



Search: Training

Go

- Home
- Assistance
- Training**
- Templates
- Clip Art and Media
- Downloads
- Office Marketplace
- Work Essentials
- Microsoft Office System
- Deployment Center

- Things To Do**
- Suggest a course
 - Get answers from other Office users
 - Get our newsletter
 - Contact Us















FrontPage Courses

[Help](#)

[Training](#)

Courses 1-14 of 14

Page: **[1]**

- 
[Create a Web site with FrontPage](#)
Length: 50 min
 Rating: ★★★★★ (27282 votes)
- 
[Audio course: Create a Web site with FrontPage](#)
Length: 50 min
 Rating: ★★★★★ (8249 votes)
- 
[Hyperlinks I: The basics](#)
Length: 50 min
 Rating: ★★★★★ (6192 votes)
- 
[Hyperlinks II: Link bars and image maps](#)
Length: 40 min
 Rating: ★★★★★ (5236 votes)
- 
[Work with graphics in FrontPage](#)
Length: 40 min
 Rating: ★★★★★ (1612 votes)
- 
[Introduction to cascading style sheets \(CSS\)](#)
Length: 45 min
 Rating: ★★★★★ (2757 votes)
- 
[Under the hood: Effortless ways to work with code](#)
Length: 50 min
 Rating: ★★★★★ (2658 votes)
- 
[HTML Tables I: Basic concepts](#)
Length: 40 min
 Rating: ★★★★★ (9107 votes)
- 
[HTML Tables II: Table and cell widths](#)
Length: 30 min
 Rating: ★★★★★ (5595 votes)
- 
[HTML Tables III: Design a page with layout tables](#)
Length: 40 min
 Rating: ★★★★★ (6136 votes)
- 
[HTML Tables IV: Format and touch up a page layout](#)
Length: 20 min
 Rating: ★★★★★ (4225 votes)
- 
[Liven up Web pages with interactive buttons](#)
Length: 40 min
 Rating: ★★★★★ (5057 votes)
- 
[So that's how! Great FrontPage features](#)
Length: 50 min
 Rating: ★★★★★ (4464 votes)
- 
[How to publish Web site with FTP](#)
Length: 40 min
 Rating: ★★★★★ (3120 votes)

Courses 1-14 of 14

Page: **[1]**



Quick Reference Card - Create a Web site with FrontPage

[Help](#)

Plan your Web site

1. Determine goal.
 - Make it specific, if necessary.
 - Keep it short and focused.
 - Know your audience.
2. Sketch site structure.
3. Sketch a common page layout.

Find a Web server

To find a Web server, do one of the following:

- If you want your site on the World Wide Web, search for a Web site hosting company using your favorite search engine. Or, go to the [Locate a Web Presence Provider](#) Web site.
- If you want your site on your company's intranet, then your IT department may have a server you can use. It's also possible that your very own computer could be configured as a Web server. For details, you'll want to consult your IT department, your manager, or the nearest computer guru.


Get server details

Once you've found a server for your site, make sure to get the following information before you start designing your site:

- **URL** For example: `http://www.adventure-works.com`
- **Correct file name for your home page** `index.htm`, `index.html`, `default.htm`, or `default.html`
- **Publishing destination** `http:// path` or `ftp:// path`
- **User name and password**
- **Server restrictions** File size limit? Other restrictions?

Create a Web site

If you made a Web site using a third-party program (for example, Macromedia® Dreamweaver® or HomeSite™), you can convert that Web site to a Microsoft FrontPage® Web site by clicking the **Open Site** command on the **File** menu. If you need to start from scratch, the following steps will guide you through the process.

1. On the **File** menu, click **New**.
2. In the **New** task pane, click either **One page Web site** or **More Web site templates**.
3. If you want a Web site based on a pre-made template, choose a template on the left. You can also choose the **Empty Web Site** template if you don't need a pre-made Web site.
4. Do one of the following:
 - To create a new disk-based site, click the **Browse** button. Browse to a location on your computer where you want to store the Web site. When you've found the location you want, click the **Create New Folder** button , type a name for the Web site, and then click **OK**. Click the **Open** button, and then click **OK**.
 - To create a server-based site, type the URL for the new Web site in the **Specify the location of the new Web site** box, and then click **OK**. Note that a server-based site can only be created on a Web server running FrontPage Server Extensions from Microsoft or Microsoft SharePoint® Services.

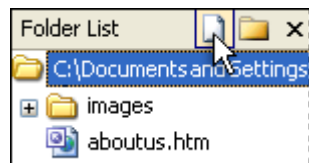
How to quickly create a Web page


Create a new Web page, and give it a layout

1. Along the left side of your screen should be the **Folder List**. It shows all the files and folders in the site. (If the **Folder List** isn't


visible, click the **Toggle Pane** button .)

- At the top of the **Folder List**, click the **New Page** button.



- Name the new page, and then press ENTER.
- Double-click the new page to open it.
- Now close the **Folder List** to give yourself more room. To close the **Folder List**, click the **Toggle Pane** button .
- Now make sure that the **Layout Tables and Cells** task pane is open on the right. If you don't see it, click **Layout Table and Cells** on the **Table** menu.
- At the bottom of the task pane is a list of layouts to choose from. Click a layout to apply it to the page.

