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Introduction

Thanks for purchasing the FrontPage Templates for Professional Developers and Small Business Owners. The list of masterfiles, borders and buttons is shown at Appendix A following the step by step instructions. I hope you feel this is a tremendous bargain.

This manual will take you through the step by step process of creating your web pages using our professional templates. We are currently completing a book which explains how to create a profitable web site so check our web site for this. On the next page I provide a VERY BRIEF explanation on how to make your site interesting and informative to visitors.

There is a brainstorming form on Page 65 which can be used to stimulate your thoughts. A requirement form is provided on Page 66 which helps you organize information according to primary and secondary topics.

Let's get started on the FrontPage tutorial.

Introduction

Making Your Page Interesting and Informative

I cannot emphasize how important it is to make your site interesting and informative to visitors. Adding recipes, discussion groups, free how-to information, giveaways and contests will increase the odds people will return to your site. Updating this information frequently (daily or weekly) will further improve the number of people visiting your site.

RECIPES

Recipes are a great give away item when appropriate for your site. Let's say you have a Bed & Breakfast in Maine. Giving away several free recipes on Maine cooking would draw visitors to your web site. Many of the people interesting in Maine recipes would also have some interest in visiting. Ask all of these people to provide their email address for future information. Make sure you place your web address and phone number on the recipes in case they are copied and passed around.

FREE HOW-TO INFORMATION

If you are establishing a business web site there must be something you want to sell. Giving information away to your visitors accomplishes two things:

- 1) It attracts visitors to your web site. 'Free' draws interest from everyone!
- 2) Visitors gain confidence in you and your business. Let's imagine that you own a film studio. You give information away on the step by step process of creating a video. You then mention how cheap it is and how to contact you. There are only two groups of people interesting in this topic: 1) Someone interested in filming a video by themselves (still a potential customer), 2) Someone interested in hiring a studio to film their video.

By giving away information you can easily obtain new customers.

DISCUSSION GROUPS

Discussion groups on a topic interesting to your potential customers can increase your web traffic almost instantly!

Let's imagine you own a gardening site which focuses on the state of Ohio (actually not a bad idea). Having a discussion group where people can discuss gardening and landscaping in Ohio would draw many visitors.

Once you have visitors they will purchase seeds, tillers, lawn mowers or whatever you sell.

GIVEAWAYS AND CONTESTS

Giving away t-shirts, candy, or samples of your products is another great way to attract visitors. I recommend you contact an attorney before getting involved in this.

Welcome to the FrontPage Web Creation Tutorial

We will now begin creating your professional FrontPage web site. You will need your paper versions of the web site structure and the detailed description of the individual web pages.

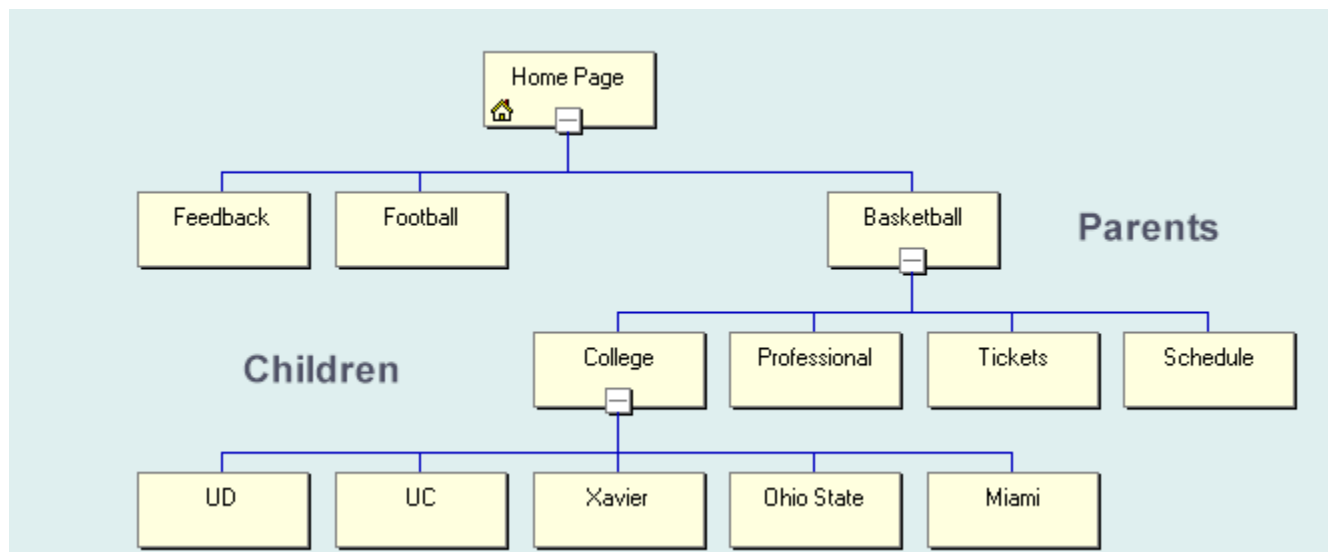
We will now begin a three step process using FrontPage:

- 1) Creating the web structure and each individual web page using FrontPage Explorer.
- 2) Adding the detailed requirements for your individual pages using FrontPage Editor.
- 3) Verifying the links and contents of each page. This will include Spell Checking.

Please turn the page so we can begin creating the structure of your web site.

Creating Your Web Structure

The structure of your web site is critical to making navigation easy for your visitors. In order to complete this task it is necessary to use the paper version of your web structure which was created previously. My example is shown below. Notice that I have a page labelled HOME at the top. The primary subject pages are FEEDBACK, BASKETBALL, FOOTBALL. I would want potential customers to be able to access these pages from most pages on my web site. The navigation buttons/text should always be the same. Don't confuse your visitors.



The highest level page (normally called the home page) is usually the first page seen by your potential customers. From the home page they can select several pages/subjects which you believe are most important toward them being satisfied customers (and you receiving orders/inquiries). Each of these pages/subject is called a Primary Subject. FEEDBACK, BASKETBALL and FOOTBALL are Primary Subjects in my example. Notice they are also labelled as Parents. Subjects relating to these parents are called Children (College, Professional, Tickets, Schedule are all children of BASKETBALL).

