

EXHIBIT 2

Neil Randall and Dennis Jones

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The real problem with templates is that they tend to produce webs that are very similar to other webs out there. In fact, as FrontPage becomes more and more popular, there's a very real danger that you'll see all kinds of FrontPage-assisted web designs that offer nothing distinctive. Still, the templates in FrontPage are strong enough that even a moderate amount of tinkering produces something at least worth looking at, which is far better than nothing.

If you select Empty Web, you'll have to create all Web pages from scratch. This process is covered throughout the entirety of Part II, "Designing Documents: Working from the Page View." For now, adding to an empty web means editing the home page (the default.htm file) via FrontPage 2000's Page view, then adding pages to the web choosing Tools, Show FrontPage Editor in Explorer. Once Editor loads, choose File, New Page and proceed from there.

USING THE WIZARDS FOR CREATING NEW FRONTPAGE WEBS

FrontPage Explorer offers two wizards for creating new webs: the Corporate Presence Wizard and the Discussion Web Wizard. Both offer an extremely usable system of dialog boxes, and once you've completed them all, you'll have a web filled with easy-to-alter Web page templates.

Note

Microsoft has done a great deal to develop and improve on FrontPage over the past few versions, but it has added almost nothing to the wizards and templates area. The authors of this book would love to run through something besides the Corporate Presence Wizard, but it remains the most comprehensive wizard in the package. It's also essentially unchanged from its original version. Let's hope Microsoft releases a few more wizards before these expire under the statute of computing limitations.

To see how these wizards work, you'll step through the Corporate Presence Wizard, creating a site for a company you just created called FrontPagers Corporation. In this hypothetical example, you've applied to the InterNIC registry service (<http://rs.internic.net/rs-internic.html>) for the domain name `frontpagers.com`, but you haven't yet received confirmation of ownership. As a result, you establish the web first on a local hard disk, understanding that you'll publish it to a Web server later by using FrontPage 2000's Publish feature.

Note

As of this writing, the domain name `frontpagers.com` was still unclaimed, as revealed by a WHOIS search at the InterNIC site. This book's authors didn't actually buy the name, so it might very well be unavailable by the time this book is published. Then again, Microsoft might object if someone actually did take it.

STEP 1: LOAD FRONTPAGE 2000

Load FrontPage 2000.

STEP 2: START THE CORPORATE PRESENCE WIZARD

Select New, Web from the File menu. From the resulting New dialog box (refer to Figure 13.1), highlight Corporate Presence Wizard in the left pane. Don't yet click OK.

STEP 3: SPECIFY WHERE YOU WANT YOUR NEW WEB TO RESIDE

In the Options area on the right side of the dialog you'll see a field for the web's location. Here you can specify a hard disk location or a Web server location. By default, FrontPage displays a hard disk location within the `c:\My webs\` folder and gives your new web a default name.

You can change the folder and the web name. If you've decided to store your webs in `d:\fpwebs\` (and in order to call your new web `smithproject`), type `d:\fpwebs\smithproject` in the location field. Use `c:\My webs\frontpageweb` for this example.

If you're running a Web server on your local machine in Windows 95/98 or Windows NT, you can locate the new web within the server's control. To do so, type `http://localhost/webname` in the location field. In this example, you would type `http://localhost/frontpageweb`.

Finally, if you're creating the web directly on a remote Web server, you would replace the `localhost` portion of the location with the Web server's URL. In this example, you would type `http://www.companyname/frontpageweb` (replacing *companyname* with your actual domain name, of course).

Note

When publishing to a server, you can use the server's numerical IP address rather than the domain name or the `localhost` designation. If your company's IP number is `207.148.35.7`, for example, you could type `http://207.148.35.7/webname` to place the new web on the server. In the case of `localhost`, the IP address is always `127.0.0.1`—it's the standard address reserved for the local machine. IP addresses are the real addresses on the Internet; domain names are associated with them because human beings aren't great at remembering numbers.

Once you have the Corporate Presence Web selected and the location of your web specified in the location field, click OK to begin the process of creating the web. FrontPage 2000 launches the Corporate Presence Web Wizard, which consists of a series of interactive dialog boxes.

STEP 4: SELECT THE TYPES OF PAGES YOU WANT IN YOUR WEB

The Corporate Presence Web Wizard walks you through this procedure of creating your web, beginning with an opening screen that tells you what you're about to do. From this screen, click the Next button to go to the second stage.

Figure 13.2 shows your first array of choices. You have to create a home page (it's required; thus, the option is grayed out), but you can also include the types of pages shown in the following list. At this point, you're concerned only with the type of pages you want in your web. FrontPage creates the pages you decide you need, and they are all template pages. After the web is created, you use FrontPage's Page view to change the details on each page; you use other FrontPage views or menus to delete unwanted pages or add new ones.

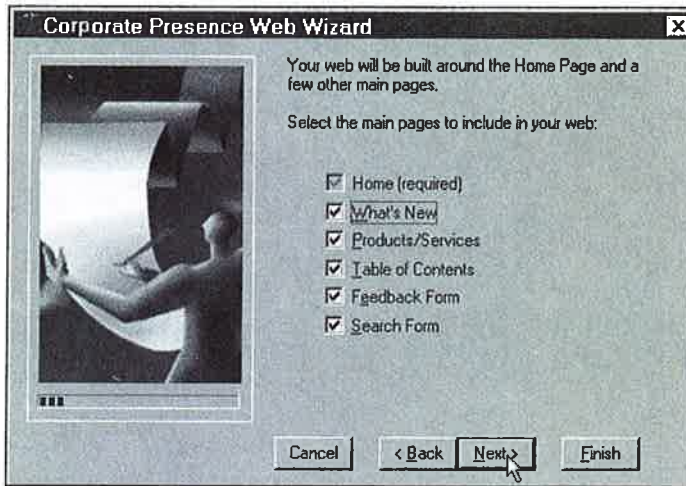
The page types that you can create from this dialog box are as follows:

- **What's New**—The What's New page, a standard offering on almost all corporate web sites, gives readers who revisit your site a quick means of determining whether you've added information that might be to their benefit. This page is linked from your home page.
- **Products/Services**—The Products/Services page, also very common in business sites, allows you to supply information to your readers about what you're actually selling. This page is linked from your home page.
- **Table of Contents**—Since the Corporate Presence Web is quite extensive, a Table Of Contents page helps your readers find their way around. This page looks like (obviously) a table of contents from a book, with each item linking to the appropriate page.
- **Feedback Form**—The wizard can create a form for users to fill in and comment on the site. You can revise this form in any way you like after it's created. Note, however, that the form will be created, but will not actually work (it won't collect user data) unless you store it on a Web server that has FrontPage extensions operating.
- **Search Form**—If you have an extensive site, you should provide a search form for users to locate specific information. Note that this isn't a search form for the entire web (that is, it's not HotBot or InfoSeek), but rather to all the pages within your own Web site.

