

Using Microsoft Office 2003 Advanced FrontPage Handout

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Introduction to Microsoft FrontPage 2003

FrontPage 2003 is a software application for creating and modifying entire Web sites or single Web pages. The program, in its normal view, provides a simple interface for users to create and design simple, elegant Web pages. It also offers an HTML interface with color-coded command lines and organized formatting for more experienced users. A server is needed to upload the finalized Web sites.

This advanced guide to FrontPage 2003 introduces more advanced functions of the program that are built on the elements presented in both the Introductory and Intermediate FrontPage 2003 handouts.

Importing a Web

Existing Web pages and other files (e.g., images, video clips) located on the World Wide Web or a hard drive can be imported directly into FrontPage. This is useful in the case the original files of a Web are lost, or to modify a Web created by someone else (provided the developer obtains permission).

IMPORT THE FILES FROM A LOCAL NETWORK OR DRIVE

To import files from a local or network drive:

1. Select **F**ile menu ► **I**mport... command. The *Import Web Site Wizard - Welcome* dialog box opens (see Figure 1).

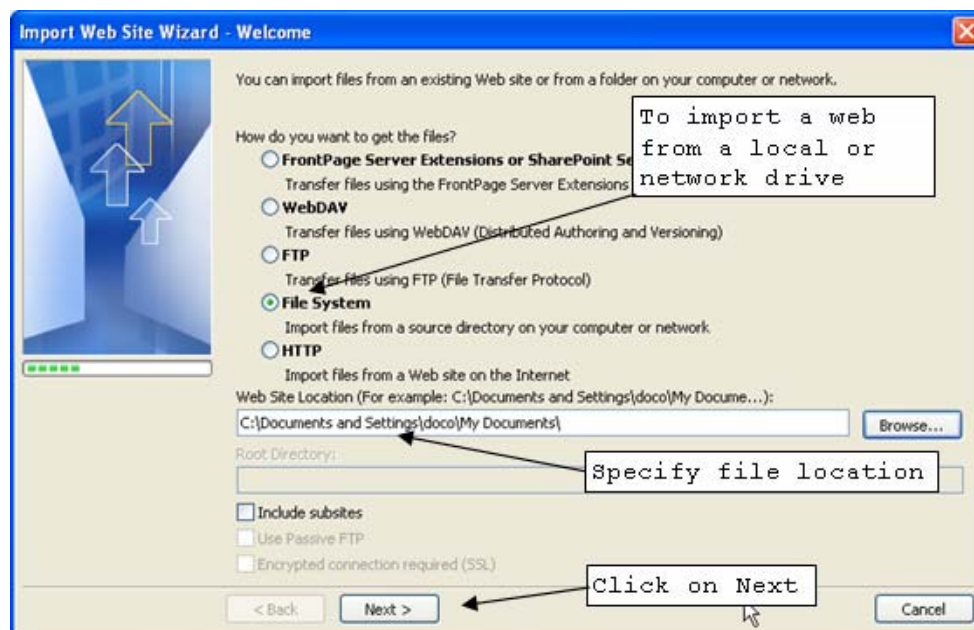


Figure 1 - Import Web Site Wizard - Welcome Dialog Box

2. Select the *File System* option button.
3. Specify the location in the *Web Site Location* text box ► **N**ext> button. The *Import Web Site Wizard – Choose your destination web location* dialog box opens (see Figure 2).

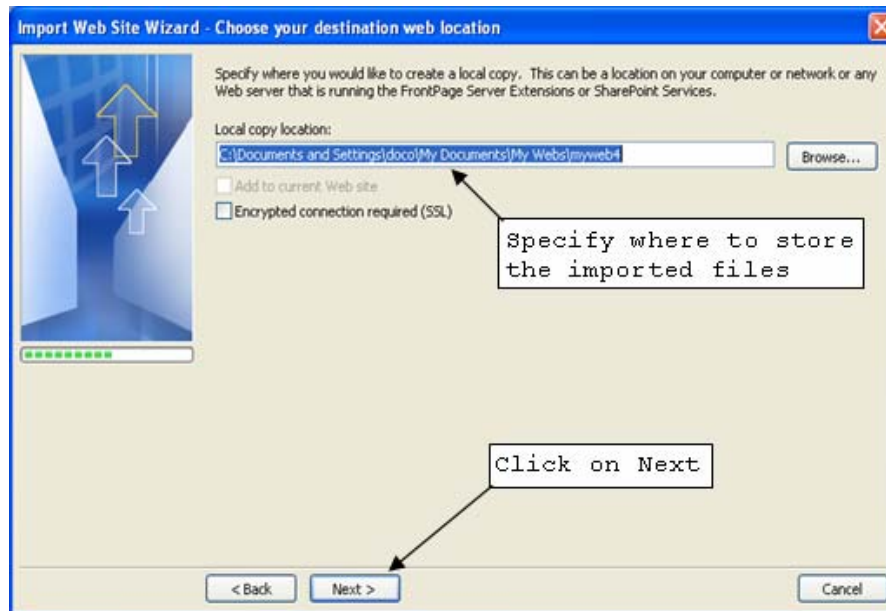


Figure 2 - Choose source from a local network

4. Specify the destination in the **Local copy location:** text box ► **Next>** button.
5. When FrontPage successfully imports and stores the web, the *Import Web Site Wizard – Congratulations* dialog box opens (see Figure 3) ► **Finish** button.



