

LESSON 8

Understanding How FrontPage Works

After completing this lesson, you will be able to:

- *Open and preview a FrontPage-based Web site.*
- *Open and preview an individual Web page.*
- *Look at a Web site from a variety of viewpoints.*
- *Look “behind the scenes” at the HTML code that does all the work.*

Microsoft FrontPage 2002 is a comprehensive application that you can use to develop Web sites. This sophisticated program provides everything you need to create Web sites ranging from a simple Web-based résumé to a complex Web-based retail store.

In spite of its sophistication, FrontPage is easy to use. As a member of the **Microsoft Office XP** suite of applications, it works pretty much the same way the other Office applications do. If you’ve avoided trying to create Web sites because you didn’t want to learn how to program in **Hypertext Markup Language (HTML)**, FrontPage might well be the answer you’ve been waiting for. With FrontPage, you can easily create good-looking, interesting Web sites that incorporate complex elements, without typing a single line of programming code. But if you have some HTML programming experience or want to feel more in control, FrontPage gives you easy access to the code that it creates behind the scenes. You can view and edit the underlying HTML code at any time, but the great thing is that you don’t have to. No programming experience is necessary to become a successful FrontPage developer.

This lesson introduces FrontPage and explains the concept of a FrontPage-based Web site. You will learn how to open an existing Web site, how to navigate between Web pages, and how to view the pages in different ways. You will then look at various ways of working in FrontPage and learn how to locate and control the FrontPage features you are likely to want to use in your own Web sites. In addition, you will learn how to view the underlying HTML code that makes all Web sites work. You will also get an overview of the different types of Web sites you can create with FrontPage and of the decision-making tools and resources that are necessary to create, manage, and maintain a personal or commercial Web site.

The exercises in this lesson are built around a Web site created for a fictitious garden and plant store called *The Garden Company*. This Web site, which is named *GardenCo*, contains realistic examples of content and structure that serve to demonstrate the concepts covered in this lesson. You will be working with the sample Web site that is stored in the in the Lesson08 folder in the Internet and World Wide Web Fundamentals Practice folder on your hard drive.

Exploring an Existing Web Site

When you work with other Office XP applications, you create self-contained documents that can be individually opened from within Windows Explorer. When you work with FrontPage, you create a group of interconnected files that collectively make up each FrontPage-based Web site. As a result, Web sites must be opened from within FrontPage; clicking a single file name in Windows Explorer might open that file, but it won't open the Web site that the file belongs to.

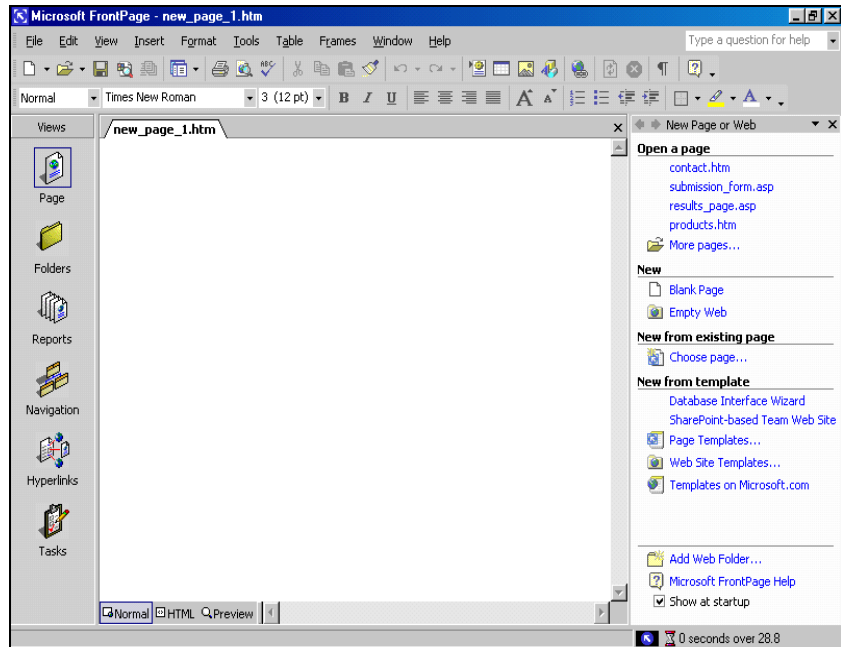
In this exercise, you will start FrontPage and open a sample FrontPage-based Web site. You will then preview the Web site.

- 1 At the left end of the taskbar at the bottom of your screen, click the **Start** button. Then on the **Start** menu, point to **Programs**, and click **Microsoft FrontPage**.

Tip

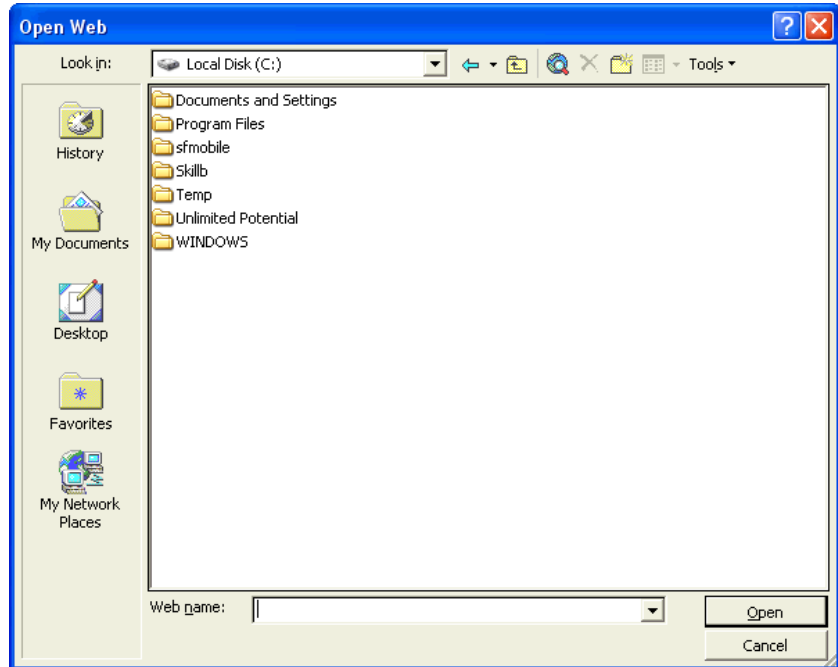
Depending on your system resources, you might see a message box notifying you of additional system requirements for using certain Office XP features, such as Speech Recognition. If you see this message box, click **OK** to continue.

