

Microsoft FRONTPAGE and HTML


A Quick Reference Guide

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Using Frontpage to Build Web Nodes – The Basics

This section covers the basics of using Microsoft *Frontpage* to create web nodes. While there are many more advanced features you could use, these basics will get you started.

To Create a New Web Node (Page):

Select *New* from the *File* menu, or click on the *New*  icon on the tool bar. You will have the option of creating a new web page or an entire new web site. Most times it will be in your best interest to create a single page, but if you choose to create an entire site, *Frontpage* has Wizards and Templates to help you in this process.

To Edit an Existing Web Node (Page):

Select *Open* from the *File* menu, or click on the *Open*  icon on the tool bar. Locate the file you wish to open on your hard drive, home directory (h:\ drive), or disk (floppy or ZIP) and click on the “Open” button.

To Change the Background, Text, or Link Colors:

Choose *Background* from the *Format* menu. In the area highlighted by the red box in *Figure 6* below are the five color selections used to define the initial properties of each web page.

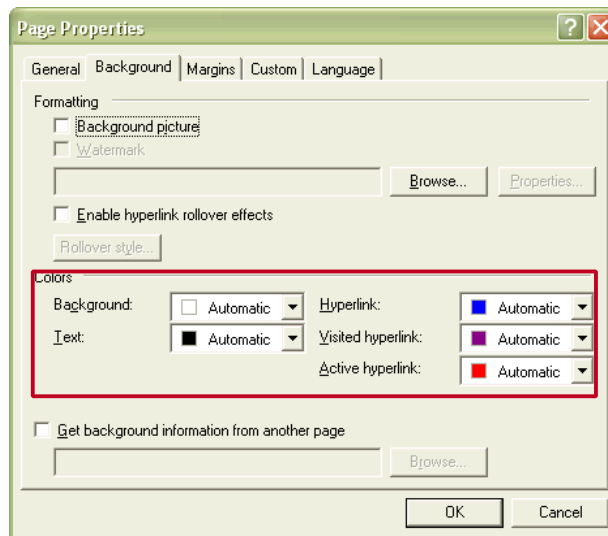


Figure 1. *FrontPage* color selections.

The group of two options on the left are the background and text colors – these define the color of the background (the default is white) and “ordinary,” non-linked text (the default is black). The group of three options on the right control the colors of text hyperlinks in their various stages. The “Hyperlink” color is the color of a

hyperlink that has never been followed (the default is blue). “Visited hyperlink” color is the color of a hyperlink that has been followed (the default color is purple). “Active hyperlink” color is the color of a hyperlink that is currently being followed (the default color is red). Click “OK” when you’re done. You can set these colors to many different shades.

To Use a Background Image

Choose *Background* from the *Format* menu. In the area highlighted by the red box in *Figure 7* below, check the box next to “Background Picture.” In the textbox next to the “Browse” button, type the location of the file you wish to use as a background image. Alternatively, click on the “Browse” button to browse your hard drive, home directory, or disk for the file. When you have selected a file, click “OK” to close the window.

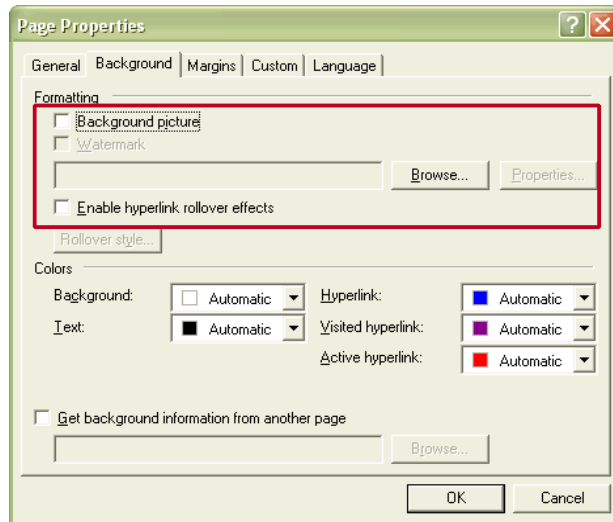


Figure 2. Inserting background images in *FrontPage*.

To Insert an Image (.gif or .jpg file):

Move the cursor to the spot you want your image to appear. Select *Picture* from the *Insert* menu, and choose either *Clip Art* or *From File*. If you choose *Clip Art*, browse for the Microsoft Clip Art you want to use, click on the image, and select “insert” from the pop-up menu. If you choose *From File*, browse for the file you want to use and click the “OK” button when you have selected the image you want.

A word on graphics file formats. The two most commonly used formats are GIF (CompuServe Bitmap, file extension: “.gif”) and JPEG (Joint Photographic Expert Group bitmap, file extension: “.jpg”). The biggest difference is that the JPEG format was designed to digitize color photography; as such, it can handle millions of colors and great resolution, but it’s “lossy,” which is to say that the more you compress a JPEG, the more information (color data, image sharpness) it loses. GIF images, on the other hand, can handle only 256 colors per image (but these can be *any* 256 colors, not a predetermined set); GIFs, though, compress better, with less loss, than

do JPEGs. A general rule of thumb, use JPEGs for color photography, use GIFs for everything else.