Figure 3 - Import Web Site Wizard - Congratulations Dialog Box

IMPORT FILES FROM THE WORLD WIDE WEB (WWW)

Files can be directly imported from a website on the Internet. Be careful of the legal implications of modifying web content owned by someone else.

To import files from the WWW:

1. Select **File** menu ► **Import...** command. The *Import Web Site Wizard - Welcome* dialog box opens (see Figure 1).

2. Select the **HTTP** option button and specify the URL of the web site in the **Web Site Location** text box ► **Next>** button. The *Import Web Site Wizard – Choose your destination web location* dialog box opens (see Figure 2).
3. Specify the destination in the **Local copy location:** text box ► **Next>** button. The *Import Web Site Wizard – Set Import Limits* dialog box opens (see Figure 4).

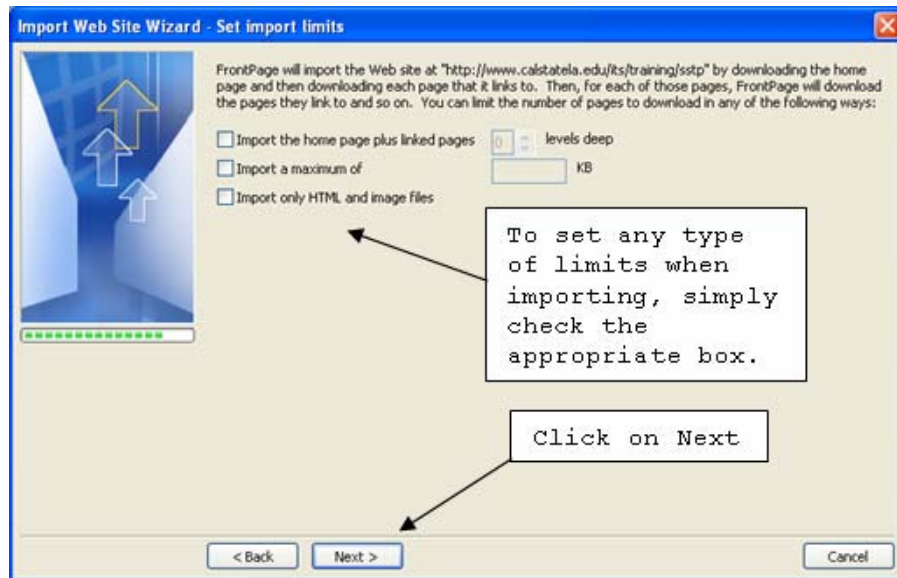


Figure 4 - Import Web Site Wizard – Set Import Limits Dialog Box

4. Specify any import limits by clicking the appropriate check boxes ► **Next>** button.
5. When FrontPage successfully imports and stores the web, the *Import Web Site Wizard – Congratulations* dialog box opens (see Figure 3) ► **Finish** button.

!NOTE:

Limitations can be specified on the files to be imported (see Figure 4). These limits include the depth of levels of the web site, the number of kilobytes, or only HTML and image files.

Inserting Advanced Controls Web Components

INSERTING A JAVA APPLET

Java applets are frequently used to add effects and interactivity (e.g., animations, games) to a web site. However, depending on the browser settings of the site visitor, the applets may not display properly or errors messages may appear. FrontPage provided the capability to design a web site for compatibility with specific browsers and technologies. If the type of browser specified does not support Java applets, the selection for Java applets will be unavailable in the *Insert Web Component* dialog box.

To insert a Java applet:

1. Place the cursor to where the applet is to be inserted.
2. Select the **Insert** menu ► **Web Component**. The *Insert Web Component* dialog box opens (see Figure 5).

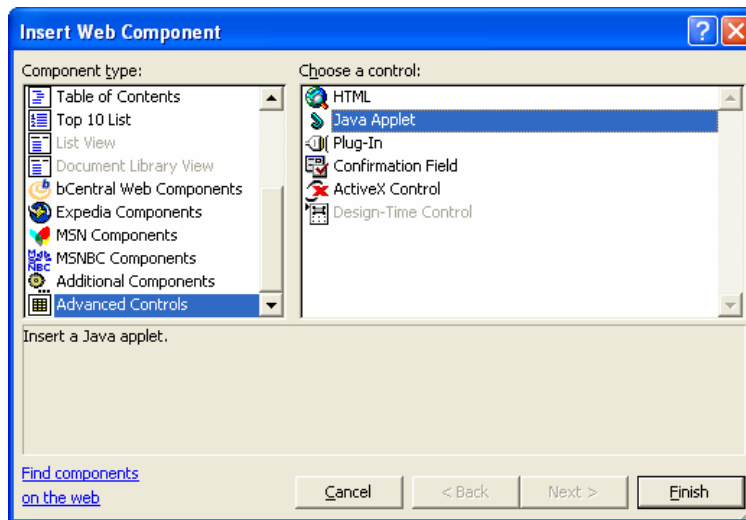


Figure 5 - Insert Web Component Dialog Box

3. In the *Component type:* list box, click “*Advanced Controls.*”
4. In the *Choose a control:* list pane, double-click “*Java Applet.*” The *Java Applet Properties* dialog box opens (see Figure 6).
5. Do one or more of the following in the *Java Applet Properties* dialog box:
 - In the *Applet source:* text box, type the name of the Java applet source file. Java applet source files usually have a “.class” filename extension.
 - In the *Applet base URL:* text box, type the URL of the folder containing the Java applet source file (if it is not in the same directory as the web page).
 - In the *Message for browsers without Java support:* text box, type HTML or plain text to display in place of the Java applet on Web browsers that do not support Java applets.
 - In the *Applet parameters:* section; click the **Add...** button for each parameter to be passed to the Java applet, and then type the parameter name and value (if required).
 - In the *Size and Layout* sections specify the alignment, horizontal spacing, vertical spacing, width and height (in pixels) of the Java applet.

