FrontPage 2003
Lesson 1 - Getting Started

How to Start FrontPage 2003

1. Click the **Start** button.

2. Point to **All Programs > Microsoft Office**.

3. Click **Microsoft Office FrontPage 2003**.

4. The program opens.

How to Pin a Program Icon to the Start Menu

1. Click the **Start** button.

2. Point to **All Programs > Microsoft Office**.

3. Right-click **Microsoft Office FrontPage 2003**.

4. Left-click **Pin to Start menu**.

5. To start the program, click the **Start** button.

6. Click the **Microsoft Office FrontPage 2003** icon.

7. The program opens.

How to Add a Desktop Icon

1. Click the **Start** button.

2. Point to **All Programs > Microsoft Office**.

3. Right-click **Microsoft Office FrontPage 2003**.

4. Left-click **Send To > Desktop (create shortcut).**

5. To start the program, double-click the desktop icon.
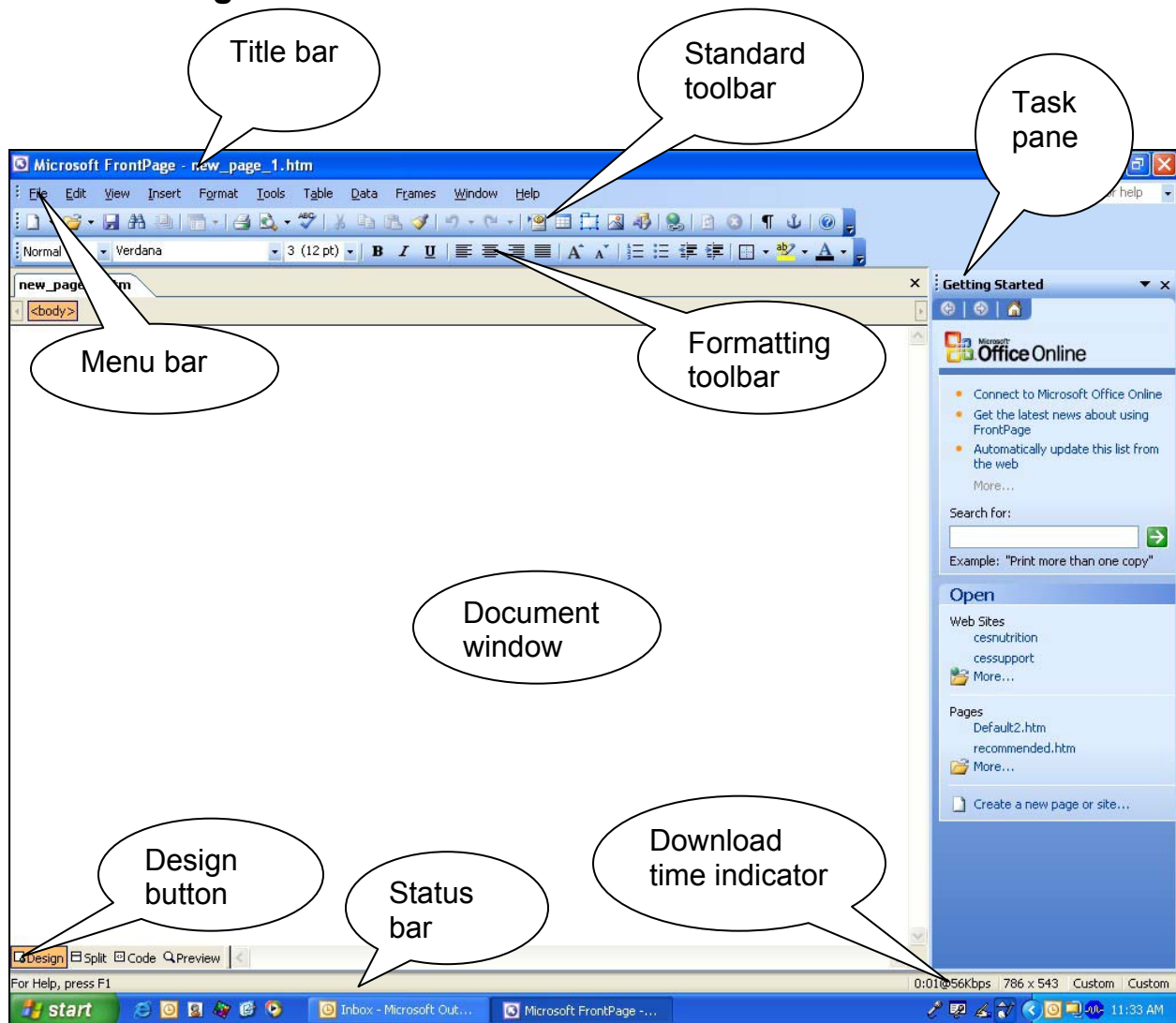
The FrontPage Window

Title bar

Standard toolbar

Task pane

Menu bar

Formatting toolbar

Document window

Design button

Status bar

Download time indicator

Figure 1. FrontPage window

Title Bar

- Displays the application name and location of the current web site.

Status Bar

- Located at the bottom of the FrontPage window.

- Includes a message area, download time indicator, authoring settings indicator, and browser settings indicator.

- Authoring settings and browser settings can be changed by double-clicking the indicator. Changes are made using the Page Options dialog box.

Menu Bar

- Displays FrontPage menu names with access to a list of commands.

- By default, a short menu appears displaying basic or the most recently used commands.

- The full menus can be displayed by making the following change. This setting can be changed in the other Microsoft Office programs.
  - Click **Tools > Customize > Options**.
  - Uncheck **Show full menus after a short delay**.
  - Check **Always show full menus**.
  - Click **Close**.

Toolbars

- The standard and formatting toolbars display on one row by default. These toolbars can be changed to display on two rows. This setting may be changed in the other Microsoft Office programs.
  - Click **Tools > Customize > Options**.
  - Check **Show Standard and Formatting toolbars on two rows**.
  - Click **Close**.

Task Pane

- It is a separate window that allows tasks to be done easily. Tasks include Help, Search Results, Clip Art, Clipboard, and Themes.

- Window can be closed by clicking the close button on the task pane.

- Open the task pane by clicking **View > Task Pane**.

- Change the task by clicking the task pane **down arrow** and selecting a new task.

Opens Last Web Site

- FrontPage opens the last edited web site automatically.

- When working with more than one web site, make the following change so it will not display the last web site.

  o Click **Tools > Options**.
  o Click the **General** tab.
  o Uncheck **Open last Web site automatically when FrontPage starts**.
  o Click **OK**.