If you want to create an “alternate text” for an image you’ve inserted (which will display incase your image does not load, click on the image in the editor window and press [ALT]+[ENTER]. In the “Text” box (highlighted in the red box in *Figure 8* below) under *Alternative Representations*, type a brief description or label of the image (three or four words max). Click the “OK” button.

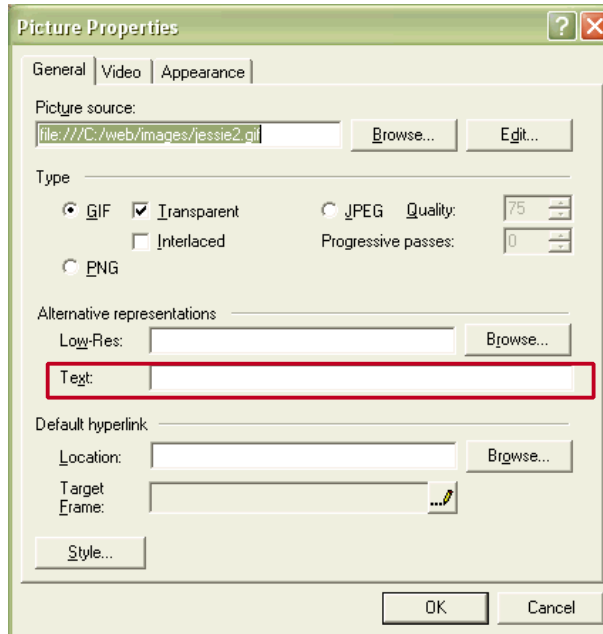


Figure 3. The *FrontPage* Picture Properties Box.

To Insert a Hyperlink:

Highlight the text or select (click on) the graphic you wish to use as a link. Select *Hyperlink* from the *Insert* menu, or click on the *Hyperlink* button on the toolbar, or press [CTRL]+K. In the URL box (see *Figure 9* below), type the URL for the webpage you want to link to (for example, <http://owl.english.purdue.edu/> or [http://icdweb.cc.purdue.edu/~\[youralias\]/pg2.html](http://icdweb.cc.purdue.edu/~[youralias]/pg2.html)). Click the “OK” button.

To Link to a *Word* (.doc or .rtf) or *Acrobat* (.pdf) File:

You can publish Microsoft *Word* (.doc or .rtf) and Adobe *Acrobat* documents (files) to the web and link to them from your web node. First, save the document in your www directory. Second, in your web node, type the text or insert the graphic you would like to use as the link to the document. Follow the procedure for a hyperlink explained above. Then in the URL box, type the file name of the document you’re linking to (for example, filename.doc or filename.pdf). Click the



“OK” button.

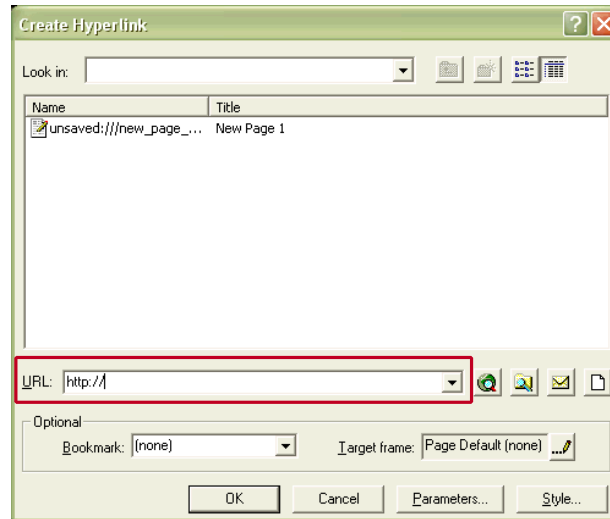


Figure 4. The hyperlink dialogue box.

Advanced Features of FRONTPAGE

The previous section dealt with the generalities of creating hypertext documents in Microsoft FRONTPAGE, and the basic features of hypertext documents. This section deals with the theory of more advanced hypertext design and the practice of implementing that design in FRONTPAGE.

Tables

FRONTPAGE allows you to insert tables into your web pages. Now, this may not seem like all that advanced a feature, or one that you're likely to make much use of. Remember, though, that in designing documents (both hypertext and – in some cases – print, as well), tables can be used for more than presentations of data (their most traditional use). Tables can be a powerful layout and design tool for hypertext; they can be used to:

- Present data in an easily scanned row/column index format.
- Lock the display size of hypertext documents.
- Help organize text and graphics on the screen, and help to keep them from moving in relation to one another.

The first use mentioned above is the traditional use, and should be relatively obvious. From presenting data you've collected and tabulated to creating an on-line calendar, the traditional use of tables to present data in row/column format is a prevalent use of tables in hypertext.

