



Getting Started

The FrontPage Window



- ➊ **Menu Bar** – contains all tools for use with FrontPage 2002.
- ➋ **Standard Toolbar** – contains shortcuts for standard FrontPage actions and tools.
- ➌ **Formatting Toolbar** – contains shortcuts for applying formatting features to your web page.
- ➍ **Views Bar** – contains shortcuts for different views.
- ➎ **Ask a Question Box** – provides quick access to help when you have questions.
- ➏ **Task Pane** – displays tasks according to the selected task category.

Note: To hide or display a toolbar, select **Toolbars** from the **View** menu and select the toolbar from the resulting menu.

Using the Task Pane

The task pane replaces context-sensitive dialog boxes. For example, when you select **New** from the **File** menu, another **Page or Web** from the resulting menu, the **New Page or Web** task pane will appear. To change the task category, click the **Down arrow** button on the task pane and select a category from the resulting menu.

Using the Views Bar

	Page – edit and view web pages.
	Folders – organize files and folders.
	Reports – analyze and manage web pages.
	Navigation – design the navigation structure of the web.
	Hyperlinks – view hyperlinks within the web site.
	Tasks – create and manage tasks.

Using Tabs in Page View

To quickly switch between **Normal HTML**, and **Preview** screens, click the corresponding tab, located at the bottom of the window.

- Normal HTML** – Use the **Normal** tab to edit a web page.
- Code** – Use the **HTML** tab to edit the HTML source code for the page.
- Preview** – Use the **Preview** tab to see an approximation of how a page looks in Internet Explorer.

Creating a Page or Web

1. Select **New** from the **File** menu.
2. Select **Page or Web** from the resulting menu. The **New Page or Web** task pane will appear.
3. To create a web, select **Web Site Templates** from the **New From Template** section.
4. To create a page, select **Page Templates** from the **New From Template** section.
5. Select a template. A description and/or preview of the template will appear to the right.
6. If you are creating a web, you can specify the location where you want to save the web by clicking the **Browse** button.
7. Click the **OK** button.
8. If you selected a **Wizard** template, the **Wizard** dialog box will appear. Follow the **Wizard** to set up your web or page.
9. If the **FrontPage** window appears gray, select **Folder List** from the **View** menu. Double-click a page name to view it.

Adding a Page to a Web

1. Create a page as described above or click the **Create a new normal page** button.
2. Select **New** from the **File** menu.
3. Navigate to the folder where you want to save the page.
4. Enter a name for the page in the **File name** box.
5. Click the **Change title** button to change the page title.
6. Click the **Save** button.

Note: You may need to add the page to the navigation structure. In **Navigation** mode, click and drag the new page, as it appears in the **Folder List**, to the position in the navigation structure where you want it. If the **Folder List** is not displayed, select **Folder List** from the **View** menu.

Opening a Page

1. Select **Open** from the **File** menu, press **Ctrl + O**, or click the **Open** button.
 2. Locate and select the page you want to open.
 3. Click the **Open** button.
- Note:* To open a page from within the current web, double-click the name as it appears in the **Folder List**.

Saving a Page

1. Select **Save** from the **File** menu.
2. Navigate to the folder where you want to save the page.
3. Enter a filename in the **File name** box. If this is the web's home page, name the file "index.htm."
4. Click the **Change title** button to change the page title. The title will appear in the browser's **Title** bar when the user navigates to the page.
5. Click the **Save** button.

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Jessica J Manson



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