For this example, you create all possible pages from this wizard. To do so, click the check boxes for all page types that aren't already checked by default. Click Next to continue.

Caution

Although this example suggests creating all available pages, in practice you might want to be more selective. Remember that the more pages you create, the more pages you'll need to edit and customize after the web is in place.

**Figure 13.2**

The more page types you select, the larger your Web site will be and the more pruning you might have to do.

STEP 5: SELECT THE TYPES OF INFORMATION YOU WANT ON YOUR HOME PAGE

The wizard creates areas on the home page itself for specific kinds of information. The Introduction offers you a place to tell your users what your home page is about. You can also include a mission statement about the company and a full company profile. Finally, the wizard creates contact information for users to get in touch with you.

Again, you'll create all possible template areas. Click the check boxes for all types; click Next to continue.

STEP 6: SELECT ELEMENTS FOR THE WHAT'S NEW PAGE

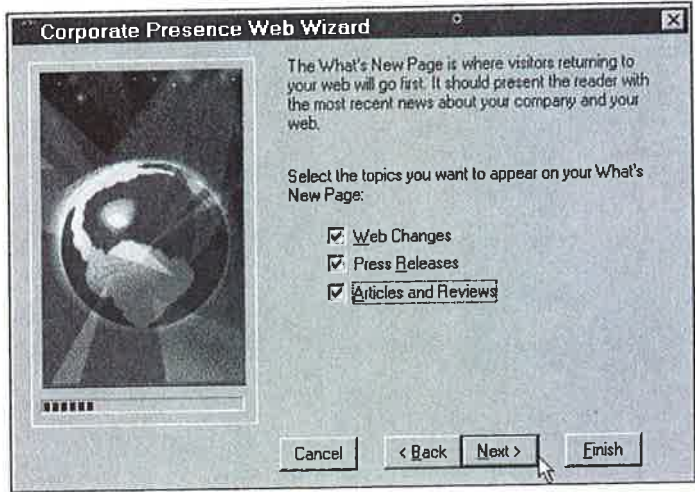
In the "Step 4: Select the Types of Pages You Want in Your Web" section, you told the wizard to create a What's New page. Now you're asked to select the various elements that appear on that page (see Figure 13.3). Web Changes offers an area in which to tell users what new pages have been added to the web since their last visit. If your company issues press releases, mark the appropriate check box. If your company is well served by articles and reviews about your products and services or about further research into your product type, include these as well. In this example, mark all of them for the fullest possible What's New page. Click Next to continue.

STEP 7: TELL THE WIZARD HOW MANY PRODUCTS AND SERVICES YOU WANT TO LIST

Since you decided in the "Step 4: Select the Types of Pages You Want in Your Web" section to create a Products/Services page, the dialog box lets you determine how many products and services you want to list. The default is three products and three services, but change it to four products and one service. To do so, enter **5** in the Products text box and enter **1** in the Services text box. Click Next to continue.

Figure 13.3

This dialog box lets you tell your reader exactly what's been going on with your company.



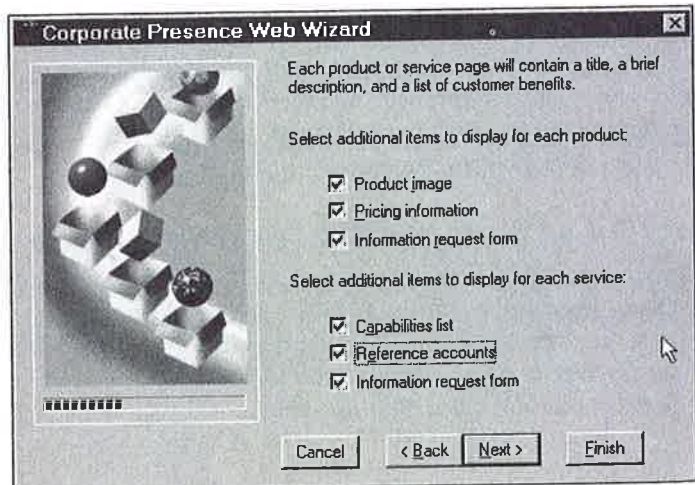
STEP 8: ENTER INFORMATION TO BE DISPLAYED ABOUT THE PRODUCTS AND SERVICES

The dialog box shown in Figure 13.4 lets you set the information you want to offer about the products and services included in step 7. Select Product Image if you have a graphics file with a picture of the product. Pricing Information gives you a place to tell users how much the product costs, while Information Request Form produces a form that potential customers can use to get additional information about the products. For your services, you can offer a list of capabilities, and you can point to satisfied customers with the Reference Accounts option (but make sure you check with those customers first). A separate Information Request Form lets readers ask for more details about your services.

For this example, check all the items. Click Next to continue.

Figure 13.4

Determine in advance how much information you need to provide about each product and service in order to satisfy your visitors.



STEP 9: TELL THE WIZARD HOW TO CONSTRUCT THE FEEDBACK FORM

In this step, you specify the fields you want to appear on the feedback form you chose in the “Step 4: Select the Types of Pages You Want in Your Web” section (see Figure 13.5). The choices are straightforward, and they include Full Name, Job Title, Company Affiliation, Mailing Address, Telephone Number, FAX Number, and E-mail Address. Keep in mind that the more information you ask users to produce, the less likely it is they’ll fill out the form. Because you’re after the most complete site possible, mark all of them. Click Next to continue.