In addition to this traditional use, however, we can use tables in our hypertext documents to lock-in the display size of our content. You have no doubt seen web sites that tell viewers that the content is best viewed in some resolution or another (say, 640x480 or 800x600). In these cases, the second number means very little, because it is the height of the screen in pixels, but having to scroll vertically is no big deal to us, because it reminds us how we normally absorb information – by looking down the page! The first

number, though, has to do with the width of the screen in pixels (the little dots that make up monitor resolution). This is important because all monitors (or other computer display devices) are made up of a set number of pixels – there is an upward limit to the width of the content they can display. The bottom line here is that without some way of setting content width for your pages, your viewer will see your content condensed or expanded to fit the width of their browser window or their computer screen. But here’s the catch: if you set a width for your content that is *wider* than their display is capable of – say you set your content at 1024 pixels wide, and their monitor can only display 800 pixels, the viewer will have to scroll horizontally to view all of your content (and the same is true of content at 800 and display at 640). Most new display devices now are capable of resolution of 1024 pixels, but not everyone has these devices yet. To be safe, you should set your content width at about 800 pixels. The way you do this is to put your content on a table, which you can set to 800 pixels wide. Then, whether the viewer’s display is set for 640, 800, 1024, or something else, your content will always be displayed at 800; this will make the 640 user have to scroll left to right, but it will keep your content from being smooshed into 640 pixels and from being expanded into 1024 – in short, your content will display as you laid it out, every time!

In addition to this size factor, you can also use a table to locate text and graphics (and other hypertext elements, as well) in relation to each other. For example, if you insert a graphic in-line with text, hypertext assumes that the bottom of the image should line up with the bottom of the text. If you want your text and image to line up differently (say, the tops line up or the text is centered on the image), you can best achieve this by putting the image in one cell of a table and the text in the cell next to it and adjusting the position of the text within its cell.

To insert a table, select the *Table* menu. From the menu select *Insert* and then *Table*. The following dialogue box will appear to help you set up your table:

This dialogue box asks you first to set up the number of rows and columns for your table. This is a spot where it might be handy to have made a sketch of your node, so you know how many you’ll need (remember, if there are spots in which you need more or less than in other sections of your node, you can merge the cells together or split them apart as needed – it’s usually best to start with the highest number of rows and columns you foresee needing and to merge from there).

Next, you’ll note the “Layout” section of the dialogue box. On the left-hand side here are the general layout features for your table. The “Alignment” drop-down menu allows you to set every cell in your table to “Left,” “Right,” or “Center” alignment – if you don’t want them all the same, don’t worry, you can change them individually later.

The “Border Size” box allows you to specify the width of the cell borders for your table. The higher the number, the thicker the line (entering zero (0) here will give you a table with invisible borders). “Cell Padding” refers to the number of pixels between the cell contents and its borders. “Cell Spacing” refers to the number of pixels between cells in the table. Cell padding and cell spacing can be useful especially when using a table with invisible borders to provide delineations between the contents of various cells.

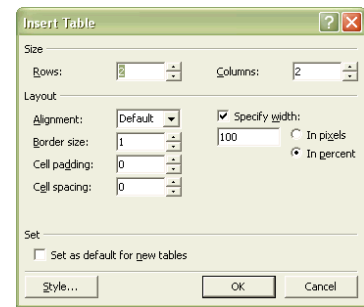


Figure 5. The table dialogue.

On the right-hand side of the “Layout” section is the “Specify Width” check box. If this box is checked, you’ll be able to select the width of your table (its height will be governed by its content). You can select this width in percentages of the screen width, or in pixels (which is how we said we lock the width of our display). If you choose percentages, be sure you’ve entered a number from 1 to 100 (a table set at, say, 800% of screen width just gets out of control). If you choose pixels, the sky’s the limit, but remember that most people still count on web resolution of 1024 pixels or less, with 800 pixels or less being safer.

After you’ve set up your table, you can insert text, graphics, and hyperlinks into your table as you would into a node without a table. You can also use other options on the *Table* menu to modify your table.

- *Merge cells.* If you have highlighted two or more contiguous cells, you can merge them into one cell with this command.
- *Split cell(s).* One or more cell(s) can be split into one or more row(s) or column(s) with this command.
- *Table Properties – Cell.* This will allow you to change the properties (border color, background color, etc.) of one or more cell(s) in your table.
- *Table Properties – Table.* Applies the changes you make (to border color, background color, etc.) to the entire table.
- There are other options on the *Table* menu – if you’re interested in advanced table features, you should spend time exploring these.

Remember, the technique of using tables as a layout tool can be as useful in the production of print documents as it is on the web.

Frames

Using frames allow you to divide your viewer’s browser window into several smaller viewing areas. The idea is that you can have some content that remains static while other content changes in the same window; this means, as well, that the content in all of your frames can change independently – if you have three frames, the content in two of them can remain the same while the third changes, or they can all three change at once, or any link in any of the frames can change the content in that frame or any of the others. Frames allow you a great deal of flexibility regarding how your content will be displayed.

The other concept integral to the idea of frames is that of the *frameset*. A frameset is the web node (or html page) that controls the layout of the frames, what content nodes (or pages) are initially displayed, and how the frames relate to one another. The frameset sets the sizes of the frames, and – in essence – controls the whole show as far as displaying framed content.

Creating a Frameset. In Microsoft FRONTPAGE 2002 (FRONTPAGE 2000 is different), begin by selecting the *File* menu. From the *File* menu, select *New*. From the submenu that appears, select *Page or Web*. This will display a variety of choices on the right hand side of the screen. From these choices, select *Page Templates* (shown in *Figure 6* below).

