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Introduction

WHAT'S INCLUDED WITH THE FREE LIGHT VERSION

Thanks for downloading the 'FREE' LIGHT version of INSTANT Web Pages For Developers and Business. You have received 24 sample professional web pages that are ready to insert and allow fast creation of a professional web site that will work efficiently. Full instructions for quickly creating your FrontPage web site are also included.

The instructions will describe:

- 1) Creation of your web structure using FrontPage Explorer
- 2) Insertion of your instant web page design
- 3) Editing buttons to include label text
- 4) Copying buttons from one page to another which reduces work
- 5) Working with tables
- 6) Working with additional FrontPage Components
- 7) A brainstorming form which will help make you develop a more interesting and profitable web site.

This LIGHT version of INSTANT Web Pages provides everything necessary to create your professional web site. You will need to understand the process of creating an efficient, interesting web site.

Introduction

ADDITIONAL ITEMS THAT COME WITH THE STANDARD VERSION

The STANDARD version of INSTANT Web Pages For Developers and Business includes the following key items to help make your web pages more profitable:

- 1) More than 220 additional completed web pages, and 300+ button designs. This includes new theme pages for most parts of the country.
- 2) Java script web designs which allows fast creation of those 'fancy' pages where buttons change color (or become indented), or text changes color when you move the cursor over them.
- 3) A bonus 'Secrets of the Search Engines' report. This will help you understand how each individual page should be designed using keywords, metatags and other important factors. It will also remove the intimidation of submitting to the search engines and ensure you do this correctly!
- 4) A bonus 'Creating A Profitable Web Site' Adobe **pdf** book. This will provide step by step instructions on determining what information to include to draw the maximum number of visitors. It also provides step by step instructions on organizing information so visitors can easily find what they are looking for. You will also learn the two most important words available for drawing visitors to your web site.

I hope you enjoy the 'FREE' LIGHT version of Instant Web Pages For Professionals and Business'. If you have any questions or concerns please send me an email to Bshigley@in-touch.net. Good luck!

Welcome to the FrontPage Web Creation Tutorial

We will now begin creating your professional FrontPage web site. You will need your paper versions of the web site structure and the detailed description of the individual web pages.

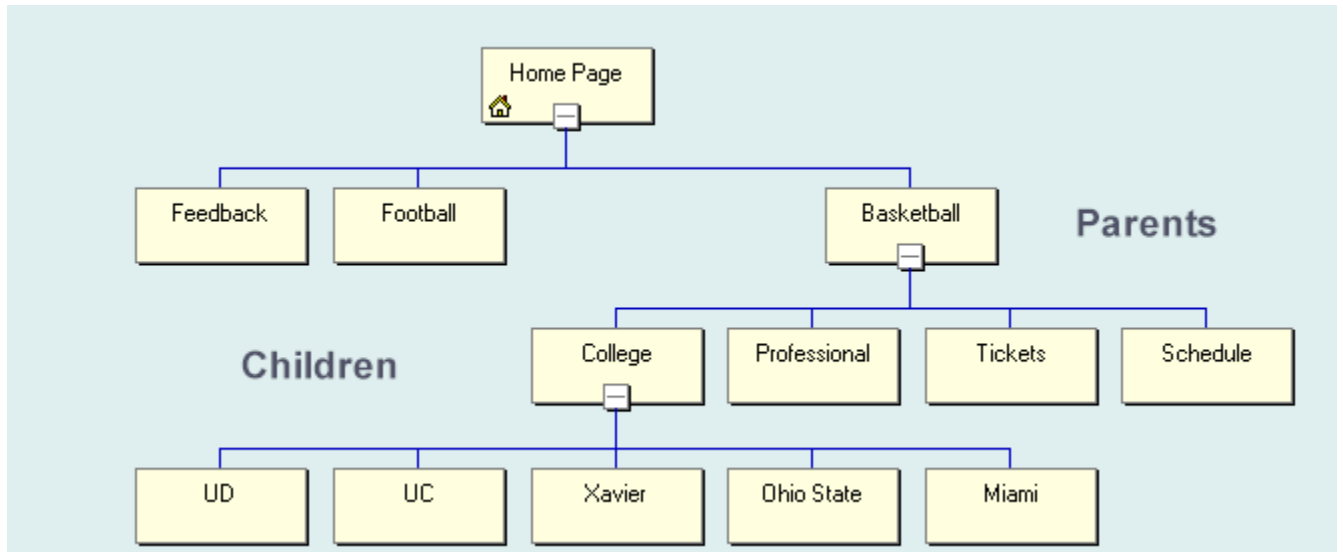
We will now begin a three step process using FrontPage:

- 1) Creating the web structure and each individual web page using FrontPage Explorer.
- 2) Adding the detailed requirements for your individual pages using FrontPage Editor.
- 3) Verifying the links and contents of each page. This will include Spell Checking.

Please turn the page so we can begin creating the structure of your web site.

Creating Your Web Structure

The structure of your web site is critical to making navigation easy for your visitors. In order to complete this task it is necessary to define a list of primary topics. You would then define secondary topics which are more detailed on a given subject. My example is shown below. Notice that I have a page labelled HOME at the top. The primary subject pages are FEEDBACK, BASKETBALL, FOOTBALL. I would want potential customers to be able to access these pages from most pages on my web site. The navigation buttons/text should always be the same. Don't confuse your visitors.



The highest level page (normally called the home page) is usually the first page seen by your potential customers. From the home page they can select several pages/subjects which you believe are most important toward them being satisfied customers (and you receiving orders/inquiries). Each of these pages/subject is called a Primary Subject. FEEDBACK, BASKETBALL and FOOTBALL are Primary Subjects in my example. Notice they are also labelled as Parents. Subjects relating to these parents are called Children (College, Professional, Tickets, Schedule are all children of BASKETBALL).

Possible primary topics for many web sites are listed below:

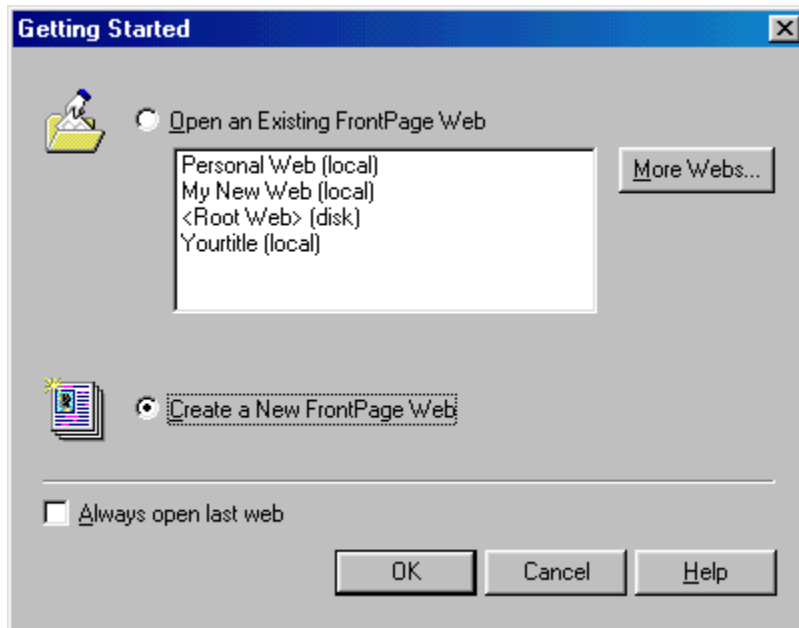
- 1) Free Information Tips - Could have tips on more than one subject
- 2) Products - Each product description would be a 'child' to your list of products
- 3) Contact Us
- 4) Giveaways or Contests
- 5) Discussion Groups
- 6) Important Topics to visitors

It is important for you to understand this concept to set the navigation buttons correctly when using frontpage. I highly recommend doing this on paper before proceeding! Use the Brainstorming Form on Page 65 and the Requirements Form on Page 66.

We will now take you through the creation of your web site using FrontPage quickly and efficiently.

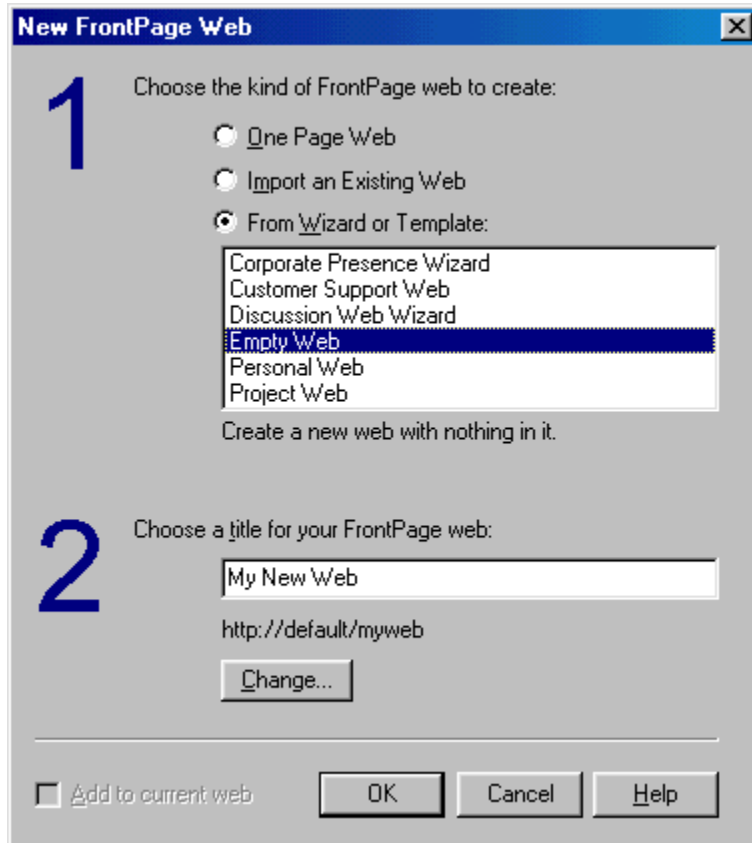
Creating Your Web Structure

We are now ready to begin creating the navigational structure for your web site. Click 'Start' on your WINDOWS toolbar. Then select PROGRAMS and MICROSOFT FRONTPAGE. After doing this the screen shown below will be displayed. You will select CREATE A NEW FRONTPAGE WEB by clicking in the circle next to those words.



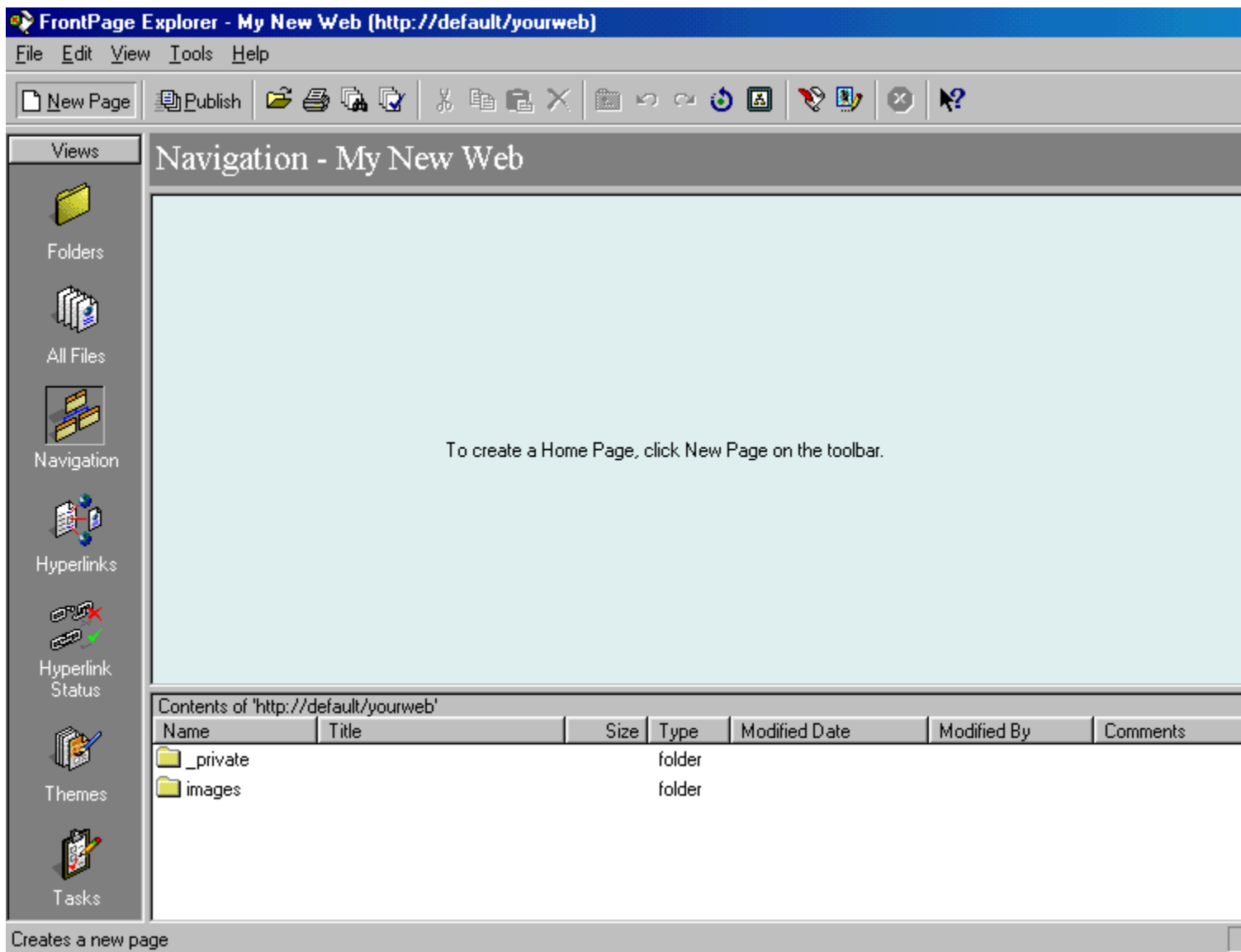
Creating Your Web Structure

The screen shown below will now be displayed. Select FROM WIZARD OR TEMPLATE first. Then select EMPTY WEB as shown below. The final task is to enter a title for your FrontPage web at the bottom. After completing this click on OK. This will initiate FrontPage Explorer.



Creating Your Web Structure

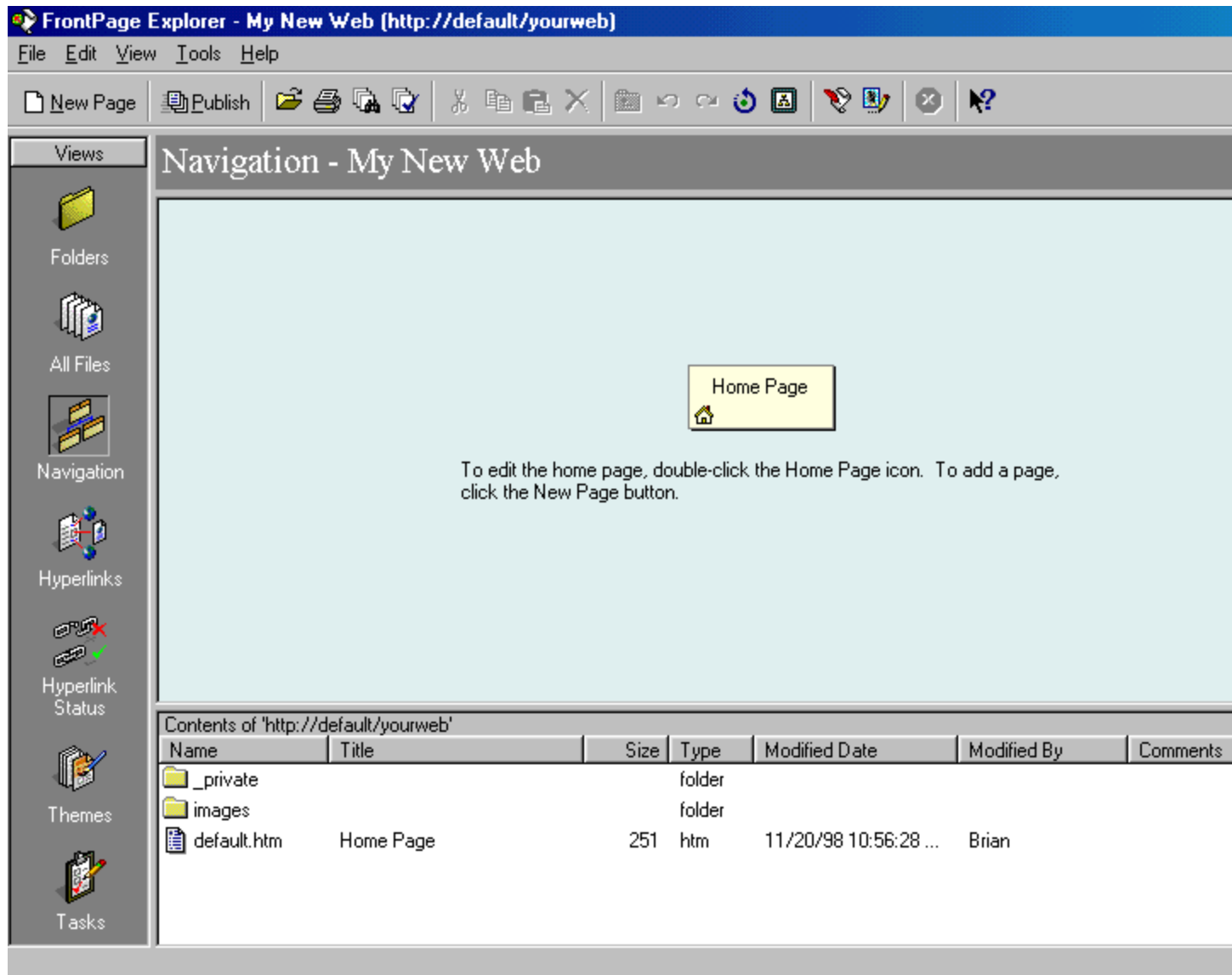
The next screen shown below will be displayed from the FrontPage Explorer program. Select the Navigation button on the left side of the page if you have a list of files displayed. Select the New Page option in the upper left corner as shown below. This will create a 'HOME' page which is normally the first one displayed to your visitors.



Creating Your Web Structure

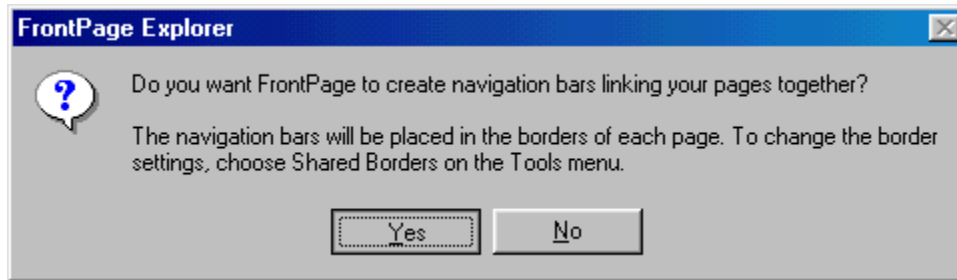
Your home page should have been added to the Navigation View as shown below. After adding your home page you will add the other primary screens FOR YOUR WEB SITE to this view. This will accomplish two things:

1) It will allow automatic addition of your navigation buttons (which is taken care of with the masterfiles), 2) It will also show you the connections which have been established. Click on the HOME PAGE icon and then click on NEW PAGE in the upper left corner. This creates a link from the home page to the other primary pages. If you insert a page incorrectly click on your right mouse button and select DELETE. If you insert several pages incorrectly you should click on the one which is lowest on the screen first. Select DELETE and on the next screen select 'Delete this page from the FrontPage Web'. This will prevent problems and confusion.

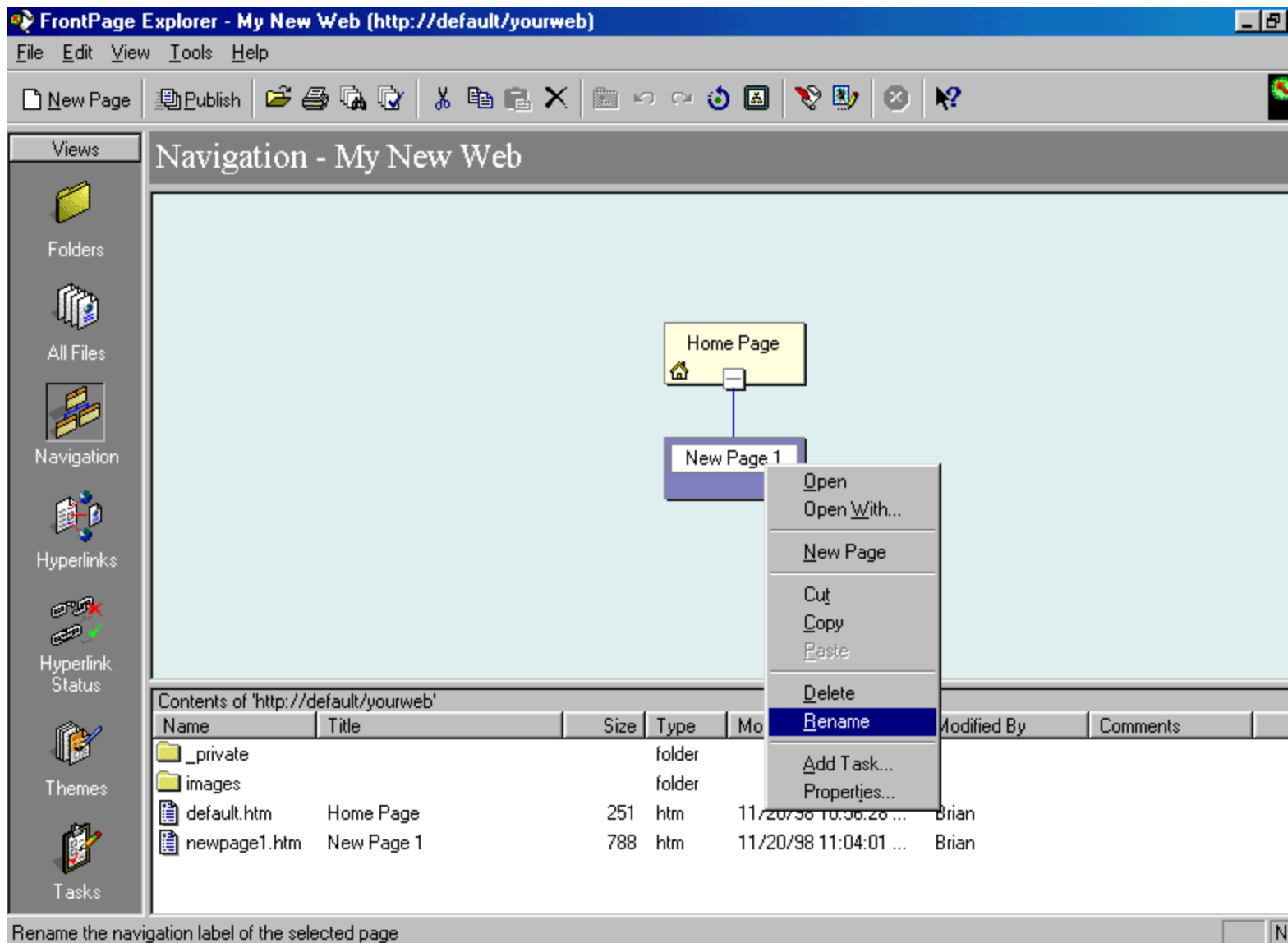


Creating Your Web Structure

The next screen will ask if you want FrontPage to create the navigation bars. Click on the NO button.



The HOME PAGE icon will now be displayed with a new icon name NEWPAGE1 (unless you have already created a page, but the name isn't important). Click on this icon, hit the right mouse button and select rename as shown below. For this tutorial I will name this SEARCH. If you have a SEARCH page that should be the same name you use. Type an appropriate name that contains keywords for that subject.



Creating Your Web Structure

As you can see below the Title of the new page has been changed to SEARCH. Notice also that the new page icon is highlighted. Before adding your next page click on the home page icon. If you don't do this your third page will be linked to the second page (the Search page). Continue adding the pages which will be directly connected to the home page in this same manner until you are finished. For my walk-through I will create a FEEDBACK page, a BASKETBALL page and a FOOTBALL page. Click on each New Page which is created. Click with the right mouse button, select RENAME and type in the appropriate name for your Web Site.

FrontPage Explorer - children (http://default/children)

File Edit View Tools Help

New Page Publish

Views

Navigation - children

Home Page

Search New Page 1

Contents of 'http://default/children'

Name	Title	Size	Type	Modified Date	Modified By	Comments
_private			folder			
images			folder			
default.htm	Home Page	3KB	htm	11/23/98 1:52:11 PM	Brian	
feedback.htm	Search	3KB	htm	11/23/98 10:32:26 ...	Brian	
new_page_2....	New Page 2	2KB	htm	11/23/98 5:15:15 PM	Brian	
newpage1.htm	New Page 1	3KB	htm	11/24/98 1:51:00 PM	Brian	

Creating Your Web Structure

Notice below that the four primary pages (parents) have been added. The lines show that they are connected to the home page. The Feedback page, Search page, Basketball page and Football page will all be considered as parents to more detailed information.

The screenshot shows the Microsoft FrontPage Explorer interface for a web site named 'children' at the URL 'http://default/children'. The main window displays a navigation diagram titled 'Navigation - children'. The diagram shows a central 'Home Page' box with a house icon, connected by lines to four other boxes below it: 'Search', 'Feedback', 'Basketball', and 'Football'. Each of these boxes also has a small house icon. The left sidebar contains icons for 'Views', 'Folders', 'All Files', 'Navigation', 'Hyperlinks', 'Hyperlink Status', 'Themes', and 'Tasks'. The bottom pane shows the 'Contents of 'http://default/children'' with a table listing files and folders.

Name	Title	Size	Type	Modified Date	Modified By	Comments
_private			folder			
images			folder			
default.htm	Home Page	3KB	htm	11/23/98 1:52:11 PM	Brian	
feedback.htm	Search	3KB	htm	11/23/98 10:32:26 ...	Brian	
new_page_2....	New Page 2	2KB	htm	11/23/98 5:15:15 PM	Brian	
newpage1.htm	New Page 1	3KB	htm	11/24/98 1:51:00 PM	Brian	

Creating Your Web Structure

You will now add pages related to the primary topics. The FEEDBACK page and SEARCH pages will probably not be linked to any pages except the HOME page.

Select a primary subject page which will point to additional information on your web site. You will click on your primary topic and then click on NEW PAGE as shown below.

On the screen below I have selected the Basketball page. I will now create four pages related to Basketball: 1) Professional, 2) College, 3) Tickets, 4) Schedule. I selected the Basketball page icon and then click on NEW PAGE as shown below. You should select one of your primary topics that will have additional topics linked to them and then click on NEW PAGE.

FrontPage Explorer - My New Web (http://default/yourweb)

File Edit View Tools Help

New Page Publish [Icons]

Views

Navigation - My New Web

Home Page

Search Feedback Basketball Football

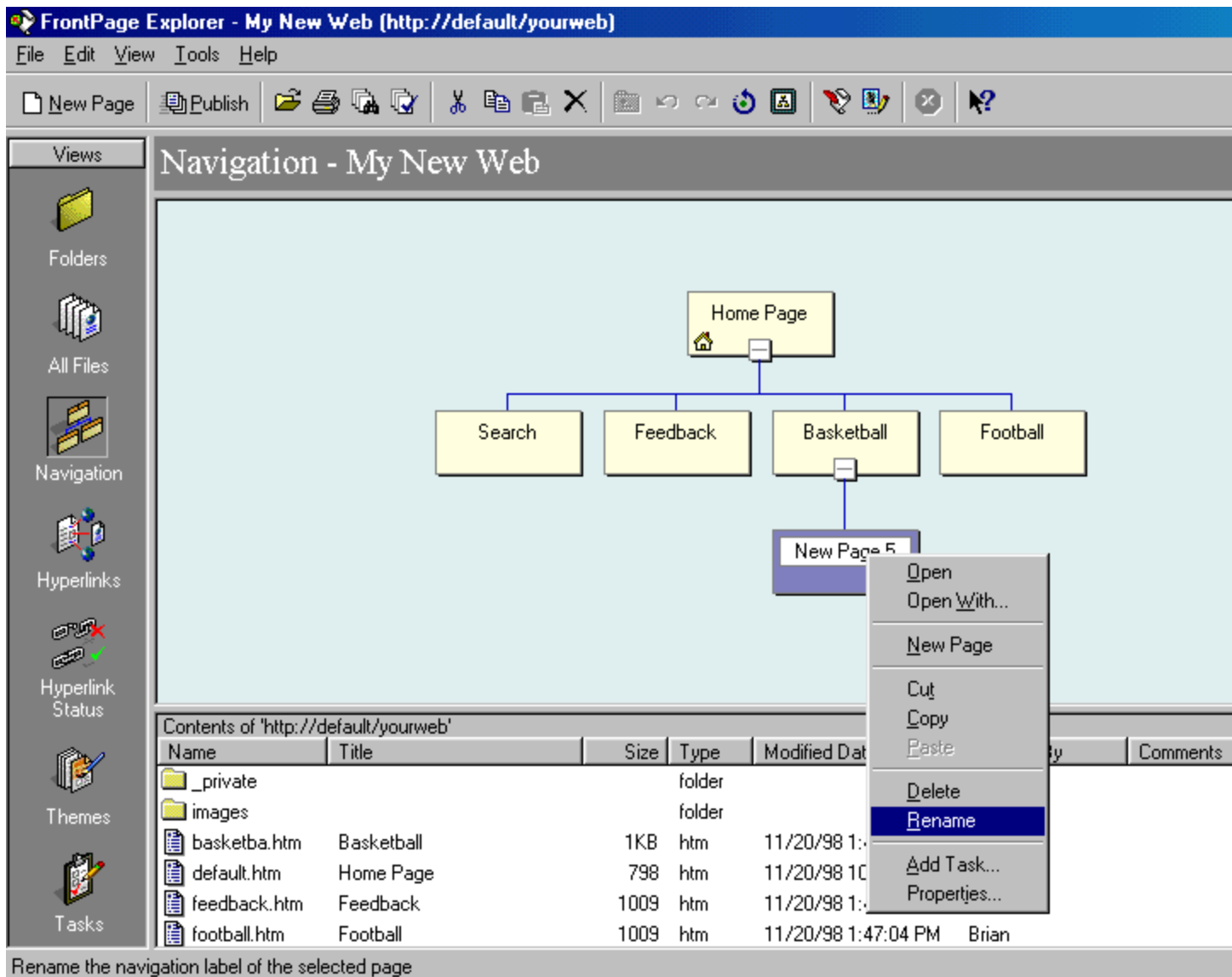
Contents of 'http://default/yourweb'

Name	Title	Size	Type	Modified Date	Modified By	Comments
_private			folder			
images			folder			
default.htm	Home Page	798	htm	11/20/98 10:56:28 ...	Brian	
newpage1.htm	Feedback	784	htm	11/20/98 11:04:01 ...	Brian	

Creates a new page

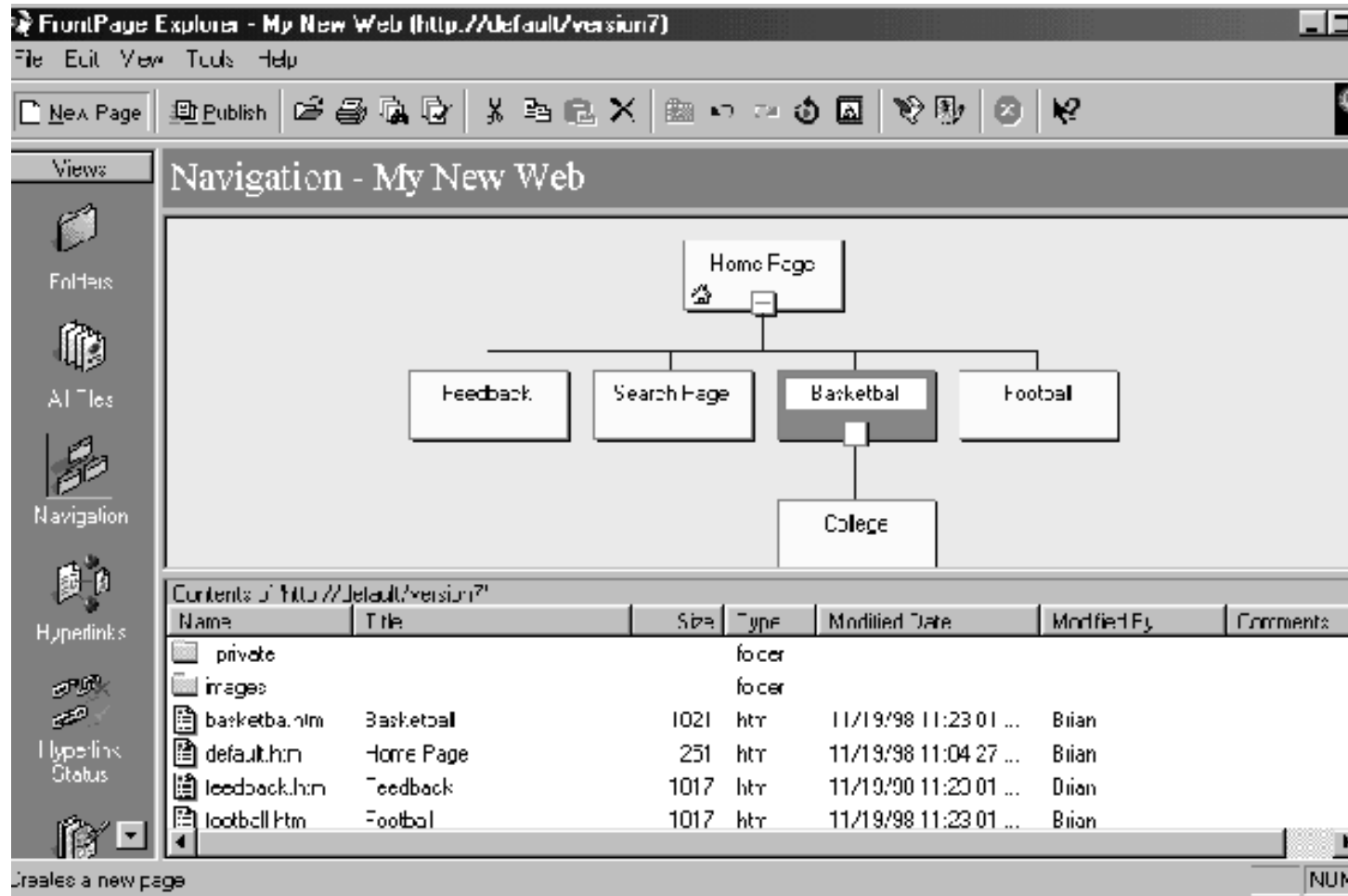
Creating Your Web Structure

You can see that a page was created called New Page 5 in my example. The name of the page might be different on your web because of the number of primary topics. Click on the New Page that was created, click on the right mouse button and select rename. Type the appropriate name into this box which is on your paper version.



