FrontPage 2003

THE MISSING MANUAL®

The book that should have been in the box®

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Jessica Mantaro

Answers found here!

FrontPage 2003: The Missing Manual. This popular program has long helped beginners create Web pages without fuss. Now, FrontPage 2003 also has sophisticated tools for building truly complex Web sites—if you know what you're doing. Alas, Microsoft's idea of a manual is a flimsy pamphlet. This Missing Manual is your complete, authoritative, and entertaining guide.

The important stuff you need to know

- **Create Web pages quickly** with wizards, templates, and themes.

- **Soup up your layout** with Cascading Style Sheets and DHTML.

- **Easily integrate Word, Excel, and Power-Point** files into your site.

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David Pogue is a *New York Times* technology columnist, bestselling author, and creator of the Missing Manual series.

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Jessica Mantaro

FrontPage 2003: The Missing Manual

by Jessica Mantaro

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Table of Contents

Part Two: Improving Your Web Page

Part Three: Building and Managing a Web Site

Chapter 10: Creating and Structuring Your Web Site 175

Chapter 11: Themes, Link Bars, and Templates 191

Chapter 12: Testing Your Site.. 221

Chapter 13: Publishing Your Site..249

Chapter 14: Collaboration Tools...267

Part Four: Forms and Databases

Part Five: FrontPage and Microsoft Office 2003

Part Six: Appendix

The Missing Credits

About the Author

Jessica Mantaro is an experienced technical writer who has also worked as an instructor, training professionals to use Microsoft FrontPage. She is now a freelance writer living in New England. Prior to all that, she spent time in New York's art world, where she toiled to boost technical savvy among the old-fashioned and inexperienced.

About the Creative Team

Peter Meyers (editor) works as an editor at O'Reilly Media on the Missing Manual series. He lives with his wife and cat in New York City. Email: *peter.meyers@gmail.com*.

Linley Dolby (copy editor) spent several years in the production department at O'Reilly before moving to Martha's Vineyard to pursue a freelance career. She now helps whip technical books into shape for several companies, including O'Reilly and Pogue Press. Email: *linley@gremlinley.com*.

Chris Leeds (technical reviewer) is a long-time digital photographer and Web enthusiast. He's a Microsoft MVP, and a member of both the International Web-master's Association and the HTML Writer's Guild. Chris has recently released a software product that allows Webmasters to easily create Web sites that can be edited and managed with just a browser. See *http://ContentSeed.com/*.

Kathleen Anderson (technical reviewer) started using FrontPage in 1997 and thinks the next version can't possibly be any better the last, but it always is. She is known in some circles as the "Database Wizard Queen" and in others as the "Accessibility Diva." You can reach Kathleen by email at *spiderwebwoman@mvps.org*.

Rose Cassano (cover illustration) has worked as an independent designer and illustrator for 20 years. Assignments have ranged from the nonprofit sector to cor-porate clientele. She lives in beautiful Southern Oregon, grateful for the miracles of modern technology that make working there a reality. Email: *cassano@highstream.net*. Web: *www.rosecassano.com*.

Acknowledgements

Heaps of gratitude to Peter Meyers, whose edits and guidance have improved this book enormously. Additional credit goes to Kathleen Anderson and Chris Leeds for sharing their expertise so generously. Thanks too to my agent, Lynn Palmer, to Sarah Milstein, and to Gus for his steadfast companionship throughout this project. A lifetime of appreciation goes to my mom and dad for making everything possible. Special thanks to Dani for making it a joy.

The Missing Manual Series

Missing Manuals are witty, superbly written guides to computer products that don't come with printed manuals (which is just about all of them). Each book features a handcrafted index; cross-references to specific page numbers (not just "see Chapter 14"); and RepKover, a detached-spine binding that lets the book lie perfectly flat without the assistance of weights or cinder blocks.

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Introduction

These days, almost everybody's got a Web site—from your local sewing circle to the world's largest corporations. So, why not you? Maybe you're finally ready to put up that family Web site or get your shop online. Or perhaps it's just time the world knew more about your pet llama collection. Whatever the reason, FrontPage 2003 has everything you need to join the crowd. The program is ready to help a little, or a lot—whichever you please.

If you're the kind of person who likes everything done lickety-split, with a minimum of technical fussing, FrontPage is your dream come true. Answer a few questions, and FrontPage will create your entire Web site for you. (Really.) If you're not ready to cede quite that much control, you can ask the program to handle only those jobs you don't care to do yourself. For example, FrontPage can help the design-challenged add an eye-pleasingly coordinated set of colors, fonts, and buttons throughout your site.

On the other hand, maybe you're a do-it-yourself type with very specific ideas about what should go into your site and how everything should look. If that's the case, FrontPage's cookie-cutter solutions probably aren't flexible enough to suit you. In fact, the program's reputation for automating everything may even disturb you a bit. Don't worry. You can bypass the canned options and create a completely custom site. The latest release of FrontPage includes new features that make it easy to create a site from scratch. In short: if you're a Web purist, the program is now better than ever at getting out of your way.

The main goal of this book is to lay out all your options clearly. Once you know what FrontPage 2003 has to offer, you can decide which tools are right for you.

What FrontPage Does

In the early days of the Web, anyone who wanted to create a site had to know *HTML,* the programming language of the Web. While HTML (short for Hypertext Markup Language) is relatively simple, learning it can still take a fair amount of time.

Some companies like Microsoft saw an opportunity to make Web site creation easier and more intuitive. FrontPage provides lots of guidance and assistance to both beginning and advanced Web authors. Simple menus and toolbars let you create complex page elements with one click of the mouse. For example, instead of needing to write out a line of HTML to insert a picture, FrontPage lets you do this with just a click of a toolbar button. Behind the scenes, the program takes your commands and converts them into HTML. Even someone who's never heard of HTML can create an entire Web site. FrontPage handles the dirty work.

FrontPage also helps you picture what your Web pages are going to look like while you're creating them. As you insert pictures and text, they appear in FrontPage more or less as they'll eventually display in a Web browser. You may hear people refer to FrontPage as a *WYSIWYG* (pronounced wizzy-wig) editing program. WYSIWYG stands for "What You See Is What You Get." In other words, FrontPage shows you what you're creating as you work, which isn't possible if you're writing out HTML code like people did back in the dark ages of the last millennium.

Of all the things FrontPage brings to the table, this visual working mode is really the core benefit. But by no means is that the whole story. FrontPage offers many other powerful and time-saving tools, including:

- **Site management.** As a site gets bigger, keeping track of hyperlinks, image files, and outdated pages can turn into a logistical nightmare. FrontPage helps you tame the monster you created. The program's tracking tools and reports do things like find broken links and help reorganize your files. You're bound to use these site management tools again and again.

- **Site publishing.** Of course, you can create, edit, and manage a Web site with FrontPage, but at some point, you're going to need to get it off your computer and out onto the Web. That's where FrontPage's publishing feature comes in, which lets you upload your site to a live Web server. The key benefit? You won't need to buy separate software for this purpose.

- **Templates and wizards.** FrontPage has, for better or for worse, just about automated the creation of pages and sites. In some instances, the program creates an entire Web site at the click of a button, and all you have to do is slug in the text and images you want to use. While the results aren't going to win any design awards, the program has helped even total greenhorns get started quickly.

- **Collaboration tools.** Often, multiple people work on the same Web site. How do you avoid confusion over who's working on what? FrontPage provides tools that track tasks and unfinished pages. Sometimes, as the number of content contributors increases, so do a site's unexpected errors. To help you avoid slip-ups, the program includes additional collaboration aids, like dynamic page templates, which allow you to protect certain areas of a page from a careless colleague.

