



## FrontPage Help Contents



## About FrontPage

FrontPage is an easy-to-use application for developing and maintaining [webs](#) for the global Internet and for intranets—internal corporate information services built on the technology of the [World Wide Web](#).

The three major tools of FrontPage—the FrontPage Explorer, the FrontPage Editor, and the To Do List—integrate the tasks of building and supporting a web: visualizing and administering a web, and producing professional web [pages](#). With FrontPage, you can create and maintain webs on your local disk, a local area network (LAN), or the Internet.

FrontPage also includes a 32-bit Personal Web Server that supports the [HTTP](#) and [CGI](#) standards, and is compatible with existing HTML documents and CGI scripts. In addition, FrontPage includes the FrontPage Server Extensions, programs and scripts that support FrontPage and extend the functionality of the Personal Web Server. The FrontPage Server Extensions are available for popular Windows NT and UNIX web servers.

For more information, explore the following topics:

[The FrontPage Explorer](#)

[The FrontPage Editor](#)

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[Building and testing your web](#)



## The FrontPage Explorer

The FrontPage Explorer is a tool for viewing and administering a [web](#). It contains hierarchical and graphical representations of your web that help you visualize the web while you build and maintain it.

Using the FrontPage Explorer, you can:

- Create a web using a [wizard](#) or [template](#). When you use a wizard or a template, the process of creating a web is started for you. A wizard creates a web based on the features you choose. A template is a set of preformatted pages and images on which a web based.
- Open a page in the FrontPage Editor.
- Create a link to a page.
- Control the access authors and users have to a web.
- Associate your own editors for image, sound, video, and other types of files.
- Verify that [internal](#) and [external links](#) in a web are valid.
- Copy a web from one [server](#) to another, even when the servers use different hardware and operating systems. Copied webs preserve all programming, access control information, and [clickable images](#).
- Import existing webs even if they were not created with FrontPage.
- Rename any file within a web or move it to another folder within the web. Any link references to that document within the web are automatically updated to reflect the new file name and path.
- Import text and image files into a web.
- Allow multiple authors to update the same web simultaneously from remote locations.

### Viewing your web graphically

The FrontPage Explorer has three views: Outline, Link, and Summary.

- The Outline View shows the pages in a web and how the pages are linked.
- The Link View puts the page you select at the center of its view. Links to other pages, both inside and outside of the web, are displayed graphically with arrows to indicate the direction of each link. Pages that are included in another page are displayed with a bullet.
- The Summary View lists the properties of each page or file, such as title, size, and date last modified.

As pages and files get added and linked in a web, the relationships among those pages and files might get difficult to visualize. By using the Outline and Link Views simultaneously to graphically isolate a single page and all its links, you web's organization becomes clear.

{button More About FrontPage,JI('frontpg.HLP>main',`PE\_IDH\_CONTENTS')}



## The FrontPage Editor

The FrontPage Editor is a tool to create, maintain, and test [pages](#) in a [web](#). You do not need to know [HTML](#) to use the FrontPage Editor. You enter and edit text just as you would in a word processing application. You also can insert [images](#), create [tables](#), [links](#), [bookmarks](#), [hotspots](#), [frames](#), and [forms](#) using the FrontPage Editor.

As you perform all these functions, the FrontPage Editor creates the HTML code used by web browsers, and displays the results in “What You See Is What You Get” (WYSIWYG) fashion.

Using the FrontPage Editor, you can:

- Create a page using a [wizard](#) or [template](#). The FrontPage Editor offers many choices of page formats, all of which can be modified to meet your needs, or you can create your own templates.  
The Frames wizard creates a [frame set](#) that is stored within the web and has pointers to the documents that are displayed within the frame.
- Insert text in different HTML styles, change text size and color, and apply formatting, such as centering a heading or italicizing text.
- Insert images of almost any graphical format onto a page.
- Create hypertext links to pages and files inside your web, and to pages and files on the World Wide Web. Once you have created a link, you can follow it. FrontPage will display the target page, or if the link is to a multi-media file, run the file from its associated viewer.
- Make an image a [clickable image](#) by adding hotspots.
- Open pages from the World Wide Web and, when permissible, save them to your web or to your file system. When you save a page, FrontPage can optionally import all the images on the page into your web or file system.
- Add tables to arrange data systematically or to organize the layout of a page.
- Insert forms to collect information from users. Using forms makes a web interactive, allowing you to collect feedback and data from your users.
- Use WebBots™ (also called “bots”). A WebBot is an interactive object that you can drop into a page. It encapsulates capabilities that normally would require custom programs to be written and installed on the web using the CGI mechanism.  
For example, when you add an Include Bot to a web page, the bot will be replaced by the contents of a file that you designate. An Include Bot ensures that global elements on a web page, such as headers and footers, will be consistent within your web. Another bot, the Save Results Bot, gathers information from any form in your web and stores it in various formats.
- Convert [RTF](#) and ASCII documents to HTML. All images in an RTF document are converted to [GIF](#) image files.

{button More About FrontPage,JI('frontpg.HLP>main','TD\_IDH\_CONTENTS')}



## Using To Do Lists

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

The To Do List lets you name each task and describe, assign, and prioritize it. Also, if you add a task from either the FrontPage Explorer or the FrontPage Editor, FrontPage links the task with the page or image file that is selected.

```
{button More About FrontPage,JI(^frontpg.HLP>main','HP_Building_and_testing')}
```



## Building and Testing Your Web

You can use the FrontPage Personal Web Server to develop and test your web on your PC. FrontPage's interface is vendor-independent, so you can also work with remote web servers that run on most operating systems and hardware platforms, including UNIX, Windows 95, Windows NT, and Macintosh computers. This vendor-independent interface allows authors to develop webs remotely, and copy webs between different hardware platforms and different web servers without any changes in the programming, access control information, or [clickable images](#).



## Glossary



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WYSIWYG

**hotspot**

A graphically defined area in an image that contains a hypertext link. Hotspots can overlap.

**port**

One of the input/output channels of a computer. 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, each on a different port. The default port is 80.

**URL**

Uniform Resource Locator. A string that supplies the address of a resource on the network and the method by which it can be accessed. URLs can be of various protocols. An HTTP URL links to a web page. Other commonly used URLs include Gopher, which links to an Internet Gopher directory, and FTP, which links to a file on an FTP server.

**default URL**

On a clickable image, the URL that is used when the user clicks outside of any hotspots on the image.



## **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.

## **Undo Command**

The Undo command reverses the effect of the last change to a page.

**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.

**clickable image**

An image containing one or more invisible regions containing hypertext links. When the reader places the cursor over an image containing links, the cursor indicates the presence of links by changing appearance, typically to a pointing hand.

**Timestamp bot**

A Timestamp bot is replaced by the date and time the page was last edited or automatically updated.

**bot**

A dynamic object on a web page that is evaluated and executed when the author saves the page to the server or, in some cases, when the reader links to the page.

## **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.

## **Design Wizard**

The FrontPage program that guides the author through the basic steps that create a web of a common type, such as Corporate Information.



## **FrontPage Explorer**

The FrontPage program that lets the author view the structure of and operate on an entire web.

**toolbar**

The tool bar is a set of buttons bound to commonly used FrontPage Editor or FrontPage Explorer commands to provides quick access.

**clipboard**

A temporary storage area for cut or copied items.

## heading

One of six paragraph types that are displayed in large, bold typefaces. 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 sections of pages.

# **The Declaration of Independence of the Thirteen Colonies**

**In CONGRESS, July 4, 1776**

**The unanimous Declaration of the thirteen united States of  
America,**

When in the course of human events it becomes necessary for one people to dissolve the political bands which have connected them with another, and to assume among the powers of the earth the separate and equal station to which the Laws of Nature and of Nature's God entitle them, a more respectful and solemn invocation of His Divine Majesty is deemed necessary than those of the ordinary course of human affairs. We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of Happiness. — That to secure these rights, Governments are instituted among Men, deriving their just powers from the consent of the governed, — That whenever any Form of Government becomes destructive of these ends, it is the Right of the People to alter or to abolish it, and to institute new Government, laying its foundation on such principles and organizing its powers in such form, as to them shall seem best, for the promotion of the general Welfare, Liberty and Safety of the People.

headings

## list

A group of paragraphs formatted to indicate membership in a set or a in a sequence of steps. You can create numbered lists, bulleted lists, menus, directories or definitions.

State-of-the-art Web authoring tools should provide users such capabilities as:

list

- WYSIWYG HTML document creation and editing;
- Hyperlink browsing;
- Visual application development;
- Interactive forms and graphics generation;
- Full-text indexing, search and retrieval;
- Document and graphics conversion to and from HTML;
- The ability to develop Web services from anywhere on the Internet and to host them on a standards-compliant Web server;
- Electronic mail support; and,
- Authentication and access control.

## form field

An item on a page into which the reader can supply information either by typing text or by selecting a field.

form  
fields

The image shows a screenshot of a form with four distinct input fields. Each field is highlighted with a blue arrow pointing from the text 'form fields' on the left. The fields are:

- Purpose:** What is your purpose or reason for writing this message? (optional)  
Suggest an improvement
- Topic:** What is the general topic domain of your message? (optional)  
Enter a topic
- Additional:** In what capacity are you writing to the White House? (optional)  
Other
- Subject:** In your own words, what is the major subject of your message?  
[Text area]

**line**

A horizontal graphic element on a page.

**special character**

A character not in the standard 7-bit ASCII character set, such as the copyright mark (©). In FrontPage, you add special characters using the Insert menu.



**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, MSP, PCD, RAS, WPG, EPS, PCX, and WMF.

## normal text

The default paragraph style of the FrontPage Editor, intended for use in text paragraphs.

### **3 The World Wide Web and the Revolution in Information Services**

With the possible exception of basic electronic mail, the *World Wide Web (WWW)* is the most vital and revolutionary component of Internet-based information infrastructure. The *WWW* architecture provides a remarkable opportunity to construct an open, distributed, interoperable, and universally accessible information services industry. The *Web*, started about five years ago, now contains tens of thousands of servers and is growing 20 percent per month. It is now being used not only to publish information over the Internet but also to provide internal information services within organizations.

normal  
text

## formatted text

A mono-spaced paragraph style in which white space (space characters, TABS, etc.) is displayed as entered in the FrontPage Editor. This style is useful for tables and programming code samples.

| Name             | No. | Email account          |
|------------------|-----|------------------------|
| Tom Ames         | 345 | tom@widgetco.com       |
| Ludwig Beethoven | 322 | beethoven@widgetco.com |
| Ed Coburn        | 305 | ed@widgetco.com        |
| Tad Cook         | 300 | tad@widgetco.com       |
| Frank Ford       | 327 | frank@widgetco.com     |
| Randy Gardner    | 328 | liu@widgetco.com       |
| Steve Lake       | 333 | steve@widgetco.com     |
| Sarah Maxwell    | 335 | sarah@widgetco.com     |
| Eric Phillip     | 343 | eric@widgetco.com      |

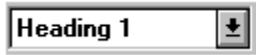
## address

A paragraph style usually used to enter Internet addresses on the page. Address paragraphs are usually displayed in italics.

*webmaster@vermeer.com* — address

## **change style window**

A window on the FrontPage Editor's toolbar in which the user can choose the format of currently selected paragraphs.



**web browser**

A program that retrieves web pages over the World Wide Web and displays the pages as hypertext, with embedded images.

## bulleted list

The paragraph style that presents an unordered list of items.

State-of-the-art Web authoring tools should provide users such capabilities as

- WYSIWYG HTML document creation and editing;
- Hyperlink browsing;
- Visual application development;
- Interactive forms and graphics generation;
- Full-text indexing, search and retrieval;
- Document and graphics conversion to and from HTML;
- The ability to develop Web services from anywhere on an Internet standards-compliant Web server;
- Electronic mail support; and,
- Authentication and access control.

bulleted  
list

## numbered list

The paragraph style that presents an ordered list of items.

numbered  
list

### From Logan Airport

1. Take the airport exit road to Route 1A South. Look for sign reading **93 to Roslindale via Tunnel**. Bear left onto Route 1A South.
2. Take the Summer Tunnel to Boston, and at the tunnel exit, follow the sign **South**.
3. Follow Route 93 South, about one and a half miles through Boston's inner city, to the exit for the **Mass Pike (Route 90)**.
4. Follow the Mass Pike west three miles to **Exit 20 – Allston/Cambridge/Cambridge/Somerville**, and follow signs to **Soldiers Field Road**. Follow Soldiers Field Road toward **Newton/Arlington**.
5. Follow Soldiers Field Road for one mile. Keep right. Signs for **Routes 2 and 3/Arlington**.
6. The Field Pond Parkway will take you across the bridge over the river, about two miles to the second rotary (Concord Avenue). Look for **Restaurant** at the northwest side of the rotary.



**drop-down menu field**

A form field that presents a list of selections in drop-down menu style. A set of drop-down menu form fields can be configured so that one item can be selected at a time or so that many items can be selected.

**menu list**

A list of short paragraph entries formatted with little white space between items.

**definition**

The second of a pair of paragraphs formatted as a dictionary entry. The first paragraph is the term, and the second paragraph is the definition.

**term**

The first of a pair of paragraphs formatted as a dictionary entry. The second paragraph is the definition.

## **standard toolbar**

The FrontPage Editor toolbar contains the most commonly used editing and file menu commands, along with commands that create and test links and commands that start the other major FrontPage components.

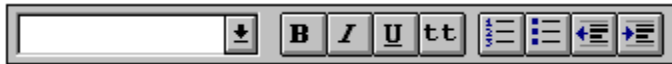
## image toolbar

The FrontPage Editor toolbar that contains commands that operate on images.



## formatting toolbar

The FrontPage Editor toolbar contains commands that reformat selected paragraphs or text.



## forms toolbar

The forms toolbar contains commands that create parts of forms.





**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.

**active page**

The page currently being edited. The active page is indicated by a title bar background if the window is maximized and by a title background if the page is minimized.

**Substitution bot**

The Substitution bot is replaced by the value of a selected page configuration or web configuration variable.

**configuration variable**

Information about a page or web that is stored with the page or web. FrontPage includes standard web configuration and page configuration variables. Authors can also define their own web configuration variables. Configuration variables can be displayed at runtime using form results bots or substitution bots.

## one-line text box

A labeled, single line form field in which users can type text.

The image shows a screenshot of a web form titled "Join Vermeer's Mailing List". The form is set against a grey background with a torn-paper edge effect on the right side. The text of the form reads: "By joining Vermeer Technologies' mailing list, we'll keep you up to date about our most recent product announcements and special offers. Just fill out the form below, send e-mail to [webmaster@vermeer.com](mailto:webmaster@vermeer.com)". Below this is a section titled "Contact Information" with four input fields: "Name:", "Title:", "Company:", and "Address:". To the left of the form, there is a blue vertical label "one-line text boxes" with a horizontal line pointing to the input fields.

**one-line text boxes**

**Join Vermeer's Mailing List**

By joining Vermeer Technologies' mailing list, we'll keep you up to date about our most recent product announcements and special offers. Just fill out the form below, send e-mail to [webmaster@vermeer.com](mailto:webmaster@vermeer.com)

**Contact Information**

Name:

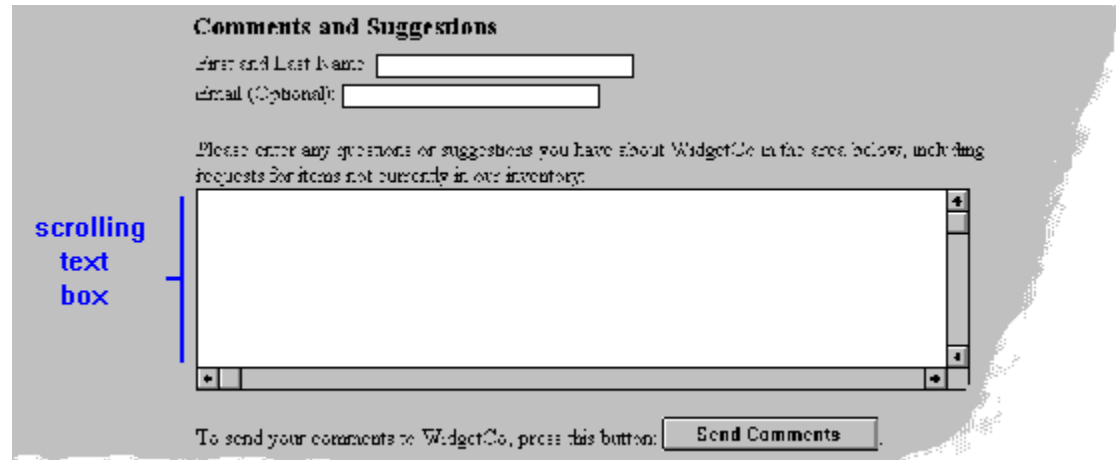
Title:

Company:

Address:

## scrolling text box

A labeled, multi-line form field in which users can type text.



**Comments and Suggestions**

First and Last Name:

Email (Optional):

Please enter any questions or suggestions you have about WidgetCo in the area below, including requests for items not currently in our inventory:

**scrolling text box**

To send your comments to WidgetCo, press this button:

The image shows a web form titled "Comments and Suggestions". It contains two single-line text input fields for "First and Last Name" and "Email (Optional)". Below these is a large multi-line text area with a vertical scrollbar on the right and horizontal scrollbars at the top and bottom. A blue bracket on the left side of this text area is labeled "scrolling text box". At the bottom of the form is a "Send Comments" button.

## **WYSIWYG**

What You See Is What You Get. An editing style in which the file being created is displayed as it will appear to the end-user.

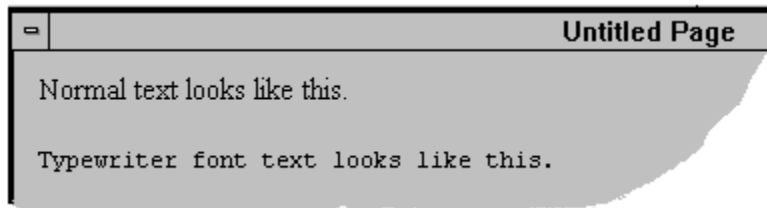
**Insert Link dialog box**

The FrontPage Editor dialog box in which you bind a hypertext link to the selected graphic or text.



## 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. Formatted text paragraphs always use the typewriter font.



**web**

A home page and all its associated pages, files, and images.

**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.

**form**

A set of data entry fields that get processed on the server when the user submits the data. Data is submitted by clicking on a button or, in some cases, by clicking on an image.

A form's boundaries are invisible to the user. The FrontPage Editor optionally displays them as dotted lines.

## check box

A form field that presents the reader with a selection that can be chosen by clicking on a box. When the box is selected, it is displayed with a check mark or X.

**Authoring Tool Information**

What HTML authoring and hypertexting tools do you or the people who create content for your Web Sites use today?

**check boxes** |  Microsoft from SoftQuad  
 Emacs, vi or other text editor  
 Microsoft Assistant from Microsoft

**page title**

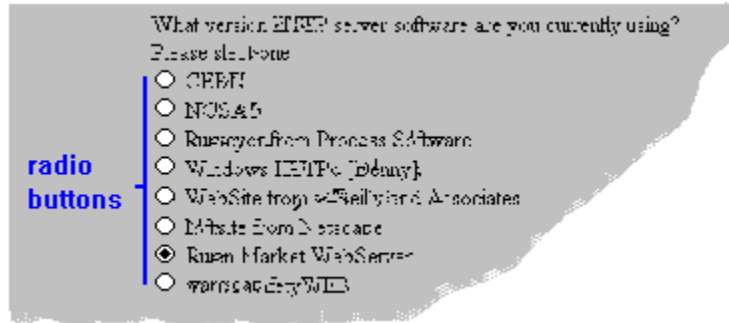
A string representing the page. The title is displayed in the FrontPage Explorer and is used by many FrontPage Editor and FrontPage Explorer commands.

When you edit a page, its title appears in the title bar of the FrontPage Editor window. Most web browsers display a page's title in the title bar of their browse window.

## radio button

A form field that presents the reader with a selection that can be chosen by clicking on a button. Radio buttons are presented in a list, one of which is always selected. Selecting a new member of the list deselects the currently selected item.

A form can contain more than one independent set of radio buttons.



The image shows a screenshot of a web form with a grey background. On the left side, the text "radio buttons" is written in blue. The form contains the following text and options:

What version HTTP server software are you currently using?  
Please select one

- CERN
- NCSA5
- Runway from Prolog Software
- Windows IEMPo (Denny)
- WebSite from Jeffrey and Associates
- Mtsite from Database
- Runn Market WebServer
- www.ac.edu/WEB

## push button

A form field that lets the user submit the form or that resets the form to its initial state.

**Contact Information**

Name:

Title:

Company:

Address:

City:

State or Province:

Zip or Postal Code:

E-mail Address:

Phone Number:

push buttons |



**bookmark**

A named set of one or more characters in a paragraph that can be the target of a link.

**RTF**

Rich Text Format. A method of encoding text formatting and document structure using the ASCII character set. By convention, RTF files have a .rtf extension.

**GIF**

**Graphics Interchange Format.** A method of encoding images. This method compresses its data using the LZW compression technique.

**current web**

The web currently opened in the FrontPage Explorer.

## **World Wide Web**

A distributed Internet hypertext application that use the http protocol to retrieve text and other data.

**template**

A set of designed formats for text and images on which pages and webs can be based. After a page or web is created using a template, you can modify the page or web.

**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 a page or web is created using a wizard, you can modify the page or web.

## **custom dictionary**

A dictionary of words built up by the spelling checker that, although not in the standard dictionary, should be accepted by the spelling checker as correct. The custom dictionary is in the file *dict.u* in the `frontpag\bin` directory. You can edit this file with a text editor. Each author has a unique custom dictionary.



**file**

A named collection of information that is stored on a disk. Also, an Internet protocol that refers to files on the local disk.

**page URL**

A page's name relative to the web containing the page. Page URLs are useful for creating links within a particular web.

**internal web**

A collection of webs created within an organization and accessible only to members of that organization.

**paragraph style**

A label for a FrontPage Editor paragraph-type. Paragraph style specifies the type of font to use in the paragraph, along with the font's size, and other attributes. Paragraph style also specifies whether or not to use bullets and numbering, and controls indentation and line spacing.

## **FrontPage Editor**

A FrontPage program for creating, editing, and testing web pages.

**Outline View**

A view in the FrontPage Explorer that displays the pages and links in your web in a hierarchical form, starting with the home page.

**Link View**

A view in the FrontPage Explorer that displays pages as icons, and graphically shows the links to a page with a line.

## **Summary View**

A view in the FrontPage Explorer that lists all the pages and other files in a web. This list can be sorted by the categories available in the view.



**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.

**resource**

An area of Internet functionality identified by a protocol, such as ftp, gopher, file, or http.

**web title**

A descriptive name for a web. The web title is displayed in the title bar of the Front Page Explorer window when the web is open. A web title must start with a letter and can have a maximum of 31 characters.

**task**

An item on a to do list representing one of the actions you need to perform to complete a web. Some tasks are automatically generated by wizards. You can also add your own tasks to the list.

**Date bot**

The Date bot is replaced with the date the page was last modified by the author or by another bot.

**Include bot**

The Include bot is replaced with the contents of another page in the web.

**Search bot**

The Search bot searches for pages in your web containing specified words or combinations of words and displays a list of links to pages containing matches. The Search bot creates a form to allow the user to type in the word or words to locate.

## **Scheduled Image bot**

The Scheduled Image bot is replaced by an image during a specified time period. When the time period has expired, the image is no longer displayed.



**Scheduled Include bot**

The Scheduled Include bot is replaced with the contents of a file during a specified time period. When the time period has expired, the contents of the file are no longer displayed.

**protocol**

A method of accessing a document or service over the Internet, such as ftp, for File Transfer Protocol, or http, for HyperText Transfer Protocol.

**CGI**

Common Gateway Interface. A standard for programs on a server that run in response to input from a web page.

**ftp**

The Internet File Transfer Protocol. An ftp URL points to a file that is available for access across the Internet.

**gopher**

The Internet directory-based document retrieval protocol.

**http**

The Internet protocol that allows web clients to retrieve information from web hosts.

**mailto**

The Internet protocol that is used to send electronic mail.

**news**

The Internet protocol for retrieving files from an Internet news information service.



**properties**

The values that characterize an item, 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.

**absolute URL**

A URL that is complete, with a protocol, host name, directory name, and file name, such as <http://www.acme.com/welcome.html>.

**web name**

The name of the web. 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.

## **strong text**

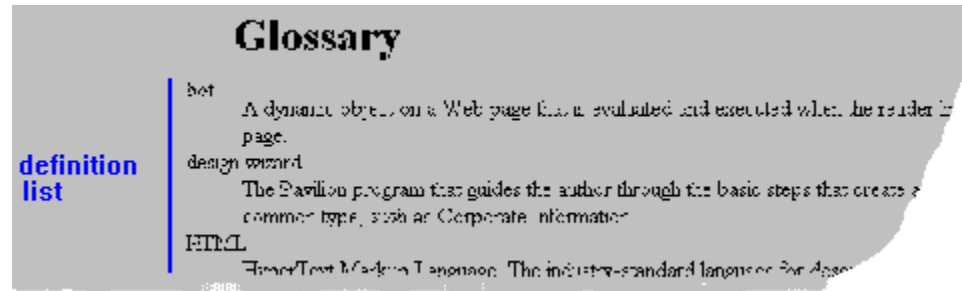
The HTML character style used for strong emphasis. This style is usually displayed as bold.

**emphasis text**

The HTML character style used for mild emphasis. This style is usually displayed as italic.

## definition list

A list of terms and corresponding definitions.



The image shows a screenshot of a document titled "Glossary". On the left side, there is a vertical blue line followed by the text "definition list" in blue. The main content is a list of terms and their definitions:

- bot**  
A dynamic object on a Web page that is evaluated and executed when the reader is on the page.
- design wizard**  
The Pavilion program that guides the author through the basic steps that create a common type, such as Corporate information.
- HTML**  
Hypertext Markup Language. The industry-standard language for design.

**nested list**

A list that is contained inside a member of another list. Nesting is indicated by indentation in most web browsers.

**size handle**

A 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.



**form handler**

A program on a server that runs when a user submits a form. A FrontPage form is associated with a handler in the Form Properties dialog box.

**name-value pair**

The name of a form field along with 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.

**hidden field**

A field on a form that is not visible to the user. Each hidden field is implemented as a name-value pair. When the form is submitted, its hidden fields are passed to the form-handler along with name-value pairs from each form field.

**form bot**

A FrontPage bot that supplies runtime processing of a form. FrontPage supplies a form discussion, registration and save results bot.

**Discussion bot**

A form bot that allows users to participate in an online discussion. The Discussion bot 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 Discussion bot gathers information from the form and stores it in one of a selection of formats.

## **Registration bot**

A form bot that allows users to automatically register themselves for access to a service. The Registration bot adds the user to the service's authentication database, then optionally gathers information from the form and stores it in one of a selection of formats.

## **Save Results bot**

A form bot that gathers information from a form and stores it in one of a selection of formats. When a user submits the form, the Save Results bot appends the form information to a specified file in a specified format.

**root web**

The web that is provided by the server by default. To access the root web, you supply the URL of the server without specifying a web-name. FrontPage is installed with a default web named `<root web>`.



**authentication database**

A server-specific database that matches user names to passwords.

## **JPEG**

Joint **P**hotographic **E**xpert **G**roup. A 24-bit per pixel color image format with excellent compression for most kinds of images.

**BMP**

A file format for images created by Microsoft and IBM. Some BMP images are compressed using RLE-type compression.

## **WMF**

**Windows MetaFile.** A collection of device-independent functions that represent an image. Commonly used to pass images on the Windows clipboard.

**TIFF**

Tagged Image File Format. A tag-based image format. TIFF is designed to promote universal interchanges of digital images.

## **MAC**

The Macintosh Paint files image format.

## **MSP**

MicroSoft Paint image format.

**PCD**

Kodak PhotoCD file image format.



**RAS**

Sun raster image file format.

**WPG**

WordPerfect raster-image file format.

**EPS**

Encapsulated PostScript image format. These files are primarily used on PostScript printers.

**PCX**

A file format created by Zsoft that compresses its image data with RLE-type compression.

## **IP address mask**

The IP (Internet Protocol) address mask defines a range of IP addresses so that only those users whose IP addresses fall 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, 192.200.\*.\* represents every computer with an IP mask that begins with 192.200.

**IP address**

An IP (Internet Protocol) address is a standard way of identifying a computer that is connected to a network. The IP address is four numbers separated by periods, and each number is less than 256, for example, 192.200.44.69.

**visited link**

A link on a page that has been selected. Visited links are usually displayed at runtime in a unique color.

**base URL**

A base URL is a URL that is used to convert relative URL's on the page into absolute URLs. A base URL should include a document name part, such as `http://sample.com/subdir/sample.htm`, or a trailing slash, such as `http://sample.com/subdir/`.



## **Search bot**

The Search bot creates a form that provides full text-searching capability in your web at runtime. When the user submits a form containing words to locate, the Search bot returns a list of all pages in your web containing matches for the words.

**discussion group directory**

A directory of a web containing the results of a discussion group. The name of a discussion group directory must begin with an underscore character, as in : \_discussion. Discussion group directories are not visible from the FrontPage Explorer. However, they can be searched by a Search bot.

**hidden directory**

A directory in a web with a name beginning with an underscore character, as in: `_hide`. By default, pages and files in hidden directories cannot be viewed from the FrontPage Explorer.

**article**

A single entry in a discussion group. An article can optionally be a reply to a previous article.

**discussion group**

A web that supports interactive discussion 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.

## **Table of Contents bot**

The Table of Contents bot creates an outline of your web, with links to each page. The Table of Contents bot updates this outline each time the web's contents changes.

## **Confirmation Field bot**

The Confirmation Field bot 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.

**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.



**confirmation page**

A web page that is displayed when a form is submitted. You specify a form's confirmation page in the form handler's dialog box.

More than one form can use the same confirmation page. The link between a confirmation page and the page containing the form is shown in the FrontPage Explorer, but it is not shown in the outline of the web generated by the Table of Contents bot.

If you do not specify a confirmation, FrontPage form handling bots will generate one by default.

**image form field**

A form field that displays an image in a form. By clicking on the image, the user submits the form.

**HTML Markup bot**

The HTML Markup bot is replaced with any arbitrary text you supply when you create the bot. This text is substituted for the bot when the page is saved to the server as HTML. Use this bot to add non-standard HTML commands to a page.

**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.

**proxy server**

A server that acts as a firewall, mediating traffic between a protected network and the Internet.

**domain name**

The unique name that identifies an Internet site. A domain name has two or more parts, separated by periods, as in--  
my.domain.name.

## bot cursor

The robot-like cursor that appears when you move the FrontPage cursor over an area of the page containing a bot.



## **FrontPage Server Extensions**

The FrontPage Server Extensions are programs and scripts that support FrontPage and extend the functionality of the Personal Web Server. The FrontPage Server Extensions are available for popular Windows NT and Unix web servers.



**relative URL**

The URL of a page or image with respect to another page containing a link to that page or image in the same web. For example, the relative URL of the page <http://www.acme.com/target/hello.html> with respect to the page <http://www.acme.com/source/hello.html> is `../target/hello.html`.

**Annotation bot**

The Annotation bot inserts text on a page that can be viewed from the FrontPage Editor but not from a web browser. Use an Annotation bot to insert place-holder text or notes to yourself as you create your web pages. Annotation text is displayed in purple and retains the character-size and other attributes of the current paragraph style .

**line break**

A special character that forces a new line on the page without creating a new paragraph. A line break appears as follows on the page:

↵

## **tag selection**

A method of selecting a group of objects on a page. Use tag selection to select the members of a list, an entire form, or a bot. To tag select a set of objects, move the cursor to the left of the objects until the cursor becomes the tag-selection cursor and then double-click:



**tag-selection cursor**

## **child web**

Any web other than the root web on a given web server.

**external link**

A link to any page that is not part of the current web.

**internal link**

A link to any page or other file that is in the current web.

**registered user**

A user with a recorded name and password. You can register a user with a Registration bot.

## **follow link cursor**

The cursor displayed by the FrontPage Editor during a Follow Link command:





**editor**

An interactive program that can create and modify files of a particular type. For example, the FrontPage Editor is an HTML editor.

**file type**

The format of a file, usually indicated by its filename extension. Editors usually work on a limited set of file types.

**MIME type**

A method used by web browsers to associate files of a certain type with helper applications that can display files of that type. Based on the Internet multi-media mail standard: **M**ulti-**p**urpose **I**nternet **M**ail **E**xtensions.

**selection bar**

An unmarked column along the left edge of the FrontPage Editor window that is used to select text with the mouse.

**table**

One or more rows of cells used to organize the layout of a page or arrange data systematically. In a table, the intersection of a row and column forms one cell, in which you can type text or insert images, forms, or WebBots <sup>TM</sup>.

## cell



The basic component of a table. In a table, the intersection of a row and column forms one cell.

**HTML attribute**

A name/value pair used within an HTML tag to assign additional properties to the object being defined.

**extended attribute**

An HTML attribute not directly supported in FrontPage that can be entered as a name/value pair from the selected object's properties dialog box.



**HTML tag**

An element of an HTML page that identifies an HTML object's type, format, structure, and hypertext links.

**client-side image map**

A clickable image that encodes the destination URL of each hotspot directly in the image map. Client-side image maps do not require processing from your server to resolve the destination of a link based on cursor coordinates.

## **server-side image map**

A clickable image that passes the coordinates of the cursor in an image map to a handler routine on the server. Server-side image maps require processing from your server to compute the target URL of the link based on the runtime cursor coordinates.

**active link**

A link that is currently selected in a web browser.

**meta tag**

An HTML tag that must appear in the <head> portion of the document. Meta tags supply information about the document, and do not effect the display of the document. A standard meta tag, "generator," is used to supply the type of editor that created the HTML page.

**frame set**

A web page that defines a set of named scrollable regions in which other web pages can be displayed.

**frame**

A single element of a frame set; a named scrollable region in which pages can be displayed.

**htimage.exe**

The CERN image map dispatcher. This program handles server-side clickable image maps when the image map style is "CERN".



## **CERN image map dispatcher**

The program htimage.exe, which handles server-side clickable image maps when the image map style is "CERN".

**imagemap.exe**

The NCSA image map dispatcher. This program handles server-side clickable image maps when the image map style is "NCSA".

