



Web Development Using Microsoft FrontPage

Learn to design and create a web site utilizing
Microsoft FrontPage 2000!

- ✓ Designing a web site
- ✓ Creating and saving web pages
- ✓ Changing and formatting page properties
- ✓ Inserting and formatting text
- ✓ Inserting images and alternative text
- ✓ Creating internal, external and email hyperlinks.
- ✓ Creating simple tables
- ✓ Creating bookmarks and linking to them
- ✓ Previewing site in a web browser

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Web Development Using Microsoft FrontPage

Terminology

The following terms will be referenced during this workshop:

Table 1. Terminology

Term	Definition
context menu	Access popup shortcut menus by right clicking on objects with the mouse.
HTML	HyperText Markup Language. This is the markup language web pages are written in.
hyperlink	Text or hotspots that load other web pages when clicked on.
pixel	The unit of measurement on the web. One pixel is approximately the size of a period (.) in 12-point Arial font.
URL	Universal Resource Locator. The address of a web site.
web page	A file written in HTML, usually placed on internet servers.
web site	A collection of web pages, linked together on a server.

HTML

HTML is the acronym for HyperText Markup Language. Though HTML is often called a programming language, it is really not. Programming languages are 'Turing-complete', or 'computable'. That is, programming languages can be used to compute something such as the square root of pi or some other such task. Typically programming languages use conditional branches and loops and operate on data contained in abstract data structures. HTML is much easier than all of that. HTML is simply a 'markup language' used to define a logical structure rather than compute anything. Although this is an issue of semantics, it is one of which you should be aware.

HTML enables you, the designer, to create hyperlinks to other HTML files and also allows you to include static and interactive graphics, video, and sound files in your document. These tags control the structure and behavior of the text or the information to be displayed. Most HTML tags have an opening and a closing tag; the closing tag is indicated by a forward slash (/). The HTML syntax comprising the tag is enclosed by a less than and a greater than symbol (< >). For example:

```
<font size="+3"> This is text in a larger font size.</font>
```

File Management

In planning your web site, you should manage your files so that all of your web pages, graphics and other files are contained (saved) in the same subdirectory. Within the subdirectory, you can create additional folders to organize your files. For example, you may create a folder on your hard drive on or a floppy disk called *my web*. Within your



my web subdirectory, you can create additional folders, such as an *images* folder for storing all of the graphics that you plan to use in your web site. By doing this, you can save all of the graphics files in a convenient location so they will be readily available to insert into your web pages. Having all the files you plan to use in your

web site saved in one subdirectory ensures that all of your web pages and pictures will link together correctly and that all of your relative internal links will remain the same when your site is uploaded to a web server.

Getting Started with Web Design

According to Asha Dornfest, author of *FrontPage 2000 for Dummies*, there are five steps to a brilliant web site:

1. **Give your site purpose.** Focus on what you want your site to accomplish. After you decide what you want your site to do, make the purpose clear to your visitors right away so they know what to expect if they decide to stay for a while.
2. **Remember your visitors.** In order for you to establish an effective purpose, you must concentrate on your target audience. Try to visualize how old they may be, what type of hobbies they may have, and what type of language they may use (slang, proper English, etc.).
3. **Cultivate an image.** Think about how you want your target audience to describe your site – “friendly”, “cutting edge”, “useful”, “bizarre” – and choose your site’s graphics and layout accordingly.
4. **Make your site easy to navigate.** Always guide your visitors with clearly categorized information and thoughtfully placed links. Navigation bars will be a great help to your visitors also. Keep pages short and easy to read. If your visitor gets lost, give them a map containing links to all the pages in your site. You could also set the site up so that visitors can search your site for keywords (this can be done using FrontPage Search Form Component).
5. **Plan for the future.** As time goes on, you are bound to add new pages and even new sections to your site. However, it is very important that you keep the growth of your web site in perspective by refining the purpose of your site and by remaining focused on your audience.

AASU's Web Design Tips

1. Because many users view their monitors at an 800 x 600 resolution, it is best to design at this resolution setting.
2. Web pages should be easy to navigate and have links, so users can easily navigate back to secondary pages or the home page.
3. Ideally, users should not have to scroll down or across the web page.
4. Text should be large enough for users to read the information provided without eye strain. The default font size is "3" for normal text.
5. Graphics used on pages should have manageable file sizes (e.g. less than 30 K, if possible). Certain graphics such as photos may exceed this size; however, every effort should be made to keep file sizes of graphics small. Smaller graphics mean less download time, which helps the user.
6. Black backgrounds with lightly colored or white text should not be used as text on pages of this type does not appear or appears faintly when web pages are printed from the browser.
7. If a page must incorporate large amounts of text, bookmarks or anchors may be used to prevent the user from scrolling and to assist in quick and efficient navigation of the page.
8. Frames should be avoided as a design approach since this format is not, in general, ADA compliant and often confuses rather than assists users in navigating a web site.
9. Another ADA-related suggestion is to label graphics with <alt> tags for those with screen reading software so that particularly navigational graphics can be interpreted for the student with special needs.
10. Links to other pages, external web sites, and those that send email (i.e. mailto:) should be designed with adequate description so that a screen reader can interpret the link correctly. In other words, avoid creating links that say "Click here"; instead use phrases, such as "Download the Acrobat Reader."
11. It's useful to include a "Last modified" date on your page.
12. Keep the design of the web site consistent.