- **Integration with Microsoft Office.** You may need to move files or portions of files from other Microsoft Office programs into FrontPage. As you might expect, the program handles this easily, which is especially helpful if you're collaborating with coworkers who are using Microsoft Word or Excel.

What's New in FrontPage 2003

When you tell your geek friends that you're using FrontPage to create your Web site, you're likely to get disparaging looks, if not outright howls at your Web naiveté. The truth is, FrontPage has a tarnished reputation with most Web professionals. Older versions of the program spat out messy and overloaded HTML code, which meant that pages would take a long time to load in most Web browsers or not even load at all. Also, up until now, a FrontPage author couldn't collaborate on a site with people who used other Web development tools, such as Macromedia's Dreamweaver. Microsoft has been listening to the complaints and has actually addressed a lot of old shortcomings in the new version. The 2003 release introduces an HTML cleanup tool that helps alleviate the bloated code problem, and FrontPage is now on speaking terms with other Web editors.

Here are some of the new features you'll find in FrontPage 2003:

- **HTML Split view** lets you see the visual layout of a page (Design view) alongside its HTML code (Code view). Viewing both sides of the page simultaneously like this is a great way to learn HTML. Plus, whenever you highlight an element in Design view, FrontPage highlights the corresponding HTML code.

- **HTML Cleanup** is a new and most welcome addition to the program. The Optimize HTML feature clears out extraneous code created by the program. The result? Faster page downloads.

- **Quick Tag Selector** displays HTML tags that are active while you're working in Design view. This handy toolbar saves you the trouble of switching to Code view and having to search through heaps of HTML. Use it to select and edit HTML tags with a simple click.

- **XML** (Extensible Markup Language) is a coding language that's a lot like HTML except it holds data instead of Web page content. In a way, XML is like an all-text database, which makes it very flexible—no special software necessary. Not surprisingly, its popularity is growing fast. FrontPage now recognizes XML as a data source. (As long as you have the right software on your Web server, that is—see Chapter 13.)

- **Macromedia Flash** is now better integrated into FrontPage, which lets you drag Flash movies directly onto your Web page.

- **Find and Replace** can help you find items within HTML and also do more complex searches based not only on specific text, but even patterns of text.

- **Expanded publishing options** include the ability to publish via FTP and Web-DAV. (Turn to page 255 if you can't wait to find out what these are.) Previously, FrontPage publishing worked well only with Microsoft-compatible Web servers. Thanks to improved FTP options and the addition of WebDAV, a FrontPage-authored site can now venture out of Microsoft-land and live on any Web server. (As long as the site is plain vanilla with no special FrontPage functionality—but more on that later.) A side benefit is that FrontPage now works more smoothly with other editors such as Macromedia's Dreamweaver.

- **Browser compatibility tools** now include the ability to design your pages for specific browsers and preview them at different screen resolutions.

- **Layout tables** can help you structure and design your page. Microsoft created this feature as an improvement on the traditional HTML table. Unlike their predecessors, these new tables give you pixel-precise control over page layout.

- **Dynamic Web Templates** feature editable as well as noneditable regions. In other words, you can limit the damage a colleague might do by granting rights to edit only certain sections of a page.

- **Themes** are prepackaged visual element collections—like color, font, and page background—that let you automatically standardize the look of a site. FrontPage now applies themes using CSS (Cascading Style Sheets). You'll read all about CSS in Chapter 7. For the moment, all you need to know is that CSS helps pages download faster and look better.

- **Accessibility Checker** is a new feature that lets you make sure that visitors of all abilities—including the visually impaired—can read and use your Web site. The Worldwide Web Consortium (W3C) sets the accessibility standards that FrontPage's checker uses. Since it's difficult to check pages produced by FrontPage in the W3C's online code validator, this is an especially welcome addition to the program. You can read all about this tool in Chapter 12.

HTML 101

FrontPage is about to work miracles for you, but what's going on behind the curtain doesn't have to remain a complete mystery. In fact, even if you don't plan on writing one iota of HTML, familiarity with the language's basics can help you understand why FrontPage behaves the way it does. What follows is an ultra-fast HTML primer. It's quite a bit less than you'd actually need to write your own Web pages by hand, but it'll get you started if you need to take a peek at some of the HTML that FrontPage generates.

A Web page is nothing more than a simple text file containing HTML. When a Web browser summons an HTML file, it transforms this HTML into the kind of Web pages you're used to looking at online. You could actually create your entire site using only Notepad, Windows's bare-bones text editor.

Inside every HTML document you'll find two kinds of information: the actual *content* that appears in a Web browser ("Ike's Trip to Patagonia" and everything he has to say about it, for example) and some strange-looking fragments of text enclosed in brackets (< >) that are called HTML *tags.* These tags tell browsers how to display your content: how big it should be, how it should be formatted, and so on. Tags are easy to pick out. Just look for the brackets (< >) in this sample HTML page:

```
<html>

<head>
<title>Sample HTML Document</title>
</head>

<body>
<p>
This is sample text on a sample page.
Text can be <b>bold</b> or <i>italic</i> or plain.
</p>
</body>

</html>
```

Here's a breakdown of what's happening in that mini Web page:

- The <html> tag tells the browser what kind of document it has encountered.

- The <head> tags contain basic information about the page. For example, the document title appears here. (The text of the title appears between its own <title> tags so a browser can find and display it.) If this were a more complex page, the head might also include some style information or even a script that animates text or pictures.

- The <body> tags surround the star of the show: the content of your page. Everything between these tags is what viewers will see in their browsers.

- <p> indicates the beginning of a paragraph and </p> the end of the paragraph.

A tag actually consists of two parts: an opening tag and a closing tag. The closing tag is identical to the opening tag except that it contains a forward slash (/). When a browser comes across an opening tag, like the bold tag in the example above, it applies the tag to everything that follows until the closing tag appears. In other words, tags enclose all the content they affect. So, all text between the opening bold tag and the closing bold tag will appear as bolded text. As you

can see in the code just shown, each tag has an accompanying closing tag somewhere. The closing tag can be one character away or miles down the page. For instance, the closing </html> tag doesn't appear until the end of the document. That's because everything between the <html> tags is HTML. There are a few tags that don't require a closing tag, but they're the exception to the rule.

If you want to see more examples of HTML, just hop online. You can view the HTML code of any page on the Web. Depending on what browser you're using, select View → Source or View → Page Source, and a separate window opens displaying the page's HTML code.

About This Book

After buying FrontPage, you shook the box to find the manual...but only a flimsy pamphlet fell out onto the floor. Alas, Microsoft doesn't offer much in the way of operating instructions. They expect you to consult the program's online Help file, which can provide useful instructions on some topics, but leaves out a lot of important information. For example, the Help file tells you how to autostretch a table column, but not what autostretch means or why you might want to do it.

This book is the manual that should have been in the box. The chapters that follow put features in context and discuss their merits frankly and clearly. Wherever possible, explanations provide shortcuts, workarounds, and plain common sense. Try to find *that* in a Help file.

Note: This book periodically recommends *other* books, covering topics that are too specialized or tangential for a manual about FrontPage. Careful readers may notice that not every one of these titles is published by Missing Manual–parent, O'Reilly Media. While we're happy to mention other Missing Manuals and books in the O'Reilly family, if there's a great book out there that doesn't happen to be published by O'Reilly, we'll still let you know about it.

FrontPage 2003: The Missing Manual is meant for readers of all technical levels. If you don't have much Web experience, you'll want to consult sidebar topics titled "Up to Speed" that provide novices with some useful background information. Tech-savvy readers can check out more advanced sidebars called "Power Users' Clinic" for special tips and insights meant for you.

