

FrontPage 2003

Manual - Foundation Level



SAMPLE

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COURSEWARE

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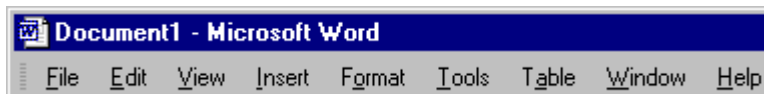
SAMPLE

Course Basics

Toolbars

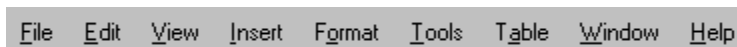
The Title Bar

- The title bar is displayed along the top of almost all program, folder and dialog box windows. It is used to display information such as the name of the application (or folder) and the document you are working on. Information which is displayed here may vary. The example shown illustrates the title bar for a program called **Microsoft Word**, in which a document called **Document1** has been opened or saved:



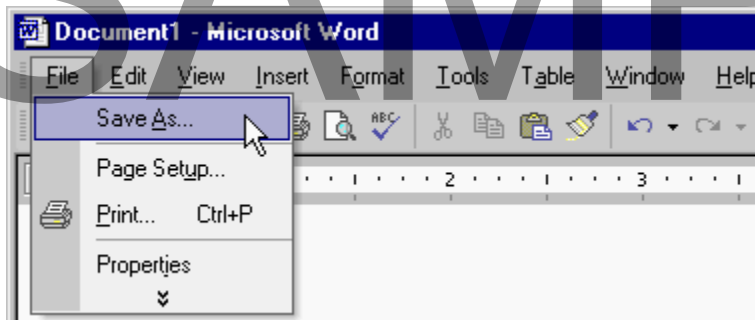
The Menu Bar

- The menu bar is located under the title bar, and contains a series of drop down menus. The example shown illustrates the Microsoft Word Menu Bar:



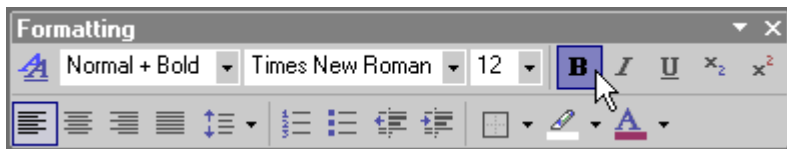
To execute Menu commands

- In most cases, you are asked to use the mouse to execute a series of menu commands (e.g., **File > Save As**). What this means is that you select **File** from the main menu, followed by **Save As**:



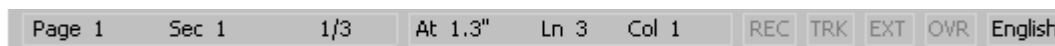
The Tool Bar

- The tool bar contains a series of icons, which allow you to achieve a desired effect as quickly as possible. In the example shown, taken from the Microsoft Word Formatting toolbar, to make the selected text bold, you would click on the **Bold** icon:



The Status Bar

- Most application windows have a status bar displayed along the bottom of the window. In the example illustrated, taken from Microsoft Word, the status bar conveys information about the page within the document which you are working on, along with other relevant information:





The Scroll Bar

- When a program or folder needs to display information within a window, two sets of scroll bars may be displayed along the bottom and right side of the window. By using the scroll bars it is possible to move to any position within a document and also work on a document many times bigger than your physical screen size.

To move up and down within a window (using the scroll bar)

- To scroll upwards in a window, click on the upwards-pointing arrow at the top of the vertical scroll bar: 
- To move downwards in a window, click on the downwards-pointing arrow at the bottom of the vertical scroll bar: 

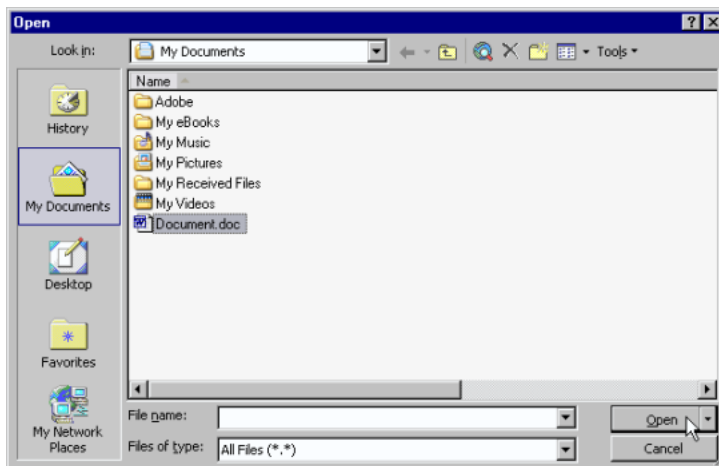
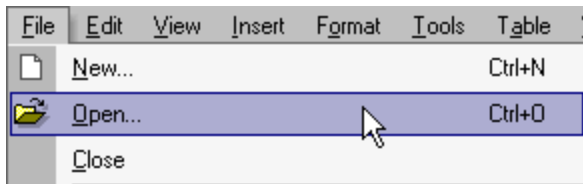
To move right to left within a window

- To move to the right-hand side of a window, click on the right-hand arrow on the horizontal scroll bar: 
- To move to the left-hand side of a window, click on the left-hand arrow on the horizontal scroll bar: 

File Management

Opening Files

- From the main menu, select **File > Open** command or click on the **Open** icon and select the required file from the dialog box displayed:

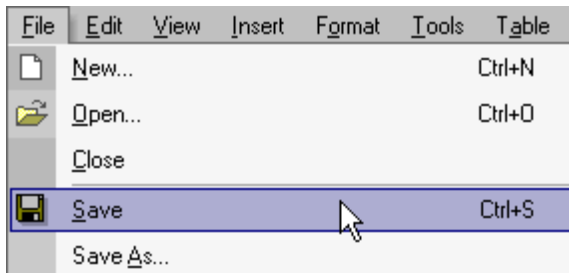


- Use the **Look in** drop-down menu to select the drive or folder which contains the file you want.
- To open the file you require either double-click on the file name or select the file name by clicking on it, and then click on the **Open** button.

Saving Files

To save a new document

- From the main menu, select **File > Save** command or click on the **Save** icon and from the dialog box displayed select the required folder. Enter a file name and then click on the **Save** button:



- After you have saved the file for the first time, clicking on the **Save** icon will automatically save your document with the filename you gave it. It does not give you the option to rename.

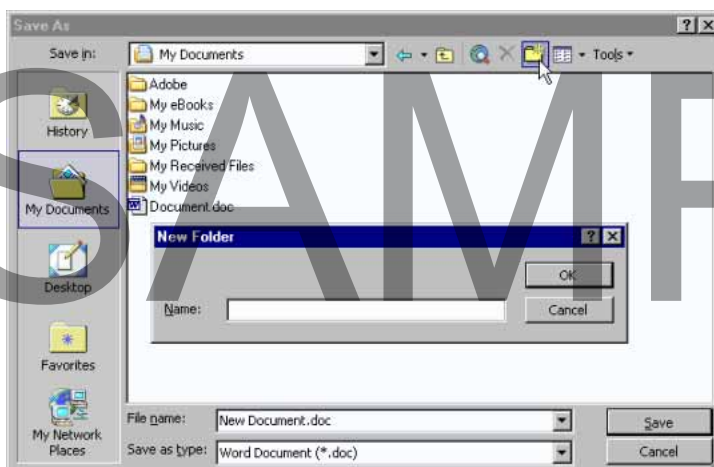
To save a document under another name and/or location

- The **Save As** command can be used to save a file under a different name, to save a file in a different word processor format, or to save a file to a different drive and/or folder. From the main menu, choose **File > Save As** command.

Note: The **File > Save As** command will rename the document on the screen so that you can keep the earlier version, as well as saving any changes you have made.

To create a new folder in which to save your document

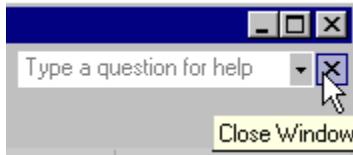
- Click on the **Create New Folder** icon, displayed within the **Save As** dialog box.
- This will display the **New Folder** dialog box. Enter the name of the new folder, and then click on the **OK** button:



Note: The folder will be created under the current folder.

Closing Files

- Click on the **Close Window** icon displayed at the top-right of the document window. Be sure to click on the **Close Window** icon, (as opposed to the **Close** icon):



Installing the Sample Files

- Use Windows Explorer to create a folder called **FrontPage 2003 Foundation Samples**, in the **My Documents** folder.
- If you are installing the sample files from the CD-ROM, place the CD-ROM in the CD drive and copy the files from the **frontpage_2003_foundation_usa\exercise_files** 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.
- **Notes for tutors:**
The above instructions are for Windows that has not been set-up for a multi-user environment (with individual profiles). The instructions above may require modification within a Windows multiuser environment. Where possible pre-install the relevant work files prior to use by students/delegates.

