

Chapter 1

Weaving a FrontPage Web

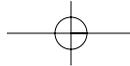
In This Chapter

- ▶ Understanding Web publishing
 - ▶ Creating your first Web site
 - ▶ Simplifying site creation with templates and Wizards
 - ▶ Using FrontPage to work with an existing Web site
 - ▶ Creating a subweb
 - ▶ Opening and closing a FrontPage Web site
 - ▶ Deleting a Web site
 - ▶ Exiting FrontPage
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With so many people jumping on the Web publishing bandwagon, you can easily feel like you've been left in the dust. Just a few years ago, many of us used our computers as glorified typewriters and calculators. Today, regular folks are hitching the dusty, old desktop machine to a modem and are cranking out publications with worldwide distribution and impact. What happened?

The World Wide Web happened. Now that the Web has come into popular use, desktop computers are no longer isolated islands of letters, recipes, and personal finance records — computers can now hook you into a new world of information and communication possibilities. You've already heard the hype: The Web is *big*, and everybody who's anybody wants to be a part of the excitement.

So where does that leave you? If you're edging your way into the Internet Age (or being dragged in, kicking and screaming, by your employer or your kids), you're in for a pleasant surprise: Creating your own Web site with FrontPage 2000 is easy and fun.



Part I: Getting Friendly with FrontPage

In this chapter, you get your feet wet with FrontPage. You fire up the program and experience just how easy it is to get started on your new Web site. You find out how to import an existing Web site into FrontPage, and how to open, close, and delete Web sites.

Exactly What Is Web Publishing?

Before you hang your shingle as a FrontPage Web publisher, it helps to understand what you're actually doing when you create and publish a Web site.

No doubt, you've already seen a Web site. Web sites are the places you visit as you make your way around the World Wide Web. Some folks refer to their own Web sites as their *home pages*. FrontPage refers to Web sites simply as *Webs*. A FrontPage Web is simply a Web site that was created in or is maintained with FrontPage. A FrontPage Web is no different from any other Web site, aside from the capabilities that FrontPage can add.

As a book is made up of individual pages, a Web site is made up of individual files called *Web pages*. Web pages contain the text, pictures, and other content you see when you visit a Web site.

As you construct a Web site, you create Web pages and then string them together with *hyperlinks*. Hyperlinks are the highlighted words and pictures inside the page that visitors can click to jump to a different location, page, or Web site.

After your site is complete, you *publish* it. In other words, you make the site visible to the rest of the world on the World Wide Web. This isn't automatic. For a Web site to be live, you must transfer the site's files from your computer to a host computer called a *web server*.

Many people gain access to a host web server by signing up for an account with an Internet Service Provider (or *ISP*) that makes web server space available to its users. Others use a web server maintained by their workplace or school.

Creating Your First FrontPage Web Site

If you read the previous section of this chapter, you have a general idea about how Web publishing works. You don't need more than a fuzzy sense at this point — the process will become clearer as you become comfortable with FrontPage. You're now ready to get started with FrontPage by creating your first Web site.

Chapter 1: Weaving a FrontPage Web

If this feels like getting thrown into the deep end before learning to swim, relax. Creating your first Web site — even if you don't yet know what kind of information you want the Web site to contain — is the easiest way to become familiar with how FrontPage looks and acts. As you get acquainted with the program, you can change any aspect of the Web site or even delete the Web site and start over.

To create your first FrontPage Web site, follow these steps:

1. Launch FrontPage by clicking the Start button and then choosing Programs→Microsoft FrontPage.

FrontPage launches. Your screen should look like Figure 1-1. A new, blank Web page named `new_page_1.htm` appears in the program's main window with its cursor blinking patiently.

(If your screen doesn't look like this, then, in the FrontPage Views bar, click the Page button.)

