

# FrontPage 2000: Managing your Website



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## **FrontPage 2000: Managing your Website**

### **How to use this booklet**

This booklet has been designed as a self-paced self-teaching manual. The left-hand pages of the manual contain information and descriptions of the functions you will be learning. The right-hand pages contain exercises for you to work through.

### **FrontPage 2000**

Microsoft FrontPage is a Web-building tool, designed to make the creation and management of websites easy and intuitive, without the need to code in HTML.

### **Keystroke Combinations**

Some functions require you to use two keys on the keyboard at the same time. These are indicated in this booklet by specifying the keys joined by a plus sign (+). So, if you see an instruction like this:

**[Ctrl] + [A]**

you should hold down the **Ctrl** key and with it still held down, type an **A**. Then release both keys.

### **Course Requirements**

You must have completed the course **FrontPage 2000: Introduction** or be familiar with its content.

## Create a FrontPage Web on your H: space

This course involves creating and managing a website on your H: space (My Documents).

Because your H: space is not on a Web server, the website content will not be public.

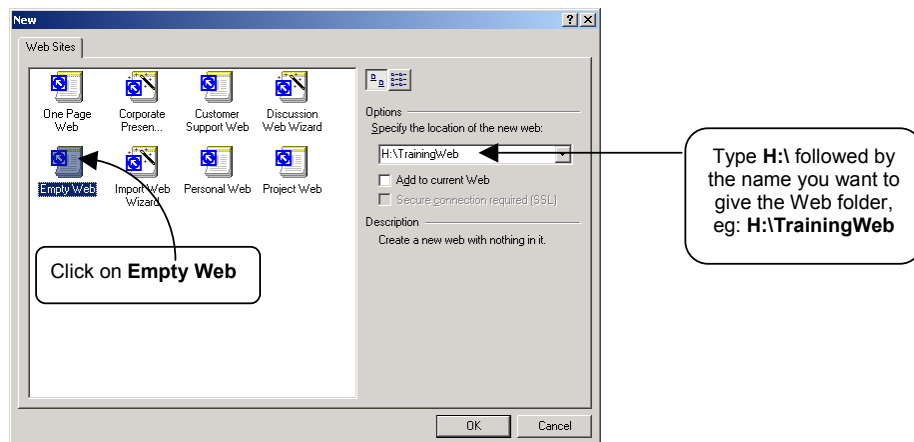
If you have registered for LSE personal web space, you can apply the skills you learn in this course to your LSE personal website.

Log on to the LSE network and run Microsoft FrontPage.

Close the blank page (new\_page\_1.htm) that is displayed, by clicking on the **Page Close** button:



Click on **File | New | Web** to display the **New Web** dialog box:



A FrontPage Web is a website that can include a Home Page and associated pages, graphics, documents and multimedia. It also contains other files and folders that support FrontPage-specific functionality and allow a Web to be opened, copied, edited and administered in FrontPage.

Click on **Empty Web**

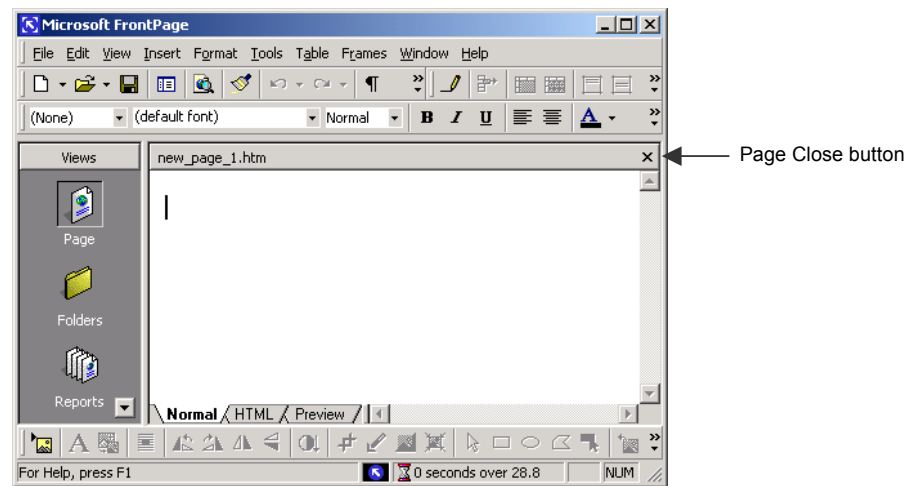
Delete whatever is displayed in the **Specify the location of the new Web** box, and type **H:\** followed by the name you want to give the Web folder. Then click on the **OK** button.

A FrontPage Web is created on your H: space.

