Shared Borders

Shared Borders are parts of the web page that share content with the other pages in the web. They are located at the top, bottom, left side, or right side of the page and are useful for information that should appear on every page in the web such as navigation links, web site headers, and copyright information.

Adding Shared Borders

Add shared borders to a web by following these steps:

- Open a web and select **Format|Shared Borders...** from the menu bar.

  ![Shared Borders Dialog Box](image)

  - Check **All pages** to apply the border(s) to every page in the web or **Current page** if the border(s) should appear only on the current page.
  - Select the areas where the shared borders should appear by checking the Top, Left, Right, and Bottom boxes. It is not recommended to have content for the Right border since it may not be visible to users with low screen resolutions.
  - Check the **Include navigation buttons** boxes if those sections will have site navigation elements (explained in detail on the next page).
  - Click **OK** when finished. These properties can be changed by selecting **Format|Shared Borders...** again from the menu bar after the shared borders have been defined.

Shared Border Content

After completing the steps outlined above, a setup similar to the image below will appear on the web page:
Navigation bars created in FrontPage are a quick method for adding navigation links to all the pages in a web. The diagram below illustrates the features of creating navigation bars:
Create a Navigation Bar

- Open a web in **Navigation View**. A single "parent" page should be visible in the blue area of the screen.

- Add more pages to the navigation tree by dragging the file names in the **Folder List** onto the blue navigation window. Relation connectors will be added between the new "child" page and the parent page. Release the mouse button when the relationship between the pages is accurately
Continue adding pages to the navigation tree. If you make a mistake, pages can always be moved to new locations on the tree by clicking and dragging them with the mouse.

Add a link to a page outside of the web by selecting the page the link will extend from on the navigation tree and clicking the external hyperlink button on the Navigation toolbar. Type the URL beginning with "http://" in the URL: window of the Select Hyperlink box. If the link is an e-mail address, click the e-mail button at the end of the URL line that shows the image of an envelope.
Enter the e-mail address in the **Create E-mail Hyperlink** box and click **OK**.

Deleting Pages from the Navigation Tree

Delete a page from the navigation tree by right clicking on the page icon with the mouse and selecting **Delete** from the popup shortcut menu. To keep a page on the navigation tree but have it not appear on the navigation bar, select **Included in Navigation Bars**. The page now appears gray on the diagram.

Or, select **Edit|Delete** from the menu bar and choose from one of the two options:
View portions of the tree by clicking the **Collapse/Expand Subtree** buttons between pages. These buttons will show a minus sign (-) when the subtree can be collapsed and a plus sign (+) when the subtree is already collapsed and can be expanded. View only the subtree of a page by highlighting the page and clicking the **Subtree Only** button on the Navigation toolbar. The entire tree structure can also be toggled between landscape and portrait by clicking the orientation button on the Navigation toolbar.

**Navigation Bar Properties**

- Open a web page with a navigation bar in **Page View**.
- Right click on the area that the navigation bar appears or, if the navigation bar has not yet been created through Shared Borders, select **Insert|Navigation Bar...** from the menu bar.

Select which pages should appear as links in the navigation bar by selecting an option from **Hyperlinks to add to page**. The tree image will give you a preview.
- Check the **Home page** and **Parent page** boxes if those **Additional pages** should be added to the navigation bar.
- Selection the **Orientation and appearance** by choosing a **Horizontal** or **Vertical** layout for the links and if they should appear as **Buttons** or **Text**.
- Click **OK** when finished.
Cascading Style Sheets (CSS) allow you to format a web page by setting font attributes such as small caps and changing the character spacing, paragraph properties, and borders and shading for text boxes. Style sheets can be applied to a web page in three ways:

- **Embed a style sheet** on a web page by listing the style attributes at the top of the page.
- Apply **inline styles** within the web page to add a style to individual elements of a page.
- Link to an **external style sheet** if several pages will have the same styles. By using this method, style attributes are only changed in one location and the changes are reflected on many pages. These external style sheets are saved as a separate file with the file extension .css.

