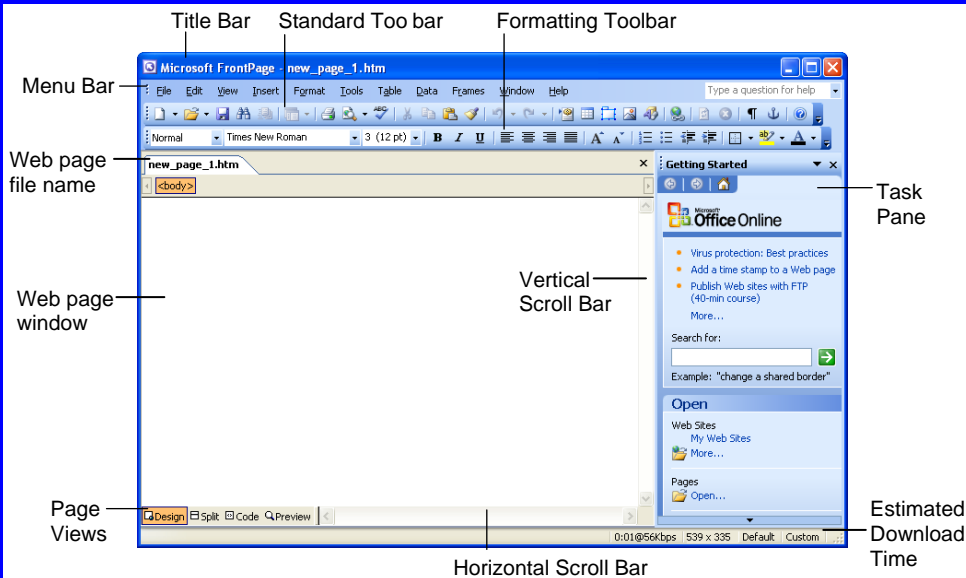


FrontPage 2003 Training

FrontPage Quick Reference Card

FrontPage 2003 Screen



Views

To Display a View: Select **View** from the menu bar and select a view from the menu.

Page: Shows current Web page in different views: Design, Split, Code, and Preview.

Folders: Shows the site's files and folders.

Remote Web Site: Allows you to analyze and view the status of elements in the Web site.

Reports: Allows you to analyze and view the status of elements in the Web site.

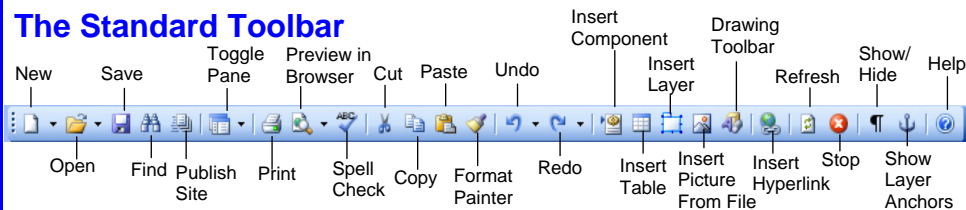
Navigation: Shows the structure and organization of the Web site.

Hyperlinks: Shows the hyperlinks to and from each page in the Web site.

Tasks: Keeps track of tasks that need to be completed in the Web site.

