FrontPage 2002 Mastered

Introduction

FrontPage 2002 Mastered is a comprehensive guide to the popular web design software, FrontPage 2002. Whether you're a beginner looking to create your first website or an experienced web designer looking to expand your skills, this book has something for everyone.

In FrontPage 2002 Mastered, you'll learn everything you need to know to create stunning websites, from the basics of the FrontPage interface to advanced techniques like working with Cascading Style Sheets (CSS) and creating dynamic web pages. You'll also learn how to collaborate on web projects with others, troubleshoot common problems, and stay up-to-date with the latest FrontPage news and updates.

With FrontPage 2002 Mastered, you'll be able to:

- Create professional-looking websites quickly and easily
- Add images, videos, and other multimedia to your web pages
- Create interactive forms and surveys
- Optimize your website for search engines
- Collaborate on web projects with others
- Troubleshoot common FrontPage problems
- Stay up-to-date with the latest FrontPage news and updates

If you're ready to take your web design skills to the next level, then FrontPage 2002 Mastered is the book for you.

FrontPage 2002 Mastered is written in a clear and concise style, with step-by-step instructions and plenty of screenshots to help you learn. You'll also find helpful

tips and tricks throughout the book to help you get the most out of FrontPage 2002.

Whether you're a beginner looking to create your first website or an experienced web designer looking to expand your skills, FrontPage 2002 Mastered is the book for you.

Book Description

FrontPage 2002 Mastered is the ultimate resource for anyone looking to create stunning websites with FrontPage 2002. Whether you're a beginner looking to create your first website or an experienced web designer looking to expand your skills, this book has everything you need to know.

With FrontPage 2002 Mastered, you'll learn how to:

- Create professional-looking websites quickly and easily
- Add images, videos, and other multimedia to your web pages
- Create interactive forms and surveys
- Optimize your website for search engines
- Collaborate on web projects with others
- Troubleshoot common FrontPage problems
- Stay up-to-date with the latest FrontPage news and updates

FrontPage 2002 Mastered is written in a clear and concise style, with step-by-step instructions and plenty of screenshots to help you learn. You'll also find helpful tips and tricks throughout the book to help you get the most out of FrontPage 2002.

In addition to the comprehensive coverage of FrontPage 2002, this book also includes a wealth of bonus material, including:

- A free trial version of FrontPage 2002
- A collection of professionally designed templates and themes
- A library of royalty-free images and graphics
- A glossary of web design terms

With FrontPage 2002 Mastered, you'll have everything you need to create stunning websites that will impress your visitors and help you achieve your online goals.

FrontPage 2002 Mastered is the essential guide for anyone who wants to create professional-looking websites with FrontPage 2002.

Chapter 1: FrontPage 2002 Interface

1. Navigating the FrontPage 2002 Workspace

FrontPage 2002's user interface is designed to be intuitive and easy to use, even for beginners. The main window is divided into several panes, each of which serves a specific purpose.

The **Standard Toolbar** contains buttons for common tasks such as opening and saving files, copying and pasting text, and undoing and redoing actions.

The **Formatting Toolbar** contains buttons for formatting text, such as changing the font, size, and color of text, and adding bold, italics, and underline.

The **Page View** pane displays the current web page. You can use the scroll bars to move around the page, and the zoom slider to change the magnification.

The **Code View** pane displays the HTML code for the current page. You can use the Code View pane to edit

the HTML code directly, or to view the HTML code that FrontPage 2002 generates automatically.

The **Task Pane** provides access to a variety of tools and resources, such as the **Page Properties** dialog box, the **Insert** menu, and the **Help** system.

You can customize the FrontPage 2002 interface to suit your own needs. For example, you can add or remove buttons from the toolbars, change the size and position of the panes, and create your own custom toolbars.

To learn more about the FrontPage 2002 interface, take some time to explore the different panes and toolbars. You can also find helpful information in the FrontPage 2002 Help system.

2. Understanding Menus and Toolbars

FrontPage 2002's menus and toolbars provide quick access to a wide range of commands and features. The menus are located at the top of the main window, and the toolbars are located below the menus.

The **File** menu contains commands for opening, saving, and printing files, as well as for creating new web pages and templates.

The **Edit** menu contains commands for editing text and graphics, such as copying, pasting, and deleting.

The **View** menu contains commands for changing the way the FrontPage 2002 window is displayed, such as zooming in and out of the page and switching between the Page View and Code View panes.

The **Insert** menu contains commands for inserting text, images, tables, and other objects into a web page.

