

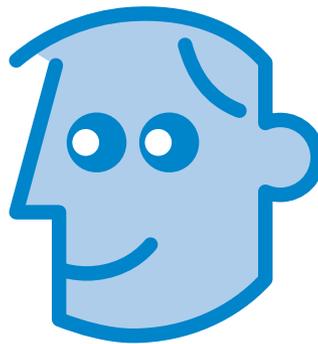


Get To Know FrontPage

Sections @ A Glance

FrontPage features many on-screen tools to help you create Webs and Web pages. This chapter lets you discover these tools and prepares you to start creating your own Webs.

The FrontPage Screen	2
Mouse & Pointer.....	6
The Standard Toolbar	8
The Views Pane	10
The Task Pane	11
Menus & Commands.....	12
Dialog Boxes.....	14
Shortcut Menus	15
 Get Help With Answer Wizard	16
 Get Help With Table Of Contents	17
Keyboard Shortcuts.....	18



Welcome to **FrontPage 2002**, the Web editing program that comes bundled with Microsoft Office XP. FrontPage provides the tools you need to create your own Web site and also edit, maintain, and publish your site.

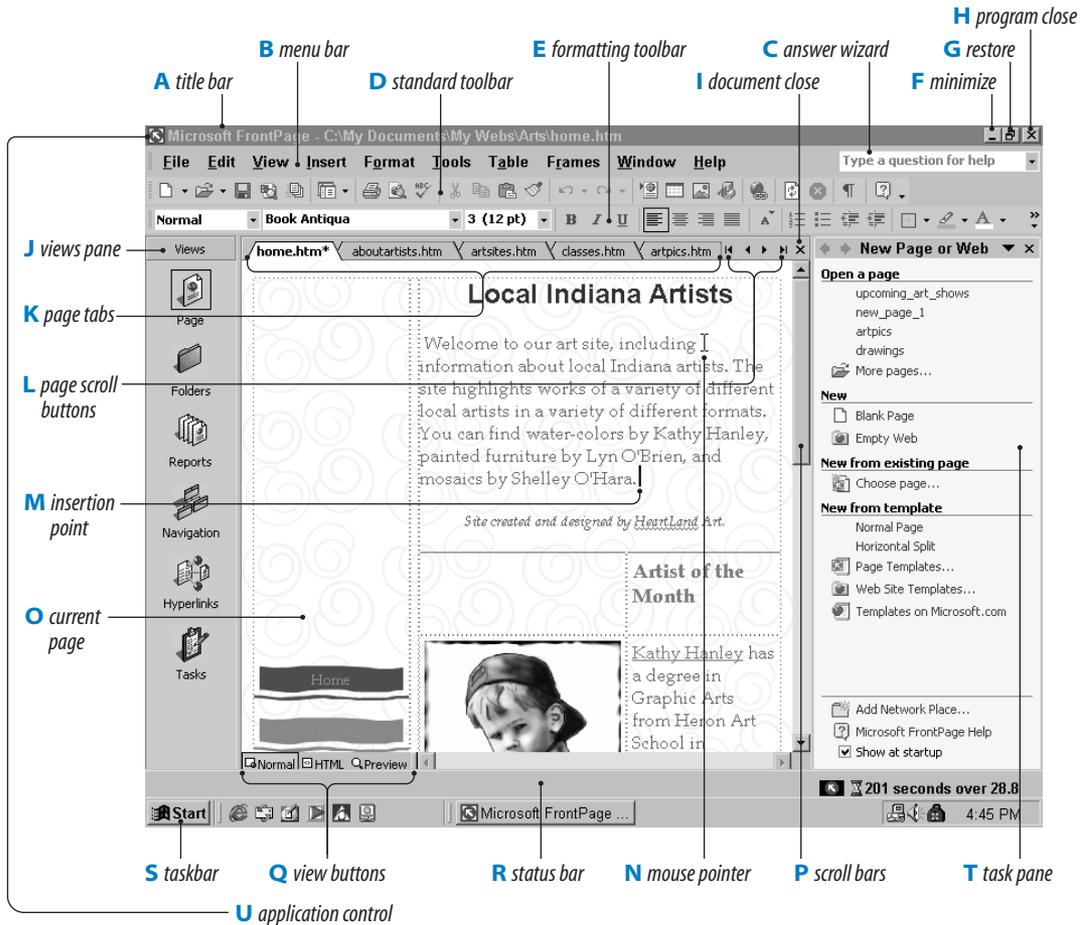
If you are new to FrontPage, read this chapter to find out about the on-screen tools. You use these tools and the skills in this chapter throughout the process of creating and editing a Web site.

If you are an experienced FrontPage user, check out this chapter anyway. The 2002 version features a different interface with more tools to make it even easier to create and manage Web sites.

After you get to know FrontPage, you can begin creating and editing your own Web, with text, pictures, video, and all the other cool items you expect from a successful Web site.



The FrontPage Screen



A title bar

The *title bar* lists the name of the program and the current open Web. The title bar also displays the name of the current page (O). If you haven't saved or named the Web, you see a generic title, such as **myweb7**. (By default, FrontPage names each Web **mywebx**, where "x" is an incremental number.)

B menu bar

The *menu bar* lists the names of the FrontPage menus. Click the menu name to display a list of *commands*. You can then choose the command you want to

execute. A command followed by an arrow displays a *submenu* (see [Menus & Commands](#) on page 12), and a command followed by an ellipsis (...) displays a *dialog box*. See [Dialog Boxes](#) on page 14 later in this chapter for more information on using dialog boxes.

tip Most menu commands provide two different types of shortcuts: *toolbar buttons*, which you simply click, and *shortcut keys*. Both types of shortcuts are listed on the menu. See [Keyboard Shortcuts](#) on page 18 for more information.

C answer wizard

The *answer wizard* provides a quick way to get help without navigating through the Help menu and its commands. See [Get Help With Answer Wizard](#) on page 16 for more information.

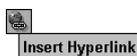
D standard toolbar

The *standard toolbar* displays buttons for commonly used commands. Rather than choose the menu command for a particular action, you can click the toolbar button. For example, with the buttons in the standard toolbar, you can open, create, print, and preview a Web or Web pages. You can also perform common editing tasks such as cutting, copying, and pasting.