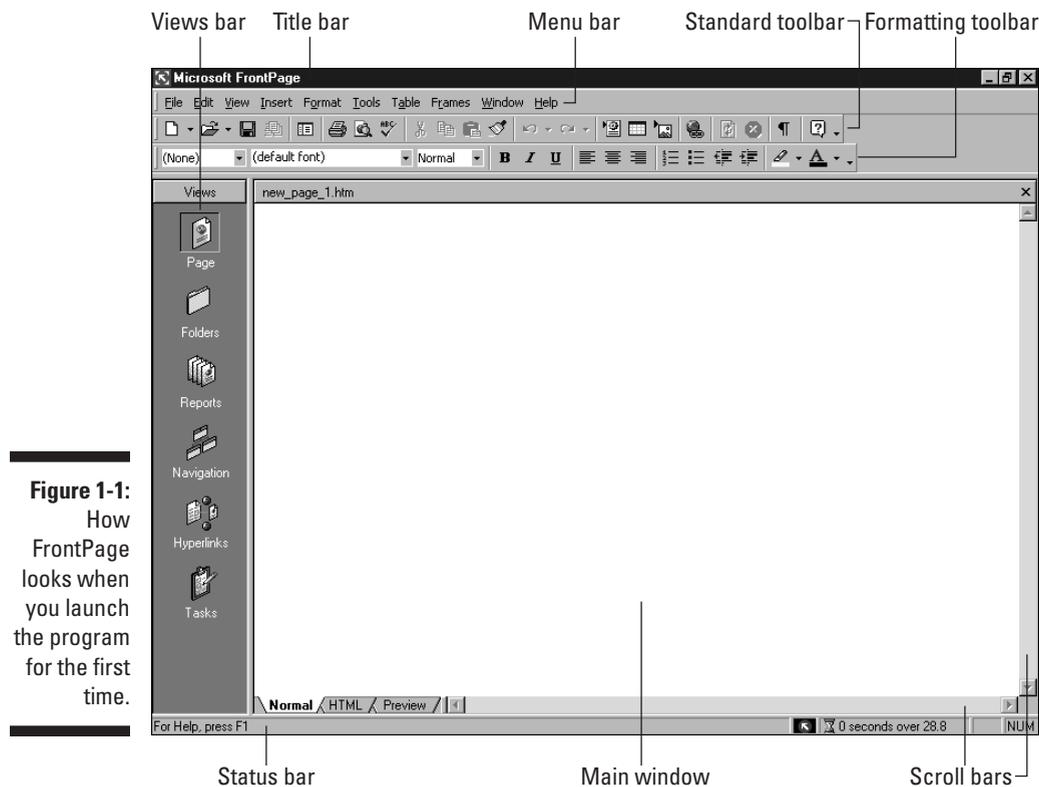


Figure 1-1:
How FrontPage looks when you launch the program for the first time.

Part I: Getting Friendly with FrontPage

2. Insert some text into the page (that is, start typing).

Not sure what to say? How about “Welcome to My First Web Site” for starters? You can always change the text later.



3. In the Standard toolbar, click Save.

The Save As dialog box appears (see Figure 1-2). The dialog box prompts you to save your new Web page in the My Webs folder. When you installed FrontPage, the Setup program created this folder specifically to hold your first FrontPage Web site.

Based on your computer’s operating system or setup, FrontPage may save new Web sites in a different folder by default.

If you have a web server program installed on your computer (such as the Microsoft Personal Web Server, a web server program that comes with Windows 98), FrontPage saves new Web sites in the default location `http://<servername>/myweb`, where `<servername>` is the name of your web server. Refer to your web server program’s documentation for the location on your hard drive of the web server’s content directory. In Appendix A, I discuss why and how to use FrontPage in conjunction with a local web server.



Figure 1-2:
The Save As
dialog box.

4. In the dialog box’s File Name text box, type index (this is the filename most web servers recognize as a Web site’s initial page, also known as the site’s home page).

When you save the page, FrontPage automatically adds the `.htm` extension to the filename you enter here. I talk more about how to name Web pages in Chapter 3.

5. To change the page title, click Change.

The Set Page Title dialog box appears.

Chapter 1: Weaving a FrontPage Web

6. In the dialog box's Page Title text box, enter a new title.

Choose a title that describes the content and purpose of the page (something like *My First Web Site: Home Page*). In Chapter 3, I go into more detail about how to choose a good page title.

7. Click OK to close the Set Page Title dialog box.

8. Click Save.

The Save As dialog box closes, and FrontPage saves the page. If it's not already visible, the Folder List appears and displays a list of the folders and files that make up your first Web site (see Figure 1-3).

