

Microsoft FrontPage 2003

Inserting Web Components



=Shortcut =Advice =Caution

Microsoft FrontPage 2003 includes many Web components for users to add to their Web pages. Web components are dynamic objects on web pages used to enhance the viewing experience of visitors to your site. Through Web components, users can add a wide variety of features to their site. This document will cover Web components such as scrolling text, hit counters, pictures galleries, search tools, and more!

Summary

1. Dynamic Effects
2. Web Search
3. Spreadsheets and charts
4. Hit Counter
5. Photo Gallery
6. Included Content
7. Link Bars
8. Table of Contents
9. Top 10 List
10. MSN Mapping Components
11. MSN Components
12. MSNBC Components

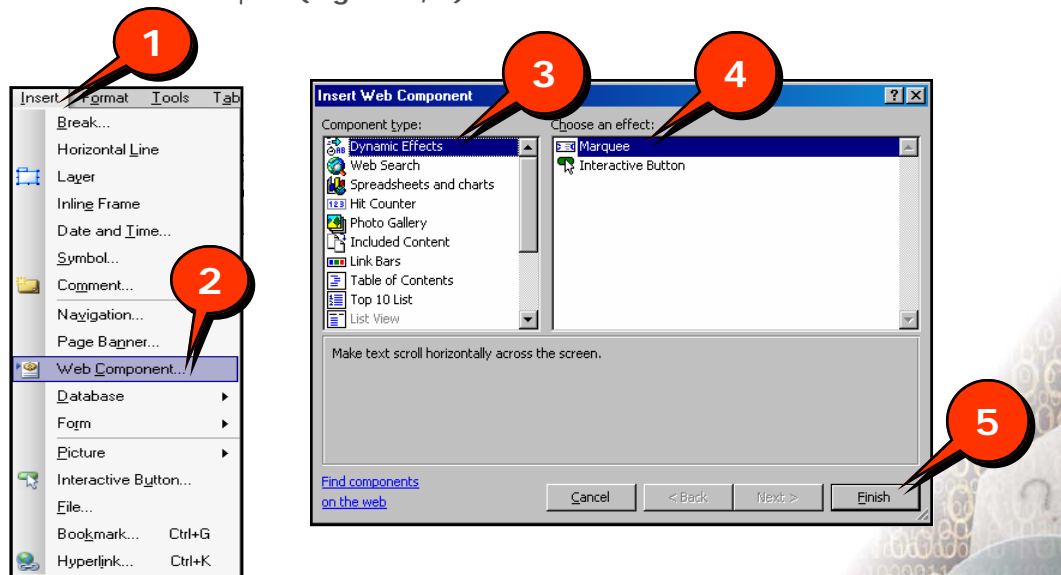
Dynamic Effects

Dynamic Effects include marquees and interactive buttons. Marquees are another name for scrolling text. The text will fly across the screen at customized speeds and directions. Interactive buttons can serve as links and can be customized to light up different colors. To add dynamic effects:

Marquee

1. From the menu bar, click **I**nsert (Figure 1, 1) > **W**eb **C**omponent (Figure 1, 2).
2. Make sure the first option, **D**ynamic Effects (Figure 1, 3) is highlighted on the left, and on the right, **M**arquee (Figure 1, 4) should be highlighted by default.
3. Click **F**inish to insert the Marquee (Figure 1, 5).