E formatting toolbar

The *formatting toolbar* provides fast access to frequently used formatting features. Some of these, like **Bold**, **Italic**, and **Underline**, are buttons; click the button to select that option. Some, like **Font** and **Font Size**, are drop-down lists; click the arrow next to the button and then choose from the drop-down list that appears.

If you aren't sure what a button does, you can put the mouse pointer over the button to display the ScreenTip or button name.



tip You can set up FrontPage to display the standard and formatting toolbars together in one row or separately in two rows. To make this change, choose **Tools** → **Customize**. Click the Options tab and then check or uncheck **Show Standard and Formatting toolbars on two rows**, depending on your preference. If you display the toolbars as one row, you access all the buttons by scrolling through the standard toolbar (D).

F minimize

When you want to close the program window, but keep the program running, you can **minimize** the

program window. You might do this, for instance, so that you can view or work in another program or access desktop icons such as folders. When the program window is minimized, you can click the taskbar button that represents the program to restore the program window to its full size.



G restore

When the program window is maximized (fills the entire screen), you see a *restore* button in the title bar (A). In most cases, you want to keep the window maximized so that you can see as much of the screen as possible. If you want to see a smaller version of the program window, click the restore button.

The window doesn't fill the entire desktop and has borders. Also, after you click the restore button, it changes to a **maximize** button. Click the maximize button to maximize the window again.

maximize button



tip When a window isn't maximized, it has borders, and you can resize the window by dragging the window border. You can also move the window around on the desktop by dragging the title bar (A). You can't move a maximized window or resize it by dragging.

H program close

You can click the program's *close* button to exit the program. If you haven't saved your work, the program prompts you to do so before closing.

I document close

In addition to a program close button, each document has its own *close* button. You can click this button to close the document. Again, if you haven't saved the work on the document (in FrontPage, the pages that make up a Web), the program reminds you to do so.

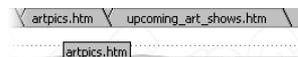


J views pane

The *views pane* displays icons for each of the different views you can work in in FrontPage. Each view is appropriate for a certain task or action in the entire process of building a Web. For example, *page view*, shown here, is used when you build pages. You can change to another view by clicking the appropriate view button. See [The Views Pane](#) on page 10 for more information.

K page tabs

A Web usually consists of a set of pages, each one represented by a *page tab*. You can open and work on the various Web pages by clicking the page's tab.



tip When you add a new page, FrontPage assigns it a generic name, but you can rename the page with a more descriptive name. Chapter 4, [Edit Web Pages](#), covers adding, deleting, and renaming pages.

L page scroll buttons

If all of the page tabs can't be displayed at once, you see *page scroll buttons*. You can click these buttons to move to the first tab, previous tab, next tab, or last tab.



M insertion point

When you need to edit, select, or add text, you start by placing the *insertion point*, a blinking vertical line, next to the text you want to work on or on the spot where you want to insert text. To place the insertion point, move the mouse pointer to the location and then click the mouse button.

N mouse pointer

The *mouse pointer* appears on-screen and moves when you move the mouse on your desktop. You use the mouse pointer to choose menu commands, click

buttons, select page tabs, and more. The pointer changes shape depending on what action you perform. See [Mouse & Pointer](#) on page 6 for more information.

O current page

The *current page* is displayed in the main part of the program window. Chapter 3, [Create Web Pages](#), tells you how to create Web pages and add them to your FrontPage Web.

P scroll bars

When a page has more contents than can be displayed in the window at one time, *scroll bars* appear. You use these bars to scroll horizontally and vertically through the document.

Click the up arrow to scroll up, and click the down arrow to scroll down. You can also drag the scroll box to scroll at a faster pace through the page.



To scroll horizontally, click the left arrow to scroll left, and click the right arrow to scroll right. You can also drag the scroll box.



Q view buttons

You can display a Web page in several different views, including **Normal**, **HTML**, and **Preview**. To change to a different view, click the appropriate view button.



R status bar

The *status bar* displays messages about current actions. The right-most section tells you how long the page will take to display on the modem speed listed. For example, here, the page will take 201 seconds on a 28.8 modem.

S taskbar

The *taskbar* displays buttons for all the document windows, programs, and content windows (such as a folder window) that are open. You can use the taskbar

to switch to a different document or program. To do so, click the button for the window you want.

tip If you want more screen space, you can hide the taskbar. When the taskbar is hidden, you can point to the taskbar area to make the taskbar pop up. To make this change, right-click a blank area of the taskbar and choose **Properties**. Check the **Auto Hide** checkbox and then click **OK**.

T task pane

The *task pane*, a new Office XP feature, lets you display common tasks. In some cases, the task pane appears automatically when you select a certain command. For example, if you click the File menu and choose Open, the New Page or Web task pane may appear. Check out the sections, [The New Page Or Web Task Pane](#), on pages 20 and 38 for more information on using this helpful task pane.

You can hide or display the task pane by opening the view menu and checking or unchecking the task pane command.

Other task panes include the Clipboard task pane (used to copy multiple items at a time) and the Search

task pane, which helps you locate text and files. See [The Task Pane](#) on page 11 for more information on the task pane.

U application control

The window controls (which include the **Minimize**, **Maximize**, **Restore**, and **Close** options) provide fast access for controlling your window. You can also select these same options from the *application control button*, which you find located in the top left corner of the FrontPage window.

Click the button to display the **Control** menu. Then choose the command you want.



If a command is dimmed, it is unavailable. For example, you can't move a maximized window, so this command appears dimmed when the window is maximized.

Customize The FrontPage Screen

You can customize the FrontPage screen in several ways to fit your personal working style. For example, you can choose to always display toolbars that you use frequently so that you can get to them quickly while you work. You might, for instance, display the drawing toolbar if you add lots of graphical elements, like WordArt text and Clipart images, to your pages. You can also build your own custom toolbars with features for buttons you use

often; doing so allows you to access just the features you need.

FrontPage also lets you customize the contents of menus. *Short menus* display only the commands you use most frequently. You can still display all the commands, but initially you see just a set of the most commonly used commands—*your* most commonly used commands. Or you might prefer to always see all the commands. FrontPage lets you make that choice.

In short, you can make the FrontPage screen appear as you want. Customizing FrontPage is the topic of Chapter 16, [Customize Your Workspace](#). Turn to that chapter to find out how to make FrontPage more efficient for you.