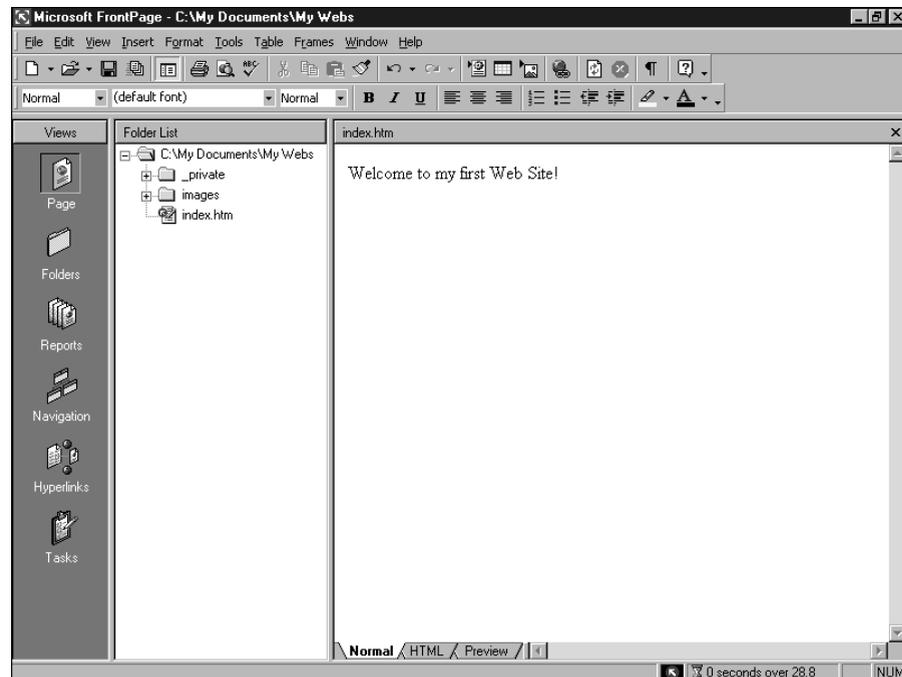
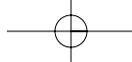


Figure 1-3:
Your first
Web site.

Congratulations — you've just laid the groundwork for your first FrontPage Web site! From here, you can do one of three things:

- ✓ Add more content — text, pictures, and anything else you want to display in your Web site — to the page you just started. The chapters in Part II show you how.
- ✓ Fill out your Web site with more new Web pages. I explain how to create new pages in Chapter 3.
- ✓ Set your first Web site aside and create a completely new Web site (read the next section of this chapter for details).



Part I: Getting Friendly with FrontPage

Creating a New Web Site

Creating a new Web site with FrontPage can be likened to sitting at a typewriter (if you still have one of those antiquated pieces of equipment) with a blank piece of paper tucked in the carriage. Sometimes brilliant concepts, fully formed, spring from your brain and land right on the page. At other times you need a little nudge to get those creative juices flowing.

FrontPage provides a comfortable balance of direction and flexibility. If you want help getting started, use a Web site template to crank out a boilerplate Web site, complete with linked pages, to which you simply add your own text and graphics. If you need hand-holding, call on a FrontPage Wizard to guide you through setting up a site. If you bristle at the prospect of an off-the-rack Web site, you can easily build your own site from scratch.

Creating a Web site by using a template

Templates lay the groundwork for “canned” Web sites you can customize to suit your own needs. Admittedly, sites created with FrontPage templates lack the flair of custom-designed Web sites, but they give you a good foundation on which to begin building.

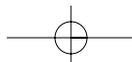
FrontPage comes with three templates:

- ✔ **Customer Support Web:** The Customer Support Web enables companies to broadcast product help and information over the Internet. Customers access the Web site to read product news, have questions answered, brainstorm with other product users, and more. The template is geared toward the needs of software companies but can easily be adapted for any type of business.
- ✔ **Personal Web:** Use this template as the basis for a personal home page. The Personal Web template contains space for a photograph collection, personal information, and a list of favorite sites.
- ✔ **Project Web:** The Project Web tracks the status of a project and includes space for project team members, status reports, schedules, an archive, a search form, and a discussion forum. This template is well suited for use on an *intranet* — a company’s internal network accessible only to employees and other insiders.

To create a new Web site by using a template, follow these steps:

- 1. With FrontPage running, choose File⇨New⇨Web.**

The New dialog box appears (see Figure 1-4).