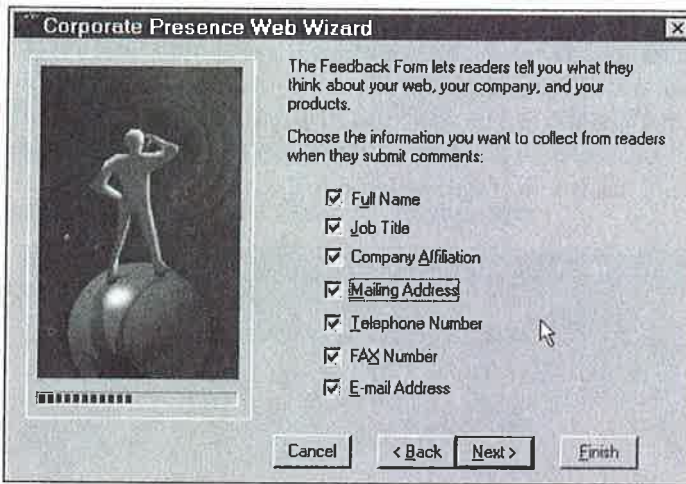


Figure 13.5
FrontPage creates a feedback form page with all the options you select.

STEP 10: DETERMINE WHICH FORMAT YOU WANT FOR FORMS INFORMATION

When users fill in the feedback form, the information is stored in one of two ways. You can have it in *web-page format* (page 74), which is good if you’re going to take all the information directly from that page. If you want the information to be fed into a spreadsheet or database, however, you can choose *tab-delimited format* (page 74). This format is especially useful if you construct a script to place it directly into such a package. Choosing the tab-delimited method becomes important as your data needs become more extensive, so leave the default radio button selected. You can change this information once you’re inside FrontPage’s Page view, where you can add multiple methods for receiving the information. Click Next.

STEP 11: SET THE OPTIONS FOR THE TABLE OF CONTENTS PAGE

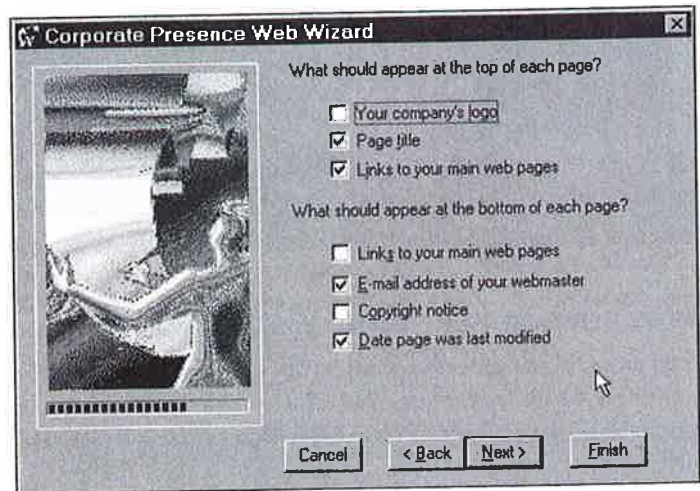
Keep Page List Up-To-Date Automatically does just what its name implies; FrontPage monitors your web, adding pages and links to those pages as you create them. Show Pages Not Linked into Web tells Explorer to display, in its viewing area, pages you’ve created that you haven’t actually linked to the main web (experimental pages or abandoned pages, for example). Use Bullets for Top-Level Pages puts bullets in the Table of Contents beside the

main pages, helping your users navigate through your web. Select all three and click Next to continue.

STEP 12: TELL THE WIZARD THE INFORMATION THAT SHOULD BE SHOWN ON EACH PAGE

Essentially, this dialog box provides a means of adding headers and footers to all the pages in your site (see Figure 13.6). This dialog box lets you specify what elements you want to see on every page in the site, although you can use Editor to alter or delete these elements on individual pages once the web is created. If you have a company logo, you might want it to appear on every page, in which case mark **Your Company's Logo**. The page title appears on each page if you prefer (that is, the HTML title you specify in the document preferences in Editor), and you can include a navigation bar with **Links to Your Main Web Pages**. You can also offer links to your main Web pages at the bottom of the page; you probably don't want this navigation bar both on top and bottom, though, so mark only one. You can also include your webmaster's email address (in other words, you), a copyright notice that handles the legal thing, and the date the page was last modified.

Figure 13.6
Several options for presentation style are available for global inclusion across your web.



Once again, mark all the boxes, except for the Links to Your Main Web Pages box in the top section of the dialog box. Place the navigation bar at the bottom instead. Click Next to continue.

STEP 13: SPECIFY WHETHER YOU WANT UNDER CONSTRUCTION SIGNS ON YOUR UNFINISHED PAGES

One of the most common symbols on the Web is the Under Construction sign. It tells you that the page has not yet been completed, but at this stage in the Web's history the sign is so overused that it's practically meaningless. This dialog box lets you decide whether you

want these signs on your pages. Explorer automatically creates a to-do list of uncompleted pages in your web, which you can update as you complete them (see Chapter 18, “Managing a Web”). As you do so, the Under Construction sign disappears from these pages. Some people find the Under Construction sign objectionable, so you should take a few seconds to decide whether you want to include it. If so, choose Yes; if not, choose No. Click Next to continue.

STEP 14: ENTER THE NAME AND ADDRESS OF YOUR COMPANY

The next step is to type your company’s full name, abbreviation, and address. This information appears on your Web pages throughout. Your company’s full name goes in the top text box, and the street address in the bottom text box. Type **FrontPagers Corporation** in the first and any address you want in the bottom. In the middle field there goes a one-word version of this name, and the obvious choice is **FrontPagers**. When you’ve completed these entries, click the Next button.

STEP 15: COMPLETE YOUR COMPANY INFORMATION

In the dialog box following the name and address dialog box, you can enter the company’s telephone number and fax number, along with your webmaster’s email address and the email address for general information about the company. Typically, the webmaster’s address is `webmaster@yourcompany.com`, and the information address is `info@yourcompany.com`, so for this example type in **webmaster@frontpagers.com** and **info@frontpagers.com**, respectively. Keep in mind, however, that the domain name is still not fully registered. You therefore can’t assign email addresses to it. As a result, you might want to enter your own email address instead. Click Next when you’re done.