The Fundamentals

The Standard Toolbar



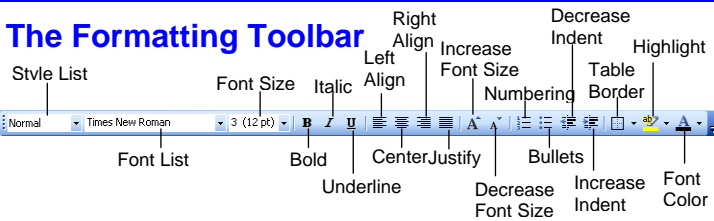
- **To Create a New Normal Page:** Click the **Create a new normal page button** on the Standard toolbar. Or, select **File** → **New** and click **Blank page** in the task pane.
- **To Create a New Web Site:** Click the **New button list arrow** on the Standard toolbar and select **Web Site**, or select **File** → **New** and click **One page Web site** in the task pane.
- **To Open a Page:** Click the **Open button**, or select **File** → **Open** from the menu.
- **To Open a Web Site:** Click the **Open button list arrow** and select **Open Site**. Or, select **File** → **Open Site** from the menu.
- **To Preview a Web Page in a Browser:** Click the **Preview in Browser button** on the Standard toolbar, or select **File** → **Preview in Browser** from the menu.
- **To Get Help:** Press **<F1>**, or click the **Help button** to open FrontPage Help.
- **To Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy. Click the **Format Painter button** and drag the Format Painter across the text to which you want to apply the formatting.
- **To Insert an Image:** Click the **Insert Picture From File button** on the Standard toolbar, or select **Insert** → **Picture** → **From File** from the menu.
- **To Insert a Table:** Click the **Insert Table button** on the Standard toolbar or select **Table** → **Insert** → **Table** from the menu.
- **To Insert a Hyperlink:** Select the text and click the **Insert Hyperlink button** on the Standard toolbar or press **<Ctrl> + <K>**.
- **To Cut or Copy:** Select the text and click the **Cut button** or **Copy button** on the Standard toolbar, or press **<Ctrl> + <X>** (cut) or **<Ctrl> + <C>** (copy).
- **To Paste:** Click the **Paste button** on the Standard toolbar, or press **<Ctrl> + <V>**.
- **To Undo:** Click the **Undo button** on the Standard toolbar, or press **<Ctrl> + <Z>**.
- **To Save a Web Page:** Click the **Save button** on the Standard toolbar, or select **File** → **Save** from the menu, or press **<Ctrl> + <S>**.
- **To View the Folder List or Navigation Pane:** Click the **Toggle Pane button list arrow** on the Standard toolbar.

Keyboard Shortcuts

Open a Web page	<Ctrl> + <O>
Save a Web page	<Ctrl> + <S>
Print a Web Page	<Ctrl> + <P>
Close a Web page	<Ctrl> + <F4>
Undo	<Ctrl> + <Z>
Redo or Repeat	<Ctrl> + <Y>
Help	<F1>
Refresh	<F5>
Switch Between Open Web Pages	<Ctrl> + <Tab>
Preview Current Page in Web Browser	<F12>
Create a Hyperlink	<Ctrl> + <K>
Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Beginning of a Line	<Home>
End of a Line	<End>
Beginning of Web Page	<Ctrl> + <Home>
End of Web Page	<Ctrl> + <End>
Bold	<Ctrl> +
Italics	<Ctrl> + <I>
Underline	<Ctrl> + <U>
Align Left	<Ctrl> + <L>
Center	<Ctrl> + <E>
Align Right	<Ctrl> + <R>

Formatting

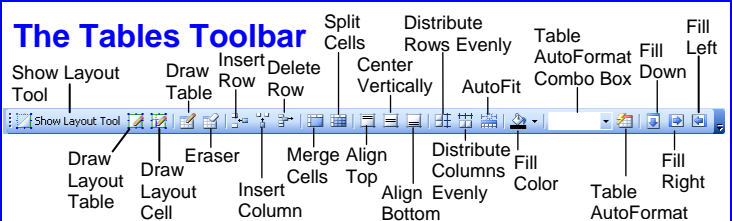
The Formatting Toolbar



- **To Format Text:** Change the style of text by clicking the **B Bold button**, **I Italic button**, or **U Underline button** on the Formatting toolbar.
Change the font type by selecting a font from the **Times New Roman Font list**. Change the font size by selecting the pt. size from the **12 Font Size list** or by using the **A Increase** **A Decrease Font Size buttons**.
- **To Change Paragraph Alignment:** Select the text and click the appropriate alignment button (**Left**, **Center**, **Right** or **Justify**).
- **To Indent a Paragraph:** Click the **Increase Indent button**.
- **To Decrease an Indent:** Click the **Decrease Indent button**.
- **To Create a Bulleted or Numbered List:** Select the text you want bulleted or numbered and click the **Bullets button** or the **Numbering button**.
- **To Change Table Borders:** Click the **Table Border button** to apply the border format shown on the button, or click the **Table Border list arrow** to select a different type of border.
- **To Change Paragraph Line Spacing:** Select **Format** → **Paragraph** from the menu, click the **Line Spacing list arrow**, and select the spacing option.
- **To Insert a Line Break:** Place the insertion point where you want to insert the page break and press **<Shift> + <Enter>**.
- **To Apply a Theme to a Web site:** Select **Format** → **Themes** from the menu, select a theme, and click **OK**.

