

FrontPage 2003

Lesson 14 – Navigation & Link Bars



Navigation

After adding pages to a site, it is important to add them to the navigational structure. The link bars are updated automatically, allowing visitors to look at the pages easily. The link bars are used to navigate through a web site. After pages are added to the navigation structure, link bars are added to the new pages.

Navigation Structure

The Practice web site has a hierarchical structure. This is viewed in the Navigation view of FrontPage.

1. Open the Practice web site.
2. Click the Navigation icon  located at the bottom of the screen. See Figure 1.

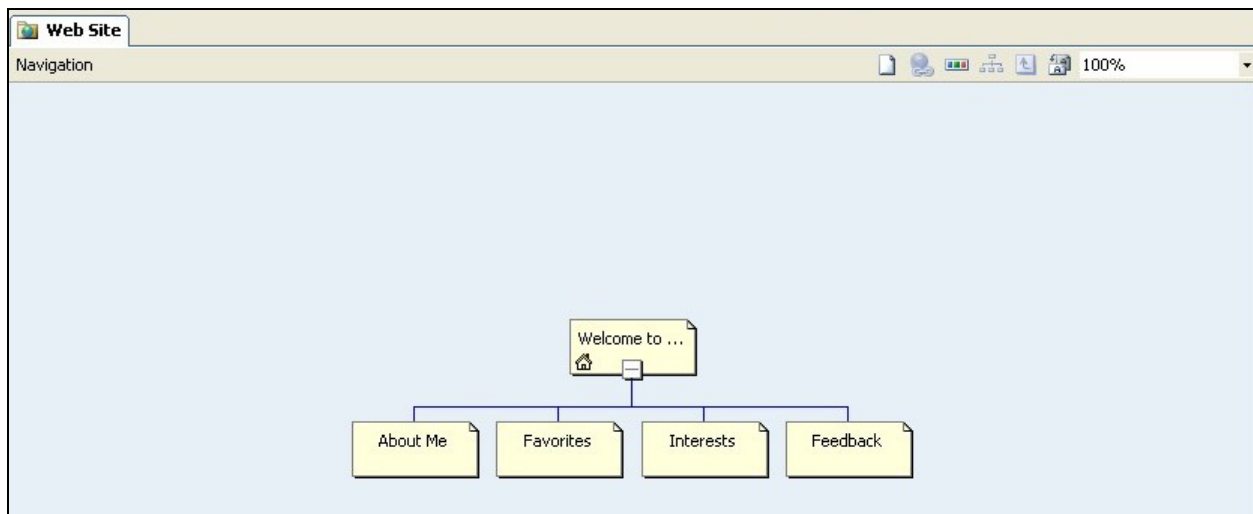


Figure 1. Navigation View

3. The **default.htm** or **index.htm** page is at the top of the structure. This is the home page.
4. The pages that were originally in the Personal Web Site template are located beneath the home page. They are child pages to the home/parent page.
5. The following pages need to be added to the structure: academics, favorite_things, photos, and table_contents.

Adding a Page to Navigation Structure

1. In the folder list, point to the **academics.htm** page.
2. **Click** and **drag** the academics.htm page below the home page and to the right of the feedback page.
3. **Release** the mouse button.
4. Open the **home page** (default.htm or index.htm).
5. The academics page is included in the link bar located on the left-hand side of the page. See Figure 2.

