

# FrontPage 2003

Workbook - Foundation Level



SAMPLE

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## Installing the Sample Files

- Use Windows Explorer to create a folder called **FrontPage 2003 Foundation Samples**, in the **My Documents** folder.
- Copy the sample files for this course to the **My Documents\FrontPage 2003 Foundation Samples** folder. If these files have been copied to your network server, then ask your trainer/supervisor for more information about how to copy these files to your PC's hard disk.

SAMPLE

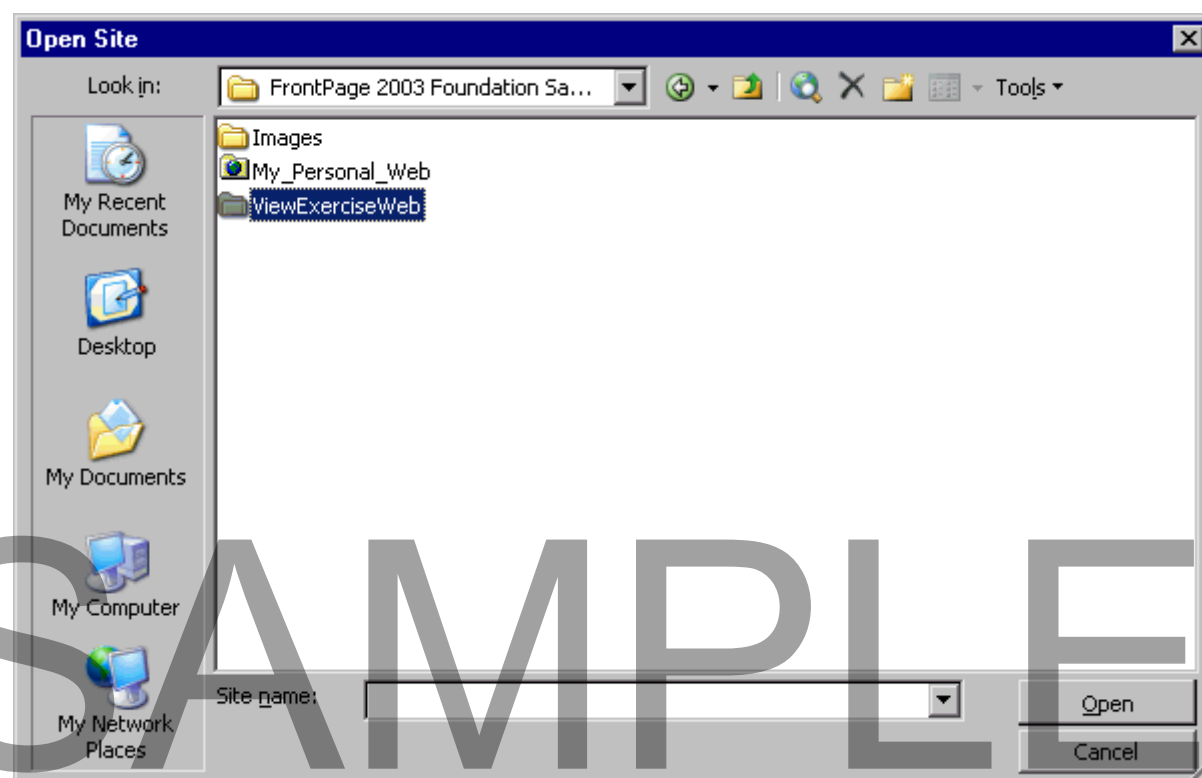
## The FrontPage 2003 Interface

### The FrontPage 2003 Workspace

- Use Windows Explorer to create a folder called **FrontPage 2003 Foundation Work** in the **My Documents** folder.
- Copy the **Images** folder from the **FrontPage 2003 Foundation Samples** folder to the **FrontPage 2003 Foundation Work** folder.
- Launch **FrontPage 2003**.

**Note:** If the *new\_page\_1.htm* page, the **New Page or Web** task pane, or a **Web** is opened, close them down before you begin the exercises.

- Click the **X** button at the top right corner to close any web pages or task panes that may be open.
- From the main menu, choose **File > Open Site** to open the **Open Site** dialog box, and locate the **ViewExerciseWeb** folder in your **FrontPage 2003 Foundation Samples** folder:

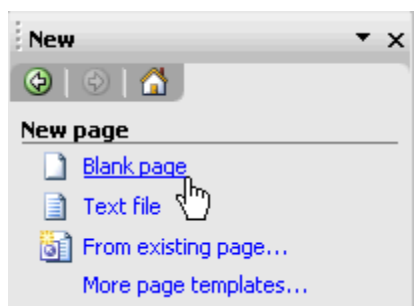


- Click **Open**. The Web Site will open in FrontPage.
- Place your cursor on the far left of a toolbar, and when it changes to a **4-  
arrowed cross**, drag the toolbar to another location in the workspace.
- In the **Folder list** pane, click on the **New Page** icon and the **New Folder** icon at the top of the pane and observe the results.
- In the **Folder list** pane, double-click on **aboutme.htm**.

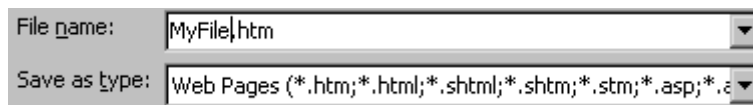
- In the main view window, click on the **Web Site** tab and the **aboutme.htm** tab and observe the changes.
- Note the **download time** displayed at the bottom of the main view window when the **aboutme.htm** file is selected.
- From the main menu, choose **File > Close Site** to close the sample website.

## Creating New Pages

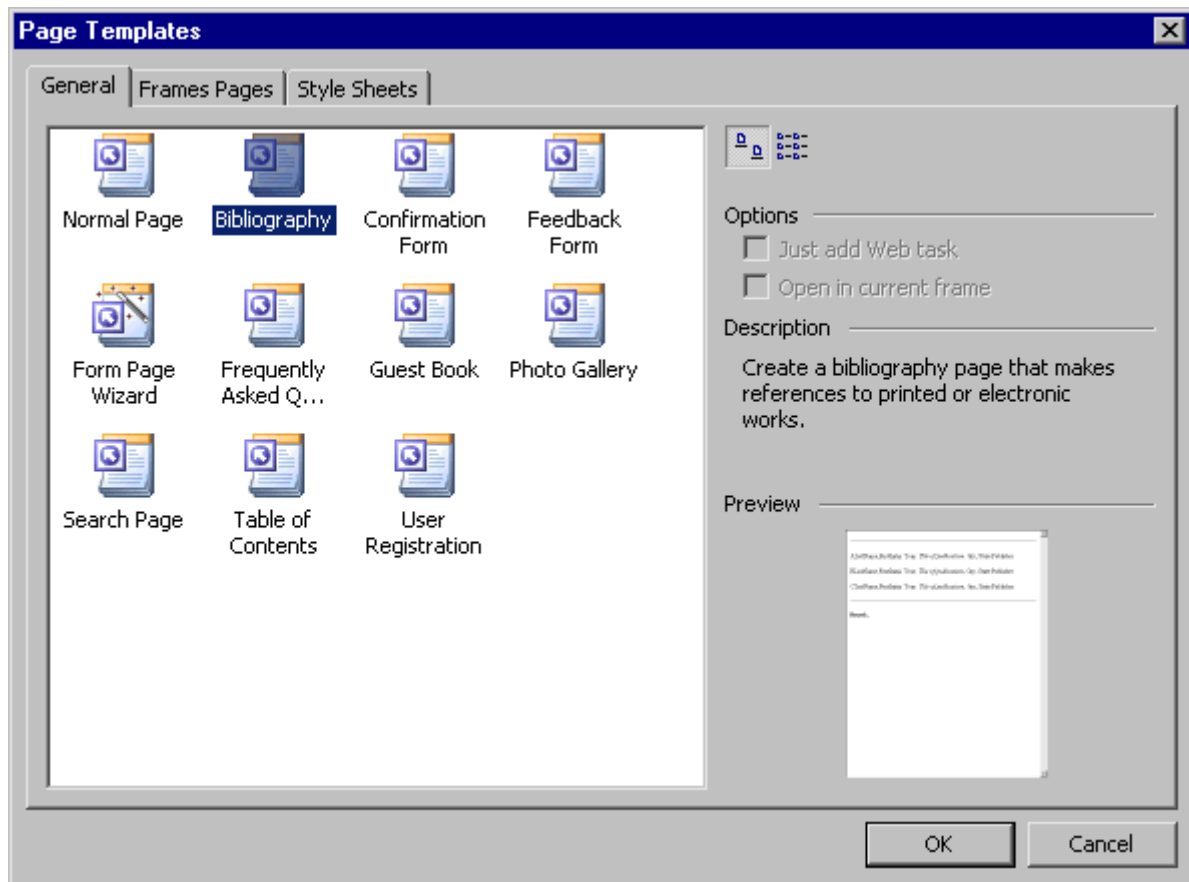
- From the main menu, choose **File > New**. The **New** task pane opens on the right side of the screen
- From the **New** task pane, choose **Blank page** to create a new individual page:



- From the main menu, choose **File > Save**.
- Name the page **MyFile.htm**, and navigate to your **FrontPage 2003 Foundation Work** folder.
- Select **Web Pages** from the **Save as type** drop-down menu:



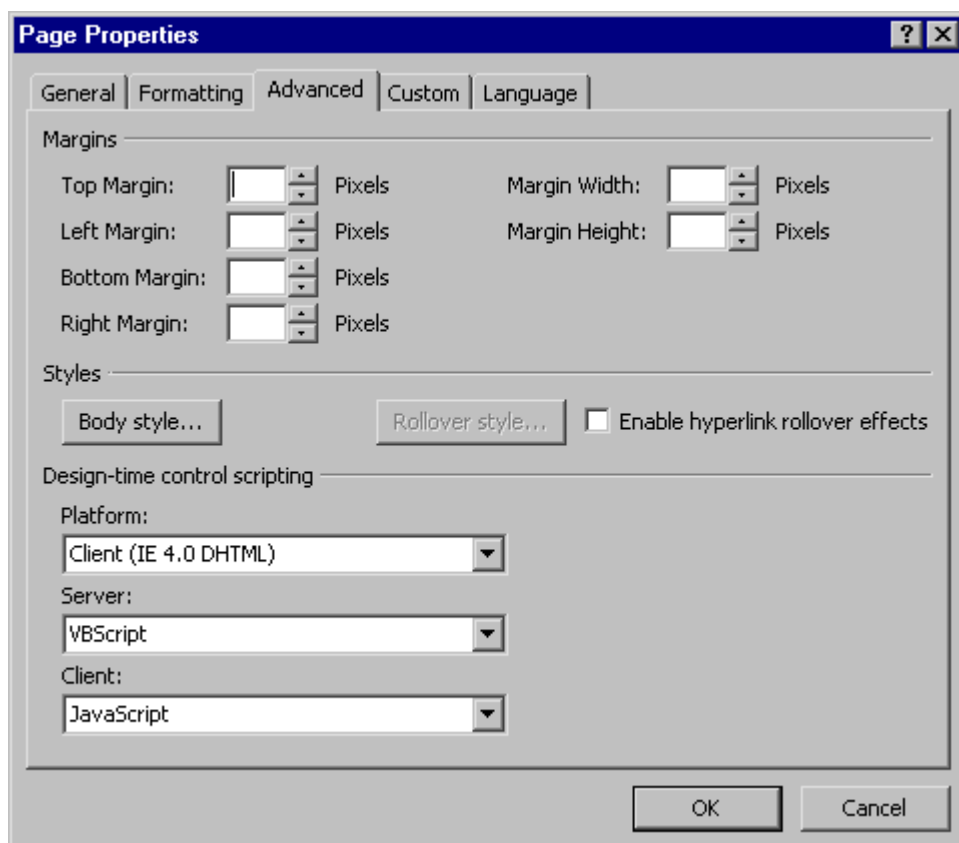
- Click **Save**.
- From the main menu, choose **File > Close** to close the file.
- Now we will create a page from a template. From the main menu, choose **File > New**.
- The **New** task pane opens on the right side of the screen.
- Choose **More page templates**, and the **Page Templates** dialog box appears.
- In the **Page Templates** dialog box, click on each template and observe the "thumbnail" of each template style in the **Preview** area at the bottom right of the dialog box.
- Select **Bibliography** and click **OK**:



- When the template opens in the main view window, observe the details of your selection.
- From the main menu, choose **File > Close**, to close the file unsaved.