Modify the layout

- If you'd like, you can change the alignment of the layout. In the **Layout Tables and Cells** task pane, under **Table Properties**, click the **Align Center** button .
- Before changing the size of the layout, make sure to select the **Auto-scale cells with table** check box in the **Layout Tables and Cells** task pane. When you resize a table, this setting will allow you to automatically resize the cells inside as well.
- Now you'll resize the layout table to suit your design. In the **Width** box, type a value in pixels, and then press ENTER. Do the same in the **Height** box.

Add an image

- Click inside a cell.
- On the **Insert** menu, point to **Picture**, and then click **From File**.
- At the top of the dialog box, click the **Look in** box, to expand it.
- Then browse your computer to find the picture.
- Click the picture, and then click the **Insert** button.

Add text

To add text, you can type or copy and paste from other files or programs. Or, you can import text from a Microsoft Word document.

- On the **Insert** menu, click **File**.
- At the bottom of the dialog box, click the **Files of type** box to expand it, and then click **Word 97-2003 (*.doc)** in the list.
- Locate the document on your computer.
- Double-click the Word document to import the text.

Insert a hyperlink

- Select either text or a picture.
- On the **Insert** menu, click **Hyperlink**.
- On the left, click **Existing File or Web Page**.
- Select a page, and then click **OK**.

Add a background to the page

- On the **File** menu, click **Properties**.
- Click the **Formatting** tab.
- Select the **Background picture** check box, and then click the **Browse** button.
- Locate an image file on your computer.
- Select the image, and then click **Open**.
- Click **OK**.

Add a background image that is not tiled across the page

- On the **Format** menu, click **Style**.

2. In the lower-left area of the dialog box, under **List**, make sure that **HTML tags** is selected.
3. In the **Styles** list, double-click **body**.
4. Click the **Format** button, and then click **Border** in the list.
5. Click the **Shading** tab.
6. In the **Background picture** box, type the path to the picture.
7. Select **no-repeat** in the **Repeat** list.
8. Click **OK** three times.

Additional information

More information about using tables for page layout

This course only touched the tip of the iceberg when it comes to using HTML tables for page layout. See these other training courses for more in depth information:

| Course | What you'll learn |
|---|--|
| HTML Tables I: Basic concepts | Table basics: How to insert a simple HTML table, what table tags are like, and how to change table properties |
| HTML Tables II: Table and cell widths | More basics: How HTML table and cell widths work, and how to make them look the way you want |
| HTML Tables III: Design a page with layout tables | The fun stuff: How to use layout tables to design a page, and how to use a tracing image to start your layout |
| HTML Tables IV: Format and touch up a page layout | Finishing touches: How to format a layout table, how to add color, style, and finesse like a pro, and how to make your table stretch |

Other page layout techniques

© 2005 Microsoft Corporation. All rights reserved.

You can also use layers for page layout. Frames is another technique you can use as well. Check out the following for more information:

- [Layers](#)
- [Frames](#)

More information on styles

If you would like to learn more about customizing your pages with cascading style sheets, check out these resources:

- [About styles](#)
- [Create a cascading style sheet](#)
- [Add a style to a cascading style sheet](#)
- [Link to an external cascading style sheet](#)
- [Apply a style](#)



Quick Reference Card - Hyperlinks I: The basics

[Help](#)

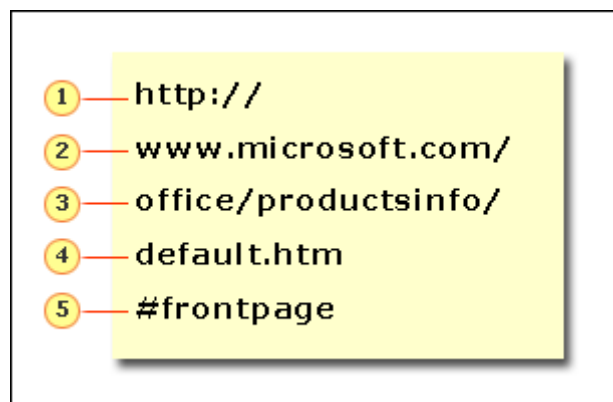
Insert hyperlinks

To insert a hyperlink:

1. Select either some text or a picture.
2. Click the **Insert** menu.
3. Click **Hyperlink**. Then choose a destination option from the **Insert Hyperlink** dialog box.

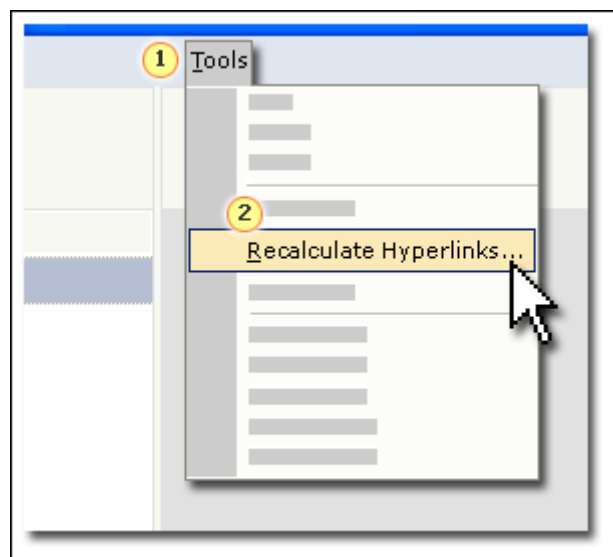
Tip The shortcut key for inserting hyperlinks is CTRL+K.

