

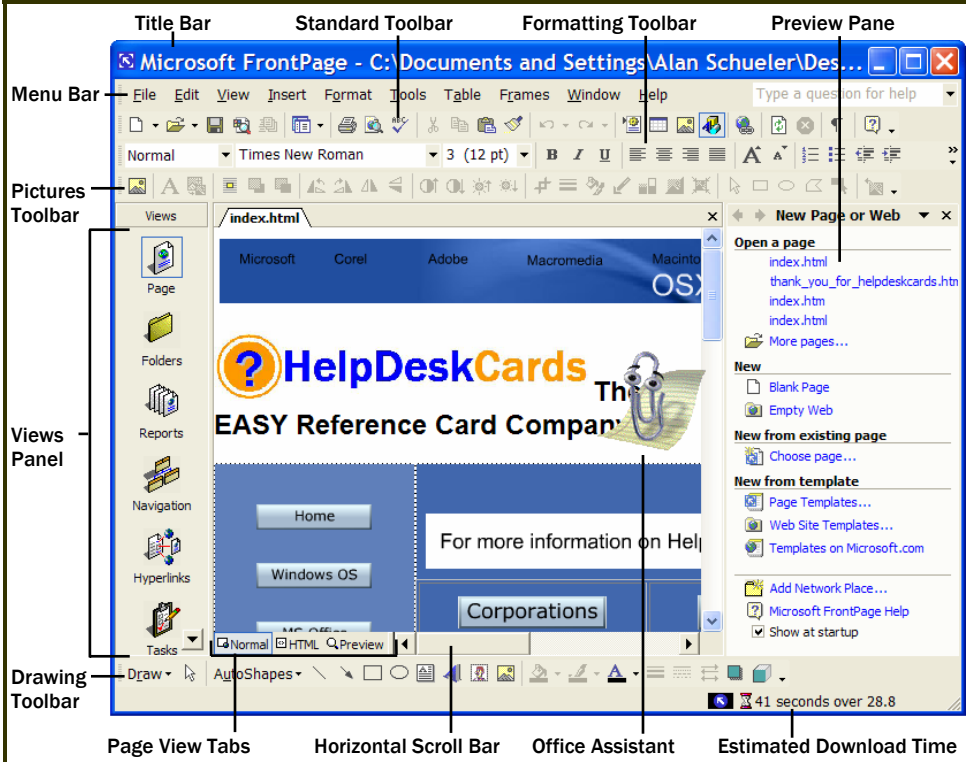
# Microsoft® FrontPage 2002

DeskCard®



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## FrontPage 2002 Screen At A Glance



## DeskCardHints

### Web Page Appearance

**Use Themes to Quickly Add Color, Graphics and common layout to your web pages.** Open a web page and select Format from the Menu Bar. Click Theme from the shortcut menu. Choose desired available theme and under Apply Theme select All pages to add the theme to all pages or Selected page(s) to apply only to activated pages. Click OK. **NOTE:** To remove theme, select Format from the Menu Bar and Click Theme from the shortcut menu. Choose the first "(no theme)" option from the list and Click OK.

### Use Only Common Fonts For Your Web:

Remember, when choosing a font for a web page, you are looking at fonts that are on *your* computer. Choose fonts like Arial, Geneva, Verdana, Helvetica or another sans-serif font that is easy to read, and most people have those fonts on *their* computers.

**Keep Inserted Images Either JPEG or GIF** to ensure greatest compatibility. Joint Photographic Exchange Group (.jpeg or .jpg) files are the general rule for photographs and can consist of 16 million colors. Graphic Interchange Format (.gif) files are generally used for non-photo graphics as they generally contain 256 colors or less. **To Insert an Image,** Click Insert on the Menu Bar, Click Picture from the shortcut menu and Click From File. Choose the file and click OK. **To Change Image Properties,** click the image and Click Format from the Menu Bar and Click Properties. Click OK when done.