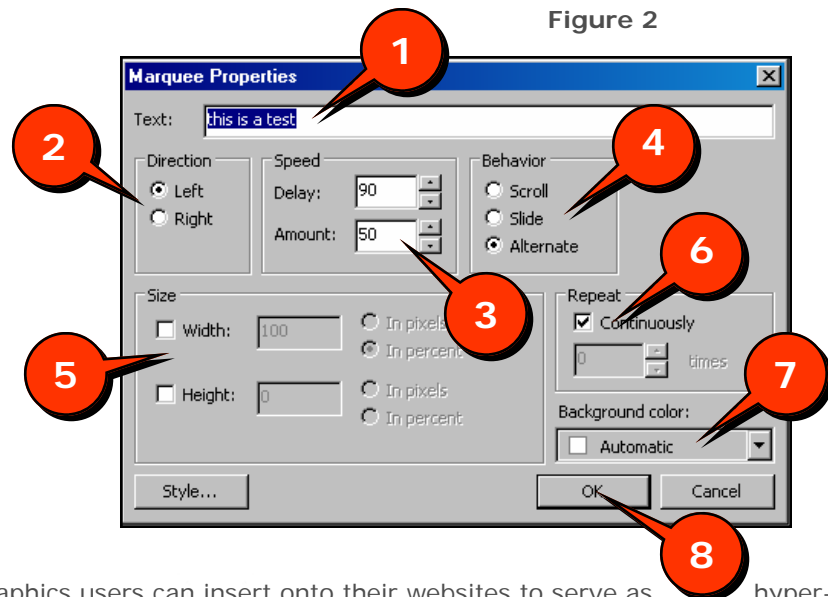
Figure 1



The Marquee Properties window will now open. Here you can customize the options for your Marquee.

1. Enter the text to be displayed in the **T**ext text-box (Figure 2, 1).
2. Choose which **D**irection the text should move (Figure 2, 2).
3. Decide what speed you want the Marquee to move:

- Delay— how long do you want the text to remain on the screen.
 - Amount — how fast do you want the text to move (**Figure 2, 3**).
4. Decide how you want the text to act under the **Behavior** category:
 - Scroll— text will travel across the screen, disappear, and repeat the process.
 - Slide— text will travel across the screen and stop.
 - Alternate— text will travel from one side, briefly stop, and move to the other side of the screen and repeat the process (**Figure 2, 4**).
 5. Place checkmarks in the boxes under Width and Height in the **Size** box if you wish to enlarge the text (**Figure 2, 5**).
 6. By default, the text will perform its assigned action continuously, until the user exists the page, to change this to have the text only move a certain amount of times, in the **Repeat** Box, uncheck the **Continuously** checkbox (**Figure 2, 6**).
 7. Click the drop-down arrow under **Background color** to choose a color to appear behind the text (**Figure 2, 7**).
 8. Click **OK** when finished (**Figure 2, 8**).



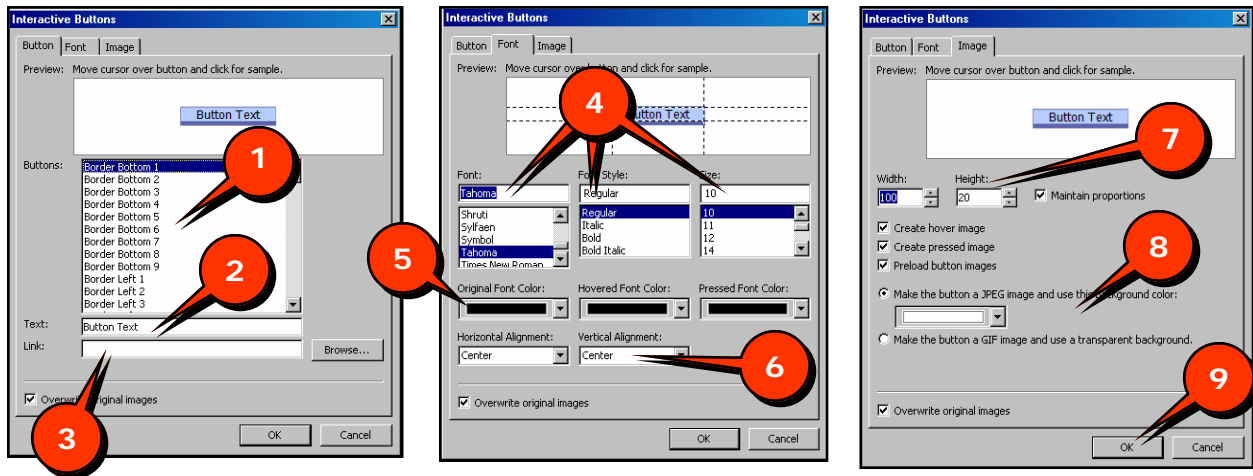
Interactive Button

Interactive buttons are small graphics users can insert onto their websites to serve as hyperlinks. Interactive buttons can be setup to glow different colors when the cursor is placed on top of them. To insert an interactive button:

1. From the **I**nsert menu click **W**eb **C**omponent.
2. Make sure **D**ynamic **E**ffects is highlighted under **C**omponent **T**ype.
3. Under **C**hoose an effect, click on **I**nteractive **B**utton and click **F**inish.
4. The interactive button properties box will appear. Make sure the **B**utton tab is selected and choose a button style by clicking on different buttons and previewing them. Use the scroll bar to scroll down and view all of the options (**Figure 3, 1**).
5. Once you have button style selected, enter the text to be displayed on the button in the **T**ext text-box (**Figure 3, 2**).
6. Enter the URL of the page that opens upon clicking the button in the **L**ink text box (**Figure 3,3**).
7. Click the **F**ont tab to edit the Font of the text displayed on the button. Choose a **F**ont, **F**ont **S**tyle, and a **S**ize (**Figure 3, 4**).
8. Choose a color scheme for the button:

- Original Font Color— Color of font initially.
 - Hovered Font Color— Font color when the cursor is on top of the button.
 - Pressed Font Color— Font color after the button has been clicked on by the user (Figure 3, 5).
9. Choose where to align the Font inside the button **Horizontally** and **Vertically** (Figure 3, 6).
 10. Click the **Image** tab and preview your button. Next, adjust the width or height if needed (Figure 3, 7).
 11. Finally, choose whether to make the button a **JPEG** image file or a **GIF** image file. The JPEG format is a larger file and looks better. The GIF is smaller and grainier (Figure 3, 8).
 12. Click **OK** when finished to insert your button (Figure 3, 9).

Figure 3

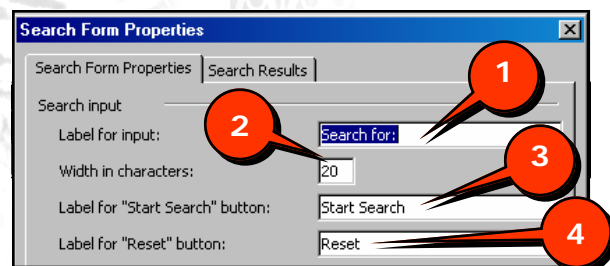


Web Search

Sometimes people can not find exactly what they are looking for on a Website. In these cases, it may be easier to search the Website for an item. Unlike Web searches, like Google or Yahoo, this Web search only searches through the Website, not the entire Internet. To insert a Web search:

1. Click on the **Insert** menu and choose **Web Component**.
2. Under **Component Type**, click on **Web Search**, and under **Choose a type of search**, click on **Current Web**, if it is not already highlighted. Click on **Finish** to continue.
3. The **Search Form Properties** window will open. Be sure the **Search Form Properties** tab is selected.
4. In the **Label for input** text box, enter the text to be displayed next to the search on the website (Figure 4, 1).
5. Identify how many characters the user will enter into the search by entering a number into the **Width in characters** text box (Figure 4, 2).
6. Type in the **Label for "Start Search" button** text box what you want to be displayed on the search button (Figure 4, 3).
7. If you wish to change the text to be displayed on the Reset button to something other than "Reset" do so in the text box, **Label for "Reset" button** (Figure 4, 4).
8. Click **OK** to insert the Web search tool.

Figure 4



Spreadsheets and Charts

Microsoft FrontPage spreadsheets and charts can be used to display information in an organized fashion. Visitors to the Website can enter and change data in a spreadsheet and have the data be displayed in a chart or graph. Three types are available:

Office Spreadsheet

Office spreadsheets can be inserted onto web pages to hold and display information. They can perform mathematical functions, filter data, and export the data to Microsoft Excel. To add an Office Spreadsheet to your webpage:



1. Go to the **I**nsert menu and choose **W**eb **C**omponent.
2. Under **C**omponent **t**ype, click on **S**preadsheets and charts.
3. Under **C**hoose a **c**ontrol, click on **O**ffice **S**preadsheet.
4. The spreadsheet works similar to Excel. Click on the **C**ommands and **O**ptions button to access more features.

Office Chart

Office charts take data and make a physical representation of the data for people to see it more clearly. The data can be typed into the chart upon creation, come from Microsoft Access, or come from a Web item such as the Office Spreadsheet.