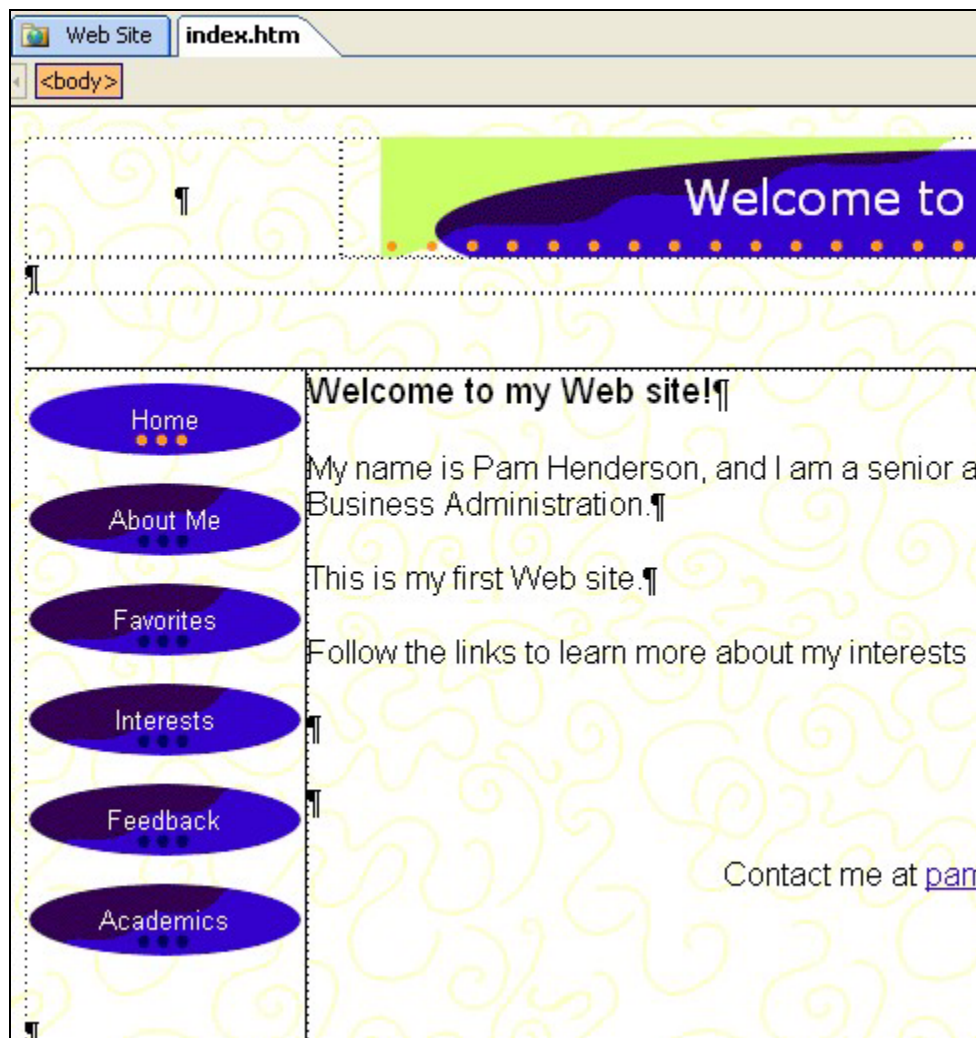


Figure 2. Link Bar after Academics Page is added

Moving a Page in the Navigation Structure

1. Click the **Web Site** tab.
2. Point to the **Academics** page in the navigational structure.
3. **Click and drag** it in between the Resume and Favorites pages.
4. Click the **default.htm** or **index.htm** tab.
5. The location of the Academics link has moved within the link bar. See Figure 3.

