

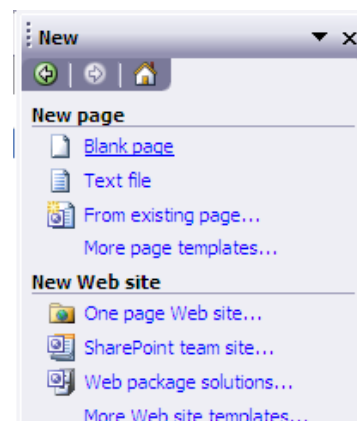
Creating a Link Bar for a Website Using Microsoft FrontPage 2003

All useful and easy to use websites have some form of organization to help their users maneuver through the plethora of information they provide. Building a website that is easy to navigate requires that it contain dynamic link bars based on a navigational structure. These instructions will guide you through the creation of several types of link bars using Microsoft FrontPage 2003. Link bars are useful tools that allow you to quickly and easily add navigation structures to your web pages. These instructions were written with the intention of reader hopping in mind, you do not need to read the entire guide to benefit from a given section. Please note that while this guide does include steps for creating a new website instance and adding pages to it, these instructions will not guide you through creating content on that website.

Starting From Scratch: Creating a Website

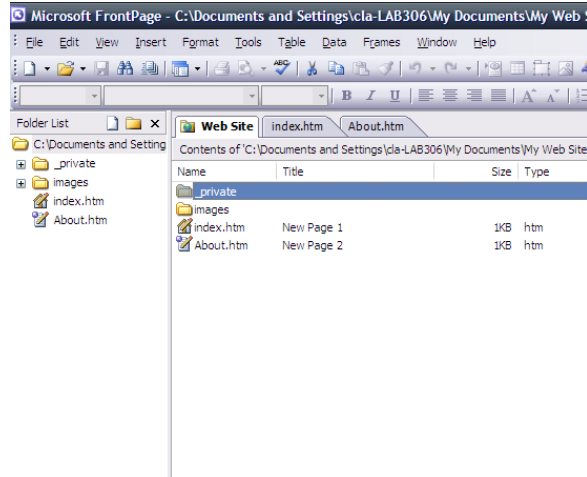
In this section, you will create the FrontPage site and add pages to it. If you already have a functional website, skip this section.

1. Click **File**. Select **New**.
2. From the New pane, select **More Website Templates**.
3. Select **Empty Website** from the Web Site Templates window.
4. Click **File**. Select **New**. Select **Blank Page** from the New pane.
5. Click **Save** and name the first page *index.htm*. This will be your website's home page.



- Repeat steps 4 and 5 for additional pages you would like to include on this website. Save the additional pages according to their content. [For instance, a page listing contacts could be named *contacts.htm*.]

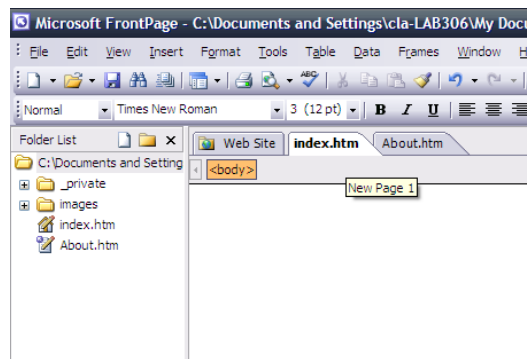
Note: You will need at least 2 pages to continue to the next step in these instructions.



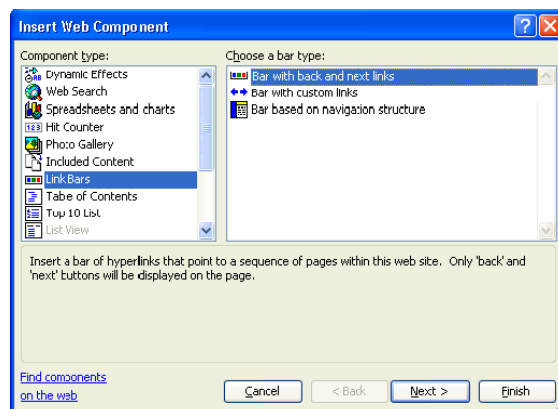
Adding a Custom Link Bar

Now that your website is created, you can begin to create link bars. The first type of bar is the simplest: the custom link bar. This type of link bar lets you decide manually which pages are displayed in each bar. You can create a different bar for each page or use one common template throughout your website.

- Select the tab for the page you want to work on.



