RTB Free 02 Template Package

This free FrontPage template package comes with the starter web site in .zip format. Unzip the package and start editing the pages. You may wish to keep a backup copy of the .zip in case you need to start over. We have included a basic site structure with common pages to help you get started. You may rename the pages, add more pages, and add your content.

Features:

- Multi-page FrontPage 2002 - 2003 web template.
- Easy table-based layout and external CSS file.
- Fixed-width layout with expanding background provides readability while still looking great at higher resolutions.
- Customer contact form with customized thank you page.
- Include pages used for navigation, copyright, and site name for quick and easy editing.
- Tested to work in IE6+, Opera 7+, Mozilla and Firefox.
- Validated CSS. Validated XHTML 1.1 Strict. (Some FrontPage elements such as forms do not validate.)

General Instructions:

Make a new web:

- Unzip your web package.
- Look for the web folder.
- Copy this folder to your My Webs directory.
- In FrontPage, go to File > Open Site and browse to this folder to begin editing your site.

Preview your new web:

- Click on any page and go to File > Preview in Browser.
- Click on Internet Explorer and click Preview.
- A browser window will open with your new web. Preview the pages of the web and decide what pages will be in your web site. You may keep this window open and return to it and refresh to see your changes.

Modify your new web:

- **Add new pages:** Open a page that has the layout the way you want it, then go to File > Save As. Save the page under a new name and be sure to change the page title as well.
- **Rename existing pages:** If you would like to use an existing page but want to rename it, you may easily do this in the Folders view. Right click on the file name and/or the page title and choose "Rename" to rename your file. You may then need to modify the menu links with the new text.
- **Delete pages from your web:** Right click on the pages you wish to delete in your Folder list, in Folder view, or in Navigation view, then click Delete.
- **Editing the "Your Business Name":** The "Your Business Name" is plain text and can be edited by opening the include_sitename.htm page. After you have changed the text and saved the page, the other pages in your site will be automatically updated.

- **Edit the copyright information:** The copyright statement is an include page. Open the include_copyright.htm page, edit the text, and save the page. All of your pages will be automatically updated.
- **Editing the navigation links:** The global level top links, the main navigation links, and the footer links are all include pages. Editing the include pages will update the other pages across your web site. Open them, make your changes, then save. **Note** that the include pages will have no formatting applied. This is okay. Simply make your changes then preview your other website pages in a browser.
- **Add your content:** Delete our sample content. Type your text. Add your pictures. It's easy!

Before You Publish:

- Change the **page title** on all pages as appropriate.
- Reset **form properties** to contain your email address.
- **Preview** all pages by going to File > Preview in Browser. It's a good idea to check your site in more than one browser.
- Either delete or modify the keywords and description **meta tags** on each page.
- **Spell check** each page.

Publish Your Web:

- Go to File > Publish Site.
- Type in the URL of your web site (example http://www.sitename.com) If you don't want to overwrite your existing web site but just want to publish it temporarily to preview it, publish it to a subfolder like this: http://www.sitename.com/text.
- Type in your username and password when prompted.
- If you are publishing to a new folder, FrontPage may prompt you to "create a new web." Go ahead and click OK.
- Then, click Publish. FrontPage will publish your web. When it's done, you'll be able to click to view your published web site.

Template Details:

Form Email address: To receive the contact page form results via email you must edit the form properties and add your email address. Right-click on the form and select Form Properties from the menu. Click on the Options button. In the dialog box click on the Email tab. Type your email in the space next to "email address". Click OK to close the windows. If you are working on a disk based web (without a server on your local computer), you will receive a prompt that there are no server extensions installed and then be asked if you wish to remove the email address. Select "NO" to this option.

Cascading Style Sheet (CSS): Each table cell within this template uses a CSS class to format the information contained within it. You can find which class was used by right-clicking in a table cell and selecting Cell Properties. In the window that appears, click on the Style Button. Under "Class" you will see the name of the name of the class we used. In FrontPage 2003, you can easily see which classes and/or IDs are applied to specific areas if you look at the "Quick Tag Selector" bar or the Style toolbar.

Your Site Name: The "Your Business Name" is plain text and can be edited by opening the include_sitename.htm page. After you have changed the text and saved the page, the other pages in your site will be automatically updated.

Include Content: Several items that are common to all of the pages in this web template are located on "include pages." To edit these areas, simply edit the include page, save your changes, and they will be updated on all pages automatically.

- copyright statement = include_copyright.htm
- bottom links = include_footer.htm
- main navigation = include_mainnavigation.htm

Meta Tags: To help you get your site listed in search engines/directories, we have added blank meta tags to each page. You will want to either delete these tags or add your own specific content. To add your own unique page description and keyword content, right click on the page and select Page Properties. In the window that appears, click on the Custom tab. Under "user variables", locate the description item and then click the modify button. Add your own page description. Next click on the keyword item, click the modify button, and add your keywords and phrases.

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Server Requirements:

This template includes a sample FrontPage form. If you want to use FrontPage forms, your web site will need to be published on a server that has FrontPage extensions. Check with your hosting provider to make sure that you can use FrontPage forms on your site. If not, delete the FrontPage form and create your own scripting for a form.

Important!

This template comes in a zipped format. **Note** that you will need a software utility program such as WinZip to "open" this file. Unzip this file to a location on your hard drive.
Inside you will find the following:

- The web folder that holds the actual template pages and files.
- A text "read me" file.
- Our full license agreement.
- A "Getting Started" PDF file with details on working with your new template.

Remember: We offer this template for free as long as you retain the credit link as shown on all pages. If you wish to remove our link, you will need to purchase the template.

Extra Buttons and Icons:

You will find a selection of extra buttons inside of the Buttons folder located within the Images folder of your web.

Need More Help?

While we try to make our templates easy to use, if you have questions or need specific "how-to" information, please check the **Help Center** of our site. If you do not find your answers there, email us and we'll be happy to help.

Email: **kareycummins@rtbwizards.com**