

Add To Do Task Command

Use the Add To Do Task command to add a task to the To Do List for the current FrontPage web. The task will be linked to the active page. When you select Add To Do Task, FrontPage displays the Add To Do Task Dialog Box. Use this dialog box to add a task name, assign the task to an author, enter a description of the task, and assign the task a priority.

```
{button Related Procedures,JI('frontpg.HLP','Content_Tasks')}
```

Undo Command

Use the Undo command or the Undo button on the toolbar to reverse the last change to a page. You can undo the last 30 actions.



Undo button

{button Related Procedures,JI('frontpg.HLP','Content_Workplace')}

Redo Command

Use the Redo command or the Redo button on the toolbar to reverse the effect of the last Undo command. You can redo up to 30 actions.



Redo button

{button Related Procedures,JI('frontpg.HLP','Content_Workplace')}

Select All Command

Use the Select All command to select all items on the page. Use this command to copy or delete the entire contents of a page.

```
{button Related Procedures,JI('frontpg.HLP','Contents_Text')}
```

New Command

Use the New command to create a new page in a new FrontPage Editor window. Once you have created a new page, you can add it to the current FrontPage web by selecting Save from the File menu.

To create a new page, you select a page template or page Wizardwizard from the New Page dialog box. If you select a Wizard, you use it to design the page before you edit it.

You can quickly create a new blank page by clicking the New button on the standard toolbar.



New button

```
{button Dialog Box,JI('frontpg.HLP','PE_IDD_FILE_NEWPAGE')}
```

```
{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}
```

Close Command

Use the Close command to close the active page. If you have edited the page since opening it, you are prompted to save changes. If the page was opened from the current FrontPage web, it is saved to the FrontPage web. If the page was opened from a file, it is saved to the file.

If the page is new, the FrontPage Editor displays the Save As dialog box.

```
{button Dialog Box,JI('frontpg.HLP','PE_IDD_FILE_SAVEAS')}
```

```
{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}
```

Page Setup Command

Use the Page Setup command to set the header, footer, and margins for the active page. You enter the print setup information in the Print Page Setup dialog box.

Page Setup does not change system-wide printing defaults. However, the values that you enter do apply to all pages printed from the FrontPage Editor, not just the active page.

Dialog Box Options

Header

Type the header to appear at the top of the printed page. The default value &T is replaced by the page title.

Footer

Type the footer to appear at the bottom of the printed page. The default value &P is replaced by the word "Page" followed by the page number.

Note The header, footer, and margins that you specify will apply to all the pages you print, not just the active page.

Margins

Left

Enter the left margin, in inches.

Right

Enter the right margin, in inches.

Top

Enter the top margin, in inches.

Bottom

Enter the bottom margin, in inches.

Options

Click Options to open the Print Setup dialog box for your printer. Use this dialog box to select page orientation, paper size, and other options available for your printer driver.

{button Related Procedures,JI('frontpg.HLP','Content_Workplace')}

Print Preview Command

Use the Print Preview command to view how the page will appear when you print it. Form fields do not appear in the preview or on the printed page.

Note The view of the page in the Print Preview window is not the same as the view of the page from a web browser. The Print Preview Command automatically paginates your pages and assigns them page numbers. Web browsers do not paginate HTML pages and do not assign them page numbers.

{button Related Procedures,JI('frontpg.HLP','Content_Workplace')}

Insert Table Command

Use the Insert Table command to create a table. After you specify the properties of the table, the FrontPage Editor inserts a table with those properties on the page.

You can also create a table by clicking the Insert Table button on the standard toolbar. After clicking the button, drag until FrontPage displays the number of rows and columns you want.



Insert Table
button

Dialog Box Options

Size

Rows

Enter the number of rows you want the table to contain.

Columns

Enter the number of columns you want the table to contain.

Layout

Alignment

From the drop-down list, indicate where you want the table positioned on the page:

- **(default)**
This is the position of the table when it was created.
- **Left**
Positions the table on the left side of the page.
- **Center**
Positions the table in the center of the page.
- **Right**
Positions the table on the right side of the page.

Border Size

Enter a number, in pixels, to add a border width around a table. The default border width is zero. A border width of zero means that no table border will appear in a Web browser, although the FrontPage Editor displays dotted lines around cells when the Paragraph button on the standard toolbar is enabled.

Note To adjust the space around each cell in the table, use the Cell Padding field.

Cell Padding

Enter a number, in pixels, to set the space between the contents and inside edges of cells. You cannot set the cell padding for an individual cell. The default cell padding is one.

Cell Spacing

Enter a number, in pixels, to set a cell's spacing. Cell spacing determines how much space is placed between cells in a table. The default cell spacing is two.

Width

Specify Width

Check this box to specify a width for a table. If you do not specify a width, then a web browser will automatically resize the table to fit the content in the table cells.

in Pixels

Select this option, then type the width of the table in pixels.

in Percent

Select this option, then type a percentage of the width of the window. For example, if you choose 50 percent, the table will span 50 percent of the window, regardless of how you resize the window. When you specify a percentage width for a table, each cell in the table also has a percentage width specified. The default table width is 100 percent of the window.

Extended

Click Extended to open the [Extended Attributes Dialog Box](#) to add table [HTML attributes](#) not directly supported in FrontPage.

```
{button Related Procedures,JI('frontpg.HLP','Content_Tables')}
```

Insert Rows or Columns Command

Use the Insert Rows or Columns command to add rows or columns to a table.

Dialog Box Options

Columns

Select this option to insert columns into the table.

Number of Columns

Enter the number of columns you want inserted in the table.

Left of Selection

Select this option to have the columns inserted to the left of the cell, row, or column.

Right of Selection

Select this option to have the columns inserted to the right of the cell, row, or column.

Rows

Select this option to insert rows into the table.

Number of Rows

Enter the number of rows you want inserted in the table.

Above Selection

Select this option to have the rows inserted above the cell, row, or column.

Below Selection

Select this option to have the rows inserted below the cell, row, or column.

{button Related Procedures,JI('frontpg.HLP','Content_Tables')}

Split Cells Command

Use the Split Cells command to divide cells into columns or rows.

Dialog Box Options

Split into Columns

Select this option to split the cells into columns. The graphic in the dialog box shows what the results will be.

Note When you split a cell containing text into columns, the resulting cells that do not contain text are a default size.

Number of Columns

Enter the number of columns into which you want the cells split. If the number of columns or rows a cell spans is greater than one, than that cell can only be split into columns or rows by the number of columns or rows the cell spans. This is enforced by the Split Cells dialog box. For example, if a cell spans three columns and one row, the cell can be split into any number of rows, but only three columns. If more than one cell is selected, the FrontPage Editor splits each selected cell individually.

Split into Rows

Select this option to split the cells into rows. The graphic in the dialog box shows what the results will be.

Number of Rows

Enter the number of rows into which you want the cells split. If the number of columns or rows a cell spans is greater than one, than that cell can only be split into columns or rows by the number of columns or rows the cell spans. This is enforced by the Split Cells dialog box. For example, if a cell spans one columns and two rows, the cell can be split into any number of columns, but only two rows. If more than one cell is selected, the FrontPage Editor splits each selected cell individually.

{button Related Procedures,JI('frontpg.HLP','Content_Tables')}

Merge Cells Command

Use the Merge Cells command to combine the contents of selected cells into a single cell. You can merge cells horizontally or vertically.

Note This command is only available when two or more cells are selected, and the selected cells form a rectangle.

{button Related Procedures,JI('frontpg.HLP','Content_Tables')}

Insert Cell Command

Use the Insert Cell command to insert one cell in a table. To insert a cell, place the insertion point in a cell or select a cell, row, or column.

{button Related Procedures,JI('frontpg.HLP','Content_Tables')}

Insert Caption Command

Use the Insert Caption command to insert a caption above or below a table. You can insert a caption when the insertion point is in a cell, or when a cell, row, column, or table is selected. The caption is always centered above the table by default.

You can change the attributes of selected characters with the Format Font command or character-attribute buttons on the formatting toolbar. You can apply any combination of attributes.

To move the caption to the bottom of the table, open the Caption Properties dialog box, and select the bottom of Table option.

{button Related Procedures,JI('frontpg.HLP','Content_Tables')}

Select Cell Command

Use the Select Cell command to select the cell containing the insertion point. You can also select an empty cell by pressing ALT+LEFT MOUSE BUTTON in the cell.

{button Related Procedures,JI('frontpg.HLP','Content_Tables')}

Select Row Command

Use the Select Row command to select the row containing the insertion point. You can also select a row by clicking the left border of the row.

```
{button Related Procedures,JI('frontpg.HLP','Content_Tables')}
```

Select Column Command

Use the Select Column command to select the column containing the insertion point. You can also select a column by clicking the top border of the column.

```
{button Related Procedures,JI('frontpg.HLP','Content_Tables')}
```

Select Table Command

Use the Select Table command to select a table. You can also select a table by moving the pointer to the selection bar and double-clicking the left mouse button.

```
{button Related Procedures,JI('frontpg.HLP','Content_Tables')}
```

Table Properties Command

Use the Table Properties command to open the Table Properties dialog box for a table. When a table is selected, you can also press ALT+ENTER to open the Table Properties dialog box.

```
{button Dialog Box,JI('frontpg.HLP','PE_IDD_TABLE_PROPERTIES')}
```

```
{button Related Procedures,JI('frontpg.HLP','Content_Tables')}
```

Cell Properties Command

Use the Cell Properties command to open the Cell Properties dialog box for a cell. When a cell is selected, you can also press ALT+ENTER to open the Cell Properties dialog box.

```
{button Dialog Box,JI('frontpg.HLP','PE_IDD_CELL_PROPERTIES')}
```

```
{button Related Procedures,JI('frontpg.HLP','Content_Tables')}
```

Caption Properties Command

Use the Caption Properties command to open the Caption Properties dialog box for a table caption. When a table caption is selected, you can also press ALT+ENTER to open the Caption Properties dialog box.

```
{button Dialog Box,JI('frontpg.HLP','PE_IDD_CAPTION_PROPERTIES')}
```

```
{button Related Procedures,JI('frontpg.HLP','Content_Tables')}
```

Show To Do List Command

Use the Show To Do List command to open the To Do List for the current FrontPage web. To use the To Do List, you must have an open FrontPage web. If the To Do List is already open, the command brings it to the front of the desktop.

You can also view the To Do List by clicking the To Do List button on the standard toolbar.



**To Do List
button**

{button Related Procedures,JI('frontpg.HLP','Content_Tasks')}

Show FrontPage Explorer Command

Use the Show FrontPage Explorer command to open the [FrontPage Explorer](#). If the FrontPage Explorer is already open, this command brings the FrontPage Explorer to the front of the desktop.

You can also go to the FrontPage Explorer by clicking the FrontPage Explorer button on the standard toolbar.



**FrontPage Explorer
button**

```
{button Related Procedures,JI('frontpg.HLP','Content_Workplace')}
```


Standard Toolbar Command

Use the Standard Toolbar command to display or hide the standard FrontPage Editor toolbar. The standard toolbar contains the most commonly used Edit and File menu commands, commands that create and test links, and commands that start the other FrontPage components. When this command has a check mark next to it, the toolbar is displayed.

```
{button Related Procedures,JI('frontpg.HLP','Content_Workplace')}
```

Image Toolbar Command

Use the Image Toolbar command to display or hide the FrontPage Editor's image toolbar. The image toolbar contains commands that operate on images. When this command has a check mark next to it, the toolbar is displayed.

```
{button Related Procedures,AL('image workplace procedures',0,'`main')}
```

Format Toolbar Command

Use the Format Toolbar command to display or hide the FrontPage Editor's formatting toolbar. The formatting toolbar contains commands that reformat selected paragraphs or text. When this command has a check mark next to it, the toolbar is displayed.

```
{button Related Procedures,JI('frontpg.HLP','Content_Workplace')}
```

Forms Toolbar Command

Use the Forms Toolbar command to display or hide the FrontPage Editor's forms toolbar. The forms toolbar contains commands that insert fields into a form. When this command has a check mark next to it, the toolbar is displayed.

```
{button Related Procedures,AL('field workplace procedures',0,'','main')}
```

Status Bar Command

Use the Status Bar command to display or hide the status bar. When the Status Bar command has a check mark next to it, the status bar is displayed.

```
{button Related Procedures,JI('frontpg.HLP','Content_Workplace')}
```

Format Marks Command

Use the Format Marks command to show or hide the following normally invisible page elements: hard line returns, bookmarks, and form outlines. When the Format Marks command has a check mark next to it, format marks are displayed.

You can also change between viewing and hiding format marks by clicking the Show/Hide Formats button on the standard toolbar.



**Show / Hide Formats
button**

{button Related Procedures,JI('frontpg.HLP','Content_Workplace')}

Cascade Command

Use the Cascade command to arrange all open pages in overlapping windows.

```
{button Related Procedures,JI('frontpg.HLP','Content_Workplace')}
```

Tile Command

Use the Tile command to resize all open FrontPage Editor windows so that they do not overlap.

```
{button Related Procedures,JI('frontpg.HLP','Content_Workplace')}
```


Arrange Icons Command

Use the Arrange Icons command to arrange the icons of minimized pages at the bottom of the FrontPage Editor window.

```
{button Related Procedures,JI('frontpg.HLP','Content_Workplace')}
```

To associate a file type with an editor

In the FrontPage Explorer, you can associate an editor with a file type. Then, when you open a file of that type, the associated editor will be opened automatically.

- 1** In the FrontPage Explorer, choose **Tools: Options**.
- 2** In the Configure Editors tab, click Add.
- 3** In the File Type field, specify the file name extension for the file type, such as "TXT." To indicate files with no extension, type a period character.
- 4** In the Editor Name field, enter an identifying name for the editor.
- 5** In the Command field, enter the full path of the executable file for the editor. To browse the file system for the executable file, click Browse.
- 6** Click OK to close the Add Editor Association dialog box.
- 7** Click OK to close the Options dialog box.

```
{button Related Procedures,JI('frontpg.HLP>main','Content_Files')}
```

To open a file from the FrontPage Explorer

When you open a file in the FrontPage Explorer, it opens in the editor that is associated with it.

- To open a file, do one of the following:
 - Double-click the file in the Folder View or Hyperlink View.
 - Select the file in the Folder View or Hyperlink View, then choose **Edit: Open**.

{button Related Procedures,JI('frontpg.HLP>main','Content_Files')}

To open a page from the FrontPage Explorer

- Do one of the following:
 - Double-click the page in the Folder View or Hyperlink View.
 - Select the page in the Folder View or Hyperlink View and press ENTER.
 - If the FrontPage Editor is also opened, select the page in any view and drag it to the FrontPage Editor toolbar.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

Working with Tables

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About Tables

Tables are made up of rows and columns of cells that can contain text, images, forms, or WebBot components. You can use tables to arrange data systematically or for organizing the layout of a page. A table allows you to display text in side-by-side paragraphs or arrange text beside graphics. Use a table to simulate columns of text, or use a fixed-pixel-width column to provide a margin for text on a page.

After you create a table, you can customize it by adding rows and columns, changing the size of cells, and adding a caption.

When you type text in a cell or insert text, images, forms or WebBot components, the cell expands horizontally and vertically to accommodate the elements that are typed or inserted. All editing and formatting operations for those elements are available.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To insert a table

Tables have columns and rows of cells that can contain text, images, forms, or WebBot components. You can use tables for organizing the layout of a page or to arrange data systematically.

- 1 In the FrontPage Editor, move the insertion point where you want to create the table.
- 2 Choose **Table: Insert Table**.
- 3 In the Rows field, specify the number of rows you want.
- 4 In the Columns field, specify the number of columns you want.
- 5 In the Alignment field, choose where you want the table positioned on the page.
- 6 To add a border around the table, in the Border Size field, enter how wide you want the border to be, in pixels.
- 7 To change the table's cell padding, enter a number in the Cell Padding field.
- 8 To change the table's cell spacing, enter a number in the Cell Spacing field.
- 9 To change the table's width, do one of the following:
 - Select in Pixels, then type the width you want the table to be, in pixels.
 - Select in Percent, then type a percentage of the width of the screen.
- 10 Click OK.

If you want to create a table quickly using mostly default settings, follow the procedure below:

- Click the Insert Table button, then drag until FrontPage displays the number of rows and columns you want.



{button Related Procedures,Jl('frontpg.hlp>main','Content_Tables')}

To open the Table Properties Dialog Box

A table's properties are summarized in the Table Properties dialog box.

- In the FrontPage Editor, do one of the following:
 - Move the insertion point inside the table, then choose **Table: Table Properties**.
 - Select the entire table, then choose **Edit: Table Properties**.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To open the Cell Properties Dialog Box

A cell's properties are summarized in the Cell Properties dialog box.

- In the FrontPage Editor, do one of the following:
 - Move the insertion point inside a cell, then choose **Table: Cell Properties**.
 - Select the entire cell (not the contents of the cell), then choose **Edit: Cell Properties**.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To insert a row or column

After a [table](#) is created, you can insert [rows](#) and [columns](#) as needed.

- 1 In the FrontPage Editor, move the insertion point into the table.
- 2 Choose **Table: Insert Rows or Columns**.
- 3 Choose Columns or Rows.
- 4 Enter the number of rows or columns you want to insert.
- 5 Enter the location where you want the rows or columns inserted.
- 6 Click OK.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To add a table caption

You can add a title to a table to summarize the table's contents for a user.

1 In the FrontPage Editor, move the insertion point inside the table.

Note You can also select the table, or a cell, row, or column.

2 Choose **Table: Insert Caption**.

FrontPage inserts a caption above the first row of the table.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To open the Caption Properties Dialog Box

A table caption's properties are summarized in the Captions Properties dialog box.

- In the FrontPage Editor, do one of the following:
 - Move the insertion point to the caption, then choose **Table: Caption Properties**.
 - Select the entire caption, then choose **Edit: Caption Properties**.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To select a cell

- In the FrontPage Editor, do one of the following:
 - Place the insertion point in the cell, then choose **Tables: Select Cell**.
 - Double-click the left border of the cell.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To select a row

To delete a row, you must select it first.

- In the FrontPage Editor, do one of the following:
 - Place the insertion point in the row, then choose **Tables: Select Row**.
 - Move the pointer to the left of the row, then click the left border of the row.

Note To select multiple rows, drag the mouse over the rows.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To select a column

To delete a column, you must select it first.

- In the FrontPage Editor, do one of the following:
 - Place the insertion point in the column, then choose **Tables: Select Column**.
 - Move the pointer to the top of the of the column, then click the top border of the column.

Note To select multiple columns, drag the mouse over the columns.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To select a table caption

- In the FrontPage Editor, move the pointer to the left of the table caption, then double-click.

```
{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}
```

To insert a cell

After a table is created, you can insert cells as needed. FrontPage inserts cells using the following rules:

- When the insertion point is in an empty cell, the cell is inserted to the left of the cell containing the insertion point.
- When the insertion point is in the first position of a cell containing text, image, or form, the cell is inserted to the left of the cell containing the insertion point.
- When the insertion point is at the right of any text, image, or form, the cell is inserted to the right of that text, image or form.

In the FrontPage Editor:

- 1** In the FrontPage Editor, move the insertion point where you want the cell inserted.
- 2** Choose **Table: Insert Cell**.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To select a table

To delete a table, you must select it first.

- In the FrontPage Editor, do one of the following:
 - Place the insertion point in a cell, then choose **Tables: Select Table**.
 - Move the pointer the selection bar, then double-click.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To change the width of a table border

You can change the width of a border around a [table](#).

- 1** In the FrontPage Editor, choose **Table: Table Properties**.
- 2** In the Border Size field, enter how wide you want the border to be, in pixels.
- 3** Click OK.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To edit a table caption

You can edit a table caption after it has been inserted.

- In the FrontPage Editor, move the insertion point in the caption where you want to make the change, then enter the new information.

```
{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}
```

To change the position of a table caption

- 1 In the FrontPage Editor, choose **Table: Caption Properties**.
- 2 In the Position field, click Top of Table or Bottom of Table.
- 3 Click OK.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To change cell padding

- 1 In the FrontPage Editor, choose **Table: Table Properties**.
- 2 In the Cell Padding field, enter how much space you want between the contents and inside edges of cells, in pixels.
- 3 Click OK.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To change cell spacing

- 1 In the FrontPage Editor, choose **Table: Table Properties**.
- 2 In the Cell Spacing field, enter how much space you want between the cells in the table, in pixels.
- 3 Click OK.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To split cells into columns

- 1 In the FrontPage Editor, move the insertion point inside the cell you want to split or select a row or column.
- 2 Choose **Table: Split Cells**.
- 3 Select Split into Columns.
- 4 In the Number of Columns field, enter the number of columns into which you want the cells split.
- 5 Click OK.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To split cells into rows

- 1 In the FrontPage Editor, move the insertion point inside the cell you want to split or select a row or column.
- 2 Choose **Table: Split Cells**.
- 3 Select Split into Rows.
- 4 In the Number of Rows field, enter the number of rows into which you want the cells split.
- 5 Click OK.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To merge cells

Note This command is only available when two or more cells are selected, and the selected cells form a rectangle.

- 1 In the FrontPage Editor, select a row, column, or more than one cell.
- 2 Choose **Table: Merge Cells**.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To set the rows a cell spans

- 1 In the FrontPage Editor, move the insertion point in a cell or select a row or column., then choose **Table: Cell Properties**.
- 2 In the Number of Rows Spanned field, enter the number of rows you want the cells to span.
- 3 Click OK.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To set the columns a cell spans

- 1 In the FrontPage Editor, move the insertion point in a cell or select a row or column, then choose **Table: Cell Properties**.
- 2 In the Number of Columns Spanned field, enter the number of columns you want the cells to span.
- 3 Click OK.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To align a table

- 1 In the FrontPage Editor, choose **Table: Table Properties**.
- 2 In the Alignment field, select the alignment you want from the drop-down list.
- 3 Click OK.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To align text horizontally in a cell

- 1 In the FrontPage Editor, move the insertion point in a cell or select a row or column, then choose **Table: Cell Properties**.
- 2 In the Horizontal Alignment field, select the alignment you want from the drop-down list.
- 3 Click OK.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To align text vertically in a cell

- 1 In the FrontPage Editor, move the insertion point in a cell or select a row or column, then choose **Table: Cell Properties**.
- 2 In the Vertical Alignment field, select the alignment you want from the drop-down list.
- 3 Click OK.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To delete a row

1 In the FrontPage Editor, select the row or column you want to delete.

Note To select multiple rows, drag the mouse.

2 Press DELETE.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To delete a column

1 In the FrontPage Editor, select the column you want to delete.

Note To select multiple columns, drag the mouse.

2 Press DELETE.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To delete a cell

- 1 In the FrontPage Editor, select the cell you want to delete.
- 2 Press DELETE.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To delete a table

- 1 In the FrontPage Editor, select the table you want to delete.
- 2 Press DELETE.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To add extended attributes to a table

You can add [HTML attributes](#) to a [table](#) that are not directly supported in FrontPage. These attributes will be added to the [HTML](#) that FrontPage generates for the table.

- 1** In the FrontPage Editor, choose **Table: Table Properties**.
- 2** Click Extended.
- 3** In the Extended Attributes dialog box, click Add.
- 4** In the Set Attribute Value dialog box, enter the attribute's name in the Name field.
- 5** To associate a value with a name, select Specify Value, then enter the attribute's value in the Value field.
- 6** Click OK to close the Set Attribute Value dialog box.
- 7** Click OK to close the Extended Attributes dialog box.
- 8** Click OK to close the Table Properties dialog box.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To add extended attributes to a cell

You can add HTML attributes to a cell that are not directly supported in FrontPage. These attributes will be added to the HTML that FrontPage generates for the cell.

- 1** In the FrontPage Editor, choose **Table: Cell Properties**.
- 2** Click Extended.
- 3** In the Extended Attributes dialog box, click Add.
- 4** In the Set Attribute Value dialog box, enter the attribute's name in the Name field.
- 5** To associate a value with a name, select Specify Value, then enter the attribute's value in the Value field.
- 6** Click OK to close the Set Attribute Value dialog box.
- 7** Click OK to close the Extended Attributes dialog box.
- 8** Click OK to close the Cell Properties dialog box.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To add extended attributes to a table caption

You can add [HTML attributes](#) to a [table](#) caption that are not directly supported in FrontPage. These attributes will be added to the [HTML](#) that FrontPage generates for the table caption.

- 1** In the FrontPage Editor, choose **Table: Caption Properties**.
- 2** Click Extended.
- 3** In the Extended Attributes dialog box, click Add.
- 4** In the Set Attribute Value dialog box, enter the attribute's name in the Name field.
- 5** To associate a value with a name, select Specify Value, then enter the attribute's value in the Value field.
- 6** Click OK to close the Set Attribute Value dialog box.
- 7** Click OK to close the Extended Attributes dialog box.
- 8** Click OK to close the Caption Properties dialog box.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To add a header cell

You can make the text in selected cells bold so that text can be used as a heading.

- 1 In the FrontPage Editor, select a row, column, or one or more cells, then choose **Table: Cell Properties**.
- 2 Select the Header Cell field.
- 3 Click OK.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To remove formatting of a header cell

You can remove the formatting of a header cell.

- 1** In the FrontPage Editor, select the row, column, or cells that are header cells, then choose **Table: Cell Properties**.
- 2** Cancel the Header Cell selection.
- 3** Click Apply, then click OK.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To insert a form in a table

- 1** In the FrontPage Editor, move the insertion point where you want the form inserted.
- 2** Choose **Insert: Form Field**, then choose the type of field you want.
- 3** In the Properties dialog box for the field you chose, configure the form, then click OK.

```
{button Related Procedures,AL( `table form procedures',0,`,`main')}
```

To insert a WebBot component in a table

- 1 In the FrontPage Editor, move the insertion point where you want the WebBot component inserted.
- 2 Choose **Insert: WebBot Component**.
- 3 In the Select a Component field, choose the WebBot component you want, then click OK.
- 4 In the Properties dialog box for the WebBot component you chose, configure the component, then click OK.

```
{button Related Procedures,AL('table bot procedures',0,'','main')}
```

To insert a table within a table

You can insert a table within a table if you want borders around an individual cell.

- 1** In the FrontPage Editor, move the insertion point where you want the table inserted.
- 2** Choose **Table: Insert Table**.
- 3** Choose the size, layout and width for the table, then click OK.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

Adding and Using Tasks

[Overview](#)

Adding and Deleting Tasks

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Accessing To Do Lists

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Tasks Overview

The To Do List is a list of tasks required to complete a FrontPage web. For each FrontPage web you create, you can maintain a To Do List. When multiple authors are creating or editing a FrontPage web, a To Do List helps them keep track of who is working on the web, and what each author's assignments are.

You can add tasks and modify their names, assignments, and descriptions. You can also remove tasks from the list at anytime. When a task has been completed, you can mark it completed then archive it or delete it from the To Do List.

Some of the Wizards in the FrontPage Explorer and some FrontPage Editor commands add tasks to the To Do List and link them to the appropriate web page or file. When a task is linked to a page or file, you can open that page or file in the FrontPage Editor (or editor you have associated with a page or file) from the To Do List.

```
{button Related Procedures,JI('frontpg.HLP>main','Content_Tasks')}
```

To access a To Do List from the FrontPage Explorer

- Do one of the following:
 - Choose Tools: Show To Do List, or
 - Click the To Do List button on the toolbar



{button Related Procedures,JI('frontpg.HLP>main','Content_Tasks')}

To access a To Do List from the FrontPage Editor

- Do one of the following:
 - Choose Tools: Show To Do List, or
 - Click the To Do List button on the toolbar



{button Related Procedures,JI('frontpg.HLP>main','Content_Tasks')}

To add a task to the To Do List from the FrontPage Explorer

- 1 In the FrontPage Explorer, open the page to link to the task.
- 2 Choose **Edit: Add To Do Task**.
- 3 In the Task Name field of the Add To Do Task dialog box, enter a description of the task.
- 4 In the Assigned To field, enter the name of the person responsible for completing the task.
- 5 In the Description field, enter information that further describes the task.
- 6 In the Priority field, select the priority the task should have.
- 7 Click OK.

The task is linked to the current page.

Note You can also add a task by clicking Add from the To Do List window. However, adding a task using the Add button does not link the task to a page in the FrontPage web.

```
{button Related Procedures,JI('frontpg.HLP>main','Content_Tasks')}
```

To add a task to the To Do List from the FrontPage Editor

You can add a [To Do List](#) [task](#) from the FrontPage Editor.

- 1 In the FrontPage Editor, open the [page](#) to link to the task.
- 2 Choose **Edit: Add To Do Task**.
- 3 In the Task Name field of the Add To Do Task dialog box, enter a description of the task.
- 4 In the Assigned To field, enter the name of the person responsible for completing the task.
- 5 In the Description field, enter information that further describes the task.
- 6 In the Priority field, select the priority the task should have.
- 7 Click OK.

The task is linked to the current page.

Note You can also add a task by clicking Add from the To Do List window. However, adding a task using the Add button does not link the task to a page in the [FrontPage web](#).

{button Related Procedures,JI('frontpg.HLP>main','Content_Tasks')}

To modify a task

- 1 In the To Do List, click Details.
- 2 In the Task Details dialog box, move the insertion point to the field you want to modify, then enter the new information.
Note You cannot edit the Task Name field for tasks added to the To Do List by a wizard.
- 3 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Content_Tasks')}

To view a completed task

- In the To Do List, select Show history.
The Completed field, which shows the date a task was completed, is added to the To Do List.
When you no longer want to view completed tasks, cancel the Show history selection.

```
{button Related Procedures,JI('frontpg.HLP>main','Content_Tasks')}
```

To mark a task completed

- 1 In the To Do List, select the task you want to mark completed.
- 2 Click Complete.
- 3 In the Complete Task dialog box, select Mark this task as completed.
FrontPage adds the date the task was completed.
- 4 Click OK.
To display the completed task, select Show History.

{button Related Procedures,JI('frontpg.HLP>main','Content_Tasks')}

To delete an uncompleted task

- 1** In the To Do List, select the task you want to delete.
- 2** Click Complete.
- 3** In the Complete Task dialog box, select Delete this task.
- 4** Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Content_Tasks')}

To delete a completed task

- 1** In the To Do List, select Show history.
- 2** In the Task field, select the completed task you want to delete.
- 3** Click Remove.
- 4** In the Remove Task dialog box, click OK.

{button Related Procedures,JI('frontpg.HLP>main','Content_Tasks')}

To go to a page linked to a task

- 1** In the To Do List, select a task that has a page title in the Linked To field.
- 2** Click Do Task.
The FrontPage Editor opens the linked page.

```
{button Related Procedures,JI('frontpg.HLP>main','Content_Tasks')}
```


To delete a FrontPage web

You can delete the current FrontPage web. When you delete a FrontPage web, it cannot be recovered. You need to be authorized as an administrator in the root FrontPage web to delete a FrontPage web.

- 1 Choose **File: Delete FrontPage Web**.
- 2 If you have not yet entered your administrator name and password, enter them in the Name and Password Required dialog box and click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Webs')}

To open a FrontPage web

- 1 In the FrontPage Explorer, choose **File: Open FrontPage Web**.
- 2 If your FrontPage web is on a Web server, select the Web server from the list in the Web Server or File Location field or type in the Web server's network location. If the FrontPage web is in a folder on your local disk, type in the full path and folder name.
- 3 Click List Webs. The FrontPage Explorer displays a list of the FrontPage webs on the Web server or in the folder you selected.
- 4 Select a FrontPage web, and click OK.
- 5 If you are prompted for your author name and password, enter them in the Name and Password Required dialog box, and click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Webs')}

To create a new FrontPage web

- 1 In the FrontPage Explorer, choose **File: New**, and select **FrontPage Web**.
- 2 In the New FrontPage Web dialog box, select the type of web you want to create. The Description field displays a brief description of each template or Wizard as you select it.
- 3 Click OK.
- 4 In the Web Server or File Location field, enter the name of your Web server. If you do not have authoring access on a Web server, type in the full path and name of a folder on your local disk. If you specify a folder that does not exist, FrontPage will offer to create it.
- 5 In the Name of New FrontPage Web field, type the name of the new FrontPage web.
- 6 Click OK.
- 7 If you are prompted for your administrator name and password, enter them in the Name and Password Required dialog box, and click OK.

If you are creating a FrontPage web from a template, the FrontPage Explorer creates the new FrontPage web. If you are creating a FrontPage web from a FrontPage web Wizard, the Wizard opens. After you specify all your preferences in the Wizard, the FrontPage Explorer creates the new FrontPage web.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Webs')}

To rename a FrontPage web

A FrontPage web name corresponds to a directory name on a Web server or in your file system and is subject to the length, character restrictions, and case sensitivity of that Web server or file system. A FrontPage web title is displayed by some World Wide Web browsers when you surf to the FrontPage web.

- 1** In the FrontPage Explorer, choose **Tools: Web Settings**.
- 2** In the Configuration tab of the FrontPage Web Settings dialog box, enter the new FrontPage web name in the Web Name field.
- 3** To change the title of the FrontPage web, enter the new title in the Web Title field.
- 4** Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Webs')}

To import files to a FrontPage web

When you import a file, you put a copy of the file in your FrontPage web. You can import any type of file. To quickly import one or more files to the current FrontPage web, drag them into any FrontPage Explorer view. To import files to an import list from which you can rename the files' URLs and later import them into the FrontPage web, do the following:

1 In the FrontPage Explorer, choose **File: Import**.

In the Import File To FrontPage Web dialog box, you can add one or more files to the import list without importing them. The files remain on the list until you import them or remove them. When you specify a folder, all the files it contains are added to the import list.

2 To add a file to the import list, click Add File. In the Add File to Import List dialog box, use the Look In box and the box that lists files and folders to point to the folder where the file is stored. Select the file, then click Open.

3 To add the entire contents of a folder to the import list, click Add Folder. In the Browse For Folder dialog box, locate and select the folder, then click OK.

4 To change the URL of any file before importing it (either to rename it or change the file's directory in the FrontPage web), click Edit URL to open the Edit URL dialog box. In the File path within your FrontPage web field, type a URL relative to the root of the current FrontPage web. For example, if you type the URL `folder2/sample.htm`, the page will be saved in `folder2` below the root folder of the current FrontPage web. After changing the URL, click OK.

5 To import the files on the import list to the FrontPage web, click OK.

While files are being imported, you can stop the process by clicking Stop.

{button Related Procedures,AL('file web procedures',0,',','main')}

To copy the current FrontPage web

You can create a new FrontPage web by copying the current FrontPage web.

- 1** In the FrontPage Explorer, select **File: Publish FrontPage Web**.
- 2** Select the Web server from the list in the Destination Web Server or File Location field or type in a Web server's network location. To copy to a folder on your local disk, type in the full path and name of the folder. If you specify a folder that does not exist, FrontPage will offer to create it.
- 3** In the Name of Destination FrontPage Web field, type the name of the destination FrontPage web. If you are copying the current FrontPage web to the same Web server or folder, you must supply a new name. If you are copying to a different Web server or folder, you can use the same name. To copy to the root FrontPage web, leave this field blank or type <Root Web>.
- 4** To add the current FrontPage web to an existing FrontPage web, click Add To an Existing FrontPage Web.
- 5** If you are copying the root web, click Copy Child FrontPage Webs to copy the other FrontPage webs on the same Web server or, if the root web is in a folder, to copy the other FrontPage webs in the same folder.
- 6** Click OK.

If FrontPage detects that you are copying to a Web server that does not have the FrontPage Server Extensions installed, it will launch the Microsoft Web Publishing Wizard (if installed) to copy your FrontPage web. For information about the availability of the Microsoft Web Publishing Wizard, choose Microsoft on the Web from the FrontPage Explorer Help menu.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Webs')}

To export a page or file from a FrontPage web

- 1 In any view in the FrontPage Explorer, select the page or file to export.
- 2 Choose **File: Export**.
- 3 In the Export Selected As dialog box, use the Save In box and the box that lists files and folders to point to the folder in your file system in which you want to store the page or file.
- 4 To change the file name, edit it in the File Name field.
- 5 Click Save to export the file.

{button Related Procedures,AL('file web procedures',0,',','main')}

To publish the current FrontPage web

- 1** In the FrontPage Explorer, select **File: Publish FrontPage Web**.
- 2** Select the Web server from the list in the Destination Web Server or File Location field or type in a Web server's network location.
- 3** In the Name of Destination FrontPage Web field, type the name of the destination FrontPage web. To publish to the root FrontPage web, leave this field blank or type **<Root Web>**.
- 4** To add the current FrontPage web to an existing FrontPage web, click Add To an Existing FrontPage Web.
- 5** If you are publishing the root web, click Copy Child Webs (For Root Web Only) to publish the other FrontPage webs on the same Web server or, if the root web is in a folder, to publish the other FrontPage webs in the same folder.
- 6** Click OK.

If FrontPage detects that you are publishing to a Web server that does not have the FrontPage Server Extensions installed, it will launch the Microsoft Web Publishing Wizard (if installed) to publish your FrontPage web. For information about the availability of the Microsoft Web Publishing Wizard, choose Microsoft on the Web from the FrontPage Explorer Help menu.

{button Related Procedures,AL('file web procedures',0,',','main')}

To add pages to a FrontPage web

- Do one of the following:
 - In the FrontPage Editor, create new pages and add them to the current FrontPage web. using the **File: Save** command.
 - In the FrontPage Editor, open pages from the World Wide Web using the **File: Open** command, then add them to the current FrontPage web using the **File: Save** command.
 - In the FrontPage Explorer, import pages or entire folders from your file system to the current FrontPage web using the **File: Import** command.
 - In the FrontPage Explorer, add one FrontPage web to another using the **File: Publish FrontPage Web** command.

{button Related Procedures,AL('page web procedures',0,'','main')}

To exit the FrontPage Explorer

Before exiting, the FrontPage Explorer closes the current FrontPage web.

- Choose **File: Exit**.

```
{button Related Procedures,JI('frontpg.HLP>main','Content_Workplace')}
```

To exit the To Do List

- Click Close.

```
{button Related Procedures,JI('frontpg.HLP>main','Content_Workplace')}
```

To cascade windows

When you choose the Cascade command, FrontPage arranges all open pages in overlapping windows.

- In the FrontPage Editor, choose **Window: Cascade**.

```
{button Related Procedures,JI('frontpg.HLP>main','Content_Workplace')}
```

To tile windows

When you choose the Tile command, FrontPage arranges all open pages so that they do not overlap.

- In the FrontPage Editor, choose **Window: Tile**.

{button Related Procedures,JI('frontpg.HLP>main','Content_Workplace')}

To arrange icons

When you choose the Arrange Icons command, FrontPage arranges the icons of minimized pages at the bottom of the FrontPage Editor window.

- In the FrontPage Editor, choose **Window: Arrange Icons**.

```
{button Related Procedures,JI('frontpg.HLP>main','Content_Workplace')}
```

To display a toolbar

The toolbar is a set of buttons bound to commonly used FrontPage Editor or FrontPage Explorer commands to provide quick access. A toolbar is displayed when a Toolbar command has a check mark next to it. The FrontPage Editor has five toolbars: Standard, Format, Image, Forms, and Advanced. You can select and move portions of the FrontPage Editor's toolbar.

- In the FrontPage Explorer, choose **View: Toolbar**.
- In the FrontPage Editor, choose **View:** and the toolbar you want to display.

```
{button Related Procedures,JI('frontpg.HLP>main','Content_Workplace')}
```

To hide a toolbar

The toolbar is a set of buttons bound to commonly used FrontPage Editor or FrontPage Explorer commands to provide quick access. A toolbar is hidden when a Toolbar command does not have a check mark next to it. The FrontPage Editor has five toolbars: Standard, Format, Image, Forms, and Advanced. You can select and move portions of the FrontPage Editor's toolbar.

- In the FrontPage Explorer, choose **View: Toolbar**.
- In the FrontPage Editor, choose **View:** and the toolbar you want to hide.

```
{button Related Procedures,JI('frontpg.HLP>main','Content_Workplace')}
```


To open the FrontPage Explorer

- Do one of the following:
 - In the Start menu, choose **Programs: Microsoft FrontPage**.
 - In the FrontPage Editor, choose **Tools: Show FrontPage Explorer** or click the FrontPage Explorer button.



{button Related Procedures,JI('frontpg.HLP>main','Content_Workplace')}

To open a FrontPage web's To Do List

- Click the To Do List button.



```
{button Related Procedures,JI('frontpg.HLP>main','Content_Workplace')}
```

To create a new folder

- 1 In the Folder View in the FrontPage Explorer, click the folder to which you want to add a new folder.
- 2 Choose **File: New**, then select Folder.
The FrontPage Explorer creates a new folder, labeled "New Folder."
- 3 To change the folder name, type directly into its label.

{button Related Procedures,JI('frontpg.HLP>main','Content_Workplace')}

To select the Hyperlink View in the FrontPage Explorer

- Click the Hyperlink View button.



```
{button Related Procedures,JI('frontpg.HLP>main','Content_Workplace')}
```

To select the Folder View in the FrontPage Explorer

- Click the Folder View button.



```
{button Related Procedures,JI('frontpg.HLP>main','Content_Workplace')}
```

Delete Command

Use the Delete command to delete a selected page while you are in the FrontPage Explorer. If there are hyperlinks to that page, they will be broken. When you delete a page, it cannot be recovered.

```
{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}
```

Add To Do Task Command

Use the Add To Do Task command to add a task to the To Do List for the current FrontPage web. The task will be linked to the active page. When you select Add To Do Task, FrontPage displays the Add To Do Task Dialog Box. Use this dialog box to add a task name, assign the task to an author, enter a description of the task, and assign the task a priority.

```
{button Related Procedures,JI('frontpg.HLP','Content_Tasks')}
```

Delete FrontPage Web Command

Use this command to delete a FrontPage web. When you delete a FrontPage web, it cannot be recovered. You need to be authorized as an administrator in the root FrontPage web to delete a FrontPage web.


```
{button Related Procedures,JI('frontpg.HLP','Contents_Webs')}
```


Export Command

Use the Export command to copy a selected file from a FrontPage web to a local file system. Select the file to export in any FrontPage Explorer view. In the Export dialog box, specify the file name and destination of the file to be exported.

Dialog Box Options

Save in

Lists the available folders and files. To see how the current folder fits in the hierarchy of your computer, click the down arrow. To see what's inside a folder, click it. To open the folder one level higher, click  on the toolbar. To create a new folder, click



Files and other folders are displayed in the box below.

File Name

Enter the name of the file to export. You can use * as a wildcard. For example, type *.* to see a list of all files. You can also type the full path of a file, such as C:\mypages\page1.htm.

Save As Type

Specifies the type of file you are exporting.

Save

Click this to save the file with the name, type, and location that you specified.

{button Related Procedures,JI('frontpg.HLP','Contents_Webs')}

Recent FrontPage Webs Command

The FrontPage Explorer keeps a numbered list of the four most recently opened FrontPage webs. This list is displayed at the end of the File Menu. To open a FrontPage web that was opened recently, select it from this list of files or type its number.

{button Related Procedures,JI('frontpg.HLP','Contents_Webs')}

Recent FrontPage Webs Command

The FrontPage Explorer keeps a numbered list of the four most recently opened FrontPage webs. This list is displayed at the end of the File Menu. To open a FrontPage web that was opened recently, select it from this list of files or type its number.

{button Related Procedures,JI('frontpg.HLP','Contents_Webs')}

Recent FrontPage Webs Command

The FrontPage Explorer keeps a numbered list of the four most recently opened FrontPage webs. This list is displayed at the end of the File Menu. To open a FrontPage web that was opened recently, select it from this list of files or type its number.

{button Related Procedures,JI('frontpg.HLP','Contents_Webs')}

Recent FrontPage Webs Command

The FrontPage Explorer keeps a numbered list of the four most recently opened FrontPage webs. This list is displayed at the end of the File Menu. To open a FrontPage web that was opened recently, select it from this list of files or type its number.

{button Related Procedures,JI('frontpg.HLP','Contents_Webs')}

Exit Command

Use the Exit command to end a session in the FrontPage Explorer. If there is a current web, FrontPage closes it.

```
{button Related Procedures,JI('frontpg.HLP','Content_Workplace')}
```

Recalculate Hyperlinks Command

Use the Recalculate Hyperlinks command to:

- Update the display of all views for the FrontPage web in which you are working.
- Cause the server to go through all its dependencies to regenerate them. For example, if a page in a FrontPage web has a WebBot Include component, that page has a dependency that might need to be regenerated.
- Update the text index created by a WebBot Search component. For example, if you delete a page from your FrontPage web, use the Recalculate Hyperlinks command to remove all references to that page from the text index.

Recalculating hyperlinks for a large FrontPage web might take several minutes.

{button Related Procedures,JI('frontpg.HLP','Contents_Link_Bookmark')}

Show FrontPage Editor Command

Use the Show FrontPage Editor command to open the [FrontPage Editor](#). If the FrontPage Editor is already open, this command brings the FrontPage Editor to the front of the desktop.

You can also go to the FrontPage Editor by clicking the FrontPage Editor button on the FrontPage Explorer [toolbar](#) or by selecting the [page](#) and opening it.



**Show
FrontPage
Editor
button**

```
{button Related Procedures,JI('frontpg.HLP','Content_Workplace')}
```


Show To Do List Command

Use the Show To Do List command to open the [To Do List](#) for the [current web](#). The number of tasks currently on the To Do List is displayed next to the command. To use the To Do List, you must have an open [FrontPage web](#). If the To Do List is already open, the command brings it to the front of the desktop.

You can also view the To Do List by clicking the To Do List button on the FrontPage Explorer [toolbar](#).



**Show To
Do List
button**

```
{button Related Procedures,JI('frontpg.HLP','Content_Tasks')}
```

Toolbar Command

Use the Toolbar command to display or hide the toolbar in the FrontPage Explorer. When the Toolbar command has a check mark next to it, the toolbar is displayed.

```
{button Related Procedures,JI('frontpg.HLP','Content_Workplace')}
```

Status Bar Command

Use the Status Bar command to display or hide the status bar in the FrontPage Explorer. When the Status Bar command has a check mark next to it, the status bar is displayed.

```
{button Related Procedures,JI('frontpg.HLP','Content_Workplace')}
```

Repeated Hyperlinks Command

Use the Repeated Hyperlinks command to display or hide multiple [hyperlinks](#) from one [page](#) to another page. By default, if a page has multiple hyperlinks to another page, the FrontPage Explorer only shows you one hyperlink; when you display repeated hyperlinks, you see all the hyperlinks to another page. When the Repeated Hyperlinks command has a check mark next to it, the repeated hyperlinks are displayed in the Hyperlink View.

You can also display repeated hyperlinks by clicking the Repeated Hyperlinks button on the FrontPage Explorer [toolbar](#).



**Repeated
Hyperlinks
button**

{button Related Procedures,JI('frontpg.HLP','Contents_Link_Bookmark')}

HyperLinks Inside Page Command

Use the Hyperlinks Inside Page command to display or hide the [hyperlinks](#) that a [page](#) has to itself. When you create a page, you can insert a hyperlink to that page so a user can quickly go to topics on that page; hyperlinks can be to the top of a page (using the [URL](#)) or to a [bookmark](#).

You can also display hyperlinks inside a page by clicking the Hyperlinks Inside Page button on the FrontPage Explorer [toolbar](#).



**Hyperlinks
Inside
Page
button**

```
{button Related Procedures,JI('frontpg.HLP','Contents_Link_Bookmark')}
```

Refresh Command

Use the Refresh command to update the display of all views for the FrontPage web in which you are working. Because more than one person may be working on a FrontPage web at one time, refreshing your web ensures that the hyperlinks in your page are as up-to-date as possible.

```
{button Related Procedures,JI('frontpg.HLP','Content_Workplace')}
```

Horizontal Line Properties Dialog Box

Use the Horizontal Line dialog box to set and view the properties of a horizontal line.

Dialog Box Options

Width

Use this section to set the width of the line.

Percent of window

Select this option, then type a percentage of the width of the window.

Pixels

Select this option, then type the line's width, in pixels.

Height

Use this section to set the height of the line.

Pixels

Type the line's height, in pixels.

Alignment

Use this section to set the alignment of the line.

Note If the width of the line is set to 100 percent, setting alignment has no effect.

Left

Select this option to begin the line at the left margin of the page.

Center

Select this option to center the line on the page.

Right

Select this option to begin the line at the right margin.

Color

Use the drop-down list to select the line's color. Select Custom to define a custom color.

Solid Line

Select this box to display the line with no shading.

Extended

Click Extended to open the Extended Attributes Dialog Box. Use this dialog box to add HTML attributes to the line that are not directly supported in FrontPage.

{button Related Procedures,JI('frontpg.HLP', 'Contents_Pages')}

Cut Command

Use the Cut command to remove selected items from the page and move them to the clipboard, replacing the clipboard's current contents. You can cut any items on the page, such as text, images, bookmarks, forms, or WebBot components. If you then paste the contents of the clipboard into another application, only the text is pasted. If you paste into another FrontPage Editor window, all formatting, WebBots components, forms, and other FrontPage page elements are pasted.

The FrontPage Editor may reformat your page after you cut items. For example, it will renumber a list when elements are cut from it.

When you cut text, the character attributes, such as bold and underlined, are retained on the clipboard. If the selection includes a paragraph break, the paragraph style of the paragraph is also retained.

You can also cut selected items by clicking the Cut button on the standard toolbar.



Cut button

{button Related Procedures,JI('frontpg.HLP',`Contents_Text')}

Copy Command

Use the Copy command to copy selected items from the page and move them to the clipboard, replacing the clipboard's current contents. You can copy most selected items on the page, such as text, images, bookmarks, forms, or WebBot components. If you then paste into another application, only the text is pasted. If you paste into another FrontPage Editor window, all formatting, WebBots, forms, and other FrontPage objects are pasted.

When you copy text, the character attributes, such as bold and underlined, are retained on the clipboard. If the selection includes a paragraph break, the paragraph style of the paragraph is also retained.

You can also copy selected items by clicking the Copy button on the standard toolbar.



Copy button

{button Related Procedures,JI('frontpg.HLP', 'Contents_Text')}

Paste Command

Use the Paste command to copy the contents of the clipboard at the insertion point. If there are currently selected items, they are overwritten.

When you paste text, some of its character attributes may be over-ridden. For example, when you paste text into a paragraph with a larger point-size, the pasted text is enlarged to match the size of the text in the paragraph.

If you paste a paragraph into another paragraph, the paragraph on the page is split into two paragraphs, and the pasted paragraph is inserted between those paragraphs. Pasting paragraphs may have other unintended effects, such as renumbering lists.

You can paste the following types of images from the clipboard: GIF , JPEG, BMP (Windows and OS/2), TIFF, MAC, MSP, RAS, WPG, EPS, PCX, and WMF. When you paste an image, it is automatically added to the FrontPage web when you save the page on which it is inserted. When you paste an image that is not in the GIF or JPEG format, it is first converted to the GIF format (for images with 256 or fewer colors) or the JPEG format (for images with more than 256 colors).

When you paste text from another application, FrontPage retains as much of the original formatting as possible – this includes converting Microsoft Excel or Microsoft Word tables into HTML tables. To import entire files from other applications, use the **Insert: File** command in the FrontPage Editor; the files are automatically converted to HTML.

You can also paste from the clipboard by clicking the Paste button on the standard toolbar.



Paste button

{button Related Procedures,JI('frontpg.HLP',`Contents_Text')}

Clear Command

Use the Clear command to delete the selected items from the page without placing them on the clipboard. The FrontPage Editor may reformat your page after some deletions. For example, it renumbers a list if one or more elements are deleted from it.

```
{button Related Procedures,JI('frontpg.HLP','Contents_Text')}
```

Find Command

Use the Find command to search for specified text. The Find command can be case-sensitive and can match whole words only or any text.

Dialog Box Options

Find What

Enter the text to find.

Match Whole Word Only

Finds text only if it matches a whole word.

Match Case

Finds text only if it matches the text to find in capitalization.

Direction

Specify Up to search from the insertion point to the beginning of the document or Down to search from the insertion point to the end of the document.

Find Next

Once a successful match has been found, click this button to repeat the search.

Cancel

Click Cancel to exit the Find command.

{button Related Procedures,JI('frontpg.HLP','Contents_Text')}

Replace Command

Use the Replace command to search for specified text and replace it with other specified text. You provide text to find and text for replacement in the Replace dialog box.

The Replace command can be case-sensitive and can replace whole words only or it can replace any text. You can replace all instances of the text in a single operation, or you can repeatedly find the text to replace, then replace it.

Dialog Box Options

Find What

Enter the text to find.

Replace With

Enter the replacement text.

Match Whole Word Only

Find text only if it matches a whole word.

Match Case

Finds text only if it matches the text to find in capitalization.

Find Next

Once a successful match has been found, click this button to repeat the search without replacing the currently found text.

Replace

Replaces the currently found text and finds the next match.

Replace All

Replaces the currently found text and continues replacing matches until all matches have been replaced.

Cancel

Click Cancel to exit the Replace command. This does not undo all replacements that have occurred.

{button Related Procedures,JI('frontpg.HLP','Contents_Text')}

Bookmark Command

Use the Bookmark command to create a [bookmark](#). You can assign a bookmark to any selected text, including [special characters](#) and text that is linked. When you create a bookmark, you assign it a name. This name is used to identify the bookmark as the target of a [hyperlink](#).

When Format Marks is selected, the FrontPage Editor displays bookmarks as text with a blue dashed underline.

Dialog Box Options

Bookmark Name

Type the name of the new bookmark. This should be a term or a short phrase.

Other Bookmarks on This Page

Lists all bookmarks on the [page](#).

Clear

Click Clear to clear the bookmark and close the dialog box.

Goto

Click Goto to scroll the view to the selected bookmark.

```
{button Related Procedures,JI('frontpg.HLP','Contents_Hyperlink_Bookmark')}
```

Horizontal Line Command

Use the Horizontal Line command to insert a horizontal line at the insertion point. After you insert a horizontal line, press ALT+ENTER to view or set its properties in the [Horizontal Line Properties dialog box](#).

{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}

Break Command

Use the Break command to insert a line break at the insertion point.

Note Many Web browsers do not display empty paragraphs but do display line breaks as white space.

Dialog Box Options

Normal Line Break

Forces a line break. If an image is in at the left or right margin, does not clear it.

Clear Left Margin

Forces a line break. If an image is at the left margin, moves the next line down until the left margin is cleared.

Clear Right Margin

Forces a line break. If an image is at the right margin, moves the next line down until the right margin is cleared.

Clear Both Margins

Forces a line break. If an image is at either or both margins, moves the next line down until both margins are cleared.

Extended

Click Extended to open the Extended Attributes Dialog Box to add HTML attributes to a line break that are not directly supported in FrontPage.

{button Related Procedures,JI('frontpg.HLP','Contents_Text')}

Symbol Command

The Symbol command displays the Symbol dialog box. Select a special character from this dialog box to insert it at the insertion point.

To select a character for insertion, click it. Use the arrow keys to change selections.

Dialog Box Options

Insert

Click Insert to insert the currently selected character. You can also insert a character by double-clicking it.

Close

Click Close to close the Symbol dialog box.

```
{button Related Procedures,JI('frontpg.HLP',`Contents_Text')}
```

To resize a hotspot

If a hotspot's dimensions are not correct, they can be resized after the hotspot is created.

- 1** In the FrontPage Editor, click the image containing the hotspot you want to resize.
- 2** Select the hotspot.
When the hotspot is selected, size handles display at each of its corners.
- 3** Move the pointer to one of the hotspot handles.
The pointer changes to the resize pointer, indicating in what directions that portion of the hotspot can be resized.
- 4** Click and hold down the left mouse button, then move the pointer to resize the hotspot.
Note While resizing the hotspot, press ESC to return it to its original shape.
- 5** Release the mouse button when you are done resizing the hotspot.

{button Related Procedures,JI('frontpg.HLP>main','Content_Images')}

To delete a hotspot

When a hotspot is no longer wanted, it can be deleted.

1 In the FrontPage Editor, click the image containing the hotspot you want to delete.

2 Select the hotspot.

When the hotspot is selected, size handles display at each of its corners.

3 To delete a hotspot, do one of the following:

- Press the DELETE key.
- Choose **Edit: Clear**.

{button Related Procedures,JI('frontpg.HLP>main','Content_Images')}

To move a hotspot

To change the area of an image that is a hotspot, you can move one or more selected hotspots in that image.

1 In the FrontPage Editor, click the image containing the hotspot you want to move.

2 Select the hotspot.

When the hotspot is selected, size handles display at each of its corners.

3 To move the hotspot, do one of the following:

- Click the left mouse button and drag the hotspot to its new position. While clicking and dragging a hotspot, press ESC to return it to its original position.
- Use the arrow keys to change its position.

{button Related Procedures,JI('frontpg.HLP>main','Content_Images')}

To select an image

You need to select an image to cut, copy or paste the image using the clipboard.

- In the FrontPage Editor, do one of the following:
 - Move the pointer to the selection bar, then click the left mouse button.
 - Move the pointer to the right-hand side of the image, then click the left mouse button and drag the pointer over the image.

The selected image appears in reverse video.

Note Selecting an image does not activate the image toolbar. To activate the image toolbar, click the image.

{button Related Procedures,JI('frontpg.HLP>main','Content_Images')}

To cut or delete an image

In the FrontPage Editor, when you cut an image it is removed from the page and copied to the clipboard. When you delete an image, it is removed from the page but is not copied to the clipboard.

To cut an image

- Select the image, then do one of the following:
 - Choose **Edit: Cut**.
 - Click the Cut button:



To delete an image

- Select the image, then do one of the following:
 - Choose **Edit: Clear**.
 - Press DELETE.

To delete an image without selecting it

- Select the image, then do one of the following:
 - Position the insertion point before the image and press DELETE.
 - Position the insertion point after the image and press BACKSPACE.

{button Related Procedures,JI('frontpg.HLP>main','Content_Images')}

To copy an image

When you copy an image, it is copied to the clipboard.

- 1 In the FrontPage Editor, select the image you want to copy.
- 2 Do one of the following:
 - Choose **Edit: Copy**.
 - Click the Copy button:



{button Related Procedures,JI('frontpg.HLP>main','Content_Images')}

To make a color in an image non-transparent

An image can have only one transparent color. If an image already has a transparent color, selecting a new transparent color returns the existing transparent color to its original color.

To make a color in an image non-transparent using the Make Transparent pointer

- 1 In the FrontPage Editor, select the image containing the color you want to make non-transparent.
- 2 Click the Make Transparent button:



- 3 Move the pointer inside the image.

The pointer becomes the Make Transparent pointer:



- 4 Place the tip of the Make Transparent pointer on the color you want to make non-transparent, then click the left mouse button.