SAMPLE

Introduction to FrontPage 2003

When you have completed this learning module you will have seen how to:

- Recognize enhancements to FrontPage 2003
- Explain the design enhancements incorporated in FrontPage 2003
- Explain the coding enhancements in FrontPage 2003
- Explain the changes in FrontPage 2003 Web server support

What is FrontPage 2003?

- **FrontPage 2003** is a Microsoft software program for designing Web sites.
- It has the familiar look and feel of other **Microsoft Office** products, as well as being tightly integrated with them.
- FrontPage 2003 also integrates with other **third-party** products.

What's new for 2003?

- **Microsoft FrontPage 2003** incorporates a major upgrade from the previous version, resulting in many **new** design tools, new web site maintenance and administration features.
- The major changes in **FrontPage 2003** concentrate in the following areas:

Design

Coding

Extending FrontPage 2003

Changes in Design

New layout tools include

- **Layout Tables and Cells Task Pane** – enables more control of the page layout.
- **Dynamic Web Templates** – enables additional capabilities when working within a design team environment.
- **Page Ruler and Layout Grid options** – options to display page rulers and layout grids.
- **Image Tracing** – enables site development by tracing graphic elements in Deign View.

Changes in Coding

New coding tools include

- **HTML** – cleaner code.
- **Split View** – displays both the design and the underlying code on the screen at the same time.
- **Quick Tag Selector and Editor** – enables quick changes to a tag when working in Design View. This can be very useful when using Find and Replace.
- **Editing Text Files** – text files, such as JavaScript, XML, XSLT, etc, can be edited without corrupting the code.
- **Cleaning Up HTML** – for producing cleaner HTML code.
- **Scripting Tools** – enables Jscript and VBScript authoring.
- **Code View** – now supports word wrap, line numbering, matching tags, and indentation, as well as the ability to store blocks of code for later site integration.

Extending FrontPage 2003

- With the new integration of **FrontPage 2003** with **Windows SharePoint Services**, the web hosting service no longer has to support **FrontPage Extensions**.
- The new **Review Site** view enables you to see the contents of the remote site to compare with the local copy of the site.

Review Questions

How would you:

- Recognize enhancements to FrontPage 2003?
- Explain design enhancements incorporated in FrontPage 2003?
- Explain coding enhancements in FrontPage 2003?
- Explain the changes in FrontPage 2003 Web server support?

The FrontPage 2003 Interface

When you have completed this learning module you will have seen how to:

- Explain HTML basics
- Name files
- Use the FrontPage 2003 workspace
- Create new pages
- Save pages
- Open pages
- Use Page templates
- Use Page Properties
- Use a Web site template
- Open a Web site
- Close a Web site
- Delete a Web site

HTML Basics

An HTML overview

- **Hypertext Markup Language (HTML)** is a universal formatting language used by web site developers to create web pages.
- **FrontPage 2003** generates an easier environment to develop web pages based on **HTML Tables** as well as adding more interactivity to your site.

Naming files

- **HTML** files are text files that can be delivered using the extensions:

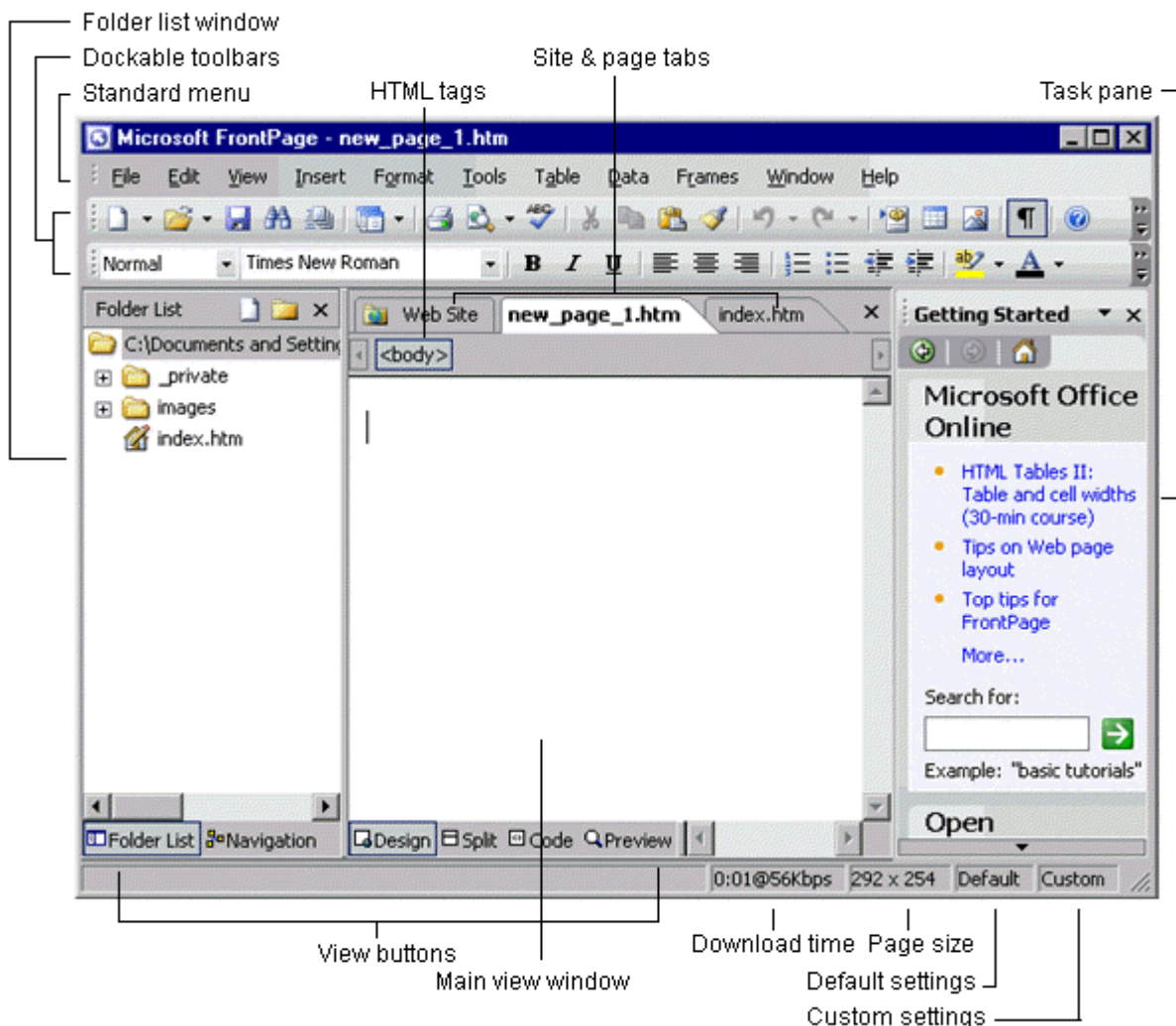
.htm (8.3 format)

OR

.html

- The **index.htm** (or **.html** file) is the mandatory file in a web site and is automatically named in FrontPage. It is usually referred to as the “homepage” or “splash” page. This is the page that opens when the user enters a domain name or URL into their browser.

The FrontPage 2003 Workspace



- The basic **workspace** displays:

Standard or main menu – the familiar style menu used in Microsoft Office products.

Dockable toolbars - toolbars that can be “docked”, or “free-floating”, which moved around the screen.

Folder List pane – displays the Web site folders and files in a directory tree.

Main view window – page or site related views appear in this space.

Site and page tabs – to toggle between various pages in the Web site.

Task panes – contains tools that are automatically made available when certain

tasks are performed.

View buttons—change the workspace view by clicking buttons located at the bottom of the interface.

Download Time – specifies the time it will take for the current page to download at a specific modem speed.