URL syntax



- 1 Protocol
- 2 Web server
- 3 Path
- 4 File name
- 5 Anchor

Recalculate hyperlinks



Managing files in a Web site

If you have a Microsoft® FrontPage® Web site and you add, edit, move, or rename files outside of FrontPage, remember to recalculate hyperlinks. This allows FrontPage to catch up with your changes.

To recalculate hyperlinks

- 1 Click the **Tools** menu.
- 2 Click **Recalculate Hyperlinks**.

Fix broken hyperlinks

The Broken Hyperlinks Report lets you find and fix broken internal links, and verify external links.

1. On the **View** menu, point to **Reports**, then click **Site Summary**.
2. In the list of reports, click **Broken Hyperlinks**.
3. If you have any external links in your Web site, FrontPage will ask if you want to verify those links. Click **Yes** to verify them.
4. One or more of the following may occur:
 - Internal links that go to missing or misspelled pages will have **Broken** status. As shown here, when you double-click a

broken link, you can either type the right file name or browse to the correct location.

- FrontPage will attempt to verify any external links. If links go to valid and available Web sites, they will have **OK** status. A link will have **Broken** status if the Web site is invalid or unavailable, or if your connection to the Internet was unavailable.


© 2005 Microsoft Corporation. All rights reserved.

Quick Reference Card - Hyperlinks II: Link bars and image maps

[Help](#)

To insert a link bar with custom links

Note Link bars won't work on the Web unless you publish your Web site to a Web server running FrontPage® 2002 Server Extensions from Microsoft, SharePoint™ Team Services 1.0 from Microsoft, or Microsoft Windows® SharePoint Services.

1. If you're not already in **Design** view, click the **Design** button  at the bottom of the page.
2. Position the insertion point where you want to place the link bar.
3. On the **Insert** menu, click **Web Component**. In the left pane, click **Link Bars**, and in the right pane, double-click **Bar with custom links**.


Note This command is unavailable if you don't have a FrontPage Web site open.

4. Select the link bar style you want to use for this link bar. Or, if your page uses a theme, click **Use Page's Theme**.

If a theme has been applied to your Web site, link bars will use fonts, colors, and other style elements from the theme. If you click **Use Page's Theme** and your page does not use a theme, the link bar will use the default text style of the page.


5. Click **Next**. Then choose the orientation of the link bar and click **Finish**.
6. One of the following will happen:
 - If you haven't created a link bar for your site yet, the **Create New Link Bar** dialog box appears. Type a name for your new link bar, and then click **OK**. Then use the **Add link**, **Remove link**, **Move up**, and **Move down** buttons to customize your link bar.
 - If you have created a link bar for your site, the **Link Bar Properties** dialog box appears. If you want to reuse a link bar, choose a link bar name under **Choose existing**. If you don't want to reuse a previously made link bar, click **Create new**. Then type a name for your new link bar and click **OK**. Use the **Add link**, **Remove link**, **Move up**, and **Move down** buttons to customize your link bar.

To insert a link bar with Back and Next buttons




1. If you're not already in **Design** view, click the **Design** button  at the bottom of the page.
2. Position the insertion point where you want to place the link bar.
3. On the **Insert** menu, click **Web Component**. In the left pane, click **Link Bars**, and in the right pane, double-click **Bar with back and next links**.
4. Select the link bar style you want to use for this link bar. Or, if your page uses a theme, click **Use Page's Theme**.

If a theme has been applied to your Web site, link bars will use fonts, colors, and other style elements from the theme. If you click **Use Page's Theme** and your page does not use a theme, the link bar will use the default text style of the page.
5. Click **Next**. Then choose the orientation of the link bar and click **Finish**.
6. One of the following will happen:
 - If you haven't created a link bar for your site yet, the **Create New Link Bar** dialog box appears. Type a name for your new link bar, and then click **OK**. Then use the **Add link** button to add pages that need the link bar. Use the **Move up** and **Move down** buttons as necessary to set the order in which the pages should be browsed.
 - If you have created a link bar for your site, the **Link Bar Properties** dialog box appears. If you want to reuse a link bar, choose a link bar name under **Choose existing**. If you don't want to reuse a previously made link bar, click **Create new**. Then type a name for your new link bar and click **OK**. Use the **Add link** button to add pages that need the link bar. Use the **Move up** and **Move down** buttons as necessary to set the order in which the pages should be browsed.

To create an image map

1. If you're not already in **Design** view, click the **Design** button  at the bottom of the page.
2. Select the picture you want to use as an image map.
3. On the **Pictures** toolbar, click the **Hotspot** button corresponding to the shape you want.