To make a color in an image non-transparent using the Image Properties dialog box

- 1 In the FrontPage Editor, select the image containing the color you want to make non-transparent.
- 2 To open the Image Properties dialog box, do one of the following:
 - Choose **Edit: Properties**.
 - Press ALT+ENTER.
- 3 Select the Transparent field, then click OK.

{button Related Procedures,JI('frontpg.HLP>main','Content_Images')}

To edit an image

- From the FrontPage Editor of Explorer, double-click an image to open it in its associated image-editing program.

To insert clip art

FrontPage comes with a full library of clip art.

- 1 In the FrontPage Editor, click on the page where you want to insert the clip art.
- 2 Choose **Insert: Image**.
- 3 In the Clip Art tab, select the clip art category from the list in the Category field. For example, to select a background image, choose Backgrounds.
- 4 Browse the Contents window and double-click an image to insert it.

To insert an image from a file

When you insert an image from a file, the FrontPage Editor prompts you to import the image to your FrontPage web when you save the page.

You can insert the following file types: GIF, JPG, BMP (Windows and OS/2), TIF, MSP, RAS, WPG, EPS, PCX, and WMF images. WMF format is only available when the image is embedded in an RTF file that is being inserted.

When you insert an image that is not in the GIF or JPG format, it is first converted to the GIF format (for images with 256 or fewer colors) or the JPG format (for images with more than 256 colors).

1 In the FrontPage Editor, click the page where you want to insert the image.

2 Choose **Insert: Image**.

3 In the Other Location tab, click From File.

4 If you know the image's full file name, type it in the From File field.

If you do not know the image's full file name, click Browse to browse your file system. Use the Look In box and the box that lists files and folders to point to the file and folder where the image is stored. Choose a file type from the Files of Type drop-down field to list all the files of that type. Select the image you want to insert, then click Open.

{button Related Procedures,JI('frontpg.HLP>main','Content_Images')}

To insert an image from the current FrontPage web

You can insert the following types of images from the current FrontPage web: GIF, JPG, BMP (Windows and OS/2), TIF, MSP, RAS, WPG, EPS, PCX., and WMF.

When you insert an image that is not in the GIF or JPG format, it is automatically converted to the GIF format (for images with 256 or fewer colors) or the JPG format (for images with more than 256 colors).

- 1** In the FrontPage Editor, click on the page where you want to insert the image.
- 2** Choose **Insert: Image**.
- 3** In the Current FrontPage Web tab, select an image to insert it. To browse the contents of a folder, double-click on it.
- 4** Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Content_Images')}

To insert an image from the World Wide Web

When you insert an image from the World Wide Web, the image is always inserted from its location on the World Wide Web; you cannot import it to your FrontPage web.

- 1 In the FrontPage Editor, click on the page where you want to insert the image.
- 2 Choose **Insert: Image**.
- 3 In the Other Location tab, click From Location.
- 4 In the From Location field, type the absolute URL of the image you want to insert.
- 5 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Content_Images')}

To import an image to a FrontPage web

When you import an image, you place a copy of it in your FrontPage web. To quickly import one or more images to the current FrontPage web, drag them into any FrontPage Explorer view. To import images to an import list, from which you can rename them and later import them into the FrontPage web, do the following:

- 1** In the FrontPage Explorer, choose **File: Import**.
In the Import File To FrontPage Web dialog box, you can add one or more images to the import list without importing them. The images remain on the list until you import them or remove them. You can also specify a folder, and all the images and other files it contains are added to the import list.
- 2** To add an image to the import list, click Add File. In the Add File to Import List dialog box, use the Look In box and the box that lists files and folders to point to the folder where the image is stored. Select the image, and click Open.
- 3** To add the entire contents of a folder to the import list, click Add Folder. In the Browse For Folder dialog box, locate and select the folder, and click OK.
- 4** To change the URL of any image before importing it, either to rename it or to change the image's directory in the FrontPage web, click Edit URL to open the Edit URL dialog box. In the File path within your FrontPage web field, type a URL relative to the root of the current FrontPage web. For example, if you type the URL images/picture.gif, the image will be saved in the folder images below the root folder of the current FrontPage web. After changing the URL, click OK.
- 5** To import the images and other files on the import list to the FrontPage web, click OK. While files are being imported, you can stop the process by clicking Stop.

{button Related Procedures,JI('frontpg.HLP>main','Content_Images')}

To create a circular hotspot

1 In the FrontPage Editor, select the image.



2 Click the Circle button.

3 Point inside the image. The pointer becomes a pencil.

4 Point to the center of the circular hotspot you want create.

5 Drag the circular hotspot until it is the size you want. When you release the mouse button, the Create Hyperlink dialog box opens.

6 In the Create Hyperlink dialog box, do one of the following:

- To create a hyperlink to a page in the current FrontPage web, use the Current Web tab.
- To create a hyperlink to a page on the World Wide Web, use the World Wide Web tab.
- To create a hyperlink to a currently opened page, use the Open Pages tab.
- To create a hyperlink to a new page, use the New Page tab.

7 Complete the steps to create the hyperlink and click OK.

{button Related Procedures,AL('image link procedures',0,',','main')}

To create a polygonal hotspot

1 In the FrontPage Editor, select the image.



2 Click the Polygon button.

3 Point inside the image. The pointer becomes a pencil.

4 Click where you want the first corner of the polygon to be, then click to place each corner of the polygon.

5 Double-click to finish the polygon. The Create Hyperlink dialog box opens.

6 In the Create Hyperlink dialog box, do one of the following:

- To create a hyperlink to a page in the current FrontPage web, use the Current Web tab.
- To create a hyperlink to a page on the World Wide Web, use the World Wide Web tab.
- To create a hyperlink to a currently opened page, use the Open Pages tab.
- To create a hyperlink to a new page, use the New Page tab.

7 Complete the steps to create the hyperlink and click OK.

```
{button Related Procedures,AL('image link procedures',0,'','main')}
```


To create a rectangular hotspot

1 In the FrontPage Editor, select the image.



2 Click the Rectangle button.

3 Point inside the image. The pointer becomes a pencil.

4 Point to the first corner of the rectangle.

5 Drag the rectangle until it is the size you want. When you release the mouse button, the Create Hyperlink dialog box opens.

6 In the Create Hyperlink dialog box, do one of the following:

- To create a hyperlink to a page in the current FrontPage web, use the Current Web tab.
- To create a hyperlink to a page on the World Wide Web, use the World Wide Web tab.
- To create a hyperlink to a currently opened page, use the Open Pages tab.
- To create a hyperlink to a new page, use the New Page tab.

7 Complete the steps to create the hyperlink and click OK.

{button Related Procedures,AL('image link procedures',0,',','main')}

To select a hotspot

- 1 In the FrontPage Editor, click the image. The hotspots become visible.
- 2 Click a hotspot to select it or drag over a portion of the image to select more than one hotspot.
- 3 Use TAB and SHIFT+TAB to move between hotspots.

{button Related Procedures,JI('frontpg.HLP>main','Content_Images')}

To set an image's default hyperlink

An image's default hyperlink is the target of a hyperlink from parts of the image not covered by any hotspots.

- 1 Click the image to select it.
- 2 Choose **Edit: Image Properties**.
- 3 In the URL field in the Default Hyperlink group box, enter a relative URL, or click Browse to create the default hyperlink in the Edit Hyperlink dialog box.
- 4 After creating the hyperlink, click OK to close the Image Properties dialog box.

```
{button Related Procedures,JI('frontpg.HLP>main','Content_Images')}
```

To make a color in an image transparent

A transparent color replaces one color in an image and lets the background of the page show through the image. An image can have only one transparent color. If an image already has a transparent color, selecting a new transparent color returns the existing transparent color to its original color.

- 1 In the FrontPage Editor, select the image.



- 2 Click the Make Transparent button. The pointer changes to the Make Transparent pointer.
- 3 In the image, click the color to make transparent.

If the image is a JPEG image, the FrontPage Editor prompts you to convert the image to GIF format, because transparency is not supported in JPEG images. If FrontPage converts the image, the number of colors in the image may be reduced and the image file may become larger.

{button Related Procedures,JI('frontpg.HLP>main','Content_Images')}

To delete a bookmark

- 1 In the FrontPage Editor, do one of the following:
 - Place the pointer anywhere in the text containing the bookmark.
 - Select any part of the bookmark.
- 2 Choose **Edit: Bookmark**.
- 3 Click Clear.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Link_Bookmark')}

To create a hyperlink to a bookmark

You can create a hyperlink to a bookmark in an open page, a page in the current FrontPage web, or a page on the World Wide Web.

- 1** In the FrontPage Editor, choose **Edit: Hyperlink**.
- 2** In the Create Link dialog box, do one of the following:
 - To link to a bookmark on a currently opened page, select the bookmark name from the Bookmark drop-down list.
 - To link to a bookmark in the current FrontPage web, enter the bookmark name in the Bookmark field.
 - To link to a bookmark on the World Wide Web, enter the bookmark name in the URL field. To do this, append a pound-sign character (#) and the bookmark name to the URL.
- 3** Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Link_Bookmark')}

To create a text hyperlink to a page or file in the current FrontPage web

- 1 In the FrontPage Editor, optionally select text that will identify the hyperlink, then choose **Insert: Hyperlink** or click the Create or Edit Hyperlink button.



- 2 In the Create Hyperlink dialog box, select the Current Web tab.
- 3 Do one of the following:
 - If you know the relative URL of the page or file, enter it in the Page field.
 - If you do not know the relative URL of the page, click Browse. In the Current FrontPage Web dialog box, click a page or file to make it the target of the hyperlink. To browse the contents of a folder, double-click on it.
- 4 To link to a bookmark on the page you selected, type the name of the bookmark in the Bookmark field.
- 5 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Link_Bookmark')}

To create a text hyperlink to a new page

You can create a text hyperlink to a new page. FrontPage first creates the new page and then creates a hyperlink to it.

- 1** In the FrontPage Editor, optionally select text that will identify the hyperlink, then choose **Insert: Hyperlink** or click the Create or Edit Hyperlink button.
- 2** In the Create Hyperlink dialog box, select the New Page tab.
- 3** In the Page URL field, enter the URL for the new page, relative to the root directory of your FrontPage web.
- 4** In the Page Title field, enter a page title for the new page.
If you enter a title first, the FrontPage Editor fills in a page URL based on the title.
- 5** Do one of the following:
 - To edit the page as soon as the hyperlink is created, click Edit New Page Immediately.
 - To create the new page and add a task to the current FrontPage web's To Do List reminding you to finish the new page later, click Add New Page to To Do List.
- 6** Click OK.
- 7** In the New Page dialog box, select a template or wizard on which to base the new page.
- 8** Click OK.

If the page is based on a Wizard, follow the Wizard's instructions to finish creating the page.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Link_Bookmark')}

To create a text hyperlink to a page on the World Wide Web

- 1 In the FrontPage Editor, optionally select text that will identify the hyperlink, then choose **Insert: Hyperlink** or click the Create or Edit Hyperlink button.



- 2 In the Create Hyperlink dialog box, select the World Wide Web tab.
- 3 By default, the Hyperlink command puts the URL of any page that it is currently displaying in your Web browser in the URL field of the World Wide Web tab. If you want a different URL or if your Web browser is not running, do one of the following:
 - If you know the absolute URL of the page or file, select the hyperlink type in the Hyperlink Type field and type the URL in the URL field.
 - If you do not know the absolute URL of the page or file, click Browse. Your Web browser will become active. In your Web browser, surf to the page or file that you want to be the target of your hyperlink. Type ALT+TAB to return to the FrontPage Editor. The URL of the page or file you visited will be in the URL field and its hyperlink type will be in the Hyperlink Type field.
- 4 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Link_Bookmark')}

To create a text hyperlink from the FrontPage Explorer

You can create a text hyperlink from an open page in the FrontPage Editor to another page in your FrontPage web using the FrontPage Explorer.

- 1** In any FrontPage Explorer view, select the page or file to which you want to create a hyperlink by clicking and holding the left mouse button.
- 2** Drag the page or file from the FrontPage Explorer to the FrontPage Editor.
If the FrontPage Editor is minimized, drag over the FrontPage Editor icon in the Windows Task Bar, pause for a moment, and the FrontPage Editor will be activated.
- 3** Move the pointer to the line at which you want to create the hyperlink and release the left mouse button.
FrontPage creates the hyperlink to the page or file on the line you chose.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Link_Bookmark')}

To follow a text hyperlink forward

- Hold down CTRL and click on the hyperlink, or click in the hyperlink and choose **Tools: Follow Hyperlink**.

The FrontPage Editor opens the target page for editing and makes it the active page. If the hyperlink points to a bookmark, the FrontPage Editor will scroll to that bookmark.

If the target page is not in the current FrontPage web, FrontPage opens a copy of the page. You can save the copy of the page, including all image and other objects on the page, to the current FrontPage web or to a file.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Link_Bookmark')}
```

To change a text hyperlink

- 1 In the FrontPage Editor, place the pointer anywhere in the text containing the [hyperlink](#), or select any part of the hyperlink.
- 2 Choose **Edit: Hyperlink** or click the Create or Edit Hyperlink button.



- 3 Edit the hyperlink in the Edit Hyperlink dialog box.

To create a bookmark

- 1 In the FrontPage Editor, optionally select one or more characters of text.
- 2 Choose **Edit: Bookmark**.
- 3 In the Bookmark Name field, enter the name of the bookmark, or accept the name that FrontPage suggests. You can include spaces in the bookmark name.
- 4 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Link_Bookmark')}

To visit a bookmark

You can visit a bookmark on the current page without creating a hyperlink to it. You can visit a bookmark on another page if there is a hyperlink to that bookmark from the current page.

- 1 To visit a bookmark on the current page, in the FrontPage Editor, choose **Edit: Bookmark**.
- 2 In the Other Bookmarks on this Page field, select the bookmark to visit.
- 3 Click Goto.

The FrontPage Editor scrolls the view to the bookmark that you selected.

- 4 Close the Bookmark dialog box by clicking OK or Cancel.

To visit a bookmark on another page, in the FrontPage Editor, place the pointer anywhere in a hyperlink to a bookmark and choose **Tools: Follow Hyperlink**. The FrontPage Editor displays the new page and scrolls to the bookmark.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Link_Bookmark')}

To recalculate hyperlinks

You recalculate hyperlink to update the FrontPage Explorer's display of the current FrontPage web. In a multi-authoring environment, this will let you view recent changes made to the FrontPage web by other authors. Recalculating hyperlinks also updates the text index maintained by the FrontPage Explorer.

- In the FrontPage Explorer, choose **Tools: Recalculate Hyperlinks**.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Link_Bookmark')}
```

To verify internal hyperlinks

An internal hyperlink is a hyperlink to a page or file in the current FrontPage web. To verify internal hyperlinks:

- In the FrontPage Explorer, choose **Tools: Verify Hyperlinks**.

All broken internal hyperlinks are displayed with a red "Broken" icon. Working internal hyperlinks are not displayed. Note that each external hyperlink is displayed with a yellow "Question Mark" icon, indicating that the hyperlink has not yet been verified.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Link_Bookmark')}
```


To verify external hyperlinks

An external hyperlink is a hyperlink to a page or file outside the current FrontPage web. To verify external hyperlinks:

- 1** In the FrontPage Explorer choose **Tools: Verify Hyperlink**.

Each external hyperlink is displayed with a yellow "Question Mark" icon, indicating that the hyperlink has not yet been verified. All broken internal hyperlinks are displayed with a red "Broken" icon. Working internal hyperlinks are not displayed.

- 2** To identify the broken external hyperlink, click Verify.

Each hyperlink is verified in sequence.

- 3** To stop verifying hyperlinks before the entire list has been processed, click Stop.

A verified hyperlink is either displayed with a red "Broken" icon, to indicate that it is broken, or with a green "OK" icon.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Link_Bookmark')}

To add a horizontal line

- 1 In the FrontPage Editor, move the insertion point where you want the horizontal line added.
Note If the insertion point is at the end of a line, the horizontal line is added on the next line.
- 2 Choose **Insert: Horizontal Line**.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To set the width of a horizontal line

1 In the FrontPage Editor, move the pointer over the horizontal line and double-click.

Note You can also open the Horizontal Line Properties dialog box by clicking the line and choosing **Edit: Horizontal Line Properties**.

2 Do one of the following:

- Select Percent of Window and enter a percentage to have the line be a percentage of the width of the window.
- Select Pixels and enter the number of pixels.

3 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To delete a horizontal line

- 1** In the FrontPage Editor, move the pointer over the horizontal line and click.
- 2** Press DELETE.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}
```

To add extended attributes to a horizontal line

You can add HTML attributes to a horizontal line that are not directly supported in FrontPage. These attributes will be added to the HTML that FrontPage generates for the horizontal line.

1 In the FrontPage Editor, move the pointer over the horizontal line and double-click.

Note You can also open the Horizontal Line Properties dialog box by clicking the line and choosing **Edit: Horizontal Line Properties**.

2 Click Extended.

3 In the Extended Attributes dialog box, click Add.

4 In the Set Attribute Value dialog box, enter the attribute's name in the Name field.

5 To associate a value with a name, select Specify Value, then enter the attribute's value in the Value field.

6 Click OK to close the Set Attribute Value dialog box.

7 Click OK to close the Extended Attributes dialog box.

8 Click OK to close the Horizontal Line Properties dialog box.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To align a horizontal line

1 In the FrontPage Editor, move the pointer over the horizontal line and double-click.

Note You can also open the Horizontal Line Properties dialog box by clicking the line and choosing **Edit: Horizontal Line Properties**.

2 In the Alignment field, select Left, Center, or Right.

Note If the width of the line is set to 100 percent, setting alignment has no affect.

3 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To set the height of a horizontal line

1 In the FrontPage Editor, move the pointer over the horizontal line and double-click.

Note You can also open the Horizontal Line Properties dialog box by clicking the line and choosing **Edit: Horizontal Line Properties**.

2 In the Height field, enter the height for the line, in pixels.

3 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To make a horizontal line solid

1 In the FrontPage Editor, move the pointer over the horizontal line and double-click.

Note You can also open the Horizontal Line Properties dialog box by clicking the line and choosing **Edit: Horizontal Line Properties**.

2 Select the Solid Line.

3 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To make a solid horizontal line shaded

1 In the FrontPage Editor, move the pointer over the horizontal line and double-click.

Note You can also open the Horizontal Line Properties dialog box by clicking the line and choosing **Edit: Horizontal Line Properties**.

2 Clear the Solid Line check box.

3 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To set the color of a horizontal line

1 In the FrontPage Editor, move the pointer over the horizontal line and double-click.

Note You can also open the Horizontal Line Properties dialog box by clicking the line and choosing **Edit: Horizontal Line Properties**.

2 In the Color field, select the color you want from the drop-down list.

Note If you select a color, you cannot have a shaded line. The line will be a solid line.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To undo an action

Up to 30 actions on a page can be undone.

- In the FrontPage Editor, choose **Edit: Undo** or click the Undo button:



```
{button Related Procedures,JI('frontpg.HLP>main','Content_Workplace')}
```

To redo an action

You can reverse the effect of the last 30 actions:

- In the FrontPage Editor, choose **Edit: Redo** or click the Redo button:



```
{button Related Procedures,JI('frontpg.HLP>main','Content_Workplace')}
```

To select a single page

- In the FrontPage Explorer, in any view, click on a page to select it.
In the Folder View and the All Hyperlinks pane of the Hyperlink View, use the arrow keys to change selections.

```
{button Related Procedures,JI('frontpg.HLP>main','Content_Workplace')}
```

To select a set of pages

- In the FrontPage Explorer, in the Contents pane of the Folder View, do one of the following:
 - To select a contiguous set of pages, press SHIFT and click the top of the page range, then click the bottom of the page range.
 - To select any set of pages, press CTRL and click each page.

```
{button Related Procedures,JI('frontpg.HLP>main','Content_Workplace')}
```

To preview a printed page

You can view how a page will look before you print it.

Note The view of the page in the Print Preview window is not the same as the view of the page from a Web browser. When you preview the pages, the pages are paginated and assigned page numbers. Web browsers do not paginate or assign numbers.

- 1** In the FrontPage Editor, choose **File: Print Preview**.
- 2** When you have finished previewing the page, click Close.

{button Related Procedures,JI('frontpg.HLP>main','Content_Workplace')}

To print a page

You can print the active page to a printer. Hyperlinks and images are printed as they look on the screen.

1 In the FrontPage Editor, do one of the following:

- Choose **File: Print**.
- Click the Print button:



2 In the Print Range section, select the range of pages you want printed.

3 In the Copies section, select the number of copies you want to print.

4 If you want to collate copies and your printer supports collating, click Collate.

5 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Content_Workplace')}

To print a page to a file

You can print the active page to a file.

1 In the FrontPage Editor, do one of the following:

- Choose **File: Print**.
- Click the Print button:



2 In the printer section, click Print to File.

3 In the Print Range section, select the range of pages you want printed.

4 In the Copies section, select the number of copies you want to print.

5 If you want to collate copies and your printer supports collating, click Collate.

6 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Content_Workplace')}

Typing and Editing

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About Text Editing

The FrontPage Editor supplies a full text-editing interface. Using menu commands, toolbar buttons, and keyboard shortcuts, you format text, cut, copy, and paste it, merge paragraphs, create lists and sub-lists, and do other familiar word-processing tasks. The FrontPage Editor lays the page out in WYSIWYG fashion and also generates the underlying HTML.

You set a paragraph style when you create it. You can change a paragraph's style from the Change Style window or the Paragraph Properties dialog box. You can also set the alignment and other properties of a paragraph.

Characters have default attributes based on the format of the paragraph containing them. You can override the defaults and set character attributes to control color, size, boldness, subscripting and superscripting, and other character properties.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Text')}

To cut or delete text

When you cut text it is removed from the page and copied to the clipboard. When you delete text, it is removed from the page, but it is not copied to the clipboard.

- In the FrontPage Editor, do one of the following:
 - To cut the selected text, choose **Edit: Cut** or click the Cut button:



- To delete the selected text, choose **Edit: Clear** or press DELETE.
- To delete the character before the insertion point, press BACKSPACE.
- To delete the character after the insertion point, press DELETE.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Text')}

To undo an edit

Some changes may not be possible to undo. In these cases, the Undo command will be dimmed and unavailable.

- In the FrontPage Editor, choose **Edit: Undo**, or click the Undo button:



```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Text')}
```

To copy text

- 1 In the FrontPage Editor, select the text to copy.
- 2 Do one of the following:
 - Choose **Edit: Copy**.
 - Click the Copy button:



- 3 Place the insertion point where you want to insert a copy of the text.
- 4 Choose **Edit: Paste**, or click the Paste button:



{button Related Procedures,JI('frontpg.HLP>main','Contents_Text')}

To create a paragraph

- In the FrontPage Editor, do one of the following:
 - To create a new paragraph on a new page, start typing on the page. The FrontPage Editor applies the Normal paragraph style by default.
 - To create a new paragraph with the same style as the current paragraph, position the insertion point at the end of the current paragraph, then press ENTER.
 - To create a new paragraph with a different style than the current paragraph, position the insertion point at the end of the current paragraph. Choose a paragraph-insertion command from the Insert menu. For example, choose **Insert: Heading: 1** to insert a Heading 1 paragraph.
 - To create a new paragraph at the insertion point, position the insertion point inside the paragraph. Choose a paragraph-insertion command from the Insert menu. For example, choose **Insert: Heading: 1** to insert a Heading 1 paragraph.
The FrontPage Editor splits the current paragraph at the insertion point, then inserts the new paragraph between the first and second paragraph.
 - To divide the current paragraph, position the insertion point inside the paragraph, then press ENTER.
The FrontPage Editor creates a new paragraph in the same style, starting with the text to the right of the insertion point.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Text')}

To change a paragraph's style

- In the FrontPage Editor, do one of the following:
 - To change to any available style, with the insertion point anywhere in the paragraph, pick the new style from the Change Style window.
 - To quickly change to Bulleted List style, with the insertion point anywhere in the paragraph, click the Bulleted List button:



- To quickly change to Numbered List Style, with the insertion point anywhere in the paragraph, click the Numbered List button:



{button Related Procedures,JI('frontpg.HLP>main','Contents_Text')}

To find text

You can search for text on the current page.

1 In the FrontPage Editor, choose **Edit: Find**.

2 Edit the Find dialog box as follows:

- To specify the text to find, enter it in the Find What field.
- To specify the direction to search from the insertion point, select Up or Down in the Direction field.
- To find text only if it matches a whole word, select Match Whole Word Only.
- To find text only if it matches the capitalization of the text to find, choose Match Case.
- To find the next match for the text, click Find Next.
- To cancel the Find command, click Cancel.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Text')}

To replace text

You can replace text on the current page.

1 In the FrontPage Editor, choose **Edit: Replace**.

2 Edit the Replace dialog box as follows:

- To specify the text to find, enter it in the Find What field.
- To specify the replacement text, enter it in the Replace With field.
- To find text only if it matches a whole word, select Match Whole Word Only.
- To find text only if it matches the capitalization of the text to find, select Match Case.
- To find the next match for the text, click Find Next.
- To replace the most recently found text with the replacement text, click Replace.
- To replace all instances of the text to find with the replacement text, click Replace All.
- To cancel the Replace command, click Cancel.

Note Canceling the command does not undo all replacements that have already occurred.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Text')}

To reset text to the default format

- In the FrontPage Editor, select the text, then press CTRL+SPACE.
The text returns to the default format for its paragraph style.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Text')}
```

To change the color of text

1 In the FrontPage Editor, select the text you want to change, then click the Text Color button:



2 In the Color dialog box, select a basic or custom color or define a new custom color, then click OK.

The color of selected text changes. Until you move the insertion point, text that you type will be in the new color.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Text')}

To make text larger

- In the FrontPage Editor, click the Increase Text Size button:



When you increase the size of text, FrontPage increments the text's HTML Font Size attribute.

Note The font size that is viewed at runtime may differ due to a [Web browser's](#) settings.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Text')}

To make text smaller

- In the FrontPage Editor, click the Decrease Text Size button:



When you decrease the size of text, FrontPage decrements the text's HTML Font Size attribute.

Note The font size that is viewed at runtime may differ due to a [Web browser's](#) settings.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Text')}

To format text

- 1 In the FrontPage Editor, select the text, then choose **Format: Font**.
- 2 Use the Font dialog box as follows:
 - Specify basic font information, such as text size, font, and color, in the Font tab.
 - Specify specific HTML character tags, such as Definition `<dfn>` or Citation `<cite>` in the Special Styles tab.
 - Specify vertical position in the Special Styles tab.
- 1 To apply the styles you selected, click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Text')}

To check spelling

You can check for spelling errors on the current page.

Note The method described here does not check the spelling in a file that is included on the page by an WebBot Include component. To check the spelling in an included file, you must first open the file.

1 In the FrontPage Editor, choose **Tools: Spelling**, or click the Check Spelling button:



Starting at the beginning of the page, the Spelling command checks the spelling of each word on the page. When the command finds an error, it displays the Spelling dialog box. The possible error is shown in the Not in Dictionary field.

If the error resembles a word in the Spelling command's dictionary, FrontPage proposes a correction in the Change To field. The Suggestions field lists other possible corrections.

2 Use the Spelling dialog box as follows:

- To correct a spelling error, edit the Change To field or click one of the proposed corrections in the Suggestions field, then click Change.
The error is corrected and the next error is displayed.
- To correct all instances of a spelling error, edit the Change To field or click one of the proposed corrections in the Suggestions field, then click Change All.
All instances of the error are corrected and the next error is displayed.
- To ignore a spelling error, click Ignore.
- To ignore all instances of a spelling error, click Ignore All.
- To add the current word to your custom dictionary, click Add to Custom Dictionary.
- To cancel the Spelling command, choose Cancel.

Note Canceling the command does not undo any corrections to the page or additions to the custom dictionary that have already occurred.

```
{button Related Procedures,Jl('frontpg.HLP>main','Contents_Text')}
```


To insert a special character

- 1 In the FrontPage Editor, choose **Insert: Symbol**.
- 2 To select a character for insertion, click it. Use the arrow keys to move through the available selections.
- 3 Click Insert to insert the currently selected character.
Note You can also insert a character by double-clicking on it.
- 4 Click Close.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Text')}

To make subscript text

- 1 In the FrontPage Editor, select the text to format as subscript.
- 2 Choose **Format: Font**.
- 3 In the Vertical Position field in the Special Styles tab, select Subscript.
- 4 In the By field, click the down arrow to select the numeric level for the subscript. For example, to attach a subscript below a character at Normal position, choose -1.
Note A subscript must have a negative number in the By field.
- 5 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Text')}

To make superscript text

- 1 In the FrontPage Editor, select the text to format as superscript.
- 2 Choose **Format: Font**.
- 3 In the Vertical Position field in the Special Styles tab, select Superscript.
- 4 In the By field, click the up arrow to select the numeric level for the superscript. For example, to attach a subscript above a character at Normal position, choose 1.
Note A superscript must have a positive number in the By field.
- 5 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Text')}




To add extended attributes to a paragraph

You can add paragraph HTML attributes that are not directly supported in FrontPage. These attributes will be added to the HTML that FrontPage generates for the paragraph.

- 1** In the FrontPage Editor, select the paragraph, then choose **Edit: Paragraph Properties**.
- 2** Click Extended.
- 3** In the Extended Attributes dialog box, click Add.
- 4** In the Set Attribute Value dialog box, enter the attribute's name in the Name field.
- 5** To associate a value with a name, select Specify Value, then enter the attribute's value in the Value field.
- 6** Click OK to close the Set Attribute Value dialog box.
- 7** Click OK to close the Extended Attributes dialog box.
- 8** Click OK to close the Paragraph Properties dialog box.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Text')}

To align a paragraph

- In the FrontPage Editor,
 - Click the Align Left button to align the current paragraph at the left margin of the page:

 - Click the Align Right button to align the current paragraph at the right margin of the page:

 - Click the Center button to align the current paragraph in center of the page:


{button Related Procedures,JI('frontpg.HLP>main','Contents_Text')}

To insert a line break

- 1 In the FrontPage Editor, choose **Insert: Break**.
- 2 In the Break Properties dialog box, select the type of line break:
 - To force a line break without clearing images in the left or right margin, choose Normal Line Break.
 - To force a line break, clearing images in the left margin, select Clear Left Margin.
 - To force a line break, clearing images in the right margin, select Clear Right Margin.
 - To force a line break, clearing images in the both margins, select Clear Both Margins.
- 3 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Text')}

To indent text

- 1 In the FrontPage Editor, select the text you want to indent.
- 2 Click the Increase Indent button:



```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Text')}
```

To outdent text

- 1 In the FrontPage Editor, select the text you want to outdent.
- 2 Click the Decrease Indent button:



{button Related Procedures,JI('frontpg.HLP>main','Contents_Text')}

To create a frame set

A frame set is a special Web page that defines a set of named scrollable regions in which other pages can be displayed. This procedure describes creating a frame set based on a FrontPage template. You can also create a customized frame set using the Frames Wizard. To create a frame set:

- 1 In the FrontPage Editor, select **File: New**.
- 2 In the New Page dialog box, select Frames Wizard and click OK.
- 3 In the Choose Technique panel, select Pick a template and click Next.
- 4 In the Pick Template Layout panel, select a frame layout from the Layout list and click Next.
Clicking on a layout in the list changes the layout display on the left of the panel to match your selection. Note that each frame is labeled with its name. Also note that the Frames Wizard displays a description of each layout in the Description area at the bottom of the panel.
- 5 In the Choose Alternate Content panel, optionally specify the URL of an alternate page in your FrontPage web. This page will be displayed by Web browser that do not support frames. Click Next.
- 6 In the Title field of the Save Page panel, enter the page title of the frame set. In the URL field, enter the page URL of the frame set, and click Finish.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Frames')}

To display a page in a frame

You display a page in a frame by creating a hyperlink to the page and assigning the hyperlink a target frame. If the frame set containing the target frame is loaded, the page will be displayed in the specified frame. If the correct frame set is not loaded, the Web browser may create a new window to display the page.

- In the FrontPage Editor, in any tab of the Create Hyperlink dialog box, type the name of the frame in the Target Frame field when you create a hyperlink to a page.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Frames')}
```

Spelling Command

Use the Spelling command to check the spelling of the HTML pages in the current FrontPage web. In the Check Spelling dialog box, you can choose if you want all HTML pages or only selected pages checked for spelling. You select pages for spell checking in the Folder View.

After FrontPage checks spelling, the Dialog Box Options for Web Results displays to show the outcome of the spelling check and to give you the option of editing the pages with misspelled text.

You can also run the Spelling command by clicking the Spelling button on the toolbar.



**Cross File Spelling
button**

Dialog Box Options

All Pages

Select this option to have all HTML pages in the current FrontPage web checked for spelling.

Selected Pages

Select this option to have only selected HTML pages in the current FrontPage web checked for spelling.

Add Pages with Misspellings to the To Do List

Select this option to have a task added to the To Do List to correct the misspellings on a page.

Cancel

Click Cancel to exit the spelling checker. This does not undo any corrections to a page.

{button Related Procedures,JI('frontpg.HLP', 'Contents_Text')}

Find Command

Use the Find command to search for specified text in the HTML pages in the current FrontPage web.

After FrontPage finishes the search, the Dialog Box Options for Web Results displays to show the outcome of the search and to give you the option of editing those pages.

You can also run the Find command by clicking the Find button on the toolbar.



**Cross File Find
button**

Dialog Box Options

Find What

Enter the text to find.

Match Whole Word Only

Finds text only if it matches a whole word.

Match Case

Finds text only if it matches the text to find in capitalization.

All Pages

Select this option to search all HTML pages in the current FrontPage web.

Selected Pages

Select this option to search only selected HTML pages in the current FrontPage web. Before beginning the search, select pages for searching in the Folder View.

Cancel

Click Cancel to exit the Find command.

{button Related Procedures,JI('frontpg.HLP','Contents_Text')}

Replace Command

Use the Replace command to search for specified text and replace it with other specified text. You provide text to find and text for replacement in the Replace dialog box.

The Replace command can be case-sensitive and can replace whole words only or it can replace any text.

After FrontPage finishes the search, the [Dialog Box Options for Web Results](#) displays to show the outcome of the search and to give you the option of editing those pages.

Dialog Box Options

Find What

Enter the text to find.

Replace With

Enter the replacement text.

Match Whole Word Only

Find text only if it matches a whole word.

Match Case

Finds text only if it matches the text to find in capitalization.

All Pages

Select this option to search all HTML pages in the [current FrontPage web](#).

Selected Pages

Select this option to search only selected HTML pages in the current FrontPage. Before beginning the search, select pages for searching in the [Folder View](#).

Cancel

Click Cancel to exit the Replace command. This does not undo all replacements that have occurred.

{button Related Procedures,JI('frontpg.HLP', 'Contents_Text')}

To create a new page

- 1 In the FrontPage Editor, choose **File: New**.
- 2 Select a template or Wizard on which to base the new page.
- 3 Click OK.
- 4 If the page is created from a template, type a title for the page, then click OK.
If the page is based on a Wizard, follow the Wizard's instructions to finish creating the page.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To open a page in the FrontPage Editor

1 Click the Open button.



1 In the Open File dialog box, do one of the following:

- To open a page from the current FrontPage web, click the page in the Current Web tab. Browse the FrontPage web by clicking folders.
- To open the page from your file system, click From File on the Other Location tab, and type the file name. Click Browse to browse your file system.
- To open a page from the World Wide Web, click From Location on the Other Location tab, and type the absolute URL of the page.

1 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To save a page to a file

- 1 In the FrontPage Editor, choose **File: Save As**.
- 2 Click As File.
- 3 Use the Save In box and the box that lists files and folders to point to the folder where you want to store the page as a file.
- 4 Specify the file name.
- 5 Click Save. You are prompted to save any images, ActiveX controls, sound files, and other objects on the page to the file.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To save a page to the current FrontPage web

To save a new page, or a page you opened from your file system or the World Wide Web, do the following:

- 1 If the page was opened from the current FrontPage web or from the World Wide Web, in the FrontPage Editor, choose **File: Save**, or click the **Save** button. If the page was opened from a file, choose **File: Save As**.



- 2 If you are saving the page to the FrontPage web for the first time, in the Page Title field, type a descriptive page title.
- 3 If you are saving the page to the FrontPage web for the first time, in the File path within your FrontPage web field, type a URL relative to the root of the currently open FrontPage web. For example, if you type the URL `folder2/sample.htm`, the page will be saved in the folder `folder2` below the root folder of the current FrontPage web.
- 4 Click OK.

If the page has been opened from a file or from the World Wide Web, you are prompted to save any images, ActiveX controls, sound files, and other objects on the page to the FrontPage web.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To create a template page

You can save a page as a template. After it is saved, it is displayed in the New Page dialog box along with the standard FrontPage page templates.

- 1** In the FrontPage Editor, choose **File: Save As**.
- 2** Click As Template.
- 3** In the Save As Template dialog box, enter a page title for the template in the Title field, enter a name for the page in the Name field, and enter a brief description of the template in the Description field.
- 4** Click OK.

The page title and the description will be displayed in the New Page dialog box.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To apply one page's background style and colors to another page

You can display a page using the same background style and colors as another page in your FrontPage web. The page will use the background image, background color, and all hyperlink and text colors from the page that you specify.

- 1 In the FrontPage Editor, open the page that you want to display using another page's styles.
- 2 Select **File: Page Properties**.
- 3 In the Page Properties dialog box, choose the Appearance tab, and click Get Background and Colors from Page.
- 4 Type the relative URL of the page containing the styles you want to use on the current page, or click Browse and select the page from the Current Web dialog box.
- 5 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To start the FrontPage Editor

- In the FrontPage Explorer, do one of the following:
 - In the Hyperlink View or Folder View, double-click any page.
 - Choose **Tools: Show FrontPage Editor**.
 - Click the Show FrontPage Editor button.



{button Related Procedures,JI('frontpg.HLP>main','Content_Workplace')}

Text Properties Dialog Box

Use the Text Properties dialog box to view and set the properties of a one-line text box.

Dialog Box Options

Name

The name associated with this field. When the form is sent to a Web server, this name is sent to the form handler as one of the name-value pair. The name of the text box field is not displayed on the page. You have to type a label on the page if you want one.

Initial value

The initial string to appear in the field when the page is first displayed in a Web browser.

Width in characters

The width of the text box field. You can also change the width of a text box using its size handles.

Password field

To use this text box field as a password field, select Yes, otherwise, select No. To protect the password, most Web browsers display the text in a password field as a string of asterisks.

Validate

Click Validate to open the Text Box Validation Dialog Box. Use this dialog box to restrict what a user can enter in the text box.

Extended

Click Extended to open the Extended Attributes Dialog Box. Use this dialog box to add field HTML attributes not directly supported in FrontPage.

```
{button Related Procedures,AL('field form procedures',0,','`main')}
```

Check Box Properties Dialog Box

Use the Check Box Properties dialog box to view and set the properties of a check box.

Dialog Box Options

Name

The name associated with the check box field. The names of check boxes do not need to be unique. The name you assign a check box field is not displayed on the form.

Value

The value associated with this field.

Initial state

Set the initial state of the check box, Checked or Not Checked.

Extended

Click Extended to open the Extended Attributes Dialog Box to add field HTML attributes not directly supported in FrontPage.

```
{button Related Procedures,AL('field form procedures',0,','`main')}
```

Scrolling Text Box Dialog Box

Use the Scrolling Text Box Properties dialog box to view and set the properties of a scrolling text box.

Dialog Box Options

Name

The name associated with this scrolling text box field. When the form is submitted, the name is sent to the form handler as part of the name-value pair. The name of the field is not displayed on the page.

Initial value

The initial string to appear in the scrolling text box field. This is empty by default.

Width in characters

The width of the scrolling text box field. You can also change the width of a scrolling text box field using its size handles.

Number of lines

The height of the scrolling text box field, in number of text lines. You can also change the height of a text box using its size handles.

Validate

Click Validate to open the Scrolling Text Box Validation Dialog Box. Use this dialog box to restrict what a user can enter in the scrolling text box.

Extended

Click Extended to open the Extended Attributes Dialog Box. Use this dialog box to add field HTML attributes not directly supported in FrontPage.

```
{button Related Procedures,AL('field form procedures',0,`,`main')}
```

Radio Button Properties Dialog Box

Use the Radio Button Properties dialog box to view and set the [properties](#) of a [radio button](#).

Dialog Box Options

Group Name

The name associated with the radio button field. FrontPage creates a default group name for you when the field is inserted on the [page](#). This name is not displayed on the page. You have to type a label on the page if you want one.

To create a set of radio buttons on a [form](#) so that only one can be selected, give all the buttons in the set the same group name.

Value

The value associated with this button. Assign each radio button a unique value. When the form is submitted, the value of the single selected button is sent to the [form handler](#) along with the name associated with the set of buttons.

Initial State

Set the initial state of the radio button, Selected or Not Selected. Only one radio button in the same group can be selected at a time.

Validate

Click Validate to open the [Radio Button Validation Dialog Box](#). Use this dialog box to require a user to choose an option from a group of options by selecting a radio button.

Extended

Click Extended to open the [Extended Attributes Dialog Box](#). Use this dialog box to add field [HTML attributes](#) not directly supported in FrontPage.

```
{button Related Procedures,AL('field form procedures',0,`,`,'main')}
```


Drop-Down Menu Properties Dialog Box

Use the Drop-Down Menu Properties dialog box to view and set the [properties](#) of a [drop-down menu field](#).

Dialog Box Options

Name

The name associated with the drop-down menu field. When the [form](#) is submitted, the name of the drop-down menu field, followed by a list of each selected menu choice, is sent to the [form handler](#) as the [name-value pair](#) of this field.

Choice

Lists the names of the menu choices associated with this drop-down menu. Selected choices are sent to the form handler. You name each choice by pressing the Add button, which opens the [Add Choice Dialog Box](#).

Selected

The initial state of the menu choice on the current row. Set the initial state of the menu choice as Selected or Not Selected in the [Add Choice Dialog Box](#).

Value

The optional value of the menu choice on the current row. If you supply a value, the value is sent to the form handler when the form is submitted instead of the name of the menu choice. Set a value in the [Add Choice Dialog Box](#).

Add

Click Add to add a menu choice to the bottom of the list. You name the choice and set its initial state and value in the [Add Choice Dialog Box](#).

Modify

Click Modify to modify the currently selected menu choice using the [Add Choice Dialog Box](#).

Remove

Click Remove to remove the currently selected choice from the menu.

Move Up

Click Move Up to move the currently selected choice up in the menu.

Move Down

Click Move Down to move the currently selected choice down in the menu.

Height

Click Height to set the height of the menu. The height of a drop-down menu field controls how the menu appears:

- If the menu allows only 1 selection and the height is 1, most [Web browsers](#) display the menu as a drop-down list.
- If the menu allows only 1 selection and the height is larger than 1, most Web browsers display the menu as a scrollable list.
- If the menu allows more than 1 selection and the height is 1, most Web browsers display the menu as a scrollable list with half-height scroll arrows. This combination of settings makes it difficult to use the menu.
- If the menu allows more than 1 selection and the height is larger than 1, most Web browsers display the menu as a scrollable list with full-height scroll arrows.

Allow multiple selections

Select Yes to allow more than one menu item to be selected at a time. Select No to permit only one selection at a time.

Validate

Click Validate to open the [Drop-Down Menu Validation Dialog Box](#). Use this dialog box to require a user to choose an one of more options from a drop-down menu.

Extended

Click Extended to open the [Extended Attributes Dialog Box](#) to add field [HTML attributes](#) not directly supported in FrontPage.

```
{button Related Procedures,AL('field form procedures',0,',','main')}
```

Push Button Properties Dialog Box

Use the Push Button Properties dialog box to view and set the properties of a push button.

Dialog Box Options

Name

The optional name of the push button. If you enter a name, it will be passed to the form handler as part of the name-value pair. This is useful if you create more than one push button on a single form, and want to process the form based on which button was selected.

Value/Label

The optional label of the push button. If you supply a label, it replaces the default label on the push button.

If you provide a label and a name, the label is sent to the form handler as the value portion of the field's name-value pair.

Button type

Select the type of push button. Select Submit to use the button to submit the form; when you select Submit, the default label is Submit. If you remove this default label and do not supply your own label (leaving the field empty), the default label is Submit Query. Select Reset to use the button to reset the form to its initial state; when you select Reset, the default label is Reset. Select Normal if you want to insert a generic button that you can assign a script to; when you select Normal, the default label is Button.

Extended

Click Extended to open the Extended Attributes Dialog Box to add field HTML attributes not directly supported in FrontPage.

Form

Click Form to edit the Form Properties Dialog Box for the form containing this field.

```
{button Related Procedures,AL(`field form procedures',0,`,`main')}
```

Image Form Field Properties Dialog Box

Use the Image Form Field Properties dialog box to view and set the properties of an image form field.

Dialog Box Options

Name

The name of the image form field. The field's name is passed to the form handler when a user submits the form.

Image Properties

Click the Image Properties button to open the Image Properties Dialog Box.

Form

Click Form to edit the Form Properties Dialog Box for the form containing this field.

Extended

Click Extended to open the Extended Attributes Dialog Box. Use this dialog box to add field HTML attributes not directly supported in FrontPage.

```
{button Dialog Box,AL('insert images DB tabs',0,',' ,`main')}
```

```
{button Related Procedures,AL('field form procedures',0,',' ,`main')}
```

Table Properties Dialog Box

Use the Table Properties dialog box to set and view properties of a [table](#).

Dialog Box Options

Layout

Use the options in this section to position and customize the look of your table.

Alignment

From the drop-down list, indicate where you want the table positioned on the [page](#).

- **(default)**
This is the position of the table when it was created.
- **Left**
Positions the table on the left side of the page.
- **Center**
Positions the table in the center of the page.
- **Right**
Positions the table on the right side of the page.

Border Size

Enter a number, in pixels, to add a border width around a table. The default border width is zero. A border width of zero means that no table border will appear in a [web browser](#), although the FrontPage Editor displays dotted lines around [cells](#) when the Paragraph button on the [standard toolbar](#) is enabled.

Note To adjust the space around each cell in the table, use the Cell padding field.

Cell Padding

Enter a number, in pixels, to set the space between the contents and inside edges of cells. You cannot set the cell padding for an individual cell. The default cell padding is one.

Cell Spacing

Enter a number, in pixels, to set a cell's spacing. Cell spacing determines how much space is placed between cells in a table. The default cell spacing is two.

Custom Background

Use the options in this section to select a background [image](#) or color for the table.

Use Background Image

Select this option to have a background image for the table. A table can have a different background image from a page.

Browse

Click Browse to open the [Select Background Image dialog box](#). Use this dialog box to select the image you want for the table's background.

Properties

After you have selected a background image and clicked OK, you can open the Table Properties dialog box again and click Properties to open the Image Properties dialog box and edit the background image.

Background Color

Select a color from the drop-down list to be used for the background of the table. A table can have a different background color from a page. To define a custom color, select Custom from the drop-down list. You can set a background image, a background color, or both.

Custom Colors

Use the options in this section to choose the colors used for the table border. You can specify two colors for a table border, which gives the table border a three-dimensional look. Specify one color for a solid table border.

Border

Select a color from the drop list to make the table border all one color. To define a custom color, select Custom from the drop-down list. When you only select a Light Border or Dark Border, the second color used for the table border is the color selected in this field.

Light Border

Select a color from the drop-down list to be used as one of the table border colors and to produce more of a dimensional effect. To define a custom color, select Custom from the drop-down list.

Dark Border

Select a color from the drop-down list to be used as one of the table border colors and to produce more of a dimensional effect. To define a custom color, select Custom from the drop-down list.

Minimum Width

Use the option in this section to determine the width of the table.

Specify Width

Check this box to specify a width for a table. If you do not specify a width, a Web browser might resize the table and change how the contents of cells fit within the cells. To ensure that the contents of a table appears as you want it to, specify a table width.

in Pixels

Select this option, then type the width of the table in pixels.

in Percent

Select this option, then type a percentage of the width of the window. For example, if you choose 50 percent, the table will span 50 percent of the window, regardless of how you resize the window. When you specify a percentage width for a table, each cell in the table also has a percentage width specified. The default table width is 100 percent of the window.

Apply

Click Apply to view any changes you made to the table's properties before you close the dialog box.

Extended

Click Extended to open the [Extended Attributes Dialog Box](#). Use this dialog box to add table [HTML attributes](#) not directly supported in FrontPage.

{button Related Procedures,JI('frontpg.HLP', 'Content_Tables')}

Cell Properties Dialog Box

Use the Cell Properties dialog box to set and view properties of a [cell](#).

Dialog Box Options

Layout

Use the options in this section to position the contents of cells and create headings for cells.

Horizontal Alignment

Select the horizontal alignment for the contents of a selected cell from the drop-down list:

- **Left**
Aligns the contents of a selected cell on the left-hand side of the cell. Left is the default.
- **Center**
Aligns the contents of a selected cell in the center of the cell.
- **Right**
Aligns the contents of a selected cell on the right-hand side of the cell.

Vertical Alignment

Select the vertical alignment for the contents of a selected cell from the drop-down list:

- **Top**
Starts the contents of a selected cell at the top of the cell.
- **Middle**
Aligns the contents of a selected cell in the middle of the cell. Middle is the default.
- **Bottom**
Ends the contents of a selected cell at the bottom of the cell.

Header Cell

Select this option to make the text in selected cells bold; the text in those cells can be used as headings.

No Wrap

Select this option to tell a [Web browser](#) not to wrap the text inside the cell. If this option is not selected, the text in the cell will be wrapped.

Custom Background

Use the options in this section to select a background [image](#) or color for the cell.

Use Background Image

Select this option to have a background image for the cell. A cell can have a different background image from a [table](#) or [page](#). You can set a background image, a background color, or both.

Browse

Click Browse to open the [Select Background Image dialog box](#). Use this dialog box to select the image you want for the cell's background.

Properties

After you have selected a background image and clicked OK, you can open the Cell Properties dialog box again and click Properties to open the Image Properties dialog box and edit the background image.

Background Color

Select a color from the drop-down list to be used for the background of the cell. A cell can have a different background color from the other cells in a table and page.

Custom Colors

Use the options in this section to choose the colors used for the cell border. To set cells borders, a table border must be specified in the Table Properties dialog box. You can specify two colors for a cell border, which gives the cell border a three-dimensional look. Specify one color for a solid cell border.

Border

Select a color from the drop list to make the cell border all one color. To define a custom color, select Custom.

When you only select a Light Border or Dark Border, the second color used for the table border is the color selected in this field.

Light Border

Select a color from the drop-down list to be used as one of the cell border colors and to produce more of a dimensional effect.

To define a custom color, select Custom.

Dark Border

Select a color from the drop-down list to be used as one of the cell border colors and to produce more of a dimensional effect. To define a custom color, select Custom.

Minimum Width

Use the option in this section to determine the width of a cell.

Specify Width

Check this box to specify a width for the contents of a cell. If you specify the width of a cell (or cells) to be larger than the width of a table, it may produce unpredictable results.

in Pixels

Select this option, then type the width of the cell in pixels.

in Percent

Select this option, then type a percentage of the width of the table. For example, if you choose 5 percent, the cell will span 5 percent of the table. FrontPage does not guarantee a WYSIWYG table unless you set percentage widths for all cells in at least one row of the table.

Cell Span

Number of Rows Spanned

Type a number to set the number of rows a cell should span.

Number of Columns Spanned

Type a number to set the number of columns a cell should span.

Apply

Click Apply to view any changes you made to the cell's properties before you close the dialog box.

Extended

Click Extended to open the Extended Attributes Dialog Box. Use this dialog box to add cell HTML attributes not directly supported in FrontPage.

{button Related Procedures,JI('frontpg.HLP', 'Content_Tables')}

Caption Properties Dialog Box

Use the Caption Properties dialog box to set and view properties of a table's caption.

Dialog Box Options

Top of Table

Select this option to place the caption at the top of the table.

Bottom of Table

Select this option to place the caption at the bottom of the table.

Extended

Select Extended to open the Extended Attributes Dialog Box. Use this dialog box to add caption HTML attributes not directly supported in FrontPage.

{button Related Procedures,JI('frontpg.HLP','Content_Tables')}

WebBot Substitution Component Properties Dialog Box

Use the WebBot Substitution component Properties Dialog Box to configure a WebBot Substitution component.

Dialog Box Options

Substitute with

This field lists all standard web- and page configuration variables, along with any user-defined configuration variables. Select a configuration variable from the drop-down list. The value of the variable will be displayed on the page.

The following standard configuration variables are listed, along with any configuration variables that you have added to the web:

- Author is replaced by the name of the author who created the page, as displayed in the Created By field of the FrontPage Explorer's Properties dialog box.
- ModifiedBy is replaced by the name of the author who most recently modified the page, as displayed in the Modified By field of the FrontPage Explorer's Properties dialog box.
- Description is replaced by a description of the current page, as displayed in the Comments field of the FrontPage Explorer's Properties dialog box.
- Page-URL is replaced at runtime by location of the page in the FrontPage web, as displayed in the Location field of the FrontPage Explorer's Properties dialog box .

To add a new configuration variable, use the **Tools: Web Settings** command in the FrontPage Explorer.

```
{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}
```

Comment Dialog Box

Use the Comment dialog box to insert a comment on the page. Comments are invisible from Web browsers, so you can leave them on your page even after it is deployed on the World Wide Web.

Dialog Box Options

Comment

Enter the text to appear on your page, in a single paragraph.

Note The text will wrap when you reach the end of a line. Press ENTER or click OK to accept your edits. To cancel your edits, click Cancel.

{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}

WebBot Include Component Dialog Box

Use the WebBot Include Component dialog box to configure a [WebBot Include component](#).

Dialog Box Options

Page URL to Include

Enter the [relative URL](#) of the page to include.

Note If you do not want users to be able to directly visit a page that you are including on other pages, store the page you are including in the special FrontPage web directory `_private`.

Browse

Click Browse to select a page from the list of pages in the current FrontPage web.

```
{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}
```

WebBot Timestamp Component Dialog Box

Use the WebBot Timestamp Component dialog box to configure a [WebBot Timestamp component](#).

Dialog Box Options

Display

Select one of the following display options:

- Date this Page Was Last Edited specifies to display the date the page was last edited and saved to the Web server.
- Date this Page Was Last Automatically Updated specifies to display the date the page was most recently updated. A page is updated when it is saved to the Web server or when a change to another page that is included in the page causes the page's [HTML](#) to be regenerated.

Date Format

Select the date format from the drop-down list, or select None to display just the time.

Time Format

Select the time format from the drop-down list, or select None to display just the date.

```
{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}
```

Extended Attributes Dialog Box

Use the Extended Attributes dialog box to add HTML attributes not directly supported in FrontPage to the properties of the selected page element, such as a table, cell, image, or page. These attributes are added to the HTML that FrontPage generates for that page element.

When you open a page, FrontPage puts HTML attributes that it does not recognize for a page element in the Extended Attributes dialog box for that page element.

Dialog Box Options

Attribute Name

Lists the name of all added HTML attributes.

Value

The value of the HTML attribute.

Add

Click Add to add a new extended attribute to the list, using the Set Attribute Value dialog box.

Modify

Click Modify to modify the currently selected HTML attribute, using the Set Attribute Value dialog box.

Remove

Click Remove to remove the currently selected HTML attribute from the list.

{button Related Procedures,AL('tagged object procedures',0,'','main')}

Save As Template Dialog Box

Use the Save as Template dialog box to create the required folder, file name, and page title for a [page template](#). A template folder can only contain one template file. All page templates are stored in the \FrontPage\Pages folder. The templates you create appear in the list of available templates in the New Page dialog box alongside the templates included with FrontPage.

If the template includes an [image](#) from your file system, then you modify that image for the template, the [Save Image to File dialog box](#) is displayed. This dialog box gives you the option of saving each changed image to the same folder as the page or to a different folder that you specify.

To replace an existing template with the page you created, accept the title and name displayed in the Save As Template dialog box or click Browse to select another title and name in the [Templates dialog box](#).

Dialog Box Options

Title

Enter a page title for the template. This title appears in the Template or Wizard field in the New Page dialog box. The title of the template or page on which you based the new page is displayed in this field when the dialog box opens.

Name

Enter a name for the template's folder and file name. The name of the template or page on which you based the new page is displayed in this field when the dialog box opens.

Description

Describe the template you are creating. The description of the template on which you based the new page is displayed in this field when the dialog box opens.

Browse

Choose Browse to select the title and name of an existing template from the [Templates dialog box](#).

{button Related Procedures,Jl('frontpg.HLP','Contents_Pages')}

Templates Dialog Box

Use the Templates dialog box to select the title and name of the existing template you want to change.

Dialog Box Options

Title

The page title of the template.

Name

The name of the template's folder and file name.

```
{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}
```


Set Attribute Value Dialog Box

Use the Set Attribute Value dialog box to set and modify an extended attribute value.

Dialog Box Options

Name

The name of the extended attribute.

Value

Enter the attribute's value, if any.

```
{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}
```

Color Dialog Box

The color dialog box contains controls that let you select and create custom colors.

Dialog Box Options

Basic Colors

The Basic Colors grid displays up to 48 colors. The actual number of colors displayed is determined by your computer's graphics adapter and display driver.

Custom Colors

You can create up to 16 custom colors. Each custom color is displayed in the Custom Colors grid.

Define Custom Colors

You can define custom colors using one of the following methods:

- Specify red, green, and blue values using the Red, Green and Blue edit fields, by entering a number between 0-255.
- Specify hue, saturation, and luminosity values using the Hue, Saturation, and Luminosity edit fields, by specifying a number between 0-255.
- To set hue and saturation values, click and drag the mouse across the color spectrum field at the upper right of the dialog box. To set the luminosity value, move the triangle up or down in the vertical color bar to the right of the color spectrum field.

Color/Solid

This field displays the dithered and solid colors that correspond to your selection.

Add to Custom Colors

When you are satisfied with your choice of custom colors, click Add to Custom Colors to display the new color in the selected rectangle.

{button Related Procedures,Jl('frontpg.HLP','Contents_Pages')}

WebBot Table of Contents Component Dialog Box

Use the WebBot Table of Contents Component dialog box to configure a WebBot [Table of Contents Component](#).

Dialog Box Options

Page URL for Starting Point of Table

Supply the [relative URL](#) of the [page](#) at which to start the table of contents. For a table of contents of the whole [FrontPage web](#), specify the URL of the FrontPage web's [home page](#).

Browse

Click here to select a starting page from the current FrontPage web.

Heading Size

Select a [heading](#) style for the first entry in the table of contents. If you do not want a heading, select None.

Show each page only once

Click here if you only want each page in your FrontPage web to appear once in the table of contents. A page can appear more than one time if it is linked to from more than one page in your FrontPage web.