When FrontPage opens for the first time, you see a new page file called `new_page_1.htm` in the Page view editing window, as shown here:

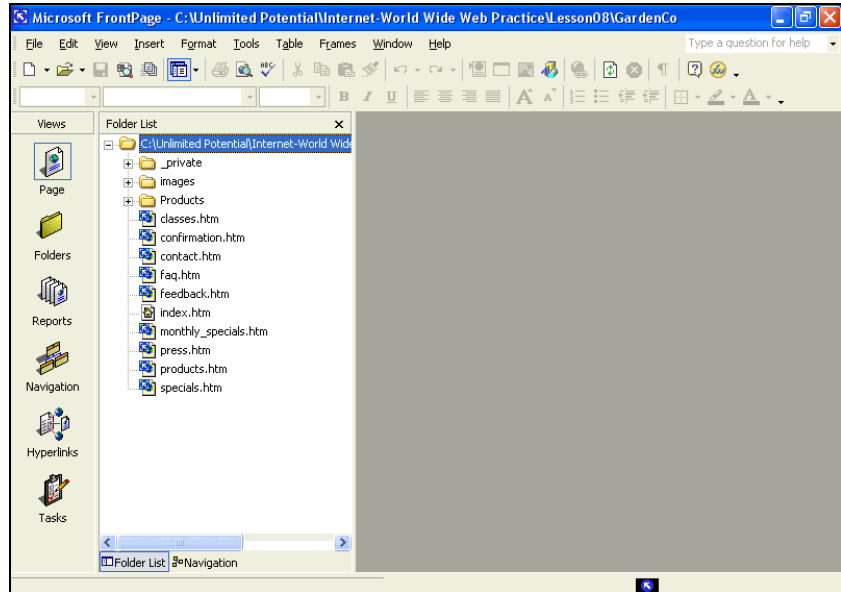


The New Page or Web Task pane opens when FrontPage starts with no Web site open. If you don't want the Task pane to be shown by default, clear the **Show at startup** check box on the bottom of the Task pane.

- 2 On the **File** menu, click **Open Web** to open this dialog box:



- 3 In the **Open Web** dialog box, double-click the Unlimited Potential folder.
- 4 Double-click the Internet and World Wide Web Fundamentals Practice folder.
- 5 Double-click the Lesson08 folder.
A FrontPage-based Web site called *GardenCo* is located here, as indicated by the **Web site** icon preceding the name.
- 6 Click **GardenCo** to select the Web site, and then click **Open**.
The New Page or Web Task pane closes, the new_page_1.htm file closes, and the **Folder List** opens with the folders and files that make up the GardenCo Web site is displayed, as shown in the illustration on the following page.



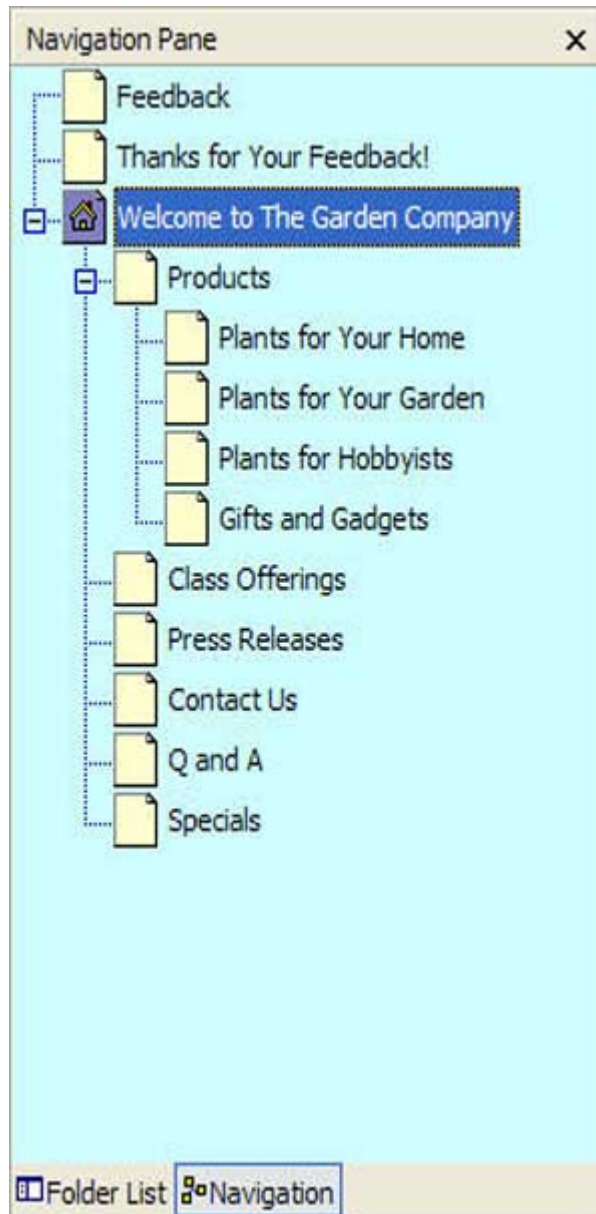
The **Folder List** displays the visible folders and files that you can access in the Web site. You can open files of all types from the **Folder List** by double-clicking them.

Important

A FrontPage-based Web site includes hidden folders and files generated by FrontPage for behind-the-scenes operations. Deleting or changing these files and folders might “break” the site by damaging the navigation structure, rendering links invalid, or worse, so FrontPage designates them as hidden. Provided your computer is not set to show hidden files and folders (this setting is on the **View** tab of the Microsoft Windows **Folder Options** dialog box), you will not see these files, and there will be no danger than you might accidentally delete or alter them.

- 7 Click the plus sign preceding each of the folders to view the folder contents.
Different icons designate the various types of files that make up this site. For example, the **Web page** icon precedes the **file name** of each page of the FrontPage-based Web site, and the **home page** icon indicates the **home page** of the site.
The **Toggle Pane** button on the Standard toolbar is selected by default, indicating that you can click it to toggle the current pane between open and closed.
- 8 Click the **Toggle Pane** button to close the **Folder List**, and click it again to open the list.
- 9 At the bottom of the **Folder List**, click the **Navigation** button to switch to the Navigation Pane.

- 10 Drag the right border of the Navigation Pane to the right until all the **page titles** are visible, like this:

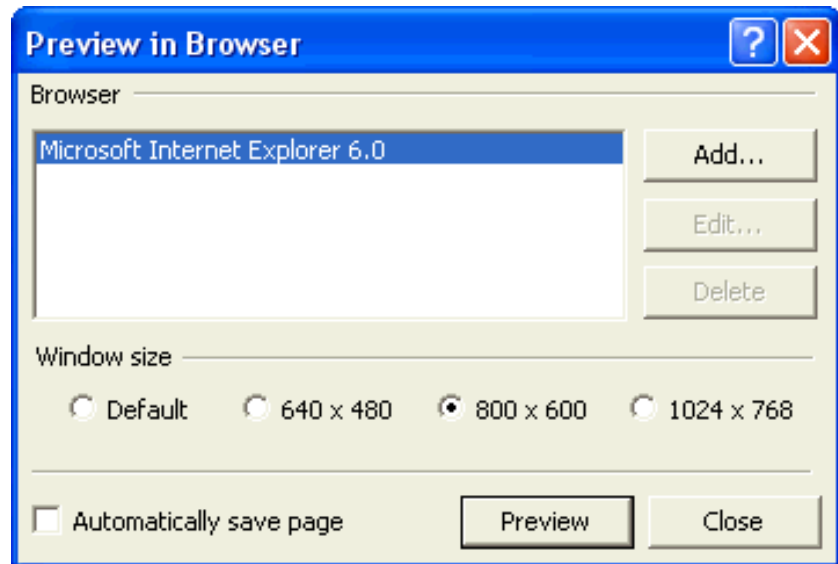


The Navigation Pane displays the page titles of all of the files that have been added to the **navigational structure** of the Web site. This view of the navigational structure is essentially a hierarchical map of how pages are connected within the site and what routes you can take to get from one page to another. As with the **Folder List**, you can open each of these files by double-clicking the page icon or title in the Navigation Pane.

