



ADVFRONTPAGE

Use some of the more powerful and advanced features of FrontPage.

Tables...

Some of the information you may want to include on your Web pages might not fit neatly as inserted graphics, paragraphs of text, or simple lists. In these situations, you'll need to reorganize your information so that it does fit concisely and legibly on a page. One of the most practical tools available to you is a table, which presents information using a grid of column and rows.

Tables arrange information into columns and rows of data. Each column-row intersection is called a cell. You use cells to hold the table data. Table cells can hold a variety of data: chunks of text, numeric values, graphic images, and even other tables.

Inserting a table...

Display the Web page in which you want to place a table. Choose the **Table** menu's **Insert** table command. Type the number of rows you want displayed in the **Rows** box. Type the number of columns you want to show in the **Column** box. Specify how the table contents should be aligned in the **Alignment** box. Specify the table border thickness, in pixels, in the **Border Size** box. Specify the amount of space between the cell borders, in pixels, in the **Cell Spacing** box. Click OK.

Check the Specify Width box if you want to control the width of the table. To specify the width of the table as a percentage of the Web page width, mark the **In Percent** option button and then enter a percentage value in the text

box. To specify the width of the table in pixels, mark the **In Pixels** options button and then enter a pixel value in the text box.

Table Tips...

When FrontPage **inserts a new cell** into a table, it moves the other cells in the row to the right.

If you want to **insert a row** above the selected row, mark the Above Selection option button.

You can specify **how cell contents should be aligned** in the table-within-a-table, what size border you want around the table, what cell padding and spacing you want, and whether the table has a minimum width.

When you combine table cells, FrontPage places the contents of each of the original cells onto a separate line of the new cell.

The name of the **Split Cells dialog box's combo box changes** depending on which option button you mark. If you mark the Split Into Column option button, the name becomes Number Of Columns. If you mark the Split Into Rows option button, the name becomes Number Of Rows.

To insert a caption, Click the table you want to label with a caption. Choose the Table menu's Insert Caption command. Type the caption you want to use to label the table.

You can also **drag-and-drop text** and numbers between table cells.

Frames...

Framesets let you divide a Web browser window into a set of windowpanes, or frames, giving you the ability to show more than one HTML document at a time. For example, you may use one frame to show a table of contents, and another to show the different Web pages available.

To create a frameset, you describe a grid of frames that you want the browser to display. Then for each frame, you provide a hyperlink to the HTML document to be displayed in that frame. The frameset itself is just another HTML document.

Creating framesets... Use the Frames Wizard or make a custom grid by specifying the number of rows and columns to be in the grid in the Rows and Columns boxes.

Not all browsers have the ability to display frames...be sure to type in the URL for the Web page you want visitors to see if their browser can't display your frameset.

Editing framesets... Open the frameset you want to work on.

Resize the dimensions of the individual frames in the grid by dragging the gridlines.

Split a frame by holding down the Shift key, clicking the frame, and then clicking the Split button.

Merge frames you've previously split by clicking the two frames you want to combine and then clicking the Merge button.

Adding Special Effects...

You can add **background sound** to your Web pages. Assuming a visitor's computer is multimedia capable, the browser plays the background sound when the Web page is loaded or refreshed. You need to be thoughtful about how and where you use background sound. **Sound files can be very large**, which means they can dramatically increase the time it takes to retrieve a page.

Insert from the Web site... Open the Web page in which you want to add background sound. Choose the **Insert** menu's **Background Sound**

command. Click the Current FrontPage Web tab. Specify where you want to look to find a sound in the **Look In** drop-down list box. Double-click the sound file you want to insert.

Insert from a file... Open the Web page in which you want to add the background sound. Choose the **Insert** menu's **Background Sound** command. Click the **Other Location** tab. Mark the **From File** option button. Click the Browse button. Specify where the sound file is located in the Look In drop-down list box. Double-click the sound file you want to insert.

Inserting Video Clips... You can insert video clips in your Web pages and control when and how a visitor sees them. The visitor's computer must be multimedia capable in order for the video's sound to play. Video clip files can be very large, and they can dramatically increase the time it takes to retrieve a page.

How to insert a video clip... Open the Web page in which you want to add the clip. Choose the **Insert** menu's **Video** command. Click the **Current FrontPage Web** tab. Double-click the video clip file you want to insert.

Using marquees... Another way you can add visual interest to your Web pages is by creating marquees. Marquees use moving text for emphasis.

Create a Marquee... Open the Web page in which you want to add a marquee. Click the line on which you want to place the marquee. Choose the **Insert** menu's **Marquee** command. Enter the marquee text you want to roll onto and off of the Web page in the Text box. Click OK.

Some Web browsers cannot display marquees, but people with such browsers will still be able to see your heading if you decide to convert it into a marquee because a normal line of text will substitute for any marquees you create.

Changing the Marquee's Width and Height... Right-click the marquee. Choose the shortcut menu's **Marquee Properties** command. Check the Specify Width box and/or Specify Height box. Change the number. Click OK.

Computing Services can be reached...

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