Show pages with no incoming links

Click here to include orphan pages in your table of contents. Orphan pages are pages that cannot be reached by hyperlinks from the starting page of your table of contents.

Recompute table of contents when any other page is edited

Click here to specify that the table of contents page should be recreated whenever any page in the FrontPage web is edited. This can be a time-consuming process if the FrontPage web is large. If you do not choose this option, you can manually regenerate the table of contents by opening and saving the page containing the WebBot Table of Contents component.

```
{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}
```

Settings For Custom Form Handler Dialog Box

Use the Settings For Custom Form Handler dialog box to configure a custom [form handler](#).

Dialog Box Options

Action

Enter the [absolute URL](#) of the form handler.

Method

Enter the method of submitting information to the form handler: Get or Post.

- The Get method encodes the form's [name-value pairs](#) and assigns the information to a server variable called QUERY_STRING.
- The Post method passes the name-value pair directly to the form handler as input.

Encoding Type

The standard used to encode the form data that is passed to the form handler. Leave this field blank to use the default encoding method: application/x-www-form-urlencoded.

Extended

Select Extended to open the [Extended Attributes Dialog Box](#). Use this dialog box to add [HTML attributes](#) not directly supported in FrontPage.

```
{button Related Procedures,JI('frontpg.HLP','Content_Forms')}
```

Results Tab

Use the Results tab to configure [WebBot Save Results components](#) or [WebBot Registration Components](#) to save form results.

Dialog Box Options

File For Results

Supply the name of the file to contain the results and its location on the Web server. If the file does not exist, the WebBot Save Results Component or WebBot Registration component will create the file the first time the form is submitted.

To save the results to the [current FrontPage web](#), supply a [relative URL](#).

To save the results outside of the current web but in your Web server's file system, supply an absolute filename and folder.

File Format

Select the format of the results file. The following formats are available:

HTML

[HTML](#) using [normal text](#) with line endings. This is the default style.

HTML definition list

HTML using a [definition list](#) to format name-value pairs.

HTML bulleted list

HTML using a [bulleted list](#) to format [name-value pairs](#).

Formatted text within HTML

HTML using [formatted text](#) with line endings.

Formatted text

Text formatted for easy reading.

Text database using comma as a separator

Text with commas separating values. This format is recommended for use with a database, spreadsheet, or other application.

Text database using tab as a separator

Text with tabs separating values. This format is recommended for use with a database, spreadsheet, or other application.

Text database using space as a separator

Text with space characters separating values. This format is recommended for use with a database, spreadsheet, or other application.

Include field names in output

Check to save both the name and the value of each form field. If this is not checked, only values are written to the file.

Additional information to save

Select optional Web server data to write to the results file. Additional items are appended after the form fields. The following items are available:

Time

The time the form was used.

Date

The date the form was used.

Remote computer name

The name of the computer accessing the page.

Username

The name of the user accessing the page.

Browser type

The type of Web browser accessing the page.

{button Related Procedures,JI('frontpg.HLP',`Content_Forms')}

Confirm Tab

Use the Confirm tab to set the confirmation page of a WebBot Save Results component, WebBot Registration component, or WebBot Discussion component.

URL of confirmation page

You can optionally specify the relative URL or absolute URL of a confirmation page. If you do not specify a confirmation page, the WebBot Save Results component, WebBot Registration component, or WebBot Discussion component will create and maintain one automatically.

If you are supplying a confirmation page for a WebBot Registration component, you can use a WebBot Confirmation component to insert one of three special attributes defined for WebBot Registration component confirmation pages:

- Registration-Username
The name of the user who is registering.
- Registration-Password
The password of the user who is registering.
- Registration-Error
A sentence or two describing an error condition at runtime.

Browse

Click here to select a confirmation page from the current FrontPage web.

URL of validation failure page

You can optionally specify the relative URL or absolute URL of a validation failure page. This is a page to display if there is a field validation failure on any field in your form. If you do not specify a validation failure page, the WebBot Save Results component, WebBot Registration component, or WebBot Discussion component will create and maintain one automatically.

Browse

Click here to select a validation failure page from the current FrontPage web.

```
{button Related Procedures,Jl('frontpg.HLP','Content_Forms')}
```

Advanced Tab

Use the Advanced Tab to configure advanced features of [WebBot Save Results components](#) or [WebBot Registration components](#).

Dialog Box Options

Second file for results

You can optionally specify a second file to contain form results. This is useful if you want to format one results file for use as input to a database or spreadsheet program and another results file for readability. If the specified results file does not exist, the WebBot component will create it the first time the form is submitted.

To save the second results file to the [current FrontPage web](#), enter a [relative URL](#).

To save the results file outside of the current web but in your Web server's file system, supply an absolute filename and folder.

Format of second file

Supply the format of the second results file. The following formats are available:

HTML

[HTML](#) using [normal text](#) with line endings. This is the default style.

HTML definition list

HTML using a [definition list](#) to format name-value pairs.

HTML bulleted list

HTML using a [bulleted list](#) to format [name-value pairs](#).

Formatted text within HTML

HTML using [formatted text](#) with line endings.

Formatted text

Text formatted for easy reading.

Text database using comma as a separator

Text with commas separating values. This format is recommended for use with a database, spreadsheet, or other application.

Text database using tab as a separator

Text with tabs separating values. This format is recommended for use with a database, spreadsheet, or other application.

Text database using space as a separator

Text with space characters separating values. This format is recommended for use with a database, spreadsheet, or other application.

Additional Field Selection

This section lets you specify the order in which fields are written to the output file.

Form fields to include

Specify by name the order in which [form fields](#) should be written to the results file. Leave this field blank to write all form fields in the order in which they appear on the form. To select a subset of the fields or to reorder the fields, enter each field by name. Separate field names with commas.

```
{button Related Procedures,JI('frontpg.HLP','Content_Forms')}
```


Registration Tab

Use the Registration Tab to configure a [WebBot Registration component](#).

Dialog Box Options

FrontPage web name

Enter the name of the FrontPage web the user can register for, starting at the root folder in your Web server.

User name fields

Enter the names of one or more form fields, separated by commas or spaces. The WebBot Registration component constructs the user name from these fields.

Password field

Enter the name of the form field in which the user will supply a password.

Password confirmation field

Enter the name of the field in which the user will confirm the password by repeating it.

Require secure password

Click here to require that the user enters a secure password. A secure password has 6 or more characters and does not partially match the user name.

URL of registration failure page

Optionally supply the [relative URL](#) or [absolute URL](#) of a page containing a failure message to display when a user cannot be registered for the FrontPage web.

Browse

Click here to browse the current FrontPage web for a failure message page.

```
{button Related Procedures,JI('frontpg.HLP','Content_Forms')}
```

Discussion Tab

Use the Discussion Tab to specify the general attributes of a discussion group.

Dialog Box Options

Title

Enter the name of the discussion group. This name will appear on pages containing articles.

Directory

Enter the name of the directory in your FrontPage web containing the discussion group. Directory names must be 8 or less characters long and must begin with the underscore (_) character. Discussion group directories are not visible from the FrontPage Explorer.

Table of contents layout

The fields in this section are added to the table of contents and are viewed at runtime by participants in the discussion group.

Form fields

Enter one or more field names, separated by spaces. These fields will compose the subject description in the table of contents.

Time

Click here to insert the time the article was submitted.

Date

Click here to insert the date the article was submitted.

Remote computer name

Click here to insert the name of the computer from which the article was submitted.

User name

Click here to insert the name of the author of the article.

Order Newest to Oldest

Click here to sort items in the order in which they were created.

Get background and colors from page

To display the pages containing discussion topics with the background style and colors of another page in your FrontPage web, specify the relative URL or absolute URL of the other page. The discussion topics will use the background image, background color, and all hyperlink and text colors from the style page that you specify.

Changing the value of this field will only affect the appearance of new articles posted to the discussion group.

Browse

Click here to select the style page from the current FrontPage web.

```
{button Related Procedures,JI('frontpg.HLP',`Content_Forms')}
```

Article Tab

Use the Article Tab to specify the layout of each article in a discussion group.

Dialog Box Options

URL of Header to Include

Use this field to specify the relative URL or absolute URL of a page to include as the header of each article.

Browse

Click here to select the header page from the current FrontPage web.

URL of Footer to Include

Use this field to specify the relative URL or absolute URL of a page to include as the footer of each article.

Browse

Click on Browse to select the footer page from the current FrontPage web.

Additional Information to Include

Select any of the following additional items to include them on each article page:

Time

Inserts the time the article was submitted.

Date

Inserts the date the article was submitted.

Remote computer name

Inserts the name of the computer from which the article was submitted.

User name

Submits the name of the author of the article.

```
{button Related Procedures,JI('frontpg.HLP','Content_Forms')}
```

Print Setup Dialog Box

Use the Print Setup dialog box to set printing properties for the current page.

Dialog Box Options

Printer

Select the printer. If the Default Printer option button is selected, the page is printed on the printer established as the default by the Printer Setup dialog box. The Specific option lets you choose a particular target printer and store it with the current page.

Orientation

Use the Orientation control to select the orientation of the page on the printed document. Select Portrait to print lines of text parallel to the short end of the paper. Select Landscape to print lines of text parallel to the long end of the paper. If one of the modes is not available for the current combination of printer and paper-type, it is dimmed.

Paper

Select the paper Size from a drop-down list provided by the printer driver. Select paper Source from a drop-down list also provided by the printer driver.

Options

Displays a dialog with printer-specific additional options.

Network

Click Network to connect to a network printer using the Connect to Printer dialog box. This button may not be present on some computers.

{button Related Procedures,JI('frontpg.HLP',`Content_Workplace')}

New Page Dialog Box

Use the New Page dialog box to select a page template or page wizard.

Dialog Box Options

Template or Wizard

Select the template or wizard to use. To create a blank page that is not based on a template, select Normal Page.

Description

A brief description of the selected template or wizard.

{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}

Text Box Validation Dialog Box

Use the Text Box Validation dialog box to set field validation rules for one-line text box and scrolling text box form fields.

Dialog Box Options

Display Name

By default, validation warning messages identify the field by its name, as entered in the Name field of the field's properties dialog box. Often, the label that the user sees, which is typed directly into the form, does not match the field's internal name. Use the Display Name field to optionally specify the name that should be used to refer to the field in validation warning messages.

Data Type

Choose the type of data to which you want to constrain the field:

- No Constraints
- Text
- Integer
- Number

Text Format

This section contains settings for fields that are constrained to contain text.

Letters

Indicates that the field can contain alphabetic characters.

Digits

Indicates that the field can contain numeric characters.

Whitespace

Indicates that the field can contain white space (spaces, tabs, carriage returns, and line feeds).

Other

Click Other and type in other permissible characters, such as commas and hyphens to indicate that the field can contain these characters.

Numeric Format

This section contains settings for fields that are constrained to contain integers or numbers.

Grouping

Specify a grouping punctuation character to use in the number or integer:

- None indicates that no punctuation is permissible as in 123456789
- Comma indicates that the comma character is permissible, as in 123,456,789
- Period indicates that the period character is permissible, as in 123.456.789

Decimal

If you constrained the use of the field to Number, you can specify a punctuation character to use as a decimal point:

- Period indicates that the period character is permissible for the decimal point, as in 123,456.789
- Comma indicates that the comma character is permissible for the decimal point, as in 123.456,789

Note You cannot use the same character as both the decimal point and the grouping character.

Data Length

This section contains data length settings for any data type.

Required

Click here to specify that data is required in the field.

Min Length

Specify a minimum data length.

Max Length

Specify a maximum data length.

Data Value

This section contains data value settings for any data type.

Field Must Be

Specify a data value limit by clicking Field Must Be and choosing one of the following limits:

- Less Than
- Greater Than
- Less Than Or Equal To
- Greater Than Or Equal To
- Equal To
- Not Equal To

Value

Type in a value to complete the data value constraint. The data value constraint will use numerical comparisons if the data type is Number or Integer and alphabetical order comparisons if the data type is Text or No Constraints.

For example, if the data type is Integer, and Field Must Be is Greater Than, typing 100 in Value specifies that the field must contain a value greater than 100.

And Must Be

Specify a second data value limit by clicking Field Must Be and choosing one of the following limits:

- Less Than
- Greater Than
- Less Than Or Equal To
- Greater Than Or Equal To
- Equal To
- Not Equal To

Value

Type in a second value to complete the data value constraint.

{button Related Procedures,Jl('frontpg.HLP','Contents_Fields')}

Radio Button Validation Dialog Box

Use the Radio Button Validation dialog box to set field validation rules for radio button form fields.

Dialog Box Options

Display Name

By default, validation warning messages identify the field by its name, as entered in the Name field of the field's properties dialog box. Often, the label that the user sees, which is typed directly into the form, does not match the field's internal name. Use the Display Name field to optionally specify the name that should be used to refer to the field in validation warning messages.

Data Required

Click [here](#) to specify that a user must check one of the radio buttons in the group.

```
{button Related Procedures,JI('frontpg.HLP','Contents_Fields')}
```

Drop-Down Menu Validation Dialog Box

Use the Drop-Down Menu Validation dialog box to set field validation rules for drop-down menu form fields.

Dialog Box Options

Display Name

By default, validation warning messages identify the field by its name, as entered in the Name field of the field's properties dialog box. Often, the label that the user sees, which is typed directly into the form, does not match the field's internal name. Use the Display Name field to optionally specify the name that should be used to refer to the field in validation warning messages.

Data Required

Click here to require at least one item in the drop-down menu to be selected.

Minimum Items

If you configured the drop-down menu field to allow multiple selections, you can optionally specify a minimum number of choices that the user must select.

Maximum Items

If you configured the drop-down menu field to allow multiple selections, you can optionally specify a maximum number of choices that the user can select.

Disallow First Item

A common trick in drop-down menus is to make the first menu item an instruction to users on how to use the rest of the menu. To prohibit users from selecting the first item in the drop-down menu, click Disallow First Item.

{button Related Procedures,JI('frontpg.HLP','Contents_Fields')}

WebBot Scheduled Include Component Dialog Box

Use the WebBot Scheduled Include Component dialog box to configure a [WebBot Scheduled Include component](#).

To ensure proper timing of the WebBot Scheduled Include component, make some change to your FrontPage web daily, such as incrementing the value of a [configuration variable](#).

Note If you do not want a page that you are including on other pages to be directly viewable from Web browsers at runtime, store the page in the special FrontPage web directory `_private`.

Dialog Box Options

Page URL to include

Enter the [relative URL](#) of the [page](#) to include. Click Browse to select the page from a listing of pages in the [current FrontPage web](#).

Browse

Click Browse to select the page from the current FrontPage web.

Starting Date and Time

Use this section to enter the starting date of the period during which the file should be included on the page.

Year

Enter the year.

Month

Enter the month.

Day

Enter the day.

Time

Enter the time.

Ending Date and Time

Use this section to enter the ending date of the period during which the file should be included on the page.

Year

Enter the year.

Month

Enter the month.

Day

Enter the day.

Time

Enter the time.

Optional Page URL to include before or after the given dates

Optionally, enter the relative URL of a page to display before or after the specified time period.

Browse

Click Browse to select the page from the current FrontPage web.

{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}

WebBot Scheduled Image Component Dialog Box

Use the WebBot Scheduled Include Component dialog box to configure a [WebBot Scheduled Include component](#).

To ensure proper timing of the WebBot Scheduled Image component, make some change to your FrontPage web daily, such as incrementing the value of a [configuration variable](#).

Note If you do not want a page that you are including on other pages to be directly viewable from Web browsers at runtime, store the page in the special FrontPage web directory `_private`.

Dialog Box Options

Page URL to include

Enter the [relative URL](#) of the image to include.

Browse

Click Browse to select the image from the current FrontPage web, your file system, or the World Wide Web.

Starting Date and Time

Use this section to enter the starting date of the period during which the image should be included on the page.

Year

Enter the year.

Month

Enter the month.

Day

Enter the day.

Time

Enter the time.

Ending Date and Time

Use this section to enter the ending date of the period during which the image should be included on the page.

Year

Enter the year.

Month

Enter the month.

Day

Enter the day.

Time

Enter the time.

Optional Image to include before or after the given dates

Optionally, enter the relative URL of an image to display before or after the specified time period..

Browse

Click Browse to select the image from the current FrontPage web, your file system, or the World Wide Web.

{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}

WebBot Search Component Dialog Box

The WebBot Search component searches for pages in your FrontPage web containing specified words or combinations of words and displays a list of hyperlinks to pages containing matches. The WebBot Search component creates a form in which users type in text to locate.

The words entered by the user can include Boolean keywords: *and*, *not*, *or*, and parentheses.

Note To protect pages from being found by the WebBot Search component at runtime, such as style pages or pages that you are only using to include in other pages, store the pages in the special web directory _private. The WebBot Search component does not search in this directory.

Dialog Box Options

Search Input Form

These fields control the appearance of the form.

Label for Input

Enter the label for the one-line text box in which users enter the words to locate.

Width in Characters

Enter the width in characters of the one-line text box field.

Label for "Start Search" button

Enter the label for the push button field that starts the search.

Label for "Clear" button

Enter the label for the push button field that clears the form.

Search Results

These fields control the search results.

Word List to Search

Enter the keyword **All**, or the name of a discussion group directory.

Use the keyword **All** to configure the WebBot Search component to search all the pages in the FrontPage web that are not stored in hidden directories.

Alternatively, if the FrontPage web has a discussion group, you can enter the name of the discussion group directory to configure the WebBot Search component to only search entries in the discussion group.

Additional information to display in the search results list

Select any of the following fields to include additional information in the search results:

- **Score** indicates the quality of the match.
- **File Date** indicates the date and time the document containing the match was most recently modified.
- **File Size** indicates the size of the document containing the match, in kilobytes.

```
{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}
```

WebBot Confirmation Field Component Dialog Box

Use the WebBot Confirmation Field Component dialog box to configure a [WebBot Confirmation Field component](#). You should only insert a WebBot Confirmation Field component on a form [confirmation page](#).

Dialog Box Options

Name of Form Field to Confirm

Enter the name of the field. At runtime, the field's contents will be displayed.

If you are editing a confirmation page for a [WebBot Registration component](#), you can enter one of three special attributes defined for WebBot Registration component confirmation pages:

- Registration-Username
The name of the user who is registering.
- Registration-Password
The password of the user who is registering.
- Registration-Error
A sentence or two describing an error condition at runtime.

{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}

Save As Dialog Box

Use the Save As dialog box to enter the page title and file path within the current FrontPage web. for the page you want to save.

Dialog Box Options

Page Title

Enter the page title.

File Path Within Your FrontPage Web

Enter the path and file name of the page.

If the current FrontPage web is on a Web server running UNIX, Windows 95, or Windows NT, each part of the file path can be as long as 64 characters, and the final extension can be HTM or, in some cases, HTML.

If you attempt to save a page with a file path that is not valid for the current FrontPage web, you get a warning and the chance to fix the problem. You can save a page with an invalid file path, but you may get unexpected results.

As File

Click As File to save the page to a file instead of to the current FrontPage web.

As Template

Click As Template to save the page as a template instead of to the current FrontPage web.

{button Related Procedures,AL('file page procedures',0,'','main')}


Save As File Dialog Box

Use the Save As File dialog box to enter the file name, folder, and drive of a file to be saved.

This dialog box is also displayed when you select the Print To File option in the Print dialog box.

Dialog Box Options

Save in

Lists the available folders and files. To see how the current folder fits in the hierarchy of your computer, click the down arrow. To see what's inside a folder, click it. To open the folder one level higher, click on  on the toolbar. To create a new folder, click



Files are displayed in the box below.

File Name

Enter the name of the file. You can use * as a wildcard. For example, type *.* to see a list of all files. You can also type the full path of a file, such as C:\mypages\page1.htm.

Save As Type

Specifies the type of file you are saving. The list includes all the available file types that FrontPage can recognize.

Save

Click Save to save the file with the name, type, and location that you specified.

{button Related Procedures,AL('file image page procedures;file page procedures',0,'`,`main')}

Custom Tab Page Properties Dialog Box

The Custom tab displays meta tags (system variables and user-defined variables) that are associated with the current page.

Dialog Box Options

System Variables (HTTP-EQUIV)

This section lists the meta tags that use the HTTP-EQUIV attribute as the name portion of their name-value pairs. These meta tags supply special instructions to the browser such as an expiration date or a display-refresh value.

Name

The name of the meta tag.

Value

The value to associate with the tag.

Add

Click Add to add a new meta tag.

Modify

Click Modify to modify the currently selected meta tag.

Remove

Click Remove to remove the currently selected meta tag.

User Variables

This section lists user-defined meta tags.

Name

The name of the meta tag.

Value

The value associated with the tag.

Add

Click Add to add a new meta tag.

Modify

Click Modify to modify the currently selected meta tag.

Remove

Click Remove to remove the currently selected meta tag.

{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}

General Tab

Page Properties Dialog Box

The General tab displays general properties of the current page.

Dialog Box Options

Location

The complete URL of the page. If the page was opened from a file, this field contains the full filename of the page, and has a "File://" prefix. If the page has not been saved, the URL will be "(New page)."

Title

The page title.

Base Location

The optional base URL of the page.

Default Target Frame

If a frame set is defined, optionally enter the name of a default frame in which to display the target of the all links on the page. If a link has a no target frame defined, the target of the link will be displayed in the default target frame.

Note If a frame is supplied and no frame set is loaded, the browser may create a new window in which to display the target of the link.

Background Sound

Location

Optionally enter the name of a background sound file. Web browsers will play this sound file when the page is displayed. You can specify a file from the current FrontPage web or from your file system. If you specify a file from your file system, you will be prompted to save the file to the current FrontPage web when you save the page.

Browse

Click Browse to browse for the file in the current FrontPage web or in your file system.

Loop

Enter the number of times to repeat playing the background sound.

Forever

Click this option to play the background sound continuously while the page is displaying.

HTML Encoding

This section contains settings that control the HTML character encoding of the page.

For displaying this page

Select the HTML character encoding for displaying the page from the drop-down list.

For saving this page

Select the HTML character encoding for saving the page from the drop-down list.

{button Related Procedures,JI('frontpg.HLP', 'Contents_Pages')}

Background Tab

Page Properties Dialog Box

The Background tab displays properties of the current page, that affect the page's appearance.

Dialog Box Options

Specify Background and Colors

This section contains fields that control the background color of the page.

Background Image

Select Background Image to use an image as the page's background. The image will be tiled to form a background for the page. You can specify an image file from the current FrontPage web or from your file system. If you specify a file from your file system, you will be prompted to save the file to the current FrontPage web when you save the page.

Watermark

Select Watermark to display the image as a watermark.

Browse

Click Browse to browse for the file in the current FrontPage web or in your file system.

Properties

Click Properties to open the Image Properties dialog box and view or edit the properties of the background image. You can only view properties of images that are in the current FrontPage web.

Background

Specify a background color for the page by selecting the color from the drop-down list. To specify a custom color, choose the special value Custom, and then select the custom color in the Color dialog box.

Note You can combine a background image with a background color. If the background image has a transparent color, the background color will show through the background image.

Text

Specify a text color for the page by selecting the color from the drop-down list. To specify a custom color, choose the special value Custom, and then select the custom color in the Color dialog box.

Hyperlink

Specify a hyperlink color for the page by selecting the color from the drop-down list. To specify a custom color, choose the special value Custom, and then select the custom color in the Color dialog box.

Visited Hyperlink

Specify a visited hyperlink color for the page by selecting the color from the drop-down list. To specify a custom color, choose the special value Custom, and then select the custom color in the Color dialog box.

Active Hyperlink

Specify an active hyperlink color for the page by selecting the color from the drop-down list. To specify a custom color, choose the special value Custom, and then select the custom color in the Color dialog box.

Get Background and Colors From Page

To display the current page using the background style and colors of another page in your FrontPage web, specify the relative URL of the other page. The current page will use the background image, background color, and all hyperlink and text colors from the style page that you specify.

Browse

Click Browse to browse for the style page in the current FrontPage web or in your file system.

{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}

Margins Tab Page Properties Dialog Box

The Margins tab displays properties of the current page that control the page's margins.

Dialog Box Options

Specify Top Margin

Click this option to specify a top margin for the page. Enter the top margin, in pixels.

Specify Left Margin

Click this option to specify a left margin for the page. Enter the left margin, in pixels.

{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}

Current FrontPage Web Tab

Use the Current FrontPage Web tab to select a file, image, or [from the current FrontPage web.](#)

Dialog Box Options

Look In

Use the Look In box to select a folder in the current FrontPage web.

Name

Lists all folders, files, images, and pages in the currently selected folder.

Title

Lists the titles of files, images, and pages in the currently selected folder.

```
{button Related Procedures,AL( `file image page procedures',0,`,`main')}
```


Other Location Tab

Use the Other Location tab to open a file, image, or page from the World Wide Web or from your file system.

Dialog Box Option

From File

Click From File to open a page from your file system. If you know the full name of the file, type it in.

Browse

Click Browse to browse for the file in your file system.

From Location

To open the page from the World Wide Web or your intranet, enter the absolute URL of the page.

```
{button Related Procedures,AL( `file image page procedures',0,`, `main')}
```

Dialog Box Options for Adding a Name/Value Pair

Use this dialog box to add or edit a name-value pair.

Dialog Box Options

Name

The name.

Value

The value to associate with the name.

```
{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}
```

Current Web Dialog Box

Use the Current Web dialog box to open a [page](#) or file from the [current FrontPage web](#).

Dialog Box Options

Look in

Displays the URL of the current FrontPage web.

Up One Level

Click this button to change to the higher-level location where FrontPage should locate the page or file.

List

Click this button to display a list of page or file names.

Details

Click this button to display a list of page or file names and their [page titles](#).

```
{button Related Procedures,AL('link page procedures',0,',','main')}
```

Open Pages Tab Create Hyperlink Dialog Box

Use the Open Pages tab to select from a list of currently open pages in the FrontPage Editor.

Dialog Box Options

Open Pages

Choose one of the open pages that the current hyperlink should point to.

Bookmark

Choose the name of the bookmark that the current hyperlink should point to.

Target Frame

If a frame set is defined, type the name of a frame in which to display the target of the hyperlink. Note that if a frame is supplied and no frame set is loaded, the Web browser may create a new window in which to display the target of the hyperlink.

Hyperlink Points To

This reference field will confirm the location that the current hyperlink will point to.

```
{button Related Procedures,JI('frontpg.HLP','Contents_Hyperlink_Bookmark')}
```

Current FrontPage Web Tab Create Hyperlink Dialog Box

Use the Current FrontPage Web tab to open a page or file from the current FrontPage web or to select a page as the target of a hyperlink.

Dialog Box Options

Page

Type the relative URL of the page that the hyperlink you are creating or editing will point to.

Browse

Click the Browse button to choose or verify the relative URL of the page that the hyperlink you are creating or editing will point to.

Bookmark

Type the name of the bookmark that the current hyperlink should point to.

Note The name of the bookmark that you enter in this field must match a bookmark name that was created using the **Edit: Bookmark** command.

Target Frame

If a frame set is defined, type the name of a frame in which to display the target of the hyperlink. Note that if a frame is supplied and no frame set is loaded, the Web browser may create a new window in which to display the target of the hyperlink.

Hyperlink Points To

This reference field will confirm the location that the current hyperlink will point to.

```
{button Related Procedures,JI('frontpg.HLP','Contents_Hyperlink_Bookmark')}
```

World Wide Web Tab Create Hyperlink Dialog Box

Use the World Wide Web tab to create a hyperlink to an absolute URL on the World Wide Web.

Dialog Box Options

Hyperlink Type

Select the type of hyperlink that you want to create. The FrontPage Editor creates the protocol portion of the absolute URL, based on your selection.

Select **(other)** if you want to enter a type that is not on the list or to enter a URL with no hyperlink type, such as a relative URL.

URL

Type the absolute URL of the World Wide Web page or other Internet resource to which you want to link.

Target Frame

If a frame set is defined, type the name of a frame in which to display the target of the link. Note that if a frame is supplied and no frame set is loaded, the browser may create a new window in which to display the target of the link.

```
{button Related Procedures,JI('frontpg.HLP','Contents_Hyperlink_Bookmark')}
```

New Page Tab Create Hyperlink Dialog Box

Use the New Page tab to create a new page in the current FrontPage web and link to it.

Page Title

Enter a page title for the new page.

Page URL

Enter a relative URL for the new page.

Target Frame

If a frame set is defined, type the name of a frame in which to display the target of the link. Note that if a frame is supplied and no frame set is loaded, the browser may create a new window in which to display the target of the link.

Edit New Page Immediately

Select this to open the new page in the FrontPage Editor as soon as the hyperlink is created.

Add New Page to To Do List

Select this to create the new page and create a task in the To Do List to finish the page.

Hyperlink Points To

This reference field will confirm the location that the current hyperlink will point to.

```
{button Related Procedures,JI('frontpg.HLP','Contents_Hyperlink_Bookmark')}
```

Font Tab Font Dialog Box

Use the Font tab to apply character formatting to the selected text.

Dialog Box Options

Font

Choose the name of the Font to apply to selected text.

Font Style

Choose the style of the font to apply to selected text.

Size

Choose the font size to apply to selected text.

Effects

Choose special formatting to apply to selected text.

Color

Select a color from the drop-down list. Choose Custom to create and use custom colors.

Sample

This field displays a preview of what selected text will look like with character formatting applied.

{button Related Procedures,JI('frontpg.HLP','Contents_Text')}

Special Styles Tab Font Dialog Box

Use the Special Styles tab to apply special character styles to the selected text.

Special character styles may not display as expected in the FrontPage Editor. However, because these styles may be found in pages that you open or insert in your current FrontPage web, they are included in the Special Styles tab. You should use regular styles when creating new text.

Dialog Box Options

Citation (<cite>)

Format as the name of a manual, section, or book.

Sample (<samp>)

Format as a sequence of literal characters, similar to typewriter font.

Definition (<dfn>)

Format as a definition, typically in italics.

Blink (<blink>)

Format as blinking text.

Note: Some Web browsers do not display blinking text.

Code (<code>)

Format as a code sample, similar to typewriter font.

Variable(<var>)

Format as a variable name, typically in italics.

Bold

Format as bold text.

Note: Some Web browsers may substitute the Strong attribute for bolded text.

Italic (<i>)

Format as italicized text.

Note: Some Web browsers may substitute the Emphasis attribute for italicized text.

Keyboard

Format to indicate text that will be typed by the user, similar to typewriter font.

Vertical Position

Format selected text in Superscript or Subscript. The default setting is Normal.

By

Select the number of points by which the selected text should be raised or lowered.

Sample

This field displays a preview of what selected text will look like with the Special Styles applied.

{button Related Procedures,JI('frontpg.HLP','Contents_Text')}

Add Choice Dialog Box

Use the Add Choice dialog box to add or modify a drop-down menu field choice.

Dialog Box Options

Choice

Enter the name of the menu choice.

Specify Value

By default, the value submitted to the form handler for this menu choice will be the same as the name of the menu choice. If you want to specify a different value to associate with this choice, click Specify Value and enter the new value.

Initial State

Indicate the initial state of this menu choice: Selected or Not Selected.

```
{button Related Procedures,JI('frontpg.HLP','Contents_Fields')}
```

General Tab

Image Properties Dialog Box

Use the General Tab of the Image Properties dialog box to set and view the general properties of an image.

Dialog Box Options

Image Source

This field displays the relative URL of the image, if the image is in the current FrontPage web, the absolute URL of the image, if the image is on another page in the World Wide Web, or the full file name of the image, if the image is in a file. Images from files have the *File* prefix.

Type

The image type. When you insert an image that is not in the GIF or JPEG format, it is converted to GIF format (for images with 256 or less colors) or JPEG format (for images with more than 256 colors).

You can convert an image from GIF to JPEG or from JPEG to GIF by selecting the type in this dialog box.

GIF

Select GIF to save the image in GIF format.

Transparent: For GIF images only, the Transparent field is selected if there is a transparent color assigned to the image. You assign a transparent color using the Make Transparent command on the image toolbar. Turn off the Transparent field to make the image non-transparent and return the transparent color to its normal color.

Interlaced: For GIF images only, the Interlaced field is selected if image is interlaced. You cannot create an interlaced image using the FrontPage Editor. However, you can insert an interlaced image onto the page.

JPEG

Select JPEG to save the image in JPEG format.

Quality: When you save the image in this format, you specify image Quality. Quality is an Integer in the range 1 - 99. As Quality increases, image compression decreases, making the image larger, but image quality improves. As Quality decreases, compression increases, making the image smaller, but image quality degrades. The default Quality is 75.

Browse

Click Browse to repair the path to a broken image.

Edit

Click Edit to open the selected image in the editor for which the image is associated in the FrontPage Editor.

Alternate Representations

Use this area to specify alternate representations of the image.

Low Res

Specify a small image to display in place of the image. This image is displayed by some Web browsers while the main image is being loaded from the Web server. You can either specify an image in the current FrontPage web or supply an image by URL.

Browse

Click Browse to select an image to use as the low-resolution alternative.

Text

Specify text to display in place of the image when image-display is disabled or not available in the Web browser. Some Web browsers also display the alternate text while the image is loading.

Default Hyperlink

This field displays the default hyperlink. This is the target of a hyperlink from any area in the image not covered by a hotspot. You cannot set a default hyperlink for an image form field.

Location

Target Frame

If a frame set is defined, type the name of a frame in which to display the target of the hyperlink.

Note If a frame is supplied and no frame set is loaded, the Web browser may create a new window in which to display the target of the hyperlink.

Browse

Click on the Browse button to set or change the default hyperlink, using the Create Hyperlink dialog box.

Extended

Click Extended to open the Extended Attributes Dialog Box. Use this dialog box to add image HTML attributes not directly supported in FrontPage.

```
{button Related Procedures,JI('frontpg.HLP','Content_Images')}
```

Appearance Tab Image Properties Dialog Box

Use the Appearance Tab of the Image Properties dialog box to set and view the layout and size properties of an image.

Dialog Box Options

Layout

Use this section to align the image.

Alignment

Sets the type of alignment between the image and the text:

- **bottom** specifies to align the bottom of the image with the text.
- **middle** specifies to align the middle of the image with the text.
- **top** specifies to align the top of the image with the text.
- **absbottom** specifies to align the image with the bottom of the current line.
- **absmiddle** specifies to align the image with the middle of the current line.
- **texttop** specifies to align the top of the image with the top of the tallest text in the line.
- **baseline** specifies to align the image to the baseline of the current line.
- **left** specifies to place the image in the left margin and wrap the text that follows the image down the image's right side.
- **right** specifies to place the image in the right margin and wrap the text that precedes the image down the image's left side.

Border Thickness

Sets a black border of the specified thickness around the image, in pixels. This is a Netscape HTML enhancement.

Horizontal spacing

Sets the horizontal spacing between the image and the nearest text or image on the current line, in pixels. This is a Netscape HTML enhancement.

Vertical spacing

Sets the vertical spacing between the image and the nearest text or image on the line above or below the current line, in pixels. This is a Netscape HTML enhancement.

Size

The options in this section control the width and height of an image.

Specify Size

Select this option to specify the size of the image.

Width

Enter a number for the width of the image.

in Pixels

Type the width of the image, in pixels.

in Percent

Type a percentage of the width of the window. For example, if you choose 50 percent, the image will span 50 percent of the window, regardless of how you resize the window.

Height

Enter a number for the height of the image.

in Pixels

Type the height of the image, in pixels.

in Percent

Type a percentage for the height of the window. For example, if you choose 50 percent, the image will span 50 percent of the window, regardless of how you resize the window.

{button Related Procedures,JI('frontpg.HLP','Content_Images')}

Video Tab Image Properties Dialog Box

Use the Video Tab of the Image Properties dialog box to set and view the properties of a video.

Dialog Box Options

Video Source

This field displays the name of the video file.

This field displays the name of the URL of the image, if the image is in the current FrontPage web, the absolute URL of the video, if the video is on another page in the World Wide Web, or the full filename of the image, if the image is in a file. Images from files have the *File* prefix.

Browse

Click Browse to repair the path to a broken image.

Show Controls in Browser

Select this option to have a button for starting and stopping the video, and a slide control for replaying the video display in a Web browser.

Repeat

The options in this section control the number of repetitions of the video and time delays between the repetitions.

Loop

Enter the number of times you want the video to repeat.

Loop Delay

Enter the delay between each playing of the video, in milliseconds.

Forever

Select this option if you want the video to play continuously.

Start

The options in this section control when the video will start playing.

On File Open

Select this option to have the video begin playing when the file is opened.

On Mouse Over

Select this option to have the video begin playing when the user's mouse passes .

```
{button Related Procedures,JI('frontpg.HLP','Content_Images')}
```


Save Image to FrontPage Web Dialog Box

The Save Image To FrontPage Web dialog box provides options for saving an image to the current FrontPage web . When you save the active page to a FrontPage web, this dialog box appears once for each image that has been inserted on the page since the page was most recently saved to the FrontPage web. The dialog box closes once you have selected Yes or No for every image.

Dialog Box Options

Save As URL

Enter a relative URL for the image. If an image already exists in the FrontPage web for the URL you provided, the dialog box prompts you to enter a new URL. Change the URL by editing this field.

Yes

This button is enabled only if an image with the same name is not in the FrontPage web. Click Yes to save the image to the FrontPage web.

Replace

This button is enabled only if an image with the same name is in the FrontPage web. Click Replace to replace the currently saved image.

Yes to All

Click Yes to All to save all images on the active page to the FrontPage web.

No

This button is enabled only if an image with the same name and location is not in the FrontPage web. Click No to not save the image.

Use Existing

This button is enabled only if an image with the same name is in the FrontPage web. Click Use Existing to keep the currently saved image.

Cancel

Click Cancel to close the dialog box without saving the image entered in the Save As URL field. Clicking Cancel prevents the saving of any images below the current image on the page. However, any images that you have already saved by selecting Yes are not affected by selecting Cancel.

{button Related Procedures,AL('page web procedures',0,'','main')}

Save Image to File Dialog Box

The Save Image To File dialog box provides options for saving an image to a file. When you save the active page to a file, this dialog box appears once for each image that has been inserted since the page was most recently saved to the same file name and location. The dialog box closes once you have selected Yes or No for every image.

Dialog Box Options

Save As

View the file name for the image. To make the hyperlink to the image from the page successful, the FrontPage Editor suggests a file in the folder to which the page is being saved. If an image already exists with the file name and folder you provided, the dialog box prompts you to enter a new file name. If you save to an existing name, the previous image will be overwritten. Change the name by choosing the Browse button.

Browse

Click Browse to open the Save As File dialog box. Use this to browse for a new drive, location, or name for the file.

Yes

This button is enabled only if an image with the same file name and location is not in the folder. Click Yes to save the image to the file name entered in the Save As field.

Replace

This button is enabled only if an image with the same filename and location is in the folder. Click Replace to replace the currently saved image.

Yes to All

Click Yes to All to save all images on the active page to the folder in which you are saving the image.

No

This button is enabled only if an image with the same file name and location is not in the folder. Click No to not save the image.

Use Existing

This button is enabled only if an image with the same filename and location is in the folder. Click Use Existing to keep the currently saved image.

Cancel

Click Cancel to close the dialog box without saving the image entered in the Save As field. Clicking Cancel prevents the saving of any images below the current image on the page. However, any images that you have already saved by selecting Yes are not affected by selecting Cancel.

{button Related Procedures,JI('frontpg.HLP','Content_Images')}

Other Tab

List Properties Dialog Box

Use the Other tab to view or change the style of the selected [list](#).

Dialog Box Options

List Style

Displays a list of available list styles. If the List Properties dialog box was invoked from within an existing list on the [active page](#), the currently applied style is highlighted. To change the format of the currently selected [list](#), choose another list format.

Compact Layout

When selected, this option indicates to the Web browser that reduced interim line spacing should be used. The Compact Layout option is valid only with the Definition List style.

Extended

Select Extended to open the [Extended Attributes Dialog Box](#), where you can add [HTML attributes](#) for lists that are not directly supported in FrontPage.

```
{button Related Procedures,Jl('frontpg.HLP','Content_Lists')}
```

Bulleted Tab List Properties Dialog Box

Use the Bulleted tab to change or apply a bulleted list style.

Displays examples of available styles for bulleted lists. If the List Properties dialog box was invoked from within an existing list on the active page, the currently applied style is highlighted. To change the bulleted list style of the currently selected list, choose another style by clicking on it.

{button Related Procedures,JI('frontpg.HLP','Content_Lists')}

Numbered Tab List Properties Dialog Box

Use the Numbered tab to change or apply a numbered list style.

Displays examples of available styles for numbered lists. If the List Properties dialog box was invoked from within an existing list on the active page, the currently applied style is highlighted. To change the numbered list style of the currently selected list, choose another style by clicking on it.

Dialog Box Option

Start At

Changes the starting point of the first list item in the currently selected numbered list.

{button Related Procedures,JI('frontpg.HLP','Content_Lists')}

Hyperlink Command

Use the Hyperlink command to create or modify a hyperlink from selected text. You can link to a page or other resource in the current FrontPage web or on the World Wide Web.

The Create Hyperlink dialog box has four tabs:

Use the Open Pages tab to link to the top of a currently open page, or to a bookmark on a currently open page.

Use the Current FrontPage Web tab to link to the top of a page, or to a bookmark on a page in the current FrontPage web.

Use the World Wide Web tab to link to any page or other resource on the World Wide Web or on your company's local area network.

Use the New Page tab to create a new page in the current FrontPage web and link to it. You select a hyperlink by entering its absolute URL and page title in the Create Hyperlink dialog box.

You can also create a hyperlink using the Create or Edit Hyperlink button on the standard toolbar.



**Create or Edit Hyperlink
button**

When you create a hyperlink on a page, it is displayed in blue with a blue underline by default. To change the appearance of hyperlinks, choose **File: Page Properties** and click the Background tab.

```
{button Dialog Box,AL('link dialog box tabs',0,'','main')}
```

```
{button Related Procedures,JI('frontpg.HLP','Contents_Hyperlink_Bookmark')}
```

Unlink Command

Use the Unlink command to delete a text [hyperlink](#). Unlink does not delete the characters to which the hyperlink is applied, but only removes the hyperlink itself.

If you select a subset of the characters to which the hyperlink is applied, Unlink will only remove the hyperlink from the selected characters. If you choose Unlink with the insertion point on the hyperlink, but with no characters selected, Unlink will delete the entire hyperlink.

{button Related Procedures,JI('frontpg.HLP','Contents_Hyperlink_Bookmark')}

To change the associated editor for a file type

In the FrontPage Explorer, you can change the associated editor for a file type. Then, when you open a file of that type, the associated editor will be opened automatically.

- 1** In the FrontPage Explorer, choose **Tools: Options**.
- 2** In the Configure Editors tab, select a type-editor association, then click Modify.
- 3** In the Editor Name field, specify a new identifying name for the editor.
Because you are associating a new editor for the current file type, you cannot modify the File Type field.
- 4** In the Command field, modify the full path of the executable file for the editor you are associating, then click OK.
To browse the file system for the executable file, click Browse.
- 5** Click OK to close the Modify Editor Association dialog box.
- 6** Click OK to close the Options dialog box.

{button Related Procedures,JI('frontpg.HLP>main','Content_Files')}

To remove the association between an editor and a file type

- 1 In the FrontPage Explorer, choose **Tools: Options**.
- 2 In the Configure Editors tab, select the type-editor association, then click Remove.
- 5 Click OK to close the Options dialog box.

{button Related Procedures,JI('frontpg.HLP>main','Content_Files')}

To open a text file from the FrontPage Editor

When you open a text (TXT) file in the FrontPage Editor, it converts the file into a new HTML page that you can optionally add to the current FrontPage web.

- 1** In the FrontPage Editor, choose **File: Open**.
- 2** In the Other Location tab, click From File.
- 3** If you know the full path and filename of the text file, type it in the From File field.
Click Browse to choose the file you want from your local drive or network. Choose Text Files in the Files of Type drop-down field. Use the Look In box and the box that lists files and folders to point to the file and folder where the text file is stored. Select the file you want to open and click Open.
- 4** Select a text-conversion option and click OK.
 - One Formatted Paragraph converts all the text to a single paragraph of formatted text with line breaks.
 - Formatted Paragraphs converts each paragraph in the text file to formatted text.
 - Normal Paragraphs converts each paragraph in the text file to normal text.
 - Normal Paragraphs With Line Breaks converts each paragraph in the text file to normal text and preserves the line endings by inserting line breaks at the end of each line.FrontPage converts the text file and opens it in a new page.

{button Related Procedures,JI('frontpg.HLP>main','Content_Files')}

To open an RTF file from the FrontPage Editor

When you open a rich text format (RTF) file in the FrontPage Editor, it converts the file into a new HTML page that you can optionally add to the current FrontPage web.

- 1** In the FrontPage Editor, choose **File: Open**.
- 2** In the Other Location tab, click From File.
- 3** If you know the full path and filename of the RTF file, type it in the From File field.

Click Browse to choose the file you want from your local drive or network. Choose Rich Text Format in the Files of Type drop-down field. Use the Look In box and the box that lists files and folders to point to the file and folder where the RTF file is stored. Select the file you want to open and click Open.

FrontPage converts the file and opens it in a new window.

{button Related Procedures,JI('frontpg.HLP>main','Content_Files')}

To open an HTML file from the FrontPage Editor

- 1 In the FrontPage Editor, choose **File: Open**.
- 2 In the Other Location tab, click From File.
- 3 If you know the full path and filename of the HTM or HTML file, type it in the From File field.
Click Browse to choose the file you want from your local drive or network. Choose HTML Files in the Files of Type drop-down field. Use the Look In box and the box that lists files and folders to point to the file and folder where the HTML file is stored. Select the file you want to open and click Open.
FrontPage opens the file in a new window.

{button Related Procedures,JI('frontpg.HLP>main','Content_Files')}

To insert an HTML file

- 1 In the FrontPage Editor, choose **Insert: File**.
- 2 Choose HTML Files in the Files of Type drop-down field. Use the Look In box and the box that lists files and folders to point to the file and folder where the HTML file is stored. Select the file you want to open and click Open.

```
{button Related Procedures,JI('frontpg.HLP>main','Content_Files')}
```

To insert a text file

The FrontPage Editor converts text files to HTML before inserting them at the insertion point.

- 1** In the FrontPage Editor, choose **Insert: File**.
- 2** Choose Text Files in the Files of Type drop-down field. Use the Look In box and the box that lists files and folders to point to the file and folder where the file is stored. Select the file you want to open and click Open.
- 6** Select a text-conversion option and click OK.
 - One Formatted Paragraph converts all the text to a single paragraph of formatted text with line breaks.
 - Formatted Paragraphs converts each paragraph in the text file to formatted text.
 - Normal Paragraphs converts each paragraph in the text file to normal text.
 - Normal Paragraphs With Line Breaks converts each paragraph in the text file to normal text and preserves the line endings by inserting line breaks at the end of each line.

FrontPage converts the text file and inserts it.

{button Related Procedures,Jl('frontpg.HLP>main','Content_Files')}

To insert an RTF file

The FrontPage Editor converts rich text format (RTE) files to HTML before inserting them at the insertion point.

- 1 In the FrontPage Editor, choose **Insert: File**.
- 2 Choose Rich Text Format in the Files of Type drop-down field. Use the Look In box and the box that lists files and folders to point to the file and folder where the file is stored. Select the file you want to open and click Open.

FrontPage converts the rich text format file and inserts it.

```
{button Related Procedures,Jl('frontpg.HLP>main','Content_Files')}
```

To rename a file

- 1 In the FrontPage Explorer, select the file in the Folder View.
- 2 Choose **Edit: Rename**.
- 3 Type the new name, and then press ENTER.

{button Related Procedures,JI('frontpg.HLP>main','Content_Files')}

To move a file

- 1 In the FrontPage Explorer, select the file in the Folder View.
In the left pane of the Folder view, locate the folder into which you want to move the file.
- 2 Drag the file into the folder.

{button Related Procedures,JI('frontpg.HLP>main','Content_Files')}

To create a one-line text box field

Use a one-line text box to accept one line of information from the user.

When a form containing a one-line text box field is submitted by a user, the name and the contents of the text box field are sent to the form handler as the field's name-value pair.

- 1 In the FrontPage Editor, choose **Insert: Form Field: One-Line Text Box**, or on the Forms toolbar, click the One-line Text Box button:



The one-line text box field is created at the insertion point. If the insertion point is inside a form, the one-line text box field is added to the form. To create a new form containing a one-line text box field, insert the one-line text box field outside of any currently defined forms.

- 2 Optionally, type the label of the field directly into the form.

Note The FrontPage Editor creates one-line text box fields with default properties. Double-click the field to open its properties dialog box and edit any of its properties.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Fields')}

To create a password field

A password field is a one-line text box. When the user types a password into the field, most Web browsers echo the password back to the user as asterisks, to protect the confidentiality of the text.

When a form containing a password field is submitted by a user, the name and the contents of the text-box field are sent to the form handler of the form as the field's name-value pair.

- 1 In the FrontPage Editor, choose **Insert: Form Field: One-Line Text Box**, or on the Forms toolbar, click the One-line Text Box button:



The one-line text box field is created at the insertion point.

- 2 Click the one-line text box to select it.
- 3 Choose **Edit: Form Field Properties**.
- 4 In the Password Field field, click Yes.
- 5 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Fields')}

To provide the initial value for a one-line text box field

- 1 Click the one-line text box to select it.
- 2 Choose **Edit: Form Field Properties**.
- 3 In the Initial Value field, type an initial value.
- 4 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Fields')}

To change the width of a one-line text box field

- 1 Click the one-line text box to select it.
- 2 Choose **Edit: Form Field Properties**.
- 3 In the Width in Characters field, type the new value.
You can also change the width of the field using its size handles.
- 4 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Fields')}

To create a scrolling text box field

Use a scrolling text box to accept multiple lines of information from the user.

When a form containing a scrolling text box field is submitted by a user, the name and the contents of the field are sent to the form handler as the field's name-value pair.

- 1 In the FrontPage Editor, choose **Insert: Form Field: Scrolling Text Box**, or on the Forms toolbar, click the Scrolling Text Box button:



The scrolling text box field is created at the insertion point. If the insertion point is inside a form, the scrolling text box field is added to the form. To create a new form containing a scrolling text box field, insert the scrolling text box field outside of any currently defined forms.

- 2 Optionally, type the label of the field directly into the form.

Note The FrontPage Editor creates scrolling text box fields with default properties. Double-click the field to open its properties dialog box and edit any of its properties.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Fields')}

To provide the initial string for a scrolling text box field

- 1 Click the scrolling text box to select it.
- 2 Choose **Edit: Form Field Properties**.
- 3 In the Initial Value field, assign an initial string to appear in the field.
- 4 Click OK.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Fields')}
```

To change the width of a scrolling text box field

- 1 Click the scrolling text box to select it.
- 2 Choose **Edit: Form Field Properties**.
- 3 To specify a width for the field in characters, enter a value in the Width in Characters field.
You can also change the width of the field using its size handles.
- 4 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Fields')}

To change the height of a scrolling text box field

- 1 Click the scrolling text box to select it.
- 2 Choose **Edit: Form Field Properties**.
- 3 To specify a height for the field in lines, enter a value in the Number of Lines field.
You can also change the height of the field using its size handles.
- 4 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Fields')}

To create a check box field

Use a series of check boxes to present a list of items, one or more of which can be selected by the user.

When a form containing check boxes is submitted by a user, the name of each selected check box, along with the value assigned to it, is sent to the form handler as a name-value pair.

The check box is inserted at the insertion point. If the insertion point is inside a form, the check box is added to the form. To create a new form containing a check box field, insert the check box field outside of any currently defined forms.

- 1 In the FrontPage Editor, choose **Insert: Form Field: Check Box**, or on the Forms toolbar, click the Check Box button:



The check box field is created at the insertion point. If the insertion point is inside a form, the check box field is added to the form. To create a new form containing a check box field, insert the check box field outside of any currently defined forms.

- 2 Optionally, type the label of the field directly into the form.

Note The FrontPage Editor creates check box fields with default properties. For example, check box fields are not selected by default. Double-click the field to open its properties dialog box and edit any of its properties.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Fields')}

To change the value of a check box field

- 1 Click the check box to select it.
- 2 Choose **Edit: Form Field Properties**.
- 3 In the Value field, enter a new character string value to associate with this field.
- 4 Click OK.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Fields')}
```

To change the initial state of a check box field

- 1 Click the check box to select it.
- 2 Choose **Edit: Form Field Properties**.
- 3 In the Initial State field, indicate the initial state of the check box: Checked or Not Checked.
- 4 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Fields')}

To create a radio button field

Use a series of radio buttons with the same name to present a list of items to the user, only one of which can be selected at a time.

When a form containing a set of radio buttons is submitted by a user, the group name and the value assigned to the selected button is sent to the form handler as the field's name-value pair.

- 1 In the FrontPage Editor, choose **Insert: Form Field: Radio Button**, or on the Forms toolbar, click the Radio Button button:



The radio button field is created at the insertion point. If the insertion point is inside a form, the radio button field is added to the form. To create a new form containing a radio button field, insert the field outside of any currently defined forms.

- 2 Optionally, type the label of the field directly into the form.

Note The FrontPage Editor creates radio button fields with default properties. The first radio button you create in a form is given the group name “Radio1” and is selected by default. Each subsequent radio button that you create is given the group name of the radio button that immediately precedes it in the form. If no radio button precedes a new button, it is given the group name of the radio button that immediately follows it in the form. Double-click a radio button field to open its properties dialog box and edit any of its properties. To create a set of radio buttons, repeat steps 1-2, using the same group name for each radio button.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Fields')}

To change the name of a group of radio buttons

A group of radio buttons share a common group name. When a form containing a group of radio buttons is submitted by a user, the group name and the value assigned to the selected button is sent to the form handler as the field's name-value pair.

For each radio button in the group, do the following:

- 1 Click the radio button to select it.
- 2 Choose **Edit: Form Field Properties**.
- 3 In the Group Name field, enter the new name for the button.
- 4 Click OK.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Fields')}
```

To change the value of a radio button field

When a form containing a group of radio buttons is submitted by a user, the group name and the value assigned to the selected button is sent to the form handler as the field's name-value pair.

- 1 Click the radio button to select it.
- 2 Choose **Edit: Form Field Properties**.
- 3 In Value field, enter a new character string value to associate with this field.
- 4 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Fields')}

To change the initial state of a radio button field

- 1 Click the radio button to select it.
- 2 Choose **Edit: Form Field Properties**.
- 3 In the Initial State field, indicate the initial state of the radio button: Selected or Not Selected.
- 4 Click OK.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Fields')}
```


To create a drop-down menu

Use a drop-down menu to present a list of items one or more of which can be selected from a menu or a scrolling list. You can configure the drop-down menu to allow only one selection or many selections.

When a form containing a drop-down menu is submitted by a user, the name of the form, followed by a list of names of the selected choices, is sent to the form handler as the field's name-value pair.

The drop-down menu is created at the insertion point. If the insertion point is inside a form, the drop-down menu is added to the form. To create a new form containing a drop-down menu, insert the drop-down menu outside of any currently defined forms.

- 1 In the FrontPage Editor, choose **Insert: Form Field: Drop Down Menu**, or on the Forms toolbar, click the Drop Down Menu button:



- 2 Click the Drop Down Menu field to select it, and choose **Edit: Form Field Properties**.

- 3 In the Name field enter a name for the menu.

Note The name you assign is not displayed on the form. To label a field, you type the label directly in the page.

- 4 For each menu choice that you want to add to the menu, select Add, and do the following in the Add Choice dialog box:

- In the Choice field, enter the name of the choice.
- To specify a value for the menu choice, click Specify Value and enter an optional value to send to the form handler. If you specify a value, it replaces the name of the menu choice in the field's name-value pair.
- In the Initial State field, indicate the initial state of the menu choice: Selected or Not Selected.
- Click OK.

The menu items are displayed in the order in which you created them.

- 5 To modify the menu, do any of the following:

- To remove a selected choice, click Remove.
- To modify a selected choice, click Modify and edit the Add Choice dialog box.
- To move a selected choice up in the menu, click Move Up.
- To move a selected choice down in the menu, click Move Down

- 6 In the Allow Multiple Selections field, select Yes to allow more than one menu item to be selected at a time. Select No to permit only one selection at a time.

- 7 In the Height field, set the height of the menu. Based on your selection, the menu will be displayed as follows:

- If Height is greater than 1 and Allow Multiple Selections is Yes, most Web browsers display the menu as a scrollable list with full-height scroll arrows.
- If Height is greater than 1 and Allow Multiple Selections is No, most Web browsers display the menu as a scrollable list.
- If Height is 1 and Allow Multiple Selections is No, most Web browsers display the menu as a drop-down list.
- If Height is 1 and Allow Multiple Selections is Yes, most Web browsers display the menu as a scrollable list with half-height scroll arrows. This type of menu may be difficult to use.

- 8 Click OK.

- 9 Type the label of the menu into the form.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Fields')}
```

To display a confirmation field

You display a confirmation field by inserting it on the [confirmation page](#) of a form that is handled by a [WebBot Save Results](#) component, [WebBot Discussion](#) components, or [WebBot Registration](#) component.

- 1 In the FrontPage Editor, open the confirmation page.
- 2 Choose **Insert: WebBot Component**.
- 3 In the Insert WebBot Component dialog box, choose Confirmation Field and click OK.
- 4 In the Name of Form Field to Confirm field, type the name of the form field. For all form fields, except radio buttons, use the name entered in the Name field. For radio button fields, use the name in the Group Name field.
- 5 Click OK.