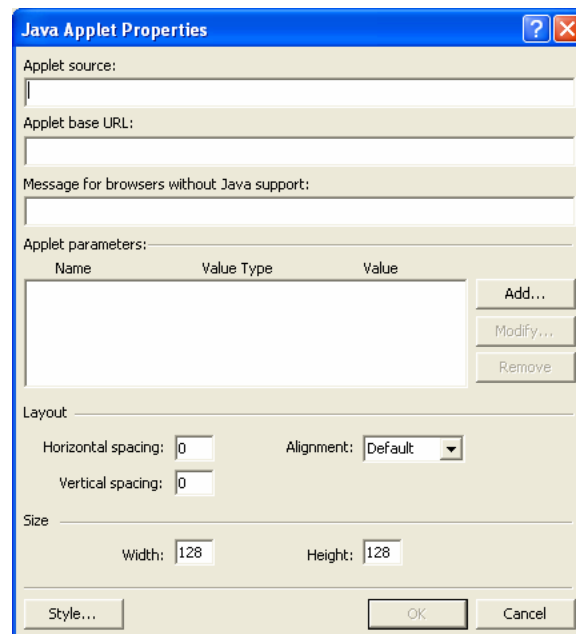


Figure 6 – Java Applet Properties Dialog Box

!NOTE:

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 then specify the correct parameter names and legal values for each parameter.

To set or modify properties of a Java applet:

- In **Page** view, right-click the Java applet and select **Java Applet Properties...** on the shortcut menu. The *Java Applet Properties* dialog box opens. Modify any of the parameters in the dialog box.

INSERTING A PLUG-IN

A plug-in is a set of software modules that integrate into Web browsers to offer a range of interactive and multimedia capabilities.

Some plug-ins occupy 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, need not occupy any space on a web page. Many web pages use these types of plug-in (which begin playing music as soon as a web page loads) with no "on" or "off" buttons.

Many software engineers create their own plug-ins to enable software to run in a Web browser. Because software engineers may follow different conventions when designing plug-ins, different plug-ins might behave differently among different browser types and versions.

To add a plug-in:

1. Select the **I**nsert menu ► **W**eb Component. The *Insert Web Component* dialog box opens (see Figure 5).
2. In the left pane, click **Advanced Controls**.
3. In the right pane, double click **Plug-In**. The *Plug-In Properties* dialog box opens (see Figure 7).
4. In the **Data source:** text box, type the URL of the file for the plug-in to load, or click the **Browse** button to locate the file.
5. Type or modify the following information in the *Plug-In Properties* dialog box:
 - To specify a message for browsers that do not support plug-ins, type an HTML or plain text message in the **Message for browsers without plug-in support:** text box.
 - **Size** - Specify the width and height (in pixels) of the plug-in in the appropriate text box.
 - **Hide** - To hide the plug-in when the page is viewed in a Web browser, select the **Hide plug-in** check box.
 - **Layout** - To specify layout attributes; adjust the alignment, border thickness, and horizontal and vertical spacing for the plug-in.

To hide a plug-in when a site visitor views the page in a Web browser:

1. In **Page** view, right-click the plug-in and select **Plug-In Properties...** on the shortcut menu. The *Plug-In Properties* dialog box opens (see Figure 7).
2. Click the **Hide plug-in** check box ► **OK** button.

To create a message to display in browsers without plug-in support:

1. In **Page** view, right-click the plug-in and select **Plug-In Properties...** on the shortcut menu. The *Plug-In Properties* dialog box opens (see Figure 7).
2. In the **Message for browsers without plug-in support:** text box, type the HTML or plain text to be displayed in place of the plug-in.

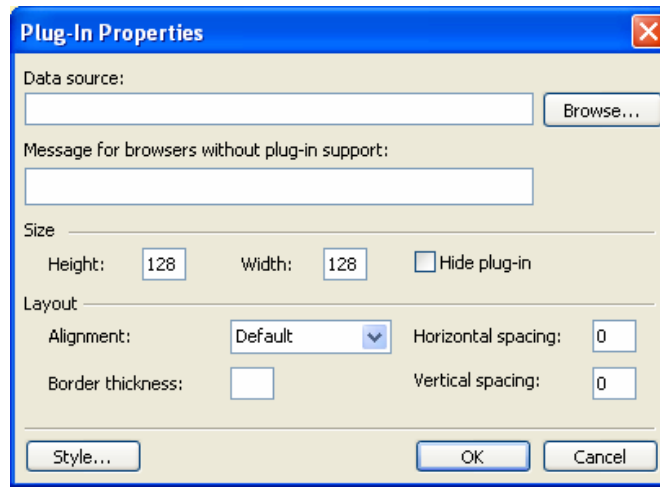


Figure 7 - Plug-In Properties Box

Working with Graphics and Multimedia

REDUCING GRAPHICS DOWNLOADING TIME

Sometimes images can take a long time to download because of the large file size. There are several techniques that can be used to reduce the size, speed up the download, and reduce waiting time.

Resizing & Resample the Image

A picture can be resized by selecting it and dragging one of the sizing handles (black squares around image). To keep the picture in proportion, drag one of the corner handles. When the size of a picture is decreased, it might appear smaller, but it actually takes the same time to download unless it is resampled. Only then will the file size change to match the picture size and reduce the download time.