## Activity: Create a FrontPage Web on your H: space

**Note:** The activities in this course do NOT require you to be registered for LSE Personal Web Space.

1. Log on to the LSE network.
2. Click on **Start | Programs | Microsoft FrontPage**  
*FrontPage opens with a blank new page displayed:*



3. Close the page by clicking on the **Page Close** button.
4. Click on **File | New | Web**  
*The New Web dialog box is displayed.*
5. Click on **Empty Web**
6. Delete whatever is displayed in the **Specify the location of the new Web** box, and type **H:\TrainingWeb**
7. Click on the **OK** button  
*A FrontPage Web is created on your H: space.*

### Oops!

Don't click on the **New** button – as this will create a new page, not a new Web

## Import Files into a Web

Your Web already contains elements, which are visible in the Folder list:

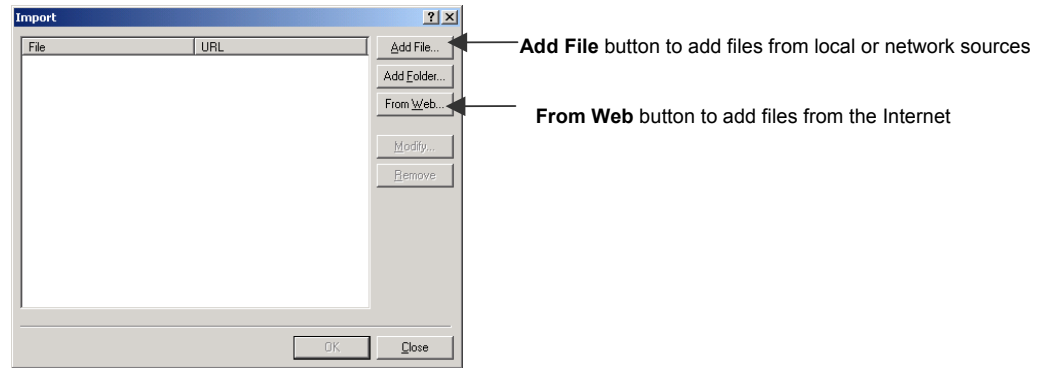
**\_private & images:** these folders are automatically added to your Web to support FrontPage features.

There are no Web page or image files. These can be imported into your Web from either local, network or Internet sources.

### Tip:

If the **Import** command is not visible on the **File** menu, click on the chevrons at the bottom of the menu.

In Normal Page view, click on **File | Import** to display the **Import** dialog box



### To import files from a local or network source

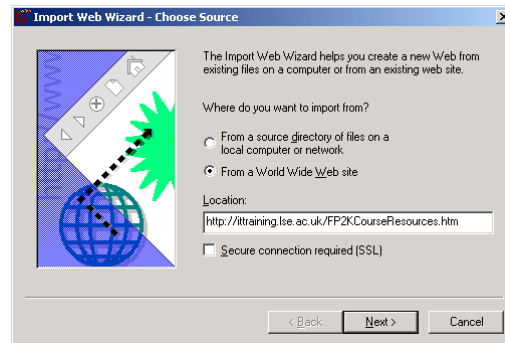
Click on the **Add File** button to display the **Add File to Import List** dialog box.

Select the file(s) you want to import and click on the **Open** button to add the file(s) to the list in the **Import** dialog box.

Click on the **OK** button to add the file(s) to your Web.

### To import files from the Internet

Click on the **From Web** button to start the **Import Web Wizard**



In the **Location** box, type in the URL for the file you want to import. Then click on the **Next** button to display the **Choose Download Amount** dialog box.

Click on the **Finish** button to begin the download using the default settings.

## Activity: Import Files into a Web

In order to import some files into your Web from a network source, you must first download some files into a folder on your H: space.

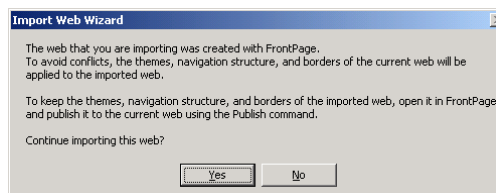
When you download the course folder, it is copied from its location on one of the LSE servers to your personal network file space (H: space)

### Oops!

Still looking at a “black box”?

Press any key to close the box and return to the previous display. You can then continue with the information and exercises in this booklet