```
{button Related Procedures,AL('field form procedures',0,'','main')}
```

To delete a choice from a drop-down menu

- 1 In the FrontPage Editor, select the drop-down menu, then do one of the following:
 - Choose **Edit: Form Field Properties**.
 - Press ALT+ENTER.
- 2 Select the menu choice that you want to remove.
- 3 Click Remove.
- 4 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Fields')}

To modify a choice in a drop-down menu

- 1 In the FrontPage Editor, select the drop-down menu, then do one of the following:
 - Choose **Edit: Form Field Properties**.
 - Press ALT+ENTER.
- 2 Click the menu choice that you want to modify.
- 3 Click Modify.
- 4 To change the name of the choice, edit the Choice field.
- 5 To change the value to be sent to the form handler, select Specify Value and enter a value in the field.
- 6 To change the initial state of the menu choice, choose Selected or Not Selected in the Initial State group box.
- 7 Click OK.
- 8 To move the menu choice to a different position in the menu, do the following:
 - To move the choice up in the menu, click Move Up.
 - To move the choice down in the menu, click Move Down.
- 9 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Fields')}

To move a choice in a drop-down menu

- 1 In the FrontPage Editor, select the drop-down menu, then do one of the following:
 - Choose **Edit: Form Field Properties**.
 - Press ALT+ENTER.
- 2 Click the menu choice that you want to move.
- 3 Do the following:
 - To move the choice up in the menu, click Move Up.
 - To move the choice down in the menu, click Move Down.
- 4 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Fields')}

To change the height of a drop-down menu

- 1 In the FrontPage Editor, select the drop-down menu, then do one of the following:
 - Choose **Edit: Form Field Properties**.
 - Press ALT+ENTER.
- 2 In the Height field, set the height of the menu. Based on your selection, the menu will be displayed as follows:
 - If Height is greater than 1 and Allow Multiple Selections is Yes, most Web browsers display the menu as a scrollable list with full-height scroll arrows.
 - If Height is greater than 1 and Allow Multiple Selections is No, most Web browsers display the menu as a scrollable list.
 - If Height is 1 and Allow Multiple Selections is No, most Web browsers display the menu as a drop-down list.
 - If Height is 1 and Allow Multiple Selections is Yes, most Web browsers display the menu as a scrollable list with half-height scroll arrows. This type of menu may be difficult to use.
- 3 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Fields')}

To create a push button field

Use a push button field to let users submit or reset a form or create a button that scripts can be assigned to. When a form is submitted, its data is passed to a form handler.

You can insert more than one push button on a single form. If you do this, assign each push button a distinct name. When the form is submitted by a Web browser, the name of the selected button, along with its label, is passed to the form handler of the form as a name-value pair.

- 1 In the FrontPage Editor, do one of the following:
 - Choose **Insert: Form Field: Push Button**.
 - On the Forms toolbar, click the Push Button button:



The push button field is created at the insertion point. If the insertion point is inside a form, the push button field is added to the form. If the insertion point is outside a form, a new form is created when you insert the push button field.

- 2 To label the push button on the page, type a label next to the push button in the form.

Note The FrontPage Editor creates push button fields with default properties. For example, the default label for the push button is Submit. To open the field's properties dialog box and edit any of its properties, double-click the push button field.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Fields')}

To create an image field

An image form field submits the form to the form handler when a user clicks the image. When a form is submitted by clicking an image field, FrontPage passes the x and y coordinates of the pointer (in the image's coordinate system) to the form handler. FrontPage's WebBot form components do not use the coordinate information. However, you can create a custom form handler that processes the form based on the coordinates passed to it.

The image field is inserted at the insertion point. If the insertion point is inside a form, the image field is added to the form. To create a new form containing an image field, insert the field outside of any currently defined forms.

1 In the FrontPage Editor, choose **Insert: Form Field: Image**.

2 Choose an image to insert by doing one of the following:

- If the image is in the current FrontPage web, click the Current FrontPage Web tab, select the image you want, then click OK.
- If the image is in a file, click the Other Location tab, then select From File. Click Browse to choose the file you want from your local drive or network.

Use the Look In box and the box that lists files and folders to point to the file and folder where the image is stored. Choose a file type in the Files of Type drop-down field to list all the files of that type. Select the file you want to insert and click OK.

- If the image is on the World Wide Web, click the Other Location tab, then select From Location. Enter the URL of the image and click OK. When you insert an image using its URL, the image is not added to the current FrontPage web. The image is always inserted from its remote location on the World Wide Web.
- If the image is clip art, click the Clip Art tab, select the category of clip art from the drop-down list, then select the image you want and click OK.
- If you want to create a new image, click the New tab and supply a file name and file type. Click Create Now. FrontPage opens the image editor you associated with that file type. Create your image and save it with the file name and file type established in the New tab. The FrontPage Editor inserts a placeholder in the form that represents the image you created. When you save the page, you are prompted to save the image from your file system into the FrontPage web.

Note The FrontPage Editor creates image fields with default properties. For example, the default name for the first image field in a form is Image1. To open the image field's properties dialog box and edit any of its properties, double-click the image field.

3 To label the image field on the page, type a label next to the image in the form.

```
{button Related Procedures,AL('image field procedures',0,'','main')}
```


To create a hidden field

A hidden field is not visible to the user but supplies data to the form handler. Each hidden field is implemented as a name-value pair. When the form is submitted, all of its hidden fields are passed to the form handler along with name-value pairs from each field in the form.

- 1 In the FrontPage Editor, select the form and do one of the following:
 - Choose **Edit: Form Properties**.
 - Press ALT+ENTER.
- 2 In the Form Properties dialog box, click Add.
- 3 In the Name/Value Pair dialog box, enter a name in the Name field.
- 4 In the Name/Value Pair dialog box, enter a value to be associated with the name in the Value field. The value can be any text string.
- 5 Click OK to close the Name/Value Pair dialog box.
- 6 Click OK to close the Form Properties dialog box.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Fields')}
```

To delete a hidden field

- 1 In the FrontPage Editor, select the form and do one of the following:
 - Choose **Edit: Form Properties**.
 - Press ALT+ENTER.
- 2 In the Hidden Fields section of the Form Properties dialog box, select the hidden field you want to delete.
- 3 Click Remove.
- 4 Click OK to close the Form Properties dialog box.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Fields')}

To change a hidden field

- 1 In the FrontPage Editor, select the form and do one of the following:
 - Choose **Edit: Form Properties**.
 - Press ALT+ENTER.
- 2 In the Hidden Fields section of the Form Properties dialog box, select the hidden field you want to change.
- 3 Click Modify.
- 4 In the Name/Value Pair dialog box, edit the Name field or the Value field.
- 5 Click OK to close the Name/Value Pair dialog box.
- 6 Click OK to close the Form Properties dialog box.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Fields')}

To add extended attributes to a field

You can add field HTML attributes that are not directly supported in FrontPage. These attributes will be added to the HTML that FrontPage generates for the field.

- 1** In the FrontPage Editor, double-click any form field to open its properties dialog box.
- 2** Click Extended.
- 3** In the Extended Attributes dialog box, click Add.
- 4** In the Set Attribute Value dialog box, enter the attribute's name in the Name field.
- 5** To associate a value with a name, select Specify Value, then enter the attribute's value in the Value field.
- 6** Click OK to close the Set Attribute Value dialog box.
- 7** Click OK to close the Extended Attributes dialog box.
- 8** Click OK to close the field's properties dialog box.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Fields')}

To delete a form field

- 1 In the FrontPage Editor, select the form field.
- 2 To delete the selected text, choose **Edit: Clear** or press DELETE.
To cut the selected field, choose **Edit: Cut** or click the Cut button:



{button Related Procedures,JI('frontpg.HLP>main','Contents_Fields')}

To copy a form field

- 1 In the FrontPage Editor, select the field to copy.
- 2 Do one of the following:
 - Choose **Edit: Copy**.
 - Click the Copy button:



- 3 Place the insertion point where you want to insert a copy of the field.
- 4 Choose **Edit: Paste**, or click the Paste button:



{button Related Procedures,JI('frontpg.HLP>main','Contents_Fields')}

To rename a form field

- 1 In the FrontPage Editor, double-click a form field to open its properties dialog box.
All form fields except radio buttons have Name fields that you can edit. Radio button fields have Group Name fields that you can edit.
- 2 In the Name or Group Name field, edit the field's name.
- 3 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Fields')}

To add a choice to a drop-down menu

- 1 In the FrontPage Editor, select the drop-down menu, then do one of the following:
 - Choose **Edit: Form Field Properties**.
 - Press ALT+ENTER.
- 2 For each menu choice that you want to add to the menu, select Add, and do the following in the Add Choice dialog box:
 - In the Choice field, enter the name of the choice.
 - To specify a value for the menu choice, click Specify Value and enter an value to send to the form handler. If you specify a value, it replaces the name of the menu choice in the field's name-value pair.
 - In the Initial State field, indicate the initial state of the menu choice: Selected or Not Selected.
 - Click OK.

The menu items are displayed in the order in which you created them.
- 3 To modify the menu, do any of the following:
 - To remove a selected choice, click Remove.
 - To modify a selected choice, click Modify and edit the Add Choice dialog box.
 - To move a selected choice up in the menu, click Move Up.
 - To move a selected choice down in the menu, click Move Down
- 4 In the Allow Multiple Selections field, select Yes to allow more than one menu item to be selected at a time. Select No to permit only one selection at a time.
- 5 In the Height field, set the height of the menu. Based on your selection, the menu will be displayed as follows:
 - If Height is greater than 1 and Allow Multiple Selections is Yes, most Web browsers display the menu as a scrollable list with full-height scroll arrows.
 - If Height is greater than 1 and Allow Multiple Selections is No, most Web browsers display the menu as a scrollable list.
 - If Height is 1 and Allow Multiple Selections is No, most Web browsers display the menu as a drop-down list.
 - If Height is 1 and Allow Multiple Selections is Yes, most Web browsers display the menu as a scrollable list with half-height scroll arrows. This type of menu may be difficult to use.
- 6 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Fields')}

To validate a text box field

You can set field validation rules for one-line text box and scrolling text boxes using the same method.

- 1 Double-click the text box field to open its properties dialog box.
- 2 Click Validate.
- 3 In the Data Type field, choose the type of data to which you want to constrain the field:
 - No Constraints
 - Text
 - Integer
 - Number
- 4 If you constrained the use of the field to Text, optionally click Letters to indicate that the field can contain alphabetic characters.
- 5 If you constrained the use of the field to Text, optionally click Digits to indicate that the field can contain numeric characters.
- 6 If you constrained the use of the field to Text, optionally click Whitespace to indicate that the field can contain white space (spaces, tabs, carriage returns, and line feeds).
- 7 If you constrained the use of the field to Text, optionally click Other and type in other permissible characters, such as commas and hyphens to indicate that the field can contain these characters.
- 8 If you constrained the use of the field to Integer or Number, you can specify a grouping character to use in the number or Integer by selecting it in the Grouping field:
 - None indicates that no punctuation is permissible as in 123456789
 - Period indicates that the period character is permissible, as in 123.456.789
 - Comma indicates that the comma character is permissible, as in 123,456,789
- 9 If you constrained the use of the field to Number, you can specify a punctuation character to use as a decimal point by selecting it in the Decimal field:
 - Period indicates that the period character is permissible for the decimal point, as in 123,456.789
 - Comma indicates that the comma character is permissible for the decimal point, as in 123.456,789Note that you cannot use the same character as both the decimal point and the grouping character.
- 10 For any data type, you can specify a minimum data length in the Min Length field of the Data Length section.
- 11 For any data type, you can specify a maximum data length in the Max Length field of the Data Length section.
- 12 For any data type, you can specify that data is required in the field by clicking Required in the Data Length section.
- 13 For any data type, you can specify a data value limit by clicking Field Must Be and choosing one of the following limits:
 - Less than
 - Greater than
 - Less than or equal to
 - Greater than or equal to
 - Equal to
 - Not equal toand then typing a value in the Value field on the same line.

The validation constraint will use numerical comparisons if the data type is Number or Integer and alphabetical order comparisons if the data type is Text or No Constraints.
- 14 If you supplied a first data value limit by clicking Field Must Be, you can supply a second limit by clicking And Must Be. Enter the second row of data value constraints in the same way you entered the first row.
- 15 By default, validation warning messages identify the field by its name, as entered in the Name field of the field's properties dialog box. Often, the label that the user sees, which is typed directly into the form, does not match the field's internal name. You can optionally specify the name that should be used to refer to the field in validation warning messages.

To supply a name to use when referring to the field in warning messages, type the name in the Display Name field.

{button Related Procedures,AL(`field form procedures',0,`,`main')}

To validate a group of radio button fields

In the FrontPage Editor you can design a set of radio buttons that are all initially not selected. You can set a validation rule on the group of radio buttons (as identified by their group name) that specifies whether or not a user must choose one of the radio buttons in the group. If you set the validation rule for any radio button in the group, it applies to all radio buttons in the group.

- 1** Double-click any radio button field in the group to open the Radio Button Properties dialog box.
- 2** Click Validate.
- 3** To specify that a user must check one of the radio buttons in the group, click Data Required.
- 4** By default, validation warning messages identify the field by its name, as entered in the Group Name field of the Radio Button Properties dialog box. Often, the label that the user sees, which is typed directly into the form, does not match the field's internal name. You can optionally specify the name that should be used to refer to the field in validation warning messages. To supply a name to use when referring to the group of radio buttons in warning messages, type the name in the Display Name field.

{button Related Procedures,AL('field form procedures',0,`, `main')}

To validate a drop-down menu field

There are two sets of validation rules for drop-down menu fields. One set applies to fields that allow multiple selections and the other set applies to fields that allow zero or one selection.

- 1** Double-click the drop-down menu field to open the Drop-Down Menu Properties dialog box.
- 2** Click Validate.
If you configured the drop-down menu field to allow multiple selections, you can set a validation rule that specifies either a minimum or maximum number of choices or both.
- 3** To specify a minimum number of choices, type the number in the Minimum Items field.
- 4** To specify a maximum number of choices, type the number in the Maximum Items field.
- 5** To require at least one item to be selected, click Data Required.
- 6** A common trick in drop-down menus is to make the first choice an instruction, not an actual choice. You can set a validation rule for either single or multiple-choice drop-down menu fields that prohibits the user from selecting the first item in the menu. To prohibit users from selecting the first item in the drop-down menu, click Disallow First Item.
- 7** By default, validation warning messages identify the field by its name, as entered in the Name field of the Drop Down Menu Properties dialog box. Often, the label that the user sees, which is typed directly into the form, does not match the field's internal name. You can optionally specify the name that should be used to refer to the field in validation warning messages. To supply a name to use when referring to the field in warning messages, type the name in the Display Name field.

```
{button Related Procedures,AL('field form procedures',0,',','main')}
```

To display a confirmation field

You display a confirmation field by inserting it on the confirmation page of a form that is handled by a [WebBot Save Results component](#), [WebBot Discussion component](#), or [WebBot Registration component](#).

- 1 In the FrontPage Editor, open the confirmation page.
- 2 Choose **Insert: WebBot Component**.
- 3 In the Insert WebBot Component dialog box, choose Confirmation Field and click OK.
- 4 In the Name of Form Field To Confirm field, type the name of the form field.
For all form fields except [radio buttons](#), use the name in the Name field. For radio button fields, use the name in the Group Name field.
- 5 Click OK.

```
{button Related Procedures,AL('field form procedures',0,'','main')}
```

To create a form

In the FrontPage Editor, you can create a new form anywhere on a page outside of an existing form.

- At the insertion point, create any form field. Use the **Insert: Form Field** menu or the Forms toolbar. FrontPage creates a new form containing the single field.

```
{button Related Procedures,AL('field form procedures',0,'','main')}
```

To add a field to a form

1 In the FrontPage Editor, click in the form where you want to place the field.

Note To create a new line in the form, type ENTER.

2 At the insertion point, create the form field. Use the **Insert: Form Field** menu or the Forms toolbar.

3 To add accompanying text, click before or after the field and type directly into the form.

```
{button Related Procedures,AL('field form procedures',0,`,`,`main')}
```

To create a search form

A search form is a one-line text box in which users type words to find in your FrontPage web. When the user submits the form, it creates a list of links to pages containing one or more of the words.

- 1 In the FrontPage Editor, click where you want to create the search form and select **Insert: WebBot Component**.
- 2 In the Insert WebBot Component dialog box, select Search and click OK. The WebBot Search Component Properties dialog box opens.
- 3 In the Label for Input field, enter the label for the one-line text box field or accept the default.
- 4 In the Width in Characters field, enter the width in characters of the one-line text box field or accept the default.
- 5 In the Label for "Start Search" Button field, enter the label for the push button that starts the search or accept the default.
- 6 In the Label for "Clear" Button field, enter the label for the push button that clears the form or accept the default.
- 7 In the Word List to Search field you can indicate that the entire FrontPage web should be searched for the word or that a single discussion group directory should be searched. (Discussion group directories are defined in the Directory field of the Discussion tab in the Settings for Discussion Form Handler dialog box.)
 - Specify "All" to search all of the FrontPage web except discussion group directories.
 - Specify a single discussion group directory, such as "_internet" to limit the search to that directory.
- 8 Choose any of the following fields to include additional information in the search results:
 - Score indicates the quality of the match.
 - File Date indicates the date and time the document containing the match was most recently modified.
 - File Size indicates the size of the document containing the match, in kilobytes.
- 9 Click OK.

```
{button Related Procedures,AL('field form procedures',0,'','main')}
```


To delete a form

- In the FrontPage Editor, do one of the following:
 - Select the form, then press DELETE.
 - Delete every object inside the form, then press BACKSPACE or DELETE in the empty form.

```
{button Related Procedures,AL('field form procedures',0,'`main')}
```

To delete a field

- In the FrontPage Editor, press DELETE or BACKSPACE to delete a form field.

```
{button Related Procedures,AL('field form procedures',0,`,`,`main')}
```

To view a form's properties

- 1 In the FrontPage Editor, double-click to select the form.
- 2 Do one of the following to open the form's properties dialog box.
 - Chose **Edit: Form Properties**.
 - Press ALT+ENTER.

```
{button Related Procedures,AL('field form procedures',0,'','main')}
```

To assign a form's handler

- 1 In the FrontPage Editor, click anywhere in the form.
- 2 From the right mouse menu, select **Form Properties**.
- 3 In the Form Properties dialog box, select the handler type in Form Handler field.
- 4 To configure the handler, click Settings, edit the appropriate settings dialog box, and click OK.
- 5 Click OK to close the Form Properties dialog box.

```
{button Related Procedures,AL('field form procedures',0,'','main')}
```

To collect data from a form

In the FrontPage Editor, you collect data from a form by creating a WebBot Save Results component and using it as the form's handler.

To quickly create a form that collects data, choose **File: New**, and in the New Page dialog box, select the Feedback Form template. This template creates a generic feedback form that you can modify to fit your needs.

To create a general data-collecting form:

- 1 Click anywhere in the form.
- 2 From the right mouse menu, select **Form Properties**.
- 3 In the Form Properties dialog box, choose WebBot Save Results Component in the Form Handler field.
- 4 Click Settings to open the Settings for Saving Results of a Form dialog box.
- 5 Select the Results tab.
- 6 In the File For Results field, enter the name of a page or text file in which the WebBot Save Results component will save the results. To store the file in your file system, type a full path and filename. To store the file in the web, type a relative URL.

Give the file a TXT extension if you are collecting information for a text database or other application. If you are collecting information that you will read from a Web browser or from FrontPage, give the file an HTML or HTM extension

Note Saving the results to an HTML file may be slower than saving them to a text file.

- 7 In the File Format field, supply the format of the results file.

The following formats are designed to be easily readable:

- HTML
- HTML definition list
- HTML bulleted list
- Formatted text within HTML
- Formatted text

The following formats are designed for use by a text database program or other application:

- Text database using comma as a separator
- Text database using tab as a separator
- Text database using space as a separator

- 8 To view the name of each field along with its value, select Include Field Names in Output. This is more useful with readable file formats.
- 9 Select any of the following additional information to save:
 - The date and time the form was used
 - The remote computer name
 - The name of the user accessing the page
 - The browser type

When the form is submitted, the form fields are entered in the results file first followed by the additional information.

- 10 The WebBot Save Results component automatically creates a confirmation page that is displayed when the form is submitted. This page thanks the user for submitting the form and displays the contents of the form. To provide your own confirmation page, select the Confirm tab and, in the URL of Confirmation Page field, type the relative URL of your confirmation page or click Browse to find it in your FrontPage web.
- 11 To specify a second results file, select the Advanced tab. Enter the second file for saving results and its format using the method described above.

Specifying a second file in which to save the results of the form is useful if you want to create one results file in a database-friendly text format and another in a readable HTML format.
- 12 To reorder the form fields in your results file or to select a subset of fields to save, enter each field by name in the Form Fields to Include field in the Advanced tab. Separate fields with commas.

If you leave the Form Fields field empty, all fields will be saved in the results file. If you add fields to the Form Fields field, only the fields you add will be saved.

13 Choose OK to close the Settings For Saving Results of Form dialog box.

14 Choose OK to close the Form Properties dialog box.

If you selected a results page to be added to your FrontPage web, you will see the page in the FrontPage Explorer. FrontPage supplies a title for the page, such as "Results from Form 0 of Page index.htm." You can change the page's title using the **File: Page Properties** command in the FrontPage Editor.

The results file includes a WebBot Form Insert Here component. This WebBot component is marked by the paragraph "Form Results Inserted Here." It marks where in the file form results will appear as they are submitted. You can edit the results file to remove obsolete entries or to add graphics or commentary. However, do not delete the WebBot Form Insert Here component.

{button Related Procedures,AL('field form procedures',0,'','main')}

To create a user-registration form

You create a user-registration form to register users for a [FrontPage web](#). By default, all FrontPage webs on a Web server have the same permissions for users as the [root FrontPage web](#). When you create a FrontPage web that will require users to register before using it, you must open the FrontPage web and specify that it does not inherit its permissions from the root FrontPage web but instead has its own set of permissions.

Note Registration forms do not work on Microsoft Internet Information Servers and Microsoft Personal Web Servers.

- 1 In the FrontPage Explorer, open the FrontPage web for which you are registering users.
- 2 Select **Tools: Permissions**.
- 3 In the Settings tab, select Use Unique Permissions for this Web, and click Apply.
- 4 In the Users tab, select Only Registered Users Have Browse Access, and click OK.
- 5 Open the root FrontPage web on the Web server that contains the FrontPage web that requires user registration. (It is not necessary to save the currently opened web.)
- 6 From the root FrontPage web, open the FrontPage Editor by clicking on the Editor button.



- 7 In the FrontPage Editor, select **File: New**.
- 8 In the New Page dialog box, select User Registration, and click OK.

The FrontPage Editor creates a new page containing a user registration form and explanatory text. You can copy the form to any page in the root FrontPage web or leave it on the current page and edit the text. The form is labeled "Form Submission" by default. You can change its label.

The user registration form also supplies a confirmation page that reminds the user of the user name.
- 9 Click anywhere in the user registration form.
- 10 From the right mouse menu, select **Form Properties**.
- 11 In the Form Properties dialog box, select Settings.
- 12 In the Web Name field of the Registration tab of the Settings For Registration Form Handler dialog box, enter the name of the FrontPage web for which you are registering users and click OK.
- 13 Make sure that the registration form is accessible to users of the root FrontPage web. For example, move it to the home page of the root web or create a hyperlink from the home page to the page containing the registration form.

{button Related Procedures,AL('field form procedures',0,'`main')}

To create a discussion group

A discussion group is a FrontPage web, that supports interactive discussions of topics by users. Users submit topics by entering text in a form, search the group using a search form, and access articles using a table of contents.

To create a discussion group:

- 1** In the FrontPage Explorer, select **File: New: FrontPage Web**.
- 2** In the New FrontPage Web dialog box, select Discussion Web Wizard and click OK.
- 3** In the Discussion Web Wizard dialog box, enter the Web server and FrontPage web name of your discussion group, and click OK.
- 4** If you are prompted for your name and password, enter them and click OK.
- 5** In the Discussion Web Wizard, select the main features of your discussion and click Next.
 - A Table of Contents contains hyperlinks to the discussion topics.
 - A Search Form lets users search the discussion topics for a word or phrase.
 - Threaded Replies allow users the choice of either creating new top-level topics for discussions or replying to topics in current discussions.
 - A Confirmation Page echoes back to a user confirmation of an entry in the discussion.
- 6** Enter a descriptive title for the discussion and click Next.

On any panel of the Discussion Web Wizard, you can click Finish to create the FrontPage discussion web using defaults for any settings you did not modify.
- 7** Select the fields you want on the input form and click Next.

The user uses the input form to submit topics to the discussion.
- 8** Select whether or not users will be required to register for the FrontPage discussion web and click Next.

If you select to register users, the Discussion Web Wizard will create a registration form and open it in the FrontPage Editor. Insert the registration form in your root FrontPage web to make it available to users.
- 9** Select the sort order for the table of contents and click Next.
- 10** Specify whether or not you want the table of contents to replace your home page and click Next.
- 11** Select the settings for the Search form and click Next.
- 12** Select color settings for all pages in the discussion web and click Next.
- 13** Optionally select a frame set in which to display the discussion group and click Next.
- 14** Click Finish to accept your selections.
- 15** In the FrontPage Editor, open the pages created by the Discussion Web Wizard and customize them as needed.

{button Related Procedures,AL('field form procedures',0,'`main')}

To moderate a discussion group

- 1 In the FrontPage Explorer, choose **Tools: Web Settings**.
- 2 In the Advanced tab, click Show Documents in Hidden Directories.
- 3 Click OK.
- 4 Choose **View: Refresh**.
- 5 Change to the Folder view to see the pages (named 0001.htm, 0002.htm, etc.) created by users.

Do not delete offending articles. Open them in the FrontPage Editor and type a standard message replacing the article body, such as "[Deleted Article]." This will protect forward and backward hyperlinks to other articles in the thread.

{button Related Procedures,AL('field form procedures',0,',',`main')}

To copy a form

- 1 Select the form by double-clicking in its upper-left corner.
- 2 Choose **Edit: Copy**.

The form is copied to the clipboard.

```
{button Related Procedures,AL('field form procedures',0,'`main')}
```

To add extended attributes to a form

If you are using an [ISAPI](#), [NSAPI](#), or [CGI](#) form handler, you can add form [HTML attributes](#) that are not directly supported in FrontPage. These attributes will be added to the [HTML](#) that FrontPage generates for the form.

- 1** In the FrontPage Editor, select the form for which you want to set extended attributes, then choose **Edit: Form Properties** or press ALT+ENTER.
- 2** Make sure that the Form Handler Type is Custom ISAPI, NSAPI, or CGI Script.
- 3** Click Settings.
- 4** In the Settings For Custom Form Handler dialog box, click Extended.
- 5** In the Extended Attributes dialog box, click Add.
- 6** In the Set Attribute Value dialog box, enter the attribute's name in the Name field.
- 7** To associate a value with a name, select Specify Value, then enter the attribute's value in the Value field.
- 8** Click OK to close the Set Attribute Value dialog box.
- 9** Click OK to close the Extended Attributes dialog box.
- 10** Click OK to close the Settings For Custom Form Handler dialog box.
- 11** Click OK to close the Form Properties dialog box.

{button Related Procedures,AL('field form procedures',0,'','main')}

To assign a custom form handler

You can apply an [ISAPI](#), [NSAPI](#), or [CGI](#) script to a form.

- 1** In the FrontPage Editor, select the form for which you want to set extended attributes, then choose **Edit: Form Properties** or press ALT+ENTER.
- 2** In the Form Handler field select Custom ISAPI, NSAPI, or CGI Script.
- 3** Click Settings.
- 4** In the Action field of the Settings for Custom Form Handler dialog box, enter the [absolute URL](#) of the form handler.
- 5** In the Method field, enter the method of submitting information to the form handler: Get or Post.
The Get method encodes the form's name-value pairs and assigns the information to a server variable called QUERY_STRING. The Post method passes the name-value pair directly to the form handler as input.
- 6** Leave the Encoding Type field blank to use the default encoding method: application/x-www-form-urlencoded.
- 7** Click OK to close the Settings for Custom Form Handler dialog box.
- 8** Click OK to close the Form Properties dialog box.

{button Related Procedures,AL(^field form procedures',0,',`main')}

To set the default target frame for a page

A target frame specifies a frame in which pages referenced by hyperlinks are displayed. When you set the default target frame, any hyperlinks on the page that do not have target frames directly associated with them will be associated with the default target frame.

- 1 While the page is open in the FrontPage Editor, select **File: Page Properties**.
- 2 In the Default Target Frame field in the General tab, type the name of the default target frame.
- 3 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Frames')}

To set the default target frame for an image map

A target frame specifies a frame in which pages referenced by hyperlinks are displayed. When you set the default target frame, any hyperlinks in the image map that do not have target frames directly associated with them will be associated with the default target frame.

- 1 In the FrontPage Editor, select the image and choose **Edit: Image Properties**.
- 2 In the Target Frame field in the General tab, type the name of the default target frame.
- 3 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Frames')}

To display form pages in a frame

You can configure forms to direct their output to a frame.

- 1 In the FrontPage Editor, select the form, then press ALT+ENTER.
- 2 In the Target Frame field of the Form Properties dialog box, type the name of the default target frame.
- 3 Click OK to close the Form Properties dialog box.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Frames')}
```

To edit a frame set

You can edit a frame set to add or remove frames and to rename frames. You must open the Frames Wizard to edit a page with frames.

- 1 In the FrontPage Editor, choose **File: Open**.
- 2 In the Current FrontPage Web tab, select the FrontPage web containing the frame set.
- 3 Select the frame set, then click OK to open the Frames Wizard.
- 4 In the Frames Wizard:
 - Use the Edit Frameset Grid panel to change the layout of the frame set.
 - Use the Edit Frame Attributes panel to rename frames and change other frame attributes.
 - Use the Choose Alternate Content panel to add or modify the URL of the alternate page for the frame set.
 - Use the Save Page panel to rename the frame set.
- 4 To accept your edits, click Finish in the Save Page panel. To discard your edits, click Cancel.

s{button Related Procedures,JI('frontpg.HLP>main','Contents_Frames')}

To save an image to a FrontPage web

In the FrontPage Editor, when you insert an image from a file or clipboard, then save the page to the current FrontPage web, you have the option of saving each new or replaced image. The Save Image to Web dialog box is displayed for each image that was inserted on the page since the page was last saved to the current FrontPage web.

- 1** In the Save As URL field in the Save Image to Web dialog box, FrontPage suggests a default location for you. You can accept this location or enter a new relative URL for the image.
If the image already exists in the FrontPage web with that URL, you are prompted to enter a new URL. If you choose not to specify a new URL, the existing image will be overwritten.
- 2** Click Yes to save the current image or click Yes to All to save all new or replaced images to the current FrontPage web using the default URLs that FrontPage suggests.

{button Related Procedures,JI('frontpg.HLP>main','Content_Images')}

To change an image's relative URL

1 In the FrontPage Explorer, select the image in either view.

2 Choose **Edit: Properties**.

3 In the Properties dialog box, select the General tab.

4 In the Title field, edit any part of the image's relative URL.

If the entire URL cannot be seen because of its length, select the end of the URL with your mouse. The remainder of the URL is displayed.

5 Click OK.

If you edit the folder portion of the URL, the FrontPage Explorer will move the image to the new folder. If you enter a folder that is not currently in the FrontPage web, the FrontPage Explorer will create the folder and move the image to it.

All links and WebBot Include components on stored pages are updated to use the new name or location. Stored pages that have had a renamed or moved image inserted are also updated so that the image continues to be inserted correctly.

{button Related Procedures,JI('frontpg.HLP>main','Content_Images')}

To move an image

You can move an image in a FrontPage web to another folder in the FrontPage web or to a new folder which FrontPage will add to your FrontPage web.

1 In the FrontPage Explorer, select the image in either view.

2 Choose **Edit: Properties**.

3 In the Properties dialog box, select the General tab.

4 In the Title field, edit the folder part of the image's relative URL.

If the entire URL cannot be seen because of its length, select the end of the URL with your mouse. The remainder of the URL is displayed.

5 Click OK.

If you edit the folder portion of the URL, the FrontPage Explorer will move the image to the new folder. If you enter a folder that is not currently in the FrontPage web, the FrontPage Explorer will create the folder and move the image to it.

All links and WebBot Include components on stored pages are updated to use the new name or location. Stored pages that have had a renamed or moved image inserted are also updated so that the image continues to be inserted correctly.

{button Related Procedures,JI('frontpg.HLP>main','Content_Images')}

To change an image's title

- 1 In the FrontPage Explorer, select the image in either view.
- 2 Choose **Edit: Properties**.
- 3 In the Properties dialog box, select the General tab.
- 4 In the Title field, edit the title.
- 5 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Content_Images')}

To align an image with text

- 1 In the FrontPage Editor, select the image.
- 2 Choose **Edit: Image Properties**.
- 3 Select the Appearance tab.
- 4 In the Layout section, select the alignment from the drop-down list.

{button Related Procedures,JI('frontpg.HLP>main','Content_Images')}

To add extended attributes to an image

You can add image HTML attributes that are not directly supported in FrontPage. These attributes will be added to the HTML that FrontPage generates for the image.

- 1** In the FrontPage Editor, double-click the selected image to open its Image Properties dialog box.
- 2** Click Extended.
- 3** In the Extended Attributes dialog box, click Add.
- 4** In the Set Attribute Value dialog box, enter the attribute's name in the Name field.
- 5** To associate a value with a name, select Specify Value, then enter the attribute's value in the Value field.
- 6** Click OK to close the Set Attribute Value dialog box.
- 7** Click OK to close the Extended Attributes dialog box.
- 8** Click OK to close the Image Properties dialog box.

{button Related Procedures,JI('frontpg.HLP>main','Content_Images')}

To convert a GIF image to JPEG format

Once you have inserted a GIF image on a page, you can convert it to JPEG format.

1 In the FrontPage Editor, select the image to convert.

2 Choose **Edit: Image Properties**.

3 In the Type area, click JPEG.

Quality is an Integer in the range 1 - 100. As Quality increases, image compression decreases, making the image file larger, but image quality improves. As Quality decreases, compression increases, making the image file smaller, but image quality degrades.

4 The default Quality is 75. To change the quality of the JPEG image, change the value in the Quality field.

5 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Content_Images')}

To convert a JPEG image to GIF format

Once you have inserted a JPEG image on a page, you can convert it to GIF format.

- 1 In the FrontPage Editor, select the image to convert.
- 2 Choose **Edit: Image Properties**.
- 3 In the Type area, click GIF.
- 4 To make the image interlaced, click Interlaced.
- 5 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Content_Images')}

To specify an image's alternate text

You can specify alternate text to display in place of the image when image-display is disabled or not available in the Web browser. Some Web browsers also display the alternate text while the image is loading.

- 1 In the FrontPage Editor, select the image.
- 2 Choose **Edit: Image Properties**.
- 3 In the Alternate Representations area of the Image Properties dialog box, type the alternate text in the Text field.

{button Related Procedures,JI('frontpg.HLP>main','Content_Images')}

To provide an image's alternate low-resolution image

You can specify a small image to display in place of an image while the main image is being loaded from the server. You can either specify an image in the current FrontPage web or supply an image from a relative URL.

- 1** In the FrontPage Editor, select the image.
- 2** Choose **Edit: Image Properties**.
- 3** In the Alternate Representations area of the Image Properties dialog box, click Browse.
- 4** To specify the image, do one of the following:
 - To specify an image in the current FrontPage web, click the Current FrontPage Web tab, select the image from the list, and click OK.
 - To specify an image on the World Wide Web, click the Other Location tab, click From Location, enter the absolute URL of the image and click OK.
- 5** Click OK to close the Image Properties dialog box.

{button Related Procedures,JI('frontpg.HLP>main','Content_Images')}

To paste an image

You can paste the following types of images from the clipboard: GIF, JPEG, BMP (Windows and OS/2), TIFF, MSP, RAS, EPS, PCX, TGA, and WMF.

When you paste an image that is not in the GIF or JPEG format, it is first converted to the GIF format (for images with 256 or fewer colors) or the JPEG format (for images with more than 256 colors). When you paste an image, it is added to the FrontPage web when you save the page.

Note When you paste an image, any items on the page that are selected are overwritten.

1 In the FrontPage Editor, move the insertion point where you want the image pasted.

2 Do one of the following:

- Choose **Edit: Paste**.
- Click the Paste button:



{button Related Procedures,JI('frontpg.HLP>main','Content_Images')}

To set image map style

You can set the style for an image map for the current FrontPage web.

- 1 In the FrontPage Explorer, select **Tools: Web Settings**.
- 2 In the Advanced tab of the Web Settings dialog box, select the style from the drop-down list in the Style option. Choose from the following styles:
 - FrontPage
 - NCSA
 - CERN
 - Netscape
 - <None>

If you select <None> FrontPage will not generate HTML to support server-side image map processing.

- 3 In the Prefix field, enter the server-relative URL of the server-side handler for the selected image map style. If the style is FrontPage, server-side image maps are handled automatically. For other styles, accept the displayed default or provide the name and location of a server-side handler.
- 4 Click OK.

```
{button Related Procedures,JI('frontpg.HLP>main','Content_Images')}
```

To generate client-side image maps

A client-side image map encodes the destination URL of each hotspot directly in the image map. Client-side image maps do not require processing from your Web server to resolve the destination of a hyperlink based on cursor coordinates. You can specify client-side image maps for the current FrontPage web.

You can configure FrontPage to generate both client-side and server-side HTML by also selecting a server-side image-map style.

- 1** In the FrontPage Explorer, select **Tools: Web Settings**.
- 2** In the Advanced tab of the Web Settings dialog box, select Generate Client-side Image Maps.
- 3** Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Content_Images')}

To highlight hotspots

Highlighting hotspots is useful when image features make it difficult to see the hotspot outlines that are superimposed on the image.

- 1 In the FrontPage Editor, click the image to activate the image toolbar.
- 2 To alternate between displaying the hotspots only and displaying the image and the hotspots, click the Highlight Hotspots button:



```
{button Related Procedures,JI('frontpg.HLP>main','Content_Images')}
```

To create an image hyperlink to an open page

You can quickly create an image hyperlink to a page that is opened in the FrontPage Editor.

1 In the FrontPage Editor, click on the image to activate the Image toolbar.

2 To create a hotspot, do one of the following:

- To create a rectangular hotspot, click the Rectangle button:



- To create a circular hotspot, click the Circle button:



- To create a polygonal hotspot, click the Polygon button:



3 In the Create Hyperlink dialog box, select the Open Pages Tab.

4 In the Open Pages field, select the page to which you want to link.

As you make your selection, the Hyperlink Points To field displays the URL to which you will link.

5 If you want to link to a bookmark on the page you selected, enter the bookmark name in the Bookmark field.

6 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Link_Bookmark')}

To create an image hyperlink to a page or file in the current FrontPage web

You can create an image [hyperlink](#) to a [page](#) or [file](#) in the current FrontPage web.

1 In the FrontPage Editor, click on the image to activate the [Image toolbar](#).

2 To create a [hotspot](#), do one of the following:

- To create a rectangular hotspot, click the Rectangle button:



- To create a circular hotspot, click the Circle button:



- To create a polygonal hotspot, click the Polygon button:



3 In the Create Hyperlink dialog box, select the Current FrontPage Web Tab.

4 If you know the [absolute URL](#) of the page or file, enter it in the Page field.

If you do not know the URL, click Browse. Select the page or file by title or by absolute URL, then click OK.

5 If you want to link to a [bookmark](#) on the page you selected, enter the bookmark name in the Bookmark field.

6 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Link_Bookmark')}

To create an image hyperlink to a page on the World Wide Web

You can create an image hyperlink to a page on the World Wide Web, or to a resource using one of the protocols such as file, ftp, gopher, mailto, or news.

1 In the FrontPage Editor, click on the image to activate the Image toolbar.

2 To create a hotspot, do one of the following:

- To create a rectangular hotspot, click the Rectangle button:



- To create a circular hotspot, click the Circle button:



- To create a polygonal hotspot, click the Polygon button:



3 In the Create Hyperlink dialog box, select the World Wide Web tab.

4 Select the protocol from the list of supported protocols. Select (other) if you want to enter a protocol that is not on the list.

The FrontPage Editor creates the protocol portion of the URL in the URL field, based on your selection.

5 In the URL field, enter the absolute URL of the web page or other Internet resource to which you want to link.

6 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Link_Bookmark')}

To create an image hyperlink to a new page

You can create an image [hyperlink](#) to a new [page](#). When you do this, FrontPage creates the page and then creates a hyperlink to it from the selected text.

1 In the FrontPage Editor, click on the image to activate the [Image toolbar](#).

2 To create a [hotspot](#), do one of the following:

- To create a rectangular hotspot, click the Rectangle button:



- To create a circular hotspot, click the Circle button:



- To create a polygonal hotspot, click the Polygon button:



3 In the Create Hyperlink dialog box, select the New Page Tab.

4 In the Name field, enter the [page URL](#) for the new page.

5 In the Title field, enter a [page title](#) for the new page.

6 In the Page Title field, enter a page title for the new page.

Note If you enter a title first, the FrontPage Editor fills in a page URL based on the title.

7 To edit the page as soon as the hyperlink is created, click Edit New Page Immediately.

To create the new page and add a task to finish the page to the current FrontPage web's [To Do List](#), click Add New Page to To Do List.

8 Click OK.

9 Select a template or Wizard on which to base the new page.

10 Click OK.

If the page is based on a Wizard, follow the Wizard's instructions to finish creating the page.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Link_Bookmark')}

To view links to images

- In the FrontPage Explorer, choose **View: Hyperlinks to Images**, or click the Hyperlinks to Images button:



```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Link_Bookmark')}
```

To view repeated hyperlinks

Repeated hyperlinks are more than one hyperlink to the same page from a page.

- In the FrontPage Explorer, choose **View: Repeated Hyperlinks**, or click the Repeated Hyperlinks button:



```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Link_Bookmark')}
```

To add extended attributes to a hyperlink

You can add HTML attributes that are not directly supported in FrontPage. These attributes will be added to the HTML that FrontPage generates for the hyperlink.

- 1** In the FrontPage Editor, with a hyperlink selected, choose **Edit: Hyperlink Properties**.
The Edit Hyperlink dialog box will open.
- 2** Click Extended.
- 3** In the Extended Attributes dialog box, click Add.
- 4** In the Set Attribute Value dialog box, enter the attribute's name in the Name field.
- 5** To associate a value with a name, select Specify Value, then enter the attribute's value in the Value field.
- 6** Click OK to close the Set Attribute Value dialog box.
- 7** Click OK to close the Extended Attributes dialog box.
- 8** Click OK to close the Edit Hyperlink dialog box.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Link_Bookmark')}
```

To follow an image hyperlink forward

- In the FrontPage Editor, select the hotspot in the image that contains the hyperlink. Hold down CTRL and click the hyperlink or choose **Tools: Follow Hyperlink**.

The FrontPage Editor opens the target page for editing and makes it the active page. If the hyperlink points to a bookmark, the FrontPage Editor will scroll to that bookmark.

If the target page is not in the current FrontPage web, FrontPage opens a copy of the page. You can save the copy of the page, including all image and other objects on the page, to the current FrontPage web or to a file.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Link_Bookmark')}
```

To change an image hyperlink

- 1 In the FrontPage Editor, select the hotspot in the image that contains the hyperlink.
- 2 Choose **Edit: Hyperlink** or click the Create or Edit Hyperlink button.



- 3 Edit the hyperlink in the Edit Hyperlink dialog box.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Link_Bookmark')}
```

To follow a hyperlink backward

After following a [hyperlink](#) from one [page](#) to another page or to a [bookmark](#), you can reverse the hyperlink, following it backward to the first page. When you do this, the FrontPage Editor scrolls the page to display the source of any hyperlinks on the page.

- In the FrontPage Editor, click the Follow Back button:



```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Link_Bookmark')}
```


To stop following a hyperlink

Following a hyperlink from the FrontPage Editor may take a long time. If the hyperlink is to a server that is not responding, it may never succeed.

- In the FrontPage Editor, do one of the following:
 - Click the Stop button:



- Press ESC.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Link_Bookmark')}

To delete an entire text hyperlink

- 1 In the FrontPage Editor, place the insertion point on the hyperlink.
- 2 Choose **Edit: Unlink**.

The FrontPage Editor deletes the hyperlink, but not the text associated with the hyperlink.

```
{button Related Procedures,Jl('frontpg.HLP>main','Contents_Link_Bookmark')}
```

To delete part of a text hyperlink

- 1 In the FrontPage Editor, select the characters from which you want to delete the hyperlink.
- 2 Choose **Edit: Unlink**.

The FrontPage Editor deletes the hyperlink from the characters you selected, but not the text associated with that hyperlink. The text associated with the active hyperlink will continue to work.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Link_Bookmark')}
```

To delete an image hyperlink

- 1 In the FrontPage Editor, select the image that contains the hyperlink.
- 2 Press DELETE.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Link_Bookmark')}
```

To select a hyperlink

You select a text or image hyperlink to follow it, change it, or delete it.

To select a text hyperlink

- In the FrontPage Editor, do one of the following:
 - Place the pointer anywhere in the text containing the hyperlink.
 - Select any part of the hyperlink.

To select an image map hyperlink

- In the FrontPage Editor, click the hotspot in the image.

To select an image that is a hyperlink

- In the FrontPage Editor, select the entire image.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Link_Bookmark')}
```

To select hyperlink color

You can select the color of all hyperlinks on a page. When the page is viewed in a Web browser, all hyperlinks that have not been selected during the time period the Web browser lets you specify will be displayed in this color.

1 In the FrontPage Editor, choose **Format: Background**.

The current color of hyperlinks on a page is displayed in the Hyperlink option.

2 To select a new hyperlink color, select a color from the Hyperlink drop-down list or select Custom in the drop-down list to define a custom color.

3 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Link_Bookmark')}

To select visited hyperlink color

You can select the color of all visited hyperlinks on a page. When the page is viewed in a Web browser, all visited hyperlinks that have not been selected during the time period the Web browser lets you specify will be displayed in this color.

1 In the FrontPage Editor, choose **Format: Background**.

The current color of visited hyperlinks on a page is displayed in the Visited Hyperlink option.

2 To select a new visited hyperlink color, select a color from the Visited Hyperlink drop-down list or select Custom in the drop-down list to define a custom color.

3 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Link_Bookmark')}

To create a text hyperlink to an open page

You can quickly create a text hyperlink to a page that is open in the FrontPage Editor.

1 In the FrontPage Editor, select the text that will identify the hyperlink, then do one of the following:

- Choose **Edit: Hyperlink**.
- Click the Create or Edit Hyperlink button:



2 In the Create Hyperlink dialog box, select the Open Pages tab.

3 Select the page to which you want to link.

As you make your selection, the Hyperlink Points To field displays the URL to which you will link.

4 If you want to link to a bookmark on the page you selected, locate the bookmark in the drop-down list in the Bookmark field.


5 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Link_Bookmark')}

To repair a broken internal hyperlink

1 In the FrontPage Explorer, choose **Tools: Verify Hyperlinks**.

All broken internal hyperlinks are listed first with the following status:

 Broken

Working internal hyperlinks are not listed.

Note Each external hyperlink is listed with the following status, indicating that the hyperlink has not yet been verified:

 ?

2 Click a broken internal hyperlink to select it for repair.

3 Click Edit Link.

4 In the Edit Link dialog box, enter the correct URL for the hyperlink.

5 Select one of the following options:

- To repair the broken hyperlink on all pages in the current FrontPage web, choose Change All Pages With This Hyperlink.
- To repair the broken hyperlink on a set of selected pages, choose Select Pages To Change.

6 Click OK.

The status of the internal hyperlink changes to Edited.

Note To ensure that the internal hyperlink is good, verify all internal hyperlinks again by clicking Verify.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Link_Bookmark')}

To repair a broken external link

1 In the FrontPage Explorer choose **Tools: Verify Hyperlinks**.

Each external hyperlink is listed with the following status, indicating that the hyperlink has not yet been verified:



Note All broken internal web are listed first with the following status:

● Broken

Working internal hyperlinks are not listed.

2 To identify the broken external hyperlinks, click Verify.

Each external hyperlink is verified in sequence. To stop verifying external hyperlinks before the entire list has been processed, click Stop.

A verified external hyperlink has one of the following statuses:

● OK

● Broken

3 Click a broken external hyperlink to select it for repair.

4 Click Edit Link.

5 In the Edit Link dialog box, enter the correct URL for the hyperlink.

6 Select one of the following options:

- To repair the broken link on all pages in the web, choose Change All Pages With This Link.
- To repair the broken link on a set of selected pages, choose Select Pages To Change.

7 Click OK.

The status of the external hyperlink changes to Edited.

Note To ensure that the external hyperlink is good, verify all external hyperlinks again by clicking Verify.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Link_Bookmark')}

To view hyperlinks inside a page

Hyperlinks inside a page are hyperlinks from a page to itself. Typically, these are hyperlinks to bookmarks on the page.

- In the FrontPage Explorer, choose **View: Hyperlinks Inside Page**, or click the Hyperlinks Inside Page button:



```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Link_Bookmark')}
```

To create a bulleted list

A bulleted list presents an unordered list of items. Generally, Web browsers render bulleted lists as paragraphs separated by blank space, prefixed by bullets.

- 1 In the FrontPage Editor, to begin a bulleted list on the same line as the insertion point, do one of the following:
 - Choose **Format: Bullets and Numbering**, click the Bulleted tab, select a style, and click OK.
 - Click the Bulleted List button on the Format toolbar.



- 2 Press ENTER to continue the list.
- 3 To end the list, press ENTER twice.

Note To reformat existing text as a bulleted list, select one or more paragraphs, then click the Bulleted List button.

{button Related Procedures,JI('frontpg.HLP>main','Content_Lists')}

To create a numbered list

A numbered list presents an ordered list of items, such as steps in a procedure. Generally, Web browsers render numbered lists as paragraphs separated by blank space, prefixed by numbers.

- 1 In the FrontPage Editor, to begin a numbered list on the same line as the insertion point, do one of the following:
 - Choose **Format: Bullets and Numbering**, click the Numbered tab, select a style, and click OK.
 - Click the Numbered List button on the Format toolbar.



- 2 Press ENTER to continue the list.
- 3 To end the list, press ENTER twice.

Note To reformat existing text as a numbered list, select one or more paragraphs, then click the Numbered List button.

{button Related Procedures,JI('frontpg.HLP>main','Content_Lists')}

To create a directory list

A directory list presents a sequence of short terms. The exact formatting of a directory list depends on the Web browser being used. Many Web browsers ignore the Directory List style.

- 1 In the FrontPage Editor, place the insertion point on the line the list is to begin on, and choose Directory List from the Change Style drop-down list on the Format toolbar.
- 2 Type the first list item, then press ENTER to continue the list.
- 3 Press ENTER twice to end the list.

{button Related Procedures,JI('frontpg.HLP>main','Content_Lists')}

To create a menu list

A menu list presents an unordered list of short entries. The exact formatting of a list depends on the Web browser being used. Many Web browsers ignore the Menu List style.

- 1** In the FrontPage Editor, place the insertion point on the line the list is to begin on, and choose Menu List from the Change Style drop-down list on the Format toolbar.
- 2** Enter a list item, then press ENTER to continue the list.
- 3** Press ENTER twice to end the list.

{button Related Procedures,JI('frontpg.HLP>main','Content_Lists')}

To create a definition list

A definition list presents a term and its definition. Generally, a term is positioned flush left, and its definition is indented. The exact formatting of a list depends on the Web browser being used.

- 1** In the FrontPage Editor, place the insertion point on the line the list is to begin on.
- 2** Type the first term you want to define.
- 3** Choose Defined Term from the Change Style drop-down list on the Format toolbar, then press ENTER.
The FrontPage Editor will indent the new line and apply the Definition style.
- 4** Type the definition of the term.
- 5** To list and define additional terms, press ENTER and repeat Steps 2-4.
- 6** Press ENTER twice to end the definition list.

{button Related Procedures,JI('frontpg.HLP>main','Content_Lists')}

To end a list

When you have finished entering list items in the FrontPage Editor, do one of the following:

- Press ENTER twice.
- Press CTRL+ENTER.

{button Related Procedures,JI('frontpg.HLP>main','Content_Lists')}

To select a list

- In the FrontPage Editor, move the pointer to the selection bar next to the list you want to select, then double-click.

```
{button Related Procedures,JI('frontpg.HLP>main','Content_Lists')}
```

To delete a list

- In the FrontPage Editor, select the list you want to delete, then press DELETE.

```
{button Related Procedures,JI('frontpg.HLP>main','Content_Lists')}
```

To open the List Properties Dialog Box

- In the FrontPage Editor, select a list, then choose **Edit: List Properties**.

```
{button Related Procedures,JI('frontpg.HLP>main','Content_Lists')}
```

To change a list type

If you have created a [list](#) and decide it is not the correct type, you can change it easily. For example, you can change a [numbered list](#) to a [bulleted list](#).

When you change a list to a Definition List, all list items are changed to the list format for definitions, not defined terms. In addition, the formatting of the previous list type is retained.

- 1** In the FrontPage Editor, select the list you want to change, then open the List Properties dialog box.
- 2** In the Other tab, choose the List Style you want.
- 3** Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Content_Lists')}

To delete a list item

1 In the FrontPage Editor, place the pointer over the number or bullet of the list item you want to delete, then double-click to select the entire item.

2 Press DELETE.

Definition lists— comprised of terms and definitions— do not have a bullet or number before a term or definition; however, an entire term or definition can be selected, then deleted.

{button Related Procedures,JI('frontpg.HLP>main','Content_Lists')}

To insert a list item

- In the FrontPage Editor, move the insertion point before the text of the previous list item, then press ENTER. Type the item to be inserted on the new line.

```
{button Related Procedures,JI('frontpg.HLP>main','Content_Lists')}
```

To add extended attributes to a list

You can add HTML attributes to a list that are not directly supported in FrontPage. These extended attributes will be added to the HTML that FrontPage generates for the list.

- 1 In the FrontPage Editor, open the List Properties dialog box.
- 2 Click Extended.
- 3 In the Extended Attributes dialog box, click Add.
- 4 In the Set Attribute Value dialog box, enter the attribute's name in the Name field.
- 5 To associate a value with a name, select Specify Value, then enter the attribute's value in the Value field.
- 6 Click OK to close the Set Attribute Value dialog box.
- 7 Click OK to close the Extended Attributes dialog box.
- 8 Click OK to close the List Properties dialog box.

{button Related Procedures,JI('frontpg.HLP>main','Content_Lists')}

To delete a page from the current FrontPage web

- In the FrontPage Explorer, do one of the following:
 - In the either pane of the Hyperlink View, select a page, then choose **Edit: Delete**.
 - In the Contents pane of the Folder View, select one or more pages, then choose **Edit: Delete**.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To change the default text color

- 1 In the FrontPage Editor, choose **Format: Background**.
- 2 Select the Specify Background and Colors option.
- 3 In the Text field, select a color from the drop-down list.
To define a custom color, select Custom.
- 4 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To set a background color

- 1 In the FrontPage Editor, choose: **Format: Background**.
- 2 Select the Specify Background and Colors option.
- 3 In the Background field, select a color from the drop-down list.
To define a custom color, select Custom.
- 4 Click OK

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To set a background image

- 1 In the FrontPage Editor, choose **Format: Background**.
- 2 Select the Specify Background and Colors option.
- 3 Select the Background Image option.
- 4 In the field below, enter the URL or file name of the background image you want to use, or click Browse to find the relative URL or file name.
- 5 In the Page Properties dialog box, click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To view page properties from the FrontPage Explorer

- 1 In the FrontPage Explorer, select a page in the Hyperlink View or the Contents pane of the Folder View.
- 2 Choose **Edit: Properties**.
- 3 Click the General and Summary tabs to view the characteristics of the page.
- 4 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To view page properties from the FrontPage Editor

- 1 In the FrontPage Editor, choose **File: Page Properties**.
- 2 Click the General, Background, Margins, and Custom tabs to view the characteristics of the page.
- 3 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To timestamp a page

- 1 In the FrontPage Editor, click on a page where you want to insert the timestamp.
- 2 Choose **Insert: WebBot Component**.
- 3 In the Insert WebBot Component dialog box, choose Timestamp and click OK
- 4 In the Display field of the Timestamp WebBot Component Properties dialog box, choose which event the timestamp will record:
 - Date This Page Was Last Edited
 - Date This Page Was Last Automatically Updated
- 5 In the Date Format field, select the date format from the drop-down list.
- 6 In the Time Format field, select the time format from the drop-down list. You must select either a date format, a time format, or both.
- 7 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To add HTML to a page

You can add non-standard HTML and text to a page. FrontPage does not verify that the HTML you are inserting is valid HTML.

- 1 In the FrontPage Editor, click where you want the HTML or text added.
- 2 Choose **Insert: HTML Markup** on the Advanced toolbar, click the HTML Markup button:



- 3 In the HTML Markup dialog box, enter the HTML or text to add.
- 4 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To create a table of contents

- 1 In the FrontPage Editor, click on a page where you want to create the table of contents.
- 2 Choose **Insert: WebBot Component**.
- 3 In the Insert WebBot Component dialog box, choose Table of Contents and click OK.
- 4 In the Page URL for Starting Point of Table field, type the relative URL of the page to list as the starting page in the table of contents.
If you do not know the relative URL of the page, click Browse to open the Current FrontPage Web dialog box, then click the page that you want to use as the starting point of the table of contents.
- 5 In the Heading Size field, select the paragraph style for the caption of the table of contents.
- 6 To show each page once in the table of contents, click Show Each Page Only Once.
- 7 To display pages in your FrontPage web that are not the targets of hyperlinks, click Show Pages With No Incoming Hyperlinks. Note that the starting point page is always displayed.
- 8 To specify that the table of contents should be recalculated whenever any page in the FrontPage web is edited, click Recompute Table of Contents When Any Other Page Is Edited.
- 9 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To include a page in another page

- 1 In the FrontPage Editor, click on a page where you want to include the contents of another page.
- 2 Choose **Insert: WebBot Component**.
- 3 In the Insert WebBot Component dialog box, choose Include and click OK.
- 4 In the Page URL to Include field, type the relative URL of the page to include or click Browse and click a page or file in the Current FrontPage Web dialog box to include it.
- 5 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To include an image in a page during a time period

- 1** In the FrontPage Editor, click on a page where you want to include an image during a specified time period.
- 2** Choose **Insert: WebBot Component**.
- 3** In the Insert WebBot Component dialog box, choose Scheduled Image and click OK.
- 4** In the Image to Include field, type the relative URL of the image to include or click Browse and, in the Select Image dialog box, click an image to include it.
- 5** In the Starting Date and Time Fields, specify the year, month, day, and time after which the image should be included.
- 6** In the Ending Date and Time Fields, specify the year, month, day, and time after which the image should no longer be included.
- 7** In the Optional Image to Include Before or After Given the Dates field, optionally type the relative URL of an image to include if the date and time is outside of the specified time period, or click Browse and click an image in the Select Image dialog box to include it.
- 8** Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To include a page in another page during a time period

- 1** In the FrontPage Editor, click on a page where you want to include the contents of another page during a specified time period.
- 2** Choose **Insert: WebBot Component**.
- 3** In the Insert WebBot Component dialog box, choose Scheduled Include and click OK.
- 4** In the Page URL to Include field, type the relative URL of the page to include or click Browse and, in the Current FrontPage Web dialog box, click a page or file to include it.
- 5** In the Starting Date and Time fields, specify the year, month, day, and time after which the page should be included.
- 6** In the Ending Date and Time fields, specify the year, month, day, and time after which the page should no longer be included.
- 7** In the Optional Page URL to Include Before or After the Given Dates field, optionally type the relative URL of a page to include if the date and time is outside of the specified time period, or click Browse and click a page or file in the Current FrontPage Web dialog box to include it.
- 8** Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To add comments to a page

A comment is text on a page that can be viewed from the FrontPage Editor but not from a Web browser. Comments are displayed in purple and retains the character-size and other attributes of the current paragraph style.

- 1** In the FrontPage Editor, click where you want the comment to be inserted.
- 2** Choose **Insert: Comment**.
- 3** In the Comment dialog box, enter the comment, in a single paragraph. The text wraps when you reach the end of a line.
- 4** Click OK or press ENTER

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To insert a configuration variable

- 1 In the FrontPage Editor, click on a page where you want to insert the configuration variable.
- 2 Choose **Insert: WebBot Component**.
- 3 In the Insert WebBot Component dialog box, choose Substitution and click OK.
- 4 In the Substitute With drop-down list, select a standard configuration variable or one that an author has added to the FrontPage web.
- 5 Click OK.

The configuration variable is inserted and its value is displayed in the style of the paragraph containing it.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}
```

To change the starting page of a table of contents

- 1 In the FrontPage Editor, click the WebBot Table of Contents component that you want to change.
- 2 Choose **Edit: WebBot Component Properties**.
- 3 In the Page URL for Starting Point of Tables field, enter the relative URL of the page at which you want to start the table of contents, or click Browse to find the page.
- 4 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To set the base URL of a page

You can assign a base URL to a page.

