



Getting Started

Opening a Web

1. Select **Open Web** from the **File** menu.
2. Select the folder the web is located in.
3. Click the **Open** button.

Creating a New Page

1. Select **New** from the **File** menu.
2. Select **Page** from the resulting list.
3. Click the tab for the template you want to use and then click the template.
4. Click the **OK** button.

*Note: Press **Ctrl + N** to quickly open a new blank page.*

Deleting a Page

1. Right-click the page you wish to delete from the **Folder List**.
2. Select **Delete** from the resulting list.
3. Click the **Yes** button to confirm the deletion.

*Note: If the **Folder List** is hidden, select **Folder List** from the **View** menu.*

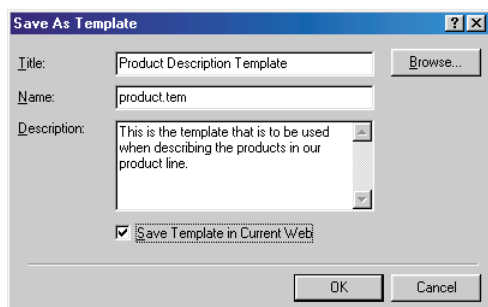
Saving a Page

1. Select **Save As** from the **File** menu.
2. Specify the folder in which you want to save the page.
3. Enter a name for the page in the **File name** text box.
4. Click the **Change** button to change the page's HTML title. Click the **OK** button to save the new title.
5. Click the **Save** button.

Saving a Page as a Template

Pages can be saved as templates to reuse layouts, formatting, and page elements in future pages.

1. Select **Save As** from the **File** menu.
2. Select **FrontPage Template** from the **Save as type** drop-down box.
3. Type a name for the template in the **File name** field.
4. Click the **Save** button. The **Save as Template** window will appear.



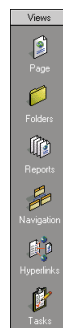
5. Enter a title and description for the template.
6. Check the **Save Template in Current Web** option.
7. Click the **OK** button.

Note: You may be prompted to save embedded items, such as images.

Views

Using the Views Bar

You can choose among multiple views through the **Views Bar**.



- **Page:** Use this view to edit and view web pages.
- **Folders:** Use this view to organize files and folders.
- **Reports:** Use this view to analyze web pages and manage their contents.
- **Navigation:** Use this view to design the navigation structure for your web site.
- **Hyperlinks:** Use this to view hyperlinks within the web site.
- **Tasks:** Use this view to create and manage tasks.

Using Tabs in Page View

See the bottom of the screen for these tabs when a page is opened.

- Normal** - Use the **Normal** tab to edit a web page.
- HTML** - Use the **HTML** tab to edit the HTML source code for the page.
- Preview** - Use the **Preview** tab to see an approximation of how a page looks in Internet Explorer.

Adding a Folder to a Web

1. Right-click in the **Folders List** pane.
2. Select **New Folder** from the resulting shortcut menu.
3. Type a name for the new folder and press **Enter**.

Converting a Folder to a Subweb

You can convert a folder to a subweb so you can apply unique permissions to a specific group of pages.

1. In the **Folders List** pane, right-click on the folder you wish to convert to a subweb.
2. Select **Convert to Web** from the resulting menu.
3. Read the warnings that display. If you still want to convert the folder to a web, click the **Yes** button.

Working in Navigation View

Click the **Navigation** icon in the **Views** bar to view your current navigation structure. Then you can do one or more of the following:

- To **add an existing page to the current navigation structure**, click the page in the **Folder List**, and drag it to the position in the structure where you want it.
- To **move a page in the navigation structure**, click the page, and then drag it to another location.
- To **delete a page from the navigation structure**, click the page, and then press the **Delete** key. Click **Remove this page from all navigation bars**.

Note: To open a page to edit it, double-click the page.