hyperlink** 🌐.
3. Click **ScreenTip**.
4. Type the text you want to appear when a site visitor rests the mouse pointer over the hyperlink, and click **OK**.

Remove a hyperlink

- In **Page** view, at the bottom of the document window, click **Design** ⊡, and do one of the following:

[Delete the hyperlink completely, including the hyperlink text](#)

  - Select the hyperlink and press DELETE.

[Preserve the hyperlink text but delete the hyperlink associated with it](#)

1. Select the hyperlink and click **Insert Hyperlink** [   ].
2. Click **Remove Link**.

Create a bookmark on a Web page

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. Select the text to which you want to assign a [bookmark](#).
3. On the **Insert** menu, click **Bookmark**.
4. Under **Bookmark name**, type or select the name of the bookmark (spaces are allowed).

Note If you bookmark a location (rather than text), the bookmark is indicated in FrontPage by ⚐. If you bookmark text, the text displays with a dashed underline.

Go to a bookmark on a Web page

1. In **Page** view, at the bottom of the document window, click **Design** 🖻.
2. On the **Insert** menu, click **Bookmark**.
3. In the **Other bookmarks on this page** box, click the [bookmark](#) you want to find.
4. Click **Goto**.

Add a temporary bookmark to code

1. In **Page** view, at the bottom of the document window, click **Code** ▣.
2. Place the insertion point where you want to insert the temporary bookmark.
3. Press CTRL+F2.

[Tip](#)

When working with a Web page that contains several temporary bookmarks, press F2 to jump ahead to the next temporary bookmark, or press SHIFT+F2 to jump back to the previous temporary bookmark.

Remove a bookmark

1. In **Page** view, at the bottom of the document window, click **Design** .
2. On the **Insert** menu, click **Bookmark**.
3. In the **Other bookmarks on this page** box, click the bookmark you want to delete.
4. Click **Goto**.
5. Click **Clear**.

Troubleshoot hyperlinks

[My hyperlink goes to a wrong destination.](#)

This can be caused by one of following:

- **The destination may have been entered incorrectly**   Make sure the hyperlink destination is correct.
- **The original destination may have moved to a different location**   Use your Internet browser to locate the destination to ensure that it still exists.

[Nothing happens when I click a hyperlink.](#)

This can happen when the text you believe is a hyperlink only looks like a hyperlink. To make sure the text is a hyperlink, do the following:

1. Select the text, and then click **Insert Hyperlink** .
2. In the **Address** box, confirm that there is a valid URL.

[When I click a hyperlink, it returns a 404 error message.](#)

This can be caused by one of the following:

- **The destination may have moved or may no longer exist**   Verify that the file exists by viewing the destination file with your Internet Web browser (if the file is on the Internet), or with Microsoft Windows Explorer (if the file is on your hard drive or a network).
- **You may not have access to the destination**   If the destination file is on the Internet, make sure you have a connection to the Internet.
- **There may be a technical problem**   If you believe that the file you are linking to exists, and that you have permission to link to it, try deleting your temporary Internet files.

[How?](#)

1. Open Internet Explorer.

2. On the **Tools** menu, click **Internet Options**.
3. Under **Temporary Internet Files**, click **Delete Files**.

[When I click a hyperlink, it returns a 403 error message.](#)

You may be trying to link to a page or directory that does not have anonymous browsing permissions.

- If the destination is on a network, contact your network administrator to ensure that you have access to the destination file.

[My hyperlink goes to the wrong frame.](#)

This is often caused by incorrectly setting up the [target frame](#) for your hyperlink. To change the target frame, do the following:

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. Click the hyperlink, and then click **Insert Hyperlink** 🔗.
3. In the **Insert Hyperlink** dialog box, click **Target Frame** and then do one of the following:

   [Choose a target frame within your frames page](#)

   - In the **Target Frame** dialog box, the **Current frames page** area shows a map of your frames page. Click the frame you would like to set as the target frame.

   [Choose a target frame outside your frames page (in a new window)](#)

   - In the **Target Frame** dialog box, under **Common targets**, click **New Window**.

[My screen tip doesn't appear when I hover on my hyperlink.](#)

Microsoft FrontPage uses the title attribute to specify the screen tip for a hyperlink. Some Web browsers do not support the title attribute.

About creating a navigation structure

When you design your Web site, one of the most important considerations is providing a logical navigation structure, allowing site visitors to find the content they want quickly and easily. You want to ensure that site visitors always know where they are in the site, and provide them with the proper context for the content they are reading.

Microsoft FrontPage includes the following methods to help you add a navigation structure to your Web site:

[Link bars](#)

A link bar is a set of hyperlinks that enable site visitors to navigate to the pages in your Web site. You place link bars in a prominent and consistent location on each page, and they act as a map to the pages you designate. You can create link bars with either graphic or text hyperlinks.

When you create your Web site, you can either create link bars that you specify the links for, or add a link bar that is based on the navigation structure of your site. FrontPage maintains the link bars you create; if you move or add a page, FrontPage updates the link bar accordingly.

You can format your link bars in the following ways:

- You can place link bars horizontally or vertically on a page.
- You can add more than one link bar to each page, for example to navigate to different page levels.
- You can change the style of a link bar that uses buttons instead of text.

The types of link bars that you can add to your Web site include the following:

[Link bars based on a navigation structure](#)

After you have designed your Web site and determined a hierarchical and logical flow for the content, you can add a link bar based on that navigation structure. The structure determines which hyperlinks you will assign to the link bar, and

the node labels determine the labels for those hyperlinks.

The following example shows the structure of a Web site in **Navigation** view and an explanation of the relationships among the pages in the site:

Home page   The first page that is added to a navigation structure is typically named Default.htm or Index.htm, and is indicated by the home page icon

. In the preceding example, **Home** is the home page.

Global level pages   These pages are at the same level as — but do not include — the home page. In the preceding example, the global level page is **Contacts**.

Parent level pages   These pages are located directly above another page or pages, including pages that are directly connected to the parent level page on the same level (with the exception of the Home page). In the preceding example, the parent level page for **What's New** is **Home**.

Child level pages   One or more pages that are located directly below a parent level page. In the preceding example, **Home** has three child level pages (**What's New**, **Products**, and **Services**), **Contacts** has one child level page (**Jobs**), and **Products** has two child level pages (**Search** and **Ordering**).

Same level pages   Pages that are on the same level in the hierarchical structure and share the same parent level page. In the preceding example, **What's New**, **Products**, and **Services** are same level pages; **Search** and **Ordering** are also same level pages.

Back and next pages   In the preceding example, if you add a link bar that includes back and next links to the **Products** page, the next link directs the site visitor to **Services** and the back link directs the site visitor to **What's New**.

When you add a link bar that includes back and next links, FrontPage relies on the navigation structure of the Web site to automatically set up those links. You can add hyperlinks to the home page and to the parent level page of the active page by using the link bar properties dialog box. Additionally, in **Navigation** view, you can create links to external Web pages.

[Custom link bars](#)

When you add a custom link bar, you can link to any of the pages within your Web site, as well as to external pages. You can set the link bar up in any way that you want, you can add back and next links, and you can add and remove pages from it at any time.

[Table of contents](#)

You can configure FrontPage to automatically generate a table of contents based on the [categories](#) that you assign to your pages. For users of FrontPage client software that connect to servers running FrontPage Server Extensions or SharePoint Team Services v1.0 from Microsoft, you can configure FrontPage to automatically generate a table of contents based on the navigation structure of your Web site. While the actual links do not display in FrontPage, they do in the Web browser. This functionality is not available if you connect to a server that is running Microsoft Windows SharePoint Services.

When you create a site map, you select the categories that you want and create a Table of Contents, and this makes up the list of all the pages belonging to those categories. For example, if you sell appliances, your site map might have columns of hyperlinks for Large Appliances, Small Appliances, and Customer Service. You can create this kind of site map by using categories.

You can format your table of contents — for example, change the heading font size — and you can also set it so that FrontPage automatically recalculates the table of contents whenever you edit a page in your Web site.

[Site maps](#)

For a personal or small Web site, you can create a site map with a list of hyperlinks to all the Web site's pages, by using the Table of Contents Web component.

For a corporate presence or large Web site, a site map typically contains lists of hyperlinks to pages in different [subsites](#), [categories](#), or other groups organized under logical headings. For example, if you sell appliances, your site map might have columns of hyperlinks for Large Appliances, Small Appliances, and Customer Service. You can create this kind of site map by using categories.

1 Represents the categories that you have assigned to specific pages

2 Represents the pages that you have assigned to a certain category

Create a navigation structure

1. On the **View** menu, click **Navigation**, and do one or more of the following:

   [Add an existing page](#)

   - In the **Folder List**, click the page that you want, and then drag it to a location in the navigation structure.

     If the **Folder List** is hidden, on the **View** menu, click **Folder List**.

   [Add a new page under an existing page](#)

   - In the navigation structure, right-click the page, point to **New**, and then click **Page** on the shortcut menu.

   [Move a page](#)

   - In the navigation structure, drag the page to another location within the structure.

   [Remove a page](#)

   - In the navigation structure, right-click the page, and then click **Delete** on the shortcut menu.
2. To save your edits without switching views, right-click the document window background, and then click **Apply Changes** on the shortcut menu.

Customize Navigation view

If you create a navigation structure in **Navigation** view, you can customize how that structure is displayed.

To	Do This
Zoom in or out	Right-click the view background, point to **Zoom** on the shortcut menu, and then click the percentage that you want to zoom in or out.
Automatically size a large navigation structure to fit into the view	Right-click the view background, point to **Zoom** on the shortcut menu, and then click **Size to Fit**.
Change the orientation of how the structure is displayed	Right-click the view background, and then click **Portrait/Landscape** on the shortcut menu.
Expand all of the subtrees (the pages below a parent page) so that you can see the entire navigation structure	Right-click the view background, and then click **Expand All** on the shortcut menu.
Show or hide only the pages in a subtree	Right-click any page in the subtree, and then click **View Subtree Only** on the shortcut menu.

Add a link bar to a Web page

1. Open your Web site in **Page** view.
2. Place the insertion point where you want to add the link bar.
3. On the **Insert** menu, click **Navigation**.
4. In the **Component type** list, click **Link Bars**.
5. Do one of the following:

[Add a link bar with custom links](#)

1. In the **Choose a bar type** list, click **Bar with custom links**, and then click **Next**.
2. Click the link bar style that you want to use for this link bar.
3. Click **Next**.
4. Click the page orientation that you want, and then click **Finish**.
5. Do one of the following:

   [Add a new link bar](#)

   1. Click **Create new**.
   2. Type a name for the new link bar, and then click **OK**.
   3. Click **Add link**.
   4. In the **Text to display** box, type the text that you want to appear on the link bar, and then click **OK**.
   5. Locate and click the page that you want the custom link bar to link to.
   6. Repeat steps 3 through 5 for each link that you want to add to the link bar.
   7. To set the order for how you want site visitors to view the links on the link bar, click the **Move up** or **Move down** button.

   [Add an existing link bar](#)

   - Under **Choose existing**, click the name of the link bar that you want to use, and then click **OK**.

[Add a link bar with back and next links](#)

1. In the **Choose a bar type** list, click **Bar with back and next links**, and then click **Next**.
2. Click the link bar style that you want to use for this link bar.
3. Click **Next**.
4. Click the page orientation that you want, and then click **Finish**.
5. Do one of the following:

[Create a new link bar](#)

1. Click **Create new**.
2. Type a name for the new link bar, and then click **OK**.
3. Click **Add link**.
4. In the **Text to display** box, type the text (such as back or next) that you want to appear on the link bar.
5. Locate and click the page that you want to link to from the custom link bar, and then click **OK**.
6. Repeat steps 3 through 5 for each link that you want to add to the link bar.
7. To set the order for how you want site visitors to view the links on the link bar, click the **Move up** or **Move down** button.

Note Depending on where it is in the list, you can link to an external page by using the **Back** or **Next** link on the link bar. However, you cannot add the same link bar to a page that is not in the active Web site.

[Use an existing link bar](#)

○ In the **Choose existing** box, click the name of the link bar that you want to use, and then click **OK**.

[Add a link bar based on the navigation structure](#)

Note To add a link bar based on the navigation structure, you must have already created the navigation structure for your Web site in **Navigation** view.

1. In the **Choose a bar type** list, click **Bar based on navigation structure**, and then click **Next**.
2. Click the link bar style that you want to use for this link bar.
3. Click **Next**.

4. Click the page orientation that you want, and then click **Finish**.
5. Under **Hyperlinks to add to page**, click the hyperlink options for the link bar that you want to add, and then click **OK**.

[Tip](#)

When performing this procedure, consider the level of the page that you are adding the link bar to. For example, if you are adding a link bar to your home page, choose either **Child pages under Home** or **Child level** to link to the pages at a level beneath the home page.

Add a hyperlink to a link bar

Do one of the following:

[Add a hyperlink based on the navigation structure](#)

1. In **Navigation** view, right-click the page in the structure that you want to add a hyperlink to, and then click **Add Existing Page** on the shortcut menu.

2. Locate and click the file you want to link to, and then click **OK**.

3. To save the changes, right-click the background in **Navigation** view, and then click **Apply Changes** on the shortcut menu.

[Add a hyperlink to a custom link bar](#)

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Double-click the link bar.
3. Click **Add link**.
4. Locate and click the file you want to link to and then click **OK**.

Edit a link bar

Do one or both of the following:

[Edit a link on a link bar that is based on the navigation structure](#)

- Do one of the following:

    [Change hyperlink options](#)

    1. In **Page** view, at the bottom of the document window, click **Design** ⬚.
    2. Double-click the link bar.
    3. Under **Hyperlinks to add to page**, click the hyperlink options that you want to display, and then click **OK**.

        Note If you specify hyperlinks that are not in the navigation tree, a link bar will not be displayed on the page.

    [Exclude a page](#)

    1. In **Navigation** view, right-click the page that you want to exclude.
    2. Click **Included in Link Bars** on the shortcut menu.

    Note All child-level pages under the excluded page will also be excluded by default. If you do not want this setting to affect a child-level page, right-click the child-level page, and then click **Included in Link Bars** on the shortcut menu.

[Edit a link on a custom link bar or a link bar with back and next links](#)

1. In **Page** view, double-click the link bar.
2. Do one or more of the following:
    - To add more links to the link bar, click **Add link**.
    - To delete a link from a link bar, click the link, and then click **Remove link**.
    - To change the [URL](#) or the display text of a link, click **Modify link**.

- To change the order of the links on a link bar, in the **Links** list, click the link, and then click **Move up** or **Move down**.

  For link bars with back and next links, moving the links up or down affects how the links are ordered in relation to one another on the link bar.

Change the style of a link bar

Do one of the following:

[Change the format of a link bar that uses text](#)

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. Click the link bar.
3. On the **Format** menu, click **Font**, and then select the options you want.

[Change the format of a graphical link bar](#)

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. Double-click the link bar.
3. Click the **Style** tab.
4. Click the link bar style that you want to use for this link bar.

Change the label for hyperlinks in a link bar

Do one of the following:

[Change labels for a link bar with custom hyperlinks](#)

1. In **Navigation** view, right-click the page label that you want to change the display text for.
2. Click **Rename**.
3. Type the new display text on the page label, and then press ENTER.

[Change labels for a link bar with hyperlinks based on a navigation structure](#)

1. On the **Tools** menu, click **Site Settings**.
2. Click the **Navigation** Tab.
3. Type the label in the appropriate box.

Change the orientation of a link bar

1. In **Page** view, at the bottom of the document window, click **Design** ⊡.
2. Double-click the link bar.
3. Click the **Style** tab.
4. Under **Orientation and appearance**, click the orientation that you want.

Print the navigation structure

1. On the **View** menu, click **Navigation**.
2. On the **File** menu, click **Print**.
3. Set the printing options, such as the printer name and number of copies that you want, and then click **OK**.

Delete a link bar

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. Click the link bar, and then press DELETE.

Note If you delete a link bar from a [shared border](), the link bar will be deleted from all pages using that shared border.

Troubleshoot creating a navigation structure

[The back and next links do not link to the pages in my Web site in the order that I want.](#)

You can reset the order of the hyperlinks on either a link bar based on a navigation structure or a custom link bar. To change a link bar based on a navigation structure, switch to **Navigation** view, and then drag each yellow node to the location you want. To change a custom link bar, do the following:

1. Double-click the [link bar](#).
2. Click the hyperlink that you want to move.
3. Click **Move up** or **Move down**.
4. To reset the order of additional hyperlinks on the link bar, repeat steps 2 and 3.

[The links I added to a link bar are not rendering correctly.](#)

If you add link bars in a [shared border](#), you must add the pages in **Navigation** view to ensure that they are displayed correctly.

A link bar is relative to each page, therefore if you use a link bar inside a shared border, it might be useful when you view it from one page, but when you view the link bar from a different page, the hyperlinks may not map correctly. Since a link bar inside a shared border has the same settings for all pages using the shared border, you must be careful how you set up the link bar.

[FrontPage is not generating a table of contents based on the navigation structure of my Web site.](#)

You must be connected to a server running FrontPage Server Extensions from Microsoft or SharePoint Team Services v1.0 from Microsoft. This functionality is not available if you connect to a server that is running Microsoft Windows SharePoint Services.

Create a table of contents or site map

Do one of the following:

[Create a table of contents based on the navigation structure](#)

Important This functionality is not available if you connect to a server that is running Microsoft Windows SharePoint Services.

1. In **Page** view, place the insertion point where you want to create a table of contents.
2. On the **Insert** menu, click **Web Component**.
3. In the **Component type** list, click **Table of Contents**.
4. In the **Choose a table of contents** list, click **For This Web Site**, and then click **Finish**.
5. In the **Page URL for starting point of table** box, locate and click the page that you want to use as the starting point for the table of contents.

   The starting point determines which pages are leftmost in the table of contents. Pages pointed to by hyperlinks on the starting page will be indented one level in the table of contents.

6. In the **Heading font size** list, select the font size you want.

[Create a table of contents or site map based on categories](#)

1. Assign each page that you want to appear in your table of contents or site map to a category.

   [How?](#)

   1. In the **Folder List**, right-click the page that you want to assign to a category, and then click **Properties** on the shortcut menu.
   2. Click the **Workgroup** tab.
   3. In the **Available Categories** list, click the category that you want to assign the page to.

If you want to create a new category, click **Categories**, type the name of the new category, click **Add**, and then click **OK**.

4. To assign a page to more than one category, repeat steps 1 through 3 for each page.

2. In **Page** view, place the insertion point where you want to add the first category of pages in the table of contents or site map, type a heading, and then press ENTER.
3. On the **Insert** menu, click **Web Component**.
4. In the **Component type** list, click **Table of Contents**.
5. In the **Choose a table of contents** list, click **Based on Page Category**, and then click **Finish**.
6. In the **Choose categories to list files by** box, select the check box next to each page category of that you want to include in your table of contents or site map.
7. In the **Sort files by** box, do one of the following:
    ○ To sort the list alphabetically, select **Document title**.
    ○ To sort the list by file dates, select **Date last modified**.
8. Under **Include the following information**, do one or more of the following:
    ○ To include the file modification date, select the **Date the file was last modified** check box.
    ○ To include comments that have been added to each page in the list, select the **Comments added to the file** check box.
9. Repeat these steps for each additional page category that you want to include in your table of contents or site map.

Note To view the text on the links, on the **File** menu, point to **Preview in Browser**, and then click the Web browser that you want.

[Tip](#)

If you are creating a table of contents or site map on the same page as the starting point, the heading of the table of contents will be a hyperlink to the same page. For example, if you create a table of contents on the page Index.htm, and the starting point is Index.htm (the same page), the heading of the table will be a hyperlink to Index.htm. If you want to exclude such a circular hyperlink as the heading of a table of contents or site map, click **None** in the **Heading font size**

box.

About hit counters

A hit counter tallies and displays the number of times a page has been visited. You can add a hit counter to your home page so that you and site visitors can see how many times your Web site has been visited, as in the following example.

You are visitor: 12345

Microsoft FrontPage provides several styles of counters, but you can supply your own number graphics by creating a custom picture in GIF format. The picture must include the numbers zero (0) to nine (9), evenly spaced.

After you add a hit counter to a page, you can reset the counter to any number. For example, you test a Web site after you publish it to make sure that it is working properly, and then you find that the hit counter has been incremented by your own visits. You can reset the counter to zero to start it over.

Note You must publish your Web site to a Web server that has the FrontPage Server Extensions, SharePoint Team Services v1.0 from Microsoft, or Microsoft Windows SharePoint Services 2.0 installed. Ask your Web server administrator or Internet service provider (ISP) whether one of these technologies is installed on your Web server.

Add a hit counter

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. Place the insertion point where you want the [hit counter](#).
3. On the **Insert** menu, click **Web Component**.
4. Under **Component type**, click **Hit Counter**.
5. Do one of the following:

   [Choose an existing counter style](#)

   - Under **Choose a counter style**, double-click one of the of the counter styles.

   [Use a custom picture as a counter style](#)

   1. Under **Choose a counter style**, double-click any of the counter styles.
   2. In the **Hit Counter Properties** dialog box, select **Custom Picture**.
   3. Type the [relative location](#) of the [GIF](#) file.

      For example, if the GIF is located in your images folder, the relative path would be /images/yourgif.gif.

      Note The file must be in GIF format.

6. To set the counter to a specific number, select the **Reset counter to** box, and then type the number.
7. To display a fixed number of digits in the hit counter, select the **Fixed number of digits** box, and then type the number.

   For example, to display 005 rather than 5, select this option and type **3**.

Note To add a hit counter to your Web site, your site must be located on a Web server running Microsoft [FrontPage 2002 Server Extensions](#), SharePoint Team Services v1.0, or Microsoft Windows SharePoint Services. Ask your Web server administrator or [Internet service provider (ISP)](#) whether your server is running these technologies.

Reset a hit counter

1. In **Page** view, at the bottom of the document window, click **Design** 🖳.
2. Double-click the [hit counter](#).
3. Select the **Reset counter to** check box, and then type a number in the box.

Add a time stamp to a Web page

A time stamp will display either the time or the date, or both, that the page was created or last changed. For example, a time stamp lets site visitors know whether the information on your site has changed since their last visit.

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Place the insertion point where you want to add a time stamp.
3. On the **Insert** menu, click **Date and Time**.
4. Specify the type of time stamp to display.
5. Specify a format for the date and for the time.

Show or hide highlighting of dynamic elements

If you add a [Dynamic HTML (DHTML)](#) effect to a page element, you can show or hide a blue background and border for the effect in **Design** view.

- To show or hide the highlighting effect, on the **Dynamic HTML Effects** toolbar, click **Highlight DHTML Effects** ⬚.

  If the **DHTML Effects** toolbar is hidden, on the **View** menu, point to **Toolbars**, and then click **DHTML Effects**.

About Web components in FrontPage

By using Web Components in Microsoft FrontPage, you can add a wide variety of features to your Web site, ranging from hit counters that register the number of visitors to a page, to photo galleries that display a collection of graphics.

You can choose from two types of Web components: author-time components or browse-time components.

Author-time components are tools that can make it easier to create and design Web pages. They are available in FrontPage. If you want to add an author-time component to your site — such as a photo gallery or link bar — you do not need to install specific software or a specific server technology on the Web server that hosts your site.

Browse-time components are available on Web sites located on Web servers running FrontPage Server Extensions from Microsoft, SharePoint Team Services from Microsoft, or Microsoft Windows SharePoint Services.

Web components that may not be supported

You can insert many different Web components in Microsoft FrontPage by using the **Insert Web Component** dialog box. The dialog box provides options for the following items.

[Options in the **Insert Web Component** dialog box](#)

[Dynamic Effects](#)

Marquee   Makes text scroll horizontally across the screen.

Interactive Button   Inserts a graphical button that contains text. The button changes when a site visitor points to it.

[Web Search](#)

Current Web   Inserts a search form that searches the contents of the active Web site. This component requires FrontPage 2002 Server Extensions from Microsoft or SharePoint Team Services v1.0 from Microsoft.

Full-Text Search   Enables a full-text search of your Web site. This component requires Windows SharePoint Services. Full-text search must be enabled on the server.

[Spreadsheets and charts](#)

Office Spreadsheet   Displays data in an interactive spreadsheet.

Office Chart   Displays data in an interactive chart.

Office PivotTable   Displays data in an interactive [PivotTable list](#).

[Hit Counter](#)

Each Hit Counter option inserts a hit counter that tallies and displays the number of times the page has been visited. Choose from the following color combinations:

- Gold digits on black background
- Black digits on white background, comic style font
- Orange digits on black background
- Black digits on white background, block style font
- Green digits on black background

[Photo Gallery](#)

Horizontal Layout   Inserts a horizontal arrangement of photos.

Montage Layout   Inserts a montage layout of photos.

Slide Show   Inserts a slide show layout of photos.

Vertical Layout   Inserts a vertical arrangement of photos.

[Included Content](#)

Substitution   Inserts a component that shows the author, description, last changed date, or URL.

Page   Inserts a component that displays the contents of one page on another page.

Page Based on Schedule   Inserts a component that displays the contents of another page on the active page at specified times. This component requires FrontPage 2002 Server Extensions from Microsoft or SharePoint Team Services v1.0 from Microsoft.

Picture Based on Schedule   Inserts a component that displays a picture on the active page at specified times. This component requires FrontPage 2002 Server Extensions or SharePoint Team Services v1.0.

Page Banner   Inserts a page banner that is displayed as a graphical title based on the page theme or as text.

[Link Bars](#)

Bar with custom links   Inserts a bar of hyperlinks that point to pages within the active site or to external links. This component requires FrontPage 2002 Server Extensions from Microsoft, SharePoint Team Services v1.0 from Microsoft, or Microsoft Windows SharePoint Services.

Bar with back and next links   Inserts a bar of hyperlinks that point to a sequence of pages within the active site.

Bar based on navigation structure   Inserts a link bar or a back and next link bar based on the navigation structure of the site.

[Table of Contents](#)

For This Web Site   Inserts a table of contents for the active Web site. This component requires FrontPage 2002 Server Extensions from Microsoft or SharePoint Team Services v1.0 from Microsoft.

Based on Page Category   Inserts a table of contents for the active Web site based on chosen categories.

[Top Ten List](#)

Visited Pages   Inserts a component that shows the top 10 most visited pages in the active site. This component requires FrontPage 2002 Server Extensions from Microsoft, SharePoint Team Services v1.0 from Microsoft or Microsoft Windows SharePoint Services.

Referring Domains   Inserts a component that shows the top 10 referring domains for the active site. This component requires FrontPage 2002 Server Extensions, SharePoint Team Services v1.0, or Windows SharePoint Services.

Referring URLs   Inserts a component that shows the top 10 referring domains for the active site. This component requires the FrontPage 2002 Server Extensions, SharePoint Team Services v1.0, or Windows SharePoint Services.

Search Strings   Inserts a component that shows the top 10 search strings used in search engines to find the active site. This component requires FrontPage

2002 Server Extensions, SharePoint Team Services v1.0, or Windows SharePoint Services.

Visiting Users   Inserts a component that shows the top 10 most frequent site visitors for the active site. This component requires FrontPage 2002 Server Extensions, SharePoint Team Services v1.0, or Windows SharePoint Services.

Operating Systems   Inserts a component that shows the top 10 most popular operating systems of site visitors. This component requires FrontPage 2002 Server Extensions, SharePoint Team Services v1.0, or Windows SharePoint Services.

Browser   Inserts a component that shows the top ten most popular Web browsers used to view the active site. This component requires FrontPage 2002 Server Extensions, SharePoint Team Services v1.0, or Windows SharePoint Services.

[List View](#)

Basic table   Inserts a list view containing a column for each field you choose and a new row for each item in the list. This component requires SharePoint Team Services v1.0 from Microsoft.

Repeating form   Inserts a list view in a repeating form style that shows the title for an item in the list and the other fields on separate lines below the title. This layout is repeated for each item in the list. This component requires SharePoint Team Services v1.0.

Repeating form (centered)   Inserts a list view in a centered, repeating form style that shows the title for an item in the list and the other fields on separate lines below the title. This layout is repeated for each item in the list, and all the information is center-aligned. This component requires SharePoint Team Services v1.0.

Repeating form with border   Inserts a list view in a repeating form with table borders. It shows the title for an item in the list and the other fields on separate lines below the title. This layout is repeated for each item in the list, and each item appears in its own table cell. This component requires SharePoint Team Services v1.0.

Two-column repeating form with border   Inserts a list view that shows a two-column bordered table with each list item in its own table cell. This component requires SharePoint Team Services v1.0.

Comma separated   Inserts a list view that shows the titles for items in the list with all the other field values separated by commas underneath the titles. This component requires SharePoint Team Services v1.0.

Two-column comma separated   Inserts a list view that shows a two-column view of the titles for items in the list with all the other field values separated by commas underneath the titles. This component requires SharePoint Team Services v1.0.

Bulleted list of titles   Inserts a list view that shows a bulleted list of the titles for all the items in the list. This component requires SharePoint Team Services v1.0.

Numbered list of titles   Inserts a list view that shows a numbered list of the titles for all the items in the list. This component requires SharePoint Team Services v1.0.

Plain list of titles   Inserts a list view that shows the titles for all the items in the list, each on a separate line. This component requires SharePoint Team Services v1.0.

Horizontal list of titles   Inserts a list view that shows the titles for all the items in the list separated by commas on a single line. This component requires SharePoint Team Services v1.0.

Dropdown menu of titles   Inserts a list view that shows a drop-down menu that contains the titles for all the items in the list. This component requires SharePoint Team Services v1.0.

Page component   Inserts a list view that shows a bulleted list of the titles for all the items in the list inside a box. This component requires SharePoint Team Services v1.0.

History list   Inserts a list view that shows the creation date for an item in the list, the title of the item, and the other fields on separate lines below the title. This layout is repeated for each item in the list, and items are shown in

chronological order. All the information is center-aligned. This component requires SharePoint Team Services v1.0.

[Document Library View]

Basic table   Inserts a document library view that contains a column for each field you choose and a new row for each item in the list. This component requires SharePoint Team Services v1.0 from Microsoft.

Repeating form   Inserts a document library view in a repeating form style that shows the title for an item in the list and the other fields on separate lines below the title. This layout is repeated for each item in the list. This component requires SharePoint Team Services v1.0.

Repeating form (centered)   Inserts a document library view in a centered, repeating form style that shows the title for an item in the list and the other fields on separate lines below the title. This layout is repeated for each item in the list, and all the information is center-aligned. This component requires SharePoint Team Services v1.0.

Repeating form with border   Inserts a document library view in a repeating form with table borders. It shows the title for an item in the list and the other fields on separate lines underneath the title. This layout is repeated for each item in the list, and each item appears in its own table cell. This component requires SharePoint Team Services v1.0.

Two-column repeating form with border   Inserts a document library view that shows a two-column bordered table with each list item in its own table cell. This component requires SharePoint Team Services v1.0.

Comma separated   Inserts a document library view that shows the titles for items in the list with all the other field values separated by commas below the titles. This component requires SharePoint Team Services v1.0.

Two-column comma separated   Inserts a document library view that shows a two-column view of the titles for items in the list with all the other field values separated by commas below the titles. This component requires SharePoint Team Services v1.0.

Bulleted list of titles   Inserts a document library view that shows a bulleted list of the titles for all the items in the list. This component requires SharePoint Team Services v1.0.

Numbered list of titles   Inserts a document library view that shows a numbered list of the titles for all the items in the list. This component requires SharePoint Team Services v1.0.

Plain list of titles   Inserts a document library view that shows the titles for all the items in the list, each on a separate line. This component requires SharePoint Team Services v1.0.

Horizontal list of titles   Inserts a document library view that shows the titles for all the items in the list separated by commas on a single line. This component requires SharePoint Team Services v1.0.

Dropdown menu of titles   Inserts a document library view that shows a drop-down menu that contains the titles for all the items in the list. This component requires SharePoint Team Services v1.0.

Page component   Inserts a document library view that shows a bulleted list of the titles for all the items in the list inside a box. This component requires SharePoint Team Services v1.0.

History list   Inserts a document library view that shows the creation date for an item in the list, the title of the item, and the other fields on separate lines below the title. This layout is repeated for each item in the list, and items are shown in chronological order. All the information is center-aligned. This component requires SharePoint Team Services v1.0.

[MSN Mapping Components](#)

Link to a map   Inserts a link that takes site visitors to the MSN Maps & Directions Web site to view a dynamic map with the location already marked.

Static map   Inserts a static map from MSN Maps & Directions for a specific location.

[MSN Components](#)

Search the Web with MSN   Inserts a component on your page that enables site visitors to search the Web by using MSN.

Stock quote   Inserts a component on your page that enables site visitors to look up stock quotes.

[MSNBC Components](#)

Business Headlines from MSNBC   Inserts an MSNBC component that displays MSNBC business headlines on your page.

Living and travel headlines from MSNBC   Inserts an MSNBC component that displays MSNBC living and travel headlines on your page.

News Headlines from MSNBC   Inserts an MSNBC component that will display MSNBC news headlines on your page.

Sports Headlines from MSNBC   Inserts an MSNBC component that will display MSNBC sports headlines on your page.

Technology Headlines from MSNBC   Inserts an MSNBC component that will display MSNBC technology headlines on your page.

Weather forecast from MSNBC   Inserts an MSNBC component that will display MSNBC weather headlines on your page.

[Additional Components](#)

Visual InterDev Navigation Bar   Inserts a Visual InterDev Navigation Bar. This component requires FrontPage 2002 Server Extensions from Microsoft or SharePoint Team Services v1.0 from Microsoft.

[Advanced Controls](#)

HTML   Inserts HTML content that will not be modified by FrontPage.

Java Applet   Inserts a [Java applet](#).

Plug-In   Inserts a [plug-in](#).

Confirmation Field   Displays the information that a site visitor enters on a form.

ActiveX Control   Inserts a Microsoft [ActiveX control.](#)

Design-Time Control   Inserts a [design-time control](#).

Movie in Flash Format   Inserts a movie in Macromedia Flash format.

[Publish scenarios for servers running SharePoint Services](#)

From a server running SharePoint Team Services v1.0 from Microsoft to a server that is not running SharePoint Team Services v1.0

Some components will not work on the destination site. To enable them, you must publish them to a server running SharePoint Team Services v1.0.

From a server running SharePoint Team Services v1.0 to another server running SharePoint Team Services v1.0

FrontPage cannot move SharePoint Services list data or schemas, even when published between two servers running SharePoint Team Services v1.0. To publish, use Microsoft FrontPage 2002 with Microsoft Office XP Service Pack 1 or later.