To resample a picture:

1. Select the image to resize and if necessary display the **Pictures** toolbar.
2. Adjust the image to the desired size by using a sizing handle
3. Click the **Resample** button to reduce picture size (see Figure 8).


Converting a Graphic Image to JPEG

JPEG (.jpg - Joint Photographics Expert Group) files can display millions of colors. While .gif files cannot display as many colors as .jpg files, .gif files have an advantage over .jpg files in that one color, such as the background color in a .gif file, can be made transparent, making it blend better with the page color scheme.

Lowering the Graphic Resolution

Lowering the resolution of a .jpg file can be done by changing the properties of the graphic. To change the graphic properties, save the web page containing the altered image. During this process, FrontPage will prompt to save the graphics on that page.

To change the properties of a .jpg or .gif graphic that has already been saved to the web page:

1. The image must be changed somehow (such as rotating it or cropping it) and then the **save** button  clicked. The *Save Embedded Files* dialog box opens (see Figure 9).
2. Click the name of the graphic ► **Picture File Type...** button. The *Picture File Type* dialog box opens (see Figure 10).
3. Select the picture file type ► **OK** button ► **OK** button.

Creating a Thumbnail Version

A thumbnail is a small version of an image on a web page, often containing a hyperlink to a full-size version of the image. To see the original version of the picture, the site visitor simply clicks the thumbnail and the original picture appears. This feature saves both page space and downloading time.

To create a thumbnail:

1. In **Page** view, select the picture used to create the thumbnail.
2. If necessary, display the **Pictures** toolbar (see Figure 8).
3. Click the **Auto Thumbnail** button to create the thumbnail with a link to the full-size image.

!NOTE:

Auto Thumbnail will be unavailable if the graphic selected is already smaller than a thumbnail, if the graphic has hyperlink or hot spots set in it, or if the graphic is an animation.

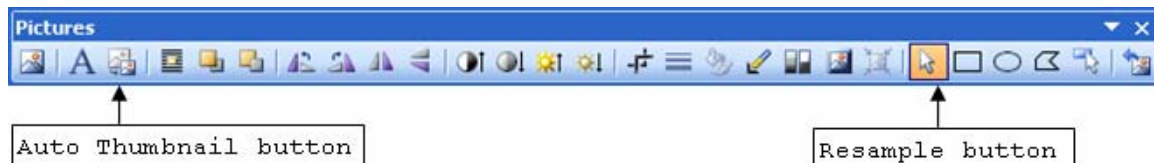


Figure 8 - Picture Toolbar

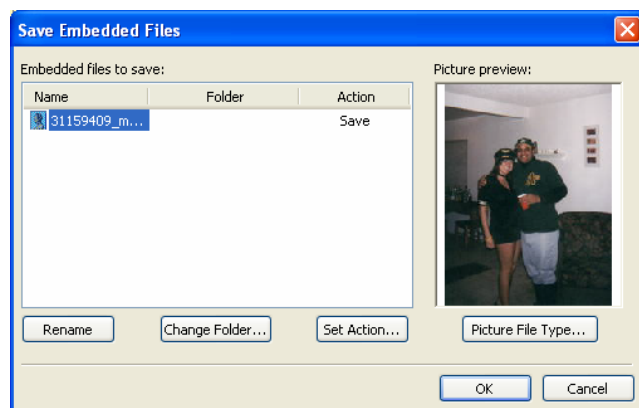


Figure 9 - Save Embedded Files Dialog Box

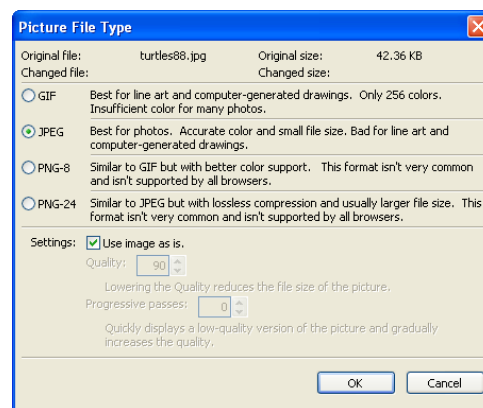


Figure 10 - Picture File Type Dialog Box

INSERTING A VIDEO CLIP

A video within a web page can be used to call attention to a particular page and its contents. Video files can be inserted from their storage locations or from the **Insert Clip Art** task pane. Video files can also be downloaded from the World Wide Web. The extension in a video file name indicates its multimedia format. Common video formats include **.avi**, **.mpg**, **.wmv**, and **.mpeg**. By default, video effects are set to automatically start when the web page opens. This setting can be changed so that the video plays only when a mouse pointer moves over it. Video is set to play one time by default but can be set to play continuously, if desired. Settings for video are controlled on the *Video* tab of the *Picture Properties* dialog box. If a video can play in **Windows Media Player**, it can be added to a web page. However, not all browsers support video.

To insert a video clip:

1. Position the cursor at the location where the video clip is to be inserted.
2. Select the **I**nsert menu. ► **P**icture ► **V**ideo.... The *Video* dialog box opens.
3. Locate the desired video file ► **O**pen button.

!NOTE:

To resize a video clip, click the object to display the sizing handles (squares on object border). Then drag the sizing handles as desired.

4. Return to the *Normal* page view ► right-click the video object ► **P**icture **P**roperties... The *Picture Properties* dialog box opens (see Figure 11).
5. Select the *Video* tab ► **F**orever option button ► **O**K button. Save the web page and preview it again. Notice that the video plays continuously
6. To change when the video plays, select an option in the *Start* section.