About the Outline

FrontPage 2003: The Missing Manual is divided into five parts, each containing several chapters:

- **Part 1, Creating a Basic Web Page,** begins with an explanation of all the stuff you see when you open FrontPage: basic menus, toolbars, panes, and view options. To introduce you to the program's workspace, you'll follow basic steps to create a sample Web site. Other chapters in this section teach you how to add page fundamentals, like text, images, and hyperlinks between pages.

- **Part 2, Improving Your Web Page,** is about polishing the apple—using advanced features of FrontPage to make your pages look better. See how tables can help you lay out a page. Learn to use Cascading Style Sheets to achieve the look you want. Toss in layers and FrontPage behaviors to bring action to your pages.

- **Part 3, Building and Managing a Web Site,** covers the creation, management, and publishing of your Web site. It shows you how to organize your site's files and keep on top of issues with FrontPage's built-in reporting tools. This section also deals with testing and collaboration features—like task tracking and document control—which help multiple authors work together on one site.

- **Part 4, Forms and Databases,** explains how to create forms for gathering data, how to display information from a database, and how your visitors can actually interact with a database.

- **Part 5, FrontPage and Microsoft Office 2003,** tells you how to get other products in the Microsoft Office Suite—Word, Excel, and PowerPoint—to play well with FrontPage.

About → These → Arrows

Throughout this book, and throughout the Missing Manual series, you'll find sentences like this one: "Select Insert → Picture → From File." That's shorthand for a much longer instruction that asks you to navigate through FrontPage menus like the one in Figure P-1. The long version would read: "On the FrontPage main set of menus, locate the Insert command and click it. Scroll down and hold your cursor over Picture to reveal a submenu. From the submenu that displays, select From File."
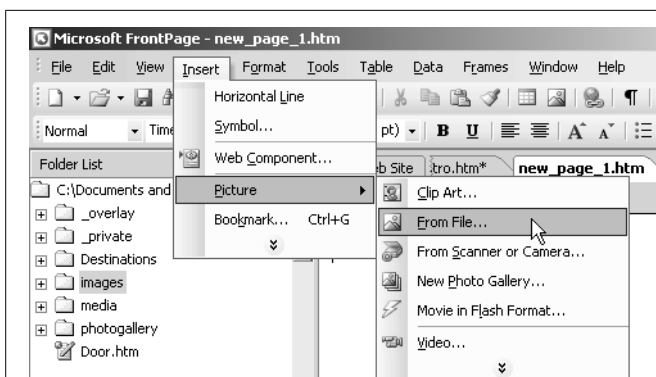

Figure P-1:
Arrows in the text lead you through nested menus like this.

The Very Basics

As you read this book, you'll encounter some basic terms that you need to know, if you don't know them already.

- **Clicking.** While learning FrontPage, your computer's mouse or trackpad will be getting a workout. You'll come across a few basic terms for handling this tool. To *click* is to hold your arrow cursor over an item, then press and release the button on the left. To *double-click* is to click the left button twice rapidly. To *drag* is to move the cursor while continuing to press the button. To *right-click* is to click the button on the right side of your device once.

- **Keyboard shortcuts.** Many a computer whiz can't bear to remove his hands from the keyboard. These individuals thrive on the speed they achieve when they don't have to waste precious time moving one hand over to the mouse. For them, and anyone else, this book contains keyboard shortcuts for menu items wherever possible. For instance, Ctrl+C is the keyboard shortcut for Copy in FrontPage. It means hold down the Ctrl key while pressing the C key.

- **Menu.** As in most other software programs, the FrontPage menu bar appears at the top of the program's main window. It looks like a horizontal list of words. These words are actually headings for groups of commands. To display and select commands, click on a heading. Then scroll down and click your selection. You can also drag down to an item and select it by releasing the mouse button.

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1

Part One:
Creating a Basic
Web Page

Building a Basic Web Site

Many Web design graybeards consider their ability to write HTML code by hand a badge of honor. But for someone who's new to the Web, this approach is pretty over the top. Just because you'd like to post your party photos doesn't mean you want to become a programmer. Novices aren't the only ones who need a hand. Pretty much every Web developer has popped a page into a visual Web editor like FrontPage at some point.

People use FrontPage and similar programs because they make the creation of Web pages fast and easy. Advantages of using FrontPage include:

- **Hands-on editing.** Of all the benefits FrontPage offers, nothing beats its ability to let you see the changes to your Web page as you make them. While you're working, you pretty much see pages as visitors to your site eventually will. You add and edit visual elements—like images and hyperlink buttons—by clicking on them directly. When you move or resize an object, the results show immediately.

- **Speed.** Tasks that are extremely tedious when coding manually, like creating a table, are a snap in a program like FrontPage. In fact, many professionals who write their pages by hand often hop into programs like FrontPage just to add a table. In the process, they save themselves tons of typing.

- **Visual aids.** FrontPage provides diagrams to help manage even the abstract aspects of your site, like hierarchy and site navigation. An illustration can be a big help when you're having trouble organizing pages.

- **Guidance.** FrontPage menus and toolbars provide direction that's lacking in an all-text HTML world. For instance, even if you don't know exactly how to do something, like format a table border, you can most likely figure it out by searching through menus called Format or Table to find the right command.

This chapter introduces you to the FrontPage workspace. After a look around, you'll take a turn at the wheel, using FrontPage to create a simple Web site. Along the way, you'll get to know FrontPage's controls and windows and catch a glimpse of what the program makes possible.

The Main FrontPage Window

When you launch FrontPage, you see the basic program layout that you'll come to know well. This workspace is your control center for creating Web sites and pages.

The FrontPage 2003 editing window looks similar to that of other Microsoft products, so if you're familiar with programs like Word and Excel, you'll be at home in FrontPage. This familiar setup, pictured in Figure 1-1, features a menu along the top of the screen. Below that, toolbars feature shortcut buttons to menu commands.
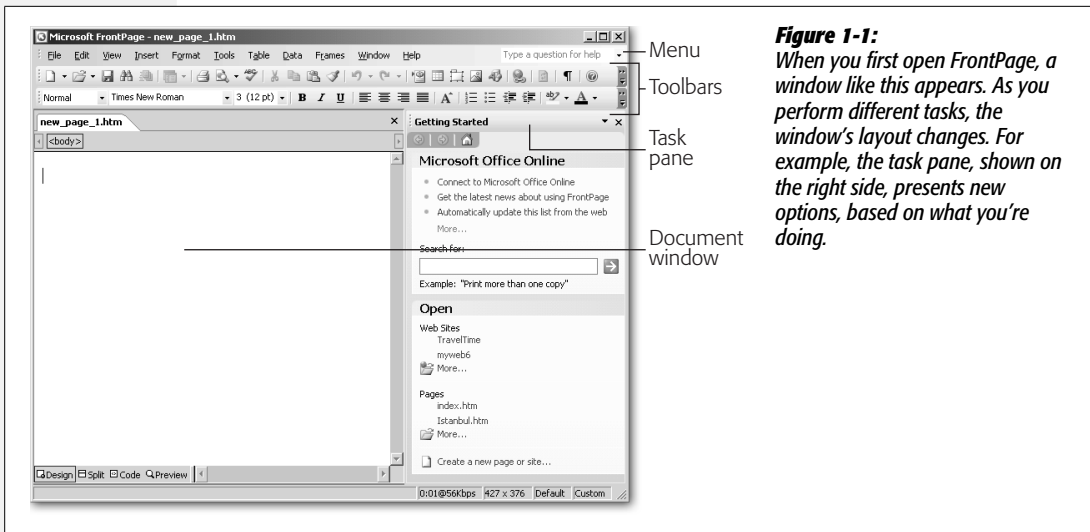
Figure 1-1:
When you first open FrontPage, a window like this appears. As you perform different tasks, the window's layout changes. For example, the task pane, shown on the right side, presents new options, based on what you're doing.