## Page Properties

- From the main menu, choose **File > Open**, and navigate to your **FrontPage 2003 Foundation Work** folder.
- Locate the file you just created, **MyFile.htm**.
- Click **Open**.
- With the file open, from the main menu, choose **File > Properties** to open the **Page Properties** dialog box:



- Select each of the following tabs and observe the various **options** available:

**General** tab

**Formatting** tab

**Advanced** tab

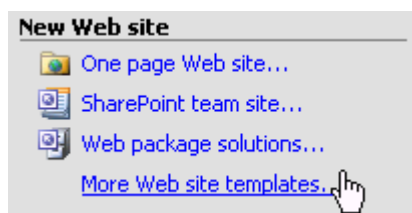
**Custom** tab

**Language** tab

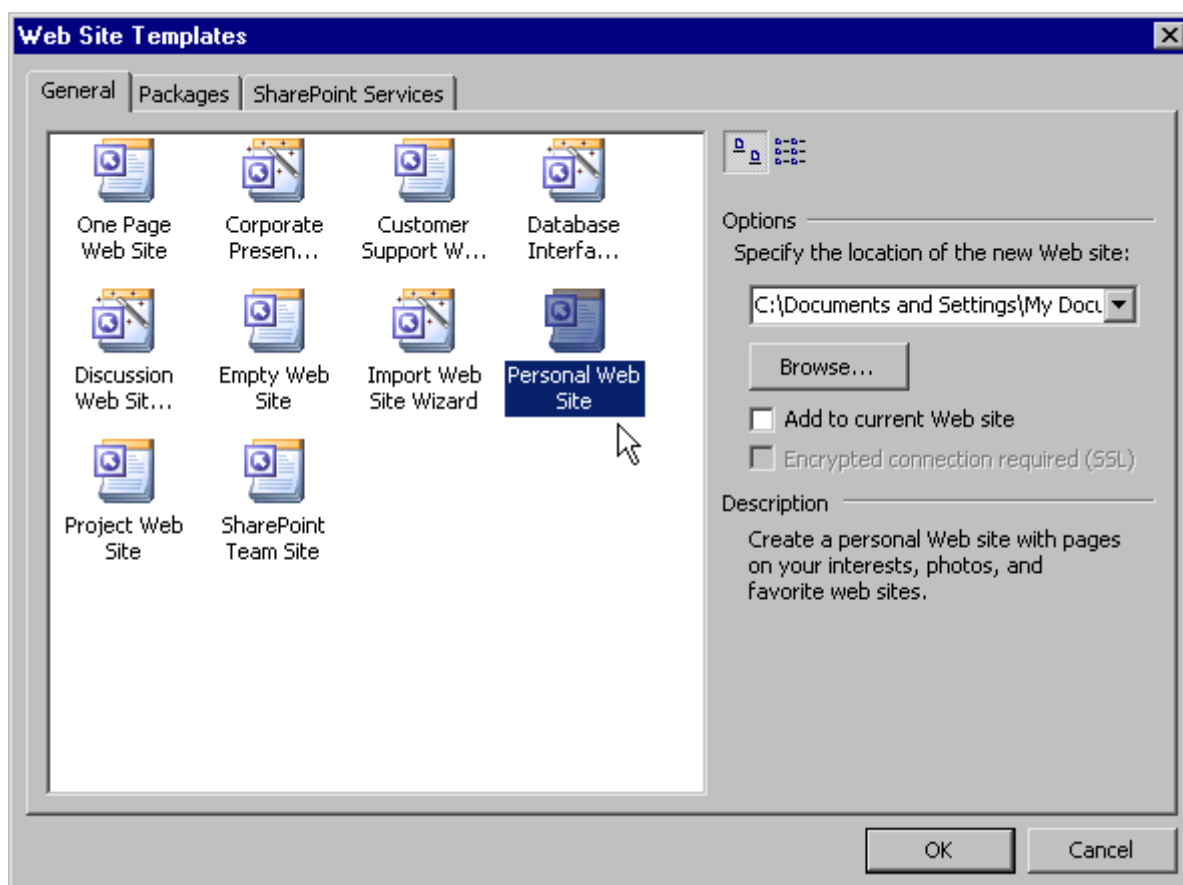
- When you have finished observing the content of each **Page Properties** dialog box tab, click **Cancel**.
- **Close** the file.

## Creating a New Web File

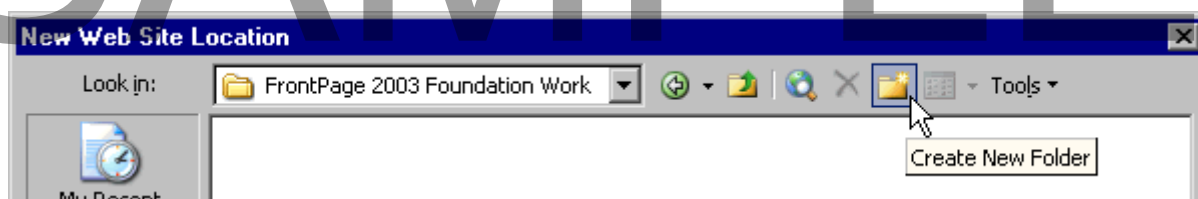
- We will now create a **Web site** using a FrontPage template.
- From the main menu, choose **File > New**.
- The **New** Task pane opens on the right side of the screen.
- Choose **More Web site templates**, and the **Web Site Templates** dialog box appears:



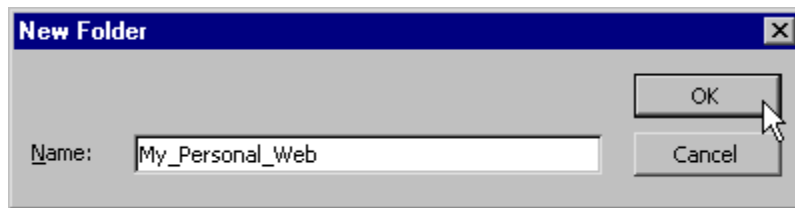
- In the **Web Site Templates** dialog box, click on each template icon and observe the description noted at the bottom right of the dialog box:



- Click on the **Browse** button, and navigate to your **FrontPage 2003 Foundation Work** folder.
- Click on the **Create New Folder** icon at the top of the **New Web Site Location** dialog box:



- Name the folder **My\_Personal\_Web** and click **OK** to return to the **New Web Site Location** dialog box.



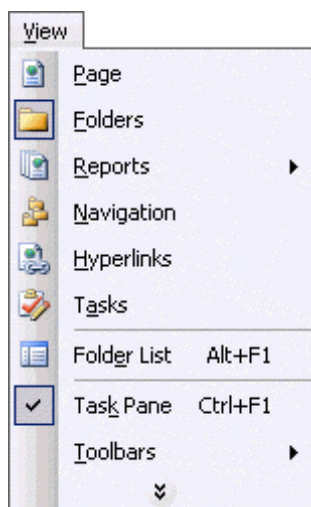
- Click **Open**.
- Select **Personal Web Site** and click **OK**.
- Observe the files and folders created in the **Folder List**.
- Close the Web Site by choosing **File > Close Site**. Do not save any changes.

SAMPLE

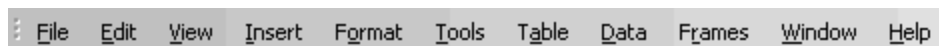
## Views

### Moving Around the Workspace

- Choose **File > Open Site** from the main menu.
- Locate the **ViewExerciseWeb** subfolder inside your **FrontPage 2003 Foundation Samples** folder, and click **Open**.
- In the **Folder List**, double-click on **index.htm** to open it.
- From the main menu, choose **View**, and select each **option** in the drop-down menu in turn:



- **Observe** the changes in the main view window when each option is selected.
- Choose each item on the **Menu Bar** and observe the options in the drop-down menus for each:



**Note:** (Some menu options will be "greyed out" as they are specific to certain actions.)

- In the **Folder List** window, double-click **aboutme.htm**.
- In the main view window, select the **About Me** text:



- Click on each item on the **Formatting** toolbar and makes changes to the selected text:



- In the **Folder List**, double click **Feedback**. Observe the changes in the tabs at the top of the main view window:



- Close the Web Site by choosing **File > Close Site**. Do not save any changes.

## Changing the Page Window

- Choose **File > Open Site** from the main menu.
- Locate the **ViewExerciseWeb** subfolder inside your **FrontPage 2003 Foundation Samples** folder, and click **Open**.
- Double-click **aboutme.htm** in the **Folder List**.
- From the main menu, choose **View > Page**.
- At the bottom of the main view window, select in turn **Design**, **Code**, **Split** and **Preview**, and observe the changes to the opened file:





```
1 <html>
2
3 <head>
4 <meta http-equiv="Content-Type" content="text/html; charset=windows-1252">
5 <meta http-equiv="Content-Language" content="en-us">
6 <title>About Me</title>
7 <meta name="Microsoft Theme" content="sky 1011, default">
8 </head>
9
10 <body>
11
12 <table border="0" cellpadding="0" cellspacing="0" width="100%">
13   <tr>
14     <td width="150" colspan="2" align="center">&nbsp;</td>
15     <td align="center">
16       <!--webbot bot="Navigation" s-type="banner" s-rendering="graphics" s-orient
17     </td>
18   </tr>
19 </table>
20 <table border="0" cellpadding="0" cellspacing="0" width="100%">
21   <tr>
22     <td style="border-bottom-style: solid; border-bottom-width: 1" align="right
23   </td>
```

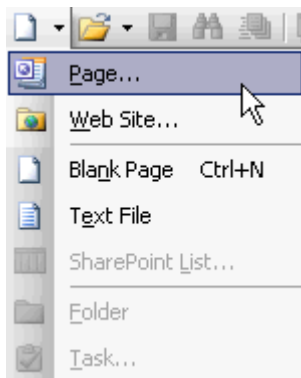
- When you have finished observing the changes, close the site by choosing **File > Close Site** from the main menu.

# SAMPLE

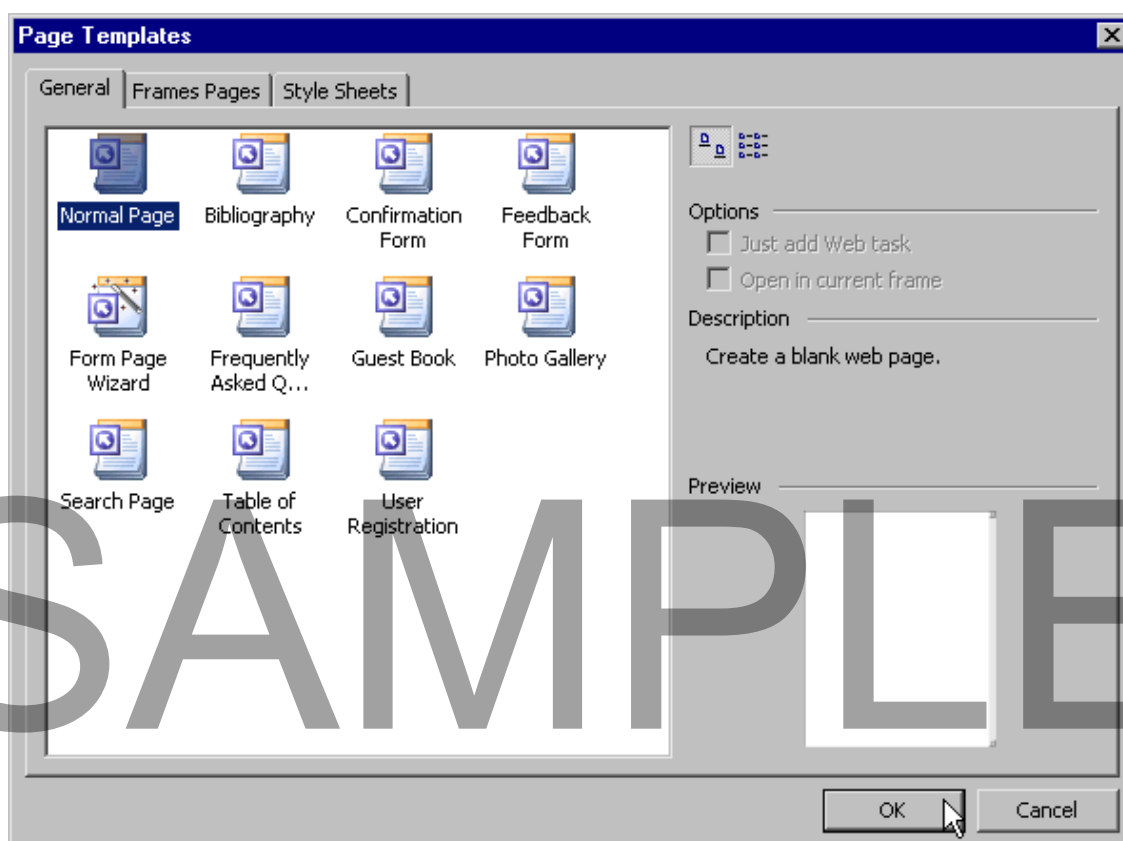
## Toolbars

### The Standard Toolbar

- On the **Standard** toolbar, click the small down-arrow beside the **New** button and choose **Page** from the drop-down list:



- In the **Page Templates** dialog box, select **Normal Page**. Click **OK**:



- Hover your mouse over each item on the **Standard** toolbar and note the **button labels**.
- The majority of these buttons and their actions will be used in future exercises.