As you read this book, keep in mind that we always show the complete standard and formatting toolbars on two rows. Also, the Windows taskbar is hidden to show as much of the FrontPage screen as possible. Finally, we always show full menus.



Mouse & Pointer

The mouse is one of the main input devices, along with the keyboard. You use the mouse to choose commands; select text; draw, resize, and move objects; and more.

The pointer, which follows the movements of the mouse, appears on-screen. You can tell what action you are performing by how the pointer looks. FrontPage uses several different mouse pointers, and we explain the most often-used pointers here.

A arrow

Of all the cursors, you see the arrow and the insertion point (R) the most. The arrow appears when you choose a command, move the insertion point, click a toolbar button, and use the scroll bars.

B marquee

This icon appears when you use the drawing tools to draw on-screen. For example, you see the marquee pointer when you draw a text box, a rectangle, or a frame.

C busy

When FrontPage is busy performing some task, you see this pointer. If you try to perform some other action while this pointer is on-screen, you hear a beep telling you that you can't perform that action until FrontPage completes the current task.

tip Sometimes the busy pointer is different, depending on the theme and version of Windows that you have installed. You may see an hourglass or a round clock, for instance.

D I-beam

To select text, you drag this pointer across the text. It is called an I-beam because it kind of looks like a capital I.

E vertical resize

When you select an object (a table, picture, text box, and so on), *selection handles* appear around the object. You can change the size by dragging the appropriate selection handle. When you resize vertically, the pointer looks like this.

A arrow	J unavailable
B marquee	K help
C busy	L pencil
D I-beam	M eraser
E vertical resize	N format painter
F horizontal resize	O move text
G diagonal resize	P select dynamic effect
H move object	Q select table, column, or row
I link select	R insertion point

F horizontal resize

Like vertical resize (E), you can resize objects horizontally. If the pointer looks like this, you are resizing only the horizontal size of the object.

G diagonal resize

If you want to resize both horizontally and vertically, you can click a selection handle in any of the corners of the selected object. The pointer looks like this when you resize horizontally and vertically at the same time.

H move object

To move an object to a different position, you click it to select it and then drag. This pointer appears when you move an object.

tip If you want to copy an object, hold down the **ctrl** key and drag the object. This copies and moves the new object at the same time.



I link select

When the pointer hovers over a hyperlink, it appears as a hand with a pointing finger. Clicking the link takes you to that page or Web site. You learn more about hyperlinks in Chapter 7.

J unavailable

If you try to do something that is not allowed, this pointer appears. For instance, if you drag an object to move it and that placement is not allowed, you see this pointer.

K help

You can get help about on-screen commands or elements using the help pointer.

L pencil

This pointer appears when you draw a table on a Web page. You can select the thickness, color, and style of the line from the tables toolbar. Tables are covered in detail in Chapter 8.

M eraser

When you draw a table, you can use the eraser tool to erase a line or table border. When you erase, this pointer appears.

N format painter

You can copy formatting from one selection of text or paragraph to another. When you do so, the pointer looks like this. Copying formatting is covered in Chapter 5.

O move text

You can move text using commands or toolbar buttons or by dragging. When you drag text to move it, this pointer appears.

tip You can also copy text by dragging. To do so, hold down the **ctrl** key as you drag across the text that you want to copy. A pointer should appear that looks nearly the same as this one, only you also see a plus sign, indicating that you are copying the text rather than just moving it. After you copy the text, you are free to place the cursor in the text's new location and paste away.

P select dynamic effect

This pointer appears when you select a dynamic effect added to a page such as a page banner, hit counter, or link bar. See Chapter 10, [Apply Dynamic Effects](#), for information on adding these elements.

Q select table, column, or row

You can select a row or column in a table to make changes. This pointer appears when you select table items.

R insertion point

Next to the arrow (A), this pointer appears most often. It is the blinking vertical line in the text that shows where new text will appear if you start typing.

Common Mouse Operations

You can use the mouse to perform a variety of actions. The main mouse skills include the following.

Click

Press the left mouse button. Click is most commonly used to place the insertion point and select menu commands.

Right-click

Press the right mouse button. Use right-click to display a shortcut menu.

Double-click

Press the left mouse button twice in rapid succession. Double-clicking is used to open an icon or file.

Key-click

Press and hold down a key on the keyboard and then click. This is indicated as **shift+click** or **ctrl+click** in this book. These actions are used for special purposes. Shift-clicking is

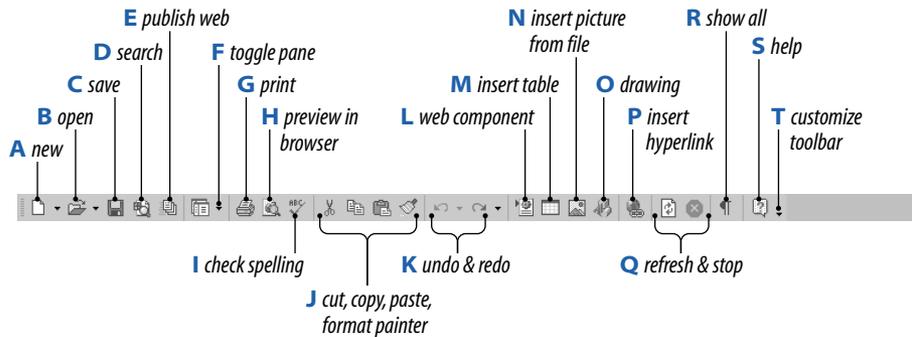
often used to select multiple items. Ctrl-clicking is used to test a hyperlink on a page.

Drag

Press and hold down the mouse button and drag the mouse. Dragging is used to move and resize objects. You also drag across text with the I-beam pointer to select text.



The Standard Toolbar



For fast access to frequently used commands, you can use the buttons on the **standard toolbar**. These buttons provide features for working with the overall Web page and include a variety of options. If you prefer buttons over menu commands, familiarize yourself with what each button does.

The standard and formatting toolbars are on by default, but they may share a row. We show them on two separate rows throughout this book.

tip To change how the toolbars are displayed, choose **Tools** → **Customize**. On the Options tab, check or uncheck **Show Standard and Formatting toolbars on two rows**.