- The **menu** bar contains program commands. They follow the basic layout of Microsoft menus. (See Appendix A for a detailed explanation of every menu.)

- Two **toolbars**—Standard and Formatting—display the first time you open FrontPage. These two get top billing because they contain the most commonly used commands. Hold your cursor over a button to display its function. You'll probably want to keep these toolbars around, but if not, you can get rid of them. Select View → Toolbars to add or hide FrontPage toolbars.

- The screen is dominated by the **document window,** in which you'll do most of your work. This is your canvas, where you'll create and edit your Web pages. Buttons on the lower-left corner of the document window, pictured in

Figure 1-2, let you change the way this window shows your page. Your choices are described next.

Figure 1-2:
These page view buttons let you look at your page in different formats.

Hidden Options

How can I turn off those mini-menus that don't show me all my menu options?

This feature is designed to save time, but can be frustrating. When you click on a menu heading, a list of basic choices appears, while the rest of the menu list is hidden. If you hold the menu open for a while, all the choices will eventually show up. Or you can click the double arrows at the bottom, as shown in the il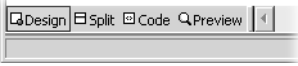lustration, if you're impatient. Abbreviated menus are the standard setting in FrontPage, and they are sometimes called customized or personalized. If you leave them active, you'll notice that they display only your most recent selections. Until you're more familiar with the program, you will probably want to see all the options at

once. To do so, select Tools → Customize, click on the Options tab, and then turn on the Always Show Full Menus checkbox.
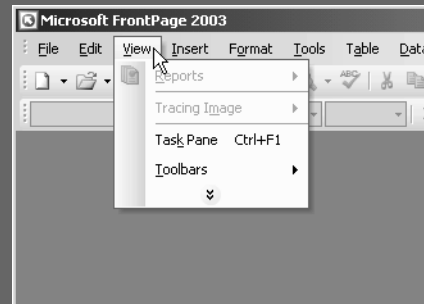
- **Design** view is where you'll be spending lots of time. Here you can edit in a display that mimics how pages appear in a browser.

- **Split** view shows HTML code in the top half of the window, and Design view shows code in the bottom half. Highlight an element in Design view, and FrontPage will highlight its code above. This view is an easy way to find a code snippet and also a great reference if you're learning HTML.

- **Code** view fills the window with the page's HTML code, which you're free to edit.

Tip: If all that code is too much for you, check out an additional "light" option. With the document window in Design view, select View → Reveal Tags. FrontPage peppers your page with yellow tag markers to give you a glimpse behind the scenes. To hide the tags, select View → Reveal Tags again.

- **Preview** is a page preview function, intended to display your page exactly as a browser would. Use this feature sparingly, as it's not necessarily 100% accurate. You're always better off previewing your pages in an actual browser anyway (more on that later). One advantage to this page preview option is

---

that you can preview your page—including interactive features like hyperlinks—more quickly than when using a browser. But beware—this function works in concert with your Microsoft browser. So it shows how your page appears in only Internet Explorer and not in other browsers like Netscape.

Quick Tag Selector Toolbar

If you're interested in learning HTML, you'll love FrontPage's Quick Tag Selector toolbar, which helps you focus on which HTML tags FrontPage is using to create various parts of your page.

The toolbar, which appears just above the document window, displays small icons representing each tag surrounding wherever you've placed your cursor.

For example, the cursor in the illustration sits in a paragraph (next to the word "Gloves"), which is inside a table cell, which is inside a table. So, FrontPage displays tag icons for all these HTML elements in the toolbar.

If you hover over a tag in the toolbar (like the <p> paragraph tag, for instance), FrontPage projects a box over the Design view, outlining the area that the tag encompasses. If you're new to HTML, use the tag selector to help you identify which tags are at work behind the scenes to create what you're seeing in Design view.

Later, when you're formatting your pages, you'll find that the Tag Selector is also a great way to select elements, like a paragraph within a table, an image, or list item. When you click a tag in the toolbar, FrontPage selects the tag and all its contents. This ensures that you never leave out part of some text or select the wrong element by accident, which can sometimes happen when you're manipulating elements in Design view.

But that's not all. Each icon has a drop-down arrow to its right. If you click the arrow, FrontPage displays a menu that lets you select, edit, remove, or wrap the tag within another tag that you specify. If you want to make a quick edit to your HTML, the toolbar helps you do so with speedy pinpoint precision, saving you the need to slog through a whole page of code.

The Task Pane

Some commands are buried deep within submenus. It's a chore slogging through list after list to find and select the choice you want. Of course, FrontPage 2003 offers shortcuts like toolbar buttons and keystrokes. But the program includes another helpful feature that pops up now and then looking to assist you with a whole bunch of tasks. Not surprisingly, it's called the task pane.

The task pane displays on the right side of the screen (see Figure 1-1). The first time FrontPage opens, the Getting Started incarnation of the task pane appears.

This is just one of a number of separate task panes that display in this area. You can access other choices through the task pane menu, as shown in Figure 1-3.
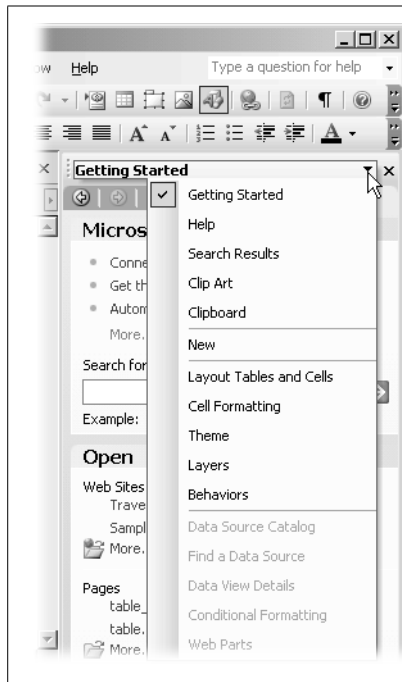
Figure 1-3:
To see all the available task panes, click the down arrow on the right side of the task pane heading. The menu of available task panes displays. Choices within each of these task panes are usually shortcuts to various menu commands. Many panes include visual aids that can help you do things like preview a graphic or help you organize page elements.

As you use FrontPage, the task pane pays attention to what you're doing. When you carry out different functions, the pane changes automatically to offer selections that are appropriate to the task at hand. For example, if you select File → New, the task pane presents choices for creating a new page or a new Web site. If the pane takes up too much screen space, you can close it by clicking the x in the upper-right corner (of the task pane, not the overall FrontPage window). But you can't keep this feature down. The task pane opens again automatically if you select an activity that requires use of a task pane, like searching for clip art. And you'll definitely need the task pane if you ever want to do things like add layers or behaviors to a page. (You'll learn all about those features in Chapters 8 and 9.)

Creating a Simple Web Site

You've barely scratched the surface of what FrontPage has to offer. The menu and toolbar choices that you have yet to explore help you do things like create actual Web pages, so it's time to start moving around in the program a bit. Make your way through the simple steps below for creating a sample Web site. In the process, you'll learn more about the program's layout and get to check out some additional views and features. Complete coverage of all the skills you'll need to create the full-blown Web site of your dreams follows throughout the rest of this book.

Creating a New Web Site

Sure, you can create an individual Web page with no ties or connections to other pages, but Microsoft designed FrontPage to create and manage entire *sites.* The focus of the program is always on your Web site as a whole. As a result, the first thing you'll do when working in FrontPage is create a new Web site.