Note To display the **Pictures** toolbar, point to **Toolbars** on the **View** menu and then click **Pictures**.

- **Rectangular Hotspot** 
- **Circular Hotspot** 
- **Polygon Hotspot** 

Note To draw a polygon, click where you want the first corner of the polygon to be, click to place each corner of the polygon, and then double-click to finish it.



Quick Reference Card - Work with graphics in FrontPage

[Help](#)

Working with Graphics in FrontPage

Choose the right file format

GIFs:

- Should have less than 256 colors.
- Are best for line drawings, logos, or illustrations.
- Can have a transparent background.

JPEGs:

- Should have more than 256 colors.
- Are best for photographs.
- Cannot have a transparent background.

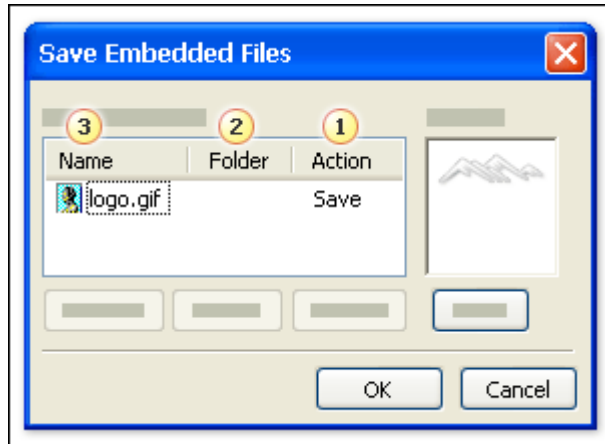
PNGs:

- Can have more or less than 256 colors.
- Can have a transparent background.
- However, PNGs are not supported by many browsers.

Insert a graphic

1. On the **Insert** menu, point to **Picture**, and then click **From File**.
2. At the top of the dialog box, click the **Look in** box, to expand it.
3. Browse your computer to find the graphic you want.

Work with the Save Embedded Files dialog box



- 1 If the **Action** column says **Save**, this means that FrontPage will save a copy of the graphic after you click **OK**.
- 2 Under **Folder** is a suggested location for the copy. This area will often appear blank. This means that FrontPage will put the copy of the graphic in the root folder for the Web site.
- 3 The **Name** column will show the file name for the graphic. This may change if you insert a graphic that is not a GIF, JPEG, or PNG.

Edit the image

- To edit the image in FrontPage, select the graphic. Then click the **View** menu, point to the **Toolbars** submenu, and then click **Pictures**.
- To edit the image in another program, right-click the graphic, select **Open With**, and then choose the program you want.



Quick Reference Card - Introduction to cascading style sheets (CSS)

[Help](#)

What is a style sheet

A style sheet is a set of instructions (rules) that tells a browser how to present HTML elements, such as what font to use, what size the paragraph text should be, what color the header text should be, whether or not there should be a background color applied to specific elements, and so on.

Syntax for a style rule

Each style rule is made up of two parts: the **selector** and the **definition**. The selector identifies the element affected by the rule, and the definition identifies how the element will be displayed. The definition contains the property and the value of the element. For example, if the property is color, the value might be blue.

```
selector { property: value; }
```

Types of cascading style sheets

- External style sheet
- Embedded style sheet
- Inline style sheet

External style sheet

Also called a **linked style sheet** in FrontPage, you use an external style sheet when you want to apply the same styles consistently across all the pages in your Web site that are linked to it.

The link from a Web page to a style sheet is included in the document header (between the <head> and </head> tags using the <link> tag:

```
<link rel="stylesheet" type="text/css" href="styles.css">
```

Your style sheet would include the actual style definitions, such as: `h1 {color: blue; }`

How to create an external style sheet

1. On the **File** menu, click **New**.
2. On the **New** task pane, under **New page**, click **More page templates**.
3. In the **Page Templates** dialog box, click the **Style Sheets** tab.
4. Click **Normal Style Sheet**, and then click **OK**.

How to link to an external style sheet

1. On the **Format** menu, click **Style Sheet Links**.
2. In the **Link Style Sheet** dialog box, clic **Add**.
3. In the **Select File** dialog box, click the style sheet you want to link to and click **OK**. Click **OK** again to close the dialog box and insert the link.

Embedded style sheet

Use an embedded style sheet when you want to define styles for the current page.

To include embedded styles in a Web page, you enclose it in <style> tags. It is also good practice to include comment tags to hide the styles from older browsers that don't support CSS.

```
<style> <!-- h1 {color: blue; } --> </style>
```

How to create an embedded style sheet

1. Open the page you want to modify. On the **Format** menu, click **Style**.
2. In the **Style** dialog box, click **New**. The **New Style** dialog box opens.
3. In the **Name** box, type the element you want to create, and then click **Format**.
4. Click **Format**, and then select the properties you want to modify from the drop-down menu.
5. When you're done, click **OK**, and then click **OK** again to apply the styles.

How to modify an embedded style sheet

1. Open the page you want to modify. On the **Format** menu, click **Style**.
2. In the **Style** dialog box, click the element you want to modify, and then click **Modify**.
3. In the **Modify Style** dialog box, click **Format** and then select the properties you want to modify from the drop-down menu.
4. When you've completed the modifications, click **OK**, and then click **OK** again to apply the styles.