Planning Your Web Site

1. **Organize/Map Your Ideas.** Before you start creating your web site, plan the structure and organization of the site, from your home page to all of your site's links. The illustration below (*Figure 1*) is an example of how you can begin planning. This is practical if your web page is not going to be complex.
2. **Bookmark sites.** If you plan to link to other web sites, you should find them and bookmark them in advance. This will save you time during the development phase of the web site.
3. **Find and save graphics.** You will also save time by having all of your graphics saved in your web folder before you begin your web creation. Ideally, these graphics should be GIF or JPEG format.

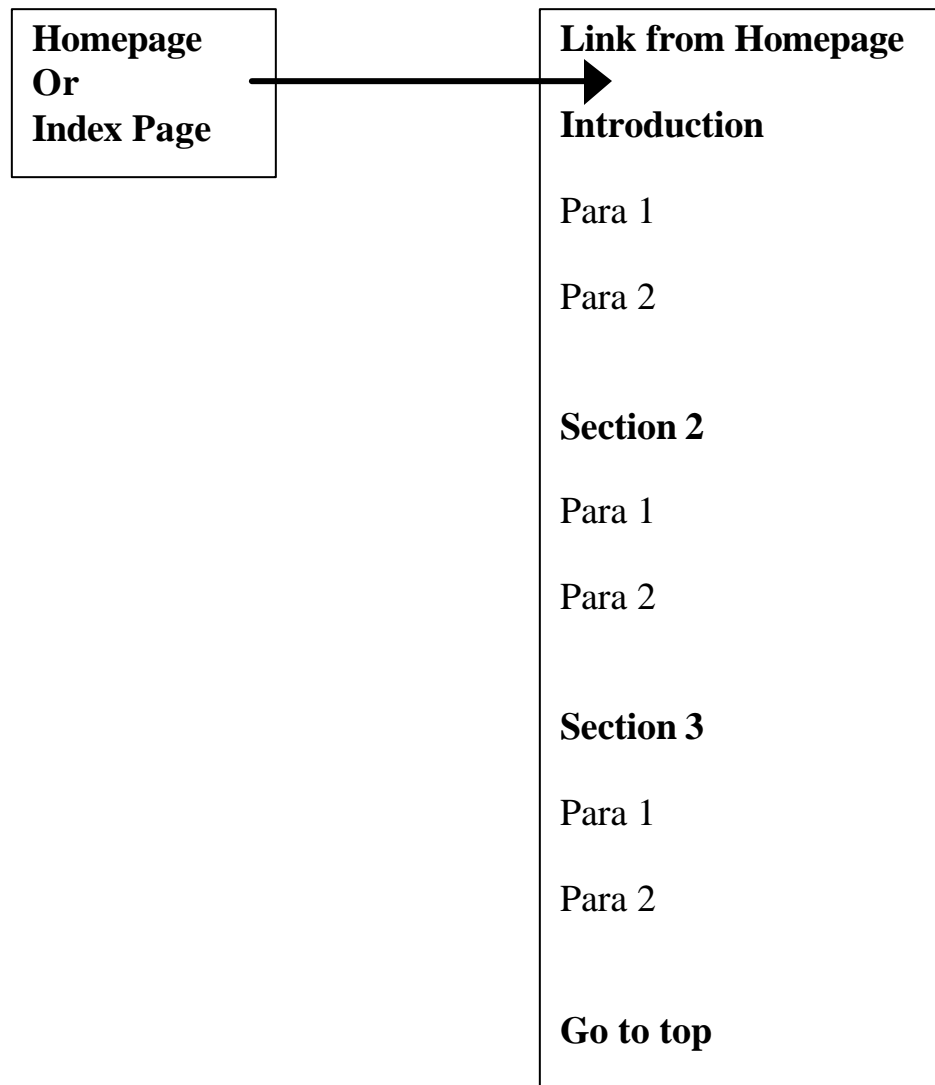


Figure 1. Planning a simple web site

Planning Linked Pages

For more complex sites, you will want to plan how you will organize your ideas on separate pages. Some pages may just contain links to many other pages. On each of these pages, you may want to use a navigation bar on the top or side of the page. In addition to a navigation bar with default links, you will also need to determine if a page will need to link to any other related pages.

Make these decisions before you begin your web site.