Creating Your Web Structure

You will now re-select the Primary Subject again by clicking on it if it is not highlighted (darker). You will then click on New Page and add the second related topic.



Creating Your Web Structure

On the screen below I have created my second page related to basketball. After creating the new page I clicked on the New Page __ that was created. I clicked on the right mouse button, then selected RENAME. I then changed the name to Professional for my sample web.

You should follow these instructions step by step. Click on the New Page __ that was created. Click on the right mouse button then click on RENAME. Change the new page to an appropriate title for your web which should be on your paper version.

FrontPage Explorer - My New Web (http://default/yourweb)

File Edit View Tools Help

New Page Publish [Icons]

Views

Navigation - My New Web

Home Page

Search Feedback Basketball Football

College Professional

Contents of 'http://default/yourweb'

Name	Title	Size	Type	Modified Date	Modified By	Comments
_private			folder			
images			folder			
basketba.htm	Basketball	1KB	htm	11/20/98 1:47:04 PM	Brian	
default.htm	Home Page	798	htm	11/20/98 10:56:28 ...	Brian	
feedback.htm	Feedback	1009	htm	11/20/98 1:47:04 PM	Brian	
football.htm	Football	1009	htm	11/20/98 1:47:04 PM	Brian	

For Help, press F1

Creating Your Web Structure

Continue the process of clicking on the primary topics and creating each page related to it. In my example I have now created four pages: COLLEGE, PROFESSIONAL, TICKETS, SCHEDULE. Each of these four pages is considered a child of BASKETBALL. Basketball is considered to be a PARENT (primary topic).

The screenshot shows the Microsoft FrontPage Explorer interface for a web site titled "My New Web (http://default/yourweb)". The "Views" pane on the left includes options for Folders, All Files, Navigation, Hyperlinks, Hyperlink Status, Themes, and Tasks. The main area displays a "Navigation - My New Web" diagram. This diagram shows a hierarchical structure: a "Home Page" box at the top is connected to four boxes below it: "Search", "Feedback", "Basketball", and "Football". The "Basketball" box is further connected to four boxes below it: "College", "Professional", "Tickets", and "Schedule". Below the diagram is a table titled "Contents of 'http://default/yourweb'" which lists the files and folders in the web site.

Name	Title	Size	Type	Modified Date	Modified By	Comments
_private			folder			
images			folder			
basketba.htm	Basketball	1KB	htm	11/20/98 1:47:04 PM	Brian	
default.htm	Home Page	798	htm	11/20/98 10:56:28 ...	Brian	
feedback.htm	Feedback	1009	htm	11/20/98 1:47:04 PM	Brian	
football.htm	Football	1009	htm	11/20/98 1:47:04 PM	Brian	

Creating Your Web Structure

It is very possible that some of the pages you just created will have additional related pages so I will show you that the process doesn't change. You select one of the topics by clicking on it (in my example I have selected COLLEGE). Select NEW PAGE as you did previously and the new page will be created and linked to the previous one (COLLEGE in my case).

FrontPage Explorer - My New Web (http://default/yourweb)

File Edit View Tools Help

New Page Publish [Icons]

Views: Folders, All Files, Navigation, Hyperlinks, Hyperlink Status, Themes, Tasks

Navigation - My New Web

```
graph TD
    HP[Home Page] --- S[Search]
    HP --- FB[Feedback]
    HP --- B[Basketball]
    HP --- F[Football]
    B --- C[College]
    B --- P[Professional]
    B --- T[Tickets]
    B --- Sch[Schedule]
```

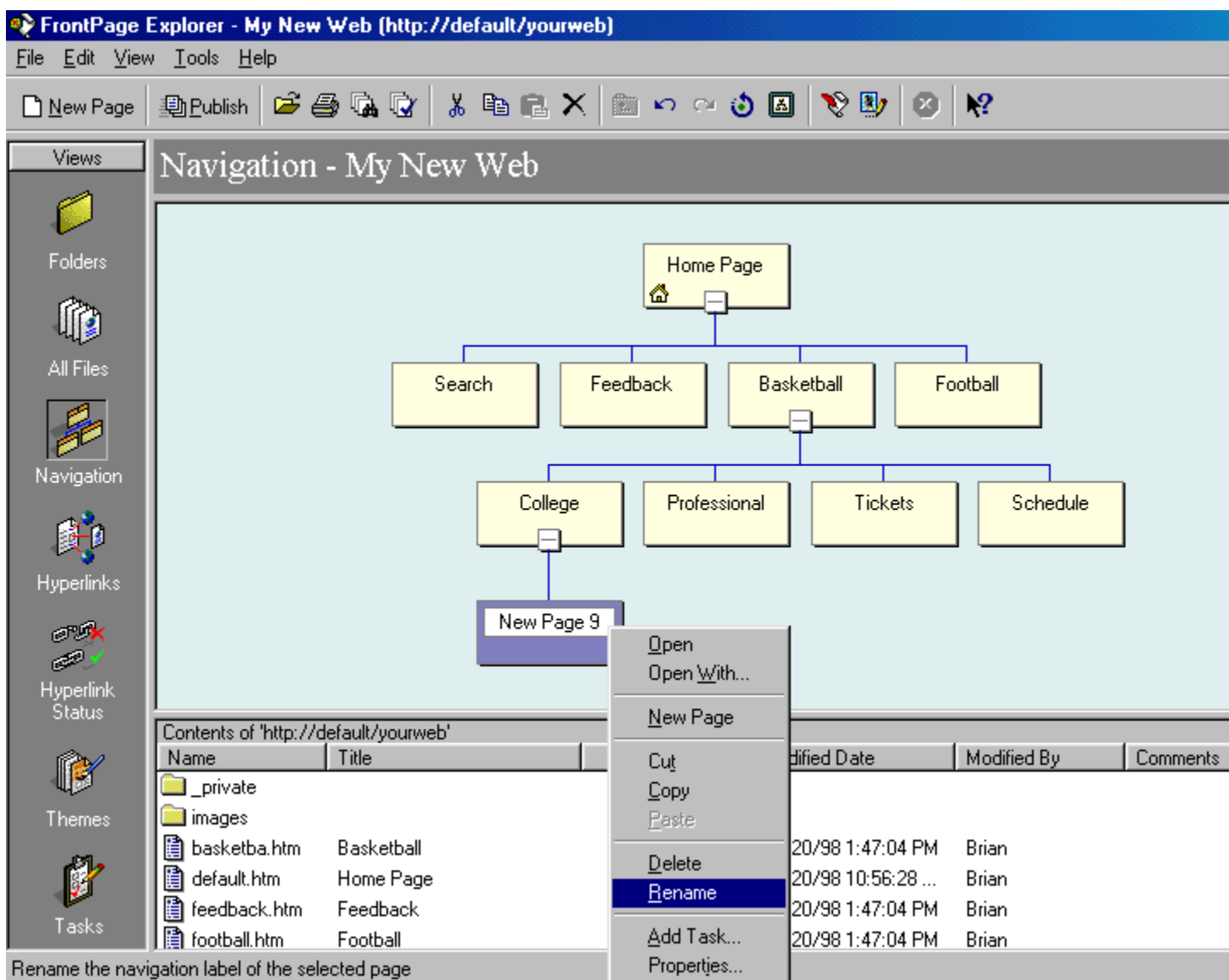
Contents of 'http://default/yourweb'

Name	Title	Size	Type	Modified Date	Modified By	Comments
_private			folder			
images			folder			
basketba.htm	Basketball	1KB	htm	11/20/98 1:47:04 PM	Brian	
default.htm	Home Page	798	htm	11/20/98 10:56:28 ...	Brian	
feedback.htm	Feedback	1009	htm	11/20/98 1:47:04 PM	Brian	
football.htm	Football	1009	htm	11/20/98 1:47:04 PM	Brian	

For Help, press F1

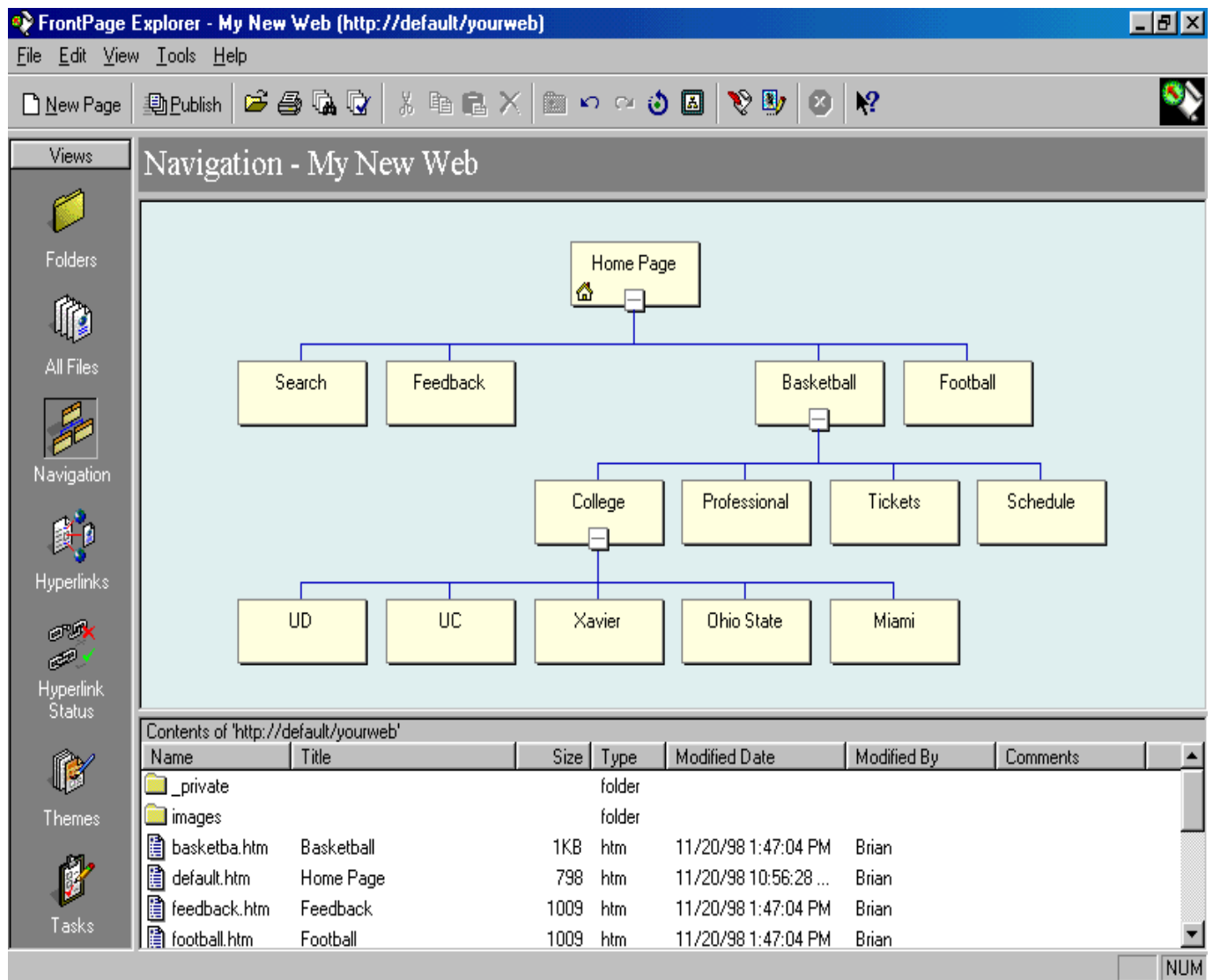
Creating Your Web Structure

After the New Page has been added you will select it by clicking on the New Page icon. Then click on the right mouse button and select RENAME as shown below. You will now change the name to whatever is appropriate. In my case I am adding a page for UD (University of Dayton). I will continue adding pages which will be linked together. You will now continue repeatedly selecting each page which has additional information linked to it and adding new pages until you have accounted for every page on your paper diagram.



Creating Your Web Structure

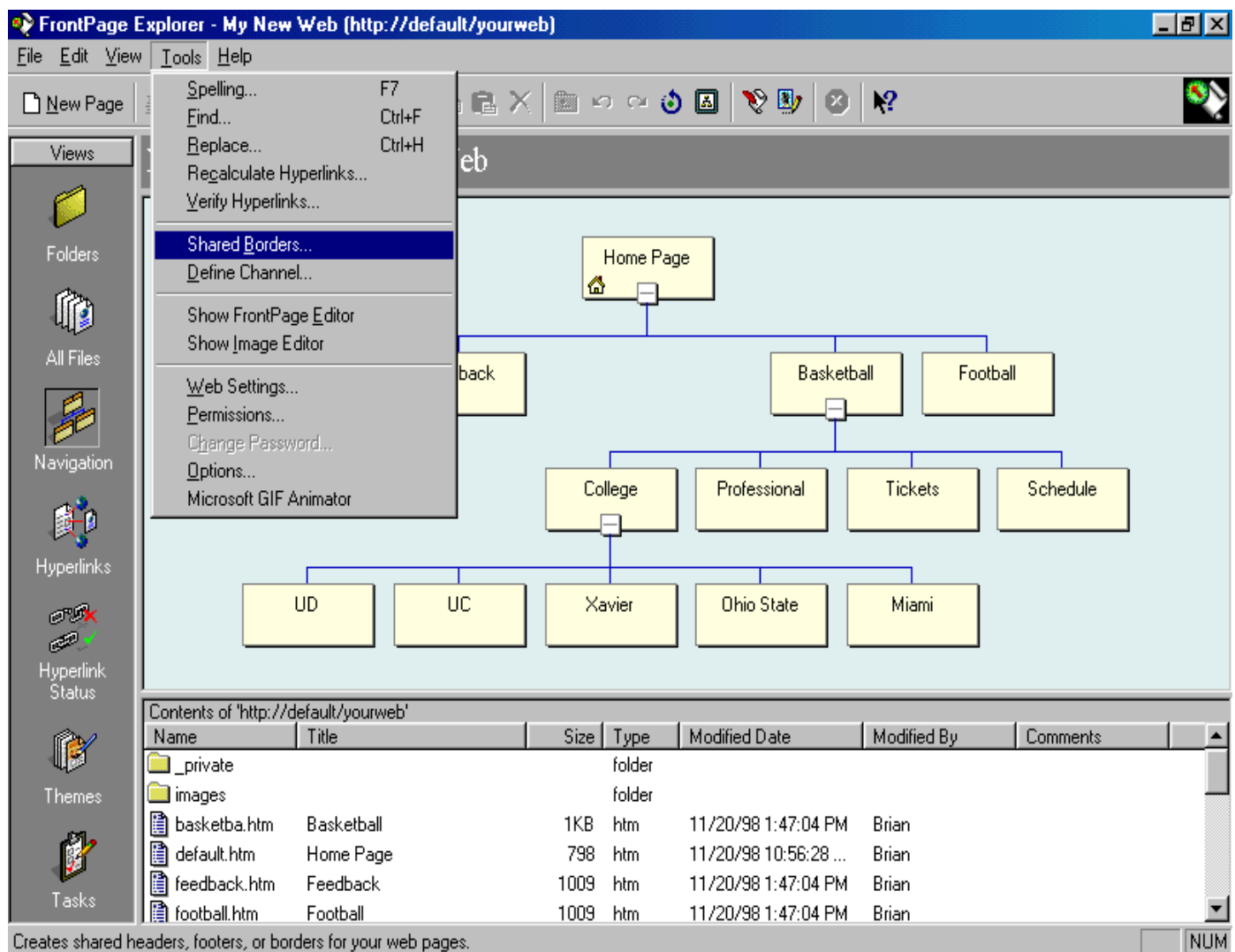
I have now completed the navigational structure of my web page which you also should have done. As you can see I have added the new pages, UD, UC, Xavier, Ohio State and Miami. These by the way represent the major basketball programs in Ohio. My apologies to any that deserved to be on the list and I missed. You should definitely understand how a list of college basketball teams are related to the higher level topic of Basketball and College.



Editing Your Web Pages With Frontpage

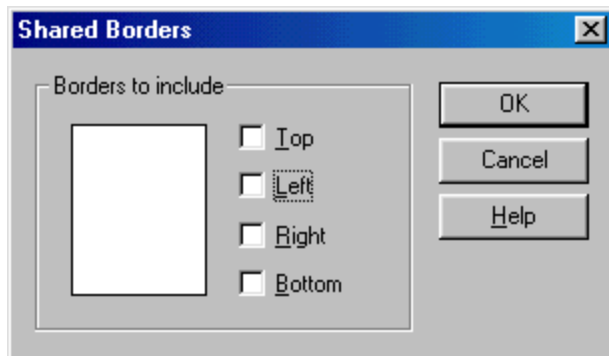
You have created the appropriate pages required for your web site in FrontPage Explorer and I will now walk you through the process of editing the pages so they contain the information you require. We will begin with the HOME page and work our way down. I believe you have already gone through the process of choosing which masterfile will be used for the HOME page. If you haven't made that decision please do so now. The list of masterfiles is shown at appendix A. The list of masterfiles provided with the Light version of Instant Web Pages is shown at appendix B.

You will now click on TOOLS at the top of your screen and then select SHARED BORDERS (click on it).

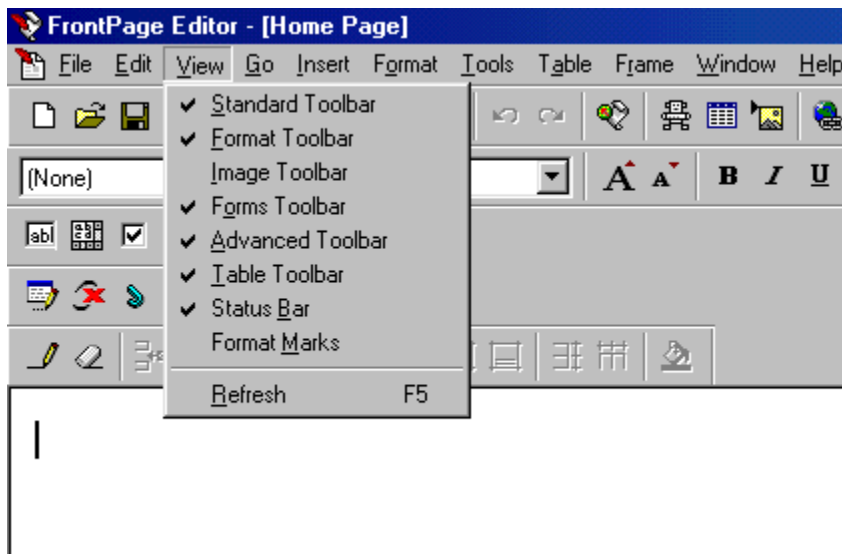


Editing Your Web Pages With Frontpage

The screen shown below will be displayed. You will click on the small boxes so that each of them is blank. You will then click OK. This step prevents FrontPage from adding the borders around your web page. These will be contained in your INSTANT Web Page masterfile.



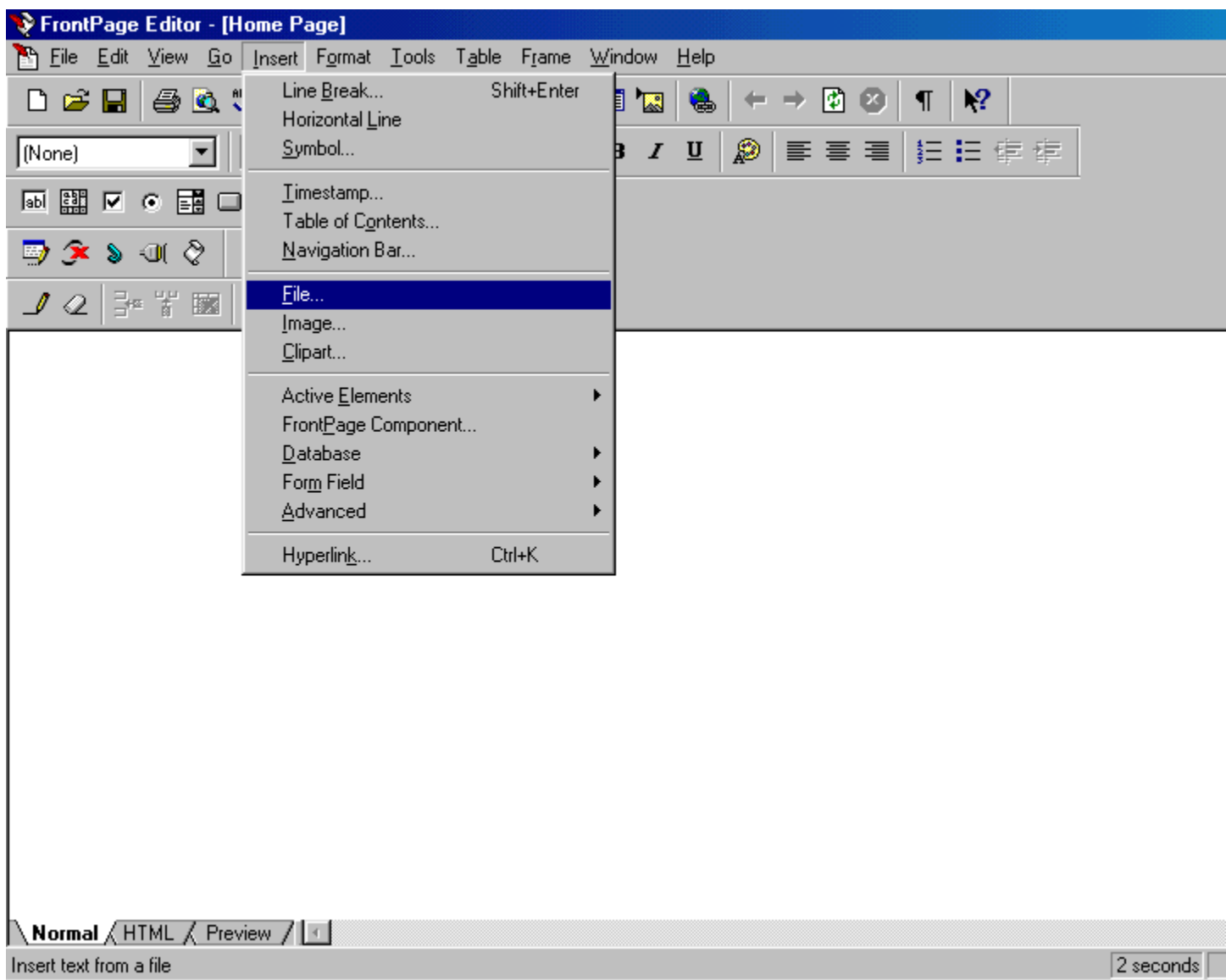
After turning off the Shared Borders you will double click on the HOME PAGE icon (or another appropriate page you want to edit). This will automatically initiate the FrontPage Editor. You will now ensure that you have the same tool bar functions displayed as I do. Click on VIEW at the top of your screen. If you do not have the same items selected (with a check next to them) as I do then click on them until we match.



Editing Your Web Pages With Frontpage

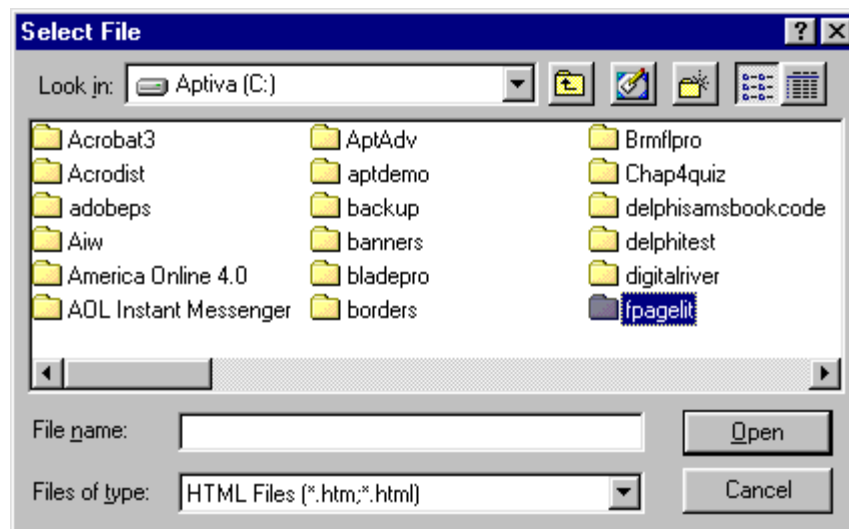
You are now ready to begin editing your pages. The FrontPage Editor screen should be blank as shown below. If you have bars on either side, top or bottom you need to close the Editor view by clicking on the X at the top right of your screen. This will return you to the FrontPage editor where you will repeat the previous step of selecting Tools, Shared Borders and setting the blocks to blank. If the screen is blank as shown below we will insert the appropriate Masterfile.

You will click on INSERT at the top of your page and then select file as shown below.

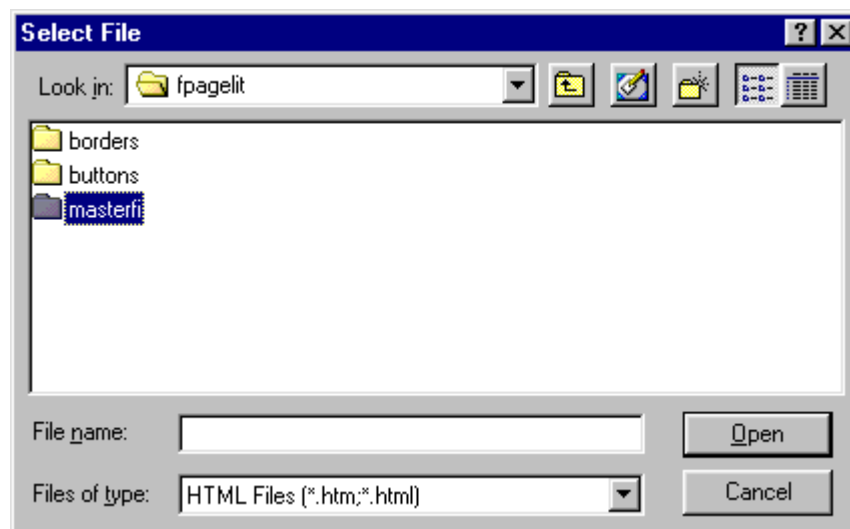


Editing Your Web Pages With Frontpage

You will now select the appropriate Masterfile to insert into your web page. You will select your C drive (C:). After selecting this at the top DOUBLE CLICK on 'FPAGELIT' if using the FREE LIGHT VERSION).