Inline style sheet

Use an inline style sheet when you want to apply a style to individual elements on a page.

You apply an inline style directly to the element, affecting everything that is contained within that element. For example, if all of your H1 elements are blue, but there's one that you want to appear red, you'd apply the following inline style rule to that H1 element:

```
<h1 style="color: red;">Heading</h1>
```

How to create or modify an inline style sheet

- Select the element you want to modify and press **CTRL+Q**.
- In the **Quick Tag Selector**, click the arrow and select **Edit Tag**. Then edit the element you want.


CSS references

- [Using Cascading Style Sheets](#) by Microsoft Office FrontPage MVP David Berry
- [Guide to cascading style sheets](#) from the Web Design Group
- [CSS Reference](#) from the World Wide Web Consortium (W3C)

Quick Reference Card - Under the hood: Effortless ways to work with code


[Help](#)

How to work with code in Split view

1. Open a Web page. Then, click the **Split** button  at the bottom of document window.
2. After editing the Code pane, refresh the page (press F5), save the page (press CTRL+S), or click anywhere in the Design pane to see your changes.

Note After you edit the Design pane, you don't need to save or refresh the page. It will get updated automatically.

How to work with code in Code view

- Open a Web page. At the bottom of the document window, click the **Code** button .

Handy display options for code

- On the **Tools** menu, click **Page Options**. Click the **Color Coding** tab.
- You can turn on Word Wrap, so that lines of code don't run off the edge of the page. On the **Tools** menu, click **Page Options**. Click the **General** tab, and then select **Word wrap** at the bottom.
- You can turn on line numbers so that each line of code is identified with a number that you can jump to. On the **Tools** menu, click **Page Options**. Click the **General** tab, and then select **Line numbers** at the bottom.
- You can turn on the **Code View** toolbar, which lets you insert temporary bookmarks and provides other handy features for working with code. On the **View** menu, point to **Toolbars**, and then make sure that the **Code View** toolbar is selected.




How to use the IntelliSense lists

1. First you'll need to set up the IntelliSense options. On the **Tools** menu, click **Page Options**. Then click the **IntelliSense** tab.
2. To get the IntelliSense lists to appear automatically as you type HTML, make sure that **HTML statement completion** is selected under **Auto Popup**. Select **Scripting statement completion** and **Script parameter completion** too if you want to use IntelliSense lists as you write script.
3. To have closing tags inserted automatically as you type, select **Close tag** under **Auto Insert**. If you want your HTML or XSLT values to be surrounded by quotation marks, make sure those options are selected as well.
4. When typing in your code, type a delimiter (<) to see the IntelliSense list and the completion options. If the list doesn't appear, press CTRL+L.

How to quickly reformat HTML

- Right-click the code, and then click **Reformat HTML**.

How to work with temporary bookmarks

1. First, turn on the **Code View** toolbar. On the **View** menu, point to **Toolbars**, and then make sure that the **Code View** toolbar is selected.
2. Find the line of code you'll be working with often, and insert your cursor inside the line.
3. On the **Code View** toolbar, click the **Toggle Bookmark** button .
4. Notice that the small bookmark is added in the margin to the left of the code.
5. When you've scrolled to another location in the code, you can easily jump back to the bookmark. On the **Code View** toolbar, click either the **Next Bookmark** button  or the **Previous Bookmark** button .

Tip You can also press F2 to go to the next bookmark.



Quick Reference Card - HTML Tables I: Basic concepts

[Help](#)

How to insert a table

1. Position the insertion point where you want to insert the table.
2. On the **Table** menu, point to **Insert**, and then click **Table**.
3. In the **Rows** box, type the number of rows you want.
4. In the **Columns** box, type the number of columns you want.
5. Specify other properties such as border size, cell padding, cell spacing, and width.

Note There are other commands you can use when you want to insert a sophisticated table for layout purposes. For more information about layout tables, see Microsoft FrontPage Help.

Important note about HTML tables and accessibility

Many designers use HTML tables for page layout. However, it is important to know that if you use HTML tables for page layout, your pages may not be accessible to people with vision disabilities. This is because people with vision disabilities often use screen readers or Braille displays, and these devices don't always read or display layout tables in a logical order.

In order to make your pages more accessible to people with vision disabilities, it is recommended that you use positioning for page layout. For more information about positioning, see FrontPage Help.

For more information about creating accessible Web pages, see the [W3C Web Content Accessibility Guidelines](#).

How to change the properties of a table

1. Click inside the table you want to change.
At the top of your page, the **<table>** button should appear along with a series of other buttons. (If the buttons don't appear, verify that the **Quick Tag Selector** is turned on using the **View** menu.)
2. Point to the **<table>** button, click the arrow, and then click **Tag Properties**.
3. Make your changes, and then click **OK**.

How to change the properties of a cell

1. Click inside the table you want to change.
At the top of your page, the **<td>** button should appear along with a series of other buttons. (If the buttons don't appear, verify that the **Quick Tag Selector** is turned on using the **View** menu.)
2. Point to the **<td>** button, click the arrow, and then click **Tag Properties**.
3. Make your changes, and then click **OK**.