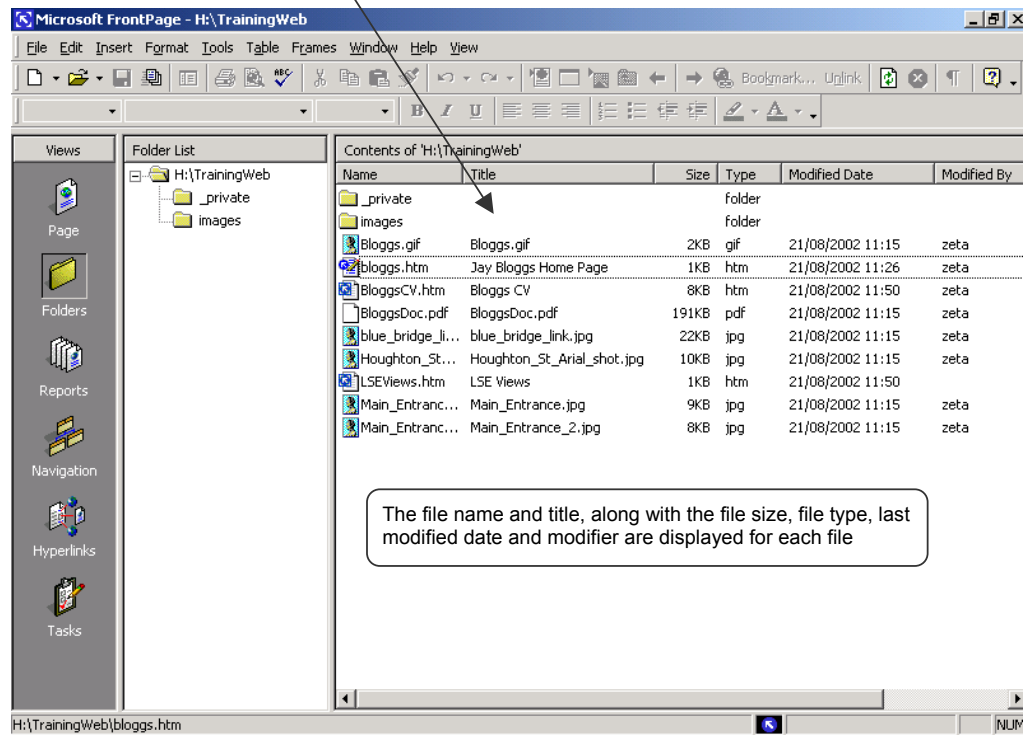
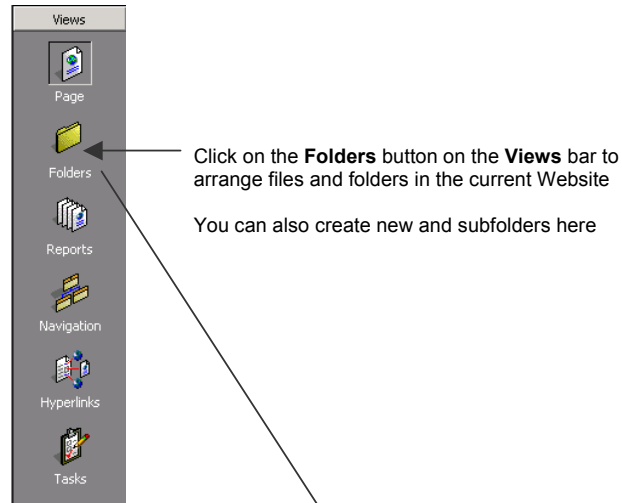
1. Click on **Start | Programs | Training | FrontPage 2000 | Managing your Website – Course Files**  
*A folder containing the files for this course will be copied to your H: space (My Documents)*
2. In FrontPage, click on **File | Import**  
*The Import dialog box is displayed.*
3. Click on the **Add File** button.  
*The Add File to Import List dialog box is displayed, showing the files and folders on your H: space.*
4. Double-click on the folder **Managing your Website**  
*The folder is opened.*
5. Click on the first file in the list: **bloggs.gif** Then hold down the **[Shift]** key and click on the last file in the list: **Main\_Entrance\_2.jpg**  
*All the files are selected.*
6. Click on the **Open** button.  
*The selected files are added to the list in the Import dialog box.*
7. Click on the **OK** button.  
*The files are imported into your Web.*
8. Click on **File | Import**
9. Click on the **From Web** button.  
*The Import Web Wizard is started.*
10. In the **Location** box, type: **http://ittraining.lse.ac.uk/Bloggs/Bloggs.htm**
11. Click on the **Next** button.  
*The Choose Download Amount box is displayed.*
12. Review the default settings and click on the **Next** button.  
*The Finish box is displayed.*
13. Click on the **Finish** button.  
*You are prompted to confirm the import.*



14. Click on the **Yes** button.  
*The file Bloggs.htm is imported from the World Wide Web into your Web.*

## Work in Folders View

By default, FrontPage opens to the **Page** view. However, there are five other ways to see and edit your Web pages, depending on which button you click on in the **Views** bar:



### **Activity: Work in Folders View**

1. Click on the **Folders** button on the **Views** bar.  
*The Folders view is displayed in the right pane.*
2. Drag and drop all the image files (.gif and .jpg) into the images directory.  
*When you move or rename a file in Folders view, FrontPage automatically updates references to and from other files in the same Web.*

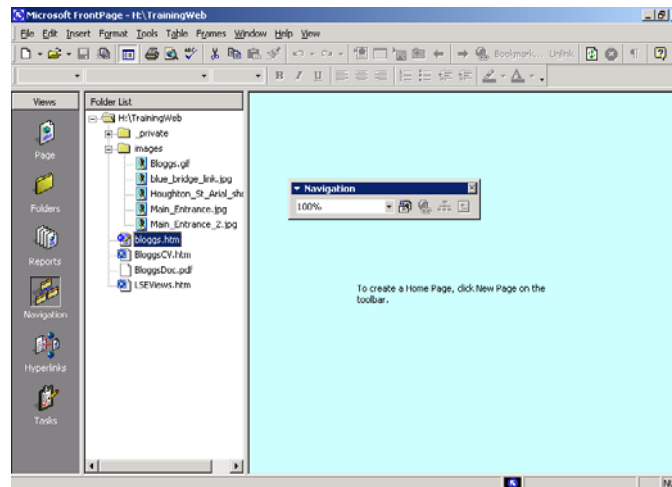


## Work in Navigation View 1

The **Navigation** view enables you to view and edit the current website's overall structure.