From a server running SharePoint Team Services v1.0 to a server that is running Microsoft Windows SharePoint Services

FrontPage cannot move SharePoint Services list data or schemas from a server running SharePoint Team Services v1.0 to a server running Windows SharePoint Services. To do this, you must use the smigrate.exe utility. See Windows SharePoint Services Help for more information.

From a server running Windows SharePoint Services to a server that is not running Windows SharePoint Services

Certain components require a server running Windows SharePoint Services and cannot be published. You must insert components that are compatible with the remote server.

From a server running Windows SharePoint Services to another server running Windows SharePoint Services

FrontPage cannot move SharePoint Services list data or schemas from a server running Windows SharePoint Services to another server running Windows SharePoint Services. To do this, you must use the smigrate.exe utility. See Windows SharePoint Services Help for more information.

About Java applets

A Java applet is a small software program written in the [Java](#) programming language, a programming language used primarily on the World Wide Web. By adding a Java applet to a Web page, you can add special effects, interactivity, and more. For example, you might add an interactive game or a window for entering or viewing information on a Web server.

A Java applet is stored in a separate file that you can reference in a Web page. Although you cannot create a Java applet by using Microsoft FrontPage, you can use FrontPage to create or edit the HTML code that references a file for a Java applet.

If you open a Web page in **Design** view, and that page contains a reference to a Java applet, an icon representing the applet appears on the page. The icon does not appear when you open the Web page in a Web browser or when you print the Web page.

Although some Java applets are self-contained and work correctly in any location on a Web page, other Java applets are dependent on the structure of a page. If you copy or move such an applet to another Web page — or to another location on a Web page — the Java applet might not work correctly or it might return an error when a site visitor opens the page in a Web browser.

Because some Web browsers provide settings for disabling or limiting the functionality of Java applets, an applet may or may not work correctly for all of your site visitors.

Important Security vulnerabilities in external files or controls may extend to Web pages that use those items. For example, external style sheets (files with a .css extension), script files (files with a .js extension), custom ASP.NET controls, or other items, may pose a security risk. Be sure your style sheets, add-ins, themes, executables, scripts, controls, or other files come from trusted sources.

Add a Java applet

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. On the **Insert** menu, click **Web Component**.
3. In the **Component type** list, click **Advanced Controls**.
4. In the **Choose a control** list, double-click **Java Applet**.

5. In the **Applet source** box, type the name of the Java applet source file.

   Java applet source files usually have a .class filename extension.

6. Select any other options you want.

Important Security vulnerabilities in external files or controls may extend to Web pages that use those items. For example, external style sheets (files with a .css extension), script files (files with a .js extension), custom ASP.NET controls, or other items, may pose a security risk. Be sure your style sheets, add-ins, themes, executables, scripts, controls, or other files come from trusted sources.

Set the properties of a Java applet

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Right-click the Java applet, and then click **Java Applet Properties** on the shortcut menu.
3. Do any of the following:
   - In the **Message for browsers without Java support** box, type the HTML or plain text that will be displayed in place of the Java applet on Web browsers that do not support Java applets.

   - Under **Applet parameters**, specify any parameter names and values (if required) you want.

     Because [Java](#) does not provide a mechanism for displaying the valid properties and values for a given applet, consult the documentation that comes with the Java applet, and then specify the correct parameter names and legal values for each parameter.

   - Under **Layout** and **Size**, specify the alignment, horizontal and vertical spacing, and width and height (in [pixels](#)) for the Java applet.

Note If you want to specify [cascading style sheet](#) properties as an [inline style](#) for the Java applet, click **Style** and then select the options you want.

[Show All](#)

Create a message to display in place of Java applets in browsers

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. Right-click the [Java applet](#), and then click **Java Applet Properties** on the shortcut menu.
3. In the **Message for browsers without Java support** box, type HTML or plain text to display in place of the Java applet on Web browsers that do not support Java applets, or that are configured not to display Java applets.

Delete a Java applet

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. Click the Java applet, and then press DELETE.

About plug-ins

A plug-in is one of a set of software modules that integrate into Web browsers to offer a range of interactive and multimedia capabilities.

Some plug-ins occupy a space on a Web page, as in the case of certain [MPEG](#) video players. Those plug-ins may have a display area as well as video controls for playing, pausing, or rewinding, for example.

Other plug-ins, like some [MIDI](#) players, don't occupy any space on a Web page. Plug-ins such as these may, for example, begin playing music as soon as you load a Web page, but have no "on" or "off" buttons.

Many developers create their own plug-ins to enable software to run in a Web browser. Because developers may follow different conventions when designing plug-ins, some plug-ins might behave differently, depending on browser types and versions.

Important Security vulnerabilities in external files or controls may extend to Web pages that use those items. For example, external style sheets (files with a .css extension), script files (files with a .js extension), custom ASP.NET controls, or other items, may pose a security risk. Be sure your style sheets, add-ins, themes, executables, scripts, controls, or other files come from trusted sources.

Add a plug-in

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. On the **Insert** menu, click **Web Component**.
3. In the **Component type** list, click **Advanced Controls**.
4. In the **Choose a control** list, double-click **Plug-In**.
5. In the **Data source** box, type the URL of the file for the plug-in to load, or click **Browse** to locate the file.
6. Select any other options you want.

Important Security vulnerabilities in external files or controls may extend to Web pages that use those items. For example, external style sheets (files with a .css extension), script files (files with a .js extension), custom ASP.NET controls, or other items, may pose a security risk. Be sure your style sheets, add-ins, themes, executables, scripts, controls, or other files come from trusted sources.

Set the properties of a plug-in

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Right-click the plug-in, and then click **Plug-In Properties** on the shortcut menu.
3. Do any of the following:
   - In the **Data source** box, type the URL of the file for the plug-in to load.
   - In the **Message for browsers without plug-in support**, type an HTML or plain text message. This will be shown in place of the plug-in on Web browsers that don't support plug-ins.
   - In the **Height** and **Width** boxes, type (in pixels) the height and width of the plug-in.
   - Select or clear the **Hide plug-in** check box to show or hide the plug-in when the page is viewed in a Web browser.
   - Under **Layout**, specify the alignment, border thickness, and horizontal and vertical spacing for the plug-in.
4. If you want to specify cascading style sheet properties as an inline style for the plug-in, click **Style**, and then select the options you want.

Create a message to display in place of plug-ins in browsers

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. Right-click the [plug-in](), and then click **Plug-In Properties** on the shortcut menu.
3. In the **Message for browsers without plug-in support** box, type HTML or plain text to display in place of the plug-in on Web browsers that do not support plug-ins, or that are configured not to display plug-ins.

Hide a plug-in

To hide a [plug-in](#) when a site visitor views the page in a Web browser, do the following:

1. In **Page** view, right-click the plug-in that you want, and then click **Plug-In Properties** on the shortcut menu.
2. Select the **Hide plug-in** check box, and then click **OK**.

Delete a plug-in

1. In **Page** view, at the bottom of the document window, click **Design** 🖻.
2. Click the plug-in, and then press DELETE.

About advanced controls

By using advanced controls in Microsoft FrontPage, you can add functionality to a Web site. You can choose from two types of ActiveX advanced controls. Browse-time controls, are available to site visitors when they are viewing a page in a Web browser. Design-time controls (DTCs) are available when you are creating a Web page in FrontPage.

Some advanced controls may not be suitable, or simply will not work, on a Web page. Originally used as tools by software developers, advanced controls prevented the need to rewrite commonly used pieces of code. Controls designed explicitly for software creation will not work in FrontPage or on the World Wide Web.

Browse-time controls

ActiveX browse-time controls run when a Web page containing the control is loaded in Microsoft Internet Explorer. Some ActiveX controls are installed as part of Microsoft Windows 95 or later, and many are installed along with certain types of software. ActiveX controls can execute a wide range of behaviors, which may include displaying calendars or stock tickers.

Design-time controls

DTCs are a special type of ActiveX control that you can use in FrontPage. For example, software developers sometimes write DTCs to use in creating content on a Web page during design time. When that Web page is browsed, a site visitor sees only the output of the advanced control, which is usually text.

Note Security vulnerabilities in external files or controls may extend to Web pages that use those items. For example, external style sheets (files with a .css extension), script files (files with a .js extension), custom ASP.NET controls, or other items, may pose a security risk. Be sure your style sheets, add-ins, themes, executables, scripts, controls, or other files come from trusted sources.

About adding and removing advanced controls from FrontPage

Whenever you download, register, or install an advanced control on your computer, it is automatically added to the list of available advanced controls in Microsoft FrontPage. Similarly, when you remove an advanced control from your computer, it is automatically removed from that list.

You can specify which advanced controls you want to be available in FrontPage by adding or removing them from the list of advanced controls.This can be helpful because some of the advanced controls on your computer may not be suitable, or simply will not work, on a Web page. By removing them from the list you can help ensure that you don't use an inappropriate advanced control when you're designing a Web page.

Important Security vulnerabilities in external files or controls may extend to Web pages that use those items. For example, external style sheets (files with a .css extension), script files (files with a .js extension), custom ASP.NET controls, or other items, may pose a security risk. Be sure your style sheets, add-ins, themes, executables, scripts, controls, or other files come from trusted sources.

Add an advanced control

1. In **Page** view, at the bottom of the document window, click **Design** ⬚.
2. On the **Insert** menu, click **Web Component**.
3. In the **Component type** list, click **Advanced Controls**.
4. In the **Choose a control** list, do one of the following:

   - To add a design-time control, click **Design time control**.

     If the **Design time control** option is unavailable, no design-time controls are installed on your computer.

   - To add an [ActiveX control](#), click **ActiveX control**

5. Click **Next**.

6. Click the advanced control you want, and then click **Finish**.

Notes

- Security vulnerabilities in external files or controls may extend to Web pages that use those items. For example, external style sheets (files with a .css extension), script files (files with a .js extension), custom ASP.NET controls, or other items, may pose a security risk. Be sure your style sheets, add-ins, themes, executables, scripts, controls, or other files come from trusted sources.
- Design-time controls (DTCs) that rely on data bindings may not function properly, or may have limited functionality, in Microsoft FrontPage. Consult the documentation for the DTC to determine if you can use it properly in FrontPage.

Add or remove an advanced control from FrontPage

1. On the **Insert** menu, click **Web Component**.
2. In the **Component type** list, click **Advanced Controls**.

3. In the **Choose a control** list, do one of the following:

   - To add or remove a design-time control, click **Design-Time Control**.

     If the **Design-Time Control** option is unavailable, no design-time controls are installed on your computer.

   - To add or remove an ActiveX control, click **ActiveX Control**.
4. Click **Next**.
5. Click **Customize**.
6. In the **Control** list, select or clear the check box next to the advanced control you want to add or remove.

Set the properties of an advanced control

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. Right-click the advanced control, and then do one of the following on the shortcut menu:
   - If the advanced control is a design-time control (DTC), click **Design-Time Control Properties**.
   - If the advanced control is an ActiveX control, click **ActiveX Control Properties**.

3. Click the **Object Tag** tab, and then do any of the following:

   - To specify a name for the advanced control, type a name in the **Name** box.

   - To specify the alignment of the advanced control, click a value in the **Alignment** list.

   - To specify the border thickness (in pixels) of the advanced control, type a value (in pixels) in the **Border thickness** box.

   - To specify the horizontal spacing (in pixels) of the advanced control, type a value in the **Horizontal spacing** box.

   - To specify the vertical spacing (in pixels) of the advanced control, type a value in the **Vertical spacing** box.

   - To specify the width (in pixels) of the advanced control, type a value in the **Width** box.

   - To specify the height (in pixels) of the advanced control, type a value in the **Height** box.

   - To specify alternative text that will be displayed in Web browsers without ActiveX support, type the text in the **HTML** box.

- To specify a network or Internet location from which the control can be automatically installed, type the path in the **Code Source** box.

4. Click the **Parameters** tab, and then do one of the following:

   - To add a parameter, click **Add**, select the options you want, and then click **OK**.

   - To modify a parameter, click **Modify**, select the options you want, and then click **OK**.
   - To remove a parameter, click **Remove**, select the options you want, and then click **OK**.

5. If additional properties are available for the advanced control, set any additional properties you want. Because an advanced control may have unique properties, see the documentation for the advanced control to learn about its specific properties.

Delete an advanced control

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Select the advanced control, and then press DELETE.

Specify the script language for design-time controls

1. In **Page** view, at the bottom of the document window, click **Design** 🖻.
2. On the **File** menu, click **Properties**, and then click the **Advanced** tab.
3. Do one of the following:

[Select server script languages](#)

- Under **Design-time control scripting**, in the **Server** list, select the type of script you want to use. Select **Inherit from Web site** if you want to use the default scripting language for the current Web site.

[Select client script languages](#)

- Under **Design-time control scripting**, in the **Client** list, select the type of script you want to use. Select **Inherit from Web site** if you want to use the default scripting language for the current Web site.

Note If a given design-time control (DTC) specifies which scripting language the control writes, the control settings will override the setting you choose here.

Specify the script platform for design-time controls

1. In **Page** view, at the bottom of the document window, click **Design** .
2. On the **File** menu, click **Properties**, and then click the **Advanced** tab.
3. Under **Design-time control scripting**, in the **Platform** list, select **Client (IE 4.0 DHTML)** to execute script on the client, or **Server (ASP)** to execute script on the server.

Notes

- Depending on how they were designed, not all design-time controls (DTCs) will be affected by the **Design-time control scripting** setting.
- If a given DTC specifies whether the control executes script on the server or the client, the control settings will override the setting you choose here.

About previewing Web pages

By using Microsoft FrontPage, you can simulate how Web pages will look in different Web browsers and window sizes. This can help you design and develop your pages according to preferences of your site visitors. You can preview Web pages in the following ways:

[Designing pages](#)

While you're designing a Web page, it's often difficult to know what portion of the page will be visible to site visitors who have different screen [resolutions](#) or window sizes. You can simulate many of these in **Page** view by using page size settings, which can help you determine what portion of a page will be visible to the site visitor.

1 A page in **Page** view

2 The same page in **Page** view with a page size setting turned on

[Previewing pages](#)

By using **Preview** view, you can quickly determine whether the page you are designing will appear as expected in a Web browser. Because you can use **Preview** view without having to save your Web page— whereas using **Preview in Browser** requires you to save your changes— **Preview** view is often more useful for previewing design ideas that you're not yet ready to commit to.

1 A page in **Design** view

2 The same page in **Preview** view

[Browsing pages](#)

For the most accurate simulation of how a Web page will appear to site visitors, save or publish it, and then preview it by using one or more Web browsers.
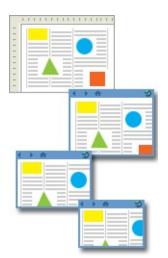
Preview by using a single browser

If your site visitors exclusively use one type of browser, you might want to limit your preview of pages to that particular browser. Even when you preview pages by using one browser, you can open the browser at different window sizes to provide an example of how the page could appear to site visitors who have different screen resolutions, or who size their browser windows differently.

The window sizes you can choose match standard screen resolutions of 640×480, 800×600, and 1024×768. FrontPage automatically selects the value that matches your current screen resolution, as well as available lower values. Window sizes that are greater than your current screen resolution are unavailable.

Preview by using multiple browsers

FrontPage recognizes, by default, some Web browsers such as Netscape Navigator and Microsoft Internet Explorer. Each time you start FrontPage, it checks for recently installed browsers and adds any new browsers that it recognizes to the browser preview list. If more than one browser is installed on your computer, you can open your Web page in any or all of those browsers. You can also choose to open all available browsers to a specific window size.

Before you can preview a Web page in a browser, you must first save it. You can either save the page manually each time you want to preview the page, or you can save the page automatically each time you preview the page.

Add a page size setting in Page view

1. In **Page** view, at the bottom of the document window, click **Design** ▣ or **Preview** ◲.
2. On the **View** menu, point to **Page Size**, and then click **Modify Page Sizes**.
3. Click **Add**.
4. In the **Width** box, type the width in [pixels](#).
5. In the **Height** box, type the height in pixels.
6. In the **Description** box, type a description of the window size.

Add a Web browser to the browser preview list

1. On the **File** menu, point to **Preview in Browser**, and then click **Edit Browser List**.
2. Click **Add**.
3. In the **Name** box, type the name of the Web browser as you want it to appear in the browser preview list.
4. In the **Command** box, type the name and path of the [.exe file](#) for the Web browser, or click **Browse** to locate the file.
5. Click **OK**.
6. Under **Additional window sizes**, select the check boxes next to the values that represent the window sizes you want to enable.

Note The default window sizes match standard Microsoft Windows screen resolutions of 640×480, 800×600, and 1024×768. Microsoft FrontPage automatically selects the value that matches your current screen resolution and available lower values. Window sizes that are greater than your current screen resolution are unavailable.

Change the page size in Page view

1. In **Page** view, at the bottom of the document window, click **Design** ▣ or **Preview** ▣.
2. On the **View** menu, point to **Page Size**, and then do one of the following:

   - To limit the page size to specific dimensions, click the size you want.

     Dashed lines appear and indicate which vertical sections of the page will appear in each screen for that size. If the window size has fewer [pixels](#) than your window size, gray areas appear next to the page and indicate the horizontal layout of the page for that size.

   - To maximize the page, click **Current Page Size**.

Change a page size setting in Page view

1. In **Page** view, at the bottom of the document window, click **Design** 🖻 or **Preview** 🔍.
2. On the **View** menu, point to **Page Size**, and then click **Modify Page Sizes**.
3. In the list, click the page size you want to change, and then click **Modify**.
4. Type a new width or height, in [pixels](), or a description of the window size.

Delete a page size setting in Page view

1. In **Page** view, at the bottom of the document window, click **Design** ⊡ or **Preview** ⊡.
2. On the **View** menu, point to **Page Size**, and then click **Modify Page Sizes**.
3. In the list, click the page size you want to delete, and then click **Remove**.

Specify support for features that require specific browsers

1. On the **Tools** menu, click **Page Options**, and then click the **Authoring** tab.
2. In the **Browsers** list, click a browser type.
3. In the **Browser versions** list, click a browser version.

Note Some options may be unavailable, depending on the option you selected in the **FrontPage and SharePoint technologies** list.

Turn support on or off for features that require SharePoint Services

If your Web site is located on a server running Microsoft SharePoint Services (SharePoint Team Services v1.0 from Microsoft or Microsoft Windows SharePoint Services), you can turn support on or off for features that are compatible with your Web server:

1. With a Web site open, on the **Tools** menu, click **Page Options**, and then click the **Authoring** tab.

2. Under **FrontPage and SharePoint technologies**, select or clear the **SharePoint Services** check box.

Automatically save a page before previewing

1. On the **File** menu, point to **Preview in Browser**, and then click **Edit Browser List**.
2. Select the **Automatically save page before previewing** check box.

Preview a page in one or more browsers

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. On the **File** menu, point to **Preview in Browser**, and then do one of the following:

   - To open your page in a single Web browser, click the browser you want.

     If the options include several entries for the same browser, the numeric values next to the browser name indicate the window sizes at which the browser will open if you click that option.

   - To open your page in all available browsers and at the default window sizes of those browsers, click **Preview in Multiple Browsers**.

     This option is only available if you have more than one browser configured in Microsoft FrontPage.

   - To open your page in all available browsers and to a specific window size, click the option you want, if any other options are available.

Notes

- The available options may include browser names only, depending on whether you have specified that you want the **Edit Browser List** to show additional window sizes.
- Before you can preview your Web page in any browser, you must first save the page.

About publishing files and folders

[Overview of publishing a Web site](#)

When you publish a Web site, you are copying all of the files and folders that make up the site from one source location to a particular destination. In Microsoft FrontPage, you publish your site when you want to make it available for site visitors, when you want to make a backup copy of your site, or when you want to update a published site with new content.

Generally, you create files and folders for your Web site on your computer. When you are ready to let site visitors see your site on the World Wide Web or on your organization's intranet, you publish them where site visitors can view the Web pages by using a Web browser.

There may be times when you want to make a copy of your Web site and then save it to a particular location on your hard disk or on a network drive. The publishing feature in FrontPage is a convenient way to make a backup copy.

When you update your Web site with new files or folders, FrontPage uses specific terms to distinguish between the source site and the destination site. A local Web site is the source Web site open in FrontPage, and a remote Web site is the destination site you are publishing to.

[Using Remote Web Site view to publish](#)

Remote Web Site view lets you publish in both directions, moving files easily between local and remote locations. This can be most helpful when you are updating a site you have already published.

Remote Web Site view displays icons, with descriptive text, in both the local and remote Web site panes to indicate the publish status of your files.

You can use **Remote Web Site** view to publish your files to any location. You can publish your site to an extended [Web server](#), to Web servers that support [File Transfer Protocol (FTP)](#) or [Web-based Distributed Authoring and Versioning (WebDAV)](#), or to a location on your file system.

[Deciding where to publish](#)

[Publish files and folders to an extended Web server](#)

In Microsoft FrontPage, an extended Web server is one that is running FrontPage 2000 Server Extensions from Microsoft or later, Microsoft Windows SharePoint Services, or SharePoint Team Services v1.0 from Microsoft. There are several benefits to publishing to a Web server that is running the [FrontPage Server Extensions](#) or Windows SharePoint Services. Your Web site will have enhanced functionality when it is published, allowing you to use [form handlers](#) and [hit counters](#). FrontPage will also maintain your files and [hyperlinks](#) each time you publish the Web site.

Important When publishing or synchronizing between Web sites based on SharePoint Services, certain elements, including list data, schemas, and Web Parts, will not be transferred.

[Publish files and folders to a server that supports WebDAV or FTP](#)

You can publish files and folders in your Web site to servers that support [Web-based Distributed Authoring and Versioning (WebDAV)](#) or [File Transfer Protocol (FTP)](#). Multiple users can use Microsoft FrontPage and Macromedia Dreamweaver to edit the same site over FTP. It's important to note, however, that the source control functionality in FrontPage is turned off by default.

FrontPage also supports passive FTP. Passive FTP allows you to publish files and folders from the local Web site to the remote Web site by using a different [port](#) each time.

When you use **Remote Web Site** view to publish your files or folders to a server that supports FTP or WebDAV, you must know the server name as well as your user name and password. If you are unsure about your user name, password, or server location, contact your [Internet service provider](#) (ISP) or Web site administrator.

[Publish files and folders to a file system](#)

You can publish the files and folders in your Web site 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 site by publishing it to a new disk-based location, such as C:\Backup.

Publishing files and folders rather than just copying them ensures that they will maintain their structure and that the Microsoft FrontPage [components](#) on your Web pages will work.

[Choosing the files to publish](#)

By default, all files are marked for publishing. By using **Remote Web Site** view in Microsoft FrontPage, you can choose which files will be published and which will be held back. There are some files that you should not republish. For example, if your Web site has a guest book, republishing the guest book file will cause it to be replaced by a blank one. Other examples include pages with a [hit counter](#) or discussion Web sites.

[Synchronizing files between sites](#)

In collaborative work environments, multiple authors may update both the local and remote Web sites. Microsoft FrontPage will compare the files in the local Web site to the published files in the remote Web site.

The following points highlight scenarios in which local and remote versions of files require that you synchronize them:

- An author publishes to a staging server to test the files before making them visible to the public.
- An author changes a file directly on the remote site, leaving the local version of that file out of date.
- Two authors, one working on a local version of the Web site and one working directly on the remote Web site, update their respective versions of the same file.
- Two authors, working with copies of the same Web site on their own computers, make changes to the same sets of files, and both want to publish to the remote site.

If FrontPage detects a newer version of a file on your local Web site, it will begin a synchronization to update both the local and remote Web sites, unless you specify otherwise. You can also choose to publish from the remote Web site

to your local Web site.

Security When you synchronize files using the Remote Web Site view, files on the remote site will be downloaded to the local site. If malicious files were placed on the remote site, the local site may be at risk. Be sure that only trusted users have access to the remote site before you attempt to synchronize files.

[Managing the files on the Web server](#)

If your [Internet service provider](#) (ISP) or system administrator has given you a size limit on the [Web server](#), file management is a necessity. Periodically deleting unused or old files can keep the size of your Web site down.

Because Microsoft FrontPage automatically synchronizes the files on your local drive, you must first delete or move the files or folders on your local Web site. Once you have published your Web site, FrontPage will prompt you about deleting the same files on the Web server.

If your Web server uses the [FrontPage Server Extensions](#) from Microsoft or Microsoft Windows SharePoint Services, FrontPage can also match other actions on the Web server — such as moving or renaming files — the next time you publish your Web site. FrontPage will update your [link bars](#), [shared borders](#), and [hyperlinks](#) on the Web server to match the actions you performed on the local Web site.

Publish files and folders to an extended Web server

In Microsoft FrontPage, an extended Web server is one that is running FrontPage 2000 Server Extensions from Microsoft or later, Microsoft Windows SharePoint Services, or SharePoint Team Services v1.0 from Microsoft.

[Set the remote Web site properties](#)

1. On the **View** menu, click **Remote Web Site**.
2. At the top of the document window, click **Remote Web Site Properties**.
3. On the **Remote Web Site** tab, under **Remote Web server type**, click **FrontPage or SharePoint Services**.
4. In the **Remote Web site location** box, type the Internet address, including the protocol, of the remote Web site that you want to publish folders and files to — for example, *http://www.example.com* — or click **Browse** to locate the site.
5. Do any of the following:
   - To use [Secure Sockets Layer](#) (SSL), click **Encryption connection required (SSL)**.

     To use SSL connections on your Web server, the server must be configured with a security certificate from a recognized certificate authority. If the server does not support SSL, clear this check box. Otherwise, you will not be able to publish folders and files to the remote Web site. If you are not sure whether your Web site supports SSL, check with your Web server administrator or [Internet service provider](#) (ISP).

   - To remove specific types of code from Web pages as they are being published, on the **Optimize HTML** tab, select the options you want.
   - To change the default options for publishing, on the **Publishing** tab, select the options you want.
6. Click **OK**.

[Mark files that you do not want to publish](#)

- In the **Local Web site** pane, right-click each file that you do not want to publish, and then click **Don't Publish** on the shortcut menu.

Important If your Web site contains a Microsoft Windows SharePoint Services document library, list, or survey, it is recommended that you author your Web site directly on a server that is running Windows SharePoint Services.

[Publish files and folders to a file system](#)

1. Under the **Remote Web site** pane, under **Publish all changed pages**, click **Local to remote**.
2. Click **Publish Web site**.

Note If you stop a publish in progress, files that have already been published will remain on the remote Web site.

Publish files and folders to a file system

Set the remote Web site properties

1. On the **View** menu, click **Remote Web Site**.
2. At the top of the document window, click **Remote Web Site Properties**.
3. On the **Remote Web Site** tab, under **Remote Web server type**, click **File System**.
4. In the **Remote Web site location** box, type the address of the remote Web site that you want to publish folders and files to — for example, *C:\My Web Sites\Web Site 1* if the location is on your computer or *\\MyNetworkShare\My Web Site* if the location is on a file server — or click **Browse** to locate the site.
5. Do any of the following:
   - To remove specific types of code from Web pages as they are being published, on the **Optimize HTML** tab, select the options you want.
   - To change the default options for publishing, on the **Publishing** tab, select the options you want.
6. Click **OK**.

Mark files that you do not want to publish

- In the **Local Web site** pane, right-click each file that you do not want to publish, and then click **Don't Publish** on the shortcut menu.

Publish files and folders to a file system

1. Under the **Remote Web site** pane, under **Publish all changed pages**, click **Local to remote**.
2. Click **Publish Web site**.

Note If you stop a publish in progress, files that have already been published will remain on the remote Web site.

Publish files and folders to an FTP server

To publish files and folders in a Web site to a Web server that supports [File Transfer Protocol (FTP)](#), you must open and save a copy of the site to your computer, edit the files and folders in that copy, and then publish the updated files and folders to the server.

Do the following:

[Set the remote Web site properties](#)

1. On the **View** menu, click **Remote Web Site**.
2. At the top of the document window, click **Remote Web Site Properties**.
3. On the **Remote Web Site** tab, under **Remote Web server type**, click **FTP**.
4. In the **Remote Web site location** box, type the address, including the FTP protocol, of the remote Web site that you want to publish folders and files to — for example, *ftp://example.com* — or click **Browse** to locate the site.
5. If you want to view a specific folder when you connect to the site, in the **FTP directory** box, type the path to the folder — for example, *www/images*.
6. If the server that hosts the remote Web site uses a different [port](#) each time you publish files and folders to the site, select the **Use Passive FTP** check box.
7. Do any of the following:
   - To remove specific types of code from Web pages as they are being published, on the **Optimize HTML** tab, select the options you want.
   - To change the default options for publishing, on the **Publishing** tab, select the options you want.
8. Click **OK**.

[Verify and add file name extensions to transfer as ASCII](#)

1. On the **Tools** menu, click **Options**.
2. Click the **FTP** tab.

3. If the file name extension for the type of file you plan to publish is not in the list, under **New Extension**, type the file name extension, and then click **Add**.

Note If the file name extension for a file type does not appear in the list, Microsoft FrontPage publishes files of that type in binary format.

[Mark files that you do not want to publish](#)

- In the **Local Web site** pane, right-click each file that you do not want to publish, and then click **Don't Publish** on the shortcut menu.

[Publish files and folders to Web server that supports FTP](#)

1. Under the **Remote Web site** pane, under **Publish all changed pages**, click **Local to remote**.
2. Click **Publish Web site**.

Note If you stop a publish in progress, files that have already been published will remain on the remote Web site.

Publish files and folders to a WebDAV server

To publish files and folders in a Web site to a Web server that supports [Web-based Distributed Authoring and Versioning (WebDAV)](#), you must open and save a copy of the site to your computer, edit the files and folders in that copy, and then publish the updated files and folders to the server.

Do the following:

[Set the remote Web site properties](#)

1. On the **View** menu, click **Remote Web Site**.
2. At the top of the document window, click **Remote Web Site Properties**.
3. On the **Remote Web Site** tab, under **Remote Web server type**, click **WebDAV**.
4. In the **Remote Web site location** box, type the Internet address, including the protocol, of the remote Web site that you want to publish folders and files to — for example, ***http://www.example.com*** — or click **Browse** to locate the site.
5. Do any of the following:
   - To use [Secure Sockets Layer](#) (SSL), click **Encryption connection required (SSL)**.

     To use SSL connections on your Web server, the server must be configured with a security certificate from a recognized certificate authority. If the server does not support SSL, clear this check box. Otherwise, you will not be able to publish folders and files to the remote Web site. If you are not sure whether your Web site supports SSL, check with your Web server administrator or [Internet service provider](#) (ISP).

   - To remove specific types of code from Web pages as they are being published, on the **Optimize HTML** tab, select the options you want.
   - To change the default options for publishing, on the **Publishing** tab,

select the options you want.
6. Click **OK**.

[Mark files that you do not want to publish](#)

- In the **Local Web site** pane, right-click each file that you do not want to publish, and then click **Don't Publish** on the shortcut menu.

[Publish files and folders to a Web server that supports WebDAV](#)

1. Under the **Remote Web site** pane, under **Publish all changed pages**, click **Local to remote**.
2. Click **Publish Web site**.

Note If you stop a publish in progress, files that have already been published will remain on the remote Web site.

Publish files from a remote Web site to a local Web site

1. On the **View** menu, click **Remote Web Site**.
2. In the **Local Web site** pane, right-click each file that you do not want to publish, and then click **Don't Publish** on the shortcut menu.
3. Under the **Remote Web site** pane, under **Publish all changed pages**, click **Remote to local**.
4. Click **Publish Web site**.

Note If you cancel a publish in progress, files that have already been published will remain on the destination Web server.

Set a remote Web site location

1. On the **View** menu, click **Remote Web site**.
2. At the top of the document window, click **Remote Web Site Properties**.
3. Under **Remote Web server type**, click the type of Web server that you want to publish your Web site to.
4. By the **Remote Web site location** box, click **Browse**.
5. Locate and click the remote Web site location that you want, and then click **Open**.

Synchronize between a local and a remote Web site

Security When you synchronize files using the Remote Web Site view, files on the remote site will be downloaded to the local site. If malicious files were placed on the remote site, the local site may be at risk. Be sure that only trusted users have access to the remote site before you attempt to synchronize files.

1. On the **View** menu, click **Remote Web Site**.
2. Do one or both of the following:
   - In the **Local Web site** pane, right-click each file that you do not want to publish, and then click **Don't Publish** on the shortcut menu.
   - In the **Remote Web site** pane, right-click each file that you do not want to publish, and then click **Don't Publish** on the shortcut menu.
3. Under the **Remote Web site** pane, under **Publish all changed pages**, click **Synchronize**.

Identify and resolve errors on a page

Do one or both of the following:

[Identify and resolve Web component errors](#)

1. On the **View** menu, point to **Reports**, point to **Problems**, and then click **Component Errors**.
2. To open a page to edit it, double-click the row in the report that corresponds to the page.

[Identify and resolve hyperlink errors](#)

1. On the **View** menu, point to **Reports**, point to **Problems**, and then click **Hyperlinks**.
2. To edit the hyperlink, double-click the row in the report that corresponds to the hyperlink.

Delete a published file or folder

1. On the **View** menu, click **Remote Web Site**.
2. In the **Remote Web site** pane, click the file you want to delete.

   The **Remote Web site** pane indicates the files that you have published.

3. Above the **Remote Web site** pane on the right, click ✕ .

Note When you delete a file or folder from the remote Web site, it still exists on your local computer unless you click ✕ above the **Local Web site** pane on the left, to delete it completely from the local Web site.

Troubleshoot publishing files and folders

[After I publish my Web site, some components don't work.](#)

You may have published to a [Web server](#) that does not have the most recent version of the [FrontPage Server Extensions](#) from Microsoft or Microsoft Windows SharePoint Services. Without the server extensions, certain features will not work, such as most [form handlers](#) and [hit counters](#).

Check with your [Internet service provider](#) (ISP) or Web site administrator to find out if the Web server you are publishing to has the server extensions or Windows SharePoint Services installed.

[I want to publish a file that I originally set as **Don't Publish**.](#)

The **Don't Publish** command is a toggle. To publish a file that is currently set to **Don't Publish**, do the following:

- In the **Folder List**, right-click the file you want, and then click **Don't Publish** on the shortcut menu.

  If the **Folder List** is hidden, on the **View** menu, click **Folder List**.

[I republished a Web site with a guest book that contained comments from site visitors, and now the guest book pages are blank.](#)

You should always publish your Web site before you republish certain files that contain Web components, such as guest book forms, [hit counters](#), or discussion Web sites. If you have created and published a Web site that includes a guest book, and then later update your Web site and republish all of your files, your guest book will be replaced by a blank one.

Export a file from a Web site

1. In **Folders** view, click the file that you want to export.
2. On the **File** menu, click **Export**.
3. Locate and click the destination Web site or folder that you want to export the file to, and then click **Save**.
4. To export additional files, repeat all three steps for each file.