A new

Click this button to create a new page. Click the down arrow next to this button to create a new page, Web, folder, document library, list, survey, or task.

B open

Click this button to display the **Open File** dialog box, which lets you open a page. Click the down arrow and choose **Open Web** to open a Web.

C save

Click this button to save the current page.

D search

Click this button to display the **Basic Search** task pane to search for text.

E publish web

Click this button to publish your Web. Chapter 14 covers this process.

F toggle pane

To display a folder list, click this button. Click it again to hide the folder list. You can also click the down arrow to display the **Folder List** or **Navigation Pane**.

G print

Click this button to print the current page to your default printer.

H preview in browser

Click this button to preview the current page in your default browser.

I check spelling

To start a spell check, click this button.

J cut, copy, paste, format painter

Use this set of buttons to cut, copy, and paste text or objects. Use **Format Painter** to copy formatting.

K undo and redo

To undo the last action, click **Undo**. To “undo” the undo, click **Redo**.

tip You can click the down arrow next to these buttons to select other actions (not simply the last action) to undo or redo.

L web component

Use this button to insert *Web components* such as hit counters, table of contents, link bars, and other elements.

M insert table

Click this button to insert a table onto the page. Tables are the topic of Chapter 8.

N insert picture from file

Click this button to display the **Insert Picture** dialog box. From this dialog box, you can select a picture to add to a Web page.

O drawing

Click this button to display the drawing toolbar. You can use this toolbar to draw and add graphic elements to your Web pages. Chapter 6 covers the drawing toolbar in detail. Click the button again to hide the toolbar.

P insert hyperlink

Click this button to display the **Insert Hyperlink** dialog box. Using the options in this dialog box, you can create links to other pages in your Web, to other Web sites, or to an e-mail address.

Q refresh & stop

Use these buttons to refresh a page or to stop the display of a page.

R show all

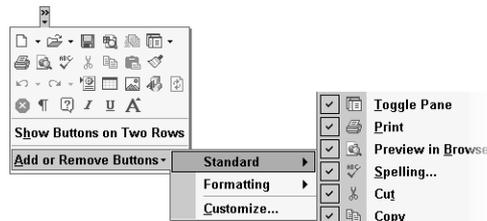
To show non-printing characters, such as hard returns, tabs, and spaces, click this button. Click it again to hide these elements.

S help

Click this button to get help on FrontPage features.

T customize toolbar

You can use this drop-down arrow to add other buttons to the toolbar or to customize the toolbar. Click the down arrow and then choose **Add or Remove Buttons** → **Customize**. Any buttons that are checked appear on the toolbar. You can check buttons to add them or uncheck buttons to hide them. At the bottom of the menu is a down arrow; click this arrow to display additional buttons to choose from.



Navigate Combined Toolbars

A *resize handle*

B *down arrow*

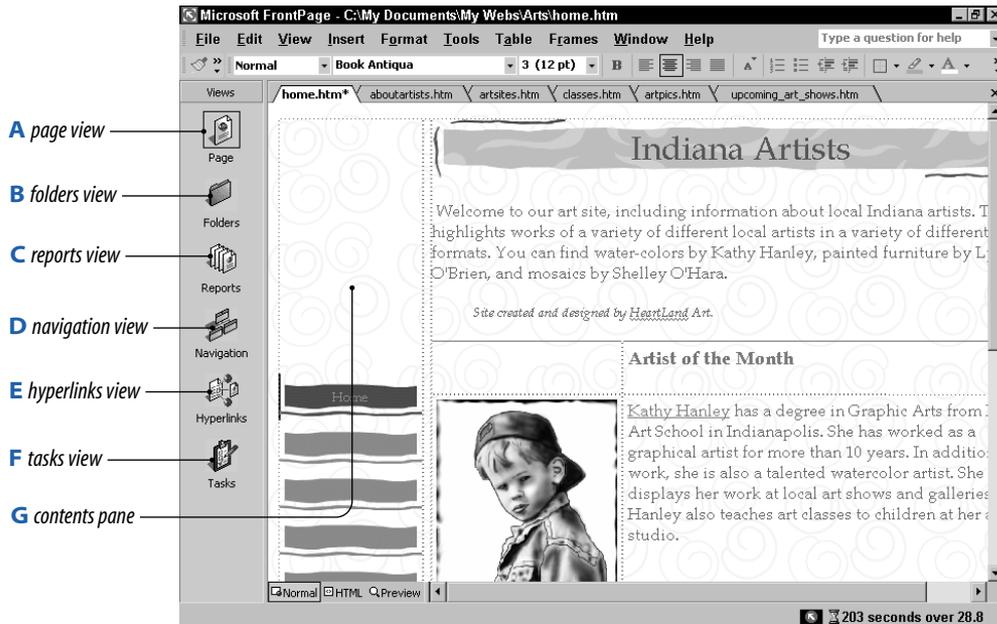


If you combine the standard and formatting toolbars on one row, the toolbar looks like this. To resize the toolbar to display more or fewer of the buttons, drag the resize handle (A). To display additional buttons, click the down

arrow and then select the button you want (B). FrontPage keeps track of the buttons you use and adjusts the default buttons that appear, replacing ones you haven't used with ones you have.



The Views Pane



FrontPage provides several views, each suitable to a particular task. You can switch to a different view by clicking its button in the views pane. The **contents pane** (G) displays the selected view. (Here you see page view.) We tell you about using these various views throughout the book.

A page view

Use this view to create Web pages. You work in page view most often when creating a Web.

B folders view

This view shows the hierarchical structure of the various Web folders and files. This view is covered in detail in Chapter 15.

C reports view

You can select from various reports that give you information about links, updated files, and a wealth of other valuable information for managing your Web. Reports are covered in Chapter 15.

tip You can also select the view from the View menu. Open the View menu and then select the view you want.

D navigation view

This view helps you see how the pages are related within your Web. You can check the navigation flow and make adjustments, as covered in Chapter 12.

E hyperlinks view

This view displays the links from pages within the Web and to other Web sites.

F tasks view

You can set up a list of tasks to accomplish and monitor them from this view. See Chapter 15 for more information.

G contents pane

In page view, you see the content of the current page in the main pane or *contents pane*. In this area, you can type text, add graphics, and basically build the content of your page.