Possible primary topics for many web sites are listed below:

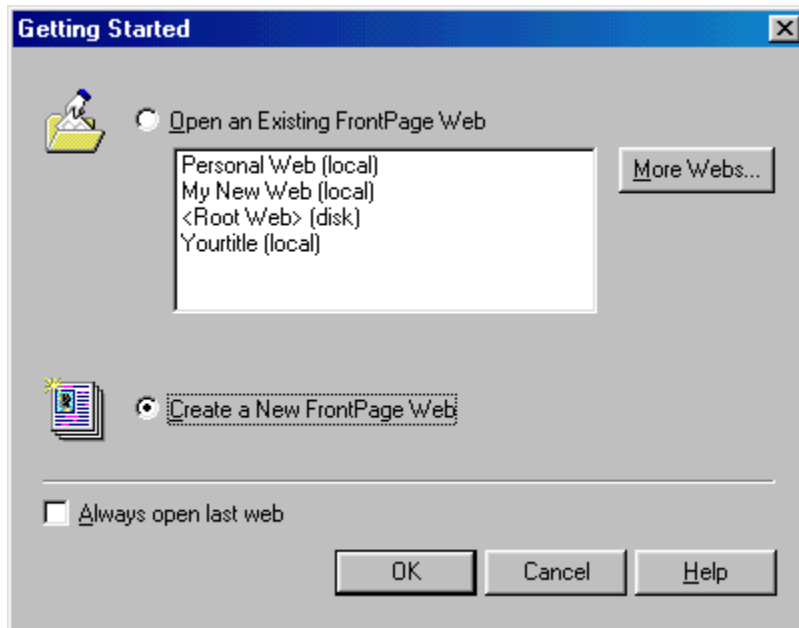
- 1) Free Information Tips - Could have tips on more than one subject
- 2) Products - Each product description would be a 'child' to your list of products
- 3) Contact Us
- 4) Giveaways or Contests
- 5) Discussion Groups
- 6) Important Topics to visitors

It is important for you to understand this concept to set the navigation buttons correctly when using frontpage. I highly recommend doing this on paper before proceeding! Use the Brainstorming Form on Page 65 and the Requirements Form on Page 66.

We will now take you through the creation of your web site using FrontPage quickly and efficiently.

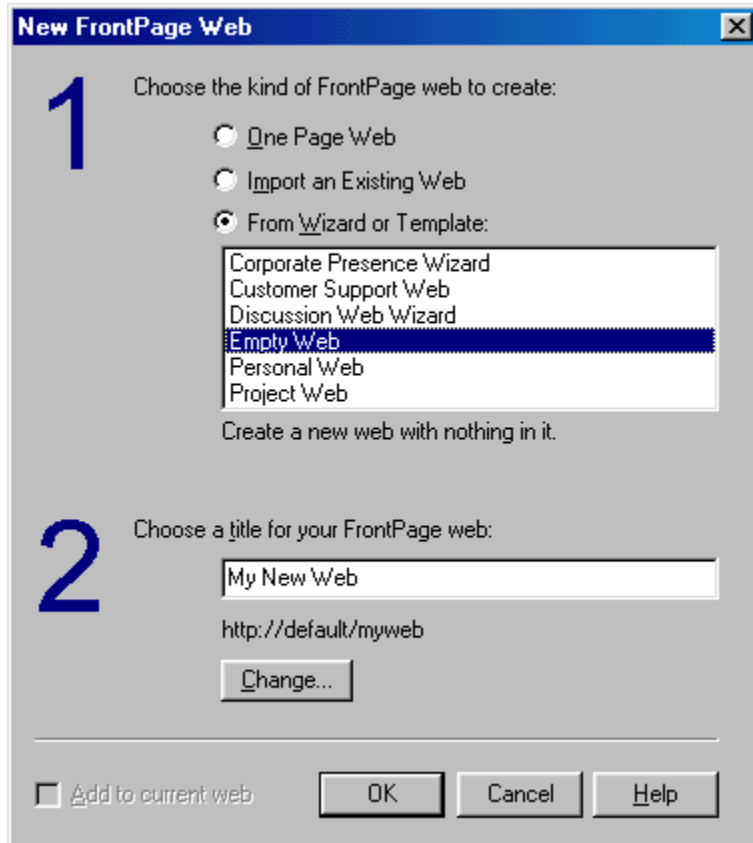
Creating Your Web Structure

We are now ready to begin creating the navigational structure for your web site. Click 'Start' on your WINDOWS toolbar. Then select PROGRAMS and MICROSOFT FRONTPAGE. After doing this the screen shown below will be displayed. You will select CREATE A NEW FRONTPAGE WEB by clicking in the circle next to those words.



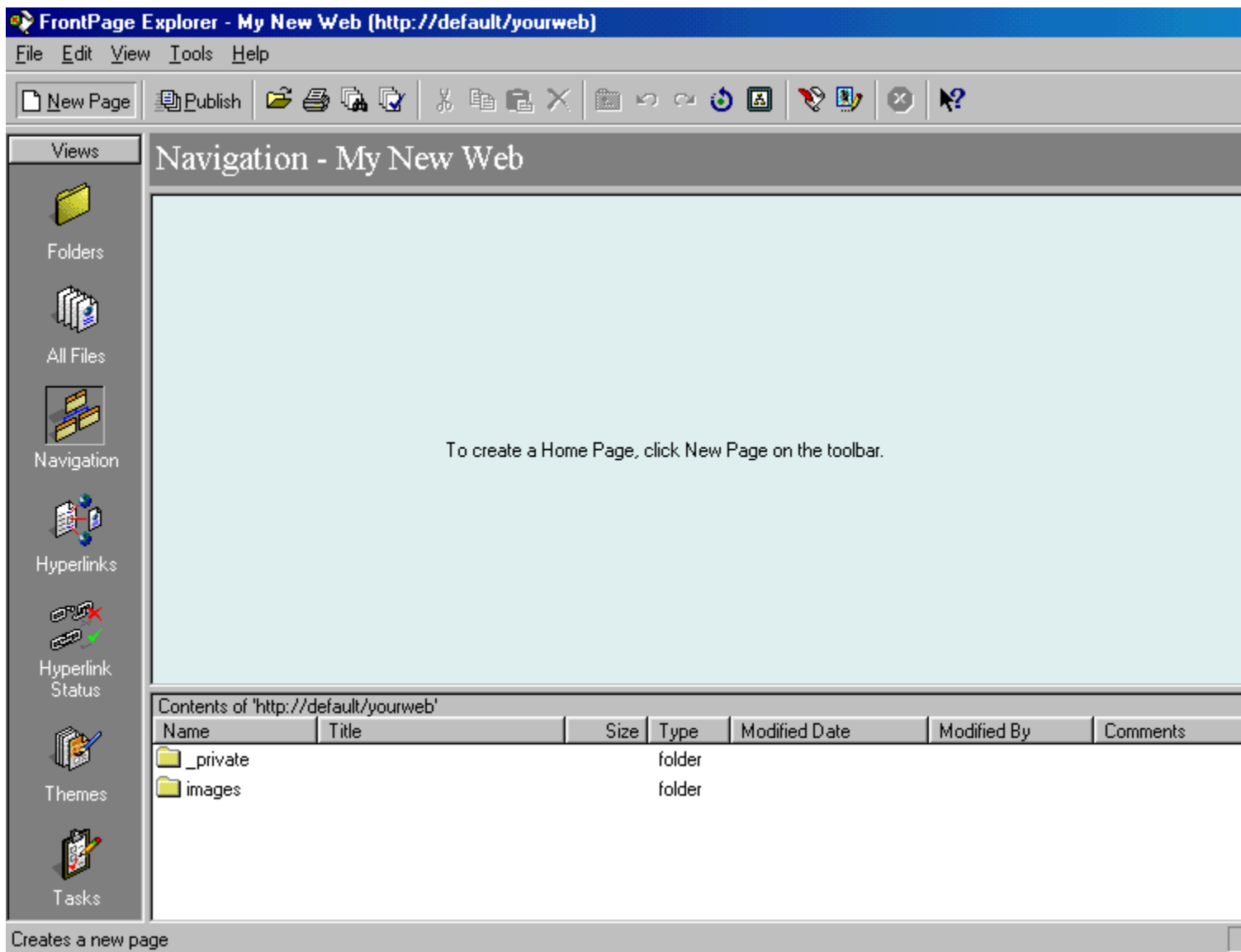
Creating Your Web Structure

The screen shown below will now be displayed. Select FROM WIZARD OR TEMPLATE first. Then select EMPTY WEB as shown below. The final task is to enter a title for your FrontPage web at the bottom. After completing this click on OK. This will initiate FrontPage Explorer.