- Choose the **Design** view, if it is not already selected.
- Place your cursor in the main view window and type your name.
- Select the text and click on the **Copy** button on the **Standard** toolbar.
- Place the cursor in another part of the window and click the **Paste** button on the **Standard** toolbar. Your name will be copied to the new location.
- Click the **Undo** button on the **Standard** toolbar and observe what happens to the text.
- Now click the **Redo** button on the **Standard** toolbar.
- Place your cursor in another part of the main view window and click the **Insert Table** button on the **Standard** toolbar.
- In the displayed grid, highlight four columns by three rows and click on it:



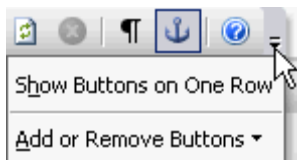
- Place the cursor in a new location in the main window and click the **Insert Layer** button. This will insert a "floating" box, within which text or images can be placed.
- Click on the edge of the "box" to select it, and holding down the left mouse button, move the "box" around the screen.
- Click inside the "floating" Layer and then click the **Insert Picture from File** button on the **Standard** toolbar to open the **Picture** dialog box.
- Locate the image file *parrot1\_small.jpg* in the **ViewExerciseWeb** folder, and click **Insert**.
- The image of the parrot will be placed in the **Layer** box and can be moved around the page:



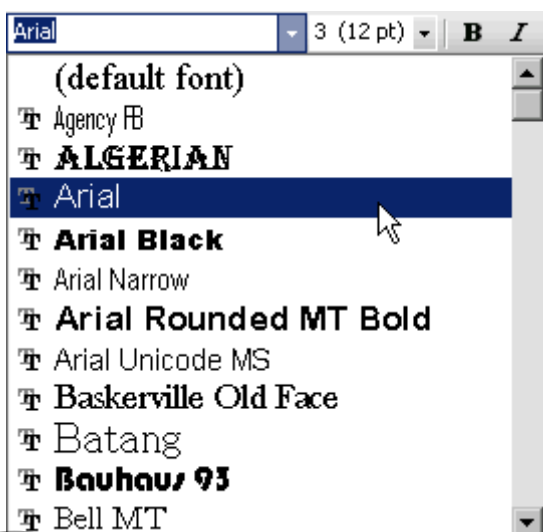
- Click on the **Drawing** button to display the **Drawing** toolbar.
- Move the cursor over each of the buttons on the toolbar and note the labels:



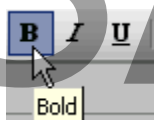
- Click the small down-arrow at the end of the **Standard** toolbar to open the drop-down menu:



- Choose **Add or Remove Buttons > Standard** and display all the options to customise the **Standard** toolbar.
- Check and uncheck various **options** and observe the results on the toolbar.
- Click on **Close** to close the **Customize** toolbar.
- Select the text on the page, and click the down arrow beside the **Font** box on the **Formatting** toolbar.
- From the displayed dropdown list of fonts, select **Arial**. Note the new font has been applied to the text on the page:

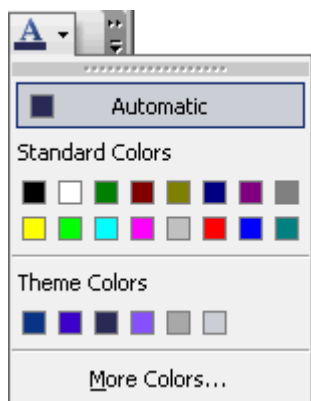


- With the text still selected, click the **Bold** button on the **Formatting** toolbar to bold the text:



- Place your cursor on another place on the page and click the **Bullets** button on the **Formatting** toolbar.
- Type two or three words and press the **Return** button on your keyboard, and type another word. Press **Return** again.
- Click the **Bullets** button on the toolbar again and this will finish the list.
- Now we will **highlight** the bulleted text.

- Select the bulleted text, and click the small down arrow beside the **Highlight** button on the **Formatting** toolbar. Select the colour **Yellow**:



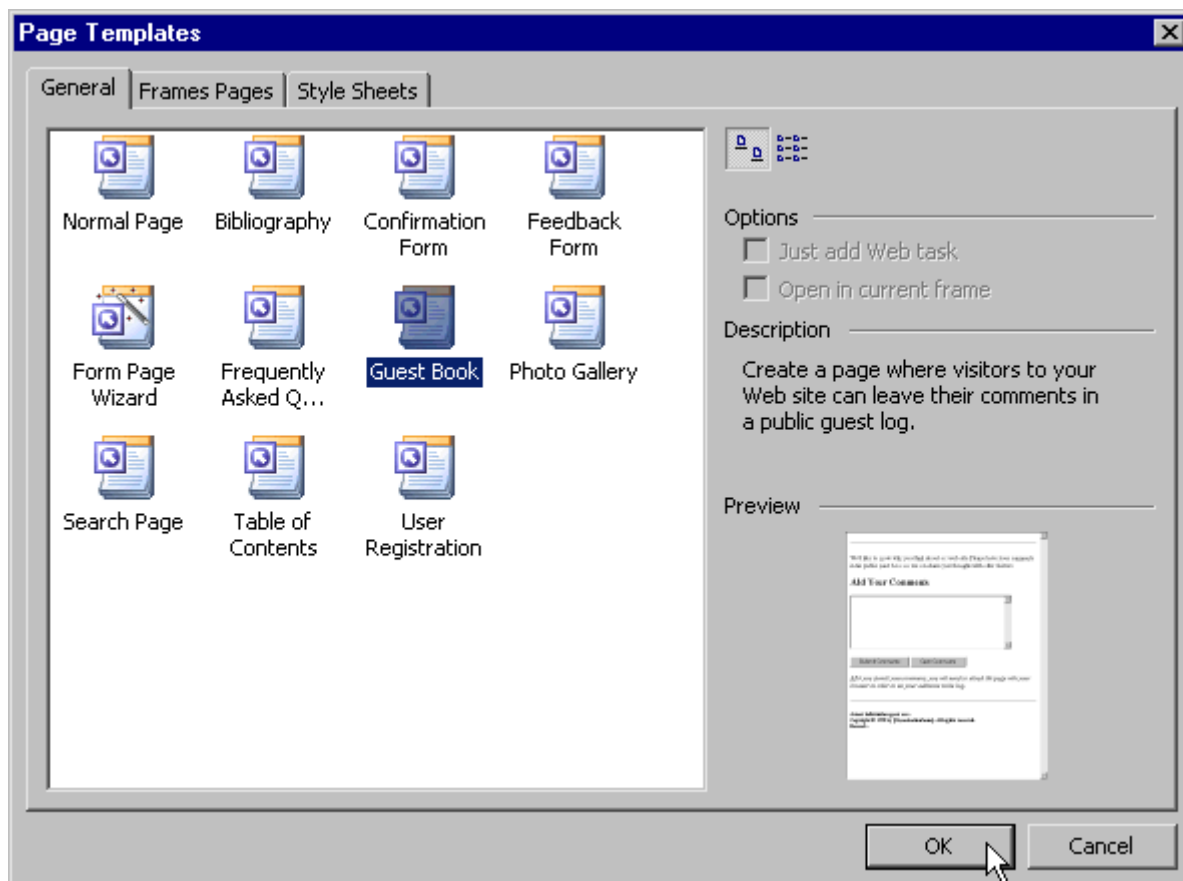
- Select your name text on the page.
- Click the small down arrow beside the **Font Color** button on the toolbar and select your preferred colour.
- Observe that the selected text is now displayed in your chosen colour.
- From the main menu, choose **File > Close**, without saving.

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## Text

### Working with Text

- From the main menu, select **File > New**.
- In the **New** task pane, click on **More page templates**.
- In the **Page Templates** dialog box, click on the **General** tab.
- Select the **Guest Book** template, and click **OK**:



- Select the following sentence:

**We'd like to know what you think about our web site.**

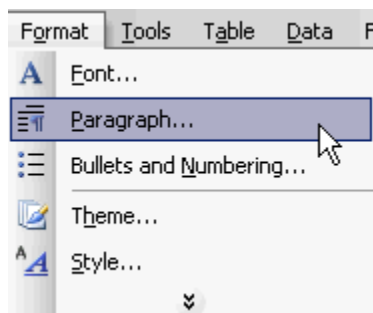
**We'd like to know what you think about our web site.** Please leave your comments in this public guest book so we can share your thoughts with other visitors.

### Add Your Comments

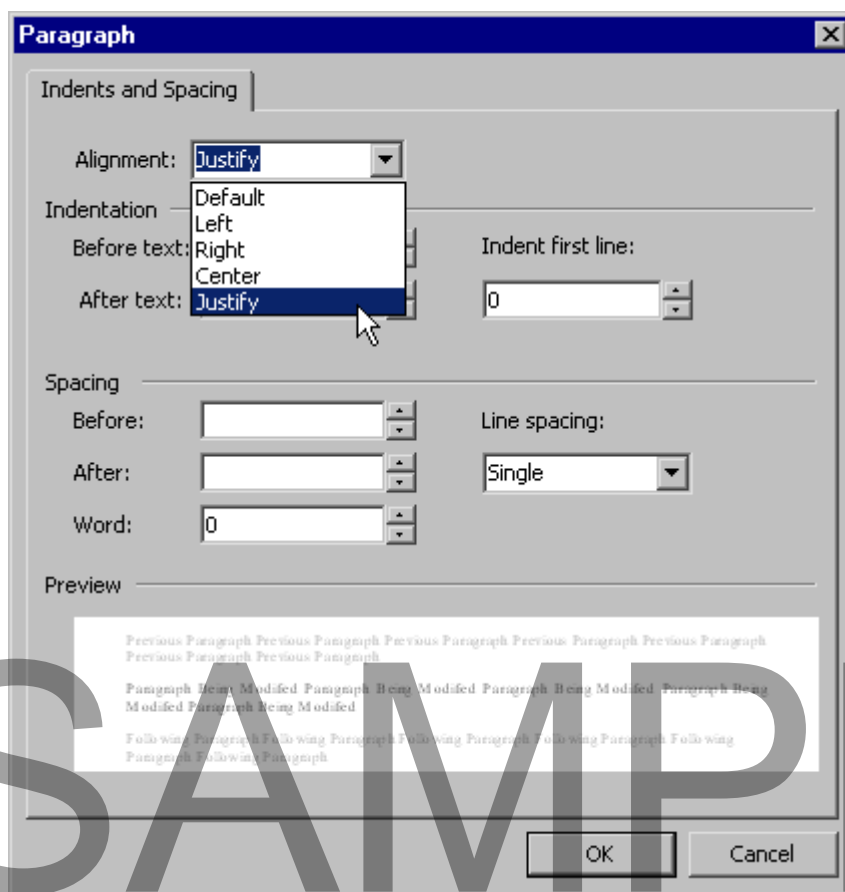
- Type over the selected text:

*Thank you for visiting my Web Site.*

- Place the cursor in the same paragraph and from the main menu, choose **Format > Paragraph**:



- In the opened **Paragraph** dialog box, choose **Justify** from the **Alignment** drop-down list and click **OK**:

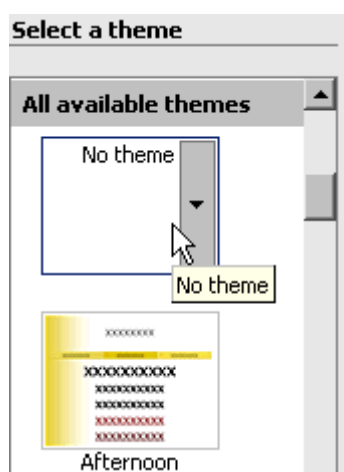


- Observe the changes to the selected paragraph.
- Close** the file without saving it.
- Exit FrontPage 2003.