1. Go to the **I**nsert menu and choose **W**eb **C**omponent.
2. Under the **C**omponent **t**ype choose **S**preadsheets and **c**harts and under **C**hoose a **c**ontrol, click on **O**ffice **C**hart.

Three choices are available to serve as the source of the data.

If you choose the first choice, **Data typed into a data sheet**:

1. Left click to place a dot in the circle to choose **Data typed in a data sheet** (Figure 5, 1).
2. Click on the **Data Sheet** button (Figure 5, 2) to manually enter data for creating a chart.
3. Enter the data into the spreadsheet.
4. Click on the **Type** tab to choose which type of chart you want to create (Figure 5, 3).
5. Click on the **X** to close the window.

If you choose **Data from a database table or query**:

1. Left click to place a dot in the circle to choose **Data from a database table or query**.
2. Click on the **Connection** button to set the database connection.
3. Click the **Edit** button to connect to a file through Microsoft SQL Server, ODBC DSN, Oracle, or Microsoft Business Solutions.
4. Click on the **Type** tab to choose a chart type.
5. Click the **X** to insert a chart.

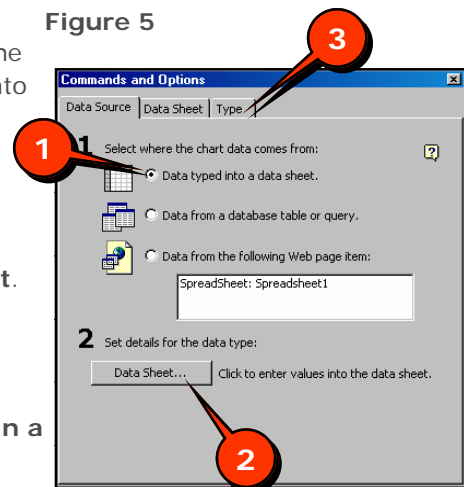


If you choose data from the following Web item:

You must include an Office Spreadsheet (See top of the page) or Pivot Table somewhere in the webpage.

1. Click on the **Ranges** button to set the chart ranges.
2. In the data range text box, type the range you want the chart to show from the spreadsheet or pivot table (Figure 6, 1). For example, if the data in the spreadsheet is listed in the B2 square

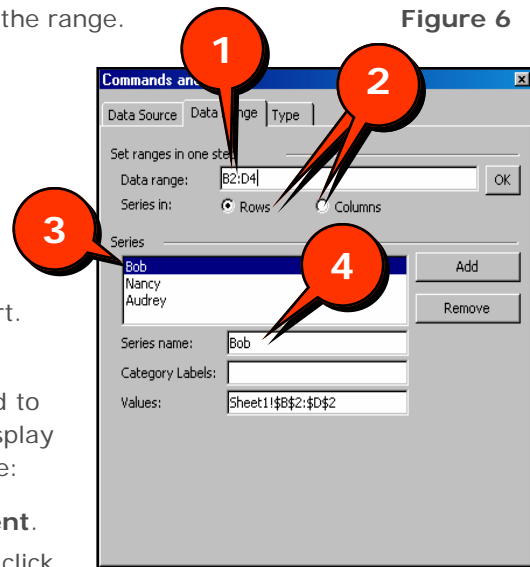
Figure 5



and goes down and to the left to D4, B2:D4 would be the range.

3. Choose whether to display the graph by reading the information by rows or columns (**Figure 6, 2**).
4. Give each series a name by clicking on the series (**Figure 6, 3**), by default it will say Series1, Series2, etc., and renaming it in the Series name text box (**Figure 6, 4**).
5. Click on the Type tab to choose a chart type.
6. Click on the X to close the window and create the chart.

Figure 6



Office Pivot Table

An Office Pivot Table is an interactive component designed to analyze and summarize databases. Office Pivot Tables display information in a list format. To insert an Office Pivot Table:

1. Click on the **I**nsert menu and choose **W**eb **C**omponent.
2. Click on **S**preadsheets and charts and on the right, click on **O**ffice **P**ivot **T**able.
3. Click the link titled, **C**lick here to connect to data to bring up the **C**ommands and **O**ptions window.

If you are connecting to a database:

4. Make sure you are viewing the Data source tab under Commands and Options. Under **G**et **d**ata **u**sing, click on the circle next to **C**onnection, to place a dot in the circle.
5. Click the **E**dit button to select a data source.