Creating Your Web Structure

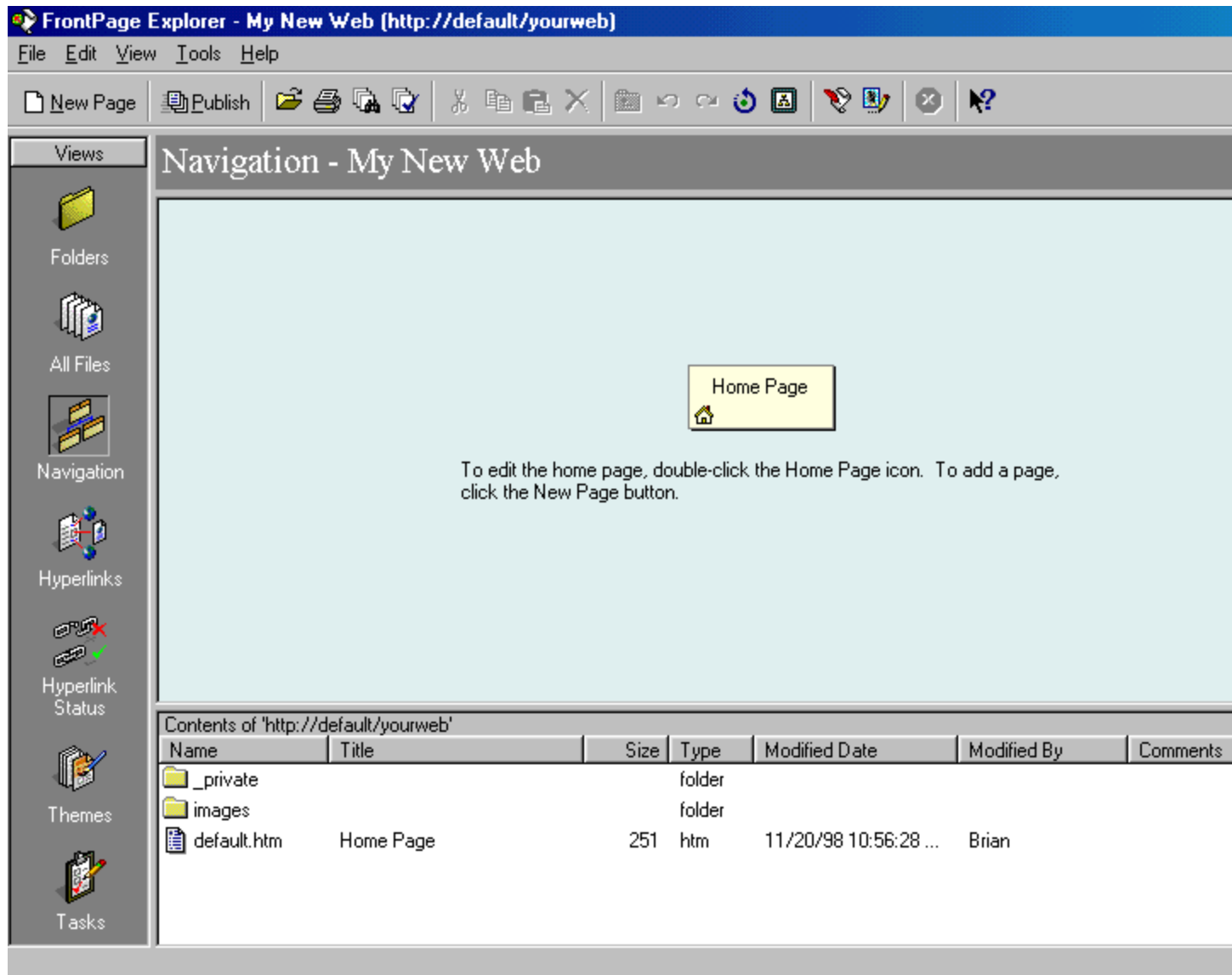
The next screen shown below will be displayed from the FrontPage Explorer program. Select the Navigation button on the left side of the page if you have a list of files displayed. Select the New Page option in the upper left corner as shown below. This will create a 'HOME' page which is normally the first one displayed to your visitors.



Creating Your Web Structure

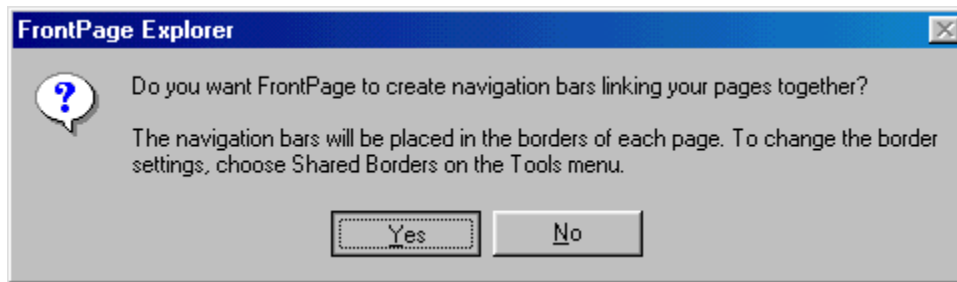
Your home page should have been added to the Navigation View as shown below. After adding your home page you will add the other primary screens FOR YOUR WEB SITE to this view. This will accomplish two things:

1) It will allow automatic addition of your navigation buttons (which is taken care of with the masterfiles), 2) It will also show you the connections which have been established. Click on the HOME PAGE icon and then click on NEW PAGE in the upper left corner. This creates a link from the home page to the other primary pages. If you insert a page incorrectly click on your right mouse button and select DELETE. If you insert several pages incorrectly you should click on the one which is lowest on the screen first. Select DELETE and on the next screen select 'Delete this page from the FrontPage Web'. This will prevent problems and confusion.