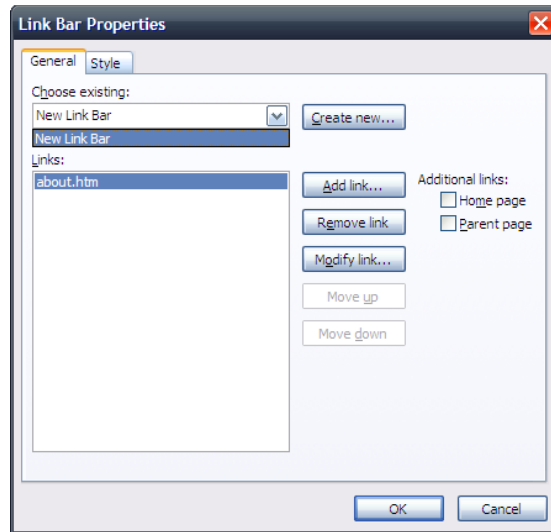
- Click on **Insert**. Select **Navigation**.
- Select **Link Bars** from the Component type list.
- Select **Bar with Custom Links**. Click **Next**



- Select a bar style. Click **Next**.
- Select an orientation. Click **Finish**.

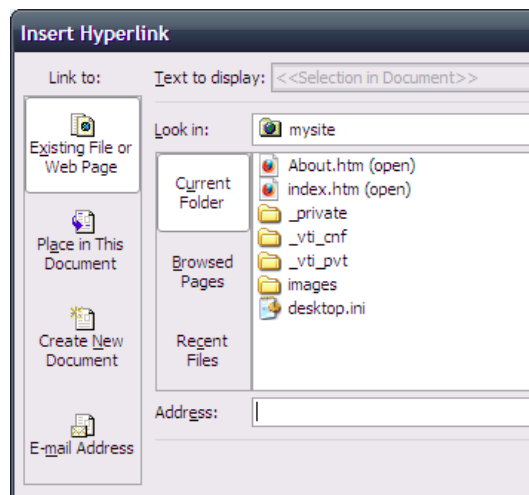
7. Name the link bar and press **OK** or choose an existing one in the Link Bar Properties window.

Note: You can select an existing link bar to maintain a consistent link list or the same link bar properties across multiple pages.



8. Click **Add Link**. Select the file(s) you would like to add to your Link Bar. Click **OK** when you are done.

Note: Moving pages up and down in the Links list will affect the order they are displayed in your bars. Higher priority links will show up higher or to the left of the bar, depending on the orientation you picked in step 6.



9. Repeat Steps 1-8 for each page of the website you would like to have link bars on.

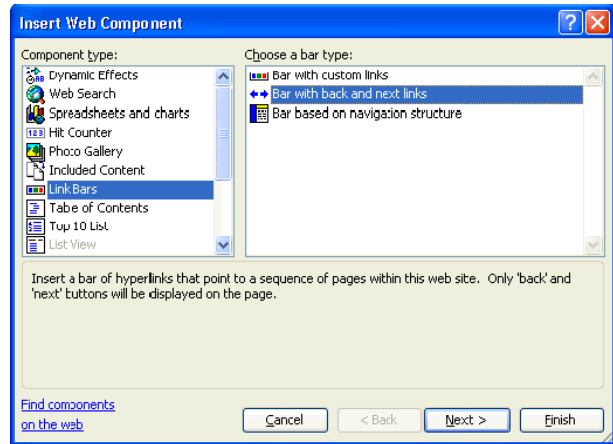


Adding 'Back' and 'Next' Links

The 'Next' and 'Back' bar allow you to create a book-like. For this link bar to be useful, you will need several pages in your site that are meant to be read consecutively, like pages of a long blog or news article.

1. Select the tab for the page you want to work on.
2. Click on **Insert**. Select **Navigation**.
3. Select **Link Bars** from the Component type list.

4. Select **Bar with Back and Next Links**. Click **Next**.

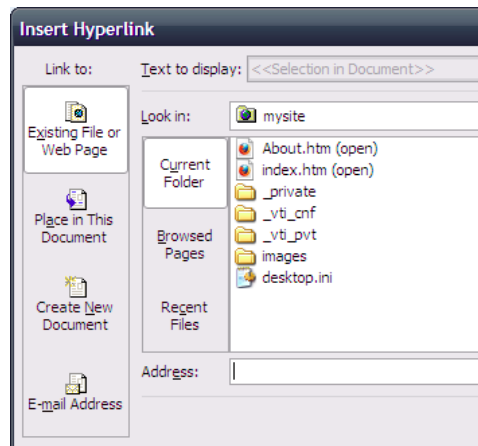


5. Select a bar style. Click **Next**.
6. Select an orientation. Click **Finish**.
7. Name the link bar and press **OK** or choose an existing one in the Link Bar Properties window.

Note: You can select an existing link bar to maintain a consistent link list or the same link bar properties across multiple pages.