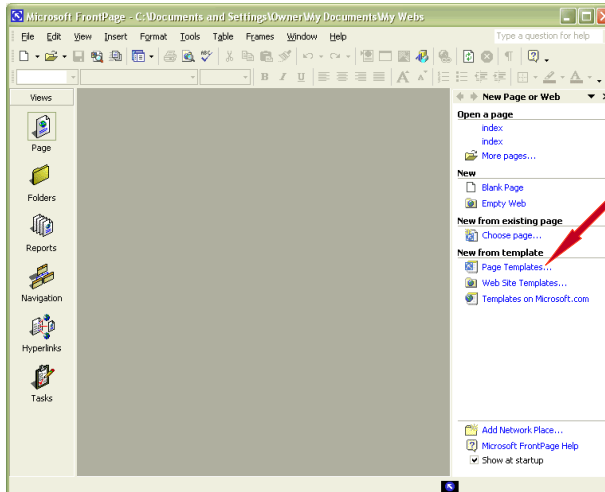


Figure 6. The "New Page or Web" Menu Listing.

When you have clicked on *Page Templates*, the dialogue box for templates will appear (see *Figure 7* below). Select the "Frames Pages" tab (indicated by the maroon arrow in *Figure 7* below). Then select the type of frameset you would like to work with (each is previewed as you single click on it, indicated by the blue arrow in *Figure 7* below). Clicking the "OK" button selects the highlighted frameset template, and FRONTPAGE will build your frameset and so that you can begin editing content.

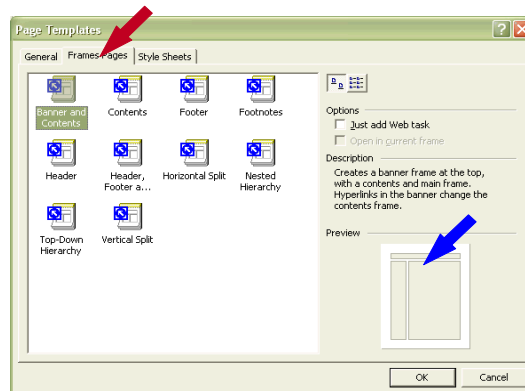


Figure 7. Frameset template selection dialogue.

This array of templates allows you to created ten different styles of framesets. The specifications of these framesets are detailed below:

- *Banner and Contents.* This provides a three-way split of the screen, with a short top frame running the width of the screen (a "banner" frame), a narrow frame running the remaining length of the screen at the left-hand side of the screen (a "contents" frame), and the remainder of the screen to contain the content. The idea here is that the banner frame will remain totally static as the site is viewed, while the contents frame will be used to navigate the content displayed in

the third frame.

- *Contents.* This is a two-way split; it is similar to “banner and contents” minus the banner.
- *Footer.* The footer frameset is a two-way split of the screen, with a short bottom frame running the full width of the screen. The idea is that you can display a footer (perhaps a bottom banner) of static content in this space.
- *Footnotes.* This frameset bears a striking resemblance to the “footer” frameset. The main differences are: 1) the bottom frame is taller in the “footnotes” frameset, and 2) intent: the idea is that this bottom frame will display footnotes to the content displayed in the main frame above it. In this instance, the content of both frames in the set is meant to be dynamic. (See <http://icdweb.cc.purdue.edu/~kapper/scholarship/archive/624/index.html> for an example of this type of frameset.)
- *Header.* The “header” frameset has a short frame at the top which runs the entire width of the screen.
- *Header, Footer, and Contents.* This frameset includes both a header and a footer (short frames running the entire width of the screen). It also includes the narrow frame at the left-hand side of the page running from header frame to footer frame.
- *Horizontal Split.* This frameset includes two equal frames, displayed top and bottom.
- *Vertical Split.* This frameset includes two equal frames, displayed left and right.
- *Nested Hierarchy.* This frameset includes a narrow frame at the left-hand side of the screen running the full top-to-bottom length of the screen, then two other frames splitting the remaining space of the screen horizontally; the top screen of these two will be shorter than the bottom. The idea behind this frameset is that the left frame will display general contents, which will control the top frame which displays more detailed contents and will in turn control the bottom frame which will display content.
- *Vertical Hierarchy.* This frameset functions along lines similar to that of the “nested hierarchy” except that this frameset contains three horizontal frames. The top frame is for general contents, the middle frame for detailed contents, and the bottom frame for actual content.
- Bear in mind that the template sets up *not only* the layout of the frames, but also certain default ways in which they relate to one another. For example in either “hierarchy” type of frameset, a link on a page in the general contents frame will — by default — attempt to display another page in the detailed contents frame. Consider this carefully as you create your frames.

I've Got a Frameset . . . Now What? Once you've chosen the type of frameset you would like to insert and FRONTPAGE has set it up for you, you will find that you are faced with a frameset devoid of content (as shown in *Figure 8* below). At this point, you must either insert or create the content nodes for your frameset.