Chapter 1: Weaving a FrontPage Web

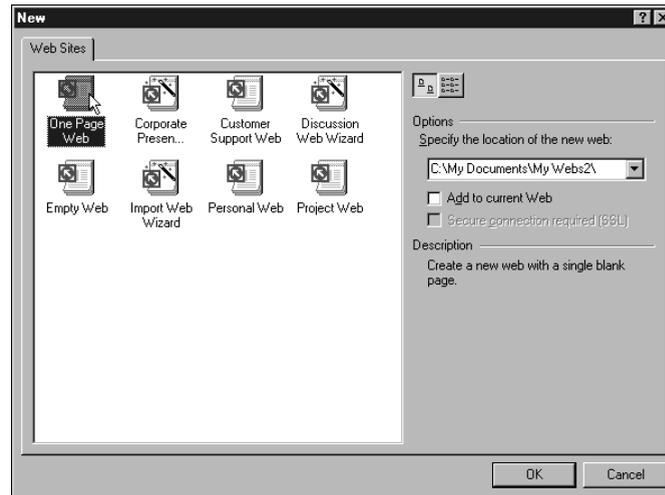


Figure 1-4:
The New dialog box.

2. In the dialog box's Web Sites area, click the template you want to use.

A description of the template appears in the Description area of the dialog box.

3. In the Specify the Location of the New Web list box, enter the location of the new Web site.

To save the Web site inside a new or existing folder on your hard drive, enter the folder's file path. If you're not sure how file paths work, refer to the sidebar "File path 101" later in this chapter.

If you save your new Web site inside an existing folder that already contains files, the files themselves are not affected, but FrontPage treats the files as part of the new Web site. If, however, you specify a folder that already contains a FrontPage Web site, FrontPage prompts you to choose a different location.

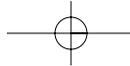


To keep your Web site distinct (and your hard drive well organized), I recommend saving the site in its own unique folder.

4. Click OK.

Depending on the file path you entered in Step 3, one of the following things happens:

- If you're saving the Web site in a new folder, the New dialog box closes, and FrontPage saves the new Web site in the location you specified.



Part I: Getting Friendly with FrontPage

- If you're saving the Web site in an existing folder that doesn't already contain a FrontPage Web site, the Microsoft FrontPage dialog box appears, explaining that the program needs to convert the folder into a FrontPage Web in order to proceed. Click Yes. The Microsoft FrontPage and New dialog boxes close. FrontPage converts the folder into a FrontPage Web and then saves the new Web site in the location you specified.

After FrontPage saves the new Web site, the site's files and folders appear in the Folder List. If another Web site is already open in FrontPage when you create a new Web site, the new Web site appears in a separate FrontPage window.

Web pages that come courtesy of a FrontPage template already contain text, hyperlinks, and graphics, which you can change or rearrange to suit your own needs. Chapter 3 shows you how to open pages, and the chapters in Part II tell you everything you need to know about working with Web page content.

Creating a Web site by using a Wizard

A Wizard takes you through a process of creating a Web site by presenting you with a series of dialog boxes that prompt you to fill in and select different options. FrontPage comes with Wizards for its two most elaborate Web site templates: the Corporate Presence Web site and the Discussion Web site.

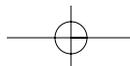
- ✓ **Corporate Presence Wizard:** The Corporate Presence Wizard sets up a corporate Web site complete with graphics. Depending on the options you choose, the site may contain anything from a product catalog to a discussion forum to company contact information.
- ✓ **Discussion Web Wizard:** The Discussion Web Wizard creates an interactive site where visitors post comments and read others' replies about a given topic. Visitors are also able to search for specific information in the text of the Discussion Web replies. Refer to "Can We Talk" on the CD to see how to create a discussion group.

To create a Web site by using a Wizard, follow these steps:

1. **With FrontPage running, choose File⇨New⇨Web.**

The New dialog box appears.

2. **In the Web Sites area of the dialog box, click the Wizard you want to**



File path 101

When you create a Web site in FrontPage, the program prompts you to save the site's pages in a folder on your hard drive. You specify the location of the folder using a notation called a *file path*. The file path describes the location of a file or folder by listing the name of the drive on which the file is stored, followed by the name of the folder (or, in the case of a single file, the

filename). If the folder or file is stored inside another folder, that folder name is preceded by a backslash (\). So, for example, instead of describing the location of a file by saying "the file named `index.htm` that's stored inside the My Webs folder inside the My Documents folder on the C drive," you can just say `C:\My Documents\My Webs\index.htm`.

use.