About reports

Reports in Microsoft FrontPage enable you to gather, analyze, and summarize Web site statistics in a variety of ways.

[Site Summary](#)

Site Summary reports display an overview of your Web site's vital statistics, such as the number and sizes of files and pictures, number and types of hyperlinks, and more.

[Files](#)

Files reports display an overview of the age of files, who is working on them, when they were modified or added to your Web site, and more.

[Shared Content](#)

Shared Content reports display information about the features of your Web site that work on groups of pages, such as themes, styles, dynamic Web templates, and shared borders.

[Problems](#)

Problems reports display problems with your Web site, including broken links, component errors, files that take too long to download, and more.

[Workflow](#)

Workflow reports indicate the status of the files and assignments in your Web site, including the review status, who the file is assigned to, whether it's checked out using source control, and more.

[Usage](#)

Usage reports display information about the visits to your Web site, including

page hits, browsers used by site visitors, referring URLs, and more. Usage reports are available only for [top-level sites](#) and subsites hosted on Web servers running Microsoft Windows SharePoint Services, SharePoint Team Services v1.0 from Microsoft, or FrontPage 2002 Server Extensions from Microsoft. Usage processing must also be turned on for the Web server. Additionally, if the site is based on Windows SharePoint Services, you must have administrator privileges.

View a report

Open the Web site for which you want to view a report.

- On the **View** menu, point to **Reports**, and then select one of the following types of reports:

  Files Shows file status information.
  Shared Content Shows the use of style application.
  Problems Shows site maintenance problem reports.
  Workflow Shows workflow status reports.

Apply or remove filters in reports

You can [filter](#) Web site data and display only the information that is relevant to you in Reports. By filtering the data, you can display only those rows that satisfy the conditions specified in the column. You can filter the following types of reports in Microsoft FrontPage: Files, Shared Content, Problems, and Workflow.

[Apply a filter](#)

Open an existing Web site in FrontPage, and do the following:

1. On the **View** menu, point to **Reports**, click the report type, and then click the report you want to filter.
2. On the column label, click ⏷ and select the condition you want to filter for from the list.

Tip The filter settings are saved when you close the Web site. If you can't find files in a new report, you may have filters applied from a previous session.

[Remove a filter](#)

To remove filters from a report, do the following:

- Right-click anywhere on the report and click **Remove Filters** on the shortcut menu.

Save or copy a Web site report

When you generate reports in Microsoft FrontPage, you can save or copy the data to HTML or into other Microsoft applications, such as Microsoft Excel. This is useful for archiving report data or for sharing it with others. You can save or copy report data from the following types of reports: Files, Shared Content, Problems, and Workflow.

[Save Web site report data](#)

Open an existing Web site in FrontPage, and do the following:

1. On the **View** menu, point to **Reports**, point to the report type, and then click the report you want to run.
2. On the **File** menu, click **Save As**.
3. Select the location where you want to save the file.
4. You can accept the default names for the file name and page title, or create new ones by doing the following:
   - To change the file name, type a new name in the **File name** text box.
   - To change the page title, click **Change title** and type the new page title.
5. Click **Save**.

[Copy Web site report data](#)

Open an existing Web site in FrontPage, and do the following:

1. On the **View** menu, point to **Reports**, point to the report type, and then click the report you want to run.
2. Right-click anywhere in the report, and then click **Copy Report**.
3. Open another Microsoft Office program, such as Microsoft Excel, right-click a cell in the worksheet or document, and click **Paste**.

Specify settings to indicate slow pages

Microsoft FrontPage defines a slow page as one that takes 30 seconds or longer to load using a 56 kilobits per second (Kbps) modem.

To change the way a slow page is defined, do the following:

1. On the **Tools** menu, click **Options**, and then click the **Reports View** tab.
2. In the **Assume connection speed of** box, select the connection speed of your target audience.
3. In the **"Slow pages" take at least** box, type or select the number of seconds that define a slow page at the assumed connection speed.

Specify the range for recent and older files

Microsoft FrontPage defines a recent file as one that has been created within the last 30 days, and defines an older file as one that that hasn't been modified in the last 72 days.

[Define recent files](#)

1. On the **Tools** menu, click **Options**, and then click the **Reports View** tab.

2. In the **"Recent" files are less than** box, type or select the number of days.

[Define older files](#)

1. On the **Tools** menu, click **Options**, and then click the **Reports View** tab.

2. In the **"Older" files are more than** box, type or select the number of days.

Show or hide gridlines in reports

Open an existing Web site in Microsoft FrontPage, and do the following:

1. On the **Tools** menu, click **Options**, and then click the **Reports View** tab.
2. Select or clear the **Display gridlines when viewing reports** check box.

View Web server information

- On the **Tools** menu, click **Site Settings**, and then click the **General** tab.

Troubleshoot reports

[Why are some images or other files in my Web site not represented in my Site Summary reports?](#)

The Site Summary report does not, by default, display a summary of information for hidden files and folders. If your Web site contains files located in hidden folders, and you want those files to be included in this report, do the following:

1. On the **Tools** menu, click **Site Settings**, then click the **Advanced** tab.
2. Select the **Show hidden files and folders** check box.

[Why am I not able to run a report that provides usage information about my Web site?](#)

Usage reports are available only for [top-level sites](#) and subsites that are hosted on Web servers running SharePoint Team Services v1.0 from Microsoft, Microsoft Windows SharePoint Services, or FrontPage 2002 Server Extensions from Microsoft. Usage processing must also be turned on for the Web server.

Additionally, if the site is based on a server running Windows SharePoint Services, you must have administrator privileges for that server.

Convert a Web site or subsite to a subfolder

Warning When you convert a Web site or [subsite](#) to a subfolder, many of the Web site settings can be lost, including hyperlinks in navigation bars and tasks associated with the pages.

1. In **Folders** view, right-click the Web site or subsite that you want to convert to a subfolder.
2. Click **Convert to Folder** on the shortcut menu.

Note The larger the contents of the Web site or subsite, the longer it takes to convert it to a folder.

Convert a subfolder to a Web site

Warning When you convert a subfolder to a Web site or [subsite](#), many of the Web site settings can be lost, including hyperlinks in navigation bars and tasks associated with the pages.

1. In the **Folder List**, right-click the subfolder you want to convert to a Web site.

   If the **Folder List** is hidden, on the **View** menu, click **Folder List**.

2. Click **Convert to Web** on the shortcut menu.

Note The larger the contents of the subfolder, the longer it takes to convert it to a Web site.

Delete a Web site or subsite

1. In the **Folder List**, right-click the Web site or subsite, and then click **Delete** on the shortcut menu.

   If the **Folder List** is hidden, on the **View** menu, click **Folder List**.

2. To confirm the deletion, click **Yes**.

Note You cannot delete a subsite unless you have administrative permissions on the top-level site.

About categories

You can use categories in Microsoft FrontPage to organize files that are located in separate folders into logical groups. For example, you could classify all of the travel-related files in your Web site into a category titled Travel. You can either use the built-in categories in FrontPage, or create your own custom categories. You can also use categories to group your hidden files.

Once you have arranged your files into categories, you can then query them. By filtering on the category names, you can display only the files that you want to view.

Categorize hidden files

In order to categorize files, you must open a Web site.

1. Show hidden files and folders.

   [How](#)

      1. On the **Tools** menu, click **Site Settings**.
      2. Click the **Advanced** tab, and then select the **Show hidden files and folders** check box.
2. On the **View** menu, point to **Reports**, point to **Workflow**, and then click **Categories**.
3. Do one of the following:

   [Categorize a single hidden file](#)

      1. Right-click the file, and then click **Properties** on the shortcut menu.
      2. Click the **Workgroup** tab.
      3. In the **Available Categories** box, select the check boxes for the categories that apply to the file.

   [Categorize a group of hidden files](#)

      1. Press and hold down CTRL, and then click the files that you want.
      2. Right-click one of the selected files, and then click **Properties** on the shortcut menu.
      3. Click the **Workgroup** tab.
      4. In the **Available Categories** box, select the check boxes for the categories that apply to the files.

Categorize files

In order to categorize files, you must open a Web site.

1. On the **View** menu, point to **Reports**, point to **Workflow**, and then click **Categories**.
2. Do one of the following:

   [Categorize a single file](#)

   1. Right-click the file, and then click **Properties** on the shortcut menu.
   2. Click the **Workgroup** tab.
   3. In the **Available Categories** box, select the check boxes for the categories that apply to the file.

   [Categorize a group of files](#)

   1. Press and hold down CTRL, and then click the files that you want.
   2. Right-click the files, and then click **Properties** on the shortcut menu.
   3. Click the **Workgroup** tab.
   4. In the **Available Categories** box, select the check boxes for the categories that apply to the files.

Add or remove a category

1. On the **View** menu, point to **Reports**, point to **Files**, and then click **All Files**.
2. Right-click any file, click **Properties** on the shortcut menu, and then click the **Workgroup** tab.
3. Click **Categories**, and then do one of the following:
   - To add a new category, type a name in the **New category** box, and then click **Add**.
   - To remove a category, select it, and then click **Remove**.

Create a task

Do one of the following:

[Create a task on a Web page or site](#)

1. On the **View** menu, click **Tasks**.
2. On the **Edit** menu, point to **Tasks**, and then click **Add Task**.
3. In the **Task name** box, type the name of the task.

4. Specify the settings that you want for this task:

   - In the **Assigned to** box, type or select the name of the person or workgroup that you want to assign the task to.

   - In the **Description** box, type a description of the task.

   - Under **Priority**, click a priority that meets your expectations for the task.

[Create a task and associate it with a file on a Web site](#)

You can assign a task to any type of file on a Web site; however, you can only assign a task to one file at a time.

1. In the **Folder List**, click the file that you want to associate a task with.

   If the **Folder List** is hidden, on the **View** menu, click **Folder List**.

2. On the **Standard** toolbar, click the arrow next to **Create a new normal page** □ .
3. Click **Task**.
4. In the **Task name** box, type the name of the task.

5. Specify the settings that you want for this task:

   - In the **Assigned to** box, type or select the name of the person or

workgroup that you want to assign the task to.

- Next to **Associated with**, verify that the file name you want to associate the task with is listed.

- In the **Description** box, type a description of the task.

- Under **Priority**, click a priority that meets your expectations for the task.

[Tip](#)

You can create a task in **Page** view while editing a page, and the task is automatically associated with that page. The name of the file associated with a task, if any, is displayed in the **Associated with** field in the **New Task** dialog box.

About tasks

You can track work items on your Web site by assigning tasks to people or to workgroups. You can also add a description of the work item directly to the task. You can associate these tasks with any file on your Web site — including a Web page, a picture, a sound file, or another Microsoft Office System document.

By using **Tasks** view, you can monitor the most recent information about each task. Each task has the following properties:

- **Status**— Completed or in progress
- **Task**— The task name
- **Assigned To**— User name or workgroup
- **Priority**— High, medium, or low
- **Associated With**— The name of the file the task is associated with, if any
- **Modified Date**— The last time the file was modified
- **Description**— A description of the work that needs to be done

You can sort tasks by any of these properties.

Change the status of a task

Do one of the following:

[Start working on a task](#)

1. On the **View** menu, click **Tasks**.
2. Do one of the following:
   - To start working on a task that is not associated with a file, right-click the task, and then click **Edit Task** on the shortcut menu.
   - To start working on a task that is associated with a file, right-click the task, and then click **Start Task** on the shortcut menu.

   Notes

   - When you start a task that is associated with a Web page, Microsoft FrontPage opens that page in **Page** view.
   - When you start a task that is associated with another type of file, the file is opened in its associated editor. For example, Microsoft Office Word 2003 is the associated editor for .doc files.

[Mark a task as completed](#)

[To mark a task as completed in **Task** view](#)

1. On the **View** menu, click **Tasks**.
2. Right-click the task you want to mark as completed, and then click **Mark Complete** on the shortcut menu.

[Mark a task as completed while editing an associated Web page](#)

- When you start a task that is associated with editing a Web page, the first time you save the page in **Page** view, Microsoft FrontPage prompts you to mark the task as completed. Click **Yes**.

Delete a task

1. On the **View** menu, click **Tasks**.
2. Right-click the task you want to delete, and then click **Delete Task** on the shortcut menu.

About reducing the download time of your site

Adding graphic, audio, and video files to your Web site adds to the download time for site visitors when they access your site. It is important to take into consideration the size, type, and number of files that you want to add to your site.

[Reducing the download time of graphics](#)

[Resize and resample the graphic](#)

Resizing a graphic changes attribute values for the HTML [tag](#) that tells a Web browser how to display the graphic; the actual graphic file is not changed. If you only resize the graphic, it will be displayed in a smaller area on a site visitor's screen, but its file size and the download time are unchanged.

To decrease the file size of a graphic and its download time, you will need to resample the graphic after resizing it.

Resampling a graphic changes its [pixel](#) size to match its current display size. When you resample the graphic after resizing it, the file size is reduced to match the smaller size.

[Lower the quality setting for JPEG files](#)

As you lower the quality setting, file compression increases and file size decreases.

[Lower the resolution of a high-resolution graphic](#)

If you have a high-[resolution](#) graphic, make a copy of the graphic, open it in a graphics program, and then make modifications to lower the resolution. You can then reinsert the graphic in your Web page in its lower resolution format.

[Display a low-resolution version of a graphic while downloading](#)

In a graphics program, create a low-resolution version of a graphic. To do this, open your file in a graphics editing program and reduce the color depth (number of colors) in the graphic. The fewer colors you specify for the low-resolution version of the graphic, the faster it will be displayed in a Web browser. Because the low-resolution graphic is intended as a placeholder for the high-resolution graphic, you should not change the height or width of the graphic.

Then, set Microsoft FrontPage to display this low-resolution version of your graphic while the original is being downloaded. This gives the site visitor something to look at while the page is loading.

[Create a thumbnail](#)

A thumbnail is a small version of the graphic that downloads quickly. By looking at a thumbnail, site visitors can determine whether they want to download the full-size version of the graphic. Use the AutoThumbnail feature, which automatically creates a thumbnail with a [hyperlink](#) to the original, larger sized graphic.

[Display ALT text](#)

[Alternative text](#) (ALT text) is displayed in place of a graphic while it is downloading and lets site visitors know what they are waiting to see.
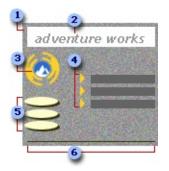
[Reducing the download time of audio](#)

Reuse sounds   You can reduce audio file size by looping or reusing sounds.

About using graphics

You can use graphics on your Web pages to display information, artwork, photos, [drawing objects](#), [theme](#) elements, or a company logo. In addition to being decorative, graphics can be useful for items such as navigational buttons, hot spots, and image maps. Microsoft FrontPage also gives you a variety of ways to lay out the graphics on your Web pages.

1 Graphic used as a background

2 Banner graphic

3 Company logo

4 Graphical bullets

5 Link bar with graphic navigation buttons

6 Graphical horizontal line

[Choose a file format](#)

When you are ready to add graphics to your Web pages, you must determine how you should format them. A graphics file in its natural state is too large to download quickly over the Web, so you must reduce the size of the file by compressing it.

The standard file formats for Web pages are [GIF](#), [JPEG](#), and more recently [PNG](#). There are many factors that determine which file format you will use for each

graphic. The best format depends on the type of graphic you're working with, the size of the file, how small you want the graphic file to appear, and the way you want the image to download.

- **GIF**   Graphics in GIF format are best when used with images that contain only a few distinct colors, such as line drawings and black and white images.

  One of the advantages to GIF compression format is that you can interlace it to improve the browser download experience. An interlaced GIF appears first with poor resolution and then improves until the entire image arrives. This allows the viewer to get an idea of what the graphic will look like while they are waiting for the graphic to appear.

  Another useful aspect of graphics in GIF format is that you can make the background of a GIF transparent, so you see the background color of the browser window you're in.

- **JPEG**   JPEG format is commonly used for photo-realistic graphics containing thousands or millions of colors. Graphics in JPEG format are useful because you can control the file compression by changing the graphic quality. The lower you set the quality, the higher the file compression will be. As a result, the file size is decreased.

  Graphics in JPEG format permit a greater degree of compression than the GIF format alternative, enabling quicker downloading times for larger graphics. However, a browser can only download a graphic in JPEG format linearly, from the top row to the bottom row.

- **PNG**   PNG format is an alternative to GIF and JPEG that supports transparency for graphics containing thousands or millions of colors. Some Web browsers cannot display graphics in PNG format without a special [plug-in](). The following are the types of PNG formats that you can choose:
  - PNG-8 format is similar to GIF but it offers better 8-bit color support. It efficiently compresses solid areas of color while preserving sharp detail, such as that in line art, logos, or illustrations with type. This format is not very common and it is not supported by all browsers.
  - PNG-24 format is also similar to GIF and it supports 24-bit color. Like JPEG format, PNG-24 preserves the broad range and subtle variations

in brightness and hue found in photographs. Like the GIF and PNG-8 formats, PNG-24 preserves sharp detail, such as that in line art, logos, or illustrations with type. This format is not very common and it is not supported by all browsers.

[Other types of file formats](#)

You can also add graphics in the following file formats:

BMP   The native bitmap format of the Microsoft Windows environment is a picture made from a series of small dots and it supports images up to 24 bits.

WMF   Microsoft Windows Metafile format supports bitmapped, [vector](#), and Encapsulated PostScript (EPS) data.

[Add an animated GIF](#)

An animated GIF is a type of graphic that you can use to create movement or animation by combining several sequential images into a single GIF file. You can create an animated GIF in a graphics program, and you can find animated GIFs on the World Wide Web. You can then add them to your Web site.

The animation in this example plays once when the page is opened.

Add a graphic to a Web page

You can add a graphic to your Web page from a variety of sources.

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. Place the insertion point where you want to add a graphic.
3. Do one of the following:

[Add a graphic from a file](#)

1. On the **Insert** menu, point to **Picture**, and then click **From File**.
2. Locate the file you want to add, and then click **Insert**.

[Add clip art from the Clip Organizer](#)

1. On the **Insert** menu, point to **Picture**, and then click **Clip Art**.
2. In the **Clip Art** [task pane](#), in the **Search for** box, type a word or phrase that describes the clip you want.

   If you want to limit your search to a specific clip art collection or file type, do the following:

   - In the **Search in** list, clear the check boxes next to the collections you do not want to search.
   - In the **Results should be** list, select the file types you want.

3. Click **Go**.
4. In the search results list, click the graphic you want to add.

[Add a graphic from a scanner](#)

1. On the **Insert** menu, point to **Picture**, and click **From Scanner or Camera**.
2. Under **Device**, click the device you want to add a graphic from.
3. Click the [resolution](#) that you want.
4. Do one of the following:
   - To add the graphic in its original form, click **Insert**.

- To adjust the properties of the graphic, click **Custom Insert**, and then select the graphics you want to add.

[Add a graphic from a digital camera](#)

1. On the **Insert** menu, point to **Picture**, and click **From Scanner or Camera**.
2. Under **Device**, click the device you want to add a graphic from.
3. Click **Custom Insert**.
4. Select the graphic that you want to add and then click **Get Pictures**.

[Tip](#)

To select more than one graphic, hold down CTRL and select the graphics you want.

Notes

- When you save the page, Microsoft FrontPage prompts you to save embedded files to your Web site. Unless you specify otherwise, graphics that use 256 or fewer distinct colors are automatically converted to [GIF](#), while all other graphics are converted to [JPEG](#).
- You can choose not to save the graphic to your Web site by clicking **Set Action** in the **Save Embedded Files** dialog box, which appears when you save a page. For local files, a reference to the graphic is created on your page. However, if the graphic is removed from that location, you will no longer see the graphic on your own page.

Change a graphic to a different format

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Right-click the graphic, and then click **Change Picture File Type** on the shortcut menu.
3. Click the file format that you want.
4. Under **Settings**, select the options that you want.
   - For a GIF, you can specify whether to allow a transparent color and whether the graphic is interlaced.
   - For a JPEG, you can specify the quality and number of progressive passes. The lower the quality you set, the more the graphic will be compressed. The number of progressive passes refers to the number of passes that a Web browser will take in order to resolve a graphic as it downloads.

     Note Some Web browsers do not support progressive passes.

[Show All](#)

Set the default settings of a GIF or JPEG file

When you paste a graphic other than a [GIF](#) or [JPEG](#) into a page and then save it, Microsoft FrontPage automatically attempts to convert the graphic to a GIF if it has 256 bits of color or less, or to a JPEG if it has more than 256 bits of color.

To set the default settings for these file types, do the following:

1. On the **Tools** menu, click **Page Options**, and then click the **Picture** tab.
2. To define the way a file type is converted by default, click **File Type Settings**, and then select the options you want.
3. Specify the default settings that you want.

Change the properties of a graphic

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. Right-click the graphic, and then click **Change Picture File Type** on the shortcut menu.

   If the graphic has one or more hot spots, right-click an area of the graphic that is not a hot spot.

3. Change the properties for one of the following:

   [The graphic is in JPEG format](#)

   1. Under **Settings**, clear the **Use image as is** check box.
   2. To specify the quality of the JPEG, enter a value from 1 to 100 in the **Quality** box. This allows you to produce a smaller size file of the graphic, thereby lowering the quality of the graphic.
   3. In the **Progressive passes** box, enter the number of [progressive passes](#) you want Web browsers to make.

      Some Web browsers do not support progressive passes.

   [The graphic is in GIF format](#)

   - To specify whether the graphic should be [interlaced](#), under **Settings**, select or clear the **Interlaced** check box.
   - To remove the transparency, if a transparent color has been set, clear the **Transparent** check box.

Note If you want to change the properties of a [PNG](#) graphic, you must use a graphics editing program.

Associate a file type with a program

By associating a file type with a program, you specify which program you want to use when opening a specific type of file from within FrontPage. Note that the setting you choose does not apply to your Microsoft Windows settings.

1. On the **Tools** menu, click **Options**.
2. Click the **Configure Editors** tab.
3. In the **Extensions** list, click the file name extension for the file type you want to associate with a program.

   If the file name extension doesn't appear in the list, click **New Extension** , type the file name extension you want to add, and then click **OK**.

4. In the **Editors** list, click the program you want to associate with the file type.

   If the program doesn't appear in the list, click **New Editor** , select the program, and then click **OK**.

5. Click **Make Default**.

Add text that describes a graphic

[Alternative text](#) can display for graphics, depending on the browser, when the graphic is downloading, when it can't be found, or when a site visitor moves the pointer over it.

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. Right-click the graphic, click **Picture Properties** on the shortcut menu, and then click the **General** tab.
3. Under **Alternative representations**, in the **Text** box, type the alternative text for the graphic.

Specify a low-resolution version of a graphic

1. In **Page** view, at the bottom of the document window, click **Design**.
2. Right-click the graphic, click **Picture Properties** on the shortcut menu, and then click the **General** tab.
3. Under **Alternative representations**, in the **Low-Res** box, type the file name for the low-resolution graphic, or click **Browse** to locate it.

Note Some Web browsers do not recognize the low-resolution attribute when rendering graphics.

Troubleshoot graphics

[I can't crop part of a photo gallery graphic.](#)

Microsoft FrontPage can only crop photo gallery images down to a certain size. If you find that your graphic is too large, you can insert it onto a blank page, crop it like you would any other graphic, and then resave and reinsert it into your photo gallery.

[When I double-click a graphic to edit it in another editor, "No picture editor is configured" appears.](#)

You must first choose the picture editor you want to use to edit your graphics. You will need to choose one for each type of graphic you want to edit. To choose the picture editor, do the following:

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. Right-click the graphic, point to **Open With**, and click **Choose Program** on the shortcut menu.
3. Under **Choose the program you want to use to open this file**, click the graphics editor that you want for this file type, and then click **OK**.

   If you do not see the graphics editor you want in the list, click **Browse for more**, locate and click the one you want, and then click **Open**.

   Note You cannot specify a graphics editor for animated GIFs that is different from the one you set for [GIFs](#).

[The graphic I inserted is not displaying in my Web site.](#)

- This can be caused by one of the following:

  [You acquired this graphic from another Web site](#)

  When you add a graphic to a Web page and then save it, you are prompted to save that graphic to the Web site that contains that Web page. If you

acquired this graphic from a shared location or another site, and you didn't save it to a folder in your site, the [path](#) to it will be broken if that graphic is removed from the shared location or Web site, and it will not display on your Web page.

[You need to publish the image or the folder to where all other graphics are located on your Web server](#)

If you have a graphic that you are using for a Web page located in a local folder, when you publish that Web page, you also need to publish the folder where all the graphics are or all your graphics will appear to be broken.

[When I click a hot spot, it returns a 404 error message.](#)

This can be caused by one of the following:

- **The destination may have moved or may no longer exist**   Verify that the file exists by viewing the destination file in your Internet Web browser (if the file is on the Internet), or by using Microsoft Windows Explorer (if the file is on your hard drive or a network).
- **You may not have access to the destination**   If the destination file is on the Internet, make sure you have a connection to the Internet.
- **There may be a technical problem**   If you believe that the file you are linking to exists and that you have permission to link to it, try deleting your temporary Internet files.

[How?](#)

1. Open Microsoft Internet Explorer.
2. On the **Tools** menu, click **Internet Options**.
3. Under **Temporary Internet Files**, click **Delete Files**.

[When I click a hot spot, it returns a 403 error message.](#)

You may be trying to link to a page or directory that does not have anonymous browsing permissions.

- If the destination is on a network, contact your network administrator to ensure that you have access to the destination file.

[When I am resizing a graphic in percentages, the **Keep aspect ratio** check box appears dimmed.](#)

Microsoft FrontPage bases the percentage width or height of a graphic on a portion of the browser window (or table cell) and the [aspect ratio](#) is not preserved. If you want to preserve the aspect ratio, you must resize the graphic by entering the width and height size in [pixels](#).

[I am unable to copy a photograph from my scanner or digital camera to the photo gallery.](#)

Some cameras and scanners require that you first install hardware drivers on the computer that you will connect the camera or scanner to. See the instructions from the manufacturer of your scanner or camera to determine if you need to do this.

About changing the appearance of graphics

You can use Microsoft FrontPage to change graphics in the following ways:

Crop

By cropping a graphic, you can remove areas of the graphic that you don't want to use. Cropping also lets you change the proportions of the graphic; for example, you can crop a graphic so that it is shorter.

Original graphic Cropped graphic

Add text

You can add text on top of a graphic. The text you add will not affect the size of the graphic file in your Web site.

Original graphic Graphic with text

Change brightness and contrast

You can increase or decrease the brightness of a graphic, as well as increase or decrease the contrast of color in a graphic; for example, to sharpen a graphic.

More brightness   Less brightness

More contrast Less contrast

Apply a grayscale

You can convert a graphic to black and white (grayscale).

Grayscale

Add or remove borders

You can add a beveled border to a graphic to give it a raised, three-dimensional appearance. This feature is useful if you want to use the graphic as a button. You can also add a 1,2,3, or 4-sided border around a graphic and pick its style and color.

Note If the graphic has a [default hyperlink](), the border will have the colors that you specified for hyperlinks.

Beveled border Regular border

Set a transparent color

You can select one color in a graphic to be transparent, and then wherever that color appears, the background will show through. Each graphic can have only one transparent color. If you select a transparent color for a graphic that already has one specified, the original transparent color will no longer be transparent.

Original graphic Transparent color

Rotate and flip

You can rotate a graphic 90 degrees clockwise or counterclockwise. You can also flip a graphic horizontally (which turns the graphic upside down) or vertically (which makes a mirror image).

Rotate left Rotate right

Flip horizontally Flip vertically

Add or remove a border from a graphic

Do one of the following:

Add a border to a graphic

1. In **Page** view, at the bottom of the document window, click **Design** ⊡.
2. Right-click the graphic, and then click **Picture Properties** on the shortcut menu.
3. Under **Layout**, in the **Border thickness** box, type or select a value to indicate the width of the border in pixels.
4. To specify the style of the border, click **Style**, click **Format**, click **Border**, and then select the options you want.

Notes

- If the graphic has a default hyperlink, the border will have the colors that you specified for hyperlinks.
- You cannot change a beveled border around a graphic.

Remove a border from a graphic

1. In **Page** view, at the bottom of the document window, click **Design** ⊡.
2. Right-click the graphic, and then click **Picture Properties** on the shortcut menu.
3. Under **Layout**, in the **Border thickness** box, type **0** to indicate zero pixels.

Change the border around a graphic

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. Right-click the graphic, and click **Picture Properties** on the shortcut menu.
3. Under **Layout**, select the options you want.
4. Click **Style**.
5. Click **Format**, and then click **Border**.
6. Select the options you want.

Notes

- You cannot change a beveled border around a graphic.
- If the graphic has a [default hyperlink](#), the border will have the colors that you specified for hyperlinks.

Add text to a graphic

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. Click the graphic to which you want to add text.
3. On the **Pictures** toolbar, click **Text** 🄰.

   If the **Pictures** toolbar is hidden, right-click the graphic, and click **Show Pictures Toolbar** on the shortcut menu.

4. Type the text you want.
5. On the **Format** menu, click **Font**, and then select the formatting options you want.
6. You can also do one or more of the following:
   - To resize a text box, drag the handles on the text box border.
   - To move a text box, drag the border of the text box to a new location.

[Tip](#)

If the graphic is not in GIF format, Microsoft FrontPage will convert it. If you do not want the graphic converted to GIF format, you can add the text to the graphic by using a graphics editing program and then save the graphic file to your Web site.

Add a graphic background to text

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Select the paragraphs that you want to add a background to.
3. On the **Format** menu, click **Borders and Shading**, and then click the **Shading** tab.
4. Under **Patterns**, in the **Background picture** box, type the location of the graphic you want to use.
5. Set the properties for the background graphic.

   [How?](#)

   Do one or more of the following:

   - In the **Vertical position** and **Horizontal position** boxes, specify how you want to align the graphic.

   - In the **Repeat** box, specify how you want to tile the graphic.

     For example, to tile the graphic horizontally, click **repeat-x**. To tile the graphic vertically, click **repeat-y**.

   - In the **Attachment** box, specify whether the background graphic should be fixed relative to the browser window, or whether it should scroll with the document.

Crop a graphic

By cropping a graphic, you can remove areas of the graphic that you don't want to use.

1. In **Page** view, at the bottom of the document window, click **Design**.
2. Click the graphic.
3. On the **Pictures** toolbar, click **Crop**.

   If the **Pictures** toolbar is hidden, right-click the graphic, and then click **Show Pictures Toolbar** on the shortcut menu.

4. Drag the handles of the cropping box to resize and include the part of the graphic that you want to keep.
5. Click **Crop** again to remove the area outside of the cropping box.

Rotate or flip a graphic

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. Click the graphic.

   If you want to rotate or flip the background graphic, you do not need to make a selection.

3. On the **Pictures** toolbar, do any one of the following:

   If the **Pictures** toolbar is hidden, right-click the graphic, and click **Show Pictures Toolbar** on the shortcut menu.

   - To rotate a graphic 90 degrees counterclockwise, on the **Pictures** toolbar, click **Rotate Left 90º** [   ]. To rotate a graphic 90 degrees clockwise, click **Rotate Right 90º** [   ].
   - To flip a graphic upside down, click **Flip Vertical** [   ]. To flip a graphic to create a mirror image, click **Flip Horizontal** [   ].

Align a graphic

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. Right-click the graphic, and then click **Picture Properties** on the shortcut menu.
3. Click the **Appearance** tab, and then do one of the following:
   - Under **Wrapping Style**, click the option you want.
   - Under **Layout**, in the **Alignment** box, click an option to specify how you want the graphic to be aligned on the page.
4. Under **Layout**, in the **Horizontal spacing** box, type or select the number of [pixels](#) you want on the left and right sides of the graphic.
5. Under **Layout**, in the **Vertical spacing** box, type or select the number of pixels you want on the top and bottom sides of the graphic.

Resize a graphic

In **Page** view, at the bottom of the document window, click **Design** 🖼, and then do one of the following:

[Resize a graphic by using pixel and percent values](#)

1. Right-click the graphic, and then click **Picture Properties** on the shortcut menu.
2. Under **Size**, select the **Specify size** check box.
3. In the **Height** and **Width** boxes, type or select the pixel or percent values you want.
4. To specify whether you want to adjust the [aspect ratio](#) of the graphic after you resize it, select or clear the **Keep aspect ratio** check box.
5. To [resample](#) the graphic according to its new size, in the lower-right corner of the graphic, click **Picture Actions** 🖼, and then select **Resample Picture to Match Size**.

[Resize a graphic directly](#)

- Click the graphic, and then drag a sizing handle to a new position.

Convert a graphic to grayscale

1. In **Page** view, at the bottom of the document window, click **Design** ▥.
2. Click the graphic.

   If you want to convert a background graphic to grayscale, you do not need to make a selection.

3. On the **Pictures** toolbar, click **Color** ▦, and then click **Grayscale**.

   If the **Pictures** toolbar is hidden, right-click the graphic, and click **Show Pictures Toolbar** on the shortcut menu.

Change the contrast or brightness of a graphic

1. In **Page** view, at the bottom of the document window, click **Design** ⬙.
2. Click the graphic.

   If you want to change the contrast of a background graphic, you do not need to make a selection.

3. On the **Pictures** toolbar, do one or both of the following:

   If the **Pictures** toolbar is hidden, right-click the graphic, and then click **Show Pictures Toolbar** on the shortcut menu.

   - To change the color contrast of a graphic, click **More Contrast** [ ] or **Less Contrast** [ ].
   - To change the brightness of a graphic, click **More Brightness** [ ] or **Less Brightness** [ ].

Wash out the color of a graphic

1. In **Page** view, at the bottom of the page, click **Design** .
2. Click the graphic.

   If you want to wash out background graphic, you do not need to make a selection.

3. On the **Pictures** toolbar, click **Color** , and then click **Wash Out**.

Note If the **Pictures** toolbar is hidden, right-click the graphic, and click **Show Pictures Toolbar** on the shortcut menu.

Make a color in a graphic transparent

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. Click the graphic.
3. On the **Pictures** toolbar, click **Set Transparent Color** ⬚ .

   If the **Pictures** toolbar is hidden, right-click the graphic, and click **Show Pictures Toolbar** on the shortcut menu.

4. Click the color in the graphic that you want to make transparent.

   [Tip](#)

   If the graphic is not in GIF format, Microsoft FrontPage will convert it to that format. If you do not want the graphic converted to GIF format, you can edit it in a graphics editing program and save it to your Web site.

Undo changes to a graphic

You can undo changes you have made to a graphic since you last saved or added it to a Web page.

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. Click the graphic.

   If you want to restore the background graphic, you do not need to make a selection.