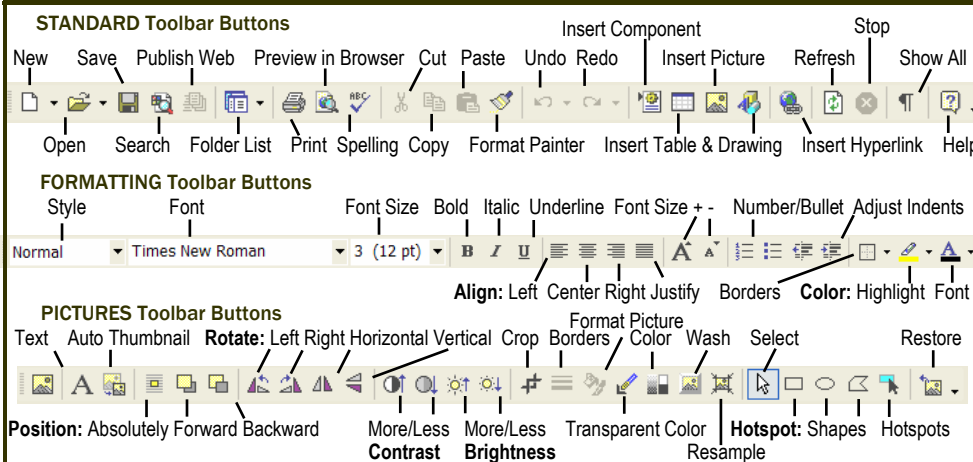
**Horizontal Lines Can Divide Sections of Text** to make reading easier. To Add, place the cursor on the page where horizontal line is desired. Click Insert on the Menu Bar and click Horizontal Line from the shortcut menu. Double-Click on the line to change its properties. You can make it a percentage of the window or by number of pixels. After adjusting properties click OK.

### FrontPage Performance

**Use Comments for Reminders When Creating Web pages.** These comments are hidden from users but are useful during creation of the page and future editing. Place the cursor on the page where comment is desired. Click Insert on the Menu Bar and Click Comment from the shortcut menu. Type the text in the Comment box and click OK. Notice that commented text is a different color and starts with "Comment:" **NOTE:** This text will not appear in Web browser.

**Test Completed Page in Web Browser** to ensure they'll read correctly. Make sure you check *both* Internet Explorer and Netscape Navigator. Click File on the Menu bar and Click Preview. Highlight browser to check and click Preview for each one.

## Standard, Formatting and Pictures Toolbars



### Customizing Toolbars

#### Add or Remove Toolbars:

Right-Click on the Menu Bar and Check the desired toolbars and uncheck the toolbars to be removed from View.

#### Create a Custom Toolbar:

To make using FrontPage more efficient, create a custom toolbar of commonly-used individual tasks. Click View on the Menu Bar, go to Toolbars and click Customize. Under the Toolbar tab click "New". Once the toolbar is named a toolbox will appear on the work area. Add desired buttons to the toolbar using instructions on the right.

**To Add a button:** Open View, choose Toolbars, then Customize. Click the Commands Tab, and select the appropriate Category for the button to add. Find the desired button and click and hold down the mouse button. Drag the icon to the desired toolbar and release mouse. The icon will drop in place.

**To Remove a button:** Open View, choose Toolbars, then Customize. Find the desired button to remove on the toolbar. If the button is hidden by the Customize dialogue box, click and drag the box. Now click and drag the button to the document area to remove the button from view.

## Keyboard Shortcuts

### Document Actions

Open a Page	<Ctrl> + <O>
New Page	<Ctrl> + <N>
Save Page	<Ctrl> + <S>
Print Page	<Ctrl> + <P>
Properties	<Alt> + <Enter>
Refresh	<F5>
Beginning of Page	<Ctrl> + <Home>
End of Page	<Ctrl> + <End>
Line Break	<Shift> + <Enter>
Remove Formatting	<Ctrl> + <Space>

### Formatting Shortcuts







Select All Elements	<Ctrl> + <A>
Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Undo	<Ctrl> + <Z>
Redo	<Ctrl> + <Y>
Bold	<Ctrl> + <B>
Italics	<Ctrl> + <I>
Left Justified	<Ctrl> + <L>
Center Justified	<Ctrl> + <E>
Right Justified	<Ctrl> + <R>
Decrease Indent	<Ctrl> + <Shift> + <M>
Increase Indent	<Ctrl> + <M>