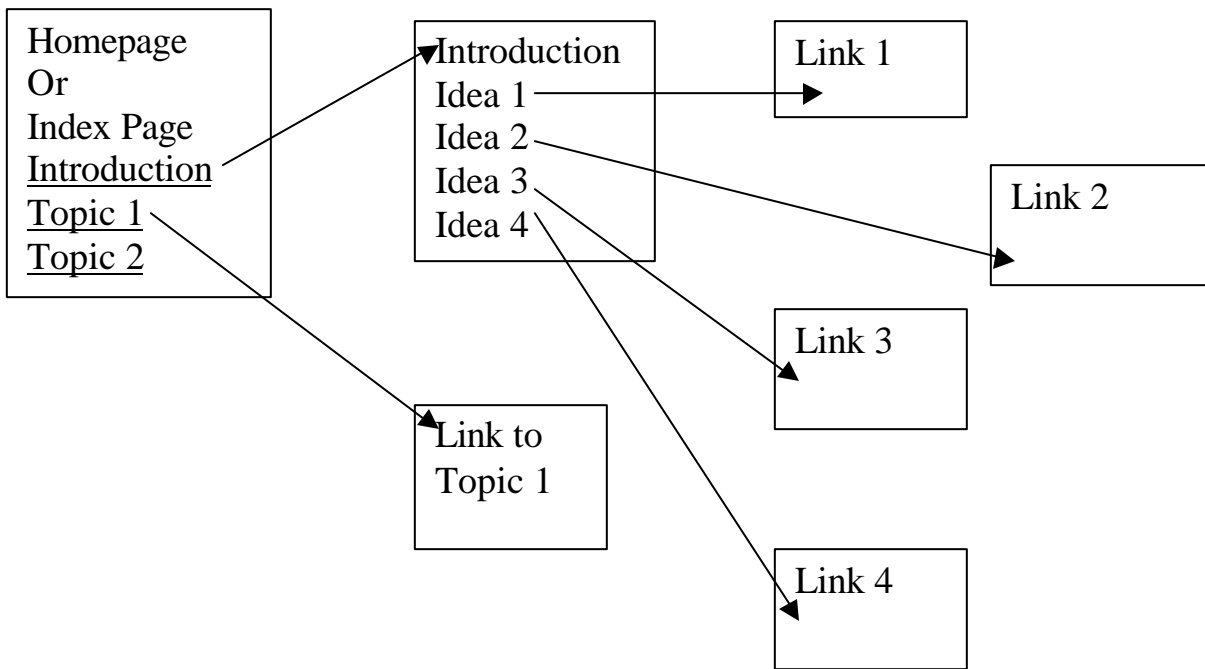


Figure 2. Organizing ideas for a complex web site

Introduction to Microsoft FrontPage

Web pages are the basic documents of the World Wide Web. They are written in a language called Hypertext Markup Language, or HTML. However, you do not need to know HTML to use Microsoft FrontPage. FrontPage is a web authoring program that can be utilized like a word processor, which allows you to type and format text, and add graphics, tables, and other page elements. While you edit your pages, FrontPage adds the HTML tags in the background, and your page is displayed, as it would appear in a Web browser. However, you can display the HTML tags on the page, and if you are familiar with HTML, you can write and edit tags yourself.

FrontPage Screen Layout

By default, FrontPage initially opens in *Page* view. The default screen layout is shown in the diagram below (*Figure 3*). You can change the view by selecting a different *View* option. Different views include:

- *Page*. Page view gives you a WYSIWYG editing environment for creating and editing web pages.
- *Folders*. Folders view lists all of the files and folders in your web for easy management.
- *Reports*. Reports view identified problems with pages and links in the web including slow-loading pages, broken links, and other errors.
- *Navigation*. Navigation view lists the navigation order of the site and allows you to change the order that a user would view the pages.
- *Hyperlinks*. Hyperlinks view allows you to organize links in the web pages.
- *Tasks*. Tasks view provides a grid for inputting tasks you need to complete in your web.