Click on the **Navigation** button on the **View** bar to display the Navigation view in the right hand pane.

To show and hide the Navigation toolbar, click on **View | Toolbars | Navigation**



If no default home page exists in the Web, the following message will be displayed in the middle of the window:

*To create a Home Page, click New Page on the Toolbar*

If your Web already contains a page that you would like to make your Home Page, select it in the **Folder List** and drag it into the right hand pane.

It will be represented as a box, showing the page title.

To rename the page title, right click on the box representing the page in the right pane to display the shortcut menu.


Click on **Rename**.

Type in the new name for the page title and press the **[Enter]** key.

To change the file name, right click on the file in the **Folder List** to display the shortcut menu.

Click on **Rename**.

Type **default.htm** press the **[Enter]** key.

FrontPage will recognise a file named default.htm as the Web's home page and give the box representing the page a little house icon : 

### **Activity: Work in Navigation View**

1. Click on the **Navigation** button on the **Views** bar.  
*The Navigation view is displayed in the right pane.*
2. In the **Folder List** select **Bloggs.htm** and drag it to the right hand pane.  
*The page is represented as a box, showing the page title.*
3. In the **Folder List** right-click on **Bloggs.htm**  
*The shortcut menu is displayed.*
4. Click on **Rename**
5. Type **default.htm** and press the **[Enter]** key.  
*FrontPage will recognise default.htm as the home page and give the box representing the page a little house icon.*

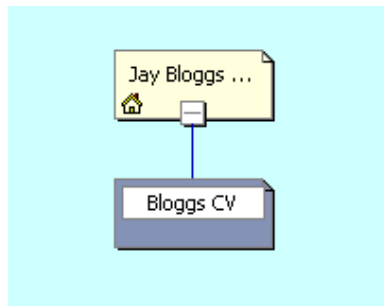
## Work in Navigation View 2

Most Web editors arrange their site hierarchically, beginning at the top with a home page and continuing downwards with 'child pages'. In turn these child pages may be parents to their own child pages, and so on.

To add child pages to a home page, select the page you want to add in the **Folder List**.

Drag the page into the right pane. As you drag, FrontPage will draw a grey line to possible new destinations for the page.

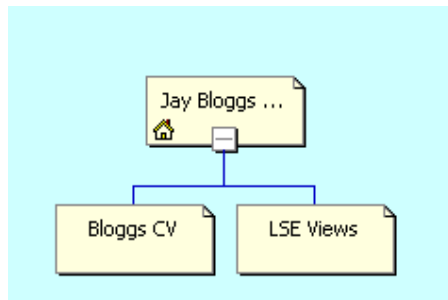
Ensure the line connects your page to your home page and release it.



To add further child pages to the site structure, select the page you want to add in the **Folder List**.

Drag the page into the right pane. As you drag, FrontPage will draw a grey line to possible new destinations for the page.

Ensure the line connects your page to your intended destination and release it.



### **Activity: Work in Navigation View 2**

1. Ensure you are in Navigation View.
2. Click on **BloggsCV.htm** in the **Folder list**.
3. Drag it into the right pane. Ensure the grey line connects it to the box representing the home page (Jay Bloggs...) and release it.  
*BloggsCV.htm becomes a child page of default.htm*
4. Click on **LSEViews.htm** in the Folder List.
5. Drag it into the right pane. Ensure the grey line connects it to the box representing the home page (Jay Bloggs...) and release it.  
*LSEViews.htm becomes a child page of default.htm*

## Shared Borders and Navigation Bars 1

Shared borders and navigation bars enable you to quickly create “live” hyperlinks among your website’s main pages.

Setting up shared borders and navigation bars is a two-step process:

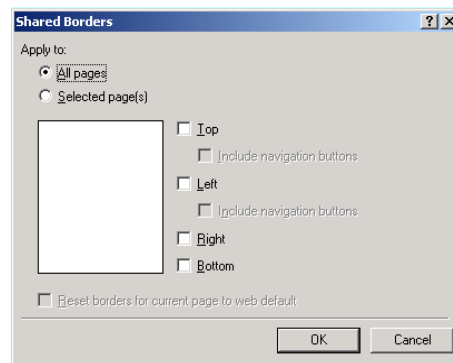
First set up the site’s shared borders (areas on each page which are set aside for common or shared information)

Second, add navigation bars to the shared borders and define what links the bars will display.

Whenever you change the site’s structure, the links in the navigation bars are updated automatically.

### Set up Shared Borders

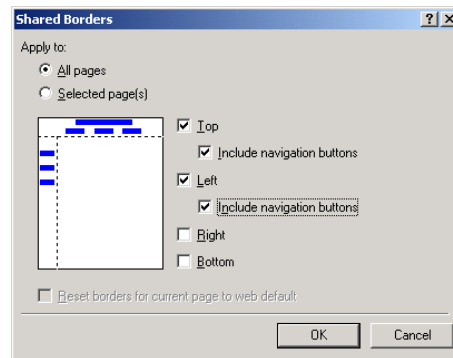
Click on **Format | Shared Borders** to display the **Shared Borders** dialog box



In the **Apply to** section, ensure the **All pages** radio button is selected.