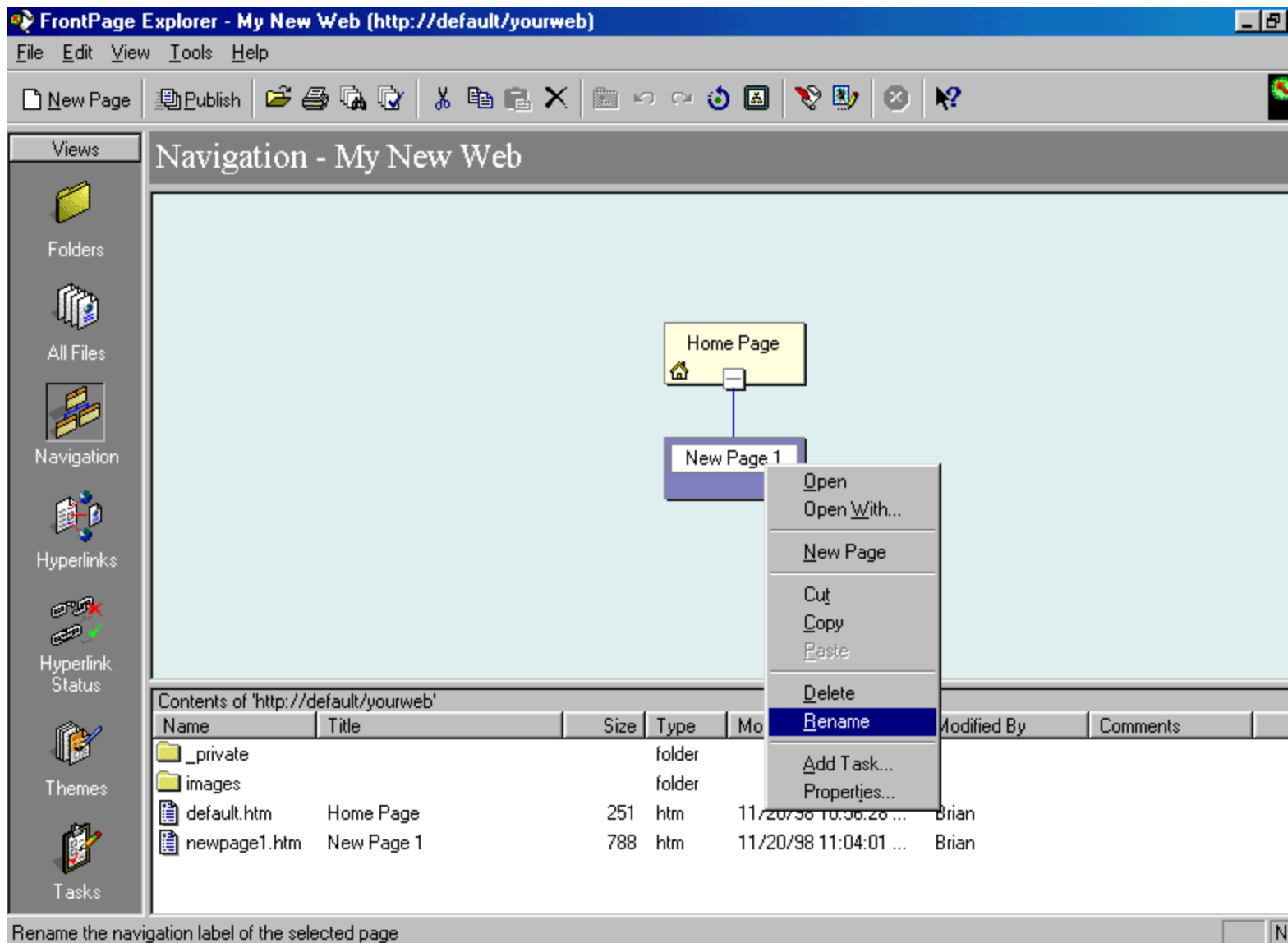


Creating Your Web Structure

The next screen will ask if you want FrontPage to create the navigation bars. Click on the NO button.



The HOME PAGE icon will now be displayed with a new icon name NEWPAGE1 (unless you have already created a page, but the name isn't important). Click on this icon, hit the right mouse button and select rename as shown below. For this tutorial I will name this SEARCH. If you have a SEARCH page that should be the same name you use. Type an appropriate name that contains keywords for that subject.



Creating Your Web Structure

As you can see below the Title of the new page has been changed to SEARCH. Notice also that the new page icon is highlighted. Before adding your next page click on the home page icon. If you don't do this your third page will be linked to the second page (the Search page). Continue adding the pages which will be directly connected to the home page in this same manner until you are finished. For my walk-through I will create a FEEDBACK page, a BASKETBALL page and a FOOTBALL page. Click on each New Page which is created. Click with the right mouse button, select RENAME and type in the appropriate name for your Web Site.

FrontPage Explorer - children (http://default/children)

File Edit View Tools Help

New Page Publish

Views

Navigation - children

Home Page

Search New Page 1

Contents of 'http://default/children'

Name	Title	Size	Type	Modified Date	Modified By	Comments
_private			folder			
images			folder			
default.htm	Home Page	3KB	htm	11/23/98 1:52:11 PM	Brian	
feedback.htm	Search	3KB	htm	11/23/98 10:32:26 ...	Brian	
new_page_2....	New Page 2	2KB	htm	11/23/98 5:15:15 PM	Brian	
newpage1.htm	New Page 1	3KB	htm	11/24/98 1:51:00 PM	Brian	

Creating Your Web Structure

Notice below that the four primary pages (parents) have been added. The lines show that they are connected to the home page. The Feedback page, Search page, Basketball page and Football page will all be considered as parents to more detailed information.

FrontPage Explorer - children (http://default/children)

File Edit View Tools Help

New Page Publish [Icons]

Views: Folders, All Files, Navigation, Hyperlinks, Hyperlink Status, Themes, Tasks

Navigation - children

```
graph TD; HP[Home Page] --- S[Search]; HP --- F[Feedback]; HP --- B[Basketball]; HP --- Fo[Football];
```

Contents of 'http://default/children'

Name	Title	Size	Type	Modified Date	Modified By	Comments
_private			folder			
images			folder			
default.htm	Home Page	3KB	htm	11/23/98 1:52:11 PM	Brian	
feedback.htm	Search	3KB	htm	11/23/98 10:32:26 ...	Brian	
new_page_2....	New Page 2	2KB	htm	11/23/98 5:15:15 PM	Brian	
newpage1.htm	New Page 1	3KB	htm	11/24/98 1:51:00 PM	Brian	

NUM

Creating Your Web Structure

You will now add pages related to the primary topics. The FEEDBACK page and SEARCH pages will probably not be linked to any pages except the HOME page.

Select a primary subject page which will point to additional information on your web site. You will click on your primary topic and then click on NEW PAGE as shown below.

On the screen below I have selected the Basketball page. I will now create four pages related to Basketball: 1) Professional, 2) College, 3) Tickets, 4) Schedule. I selected the Basketball page icon and then click on NEW PAGE as shown below. You should select one of your primary topics that will have additional topics linked to them and then click on NEW PAGE.