## **NCSA image map dispatcher**

The program `imagemap.exe`, which handles server-side clickable image maps when the image map style is "NCSA".

**cell padding**

The space between the contents and inside edges of cells in a table.

**cell spacing**

The amount of space placed between cells in a table. The border width around a cell is determined by the table's cell spacing.

**row**

The cells arranged horizontally in a table.

**column**

The cells arranged vertically in a table.

**interlaced image**

A GIF image that is displayed full-sized at low resolution while it is being loaded, and is displayed at higher resolutions until it finally attains a normal appearance when it is fully loaded.





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## About Pages

A page is a single document on a [web](#) containing one or more elements, such as text, images, lists, or tables. The page elements can be linked to other pages in the web or other Internet services.

Because documents on the [World Wide Web](#) are not paginated, a page can span many windows-full of information.

The FrontPage Editor has many of the same functions you use when you are creating a page in a word processor, such as copying, deleting, spell checking, and printing. The FrontPage Explorer shows you all the pages in a web and allows you to delete a page from a web.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Pages')}

## 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 export a page

You can export a page to a file in your file system using the FrontPage Explorer.

- 1 In any view in the FrontPage Explorer, choose a page to export.
- 2 Choose **File: Export Selected**.
- 3 Use the Save In box and the box that lists files to point to the folder where you want to store the page.
- 4 Specify the file name in the File name field.
- 5 Click Save.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Pages')}

## **To open a page from the FrontPage Explorer**

In the FrontPage Explorer, do one of the following:

- Double-click the page in the Summary view or Link view.
- Select the page in the Summary view or Link view and press ENTER.
- If the FrontPage Editor is also opened, select the page in any view and drag it to the FrontPage Editor's toolbar.  
If no page is opened, you can drag the page to any part of the FrontPage Editor.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Pages')}

## To open a page from the FrontPage Editor

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

- Choose **File: Open From Web**.
- Click the Open button:



2 Choose the page to open by [page title](#) or [page URL](#), then click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Pages')}

## To open a page from a file

You can open the following types of files: text (.TXT), rich text format (.RTF), and HTML (.HTM or .HTML). Once you have opened a page from a file, you can add it to the [current web](#) or back to a file.

- 1 In the FrontPage Editor, choose **File: Open File**.
- 2 Use the Look In box and the box that lists files and folders to point to the folder where the page is stored.
- 3 Choose a file type from the Files of Type drop-down field to list all the files of that type.
- 4 Select the file you want to open and click Open.
- 5 If you are opening a file with an unknown extension, or if the contents of the file do not appear to match the type indicated by the filename extension, the Open File As dialog box displays. Indicate the file type, [RTF](#), [HTML](#), or text, and click OK.
- 6 If you are opening a text file, the Convert Text dialog box displays. Select the conversion option, One formatted paragraph, Formatted paragraphs, Normal paragraphs, or Normal paragraphs with line breaks.

FrontPage converts the file if necessary and opens it in a new window.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Pages')}



## To open a page from the World Wide Web

You can open a page from the World Wide Web and optionally save it to the [current web](#) or to a [file](#).

- 1 In the FrontPage Editor, choose **File: Open Location**.
- 2 Enter the page's complete [URL](#).
- 3 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 URL field, 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 the page was opened from a web, the FrontPage Editor prompts you to save changes to the page and then closes the page. If there is no current web open to receive the new or changed page, the FrontPage Editor prompts you to open a web and close the page again.

If the page was opened from a file, the FrontPage Editor prompts you to save changes to the page and then closes the page.

{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 To 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.
- 6 You are prompted to save the images on the page to the file. Do one of the following:
  - To save the image to the file, click Yes.
  - To save all images to the file, click Yes To All.
  - To not save the image to the file, click No.
  - To replace an existing image with the same name, click Replace.
  - To not replace an existing image with the same name, click Use Existing.
  - To cancel the current save and close the Save Image To File dialog box, click Cancel.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Pages')}

## To change a page title

When you save a new page, you specify its [title](#). You can change the page's title later.

- 1 In the FrontPage Editor, open the page, then choose **File: Page Properties**.
- 2 In the Page title field, enter the new page title. It can be any length.
- 3 Click OK.

The new title is displayed in the FrontPage Editor title bar.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Pages')}

## To save a page to the current web

- 1 If the page was opened from the current web, in the FrontPage Editor, choose **File: Save**. If the page was opened from a file, choose **File: Save As**.

**Note:** If the page was opened from the current web or a file (not from the World Wide Web), you can also click the Save button:



- 2 If the page has not been saved to the web before, enter a [page title](#) and [page URL](#) in the Save As dialog box.
- 3 If the page has not been saved to the web before, you are prompted to save the images on the page into the web. Do one of the following:
  - To save the image to the web, click Yes.
  - To save all images to the web, click Yes To All.
  - To not save the image to the web, click No.
  - To replace an existing image with the same name, click Replace.
  - To not replace an existing image with the same name, click Use Existing.
  - To cancel the current save and close the Save Image To Web dialog box, click Cancel.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Pages')}

## To delete a page from the current web

In the FrontPage Explorer, do one of the following:

- In the Outline or Link View, select a page, then choose **Edit: Delete**.
- In the Summary 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 **File: Page Properties**.

The current text color is displayed in the rectangle below the Use Custom Text Color field.

- 2 To select a new default text color, click Choose, below Use Custom Text Color.
- 3 Select a basic or custom color or define a new custom color, then click OK.
- 4 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Pages')}



## To set a background color

- 1 In the FrontPage Editor, choose: **File: Page Properties**.
- 2 Select the Use Custom Background field, then click Choose.
- 3 In the Color dialog box, select a basic or custom color, then click OK.
- 4 Click OK

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Pages')}

## To set a background image

- 1 In the FrontPage Editor, choose **File: Page Properties**.
- 2 Select the Background Image field.
- 3 In the Source field, enter the URL or file name of the background image you want to use, or click Browse to find the page URL or file name.
- 4 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, choose **Edit: Properties**.
- 2 Click the General and Summary tabs to view the characteristics of the page.
- 3 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 OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Pages')}

## To timestamp a page

Timestamping allows you to record the date or time a page was last modified and saved to the server or most recently updated because the page was uploaded or had its links or a bot recalculated.

- 1 In the FrontPage Editor, choose **Insert: Bot**.
- 2 In the Select a Bot field, select Timestamp, then click OK.
- 3 In the Display field in the Timestamp Bot Properties dialog box, select whether the timestamp will reflect when the page was last modified or most recently updated.
- 4 In the Date Format field, select the date format from the drop-down list.  
**Note:** Either a date or time format must be selected.
- 5 In the Time Format field, select the time format from the drop-down list.
- 6 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Pages')}

## To add a horizontal line

- 1 In the FrontPage Editor, move the insertion point where you want the horizontal line added.
- 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.
- 2 Choose **Edit: Properties**.
- 3 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 to have the line be measured in pixels.
- 4 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 double-click.
- 2 Press DELETE.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Pages')}



## To change a page URL

- 1 In the FrontPage Explorer, select the page in any view.
- 2 Choose **Edit: Properties**.
- 3 In the Properties dialog box, select the General tab.
- 4 In the Page URL field, edit any part of the page 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 page to the new folder. If you enter a folder that is not currently in the web, the FrontPage Explorer will create the folder and move the file to it.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Pages')}

## To move a page

You can move a page in a web to another folder in the web or to a new folder which FrontPage will add to your web.

1 In the FrontPage Explorer, select the page in any view.

2 Choose **Edit: Properties**.

3 In the Properties dialog box, select the General tab.

4 In the Page URL field, edit the folder part of the page 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 page to the new folder. If you enter a folder that is not currently in the web, the FrontPage Explorer will create the folder and move the file to it.

All links and Include Bots on stored pages are updated to use the new name or location.

{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, select the horizontal line, then choose **Edit: 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.

**Note:** If you select to specify a value and leave the Value field empty, FrontPage associates the name with an empty string, for example, `SAMPLE = ""`

- 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.
- 2 Choose **Edit: Properties**.
- 3 In the Align field, select Left, Center, or Right.  
**Note:** If the width of the line is set to 100 percent, setting alignment has no affect.
- 4 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.
- 2 Choose **Edit: Properties**.
- 3 In the Pixels field, enter the height for the line in pixels.
- 4 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.
- 2 Choose **Edit: Properties**.
- 3 Select the Solid line field.
- 4 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.
- 2 Choose **Edit: Properties**.
- 3 Cancel the selected Solid line field.
- 4 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](#) with the HTML Markup Bot. FrontPage does not verify that the HTML you are inserting is valid HTML.

- 1 In the FrontPage Editor, move the insertion point where you want the HTML or text added.
- 2 Choose **Insert: Bot**.
- 3 Select HTML Markup, then click OK.
- 4 In the HTML Markup dialog box, enter the HTML or text you want added to the page.
- 5 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Pages')}



## To add a table of contents on a new page

A table of contents on a new page is created using a page [template](#) that contains design elements and explanatory text. After the table of contents page is created, you can edit the page.

- 1 In the FrontPage Editor, choose **File: New**.
- 2 In the Template or Wizard field, select Table of Contents, then click OK.
- 3 To configure the Table of Contents bot, move the pointer over the Table of Contents Heading Page line, then double-click.
- 4 Choose **Edit: Properties**.
- 5 Edit the information in the dialog box to customize your table of contents.
- 6 Click OK.
- 7 Choose **File: Save As**.
- 8 Enter a [page title](#) and [page URL](#) in the Save As dialog box.
- 9 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Pages')}

## To add a table of contents on an existing page

A table of contents can be added to an existing [page](#) in a web using the Table of Contents bot.

- 1 In the FrontPage Editor, move the insertion point where you want the table of contents to begin.
- 2 Choose **Insert: Bot**.
- 3 In the Select a Bot field, choose Table of Contents.
- 4 In the Table of Contents Bot Properties dialog box, edit the information in the dialog box to customize your table of contents.
- 5 Click OK.

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

## To include a page in another page

You can use an Include bot to include a [page](#) in an existing page. An Include bot is replaced with the contents of another page from the same [web](#). Using an Include bot on multiple pages in a web makes it easy for an element on a web page to have the same appearance throughout the web. If you change the contents of the page used by the Include bot, that change is made to every page in the web that has the Include bot inserted in it.

- 1 In the FrontPage Editor, move the insertion point where you want the contents of the Include bot to begin.
- 2 Choose **Insert: Bot**.
- 3 Select Include, then click OK.
- 4 In the Include Bot Properties dialog box, enter the page URL of the page to be included, or click Browse to find the page URL.
- 5 Click OK to close the Include Bot Properties dialog box.

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

## To annotate a page


An Annotation bot adds text to a [page](#) that can be viewed from the FrontPage Editor but not from a [web browser](#). You can use the Annotation bot to add place-holder text or notes to yourself as you create web pages.

Annotation text is displayed in purple and retains the character-size and other attributes of the current paragraph style.

- 1 In the FrontPage Editor, move the insertion point where you want the contents of the Annotation bot to begin.
- 2 Choose **Insert: Bot**.
- 3 Select Annotation, then click OK.
- 4 In the Annotation Bot Properties dialog box, enter the text you want to appear on the page, in a single paragraph.  
**Note:** The text wraps when you reach the end of a line. Pressing ENTER inserts the text on the page.
- 5 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Pages')}

## To view explanations of errors on pages

When a bot is configured incorrectly, FrontPage flags the [page](#) containing the bot with an Error icon  in the [Outline View](#) of the FrontPage Explorer:

- 1 In the Outline View 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 change the starting page of a table of contents

After you have created a table of contents, you can choose from which [page](#) the table of contents is to begin.

- 1 In the FrontPage Editor, select the Table of Contents bot you want to change.
- 2 Choose **Edit: Properties**.
- 3 In the Page URL for Starting Point of Tables field, enter the [page URL](#) of the page from which the table of contents is to start, of click Browse to find the page URL.,
- 4 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Pages')}

## To reload a page in the FrontPage Editor

You can reload the current [page](#) in the FrontPage Editor when you have made changes that you do not want to keep or to view changes to a page made by another author.

In the FrontPage Editor, do one of the following:

- Choose **Tools: Reload**.
- Click the Reload button:



{button Related Procedures,JI('frontpg.HLP>main','Contents\_Pages')}

## To add a configuration variable to a page

You can add [configuration variables](#) to a page by using the Substitution bot. A Substitution bot is replaced by the value of a selected page- or web configuration variable in the FrontPage Editor or in a web browser.

- 1 In the FrontPage Editor, move the insertion point where you want the configuration variable placed.
- 2 Choose **Insert: Bot**.
- 3 Select Substitution, then click OK.
- 4 In the Substitution Bot Properties dialog box, select a configuration variable from the drop-down list.
- 5 Click OK.

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



## To save a page as a template

You can save a page as a [template](#), and after it is saved, it is displayed in the New Page dialog box alongside the templates included with FrontPage.

1 In the FrontPage Editor, choose **File: Save As**.

2 Click As Template.

3 In the Title field, 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.

4 In the Name field, 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.

5 In the Description field, describe the template you are creating.

The description of the template or page on which you based the new page is displayed in this field when the dialog box opens.

6 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 title and name of 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 In the FrontPage Editor, with the page open, choose **File: Page 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.  
**Note:** If you select to specify a value and leave the Value field empty, FrontPage associates the name with an empty string, for example, `SAMPLE = ""`
- 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 web in a hidden directory that cannot be browsed at runtime. 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 FrontPage Explorer, select the page or file, and choose **Edit: Properties**.
- 2 In the Page URL field, move the page by adding the prefix `_private/` to the [page URL](#).  
For example, to move the file `hide.htm`, change the page URL to `_private/hide.htm`.
- 3 Click OK.

You can also hide a page when you first save it to the web by adding the prefix `_private/` to the page URL.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Pages')}

## To base one page's style on another page's style

You can display a page using the same background style and colors as another page in your web. The page will use the background image, background color, and all link and text colors from the style 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, click Get Background and Colors from Page.
- 4 Type the [page 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')}



# Creating and Using Links and Bookmarks

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## About Links and Bookmarks

A link connects text or an image [hotspot](#) to a page either in the [current web](#) or on the World Wide Web. A link is represented in [HTML](#) as a URL, which is a string that supplies the address of a resource on the World Wide Web and the method by which it can be accessed. You can create links from text or from image [hotspots](#). A link from text is represented in the FrontPage Editor as a solid underline.

In FrontPage you can create and change a link to a page in the current web by either clicking and dragging the target page from the FrontPage Explorer into the FrontPage Editor (for text links only) or by selecting the target page from a dialog box that shows all the pages in your web (for text and image links). When creating a link using FrontPage, you only need to know the URL of the target page if it is not in the current web.

A bookmark is a named set of one or more characters in a paragraph that can be the target of a link. It is represented in the FrontPage Editor as a dashed underline. By adding bookmarks to your pages, you can make the targets of links more specific. For example, if a page contains descriptions of three products, you could create a bookmark at the beginning of each product description and create links from the top of the page to the section describing each product. When you create links to a page in the current web, you can either link directly to the page or to any bookmark on the page. FrontPage automatically creates the correct URL based on your selection.

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



## To create a text link to an open page

You can quickly create a text [link](#) to a page that is opened in the FrontPage Editor.

1 In the FrontPage Editor, select the text that will identify the link, then do one of the following:

- Choose **Edit: Link**.
- Click the Link button:



2 In the Create Link dialog box, select the Open Pages Tab.

3 Select the page to which you want to link.

As you make your selection, the URL 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 create a text link to a page or file in the current web

You can create a text [link](#) to a [page](#) or [file](#) in the current web.

1 In the FrontPage Editor, select the text that will identify the link, then do one of the following:

- Choose **Edit: Link**.
- Click the Link button:



2 In the Create Link dialog box, select the Current Web Tab.

3 If you know the [page 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 page URL, then click OK.

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 create a text link to a page on the World Wide Web

You can create a text [link](#) to a [page](#) on the [World Wide Web](#), or to a resource using one of the following [protocols](#): [file](#), [ftp](#), [gopher](#), [mailto](#), and [news](#).

1 In the FrontPage Editor, select the text that will identify the link, then do one of the following:

- Choose **Edit: Link**.
- Click the Link button:



2 In the Create Link dialog box, select the World Wide Web Tab.

3 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.

4 In the URL field, enter the [absolute URL](#) of the web page or other Internet resource to which you want to link.

5 Click OK.

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

## To create a text link to a new page

You can create a text [link](#) to a new [page](#). When you do this, FrontPage creates the page and then creates a link to it from the selected text.

1 In the FrontPage Editor, select the text that will identify the link, then do one of the following:

- Choose **Edit: Link**.
- Click the Link button:



2 In the Create Link dialog box, select the New Page Tab.

3 In the Page URL field, enter the [page URL](#) for the new page.

4 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.

5 To edit the page as soon as the link is created, click Edit New Page Immediately.

To create the new page and add a task to finish the page to the current web's [To Do List](#), click Add New Page to To Do List.

6 Click OK.

7 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 link from the FrontPage Explorer

If a [page](#) is currently opened, you can create a text [link](#) from that page to another page in your web using the FrontPage Explorer:

- 1 In any FrontPage Explorer view, select the page to which you want to link by clicking and holding the left mouse button.
- 2 Drag the pointer from the FrontPage Explorer to the FrontPage Editor.

The pointer becomes the link pointer:



- 3 Move the pointer to the line at which you want to create the link, and release the left mouse button. FrontPage creates the link to the page on the line you chose. The text indicating the link is the name of the page.

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

## To follow a text link forward

You can follow a [link](#) from an open page to the [page](#) or [bookmark](#) that is the target of the link. If the page is not already opened in another window, FrontPage Editor opens the target page for editing and makes it the active page. If the link is to a bookmark, the FrontPage Editor scrolls to the bookmark.

If the target page is not in the [current web](#), FrontPage opens a copy of the page. You can save the copy of the page, including all images on the page, to the current web or to a file.

- 1 In the FrontPage Editor, do one of the following:
  - Place the pointer anywhere in the text containing the link.
  - Select any part of the link.
- 2 Do one of the following:
  - Choose **Tools: Follow Link**.
  - Click the Follow Link button:



FrontPage opens the page in a new window. The Follow Link pointer is displayed while FrontPage is fetching the page:



{button Related Procedures,JI('frontpg.HLP>main','Contents\_Link\_Bookmark')}

## To follow an image link forward

You can follow a [link](#) from a [hotspot](#) in an image to the [page](#) or [bookmark](#) that is the target of the link. If the page is not already opened in another window, FrontPage Editor opens the target page for editing and makes it the active page. If the link is to a bookmark, the FrontPage Editor scrolls to the bookmark.

If the target page is not in the [current web](#), FrontPage opens a copy of the page. You can save the copy of the page, including all images on the page, to the current web or to a file.

- 1 In the FrontPage Editor, select the hotspot in the image that contains the link.
- 2 Do one of the following:
  - Choose **Tools: Follow Link**.
  - Click the Follow Link button:



FrontPage opens the page in a new window. The Follow Link pointer is displayed while FrontPage is fetching the page:



{button Related Procedures,JI('frontpg.HLP>main','Contents\_Link\_Bookmark')}

## To follow a link backward

After following a [link](#) from one [page](#) to another page or to a [bookmark](#), you can reverse the link, following it backward to the first page. When you do this, the FrontPage Editor scrolls the page to display the source of the link.

- In the FrontPage Editor, click the Follow Back button:



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



## To stop following a link

Following a [link](#) from the FrontPage Editor may take a long time. If the link is to a [server](#) that is not responding, it may never succeed.

- In the FrontPage Editor, do one of the following:
  - Choose **Tools: Stop**.
  - Click the Stop button:



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

## To delete an entire text link

- 1 In the FrontPage Editor, place the insertion point on the link.
- 2 Choose **Edit: Unlink**.

The FrontPage Editor deletes the link, but not the text associated with the link.

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

## To delete part of a text link

- 1 In the FrontPage Editor, select the characters from which you want to delete the link.
- 2 Choose **Edit: Unlink**.

The FrontPage Editor deletes the link from the characters you selected, but not the text associated with the link.

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

## To delete an image link

- 1 In the FrontPage Editor, select the [hotspot](#) in the image that contains the [link](#).
- 2 Do one of the following:
  - Choose **Edit: Link**.
  - Choose the Edit Link button:



- 3 Click Clear.
- 4 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Link\_Bookmark')}

## To select a link

You select a text or image link to follow it, change it, or delete it.

## To select a text link

- In the FrontPage Editor, do one of the following:
  - Place the pointer anywhere in the text containing the link.
  - Select any part of the link.

## To select an image link

- In the FrontPage Editor, click on the [hotspot](#) in the image.

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

## To select link color

You can select the color of all links on a page. When the user browses the web, all links that have not been selected in the current browsing session will be displayed in this color.

- 1 In the FrontPage Editor, choose **File: Page Properties**.

The current color of links on the page is displayed in the rectangle below the Use Custom Link Color field.

- 2 To select a new link color, click Choose below Use Custom Link Color.

**Note:** If the links on the page are the default color, first click Use Custom Link Color to activate the Choose button.

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

- 4 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Link\_Bookmark')}

## To select visited link color

You can select the color of all [visited links](#) on a page. When the user browses the web, all links that are selected in the current browsing session will be displayed in this color.

- 1 In the FrontPage Editor, choose **File: Page Properties**.

The current color of links on the page is displayed in the rectangle below the Use Custom Visited Link Color field.

- 2 To select a new link color, click Choose below Use Custom Visited Link Color.

**Note:** If the links on the page are the default color, first click Use Custom Visited Link Color to activate the Choose button.

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

- 4 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Link\_Bookmark')}

## To change a text link

- 1 In the FrontPage Editor, do one of the following:
  - Place the pointer anywhere in the text containing the [link](#).
  - Select any part of the link.
- 2 Do one of the following:
  - Choose **Edit: Link**.
  - Click the Edit Link button:



- 3 Do one of the following:
  - To link to a currently opened page, edit the Open Pages and Bookmark fields of the Open Pages tab.
  - To link to a page in the [current web](#), edit the Page and Bookmark fields of the Current Web tab.
  - To link to a page in the World Wide Web, edit the URL field of the World Wide Web tab.
  - To link to a new page, edit the Page URL and Page Title fields of the New Page tab.
- 4 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Link\_Bookmark')}



## To change an image link

- 1 In the FrontPage Editor, select the [hotspot](#) in the image that contains the [link](#).
- 2 Do one of the following:
  - Choose **Edit: Link**.
  - Click the Edit Link button:



- 3 To change the link, do one of the following:
  - To link to a currently opened page, edit the Open Pages and Bookmark fields of the Open Pages tab.
  - To link to a page in the [current web](#), edit the Page and Bookmark fields of the Current Web tab.
  - To link to a page in the World Wide Web, edit the URL field of the World Wide Web tab.
  - To link to a new page, edit the Page URL and Page Title fields of the New Page tab.
- 4 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Link\_Bookmark')}

## To create a bookmark

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

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Link\_Bookmark')}

## 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 link to a bookmark

You can create a [link](#) to a [bookmark](#) in an open [page](#), a page in the current web, or a page on the World Wide Web.

- 1 In the FrontPage Editor, choose **Edit: Link** and create a link to the page containing the bookmark.
- 2 In the Create Link dialog box, do one of the following:
  - To link to a bookmark on a currently opened page or in the [current web](#), select the bookmark name from the Bookmark drop-down list.
  - 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 visit a bookmark

You can visit a [bookmark](#) on the current [page](#) without creating a [link](#) to it. You can visit a bookmark on another page if there is a link to that page and bookmark from the current page.

### To visit a bookmark on the current page

- 1 In the FrontPage Editor, select any text, then choose **Edit: Bookmark**.
- 2 In the Other Bookmarks on this Page field, select the bookmark that you want 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

- 1 In the FrontPage Editor, place the pointer anywhere in the link.
- 2 Do one of the following:
  - Choose Tools: **Follow Link**.
  - Click the Follow Link button:



The FrontPage Editor displays the new page and scrolls to the bookmark.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Link\_Bookmark')}

## To create an image link to an open page

You can quickly create an image [link](#) 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 Link 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 URL field displays the URL to which you will link.

5 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.

6 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Link\_Bookmark')}

## To create an image link to a page or file in the current web

You can create an image [link](#) to a [page](#) or [file](#) in the current 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 Link dialog box, select the Current Web Tab.

4 If you know the [page 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 page URL, then click OK.

5 If you want to link to a [bookmark](#) on a page you selected, locate the bookmark in the drop-down list in the Bookmark field.

6 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Link\_Bookmark')}

## To create an image link to a page on the World Wide Web

You can create an image [link](#) to a [page](#) on the [World Wide Web](#), or to a resource using one of the following [protocols](#): [file](#), [ftp](#), [gopher](#), [mailto](#), and [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 Link 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 link to a new page

You can create an image [link](#) to a new [page](#). When you do this, FrontPage creates the page and then creates a link 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 Link 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 link is created, click Edit New Page Immediately.

To create the new page and add a task to finish the page to the current 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 verify internal links

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

All broken [internal links](#) are listed first with the following status:

 Broken

Working internal links are not listed.

**Note:** Each [external link](#) is listed with the following status, indicating that the link has not yet been verified:

 ?

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Link\_Bookmark')}

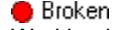
## To verify external links

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

Each [external link](#) is listed with the following status, indicating that the link has not yet been verified:



**Note:** All broken [internal links](#) are listed first with the following status:



Working internal links are not listed.

- 2 To identify the broken external links, click Verify.

Each link is verified in sequence.

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

A verified link has one of the following statuses:

- OK
- Broken

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Link\_Bookmark')}

## To repair a broken internal link

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

All broken [internal links](#) are listed first with the following status:

● Broken

Working internal links are not listed.

**Note:** Each [external link](#) is listed with the following status, indicating that the link has not yet been verified:



- 2 Click a broken internal link to select it for repair.
- 3 Click Edit Link.
- 4 In the Edit Link dialog box, enter the correct [URL](#) for the link.
- 5 Select one of the following options:
  - To repair the broken link on a set of selected pages, choose Select pages to change.
  - To repair the broken link on all pages in the web, choose Change all pages with this link.
- 6 Click OK.

The status of the internal link changes to Edited.

**Note:** To ensure that the internal link is good, click Close to close the Verify Links dialog box, then select **Tools: Verify** again.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Link\_Bookmark')}

## To repair a broken external link

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

Each [external link](#) is listed with the following status, indicating that the link has not yet been verified:



**Note:** All broken [internal links](#) are listed first with the following status:

● Broken

Working internal links are not listed.

- 2 To identify the broken external links, click Verify.

Each external link is verified in sequence.

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

A verified external link has one of the following statuses:

- OK
- Broken

- 4 Click a broken external link to select it for repair.

- 5 Click Edit Link.

- 6 In the Edit Link dialog box, enter the correct [URL](#) for the link.

- 7 Select one of the following options:

- To repair the broken link on a set of selected pages, choose Select pages to change.
- To repair the broken link on all pages in the web, choose Change all pages with this link.

- 8 Click OK.

The status of the external link changes to Edited.

**Note:** To ensure that the external link is good, verify all external links again by clicking Verify.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Link\_Bookmark')}

## To add extended attributes to a link

You can add link (anchor) **HTML attributes** that are not directly supported in FrontPage. These attributes will be added to the **HTML** that FrontPage generates for the link.

- 1 In the FrontPage Editor, with a link selected, choose **Edit: Properties**.

The Edit Link 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.

**Note:** If you select Specify Value and leave the Value field empty, FrontPage associates the name with an empty string, for example, `SAMPLE = ""`

- 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 Link dialog box.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Link\_Bookmark')}

## To view links to images

- In the FrontPage Explorer, choose **View: Links to Images**, or click the Links to Images button:



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

## To view repeated links

Repeated links are more than one links to the same page from a page.

- In the FrontPage Explorer, choose **View: Repeated Links**, or click the Repeated Links button:



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



## To view links inside a page

Links inside a page are links from a page to itself. Typically these are links to bookmarks on the page.

- In the FrontPage Explorer, choose **View: Links Inside Page**, or click the Links Inside Page button:



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

## To recalculate links

Recalculate links to update the FrontPage Explorer's display for the [web](#) in which you are working. In a multi-authoring environment, this will let you view recent changes made to the web by other authors. Recalculating links also updates the text index created by a [Search bot](#).

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

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

## To create a link to a multi-media file

You can create a link to a multi-media file, such as a WAV or AU file.

- 1 In the FrontPage Explorer, choose **File: Import**.
- 2 Click Add File.
- 3 In the Add File To Import List dialog box, type the name of the multi-media file to import, or select the file from the drop-down list.  
  
Use the Folders and Drives fields to browse the file system. Optionally, click Network to browse other file systems in the network.
- 4 Click OK to add the multi-media file to the import list.
- 5 Select the multi-media file to import.
- 6 Click Import Now.
- 7 To close the Import File To Web dialog box, click Close.
- 8 In the FrontPage Editor, you can create a link to the multi-media file using the Edit: Link command.
- 9 To run the multi-media file from the FrontPage Explorer, associate the multi-media file's editor with the multi-media file's type using the Tools: Configure Editors command, and then open the multi-media file using the FrontPage Editor's Tools: Follow Link command.

Note that, the multi-media file will only run properly from a web browser if the end user has associated the proper application with the multi-media's file type. If this is done, following the link to the file will cause the file to run in its helper application.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Link\_Bookmark')}



# Creating and Editing Clickable Images

## [Overview](#)

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[To insert an image from the current web](#)

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### **Adding Images to a Web**

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### **Renaming Images**

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## About Images

Images are important design elements for a web [page](#) because they can be used to organize links graphically and are visually pleasing.

You link pages from images by creating [hotspots](#) on an image. From a hotspot, you can link to an open page in the web, a page in the current web, a resource on the World Wide Web, or a new page that is not yet created.