Note: In previous versions of FrontPage, Microsoft used the word "Web" to mean Web site. Because this term understandably created some confusion, Microsoft finally switched to the more appropriate "Web site." However, you'll still occasionally see the old moniker "Web" pop up from time to time.

---

1. **Launch FrontPage.**

   When the program first opens, a blank page appears. To avoid creating pages within an existing site, make sure you don't already have a Web site open by selecting File → Close Site. If the option is grayed out, you don't have a site open.

2. **Select File → New.**

   The New task pane displays on the right, presenting you with a bunch of choices for creating new sites or pages.

3. **Within the New task pane, beneath the New Web Site heading, click More Web Site Templates.**

   A selection of site templates appears. Most of these are Microsoft's automated templates that come with preset designs; they even include text and pictures. If you want to know more about a template, click once on it to read a description. For now, you'll create your own site from scratch without the help of a template.

4. **Click once to highlight the Empty Web Site option.**

   Next, FrontPage needs to know where to save the site. Usually, the location box is automatically set to your computer's My Webs folder (there's that old Microsoft-speak for "Web site" showing up). Saving in this folder is fine, though FrontPage isn't very creative with the site names it wants to use. Were you to save a few sample sites, you'd see the program name them *myweb1, myweb2,* and so on. Names like that make it hard later on to remember what's in the site. So, although what you're working on right now is just a sample Web site, you should go ahead and name it. For best results, don't include any spaces, capital letters, or special characters in the name, and keep it short. Later in this book, you'll find more detailed guidelines for naming Web sites and files.

Note: *Do not* create the site on the highest level (geeks call this the *root*) of your C:\ drive (meaning the location should never be something like *C:\mysite*). Always create the site in a folder that's at least a level or two away from plain C:\. This path could be something like *C:\misc\sites\mysite,* for instance–or better yet, just use the My Webs folder. If you create your site's folder directly on C:\ and not within an additional folder, you'll have problems later.

5. **Click in the Location box. At the end of the site name proposed by FrontPage, following the last back slash, change the name of your Web site to anything you want (Sample, Test, or whatever), and click OK.**

    Your new empty Web site opens in FrontPage. The folder list is now visible on the left side of FrontPage's main window. The *folder list*, which (no surprise) shows the folders and files in your site, is the tool you'll use to keep your site organized. After all, you have to find your Web pages to edit them. Even though you haven't added a thing to this site yet, FrontPage has already placed two folders in the folder list, the *images* folder, used to hold your images, and the *_private* folder, used to hold files you wish to keep hidden from public view. You should sleep soundly knowing that FrontPage takes an active hand in managing your site. It creates and updates hidden files that your site needs to work correctly.

Adding Web Pages

A Web site is nothing without a page or two or 40. You can handle the creation of pages within your site in a few different ways. Some Web authors work from the outside in. In other words, they create a site's structure and then fill in the details on each page. Most people work from the inside out: they craft a Web site page by page, placing each page where it belongs in the pecking (or clicking) order until their site is complete.

For now, keep it simple. Create a page the old-fashioned way, in Design view.

1. **Create a new page.**

    You can create a new page using one of the following methods: click the New Page icon on the toolbar, or press Ctrl+N on your keyboard, or select File → New and click New Page within the task pane.

    The Layout Tables and Cells task pane may have automatically opened when you created the new page, as illustrated in Figure 1-4. If it didn't, open it now by selecting View → Task Pane. Then click the Task Pane drop-down menu and select Layout Tables and Cells.

2. **Within the Layout Tables task pane, under the Table Layout section, click the
   third choice, "Corner, Header, Left, and Body," as illustrated in Figure 1-4.**

   If table layout choices are grayed out, select View → Reveal Tags to turn them
   on. FrontPage applies the layout to the page, dividing it into sections (which are
   really cells of the layout table). There are pros and cons to using layout tables,
   which you'll read about later. For now, proceed blithely on.

3. **Close the task pane to increase your workspace.**
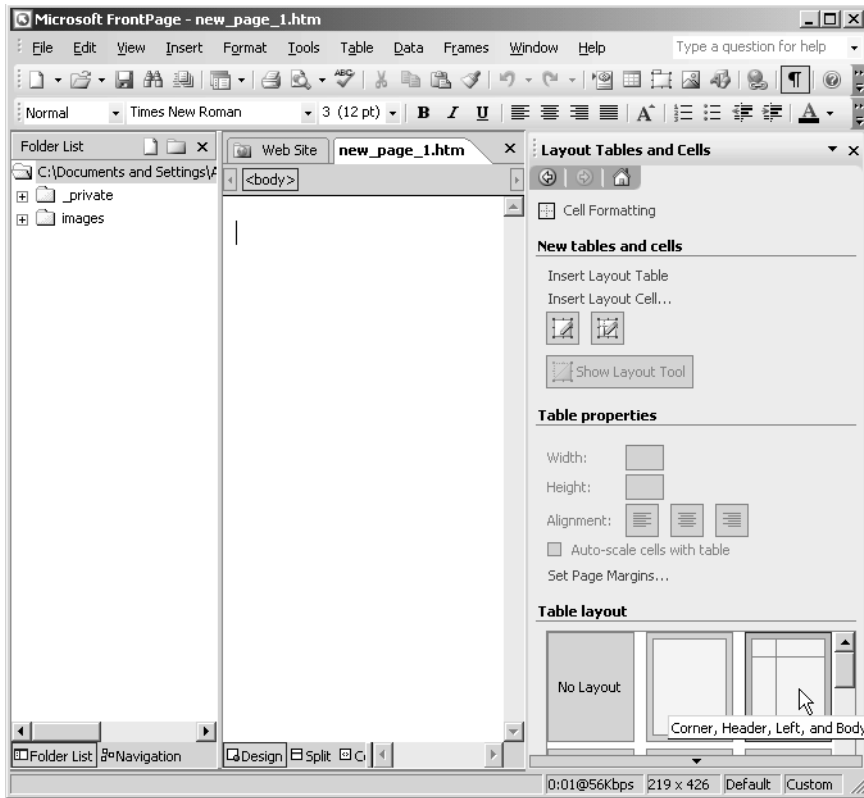
Figure 1-4:
*FrontPage
often
automatically
displays
menus and
dialog boxes it
thinks you
need. This
particular task
pane displays
and previews
options for
adding tables
that help you
format a page.*

Adding Content to Your Web Site

Whatever your site is about, one thing is always true: to get your message out
there, you've got to get it onto your Web pages. Fortunately, FrontPage's features
for adding text, pictures, and other elements are plentiful and easy to work with.

Adding Text

Even Web pages that consist mostly of pictures include a few words. For all the ins
and outs of working with text in FrontPage, check out the next chapter. Mean-
while, the following steps give you a rudimentary start.

1. **Click to place your cursor within the table cell on the top right of your new page and type a few words that will serve as the heading for your page.**

2. **Leaving your cursor on the line you just typed, click the Style drop-down menu on the formatting toolbar (where the current choice is Normal) and select Heading 1 from the list.**

3. **On the formatting toolbar, click the Center button.**

   The text is now centered within that cell. If you weren't using a layout table, your text would be centered on the page.

4. **Highlight all the text you just typed.**

   To do this, drag your cursor across the entire line (just as though you were selecting text in Microsoft Word). Don't leave out any letters. The additional formatting you're going to apply is character-based, meaning it applies only to the characters you select.

5. **On the formatting toolbar, click the drop-down arrow to the right of the Font Color button and select red.**

6. **Click to place your cursor in the cell on the lower right (just below the cell your heading's in).**

   Your cursor should still be in the right side of the layout table. Perhaps you've seen Web pages that look similar to the format you're using? In the upper-left corner there's room for a logo. Below that on the left, a long narrow cell is a nice place to put a vertical menu bar with links to other parts of the site. On the right, you can enter general page content, as you're about to do.