FrontPage Explorer - My New Web (http://default/yourweb)

File Edit View Tools Help

New Page Publish

Views

Navigation - My New Web

Home Page

Search Feedback Basketball Football

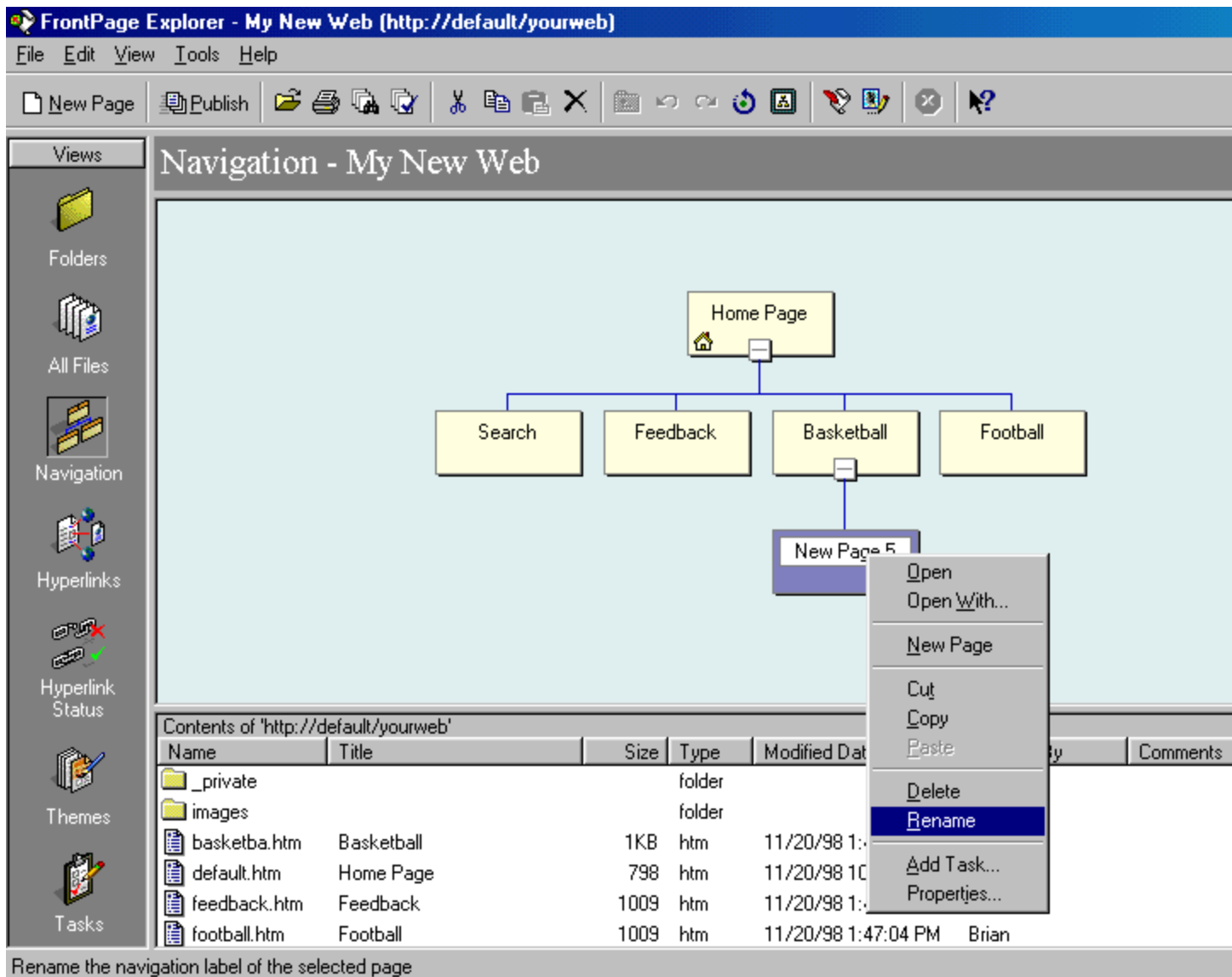
Contents of 'http://default/yourweb'

Name	Title	Size	Type	Modified Date	Modified By	Comments
_private			folder			
images			folder			
default.htm	Home Page	798	htm	11/20/98 10:56:28 ...	Brian	
newpage1.htm	Feedback	784	htm	11/20/98 11:04:01 ...	Brian	