Quick Reference Card - HTML Tables II: Table and cell widths

[Help](#)

How to insert a table

1. Position the insertion point where you want to insert the table.
2. On the **Table** menu, point to **Insert**, and then click **Table**.
3. In the **Rows** box, type the number of rows you want.
4. In the **Columns** box, type the number of columns you want.
5. Specify other properties such as border size, cell padding, cell spacing, width, etc.

Notes

- There are other commands you can use when you want to insert a sophisticated table for layout purposes. For more information about layout tables, see Microsoft FrontPage Help.
- **Accessible HTML tables** Many designers use HTML tables for page layout. However, it is important to know that if you use HTML tables for page layout, your pages may not be accessible to people with vision disabilities. This is because people with vision disabilities often use screen readers or Braille displays, and these devices don't always read or display layout tables in a logical order. In order to make your pages more accessible to people with vision disabilities, it is recommended that you use positioning for page layout. For more information about positioning, see Microsoft FrontPage Help.

For more information about creating accessible Web pages, see the [W3C Web Content Accessibility Guidelines](#).

Three options for table widths

| Table option | Description |
|--------------------|--|
| No specified width | If you don't specify the width of an HTML table, then the row with the widest contents will determine the width. |
| Width in pixels | This option sets up a "fixed-width table" or a "pixel-based table." Use it when you need precise control over how much space the table occupies on the page. |
| Width in percent | The third option is to define the table width as a percentage of the available space. Typically, the available space is the size of the browser window. But, if the table is nested within another table, then the width is a percentage of the available space in that table. |

Three finicky rules for table cells

Rule #1: Sum of the column widths should equal the table width

For the most part, if you specify a width for your table, the sum of the column widths should be equal to the table width. This practice is especially important if you want your tables to look consistent across different browsers.

Rule #2: Content is king

What we mean by that is, if a cell's content is wider than the specified width of the cell, the content will force the cell beyond that width. Long words or URLs in your cells can often push your table beyond the width you want. This can also happen if you insert a wide image.

Rule #3: Without content, cells can disappear


If a cell doesn't contain content, it will actually disappear or "collapse" into nothing. That's why when you insert a new table using FrontPage, a nonbreaking space () is automatically placed into each cell behind the scenes.

Quick Reference Card - HTML Tables III: Design a page with layout tables


[Help](#)

Prepare your page



Do one or more of the following:

- Click the **Design** button  at the bottom of the document window.
- On the **View** menu, point to **Ruler and Grid**, and then make sure that **Show Ruler** is selected.
- On the **View** menu, make sure that the **Quick Tag Selector** is turned on.
- If you want a tracing image, go to the **View** menu, point to **Tracing Image**, and then click **Configure** to add the image to the page.
- If you want a grid, on the **View** menu, point to **Ruler and Grid**, and then make sure that **Show Grid** is selected. You can also customize the grid. On the **View** menu, point to **Ruler and Grid**, and then click **Configure**.
- Remove the default margins of the page. On the **File** menu, click **Properties**, and click the **Advanced** tab. In the **Top Margin** box, type **0**. In the **Left Margin** box, type **0** as well, and click **OK**.

Step 1: Draw the layout table

1. On the **Table** menu, click **Layout Tables and Cells**.
2. In the task pane, click the **Draw Layout Table** button  and draw the table.
3. Adjust the table by typing the new width and height into the **Layout Tables and Cells** task pane.

Step 2: Draw the layout cells

1. Make sure the **<table>** button is selected. Then, in the **Layout Tables and Cells** task pane, click the **Draw Layout Cell** button , and then draw a layout cell inside the table.
2. To draw additional layout cells, click the **Draw Layout Cell** button  button each time before you draw the cell.

Step 3: Adjust the layout cells


To resize a layout cell

- To resize a layout cell, click a resizing handle, and then drag the border into place. If you want to override snapping, press **ALT** while you drag.
- Or, on the **Table** menu, click **Cell Formatting**. In the **Cell Formatting** task pane, type new width and height values to match the tracing image.

To move a layout cell

- To move a layout cell, click the **<td>** button to select the cell. Then use your arrow keys to nudge it into place. Each time you press an arrow key, the cell will move one pixel at a time.
- Or, use your mouse to drag the cell. If you want to override snapping, press **ALT** while you drag the cell.

Step 4: Fill the layout cells

1. Click the **Toggle Pane** button  to open the **Folder List**.
2. Drag images from the **Folder List** into the layout cells and either type or copy and paste text from other files into the layout cells.

Step 5: Finish things up and preview

- On the **File** menu, click **Preview in Browser**, and then click any browser option.

Important note about HTML tables and accessibility

Many designers use HTML tables for page layout. However, it is important to know that if you use HTML tables for page layout, your pages may not be accessible to people with vision disabilities. This is because people with vision disabilities often use screen readers or Braille displays, and these devices don't always read or display layout tables in a logical order.

In order to make your pages more accessible to people with vision disabilities, it is recommended that you use positioning for page layout. For more information about positioning, see FrontPage Help.