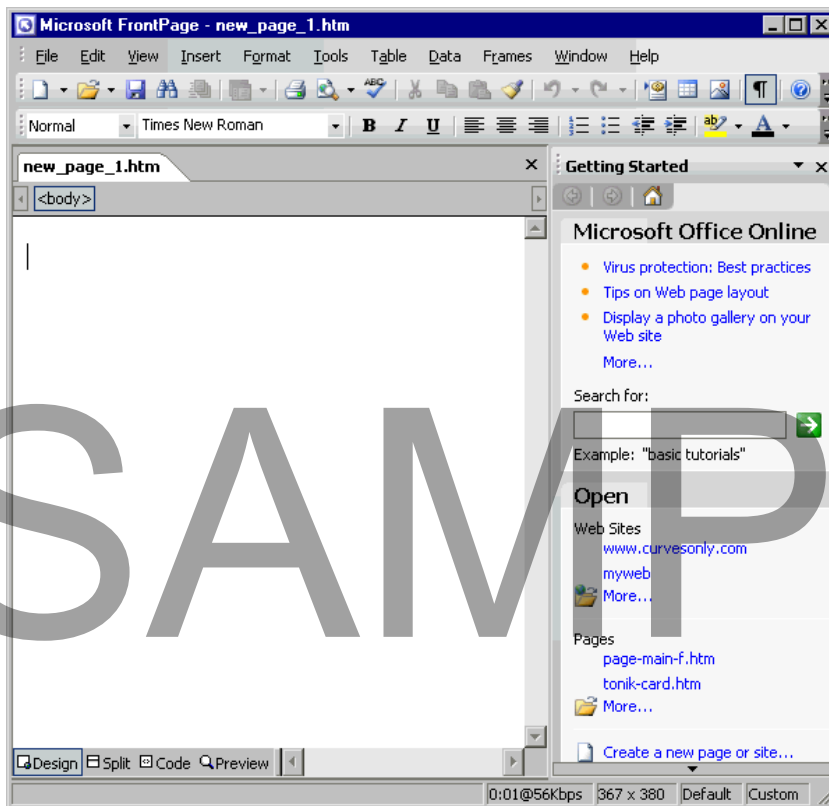
Page size - the dimensions of the page in pixels.

Default and Custom – to access the page Properties dialog box.

Creating New Pages

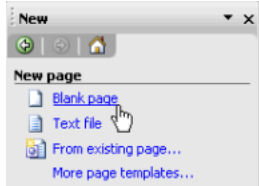
Opening a New Page

- When you open a new blank page, it appears in the **Page** view:



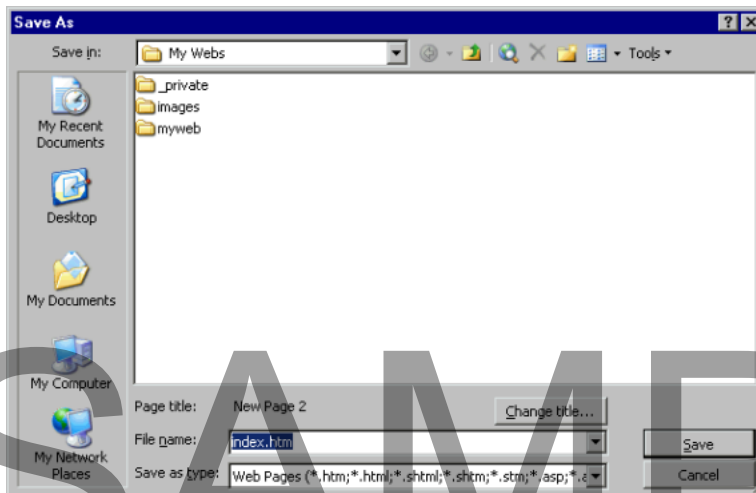
Adding new pages

- 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**:



Saving pages

- From the main menu, choose **File > Save**
OR press the **Ctrl + S** key combination.
- If you previously saved the file, it is updated in its current location under its current name. If this is your first time saving the page, the **Save As** dialog box opens:



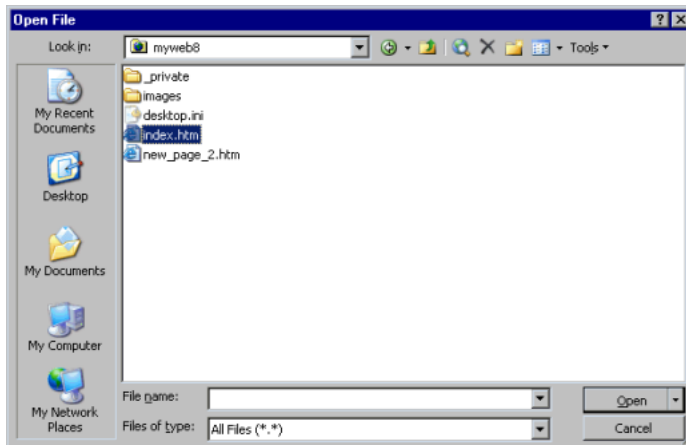
- Type a **file name** for the page and ensure the **Save in** location is correct.
- Select the appropriate file type from the **Save as type** drop-down menu. While creating your web page, you should save it as **Web Pages**.

Opening pages

- From the main menu, choose **File > Open**

OR press the **Ctrl + O** key combination.

- The **Open File** dialog box opens:



- Locate and select the desired file, and click **Open**.

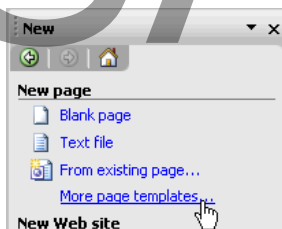
Note: **FrontPage 2003** has removed the **Navigation toolbar** from the application. There are now **31 new Task panes** that have been added to FrontPage 2003.

Using Page templates

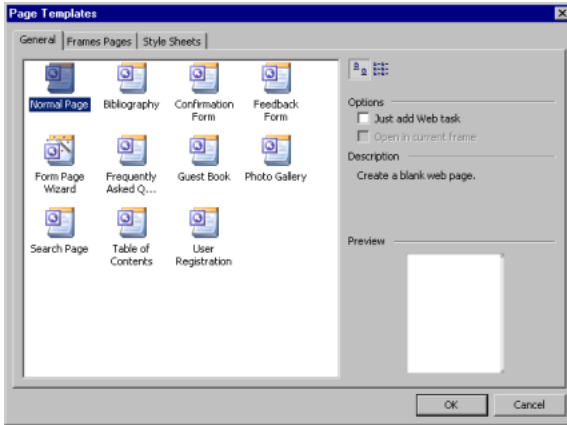
- **Page templates** are pre-formatted web pages provided with **FrontPage 2003**.
- Depending on the type of information you want to present, you can select the **template** you need and use it as a basis for **your own page**.

To use 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, select a template. Click **OK**:

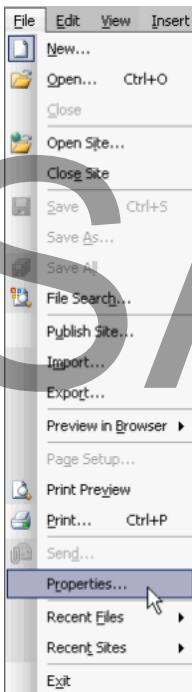


- The **template** page opens. You can now enter the content of your web page into the format provided.

Page Properties

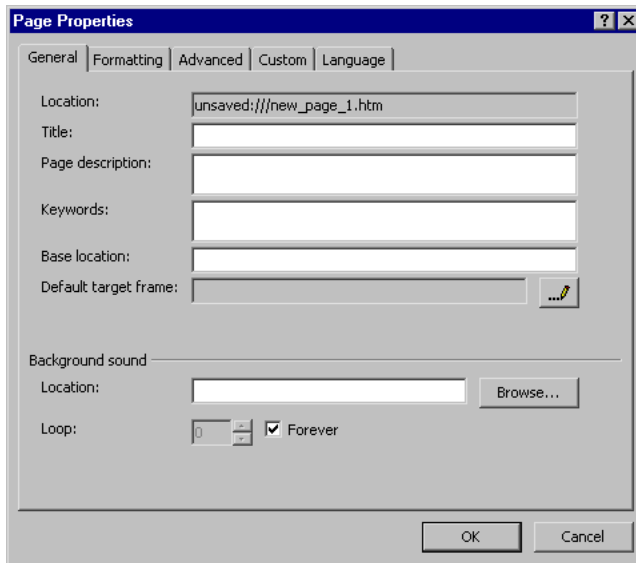
Using Page Properties dialog box

- The **Page Properties** dialog box allows you to configure your web page. It consists of tabs where properties such as background and margin settings can be specified.
- From the main menu, choose **File > Properties**:



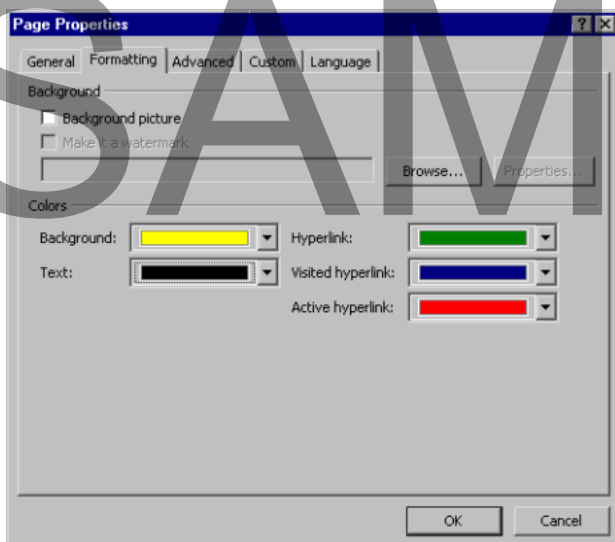
Using the General tab

- The **General** tab allows you to specify the location (**URL**) and title of your page.
- **Sound** files can also be included to be played when the page opens (if such files are supported by the browser):