A graphic in GIF or JPEG file format can be inserted on a page or within a [table](#). FrontPage lets you import images in the following formats and insert them as [GIF](#) or [JPEG](#): GIF, JPEG, [BMP](#) (Windows and OS/2), [TIF](#), [MAC](#), [MSP](#), [PCD](#), [RAS](#), [WPG](#), [EPS](#), [PCX](#), and [WMF](#).

```
{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 on 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 select a hotspot

When you want to move, resize, or delete a [hotspot](#), you need to select it first.

- 1 In the FrontPage Editor, click on the [image](#).
- 2 To select a hotspot, do one of the following:
  - Press the TAB or SHIFT+TAB keys to move to each hotspot.
  - While the pointer is over the hotspot, click your left mouse button. To select multiple hotspots, hold down the SHIFT button and click on each hotspot.
  - Click the left mouse button, then drag the selection rectangle over the hotspot. You can use the selection rectangle to select multiple hotspots.

When the hotspot is selected, [size handles](#) display at each of its corners.

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



## 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 on 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 on 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 on 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 on 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 paste an image

You can paste the following types of images from the clipboard: [GIF](#), [JPEG](#), [BMP](#) (Windows and OS/2), [TIFF](#), [MAC](#), [MSP](#), [PCD](#), [RAS](#), [WPG](#), [EPS](#), [PCX](#), and [WME](#).

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 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 create a rectangular hotspot

One or many rectangular [hotspots](#) can be placed on an [image](#). Rectangular hotspots can be also placed on an image that has circular and polygonal hotspots.

1 In the FrontPage Editor, select the image on which you want to place a rectangular hotspot.

2 Click the Rectangle button:



3 Move the pointer inside the image.

The pointer becomes a pencil:



4 Decide what portion of the image you want covered by the rectangular hotspot, then position the pencil where you want the first corner of the rectangle to be.

5 Click and hold down the left mouse button, drag the rectangle until it encloses the portion of the image you want to be a rectangular hotspot, then release the left mouse button.

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

- To link the hotspot to an open page, choose the Open Pages tab.
- To link the hotspot to a page in the current web, choose the Current Web tab.
- To link the hotspot to a page in the World Wide Web, choose the World Wide Web tab.
- To link the hotspot to a new page, choose the New Page tab.

7 Complete the steps to create the link, then click OK.

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



## To create a circular hotspot

One or many circular [hotspots](#) can be placed on an [image](#). Circular hotspots can be also placed on an image that has rectangular and polygonal hotspots.

- 1 In the FrontPage Editor, select the image on which you want to place a circular hotspot.
- 2 Click the Circle button:



- 3 Move the pointer inside the image.

The pointer becomes a pencil:



- 4 Decide what portion of the image you want covered by the circular hotspot, then position the pencil at the center of the circular hotspot you want created.
- 5 Click and hold down the left mouse button, drag the circle until it encloses the portion of the image you want to be a circular hotspot, then release the left mouse button.
- 6 In the Create Link dialog box, do one of the following:
  - To link the hotspot to an open page, choose the Open Pages tab.
  - To link the hotspot to a page in the current web, choose the Current Web tab.
  - To link the hotspot to a page in the World Wide Web, choose the World Wide Web tab.
  - To link the hotspot to a new page, choose the New Page tab.
- 7 Complete the steps to create the link, then click OK.

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

## To create a polygonal hotspot

One or many polygonal [hotspots](#) can be placed on an [image](#). Polygonal hotspots can be also placed on an image that has rectangular and circular hotspots.

- 1 In the FrontPage Editor, select the image on which you want to place a polygonal hotspot.
- 2 Click the Polygon button:



- 3 Move the pointer inside the image.

The pointer becomes a pencil:



- 4 Decide what portion of the image you want covered by the polygonal hotspot, then position the pencil where you want the first corner of the polygon to be.
- 5 Click and hold down the left mouse button, drag the line until it is the length needed to border that portion of the image, then release the left mouse button.
- 6 Click the left mouse button to stop drawing the side, then click and hold down the left mouse button to draw the next side of the polygon.
- 7 Repeat Step 6 until you have all the sides of the polygon.
- 8 When you have finished drawing the sides of the polygon, let go of the left mouse button, then click it.

**Tip:** To have the FrontPage Editor complete the polygonal hotspot, let go of the left mouse button and double-click if after you have drawn the next-to-last side of the polygon.

- 9 In the Create Link dialog box, do one of the following:
  - To link the hotspot to an open page, choose the Open Pages tab.
  - To link the hotspot to a page in the current web, choose the Current Web tab.
  - To link the hotspot to a page in the World Wide Web, choose the World Wide Web tab.
  - To link the hotspot to a new page, choose the New Page tab.
- 10 Complete the steps to create the link, then click OK.

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

## To make a color in an image transparent

A transparent color replaces one of the colors in an image and lets the page show through. Typically, you make the background color of an image transparent so that the image appears to float on the page.

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.

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 might be reduced and the image file will become larger.

The Make transparent command sets the Transparent field in the Image Properties dialog box.

- 1 In the FrontPage Editor, select the image containing the color you want to make 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 transparent, then click the left mouse 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 you 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 insert an image from the current web

You can insert the following types of images from the current web: [GIF](#), [JPEG](#), [BMP](#) (Windows and OS/2), [TIFF](#), [MAC](#), [MSP](#), [PCD](#), [RAS](#), [WPG](#), [EPS](#), [PCX.](#), and [WMF](#).

**Note:** 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 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.)

- 1 In the FrontPage Editor, move the insertion point where you want the image inserted.
- 2 Choose **Insert: Image**.
- 3 Select the image you want to insert by image title or image URL, then 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 web.

- 1 In the FrontPage Editor, move the insertion point where you want the image inserted.
- 2 Choose **Insert: Image**.  
The Insert Image dialog box is displayed.
- 3 Choose the From URL button.  
The Open Location dialog box is displayed.
- 4 Enter the [absolute URL](#) of the image you want inserted, then click OK.

{button Related Procedures,JI('frontpg.HLP>main','Content\_Images')}

## To insert an image from a file

When you insert an image from a [file](#), you can import it to your web when you save the page.

You can insert the following types of images from a file: [GIF](#), [JPEG](#), [BMP](#) (Windows and OS/2), [TIFF](#), [MAC](#), [MSP](#), [PCD](#), [RAS](#), [WPG](#), [EPS](#), [PCX](#), and [WMF](#).

**Note:** 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 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.)

- 1 In the FrontPage Editor, move the insertion point where you want the image inserted.
- 2 Choose **Insert: Image**.
- 3 Click From File.
- 4 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.
- 5 Choose a file type from the Files of Type drop-down field to list all the files of that type.
- 6 Select the file you want to insert, then click Open.

{button Related Procedures,JI('frontpg.HLP>main','Content\_Images')}

## To import an image to a web

You can import the following types of images to a web: [GIF](#), [JPEG](#), [BMP](#) (Windows and OS/2), [TIFF](#), [MAC](#), [MSP](#), [PCD](#), [RAS](#), [WPG](#), [EPS](#), [PCX](#), and [WMF](#).

**Note:** 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 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.)

After importing an image to a web, if you change the image, you must import it again.

- 1 In the FrontPage Editor, choose **File: Import**.
- 2 Click Add File.
- 3 Use the Look In box and the box that lists files and folders to point to the folder where the file is stored, then click OK.

The image's file and URL are displayed in the Import File to Web dialog box.

**Note:** You can add multiple files to the Add File to Import dialog box.

- 4 To change the URL of a file, choose the Edit URL button.
- 5 Modify the URL, then click OK.
- 6 In the Import File to Web dialog box, select the file you want to import, then click Import Now.

**Note:** You can select multiple files to be imported.

The file is added to the web and can be viewed from the Summary View.

- 7 When you are done importing files, click Close.

{button Related Procedures,JI('frontpg.HLP>main','Content\_Images')}



## To save an image to a web

In the FrontPage Editor, when you insert an [image](#) from a [file](#) or [clipboard](#) then save the page to the [current 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 web.

- 1 In the Save As URL field in the Save Image to Dialog box, enter a [page URL](#) for the image.  
If the image already exists in the web with that URL, you are prompted to enter a new URL. If you save the existing URL, the existing image will be overwritten.
- 2 Click Yes to save the image to the page URL.

{button Related Procedures,JI('frontpg.HLP>main','Content\_Images')}

## To change an image's page URL

1 In the FrontPage Explorer, select the image in any view.

2 Choose **Edit: Properties**.

3 In the Properties dialog box, select the General tab.

4 In the Page URL field, edit any part of the image's [page 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 web, the FrontPage Explorer will create the folder and move the image to it.

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 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 web to another folder in the web or to a new folder which FrontPage will add to your web.

1 In the FrontPage Explorer, select the image in any view.

2 Choose **Edit: Properties**.

3 In the Properties dialog box, select the General tab.

4 In the Page URL field, edit the folder part of the image's [page 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 web, the FrontPage Explorer will create the folder and move the image to it.

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 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 any 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 the bottom of an image with text

- 1 In the FrontPage Editor, select the image.
- 2 Choose **Edit: Properties**.
- 3 In the Layout section, choose one of the following values from the list in the Alignment field:
  - **bottom** to align the bottom of the image with the text
  - **baseline** to align the image to the baseline of the current line
  - **absbottom** to align the image with the bottom of the current line

{button Related Procedures,JI('frontpg.HLP>main','Content\_Images')}

## To align the middle of an image with text

- 1 In the FrontPage Editor, select the image.
- 2 Choose **Edit: Properties**.
- 3 In the Layout section, choose **middle**.

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

## To align the top of an image with text

- 1 In the FrontPage Editor, select the image.
- 2 Choose **Edit: Properties**.
- 3 In the Layout section, choose one of the following values from the list in the Alignment field:
  - **top** to align the top of the image with the text.
  - **texttop** to align the top of the image with the top of the tallest text in the line.

{button Related Procedures,JI('frontpg.HLP>main','Content\_Images')}

## To left-align an image

- 1 In the FrontPage Editor, select the image.
- 2 Choose **Edit: Properties**.
- 3 In the Layout section, choose **left**.

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



## To right-align an image

- 1 In the FrontPage Editor, select the image.
- 2 Choose **Edit: Properties**.
- 3 In the Layout section, choose **right**.

```
{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 a 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.

**Note:** If you select to specify a value and leave the Value field empty, FrontPage associates the name with an empty string, for example, `SAMPLE = ""`

- 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: Properties**.

3 In the Type area, click JPEG.

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.

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: 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: 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 web](#) or supply an image by URL.

- 1 In the FrontPage Editor, select the image.
- 2 Choose **Edit: 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 web, click Browse, select the image from the list in the Insert Image dialog box, and click OK.
  - To specify an image on the World Wide Web, click Browse and, in the Insert Image dialog box, click From URL. In the Open Location dialog box, enter the [absolute URL](#) of the image and click OK, then click OK to close the Insert Image dialog box.

{button Related Procedures,JI('frontpg.HLP>main','Content\_Images')}

## To set an image's default link

An image's default [link](#) is the target of a link from any area in the image not covered by a [hotspot](#). You cannot set a default link for an image form field.

- 1 In the FrontPage Editor, select the image.
- 2 Choose **Edit: Properties**.
- 3 In the Default Link area of the Image Properties dialog box, enter the link in the URL field, or click Browse and, in the Edit Link dialog box, create the link.
- 4 To specify a target [frame](#) for the link, type the name of the frame in the Target Frame field.

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

## To set clickable image style

You can set the clickable image style for the [current 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 list in the Style field. Choose from the following options:
  - 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 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.
- 4 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Content\_Images')}



## To generate client-side clickable images

A client-side clickable image encodes the destination URL of each hotspot directly in the image map. Client-side image maps do not require processing from your server to resolve the destination of a link based on cursor coordinates. You can specify client-side clickable images for the [current web](#) .

- 1 In the FrontPage Explorer, select **Tools: Web Settings**.
- 2 In the Advanced tab of the Web Settings dialog box, click "Generate client-side image maps".
- 3 Click OK.

You can configure FrontPage to generate both client-side and server-side HTML by also selecting a server-side clickable image style.

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



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

- In the FrontPage Editor, do one of the following:
  - To create a new paragraph on a new page, start typing on the page.  
FrontPage 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.  
FrontPage 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.  
FrontPage 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, choose 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, choose 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 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, 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 that the font size that is viewed at runtime may differ due to the 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 that the font size that is viewed at runtime may differ due to the browser's settings.

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

## To set character formats

- 1 In the FrontPage Editor, select the text, then choose **Format: Characters**.
- 2 Use the Character Styles dialog box as follows:
  - To specify any combination of the Strong, Emphasis, Underlined, Strike-Through, and Typewriter Font styles, choose the styles in the Regular Styles section of the Character Styles dialog box.
  - To specify any combination of the Strong, Emphasis, Underlined, Strike-Through, Typewriter Font, Citation, Sample, Definition, Bold, Italic, Blink, Code, Variable, and Keyboard styles, click Show Advanced, then choose the styles in the Regular or Advanced sections of the Character Styles dialog box.
  - To change text size, click Show Advanced, and select the size from the list in the Size field.
- 3 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 [Include bot](#). 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, 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, optionally 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, optionally 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,JI('frontpg.HLP>main','Contents\_Text')}



## To insert a special character

- 1 In the FrontPage Editor, choose **Insert: Special Character**.
- 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: Characters**.

3 In the Vertical Position field, choose Subscript.

4 Also in the Vertical Position field, click the down arrow to select the numeric level of subscripting.

Make this value one higher than the subscripting level of the character below which the subscript is being attached. For example, to attach a subscript below a character at Normal position, choose Subscript 1; to attach a subscript below a character at Subscript position 1, choose Subscript 2.

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: Characters**.

3 In the Vertical Position field, choose Superscript.

4 Also in the Vertical Position field, click the up arrow to select the numeric level of superscripting.

Make this value one higher than the superscripting level of the character above which the superscript is being attached. For example, to attach a subscript above a character at Normal position, choose Superscript 1; to attach a subscript above a character at Superscript position 1, choose Superscript 2.

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: 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.  
**Note:** If you select to specify a value and leave the Value field empty, FrontPage associates the name with an empty string, for example, SAMPLE = ""
- 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_Text')}
```

## To align a paragraph

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

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

  - Click the Center button to align the current paragraph to the 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: Line 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')}





## The FrontPage Workplace

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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 bars](#), 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 [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')}
```

## To exit the FrontPage Editor

Before exiting, the FrontPage Editor prompts you to save any changes to [pages](#).

- Choose **File: Exit**.

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

## To exit the FrontPage Explorer

Before exiting, the FrontPage Explorer closes the [current 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 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 view generated HTML

Generated HTML is the HTML that FrontPage generates from the currently opened page.

- 1 In the FrontPage Editor, choose **View: HTML**.
- 2 In the View HTML window, selected Generated.

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



## To view source HTML

Source HTML is the HTML as it was when the current page was opened .

- 1 In the FrontPage Editor, choose **View: HTML**.
- 2 In the View HTML window, selected Source.

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

## To open the FrontPage Explorer

### To open the FrontPage Explorer from Windows

- 1 Click the Start button.
- 2 Choose **Programs: Microsoft FrontPage: FrontPage Explorer**.

### To open the FrontPage Explorer from the FrontPage Editor

- Do one of the following:
  - Choose **Tools: Show FrontPage Explorer**.
  - Click the Show FrontPage Explorer button:



{button Related Procedures,JI('frontpg.HLP>main','Content\_Workplace')}

## To open the FrontPage Editor

### To open the FrontPage Editor from Windows

- 1 Click the Start button.
- 2 Choose **Programs: Microsoft FrontPage: FrontPage Editor**.

### To open the FrontPage Editor from the FrontPage Explorer

- Do one of the following:
  - Choose Tools: Show FrontPage Editor.
  - Click the FrontPage Editor button:



{button Related Procedures,JI('frontpg.HLP>main','Content\_Workplace')}

## To open the To Do List

- In the FrontPage Explorer or FrontPage Editor, do one of the following:
  - Choose **Tools: Show To Do List**.
  - Click the To Do List button:



{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 change views

In the FrontPage Explorer, the Outline view is always displayed; however, you can display either the Link View or the Summary View.

### To display the Summary View

- Do one of the following:
  - Choose **View: Summary View**.
  - Click the Summary View button:



### To display the Link View

- Do one of the following:
  - Choose **View: Link View**.
  - Click the Link View button:



{button Related Procedures,JI('frontpg.HLP>main','Content\_Workplace')}



## To display the status bar

The status bar is 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. The status bar is displayed when the Status Bar command has a check mark next to it.

- In the FrontPage Editor or the FrontPage Explorer, choose **View: Status Bar**.

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

## To hide the status bar

You can hide the status bar when you do not want FrontPage to display information at the bottom of the FrontPage Editor or FrontPage Explorer about the currently selected command or about an operation in progress. The status bar is hidden when the Status Bar command does not have a check mark next to it.

- In the FrontPage Editor or the FrontPage Explorer, choose **View: Status Bar**.

```
{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 Outline and Summary views, 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 Summary view, do one of the following:
  - To select a contiguous set of pages, click on one end of the page range, then click on the other end while pressing SHIFT.
  - To select any set of pages, press CTRL and click each page.

{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 four toolbars: Standard, Format, Image, and Forms. 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 four toolbars: Standard, Format, Image, and Forms. 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 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, do one of the following:

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



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. [Links](#) 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, choose the range of pages you want printed.

3 In the Copies section, choose 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, choose the range of pages you want printed.

4 In the Copies section, choose 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')}



## Using Webs

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### **Opening and Closing Webs**

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### **Adding Pages and Files To a Web**

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## About Webs

A web is a home page (sometimes called an index page) and a set of associated pages, files, and images that are linked together in some way and that are stored on a web server as a unit. Webs are composed of web pages, graphics files, and text- and multi-media files.

The FrontPage tool that operates on webs is the FrontPage Explorer. It treats webs as documents that you can open, close, copy, and delete. The Explorer displays webs in three views:

- The Link View is a graphical display of a web. Pages are displayed as page icons, and the title of a page labels the icon. In the Link View, arrows are used to indicate a link between web pages.
- The Outline View is a hierarchical representation of a web. In the Outline View, an icon of a page indicates a page or file, and the title of the page or file is displayed to the right of the icon.
- The Summary View lists all the pages and other files in a web. This list displays the filename, title, type, size, and other information about each item in the web.

You use FrontPage Explorer to control the contents of a web. You can import and export any type of file, and you can use the Explorer to launch the FrontPage Editor, which is the FrontPage tool that creates and modifies web pages.

Along with performing file operations such as opening and copying webs, you can use the FrontPage Explorer to administer webs. Some web administration operations are:

- Authorizing authors, and end users
- Adding other administrators and setting their passwords
- Restricting the IP addresses of administrators, authors, or end users

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Webs')}

## To open a web

- 1 In the FrontPage Explorer, choose **File: Open Web**.
- 2 In the Web Server field, type the name of the [server](#) from which you want to open the web, or select the server from the drop-down list.
- 3 Click List Webs to list the webs available on the selected server.

**Note:** If end-user access has been restricted in the [root web](#) and you are trying to open a web that has unique authorizations, name and password are required to list and open webs the first time a web is opened during a FrontPage session.

- 4 In the Webs field, select the web you want to open.
- 5 Click OK.
- 6 If you have not yet entered your administrator or 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 open the root web

The root web is the web that is provided by the server by default. To access the root web from a web browser, you supply the URL of the server without specifying a web-name. FrontPage is installed with a default web named <root web>.

- 1 In the FrontPage Explorer, choose **File: Open Web**.
- 2 In the Web Server field, type the name of the [server](#) from which you want to open the web, or select the server from the drop-down list.
- 3 Click List Webs to list the webs available on the selected server.

**Note:** If end-user access has been restricted in the [root web](#) and you are trying to open a web that has unique authorizations, name and password are required to list and open webs the first time a web is opened during a FrontPage session.

- 4 In the Webs field, select <Root Web>.
- 5 Click OK.
- 6 If you have not yet entered your administrator or 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 web

- 1 In the FrontPage Explorer, choose **File: New Web**.
- 2 In the [Template](#) or [Wizard](#) field, select the type of web you want. The Description field displays a brief description of each option as you select it.
- 3 Click OK.
- 4 In the Web Server field, type the name of the [server](#) on which the web will be stored, or select the server from the drop-down list.
- 5 In the Web Name field, type a name for the web.
- 6 Click OK.
- 7 If you have not yet entered your administrator name and password, enter them in the Name and Password Required dialog box and click OK.

If you are creating a web from a template, the new web is created. If you are creating a web from a wizard, the wizard you selected opens. Once you have made all your selections in the wizard, the new web is created.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Webs')}

## To add a web to the current web

You can add the [pages](#) from a [template](#) or [wizard](#) to the currently opened [web](#). For example, to add a discussion group to the [current web](#), pages created by the Discussion Web Wizard are added to the current web.

- 1 In the FrontPage Explorer, choose **File: New Web**.
- 2 In the Template or Wizard field, select the type of web you want to add. The Description field displays a brief description of each option as you select it.
- 3 Select the Add to Current Web check box.
- 4 Click OK.

If you are creating a web from a template, the pages in the new web are added to the current web. If you are creating a web from a wizard, the wizard you selected opens. Once you have made all your selections in the wizard, the pages in the new web are added to the current web.

If the web you are adding contains a file that already exists in the current web, you are prompted to optionally replace the existing file.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Webs')}



## To close a web

The FrontPage Explorer does not prompt you to save any open pages from the current web. If you close a web while a page from that web is open in the FrontPage Editor, you must re-open the web to save the page to that web.

- In the FrontPage Explorer, choose **File: Close Web**.

The FrontPage Explorer remains open after you close a web. To close the FrontPage Explorer, use the Exit command.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Webs')}

## To delete a web

You can delete the [current web](#). When you delete a web, it cannot be recovered. You need to be authorized as an administrator in the [root web](#) to delete a web.

- 1 Choose **File: Delete 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 add a configuration variable

A configuration variable contains information about a page or web that is stored with the page or web. FrontPage includes standard web configuration and page configuration variables. You can also define your own web configuration variables. You can display configuration variables at runtime using [form results bots](#) or [substitution bots](#).

- 1 In the FrontPage Explorer, choose **Tools: Web Settings**.
- 2 In the Parameters tab, click Add.
- 3 In the Name field, enter the name of the configuration variable. The name can be any length, and cannot contain a colon (:).
- 4 In the Value field, enter the value you want associated with the name of configuration variable. The value can be a text string of any length.
- 5 Click OK.
- 6 In the Web Settings dialog box, click OK.

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

### **To delete a configuration variable**

- 1 In the FrontPage Explorer, choose **Tools: Web Settings**.
- 2 In the Parameters tab, select the configuration variable that you want to delete.
- 3 Click Remove.
- 4 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Webs')}

## To modify a configuration variable

- 1 In the FrontPage Explorer, choose **Tools: Web Settings**.
- 2 In the Parameters tab, select the configuration variable that you want to modify.
- 3 Click Modify.
- 4 In the Name field, enter the new name. The name can be any length, and cannot contain a colon (:).
- 5 In the Variable field, enter the new variable you want to associate with the configuration variable. The value can be a text string of any length.
- 6 Click OK.
- 7 In the Web Settings dialog box, click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Webs')}

## To authorize a web administrator

Administrators can create webs and pages, delete webs and pages, designate administrators, authors, and restrict end users from accessing a web.

- 1 In the FrontPage Explorer, choose **Tools: Permissions**.
- 2 If the current web is not the [root web](#), select Use Unique Permissions For This Web and click Apply.  
This specifies that the current web will not inherit its permissions settings from the root web.
- 3 In the Administrators tab, next to the Administrators For This Web field, click Add.
- 4 Type the new administrator's name in the Name field.
- 5 Have the new administrator type his or her password in the Password field, and confirm it by typing it in the Confirm Password field.
- 6 Click OK.
- 7 To add the new administrator and continue working in the Web Permissions dialog box, click Apply. To add the administrator and close the dialog box, click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Webs')}

## To authorize a web author

Authors can create and delete pages in a web.

- 1 In the FrontPage Explorer, choose **Tools: Permissions**.
- 2 If the current web is not the [root web](#), select Use Unique Permissions For This Web and click Apply.  
This specifies that the current web will not inherit its permissions settings from the root web.
- 3 In the Authors tab, next to the Authors For This Web field, click Add.
- 4 Type the new author's name in the Name field.
- 5 Have the new author type his or her password in the Password field, and confirm it by typing it in the Confirm Password field.
- 6 Click OK.
- 7 To add the new author and continue working in the Web Permissions dialog box, click Apply. To add the 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 web

All end users have access to a [web](#) by default. A web administrator can restrict general end-user access to a web, then register users authorized to access the web.

- 1 In the FrontPage Explorer, choose **Tools: Permissions**.
- 2 If the current web is not the [root web](#), select Use Unique Permissions For This Web and click Apply.  
This specifies that the current web will not inherit its permissions settings from the root web.
- 3 In the End Users tab, choose "Yes, registered users only", then click Add.
- 4 In the Name field, enter the name of the user who will have access to the web.
- 5 Enter the user's password in the Password field, and confirm it by typing it in the Confirm Password field.
- 6 Click OK.
- 7 To add the user and continue working in the Web 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 web administrator**

- 1 In the FrontPage Explorer, choose **Tools: Permissions**.
- 2 In the Administrators tab, in the Administrators For This Web field, select the administrator to remove.
- 3 Click Remove.
- 4 To remove the administrator and continue working in the Web 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 web author**

- 1 In the FrontPage Explorer, choose **Tools: Permissions**.
- 2 In the Authors tab, in the Authors For This Web field, select the author to remove.
- 3 Click Remove.
- 4 To remove the author and continue working in the Web 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 user from a restricted-access web**

- 1 In the FrontPage Explorer, choose **Tools: Permissions**.
- 2 In the End Users tab, in the section labeled "Restrict end-user access for this web to registered users only?" click Remove.
- 3 In the Name field, type the name of the user to remove.
- 4 Click OK.
- 5 To remove the user and continue working in the Web 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 web administrator's IP addresses

You restrict the range of [IP addresses](#) from which administrators can open a web by adding one or more [IP address masks](#).

- 1 In the FrontPage Explorer, choose **Tools: Permissions**.
- 2 If the current web is not the [root web](#), select Use Unique Permissions For This Web, and click Apply.  
This specifies that the current web will not inherit its permissions settings from the root web.
- 3 In the Administrators tab, in the IP address masks section, click Add.  
The New IP Address Mask dialog box displays.
- 4 In each of the four sections of this dialog box, enter either 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 Click OK.
- 6 To add the IP address mask and continue working in the Web 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 web author's IP addresses

You restrict the range of [IP addresses](#) from which authors can open a web by adding one or more [IP address masks](#).

- 1 In the FrontPage Explorer, choose **Tools: Permissions**.
- 2 If the current web is not the [root web](#), select Use Unique Permissions For This Web, and click Apply.  
This specifies that the current web will not inherit its permissions settings from the root web.
- 3 In the Authors tab, in the IP address masks section, click Add.  
The New IP Address Mask dialog box displays.
- 4 In each of the four sections of this dialog box, enter either 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 Click OK.
- 6 To add the IP address mask and continue working in the Web 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 web user's IP addresses

You restrict the range of [IP addresses](#) from which end users can open a web by adding one or more [IP address masks](#).

- 1 In the FrontPage Explorer, choose **Tools: Permissions**.
- 2 If the current web is not the [root web](#), select Use Unique Permissions For This Web, and click Apply.  
This specifies that the current web will not inherit its permissions settings from the root web.
- 3 In the End Users tab, in the IP address masks section, click Add.  
The New IP Address Mask dialog box displays.
- 4 In each of the four sections of this dialog box, enter either 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 Click OK.
- 6 To add the IP address mask and continue working in the Web 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 web administrator's IP address mask**

- 1 In the FrontPage Editor, choose **Tools: Permissions**.
- 2 In the Administrators tab, in the IP address masks section, select the IP address mask, and click Remove.
- 3 To remove the IP address mask and continue working in the Web 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 web author's IP address mask**

- 1 In the FrontPage Editor, choose **Tools: Permissions**.
- 2 In the Authors tab, in the IP address masks section, select the IP address mask, and click Remove.
- 3 To remove the IP address mask and continue working in the Web 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 web user's IP address mask**

- 1 In the FrontPage Explorer, choose **Tools: Permissions**.
- 2 In the End Users tab, in the IP address masks section, select the IP address mask, and click Remove.
- 3 To remove the IP address mask and continue working in the Web 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 rename a web

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.

- 1 In the FrontPage Explorer, choose **Tools: Web Settings**.
- 2 In the Configuration tab, change the web name in the Web Name field.
- 3 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Webs')}

## To change a web's title

The web title is a descriptive name for a web. It is displayed in the title bar of the Front Page Explorer window when the web is open. A web title must start with a letter and can have a maximum of 31 characters.

- 1 In the FrontPage Explorer, choose **Tools: Web Settings**.
- 2 In the Configuration tab, change the 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 web

You can create a new directory in a web if you move a page or file to that directory.

- 1 In any view in the FrontPage Explorer, select a page to move to the new directory.
- 2 Choose **Edit: Properties**.
- 3 In the Properties dialog box, select the General tab.
- 4 In the Page URL field, enter the new directory in the directory part of the [page 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.

The FrontPage Explorer will create the directory and move the page to it.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Webs')}

## To copy the current web to a different web

When you copy the [current web](#) to a different (destination) web, the pages, files, and directories in the current web get added to the destination web. Any pages and files in the destination web that have the same names as pages and files in the current web are overwritten.

- 1 In any view in the FrontPage Explorer, select **File: Copy Web**.
- 2 In the Destination Web Server field, type the name of the destination [web server](#) or select it from the drop-down list. If you are copying to a different server, you will be prompted for a name and password.
- 3 In the Destination Web Name field, type the name of the destination web.
- 4 Click Add To Existing Web.
- 5 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Webs')}

## To make a copy of the current web

You can create a new web by copying the [current web](#).

- 1 In the FrontPage Explorer, select **File: Copy Web**.
- 2 In the Destination Web Server field, type the name of the destination [web server](#) or select it from the drop-down list. If you are copying to a different server, you will be prompted for a name and password.
- 3 In the Destination Web Name field, type the name of the destination web. If you are copying the current web to the same server, you must supply a new web name. If you are copying to a different server, you can use the same name
- 4 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Webs')}

## To copy the current web to a different server

- 1 In the FrontPage Explorer, select **File: Copy Web**.
- 2 In the Destination Web Server field, type the name of the destination [web server](#) or select it from the drop-down list. You will be prompted for the administrator's name and password.
- 3 In the Destination Web Name field, type the name of the destination web.
- 4 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Webs')}

## To copy the root web

- 1 In the FrontPage Explorer, with the [root web](#) opened, select **File: Copy Web**.
- 2 In the Destination Web Server field, type the name of the destination [web server](#) or select it from the drop-down list. You will be prompted for the administrator's name and password.
- 3 In the Destination Web Name field, type the name of the destination web. If the destination web is <Root Web>, you will replace the server's root web with the current root web. If destination is some other web, the root web will be copied to a lower-level web on the destination server.
- 4 To also copy all [child webs](#) of the root web, click Copy Child Webs. You can only select this option if you are copying to a root web.
- 5 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Webs')}



## To add pages to a web

To add [pages](#) to a [web](#):

- In the FrontPage Editor, create new pages and add them to the [current web](#) using the **File: Save** command.
- In the FrontPage Editor, open pages from the World Wide Web using the **File: Open Location** command, and add them to the current web using the **File: Save** command.
- In the FrontPage Explorer, import pages from your file system to the current web using the **File: Import** command.
- In the FrontPage Explorer, add one web to another using the **File: Copy Web** command.

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

## To import a file to a web

When you import a file, you put a copy of the file in your web. You can import any type of file.

To import one or more files to the [current web](#):

- 1 In the FrontPage Explorer, select **File: Import**.

In the Import File To 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.

- 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 and click Open.
- 3 If you want to change the [URL](#) of the file before importing it, either to rename it or to change the file's directory in the web, click Edit URL to open the Edit URL dialog box. Change the URL and click OK.
- 4 To import one or more files, select them in the import list. Click Import Now. While the files are being imported, you can stop the import by clicking Stop.

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

## To add a web to a web

You can add one web to another web. When you add a web to another web, the pages, files, and directories in the first web get copied to the second web. Any pages and files in the second web that have the same names as pages and files in the first web are overwritten.

- 1 In the FrontPage Explorer, open the web that you want to add to another web.
- 2 Select **File: Copy Web**.
- 3 In the Destination Web Server field, type the name of the destination [web server](#) or select it from the drop-down list. If you are copying to a web on a different server, you will be prompted for a name and password.
- 4 In the Destination Web Name field, type the name of the web to which you are copying the current web.
- 5 Click Add To Existing Web.
- 6 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Webs')}

## To export a page or file from a web

When you export a page or file from your web, you copy it from the server to your machine or network file system. The page or file remains in your web.

To export a page or file from the [current web](#):

- 1 In any view, select the page or file.
- 2 Choose **File: Export Selected**.
- 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 where you want to store the page or other 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 display documents in hidden directories

The FrontPage Explorer can display documents in [hidden directories](#) in the current web. The contents of directories beginning with the characters "\_vti" contain files used by FrontPage to maintain the web, and are never displayed in the FrontPage Explorer.

- 1 In the FrontPage Explorer, select **Tools: Web Settings**.
- 2 In the Options section of the Advanced tab, click "Show documents in hidden directories."
- 3 Click OK.

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

## To change the password of an author or administrator

If you are an administrator or author of the current web, you can change your password.

- 1 In the FrontPage Explorer, choose **Tools: Change Password**.
- 2 In the Change Password dialog box, enter the old password in the Old Password field and the new password in the New Password field. Confirm the new password in the Confirm Password field.
- 3 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Webs')}

## To specify a proxy server for a web

You can specify a name of a [proxy server](#) for a [web](#), if your local network uses one.

When you specify a proxy server, it is used:

- With the FrontPage Editor's Follow Link command to link to a page outside of the firewall.
- With the Page Editor's Open Location command to open a page outside of the firewall.
- With the FrontPage Explorer to open a [link](#) external to a web.

1 In the FrontPage Explorer, choose **Tools: Proxies**.

2 In the HTTP Proxy field, enter the name of the proxy server and its [port](#).

An example of a proxy-server name and port is: my.proxy.server:2001.

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

## To specify a server within a firewall

You can specify the names of [servers](#) that you want to use that are inside a [firewall](#).

- 1 In the FrontPage Explorer, choose **Tools: Proxies**.
- 2 In the List of Hosts without Proxy field, enter the names and, optionally, [port](#) numbers, of servers that you want to use inside the firewall. Use a comma to separate the entries in the list.

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



## To copy a page to a web

You can copy [pages](#) from one [web](#) to another web, when permissible.

- 1 In the FrontPage Editor, choose **File: Open Location**.
- 2 In the Location field, enter the [URL](#) of the page you want to copy, then click OK.
- 3 Choose **File: Save As**.
- 4 In the Page Title, enter a [page title](#).
- 5 In the Page URL field, enter a [page URL](#).
- 6 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Webs')}



## Working With Files

[Overview](#)

### Opening Files

[To open a file from the FrontPage Explorer](#)

[To open a text file from the FrontPage Editor](#)

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### Inserting Files

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### Associating Files With Editors

[To associate a file type with an editor](#)

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### Importing and Exporting Files

[To export files from the web](#)

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[To change a file's page URL](#)

[To change a file's title](#)

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## About Files

Using the FrontPage Explorer, you can import [files](#) of any format into a web. Once a file is in your web, you can create links to it from pages in the web. This is a powerful way to share any general data with users of your web. When an end user links 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.

Web browsers associate a file with a helper applications that can open the file based on the file's [MIME type](#) . The MIME type is associated with a filename extension on the web server. In the FrontPage Personal Web Server, this is done in the text file "C:\frontpag\httpd\conf\mime.type" (assuming FrontPage has been installed in the default directory). Other servers may configure their MIME type associations differently, but most use the text file mechanism. Consult your system administrator for details.

To launch a helper application to view a file of some type at runtime, an end user must also associate the MIME type with the filename extension on the web browser. The mechanism for doing this depends on the type of browser.

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 web from the FrontPage Explorer.

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

## 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 with that extension from the FrontPage Explorer, the correct editor will be invoked automatically.

- 1 In the FrontPage Explorer, choose **Tools: Configure Editors**.
- 2 Click Add.
- 3 In the File Type field, specify the filename extension for the file type. To indicate files with no extension, press the 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, then click OK.  
To browse the file system for the executable file, click Browse.
- 6 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Content\_Files')}

## 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 with that extension from the FrontPage Explorer, that editor will be invoked automatically.

- 1 In the FrontPage Explorer, choose **Tools: Configure Editors**.
- 2 Select an editor-file type association, then click Modify.  
**Note:** Because you are associating a new editor for the current file type, you cannot modify the File Type field.
- 3 In the Editor Name field, specify a new identifying name for the editor.
- 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 Choose OK.

{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: Configure Editors**.
- 2 Select an editor-file type association, then click Remove.
- 3 To confirm the removal, click OK; to undo the removal, click Cancel.

**Note:** You cannot remove the default editor-file type associations supplied with Microsoft FrontPage.

{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, the file is converted into a new page that you can add to the [current web](#).

- 1 In the FrontPage Editor, choose **File: Open File**.
- 2 Use the Look In box and the box that lists files and folders to point to the folder where the file is stored.
- 3 Choose Text Files in the Files of Type drop-down field.
- 4 Select the file and click Open.
- 5 Select Text in the Open As field, then click OK.
- 6 Select a text-conversion option and click OK:
  - To convert all the text to a single paragraph of [formatted text](#), with line breaks, select One formatted paragraph.
  - To convert each paragraph in the text file to formatted text, select Formatted paragraphs.
  - To convert each paragraph in the text file to normal text, select Normal paragraphs.
  - To convert each paragraph in the text file to normal text and preserve the line endings by inserting line breaks at the end of each line, select Normal paragraphs with line breaks.
- 7 Enter a [page title](#) and click OK.  
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, the file is converted into a new page that you can add to the [current web](#).

- 1 In the FrontPage Editor, choose **File: Open File**.
- 2 Use the Look In box and the box that lists files and folders to point to the folder where the file is stored.
- 3 Choose Rich Text Format in the Files of Type drop-down field.
- 4 Select the file and click Open.
- 5 Select RTF in the Open As field, then click OK.
- 6 If prompted, enter a [page title](#) and choose OK.

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

When you open an [HTML](#) (HTM or HTML) file in the FrontPage Editor, the file is converted into a new page that you can add to the [current web](#).

- 1 In the FrontPage Editor, choose **File: Open File**.
- 2 Use the Look In box and the box that lists files and folders to point to the folder where the file is stored.
- 3 Choose HTML Files in the Files of Type drop-down field.
- 4 Select the file 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

When you insert an [HTML](#) (HTM or HTML) file, the FrontPage Editor inserts it at the insertion point in the current page.

- 1 In the FrontPage Editor, choose **Insert: File**.
- 2 Use the Look In box and the box that lists files and folders to point to the folder where the file is stored.
- 3 Choose HTML Files in the Files of Type drop-down field.
- 4 Select the file and click Open.

{button Related Procedures,JI('frontpg.HLP>main','Content\_Files')}

## To insert a text file

When you insert a text (TXT) file, the FrontPage Editor converts the file and inserts it at the insertion point in the current page.

- 1 In the FrontPage Editor, choose **Insert: File**.
- 2 Use the Look In box and the box that lists files and folders to point to the folder where the file is stored.
- 3 Choose Text Files in the Files of Type drop-down field.
- 4 Select the file and click Open.
- 5 Select Text in the Open As field, then click OK.
- 6 Select a text-conversion option and click OK:
  - To convert all the text to a single paragraph of [formatted text](#), with line breaks, select One formatted paragraph.
  - To convert each paragraph in the text file to formatted text, select Formatted paragraphs.
  - To convert each paragraph in the text file to normal text, select Normal paragraphs.
  - To convert each paragraph in the text file to normal text and preserve the line endings by inserting line breaks at the end of each line, select Normal paragraphs with line breaks.

{button Related Procedures,JI('frontpg.HLP>main','Content\_Files')}

## To insert an RTF file

When you insert a rich text format ([RTF](#)) file, the FrontPage Editor converts the file and inserts it at the insertion point in the current page.

- 1 In the FrontPage Editor, choose **Insert: File**.
- 2 Use the Look In box and the box that lists files and folders to point to the folder where the file is stored.
- 3 Choose RTF Files in the Files of Type drop-down field.
- 4 Select the file and click Open.

{button Related Procedures,JI('frontpg.HLP>main','Content\_Files')}

## To import files to the web

You import files to your web to include them in your pages or to make them directly available to end users by creating links to them from your pages.

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

The Import File To Web dialog box opens. This dialog box may already contain an import list. These are files that were previously selected for importing but which have not yet been imported.

- 2 To add files to the import list, click Add File.

- 3 In the Add File To Import List dialog box, type the name of the file to import. Use the Look In box and the box that lists files and folders to point to the folder where the file is stored.

- To select a set of adjacent files, press SHIFT and use the mouse or arrow keys.
- To select any set of files, press CTRL and click each file.

- 4 Click OK to add the files to the import list.

- 5 Select the file to import.

- To select a set of adjacent files to import, press SHIFT and use the mouse or arrow keys.
- To select any set of files to import, press CTRL and click each file.

- 6 Click Import Now.

- 7 To close the Import File To Web dialog box, click Close.

**Note:** A file remains on the import list until you import it, or until you remove it by selecting it and clicking Remove.

{button Related Procedures,JI('frontpg.HLP>main','Content\_Files')}

## To change a file's page URL

- 1 In the FrontPage Explorer, select the file in any view.
- 2 Choose **Edit: Properties**.
- 3 In the Properties dialog box, select the General tab.
- 4 In the Page URL field, edit any part of the file's [page 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 file to the new folder. If you enter a folder that is not currently in the web, the FrontPage Explorer will create the folder and move the file to it.

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.

{button Related Procedures,JI('frontpg.HLP>main','Content\_Files')}

## To move a file

You can move a file in a web to another folder in the web or to a new folder which FrontPage will add to your web.

- 1 In the FrontPage Explorer, select the file in any view.
- 2 Choose **Edit: Properties**.
- 3 In the Properties dialog box, select the General tab.
- 4 In the Page URL field, edit the folder part of the file's [page 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 file to the new folder. If you enter a folder that is not currently in the web, the FrontPage Explorer will create the folder and move the file to it.

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.

{button Related Procedures,JI('frontpg.HLP>main','Content\_Files')}

## To change a file's title

- 1 In the FrontPage Explorer, select the file in any 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\_Files')}



## To open a file from the FrontPage Explorer

If a [file type](#) has been associated with an editor in the FrontPage Explorer, you can open a file with that file type from the FrontPage Explorer.

- 1 In the FrontPage Explorer, select the file you want to open in any view.
- 2 Choose **Edit: Open**.

**Note:** If you select the file in the Link or Summary View, double-click to open the file.

{button Related Procedures,JI('frontpg.HLP>main','Content\_Files')}

# Adding and Using Tasks

[Overview](#)

## **Adding and Deleting Tasks**

[To add a task to the To Do List From the FrontPage Editor](#)

[To add a task from the FrontPage Explorer](#)

[To delete a completed task](#)

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## **Accessing To Do Lists**

[To access a To Do List from the FrontPage Editor](#)

[To access a To Do List from the FrontPage Explorer](#)

## **Other To Do List Procedures**

[To go to a page linked to a task](#)

[To mark a task completed](#)

[To modify a task](#)

[To view a completed task](#)



## Tasks Overview

The To Do List is a list of tasks required to complete a web. For each web you create, you can maintain a To Do List. When multiple authors are creating or editing a 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 from the FrontPage Explorer

- 1 In the FrontPage Explorer, select the page for which the task is required.
- 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 page you selected. Note that 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 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, click Complete.
- 2 In the Task field, select the task you want to mark completed.
- 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 Show history.
- 2 In the Task field, select the task you want to delete.
- 3 Click Complete.
- 4 In the Complete Task dialog box, select Delete this task.
- 5 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 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 that 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 web.

{button Related Procedures,JI('frontpg.HLP>main','Content\_Tasks')}



# Creating and Configuring Forms

[Overview](#)

## Creating Forms

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## Viewing and Editing a Form's Properties

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## Adding and Deleting Fields

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## Assigning Handlers To Forms

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## Custom Form Handlers

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## About Forms

A form is a collection of fields that let's an end user provide information or input to your web. A form has a handler on the server that accepts the data from the form and responds to it in some way. When a user submits a form, the name and contents of each form field are sent to the handler as name/value pairs.

In FrontPage, you create a new form by creating a form field anywhere on the page outside of existing forms. You add fields at the insertion point using the **Insert: Form Field** menu or the [Forms toolbar](#). You can freely format forms, adding white space, accompanying text, and images.

You associate a form handler with a form in the form's properties dialog box. FrontPage supplies form handlers for most common uses. These form handlers are implemented as FrontPage [bots](#):

- The Save Results bot gathers information from a form and stores it in one of a selection of formats. When a user submits the form, the Save Results bot appends the form information to a specified file in a specified format.
- The Discussion Bot lets users participate in an online discussion. It 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 Discussion bot gathers information from the form and stores it in one of a selection of formats.
- The Registration Bot allows users to automatically register themselves for access to a service. The Registration bot adds the user to the service's authentication database, then optionally gathers information from the form and stores it in one of a selection of formats.

{button Related Procedures,JI('frontpg.HLP','Content\_Forms')}

## To create a form

In the FrontPage Editor, you can create a new [form](#) anywhere on the 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 delete a form**

- 1 In the FrontPage Editor, delete every object inside the form.
- 2 In the empty form, type BACKSPACE or DELETE.

There is an alternative method for deleting a form without first deleting its contents.

- Double-click in the extreme upper left corner of the form. Then, with the entire form selected, cut or delete the form from the page.

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

## To view a form's properties

- 1 In the FrontPage Editor, double-click any [field](#) to open its properties dialog box.
- 2 Click Form.

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

## To add a field to a form

- 1 In the FrontPage Editor, place the insertion point in the form at the position at which 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, place the insertion point before or after the field and type directly into the form.

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

**To delete a field**

- In the FrontPage Editor, use the DELETE key or the BACKSPACE key to delete a form field.

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

## To assign a form's handler

- 1 In the FrontPage Editor, double-click any [field](#) to open its properties dialog box.
- 2 Click Form.
- 3 In the Form Properties dialog box, select the handler type in Form Handler field:
  - [Discussion bot](#)
  - [Registration bot](#)
  - [Save Results bot](#)
  - Custom [CGI](#) Script. Select this to supply your own CGI script.
- 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.
- 6 Click OK to close the field's properties dialog box.

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

## To add extended attributes to a form

If you are using a [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, double-click any form field to open its properties dialog box.
- 2 Click Form. Make sure that the Form Handler Type is Custom 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.  
**Note:** If you select to specify a value and leave the Value field empty, FrontPage associates the name with an empty string, for example, `SAMPLE = ""`
- 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.
- 12 Click OK to close the field's properties dialog box.

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

## To collect data from a form

In FrontPage, you collect data from a [form](#) by creating a Save Results Bot in the FrontPage Editor, and specifying 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 In the form, open any field's properties dialog box.

Do this by double-clicking on the field or by selecting the field and typing ALT+ENTER.

- 2 In the form field's dialog box, click the Form button.

- 3 In the Form Properties dialog box, select [Save Results bot](#) from the list in the Form Handler field.

- 4 Click the Settings button.

- 5 In the File For Results field, enter the name of the page or file in which the bot will save the results. To store the file in your file system, supply a full path and filename. To store the file in the [web](#), supply a [page 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, you can supply an HTML or HTM extension. However, this will cause the FrontPage server extensions to generate the HTML at runtime, which will make your web increasingly slower as more results are appended to the HTML page. As an alternative, you can save information in a formatted text format.

- 6 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, and 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, and Text database using space as a separator.

- 7 To view the name of each field along with its value, select Include Field Names in Output. This is most useful with readable file formats.

- 8 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, and the browser type.

When the form is submitted, the form fields are entered in the results file first followed by the additional information.

- 9 To provide your own confirmation page, specify its page URL in the URL of confirmation page field, or browse to it using the Browse button.

The Save Results Bot 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 (using [Confirmation Field Bots](#)). You can optionally create a custom confirmation page to use instead of the default one.

- 10 To specify a second results file, select the Advanced tab of the Settings For Saving Results of Form dialog box. Enter the second file for saving results and its format using the method described in steps 5 and 6 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.

- 11 To reorder the form fields in your results file or to select a subset of fields to save, enter each field by name. 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.

- 12 Choose OK to close the Settings For Saving Results of Form dialog box.

- 13 Choose OK to close the Form Properties dialog box.

- 14 Choose OK to close the form field's dialog box .

If you selected a results page to be added to your 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 Form Insert Here bot. This bot is marked by the paragraph *Form Results Inserted Here*. It marks where in the file to insert form results 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 Form Insert Here bot.

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



## To create a search form

A search form creates a list of links to pages containing one or more words provided by a user at runtime. You add a search form to your web so that users can easily find pages in your web that contain topics of interest to them. For instance, if a web contains descriptions of all of a company's products, the user could locate those pages that mention a particular product by entering the product's name in a search form.

A common location for a search form is on the home page of the web.

## To create a search form

- 1 In the FrontPage Editor, place the insertion point where you want to create the form and select **Insert: Bot**.
- 2 In the Insert Bot dialog box, select Search.  
The Search Bot creates a [One-line Text Box](#) field for users to supply input.
- 3 In the Label for Input field, enter the label for this field or accept the default.
- 4 In the Width in Characters field, enter the width in characters of the input field, or accept the default.
- 5 In the Label for Start Search button field, enter the label for the [push button](#) field 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, indicate which part of your web the Search Bot should search for the user's input. Specify one of the following:
  - To search the entire web except discussion groups, specify All.
  - To search a single [discussion group](#), specify the [directory](#) for the discussion group.
- 8 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.
  - **FileSize** indicates the size of the document containing the match, in Kbytes.
- 9 Choose OK to accept your selections.