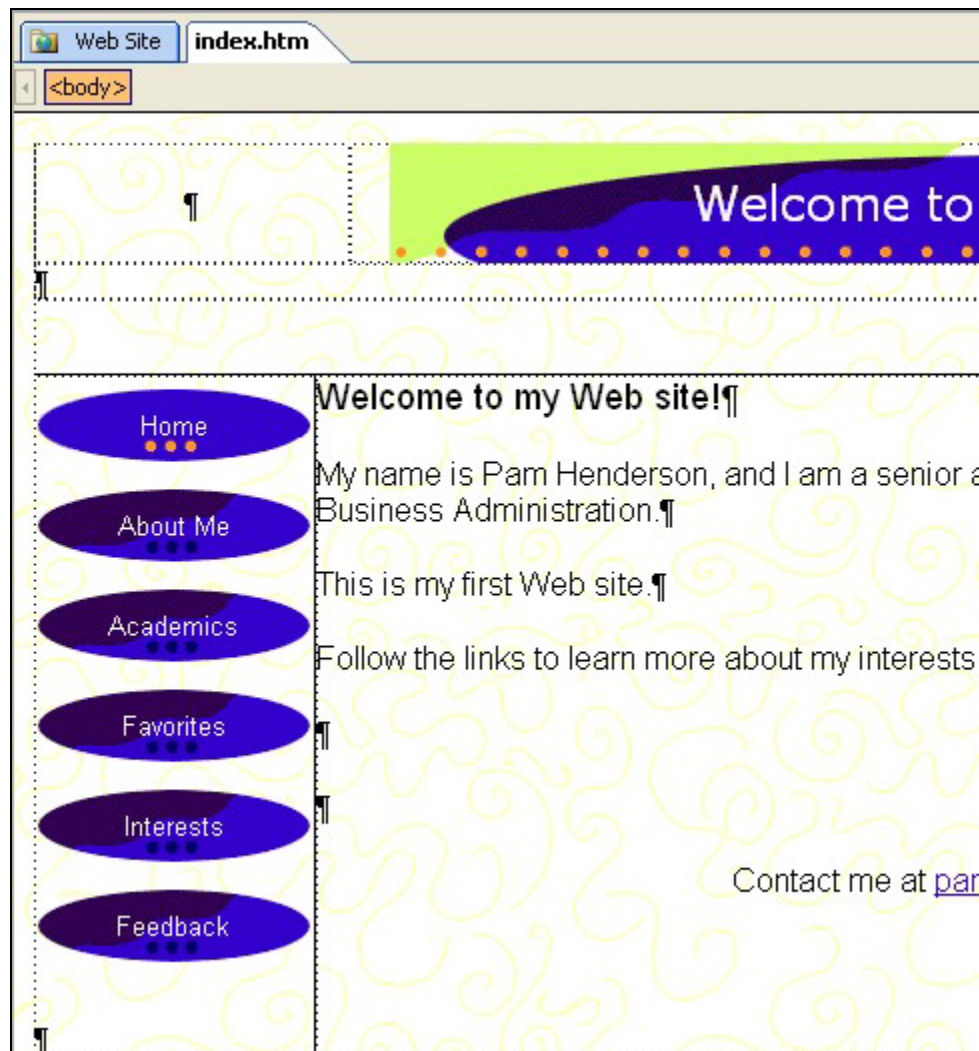


Figure 3. Academics page after it is moved

Removing a Page from Navigation Structure

1. Click the **Web Site** tab.
2. **Right-click** the **Feedback** page in the navigational structure.

3. Left-click **Delete**.
4. Be sure **Remove page from the navigation structure** is selected. See Figure 4.
This option removes the page from the structure and leaves it on the web site.

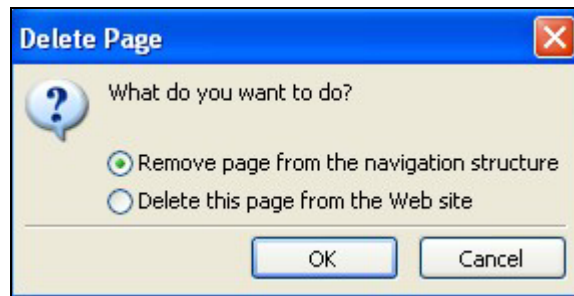


Figure 4. Delete from Navigation Structure

Caution: When the page is deleted from the web site, it is permanent. Remember, there is no undo with a page deletion!

5. Click **OK**.

Try It!

1. Add the **Feedback** page to the structure.
2. Add the **favorite_things.htm** page beneath the **Favorites** page. This makes the favorite_things page a child to the Favorites page as parent.
3. Add the **photos.htm** page beneath the **Interests** page.
4. Add the **table_contents** page beneath the **home** page.

Adding a Horizontal Link Bar

1. Open the **photos.htm** page.
2. Press **Ctrl+End** to move the cursor to the bottom of the page.
3. Click **Insert > Navigation**. The *Insert Web Component* dialog box displays. See Figure 5 on page 5.