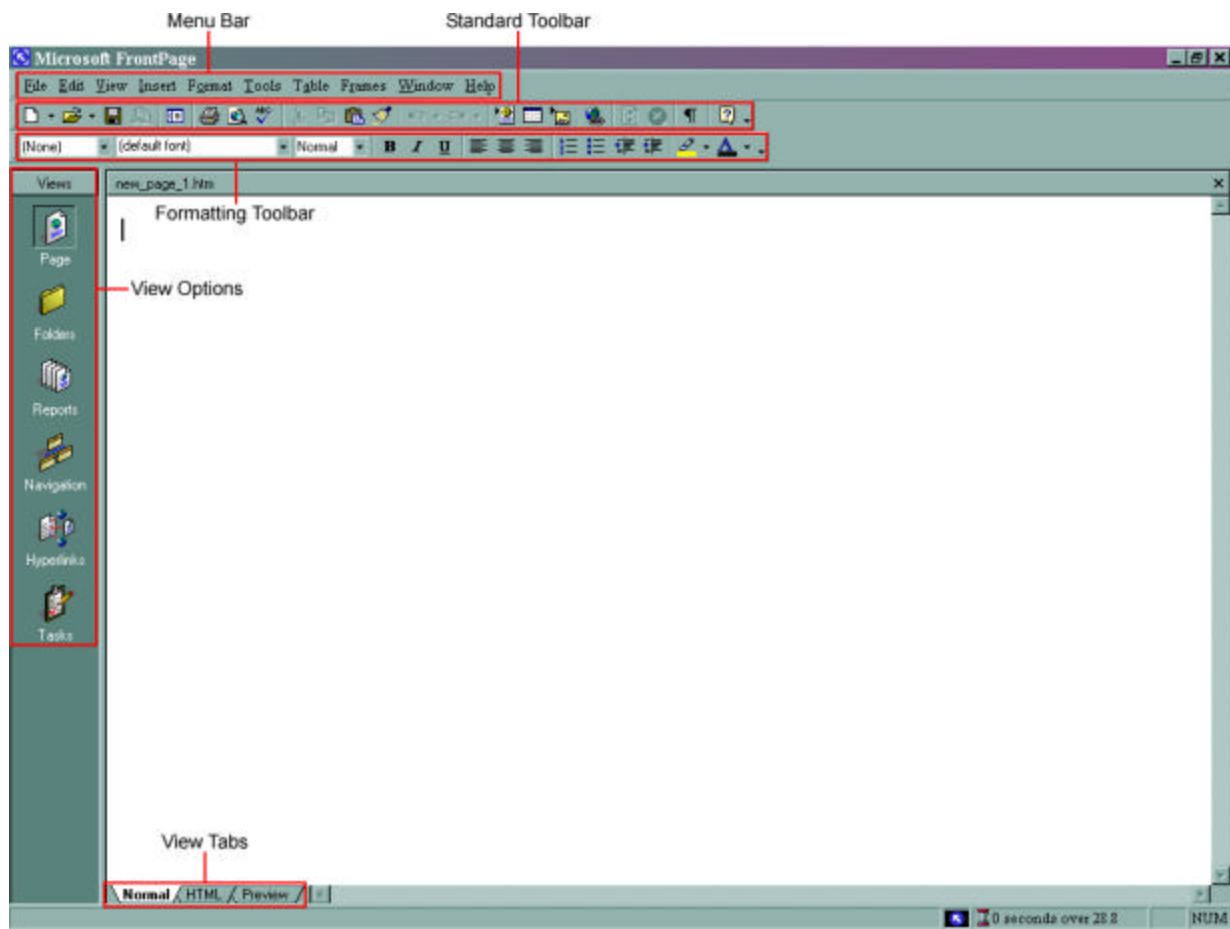


Figure 3. FrontPage default screen layout

This workshop focuses on *Page* view. In *Page* view, the following three tabs are visible at the bottom of the workspace and provide different views of the page(s) you are editing:

- *Normal*. In *Normal* view, you can edit your web pages in WYSIWYG fashion.
- *HTML*. By selecting the *HTML* tab, you can write HTML directly.
- *Preview*. By selecting the *Preview* tab, you can preview your page as it will appear with viewed in a web browser.

Creating and Saving a New Page

Microsoft FrontPage initially opens with a blank web page. If FrontPage is already open you can create a new web page by selecting **File → New → Page**. FrontPage initially applies several default settings to the page. For example, the default page title is *New Page 1*, and until the page is saved, the file name is shown as *new_page_1.htm*.

To save the new web page, do the following:

1. Select **File → Save As**.
2. In the *Save As* dialog, select a location to save the web page from the *Save in* dropdown.
3. Optionally, change the page title by clicking on **Change**. In the *Set Page Title* dialog, enter a new title and click **OK**.
4. In the *File Name* field, type in a new file name.
5. Click **Save**.

When selecting a file name for your web pages, you should always consider whether or not the page is your home page or another page within your web site.

Using “index.html” for your Homepage

Name your home page *index.html* to make it easier for browsers to find your page. Naming your home page this way will also make it easier for you to link back to it from other pages you may choose to have in your site. If you do not name your homepage *index.html*, then browsing for *http://www.<yourwebsite>.com/* will display a directory listing of all you uploaded files, rather than your home page.

The file name *index.html* is the default page that loads, so if you name your home page *index.html*, then you should not need to specify it in the URL. If instead you name it something such as *homepage.html*, then the URL to use is:

http://www.<yourwebsite>.com/homepage.html

Thus, you can call your home page anything you want, but then you will have to include the name of the file in the URL for your web site. If you call the file *index.html*, you will not have to include the name in the URL.

Changing the Page Title

The page title is the text that is displayed in the title bar of the web browser when your page is viewed. The default page title for a new web page created in FrontPage is *New Page 1*. To change the page title:

1. Do one of the following:
 - Right click inside the workspace, and select **Page Properties** from the context menu.
 - Select **Format** → **Background**, and in the *Page Properties* dialog, click on the *General* tab.
2. In the *Title* text box, type in a title for your web page and click **OK**.

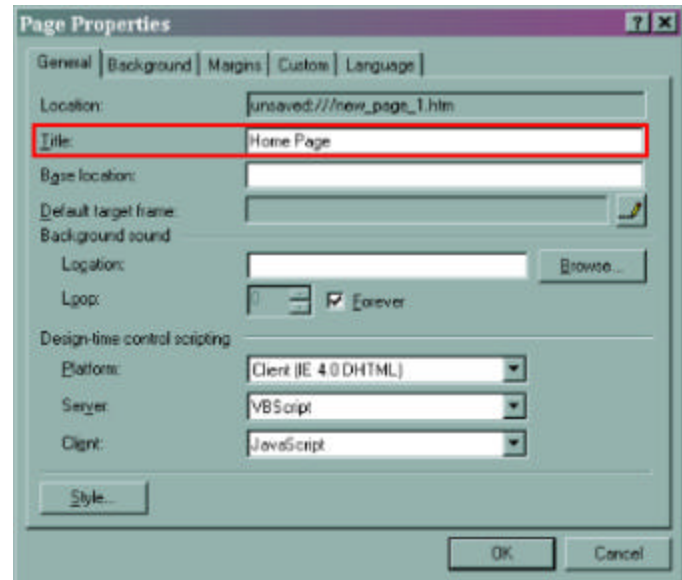


Figure 4. Page Properties dialog

Setting the Page Background Color

1. Do one of the following:
 - Right click inside the workspace, and select **Page Properties** from the context menu. In the *Page Properties* dialog, click on the *Background* tab.
 - Select **Format** → **Background**.
2. Select a predefined color from the *Background* dropdown, or you can define your own color by selecting **More Colors**.
3. If desired, you can also change the default colors for text, hyperlinks, active hyperlinks, and visited hyperlinks by selecting a color from each dropdown.
4. Click **OK**.