Using the Formatting tab

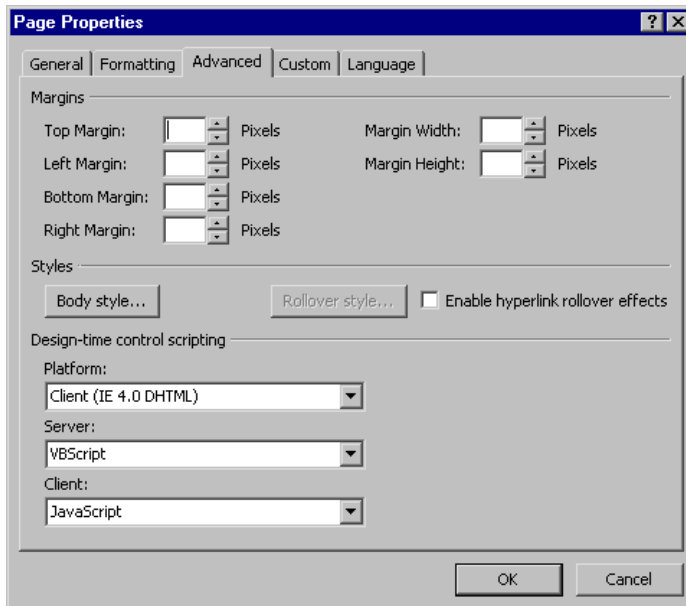
- The **Formatting** tab allows you to configure **Background** and **Colors** options.
- You can specify a **picture** to be used as the **page's background**, create effects when users move the mouse pointer over hyperlinks on your page, as well as set the colors for the **background**, **text** and **hyperlinks**:



SAMPLE

Using the Advanced tab

- The **Advanced** tab allows you to specify **Top**, **Left**, **Bottom**, and **Right** margins for your page.
- Additionally, **Body style** and **Rollover style** can be specified.
- The **Advanced** tab can also enable you to do **Design-time control scripting**:



Creating a New Web File

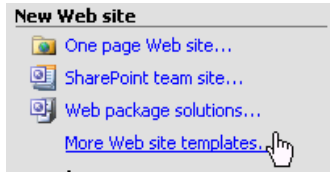
Using Web site templates

- **Web site templates** are pre-formatted web sites, complete with themed pages and a link structure.
- **The templates**, provided by **FrontPage 2003**, are designed to suit different contexts.
- Depending on the type of web site you want to create, you can select the style you need and use it as a basis for your own site.

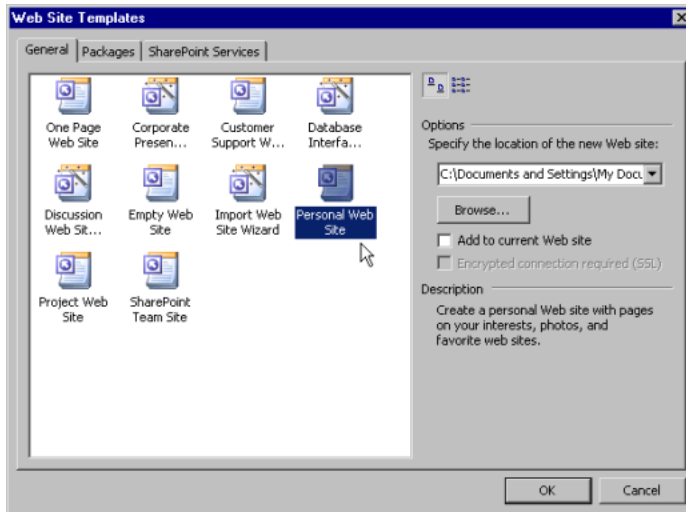
To open a web site template

- 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:



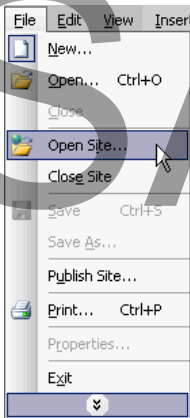
- In the **Web Site Templates** dialog box, select a template and click **OK**:



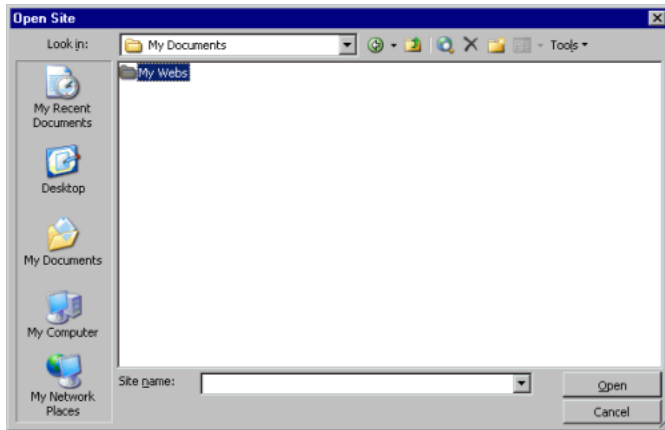
- You can now enter the **content** for your website into the structure provided.

Opening a web site

- From the main menu, choose **File > Open Site**:



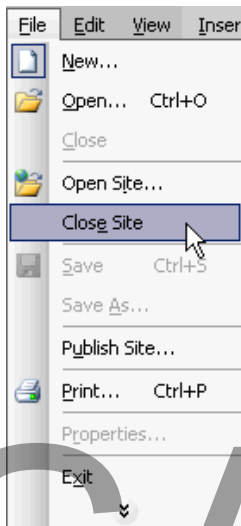
- The **Open Site** dialog box opens:



- Locate and select the **desired file**. Click **Open**.

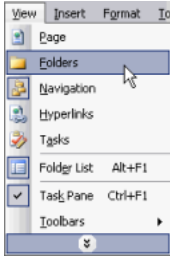
Closing a web site

- From the main menu, choose **File > Close Site**:



Deleting a web site

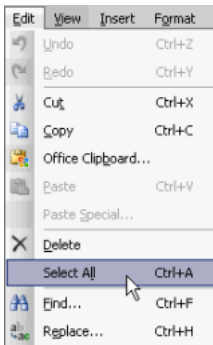
- Open the web site you want to delete. From the main menu, choose **View > Folders**:



Note: Before you **delete** a web site, be sure that you have no more need for it. Once deleted, there is **no undo**.

- From the main menu, choose **Edit > Select All**

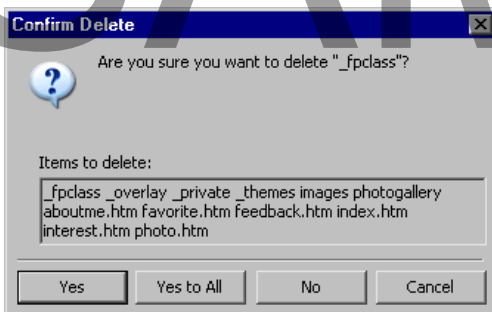
OR press the **Ctrl + A** key combination:



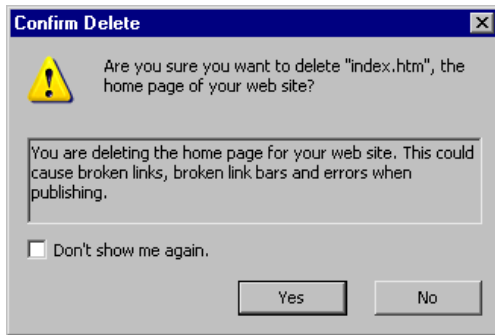
- From the main menu, choose **Edit > Delete**:



- A **Confirm Delete** dialog box will open, asking if you would like to delete one item or all, click the **Yes to All** button:



- A second **Confirm Delete** dialog box will appear. Click **Yes** to confirm your selection:



Review Questions

How would you:

- Explain HTML basics?
- Name files?
- Use the FrontPage 2003 workspace?
- Create new pages?
- Save pages?
- Open pages?
- Use Page templates?
- Use Page Properties?
- Use a Web site template?
- Open a Web site?
- Close a Web site?
- Delete a Web site?