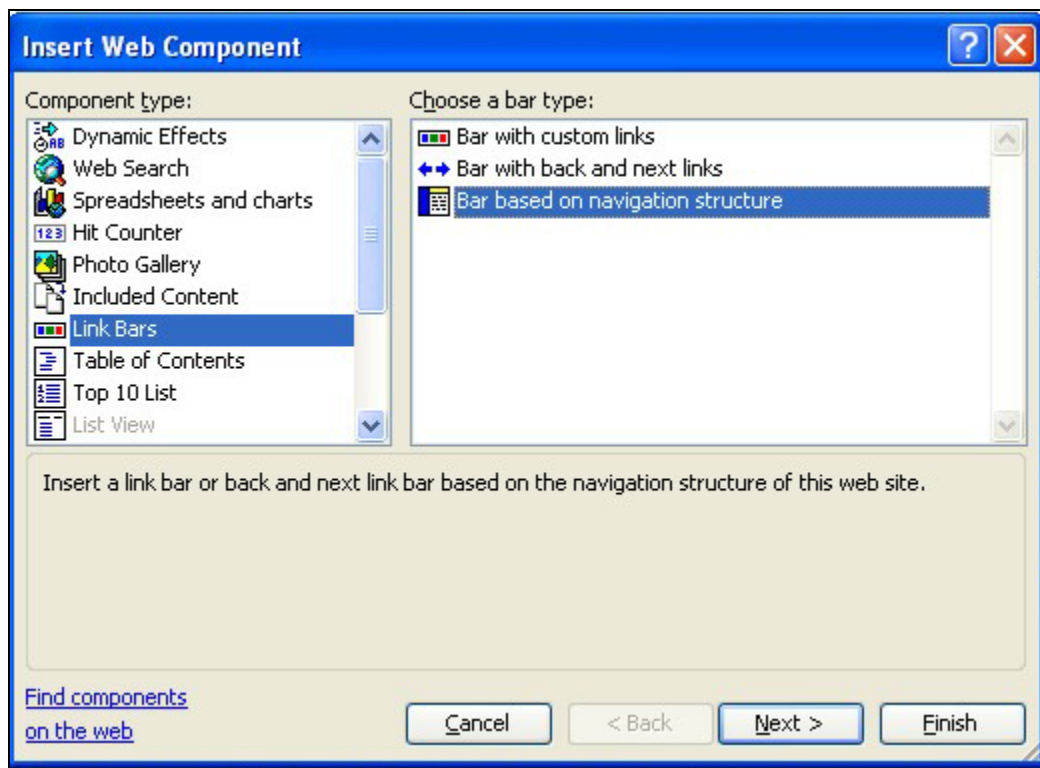


Figure 5. Insert Web Component

4. Select **Bar based on navigation structure**.
5. Click **Next**.
6. In the *Choose bar style list*, select a **bar style**.
7. Click **Next**.
8. Select the **horizontal orientation**.
9. Click **Finish**. The *Link Bar Properties* dialog box displays. See Figure 6 on page 6.
10. Click the **Child pages under home** radio button.
11. Click the **Home page** check box.
12. Click **OK**.
13. With the *link bar* select, click the **Center** icon on the *Formatting* toolbar.
14. **Save** the page, and **preview** it in the browser.
15. **Close** the file.

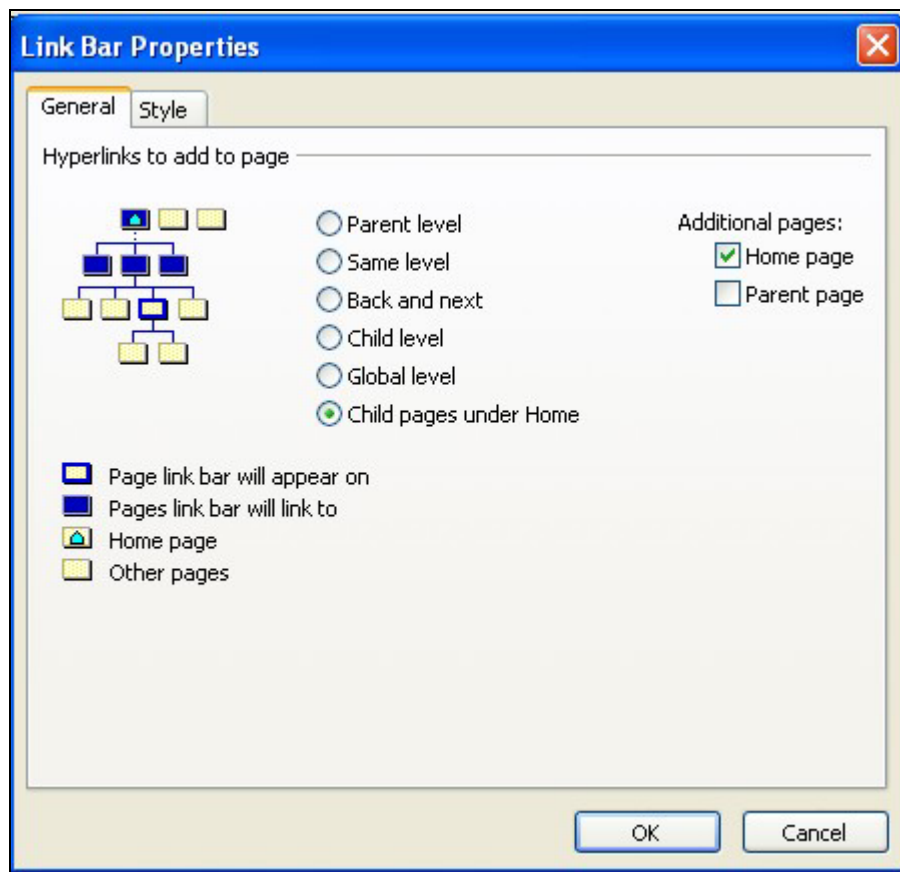


Figure 6. Link Bar Properties

Adding a Vertical Link Bar

16. Open the **academics.htm** page.
17. Insert a **column** on the left-hand side of the table.
18. **Merge** the first 5 cells in the first column.
19. Click **Insert > Navigation**. The *Insert Web Component* dialog box displays.
20. Select **Bar based on navigation structure**.
21. Click **Next**.
22. In the *Choose bar style list*, select a **bar style**.
23. Click **Next**.
24. Select the **vertical orientation**.
25. Click **Finish**. The *Link Bar Properties* dialog box displays.
26. Click the **Child pages under home** radio button.
27. Click the **Home page** check box.

28. Click **OK**.
29. With the *link bar* select, click the **Center** icon on the *Formatting* toolbar.
30. **Save** the page, and **preview** it in the browser.
31. **Close** the file.

Try It!

1. Add a horizontal link bar to the bottom of the **favorite_things.htm** page.
2. Add a vertical link bar to the left-hand side of the **table_contents** page.