Creates a new page

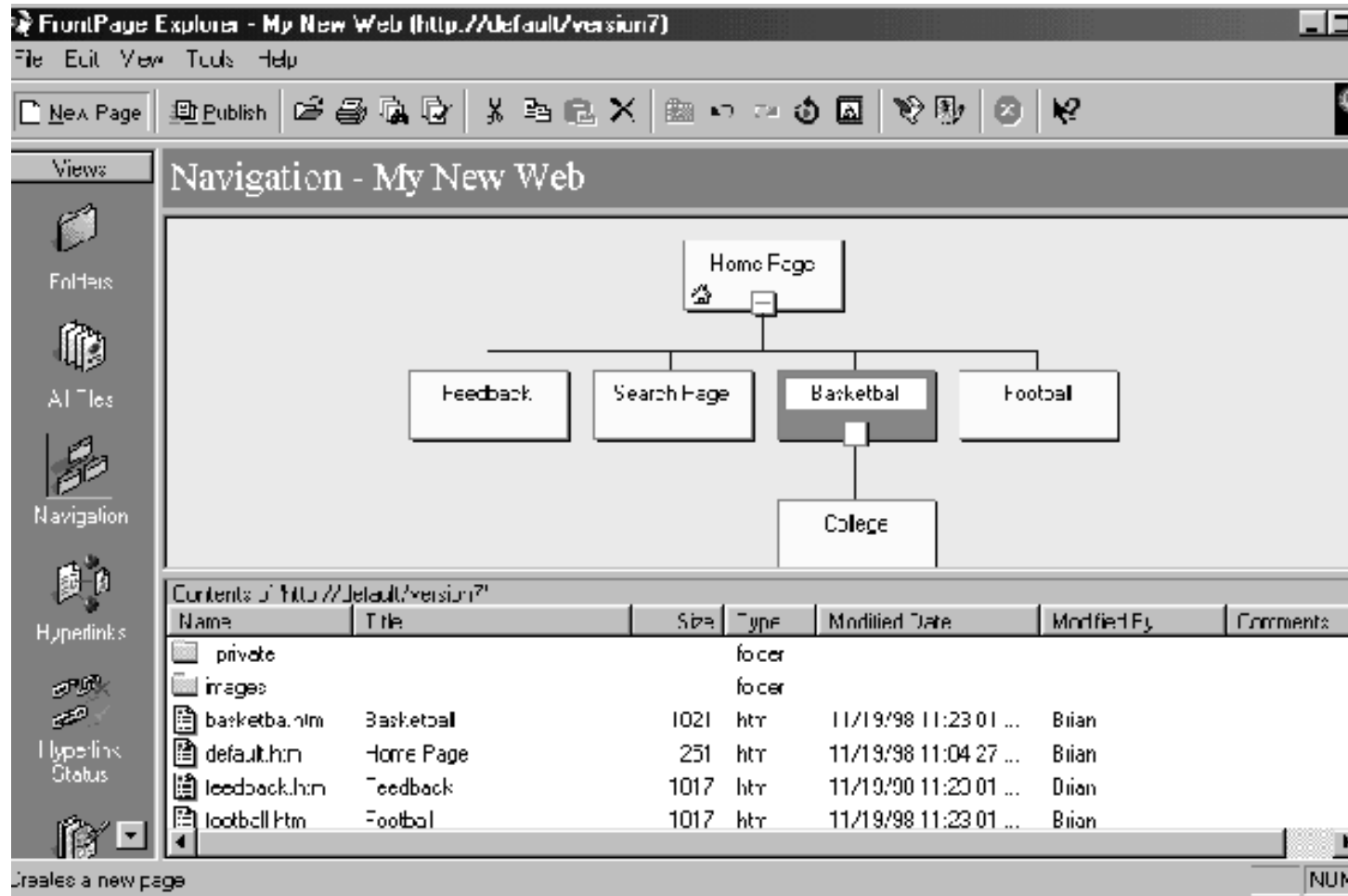
Creating Your Web Structure

You can see that a page was created called New Page 5 in my example. The name of the page might be different on your web because of the number of primary topics. Click on the New Page that was created, click on the right mouse button and select rename. Type the appropriate name into this box which is on your paper version.



Creating Your Web Structure

You will now re-select the Primary Subject again by clicking on it if it is not highlighted (darker). You will then click on New Page and add the second related topic.



Creating Your Web Structure

On the screen below I have created my second page related to basketball. After creating the new page I clicked on the New Page __ that was created. I clicked on the right mouse button, then selected RENAME. I then changed the name to Professional for my sample web.

You should follow these instructions step by step. Click on the New Page __ that was created. Click on the right mouse button then click on RENAME. Change the new page to an appropriate title for your web which should be on your paper version.

FrontPage Explorer - My New Web (http://default/yourweb)

File Edit View Tools Help

New Page Publish [Icons]

Views

Folders

All Files

Navigation

Hyperlinks

Hyperlink Status

Themes

Tasks

Navigation - My New Web

Home Page

Search Feedback Basketball Football

College Professional

Contents of 'http://default/yourweb'

Name	Title	Size	Type	Modified Date	Modified By	Comments
_private			folder			
images			folder			
basketba.htm	Basketball	1KB	htm	11/20/98 1:47:04 PM	Brian	
default.htm	Home Page	798	htm	11/20/98 10:56:28 ...	Brian	
feedback.htm	Feedback	1009	htm	11/20/98 1:47:04 PM	Brian	
football.htm	Football	1009	htm	11/20/98 1:47:04 PM	Brian	

For Help, press F1

Creating Your Web Structure

Continue the process of clicking on the primary topics and creating each page related to it. In my example I have now created four pages: COLLEGE, PROFESSIONAL, TICKETS, SCHEDULE. Each of these four pages is considered a child of BASKETBALL. Basketball is considered to be a PARENT (primary topic).

The screenshot shows the Microsoft FrontPage Explorer interface for a web site titled "My New Web (http://default/yourweb)". The "Views" pane on the left includes options for Folders, All Files, Navigation, Hyperlinks, Hyperlink Status, Themes, and Tasks. The main area displays a "Navigation - My New Web" diagram. This diagram shows a hierarchical structure: a "Home Page" box at the top is connected to four boxes below it: "Search", "Feedback", "Basketball", and "Football". The "Basketball" box is further connected to four boxes below it: "College", "Professional", "Tickets", and "Schedule". Below the diagram is a table titled "Contents of 'http://default/yourweb'" which lists the files and folders in the web site.

Name	Title	Size	Type	Modified Date	Modified By	Comments
_private			folder			
images			folder			
basketba.htm	Basketball	1KB	htm	11/20/98 1:47:04 PM	Brian	
default.htm	Home Page	798	htm	11/20/98 10:56:28 ...	Brian	
feedback.htm	Feedback	1009	htm	11/20/98 1:47:04 PM	Brian	
football.htm	Football	1009	htm	11/20/98 1:47:04 PM	Brian	

Creating Your Web Structure

It is very possible that some of the pages you just created will have additional related pages so I will show you that the process doesn't change. You select one of the topics by clicking on it (in my example I have selected COLLEGE). Select NEW PAGE as you did previously and the new page will be created and linked to the previous one (COLLEGE in my case).

FrontPage Explorer - My New Web (http://default/yourweb)

File Edit View Tools Help

New Page Publish [Icons]

Views: Folders, All Files, Navigation, Hyperlinks, Hyperlink Status, Themes, Tasks

Navigation - My New Web

```
graph TD
    HP[Home Page] --- S[Search]
    HP --- F[Feedback]
    HP --- B[Basketball]
    HP --- Fu[Football]
    B --- C[College]
    B --- P[Professional]
    B --- T[Tickets]
    B --- Sch[Schedule]
```