Tables

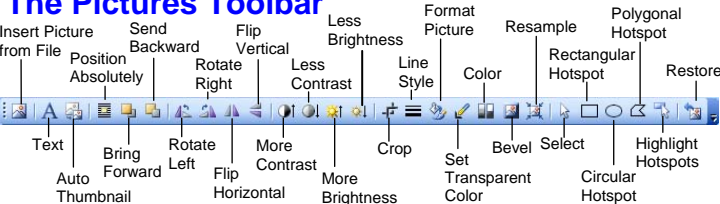
The Tables Toolbar



- **To Create a Table:** Click the **Insert Table button** on the Standard toolbar and select the number of columns and rows from the grid.
- **To Navigate in the Table:** Press the **<Tab>** key to go to the next cell in the table. Press the **<Shift> + <Tab>** to go to the previous cell in the table.
- **To Delete a Column or Row:** Right-click the selected column or row and **Delete Column** or **Row** from the shortcut menu, or select **Table** → **Delete Column** or **Row** from the menu.
- **To Insert a Column or Row:** Right-click the table and select **Insert Columns** or **Insert Rows** from the shortcut menu, or select **Table** → **Insert** → **Rows** or **Columns** from the menu.
- **To Change Cell Vertical Alignment:** Place the insertion point in the cell and click the **Align Top**, **Center Vertically**, or **Align Bottom button**.
- **To Fit to Column Contents:** Place your insertion point in the column you want to fit and click the **AutoFit to Contents button**.
- **To Adjust Cell Padding or Cell Spacing:** Right-click anywhere in the table and select **Table Properties**, or select **Table** → **Properties** → **Table** from the menu. Then adjust the cell padding or spacing in pixels.
- **To Change Table Border Width:** Right-click the table and select **Table Properties**, or select **Table** → **Table Properties** → **Table** from the menu. Then change the width of the table's borders in pixels. Enter zero pixels for an invisible border.
- **Display in Pixels or Percent:** Right-click the table and select **Table Properties** or select **Table** → **Table Properties** → **Table** from the menu. A table displayed in pixels will appear the same size, regardless of the monitor size on which it is viewed. A table displayed in percent will adjust to a percent of the monitor on which it is viewed.
- **Using Layout Tools:** Use the layout tools to design your page's layout table with precise dimensions. Use the **Draw Layout Table button** to draw the table to an exact height and width. Use the **Draw Layout Cells button** to fill in the cells of the layout table.

Pictures

The Pictures Toolbar



- **To Insert an Image:** Click the **Insert Picture From File button**, or select **Insert** → **Picture** → **From File** from the menu.
- **To Add a Hyperlink to an Image:** Select the image and click the **Insert Hyperlink button** on the Standard toolbar, or select **Insert** → **Hyperlink** from the menu.
- **To Create a Thumbnail Image:** Select the image, and click the **Auto Thumbnail button** on the Pictures toolbar.
- **To Create an Image Map:** Click the **Rectangular**, **Circular**, or **Polygonal Hotspot button**, draw the hotspot shape over the image, then verify the hyperlink's location.
- **To Highlight Hotspots:** Click the **Highlight Hotspots button**.
- **To Crop an Image:** Click the **Crop button** on the Pictures toolbar, and drag the cursor over the part of the image you want to keep.
- **To Resize an Image:** Click and drag its resizing handle in the direction you want to resize the picture.

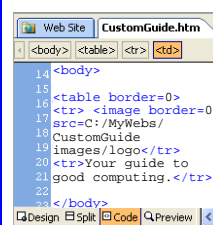
Page Views



Edit and create Web Pages in a WYSIWYG editor.



Work with the WYSIWYG editor and HTML code at the same time.



Edit and create Web Pages in HTML code.



Preview the page to see how it will look when it is published.