

## Chapter 1

# Weaving a FrontPage Web Site

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### *In This Chapter*

- ▶ Understanding Web publishing
  - ▶ Creating a new Web site
  - ▶ Using FrontPage to work with an existing Web site
  - ▶ Opening and closing a FrontPage Web site
  - ▶ Deleting a Web site
  - ▶ Exiting FrontPage
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**W**ith 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 or network connection and are cranking out publications with worldwide impact. What happened?

The World Wide Web happened. Now that the Web is part of everyday life, computers are no longer isolated islands of correspondence, recipes, and personal finance records. Your computer can now hook you into a world of information and communication possibilities. The writing's on the wall: The Web is here to stay, 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 dot-com world (or being dragged in, kicking and screaming, by your employer or your kids), you're in for a pleasant surprise: With a little help, creating a Web site with FrontPage 2003 is easy and fun.

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

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### *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 Web sites as their *home pages*. FrontPage often refers to Web sites simply as *sites*. 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 the pages together using *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. Hyperlinks can also initiate a download or pop open an e-mail window.

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 (or, if you're working on an internal company site, the company's intranet). This isn't automatic. For a Web site to be live, you must transfer the site's files from your computer to a *Web server*, a host computer that runs special Web server software and that's connected to the Internet 24 hours per day.

If you're working on an intranet site, the publishing process is similar, except that only those with a password to access the intranet can view your site. An *intranet* is an internal company network based on the same type of technology as the Internet, with access restricted to people within that company. Intranet sites generally contain information useful to company insiders, such as policies, collaborative tools, and department announcements.

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. Yet another option is to sign up with one of the many hosting companies that offer server space for free (see Chapter 17 for pointers to some of these companies).

### *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 tinker with FrontPage. And what better way to get started than to create your first Web site?

If this feels like getting thrown into the deep end before learning to swim, relax. As you get acquainted with FrontPage, you can change any aspect of your Web site or just delete the Web site and start over.

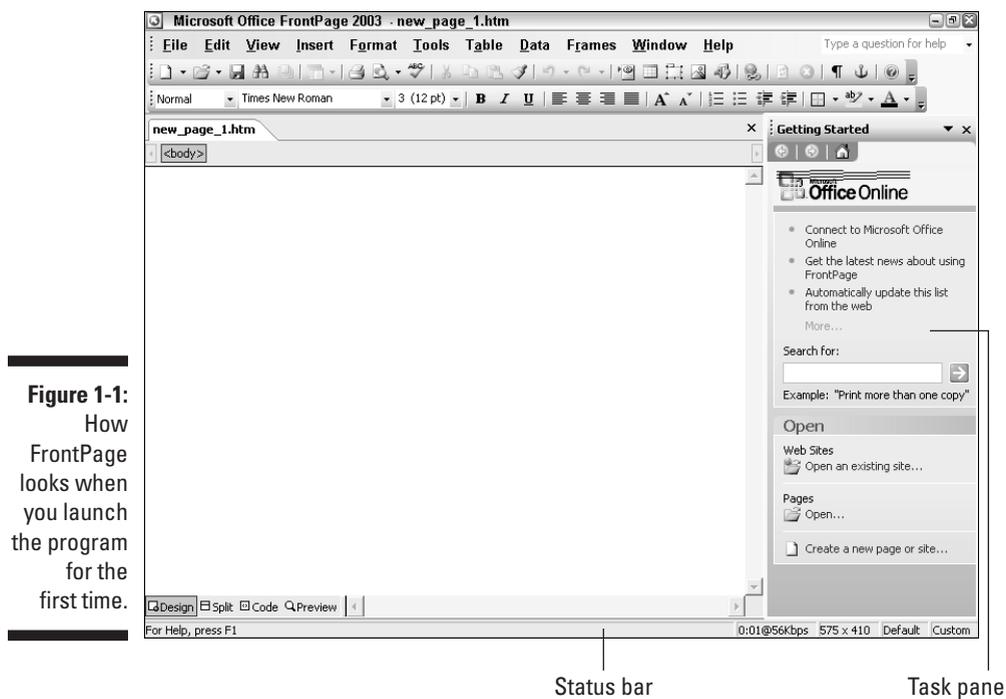
To create your first FrontPage Web site, follow these steps:

- 1. Launch FrontPage by choosing Microsoft Office FrontPage 2003 from the Start menu. (The exact location of the FrontPage icon depends on choices you make when installing FrontPage and on the version of Windows you have on your computer.)**

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 this is the very first time you're launching FrontPage, a dialog box appears encouraging you to activate your program. You can click the Cancel button to make the dialog box disappear for now, but it will pop up again each time you launch FrontPage. Sooner or later, you'll have to take the extra few seconds to activate FrontPage; just follow the directions in the dialog box when the time comes.)

- 2. Insert some text into the page — that is, start typing.**



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

Status bar

Task pane

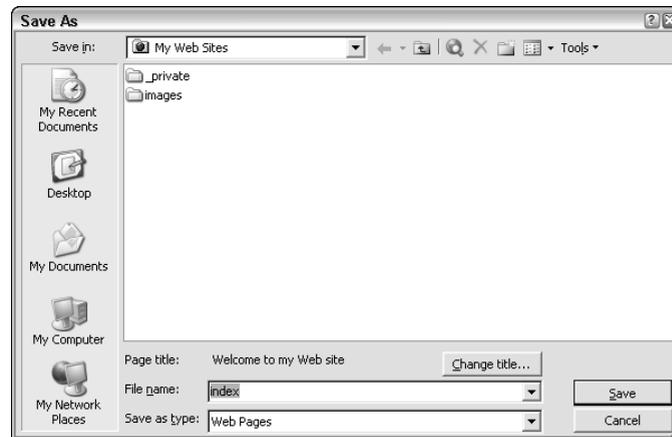
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- 3. On the Standard toolbar near the top of the FrontPage window, click the Save button.**

The Save As dialog box appears, as shown in Figure 1-2. The dialog box prompts you to save your new Web page in the My Web Sites folder (which is located inside the My Documents folder on your hard drive). When you installed FrontPage, the Setup program created the My Web Sites folder as the default saving location for your FrontPage Web sites.

**Note:** If you share a computer with other people and use the Windows system of users and passwords to maintain separate settings, the My Documents folder is located inside the Documents and Settings folder, in a subfolder identified by your user name.



**Figure 1-2:**  
The Save As  
dialog box.

- 4. Don't change the default filename (index) visible in the dialog box's File Name text box.**

Most Web servers look for the file named *index* to identify the Web site's default page, also known as the site's *home page*.

When you save the page, FrontPage automatically adds the *.htm* extension to the filename. I talk more about how to name Web pages in Chapter 2.

- 5. To change the page title, click the Change Title button.**

The Set Page Title dialog box appears.

- 6. In the dialog box's Set 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 2, I go into more detail about how to choose a good page title.

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

The Save As dialog box becomes visible again.

