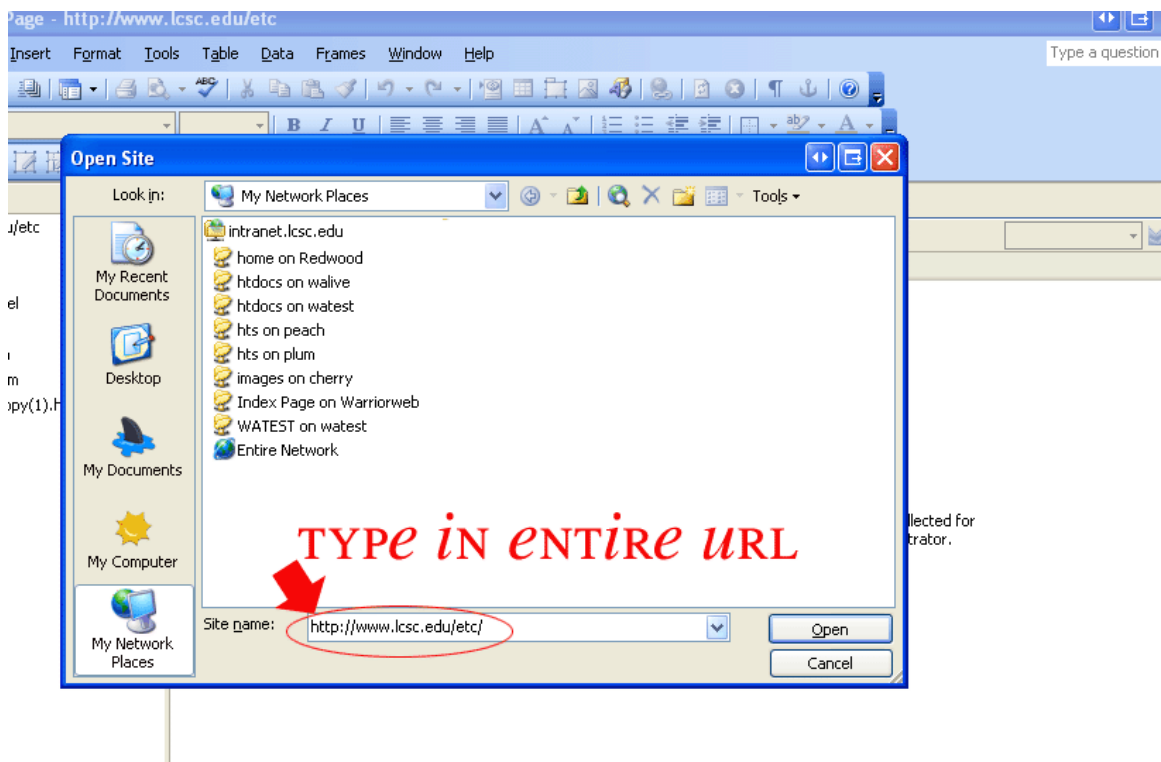


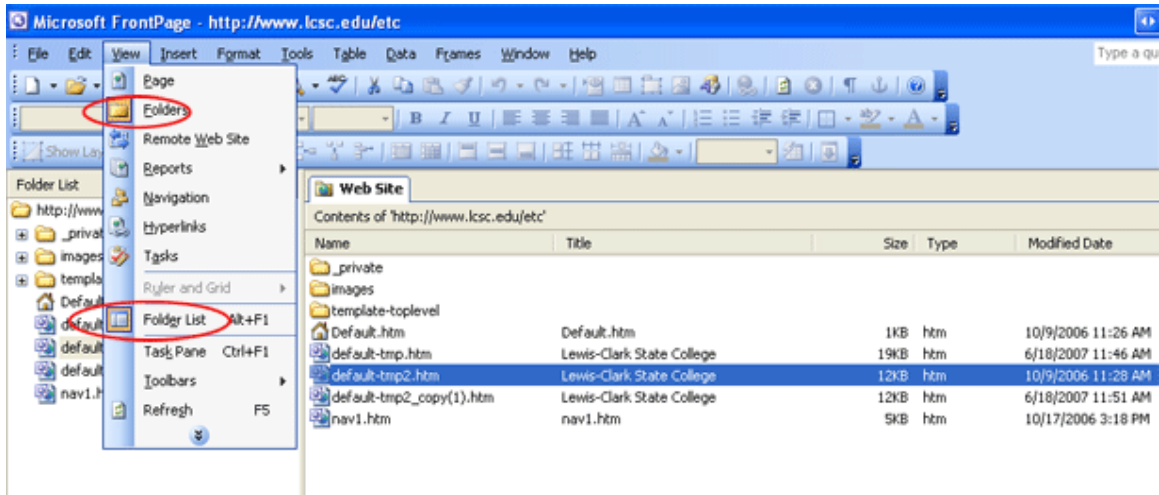
## MS Front Page

Opening your website for the first time:

1. Open Front Page
2. Click File
3. Click Open Site
4. Type entire URL into site name field
5. You will be prompted for user name and login, use your network login and password.












Viewing folders:



## Standard Toolbar Buttons

The following document will familiarize you with features of the FrontPage *Standard* toolbar that are unique to FrontPage.



Button	Name	Function
	<b>Blank Page</b>	Contains a pull-down list allowing you to create a new page, site, folder, document library, list, survey, or task.
	<b>Open</b>	Opens a file or site.
	<b>Publish Site</b>	Publishes your site on the web.
	<b>Toggle Pane</b>	Displays the <i>Folder</i> list. If clicked again, it will be hidden.
	<b>Preview in Browser</b>	Displays a preview of your page in the default browser.
	<b>Web Component</b>	Inserts web components such as hover buttons and hit counters.
	<b>Insert Table</b>	Inserts a table.
	<b>Insert Layer</b>	Inserts a layer.
	<b>Insert Picture From</b>	Inserts a picture from a selected file.

## File



### Drawing

Displays the *Drawing* toolbar.



### Insert Hyperlink

Creates a hyperlink.



### Refresh

Refreshes the open web page.



### Stop

Stops a command while it is processing.



### Show All

Displays each line and paragraph break made on a page.



### Show Layer Anchors

Displays layer anchors.



### Microsoft Office FrontPage Help

Opens the Microsoft Office FrontPage Help.