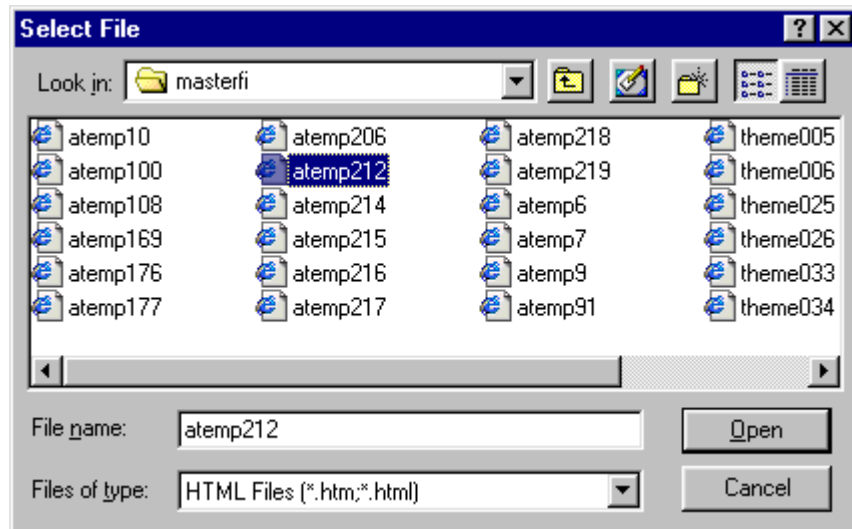


You will now DOUBLE CLICK ON MASTERFI if using the FREE LIGHT VERSION.



Editing Your Web Pages With Frontpage

The list of masterfiles will now be displayed as shown below. Double click on the appropriate masterfile for this page. You can also single click on the file name, then click on OPEN.



Editing Your Web Pages With Frontpage

Your masterfile with it's imbedded code is now displayed to you as shown on the next page.below. In most cases (except for index pages) there will be actual buttons somewhere on the page immediately upon loading. The dashed lines indicate the boundaries for your information entry. While typing the boundaries will remain fixed and a new line will start automatically. If you are inserting graphic images it is very important that they are slightly smaller than the boundaries. If you insert a larger graphic image it can distort the boundaries. To check this load the image into your image editor and check the size in pixels. Then right click on the column where you would like to place the image. Select cell properties (width in pixels) and compare the dimensions. If the image dimensions are larger than the column is wide it will distort the table layout on your page. The dashed lines in the picture on page 27 indicate the boundaries of a table.

There are several routine changes you might desire to make. A short description of these possible changes is shown below:

The screen may display differently with FrontPage than with a browser. Don't make changes to your design until verifying with a browser! After saving the file click on FILE and select PREVIEW IN BROWSER.

If you want to insert a different button design place the cursor in front of a button. Select INSERT, IMAGE. Then select the appropriate button from Appendix A. Delete remaining buttons.

Changing the button color so that the corresponding button of a displayed page is different than the standard button is useful to visitors. As an example you are using blue buttons. The home page button could be green or yellow when the home page is displayed. To accomplish this insert a different color button similar to the one on your page. Select INSERT and IMAGE then make your selection (list at appendix A). Add the text and hyperlink. Delete the original button. Some pages contain buttons which are a different color and some require you to insert a second button.

If you want to select a different border RIGHT CLICK inside the table. Select TABLE PROPERTIES. To the right of the BACKGROUND IMAGE entry click on BROWSE. On the next screen select FILE (looks like a folder to right of file name). Select the appropriate border from C:\frontpage\borders. There are a limited number of borders included with the LIGHT version of INSTANT Web Pages at C:\fpagelit\borders.

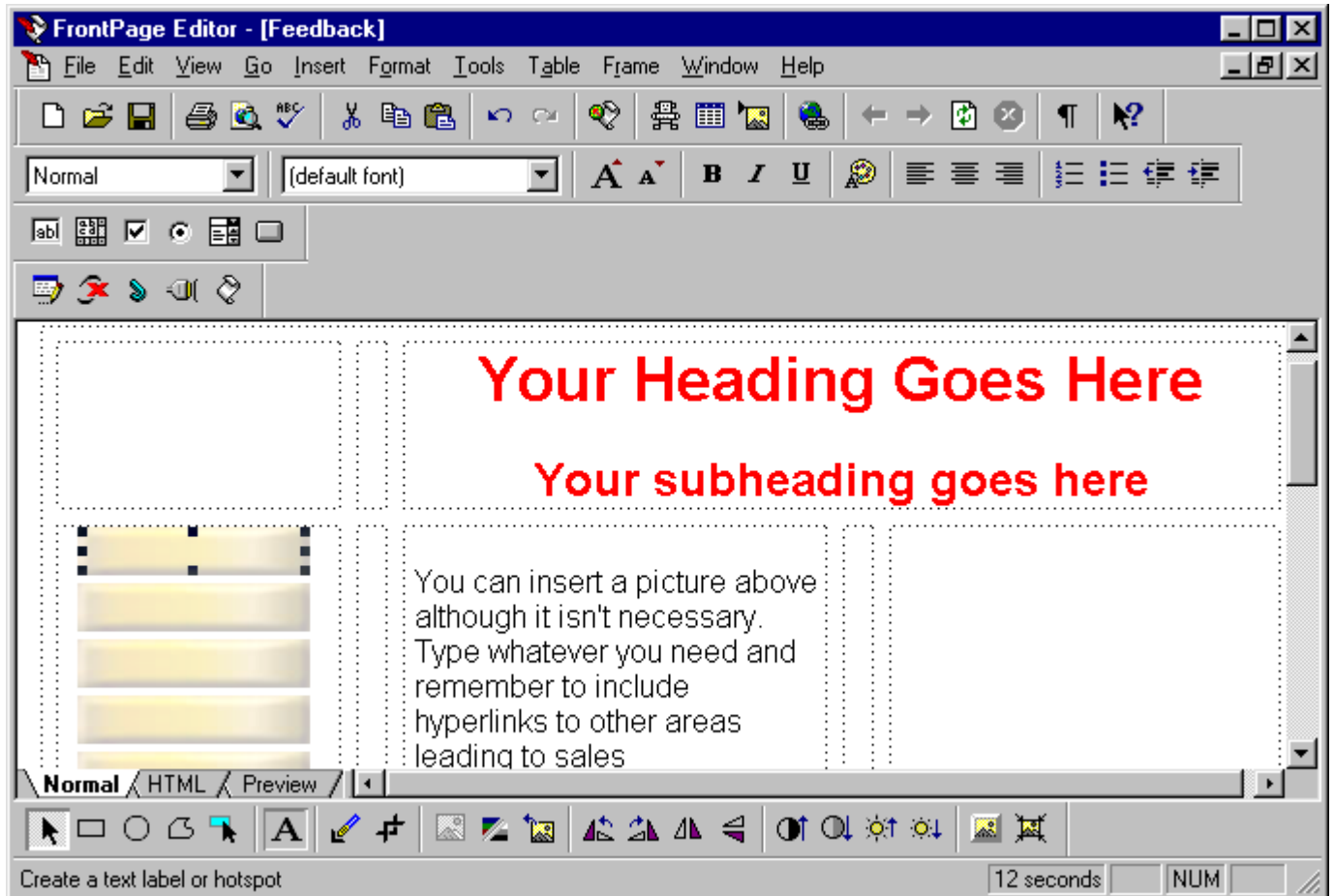
To change table width which defines the displayed area (default is 640 pixels which I recommend, or 800) right click in the table, select TABLE PROPERTIES. You have the option of defining the table to be a percentage of the window or a certain number of pixels. If you use % of a window the displayed screen will contract and expand which makes your verification more difficult.

To change the cell width which defines an area for inserting information (dashed line area) right click inside this area and select CELL PROPERTIES. You can set the cell to a % of the table or a certain number of pixels. Be careful with this. The columns where buttons are found were designed at a specific width. Changing these settings can affect the screen appearance.

To change the spacing between columns of information (distance from text and images to the dashed lines) right click inside the cell and select CELL PROPERTIES. On the next screen select STYLE then ALIGNMENT. Change the CELL PADDING to increase or decrease spacing.

Editing Your Web Pages With Frontpage

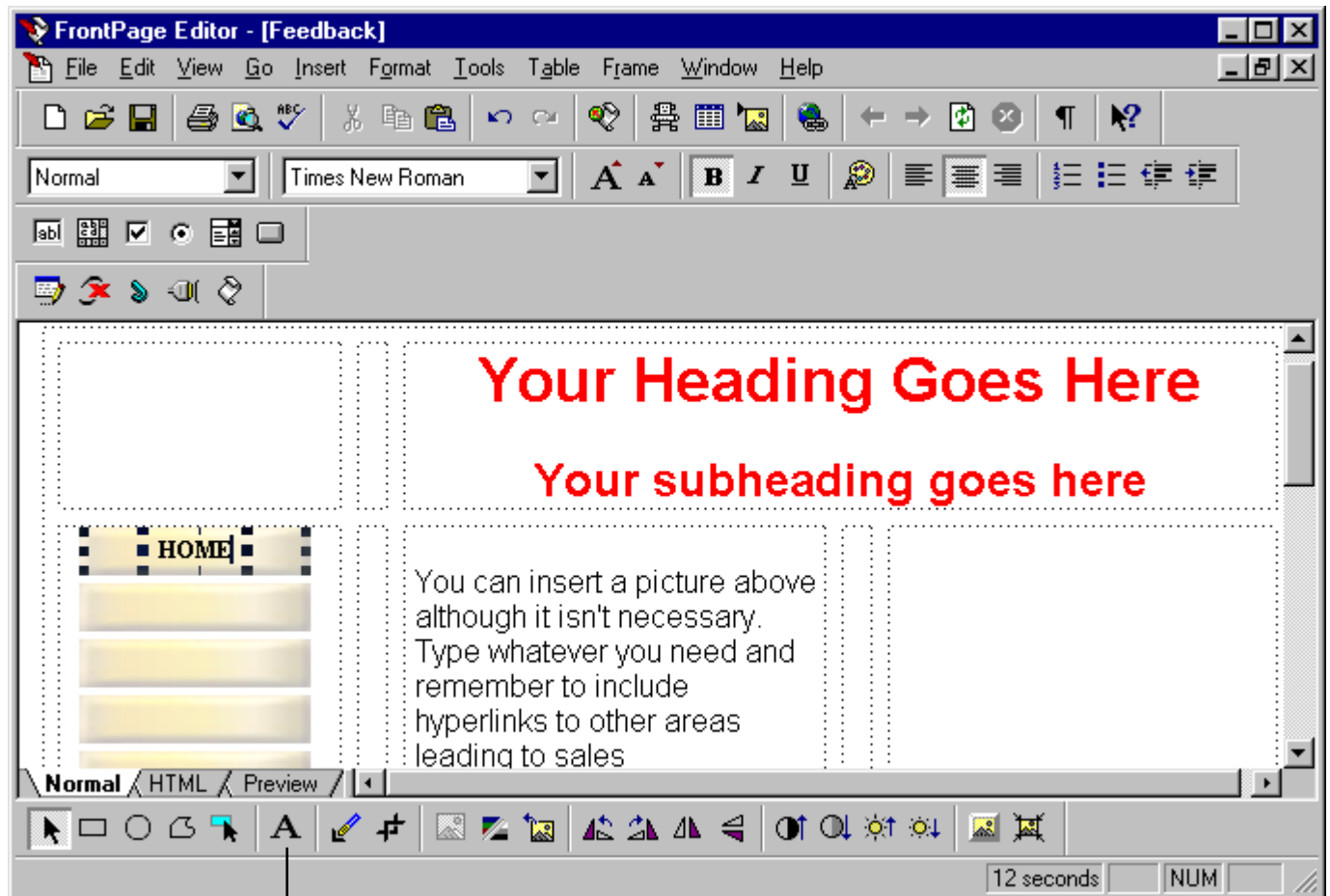
Enter text and graphic information on the web page in the columns provided. Enter all of the information required before moving to the buttons. If one of the images or headlines is a hyperlink (points to another page) see the information on adding hyperlinks at Page 45. A quick description is found at page 40.



Editing Your Web Pages With Frontpage

You can add button text by clicking on the object with your left mouse button. Then select the text icon at the bottom of your page 'A'. Type the label of your button as shown below.

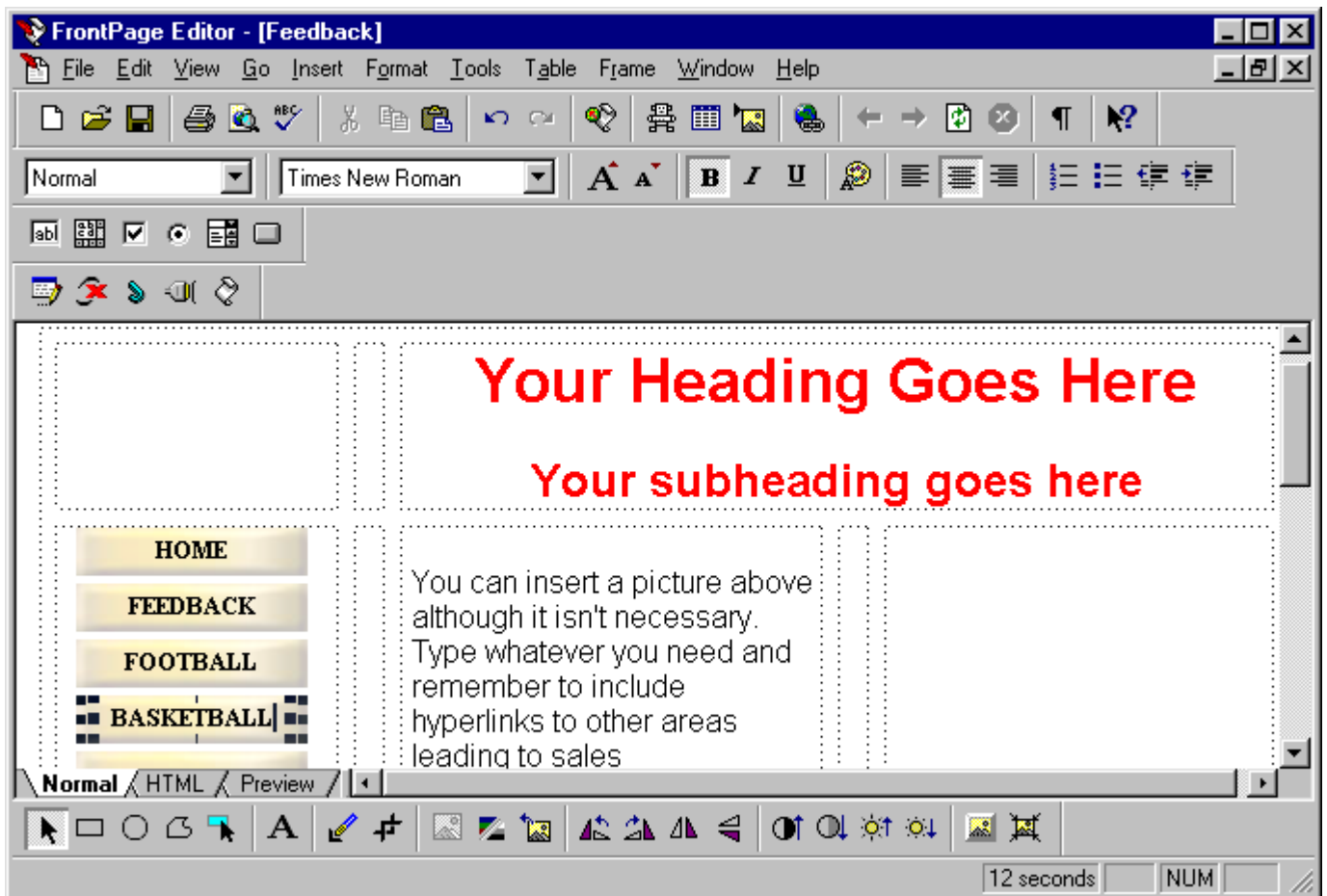
You can also double click on the image and add text of a different format on the buttons. I don't think it is worth the effort but if you want to do this you will need to save the button with a different name.



text button

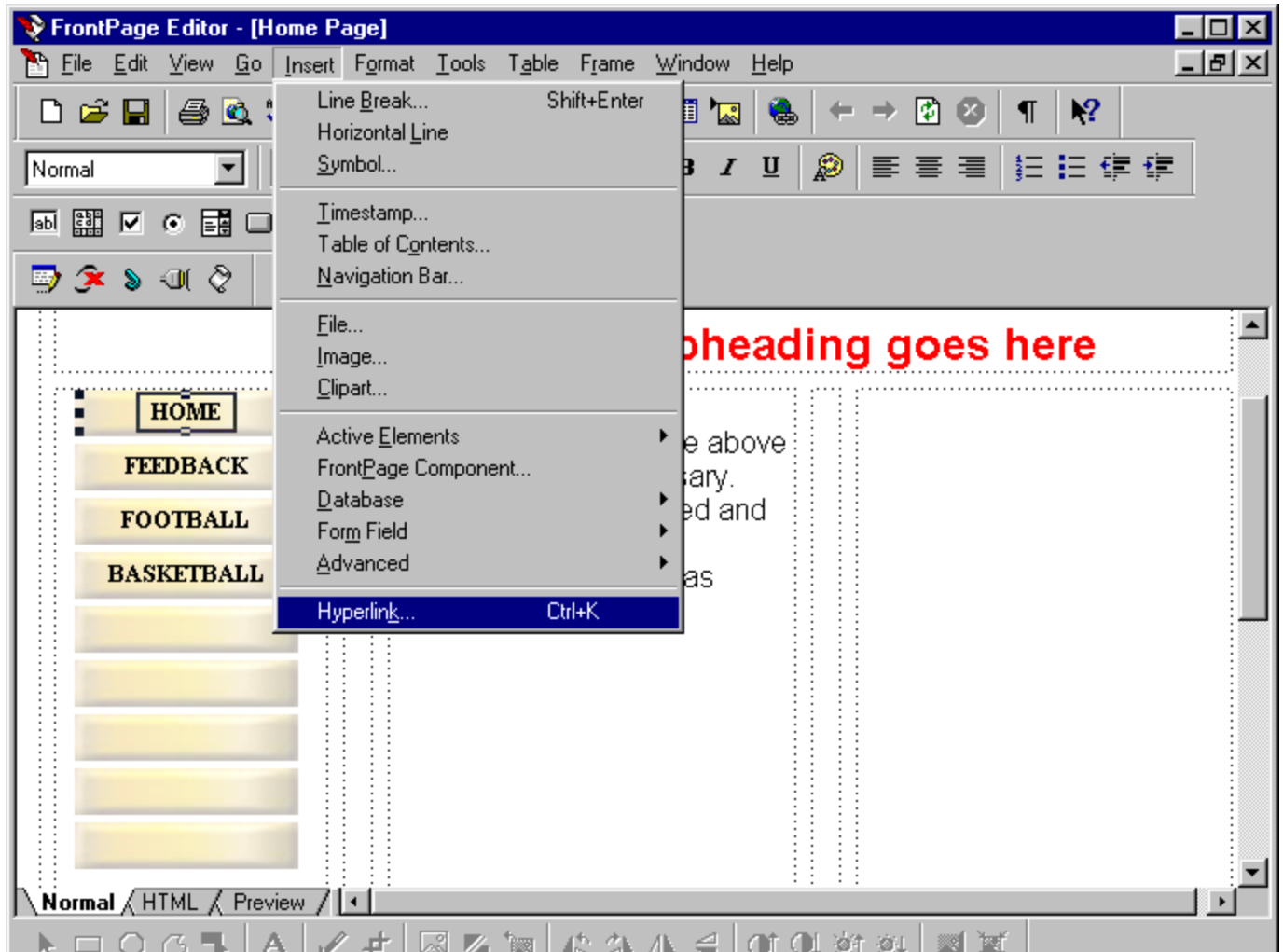
Editing Your Web Pages With Frontpage

Continue entering the names of each page on your buttons as shown below.



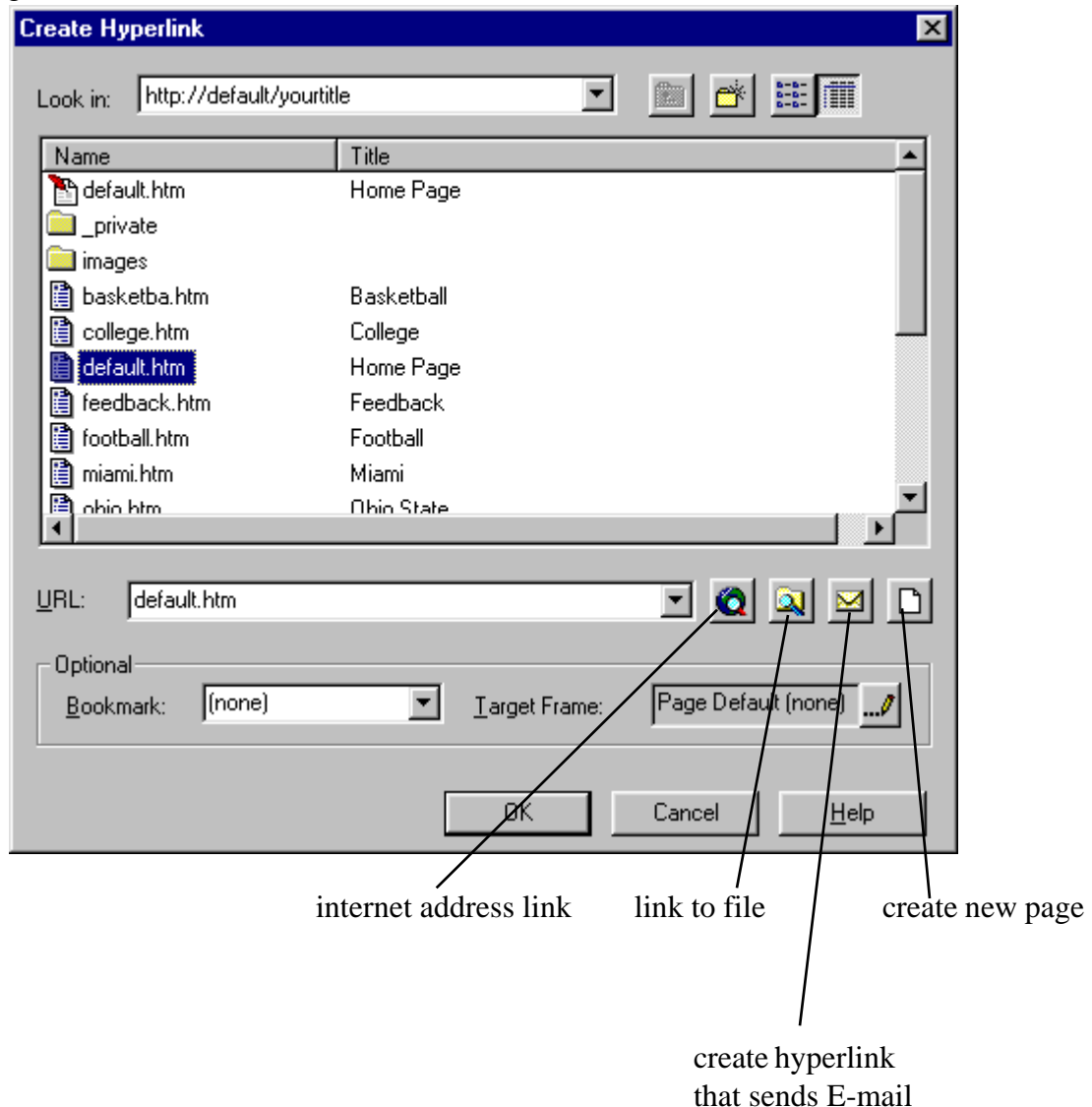
Editing Your Web Pages With Frontpage

You will now create the hyperlink (link to another page) from each button to the appropriate page. Select the button then select INSERT and then HYPERLINK as shown below.



Editing Your Web Pages With Frontpage

You will now select the web page (or file) the previously selected button will link to as shown below. You normally would select from the list of pages in your web site. You can also link to another page on the web, file or create E-mail.



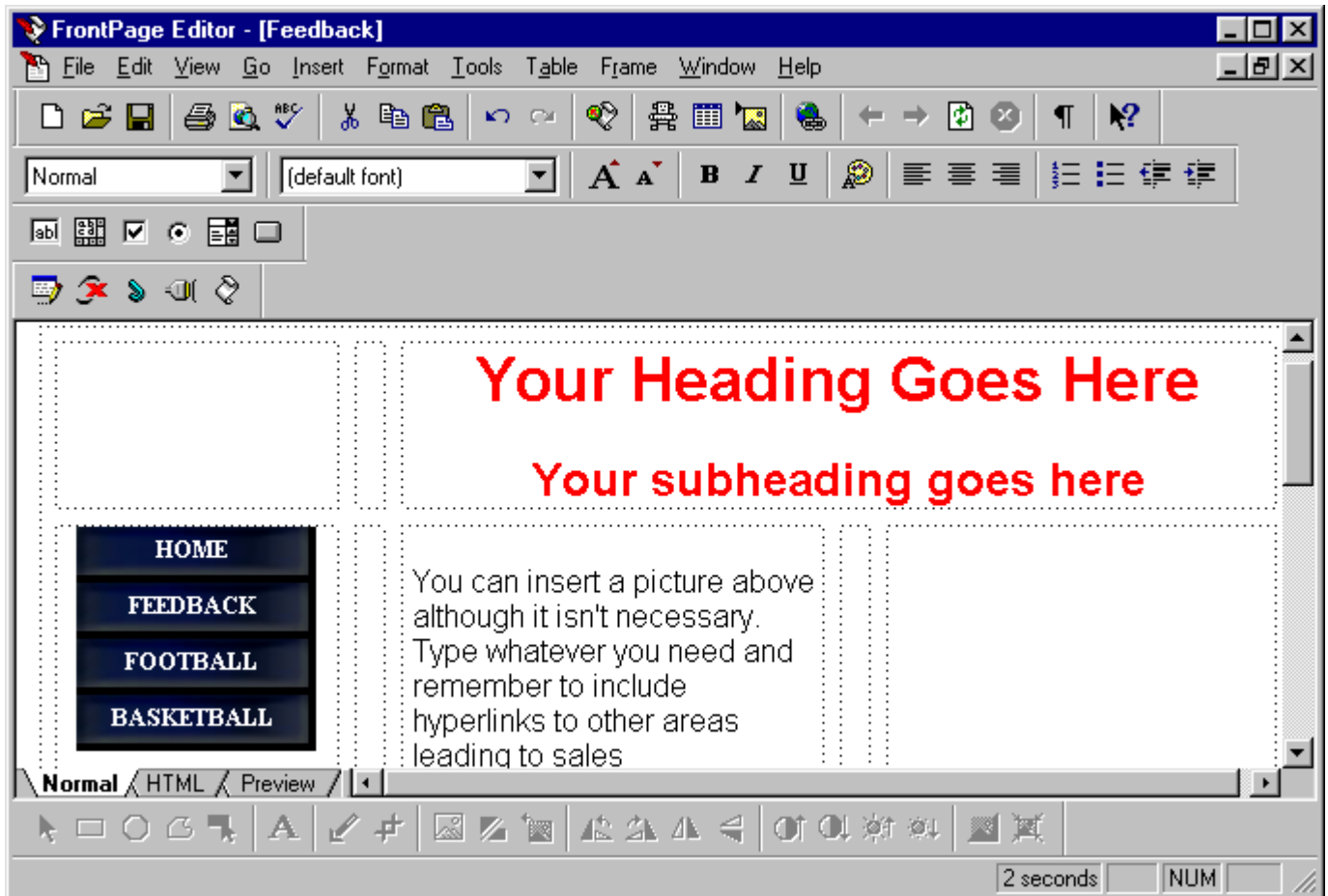
Continue adding the hyperlinks for each button. Then remove the remaining buttons which are not needed. If you want to add more buttons click on a button without text. Select EDIT at the top of screen then COPY. You can also insert a duplicate copy of the button (insert, image).

You should provide alternate text (a text label) for the buttons and other images on your page. Right click on the image, select IMAGE PROPERTIES. In the GENERAL tab enter the appropriate text.

Place the cursor where you want the button to be located and select EDIT at the top of screen then PASTE.

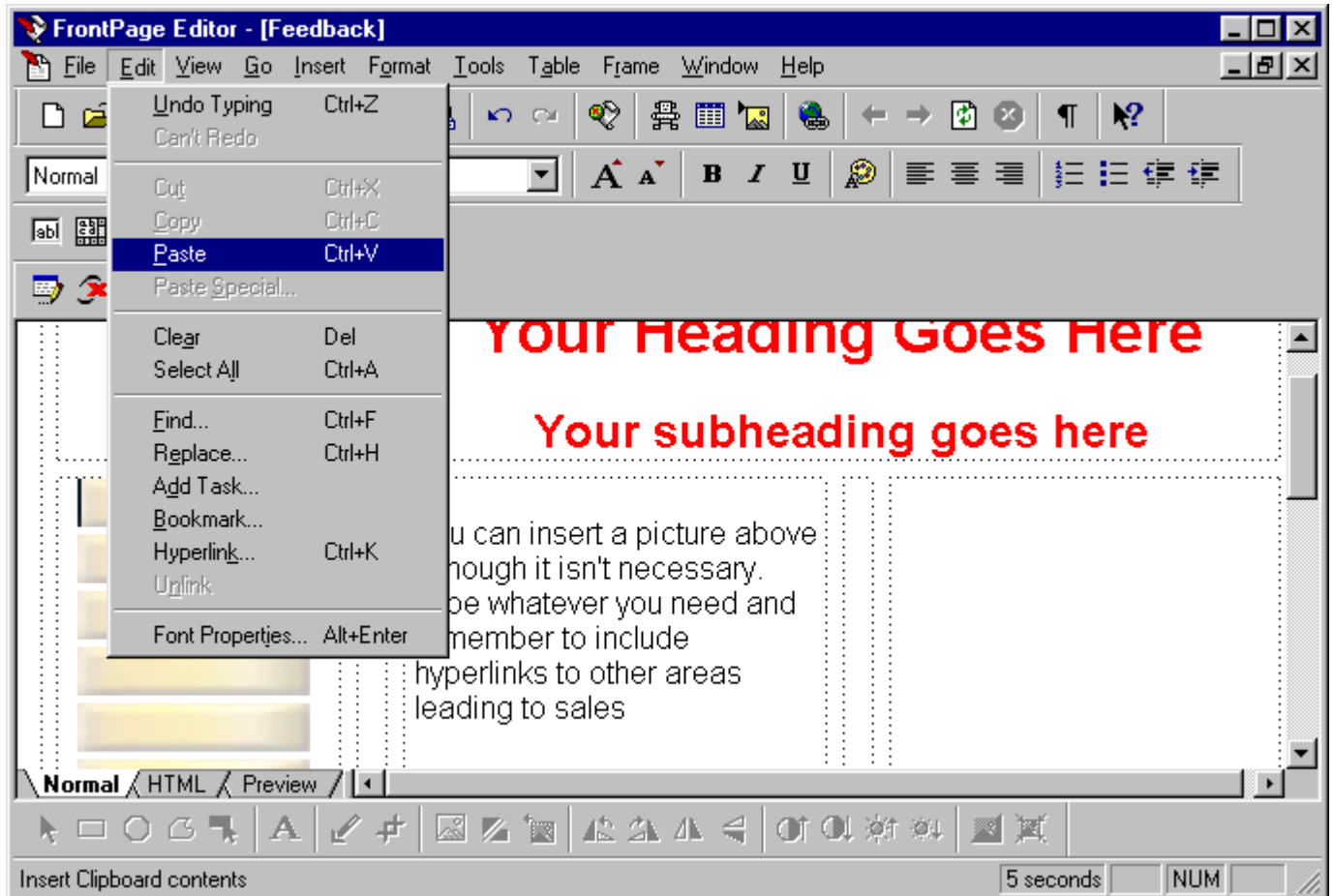
Editing Your Web Pages With Frontpage

Once your button arrangement is complete it is more efficient to select all of the buttons as shown below. Then right click and select copy. This allows you to place the buttons on the remaining web pages without having to manually update them and add hyperlinks!