- 1 In the FrontPage Editor, choose **File: Page Properties**.
- 2 In the Base Location field in the General tab, enter the base URL for the page.
- 3 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To close a page


- In the FrontPage Editor, choose **File: Close**.

If you have made changes to the page, the FrontPage Editor prompts you to save the changes before closing the page. If the FrontPage web is not open to receive the new or changed page, the FrontPage Editor prompts you to open the FrontPage web. Click OK. The Open FrontPage Web dialog opens in the FrontPage Explorer so you can choose the correct FrontPage web. After choosing the FrontPage web, return to the FrontPage Editor and save the page.

If the page was opened from a file, the FrontPage Editor also prompts you to save changes to the page and then closes the page.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To view explanations of errors on pages

When a WebBot component is configured incorrectly, FrontPage flags the page containing the WebBot component with an Error icon  in the All Hyperlinks pane in the Hyperlink View of the FrontPage Explorer:

- 1** In the All Hyperlinks pane in the FrontPage Explorer, select the page with the error icon next to it.
- 2** Choose **Edit: Properties**, then click the Errors tab.
In the Errors tab, a description of the error and how to correct it is displayed.
- 3** Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To replace a page template

You can replace an existing template with a page you created. A template folder can only contain one template file.

- 1** In the FrontPage Editor, choose **File: Save As**.
- 2** Click As Template.
- 3** Accept the template's title, name, and description you want to replace if it displayed in the Save As template dialog box, or click Browse to select the template you want to replace.
- 4** Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To add extended attributes to a page

You can add HTML attributes to a page that are not directly supported in FrontPage. These attributes will be added to the HTML that FrontPage generates for the page.

- 1** While the page is open in the FrontPage Editor, choose **File: Page Properties**.
- 2** In the General tab, click Extended.
- 3** In the Extended Attributes dialog box, click Add.
- 4** In the Set Attribute Value dialog box, enter the attribute's name in the Name field.
- 5** To associate a value with a name, select Specify Value, then enter the attribute's value in the Value field.
- 6** Click OK to close the Set Attribute Value dialog box.
- 7** Click OK to close the Extended Attributes dialog box.
- 8** Click OK to close the Page Properties dialog box.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To hide a page from Web browsers

It is sometimes useful to store a page in your FrontPage web in a hidden directory that cannot be accessed by a Web browser. This is useful for saving style pages or pages that you want to include in other pages but that you do not want users to view directly.

- 1 In the Contents pane of the Folder View in the FrontPage Explorer, select the page or file, then choose **Edit: Rename**.
- 2 Rename the page by adding the prefix _private/ to the relative URL.
For example, to rename and move the file hide.htm to the _private folder, change the relative URL to _private/hide.htm. You can also create a subfolder within the _private folder, such as _private/myfolder/hide.htm
- 3 Click OK.

While in the FrontPage Editor, you can also hide a page when you first save to the FrontPage web by adding the prefix _private/ to the relative URL.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}
```

To associate a background sound with a page

- 1 In the FrontPage Editor, with the page open, choose **Insert: Background Sound**.
- 2 To select a background sound file from the current FrontPage web locate the file in the Current FrontPage Web tab. To select the background sound from your file system, choose the Other Location tab, click From File, and enter the file name. To select the background sound from the World Wide Web, choose the Other Location tab, click From Location, and enter the absolute URL of the sound file.
- 3 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To change the background sound associated with a page

- 1 In the FrontPage Editor, with the page open, choose **File: Page Properties**.
- 2 In the Page Properties dialog box, in the General tab, click Browse. To select a new background sound file from the current FrontPage web locate the file in the Current FrontPage Web tab. To select a new background sound from your file system, choose the Other Location tab, click From File, and enter the file name. To select a new background sound from the World Wide Web, choose the Other Location tab, click From Location, and enter the absolute URL of the sound file.
- 3 Click OK to close the Background Sound dialog box.
- 4 Click OK to close the Page Properties dialog box.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To change the number of times a background sound repeats

- 1 In the FrontPage Editor, with the page open, choose **File: Page Properties**.
- 2 In the Page Properties dialog box, in the General tab, enter the number of times to repeat the background sound in the Loop field. To play the sound continuously, click Forever.
- 3 Click OK to close the Page Properties dialog box.

{button Related Procedures,JI('frontpg.HLP>main',' Contents_Pages')}

To change the HTML character encoding for displaying a page

- 1 In the FrontPage Editor, with the page open, choose **File: Page Properties**.
- 2 In the Page Properties dialog box, in the HTML Encoding section of the General tab, select a new HTML character encoding for displaying a page from the list in the For Displaying This Page field.
- 3 Click OK to close the Page Properties dialog box.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To change the HTML character encoding for saving a page

- 1 In the FrontPage Editor, with the page open, choose **File: Page Properties**.
- 2 In the Page Properties dialog box, in the HTML Encoding section of the General tab, select a new HTML character encoding for displaying a page from the list in the For Saving This Page field.
- 3 Click OK to close the Page Properties dialog box.

{button Related Procedures,JI('frontpg.HLP>main',' Contents_Pages')}

To specify the margins of a page

- 1 In the FrontPage Editor, with the page open, choose **File: Page Properties**.
- 2 In the Page Properties dialog box, in the Margins tab, click Specify Top Margin to set a margin from the top of the page, then enter the height of the margin, in pixels.
- 3 In the Page Properties dialog box, in the Margins tab, click Specify Left Margin to set a margin from the left side of the page, then enter the width of the margin, in pixels.
- 4 Click OK to close the Page Properties dialog box.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To add a system meta-variable to a page

- 1 In the FrontPage Editor, with the page open, choose **File: Page Properties**.
- 2 In the Page Properties dialog box, in the Custom tab, click Add in the System Variables section.
- 3 In the System Meta Variable dialog box, enter the name and value of the system variable.
- 4 Click OK to close the System Meta Variable dialog box.
- 5 Click OK to close the Page Properties dialog box.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To add a user-defined meta-variable to a page

- 1 In the FrontPage Editor, with the page open, choose **File: Page Properties**.
- 2 In the Page Properties dialog box, in the Custom tab, click Add in the User Variables section.
- 3 In the User Meta Variable dialog box, enter the name and value of the variable.
- 4 Click OK to close the User Meta Variable dialog box.
- 5 Click OK to close the Page Properties dialog box.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To add a watermark image to a page

- 1 In the FrontPage Editor, with the page open, choose **File: Page Properties**.
- 2 In the Page Properties dialog box, in the Background tab, click Background Image.
- 3 In the Background tab, click Watermark.
- 4 Click Browse.
- 5 In the Background Image dialog box, select the image to use as a watermark.
- 6 Click OK to close the Background Image dialog box.
- 7 Click OK to close the Page Properties dialog box.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To preview a page in a Web browser

- 1 In the FrontPage Editor, with the page open, choose **File: Preview in Browser**.
- 2 Select a Web browser from the Browser list.
- 3 Optionally, choose the Web browser's window size in the Window size field.
- 4 Click Preview.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To add a Web browser to the preview list

The preview list is the list of Web browsers shown in the Preview in Browser dialog box.

- 1** In the FrontPage Editor, with the page open, choose **File: Preview in Browser**.
- 2** Click Add.
- 3** Type the name of the Web browser to display in the preview list of the Preview in Browser dialog box.
- 4** Type the name and path of the Web browser's executable file, or click Browse to find the file in your file system or local network.
- 5** Click OK to close the Add Browser dialog box.
- 6** Click Close to close the Preview in Browser dialog box.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To set the preview window size

The preview window size is the size of the Web browser window when you are previewing a page.

- 1 In the FrontPage Editor, with the page open, choose **File: Preview in Browser**.
- 2 Choose the Web browser's window size in the Window size field. This size is used for all Web browsers in the preview list.
- 3 Click Close to close the Preview in Browser dialog box.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To send a copy of the active page through electronic mail

To use the Send feature, you need Microsoft Exchange or other mail system compatible with the Messaging Application Programming Interface (MAPI).

- 1** In the FrontPage Editor, choose **File: Send**.
- 2** In the new message window, type a subject header and the message text to introduce the FrontPage attachment.
- 3** Enter the mail recipients.
- 4** Send the message.

A copy of the active page will be sent to the mail recipient. If you make any editing changes to the active page, you will need to resend an updated draft to the mail recipient.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To insert a video clip

You can insert a Video for Windows (AVI) video clip on the active page.

- 1 In the FrontPage Editor, choose **Insert: Video**.
- 2 Click the Other Location tab and click Browse.
- 4 Specify the file name in the File Name field or click the file name in the file and folder list.
- 5 Click Open.

The first frame of the video clip is inserted on the active page as a placeholder image.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}
```

To delete a video clip

You can delete a video clip on the active page.

1 In the FrontPage Editor, select the placeholder image of the video clip.

2 Press DELETE.

The video clip is removed from the active page.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To insert HTML Markup

You can insert HTML Markup to include non-standard HTML tags on the active page.

- 1 In the FrontPage Editor, choose **Insert: HTML Markup**.
- 2 In the HTML Markup dialog box, enter the text you want to include.
- 3 Click OK.

The HTML Markup text you added is represented by the Unknown HTML placeholder icon.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}
```

To change the number of times a marquee repeats

- 1 In the FrontPage Editor, choose **Insert: Marquee**.
- 2 In the Repeat section, enter the number of times you want the marquee to repeat.
Note If the Continuously option is selected, cancel the selection to set the number of times the marquee should repeat.
- 3 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To repeat a marquee continuously

- 1** In the FrontPage Editor, choose **Insert: Marquee**.
- 2** In the Repeat section, select Continuously.
- 3** Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To insert a marquee

1 In the FrontPage Editor, place the insertion point on a blank line of text.

2 Choose **Insert: Marquee**.

The Marquee Properties dialog box is displayed.

3 In the Text field, enter the line of text that the marquee should display.

4 Adjust the values for direction, movement speed, behavior, alignment, size, repetitions, and background color.

5 Click OK.

To preview the marquee as it will appear when the page is browsed on the World Wide Web, choose **File: Preview in Browser**.

Note You can also create a marquee from existing text on the active page. To do so, select the text you want to animate, then choose the **Insert: Marquee** command. The selected text will be filled in the Text field in the Marquee Properties dialog box.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To change a marquee's direction

- 1 In the FrontPage Editor, click the marquee to select it.
- 2 Choose **Edit: Marquee Properties**.
The Marquee Properties dialog box is displayed.
- 2 In the Direction field, choose either the Right or Left option.
The Direction option controls which way the marquee text will initially scroll, slide, or alternate.
- 4 Click OK.
To preview the marquee as it will appear when the page is browsed on the World Wide Web, choose **File: Preview in Browser**.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To change a marquee's speed

- 1 In the FrontPage Editor, click the marquee to select it.
- 2 Choose **Edit: Marquee Properties**.
The Marquee Properties dialog box is displayed.
- 2 In the Movement Speed field, adjust the Delay, in milliseconds, and the Amount of movement, in pixels.
- 4 Click OK.
To preview the marquee as it will appear when the page is browsed on the World Wide Web, choose **File: Preview in Browser**.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To change a marquee's size

- 1 In the FrontPage Editor, click the marquee to select it.
- 2 Choose **Edit: Marquee Properties**.
The Marquee Properties dialog box is displayed.
- 3 In the Size field, adjust the dimensions of the marquee with the Width and Height values.
Use the Pixels option to specify exact width and height measurements. Use the percentage option to specify the proportional width of the window. For example, if you choose 50 percent, the image will span 50 percent of the window, regardless of how you resize the window.
- 4 Click OK.
To preview the marquee as it will appear when the page is browsed on the World Wide Web, choose **File: Preview in Browser**.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To change a marquee's background color

- 1 In the FrontPage Editor, click the marquee to select it.
- 2 Choose **Edit: Marquee Properties**.
The Marquee Properties dialog box is displayed.
- 2 From the Background Color drop-down list, choose the color that should be displayed behind the moving text in the marquee.
Note By choosing Custom in the Background Color drop-down list, you can display the Color dialog box, which allows you to create and use custom colors as the marquee background.
- 4 Click OK.
To preview the marquee as it will appear when the page is browsed on the World Wide Web, choose **File: Preview in Browser**.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To align a marquee with text

1 In the FrontPage Editor, click the marquee to select it.

2 Choose **Edit: Marquee Properties**.

The Marquee Properties dialog box is displayed.

2 In the Align With Text field, choose the alignment option you want.

4 Click OK.

To preview the marquee as it will appear when the page is browsed on the World Wide Web, choose **File: Preview in Browser**.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To add a background color to a table

A table can have a different background color from a page.

- 1 In the FrontPage Editor, move the insertion point inside the table for which you want a background color.
- 2 Choose **Table: Table Properties**.
- 3 Select Background Color, then from the drop-down list select the color you want. To define a custom color, select Custom.
- 4 Click OK.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To add a background image to a table

A table can have a different background image from a page. When you specify a background image, any selected color from the Background Color drop-down list could be overridden, unless the background image you chose has a color specified as transparent.

1 In the FrontPage Editor, move the insertion point inside the table for which you want a background image.

2 Choose **Table: Table Properties**.

3 Select Use Background Image, then enter the relative URL or path for the image. Click Browse to open the Select Background Image dialog box, then do one of the following:

- If the image is in the current FrontPage web, click the Current FrontPage Web tab, select the image you want, then click OK.
- If the image is in a file, click the Other Location tab, then select From File. Click Browse to choose the file you want from your local drive or network.

Use the Look In box and the box that lists files and folders to point to the file and folder where the image is stored. Choose a file type in the Files of Type drop-down field to list all the files of that type. Select the file you want to insert and click OK.

- If the image is on the World Wide Web, click the Other Location tab, then select From Location.
Enter the URL of the image and click OK. When you insert an image using its URL, the image is not added to the current FrontPage web. The image is always inserted from its remote location on the World Wide Web.
- If the image is clip art, click the Clip Art tab, select the category of clip art from the drop-down list, then select the image you want and click OK.
- If you want to create a new image, click the New tab and supply a file name and file type. Click Create Now. FrontPage opens the image editor you associated with that file type. Create your image and save it with the file name and file type established in the New tab. The FrontPage Editor inserts a placeholder in the form that represents the image you created. When you save the page, you are prompted to save the image from your file system into the FrontPage web.

4 Click OK in the Table Properties dialog box.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To set border colors for a table

A table border can be one color or two colors. When you use two colors, the table border has a three-dimensional appearance.

- 1 In the FrontPage Editor, move the insertion point inside the table for which you want to set border colors.
 - 2 Choose **Table: Table Properties**.
 - 3 Do one of the following:
 - To have the border be one color, select a color from the Border drop-down list. To define a custom color, select Custom from this drop-down list.
 - To have a two-color border (creating more of a dimensional effect), select colors from the Light Border and Dark Border drop-down lists. Custom colors can be defined by selecting Custom from the drop down lists.
- Note** When you only select a Light Border or a Dark Border, the second color used for the table border is the color selected from the Normal drop-down list.
- 4 Click OK.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To add a background color to a cell

A cell can have a different background color from a table or a page.

- 1 In the FrontPage Editor, move the insertion point inside the cell for which you want a background color.
- 2 Choose **Table: Cell Properties**.
- 3 Select Background Color, then from the drop-down list select the color you want. To define a custom color, select Custom.
- 4 Click OK.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To add a background image to a cell

A cell can have a different background image from a table or page. When you specify a background image, any selected color from the Background Color drop-down list could be overridden, unless the background image you chose has a color specified as transparent.

1 In the FrontPage Editor, move the insertion point inside the cell for which you want a background image.

2 Choose **Table: Cell Properties**.

3 Select Use Background Image, then enter the relative URL or path for the image. Click Browse to open the Select Background Image dialog box, then do one of the following:

- If the image is in the current FrontPage web, click the Current FrontPage Web tab, select the image you want, then click OK.
- If the image is in a file, click the Other Location tab, then select From File. Click Browse to choose the file you want from your local drive or network.

Use the Look In box and the box that lists files and folders to point to the file and folder where the image is stored. Choose a file type in the Files of Type drop-down field to list all the files of that type. Select the file you want to insert and click OK.

- If the image is on the World Wide Web, click the Other Location tab, then select From Location.

Enter the URL of the image and click OK. When you insert an image using its URL, the image is not added to the current FrontPage web. The image is always inserted from its remote location on the World Wide Web.

- If the image is clip art, click the Clip Art tab, select the category of clip art from the drop-down list, then select the image you want and click OK.
- If you want to create a new image, click the New tab and supply a file name and file type. Click Create Now. FrontPage opens the image editor you associated with that file type. Create your image and save it with the file name and file type established in the New tab. The FrontPage Editor inserts a placeholder in the form that represents the image you created. When you save the page, you are prompted to save the image from your file system into the FrontPage web.

4 Click OK in the Cell Properties dialog box.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To set border colors for a cell

A cell border can be one color or two colors. When you use two colors, the cell border has a three-dimensional appearance.

- 1 In the FrontPage Editor, move the insertion point inside the cell for which you want to set border colors.
 - 2 Choose **Table: Cell Properties**.
 - 3 Do one of the following:
 - To have the border be one color, select a color from the Border drop-down list. To define a custom color, select Custom from this drop-down list.
 - To have a two-color border (creating more of a dimensional effect) select colors from the Light Border and Dark Border drop-down lists. Custom colors can be defined by selecting Custom from the drop down lists.
- Note** When you only select a Light Border or a Dark Border, the second color used for the cell border is the color selected from the Normal drop-down list.
- 4 Click OK.

{button Related Procedures,JI('frontpg.hlp>main','Content_Tables')}

To convert a folder to a FrontPage web

- 1** In the FrontPage Explorer, choose **File: New: FrontPage Web**.
- 2** In the New FrontPage Web dialog box, choose Import Web Wizard.
- 3** Click OK.
- 4** In the Import Web Wizard dialog box, in the Web Server or File Location field, enter the name of the Web server on which the new FrontPage web will be stored. If you do not have authoring access on a Web server, type in the full name and path of a folder on your local disk. If you specify a folder that does not exist, FrontPage will offer to create it.
- 5** In the Name of New FrontPage Web field, type the name of the new FrontPage web.
- 6** Click OK.
- 7** If you are prompted for your administrator name and password, enter them in the Name and Password Required dialog box, then click OK.
- 8** To select the folder, follow the instructions in the Import Web Wizard.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Webs')}

To change the name of a FrontPage web

- 1 In the FrontPage Explorer, with the FrontPage web open, choose **Tools: Web Settings**.
- 2 In the Configuration tab, type the new FrontPage web name in the Web Name field.
- 3 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Webs')}

To change the title of a FrontPage web

- 1 In the FrontPage Explorer, with the FrontPage web open, choose **Tools: Web Settings**.
- 2 In the Configuration tab, type the new FrontPage web title in the Web Title field.
- 3 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Webs')}

To create a new directory in a FrontPage web

- 1 In the FrontPage Explorer, with the FrontPage web open, choose **View: Folder View**.
- 2 Open the folder in which you want to create a new directory.
- 3 Choose **File: New: Folder**.
- 4 Type in the name of the folder.
- 5 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Webs')}

To add a configuration variable to a FrontPage web

- 1 In the FrontPage Explorer, with the FrontPage web open, choose **Tools: Web Settings**.
- 2 Select the Parameters tab.
- 3 To add a configuration variable, click Add.
- 4 Type in the name and value of the configuration variable and click OK to close the Add Name and Value dialog box.
- 5 Click OK to close the FrontPage Web Settings dialog box.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Webs')}

To delete a configuration variable from a FrontPage web

- 1 In the FrontPage Explorer, with the FrontPage web open, choose **Tools: Web Settings**.
- 2 Select the Parameters tab.
- 3 Select the configuration variable and click Remove.
- 4 Click OK to close the FrontPage Web Settings dialog box.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Webs')}

To modify a configuration variable in a FrontPage web

- 1 In the FrontPage Explorer, with the FrontPage web open, choose **Tools: Web Settings**.
- 2 Select the Parameters tab.
- 3 Select the configuration variable and click Modify.
- 4 Type in the new name or value of the configuration variable and click OK to close the Add Name and Value dialog box.
- 5 Click OK to close the FrontPage Web Settings dialog box.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Webs')}

To exit the FrontPage Explorer

- Choose **File: Exit**.

Before exiting, the FrontPage Explorer closes the current FrontPage web.

```
{button Related Procedures,JI('frontpg.HLP>main','Content_Workplace')}
```

To view the current HTML

The current HTML is the HTML that FrontPage generates from the page as it currently appears in the FrontPage Editor.

- 1 In the FrontPage Editor, choose **View: HTML**.
- 2 In the View and Edit HTML window, selected Current.

{button Related Procedures,JI('frontpg.HLP>main','Content_Workplace')}

To edit the page's HTML directly

- 1 In the FrontPage Editor, choose **View: HTML**.
- 2 In the View and Edit HTML window, selected Current.
- 3 Click in the View and Edit HTML window and start typing.

You can use common keyboard commands, such as CTRL+X for cutting and CTRL+Z for undoing the last edit. If you type invalid HTML, FrontPage encloses it in a WebBot HTML Markup component when you close the View HTML window.

{button Related Procedures,JI('frontpg.HLP>main','Content_Workplace')}

To view original HTML

Source HTML is the HTML as it was the last time the page was saved.

1 In the FrontPage Editor, choose **View: HTML**.

2 In the View HTML window, selected Original.

1. {button Related Procedures,JI('frontpg.HLP>main','Content_Workplace')}

To test your network connection

- 1 In the FrontPage Explorer, in the Help menu, choose **About Microsoft FrontPage Explorer**.
- 2 In the About FrontPage Explorer dialog box, click Network Test.
- 3 In the FrontPage TCP/IP Test dialog box, click Start Test. The TCP/IP Test utility tests your WinSock protocol, IP address, TCP/IP stack, host name, and other network parameters.
- 4 For an explanation of the test results, click Explain Results.
- 5 Click OK to close the Explain Results window.
- 6 Click Exit to close the TCP/IP Test dialog box.
- 7 Click OK to close the About FrontPage Explorer dialog box.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To show the Getting Started with Microsoft FrontPage Dialog Box

- 1 In the FrontPage Explorer, choose **Tools: Options**.
- 2 Click the General tab, then select the Show Getting Started Dialog option.
- 3 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Content_Workplace')}

Add To Do Task Dialog Box

Task Details Dialog Box

Use this dialog box to add a new [To Do List task](#) or view and edit a task.

Dialog Box Options

Task Name

Type the name of the task.

Assign To

Type the author assigned to the task.

Created By

The name of the author assigned to the task and the time and date when the task was created.

Modified By

The name of the author who most recently modified the task.

Completed

This field identifies the task as completed or uncompleted.

Linked To

The page or image linked to the task. When you add a task from the [FrontPage Editor](#), it is linked to the [active page](#). When you add a task from the FrontPage Explorer, it is linked to the selected page, [file](#), or [image](#).

Description

Use this field to enter or view the description of the task.

Priority

Select or view the task's priority: High, Medium, or Low.

```
{button Related Procedures,JI('frontpg.HLP','Content_Tasks')}
```

To Do List Dialog Box

Use the To Do List dialog box to view the [To Do List](#) for a [FrontPage web](#), and add, delete, or modify [tasks](#) on the list.

The information about each task is displayed in labeled columns. To sort the list by a field, click on the label of the related column. For example, to sort by priority, click on the Priority label. To resize a column, click and drag the bar on either side of the column's label. Changes to the sort order and column size are not saved when you close the To Do List.

Dialog Box Options

Keep window open

Select this field to keep the To Do List dialog box open while you are doing a task.

Show history

Select this field to display tasks that have been marked as complete. This toggles the display of the Completed column.

Task

This column displays each task on the list. By default, tasks are listed in the order they are entered.

Assigned To

The author assigned to the task. You assign an author in the Task Details or Add To Do Task dialog box. To sort the list by author, click the heading of this column.

Priority

The task's priority. You assign the priority when you create the task, and you can modify it in the Task Details dialog box. To sort the list by priority, click the heading of this column.

Completed

Tasks that have been marked as completed. It is only displayed when you select Show History. To sort the list by completion date, click the heading of this column.

Linked To

The [page title](#) or [URL](#) of the page or [image file](#) linked to this task. To sort the list by page linked to, click the heading of this column.

Description

The description of the task. When the task is defined in a [wizard](#) or [template](#), a description is automatically generated. You can edit this description. To sort the list by description, click the heading of this column.

Do Task

Opens the page or image file linked to this task in the Page Editor or associated image editor.

Details

Opens the Task Details dialog box. You can change a task's name, assigned author, priority, and description.

Complete

Click to mark the task as complete or to remove the task from the list.

Add

Click to add a new task to the list using the Add To Do Task dialog box.

Close

Click to close the To Do List dialog box.

```
{button Related Procedures,JI('frontpg.HLP','Content_Tasks')}
```

Complete Task Dialog Box

Use the Complete Task dialog box to either delete a task from the To Do List or to mark it as completed.

Dialog Box Options

Task Name

The name of the task.

Mark this task as completed

Select this to mark the task completed. When a task is marked as completed, it is only displayed in the To Do List dialog box when Show History is selected.

Delete this task

Select this to remove the task from the To Do List. When a task is deleted, it can no longer be displayed in the To Do List dialog box.

{button Related Procedures,JI('frontpg.HLP','Content_Tasks')}

Name and Password Required Dialog Box

Use the Name and Password Required dialog box to gain access to a [FrontPage web](#) if you are not already logged in with the appropriate permission level.

Note The legal characters you can use for both name and [password](#), and the case sensitivity of characters depends of the Web [server](#) you are using.

Dialog Box Options

Name

Type in the name.

Password

Type in the password.

{button Related Procedures,JI('frontpg.HLP', 'Contents_Webs')}

Add File to Import List Dialog Box

Use the Add File to Import List dialog box to choose the file you want to import into your FrontPage web from your file system.

Dialog Box Options

File Name

Type the name of the file you want to import or select a file from the drop-down list. To view a subset of the files listed, supply a name or extension. For example, use *.HTM to list HTML files.

To add a range of files to the import list, press the SHIFT key, then select the files with your left mouse button, or use CTRL+CLICK to select non-adjacent files.

List Files of Type

Specifies files of a particular extension.

Directories

Select the folder containing the file to import. Double-click the directories and sub-directories to move through the list.

Drives

Select the drive containing the file to import. This field lists the current drive and all available drives.

Network

Click this to connect to a shared directory.

```
{button Related Procedures,AL('file web procedures',0,'','main')}
```

Edit URL Dialog Box

Use the Edit URL dialog box to change the path of the file you are importing.

Dialog Box Option

Folder Location within Your FrontPage Web

Type the path of the folder in which the imported files will be placed.

```
{button Related Procedures,AL('file web procedures',0,'','main')}
```

Add Name and Value Dialog Box

Use the Add Name and Value Dialog Box to add a configuration variable.

Dialog Box Options

Name

Type the name of the configuration variable; the name can be any length. When entering a name, do not use a colon (:).

Value

Type the value you want associated with the name of configuration variable; the value can be any length.

```
{button Related Procedures,JI('frontpg.HLP','Contents_Webs')}
```


Modify Name and Value Dialog Box

Use the Modify Name and Value Dialog Box to modify an configuration variable.

Dialog Box Options

Name

Change the name of the configuration variable; the name can be any length. When entering a name, do not use a colon (:).

Value

Change the value you want associated with the name of configuration variable; the value can be any length.

```
{button Related Procedures,JI('frontpg.HLP','Contents_Webs')}
```

Configure Editors Tab Options Dialog Box

Use the Configure Editors tab to associate an editor with a file type. Enter the file type (as represented by the filename extension), the name of the editor, and the path to the editor's executable file. For example, in the Configure Editors tab, the FrontPage Editor is listed as the editor for an HTM or HTML files with the following information: HTM and HTML as the file type, FrontPage Editor as the name of the editor, and C:\Program Files\Microsoft FrontPage\bin\fpeditor.exe as the path.

Once you have associated an editor with a type of file, you can open files with that file's associated extension using the FrontPage Explorer Open Command. The associated editor will be opened automatically. If you try to open a file with a file type for which there is no entry in the list, the operating-system association will be used to launch the file.

Dialog Box Options

Type

The type of file to associate with an editor. The type of file is the file extension for the format of the file you want to edit. For example, for the file *my_doc.txt*, the type of file is TXT. If you use a . (dot), then an association for files which have no extension is created. When you select an editor, both the Type and Editor fields are selected.

Editor

The name of the editor, and the path of the editor's executable file. When you select an editor, both the Type and Editor fields are selected.

Add

Select this option to add an editor. In the Add Editor Association dialog box, specify the file type, editor's name, and path of the executable file for that editor.

Modify

Select this option to modify the information for an existing editor. In the Modify Editor Association dialog box, change the editor's name and path of the executable file for that editor.

Remove

Select the Type and Editor you want to remove, then click Remove to remove an editor from the list of available editors.

{button Dialog Box,JI('frontpg.HLP','Content_Files')}

Proxies Tab Options Dialog Box

Use the Proxies tab to register the name of a proxy server, if your local network uses one. This command also lets you register all hosts that are inside your firewall.

For example, registering a proxy server will be used:

- When you use the FrontPage Editor's Follow Hyperlink command to link to a page outside of the firewall.
- When you use the FrontPage Editor's Open command to open a page outside of the firewall.
- When you use the FrontPage Explorer to open a hyperlink external to a FrontPage web.

Dialog Box Options

HTTP Proxy

Enter the name of the proxy server and port, for example, my.proxy.server:2001.

List of Hosts without Proxy

Enter the names and port numbers of servers that you want to use that are inside the firewall. Use a comma to separate the entries in the list.

{button Related Procedures,JI('frontpg.HLP','Contents_Webs')}

Configuration Tab FrontPage Web Settings Dialog Box

Use the Configuration tab of the Web Settings dialog box to view information about the current FrontPage web and server.

Dialog Box Options

Web Name

The name of the current FrontPage web. You can rename the current FrontPage web if you are authorized as an administrator in the root web. To rename the web, type in a new web name.

A web name corresponds to a directory name on a Web server and is subject to the length, character restrictions, and case sensitivity of that server.

Note If this field is read-only, renaming webs is unavailable for your type of server.

Web Title

The web title. To rename the title of a web, type in a new web title.

Source Control Project

If you have a server that supports Microsoft Visual SourceSafe version 5.0 and your FrontPage web points to that server, you can set up a SourceSafe project for the FrontPage web.

Enter the name of the Visual SourceSafe project to which you want to assign your web. If the project does not exist, FrontPage will create a project for you, such as \$/Project. FrontPage will not create sub-projects.

Web Server

The URL of the Web server.

FrontPage Server Extensions Version

The version of the set of programs installed on you server that manage FrontPage features.

IP Address

The IP address of your server.

Proxy Server

This is URL of the proxy server.

Apply

Click Apply to apply any changes you made to your web title or web name.

{button Related Procedures,JI('frontpg.HLP','Contents_Webs')}

Advanced Tab

FrontPage Web Settings Dialog Box

Use the Advanced tab of the Web Settings dialog box to set advanced features for the current FrontPage web.

Dialog Box Options

Image Maps

Use the Image Maps section to configure FrontPage to generate image maps for a specific server type, and to generate client-side image maps.

Style

Select the server image-map style: FrontPage, NCSA, CERN, Netscape, or <None>. If you select <None> FrontPage will not generate HTML to support server-side image map processing.

Prefix

The server-relative URL of the server-side handler for the selected image-map style. If style is FrontPage, server-side image maps are handled automatically. For other styles, accept the displayed default or provide the name and location of a handler.

Generate client-side image maps

Select this to instruct FrontPage to generate HTML that supports client-side image maps. You can configure FrontPage to generate both client-side and server-side HTML by clicking this field and selecting a server-side image map style.

Language

Use this section to select the scripting language for the scripts that are automatically generated to enforce any data validation settings you apply to form fields.

The language that you can use to enforce the validation of form fields are:

VBScript

Microsoft Visual Basic Script is a web-scripting language derived from the popular Microsoft Visual Basic language. It is supported in Microsoft Internet Explorer version 3.0 and higher.

JavaScript

JavaScript is Netscape Communication Corporation's brand name for the built-in scripting language in Navigator (also known as LiveWire). Microsoft Internet Explorer version 3.0 and higher supports the same language with its Jscript interpreter.

None

Options

This section has other advanced web-configuration settings.

Show documents in hidden directories

Select this to configure the FrontPage Explorer to display documents in hidden directories. If a web contains a discussion group, select this option to view the accumulated topic files in the FrontPage web.

Recalculate Status

The information in this section is generated by the FrontPage Explorer.

Included Page Dependencies Are Out Of Date

This field is selected if WebBot Include components are out-of-date on any page in the FrontPage web.

Text Index is Out Of Date

This field is selected if FrontPage has a text index that is out-of-date.

Apply

Click Apply to apply any changes you made to your web title or web name.

{button Related Procedures,JI('frontpg.HLP','Contents_Webs')}

Parameters Tab FrontPage Web Settings Dialog Box

Use the Parameters tab of the Web Settings dialog box to add, modify, or remove a configuration variable from a FrontPage web.

Configuration variables can be used in pages with the WebBot Substitution component.

An example of a configuration variable's *name* is companyaddress, and an example of that name's *value* is 123 Web Way, Cambridge MA 02138.

Dialog Box Options

Name

The name of the configuration variable. When you select a configuration variable from this list, both the Name and Value fields are selected.

Value

The value that is associated with the name of the configuration variable. When you select a configuration variable from this list, both the Name and Value fields are selected.

Add

Click Add to add a configuration variable. In the Add Name and Value dialog box, specify the name and value of the configuration variable.

Modify

Click Modify to modify the selected configuration variable. In the Modify Name and Value dialog box, change the name and value of the configuration variable.

Remove

Click Remove to remove the selected configuration variable.

Apply

Click Apply to apply any changes you have made.

{button Related Procedures,JI('frontpg.HLP','Contents_Webs')}

General Tab Options Dialog Box

Use the General tab to set three options for the FrontPage Explorer. When you select an option, it affects all FrontPage webs.

Dialog Box Options

Show Getting Started Dialog

When this option is selected, the FrontPage Explorer displays the Getting Started With Microsoft dialog box that displays when you start FrontPage, or close or delete a FrontPage web. By default, this option is selected.

Warn When Included WebBot Components are Out Of Date

When this option is selected, the FrontPage Explorer displays a message box to tell you that a WebBot Include component in a current FrontPage web is out-of-date. By default, this option is not selected.

Warn When Text Index is Out of Date

When this option is selected, the FrontPage Explorer displays a message telling you that the text index in FrontPage is out-of-date, then asks you if you want to recalculate the text index. For example, if you delete a page from your FrontPage web, you are warned that the text index is out-of-date so you can remove all references to that page from the text index.

Language Tab

FrontPage Web Settings Dialog Box

Use the Language tab to change the default FrontPage web language or HTML coding.

Default Web Language

This setting is used by the FrontPage Server Extensions to decide the language that should be used to return error messages from the Web server back to the Web browser. If you are creating web pages in another language, change this setting so that any error messages from the web server will match the content in your web pages.

Default HTML Encoding

If you want the pages you are creating to be saved in a different character set from the default character set for your computer, select the character set from the drop-down list. Any new pages created in the FrontPage web will be saved in this encoding by default. You can still save pages using other encodings, but to do that you need to set the HTML encoding option in the General tab of the Page Properties dialog box on the File menu in the FrontPage Editor.

Add Editor Association Dialog Box

Use the Add Editor Association dialog box to add an editor to the Configure Editors dialog box.

Dialog Box Options

File Type

Enter the type of file to be associated. The file type is the file extension for the format of the file you want to edit. For example, for the file *my_doc.txt*, the type of file is TXT.

Editor Name

Enter the name of the editor that will be automatically opened when you open a file of this type, for example, Text Editor.

Command

Type the path of the executable file for the editor you are adding.

Browse

Select this option to open the Browse dialog box to select the editor's executable file.

```
{button Related Procedures,JI('frontpg.HLP','Content_Files')}
```

Modify Editor Association Dialog Box

Use the Modify Editor Association dialog box to modify the information of an existing editor.

Dialog Box Options

File Type

Enter the type of file to be associated. The file type is the file extension for the format of the file you want to edit. For example, for the file *my_doc.txt*, the type of file is TXT.

Editor Name

Enter the name of the editor, for example, Text Editor.

Command

Type the path of the executable file for the editor.

Browse

Select this option to open the Browse dialog box to select the editor's executable file.

{button Related Procedures,JI('frontpg.HLP','Content_Files')}

Dialog Box Options for Creating a New FrontPage Web

Use the following options when creating a new FrontPage web.

Dialog Box Options

Web Server of File Location

Type the name of the Web server on which the new FrontPage web will be stored. If you do not have authoring access on a Web server, type in the full name and path of a folder on your local disk. If you specify a folder that does not exist, FrontPage will offer to create it.

Connect Using SSL

Check this option if you want to connect to the Web server using Secure Socket Layer, a low-level protocol that enables secure communications between a server and FrontPage or a Web browser.

Name of New FrontPage Web

Type the name of the new FrontPage web. The length, character restrictions, and case sensitivity of the name depends on the Web server you are using. You cannot have more than one FrontPage web with the same name on a server.

{button Related Procedures,JI('frontpg.HLP','Contents_Webs')}

Getting Started with Microsoft FrontPage Dialog Box

Use the Getting Started with Microsoft FrontPage dialog box to create a new FrontPage web or open an existing FrontPage web.

Dialog Box Options

Open

Select this option to open the last FrontPage web that was last opened in the FrontPage Explorer.

Note If the most recently opened FrontPage web was deleted, that name does not display.

Open Existing FrontPage Web

Select this option to open the Open FrontPage Web dialog box where you can choose a FrontPage web to open from all your existing FrontPage Webs.

From a Wizard or Template

Select this option to open the New FrontPage Web dialog box where you choose what type of FrontPage web you want to create from a list of templates and wizards.

With the Import Wizard

Select this option to create a new FrontPage web from a directory of files on your local computer or network, using the Import Web Wizard. When you select this option, the Import Web Wizard dialog box is displayed so you can specify how to create the new FrontPage Web and name the new web.

Blank FrontPage Web

Select this option to create a FrontPage web with an empty page. When you select this option, the New Web Template dialog box is displayed so you can specify where to create the new FrontPage Web and name the new web.

Show Getting Started Dialog

Select this option to have the Getting Started with Microsoft FrontPage dialog box appear when you start FrontPage, or close or delete a FrontPage web. If you cancel this selection and want to select the option again, choose **Tools: Options: General**, then select Show Getting Started Dialog.

{button Related Procedures,JI('frontpg.HLP','Contents_Webs')}

Edit Link Dialog Box

Use the Edit Link dialog box to repair a broken hyperlink in one or more of the [page](#) listed. This dialog box is accessible only from the [Verify Hyperlinks dialog box](#).

Dialog Box Options

Replace

The URL of the broken hyperlink.

With

Type the correct URL.

Change all pages with this link

Choose this option to repair the broken hyperlink on all the pages listed.

Select pages to change

Choose this option to repair the broken hyperlink on the selected pages. Click a page to select it. To select more than one page, press SHIFT and click each page.

{button Related Procedures,JI('frontpg.HLP','Contents_Link_Bookmark')}

Open Command

Use the Open command in the Hyperlink View and the Contents pane of the Folder View to open a selected page or file. By default, the page or file will be opened in the FrontPage Editor.

The Open command will open the file in any ASCII text, image, or multimedia file editor that has been associated with the file type in the Configure Editors tab, in the Options dialog box.

You can also open a selected page by double-clicking on that page in the Hyperlink View or the Contents pane of the Folder View, or by selecting the page you want with the right mouse button, then selecting Open on the popup menu.

```
{button Related Procedures,AL('file page procedures',0,'','main')}
```

Open With Command

Use the Open With command to open the selected file using an editor that you choose from the list in the Open With Editor dialog box. The editors listed in this dialog box are the FrontPage Editor and all editors you have associated with file types using the Configure Editors tab in the Options dialog box.

Note If the type of the file you are opening is already associated with an editor, open the file more quickly by using the FrontPage Explorer's Open Command.

Dialog Box Option

Editor

Select the editor to be used for the page from this list. The name of the editor, and the path of the editor's executable file are listed.


```
{button Related Procedures,JI('frontpg.HLP','Content_Workplace')}
```


Properties Command

Use the Properties command to view the properties of the currently selected folder or file.

The Properties dialog box can have three tabs:

- Use the General tab to view the characteristics of the currently selected folder or file. When a folder is selected, properties such as number of files and folders within that folder are displayed. When a file is selected, properties such as type and size of the file are displayed.
- Use the Summary tab to find out who created and last modified a file. In the Comments field, you can add notes about the file.
- Use the Errors tab to learn why FrontPage has flagged a file in the Hyperlink View with the Error icon. The Errors tab only appears when an error has occurred in a page.

Error 
icon:

The keyboard shortcut for Properties is ALT+ENTER.

```
{button Dialog Box,AL('web properties DB tabs',0,'','main')}
```

```
{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}
```

Rename Command

Use the Rename command while in the Folder View to rename a folder or file name.

```
{button Related Procedures,JI('frontpg.HLP','Content_Files')}
```

Cut Command

Use the Cut command while in Folder View when you want to relocate a selected file to another folder. When the icon of the selected file is dimmed, use the Paste command to place the file in the target folder.

If you cut a selected file and paste it in another Windows application, only the absolute URL of the file is pasted – not the contents of the file.

```
{button Related Procedures,JI('frontpg.HLP','Contents_Text')}
```

Copy Command

Use the Copy command while in Folder View when you want to copy a selected file to another folder. Use the Paste command to place the file in the target folder.

If you copy a selected file and paste it in another Windows application, only the absolute URL of the file is pasted – not the contents of the file.

```
{button Related Procedures,JI('frontpg.HLP','Contents_Text')}
```

Paste Command

Use the Paste command to place a selected file in the target folder after the file has been copied or cut. If the file has hyperlinks, they will be preserved.

Only the absolute URL of the file (not its contents) is pasted into other Windows applications.

```
{button Related Procedures,JI('frontpg.HLP','Contents_Text')}
```

Open FrontPage Web Command

Use the Open FrontPage Web command to open an existing [FrontPage web](#). In the Open FrontPage Web dialog box, enter the Web [server](#) name or the file location, then list the FrontPage webs.

You need to be authorized as an administrator or author to open a FrontPage web. If you have not yet entered your name and password, the [Name and Password Required Dialog Box](#) opens.

The FrontPage Explorer can only open one FrontPage web at a time; however, the same FrontPage web can be opened by another copy of the FrontPage Explorer running on a different computer.

Note If end-user access has been restricted in the [root FrontPage web](#), name and password are required to list and open FrontPage webs.

You can also open a FrontPage web by clicking the Open FrontPage Web button on the FrontPage Explorer's [toolbar](#).



Open
FrontPage
Web button

Dialog Box Options

Web Server or File Location

Select the Web server from the list in the Web Server or File Location field or type in the Web server's network location. If the FrontPage web is not on a Web server, select the folder from the list or type in the full path and folder name.

Note If you specify a folder that does not contain a FrontPage web, you are asked if you want to convert the folder to a FrontPage web.

Connect Using SSL

Select this option if you are opening a FrontPage web on a secure port of a Web server that supports Secure Sockets Layer (SSL). All [URLs](#) to [pages](#) on a secure Web start with https:// (instead of http://) to indicate the secure link.

When a FrontPage web is opened for the first time, you must select this option if you are using FrontPage with a secure Web server. If you do not select this option and you are using FrontPage with a secure Web server, you will receive a message that access has been denied.

List Webs

Click this button after choosing a Web server or folder to see the available FrontPage webs.

FrontPage Webs

Select the FrontPage web you want to open from the list of [FrontPage web titles](#). The FrontPage webs that are displayed are on the currently selected Web server or in the currently selected folder.

```
{button Related Procedures,JI('frontpg.HLP','Contents_Webs')}
```

Close FrontPage Web Command

Use the Close FrontPage Web command to close a FrontPage web. The FrontPage Explorer remains open after you close a FrontPage web. To close the FrontPage Explorer, cancel the Getting Started with Microsoft FrontPage dialog box, then choose **File: Exit**.

Note If you close a Frontpage web while a page from that web is open in the FrontPage Editor and needs to be saved, you must re-open the FrontPage web to save the page to that web.

{button Related Procedures,JI('frontpg.HLP','Contents_Webs')}

Import Command

Use the Import command to copy one or more files into your FrontPage web. Along with importing files, you can import the contents of an entire folder.

Selecting Import with no FrontPage web open starts the Import Web Wizard. This wizard guides you in creating a new FrontPage web from a folder on your file system or local network.

Note The following dialog box options are only available when you choose the Import command with a FrontPage web opened.

The Import File To FrontPage Web dialog box maintains an import list. You build the list by adding files from your file system or local network. You can import the entire list at any time. The import list is cleared when you close the FrontPage web.

Dialog Box Options

File

The name and path of a file on the import list.

URL

The intended location of the file in your FrontPage web after it is imported.

Add File

Click Add File to browse your file system or local network for a file to add to the import list.

Add Folder

Click Add Folder to browse your file system or local network for a folder to add to the import list. When you add a folder, the URL of each file in the folder includes the folder name and the names of any sub-folders. When you import the files, FrontPage will create the folders in the FrontPage web.

Edit URL

Click Edit URL to open the Edit URL dialog box, in which you can change the file's intended location in your FrontPage web.

Note To import pages and files to a hidden directory that cannot be browsed at run time, save the pages and files to the special FrontPage web directory **_private**. This is useful for storing style pages or pages that you want to include in other pages but do not want users view directly.

Remove

Select this option to remove a file from the import list.

OK/Stop

Select this option to add the files on the import list to your FrontPage web. While files are being imported, the OK button becomes a Stop button. Click Stop to stop importing files.

Close

Click Close to close the Import File To FrontPage Web dialog box. Files will remain on the import list until you close the FrontPage web.

{button Related Procedures,JI('frontpg.HLP', 'Contents_Webs')}

Publish FrontPage Web Command

Use the Publish FrontPage Web command to publish your FrontPage web to a Web server or to copy your FrontPage web to a folder outside of a Web server.

If Publish FrontPage Web detects that you are publishing to a Web server that does not have the FrontPage Server Extensions installed, it will launch the FrontPage Web Publishing Wizard (if installed) to publish your FrontPage web. For information about the availability of the FrontPage Web Publishing Wizard, choose "Microsoft on the Web" from the FrontPage Explorer's Help menu.

Dialog Box Options

Destination Web Server or File Location

Select the destination Web server from the list or type in a Web server's network location.

To copy the current FrontPage web to a folder outside of a Web server, specify a folder on your local disk. If you specify a folder that does not exist, FrontPage will offer to create it.

Connect Using SSL

Secure Sockets Layer (SSL) allows software to communicate with Web servers in a secure, encrypted manner. Many Web sites that conduct electronic commerce use SSL to securely transmit credit card numbers from a customer's Web browser to the Web server. If you are publishing your FrontPage web on a Web server that supports SSL, click Connect Using SSL to communicate securely between your computer and the Web server.

Name of Destination FrontPage Web

Type the name of the destination FrontPage web. To publish to the root FrontPage web of the destination Web server, leave this field blank or type **<Root Web>**.

Copy changed pages only

If you are re-publishing a FrontPage web, click this option to only copy pages that have been edited since the last time you published or copied the FrontPage web.

Add to an existing FrontPage web

Click this option to make the current FrontPage web a sub-folder of an existing FrontPage web.

Copy child webs

If you are publishing or copying the root FrontPage web, click this option to also publish or copy all child webs of the root FrontPage web.

{button Related Procedures,JI('frontpg.HLP',`Contents_Webs')}

New Folder Command

Use the New Folder command to create an empty folder within the current FrontPage web. This command is available only when in Folder View in the FrontPage Explorer.

When created, a new folders appears with a temporary name. Change the selected default name by typing a new name for the folder and pressing ENTER.

{button Related Procedures,JI('frontpg.HLP','Contents_Webs')}

New FrontPage Web Command

Use the New FrontPage Web command to create a new [FrontPage web](#). In the New FrontPage Web dialog box, choose a [template](#) or [Wizard](#) to create the FrontPage web.

You need to be authorized as an administrator in the [root FrontPage web](#) to create a new FrontPage web. If you have not yet entered your administrator name and password, the [Name and Password Required Dialog Box](#) opens. FrontPage creates a new FrontPage web after you enter your name and password.

You can also create a new FrontPage web by clicking the New FrontPage Web button on the [FrontPage Explorer's toolbar](#).



**New
FrontPage
Web button**

The [Dialog Box Options for Creating a New FrontPage Web](#) is displayed after you choose a template or web wizard so you can specify the location and name of the new FrontPage web.

Dialog Box Options

Template or Wizard

Select the template or wizard you want to use to create your new FrontPage web.

Examples of templates and Wizards are:

- The Normal Web template creates a web with a single, blank page.
- The Corporate Presence Wizard creates a professional Internet presence for your organization.
- The Customer Support Web template creates a FrontPage web to improve your customer support services, particularly for software companies.
- The Discussion Web Wizard creates a discussion group with threads, a table of contents, and full text searching.
- The Empty Web template creates a new FrontPage web with nothing in it.
- The Import Web Wizard creates a web filled with documents from a directory on your local computer or on a remote file system.
- The Learning FrontPage Tutorial template is used with the FrontPage tutorial in the “Getting Started With FrontPage” manual.
- The Personal Web template creates a simple FrontPage web with a personal home page.
- The Project Web template creates a web for a particular project, containing a list of members, status, schedule, and archive information, and project discussions.

Add to the current web

Check this box to add the pages from the template or Wizard to the current FrontPage web. If the template or Wizard you are adding contains a [file](#) that already exists in the current FrontPage web, you will be asked whether you want to replace the existing file.

Description

This field contains a brief description of the selected template or Wizard.

{button Related Procedures,JI('frontpg.HLP',`Contents_Webs')}

Microsoft FrontPage Help Command

Use the Microsoft FrontPage Help command to display online Help for this Microsoft application.

```
{button Related Procedures,JI('frontpg.HLP','Content_Workplace')}
```

About Microsoft FrontPage Explorer Command

Use the About Microsoft FrontPage Explorer command to view the version number, product identification number, and other information about your copy of the FrontPage Explorer.

Dialog Box Option

Network Test

Click Network Test to open the FrontPage TCP/IP Test dialog box. Click Start Test to have FrontPage check if you have a compliant TCP/IP stack and determine your host name and IP address.

{button Related Procedures,JI('frontpg.HLP','Content_Workplace')}

Microsoft on the Web Command

Use the Microsoft on the Web command to go to the Microsoft FrontPage World Wide Web site.

```
{button Related Procedures,JI('frontpg.HLP','Content_Workplace')}
```

Web Settings Command

Use the Web Settings command to get information about the current FrontPage web.

The FrontPage Web Settings dialog box has four tabs:

- Use the Parameters tab to set up, modify, or remove configuration variables in the current FrontPage web.
- Use the Configuration tab to find information about the current FrontPage web, such as web title and web name, and the version of the FrontPage Server Extensions installed on your computer.
- Use the Advanced tab to set advanced features of the current FrontPage web, such as client-side image maps, server-side image maps, that do not require FrontPage Server Extensions, and other advanced web configuration settings.
- Use the Language tab to set the default language and HTML encoding for the current FrontPage web.

```
{button Dialog Box,AL(`web settings DB tabs',0,`,`,`main')}
```

```
{button Related Procedures,JI(`frontpg.HLP',`Contents_Webs')}
```

Verify Hyperlinks Command

Use the Verify Hyperlinks command to verify the [internal hyperlinks](#) and [external hyperlinks](#) in your [FrontPage web](#).

When you select Verify Hyperlinks, the FrontPage Explorer checks all internal hyperlinks, then displays the Verify Hyperlinks dialog box.

When it is first displayed, the Verify Hyperlinks dialog box lists all broken internal hyperlinks and all external hyperlinks in the FrontPage web. The external hyperlinks are not verified when you select the Verify Hyperlinks command because verification can take a long time. To verify all hyperlinks, click Verify in the Verify Hyperlinks dialog box. This command changes to Stop, so that you can quit verifying hyperlinks before they have all been tested.

Dialog Box Options

Status

Displays the status of each hyperlink, using the following images:



The hyperlink is good.



The hyperlink has not been verified or has been edited since the last verification.



The hyperlink is broken.

URL

The hyperlink being verified.

Linked From

The page containing the hyperlink.

Verify/Stop

Click Verify to start verifying external hyperlinks. While the command is running, the button changes to a Stop button. Click Stop to halt the command before it has verified all external hyperlinks.

Edit Link

Click Edit Link to repair a broken hyperlink using the [Edit Link dialog box](#).

Edit Page

Click Edit Page to open the [page](#) containing the currently selected hyperlink and scroll to the hyperlink. Use this command to repair or remove a hyperlink by editing it directly on the page.

Add Task

Click Add Task while a broken hyperlink is selected to add the task Fix Broken Hyperlink to the [To Do List](#) associated with the [current FrontPage web](#). The task is linked to the broken hyperlink on the page.

```
{button Related Procedures,JI('frontpg.HLP','Contents_Link_Bookmark')}
```


Options Command

Use the Options command to set FrontPage Explorer options. When you set an option, it is set for all FrontPage webs.

The Options dialog box has three tabs:

- Use the General tab to show or hide the Getting Started dialog box, and to warn a user when WebBot Include Components or the text index is out-of-date.
- Use the Proxies tab to register the name of a proxy server.
- Use the Configure Editors to associate an editor with a file type.