STEP 16: SELECT A WEB THEME FOR YOUR SITE

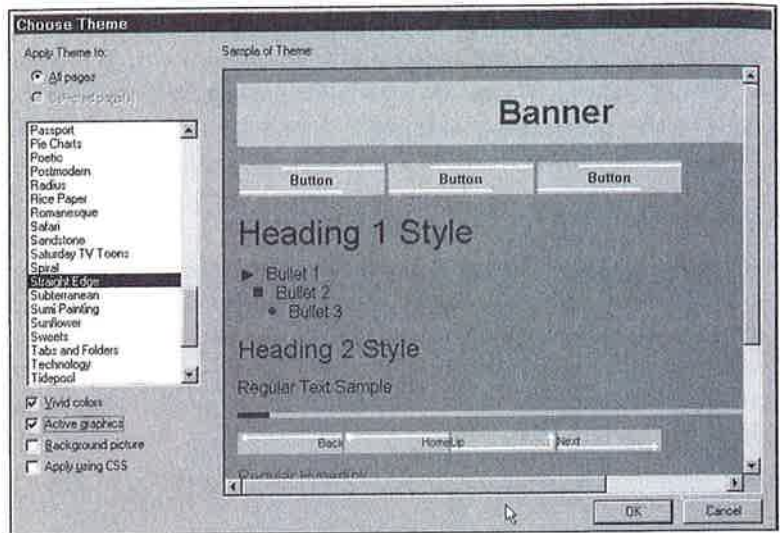
The next step is to select an optional theme for your Web site. A theme (covered in Chapter 6, “Working with Themes”) establishes common fonts, bullet types, background patterns, and other graphical styles for all the pages in your web. Every page is created based on the theme you choose, and if you want some pages to appear differently you can alter them by using the document options in Editor. For this tutorial, click Choose Web Theme. Select the theme you want from the choices in the left pane when the Choose Theme dialog box loads (see Figure 13.7). Click through the themes to see the differences. Select the Vivid Colors and Active Graphics options at the bottom left of the dialog and then click OK. This places you back in the Corporate Presence Web Wizard; click Next to continue to the next stage.

STEP 17: DECIDE WHETHER TO VIEW THE TO-DO LIST

The last step in the creation of the Corporate Presence Web is to choose whether you want the to-do list to appear whenever the web is loaded into Explorer. It’s always a good idea, so select the check box. Click Finish this time; it has replaced the Next button because the wizard has taken you as far as it can go.

Now that you've created the web, your to-do list appears in the FrontPage Explorer main window. This is the Tasks view, which you can access any time by clicking the Tasks icon in the Views toolbar at the left side of the screen. Here, you are shown the pages you have yet to complete, along with a number of other important details. As explained in detail in Chapter 18, you explore how to work with this list, but for now take note of it as an important step in the building of your web. FrontPage continues to revise this list as you finish some pages and add others. For now, click the Navigation icon in the Views toolbar and bring this important view to the main window.

Figure 13.7
Cycle through the theme choices on the left side. Several will do nicely for your corporate site.



→ See “Managing a Web,” p. 385, for information about the Tasks feature.

The Navigation view (see Figure 13.8) shows what you've been aiming for: a web in place and ready for action. If you were connected to the Internet and had assigned this web to a real IP number, your site would be accessible from any computer in the world connected to the Internet. From this point on, all you need to do is modify and alter your new web. Once it's finished, you can transfer it to a fully-operational, 24-hour Web server machine.

TROUBLESHOOTING

If you mount your new web directly onto the server of an ISP or a Web Presence Provider (a.k.a, Web Hosting Service), you might occasionally find that you can't access your web, or that you can access it but you can't create new webs or save documents to existing ones. In such a case, a warning box will tell you that your FrontPage client can't see the FrontPage *server extensions* (page 301) on the remote server. It will also tell you to contact your Web server administrator. Certainly this does not happen all the time, and not with all ISPs or WPPs, but it does happen.

The warning box is correct: You must contact your Web server administrator (a technical support person at your ISP or Hosting Service). Typically, he or she can correct the problem by reinstalling the FrontPage server extensions on your account. In some extreme cases, however, you will have to reinstall FrontPage itself. Whatever the case, be firm with the ISP/WPP; don't let them tell you that this is not their problem. You paid for a FrontPage-compatible server, and you deserve to have it work properly.

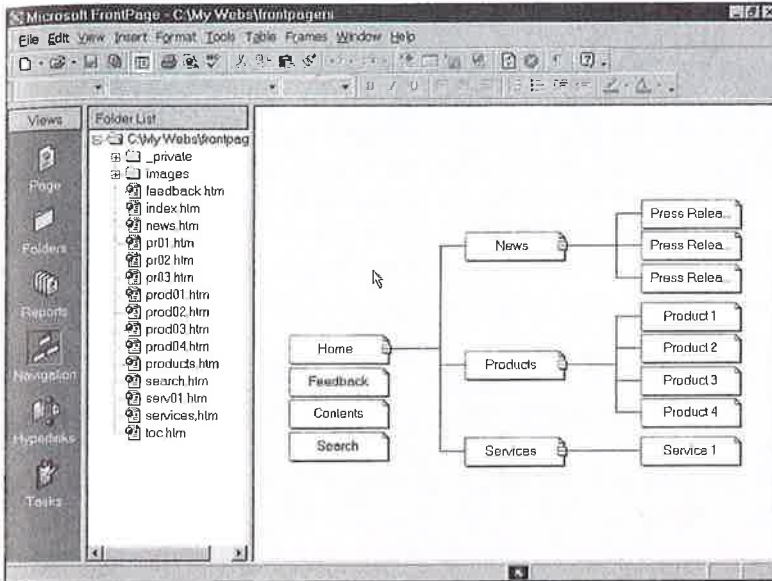


Figure 13.8
Presto! Your new web is ready for your loving care. (Note that your screen might not look like this, since Navigation view defaults to a vertical display, not the horizontal one shown here.)

DESIGNERS CORNER

This chapter looked briefly at the issues concerned with mounting a web site, and here we'll delve a bit more deeply into it. While you can design all the webs you want using either disk-based webs or on a "localhost" server on your own machine, you'll want even at this point to know a bit more about actually mounting your web.