Editing Your Web Pages With Frontpage

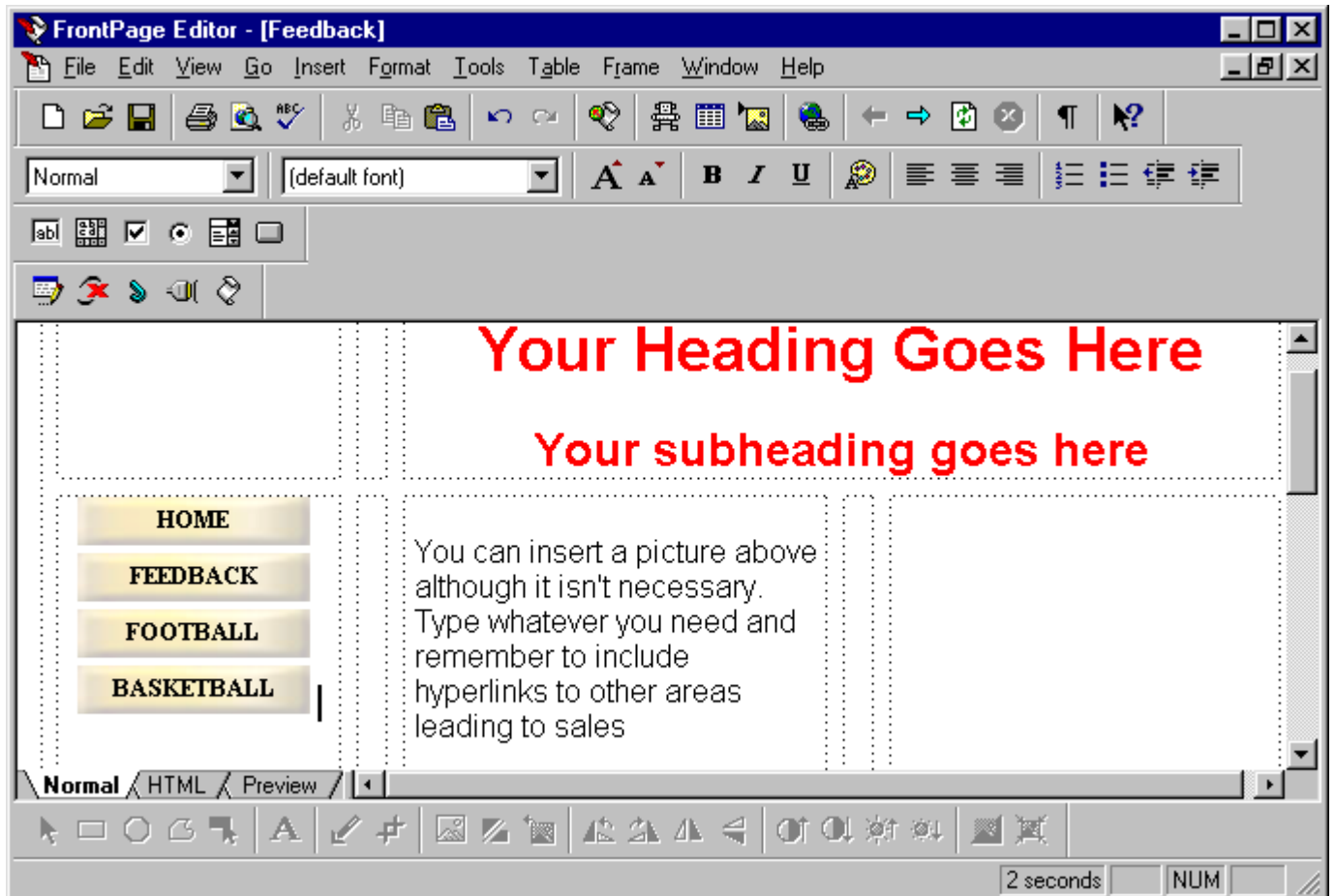
The second page of my sample web design is shown below after inserting the masterfile. I have placed the cursor in front of the buttons and selected EDIT and PASTE as shown below. This will insert the buttons from the previous page saving a lot of work. The remaining buttons should be deleted.



Editing Your Web Pages With Frontpage

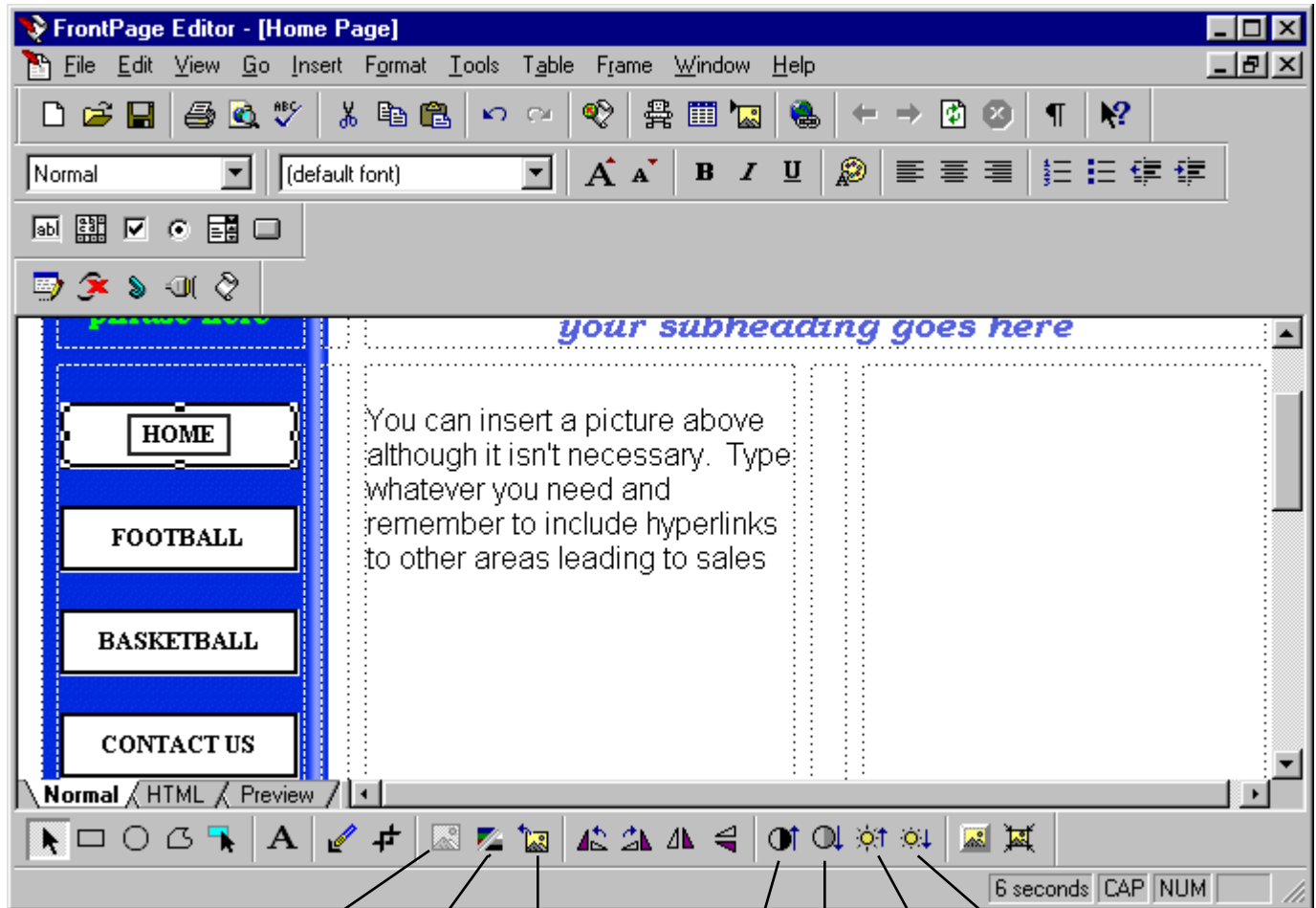
After pasting the buttons from the previous page I then deleted the unneeded buttons (shown at bottom of this page). I of course would make the other necessary updates to this web page. Continue this process of updating each file and adding the appropriate buttons. It is ok to add some additional buttons below the first set on particular pages when appropriate. If you need help with a particular command check the following pages:

Understanding Tables	Pages 36-39
Important Commands	Pages 40-43
Editing Fonts	Pages 44
Adding Hyperlinks	Pages 45
Editing Hyperlinks	Pages 46
Removing Hyperlinks	Pages 47
Inserting a Horizontal Line	Pages 48
Adding a Time Stamp	Pages 49
Creating a Table of Contents/Index	Pages 50
Navigation Bar Creation	Pages 51-52
File Insertion	Pages 53
Image Insertion	Pages 54
Working with Forms	Pages 56-63
Verification	Pages 64



Editing Your Web Pages With Frontpage

After completing an individual page you should modify the button for that selected page, e.g. if you are on the HOME page you would modify the HOME button ONLY ON THAT PAGE. This can be accomplished by selecting the button as shown below. Use the image editing bar at the bottom of the page to change the look of the button by washing it out (bleached) or changing brightness or contrast.



washout (much less color)

black & white

restore to original

increase contrast

decrease contrast

increase brightness

decrease brightness

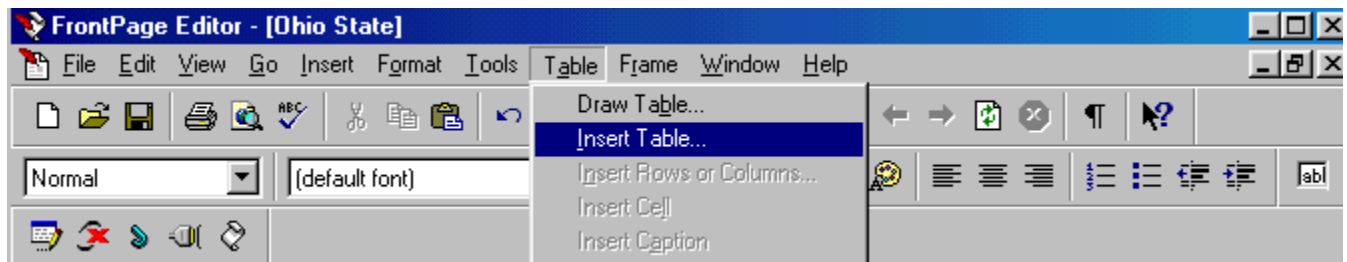
IMPORTANT NOTE: Verify that the shading difference actually works from a web browser. If you have problems with the change contrast and/or washout features insert a different colored button. As an example if your buttons are blue insert a green button on the home page. Then label the green button 'HOME'. Delete the original blue 'HOME' button. Visitors will now know which page they are displaying. Repeat this for each page.

STEP 2: Editing Your Web Pages

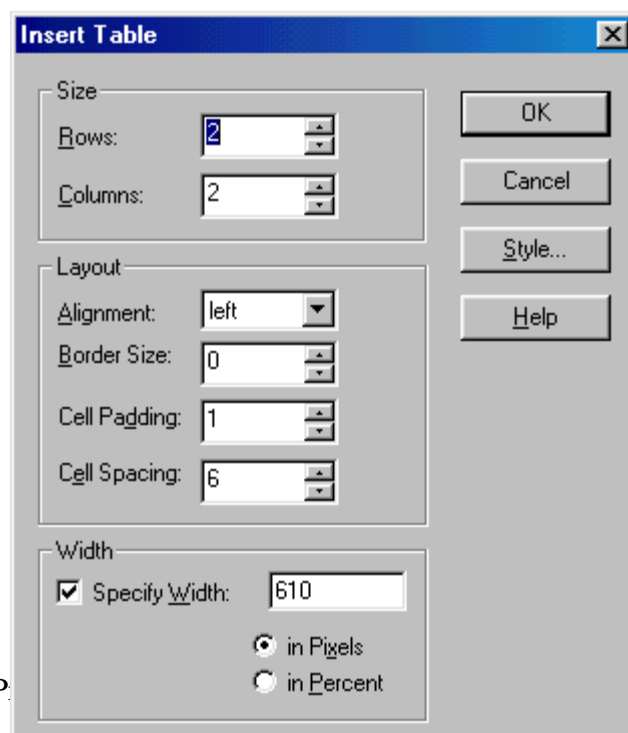
UNDERSTANDING TABLES

This is probably a good time to explain how everything is organized within the masterfiles you are working with. The pages are arranged in tables, pages broken into rows and columns. This allows the information to be placed correctly each time a page is created or modified. It also prevents text and images from moving around very much when viewed with different screen settings. If you design a screen for use with a large screen resolution (e.g. 1040 pixels in X directions) and someone was using a 640 x 480 resolution monitor everything could shrink to fit the screen. This can cause text to become difficult to read and images to actually be cut off.

Let's look at the properties of a table so you will be able to make necessary changes to any of the masterfiles to create your customized version. When a table is initially created you will be asked by FrontPage to define the number of columns and the number of rows. This is your decision but let's say you wanted to create a two column page with buttons on the left. You would select TABLE then Insert Table as shown below.



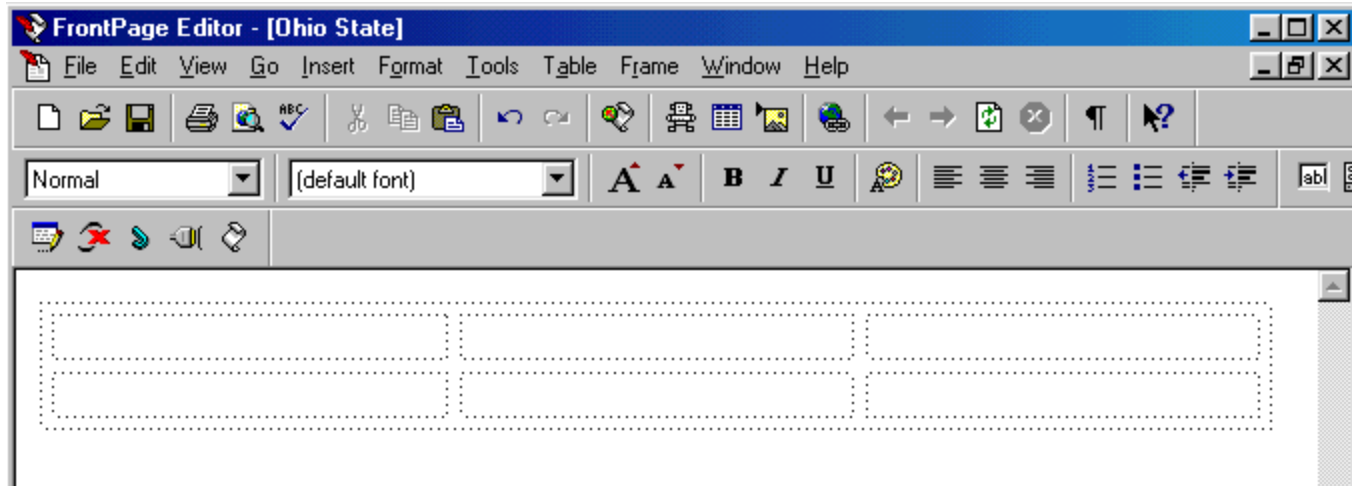
You will now determine the number of rows and columns for your table. If you wanted to have two columns and buttons on the left this would be three columns wide. You can start with one or two rows. More rows or columns can be inserted later. Select the table width at the bottom of the screen. All of the masterfiles have a width of approximately 640 pixels so the screen can be printed. One stellar company sets their table width equal to 610 pixels. This ensures that NOTHING will change on the page layout when different screen settings are used. This is a good idea for you if reducing maintenance and verification time is important.



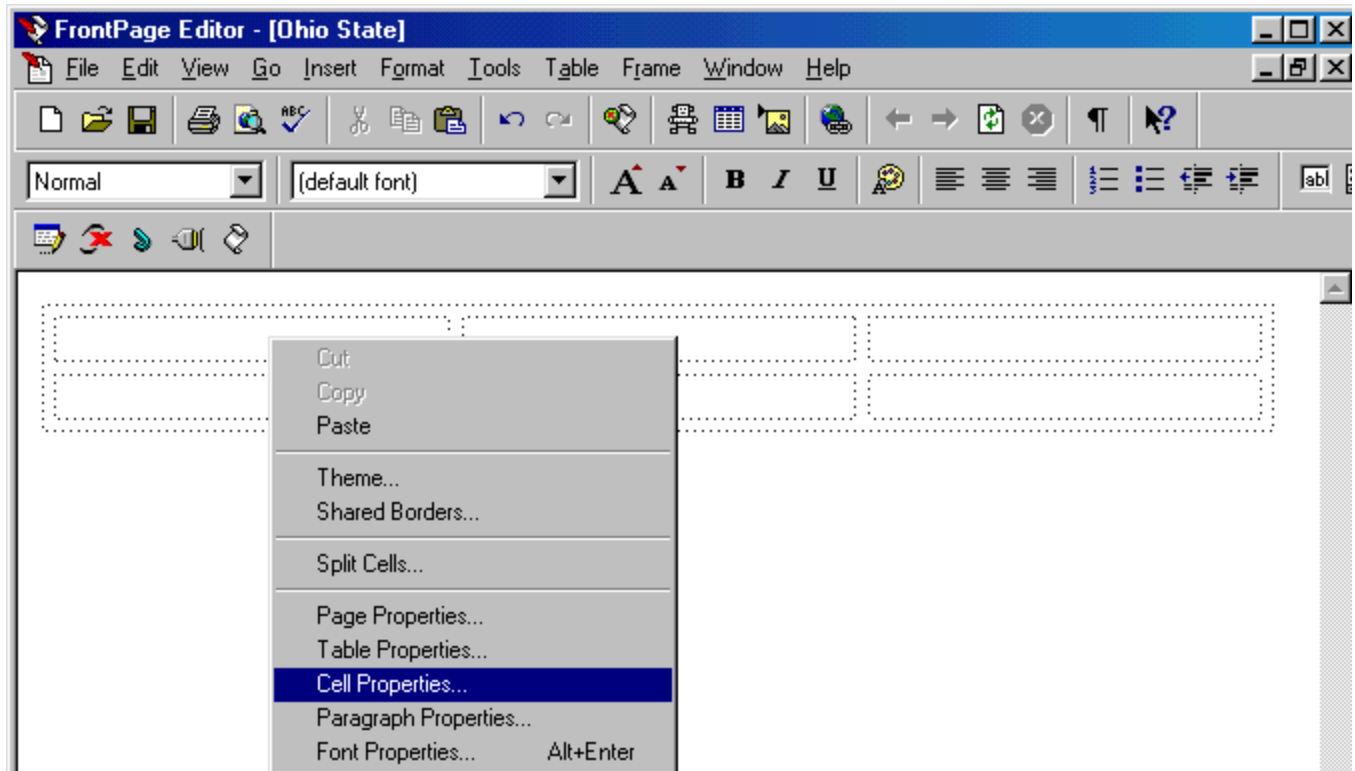
STEP 2: Editing Your Web Pages

UNDERSTANDING TABLES

An inserted table is shown below with three columns and two rows. I will now show you how to make a couple of table modifications which are necessary to customize your own table.



To edit the cell properties (one of the smaller blocks, a row or column) right click on that area. Then select cell properties as shown below. This will allow you to set the size of a cell, select custom colors, alignment and background images. Multiple cells can be modified at the same time by selecting more than one, then selecting the appropriate properties from that list.



STEP 2: Editing Your Web Pages

UNDERSTANDING TABLES

Alignment of Information: To determine where text and images will be located within your cell you would select from LAYOUT section in the upper left corner shown below. You can determine the Horizontal placement (left to right) and the Vertical placement (top to bottom). If you wanted an image to be placed in the center you would select center from either list. If you wanted an image to be placed at the top you would select top from the Vertical selection. If an image cannot be placed in the desired location you must modify the cell properties (page 26).

Specify width: Click on the box next to specify width or height. You can now make this cell a certain size. As an example we would normally use 160 pixels for the width of the left column where navigation buttons are located. These setting can become important when screen sizes change. You can specify # of pixels or % of the window.

The screenshot shows the 'Cell Properties' dialog box with the following settings:

- Layout:**
 - Horizontal Alignment: Default
 - Vertical Alignment: Default
 - Header Cell: ☐
 - No Wrap: ☐
- Minimum Size:**
 - Specify Width: ☐ 0
 - ☒ in Pixels
 - ☐ in Percent
 - Specify Height: ☐ 0
 - ☒ in Pixels
 - ☐ in Percent
- Custom Background:**
 - Use Background Image: ☐
 - Text box: []
 - Buttons: Browse..., Properties...
 - Background Color: [Black] Default
- Custom Colors:**
 - Border: [Black] Default
 - Light Border: [Black] Default
 - Dark Border: [Black] Default
- Cell Span:**
 - Number of Rows Spanned: 1
 - Number of Columns Spanned: 1

Buttons on the right: OK, Cancel, Apply, Style..., Help.

You can select **Custom Background** image files (previously designed and found in C:/frontpage/borders) or customer background colors in the middle of the form.

You can also select **custom colors** for each cell. You will need to experiment with these but always keep in mind how comfortable it will be for your potential customers to read your screens.

Spacing inside a cell. You can change the distance from the edges of a row or column by right clicking in the cell and selecting cell properties. Select STYLE, then ALIGNMENT. Select a number in the cell padding selection area.

STEP 2: Editing Your Web Pages

UNDERSTANDING TABLES

There are several other important changes which can be made to tables and cells. By using the commands below you can certainly create a winning web page in any format you desire.

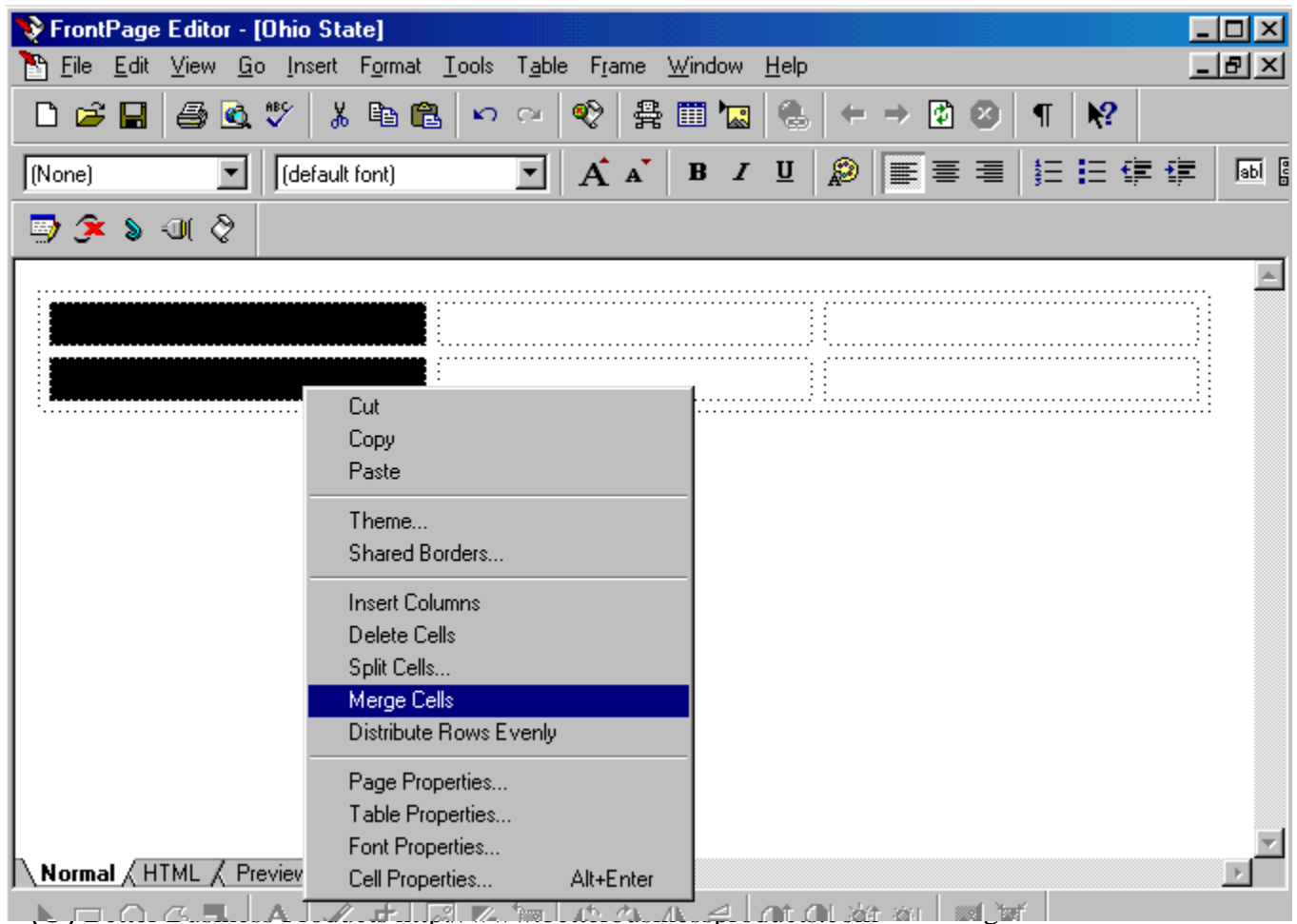
MERGING CELLS: It is possible that you would have created a table and want to merge two cells together so that one area is continuous. This is accomplished by selecting the cells as shown below. You can then select merge cells.

SPLITTING CELLS: This would be selected if you want to cut cells in half. In this example the two cells selected would be split into additional rows or columns depending upon your choice.

DELETING CELLS: The cells which are selected would be deleted from the table. This would change from a three column table to a two column table.

INSERTING COLUMNS: This would change from three columns to four columns with the cells selected below.

INSERTING ROWS: Click on Table at the top then select insert rows to add more row cells.



STEP 2: Editing Your Web Pages

IMPORTANT COMMANDS

A list of the possible commands you may want to initiate with the FrontPage editor is shown below. Immediately below the function is the page number which explains this in detail). Further to the right is a quick explanation of the command and how to execute it. This should help you through most of your web creation.

Inserting Text - Place your cursor at the location you want to insert the text and begin typing

Adding Images - Place your cursor at the location you want to insert the image. Click on Insert, Image. You can then determine which file will be inserted. It could also be a picture from the WWW.
Page 54

Adding Hyperlinks - Select the text or image that will turn into a hyperlink (A user can click on the image or text and it takes them to another page in your web or someone else's. Select Insert, Hyperlink. You can then select which web page, file, or WWW address this will point to. You can also click on STYLE at the bottom of the next screen where you can change colors, fonts etc. In general it is best to not change anything except for colors and fonts but you can experiment.
Page 45

Editing Hyperlinks - You can change hyperlink colors, fonts, borders and alignments by selecting the hyperlink text. Then click with the right mouse button. Then select Hyperlink Properties. Click on STYLE at the bottom of the next screen where you can change colors, fonts etc. In general it is best to not change anything except for colors and fonts but you can experiment.
Page 46

Removing Hyperlinks - Select the text or image that is already a hyperlink. Click on EDIT and then select UNLINK. This removes the hyperlink.
Page 47

Edit Font Properties - Select the text you wish to edit the properties for. Click on the right mouse button and then select FONT PROPERTIES. You can now edit the size, font, color or underline/strike through the text.
Page 44

Horizontal Line - You can insert a Horizontal line by placing your cursor where you want to place the line. Select INSERT and HORIZONTAL LINE. After adding the line select it and then right click and select Horizontal Line Properties. You can now select the width, height, how it is aligned and the color.
Page 48

Time Stamp - If you want to let people know the date your page was last updated this can be accomplished by inserting a time stamp. Click on INSERT and select Time stamp.
Page 49

STEP 2: Editing Your Web Pages

IMPORTANT COMMANDS

- Table of Contents - Page 50 You can create a Table Of Contents page easily. Begin by creating a page called contents or index. Select the page from front page explorer (double click) to open front page editor. Insert one of the index masterfiles (INDEXL for buttons on left, INDEXB for buttons on bottom, INDEXT for buttons on the top). Modify the page appropriately.
- Insert File - Page 53 Insert a file by clicking on INSERT and then select file. You will then be prompted to select the location of the file.
- Insert image - Page 54 Verify that the image you are inserting will actually fit in the location you are placing it using the FrontPage Image Editor/Composer. Inserting an image too large for the masterfile setup will cause the layout to be distorted. Place your cursor in the table/cell location where it will be inserted (If you are placing it in a cell where the cursor moves to the left use the space bar to move the cursor to the right. You can then insert or delete spaces to center the image).
- You can insert an image/picture by clicking on INSERT and then select IMAGE. You will then be prompted to select the location of the image. Click on the folder in the lower right corner of selection screen to insert from a file and set the files of type _____ selection is correct for your file (tif, gif, jpg etc.).
- Spell Checking - Click on Tools and Spelling. You will be notified of any spelling errors on that specific web page, and allowed to change them.
- Thesaurus - If you would like to substitute a different word (with a similar meaning) for a word in your web page select the word, click on Tools and select Thesaurus. You will be given a list of possible substitution words with similar meanings.
- One Line Text Box - Page 59-63 A one line text box is inserted by clicking on INSERT then selecting FORM FIELD. Select One Line Text Box. Use your arrow key (four of them located together) to move the cursor in front of the text box then type your label using Courier New font. Used for entering one line of information such as name.
- Scrolling Text Box - Insert a Scrolling Text Box by clicking on INSERT then selecting FORM FIELD. Select Scrolling Text Box. Use your arrow to move the cursor in front of the text box then type your label using Courier New font. You could also put text above the box. Click on the image and then use the squares outlining the image to make it wider or taller. This is used for entering comments or feedback, free form info.

STEP 2: Editing Your Web Pages

IMPORTANT COMMANDS

Check Box - A check box is inserted by clicking on INSERT then selecting FORM FIELD. Select Scrolling Text Box. Use your arrows to move the cursor in front of, or behind the check box and label it according. An example would be PLEASE SEND ME YOUR CATALOG. Click on the image, then right click and select FORM FIELD PROPERTIES. This allows you to enter a database file, field name and whether the box is ON or OFF by default.

Radio Button - A radio button is inserted by selecting INSERT, FORM FIELD then Radio Button. You can then place your label/prompt in front of or behind the button. Click on the button, right click and select FORM FIELD PROPERTIES. You can set the properties of the button and define it's database location.

Setting Tab Order - When you are working with a form it is recommended that you define the tab order for the form. This allows a user to use the tab key to move from one box/input to another. After your form is completed click on each form field, (e.g. First Name). Select form field properties and then set the tab order.

Drop Down Menu - A drop down selection list is inserted by selecting INSERT, FORM FIELD then DROP DOWN MENU. You can move your cursor using arrow buttons and label the drop down box. A possible label might be 'select state'. Click on the drop down box. You can now change the size by dragging the squares along the edge. Right click and select FORM FIELD PROPERTIES. You can then and define a data field name and set the height.