Hit Counter

A hit counter is a graphic displayed on a Website which automatically counts the number of hits or visits to the site, and displays the number. Hit counters allow webmasters to know how many people are visiting the site. To insert a hit counter:

1. Go to the **I**nsert menu and click **W**eb **C**omponent.
2. Click on the fourth option down, **H**it **C**ounter, and use the scroll bar on your right to scroll to a hit counter you prefer. Double-click on the hit counter you have chosen.
3. Place a check mark in the box, by left clicking on it, if you want to reset the counter to zero.
4. Place a checkmark in the second box to limit the number to a certain amount of digits. Click **O**K when you are finished to insert the hit counter.

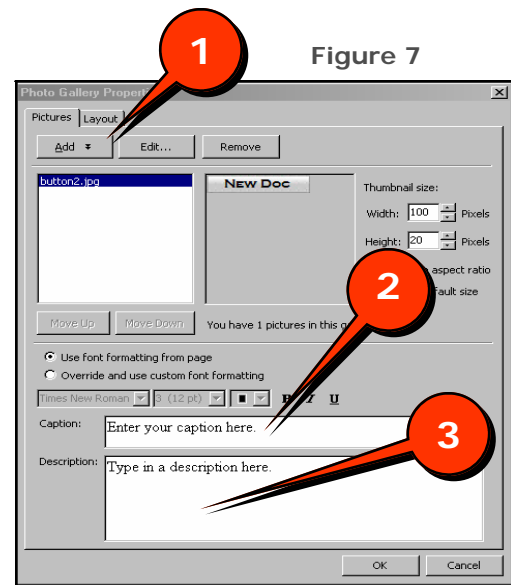
Photo Gallery

Photo Galleries provide users with options to display pictures in more effective formats. Instead of going to the insert menu to place pictures on your webpage, users can add a Photo Gallery. Photo Galleries are interactive and more professional looking. Photo Galleries will even create thumbnails, smaller versions, of your pictures automatically. To insert a Photo Gallery:

1. Click on **I**nsert and choose **W**eb **C**omponent.
2. Click on Photo Gallery and you are presented with four choices:
 - Horizontally— create a Photo Gallery with pictures, captions, and descriptions displayed horizontally.
 - Montage— thumbnails are displayed in a collage on the page. Captions appear when the cursor is rested over the image. Descriptions are not available in this layout.
 - Slideshow— thumbnails are displayed in a scrollable row at the top of the page in this layout. When a thumbnail is clicked on, a large version appears underneath. Captions and

descriptions are displayed under the larger version of the picture.

- Vertically— produce a Photo Gallery with thumbnails, captions, and descriptions shown vertically.
3. Select a style and click **Finish** to insert the Photo Gallery.
 4. Make sure the Pictures tab is selected and click on the **Add** button (**Figure 7, 1**).
 5. Choose whether the picture is coming from file (the computer) or from Scanner or Cameras. If the picture is coming from file, navigate to the picture, highlight it, and click **Open**.
 6. The picture will be added to the column on left. The name of the file will be displayed.
 7. Users can click the **Edit** to edit a picture. FrontPage contains tools for rotating, cropping, or adjusting the size of the picture. To remove the picture from the Photo Gallery, click the **Remove** button.
 8. To change the position of pictures within the gallery, click on a picture to highlight it and click the **Move Up** or **Move Down** button.
 9. Type in a caption from your picture in the Caption text box (**Figure 7, 2**).
 10. Enter a description of the picture into the Description text box (**Figure 7, 3**).
 11. Repeat steps 4-11 to enter additional pictures into your gallery.
 12. The Layout tabs give users the option to change the layout even if pictures and other information have already been entered.
 13. Click **OK** to insert the Photo Gallery.



Included Content

Included content contains some time saving features. To insert any of these options, go to the Insert menu, click on Web Components, and click on included content. These options include:

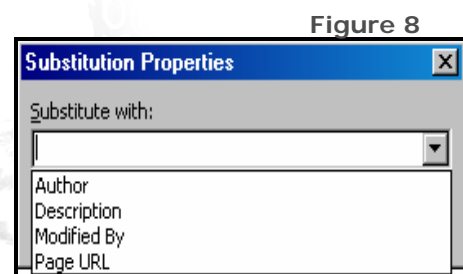
- Substitution— User can display the author, last changed, or URL information on the webpage automatically.
- Page— Display one page's contents on another page.
- Page based on Schedule— Show content from other web pages on this page at a specific time.
- Picture based on Schedule— Show a certain picture on this page at specific times.
- Page Banner— Insert a graphical or text page banner.

