

Microsoft®
FrontPage 2002
 Quick Reference Card

The FrontPage 2002 Screen

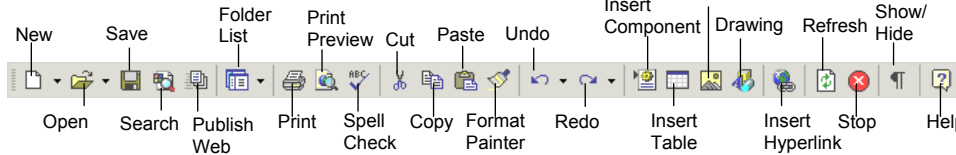


The Views Panel

	Shows current Web page in different views: Normal, HTML, and Preview.
	Shows all the files and folders in the Web site
	Allows you to analyze and view the status of elements in the Web site
	Shows the structure and organization of the Web site.
	Shows the hyperlinks to and from each page in the Web site
	Keeps track of tasks that need to be completed in the Web site

The Fundamentals

The Standard Toolbar



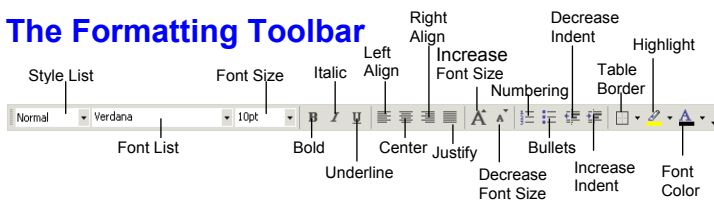
- **To Create a New Page or Web Site:** Click the **New button list arrow** on the Standard toolbar and select **Page** or **Web**, or select **File** → **New** → **Page or Web** from the menu. Then choose the type of Page or Web you want to use from the task pane.
- **To Open a Page or Web Site:** Click the **Open button list arrow** on the Standard toolbar and select **Page** or **Web**, or select **File** → **Open** or **Open Web** from the menu.
- **To Preview a Web Page in a Browser:** Click the **Preview in Browser button** on the Standard toolbar, or select **File** → **Preview in Browser** from the menu.
- **To Insert an Image:** Click the **Insert Picture From File button** on the Standard toolbar, or select **Insert** → **Picture** → **From File** from the menu.
- **To Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy. Click the **Format Painter button** and drag the Format Painter across the text to which you want to apply the formatting.
- **To Get Help:** Press **<F1>**, or click the **Help button** to open FrontPage Help.
- **To Insert a Table:** Click the **Insert Table button** on the Standard toolbar, or select **Table** → **Insert** → **Table** from the menu.
- **To Insert a Hyperlink:** Select the text to be linked and click the **Insert Hyperlink button** on the Standard toolbar.
- **To Cut or Copy:** Select the text and click the **Cut button** or **Copy button** on the Standard toolbar, or press **<Ctrl> + <X>** (cut) or **<Ctrl> + <C>** (copy).
- **To Paste:** Click the **Paste button** on the Standard toolbar, or press **<Ctrl> + <V>**.
- **To Undo:** Click the **Undo button** on the Standard toolbar, or press **<Ctrl> + <Z>**.
- **To Save a Web Page:** Click the **Save button** on the Standard toolbar, or select **File** → **Save** from the menu, or press **<Ctrl> + <S>**.
- **To View the Folder List or Navigation Pane:** Click the **Toggle Pane button** on the Standard toolbar.

Keyboard Shortcuts

Open a Web site or Web page	<Ctrl> + <O>
Save a Web page	<Ctrl> + <S>
Print a Web Page	<Ctrl> + <P>
Close a Web page	<Ctrl> + <F4>
Undo	<Ctrl> + <Z>
Redo or Repeat	<Ctrl> + <Y>
Help	<F1>
Refresh	<F5>
Switch Between Applications	<Alt> + <Tab>
Preview in Browser	<Ctrl>+<Shift>+
Create a Hyperlink	<Ctrl> + <K>
Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Beginning of a Line	<Home>
End of a Line	<End>
Beginning of Web Page	<Ctrl> + <Home>
End of Web Page	<Ctrl> + <End>
Bold	<Ctrl> +
Italics	<Ctrl> + <I>
Underline	<Ctrl> + <U>
Align Left	<Ctrl> + <L>
Center	<Ctrl> + <E>
Align Right	<Ctrl> + <R>