The **Format** menu contains commands for formatting text and graphics, such as changing the font, size, and color of text, and adding bold, italics, and underline.

The **Tools** menu contains commands for accessing a variety of tools and resources, such as the **Page Properties** dialog box, the **Insert** menu, and the **Help** system.

The **Help** menu contains commands for accessing the FrontPage 2002 Help system.

You can customize the FrontPage 2002 menus and toolbars to suit your own needs. For example, you can add or remove commands from the menus, change the order of the commands, and create your own custom menus and toolbars.

To learn more about the FrontPage 2002 menus and toolbars, take some time to explore the different menus and toolbars. You can also find helpful information in the FrontPage 2002 Help system.

3. Customizing the Interface to Fit Your Needs

FrontPage 2002 allows you to customize the interface to suit your own needs. You can change the size and position of the panes, add or remove buttons from the toolbars, and create your own custom toolbars.

To change the size and position of a pane, simply drag the border of the pane to the desired location. You can also use the **View** menu to change the size and position of the panes.

To add or remove buttons from a toolbar, right-click on the toolbar and select the **Customize** command. In the **Customize** dialog box, you can select the buttons that you want to add or remove from the toolbar.

To create a custom toolbar, click on the **New Toolbar** button in the **Customize** dialog box. In the **New Toolbar** dialog box, you can enter a name for the new toolbar and select the buttons that you want to add to the toolbar.

You can also customize the FrontPage 2002 menus. To do this, click on the **Tools** menu and select the **Customize** command. In the **Customize** dialog box, you can select the commands that you want to add or remove from the menus.

To learn more about customizing the FrontPage 2002 interface, take some time to explore the different customization options. You can also find helpful information in the FrontPage 2002 Help system.

4. Working with Views and Panes

FrontPage 2002 offers a variety of views and panes that you can use to work on your web pages. The **Page View** pane displays the current web page, while the **Code View** pane displays the HTML code for the current page.

You can also use the **Task Pane** to access a variety of tools and resources, such as the **Page Properties** dialog box, the **Insert** menu, and the **Help** system.

To switch between the Page View and Code View panes, click on the **View** menu and select the desired view. You can also use the **F7** key to switch between the Page View and Code View panes.

To open the Task Pane, click on the **Task Pane** button on the Standard Toolbar. You can also use the **F6** key to open the Task Pane.

You can customize the Task Pane to include the tools and resources that you use most often. To do this, click on the **Customize** button in the Task Pane and select the desired tools and resources.

To learn more about working with views and panes in FrontPage 2002, take some time to explore the different views and panes. You can also find helpful information in the FrontPage 2002 Help system.

5. Managing Files and Folders

FrontPage 2002 makes it easy to manage files and folders. You can create new files and folders, open existing files and folders, and save files in a variety of formats.

To create a new file, click on the **File** menu and select the **New** command. In the **New** dialog box, you can select the type of file that you want to create.

To open an existing file, click on the **File** menu and select the **Open** command. In the **Open** dialog box, you can navigate to the location of the file that you want to open.

To save a file, click on the **File** menu and select the **Save** command. In the **Save** dialog box, you can enter a name for the file and select the location where you want to save the file.

You can also use the **Save As** command to save a file in a different format. In the **Save As** dialog box, you can select the format that you want to save the file in.

To learn more about managing files and folders in FrontPage 2002, take some time to explore the different file management features. You can also find helpful information in the FrontPage 2002 Help system.

Chapter 1: FrontPage 2002 Interface

2. Understanding Menus and Toolbars

FrontPage 2002's menus and toolbars provide easy access to a wide range of features and commands. The menus are located at the top of the screen, while the toolbars are located below the menus.

The menus are organized into several categories, including File, Edit, View, Insert, Format, Tools, and Table. Each menu contains a list of commands that are related to that category. For example, the File menu contains commands for creating, opening, and saving files. The Edit menu contains commands for editing text and objects. The View menu contains commands for controlling the way the document is displayed.

The toolbars provide quick access to frequently used commands. The toolbars can be customized to include the commands that you use most often. To customize a

toolbar, right-click on the toolbar and select Customize Toolbar.

Here are some of the most commonly used menus and toolbars in FrontPage 2002:

- **File Menu:** The File menu contains commands for creating, opening, saving, and printing files.

- **Edit Menu:** The Edit menu contains commands for editing text and objects.

- **View Menu:** The View menu contains commands for controlling the way the document is displayed.

- **Insert Menu:** The Insert menu contains commands for inserting text, images, tables, and other objects into a document.