3. On the **Pictures** toolbar, click **Restore** ⬚.

Note If the **Pictures** toolbar is hidden, right-click the graphic, and click **Show Pictures Toolbar** on the shortcut menu.

About Interactive Buttons

You don't need to be an imaging or coding expert to add functional buttons to your Web pages. Microsoft FrontPage makes it easy for you to add buttons to your Web pages that resemble buttons you would expect from an advanced graphics-editing tool.

You can change the appearance of these buttons without any code editing. You can change settings, such as add button text, select button and background colors, and define a hyperlink for a button. You can also specify the font style, size, and color for all states of the button including the original, hover, and pressed states. You can set the horizontal and vertical alignment, as well as change the size and proportions of the button.

After you add a button, you can link it to another page in the current Web site, a site on the World Wide Web, or an e-mail address.

When you add an interactive button, FrontPage creates image files that make up the button. When you save your Web pages, FrontPage will prompt you to also save the button image files.

Add an Interactive Button

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Place the insertion point where you want to add the button.
3. On the **Insert** menu, click **Interactive Button**.
4. On the **Button** tab, in the **Buttons** list, click a button style.
5. In the **Text** box, type the text that you want to appear on the button.
6. Next to the **Link** box, click **Browse**.
7. Locate and click the file, URL, or e-mail address that you want the button to link to, and then click **OK**.

Note When you save the Web page, Microsoft FrontPage will prompt you to save the images associated with the button.

Delete an Interactive Button

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Click the button, and press DELETE.

Note When you delete a button, the files associated with that button are not deleted. You must delete the button files from the **Folder List**.

Set the properties of an Interactive Button

1. Right-click the Interactive Button that you want to set the properties for, and then click **Button Properties** on the shortcut menu.
2. Do one or more of the following:

[Set the text](#)

- On the **Button** tab, in the **Text** box, type the text that you want to appear on the button.

[Set the font](#)

- On the **Font** tab, select the font properties that you want.

[Set the destination](#)

- On the **Button** tab, in the **Link** box, locate and click the file, [URL](#), or e-mail address that you want the button to link to, and then click **OK**.

[Set the button background](#)

On the **Image** tab, do one of the following:

- To match the background of the button to a Web page with a solid background, click **Make the button a JPEG image and use this background color**, click the arrow on the list, and then click a color that matches your Web page.
- To match the background of the button to a Web page with a varied background, click **Make the button a GIF image and use a transparent background**.

[Set the size](#)

On the **Image** tab, do one or both of the following:

- To set the height and width of a button, in the **Height** and **Width** boxes, type or select the pixel values that you want.
- To maintain the aspect ratio of the button, select the **Maintain proportions** check box.

[Set the behavior](#)

On the **Image** tab, do one or more of the following:

- To display the button differently when a site visitor rests the mouse pointer on it, select the **Create hover image** check box.
- To display the button differently when a site visitor clicks it, select the **Create pressed image** check box.
- To load the images for the hover and clicked states of the button as the rest of the page loads, select the **Preload button images** check box.

Add a picture to a hover button

This procedure applies only to a hover button that you created by using an earlier version of Microsoft FrontPage.

You can add a picture as the background of a hover button, as the hover effect, or both.

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Right-click the hover button, and then click **Hover Button Properties** on the shortcut menu.
3. Click **Custom**.
4. Next to the **Button** box, click **Browse**.
5. Locate and click the picture file, and then click **Open**.
6. To return to the **Hover Button Properties** dialog box, click **OK**.
7. In the **Width** and **Height** boxes, type the width and height of the picture in pixels, and then click **OK**.

   The size of the picture should match the size of the hover button.

Add a sound to a hover button

This procedure applies only to a hover button that you created by using an earlier version of Microsoft FrontPage.

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. Right-click the hover button that you want to add a sound effect to, and then click **Hover Button Properties** on the shortcut menu.
3. Click **Custom**.
4. In the **Play sound** area, do one of the following:
   - To play the sound effect when a site visitor clicks the hover button, click **Browse** next to the **On click** box, locate and click the sound file, and then click **Open**.
   - To play the sound effect when a site visitor points to the hover button, click **Browse** next to the **On hover** box, locate and click the sound file, and then click **Open**.

Note Because hover buttons are actually Java applets, you can only use .au format sound files for sound effects; you cannot use .midi or .wav files. Furthermore, the .au files must be in 8-bit, 8000 Hz, mono, u-law format.

Set the properties of a hover button

This procedure applies only to a hover button that you created by using an earlier version of Microsoft FrontPage.

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. Right-click the hover button you want to set the properties for, and then click **Hover Button Properties** on the shortcut menu.
3. Select the properties you want.

Delete a hover button

1. In **Page** view, at the bottom of the document window, click **Design** ⊡.
2. Click the button, and press DELETE.

[Show All](#)

About photo galleries

A photo gallery is a Web page that contains a collection of photos arranged in a specific layout. Microsoft FrontPage provides four different layouts that you can use to arrange your graphics.

In addition to creating an individual photo gallery, you can create your own Web site "photo album" by first creating two or more galleries, and then adding a [link bar](#) that connects them all. Each page can have a different layout.

[Adding and removing photos](#)

When you create a gallery, you can add as many photos as you want. You can also add or remove photos at any time.

You can add photos from a variety of sources:

- Your computer or local Web site
- The World Wide Web
- The Microsoft Clip Organizer
- A scanner
- A digital camera

[Editing a specific photo](#)

FrontPage offers you several ways to edit your photos after you have added them to the photo gallery:

- **Size**   You can change the width or height of the photo. You can also choose to maintain the [aspect ratio](#), so your photo does not become distorted.

Original Resized

- **Orientation**   You can rotate or flip the photo:

  Original

  Rotated right 90 degrees Rotated left 90 degrees

  Flipped vertically Flipped horizontally

- **Crop**   You can crop the photo and display only the portions you want.

  Original Cropped

- **Reset**   After making changes to the photo, you can click **Reset** to return the photo to its original state.

[Captions and descriptions](#)

Below each photo in a photo gallery there is space for a caption and description. You can select the font style, color, and size of the caption. You can create the caption and description when you create the gallery, or you can change or remove it later.

[Thumbnails](#)

When you create a photo gallery using one of the four layouts, a [thumbnail](#) of each photo is automatically created. You have the opportunity to set or change the size of the thumbnail at any time.

Original graphic Thumbnail of the graphic

Create a photo gallery

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. Place the insertion point where you want to add a photo gallery.
3. On the **Insert** menu, click **Web Component**.
4. In the **Component type** list, click **Photo Gallery**.
5. In the **Choose a Photo Gallery Option** list, click the layout you want.
6. Click **Finish**.
7. To add a photo to the photo gallery, click **Add**.
8. Do one of the following:

   [Add a picture from a file](#)

   1. Click **Pictures from Files**.
   2. Locate and click the file you want, and then click **Open**.

   [Add a picture from a scanner](#)

   1. Click **Pictures from Scanner or Cameras**.
   2. Under **Device**, click the device you want to add a graphic from.
   3. Click the [resolution](#) that you want.
   4. Do one of the following:
      - To add the graphic in its original form, click **Insert**.
      - To adjust the properties of the graphic, click **Custom Insert**, and then select the graphics you want to add.

   [Add a picture from a digital camera](#)

   1. Click **Pictures from Scanner or Cameras**.
   2. Under **Device**, click the device you want to add a graphic from.
   3. Click **Custom Insert**.
   4. Select the graphic that you want to add and then click **Get Pictures**.

      [Tip](#)

      To select more than one graphic, hold down CTRL and select the

graphics you want.

9. To rearrange the order of the photos, select the name of the photo, and click **Move Up** or **Move Down**.

Add a photo to a photo gallery

1. In **Page** view, at the bottom of the document window, click **Design** 🖾.
2. Double-click the photo gallery where you want to add a photo.
3. Click the **Pictures** tab, and then click **Add**.
4. Do one of the following:

   [Add a picture from a file](#)

   1. Click **Pictures from Files**.
   2. Locate and click the file you want, and then click **Open**.

   [Add a picture from a scanner](#)

   1. Click **Pictures from Scanner or Cameras**.
   2. Under **Device**, click the device you want to add a graphic from.
   3. Click the [resolution](#) that you want.
   4. Do one of the following:
      - To add the graphic in its original form, click **Insert**.
      - To adjust the properties of the graphic, click **Custom Insert**, and then select the graphics you want to add.

   [Add a picture from a digital camera](#)

   1. Click **Pictures from Scanner or Cameras**.
   2. Under **Device**, click the device you want to add a graphic from.
   3. Click **Custom Insert**.
   4. Select the graphic that you want to add and then click **Get Pictures**.

      [Tip](#)

      To select more than one graphic, hold down CTRL and select the graphics you want.
5. To rearrange the order of the photos, select the name of the photo, and then click **Move Up** or **Move Down**.

Edit a photo in a photo gallery

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. Double-click the photo gallery.
3. Select the name of the photo you want to edit.
4. Click **Edit**, and do one or more of the following:

[Change the size of the photo](#)

1. Under **Picture Size**, specify a width and a height for the photo in [pixels](#).

[Rotate or flip the photo](#)

Under **Rotate Picture**, do one or more of the following:

- To rotate the photo 90 degrees counterclockwise, click **Rotate Left** .
- To rotate the photo 90 degrees clockwise, click **Rotate Right** .
- To turn the photo upside down, click **Flip Vertical** .
- To create a mirror image, click **Flip Horizontal** .

[Crop the photo](#)

1. Under **Crop Picture**, click **Crop**.

   A cropping box appears on the photo.

2. Click and drag the handles to resize the box.
3. Click **Crop** again to remove the area outside of the cropping box.

Note If you want to return the photo to its original state, click **Reset**.

[Tip](#)

To edit the photo before or after the one you just edited, click **Previous** or **Next**.

Change the layout of a photo gallery

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Double-click the photo gallery, and then click the **Layout** tab.
3. Choose a layout from the list.
4. Type or select a number in the **Number of pictures per row** box.

   Note The **Slide Show Layout** and **Montage Layout** galleries do not use columns and rows to display the graphics, and therefore, you do not need to specify a number.

Change a caption or description in a photo gallery

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Double-click the photo gallery.
3. Click the name of the photo you want to change.
4. Do one or both of the following:
   - In the **Caption** box, type the new caption.
   - In the **Description** box, type the new description.
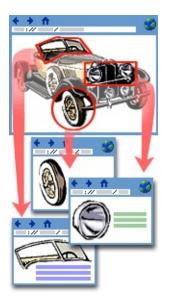
Remove a photo from a photo gallery

1. In **Page** view, at the bottom of the document window, click **Design** 🖻.
2. Double-click the photo gallery.
3. In the **Photo Gallery Properties** dialog box, click the **Pictures** tab.
4. Click the photo, and then click **Remove**.

About hot spots and image maps

A hot spot can be a shape or text on a graphic that is also a hyperlink. When a site visitor clicks the shape or the text, the destination of the hyperlink displays in a Web browser. In Microsoft FrontPage, hot spots can be shaped as rectangles, circles, or polygons.

A graphic with one or more hot spots is called an image map. An image map usually gives cues about where site visitors should click.

For example, if you have a Web page about your company, it might include a picture of your product that contains a hot spot for each particular aspect of that product. When site visitors click an area of the product, a page is displayed describing that aspect of the product in detail.

The areas of the graphic that don't have hot spots can be assigned a default hyperlink; when site visitors click anywhere outside a hot spot, they will be directed to the destination you set for the graphic's default hyperlink.

Add a hot spot to a graphic

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. Click the graphic that you want to add a hot spot to.
3. Do one of the following:

[Add a hot spot to a graphic](#)

1. On the **Pictures** toolbar, click **Rectangular Hotspot** ▢, **Circular Hotspot** ⬭, or **Polygonal Hotspot** ◁.

    If the **Pictures** toolbar is hidden, right-click the graphic, and then click **Show Pictures Toolbar** on the shortcut menu.

2. On the graphic, drag to draw a rectangle, circle, or polygon. When you release the mouse button, the **Insert Hyperlink** dialog box opens.
3. Locate the file you want to link to, and then click **OK**.

Notes

- To draw a polygon, click to place each corner of the polygon, and then double-click to finish it.

[Add a text hot spot to a graphic](#)

1. On the **Pictures** toolbar, click **Text** 🅐.

    If the **Pictures** toolbar is hidden, right-click the graphic, and then click **Show Pictures Toolbar** on the shortcut menu.

2. In the box, type the text you want.
3. Do one or both of the following:
    - To move the text box, drag the border of the text box to a new location.
    - To resize the text box, drag the handles on the text box border.
4. Double-click an edge of the text box.
5. Locate the file you want to link to, and then click **OK**.

Change or delete a hot spot

1. In **Page** view, at the bottom of the document window, click **Design** 🖻.
2. Click the graphic to view the [hot spot](#).
3. Do one or more of the following to change the destination of the hot spot:
   - **Edit the URL of a hot spot**   Double-click the hot spot, and select the [destination](#).
   - **Resize the hot spot**   Drag the selection handles to new positions.
   - **Delete a hot spot**   Click the hot spot, and then press DELETE.
   - **Move the hot spot**   Drag the borders to a new location.

Highlight the hot spots on a graphic

You can highlight [hot spots](#) on a graphic. For example, you might use this feature if it's hard for you to see the hot spot outlines that are superimposed on the graphic.

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. Click the graphic.
3. On the **Pictures** toolbar, click **Highlight Hotspots** 🖼.

   If the **Pictures** toolbar is hidden, right-click the graphic, and then click **Show Pictures Toolbar** on the shortcut menu.

4. To display the graphic without highlighting, click **Highlight Hotspots** 🖼 again.

Create a thumbnail

1. In **Page** view, at the bottom of the document window, click **Design** 🖻.
2. Click the graphic.

3. On the **Pictures** toolbar, click **Auto Thumbnail** ⬚.

   If the **Pictures** toolbar is hidden, right-click the graphic, and then click **Show Pictures Toolbar** on the shortcut menu.

   Microsoft FrontPage creates a thumbnail graphic and a hyperlink to the original full-size graphic.

Set the properties for thumbnails

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. On the **Tools** menu, click **Page Options**, and then click the **Auto Thumbnail** tab.
3. Do one or more of the following:
   - To specify the size, in the **Set** box, click the option you want, and then in the **Pixels** box, type or select the value in [pixels](#).
   - To specify the border size, select the **Border thickness**, and then in the **Pixels** box, enter the value in pixels.
   - To bevel the edges of the graphic, click the **Beveled edge** check box.

     If you have also specified a border thickness, the thumbnail will have a beveled edge inside of a border.

Resize a thumbnail in a photo gallery

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. Double-click the photo gallery.
3. Click the thumbnail photo that you want to resize.
4. Under **Thumbnail size**, specify a new width and height in [pixels](#).

Move a drawing object forward or backward

1. Select the drawing object that you want to move.

   Note If the object is hidden beneath other objects, select any object, and then press TAB until the object you want is selected.

2. On the **Drawing** toolbar, do one of the following:
   - To bring an object one layer closer to the front, click **Draw**, point to **Order**, and then click **Bring Forward**.
   - To bring an object to the front, click **Draw**, point to **Order**, and then click **Bring to Front**.
   - To send an object one layer closer to the back, click **Draw**, point to **Order**, and then click **Send Backward**.
   - To send an object to the back, click **Draw**, point to **Order**, and then click **Send to Back**.

Set default styles for drawing objects

You can use the properties of an existing [AutoShape](#) drawing object to set formatting attributes that will apply to all new drawing objects in Microsoft FrontPage.

- Right-click the drawing object that has the attributes you want to use as the default, and then click **Set AutoShape Defaults** on the shortcut menu.

About drawing objects

You can add drawing objects to a Web page, and then resize, rotate, flip, color, add text, specify line styles and shadow styles, and combine objects to make more complex shapes. AutoShapes are drawing objects, located on the **Drawing** toolbar, that include rectangles and circles, plus a variety of lines, block arrows, flowchart symbols, stars and banners, and callouts. You can also add objects from the **Clip Organizer**.

When you add text to a drawing object, the text becomes part of the object, and if you rotate or flip the object, the text rotates or flips with it.

All drawing objects have adjustment handles that you can use to adjust the appearance of the drawing object.

As you add drawing objects to your Web page, they stack automatically into individual layers. You can see the stacking order when objects overlap, such as the top of one object covering a portion of one or more objects beneath it.

You can move individual drawing objects or groups of objects in a stack. For example, you can move objects up or down within a stack one layer at a time, or you can move them backward or forward (top or bottom) in one move.

Text boxes are like drawing objects. You can format them to include color, fills, and borders.

Draw a line

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. On the **Drawing** toolbar, click **Line** ▭.

   If the **Drawing** toolbar is hidden, on the **View** menu, point to **Toolbars**, and then click **Drawing**.

3. Drag to draw the line, and do one of the following:
   - If you want to draw a straight line, hold down SHIFT as you drag.
   - To constrain the line to draw at 15-degree angles from its starting point, hold down SHIFT as you drag.
   - To lengthen the line in opposite directions from the first end point, hold down CTRL as you drag.

Format a line

1. To change the color or style of a line, select the line, and then do one or both of the following:

[Change the color or pattern of a line](#)

1. On the **Drawing** toolbar, click the arrow next to **Line Color (Auto)** .
2. Do one of the following:

[Select a standard color](#)

   - Under **Standard Colors**, select a color.

[Select from more colors](#)

   - Click **More Line Colors** and click the color you want.

[Mix custom colors](#)

   - Click **More Line Colors** and click **Custom**, then create the color you want.

[Select a pattern with color](#)

   1. Click **Patterned Lines**.
   2. Select a pattern, and then select colors for the foreground and background.

[Change the style of a line](#)

1. On the **Drawing** toolbar, click **Line Style** .
2. Do one of the following:
   - Click the style you want.

- Click **More Lines**, and then choose the attributes you want for your line style.

About WordArt

WordArt is a gallery of text styles that you can add to your Web page to create a decorative effect. For example, you can create shadowed, skewed, rotated, and stretched text, as well as text that has been fitted to predefined shapes. These are called text effects.

A text effect, as shown below, is a type of [drawing object](). Therefore, you can use the **Drawing** toolbar to change a text effect — for example, to fill a text effect with a picture or pattern.

Add or remove WordArt

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. Do one of the following:

[Add WordArt](#)

1. On the **Drawing** toolbar, click **Insert WordArt**.

   If the **Drawing** toolbar is hidden, on the **View** menu, point to **Toolbars**, and then click **Drawing**.

2. Select a WordArt style and then click **OK**.
3. In the **Edit WordArt Text** dialog box, type the text you want.

[Change the text in WordArt](#)

1. Double-click the WordArt you want to change.
2. In the **Edit WordArt Text** dialog box, change the text, and then click **OK**.

[Delete WordArt](#)

- Select the WordArt you want to remove and press DELETE.

Add a page banner

Important   By default, a page banner displays the page title as displayed in **[Navigation](#) view**. Therefore, before you can use page banners, you must set up the navigation structure of your Web site in **Navigation** view.

1. In **Page** view, place the insertion point where you want to add a page banner.
2. On the **Insert** menu, click **Page Banner**.
3. Do one of the following:

   [Display the page banner as text](#)

   1. In the **Page Banner Properties** dialog box, click **Text** .
   2. In the **Page banner text** box, type the text you want to display in the page banner, and click **OK**.
   3. Right-click the page banner, and then click **Font** on the shortcut menu.
   4. Set the properties that you want.

   [Display the page banner text as a picture](#)

   To use a picture, your page must use a [theme](#).
   1. In the **Page Banner Properties** dialog box, click **Picture**.
   2. In the **Page banner text** box, type the text you want to display in the page banner, and click **OK**.

   Note The page banner picture that displays is the banner that is associated with the theme for this page.

Change a page banner

1. In **Page** view, at the bottom of the document window, click **Design** ⬚.
2. Double-click the page banner.
3. Change the properties of the page banner.

Note When you change the text displayed on a page banner, the title of the page in **Navigation** view is also changed.

Add a comment

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Place the insertion point where you want to add a comment.
3. On the **Insert** menu, click **Comment**.
4. Type the comment.

Note A comment has the same attributes as the current paragraph style, but is displayed in a different color. Although comments can be viewed while editing a page, they are not visible in the Web browser of a site visitor who has browsed to the page. However, they are visible if the site visitor wants to view the source of your page, so use caution when writing comments.

Edit a comment on a Web page

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.
2. Double-click and edit the comment.

Note Site visitors are not able to see your comments when they view your Web page in a Web browser. However, they will see them if they view the source code, so use caution when writing comments.

Send a copy of a Web page as an e-mail message

To use this feature, you must have Microsoft Outlook or another mail program compatible with the [Messaging Application Programming Interface (MAPI)](#) installed on your computer.

Important The recipient of an e-mail message may not receive an attachment depending on the attachment file type. For example, program file type (.exe) attachments are blocked by Microsoft Outlook. The security level of file types is, in some cases, set by the e-mail server administrator. Make sure to provide an alternative method for recipients to access the attachment.

1. On the **File** menu, click **Send**.

   Microsoft FrontPage starts your default e-mail program, and then opens a new message with the active page attached.

2. Select recipients for the e-mail message, and then type a subject.
3. Send the message.

Add an Office Spreadsheet component

Security Use caution when you are adding ActiveX controls to your Web page. ActiveX controls may be designed in such a way that their use could pose a security risk. We recommend that you use controls from trusted sources only.

1. In **Page** view, at the bottom of the document window, click **Design** ▣.
2. Place the insertion point where you want to add a [Microsoft Office Spreadsheet component](#).
3. On the **Insert** menu, click **Web Component**.
4. In the **Component type** list, click **Spreadsheets and charts**.
5. In the **Choose a control** list, click **Office Spreadsheet**.
6. Click **Finish**.
7. If you want to learn more about designing and using an Office Spreadsheet component, see Microsoft Office Spreadsheet Component Help. To open Microsoft Office Spreadsheet Component Help, click **Help** ⊙ on the spreadsheet toolbar.

Note To enter or display data in an Office Spreadsheet component, your site visitors must use Microsoft Internet Explorer 5.01 with Service Pack 2 (SP2) or later and they must have the [Microsoft Office Web Components](#) installed on their computers.

Add an Office PivotTable component

Security Use caution when you are adding ActiveX controls to your Web page. ActiveX controls may be designed in such a way that their use could pose a security risk. We recommend that you use controls from trusted sources only.

1. In **Page** view, at the bottom of the document window, click **Design** 🔲.
2. Place the insertion point where you want to add a [Microsoft Office PivotTable component](#).
3. On the **Insert** menu, click **Web Component**.
4. In the **Component type** list, click **Spreadsheets and charts**.
5. In the **Choose a control** list, click **Office PivotTable**.
6. Click **Finish**.
7. In the document window, double-click **Click here to connect to data**.
8. Select the options you want.
9. If you want to learn more about designing and using an Office PivotTable component, see Microsoft Office PivotTable Component Help. To open Microsoft Office PivotTable Component Help, click **Help** 🔵 on the PivotTable toolbar.

Note To enter or display data in an Office PivotTable component, your site visitors must use Microsoft Internet Explorer 5.01 with Service Pack 2 (SP2) or later and they must have the [Microsoft Office Web Components](#) installed on their computers.

Add an Office Chart component

Security Use caution when you are adding ActiveX controls to your Web page. ActiveX controls may be designed in such a way that their use could pose a security risk. We recommend that you use controls from trusted sources only.

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Place the insertion point where you want to add a [Microsoft Office Chart component](#).
3. On the **Insert** menu, click **Web Component**.
4. In the **Component type** list, click **Spreadsheets and charts**.
5. In the **Choose a control** list, click **Office Chart**.
6. Click **Finish**.
7. On the **Data Source** tab, do one of the following:
   - To display new data that you enter, click **Data typed into a data sheet**, and then click **Data Sheet** to enter the data.
   - To display data from an existing database, click **Data from a database table or query**, and then click **Connection** to select options for a database connection.
   - To display data from an Office Spreadsheet or Office PivotTable component on the same Web page, click **Data from the following Web page item**, and then click the component you want.

     This option is available only if an Office Spreadsheet or Office PivotTable component is on the page.

8. Select any additional options you want.
9. If you want to learn more about designing and using an Office Chart, see Microsoft Office Chart Component Help. To open Microsoft Office Chart Component Help, right-click inside the Office Chart, and then click **Help** on the shortcut menu.

Note To enter or display data in an Office Chart, your site visitors must use Microsoft Internet Explorer 5.01 with Service Pack 2 (SP2) or later and they must have the [Microsoft Office Web Components](#) installed on their computers.

About Office Web Components

You can add interactive spreadsheets, charts, graphs, and PivotTables to your Web pages by using Microsoft Office Web Components. Office Web Components are Microsoft [ActiveX](#) controls that display data from a workbook, database, or other data source that you specify. When the data in that data source changes, the component displays those changes. This helps to ensure that both you and your site visitors can view and interact with data that is up-to-date.

Security Use caution when you are adding ActiveX controls to your Web page. ActiveX controls may be designed in such a way that their use could pose a security risk. We recommend that you use controls from trusted sources only.

Office Web Components include the following types of components:

Office Chart   This component can be a line or bar graph, a pie chart, or other type of chart that you specify. It can display data that you enter into a datasheet, existing data from database tables and queries, or existing data from an Office PivotTable or Office Spreadsheet component on the same Web page as the chart. You can use an Office Chart component to make it easy for your site visitors to compare data and identify patterns and trends in that data.

Office PivotTable   This component is an interactive table that combines and compares data in a series of rows and columns. It can display data from any of several types of databases, including relational databases and spreadsheet databases such as Microsoft Excel lists. You can use an Office PivotTable component to enable your site visitors to expand and collapse rows and columns to see different summaries of the data and to display details about specific data.

Office Spreadsheet   This component displays columns and rows of cells that contain related information. It can display data from an Excel workbook, text and other types of files, any of several types of databases, including relational databases such as a Microsoft SQL Server database, and data provider services. You and your site visitors can enter data directly into the cells, sort and apply filters to the data, and change the formatting of the data. Your site visitors can also perform calculations on the data by using formulas and functions.

By default, site visitors can both view and interact with data in any type of Office Web Component. However, you can specify protection settings for a component. These settings determine whether site visitors can only view the data in the component or both view and interact with that data.

Support for Office Web Components

Regardless of the protection settings you specify, your site visitors must have certain programs installed on their computers before they can view or interact with data in Office Web Components. Site visitors must use Microsoft Internet Explorer 5.01 with Service Pack 2 (SP2) or later to open a Web page containing components. In addition, site visitors must install the Office Web Components on their computers. By default, the Office Web Components are installed with any of the Microsoft Office 2003 programs. They can also be installed separately, from a location that you provide.

If site visitors install only the Office Web Components, and they do so by using an installation location and a license package that you provide, site visitors can both view and interact with data in components. If they install only the Office Web Components and they do not have access to a license package, site visitors can only view the data in components. If site visitors do not install the Office Web Components or an Office 2003 program, they cannot view or interact with components.

For information about providing an installation location or license package for the Office Web Components, see the Microsoft Office 2003 Resource Kit.

About customizing forms and views for SharePoint Services

When you use Microsoft FrontPage to add a list, survey, or library to your Web site based on Microsoft SharePoint Services, pages containing forms and views are also added. Forms and views are what your site visitors use to add, edit, or delete items from the lists, surveys, and libraries.

There are multiple customizations you can make to these forms and views depending on which version of SharePoint Services you are using:

[About customizing SharePoint Team Services v1.0 from Microsoft](#)

[Basic customizations](#)

- Change the order of the fields.
- Remove fields from the form or view.
- Replace one field with another from the same list, survey, or library.
- Change text formatting of fields, such as font size and color.
- Modify table formatting, such as adding or removing rows and columns or merging cells.
- Add custom content, such as text or a picture.

[Advanced customizations](#)

By using FrontPage to edit views based on SharePoint Team Services v1.0, you can enable layout customization view to provide greater control over the customization of the view, which is displayed as a Web component.

By using layout customization view, you can see where fields are placed in a view or form of a list, library, or survey. This provides a way to control how data appears in a view and how fields appear on a form. In a view, where the same set of fields is repeated for every item in a list, the modifications you make in the set of fields appear for every item in the list.

Note Once you have modified a view or form with the layout customization view in FrontPage, you can no longer edit the view or form by using a Web browser. However, you can continue to maintain the customized version in FrontPage.

[About customizing Microsoft Windows SharePoint Services](#)

[Basic customizations](#)

- Change the order of the fields.
- Remove fields from the form or view.
- Replace one field with another from the same list, survey, or library.
- Change text formatting of fields, such as font size and color.
- Modify table formatting, such as adding or removing rows and columns or merging cells.
- Add custom content, such as text or a picture.

[Advanced customizations](#)

By using FrontPage to edit views in Windows SharePoint Services, which are Web Parts, you can control several elements of the appearance of the views. These elements include whether the list is displayed with a fixed or percentage width, whether the Web Part uses a right-to-left or left-to-right language direction, and advanced options, such as whether you want to allow site visitors to be able to minimize the list on the Web page.

Because views in Windows SharePoint Services are Web Parts, you can use other Web Part features. For example, you can create Web Part connections between SharePoint list views and other Web Parts. By connecting the Form Web Part to the Announcements list, for example, you can enable your site visitors to perform additional filtering on the announcements in the list by using an interface that is similar to a search box.

In addition, you can convert a view to a Data View Web Part by using FrontPage. This enables additional formatting options, such as conditional formatting. By using conditional formatting, you set a condition or conditions for the data in your list view. If those conditions are met, specific formatting is applied to the records that are displayed. For example, you could specify conditional formatting that enables all records that were last updated by you to

appear in bold, red text, or to show a photo of you next to the appropriate records.

About using Data Views and Web site templates based on SharePoint Services

If your Web site is located on a Web server running Microsoft Windows SharePoint Services, you can add data features and custom design and page elements to your site by using Microsoft Office FrontPage 2003. Some features, such as Data Views and specific Web site templates are available only if your site is based on Windows SharePoint Services.

Data Views

If your Web site is located on a Web server running Windows SharePoint Services, you can add Data Views that extract data from a variety of available data sources — for example, Extensible Markup Language (XML) files, Web services, SharePoint lists, and OLE DB–compliant databases such as SQL Server, DB2, and Oracle — and create custom views of that data on a Web page. When you add a Data View to a page, you can customize the view by using the **Formatting** toolbar or, for more advanced customizations, the **Data View Details** task pane.

Windows SharePoint Services, which is built on the Microsoft .NET Framework, provides the component-based platform required for FrontPage data-driven functionality. For this reason, you cannot add Data Views to a Web site that is not based on Windows SharePoint Services.

Site templates

Web site templates enable you to create a Web site quickly by generating predesigned pages complete with formatting and design elements. When you design your Web site by using templates based on Microsoft Windows SharePoint Services, you can add a wide array of features and technologies based on SharePoint lists, libraries, surveys, and Web Parts – including Data Views. In addition, you can customize your site by using FrontPage.

With the exception of the Team Site template, which is available in both SharePoint Team Services v1.0 and Windows SharePoint Services, the following templates are available only if your Web site is located on a server running Windows SharePoint Services.

- **Team Site**   By using this template, you can create a Web site to organize and share information with others. The **Team Site** template includes a [document library](#) and SharePoint lists such as Announcements, Events, Contacts, and Quick Links. This template is available for both SharePoint Team Services v1.0 and Windows SharePoint Services.

- **Blank Site**   By using this template, you can create a Web site based on Windows SharePoint Services that contains a blank home page. By using FrontPage, you can add interactive lists or any other Windows SharePoint Services features to the Web site.

- **Document Workspace**   By using this template, you can create a Web site based on Windows SharePoint Services that enables colleagues to work together on documents. **Document Workspace** provides a document library for storing the primary document and supporting files, a Tasks list for assigning to-do items, and a Links list for resources related to the document.

- **Basic Meeting Workspace**   By using this template, you can create a Web site based on Windows SharePoint Services that contains the necessary SharePoint lists to plan, organize, and track a meeting. **Basic Meeting Workspace** contains Objectives, Attendees, and Agenda lists.

- **Blank Meeting Workspace**   By using this template, you can create a

Meeting Workspace without predefined SharePoint lists or libraries. By using FrontPage, you can add interactive lists or any other Windows SharePoint Services features to the Web site.

- **Decision Meeting Workspace**   By using this template, you can create a Meeting Workspace where you can review documents and record decisions. The **Decision Meeting Workspace** template contains the following SharePoint lists and libraries: Objectives, Attendees, Agenda, document libraries, Tasks, and Decisions.

- **Social Meeting Workspace**   By using this template, you can create a Meeting Workspace that enables you to plan social events. **Social Meeting Workspace** contains the following SharePoint lists, libraries, and Web Parts: Discussion board, picture library, Attendees, directions, weather, image/logo, and Things to Bring.

Administration features for SharePoint Services

For information about tools to help you administer your Web site based on Microsoft Windows SharePoint Services or SharePoint Team Services v1.0 from Microsoft, do the following:

1. In a Web browser, open a page from your SharePoint site that contains a SharePoint link bar.
2. Click **Help** on the link bar.

About support for SharePoint Services

When you design your Web site by using Microsoft FrontPage, you can turn support on or off for features that require SharePoint Services (SharePoint Team Services v1.0 from Microsoft or Microsoft Windows SharePoint Services).

The following Web components are available in FrontPage only if you turn on support for SharePoint Services:

- **Web Search**
- **Top 10 List**
- **List View**
- **Document Library View**

Note List View and Document Library View Web components are available only for Web sites based on SharePoint Team Services v1.0. To create views of interactive lists and document libraries for Web sites based on Windows SharePoint Services, you can use Web Parts.

Troubleshoot SharePoint lists and libraries

[For a Web site on a server running SharePoint Team Services v1.0 from Microsoft](#)

[I can no longer edit a page by using my Web browser.](#)

If you use layout customization view to make changes to a page, you must use Microsoft FrontPage to make any further customizations to the page.

[I cannot edit the properties of a list form in layout customization view.](#)

You must open a list form in live data view to change the properties of the form.

Note Changing from layout customization view to live data view resets the layout of the form to the default layout and formatting.

[The commands in the **Insert Web Component** dialog box for creating a new list, document library, or survey are not available.](#)

Verify that you are opening the Web site on a Web server that is running SharePoint Team Services v1.0.

[The file I want to use as a template in a document library is not available.](#)

The template must be in the active Web site. Do the following:

1. On the **File** menu, click **Import**, and then click **Add file**.
2. Locate and click the template file, and then click **Open**.
3. Click **OK**.
4. In **Folders View**, right-click the document library folder, and click **Properties**.
5. On the **Settings** tab, select the **Use a template for new documents** check box, and then click **Browse** to find the file you imported in step 1.