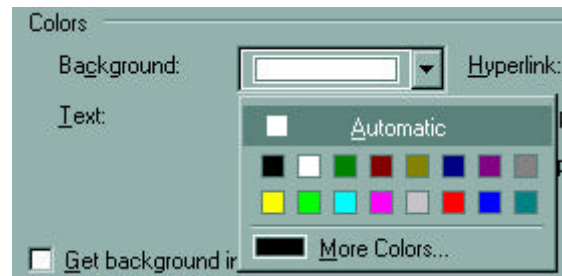


Figure 5. Background color

Applying a Background Image

A background image is an image file that appears behind all other text and graphics on your web page. Depending on the dimensions of the image, it may be tiled to take up all of the space on your web page. To apply a background image to your web page:

1. Do one of the following:
 - Right click inside the workspace, and select *Page Properties* from the context menu. In the *Page Properties* dialog, click on the *Background* tab.
 - Select **Format → Background**.
2. Under *Formatting*, check the box next to *Background picture*.
3. Click the *Browse* button, and browse and open the file that you would like to apply as your background image.
4. In the *Page Properties* dialog, click **OK**.

Adding Text to Your Web Page

Be sure that you are in *Page* view and have the *Normal* tab selected. You can begin adding text to your web page in the same fashion as you would a word processor.

Tip:

In Microsoft FrontPage, Pressing <Enter> is a double space. Pressing <Shift> + <Enter> is a single space.

Formatting Text Font

Formatting text in FrontPage is done in the same fashion as in a word processor. You can change the font face, size, style, color, spacing, and vertical position of text, and add effects, such as underlining, a strikethrough or small caps. You can also control spacing and indentation, add bullets and numbers, and set alignment. To set the font:

1. Highlight the text you want to format.
2. Select **Format → Font**.
3. On the *Font* tab, format text by selecting options from the *Font*, *Font style*, *Size*, and *Color* boxes. You can also select one or more options under *Effects*. The *Preview* area shows how text looks with your settings applied to it.
4. Press **OK**.



Figure 6. Font dialog

Note:


When selecting a font face, you may want to choose a standard font, such as Arial, Times New Roman, Courier New, Verdana, and others to ensure that your site looks the same to all of your visitors regardless of the platforms or browsers they use to access it.

Creating Lists


You can create several types of lists:

- Bulleted list for presenting a list of unordered items.
- Numbered list for presenting a list of ordered items.
- Definition list for presenting a list of terms and definitions.

To display a list of non-sequential items, create a bulleted list.

1. In *Page* view, on the *Normal* tab, click the *Bullets* button () on the *Formatting* toolbar.
2. Type in your text, and press <Enter> after each bulleted item.
3. Optionally, you can format your bullets by doing the following:
 - a. Highlight the bulleted list.
 - b. Select **Format → Bullets and Numbering**.
 - c. In the *List Properties* dialog, click on the *Plain Bullets* tab.
 - d. Select a bullet style and click **OK**.
4. To end the list, press <Enter> twice.

To display a list of sequential items, create a numbered list.

1. In *Page* view, on the *Normal* tab, click the *Numbering* button () on the *Formatting* toolbar.
2. Type in your text, and press <Enter> after each numbered item.
3. Optionally, you can format your numbering by doing the following:
 - a. Highlight the numbered list.
 - b. Select **Format → Bullets and Numbering**.
 - c. In the *List Properties* dialog, click on the *Numbers* tab.
 - d. Select a numbering style and, if desired, a number to start at.
 - e. Click **OK**.
4. To end the list, press <Enter> twice.

To display definitions and terms, create a definition list. Typically, a term is positioned flush left, and the definition is indented.


1. In *Page* view on the *Normal* tab, place the insertion point where you want the definition list to begin.
2. In the *Style* box, select *Definition*.
3. Type the first term in the list and press <Enter>.
4. The second line of text will appear indented
5. To end the list, press <Enter> twice.

Tip:
The *Style* box, located on the *Formatting* toolbar, provides a way for you to format text quickly and consistently.

Inserting Graphics and Digital Images

Graphics on web pages can be used to provide information, artwork, or pictures. In addition to being decorative, they can be useful, for example as navigation buttons. Almost all of the graphics that you add to your web pages will be from files located on your local file system. Most commonly, the graphics files that you use on your web pages will have the following formats: GIF and JPEG.

To insert a graphic from a file, do the following:

1. Position the insertion point where you want to insert a picture.
2. Do one of the following:
 - Click on the *Insert Picture from File* button

 - Select **Insert** → **Picture** → **From File**.
3. Browse to the graphic file you want from your local file system and select the file. You can specify the type of file you want to view in the *Files of type* dropdown.