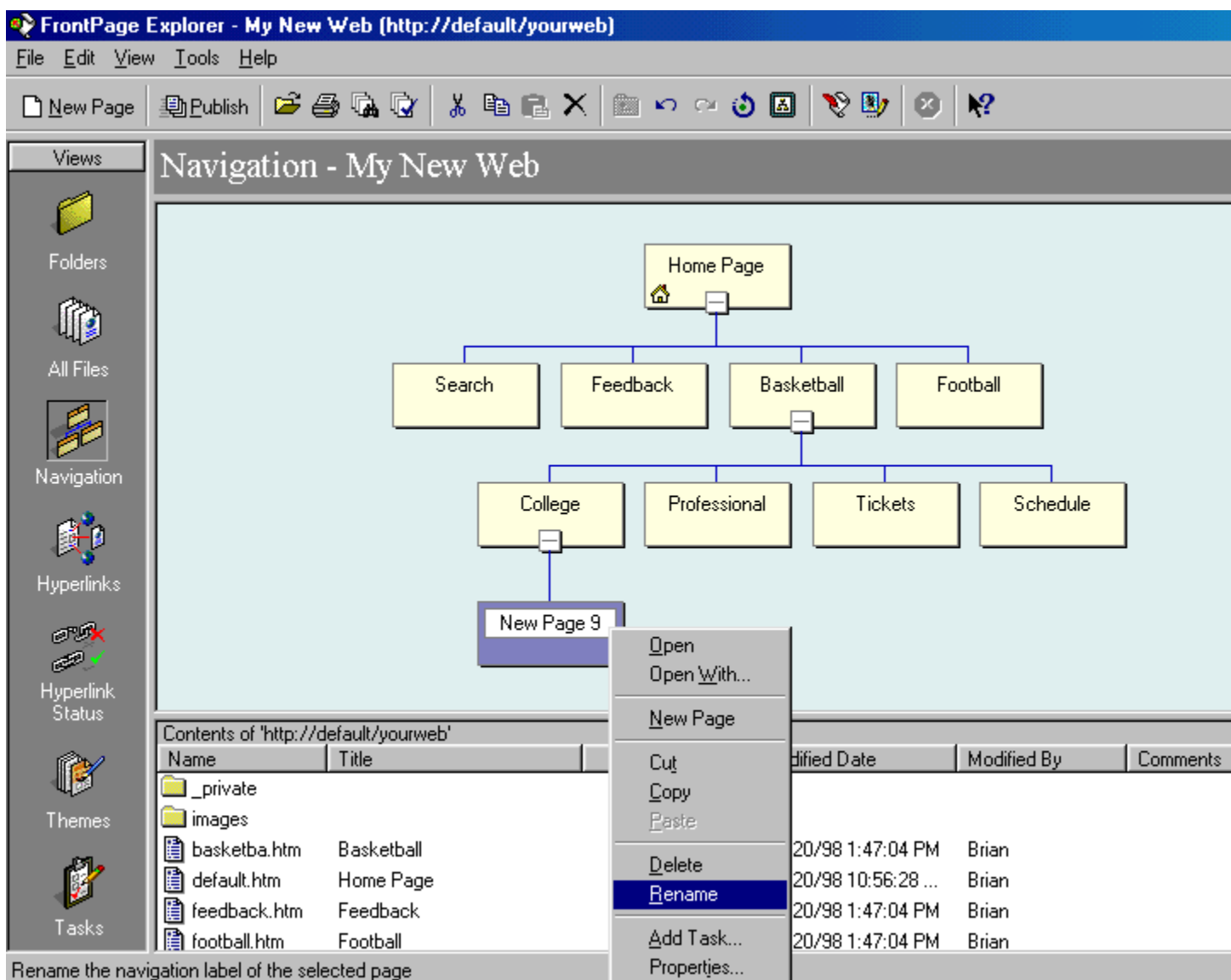
Contents of 'http://default/yourweb'

Name	Title	Size	Type	Modified Date	Modified By	Comments
_private			folder			
images			folder			
basketba.htm	Basketball	1KB	htm	11/20/98 1:47:04 PM	Brian	
default.htm	Home Page	798	htm	11/20/98 10:56:28 ...	Brian	
feedback.htm	Feedback	1009	htm	11/20/98 1:47:04 PM	Brian	
football.htm	Football	1009	htm	11/20/98 1:47:04 PM	Brian	

For Help, press F1

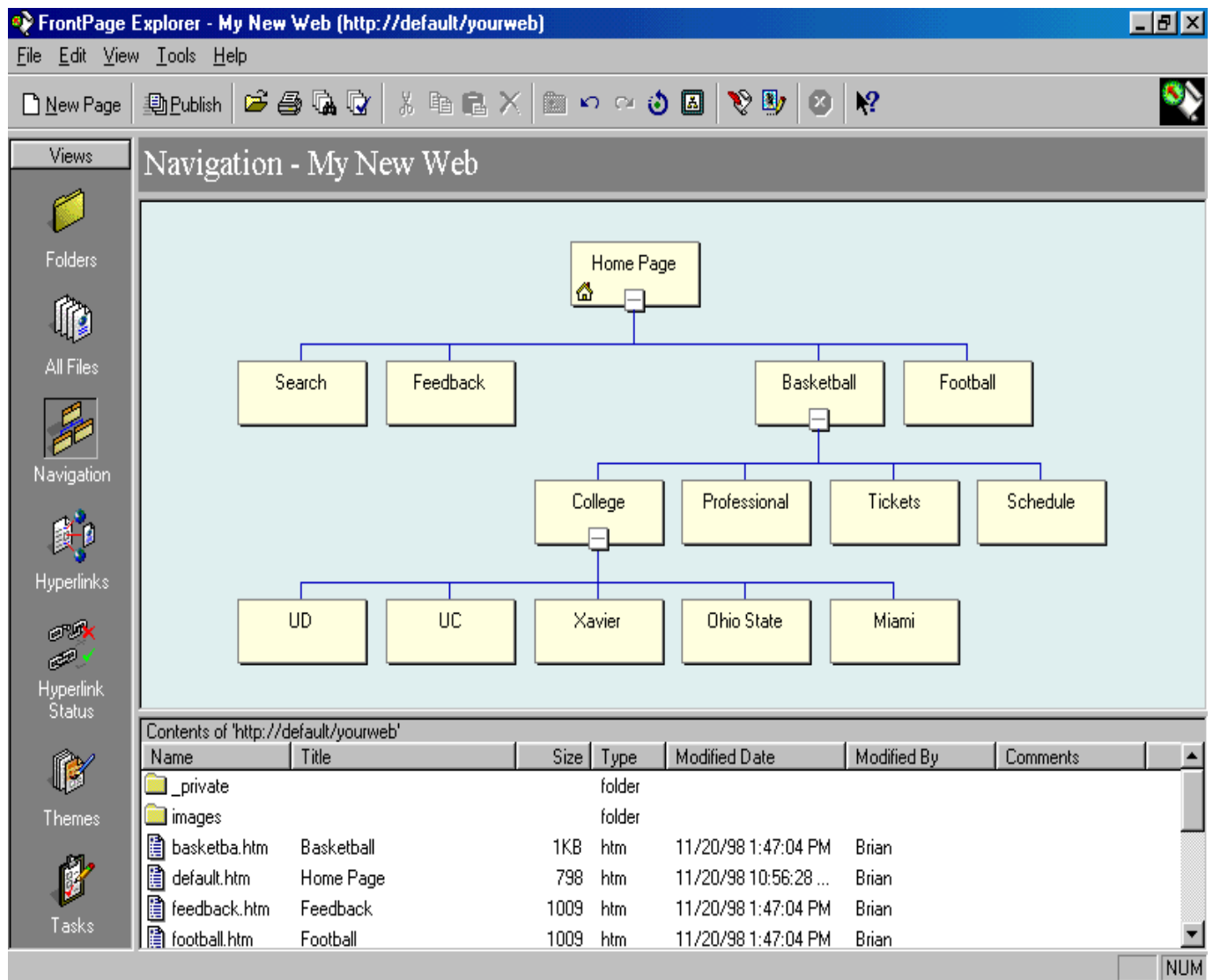
Creating Your Web Structure

After the New Page has been added you will select it by clicking on the New Page icon. Then click on the right mouse button and select RENAME as shown below. You will now change the name to whatever is appropriate. In my case I am adding a page for UD (University of Dayton). I will continue adding pages which will be linked together. You will now continue repeatedly selecting each page which has additional information linked to it and adding new pages until you have accounted for every page on your paper diagram.