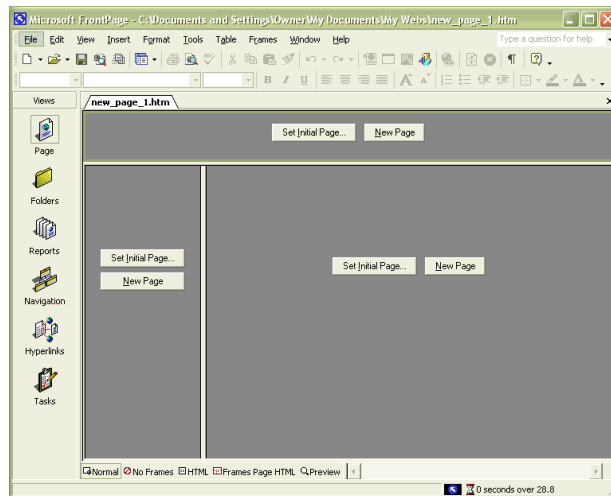


Figure 8. An empty “Banner & Contents” Frameset.

You will note that each frame in the empty frameset has two buttons in it. One says “Set Initial Page”; by clicking this button and following the prompts, you will be able to choose an existing node you have already created to display in this frame. The other button says “New Page”; by selecting this button, you will create a new, blank web node in that frame, which you may then edit as you would any other FRONTPAGE document.

If you have not prepared any of your content ahead of time, you will select “New Page” for each frame (shown in *Figure 9* below). You will then edit each frame’s page individually by clicking on it.

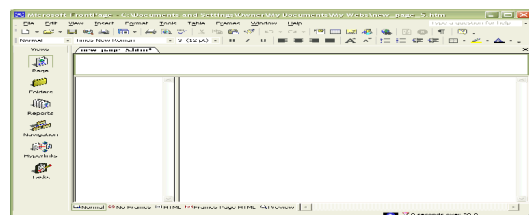


Figure 9. A Frameset with all new nodes.

To select a frame or the page it contains, click anywhere within the frame — the frame becomes the active frame and the page it contains becomes the active page. After you have selected a frame and its page, you can edit the page as you normally would; you can also edit the properties of the frame. To do this, *right* click anywhere in the frame and select *Frame Properties* from the menu that appears. The “Frame Properties” dialogue box will appear.

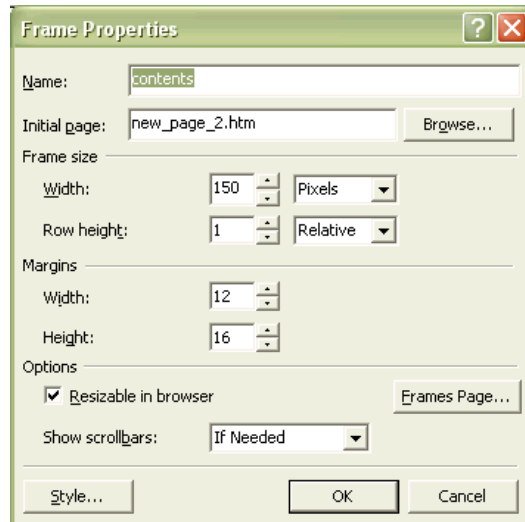


Figure 10. The “Frame Properties” dialogue.

This dialogue box allows you to set the properties of the current active frame. The “Name” box allows you to name the frame — each frame’s name will be important when you try to open pages in different frames, so name you should name your frames intuitively, or simply use the names the template gives them (and write down which is which). The “Initial Page” box lists the file that is opened in this frame when the frameset is opened; the “Browse” button here allows you to choose a different file. The “Frame Size” section allows you to resize your frame, and the “Margins” section allows you to control how close page content will be allowed to come to frame edges in pixels. The “Options” section allows you to set up other features of your frames. The “Show Scrollbars” drop-down is perhaps the most important of these; if you know that a frame’s content will fit the frame without scrollbars, you may select *never*. If you are unsure as to whether a frame’s content will fit without scrollbars, you should select *If needed*. There is really not a reason to ever select *always*, because this will cause scrollbars to be displayed even if they are not needed, and unnecessary scrollbars look unprofessional and serve only to clutter the frameset.

Saving your Frameset. The first time you save a frameset in FRONTPAGE, you will be prompted with the “Save as” dialogue box for *each* unsaved element of your frameset (the frameset itself, and any nodes/pages you have created within the frameset that are, as yet, unsaved. Be sure, as you go through this process, that you pay attention to the highlighted frame/frameset in the dialogue box so you know which portion (a page or the frameset) you are currently saving (see *Figure 11* on next page). Be sure that you name the pages intuitively, of course, and remember that if the frameset is to be the first node displayed in a site or subdirectory, you might want to name it “index.htm” or “index.html” within that site or directory.

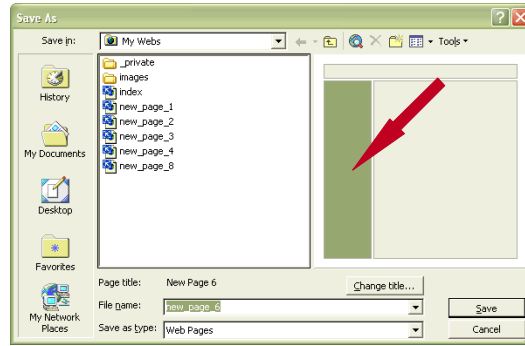


Figure 11. The Frameset “Save As” dialogue.