SAMPLE

Views

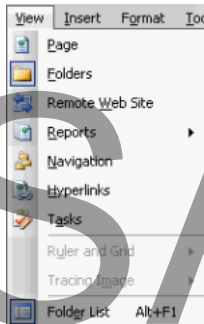
When you have completed this learning module you will have seen how to:

- Use the Views menu
- Use the Page view button
- Use the Folders view button
- Use the Reports view button
- Use the Navigation view button
- Use the Hyperlinks view button
- Use the Tasks view button
- Use the Menu bar
- Use the Formatting toolbar
- Use the Page View windows
- Use the Design View window
- Use the Code View window
- Use the Split View window
- Use the Preview View window

Moving Around the Workspace

Using the Views menu

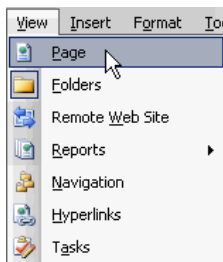
- The **Views** bar in FrontPage 2003 is now part of the main menu toolbar, under **View**:



This new feature gives you a larger workspace and allows easier access to the view selections which display different types of information about your web site.

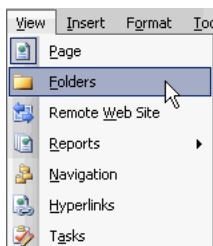
Using the Page view button

- The **Page** view displays individual pages. It is in this window that you can create a page:



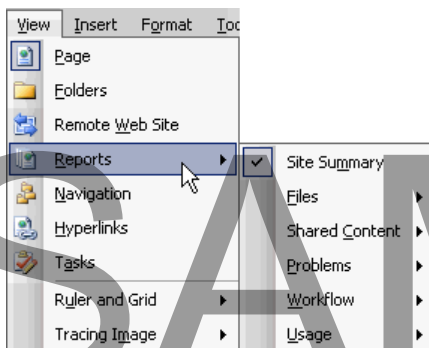
Using the Folders view button

- The **Folders** view displays the folders and files that make up your web site:



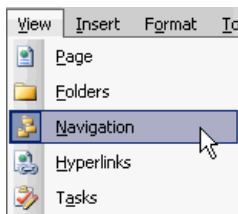
Using the Reports view button

- The **Reports** view displays a **Site Summary** that provides access to different diagnostic and statistical reports about your web site:



Using the Navigation view button

- The **Navigation** view displays information about the navigational structure of your web site:



Using the Hyperlinks view button

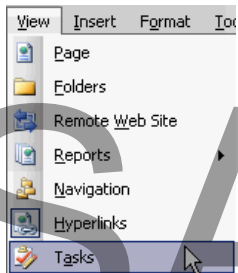
- The **Hyperlinks** view displays information about the hyperlinks on a page:



Select a file from the **Folders List** to see a map of the hyperlinks in the file.

Using the Tasks view button

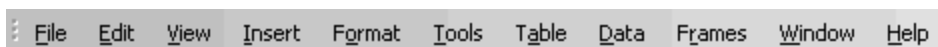
- The **Tasks** view displays a list of assigned tasks, which is useful when creating a web site in collaboration with other developers:



This pane also displays task status and priority.

Using the Menu bar

- The **Menu bar** (main menu) provides access to various menus:



It is also the main point of access for **FrontPage 2003** help.

Using the Formatting toolbar

- The **Formatting** toolbar allows you to configure font, alignment, list, and border settings.
- It also provides tools for highlighting and changing the color of text:



Using Document tabs

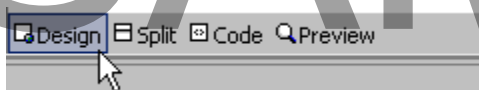
- Each **page** you create has its own **Document tab** which displays the page's name as an HTML file. If you have several pages open at once, you can click on the tab to view the desired page:



Changing the Page Window

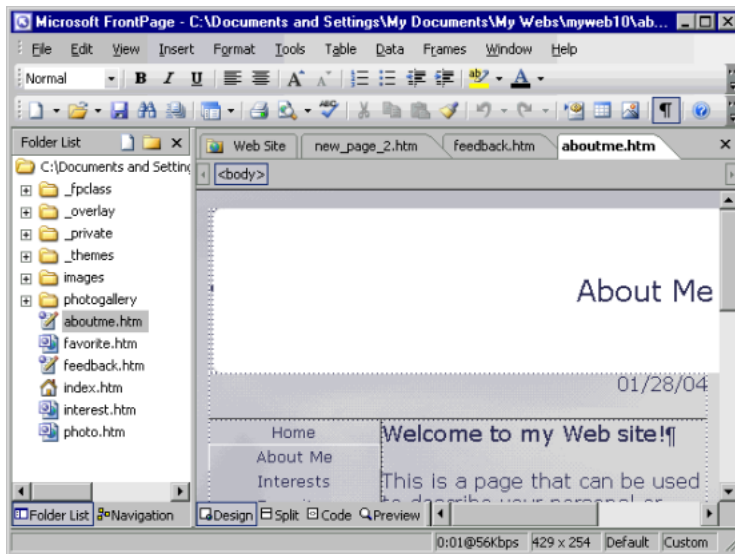
Using Page View windows

- When viewing a page (in **Page view**), you can choose from three different windows that allow you to see different types of information.
- You can access the windows (**Design**, **Code**, **Split** and **Preview**) with buttons on the bottom, left-hand corner of the Page view:



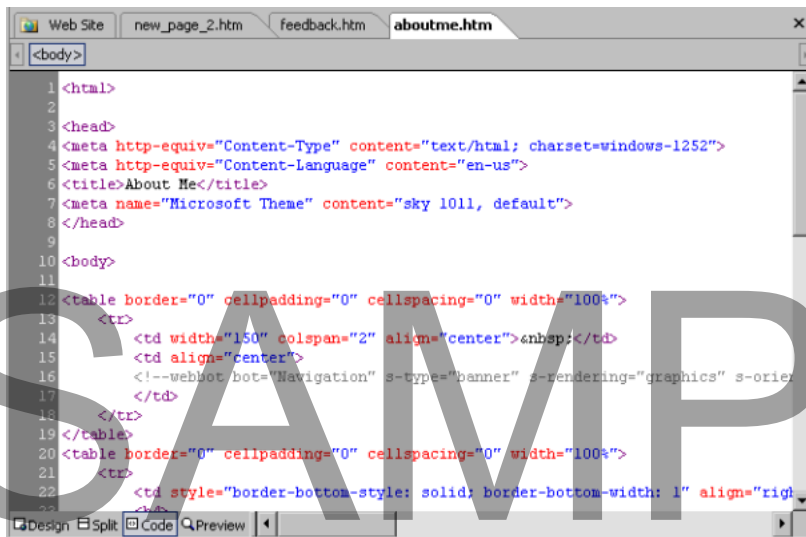
Using the Design View window

- The **Design** window presents your working document.
- In this window, you create, design and edit pages using the features and tools provided with **FrontPage 2003**:



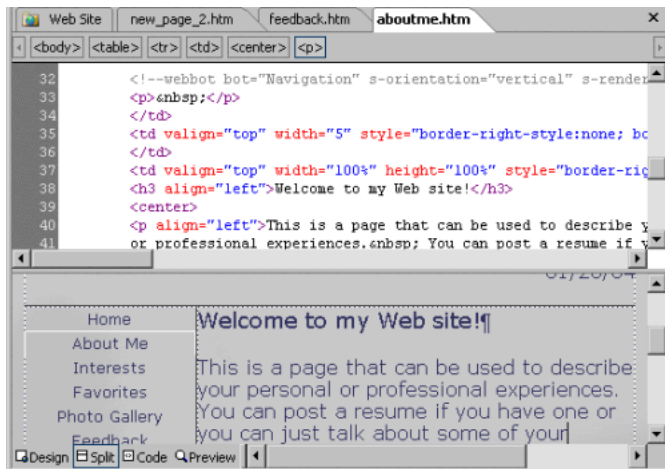
Using the Code View window

- The **Code** window shows the HTML formatting language generated by the application, based on the page you have created in the Normal window.
- It is this **source code** that a web browser uses to display the page:



Using the Split View window

- The **Split** window shows the **Design view** and the **Code view** at the same time:



Using the Preview View window

- The **Preview** window shows what your page might look like when viewed in a browser:



Review Questions

How would you:

- Use the Views menu?
- Use the Page view button?
- Use the Folders view button?
- Use the Reports view button?
- Use the Navigation view button?

- Use the Hyperlinks view button?
- Use the Tasks view button?
- Use the Menu bar?
- Use the Formatting toolbar?
- Use the Page View windows?
- Use the Design View window?
- Use the Code View window?
- Use the Split View window?
- Use the Preview View window?