[When Microsoft Office 2003 users work with my document library, I want them to see a list of folders and files, not a Web page, in the **Open** and **Save** dialog boxes.](#)

To turn [WebView](#) off for all the document libraries in your Web site, do the following:

1. On the **Tools** menu, click **Site Settings**.
2. On the **Advanced** tab, clear the **Display a web page view of available document libraries to Office users who open from or save to the web** check box.

[When I create a rule for a document library, I get a message saying that a service is needed.](#)

Some services on the Web server may need to be enabled. If you create a rule that involves keeping track of time or sending e-mail (for example, set documents to expire after six months, and send e-mail notification to the creator of the document one week prior to expiration), the Web server that stores your Web site must have the following services enabled:

- SharePoint Team Services v1.0 timer service
- SMTP mail service

Contact your [Internet service provider](#) (ISP) or Web server administrator to ensure that these services are running properly.

[I updated document properties that should have triggered a rule to take effect, but it looks like the rule didn't work.](#)

You may need to refresh the page or property for the change to take effect.

- Press F5, or click **OK** in the active dialog box and then reopen the dialog box to see the changes.

[Site visitors report that they can't get to a list, document library, or survey, yet I can see the folder for it in **Folders** view.](#)

The default view may have been deleted. Do one of the following:

[Set an existing page as the default view](#)

1. In **Folders** view, right-click the document library folder, list folder, or survey folder, and click **Properties**.

2. Click the **Supporting Files** tab, and in the **Default view page** box, select the page you want.

[Create a new view to use as the default](#)

1. In **Page** view, at the bottom of the document window, click **Design** ⬛.

2. Place the pointer on the page where you want to add the view.

3. On the **Insert** menu, click **Web Component**.

4. In the **Component type** box, click **List View** to create a view of a list or survey, or click **Document Library View** to create a view of a document library, and in the **Choose a view style** box, click a layout for the view.

5. Click **Finish**.

6. If the view is of a list or survey, in the **Choose a list** box, select the list or survey, and then click **OK**.

    If the view is of a document library, in the **Choose a document library** box, select the document library, and click **OK**.

7. To add commands that enable users to add and edit items, click **Options**, and in the **Toolbar type** box, click **Full toolbar**.

    Note You can make other custom settings for this view in the **List View Properties** or **Document Library View Properties** dialog box.

8. Click **OK**, and on the **File** menu, click **Save** to save the page.

9. In **Folders** view, right-click the document library folder, list folder, or survey folder, and click **Properties**.

10. Click the **Supporting Files** tab, and in the **Default view page** box, select

the page you saved in step 7.

[Microsoft FrontPage changed the name of my list, document library, or survey.](#)

The name of the list, document library, or survey may include characters that cannot be used in [URLs](#). If the name includes a character that cannot be used in a URL, FrontPage substitutes a new name for the list folder, document library folder, or survey folder. The name change affects the folder only. The name displayed on Web pages and link bars is the name that includes the non-URL characters.

[Site visitors get an error message when they go to a page to add or edit items in a list, document library, or survey.](#)

There might be more than one [list form](#) on the page. A Web page can have only one form for a list, document library, or survey. Create a separate page for each form.

[The default value for a **Multiple lines of text** field disappeared.](#)

Someone may have edited the field using a Web browser. If a **Multiple lines of text** field is edited in a Web browser (for example, changing the name of the field or changing how many lines of text the field can hold), the default value is deleted. Reenter the default value by making changes to the field in Microsoft FrontPage.

[For a Web site on a server running Microsoft Windows SharePoint Services](#)

[I can't apply a theme by using the Web browser after Microsoft FrontPage has been used to apply a theme.](#)

If you apply a theme to selected pages in your Web site by using FrontPage, the theme for those pages will not be updated later if you try to apply another theme by using the Web browser. The **Apply theme to site** option, on the Site Settings page in a Windows SharePoint Services site, only applies themes to pages that have not had themes applied by using FrontPage.

[I can no longer run document library rules.](#)

The document library rules feature is available only on servers running SharePoint Team Services v1.0 from Microsoft. If your site has been upgraded to Windows SharePoint Services, you will be unable to run document library rules.

[I can no longer edit a page by using my Web browser.](#)

If you use Microsoft FrontPage to make certain changes to a Web page based on Windows SharePoint Services, you might be unable to make further customizations to the page by using a Web browser.

For example, if you move a Web Part on default.aspx outside a Web Part Zone by using FrontPage, you will not be able to move that Web Part again by using the **Modify My Page** option in the browser. You must use FrontPage instead.

[When Microsoft Office 2003 users work with my document library, I want them to see a list of folders and files, not a Web page, in the **Open** and **Save** dialog boxes.](#)

You can turn [WebView](#) off for all the document libraries in your Web site. Do the following:

1. On the **Tools** menu, click **Site Settings**.
2. On the **Advanced** tab, clear the **Display a web page view of available document libraries to Office users who open from or save to the web** check box.

About collecting data using forms

After you decide what form fields to put on your form, the next step is to set rules for the ways you want your site visitors to enter data in the fields. These data entry rules, also called validation, make sure that a site visitor fills out the form correctly. For example, you can set up an order form for your products, but unless the customer's name, address, and payment information are correctly entered, he or she won't be able to complete the order.

[Setting rules for how site visitors enter data in forms](#)

- Types of rules you can set for your form fields:

[Text box validation](#)

You can specify the type of data, as well as other criteria, to allow for text boxes and text areas. For example, to collect a member number or a serial number, set up a text box to accept only numbers and disallow the use all other characters as appropriate. You can also require a fixed number of characters so that a site visitor does not omit a number or letter by mistake.

[Option button validation](#)

You can require a selection to be made from a group of option buttons. For example, if your form has two option buttons, Yes and No, and a site visitor tries to submit the form without making a selection, a message is displayed.

[Drop-down box validation](#)

You can require a site visitor to make a choice from a drop-down box, set the minimum and maximum number of choices to allow, and disallow the first choice from being selected. For example, you can disallow the first item from being selected if it is an instruction, such as "Select an item."

[Handling information you collect from the form](#)

After setting up the data entry rules, you need to decide how you want the form results to be handled. After a site visitor submits the form, you must collect the data that he or she entered— the form results— so you can view them, display them to the visitor, or work with them as needed.

When a site visitor submits a form in the browser, the values of each of the form fields between the <form> and </form> tags are sent to a [form handler](). For example, if the form field is a text box, the value sent to the form handler is the text entered in the text box. Microsoft FrontPage provides several form handlers, which take the form results and perform various actions.

[Save the results to a database]()

Each time a site visitor submits a form, FrontPage saves the information to a database. For example, if you use a form to collect contact information, you can save the results directly to your customer database. You can save results to an existing database or FrontPage can create one for you.

[Save the results to a text, HTML, or XML file]()

Each time a site visitor submits a form, FrontPage attaches the results to a file. You can then open the file and view the results. For example, you can set up a guest book for your Web site and choose to save the results to an HTML file. You can create a link to the file so that site visitors can see what others have written. In the case of saving form results to an XML file, you can use the results in FrontPage, or export the results into any application that understands XML, such as Microsoft Office Excel 2003.

[Send the results in e-mail]()

Each time a site visitor submits a form, FrontPage sends you an e-mail message containing the results of that form.

You can also choose to use your custom scripts to handle the form results.

Notes

- If you use any of the form handlers rather than a custom script, the [FrontPage Server Extensions]() from Microsoft or Microsoft Windows

SharePoint Services must be installed on the server where your Web site is located.

- To save form results to XML, your form must be located on a server running Windows SharePoint Services.

Security

- Cross-site scripting is a security vulnerability that could affect many Web sites and site visitors. The vulnerability is the result of coding mistakes in Web applications. For more information about cross-site scripting and how to protect your Web site and site visitors, see information about the cross-site scripting security vulnerability on the Microsoft TechNet Web site.
- Use this feature with caution. Sensitive or confidential information could be revealed to other users.

Specify what user information to collect from a form

You can specify the information you want to gather about your site visitors and their computers from the form they fill out.

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.

2. Right-click the form, and then click **Form Properties** on the shortcut menu.
3. Click **Options**, and then click the **Saved Fields** tab.
4. The names of all the fields in your form are listed in the **Form fields to save** list.
5. Do one or more of the following:
   - Select any field that you do not want saved in the form results, and then press DELETE.
   - To save the date or time the form was submitted with the form results, select formats from the **Date format** and **Time format** lists.
   - Under **Additional information to save**, select any additional types of information you want to save in the form results.

Note To test the functionality of your form, you must first publish your Web site to a Web server that is running FrontPage Server Extensions, SharePoint Team Services v1.0 from Microsoft, or Microsoft Windows SharePoint Services 2.0. Ask your Web server administrator or Internet service provider (ISP) whether your server is running one of these technologies.

Create a form

Some of the content in this topic may not be applicable to some languages.

When you insert a form, Microsoft FrontPage inserts a rectangular area outlined with a dashed line that contains a **Submit** and a **Reset** button. Inside this rectangular area, you can add text and form fields, such as text boxes, option buttons, check boxes, drop-down boxes, and push buttons.

1. In **Page** view, at the bottom of the document window, click **Design** .
2. On the **Insert** menu, point to **Form**, and then select the fields you want to add to your form.

Add a text box to a form

1. In **Page** view, at the bottom of the document window, click **Design** ▣.

2. Do one or both of the following:

   [   ] [Add a text box](#)

   1. Click in the form where you want to place the text box.

      If you are inserting a form field but have not already created a form, Microsoft FrontPage automatically creates a form area and inserts the field inside that form area. The form area appears as a dashed line when you are editing the page.

   2. On the **Insert** menu, point to **Form**, and then click **Textbox**.
   3. Type the label for the text box directly on the form.

   [   ] [Set the properties for a text box](#)

   1. Double-click the text box.
   2. In the **Name** box, type a name to identify the text box.

      For your form to work correctly, you need to use a unique name for this form field.

   3. If you want text to appear in the text box when a site visitor first opens the form, type the text in the **Initial value** box.
   4. In the **Width in characters** box, type a number indicating how many characters wide you want the box to be.

   5. Next to **Password field**, click **Yes** to ensure that characters in this text box do not display on the screen.

      Security Specifying this option does not encrypt data that is typed in this text box.

- Click the **Style** button to access other options for formatting your form using [cascading style sheets](#) as an [inline style](#).

Add a check box to a form

1. In **Page** view, at the bottom of the document window, click **Design** 🖻.

2. Do one or both of the following:

   [Add a check box](#)

   1. Click in the form where you want to place the check box.

      If you are inserting a form field but have not already created a form, Microsoft FrontPage automatically creates a form area and inserts the field inside that form area. The form area appears as a dashed line when you are editing the page.

   2. On the **Insert** menu, point to **Form**, and then click **Checkbox**.
   3. On the form, beside the check box, type the label.

      You can give the site visitor the ability to select the check box by clicking the check box label.

      [How?](#)

      1. Select the text and the check box.
      2. On the **Insert** menu, point to **Form**, and then click **Label**.

   [Set the properties of a check box](#)

   1. Double-click the check box.
   2. In the **Name** box, type a name to identify the check box.

      For your form to work correctly, you need to use a unique name for this form field.

   3. In the **Value** box, type the value to associate with this field.

      When the check box is selected, this value is returned with the form

results, and is displayed on the default confirmation page. If the check box has not been selected, the group name is included, but the value is blank.

4. Click **Checked** if you want the check box to be selected by default when a site visitor first opens the form.
5. Click the **Style** button to access other options for formatting your form using [cascading style sheets](#) as an [inline style](#).

Add a drop-down box to a form

In **Page** view, at the bottom of the document window, click **Design** ▣.

[Add a drop-down box](#)

1. Click in the form where you want to place the drop-down box.

   If you are inserting a form field but have not already created a form, Microsoft FrontPage automatically creates a form area and inserts the field inside that form area. The form area appears as a dashed line when you are editing the page.

2. On the **Insert** menu, point to **Form**, and then click **Drop-down box**.
3. Type the label beside or above the drop-down box on the form.

[Set the properties of a drop-down box](#)

1. Double-click the drop-down box.
2. In the **Name** box, type a name to identify the drop-down box.

   For your form to work correctly, you need to use a unique name for this form field.

3. Click **Add** to add the choices you want to display in the drop-down box.
4. In the **Choice** box, type an option you want to display in the drop-down box.

   If you want the value for this choice to be different from the text displayed in the drop-down box itself, select **Specify value**, and then type the value in the box.

   For example, a choice in the menu could be **John**, but the value returned in the form results could be **me**.

5. Click **Selected** under **Initial State** if you want the choice to be selected by default when a site visitor first opens the form.

6. Click **OK**.
7. Repeat steps 3 through 6 for each choice you want to add.
8. To change the order in which choices are displayed, click a choice in the list, and then click the **Move Up** or **Move Down** button.
9. In the **Height** box, type how many lines of text you want to show in the drop-down box.

   For example, if the drop-down box has three options, you can set the height to **3** so that all choices are visible.

10. Click **Yes** under **Allow multiple selections** if you want to allow multiple selections in the drop-down box. If you click **No**, the site visitor will be able to make one choice only.
11. Click the **Style** button to access other options for formatting your form using cascading style sheets as an inline style.

Add an option button to a form

1. In **Page** view, at the bottom of the document window, click **Design** 🖻.

2. For each option button you want to add to a form (or a group of option buttons), do one or both of the following:

   [Add an option button](#)

   1. Click in the form where you want to place the option button.

      If you are inserting a form field but have not already created a form, Microsoft FrontPage automatically creates a form area and inserts the field inside that form area. The form area appears as a dashed line when you are editing the page.

   2. On the **Insert** menu, point to **Form**, and then click **Option Button**.
   3. Type the label for the option button directly on the form, next to the option button.
      - You can specify whether site visitors select the option by clicking the button or its label.

        [How?](#)

        1. Select the text and the option button.
        2. On the **Insert** menu, point to **Form**, and then click **Label**.

   [Set the properties of an option button](#)

   1. Double-click the option button.
   2. In the **Group name** box, type a name to identify the group to which this option button belongs.

      For your form to work correctly, you need to use a unique name for this form field.

   3. In the **Value** box, type the value to associate with this field.

If this option button is selected, this value is returned with the form results, and is displayed on the default confirmation page.

4. Beside **Initial state**, click **Selected** if you want the option button to be selected by default when a site visitor first opens the form.
5. Click the **Style** button to access other options for formatting your form using [cascading style sheets](#) as an [inline style](#).

Add a submit button to a form

1. In **Page** view, at the bottom of the document window, click **Design** 🖻.

2. Do the following:

    [Add a submit button](#)

    1. Click in the form where you want to place the submit button (push button).

        If you are inserting a form field but have not already created a form, Microsoft FrontPage automatically creates a form area and inserts the field inside that form area. The form area appears as a dashed line when you are editing the page.

    2. On the **Insert** menu, point to **Form**, and then click **Push Button**.

    [Set the properties of a submit button](#)

    1. Double-click the button.
    2. In the **Name** box, type a name to identify the button.

        For your form to work correctly, you need to use a unique name for this form field.

    3. Beside **Button type** click **Submit**.
    4. By default, the button label text changes to **Submit**. You can type a different button label in the **Value/label** box.
    5. Click the **Style** button to access other options for formatting your form using [cascading style sheets](#) as an [inline style](#).

Add a reset button to a form

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.

2. Do the following:

   [Add a reset button](#)

   1. Click in the form where you want to place the reset button (push button).

      If you are inserting a form field but have not already created a form, Microsoft FrontPage automatically creates a form area and inserts the field inside that form area. The form area appears as a dashed line when you are editing the page.

   2. On the **Insert** menu, point to **Form**, and then click **Push Button**.

   [Set the properties of a reset button](#)

   1. Double-click the button.
   2. In the **Name** box, type a name to identify the button.

      For your form to work correctly, you need to use a unique name for this form field.

   3. Beside **Button type** click **Reset**.
   4. By default, the button label text changes to **Reset**. You can type a different button label in the **Value/label** box.
   5. Click the **Style** button to access other options for formatting your form using [cascading style sheets](#) as an [inline style](#).

Add a push button to a form

1. In **Page** view, at the bottom of the document window, click **Design** 🖼.

2. Do one or both of the following:

   [Add a push button](#)

   1. Click in the form where you want to place the push button.

      If you are inserting a form field but have not already created a form, Microsoft FrontPage automatically creates a form area and inserts the field inside that form area. The form area appears as a dashed line when you are editing the page.

   2. On the **Insert** menu, point to **Form**, and then click **Push Button**.

   [Set the properties of a push button](#)

   1. Double-click the push button.
   2. In the **Name** box, type a name to identify the button in the form results.

      For your form to work correctly, you need to use a unique name for this form field.

   3. In the **Value/label** box, type the text that will appear on the button.
   4. In the **Button type** box, select **Normal**.
   5. Click the **Style** button to access other options for formatting your form using [cascading style sheets](#) as an [inline style](#).
   6. Click the **Code** button 🖼 to view the HTML of your page so that you can write a script for your button to give it an action.

Add a text area to a form

1. In **Page** view, at the bottom of the document window, click **Design** ⬚.

2. Do one or both of the following:

       [Add a text area](#)

   1. Click in the form where you want to place the text area.

      If you are inserting a form field but have not already created a form, Microsoft FrontPage automatically creates a form area and inserts the field inside that form area. The form area appears as a dashed line when you are editing the page.

   2. On the **Insert** menu, point to **Form**, and then click **Text Area**.
   3. Type the label for the text area directly on the form.

       [Set the properties of a text area](#)

   1. Double-click the text area.
   2. In the **Name** box, type a name to identify the text area.

      For your form to work correctly, you need to use a unique name for this form field.

   3. If you want text to appear in the text area when a site visitor first opens the form, type the text in the **Initial value** box.
   4. In the **Width in characters** box, type a number indicating how many characters wide you want the text area to be.
   5. In the **Number of lines** box, type a number indicating how many lines of text high you want the text area to be.
   6. Click the **Style** button to access other options for formatting your form using [cascading style sheets](#) as an [inline style](#).

Add a group box to a form

1. In **Page** view, at the bottom of the document window, click **Design** ⊡.

2. Do one or both of the following:

   [Add a group box](#)

   1. Click in the form where you want to place the group box.

      If you are inserting a form field but have not already created a form, Microsoft FrontPage automatically creates a form area and inserts the field inside that form area. The form area appears as a dashed line when you are editing the page.

   2. On the **Insert** menu, point to **Form**, and then click **Group Box**.

   [Set the properties of a group box](#)

   1. Right-click in the group box, and then click **Group Box Properties** on the shortcut menu.
   2. In the **Label** box, type the name of the label for your group box.
   3. In the **Align** box, select the alignment you want for your group box label.
   4. Click the **Style** button to access other options for formatting your form using [cascading style sheets](#) as an [inline style](#).

Add an advanced button to a form

1. In **Page** view, at the bottom of the document window, click **Design** 🖻.

2. Do the following:

   [Add an advanced button](#)

   1. Click in the form where you want to place the advanced button.

      If you are inserting a form field but have not already created a form, Microsoft FrontPage automatically creates a form area and inserts the field inside that form area. The form area appears as a dashed line when you are editing the page.

   2. On the **Insert** menu, point to **Form**, and then click **Advanced Button**.

   [Set the properties of an advanced button](#)

   1. Right-click on the button, and then click **Advanced Button Properties** on the shortcut menu.
   2. In the **Name** box, type a name.

      For your form to work correctly, you need to use a unique name for this form field.

   3. In the **Value** box, type the value that is to be sent to the form handler.
   4. In the **Button Type** box, select the type of button you want to use.

      If you select **Normal**, you will need to write a script for the button to have a function.

   5. In the **Button Size** area, select, in characters, the width and height of the button.
   6. Click the **Style** button to access other options for formatting your form using [cascading style sheets](#) as an [inline style](#).

Add a picture as a submit button to a form

1. In **Page** view, at the bottom of the document window, click **Design** ▣.

2. Do one or both of the following:

   [Add a picture as a submit button](#)

   1. Click in the form where you want to place the submit button.

      If you are inserting a form field but have not already created a form, Microsoft FrontPage automatically creates a form area and inserts the field inside that form area. The form area appears as a dashed line when you are editing the page.

   2. On the **Insert** menu, point to **Form**, and then click **Picture**.

   [Set the properties of the picture submit button](#)

   1. Right-click the picture, and then click **Form Field Properties** on the shortcut menu.
   2. On the **Form Field** tab, in the **Name** box, type a name to identify the picture.

      For your form to work correctly, you need to use a unique name for this form field.

   3. On the **Appearance** tab, click the **Style** button to access other options for formatting your form using [cascading style sheets](#) as an [inline style](#).

Add a file upload control to a form

1. In **Page** view, at the bottom of the document window, click **Design** ⬚.

2. Place the insertion point where you want to add the file upload control.
3. On the **Insert** menu, point to **Form**, and then click **File Upload**.

4. In the **Destination Folder** dialog box, click **Create New Folder**, and then type the name of the folder.

5. Press ENTER, and then click **OK**.
6. Set the properties of the folder where uploaded files are stored.

   [How?]

   1. In the **Folder List**, right-click the folder, and then click **Properties** on the shortcut menu.
   2. Clear the **Allow scripts to be run** check box.
   3. Select **Allow anonymous upload to this directory**.
   4. Select **Allow uploaded files to overwrite existing file names** if you want existing files to be overwritten.
   5. Click **OK**.

Notes

- To use the file upload control, your Web site must be located on a Web server running Microsoft [FrontPage 2002 Server Extensions](), SharePoint Team Services v1.0 from Microsoft, or Microsoft Windows SharePoint Services. Ask your Web server administrator or [Internet service provider (ISP)]() whether your server is running these technologies.
- Site visitors must use Microsoft Internet Explorer 4.0 or later or Netscape Navigator 2.0 or later to upload files by using the file upload control.

Add a hidden field to a form

To add hidden fields to a form, follow these steps:

1. Open the page that contains the form.
2. In **Page** view, at the bottom of the document window, click **Design** .
3. Right-click a form field, and then click **Form Properties**.
4. In the **Form Properties** dialog box, click **Advanced**.
5. Click **Add**.
6. In the **Name** box, type the name of the new hidden field.

   For your form to work correctly, you need to use a unique name for this form field.

7. In the **Value** box, type the value that is to be sent to the form handler.

   Note You do not need to enter a value if you are using hidden fields to store information (for example, from one page to another in a multi-page form), or to collect additional data from your site visitors (for example, a login name or a timestamp).

Delete a field from a form

You can delete fields from a form as needed. Every field— with the exception of a hidden field— can be deleted in the same way.

1. In **Page** view, at the bottom of the document window, click **Design** .

2. Do one or both of the following:

    [Delete a field that is not hidden](#)

    - Click the field you want to delete, and then press DELETE.

    [Delete a field that is hidden](#)

    1. Right-click the form, and then click **Form Properties** on the shortcut menu.
    2. Click **Advanced**.

    3. Select the hidden field from the list, and then click **Remove**.

Disable automatic form functionality for form fields

By default, when you insert a form field outside of a form area, Microsoft FrontPage creates a form area with **Submit** and **Reset** buttons, and then inserts the field inside the form.

If you want to use form fields with scripts rather than inside forms, you need to first disable this feature by doing the following:

1. On the **Tools** menu, click **Page Options**.
2. On the **General** tab, clear the **Automatically enclose form fields within a form** box to disable automatic forms.

Now you can write a script to use with your form fields and not have to use the FrontPage automatic form area.

Set the tab order in a form

1. In **Page** view, at the bottom of the document window, click **Design** .

2. Double-click a field to edit its properties.
3. In the **Tab order** box, type a number (1 - 999) indicating the tab order for the selected field.

   If you specify the same number for two or more fields, the field that is first on the page will come first in the tab order. To remove the field from the tab order, type **-1**.

4. Repeat this procedure for each field for which you want to set the tab order.

Note Only Microsoft Internet Explorer 4.0 and later support a custom tab order. Other Web browsers and earlier versions of Internet Explorer use the default tab order.

Set a keyboard shortcut for a field in a form

Once you have inserted a form, do the following:

1. In **Page** view, at the bottom of the document window, click **Design** .

2. Type text next to the field to create a label for it.
3. Select the text and the field.
4. On the **Insert** menu, point to **Form**, and then click **Label**.
5. Select a letter in the field's label to use as the shortcut.
6. Click **Underline** .

Notes

- This feature is enabled only in Web browsers that support [Dynamic HTML (DHTML)](#), such as Microsoft Internet Explorer 4.0 or later.
- Use a unique letter for each shortcut. You may need to rename a field, or choose another letter in the label, to ensure each shortcut is associated with a unique letter.

Troubleshoot forms

[When I click the submit button, nothing happens.](#)

[Make sure you specified a form handler](#)

1. Right-click the form, and then click **Form Properties** on the shortcut menu.

2. From here you can configure your form to send information to:

   - A file in a specified folder

   - An e-mail address

   - A database (one that already exists or that Microsoft FrontPage creates for you)

   - A custom script you write to specify how to save your form results

[Make sure the button is set as a submit button](#)

1. Double-click the submit button.

2. Make sure that **Button type** is set as **Submit**, and not **Normal** or **Reset**.

[When I click the submit button, all the text I typed inside the form disappears.](#)

Verify that your submit button is not set as a reset button.

1. Double-click the submit button.

2. Make sure that **Button type** is set as **Submit**, and not **Reset**.

[How do I get the results I saved to a file on my server?](#)

- Open the Web site, and then open the **_private** folder.

This is the default folder where form results are sent. If you configured your form to save to a different folder, open that folder.

Security When you are configuring your form results to be saved to a file, it is best to keep the default folder that FrontPage sets up for you, **_private**, which is a [hidden folder](#) that site visitors cannot open.

[I keep getting an error message that tells me to contact my Webmaster.](#)

Do one or more of the following:

[Verify that your form is configured correctly](#)

1. Do one of the following (depending on what kind of form it is):

   ○ Right-click the form, and then click **Form Properties** on the shortcut menu.

   ○ Double-click the form.

2. Check the settings, as appropriate.

[Check the server technology your Internet Service Provider is using](#)

- Contact your Web host or [Internet service provider (ISP)](#) and verify that either FrontPage Server Extensions from Microsoft or SharePoint Services (SharePoint Team Services v1.0 from Microsoft or Microsoft Windows SharePoint Services) is installed on the server.

[My form fields won't display](#)

[Check the server technology your Internet Service Provider is using](#)

- Contact your Web host or [Internet service provider (ISP)](#) and verify that either FrontPage Server Extensions from Microsoft or SharePoint Services (SharePoint Team Services v1.0 from Microsoft or Microsoft Windows SharePoint Services) is installed on the server.

[Are your form fields contained within a form?](#)

When you want to create a form, Microsoft FrontPage inserts a rectangular area outlined with a dashed line where you can add text and form fields. If your form fields are not inside this rectangular area, they won't work.

- To move a form field that is outside the rectangular area, click it, and then drag it inside the dashed line.

About working with data

By using Microsoft FrontPage to author your Web site, you can add data from a variety of data sources. The tools you use to add data to your Web site depend on the types of available data sources, the operating system running on your Web server, and the server technology.

You can create a data-enabled [Active Server Pages (ASP)](#) or ASP.NET site or a data-driven Web site.

[About activating your Web site with data by using ASP or ASP.NET](#)

Web sites based on ASP or ASP.NET can use desktop-based or server-based data sources — such as Microsoft Office Access 2003.

You can run either the Database Results Wizard or the Database Interface Wizard to create Web pages that display interactive views of desktop-based or server-based data by using ASP code or ASP.NET controls, depending on which technology is available on your Web server. Contact your Web server administrator or Internet service provider (ISP) for more information.

[About using the Database Results Wizard](#)

By using the Database Results Wizard, you can connect to a database, create a query, apply filtering and sorting to the results, and display the data on a Web page that contains an optional search form for site visitors to use. You can also use the wizard to create a new Microsoft Access database, use a built-in sample database, connect to a database you created previously on your Web site, or connect to a database on another server that you have permission to access. You can connect to Microsoft Access, Microsoft SQL Server, and Oracle databases.

[About using the Database Interface Wizard](#)

By using the Database Interface Wizard, you can create Web pages where you or your site visitors — depending on the settings you specify — can edit, delete, or add new records to a database by using a Web browser. You can connect to

Microsoft Access, Microsoft SQL Server, and Oracle databases.

[Server requirements for working with data on Web sites based on ASP or ASP.NET](#)

To use ASP, the following technologies are required on your Web server:

- Microsoft Windows 2000, Microsoft Windows Server 2003, or Windows XP Professional
- Microsoft Internet Information Services (IIS) 5.0 (or later)
- Active Server Pages (ASP) with Microsoft ActiveX Data Objects (ADO)
- FrontPage Server Extensions from Microsoft or SharePoint Team Services v1.0 from Microsoft

To use ASP.NET, the following technologies are required on your Web server:

- Windows 2000, Windows XP Professional, or Microsoft Windows Server 2003
- Microsoft Internet Information Services (IIS) 6.0 (or later)
- ASP.NET

[About activating your Web site with the data-driven features of Windows SharePoint Services](#)

Microsoft Windows SharePoint Services, which is built on the Microsoft .NET Framework, provides the component-based platform required for FrontPage data-driven functionality.

When you work with a site based on Windows SharePoint Services, you can access a wide range of data sources, including desktop-based and server-based databases, [Extensible Markup Language (XML)](#) files, Web services, and SharePoint lists. When you create a data-driven Web site, you select data sources from a data source catalog and use Data View Web Parts to present data. Data View Web Parts render data by using [Extensible Stylesheet Language Transformation (XSLT)](#).

[Server requirements for working with data on Windows SharePoint Services](#)

To use Microsoft Windows SharePoint Services, the following technologies are required on your Web server:

- Microsoft Windows Server 2003, Standard Edition, Enterprise Edition, Datacenter Edition, or Web Edition
- Microsoft Internet Information Services (IIS) 6.0 in IIS 6.0 worker process isolation mode
- ASP.NET

Reducing security risks with the Database Results and Interface wizards

Connecting to a database offers many benefits to Web site builders, but it also poses security risks. When a site visitor views, searches, or otherwise interacts with the information in a database, the site visitor, as an anonymous user, is essentially being allowed to run code inside the database or Web server.

Security risks such as these can be reduced through careful Web page design and database configuration. Microsoft FrontPage creates pages and regions that reduce security risks, but database configuration is a key to helping safeguard your data.

The following information is provided as an introduction to database security to assist you in working to help protect the pages and sites you create by using the **Database Interface** Wizard and **Database Results** Wizard.

Disable detailed error messages

If there is a problem connecting to the database or retrieving information, some servers display information about the error so it can be fixed. This information can assist malicious individuals in attacks on your database. FrontPage Database Interface pages and Database Results regions do not display this information automatically.

Use a restricted account for accessing the database

By enabling and password-protecting several accounts that access your database, you can help to prevent users without permissions from gaining access to the database and to limit the access of those with permission to the minimum control they need.

Not all databases support this feature, but you should use it for those that do. Set

up a special account for the Web page with strict control over allowable actions. Never use administrator access for this account. The following table shows sufficient permissions for each of the different pages.

If you are using:	The account needs these permissions:
A database results region or page	Read
A submission form	Write
Editor	Read, Write, Delete (records only if possible)

Choose a unique password

Protect the database editing pages by using a different username and password from those used for the database or for other resources. If the editor password gets compromised, then your other resources will still be safe.

Carefully design and construct your database

Specify data types and field sizes. This limits both the ability to form malicious requests and how much text a malicious user can enter.

Disable, delete, or control access to stored procedures and built-in macros

Some databases contain built-in macros to delete tables or even entire databases. Make sure a malicious user cannot use them either.

Do not use HTML in database columns

Do not display or allow HTML in any database columns. Although the **Database Results** Wizard enables you to allow HTML in database columns, this feature should only be used in a trusted environment.

Using the Database Interface Wizard with ASP

Important   The following procedures will not work on a Web site located on a server running Microsoft Windows SharePoint Services.

By using the Database Interface Wizard on a Web site hosted on a server running [Active Server Pages (ASP)](), you can create Web pages to add, edit, or delete database records. You can also specify a password to help protect those pages.

Security Use this feature with caution. Sensitive or confidential information could be revealed to others, such as other authors of your Web site, or site visitors on the Internet or your intranet.

[Start the Database Interface Wizard]()

1. On the **File** menu, click **New**.
2. On the **New** task pane, under **New Web site**, click **More Web site templates**.

3. Double-click **Database Interface Wizard**.

[Specify ASP as the server technology and a database connection]()

1. In the **FrontPage has detected that your page will display best using** area, make sure to select the check box for **ASP**, so that your pages will work correctly on a Web site located on a server running ASP.
2. Specify the database connection you want.

[Select the table or view and where it will be stored]()

1. In the **Select the table or view you would like to use for this database connection** list, click the table or view you want.
2. In the **Specify a location for the new files** box, type a path to a folder in the active Web site to store the pages for adding, deleting, and editing

database records.

[Specify the database columns and form fields](#)

- Under **Edit form field type list**, you can add, modify, delete, or change the order of the database columns and the corresponding form fields used to edit or update those fields.

Notes

- If you clicked **Create a new Microsoft Access database within your Web site** on the first page of the wizard, the page to specify columns and fields will appear sooner in the wizard.

- Some options might be unavailable. For example, if you clicked **Use an existing database connection** on the first page of the wizard, the option to add new columns is unavailable.

[Specify the pages to create](#)

- Select the pages you want the wizard to create for you.

Notes

- When you select the pages you want the wizard to create for you, if you select either the **Submission Form** or the **Database Editor** check box, you can create pages to add, edit, and delete records. Likewise, if you select the **Don't password protect my submission form or my database editor with a username and password** check box, any site visitor can add, edit, or delete database records.
- Even if you do password protect this page, there are still security risks. Refer to FrontPage Help to learn more about database and security best practices.

Using the Database Interface Wizard with ASP.NET

Important   The following procedures will not work on a Web site located on a server running Microsoft Windows SharePoint Services.

By using the Database Interface Wizard on a Web site hosted on a server running ASP.NET, you can create Web pages to add, edit, or delete database records. You can specify a password to help protect those pages.

Security Use this feature with caution. Sensitive or confidential information could be revealed to others, such as other authors of your Web site, or site visitors on the Internet or your intranet.

[Start the Database Interface Wizard](#)

1. On the **File** menu, click **New**.
2. On the **New** task pane, under **New Web site**, click **More Web site templates**.

3. Double-click **Database Interface Wizard**.

[Specify ASP.NET as the server technology and a database connection](#)

1. In the **FrontPage has detected that your page will display best using** area, make sure to select the check box for **ASP.NET**, so that your pages will work correctly on a Web site located on a server running ASP.NET.
2. Specify the database connection you want.