### Create an Embedded Style

- Select **Format|Style** from the menu bar.
- Click the **New** button to create a new style.
- Type a period (.) followed by a name containing no spaces for the new style in the **Name (selector)** field. Below is an example of a style that will create red text.

![New Style Dialog](image)

- Click the **Format** button to select an element the style formatting will apply to. In this example, the font color will be changed first so **Font...** is selected from the menu.
- From the **Font** dialog box, the font has been changed to Arial, size to 10 point, and color to red. Click **OK** when the changes have been made.

- Select other options from the **Format** button menu to change more element attributes. When all the styles have been selected, click **OK** on the New Style window and **OK** on the Style window.

**Apply the New Style**

To apply the style you have just created, highlight the text that the style will be applied to. The style is listed in the style menu on the formatting toolbar. Click the window and scroll down to select the style.

**Inline Styles**

Some formatting styles, such as font properties, borders and shading, are automatically applied to certain elements such as portions of text, paragraphs, and divisions. Other styles that are applied to tables and form elements can be manually added as described below:
Highlight the table or form element and select **Format|Properties** from the menu bar.
- Click the **Style...** button on the properties window.
- Styles you have already created are listed in the **Class** drop-down menu. Select one of these styles or click the Format button to change another property.
- Press **OK** when finished.

**Using Preset External Style Sheets**

FrontPage comes with several preset styles that can be added to web pages. It is also helpful to review the code of these preset style sheets to gain a better understanding of CSS when you create your own style sheets. Follow the steps outlined below to save one of these styles as an external CSS to use on a web page.

- Select **File|New|Pages** from the menu bar and click the **Style Sheets** tab.

![Style Sheets Window](image)

- Highlight the choices to view descriptions for each of the styles and click **OK**.
- The style sheet code will appear in the window. Save the style sheet using the .css extension.

**Create an External Style Sheet**

To create an external style sheet from scratch, follow these steps:

- Select **File|New|Pages**, click the **Style Sheets** tab, and choose **Normal Style Sheet**.
A blank page will appear on the screen with a small **Style** toolbar. Click the **Style...** button on the toolbar.

Highlight an element from the **Styles** list that the style will be added to and click the **Modify...** button. For example, select the "body" tag from the list and we will change the default text style for the page.

Click the **Format** button on the **Modify Style** window and select the elements that will be formatted. To change the default text style in this example, select "Font...". Choose "Arial" from the font list and "10pt" from the size listing.

**TIP** - As discussed in the [text tutorial](#), it is advantageous to include several similar fonts in case a visitor to your site does not have the particular font you chose on their computer or is using a different operating system. Similar sans-serif fonts are Arial, Verdana, Geneva, and sans-serif while serif fonts are Times New Roman and Times. Type the font names in the **Font** box above the scrolling menu, separating each name with a comma.

Click **OK** when finished.

Click **OK** on the **Modify Style** window.

Notice on the style window that this style is now listed. Click **OK** to exit the **Style** window or select another element to modify.

**Save the style sheet in .css format.**

### Link to an External Style Sheet

After you have created an external style sheet, it must be linked to a web page for the styles to be applied to the page.
Open a web page and select **Format|Style Sheet Links** from the menu bar.

Click the **Add...** button on the **Link Style Sheet** dialog box.
- Select the `.css` file and click **OK**.

To remove an external style sheet link from a page, highlight the style sheet in the list and click the **Remove** button.

**Edit an External Style Sheet**

- Open the `.css` file in FrontPage.
- Select **Format|Style** from the menu bar.
- Highlight the style from the list that needs to be changed and click the **Modify** button.

Make the necessary changes by selecting options from the **Format** button menu.
- Click **OK** when finished and save the style sheet.
Modifying Themes

The themes provided in FrontPage can be modified to fit your needs. If you have already assigned a theme to a page that you'd like to modify, follow the steps on this page. First select **Format|Themes** and click the modify button. This action will reveal additional buttons for modifying themes.