### Editing Shortcuts

Spelling	<F7>
Thesaurus	<Shift> + <F7>
Find	<Ctrl> + <F>
Replace	<Ctrl> + <H>
Insert Hyperlink	<Ctrl> + <K>
Macros	<Alt> + <F8>
Close Page	<Ctrl> + <F4>
Help	<F1>
Preview in Browser	<Ctrl> + <Shift> + <B>

## FrontPage Views

### The Views Panel

	Shows the current Web Page in Normal, HTML and Browser Preview views
	Show all files and folders on current Web Site
	Analyze and View the status of Web Site elements
	Shows the structure and organization of the Web Site
	Shows the Hyperlinks (to and from) each page of the Web Site
	Keeps track of tasks that need to be completed in the Web Site

## FrontPage Tips

### Common Definitions

Some Unique Terms for FrontPage and web pages in general:

<b>Hyperlink</b>	Text or graphic that loads other web pages when clicked on
<b>Pixel</b>	The unit of measurement on the web – approximately the size of a period (.) in 12-pt font
<b>URL</b>	Universal Resource Locator – the address of the web site (after "http://" on browser bar)
<b>Web</b>	In FrontPage, your web site is referred to as a web
<b>Hotspot</b>	The text or graphics on the webpage which contain hyperlinks

### Create a Web Using Web Wizard

To Use Web Wizard, Click File on the Menu Bar and Point to New, then Click Web on the menu. Select the type of web desired (you can select One Page Web and add additional pages later). Enter a location for the web in the box beginning with "http://". Click OK and FrontPage will create the web.

To Create a Web Page Using a Template, Click File on the Menu Bar and Click Page, then Click desired template under the General Tab and Click OK.

### Troubleshooting Created Webs


Use Reports View under the Views Panel to verify that links are correct and use the Reporting Toolbar to switch between reports.

Use Navigation View Under the Views Panel to verify order of pages and change the order that a user would view the pages.




Use Hyperlinks View Under the Views Panel to organize links within the web pages.

Use Tasks View Under the Views Panel which creates a grid for tasks to complete the web.

## TheHelpDesk

**Make a link open in a new Window:** Select the link and press <Ctrl> + <K> to open the Edit Hyperlink toolbox. Click the icon next to Target Frame  to open the dialog box. Select New Window and Click OK.

**Use Hover Buttons to Add a Touch of Flair:** Click Insert on the Menu Bar and Click Component. Select Hover Button. In the Link To box enter the URL that you wish the button to link to, or, if creating a button on the fly, type the text that should appear on the button in the Button text box (otherwise leave box blank.) Click the Custom button. Click Browse beside the button and select desired initial graphic (when user first arrives). In the On Hover box, Browse to find and select the desired graphic when the button is rolled over with the user's mouse. Click OK, then specify Width and Height. Click OK.

**Create a Hyperlink Without an Underline:** in Normal View highlight the link. Click the HTML view tab    and locate the tag that reads <a href=... and between the a and href type exactly: style="text-decoration:none" and Save.

**Set Up Web Site to Create Global Changes:** For phone number changes, etc. The first time you put the information on your Web, instead of typing it in, Click Tools on the Menu Bar and click Web Settings. Click the Parameters tab and Click the Add button. Type a label for your copy in the Name field (will not appear.) Type what you'd like in the Value field. Click OK. To Place, Click Insert on the Menu Bar. Select Component and Click Substitution and choose created Component. Repeat for each page. To change globally, open Element, Click Modify. Make changes and then Click Apply.

**Using Tables On Your Web Are Like Using Tables in Microsoft Word.** Tables are a fundamental aspect of Web Page Design. Tables will keep Web Elements relative to each other, regardless of the visitor's computer or browser. To see the Tables Toolbar, Right-Click on the Menu Bar and on the drop-down menu Click on Tables.

**Use Descriptive Names for Web Pages** rather than common, non-descriptive names. For instance "Acme Human Resource Services: Staff Home Page" is much better than "Home Page". It will make users more likely to find and use your page (and search engines too). To change, click File on the Menu Bar and Click Page Properties.

**Never Use Underlining for Regular Text** on Web Pages as they'll appear as broken hyperlinks.