Note:

If the graphic file you inserted is an animated GIF, the animation will not be visible on the *Normal* tab. To preview the animation, click on the *Preview* tab.

Alt Tags

An alt tag is the text that you want to display in place of the picture when displaying pictures is disabled or not available in the Web browser. Some Web browsers also display this alternative (ALT) text while the picture is downloading, or when a site visitor positions the mouse pointer over the picture. Additionally, screen reading software often identifies pictures by reading their alt tags. To add an alt tag to picture on your web page:

1. Right click on the image, and select **Picture Properties** from the context menu.
2. In the *Picture Properties* dialog, in the *Text* field, type in the desired text for the alt tag.
3. Click **OK**.

A good rule of thumb is to use alt tags on all of the pictures you insert into your web pages.

Hyperlinks

A hyperlink is a connection from one page to another destination, such as another page or a different location within the same page. When you create a hyperlink, its destination is encoded as a URL (Uniform Resource Locator), such as <http://www.yahoo.com>. A URL contains a web server or network location, path, and a file name. A URL also identifies the protocol that will handle the file, such as HTTP, FTP, or FILE. *Figure 7* diagrams how this information is indicated in a URL.

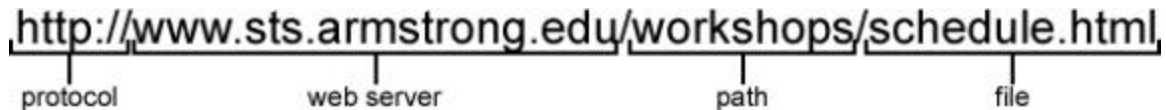


Figure 7. URL (Universal Resource Locator)

URL's have two types of destinations:

- absolute
- relative

Absolute destinations refer to pages and files outside of your web site. The URL for an absolute destination may indicate the protocol, web server, path, and file.

Relative destinations refer to pages and files contained within your web site. The URL for a relative destination may include the path and file name. However, information regarding the protocol and web server is not needed.

You can choose to use hyperlinks to accomplish:

- **Navigate your web site.** When users visit your home page, you should provide a way for them to navigate to other pages in your web site.
- **Link to other pages, files and documents.** You can use hyperlinks to link to other pages and files, such as pictures, documents, and multimedia files.
- **Create an e-mail message.** You can create a hyperlink that will start an e-mail message to the address you specify.

A hyperlink can be text or a picture. A text hyperlink is text that has been assigned a destination URL. A picture hyperlink is a picture that has been assigned a destination in one of two ways:


- The entire picture can be assigned the URL.
- The picture can be assigned one or more hotspots, which are hyperlinked regions on the picture. A picture with multiple hotspots is called an image map.

Web browsers usually underline text hyperlinks and display them in a different color. You can also set effects so that hyperlinks change appearance when a site visitor positions the mouse pointer over them, such as changing the hyperlink's font. Hyperlinks

on a picture are not always visible, but a site visitor can tell a picture has a hyperlink by positioning the mouse pointer over it – the mouse pointer changes appearance, usually to a pointing hand.

Creating Hyperlinks

To create a text hyperlink, do the following:

1. Highlight the picture, word or phrase that you want to use for your link.
2. Do one of the following:
 - Click on the *Hyperlink* button () located on the *Standard* toolbar.
 - Select **Insert** → **Hyperlink**.
3. In the *Create Hyperlink* dialog, in the *URL* textbox, enter the location of the page to which you want to link. Optionally, you can use the buttons to the right of the textbox to help you create links to web pages, files on your computer, send e-mail, and new pages.
4. Click **OK**.

Creating an Image Map

You can create hyperlinks by using different parts of a large picture. Each separate hyperlink within the picture is called a hotspot. For example, you may have a photograph of staff members within an organization, and each member specializes in something different. You may want to assign a hotspot to each person in the picture that links to more information about his/her areas of expertise. To create an image map:

1. Select the image by clicking on it.
2. Click on the *Rectangular, Circular or Polygon Hotspot* button on the *Image* toolbar.



Figure 8. Image Toolbar

3. Move the cursor over the image. The cursor becomes a drawing tool. Draw or trace the desired shape onto the image by clicking and dragging your mouse. The *Create Hyperlink* dialog opens.
4. In the *Create Hyperlink* dialog, enter the URL that you want the page to link to.
5. Click **OK**.

Creating an E-mail Hyperlink

An e-mail hyperlink starts an e-mail message to the address you specify. To create an e-mail hyperlink, do the following:

1. Highlight the text, phrase, or picture you wish to use for the hyperlink.
2. Do one of the following:
 - Click on the *Hyperlink* button () located on the *Standard* toolbar.
 - Select **Insert** → **Hyperlink**.
3. In the *Create Hyperlink* dialog, click on the e-mail URL button.



Figure 9. E-mail URL button

4. In the *Create E-mail Hyperlink* dialog, type in an e-mail address and click **OK**.



Figure 10. Create E-mail Hyperlink dialog

5. In the *Create Hyperlink* dialog, click **OK**.

Tables

A table consists of rows and columns of cells in which you can insert text and graphics. Tables can be used in the following ways:

- To present data in tabular format. The table is used in grid-like format to display information such as rates or timed events.
- To lay out text and graphics on a page. The table is used to arrange and position text and graphics.