```
{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 web. Because all webs except the [root web](#) are [child webs](#) of the root web, you should always register users from the root web.

- 1 In the FrontPage Editor, open the 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 End Users tab, select Registered Users Only, and click OK.
- 5 Open the root web of the server that contains the web. (You do not need to save the currently opened web.)
- 6 From the root 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 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 In the form select any field and choose **Edit: Properties**.
- 10 In the field's properties dialog box, select Form.
- 11 In the Form Properties dialog box, select Settings.
- 12 In the Registration tab of the Settings For Registration Form Handler dialog box, in the Web Name field, enter the name of the web for which you are registering users and click OK.
- 13 Make sure that the registration form is accessible to users of the root web. For example, move it to the home page of the root web or create a link 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 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 Web**.
- 2 In the New Web dialog box, select Discussion Web Wizard and click OK.
- 3 In the New Web From Wizard dialog box, enter the server and 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:
  - A Table of Contents appears on the home page. It directs users 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 his or her entry in the discussion.
- 6 Enter a descriptive title for the discussion.

Note that on any panel of the Discussion Web Wizard, you can click Finish to create the discussion web using defaults for any settings you did not modify.
- 7 Select the fields you want on the input form. The user uses this form to submit topics to the discussion.
- 8 Select whether or not users will be required to register for the web.

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 web](#) to make it available to users.
- 9 Select the sort order for the table of contents, and specify whether or not you want the table of contents to replace your home page.
- 10 Select the settings for the Search form.
- 11 Select color settings for all pages in the discussion web.
- 12 Optionally select a [frame set](#) in which to display the discussion group.
- 13 Click Finish to accept your selections.
- 14 View the pages created by the Discussion Web Wizard and customize them as needed.

To moderate the 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 Summary View to see the pages (named 0001.htm, 0002.htm, etc.) created by users.

As moderator, you can edit and delete pages. If you delete a page from the middle of a thread, the Forward and Back links will be repaired.

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

## To assign a custom form handler

You can apply a [CGI script](#) to form.

- 1 In the form, open any field's properties dialog box.  
Do this by double-clicking on the field or by selecting the field and typing ALT+ENTER.
- 2 In the form field's dialog box, click the Form button.
- 3 In the Form Handler field select Custom CGI Script.
- 4 Click Settings.
- 5 In the Action field of the Settings for Custom Form Handler dialog box, enter the [absolute URL](#) of the form handler.
- 6 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.
- 7 Leave the Encoding Type field blank to use the default encoding method: application/x-www-form-urlencoded.
- 8 Click OK to close the Settings for Custom Form Handler dialog box.
- 9 Click OK to close the Form Properties dialog box.
- 10 Click OK to close the field's properties dialog box.

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



# Creating and Editing Fields

## [Overview](#)

### **Editing Fields**

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## **Push Buttons and Image Fields**

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## About Fields

Fields are the building blocks of forms. Using fields, a user provides information or input to your web. This input is processed by a form handler on the server when the user submits the form.

You create fields in the FrontPage Editor using the **Insert: Form Field** menu. You can create the following types of 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 reader with a selection that can be chosen by clicking on a button. Radio buttons are presented in a list, one of which is always selected. Selecting a new member of the list deselects the currently selected item.
- A check box presents the reader with a selection that can be chosen by clicking on a box. When the box is selected, it is displayed with a check mark or X.
- 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.

A form field can be placed on the form on a line that also contains text. Once a field is inserted on the page, the FrontPage Editor treats it like a character. It moves with the text when characters are inserted before it. You can cut and copy fields to the clipboard and paste them into a form.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Fields')}

## 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 web browser, 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](#).

The one-line text box field is inserted at the insertion point. If the insertion point is inside a form, the text box field is added to the form. To create a new form containing a text box field, insert the text box field outside of any currently defined forms.

- 1 In the FrontPage Editor, do one of the following:
  - Choose **Insert: Form Field: One-Line Text Box**.
  - In the Forms toolbar, click the One-line Text Box button:



- 2 In the Name field, enter a name for the field.

**Note:** The name you assign is not displayed on the form. To label a field, you type the label directly in the page.
- 3 To assign an initial string to appear in the field, enter the string in the Initial Value field.
- 4 To specify a width for the field in characters, enter a value in the Width in Characters field.

You can change the width of the field later using its [size handles](#).
- 5 To specify the maximum number of characters the user can type into the text box field, enter a value in the Maximum Characters field.
- 6 To use this text box field as a password field, select Yes in the Password Field field, otherwise, select No.
- 7 Click OK.
- 8 Type the label of the one-line text box field in the form.

{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 web browser, 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, do one of the following:
  - Choose **Insert: Form Field: One-Line Text Box**.
  - In the Forms toolbar, click the One-line Text Box button:



- 2 In the Name field, enter a name for the password field.  
**Note:** The name you assign is not displayed on the form. To label a field, you type the label directly in the page.
- 3 Select Yes in the Password Field field.
- 4 To assign an initial string to appear in the field, enter the string in the Initial Value field.  
**Note:** Initial strings are rarely used in password fields.
- 5 To specify a width for the field in characters, enter a value in the Width in Characters field.  
You can change the width of the field later using its [size handles](#).
- 6 To specify the maximum number of characters the user can type into the field, enter a value in the Maximum Characters field.
- 7 Click OK.
- 8 Type the label of the password field into the form.

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

### To provide the initial string for a one-line text box field

- 1 In the FrontPage Editor, select the one-line text box, then do one of the following:
  - Choose **Edit: Properties**.
  - Press ALT+ENTER.
- 2 In the Initial Value field, enter an initial string to appear in the field.
- 3 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Fields')}

## To change the width of a one-line text box field

- 1 In the FrontPage Editor, select the one-line text box, then do one of the following:
  - Choose **Edit: Properties**.
  - Press ALT+ENTER.
- 2 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](#).
- 3 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Fields')}

## To limit the length of entries in a one-line text box field

- 1 In the FrontPage Editor, select the one-line text box, then do one of the following:
  - Choose **Edit: Properties**.
  - Press ALT+ENTER.
- 2 To specify the maximum number of characters the user can type into the field, enter a value in the Maximum Characters field.
- 3 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Fields')}

## To create a scrolling text box field

Use a scrolling text box field to accept more than one line of text input from the user.

When a [form](#) containing a scrolling text box field is submitted by a web browser, the name and the contents of the field are sent to the [form handler](#) of the form as the field's [name-value pair](#).

The scrolling text box is inserted at the insertion point. If the insertion point is inside a form, the text box is added to the form. To create a new form containing a scrolling text box field, insert the text box field outside of any currently defined forms.

- 1 In the FrontPage Editor, do one of the following:
  - Choose **Insert: Form Field: Scrolling Text Box**.
  - In the Forms toolbar, click the Scrolling Text Box button:



- 2 In the Name field, enter a name for the text box.

**Note:** The name you assign is not displayed on the form. To label a field, you type the label directly in the page.
- 3 To assign an initial string to appear in the field, enter the string in the Initial Value field.
- 4 To specify a width for the field in characters, enter a value in the Width in Characters field.

You can change the width of the field later using its [size handles](#).
- 5 To specify a height for the field in lines of text, enter a value in the Number of Lines field.

You can change the height of the field later using its [size handles](#).
- 6 Click OK.
- 7 Type the label of the scrolling text box into the form.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Fields')}

### **To provide the initial string for a scrolling text box field**

- 1 In the FrontPage Editor, select the scrolling text box, then do one of the following:
  - Choose **Edit: Properties**.
  - Press ALT+ENTER.
- 2 In the Initial Value field, assign an initial string to appear in the field.
- 3 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Fields')}

## To change the width of a scrolling text box field

- 1 In the FrontPage Editor, select the scrolling text box, then do one of the following:
  - Choose **Edit: Properties**.
  - Press ALT+ENTER.
- 2 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](#).
- 3 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Fields')}

## To change the height of a scrolling text box field

- 1 In the FrontPage Editor, select the scrolling text box, then do one of the following:
  - Choose **Edit: Properties**.
  - Press ALT+ENTER.
- 2 To specify a height for the field in lines of text, enter a value in the Number of Lines field.  
You can also change the height of the field using its [size handles](#).
- 3 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 [web browser](#), the name of each selected check box, along with the value assigned to it, is sent to the [form handler](#) of the form 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, do one of the following:
  - Choose **Insert: Form Field: Check Box**.
  - In the Forms toolbar, click the Check Box button:



- 2 In the Name field, enter a name for the field.  
**Note:** The name you assign is not displayed on the form. To label a field, you type the label directly in the page.
- 3 In the Value field, enter a character string value to associate with this field.
- 4 In the Initial State field, indicate the initial state of the check box: checked or not checked.
- 5 Click OK.
- 6 Type the label of the check box field into the form.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Fields')}

## To change the value of a check box field

When a [form](#) containing check boxes is submitted by a [web browser](#), the name of each selected check box, along with the value assigned to it, is sent to the [form handler](#) of the form as a [name-value pair](#).

- 1 In the FrontPage Editor, select the check box, then do one of the following:
  - Choose **Edit: Properties**.
  - Press ALT+ENTER.
- 2 In the Value field, enter a new character string value to associate with this field.
- 3 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Fields')}

## To change the initial state of a check box field

- 1 In the FrontPage Editor, select the check box, then do one of the following:
  - Choose **Edit: Properties**.
  - Press ALT+ENTER.
- 2 In the Initial State field, indicate the initial state of the check box: checked or not checked.
- 3 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 [web browser](#), the group name and the value assigned to the selected button is sent to the [form handler](#) of the form as the field's [name-value pair](#).

The radio button is inserted at the insertion point. If the insertion point is inside a form, the radio button is added to the form. To create a new form containing a radio button field, insert the field outside of any currently defined forms.

- 1 In the FrontPage Editor, do one of the following:
  - Choose **Insert: Form Field: Radio Button**
  - In the Forms toolbar, click the Radio Button button:



- 2 In the Group Name field, enter a name for the button. You assign the same name to all radio buttons that compose a set on the form.

**Note:** The name you assign is not displayed on the form. To label a field, you type the label directly in the page.
- 3 In the Value field, enter a character string value to associate with the field.
- 4 In the Initial State field, indicate the initial state of the radio button: Selected or Not Selected. Only one radio button in a set can be selected at a time. If you choose Selected, the initial state of all other radio buttons with the same name in the form will be set to Not Selected.
- 5 Click OK.
- 6 Type the label of the check text box into the form.
- 7 To create a set of radio buttons, repeat steps 1-6, 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 [web browser](#), the group name and the value assigned to the selected button is sent to the [form handler](#) of the form as the field's [name-value pair](#).

For each radio button in the group, do the following:

- 1 In the FrontPage Editor, select the radio button, then do one of the following:
  - Choose **Edit: Properties**.
  - Press ALT+ENTER.
- 2 In the Group Name field, enter the new name for the button.
- 3 Click OK.
- 4 Repeat steps 1-3 for each radio button in the group.

```
{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 [web browser](#), the group name and the value assigned to the selected button is sent to the [form handler](#) of the form as the field's [name-value pair](#).

- 1 In the FrontPage Editor, select the radio button, then do one of the following:
  - Choose **Edit: Properties**.
  - Press ALT+ENTER.
- 2 In the Value field, enter a new character string value to associate with this field.
- 3 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Fields')}

## To change the initial state of a radio button field

- 1 In the FrontPage Editor, select the radio button, then do one of the following:
  - Choose **Edit: Properties**.
  - Press ALT+ENTER.
- 2 In the Initial State field, indicate the initial state of the radio button: Selected or Not Selected.
- 3 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 let users select many choices, or you can configure the drop-down menu to allow only one choice.

When a [form](#) containing a drop-down menu is submitted by a [web browser](#), the name of the form, followed by a list of the selected choices, is sent to the [form handler](#) as the field's [name-value pair](#).

The drop-down menu is inserted 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, do one of the following:
  - Choose **Insert: Form Field: Drop-Down Menu**.
  - In the Forms toolbar, click the Drop-Down Menu button:



- 2 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.
- 3 For each menu choice that you want to add to the menu, select Add Choice, and do the following in the Add Choice dialog box:
  - In the Choice field, enter the name of the choice.
  - In the Optional Value field, enter an optional value to send to the form handler. If you supply 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.

- 4 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
- 5 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.
- 6 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.
- 7 Click OK.
- 8 Type the label of the menu into the form.

```
{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: Properties**.
  - Press ALT+ENTER.
- 2 Select Add Choice.
- 3 In the Choice field, enter the name of the choice.
- 4 By default, the value submitted to the [form handler](#) for this menu choice will be the same as the name of the menu choice. To specify a different value to associate with this choice, click Specify Value and enter the new value. If you choose Specify Value but leave the field blank, the value of this choice will be an empty character string ("").
- 5 In the Initial State field, indicate the initial state of the menu choice: Selected or Not Selected.
- 6 Click OK.  
The menu choice is added to the end of the drop-down menu.
- 7 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.
- 8 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Fields')}

## 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: 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: 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 enter an optional value to send to the [form handler](#), edit the Optional Value field.
- 6 To change the initial state of the menu choice, choose Selected or Not Selected in the Initial State field.
- 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: 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: 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 a form. When a form is submitted, its data is passed to a [form handler](#). You can also configure a push button to reset the form to its initial state.

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](#). If you supply your own handler, you can use the name of the button to control your processing.

The push button is inserted at the insertion point. If the insertion point is inside a form, the push button is added to the form. To create a new form containing a push button field, insert the field outside of any currently defined forms.

- 1 In the FrontPage Editor, do one of the following:
  - Choose **Insert: Form Field: Push Button**.
  - In the Forms toolbar, click the Push Button button:



- 2 To assign a name to the push button field, edit the Name field.

If you enter a name, it will be passed to the [form handler](#) of the form 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.

**Note:** The name you assign a push button field is not displayed on the form.

- 3 To assign a label to the push button form, edit the Value/Label field. If you supply a label, it replaces the default label "Submit" or "Reset" 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.

- 4 In the Button Type field, specify one of the following:
  - To create a button that submits the form, choose Submit.
  - To create a button that resets the form, choose Reset.
- 5 Click OK.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Fields')}

## To create an image field

An image 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 [form bots](#) 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 web](#), click the image title or image URL in the Insert Image dialog box, then click OK.
  - If the image is in a file, click From File.  
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 From URL.  
Enter the [URL](#) of the image and click OK. When you insert an image this way, the image is not added to the current web. The image is always inserted from its remote location on the World Wide Web.
- 3 Assign a name to the Image field in the Name field.  
The field's name is passed to the [form handler](#) when a user submits the form.  
**Note:** The name you assign an image field is not displayed on the form.
- 4 To edit the image's properties, click Image Properties.  
You can edit any of the image's properties except the default [link](#) (you cannot create a link from an image field). When you are done, click OK.
- 5 Click OK.

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

## To create a hidden field

A hidden field is not visible to the user. 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, double-click any form field to open its Properties dialog box.
- 2 Click Form.
- 3 In the Form Properties dialog box, click Add.
- 4 In the Hidden Form Field dialog box, enter a name in the Name field.
- 5 In the Hidden Form Field dialog box, enter a value to associate with the name in the Value field. The value can be any text string.
- 6 Click OK to close the Hidden Form Field dialog box.
- 7 Click OK to close the Form Properties dialog box.
- 8 Click OK to close the form field's Properties dialog box.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Fields')}



### **To delete a hidden field**

- 1 In the FrontPage Editor, double-click any form field to open its Properties dialog box.
- 2 Click Form.
- 3 In the Form Properties dialog box, in the Hidden Fields section, select the field to delete.
- 4 Click Remove.
- 5 Click OK to close the Hidden Form Field dialog box.
- 6 Click OK to close the Form Properties dialog box.
- 7 Click OK to close the form field's Properties dialog box.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Fields')}

## **To change a hidden field**

- 1 In the FrontPage Editor, double-click any form field to open its Properties dialog box.
- 2 Click Form.
- 3 In the Form Properties dialog box, in the Hidden Fields section, select the field to change.
- 4 Click Modify.
- 5 In the Hidden Form Field dialog box, edit the Name field or the Value field.
- 6 Click OK to close the Hidden Form Field dialog box.
- 7 Click OK to close the Form Properties dialog box.
- 8 Click OK to close the form field's 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.

**Note:** If you select Specify Value and leave the Value field empty, FrontPage associates the name with an empty string, for example, `SAMPLE = ""`

- 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 field.
- 2 To cut the selected field, choose **Edit: Cut** or click the Cut button:



To delete the selected text, choose **Edit: Clear** or press DELETE.

{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:



If the insertion point is outside of any forms, FrontPage creates a new form containing the field. If the insertion point is inside a form, the field is added to the form.

{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 editable Group Name fields.

- 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 create a confirmation field

You create a confirmation field to echo a user's input to a form. You can create confirmation fields for forms handled by [Save Results bots](#), [Discussion bots](#), and [Registration bots](#). You can only create confirmation fields if you specify the URL of a [confirmation page](#) that you created.

For a Save Results bot or Registration bot, specify the URL of the confirmation page in the "URL of confirmation page" field of the Results tab. For a Discussion bot, specify the URL of the confirmation page in the "URL of confirmation page" field of the Discussion tab.

When you create your form, note the names of each field that you want to echo to the user.

- 1 In the FrontPage Editor, open the confirmation page.
- 2 Select **Insert: Bot**.
- 3 In the Insert Bot 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')}
```



## 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 list within a list](#)

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### **Deleting Lists and List Items**

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## About Lists

FrontPage has 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 a term and its definition. Generally, a term is rendered flush left, and definitions are indented.

The exact formatting of a list depends on the [web browser](#) in use. Many web browsers ignore the Directory and Menu list styles.

When you create lists, FrontPage anticipates how you want the paragraphs formatted, then formats them. For example, when you create a numbered list, FrontPage numbers lines sequentially until you end the numbered list. You can easily create a nested list by inserting a list in a list, or you can insert a paragraph in a list. To end a list, just press ENTER twice or CTRL+END.

{button Related Procedures,Jl('frontpg.HLP','Content\_Lists')}

## To create a bulleted list

A bulleted list presents an unordered list of items. Generally, web browsers render bulleted lists as paragraphs separated by white space, prefixed by bullets.

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

- To begin a bulleted list on a line below the insertion point, choose **Insert: List: Bulleted**.
- To begin a bulleted list on the same line as the insertion point, click the Bulleted List button:



2 Enter a list item, then press ENTER to continue the list.

3 Press ENTER twice to end the list.

**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 white space, prefixed by numbers.

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

- To begin a numbered list on a line below the insertion point, choose **Insert: List: Numbered**.
- To begin a numbered list on the same line as the insertion point, click the Numbered List button:



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 directory list

A directory list presents a sequence of short terms. The exact formatting of a list depends on the [web browser](#) in use. Many web browsers ignore the Directory list style.

- 1 In the FrontPage Editor, to begin a directory list on a line below the insertion point, choose **Insert: List: Directory**.
- 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 menu list

A menu list presents an unordered list of short entries. The exact formatting of a list depends on the [web browser](#) in use. Many web browsers ignore the Menu list style.

- 1 In the FrontPage Editor, to begin a menu list on a line below the insertion point, choose **Insert: List: Menu**.
- 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 rendered flush left, and definitions are indented. The exact formatting of a list depends on the [web browser](#) in use.

- 1 In the FrontPage Editor, to begin a definition list on a line below the insertion point, choose **Insert: Definition: Term**.
- 2 Enter the term you want to define.
- 3 Choose **Insert: Definition: Definition**.
- 4 Enter the definition of the term.
- 5 To add another term, choose **Insert: Definition: Term**.
- 6 To add another definition, choose **Insert: Definition: Definition**.
- 7 Press ENTER twice to end the 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+END.

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

### **To create a list within a list**

- 1 In the FrontPage Editor, move the insertion point where you want the list-within-a-list to begin.
- 2 Choose **Insert:** and the type of list you want to insert.
- 3 Enter the new list items.
- 4 To end the list-within-a-list, press CTRL+END.  
The insertion point moves to a new paragraph.

{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: 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

- 1 In the FrontPage Editor, select the list you want to change, then open the List Properties dialog box.
- 2 In the List Format field, select the format you want.
- 3 Click OK.

When you are change a list to a Definition list, all list items are changed to the list format for definitions, not terms. Also, the formatting of any lists within lists is retained.

{button Related Procedures,JI('frontpg.HLP>main','Content\_Lists')}

### **To delete a list item**

- In the FrontPage Editor, place the pointer over the number or bullet of the item you want to delete, then double-click to select the entire item.

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 a list item, then press ENTER.

```
{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 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.