To set where on the page the bar will appear, click on the **Top** and / or **Left** check boxes and in the related **Include navigation buttons** check boxes. A dashed line will appear within the dialog box showing where the navigation bar(s) will appear.

Only the **Top** and **Left** choices let you show hyperlinks to other pages – and only if you also check **Include navigation buttons** (even if you only want text links)



Click on the **OK** button to set up the shared borders.

## Activity: Set up Shared Borders

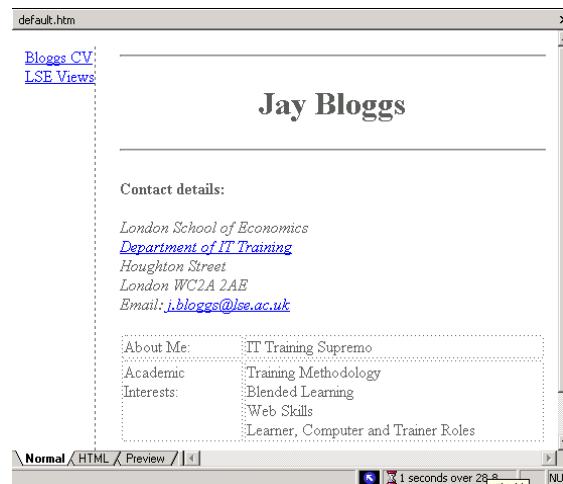
### Tip:

If the **Shared Borders** command is not visible on the **Format** menu, click on the chevrons at the bottom of the menu.

### Tip:

You can return to the **Shared Borders** dialog box at any time to change the global settings for the entire Web or the settings for individual pages within the web.

1. Click on **Format | Shared Borders**.  
*The Shared Borders dialog box is displayed.*
2. In the **Apply to** section, click on the **All pages** radio button.
3. Click in the **Left** check box.
4. Click in the related **Include Navigation buttons** check box.
5. Click on the **OK** button.  
*The Shared Borders dialog box is closed.*
6. With your Web open in Navigation view, right-click on the home page (Jay Bloggs...)  
*The shortcut menu is displayed.*
7. Click on **Open**.  
*The page is displayed in Normal Page view, showing the shared border at the left of the page.*

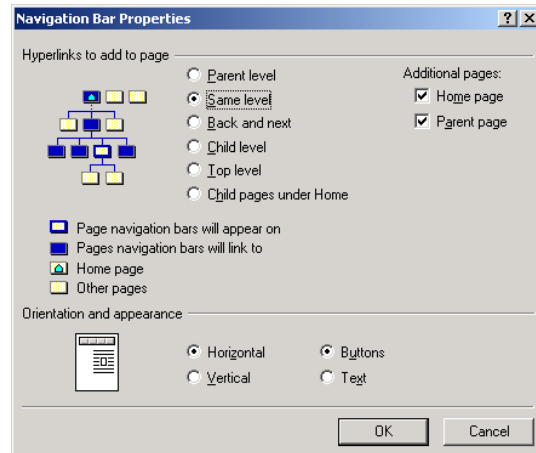


## Shared Borders and Navigation Bars 2

### Add a Navigation Bar to a Shared Border

To edit the navigation bar's appearance, double-click on **[Edit the properties for this Navigation Bar to display hyperlinks here]** in the page's shared border area.

The **Navigation Bar Properties** dialog box is displayed.

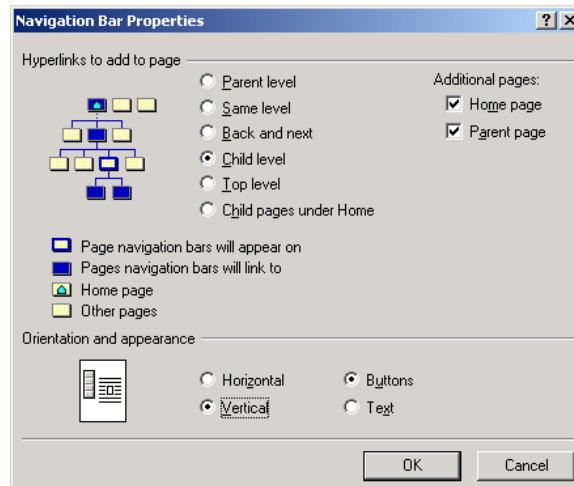


Choose which hyperlinks you want to appear in the navigation bar. Based on your choices, the squares in the left site tree will change to show which pages relative to the current page will be linked.