The Task Pane

The task pane is a new feature in all Office XP programs, including FrontPage. When you select some commands, the task pane appears automatically. For example, if you click the Search button, you see the Basic Search task pane. You can also manually display the task pane by choosing **View** → **Task Pane**.

The task pane provides links for common tasks and options for performing a task (like searching). For example, in the New Page or Web task pane, you can select to open a page, create a new page or Web (blank or empty), create a new page or template from a template, or access related links such as Microsoft FrontPage Help.

The title bar of the task pane includes features for working with the task pane.

A back & forward

Click these buttons to navigate back to the previous page or forward to the next page (if you have gone back).

B display other task panes

To display other task panes, click this down arrow and then choose from the list of task panes that appears.



C close

Click this button to close the task pane.

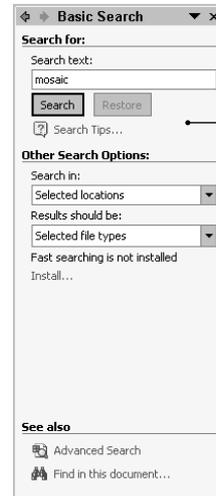
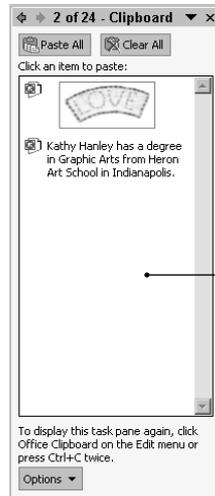
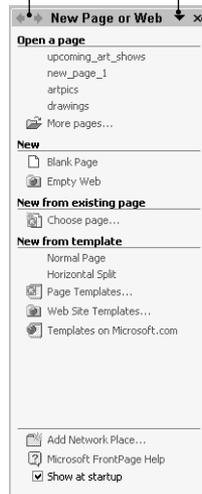
A back & forward

B display other task panes

C close

D clipboard task pane

E basic search task pane



tip You can resize the task pane by dragging the left border, making the task pane smaller or larger.

D clipboard task pane

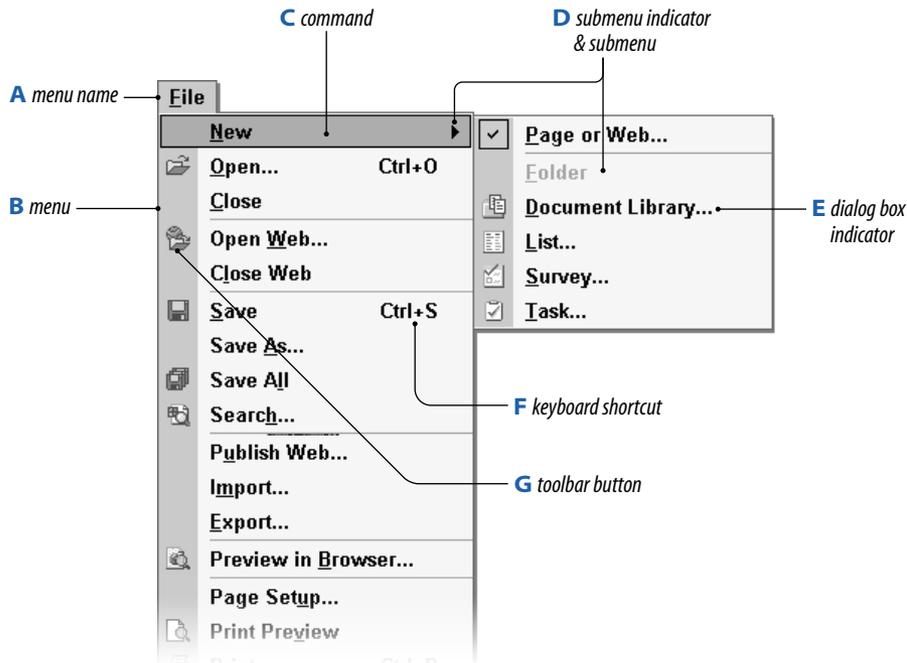
This task pane comes in handy when you copy multiple items to the clipboard, or if you want to use special paste options. Use the **Paste All** button to paste all items on the clipboard. To clear items, press **Clear All**. The **Options** button lets you choose whether to display the clipboard task pane automatically, whether to represent it on the taskbar with an icon, and other options.

E basic search task pane

The **Search** task pane helps you find text and files. In this task pane, you can tell FrontPage the text to search for, the folders and drives to search, and the file type.



Menus & Commands



When you want to perform an action in FrontPage, you choose the appropriate *menu command*. FrontPage includes a set of menus which you access through the menu bar. To use a menu, click its name; the menu list appears. From the menu, click the command you want. In some cases, the command is executed immediately. In others, a *submenu* appears (indicated by an arrow); you can then choose the desired command from the submenu. In other cases, a *dialog box* appears (indicated with an ellipsis). A dialog box enables you to provide additional information about how the command is carried out—for instance, how many copies of a page to print.

The menu itself provides other information, such as the appropriate keyboard shortcut and toolbar button for the command.

A menu name

Each menu name tells you something about the contents of that menu. For example, the **Insert** menu contains commands for inserting different elements such as pictures, comments, or files.

B menu

Lists the commands for that particular menu.

C command

You find the commands for performing various actions listed in the menu. The currently-selected command appears highlighted; click the command to execute it.

D submenu indicator & submenu

Commands followed by an arrow display a submenu when you select them.

E dialog box indicator

Commands followed by an ellipsis display a dialog box when you select them.

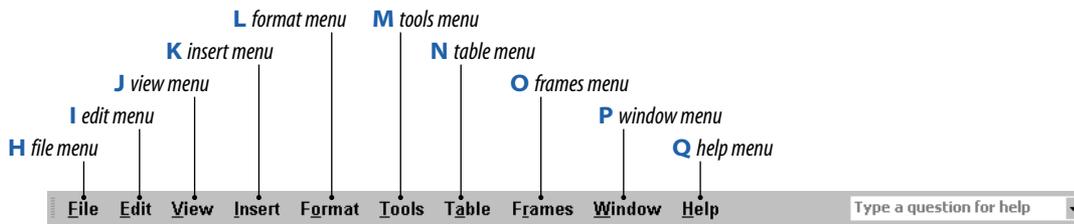
F keyboard shortcut

If a command has a keyboard shortcut, you see the shortcut listed next to the command name.