![Themes Window]

**Colors**

Click the **Colors...** button to modify the color scheme.

- **Color Schemes tab** - Select preset color schemes from the list and preview those colors in the theme in the Sample of Theme window.
- **Color Wheel tab** - Click and drag the circle in the color wheel to alter the color scheme. Use the Brightness slider to brighten and dim the colors.
- **Custom tab** - Change each text type individually by selecting the item from the drop-down menu and assigning a color.
Click **OK** when you are finished modifying the color scheme.

Graphics

The bullets, banners, and backgrounds on a theme can be changed as well. Click the **Graphics...** button to change the images in the theme.

- Select items from the drop-down menu. Change the images from the text field provided under the **Picture tab** and modify the fonts used from the **Font tab**.
- At the bottom of the window, select "Normal Graphics" for static images and "Active Graphics" for Java rollover applets.
Click **OK** when finished.

The **Text...** button will provide a menu that will allow you to change the font of elements in the theme.

- Select a text element from the **Item** drop-down menu and then select the new font for the item from the **Font** list.
Click the More Text Styles... button to change additional text properties.

Saving a Modified Theme

If you plan on using the same modified theme on other pages, the theme can be saved. Click the Save As button on the Themes dialog box and enter a name for the theme.

Frames

What Are Frames?

Frames divide a web page into sections that each have a different HTML source page and their own set of scroll bars. They can be useful for any site that requires part of the screen to remain static while the remainder of the screen can be scrolled. One example is site navigation where links can be placed in one frame and the scrolling page content is placed in another. There are several disadvantages to using frames including slower download time and problems with linking and printing so be sure to use them only if necessary.

As an example, the Web Boards used for many courses at FGCU use frames. The black navigation bar, Conferences list, and main content frame are the three independent frames, each having their own HTML source page.
Frames pages actually consist of several HTML pages and the exact number depends on the number of frames on the page. The main page is called the parent page. This web page contains the instructions for the format and location of the frames, and a link to the initial loading page for each frame, but does not include the actual text or graphics that appear on the page. Each frame then has its own HTML source page that contains the text and graphics for that frame. Therefore, the WebBoard page displayed above actually consists of four pages: the parent and three frame source pages. You will need to keep this structure in mind when you save a frames page as FrontPage will prompt you to save each of these pages.

Create a Frames Page

Create a frames page by following these steps:
Select **File|New|Page** from the menu bar and click the **Frames Pages** tab.

- Preview each of the choices by clicking on an icon once with the mouse and seeing the **Preview** window. Select the icon of the frames format you would like to use and click **OK**.
- When viewed in **Page** view, the web page will be divided into frames and each frame will have "Set Initial Page..." and "New Page" buttons. Click **New Page** if the source page for the frame does not yet exist. The frame will immediately turn white after the button is clicked and you will be able to type and add graphics just like a normal web page. Click **Set Initial Page** if the source page for
the frame has already been created and select the file from the dialog box.

- Save the frames pages by selecting **Files|Save As** from the menu bar. You will be prompted to save the main frame page first followed by each of the frame source pages. The diagram will highlight the page you are saving. Below, the diagram highlights all of the frames in blue, indicating that the main frame page is being saved:
In the image below, the source of the top frame is being saved:

Frame Properties

Right-click on a frame either before or after its content page has been identified and select Frame Properties from the shortcut menu.

Name
Assign a name to each frame for linking purposes.

Initial Page
Assign the initial HTML source page.

Frame size
Designate the width and height of the frame in absolute pixels or as a percentage of the screen.

Options
Check "Resizeable in Browser" if the user should be able to click and drag the frame borders to resize them. Make a selection from "Show scroll bars" if scroll bars should be visible in the frame.