Substitution

Click the drop down arrow and choose which option to insert. Click **OK** to insert the element automatically (**Figure 8**).

Page

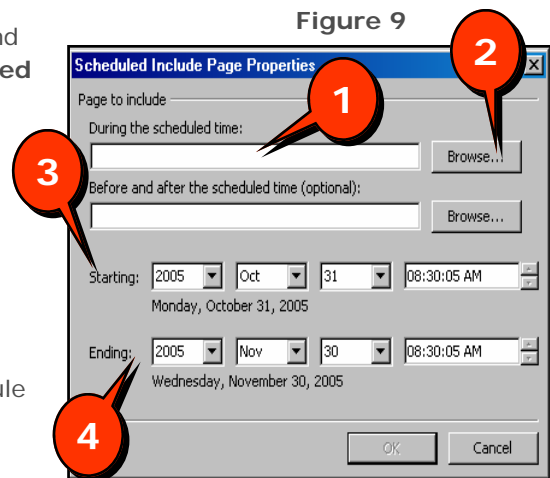
Either type in a URL or click the Browse button to display the page contents. If you type in a URL, the page must be part of your Website.



Page Based on Schedule

A page based on schedule gives you the option of having different Websites displayed at different times. To insert a Page based on Schedule:

1. Click **I**nsert in the menu bar and choose **W**eb **C**omponent.
2. Under **C**omponent **T**ype, click **I**ncluded **C**ontent and under **C**hoose a type of content, click on **P**age based on **S**chedule, and click **F**inish.
3. Type in the URL of the page to appear during the scheduled time or click **B**rowse and navigate to the file (**Figure 9, 1**).
4. The next text box gives you the option to have another page show before and after the scheduled time.
5. Give the rule a starting (**Figure 9, 2**) and ending (**Figure 9, 3**) date and time. Click **O**K to have the rule take affect.



Page Banner

A page banner can be added to your page as long as the webpage to have the page banner displayed on it has been added to the navigation. To add a Page Banner to your website:

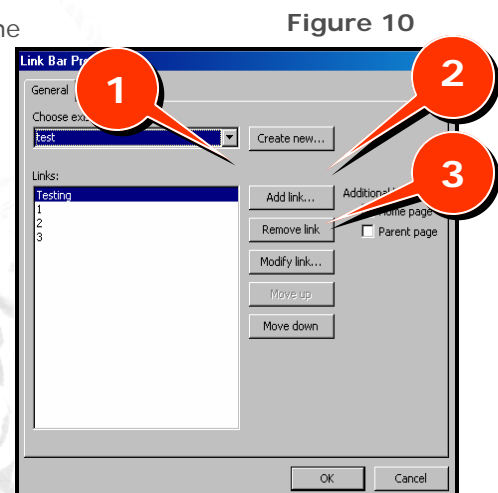
1. Click **I**nsert in the menu bar and choose **W**eb **C**omponent.
2. Under **C**omponent **T**ype, click **I**ncluded **C**ontent and under **C**hoose a type of content, click on **P**age **B**anner.
3. Make sure the page has been added to your navigation. If so, you can select whether the page banner is a picture or text. Type in the text if that is what you are adding and click **O**K.

Link Bars

Link bars, similar to interactive buttons, are linked buttons automatically formatted. Interactive buttons can be placed anywhere on the page. Links bars will be aligned at the top or left and are automatically formatted in row. To add a link bar:

Bar With Custom Links

1. Go to the **I**nsert menu and click **W**eb **C**omponent. Under **C**omponent **T**ype, click **L**ink **B**ars, and under **C**hoose a bar type, click on **B**ar with custom links. Click **N**ext.
2. Scroll down to choose a bar style, left click one time on the style you chose and click **N**ext.
3. Click on where you would like your link bar to be placed, on top or on the left and click **F**inish.
4. Choose an existing link bar by clicking on the drop down arrow (**Figure 10, 1**) *OR*
5. To create a new link bar, click the **C**reate new button (Figure 10, 2).
6. Click the **A**dd link button to add another link to the bar



7. In the text to display text box at the top, type in the text you want visitors to the site to see.
8. Browse to a file or type in a URL in the Address text box.
9. You can remove, modify, or move links from this menu. Click **OK** to launch the link bar.
10. Double click on **Add Link** to make future changes.