G toolbar button

If the command has a toolbar button equivalent, the icon precedes the menu name.

tip To close a menu without making a selection, click the **esc** key or click outside the menu.



H file menu

Use the **File** menu commands to open, close, and save Webs and Web pages. You can also publish the Web; import and export data; preview, set up, and print pages; send a page as an e-mail attachment; exit the program, and perform other file-related tasks.

I edit menu

Use the **Edit** menu commands to move, copy, and paste text and objects. You can also undo and redo actions, find and replace text, and set up tasks.

tip If a command is dimmed, the command is unavailable. For example, if the Undo command is dimmed, you can't undo the last action.

J view menu

Use the **View** menu to choose from several views. You can also select which on-screen elements, such as the task pane and toolbars, are displayed. Items that are checked are displayed. To turn off an item, select that command and remove the checkmark. For more information on different views, see [Views](#) on pages 32 and 33.

K insert menu

The **Insert** menu enables you to insert breaks, lines, the date and time, symbols, comments, navigation elements, banners, web components, pictures, files, hyperlinks, and other key elements that you use to build a Web page.

L format menu

Use the **Format** menu to make formatting changes to text and other objects. Most of the formatting

commands are covered in Chapter 5, [Enhance Page Design](#).

M tools menu

The **Tools** menu is kind of a miscellaneous grab bag of features, from spell-checking to customizing FrontPage.

N table menu

The **Table** menu contains commands for creating, editing, and formatting tables. See Chapter 8, [Insert Tables](#), for help on using these commands.

O frames menu

You can divide a page into frames and arrange them using the commands in the **Frames** menu. Chapter 11, [Divide A Page Into Frames](#), provides information on these commands.

P window menu

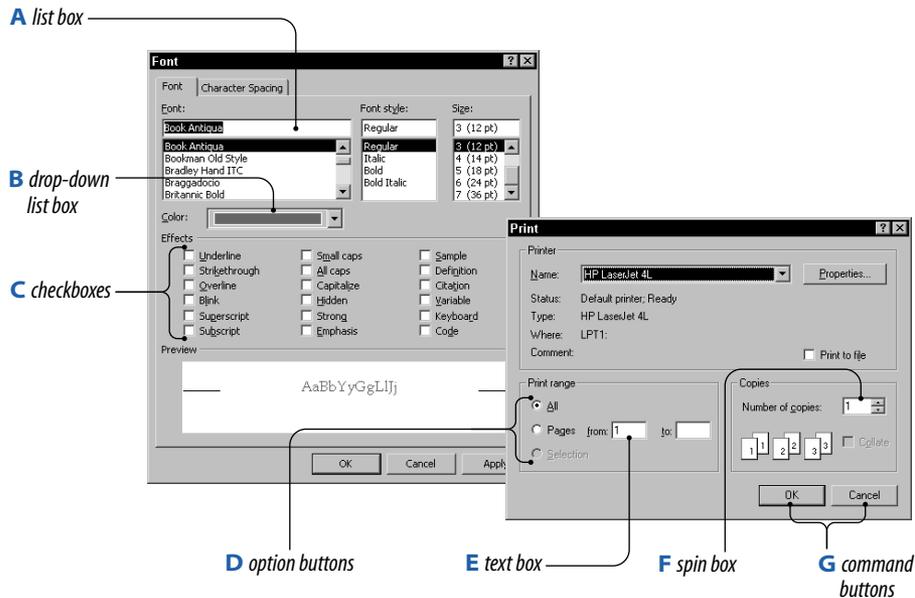
Use the **Window** menu to move among the different pages that are open. The current page is indicated with a checkmark. To select another page, click its name.

Q help menu

Access help features from the **Help** menu. See [Get Help With Answer Wizard](#) and [Get Help With Table Of Contents](#) on pages 16 and 17 in this chapter.

tip You can also access commands using the keyboard. See [Keyboard Shortcuts](#) on page 18 for more information.

Dialog Boxes



When you need to make choices about how a command is performed, a *dialog box* appears to let you make those choices. You then select options in the dialog box and click OK (or some other command button appropriate to the dialog box) to carry out the command. All Windows programs, including FrontPage, share the same types of dialog box options.

A list box

Select an option from the list. You can scroll through the list to see all of the available options. The items are usually listed alphabetically.

B drop-down list box

In this type of list box, only the first option is displayed. Click the down arrow to display other options; then click the option you want.

C check boxes

Click a checkbox to select that option (indicated with a checkmark). Click it again to remove the checkmark and turn off that option. You can select as many checkbox options as you want.

D option buttons

Click an option button to select it; the button appears darkened. You can select only one option button in a set of option buttons.

Some dialog boxes have more than one set of option buttons. In this case, you can select one option for each set.

tip Instead of using your mouse to move among the various elements in a dialog box, press the tab key to jump from option to option.

E text box

You can type desired options into a text box, such as the pages to print or the file name when saving a file.