3. In the Specify the Location of the New Web list box, enter the location of the new Web site.

If you're not sure how to specify the new Web site's location, read Step 3 in the preceding section, "Creating a Web site by using a template."

4. Click OK.

The dialog box closes, and FrontPage pauses to summon the Wizard. In a moment, the introductory Wizard dialog box appears.

(If, in Step 3, you specified the location of an existing folder, the Microsoft FrontPage dialog box appears prompting you to convert the folder into a FrontPage Web. Click Yes to close the dialog box and proceed.)

5. In the dialog box, click Next to proceed to the next step.

The next dialog box asks questions about how you want the Web site to look and act.

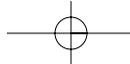
6. Answer the Wizard's questions and then click Next to move on.

Proceed through each Wizard dialog box in this manner. If you change your mind about a decision you made earlier in the process, return to the previous dialog boxes by clicking Back.

When you reach the final Wizard dialog box, the Next button appears grayed out.

7. Click Finish to complete the Web site.

Based on your choices, the Wizard creates a new Web site. This process may take a moment or two. Relax. Get a snack. Pretty soon, the Wizard disappears and the Web site appears in FrontPage. If another Web site is already open in FrontPage when you create a new Web site, the new Web site appears in a separate FrontPage window.



Part I: Getting Friendly with FrontPage



Another piece of the puzzle: FrontPage Server Extensions

Certain FrontPage templates and Wizards make use of unique FrontPage features such as keyword site searches and interactive discussion groups. For these and other nifty FrontPage features to function properly, the host web server on which you eventually publish your Web site must have *FrontPage Server Extensions* installed. FrontPage Server Extensions is a set of programs that works together with the host

web server. Although you can just as easily publish FrontPage Web sites on servers that don't have FrontPage Server Extensions installed, you can't take advantage of certain extra-cool FrontPage goodies. Throughout the book, I point out features that require the assistance of FrontPage Server Extensions, and I talk in more detail about FrontPage Server Extensions in Chapter 16.

Creating a Web site from scratch

You may already have a vague idea about how you want your Web site to look. A glimmer of an idea is all you need. Templates and Wizards can be helpful, but you may prefer to build your site page by page.

Creating a Web site from scratch is essentially the same process as creating your first Web site (described earlier in this chapter): You create new, blank pages to which you later add text, pictures, and other content.

1. With FrontPage running, choose File⇨New⇨Web.

The New dialog box appears.

2. In the New dialog box's Web Sites area, click One Page Web.

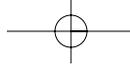
This option creates a new Web site containing a single page: the home page. If you prefer to start *absolutely* from scratch, click Empty Web.

3. In the Specify the Location of the New Web list box, enter the location of the new Web site.

If you're not sure how to specify the new Web site's location, read Step 3 in the section "Creating a Web site by using a template" earlier in this chapter.

4. Click OK.

The dialog box closes, and FrontPage creates a new Web site. If another Web site is already open in FrontPage when you create a new Web site, the new Web site appears in a separate FrontPage window.



Chapter 1: Weaving a FrontPage Web

(If, in Step 3, you specified the location of an existing folder, the Microsoft FrontPage dialog box appears prompting you to convert the folder into a FrontPage Web. Click Yes to close the dialog box and create the site.)

The stage is now set for you to begin construction on your masterpiece.

Importing an Existing Web Site into FrontPage

If you want to use FrontPage to maintain and update a Web site that was originally assembled using a different program or coded by hand, you must first import that site into FrontPage. The easiest way to accomplish this task is by using the Import Web Wizard, a handy tool that does most of the work for you.

To import a Web site into FrontPage, follow these steps:

1. With FrontPage running, choose File⇨New⇨Web.

The New dialog box appears.

2. In the dialog box's Web Sites area, click Import Web Wizard.

3. In the Specify the Location of the New Web list box, enter the location of the new Web site.

If you're not sure how to specify the new Web site's location, read Step 3 in the section "Creating a Web site by using a template" earlier in this chapter.

4. Click OK.

The dialog box closes. After a brief pause, the Import Web Wizard – Choose Source dialog box appears (see Figure 1-5). Here, you specify the location of the Web site that you want to import. The site's files may be stored in a folder on your computer or local network, or the site may already be published on the World Wide Web.