!NOTE:

To move a video clip, simply select the object on the page and drag it to the desired location.

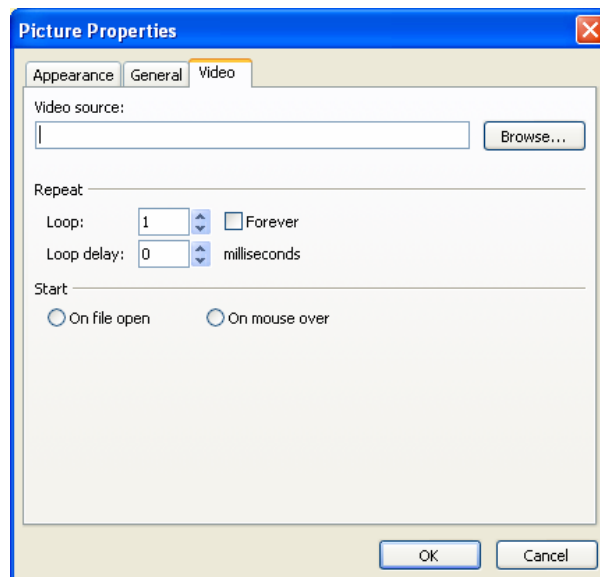


Figure 11 - Picture Properties (Video) Dialog Box

Applying Dynamic HTML Effects

Dynamic HTML (DHTML) can be used to animate web page elements such as text, pictures, and entire paragraphs. Using DHTML, elements can change their font, position style or size when triggered. In FrontPage 2003, there are four triggers that can be used to start an effect.

Table 1 - DHTML Effect Triggers

Trigger Name	Description
Click	Starts effect when the element is clicked.
Double click	Starts effect when the element is double clicked.
Mouse over	Starts effect when the mouse pointer is moved over the element.
Page load	Starts effect when the page is first loaded.

APPLYING DHTML EFFECTS

An element in a page can have as many effects applied to it as desired. It can have one or multiple effects per trigger. In addition, the **Format Painter** feature can be used to copy DHTML effects from one element to another.

To apply a Dynamic HTML effect:

1. Select the element to animate.
2. Activate the **DHTML Effects** toolbar (see Figure 12).
3. Click the **On** drop-down arrow and select the trigger that will start the dynamic effect.
4. Click the **Apply** drop-down arrow and select an effect that can be applied to the selected element.
5. For some effects, further customizing is available by selecting an option from the **<Choose Settings>** list.
6. Once the desired settings are selected and the effect is applied close the **DHTML Effects** toolbar.
7. Save the web page and preview it; the dynamic effect will only be seen in the preview tab or when viewed with a web browser.



Figure 12 - The DHTML Effects Toolbar

ADDITIONAL DHTML EFFECTS

In addition to the options provided on the **DHTML Effects** toolbar, effects such as page transitions, collapsible outlines, and hyperlink rollover are also considered DHTML effects.

Page Transition

Page transitions are similar to the transitions in a **Microsoft PowerPoint** slide show. Effects such as “**Vertical blinds**” or “**Checkerboard down**” can be used whenever a visitor first views a web page or web site, or when a visitor exits a web page or web site

To apply a page transition:

1. Select the **Format** menu, ► **Page Transition** command. The *Page Transitions* dialog box opens (see Figure 13).
2. Click the **Event:** drop-down arrow and select when the transition effect should start.
3. In the **Duration:** box, specifying the duration of the transition effect in seconds.

4. Select the desired transition settings from the *Transition effect:* list box ► **OK** button.

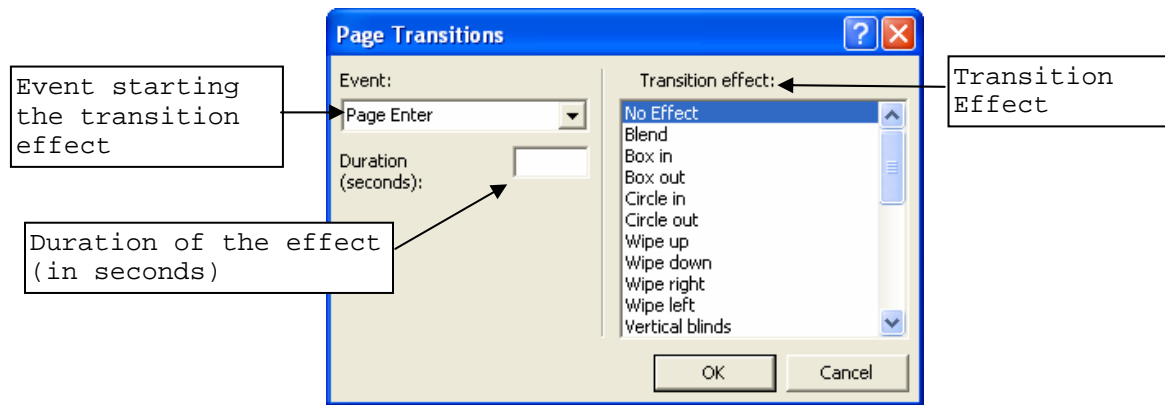


Figure 13 - Page Transition Dialog Box

Collapsible Outline

A multi-level list can be expanded or collapsed. This feature enables the visitor to hide or show sublevels in a list by selecting the higher level.