7. **Type a line of text and press Enter.**

8. **Type another line and press Enter.**

You've now got yourself a simple Web page with some text on it. It's not going to win any awards, but it's a start.

Adding Hyperlinks

Hyperlinks are like glue. They bind the pages of your site to each other and also to the rest of the Web. If you forget to link to one of your site's pages, it could languish in oblivion, unread for ages. Actually, FrontPage can help you find these unlinked pages, but the point is that pages need hyperlinks if you want people to get to them.

You can add hyperlinks that open other pages or even initiate emails. Right now, you'll create another Web page in your site and link to it—all in one step.

1. **Highlight a word or line of text on your page.**

2. **Right-click and select Hyperlink.**

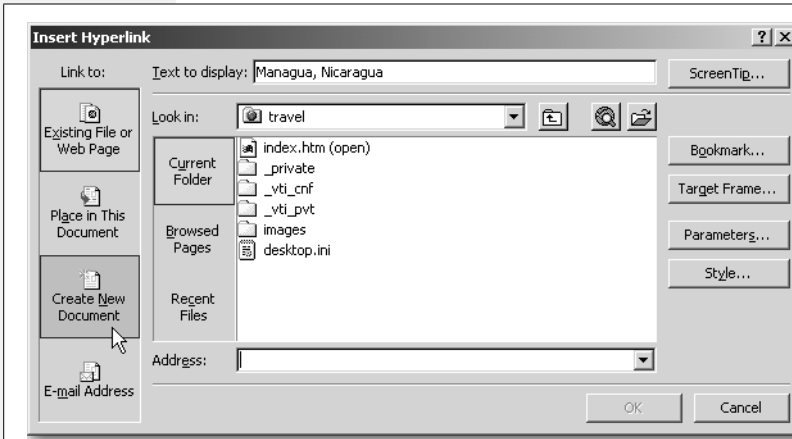The Insert Hyperlink dialog box opens (see Figure 1-5).

3. **Click once on the Create New Document link option on the left.**

The dialog box presents some new options based on your selection. The "Text
to display" box shows you the text on the page that will become your hyper-
link. You can edit this text here or on the page itself.

4. **Within the Name field, type a name for your new page (again, don't include
spaces, capital letters, or special characters) and click OK.**

You've just created a new page within your Web site and linked to it at the same
time. Your new page appears in the document window.

5. **At the top of your new page, type a heading, format it as Heading 1, center the
text, and press Enter.**

Did you forget how to do that already? Check out steps 2 through 5 in the pre-
vious section.

6. **Select Insert → Horizontal Line and press Enter again.**

Once you're a FrontPage whiz, you'll probably use tables to lay out your pages
(as you did in the previous section). But FrontPage gives you other elements
you can use to organize a page, too. The horizontal line is an easy (if unrefined)
way to break text into sections.

7. **If your cursor isn't centered on the page, click the Center button on the for-
matting toolbar.**

Since you didn't lay this page out with a table, centering elements like headings
and images is a quick way to make the page look better. (However, when it
comes to longer paragraphs, left align looks more professional and is easier to
read than centered text.)

Adding Images

Graphics can really spice up your page and help dazzle your visitors. Use images to share information (to show what your products look like) or provide guidance for what you want visitors to do (a picture of a house might be a link to your home page). Or they might just fulfill your decorative urges.

Whatever the reason, follow the steps below to add an image to your page. Later, when you create your own real site, you'll probably have your own original graphics. For now, just borrow from Microsoft's clip art collection.

1. **Select, Insert → Picture → Clip Art.**

   The Clip Art task pane displays on the right with a search box (see Figure 1-6). You don't need to search extensively. Don't even bother to type anything. Just click Go, and some pictures should display on the lower-right side of the task pane.

2. **Click any picture to select it.**

   The picture displays on your page.
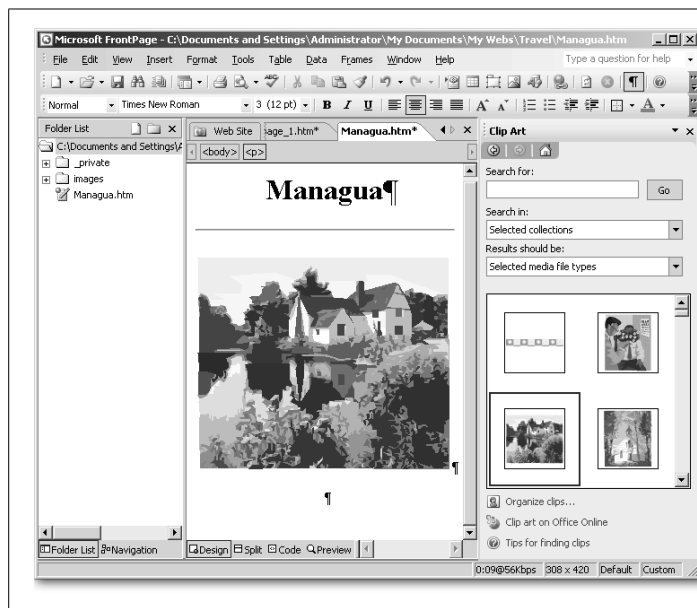
Figure 1-6:
Now that you have a couple of pages, the editing window includes more options. At the top of the document window, click the tabs to switch between open pages. An asterisk next to a page name indicates that the page contains unsaved material. (You'll learn how to save in a moment.) At left, within the folder list, your new page (Managua.htm, in this example) appears.

3. **Close the task pane by clicking the x on the upper-right corner or selecting View → Task pane to turn it off.**

Saving Your Work

Don't let your new miniature Web site go unsaved. Actually, you already saved the site itself when you created it. After that, you'll always be saving your site

content—like pages and images. Should you try to close a site by selecting File → Close Site, FrontPage prompts you to save changes to individual pages one by one. You've seen these kinds of prompts before when you've tried to close a program that still has files open.

You're better off saving changes as you work. Saving frequently helps fend off the danger of data loss (and nervous breakdown) due to a computer meltdown. If you never lost work to a computer glitch, consider yourself one of the few and fortunate. Caution aside, you'll find that saving your pages regularly eases site maintenance.

Tip: If you have several pages open that contain unsaved changes, you can save them all at once by selecting File → Save All. FrontPage saves everything that's open and unsaved.

Saving a Web Page

In the course of working on your site, FrontPage frequently prompts you to save pages. Often that's because the program needs you to save in order to do things that you've asked it to do, like preview your page in a browser.

Start now by saving the edits to your site's new page. The tab for your new page still contains an asterisk, as illustrated in Figure 1-6, which tells you that the page needs to be saved. Get rid of the asterisk with a simple click of the Save button on the toolbar. Or select File → Save (Ctrl+S). When the Save dialog box appears, FrontPage usually wants to name the page something like *new_page_3.htm.* Rename it so that the file name actually means something to you within the context of your site. As with a Web site name, don't include any spaces, capital letters, or special characters in the name, and keep it short. The process of saving this page also takes care of some basic site maintenance, as you'll see.

1. **Save the page.**

   After you've named and saved the page, a Save Embedded Files dialog box displays. In the course of saving this page, FrontPage needs to know where it should save the image file you just incorporated in your site. (While pictures may look to you like they're part of a page, they actually exist behind the scenes as individual image files and *must* be saved within your site. Don't leave them in a random folder on your hard drive, or your Web server won't know where to find them later when you publish your site.) If you just click OK, FrontPage saves the image into whatever folder you're currently working in. As you create pages, the list of files associated with your site will grow quickly. It's important to organize these files intelligently. You'll get to site management later on in Chapter 10, but right now, put your best foot forward by saving this image file where it belongs: in the Images folder that FrontPage has automatically created within your site. But first, you've got to name the image properly.