- 11 Click the **Toggle Pane** button to close the Navigation Pane, and click it again to open the pane.

- 12 Click the **Toggle Pane** button's arrow, and select **Folder List** from the drop-down list to switch back to the **Folder List**.
- 13 In the **Folder List**, click **index.htm** to select the file.
- 14 To see how the site looks in your **Web browser**, click **Preview in Browser**, on the **File** menu.

The **Preview in Browser** dialog box opens:



- 15 Select your preferred browser and window size (a minimum of 800 x 600 is recommended), and click **Preview**.

The GardenCo Web site opens in your selected browser, like this:



- 16 Click each of the navigation links to move between pages.

- 17 When you're done previewing the Web site, click the **Close** button to close the browser and return to FrontPage.
- 18 On the **File** menu, click **Close Web** to close the Web site.

Optimizing Your Screen Display Properties

The width and height of your **screen area** is measured in pixels. When personal computers first became popular, most computer monitors were capable of displaying a screen area of only 640 pixels wide by 480 pixels high (more commonly known as *640 x 480*). Now most computer monitors can also display at 800 by 600 pixels and 1024 by 768 pixels. Some monitors can even display a screen area of 1152 by 864 pixels, or larger.

Most computer users have the choice of at least two different screen area sizes. Some people prefer to work in the 640 by 480 area because everything on screen appears larger. Others prefer being able to fit more information on their screen with a 1024 by 768 display.

When designing a Web page that consists of more than free-flowing text, it is important to consider the likely screen area of your Web visitors. It is currently common practice to design Web sites to look their best when the visitor's screen area is set to 800 by 600 pixels. This means that visitors who view your site with a 640 by 480 area will have to scroll to display the entire page.

To determine your current screen area settings on a Windows 98 computer:

- 1 Click **Start**, point to **Settings**, and then click **Control Panel**.
- 2 In the Control Panel window, double-click **Display** to open the **Display Properties** dialog box.
- 3 On the **Settings** tab, look at the **Screen area** slider. The current screen area appears beneath the slider.
- 4 Click **Less** or **More** to move the slider to change the screen area.

Exploring an Existing Web Page

Web pages are the building blocks of every Web site. When you view a Web site in a browser, you are usually viewing Web pages. When you are developing a Web site, you are also working with pages. When you want to edit a Web page that is part of a FrontPage-based Web site, you first open the site in FrontPage and then open the individual page. Opening the page in FrontPage rather than as an individual file in another program avoids the possibility that you might damage the site. It also ensures that changes made on an individual page are reflected across the entire site as appropriate.

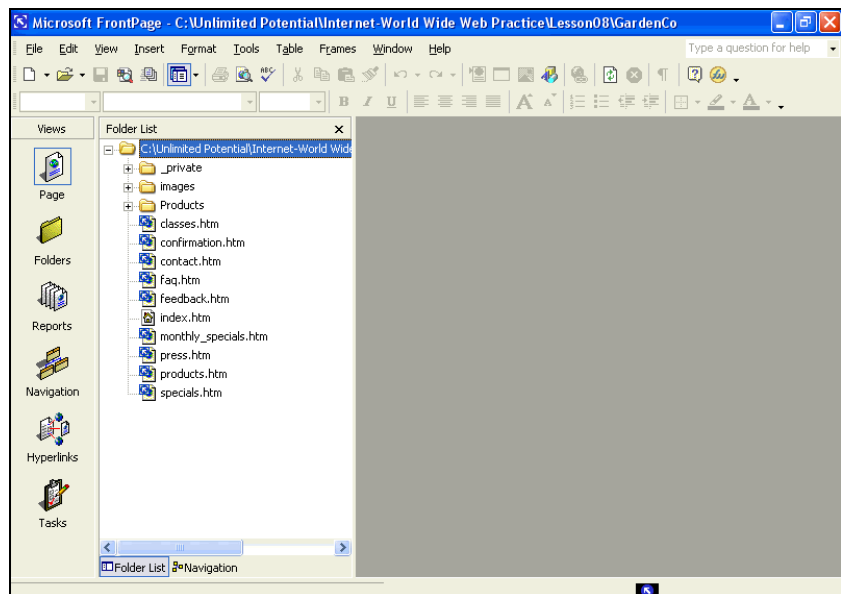
Important

If FrontPage is your default HTML editor, you can open individual Web pages from outside FrontPage by double-clicking the page file in Windows Explorer. However, if FrontPage is not your default editor, accessing and changing files individually from outside FrontPage could result in damage to the Web site.

In this exercise, you will open an individual Web page, view the HTML code generated by FrontPage, and preview a Web page both in FrontPage and in a browser.

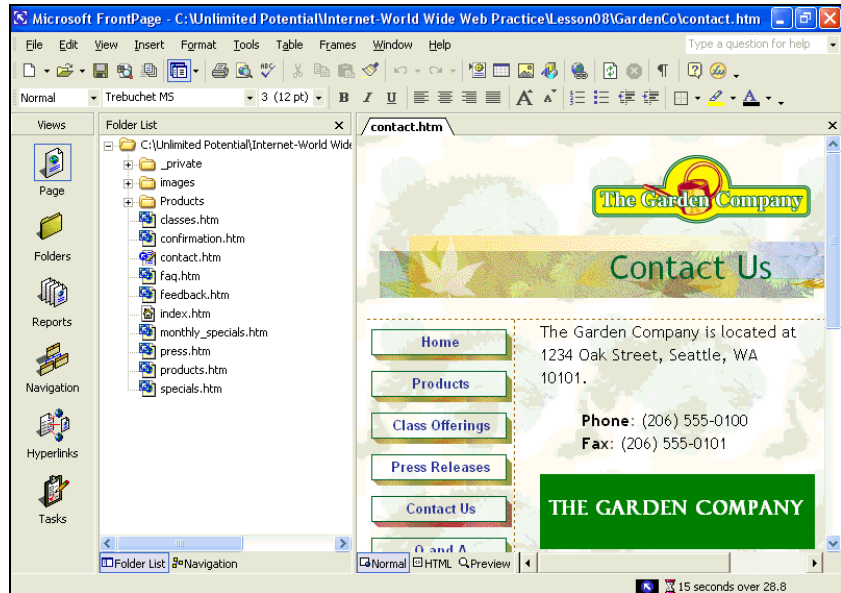
- 1 On the **File** menu, click **Open Web**.
- 2 In the **Open Web** dialog box, double-click the Unlimited Potential folder.
- 3 Double-click the Internet and World Wide Web Fundamentals Practice folder.
- 4 Double-click the Lesson08 folder.
A FrontPage-based Web site called *GardenCo* is located here, as indicated by the **Web site** icon preceding the name.
- 5 Select **GardenCo** and click **Open** to open the Web.

The Web site opens in FrontPage with the **Folder List** displayed, like this:



If the **Folder List** is not displayed, click **Folder List** on the **View** menu to open it.