!NOTE:

Only multi-level lists can be made collapsible

To make a multi-level list collapsible:

1. Select the list to made collapsible
2. Right click the list and select **List Properties...** from the shortcut menu. The *List Properties* dialog box opens. Select the tab for the appropriate type of list (see Figure 14).
3. Check the *Enable Collapsible Outlines* box.
4. If desired, check the *Initially Collapsed* check box ► **OK** button.

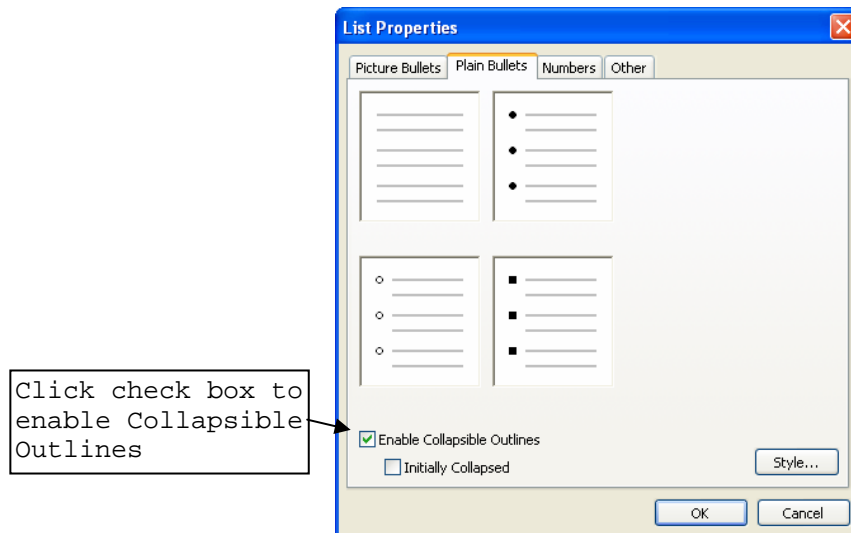


Figure 14 - List Properties Dialog Box

Hyperlink Rollover Effects

Hyperlink rollover effects allow a hyperlink to change properties when the mouse pointer is positioned over it.

!NOTE:

Once a hyperlink rollover effect is applied to a web page, it will apply to all hyperlinks in that page.

To apply a hyperlink effect:

1. Right click anywhere in the page and select **Page properties...** from the shortcut menu. The *Page Properties* dialog box opens (see Figure 15) ► *Advanced* tab.
2. Click the **Enable hyperlink rollover effects** box ► **Rollover style...** button. The *Font* dialog box opens (see Figure 16).
3. Select desired formatting for the hyperlink ► **OK** button ► **OK** button.

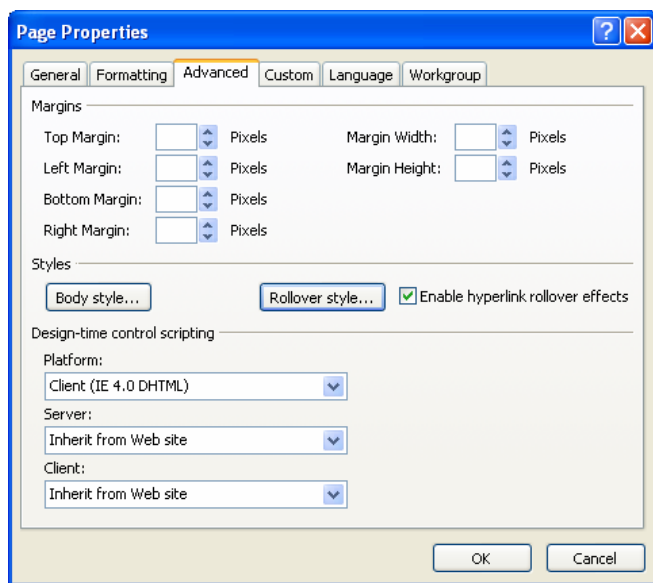


Figure 15 - Page Properties Dialog Box

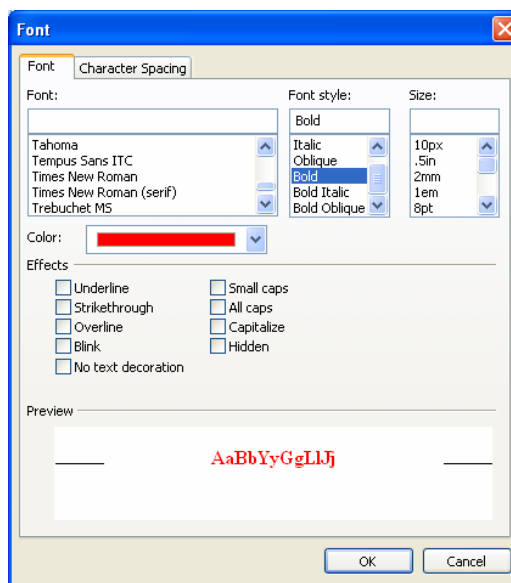


Figure 16 - Font Dialog Box

Customizing the Page Options

AUTO THUMBNAILS

A thumbnail is a smaller version of a picture that contains a hyperlink to the full size picture. Since it is a smaller file size than the original picture, a thumbnail can be used to speed up the download time for a web page. (See Creating a Thumbnail Version). Before creating a thumbnail, it is recommended to set the thumbnail properties.

!NOTE:

The properties set will only apply to thumbnails created using **Auto Thumbnail** after the property change – not existing thumbnails.