- **Format Menu:** The Format menu contains commands for formatting text and objects.

- **Tools Menu:** The Tools menu contains commands for spell checking, grammar checking, and other utilities.

16

- **Table Menu:** The Table menu contains commands for creating and formatting tables.

The menus and toolbars in FrontPage 2002 are a powerful tool for creating and editing web pages. By learning how to use the menus and toolbars, you can quickly and easily create professional-looking web pages.

Chapter 1: FrontPage 2002 Interface

3. Customizing the Interface to Fit Your Needs

FrontPage 2002 offers a highly customizable interface that allows you to tailor it to your specific needs and preferences. This flexibility makes it easier to work efficiently and productively, especially if you frequently perform certain tasks or have a preferred workflow.

One of the most common ways to customize the interface is to rearrange the toolbars. You can drag and drop toolbars to different locations on the screen or even create new toolbars with your favorite buttons. You can also customize the buttons on each toolbar by adding, removing, or rearranging them.

Another way to customize the interface is to change the views. FrontPage 2002 offers several different views, each of which provides a different way to look at your

18

web page. For example, the Normal view shows the web page as it will appear in a web browser, while the HTML view shows the underlying HTML code. You can switch between views by clicking the View tab on the ribbon or by using the keyboard shortcuts.

If you want to make more drastic changes to the interface, you can use the Options dialog box. The Options dialog box allows you to change a variety of settings, including the default font and font size, the colors of the interface, and the behavior of the program. You can also use the Options dialog box to create custom keyboard shortcuts.

By taking the time to customize the FrontPage 2002 interface, you can create a workspace that is both comfortable and efficient. This will allow you to work more quickly and easily, and it will help you to create better websites.

Here are some additional tips for customizing the FrontPage 2002 interface:

- Use the Quick Access Toolbar to keep your favorite commands at your fingertips.

- Create custom keyboard shortcuts for frequently used commands.

- Use the Navigation Pane to quickly navigate your web page.

- Use the Status Bar to view information about the current selection.

- Use the Zoom slider to change the magnification of the web page.

By following these tips, you can create a FrontPage 2002 interface that is perfectly suited to your needs.

This extract presents the opening three sections of the first chapter.

Discover the complete 10 chapters and 50 sections by purchasing the book, now available in various formats.

Table of Contents

Chapter 4: Working with Templates and Themes 1. Finding and Downloading Templates and Themes 2. Installing and Using Templates and Themes 3. Customizing Templates and Themes to Fit Your Needs 4. Creating Your Own Templates and Themes 5. Sharing Templates and Themes with Others

Chapter 5: Publishing and Managing Your Website 1. Choosing a Web Hosting Provider 2. Uploading Your Website to a Web Hosting Server 3. Managing Your Website's Files and Folders 4. Backing Up Your Website 5. Promoting and Marketing Your Website

Chapter 6: Collaborating on Web Projects 1. Setting Up a Collaborative Web Project 2. Assigning Roles and Permissions to Team Members 3. Sharing Files and Folders with Team Members 4. Tracking Changes and Resolving Conflicts 5. Communicating and Collaborating Effectively with Team Members

Chapter 7: Troubleshooting FrontPage 2002 1. Diagnosing Common FrontPage 2002 Issues 2.

Resolving Errors and Warnings 3. Fixing Broken Links and Images 4. Troubleshooting Performance Problems 5. Getting Help and Support for FrontPage 2002

Chapter 8: Advanced FrontPage 2002 Techniques 1. Automating Tasks with Scripts and Macros 2. Using FrontPage 2002 with Other Microsoft Office Programs 3. Extending FrontPage 2002 with Add-Ons and Plugins 4. Creating Accessible Websites with FrontPage 2002 5. Securing Your Website with FrontPage 2002

Chapter 9: FrontPage 2002 Tips and Tricks 1. Speeding Up Your Workflow with Keyboard Shortcuts 2. Using FrontPage 2002's Built-In Help System 3. Finding and Using Online Resources for FrontPage 2002 4. Staying Up-to-Date with the Latest FrontPage 2002 News and Updates 5. Getting the Most Out of FrontPage 2002

Chapter 10: The Future of FrontPage 1. The History of FrontPage and Its Impact on Web Design 2. The Current State of FrontPage and Its Place in the Web Design

24

Market 3. The Future of FrontPage and Its Potential for Continued Innovation 4. Alternative Web Design Software Options and How They Compare to FrontPage 5. Choosing the Right Web Design Software for Your Needs

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