Formatting

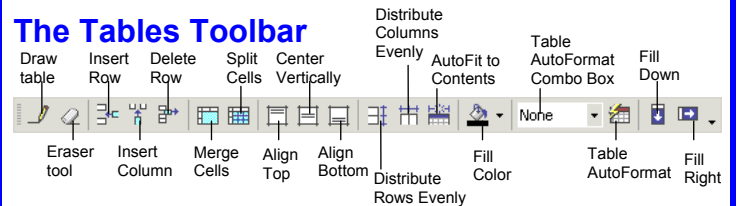
The Formatting Toolbar



- **To Format Text:** Change the style of text by clicking the **B** **Bold button**, **I** **Italic button**, or **U** **Underline button** on the Formatting toolbar. Change the font type by selecting a font from the **Times New Roman** **Font list**. Change the font size by selecting the pt. size from the **12** **Font Size list** or by using the **A** **Increase Font Size** **A** **Decrease Font Size** buttons.
- **To Change Paragraph Alignment:** Select the text and click the appropriate alignment button (**L** **Left**, **C** **Center**, **R** **Right** or **J** **Justify**).
- **To Indent a Paragraph:** Click the **I** **Increase Indent** button.
- **To Decrease an Indent:** Click the **O** **Decrease Indent** button.
- **To Create a Bulleted or Numbered List:** Select the text you want bulleted or numbered and click the **B** **Bullets** button or the **1** **Numbering** button.
- **To Change Table Borders:** Click the **Table Border** button to apply the border format shown on the button, or click the **Table Border list arrow** to select a different type of border.
- **To Change Paragraph Line Spacing:** Select **Format** → **Paragraph** from the menu, click the **Line Spacing list arrow**, and select the spacing option.
- **To Insert a Line Break:** Place the insertion point where you want to insert the page break and press **<Shift> + <Enter>**.
- **To Apply a Theme to a Web site:** Select **Format** → **Themes** from the menu, select a theme, and click **OK**.

Tables

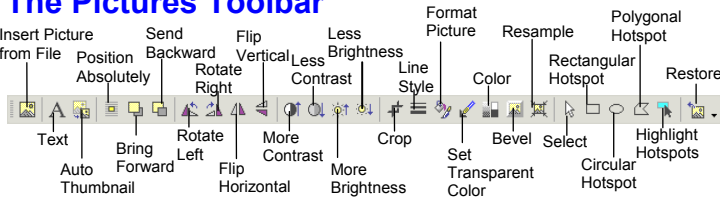
The Tables Toolbar



- **To Create a Table:** Click the **Insert Table** button on the Standard toolbar and select the number of columns and rows from the grid.
- The **<Tab>** key goes to the next cell; the **<Shift> + <Tab>** shortcut goes to the previous cell.
- **To Delete a Column or Row:** Select the column or row, click the **right mouse button**, and select **Delete Cells** from the shortcut menu, or select **Table** → **Delete Cells** from the menu.
- **To Insert a Column or Row:** Click the **right mouse button** and select **Insert Columns** or **Insert Rows** from the shortcut menu, or select **Table** → **Insert** → **Rows or Columns** from the menu.
- **To Change Alignment of Text in a Cell:** Place the insertion point in the cell, and click the **Align Top**, **Center Vertically**, or **Align Bottom** button.
- **To Fit to Column Contents:** Place your insertion point in the column you want to fit and click the **AutoFit** button.
- **To Adjust Cell Padding or Cell Spacing:** Right-click anywhere in the table and select **Table Properties**, or select **Table** → **Properties** → **Table** from the menu. Then adjust the cell padding or spacing in pixels.
- **To Change Table Border Width:** Right-click the table and select **Table Properties**, or select **Table** → **Properties** → **Table**. Then change the width of the table's borders in pixels. Enter zero pixels for an invisible border.
- **Display a Table in Pixels or Percent:** Right-click the table and select **Table Properties**, or select **Table** → **Properties** → **Table**. A table displayed in pixels will appear the same size, regardless of the size of the monitor on which it is viewed. A table displayed in percent will adjust to a percent of the monitor on which it is viewed.

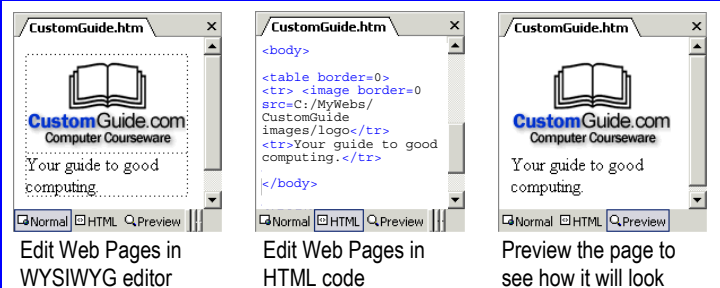
Pictures

The Pictures Toolbar



- **To Insert an Image:** Click the **Insert Picture From File** button, or select **Insert** → **Picture** → **From File** from the menu.
- **To Add a Hyperlink to an Image:** Select the picture and click the **Insert Hyperlink** button on the Standard toolbar, or select **Insert** → **Hyperlink** from the menu.
- **To Create a Thumbnail Image:** Select the image, and click the **AutoThumbnail** button on the Pictures toolbar.
- **To Create an Image Map:** Click the **Rectangular**, **Circular**, or **Polygonal Hotspot** button, draw the hotspot shape over the image, then verify the hyperlink's location.
- **To Highlight Hotspots:** Click the **Highlight Hotspots** button.
- **To Crop an Image:** Click the **Crop** button on the Pictures toolbar, and drag the cursor over the part of the image you want to keep.
- **To Resize an Image:** Click and drag its resizing handle in the direction you want to resize the picture.

Page Views



Hyperlinks

- **To Insert a Hyperlink:** Select the text to be linked, and click the **Insert Hyperlink** button on the Standard toolbar, or select **Insert** → **Hyperlink** from the menu, or press **<Ctrl> + <K>**.
- **To Create a Hyperlink to Another Page in the Web site:** Select the page in the **Create Hyperlink** dialog box, and click **OK**.
- **To Create a Hyperlink to a Page on the Internet:** Enter the URL of the Web page in the Create Hyperlink dialog box, or click the **Browse the Web** button to browse the Web for a page.