Note in *Figure 11* above, that the arrow points to the selected frame. This dialogue box will save the page that you have created in this frame. If you have created a new page in each frame, you will receive a dialogue for each frame and one for the frameset as a whole.

Linking to other Pages in a Frameset. So, now you have created your frameset, and you have set up an initial page to display in each frame. How do you go about changing the content in a frame or two? The first step is just like it would be in any other circumstance – you enter the text or graphics you want use as a link in one of the pages currently displayed by your frameset. Then you begin the process for inserting a hyperlink (as normal). When the hyperlink dialogue box is displayed (see *Figure 12* below), enter the file you want to link to in the “Address” box, but before you click “OK,” click on the “Target Frame” button, to control which frame your link will be displayed in.

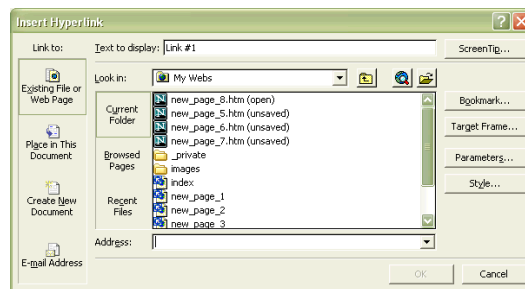


Figure 12. The Hyperlink dialogue.

When you have clicked on the “Target Frame” button, the “Target Frame” dialogue box will be displayed (see *Figure 13* on the next page). This dialogue box will contain a thumbnail drawing of your current frameset (on the left-hand side) and a listing of common targets (on the right-hand side). You may select any frame in your current frameset simply by clicking on the frame in thumbnail; this will select that frame as the target for your link, and you can then click the “OK” button to close the dialogue box. Clicking on any of the options in the “Common Targets” section will allow you to control the target of your link to locations *other than* the frames in your current frameset.

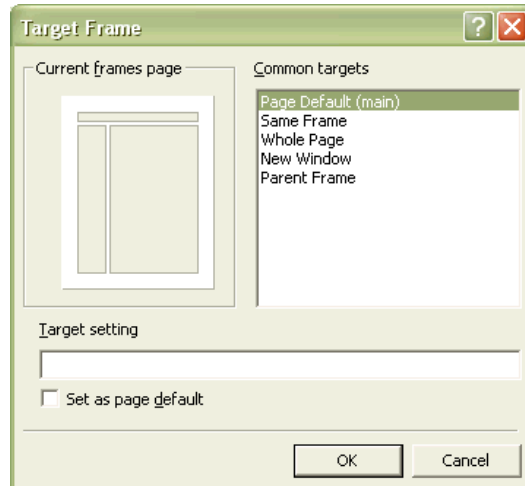


Figure 13. The “Target Frame” dialogue.

The “Common targets” settings are described below:

- *Page Default (main).* When we selected the “Banner and Contents” template as we set up our frameset, the default target for links anywhere in this frameset was set to “main” (the bottom right frame in the frameset). This was done because in this type of frameset, it is assumed that most of the content is going to be displayed in this frame. If you do not specify a target for a link in your page, its target will be this frame. If you wish to change the page default, choose what you want the new default to be (either in the thumbnail or among the common targets), check the “Set as page default” box, and click the “OK” button.
- *Same Frame.* This makes the target frame the same as the frame containing the link. If you apply this target to a link in the “contents” frame (the lower left-hand frame), the new page will open in that frame, replacing the previous content (this is handy for making contents lists expandable; see <http://ssinfo.purdue.edu/>).
- *Whole Page.* This target replaces your entire frameset with the content it is linked to. The entire browser window will be taken up with the node this link points to.
- *New Window.* This target opens a new browser window for the content of the linked node. The frameset remains available in its browser window, and the new content becomes available in a window of its own. This is especially useful when your frameset includes links to sites outside of your frames-based site. *It is imperative that you use either “Whole Page” or “New Window” when linking to sites outside of your frames-based site.*
- *Parent Frame.* This target is useful when you have “nested framesets”; that is, when you have a frameset opened within a frame of another frameset. This target allows you to replace an entire frameset in a frame of another frameset with the new node’s content. If you have

only one frameset in a page, this target is equivalent to the “Whole Page” target.

Remember that frames can be a dynamic way of displaying multiple content nodes simultaneously. More than with straightforward hypertext, however, you must be certain that navigation of your frames and framesets is intuitive and not confusing.

Other Links: Email Links and Bookmarks

In FRONTPAGE, you can link to things besides other files, nodes, or sites. You can also use a hyperlink to send an email message or to jump to a specific point within the text of the node that is currently displayed. These actions are controlled from the “Insert Hyperlink” dialogue box.

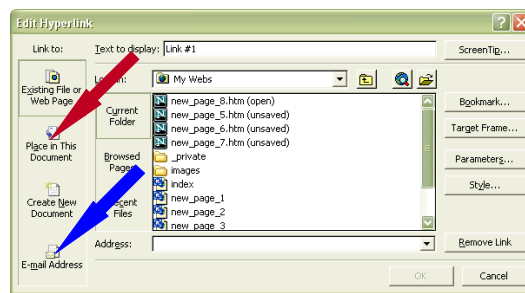


Figure 14. The “Insert Hyperlink” dialogue.