## Colours

### Working with colours

- Launch FrontPage 2003.
- From the main menu, choose **File > Open Site**, and open **My\_Personal\_Web** in the **FrontPage 2003 Foundation Work** folder.
- Click on the **New Page** button on the **Folder List** to create a new page.
- In the **Folder Pane**, double-click **new\_page\_1.htm** to open it.
- From the main menu, select **Format > Theme**.
- From the **Theme** task pane, click on **No Theme** from the **All available themes** list to ensure there is no theme attached to the site:



- Close the **Theme** task pane.
- From the main menu, choose **File > Properties**.
- Click on the **Formatting** tab, and select the following colours:

**Background** - Automatic

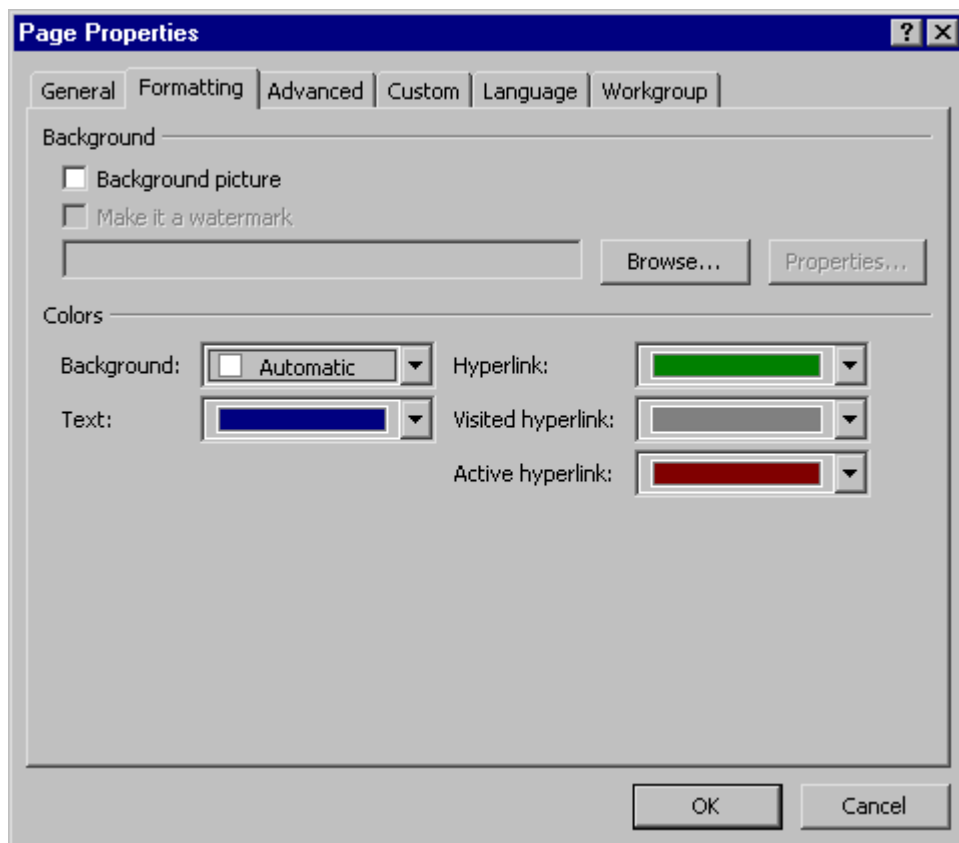
**Text** - Navy

**Hyperlink** - Green

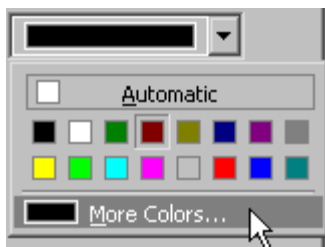
**Visited hyperlink** - Gray

**Active hyperink** - Maroon:

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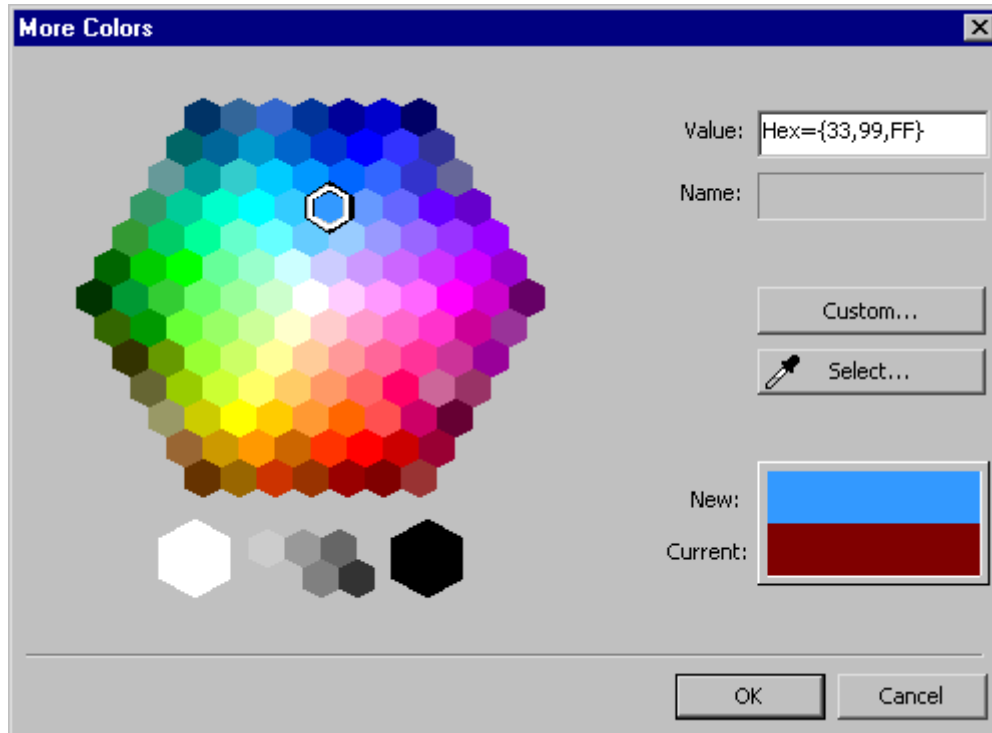


- Click **More Colors** at the bottom of any colour-related drop-down list:

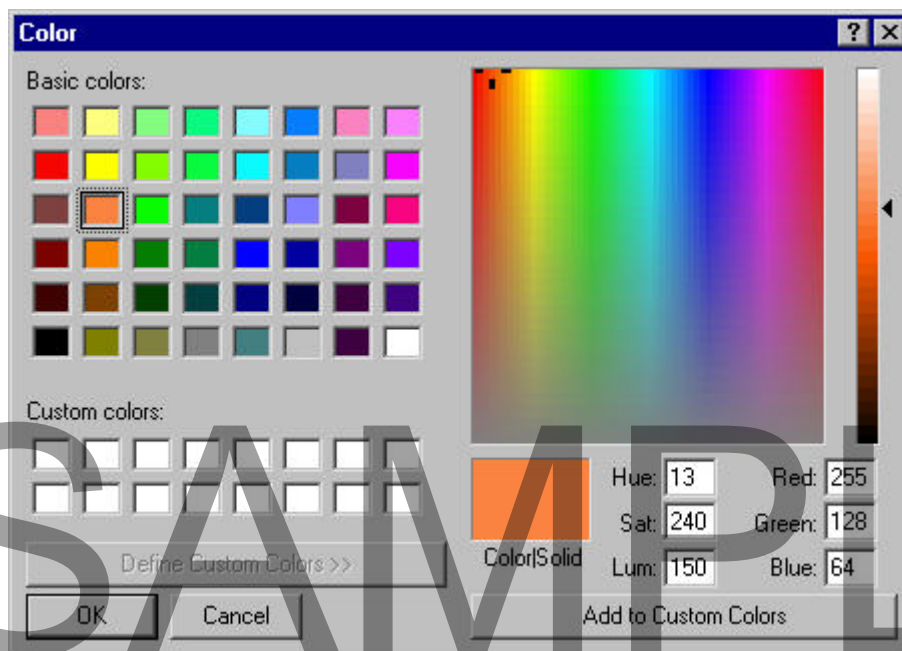


- In the opened **More Colors** dialog box, click on various colours and observe the changes to the **New** and **Current** colour samples:

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- In the **More Colors** dialog box, click the **Custom** button to open the **Color** dialog box:



- Choose a colour from **Basic colors**.
- Using both the "cursor" in the main colour window and the slider on the right side of the dialog box, create a customised colour.
- Click the **Add to Custom Colors** button.
- The new colour sample will appear in **Custom colors**.
- Click **OK**.
- Click **OK** again.

- In the **Formatting** tab of the **Page Properties** dialog box, click on the same colour menu and you will see your new colour in **Custom Colors**.
- Click **OK**.
- From the main menu, choose **File > Save As**, and name the file ***formatting.htm***. Click **Save**.
- From the main menu, choose **File > Close Site**.

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## Images

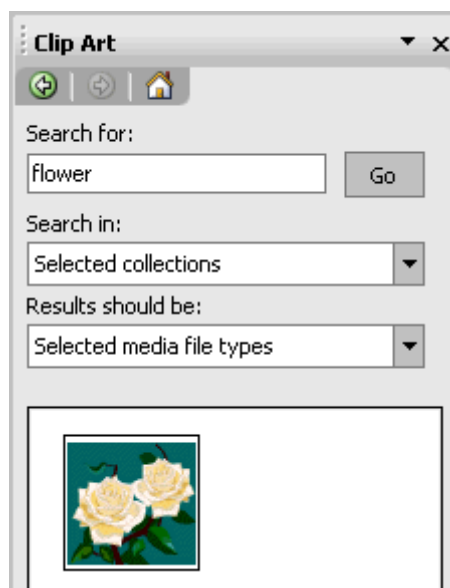
### Working with Images

- From the main menu, choose **File > Open Site**, and open **My\_Personal\_Web** in the **FrontPage 2003 Foundation Work** folder.
- Create a new page, and double-click on it to open it.
- From the main menu, choose **Insert > Picture > From File**.
- Locate **Sunflower.jpg** in the **Images** folder in your **FrontPage 2003 Foundation Work** folder.
- Click **Insert**:



- From the main menu, choose **Insert > Picture > Clip Art**.
- The **Clip Art** task pane opens on the right side of the screen:

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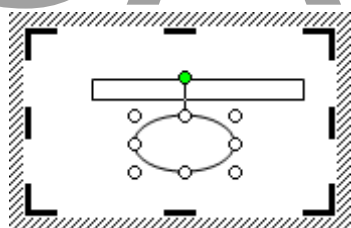


- Enter the word "flower" in the **Search for** box. Click the **Go** button.
- Click on the roses image and it will be displayed on the page:



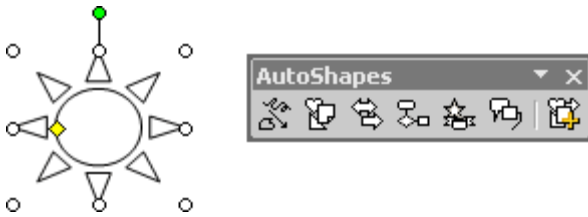
- Close the **Clip Art** task pane.
- Move the cursor down five rows below the roses image by pressing the **Return** button.
- From the main menu, choose **Insert > Picture > New Drawing**.
- In the blank canvas which is surrounded by a bounding box, and using the appropriate **Drawing** toolbar buttons, draw the following:

*Rectangle*  
*Oval*



- From the main menu, choose **Insert > Picture > AutoShapes**.

- Select the "Sun" from the **Basic Shapes** drop-down menu. Drag the cursor to your preferred size below the sunflower and roses images just above the rectangle and oval drawings you just created:

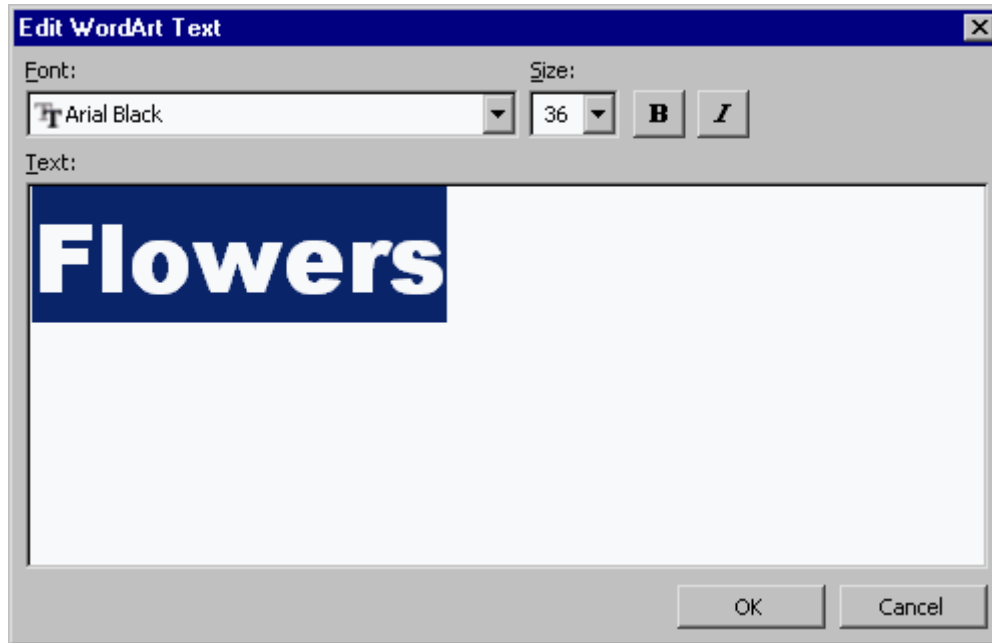


- Place the cursor on the page above the "Sun" drawing and below the flower images, and **type** the word "Flowers".
- Select the text, and from the main menu, choose **Insert > Picture > WordArt** to display the **WordArt Gallery** dialog box:



- Select the first **WordArt** style, and double-click on it.
- The **Edit WordArt Text** dialog box opens:

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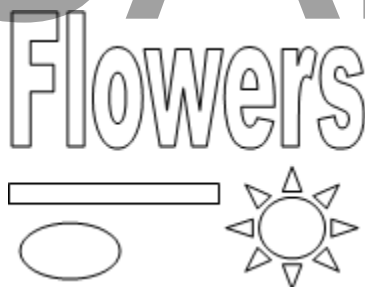
- Click **OK**:



- Select the **Wordart** text and, using the **sizing handles**, reduce its size:



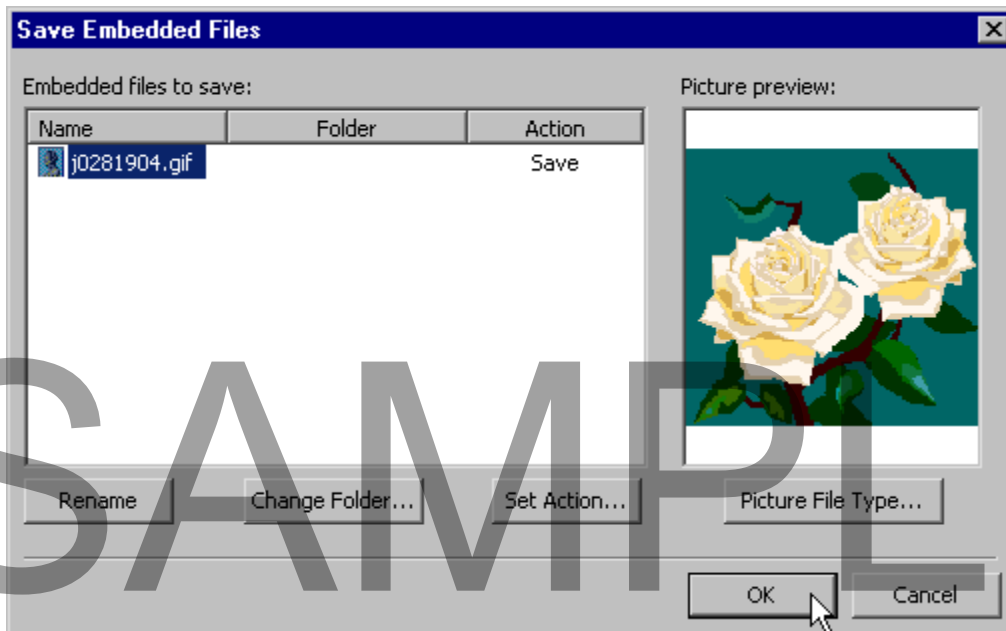
- Click on the **Rectangle**, **Circle** and **Sun**, and drag them under the **Wordart**, as illustrated:



- Select the **sunflower image**, and use the resizing handles to make the image larger or smaller:



- From the main menu, choose **File > Save As** and name the file **images.htm**.
- Click **Save**
- In the **Save Embedded Files** dialog box, click **OK**:

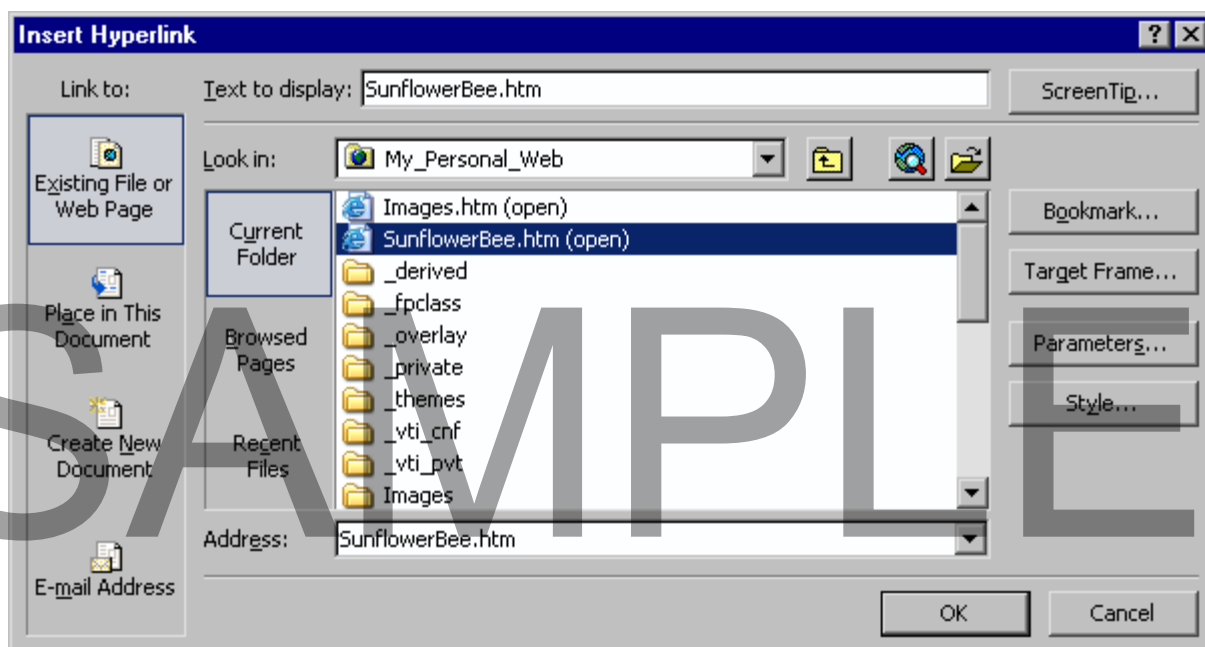


- From the main menu, select **File > Close Site**.

## Links

### Using Hyperlinks

- Using **File > Open Site** from the main menu, open *My-Personal\_Web*.
- Choose **View > Folders** from the main menu if the folder list is not already displayed.
- Create a new page and name it *SunflowerBee.htm*. Open the page.
- Place the cursor at the top of the page, and press the **Return** button.
- From the main menu, choose **Insert > Picture > From File** and locate the image *SunflowerBee.jpg* in the **Images** subfolder, located in your **FrontPage 2003 Foundation Work** folder.
- Click **Insert**.
- Return to the **Folder List** view.
- Double-click *images.htm* to open the file.
- Place the cursor anywhere below the sunflower image and from the main menu, choose **Insert > Hyperlink** to open the **Insert Hyperlink** dialog box.
- From the **Link to** bar, choose **Existing File or Web Page**.
- In the **Text to display** box, type *SunflowerBee.htm*.
- In the **Look in** area, select *My\_Personal\_Web*.
- Select the *SunflowerBee.htm* file:



- Click **OK**:

[SunflowerBee.htm](#)

- **Ctrl + Click** on the hyperlink text to check the link.
- Return to the *images.htm* file.
- To remove a link, highlight it and then choose **Insert > Hyperlink** and click **Remove Link** in the resulting **Edit Hyperlink** dialog box.
- Click on the Undo button on the Standard toolbar to insert the hyperlink again.
- Close the Web Site, saving all the changes.

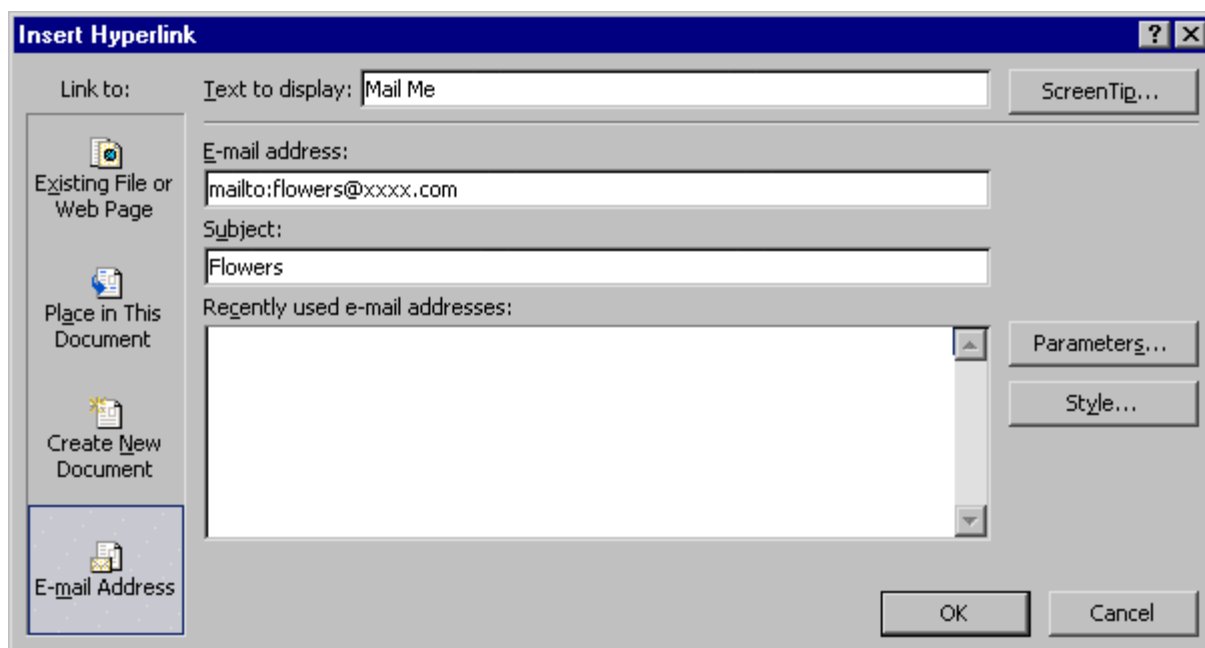
## Using E-mail Links

- Select **File > Open Site** from the main menu, and *My-Personal\_Web*.
- Open the *images.htm* page.
- Place the cursor below the previous hyperlink, and from the main menu, choose **Insert > Hyperlink**
- From the **Link to** bar, click **E-mail Address**:



- In the **Text to display** field, type *Mail Me*.
- In the **Email address** field, type *flowers@xxxx.com*
- In the **Subject** field, type *Flowers*:

SAMPLE



- Click **OK**.
- Click on the **Save** button on the **Standard** toolbar.
- To view the results of the email hyperlink, click the **Preview in Microsoft Internet Explorer** button on the **Standard** toolbar:



- **Close** the Web Site.

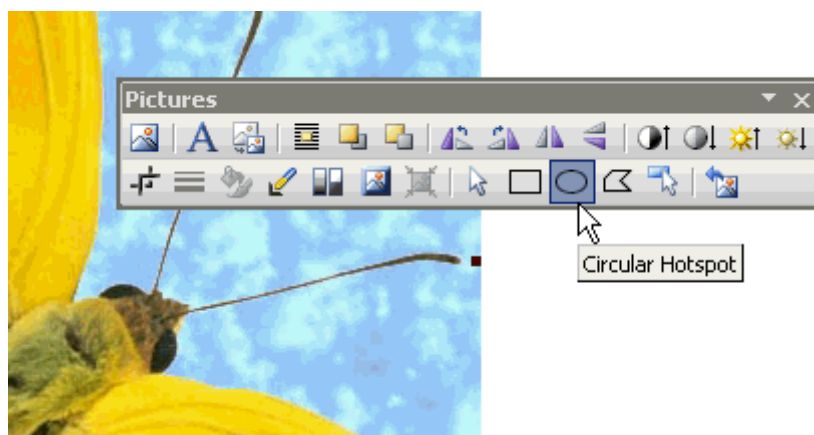
## Using Other Links

- Using **File > Open Site** from the main menu, open **My-Personal\_Web**.
- Open the file **SunflowerBee.htm** in the **Folder List**.
- Select the small bee image and click **Hyperlink** from the **Insert** menu:



- From the **Link to** bar, choose **Existing File or Web Page**.
- In the **Look in** area, select **My\_Personal\_Web**.
- Select the **index.htm** file.
- Click **OK**.