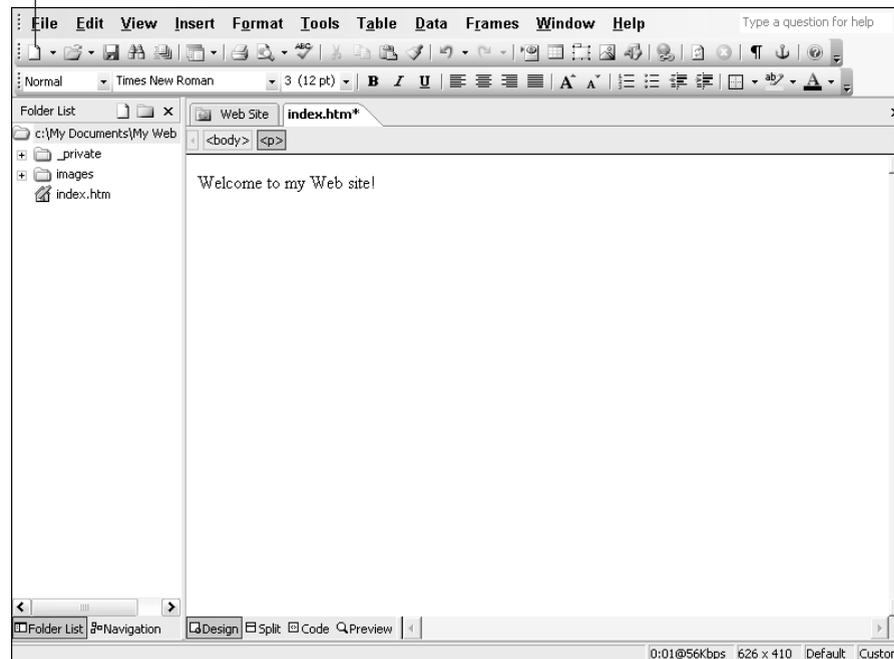
**8. Click the Save button.**

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).

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 2.
- ✔ Set your first Web site aside and create a completely new Web site (read on for details).

Create a new normal page



**Figure 1-3:**  
Your first  
Web site.

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### *Creating Additional Web Sites*

When you're ready to go beyond the initial site you created when you first launched FrontPage, you're at the point where the program confuses many folks. After all, the notion of creating a new Web site *before* creating individual Web pages seems backward. Surely one must first create the pages, then "bind" those pages together to form a site, right?

Not exactly. FrontPage prompts you *first* to create a Web site, and *then* to fill the site with the pages and other files that make up the site's content. This sequence of events makes sense when you know what the program is doing behind the scenes. For FrontPage, the first step in creating a new Web site is creating a folder and earmarking it as the future storage location for all the pages and files that will make up the site. After FrontPage creates that folder, the program is ready for you to begin work building your Web site, whether that's by creating new Web pages, importing existing pages from another location, or whatever. (I discuss the nitty-gritty of site-building in future chapters; I mention this now only to familiarize you with the big-picture workings of FrontPage.)

When you're ready to create a new Web site, FrontPage provides you with a comfortable balance of direction and flexibility. If you want help getting started, use a Web site template or wizard to crank out a boilerplate Web site, complete with linked pages, to which you add your own text and graphics. 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 or wizard*

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 if you're not sure where to begin, they give you a good place to start.

FrontPage comes with four templates:

- ✔ **Customer Support Web Site:** This site is geared toward companies who want to provide Web-based product support. Site visitors can read product news, have questions answered, brainstorm with other users, view catalogs, and more.
- ✔ **Personal Web Site:** Use this template to jump-start your personal home page. This template contains space for a photo collection, personal information, and a list of favorite sites.

- ✓ **Project Web Site:** This site 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.
- ✓ **SharePoint Team Site:** Sites created with this template (as well as the templates visible in the Packages tab of the Web Site Templates dialog box) must be published on a host server that supports SharePoint Services. I briefly discuss SharePoint in Chapter 17.

A *wizard* takes you through the site-creation process by presenting you with a series of dialog boxes that prompt you to select different options. FrontPage comes with wizards for its most elaborate Web site templates:

- ✓ **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.

FrontPage comes with two additional wizards: the Import Web Site Wizard and the Database Interface Wizard. I introduce you to the Import Web Site Wizard later in this chapter.



The Database Interface Wizard helps you hitch your site to a Microsoft Access, Microsoft SQL Server, or Oracle database. The implications are powerful: Visitors can add to or change database records using their Web browsers, and much more.