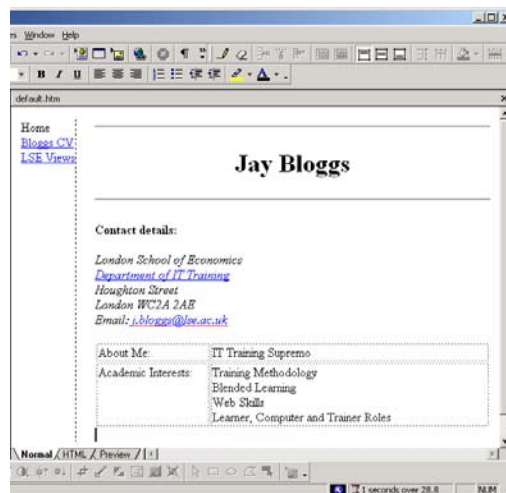
Click on the **OK** button to close the **Navigation Bar Properties** dialog box and apply your choices to the Web's shared borders.

## Activity: Add a Navigation Bar to a Shared Border

1. Display **default.htm** in Normal Page view.
2. Double-click on the links in the Shared Border  
*The Picture Properties dialog box is displayed.*
3. Select the following options:



4. Click on the **OK** button.  
*The Navigation Bar Properties dialog box is closed and your choices are applied to the Web's shared border.*



### Tip

Can't remember how to preview a page?

Click on the Preview tab at the bottom or use:

**[Ctrl] + [Page Down]**  
**[Ctrl] + [Page Up]**

to cycle forward or backwards from Normal to HTML to Preview

5. Click on the **Save** button and preview the page.
6. Follow the link to **Bloggs CV**
7. Follow the link back to **Home**



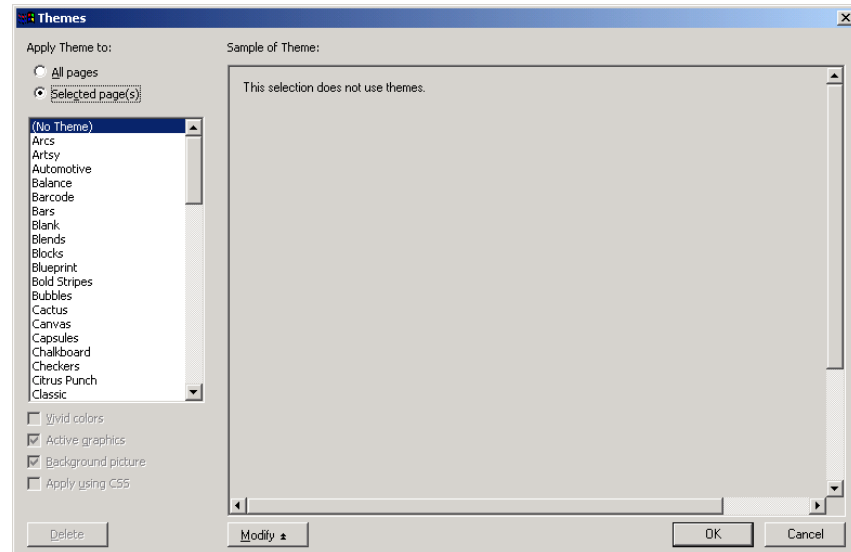
## Apply a Theme

Using FrontPage themes can save time in formatting your Web pages. A theme can be applied to individual pages or to the whole website.

Ensure you are in Normal Page view.

Click on **Format | Theme** to display the **Themes** dialog box

If the page or site does not already have a theme, the **Sample** area will be blank



In the **Apply Theme to** section, choose one of the two radio buttons to apply a theme to **All pages** or to **Selected pages**.

Click on a theme name in the **Themes List** to select and preview it in the **Sample** area.

Modify the theme by clicking on any of the four checkboxes underneath the themes list:

- Vivid colors
- Active graphics
- Background picture
- Apply using CSS

### Vivid colors

Some themes provide a choice of colours. Check and uncheck the box to preview the colour options and decide which you prefer.

### Active graphics

Some themes use animated graphics. If they do, checking this box will activate them

### Background images

Use an image as the background for the pages.

### Apply using CSS

Checking this box creates theme effects from a Cascading Style Sheet

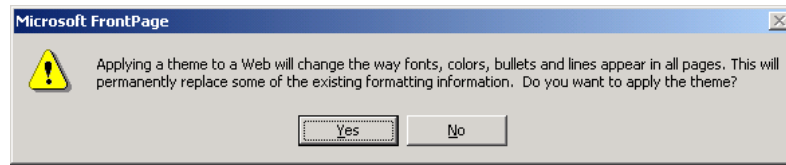
Once you have selected a theme and modified it, click on the **OK** button to apply it to your page or website.

### Activity: Apply a Theme to a Web

1. Display default.htm in Page Normal view.
2. Click on **Format | Themes**  
*The Themes dialog box is displayed.*
3. In the **Apply Theme to** section, ensure the **All pages** radio button is selected.
4. Click on each of the themes in the **Themes List** until you find one you would like to apply to your Web.  
*The themes are selected and previewed in the Sample area.*
5. Experiment with the checking and unchecking the boxes underneath the **Themes List** until you are happy with your choices.
6. Click on the **OK** button.
7. If you are prompted to confirm your decision to apply the theme to your Web, click on the **Yes** button.

Not sure which theme to choose?

**Poetic** works well with this website



*The Themes dialog box is closed and the theme is applied to the Web.*

8. Click on the **Save** button and preview the page.
9. If you do not like the theme you have chosen, go back to the **Themes** dialog box and in the **Themes List**, select **No Theme**.