**Note:** If you select to specify a value and leave the Value field empty, FrontPage associates the name with an empty string, for example, `SAMPLE = ""`

- 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')}
```

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[Working With Files](#)

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## 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 **bots**. 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.

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 bots, 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, and forms. 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**, or click the Insert Table button:



3 In the Number of Rows field, specify the number of rows you want.

4 In the Number of 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 tables' [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.

{button Related Procedures,JI('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 table, then choose **Edit: 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, select the cell, then choose **Edit: 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, select a [cell](#), row, or column.
- 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 reader.

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

- Move the insertion point inside the table, or
- Select the table, or a [cell](#), [row](#), [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, select the table's caption, then choose **Edit: Properties**.

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

## To select a cell

To view a [cell's](#) properties, you must select the cell.

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

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

## To select a row

To delete a [row](#) or view its properties, you must select the row.

- In the FrontPage Editor, do one of the following:
  - Place the insertion point in the cell, then choose **Tables: Select Row**.
  - Move the pointer to the left of the row until the pointer becomes a solid black arrow, then click.  
**Note:** To select multiple rows, drag the mouse over the rows while the arrow is displayed.

{button Related Procedures,JI('frontpg.hlp>main','Content\_Tables')}

## To select a column

To delete a [column](#), you must select it.

- In the FrontPage Editor, do one of the following:
  - Place the insertion point in the cell, then choose **Tables: Select Column**.
  - Move the pointer to the top of the of the column until the pointer becomes a solid black arrow, then click.  
**Note:** To select multiple columns, drag the mouse over the columns while the arrow is displayed.

{button Related Procedures,JI('frontpg.hlp>main','Content\_Tables')}

## To select a table caption

To delete a [table](#) caption or view its properties, you must select the 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](#) or view its properties, you must select the table.

- In the FrontPage Editor, do one of the following:
  - Place the insertion point in the [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, open the Table Properties dialog box.
- 2 In the Border Size field, enter how wide you want the border to be, in pixels.

{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, open the Caption Properties dialog box.
- 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, open the Table Properties dialog box.
- 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, open the Table Properties dialog box.
- 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, select a [cell](#), [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.

{button Related Procedures,JI('frontpg.hlp>main','Content\_Tables')}

## To split cells into rows

- 1 In the FrontPage Editor, select a [cell](#), [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.

{button Related Procedures,JI('frontpg.hlp>main','Content\_Tables')}

## To merge cells

- 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, select a [row](#), [column](#), or one or more [cells](#), then open the Cell Properties dialog box.
- 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, select a [row](#), [column](#), or one or more [cells](#), then open the Cell Properties dialog box.
- 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, open the Table Properties dialog box.
- 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, select a [row](#), [column](#), or one or more [cells](#), then open the Cell Properties dialog box.
- 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, select a [row](#), [column](#), or one or more [cells](#), then open the Cell Properties dialog box.
- 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 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, open the Table 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.

**Note:** If you select Specify Value and leave the Value field empty, FrontPage associates the name with an empty string, for example, `SAMPLE = ""`

- 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, open the Cell 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.

**Note:** If you select Specify Value and leave the Value field empty, FrontPage associates the name with an empty string, for example, `SAMPLE = ""`

- 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, open the Caption 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.

**Note:** If you select to specify a value and leave the Value field empty, FrontPage associates the name with an empty string, for example, `SAMPLE = ""`

- 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 open the Cell Properties dialog box.
- 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 open the Cell Properties dialog box.
- 2 Cancel the selection in the Header Cell field.
- 3 Click Apply, then click OK.

{button Related Procedures,JI('frontpg.hlp>main','Content\_Tables')}

### **To insert an image in a table**

- 1 In the FrontPage Editor, move the insertion point where you want the [image](#) inserted.
- 2 Choose **Insert: Image**.
- 3 In the Insert Image dialog box, choose the image you want, then click OK.

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

### **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 bot in a table

- 1 In the FrontPage Editor, move the insertion point where you want the [bot](#) inserted.
- 2 Choose **Insert: Bot**.
- 3 In the Select a Bot field, choose the bot you want, then click OK.
- 4 In the Properties dialog box for the bot you chose, configure the bot, then click OK.

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



### **To insert a table within a table**

- 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')}



## New Web Command

Use the New Web command to create a [web](#). In the New Web dialog box, choose a [template](#) or [wizard](#) to create the web.

You need to be authorized as an administrator in the [root web](#) to create a new web. If you have not yet entered your administrator name and password, the [Name and Password Required Dialog Box](#) opens. FrontPage creates a web after you enter your name and password.

You can also create a new web by clicking the New Web button on the FrontPage Explorer's [toolbar](#).



**New Web button**

The [New Web From Template/Wizard Dialog Box](#) is displayed after you choose a template or web wizard so you can specify the location and [web name](#) of the new web.

## Dialog Box Options

### Template or Wizard

Select the template or wizard you want to use to create your web.

Examples of templates and wizards are:

- The Normal Web creates a web with an empty page.
- The Corporate Presence Wizard creates a presence for your company on the World Wide Web that you can customize. You select the types of pages you want on your web, such as a What's New, Products, or Feedback page, and after you have selected the pages you want, you can choose the topics that go on those pages.
- The Personal Web template creates a template of a home page that you can customize that includes sections for personal, professional, and contact information.
- The Discussion Web Wizard helps you create a discussion forum on a topic of your choice.
- The Learning FrontPage Tutorial template is the template used with the FrontPage tutorial. The tutorial teaches you the major features of FrontPage.
- The Empty Web template creates a web without pages.

### Add to the current web

Check this box to add the pages from the template or wizard to the [current web](#). If the template or wizard you are adding contains a file that already exists in the web, you are asked if 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')}
```



## Open Web Command

Use the Open Web command to open an existing [web](#). In the Open Web dialog box, enter the [server](#) name, then list the webs for that server.

You need to be authorized as an administrator or author to open a web.

The FrontPage Explorer can only open one web at a time; however, the same web can be opened by another copy of the FrontPage Explorer running on a different machine.

You can also open a web by clicking the Open Web button on the FrontPage Explorer's [toolbar](#).



**Open Web button**

You need to be authorized as an administrator or author to open a web. If you have not yet entered your name and password, the [Name and Password Required Dialog Box](#) opens.

**Note:** If end-user access has been restricted in the [root web](#), name and password are required to list and open webs.

## Dialog Box Options

### Web Server

Type or select the name of the server from which you want to open a web.

### List Webs

Click this button after choosing a server to see the available webs on that server.

### Webs

Select the web you want from the list of [web titles](#). The webs that are displayed are on the currently selected server.

{button Related Procedures,JI('frontpg.HLP','Contents\_Webs')}



## Close Web Command

Use the Close Web command to close a [web](#). The FrontPage Explorer remains open after you close a web. To close the FrontPage Explorer, use the Exit command.

**Note:** If you close a web while a page from that web is open in the FrontPage Editor, you must re-open the web to save the page to that web.

{button Related Procedures,JI('frontpg.HLP','Contents\_Webs')}



## Copy Web Command

Use the Copy Web command to copy the [current web](#) from one [server](#) to another server or to the same server using a different name.

You need to be authorized as an administrator to copy a web, unless you are copying to an existing web. Enter the administrator's name and password in the [Name and Password Required Dialog Box](#).

### Dialog Box Options

#### Destination Web Server

Type the name of the server on which the web will be stored, or select a server name from the drop-down list.

#### Destination Web Name

Type the name that the web will have on the server.

#### Add to an existing web

Select this option to add the current web to an existing web.

#### Copy child webs (for Root Web only)

When the web you are copying is the [root web](#), select this option to have FrontPage copy the child webs of the root web.

**Note:** When this option is selected, FrontPage adds Root Web to the Destination Web Name field.

{button Related Procedures,JI('frontpg.HLP','Contents\_Webs')}



## Delete Web Command

Use this command to delete a web. When you delete a web, it cannot be recovered.

You need to be authorized as an administrator in the [root web](#) to delete a new web.

**Note:** If this command is dimmed, it is unavailable for your type of server.

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



## Import Command

Use the Import command to import one or more files into a [web](#). You import each file by specifying its file name and path in the Import File dialog box.

When you import an [HTML](#) or ASCII text file, it is displayed at the end of the [Outline View](#) but is not linked to any page in the web.

**Note:** If you change the imported file in your file system, you must import it again.

### Dialog Box Options

#### File

The name and path of the file you are importing.

#### URL

The [URL](#) of the file after it is imported.

**Note:** To import pages and files to a hidden directory that cannot be browsed at runtime, save the pages and files to the special web directory `_private`. This is useful for storing style pages or pages that you want to include in other pages but that you do not want users to browse to directly.

#### Import Now/Stop

Select this option to import the file into your web. To import multiple files from the list, press the SHIFT key, then select the files with your left mouse button, or use CTRL+CLICK to select non-adjacent files.

While a file is importing, the Import Now button changes to a Stop button so you can cancel the import.

#### Add File

Select this option to choose a file in your file system to import. When you select this option, [Add File to Import List Dialog Box](#) opens so you can choose the file you want to import from your local file system. After choosing a file, the file is listed in the Import File To Web dialog box.

#### Edit URL

Select this option to change the URL of the file. When you select this option, the [Edit URL Dialog Box](#) opens so you can change the URL.

#### Remove

Select this option to remove a file from the import list.

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




## Export Selected Command

Use the Export Selected command to copy a selected [file](#) from a [web](#) to a local file system. Select the file to export in any FrontPage Explorer view. In the Export Selected As 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  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 Webs Command

The FrontPage Explorer keeps a numbered list of the four most recently opened [webs](#). This list is displayed at the end of the File Menu. To open a 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 Webs Command

The FrontPage Explorer keeps a numbered list of the four most recently opened [webs](#). This list is displayed at the end of the File Menu. To open a 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 Webs Command

The FrontPage Explorer keeps a numbered list of the four most recently opened [webs](#). This list is displayed at the end of the File Menu. To open a 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 Webs Command

The FrontPage Explorer keeps a numbered list of the four most recently opened [webs](#). This list is displayed at the end of the File Menu. To open a 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')}
```



## Delete Command

Use the Delete command to delete a selected page while you are in the FrontPage Explorer. If there are [links](#) 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 web](#). The task will be linked to the [active page](#). When you select Add To Do Task, FrontPage displays the [Add 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')}
```



## Open Command

Use the Open command in any 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 Dialog Box](#).

You can also open a selected page by double-clicking on that page in the Link or Summary View, or by selecting the page you want with the right mouse button, then choose 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 from the FrontPage Explorer 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 Command](#).

**Note:** If the type of the file you are opening is associated with an editor, open the file more quickly using the FrontPage Explorer's [Open Command](#).

{button Related Procedures,JI('frontpg.HLP','Content\_Workplace')}



## Properties Command

Use the Properties command to view and edit the [properties](#) of the currently selected [page](#).

The Properties dialog box has a maximum of three tabs:

- Use the General tab to view and edit the characteristics of the currently selected page, such as title, and [URL](#). You can rename and move a page from the General tab.
- Use the Summary tab to find out who created and last modified the page. In the Comments field, you can add notes about the page.
- Use the Errors tab to learn why FrontPage has flagged a page in the Outline 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')}
```



## 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')}
```



## Split Command

Use the Split command to move the vertical bar that divides the left and right panes of the FrontPage Explorer. When you move the bar, you resize both panes.

**Note:** Use your mouse to move the vertical bar that divides the left and right panes when a page is selected in any view. Place the pointer on the vertical bar between the two panes so it changes to two parallel lines. Click and hold down the left mouse button, then move the vertical bar.

{button Related Procedures,JI('frontpg.HLP','Content\_Workplace')}



## Link View Command

Use the Link View command to display or hide the [Link View](#). When the Link View command has a dot next to it, the Link View is displayed.

You can also display the Link View by clicking the Link View button on the FrontPage Explorer's [toolbar](#).



**Link View button**

{button Related Procedures,JI('frontpg.HLP','Content\_Workplace')}



## Summary View Command

Use the Summary View command to display or hide the [Summary View](#). When the Summary View command has a dot next to it, the Summary View is displayed.

You can also display the Summary View by clicking the Summary View button on the FrontPage Explorer's [toolbar](#).



**Summary View  
button**

{button Related Procedures,JI('frontpg.HLP','Content\_Workplace')}



## Links to Images Command

Use the Links to Images command to display or hide all [links](#) to [images](#) in a [web](#). When the Links to Images command has a check mark next to it, links to images are displayed in the [Outline View](#) and [Link View](#). When a [page](#) has a link to an image, an icon displays next to the page:



**Image icon**

You can also display links to images by clicking the Links to Images button on the FrontPage Explorer's [toolbar](#).



**Links to  
Images  
button**

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





## Repeated Links Command

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

You can also display repeated links by clicking the Repeated Links button on the FrontPage Explorer's [toolbar](#).



**Repeated  
Links button**

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



## Links Inside Page Command

Use the Links Inside Page command to display or hide the [links](#) that a [page](#) has to itself. When you create a page, you can insert a link to that page so a reader can quickly return to the page; links can be to the top of a page (using the [URL](#)) or to a [bookmark](#).

You can also display links inside a page by clicking the Links Inside Page button on the FrontPage Explorer's [toolbar](#).



**Links 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 [web](#) in which you are working. Because more than one person may be working on a web at one time, refreshing your web ensures that the links in your [page](#) are as up-to-date as possible.

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



## Web Settings Command

Use the Web Settings command to get information about the [current web](#).

The Web Settings dialog box has three tabs:

- Use the Configuration tab to find out the [web title](#) and [web name](#), and information about the [server](#), such as the server's [URL](#).
- Use the Parameters tab to set up, modify, or remove [configuration variables](#) in the web.
- Use the Advanced tab to set advanced features of the web. This includes [client-side image maps](#), [server-side image maps](#) that do not require FrontPage extensions, and other advanced web configuration settings.

```
{button Dialog Box,AL(`web settings DB tabs',0,`,`,`main')}
```

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



## Permissions Command

Use the Permissions command to authorize administrators, authors, and end users of a [web](#). You must have administrator access to the web in order to use this command.

The Web Permissions dialog box has four tabs:

- Use the Settings tab to decide the type of permissions you want to set up for the web.  
**Note:** When working with a [root web](#), the Settings tab is not shown.
- Use the Administrators tab to set up administrators of a web. Administrators can create webs and [pages](#), delete webs and pages, designate authors, and restrict end users from accessing a web.
- Use the Authors tab to set up authors for a web. An author can create and delete pages.

Use the End Users tab to restrict end users from accessing a web.

```
{button Dialog Box,AL(`web permissions DB tabs',0,`,`main')}
```

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



## Configure Editors Command

Use the Configure Editors command to associate an editor with a [file type](#). In the Configure Editors dialog box, 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 dialog box, Windows Notepad is listed as the editor for an ASCII text file with the following information: TXT as the file type, Text Editor as the name of the editor, and notepad.exe as the path.

Once you have configured an editor for a type of file, you can open files with the file's associated extension using the FrontPage Explorer's [Open Command](#). The associated editor will be invoked automatically.

### 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. 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')}
```



## Change Password Command

Use the Change Password command to change a password. To change a password, you need to know the current password. You establish the new password in the Change Password dialog box.

### Dialog Box Options

#### Old Password

Type in the current password.

#### New Password

Type the new password. You can use alphanumeric characters and punctuation characters. Passwords are case-sensitive. No spaces are allowed in passwords.

#### Confirm Password

Verify the new password.

{button Related Procedures,JI('frontpg.HLP','Contents\_Webs')}



## Proxies Command

Use the Proxies command 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](#).

If you register a proxy server, it will be used:

- When you use the FrontPage Editor's Follow Link command to link to a page outside of the firewall.
- When you use the FrontPage Editor's Open Location command to open a page outside of the firewall.
- When you use the FrontPage Explorer to open a link external to a [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, optionally, 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')}
```





## Verify Links Command

Use the Verify Links command to verify the [internal links](#) and [external links](#) in your [web](#).

When you select Verify Links, the FrontPage Explorer checks all internal links. It then displays the Verify Links dialog box.

When it is first displayed, the Verify Links dialog box will list all broken internal links and all external links in the web. The external links are not verified when you select the Verify Links command, because this can take a long time. To force verification of all links, click Verify in the Verify Links dialog box. This command toggles to Stop, so that you can quit verifying links before they have all been tested.

### Dialog Box Options

#### Status

Displays the status of each link, using the following graphics:



The link is good.



The link has not been verified or has been edited since the last verification.



The link is broken.

#### URL

The link being verified.

#### Linked From

The page containing the link.

#### Verify/Stop

Click Verify to start verifying external links. While the command is running, the button changes to a Stop button. Click Stop to halt the command before it has verified all external links.

#### Edit Link

Click Edit Link to repair a broken link using the [Edit Link dialog box](#).

#### Edit Page

Click Edit Page to open the page containing the currently selected link and scroll to the link. Use this command to repair or remove a link by editing it directly on the page.

#### Add Task

Click Add Task while a broken link is selected to add the task Fix Broken Link to the [To Do List](#) associated with the current web. This task will link to the broken link on the page.

{button Related Procedures,JI('frontpg.HLP','Contents\_Link\_Bookmark')}



## Recalculate Links Command

Use the Recalculate Links command to:

- Update the display of all views for the [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 web has an [include bot](#), that page has a dependency.
- Update the text index created by a [Search bot](#). For example, if you delete a page from your web, use the Recalculate Links command to remove all references to that page from the text index.

Recalculating links for a large web might take several minutes.

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



## Stop Command

Use the Stop Command to cancel a request that has been sent to a [server](#).

You can also cancel a request by clicking the Stop button on the [toolbar](#).



**Stop button**

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



## 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's [toolbar](#) or by selecting the page and opening it.



**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 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 [toolbar](#).



**To Do List  
button**

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



## Microsoft FrontPage Help Topics Command

Use the Microsoft FrontPage Help Topics command to display online Help for this Microsoft application.

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



## Help Contents Command

Use the Help Contents command to open the contents page of the FrontPage Help. The contents page contains links to major areas of FrontPage Help and a toolbar containing help commands.

```
{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 and other information about your copy of the FrontPage Explorer.

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



## New Web From Template Dialog Box New Web From Wizard Dialog Box

Use the New Web From Template (or Wizard) Dialog Box to specify the location and [web name](#) of a new web.

### Dialog Box Options

#### Web Server

Type the name of the [server](#) on which the web will be stored or select a server from the drop-down list.

#### Web Name

The name of the web. A web name corresponds to a folder name on a web server and is subject to the length, character restrictions, and case sensitivity of that server.

{button Related Procedures,JI('frontpg.HLP',' Contents\_Webs')}



## Name and Password Required Dialog Box

Use the Name and Password Required dialog box to gain access to a web. The dialog box indicates whether you need to be authorized as an administrator or author, depending on the operation you want to perform.

**Note:** The space character is a legal character for both names and passwords. Also, the name and password fields are case sensitive.

### 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 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 [URL](#) of the file you are importing.

### Dialog Box Option

#### URL

Type the new URL for the file you want to import.

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



## 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')}





## Configuration Tab Web Settings Dialog Box

Use the Configuration tab of the Web Settings dialog box to view information about the [current web](#) and [server](#).

### Dialog Box Options

#### Web Name

The name of the web. You can rename a 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.

#### Web Server

The [URL](#) of the server.

#### Server Version

The version of your server.

#### IP Address

The Internet protocol address of your server.

#### FrontPage Server Extensions Version

The version of the set of programs installed on your server that manage FrontPage features.

#### 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 Web Settings Dialog Box

Use the Advanced tab of the Web Settings dialog box to set advanced features of the [current web](#).

### Dialog Box Options

#### Image Maps

Use the Image Maps section to configure FrontPage to generate [clickable images](#) for a specific server type, and to optionally 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.

#### 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 web.

#### 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 Web Settings Dialog Box

Use the Parameters tab of the Web Settings dialog box to add, modify, or remove a [configuration variable](#) from a web.

Configuration variables can be used in [pages](#) with the [Substitution bot](#).

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')}



## 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 existing [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')}
```



## Settings Tab, Web 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 web](#).

#### Use unique permissions for this web

Select this option to set up new permissions for this web that will be unique to the web.

### Description

This field contains a description of the types of permissions allowed by the FrontPage Explorer.

### Apply

Click Apply to apply any changes you have made.

{button Related Procedures,JI('frontpg.HLP','Contents\_Webs')}



## Administrators Tab Web Permissions Dialog Box

Use the Administrators tab of the Web Permissions dialog box to set up or remove administrators from a [web](#). Administrators can create webs and pages, delete webs and pages, designate administrators, authors, and restrict end users from accessing a web.

### Dialog Box Options

#### Administrators for this web

The list of administrators for the [current web](#).

#### Add

Click Add to open the New Administrator dialog box where you enter the administrator. The Add button will be dimmed if the current web has "Use same permissions as root web" selected in the Settings tab of this dialog box.

#### Remove

Click Remove to remove the selected administrator from the list. The Remove button will be dimmed if the current web has "Use same permissions as root web" selected in the Settings tab of this dialog box.

#### Restricted to these IP address masks

The list of [IP address masks](#) for the current web. Only administrators whose IP address is within the range defined by the list of masks can administer the web.

#### Add

Click Add to open the [New IP Mask dialog box](#), then enter an IP address mask.

**Note:** If this button is dimmed, IP address restrictions are unavailable for your type of server.

#### Remove

Click Remove to remove the selected IP address mask.

#### Apply

Click Apply to apply any changes you have made.

{button Related Procedures,JI('frontpg.HLP','Contents\_Webs')}



## New Administrator Dialog Box

Use the New Administrator dialog box to set up access to a [web](#) for an administrator.

### Dialog Box Options

#### **Name**

Type in the name the administrator will use for access. Names can be a maximum of 128 characters.

#### **Password**

Type the password. You can use alphanumeric characters and punctuation characters. Passwords are case-sensitive. No spaces are allowed in passwords.

#### **Confirm Password**

Verify the password by entering it again.

{button Related Procedures,JI('frontpg.HLP','Contents\_Webs')}





## New IP Mask Dialog Box

Use the New IP Mask dialog box to add an IP mask for administrators. Only administrators whose [IP address](#) is within the range defined by the mask can access the list.

### Dialog Box Options

#### IP Mask

The Internet Protocol address mask defines a range of [IP addresses](#). Only authors, administrators, or users whose IP address is within the IP mask can access the web. The default, \*.\*.\*, allows access to the web from any IP address.

When specifying the IP address, you can use an asterisk "\*" as a wildcard in any or all of the four positions. All asterisks must come at the end. For example, 198.\*.\* is correct syntax, but 198.\*.44.\* is not. The asterisk represents any valid number in its position.

{button Related Procedures,JI('frontpg.HLP','Contents\_Webs')}



## Authors Tab Web Permissions Dialog Box

Use the Authors tab of the Web Permissions dialog box to set up or remove authors from a [web](#). Authors can create and delete pages.

### Dialog Box Options

#### Authors for this web

The list of authors for the [current web](#).

#### Add

Click Add to open the New Author dialog box where you enter the author.

#### Remove

Click Remove to remove the selected author from the list of authors for the web.

#### Restricted by these IP address masks

The list of [IP address masks](#) for the current web.

#### Add

Click Add to open the [New IP Mask dialog box](#) where you enter an IP address mask as an additional restriction for an author.

**Note:** If this button is dimmed, IP address restrictions are unavailable for your type of server.

#### Remove

Select the IP address mask you want to remove from the list of IP address masks, then select this option to remove that IP address mask.

#### Apply

Click Apply to apply any changes you have made.

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



## End Users Tab Web Permissions Dialog Box

Use the End Users tab of the Web Permissions dialog box to restrict end users from the [current web](#). All end users have access to a web by default. Only authorized administrators can restrict end users from a [web](#).

### Dialog Box Options

#### Restrict end-user access for this web to registered users only

Specify whether you want to restrict access to the current web.

##### Yes, registered users only

Select this option to restrict end users.

##### No, everyone has access

Select this option so everyone has access.

#### Add

Click Add to open the New User dialog box where you enter the end user.

#### Remove

Click Remove to remove the selected [registered user](#) from the list.

#### Restricted by these IP address masks

The list of [IP address masks](#) for the current web.

#### Add

Click Add to open the [New IP Mask dialog box](#), then enter an IP address mask as an additional restriction for an end user.

**Note:** If this button is dimmed, IP address restrictions are unavailable for your type of server.

#### Remove

Click Remove to remove the selected IP address mask from the list.

#### Apply

Click Apply to apply any changes you have made.

{button Related Procedures,JI('frontpg.HLP','Contents\_Webs')}



## Open With Editor Dialog Box

Use the Open With Editor dialog box to choose the editor for the selected page or file.

**Note:** You can add editors for the Open With Editor dialog box in the [Configure Editors Dialog Box](#).

### Dialog Box Option

#### Editor

Select the editor to be used for the page from this list.

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



## New IP Mask Dialog Box

Use the New IP Mask dialog box to add an IP mask for authors. Only authors whose [IP address](#) is within the IP mask range can access the web.

### Dialog Box Option

#### IP Mask

The Internet Protocol address mask defines a range of [IP addresses](#). Only authors, administrators, or users whose IP address is within the IP mask can access the web. The default, \*.\*.\*, allows access to the web from any IP address.

When specifying the IP address, you can use an asterisk "\*" as a wildcard in any or all of the four positions. All asterisks must come at the end. For example, 198.\*.\* is correct syntax, but 198.\*.44.\* is not. The asterisk represents any valid number in its position.

{button Related Procedures,JI('frontpg.HLP','Contents\_Webs')}



## New IP Mask Dialog Box

Use the New IP Mask dialog box to add an IP mask for end users.

### Dialog Box Option

#### IP Mask

The Internet Protocol address mask defines a range of [IP addresses](#). Only authors, administrators, or users whose IP address is within the IP mask can access the web. The default, \*.\*.\*, allows access to the web from any IP address.

When specifying the IP address, you can use an asterisk "\*" as a wildcard in any or all of the four positions. All asterisks must come at the end. For example, 198.\*.\* is correct syntax, but 198.\*.44.\* is not. The asterisk represents any valid number in its position.

{button Related Procedures,JI('frontpg.HLP','Contents\_Webs')}



## 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 invoked 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')}





## New Author Dialog Box

Use the New Author dialog box to set up access to a [web](#) for an author.

### Dialog Box Options

#### **Name**

Type in the name the author will use for access. Names can be a maximum of 128 characters.

#### **Password**

Type the password. You can use alphanumeric characters and punctuation characters. Passwords are case-sensitive. No spaces are allowed in passwords.

#### **Confirm Password**

Verify the password by typing it again.

{button Related Procedures,JI('frontpg.HLP','Contents\_Webs')}



## New User Dialog Box

Use the New User dialog box to set up access to a [web](#) for an end user.

### Dialog Box Options

#### **Name**

Type in the name the end user will use for access. Names can be a maximum of 128 characters.

#### **Password**

Type the password. You can use alphanumeric characters and punctuation characters. Passwords are case-sensitive. No spaces are allowed in passwords.

#### **Confirm Password**

Verify the password by typing it again.

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



## Browse Dialog Box

Use the Browse dialog box to select the file name, directory, drive, and network of the executable file of the application to be used as an editor.

### Dialog Box Options

#### File Name

Type the name of the file you want to add or select a file from the drop-down list. To view a subset of the files listed, limit the file specification by supplying a name or extension. For example, use \*.HTM to list [HTML](#) files.

#### List Files of Type

Specifies files of a particular extension.

#### Directories

Select the directory 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

Select this to connect to a different [server](#).

{button Related Procedures,JI('frontpg.HLP','Content\_Files')}



## Edit Link Dialog Box

Use the Edit Link dialog box to repair a broken link in one or more of the pages listed. This dialog box is accessible only from the [Verify Links](#) dialog box.

### Dialog Box Options

#### Replace

The URL of the broken link.

#### With

Type the correct URL.

#### Change all pages with this link

Choose this option to repair the broken link on all the pages listed.

#### Select pages to change

Choose this option to repair the broken link on the selected pages. Click a page to select it. To select more than one page, press SHIFT and click on each page.

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



## New Administrator Dialog Box, IIS Server

Use the New Administrator dialog box to set up access to a [web](#) on Microsoft's Internet Information Server (IIS) for one or more administrators.

### Dialog Box Options

#### Select Users

Select one or more administrators from the list of users and groups.

{button Related Procedures,JI('frontpg.HLP','Contents\_Webs')}



## New Author Dialog Box, IIS Server

Use the New Author dialog box to set up access to a [web](#) on Microsoft's Internet Information Server (IIS) for one or more authors.

### Dialog Box Options

#### Select Users

Select one or more authors from the list of users and groups.

{button Related Procedures,JI('frontpg.HLP','Contents\_Webs')}



## New User Dialog Box, IIS Server

Use the New User dialog box to set up access to a [web](#) on Microsoft's Internet Information Server (IIS) for one or more users.

### Dialog Box Options

#### Select Users

Select one or more users from the list of users and groups.

{button Related Procedures,JI('frontpg.HLP','Contents\_Webs')}



## New Command

Use the New command to create a new [page](#). The New command creates a new FrontPage Editor window.

To create a new page, you select a page [template](#) or page [wizard](#) from the New Page dialog box. If you select a wizard, you use the page wizard to design the page before you edit it. Choose the Normal page template for a new blank page.

Once you have created a new page, you can add it to the [current web](#) by selecting Save from the File menu.

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



**New Normal  
Page button**

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

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





## Open File Command

Use the Open File command to open a [page](#) from a [file](#) in your file system. You select the file using the Open dialog box. The FrontPage Editor opens the page in a new window.

You can open the following types of files: text (TXT), rich text format ([RTF](#)), or [HTML](#) (HTM or HTML). The FrontPage Editor converts text and rich text format files into web pages. If you try to open 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 indicate the file-type: HTML, RTF, or text.

Once you have opened a page from a file, you can add it to the [current web](#) or save it back to the file using Save or Save As from the File menu.

If there is no web open in the FrontPage Explorer, you can open a web page from a file by clicking the Open button on the standard toolbar.



**Open button**

If the file you open has an [HTML tag](#) that FrontPage does not recognize, FrontPage preserves the HTML by putting it an [HTML Markup bot](#) containing the unrecognized HTML.

If you are opening an RTF file, the FrontPage Editor makes the following conversions:

- Bulleted lists are retained.
- Numbered lists are retained. Numbering style may be lost.
- Tables are converted to [formatted text](#). Justification and centering information is lost.
- In-line graphics are converted to [GIF](#) files and are linked to the document.
- Footnotes are placed at the end of the page. Each footnote reference is linked to its footnote topic.
- Headings of styles Heading 1, Heading 2, Heading 3, ... , Heading 6 are translated to their corresponding FrontPage Editor [heading](#) styles.
- Courier and New Courier fonts are converted to the FrontPage Editor [typewriter font](#).
- Bold and italic fonts are retained.

If you open a text file, the FrontPage Editor displays the [Convert Text Dialog Box](#). This dialog box presents options for converting the text.

```
{button Dialog Boxes,AL('open and open file as dbs',0,',','main')}
```

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



## Open From Web Command

Use the Open From Web command to open a [page](#) from the [current web](#). Open From Web displays the [Current Web dialog box](#). Select a page to open from the list of [page titles](#) and [page URLs](#) in this dialog box. If no [web](#) is currently open, the dialog box will be empty.

You can also open a page from the current web by clicking the Open button on the standard toolbar.



**Open button**

When you open a page, the FrontPage Editor creates a new window containing the page with the page's title in the title bar.

## Dialog Box Options

### Page Title

Lists pages in the current web by [page title](#). Open a page by double-clicking on it or by selecting it in this list and clicking on the OK button.

### Page URL

The [page URL](#) of each page in the current web.

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



## Open From Web or File Command

Use the Open From Web or File command to open a page from the [current web](#), if there is a web open in the FrontPage Explorer, or from a file if there is no web currently opened.

To choose Open From Web or File, click on the Open button on the standard toolbar.



**Open button**

The keyboard shortcut for Open From Web or File is CTRL+O.

If the page or file you are opening has an [HTML tag](#) that FrontPage does not recognize, FrontPage preserves the HTML by putting it in an [HTML Markup bot](#) containing the unrecognized HTML.

### If a web is opened:

If a web is currently open in the FrontPage Explorer, Open From Web displays the [Current Web dialog box](#). Select a page to open from the list of [page titles](#) and [page URLs](#) in this dialog box.

When you open a page, the FrontPage Editor creates a new window containing the page with the page's title in the title bar.

### If no web is opened:

If there is no currently opened web, you select the file to open using the [Open dialog box](#). When you open a page, the FrontPage Editor creates a new window containing the page.

You can open the following types of files: text (TXT), rich text format (RTF), or HTML (HTM or HTML). The FrontPage Editor converts text and rich text format files into web pages. If you try to open 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 indicate the file-type: [HTML](#), [RTE](#), or text.

Once you have opened a page from a file, you can add it to the [current web](#) by selecting Save to Web As from the File menu. To save the page to the file, use the Save command.

If you are opening an [RTF](#) file, the FrontPage Editor makes the following conversions:

- Bulleted lists are retained.
- Numbered lists are retained. Numbering style may be lost.
- Tables are converted to [formatted text](#). Justification and centering information is lost.
- In-line graphics are converted to [GIF](#) files and are linked to the document.
- Footnotes are placed at the end of the page. Each footnote reference is linked to its footnote topic.
- Headings of styles Heading 1, Heading 2, Heading 3, ... , Heading 6 are translated to their corresponding FrontPage Editor [heading](#) styles.
- Courier and New Courier fonts are converted to the FrontPage Editor [typewriter font](#).
- Bold and italic fonts are retained.
- If you are opening a text file, the FrontPage Editor displays the [Convert Text Dialog Box](#). This dialog box presents options for converting the text:
  - 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 Dialog Boxes,AL('open and open file as dbs',0,'','main')}  
{button Related Procedures,AL('file page procedures',0,'','main')}
```



## Open Location Command

Use the Open Location command to open a [page](#) or other file on the World Wide Web based on its [URL](#).

- If you open a web page, it is displayed in a new FrontPage Editor window. If the page has an [HTML tag](#) that FrontPage does not recognize, FrontPage preserves the HTML by putting it in an [HTML Markup bot](#) containing the unrecognized HTML.
- If you open another type of file, and you have configured an editor for the file's type, FrontPage will open the file in the editor that you specified.
- If FrontPage does not recognize the file type, it will prompt you to save the file to your file system using the [Save As File dialog box](#)

You supply the page or file's URL in the [Open Location dialog box](#). You must supply an [absolute URL](#). Open Location opens the document from the [World Wide Web](#) or from an [internal web](#).

To copy a document from the World Wide Web, open it using Open Location, and save it, either to the current web or to a file.

**Note:** When you open a page with Open Location, any [bots](#) on that page will not be editable. To edit the bots, first open the web containing the page from the FrontPage Explorer, then open the page with the Open From Web command.

### Dialog Box Option

#### Location

Enter the URL of the page to be opened. If it is a [page URL](#), the page is opened from the [current web](#). If the URL is an [absolute URL](#), the page is opened from the [World Wide Web](#) or from an [internal web](#).

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



## Close Command

Use the Close Page 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 web](#), it is saved to the web. If the page was opened from a [file](#), it is saved to the file.

{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 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 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 [page URL](#). To save the page to a hidden directory that cannot be browsed at runtime, save the file to the special 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, select Save To File.

If the page was opened from a [file](#), it 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 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 web, enter a [page URL](#) 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](#). This dialog box gives you the option of saving each new or changed image to the web. To save the page to a hidden directory that cannot be browsed at runtime, save the file to the special 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 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 replaced image to the web. To save the page to a hidden directory that cannot be browsed at runtime, save the file to the special 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 a [page title](#) and [page URL](#). Enter the page URL to save the page to the [current web](#). To save the page to a [file](#), select the Save To File option from the dialog box, 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')}
```



## 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 Setup dialog box.

Print 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:** Although page numbering and page ranges are not relevant for displayed web pages, the Print Command automatically paginates each page and assigns it page numbers.

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 on 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,Jl('frontpg.HLP','Content\_Workplace')}



## Print Preview Command

Use the Print Preview command to view how the [page](#) will appear when 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](#). The Print Preview Command automatically paginates your pages and assign them page numbers. Web browsers do not paginate HTML pages and do not assign them page numbers.

You can also preview the printed page's appearance by clicking the Print Preview button on the standard toolbar.



**Print Preview button**

**Note:** [Form fields](#) do not appear in the preview or on the printed page.

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



## Print Command

Use the FrontPage Editor Print command to print the [active page](#) to a printer or file. Links and images are printed as they appear on the screen.

You can also print a page by clicking the Print button on the standard toolbar.



**Print button**

The keyboard shortcut for Print is CTRL+P.

### Dialog Box Options

**Note:** The fields in the Print dialog box vary depending on your system and the type of printer installed on it.

#### Name

Select the printer to use from the drop-down list.

#### Status

Describes the state of the printer - for example, idle or busy.

#### Type

Identifies the active printer.