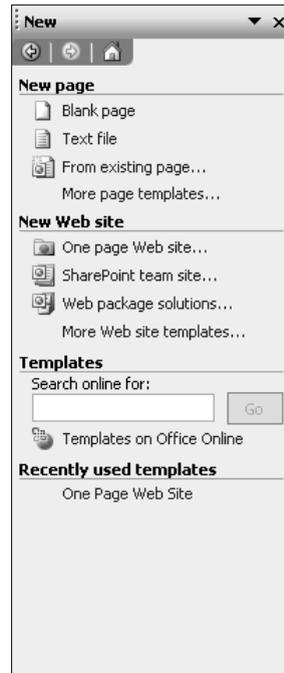
FrontPage contains other tools for working with databases as well; however, creating database-driven Web sites with FrontPage is an intermediate-to-advanced task and goes beyond the scope of this book. Fortunately, the FrontPage Help system contains detailed instructions about working with databases, including the system requirements for the host server. To access Help, press F1.

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

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

The task pane appears at the right of the FrontPage window, as shown in Figure 1-4. The contents of the task pane change depending on what you happen to be doing. Because you just asked FrontPage to help you create a new Web site, the task pane displays its array of New Page and New Web Site tools and shortcuts.

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**Figure 1-4:**  
The task  
pane.

**2. In the task pane's New Web Site section, click More Web Site Templates.**

The Web Site Templates dialog box appears.



Quick shortcut for next time: On the Standard toolbar, click the downward-pointing arrow next to the Create a New Normal Page button. From the menu that appears, choose Web Site. This action pops you straight into the Web Site Templates dialog box.

**3. In the dialog box's General tab, click the template or wizard you want to use.**

**4. In the Specify the Location of the New Web Site text box, enter the location of the new Web site, or click the Browse button to choose a location from a folder list.**

By default, FrontPage saves new Web sites inside a subfolder of the My Web Sites folder (which is located inside the My Documents folder, generally on the C drive). To save the Web site in a different folder on your hard drive or local network, 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 click the Browse button in this step, the New Web Site Location dialog box appears. In this dialog box, navigate to the location in which you want FrontPage to create the new site, and then click the Open

button. The dialog box closes, and the Web Site Templates dialog box becomes visible again. The path to the location you chose appears in the Specify the Location of the New Web Site text box.



If you save your new Web site inside a 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 choose a folder that already contains a FrontPage Web site, FrontPage prompts you to choose a different location.

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

#### 5. In the Web Site Templates dialog box, click OK.

If you chose a template in Step 3, the dialog box closes, and FrontPage creates the new Web site in the location you specified.

If you chose a wizard in Step 3, after the dialog box closes, the introductory wizard dialog box appears. Answer the wizard's questions and then click Next to move on. If you change your mind about a decision you made earlier in the process, click the Back button as many times as you need to and change your settings. When you reach the final wizard dialog box, click the Finish button to complete the 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.)

After FrontPage creates the new Web site, the site's rather daunting array of files and folders appears in the Folder List. A duplicate file list also appears in the main portion of the FrontPage window inside a tabbed area called *Web Site*. Try not to be put off by the sheer number of files you see; they fit together nicely and make sense when you open the site's home page (named *index*) and start looking around. Chapter 2 shows you how to open pages, and the chapters in Part II tell you everything you need to know about adding and changing Web page content. In Chapter 15, I explain the workings of the Web Site tab in detail.

## 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 Web Sites folder inside the My Documents folder on the C drive," you can just say `C:\My Documents\My WebSites\index.htm`.

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### Another piece of the puzzle: FrontPage Server Extensions

Certain templates and wizards make use of unique FrontPage features, such as keyword site searches and interactive discussion groups. For these and several other fancy features to work 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 (most don't), and I cover FrontPage Server Extensions in more detail in Chapter 17.

### *Creating a Web site from scratch*

Templates and wizards can be helpful, but frankly, the sites they generate lack personality. You'd probably spend more time customizing a template-based site than you would building a site from the ground up.

In a from-scratch Web site, you supply the design and content. Here's how to begin:

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

The task pane appears (refer to Figure 1-4).

**2. In the New Web Site section of the task pane, click One Page Web Site.**

The Web Site Templates dialog box appears with the One Page Web Site template already selected.