For more information about creating accessible Web pages, see the [W3C Web Content Accessibility Guidelines](#).

© 2005 Microsoft Corporation. All rights reserved.




Quick Reference Card - HTML Tables IV: Format and touch up a page layout

[Help](#)

Format a layout table and the layout cells

Before you begin

Do one or more of the following:

- Click the **Design** button  at the bottom of the document window.
- On the **View** menu, make sure that the **Quick Tag Selector** is turned on.

Add a background color to the layout table

1. Click anywhere inside the table. On the **Quick Tag Selector**, point to the **<table>** button, click the arrow, and then click **Tag Properties**.
2. Under **Background**, click the arrow for the **Color** box, and then choose a color.
Tip To add a background image to the table, select **Use background picture** and then click **Browse** to find the picture.
3. Press ENTER to close the dialog box and apply your changes.

Change the alignment for a layout table

1. Click anywhere inside the table. On the **Quick Tag Selector**, click the **<table>** button.
2. On the **Table** menu, click **Layout Tables and Cells**. For **Alignment**, choose one of the three options available.

Format layout cells using the Cell Formatting task pane

1. Click inside the layout cell you want to change. On the **Quick Tag Selector**, click the **<td>** button to select the cell.
2. On the **Table** menu, click **Cell Formatting**.
3. At the top of the task pane, click **Cell Properties and Borders**. Then change the width, height, padding, text alignment, background color, borders, or margins.

Use a style from a cascading style sheet

1. First, create a style in a cascading style sheet. Then link the style sheet to the page you are working on. For detailed information on how to do this, see FrontPage Help.
2. Make sure the **Style** toolbar is showing. On the **View** menu, point to **Toolbars**, and then make sure that **Style** is selected.
3. Click inside the table or cell that you want to format. Then on the **Quick Tag Selector**, click either the **<table>** button or the **<td>** to select the table or cell.
4. On the **Style** toolbar, in the **Class** list box, choose the name of the style you set up in the cascading style sheet.

Make final touch-ups to a layout table

Set up autostretch

1. Click the **Design** button at the bottom of the document window.
2. Click anywhere inside the table. At the top of the document window, click the **<table>** button.
3. Click the tab of the column you want to stretch, and then click **Make Column Autostretch**. Or, click the tab of the row you want to stretch, and then click **Make Column Autostretch**.

Use spacer GIFs

1. Click the **Design** button at the bottom of the document window.
2. Click anywhere inside the layout table. At the top of the document window, click the **<table>** button.
3. Click the tab of the column you want to keep consistent, and then click **Use Column Spacer Image**.
4. On the **File** menu, click **Save**.


The **Save Embedded Files** dialog box appears. This tells you that FrontPage created an **MsSpacer.gif** automatically for you when you chose **Use Column Spacer Image**.



Quick Reference Card - Liven up Web pages with interactive buttons

[Help](#)

Insert an interactive button

1. Open a Web page. If you are not in Design view, click the **Design** button  at the bottom of the document window.
2. Position your pointer where you want the button. On the **Insert** menu, click **Interactive Button**.
3. On the **Button** tab, look through the list of button styles, and choose a style that you like. In the **Text** box, type some text that you want to appear inside the button. In the **Link** box, type a URL to a page or site.
4. On the **Font** tab, choose a font, font style, and font size that you like. You can also change the text color at this time.
5. On the **Image** tab, change the width and height, if necessary.
6. To create smooth looking images, keep the **Make the button a JPEG image...** option selected. To create images that have a transparent background, click **Make the button a GIF image....** Click **OK**.
7. On the **File** menu, click **Save**. The **Save Embedded Files** dialog box appears, telling you that there are three files that the page needs in order for the button to work. Rename each file to a name that makes sense to you.
8. Now test the button. On the **File** menu, point to **Preview in Browser**, and then click any browser option on the submenu.

Notes

- If you delete an interactive button, the associated images are not automatically deleted from your Web site. To quickly find images that were left behind, you can use the **Unlinked Files** report (available when clicking the **View** menu, **Reports** submenu, **Site Summary** command). In the **Unlinked Files** report, delete any images that have a **0** in the **Links to** column.
- To make your own custom interactive effects, use the **Behaviors** task pane (**Format** menu, **Behaviors** command.)



Quick Reference Card - So that's how! Great FrontPage features

[Help](#)

Find and replace text across multiple pages

1. Before you find and replace text across multiple pages, it's a good idea to make sure that all pages in the site have been saved. A quick way to do this is to click **Save All** on the **File** menu.
2. On the **Edit** menu, click the **Replace** command.
3. Enter the text that needs to be changed.
4. Enter the replacement text.
5. Click **All pages**.

Note The **All pages** option will be unavailable if you do not have a FrontPage Web site open. For more information, see the course [Create a FrontPage Web site](#).

6. Click **Replace all** to make all replacements immediately, or click **Find In Web Site** to review all possible replacements.

Include a Web page inside another Web page

1. Open a FrontPage Web site.
2. Create a new page that is smaller and can easily fit within other pages.
3. Position the insertion point where you want to include the new, smaller page.
4. On the **Insert** menu, click **Web Component**, click **Included Content**, and then double-click **Page**.