Tables can be created in the following ways:

- Simple table
- Draw a table
- Convert text to table

Creating a Simple Table

To create a simple table:

1. Select **Table** → **Insert** → **Table**.
2. In the *Insert Table* dialog, specify the number of rows and columns by typing number in the *Rows* and *Columns* boxes.
3. Make appropriate selections for the table layout as follows:
 - *Alignment*. Alignment specifies the position on the page where the table will appear.
 - *Border size*. Enter the size of the table's border in pixels. A border size of 0 means that no table border will appear in a web browser. When you use a table for laying out a page, set the border size to 0 so the table is invisible.
 - *Cell padding*. Cell padding specifies the space between the contents and inside border of the cell. Enter the number in pixels. You cannot set the cell padding for an individual cell. The default cell padding is one.
 - *Cell spacing*. Cell spacing specifies the space between the contents and inside border of a cell. Enter a number in pixels. The default cell spacing is two.
 - *Specify width*. Check this box if you wish to specify a table width. If you do not specify a width, web browsers will resize the table to fit the content in the table cells. Specify width in pixels or percent.
4. Click **OK**.

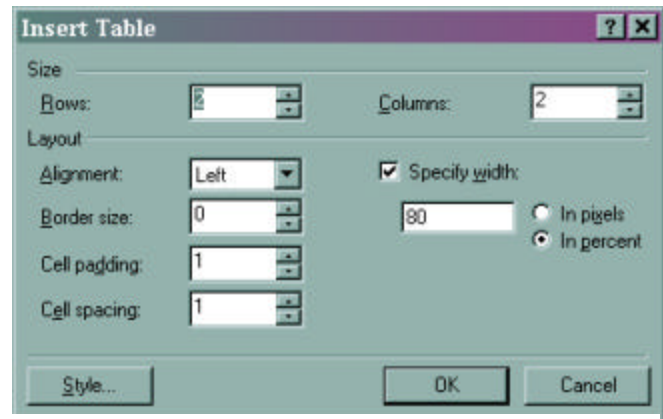


Figure 11. Insert Table dialog

Drawing a Table

You can also create a table by drawing it. With the *Draw Table* tool, you can draw the outline of the table, and then draw the table cells. You can create a complex table with different-sized cells and varying numbers of columns and rows.

To draw a table, do the following:

1. If the Tables toolbar is not already visible, select **View** → **Toolbars** → **Tables**.



Figure 12. Tables toolbar

2. Select the *Draw Table* tool.

3. Use the *Draw Table* tool to draw the table outline.
4. Use the *Draw Table* tool to draw lines within the table boundaries to create rows and columns.

Converting Text to Table

To convert text to a table, the text must contain separator characters that indicate how to divide it into columns and rows. Separator characters may include paragraphs, tabs, commas, or other characters that you specify. To convert text to a table:

1. Highlight the text you wish to convert.
2. Select **Table** → **Convert** → **Text To Table**.
3. In the *Convert Text To Table* dialog, select the text separator.
4. Click **OK**.

Inserting Additional Rows and Columns Into a Table

1. Place the insertion point inside the cell where the cell or column should be inserted.
2. Select **Table** → **Insert** → **Rows or Columns**.
3. In the *Insert Rows or Columns* dialog, select the rows or columns option, specify the number of rows or columns to add, and select whether to add rows above or below or columns to the left or right of the selection.
4. Click **OK**.

Changing Row Height and Column Width

To resize cell, row or column, drag the mouse pointer to its border. When the pointer changes to a double-headed arrow, click and drag the border until the cell, row or column is the desired size.

Formatting Table Elements

When working with tables, you can select the table and its elements. For example, you can select a row and specify unique cell properties for it. *Table 2* explains various techniques you can use to select table elements.

Table 2. Techniques for selecting table elements

To select	Do this
Table	Click anywhere within the table. Go to Table → Select → Table.
Cell	Click inside the cell, and select Table → Select → Cell. Or, press <Alt> and click inside the cell. To select multiple adjacent cells, click and drag the mouse pointer over the cells. To select noncontiguous cells, hold down <Shift> while clicking inside the cells.
Row	Move the mouse pointer over the left border of the row. When the mouse pointer changes to an arrow, click. To select multiple rows, drag the mouse pointer over the rows.
Column	Move the mouse pointer over the top border of the column. When the mouse pointer changes to an arrow, click. To select multiple columns, drag the mouse pointer over the columns.

To change the cell properties:

1. Select the cells.
2. Do one of the following:
 - Select Table → Properties → Cell.
 - Right click and select Cell Properties from the context menu.
3. In the *Horizontal alignment* and *Vertical alignment* boxes, select the alignment you want for the contents of the cell.
4. To set the cells as header cells and emphasize them, select the *Header cell* option. By default, the emphasis is bold text.
5. To prevent Web browsers from wrapping text in the cell, select the *No wrap* option.

Tip:

To emphasize certain cells in your table, such as the first row or column, you can format the cells as table headers. By default, table headers appear in bold.

Inserting Bookmarks

In FrontPage, a bookmark is a location on a page that can be the target of a hyperlink. Also known as named anchors, you can use bookmarks to link to a specific location of a target page. You can also use bookmarks to link to a specific location in the same page, as depicted in *Figure 14*. In a URL, a bookmark is preceded by a pound-sign character (#).