Bar With Back and Next Links

A bar with back and next links is different from a bar with custom links. A bar with back and next links creates a linear series of links. By clicking the back button, you arrive at the previous page. The previous page and the rest of the order the pages appear in is determined by the webpage creator. To insert a bar with back and next links:

1. Go to the **I**nsert menu and click on **W**eb **C**omponent.
2. Under Insert Web Component, click on **L**ink **B**ars. Under Choose a bar type, click on **Bar with back and next links**, and click **N**ext.
3. Scroll down and choose a theme for the buttons.
4. Under choose an orientation, decide whether to align the buttons at the top or left side.
5. Choose an existing link bar by clicking on the drop down arrow (**Figure 10, 1**) OR
6. To create a new link bar, click the **Create new** button (**Figure 10, 2**).
7. Click the **Add link** button to add another link to the bar.
8. In the **Text To Display** text box at the top, type in the text you want visitors to the site to see.
9. Browse to a file or type in a URL in the Address text box.
10. You can remove, modify, or move links from this menu. Click **OK** to launch the link bar.
11. Double click on **Add Link** to make future changes.



You must include the page you are adding a bar with back and next links to in the link bar properties in order for the buttons to work.

Bar based on Navigation Structure

1. Go to the **I**nsert menu and click on **W**eb **C**omponent.
2. Under **C**omponent **t**ype, choose **L**ink **B**ars and under **C**hoose a **b**ar **t**ype, click on **Bar based on a navigation structure**. Click **N**ext.
3. Scroll down and choose a bar style. Click **N**ext to continue.
4. Choose an orientation, how you want the navigation aligned, either at the top of left side and click **F**inish.
5. The Link Bar Properties window should appear. Choose which hyperlinks to add to the page. If you wish to change the style, click on the **S**tyl**e** tab.
6. Click **OK** to insert the link bar.

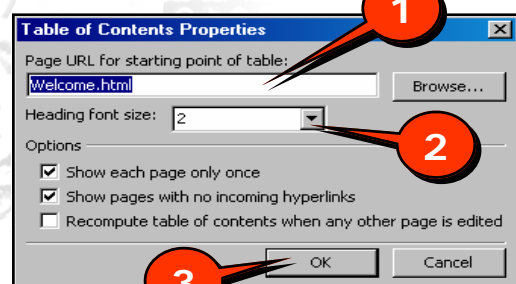
Table of Contents

A table of contents previews the topics covered in the document. In a website, the table of contents provides links to the pages in a site. To insert a table of contents:

For This Web Site

1. Go to the **I**nsert menu and click on **W**eb **C**omponent.
2. Under **C**omponent **t**ype, choose **T**able of **C**ontents and under **C**hoose a **t**able of **c**ontents, click on **F**or **t**his **W**eb **S**ite and click **F**inish.
3. The Table of Contents Properties window will now open. Verify your starting webpage is in the **P**age

Figure 10



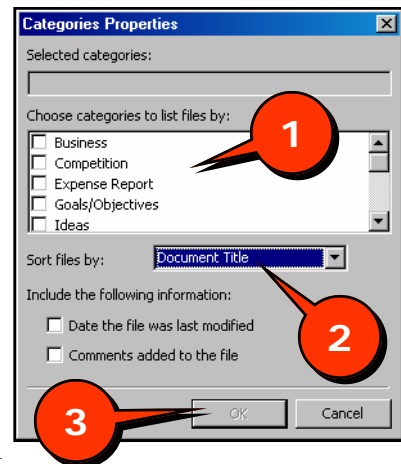
URL for start point of table text box.