2. **Click the Rename button and change the name to something fitting and descriptive.**

   As is, the image file name consists of some numbers and text that will mean nothing to you later on. Since you'll want to find the image easily in the future, rename it. Eventually you'll have a folder full of graphic files with names like *explodingeggplant.jpg* and *cleanuptools.gif*. You'll then be able to identify them without a hassle.

3. **Click the Change Folder button.**

4. **Click the Images folder and click OK.**

   The Save dialog box now shows the new location for the file. You can click OK, and—poof!—the asterisk on the page's tab disappears.

5. **Select File → Close to close the page.**

   The first page you created—which will be the site's home page—should be displayed in your document window. You now need to save it.

6. **Save the home page.**

   The Save As dialog box displays. Note that FrontPage has already entered a name for the file: *index.htm*. You should keep this name, as it tells the browser that this is the home page or first page the browser should open. FrontPage always designates the first page you create in a site as the home page. If you want, you can give the page a title, too (see Figure 1-7). (Chapter 10 covers everything you need to know about home pages, file names vs. titles, and site structure.)

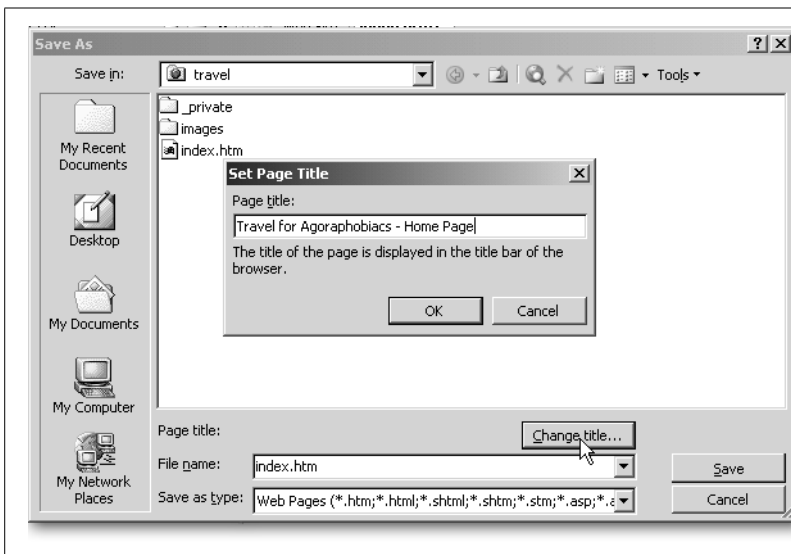7. **Within the Save As dialog box, make no changes and click Save.**

Figure 1-7:
If you click the Change Title button, you can give your page a title, too, which is different from its file name (like index.htm). Page title is for public display and appears to viewers in the title bar of their Web browser. (See Chapter 10.)

Viewing Your Site

Your new site has only two pages, but imagine that you've got 20 or 200. At that size, keeping track of all your files is a real challenge. How can you see what's going on?

FrontPage has got you covered. As you've already seen, the program provides different views for individual pages, so you can see and manage what's on your pages effectively. In much the same way, FrontPage's *site views* let you keep track of your entire site. You get a few different options. Use Folder view to group relevant files together so they'll be easy to find and edit. At a glance, Hyperlinks view assures you that your links lead to the right pages. Click and drag in Navigation view to rearrange the hierarchy or navigation of your site.

The next two sections show you all the different ways FrontPage lets you look at everything from individual pages to your entire site.

Exploring Page Views

You've read about FrontPage's different page views (page 5), but now that you have an actual Web page open in FrontPage, you can see them in action. Your document window has been set to Design view as you've been working. You'll probably spend most of your time there, but check out all your options, like Split view, pictured in Figure 1-8.
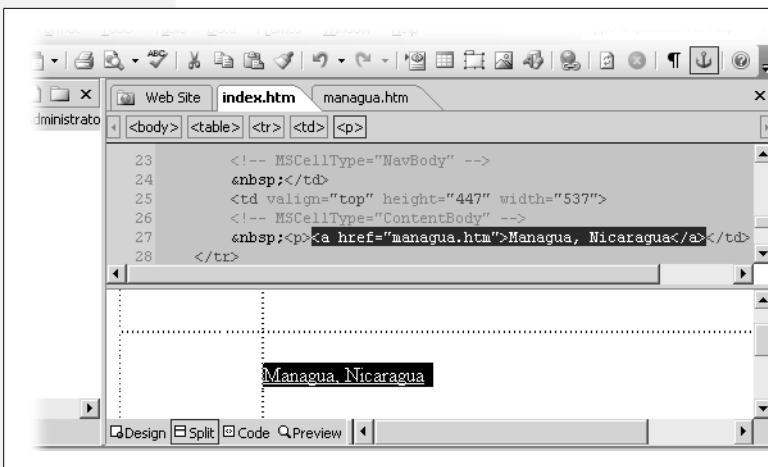

Figure 1-8:
In Split view, when you highlight text and elements in the Design pane, they appear highlighted in the Code pane, too. Use this feature to find a tag quickly or to learn HTML.

Explore some other page views by clicking the buttons on the bottom-left corner of the document window. For details on page view options, flip back to Figure 1-2.

Exploring Site Views

Managing an entire Web site means that you'll be handling lots of information. You've got to keep track of where things are, what files are linked to each other, and who's working on them.

You can handle it all with FrontPage's site view options. Not only do these views show you the details you need, they also give you a handy visual representation of your site. When you tackle abstract matters like site hierarchy and the flow of your hyperlinks, a diagram of page relationships is really helpful. You'll use site views to manage links, files, folders, and tasks.

Usually, you'll have a page active in the document window. Tell FrontPage that you'd like to get the big picture by clicking the Web Site tab at the top of the document window. A view of your site's folders appears in the document window. Also, the view buttons at the bottom-left corner of the document window change. They now reflect the following options to help examine your site:

- **Folders view** mirrors the display within the folder list on the left side of the FrontPage window. Though the information is the same, this view offers an expanded workspace, which is great for reorganizing folder structure or moving files around.

- **Remote Web Site view** is not relevant at the moment (you'll learn more about it in Chapter 13). The normal workflow for a Web site is to edit a copy of the site on your computer or network (the local site) and then upload it to a Web server (the remote site). Using this view, you can compare the two sites, publish only select files, and exclude files from being published.

- **Reports view** offers a variety of site tracking queries. For example, you can run a report that lets you know if your site contains unlinked pages that readers can't access, or check for pages that load too slowly.

- **Navigation view** provides a diagram of a site's hierarchy. It comes with one big drawback, however. You've got to create and manage this view manually. There are two cases in which you'd use this view: when you want to create a Web site structure *before* you create individual pages filled with content, or when you plan to use some of the features that need Navigation view to work, like FrontPage link bars (automated site navigation menus). Otherwise, you're better off using folders to handle issues of hierarchy.

- **Hyperlinks view**, illustrated in Figure 1-9, gives you a visual representation of the location and direction of your site's hyperlinks.