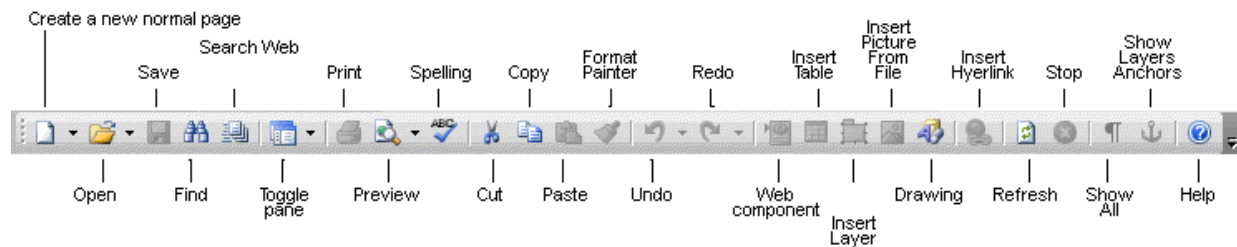
SAMPLE

Toolbars

When you have completed this learning module you will have seen how to:

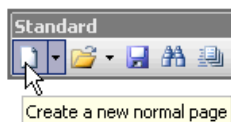
- Use the Create a new normal page button
- Use the Open button
- Use the Save button
- Use the Find button
- Use the Publish Web button
- Use the Toggle Pane button
- Use the Print button
- Use the Preview in Browser button
- Use the Spelling button
- Use the Cut button
- Use the Copy button
- Use the Paste button
- Use the Format Painter button
- Use the Undo button
- Use the Redo button
- Use the Web Component button
- Use the Insert Table button
- Use the Insert Picture from File button
- Use the Drawing button
- Use the Insert Hyperlink button
- Use the Refresh button
- Use the Stop button
- Use the Show All button
- Use the FrontPage Help button
- Customize Tools
- Use the Style drop-down list
- Use the Font drop-down list
- Use the Font Size drop-down list
- Use the Font Style buttons
- Use the Text Alignment buttons
- Use the Font Size buttons
- Use the List buttons
- Use the Indent buttons
- Use the Borders button
- Use the Highlight button
- Use the Font Color buttons

The Standard Toolbar



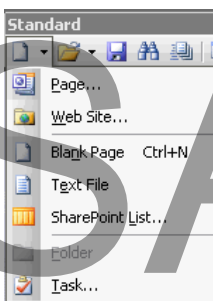
Using the Create a new normal page button

- The **Standard** toolbar allows you to access key **FrontPage 2003** functionality quickly.
- You can customize the **toolbar** to include buttons for commonly used features or tools.
- The first button on the left side of the **Standard** toolbar creates a new, blank **page**:




Each page you open appears on its own tab with the name **new_page_#.htm** on it.

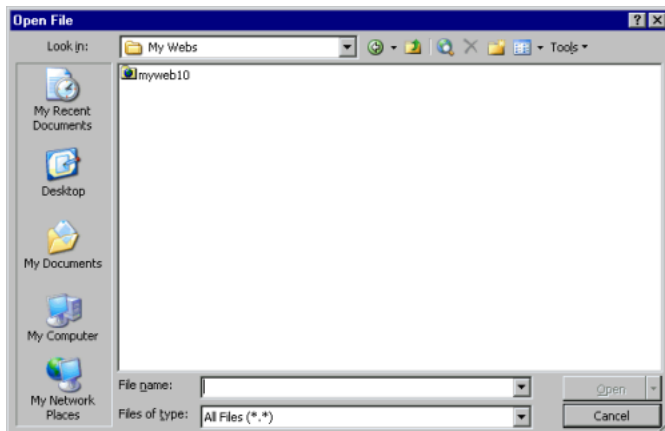
- The **Create a new normal page** button drop-down list allows you to open various page and web templates:



Using the Open button

- The **Open** button from the **Standard** toolbar allows you to **open** an existing file: 

- When you click the **Open** button, the **Open File** dialog box appears:



- Use it to locate the **file** you want to **open**.
- The **Open** button drop-down list allows displays two options:

Open – to open a file.

Open Site – to open a Web site:

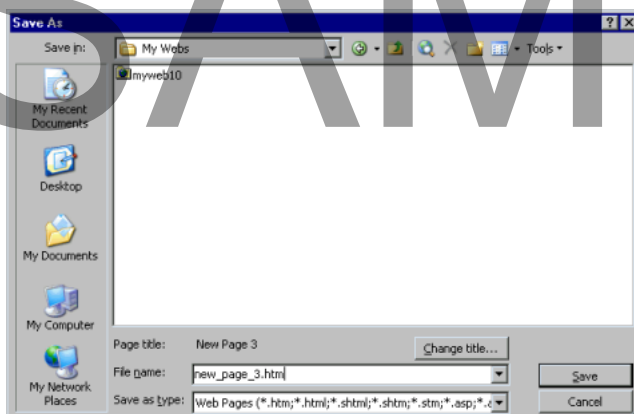


Using the Save button

- The **Save** button from the **Standard** toolbar allows you to **save** the current file:




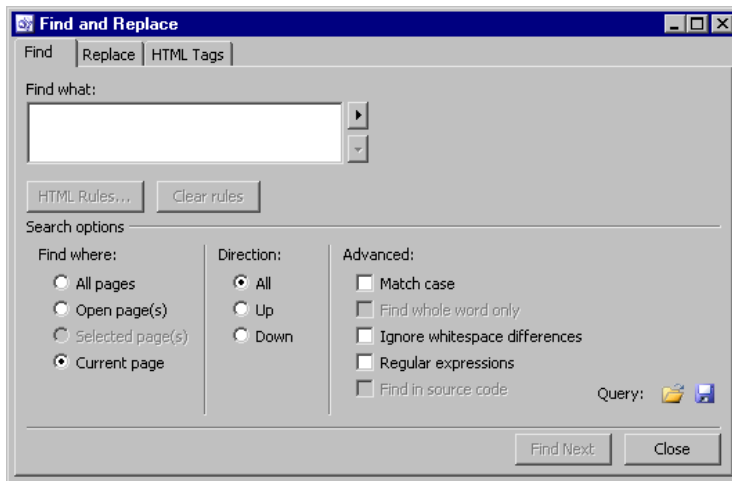
- If you **previously saved the file**, it is updated in its current location under its current name. If this is your first time saving the file, the **Save As** dialog box opens:



- Provide a **file name** for the page or web and ensure the **Save in** location is correct.
- Select the appropriate file type from the **Save as type** drop-down menu.

Using the Find button

- The **Find** button from the **Standard** toolbar allows you to search the page for specific instances of text: 
- When you click the **Find** button, the **Find and Replace** dialog box opens:



- Specify what you want to search for and the **Search options** you want to use.

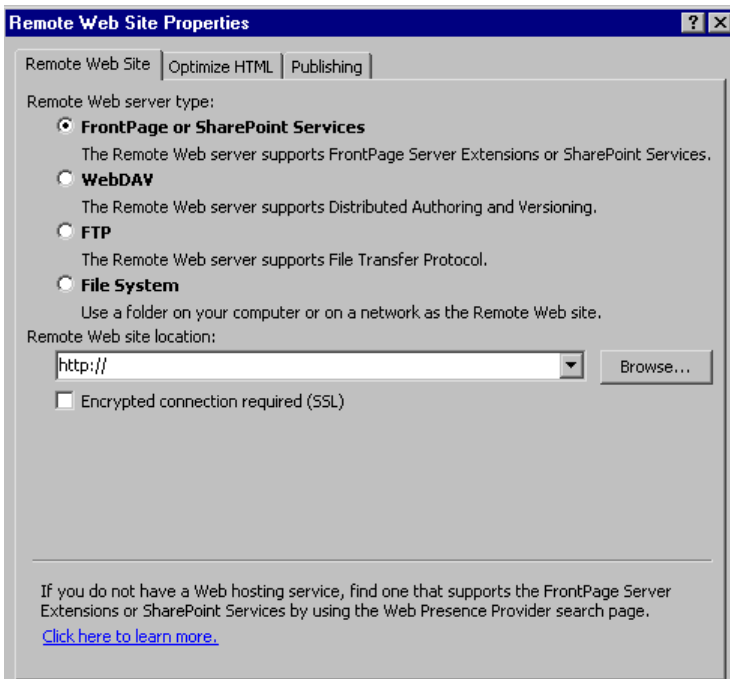
Using the Publish Site button

- The **Publish Site** button from the **Standard** toolbar allows you to specify where you want to publish your web: 
- When you click the **Publish Site** button, the **Remote Web Site Properties** dialog box opens displaying three tabs:

Remote Web Site – enables connection to a site on a remote server.

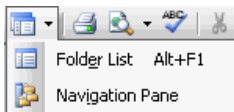
Optimize HTML – optimizes the HTML code when publishing files to a remote site.

Publishing – options for publishing updated files to the remote site:



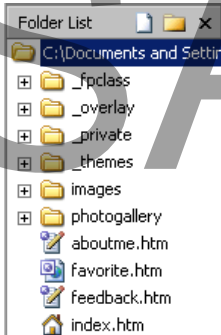
Using the Toggle Pane button

- The **Toggle Pane** button from the **Standard** toolbar allows you to select a second view that you can add to and remove from the window quickly:

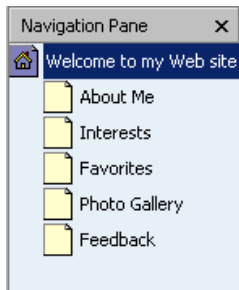


- Toggle Pane** button displays two pane view options:

Folder List:




Navigation Pane:




- Click the **Toggle Pane** button again to return to the original, single-pane view.