#### Where

Identifies the active printer.

#### Comment

Identifies the active printer.

#### Range

Supply the range of page numbers to print in this field, or select All to print all pages. Although page numbering and page ranges are not relevant for displayed web pages, the Print Command automatically paginates each page and assigns it page numbers. To view the pagination, select the Print Preview command. The Selection choice is not available.

#### Print Quality

Select the print quality: High, Medium, Low, or Draft quality. The lower the quality, the faster the page prints. The default is High.

This field may be absent for some printers.

#### Print to File

Check this box to print the page to a file.

This field may be absent for some computers.

#### Copies

Select the number of copies to print. The default is 1.

#### Collate

Check this box to collate the printed copies. Printing may be slower if you select this option.

**Properties**

Select to view or modify the printer setup using the [Print Page Setup Dialog Box](#).

**Note:** On some systems, this field is labeled *Setup*.

{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')}
```



## 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')}
```



## Undo Command

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



**Undo button**

{button Related Procedures,JI('frontpg.HLP','Content\_Workplace')}



## Redo Command

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

You can also use the Redo button on the toolbar to redo the last undone action.



**Redo button**

{button Related Procedures,JI('frontpg.HLP','Content\_Workplace')}



## Cut Command

Use the Cut command to remove the 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 [bots](#). However, if you then paste into another application, only the text will be pasted. If you paste into another FrontPage Editor window, all formatting, bots, forms, and other FrontPage objects will be 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 the 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 [bots](#). However, if you then paste into another application, only the text will be pasted. If you paste into another FrontPage Editor window, all formatting, bots, forms, and other FrontPage objects will be 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](#), [PCD](#), [RAS](#), [WPG](#), [EPS](#), [PCX](#), and [WME](#). When you paste an image, it is automatically added to the [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, the original formatting is not retained. To retain formatting, in the original application save the text as an [RTF](#) file. Then use **Insert: File** in the FrontPage Editor to insert the file.

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')}





## 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')}
```



## 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.

{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 a string to find and a replacement string 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 and optionally 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 string.

#### Replace

Replaces the currently found string and finds the next match.

#### Replace All

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

#### Cancel

Exits the Replace command. This does not undo all replacements that have occurred.

{button Related Procedures,JI('frontpg.HLP','Contents\_Text')}



## Properties Command

Use the Properties command to open the [properties](#) dialog box for the selected [form](#), [form field](#), [image](#), [hotspot](#), [bot](#), [link](#), [bookmark](#), [cell](#), [table](#), horizontal line, character, or paragraph.

The keyboard shortcut for Copy is ALT+ENTER. You can also open the properties dialog box of a form field by double-clicking on the field.

{button Related Procedures,JI('frontpg.HLP','Content\_Workplace')}



## Page Properties Command

Use the Page Properties command to design the appearance of the [active page](#), edit its [page title](#) and assign the page a [base URL](#).

### Dialog Box Options

#### Title

The page title. You cannot close the Page Properties dialog box if this field is empty.

#### URL

The complete [URL](#) of the page. If the page was opened from a file, this field contains the full filename of the page, and is prefixed by *File*. If the page has not been saved, the URL will be (new page).

### Customize Appearance

Contains fields that you use to change the page's appearance.

#### Get Background and Colors from Page

To display the current page with the background style and colors of another page in your web, specify the [page URL](#) of the other page. The current page will use the background image, background color, and all link and text colors from the style page that you specify.

#### Browse

Click Browse to select the style page from the current web using the Current Web dialog box.

#### Background Image

Select Background Image to use an image as the page's background.

#### Source

Enter the URL or file name of the background image.

#### Browse

Click Browse to select a background image using the [Insert Image dialog box](#). Your selection is entered in the Source field.

#### Properties

Choose Properties to edit the background image's properties, using the [Image Properties dialog box](#). You can only edit the image's type.

#### Use Custom Background Color

Select Use Custom Background Color to specify the page's background color. To choose the color, click **Choose**, and select the color in the [Color Dialog Box](#).

#### Use Custom Text Color

Select Use Custom Text Color to specify the page's text color. To choose the color, click **Choose**, and select the color in the Color dialog box.

#### Use Custom Link Color

Select Use Custom Link Color to specify the color of all links on the page. To specify the color, click **Choose**, and select the color in the Color dialog box.

#### Use Custom Visited Link Color

Select Custom Visited Link Color to specify the color of all [visited links](#) on the page. To choose the color, click **Choose**, and select the color in the Color dialog box.

#### Use Custom Active Link Color

Select Custom Active Link Color to specify the color of [active links](#) on the page. To specify the color, click **Choose**, and select the color in the Color dialog box.

### **Base URL**

Specify a [base URL](#) for 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 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.

### **Extended**

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

### **Meta**

Select Meta to open the [Meta Information dialog box](#). Use this dialog box to add one or more [meta tags](#) to the page.

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



## Meta Information Dialog Box

The Meta Information dialog box displays [meta tags](#) 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 to associate with the tag.

##### **Add**

Click Add to add a new meta tag, using the [User Meta Variable Dialog Box](#).

##### **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')}



## User Meta Variable Dialog Box Name/Value Pair Dialog Box

Use this dialog box to 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')}
```





## 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')}
```



## Bold Text Command

Use the Bold Text command to apply the [strong](#) 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.



```
{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')}
```



## 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 toggle 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')}



## View HTML Command

Use the View HTML command to open a read-only window that displays the [HTML](#) version of the [active page](#). You can view the HTML as it was when the page was opened or you can view the HTML that FrontPage will generate from the opened page.

Although you cannot edit the HTML in the View HTML Window, you can copy the contents of the window to the [clipboard](#).

Note that if you open a page not created in FrontPage and immediately view the HTML, the original HTML may not match the generated HTML.

### Dialog Box Options

#### Original

Click Original to display the original HTML.

#### Generated

Click Generated to display the generated HTML.

#### Close

Click Close to close the window.

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



## Heading 1 Command

Use the Heading 1 command to insert a Heading 1 paragraph at the insertion point.

**Note:** The exact formatting of the Heading 1 paragraph is determined by the [web browser](#) in use. Generally, Heading 1 paragraphs are rendered in a very large, bold font, with one or two blank lines above and below. Some web browsers center Heading 1 paragraphs.

{button Related Procedures,JI('frontpg.HLP','Contents\_Text')}



## Heading 2 Command

Use the Heading 2 command to insert a Heading 2 paragraph at the insertion point.

**Note:** The exact formatting of the Heading 2 paragraph is determined by the [web browser](#) in use. Generally, Heading 2 paragraphs are rendered in a large, bold font, and are flush-left with one or two blank lines above and below.

{button Related Procedures,JI('frontpg.HLP','Contents\_Text')}



## Heading 3 Command

Use the Heading 3 command to insert a Heading 3 paragraph at the insertion point.

**Note:** The exact formatting of the Heading 3 paragraph is determined by the [web browser](#) in use. Generally, Heading 3 paragraphs are rendered in a large, italic font, and are slightly indented from the left margin with one or two lines above and below.

{button Related Procedures,JI('frontpg.HLP','Contents\_Text')}



## Heading 4 Command

Use the Heading 4 command to insert a Heading 4 paragraph at the insertion point.

**Note:** The exact formatting of the Heading 4 paragraph is determined by the [web browser](#) in use. Generally, Heading 4 paragraphs are rendered in a bold, normal font, and are indented more than Heading 3 paragraphs, with one line above and below.

{button Related Procedures,JI('frontpg.HLP','Contents\_Text')}



## Heading 5 Command

Use the Heading 5 command to insert a Heading 5 paragraph at the insertion point.

**Note:** The exact formatting of the Heading 5 paragraph is determined by the [web browser](#) in use. Generally, Heading 5 paragraphs are rendered in an italic, normal font, and have the same indentation as Heading 4 paragraphs, with one line above.

{button Related Procedures,JI('frontpg.HLP','Contents\_Text')}



## Heading 6 Command

Use the Heading 6 command to insert a Heading 6 paragraph at the insertion point.

**Note:** The exact formatting of the Heading 6 paragraph is determined by the [web browser](#) in use. Generally, Heading 6 paragraphs are rendered in a bold, normal font, and have the same indentation as normal text paragraphs, with one line above.

{button Related Procedures,JI('frontpg.HLP','Contents\_Text')}





## Normal Paragraph Command

Use the Normal Paragraph command to insert a [normal text](#) paragraph.

{button Related Procedures,JI('frontpg.HLP','Contents\_Text')}



## Formatted Paragraph Command

Use the Formatted Paragraph command to insert a [formatted text](#) paragraph.

{button Related Procedures,JI('frontpg.HLP','Contents\_Text')}



## Address Paragraph Command

Use the Address Paragraph command to insert an [address](#) paragraph.

{button Related Procedures,JI('frontpg.HLP','Contents\_Text')}



## Bulleted List Command

Use the Bulleted List command to insert a new [bulleted list](#) paragraph at the insertion point. A bulleted list presents an unordered list of items.

To create an indented bulleted list, use the Bulleted List command while the insertion point is inside a bulleted list or numbered list paragraph.

To end a list at the current level of indentation, press CTRL+ENTER at the end of the last list item.

**Note:** The exact formatting of the bulleted list is determined by the [web browser](#) in use. Generally, bulleted lists are rendered as paragraphs separated by white space and are prefixed by bullet characters.

To reformat the currently selected paragraph as a bulleted list item, use the Bulleted List button on the formatting toolbar.



**Bullet button**

{button Related Procedures,JI('frontpg.HLP','Content\_Lists')}



## Numbered List Command

Use the Numbered List command to insert a new [numbered list](#) paragraph at the insertion point. A numbered list presents an ordered list of items, such as the steps in a procedure.

To create an indented numbered list, use the Numbered List command while the insertion point is inside a bulleted list or numbered list paragraph.

To end a list at the current level of indentation, press CTRL+ENTER at the end of the last list item.

**Note:** The exact formatting of the numbered list is determined by the [web browser](#) in use. Generally, numbered lists are rendered as paragraphs separated by white space and are prefixed by numbers.

To reformat the currently selected paragraph as a bulleted list item, use the Numbered List button on the formatting toolbar.



**Numbered List  
button**

{button Related Procedures,JI('frontpg.HLP','Content\_Lists')}



## Bulleted List Format Command

Use the Bulleted List Format command to reformat the currently selected paragraph as a bulleted list item. To insert a bulleted list item on a new line, use the **Insert: List: Bulleted List** command.

You can only select the Bulleted List Format command using the Bulleted List Format button on the formatting toolbar.



**Bullet List  
Format button**

{button Related Procedures,JI('frontpg.HLP','Content\_Lists')}



## Numbered List Format Command

Use the Numbered List Format command to reformat the currently selected paragraph as a numbered list item. To insert a numbered list item on a new line, use the **Insert: List: Numbered List** command.

You can only select the Numbered List Format command using the Numbered List Format button on the formatting toolbar.



**Numbered List  
Format button**

{button Related Procedures,JI('frontpg.HLP','Content\_Lists')}



## Menu List Command

Use the Menu List command to insert a new [menu list](#) paragraph at the insertion point. A menu list presents an unordered list of short entries.

The exact formatting of the menu list is determined by the [web browser](#) in use. Many web browsers ignore the Menu List style.

To end the list, press CTRL+ENTER at the end of the last list item.

{button Related Procedures,JI('frontpg.HLP','Content\_Lists')}





## Definition List Command

Use the Definition List command to create a new [definition list](#). This command is primarily useful for creating an indented definition list within a [definition](#). To create a definition list at top-level, create a new term using the Term command.

To end the list, press CTRL+ENTER at the end of the last list item.

{button Related Procedures,JI('frontpg.HLP','Content\_Lists')}



## Term Command

Use the Term command to insert the [term](#) portion of a term-definition pair at the insertion point. If you create a term outside of a [definition list](#), the FrontPage Editor creates a new definition list to contain it.

**Note:** The exact formatting of the term is determined by the [web browser](#) in use. Generally, terms are rendered flush left.

{button Related Procedures,JI('frontpg.HLP','Content\_Lists')}



## Definition Command

Use the Definition command to insert the [definition](#) portion of a term-definition pair at the insertion point. If you create a definition outside of a [definition list](#), the FrontPage Editor creates a new definition list to contain it.

**Note:** The exact formatting of the definition is determined by the [web browser](#) in use. Generally, definitions are indented.

{button Related Procedures,JI('frontpg.HLP','Content\_Lists')}



## Directory List Command

Use the Directory List command to insert a new directory list paragraph at the insertion point. A directory list lists a sequence of very short items.

To end the list, press CTRL+ENTER at the end of the last list item.

**Note:** The exact formatting of the directory list is determined by the [web browser](#) in use. Many web browsers ignore the directory list style.

{button Related Procedures,JI('frontpg.HLP','Content\_Lists')}



## One-Line Text Box Command

Use the Text Box command to insert a [one-line text box](#) field at the insertion point. A text box field accepts one line of information from the user.

You can initialize a one-line text box field with a default string value, which is displayed when the user views the form. You can re-size the one-line text box horizontally by dragging any of its handles.

You must assign a one-line text box field a name. When a [form](#) containing a one-line text box field is submitted by a [web browser](#), the name and the contents of the text-box field are sent to the [form handler](#) as the field's [name-value pair](#).

The name you assign a one-line text box field is not displayed on the form. Type the label of a one-line text box field directly onto the page.

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

To create a new form containing a text box field, insert the text box field outside of any currently defined forms.

## Dialog Box Options

### Name

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

### Initial value

The initial string to appear in the field.

### Width in characters

The width of the text box field. You can also change the width of a text box using its [size handles](#).

### Maximum characters

The maximum length, in characters, of the string the user can type into the text box field. This value can be larger than the width of the field.

### 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.

### 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 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.

You initialize a check box field as checked or not checked, and you give each check box field a name and a value. 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. Type the label of the check box directly onto the page.

When a [form](#) containing check boxes is submitted by a [web browser](#), 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](#).

You can also insert a check box field using the Check Box button on the forms toolbar.



**Check Box button**

To create a new form containing a check box, insert the check box outside of any currently defined forms.

## Dialog Box Options

### Name

The name associated with the check box field.

### Value

The value associated with this field.

### Initial state

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

### 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](#) to add field [HTML attributes](#) not directly supported in FrontPage.

```
{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 reader comments and suggestions.

You initialize a scrolling text box field with a default string value, which is displayed when the user views the form. You can re-size the text box by dragging any of its handles.

You must assign a scrolling text box field a name. When a [form](#) containing a scrolling text box field is submitted by a [web browser](#), the name and the contents of the scrolling text box field are sent to the [form handler](#) as the fields [name-value pair](#).

The name you assign a scrolling text box field is not displayed on the form. Type the label of a scrolling text box field directly onto the page.

You can also insert a scrolling text box field using the Scrolling Text Box button on the forms toolbar.



**Scrolling Text Box  
button**

To create a new form containing a scrolling text box field, insert the scrolling text box outside of any currently defined forms.

## 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.

### 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 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.

You assign each radio button field in a set a common name and a unique value. You can initialize one of the radio buttons in the set as selected.

When a [form](#) containing a set of radio buttons is submitted by a [web browser](#), the name and value assigned to the selected button is sent to the [form handler](#) as the field's [name-value pair](#).

The name you assign to a radio button field is not displayed on the form. Type the label of a radio button field directly onto the page.

You can also insert a radio button field using the Radio Button button on the forms toolbar.



**Radio Button  
button**

To create a new form containing a radio button, insert the radio button outside of any currently defined forms.

### Dialog Box Options

#### Group Name

The name associated with the radio button field. This name is not displayed on the page.

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. 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 a set can be selected at a time.

#### 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 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.

A drop-down menu field contains a list of choices. You can let users select many choices, or you can configure the menu to allow only one choice. When a [form](#) containing a drop-down menu field is submitted by a [web browser](#), the name of the form, followed by a list of the selected choices, is sent to the [form handler](#) as the field's [name-value pair](#).

You can also insert a Drop-Down Menu field using the Drop-Down Menu button on the forms toolbar.



Drop-Down Menu  
button

To create a new [form](#) containing a menu form field, insert the menu field outside of any currently defined forms.

## 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 using 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.

### Add

Click Add to add a new menu choice to the bottom of the list. You name the new 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 browsers display the menu as a drop-down list.
- If the menu allows only 1 selection and the height is larger than 1, most browsers display the menu as a scrollable list.
- If the menu allows more than 1 selection and the height is 1, most 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 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.

## 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](#) to add field [HTML attributes](#) not directly supported in FrontPage.

```
{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](#). You can also configure a push button to return the form to its initial state.

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](#) as a [name-value pair](#). If you supply your own handler, you can use the name of the button to control your processing.

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

## 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. Choose Submit to use the button to submit the form; when you choose 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. Choose Reset to use the button to reset the form to its initial state; when you choose Reset, the default label is Reset.

### 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 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.

When a form is submitted by clicking an image form field, FrontPage passes the x and y coordinates of the pointer (in the image's coordinate system) to the form handler. FrontPage's [form bots](#) 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.

You create an image form field in two steps. First, FrontPage displays the [Insert Image Dialog Box](#). Select an image to insert either from the current web, a file, or the World Wide Web, and choose the OK button. FrontPage then displays the Image Form Field Properties dialog box. Enter a name for the form field and optionally set the image's properties by choosing the Image Properties button.

### 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](#). You can set any of the image's properties except the default [link](#). You cannot create a link from an image form field.

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



## Horizontal Line Command

Use the Horizontal Line command to insert a horizontal line at the insertion point. Once you insert a horizontal line, select it and press CTRL+ENTER to configure it in the Horizontal Line Properties dialog box.

### Dialog Box Options

#### Width

Use this section to set the width and alignment 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.

#### Align

Select the line's alignment: Left, Center, Right.

#### Height

Type the line's height in pixels.

#### Solid Line

Check 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 horizontal line [HTML attributes](#) not directly supported in FrontPage.

{button Related Procedures,Jl('frontpg.HLP','Contents\_Pages')}



## Line Break Command

Use the Line 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

Force a line break. If an image is in the left or right margin, do not clear it.

#### Clear Left Margin

Force a line break. If an image is in the left margin, move the next line down until the left margin is clear .

#### Clear Right Margin

Force a line break. If an image is in the right margin, move the next line down until the right margin is clear .

#### Clear Both Margins

Force a line break. If an image is in either or both margins, move the next line down until both margins are clear.

#### Extended

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

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



## Link Command

Use the Link command to create or modify a [link](#) from selected text. You can link to a [page](#) or other resource in the [current web](#) or in the [World Wide Web](#).

The Create Link 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 Web tab to link to the top of a page, or to a bookmark on a page in the current web.
- Use the World Wide Web tab to link to any page or other web 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 web and link to it. You select a link by entering its [page URL](#) and [page title](#) in the Create Link dialog box.

When you create a link on a page, it is displayed in blue with a blue underline.

You can also create a link using the Create or Edit Link button on the standard toolbar.



**Create or Edit Link  
button**

```
{button Dialog Box,AL('link dialog box tabs',0,',','main')}
```

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



## Unlink Command

Use the Unlink command to delete a text link. Unlink does not delete the characters to which the link is applied, but only removes the link itself.

If you select a subset of the characters to which the link is applied, Unlink will only remove the link from the selected characters. If you choose Unlink with the insertion point on the link, but with no characters selected, Unlink will delete the entire link.

{button Related Procedures,JI('frontpg.HLP','Contents\_Link\_Bookmark')}





## Image Command

Use the Image command to insert an [image](#) at the insertion point. You select the image from the [Insert Image dialog box](#), which lists images that are in the [current web](#).

You can insert an image from the web, from a file, or from any image in the World Wide Web. If you insert an image from a file, you can import it to your web when you save the page. If 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 web.

You can insert images in the following formats: [GIF](#), [JPEG](#), [BMP](#) (Windows and OS/2), [TIFF](#), [MAC](#), [MSP](#), [PCD](#), [RAS](#), [WPG](#), [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,JI('frontpg.HLP','PE_IDD_INSERT_IMAGE')}
```

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



## Bot Command

Use the Bot command to insert a [bot](#) at the insertion point. You select a bot to insert in the Insert Bot dialog box. When you select a bot, the FrontPage Editor opens the bot's configuration dialog box. Edit the configuration dialog box and click on OK to insert the bot on the page.

### Dialog Box Options

#### Select a Bot

Click on the type of bot you want to insert from the list:

- [Annotation bot](#)
- [Confirmation Field Bot](#)
- [HTML Markup bot](#)
- [Include bot](#)
- [Scheduled Image bot](#)
- [Scheduled Include bot](#)
- [Search bot](#)
- [Substitution bot](#)
- [Table of Contents bot](#)
- [Timestamp bot](#)

```
{button Dialog Box,AL('bot dialog boxes',0,'','main')}
```

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



## Special Character Command

The Special Character command displays the Insert Special Character dialog box. Select a [special character](#) from this dialog box to insert it at the insertion point.

To select a character for insertion, click on 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 on it.

#### Close

Click Close to close the Insert Special Character dialog box.

{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 link.

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 closes the dialog box.

#### Goto

Click Goto to scroll the view to the selected bookmark.

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



## Add To Do Task Command

Use the Add To Do Task command to add a task to the To Do List for the [current web](#). The task will be linked to the [active page](#). When you select Add To Do Task, FrontPage displays the Add 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 Dialog Box,JI('frontpg.HLP','TD_IDD_TODO_ADD')}
```

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



## File Command

Use the File command to insert a copy of a [file](#) at the insertion point. You can insert [RTF](#), [HTML](#), or text files. The contents of the file are always converted to HTML.

You select the file to insert using the [Insert dialog box](#). If you change the contents of the file after inserting it, you must insert it again to update it.

The File command does not add the file to your web.

When you insert a file containing images, each image that is not in the [GIF](#) or [JPEG](#) format, is converted to GIF format (for 8-bit images) or JPEG format (for images larger than 8 bits). When you save a page to a web, each image that has been inserted from a file is added to the web.

You can insert the following types of files: text (TXT), rich text format (RTF), or HTML (HTM or HTML). 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 indicate the file-type: HTML, RTF, or text.

If you are inserting a text file, the FrontPage Editor displays the [Convert Text Dialog Box](#). This dialog box presents options for converting the text.

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

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



## Characters Format Command

Use the Characters Format command to change the format of selected characters. You select the formats in the Characters Styles dialog box.

You can apply any combination of attributes. However, some [web browsers](#) may ignore certain attributes when displaying text.

### Dialog Box Options

#### Regular Styles

Use the regular attributes for standard character formatting:

##### **Bold (Strong)**

Strong text. This is usually displayed as bold.

##### **Italic (Emphasis)**

Emphatic text. This is usually displayed as italic.

##### **Underlined**

Underlined text.

##### **Strike-Through**

Strike-through text.

##### **Typewriter Font**

[Typewriter font](#).

#### Special Styles

The special character styles may not display as expected in the FrontPage Editor. However, because they may be found in pages that you open, they are included in the Character Styles dialog box. You should use the regular styles when creating new text.

##### **Citation (<cite>)**

Format as the name of a manual, section, or book.

##### **Sample (<samp>)**

Format as a sequence of literal characters, similarly to typewriter font.

##### **Definition (<dfn>)**

Format as a definition, often in italics.

##### **Blink (<blink>)**

Format as blinking text.

**Note:** Many [web browsers](#) do not display blinking text.

##### **Code (<code>)**

Format as a code sample, similarly to typewriter font.

##### **Variable(<var>)**

Format as a variable name, often in italics.

##### **Bold**

Format as bold. Use Strong unless you do not want the web browser to substitute an alternate attribute for bold.

##### **Italic (<i>)**

Format as italic. Use Emphasis unless you do not want the web browser to substitute an alternate attribute for italic.

**Keyboard**

Format to indicate text to be supplied by the user, usually in typewriter font.

**Font Size**

Supports the Netscape Font Size extension. Select the character size from the drop-down list. The default is the default character size for the current paragraph style. Sizes 1 and 2 are smaller than the default size. Sizes 4 to 7 are larger than the default size. Font Size also lists the approximate point size for each font size. Note that the font size that is viewed at runtime may differ due to the browser's settings.

**Set Color**

Click Set Color to set the color of the text.

**Choose**

When Set Color is selected, click Choose to open the [Color dialog box](#). Use this dialog box to select a new color for the text.

**Vertical Position**

Applies the Netscape 3.0 <sub> or <sup> character attribute extensions to the selected characters. These attributes are displayed by some web browsers as superscript or subscript characters.

Choose Subscript, Normal, or Superscript. For Subscript and Superscript positions, select the numeric level of subscripting or superscripting.

For example, for a subscript of a character at Normal position, choose Subscript 1; For a superscript of a character that is a level 1 superscript, choose Superscript 2.

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





## Paragraph Format Command

Use the Paragraph Format command to change the format of the currently selected paragraph. To change paragraph format, select the new format from the displayed list.

### 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 attributes](#) not directly supported in FrontPage.

```
{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')}



## 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 Spelling button on the standard toolbar.



**Spelling Checker  
button**

**Note:** The Spelling command does not check the spelling in a file that is included on the page by an [include bot](#). 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, and 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, and continue.

#### Add to Custom Dictionary

Click Add to Custom Dictionary to leave the word unchanged and add it to the [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')}





## Show FrontPage Explorer Command

Use the Show FrontPage Explorer command to open the [FrontPage Explorer](#) and display the [current web](#). If the FrontPage Explorer is already open, the command brings it to the front of the desktop.

You can also start the FrontPage Explorer using the FrontPage Explorer button on the standard toolbar.



**FrontPage Explorer  
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](#). To use the To Do List, you must have an open 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')}





## Follow Link Command

Use the Follow Link command to follow the selected [link](#). A link is selected for the Follow Link command if it contains the insertion point.

If the link leads to a [bookmark](#) on the current page, the FrontPage Editor scrolls the window to that point. If the link leads to another page, the FrontPage Editor opens that page. If the link is to a file and you have no editor configured for the file's type, the FrontPage Editor opens the [Save As File dialog box](#) so that you can optionally save the file to your disk.

Following a link may take a long time. If the link is to a server that is not responding, it may never succeed. You can cancel the Follow Link command by using the Stop command on the Tools menu or the Stop button on the standard toolbar.

You can also follow a link by pressing CTRL and then clicking a link. When you press CTRL over a link, the pointer becomes the link pointer:



{button Related Procedures,JI('frontpg.HLP','Contents\_Link\_Bookmark')}



## Stop Command

Use the Stop command to stop following a link. If you stop following a link after a new page is opened but before all of the images have appeared, the remaining images appear as the broken painting icon:



You can also stop following a link by clicking the Stop button on the standard toolbar.



**Stop button**

{button Related Procedures,JI('frontpg.HLP','Contents\_Link\_Bookmark')}



## 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 re-size 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')}
```



## About Microsoft FrontPage Editor Command

Use the About Microsoft FrontPage Editor command to view the version number and other information about your copy of the FrontPage Editor.

{button Related Procedures,JI('frontpg.HLP','Content\_Workplace')}



## 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 Link dialog box, where you select the target of the link.

The Create Link 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 [page URL](#) or [absolute URL](#) in the Create Link dialog box. When you create a link on a page, it is displayed with a blue underline.

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 Link 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 [page URL](#) or [absolute URL](#) in the Create Link dialog box. When you create a link on a page, it is displayed with a blue underline.

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 Link 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 [page URL](#) or [absolute URL](#) in the Create Link dialog box. When you create a link on a page, it is displayed with a blue underline.

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')}



## Indent Paragraph 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')}



## Unindent Paragraph 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')}



## Microsoft FrontPage Help Topics Command

Use the Microsoft FrontPage Help Topics command to display online Help for this Microsoft application.

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





## End List Command

Use the End List command to end the current list and to create a new paragraph at the end of the list.

You can also use End List to move the insertion point above any set of objects that are a [tag selection](#). This is useful for placing the insertion point above a [form](#) or [bot](#) at the top of the page, or for placing the insertion point between two forms or bots.

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



## 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 Font Size field of the [Character Styles](#) dialog box. Note that 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 Font Size field of the [Character Styles](#) dialog box. Note that the font size that is viewed at runtime may differ due to the browser's settings.

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



## Current Web Dialog Box

Use the Current Web dialog box to open a [page](#) from the [current web](#) or to select a page as the target of a [link](#).

### Dialog Box Options

#### Page Title

Lists pages in the current web by [page title](#). Open a page by double-clicking on it or by selecting it in this list and clicking on the OK button.

#### Page URL

The [page URL](#) of each page in the current web.

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




## Open Dialog Box Insert Dialog Box

Use the Open dialog box to open or insert a [file](#) or [image](#) from your file system.

### Dialog Box Options

#### Look 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



The files and folders in the selected location 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.

#### Files of Type

Specifies the type of file you are opening. The list includes all the available file types that FrontPage can recognize.

#### Open

Opens the file with the name, type, and location that you specified.

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



## Open Location Dialog Box

Use the Open Location dialog box to open a [page](#) or IMAGE based on [URL](#).

### Dialog Box Option

#### Location

Enter the URL of the page to be opened. If it is a [page URL](#), the page is opened from the [current web](#). If the URL is an [absolute URL](#), the page is opened from the [World Wide Web](#) or from an [internal web](#).

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



## Save As Dialog Box

Use the Save As dialog box to enter the [page URL](#) of a page to be saved to the [current web](#).

### Dialog Box Options

#### Page Title

Enter the [page title](#).

#### Page URL

Enter the [page URL](#).

If the current web is on a web server running UNIX, Windows 95, or Windows NT, each part of the URL 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 URL that is not valid for the current web, you get a warning and the chance to fix the problem. You can save a page with an invalid URL, but you may get unexpected results.

#### As File

Click As File to save the page to a [file](#) instead of to the current web.

#### As Template

Click As Template to save the page as a [template](#) instead of to the current 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

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')}



## Color Dialog Box

The color dialog box contains controls that let you select and create colors.

### Dialog Box Options

#### Basic Colors

The Basic Colors array displays up to 48 colors. The number of colors displayed is determined by your PC's 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

To define a custom color, select a rectangle in the Custom Colors grid and click Define Custom Colors. You 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 custom color, click on Add to Custom Colors to display the new color in the selected rectangle.

{button Related Procedures,JI('frontpg.HLP','Contents\_Pages')}



## Form Properties Dialog Box

Use the Form Properties dialog box to associate a [form handler](#) with a form and add [hidden fields](#) to a form.

To open the Form Properties dialog box, open any form field's properties dialog box and click on the Form button. You can also select a form by double-clicking in its upper-left corner and then opening its properties dialog box by typing ALT+ENTER.

### Dialog Box Options

#### Form Handler

Select the form handler from the drop-down list. The following selections are available:

- [Discussion bot](#)
- [Registration bot](#)
- [Save Results bot](#)
- Custom [CGI](#) Script. Select this to supply your own CGI script.

#### Settings

Click Settings to configure the selected form handler. If the handler is a form bot, this opens the bot's properties dialog box. If the handler is a custom CGI script, this opens the [Settings For Custom Form Handler dialog box](#).

#### Hidden Fields

Use this section of the dialog box to create and modify optional [hidden fields](#). These fields are sent to the form handler as [name-value pairs](#) when the form is submitted.

#### Name

Lists each hidden form field by name.

#### Value

Lists the value of the hidden field.

#### Add

Click Add to add a new hidden field. You add a field using the [Name/Value Pair dialog box](#).

#### Modify

Click Modify to modify the selected hidden field. You modify a field using the Hidden Form Field dialog box.

#### Remove

Click Remove to remove the selected field.

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



## 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. If you choose Specify Value but leave the field blank, the value of this choice will be an empty character string ("").

#### Initial State

Indicate the initial state of this menu choice: Selected or Not Selected.

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



## Image Properties Dialog Box

Use the Image Properties dialog box to set and view properties of an [image](#).

### Dialog Box Options

#### Image Source

This field displays the [page URL](#) of the image, if the image is in the [current web](#), the [absolute URL](#) of the image, if the image is on another page in the World Wide Web, or the full filename of the image, if the image is in a file. New images have the source *new image*. 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.

#### Sizes

This area displays the image's pixel width, pixel height, and the number of bytes of disk space used to store the image.

#### Layout

This section controls the layout of the image on the page.

#### 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.
- **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.
- **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
- **absbottom** specifies to align the image with the bottom of the current line.

### **Border Thickness**

Sets a black border of the specified thickness in pixels around the image. This is a Netscape HTML enhancement.

### **Horizontal spacing**

Sets the horizontal spacing in pixels between the image and the nearest text or image on the current line. This is a Netscape HTML enhancement.

### **Vertical spacing**

Sets the vertical spacing in pixels between the image and the nearest text or image on the line above or below the current line. This is a Netscape HTML enhancement.

### **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 server. You can either specify an image in the [current 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 Link**

This field displays the default [link](#). This is the target of a link from any area in the image not covered by a [hotspot](#). You cannot set a default link for an [image form field](#).

### **Browse**

Click on the Browse button to set or change the default link, using the Create Link 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')}
```



## Open Pages Tab Create Link Dialog Box

Use the Open Pages tab of the Create Link dialog box to create a [link](#) to a currently open [page](#) or to a [bookmark](#) on a currently open page.

### Dialog Box Options

#### Open Pages

Select the page to link to from a list of [page titles](#) of currently open pages.

#### Bookmark

Select a bookmark from the list of bookmarks defined for the selected page.

#### Target Frame

If a [frame set](#) is defined, optionally 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.

#### URL

The [relative URL](#) that reflects your selection.

#### Clear

Click Clear to clear the dialog box. Closing the dialog box after clearing it deletes the link.

#### Extended

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

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



## Current Web Tab Create Link Dialog Box

Use the Current Web tab of the Create Link dialog box to create a [link](#) to a [page](#) or to a [bookmark](#) in the [current web](#).

### Dialog Box Options

#### Page

Type the [page URL](#) of the page.

#### Browse

Click Browse to display the [Current Web dialog box](#). Select a page from this dialog box to link to it.

#### Bookmark

Type the name of a bookmark defined for the selected page.

#### Target Frame

If a [frame set](#) is defined, optionally 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.

#### URL

The [relative URL](#) that reflects your selection.

#### Clear

Click Clear to clear the dialog box. Closing the dialog box after clearing it deletes the link.

#### Extended

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

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





## World Wide Web Tab Create Link Dialog Box

Use the World Wide Web tab of the Create Link dialog box to create a [link](#) to a [URL](#) on the [World Wide Web](#).