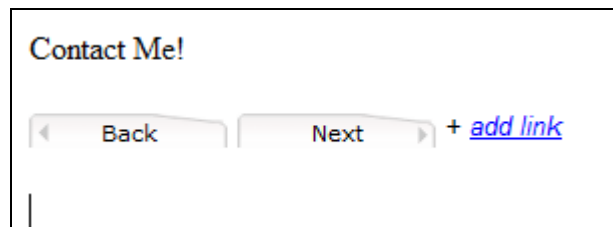
8. Click **Add Link**. Select the page file(s) you would like to add to your Link Bar. Click **OK** when you are done.

Note: The pages are traversed in the order they appear in the Links list. Changing the order of the pages in the list will change the order they are displayed on your site.



9. Repeat Steps 1-8 for each page of the website you would like to have link bars on. Click on Preview in the bottom left to test your pages

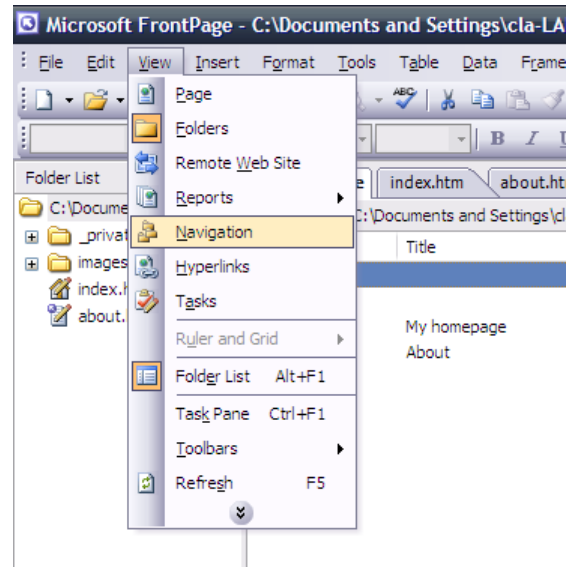
Tip: Remember to save your work to see changes when testing!



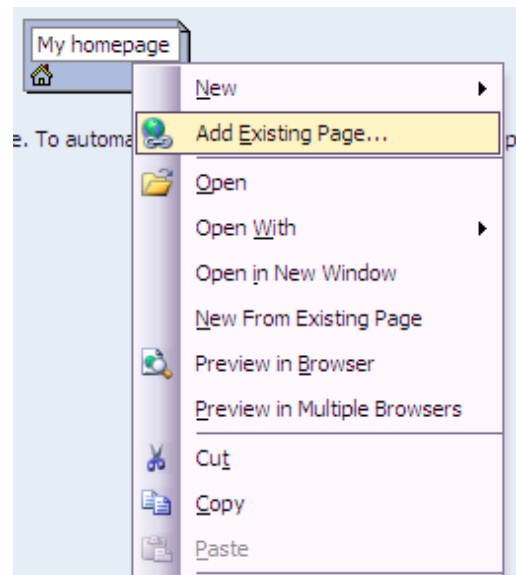
Creating a Navigation Structure

A navigation structure built using FrontPage is useful when you want to create a navigational bar for your pages. This is necessary when you want to create a dynamic organizational flow for your website. In this section of the instructions, you will not add any content to your pages; rather you will lay the groundwork for the next section where you can add dynamic Navigation Bars.

1. Click on the **Website** tab
2. Select **View** → **Navigation**.

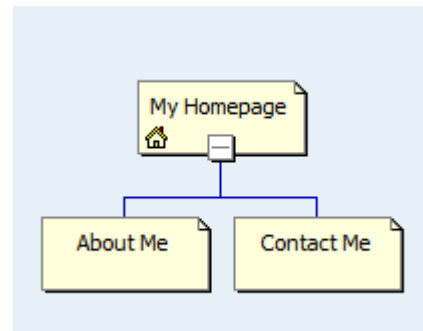


3. Right-Click on the icon in the middle (see screenshot) and select **Add Existing Page**.



4. In the Insert Hyperlink window, select the page that you would like to link to the home page.
5. Repeat steps 1-4 for any other pages you would like to link together.

Note: Pages can be linked to both the home page and other pages in the site. The same procedure as above is followed, but instead of right clicking on the homepage you right-click on the page you want to link the new page to.



Changing Your Navigation Structure

The navigation structure is not a static object. You can make changes to it at any time in this process using the following steps in order to change the order your links are displayed in the navigation bar or change the “level” your page is on.

Supplemental Information: Children and Parent Pages

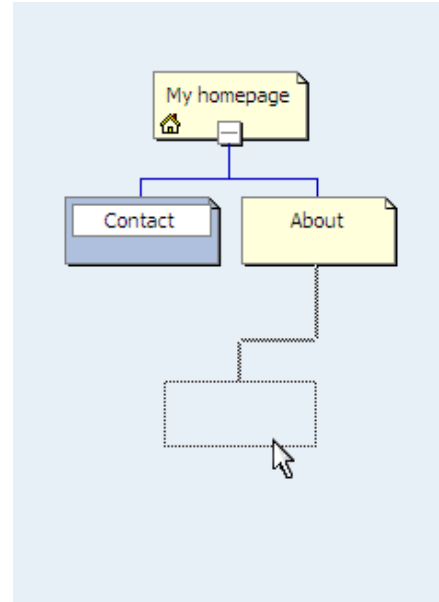
Levels are defined in terms of Parent and Child pages in FrontPage.