Linking in Frames

When creating a link from a frames page, click the pencil button next to the Target frame option on the Create Hyperlink dialog box. Select the proper target for the link from the Common targets box.
Target Frame

Current frames page | Common targets
---|---
Page Default [contents] | Same Frame
Whole Page | New Window
Parent Frame

Target setting
- _parent
- Set as page default

OK Cancel

Page Default will load the page in the default frame indicated in parentheses.

Same Frame will load the new page in the same frame.

New Window will open a new browser window.

Parent Window will load the page in the current window.

No Frames Page

Early versions of browsers do not support, so it is necessary to prepare a page for visitors using these browsers. Build the "No Frames" page from the tab at the bottom of the screen. Use this page to link to individual main frame source pages in your site or provide links to download sites for the latest versions of Netscape Navigator and Microsoft Internet Explorer.

Components

Access the Components menu pictured to the right by selecting Insert|Component from the menu bar. To make the menu its own floating toolbar, click and drag the blue bar at the top of the menu. You must save the web page first to be able to use all of the components listed.

Includes

The Include feature allows you to display one page within another. This can often be helpful when placing copyright notices or menu links that appear identically on many pages. The copyright notice, for example, can be typed into a separate file and then that one file can be linked to all the pages in the web site. When the copyright changes, only the include file needs to be changed instead of correcting the copyright text on every individual web page.

To add an include page to another web page, first place the cursor on the page where the include file's contents should appear. Then, select Insert|Component|Include Page from the menu bar. Click the Browse... button to select the page you want to include and click OK. The include page's contents will appear on the destination page, but the contents can only be modified by opening the include page separately.
Scheduled Picture

Setting scheduled elements will automatically change page content on a given date. Add a scheduled picture by selecting **Insert|Component|Scheduled Picture...** from the menu bar. Select the picture and choose an optional image to show before and after the scheduled time. Then, set the starting and ending time period. In this example, a picture of a pumpkin is added to the site for the entire month of October. Click **OK** when finished.

Scheduled Include Page

A scheduled Include page can be added in a similar way that a scheduled picture is inserted. Select **Insert|Component|Scheduled Include Page...** from the menu bar, select the file, and set the time period.

Date and Time

It is always advantageous to include a "last updated" date on the bottom of the web page so visitors know how recent the material is. FrontPage can automatically update this date whenever the page is saved. Place the cursor on the page where the date should appear and select **Insert|Date and Time...** from the menu bar. If the page is set up to automatically update and this date should be reflected as the "last update", check the "Date this page was last automatically updated" box. Select a **Date format** and if the time should also appear, select the **Time format**. Click **OK** when finished.
Search Form

Add a search form to the web site by selecting **Insert|Component|Search Form** from the menu bar. This feature will automatically create a simple search form:

```
Search for: [Input Box]
Start Search  Reset
```

Customize the search form from the properties window.

- **Label for Input** is the text that appears before the search text box.
- **Width in characters** is the width of the search text box.
- **Labels for "Start Search" and "Clear" buttons** are the texts that appear on the buttons.

Click the **Search Results** tab to format the search results page.
Select the date and time format for displaying the results.

**Display score** is the closeness of the keywords entered to the page that was found. A higher score indicates a closer match.

**Display file date** includes the date the page was last modified.

**Display file size** prints the size of the page in kilobytes.

### Forms

**Form Page Wizard**

Forms allow you to receive information from the visitors to your web site. The forms can be created manually or by FrontPage's Form Page Wizard. To use the wizard, select **File|New|Page** from the menu bar.
Click **Next >** on the first explanatory wizard window.

The second window will allow you to add the questions that will appear on the form. Click the **Add** button to insert new questions into the form. Select an input type from the scrolling menu and edit the prompt for the question in the text box below if necessary. Click **Next >** when finished.
Select the input type for the question you entered in the previous window. The contents of this window will vary depending on the type of question that was entered. Click **Next >** when the selections have been made.