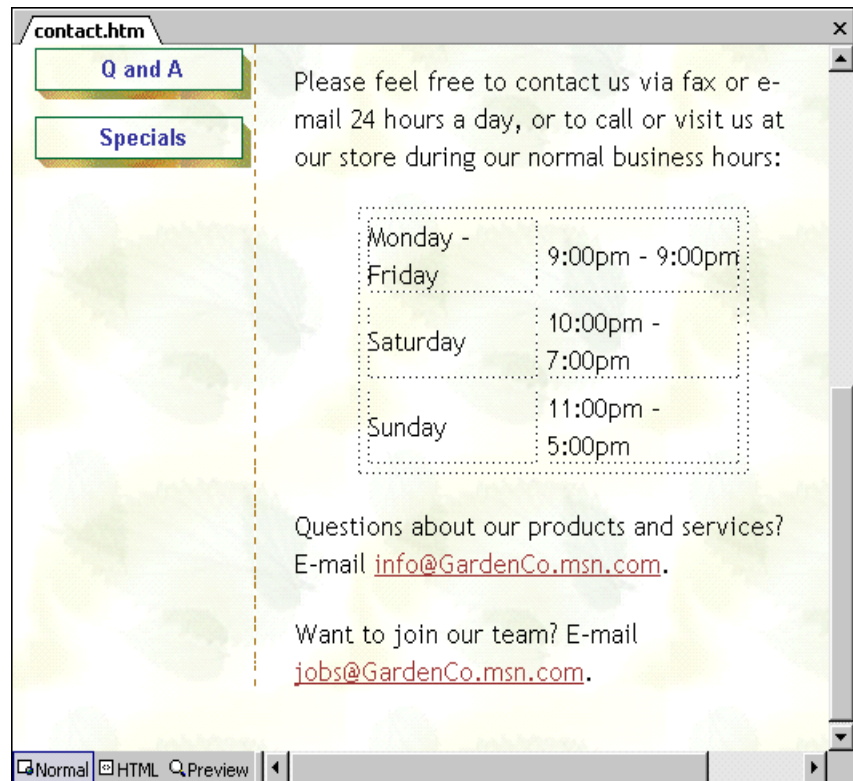
- 3 In the **Folder List**, right-click the **contact.htm** file, and click **Open** on the shortcut menu.
The file icon changes to an **open Web page** icon, and the file opens in the **Page view editing window**, as shown in the illustration on the following page.



- 4 Use the scroll bars to look at the entire page. This page has **shared borders** at the top and left side of the page, delineated by the dotted lines, as shown in the example on the next page.



The shared borders appear on every page of the Web site and contain the same information, giving the site a consistent look. The top shared border contains a corporate logo and a title, or **page banner**. The left shared border contains a **Link bar** displaying **hyperlinks** that you can click to jump to other pages in the site. The content area in the center of the page contains text, a graphic, a table, and two **e-mail links**, as shown here:



- 5 Now that you've seen the outside, let's look at the inside. Click the **HTML** button at the bottom of the Page view editing window to switch to the **HTML pane**.

The HTML code making up this page looks like this:

```
<html>

<head>
<meta http-equiv="Content-Language" content="en-us">
<meta name="GENERATOR" content="Microsoft FrontPage
5.0">
<meta name="ProgId" content="FrontPage.Editor.Document">
<meta http-equiv="Content-Type" content="text/html;
charset=windows-1252">
<title>Contact Us</title>
<meta name="Microsoft Theme" content="modified-nature-
theme 011, default">
<meta name="Microsoft Border" content="tl, default">
```

```
</head>

<body>

<p>The Garden Company is located at 1234 Oak Street,
Seattle, WA  10101.</p>
<blockquote>

<p><b>Phone:</b> (206) 555-0100<br>
<b>Fax:</b> (206) 555-0101</p>
</blockquote>

<p align="center">
<applet code="fprotate.class" codebase="images/"
width="264" height="72">
  <param name="image1" valuetype="ref"
value="images/banner1.gif">
  <param name="image2" valuetype="ref"
value="images/banner2.gif">
  <param name="image3" valuetype="ref"
value="images/banner3.gif">
  <param name="rotatoreffect" value="blindsHorizontal">
  <param name="time" value="2">
</applet></p>

<p>Please feel free to contact us via fax or e-mail 24
hours a day, or to call or visit us at our store during
our normal business hours:</p>
<div align="left">
  <blockquote>
    <table border="0" cellpadding="0" cellspacing="6"
style="border-collapse: collapse" id="AutoNumber1"
height="57">
      <tr>
        <td height="19">Monday - Friday</td>
        <td height="19">9:00pm - 9:00pm</td>
      </tr>
      <tr>
        <td height="19">Saturday</td>
        <td height="19">10:00pm - 7:00pm</td>
      </tr>
      <tr>
        <td height="19">Sunday</td>
        <td height="19">11:00pm - 5:00pm</td>
      </tr>
    </table>
  </blockquote>
</div>
```

```

<p>Questions about our products and services? E-mail
<a
href="mailto:info@GardenCo.msn.com">info@GardenCo.msn.co
m</a>.</ p>
<p>Want to join our team? E-mail
<a
href="mailto:jobs@GardenCo.msn.com">jobs@GardenCo.msn.co
m</a>.</ p>

</body>

</html>

```

- 6 Find each section of text within the page code and study the surrounding HTML code. Try to identify the code that creates each page element.
- 7 Click the **Normal** button at the bottom of the Page view editing window to switch back to the **Normal pane**.
- 8 Now see how the page will look to **Web visitors**. Click the **Preview** button at the bottom of the Page view editing window to switch to the **Preview pane**, where FrontPage displays the page like this:



- 9 Next, preview the page in your default Web browser. On the Standard toolbar, click the **Preview in Browser** button.

Although you've chosen to preview only this page, you can still open the other pages of the site by clicking the hyperlinked buttons on the link bar.

- 10 When you're done previewing the Web site, click the **Close** button to close the browser and return to FrontPage.
- 11 Use the buttons at the bottom of the Page view editing window to switch between the Normal, HTML, and Preview panes as much as you like. When you're done looking at the page, click the **Close** button in the upper right corner of the Page view editing window to close the file.
- 12 On the **File** menu, click **Close Web** to close the Web site.

Looking at a Web Site in Various Ways

FrontPage 2002 provides six different **views** of a Web site:

Page view displays the open page or pages in the Page view editing window. A tab at the top of each page shows the file name. If multiple pages are open, you can switch to another page by clicking its tab or by clicking its file name on the **Window** menu.

Folders view displays the visible files and folders that are part of the open Web site. For each file, this view shows the file name, page title, file size, file type, the date the file was last modified and by whom, and any comments that have been added to the file information.

Reports view displays any of 27 reports about the open Web site. Reports view defaults to the last opened report. If no other report has been open during the current FrontPage session, the default is a Site Summary report that collates the results of the other 26 reports. The various reports can be chosen from the **View** menu or from the Reporting toolbar.

Navigation view graphically displays a hierarchical view of all the files that have been added to the navigation structure of the open Web site. To add a file to the navigation structure, you simply drag the file into the Navigation view window and drop it in the appropriate location. To fit the site content into the window, you can switch between Portrait mode (vertical layout) and Landscape mode (horizontal layout) or zoom in or out using the buttons on the Navigation toolbar.

Hyperlinks view displays the hyperlinks to and from any selected page in the open Web site. Internal hyperlinks are shown as well as external hyperlinks and e-mail hyperlinks. You select a file in the **Folder List** to see the hyperlinks to and from that file, and then click the plus sign next to any file name to further expand the view.