### Dialog Box Options

#### Protocol

Select the protocol from the list of supported [protocols](#): [file](#), [ftp](#), [gopher](#), [http](#), [mailto](#), and [news](#). The FrontPage Editor creates the protocol portion of the URL in the URL field, based on your selection.

Select **(other)** if you want to enter a protocol in the URL field that is not on the list or to enter a URL with no protocol, such as a [relative URL](#).

#### URL

Type the [absolute URL](#) of the web page or other Internet resource to which you want to link.

#### Target Frame

If a [frame set](#) is defined, optionally 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.

#### Clear

Click Clear to clear the dialog box. Closing the dialog box after clearing it deletes the link.

#### Extended

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

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



## New Page Tab Create Link Dialog Box

Use the New Page tab of the Create Link dialog box to create a new [page](#) in the [current web](#) and create a [link](#) to it. When you create a new page using this command, the FrontPage Editor opens the page or adds it to the [To Do List](#) for the current web.

### Dialog Box Options

#### Page URL

Type the [page URL](#) for the new page.

#### Page Title

Type a [page title](#) for the new page.

#### Target Frame

If a [frame set](#) is defined, optionally 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 link 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.

#### Clear

Click Clear to clear the dialog box. Closing the dialog box after clearing it deletes the link.

#### Extended

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

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



## Substitution Bot Properties Dialog Box

Use the Substitution Bot Properties dialog box to configure a [Substitution Bot](#).

### 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 the [page URL](#) of the page, as displayed in the Page URL 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')}
```



## Annotation Bot Properties Dialog Box

Use the Annotation Bot Properties dialog box to configure an [Annotation bot](#).

### Dialog Box Options

#### Text of Annotation

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 choose the OK button to accept your edits. To cancel your edits, choose the Cancel button.

{button Related Procedures,JI('frontpg.HLP','Contents\_Pages')}



## Include Bot Dialog Box

Use the Include Bot dialog box to configure an [Include Bot](#).

### Dialog Box Options

#### Page URL to Include

Enter the [page URL](#) of the page to include.

**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 web directory `_private`.

#### Browse

Click Browse to select a page from the list of pages in the current web.

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



## Timestamp Bot Dialog Box

Use the Timestamp Bot dialog box to configure a [Timestamp Bot](#).

### 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 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 server or when a change to a page that is included in the first page causes the first 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')}



## Scheduled Include Bot Dialog Box

Use the Scheduled Include Bot dialog box to configure a [Scheduled Include Bot](#).

Scheduled include bots only execute if a change occurs to the [web](#). To ensure proper timing of the scheduled include bot, make some change to your 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 web directory `_private`.

### Dialog Box Options

#### Page URL to include

Enter the [page URL](#) of the page to include. Click Browse to select the page from a listing of pages in the [current web](#).

#### Starting Date and Time

Enter the starting date of the period during which the file should be included on the page.

#### Ending Date and Time

Enter the ending date of the period during which the file should be included on the page.

#### Optional Page URL to include before or after the given dates

Optionally, enter the [page URL](#) of a page to display when the included page is not being displayed. Click Browse to select the page from a listing of pages in the [current web](#).

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



## Scheduled Image Bot Dialog Box

Use the Scheduled Image Bot dialog box to configure a [Scheduled Image Bot](#).

**Note:** Scheduled image bots only execute if a change occurs to the web. To ensure proper timing of the scheduled include bot, make some change to your web daily, such as incrementing the value of a [configuration variable](#).

### Dialog Box Options

#### Image to include

Enter the name of the image to include. Click on **Browse** to select the image from a listing of images in the [current web](#).

#### Starting Date and Time

Enter the starting date of the period during which the image should be included on the page.

#### Ending Date and Time

Enter the ending date of the period during which the image should be included on the page.

#### Optional Image to include before or after the given dates

Optionally, enter the name of an image to display when the included image is not being displayed. Click on **Browse** to select the image from a listing of images in the [current web](#).

{button Related Procedures,JI('frontpg.HLP','Contents\_Pages')}





## Search Bot Dialog Box

Use the Search Bot dialog box to configure a Search Bot. The Search bot searches for pages in your web containing specified words or combinations of words and displays a list of links to pages containing matches. The Search bot creates a form to allow the user to type in the word or words to locate.

The FrontPage Server Extensions maintain a list of words found in each page in a web. If the web includes a discussion group, FrontPage also maintains a dynamic list of words found in each entry of the discussion group. At runtime, the Search form created by the Search Bot returns a list of pages containing the words the user entered in the form. The words entered by the user can include Boolean keywords: *and*, *not*, *or*, and parentheses.

**Note:** To protect pages from being found by the Search Bot 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 Search Bot does not search in this directory.

### Dialog Box Options

#### Search Input Form

The following fields control the appearance of the form.

##### Label for Input

Enter the label for the input [one-line text box](#). The default label is *Search for:*.

##### Width in Characters

Enter the width in characters of the input field.

##### Label for "Start Search" button

Enter the label for the [push button](#) field that starts the search. The default label is *Start Search*.

##### Label for "Clear" button

Enter the label for the push button field that clears the form. The default label is *Reset*.

#### Search Results

The following 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 Search Bot to search all the pages in the web that are not stored in [hidden directories](#).

Alternatively, if the web has a [discussion group](#), you can supply the [discussion group directory](#) to configure the Search Bot to search all 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 Kbytes.

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



## Confirmation Field Bot Dialog Box

Use the Confirmation Field Bot dialog box to configure a [Confirmation Field Bot](#). You should only insert a Confirmation Field Bot 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 supplying a confirmation page for a [Registration Bot](#), you can enter one of three special attributes defined for Registration Bot 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')}
```



## HTML Markup Bot Dialog Box

Use the HTML Markup Bot dialog box to configure an [HTML Markup Bot](#).

### Dialog Box Options

#### HTML markup to insert

Enter the text that you want inserted on the page when the page is saved to the server as [HTML](#). FrontPage does not verify that the text you are inserting is valid HTML.

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



## Table of Contents Bot Dialog Box

Use the Table of Contents Bot dialog box to configure a [Table of Contents Bot](#).

### Dialog Box Options

#### Page URL for Starting Point of Table

Supply the [page URL](#) of the [page](#) from which you want to start the table of contents. For a full table of contents of your [web](#), specify the [home page](#) of your web.

#### Browse

Click Browse to select a page in the current web as the starting point of the table of contents.

#### Heading Size

Select a [heading](#) style for the first entry in the table of contents. If you want no heading, select **none**.

#### Show each page only once

Check this box if you only want each page in your 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 web.

#### Show pages with no incoming links

Check this box to include orphan pages in your table of contents. Orphan pages are pages that are cannot be reached by linking from the starting point of your table of contents.

#### Recompute table of contents when any other page is edited

Check this box to specify that the table of contents page should be recreated whenever any page in the web is edited. This can be a time-consuming process if the 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 Table of Contents bot.

{button Related Procedures,JI('frontpg.HLP','Contents\_Pages')}



## Save Image to Web Dialog Box

The Save Image To Web dialog box provides options for saving an [image](#) to the [current web](#) . When you save the current page to the 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 web. The dialog box closes once you have selected Yes or No for every image.

### Dialog Box Options

#### Save As URL

Enter a [page URL](#) for the image. If an image already exists in the web for the URL you provided, the dialog box prompts you to optionally enter a new URL. Change the URL by editing this field.

#### Yes

This button is enabled only if no image with the same name is in the web. Click Yes to save the image to the web.

#### Replace

This button is enabled only if an image with the same name is in the web. Click Replace to replace the currently saved image.

#### Yes to All

Click Yes to All to save all images on the current page to the web.

#### No

This button is enabled only if no image with the same name and location is in the web. Click No to not save the image.

#### Use Existing

This button is enabled only if an image with the same name s in the 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 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 current 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 filename 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 link 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 filename and folder you provided, the dialog box prompts you to optionally enter a new filename. If you save to an existing name, the old 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 no image with the same filename and location is in the folder. Click Yes to save the image to the filename 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 current page to the folder in which you are saving the image.

#### No

This button is enabled only if no image with the same filename and location is 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')}



## Convert Text Dialog Box

The Convert Text dialog box is displayed by the Open File command when you open a text file and by the Insert File command when you 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')}



## Print Preview Window

The Print Preview Window displays the [active page](#) as it will appear when you print it. The Print Preview command automatically 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

Toggles 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')}





## Settings For Custom Form Handler Dialog Box

Use the Settings For Custom Form Handler dialog box to supply the configuration of a custom [CGI form handler](#) you are using.

### 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 form [HTML attributes](#) not directly supported in FrontPage.

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



## Save Results Bot Tab

Use the Save Results Bot tab to configure [Save Results Bots](#) or [Registration Bots](#).

### Dialog Box Options

#### File For Results

Supply the name of the file to contain the results and its location on the server. If the file does not exist, the bot will create the file the first time the form is submitted.

To save the results to the [current web](#), supply a [page URL](#).

To save the results outside of the current web but in your server's file system, supply an absolute filename and folder.

#### File Format

Select the format of the results file from the drop-down list. The following formats are available:

##### HTML

Specifies [HTML](#) using [normal text](#) with line endings. This is the default style.

##### HTML definition list

Specifies HTML using a [definition list](#) to format name-value pairs.

##### HTML bulleted list

Specifies HTML using a [bulleted list](#) to format [name-value pairs](#).

##### Formatted text within HTML

Specifies HTML using [formatted text](#) with line endings.

##### Formatted text

Specifies text formatted for easy reading.

##### Text database using comma as a separator

Specifies text with commas separating values. This format is recommended for use with a database or other application.

##### Text database using tab as a separator

Specifies 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

Specifies text with space characters separating values. This format is recommended for use with a database or other application.

#### Include field names in output

Check this box 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 server data to write to the file. Additional items are appended after the form fields are entered in the results file. 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 [web browser](#) accessing the page.

**URL of confirmation page**

You can optionally specify the [page URL](#) of a [confirmation page](#). This page will be displayed by the browser whenever the form is submitted. If you do not specify a confirmation page, the Save Results Bot will create and maintain one automatically.

If you are supplying a confirmation page for a Registration bot, you can enter one of three special attributes defined for Registration Bot 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 Browse to select a confirmation page from the Create Link dialog box.

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



## 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 File command and by the Insert File command when:

- You are opening or inserting a file with a filename 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 filename 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 File As command. Use the **Insert: Image** command to open image files.

{button Related Procedures,JI('frontpg.HLP','Content\_Files')}



## Save Results Bot Advanced Tab

Use the Save Results Bot Advanced Tab to configure advanced features of [Save Results Bots](#) or [Registration Bots](#).

### 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 you want to format another results file for readability. If the specified results file does not exist, the bot will create it the first time the form is submitted.

To save the second results file to the server, supply a [relative URL](#).

To save the second results file to the [current web](#), supply a [page URL](#).

To save the results outside of the current web but in your 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

Specifies [HTML](#) using [formatted text](#).

##### HTML definition list

Specifies HTML using a [definition list](#) to format [name-value pairs](#).

##### HTML bulleted list

Specifies HTML using a [bulleted list](#) to format name-value pairs.

##### Text database using comma as a separator

Specifies text with commas separating values.

##### Text database using space as a separator

Specifies text with space characters separating values.

##### Formatted text within HTML

Specifies HTML using [formatted text](#) with line endings.

##### Formatted text

Specifies text formatted for easy reading.

##### Text database using comma as a separator

Specifies text with tabs separating values.

### 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 to write by name. Separate fields with commas.

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



## Registration Bot Tab

Use the Registration Bot Tab to configure [Registration Bots](#).

### Dialog Box Options

#### Web name

Enter the name of the web the user can register for, relative to the server.

#### User name fields

Enter the names of one or more form fields, separated by commas or spaces. The Registration Bot 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

Check this 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 failure page

Optionally supply the [page URL](#) of a page containing a failure message if the user cannot be registered for the web.

#### Browse

Click this to browse the current web for a failure message page.

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



## Discussion Bot Tab

Use the Discussion Bot 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 [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 members of 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

Check this box to insert the time the article was submitted.

#### Date

Check this box to insert the date the article was submitted.

#### Remote computer name

Check this box to insert the name of the computer from which the article was submitted.

#### User name

Check this box to insert the name of the author of the article.

#### Order Newest to Oldest

Check this box 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 web, specify the [page URL](#) of the other page. The discussion topics will use the background image, background color, and all link and text colors from the style page that you specify.

Changing the page URL in this field will only affect the appearance of new articles posted to the discussion group.

#### Browse

Click Browse to select the style page from the current web using the Current Web dialog box.

#### URL of confirmation page

You can optionally supply the [page URL](#) of a [confirmation page](#) that will be displayed when a user submits an article.

**Browse**

Click Browse to browse the current web for a confirmation page.

{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 a page to include as the header of each article. Click on **Browse** to create a URL.

#### Url of Footer to Include

Use this field to specify a page to include as the footer of each article. Click on **Browse** to create a URL.

#### 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

Choose Options to display a dialog with printer-specific additional options.

{button Related Procedures,JI('frontpg.HLP','Content\_Workplace')}



## Insert Image Dialog Box

Use the Insert Image dialog box to select an image to insert at the insertion point or to use as a page's background image. The dialog box lists all [images](#) in the [current web](#) by name and by URL. You can also insert an image from a file or from any location on the World Wide Web.

### Dialog Box Options

#### Image Title/Image URL

Select an image in the current web to insert. Images are listed by title and URL. If there is no current web open, this list will be empty.

#### From URL

Click From URL to insert an image from the World Wide Web. You select the image using the [Open Location dialog box](#). When you insert an image this way, the image is not added to the current web, but is always inserted from its remote location on the World Wide Web.

#### From File

Choose this to insert an image from a [file](#). You select the file using the [Open File dialog box](#). When you insert a file in this way, you can add it to the web when the page is saved.

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



## 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.



Insert Table  
button

## Dialog Box Options

### Rows

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

### Columns

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

### 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.

### Specify Width

Check this box to specify a width for a table.

**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 Row or Column Command

Use the Insert Row or Column command to add rows or columns to a [table](#). Before you can insert a row or column, you must select a [cell](#), row, or column.

### 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 selected cell, row, or column.

#### Right of Selection

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

#### Below Selection

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

{button Related Procedures,JI('frontpg.HLP','Content\_Tables')}



## Split Cells Command

Use the Split Cells command to divide selected [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 selected cells split. If the number of columns or rows a cell spans is greater than one, then 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.

#### 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 selected cells split. If the number of columns or rows a cell spans is greater than one, then 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.

{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.

- When you select a cell, the new cell is inserted to the left of the selected cell, or the cell containing the insertion point.
- When you select a row, the new cell is inserted to the right of the first cell in the next row.
- When you select a column, the new cell is inserted to the left of the bottom cell of the column.

{button Related Procedures,JI('frontpg.HLP','Content\_Tables')}



## Insert Caption Command

Use the Insert Caption command to insert a caption above the [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.

You can change the attributes of selected characters with the Characters 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')}



## Table Properties Dialog Box

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

### Dialog Box Options

#### 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.

#### Specify Width

Check this box to specify a width for a table.

##### 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](#) 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

#### 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.

#### 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.

#### 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 table's properties before you close the dialog box.

### **Extended**

Click Extended to open the [Extended Attributes 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')}



## 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 selected [table](#). You can also press ALT+ENTER to open the Table Properties dialog box for a selected table.

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

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



## Reload Command

Use the Reload command to reload the current [page](#) in the FrontPage Editor. Reload the page when you have made changes that you do not want to keep or to view changes to a page made by another author. If you have edited the page since opening it, you are prompted to save changes before reloading. Do not save the page if you are reloading to cancel the current edits.

You can also reload a page by clicking the Reload button on the standard toolbar:



{button Related Procedures,JI('frontpg.HLP','Contents\_Pages')}



## Back Command

The FrontPage Editor maintains an internal history list of pages that you displayed, either by opening pages, creating new pages, or following links. 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:



{button Related Procedures,JI('frontpg.HLP','Contents\_Link\_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 links. 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:



{button Related Procedures,JI('frontpg.HLP','Contents\_Link\_Bookmark')}



## 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')}





## 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 object, such as a table, cell, image, or page. These attributes are added to the [HTML](#) that FrontPage generates for that object.

When you open a page, FrontPage puts HTML attributes that it does not recognize for an object in the Extended Attributes dialog box for that object.

### Dialog Box Options

#### Attribute Name

Lists the name of each added attribute.

#### Value

The value of the current 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 attribute, using the Name/Value Pair dialog box.

#### Remove

Click Remove to remove the currently selected 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 a folder, file name, and page title for the template. All templates are stored in the \FrontPage\Pages folder; a template folder can only contain one template file. 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 images from your file system that you have modified 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 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,JI('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 an [extended attribute](#) value.

### Dialog Box Options

#### **Name**

The name of the extended attribute.

#### **Specify Value**

Click Specify Value to associate a value with a name. If you do not select Specify Value, only a name will be generated.

#### **Value**

Enter the attribute's value. If you select Specify Value and leave the Value field empty, FrontPage associates the name with an empty string, for example, `SAMPLE = ""`.

{button Related Procedures,JI('frontpg.HLP','Contents\_Pages')}



## List Properties Dialog Box

Use the List Properties dialog box to set and view the format of a list.

### Dialog Box Options

#### List Format

When you open the dialog box, the list format of the currently selected list is highlighted. To change the list format of the currently selected list, choose another list format from the drop-down list.

#### Extended

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

{button Related Procedures,JI('frontpg.HLP','Content\_Lists')}



## 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 web](#) by selecting Save from the File menu.

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')}



## Remove Formatting Command

Use the Remove Formatting command to return the formatting of the selected characters to the default, which is based on the paragraph style.

{button Related Procedures,JI('frontpg.HLP','Contents\_Text')}



## Add To Do Task Dialog Box Task Details Dialog Box

Use this dialog box to edit a new [To Do List task](#) or to 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 [web](#), and to 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 sort order and column size are not saved when you close the To Do List.

### Dialog Box Options

#### Keep window open

Choose this field to keep the To Do List dialog box open while you are doing a task.

#### Show history

Choose 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 on 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 on 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 on this column.

#### Linked To

The [page title](#) or [URL](#) of the page or graphic file linked to this task. To sort the list by page linked to, click on 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 on the heading of this column.

#### Do Task

Opens the page or graphic file linked to this task, in the Page Editor or associated graphic editor.

#### Details

Opens the Task Details dialog box. You can change a task's name, assigned author, priority, and description.

#### Complete

Choose this to mark the task as complete or to remove the task from the list.

**Add**

Choose this to add a new task to the list, using the Add To Do Task dialog box.

**Close**

Choose this 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

Choose this to mark the task. 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

Choose this to remove the task from the To Do List. When a task is deleted, it is no longer displayable in the To Do List dialog box.

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



**OLE Initialization Failed**

FrontPage does not have the OLE DLLs it needs to operate. You need to re-install the FrontPage Client only. Do a custom installation and choose only Client Software in the Select Components panel.

**Item Not Found**

The word you searched for was not found in the page. Check its spelling.

## Cannot Follow Link

FrontPage only follows links with the [http](#) protocol. Links with the following protocols will not be followed: [FTP](#), [Gopher](#), and [Mailto](#). Check the protocol of the link you wanted to follow.

### **Save Before Following Link**

FrontPage cannot follow a link that has only a [page URL](#). Saving the page will create a [URL](#), and that can be followed.



## Page Links To Different Web

You are trying to follow a link using a [relative URL](#). The web to which the URL is relative is no longer opened. Reopen the web and try again.

**Invalid URL**

You are linking to a new page and you specified a name with illegal characters in the Page URL field. The character set for URLs vary depending on your server. All servers support alpha-numeric characters.

### **Mark Previous Task Complete**

You are attempting to do a task on a page for which you are already doing another task. To mark the first task complete, click Yes. To leave the first task incomplete, click No. To cancel doing the second task, click Cancel.

## No Open Web

You are attempting to do some operation that requires an open web, such as opening the To Do List or saving a page to the web. To open the web, choose **Tools: Show FrontPage Explorer**, and then open the web from the FrontPage Explorer.

### **Saved To Different Web**

The FrontPage Explorer can only open one web at a time. The web that you opened this page from has been closed and another web has been opened. To save the page to its original web, you must first open it in the FrontPage Explorer.

## **Error Writing File**

You are trying to write to an unavailable file system. Possible causes are: writing to a CD-ROM device, write-locked or missing floppy disk, full hard disk, unavailable file server, or hardware failure.

## URL Already Exists

Each [page](#) in the [web](#) must have a unique [page URL](#). To use the name you specified and overwrite the page, select Yes. To supply a different page URL select No.

## **Cannot Find Page**

You entered the name of a page that does not exist in you web. You can still create the link, but it will be broken. To verify the page name, click Browse and locate the page in the Current Web dialog box.



## **Error Reading File**

You are trying to open a file that is not in the file system. Possible causes are: a busy CD-ROM device, a missing floppy disk, unavailable file server, or hardware failure.

## **Save Before Linking**

You are creating a link to a new page that has not been saved to the web. You cannot link to an open page until you have saved it.

## **Linking To Local File**

You are creating a link to an open page that is stored in your file system. If your web is copied to another server, the file may not be available in that server's file system.

**Duplicate Bookmark**

Each bookmark on the page must have a unique name. The bookmark you tried to create is already listed in the Other Bookmarks on this Page field.

## No Open Web

You are attempting to do some operation that requires an open web, such as opening the To Do List or saving a page to the web. To open the web, choose **Tools: Show FrontPage Explorer**, and then open the web from the FrontPage Explorer.

**Mark Task Complete**

To mark the task complete, choose Yes, otherwise choose No.

### **Save Before Adding To Do Task**

You are creating a task for a new page that has not been saved to the web. You cannot create a task for an open page until you have saved the page.

## **Cannot Start Wizard**

The wizard has been accidentally deleted from the file system, or your machine may be running out of memory. If the problem persists, you may need to reinstall FrontPage.



### **Incorrect Form of Name**

A form field's name must begin with a letter, and must contain only alphanumeric characters, the period character, and the dash character.

## **Name Field Required**

The following form fields require a name: One-Line Text Box, Scrolling Text Box, Radio Button, and Check Box. Enter a name in the Name field.

**Value is Required**

For Check Box and Radio Button fields, you must supply a value in the Value field.

### **Choice Field Required**

In the Add Choice dialog box, please enter a name for the choice in the Choice field.

**File Name Required**

You must supply the name of the file that will collect the form results. Enter a filename in the File For Results field of the Results tab.

**Web Name Required**

In the Web Name field of the Registration tab, enter the name of the web for which you are registering users.

### **User Name Field Required**

You must supply one or more user name fields in a Registration form. These are the fields in your form in which a user can type his or her name. Enter the name of the fields, separated by commas, in the User Name Fields field.

**Invalid Settings**

You must specify a file for results in the Results tab.



**Password Field Required**

You must supply a password field in a Registration form. Enter the name of the field in the Password Field field.

## **Spelling Check Complete**

The Spelling command has checked your entire page for errors.

### **Verify Replacing Link**

You are creating a link over an existing link or hotspot. Click OK to replace the link.

**Overwrite File**

To replace the existing file, click Yes, otherwise click No.

### **Directory Name Required**

You are configuring a Discussion bot. You must supply the name of a directory to hold discussion files. Enter the directory name in the Directory field.

## **Form Fields Must Display in the Table of Contents**

You must specify at least one form field by name in the Form Fields field.

### **OLE Initialization Failed**

FrontPage does not have the OLE DLLs it needs to operate. You need to re-install the FrontPage Client only. Do a custom installation and choose only Client Software in the Select Components panel.

## Delete Page

FrontPage wants you to confirm that the [page](#) listed should be deleted. If you choose Yes, your page will be deleted from the [server](#) and cannot be recovered.



## Delete Web

FrontPage wants you to confirm that the [web](#) listed should be deleted. If you choose Yes, your web will be deleted from the [server](#) and cannot be recovered.

## Recalculate Links

FrontPage wants you to confirm your request, because recalculating [links](#) may take time.

## **Import Files**

Files are listed in the Import File to Web dialog box that have been edited externally but not imported into the [current web](#). If you choose No, the files listed will not be imported into the web; if any file on that list contains changes and is currently in the web, those changes will not be included into the web.

### **Replace More Recent Version**

Another author opened the same [web](#) after you and already saved this page. If you choose Yes, the other author's work will be lost. If you choose No and save the page with a different name or to a file on your local disk, you can resolve the differences between the pages at a later time.

**File Already Exists**

The file name you chose has been used another author. If you choose Yes, the other author's work will be lost. If you choose No and save the page with a different name or to a file on your local disk, you can resolve the differences between the pages at a later time.

### **Editor Already Exists**

The file type you specified already has an editor associated with it. If you want to change the editor associated with that type of file, choose the Modify button.

## Replace File Already On Server

The file name you chose already exists on the [server](#). If you choose Yes, you will overwrite the existing file. If you choose No and save the page with a different name or to a file on your local disk, you can resolve the differences between the pages at a later time.

## **Apply Permission Changes**

Choose the Apply button to put into effect the change to the permissions setting. If you do not want to make the change, choose the Cancel button.



## Permissions Cannot Be Changed

You cannot change the permissions to this [web](#) because they were not set up by FrontPage.

## Need Parameter Name

You need to add a name for the Name field to establish a [name-value pair](#).

## Parameter Name Already Defined

The name in the Name field is already on the list of [name-value pairs](#). Choose another name.

### **Error Loading Wizard or Template**

FrontPage cannot load this [wizard](#) or [template](#) because it is not configured correctly. Check the directory settings in the frontpg.ini file and try to load the template or wizard again.

## **Failed to Connect to FrontPage Editor**

You cannot open the FrontPage Editor using the Show FrontPage Editor command or toolbar button.

Try to solve the problem by doing the following:

- Open the FrontPage Editor from the Start menu or from the Microsoft FrontPage program folder.
- Verify that the FrontPage Editor has not been deleted from your local or network disk drive.
- FrontPage may not have the OLE DLLs it needs to operate, so you need to re-install the FrontPage Client only. Do a custom installation and choose only Client Software in the Select Components panel.

**Cannot Delete Page**

## **Password Information Incomplete**

All fields in the dialog box must be filled out, and the Password and Confirm Password files must match. Check the information in all fields.

## **Duplicate IP Address Mask**

The [IP address mask](#) you want to add is already on the list of restricted IP address masks. Remove the duplicate IP address mask.



**Duplicate Name**

The name you want to add already has this permission. Remove the duplicate name or enter a different one.

## **Command Failed**

The editor you want to use is not configured correctly in the Configure Editors dialog box. Verify the path listed in the Editor field. Choose the Modify button to change the path.

## **Need to Configure Editor**

To open the selected file, you need to configure an editor in the Configure Editors dialog box.

## **Incomplete Information to Change Password**

To change a password, all fields in the dialog box must be filled out. Check the information in all fields. Make sure the Password and Confirm Password fields match.

**File Name Already On Import List**

The file you want to add is already on the list of files to import. Remove the duplicate file name.

### **Cannot Change Administrator Status**

You cannot remove this name from the list of administrators for this web because you used that name to authorize your use of the web. If you want to remove the name, set up permissions for another name, then close the web and re-open it with the new name.

**Parameter Name is Reserved**

The name in the Name field is a reserved word and can only be used by FrontPage. Choose a different parameter name.

## **Name Already Exists**

The name you want to add is already on the list of authorized users. Choose a different name or remove the existing name.



**Name Not In File**

You are trying to remove a name from the list of authorized users that does not appear on that list. Check the spelling of the name and try again.

## **File Not Found**

You are trying to open a file that is not in the [current web](#). The file you are trying to open may have a page icon that is broken. If the file's icon is broken, the file is not in the current web.

**Can't Overwrite**

A file with the same name as the name you chose for the template exists in the same directory. Rename the template or move the file.

## **Base URL Must Be Absolute**

A base URL is a URL that is used to convert relative URL's on the page into absolute URLs. A base URL should include a document name part, such as `http://sample.com/subdir/sample.htm`, or a trailing slash, such as `http://sample.com/subdir/`.

## **Bookmark Doesn't Exist**

You are trying to follow a link to a bookmark, but the bookmark does not exist.

**Name May Not Be Added or Modified**

You are trying to add a reserved name/value pair to the document meta-information.

**Cannot Edit Attribute**

You are trying to use the Extended Attributes dialog box to modify a built-in attribute. FrontPage sets this attribute through its user interface.

### **Unable To Open To Do List**

You are trying to add a task to the To Do List for a web, but the web is no longer opened. Open the web and try again.



## Couldn't Open File

The file is unavailable. Verify that it has not been deleted from your local or network disk drive

**File Already In Use**

The HTML file is already opened in another editor.

### **Form Insert Here Bot Has No Properties To Edit**

FrontPage has inserted the Insert Here bot as the target of a save-results form. The bot has no editable properties.

### **Multiple Choices Are Already Selected**

You are selecting No for "Allow multiple selections," but in the Selected column, you have marked more than one item to be initially selected.

## **Ranges of Cells Do Not Have the Same Shape**

When cutting and pasting cells, the area you are pasting into must match the size and shape of the area on the clipboard.

**Invalid URL**

There are illegal characters in the image name.

**Enter a New Page Title**

You are creating a link to a new page. You must specify a title for the new page in the Page Title field.

### **Could Not Get Background Image**

The background image has been deleted from your web or file system. Try re-importing it to your web, or make sure that it is still in your file system.



**Unable To Get The Bot Template**

## **Unable To Connect With Explorer**

Either your system is out of resources or the FrontPage installation has been damaged. If the problem persists, you may need to reinstall FrontPage.

## **Reply Bot Has No Editable Properties**

You are editing a template page for a discussion group. You are trying to view the properties for a Reply bot, but this bot has no editable properties.

### **Cannot Find The Spelling File**

The spelling checker cannot find the dictionary file. It has been accidentally deleted from the file system, or your machine may be running out of memory. If the problem persists, you may need to reinstall FrontPage.

**Error in the Spelling Files**

FrontPage cannot find the program that checks spelling. It has been accidentally deleted from the file system, or your machine may be running out of memory. If the problem persists, you may need to reinstall FrontPage.

## **The Target Must Start With a Letter or "\_"**

The frame name you are creating must start with a letter or with the underscore character "\_" .

## **Template Already Exists**

When you save a page as a template, you must supply a unique name and a unique title.

## **Registration Form Will Work Only in Root Web**

There are only two levels of webs in FrontPage. The [root web](#) is at the top level and all other webs are a level below. Because of this, you can only create a registration form, which registers users for a web one level below, from the root web.



**Not a Valid URL**

You are trying to specify a URL name that has illegal characters. The character set for URLs vary depending on your server. All servers support alpha-numeric characters.

## **Template Already Exists**

A template already exists with the name you entered. To overwrite the existing template, click Yes.

### **Open the Web Before Trying To Reload the Page**

You are trying to reload a page from a different web then the current web. Open the correct web and select Reload again.

## **Page Has Been Modified**

You have modified the page since the last time you saved it to the web. If you reload the page, you will lose your unsaved edits.

## **Replace the Existing Image**

If you click Yes, you will overwrite an image with the same name in your web.

## **Operation Requires Administrator Permission**

You are only authorized as an author, and you are trying to do a task that requires administrative authorization. Have an administrator of this web do the task.

### **Open Web Before Reloading**

You are only authorized as an author, and you are trying to do a task that requires administrative authorization. Have an administrator of this web do the task.

## **Web Server Must Be Restarted**

For the current operation (create, copy, rename, or delete web) to complete, the web server program must be stopped and restarted. FrontPage cannot do this automatically for security reasons. The procedure for restarting a server is described in more detail below. If you are creating, copying, or renaming a web, you will not be able to perform any further operations on the web until the web server is restarted.

### **If you are creating a web or copying a web**

- 1 Fill in the New Web or Copy Web dialog box, and select OK.  
The new or copied web will be created as an empty web.
- 2 If the server needs to be restarted, the server restart message box will appear.
- 3 You should then restart the server, and then select OK to dismiss the message box.
- 4 The New Web or Copy Web dialog box is redisplayed.  
Note that, for Copy Web "Add to existing web" is selected, and for New Web "Add to the current web" is selected.
- 5 Select OK and the New Web or Copy Web command finishes.

### **If you are renaming a web**

- 1 Enter the new web name in the Web Name field of the Web Settings dialog box, and click OK.
- 2 If the server needs to be restarted, the server restart message box will appear.
- 3 Restart the server, and then select OK to close the message box.

### **To restart a server**

If you are authoring with a web server that you control, you need to stop the web server program and then restart it. The exact procedure varies according to the type of web server software you are using. See your web server documentation and the FrontPage Freadme.txt file for more information.

If you are authoring with a web server that is not under your direct control, such as a web server on a corporate server, or a web server hosted by an Internet Service Provider (ISP), you should contact the administrator of the server or the ISP and follow their instructions.



**Permissions Are Inherited From the Root Web**

**Permissions Are Unique**

**File Already Exists**

**Do You Want To Update Pages?**






**Changes Will Take Effect When Web is Refreshed**




## FrontPage Explorer Icons

The Outline, Link, and Summary Views of the FrontPage Explorer display various icons. Below is a key to the icons you might see:








### Outline View icons

-  appears next to a page icon to indicate that the [page](#) can be expanded to show its [links](#).
-  appears next to a page icon when the page has been expanded to show its links.
-  identifies a broken link.
-  indicates that a page has links.
-  indicates that the home page can be expanded to show its links.











-  indicates that the home page has been expanded to show its links.






-  indicates that an [image](#) appears in a page.
-  identifies a [mailto](#) link.
-  indicates that a page has been expanded.
-  identifies a page in the [web](#).
-  indicates that an error has occurred in a page.
-  indicates that the page has a link to the [World Wide Web](#).
-  indicates that the page has already been expanded elsewhere in the Outline view.

### Link View icons

-  appears on top of a page icon to indicate that the page can be expanded to show its links.
-  appears on top of a page icon when the page has been expanded to show its links.
-  identifies the page in the center of the Link View.
-  identifies a broken link.
-  indicates that an image appears in a page.
-  identifies a mailto link.
-  identifies a page in the web.
-  indicates that the page has a link to the World Wide Web.

### Summary View icons

-  identifies an image file.
-  identifies an [HTML](#) file.
-  identifies any type of file other than an HTML file.



## FrontPage Pointers

Some tasks in FrontPage are accompanied by a change in the appearance of the pointer. Also, when you move the pointer over some objects on the page, the pointer will change appearance.