To set the properties for a thumbnail:

1. Select the **Tools** menu, ► **Page Options** command, The *Page Options* dialog box opens (see Figure 17).
2. Select the *Auto Thumbnail* tab and do one or more of the following:
 - In the **Set:** list, select the option to use for size specification, and then enter a value in the **Pixels:** spin box.
 - Click the **Border thickness** check box to automatically add a border to the thumbnail picture (specify the border width in the **Pixels:** spin box).

- Click the **Beveled edge** box to make the graphic beveled ► **OK** button.

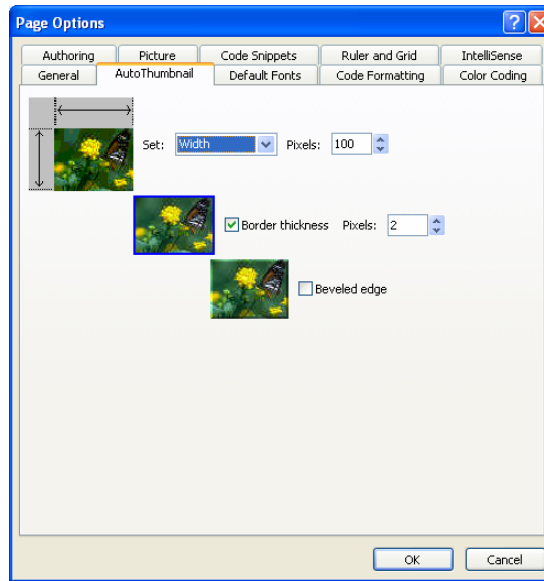


Figure 17 - Page Options (AutoThumbnail) Dialog Box

SETTING DEFAULT FONTS

FrontPage can set a default display font for a language or character set. When no font is applied to text, FrontPage uses this default font to display the text. This setting only affects how pages are displayed in Microsoft FrontPage, not how the page is displayed in a Web browser.

To set the default font:

1. Select **T**ools menu ► **P**age Options.... The *Page Options* dialog box opens (see Figure 18) ► *Default Fonts* tab.
2. In the **L**anguage (*character set*): list box, select the set for the default display font.
3. Click the **D**efault proportional font: drop-down arrow and select a proportional font for the selected character set.
4. Click the **D**efault fixed-width font: drop-down arrow and select a fixed-width font for the selected character set (the fixed-width font is also used to display text on the *HTML* tab in *Page* view) ► **O**K button.

!NOTE:

Each language (character set) can have a different set of default fonts applied to it.

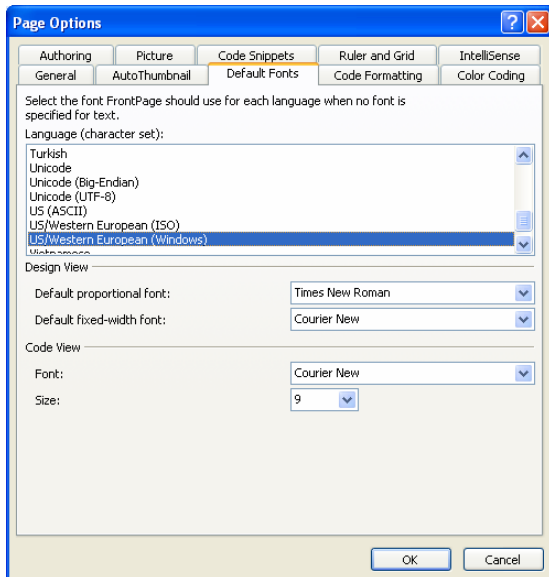


Figure 18 - Page Options (Default Fonts) Dialog Box

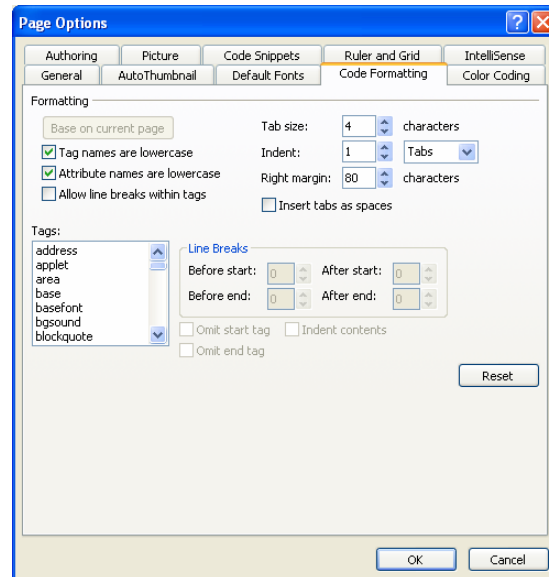


Figure 19 - Page Options (Code Formatting) Dialog Box

SETTING HTML SOURCE

HTML stands for **H**ypertext **M**arkup **L**anguage. HTML uses special markers called **tags** that indicate how Web browsers should display page elements such as text and graphics.

There is no need to know HTML to create a web page because FrontPage is a **WYSIWYG** (What You See Is What You Get) design tool that generates the necessary HTML code whenever new elements are added in the *Normal* view. However, the way FrontPage formats HTML tags displayed in the HTML pane can be modified. For example, the names of HTML tags can be displayed in uppercase and HTML attributes can be displayed in lowercase to differentiate between the two.

By default, FrontPage preserves the formatting of existing HTML, but applies new HTML formatting to all contents added to the existing page. HTML formatting is viewed in the HTML pane.