Tasks view displays a list of tasks to be completed in the open Web site. FrontPage creates these **tasks** when you use a wizard to create a Web site, or you can create your own tasks. For each task, you see the status, name, and description. You are also told to whom the task is assigned; whether the task has been categorized as High, Medium, or Low priority; and when the task was last modified. Tasks are a useful way of tracking the readiness status of a site.

You can switch between views by clicking the desired view on the **View** menu or on the **Views** bar.

In this exercise, you will look at Web pages in each of the FrontPage views, to get an idea of what information is available to you in each view.

- 1 On the Standard toolbar, click the **Open** button's arrow, and then click **Open Web** on the drop-down list.
- 2 In the **Open Web** dialog box, browse to the Lesson08 folder in the Internet and World Wide Web Fundamentals Practice folder, select **GardenCo**, and click **Open** to open the Web site.
- 3 In the **Folder List**, double-click **classes.htm** to open the file in the Page view editing window.
On the **Views** bar, the Page view icon is selected to indicate that you are working in Page view.
- 4 On the **Views** bar, click the **Folders** icon.
FrontPage displays the contents of the Web site in Folders view, like this:

Contents of 'C:\Unlimited Potential\Internet-World Wide Web Practice\Lesson08\GardenCo'

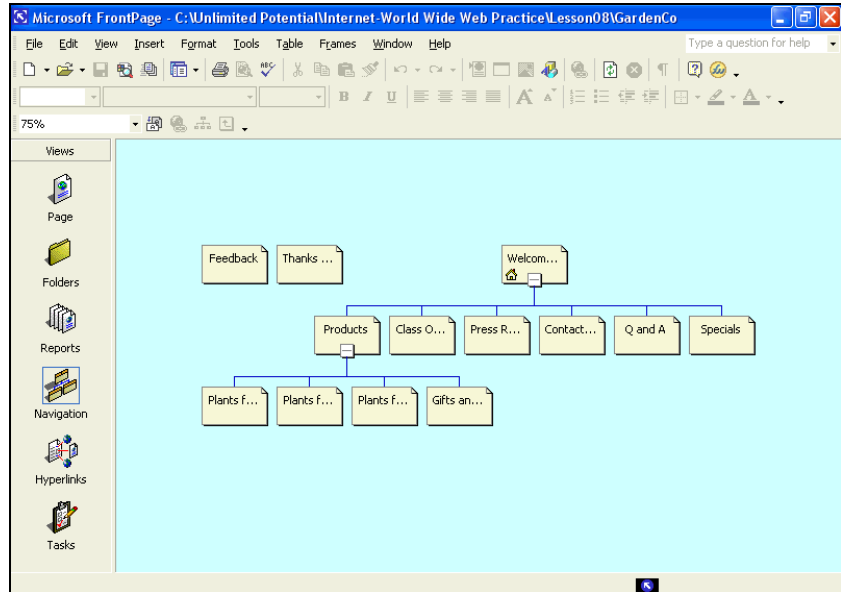
Name	Title	Size	Type	Modified Date
_private				
images				
Products				
classes.htm	Class Offerings	16KB	htm	3/26/2001 9:57 AM
confirmation....	Thanks for Your Feedback!	9KB	htm	3/26/2001 9:57 AM
contact.htm	Contact Us	8KB	htm	3/26/2001 9:57 AM
faq.htm	Q and A	12KB	htm	3/26/2001 9:57 AM
feedback.htm	Feedback	11KB	htm	3/26/2001 9:57 AM
index.htm	Welcome to The Garden C...	8KB	htm	3/26/2001 9:57 AM
monthly_spec...	monthly_specials.htm	1KB	htm	3/15/2001 7:47 AM
press.htm	Press Releases	8KB	htm	3/26/2001 9:57 AM
products.htm	Products	8KB	htm	3/26/2001 9:57 AM
specials.htm	Specials	7KB	htm	3/26/2001 9:57 AM

- 5 Use the scroll bars to view the entire screen.
- 6 On the **Views** bar, click the **Reports** icon.
FrontPage turns on the Reporting toolbar and displays the Site Summary report for the open Web site, like this:

Site Summary			
Name	Count	Size	Description
All files	27	448KB	All files in the current Web
Pictures	10	333KB	Picture files in the current Web (GIF, JPG, BMP, etc.)
Unlinked files	5	247KB	Files in the current Web that cannot be reached by starting from your home page
Linked files	22	201KB	Files in the current Web that can be reached by starting from your home page
Slow pages	0	0KB	Pages in the current Web exceeding an estimated download time of 30 seconds at 28.8
Older files	0	0KB	Files in the current Web that have not been modified in over 72 days
Recently added files	21	292KB	Files in the current Web that have been created in the last 30 days
Hyperlinks	109		All hyperlinks in the current Web
Unverified hyperlinks	2		Hyperlinks pointing to unconfirmed target files
Broken hyperlinks	0		Hyperlinks pointing to unavailable target files
External hyperlinks	2		Hyperlinks pointing to files outside of the current Web
Internal hyperlinks	107		Hyperlinks pointing to other files within the current Web
Component errors	1		Files in the current Web with components reporting an error
Uncompleted tasks	0		Tasks in the current Web that are not yet marked completed
Unused themes	1		Themes in the current Web that are not applied to any file

To see the individual reports that are collated into the Site Summary report, you can click the hyperlinked report names in the Site Summary or select the desired report from the **Reports** drop-down list on the Reporting toolbar.

- 7 On the **Views** bar, click the **Navigation** icon.
FrontPage displays the Navigation toolbar and the navigational structure of the open Web site.
- 8 Select a percentage display size from the **Zoom** drop-down list on the Navigation toolbar so that the entire site fits in the window. (For example, for an 800 by 600 display, you might want to select **75**.)
Your screen now looks like this:



The **home page** icon indicates the home page of the site. Each page displays its page title rather than its file name.

- 9 On the Navigation toolbar, click the **Portrait/Landscape** button to change the orientation of the navigation structure.

- 10 Click the **Products** page to select it. On the Navigation toolbar, click the **View Subtree Only** button.

If you are working with a particularly large Web site you can use this technique to single out one section of the navigation structure.

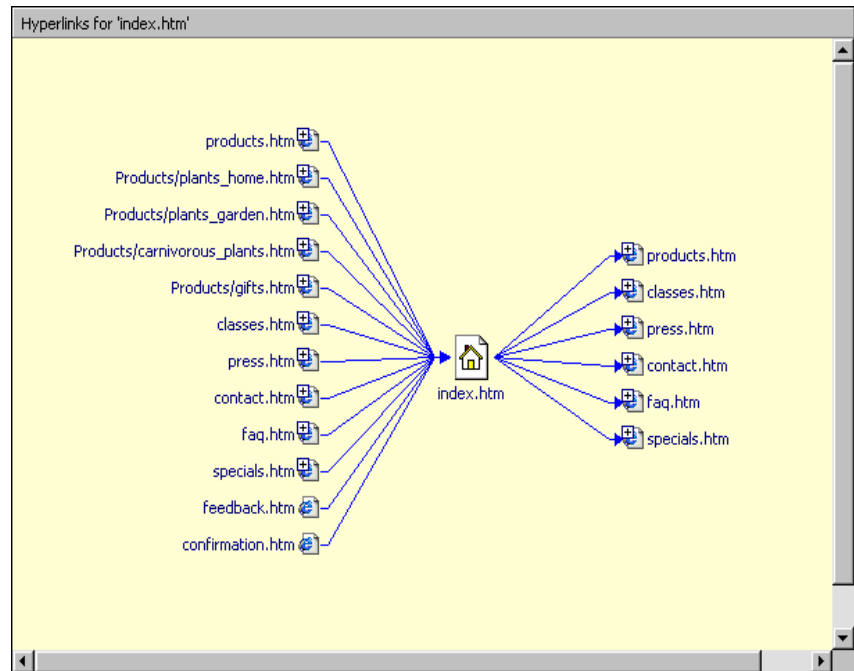
- 11 Click the **View Subtree Only** button again to see the entire **site map**.