Chapter 35 of this book looks at the role of Web servers in mounting webs, while Chapter 36, "Using a Web Hosting Service," examines the benefits and drawbacks of mounting your web on a Web Hosting Service. But before continuing towards those chapters, let's deal with an issue shared by many of you who access the Internet through a modem and a dial-up account. This issue impacts directly on the idea of building a web, which is why it's included here.

The fact is that you can, technically, mount a web on a machine with a modem and a dial-up account. The problems, as covered in greater detail in Chapter 35, are speed and ease of access to your web. The speed issue is very simple: With a standard modem running at anywhere between 28.8Kbps to 56Kbps, your visitors will receive information very

slowly, and your server will be hard pressed to serve more than one or two concurrent visitors. But the access problem is even worse. You won't be able to have your own domain name for your web, because InterNIC requires that a domain be operative on two full-time servers. Even your IP number won't be consistent if, as is the case with most dial-in customers, your ISP assigns a new IP number every time you log on. Furthermore, unless you're willing to leave your computer on 24 hours a day, your site won't always be available. Even if you are willing to do so, your ISP might object. Even ISPs that give you unlimited access time often have a policy that lets them deny you access time if you severely overuse it.

Now for the interesting part. High-speed access options are now coming into the picture. ISDN lines are probably on their way to a well-deserved death (well-deserved because the phone companies never seemed to get the ISDN idea right), but ADSL modems and cable modems are on their way in. ADSL modems make use of the fact that telephone conversations use only about 10% of the available bandwidth on the phone line, and they use the rest of it for simultaneous and high-speed Internet access. Cable modems make use of the existing cable lines strung throughout cities, including Net services along with regular cable television service. Although rates vary, about \$30-\$40 per month for either seems to be where the industry is moving.

Of the two, only cable services seem willing to give you a fixed IP number, because ADSL service requires that you dial in to your ISP (albeit much more quickly than with current modems). With a cable service, your computer is on the Net at all times, and the IP number doesn't change (your particular cable company might have a different way of handling this), even if you turn your computer off.

So yes, it's possible that you *could* mount a web on a cable modem service. But here too, there are problems. A major one is that, while cable access is certainly fast (up to 30 times as fast as a 33.6Kbps modem), it's fast in only one direction: downloading. It's no faster than current 56Kbps modems when it comes to uploading. And uploading is precisely what you do when someone visits your web. Your server *uploads* information to the Net, and that information finds its way to the visitor's computer. Professional Web servers are connected to the Internet through high-speed lines such as T1 or T3, which means they upload information faster than you can download through a modem. They work with cable modems because cable modems reach closer to the server's speed; essentially, the cable modem (like the ADSL modem) lets download speed more closely match upload speed. But if you're serving information at 56Kbps, which a cable modem does, you're no better off at serving a web than if you had a standard 56Kbps modem. ADSL does not have the uploading limitations, but it has the dial-up limitations of inconstant connection and non-fixed IP numbers. Rest assured, finally, that phone companies and cable companies will be watching very closely to ensure that you're not using your connection to serve a web. They don't want that, because you'll tie up too much bandwidth.

The answer? Unless your web is designed for your twenty close friends, to whom you can give times of operation and changes in IP numbers, don't host a web from your modem-connected computer.

CHAPTER 14

FRONTPAGE'S WEB TEMPLATES AND WIZARDS

In this chapter

by Neil Randall

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THE DISCUSSION WEB WIZARD

The procedure for creating webs based on one particular FrontPage wizard, the Corporate Presence Wizard, is covered in Chapter 26, “Using Scripts in Your Web Page.” Explorer offers a second wizard, the Discussion Web Wizard, and it deserves a close look as well. Its purpose and requirements are considerably different from and, in some ways, more advanced than the Corporate Presence Wizard. The discussion web creates an area where readers can participate in a forum on a topic of their choice and, as such, demands some special considerations at the time of creation.

Creating a discussion web from scratch requires an intimate knowledge of FrontPage forms. These are covered in Chapter 11, “Using Components, Forms, and Interactive Page Templates.” Creating one from the Discussion Web Wizard, however, requires none of this knowledge—at least not in the initial creation stage. FrontPage’s forms features let documents created with FrontPage cooperate with the Web server in a fully interactive way, and the Discussion Web Wizard directs these forms into a specific and organized use.

Caution

It's important to keep in mind as you build webs with FrontPage that its interactive capabilities, although immensely useful and time-saving, are limited. If you want to develop a full Web site with extensive links to databases and other information sources, you need to understand scripting and programming. What makes FrontPage so welcome in this regard is that it takes care of the most common interactive elements, and thus lets the majority of web designers accomplish their interactive tasks quite easily.

The first step in creating a discussion web is to choose File, New, Web. Choose Discussion Web Wizard from the resulting New dialog box, assign the new web a location (see Chapter 13, “Creating a Web,” for a discussion of possible locations), and indicate whether you want to add this to the current web and if you require SSL security; click OK. You'll see the introductory page of the Discussion Web Wizard; click Next to continue.

Tip #72

To keep easy control over access to your webs and to help you keep track of HTML files you've added, create new webs rather than adding them to your existing web. This places your web files in a new directory and helps compartmentalize your web designs.

TYPES OF PAGES TO INCLUDE

The first choices you have to make come from the second screen in the wizard. Here you can choose to include the following pages of information:

- **Submission Form**—The submission form is necessary for readers to compose and post articles. You don't have a choice about including this one, but it's the only required element.

- **Table of Contents**—This page offers readers an easy-to-navigate area from which to choose whether they want to search or read the discussions, or post a message of their own. If you want, the discussion web (on a later dialog box), will replace the web's current home page with this Table of Contents, a recommended procedure if the discussion forum will be a primary focus of your web. You can just as easily offer a link to the contents page from your existing home page (or any other document for that matter), so at this stage it's probably better to say no to that replacement.
- **Search Form**—The wizard will create a Search Form with which your readers can find articles in the web that have the specified text strings or patterns. If you're planning a site with numerous postings, especially on a variety of topics, be sure to include this form. Without it, the forum will be less useful than it might otherwise be.
- **Threaded Replies**—Threaded replies are practically a necessity in any kind of discussion forum, especially those with numerous postings. *Threads* let readers reply to specific articles within a topic, rather than posting only the topic itself. Again, this is a good choice to make, although you might find that articles tend to be disordered if your readers don't use threading effectively. A well-run discussion forum can make extremely good use of threaded replies, so unless you know why you wouldn't want them, they're always a good idea.
- **Confirmation Page**—The Confirmation Page lets readers know whether they've successfully sent their postings to the web. Without this page, readers' articles are posted without them having any way of knowing it. Like the other possible elements, the Confirmation Page is a good idea, so there's every reason to include it.

