

## IN THIS APPENDIX

- Changing the default Web page size
- Customizing FrontPage toolbars
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- Configuring general options



# CUSTOMIZING FRONTPAGE

Throughout the chapters comprising this book, you've found steps and tips for customizing various tools and features you'll use in designing your page. These have included options such as color coding for HTML, setting up the different views, and so on.

This appendix provides you with the information necessary to customize different components of the overall FrontPage work window, including menus, toolbars, and general options.

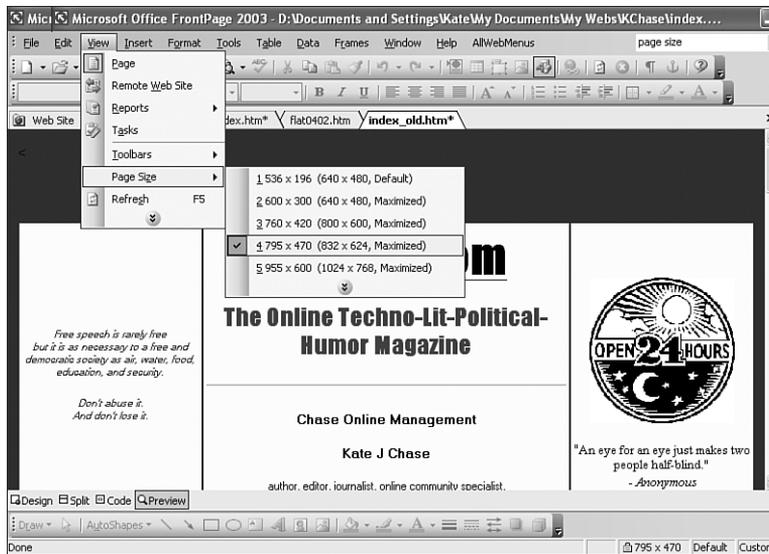
## Changing Page Size

Not everyone is comfortable with the default page size available when working with FrontPage in Page Design view. You yourself may find that you want to work on a page that is either smaller or larger than what is provided by default.

You can modify the page size by following these steps:

1. In either Design Page or Preview Page view, select View and choose Page Size.
2. Select one of the listed page sizes (see Figure B.1).

**FIGURE B.1**  
Change the default page size using the View, Page Size submenu.



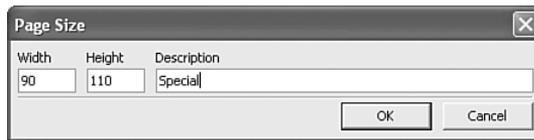
If you don't like the options available in the Page Size submenu, you can create your own customized page size. Before you do so, however, figure out the approximate page size you want to create—or be prepared to experiment until you find the one that works for you.

To specify a custom page size, do the following:

1. In either Design Page or Preview Page view, open the View menu, choose Page Size, and select Modify Page Sizes.
2. In the Modify Page Sizes dialog box, click Add.
3. In the Page Size dialog box (see Figure B.2), specify the desired width and height in pixels, then provide a brief description.
4. Click OK.

FIGURE B.2

You can opt to create a custom page size using the Page Size dialog box.



## Customizing Toolbars

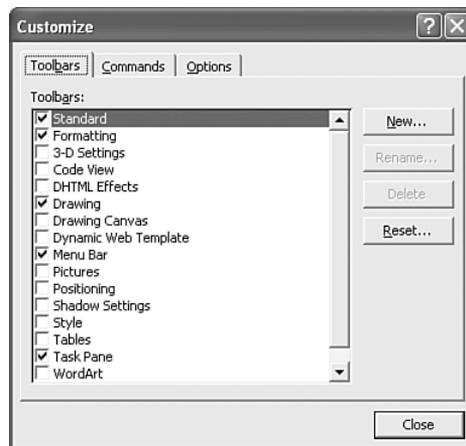
You probably know that not all toolbars are visible on the desktop by default. The most common ones, such as the Standard, Formatting, and Drawing toolbars are available from the start, while others, apt to be less used, are hidden from view until you select them. This is done to prevent the FrontPage work window from becoming hopelessly cluttered and far more difficult to use.

To specify which toolbars are immediately available to you when you open FrontPage, do the following:

1. Open the Tools menu and choose Customize.
2. The Customize dialog box opens. Click the Toolbars tab.
3. Click to check the toolbars you want visible, as shown in Figure B.3.
4. Click Close.

FIGURE B.3

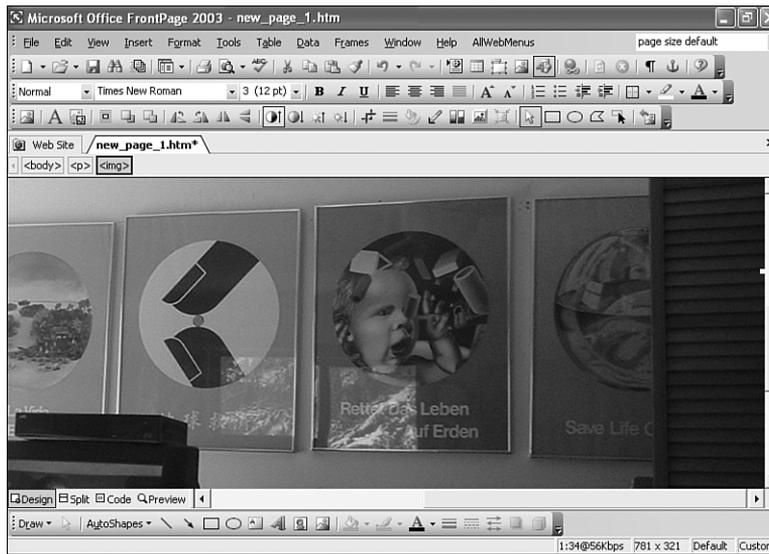
In the Customize dialog box's Toolbars tab, you can select which toolbars are immediately available for your work.