- 12 On the **Views** bar, click the **Hyperlinks** icon.

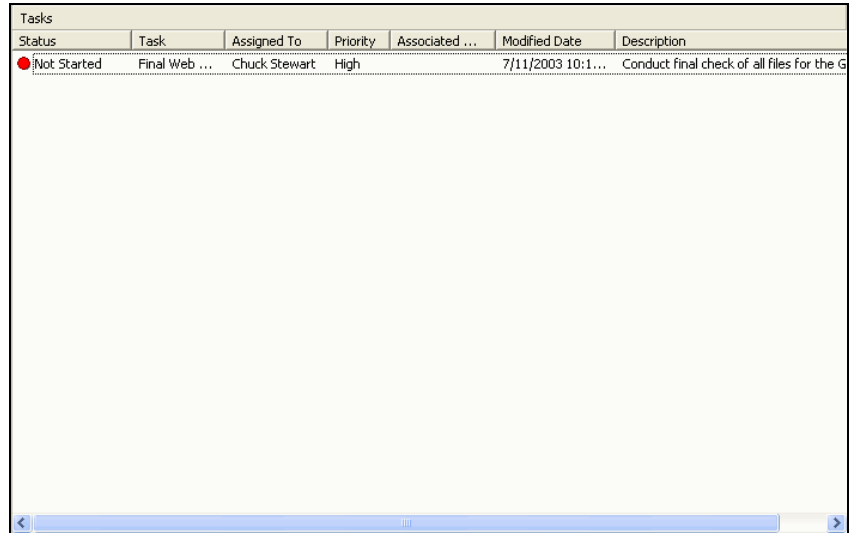
Because no specific page is selected, the screen reads *Select a page from the Folder List to view hyperlinks to and from that page.*

- 13 In the **Folder List**, click **index.htm**, the home page.

All the hyperlinks to and from the home page are displayed, like this:



- 14** Right-click **contact.htm**, and click **Move to Center** on the shortcut menu to move that file to the center point of the hyperlink structure.
Notice that different icons represent different types of links.
- 15** Click the plus sign next to any file icon to see the other hyperlinks from that file's page.
- 16** Click the minus sign to collapse the hyperlink view.
- 17** On the **Views** bar, click the **Tasks** icon.
Tasks view shows you a reminder list of the things that need to be done in the open Web site. Tasks are automatically created when you use a FrontPage wizard to create a Web site. Tasks can also be created manually by anyone working on the Web site. A task assigned to this Web site is shown here:



- 19 Double-click the task to open it. Read the description and study the task details, and then click **OK** to close the task.
- 20 On the **File** menu, click **Close Web** to close the Web site.

Looking Around in FrontPage 2002

For those of you who are learning FrontPage without having much experience with the other applications in the Office XP suite, here is a summary of some of the basic techniques you will use to work with FrontPage.

FrontPage 2002 commands are available from 10 separate **menus**. Office XP applications feature the same expanding, dynamic menus that were first made available in Office 2000. The menu commands you use most often move to the top of each menu, making them easier to access. The menu commands you don't use are tucked out of sight, but can be easily accessed by clicking a double chevron at the bottom of the menu. Menu commands that are followed by an arrowhead have submenus. Menu commands that are followed by an ellipsis open dialog boxes where you provide the information necessary to carry out the command.

Most of the menu commands are also represented graphically on 12 **toolbars**, all of which are customizable. The graphic on the toolbar buttons corresponds to the graphic next to the same command on the menu. Each of the buttons has a **ScreenTip** to tell you the name of the command.

Menu and toolbar options are unavailable when the option can't be applied either to the environment you're working in or to the specific object that is selected. Available menu commands are displayed in black; unavailable commands are **dimmed**, or displayed in a gray font.

The FrontPage 2002 Help file contains information that will assist you when you have questions about FrontPage. The opening screen of the Help file features the latest topics, such as *What's New* and *Get Started*, as well as a link to the

Microsoft Office Web site and other resources. The tabs across the top of the Help file give you three different ways to access information:

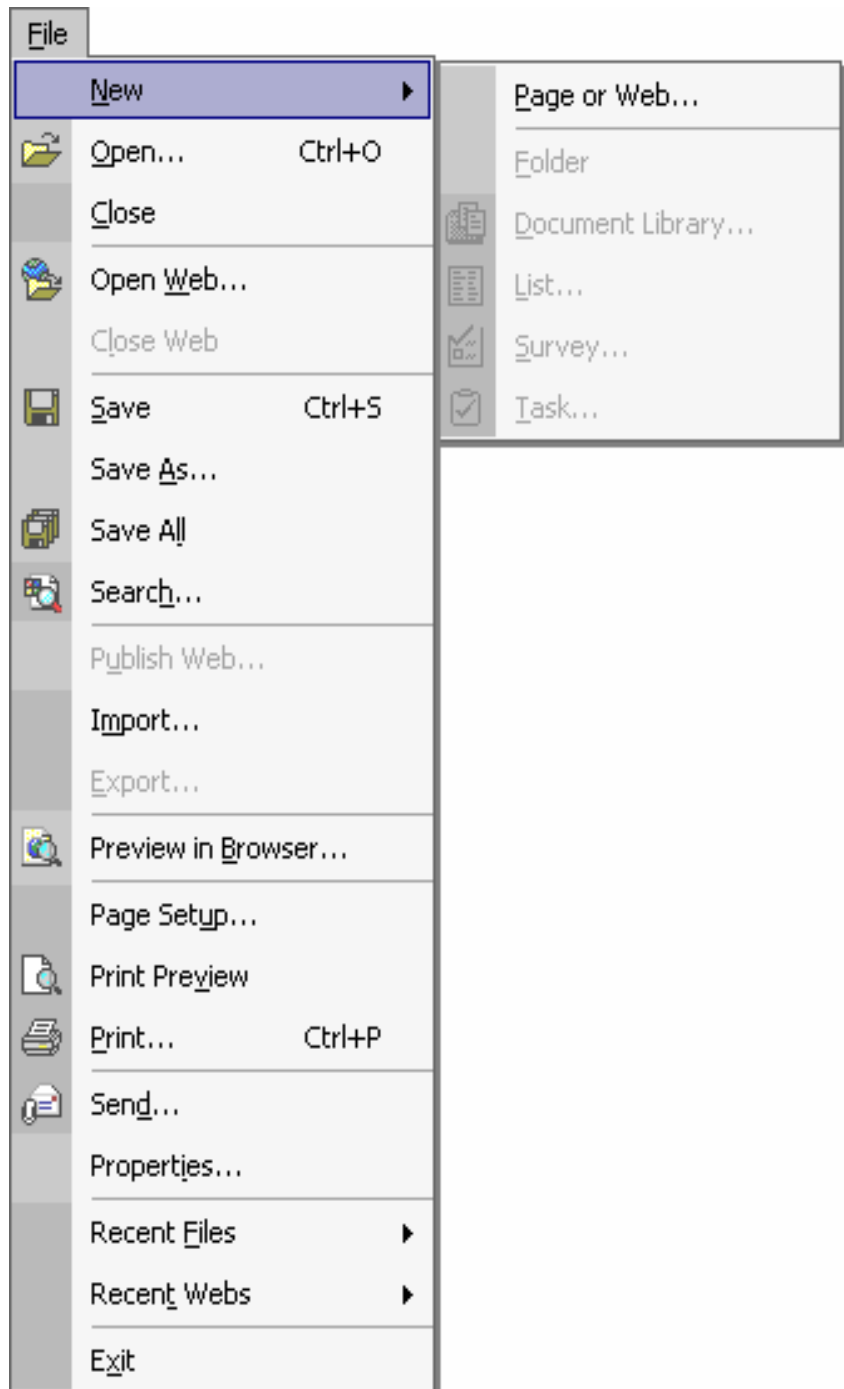
The **Contents** tab displays the Help file topics in a traditional table of contents view.