Note The **Page** option will be unavailable if you do not have a FrontPage Web site open. For more information, see the course [Create a FrontPage Web site](#).

5. In the **Include Page Properties** box, type the file name or click **Browse** to find the file. Then click **OK**.

Fix broken hyperlinks

1. Open a FrontPage Web site.
2. On the **View** menu, point to **Reports**, and then click **Site Summary**.

Note Reports are unavailable if you do not have a FrontPage Web site open. For more information, see the course [Create a FrontPage Web site](#).

3. In the list of reports, click **Broken Hyperlinks**.
4. If you have any external links in your Web site, FrontPage will ask if you want to verify those links. Click **Yes** to verify them.
5. One or more of the following may occur:

- Internal links that go to missing or misspelled pages will have Broken status. When you double-click a broken link, you can type the right file name, or browse to the correct location.
- FrontPage will attempt to verify any external links. If links go to valid and available Web sites, they will have **OK** status. A link will have **Broken** status if the Web site is invalid or unavailable, or if your connection to the Internet was unavailable.

Use variables to automatically update content

1. Open a FrontPage Web site.
2. On the **Tools** menu, click **Site Settings**, and then click the **Parameters** tab.

Note The **Site Settings** command will be unavailable if you do not have a FrontPage Web site open. For more information, see the course [Create a FrontPage Web site](#).

3. Click **Add**. In the **Name** box, type a name for the variable (for example, **Address**). This is what you will call the variable, but Web visitors will not see it. In the **Value** box, type a value for the variable. This is what will be displayed on the page (for example, **111 Main Street**).
4. Position the insertion point in a page where you want to display the variable. On the **Insert** menu, click **Web Component**, click **Included Content**, and in the right pane, double-click **Substitution**.
5. In the **Substitute with** box, click the variable you made.








Quick Reference Card - How to publish Web sites with FTP

[Help](#)

What to have on hand prior to publishing

Get the following information from your Web hosting company before publishing. This will ensure minimal errors and problems when connecting to the Web server.

| | |
|---|--|
|  | Get the FTP host name from your hosting company (for example, ftp.example.com). |
|  | Get the FTP directory for your files. If your hosting company doesn't specify an FTP directory, then you don't need to specify one when publishing. |
|  | Get the correct spelling of your home page from your hosting company (for example: index.htm, index.html, default.htm, or default.html). Rename your home page to this if necessary. |
|  | Ask your IT department, help desk, or network administrator if you are allowed to publish with FTP beyond a firewall. Also ask if you need to install special software that allows you to publish beyond the firewall. |
|  | Make sure you know what your disk space limit is on the Web server. |

How to publish with FTP

Part 1: Open a FrontPage Web site

1. On the **File** menu, click **Open Site**.
2. In the **Open Site** dialog box, use the **Look in** box to find the folder containing your Web site.
3. Select the folder you want, and then click **Open**.

Part 2: Set up your remote Web site

1. Click the **Web Site** tab. At the bottom of the window, click the **Remote Web site** button.
Tip You can also access the **Remote Web site** view on the **View** menu. Or, you can access it by clicking the **Publish** command on the **File** menu.
2. At the top, click **Remote Web Site Properties**.
3. Under **Remote Web server type**, click **FTP**.
4. In the **Remote Web site location** box, type the FTP host name that was given to you by your hosting company.
5. If your hosting company provided an FTP directory, then type it in the **FTP directory** box and click **OK**.
Note If you were not given an FTP directory, be sure to leave this box blank.
6. Enter the name and password that your hosting company gave you, and then click **OK**.

FrontPage will attempt to connect to the server. When it successfully connects, the **Local Web site** will appear on the left, and the **Remote Web site** will appear on the right.

If you receive an error, try one or more of the following:

- Make sure your Internet connection is intact.
- If you are behind a firewall, make sure you install special firewall software recommended by your IT department, help desk, or network administrator.
- Go back to **Remote Web Site Properties** and review the information you entered to see if there are any typos or misspellings.
- Make sure you correctly enter the user name and password that was given to you by your hosting company.
- Click **Passive FTP**.

Part 4: Publish files



Do one of the following:

- To publish all new or changed files, click **Local to remote** in the lower-right corner, and then click the **Publish Web site** button.
- To download files from the remote site to the local site, click **Remote to local** in the lower-right corner, and then click the **Publish Web site** button.
- To synchronize both remote and local sites so that they are the same, click **Synchronize** in the lower-right corner, and then click the **Publish Web site** button.

Tips

- Look at the **Status** at the bottom of the screen. It will tell you if the publishing process was successful, and when it was completed.
- You can also click the link to the log file if you want even more publishing information.
- If you don't want to publish a file, right-click it and then click **Don't Publish**. This will exclude it when you click the **Publish Web Site** button.

© 2005 Microsoft Corporation. All rights reserved.

- You can remove a file from either location by selecting it and then clicking the **Delete** button .
- Click the **Refresh** button  if more than one person is publishing to the remote Web site and you think your view might not be up to date.