Part I: Getting Friendly with FrontPage

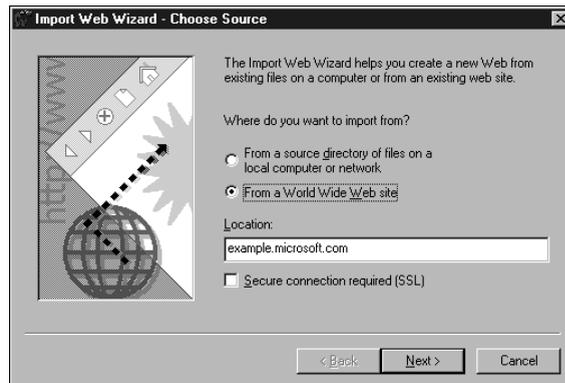


Figure 1-5:
The Import
Web
Wizard.

(If, in Step 3, you specified the location of an existing folder, the Microsoft FrontPage dialog box appears prompting you to convert the folder into a FrontPage Web. Click Yes to close the dialog box and proceed.)

5. In the dialog box, specify the current location of the Web site you want to import.

- If the Web site is stored on your computer or local network, click the radio button marked From a Source Directory of Files on a Local Computer or Network, and then type the folder's path in the Location text box.

If you don't know the folder's location offhand, click Browse to choose from a hierarchical list of folders on your computer or network. If you want the Import Web Wizard to import the files stored in folders *inside* the folder you specified, click the Include Subfolders check box.

- If the site is already live on the World Wide Web, click the From a World Wide Web Site radio button and then, in the Location text box, enter the site's Web address (which looks something like `www.mysite.com`).



If you're about to import a site from the World Wide Web, you must turn on your modem and activate your Internet connection.

6. Click Next.

The next dialog box that appears depends on the location of the Web site you're importing.

- If the site's files are located on your computer or local network, the Import Web Wizard – Edit File List dialog box appears, listing all the files contained in the source folder in a text box. This dialog box enables you to exclude files you don't want to import along with the rest of your Web site. To do so, click the names of the files you don't want to import and then click the Exclude button. To start over with a fresh file list, click the Refresh button.

Chapter 1: Weaving a FrontPage Web

- If the site is located on the World Wide Web, the Import Web Wizard – Choose Download Amount dialog box appears. This dialog box enables you to control how much of the Web site you want FrontPage to download and import. To limit the levels of subfolders FrontPage imports, click the Limit to This Page Plus check box and, in the accompanying text box, enter the number of levels. To limit the amount of total file space taken up by the downloaded files, click the Limit To check box and, in the accompanying text box, enter a number of kilobytes. To tell FrontPage to import only the site's Web pages and image files, click the Limit To Text and Image Files check box.

7. Click **Next**.

The Import Web Wizard – Finish dialog box appears, congratulating you on a job well done. If you want to double-check your choices, click the Back button, otherwise. . . .

8. Click **Finish**.

The Import Web Wizard performs its magic and, in a moment, your Web site — now a full-fledged FrontPage Web site — appears in FrontPage. (I dare you to say “full-fledged FrontPage Web site” five times fast.) If another Web site is already open in FrontPage when you import a new Web site, the new Web site appears in a separate FrontPage window.

Your Web site is now poised for a FrontPage makeover.



Different makes and models of web servers recognize different filenames as the site's home page. Most web servers recognize the names `index.htm` or `index.html`, but others recognize `default.htm`, `welcome.htm`, and `home.htm`.

If you import a Web site into FrontPage, and the site's home page filename is something other than `index.htm`, FrontPage changes the filename when it imports the site (and updates all the page's associated hyperlinks to reflect the new name) in order for FrontPage to display the Web site properly.

I only mention this little quirk now in case you're wondering why the name change takes place. The home page filename only becomes important when it comes time to publish your Web site, so I return to this subject in Chapter 16.

Creating a Subweb

Small, straightforward Web sites are easy to maintain in FrontPage. As the Web site grows, or the number of people involved in the site's creation and maintenance increases, however, keeping track of the Web site's exploding number of pages can turn into a major pain.

Part I: Getting Friendly with FrontPage

If your Web site is starting to resemble an ever-expanding amoeba, consider breaking the Web site into a core *parent* Web site with second-level tiers of information called *subwebs*. A subweb is a complete Web site that lives in a folder inside the parent Web site. (Previous versions of FrontPage referred to parent Web sites as *Root Webs* and subwebs as *Child Webs*.)