### Task pointers



- The Drop and link pointer appears when you click and drag a page from the FrontPage Explorer to an open page in the FrontPage Editor. To create a link, release the left mouse button.



- The Drop and open pointer appears when you click and drag a page from the FrontPage Explorer to the FrontPage Editor, and there is no open page in the Editor. To open the page you are dragging, release the left mouse button.



- The Cannot open pointer appears when you click and drag a page from the FrontPage Explorer to any window or application other than the FrontPage Editor. To drop the page, move the pointer over the FrontPage Editor.

- The Hand pointer appears when you click and drag the left mouse button in the Link View of the FrontPage Explorer to grab and move the view.



- The Follow link pointer appears while the FrontPage Editor is opening a page or image by its [URL](#).



- The Draw pointer appears when you click one of the hotspot buttons on the Image toolbar, then move the pointer over an image on a page. To create the [hotspot](#), click and drag over the image.



- The Transparent color pointer appears when you click the Make Transparent button on the Image toolbar. To make a color in an image transparent, click on the color in the image.

### Positional pointers



- The Bot pointer appears when you move the pointer over a [bot](#) in a page.



- The Link pointer appears when you press CTRL and move the pointer over a text or image link in a page. To follow the link, click on it.



- The Selection pointer appears when you move the pointer into the selection bar in the left margin of a page. Click to select the immediate item (for example, a list item or paragraph); double-click to select multiple items (for example, all the items in a list, or the entire form).



## FrontPage Explorer Keyboard Shortcuts

Use the following keyboard shortcuts for common FrontPage Explorer commands and functions:

### Creating, opening, deleting, editing



- To create a new web, press CTRL+N or click



- To open an existing web, or click
- To open a page or image, press CTRL+O
- To delete a page or image, press DELETE
- To edit properties, press ALT+ENTER

### Changing views



- To open the Link View, click



- To open the Summary View, click



- To display links to images, click



- To display repeated links, click



- To display links inside a page, click

### Getting help

- To open the help topics contents, press F1



- To get the Help pointer, click

### Other



- To stop an operation in progress, press ESC or click
- To cancel a dialog box, press ESC



- To show the FrontPage Editor, click



- To show the To Do list, click





## FrontPage Editor Keyboard Shortcuts

Use the following keyboard shortcuts for common FrontPage Editor commands and functions:

### Creating, opening, saving, printing

- To create a new page, press CTRL+N



- To create a new untitled page based on the normal template, click
- To open a file, press CTRL+O



- To open a page in the current web, click



- To save a page, press CTRL+S, or click



- To print a page, press CTRL+P, or click



- To preview the printed page, click

### Editing pages

- To undo an action, press CTRL+Z or ALT+BACKSPACE, or click



- To redo an undone action, press CTRL+Y, or click



- To cut the selected text or image, press CTRL+X or SHIFT+DELETE, or click



- To copy the selected text or image, press CTRL+C or CTRL+INSERT, or click



- To paste the Clipboard contents, press CTRL+V or SHIFT+INSERT, or click
- To select all the items on the page, press CTRL+A



- To find text, press CTRL+F

- To replace text, press CTRL+H

- To go to the top of the page, press CTRL+HOME

- To go to the bottom of a page, press CTRL+END

- To scroll through a page, press PAGE UP, PAGE DOWN, UP ARROW or DOWN ARROW

- To edit an existing link or create a new link, press CTRL+K
- To delete the selected items, press DELETE



- To show or hide format marks, click
- To edit properties, press ALT+ENTER

## Formatting text



- To make text bold, press CTRL+B, or click



- To make text italic, press CTRL+I, or click



- To underline text, press CTRL+U, or click



- To format text in typewriter font, click



- To increase font size, press SHIFT+CTRL+>, or click



- To decrease font size, press SHIFT+CTRL+<, or click



- To indent text, press CTRL+M, or click



- To unindent text, press SHIFT+CTRL+M, or click

- To increase subscript level, press CTRL+=

- To increase superscript level, press SHIFT+CTRL+=



- To change text color, click

- To reset text formatting back to normal, press CTRL+SPACE or SHIFT+CTRL+Z



- To left-align text, click



- To center text, click







- To right-align text, click





## Inserting lines and spaces

- To insert a line break, press SHIFT+ENTER
- To insert a non-breaking space, press SHIFT+SPACE
- To insert a hard space, press SHIFT+CTRL+SPACE





## Using lists

- To make text into a numbered list, click 
- To make text into a bulleted list, click 
- To increase the indent level of a list item, click 
- To decrease the indent level of a list item, click 
- To end a list, press CTRL+ENTER

## Using tools

- To check spelling, press F7, or click 
- To follow the link history list forward, press ALT+RIGHT ARROW, or click 
- To follow the link history list backward, press ALT+LEFT ARROW, or click 
- To follow a text or image link, press CTRL+left mouse button
- To reload a page, click 

## Working with images

- To select a hotspot in an image, click 
- To create a rectangular hotspot, click 
- To create a circular hotspot, click 
- To create a polygonal hotspot, click 

- To highlight hotspots in an image, click



- To make a color transparent, click



## Using forms

- To insert a one-line text box, click



- To insert a scrolling text box, click



- To create a check box, click



- To create a radio button, click



- To create a drop-down menu, click



- To create a push button, click



## Using tables

- To insert a table, click



- To move to an adjacent table cell, press UP ARROW, DOWN ARROW, LEFT ARROW, or RIGHT ARROW

## Getting help

- To open the help topics contents, press F1

- To get the Help pointer, press SHIFT+F1, or click



## Other

- To go forward through open pages, press CTRL+F6
- To go backward through open pages, press SHIFT+CTRL+F6

- To stop an operation in progress, press ESC, or click
- To cancel a dialog box, click ESC



- To show the FrontPage Explorer, click



- To show the To Do list, click





## What's New in This Release

FrontPage 1.1 includes the following new features, listed alphabetically:

[Active Link Color](#)

[Alignment on Toolbar](#)

[Alternative Representation Images](#)

[Authoring Logging](#)

[Auto-Fix Links](#)

[Automatic TCP/IP Check](#)

[Back and Reload in Editor](#)

[Break Below Images](#)

[Clickable Images Enhancements](#)

[Custom Page Templates](#)

[Discussion Group Improvements](#)

[Enhanced Learning FrontPage tutorial](#)

[Font Color](#)

[Frames Support](#)

[Image Alignment Preview](#)

["Include" Links Display](#)

[Interlaced Images](#)

[Meta Page Variables](#)

[Multi-Homing](#)

[Multi-Level Undo](#)

[Office Look and Feel](#)

[Office Spell Checker](#)

[Preserves Unrecognized HTML](#)

[Right-Alignment of Paragraphs](#)

[Set Font Size on Toolbar](#)

[Style Pages](#)

[Superscripts/Subscripts](#)

[Tables Support](#)

[Uninstall](#)

[Updating Office Documents in Webs](#)

[Windows 95 Style Help](#)

[WYSIWYG Image Alignment](#)

## **Office Look and Feel**

FrontPage 1.1 sports the look-and-feel of Microsoft Office. Toolbar buttons have been updated, menus have been reorganized, dialog boxes have been redesigned, and keyboard shortcuts have been added to create a user interface that is instantly recognizable and usable by Microsoft Office users.

In addition, where applicable, FrontPage 1.1 Editor toolbar buttons that pertain to web browsing have been changed to match the corresponding buttons in Microsoft Internet Explorer. FrontPage 1.1, Microsoft Office, and Microsoft Internet Explorer together provide a seamless user experience for the creation and viewing of webs for both intranets and the global Internet.



## **Updating Office Documents in Webs**

FrontPage 1.0 provided the ability to add Office documents to webs. FrontPage 1.1 expands on this capability by automatically launching the appropriate Office application (Word, Excel, or PowerPoint) when you open an Office document in a web from inside the FrontPage Explorer. After you update the document using the Office application, FrontPage imports the modified document back into the web.

## **Office Spell Checker**

FrontPage 1.0 included a basic spell-checking facility. FrontPage 1.1 improves this feature by using the spell-checking dictionary included with Microsoft Office.

## Tables Support

Support for HTML tables has been added, and tables are displayed in a WYSIWYG manner. Table features are accessed on the Table menu of the FrontPage Editor, or by the Properties dialog box for tables or cells.

You have direct control over all table features, including:

- Inserting rows and columns
- Using any HTML features within table cells, including images
- Auto-resize or fixed-width tables and cells
- Splitting cells
- Merging cells
- Table alignment
- Horizontal and vertical cell alignment
- Borders
- Header cells
- Cell padding and spacing
- Table captions

## **Frames Support**

FrontPage 1.1 provides a Frames Wizard that creates an HTML frame set. You can choose from several existing frame templates, or you can create a custom frame grid. The frame set is stored into the web like any other document, with pointers to the documents that are displayed within the frame set. The Frames Wizard is accessed by choosing File: New in the FrontPage Editor.

## **Auto-Fix Links**

FrontPage 1.1 adds the ability to automatically update all occurrences of a link throughout a web. This capability is used for moving documents, renaming documents, and fixing links:

- **Move and Rename Documents**

FrontPage 1.1 allows you to rename any file within the web or move it to another directory within the web. The document may be of any type (HTML, image, etc.). Any link references to that document within the web are automatically updated to reflect the new document file name or path.

- **Find and Fix Broken Links**

FrontPage 1.1 extends its Verify Links feature to display the list of broken links internal to the web. Furthermore, if you change any broken internal or external link, FrontPage 1.1 provides the option of changing all pages that contains that link or any subset of those pages.

## **Style Pages**

FrontPage 1.1 adds a new optional page property so the color scheme of the page can be specified by a separate style page. Changing the color scheme of the style page automatically updates all pages that reference that style page.

## **Font Color**

FrontPage 1.1 allows the color of any collection of text to be changed.

## **Active Link Color**

FrontPage 1.1 allows you to specify the color of "active" links: the link color displayed while you hold down the mouse button in the process of clicking on a link.



## **Meta Page Variables**

FrontPage 1.1 allows you to set "META" and "HTTP-EQUIV" variables for a page.

## **Image Alignment Preview**

FrontPage 1.1 provides an Apply button in the Image Properties dialog box, allowing you to see the effect of the alignment without having to close the dialog box.

## **Break Below Images**

FrontPage 1.1 lets you add break tags that work with left- and right-aligned images.

## **Alternative Representation Images**

FrontPage 1.1 allows you to specify an alternative representation for an image that gets downloaded and displayed first (corresponding to the HTML "LOWSRC" attribute on the image). Typically, this is a low-resolution version of the image, displayed until the higher-resolution version of the image has finished downloading.

## **Set Font Size on Toolbar**

FrontPage 1.1 provides toolbar buttons for setting the font size.

## **Right-Alignment of Paragraphs**

FrontPage 1.1 now supports right-alignment of paragraphs. (FrontPage 1.0 provided paragraph left and center alignment only.)

## **Alignment on Toolbar**

FrontPage 1.1 provides toolbar buttons for left, center, and right alignment of paragraphs and images.

## **Custom Page Templates**

FrontPage 1.1 allows you to create a custom page template from directly within the product. To create a page template, edit a page in the FrontPage Editor, then choose File: Save As and click the Save as Template button in the Save As dialog box. Once created, a custom page template automatically appears on the list of available templates within FrontPage, alongside the templates included with FrontPage.



## **WYSIWYG Image Alignment**

In FrontPage 1.1, image alignment is fully WYSIWYG, so you can see just how the image will appear.

## **Multi-Level Undo**

FrontPage 1.1 provides multi-level undo, allowing up to the last 30 actions in the FrontPage Editor to be undone.

## **Discussion Group Improvements**

FrontPage 1.1 adds a basic discussion group administration facility. First, an additional option is available in the FrontPage Explorer to allow all messages in a discussion group to be viewed from within the FrontPage Explorer. (In FrontPage 1.0, discussion group messages were never shown in the FrontPage Explorer.) From there, a discussion group moderator may use the Summary View of the FrontPage Explorer to see the complete, ordered list of messages within a discussion group. To view a particular message in the Summary View, the moderator double clicks on the message to view it in the FrontPage Editor. If the moderator feels changes need to be made, the moderator may edit the message and save the modified message back to the discussion group. The moderator can also delete a message.

Only someone authorized (by username/password and/or IP address) to author the FrontPage web can make changes to the contents of the discussion group. For example, a discussion group could be put into a separate subweb by itself, and the moderator(s) of the discussion group could be added as the only author allowed to modify that subweb.

FrontPage 1.1 also adds the ability for discussion groups to be displayed using frames, making discussion groups more attractive and easier to use. This feature is enabled from a checkbox in the Discussion Web Wizard used to create the discussion group.

## **Multi-Homing**

FrontPage 1.1 adds support for "multi-homing," which refers to the ability of a single web server machine to host webs for multiple domain names (for example, "www.acme.com" and "www.volcano.com" on the same web server machine). Multi-homing is actually implemented in one of two ways: (1) the web server software explicitly supports multi-homing, or (2) multiple instances of the web server software are running on the same machine, one for each supported domain name.

FrontPage 1.1 is compatible with both types of multi-homing for all web servers that FrontPage supports. Most web servers support the multi-instance model for multi-homing. A few web servers provide single-instance multi-homing (namely, the latest releases of the NCSA and Apache web servers) and FrontPage supports all of these.

## **Automatic TCP/IP Check**

FrontPage Explorer automatically checks for valid TCP/IP operation on startup, and you are automatically directed to appropriate Windows 95 or Windows NT help in the event that TCP/IP is not properly setup.

FrontPage Explorer automatically determines the local host name for the New Web, Open Web, and Copy Web dialog boxes.

FrontPage Explorer automatically starts the Personal Web Server (PWS) when required, to avoid an error message in the event the PWS is not already running.

FrontPage Explorer temporarily disables Windows 95 TCP/IP auto-dial at startup, allowing FrontPage operation without requiring a live connection to an Internet service provider.

## **Uninstall**

FrontPage 1.1 includes an uninstall capability.

## **"Include" Links Display**

In the Link View of FrontPage 1.0, an arrow from Document A to Document B could either mean that Document A contains a hyperlink to Document B, or Document A includes Document B (via an Include Bot). However, in FrontPage 1.1, "include" links are displayed with a bullet head instead of an arrow head so that they can be visually distinguished.

## **Interlaced Images**

FrontPage 1.0 supported "transparent" images, where the image background color is transparent and allows the page background to show through. FrontPage 1.1 adds support for "interlaced" images, which are GIF format images that gradually render until they are in full fidelity. To make an image interlaced in FrontPage 1.1, right-mouse click on an image, choose Properties from the context menu, then select the Interlaced checkbox.



## **Superscripts/Subscripts**

FrontPage 1.1 adds support for superscript and subscript characters, generating the appropriate HTML. Superscript and subscript are available from the Format/Characters menu in the FrontPage Editor.

## **Preserves Unrecognized HTML**

FrontPage 1.1 preserves all unrecognized HTML tags and attributes and any unrecognized attributes on successfully recognized HTML tags. This allows FrontPage to be used on web pages already containing new HTML constructs not yet supported by FrontPage, and in conjunction with other web products that use proprietary tags and attributes in HTML documents.

## **Clickable Images Enhancements**

FrontPage 1.0 required that the FrontPage Server Extensions be installed on the web server for clickable images to work when browsing the web. This posed a problem for users who author their webs locally in FrontPage but then transfer the content to a web site that does not have the FrontPage Server Extensions installed, such as the web "farms" operated by many Internet service providers.

FrontPage 1.1 provides two methods for clickable images to operate without the need for the FrontPage Server Extensions. First, FrontPage 1.1 automatically supports "client-side image," a feature recently added to Netscape Navigator and Internet Explorer, wherein the web browser can immediately follow a clickable-image hyperlink without requiring additional web server intervention. This reduces the load required on the web server and also helps standardize the processing of clickable images (each vendor's web server tends to handle clickable images slightly differently). FrontPage also generates the appropriate HTML so that web browsers that do not support client-side images will automatically transfer clickable-image processing to the web server, the old fashioned way. In addition, for the benefit of browsers that do not support client-side images and web sites that do not have the FrontPage Server Extensions installed, FrontPage 1.1 can be configured to generate HTML that will use the native web-server clickable-image support, rather than the clickable-image support built into the FrontPage Server Extensions. FrontPage 1.1 specifically supports the NCSA, CERN, and Netscape native web-server clickable-image models (many other vendors' web servers duplicate one of these three clickable-image models), as an alternative to the FrontPage Server Extensions model for clickable images.

## **Back and Reload in Editor**

The FrontPage 1.0 Editor behaved as a basic web browser, including following hyperlinks (by holding down the CTRL key while clicking on a link). FrontPage 1.1 adds the web browser abilities and toolbar buttons needed to go back to the previous page (the FrontPage Editor maintains an internal list of the previously visited pages) and reload the current page from the web server.

## **Windows 95 Style Help**

FrontPage 1.1 now uses Windows 95 style Help invocation, with tabbed dialog boxes for Contents, Index, and Find. Procedural help has been added for all FrontPage commands.

## **Enhanced Learning FrontPage Tutorial**

The tutorial has been enlarged to incorporate more FrontPage features, such as tables, Search and Include bots, and customized page properties.

## **Customizable Bot Messages**

Some FrontPage bots return textual information in English. For example, when an end-user browses to a FrontPage-created web site and performs a full-text search using the Search Bot, the bot returns this message: "Number of documents found: <N>. Click on a document to view it, or submit another search." In FrontPage 1.1, you can customize these bot messages. This will most often be used to localize the messages in other languages.

## **Authoring Logging**

FrontPage 1.1 can log all authoring operations onto the web server where the authoring takes place. The log includes the author's name, the date/time that the authoring took place, and the operation performed. This log can be analyzed off line in the event of security breaches that require investigation.





# 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 a clickable image](#)

[To set the default target frame for a page](#)



## About Frames and Frame Sets

Frames divide the page into regions, 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 with its own [URL](#). A frame set defines the size and location of each frame on the page. Each frame in a frame set has an identifying name, such as UPPERLEFT. Each frame is also assigned a source URL, which specifies what gets displayed in the frame initially, when it is loaded.

You should use frame sets 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 links that the user selects. A simple example of this is a table of contents frame set. One frame can display a set of links (the table of contents), and a second frame can display the page referenced by each link. A user can click on the links in the first frame and watch the contents of the second frame change.

Because a frame set is a web page, it is loaded when a user follows a link to its URL. If a frame set is the [home page](#) of a web, it will be loaded when the user first follows a link to the web.

When a web browser follows a link to a frame set, the web browser first loads the frame set, then loads the page referenced by the source URL for each frame in the frame set. Typically, the page referenced by the source URL for a frame is a web page, but it can be another frame set, in which case, the initial frame is the parent frame of all the frames in the frame set.

When you create a link, you can associate the link with a target frame, which is the name of a frame in a frame set. Then, if the frame set is loaded at runtime, the page referenced by the link is displayed in the target frame you specified. If a frame set is not loaded at runtime and a link has an associated target frame name, the web browser may create a new window to display the page referenced by the link.

In FrontPage you create a frame set by creating a new page and selecting the Frames Wizard. The wizard guides you through the steps of building the frame set. You can either choose one of a set of typical frame sets, such as table of contents or a document with footnotes, or you can create a customized frame set.

In FrontPage you associate a link with a target frame when you create the link. You can also assign a default target frame to a page. This specifies a default target frame for links that do not have frame names associated with them. You can also provide target frame names for forms and for the default link of [clickable images](#).

Along with the names you assign to frames when you create a frame set, there are four pre-defined frame names that have special meaning to web browsers:

### **\_blank**

When a link is associated with the target `_blank`, the web browser will load the referenced page in a new window.

### **\_self**

When a link is associated with the target `_self`, the web browser will load the referenced page in the same window as the link.

### **\_parent**

If the current frame is a member of a frame set that has a parent frame, a link associated with the target `_parent` will load the referenced page in the parent frame.

### **\_top**

When a link is associated with the target `_top`, any frame sets are removed, and the referenced page is displayed in the full window.

```
{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 link to the page and assigning the link a target frame.

- 1 In the FrontPage Editor, after creating the link to the page, select the link and choose **Edit: Properties**.
- 2 In the Edit Link dialog box, type the name of the frame in the Default Target Frame field.
- 3 Click OK.

When the [frame set](#) is loaded, the page will be displayed in the specified frame. If the frame set is not loaded, the web browser may create a new window to display the page.

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

## To set the default target frame for a page

A target frame specifies a [frame](#) in which pages referenced by links are displayed. When you set the default target frame, any links on the page that do not have target frames directly associated with them will be associated with the default target frame.

- 1 In the FrontPage Editor, with the page opened, select **File: Page Properties**.
- 2 In the Default Target Frame field, 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 a clickable image

A target frame specifies a [frame](#) in which pages referenced by links are displayed. When you set the default target frame, any links in the clickable image 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 select **Edit: Properties**.
- 2 In the Default Link area of the Image Properties dialog box, in the Target Frame field, 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

At runtime, all forms generate pages to communicate results, confirm a user's input, or announce errors. You can configure forms to direct their output to a frame.

- 1 In the FrontPage Editor, double-click any form field to open its properties dialog box.
- 2 Click Form.
- 3 In the Target Frame field of the Form Properties dialog box, type the name of the default target frame.
- 4 Click OK to close the Form Properties dialog box.
- 5 Click OK to close the form field's properties dialog box.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Frames')}

## To create a frame set

A frame set is a special web page that defines a set of named scrollable regions in which other web pages can be displayed. To create a frame set:

- 1 In the FrontPage Editor, select **File: New**, or click the New button:



- 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.

**Note:** This procedure describes creating a frame set based on a FrontPage template. You can also create a customized frame set using the Frames Wizard.

- 4 In the Pick Template Layout panel, select a frame layout from the Layout list.

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.

When you have selected a frame set click Next.

- 5 In the Choose Alternate Content panel, you can optionally specify the URL of an alternate page in your web. This page will be displayed by browsers that do not support frames. Click Next.
- 6 In the Save Page panel, in the Title field, 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 edit a frame set

You can edit a [frame set](#) to add or remove frames and to rename frames.

- 1 In the FrontPage Editor, select **File: Open from Web**.
- 2 In the Current Web dialog box, select the frame set, and click OK.
- 3 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 Change 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.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Frames')}





## Frequently Asked Questions

### FrontPage Editor

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## To use FrontPage if you're not on a network

You may want to edit and maintain your web site on your computer and then move it to your service provider's production server when complete. To do this, you need to run both the client and server portions of FrontPage on your computer. 16M RAM and a 20M permanent swap file are recommended if you choose to work off the network.

- 1 Run the Personal Web Server from the Start menu.
- 2 Run FrontPage TCP\_IP Test from the Start menu to determine how you are connected to your Personal Web Server.
- 3 Click Start Test. At minimum the following tests must return a Yes result:
  - 32-bit Winsock
  - Either 127.0.0.1 or localhost (127.0.0.1)
- 4 Click Explain Results. If there are server names listed at the bottom of the Results Explanation window, you can use any of them to open an existing web or create a new web.

### To move your web to the target server:

- If the target server has FrontPage Server Extensions installed, choose **File: Copy Web** in the FrontPage Explorer.
- If FrontPage Server Extensions are [available](#) for the target server but have not yet been installed, refer to the following technical bulletin for information about obtaining them:  
[www.microsoft.com/msoffice/frontpage/free.htm](http://www.microsoft.com/msoffice/frontpage/free.htm)
- If FrontPage Server Extensions are not yet available for your target server, see the following FAQ for more information about developing web content and transferring the completed web:  
[If your target server doesn't have FrontPage Server Extensions installed](#)

## If your target server doesn't have FrontPage Server Extensions installed

If the FrontPage Server Extensions are not installed on the web server you want to use when your web goes live, you can still use FrontPage to develop your web pages. However, you need to know which FrontPage features to avoid when you develop your content, how to resolve inconsistencies between the working server and the target server, and how to transfer the web to the target server.

### When developing a web that will be moved to a server without the FrontPage Server Extensions:

- Avoid runtime bots

Most WebBots affect the web only at authoring time, when a page is created or modified. They have no effect when a user browses the web. The following bots that are used with forms, however, rely on the FrontPage Server Extensions at runtime:

- Confirmation Field bot
- Discussion bot
- Registration bot
- Save Results bot
- Search bot

Anyone using a form that contains one of these bots at browse time will get an HTTP 404 error if the server extensions are missing.

- Avoid FrontPage clickable images

Clickable images created with FrontPage rely on the FrontPage Server Extensions at browse time. Instead, use the clickable image facility specific to your target server.

### Be aware of the following incompatibilities between your working server and your target server:

- Access control

Access control will not carry over between web servers of different types. You will have to re-enter any access control information for the target server.

- File extensions

Different web servers may have different rules for mapping file extensions to MIME types. For instance, a Windows-based server may recognize only the extension .htm as HTML, while a UNIX-based server may recognize only the extension .html. If necessary, you can reconfigure your working server to match the target server.

**Note:** FrontPage wizards and templates generate pages with the extension .htm. If possible, make sure that your target server recognizes .htm files as HTML.

- Welcome names

Different web servers may have different conventions for naming welcome documents. For instance, the CERN server recognizes welcome.html (among others) by default, while the NCSA 1.4 server recognizes index.html. You can configure your working server to match the target server, if necessary.

**Note:** FrontPage wizards and templates generate welcome pages named index .htm. If possible, make sure that your target server recognizes index.htm files as welcome pages.

### When transferring the completed web to the target server, do not transfer the following files and directories:

- Any directories beginning with \_vti\_

These directories contain information used only when the FrontPage Server Extensions are present.

- Access control files

These files vary depending on the type of web server you are using to author your web content. In general, on a UNIX-based server, remove all files beginning with a period ('.'); on a Windows-based server, remove all files beginning with a hash ('#').

**Note:** You can copy or ftp the completed web to the target server.

### **To stop entering list items**

To end a list, press ENTER twice at the end of the last item in the list. You can also press CTRL+ENTER to break out of a list. The insertion point moves to the start of a new paragraph below the list.

{button Related Procedures,JI('frontpg.HLP>main','Content\_Lists')}

## **To change levels in a nested list**

You use the Decrease Indent and Increase Indent buttons to change levels in a nested list. These are the last two buttons on the [format toolbar](#).

### **To change the indentation of list items after the current item:**

- 1 Type the current list item and press ENTER.
- 2 Click the Decrease Indent or Increase Indent button. The insertion point moves to the next line at the indent you specified.

### **To change the indentation of an existing list item:**

- 1 Move the insertion point to the end of the item.
- 2 Click the Decrease Indent or Increase Indent button

{button Related Procedures,JI('frontpg.HLP>main','Content\_Lists')}

**To select an entire line or list item**

Click the left mouse button in the selection bar at the left edge of the page (your cursor changes from an I-beam to an arrow when you enter the selection bar).

## **To select a form and edit its properties**

- 1 Double-click the left mouse button in the selection bar at the top left corner of the form (your cursor changes from an I-beam to an arrow when you enter the selection bar).
- 2 To open the Form Properties dialog box, press ALT+ENTER, or click the right mouse button and choose Properties.

You can also edit form properties by clicking the Form button in the Properties dialog box for any form field on the form.

{button Related Procedures,JI('frontpg.HLP>main','Content\_Forms')}

## To use custom CGI scripts with FrontPage

A custom CGI script is a program that runs on the server when a user follows a link or submits a form to a target URL that resolves to an executable program, rather than to a web page.

To associate a custom CGI script with a form:

- 1 In the FrontPage Editor, select the form and open the Form Properties dialog box.
- 2 Select Custom CGI Script from the drop-down list.
- 3 Click Settings.
- 4 In the Settings for Custom Form Handler dialog box, type the URL of your custom script program in the Action field, and type `Post` in the Method field.
- 5 Click OK twice to return to your page.

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



## To place a form on a page

A new form is created automatically at the insertion point when you create a form field on a page by choosing a command on the **Insert: Form Field** menu or clicking one of the buttons on the [forms toolbar](#).

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

## To change the logo for a web created using the Corporate Presence Web wizard

If you selected the option to put your company's logo at the top of each page, the Corporate Presence Web wizard inserts a placeholder graphic to indicate where your company logo will appear. You need to replace this temporary graphic with your own version before presenting your web to the public.

- 1 With the Corporate Presence web opened, open the To Do List by clicking the Show To Do List button:



- 2 In the To Do List, select the task Replace Logo Image, and click Do Task.
- 3 On the Included Logo page, delete the generic "Company Logo" logo.
- 4 Use the **Insert: Image** command to insert a new logo image.
- 5 Select **File: Save** to save the Included Logo page.

Rather than simply insert your company logo at the top of every page, you may choose to hire a graphic artist to design coordinated headers for each page that contain both the logo and visual links to other pages in your web.

If you do this, it's a good idea to also provide a text-only navigation bar (a list of links to other web pages) for people with slow Internet connections. You can provide for this when you create the web using the Corporate Presence wizard.

- 1 Include "Links to your main web pages" at both the top and bottom of each web page.
- 2 Choose the Plain presentation style to create a text-only navigation bar.
- 3 Later, in the FrontPage Editor, replace the navigation bar at the top of the page with your new artwork. Keep the navigation bar at the bottom of the page.

{button Related Procedures,JI('frontpg.HLP>main','Content\_Files')}

**To insert something before an Include bot at the top of a page**

Click anywhere in the Include bot and press ENTER. The insertion point moves to the start of a new Normal paragraph just above the Include bot.

## To import existing HTML files and images into a web

### To import existing HTML pages and images:

- 1 In the FrontPage Explorer, choose **File: Import**.
- 2 Click Add File.
- 3 In the Add File To Import List dialog box, type the name of the file to import or select one or more files from the drop-down list.  
  
Use the Folders and Drives fields to browse the file system. Click Network to browse other file systems in the network.
- 4 Click OK to add the file to the import list.
- 5 In the Import File to Web dialog box, select the file to import.
- 6 Click Import Now.

### To import a word processing document:

- 1 First, save the document as a Rich Text Format (RTF) file.
- 2 In the FrontPage Editor, choose **File: Open File**.
- 3 Use the Look In box and the box that lists files and folders to point to the folder where the file is stored.
- 4 Choose Rich Text Format in the Files of Type drop-down field.
- 5 Select the file and click Open.  
  
FrontPage converts the file and opens it in a new window.
- 6 Choose **File: Save** to save the new page to the current web.

{button Related Procedures,JI('frontpg.HLP>main','Content\_Files')}

## To include a file for downloading on a web

You can include a .zip file, text file, or executable in your web that users can download:

- 1 In the FrontPage Explorer, choose **File: Import**.
- 2 Click Add File.
- 3 In the Add File To Import List dialog box, type the name of the file to import or select one or more files from the drop-down list.  
Use the Folders and Drives fields to browse the file system. Click Network to browse other file systems in the network.
- 4 Click OK to add the file to the import list.
- 5 In the Import File to Web dialog box, select the file to import.
- 6 Click Import Now.

FrontPage adds the file to your web. In the FrontPage Editor, create a link to the file from a web page. When users browse the page and choose the link, their browser will prompt them to save the file.

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

## To print the To Do list

Currently there is no way to print the To Do list directly from the FrontPage Explorer or FrontPage Editor. However, since the To Do list is saved in the web as an HTML file, you can browse the web, open the file, and print it. Be sure to change from Portrait to Landscape orientation before printing the To Do list so that all the columns will fit on the paper.

- The current To Do list is called:  
**c:\content\webname\\_vti\_pvt\\_x\_todo.htm.**
- The To Do list history file is called:  
**c:\content\webname\\_vti\_pvt\\_x\_todoh.htm.**

**Note:** The paths to these files will be different on your computer if you changed file names or locations during FrontPage installation.

{button Related Procedures,JI('frontpg.HLP>main','Content\_Workplace')}

## To change the name of a web

- 1 In the FrontPage Explorer, choose **Tools: Web Settings**, then click the Configuration tab.
- 2 Type a new name in the Web Name field. This name corresponds to a directory name on a web server and is subject to the length, character restrictions, and case sensitivity of that server. You use this name when you browse to the web.

You can also type a new descriptive title in the Web Title field. This title can be up to 31 characters long and contain spaces. It appears at the top of the FrontPage Explorer and FrontPage Editor windows.

{button Related Procedures,JI('frontpg.HLP>main','Contents\_Webs')}

## To moderate a discussion group

- 1 In the FrontPage Explorer, open the discussion web.
- 2 Choose **Tools: Web Settings**.
- 3 In the Advanced tab, click "Show documents in hidden directories".
- 4 Click OK.
- 5 Choose **View: Refresh**.
- 6 Change to the Summary View to see the pages (named 0001.htm, 0002.htm, etc.) created by users.

As moderator, you can edit and delete pages. If you delete a page from the middle of a thread, the Forward and Back links will be repaired.

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



## To change the port number for the Personal Web Server

If you already have the FrontPage server extensions running on one port, and you want to change the port number, follow these steps:

- 1 Shut down the server.
- 2 Run the Server Administrator from the Start menu.
- 3 In the Server Administrator dialog box, select the current port in the Select port number field.
- 4 Select Uninstall to remove the server extensions from the port.

This step also removes the section for this port from the frontpg.ini file in your Windows directory, as well as the \_vti\_bin directory that contains the server extension executables for the web, and the \_vti\_txt directory that contains the text index for the web. This step does not remove your content files, such as .HTML or .GIF files.

- 5 Change the port number for your server, through the normal mechanism provided for that server. For example:
  - For the Microsoft FrontPage 32 Personal Web Server, change the port number on the Port line of the httpd.cnf file. The default location for this file is c:\FrontPage Webs\Server\conf\httpd.cnf.
  - For the WebSite server, use the Server Admin program that comes with WebSite to change the port number.

**Note:** Be sure to choose a new port number greater than 1024 to avoid conflict with numbers reserved for well-known services.

- 6 In the Server Administrator, click Install to reinstall the server extensions for the new port.
- 7 Restart the Personal Web Server from the Start menu.

## **Available FrontPage Server Extensions**

FrontPage Serve Extensions are available for the most popular free web servers on a variety of operating systems:

- NCSA, CERN, and Apache web servers running under:
  - Solaris 2.4 (Sun workstations, SPARC architecture)
  - SunOS 4.1.3 (Sun workstations, SPARC architecture)
  - IRIX 5.3 (Silicon Graphics computers)
  - HP/UX 9.03 (Hewlett-Packard computers)
- O'Reilly & Associates' WebSite