[Select the table or view and where it will be stored](#)

1. In the **Select the table or view you would like to use for this database connection** list, click the table or view you want.
2. In the **Specify a location for the new files** box, type a path to a folder in the active Web site to store the pages for adding, deleting, and editing

database records.

[Specify the database columns and form fields](#)

- Under **Edit form field type list**, you can add, modify, delete, or change the order of the database columns and the corresponding form fields used to edit or update those fields.

Notes

- If you clicked **Create a new Microsoft Access database within your Web site** on the first page of the wizard, the page to specify columns and fields will appear sooner in the wizard.

- Some options might be unavailable. For example, if you clicked **Use an existing database connection** on the first page of the wizard, the option to add new columns is unavailable.

[Specify the pages to create](#)

- Select the pages you want the wizard to create for you.

Notes

- When you select the pages you want the wizard to create for you, if you select either the **Submission Form** or the **Database Editor** check box, you can create pages to add, edit, and delete records. Likewise, if you select the **Don't password protect my submission form or my database editor with a username and password** check box, any site visitor can add, edit, or delete database records.
- Even if you do password protect this page, there are still security risks. Refer to FrontPage Help to learn more about database and security best practices.

Using the Database Results Wizard with ASP

Important   The following procedures will not work on a Web site located on a server running Microsoft Windows SharePoint Services.

By using the Database Results Wizard on a Web site hosted on a server running [Active Server Pages (ASP)](), you can create Web pages to view and search database records.

Security Use this feature with caution. Sensitive or confidential information could be revealed to others, such as other authors of your Web site, or site visitors on the Internet or your intranet.

[Start the Database Results Wizard]()

- On the **Insert** menu, point to **Database**, and then click **Results**.

[Specify ASP as the server technology and the database connection]()

1. In the **FrontPage has detected that your page will display best using** area, make sure to select the check box for **ASP**, so that your pages will work correctly on a Web site located on a server running ASP.

2. Specify the database connection you want.

[Specify the record source]()

Do one of the following:

- To select the table or view you want, click **Record Source**.
- To create a custom query, click **Custom Query**, and then click **Edit**.

[Specify the fields to be displayed on the database results page]()

You can do one or more of the following:

- To exclude fields from appearing in the database results region or to change the order in which they appear, click **Edit List**.
- To filter, limit, or sort the database results, to set up a search form, or to provide default values for the search, click **More Options**.

[Specify the formatting options for the database results region](#)

- You can format the database results region as a table, a list, or a drop-down list.

[Specify whether to display all records together or to split them into groups](#)

You can do the following:

- If you specified to display the records as a table or a list on the previous page of the wizard, you can specify whether to display all of the records together or to split them into groups of records with buttons to move forward or backward through the records.

- Additionally, if you specified that you wanted to use a field as a search field in the previous page of the wizard, you can specify here that you want to add a search form to your page.

Using the Database Results Wizard with ASP.NET

Important The following procedures will not work on a Web site located on a server running Microsoft Windows SharePoint Services.

By using the Database Results Wizard on a Web site hosted on a server running ASP.NET, you can create Web pages to view and search database records.

Security Use this feature with caution. Sensitive or confidential information could be revealed to others, such as other authors of your Web site, or site visitors on the Internet or your intranet.

[Start the Database Results Wizard](#)

- On the **Insert** menu, point to **Database**, and then click **Results**.

[Specify ASP.NET as the server technology and the database connection](#)

1. In the **FrontPage has detected that your page will display best using** area, make sure to select the check box for **ASP.NET**, so that your pages will work correctly on a Web site located on a server running ASP.NET.
2. Specify the database connection you want.

[Specify the record source](#)

Do one of the following:

- To select the table or view you want, click **Record Source**.
- To create a custom query, click **Custom Query**, and then click **Edit**.

[Specify the fields to be displayed on the database results page](#)

You can do one or both of the following:

- To exclude fields from appearing in the database results region or to change the order in which they appear, click **Edit List**.
- To filter, limit, or sort the database results, to set up a search form, or to provide default values for the search, click **More Options**.

[Specify the formatting options for the database results region](#)

- You can format the database results region as a data grid.

[Specify whether to display all records together or to split them into groups](#)

You can do the following:

- You can specify whether to display all of the records together or to split them into groups of records with buttons to move forward or backward through the records.

- Additionally, if you specified that you wanted to use a field as a search field in the previous page of the wizard, you can specify here that you want to add a search form to your page.

Troubleshoot database integration with ASP or ASP.NET

[My Web page loads when I click **Preview in Browser**, but no data shows.](#)

[Your Web site might be hosted on an incorrectly configured Web server](#)

A Web site based on ASP or ASP.NET can display interactive views of desktop-based or server-based data by using ASP code or ASP.NET controls.

To use ASP, the following technologies are required on your Web server:

- Microsoft Windows 2000, Windows Server 2003, or Windows XP Professional

- [Active Server Pages (ASP)](#) with Microsoft ActiveX Data Objects (ADO)

- [FrontPage 2000 Server Extensions from Microsoft](#) (or later) or SharePoint Team Services v1.0 from Microsoft

- Microsoft [Internet Information Services (IIS) 5.0](#) (or later)

To use ASP.NET, the following technologies are required on your Web server:

- Windows 2000, Windows Server 2003, or Windows XP Professional

- ASP.NET

- [FrontPage 2000 Server Extensions](#) (or later) or SharePoint Team Services v1.0

- [Internet Information Services (IIS) 6.0](#) (or later)

Contact your Web server administrator or Internet service provider (ISP) for more information.

[Your Web site location starts with C:\ instead of http://](#)

To display interactive views of data based on ASP or ASP.NET, a Web site must be hosted on a server that uses the [HTTP](#) protocol. When you open or create a Web site to be used with a database, verify the following:

- **If you've already created a Web site**   When you open the site in Microsoft FrontPage, check to see that the location specified at the top of the **Folder List** begins with http://. An example of a valid location is http://www.example.com/subsite1.

  If the location appears to be a path to a local or network location— such as C:\Documents and Settings\User\My Documents\My Web Sites\Subsite1 — you'll need to create a Web site at a location that uses the HTTP protocol. A Web site on a local or network drive is not a valid location to display database-enabled pages.

- **If you need to create a Web site**   In the **New** dialog box, under **Specify the location of the new Web**, the location you type must start with http://. An example of a valid location is http://www.example.com/subsite1.

  Do not use a local or network location— such as C:\Documents and Settings\User\My Documents\My Web Sites\Subsite1. Instead, create a Web site at a location that uses the HTTP protocol. A Web site on a local or network drive is not a valid location to display database-enabled pages.

[Your database page might not be saved with the correct extension](#)

To display the contents of a database results region on your Web page, the file must have an extension of .asp for Web sites running [Active Server Pages (ASP)](#) or .aspx for Web sites running ASP.NET. A standard .htm or .html extension is not valid.

[My database-enabled page won't load when I click **Preview in Browser**.](#)

If you see the error message "HTTP Error 403 (403.1 Forbidden: Execute Access Forbidden)" in your browser window, the folder storing your file is not activated to allow scripts to run.

1. In the **Folder List**, right-click the folder your page is stored in.

2. Select the **Allow scripts to be run** check box.

[I can't run the Database Results Wizard because **Database** is unavailable on the **Insert** menu.](#)

There are several reasons why **Database** on the **Insert** menu might be unavailable.

[You're using a Web site based on Microsoft Windows SharePoint Services](#)

- Web sites located on servers running on Windows SharePoint Services use a different set of features to display data. To display data on a Web site based on Windows SharePoint Services, click the **Data** menu, and then click **Insert Data View**.

[You're using a disk-based Web site](#)

- When you open the site in Microsoft FrontPage, check to see that the location specified at the top of the **Folder List** begins with http://. An example of a valid location is http://www.example.com/subsite1.

  If the location appears to be a path to a local or network location— such as C:\Documents and Settings\User\My Documents\My Web Sites\Subsite1 — you'll need to create a Web site at a location that uses the HTTP protocol. A Web site on a local or network drive is not a valid location to display database-enabled pages.

[Your authoring settings do not allow Active Server Pages (ASP)](#)

1. On the **Tools** menu, click **Page Options**.

2. Click the **Authoring** tab.

3. In the **FrontPage and SharePoint Technologies** area, select the **Active Server Pages** check box.

[Your authoring settings do not allow Author-time Web Components](#)

1. On the **Tools** menu, click **Page Options**.

2. Click the **Authoring** tab.

3. Select the **Author-time Web Components** check box.

[You're not working in a Web site](#)

Check to make sure that you opened a server-based Web site and not just a new page outside of a Web site.

[Your Web site might be hosted on an incorrectly configured Web server](#)

Database integration features of Microsoft FrontPage work when your Web site is hosted on or published to a Web server configured with one of the following:

A Web site based on ASP or ASP.NET can display interactive views of desktop-based or server-based data by using ASP code or ASP.NET controls.

To use ASP, the following technologies are required on your Web server:

- Microsoft Windows 2000, Windows Server 2003, or Windows XP Professional

- [Active Server Pages (ASP)](#) with Microsoft ActiveX Data Objects (ADO)

- [FrontPage 2000 Server Extensions from Microsoft](#)(or later) or SharePoint Team Services v1.0 from Microsoft

- Microsoft [Internet Information Services (IIS) 5.0](#) (or later)

To use ASP.NET, the following technologies are required on your Web server:

- Windows 2000, Windows Server 2003, or Windows XP Professional

- ASP.NET

- [FrontPage 2000 Server Extensions](#) (or later) or SharePoint Team Services v1.0

- [Internet Information Services (IIS) 6.0](#) (or later)

Contact your Web server administrator or Internet service provider (ISP) for more information.

[I can run the Database Results Wizard but can't finish it because of errors.](#)

If the server encounters an error when trying to retrieve a record source on the second page of the Database Results Wizard, you might be attempting to access a password-protected database without proper authentication.

To add a username and password, do the following:

1. On the **Tools** menu, click **Site Settings**, and then click the **Database** tab.

2. Click the database connection you want, and then click **Modify**.

   The **Database Connection Properties** dialog box appears.

3. Click **Advanced**.

   The **Advanced Connections Properties** dialog box appears.

4. Under **Authorization**, type the correct username and password.

[The **OK** button is unavailable when I add a database connection.](#)

In the **New Database Connection** dialog box, after you click an option, click **Browse** to specify a URL for the database.

If you do not click **Browse** and then specify a URL, you will not be able to complete the task and return to the **Database** tab in the **Site Settings** dialog box.

About working with Web Parts

A Web Part is a modular unit of information that contains Web-based content and is the building block of a Web Part Page. A Web Part is made up of several component files that store the data and information necessary to render the Web Part.

When you add Web Parts to your page by using Microsoft FrontPage, you have more control over how they appear than you would by working with them in a Web browser. You can also create connections between Web Parts so that when you perform an action in one Web Part, it changes the contents of another Web Part.

[About Web Part connections](#)

In Web sites located on Web servers running Microsoft Windows SharePoint Services, the types of data sources that you can use include [Extensible Markup Language (XML)](#) files, Web services, and SharePoint lists. Connecting sets of data from different data sources usually requires advanced programming skills, but by connecting Web Parts, you can pass data between them and synchronize their behavior.

For example, you can connect a List View Web Part, which contains a column with a hyperlink data type, to an Image Web Part, which contains a picture of an employee. Each time you select a row in the List View Web Part, you can see the picture of the employee displayed in the Image Web Part.

Although you can establish a Web Part connection by using the Web browser, by using FrontPage, you can extend the functionality of Web Part connections. For example, you can use the Form Web Part to filter the data in another Web Part, or you can establish connections between Web Parts on two Web Part Pages in the same top-level Web site.

[About the Form Web Part](#)

By using the Form Web part in FrontPage, you can extend the functionality of

Web Part connections by enabling site visitors to enter data through familiar form interfaces, which pass data into a Web Part connection.

For example, by using FrontPage to connect the Form Web Part to another Web Part capable of filtering through a Web Part connection, such as the List View Web Part, you can enable your site visitors to filter the data in the list by using an interface that is similar to a search box.

Add a Web Part to a Web page

1. In **Page** view, at the bottom of the document window, click **Design** 🖾.
2. Place the insertion point where you want a new Web Part.
3. On the **View** menu, click **Task Pane**.
4. On the menu of task pane options, click **Web Parts**.

5. Click **New Web Part Zone**.

   Adding a Web Part zone is useful if you're working with a Web Part Page that you will edit later by using a Web browser. Data Views work best when added inside a Web Part zone.

6. If the Web Part you want is not available, do one of the following:

   [Browse for a Web Part](#)

   - At the top of the **Web Parts** task pane, click the arrow, and then click **Browse**.

     - Click **Team Web Site Gallery** to look for Web Parts in the active site.
     - Click **Virtual Server Gallery** to find a Web Part that is part of your virtual server.
     - Click **Online Gallery** to find a Web Part in the online library.

   [Search for a Web Part](#)

   - At the top of the **Web Parts** task pane, click the arrow, and then click **Search**.

   [Import a Web Part](#)

   - At the top of the **Web Parts** task pane, click the arrow, and then click **Import**.

   Note If you cannot find the Web Part you want, the administrator of the

[top-level Web site](#) might have removed or changed the title of it. To locate the Web Part, contact the administrator of the top-level site.

7. In the **Web Part List**, click the Web Part you want, and then drag it to the page or to the Web Part zone, if you added one.

Add a Form Web Part

1. In **Page** view, at the bottom of the document window, click **Design** 🖳.
2. Place the insertion point where you want a new Web Part.
3. On the **Insert** menu, point to **Form**, and then click **Form Web Part**.

Web Part connections

By connecting Web Parts, you can synchronize their behavior and manage data in dynamic and interesting ways.

By using the Web Part Connections Wizard in Microsoft FrontPage, you can complete a Web Part connection between Web Parts on the same page or on two different pages in your site.

For example, you can connect a Web Part that displays employee data to a Web Part that displays images. Each time you select a row of data in the employee data Web Part that contains a column with a picture of that employee, you can see the picture displayed in the other Web Part.

A Web Part connection is a way to pass data from one Web Part to another Web Part and synchronize their behavior.

One Web Part provides the data.

Data can be lists, rows, cells, or parameter values.

The other Web Part gets the data.

Decide what data sources you want to work with

In some cases, the data you want is in an application data source that is external to your site. By using the FrontPage Data Source Catalog, you can access a wide range of data sources, including desktop-based and server-based databases, [Extensible Markup Language (XML)](#) files, Web services, and SharePoint lists.

Types of Web Part connections

There are many ways to combine and connect Web Parts on a Web Part Page. Typically, you will make several of these Web Part connections on your Web Part Page. The following scenarios describe common types of data connections between Web Parts. Think of these scenarios as basic building blocks for Web Part connections.

[Master/Detail](#)

You have a master list of data, and you need to display detailed information related to this master list.

Commonly accessed employee data, such as ID, name, and job title, is displayed in a Web Part.

To look up employee details, you select a row.

The data in the row is passed to another Web Part.

In the other Web Part, all the employee details are displayed in a form view.

[Summary/Detail](#)

You have a summary list of data, and you need to display the detailed information that produces the summary data.

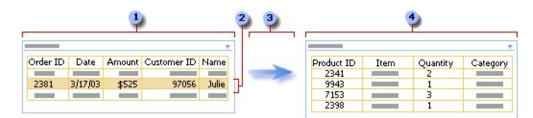Year-to-date compensation information is displayed in a Web Part.

You select the the summary information about your accumulated vacation time and sick days.

The summary information is passed to another Web Part.

In the Web Part that displays weekly data, you verify the weeks when you recorded those days to refresh your memory or confirm their accuracy.

[Parent/Child](#)

You display a list of data (the parent), and for each row there is one or more related rows (the children) that you want to display in another list.

A list of the most recent customer orders is displayed in a Web Part.

You click the row containing the order you want to examine.

The data from the row is passed to another Web Part.

In the other Web Part, all the line items for that order are displayed.

[Search and filter](#)

You want to enter data, such as search or filter criteria, in one Web Part to display results in another Web Part.

In a Web Part, you enter book information, such as title, author, and subject, to try to find the book or set of books.
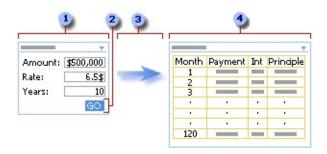
You click **Submit**.

The search criteria is passed to another Web Part.

The other Web Part displays one or more books that match your search criteria.

[Calculations](#)

Although you can often calculate data inside a Web Part, sometimes you may want to combine two Web Parts to make your calculations more flexible.

You enter mortgage numbers into a Web Part.

You click **Go**.
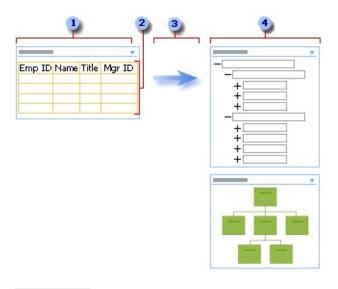
The mortgage numbers are passed to another Web Part.

The other Web Part computes the mortgage and displays the monthly payment schedule.

[Alternate data views](#)

Viewing your data in several different ways can help you to understand implications, trends, and relationships. You can pass lists, rows, and cells (or fields and parameters) from one Web Part and display the data in an alternate view.

[An example of a list](#)

You want to display all company employees in a hierarchy chart.

The Web Part displays the employee ID, employee name, job title, and manager ID of everyone who works for your company.

Because you are using all the data, no selection is required.

The data is passed to another Web Part.

The other Web Part displays the working relationships between employees and can display alternate views of this hierarchy.

[An example of a row](#)

You want to view a row of demographic data in a chart, such as a pie chart or bar graph.

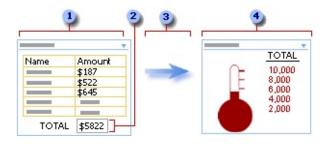A Web Part displays demographic data such as age, income, and heritage.

You select a row of demographic data.

The data is passed to another Web Part.

The other Web Part displays the row of data in a pie chart and alternatively a bar graph.

[An example of a cell](#)

You want to track the overall progress of a fund-raising drive.

In a Web Part, each member of a group enters the amount of money they have raised.

The current total is displayed in a total field.

The total field is passed to another Web Part.

You check your group's overall progress in the other Web Part.

[Data enhancement](#)

You want to augment basic data about people and places to make it more interesting, appealing, and useful.

A Web Part displays information you need to keep track of business associates, such as name, address, and perhaps a photo.

You select a contact.

A row of data is passed to another Web Part.

You see a photo of the contact displayed in another Web Part and locate their business address in a Web Part that shows a map.

Create a connection between two Web Parts

Open a page that contains one or more Web Parts, and then do the following:

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Right-click the Web Part you want to create a connection from, and then click **Web Part Connections**.

3. In the Web Part Connections Wizard, under **Choose the action on the source Web Part to use for this connection**, in the list, click the action you want.

   The options in the list will vary depending on the type of Web Part you are working with.

4. Click **Next**.
5. Specify the location of the Web Part you want to connect to by doing one of the following:
     - To create a connection to a Web Part on the current page, click **Connect to a Web Part on this page**.
     - To create a connection to a Web Part on another page in the Web site, click **Connect to a Web Part on another page in this Web**.
6. Click **Next**.
7. In the **Target Web Part** list, click the Web Part you want to create a connection to.
8. In the **Target Action** list, click the action you want.
9. Click **Next**.
10. In the **Columns from Web Part** list, click the name of the column you want.
11. In the **Columns in *Web Part*** list, click the column you want, and then click **Next**.
12. Click **Finish**.

Change the connection between Web Parts

Open a page that contains a Web Part connection, and then do the following:

1. In **Page** view, at the bottom of the document window, click **Design** ⬚.
2. Right-click a Web Part that is connected to another Web Part.

3. In the **Web Part Connections** dialog box, select the Web Part connection you want to change.

4. Click **Modify**.
5. Follow the instructions in the Web Part Connections Wizard.

Remove the connection between two Web Parts

Do one of the following:

[Remove the connection between Web Parts in the same page](#)

1. Open the Web page that contains the connected Web Parts.
2. In **Page** view, at the bottom of the document window, click **Design** ▣.
3. Right-click one of the Web Parts, and then click **Web Part Connections** on the shortcut menu.

4. Click the Web Part connection you want to remove, and then click **Remove**.

5. On the **File** menu, click **Save**.

[Remove the connection between Web Parts in different pages](#)

1. Open the Web page containing the Web Part that provides data to the connected Web Part.
2. In **Page** view, at the bottom of the document window, click **Design** ▣.
3. Right-click a Web Part, and then click **Web Part Connections** on the shortcut menu.

4. Click the Web Part connection you want to remove, and then click **Remove**.

5. On the **File** menu, click **Save**.

   The page that contains the other Web Part opens.

6. Switch to the page that contains the other Web Part.
7. On the **File** menu, click **Save**.

About Data Views

By using Microsoft FrontPage, you can add Data View Web Parts— known as Data Views— to your Web site that display data by using [Extensible Stylesheet Language Transformations (XSLTs)](#).

When you use FrontPage to create or edit a data-driven Web site running on Microsoft Windows SharePoint Services, you can add Data Views that can extract data from a variety of available data sources, such as [Extensible Markup Language (XML)](#) files, Web services, SharePoint lists, and [OLE DB](#)–compliant databases such as SQL Server, DB2, and Oracle.

You can also customize Data Views to create custom displays of your data in [WYSIWYG](#) format by using the **Formatting** toolbar. You can also perform more advanced customizations by using the **Data View Details** task pane:

- **Style**   Choose a formatting style from a gallery of predesigned list view styles. You can also add a toolbar for site visitors to perform custom filtering on the list.
- **Filter**   Specify criteria to display a subset of the data in the Data View.
- **Sort & group**   Display items in a particular order and optionally group them on a Web page beneath collapsible headings.
- **Conditional Formatting**   Set conditions for the data in your Data View.

Windows SharePoint Services, which is built on the Microsoft .NET Framework, provides the component-based platform required for FrontPage data-driven functionality.

Add a Data View

1. In **Page** view, at the bottom of the document window, click **Design** .
2. On the **Data** menu, click **Insert Data View**.

3. In the **Data Source Catalog** task pane, under the heading you want, click a data source.

   If the heading is collapsed, click to expand it.

4. Place your pointer over the data source you want, and then click the arrow next to it.
5. On the shortcut menu, click **Insert Data View**.
6. In the **Data View Details** task pane, set the properties you want.

Group data in a Data View

1. Open a page that contains a Data View.
2. In **Page** view, at the bottom of the document window, click **Design**.
3. In the **Data View Details** task pane, click **Sort & group**.
4. In the **Available fields** list, click the fields you want, and then click **Add**.

5. Under **Sort Properties**, click **Ascending** or **Descending**.

6. Under **Group Properties**, click **Show group header**.

7. Do one of the following:

   - To show expanded or collapsed headings for site visitors, click
     Expand group by default or **Collapse group by default**.

   - To show a footer at the end of each group that repeats the group title,
     click **Show group footer**.
   - To hide the details for each group, click **Hide group details**.
   - To show all grouped items, even if the total exceeds the specified
     number of items displayed, click **Keep group items together**.

Add a toolbar to a Data View

1. Open a page that contains a Data View.
2. In **Page** view, at the bottom of the document window, click **Design** .
3. In the **Data View Details** task pane, click **Style**.
4. On the **Options** tab, select the check box for **Show toolbar with options for**.
5. To select the options you want on the toolbar, do the following:
   - To enable site visitors to filter the list by using one of the available fields, click **Filter**.
   - To enable site visitors to sort the list by using one of the available fields, click **Sort**.
   - To enable site visitors to group the list under collapsible headers, click **Group**.

Remove a toolbar from a Data View

1. Open a page that contains a Data View.
2. In **Page** view, at the bottom of the document window, click **Design** .
3. In the **Data View Details** task pane, click **Style**.
4. On the **Options** tab, clear the check box for **Show toolbar with options for**.

Change the layout of a Data View Web Part

1. Open a page that contains a Data View.
2. In **Page** view, at the bottom of the document window, click **Design** .
3. In the **Data View Details** task pane, click **Style**.
4. On the **General** tab, in the **HTML view styles** list, select the view style you want.

Add or remove conditional formatting for a Data View

1. In **Page** view, at the bottom of the document window, click **Design** .
2. In a Data View, specify the page element or field that you want to show or hide based on the conditioning you specify.

   [How?](#)

   Do one of the following:
   - **Select a field in the data view**   When you apply conditional formatting, the field will show, hide, or display custom formatting for the rows in your data view that match the conditions you specify.
   - **Add text next to a field in the data view**   When you apply conditional formatting, the text will show, hide, or display custom formatting for the rows in your data view that match the conditions you specify.
   - **Insert an image next to a field in the data view**   When you apply conditional formatting, the image will show, hide, or display custom formatting for the rows in your data view that match the condition you specify.
3. In the **Conditional Formatting** task pane, click **Create**, and then specify the action you want.
4. Do one of the following:
   - To show content based on the conditions you specify, click **Show Content**.
   - To hide content based on the conditions you specify, click **Hide Content**.
   - To apply formatting based on the conditions you specify, click **Apply formatting**.
5. Specify the conditions you want.

   [How?](#)

   1. In the **Conditional Formatting** task pane, click **Create**, and then click

Show Content.

2. In the **Condition Criteria** dialog box, click **Click here to add a new clause**.
3. Click the **Field name** box for the active row, and then select the field that contains the values you want.
4. Click the **Comparison** box, and then select the type of comparison you want.
5. Click the **Value** box, and then type or select the option you want.
6. Click **Advanced** if you want to edit the XSL for the condition.
7. If you selected **Apply Formatting** in step 4 of the main procedure, specify the formatting you want.

Change the filters applied to a Data View

1. Open a page that contains a Data View.
2. In **Page** view, at the bottom of the document window, click **Design** 🖼.
3. In the **Data View Details** task pane, click **Filter**.
4. In the **Filter Criteria** dialog box, do one or more of the following:

[Add a new clause](#)

1. Click **Click here to add a new clause**.
2. Click the **Field name** box for the active row, and then select the field that contains the values you want.
3. Click the **Comparison** box, and then select the type of comparison you want.
4. Click the **Value** box, and then type or select the option you want.
5. Click **Advanced** if you want to edit the XPath predicate for the filter query. The **Advanced** button is only available if your data source is an XML file.

[Edit a clause](#)

1. Click an existing clause.
2. Click the **Field name** box for the active row, and then select the field that contains the values you want.
3. Click the **Comparison** box, and then select the type of comparison you want.
4. Click the **Value** box, and then type or select the option you want.
5. Click **Advanced** if you want to edit the XPath predicate for the filter query.

[Delete a clause](#)

- Click the clause you want, and then press DELETE.

5. Click **OK**.

Change the text that appears for a Data View with no records

1. Open a page that contains a Data View.
2. In **Page** view, at the bottom of the document window, click **Design** .
3. In the **Data View Details** task pane, click **Style**.
4. Click the **Options** tab.
5. In the **Text to display if no matching items are found** box, type the message you want.

Remove sorting options from a Data View

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Place the insertion point in a Data View.
3. On the **Data View Details** task pane, click **Sort & Group**.
4. In the **Sort and Group** dialog box, under **Sort Order**, select the field you want.
5. Press DELETE.

Show or hide conditional formatting criteria for a Data View

1. Open a page that contains a Data View with conditional formatting applied.
2. In **Page** view, at the bottom of the document window, click **Design** 🖼.
3. In the **Conditional Formatting** task pane, under **Existing Conditions**, move the pointer over the condition you want, and then click the arrow that appears.
4. Do one of the following:

   - To show all similar fields or page elements when the condition is set to **Show content when**, click **Show: All**.

   - To hide all similar fields or page elements when the condition is set to **Show content when**, click **Show: None**.

   - To hide all similar fields or page elements when the condition is set to **Hide content when**, click **Hide: All**.

   - To show all similar fields or page elements when the condition is set to **Hide content when**, click **Hide: None**.

   - To apply formatting to all similar fields or page elements when the condition is set to **Apply style when**, click **Apply: All**.

   - To remove formatting from all similar fields or page elements when the condition is set to **Apply style when**, click **Apply: None**.

Sort data in a Data View Web Part

1. Open a page that contains a Data View.
2. In **Page** view, at the bottom of the document window, click **Design** .
3. In the **Data View Details** task pane, click **Sort & group**.
4. In the **Available fields** list, select the fields you want, and then click **Add**.

5. Under **Sort Properties**, click **Ascending** or **Descending**.

About using an existing database

Important   The following procedures will not work on a Web site located on a server running Microsoft Windows SharePoint Services.

If the **Use an existing database connection** option is unavailable in the active Web site, do one the following:

[If you want to use the Database Interface Wizard in a new site](#)

1. Click **Cancel** to close the **Database Interface Wizard**.
2. On the **Tools** menu, click **Site Settings**. On the **Database** tab, click **Add**.
3. Configure the database connection that you want.
4. With the current site still open, run the **Database Interface Wizard**, making sure to select the **Add to current Web site** option. The **Use an existing database connection** option will be activated.

[If you want to use the Database Interface Wizard to manage a database in an existing site](#)

1. On the **Tools** menu, click **Site Settings**. On the **Database** tab, click **Add**.
2. Configure the database connection that you want.
3. With the current site still open, run the **Database Interface Wizard**, making sure to select the **Add to current Web site** option. The **Use an existing database connection** option will be activated.

Filter data in a Data View

1. Open a page that contains a Data View.
2. In **Page** view, at the bottom of the document window, click **Design** .
3. In the **Data View Details** task pane, click **Filter**.
4. In the **Filter Criteria** dialog box, click **Click here to add a new clause**.
5. Click the **Field name** box for the active row, and then select the field that contains the values you want.
6. Click the **Comparison** box, and then select the type of comparison you want.
7. Click the **Value** box, and then type or select the option you want.
8. Click **Advanced** if you want to edit the XPath predicate for the filter query.

About working with data sources

When you work with a Web site based on Microsoft Windows SharePoint Services, you can access a wide range of data sources, including desktop-based and server-based databases, [Extensible Markup Language (XML)](#) files, Web services, and SharePoint lists. You can connect to Microsoft Access, Microsoft SQL Server, and Oracle databases. You can maintain the data sources available to your Web site by using the **Data Source Catalog** task pane.

You can familiarize yourself with the data source structure and even step through individual records by using the **Data View Details** task pane. If you want to work with a data source, you can add data from it to a Web page by using a Data View Web Part.

Add a data source to the data source catalog

1. In **Page** view, do the following:

2. On the **Data Source Catalog** task pane, click to expand the heading for the type of data source you want to add.

3. Do one or more of the following:

   [Add a new SharePoint list](#)

   1. Under **SharePoint Lists**, click **Create new SharePoint List**.
   2. Select the list you want.
   3. In the **Specify the name for the new list** box, type a name for the list.
   4. Click **OK**.

   [Add a new SharePoint library](#)

   1. Under **SharePoint Libraries**, click **Create new Document Library**.
   2. Select the library you want.
   3. In the **Specify the name for the new document library** box, type a name for the library.
   4. Click **OK**.

   [Add a new database connection](#)

   1. Under **Database Connections**, click **Add to Catalog**.
   2. Click **Configure Database Connection**.
   3. In the **Server Name** box, specify the server name where the database is stored.
   4. Under **Authentication**, specify the authentication method to use when accessing the server.
   5. Follow the steps in the wizard to create a database connection.

[Add a new XML file](#)

1. Under **XML Files**, click **Add to Catalog**.
2. In the **Location** box, type the path of the XML file.

3. Click **OK**.

   If the specified XML file doesn't exist in your Web site, Microsoft FrontPage will prompt you to import the file into the active Web site.

[Add a new server-side script](#)

1. Under **Server-side Scripts**, click **Add to Catalog**.
2. In the **Data Source Properties** dialog box, type the path into the **URL** box, select whether to run the script on a Get or a Post by using the **Method** option, and click the **Add** button to add the parameters to use when running the script from a Web page.

[Add a new XML Web service](#)

1. Under **XML Web Services**, click **Add to Catalog**.
2. In the **Service description location** box, type the URL for the Web service.
3. Click **Connect Now**.

Change the properties of a data source

1. In **Page** view, at the bottom of the document window, click **Design** .

2. In the **Data Source Catalog** task pane, click to expand the heading for the type of data source you want to change.

3. Click a data source, and then click **Properties**.

4. Select the properties you want.

   The properties will vary according to the type of data source you select.

About Web packages

Web packages are bundled collections of files that you import or export for use in a Web site. Web packages can contain Web pages, templates, Web components, themes, graphics, style sheets, and other elements.

Microsoft FrontPage includes predesigned Web package solutions, which are self-contained, data-driven Web sites based on Microsoft Windows SharePoint Services. You can also create Web packages by using files within your existing site.

You can use the predesigned Web package solutions as a starting point for creating a News and Reviews site or a Web Log. You can also deploy the solutions to extend the functionality of an existing site based on Windows SharePoint Services.

[Predesigned Web package solutions](#)

FrontPage contains two predesigned Web package solutions.

- **News and Reviews site**   By using the News and Reviews site, you can deploy a data-driven news Web site, enabled by Windows SharePoint Services, that supports reviews, discussions, and other interactive Web site features.

- **Web Log**   By using the Web Log solution, you can deploy a data-driven Web log, enabled by Windows SharePoint Services, that supports Web log search, discussion comments for each log entry, favorite links, and other reporting features.

[About custom Web packages](#)

When you create a Web package, you can identify dependencies — files required by the packaged files — and add them automatically.

For example, you can create a Dynamic Web Template for your Web site and then attach it to several pages in your site. You can apply a theme that you've

customized to those pages, and then you can add graphics that you've created by using a graphics editing tool. You can then use Web packages to export those files — including the Dynamic Web Template, the themes, and the custom graphics — to a single file that you can import to another Web site or make available for other FrontPage users to import.

Security

- Avoid adding Universal Data Connection (UDC) files to a Web package. A UDC file is an XML file, stored in the _fpdatasources folder, that contains configuration information for a data source. UDC files can contain passwords in plain text.

- Avoid packaging SharePoint document or picture libraries that contain files. When other users import the Web package, those files will be added to their Web site.

Add a Web package solution

1. On the **File** menu, click **New**.
2. In the **New** task pane, under **New Web site**, click **Web package solutions**.
3. Click the Web package solution that you want, and do one of the following:
   - To deploy the Web package on a server that is running Microsoft Windows SharePoint Services, type the URL in the **Specify the location of the new Web site** box, or click **Browse**.
   - To add the Web package solution to the current Web site, click **Add to current Web site**.
4. To add the Web package to a Web site that uses [Secure Sockets Layer (SSL)](#) for encrypted transactions, select the **Encrypted connection required (SSL)** check box.