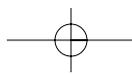
**3. In the Specify the Location of the New Web Site text box, enter the location of the new Web site, or click the Browse button to choose a location from a folder list.**

**4. After you've chosen the Web site's location, click OK in the Web Site Templates dialog box.**

The dialog box closes, and FrontPage creates a new Web site. Take a look at the Folder list and notice the site contains only a single page: the home page, and it's empty at that, ready for you to furnish as you see fit.

(If another Web site is already open in FrontPage when you create a new Web site, the new Web site appears in a new FrontPage window.)

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 Site Wizard, a handy tool that does most of the work for you.

How the wizard works depends on the location of the site you want to import.

### *Importing a site from a location on your computer or network*

If the site you want to import lives on your hard drive or local network, you simply need to point the Import Web Site Wizard at that location so that it can grab the site's files.

To do so, follow these steps:

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

The task pane appears.

- 2. In the New Web Site section of the task pane, click More Web Site Templates.**

The Web Site Templates dialog box appears.

- 3. In the dialog box's General tab, click Import Web Site Wizard.**

- 4. In the Specify the Location of the New Web Site text box, enter the location of the new Web site, or click the Browse button to choose a location from a folder list.**

This "new" Web site will contain all the content you are about to import; in other words, it will end up as a copy of the original Web site.

- 5. After you've chosen the new Web site's location, click OK in the Web Site Templates dialog box.**

The dialog box closes, and the Import Web Site Wizard — Welcome dialog box appears (see Figure 1-5).

- 6. Select the File System option.**

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**Figure 1-5:** The Import Web Site Wizard can grab Web sites from just about anywhere.

**7. In the Web Site Location text box, specify the location of the Web site you want to import.**

Type the folder's path or click the Browse button to navigate your file system or network.

**8. If the site you want to import contains subsites, and you want to import them, mark the Include Subsites check box.**

A *subsite* is a fully functional Web site that lives inside a folder in the Web site you're importing. (I talk in detail about subsites in Chapter 15.)

**9. Click Next.**

The Choose Your Destination Web Location dialog box appears. The location you specified in Step 4 appears in the Local Copy Location text box. You can stick with this location, or you can enter a new file path here (you must uncheck the Add to Current Web Site check box to access the file path).

**10. After you've chosen a location for the imported Web site, click Next.**

The Congratulations dialog box appears, letting you know you're almost done.

**11. Click Finish.**

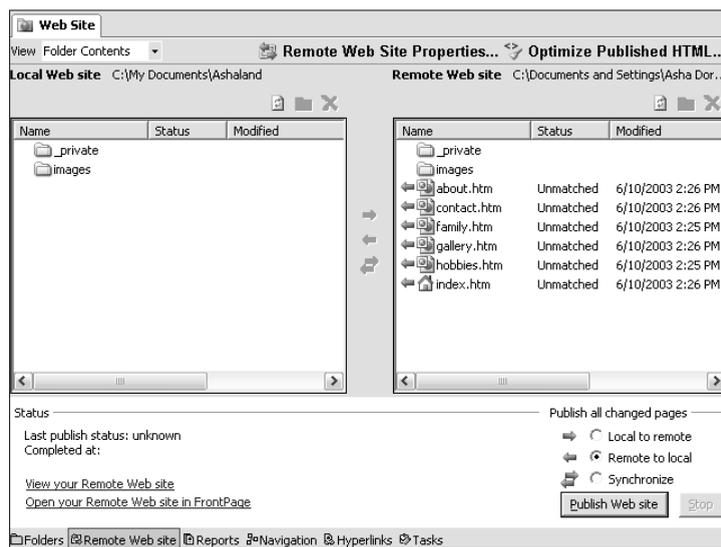
The Import Web Site wizard closes, and the Remote Web Site view appears inside the main FrontPage window (see Figure 1-6).