Push Button - A push button is added by selecting INSERT, FORM FIELD and then DROP DOWN MENU. You can change the labels on the buttons by clicking on them and them, right clicking and selecting FORM FIELD PROPERTIES. You can now modify the button name, database value, button type land tab order.

Removing Pages: To remove a page from your FrontPage web open FrontPage Explorer and use the Navigation View (on left). Click on the web page which will be deleted. Select edit, then delete from the toolbar at top. On the next page you choose whether to remove this page from navigation bars (keeps your page in case you might want to use it later) or delete from the front page web (if you definitely want to get rid of the page). Then select OK.

STEP 2: Editing Your Web Pages

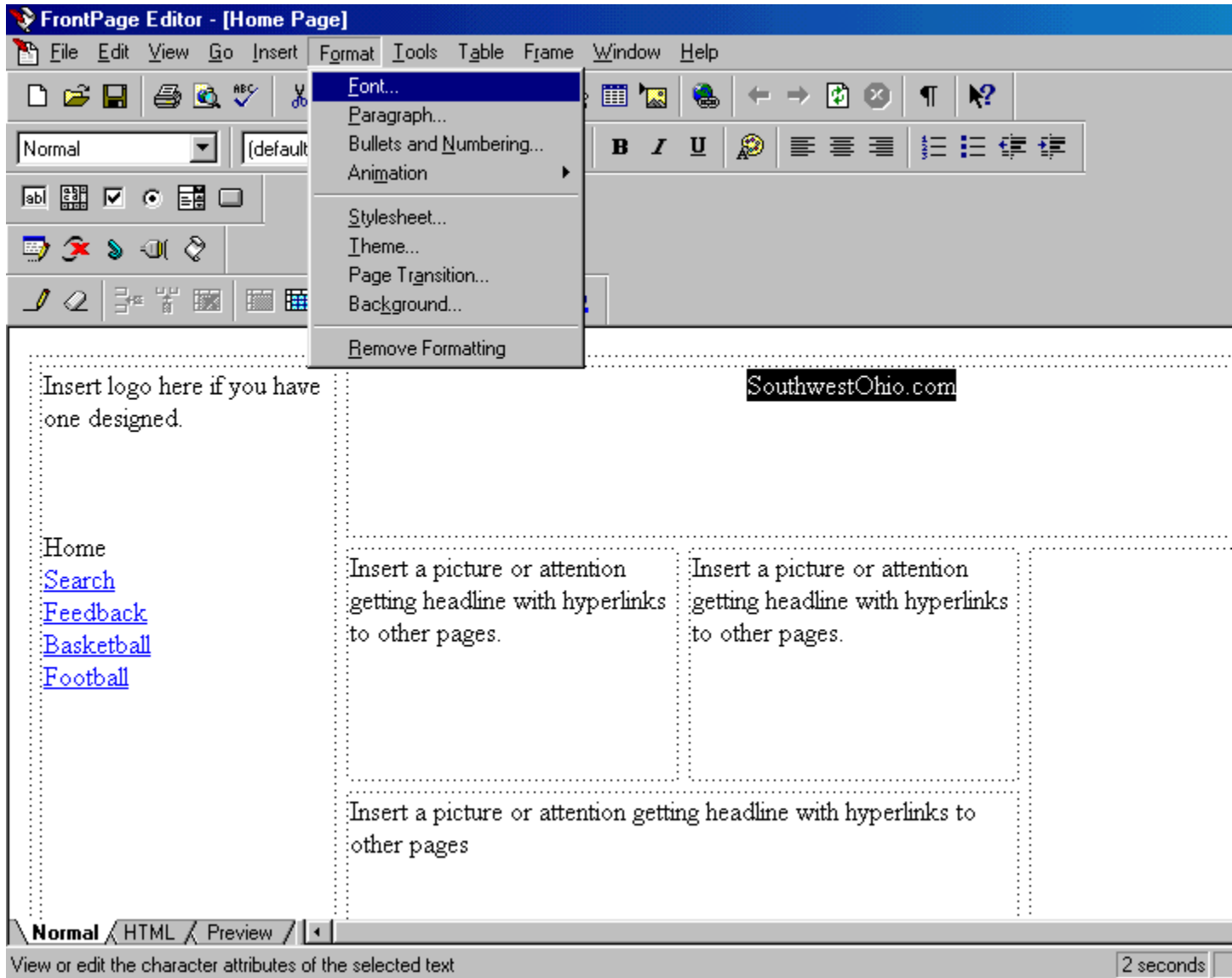
IMPORTANT COMMANDS

- Forms - Forms should have a tab order set for each entry/selection field. This allows a user to use the tab key instead of clicking on each input field. After placing all of the form fields right click on the one which your customers will complete first (normally top left). Select form field properties and enter tab order '1'. Click on OK then select the next form field, right click on it then select form field properties and set tab order to '2'. Continue for all form field inputs.
- Saving Form Info - Form information (such as orders, email etc.) is saved in a specific file. To change the file location click on the form, select form properties and update the file name either by typing it in or selecting BROWSE to the right and selecting a file. To get the most out of your form info we recommend our Order Taking software which tracks all of your orders, backorders. It also analyzes your sales by item, by week, month etc. Check <http://www.betterbusinessproducts.com> for order management software availability.
- Alternate Text - Alternate text is a short textual description of an image/button. This can be important because search engines cannot 'read' images. But, some of them do read the textual description of an image. Right click on IMAGE PROPERTIES, GENERAL. Insert a short text description of the image. Use words that visitors might use to search for that particular topic. If you have a picture of a Morgan Horse the text could be Raising Morgan Horses.

STEP 2: Editing Your Web Pages

EDITING FONTS

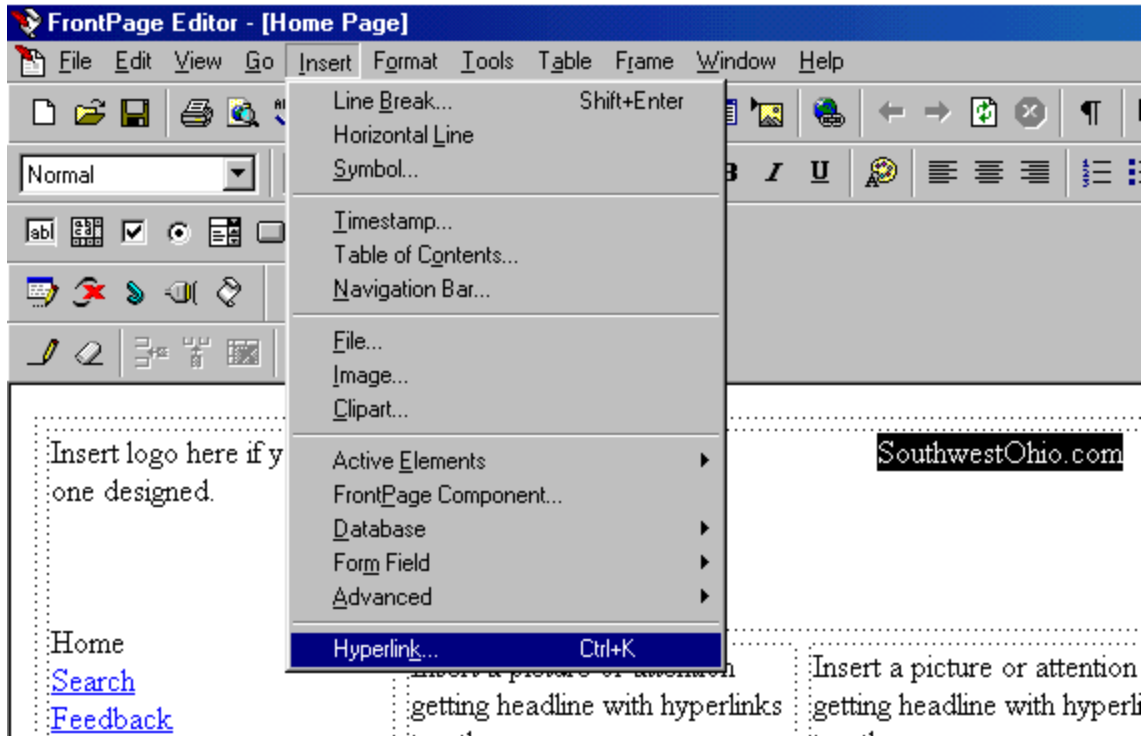
Select the text you wish to edit by dragging the mouse over the text with the left mouse button depressed. Then you select FORMAT and then select font as shown below.



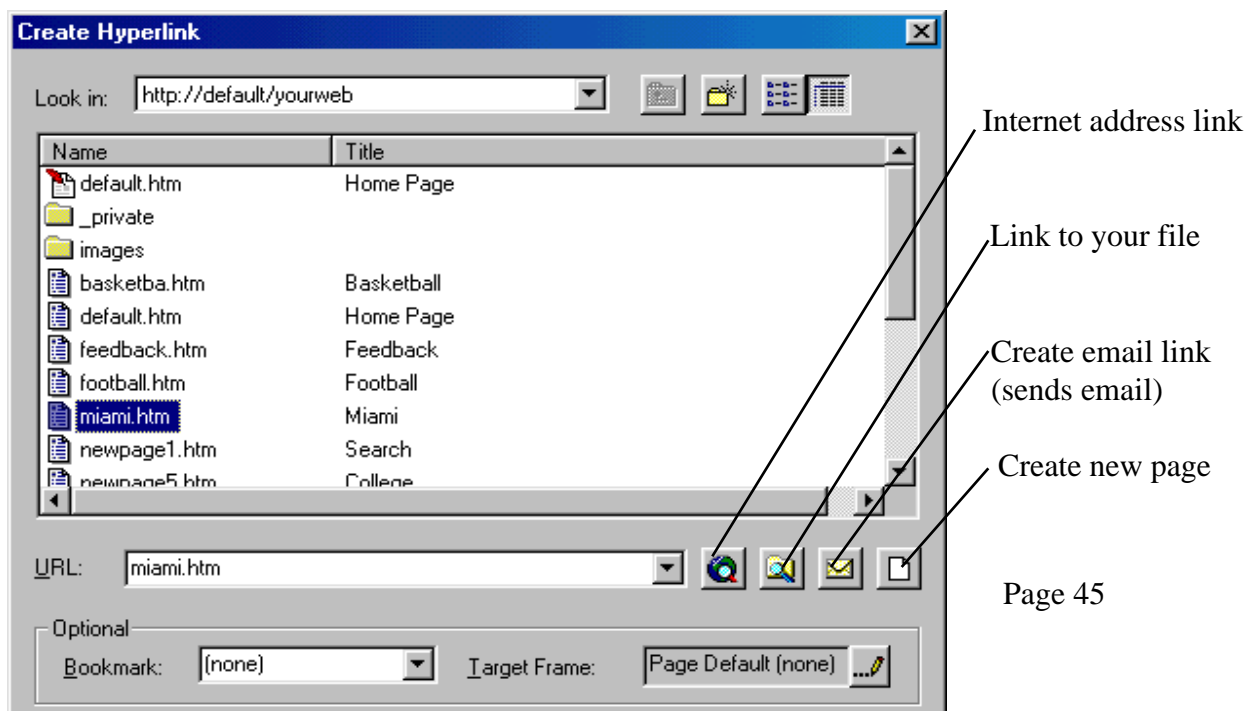
STEP 2: Editing Your Web Pages

ADDING HYPERLINKS

Hyperlinks are added by first selecting the text (shown below) or the image which will be used as the link to another page. After selecting the text/image select INSERT, then select Hyperlink as shown below.



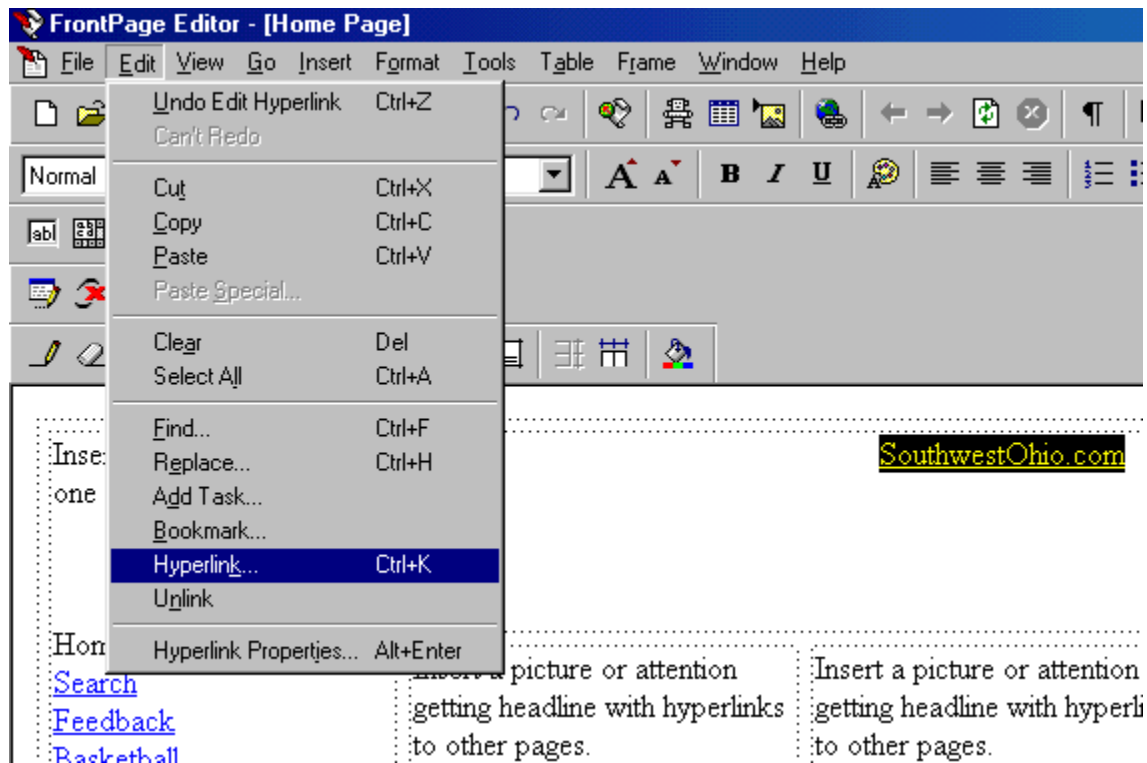
You now have two choices: 1) You can select a page from your own web site as shown below, 2) You can type in the name of any web site in the URL field. Click on the globe if you aren't sure of the exact web address. This allows you to search for it.



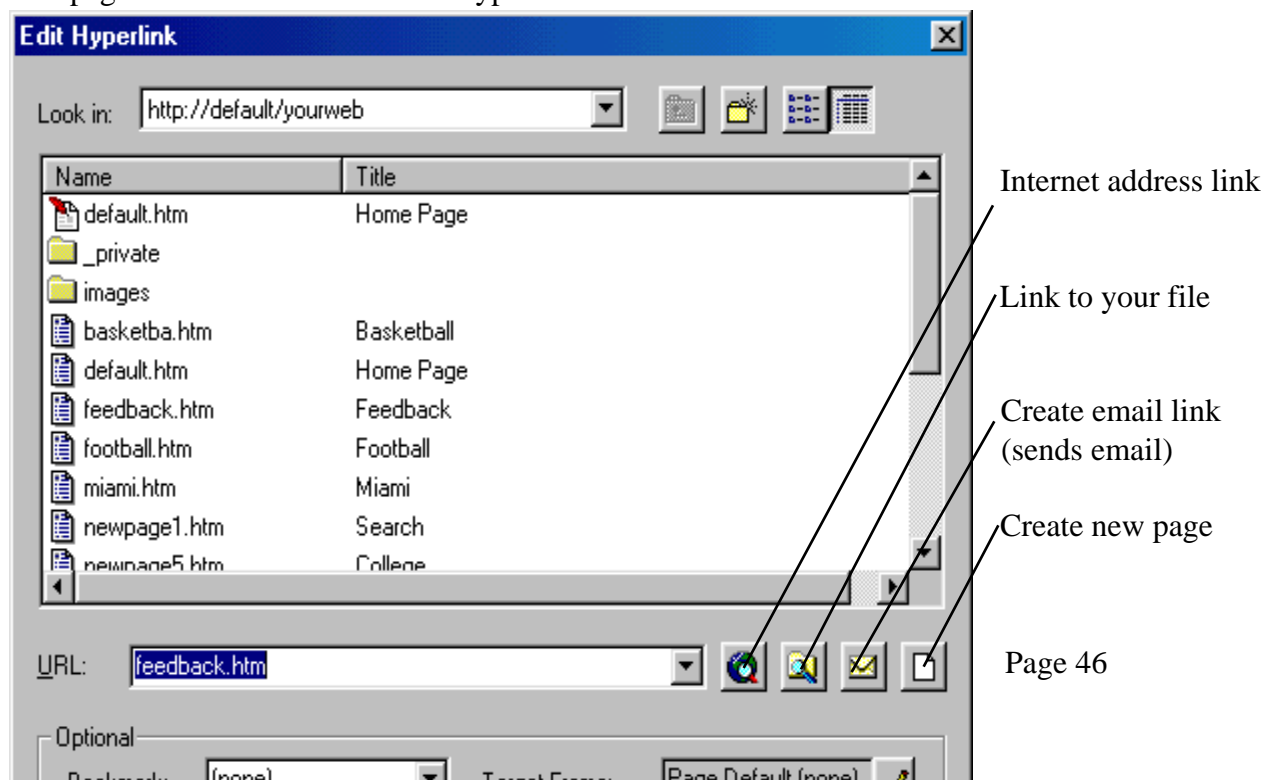
STEP 2: Editing Your Web Pages

EDITING HYPERLINKS

You can change where a hyperlink links by selecting the text or image as shown below. You then click on EDIT and select HYPERLINK.



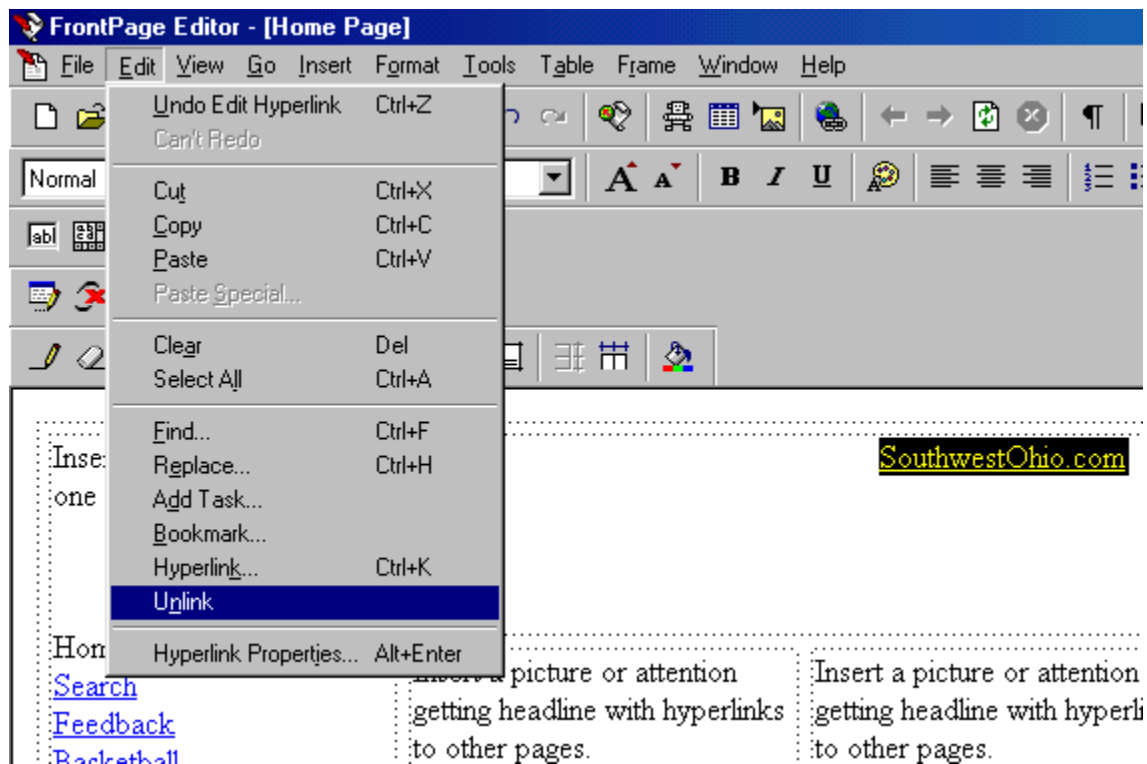
The screen shown below will be displayed. You can now select from pages in your web design or look on the internet for the appropriate web site (click on the globe). Click OK after the appropriate web page has been selected for the hyperlink.



STEP 2: Editing Your Web Pages

REMOVING HYPERLINKS

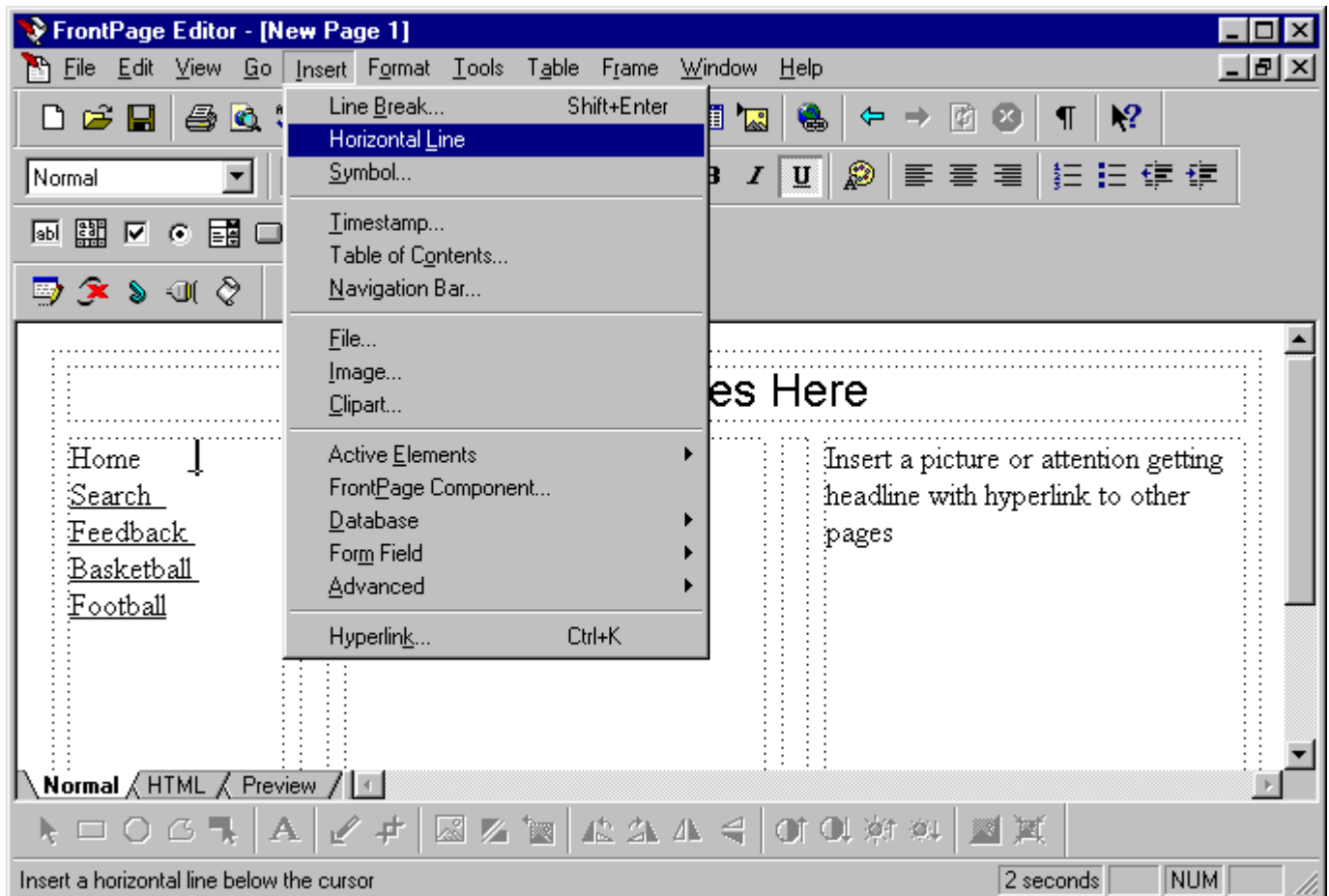
If you would like to remove a hyperlink from an image or text simply select the text/image. You will now select EDIT at the top of your screen and UNLINK.



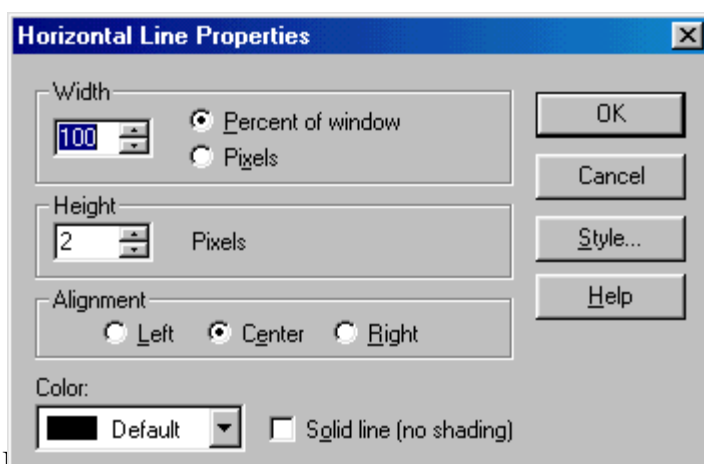
STEP 2: Editing Your Web Pages

INSERTING A HORIZONTAL LINE

You can insert a horizontal line divider between subjects by placing the cursor at the point you want to place the line. Click on INSERT and select HORIZONTAL LINE as shown below:



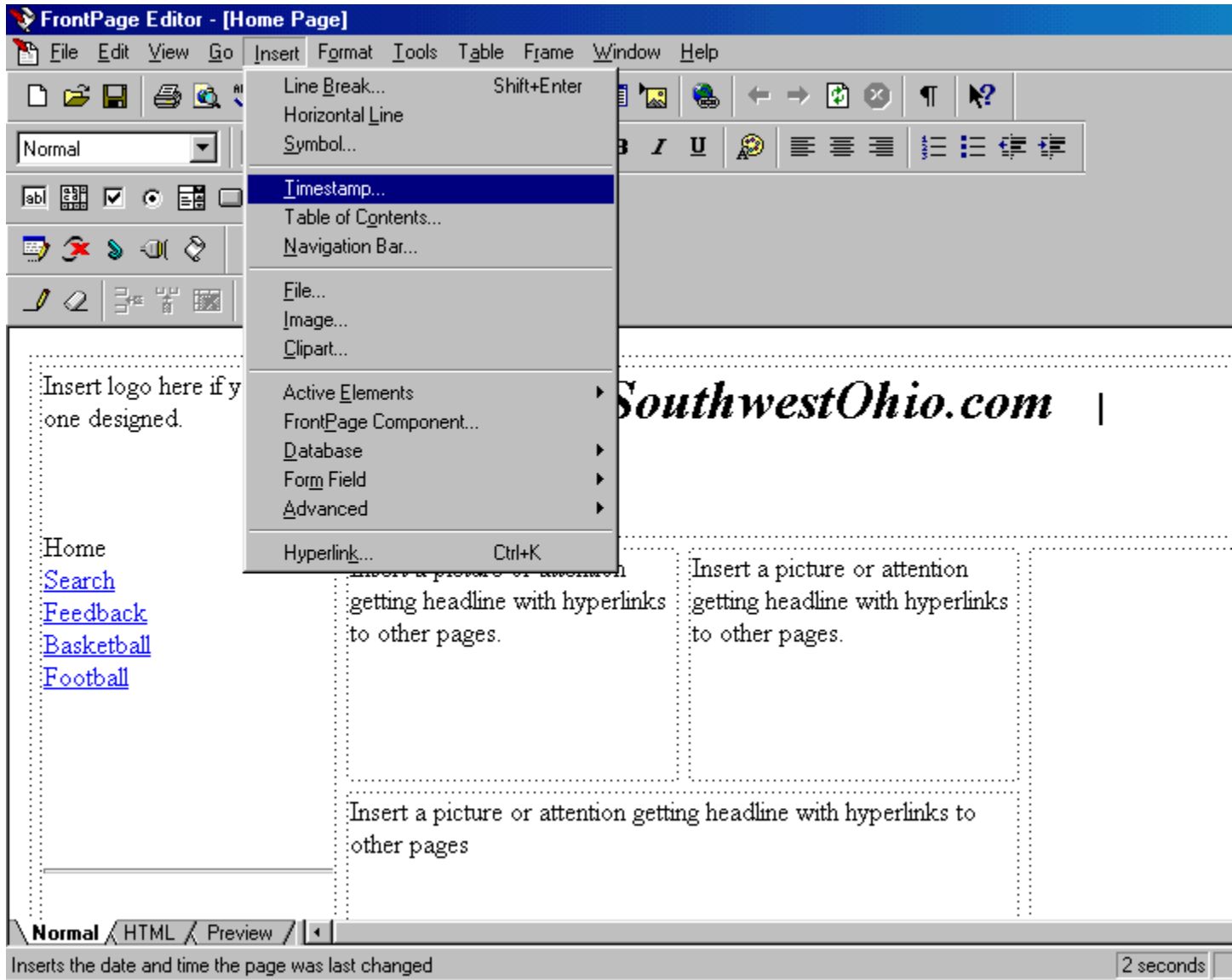
The horizontal line will be inserted. You then select the line and click with your right mouse button. You can now select the width, height, how the line is centered and the color. You will need to make your own decisions here.



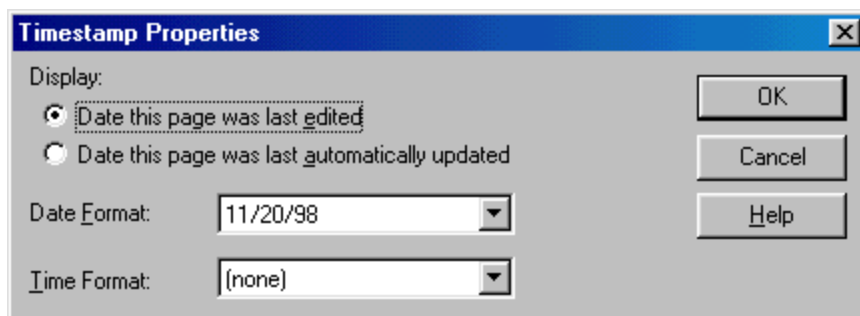
STEP 2: Editing Your Web Pages

ADDING A TIME STAMP

A time stamp will automatically show when a page was updated. Select Insert, time stamp as below. Don't use this unless you plan frequent updates to your page.