5. Click **OK**.

6. In the **Items from Web package to import** box, clear the check boxes for the items you do not want.

   Note If you clear check boxes for essential files, your Web package solution will not work.

7. Click **Import**.
8. In the **Security Warning** dialog box, do one of the following:
   - Click **Yes** to continue importing the Web package.
   - Click **No** to cancel the import.
   - Click **More Info** to view the security certificate for the Web package.

Export a Web package

1. On the **Tools** menu, point to **Packages**, and then click **Export**.

2. In the **Files in Web site** box, click the files or folders that you want to add to a Web package, and then click **Add**.

3. Identify the dependencies, which are additional files that the selected files require in order to work properly.

   [How?](#)

   1. If the **Dependency checking** list is not available, click **Show Dependencies**.
   2. In the **Dependency checking** list, do one of the following:
      - To show all dependent files, click **Check all dependencies**.
      - To show all dependent files except pages linked by hyperlinks or external files such as [external cascading style sheets](#), click **Check all dependencies, except hyperlinks**.
      - To hide dependent files, click **Do not show dependencies**.

4. Click **Add**.

   Any dependent files are added according to the setting you chose in the previous step.

5. Click **Properties**, and then do the following:

   - In the **Title** box, type a name for the Web package.
   - In the **Description** box, type a description of the Web package.
   - In the **Author** box, type the name you want other users to see when they view the properties for the Web package.
   - In the **Company** box, type the name of your company, if necessary.

   Note The properties provide information to users before they import the Web package. You must add this information before you save the package.

6. Click **OK**.
7. In the **File name** box, edit the default name for the Web package, browse to the location where you want to save the Web package, and then click **Save**.

Help secure your packaged data

If your Web site is located on a server running FrontPage Server Extensions from Microsoft, SharePoint Team Services v1.0 from Microsoft, or Microsoft Windows SharePoint Services, take the following precautions:

- Avoid adding Universal Data Connection (UDC) files to a Web package. A UDC file is an XML file, stored in the _fpdatasources folder, that contains configuration information for a data source. UDC files can contain passwords in plain text.

- Avoid packaging SharePoint document or picture libraries that contain files. When other users import the Web package, those files will be added to their Web site.

- Import Web packages only from trusted sources. If you import a Web package that contains malicious files, your site may be at risk.

Import a Web package

1. On the **Tools** menu, point to **Packages**, and then click **Import**.
2. Locate and click the Web package you want, and then click **Open**.
3. In the **Destination** box, edit the path to specify a folder name in your Web site.
4. In the **Items from Web package to import** box, clear the check boxes for the items you do not want.
5. Click **Import**.
6. In the **Security Warning** dialog box, do one of the following:
   - Click **Yes** to continue importing the Web package.
   - Click **No** to cancel the import.
   - Click **More Info** to view the security certificate for the Web package.

Troubleshoot Web packages

[I am unable to import a Web package.](#)

Web packages cannot be imported into the following locations:

- A Web site on a server running SharePoint Team Services v1.0 from Microsoft
- A disk-based Web site

Note You can export Web packages from a disk-based Web site.

[When I click **Web Package solutions**, a dialog box with standard Web site templates appears.](#)

The **Packages** tab will not be displayed in the **Web Site Templates** dialog box if the **SharePoint Services** check box is cleared on the **Authoring** tab in the **Page Options** dialog box.

[Some dependent files were not added when I exported a Web package.](#)

Before you export a Web package, make sure to specify a dependency checking option that enables you to identify all required files for the Web package. In the **Dependency checking** list in the **Export Web Package** dialog box, click **Check all dependencies** or **Check all dependencies, except hyperlinks**.

[I checked dependencies before I exported my Web package, but my cascading style sheet still was not added to the package.](#)

The **Check all dependencies, except hyperlinks** option on the **Dependency checking** list also excludes [cascading style sheet](#) files. To include cascading style sheets when you export a Web package, click **Check all dependencies**.

About security best practices

The following suggestions are designed to help you make educated choices when working to reduce the security risks associated with running a Web site.

[Best practices for managing files](#)

- Install the latest security patches and updates to your Web server. Notify your site visitors of this practice as well.

- When you are configuring your form results to be saved to a file, it is best to keep the default folder that Microsoft FrontPage sets up for you, _private. The _private folder cannot be browsed on Web servers running FrontPage Server Extensions from Microsoft, SharePoint Team Services v1.0 from Microsoft, or Microsoft Windows SharePoint Services.

  Note Web servers running other technologies might not recognize this folder as non-browsable. Use caution when publishing files by using [File Transfer Protocol (FTP)](#) or [Web-based Distributed Authoring and Versioning (WebDAV)](#), since the _private folder will not be recognized as non-browsable on the remote server.

- When you synchronize files by using **Remote Web Site** view, files on the remote Web site will be downloaded to the local site. If malicious files were placed on the remote Web site, the local Web site may be at risk. Be sure that only trusted users have access to the remote site before you attempt to synchronize files.

- Security vulnerabilities in external files or controls may extend to Web pages that use those items. For example, [external cascading style sheets](#) (files with a .css extension), script files (files with a .js extension), custom ASP.NET controls, or other items may pose a security risk. Be sure your style sheets, [add-ins](#), [themes](#), [executable files](#), scripts, controls, and other files come from trusted sources.

- Files that pose a threat to your server, or to the computers of Web site visitors, may be uploaded intentionally (by malicious users) or

unknowingly (by trusted users). Make sure your server is running up-to-date antivirus software and limit upload capability to trusted users. For more details, contact your Web server administrator or Web site hosting company.

[Best practices for Web server security](#)

- Make sure to use a trusted Web site hosting company. To host e-commerce solutions or SSL connections, a hosting service must possess a digital certificate, which is issued by a third-party certificate authority. If you can't verify the integrity of the server owner or hosting service, do not host your Web site there.

- Financial transactions require a reliable e-commerce solution hosted on a Web server configured with [Secure Sockets Layer (SSL)](#) technology. If you want to create an e-commerce solution, contact your Web server administrator or Web site hosting company for more information.

- Cross-site scripting is a security vulnerability that could affect many Web sites and Web users. The vulnerability is the result of coding mistakes in Web applications. For more information, visit the Microsoft Developer Network (MSDN) Web site.

- Identify the potential for SQL injection attacks when you process user input that forms part of a SQL command. SQL injection is the act of passing additional (malicious) SQL code into an application which is typically appended to the legitimate SQL code contained within the application. If your authentication scheme is based on validating users against a SQL database, for example, if you're using Forms authentication against Microsoft SQL Server, you must guard against SQL injection attacks. For more information, visit the Microsoft Developer Network (MSDN) Web site.

- Be sure to use proper security settings on your Web site and to grant access only to trusted users.

- Be sure that your password is not readable by others. For example, do not store it where it is readable as plain text, such as in a macro or the HTML or other code of a page or file in the site. Do not send a password on the

Internet unless you use the SSL protocol, which encrypts data. You can tell when a Web address uses SSL because the address starts with "https" instead of "http."

- A Web site certificate is a verification, issued by an independent certification authority, that confirms the identity of a Web site. By using a Web site certificate in your site, you can help prevent unauthorized people from seeing the information that is sent to or from your site.

[Best practices for passwords](#)

- Avoid using hard-coded passwords for pages in your site. If you must hard-code a password, store it in a folder that is not browsable by site visitors, such as _private.

- When you need to create passwords, use strong passwords. Strong passwords combine uppercase and lowercase letters, numbers, and symbols, and should not contain patterns, themes, or words found in a dictionary.

- Change your password frequently; for example, every one to three months. Notify your site visitors of this practice as well.

- When you connect to a data source, be sure that your password is not readable by others. For example, do not store it where it is readable as plain text, such as in a macro or the HTML or other code of a page or file in the site. Do not send a password on the Internet unless you use the [Secure Sockets Layer (SSL)](#) protocol, which encrypts data. You can tell when a Web address uses SSL because the address starts with "https" instead of "http."

[Best practices for using Web packages](#)

If your Web site is located on a server running FrontPage Server Extensions from Microsoft, SharePoint Team Services v1.0 from Microsoft, or Microsoft Windows SharePoint Services, take the following precautions:

- Avoid adding Universal Data Connection (UDC) files to a Web package. A UDC file is an XML file, stored in the _fpdatasources folder, that contains configuration information for a data source. UDC files can contain

passwords in plain text.

- Avoid packaging SharePoint document or picture libraries that contain files. When other users import the Web package, those files will be added to their Web site.

[Best practices for using cookies](#)

- Use HTTP-only cookies. To mitigate the risk of a third party accessing the data stored in cookies on your site visitors' computers, the HTTP-only attribute specifies that a cookie is not accessible through script. By using HTTP-only cookies in your site, you can help reduce the possibility that sensitive information contained in the cookie can be sent to a hacker's computer or Web site with script.

  Note Microsoft Internet Explorer 6 Service Pack 1 (SP1) supports the HTTP-only attribute.

- By posting links for your site visitors to download critical updates and patches as well as the latest versions of the Web browsers that they use, you can help ensure that your site visitors are using a more secure version of the Web browser of their choice.

About macros

If you perform a task repeatedly in Microsoft FrontPage, you can automate the task with a macro. A macro is a series of commands and functions, stored in a Microsoft Visual Basic module, that you can run whenever you need to perform the task.

For example, you can use macros to create new pages and apply templates to them.

The Visual Basic Editor is a program designed to make writing and editing macro code easy to learn for beginners, and it provides plenty of Help. You don't have to learn how to program or use the Visual Basic language to create a macro. By using the Visual Basic Editor, you can create new macros, edit existing macros, or copy macros from one module to another or between different pages. You can also rename macros or modules that store macros.

After you create a macro, you can run it by choosing it from a list in the **Macro** dialog box. To make a macro run whenever you click a particular button, you can assign the macro to a toolbar button.

Security Use caution when running executable files or code in macros or applications. Executable files or code can be used to carry out actions that might compromise the security of your computer and data.

Create a macro

1. On the **Tools** menu, point to **Macro**, and then click **Macros**.

2. In the **Macro name** box, type a name for the macro, and then click **Create**.

   Macro names cannot contain spaces or punctuation marks, but you can use underscores. For example, you can use Macro1 or Macro_1, but not Macro 1.

3. In the Visual Basic Editor, type or copy your code into the module window.
4. If you want to run the macro from the module window, press F5.
5. When you're finished creating your macro, click **Close and Return to Microsoft FrontPage** on the **File** menu.

Edit a macro

1. On the **Tools** menu, point to **Macro**, and then click **Macros**.

2. Click the macro, and then click **Edit**.

Run a macro

1. On the **Tools** menu, point to **Macro**, and then click **Macros**.

2. Click the macro, and then click **Run**.

Security Use caution when running executable files or code in macros or applications. Executable files or code can be used to carry out actions that might compromise the security of your computer and data.

Debug a macro

1. On the **Tools** menu, point to **Macro**, and then click **Macros**.

2. Click the macro, and then click **Step Into**.

About add-ins

Add-ins are supplemental programs that extend the capabilities of Microsoft FrontPage by adding custom commands and specialized features. You can obtain add-ins from the Microsoft Office Online Web site, third-party vendors, or you can write your own custom add-in programs by using Microsoft Visual Basic for Applications.

To conserve memory and increase the speed of FrontPage, it's a good idea to unload add-in programs you don't use often. When you unload an add-in, its features and commands are removed from FrontPage, but the add-in file itself remains on your computer for easy reloading.

Developers can use [Component Object Model (COM)](#) add-ins, which provide additional functionality in a variety of programming languages, including Microsoft Visual Basic, Microsoft Visual C++, and Microsoft Visual J++. As a developer, you'll find information about designing COM add-ins in Visual Basic Help. While you are developing and testing, you can load or unload a COM add-in in FrontPage before you have a working installation program for your add-in.

Note Do not confuse add-ins with plug-ins. A plug-in is one of a set of software modules that integrate into Web browsers to offer a range of interactive and multimedia capabilities.

Security Security vulnerabilities in external files or controls may extend to Web pages that use those items. For example, external style sheets (files with a .css extension), script files (files with a .js extension), custom ASP.NET controls, or other items, may pose a security risk. Be sure your style sheets, add-ins, themes, executables, scripts, controls, or other files come from trusted sources.

Add or remove an add-in

An add-in is a small program that provides additional commands and features to Microsoft FrontPage.

1. On the **Tools** menu, click **Add-Ins**.
2. Do one of the following:

   [Add an add-in](#)

   1. In the **Add-Ins available** box, select the check box next to the add-in you want, and then click **OK**.

      If the add-in you want does not appear in the **Add-Ins available** box, click **Add**, locate and click the file for the add-in, and then click **OK**.

   2. If necessary, follow the instructions in the setup program for the add-in.

   [Remove an add-in](#)

   - If you want to remove the add-in from memory and keep it in the **Add-Ins available** list, clear the check box next to the add-in.
   - If you want to remove the add-in from memory and from the **Add-Ins available** list, click the add-in, and then click **Remove**. The next time you start FrontPage, the add-in will be removed.

   Note This procedure does not remove the add-in from your hard disk. To remove it from your hard disk, you must uninstall the add-in.

Check the spelling of different languages

Important To check the spelling of different languages, you must install the Microsoft Office 2003 Multilingual User Interface Pack or Microsoft Office 2003 Proofing Tools for the languages you want to use in a Web site. In addition, you must enable support for each language through Microsoft Office Language Settings.

[Set the spelling language for text](#)

1. Select the text that you want to mark as a specific language.
2. On the **Tools** menu, click **Set Language**.
3. In the **Mark selected text as** list, click the language that you want, and then click **OK**.

[Set the spelling language for a Web page](#)

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Right-click the page, click **Page Properties** on the shortcut menu, and then click the **Language** tab.
3. In the **Mark current document as** list, click the language for the page, and then click **OK**.

[Set the default spelling language for a Web site](#)

1. On the **Tools** menu, click **Page Options**.
2. On the **General** tab, in the **Default spelling language** list, click the default spelling language for the current site.

Set the language of a page

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Right-click the page, click **Page Properties** on the shortcut menu, and then click the **Language** tab.
3. In the **Mark current document as** list, click the language for the page.

Note Setting the language of a page enables Microsoft FrontPage to automatically load the correct spelling dictionary. For FrontPage to load the correct spelling dictionary, you must first install the Microsoft Office 2003 Multilingual User Interface Pack or the Microsoft Office 2003 Proofing Tools for the languages you use on a page.

Encode a text file

Warning Depending on the content type, if you reload or save the text file as a different encoding, you can lose the contents of the file.

1. On the **File** menu, click **Open**.
2. Locate and click the text file that you want, and then click **Open**.

   Before you encode a text file, it is recommended that you save a backup copy.

3. Right-click the document window, and then click **Encoding** on the shortcut menu.
4. Do one of the following:
   - To reload the file, in the **Reload the current file as** box, click a different encoding, and then click **Reload**.
   - To save the file, in the **Save current file as** list, click the encoding you want , and then click **Save As**.

Encode an XML file

Warning Depending on the content type, if you reload or save the XML file as a different encoding, you can lose the contents of the file.

1. On the **File** menu, click **Open**.
2. Locate and click the XML file that you want, and then click **Open**.

   Before you encode an XML file, it is recommended that you save a backup copy.

3. Right-click the document window, and then click **Encoding** on the shortcut menu.
4. Do one of the following:
   - To reload the file, in the **Reload the current file as** box, click a different encoding, and then click **Reload**.
   - To save the file, in the **Save current file as** list, click the encoding you want, and then click **Save As**.

Set the default page encoding for a Web site

1. On the **Tools** menu, click **Site Settings**, and then click the **Language** tab.
2. In the **Default page encoding** list, click the page encoding that you want as a default setting for the active Web site.
3. If you do not want Microsoft FrontPage to verify that the encoding matches your keyboard settings, select the **Ignore the keyboard when deciding the encoding of new pages** check box.

Warning Setting the default page encoding to <none> is not recommended because users would have to set the page encoding for each individual new page. Otherwise, special characters not contained in the basic ASCII character set, such as the euro character, might not display correctly.

Set the encoding language for saving or loading a page

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Right-click the page, click **Page Properties** on the shortcut menu, and then click the **Language** tab.
3. Under **HTML encoding**, do the following:
   - In the **Save the document as** list, click the encoding that you want to save the active page in.
   - If the active page is not displaying correctly, in the **Reload the current document as** list, click the encoding that you want to load the active page in.

Warning If the active page displays incorrectly, the file may become corrupt if you save the page over the original version.

[Tips]

- For pages containing more than one language, you can use [Unicode]. This encoding contains the basic Roman character set, plus characters from languages throughout the world. Unicode corresponds to the Multilingual (UTF-8) option.
- To display the euro character correctly, you must set your page encoding to either, **US/Western European** or **Unicode**.

Find and replace special right-to-left characters

This feature is available only if you have enabled support for [right-to-left](#) languages by using Microsoft Office Language Settings. If you have enabled this type of support, you can find and replace right-to-left text that contains [diacritics](#), [kashidas](#), and [alef hamzas](#).

1. On the **Edit** menu, click **Replace**.
2. In the **Find what** box, type the right-to-left text including characters such as kashidas, alef hamzas, or diacritics, and then press CTRL+right SHIFT.

   Make sure you press the SHIFT key on the right side of your keyboard.

3. In the **Replace with** box, type the replacement right-to-left text, and then press CTRL+right SHIFT.
4. Under **Search options**, select the options you want.

   To match right-to-left text with characters, under **Advanced**, select one or more of the check boxes, including **Match diacritics**, **Match kashida**, and **Match alef hamza**.

5. Do one of the following:

   [Find and replace right-to-left text in the current Web page](#)

   Do one of the following:

   - To manually replace each occurrence of text in the current page, click **Find Next**, and then click **Replace**.
   - To replace all occurrences of text in the current page at one time, click **Replace All**.

   [Find and replace right-to-left text in a Web site](#)

   1. Do one of the following:

- To search for text in only those pages that are currently open, click **Find**.
- To search for text in only selected pages or in all pages of a Web site, click **Find in Site**.

  When you search for text in the pages of a Web site, Microsoft FrontPage displays a list that contains occurrences of the text you searched for.

2. To go to the first occurrence of the text in the Web site, selected pages, or open pages, double-click a page in that list.

Notes

- For the Arabic language, FrontPage supports finding and replacing diacritics, alef hamzas, and kashidas.
- For the Hebrew language, FrontPage supports finding and replacing diacritics.

Glossary

A
[Back to top]

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absolute URL
> The full Internet address of a page or other resource on the World Wide Web. An absolute URL includes a protocol, such as "http," a network location, and an optional path and file name. For example, http://www.example.com/ is an absolute URL.

accessibility
> The quality of a system incorporating hardware or software that makes it usable by people with one or more physical disabilities, such as restricted mobility, blindness, or deafness.

active hyperlink
> A hyperlink that a site visitor is clicking in a Web browser. For example, a hyperlink is active between the time a site visitor presses and releases the mouse button, when clicking that hyperlink.

Active Server Page (ASP)
> A server-side scripting technology for creating dynamic, interactive Web applications. An ASP file is a document that contains scripts that are run by an ASP-compatible Web server. After running those scripts, the Web server sends the resulting pages and files to the Web browser.

active Web page
> In FrontPage, the Web page that is currently open.

active Web site
> In FrontPage, the Web site that is currently open.

ActiveX
> A set of technologies that allows software components to interact with one another in a networked environment, regardless of the language in which the components were created. ActiveX is used primarily to develop interactive content for the World Wide Web, although it can be used in

desktop and other programs.

ActiveX controls

Reusable software components that incorporate ActiveX technology. ActiveX controls can be embedded in Web pages to produce animation and other multimedia effects, interactive objects, and sophisticated programs. They can be written in a variety of programming languages, including C, C++, Java, and Visual Basic.

ActiveX Data Objects (ADO)

A data access interface that allows client programs to access and manipulate data in a file- or server-based database.

ADO

See ActiveX Data Objects

Advanced Streaming Format (ASF)

A streaming file format for use with Windows Media Player. This file format can include audio, scripts, ActiveX controls, and HTML documents. ASF-format files have an .asf file name extension.

American Standard Code for Information Interchange (ASCII)

A coding scheme using 7 or 8 bits that assigns numeric values to 255 characters, including letters, numerals, punctuation marks, control characters, and other symbols. ASCII is a standard for transmitting data between different types of hardware and software systems, and it is built into all personal computers.

anchor

See bookmark

animated GIF

A file containing a series of GIF-format graphics that are displayed in rapid sequence, giving the appearance of a moving picture.

anonymous FTP

The ability to access a remote computer system, by using the File Transfer Protocol (FTP), on which one does not have an account. Users have restricted access rights with anonymous FTP and usually can only list, view, or copy files to or from a public directory on the remote system. To help maintain security, many FTP sites do not permit anonymous FTP access.

anti-aliasing

The smoothing of jagged edges in graphical elements and text. Anti-aliasing softens jagged lines or curves by shading adjacent pixels.

Apple QuickTime

See QuickTime

applet

See Java applet

article

A message or posting in a discussion group or an Internet newsgroup. An article can be a response to another article. An article is also called a post.

ASCII

See American Standard Code for Information Interchange.

ASF

See Advanced Streaming Format

ASP

See Active Server Page

ASP.NET

A set of technologies in the Microsoft .NET Framework for developing Web programs and XML Web services. Web servers that are compatible with ASP.NET can host Web services and run Web programs. Because ASP.NET can create HTML, XML, and other types of documents when processing programs and services, site visitors can display the results in a Web browser. ASP.NET programs and services can be written in any .NET-compatible language, including Visual C# .NET.

ASP.NET controls

Components that run on an ASP.NET-compatible server and encapsulate user-interface and other related functionality. They are used in ASP.NET pages and in ASP.NET code classes.

aspect ratio

In computer displays and graphics, the ratio of the width of a picture or picture area to its height. For example, an aspect ratio of 2:1 indicates that the picture is twice as wide as it is high. The aspect ratio is an important factor in maintaining correct proportions when a picture is incorporated into another document, such as a Web page.

Audio Video Interleave (AVI)

A multimedia file format for use with Windows Media Player. This file format can include sound and video, and it adheres to the Resource Interchange File Format (RIFF) specification. AVI-format files have an .avi file name extension.

authentication

The process of verifying that an entity or object is who or what it claims to be. For example, a user name and password may be used to authenticate a user.

authentication database

A database on a server that verifies that an entity or object is who or what it

claims to be. For example, an authentication database can match user names to passwords.

autostretch

In FrontPage, an option for setting all or part of a layout table to a fixed width. After setting part of a layout table to a fixed width, the other part of the layout table automatically stretches to adjust to the size of the Web browser window. *See also* layout table, layout cell.

AVI

See Audio Video Interleave

B
[Back to top](#)

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background sound

An audio file associated with a Web page. When a site visitor opens the page in a Web browser, the audio file plays either continuously or the number of times that the code in the Web page specifies.

banner

See page banner

base location, base URL

A URL that you can specify for a Web page in order to convert all relative URLs on that page to absolute URLs. A base URL should end with either a file name, such as http://www.example.com/sample.htm, or a trailing slash, such as http://www.example.com/subdir/.

Behaviors

Scripting options that add interactivity or increased functionality to text or other elements in a Web page.

bevel

A three-dimensional edge effect applied to the border of a graphic.

bitmap (BMP)

A picture consisting of a series of small dots, much like a grid with certain squares filled in to form shapes and lines. Bitmap is a standard graphics file format on Windows-based computers. It supports 24-bit color and can be saved for Windows or OS/2 systems. BMP-format files typically have a .bmp file name extension.

bookmark

A named location on a Web page that can be the target of a hyperlink. A bookmark can be applied to a string of characters or exist on a page

separately from any text. Bookmarks allow you to link to a specific section of a target page. A bookmark is also called an anchor.

broken hyperlink

A hyperlink that points to an incorrect URL or a missing page or file.

browser

See Web browser

browser-safe palette

A color table containing only 216 of a possible 256 colors, used to precisely match and display colors in graphics. The remaining 40 colors are omitted because they can display differently, depending on the color-quality settings of the computers that display them.

C

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cascading style sheet (CSS)

An HTML specification developed by the World Wide Web Consortium that defines how authors of Web pages can attach style sheets to Web pages. Styles sheets define the appearance and formatting of content on Web pages and allow you to have more control over how content displays in Web browsers.

category

In FrontPage, a classification for labeling and grouping Web pages and files by common criteria, such as page contents, file types, or similar distinction.

cell padding

The amount of space, in pixels, between the contents and inside edges of a table cell.

cell spacing

The amount of space, in pixels, between cells in a table. Cell spacing is the thickness of the walls surrounding each cell.

certificate

A digitally signed document that is issued by a certification authority on behalf of a user, a computer, or a service. Certificates help to ensure that no other Web site can assume the identity of a site. This helps make sensitive online transactions, such as shopping, more secure by preventing unauthorized access to information sent to or from a site.

CGI

See Common Gateway Interface

character encoding
 A one-to-one mapping between a set of characters and a set of numbers.
 Character encodings allow Web browsers to interpret the characters in a
 Web page and display those characters correctly.
character set
 A group of alphabetic, numeric, and other characters needed to display text
 in a specific language.
child Web site
 See subsite
class selector
 In cascading style sheets, a name identifying a user-defined style.
 Depending on how it's defined, a class selector can be used with a single
 type of tag or with any HTML tag inside the BODY element.
client
 On a network or the Internet, a computer that accesses shared network
 resources provided by another computer. *See also* server.
client-side image map
 An image map that directly encodes in a Web page the destination URL of
 each hot spot in that image map. Client-side image maps do not require
 processing from a server when a site visitor follows the hyperlinks in the
 image map.
client-side program
 On the Internet, a program that is run on a client computer rather than on a
 server computer.
code snippet
 In FrontPage, one or more lines of HTML or other code that you can save
 and use again.
Code view
 In FrontPage, a view that displays the HTML and other code of a Web page
 or a file.
comment
 In FrontPage, text that you can view in Page view, but that does not appear
 in a Web browser. Comment text appears purple in Page view and is used to
 insert notes to authors and editors during the development of the page.
 Although comment text does not appear in a Web browser, site visitors can
 view it by viewing the source HTML of the page.
Common Gateway Interface (CGI)
 A standard method of extending Web server functionality by running
 programs or scripts on a Web server in response to Web browser requests. A

common use of CGI is in form processing, where the Web browser sends form data to a CGI script on the server, and then the script integrates the data with a database and returns the results as a Web page.

component

In FrontPage, a built-in object that is evaluated and run when you save a Web page or, in some cases, when a site visitor browses to the page. Components in FrontPage include search forms, which allow site visitors to search for text in a Web site, and form handlers, which gather information from a form.

compression

The process of reducing the size of a file by changing its format so that it requires less storage space or takes less time to transfer. *See also* decompression.

confirmation page

A Web page confirming that data entered into a form has been successfully submitted by a site visitor.

CSS

See cascading style sheet

D
[Back to top](#)

DAO

See Data Access Objects

Data Access Objects (DAO)

A data access interface that communicates with Microsoft Jet and ODBC-compliant data sources to connect to, retrieve, manipulate, and update data and database structures.

data connection

A connection that specifies the name, type, location, and, optionally, other information about a database file or server.

data source

A stored set of information. A data source might be a database, an XML file, a Web service, or a list on a Windows SharePoint Services Web site.

data validation

A set of rules that you can apply to form fields and other types of fields to restrict the type of information site visitors can enter into those fields.

Data View

In FrontPage, a customizable display of data that can be populated by a variety of data sources.

database

A file or server containing records of information that are organized and presented to serve a specific purpose, such as the facilitation of searching, sorting, and combining data. Databases can be published on the World Wide Web to let site visitors search for information or add new information to the database.

database results region

In FrontPage, an area on a Web page that can be dynamically populated with the results of a database query when a site visitor opens the page in a Web browser.

DAV

See Web-based Distributed Authoring and Versioning (WebDAV)

decompression

The process of reversing the procedure that is run by compression software. During decompression, the compressed data returns to its original file size and format so it can be accessed or played. *See also* compression.

default hyperlink

In an image map, the hyperlink that site visitors follow when they click an area of the graphic where there are no hot spots.

Design view

In FrontPage, a view that displays an approximated WYSIWYG version of a Web page. You can use Design view to insert text, forms, graphics, components, and other items in a page.

design-time control

An ActiveX control that is used while designing or editing a Web page. Design-time controls are installed on the client computer. *See also* ActiveX.

DHTML

See Dynamic HTML

discussion group

A Web site that supports interactive discussions between site visitors. Visitors submit topics or responses by entering and then submitting text in a form. Visitors can search the group by using a search form or access articles by using a table of contents.

domain name

An address of a network connection that identifies the owner of that address, such as server.organization.type. For example, www.microsoft.com identifies a Web server at Microsoft Corporation, which is a commercial

organization. *See also* network location.

Dynamic HTML (DHTML)

An extension of HTML that allows you to add interactivity and graphical interest to Web pages. Web pages that use DHTML can change and update dynamically in response to site visitor actions, without being downloaded from a server after every action.

Dynamic Web Template

An HTML file to which you can attach other HTML files that share the same layout. When you update a Dynamic Web Template, all pages that are based on that template are also updated. Dynamic Web Templates have a .dwt file name extension.

E

[Back to top](#)

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e-mail

An abbreviation for electronic mail. The exchange of text messages and file attachments between computers over a communications network, such as a network or the Internet.

embedded files

In FrontPage, graphics, sounds, and other types of multimedia files that have been inserted in a Web page. When you save the page, you are prompted to save the embedded files with the page.

embedded style sheet

A cascading style sheet that is part of a Web page. Styles in an embedded style sheet can be applied only to the page containing the style sheet and either extend or override styles defined in any external style sheet that the page links to. An embedded style sheet is stored in a STYLE tag in a Web page.

Encapsulated PostScript (EPS)

An extension of the PostScript graphics file format developed by Adobe Systems Incorporated. EPS format is a high-resolution format that is optimized for printing by PostScript printers. If an EPS-format graphic is printed by any other type of printer, an alternate, lower-resolution version of the graphic is printed. EPS-format files have an .eps file name extension.

encoding

See character encoding

encryption

The process of encoding data to prevent unauthorized access, especially during transmission over the Internet or a network.

EPS

See Encapsulated PostScript

executable folder

A folder in a Web site from which scripts and executable programs can be run. Server administrators may prohibit the use of executable folders.

Extensible Markup Language (XML)

A subset of Standard Generalized Markup Language (SGML), a language for creating customized data structures that allow for the definition, transmission, validation, and interpretation of data between programs, servers, and organizations.

Extensible Stylesheet Language (XSL)

An XML-based language for creating style sheets that transform XML documents to other types of documents, such as HTML, and that define the format or presentation of the data in the resulting document.

Extensible Stylesheet Language Transformations (XSLT)

A language for transforming XML documents into other XML documents. It is a subset of Extensible Stylesheet Language (XSL).

external hyperlink

A hyperlink pointing to a page or file that is not part of the active Web site.

external style sheet

A cascading style sheet (CSS) in a file with a .css file name extension. The .css file contains style rules in valid CSS syntax, without any surrounding HTML tags. By defining styles in one or more external style sheets and linking them to pages in your Web site, you ensure a consistent appearance throughout those pages. If you change a style in the external style sheet, the change will be reflected in all of the pages linked to that style sheet.

F

[Back to top](#)

file

A named collection of information that is stored on a computer. Also, an Internet protocol (file://) that refers to files on a disk or network.

file name extension

The characters that follow a period in a file name and indicate the file's format or type. For example, the file Image.gif uses the .gif file name

extension, which indicates that the file is a GIF-format graphic.

file server

A computer running on a network that stores files and provides access to them. A file server is also called a server. *See also* Web server.

File Transfer Protocol (FTP)

A protocol for copying files to and from remote computer systems on a network or the Internet. FTP sites are frequently used on the Internet for making files and folders publicly available.

file type

The format of a file, commonly indicated by its file name extension.

filter

A set of criteria applied to data in order to display only a subset of that data or to sort that data.

firewall

A combination of hardware and software that helps secure a network or computer system. A firewall can help prevent unauthorized access to a protected network, while enabling the protected network to access networks outside of the firewall.

Flash

A vector graphic animation technology, by Macromedia, Inc., for creating movies, animations, presentations, and more. Flash content can play on any type of computer, if the Flash plug-in is installed on that computer. *See also* plug-in.

folder

A named storage area on a computer containing files and other folders.

Folders view

In FrontPage, the view of a Web site that shows how the content of the Web site is organized. Similar to Windows Explorer, you can create, delete, copy, and move folders in Folders view.

followed hyperlink

A hyperlink on a Web page that a site visitor has activated by using a mouse device, keyboard, or other type of device.

form

A set of data-entry fields on a Web page. The data is sent to the server when a site visitor completes and submits the form.

form field

A data-entry field in a form. A site visitor supplies information in a field by either typing text or selecting an option.

form handler

A program on a server that runs when a site visitor submits a form.

frame
> An area of a Web browser window defined by a frames page. A frame appears in a Web browser as one of a number of different areas in which pages can be displayed. A frame may be scrollable and resizable, and may have a border.

frames page
> A page that divides a Web browser's window into different areas, called frames, which independently display different Web pages. A frames page is also called a frameset.

frameset
> *See* frames page

FrontPage Server Extensions
> A set of programs and scripts that support authoring in FrontPage and extend the functionality of a Web server. The FrontPage Server Extensions are available for Internet Information Services (IIS) and other Windows-based Web servers, as well as UNIX-based Web servers.

FTP
> *See* File Transfer Protocol

function
> An action or operation performed by a script. A function may return a value or other result.

G

[Back to top](#)

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gateway script
> *See* Common Gateway Interface

GIF
> *See* Graphics Interchange Format

graphic
> An image or picture file that can be inserted in a Web page.

Graphics Interchange Format (GIF)
> A raster graphics file format commonly used to display indexed-color graphics on the World Wide Web. GIF is a compressed format, which is designed to minimize file transfer time over the Internet. GIF-format files have a .gif file name extension. *See also* interlaced GIF.

H

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heading
> A paragraph style that displays text in a font that is larger than normal text. The size of text in a heading relates to its level: Heading 1 is the largest, Heading 2 is the next largest, and so on.

hexadecimal
> A base-16 number system represented by the digits 0 through 9 and the uppercase or lowercase letters A (equivalent to decimal 10) through F (equivalent to decimal 15). Hexadecimal values are commonly used in HTML code to identify colors.

hidden field
> A form field that is invisible to a site visitor but supplies data to a form handler.

hidden folder
> In FrontPage, a folder with an underscore (_) at the beginning of its name — for example, _hidden. A hidden folder typically contains supporting files for a Web site. You can specify whether you want to show or hide these folders in the Folder List and some views.

hit
> In Web site usage reports, a value indicating the number of times a Web page or file has been accessed. *See also* visit.

home page
> The entry page for a set of Web pages and other files in a Web site. The home page opens by default when a site visitor browses to a site by using a Web browser.

host
> *See* server

hot spot
> An area in a graphic that contains a hyperlink. A graphic with one or more hot spots is called an image map. *See also* image map.