## Work in Hyperlinks View

The **Hyperlinks** view enables you to trace the links between pages in a Web.

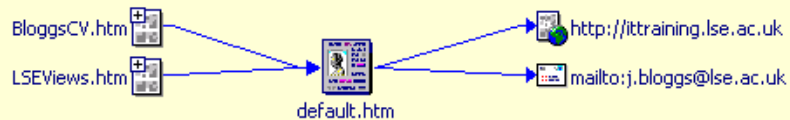
Click on the **Hyperlinks** button on the **View** bar to display the Hyperlinks view in the right pane.

You may be prompted to select a page from the **Folder List**

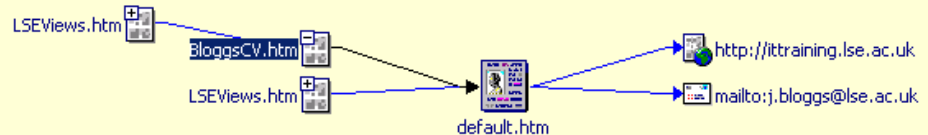
Select a page from the list on the left to view hyperlinks to and from that page.

Click on a page in the Folder List to display the page in the centre of the right pane, including all the links from parent pages to child pages and vice versa.

Lines connecting one page to another represent the links. The arrowhead points from the page containing the hyperlink to the page it is linked to.



Pages which themselves contain hyperlinks are displayed with a plus sign next to them. Click on the plus sign to display the pages they are linked to.



**Activity: Work in Hyperlinks View**

1. Click on the **Hyperlinks** button on the **Views** bar.  
*The Hyperlinks view is displayed in the right hand pane.*
2. If necessary, click on **default.htm** in the folder list.  
*The page is displayed in the centre of the right hand pane, alongside its links to other pages in the website.*
3. Click on the plus sign next to **BloggsCV.htm**  
*The pages linked to Bloggs CV.htm are also displayed.*
4. Click on the minus sign next to **BloggsCV.htm**  
*The pages linked to BloggsCV.htm are hidden.*
3. Move the mouse so that the pointer rests over one of the pages in the right pane.  
*The name of the file and information about the link is displayed.*

## Work in Reports View 1

The Reports view enables you to analyse if any pages in the Web have problems, such as broken hyperlinks or slow-to-download files.

Click on the **Reports** button on the **Views** bar to display the **Reports** view in the right pane.

If necessary, click on the list arrow on the **Reporting** toolbar and click on **Site Summary**. The **Site Summary** provides a detailed overview of any problems:

To show and hide the Navigation toolbar, click on **View | Toolbars | Reporting**

Site Summary			
Name	Count	Size	Description
All files	9	253KB	All files in the current Web
Pictures	5	50KB	Picture files in the current Web (GIF, JPG, BMP, etc.)
Unlinked files	1	191KB	Files in the current Web that cannot be reached by starting from your home page
Linked files	8	63KB	Files in the current Web that can be reached by starting from your home page
Slow pages	1	51KB	Pages in the current Web exceeding an estimated download time of 10 seconds at 28.8
Older files	0	0KB	Files in the current Web that have not been modified in over 30 days
Recently added fi...	9	253KB	Files in the current Web that have been created in the last 4 days
Hyperlinks	13		All hyperlinks in the current Web
Unverified hyperli...	2		Hyperlinks pointing to unconfirmed target files
Broken hyperlinks	0		Hyperlinks pointing to unavailable target files
External hyperlinks	4		Hyperlinks pointing to files outside of the current Web
Internal hyperlinks	9		Hyperlinks pointing to other files within the current Web
Component errors	0		Files in the current Web with components reporting an error
Uncompleted tasks	0		Tasks in the current Web that are not yet marked completed
Unused themes	0		Themes in the current Web that are not applied to any file

Each of the elements in the summary can be accessed by double-clicking on the element name. Clicking on the list arrow on the **Reporting** toolbar can also be used to switch between different elements.

Two key functions are the ability to see unlinked files and the hyperlink checker.

### Check for Unlinked Files

To check for unlinked files, double-click on **Unlinked files** in the **Site Summary**. Any files in the Web that cannot be reached from the home page will be listed in the **Unlinked Files** report.

To fix the problem, create a link to the page from one or more places in the Web.

**Note:** Only links created from the home page will be corrected on the Unlinked Files report.

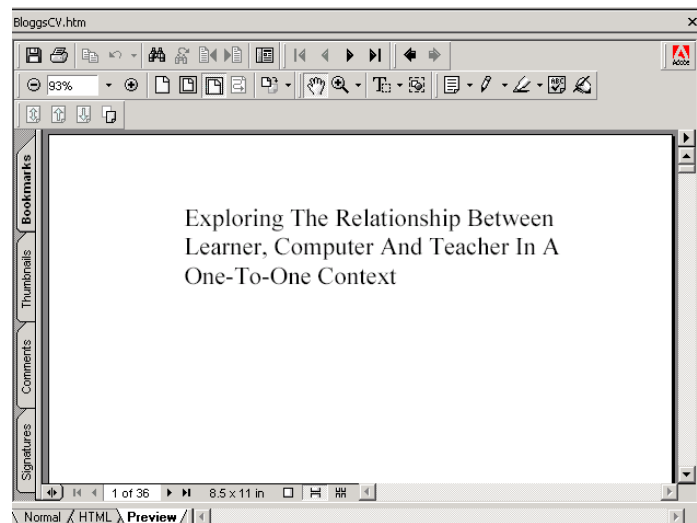
Unlinked files (or orphans) and broken internal hyperlinks can make parts of the website inaccessible.