The parent Web site/subweb setup works well when you are creating a large network of interrelated Web sites — for example, a main company site with subwebs for each of the company's different products. The Microsoft Web site offers a good example: Check out the Microsoft parent Web site at www.microsoft.com, and the FrontPage subweb at www.microsoft.com/frontpage.

Another example would be a company-wide intranet site, to which members of different departments contribute material. The entire network exists inside a single parent Web site, but each department works on its own subweb. In this situation, you can take advantage of FrontPage *permissions* so that site authors from different departments must enter a user name and a password to access their respective subwebs. I talk in detail about how permissions work in Chapter 15.

The parent Web site/subweb arrangement simplifies managing a large site, because, although subwebs live inside the parent Web site, they are distinct Web sites in their own right. You can create hyperlinks between the parent Web site to its subwebs, creating a large network of interrelated Web sites, or you can keep each site separate. The choice is yours.



If you intend to create a Web site that contains subwebs, you must publish your Web site on a host web server that has FrontPage Server Extensions installed. I talk a bit about FrontPage Server Extensions earlier in this chapter, and I go into detail in Chapter 16.

You have two choices for creating a subweb: You can either create a new subweb by using a FrontPage template, Wizard, or from scratch (the steps that follow show you how), or you can convert a folder inside a FrontPage Web site into a subweb (I explain how in Chapter 2).

1. With FrontPage running, choose File⇨New⇨Web.

The New dialog box appears.

2. In the New dialog box's Web Sites area, click the template or Wizard you want to use.

To create a Web site from scratch, click One Page Web.

Chapter 1: Weaving a FrontPage Web

3. In the **Specify the Location of the New Web** list box, enter the location of the new subweb.

Enter a file path that contains the location of the parent Web site followed by a backslash (\) and then the name of the new subweb's folder. For example, a new subweb named *subweb* of the existing Web site *My Webs* stored in the My Documents folder on the C: drive would have the following file path: C:\My Documents\My Webs\subweb. If you're not sure how file paths work, refer to the sidebar "File path 101" earlier in this chapter.



The subweb folder name you choose should use all lowercase letters and should contain only one word.

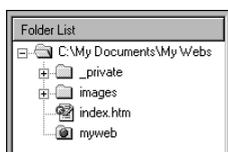
4. Click **OK**.

The dialog box closes, and FrontPage creates the new subweb. If another Web site is already open in FrontPage when you create the subweb, the subweb appears in a separate FrontPage window. In the parent Web site, the subweb's folder appears in the Folder List with a small globe icon on top (see Figure 1-6).

(If, in Step 3, you specified the location of an existing folder, the Microsoft FrontPage dialog box appears prompting you to convert the folder into a FrontPage Web. Click Yes to close the dialog box and create the subweb.)

You can now update and work with the subweb just like you would any other FrontPage Web site.

Figure 1-6:
A parent Web site with a single subweb named *myweb*.

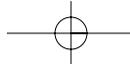


Open, Sesame

You don't need a special incantation to open a FrontPage Web site. Just follow these easy steps:

1. With FrontPage running, choose **File**⇨**Open Web**.

The Open Web dialog box appears. This standard Office 2000 dialog box displays the folders on your computer or local network. The left side of the dialog box contains shortcuts to popular storage locations on your hard drive.



Part I: Getting Friendly with FrontPage

2. In the dialog box, navigate your hard drive or network to the location of the folder that contains the Web site you want to open.

Folders containing FrontPage Web sites appear with different icons than regular folders.

3. Click **Open**.

The Open Web dialog box closes, and then the selected Web site opens in FrontPage.

If you open more than one Web site at the same time, FrontPage opens the second Web site in a new window, enabling you to jump back and forth between the two Web sites by clicking their respective buttons in the Windows Taskbar, or by pressing Alt+Tab.



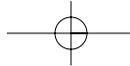
Working with Web sites that are stored on other computers

Throughout this book, I assume you do your Web-building on your own computer and then publish your finished Web site on a different computer (most likely a host web server belonging to your company or your ISP). I recommend this approach because you create Web sites in the privacy of your own hard drive and make only the perfect stuff visible to the world. This approach also minimizes the time you spend connected to the Internet, which can save you a bundle if you pay for access time.