HTML
> *See* Hypertext Markup Language

HTML attribute
> A value used within an HTML tag to assign additional properties to the element being defined.

HTML tag
> A text string enclosed in angle brackets (<>) that specifies a page element's

type, format, and appearance.

HTTP

See Hypertext Transfer Protocol

HTTPS

See Hypertext Transfer Protocol Secure

hyperlink

A pointer from text, a graphic, or other page element to a Web page or file. On the World Wide Web, hyperlinks are the primary way to browse between Web pages and Web sites. A hyperlink is also called a link.

Hyperlinks view

In FrontPage, a view that shows the status of the hyperlinks in a Web site. The list includes both internal and external hyperlinks, and graphically indicates when a hyperlink is intact or broken.

Hypertext Markup Language (HTML)

The standard markup language for documents on the World Wide Web. HTML is a subset of Standard Generalized Markup Language (SGML). It uses tags to indicate how Web browsers should display page elements such as text and graphics, and how Web browsers should respond to actions such as the activation of a link by a key press or mouse click.

Hypertext Transfer Protocol (HTTP)

A protocol that allows Web browsers to retrieve Web pages and information from servers on the World Wide Web.

Hypertext Transfer Protocol Secure (HTTPS)

A protocol that allows Web browsers to retrieve Web pages and information more securely from servers on the World Wide Web. HTTPS provides for the encryption and transmission of information through a special port.

I

[Back to top](#)

ID selector

In a cascading style sheet style definition (or style rule), a selector that is used to define a style for an individual page element, usually as an inline style.

image map

A graphic containing one or more invisible regions, called hot spots, that link to a page or file.

image tracing

In FrontPage, the process of using a graphical mock-up of a Web page as a visual guide for tracing, thereby creating, the Web page design.

initial page

The page that initially appears in a frame when a site visitor browses to a frames page containing that frame.

inline style

A cascading style sheet rule whose properties and values apply only to a specific element on a Web page, such as a table or a graphic. The style sheet rule is part of the HTML tag for that element.

interlaced GIF

A picture in Graphics Interchange Format (GIF) format that gradually displays in a Web browser, showing increasingly detailed versions of the picture until the entire file has finished downloading.

internal hyperlink

In FrontPage, a hyperlink pointing to any Web page or file in the active Web site.

internal Web site

A Web site created within an organization and available only on the intranet for that organization. An internal Web site is accessible only to members of that organization.

Internet

The worldwide collection of computers, networks and gateways that use TCP/IP protocols to communicate with one another.

Internet address

A unique address that identifies the location of a page, file, or other type of resource on the Internet. An Internet address typically includes four elements: the protocol for accessing the resource, such as http://; the server type; the server name, which is often the name of the organization that maintains the resource; and, a suffix, which typically identifies the type of organization that maintains the resource. An Internet address is also called a Uniform Resource Locator.

Internet Protocol (IP)

A TCP/IP protocol that divides data into packets, routes packets from a sender to a destination network and station, and reassembles the packets into the original data.

Internet Server Application Programming Interface (ISAPI)

An application programming interface designed specifically for Web servers running Internet Information Server (IIS). When a Web browser sends or requests information from a Web server, ISAPI processes the

information by running scripts and other processes, and then submits the information to the Web server. ISAPI then retrieves the results from the Web server and sends them to the browser as a Web page.

Internet service provider (ISP)
A business that supplies Internet connectivity services to individuals, businesses, and other organizations.

intranet
A network within an organization that uses Internet technologies and protocols but is available only to certain people, such as employees of a company. An intranet is also called a private network.

IP
See Internet Protocol

IP address
An abbreviation for Internet Protocol address. A standard for identifying a computer that is connected to the Internet. An IP address is four groups of numbers from 0 through 255, each separated by a period— for example, 123.432.154.12

ISAPI
See Internet Server Application Programming Interface

ISP
See Internet Service Provider

J
[Back to top](#)

Java
An object-oriented programming language developed by Sun Microsystems, Incorporated. Programs written in Java are platform-independent, which means they can run on any type of computer.

Java applet
A program written in the Java programming language that can be included in an HTML page. Java applets can be downloaded and run by a Web browser capable of interpreting Java, such as Internet Explorer or Netscape Navigator.

Java Virtual Machine
A program that runs Java applets and programs. The Java Virtual Machine is included with most Web browsers.

JavaScript

A scripting language that can be used to add functionality to or enhance the look of a Web page or a Web site. JavaScript scripts can run on any type of client or server computer.

Joint Photographic Experts Group (JPEG)
A raster graphics file format for displaying high-resolution color graphics on the World Wide Web. JPEG graphics apply a user-specified compression scheme that can significantly reduce the file sizes of photo-realistic color graphics. A higher level of compression results in lower quality, whereas a lower level of compression results in higher quality. JPEG-format files have a .jpg file name extension. *See also* progressive JPEG.

JPEG
See Joint Photographic Experts Group

L

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layer
A container in a Web page that holds page elements, such as text and graphics. You can overlap, nest, and show or hide layers on a page. You can also animate layers by using Behaviors, which add script to any tag in a page.

layout cell
A cell in a layout table.

layout table
A predefined layout that defines the structure of a Web page as a table. A layout table can also include formatting such as rounded corners, borders, and visual effects. *See also* autostretch.

link
See hyperlink

link bar
In FrontPage, a collection of graphical or textual buttons containing hyperlinks to Web pages.

list members
Valid code elements, such as properties, methods, and events, for a specific object reference.

live Web site
A Web site that has been published to a Web server and can be browsed by site visitors. *See also* staging Web site.

local Web site

When publishing files from one location to another by using FrontPage, the Web site that is currently active, or open, in FrontPage. *See also* remote Web site.

loop

The process of playing a sound repeatedly a specific number of times or endlessly.

M

Macromedia Flash

See Flash

mailto

The Internet protocol for sending electronic mail.

META tag

An HTML tag in the HEAD portion of a Web page. META tags contain information about a page, such as the character encoding for the page.

MIME (Multipurpose Internet Mail Extensions) type

A method used by Web browsers to associate files of a certain type with programs that display files of that type.

Moving Picture Experts Group (MPEG)

A family of standards for coding audio-visual information, such as movies, video, and music, in a digitally compressed format. MPEG files are typically smaller than most video formats, but provide the same quality. MPEG-format files have an .mpeg or an .mpg file name extension.

MPEG

See Moving Pictures Experts Group

multi-hosting

The ability of a Web server to support more than one Internet address and more than one home page. Multi-hosting is also called multi-homing.

N

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name-value pair

The name of a form field and the value of the field when the form is submitted. Each field in a form can have one or more name-value pairs and

the form itself can have one or more name-value pairs.

navigation bar

See link bar

Navigation view

In FrontPage, the view for creating, displaying, printing, and changing the navigational structure of a Web site. Navigation view includes a folder-like view, where you can drag and drop Web pages in the navigational structure of a Web site.

network location

In a URL, a unique name that identifies an Internet server. A network location has two or more parts, separated by periods— for example, www.example.com. Also called host name and Internet address.

news

The Internet protocol (news://) for retrieving files from an Internet newsgroup.

NTLM

(NT LanMan) The Windows NT Challenge/Response authentication protocol. This protocol uses encryption to help protect the security of passwords during transmission.

O

ODBC

See Open Database Connectivity

OLE

A program-integration technology for transferring and sharing information between programs. OLE lets an author invoke different editor components to create a document that embeds or links to another document.

Open Database Connectivity (ODBC)

A standard method of sharing data between databases and programs. ODBC drivers use standard Structured Query Language (SQL) to gain access to external data.

optimized HTML

HTML code that doesn't contain unnecessary formatting or tags. By using FrontPage, you can optimize the HTML in your Web pages when you publish them to a Web site.

P

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page banner
> A section of a Web page containing a graphical element and text, such as the page title. Page banners typically appear at the top of a Web page.

page template
> A predesigned Web page that you can customize. Page templates might include layout tables, styles, formatting, graphics, or other page elements.

page title
> Descriptive text that identifies a page. A page title appears in the title bar of the Web browser window when a page is open.

Page view
> In FrontPage, the view for creating and designing Web pages.

parent Web site
> In a hierarchical structure, the Web site that contains the active site.

parent-level page
> In FrontPage, a page in a Web site that is part of the navigational structure of the site and links to one or more pages on the child level of the site. *See also* link bar, Web site structure.

password
> The string of characters entered by a user to verify his or her identity to the network. The system compares the code against a stored list of authorized passwords and users. If the code is legitimate, the system allows the user access at whatever security level has been approved for the owner of the password. Ideally a password is a combination of text, numbers, and punctuation or other characters that cannot be guessed at or easily cracked by intruders.

path
> The portion of a URL that identifies the folders containing a file. For example, in the URL http://www.example.com/hello/world/top.htm, the path is /hello/world/.

PC Paintbrush (PCX)
> A graphics file format that compresses the graphic's data with RLE-type compression, used by early versions of Windows Paintbrush. PCX-format files are a type of bitmap graphic and they have a .pcx file name extension.

PCD
> *See* Photo CD

PCX

See PC Paintbrush

Photo CD (PCD)
> A graphics file format developed by Eastman Kodak Company. Photo CD-format files have a .pcd file name extension.

picture
> *See* graphic

plug-in
> A program that allows Web browsers to access and execute files that are embedded in HTML documents and are in formats that browsers typically would not recognize, such as many video and audio formats. For example, the Windows Media Player plug-in allows Internet Explorer to play movies in the browser window.

PNG
> *See* Portable Network Graphics

Point-to-Point Protocol (PPP)
> An Internet standard for transmitting data over serial links between computers.

port
> One of the network input/output channels of a computer running TCP/IP. On the World Wide Web, the port usually refers to the port number a server is running on. A single computer can have many Web servers running on it, but only one server can be running on each port. The default port for Web servers is 80.

Portable Network Graphics (PNG)
> A file format for compressed bitmap graphics, similar to the GIF format. PNG supports variable transparency of images (alpha channels) and control of image brightness on different computers (gamma correction). PNG-format files have a .png file name extension.

PPP
> *See* Point-to-Point Protocol

Preview view
> In FrontPage, a view for viewing Web pages as they will appear in a Web browser.

progressive JPEG
> An enhancement to the JPEG graphics file format that gradually displays a photo-realistic graphic in a Web browser, showing increasingly detailed versions of the graphic until the entire file downloads. Although similar to the interlaced GIF format, the progressive JPEG format retains high quality, 24-bit color and offers the same compression as standard JPEG format. *See*

also interlaced GIF.

protocol

A set of rules and standards that allow computers to communicate.

proxy server

A computer that acts as a gateway between a network protected by a firewall and other networks. For example, a proxy server passes a request for an Internet address from a Web browser in the protected network to an outside server and then returns the results.

publish

The process of making a Web site available on the World Wide Web or an intranet by copying its pages and files to a Web server that is connected to the Internet or network.

Q
[Back to top](#)

Quick Tag Editor

In FrontPage, a window that allows you to insert, wrap, and edit HTML tags.

Quick Tag Selector

In FrontPage, a toolbar in the document window that allows you to select specific sets of HTML tags.

QuickTime

A multimedia technology that is built into the Apple Macintosh operating system. Macintosh programs that support audio and video content use QuickTime technology to play that content. A Microsoft Windows-based computer can also play QuickTime files, if the QuickTime plug-in is installed on that computer.

R
[Back to top](#)

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raster graphics

Images created as a collection of small, independent dots, called pixels, which are arranged in rows and columns. *See also* vector graphics.

RDBMS

See relational database management system

record

In a database, a group of related fields of information that are treated as a single unit. Records are the logical equivalents of rows in a table. In FrontPage, a group of records is referred to as a recordset.

referring domain

On the Internet and intranets, the address of a network location from which site visitors follow a hyperlink to another Web site.

registered user

A Web site visitor whose name and password has been recorded within the Web site.

relational database management system (RDBMS)

A database system that organizes data into related rows and columns as specified by a relational model. Microsoft SQL Server and Oracle are examples of relational database management systems.

relative URL

The Internet address of a Web page or other World Wide Web resource relative to the Internet address of the active page. A relative URL gives the path from the active page to the destination page or resource.

remote Web site

When publishing files from one location to another by using FrontPage, the Web site on the destination server. *See also* local Web site.

Remote Web Site view

In FrontPage, a view for publishing folders and files in a Web site to a Web server. You can also synchronize, or merge changes between, files in two or more locations when you publish them.

Reports view

In FrontPage, a view for analyzing the contents of a Web site. For example, you can calculate the total size of the files in your site, and identify slow or outdated pages.

resample

The process of changing the pixel dimensions of a graphic after changing its size. A graphic can be resampled down, which decreases the number of pixels in it, or resampled up, which increases the number of pixels in the graphic by matching the color values of the existing pixels.

S

[Back to top](#)

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script

A type of computer code that sends a set of instructions to a program, such as a Web browser. A script is run directly by a program that can interpret the language in which the script is written. On the World Wide Web, scripts are commonly used to customize or add interactivity to Web pages.

Secure Sockets Layer (SSL)

A standard, developed by Netscape Communications, for encrypting information and transmitting it over the Internet more securely.

selector

In a cascading style sheet style definition (or style rule), the HTML element linked to a particular set of style properties and values.

separator character

A character that indicates where you want new rows or columns to begin when you convert text to a table.

server

On a network, a computer that provides access to files and other resources that are also part of the network. On the World Wide Web, a computer that hosts Web pages and responds to requests from Web browsers.

server-side image map

An image map that passes the coordinates of the mouse pointer to a CGI handler routine on the server. Server-side image maps require the Web server to compute the target URL of the hyperlink based on the mouse pointer coordinates. *See also* image map.

SGML

See Standard Generalized Markup Language

shared border

In FrontPage, a region of a Web page that is common to one or more pages in a Web site. A shared border may be a region at the top or bottom of a page (similar to a page header or footer), at the left, or at the right. Use shared borders to place the same content on multiple pages in one step, rather than editing each page.

slow page

A Web page that requires an inordinate amount of time to open in a Web browser.

Split view

In FrontPage, a view that combines Code and Design views by displaying each view in a separate pane of the document window. One pane displays the source code of the Web page and the other pane displays an approximated WYSIWYG view of that page.

SQL

See Structured Query Language

SSL
> *See* Secure Sockets Layer

staging Web site
> A Web site that is maintained on a private file or Web server. Staging sites allow authors and workgroups to change and review Web pages or files before publishing those pages or files to the World Wide Web or a company intranet. *See also* live Web site.

Standard Generalized Markup Language (SGML)
> A language for organizing and tagging elements and data in a document. SGML itself does not specify any particular formatting; rather, it specifies the rules for tagging elements. Tags can then be interpreted to format elements in different ways.

Structured Query Language (SQL)
> A database query and programming language widely used for accessing, querying, updating, and managing data in relational database systems. By using SQL, you can retrieve data from a database, create databases and database objects, add data, modify existing data, and perform other, more complex functions. With SQL, you can also change the server configuration, modify database or session settings, and control data and access statements.

style
> A set of formatting characteristics for text or other page elements. *See also* cascading style sheet.

subsite
> A named subdirectory of a Web site that is also a complete site.

synchronize
> When publishing files by using FrontPage, the process of identifying differences between two or more versions of a file and resolving those differences by merging the content into a single version of the file.

T

[Back to top]

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table
> One or more columns and rows of cells that organize the layout of a page or arrange data systematically.

tag

See HTML tag

Tagged Image File Format (TIFF)

A high-resolution, tag-based file format commonly used for the scanning, storage, and interchange of gray-scale graphics. TIFF-format files have a .tiff or .tif file name extension.

Targa (TGA)

A photorealistic, raster graphics file format developed by Truevision Incorporated and designed for systems that have a Truevision display adapter. TGA-format files have a .tga file name extension.

target frame

The name of a frame in which the target of a hyperlink is displayed. Typically, a hyperlink from one frame on a frames page will supply as its target frame another frame on the frames page. *See also* frame, frames page.

Tasks view

In FrontPage, a view that lists both the tasks required and the tasks you choose to track when completing or maintaining a Web site.

TCP

See Transmission Control Protocol

template

A set of predesigned text formatting, graphics, and layout settings for a Web page or site. After you create a page or site by using a template, you can customize it. *See also* Dynamic Web Template.

TGA

See Targa

theme

In FrontPage, a set of color schemes, graphics, and other page elements that you can apply to one or more pages in a Web site.

thread

In e-mail and Internet newsgroups conversations, a series of messages and replies that are related to a specific subject.

thumbnail

A small representation of a picture on a Web page, usually containing a hyperlink to a full-size version of the graphic.

TIFF

See Tagged Image File Format

top-level Web site

The uppermost folder in a hierarchy of Web site folders. A top-level Web site can be hosted on a Web server, a virtual server network, or a local computer hard disk. A top-level Web site is also called a root Web site. *See*

also subsite.

Transmission Control Protocol (TCP)
> Internet networking software that controls the transmission of packets of data over the Internet. Among its tasks, TCP checks for lost packets, arranges the data from multiple packets into the correct order, and requests that missing or damaged packets be sent again. Computers must run TCP to communicate with Web servers.

TWAIN
> Developed by a consortium of imaging hardware and software manufacturers, TWAIN is a cross-platform interface for sharing graphics between computers and TWAIN-compliant scanners, digital cameras, and still-frame video capture boards.

U

Uniform Resource Locator (URL)
> *See* Internet address

UNIX
> A multi-user, multitasking operating system that exists in various forms and implementations, typically used on proprietary computer workstations. Many Web servers run on UNIX systems.

V

VB
> *See* Visual Basic

VBA
> *See* Visual Basic for Applications

VBScript
> *See* Visual Basic Scripting Edition

vector graphics
> Images generated from mathematical descriptions that determine the position, length, and direction in which lines are drawn. Vector graphics are collections of lines rather than patterns of individual dots or pixels. *See also* raster graphics.

Vector Markup Language (VML)

An XML-based language for creating two-dimensional vector graphics in an HTML or XML document. VML uses XML tags and cascading style sheets to create and place graphics, such as circles and squares, in a document, such as a Web page. These graphics can include color and can be edited in several graphics programs.

virtual server
A collection of file and other hosting services that appears to be a separate server, but is not associated with a specific server. Each virtual server has its own domain name and IP address and appears as an individual Web site. A Web server that supports virtual servers is called a multi-hosting Web server.

visit
In Web site usage reports, a value that indicates that a site visitor has accessed your Web site and viewed one or more files before following a hyperlink to another site or closing the browser. *See also* hit.

visited hyperlink
See followed hyperlink

Visual Basic
An object-oriented programming language. Visual Basic was developed by Microsoft for building Windows-based programs.

Visual Basic for Applications (VBA)
A subset of the Microsoft Visual Basic programming language. VBA is used for programmatically accessing Windows programs and is supported by several Microsoft Office programs, including FrontPage.

Visual Basic Scripting Edition (VBScript)
A scripting language that can be used to add functionality to a Web page or a Web site, or to enhance the look of one. VBScript is optimized for Web-related programming, and it is a subset of the Microsoft Visual Basic programming language.

VML
See Vector Markup Language

W
[Back to top](#)

W3C
See World Wide Web Consortium

watermark

A graphic that appears on the background of a Web page. Unlike background pictures, watermarks do not scroll with the other elements on a Web page.

Web browser

A program that interprets HTML files, formats them into Web pages, and displays them. You can use a Web browser to jump from one Web page to another by following hyperlinks, to download files from the Internet to your computer, and to play audio or video files that are embedded in a Web page.

Web Part

A modular unit of information that contains Web-based content and is the building block of a Web Part Page. A Web Part is made up of several component files that store the data and information necessary to render the Web Part.

Web site

A set of associated Web pages, graphics, documents, multimedia, and other related files that are stored in a shared directory on a Web server.

Web site structure

In FrontPage, the set of relationships between the pages in a Web site. *See also* link bar, Navigation view.

Web-based Distributed Authoring and Versioning (WebDAV)

An application protocol related to HTTP 1.1 that allows authors, using different computers, to publish and manage files on the World Wide Web. WebDAV provides support for storing various types of information about a file, such as the author of a file. By using this information, you can both view and change information about the content of a file and its properties, without overwriting changes that someone else might have made to that file.

WebDAV

See Web-based Distributed Authoring and Versioning

well-formed XML document

An XML file in which there is only one root element and all the elements, delimited by start- and end-tags, nest properly within each other and are syntactically correct.

Windows Metafile Format (WMF)

A vector graphics file format for Windows-based computers. This format is typically used when working with graphics in a word processing program, such as Microsoft Word. WMF-format files have a .wmf file name extension.

WMF

See Windows Metafile Format

World Wide Web

The graphical, multimedia portion of the Internet. The most common files on the World Wide Web are HTML documents, which are also known as Web pages. Each Web page, as well as other types of files, on the World Wide Web has an address, called a Uniform Resource Locator (URL), which uniquely identifies it.

World Wide Web Consortium (W3C)

A consortium of commercial and educational institutions that oversees research and promotes standards in all areas related to the World Wide Web.

WYSIWYG

An acronym for "What You *See* Is What You Get." With a WYSIWYG view, you can see how your Web page or document will appear in the final product. You can also directly edit the text, graphics, and other elements in a document while using a WISYWIG view.

X

XML

See Extensible Markup Language

XSL

See Extensible Stylesheet Language

XSLT

See Extensible Stylesheet Language Transformation

Design your Web site

Microsoft Office FrontPage 2003 has an improved design environment, new layout and design tools, templates, and improved themes— all created to help you realize your Web site vision without requiring any knowledge of HTML.

Improved work environment and larger design area

FrontPage 2003 centralizes all of the Web design features and gives you a panoramic view of your entire Web site, making site and page design easier than ever. The larger design area also reduces scrolling.

Layout tables and cells

You can create professional-looking Web page layouts by using layout tables and cells. A layout table is the framework you create for your page. Layout cells are regions within that framework that contain the content in a page, including text, images, Web parts, and other elements. You can select from a list of predefined layouts or you can draw your own— and you can try a variety of layouts before you make your final decision.

The layout table tools are located in an easily accessible task pane. You can use the tools to apply additional formatting, such as rounded corners, borders, autostretch, and other visual effects.

Image Tracing

When you use image tracing, you create a mock-up image of a Web page in a graphics program and then use it as a visual guide to create or trace the Web page design in FrontPage. You can show or hide the image, set its opacity, and change its position.

Dynamic Web Templates

You can quickly create HTML pages that share the same layout by attaching Dynamic Web Templates to them. You can specify that certain regions within a template are available for editing, while all of the other regions remain protected. This means that you can allow others to add and edit content, yet preserve the layout of the pages and the template itself.

You can use any number of Dynamic Web Templates in a Web site, and you can attach a Dynamic Web Template to as many pages as you like. You can also save Dynamic Web Template (.dwt) files to any location. If you choose to detach a Dynamic Web Template from one or more pages in a site, you do not remove the content from those pages. You remove only the formatting provided by the template.

Page rulers and layout grid

Precision design and placement is a snap with helpful positioning guides, such as page rulers and the background layout grid. You can customize the rulers or the grid by choosing a unit of measurement, line styles and colors, and spacing options.

Design-time layers

In FrontPage 2003, layers can contain HTML elements, such as text and graphics. In the **Layers** task pane, you can view an itemized list of all the layers on your Web page. You can overlap, nest, and show or hide layers on a page. You can also animate layers by using the **Behaviors** task pane, which enables you to add Dynamic HTML (DHTML) script to any element on a Web page.

Improved themes

FrontPage 2003 uses cascading style sheets rather than HTML to apply themes, so your files are smaller, more transparent, and easier to control and modify. Additionally, pages with HTML themes applied in previous versions retain their settings in FrontPage 2003.

Develop your Web site

Microsoft Office FrontPage 2003 has an improved authoring environment, new graphic features, powerful coding tools to help you apply and increase your knowledge of various coding languages, and tools to help you create interactive scripts. In addition, FrontPage 2003 generates efficient and clean HTML and gives you more control over the code.

[Web page views](#)

You can work with your Web pages in any of the following Page views:

Design view   Design and edit Web pages in Design view. This view provides an approximated WYSIWIG authoring experience as you create your Web pages by using the design tools.

Code view   View, write, and edit the HTML tags yourself. With the optimized code features in FrontPage 2003, you can create clean HTML, and it is easier for you to remove any code that you do not want.

Split view   Review and edit Web page content in a split-screen format that offers you simultaneous access to both the Code and Design views.

Preview view   Approximate how the page will look in the Web browser without having to save your page. Use this view to check changes you make as you create your Web page.

[Graphics tools](#)

Improved graphic support

Working with graphics from other programs is easier than ever. New interfaces clearly explain the default behaviors when you import images into your Web site and what behavior to expect while you edit those images. This gives you more control over how images are displayed and saved.

Multiple-editor configuration

Choose which editor to use for different types of content. For example, if you have a number of GIF format files, some of which are photos and some of which are diagrams, you can edit the photos in Adobe PhotoShop and work with the diagrams in Microsoft Office Visio 2003.

Macromedia Flash support

To enhance and update your FrontPage Web site, you can now add Macromedia Flash content, including movies, repetitive audio-enhanced animations, and previously recorded presentations or courses. You can set options for automatic playback, such as playing a short animation one time when the site visitor first loads the page or looping the content to play continuously.

[Scripting and coding tools](#)

Behaviors

Behaviors are scripting options that enable you to quickly add interactivity or increased functionality to text or other elements of your Web page. For example, you can add a behavior to an image so that it displays differently when a site visitor moves the pointer over it. You can also view and edit the scripts associated with the current page by viewing a list in the **Behaviors** task pane.

Interactive Buttons

You can add professional-looking buttons to your Web page by selecting them from a list. After you select a button, add button text, choose the font and button color, define a link, and set the image and text settings for original, hover, and pressed states.

Quick Tag Tools

Use the Quick Tag Selector to quickly select any tag in your Web page. Use the Quick Tag Editor to insert, wrap, and edit HTML tags.

[Professional coding tools](#)

IntelliSense

FrontPage 2003 now provides IntelliSense technology in Code view to reduce errors in code. IntelliSense includes statement completion and shows the parameters available for the code you're writing, just as you would see in Microsoft Visual Studio. IntelliSense is available for HTML, Extensible Stylesheet Language (XSL), ECMAScript as defined by the specification of the European Computer Manufacturers Association— such as JScript or JavaScript — Microsoft Visual Basic Scripting Edition (VBScript), and ASP.NET.

Typing aids

FrontPage 2003 offers a number of helpful tools to speed up the code-writing process, including word wrap, line numbers, automatic indentation, tag completion, bookmarks, and advanced code selection.

Code snippets

In FrontPage, code snippets are one or more lines of HTML or other code that you can save and use again. You can store blocks of code and insert them in pages from a library of code snippets. Code snippets can contain anything you can insert in Code view— HTML, CSS, and so forth.

ASP.NET controls

ASP.NET is a set of technologies in the Microsoft .NET Framework for developing Web programs and XML Web services. With FrontPage 2003, you can now preview, reposition, and resize ASP.NET controls. IntelliSense support for scripting helps you to hook up, tailor, or even create new ASP.NET intrinsic controls.

Microsoft·Office
FrontPage 2003

Develop a data-driven Web site

[What's new home](#)

Microsoft Office FrontPage 2003 extends the power of your Web site to connect with people and information in new ways. Use Microsoft Windows Server 2003 with Microsoft Windows SharePoint Services to connect to, edit, and present live data from a variety of data sources— including Windows SharePoint Services data, XML, Web services, or OLE DB data sources— to build rich, interactive data-driven Web sites in a WYSIWIG editor.

[Data sources](#)

Data Source catalog

FrontPage 2003 lets you easily insert data views into your Web page. The catalog contains data sources that are already part of your Web site— such as lists in Web sites based on Windows SharePoint Services and any XML files in the Web site— and it allows you to configure any other data sources that you want to work with in WYSIWYG format. Supported data sources include:

- Windows SharePoint Services data
- XML files
- Web services or URLs that return XML
- OLE DB data sources

Data Source Details view

The Data Source Details view in FrontPage 2003 allows you to see the data structure of a data source and even walk through individual records. If you are unfamiliar with the data source, you can see its structure and contents before inserting a view into a page.

[Web Parts](#)

Web Part pages and zones

With the **Web Parts** task pane, you can add one or more Web Parts to a page. When you connect Web Parts, changes to data or formatting in one Web Part are reflected in the others. This allows you to create sophisticated master detail views of your data, where the site visitor can select categories from one Web Part and see the details for that category in another. You can also define Web Part zones that site visitors can add Web Parts to by using a Web browser.

Data View Web Part

You can use the Data View Web Part to author data views on live data, directly in FrontPage 2003 Design view. When you insert a data view, you are actually adding a Data View Web Part to your page. This Web Part is transparent in both Design and Code views and looks just like regular FrontPage content, but you can manipulate the data in a new, WYSIWIG way. You can format the data by using the standard formatting tools. This formatting is automatically applied to all of the data points at the same level of the XML tree (or in that column of the database). No special controls are required to format the data. You simply select the text and apply formatting just as you would format regular HTML text.

When you format your data, FrontPage authors an Extensible Stylesheet Language Transformation (XSLT) to apply that formatting to your page. The XSLT is presented directly inline in the HTML file and can be edited in the Code or Split views in FrontPage 2003.

Customized Data Views

In FrontPage 2003, you can quickly change the overall look of data— either by manually formatting the data or by applying a prebuilt Data View style. Applying a style preserves any applicable manual formatting you have already done, and you can apply additional manual formatting after you specify the style. You can also customize the Data View to suit your needs.

[Web packages](#)

FrontPage helps you to package Web solutions and distribute and share them with others. You can use the Web Packages template to package a portion of your Web site based on Microsoft Windows SharePoint Services into a module that others can add to their sites. For example, you can package a service solution that is specific to a certain type of business. You can then convert that functionality into a convenient single file format (a cabinet file with an .fwp file name extension).

When you export or import Web packages from Web sites based on Microsoft Windows SharePoint Services, FrontPage 2003 makes sure that all dependent files are included, so the deployed package works seamlessly on the new Web site.

[XML support](#)

You can use Extensible Markup Language (XML) to complement, rather than replace, your use of HTML. You can view or edit files, apply standard formatting to the structure of code in XML files, view the XML structure, and create custom displays of XML data on Web pages. For example, you can use FrontPage to create a Web page that displays data from an XML file, and then you can apply filtering, sorting, and conditional formatting to display the data the way you want.

Microsoft Office FrontPage 2003

Publish your Web site

[What's new home](#)

Remote Web site view

The new Remote Web Site view in Microsoft Office FrontPage 2003 helps you publish entire Web sites and individual files and folders to any location— an extended Web server, a Web server that supports the File Transfer Protocol (FTP) or Web-based Distributed Authoring and Versioning (WebDAV), or a location in your file system.

Remote Web Site view displays the files in both the local Web site and the remote Web site. Icons and descriptive text indicate the status of your files and folders, and the synchronization feature helps ensure that you don't overwrite any files or folders accidentally.

Connecting to remote Web sites

The new remote Web site dialog box allows you to specify connection settings, and it helps you to manage connection types and protocols— including Secure Sockets Layer (SSL) or passive FTP.

Publish to FTP and WebDAV servers

Work with others by using the new site-building tools found in FrontPage 2003. File locking is provided on WebDAV servers using WebDAV file locking. On FTP servers, file locking is supported through the use of .lck files. These files are fully compatible with those used by Macromedia Dreamweaver, so you can work with Dreamweaver users on an FTP server without accidentally overwriting each other's changes.

Maintain your Web site

Microsoft Office FrontPage 2003 offers new compatibility and HTML tools to help you maintain your site.

[Compatibility tools](#)

Browser and resolution reconciliation

Target specific browsers or resolutions, or see how your site will look in various combinations of browsers and resolutions— including simultaneous previewing of multiple browsers.

Accessibility checking

Use the Accessibility Checker to select the guidelines (including U.S. government Section 508 guidelines) you want to follow in your Web site. Suggestions to improve accessibility are shown in a list, and you can jump back and forth between that list and your site to address the issues.

[HTML tools](#)

Smart find and replace

FrontPage 2003 provides basic find and replace functionality, as well as a rules engine for HTML searches. You can quickly search and replace attributes or tags across your entire site or on specific pages. You can save your queries for later use and you can share them with other authors. This allows you to update your Web site quickly with great accuracy.

Edit text files

FrontPage 2003 allows you to edit file types other than HTML directly within FrontPage. You can open and edit text files, files that contain ECMAScript as defined by the specification of the European Computer Manufacturers Association— such as [JScript](#) or [JavaScript](#)— XML files, and XSLTs. Text files are formatted as plain text, while script files, XML files, and XSLT files are displayed with code formatting applied. In addition, when you edit XML and XSLT files, the XML View toolbar provides additional options for formatting your code.

Optimize HTML

You can generate clean HTML code in files and folders on either your local Web site or when you publish pages to your remote Web site. This means that you can reduce the size of a page by removing unnecessary formatting and tags. Web designers use white space to make HTML more attractive to view, but it is not required for the page to function correctly. You can remove empty tags, white space, redundant tags, unused and empty style definitions, and even certain tags that you specify.

More new features in Office

What's new home

New look for Office

Microsoft Office 2003 has a new look that's open and energetic! New and improved task panes include Getting Started, New Page or Web, Help, and Search Results.

Microsoft Office Online

Microsoft Office Online is better integrated in all Microsoft Office programs so that you can take full advantage of what the site has to offer while you work. You can visit Microsoft Office Online directly from within your Web browser, or you can use the links provided in various Microsoft Office FrontPage 2003 task panes and menus to access articles, tips, clip art, templates, online training, downloads, and services that enhance how you work with Office programs. The site is updated regularly with new content based on direct feedback and specific requests from you and others who use Office.

Improving quality for the customer

Microsoft strives to improve the quality, reliability, and performance of Microsoft software and services. The Customer Experience Improvement Program allows Microsoft to collect information about your hardware configuration and how you use Microsoft Office programs and services in order to identify trends and usage patterns. Participation is optional, and data collection is completely anonymous. Additionally, error reporting and error messages have been improved so that you are provided with the easiest approach to reporting errors and the most helpful information about alerts at the time you encounter a problem. Finally, with an Internet connection, you can give Microsoft feedback about an Office program, Help content, or Microsoft Office Online content. Microsoft is continually adding and improving content based on your feedback.