Note, in *Figure 14*, the two arrows indicating selection buttons along the left-hand edge of the dialogue box. The maroon arrow indicates where you would click to link to a *bookmark* in the same document, while the blue arrow indicates where you would click to create a link that sends an email to a specified address.

Email Links. After you have inserted and selected text or graphics for the link, opened the “Insert Hyperlink” dialogue, and clicked on the “E-mail Address” selector, the dialogue box will change.

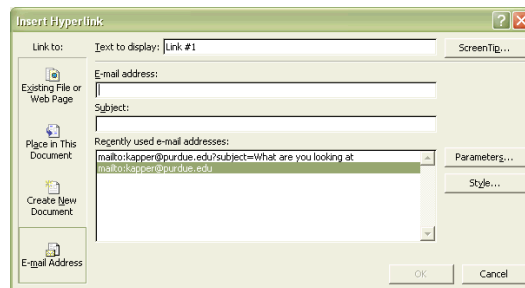


Figure 15. The Email link dialogue box.

You can enter the email address you want to send a message to in the “E-mail address” box. (Don’t be alarmed when FRONTPAGE adds “mailto:” before the email address you

enter.) If you would like to specify the subject of the email that this link would send, enter that subject line in the “Subject” box. Then click on the “OK” button.

Bookmarks. If you want your audience to be able to navigate your nodes through a system of bookmarks and internal links, you can set this up. Select the places in your nodes that you would like for the audience to be able to “jump” to. First, position your cursor in each of these places, and then click on *Insert*, then *Bookmark*. You will be prompted to name the bookmark you’re inserting; bookmark names should be intuitive – they should relate to what they mark.

After you’ve inserted the bookmarks into your node, follow this procedure to link to them. Insert and select the text or graphics you wish to use as the link. Open the “Insert Hyperlink” dialogue box and click on the “Place in this Document” selector (the “Insert Hyperlink” dialogue box will change).

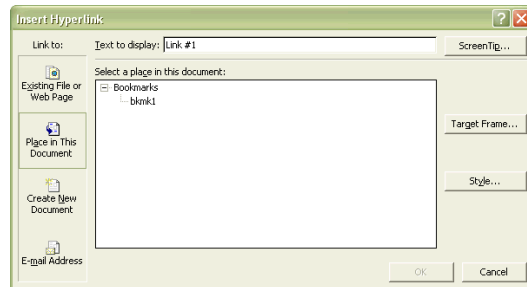


Figure 16. The bookmark link dialogue box.

All of the bookmarks inserted in the node will be displayed in the “Select a place in this document” box. You can select the bookmark and then click the “OK” button; this will insert a link to that bookmark on the present page. Be sure, if you are working with frames, to use the “Target Frame” button to select the frame that the node you’re working with appears in, or the page you’re working with will display itself and jump to the bookmark *in the page default target frame*.

Bookmarks and email links allow you to diversify the content and capabilities of your web pages. They, especially bookmarks, allow easy navigability, but remember that bookmarks must have links to them to be useful and too many links to bookmarks can clutter your nodes – this is not to say “don’t use them,” but rather to caution that you should strike a balance here.

Hotspots

In addition to linking to a section of text or to a whole graphics image, you can insert *hotspots* on a graphics image to allow you to link to a specific portion of that image. Inserting hotspots is also known as generating an *image map* for the graphics image in question.

To generate an image map and place hotspots in it, you should first insert the image in your node as normal. Once the image is inserted, click on it to select it. You will note that the Picture toolbar (denoted by the **green** arrow in *Figure 17* below) becomes active.

This allows you to insert hotspots (circular, rectangular, or polygonal) into the image map that overlays the graphics image.

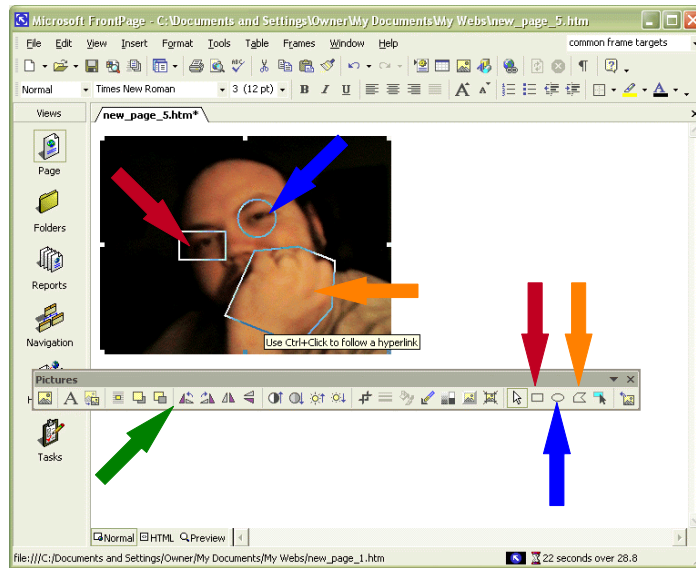


Figure 17. Image maps and hotspots.