- A *child page* is any page that is linked to your navigation structure beneath a certain page. For instance, if your structure has an About and Contact us page linked to the Home page, the Home page has 2 children. The About page, on the other hand, has no children.
- A *parent page* is the page to which a given page is linked to. The parent page is always the page that the current page is directly beneath. For instance, in our example above, the Home page is the parent for both the About and Contact pages. The Home page has no parent page.

1. Click on the **Website** tab.
2. Select **View**. Select **Navigation**.
3. Click and hold on the page you want to move in the structure.
4. Drag the icon to the approximate spot you want it to be. FrontPage will make a dotted line indicating where the page will end up in the link structure as you drag.

- Drop the icon when it is in the correct spot.

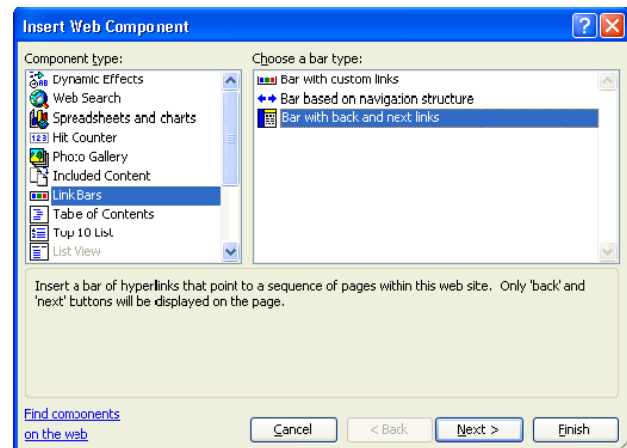
Note: In this example, we are making the Contact page a child of About.



Adding a Navigation Bar

In this section, you will add dynamic navigation bars to the pages of your website. The previous section on creating a navigation structure must have been completed before you attempt this section.

- Select the tab for the page you want to work on.
- Click on **Insert**. Select **Navigation**.
- Select **Link Bars** from the Component type list.
- Select **Bar based on Navigation Structure**. Click **Next**.

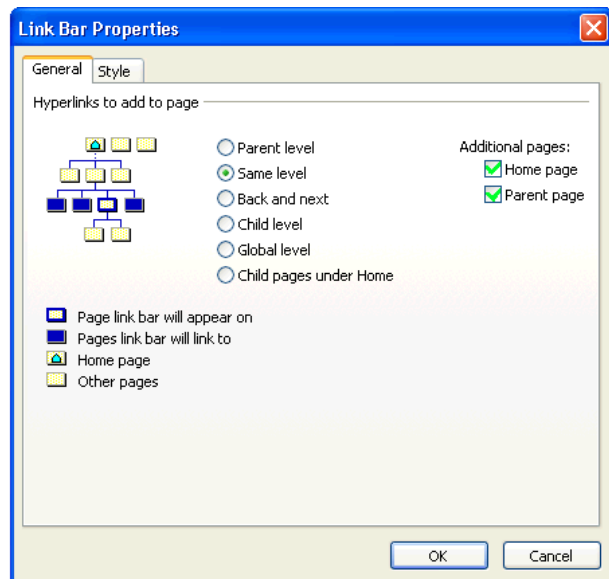


- Select a bar style. Click **Next**.
- Select an orientation. Click **Finish**.

7. Select **Same Level** for pages other than the home page (and **Child Level** for the home page) in the Link Bar Properties window. Select **Home Page** and **Parent Page** under the Additional Pages list. Click **OK**.

Note: Different level selection will change the functionality of your link bar. See the Supplemental Information section on Child and Parent pages for more info.

- *Parent Level* – Displays all pages on the level above the current page.
- *Same Level* (Recommended) – Displays all the sibling pages of the current page, including the current page itself.
- *Child Level* (Recommended for home page) – Displays all the children of the current page.
- *Global Level* – Displays all pages linked directly to the home page.
- *Back and Next* – Creates a ‘Back and Next’ structure like the one seen earlier with all the pages on the same level as the current page.



8. Repeat Steps 1-7 for each page of the website you would like to have link bars on.

Note: To test your structure, navigate to your web site's location in My Documents and open the home page with any web browser (i.e, Internet Explorer or Firefox) The preview function in FrontPage 2003 does not follow links correctly.

Tip: Remember to save your work to see changes when testing!