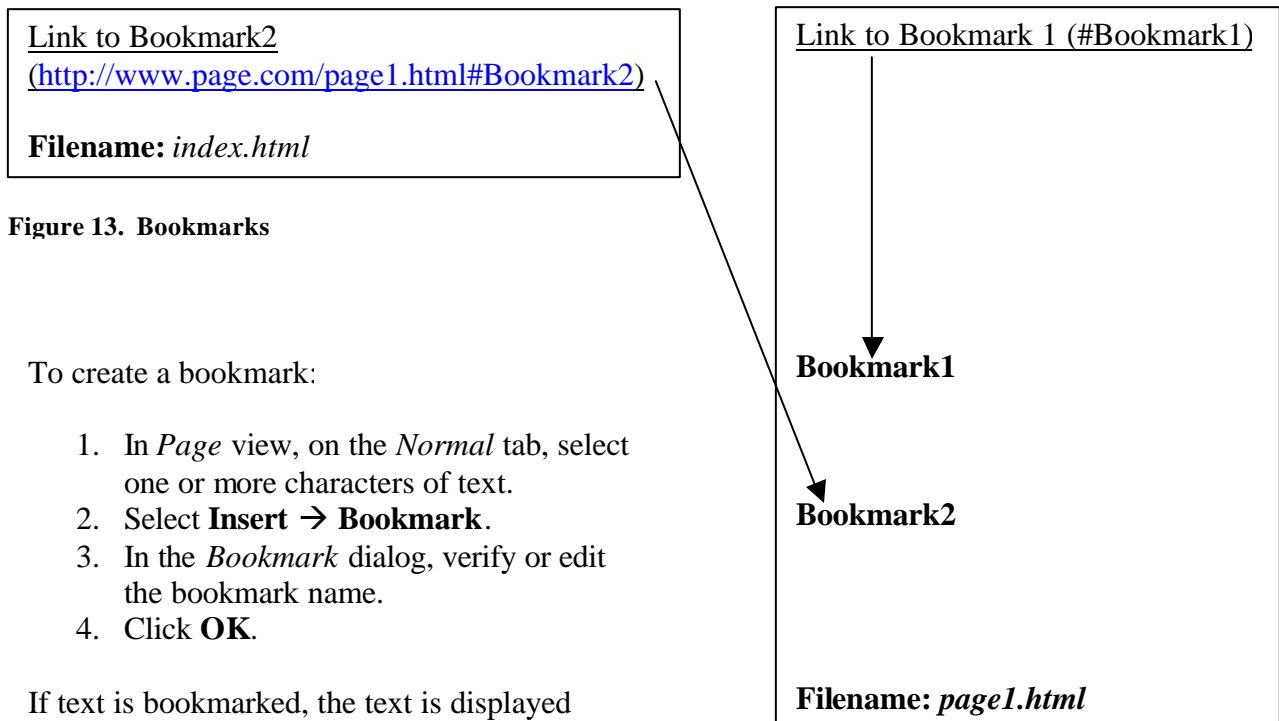



Figure 13. Bookmarks

To create a bookmark:


1. In *Page* view, on the *Normal* tab, select one or more characters of text.
2. Select **Insert** → **Bookmark**.
3. In the *Bookmark* dialog, verify or edit the bookmark name.
4. Click **OK**.

If text is bookmarked, the text is displayed with a dashed underline. If a location, rather than text, is bookmarked, the bookmark is indicated by a flag icon ()

Creating a Hyperlink to a Bookmark

Create a hyperlink to a bookmark when you want to display a certain section of a page to your site visitors. When a visitor clicks on the hyperlink, the relevant part of the page is displayed, rather than the top of the page.

For example, if you have a long page that contains five headings, you can create a bookmark to each heading, and at the top of the page add a table of contents that lists the headings. Each entry in the table of contents is a hyperlink that uses a bookmarked heading as a destination. To create a hyperlink to a bookmark:

1. In *Page* view, on the *Normal* tab, type and/or select the text to use as your hyperlink.
2. Do one of the following:
 - Click on the *Hyperlink* button () located on the *Standard* toolbar.
 - Select **Insert** → **Hyperlink**.
3. Select the page that contains the bookmark.
4. From the *Bookmark* dropdown, select the bookmark you want to use as the destination.

Previewing your Web Site in a Browser

To preview your web site in a browser:

1. Select **File** → **Preview in Browser**.
2. In the *Preview in Browser* dialog, select the browser in which you would like to preview your site.
3. Optionally, you can select the browser window size, such as 640 X 480, 800 X 600, 1024 X 768.
4. Click **Preview**.

If the browser in which you wish to preview your web site not available in the *Preview in Browser* dialog, you can add it by doing the following:

1. Select **File** → **Preview in Browser**.
2. In the *Preview in Browser* dialog, click **Add**.
3. In the *Add Browser* dialog, type in a *Name* for the browser. For example, if adding Netscape 7.0, you may want to type in the name *Netscape 7.0*.
4. Click **Browse**, and browse to locate the web browser executable file.
5. Open the file, and click **OK**.
6. To preview your site in the browser, select it and click **Preview**.