• **Tasks view** is your site's to-do list. You can enter notes about page edits or cor-
rections. If you have a lot of people working on your site, use this view to dele-
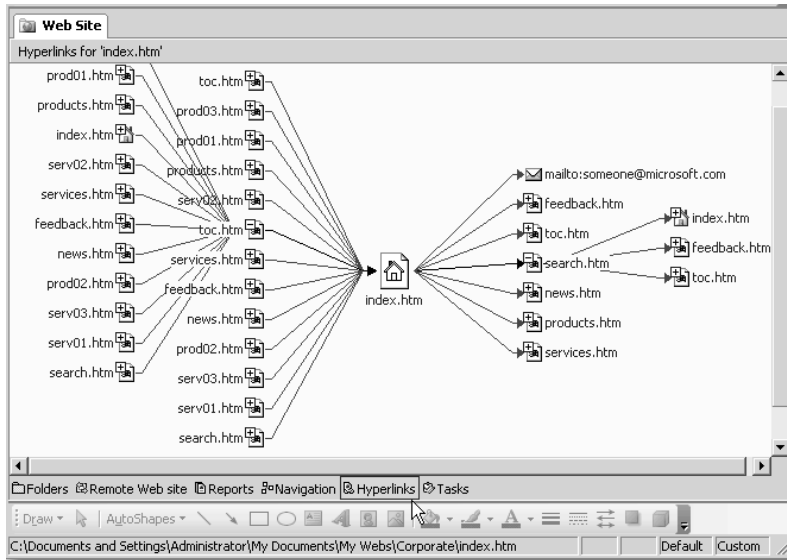gate and track assignments.

Figure 1-9:
*Here's a Hyperlink
view of the
Corporate Web site,
a template that
comes with
FrontPage. It shows
how all pages are
linked to each
other. When you
click the + on a
page name, you
reveal more
hyperlinks.*

Previewing Your Site

As you create your Web pages, keep in mind that there are a variety of operating
systems and browsers out there, each with its own capabilities and quirks. Creat-
ing pages that look the way you want them to in browsers from different compa-
nies (and from different eras) is a challenge worthy of a United Nations
interpreter.

Get used to the fact that you'll never have complete control over how your pages
display in a browser. The browser takes fonts and other settings from a viewer's
system, which may differ vastly from those you used to preview your site. Imagine,
for example, that you create a beautiful page layout, only to discover that your
Aunt Sophie has her old 640×480 monitor set to large fonts and your page turns
to a jumble on her Windows 95 jalopy.

You probably won't have access to all the species of browsers that are out trawling
the Web, but the latest release of FrontPage provides you with some additional
preview options that can help. You can use these preview tools to avoid trouble
and steer your site safely through most pitfalls.

Note: These preview tools work with whatever browsers are currently on your computer. So download
and install as many different browsers as you can, including less common ones like Opera and Firefox.
See Chapter 12 for details on getting your browsers to appear on FrontPage's list.

While the page Preview view gives you some idea of how your page will look, you should always preview using an actual Web browser. In fact, you should preview in *many* browsers, which FrontPage helps you do. Here's how:

1. **Confirm that *index.htm* is saved.**

   FrontPage won't let you preview your site in a browser until you've saved all changes.

2. **Click the Preview in Browser button.**

   This button is located on the Standard toolbar. It opens the page in your system's standard browser—the one that opens every time you go on the Internet. You can check the appearance of your page and test the hyperlinks and other interactive elements on your pages.

3. **Close the browser.**

4. **Select File → Preview in Browser to display the menu pictured in Figure 1-10.**

   This menu is where you pick from all the different browsers you've got loaded on your PC.
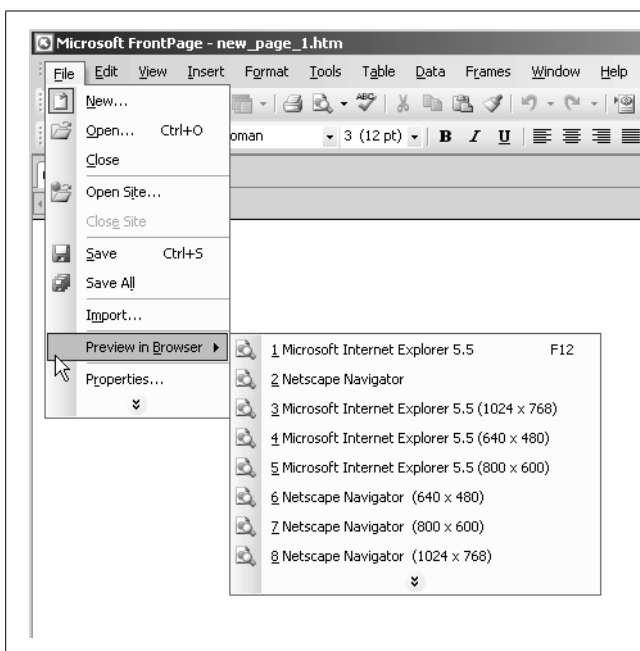

Figure 1-10:
FrontPage 2003 includes new options for previewing your work. Not only does the Preview in Browser menu offer whatever browsers you have loaded on your system, it lets you see what your page will look like at different screen sizes. A page that works on your 1024×768 screen may not work on a monitor set to 640×480.

5. **If you have multiple browsers, select one that you haven't used, or try a different screen resolution.**

You've done it! You've built a basic Web site and come to know some of FrontPage's editing options and controls. When it comes time to work on your own site, you'll constantly be using the skills you just sampled. You'll be creating pages, formatting text, adding images, and linking pages like crazy. The chapters that follow cover all of these procedures in detail.

Working with Text

Of course, your Web site is going to look great, but what's it going to say? In spite of all the fancy multimedia whirligigs out there—like digital video, audio, and Flash animations—text is still the lifeblood of the Web. Just ask your favorite search engine.

While FrontPage looks a lot like a word processing program, you'll soon find that you're not in Microsoft Word anymore. Sure, your cursor is plainly visible in the document window, typing is a breeze, and you can center text and italicize just like you always have. But something very different is going on behind the scenes. Your options for organizing text on the Web are more limited than they are in programs designed to produce printed pages.

The first thing you need to understand is that the choices you make in FrontPage don't always appear intact once your pages get out on the Web. Your viewer's Web browser ultimately determines the appearance of your Web pages. For example, if a visitor to your Web site doesn't have a special font you included on your page, her browser will replace it with another font. Because the browser's in charge, you never quite know how your text will display.

Sure, the browser is powerful—but so are you. There's a lot you can do to steer browsers in the right direction. This chapter covers everything you'll need to get your message down in writing. First, you'll learn to add and manipulate text. Then you'll move on to the finer points: making your words look great by using all the formatting tools FrontPage offers.

Adding Text

FrontPage makes adding text pretty straightforward. When you open a new blank page, your cursor sits at the top-left corner of the editing window. As you type, text moves from left to right, and when it's reached the right margin of the page, your words wrap automatically, continuing on the line below. Text aligns left and wraps like this within table cells, too. When you want to start a new paragraph, just press Enter. So far, so good.

Inserting Spaces

Where things get a bit tricky is when you start to insert spaces—either between paragraphs or between words. Most of the problems stem from the funky rules HTML has for dealing with spaces and the way FrontPage interprets those rules.

Spaces between paragraphs

You may already have noticed that when you type a line, press Enter, and type another line, the text appears double-spaced and there are no options to adjust it.

What's happening is that when you hit Enter, FrontPage creates a new paragraph. In HTML-ese, each paragraph is nestled between paragraph tags (<p>), which translates into a big honking double space between each paragraph. But what if you don't want that space? What if you want a garden-variety book-style single-space between each paragraph?

Enter the *line break*. A line break inserts a return *without* creating a new paragraph. To insert a line break hold down the Shift key when you press Enter or select Insert → Break → Normal line break (see Figure 2-1).

Figure 2-1:
To see how HTML differentiates paragraph and line breaks, write a few lines of text, separating them with a few breaks of each kind. Then highlight the text and click the Split view button on the lower-left corner of the document window. In the HTML code for the page, you'll see that wherever you entered a line break, FrontPage has inserted a <br> break tag instead of a </p> end paragraph tag.