Using the Print button

- The **Print** button from the **Standard** toolbar allows you to **print** your document: 
- When you click the **Print** button, the file is sent to the default printer.

Using the Preview in Browser button


- The **Preview in Browser** button from the **Standard** toolbar allows you to view your page or web site in a browser: 
- When you click the **Preview in Browser** button, the current page is displayed in the default browser:

Note: You must save the file before you can preview it.

Using the Spelling button

- The **Spelling** button from the **Standard** toolbar allows you to check for spelling errors on your page: 
- When you click the **Spelling** button, the **Spelling** dialog box opens. Use it to correct misspelled words.


Using the Cut button

- The **Cut** button from the **Standard** toolbar allows you to **cut** selected items from the page: 

To use the Cut button

- First select the text or image that you want to remove.
- Then, when you click the button, the selected text or image is removed and placed on the **Clipboard**.


Using the Copy button

- The **Copy** button from the **Standard** toolbar allows you to **copy** selected items so that you can paste them somewhere else: 

To use the Copy button

- First select the text or image that you want to copy.
- Then, when you click the button, a copy of the selected text or image is placed on the **Clipboard**.
- The copied item can now be pasted to another location.

Using the Paste button

- The **Paste** button from the **Standard** toolbar allows you to **paste** the text or image currently on the Clipboard to another location: 

To use the Paste button

- First **copy** or **cut** the text or image that you want to paste.
- The item is placed on the **Clipboard**.
- Place the cursor in the location where you want the item to be pasted.
- Click the **Paste** button, and the copied item is pasted to the location you choose.

Using the Format Painter button


- The **Format Painter** button from the **Standard** toolbar allows you to copy the **formatting** (font and line characteristics, etc.) from one instance of text on your page and apply it to another: 

To use the Format Painter button


- Place the cursor on the text which has the formatting you want to copy.

- Click the **Format Painter** button and then use the mouse to select the text to which you want to apply the formatting.

Using the Undo button


- The **Undo** button from the **Standard** toolbar causes your document to revert to the state it was in before your last action: 
- Click the **Undo** button multiple times to move sequentially back through your actions.

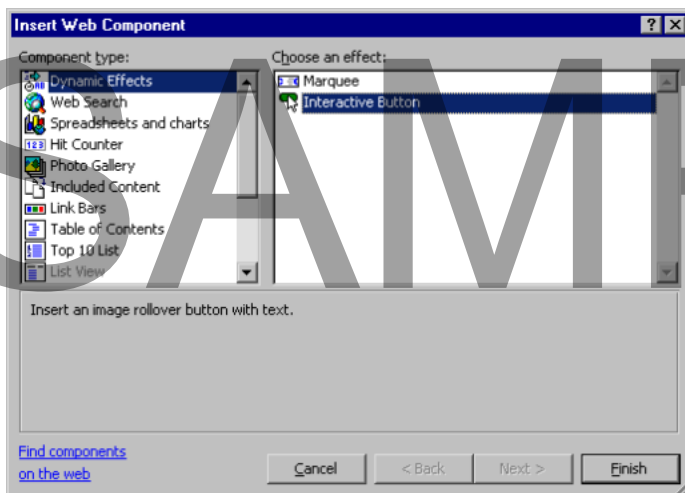
Using the Redo button

- The **Redo** button from the **Standard** toolbar causes your document to return to the state it was in before you used the **Undo** button: 
- Click the **Redo** button multiple times to move sequentially forward through the actions that were undone.

Note: Whatever you undo, you can redo.

Using the Web Component button


- The **Web Component** button from the **Standard** toolbar allows you to add features and effects to your web page: 
- When you click the **Web Component** button, the **Insert Web Component** dialog box opens:



- Select a **FrontPage** component from the **Component Type** list and then configure it with the available options.

Note: Some selections activate the **Next** button, which you can click to further modify the component you have chosen.


Using the Insert Table button

- The **Insert Table** button from the **Standard** toolbar allows you to add a **table** to your web page: 
- When you click the **Insert Table** button, you can specify the dimensions of the table you want to insert:



- In the popup grid, highlight the required number of **rows and columns**.

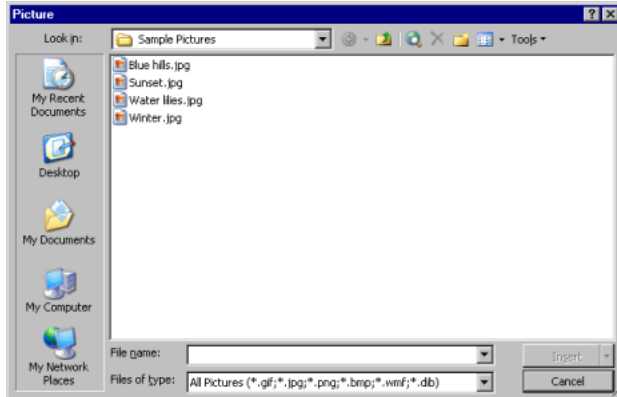
Using Insert Layer

- The **Insert Layer** button from the **Standard** toolbar inserts a “floating” box, into which text or images can be placed: 
- The most recent layer added to the page will be placed over previously inserted layers.

Using the Insert Picture from File button

- The **Insert Picture from File** button from the **Standard** toolbar allows you to select a stored graphic file that you want to add to your web page: 
- When you click the **Insert Picture from File** button, the **Picture** dialog box opens:


SAMPLE



- Locate the picture you want to add and click **Insert**.

Note: It is recommended that you place the graphic in the current project's **Images** folder before you add it to a page.

Using the Drawing button

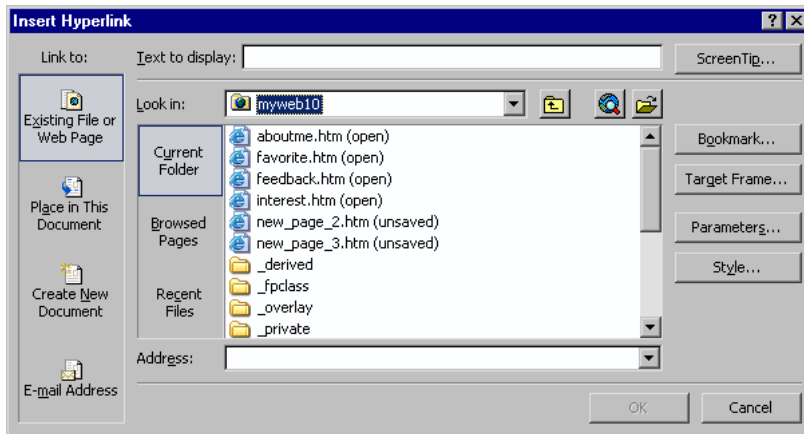
- The **Drawing** button from the **Standard** toolbar allows you to access artistic tools: 
- When you click the **Drawing** button, the **Drawing** toolbar opens:



- Use the toolbar to create shapes, text art, lines and arrows.


Using the Insert Hyperlink button

- The **Insert Hyperlink** button from the **Standard** toolbar allows you to create **links** to other pages or web sites.
- You can also create links to e-mail addresses: 
- When you click the **Insert Hyperlink** button, the **Insert Hyperlink** dialog box opens:




- Create and configure the link.

Using the Refresh button

- The **Refresh** button from the **Standard** toolbar reloads the document to display the most recent version: 
- Use this button to revert to the last saved version of your document.


Using the Stop button

- The **Stop** button from the **Standard** toolbar stops the process of loading a web page: 

Using the Show All button

- The **Show All** button from the **Standard** toolbar makes all the text and format markers in your document visible: When you click the **Show All** button a second time, all the markers are hidden. 

Using the Show Layer Anchors button

- **Anchors**, or **bookmarks**, are hyperlinks that link to other areas within the same document. When the **Show Layer Anchors** button is clicked, all anchors (or bookmarks) inserted into the document are displayed: 

Using the FrontPage Help button

- The **Help** button from the **Standard** toolbar allows you to access **FrontPage**



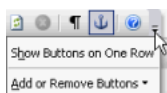
- When you click the **Help** button, the **Microsoft FrontPage Help** window opens.
- Use it to navigate the help system to find the information you require.