The **Answer Wizard** tab accepts questions in plain language and then matches your question up with topics that contain possible answers. The Answer Wizard is also accessible through the Ask A Question box at the right end of the FrontPage menu bar.

The **Index** tab lists topic keywords for the entire Help file. You can either scroll through the list or type the word or words that you're looking for into the **Type keywords** box to search for them.

In this exercise, you will look at the commands that are available on the FrontPage 2002 menus and toolbars. You will also look at the Help file to learn about the types of information that are available to you when you need additional help.

- 1** On the Standard toolbar, click the **Create a new normal page** button.
A new page called *new_page_1.htm* opens in the Page view editing window.
- 2** Click the **File** menu to open it, and then click the double chevron at the bottom of the menu to expand the complete menu.
- 3** Study the commands available on the menu, and think about how you might use each one.
The **Close Web**, **Publish Web**, and **Export** commands are dimmed because they are unavailable at this time—in this case, because they apply to Web sites rather than Web pages, and no Web site is open at the moment.
- 4** Arrowheads follow the **New**, **Recent Files**, and **Recent Webs** commands to indicate that each has a submenu. Point to the **New** command to see its submenu, as shown on the following page.



- 5 Repeat steps 2 through 4 for each of the remaining menus: **Edit**, **View**, **Insert**, **Format**, **Tools**, **Table**, **Frames**, **Window**, and **Help**. Study the available and unavailable options, and expand the submenus.
- 6 Click any command that is followed by an ellipsis to open the command's dialog box, and then click **Cancel** to close it.

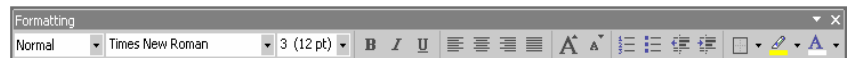
- 7 When you get to the **Help** menu, click **Microsoft FrontPage Help**. The Help window opens.
- 8 Click each of the three tabs to see the types of information that are available and the different ways that information can be accessed.
- 9 Click the **Close** button to close the Help window.
- 10 Right-click anywhere in the menu and toolbar area at the top of the window to open the toolbar shortcut menu, which looks like this:



Check marks indicate that the Standard and Formatting toolbars are currently turned on. This is the Standard toolbar:



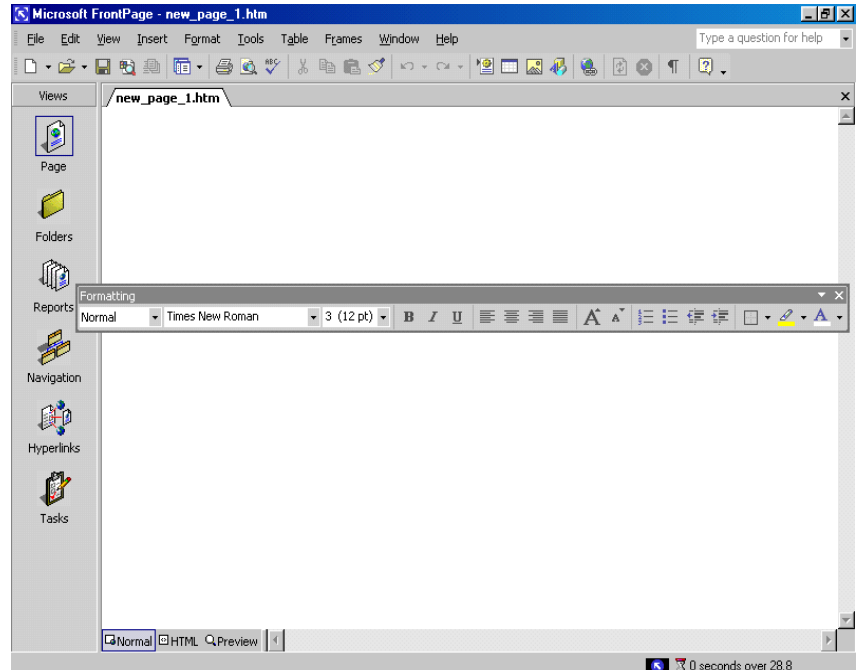
And this is the Formatting toolbar:



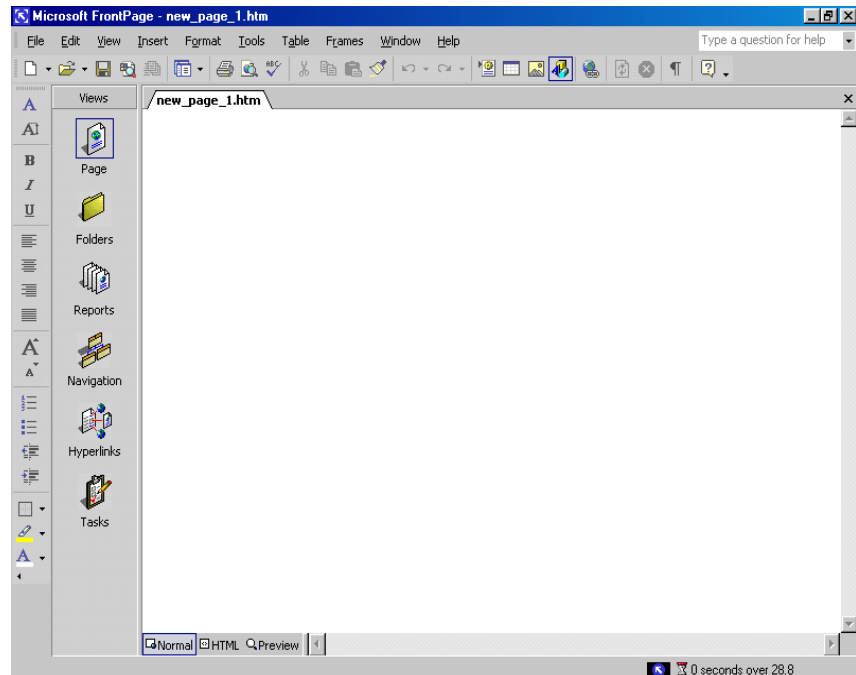
FrontPage automatically turns on these two toolbars because they include buttons for the most commonly used page and file commands.