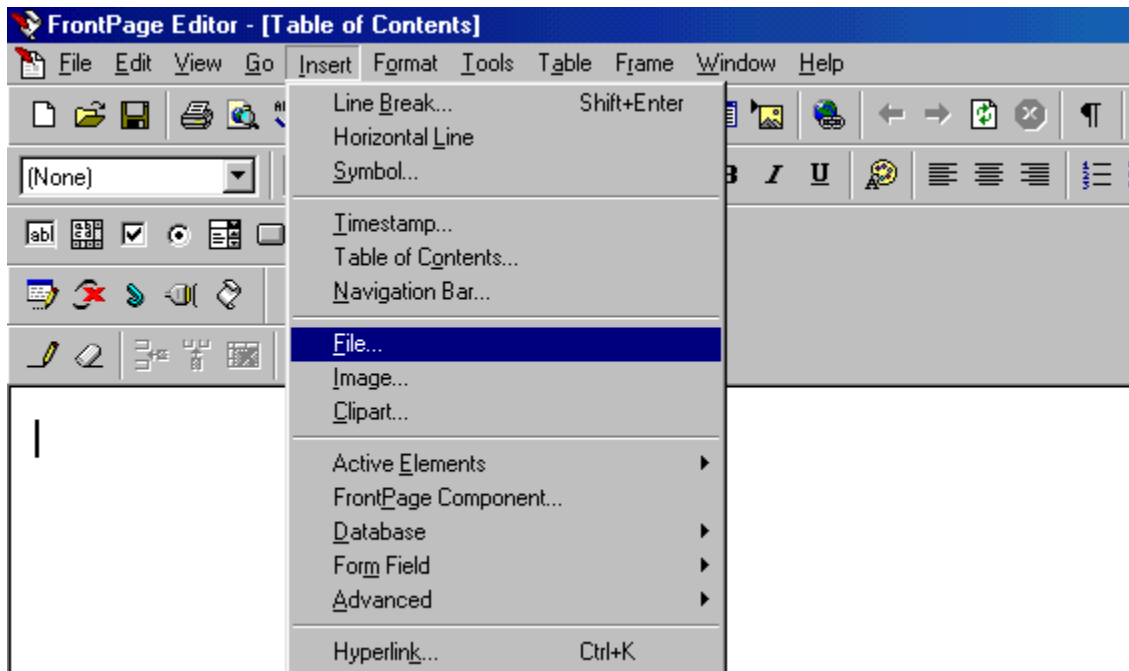
You can now make a choice for your time stamp. Show the date the page was last edited or show the date the page was automatically updated.



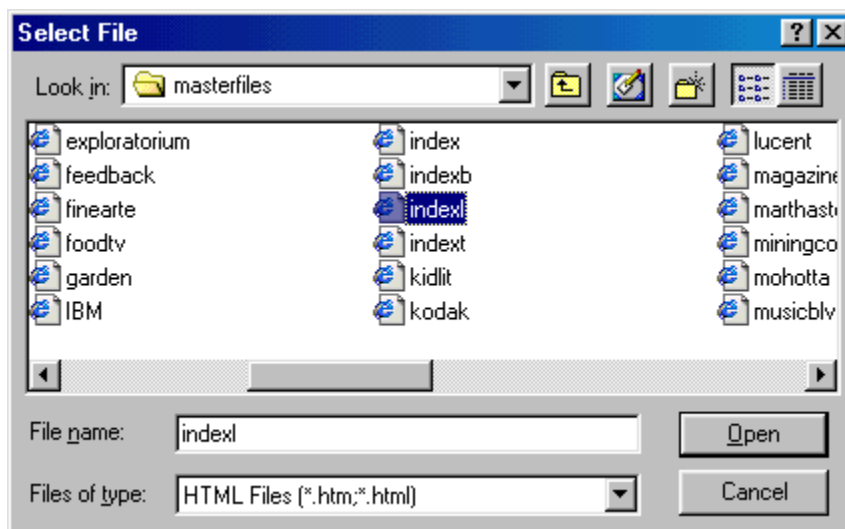
STEP 2: Editing Your Web Pages

CREATING A TABLE OF CONTENTS/INDEX

You can create a table of contents/index of all pages on your site. Begin by creating a page called TABLE OF CONTENTS or INDEX in FrontPage Explorer. Double click on this page in FrontPage Explorer. When in FrontPage Editor select INSERT and then FILE as shown below.



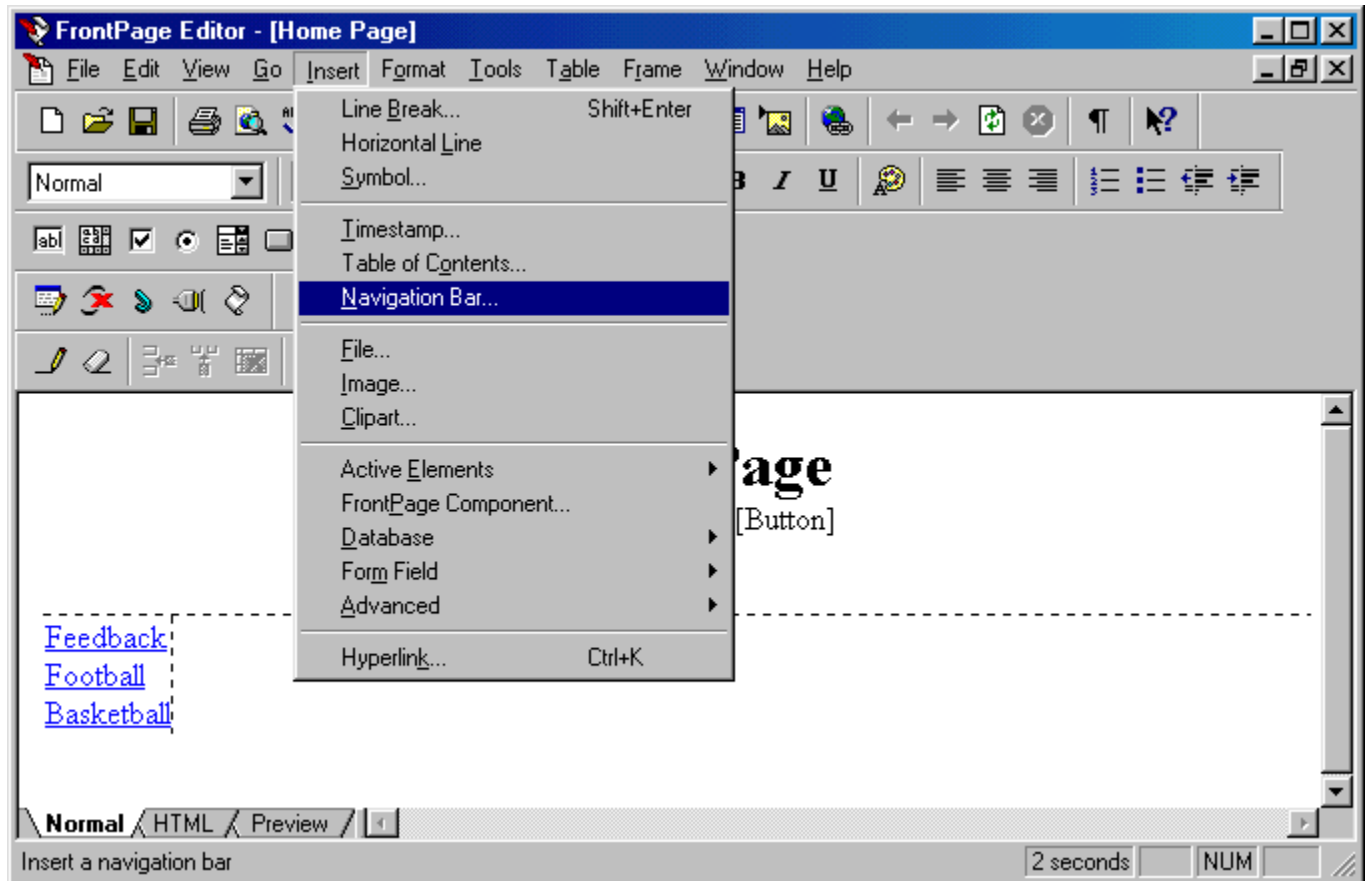
You will now select C:/frontpage/masterfiles and the appropriate index file. If your buttons are on the left choose INDEXL, for buttons on the top choose INDEXT. (INDEXT can be used with any format. Simply delete the buttons and have a 'HOME' button to exit the index page) In the example below I chose INDEXL. You can either double click on this page or select it then click on OPEN. It will be necessary to insert the appropriate buttons and background image file. You must right click on the Table Of Contents heading, select FRONTPAGE COMPONENT PROPERTIES. Click on BROWSE button on the next screen to select the appropriate file (home page in most cases).



STEP 2: Editing Your Web Pages

NAVIGATION BAR CREATION

To create a navigation bar place the cursor at the desired location. Select INSERT and NAVIGATION BAR. This will create text titles which will be linked to your web pages. The primary advantage of this is that links are handled automatically by Frontpage.

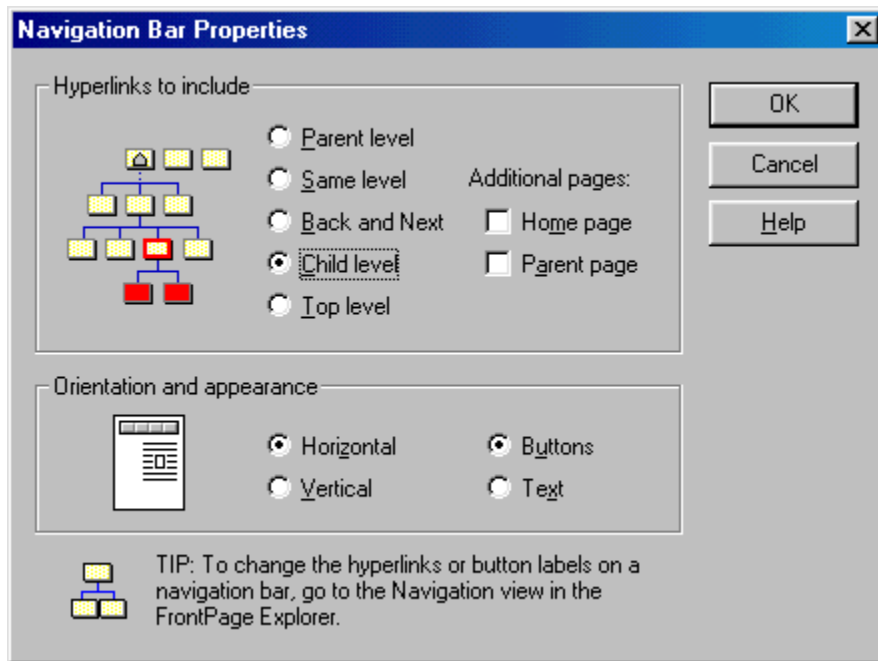


Buttons are normally used instead of the FrontPage navigation bar. The navigation bar shows text for your home and primary subject pages. This can be placed at the bottom of your page to provide another means of navigating but it isn't necessary.

STEP 2: Editing Your Web Pages

NAVIGATION BAR CREATION

The screen shown below will now be displayed. An explanation of your choices are shown below the picture.



For a home page : CHILD LEVEL AND HOME PAGE (The children in this case would be the primary topics)

For a parent (primary topic) page: SAME LEVEL AND HOME PAGE (The children in this case would be secondary topics)

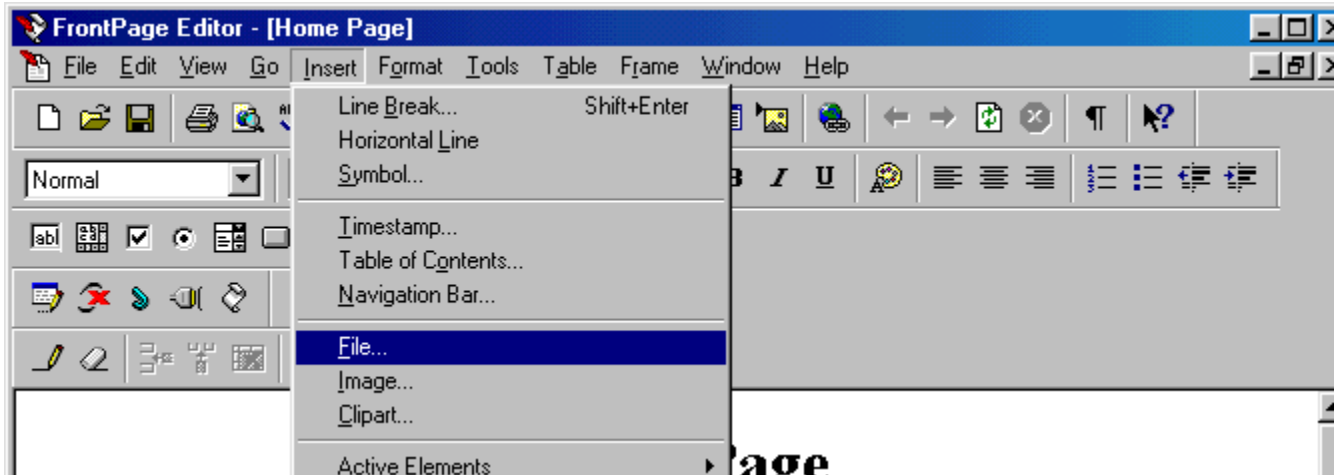
For a child page (secondary) page: PARENT LEVEL AND HOME PAGE

For lower level pages : PARENT LEVEL AND HOME PAGE

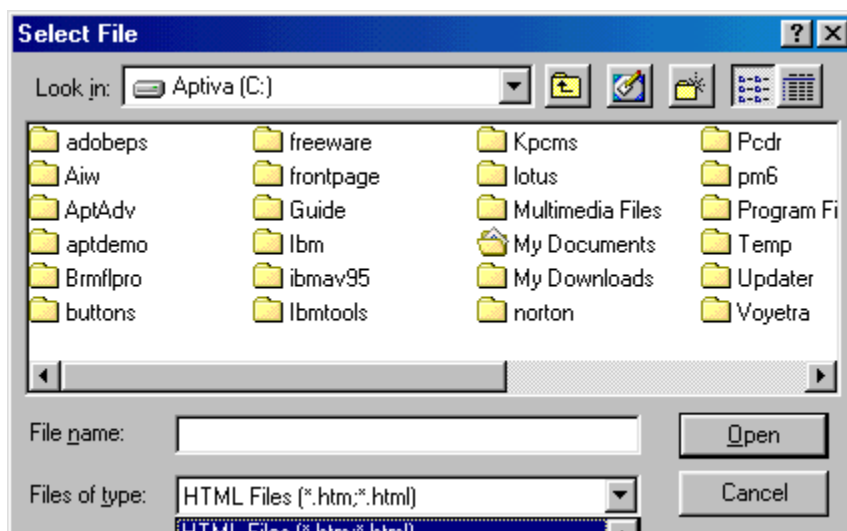
STEP 2: Editing Your Web Pages

FILE INSERTION

You can insert file types such as Microsoft Word, Microsoft Excel and Word Perfect into a FrontPage web page. Select Insert (at the top of your screen) and select file as shown below.



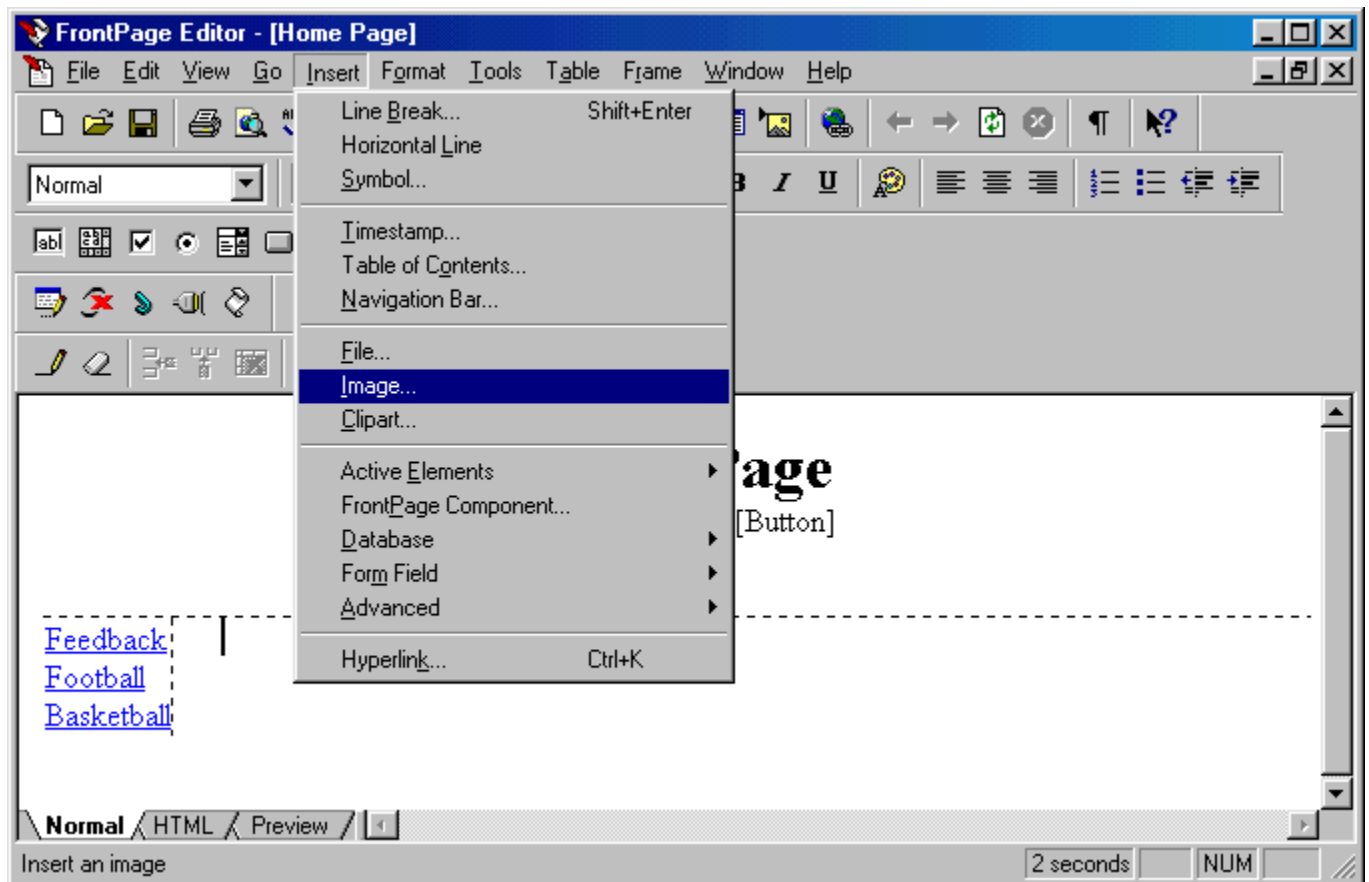
The screen shown below will now be displayed. You will find the folder and file name which is to be inserted from the screen below. After finding the correct file double click on this file or select the file (single click) and then click on OPEN.



STEP 2: Editing Your Web Pages

IMAGE INSERTION

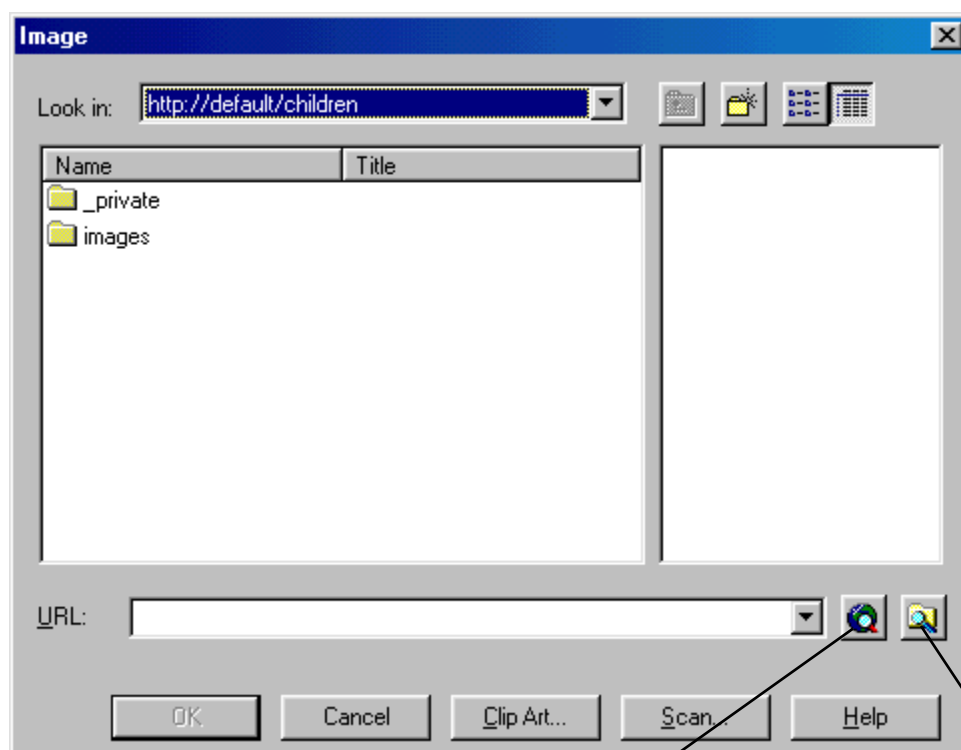
Use the FrontPage Image Composer/Editor to verify the image is approximately the same size as the area where it will be inserted. Place your cursor in the desired location for the image. Click on INSERT and then IMAGE as shown below.



STEP 2: Editing Your Web Pages

IMAGE INSERTION

After selecting the insert image option you can insert an image on your computer by clicking on the FOLDER ICON at the lower right corner. You can also search for an image or page from the World Wide Web by CLICKING ON THE GLOBE at the lower right corner.



Insert from Web address

Insert from selected file

STEP 2: Editing Your Web Pages

WORKING WITH FORMS

A form is automatically created when you insert a form field such as

- 1) **One Line Text Box** (entry field such as name, email etc.)
- 2) **Scrolling Text Box** (allows free form input such as comments)
- 3) **Check Box** (Confirming a choice, ex checkbox Please send me your catalog)
- 4) **Radio Buttons** (Making a multiple choice selection ex: browser is sending you feedback on your service and selects: INCREDIBLE, GOOD, AVERAGE, POOR OR DISASTROUS)
- 5) **Drop Down Menu** (Allows selection from a list. An example of this would be selecting your state from the list of 50).
- 6) **Push Button** (The button can initiate an activity such as submitting feedback or clearing it)
- 7) **Back & Next** (These buttons are used if you are creating a step by step tour)

You will generally be working with a single form on a single page at one time. When you insert your first FORM FIELD a SUBMIT and RESET button will be added. These should be allowed to move to the bottom of your form as you insert the fields required. A sample form with each of the key form elements is shown on the next page.

STEP 2: Editing Your Web Pages

WORKING WITH FORMS

An example is shown below where primary form fields are entered on a single page. Notice that the SUBMIT and RESET buttons are at the bottom of this page and EVERYTHING IS ENCLOSED IN A SINGLE FORM (within the dashed lines). It is important that you keep everything in a single form or the submit/reset functions will not work correctly.

The screenshot shows the Microsoft FrontPage Editor interface with a new page titled "[New Page 1]". The menu bar includes File, Edit, View, Go, Insert, Format, Tools, Table, Frame, Window, and Help. The toolbar contains various icons for file operations, formatting, and layout. Below the toolbar, there are dropdown menus for "None" and "(default font)", followed by text formatting buttons (A, A+, B, I, U) and alignment buttons. A status bar at the bottom shows "Normal", "HTML", and "Preview" views, along with a "2 seconds" timer.

The form is enclosed in a dashed border and contains the following elements:

- ONE LINE TEXT BOX:** Two input fields labeled "first input" and "second input".
- SCROLLING TEXT BOX:** A larger text area with a scrollbar, labeled "Please enter comments here".
- CHECK BOX:** A checkbox labeled "Yes, send me your catalog".
- RADIO BUTTONS:** Two radio buttons labeled "Send me your miniature catalog" and "Send me your full catalog".
- DROP DOWN LIST:** A dropdown menu labeled "Select your state" with "Ohio" selected.
- SUBMIT AND RESET BUTTONS:** Two buttons labeled "Submit" and "Reset".

Annotations and instructions are provided for each form element:

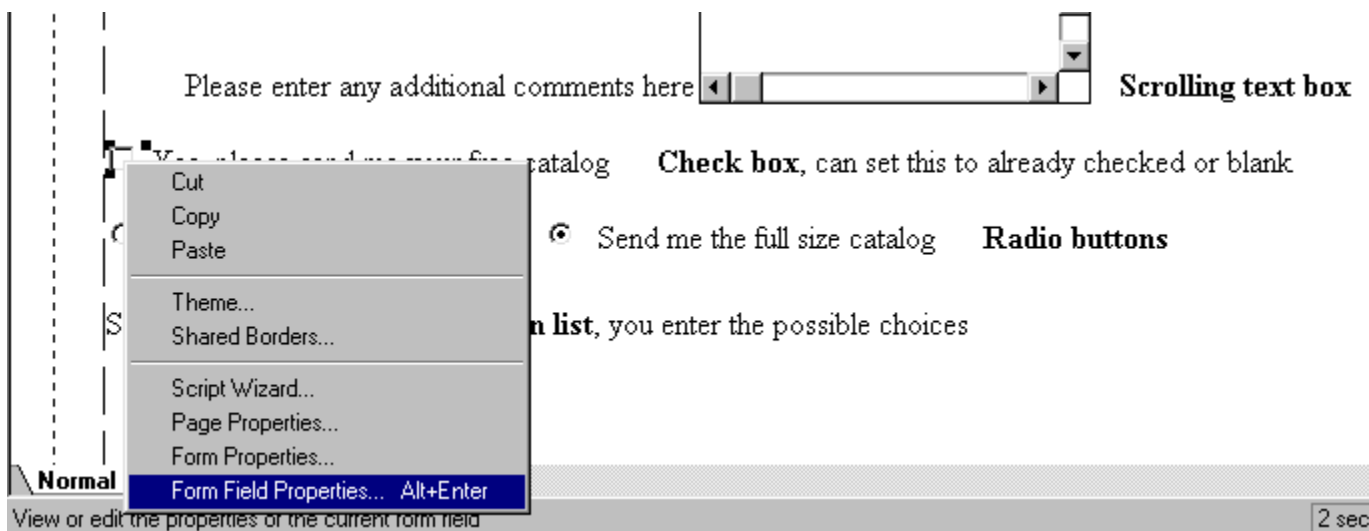
- "ONE LINE TEXT BOX" is written to the right of the first two input fields.
- "SCROLLING TEXT BOX" is written to the right of the scrolling text area.
- "CHECK BOX, can set this to automatically checked or not," is written to the right of the checkbox.
- "Radio Buttons" is written to the right of the radio buttons.
- "Drop Down List, you select form field properties and add choices" is written to the right of the dropdown menu.
- "these buttons must be on the form!" is written below the Submit and Reset buttons.

STEP 2: Editing Your Web Pages

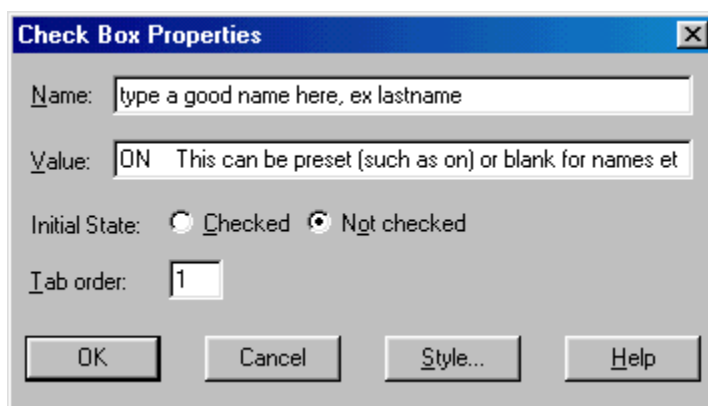
WORKING WITH FORMS

On any form you should set the tab order. This allows a browser to use the tab key to move from one field to another. If you don't do this a potential customer will need to manually move the mouse each time they make an entry such as first name, last name, street address etc. This is very irritating.

To set your tab order you click on the individual button/entry field which will be accessed first. This is usually at the top of your page. Click on the right mouse key and select form field properties as shown below.



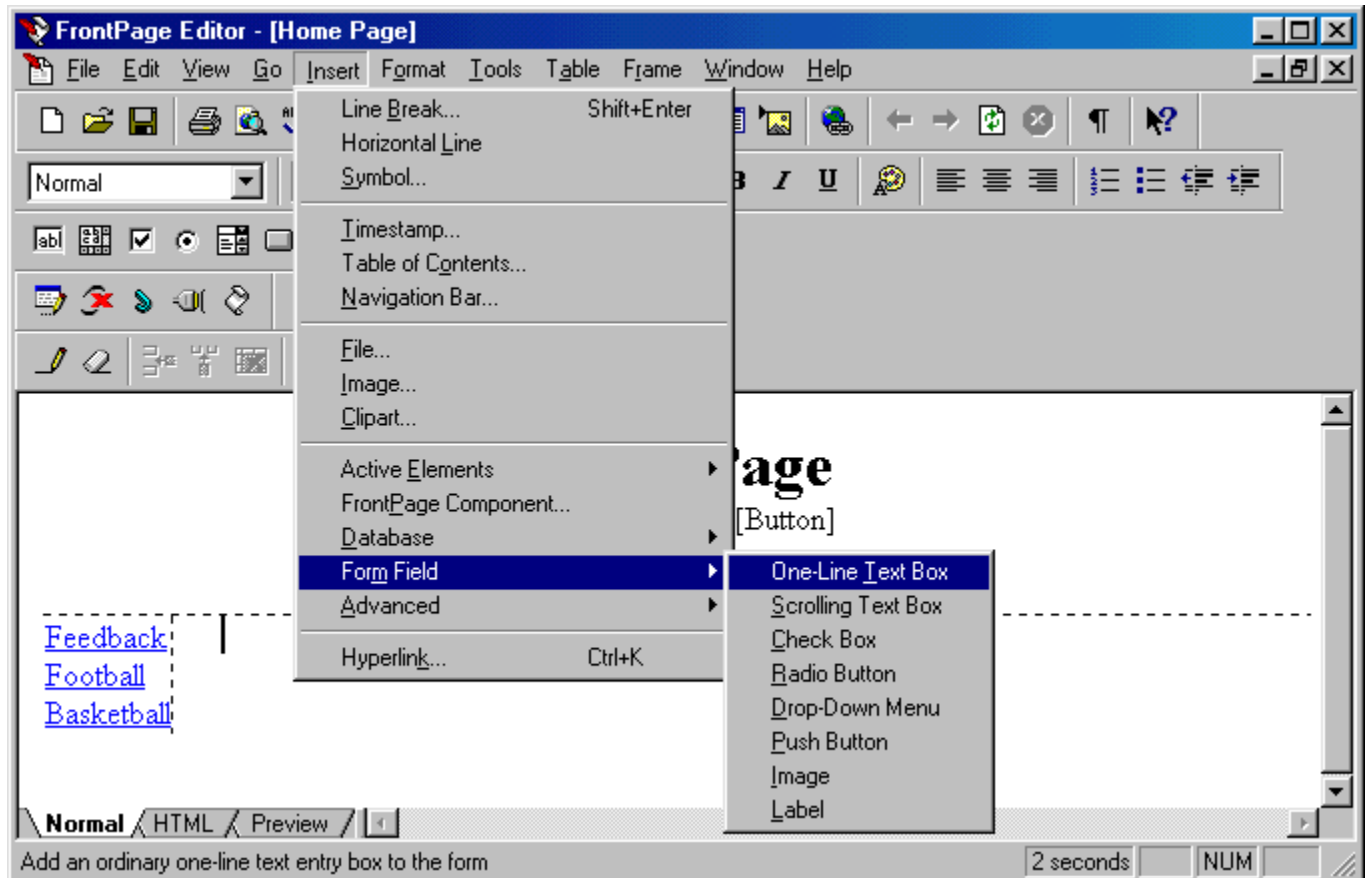
The screen shown below will allow you to enter a good name for the database field at the top. An example is LASTNAME. On the second line you can preset a value. For entry fields such as lastname this would be blank. Because this is a checkbox the value is ON. Be careful with these values because they might be used in the future. I would call this field CATALOGYES or something similar. This way I know it is a catalog request. You can preset a button by changing the Initial State value to CHECKED. If you want it to be blank use NOT CHECKED. As an example if someone is going to a form to subscribe to a newsletter you would want it already checked. You can now set the TAB ORDER. If this is the first entry field it should be '1', the second field would be 2 etc.



