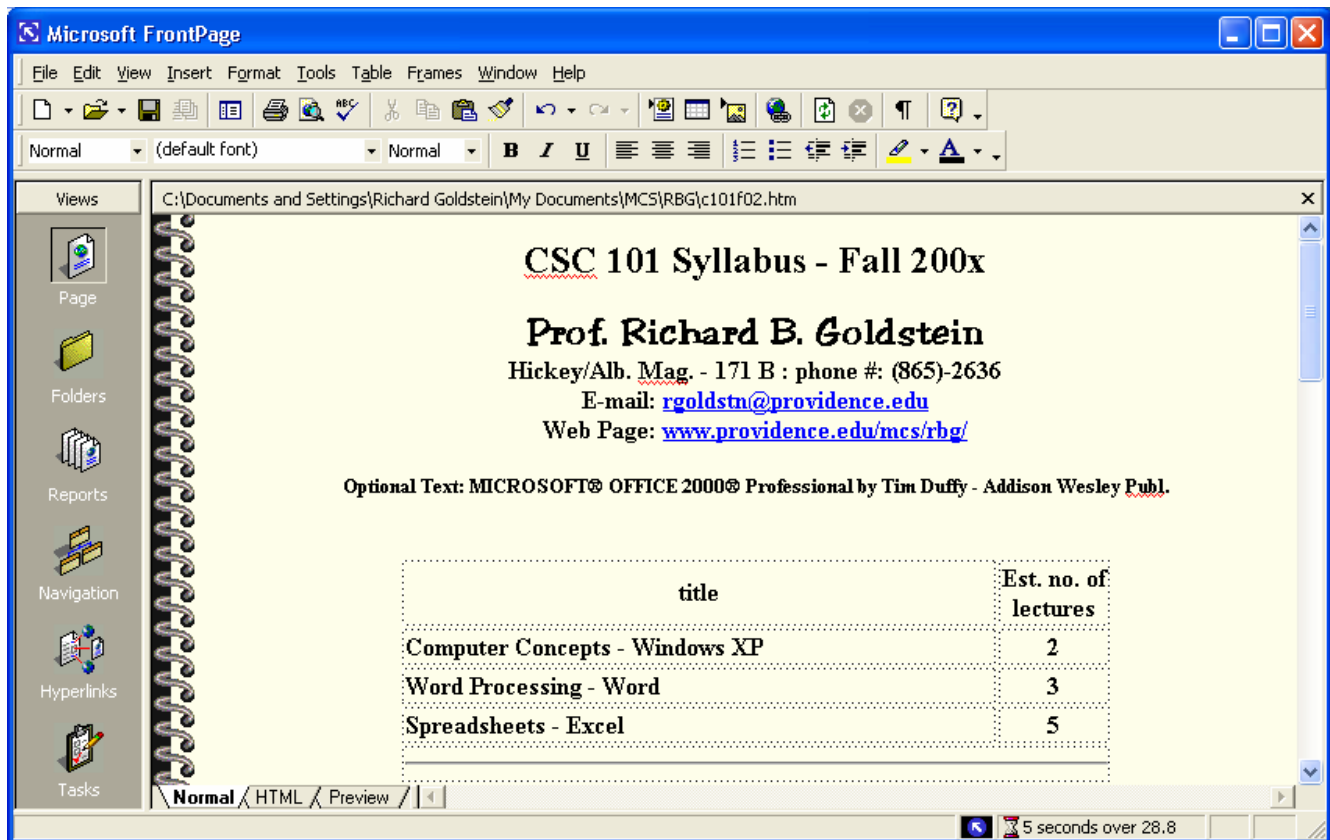


Microsoft FrontPage – Prof. Richard B. Goldstein



Screen

- Title Bar contains program name
- Pull-down menu bar contains all options from File, Edit, to Help
- Toolbar contains icons for New, Open, to Help
- Property bar contains font options
- Bottom tabs choice of views:
 - Normal working view for composing the page (from View one can select reveal tags)
 - HTML hypertext markup language codes
 - Preview view from a browser

Page Title & Properties

Select **File | Properties** or in **Normal** view: right click & choose Page Properties... From the **General Tab** one can change the **Title** or select a **Background Sound**. From the **Background Tab** one can select a Background Picture, Watermark, or solid color. In addition one may set the colors to be used for text, hyperlinks, visited hyperlinks, and active hyperlinks.

Font Style/Size/Color


Many font changes can be made from the **property bar**:




Select from the drop-down options of style – from normal to various heading sizes to lists, font choice, and size. Select from the icons for bold, italic, or underline, alignments of left, center, or right, numbered or bulleted lists, decreasing or increasing indentation, and font color.


Choices can also be made through **Format | Font**. Various other options such as blinking, super and subscripts, etc. can also be made here.

Lists


Numbered Lists use the icon  to start and end a list. If one right-clicks on the list number, then one can choose other styles such as roman numerals, or letters that are capitalized or small

Bulleted Lists use the icon  to start or end a list. Just as in the numbered lists, one can select different styles. More interesting colored bullets are done by using graphic files that are found on the web.


Tables

Select **Insert | Table** or **Table | Insert | Table** or click on the  icon. Then set the number of rows and columns, alignment, width as a percentage or pixel size, border size, cell padding, cell spacing. To change the characteristics of a cell right click on that cell to change its alignment both horizontal and vertical, row or column spanning, border size (zero means you don't see it) and color, background color or picture.

Hyperlinks / Targets

Select **Insert | Hyperlink** or use the  icon. Give the address either in relative form to current page or as a full URL (universe resource location address) such as <http://www.providence.edu>. You may make text or picture an active link. To create a link within the current page use the same steps for a “target.”

Pictures

Select **Insert | Picture** or use the  icon to locate/browse a picture file. Although it will allow many types of files, the Internet standards are “gif” and “jpg.” The extension gif, first created by CompuServe, is a graphical compression format especially useful for pictures with large solid (one of 256) color regions. There is also an animated form. There is no loss in the picture quality. The extension jpg, created by the Joint

Photographers Enhancement Group, is a graphical format especially useful for photographs. The pictures can be saved with a quality standard from 0% to 100%. The higher percentage quality pictures require more memory. There is a loss of picture accuracy but is rarely noticed by the observer. There is a progressive form that becomes clearer over time when downloading. Another rarely used form is png. The pictures can be modified by right clicking and selecting Picture Properties. On the appearance tab you can change the pixel width and height. You can also have a low resolution alternative or text for slower browsers. In addition, you can set a hyperlink at this point.

Horizontal Lines

Use **Insert | Horizontal Line** to add a horizontal line on the web page. By right clicking, one can alter the line's width, height, alignment, or color.

Other Features

- Spell-checking is automatic. There is also a thesaurus.
- One can create and work with frames using this software.
- DHTML – Dynamic HTML features are available such as having objects such as pictures move or change, text borders and shading appear around text upon the click of a mouse, animated menus, page transitions, and cascading style sheets.
- Using the HTML tag one can embed (enter) JavaScript and Java Applets.
- From **Tools | Page Options | Compatibility** one can make sure the page is compatible with Internet Explorer, Netscape, or Web TV.
- Using **File | Preview in Browser** one can view in various screen sizes: 640 x 480, 800 x 600, and 1024 x 768.