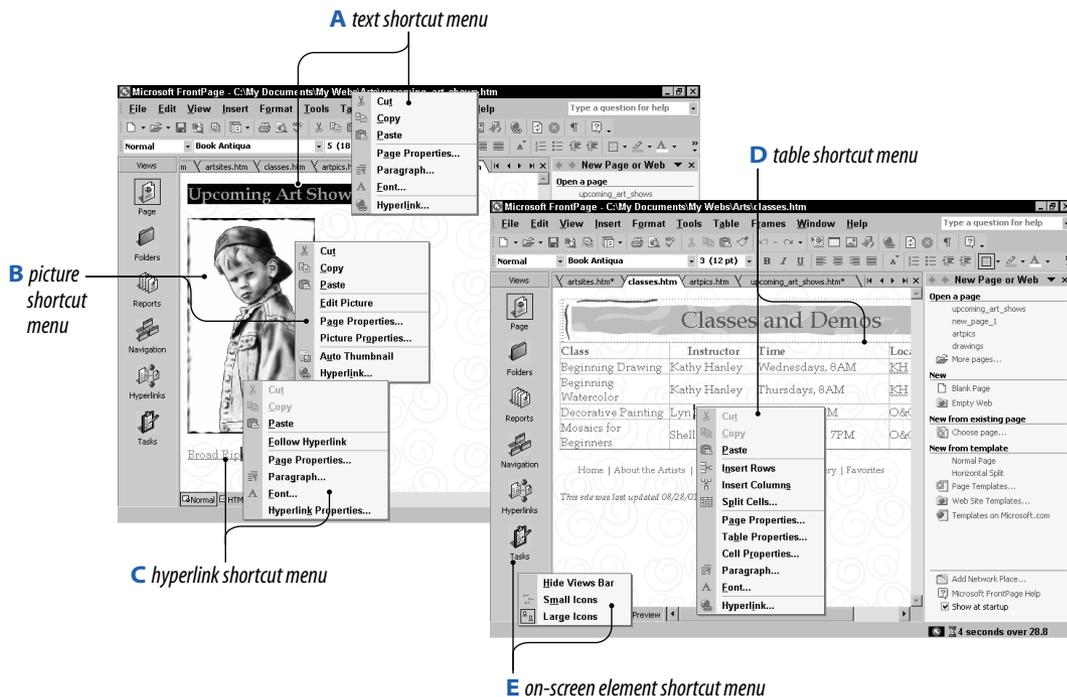
F spin box

For some text boxes that contain values, you can type the value or use the spin arrows to increment the value.

G command buttons

The main command buttons are **OK**, which carries out the command, or **Cancel**, which cancels and closes the dialog box. Some dialog boxes have additional buttons; clicking these buttons displays other dialog boxes.

Shortcut Menus



In addition to the menus that you find in the menu bar, FrontPage offers a number of *context-sensitive* command menus. When you right-click text or an object, a list of appropriate commands appears in a shortcut menu. Some of the most common shortcut menus are described here.

tip If you display a shortcut menu by mistake, press **esc** to close the shortcut menu without making a selection.

A text shortcut menu

When you right-click a selection of text or within text, you see commands that relate to working with text. You can cut, copy, and paste selected text as well as choose formatting options or make the text a hyperlink.

B picture shortcut menu

Right-click a picture and you see a set of commands for cutting, copying, and pasting the picture, as well as commands for setting picture and page properties.

tip When you click a picture, the pictures toolbar appears by default. You can read more about working with pictures in Chapter 6.

C hyperlink shortcut menu

The shortcut commands for a hyperlink enable you to follow (display) the link, change the appearance of the link, and change link properties.

D table shortcut menu

As you might expect, right-click within a table, and you see commands for working with the table. You can insert rows or columns, split cells, set cell properties, and more.

E on-screen element shortcut menu

You can also right-click most on-screen items, such as the views pane or the toolbars, to customize them using the shortcut menu that appears.



Get Help With Answer Wizard

It's difficult to remember how to perform the myriad of tasks and use the many commands and features of any program, let alone one as powerful and complex as FrontPage.

To assist you, FrontPage provides online help, and the fastest way to access that help is by using the **answer wizard** textbox in the menu bar.

1 type question

The faint type "Type a question for help" is just a reminder for what answer wizard does. Just click in the textbox and type your question. Press **enter** to submit your question.

tip You don't have to type an entire question; you can type just a few keywords. Try to use the feature name, if you know it, or describe the task you want to perform in as much detail as you can to get the most relevant matches.

2 select help topic

You can click any of the listed topic links to display help on that topic. If you don't see quite the topic you think you need, click the **See more...** link.

3 review help info

The **help window** appears displaying the related help information.

4 print help info (optional)

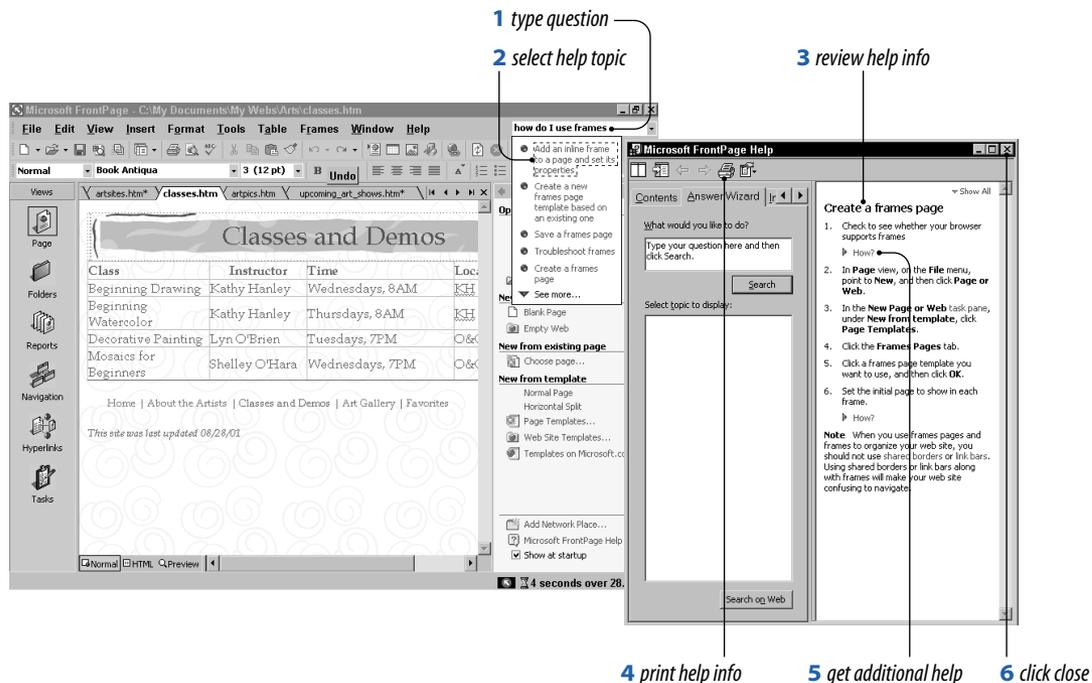
Click the **Print** button to print the help information.

5 get additional help (optional)

You can click any of the highlighted text to display additional information. If you click a term, you see a definition. If you click a **How?** link, the steps expand to show exactly how to perform the step in more detail.

6 click close

When you finish reviewing the information, click the **close** button to close the help window.