```
{button Dialog Box,AL(`web options DB tabs',0,`,`main')}
```

```
{button Related Procedures,JI(`frontpg.HLP',`Contents_Webs')}
```

Show Image Editor

Use the Show Image Editor command to open the application associated with a GIF image in **Tools: Options: Configure Editors**. If no application has been associated with a GIF image, applications associated with a JPEG or BMP image will work.

You can also go to an image editor by clicking the Image Editor button on the FrontPage Explorer's toolbar.



**Image
Editor
button**

{button Related Procedures,JI('frontpg.HLP',`Content_Workplace')}

Hyperlink View Command

Use the Hyperlink View command to display or hide the [Hyperlink View](#). When the Hyperlink View command has a dot next to it, the Hyperlink View is displayed.

You can also display the Hyperlink View by clicking the Hyperlink View button on the FrontPage Explorer's [toolbar](#).



**Hyperlink View
button**

```
{button Related Procedures,JI('frontpg.HLP','Content_Workplace')}
```

Folder View Command

Use the Folder View command to display or hide the Folder View. When the Folder View command has a dot next to it, the Folder View is displayed.

You can also display the Folder View by clicking the Folder View button on the FrontPage Explorer's toolbar.



**Folder
View
button**

```
{button Related Procedures,JI('frontpg.HLP','Content_Workplace')}
```

Hyperlinks to Images Command

Use the Hyperlinks to Images command to display or hide all [hyperlinks to images](#) in a [FrontPage web](#). When the Hyperlinks to Images command has a check mark next to it, hyperlinks to images are displayed in the Hyperlink View. When a [page](#) has a hyperlink to an image, an icon displays next to the page:



**Image
icon**

You can also display hyperlinks to images by clicking the Hyperlinks to Images button on the FrontPage Explorer's [toolbar](#).



**Hyperlinks
to Images
button**

```
{button Related Procedures,JI('frontpg.HLP','Contents_Link_Bookmark')}
```

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Wizard

WME

World Wide Web

WPG

WYSIWYG

absolute URL

The Internet address of a page or other World Wide Web resource that includes the protocol and complete network location of the page or file. The absolute URL includes a protocol, such as "http," network location, and optional path and file name. For example, <http://www.acme.com/welcome.html> is an absolute URL.

active hyperlink

A hyperlink that is currently selected in a Web browser. Some Web browsers indicate the active hyperlink by changing its color.

active page

The page currently being edited in the FrontPage Editor.

ActiveX control

A component that can be inserted in a page to provide functionality not directly available in HTML, such as animation sequences, credit-card transactions, or spreadsheet calculations. ActiveX controls can be implemented in a variety of programming languages from Microsoft and third parties.

address

A paragraph style usually used to render addresses on a page or to supply signatures or other indications of authorship. Address paragraphs are usually displayed in italics and are sometimes indented.

anonymous FTP

A file transfer (FTP) service in which any user can copy files by logging on with the name "anonymous." See also FTP.

article

A single entry in a discussion group. An article can be a response to a previous article.

ASCII

(American Standard Code for Information Interchange) The predominant method for encoding 7-bit characters on a personal computer. HTML tags and URLs must be in ASCII. The FrontPage Editor generates these elements automatically.

authentication database

A database on a server that matches user names to passwords.

background sound

A sound file that you associate with a page. When the page is displayed in a Web browser, the sound file repeats the number of times that you specify.

base URL

An optional URL that you assign to a page to convert relative URLs on the page into absolute URLs. A base URL should end with a document name part, such as <http://sample/sample.htm>, or a trailing slash, such as <http://sample/subdir/>.

BMP

A resolution-dependent file format for images created by Windows Paint, PaintBrush, and other applications.

bookmark

A named set of zero or more characters in a paragraph that can be the target of a hyperlink. In a URL, a bookmark is preceded by a number sign character.

broken hyperlink

In the FrontPage Explorer, a hyperlink that does not correctly point to a page or other Internet file. A broken hyperlink either indicates an incorrect URL or a missing page or file.

bulleted list

A paragraph style that creates a single list element, usually indicated by a bullet character. Also called an unordered list.

bulletin board

An Internet service that makes multiple discussion groups available.

cell

The smallest component of a table. In a table, a row contains one or more cells.

cell padding

The space between the contents and inside edges of a table cell.

cell spacing

The amount of space between cells in a table. Cell spacing is the thickness, in pixels, of the walls of each cell.

CERN image map dispatcher

The program HTIMAGE.EXE, which handles server-side image maps in the Personal Web Server when the image map style is set to "CERN" in the FrontPage Explorer Web Settings dialog box.

CGI

(Common Gateway Interface) A standard mechanism for extending Web server functionality by executing programs or scripts on the Web server in response to Web browser requests. A common use of CGI is in form processing, where the browser sends the form data to a CGI script on the server, and the script integrates the data with a database and sends back a results page as HTML.

change style dropdown

A dropdown control on the FrontPage Editor toolbar in which you can choose the format of the currently selected paragraphs.

check box

A form field that presents the user with a selection that can be chosen by clicking on a box. When the box is selected, it is usually displayed with a check mark or X. Check boxes can represent a set of non-exclusive choices.

client

On the Internet, a program that requests files or services from a server.

client-side image map

An image map that encodes the destination URL of each hotspot directly in the page. Client-side image maps do not require processing from your server to respond to clicks on the image map, so they are more efficient. However, not all browsers support client-side image maps.

client-side program

On the Internet, a program that is run on the client machine rather than on the server machine. Client-side programs do not communicate over the Internet.

clip art

A collection of icons, buttons, and other generally useful graphics files that can be inserted into pages.

clipboard

A temporary storage area on the computer for cut or copied items.

comment

Text that you can view in the FrontPage Editor but that will not be displayed by a Web browser. Comment text is displayed in purple and retains the character-size and other attributes of the current paragraph style.

column

In a table, a vertical collection of cells.

configuration variable

Information about a FrontPage web or page that can be displayed by WebBot form results components or WebBot Substitution components when the page is browsed. FrontPage includes standard web configuration and page configuration variables. You can define new configuration variables by editing the Parameters tab of the FrontPage Explorer Web Settings dialog box.

confirmation page

A page that is displayed in the browser after a form has been submitted by a user. The confirmation page usually echoes the user's name and other data from the form. You specify a form's confirmation page in the form handler's dialog box.

converter

A tool that converts a file, or a portion of a file, from one format to another. For example, FrontPage includes a Microsoft Word to HTML converter.

current FrontPage web

The FrontPage web currently opened in the FrontPage Explorer.

custom dictionary

A dictionary of words that are not in the standard dictionary but that should be accepted by the spelling checker as correct. The custom dictionary is built by the spelling checker Microsoft FrontPage\data\Fpcustom.dic. You can edit this file with a text editor.

default hyperlink

In an image map, the hyperlink to follow when the user clicks outside of any hotspots on the image. You set the default hyperlink by editing the Default Link field in the Image Properties dialog box.

definition

The style of the second of a pair of paragraphs composing a definition list entry. The first paragraph in the pair is the term.

definition list

A list of alternating term and definition paragraphs. Definition lists are often used to implement dictionaries in FrontPage webs. See also term and definition.

discussion group

A FrontPage web that supports interactive discussions by users. Users submit topics by entering text in a form, and they can search the group using a search form or access articles using a table of contents.

discussion group directory

A directory in a FrontPage web containing all of the articles in a discussion group. The name of a discussion group directory begins with an underscore character and is created automatically by FrontPage. Discussion group directories are not normally visible from the FrontPage Explorer. However, they can be searched by a WebBot Search component.

drop-down menu field

A form field that presents a list of selections in drop-down menu style. A drop-down menu form field can be configured to permit the selection of many fields or a single field.

editor

An interactive program that can create and modify files of a particular type. For example, the FrontPage Editor is an HTML editor.

e-mail

(electronic mail) A service for sending messages electronically, over a computer network.

emphasis text

The HTML character style used for mild emphasis. Certain browsers display emphasized text as italic.

EPS

(Encapsulated PostScript) An extension of the PostScript graphics file format developed by Adobe Systems. EPS lets PostScript graphics files be incorporated into other documents. FrontPage supports importing EPS files.

Ethernet

A commonly used local area network (LAN) technology.

extended attribute

An HTML attribute not directly supported in FrontPage. In FrontPage, extended attributes are assigned to an object such as a page or image using the Extended button in the object's properties dialog box.

external hyperlink

A hyperlink to any file that is outside the current FrontPage web.

FAQ

(Frequently Asked Questions) A common type of document on the Internet that contains a list of questions and answers on a common theme. On the World Wide Web, questions are often hyperlinks to the answers.

file

A named collection of information that is stored on a computer disk. Also, an Internet protocol that refers to files on the local disk. You can create file hyperlinks (file://) in the FrontPage Editor using the Insert Hyperlink command.

file server

A program running on a network that stores files and provide access to them. Also called server.

file type

The format of a file, usually indicated by its filename extension. Editors usually work on a limited set of file types. Use the Choose Editors command in the FrontPage Editor to select the application with which to edit different file types in FrontPage.

finger

An Internet program that displays information about the users currently logged on to a computer.

firewall

A method of protecting one network from another network. A firewall blocks unwanted access to the protected network while giving the protected network access to networks outside of the firewall. A company will typically install a firewall to give users access to the Internet while protecting their internal information. FrontPage works with firewalls.

folder

In a URL, a single part of the path to a page. A folder is a named storage area on the computer containing files and other folders. In <http://my.web.site/sample/test.htm>, `sample/` is a folder.

Folder View

In the FrontPage Explorer, the view of a FrontPage web that shows the containment relationship between folders in the FrontPage web. You can create, delete, copy, and move folders in the Folder View.

form

A set of data entry fields on a page that are processed on the server. The data is sent to the server when the user submits the form by clicking on a button or, in some cases, by clicking on an image.

form field

A data-entry field on a page. A user supplies information in a field either by typing text or by selecting the field.

form handler

A program on a server that executes when a user submits a form. A FrontPage form is associated with a form handler in the Form Properties dialog box.

formatted text

A mono-spaced paragraph style in which all white space (such as tabs and spaces) is displayed by the browser. In other text styles, extra white space may be ignored by the browser.

formatting toolbar

The FrontPage Editor toolbar containing commands that reformat selected paragraphs or text.

forms toolbar

The FrontPage Editor toolbar containing commands that create form fields.

frame

A named element of a frame set. A frame appears in a Web browser as a scrollable window in which pages can be displayed. You assign a page to a frame when you create a hyperlink to the page.

frame set

A page that defines a set of named scrollable windows in which other pages can be displayed. Use a frame set when you want the contents of one part of the page to remain unchanged while the contents of other parts of the page change based on hyperlinks that the user selects. To create a frame set in FrontPage, from the FrontPage Editor File menu, choose New and choose the Frames wizard.

FrontPage Editor

The FrontPage tool for creating, editing, and testing Web pages.

FrontPage Explorer

The FrontPage program that lets you create, view, modify, and administer FrontPage webs.

FrontPage Server Extensions

A set of programs and scripts that support FrontPage and extend the functionality of the Web server. The FrontPage Server Extensions are available for the Microsoft Internet Information Server and other popular Windows NT and UNIX Web servers. If you are not sure if your Web server is supported, visit [/www.microsoft.com/frontpage](http://www.microsoft.com/frontpage).

FrontPage web

A home page and its associated pages, images, documents, multimedia, and other files that is stored on a World Wide Web server or on a computer's hard drive. A FrontPage web also contains files that support FrontPage functionality such as WebBot components, and that allow the web to be opened, copied, edited, and administered in the FrontPage Explorer.

FrontPage web name

The name of the FrontPage web. A FrontPage web name corresponds to a directory name on a Web server and is subject to the length, character restrictions, and case sensitivity of that server.

FrontPage web title

A descriptive name for a FrontPage web. The FrontPage web title is displayed in the title bar of the Front Page Explorer window when the FrontPage web is open. A FrontPage web title must start with a letter and can have a maximum of 31 characters.

FTP

(File Transfer Protocol) The Internet service that transfers files from one computer to another. You can create ftp hyperlinks (ftp://) in the FrontPage Editor.

GIF

(Graphics Interchange Format) A commonly used method of encoding images that contain up to 256 colors.

gopher

The Internet protocol in which files are displayed in a hierarchical menu and are retrieved based on user input. You can create gopher hyperlinks (gopher://) in the FrontPage Editor.

heading

A paragraph type that is displayed in a large, bold typeface. The size of a heading is related to its level: Heading 1 is the largest, Heading 2, the next largest, and so on. Use headings to name pages and parts of pages.

hidden field

A form field that is invisible to the user but that supplies data to the form handler. Each hidden field is implemented as a name-value pair. When the form is submitted by the user, its hidden fields are passed to the form-handler along with name-value pairs for each visible form field. You add hidden fields to FrontPage by clicking Add in the Form Properties dialog box.

hidden folder
hidden directory

A folder in a FrontPage web with a name beginning with an underscore character, as in _hidden. By default, pages and files in hidden folders cannot be viewed from the FrontPage Explorer.

home page

The starting point on a Web server. It is the page that is retrieved and displayed by default when a user visits the Web server. The default home-page name for a server depends on the server's configuration. On most Web servers, it is index.html or index.htm. Some servers support multiple home pages.

horizontal line

A horizontal graphic element on a World Wide Web page often used to separate sections of the page.

hotspot

A graphically defined area in an image that contains a hyperlink. An image with hotspots is called an image map. In browsers, hotspots are invisible. Users can tell that a hotspot is present by the changing appearance of the pointer.

HTIMAGE.EXE

The CERN image map dispatcher. This program handles server-side image maps when the image map style is "CERN".

HTML

(HyperText Markup Language). The standard language for describing the contents and structure of pages on the World Wide Web. The FrontPage Page Editor reads and writes HTML files. You do not need to know anything about HTML syntax to use FrontPage.

HTML attribute

A name-value pair used within an HTML tag to assign additional properties to the object being defined. FrontPage assigns some attributes automatically when you create an object such as a paragraph or image map. You can assign other attributes by editing the Properties dialog box.

HTML character encoding

A table which associates a numeric index with each character in a character set. The table is used when you create a Web page for use in a specific language.

HTML tag

A symbol used in HTML to identify a page element's type, format, and structure. The FrontPage Editor automatically creates HTML tags to represent each element on the page.

HTTP

(HyperText Transport Protocol) The Internet protocol that allows World Wide Web browsers to retrieve information from servers.

hyperlink

A jump from text or from an image map to a page or other type of file on the World Wide Web. In World Wide Web pages, hyperlinks are the primary way to navigate between pages and among Web sites.

Hyperlink View

A graphical view in the FrontPage Explorer that displays graphically shows the hyperlinks among pages and other files in your FrontPage web along with the hyperlinks from your FrontPage web to other World Wide Web sites.

hypertext

Originally, any textual information on a computer containing jumps to other information. The hypertext jumps are called hyperlinks. In World Wide Web pages hypertext is the primary way to navigate between pages and among Web sites. Hypertext on World Wide Web pages has been expanded to include hyperlinks from text and hyperlinks from image maps.

IIS

(Internet Information Server) Microsoft's high-performance, secure, and extensible Internet server based on Windows NT Server. IIS supports the World Wide Web, FTP, and gopher.

image

A graphic in GIF or JPEG file format that can be inserted in a World Wide Web page. FrontPage lets you import images in the following formats and insert them as GIF or JPEG: GIF , JPEG, BMP (Windows and OS/2), TIFF, MAC, MSP, PCD, RAS, WPG, EPS, PCX, and WMF.

image alignment

In FrontPage, the specification of how images and text are aligned with each other on the page. You specify image alignment in FrontPage by editing the Image Properties dialog box.

image form field

A form field that displays an image in a form. By clicking the image, the user either submits or clears the form.

image map

An image containing one or more invisible regions, called hotspots, which are assigned hyperlinks. Typically, an image map gives users visual cues about the information made available by clicking on each part of the image. For example, a geographical map could be made into an image map by assigning hotspots to each region of interest on the map.

image toolbar

The FrontPage Editor toolbar that contains commands that operate on images. You use the image toolbar to create hotspots, for example.

IMAGEMAP.EXE

The NCSA image map dispatcher. This program handles server-side image maps when the image map style is "NCSA" and you are using the FrontPage Personal Web Server.

inline image

An image that is embedded in a line of text rather than in its own window. In FrontPage, images are inline by default.

interlaced image

A GIF image that is displayed full-sized at low resolution while it is being loaded, and at increasingly higher resolutions until it is fully loaded and has a normal appearance.

internal hyperlink

A hyperlink to any file that is inside the current FrontPage web.

internal web

A World Wide Web site created within an organization and accessible only to members of that organization on an intranet.

Internet

The global computer network, composed of thousands of Wide Area Networks (WANs) and Local Area Networks (LANs), that uses TCP/IP to provide world-wide communications to homes, schools, businesses, and governments. The World Wide Web runs on the Internet.

Internet database connector

A Microsoft IIS feature that allows your World Wide Web site to access databases.

IP

(Internet Protocol) Internet software that divides data into packets for transmission over the Internet. Computers must run IP to communicate across the Internet. See also TCP.

IP address

(Internet Protocol address) The standard way of identifying a computer that is connected to the Internet, much the way a telephone number identifies a telephone on a telephone network. The IP address is four numbers separated by periods, and each number is less than 256, for example, 192.200.44.69. Your system administrator or Internet service provider will assign your machine an IP address.

IP address mask

(Internet Protocol address mask) A range of IP addresses defined so that only machines with IP addresses within the range are allowed access to an Internet service. To mask a portion of the IP address, replace it with the asterisk wild card character (*). For example, 192.44.*.* represents every computer on the Internet with an IP address beginning with 192.44.

ISAPI

(Internet Server Application Programming Interface) A high-performance Web server application development interface, developed by Process Software and Microsoft Corporation, that can be used in place of CGI.

Java

A general-purpose programming language created by Sun Microsystems. Java can be used to create Java applets. A Java program is downloaded from the Web server and interpreted by a program running on the machine containing the Web browser.

Java applet

A short program written in Java that is attached to a World Wide Web page and executed by the browser machine.

JavaScript

A cross-platform, World Wide Web scripting language developed by Netscape Communications. JavaScript code is inserted directly into the HTML page.

JPEG

(Joint Photographic Expert Group) A color image format with excellent compression for most kinds of images. JPEG is commonly used on the World Wide Web for 24-bit color images.

LAN

(Local Area Network) A computer network technology that is designed to connect computers that are separated by a short distance. A LAN can be connected to the Internet and can also be configured as an intranet.

line break

A special character that forces a new line on the page without creating a new paragraph.

list

A group of paragraphs formatted to indicate membership in a set or in a sequence of steps. In the FrontPage Editor you can create numbered lists or bulleted lists, menus, directories, or definitions.

MAC

The Macintosh Paint image format.

mailto

The Internet protocol that is used to send electronic mail. You can create mailto hyperlinks (mailto://) in the FrontPage Editor.

marquee

A region on a page that displays a horizontally scrolling message. To create a marquee in FrontPage, you apply the Scrolling Text format.

menu list

A list of short paragraph entries formatted with little white space between them.

meta tag

An HTML tag that must appear in the <head> portion of the page. Meta tags supply information about the page but do not effect its display. A standard meta tag, "generator" is used to supply the type of editor that created the HTML page.

Microsoft Image Composer

A powerful image composing and editing application that is integrated with FrontPage.

MIME type

(Multipurpose Internet Mail Extensions type) A method used by Web browsers to associate files of a certain type with helper applications that display files of that type.

MSP

Microsoft Paint image format.

multihosting

The ability of a Web server to support more than one Internet address and more than one home page on a single server. Also called multihoming.

name-value pair

The name of a form field and the value of the field at the time the form is submitted. Each field in a form can have one or more name-value pairs, and the form itself can have one or more name-value pairs.

NCSA image map dispatcher

The program `IMAGEMAP.EXE`, which handles server-side image maps when the image map style is "NCSA" and you are using the FrontPage Personal Web Server.

nested list

A list that is contained within a member of another list. Nesting is indicated by indentation in most Web browsers. When you create one list element within another list element in FrontPage, the new list element is automatically nested.

network location

In a URL, the unique name that identifies an Internet server. A network location has two or more parts, separated by periods, as in my.network.location. Also called host name and Internet address.

news

The Internet protocol for retrieving files from an Internet news service. You can create news hyperlinks (news://) in the FrontPage Editor.

normal text

The default paragraph style of the FrontPage Editor, intended for use in text paragraphs.

NSAPI

(Netscape Server Application Programming Interface) A Netscape-only Web server application development interface, developed by Netscape Communications Corporation.

numbered list

The World Wide Web page paragraph style that presents an ordered list of items.

OLE

(Object Linking and Embedding) An object system created by Microsoft. OLE lets the author invoke different editor components to create a compound document.

one-line text box

A labeled, single-line form field in which users can type text.

page

A single document in a World Wide Web site written using the HTML language. You use the FrontPage Editor to create, modify, and test pages, without having to learn HTML.

page title

A text string identifying a page. The page title is displayed in the FrontPage Explorer and is used by many FrontPage Editor and FrontPage Explorer commands.

paragraph style

A label for a FrontPage Editor paragraph-type. Paragraph style specifies the type of font to use in a paragraph, along with the font's size, and other attributes. Paragraph style also specifies whether to use bullets and numbering, and controls indentation and line spacing.

password

A text string that allows a user access to an Internet service, if the service requires it.

path

The portion of a URL that identifies the folders containing a file. For example, in the URL `http://my.web.site/hello/world/greetings.htm`, the path is `/hello/world/`.

PCT

(Personal Communications Technology) An enhanced version of Secure Socket Layer. See also SSL.

PCX

A file format that compresses its image data with RLE-type compression, used by early versions of Windows PaintBrush. FrontPage can import PCX files.

plug-in

One of a set of software modules that integrate into Web browsers to offer a range of interactive and multimedia capabilities.

port

One of the network input/output channels of a computer running TCP/IP. In the World Wide Web, port usually refers to the port number a server is running on. A single computer can have many Web servers running on it, but only one server can be running on each port. The default port for World Wide Web servers is 80.

properties

The settings and values that characterize an item in a FrontPage web, such as the title and URL of a web, the file name and path of a file, or the name and initial value of a form field.

protocol

A method of accessing a document or service over the Internet, such as File Transfer Protocol (FTP) or HyperText Transfer Protocol (HTTP). Also called type.

proxy server

An Internet server that acts as a firewall, mediating traffic between a protected network and the Internet.

push button

A form field that lets the user submit the form or that resets the form to its initial state.

radio button

A form field that presents the user with a selection that can be chosen by clicking on a button. Radio buttons are presented in a list, one of which is selected by default. Selecting a new member of the list deselects the currently selected item.

RAS

Sun Raster Image File image format.

registered user

A user of a Web site with a recorded name and password. In a FrontPage web, you can register users with a WebBot Registration component.

relative URL

The Internet address of a page or other World Wide Web resource with respect to the Internet address of the current page. A relative URL gives the path from the current location of the page to the location of the destination page or resource. A relative URL can optionally include a protocol. For example, the relative URL `doc/sample.htm` refers to the page `sample.htm` in the directory `doc`, below the current directory.

root FrontPage web

The FrontPage web that is provided by the server by default. To access the root web, you supply the URL of the server without specifying a page name. FrontPage is installed with a default root web named <root web>. All FrontPage webs are contained by the root FrontPage web.

row

In a table, a horizontal collection of cells.

RTF

(Rich Text Format) A method of encoding text formatting and document structure using the ASCII character set. By convention, RTF files have an RTF filename extension. You can open RTF files in the FrontPage Editor and have it converted to HTML.

script

A type of computer code than can be directly executed by a program that understands the language in which the script is written. Scripts do not need to be compiled into object code to be executed.

scrolling text box

A labeled, multiple-line form field in which users can type one or more lines of text.

search form

See WebBot Search component.

Secure Socket Layer

(SSL) A low-level protocol that enables secure communications between a server and FrontPage or a browser.

selection bar

An unmarked column along the left edge of the FrontPage Editor window that is used to select text with the mouse.

server

A computer that offers services on a network. On the World Wide Web, the server is the computer that runs the Web server program that responds to HTTP protocol requests by providing Web pages. Also called host.

server-side image map

An image map that passes the coordinates of the cursor to a CGI handler routine on the server. Server-side image maps require your server to compute the target URL of the hyperlink based on the cursor coordinates.

server-side include

A feature provided by some Web servers that automatically inserts text onto pages when they are given to the browser.

SGML

An ISO (International Standards Organization) markup language for representing documents on computers. HTML is based on SGML concepts.

size handle

The black rectangle displayed on a selected form field or hotspot. When you select a size handle, the cursor becomes a bi-directional arrow. Click and drag a size handle to reshape the field or hotspot.

special character

A character not in the standard 7-bit ASCII character set, such as the copyright mark (©). In FrontPage, you add special characters in the FrontPage Editor using the Symbol command on the Insert menu.

standard toolbar

The FrontPage Editor toolbar containing the most commonly used menu commands.

status bar

The area at the bottom of the FrontPage Editor or FrontPage Explorer that displays information about the currently selected command or about an operation in progress.

strong text

The HTML character style used for strong emphasis. Certain browsers display this style as bold.

table

One or more rows of cells on a page used to organize the layout of a page or arrange data systematically. In FrontPage, you can place anything in a table cell, including text, images, forms, and WebBot components.

tag selection

In the FrontPage Editor, a method of selecting a group of paragraphs and other objects on a page. Use tag selection to select the members of a list, an entire form, or a WebBot component. To tag select a set of objects, move the cursor to the left of the objects until the cursor becomes the tag selection cursor (an arrow pointing to the upper-right), and then double-click.

task

An item on a FrontPage To Do List representing one action you need to perform to complete a FrontPage web. Some tasks are automatically generated by FrontPage Wizards. You can also add your own tasks to the To Do list.

TCP

(Transmission Control Protocol) Internet networking software that controls the transmission of packets of data over the Internet. Among its tasks, TCP checks for lost packets, puts the data from multiple packets into the correct order, and requests that missing or damaged packets be resent. Computers must run TCP to communicate with World Wide Web servers.

template

A set of designed formats for text and images on which pages and FrontPage webs can be based. After a page or FrontPage web is created using a template, you can modify the page or FrontPage web.

term

The first of a pair of paragraphs formatted as a definition list entry. The second paragraph is the definition.

thumbnail

A small version of an image on a World Wide Web page, often containing a hyperlink to a full-size version of the image.

TIFF

(Tagged Image File Format) A tag-based image format. TIFF is designed to promote universal interchanges of digital images.

To Do List

The FrontPage tool that maintains a list of the tasks required to complete a FrontPage web. To complete a task on the list, click on it; the program required to do the task starts up with the correct file opened.

typewriter font

The text style that emulates fixed pitch typewritten text. Every character in this font is the same width. Typewriter font is useful for computer code examples and for presenting sample input from the user.

UNIX

An operating system typically used on proprietary workstations and computers. Some World Wide Web servers run on UNIX systems.

URL

(Uniform Resource Locator) A string that supplies the Internet address of a resource on the World Wide Web, along with the protocol by which the resource is accessed. The most common URL type is "http," which gives the Internet address of a World Wide Web page. Some other URL types are "gopher," which gives the Internet address of a Gopher directory, and "ftp," which gives the address of an FTP resource.

VBScript

A subset of the Microsoft Visual Basic programming system. Microsoft Internet Explorer version 3.0, along with other browsers, can read VBScript programs embedded in HTML pages. VBScript programs can be executed either on the browser machine or the World Wide Web server. In the FrontPage Editor you can insert and edit VBScripts.

veronica

An automated Internet search service available through gopher. See also gopher.

video clip

A short video sequence that can be embedded into a World Wide Web page. Video clips can be inserted into FrontPage using ActiveX Controls, VBScripts, Java applets, or plug-ins.

visited hyperlink

A hyperlink on a page that has been activated. Visited hyperlinks are usually displayed in a unique color by the browser.

Visual SourceSafe

A document source-control system developed by Microsoft. FrontPage integrates with Visual SourceSafe if you have it installed.

WAIS

(Wide Area Information Service) Supports searching over the Internet.

WAN

(Wide Area Network) A computer network that spans a long distance and that uses specialized computers to connect smaller networks.

watermark

An image that appears on the backgrounds of pages in a Web site to decorate and identify the pages, but which does not scroll as the page scrolls.

Web browser

A client program that retrieves World Wide Web pages and displays them to the user.

Web Wizard

The FrontPage interactive tool that guides the author through the creation of a FrontPage web.

WebBot component

A dynamic object on a page that is evaluated and executed when the author saves the page or, in some cases, when the user browses to the page. Most WebBot components generate HTML.

WebBot component cursor

The robot-shaped cursor that appears when you move the FrontPage cursor over an area of the page containing a WebBot component.

WebBot Confirmation Field component

A FrontPage WebBot component that is replaced with the contents of a form field. It is useful on a form confirmation page, where it can echo the user's name or any other data entered into a field.

WebBot Discussion component

A FrontPage form handler that allows users to participate in an online discussion. The WebBot Discussion component collects information from a form, formats it into an HTML page, and adds the page to a table of contents and to a text index. In addition, the WebBot Discussion component gathers information from the form and stores it in one of a selection of formats.

WebBot form component

A FrontPage WebBot component that supplies processing of a form.

WebBot HTML Markup component

A FrontPage WebBot component that is replaced with any arbitrary text you supply when you create the WebBot component. This text is substituted for the WebBot component when the page is saved to the server as HTML. Use this WebBot component to add non-standard HTML commands to a page.

WebBot Include component

A FrontPage WebBot component that is replaced with the contents of another page in the FrontPage web. This lets you update parts of many pages in one step.

WebBot Registration component

A WebBot form component that allows users to automatically register themselves for access to a service implemented as a World Wide Web site. The WebBot Registration component adds the user to the service's authentication database, then optionally gathers information from the form and stores it in one of many available formats.

WebBot Save Results component

A WebBot form component that gathers information from a form and stores it in one of a selection of formats. When a user submits the form, the WebBot Save Results component appends the form information to a file on the server in a specified format.

WebBot Scheduled Image component

A FrontPage WebBot component that is replaced on the page by an image during a specified time period. When the time period has expired, the image is no longer displayed. This is useful for displaying graphical information that has a limited lifetime, such as the announcement of a new product.

WebBot Scheduled Include component

A FrontPage WebBot component that is replaced with the contents of a file in the FrontPage web during a specified time period. When the time period has expired, the contents of the file are no longer displayed. This is useful for displaying textual information that has a limited lifetime.

WebBot Search component

A FrontPage WebBot component that creates a form that provides full text-searching capability in your FrontPage web when the FrontPage web is browsed. When the user submits a form containing words to locate, the WebBot Search component returns a list of hyperlinks to the pages in your FrontPage web containing matches for the words.

WebBot Substitution component

A FrontPage WebBot component that is replaced by the value of a selected page configuration or web configuration variable.

WebBot Table of Contents component

A FrontPage WebBot component that creates an outline of your FrontPage web, with hyperlinks to each page. The WebBot Table of Contents component updates this outline each time the FrontPage web's contents change.

WebBot Timestamp component

A FrontPage WebBot component that is replaced by the date and time the page was last edited or updated.

Wizard

A FrontPage program that creates FrontPage webs and pages based on interaction with the author.

WMF

(Windows MetaFile) A device-independent method of representing an image.

World Wide Web

The graphical Internet hypertext service that uses the HTTP protocol to retrieve World Wide Web pages and other data from World Wide Web servers. Pages on the World Wide Web usually contain hyperlinks to other pages or to multimedia files.

WPG

An image format used by WordPerfect.

WYSIWYG

(What You See Is What You Get). An editing interface in which the file being created is displayed as it will appear to the end-user. The FrontPage Editor is a WYSIWYG editor.

Convert Text Dialog Box

The Convert Text dialog box is displayed by the Open command when you want to open a text file and by the File command when you want to insert a text file. The dialog box presents options for converting the text to FrontPage Editor paragraph styles.

Dialog Box Options

One formatted paragraph

Converts the text to a single paragraph of formatted text, with line breaks.

Formatted paragraphs

Converts each paragraph in the text file to formatted text.

Normal paragraphs

Converts each paragraph in the text file to normal text.

Normal paragraphs with line breaks

Converts each paragraph in the text file to normal text and preserves the line endings by inserting line breaks at the end of each line.

```
{button Related Procedures,AL('file page procedures',0,',' ,`main')}
```

Open File As Dialog Box

The Open File As dialog box lets you indicate the type of file you are opening or inserting. It is displayed by the Open command and the Insert File command when:

- You are opening or inserting a file with a file name extension that FrontPage does not recognize.
- You are opening or inserting a file and the contents of the file do not appear to match the type indicated by the file name extension.

Dialog Box Options

HTML

Indicates that the file is an HTML file.

RTF

Indicates that the file is an RTF file.

TXT

Indicates that the file is a text file.

If the dialog box indicates that binary data is detected in the file, you may be trying to open an image file. This is not supported using the Open command. Use the **Insert: Image** command to open image files.

{button Related Procedures,JI('frontpg.HLP','Content_Files')}

Marquee Command

Use the Marquee command to insert a region for animated text on the active page. Marquees are useful for drawing the user's attention to a line of text, such as a headline or an important announcement.

A marquee will be inserted at the insertion point on the page after the properties have been set in the Marquee Properties dialog box. To view the text movement of the marquee as it will appear when the page is browsed on the World Wide Web, choose **File: Preview in Browser**.

Note Some Web browsers cannot display marquees. A normal line of text will be substituted in place of the marquee.

Dialog Box Options

Text

Enter the text that is to be animated with a marquee. If text was selected on the active page when you chose the Marquee command, it will be display it in the Text field.

Direction

Choose the direction in which the animated marquee text will move.

Left

This option causes marquee text to move from the right to the left window border.

Right

This option causes marquee text to move from the left to the right window border.

Movement Speed

Choose the speed at which the marquee text will move.

Delay

This option specifies the delay, in milliseconds, before the marquee text will begin to move.

Amount

This option specifies the amount of movement, in pixels, by which the marquee text will move.

Behavior

Choose the type of motion that will be used to animate the marquee text.

Scroll

Similar to a stock ticker, this option causes the marquee text to continuously scroll across the screen, in the direction you specify.

Slide

This option causes marquee text to slide into view from the starting direction to the opposite window border. When the end of the defined marquee region is reached, the marquee text remains on the screen.

Alternate

This option causes marquee text to alternate back and forth, from the starting direction to the opposite window border. The marquee text remains on the screen at all times.

Align With Text

Choose this option to specify how the marquee region should be aligned with normal text.

Top

This options aligns marquee text with the top of normal text.

Middle

This options aligns marquee text with the middle of normal text.

Bottom

This options aligns marquee text with the bottom of normal text.

Size

By default, the dimensions of the marquee region are determined by the size of its text. You can override this default by specifying the exact height and width of a marquee.

Specify Width

This option lets you specify the exact width of the rectangular region that the marquee will occupy on the screen. The value you enter can be specified in pixels or in a percentage. Specifying pixels will define the marquee width precisely, whereas specifying a percentage will cause the exact width of the marquee to be dependent on the size of the user's Web browser window and screen resolution.

Note If you choose a background color in the Marquee Properties dialog box, you will be able to see the exact size and shape of the marquee region.

Specify Height

This option lets you specify the exact height of the rectangular region that the marquee will occupy on the screen. The value you enter can be specified in pixels or in a percentage. Specifying pixels will define the marquee height precisely, whereas specifying a percentage will cause the exact height of the marquee to be dependent on the size of the user's Web browser window and screen resolution.

Note If you choose a background color in the Marquee Properties dialog box, you will be able to see the exact size and shape of the marquee region.

Repeat

Choose a repeat option if you want the behavior of the marquee text to repeat the specified scrolling, sliding, or alternating effect.

Continuously

Select this option if you want the marquee text to keep repeating its specified behavior for as long as the page is displayed in the user's Web browser window.

Times

Select this option if you want the marquee text to repeating its specified behavior a specific number of times while the page is displayed in the user's Web browser window. The default setting is 1, which means that the behavior will occur only once and without repetition.

Background Color

Choosing a background color fills the defined marquee region with the specified color. This is useful for visually defining the region of the marquee, as well as for offsetting the marquee text from the rest of the page.

```
{button Related Procedures,Jl('frontpg.HLP>main','Contents_Pages')}
```

Script Command

Use the Script command to insert a script, such as Visual Basic Script or JavaScript, into your web page. Usually scripts are run by a Web browser when a page opens, typically to display information produced by the script.

You can add Visual Basic Script or JavaScript to your page using the options in the Script dialog box or using the point-and-click interface of the Script Wizard.

In FrontPage you can write inline scripts – scripts that are embedded in the page and get run when the page is displayed in a Web browser – and event scripts – scripts that run when trigger events from ActiveX controls and form fields occur. Use the Script dialog box or the Script Wizard to create event scripts; use the Script dialog box to create inline scripts.


When you use the Script Wizard, you can only write event scripts. However, the point-and-click interface allows you to select objects and associated events, then pick the an action that will be done when the event takes place. After you make your selections, the Script Wizard creates the Visual Basic Script or JavaScript for you. For more information about the Script Wizard, press the Help button in the Script Wizard's dialog boxes.

Dialog Box Options

Language

Use this section to choose the language in which you want to write your script. If you use the Script Wizard, you must set the language in which you want to write in this dialog box. For example, if the language option is set to JavaScript and you open the Script Wizard to edit a Visual Basic Script, the changes you make will be written in JavaScript.

Visual Basic Script

Select this option if you want to write your script in Visual Basic Script. When your script is completed and you close the dialog box, FrontPage inserts the Visual Basic Script icon  to indicate that a Visual Basic script has been placed in the page.

Run Script on Server

This option is currently unavailable.

JavaScript

Select this option if you want to write your script in JavaScript. When your script is completed and you close the dialog box, FrontPage inserts the JavaScript icon  to indicate that a JavaScript has been placed in the page.

Other

This option will support future languages that become popular.

Extended

Click Extended to open the Extended Attributes Dialog Box to add script HTML attributes not directly supported in FrontPage. To create an event script use the Script Wizard.

Script

Type your script in this field.

Script Wizard

The Script Wizard is the recommended alternative method for creating Visual Basic Script or JavaScript associated with events. Be sure to set the language for the script in the Language section of this dialog. For example, if the language option is set to JavaScript and you open the Script Wizard to edit a Visual Basic Script, the changes you make will be written in JavaScript.

Note When you use the Script Wizard, the Visual Basic Script or JavaScript icon may not be added to your page if you add a script to a form field or ActiveX control that already exists on the page.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To display a database record column value

If you have created an [IDC file](#), you can display a column value from a database record in the [HTX file](#) associated with the IDC file.

- 1 In the FrontPage Editor, choose **Edit: Database: Database Column Value**.
- 2 In the Database Column Name field, enter the name of a column in the database record associated with the current HTX file and click OK.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_database')}
```

To display an IDC parameter value

If you have created an [IDC file](#), you can display an IDC parameter in the [HTX file](#) associated with the IDC file. An IDC parameter value can be the name of a form field used to compose a database query or a default parameter specified in an IDC file.

- 1 In the FrontPage Editor, choose **Edit: Database: IDC Parameter Value**.
- 2 In the Parameter Name field, enter the name of an IDC parameter to display, and click OK.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_database')}
```

To delete IDC parameter values

- 1 In an HTX file, select a region containing one or more IDC parameter values.
- 2 Choose **Edit: Database: Remove Database Directive** and click OK.

All IDC parameter values are removed from the region, along with database column values, detail section beginning and ending markers, and conditional statement beginning and ending markers.

{button Related Procedures,JI('frontpg.HLP>main','Contents_database')}

To delete database column values

- 1 In an HTX file, select a region containing one or more database column values.
- 2 Choose **Edit: Database: Remove Database Directive** and click OK.

All database column values are removed from the region, along with IDC parameter values, detail section beginning and ending markers, and conditional statement beginning and ending markers.

{button Related Procedures,JI('frontpg.HLP>main','Contents_database')}

To delete detail section begin and end markers

- 1 In an HTX file, select a region containing one or more detail section beginning and ending markers.
- 2 Choose **Edit: Database: Remove Database Directive** and click OK.

All detail section beginning and ending markers are deleted from the region, along with IDC parameter values, database column values, and conditional statement beginning and ending markers.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_database')}
```

To delete conditional statement beginning and ending markers

- 1 In an HTX file, select a region containing one or more conditional statement beginning and ending markers.
- 2 Choose **Edit: Database: Remove Database Directive** and click OK.

All conditional statement beginning and ending markers are removed from the region, along with database column values, detail section beginning and ending markers, and IDC parameter values.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_database')}
```

To create a detail section

1 In an HTX file, select a region to define as a detail section.

2 Choose **Edit: Database: Detail Section** and click OK.

The FrontPage Editor displays the detail section between a pair of detail section markers.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_database')}
```


To create an If-Then conditional section

- 1 In an HTX file, select a region to display if a Boolean expression evaluates to True.
- 2 Choose **Edit: Database: If-Then Conditional Section** and click OK.
- 3 In the First Item section of the If-Then Conditional Section dialog box, in the Type field, select the type of the first value of the Boolean expression that controls the conditional display of a portion of the HTX file:
 - Database Column Value specifies the value of a database column
 - IDC Parameter Value specifies the value of an IDC parameter.
 - Constant Value specifies a constant value
 - CurrentRecord is a special IDC variable that always equals the number of records that have been returned by the current database query. This value will be zero, for example, if no matching records in the database were found.
 - MaxRecords is a special IDC variable. It is the maximum number of records that can be returned from a database query.
 - HTTP Variable specifies the value of an HTTP variable.
- 4 In the First Item section of the If-Then Conditional Section dialog box, in the Value field, enter a name or value. You can not enter a value if the Type is CurrentRecord or MaxRecords.
- 5 In the Condition field, choose the comparison operator that will form the Boolean expression:
 - Equals specifies that the first item's value equals the second item's value
 - Less Than specifies that the first item's value is less than the second item's value
 - Greater than specifies that the first item's value is greater than the second item's value
 - Contains specifies that any part of the first item's value contains the second item's value
- 6 In the Second Item section of the If-Then Conditional Section dialog box, in the Type field, select the type of the second value of the Boolean expression that controls the conditional display of a portion of the HTX file:
- 7 In the Second Item section of the If-Then Conditional Section dialog box, in the Value field, enter a name or value.
- 8 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_database')}

To create an Else conditional section

- With the insertion point inside an If-Then conditional section of an [HTX file](#), choose **Edit: Database: Else Conditional Section**.

If the Boolean expression in the If-Then conditional section evaluates to False, all content between the Else marker and the End Condition marker will be displayed.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_database')}
```

To change a marquee's behavior

- 1 In the FrontPage Editor, click the marquee to select it.
- 2 Choose **Edit: Marquee Properties**.
The Marquee Properties dialog box is displayed.
- 3 In the Behavior list, choose the movement behavior of the marquee.
Similar to a stock ticker, the Scroll option causes the marquee text to continuously scroll across the screen, in the direction you specify.
The Slide option causes marquee text to slide into view from the starting direction to the opposite window border. When the end of the defined marquee region is reached, the marquee text remains on the screen.
The Alternate option causes marquee text to alternate back and forth, from the starting direction to the opposite window border. The marquee text remains on the screen at all times.
- 4 Click OK.
To preview the marquee as it will appear when the page is browsed on the World Wide Web, choose **File: Preview in Browser**.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

Settings Tab Permissions Dialog Box

Use the Settings Tab to set up permissions for the web you are creating.

Dialog Box Options

Use same permissions as root web

Select this option to use the permissions that were established with the [root FrontPage web](#).

Use unique permissions for this web

Select this option to set up new permissions that will be unique to this [FrontPage web](#).

Description

This field contains a description of the types of permissions that will be allowed by the [FrontPage Explorer](#).

Apply

Click Apply to activate the changes you have made.

{button Related Procedures,JI('frontpg.HLP','Contents_Webs')}

Users Tab Permissions Dialog Box

Use the Users tab of the Permissions dialog box to add or remove authorized users to or from the current FrontPage web. All users have access to a FrontPage web by default. Only authorized administrators can restrict end users from a FrontPage web.

Dialog Box Options

Name

This field lists the names of all authorized users.

Access Rights

This field lists the access rights associated with each user name.

Add

Click Add to open the Add Users dialog box, where you can add new users and specify their access rights.

Note: If this button is dimmed, your access rights are not sufficient for this function.

Edit

Click Edit to open the Edit Users dialog box, where you can change the access rights for the selected user.

Note: If this button is dimmed, your access rights are not sufficient for this function.

Remove

Click Remove to delete the selected user from the permissions list.

Note: If this button is dimmed, your access rights are not sufficient for this function.

Everyone has browse access

Select this option to grant browse access to all entries in the permissions list.

Only registered users have browse access

Select this option to grant browse access to authorized users only.

Apply

Click Apply to activate the changes you have made.

{button Related Procedures,JI('frontpg.HLP','Contents_Webs')}

Computers Tab Permissions Dialog Box

Use the Computers tab of the Permissions dialog box to specify which workstations have access to the FrontPage web. Only those computers whose IP address is listed in the permissions list on the Computers tab can access the FrontPage web.

Dialog Box Options

Add

Click Add to open the Add Computers dialog box, where you can add new computers by specifying their IP addresses.

Note: If this button is dimmed, your access rights are not sufficient for this function.

Edit

Click Edit to open the Edit Computer dialog box, where you can change the access rights for the selected computer.

Note: If this button is dimmed, your access rights are not sufficient for this function.

Remove

Click Remove to delete the selected computer from the permissions list.

Note: If this button is dimmed, your access rights are not sufficient for this function.

Apply

Click Apply to activate the changes you have made.

{button Related Procedures,AL('file web procedures',0,',','main')}

Add User Dialog Box

Use the Add User dialog box to add new users to a FrontPage web and to set their appropriate access rights.

Dialog Box Options

Name

Type in the name the end user will use for access. Names can be a maximum of 128 characters.

Password

Enter the new user's password. You can use alphanumeric characters and punctuation, but you cannot use spaces. FrontPage passwords are case-sensitive.

Confirm Password

Verify the new password by typing it again. If the confirmation field matches the entry in the Password field, the new user's password will be successfully registered.

User Can

Choosing from the three options in this field, you can assign the new user's appropriate access rights.

Browse This Web

Specify this option to grant the user browse access to the current FrontPage web.

Author And Browse This Web

Specify this option to grant the user authoring and browse access to the current FrontPage web.

Administer, Author, and Browse This Web

Specify this option to grant the user administrative, authoring, and browse access to the current FrontPage web.

{button Related Procedures,JI('frontpg.HLP','Contents_Webs')}

Edit User Dialog Box

Use the Edit User dialog box to change a user's access rights to a [FrontPage web](#).

Dialog Box Options

Name

Displays the name of the user whose access rights you want to change.

User Can

Choosing from the three options in this field, you can assign the user's new access rights.

Browse This Web

Specify this option to grant the user browse access to the current FrontPage web.

Author And Browse This Web

Specify this option to grant the user authoring and browse access to the current FrontPage web.

Administer, Author, and Browse This Web

Specify this option to grant the user administrative, authoring, and browse access to the current FrontPage web.

{button Related Procedures,JI('frontpg.HLP','Contents_Webs')}

Add Computer Dialog Box

Use the Add Computer dialog box to add FrontPage web permissions for new computers.

Dialog Box Options

IP Mask

Enter the IP address for the computer you want to add to the permissions list. To add a group of computers, enter an IP mask with the asterisk (*) character in place of specific address groups.

Password

Enter the new user's password. You can use alphanumeric characters and punctuation, but you cannot use spaces. FrontPage passwords are case-sensitive.

Confirm Password

Verify the new password by typing it again. If the confirmation field matches the entry in the Password field, the new user's password will be successfully registered.

User Can

Choosing from the three options in this field, you can assign the new user's appropriate access rights.

Browse This Web

Specify this option to grant the user browse access to the current FrontPage web.

Author And Browse This Web

Specify this option to grant the user authoring and browse access to the current FrontPage web.

Administer, Author, and Browse This Web

Specify this option to grant the user administrative, authoring, and browse access to the current FrontPage web.

{button Related Procedures,JI('frontpg.HLP','Contents_Webs')}

Edit Computer Dialog Box

Use the Edit Computer dialog box to change a computer's access rights to a [FrontPage web](#).

Dialog Box Options

Name

Displays the name of the user whose access rights you want to change.

User Can

Choosing from the three options in this field, you can assign the user's new access rights.

Browse This Web

Specify this option to grant the user browse access to the current FrontPage web.

Author And Browse This Web

Specify this option to grant the user authoring and browse access to the current FrontPage web.

Administer, Author, and Browse This Web

Specify this option to grant the user administrative, authoring, and browse access to the current FrontPage web.

{button Related Procedures,JI('frontpg.HLP','Contents_Webs')}

Permissions Command

Use the Permissions command to authorize administrators, authors, and end users of a FrontPage web. You must have administrator access to the FrontPage web in order to use this command.

The Permissions dialog box has three tabs:

- Use the Settings tab to decide the type of permissions you want to set up for the current FrontPage web.
Note When working with a root FrontPage web, the Settings tab is not shown.
- Use the Users tab to set up administrators, authors, and users of a FrontPage web. Administrators can create and delete FrontPage webs, create and delete pages, designate authors, and restrict end users from accessing a FrontPage web. Authors can create and delete pages.
- Use the Computers tab to restrict specific workstations from accessing a FrontPage web.

```
{button Dialog Box,AL('web permissions DB tabs',0,',','main')}
```

```
{button Related Procedures,JI('frontpg.HLP','Contents_Webs')}
```

Change Password Command

Use the Change Password command to change a password. You must supply the current password before you can change it. You establish the new password in the Change Password dialog box.

Dialog Box Options

Old Password

Enter the current password.

New Password

Enter the new password. You can use alphanumeric characters and punctuation, but you cannot use spaces. FrontPage passwords are case-sensitive.

Confirm Password

Verify the new password by typing it again. If the confirmation field matches the entry in the New Password field, the password will be successfully changed.

{button Related Procedures,JI('frontpg.HLP','Contents_Webs')}

Database Column Value Command

Use the Database Column Value command to insert the value of one column from a database record into an [HTX file](#). Column values are intended for use within a [detail section](#) in your HTX file.

Dialog Box Options

Database column name

Enter the name of a column in a database record to display in the current HTX file.

```
{button Related Procedures,JI('frontpg.HLP','Content_Database')}
```

IDC Parameter Value Command

Use the IDC Parameter Value command to insert the value of an IDC parameter value into an HTX file. An IDC parameter value can be the name of a form field used to compose a database query or a default parameter specified in an IDC file.

Dialog Box Options

Parameter name

Enter the name of a an IDC parameter value to display.

```
{button Related Procedures,JI('frontpg.HLP','Content_Database')}
```

Remove Database Directive Command

Use the Remove Database Directive command to remove the following database directives from a selected region of an [HTX file](#):

- [IDC](#) parameter values
- database column values
- [detail section](#) beginning and ending markers
- conditional statement beginning and ending markers

{button Related Procedures,JI('frontpg.HLP',`Content_Database')}

Detail Section Command

Use the Detail Section command to define a selected region of an [HTX file](#) as a [detail section](#). When you define a detail section, the FrontPage Editor displays it between pair of detail section markers.



Detail Section Markers

To remove a detail section, use the [Remove Database Directive command](#).

```
{button Related Procedures,JI('frontpg.HLP','Content_Database')}
```


If-Then Conditional Section Command

Use the If-Then Conditional Section command to display a portion of an [HTX file](#) if a Boolean expression evaluates to True.

When you define an If-Then Conditional section, the FrontPage Editor marks its beginning with an If-Then condition marker and its end with an End condition marker



If-Then Condition Marker



End Condition Marker

If you choose the If-Then Conditional Section command with a portion of the HTX file selected, the markers will enclose the selected portion of the HTX file. You can add any content to an If-Then conditional section after it is defined.

To remove an If-Then conditional section, use the [Remove Database Directive command](#).

Dialog Box Options

First item

Use the fields in this section to define the first value in the Boolean expression that controls the conditional display of a portion of the HTX file.

Type

Select the type of the first value in the Boolean expression:

- Database Column Value specifies the value of a database column.
- IDC Parameter Value specifies the value of an [IDC](#) parameter, which is usually a criteria value used by the query.
- Constant Value specifies a constant value, such as the number 5 or the string "Web."
- CurrentRecord is a special IDC variable that always equals the number of the record that is currently being processed. This value will be zero, for example, if no matching records in the database were found.
- MaxRecords is a special IDC variable. It is the maximum number of records that can be returned from a database query.
- HTTP Variable specifies the value of an HTTP variable. The available HTTP variables depends on your Web server and Web browser configuration. See the Internet Database Connector documentation for details.

Value

For all types except CurrentRecord and MaxRecord, enter a name or value. For example, if Type is Database Column Value, enter the name of a database column. If Type is Contant Value, enter any value.

Condition

Choose the comparison operator that will form the Boolean expression:

- Equals specifies that the first item's value equals the second item's value
- Less Than specifies that the first item's value is less than the second item's value
- Greater than specifies that the first item's value is greater than the second item's value
- Contains specifies that any part of the first item's value contains the second item's value

Second item

Use the fields in this section to define the second value in the Boolean expression that controls the conditional display of a portion of the HTX file.

Type

Select the type of the second value in the Boolean expression. The same choices are available for the second item as for the first item.

Value

For all types except CurrentRecord and MaxRecord, enter a name or value.

```
{button Related Procedures,JI('frontpg.HLP','Content_Database')}
```

Else Conditional Section Command

Use the Else Conditional Section command to display a portion of an [HTX file](#) if a Boolean expression in a related If-Then conditional section evaluates to False. You can only create an Else conditional section inside an If-Then conditional section. To create an If-Then Conditional statement, use the [If-Then Conditional Section command](#).

The FrontPage Editor marks the beginning of an Else conditional section with an Else marker.



Else Marker

To remove an Else conditional section, use the [Remove Database Directive command](#).

```
{button Related Procedures,JI('frontpg.HLP','Content_Database')}
```

HTX file

An HTML Extension file. A standard HTML file with IDC-specific directives added.

Internet Database Connector

(IDC) The database interface included with Microsoft Internet Information Server. IDC passes SQL queries, including database additions and modifications, to any ODBC-compliant database accessible from a Web server

detail section

Any region of HTML in an HTX file enclosed between a pair of markers. A detail section is repeated once for each record returned as the result of a database query.

IDC file

(Internet Database Connector file) A file that defines how to connect to a database, the SQL query to execute, the name of the .HTX file to use to process and display the query results, and various other optional entries. In FrontPage, you create an IDC file using the Database Connector Wizard.

ActiveX Control Command

Use the ActiveX Control command or the Insert ActiveX Control button on the Advanced toolbar to insert an [ActiveX control](#) on the page. For more detailed information about ActiveX controls, and to see a gallery of free controls that are available on the World Wide Web, visit <http://activex.microsoft.com/>

Note Some [Web browsers](#) cannot display ActiveX controls.



Insert ActiveX
Control button

Dialog Box Options

Pick a Control

This field displays a list of the ActiveX controls installed on your computer. To insert a control, pick it from this list. Some controls displayed in this list may be OCX controls that have not been fully upgraded to ActiveX protocols.

To specify an ActiveX control that has not yet been installed on your machine, type its class ID number directly into this field.

Properties

Click Properties to specify parameters for the ActiveX control, if necessary. If the ActiveX control is loaded on your computer and if the ActiveX control supports local editing of properties, clicking Properties will open a tabular properties editor that you use to configure the ActiveX control. The properties editor lists all of the ActiveX control's properties and the current values of each property.

If the ActiveX control is not loaded on your computer, or if the control does not support local editing of properties, clicking Properties will open the [Object Parameters](#) dialog box. This dialog box is a simpler name/value editor. To use the Object Parameters dialog box, you must know the names of each of the control's properties along with valid data values for each property.

Name

Optionally type a name to use to refer to the ActiveX control within [scripts](#) on the current page.

Layout

Use the fields in this section to control the ActiveX control's placement on the page and appearance.

Alignment

Sets the type of alignment between the ActiveX control and the text:

- **bottom** specifies to align the bottom of the ActiveX control with the text.
- **middle** specifies to align the middle of the ActiveX control with the text.
- **top** specifies to align the top of the ActiveX control with the text.
- **absbottom** specifies to align the ActiveX control with the bottom of the current line.
- **absmiddle** specifies to align the ActiveX control with the middle of the current line.
- **texttop** specifies to align the top of the ActiveX control with the top of the tallest text in the line.
- **baseline** specifies to align the ActiveX control to the baseline of the current line
- **left** specifies to place the ActiveX control in the left margin and wrap the text that follows the ActiveX control down the ActiveX control's right side.
- **right** specifies to place the ActiveX control in the right margin and wrap the text that precedes the ActiveX control down the ActiveX control's left side.

Border Thickness

Sets a black border of the specified thickness around the ActiveX control, in pixels. This is a Netscape HTML enhancement.

Horizontal spacing

Sets the horizontal spacing between the ActiveX control and the nearest text or other object on the current line, in pixels. This is a Netscape HTML enhancement.

Vertical spacing

Sets the vertical spacing between the ActiveX control and the nearest text or other object on the line above or below the current line, in pixels. This is a Netscape HTML enhancement.

Width

Type the width of the ActiveX control in pixels.

Height

Type the height of the ActiveX control in pixels.

Alternate Representation

Use this section to specify what Web browsers that do not support ActiveX should display in place of the ActiveX control.

HTML

Enter HTML to display in place of the ActiveX control.

Network Location

Use this section to optionally specify the network location of ActiveX control and its data. If you specify this information, some Web browsers will get the ActiveX control when the page is loaded.

Data Source

Some ActiveX controls take runtime parameters. For these controls, use this field to specify the URL or network location of the file containing the runtime parameters. Click Browse to browse the current FrontPage web, the World Wide Web, and your file system for the file.

Code Source

Optionally, specify the URL or network location that Web browsers should use to download the ActiveX control when the page is loaded, if the control is not on the Web browser computer.

Extended

Click Extended to open the [Extended Attributes Dialog Box](#). Use this dialog box to add ActiveX control [HTML attributes](#) not directly supported in FrontPage.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}
```

Java Applet Command

Use the Java Applet command or the Insert Java Applet button on the Advanced toolbar to insert a [Java applet](#) on the page.

Note Some [Web browsers](#) cannot display and run Java applets.



Insert Java
Applet button

Dialog Box Options

Applet Source

Type the name of the Java applet source file. Java applet source files usually have a CLASS filename extension, as in “hello.class” .

Applet Base URL

Type in the URL of the folder containing the Java applet source file.

Message For Browsers Without Java Support

Use this field to type in HTML to display in place of the Java applet. Web browsers that do not support Java applets will display this HTML message.

Applet Parameters

Use this section to add parameter names and values for the Java applet. Because Java does not provide a mechanism for displaying what the parameters and values are for a given control, consult the documentation that comes with the Java applet to learn the correct parameter names and the legal values for each parameter.

Name

Lists the names of the parameters you have added.

Value

Lists the value of each parameter.

Add

Click Add to add a parameter name/value pair.

Modify

Lists Modify to edit the currently selected parameter name/value pair.

Remove

Click Remove to delete the currently selected parameter name/value pair.

Size

Use the fields in this section to control the size of the Java applet on the page.

Width

Enter the width of the Java applet in pixels.

Height

Enter the height of the Java applet in pixels.

Layout

Use the fields in this section to control the layout of the Java applet on the page.

Horizontal spacing

Sets the horizontal spacing between the Java applet and the nearest text or other object on the current line, in pixels. This is a Netscape HTML enhancement.

Vertical spacing

Sets the vertical spacing between the Java applet and the nearest text or other object on the line above or below the current line, in pixels. This is a Netscape HTML enhancement.

Alignment

Sets the type of alignment between the Java applet and the text:

- **bottom** specifies to align the bottom of the Java applet with the text.
- **middle** specifies to align the middle of the Java applet with the text.
- **top** specifies to align the top of the Java applet with the text.
- **absbottom** specifies to align the Java applet with the bottom of the current line.
- **absmiddle** specifies to align the Java applet with the middle of the current line.
- **texttop** specifies to align the top of the Java applet with the top of the tallest text in the line.
- **baseline** specifies to align the Java applet to the baseline of the current line
- **left** specifies to place the Java applet in the left margin and wrap the text that follows the Java applet down the Java applet's right side.
- **right** specifies to place the Java applet in the right margin and wrap the text that precedes the Java applet down the Java applet's left side.

Extended

Click Extended to open the [Extended Attributes Dialog Box](#). Use this dialog box to add Java applet [HTML attributes](#) not directly supported in FrontPage.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}
```

Plug-In Command

Use the Plug-In command or the Insert Plug-In button on the Advanced toolbar to insert a [plug-in](#) on the page.



**Insert Plug-In
button**

Dialog Box Options

Data Source

Enter the URL or file location of the plug-in. Click Browse to browse the current FrontPage web, the World Wide Web, or your file system.

Message For Browsers Without Plug-In Support

Use this field to type in HTML to display in place of the plug-in. Web browsers that do not support plug-ins will display this HTML message.

Size

Use the fields in this section to control the size of the plug-in on the page.

Width

Enter the width of the plug-in in pixels.

Height

Enter the height of the plug-in in pixels.

Hide Plug-In

Click Hide Plug-In if you do not want a visual representation of the plug-in to appear on the page. For example, if the plug-in creates a sound, you may want it to be invisible on the page.

Layout

Use the fields in this section to control the layout of the plug-in on the page.

Horizontal spacing

Sets the horizontal spacing between the plug-in and the nearest text or other object on the current line, in pixels. This is a Netscape HTML enhancement.

Vertical spacing

Sets the vertical spacing between the plug-in and the nearest text or other object on the line above or below the current line, in pixels. This is a Netscape HTML enhancement.

Alignment

Sets the type of alignment between the plug-in and the text:

- **bottom** specifies to align the bottom of the plug-in with the text.
- **middle** specifies to align the middle of the plug-in with the text.
- **top** specifies to align the top of the plug-in with the text.
- **absbottom** specifies to align the plug-in with the bottom of the current line.
- **absmiddle** specifies to align the plug-in with the middle of the current line.
- **texttop** specifies to align the top of the plug-in with the top of the tallest text in the line.
- **baseline** specifies to align the plug-in to the baseline of the current line
- **left** specifies to place the plug-in in the left margin and wrap the text that follows the plug-in down the plug-in's

right side.

- **right** specifies to place the plug-in in the right margin and wrap the text that precedes the plug-in down the plug-in's left side.

Border Thickness

Sets a black border of the specified thickness around the plug-in, in pixels. This is a Netscape HTML enhancement.

Extended

Click Extended to open the [Extended Attributes Dialog Box](#). Use this dialog box to add plug-in [HTML attributes](#) not directly supported in FrontPage.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}
```

PowerPoint Animation Command

Use the PowerPoint Animation command to insert a PowerPoint animation on the page. See <http://www.microsoft.com/mspowerpoint> for information about Microsoft PowerPoint animation.