- Now we will create a hyperlink using only a small portion of an image.
- Place your cursor next to the bee image, and press the **Return** button.
- From the main menu, choose **Insert > Picture > From File** and locate the image *Butterfly\_small.jpg* the **Images** subfolder, located in your *FrontPage 2003 Foundation Work* folder. Click **Insert**.
- Select the butterfly image to display the **Pictures** toolbar. If the toolbar is not displayed, from the main menu, select **View > Toolbars > Pictures**.
- Click the **Circular Hotspot** button on the toolbar:



- Select an **area** within the image and when you release the mouse button, the **Insert Hyperlink** dialog box will automatically be displayed:

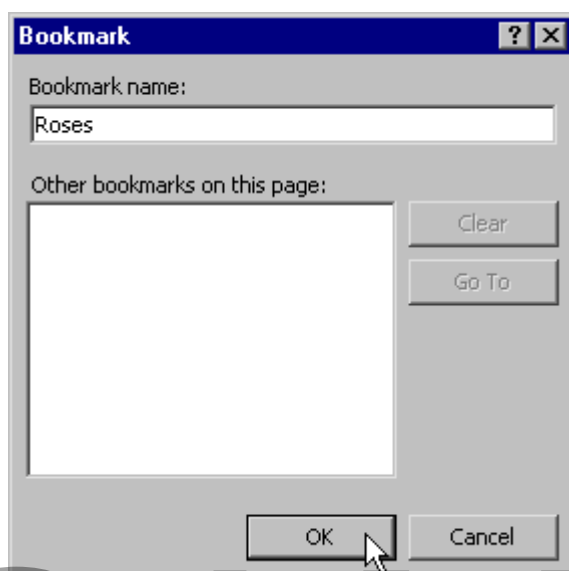


- Link to the file *index.htm* in the **Folder List**.
- Click **OK**.
- Close the **Pictures** toolbar.
- To check your link, move the cursor over the "hotspot" and press **Ctrl + Click**. The linked file will open.
- **Save** the file.
- Switch back to the *SunflowerBee.htm* file.
- Place the cursor a couple of rows below the butterfly image, and from the main menu, choose **Insert > Picture > From File**.
- From the main menu, choose **Insert > Picture > From File** and locate the image *Roses.jpg* in the **Images** subfolder, located in your **FrontPage 2003 Foundation Work** folder.
- Click **Insert**.
- Place the cursor just above the *bee* image and **type** "Roses":

Roses



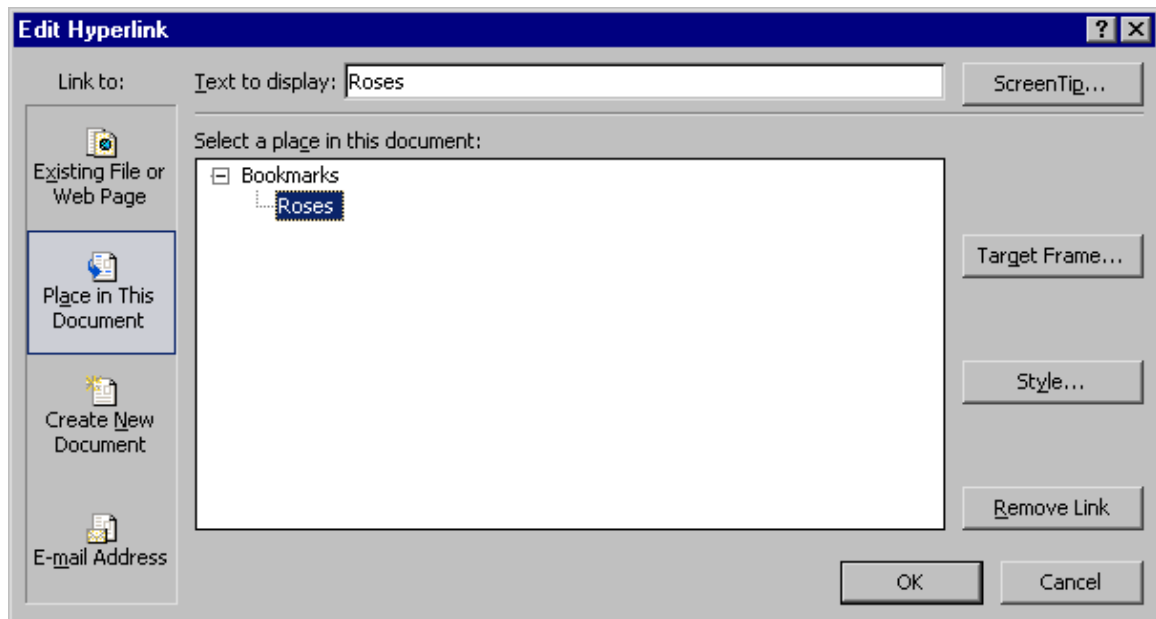
- Now place the cursor a line above the *Roses.jpg*, and from the main menu, choose **Insert > Bookmark**.
- Name the bookmark "Roses" and click **OK**:



- A small **flag** with a dashed underline will appear:



- Now select the "Roses" text at the top of the page.
- From the main menu, select **Insert > Hyperlink**.
- Click the **Place in This Document** tab, and select the Roses bookmark from the list displayed in the dialog box:



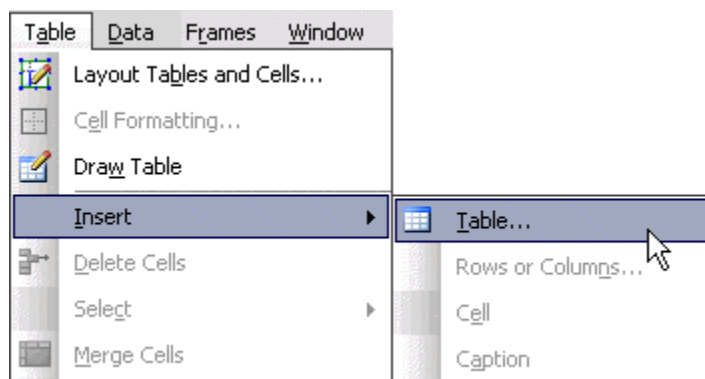
- Click **OK**.
- To view the result, **Ctrl + Click** the "Roses" text.
- **Save** and **close** the Site.

SAMPLE

## Tables and Cells

### Working with Tables

- Open *My\_Personal\_Web*.
- Create a new page and name it **tables.htm**, and open it.
- From the **Table** menu, choose **Insert > Table**:



- In the **Insert Table** dialog box, observe the default options, and create a table with **5 rows** and **2 columns**.
- Click **OK**:

# SAMPLE

**Insert Table** [?] [X]

Layout Tools

Enable layout tools  
 Disable layout tools  
 Automatically enable layout tools based on table content

Size

Rows:  Columns:

Layout

Alignment:   Specify width:

Float:    In pixels  
 In percent

Cell padding:   Specify height:

Cell spacing:    In pixels  
 In percent

Borders

Size:  Light border:  Automatic

Color:  Dark border:  Automatic

Collapse table border

Background

Color:  Automatic

Use background picture

Set

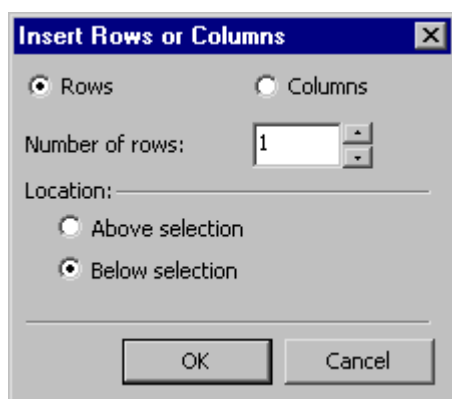
Set as default for new tables

- **Resize** the table, by clicking and dragging the column and row lines:

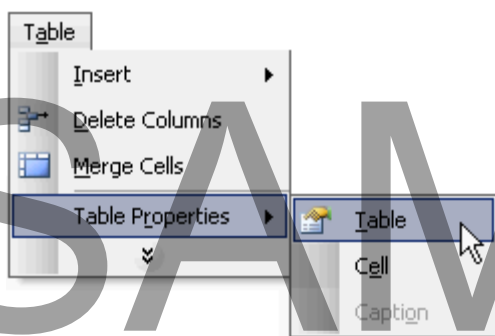




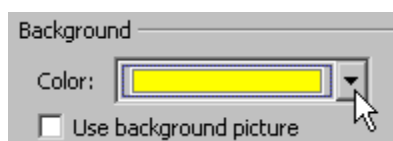
- Place the cursor in the table and from the **Table** menu, choose **Insert > Rows or Columns**.
- Observe the default options in the displayed **Insert Rows or Columns** dialog box and click **OK**:



- Note an additional row has been added to the table.
- Select the table, and from the **Table** menu, choose **Table Properties > Table**:



- In the **Table Properties** dialog box, select **"yellow"** as the background colour for the table:

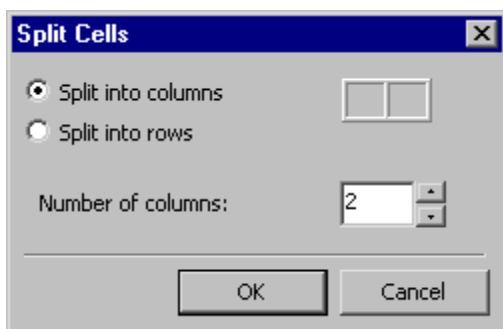


- Click **Apply**, and **OK**:


- **Save** the file.
- From the main menu, choose **File > Close Site**.

## Working with Cells

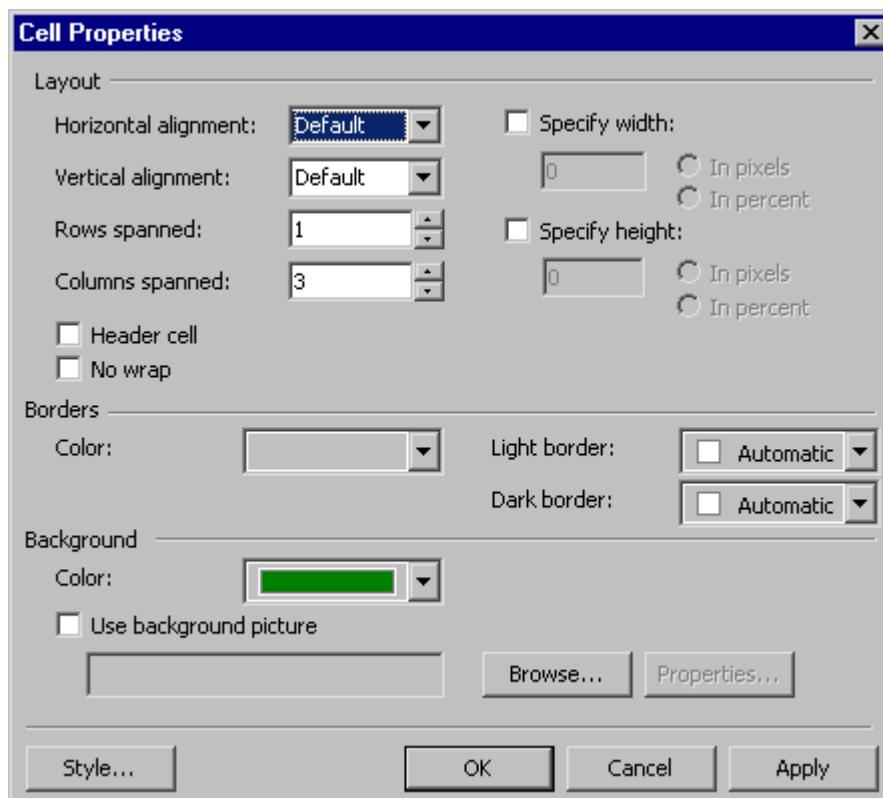
- Open *My\_Personal\_Web*.
- Open *tables.htm* in the **Folder List**.
- Place the cursor in the top left cell of the table.
- From the **Table** menu, choose **Split Cells** to open the **Split Cells** dialog box:



- In the **Split Cells** dialog box, split the cell into 2 columns.
- Click **OK**.
- The top left cell of the table is now split into two separate cells:


- Select the two cells in the second row of the table.
- From the **Table** menu, choose **Merge Cells**.
- The cell now spans across the table:


- Select the second row in the table.
- From the **Table** menu, choose **Table Properties > Cell**.
- Change the **Background Color** to "Green":



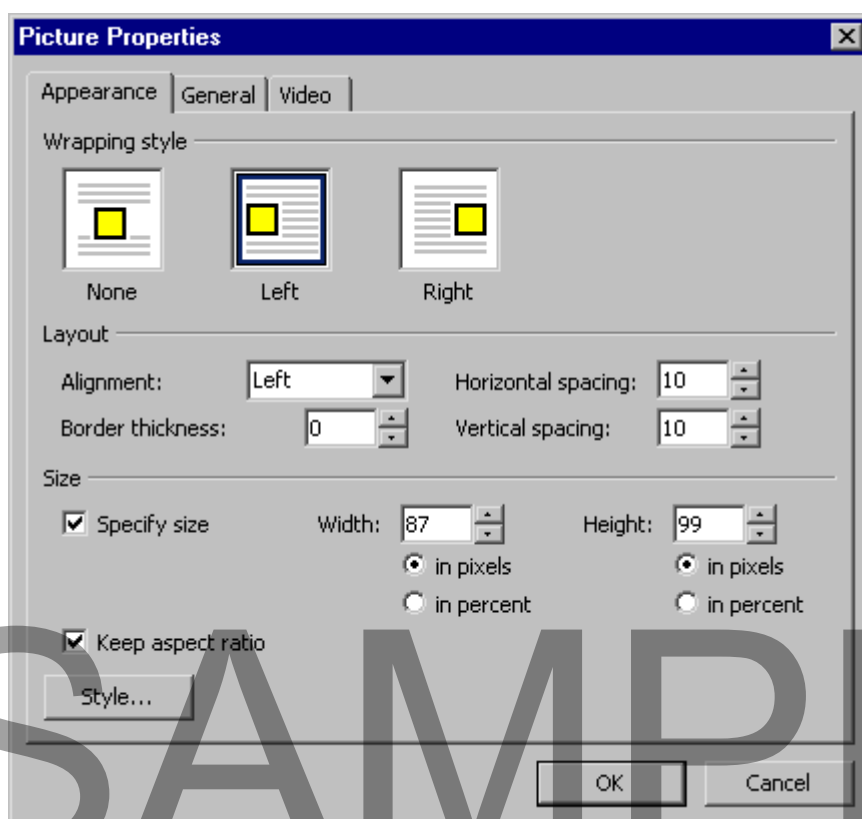
- Click **Apply**, and then click **OK**.
- Observe the colour change in the table cell:


- **Save** the file.
- From the main menu, choose **File > Close Site**.