- 11 Point to each of the buttons on the Standard and Formatting toolbars to read their command names. Each available button is highlighted as you point to it.

- 12 Click the top, left, bottom, or right border of the Formatting toolbar, and when the pointer turns into a four-headed arrow, drag the toolbar to the center of the screen, like this:

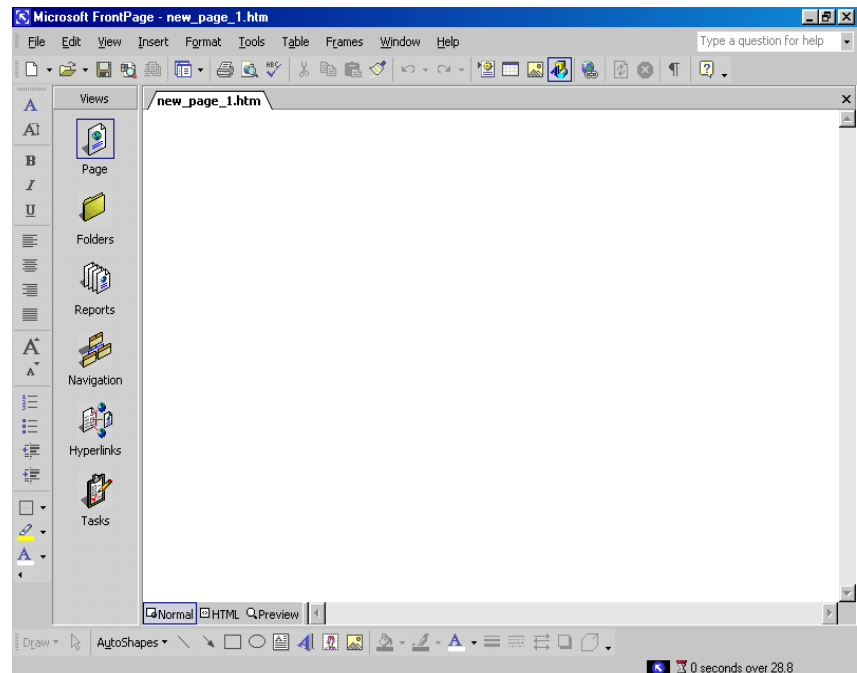


- 13 Now drag the Formatting toolbar by its title bar to the left edge of the screen so that it changes from horizontal to vertical orientation, as shown on the next page.

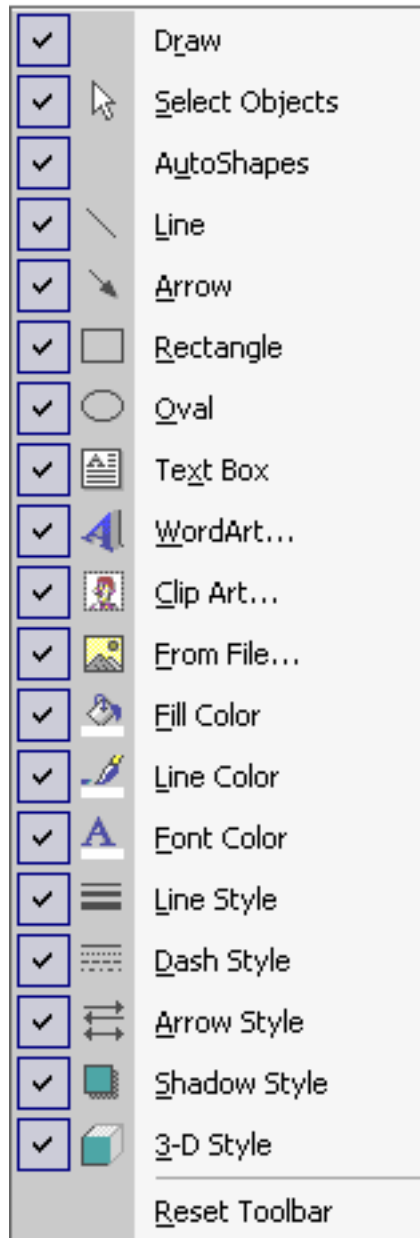


Moving a toolbar to one edge of the window is called **docking** the toolbar. You can dock the FrontPage toolbars at the top, left, bottom, or right edge of the window. The toolbar's orientation changes as it is moved. Toolbars docked on the left or right are vertically oriented; toolbars docked on the top or bottom and undocked toolbars are horizontally oriented.

- 14 On the toolbar shortcut menu, click **Drawing**.
The Drawing toolbar opens in its default location at the bottom of the screen, like this:



- 15 Click the arrow at the right end of the Drawing toolbar to display the **Add or Remove Buttons** command. Point to **Add or Remove Buttons**, and then click **Drawing** to open this list of the commands that are available from the Drawing toolbar:



A similar list is available for each of the toolbars.

- 16 In turn, click **AutoShapes**, **Line**, and **Arrow** buttons to remove them from the Drawing toolbar.
- 17 Click **Reset Toolbar** to return the toolbar to its original state, and then close the list.
- 18 Click the **Close** button to close FrontPage.

- 19 Reopen FrontPage by clicking **Start**, pointing to **Programs**, and then clicking **Microsoft FrontPage**.
When FrontPage reopens, notice that the changes you made are still in effect; the Formatting toolbar is still docked at the left side of the window.
- 20 Move the Formatting toolbar back to its original location below the Standard toolbar at the top of the window.
- 21 Right-click in the toolbar area, and click **Drawing toolbar** to turn it off.
- 22 On the **File** menu, click **Close Web** to close the Web site.

Lesson Wrap-Up

This lesson introduced you to FrontPage 2002 and explained the concept of a FrontPage-based Web site. You learned how to open and preview a Web site, open and preview an individual Web page, and view the underlying HTML code in a Web page.

If you are continuing to the next lesson:

Click the **Close** button to close FrontPage.

If you are not continuing to other lessons:

Click the **Close** button to close FrontPage.

Quick Quiz

- 1 How do you close or open a FrontPage page?
- 2 What are the steps for previewing a FrontPage Web site in a browser?
- 3 What does the Navigation pane in FrontPage show?
- 4 What is the recommended minimum screen resolution for viewing Web pages?
- 5 What does the Hyperlinks View display?
- 6 What is the Toggle Pane on the Standard toolbar used for?

Putting It All Together

Exercise 1: Start FrontPage and open the GardenCo Web site. In Folders view, double-click the **press.htm** page. Use the HTML button to switch to HTML view. Look at the code for this Web page. Find each section of text within the page code and study the surrounding HTML code. Try to identify the code that creates each page element. Click the Normal button at the bottom of the Page view editing window to switch back to the Normal pane. Now see how the page will look to Web visitors. Click the Preview button at the bottom of the Page view editing window to switch to the Preview pane,

Next, preview the page in your default Web browser. On the Standard toolbar, click the Preview in Browser button. When you're done previewing the Web site, click the Close button to close the browser and return to FrontPage.

Exercise 2: Open the GardenCo Web site. On the Views bar, click the Tasks icon. On the File menu, click New and then click Task. In the New Task dialog box, give your task the name "Review all the pages of the Garden Company Web site." Assign the task to yourself and give it a medium priority. In the Description box, enter "Review all pages of this site to get ideas for how I might design my own Web site." Click OK to close the New Tasks dialog box. Click the Close button to exit FrontPage.