Dialog Box Options

PowerPoint Animation File

Type the name of the PowerPoint animation source file. Click Browse to browse the current FrontPage web, the World Wide Web, or your file system for the PowerPoint animation file.

Insert As

Use this field to select the method of inserting the PowerPoint animation file.

ActiveX Control

Click this option to insert the PowerPoint Animation file as an ActiveX control.

Plug-In

Click this option to insert the PowerPoint Animation file as a plug-in.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}
```

HTML Markup Command

Use the HTML Markup command to insert text that will be saved directly as HTML. FrontPage does not verify that the text you are inserting is valid HTML. Use this command to supplement the HTML that FrontPage generates.

Dialog Box Options

HTML Markup

Enter the text that you want inserted on the page when the page is saved to the server as HTML.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}
```

Database Connector Wizard Command

Use the Database Connector Wizard command to open the FrontPage Database Connector Wizard. This wizard guides you through creating an IDC file, which contains SQL query and database connection information. The Database Connector Wizard includes online help to help you create the IDC file.

```
{button Related Procedures,JI('frontpg.HLP>main','Content_Database')}
```


Bold Text Command

Use the Bold Text command to apply the strong text character style to the selected text.

Note Some Web browsers ignore the strong character style when displaying text; others may use a different method of strengthening text, such as changing point size.

You select the Bold Text command using the Bold Text button on the formatting toolbar.



Bold Text button

{button Related Procedures,JI('frontpg.HLP','Contents_Text')}

Italic Text Command

Use the Italic Text command to apply the emphasis character style to the selected text.

Note Some Web browsers ignore the emphasis character style when displaying text; others may use a different method of emphasizing text, such as underlining it.

You select the Italic Text command using the Italic Text button on the formatting toolbar.



**Italic Text
button**

{button Related Procedures,JI('frontpg.HLP','Contents_Text')}

Underline Text Command

Use the Underline Text command to apply the underline character style to the selected text.

Note Some Web browsers ignore the underline character attribute when displaying text; others may use a different method of emphasizing text, such as italicizing it.

You select the Underline Text command using the Underline Text button on the formatting toolbar.



**Underline Text
button**

{button Related Procedures,JI('frontpg.HLP','Contents_Text')}

Align Left Command

Use Align Left to align the current paragraph to the left margin of the page or table cell. You select the Align Left command using the Align Left button on the formatting toolbar.



**Align Left
button**

{button Related Procedures,JI('frontpg.HLP','Contents_Text')}

Align Right Command

Use Align Right to align the current paragraph to the right margin of the page or table cell. You select the Align Right command using the Align Right button on the formatting toolbar.



**Align Right
button**

{button Related Procedures,JI('frontpg.HLP','Contents_Text')}

Center Command

Use Center to align the current paragraph to the middle of the page or table cell. You select the Center command using the Center button on the formatting toolbar.



**Center
button**

{button Related Procedures,JI('frontpg.HLP','Contents_Text')}

Select Hotspot Command

Use the Select Hotspot command to select a hotspot in an image for editing, cutting, or copying.

You select the Select Hotspot command using the Select Hotspot button on the image toolbar.



**Select
Hotspot
button**

{button Related Procedures,JI('frontpg.HLP','Content_Images')}

Rectangle Command

Use the Rectangle command to create a rectangular hotspot on an image. To place the rectangle, click and drag across a region of the image.

After you have placed the rectangle, the FrontPage Editor displays the Create Hyperlink dialog box, where you select the target of the link.

The Create Hyperlink dialog box has four tabs:

- Use the Open Pages tab to create a link to a currently open page or to a bookmark on a currently open page.
- Use the Current Web tab to create a link to a page or to a bookmark in the current web.
- Use the World Wide Web tab to link to any page or other web resource on the World Wide Web.
- Use the New Page tab to create a new page in the current web and link to it. You select a link by entering its relative URL or absolute URL in the Create Hyperlink dialog box.

You select the Rectangle command using the Rectangle button on the image toolbar.



**Rectangle
button**

```
{button Dialog Box,AL('link dialog box tabs',0,'','main')}
```

```
{button Related Procedures,JI('frontpg.HLP','Content_Images')}
```


Circle Command

Use the Circle command to create a circular hotspot on an image.

To create the circle, click to define the center point and drag across a region of the image to define the radius.

After you have placed the circle, the FrontPage Editor displays the Create Link dialog box. Select the target of the link.

The Create Hyperlink dialog box has four tabs:

- Use the Open Pages tab to create a link to a currently open page or to a bookmark on a currently open page.
- Use the Current Web tab to create a link to a page or to a bookmark in the current web.
- Use the World Wide Web tab to link to any page or other web resource on the World Wide Web.
- Use the New Page tab to create a new page in the current web and link to it. You select a link by entering its relative URL or absolute URL in the Create Hyperlink dialog box.

You select the Circle command using the Circle button on the image toolbar.



**Circle
button**

```
{button Dialog Box,AL('link dialog box tabs',0,'','main')}
```

```
{button Related Procedures,JI('frontpg.HLP','Content_Images')}
```

Polygon Command

Use the Polygon command to create a polygonal hotspot on an image.

To create the polygon, click in the image to define the first corner, drag to define the first edge, then repeatedly click and drag to define remaining edges and corners.

There are three ways to complete a polygon:

- Drag the edge to the starting corner.
- Double click from the current corner. The FrontPage Editor adds a final edge to complete the shape.
- Type Esc from the current edge. The FrontPage Editor adds a final corner and edge to complete the shape.

After you have defined the polygon, the FrontPage Editor displays the Create Link dialog box, where you select the target of the link.

The Create Hyperlink dialog box has four tabs:

- Use the Open Pages tab to create a link to a currently open page or to a bookmark on a currently open page.
- Use the Current Web tab to create a link to a page or to a bookmark in the current web.
- Use the World Wide Web tab to link to any page or other web resource on the World Wide Web.
- Use the New Page tab to create a new page in the current web and link to it. You select a link by entering its relative URL or absolute URL in the Create Hyperlink dialog box.

You select the Polygon command using the Polygon button on the image toolbar.



**Polygon
button**

```
{button Dialog Box,AL('link dialog box tabs',0,'','main')}
```

```
{button Related Procedures,JI('frontpg.HLP','Content_Images')}
```

Highlight Hotspots Command

Use the Highlight Hotspots command to view the hotspots defined on an image without viewing the image. This is useful when image features make it difficult to see the hotspot outlines that are superimposed on the image.

This command toggles between displaying the hotspots only and displaying the image and the hotspots. When you click outside of an image, the display always shows the image and its hotspots.

You select the Highlight Hotspots command using the Highlight Hotspots button on the image toolbar.



**Highlight
Hotspots button**

```
{button Related Procedures,JI('frontpg.HLP','Content_Images')}
```

Make Transparent Command

Use the Make Transparent command to make a selected color in a GIF image transparent. A transparent color is replaced by the background color or background image of the page. An image can have only one transparent color. After you choose Make Transparent, the pointer becomes the Make Transparent pointer when you move it over the image.

To make a color transparent, place the tip of the Make Transparent pointer on the color and click. If the image already has a transparent color, selecting a new transparent color returns the existing transparent color to its normal color. Clicking on a transparent color makes the image non-transparent.

Choose the Make Transparent command by clicking the Make Transparent button on the image toolbar.



**Make
Transparent
button**

Make Transparent sets the Transparent field in the Image Properties dialog box. To make an image non-transparent, turn off the Transparent field in the Image Properties dialog box, or click on the transparent color.

If you choose Make Transparent while a JPEG image is selected, the FrontPage Editor prompts you to convert the image to GIF format. If FrontPage converts the image, the number of colors in the image may be reduced and the image file will become larger.

Note To change the background of a page, use the Background Image or Use Custom Background Color field in the Page Properties dialog box.

{button Related Procedures,JI('frontpg.HLP','Content_Images')}

Typewriter Font Command

Use the Typewriter Font command to apply the typewriter font character-style to the selected text.

Note Some Web browsers ignore this style when displaying text.

You select the Typewriter Font command using the Typewriter Font button on the formatting toolbar.



Typewriter
Font
button

{button Related Procedures,JI('frontpg.HLP','Contents_Text')}

Increase Indent Command

Use the Indent Paragraph command to indent the current paragraph. You can also use the Indent Paragraph command to increase the nesting level of a numbered or bulleted list item.

FrontPage supports an unlimited number of indentation levels. If you indent one or more list items that follow a list item, the indented items become a sub-list of the preceding list item.

You select the Indent Paragraph command using the Increase Indent button on the formatting toolbar.



**Increase Indent
button**

{button Related Procedures,JI('frontpg.HLP','Contents_Text')}

Decrease Indent Command

Use the Unindent Paragraph command to remove the indentation of a paragraph. You can also use the Unindent Paragraph command to decrease the nesting level of a numbered or bulleted list item. An indented list item becomes a member of its enclosing list when it is unindented.

You select the Unindent Paragraph command using the Decrease Indent button on the formatting toolbar.



**Decrease Indent
button**

{button Related Procedures,JI('frontpg.HLP','Contents_Text')}

Text Color Command

Use the Text Color command to change the color of text. Choose Text Color by clicking the Text Color button on the standard toolbar.



**Text Color
button**

You select the new text color in the Color dialog box.

```
{button Dialog Box,JI('frontpg.HLP','PE_AFX_IDD_COLOR')}
```

```
{button Related Procedures,JI('frontpg.HLP','Contents_Text')}
```


Increase Text Size Command

Use the Increase Text Size command to make text larger. Choose Increase Text Size by clicking the Increase Text Size button on the standard toolbar.



**Increase
Text Size
button**

When you increase the size of text, FrontPage increments the text's HTML Font Size attribute. The size of text is displayed in the Size field of the Font tab of the Font dialog box.

Note The font size that is viewed at runtime may differ due to the browser's settings.

{button Related Procedures,JI('frontpg.HLP','Contents_Text')}

Decrease Text Size Command

Use the Decrease Text Size command to make text smaller. Choose Decrease Text Size by clicking the Decrease Text Size button on the standard toolbar.



**Decrease Text
Size button**

When you decrease the size of text, FrontPage decrements the text's HTML Font Size attribute. The size of text is displayed in the Size field of the Font tab of the Font dialog box.

Note The font size that is viewed at runtime may differ due to the browser's settings.

{button Related Procedures,JI('frontpg.HLP','Contents_Text')}

Internet Database Connector Wizard

Database Connection Panel

Use the Database Connection panel to configure the ODBC connection.

Dialog Box Options

Database Connection

Use the Database Connection section to specify the ODBC Data Source, username and password, and to set advanced ODBC options.

ODBC Data Source

The ODBC data source to which you want to connect. This field is required.

Username

If the data base system requires a user name, enter it in this field.

Password

If the data base system requires a password, enter it in this field.

Advanced Options

Click Advanced Options to open the Advanced Options dialog box. Use this dialog box to set advanced options for the ODBC driver. Setting advanced options is not required.

Query Results Template

This is a required field. Enter the name of the file that will format and display the query results data for the IDC file created by the Database Connector Wizard. This should be relative to the location of the IDC file. By convention, query results template files have an HTX filename extension.

Browse

Click Browse to browse the current FrontPage web for a query results template file.

```
{button Overview,JI('HPIDCWIZ.HLP','Overview_IDCWIZ')}
```

Advanced Options Dialog Box

Query Tab

Dialog Box Options

Do Not Scan For SQL Escape Sequences

If you do not select this option, the ODBC driver will scan SQL strings for escape clauses. If you select Do Not Scan For SQL Escape Sequences, the driver does not scan SQL strings for escape clauses; instead, the driver sends the statement directly to the data source. If your SQL statement does not contain any ODBC escape clauses, a special syntax enclosed by curly braces ({ }), then selecting this option will provide a small performance gain by directing the driver to not scan the SQL string.

Cached Results Expiration Time

Click Cached Results Expiration Time to specify the number of seconds to wait before refreshing a cached output page. If a subsequent request is identical, the cached page will be returned without ever accessing the database. The Cached Results Expiration Time field is useful when you want to force a re-query of the database after a certain period of time. The IDC does not cache output pages by default. It caches them only when the Cached Results Expiration Time field is used.

Query Timeout

Click Query Timeout to set the number of seconds to wait for an SQL statement to execute before canceling the query. When not selected (the default) there is no query time out. If the specified time out value exceeds the maximum time out in the data source, or is smaller than the minimum time out, the driver substitutes the maximum or minimum value.

Transaction Isolation

Click this option to set the transaction isolation level. The Internet Database Connector does not support transactions that span more than the request in the IDC file. However, for some database management systems, setting the Transaction Isolation option to Read Uncommitted will result in higher concurrency and therefore better performance. However, with this setting, data that has not been committed to the database by other transactions may be retrieved .

Content Type

Click Content Type to specify the content type of the information supplied in the body of a POST request. By default, the content type is text/html.

HTML Translation File

Use this field if you are publishing a database in a language other than English. A translation file is a text file with each special character mapped in the following format: value=string<CR> where value is an international character and string is the HTML translation code. Enter the path to the file that maps non-English characters (such as à, ô, or é) so that Web browsers can display them properly in HTML format. If the translation file is not in the same directory as the IDC file, you must type the full path to the translation file.

ODBC Translation DLL

Click this option to enter the name of a DLL containing the functions SQLDriverToDataSource and SQLDataSourceToDriver. The ODBC driver loads and uses these functions to perform tasks such as character-set translation.

ODBC Translation Option

Click this option to specify a value controlling translation functionality, which is specific to the translation DLL being used. Consult the documentation for the ODBC driver and translation DLL for details.

```
{button Overview,JI('HPIDCWIZ.HLP','Overview_IDCWIZ')}
```

Advanced Options Dialog Box

Driver Specific Tab

Dialog Box Options

Use this tab to specify ODBC driver-specific options. Refer to your ODBC driver documentation for descriptions of available options.

ODBC Driver Specific Options

This field lists the number and value of each ODBC driver-specific option that you add.

Add

Click Add to open the Add Option dialog box. In this dialog box, specify the option number and value and click OK.

Modify

Click Modify to change the selected ODBC driver-specific option in the Modify Option dialog box. In this dialog box, specify a new option number or value and click OK.

Remove

Click Remove to delete the selected ODBC driver-specific option.

{button Overview,JI('HPIDCWIZ.HLP','Overview_IDCWIZ')}

Internet Database Connector Wizard

SQL Query Panel

Use the SQL Query panel to define one or more SQL queries for the IDC file. If you define more than one query, the results of each query are displayed in a separate detail section of the HTX file. Queries are written to detail sections in numerical order. The first query is written to the first detail section, the second query to the second detail section, and so forth.

Dialog Box Options

SQL Query

Lists the SQL queries defined for the current IDC file. To define a new SQL query, select Create Additional Query from the list. You must create at least one query.

To edit a query, select it from the list, and type directly into the text window.

Insert Parameter

Click Insert Parameter to insert an IDC parameter value in the SQL query.

Clear Query

Click Clear Query to clear the current SQL query.

```
{button Overview,JI('HPIDCWIZ.HLP','Overview_IDCWIZ')}
```

Advanced Options Dialog Box Limits Tab

Dialog Box Options

ODBC Driver Limits

Use this section to set optional ODBC limits.

Maximum Field Length

Click this option to specify the maximum amount of data that the ODBC driver should return from a character- or binary column. This option is intended to reduce network traffic and should only be used when the data source (as opposed to the driver) in a multiple-tier driver can implement it.

Maximum Number of Data Rows Returned

Click this option to specify the maximum number of rows to return for a SELECT statement. If this option is not selected, the driver returns all rows. This option is intended to reduce network traffic when the data source itself can limit the returned rows, as opposed to the MaxRecords built-in variable in the Internet Database Connector, which limits the rows fetched.

IDC Limits

Use this section to set optional fields in the IDC file.

Maximum Displayed Field Length

Click this option to specify the maximum buffer space allocated by the IDC file, per field. Any characters beyond this will be truncated. The parameter applies only to fields returned from the database that exceed 8192 bytes. The default value is 8192 bytes.

Maximum Number of Data Rows Fetched

Click this option to specify the maximum number of records that the IDC file will return from one query. This value is not set by default, so a query can return up to 4 billion records. Set this value to limit the records returned.

{button Overview,JI('HPIDCWIZ.HLP','Overview_IDCWIZ')}

Internet Database Connector Wizard Default Parameter Values Panel

Use the Default Parameter Values panel to specify IDC parameter values that will always be used when the SQL query is run. When the SQL query is run because the user submitted a form with the IDC file specified as the form's handler, the default parameters will be combined with the parameters passed when the form is submitted. When the SQL query is run because the user followed a hyperlink to the IDC file, only the default parameters will be used.

Dialog Box Options

Default Parameter Values

This field lists the default parameter names and values.

Add

Click Add to add a parameter and value.

Modify

Click Modify to change the currently selected parameter and value.

Remove

Click Remove to delete a parameter/value pair.

{button Overview,JI('HPIDCWIZ.HLP','Overview_IDCWIZ')}

Advanced Options Dialog Box

Connection Tab

Dialog Box Options

Read Only Access

Click this option to prevent the IDC connection from modifying the data in the data source to which it is connecting. Read-only access can be used to optimize locking strategies, transaction management, or other areas as appropriate to the ODBC driver or data source. The behavior of the ODBC driver and the data source when asked to process SQL statements that are not read-only during a read-only connection is implementation-defined.

Enable Logging of ODBC Calls

Click this option to log each function call made by the ODBC driver. If the file already exists, the ODBC appends to the file. Otherwise, it creates the file. If this option is selected, but no log file has been specified, ODBC writes to the file "Sql.log."

Log File

The name of the log file on the server to use if Enable Logging of ODBC Calls is selected.

ODBC Connection Pooling

Click this option and click On to keep the connection to the data source open between data source requests. Use this option to improve the performance of the IDC file.

SQL Logon Timeout

Click this option to specify the number of seconds to wait for a logon request to complete before disconnecting. The default is ODBC driver-dependent. If the value is zero, the time out is disabled and a connection attempt will wait indefinitely. If the specified time out value exceeds the maximum logon time out in the data source, the driver substitutes that value.

Network Packet Size

Click this option to specify the network packet size, in bytes, to be use to exchange information between the database management system (DBMS) and the Web server.

Note Many data sources either do not support this option or can return only the network packet size. If the specified size exceeds the maximum packet size or is smaller than the minimum packet size, the driver substitutes that value.

{button Overview,JI('HPIDCWIZ.HLP','Overview_IDCWIZ')}

Current Web Dialog Box

Use the Current Web dialog box to select a name and location in the current FrontPage web for the IDC file created by the Internet Database Connector Wizard.

Dialog Box Options

Name

Lists the folders and files in the current folder. Browse the FrontPage web by clicking folders. Choose a folder in which executable scripts can be stored.

To determine if a folder can hold executable scripts, return to the FrontPage Explorer, select the Folder View, choose a folder, and choose **Edit: Properties**. If the folder has Allow Scripts Or Programs To Be Run selected, it can hold executable scripts.

Save As

Type in the name of the IDC file or select a file from the FrontPage web. IDC files must have an IDC filename extension. If you do not supply a filename extension, the Internet Database Connector Wizard will add one.

```
{button Overview,JI('HPIDCWIZ.HLP','Overview_IDCWIZ')}
```

ODBC

(Open Database Connectivity). A standard for accessing different database systems.

FrontPage Help Contents

About FrontPage

Welcome to Microsoft FrontPage 97, a World Wide Web authoring and management tool that requires no programming knowledge, but is robust enough for experienced Web site developers. FrontPage 97 has everything you need to design and build a World Wide Web site quickly and easily.

FrontPage 97 includes the FrontPage Explorer, where you view and manage your Web site, and the FrontPage Editor, where you create and edit Web pages without needing to know HTML. FrontPage includes many other features that make Web site creation easy, such as a full set of wizards and templates for creating pages and FrontPage webs, WebBot components, for providing complex functionality without programming, and a To Do list for tracking tasks as you create each FrontPage web.

In FrontPage, you use the graphical FrontPage Explorer to create, view, and maintain your FrontPage webs and to publish them on your computer, your Local Area Network (LAN), or the Internet. The FrontPage Explorer has commands for administering FrontPage webs, testing and repairing hyperlinks, viewing all of a FrontPage web's files and folders, importing and exporting files, and launching the FrontPage Editor and other applications to create and edit your FrontPage web's contents.

The FrontPage Editor is the tool you'll use for creating, editing, and testing your World Wide Web pages. As you add text, images, tables, form fields, and other elements to your page, the FrontPage Editor displays them as they would appear in a World Wide Web browser.

You do not need to know HTML to use the FrontPage Editor, because it creates all the HTML code for you. The FrontPage Editor generates all the popular HTML tags and lets you incorporate popular new HTML extensions, such as frames, ActiveX Controls, and Java applets. Although it is very powerful, the FrontPage Editor is easy to use and has a familiar, word-processor interface.

For more information, explore the following topics:

[The FrontPage Explorer](#)

[The FrontPage Editor](#)

[Using To Do Lists](#)

The FrontPage Explorer

The Microsoft FrontPage Explorer is a tool for creating, viewing, and maintaining FrontPage webs. You use the FrontPage Explorer's powerful graphical interface to create and publish FrontPage webs on your computer, on your Local Area Network (LAN), or the Internet.

You use the FrontPage Explorer to administer each FrontPage web, test and repair its [hyperlinks](#), view all of its files and folders, import and export files, and launch the FrontPage Editor and other applications to create and edit your FrontPage web's contents.

A FrontPage web is a set of files and folders that you can open, edit, and test in the FrontPage Explorer. It contains the World Wide Web pages, other files, and folders that form your World Wide Web site's contents, along with additional FrontPage support files. These additional FrontPage files are what give the FrontPage Explorer and the FrontPage Editor their powerful functionality. For example, only a FrontPage web supports automatic hyperlink recalculation and repair, full text index generation, automatic table of contents generation, and automatic [form](#) handling.

You can create a FrontPage web on a World Wide Web server that has the FrontPage Server Extensions installed. (These are a set of programs and scripts that support FrontPage and extend the functionality of the Web server.) You can also create a FrontPage web without a Web server, directly on your computer's file system. In either case, you can use the full set of FrontPage Explorer and FrontPage Editor commands to edit your FrontPage web and its pages and files.

Here are some of the key features of the FrontPage Explorer:

- You can create professional-quality FrontPage webs of many popular types using FrontPage web Wizards and templates. For example, you can create a corporate presence on the World Wide Web with the Corporate Presence Wizard, a discussion group with the Discussion Web Wizard, a personal FrontPage web with the Personal Web template, and a project-management FrontPage web with the Project Web template.
- Many authors can collaborate on a single FrontPage web. You, as the administrator, can control access by assigning authors and optionally restricting end-users. You can assign passwords and IP address restrictions to protect the FrontPage web from unauthorized visitors.
- In the FrontPage Explorer, you view your entire FrontPage web graphically. In the Folder View, you view and navigate the folders in your FrontPage web. Click a folder, and its contents are listed, with useful information about each file, such as size, type, and title. In the Hyperlink View, you view the hyperlinks connecting your pages, Microsoft Office documents, and other files, along with a hierarchical picture of your FrontPage web. Select a page in the left pane and it becomes the center of the view in the right pane. Expand or contract the view to see as many levels of hyperlinks as you'd like.
- If you rename or move any file in your FrontPage web, the FrontPage Explorer updates all hyperlink references to that file within the FrontPage web, including hyperlinks from Microsoft Office 97 documents. You can verify and repair all hyperlinks in your FrontPage web, including hyperlinks to sites on the World Wide Web. You can recalculate links to update the FrontPage Explorer's display of the FrontPage web in which you are working. In a multi-authoring environment, use this feature to incorporate and view recent changes made to the FrontPage web by other authors.
- You can import files to your FrontPage web. Specify a folder in your file system, and all its contents are imported. You can also export files from your FrontPage web to your file system.
- Double-click a page in the FrontPage Explorer and it opens for editing in the FrontPage Editor. You can also configure editors for any of the file types in your FrontPage web. Double-click a file and it opens in its associated editor.
- Every FrontPage web has a To Do List. The Do List makes it easy to name, track, and complete all unfinished FrontPage web tasks. Click on a task and it takes you right to the page that needs work. Some To Do List tasks are generated automatically, and you can also add tasks and assign them to authors.
- The FrontPage Explorer maintains a text index of your FrontPage web for use by the WebBot Search component. This index makes it easy for users to find documents in your FrontPage web, but requires no programming on your part.

```
{button More About FrontPage,JI('frontpg.HLP>main','HP_IDH_OVERVIEW')}
```

The FrontPage Editor

The Microsoft FrontPage Editor is a tool for creating, editing, and testing World Wide Web pages. As you add text, images, tables, form fields, and other elements to your page, the FrontPage Editor displays them as they would appear in a World Wide Web browser.

You do not need to learn HTML to use the FrontPage Editor, because it automatically creates all the HTML code for you. The FrontPage Editor generates all the popular HTML tags including all popular HTML extensions, such as frames, ActiveX Controls, and Java applets.

Although it is very powerful, the FrontPage Editor is easy to use and has a familiar, word-processor interface.

Here are some of the key features of the FrontPage Editor:

- You can create new HTML pages based on built-in Wizards and templates. The FrontPage Editor offers many choices of page formats, or you can create your own templates.
- You can open files of many popular types, and the FrontPage Editor converts them to HTML. Some of the file types you can open are Microsoft Word 2.0 and 6.0, Microsoft Word 6.0 for MS-DOS, Microsoft Word 95 and 97, Microsoft Excel 4.0 and 5.0, Microsoft Excel 95 and 97, Lotus 1-2-3 2.x – 4.x, and WordPerfect 5.x – 7.x. The FrontPage Editor preserves hyperlinks in Microsoft Office documents. Images in files are converted to Graphics Interchange Format (GIF).
- You can open any HTML file in the FrontPage Editor. All the HTML tags on the page are preserved.
- You can insert text in all HTML styles, create multilevel lists, change text size and color, and apply formatting such as centering a heading or italicizing text.
- Using a point-and-click interface, you can create hyperlinks to pages and files in your FrontPage web or to pages and files on the World Wide Web.
- You can insert an image of almost any type, and the FrontPage Editor converts it into GIF or JPEG format. Click on an image and it opens for editing in your favorite image-editing program. Create an image map by adding hotspots, areas in an image containing hyperlinks. Insert clip art from a large library of buttons, background images, icons, and other images.
- You can create forms containing text fields, check boxes, radio buttons, drop-down lists, and push buttons. To process a form, you can assign a built-in FrontPage WebBot component or add your own CGI script.
- You can create a table, add captions, create header cells, and merge and split cells. The FrontPage Editor displays the table in the way it will appear on the World Wide Web.
- You can add powerful functionality to your page by inserting WebBot components. They add interactive features such as navigation bars, threaded discussion groups, full-text searches, and forms handling that would otherwise require complex CGI programming. For example, the WebBot Table of Contents component automatically creates an HTML outline of your FrontPage web, with hyperlinks to each page.
- You can insert ActiveX Controls, plug-ins, and Java applets in the FrontPage Editor. You can launch a script-editing session and create and insert JavaScript scripts and Microsoft Visual Basic Scripting Edition scripts.

```
{button More About FrontPage,JI('frontpg.HLP>main','HP_IDH_OVERVIEW')}
```

Using To Do Lists

The FrontPage Explorer creates a To Do List for every FrontPage web that you create. The To Do List is shared by all authors working on the FrontPage web and contains a list of the tasks needed to complete it, along with each task's assigned author, priority, description, and the page or file linked to the task.

You can add tasks to the To Do List, modify task names, assigned authors, and descriptions. You can also remove tasks from the list at anytime. When a task is done, you can mark it as completed then archive it or delete it from the To Do List.

Some of the FrontPage Explorer web Wizards and some FrontPage Editor commands add tasks to the To Do List and link them to the appropriate page or file. When a task is linked to a page, you can open the page in the FrontPage Editor from the To Do List by clicking the task.

```
{button More About FrontPage,JI('frontpg.HLP>main','HP_IDH_OVERVIEW')}
```


To create an IDC file

An IDC file contains SQL query and database connection information.

- 1 In the FrontPage Editor, choose **File: New**.
- 2 In the New Page dialog box, select Database Connector Wizard and click OK.
The FrontPage Database Connector Wizard opens. This wizard guides you through the process of creating an IDC file. The Database Connector Wizard includes online help.

{button Related Procedures,JI('frontpg.HLP>main','Contents_database')}

To create a database results file

- 1 In the FrontPage Editor, choose **File: New**.
- 2 In the New Page dialog box, select Database Results and click OK.

A new database results file is created. When you save this file, make sure its name matches the name you supplied when you created the related IDC file. This is the name you entered in the Query Results Template field in the first panel of the Internet Database Connector Wizard. By convention, database results files have an HTX filename extension.

{button Related Procedures,JI('frontpg.HLP>main','Contents_database')}

FrontPage 97 Database Integration

[Overview](#)

Editing an HTX File

[To delete conditional statement beginning and ending markers](#)

[To delete database column values](#)

[To delete detail section beginning and ending markers](#)

[To delete IDC parameter values](#)

[To create a detail section](#)

[To create an Else conditional section](#)

[To create an If-Then conditional section](#)

[To display a database record column value](#)

[To display an IDC parameter value](#)

Creating an IDC File

[To create an IDC file](#)

Creating a Database Results File

[To create a database results file](#)

Internet Database Connector Wizard

The Internet Database Connector Wizard creates an Internet Database Connector (IDC) file. Internet Database Connector is the database interface included with the Microsoft Internet Information Server and Microsoft Personal Web Server. It allows Structured Query Language (SQL) queries (including database additions and modifications) to any Open Data Base Connectivity (ODBC) compliant database accessible from the Web server machine. In FrontPage 97, the SQL query and database connection information is specified in the IDC file.

Along with the SQL query, the IDC file specifies a query results template file in your FrontPage web. This file displays the query results data for the IDC file. By convention, query results template files have an HTX filename extension. The HTX file is a special Web page that contains variables and control information related to your SQL query. You can specify database record column values, IDC parameter values, and If-Then-Else constructs that control the data that is displayed at runtime. You can also define detail sections, which are regions of HTML (including column and parameter values) that will be repeated once for each database record returned at runtime. You edit the HTX file using commands on the **Edit: Database** menu in the FrontPage Editor.

After creating an IDC file, you can use it as a form handler by selecting Internet Database Connector in the Form Handler field of the Form Properties dialog box. A form that is handled by an IDC file should have fields with the same names as the IDC parameters. When the user submits the form, the query runs based on the values of the IDC parameter fields. Then, the results are combined with the HTX file and returned to the Web browser for displaying.

You can also create a hyperlink to an IDC file in your FrontPage web. When the SQL query is run because a user followed a hyperlink to the IDC file, only the default IDC parameters defined in the IDC file are used.

About Fields

Fields are the building blocks of forms. Using fields, a user provides information or input to your FrontPage web. This input is processed by a form handler on the Web server when the user submits the form.

You create fields in the FrontPage Editor using the **Insert: Form Field** menu or the Forms toolbar. You can create the following fields using FrontPage:

- A one-line text box is a labeled, single line form field into which users can type text.
- A scrolling text box is a labeled, multi-line form field into which users can type text.
- A radio button presents the user with a selection that can be chosen by clicking on a button. Radio buttons are presented in a list, one of which is selected by default. Selecting a new member of the list deselects the currently selected item.
- A check box presents the user with a selection that can be chosen by clicking on a box. When the box is selected, it is usually displayed with a check mark or X. Check boxes can represent a set of non-exclusive choices.
- A drop-down menu presents a list of selections in drop-down menu style. A set of drop-down menu form fields can be configured to allow either one item to be selectable or many items to be selectable at a time.
- A push button lets the user submit the form or resets the form to its initial state.
- An image field displays an image in a form. By clicking on the image, the user submits the form.

Form fields are created in line with text on the page. Once a field is inserted on the page, the FrontPage Editor treats it like a character. For example, if you click to the left of a field and start typing a field's label, the field floats right to make room for the text, and if you press ENTER to the left of a field, the field drops to the beginning of the new line. You can cut and copy fields to the clipboard and paste them into a form.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Fields')}

Creating and Editing Fields

[Overview](#)[Overview_Fields](#)

Editing Fields

[To add extended attributes to a field](#)

[To copy a form field](#)

[To display a confirmation field](#)

[To delete a form field](#)

[To rename a form field](#)

One-line Text Boxes

[To change the width of a one-line text box field](#)

[To create a one-line text box field](#)

[To create a password field](#)

[To limit the length of entries in a one-line text box](#)

[To provide the initial value for a one-line text box](#)

Scrolling Text Boxes

[To change the height of a scrolling text box field](#)

[To change the width of a scrolling text box field](#)

[To create a scrolling text box field](#)

[To provide the initial string for a scrolling text box field](#)

[To validate a text box field](#)

Check Boxes

[To change the initial state of a check box field](#)

[To change the value of a check box field](#)

[To create a check box field](#)

Radio Buttons

[To change the initial state of a radio button field](#)

[To change the name of a group of radio buttons](#)

[To change the value of a radio button field](#)

[To create a radio button field](#)

[To validate a group of radio button fields](#)

Drop-Down Menus

[To add a choice to a drop-down menu](#)

[To change the height of a drop-down menu](#)

[To create a drop-down menu](#)

[To delete a choice from a drop-down menu](#)

[To modify a choice in a drop-down menu](#)

To move a choice in a drop-down menu

To validate a drop-down menu field

Push Buttons and Image Fields

To create a push button field

To create an image field

Hidden Form Fields

To change a hidden field

To create a hidden field

To delete a hidden field

About Forms

Forms are collections of fields that you can use to get information or feedback from users of your FrontPage web. Forms are the key to making your FrontPage web interactive. They let your users "talk back" to your FrontPage web. Along with fields, forms can contain text in all paragraph styles, tables, images, and most other objects that can be inserted on a page. In FrontPage, you create forms and fields using an easy to use, point-and-click interface.

A form has an assigned form handler, which is a program on the Web server that takes the data from the form's fields and processes it in some way. When a user submits a form, the name and contents of each field in the form are sent to the form handler as a series of name-value pairs. The form handler processes the form and usually returns an HTML page back to the Web browser reflecting the results of the processing.

How a form handler processes a form depends on the form handler's design. Some form handlers enter form field data into a database. Others do some processing and generate HTML that the Web browser displays. For example, a mathematical calculator form could accept numbers from a user and send them to a form handler which calculates a result, formats it in HTML, and passes it back to the Web browser for display.

You do not have to create your own form handlers to use forms in a FrontPage web — FrontPage comes with built-in form handlers for most common uses. You can use FrontPage form handlers to collect data from your form and store it in a variety of formats, register users for your FrontPage web, or support a discussion group on your web. You can also design a form to interact with Internet Database Connector (IDC), the database interface included with Microsoft Internet Information Server (IIS). Advanced users can create their own form handlers and assign them to forms in FrontPage.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Forms')}

Creating and Configuring Forms

[Overview](#)

Creating Forms

[To copy a form](#)

[To create a form](#)

[To delete a form](#)

Viewing and Editing a Form's Properties

[To add extended attributes to a form](#)

[To view a form's properties](#)

Adding and Deleting Fields

[To add a field to a form](#)

[To delete a field](#)

Assigning Handlers To Forms

[To assign a form's handler](#)

Discussion Groups

[To create a discussion group](#)

[To moderate a discussion group](#)

Search Forms

[To create a search form](#)

General Forms

[To collect data from a form](#)

User-Registration Forms

[To create a user-registration form](#)

Custom Form Handlers

[To assign a custom form handler](#)

About Frames and Frame Sets

Frames divide the Web browser's display into windows, each of which can contain a separate, scrollable page. A group of frames is called a frame set. A frame set is a special Web page that defines the size and location of each window.

Each frame in a frame set has an identifying name, such as **upperleft**. Each frame is also assigned a source URL, which is a [hyperlink](#) to a page to display initially when the frame set is loaded in a Web browser.

Use a frame set when you want the contents of one part of the Web browser's display to remain unchanged while the contents of other parts change based on hyperlinks that the user selects. A simple example of this is a table of contents frame set. One frame can display a set of hyperlinks (the table of contents), and a second frame can display the target pages of the hyperlinks. A user can click on the hyperlinks in the first frame and watch the contents of the second frame change.

Because it is a Web page, a frame set is loaded by a Web browser when a user clicks a hyperlink to it. If a frame set is the home page of a FrontPage web, it is loaded when the user first follows a hyperlink to the FrontPage web.

When a user clicks a hyperlink to a frame set, the Web browser will load the frame set and then load the target page specified by the source URL for each frame in the frame set. Typically, each page referenced by a source URL is a Web page, but the page can also be another frame set, in which case, the initial frame is the parent frame of all the frames in the new frame set.

When you create a hyperlink from a page loaded in one frame of a frame set, you can associate the hyperlink with a target frame, which is usually the name of a frame in the same frame set. If a frame set is not loaded at runtime and a hyperlink has an associated target frame name, some Web browsers create a new window to display the page referenced by the hyperlink.

Along with the names you assign to frames when you create a frame set, there are four pre-defined frames that have special meaning to Web browsers:

- To specify that the target of a hyperlink should be loaded into a new window in the Web browser, use the pre-defined frame **_blank**.
- To specify that the target of a hyperlink should be loaded into the same frame as the page containing the hyperlink, use the pre-defined frame **_self**.
- To specify that the target of a hyperlink should be loaded into the parent frame of the current frame, use the pre-defined frame **_parent**.
- To specify that the Web browser should remove all loaded frame sets before displaying the target of a hyperlink, so that the target of the hyperlink is displayed in the full window of the Web browser, type the pre-defined frame **_top**.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Frames')}
```

Creating and Using Frames

[Overview](#)

Creating and Editing Frame Sets

[To create a frame set](#)

[To edit a frame set](#)

Loading Pages Into Frames

[To display a page in a frame](#)

[To display form pages in a frame](#)

[To set the default target frame for an image map](#)

[To set the default target frame for a page](#)

About Images

One of the most important features of the World Wide Web is the many ways you can use images. Authors use images on their pages to provide information or decoration, to communicate their personal style or that of their organization, to display graphic artwork or pictures of products, and to create image maps, which are images containing one or more hyperlink areas called hotspots

Images on pages must either be in Graphics Interchange Format (GIF) or in Joint Photographic Expert Group format (JPEG). GIF is a method for encoding compressed pictures that contain up to 8 bits of color, and JPEG is commonly used on the World Wide Web for 24-bit color images. When you insert an image that is not in the GIF or JPEG format, it is automatically converted to the GIF format (for images with 8 bits or less of color) or the JPEG format (for images with more than 8 bits of color).

FrontPage has a complete interface for using images in FrontPage webs. In FrontPage, you can easily import images to your FrontPage web and insert them on pages, align them with text, create and edit image maps, and use images in page design. Along with its comprehensive set of image commands, FrontPage includes a full library of clip art: commonly used buttons, icons, background patterns, and other small images that you can use in your FrontPage Web pages.

Image maps are images containing hyperlinks. A well designed image map gives users visual cues about where each hyperlink will take them. For example, an image map for a tourism bureau could be an actual map of a geographical region. By clicking on a place of interest on the map, a user could follow a hyperlink to a topic describing the hotels and tourist attractions in that place. A business could use an image map to display pictures of its products. By clicking on a product, a potential customer could follow a hyperlink to a topic describing it.

In the FrontPage Editor, you can easily create image maps. You simply insert the image on the page, and then use the commands on the Image Toolbar to create your hotspots.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Images')}
```

Creating and Editing Image Maps

[Overview](#)

Inserting and Deleting Images

[To copy an image](#)

[To cut or delete an image](#)

[To edit an image](#)

[To insert an image from a file](#)

[To insert an image from the current FrontPage web](#)

[To insert an image from the World Wide Web](#)

[To insert clip art](#)

[To paste an image](#)

Adding Images to a Web

[To import an image to a FrontPage web](#)

[To save an image to a FrontPage web](#)

Selecting Images

[To select an image](#)

Creating and Editing Hotspots

[To create a circular hotspot](#)

[To create a polygonal hotspot](#)

[To create a rectangular hotspot](#)

[To delete a hotspot](#)

[To highlight hotspots](#)

[To move a hotspot](#)

[To resize a hotspot](#)

[To select a hotspot](#)

Making Images Transparent

[To make a color in an image non-transparent](#)

[To make a color in an image transparent](#)

Formatting Images on Pages

[To align an image with text](#)

[To align the bottom of an image with text](#)

[To align the middle of an image with text](#)

[To align the top of an image with text](#)

[To left-align an image](#)

[To right-align an image](#)

Renaming Images

[To change an image's relative URL](#)

[To change an image's title](#)

[To move an image](#)

Other Image Procedures

[To add extended attributes to an image](#)

[To convert a GIF image to JPEG format](#)

[To convert a JPEG image to GIF format](#)

[To generate client-side image maps](#)

[To provide an image's alternate low-resolution image](#)

[To set an image's default hyperlink](#)

[To set image map style](#)

[To specify an image's alternate text](#)

About Hyperlinks

A hyperlink is a connection from a World Wide Web page to another file on the World Wide Web. The destination of the hyperlink is most often another World Wide Web page, but it can also be a multimedia file or even a program.

Hyperlinks are embedded directly in text or images on a page, and they give textual or graphical cues about where they lead. For example, a text hyperlink from the phrase "Microsoft FrontPage" and an image hyperlink from the Microsoft FrontPage logo both would indicate that the hyperlink goes to a page describing Microsoft FrontPage.

Browsers usually underline text hyperlinks and display them in a specific color. Hyperlinks in images are invisible. However, users can tell when the pointer is over a hyperlink because it changes appearance, usually to a pointing hand.

When a user clicks on a hyperlink to a page, the browser gets the page from the correct server and displays it. When a user clicks a hyperlink to another type of file, the browser gets the file from the server and opens it in an associated program. For example, most browsers open WAV files in a sound-playback application.

When a hyperlink is inserted on a page, the destination of the hyperlink is encoded as a Uniform Resource Locator (URL). A URL gives the address of a file on the World Wide Web and also identifies the Internet service, such as FTP or the World Wide Web, that will handle the file.

Any URL can be absolute or relative. An absolute URL is the full Internet address of a page or file, including the protocol, network location, and optional path and file name. For example, `http://www.microsoft.com/news.htm` is an absolute URL.

A relative URL is a URL with one or more of its parts missing. Browsers take the missing information from the page containing the URL. For example, if the protocol is missing, the browser uses the protocol of the current page, and if the network location is missing, the browser uses the current page's network location.

The most common type of relative URL has only a partial path and a file name, but no network location. If a page uses this type of relative URL to hyperlink to another page and both pages are moved to another server, the hyperlink will still work if the relative positions of the pages remains the same on the new server. For example, the relative URL `products.htm` points to a page in the same folder as the page containing the hyperlink. If both pages are moved to the same folder on a different server, the URL will still be correct.

FrontPage has a complete interface for creating, editing, and verifying hyperlinks. In the FrontPage Editor, you create a hyperlink to a target page or file in your current FrontPage web by selecting the target from a list of your web's contents. You create hyperlinks to any page on the World Wide Web by typing in the target page's URL or by browsing the World Wide Web for the page.

Using FrontPage, you can create hyperlinks without needing to know the URL of the target page or file. You can just browse the current FrontPage web or the World Wide Web, point to the page or file, and the FrontPage Editor fills in the correct URL.

FrontPage generates relative URLs automatically when you create hyperlinks between pages in your FrontPage web. If you rename or move a page, FrontPage updates all the relative URLs in your FrontPage web that point to that page. By automatically generating all relative URLs, FrontPage saves you time and ensures that your Web site will be portable.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Hyperlinks')}
```

Creating and Using Hyperlinks and Bookmarks

Overview

Creating Text Hyperlinks

To create a text hyperlink from the FrontPage Explorer

To create a text hyperlink to a new page

To create a text hyperlink to a page on the World Wide Web

To create a text hyperlink to a page or file in the current FrontPage web

To create a text hyperlink to an open page

Creating Image Hyperlinks

To create an image hyperlink to a new page

To create an image hyperlink to a page on the World Wide Web

To create an image hyperlink to a page or file in the current FrontPage web

To create an image hyperlink to an open page

Following Hyperlinks

To follow a hyperlink backward

To follow a text hyperlink forward

To follow an image hyperlink forward

To stop following a hyperlink

Deleting and Changing Hyperlinks

To change a text hyperlink

To change an image hyperlink

To delete an entire text hyperlink

To delete an image hyperlink

To delete part of a text hyperlink

Creating and Using Bookmarks

To create a bookmark

To create a hyperlink to a bookmark

To delete a bookmark

To visit a bookmark

Viewing Hyperlinks From the FrontPage Explorer

To view hyperlinks to images

To view repeated hyperlinks

To view hyperlinks inside a page

Verifying and Repairing Hyperlinks

To repair a broken external hyperlink

To repair a broken internal hyperlink

To verify external hyperlinks

To verify internal hyperlinks

Other Hyperlink Procedures

To add extended attributes to a hyperlink

To create a hyperlink to a multi-media file

To recalculate hyperlinks

To select a hyperlink

To select hyperlink color

To select visited hyperlink color

Lists Overview

FrontPage supports five types of lists that can be used to format text:

- Bulleted
Presents an unordered list of items. Generally, bulleted lists are rendered as paragraphs separated by white space and prefixed by bullets.
- Numbered
Presents an ordered list of items, such as steps in a procedure. Generally, numbered lists are rendered as paragraphs separated by white space and prefixed by numbers.
- Directory
Lists a sequence of short terms.
- Menu
Presents an unordered list of short entries.
- Definition
Presents terms and their definitions. Generally, a term is rendered flush left, and its definition is indented.

The exact formatting of a list depends on the Web browser that will be used to view the list. Certain Web browsers do not display Directory and Menu list styles as intended.

While editing a list, FrontPage assists by providing sequentially numbered line items, bullets, and indents as applicable to the style of list being created. You can easily create nested lists by inserting a list within a list, or you can insert a paragraph in a list. To end any list, press the ENTER key twice or press CTRL+ENTER.

{button Related Procedures,JI('frontpg.HLP','Content_Lists')}

To create a nested list

- 1** In the FrontPage Editor, place the cursor at the end of the item in the primary list that precedes the line where you want the nested list to begin.
- 2** Press ENTER to create a new line.
- 3** Click the Increase Indent button on the Format toolbar.
- 4** Type the first list item to be added, then click the Numbered List or Bulleted List button on the Format toolbar to create the nested list.
- 5** Press ENTER for each additional line item you want to add to the secondary list.
- 6** To end both lists, place the cursor at the end of the last list item and press CTRL+ENTER.

{button Related Procedures,JI('frontpg.HLP>main','Content_Lists')}

Creating and Editing Lists

[Overview](#)

Creating Lists

[To create a bulleted list](#)

[To create a definition list](#)

[To create a directory list](#)

[To create a menu list](#)

[To create a nested list](#)

[To create a numbered list](#)

Deleting Lists and List Items

[To delete a list](#)

[To delete a list item](#)

Other List Procedures

[To add extended attributes to a list](#)

[To change a list type](#)

[To end a list](#)

[To insert a list item](#)

[To open the List Properties Dialog Box](#)

[To select a list](#)

About Pages

Pages are the basic documents of the World Wide Web. They are written in an evolving language called HTML (HyperText Markup Language). An HTML page contains text along with HTML tags, embedded commands that supply information about the page's structure, appearance, and contents.

Some HTML tags build structural descriptions of page items, such as tables and forms, which are made up of many elements. Browsers (programs that display pages) use this information to determine how to display the page elements in relation to each other. For example, the HTML tags that describe a table specify the number of rows it has, the number of cells in a row, and so forth.

Along with describing the structural relationships among page elements, some HTML tags also contain attributes. Attributes provide details about a particular tag. For instance, the tag that inserts an image on a page has an attribute that supplies the name of the image to insert. Some attributes supply preferences about the layout of the page element. For example, a table has attributes that describe its border width and the padding between its cells.

You do not need to know the HTML language to use FrontPage. The FrontPage Editor creates the HTML in the background, adding tags and filling in attributes based on your choices. You create and edit pages using a familiar, word-processor interface. You can add HTML by hand, but only if you want to.

A home page is the top-level page in your World Wide Web site and usually contains an introduction to the Web site along with hyperlinks to other pages. It is displayed by default when a user visits your Web server. Some Web servers support multiple home pages.

The FrontPage Editor is the FrontPage tool for creating, editing, and testing World Wide Web pages. As you add text, images, tables, form fields, and other elements to your page, the FrontPage Editor displays them as they would appear in a World Wide Web browser.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To insert an ActiveX control

- 1 In the FrontPage Editor, choose **Insert: Other Components: ActiveX Control**, or on the Advanced toolbar, click the Insert ActiveX Control button:



- 2 In the ActiveX Control Properties dialog box, pick an ActiveX control from the Pick a Control field, which lists the ActiveX controls installed on your computer. To specify an ActiveX control that has not yet been installed on your computer, type in the control's class ID number.
- 3 Click Properties to specify parameter values for the ActiveX control, if necessary.
 - If the ActiveX control is loaded on your computer and if the ActiveX control supports local editing of properties, clicking Properties will open a table editor that you use to configure the ActiveX control. The table editor lists all of the ActiveX control's properties and the current values of each property.
 - If the ActiveX control is not loaded on your computer, or if the control does not support local editing of properties, clicking Properties will open the Object Parameters dialog box. To use the Object Parameters dialog box, you must know the names of each of the control's properties along with valid data values for each property. To add a parameter, click Add and supply a parameter name, value, and type.
- 4 Optionally type a name to use to refer to the ActiveX control within scripts on the current page.
- 5 In the Layout section of the ActiveX Control Properties dialog box, optionally specify alignment, border thickness, horizontal and vertical spacing, and width and height values for the ActiveX control.
- 6 In the HTML field, optionally type in HTML for Web browsers that do not support ActiveX to display in place of the ActiveX control.
- 7 In the Code Source field, optionally specify the URL that Web browsers should use to download the ActiveX control when the page is loaded, if the control is not on the Web browser computer.
- 8 In the Data Source field, optionally specify the URL of a file containing runtime parameters. Click Browse to browse for this file in the current FrontPage web, the World Wide Web, or your file system.
- 9 Click OK to close the ActiveX Control Properties dialog box and insert the control on your page.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To insert a Java applet

- 1 In the FrontPage Editor, choose **Insert: Other Components: Java Applet**, or on the Advanced toolbar, click the Insert Java Applet button:



- 2 In the Applet Source field of the Java Applet Properties dialog box, type in the name of the Java applet source file. Java applet source files usually have a CLASS filename extension.
- 3 In the Applet Base URL field, type in the URL of the folder containing the Java applet source file.
- 4 In the Message For Browsers Without Java Support field, optionally type in HTML for Web browsers that do not support Java applets to display in place of the Java applet.
- 5 For each parameter that you want to pass to the Java applet, click Add and enter the parameter's name and, if required, value in the Set Attribute Value dialog box.
Since Java does not provide a mechanism for displaying the valid properties and values are for a given applet, you'll need to consult the documentation that comes with the Java applet and input the right parameter names and legal values for each parameter.
- 6 In the Layout section of the Java Applet Properties dialog box, optionally specify alignment, border thickness, horizontal and vertical spacing, and width and height values for the Java applet.
- 7 Click OK to close the Java Applet Properties dialog box and insert the applet on your page.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To insert a plug-in

- 1 In the FrontPage Editor, choose **Insert: Other Components: Plug-In**, or on the Advanced toolbar, click the Insert Plug-In button:



- 2 In the Data Source field, enter the URL or file location of the plug-in. Click Browse to browse the current FrontPage web, the World Wide Web, or your file system.
- 3 In the Message For Browsers Without Plug-In Support field, optionally type in HTML for Web browsers that do not support plug-ins to display in place of the plug-in.
- 4 In the Size field, enter the plug-in's width and height.
- 5 In the Layout section of the Plug-In Properties dialog box, optionally specify alignment, border thickness, horizontal and vertical spacing values for the Plug-In.
- 6 Click OK to close the Plug-In Properties dialog box and insert the plug-in on your page.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To insert a PowerPoint Animation

- 1 In the FrontPage Editor, choose **Insert: Other Components: PowerPoint Animation**.
- 2 PowerPoint Animations are inserted as ActiveX controls or plug-ins. In the Insert As field choose the method of implementing the PowerPoint Animation: ActiveX Control or Plug-In.
- 3 Click OK to close the PowerPoint Animation dialog box and insert the PowerPoint Animation on your page.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To set the default script language for the Script Wizard

The Script Wizard lets you create scripts in either VBScript or JavaScript. However, you can use only one script language per page, and you cannot change the script language for a page that already contains script.

- 1** Choose **Insert: Script**.
- 2** In the Script dialog box, select VBScript or JavaScript.
- 3** Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To set the script language

You can create scripts in either VBScript or JavaScript. However, you can use only one script language per page, and you cannot change the script language for a page that already contains script.

- 1** Choose **Insert: Script**.
- 2** In the Script dialog box, select VBScript or JavaScript.
- 3** Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

To insert an inline script

- 1 Choose **Insert: Script**.
- 2 Select VBScript or JavaScript.
- 3 In the Script field, enter the script.
- 4 Click OK.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}
```

To insert an event script

You can insert an event script using the Script and Extended Attributes dialog boxes or using the Script Wizard.

To insert an event script using the Script Wizard

- 1 Choose **Insert: Script**.
- 2 Select VBScript or JavaScript.
- 3 Click Script Wizard.

To insert an event script using the Script dialog box

- 1 Choose **Insert: Script**.
- 2 Select VBScript or JavaScript.
- 3 In the Script field, enter the event script.
- 4 Click Extended.
- 5 In the Extended Attributes dialog box, add the required attributes for the event script.
- 6 Click OK in the Extended Attributes dialog box.
- 7 Click OK in the Script dialog box.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Pages')}

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To find text in all pages in a FrontPage web

If any pages are open in the FrontPage Editor, save them so the most current version of the FrontPage web is checked.

The Find command works on page elements that can be edited in place on the page. For example, page titles added in the Page Properties dialog box or buttons that have been added to the page by a WebBot component are not included in the Find command.

- 1** In the FrontPage Explorer, choose **Tools: Find**.
- 2** Edit the Find In FrontPage Web dialog box as follows:
 - To specify the text to find, enter it in the Find What field.
 - To find text only if it matches a whole word, select Match Whole Word Only.
 - To find text only if it matches the capitalization of the text to find, choose Match Case.

3 Select the All Pages option.

4 Click OK.

FrontPage lists the results of the search in the Find Occurrences dialog box.

5 To add a task to the To do List for each page in which the text was found, select each page, then click Add Task.

6 To edit the pages in which the text was found, click Edit Page.

The FrontPage Editor displays each page with the text. After a page is checked, you have the option of closing the page and continuing to the next page in which the text was found.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Text')}

To find text in selected pages in a FrontPage web

If any pages are open in the FrontPage Editor, save them so the most current version of the FrontPage web is checked.

The Find command works on page elements that can be edited in place on the page. For example, page titles added in the Page Properties dialog box or buttons that have been added to the page by a WebBot component are not included in the Find command.

- 1** In the Contents pane of the Folder View in the FrontPage Explorer, select the pages in which you want to find text.
- 2** Choose **Tools: Find**.
- 3** Edit the Find In FrontPage Web dialog box as follows:
 - To specify the text to find, enter it in the Find What field.
 - To find text only if it matches a whole word, select Match Whole Word Only.
 - To find text only if it matches the capitalization of the text to find, choose Match Case.
- 4** Select the Selected Pages option.
- 5** Click OK.
FrontPage lists the results of the search in the Find Occurrences dialog box.
- 6** To add a task to the To do List for each page in which the text was found, select each page, then click Add Task.
- 7** To edit the pages where the text was found, click Edit Page.
The FrontPage Editor displays each page with the text. After a page is checked, you have the option of closing the page and continuing to the next page in which the text was found.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Text')}

To replace text in all pages in a FrontPage web

If any pages are open in the FrontPage Editor, save them so the most current version of the FrontPage web is checked.

The Replace command works on page elements that can be edited in place on the page. For example, page titles added in the Page Properties dialog box or buttons that have been added to the page by a WebBot component are not included in the Replace command.

- 1** In the FrontPage Explorer, choose **Tools: Replace**.
- 2** Edit the Replace In FrontPage Web dialog box as follows:
 - To specify the text to find, enter it in the Find What field.
 - To specify the replacement text, enter it in the Replace With field.
 - To find text only if it matches a whole word, select Match Whole Word Only.
 - To find text only if it matches the capitalization of the text to find, select Match Case.
- 3** Select the All Pages option.
- 4** Click OK. To cancel the Replace command, click Cancel. Canceling the command does not undo all replacements that have already occurred.
FrontPage lists the results of the search in the Find Occurrences dialog box.
- 5** To add a task to the To do List for each page in which text was found that needs to be replaced, select each page, then click Add Task.
- 6** To edit the pages in which text was found that needs to be replaced, click Edit Page.
The FrontPage Editor displays each page with the text that needs to be replaced. After a page is checked, you have the option of closing the page and continuing to the next page in which the text that needs to be replaced was found.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Text')}

To replace text in selected pages in a FrontPage web

If any pages are open in the FrontPage Editor, save them so the most current version of the FrontPage web is checked.

The Replace command works on page elements that can be edited in place on the page. For example, page titles added in the Page Properties dialog box or buttons that have been added to the page by a WebBot component are not included in the Replace command.

- 1** In the Contents pane of the Folder View in the FrontPage Explorer, select the pages in which you want to find text.
- 2** Choose **Tools: Replace**.
- 3** Edit the Replace In FrontPage Web dialog box as follows:
 - To specify the text to find, enter it in the Find What field.
 - To specify the replacement text, enter it in the Replace With field.
 - To find text only if it matches a whole word, select Match Whole Word Only.
 - To find text only if it matches the capitalization of the text to find, select Match Case.
- 4** Select the Selected Pages option.
- 5** Click OK. To cancel the Replace command, click Cancel. Canceling the command does not undo all replacements that have already occurred.
FrontPage lists the results of the search in the Find Occurrences dialog box.
- 6** To add a task to the To do List for each page in which text was found that needs to be replaced, select each page, then click Add Task.
- 7** To edit the pages in which text was found that needs to be replaced, click Edit Page.
The FrontPage Editor displays each page with the text that needs to be replaced. After a page is checked, you have the option of closing the page and continuing to the next page in which the text that needs to be replaced was found.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Text')}

About FrontPage Webs

A FrontPage web is a set of files and folders that you can open, edit, and test in the FrontPage Explorer. It contains the World Wide Web pages, other files, and folders that form your World Wide Web site's contents, along with additional FrontPage support files. These additional FrontPage files are what give the FrontPage Explorer and the FrontPage Editor their powerful functionality. For example, only a FrontPage web supports automatic hyperlink recalculation and repair, full text index generation, automatic table of contents generation, and automatic form handling.