The question will now appear in the question listing. Click **Add** to add more elements to the form. If a question should be changed, highlight the title in the list and click **Modify** or **Remove** to delete the question. Reorder the questions using the **Move Up** and **Move Down** buttons. Click **Next >** to
proceed to the next step after the questions have been added.

**Presentation Options** - On this window, determine the layout of the form from several options and click **Next >**.

**Output Options** - Now that the form elements are in place, you need to designate a way to view the results of the form. You will want to save them either as a web page or text file and enter the
The form is now complete. Click **Finish** to add the form to the web page.

**Forms Toolbar**

Activate the **Form** toolbar by selecting **Insert|Form** and dragging the menu off the menu bar.

First, click the **Form** button. A dotted area with Submit and Reset buttons inside will appear.

Click the **Form Properties** button.
Select the storage location for the form contents and name the form after **Form name**. Click **Options...** to specify text results page options, e-mail options and a confirmation page.

On the form, place the cursor before the Submit button and press the **ENTER** key several times to add room in the form above the existing buttons.

**Text Box**

Text boxes allow the user to enter one line of text. Click the button on the form toolbar to add a text box to the form. Activate the text box and select **Format|Properties** from the menu bar.

**Name** - Enter a name for the text box with no spaces.

**Initial Value** - This text will initially appear in the text box.

**Width in characters** - Determines the width of the text box. The width can also be changed by clicking and dragging the handles on the element.
Tab order - It will be easiest to set the tab order when all the form elements are on the page. Use numbers 1,2,3... to determine the order the user will encounter each form element when the TAB key is used.

Password field - Select Yes if the entry into the text box should be treated as a password and asterisks will be used as the text is typed.

Validate... - Click this button to enter optional validation criteria.

![Text Box Validation](image)

Set the text box to only accept a certain data type, a minimum or maximum length, and other options.

Text Area

Text boxes allow the user to enter multiple lines of text. Click the button on the form toolbar to add a text area to the form. Activate the text area and select Format|Properties from the menu bar.

![Scrolling Text Box Properties](image)

Set these properties just as in a text box. The width and number of lines in the text area can also be changed by clicking and dragging the handles of the text area.
Check Box

Check boxes allow the user to make multiple selections from a list. Add check boxes by clicking the button on the form toolbar, enter value, and press ENTER or SHIFT+ENTER after each one.

- College of Arts and Sciences
- College of Business
- College of Education

Select Format|Properties to change the checkbox properties.

Name - All checkboxes in the same list should be given the same name. In the example above, the three checkboxes all have the name "colleges".
Value - The values of each checkbox must be different. "COB" is being used as the value for the "College of Business" checkbox.
Initial state - If it is likely that the user will check a certain checkbox, the box can be set to be checked initially.

Radio Button

Radio buttons allow the user to make only a single selection from a list. Add a list of radio buttons by clicking the button on the form toolbar, enter value, and press ENTER or SHIFT+ENTER after each one.

- College of Arts and Sciences
- College of Business
- College of Education

Select Format|Properties to change the radio button properties. These properties are similar to those for checkboxes.

Drop-Down Menu

If a check box or radio button is too long, a better choice may be a drop-down menu. The menu will consolidate the choices and take up less vertical space on the page. Add a drop-down menu to the form by clicking its button on the form toolbar. Add values to the menu by double-clicking on the menu. First, name the drop-down menu in the first field. Add choices to the menu by clicking the Add... button.
**Choice** - This is the text that will appear in the menu

**Specify value** - Unless another value is specified, the text entered in the Choice line will be the value for the selection. If you want the value to be different, check this box and enter a new value.

**Initial state** - One choice in the drop-down menu can be chosen initially.

To change a choice, highlight it in the listing and click the Modify... button or click Remove to delete the choice. Use the Move Up and Move Down buttons to change the order of the list.

**Height** - Change this value to indicate the number of selections that should be visible without clicking to view more.

**Allow multiple selections** - The user would be able to select multiple items from the list by holding down the CTRL key while clicking the names.