After you've made your selection, click Next to call up the next dialog box.

TITLE AND INPUT FIELDS

After selecting the pages you want to include, give your discussion forum a descriptive title by typing that title in the Enter a Descriptive Title for This Discussion field. Don't just call it Discussion—instead, give it a name that makes its purpose clear to all your readers. This title appears on the top of all pages in the discussion web, so giving it a bit of thought is worthwhile.

The second fill-in field on this dialog box asks you to enter the name of the discussion folder. FrontPage fills in this field automatically, and there's no real reason to change it. The folder name isn't very descriptive—it doesn't have to be; you won't likely be searching for it on your hard drive because it will appear automatically when you open the web to which it belongs. If you decide to change it, however, keep the opening underscore (_) intact. The underscore indicates a hidden folder, and because this folder holds the actual discussion entries, you don't want other authors of your web to have easy access to it. You can reveal hidden folders in FrontPage in the Web Setting dialog box, as described in Chapter 17, "Configuring Webs."

After completing these fields, click Next. In the subsequent dialog box, you must decide which input fields you want on the submission form for the web. At the very least, this form will include a Subject field and a Comments field. The user will enter the topic the posting is about in the Subject field; the user will type the actual message in the Comments field. You can determine the possible topics of discussion by including all possibilities in a pull-down menu; with that you can ensure that all messages are assigned a meaningful topic.

You can add either a Category field or Product field to this list. If you have a discussion about a large topic (types of Internet software, for example), you might want to offer categories in addition to subjects. As with subjects, you can specify the available categories through a pull-down menu on the Submission Form. The Product field replaces the Category field on the final grouping of input fields, and if you offer several different products to your customers, or if your subjects are product-based rather than category-based, choose the Product field instead. As always, click Next to move to the next dialog box in the wizard.

REGISTRATION

The most difficult (and perhaps significant) decision you make when creating a discussion web is whether to insist that your readers register in order to read or post articles. You will build a *protected* web if you choose to have them register, and all who register will have their usernames and passwords built into your web's permissions area. Your other choice is to leave the web unprotected, meaning that anyone can post messages.

On the surface, an unprotected web might seem the more desirable choice. After all, the World Wide Web is known as a place of freedom and openness, and offering a discussion group in which users must register might seem inappropriate or even offensive. But there are a few things to keep in mind about this issue: First, on a purely nice-to-have basis, articles posted within a registered web will automatically include the user's registered names.

More importantly, though, you should consider the purpose of the discussion forum. If you want to offer your readers a place all their own in which to post messages, questions, and suggestions, why not give them a protected area in which to do so. Of course, there's nothing stopping anyone on the Web from registering, so even here the discussion can be considered open. To prevent this, you can build in further password protection to your web, based on product serial numbers, passwords based on the words in a document, or anything else you can devise.

ORDER OF ARTICLES AND HOME PAGE

After deciding on registration and clicking Next, you can elect to sort the posted articles from oldest to newest or newest to oldest. They then appear on the Web's Table of Contents in the chosen order. The former gives a chronological feel to the discussions, and as readers scroll the messages they can see how the discussion has developed. On the other hand, this means that extended discussions require scrolling at virtually all times, and that could become a bit annoying. Sorting from newest to oldest places the most recent articles

at the top of the page, and frequent readers will know what has come before. Newest to oldest is generally the preferred order.

After making this decision, you're given the option of having the Table of Contents page become the home page for the discussion web. If you take the option, the Table of Contents page replaces the current home page. This option actually takes effect only if you have not chosen to add the discussion web to the current web when first creating the web—if you've not made that decision, the Table of Contents page automatically becomes the home page for a discussion web on its own. Nevertheless, you're given the choice.

SEARCH DETAILS

The next dialog box lets you select the criteria by which the Search Form will report that a search has located documents. There are four choices: Subject; Subject and Size; Subject, Size, and Date; or Subject, Size, Date, and Score. All searches will reveal the subject of the located article; adding size gives information about the size of the article in kilobytes. Date adds information about when the article was posted. Score shows the reader a measure of how relevant the article is to the search string entered. A score of 1000 is a direct hit, while lower scores denote lesser relevance.

The choice here has to do with how much information you want your server to compute, as well as how much you feel your readers need. For a large discussion forum, the more information you provide, the more useful the searches will be. Smaller discussion forums, on the other hand, might not need this much information about the search.

WEB THEME AND FRAMES

The wizard for the discussion web lets you select the global Web theme for text and link colors, button styles, and the background graphics or color. After selecting the theme, the Discussion Web Wizard carries the design choice one step further by offering a selection of frame options. This dialog box is shown in Figure 14.1.

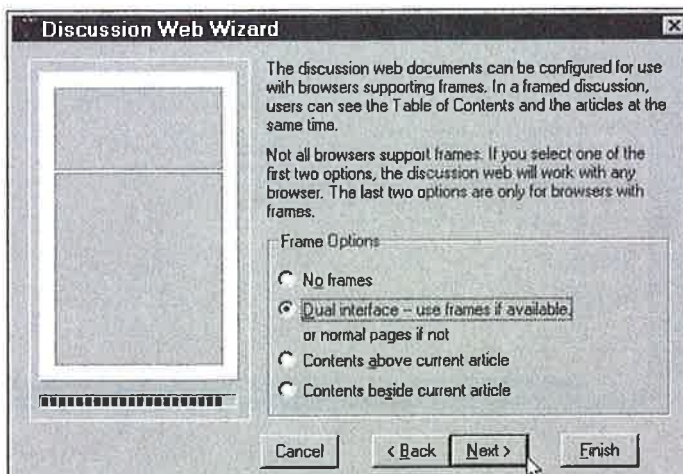


Figure 14.1
The Discussion Web Wizard's Frames dialog box offers four choices.