STEP 2: Editing Your Web Pages

FORM INPUTS - INSERTING A ONE LINE TEXT BOX

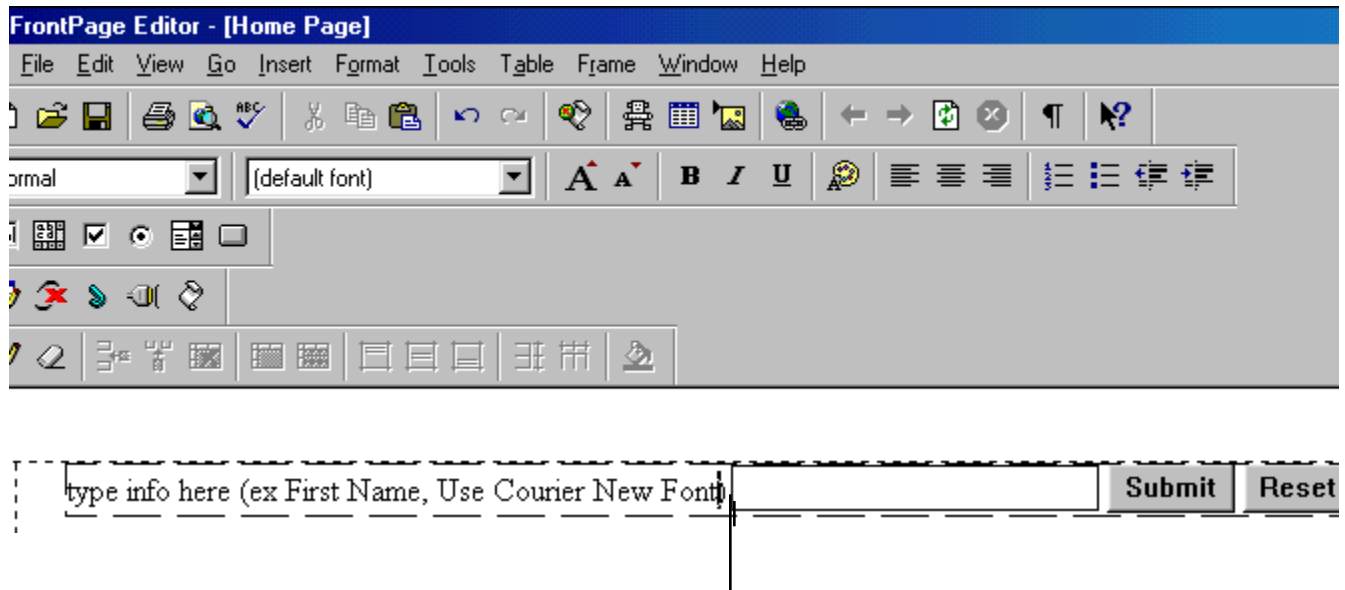
You can input a single line of text entry field (last name, phone # etc. would be examples). Place the cursor where you would like to place the first entry field. Select INSERT, FORM FIELD and then ONE LINE TEXT BOX as shown below.



STEP 2: Editing Your Web Pages

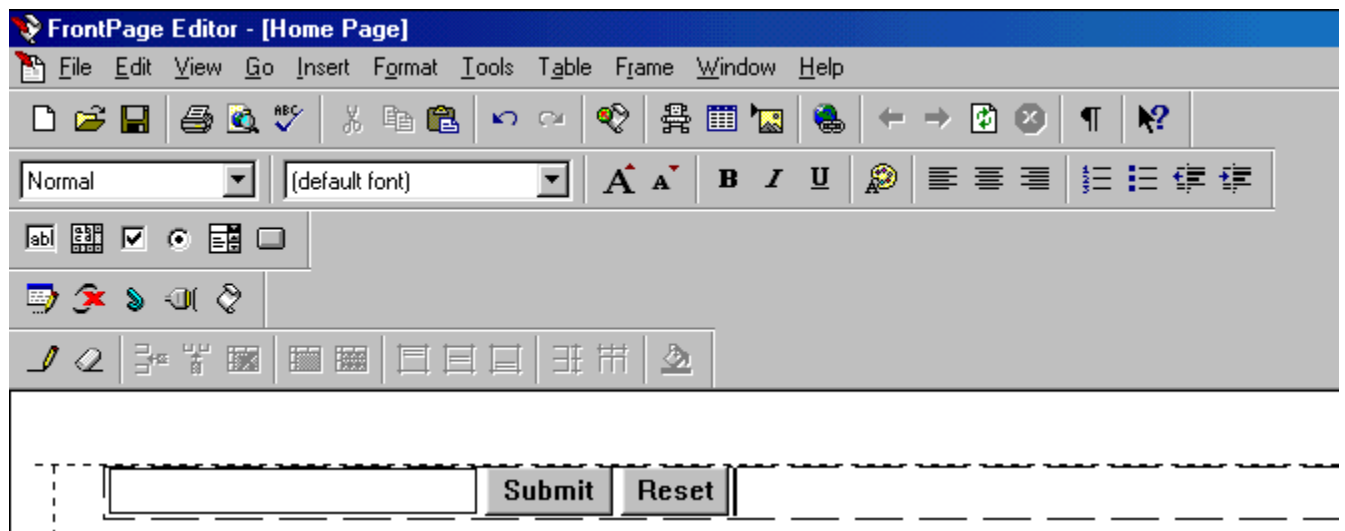
FORM INPUTS - INSERTING A ONE LINE TEXT BOX

After inserting a one-line text box the screen shown below will be displayed. You will use the left arrow key (not backspace) to move your cursor to the left of the solid box.



CURSOR

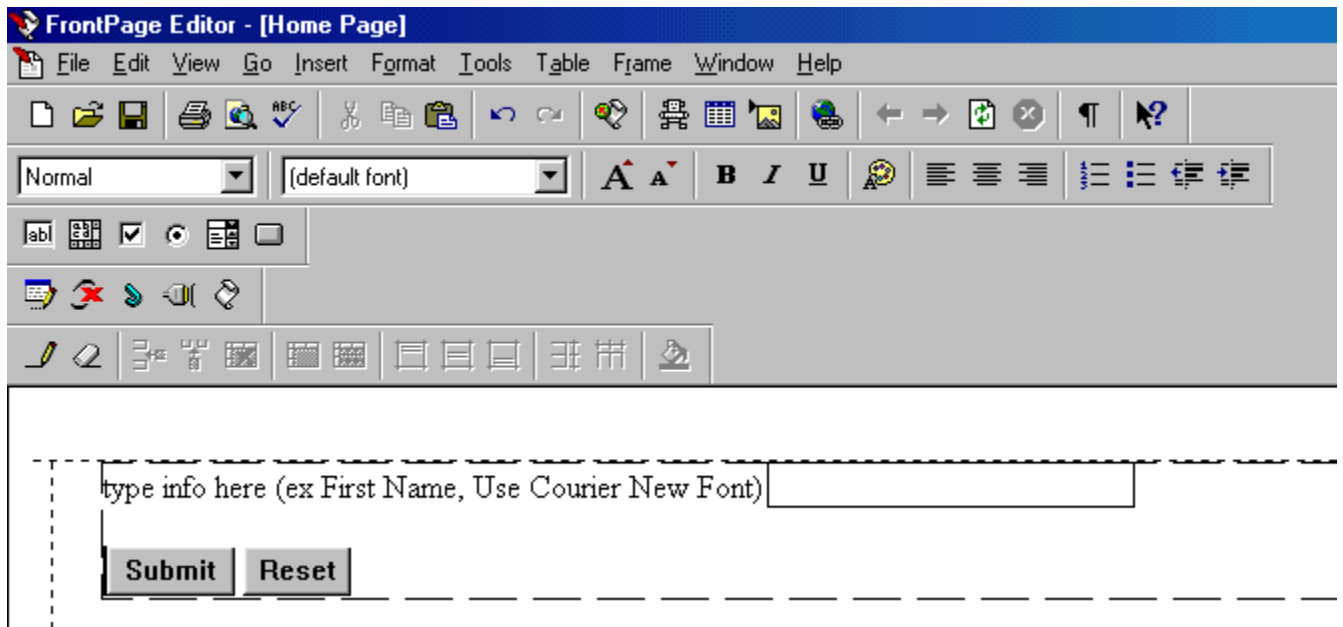
Type your label to the left of this box (example below if First Name). Using **Courier New** Font will allow entry boxes to line up when you are finished.



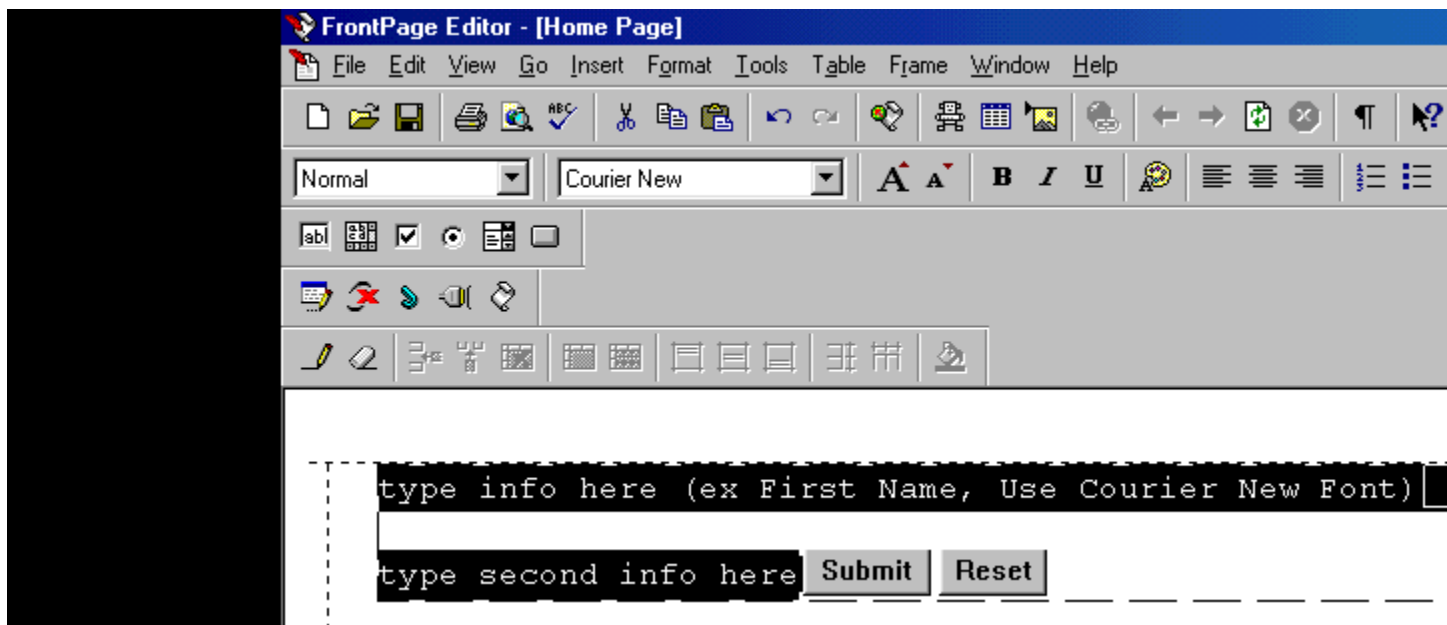
STEP 2: Editing Your Web Pages

FORM INPUTS - INSERTING A ONE LINE TEXT BOX

You will now use your right arrow key to move your cursor to the right of the solid box and left of the submit button. Hit the enter key and a new line will be formed. Don't be concerned about the spacing between fields, we will take care of that next. Follow the steps of entering your label, moving the cursor to the right of the solid box. Hit enter to create a new line.



After typing in your label as shown below you will now insert the second one line text box. Click on INSERT, FORM FIELD and ONE LINE TEXT BOX. This will insert your second text box input field. Use your space bar to center the second entry box below the first. Continue the process of adding your entry labels and one line text boxes until you have the complete list.

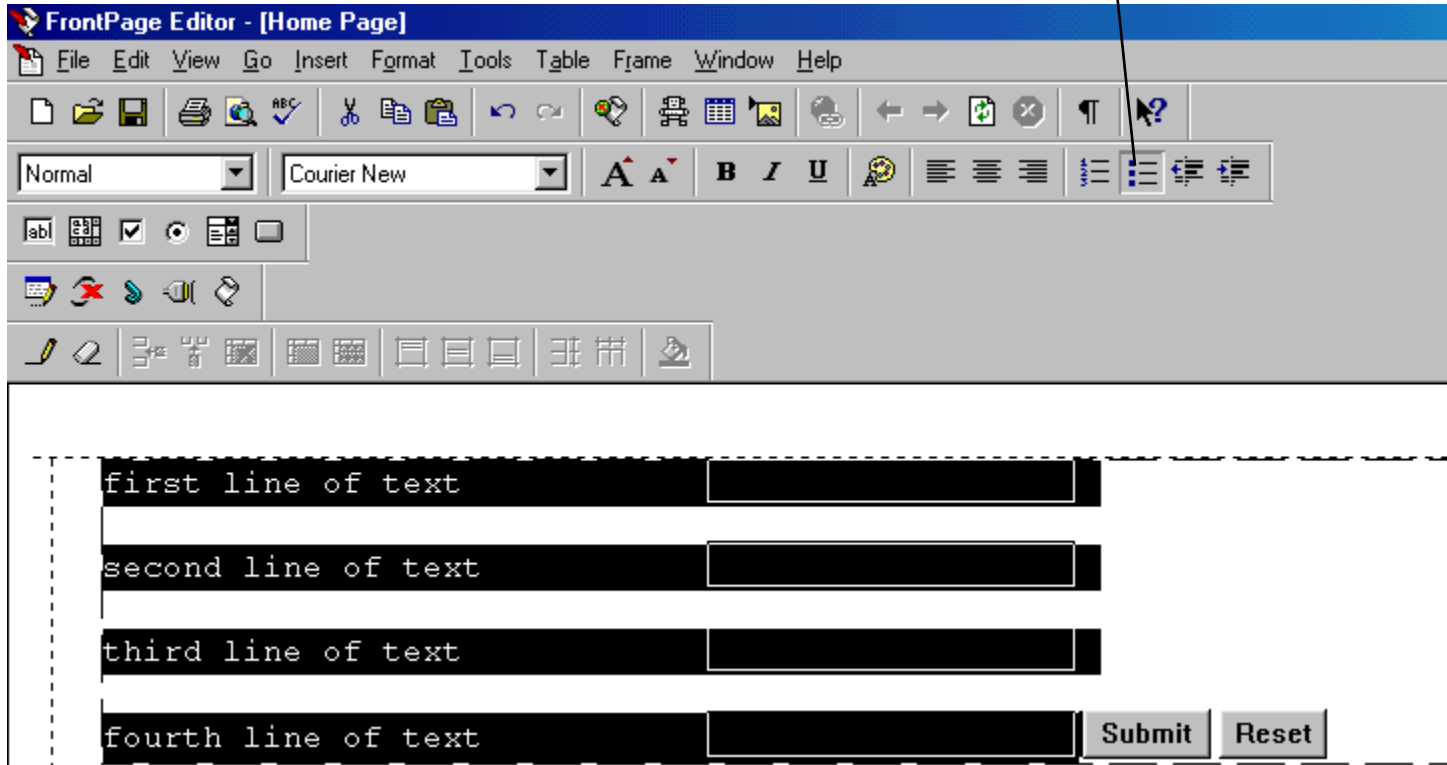


STEP 2: Editing Your Web Pages

FORM INPUTS - INSERTING A ONE LINE TEXT BOX

We will now select the labels and entry boxes to define a list if you would like to eliminate the spacing between each line. To eliminate the spacing between each line click on the bulleted list toward the upper right corner of your editor tool bar as shown below.

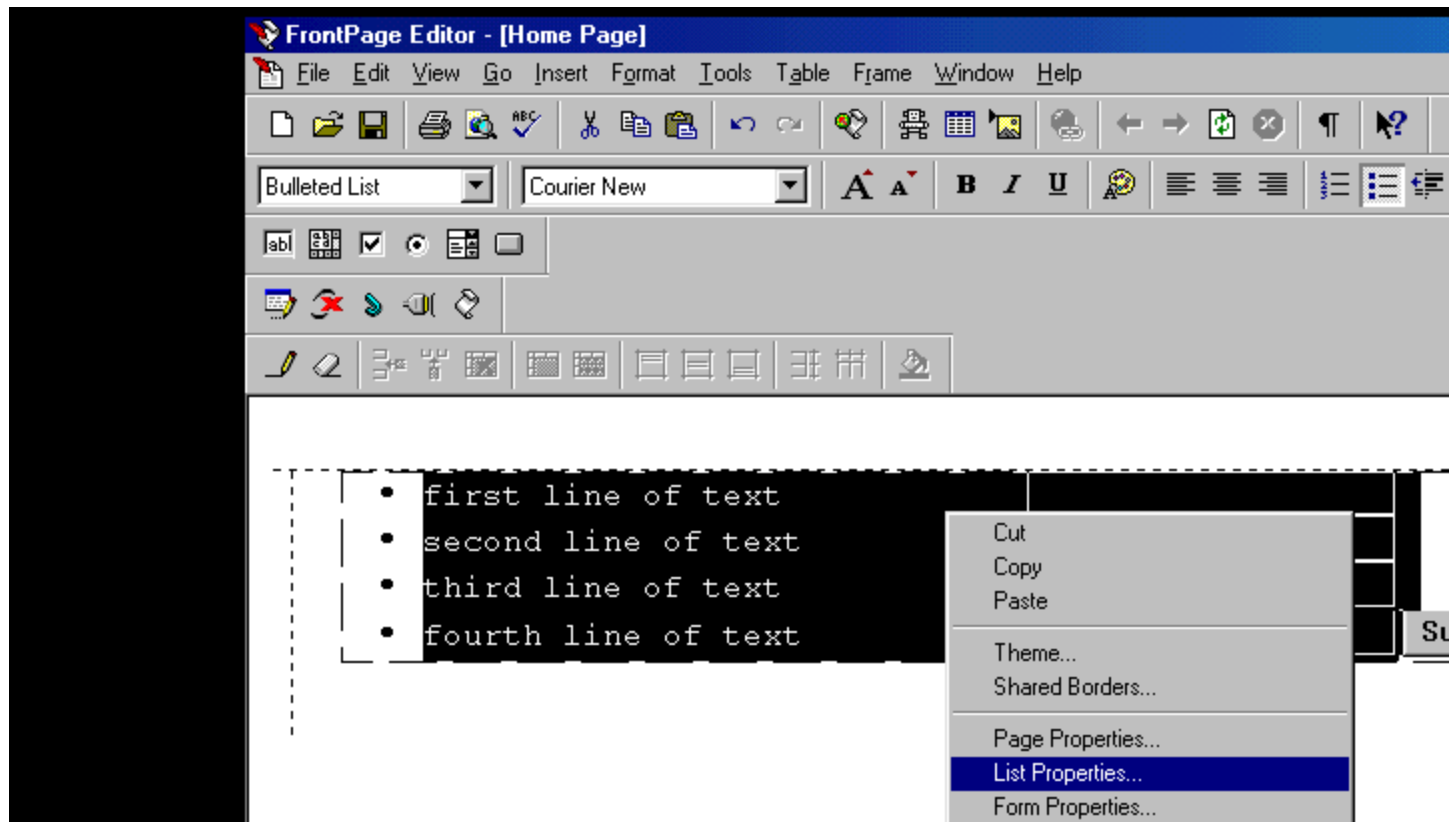
bulleted list



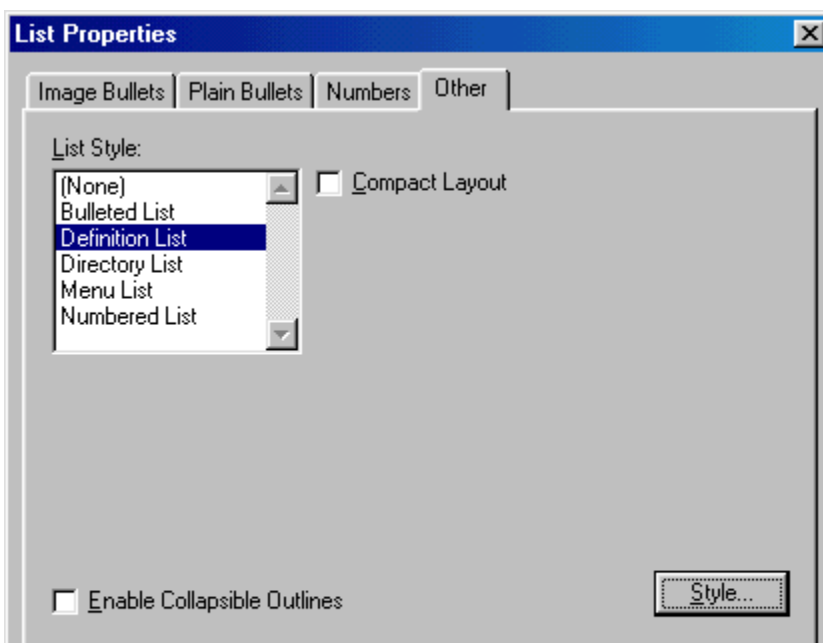
STEP 2: Editing Your Web Pages

FORM INPUTS - INSERTING A ONE LINE TEXT BOX

You will select all of the items in your list and then select list properties as shown below.



You will now click on the OTHER tab and select definition list. If you want to change colors or other appearance items click on STYLE. After selecting definition list click on OK.



STEP 2: Editing Your Web Pages

VERIFYING YOUR WEB PAGES

Once you have entered all of the information for each web page you need to go through the verification process following the steps below.

- 1) **Verify the navigation buttons** on each page are displaying the home page and other page titles which are appropriate. If the correct pages are not being displayed right click on the buttons/text and select FrontPage component properties. Then select the appropriate page titles to display. For a primary subject page select same level and home page. For a page which is providing more specific information about a primary subject select parent level and home page. After making a change click on File/Save and the new version will be displayed.
- 2) **Preview in Browser** - From front page editor select File, Preview in Browser. Select each possible screen mode e.g. 640 x 480 and verify that everything looks correct. Verify that all of your hyperlinks work correctly.
- 3) **Verify Your Spelling** - From Front Page Editor you will click on Tools and then Spelling which will run a spell checking program on that page. This must be done for each page.

Brainstorming Form

PRODUCTS FOR SALE

If selling many related products don't list them all, e.g. hot sauces could be placed in groups such as habanero, Spanish etc. Gift baskets would certainly be another product.

Recommended Primary Topics. Circle ones which are appropriate to include on your site.

Feedback	On-Line Newsletter	Search
Discussion Group	Order Desk	Contact Us
Coupons	Recipes	Demo/Tour
Chat Forums	New Features	Upcoming Events
Tie Ins to Related Businesses		
Links to Other Sites		

HOME

PRIMARY TOPIC

[illegible]

APPENDIX A

Frontpage masterfile descriptions

All files are located initially in the file C:\frontpage\masterfiles

File Name	Border Desc	Background	Buttons	# of columns
atemp1	Dk blue on left	none	gradient	2
atemp2	Dk green on left	light green	sunburst	2
atemp3	Blue gradient on left	none	gradient	2
atemp4	Blue gradient on left	light blue	gradient	2
atemp5	Blue gradient on left	none	concave	2
atemp6	Aqua on left	none	concave	2
atemp7	Aqua on left	light aqua	concave	2
atemp8	Aqua on left	light aqua	sunburst	2
atemp9	Dark brown	none	sunburst	2
atemp10	Dark brown on left	tan	sunburst	2
atemp11	Dark brown on left	tan	concave	2
atemp12	Dark brown on left	none	concave	2
atemp13	Dark blue on left	none	3d	2
atemp14	Dark blue on left	light blue	3d	2
atemp15	Dark blue on left	light blue	std	2
atemp16	Dark blue on left	none	std	2
atemp17	Brown gradient on left	none	gradient	2
atemp18	Brown gradient on left	tan	gradient	2
atemp19	Brown gradient on left	tan	concave	2
atemp2	Dark green on left	light green	sunburst	2
atemp20	Brown gradient on left	none	concave	2
atemp21	Brown on left	none	3d	2
atemp22	Brown on left	tan	3d	2
atemp23	Dark green scalloped left	none	concave	2
atemp24	Dark green on left	light green	concave	2
atemp25	Dark green on left	none	concave	2
atemp26	Rose on left	none	standard	2
atemp27	Rose on left	light rose	standard	2
atemp28	Rose on left	light rose	3d	2
atemp29	Rose on left	none	3d	2
atemp3	Blue grad. border on left	none	3d	2
atemp30	Rose border on left	none	standard	1
atemp31	Rose border on left	light rose	3d	1
atemp32	Rose border on left	light rose	standard	1
atemp33	Dark green border on left	light green	concave	1
atemp34	Dark green on left	none	concave	1

APPENDIX A

Frontpage masterfile descriptions

File Name	Border Desc	Background	Buttons	# of columns
atemp35	Black scalloped	none	concave green	2
atemp36	Dark green on left	light green	sunburst	1
atemp37	Dark green on left	none	sunburst	1
atemp38	Dark green scalloped left	none	concave	1
atemp39	Brown on left	tan	concave	1
atemp4	Blue on left	light blue	blue gradient	2
atemp40	Brown gradient on left	none	concave	1
atemp41	Brown gradient on left	tan back	standard	1
atemp42	Brown gradient on left	none	standard	1
atemp43	Brown gradient on left	none	tan gradient	1
atemp44	Dark green scalloped left	none	concave	2
atemp45	Dark brown left	none	tan gradient	2
atemp46	Dark brown left	tan	tan gradient	2
atemp47	Dark brown left	tan	3d	2
atemp48	Dark brown left	none	3d	2
atemp49	Dark brown on left	none	3d	1
atemp50	Dark brown on left	tan	3d	1
atemp51	Dark brown on left	none	tan gradient	1
atemp52	Dark brown on left	tan	sunburst left	1
atemp53	Dark blue on left	none	standard blue	1
atemp54	Dark blue on left	light blue	standard blue	1
atemp55	Dark blue on left	light blue	3d	1
atemp56	Dark blue on left	none	3d	1
atemp57	Aqua on left	none	aqua sunburst	2
atemp58	Aqua on left	light aqua	aqua sunburst	2
atemp59	Aqua on left	light aqua	concave	2
atemp60	Aqua on left	none	concave	1
atemp61	Aqua on left	aqua background	concave	1
atemp62	Blue gradient on left	light blue	concave	1
atemp63	Blue gradient on left	light blue	standard	1
atemp64	Blue gradient on left	none	standard	1
atemp65	Dark green on left	none	sunburst	2
atemp66	Dark green on left	light green	sunburst	2
atemp67	Dark green on left	light green	3d	2
atemp68	Dark green on left	none	3d	2
atemp69	Dark green on left	none	3d	1
atemp70	Dark green on left	light green	3d	1
atemp71	Dark green scalloped left	light green	concave	1

APPENDIX A

Frontpage masterfile descriptions

File Name	Border Desc	Background	Buttons	# of columns
atemp72	Blue gradient on left	none	concave	1
atemp73	Blue gradient on left	light blue	standard	1
atemp74	Blue gradient on left	none	standard	1
atemp75	Blue gradient on left	none	concave blue	1
atemp76	Dark blue scalloped left	light blue	concave	2
atemp77	Dark blue scalloped left	light blue	concave	1
atemp78	Black on left	none	brown sunburst	2
atemp79	Black on left	tan	brown sunburst	2
atemp80	Black on left	tan	concave	2
atemp81	Black on left	none	concave	2
atemp82	Black on left	none	concave	1
atemp83	Black on left	tan	concave	1
atemp84	Black on left	tan	brown sunburst	1
atemp85	Black on left	none	brown sunburst	1
atemp86	Aqua on left	none	sunburst	1
atemp87	Aqua on left	light aqua	sunburst	1
atemp88	none, buttons on top	none	Dk green rectangle	2
atemp89	none, buttons on top	none	Dk blue rect.	2
atemp90	none, buttons on top	none	purple rect.	2
atemp91	none, buttons on top	none	black rect.	2
atemp92	none, buttons on top	none	light blue rect.	2
atemp93	none, buttons on top	none	light rose rect.	2
atemp94	none, buttons on top	none	tan rectangle	2
atemp95	none, buttons on top	none	dark brown rect.	2
atemp96	none, buttons on top	none	dark brown rect.	1
atemp97	none, buttons on top	none	tan rectangle	1
atemp98	none, buttons on top	none	light rose rect.	1
atemp99	none, buttons on top	none	light blue rect.	1
atemp100	none, buttons on top	none	Black rect	1
atemp101	none, buttons on top	none	Purple rect	1
atemp102	none, buttons on top	none	Dark blue rect	1
atemp103	none, buttons on top	none	Dark green rect.	3
atemp104	none, buttons on top	none	Dark brown rect	3
atemp105	none, buttons on top	none	Tan rectangle	3
atemp106	none, buttons on top	none	Light rose rect.	3
atemp107	none, buttons on top	none	Light blue rect	3
atemp108	none, buttons on top	none	Black rectangle	3
atemp109	none, buttons on top	none	Purple rectangle	3
atemp110	none, buttons on top	none	Dark blue rect.	3
atemp111	none, buttons on top	none	Dark green	1