Many of the toolbars that aren't normally visible are referred to as *floating toolbars*. When they are displayed (via the View, Toolbars submenu), you can drag them around on your FrontPage window as you work. However, you can *dock* (position absolutely) virtually any toolbar by moving it to the edge of the FrontPage window, as shown in Figure B.4.

**FIGURE B.4**

Once you bring the toolbar close to the edge, as shown here by adding the Pictures toolbar, it attaches to the window like any other “fixed” toolbar.



Each toolbar contains a set of buttons, but exactly which buttons are displayed at any given time may depend on which buttons you use most frequently. Those buttons that are used less often are often hidden from view to avoid cluttering the workspace. (You can access a toolbar’s hidden buttons by clicking the down arrow on the right side of the toolbar and choosing the button from the list that appears.)

If you frequently use a particular FrontPage command, but that command isn’t accessible via the toolbars you use most often, you can modify one of your oft-used toolbars to include a button for that command. Follow these steps:

1. With the toolbar you want to modify visible onscreen, open the Tools menu and choose Customize.
2. The Customize dialog box opens (see Figure B.5). Click the Commands tab.
3. In the Categories list, click the category for the function you want the button to perform.
4. Locate the command you want to add in the Commands list, and drag it to the desired toolbar.

Look again at the toolbar; the command/button should now be available to you.

**FIGURE B.5**

Choose a category for the command type you want to add as a button to the toolbar.



## Customizing Menus

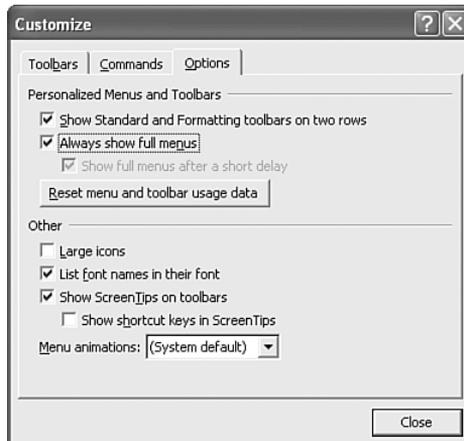
Like FrontPage's toolbars, which often display only those buttons that you use most often, FrontPage's menus display only the commands that you select on a regular basis. You can click the double down arrows at the bottom of a menu to expand the menu to show all options.

If you want FrontPage to display all menu options by default, rather than an abbreviated list, you can easily customize your menus to do so. Follow these steps:

1. Open the Tools menu and choose Customize.
2. The Customize dialog box opens. Click the Options tab.
3. Click the Always Show Full Menus check box to mark it, as shown in Figure B.6.

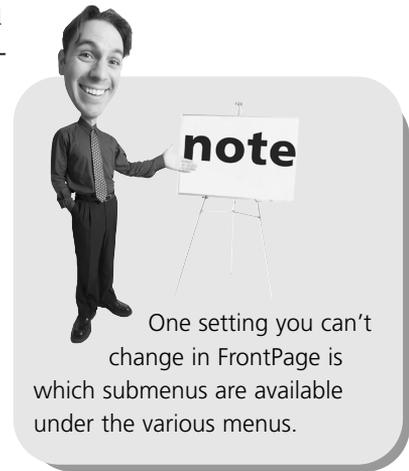
**FIGURE B.6**

Click to check the Always Show Full Menus check box when you get tired of expanding abbreviated menus.



You also can modify a menu to include a command not normally available or visible there. To do so, follow these steps:

1. Open the Tools menu and choose Customize.
2. The Customize dialog box opens. Click the Commands tab.
3. In the Categories list, click the category for the function you want the menu command to perform.
4. Locate the command you want to add in the Commands list, and drag it to the desired menu. For example, select Undo to add a quick “clear” function to the menu.



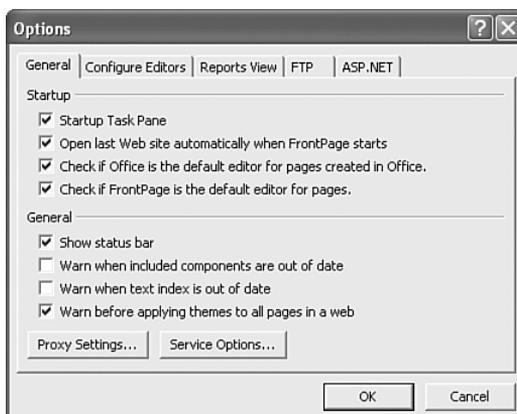
## Configuring the General Options

FrontPage enables you to specify certain general settings for its usage. For example, you can choose whether to always show the Startup task pane when FrontPage opens, or whether to automatically open the last Web site you worked on. Here's how:

1. Open the Tools menu and choose Options.
2. The Options dialog box opens. Click the General tab (see Figure B.7).
3. Click to check the options you want; click to uncheck any checked options you don't want to apply.
4. Click OK.

**FIGURE B.7**

The Options dialog box's General tab enables you to specify some details about what FrontPage does when you load it.



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**WHY NOT CUSTOMIZE ALL THE OPTIONS AT ONCE?**

Although you can opt to customize all your options at once, many people find that it's best to get a feel for the default Fsg working environment before doing so. Many options are chosen as the defaults because they either match how most people use FrontPage or because such defaults provide fairly standard selections. That said, you know how you work and what you need. Make the best decision for you.

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