The purpose of this dialog box is to let you display your articles on a Web page that contains frames. *Frames*, windows inside a main window, were first offered with Netscape Navigator 2.0 but have since become an important design component on the Web in general. All current Web browsers support frames without difficulty, so the hesitation behind designing pages with frames—a hesitation present when they first became possible—should no longer influence your design decisions.

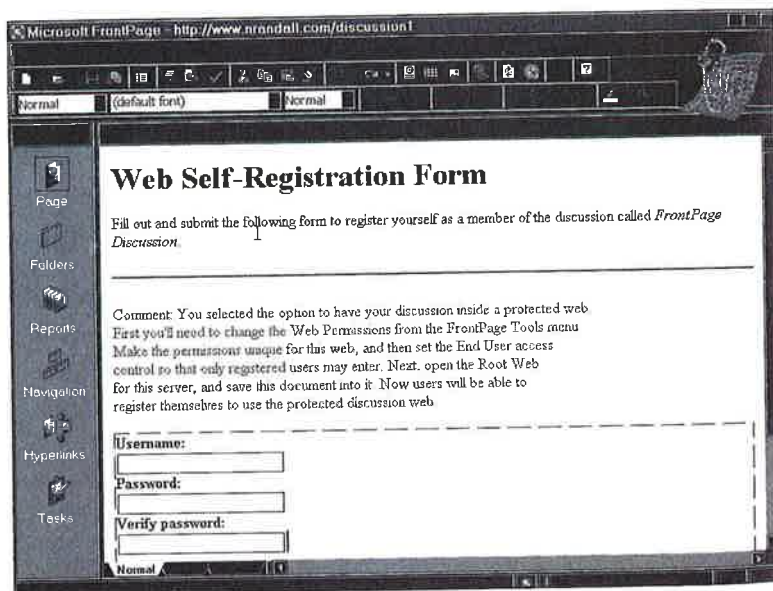
The Discussion Web Wizard offers to divide the discussion articles page into zero, two, or three frames. If you want to guarantee that all Web users will be able to access your articles, choose No Frames. If you want to use frames to their fullest extent, choose either Contents Above Current Article or Contents Beside Current Article. Both choices create three frames, one showing the page's contents, one the actual articles, and the third a banner displaying whatever you choose. If you want the best of both worlds—an articles page that offers frames to those with frames-capable browsers and an articles page with no frames for those without—choose Dual Interface. (This option is pictured in Figure 14.1.) The frames in this last case include one showing the contents and another showing the actual articles' text; the banner frame is not included.

THE SELF-REGISTRATION FORM

You've completed the wizard after making your decision about frames. Clicking Finish starts the actual creation of the web with all your pages in place. You're finished.

However, if you chose earlier to restrict access to the web to registered users, the wizard loads a file called `webreg.htm` into the Page view (see Figure 14.2).

Figure 14.2
The self-registration form allows your users to register themselves.



Installing the self-registration form into your Web is a bit complex, and even a bit confusing. Nevertheless, the instructions provided on the template page itself are complete enough to guide you through.

To get the self-registration system working properly, you must first access Tools, Security, Permissions and choose the Use Unique Permissions for This Web option. Click Apply from that dialog box to set these permissions and then click the Users tab to make another change. Select Only Registered Users Have Browse Access and then click Apply once more. (You can add users at this stage.) Finally, click OK to close the dialog box. You have set the permissions in your discussion web to accommodate registered users.

You probably noticed that you can manually set users in the Users dialog box. What makes the self-registration form particularly useful is that you don't have to do so. The information from the self-registration form is passed to Explorer in order to create the users automatically. This saves you both time and trouble.

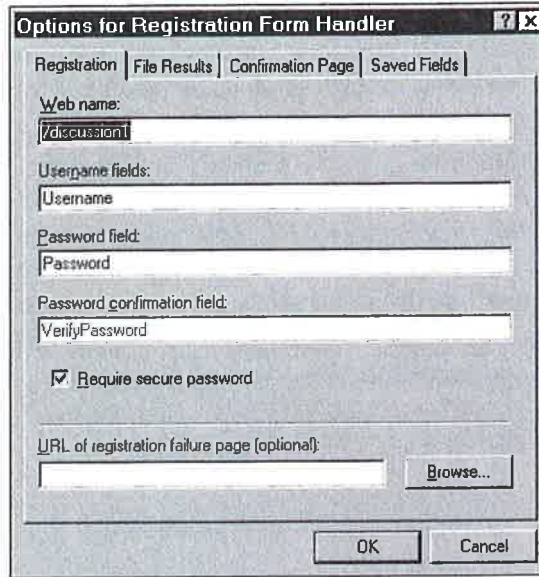
Note

Chapter 17 contains information about Web security. Included there are the differences in adding users in systems running Windows 95/98, Windows NT, and UNIX servers. Adding users differs depending on which system you're running.

The next step makes the self-registration page available for your readers to add the information necessary to update the Users configuration area. With the web self-registration form still loaded in FrontPage Editor, return to Explorer and select File, Open FrontPage Web; click More Webs and then click List Webs (for the current server). Open the server's *root Web* (page 266). Switch back to Editor and use the File menu to save the self-registration page into the root web. Leave the title and filename as suggested by the Save As dialog box.

To assure yourself that the self-registration form is being properly applied to the discussion web, click in any of the form fields (Username will do) to select it. Right-click in the field and select Form Properties. Click Options in the resulting Form Properties dialog box; you'll see the Options for Registration Form Handler dialog box that's shown in Figure 14.3. The form should show the same name in the Web Name field that you entered when you began building the web. This ensures that the registrations are applied to that web alone.

Figure 14.3
Make sure the correct Web name appears in the Forms Settings dialog box.