In a few instances, however, you may need to create or open a Web site located on another web server, such as when you're working as part of a site-building team or if you want to adjust your Web site's password protection. (I discuss password protection in Chapter 15.) In FrontPage, you can create and open Web sites directly from remote web servers, as long as: a) you're connected to the Internet or local network, and b) the web server has FrontPage Server Extensions installed. (For more information about FrontPage Server Extensions, see Chapter 16.)

To create or open a Web site on a remote web server, follow the steps listed in this chapter with the following change: When you specify the Web site's location, instead of specifying a folder on your own hard drive, enter the remote server's address (it looks something like `http://www.mysite.com`). FrontPage establishes a connection to the remote server. In a moment, the Name and Password Required dialog box appears. In the dialog box, enter the user name and password required for that server, and then click OK. The dialog box closes, and the Web site opens in FrontPage. You can now update and change the site just as if it were stored on your own computer. Just remember, after you save your pages, any changes you make are immediately visible to the world, so proceed with care.

Each time you create or open a Web site on a remote Web server, FrontPage saves a shortcut to that server in the Web Folders folder on your hard drive.



Chapter 1: Weaving a FrontPage Web



Opening a subweb of the current site is a snap: In the Folder List, double-click the subweb's folder. (If the Folder List isn't visible, in the Standard toolbar, click the Folder List button or choose **V**iew⇨**F**older List.) You can tell if a folder inside a FrontPage Web site contains a subweb because the subweb's folder is marked with a little globe icon.



To quickly open a Web site you worked with recently, choose **F**ile⇨**R**ecent **W**ebs, and then choose the location of the Web site you want to open. You can also tell FrontPage to automatically open your most recent Web site each time you launch the program. To do so, choose **T**ools⇨**O**ptions to display the Options dialog box. In the General tab of the dialog box, mark the check box called Open Last Web Automatically When FrontPage Starts, and then click OK to close the dialog box.

Closing a Web Site

FrontPage enables you to open more than one Web site at a time. If you prefer to only work on a single Web site, you may want to close the current Web site before creating or opening another. To do so, choose **F**ile⇨**C**lose Web. If you haven't yet saved changes to the site's pages, the Microsoft FrontPage dialog box appears, prompting you to save each open page; click Yes. The dialog box closes, FrontPage saves the changes, and the window in which the Web site is displayed closes.

Deleting a Web Site

Remove those dusty old Web sites lurking in the corners of your computer. You know — the ones you no longer use. You're rewarded with a tidy hard drive and lots of extra disk space.

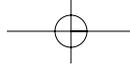
To delete a Web site that's currently open in FrontPage, follow these steps:

- 1. In the Folder List, click the Web site's top-level folder, and then press the Delete key.**

The Confirm Delete dialog box appears and warns you that deleting a Web site is a permanent action (in other words, you can't decide after you delete your Web site that you want it back — it's kaput).

- 2. In the dialog box, click the radio button called Delete This Web Entirely, and then click OK.**

The dialog box closes, and FrontPage deletes the Web site.



Part I: Getting Friendly with FrontPage



When you delete a Web site, you delete all its subwebs as well.

To delete a subweb, first open the parent Web site in FrontPage. In the Folder List, click the subweb's folder icon and then press Delete. In the Confirm Delete dialog box that appears, click Yes.

Exiting FrontPage

When you're done with Web-building for the day, closing up shop only takes a second or two.

To exit FrontPage, choose **F**ile → **E**xit. If any of the site's pages are currently open and unsaved, FrontPage prompts you to save the pages, and then the program closes.

The next time you launch FrontPage, the program opens in whichever view you were using when you last exited (you find out about the different FrontPage views in Chapter 2).



Screaming . . . er, I mean, calling for help

By now, I'm sure you've developed an inkling of the power and complexity of FrontPage. (No doubt that inkling motivated you to buy this book!) Never fear: Help is as close as your mouse. Choose **H**elp → **M**icrosoft FrontPage **H**elp (or press F1) to access a nicely organized set of FrontPage crib notes. Refer to them whenever this book isn't handy and you need assistance.

If you find yourself wondering what a button or menu item does, choose **H**elp → **W**hat's **T**his?, or

press Shift+F1. Then click the button or choose the menu item you don't understand. FrontPage automatically flips to the appropriate Help screen. For a quick reminder about the purpose of a particular button, pass your pointer over the button: In a moment, a yellow Tool Tip appears.

If you still can't find answers to your question, refer to the Cheat Sheet at the front of the book for more places to go for help.