You delve into the Remote Web Site view in Chapter 17, because this is the same part of the program you use to eventually publish your finished

site on the Web. In this case, however, FrontPage uses the Remote Web Site view to show you, file by file, the import process (essentially a fancy way of copying files and folders from one place on your hard drive or network to another). The left side of the window displays the file system of the saving location you selected in Step 4, and the right side displays the file system of the site you're importing. Items with arrows next to them will be imported. To keep a page from importing, right-click the file's icon, and from the pop-up menu that appears, choose Don't Publish. The arrow is replaced by a stern red X.

**12. In the lower-right corner of the FrontPage window, click the Publish Web Site button.**

FrontPage imports the site. To open the site's pages, double-click their icons in the Folder List.



**Figure 1-6:**  
The Remote  
Web Site  
view.



Even though the button says “Publish Web Site,” you’re not actually *publishing* your site (that is, making it live on the Web for all to see). Publishing involves a few more steps, which I describe in Chapter 17.

## Importing a site from the Web

FrontPage knows how to grab a site directly from the Web — quite a time-saver if you’ve already published a site using a different program, or if you’re inheriting a site that’s already up and running.

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When you import a site from the Web, it helps to know something about the host Web server's features. Does the server run the HTTP or FTP protocol? Does the server have FrontPage Server Extensions or SharePoint Services installed? If your answer to these questions is "uhhhhhm," or you can't get a hold of the server's administrator to find out, not to worry; FrontPage is smart enough to figure out a few things on its own.

To import a site from the Web, first activate your Internet connection, and then do this:

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

The New task pane appears.

**2. In the New Web Site section of the task pane, click More Web Site Templates.**

The Web Site Templates dialog box appears.

**3. In the General tab, click Import Web Site Wizard.**

**4. In the Specify the Location of the New Web Site text box, enter the location of the new Web site, or click the Browse button to choose a location from a folder list.**

This "new" Web site will contain all the content you are about to import; in other words, it will end up as a copy of the original Web site.

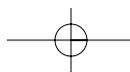
**5. After you've chosen the new Web site's location, click OK in the Web Site Templates dialog box.**

The dialog box closes, and the Import Web Site Wizard — Welcome dialog box appears.

**6. Select the option that corresponds to the type of host server on which the site is stored.**

- If you're importing a site from a host Web server outfitted with FrontPage Server Extensions or SharePoint Services, choose the FrontPage Server Extensions or SharePoint Services option.
- If host Web server supports neither FrontPage Server Extensions nor SharePoint, or if you're not sure, choose the HTTP option.

**Note:** FrontPage also knows how to import Web sites from FTP servers and WebDAV-enabled Web servers. FTP servers are servers which are set up for file transfer, not Web hosting, but which sometimes serve as storage locations for Web sites nonetheless. WebDAV enables users to collaboratively manage and edit files on remote servers.



**7. In the Web Site Location text box, specify the Web address of the Web site you want to import.**

The address looks something like `http://server.address.com`.

**8. If the site you want to import contains subsites, and you want to import them, mark the Include Subsites check box.**

A *subsite* is a fully functional Web site that lives inside a folder in the Web site you're importing. (I talk in detail about subsites in Chapter 15.)

Don't forget to turn on your Internet connection.



**9. Click Next.**

- If you chose the FrontPage Server Extensions or SharePoint Services option, the Enter Network Password dialog box appears. In the dialog box, type your user name and password (you chose these when you signed up for an account with your ISP) and then click OK. The dialog box closes, and the Choose Your Destination Web Location dialog box appears (read on for details).
- If you chose the HTTP option, the Choose Your Destination Web Location dialog box appears. The file path you chose in Step 4 appears in the Local Copy Location text box. You can stick with this location, or you can enter a new file path here (you must uncheck the Add to Current Web Site check box to access the file path).

**10. After you've chosen a location for the imported Web site, click Next.**

The next dialog box that appears depends on the server type you chose in Step 6.