APPENDIX A

Frontpage masterfile descriptions

File Name	Border Desc	Background	Buttons	# of columns
atemp112	none, buttons on top	none	Dark green 80x40	2
atemp113	none, buttons on top	none	Tan 80x40	2
atemp114	none, buttons on top	none	Light rose 80x40	2
atemp115	none, buttons on top	none	Light blue 80x40	2
atemp116	none, buttons on top	none	Black 80x40	2
atemp117	none, buttons on top	none	Purple 80x40	2
atemp118	none, buttons on top	none	Dk blue 80x40	2
atemp119	none, buttons on top	none	Dk brown 80x40	2
atemp120	none, buttons on top	none	Dk green 80x40	1
atemp121	none, buttons on top	none	Tan 80x40	1
atemp122	none, buttons on top	none	Lgt Rose 80x40	1
atemp123	none, buttons on top	none	Lgt Blue 80x40	1
atemp124	none, buttons on top	none	Black 80x40	1
atemp125	none, buttons on top	none	Purple 80x40	1
atemp126	none, buttons on top	none	Dk blue 80x40	1
atemp127	none, buttons on top	none	Dk brown 80x40	1
atemp128	none, buttons on top	none	Dk green 80x40	3
atemp129	none, buttons on top	none	Tan 80x40	3
atemp130	none, buttons on top	none	Light rose 80x40	3
atemp131	none, buttons on top	none	Light blue 80x40	3
atemp132	none, buttons on top	none	Black 80x40	3
atemp133	none, buttons on top	none	Purple 80x40	3
atemp134	none, buttons on top	none	Dk blue 80x40	3
atemp135	none, buttons on top	none	Dk brown 80x40	3
atemp136	buttons on top	tan on left	Dk brown 80x40	3
atemp137	buttons on top	light blue on left	Dark blue 80x40	2
atemp138	buttons on top	light blue on left	Dark blue 80x40	3
atemp139	buttons on top	tan on left	Dk brown 80x40	2
atemp140	buttons on top	light green on left	Dk green 80x40	3
atemp141	buttons on top	light green on left	Dk green 80x40	2
atemp142	buttons on top	light rose on left	Dk blue 80x40	2
atemp143	buttons on top	light rose on left	Dk blue 80x40	3
atemp144	black scalloped on left	none	concave green	1
atemp145	dark blue scalloped left	light blue	concave	1
atemp146	dark blue scalloped on left	none	concave	1
atemp147	dark green scalloped left	none	3d	1
atemp148	dark green scalloped left	none	sunburst	2
atemp149	dark green scalloped left	none	sunburst	1
atemp150	dark green scalloped left	none	3d	2

APPENDIX A

Frontpage masterfile descriptions

File Name	Border Desc	Background	Buttons	# of columns
atemp151	rose scalloped left	none	green sunburst	1
atemp152	rose scalloped left	none	pink marbled	2
atemp153	rose scalloped left	none	pink marbled	1
atemp154	rose scalloped left	none	green sunburst	2
atemp155	light blue scalloped left	none	3d	2
atemp156	light blue scalloped left	none	3d	1
atemp157	light blue scalloped left	none	blue sunburst	2
atemp158	light blue scalloped left	none	blue sunburst	1
atemp159	black scalloped on left	none	brn sunburst	2
atemp160	black scalloped on left	none	brn sunburst	1
atemp161	tan scalloped on left	none	tan 3d	2
atemp162	tan scalloped on left	none	tan 3d	1
atemp163	tan scalloped on left	none	concave	2
atemp164	tan scalloped on left	none	concave	1
atemp165	dark brown scalloped left	none	concave	2
atemp166	dark brown scalloped left	none	concave	1
atemp167	dark brown scalloped left	none	tan 3d	2
atemp168	dark brown scalloped left	none	tan 3d	1
atemp169	dark brown on left	tan	sunburst	1
atemp170	dark brown on left	none	concave	1
atemp171	dark brown on left	tan	3d	1
atemp172	brown bricks	none	3d	1
atemp173	brown bricks	tan	3d	2
atemp174	blue bricks on left	none	blue 3d	1
atemp175	blue bricks on left	none	blue 3d	2
atemp176	purple bricks on left	none	purple 3d	1
atemp177	purple bricks on left	none	purple 3d	2
atemp178	green bricks on left	none	green 3d	1
atemp179	green bricks on left	none	green 3d	2
atemp180	red bricks on left	none	red 3d	1
atemp181	red bricks on left	none	red 3d	2
atemp182	black & brown parchment	none	tan 3d	1
atemp183	black & brown parchment	none	tan 3d	2
atemp184	dk brown & tan parchment	none	tan 3d	1
atemp185	dk brown & tan parchment	none	tan 3d	2
atemp186	dk blue & white parchment	none	blue 3d	1
atemp187	dk blue & white parchment	none	blue 3d	2
atemp188	purple parchment	none	purple 3d	1
atemp189	purple parchment	none	purple 3d	2

APPENDIX A

Frontpage masterfile descriptions

File Name	Border Desc	Background	Buttons	# of columns
atemp190	Green Parchment	none	green 3d	1
atemp191	Green Parchment	none	green 3d	2
atemp192	Red Parchment	none	red 3d	1
atemp193	Red Parchment	none	red 3d	2
atemp194	Black & Brown Pavement	none	tan 3d	1
atemp195	Black & Brown Pavement	none	tan 3d	2
atemp196	Black & Brown Woodgrain	none	tan 3d	1
atemp197	Black & Brown Woodgrain	none	tan 3d	2
atemp198	Blue Woodgrain	none	blue 3d	1
atemp199	Blue Woodgrain	none	blue 3d	2
atemp200	Purple Woodgrain	none	purple 3d	1
atemp201	Purple Woodgrain	none	purple 3d	2
atemp202	Green Woodgrain	none	green 3d	1
atemp203	Green Woodgrain	none	green 3d	2
atemp204	Red Woodgrain	none	red 3d	1
atemp205	Red Woodgrain	none	red 3d	2
atemp206	Dark Blue on right	none	flat blue on right	1
atemp207	Tan On Right	none	flat yellow on right	1
atemp208	Peach On Right	none	flat peach on right	1
atemp209	Dark Green on right	none	flat green on right	1
atemp210	Dark blue scalloped left	light blue	concave	2
atemp211	Dark blue scalloped left	none	concave	2
atemp212	dark brown left	none	sunburst	1
atemp213	dark brown left	tan	concave	1

Appendix A

LIST OF BORDERS

Located in C:\frontpage\borders

Border File Name	Description
Border1	Aqua on left
Border2	Aqua on left with light aqua background
Border3	Black on left
Border4	Black on left with tan background
Border5	Blue gradient on left
Border6	Plain blue border on left
Border7	Plain blue border with light blue background
Border8	Blue gradient on left with light blue background
Border9	Brown gradient on left
Border10	Brown gradient on left with tan background
Border11	Dark brown on left with tan background
Border12	Dark blue on left
Border13	Dark blue on left with light blue background
Border14	Dark brown on left
Border15	Dark brown on left with tan background
Border16	Dark green on left
Border17	Dark green on left with light green background
Border18	Dark Purple on left
Border19	Dark Purple on left with light purple background
Border20	Dark red on left
Border21	Dark red with pink background
Border22	Green gradient on left
Border23	Pink border on left
Border24	Purple border on left with light purple background? dup?
Border25	Purple border on left
Border26	Red on left
Border27	Rose border on left
Border28	Rose on left with light rose background
Border29	Sky background
Border30	Dark blue scalloped edge, 130 wide
Border31	Dark blue scalloped edge, 150 wide
Border32	Dark green scalloped edge, 130 wide
Border33	Dark green scalloped edge, 150 wide
Border34	Rose dark scalloped edge, 130 wide
Border35	Rose dark scalloped edge, 150 wide
Border36	Light blue scalloped edge, 130 wide
Border37	Light blue scalloped edge, 150 wide
Border38	Black scalloped edge, 130 wide
Border39	Black scalloped edge, 150 wide
Border40	Tan scalloped edge, 130 wide
Border41	Tan scalloped edge, 150 wide

Appendix A

LIST OF BORDERS

Border42	Dark brown scalloped edge, 130 wide
Border43	Dark brown scalloped edge, 150 wide
Border 44	Dark blue scalloped, 150 wide, light blue background
Border 45	Dark green scalloped, 150 wide, light green background
Border 46	Dark brown with medium bricks
Border 47	Dark blue with medium bricks
Border 48	Dark purple with medium bricks
Border 49	Dark green with medium bricks
Border 50	Dark red bricks
Border 51	Black with tan sidewalk flecks
Border 52	Dark brown with tan sidewalk flecks
Border 53	Dark blue with white sidewalk flecks
Border 54	Dark purple with light purple sidewalk flecks
Border 55	Dark green with light green sidewalk flecks
Border 56	Dark red with light red sidewalk flecks
Border 57	Black parchment
Border 58	Brown parchment
Border 59	Blue parchment
Border 60	Dark purple parchment
Border 61	Dark green parchment
Border 62	Dark red parchment
Border 63	Black and borwn woodgrain
Border 64	Blue woodgrain
Border 65	Purple woodgrain
Border 66	Green woodgrain
Border 67	Dark red woodgrain
Border 68	Dark red #2
Border 69	Dark red #2 parchment
Border 70	Dark red #2 sky pattern
Border 71	Dark red #2 woodgrain
Border 72	Dark red #2 bricks
Border 73	Dark red #2 pattern
Border 74	Black and brown pattern
Border 75	Dk brown & tan pattern

Appendix A

LIST OF BUTTONS

Located in C:\frontpage\buttons

Name of Button	Color	Description	Size	Backgnd
Button1	Green marbled	Raised center	118x28	
Button2	Blue marbled	Raised center	118x28	
Button3	Purple marbled	Raised center	118x28	
Button4	Pink marbled	Raised center	118x28	
Button5	Gold marbled	Raised center	118x28	
Button6	Gold marbled	Lowered center	118x28	
Button7	Pink marbled	Lowered center	118x28	
Button8	Purple marbled	Lowered center	118x28	
Button9	Blue marbled	Lowered center	118x28	
Button10	Green marbled	Lowered center	118x28	
Button276	Plain blue	Raised center	118x28	
Button277	Plain rose	Raised center	118x28	
Button11	Green marbled	Lowered center	118x40	
Button12	Pink marbled	Lowered center	118x40	
Button13	Purple marbled	Lowered center	118x40	
Button14	Blue marbled	Lowered center	118x40	
Button15	Gold marbled	Lowered center	118x40	
Button16	Gold marbled	Raised center	118x40	
Button17	Blue marbled	Raised center	118x40	
Button18	Purple marbled	Raised center	118x40	
Button19	Pink marbled	Raised center	118x40	
Button20	Green marbled	Raised center	118x40	
Button21	Yellow Top	Rounded pill	120x32	white
Button22	Purple Top	Rounded pill	120x32	white
Button23	Redish/orange top	Rounded pill	120x32	white
Button24	Aqua top	Rounded pill	120x32	white
Button25	Medium Blue top	Rounded pill	120x32	white
Button26	Dark blue top	Rounded pill	120x32	white
Button27	Fucia top	Rounded pill	120x32	white
Button28	Red top	Rounded pill	120x32	white
Button29	Orange top	Rounded pill	120x32	white
Button30	Green top	Rounded pill	120x32	white
Button31	Gold top	Rounded pill	120x32	white
Button32	Redish/orange top	Rounded pill	140x40	white
Button33	Green top	Rounded pill	140x40	white
Button34	Purple top	Rounded pill	140x40	white
Button35	Fucia top	Rounded pill	140x40	white
Button36	Orange top	Rounded pill	140x40	white
Button37	Aqua top	Rounded pill	140x40	white
Button38	Blue medium top	Rounded pill	140x40	white
Button39	Blue dark top	Rounded pill	140x40	white
Button40	Green top	Rounded pill	140x40	white
Button41	Gold top	Rounded pill	140x40	white

Appendix A

LIST OF BUTTONS

Name of Button	Color	Description	Size	Backgnd
Button42	Blue light	Rounded	120x32	white
Button43	Green light	Rounded	120x32	white
Button44	Tan	Rounded	120x32	white
Button45	Tan marble	Rounded	120x32	white
Button46	Blue light marble	Rounded	120x32	white
Button47	Green light marble	Rounded	120x32	white
Button48	Yellow marble	Rounded	120x32	white
Button49	Pink marble	Rounded	120x32	white
Button50	Pink	Rounded	120x32	white
Button51	Peach	Rounded	120x32	white
Button52	Peach marble	Rounded	120x32	white
Button53	Blue dark	Rounded	120x32	white
Button54	Blue dark marble	Rounded	120x32	white

sharp edged buttons

Button55	Green	raised center, rect.	155x35
Button56	Pink	raised center, rect.	155x35
Button57	Aqua	raised center, rect.	155x35
Button58	Tan/gold	raised center, rect.	155x35
Button59	Peach	raised center, rect.	155x35
Button60	Blue dark	raised center, rect	155x35
Button61	Red	raised center, rect.	155x35
Button62	Purple	raised center, rect.	155x35
Button120	Blue light	raised center, rect.	155x35

inner bevel

Button63	Purple	lowered center, rect	155x35
Button64	Red	lowered center, rect	155x35
Button65	Peach	lowered center, rect	155x35
Button66	Tan/gold	lowered center, rect	155x35
Button67	Aqua	lowered center, rect	155x35
Button68	Pink	lowered center, rect	155x35
Button121	Blue light marble	lowered center, rect	155x35

Appendix A

LIST OF BUTTONS

Name of Button	Color	Description	Size	Backgnd
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Sharp Edged Buttons

Button69	Green marble	raised center, rect	155x35	
Button70	Pink marble	raised center, rect	155x35	
Button71	Aqua marble	raised center, rect	155x35	
Button72	Gold marbled	raised center, rect	155x35	
Button73	Peach marbled	raised center, rect	155x35	
Button74	Red marbled	raised center, rect	155x35	
Button75	Purple marbled	raised center, rect	155x35	
Button76	Blue light marble	raised center, rect	155x35	

Inner Bevel Buttons

Button77	Blue light marble	lowered center, rect	155x35	
Button78	Purple marbled	lowered center, rect	155x35	
Button79	Red marbled	lowered center, rect	155x35	
Button80	Peach marbled	lowered center, rect	155x35	
Button81	Gold marbled	lowered center, rect	155x35	
Button82	Aqua marbled	lowered center, rect	155x35	
Button83	Pink marbled	lowered center, rect	155x35	
Button84	Green marbled	lowered center, rect	155x35	
Button123	Blue light marble	lowered center, rect	155x35	

Sharp Edged Buttons

Button85	Green	raised center, rect	225x50	
Button88	Green marble	raised center, rect	225x50	
Button89	Pink	raised center, rect	225x50	
Button92	Pink marble	raised center, rect	225x50	
Button93	Aqua	raised center, rect	225x50	
Button96	Aqua marble	raised center, rect	225x50	
Button97	Tan/gold	raised center, rect	225x50	
Button100	Tan/gold marble	raised center, rect	225x50	
Button101	Peach	raised center, rect	225x50	
Button104	Peach marble	raised center, rect	225x50	
Button105	Red	raised center, rect	225x50	
Button108	Red marble	raised center, rect	225x50	
Button109	Purple	raised center, rect	225x50	
Button112	Purple marble	raised center, rect	225x50	
Button113	Blue	raised center, rect	225x50	
Button115	Blue marble	raised center, rect	225x50	
Button116	Blue light	raised center, rect	225x50	
Button119	Blue light marble	raised center, rect	225x50	

Appendix A

LIST OF BUTTONS

Name of Button	Color	Description	Size	Backgnd
Inner bevel buttons				
Button86	Green	lowered center	225x50 rect	
Button87	Green marble	lowered center	225x50 rect.	
Button90	Pink	lowered center	225x50 rect	
Button91	Pink marble	lowered center	225x50 rect	
Button94	Aqua	lowered center	225x50 rect	
Button95	Aqua marble	lowered center	225x50 rect	
Button98	Tan/gold	lowered center	225x50 rect	
Button99	Tan/gold marble	lowered center	225x50 rect	
Button102	Peach	lowered center	225x50 rect	
Button103	Peach marble	lowered center	225x50 rect	
Button106	Red	lowered center	225x50 rect	
Button107	Red marble	lowered center	225x50 rect	
Button110	Purple	lowered center	225x50 rect	
Button111	Purple marble	lowered center	225x50 rect	
Button113	Blue	lowered center	225x50 rect	
Button114	Blue marble	lowered center	225x50 rect	
Button117	Blue light	lowered center	225x50 rect	
Button118	Blue light marble	lowered center	225x50 rect	

Solid Rectangular buttons (normally used at top)

Button124	Black	Tan edge	100x30	
Button125	Black	Tan edge	80x40	
Button126	Dark blue	light blue edge	100x30	
Button127	Dark blue	light blue edge	80x40	
Button128	Dark brown	tan edge	100x30	
Button129	Dark brown	tan edge	80x40	
Button130	Dark green	light green edge	100x30	
Button131	Dark green	light green edge	80x40	
Button132	Dark purple	light purple edge	100x30	
Button133	Dark purple	light purple edge	80x40	
Button134	Light blue	dark blue edge	100x30	
Button135	Light blue	dark blue edge	80x40	
Button136	Light rose	dark rose edge	100x30	
Button137	Light rose	dark rose edge	80x40	
Button138	Tan	dark brown edge	100x30	
Button139	Tan	dark brown edge	80x40	

Appendix A

LIST OF BUTTONS

Name of Button	Color	Description	Size	Backgnd
Button140	Aqua sunburst	Raised center rect	118x28	
Button141	Blue sunburst	Raised center rect	118x28	
Button142	Blue left sunburst	Raised center rect	118x28	
Button143	Brown sunburst	Raised center rect	118x28	
Button144	Brown left sunburst	Raised center rect	118x28	
Button145	Fucia left sunburst	Raised center rect	118x28	
Button146	Green sunburst	Raised center rect	118x28	
Button147	Green left sunburst	Raised center rect	118x28	
Button148	Mixed sunburst	Raised center rect	118x28	
Button149	Orange sunburst	Raised center rect	118x28	
Button150	Orange sunburst2	Raised center rect	118x28	
Button151	Purple sunburst	Raised center rect	118x28	
Button152	Red sunburst	Raised center rect	118x28	
Button153	Green	3 dimensional	118x32	
Button154	Purple	3 dimensional	118x32	
Button155	Red	3 dimensional	118x32	
Button156	Rose	3 dimensional	118x32	
Button157	Yellow	Concave	96x20	
Button158	Green	Concave	93x22	
Button159	Blue	Concave	93x22	
Button160	Fucia	Concave	93x22	
Button161	Green light	Concave	93x22	
Button162	Gold	Concave	93x22	
Button163	Orange	Concave	93x22	
Button164	Blue	Indented along edge	118x28	
Button165	Green	Indented along edge	118x28	
Button166	Rose	Indented along edge	118x28	
Button167	Tan	Indented along edge	118x28	
Button168	Tan	3 dimensional	117x28	
Button169	Yellow	Concave	126x26	
Button170	Yellow	Concave	120x24	
Button171	Green	Concave	126x26	
Button172	Green	Concave	120x24	
Button173	Blue	Concave	126x26	
Button174	Blue	Concave	120x24	
Button175	Fucia	Concave	126x26	
Button176	Fucia	Concave	120x24	
Button177	Green	Concave	126x26	
Button178	Yellow	Concave	126x26	
Button179	Gold dark	Concave	120x24	
Button180	Orange	Concave	126x26	
Button181	Blue	3 dimensional	117x28	
Button279	Aqua	3 dimensional	117x28	
Button280	Yellow	3 dimensional	117x28	
Button281	Orange	3 dimensional	117x28	
Button282	Pink	3 dimensional	117x28	

Appendix A

LIST OF BUTTONS

Name of Button	Color	Description	Size	Backgnd
Yahoo style buttons, circle with grey border				
Button182	Blue	Yahoo style	50x50	Transp.
Button183	Blue	Yahoo style	75x75	Transp.
Button184	Blue	Yahoo style	100x100	Transp.
Button185	Red	Yahoo style	50x50	Transp.
Button186	Red	Yahoo style	75x75	Transp.
Button187	Red	Yahoo style	100x100	Transp.
Button188	Green	Yahoo style	50x50	Transp.
Button189	Green	Yahoo style	75x75	Transp.
Button190	Green	Yahoo style	100x100	Transp.
Button191	Brown	Yahoo style	50x50	Transp.
Button192	Brown	Yahoo style	75x75	Transp.
Button193	Brown	Yahoo style	100x100	Transp.
Button194	Purple	Yahoo style	50x50	Transp.
Button195	Purple	Yahoo style	75x75	Transp.
Button196	Purple	Yahoo style	100x100	Transp.
Button197	Orange	Yahoo style	50x50	Transp.
Button198	Orange	Yahoo style	75x75	Transp.
Button199	Orange	Yahoo style	100x100	Transp.

Rounded buttons with backgrounds for particular border

Button200	Red	Inner bevel	118x32	dark green Bdr 32,33
Button201	Red	Outer bevel	118x32	dark green Bdr 32,33
Button202	Red	Inner bevel	118x32	dark green Bdr 16,17
Button255	Red	Outer bevel	118x32	dark green Bdr 16,17
Button203	Blue light	Inner bevel	118x32	Drk Blue Bdr 30,31
Button204	Blue light marble	Inner bevel	118x32	Drk Blue Bdr 30,31
Button205	Blue light	Outer bevel	118x32	Drk Blue Bdr 30,31
Button206	Blue light	Outer bevel	118x32	Drk Blue Bdr 30,31

Appendix A

LIST OF BUTTONS

Name of Button	Color	Description	Size	Backgnd
Rounded buttons with backgrounds for particular border				
Button207	Blue Dark	Outer bevel	118x32	Lt blue Bdr 6,7
Button208	Blue Dark	Inner bevel	118x32	Lt blue Bdr 6,7
Button209	Blue Dark	Outer bevel	118x32	Black 3,4,38,39
Button210	Blue Dark	Inner bevel	118x32	Black 3,4,38,39
Button211	Tan	Outer bevel	118x32	Black 3,4,38,39
Button212	Tan	Inner bevel	118x32	Black 3,4,38,39
Button213	Tan	Outer bevel	118x32	Dk brown 42,43
Button214	Tan	Inner bevel	118x32	Dk brown 42,43
Button215	Tan	Outer bevel	118x32	Dk brown 11,14
Button216	Tan	Inner bevel	118x32	Dk brown 11,14
Button217	Green light	Outer bevel	118x32	Dk green 32,33
Button218	Green light	Inner bevel	118x32	Dk green 32,33
Button219	Green light	Outer bevel	118x32	Dk green 16,17
Button220	Green light	Inner bevel	118x32	Dk green 16,17
Button221	Green light	Outer bevel	118x32	Black 3,4,38,39
Button222	Green light	Inner bevel	118x32	Black 3,4,38,39
Button223	Pink	Outer bevel	118x32	Rose 34,35
Button224	Pink	Inner bevel	118x32	Rose 34,35
Button225	Pink	Outer bevel	118x32	Drk green 16,17
Button226	Pink	Inner bevel	118x32	Drk green 16,17
Button227	Pink	Outer bevel	118x32	Drk green 32,33
Button228	Pink	Inner bevel	118x32	Drk green 32,33

Appendix A

LIST OF BUTTONS

Name of Button	Color	Description	Size	Backgnd
Rounded buttons with specific backgrounds				
Button229	Orange on black	Oval shaped	140x42	Drk brown 11,14
Button230	Orange on black	Oval shaped	140x42	Drk brown 42,43
Button231	Yellow on black	Oval shaped	140x42	Black 3,4,38,39
Button232	Yellow on black	Oval shaped	140x42	Drk brown 42,43
Button233	Yellow on black	Oval shaped	140x42	Drk brown 11,14
Button234	Yellow on black	Oval shaped	140x42	Drk green 32,33
Button235	Yellow on black	Oval shaped	140x42	Drk green 16,17
Button236	Red on black	Oval shaped	140x42	Black 3,4,38,39
Button237	Red on black	Oval shaped	140x42	Drk green 32,33
Button238	Red on black	Oval shaped	140x42	Drk green 16,17
Button239	Orange on black	Oval shaped	140x42	Black 3,4,38,39
Button240	Orange on black	Oval shaped	140x42	Drk brown 42,43
Button241	Orange on black	Oval shaped	140x42	Drk brown 11,14
Button242	Orange on black	Oval shaped	140x42	Tan 40,41
Button243	Green on black	Oval shaped	140x42	Black 3,4,38,39
Button244	Green on black	Oval shaped	140x42	Drk green 32,33
Button245	Green on black	Oval shaped	140x42	Drk green 16,17
Button246	Green drk on black	Oval shaped	140x42	Black 3,4,38,39
Button247	Green drk on black	Oval shaped	140x42	Drk green 32,33
Button248	Green drk on black	Oval shaped	140x42	Drk green 16,17

Appendix A

LIST OF BUTTONS

Name of Button	Color	Description	Size	Backgnd
Buttons with sloping right edge				
Button283	Lime Green	Inner bevel	132x30	White
Button284	Rose	Inner bevel	132x30	White
Button285	Dark Blue	Inner bevel	132x30	White
Button286	Purple	Inner bevel	132x30	White
Button287	Green	Inner bevel	132x30	White
Button288	Gold	Inner bevel	132x30	White
Button289	Orange	Inner bevel	132x30	White
Button290	Red	Inner bevel	132x30	White
Button291	Medium Blue	Inner bevel	132x30	White
Button292	Aqua	Inner bevel	132x30	White
Button293	Tan	Inner bevel	132x30	White
Button294	Tan	Double bevel	132x30	White
Button295	Aqua	Double bevel	132x30	White
Button296	Medium Blue	Double bevel	132x30	White
Button297	Red	Double bevel	132x30	White
Button298	Orange	Double bevel	132x30	White
Button299	Gold	Double bevel	132x30	White
Button300	Green	Double bevel	132x30	White
Button301	Purple	Double bevel	132x30	White
Button302	Dark Blue	Double bevel	132x30	White
Button303	Rose	Double bevel	132x30	White
Button304	Lime Green	Double bevel	132x30	White
Buttons with sloping right edge for specific borders				
Button305	Green	Double bevel	132x30	Black (3,4)
Button306	Green	Double bevel	132x30	Dk Green (32,33)
Button307	Green	Double bevel	132x30	Dk Green (16,17)
Button308	Green	Double bevel	132x30	Rose back (34,35)
Button309	Green	Double bevel	132x30	Red back (20)
Button310	Green	Inner bevel	132x30	Red back (20)
Button311	Green	Inner bevel	132x30	Rose back (34,35)

Appendix A

LIST OF BUTTONS

Name of Button	Color	Description	Size	Backgnd
Buttons with sloping right edge for specific borders				
Button312	Green	Inner bevel	132x30	Dk Green (16,17)
Button313	Green	Inner bevel	132x30	Dk Green (32,33)
Button314	Green	Inner bevel	132x30	Black (3,4)
Button315	Yellow	Inner bevel	132x30	Black (3,4)
Button316	Yellow	Inner bevel	132x30	Dk Brown (11,14)
Button317	Yellow	Inner bevel	132x30	Dk Brown (42,43)
Button318	Yellow	Double bevel	132x30	Dk Brown (42,43)
Button319	Yellow	Double bevel	132x30	Dk Brown (11,14)
Button320	Yellow	Double bevel	132x30	Black (3,4)
Button321	Blue	Double bevel	132x30	Dk Blue (11,12)
Button322	Blue	Single bevel	132x30	Dk Blue (11,12)
Button323	Blue	Single bevel	132x30	Black (3,4)
Button324	Blue	Double bevel	132x30	Black (3,4)
Button325	Blue	Single bevel	132x30	Dk Green (32,33)
Button326	Blue	Double	132x30	Dk Green (32,33)
Button327	Blue	Single	132x30	Dk Green (16,17)
Button328	Blue	Double	132x30	Dk Green (16,17)
Button329	Blue	Single	132x30	Rose34,35
Button330	Blue	Double	132x30	Rose34,35
Button331	Blue	Single	132x30	Dk Red (20)
Button332	Blue	Double	132x30	Dk Red (20)

Appendix A

LIST OF BUTTONS

Buttons changed to use for a selected page

Name of Button	Complimentary Button
Button333	Button174
Button334	Button143
Button33512	Button154

APPENDIX B

Frontpage FREE LIGHT masterfile descriptions

All files are located initially in the file C:\fpagelit\masterfi

File Name	Border Desc	Background	Buttons	# of columns
atemp6	Aqua on left	none	concave	2
atemp7	Aqua on left	light aqua	concave	2
atemp9	Dark brown	none	sunburst	2
atemp10	Dark brown on left	tan	sunburst	2
atemp91	none, buttons on top	none	black rect.	2
atemp100	none, buttons on top	none	Black rect	1
atemp108	none, buttons on top	none	Black rectangle	3
atemp169	dark brown on left	tan	sunburst	1
atemp176	purple bricks on left	none	purple 3d	1
atemp177	purple bricks on left	none	purple 3d	2
atemp206	Dark Blue on right	none	flat blue on right	1
atemp212	dark brown left	none	sunburst	1
atemp214	Aqua on left	none	concave	1
atemp215	Aqua on left	none	concave	1
atemp216	Blue scalloped left	none	blue 3d	1
atemp217	Blue scalloped left	light blue	blue 3d	1
atemp218	Blue scalloped left	none	blue 3d	2
atemp219	Blue scalloped left	light blue	blue 3d	2
theme005	Western at top	none	antelope	2
theme006	Western at top	none	antelope	1
theme025	Gardening	none	cucumber	2
theme026	Gardening	none	cucumber	1
theme033	Lake with mountain	none	bears	1
theme034	Lake with mountain	none	bears	2

Appendix B

LIST OF FREE LIGHT BORDERS

Located in C:\fpagelit\borders

Border	Description
Border1	Aqua on left
Border2	Aqua on left with light aqua background
Border11	Dark brown on left with tan background
Border14	Dark brown on left
Border31	Dark blue scalloped, 150 wide, no background
Border48	Dark purple with medium bricks
Border 44	Dark blue scalloped, 150 wide, light blue background

Appendix B

LIST OF FREE LIGHT VERSION BUTTONS

Located in C:\fpagelit\buttons

Name of Button	Color	Description	Size	Backgnd
Buttn143	Brown sunburst	Raised center rect	118x28	
Buttn174	Blue	Concave	120x24	
Buttn154	Purple	3 dimensional	118x32	
Buttn181	Blue	3 dimensional	118x32	
Buttn336	Blue	3 dimensional	118x32	
Buttn333	Blue with black edge	Concave	120x24	
Buttn334	Brn sunburst/orange	Raised center rect	118x28	
Buttn335	Purple/black edge	3 dimensional	118x32	
Buttn256	Light Blue	Flat	120x30	
Buttn337	Light Blue/Black	Flat	120x30	
Blkreca	Black	rectangle	100x30	
Blkrecb	Black	rectangle	100x30	dup
Blkrecc	Black	rectangle	100x30	dup
Blkrecd	Black	rectangle	100x30	dup
Blkrece	Black	rectangle	100x30	dup
Tanreca	Tan	rectangle	100x30	dup
Antelopt	Tan	antelope		
antelopa	Light Tan	antelope		
Cucum003	Green	cucumber		
Cucum004	Light Green	cucumber		
Bear1	Brown	bear		
Bear2	Yellow	bear		