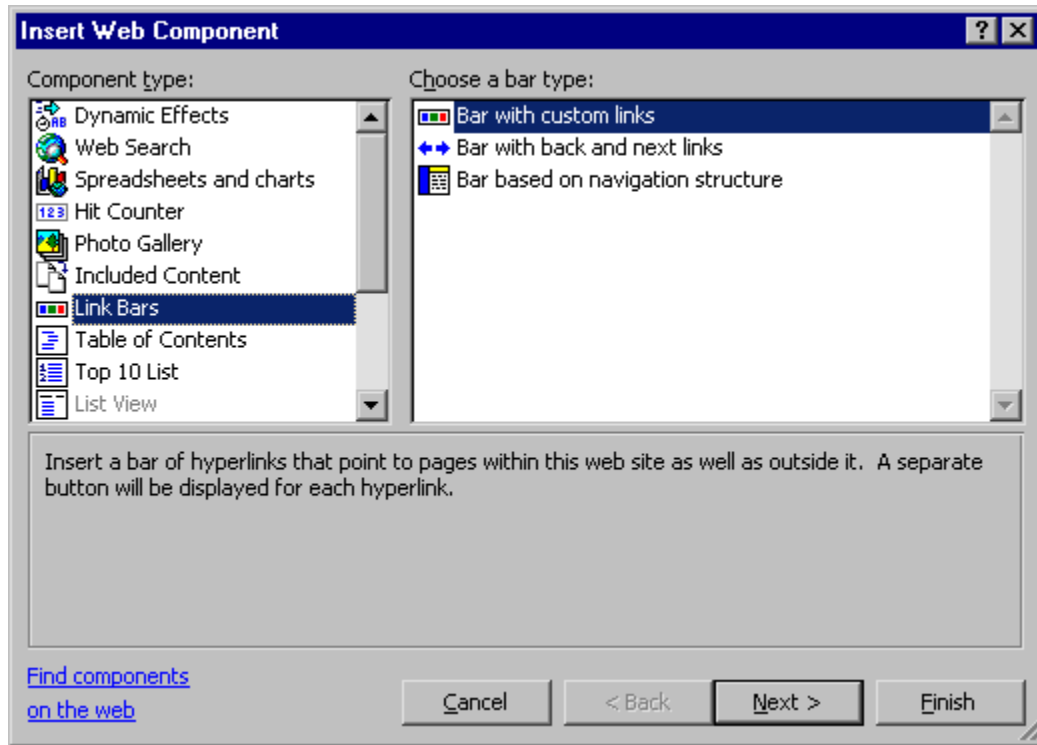
## Productivity

### Working with Web Pages

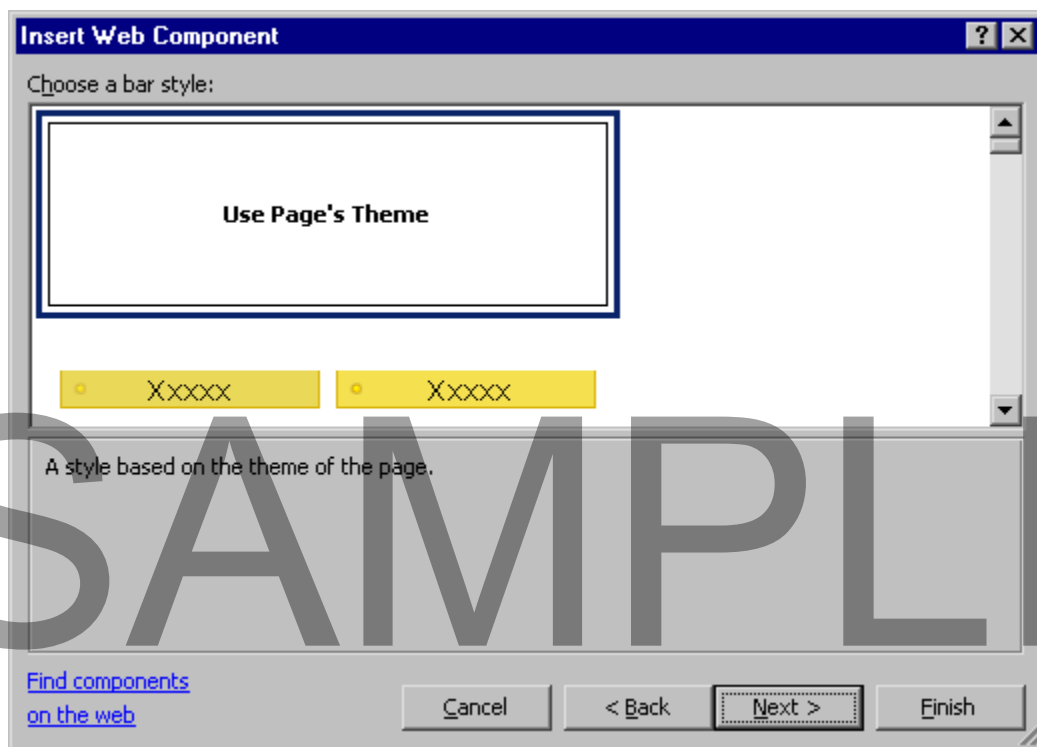
- Open *My\_Personal\_Web*.
- Open the *SunflowerBee.htm* file in the **Folder List**.
- Place the cursor to the right of the *roses* image.
- Open the Word document *Text.doc* in your **FrontPage 2003 Foundation Samples** folder.
- **Copy** and **Paste** the text into the *SunflowerBee.htm* page at the cursor position.
- Select the *roses* image, and right-click and select **Picture Properties** to open the **Picture Properties** dialog box.
- Click on the **Appearance** tab. Choose the **Left Wrapping style**, and change the **Horizontal** and **Vertical** spacing to **10**:



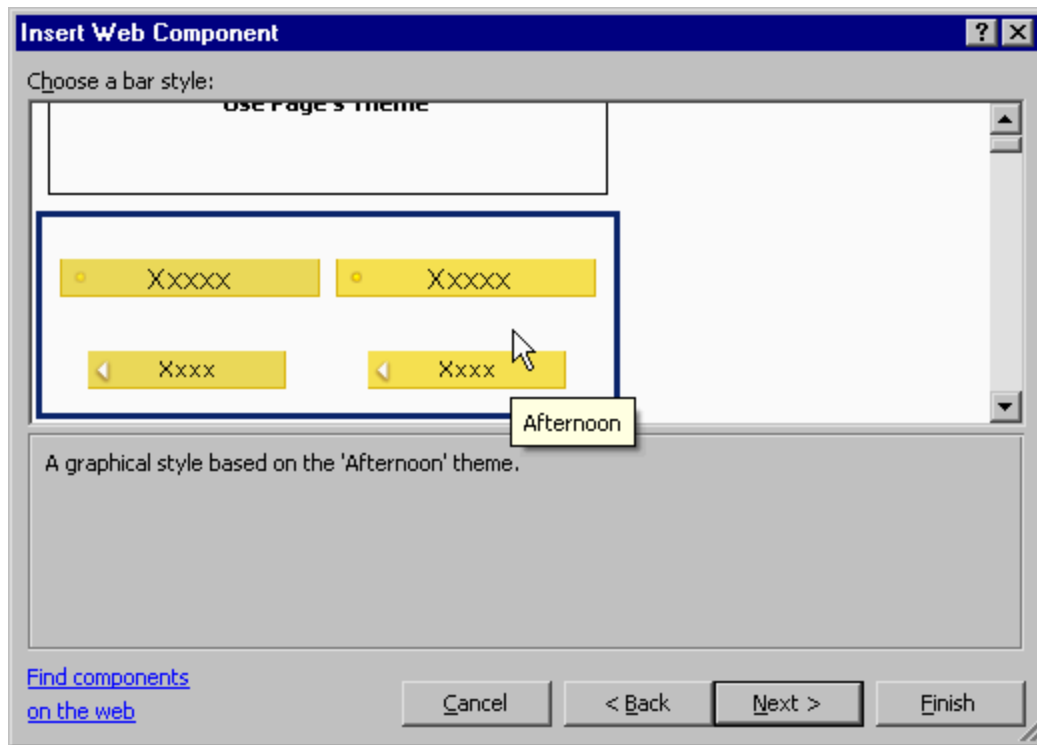
- Click **OK**.
- Observe the text now **wraps** to the right and below the image.
- Click **Save**
- Open the *index.htm* file from the **Folder List**.
- In **Design** view, choose **Insert > Navigation** from the main menu to open the **Insert Web Component** dialog box.
- Select **Link Bars** in the **Component type** list, and in the **Choose a bar type**, select **Bar with custom links**:



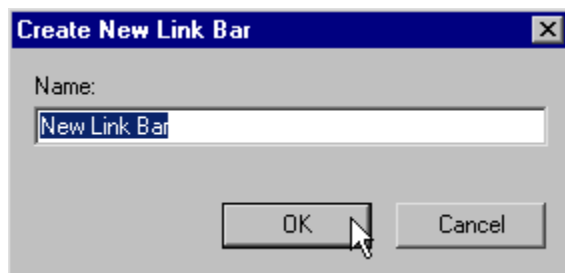
- Click **Next**. The **Choose a bar style** window opens:



- Scroll through the samples, choose **Afternoon**, and click **Next**:

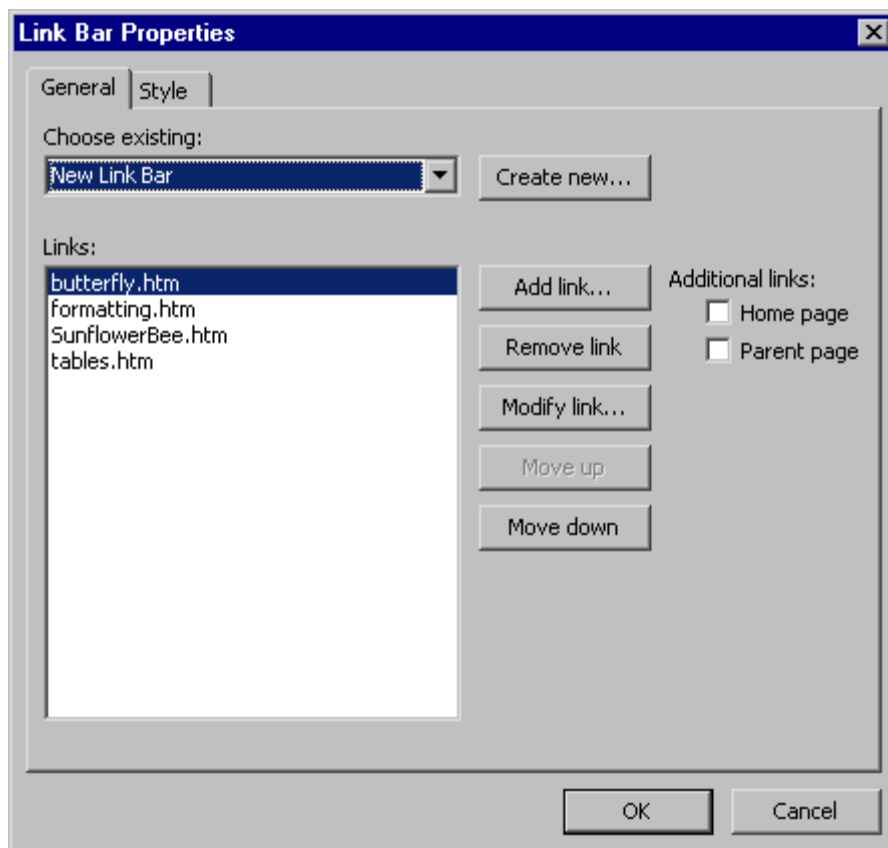


- Choose the horizontal orientation and click **Finish**.
- In the **Create New Link Bar** dialog box, type **New Link Bar** for a name. Click **OK**:

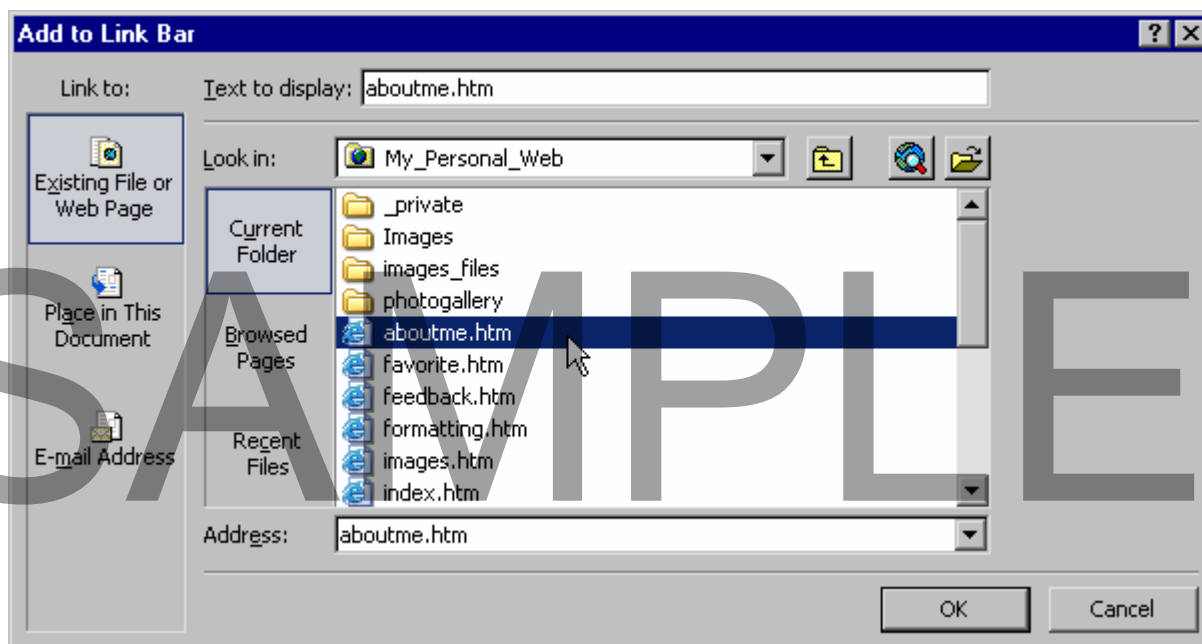


- The **Link Bar Properties** dialog box will now be displayed:

# SAMPLE



- Click **Add Link**, and click on the **Existing File or Web Page** tab in the **Add to Link Bar** dialog box.
- Select the *aboutme.htm* file in the Folder List, and click **OK**:



- Repeat the above steps to select all of the *.htm* files in the Web Site.
- Click **OK**.

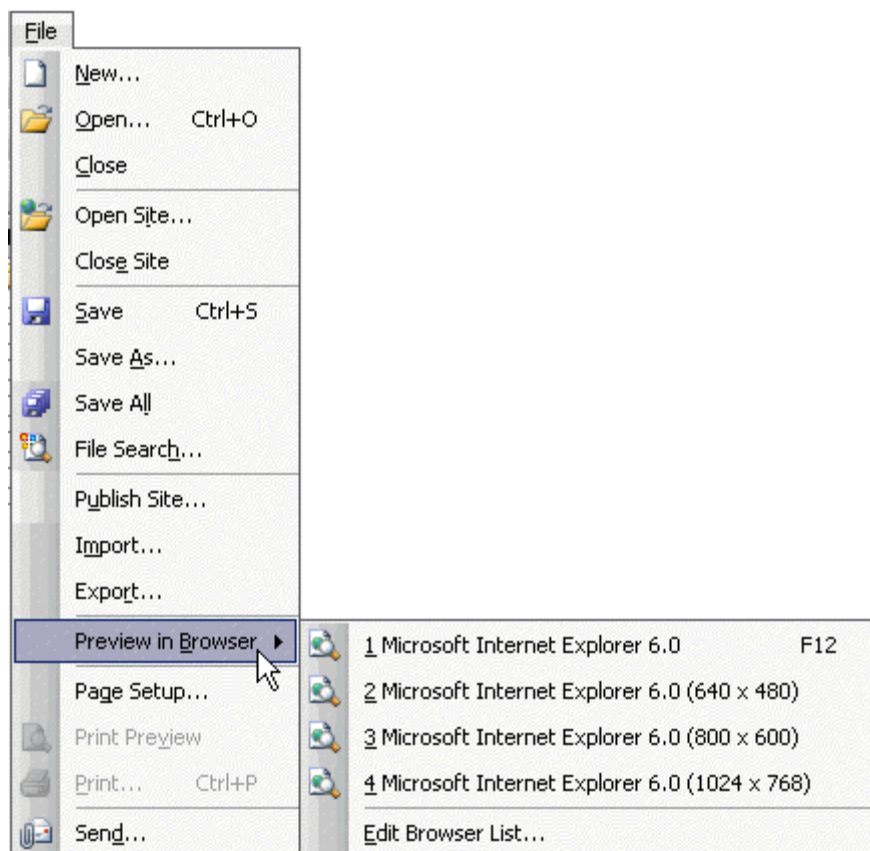
- The **Link Bar** in your selected colour and style will be displayed on the page.
- Move the cursor two or three rows below the **Link Bar**.
- Drag the image *Sunflower.jpg* from the **Folder List** onto the page.
- Select the image, and from the main menu, choose **Tools > Auto Thumbnail**.
- The selected image will now be resized to a **thumbnail**.
- **Save**, saving imbedded files, and **close** Site.

SAMPLE

# Publishing

## Publishing a Site

- Open *My\_Personal\_Web*.
- Open *index.htm*.
- From the **File** menu, choose **Preview in Browser**:



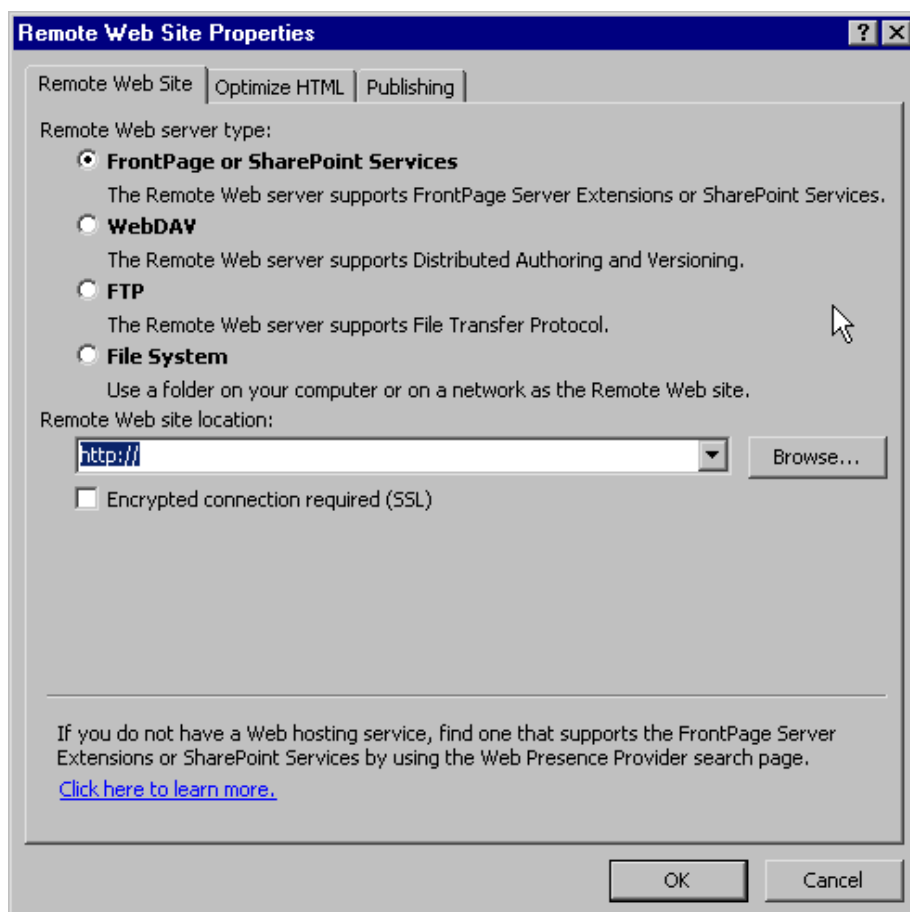
- In the **Preview in Browser** sub-menu, select your preferred browser.
- Your web browser will open and display the page as it would appear on the Web.
- Close the browser window.
- From the **View** menu, choose **Reports > Site Summary**.
- The **Site Summary** window opens, listing the types of reports available:

Name	Count	Size	Description
All files	1	7KB	All files in the current Web site
Pictures	0	0KB	Picture files in the current Web site (GIF, JPG, BMP, etc.)
Unlinked files	0	0KB	Files in the current Web site that cannot be reached by s..
Linked files	1	7KB	Files in the current Web site that can be reached by start.
Slow pages	0	0KB	Pages in the current Web site exceeding an estimated do.
Older files	0	0KB	Files in the current Web site that have not been modified .
Recently added f...	1	7KB	Files in the current Web site that have been created in th.
Hyperlinks	7		All hyperlinks in the current Web site
Unverified hyperl...	4		Hyperlinks pointing to unconfirmed target files
Broken			Click on this item to see the "Hyperlinks" report Hyperlinks pointing to unavailable target files
External hyperlinks	4		Hyperlinks pointing to files outside of the current Web site
Internal hyperlinks	3		Hyperlinks pointing to other files within the current Web sit
Component errors	0		Files in the current Web site with components reporting a.
Uncompleted tasks	0		Tasks in the current Web site that are not yet marked co..
Unused themes	0		Themes in the current Web site that are not applied to an.
Style Sheet Links	0		All Style Sheet Links in the current web site.
Dynamic Web Te...	0		All files that are associated with a Dynamic Web Template.

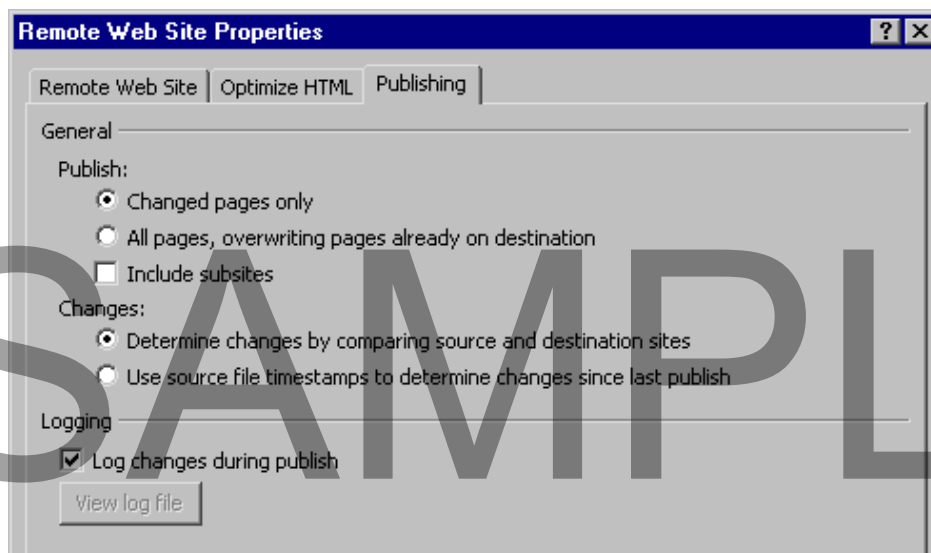
- Click on each file in the left column to explore the reports.
- A **zero** ("0") in the **Count** column next to a report indicates that there is no report available.
- From the main menu, choose **File > Publish Site**:



- The **Remote Web Site Properties** dialog box opens.
- Select the **Remote Web Site** tab, and specify the **Remote Web site location** (check with your instructor):



- Select the **Publishing** tab, and choose the type of items to be published to the remote server:



- Click **OK**.
- Specify the pages to be published and then click **OK**.
- **Save** and **close** the Web Site.