At this point you should test the self-registration form. With your Web server running, launch a Web browser such as Microsoft Internet Explorer or Netscape Navigator and enter the URL for the file `WEBREG.HTM` (the file containing the self-registration form). If you're running the Personal Web Server from the `localhost` address, for example, enter `http://localhost/webreg.htm` or `http://127.0.0.1/webreg.htm` in your browser's Location box. (If you changed the name of the file from `WEBSELF.HTM`, enter it instead.) If you've saved the file to a remote Web server, enter the appropriate IP number or domain name in place of `localhost` or `127.0.0.1`. Because the self-registration form was saved to the root web, you need not enter a path for the file, merely the filename itself. Later, you'll want to link the self-registration file from your home page, so users can access it without typing the filename. The self-registration form is shown in Figure 14.4.

Fill in the username and password fields with whatever names and passwords you want; then click the Register Me button. You receive a confirmation page showing that the registration has been successful, unless the username is already in the FrontPage database (which happens if you choose your administrator username as a name here), if your password is shorter than six characters, or if the password doesn't verify because of mistyping.

To see if the user has been registered, open the discussion web in Explorer, select the Permissions dialog box from the Tools menu, and click the End Users tab. You should see that the registered username now appears in the user area. As more and more users register themselves, this listing increases. You may close this dialog box.

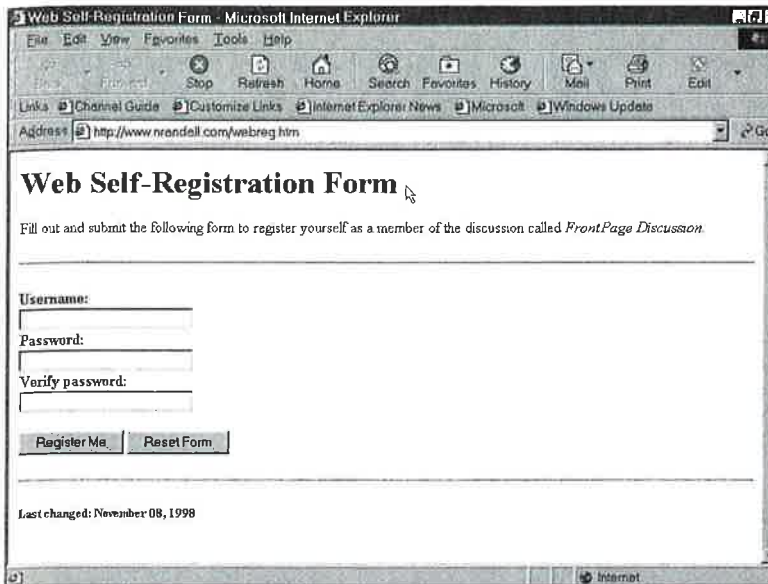


Figure 14.4
The self-registration form in Internet Explorer 4, ready to accept its first registrant.

Returning to the confirmation page, you'll see that it contains a link to the discussion web itself. When you click that hyperlink, you get a dialog box requiring you to enter a username and password. You are allowed into the web when you type the newly registered name and password. At this stage, you can begin posting messages to the discussion forum. If you establish more than one username, you can experiment by sending and replying to messages, then searching them and checking the contents page for results.

FINISHING THE DISCUSSION WEB

With the discussion web in place, very little remains to put it into place. You'll probably want to edit the registration form and give it a title that clarifies what web it belongs to, and you'll definitely want to provide a hyperlink from your main home page to both the registration page (to allow users to register) and to the discussion web's home page (to let them sign in and participate). Assuming you allowed the wizard to establish the Table of Contents page as the discussion web's home page, the name of that file will be *WebName/INDEX.HTM* (replacing *WebName* with the web's actual name). The registration file will be in the root web directory and will be named whatever you called it when you saved it to that directory after the wizard's completion.

Inside the web, you might want to edit the contents page and the Welcome page to add some spice to them. Open other pages in Editor and see which you want to edit in addition to these. The last change you might want to make is setting password protection for the posting page itself. This must be done from your Web server's administrator, however, not from within FrontPage.

POSTING TO A DISCUSSION WEB

Once the discussion web is in place, users can post articles to it. To do so, they need only enter the URL in the Location or Address field of their Web browser (or you can provide a direct link from your home page). Once there, and depending which frames option you used, they'll see a page that includes existing articles plus hyperlinks to Post a New Article or conduct a Search through the existing articles. If they click an existing article in the Contents frame, they can read that article and then reply to it or post a new one. Replies are hierarchically organized (visually threaded) in the Contents frame so that it's clear which reply belongs to which thread.

DELETING ARTICLES FROM A DISCUSSION WEB

Given the ease with which FrontPage's designers let you create a discussion web, it's surprising that they apparently gave no thought to an easy means of managing it. Nobody wants articles to accumulate on these things indefinitely (as many discussions currently on the Web attest), and the Webmaster needs to clean it out once in a while. Posted articles in a FrontPage discussion web stay there forever, however, accumulating until the page becomes a scrolling nightmare. As it stands, there's only one way to deal with unwanted postings in a discussion web. First, load the web into FrontPage Explorer. Choose Tools, Web Settings to bring up the FrontPage Web Settings dialog box. Click the Advanced tab and then click the Show Documents in Hidden Directories option. Click Apply.

Now enter the Folders view for your discussion web. Click the `_discx` subdirectory (`x` may be any number). Inside, you'll see eight-digit filenames preceding the `.htm` extension. These are the postings. The first posting, for example, will be `00000001.htm`, the hundredth posting `00000100.htm`, and so on. Deleting the file deletes the posting from the web.

How do you know which file belongs to which posting? Using your Web browser, enter the discussion web in your browser and click the posting you want to delete; this brings it up for reading. Call up the properties for that posting (the manner differs for each Web browser); the resulting box tells you the name of the associated `.htm` file.

Go back to the Folders view in FrontPage Explorer and highlight the file again. From here you have two choices. First, you can retain the file, but if you do, you should open the file in Page view and change the text to say something like, "This posting deleted." This means, of course, that this message will appear in the discussion web's table of contents, but the filename itself is preserved. Unfortunately, there's no way around this.

The second way is to delete the file from the web, then select the Recalculate Hyperlinks command from the Tools menu. This will clear the file and, in the discussion web itself, the heading (the subject line, for instance) for the message.

EMPTY WEB AND ONE-PAGE WEB

Two of FrontPage's web templates are designed to offer minimal help to you as web designer. The Empty Web template creates, as its name suggests, a web with nothing in it.