### Activity: Check for Unlinked Files

1. Click on the Reports button on the Views toolbar.  
*The Reports view is displayed in the right pane.*
2. If necessary, click on the list arrow on the **Reporting** toolbar and click on **Site Summary**.  
*The Site Summary report is displayed.*
3. Double-click on **Unlinked files**.  
*BloggsDoc.pdf is listed in the Unlinked Files report.*
4. Click on the **Page** button on the **Views** toolbar.
5. Display **BloggsCV.htm** in Page Normal view.
6. Under Publications, select **Exploring the Relationship Between Learner, Computer And Teacher In A One-To-One Context**
7. Click on the **Hyperlink** button on the Standard toolbar.  
*The Create Hyperlink dialog box is displayed.*
8. Double-click on **BloggsDoc.pdf**  
*The Create Hyperlink dialog box is closed and the link is created.*
9. Save and preview **BloggsCV.htm**
10. Click on the link **Exploring the Relationship Between Learner, Computer And Teacher In A One-To-One Context**  
*The document is displayed in the Preview pane.*

#### Oops!

Forgotten what the **Create Hyperlink** button looks like?



## Work in Reports View 2

### Check for Broken Hyperlinks

To check for broken hyperlinks, double-click on **Broken hyperlinks** in the **Site Summary**. Any problem pages will be listed in the **Broken Hyperlinks** report.

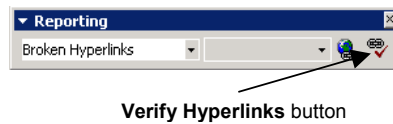
Initially, all external hyperlinks will display the **Unknown** status, indicated by a question mark until they have been verified.

Broken Hyperlinks			
Status	Hyperlink	In Page	Page Title
? Unknown	http://ltraining.lse.ac.uk	default.htm	Jay Bloggs Home Page

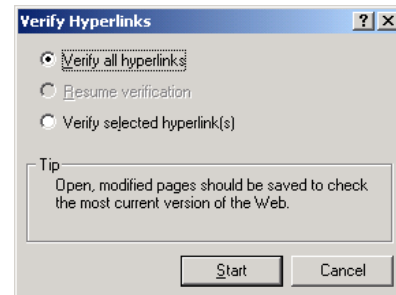
#### Note

If you verify external links whilst not connected to the Internet, Front Page will mark them as broken

Click on the **Verify Hyperlinks** button on the **Reporting** toolbar to display the **Verify Hyperlinks** dialog box.



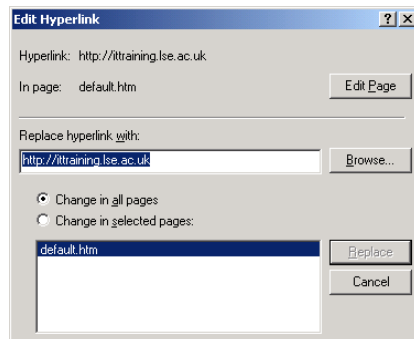
Choose one of the radio buttons to **Verify all hyperlinks** or **Verify selected hyperlink(s)**



Click on the **Start** button to check the links.

Links that are **OK** are indicated by a tick.  
Broken links are indicated by a broken chain symbol.  
Internal links will not be displayed unless they are broken.

To fix an individual page in the list, double-click on it to display the **Edit Hyperlink** dialog box.



In the Replace hyperlink with box, enter the correct URL.

Choose one of the two radio buttons to **Change in all pages** or **Change in selected pages**.

Click on the **Replace** button to make the change.

Verify the link(s) again to recheck their status.

### **Activity: Check for Broken Hyperlinks**

1. Click on the **Reports** button on the **Views** toolbar.  
*The Reports view is displayed in the right pane.*
2. Click on the list arrow on the **Reporting** toolbar and click on **Site Summary**.  
*The Site Summary report is displayed.*
3. Double-click on **Broken hyperlinks**  
*http://ittraining.lse.ac.uk is listed in the Broken Hyperlinks report with the status displayed as Unknown.*
4. Click on the **Verify Hyperlinks** button on the **Reporting** toolbar.  
The **Verify Hyperlinks** dialog box is displayed.
5. Click on the **Start** button.  
*The link to http://ittraining.lse.ac.uk is checked and http://ittraining.lse.ac.uk is listed in the Broken Hyperlinks report with the status displayed as OK.*
6. Close FrontPage, saving any changes if prompted.

### **Need Help Using FrontPage?**

Taught course students should contact the IT Help Desk in S198 and the Library.

Staff and research postgraduates should contact their cluster support team.