4. Choose a font size. The lower the number, the larger the text.
5. Click **OK**.

Based on Page Category

1. Go to the **Insert** menu and click on **Web Component**.
2. Under **Component type**, choose **Table of Contents** and under **Choose a bar type**, click on **Based on Page Category**. Click **Finish**.
3. Place checkmarks in the boxes to which you want to sort your web pages by (**Figure 11, 1**).
4. Choose whether to sort the contents by **Document Title** or **Date Last Modified**.
5. Click **OK** to insert the table of contents.

Figure 11

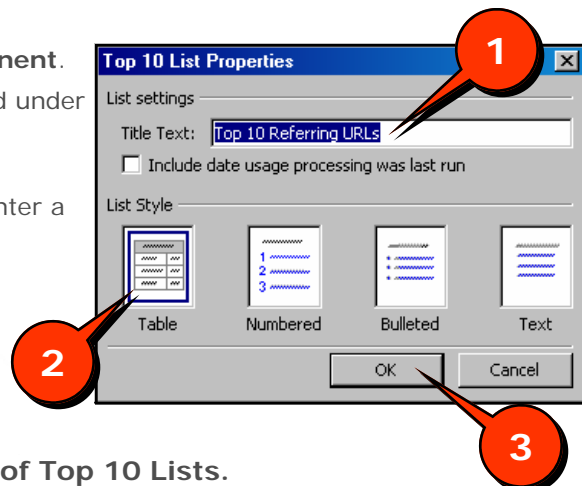


Top 10 List

Top ten lists will show the top ten of the following statistics on a web page: Visited Pages, Referring Domains, Referring URLs, Visiting Users, Operating Systems, Browser. To insert a Top 10 List:

1. Go to the **Insert** menu and click on **Web Component**.
2. Under **Component type**, choose **Top 10 List** and under **Choose a usage list**, click on the statistic you would like displayed. Click **Finish**.
3. The Top 10 List Properties list will now appear. Enter a title into the **Title Text** text box.
4. Under List Style, choose a layout for the Top 10 List.
5. Click **OK** to insert the list.

Figure 12



★ The process is the same for all of the types of Top 10 Lists.

MSN Mapping Components

Insert a Map

Microsoft FrontPage provides the ability to add a map of a location to a webpage. To add a map to a webpage:

1. Go to the **Insert** menu and click on **Web Component**.
2. Under **Component type**, choose **MSN Mapping Components**.
3. Under **Choose an MSN Mapping Component** choose **Insert a map** and click **Finish**.
4. Enter a street address, city, state, and zip code. Click **Next**.
5. Preview the map. If this is correct, click **Next**.
6. Click **Finish**.

Link to a Map

See page 9, **Insert a map**. The process is the same. Instead of inserting a preview of the map on the website, it inserts the address hyperlinked to MSN Maps for users to receive directions.

MSN Components

Microsoft includes two helpful tools for users to insert onto their webpage. MSN search allows visitors to the site to perform a search of the internet via MSN. MSN stock quote allows visitors to the site to search a stock quote via MSN. To insert these tools:

MSN Search

1. Go to the **Insert** menu and click on **Web Component**.
2. Under **Component type**, choose **MSN Component** and under **Choose a MSN Component**, click on **Search the Web with MSN**. Click **Finish** to insert the MSN search tool.

MSN Stock quote

1. Go to the **Insert** menu and click on **Web Component**.
2. Under **Component type**, choose **MSN Component** and under **Choose a MSN Component**, click on **Stock Quote**. Click **Finish** to insert the MSN search tool.

MSNBC Components

Microsoft includes links to its headlines which can be added onto your webpage in the form of a linked picture. The following headlines can be linked to: Business, Living and Travel, News, Sports, Technology, and Weather. To insert a linked picture:

1. Go to the **Insert** menu and click on **Web Component**.
2. Under **Component type**, choose **MSNBC Component** and under **MSNBC Component**, click on the choice you want to insert. Click **Finish** to insert the MSNBC Component.



Weather requires you to enter the zip code of the city you would like local weather. Enter the zip code and click **Next** to insert a local weather link similar to the one below.

MSNBC Local Weather for Seattle, WA	
Current Conditions	Tomorrow
55° DREARY	Partly Sunny 60°/48°
Wind: 4SSE Baro: 30.07" Humidity: 86%	
For extended forecasts, go to MSNBC.com	