- The button for a rectangular hotspot on the “Pictures Toolbar” is indicated by the maroon arrow, as is the rectangular hotspot on the image that results from it. To insert a rectangular hotspot, click on the rectangular hotspot button then drag to draw the hotspot on the image from one corner to the opposite corner diagonally.
- The button for a circular hotspot on the “Pictures Toolbar” is indicated by the blue arrow, as is the circular hotspot on the image that results from it. To insert a circular hotspot, click on the circular hotspot button then drag to draw the hotspot on the image from the *center* of the circle to the outside edge.
- The button for a polygonal hotspot on the “Pictures Toolbar” is indicated by the orange arrow, as is the polygonal hotspot on the image that results from it. To insert a polygonal hotspot, click on the polygonal hotspot button then draw the hotspot, clicking once on the image for each corner of the hotspot. Be sure to close the hotspot.

In each case above, when you have finished drawing each hotspot, the “Insert Hyperlink” dialogue box will open and you will be prompted to provide hyperlink information for each hotspot. These can link to other nodes, to bookmarks within the same node, or to email addresses. Be sure when you use image maps and hotspots that you somehow make clear that the image map is to be used for navigation — you might state this and also provide text hyperlinks as a backup approach to navigation. In short, be sure you have used the image map to *enhance* the navigability of your site, not to detract from it.

Timestamp

The *timestamp* feature is a great way for those of us who are sometimes forgetful about adding (or updating) a date to our web nodes (“this node last updated . . .”). This feature allows you to insert the date and time into a page, and to do so in such a way that FRONTPAGE will update them automatically each time the page is saved. Select the *Insert* menu and then *Date and Time*.

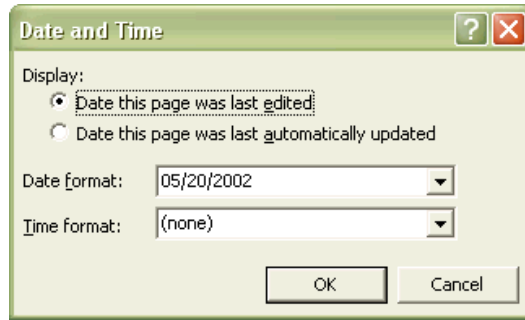


Figure 18. The “Date and Time” dialogue.

In this dialogue box, you can select to display the date you last edited the page, or the date on which the page was last automatically updated, by clicking the appropriate radio button. In most cases, you should probably choose the date the page was edited, because your pages will not be automatically updated. You can then choose the format in which the date and time of the updates will be displayed by selecting from the drop-down menus. Generally, a time of update will not be necessary – a date should be sufficient (but note that in the “Time Format” drop-down, “TZ” denotes “time zone,” expressed as deviation from Greenwich Mean Time – for example, Eastern Standard Time is “-0500”).

Behaviors

FRONTPAGE includes a number of what it calls “Web Components.” Most of these are small JavaScript applications (called “applets”). You should explore using these components in your web pages; just remember that you can easily begin to clutter your page by putting in too many of these extra gizmos.

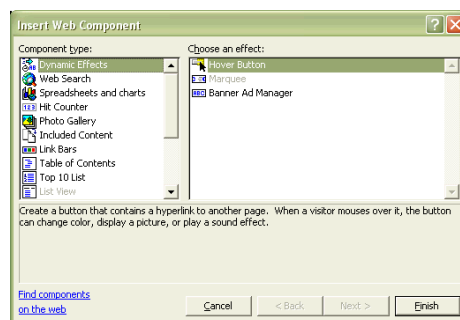


Figure 19. “Web Components” dialogue.

Adding hand-coded HTML Features

Sometimes you'll want to add elements to your web pages that you cannot readily add through the FRONTPAGE WYSIWYG interface. Fortunately, FRONTPAGE allows you to modify and include most font attributes within its interface — you simply highlight the text, click on *Format*, and *Font*, then select the attributes you wish to apply (bearing in mind that not all browsers will display all font attributes).

There are some attributes that you cannot add in this way, however. For example, you will note that in the font dialogue box, "blink" is greyed out — you cannot choose it. Of course, "blink" is a text attribute that can only be displayed by Netscape COMMUNICATOR 4.x browsers. If you think your audience is likely to be using these browsers, you can click on the HTML tab at the bottom of the FRONTPAGE screen, find the text you want to blink and insert the following code around it:

```
<blink>This is the text that will blink.</blink>
```

This code will make the text between the two tags blink in Netscape.

A more advanced instance of directly coding your pages is if, for example you do not want your links to be automatically underlined (as they are by default in all HTML browsers). To make this change, click on the HTML tab to reveal the source code, find the tag that says `</head>` and insert your cursor before this tag. Then add the following code to the header of your page:

```
<style>  
a {text-decoration: none}  
</style>
```

The first line here tells the browser that you're altering the default font style. The second line tells it which tag you're changing (the "a" — or link) tag, and how you're changing it (you want no text decoration for your links, rather than the standard underlining). The third line tells the browser that you're done altering the style. Of course, you can substitute other text decorations for the "none," like "overline" or "strikethrough" — these will place a line over your link or through the middle of its text, respectively. If your audience is likely to have Netscape 4.x browsers, you can even insert "blink" instead of "none" here, and your links will blink.

Remember, though, that this sort of thing contributes to the general busy-ness of a page and may be construed by your audience as clutter — which we know by now is to be avoided at all costs.