Customizing Tools

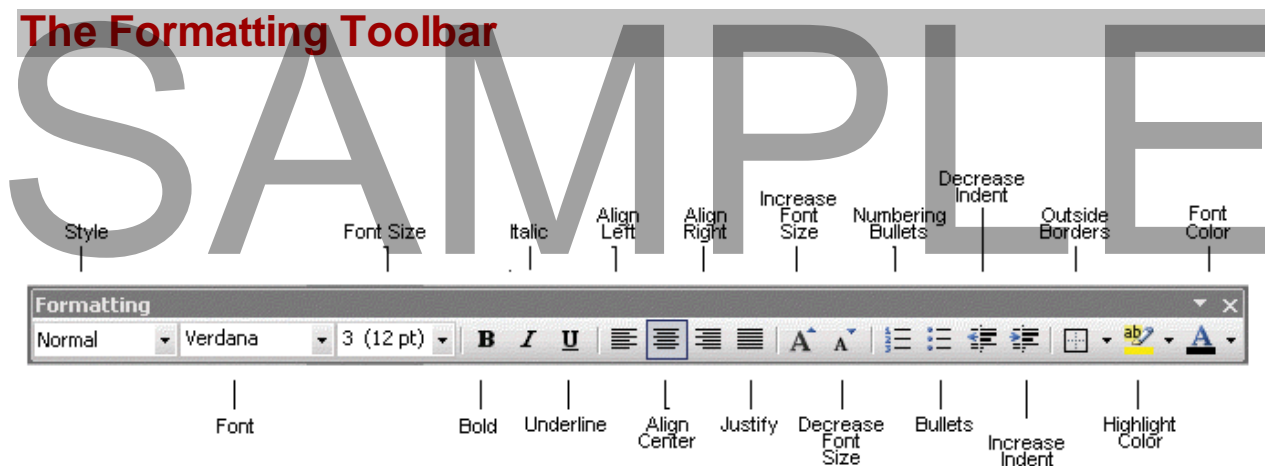
- FrontPage offers **customizing tools** which let you add and remove buttons from the **Standard** toolbar.
- You can also customize your workspace by showing and hiding toolbars for different features.

To customize toolbars

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

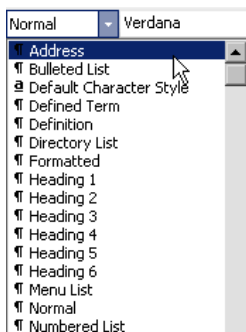


- If you choose **Show Buttons on One Row**, all the Standard and Formatting toolbar buttons appear on one row above the display window.
- If you choose **Add or Remove Buttons**, the **Customize** dialog box opens. Use it to customize the **Standard** toolbar to better suit your needs.



Using the Style drop-down list

- The **Formatting** toolbar enables you to select paragraph styles, and configure font settings such as size and color.
- You can also use it to **align text**, **insert tables** and **lists**, and **highlight** sections of text.
- The **Style drop-down list** from the **Formatting** toolbar allows you to format text with paragraph style tags:



- A style tag, such as **Heading 1** or **Bulleted List**, contains pre-defined settings for font, font size, line spacing, and indentation.
- When you select a **style tag** from the list, the settings it contains are applied to the paragraph in which the cursor is currently positioned.

Using the Font drop-down list

- The **Font drop-down list** from the **Formatting** toolbar allows you to apply a font to text which you have selected.
- You can choose from **all the fonts** saved on your system; however, some fonts are **not supported** by **some browsers** and may appear differently:

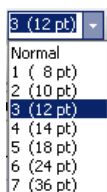


To apply a font

- Use the mouse to select the text to which the font is to be applied.
- From the **Font** drop-down list, choose the font you want to apply.

Using the Font Size drop-down list

- The **Font Size drop-down list** from the **Formatting** toolbar allows you to change the font size of text which you have selected:



To change the font size

- Use the mouse to select the text that you want to make larger or smaller.
- From the **Font Size** drop-down list, choose the size of font.

Using the Font Style buttons

- The three **font style buttons** (**Bold**, **Italic** and **Underline**), located on the **Formatting** toolbar, let you bold, italicize and underline selected text:



To apply a font style

- Select the **text** to which you want to apply the font style.
- Choose the **style** or styles to be applied.
- You can apply these font styles cumulatively.

Using the Text Alignment buttons

- The four **text alignment** buttons (**Align Left**, **Center**, **Align Right** and **Justify**) located on the **Formatting** toolbar, enable you to specify how text is positioned and aligned on the page:



To specify alignment

- Place the cursor on the line or paragraph you want to **format**.
- To **align** more than one line or paragraph, use your mouse to select them.

- Choose the type of alignment by clicking one of the **alignment buttons**:

Align Left - lines begin at the left margin (left justified).

Center - lines are centered on the page.

Align Right - lines end on the right margin (right justified).

Justify - lines begin at the left margin and end at the right margin.

Using the Font Size buttons

- The two **font size** buttons on the Formatting toolbar let you increase and decrease the font size incrementally:



To change the font size

- When you click the **Increase Font Size** button, the selected text (or any text typed after the current location of the cursor) increases in size.
- When you click the **Decrease Font Size** button, the selected text (or any text typed after the current location of the cursor) decreases in size.
- The most current size is displayed in the **Font Size** list box.

Using the List buttons

- The two **List** buttons from the **Formatting** toolbar allow you to create ordered and non-ordered lists:

An **ordered list** is a sequential series of items that are numbered to specify an order.

A **non-ordered list** is a non-sequential series of items marked with bullets or dash characters:



To create lists

- Place the cursor where you want to begin the list.
- Choose either the **Numbering** or the **Bullets** button.

- When you have finished the first item, press **Enter** and **continue** with the **second item**.
- When you have finished the list, click the **Numbering** or **Bullets** button again.

Using the Indent buttons

- The **Indent** buttons enable you to increase or decrease the level of indentation incrementally:



To change the level of indentation

- Each time the **Increase Indent** button is clicked, the text in which the cursor is resting is indented one level.
- Each time the **Decrease Indent** button is clicked, the text in which the cursor is resting moves back one indentation level.

Using the Borders button

- The **Borders** button from the **Formatting** toolbar allows you to format borders for tables and text:



- From the **Borders** button drop-down list, choose the type of border you want to apply to the selected table or line of text:

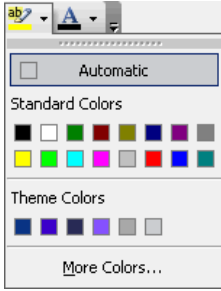


Using the Highlight button

- The **Highlight** button from the **Formatting** toolbar enables you to apply a highlight color as a background for selected text:



- The button's drop-down list allows you to customize the **highlight color**:



To highlight text

- Use the mouse to select the text that you want to highlight.
- Click the **Highlight** button. The chosen color highlights the selected text.

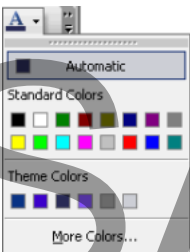
Using the Font Color buttons

- The **Font Color** button from the **Formatting** toolbar enables you to change the color of text:



To change the font color

- Open the **Font Color** button's drop-down list and choose a color:



- If the color you want is not on the list, choose **More Colors**.
- If you have **selected text**, then the color you choose is applied to the selected text.
- If you have **not selected text**, then the color you choose is applied to the text you type next.

Review Questions

How would you:

- Use the Create a new normal page button?
- Use the Open button?
- Use the Save button?
- Use the Find button?
- Use the Publish Web button?
- Use the Toggle Pane button?
- Use the Print button?
- Use the Preview in Browser button?
- Use the Spelling button?
- Use the Cut button?
- Use the Copy button?
- Use the Paste button?
- Use the Format Painter button?
- Use the Undo button?
- Use the Redo button?
- Use the Web Component button?
- Use the Insert Table button?
- Use the Insert Picture from File button?
- Use the Drawing button?
- Use the Insert Hyperlink button?
- Use the Refresh button?
- Use the Stop button?
- Use the Show All button?
- Use the FrontPage Help button?
- Customize Tools?
- Use the Style drop-down list?
- Use the Font drop-down list?
- Use the Font Size drop-down list?
- Use the Font Style buttons?
- Use the Text Alignment buttons?
- Use the Font Size buttons?
- Use the List buttons?
- Use the Indent buttons?
- Use the Borders button?
- Use the Highlight button?
- Use the Font Color buttons?

Text

When you have completed this learning module you will have seen how to:

- Add text
- Edit text
- Align text
- Create bulleted lists
- Add paragraphs

Working with Text

Adding text

To add text to a new blank page

- Type and format the page using the tools on the **Formatting** toolbar.
- **Align the text** to suit your design needs.
- Add **bulleted lists** to help you organize information.

To add text to a page template

- Place the cursor on the page element (section or heading, etc.) to be customized, and then type over it.

SAMPLE

End of the preview sample



This sample is approximately half of the full course. Please see the table of contents at the beginning of this document to see the full list of topics covered in the full course.

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