You can create a FrontPage web on a World Wide Web server that has the FrontPage Server Extensions installed. (These are a set of programs and scripts that support FrontPage and extend the functionality of the Web server.) You can also create a FrontPage web without a Web server, directly on your computer's file system. In either case, you can use the full set of FrontPage Explorer and FrontPage Editor commands to edit your FrontPage web and its pages and files.

When deciding whether to create your FrontPage web with or without a Web server, consider the following:

- When you edit a FrontPage web on a Web server, you are editing a live World Wide Web site. If you make any changes, they are immediately available to users of the World Wide Web or intranet site. If you edit a FrontPage web that is not on a Web server, you must first publish the FrontPage web on the Web server before users can see the changes you made.
- A FrontPage web that is not on a Web server requires less memory than a FrontPage web on a Web server.
- If you want to try out some of the FrontPage [WebBot components](#) while you are editing a FrontPage web, the FrontPage web must be on a Web server that has the FrontPage Server Extensions installed. If the FrontPage web is not on a Web server with the FrontPage Server Extensions, you'll need to copy it to one before testing these features.
- Only a FrontPage web on a Web server with the FrontPage Server Extensions maintains a full-text index of the FrontPage web. When you copy a FrontPage web to a Web server with the FrontPage Server Extensions, the full-text index is automatically generated.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Images')}

To copy a page to a FrontPage web

You can copy pages from a Web site to a FrontPage web, when permissible.

- 1** In the FrontPage Editor, choose **File: Open**.
- 2** In the Other Location tab, click From Location.
- 3** Type in the URL of the page you want to copy to your FrontPage web and click OK. The page will open in the FrontPage Editor.
- 4** Choose **File: Save**.
- 5** Enter a title in the Page Title field.
- 6** In the File Path Within Your FrontPage Web field, type a URL relative to the root folder of the currently open FrontPage web.
- 7** Click OK.
You are prompted to save any images, ActiveX controls, sound files, and other objects on the page to the FrontPage web.

{button Related Procedures,JI('frontpg.HLP>main','Content_Webs')}

To authorize a FrontPage web administrator

Administrators can create FrontPage webs and pages, delete FrontPage webs and pages, designate administrators, authors, and restrict end users from accessing a FrontPage web.

- 1** In the FrontPage Explorer, choose **Tools: Permissions**.
- 2** If the current FrontPage web is not the root FrontPage web, select Use Unique Permissions For This Web and click Apply.
This specifies that the current FrontPage web will not inherit its permissions settings from the root FrontPage web.
- 3** In the Users tab, click Add.
- 4** In the Add Users dialog box, type the new administrator's name in the Name field.
- 5** Have the new administrator type his or her password in the Password and Confirm Password fields.
- 6** In the User Can field, choose the Administer, Author, And Browse This Web option.
- 7** Click OK.
- 8** To add the new administrator and continue working in the Permissions dialog box, click Apply. To add the new administrator and close the dialog box, click OK.

{button Related Procedures,JI('frontpg.HLP>main', 'Contents_Webs')}

To authorize a FrontPage web author

Authors can create and delete pages in a FrontPage web.

- 1 In the FrontPage Explorer, choose **Tools: Permissions**.
- 2 If the current FrontPage web is not the root FrontPage web, select Use Unique Permissions For This Web and click Apply.
This specifies that the current FrontPage web will not inherit its permissions settings from the root FrontPage web.
- 3 In the Users tab, click Add.
- 4 In the Add Users dialog box, type the new author's name in the Name field.
- 5 Enter the new author's password in the Password and Confirm Password fields.
- 6 In the User Can field, choose the Author And Browse This Web option.
- 7 Click OK.
- 8 To add the new author and continue working in the Permissions dialog box, click Apply. To add the new author and close the dialog box, click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Webs')}

To register a user of a restricted-access FrontPage web

By default, all end users have access to a FrontPage web. A FrontPage web administrator can restrict general end-user access to a FrontPage web, and then register specific users that are authorized to access the FrontPage web.

- 1** In the FrontPage Explorer, choose **Tools: Permissions**.
- 2** If the current FrontPage web is not the root FrontPage web, select Use Unique Permissions For This Web and click Apply.
This specifies that the current FrontPage web will not inherit its permissions settings from the root FrontPage web.
- 3** In the Users tab, choose Only Registered Users Have Browse Access, then click Add.
- 4** In the Name field, enter the name of the user who will have access to the FrontPage web.
- 5** Enter the user's password in the Password and Confirm Password fields.
- 6** In the User Can field, choose the Browse This Web option.
- 7** Click OK.
- 8** To add the user and continue working in the Permissions dialog box, click Apply. To add the user and close the dialog box, click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Webs')}

To remove a FrontPage web administrator

- 1 In the FrontPage Explorer, choose **Tools: Permissions**.
- 2 In the Users tab, select the administrator to be removed.
- 3 Click Remove.
- 4 To remove the administrator and continue working in the Permissions dialog box, click Apply. To remove the administrator and close the dialog box, click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Webs')}

To remove a FrontPage web author

- 1 In the FrontPage Explorer, choose **Tools: Permissions**.
- 2 In the Users tab, select the author to be removed.
- 3 Click Remove.
- 4 To remove the author and continue working in the Permissions dialog box, click Apply. To remove the author and close the dialog box, click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Webs')}

To remove a registered user from a restricted-access FrontPage web

- 1 In the FrontPage Explorer, choose **Tools: Permissions**.
- 2 In the Users tab, select the user to be removed.
- 3 Click Remove.
- 4 To remove the user and continue working in the Permissions dialog box, click Apply. To remove the user and close the dialog box, click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Webs')}

To restrict a FrontPage web administrator's IP addresses

You can restrict the range of IP addresses from which administrators can open a FrontPage web by adding one or more IP address masks.

- 1** In the FrontPage Explorer, choose **Tools: Permissions**.
- 2** If the current FrontPage web is not the root FrontPage web, select Use Unique Permissions For This Web and click Apply.
This specifies that the current FrontPage web will not inherit its permissions settings from the root FrontPage web.
- 3** In the Computers tab, click Add.
The Add Computer dialog box displays.
- 4** In each of the four IP Mask field sections, enter an integer in the range 1 - 256 or the wild card character (*).
The wild card character means that any integer will be accepted at that position in the IP address.
- 5** In the Computer Can field, choose the Administer, Author, And Browse This Web option.
- 6** Click OK.
- 7** To add the IP address mask and continue working in the Permissions dialog box, click Apply. To add the IP address mask and close the dialog box, click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Webs')}

To restrict a FrontPage web author's IP addresses

You can restrict the range of IP addresses from which authors can open a FrontPage web by adding one or more IP address masks.

- 1** In the FrontPage Explorer, choose **Tools: Permissions**.
- 2** If the current FrontPage web is not the root FrontPage web, select Use Unique Permissions For This Web and click Apply.
This specifies that the current FrontPage web will not inherit its permissions settings from the root FrontPage web.
- 3** In the Computers tab, click Add.
The Add Computer dialog box displays.
- 4** In each of the four IP Mask field sections, enter an integer in the range 1 - 256 or the wild card character (*).
The wild card character means that any integer will be accepted at that position in the IP address.
- 5** In the Computer Can field, choose the Author And Browse This Web option.
- 6** Click OK.
- 7** To add the IP address mask and continue working in the Permissions dialog box, click Apply. To add the IP address mask and close the dialog box, click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Webs')}

To restrict a FrontPage web user's IP addresses

You can restrict the range of IP addresses from which users can open a FrontPage web by adding one or more IP address masks.

- 1** In the FrontPage Explorer, choose **Tools: Permissions**.
- 2** If the current FrontPage web is not the root FrontPage web, select Use Unique Permissions For This Web and click Apply.
This specifies that the current FrontPage web will not inherit its permissions settings from the root FrontPage web.
- 3** In the Computers tab, click Add.
The Add Computer dialog box displays.
- 4** In each of the four IP Mask field sections, enter an integer in the range 1 - 256 or the wild card character (*).
The wild card character means that any integer will be accepted at that position in the IP address.
- 5** In the Computer Can field, choose the Browse This Web option.
- 6** Click OK.
- 7** To add the IP address mask and continue working in the Permissions dialog box, click Apply. To add the IP address mask and close the dialog box, click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Webs')}

To remove a FrontPage web administrator's IP address mask

- 1 In the FrontPage Explorer, choose **Tools: Permissions**.
- 2 In the Computers tab, select the IP address mask to be removed, then click Remove.
- 3 To remove the IP address mask and continue working in the Permissions dialog box, click Apply. To remove the IP address mask and close the dialog box, click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Webs')}

To remove a FrontPage web author's IP address mask

- 1 In the FrontPage Explorer, choose **Tools: Permissions**.
- 2 In the Computers tab, select the IP address mask to be removed, then click Remove.
- 3 To remove the IP address mask and continue working in the Permissions dialog box, click Apply. To remove the IP address mask and close the dialog box, click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Webs')}

To remove a FrontPage web user's IP address mask

- 1 In the FrontPage Explorer, choose **Tools: Permissions**.
- 2 In the Computers tab, select the IP address mask to be removed, then click Remove.
- 3 To remove the IP address mask and continue working in the Permissions dialog box, click Apply. To remove the IP address mask and close the dialog box, click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Webs')}

To check spelling in all pages in a FrontPage web

If any pages are open in the FrontPage Editor, save them so the most current version of the FrontPage web is checked.

The Spelling command works on page elements that can be edited in places on the page. For example, page titles added in the Page Properties dialog box or buttons that have been added to the page by a WebBot component are not included in the Spelling command.

1 In the FrontPage Explorer, choose **Tools: Spelling**.

The Spelling dialog box is displayed.

2 Select the All Pages option, then click Start.

FrontPage lists the progress and results of the command in the Check Spelling dialog box.

3 To add a task to the To Do List for each page in which misspelled text was found, select each page, then click Add Task.

4 To edit pages in which misspelled text was found, click Edit Page.

The FrontPage Editor will open each page and display the Spelling dialog box containing the misspelled text.

After a page is checked, you have the option of closing the page and continuing with the next document in which misspelled text was found.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Text')}

To check spelling in selected pages in a FrontPage web

If any pages are open in the FrontPage Editor, save them so the most current version of the FrontPage web is checked.

The Spelling command works on page elements that can be edited in places on the page. For example, page titles added in the Page Properties dialog box or buttons that have been added to the page by a WebBot component are not included in the Spelling command.

- 1** In the Contents pane of the Folder View in the FrontPage Explorer, select the pages you want to check for spelling.
- 2** Choose **Tools: Spelling**.
The Spelling dialog box is displayed.
- 3** Select the Selected Pages option, then click Start.
FrontPage lists the progress and results of the command in the Check Spelling dialog box.
- 4** To add a task to the To Do List for each page in which misspelled text was found, select each page, then click Add Task.
- 5** To edit pages in which misspelled text was found, click Edit Page.
The FrontPage Editor will open each page and display the Spelling dialog box containing the misspelled text. After a page is checked, you have the option of closing the page and continuing with the next document in which misspelled text was found.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Text')}

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About the FrontPage Workplace

The FrontPage workplace includes what you see on the screens of the three components of FrontPage: the FrontPage Explorer, FrontPage Editor, and To Do List. On the screens of the FrontPage Explorer and FrontPage Editor you see menu bars, toolbars, status bar, and menus. All three components include title bars and dialog boxes.

The three views of the FrontPage Explorer have common screen elements which do not change when you change views. The FrontPage Editor has a text area where you create the pages of your FrontPage web. In the FrontPage Explorer and FrontPage Editor you can display or hide some screen elements, such as the status bar.

You can learn about the screen elements of the FrontPage Explorer and FrontPage Editor by clicking the Help button on the toolbar. When the pointer changes to an arrow and a question mark, point at the screen element you want to learn about then click the left mouse button.



Help button

```
{button Related Procedures,JI('frontpg.HLP>main','Content_Workplace')}
```

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Corporate Presence Web Wizard

Welcome to the Corporate Presence Web Wizard Help. Most of the phases of the Corporate Presence Web Wizard are self-explanatory; however, if you need help along the way, choose the Help button.

The Corporate Presence Web Wizard creates web [pages](#) that need to be updated with information specific to your company. The wizard leaves notes in purple text on pages to indicate what has to be updated and suggestions on what information to include. Also, you need to replace the company logo the wizard uploaded with your company logo. Follow the procedure below to add your company logo to the web.

To add your company logo to the web

1. Choose **File: Import** in the FrontPage Explorer.
The Import File to Web dialog box is displayed.
1. In the Import File to Web dialog box, choose the Add File button.
The Add File to Import List dialog box is displayed.
1. In the Add File to Import List dialog box, select the drive and directory in which your company's logo is stored.
1. Select the file name containing your company's logo, then choose the OK button.
The file is added to the File and URL list in the Import File to Web dialog box.
1. Choose the Edit URL button.
The Edit URL dialog box is displayed.
1. In the Edit URL dialog box, type `images/logo.gif` in the URL field, then choose the OK button.
1. In the Import File to Web dialog box, choose the Import Now button.
1. When FrontPage asks you if you want to replace the existing logo.gif file, choose the Yes button.
Your company's logo appears on every page in which the wizard uploaded a company logo.
1. In the Import File to Web dialog box, choose the Close button.
The Import File to Web dialog box closes.

For Help on Help, Press F1



Naming Your Server and Web

The [web](#) you are creating will be stored on a [server](#) and needs to have a name on that server. The fields below provide that information to the wizard:

Web Server

Type the name of the server on which the web will be stored.

Examples of server names are: acme.company.com, or 192.200.44.69.

Web Name

Type the name of the web. The length, character restrictions, and case sensitivity depends on the server you are using.

For example, if your server is on a PC running DOS, the web name can be a maximum of 8 characters, and can any contain upper-and lowercase characters except the following:

period (.)	brackets ([])	backslash (\)
slash (/)	semicolon (;)	vertical bar ()
colon (:)	equal sign (=)	comma (,)



Examples of DOS web names are products.web, ACME.



Selecting Main Pages

The corporate presence web wizard leaves notes in purple text on the main [pages](#) you choose to indicate what has to be updated and suggestions on what information to include. Also, you need to replace the company logo the wizard uploaded with your company logo. Follow the procedure below to add your company logo to the web.

To add your company logo to the web

1. Choose **File: Import** in the FrontPage Explorer.
The Import File to Web dialog box is displayed.
1. In the Import File to Web dialog box, choose the Add File button.
The Add File to Import List dialog box is displayed.
1. In the Add File to Import List dialog box, select the drive and directory in which your company's logo is stored.
1. Select the file name containing your company's logo, then choose the OK button.
The file is added to the File and URL list in the Import File to Web dialog box.
1. Choose the Edit URL button.
The Edit URL dialog box is displayed.
1. In the Edit URL dialog box, type `images/logo.gif` in the URL field, then choose the OK button.
1. In the Import File to Web dialog box, choose the Import Now button.
1. When FrontPage asks you if you want to replace the existing logo.gif file, choose the Yes button.
Your company's logo appears on every page in which the wizard uploaded a company logo.
1. In the Import File to Web dialog box, choose the Close button.
The Import File to Web dialog box closes.



Selecting Topics for the Home Page

The corporate presence web wizard leaves notes in purple text on the [home page](#) to indicate what topics need to be updated and suggestions on what information to include.



Selecting Topics for the What's New Page

The corporate presence web wizard leaves notes in purple text to indicate what topics need to be updated and suggestions on what information to include.



Creating a Products/Services Page

The Products/Services page will contain [links](#) to pages containing information about your products and services. Decide how many product and services pages you want. If you choose three links for products and three links for services, the Products/Services page will contain six links: three for products and three for services.

The corporate presence web wizard leaves notes in purple text on this page to indicate what has to be updated and suggestions on what information to include. Also, you need to replace the company logo the wizard uploaded with your company logo. Follow the procedure below to add your company logo to the web.

To add your company logo to the web

1. Choose **File: Import** in the FrontPage Explorer.
The Import File to Web dialog box is displayed.
1. In the Import File to Web dialog box, choose the Add File button.
The Add File to Import List dialog box is displayed.
1. In the Add File to Import List dialog box, select the drive and directory in which your company's logo is stored.
1. Select the file name containing your company's logo, then choose the OK button.
The file is added to the File and URL list in the Import File to Web dialog box.
1. Choose the Edit URL button.
The Edit URL dialog box is displayed.
1. In the Edit URL dialog box, type `images/logo.gif` in the URL field, then choose the OK button.
1. In the Import File to Web dialog box, choose the Import Now button.
1. When FrontPage asks you if you want to replace the existing logo.gif file, choose the Yes button.
Your company's logo appears on every page in which the wizard uploaded a company logo.
1. In the Import File to Web dialog box, choose the Close button.
The Import File to Web dialog box closes.



Selecting Items for Products and Services Pages

Products

Additional items that can be included on a Products [page](#) are:

Product Image

An [image](#) of the product.

Pricing Information

Information on how much the product costs.

Information Request Form

A form that a user can fill out to request more information about a product.

Services

Additional items that can be included on a Services page are:

Capabilities List

A list of the services your company offers.

Reference Accounts

A list of customers who have used your services.

Information Request Form

A form that a user can fill out to request more information about a service.



Storing a Feedback Form

All user input is collected and stored in a file on the [server](#). If you want to load the information into a spreadsheet or database program, specify the tab-delimited format. The data is stored in a file called input.txt. You can open this file in a [web browser](#), then save it to your local disk or copy and paste it into a spreadsheet or database program.

If you want to view or print the information in a web browser, specify the web-page format. The results are stored in a file called input.htm.



Choosing a Graphic Style

When you select a style, the [image](#) on the left indicates the graphic style that the images in your [web](#) will use.



Completing the Web

To have the wizard create your [web](#), choose the Finish button.

If you want the wizard to display a [To Do List](#) after the web is created, select the Show To Do List After Web Is Uploaded option.

link

A jump from a web page to another page or anchor in the current web, or to a resource on the World Wide Web.

server

A computer that runs processes shared by users (clients), or software processes that serve client processes.

In the World Wide Web, the server is the computer that runs the web-server program that responds to [http](#) protocol requests by providing web pages.

web browser

A program that retrieves web pages over the World Wide Web and displays the pages as hypertext, often with embedded images.

wizard

A wizard creates pages and webs for you by asking questions about the features you would like to include on those pages and webs. After the pages or webs are created, they can be modified and new formats can be added.

HTML

HyperText Markup Language. The industry-standard language for describing the contents and layout of a web page. The FrontPage Page Editor reads and writes HTML documents.

page

A single document on a web containing one or more topics that can be linked to from other pages. Topics contain text, images, and HyperText links to other pages or to other Internet services.

Because documents on the World Wide Web are not paginated, a page can span many windows-full of information.

web

A home page and all its associated pages, files, and images.

image

A graphic in GIF or JPEG file format that can be inserted on a page. FrontPage lets you import images in the following formats and insert them as GIF or JPEG: GIF , JPEG, BMP (Windows and OS/2), WMF, TIFF, MAC, PCT, MSP, PCD, RAS, WPG, EPS, PCX, and WMF.

To Do List

The FrontPage program that maintains a list of the tasks required to complete a web. To complete a task on the list, click on it; the program required to do the task starts up with the correct file opened.

home page

The home page is the starting point in a web. It is the page that is retrieved and displayed by default when you visit a web.

http

The Internet protocol that allows web clients to retrieve information from web hosts.

Dialog Box Options for Web Results

Check Spelling dialog box

This dialog box lists the results of the spelling check of the [FrontPage web](#).

Status

Indicates the action taken for each misspelled word.

Page

Lists the [page title](#) and file name of the page containing the misspelled word.

Count

Indicates how many misspelled words were found per page.

Misspelled Words

Lists the misspelled words, an ellipsis indicates that all words are not listed.

Note Misspelled words are listed without punctuation between them.

Stop/Done

Click Stop to halt the command before it has checked spelling in all or selected pages.

When all pages have been checked, the button changes is Done and is dimmed.

Edit Page

Click Edit Page to open the currently selected page and scroll to the first misspelled word.

Add Task

Click Add Task while a page is selected to add a task to the [To Do List](#) to correct a misspelled word.

Find Occurrences dialog box

This dialog box lists the results of the find or replace command check of the [FrontPage web](#).

Status

Indicates the action taken for each found word.

Page

Lists the [page title](#) and file name of the page containing the found word.

Count

Indicates how many words were found per page.

Stop/Done

Click Stop to halt the command before it has checked all or selected pages.

When all pages have been checked, the button changes is Done and is dimmed.

Edit Page

Click Edit Page to open the currently selected page and scroll to the first found word.

Add Task

Click Add Task while a page is selected to add a task to the [To Do List](#) to take action on a found word.

```
{button Related Procedures,JI('frontpg.HLP>main','Contents_Text')}
```


General Tab Properties Dialog Box

Use the General tab of the Properties dialog box to view the characteristics of the currently selected [page](#).

Dialog Box Options

Page URL

The page or other file name relative to the web containing the page. You can edit any part of the page URL. If you edit the name portion of the page URL, the FrontPage Explorer renames the file. If you edit the directory portion of the page URL, the FrontPage Explorer moves the page or file to the new directory. If you enter a directory that is not currently in the web, the FrontPage Explorer creates the directory and then moves the page or file to the new directory.

When you rename or move a page or file by editing its page URL, all links and Include Bots on stored pages are updated to use the new name or location. Stored pages that have had a renamed or moved file inserted are also updated so that the file continues to be inserted correctly.

If you rename a page or file to the special web directory `_private`, the page or file will not be viewable at runtime from a web browser. This is useful for storing pages or files in a web that you want to include in other pages, but that you do not want viewers to see directly.

Title

The title of the selected page. The title is displayed in the FrontPage Explorer and is used by many FrontPage Editor and FrontPage Explorer commands. Use the FrontPage Editor to change the title of an [HTML](#) page.

If the selected page is not an HTML file, its title can be edited in this field.

Type

The file's type, such as HTML, text, image, sound, or movie.

Size

The page's or file's size.

URL

The full URL of the page or file.

```
{button Related Procedures,AL('page web procedures',0,'','main')}
```

Summary Tab Properties Dialog Box

Use the Summary tab of the Properties dialog box to view the characteristics that identify the currently selected [page](#).

Dialog Box Options

Created

The date of the page was created.

Created by

The name of the author of the web when the page was created.

Modified

The date of the last modification to the page.

Modified by

The name of the author of the web when the page was last changed.

Comments

Add notes about the page in this field.

```
{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}
```

Errors Tab, Properties Dialog Box

Use the Errors tab to learn why FrontPage has flagged a page in the Outline View with the Error icon.



Error
icon

Dialog Box Option

Description

A description of the error that has occurred.

{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}

Check In Command

Use the Check In command to update Microsoft Visual SourceSafe with changes made to a checked-out file and unlock the Visual SourceSafe master copy. For more information about the Check In command and Visual SourceSafe, use the online Help system in Visual SourceSafe.

The Check In command is only available when you have version 5.0 of Visual SourceSafe properly configured to work with FrontPage 97. For more information about integrating Visual SourceSafe and FrontPage 97, refer to the white paper titled "Microsoft Visual SourceSafe and FrontPage 97" on the Microsoft FrontPage World Wide Web site.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Webs')}

Check Out Command

Use the Check Out command to copy the latest version of one or more selected pages or files from the current project in Microsoft Visual SourceSafe into your current working directory. When you check out a page or file, other users are prevented from checking it out (also known as being locked out). For more information about the Check Out command and Visual SourceSafe, use online Help in Visual SourceSafe.

The Check Out command is only available when you have version 5.0 of Visual SourceSafe properly configured to work with FrontPage 97. For more information about integrating Visual SourceSafe and FrontPage 97, refer to the white paper titled "Microsoft Visual SourceSafe and FrontPage 97" on the Microsoft FrontPage World Wide Web site.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Webs')}

Undo Check Out Command

Use the Undo Check Out command to cancel a Check Out operation, undoing all changes made to pages or files in the current project in Microsoft Visual SourceSafe. You must have a working directory set for this command to work properly. For more information about the Undo Check Out command and Visual SourceSafe, use online Help in Visual SourceSafe.

The Undo Check Out command is only available when you have version 5.0 of Visual SourceSafe properly configured to work with FrontPage 97. For more information about integrating Visual SourceSafe and FrontPage 97, refer to the white paper titled "Microsoft Visual SourceSafe and FrontPage 97" on the Microsoft FrontPage World Wide Web site.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Webs')}

To specify a proxy server for FrontPage

You can specify a proxy server for the FrontPage Explorer and Editor to use if your local network uses one.

- 1 In the FrontPage Explorer, in the Tools menu, choose **Options**.
- 2 In the Proxies tab, enter the name of the proxy server and its port in the HTTP Proxy field, such as **www.proxy.server:2000**.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Workplace')}

To specify a Web server within a firewall

You can specify the names of Web servers that you want to use inside a firewall. FrontPage communications to servers inside the firewall will not go through your proxy server.

- 1 In the FrontPage Explorer, in the Tools menu, choose **Options**.
- 2 In the Proxies tab, enter the names and optionally port numbers of Web servers that you want to use inside the firewall. Use a comma to separate the entries in the list. To specify all Web servers on your local (intranet) network, click Do Not Use Proxy Server For Local (Intranet) Addresses.

{button Related Procedures,Jl('frontpg.HLP>main','Contents_Workplace')}

Working With Files

[Overview](#)

Opening Files

[To open a file from the FrontPage Explorer](#)

[To open a text file from the FrontPage Editor](#)

[To open an HTML file from the FrontPage Editor](#)

[To open an RTF file from the FrontPage Editor](#)

Inserting Files

[To insert a text file](#)

[To insert an HTML file](#)

[To insert an RTF file](#)

Associating Files With Editors

[To associate a file type with an editor](#)

[To change the associated editor for a file type](#)

[To remove the association between an editor and a file type](#)

Importing and Exporting Files

[To export files from the web](#)

[To import files to the web](#)

Renaming Files

[To change a file's page URL](#)

[To rename a file](#)

[To move a file](#)

HTML Command

Use the HTML command to open a window that contains the HTML of the active page for viewing or editing.

Dialog Box Options

Original

Select Original to display the HTML of the page as it was the last time the page was saved.

Current

Select Current to display the HTML of the page as it currently appears in the FrontPage Editor. You can edit the Current display and use common keyboard commands, such as CTRL+X for cutting and CTRL+V for pasting. If you type invalid HTML, FrontPage encloses it in a WebBot HTML Markup component when you exit the View or HTML window.

Note If you open a page that is not in the current FrontPage web, the Original and Current displays may differ before you edit the page.

Show Color Coding

Select Color Coding to view the HTML tags, names, values, and content in different colors.

```
{button Related Procedures,JI('frontpg.HLP','Content_Workplace')}
```

Advanced Toolbar Command

Use the Advanced Toolbar command to display or hide the FrontPage Editor's advanced toolbar. The advanced toolbar contains commands that insert custom [HTML tags](#), [ActiveX controls](#), [JAVA applets](#), [plug-ins](#), [VBScripts](#), [JavaScript](#), on a [page](#), or start the Database Connector Wizard. When the Advanced Toolbar command has a check mark next to it, the toolbar is displayed.

```
{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}
```

Refresh Command

Use the Refresh command to refresh the display of the current page in the FrontPage Editor or revert to the last-saved version of the current page. If the current page has not been saved when the Refresh command is selected, the FrontPage Editor will prompt you to save your changes.

{button Related Procedures,JI('frontpg.HLP','Content_Workplace')}

Send Command

Use the Send command to send a copy of the active page to an electronic mail recipient. This feature is particularly useful in authoring environments where new FrontPage Web pages require editorial review before being published on the World Wide Web. By using the Send command, your FrontPage web page drafts can be sent to other authors or editors on the network for review.

To use the Send feature, you need Microsoft Exchange (or other mail system compatible with the Messaging Application Programming Interface (MAPI)).

{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}

Save Command

Use the Save Command to save the active page in HTML format. HTML files have an HTM filename extension by default.

If the page was opened from the current FrontPage web, the Save command saves the page to the web. If you have inserted any images from files or from the clipboard, the Save command displays the Save Image to Web Dialog Box. This dialog box gives you the option of saving each new or replaced image to the current FrontPage web.

If the page has never been saved, the Save command displays the Save As dialog box, in which you provide a page title and a file path within the current FrontPage web. To save the page to a hidden directory that a Web browser cannot access, save the file to the special FrontPage-web directory _private. This is useful for saving style pages or pages that you want to include in other pages but that you do not want users to browse to directly.

If the page was opened from a file, FrontPage saves the page back to the file. If you have inserted any images from files or from the clipboard, the Save command displays Save Image to File Dialog Box. This dialog box gives you the option of saving each new or changed image to the same folder as the page or to a different folder that you specify.

To save a page to different location or with a different name, use the Save As command.

You can also save a page by clicking the Save button on the standard toolbar.



Save button

```
{button Dialog Box,JI('frontpg.HLP','PE_IDD_FILE_SAVEAS')}
```

```
{button Related Procedures,AL('file page procedures',0,'','main')}
```

Save As Command

Use the Save As Command to copy the active page either to a new page in the current FrontPage web or to a file. Also, use the Save As command to create a page template from the active page.

To save the page to the current FrontPage web, enter a page title and file path within the current FrontPage web in the Save As dialog box. If you have inserted any images from files or from the clipboard, the Save As command displays the Save Image to Web dialog box. To save the page to a hidden directory that a Web browser cannot access, save the file to the special FrontPage-web directory _private. This is useful for saving style pages or pages that you want to include in other pages but that you do not want users to browse to directly.

To save the page to a file, choose As File and enter the filename and folder in the Save As File dialog box. If you have inserted any images from files or from the clipboard, the Save command displays the Save Image to File dialog box. This dialog box gives you the option of saving each new or changed image to the same folder as the page or to another folder that you specify.

To save the page as a template, choose As Template in the Save as dialog box and enter a title and name for the template in the Save as Template dialog box.

The FrontPage editor saves pages in HTML format. HTML files have an HTM filename extension by default.

```
{button Dialog Box,JI('frontpg.HLP','PE_IDD_FILE_SAVEAS')}
```

```
{button Related Procedures,AL('file page procedures',0,'','main')}
```

Save All Command

Use the Save All Command to save all open pages. The Save All command saves each page in HTML format. HTML files have an HTM filename extension by default.

If a page was opened from the current FrontPage web, the Save All command saves the page to the web. If you have inserted any images from files or from the clipboard, the Save All command displays the Save Image to Web dialog box. This dialog box gives you the option of saving each new or changed image to the current FrontPage web. To save the page to a hidden directory that a Web browser cannot access, save the file to the special FrontPage-web directory _private. This is useful for saving style pages or pages that you want to include in other pages but that you do not want users to browse to directly.

If a page was opened from a file, the Save All command saves the page back to the file. If you have inserted any images from files or from the clipboard, the Save All command displays the Save Images to File dialog box. This dialog box gives you the option of saving each new or changed image to the same folder as the page.

If a page is new, the Save All Command displays the Save As dialog box, in which you provide page title and file path to save the page to the current FrontPage web. To save the page to a file, click As File and save the page to your file system using the Save As File dialog box.

```
{button Dialog Box,JI('frontpg.HLP','PE_IDD_FILE_SAVEAS')}
```

```
{button Related Procedures,AL('file page procedures',0,'','main')}
```


Preview in Browser Command

Use the Preview in Browser command to view the active page in a Web browser. In the Preview in Browser dialog box, you can add names of Web browsers you would like to use. FrontPage detects whether you have a web browser installed on your computer and automatically adds its name to the dialog box.

If you preview a page that does not come from a Web server, some WebBot components requiring a Web server (such as the WebBot Table of Contents component and WebBot Search component) will not work as they would if the FrontPage web came from a web server.

Dialog Box Options

Browser

Select the Web browser you want to use.

Window Size

Select the window size for the browser.

Add

Click Add to open the Add Browser dialog box where you can add another web browser to the list of available web browsers.

Edit

Select a web browser, then click Edit to open the Edit Browser dialog box where you can change information about a Web browser you have added. You cannot edit information about a web browser FrontPage detects and adds to the Preview in Browser dialog box.

Delete

Select a web browser, then click Delete to remove a web browser you have added. You cannot remove a web browser FrontPage detects and adds to the Preview in Browser dialog box.

```
{button Related Procedures,AL('file page procedures',0,'','main')}
```

Print Preview Window

The Print Preview Window displays the [active page](#) as it will appear when you print it. The Print Preview command paginates your pages and assigns them page numbers. These page numbers are not saved with the page.

Note Form fields do not appear in the Print Preview window and are not printed.

Dialog Box Options

Print

Opens the Print dialog box. Use this option to print the page from the Print Preview Window.

Next Page

Use this to display the next page.

Prev Page

Use this to display the previous page.

Two Page/One Page

Changes between previewing a single page and two pages.

Zoom In

Magnifies the display.

Zoom Out

Decreases the display magnification.

Close

Closes the Print Preview window.

{button Related Procedures,JI('frontpg.HLP','Content_Workplace')}

Recent File Command

The FrontPage Editor keeps a numbered list of the four pages most recently opened from files. This list is displayed at the end of the File menu. To open a page that was opened recently, select it from this list of files or type its number.

{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}

Recent File Command

The FrontPage Editor keeps a numbered list of the four pages most recently opened from files. This list is displayed at the end of the File menu. To open a page that was opened recently, select it from this list of files or type its number.

{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}

Recent File Command

The FrontPage Editor keeps a numbered list of the four pages most recently opened from files. This list is displayed at the end of the File menu. To open a page that was opened recently, select it from this list of files or type its number.

{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}

Recent File Command

The FrontPage Editor keeps a numbered list of the four pages most recently opened from files. This list is displayed at the end of the File menu. To open a page that was opened recently, select it from this list of files or type its number.

{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}

Bullets and Numbering Command

Use the Bullets and Numbering command to display the List Properties dialog box, where you can view or apply style formatting to a list on the current page.

The List Properties dialog box has three tabs:

- Use the Other tab to view or apply a List Style to selected text on the current page. Some Web browsers may ignore certain styles when displaying text.
- Use the Bulleted tab to display four available bulleted list styles. Click on the image of the style you want to apply.
- Use the Numbered tab to display four available numbered list styles. Click on the image of the style you want to apply. You can also change the starting number of the first numbered list item.

```
{button Dialog Box,AL('list properties DB tabs',0,'','main')}
```

```
{button Related Procedures,JI('frontpg.HLP','Contents_Text')}
```

Remove Formatting Command

Use the Remove Formatting command to return the formatting of the selected text on the current page to the default, which is based on the paragraph style.

```
{button Related Procedures,JI('frontpg.HLP','Contents_Text')}
```


Paragraph Command

Use the Paragraph command to view or change the properties of the selected paragraph on the current page.

Dialog Box Options

Paragraph format

Select a new style from the list.

Paragraph Alignment

Select the paragraph alignment style:

- **(default)** - do not override the paragraph's default alignment
- **Left** - align the current paragraph to the left margin of the page or table cell.
- **Right** - align the current paragraph to the right margin of the page or table cell.
- **Center** - align the current paragraph to the center of the page or table cell.

Extended

Select Extended to open the [Extended Attributes Dialog Box](#). Use this dialog box to add paragraph HTML, not directly supported in FrontPage.

```
{button Related Procedures,JI('frontpg.HLP','Contents_Text')}
```

Font Command

Use the Characters Format command to change the format of selected characters. You can apply any combination of attributes; however, some Web browsers may ignore certain attributes when displaying text.

The Insert Font dialog box has two tabs:

- Use the Font tab to select the font, and attributes such as size and color.
- Use the Special Styles tab to select special character styles such as blinking, color, superscript and subscript.

```
{button Dialog Box,AL('fonts DB tabs',0,',`main')}
```

```
{button Related Procedures,JI('frontpg.HLP',`Contents_Text')}
```

Background Command

Use the Background command to view and set the properties of the active page.

```
{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}
```

About Microsoft FrontPage Editor Command

Use the About Microsoft FrontPage Editor command to view the version number, product identification number, and other information about your copy of the FrontPage Editor.

{button Related Procedures,JI('frontpg.HLP','Content_Workplace')}

Microsoft FrontPage Help Command

Use the Microsoft FrontPage Help command to display online Help for this Microsoft application.

```
{button Related Procedures,JI('frontpg.HLP','Content_Workplace')}
```

Microsoft on the Web Command

Use the Microsoft on the Web command to go to the Microsoft FrontPage World Wide Web site.

```
{button Related Procedures,JI('frontpg.HLP','Content_Workplace')}
```

One-Line Text Box Command

Use the One-Line Text Box command to insert a one-line text box field at the insertion point. A one-line text box field accepts one line of information from a user.

To create a new form containing a one-line text box field, insert the text box field outside of any currently defined forms.

You can also insert a one-line text box field using the One-Line Text Box button on the forms toolbar.



**One-Line Text Box
button**

```
{button Related Procedures,AL(`field form procedures',0,`,`main')}
```

Check Box Command

Use the Check Box command to insert a check box field at the insertion point. Use a series of check boxes to present a list of items, one or more of which can be selected.

To create a new form containing a check box, insert the check box outside of any currently defined forms.

You can also insert a check box field using the Check Box button on the forms toolbar.



**Check Box
button**

```
{button Related Procedures,AL('field form procedures',0,'`main')}
```


Scrolling Text Box Command

Use the Scrolling Text Box command to insert a scrolling text box field at the insertion point. A scrolling text box field accepts multi-line text entries, such as user comments and suggestions.

To create a new form containing a scrolling text box field, insert the scrolling text box outside of any currently defined forms.

You can also insert a scrolling text box field using the Scrolling Text Box button on the forms toolbar.



**Scrolling Text Box
button**

```
{button Related Procedures,AL(`field form procedures',0,`,`main')}
```

Radio Button Command

Use the Radio Button command to insert a radio button field at the insertion point. Use a series of radio buttons with the same name in a form to present a list of items, only one of which can be selected at a time.

To create a new form containing a radio button, insert the radio button outside of any currently defined forms.

You can also insert a radio button field using the Radio Button button on the forms toolbar.



**Radio Button
button**

```
{button Related Procedures,AL('field form procedures',0,`, `main')}
```

Drop-Down Menu Command

Use the Drop-Down Menu command to insert a drop-down menu field at the insertion point. A drop-down menu field presents a list of items one or more of which can be selected.

To create a new form containing a menu form field, insert the menu field outside of any currently defined forms.

You can also insert a Drop-Down Menu field using the Drop-Down Menu button on the forms toolbar.



**Drop-Down Menu
button**

```
{button Related Procedures,AL('field form procedures',0,`, `main')}
```

Push Button Command

Use the Push Button command to create a push button field at the insertion point. A push button field submits a form to its form handler.

To create a new form containing a push button field, insert the field outside of any currently defined forms.

You can also create a push button field using the Push Button button on the forms toolbar.



**Push Button
button**

```
{button Related Procedures,AL('field form procedures',0,`, `main')}
```

Image Form Field Command

Use the Image Form Field command to create an image form field at the insertion point. An image form field submits the form to the form handler when a user clicks it.

After choosing this command, FrontPage displays the Insert Image Dialog Box where you select the image to insert in the form.

```
{button Related Procedures,AL('field form procedures',0,'','main')}
```

File Command

Use the File command to insert a copy of a file at the insertion point. You select the file to insert using the Select a File dialog box.

If you change the contents of the file after inserting it, you must insert it again to update it.

When you insert a file containing images, each image that is not in the GIF or JPEG format, is converted to the GIF format (for images with a color depth up to 8 bits) or JPEG format (for images with a color depth higher than 8 bits). When you save a page to a FrontPage web, each image that has been inserted from a file is added to the FrontPage web.

If you try to insert a file with a filename extension that FrontPage does not recognize, or if the contents of the file do not appear to match the type indicated by the filename extension, the FrontPage Editor displays the Open File As dialog box. In this dialog box, you can indicate whether the file should be inserted in HTML, RTF, or text format.

If you are inserting a text file, the FrontPage Editor displays the Convert Text dialog box, with options for converting the text.

```
{button Dialog Box,JI('frontpg.HLP','PE_AFX_IDD_FILEOPEN')}
```

```
{button Related Procedures,JI('frontpg.HLP','Content_Files')}
```

Background Sound Command

Use the Background Sound command to embed a sound file on the active page that will be activated and played back when a user browses to the page on the World Wide Web.

You can insert the following types of sound files on a page:

Wave Sound (WAV)

MIDI Sequencer (MIDI)

AIFF Sound (AIF, AIFC, AIFF)

AU Sound (AU, SND)

To change the properties of the background sound, choose **File: Page Properties** in the FrontPage Editor.

```
{button Dialog Box,AL(`open tabs',0,`,`main')}
```

```
{button Related Procedures,JI(`frontpg.HLP',`Content_Pages')}
```

Video Command

Use the Video command to insert a Video for Windows (AVI) file on the active page.

The video file will be inserted at the insertion point on the active page. The first frame of the video sequence will be shown as a placeholder image for the file. To view the full video sequence as it will appear when the page is browsed on the World Wide Web, choose **File: Preview in Browser**.

To change the properties of the video clip, select the placeholder image and choose **Edit: Image Properties** in the FrontPage Editor.

```
{button Dialog Box,AL('open tabs',0,'','main')}
```

```
{button Related Procedures,JI('frontpg.HLP','Content_Pages')}
```


Comment Command

Use the Comment command to insert text on a page that can be viewed from the FrontPage Editor but not from a Web browser. Use the Comment command to insert place-holder text or notes to yourself as you create your pages. Comment text is displayed in purple and retains the character-size and other attributes of the current paragraph style.

Dialog Box Options

Comment

Enter the text to appear on your page, in a single paragraph.

Note The text will wrap when you reach the end of a line. If you press ENTER, a new paragraph is started in the dialog box but not on the page in the FrontPage Editor.

```
{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}
```

Image Command

Use the Image command to insert an image at the insertion point.

The Insert Image dialog box has four tabs:

- Use the Current FrontPage Web tab to insert an image from the current FrontPage web.
- Use the Other Location tab to insert an image from a file or another location, such as the World Wide Web. When you insert an image from the World Wide Web, the image is always inserted from its location on the World Wide Web; you cannot import it to your FrontPage web.
- Use the Clip Art tab to insert clip art.
- Use the Create Now tab to create a new image.

You can insert images in the following formats: GIF, JPEG, BMP (Windows and OS/2), TIFF, MAC, MSP, PCD, RAS, EPS, PCX, and WMF.

Note WMF format is only available when you insert from the clipboard (using the Paste command) or when the image is embedded in an RTF file that is being inserted.

When you insert an image that is not in the GIF or JPEG format, it is first converted to the GIF format (for images with 256 or fewer colors) or the JPEG format (for images with more than 256 colors).

```
{button Dialog Box,AL('insert images DB tabs',0,'','main')}
```

```
{button Related Procedures,JI('frontpg.HLP','Content_Images')}
```

WebBot Component Command

Use the WebBot Component command to insert a [WebBot component](#). You select a WebBot component from the Insert WebBot Component dialog box.

After you select a WebBot component, the FrontPage Editor opens the WebBot component's properties dialog box. Edit the properties dialog box and click OK to insert the WebBot component.

Dialog Box Options

Select a component

Select the WebBot component from the list:

- [WebBot Confirmation Field component](#)
- [WebBot Include component](#)
- [WebBot Scheduled Image component](#)
- [WebBot Scheduled Include component](#)
- [WebBot Search component](#)
- [WebBot Substitution component](#)
- [WebBot Table of Contents component](#)
- [WebBot Timestamp component](#)

```
{button Dialog Box,AL('bot dialog boxes',0,',';`main')}
```

```
{button Related Procedures,JI('frontpg.HLP',`Contents_Pages')}
```

Spelling Command

Use the Spelling command to check the spelling in the active page. In the Spelling dialog box, the command displays each misspelled word it finds. You can ignore the word, ignore all instances of the word, change the word, change all instances of the word, or add the word to your custom dictionary.

You can also run the Spelling command by clicking the Check Spelling button on the standard toolbar.



**Check Spelling
button**

Note The Spelling command does not check the spelling in a file that is included on the page by a WebBot Include component. To check the spelling in an included file, you must first open the file.

Dialog Box Options

Not in dictionary

Displays the misspelled word.

Change to

Displays a proposed correction. Type in this field to supply your own correction or pick a correction from the Suggestions drop-down list.

Suggestions

Lists possible corrections.

Ignore

Click Ignore to ignore the current word and continue.

Ignore All

Click Ignore All to ignore all instances of the current word and continue.

Change

Click Change to correct the current misspelled word using the text in the Change To field, then continue.

Change All

Click Change All to correct the current misspelled word everywhere it occurs on the page using the text in the Change To field, then continue.

Add to Custom Dictionary

Click Add to Custom Dictionary to leave the word unchanged and add it to custom dictionary.

Cancel

Click Cancel to exit the spelling checker. This does not undo any corrections to the page or additions to the custom dictionary.

{button Related Procedures,JI('frontpg.HLP', 'Contents_Text')}

Back Command

The FrontPage Editor maintains an internal history-list of pages that you displayed, either by opening pages, creating new pages, or following hyperlinks. Use the Back command to display the previously displayed page.

You can also go back to a page by clicking the Back button on the standard toolbar:



Back button

```
{button Related Procedures,JI('frontpg.HLP','Contents_Hyperlink_Bookmark')}
```

Forward Command

The FrontPage Editor maintains an internal history-list of pages that you displayed, either by opening pages, creating new pages, or following [hyperlinks](#). Use the Forward command to display the next page in the list. You cannot use the Forward command until you have used the Back command at least once.

You can also go forward to a page by clicking the Forward button on the standard toolbar:



Forward button

{button Related Procedures,JI('frontpg.HLP','Contents_Hyperlink_Bookmark')}

Thesaurus Command

Use the Thesaurus command to display the Thesaurus dialog box, which lists alternatives for the selected word. You can look up specific meanings of the selected word and choose to replace it with a synonym.

Dialog Box Options

Looked up

Displays the selected word.

Meanings

Displays a list of possible meanings. Select a meaning from the list to display the proposed synonyms for the word.

Replace with Synonym

Choose from the list of proposed synonyms.

Replace

Click the Replace button to change the selected text on the active page with the synonym shown in the Replace With Synonym field.

Look Up

Click the Look Up button to display synonyms for the currently selected meaning.

{button Related Procedures,JI('frontpg.HLP','Contents_Text')}

Font Options Command

Use the Font Options command to display the Font Options dialog box, where you can set default fonts to be used with foreign character sets. This is useful if you create FrontPage web pages in different languages.

Dialog Box Options

Character Set

Displays the currently installed character sets. The default corresponds to your regional settings in the Windows Control Panel.

Proportional Font

Choose a preferred proportional font from the drop-down list. This preference will be associated with the currently selected character set.

Fixed-Width Font

Choose a preferred monospaced font from the drop-down list. This preference will be associated with the currently selected character set.

MIME Encoding

Choose a preferred standards setting for MIME (Multipurpose Internet Mail Extensions), a method used by Web browsers to associate files of a certain type with helper applications that display files of that type.

The values that are available for this setting are dependent on the selected Character Set.

{button Related Procedures,JI('frontpg.HLP','Contents_Text')}

HTML Command

Use the HTML command to open a window that contains the HTML of the active page for viewing or editing.

Dialog Box Options

Original

Select Original to display the HTML of the page as it was the last time the page was saved.

Current

Select Current to display the HTML of the page as it currently appears in the FrontPage Editor. You can edit the Current display and use common keyboard commands, such as CTRL+X for cutting and CTRL+V for pasting. If you type invalid HTML, FrontPage encloses it in a WebBot HTML Markup component when you exit the View or HTML window.

Note If you open a page that is not in the current FrontPage web, the Original and Current displays may differ before you edit the page.

Show Color Coding

Select Color Coding to view the HTML tags, names, values, and content in different colors.

```
{button Related Procedures,JI('frontpg.HLP','Content_Workplace')}
```

Advanced Toolbar Command

Use the Advanced Toolbar command to display or hide the FrontPage Editor's advanced toolbar. The advanced toolbar contains commands that insert custom [HTML tags](#), [ActiveX controls](#), [JAVA applets](#), [plug-ins](#), [VBScripts](#), [JavaScript](#), on a [page](#), or start the Database Connector Wizard. When the Advanced Toolbar command has a check mark next to it, the toolbar is displayed.

```
{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}
```

Refresh Command

Use the Refresh command to refresh the display of the current page in the FrontPage Editor or revert to the last-saved version of the current page. If the current page has not been saved when the Refresh command is selected, the FrontPage Editor will prompt you to save your changes.

{button Related Procedures,JI('frontpg.HLP','Content_Workplace')}

What's New in This Release

FrontPage 97 includes the following new features, listed alphabetically:

[ActiveX Control Support](#)

[Additional Server Extensions](#)

[Create Webs With or Without a Server](#)

[Cross Web Find-and-Replace](#)

[Cross Web Spell-Checker](#)

[Database Connectivity](#)

[Faster Support With ISAPI Extensions](#)

[Folder View](#)

[Getting Started With Microsoft FrontPage Dialog Box](#)

[HTML Source Editor](#)

[Hyperlink View](#)

[Import Wizard](#)

[Improved Drag and Drop Capability](#)

[Internet Explorer Tag Support](#)

[Java Applet and Netscape Plug-In Support](#)

[JavaScript and VBScript Authoring Support](#)

[Menu Customization](#)

[Office 97 Integration](#)

[Preview in Browser](#)

[Resize Image](#)

[SSL Support](#)

[Text Import Converters](#)

[Thesaurus](#)

[Version Control](#)

[Web Clip Art](#)

ActiveX Control Support

FrontPage 97 features support for ActiveX controls, which are reusable software components that quickly add specialized functionality to Web pages. ActiveX controls are published by a wide variety of software vendors and can be used to create web-based applications.

Additional Server Extensions

Server extensions allow FrontPage's WebBot interactive features to run on any supported web server. FrontPage 97 will support additional server extensions, increasing the number of commercial web servers supported, and offering more flexibility in choosing a server. Linux and DigitalUNIX will now work with all of the Unix web servers supported by FrontPage.

Create Webs With or Without a Server

FrontPage 97 includes the ability to create web sites without a server, which offers additional flexibility in creating and staging web sites. These webs can easily be published to a server for posting.

Cross Web Find-and-Replace

FrontPage 97 includes a time-saving global find-and-replace feature, providing the ability to quickly find and replace text in all of the HTML documents in your web.

Cross Web Spell-Checker

FrontPage 97 includes a time-saving global spell-check feature that enables you to check the spelling of all of the HTML documents in your web in one step.

Database Connectivity

FrontPage 97 web sites can dynamically link to ODBC-compliant databases, allowing you to create pages which are generated dynamically as the result of database queries. The Database Connection Wizard and the **Edit: Database** command work together to link to a database, to create custom queries and to insert database template elements into the FrontPage Editor. Database connectivity increases the functional potential of FrontPage 97 as an information tool. These features are enabled using the Internet Database Connector (IDC) that is included with the Microsoft Internet Information Server (IIS).

FrontPage also allows database form field validation through validation rules which can be added through an easy-to-use dialog box. FrontPage will automatically generate client-side VB Script or JavaScript to perform this validation in the browser when the data is submitted by the user.

Faster Support With ISAPI Extensions

FrontPage 97 extensions support the ISAPI programming interface, which improves the speed and efficiency of server functions such as file searches, discussion groups, file open, file save, and form handling.

FrontPage 97 also includes a new security model which provides greater control for the FrontPage administrator. Privileges can now be assigned to either groups or to users remotely through HTTP, and FrontPage administrators no longer have to be NT administrators to assign or change privileges.

Folder View

The Folder view is a new site management feature located in the FrontPage Explorer that displays the directory structure of the files in your web. This feature allows you to easily locate important web files and view the directory structures in which they are located. You can move files between directories on the server via drag and drop, and FrontPage automatically updates the links between the files, preventing broken links.

The Folder view works in conjunction with the Hyperlink view to help you effectively manage your web site, allowing you to drag and drop files, create and delete folders, and drag content of any type into your web to import it.

Getting Started With Microsoft FrontPage Dialog Box

FrontPage 97 has added a Getting Started dialog which makes it easy for users to create FrontPage Webs, find and open existing webs, or import existing content.

HTML Source Editor

FrontPage 97 allows you to edit a web page's raw HTML source code, providing additional flexibility in creating, editing and customizing your web site. Editing is made easier through FrontPage's source editor which differentiates tags, values, and text through a color-coded syntax checker.

Hyperlink View

The Hyperlink view is a site management feature located in the FrontPage Explorer which allows you to view, both hierarchically and graphically, the files and hyperlinks in the web site. The graphical view also indicates broken links and works in conjunction with the Folder view to help you effectively manage your web site. The Hyperlink view enhances the Link and Outline views which appeared in FrontPage 1.1

FrontPage 97 makes it easier to manage your hyperlinks by distinguishing between internal, external (http, ftp, gopher, mailto, etc.), and secure links in the FrontPage Explorer.

Import Wizard

FrontPage 97 makes it easy to import your existing web content into FrontPage web sites with the new Import Wizard. You can also use the improved **File: Import** command to easily import multiple files or entire directories into FrontPage

Improved Drag and Drop Capability

FrontPage 97 features enhanced drag-and-drop capabilities, making it easier to add content to your site. You can use drag-and-drop to easily create links, to edit text in the Editor, or to convert Excel spreadsheets into HTML tables. You can instantly import a graphic, text file or Word document into the Editor by just dropping it and FrontPage also supports drag-and-drop of HTML objects such as ActiveX controls, JavaScript code and Java applets.

Internet Explorer Tag Support

FrontPage 97 supports a range of Internet Explorer HTML tags, such as Marquees, which allow you to easily add scrolling text to your web pages through a simple dialog box interface without any programming. Background Sounds, which allow a sound file to play when a page is displayed, as well as watermarks, margins, table background and table border enhancements are also supported through an easy user interface.

Java Applet and Netscape Plug-In Support

FrontPage 97 features support for Java applets and Netscape plug-ins, two popular interactive multimedia web technologies. Applets and Plug-in support allows FrontPage to handle a wide range of new dynamic content types directly in the FrontPage Editor.

JavaScript and VBScript Authoring Support

FrontPage 97 allows you to add JavaScript and VBScript through an easy dialog-based user interface and includes a Script Wizard to author the scripts. These advanced scripting languages provide additional flexibility in customizing your FrontPage site.

Menu Customization

For advanced developers, FrontPage 97 provides the ability to add custom menu commands to the FrontPage Explorer and FrontPage Editor menus through the Windows registry. This allows other applications to run directly from FrontPage menus.

Office 97 Integration

FrontPage 97 provides full integration with Microsoft Office 97's advanced hyperlink features. Hyperlinks created in Office 97 documents can be viewed through the graphical FrontPage Explorer Hyperlink View, and automatically updated and repaired like any other FrontPage hyperlink. In addition, Office documents can be opened and edited while in FrontPage.

Preview in Browser

FrontPage 97 has added the ability to preview a web site in any browser that is installed on your computer by clicking the "Preview in Browser" button which is located on the toolbar. FrontPage automatically detects many of the most popular commercial browsers installed on your machine and allows you to add others. This feature also allows you to preview in multiple screen sizes.

The ability to preview in multiple browsers and screen configurations allows you understand what the site will actually look like to most viewers, before it is published.

Resize Images

The FrontPage Editor supports WYSIWYG image resizing, allowing you to instantly customize the size of images on your web pages and to create a professional quality look. To change the height or width of an image, simply select the image and drag the vertical or horizontal selection handle until the image is the proper size.

SSL Support

As an extra security measure, FrontPage 97 supports the Secure Sockets Layer (SSL) protocol, which allows you to remotely author and administer your web in a secure environment. It also allows you to create hyperlinks to secure web pages.

Text Import Converters

FrontPage 97 leverages the power of the text import converters from Microsoft Word to import a wide variety of file formats into FrontPage, increasing your ability to leverage existing content for your web site. This feature is seamlessly integrated into the **Insert: File** menu options, and any new converters are automatically shared with other Microsoft Office applications.

Thesaurus

FrontPage 97 includes a full thesaurus, allowing you to enhance the content of your site without using an external thesaurus.

Version Control

FrontPage 97 works with Microsoft Source Safe, providing version control and the ability to securely manage the process of including new information in a FrontPage web site. FrontPage also includes integrated support through the FrontPage Explorer for checking in and out files with Microsoft Source Safe.

Web Clip Art

FrontPage 97 provides a clip art library which includes a wide variety of backgrounds, buttons, lines and images that can be used to increase the graphic content of your web. The clip art library can be found by accessing **Insert: Image** on the drop-down menu and selecting the Clipart tab.

About Files

Using the FrontPage Explorer, you can import files of any format into a FrontPage web. Once a file is in your FrontPage web, you can create hyperlinks to it from pages in the web. This is a powerful way to share any general data with users of your FrontPage web. When an end user follows a hyperlink to a file of some format, the Web browser will launch a helper application that understands the format, so that the user can view (or hear) the file correctly. You can also associate a filename extension with an editor on the FrontPage Explorer. This lets you launch editing sessions for any file in your FrontPage web from the FrontPage Explorer.

Microsoft Office 97 documents support hyperlinks in documents. When you import a Microsoft Office 97 document into your FrontPage web, all hyperlinks are preserved and will appear in the FrontPage Explorer's views. If you rename or move any file in your FrontPage web, the FrontPage Explorer updates all hyperlink references to that file within the FrontPage web, including hyperlinks from Microsoft Office 97 documents.

{button Related Procedures,JI('frontpg.HLP>main','Contents_Files')}

Exit Command

Use the Exit command to end a session in the FrontPage Editor. Before exiting, the FrontPage Editor prompts you to save any changes to pages.

```
{button Related Procedures,JI('frontpg.HLP','Content_Workplace')}
```

New Normal Page Command

Use the New Normal Page command to create a new blank page. The New Normal Page command creates a new FrontPage Editor window. This command is the same as choosing **File: New** and selecting the Normal Page template.

Once you have created a new page, you can add it to the current FrontPage web by choosing **File: Save**.

You can quickly create a new blank page by clicking the New Normal Page button on the standard toolbar.



**New Normal
Page button**

{button Related Procedures,JI('frontpg.HLP','Contents_Pages')}