To preserve the formatting of existing HTML and apply new settings to new content:

1. Select the **Tools** menu, ► **Page Options....** The *Page Options* dialog box opens (see Figure 19) ► *Code Formatting* tab.
2. In the *Formatting* section, select the desired options for HTML formatting (e.g., to have all tags in uppercase instead of lowercase, deselect the **Tag names are lowercase** check box).
3. In the *Tags* section, there is a list with all the tags that can be automatically generated by FrontPage. The property of each can be customized ► **OK** button.

!NOTE:

Each HTML tag has unique attributes. Some of the attributes apply to one tag and will be disabled when a different tag is selected.

To reset HTML format settings to FrontPage defaults:

1. Select the **Tools** menu ► **Page Options....** The *Page Options* dialog box opens. ► *Code Formatting* tab (see Figure 19).

2. Click the **Reset** button to restore default settings ► **OK** button.

!NOTE:

The settings chosen will not be displayed in the *Code* view until the view is switched to the *Normal* view and back.

SETTING HTML COLOR CODING

Microsoft FrontPage uses different colors in the *Code* view to differentiate between text, tags, attribute names, attribute values, comments, and scripts. These color codes can be modified and will apply to all subsequent new pages that are created.

To modify color coding of HTML:

1. Select the **T**ools menu ► **Page Options...**. The *Page Options* dialog box opens. ► *Color Coding* tab (see Figure 20).
2. To modify the color of any HTML element, click the appropriate drop-down arrow and select the new color to use. Click the **More Colors...** button More Colors... to select additional available colors from the *More Colors* dialog box (see Figure 21).

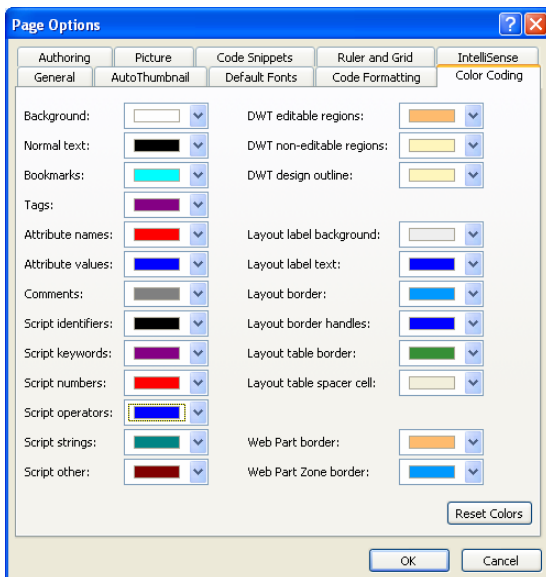


Figure 20 - Page Options (Color Coding) Dialog Box

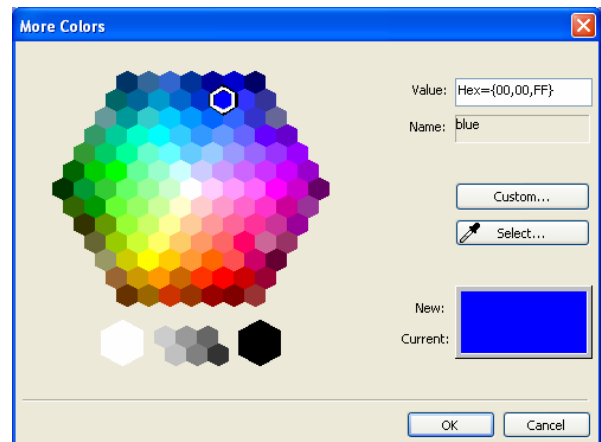


Figure 21 - More Colors Dialog Box

!NOTE:

To reset color coding to the original default settings, click the **Reset Colors** button in the *Page Options (Color Coding)* dialog box.

SETTING COMPATIBILITY

Different web browsers may display web pages differently; some features might work well within the Microsoft FrontPage but fail to work in a non-Microsoft browser application. If web pages are targeted to a specific web browser, certain features might be unavailable. Setting browser compatibility before creating the web disables those features that might not display correctly with a browser other than Internet Explorer. Because of this, only the elements common to all browsers can be used in that web.

To design a web site for use with specific browsers:

1. Select the **T**ools menu, ► **P**age Options.... The *Page Options* dialog box opens ► *Authoring* tab (see Figure 22).
2. From the **Browsers:** dropdown list, select the specific target browsers.
3. Click the **Browser versions:** drop-down arrow to select the specific version(s).
4. Click or clear the check boxes to enable or disable specific features ► **OK** button.

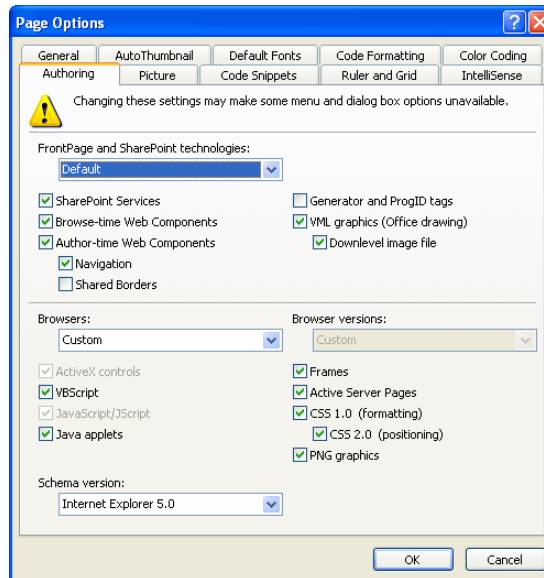


Figure 22 - Page Options (Authoring) Dialog Box