- If you chose the HTTP option, the Set Import Limits dialog box appears. This dialog box enables you to control how much of the Web site you want FrontPage to import. To limit the levels of subfolders FrontPage imports, select the Import the Home Page Plus Linked Pages X Levels Deep 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, select the Import a Maximum of X Kilobytes 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, select the Import Only HTML and Image Files check box. When you're done, click Next.
- If you chose the FrontPage Server Extensions or SharePoint Services option, you are presented with the reassuring Congratulations dialog box, leading you to believe that you're finished with the import process (guess what — you're not).

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### 11. Click Finish.

If you chose the HTTP option, the Import Web Site Wizard performs its magic and, in a moment (or several if the site's big), your Web site appears in FrontPage. You're done! Stop reading this section!

If you chose the FrontPage Server Extensions or SharePoint Services option in Step 6, the Import Web Site Wizard closes, and the main FrontPage window becomes visible again, with its Remote Web Site view showing (refer to Figure 1-6).

What you're essentially doing now is *reverse publishing* from the remote computer (the host Web server) to your local computer. The left side of the window displays the file system of the saving location you selected in Step 4, and the right side displays the file system of the site you're importing. Items with arrows next to them will be imported. To keep a page from importing, right-click the file's icon, and from the pop-up menu that appears, choose Don't Publish. The arrow is replaced by a red X.

When you're ready, in the lower-right corner of the FrontPage window, click the Publish Web Site button, and watch as FrontPage sucks the files right into your local file system. Phew.

## Open, Sesame!

You don't need a special incantation to open a FrontPage Web site. Each time you launch FrontPage, the program automatically opens the last Web site you were working on. FrontPage also saves shortcuts to recently opened Web sites in the Getting Started task pane, as well as in the File→Recent Sites menu item. If you don't see the site you want there, follow these steps:

### 1. With FrontPage running, choose File→Open Site.

The Open Site dialog box appears. This dialog box displays the folders on your computer or local network.

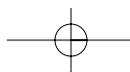
### 2. In the dialog box, navigate your hard drive or network to the location of the folder that contains the Web site you want to open.

Folders containing FrontPage Web sites are marked with little globe icons.

### 3. Click Open.

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





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



Opening a subsite of the current site is a snap: In the Folder List, double-click the subsite's folder. (If the Folder List isn't visible, on the Standard toolbar, click the Toggle Pane button or choose View⇨Folder List.) You can tell if a folder inside a FrontPage Web site contains a subsite because the subsite's folder is marked with a globe icon.

## Closing a Web Site

To close a Web site, close the window in which the site is displayed (click the little X button in the upper-right corner of the window). If you haven't yet saved changes to the site's pages, FrontPage prompts you to do so. After FrontPage saves any changes, the window closes.

If you have only one Web site open and want to close the site but leave FrontPage running, choose File⇨Close Site.

## Deleting a Web Site

Remove those dusty old Web sites lurking in the corners of your computer. You're rewarded with a tidy hard drive and lots of free 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, select the Delete This Web Site Entirely option and then click OK.**

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



When you delete a Web site, you delete its subsites as well.

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### Screaming . . . er, 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 **Help**→**Microsoft FrontPage Help** (or press F1) to access a nicely organized set of FrontPage crib notes, plus related links to Web-based resources. Or type a question into the text box sitting in the upper-right corner of

the FrontPage window, and Help will do its best to find an answer.

For a reminder about the purpose of a particular button, pause your mouse pointer over the button; in a moment, a yellow ToolTip appears.

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

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



You can also delete FrontPage Web sites by deleting their folders using Windows Explorer. The benefit here is that deleted sites go into the Recycle Bin, so you *can* retrieve them if you later change your mind.

## Exiting FrontPage

When you're done with Web-building for the day, closing up shop takes only a second or two. To exit FrontPage, choose **File**→**Exit**. If any of the site's pages are currently open and unsaved, FrontPage prompts you to save the pages, and then the program closes.