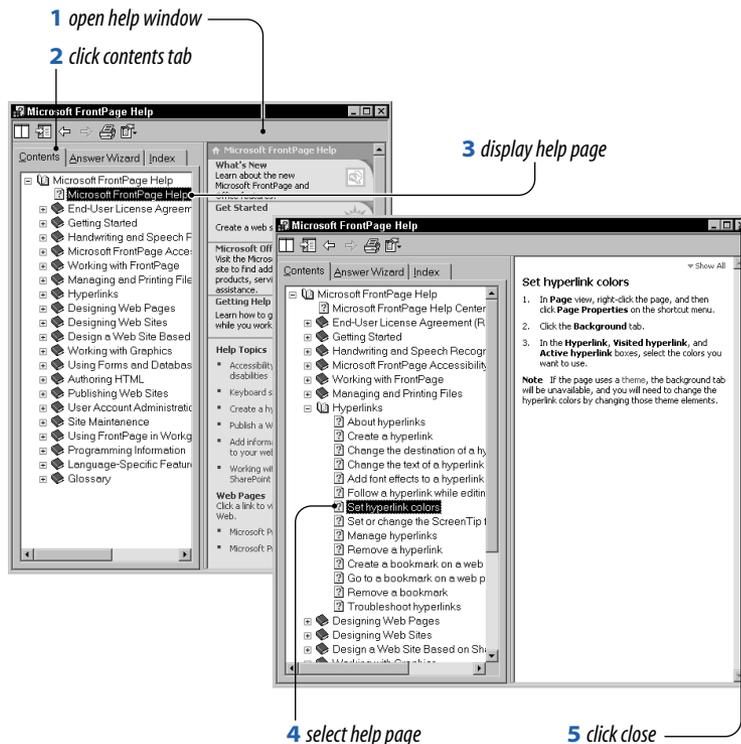
FrontPage provides other methods for getting help, including browsing through the help feature's table of contents and using the index. Browsing is good when you want to get an overall sense of the type of topics; it's similar to browsing the table of contents of a book to find information. Using the index is helpful when you want to look up a particular feature, and you know the exact name of the feature.

1 open help window

Choose **Help** → **Microsoft FrontPage Help**. As a shortcut, you can also press F1.

2 click contents tab

You see a list of topics; think of these topics as chapters in a book. To get to the page level, you have to open the chapter until you find the right "page."



tip If the Office Assistant appears, you will probably want to turn it off—this feature annoys most users. It lets you type a question and then select from the matching topics, just like the answer wizard.

To hide the Office Assistant, right-click it. (Usually the Assistant looks like an animated paper clip, but you can change the animation figure if you choose to keep the Assistant around.) Then choose **Options**. On the Options tab, uncheck **Use the Office Assistant** and then click **OK**.

3 display help page

Click the plus sign next to the topic of interest. The list expands to show related topics.

4 select help page

Click the topic that most closely matches what you want to look up. When you do so, the right pane shows the help information.

In some cases when you click a help page, you see several options in the right pane that relate to the help topic. Click the help link that seems most related to the help you need.

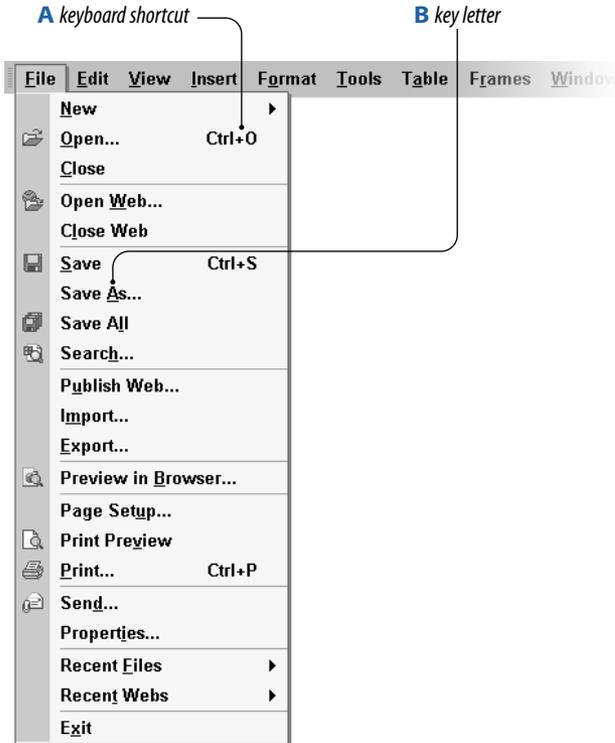
5 click close

When you finish reviewing the help information, click the **close** button to close the help window.

tip To use the help feature's index, you follow the same basic steps: Open the **help** window and then click the **Index** tab. You then type the keywords you want to match and click **Search**. You can then select from the list of found topics in the **Choose a topic** list.



Keyboard Shortcuts



Some users, especially those who are fast typists and don't relish moving their hands away from the keyboard to the mouse, like to use *keyboard shortcuts* to perform commands.

For many commands, you can use either a keyboard shortcut or a key letter to perform the command from the keyboard.

A keyboard shortcut

A *keyboard shortcut* is usually a combination of keys that when pressed in order perform a command. The keyboard shortcut for a command appears next to the name of the command in the menu. For example, the keyboard shortcut for the Save command is **ctrl+S**. To use the shortcut, hold down the **ctrl** key and press the **S** key.

Some keyboard shortcuts aren't key combinations, but are function keys instead. As an example, you can press **F1** to get help.

B key letter

The *key letter* of a command or menu is underlined. To open a menu, press **alt** and then press the key letter of the menu name. For instance, to open the File menu, press **alt+F**.

To choose a command, press the underlined key letter of that command. For example, to choose the Save command, press **S**.

tip Dialog boxes also have key letters which you can use to select options.

Use Keyboard Shortcuts

Take command of the keyboard by using these common keyboard shortcuts.

Command	Shortcut	Command	Shortcut	Command	Shortcut
Save	ctrl+S	Copy	ctrl+C	Italic	ctrl+I
Open	ctrl+O	Paste	ctrl+V	Underline	ctrl+U
Print	ctrl+P	Undo	ctrl+Z	Align Left	ctrl+L
Cut	ctrl+X	Select All	ctrl+A	Center	ctrl+E
		Find	ctrl+F	Align Right	ctrl+R
		Replace	ctrl+H	Spelling	F7
		Insert Hyperlink	ctrl+K	Help	F1
		Bold	ctrl+B		