Creating Your Web Structure

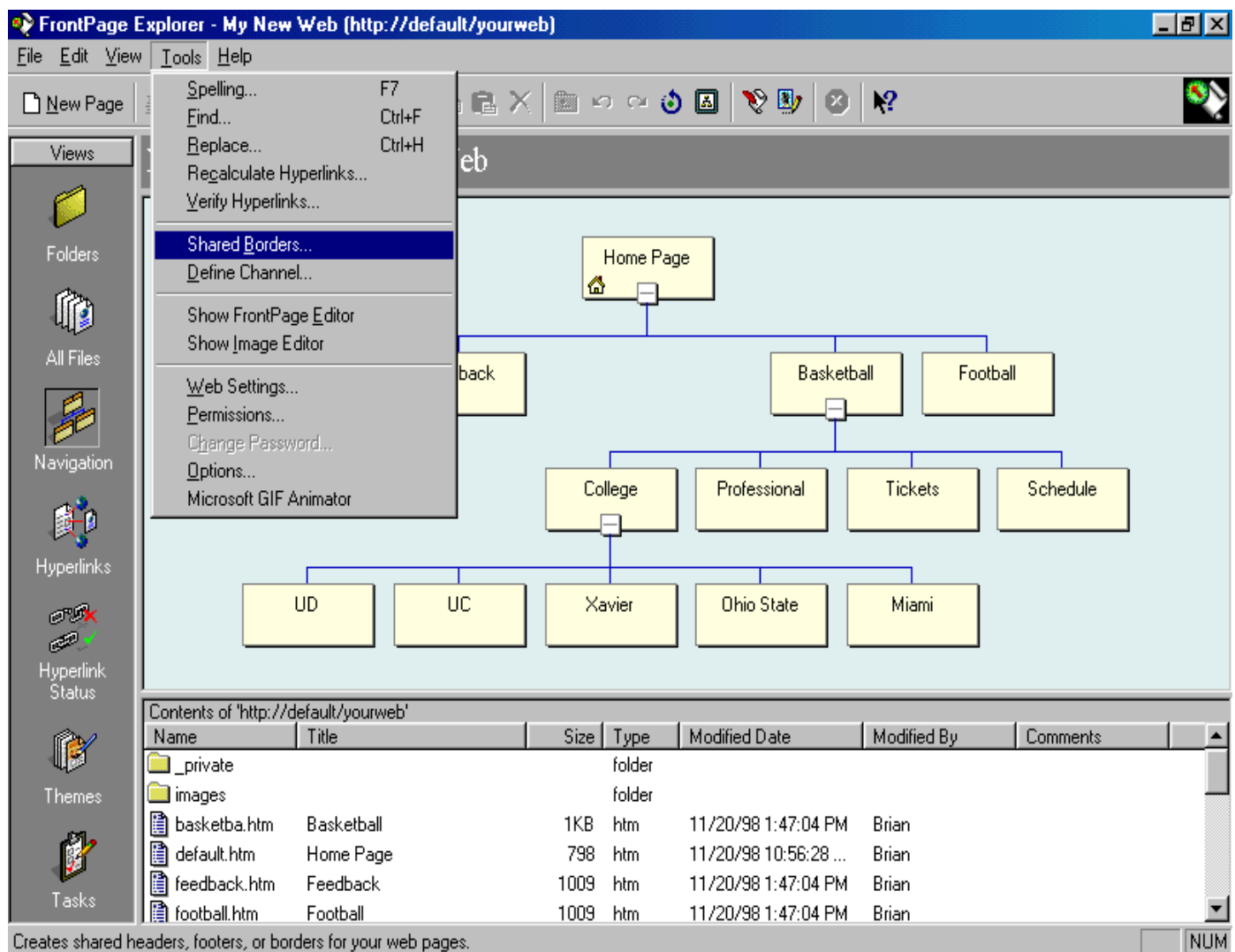
I have now completed the navigational structure of my web page which you also should have done. As you can see I have added the new pages, UD, UC, Xavier, Ohio State and Miami. These by the way represent the major basketball programs in Ohio. My apologies to any that deserved to be on the list and I missed. You should definitely understand how a list of college basketball teams are related to the higher level topic of Basketball and College.



Editing Your Web Pages With Frontpage

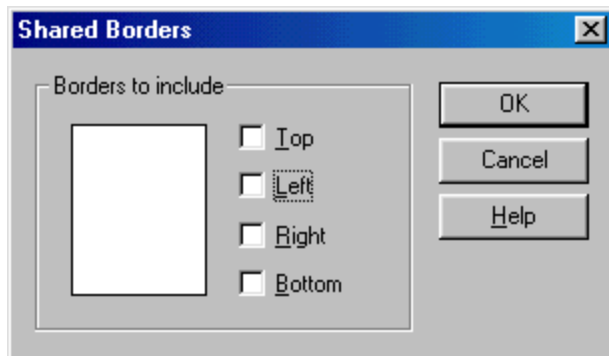
You have created the appropriate pages required for your web site in FrontPage Explorer and I will now walk you through the process of editing the pages so they contain the information you require. We will begin with the HOME page and work our way down. I believe you have already gone through the process of choosing which masterfile will be used for the HOME page. If you haven't made that decision please do so now. The list of masterfiles is shown at appendix A.

You will now click on TOOLS at the top of your screen and then select SHARED BORDERS (click on it).

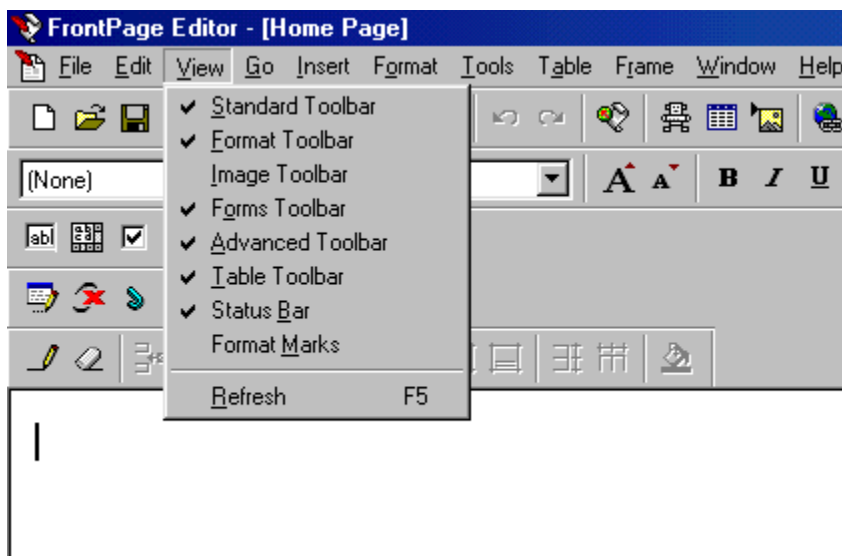


Editing Your Web Pages With Frontpage

The screen shown below will be displayed. You will click on the small boxes so that each of them is blank. You will then click OK. This step prevents FrontPage from adding the borders around your web page. These will be contained in your web page automatically.



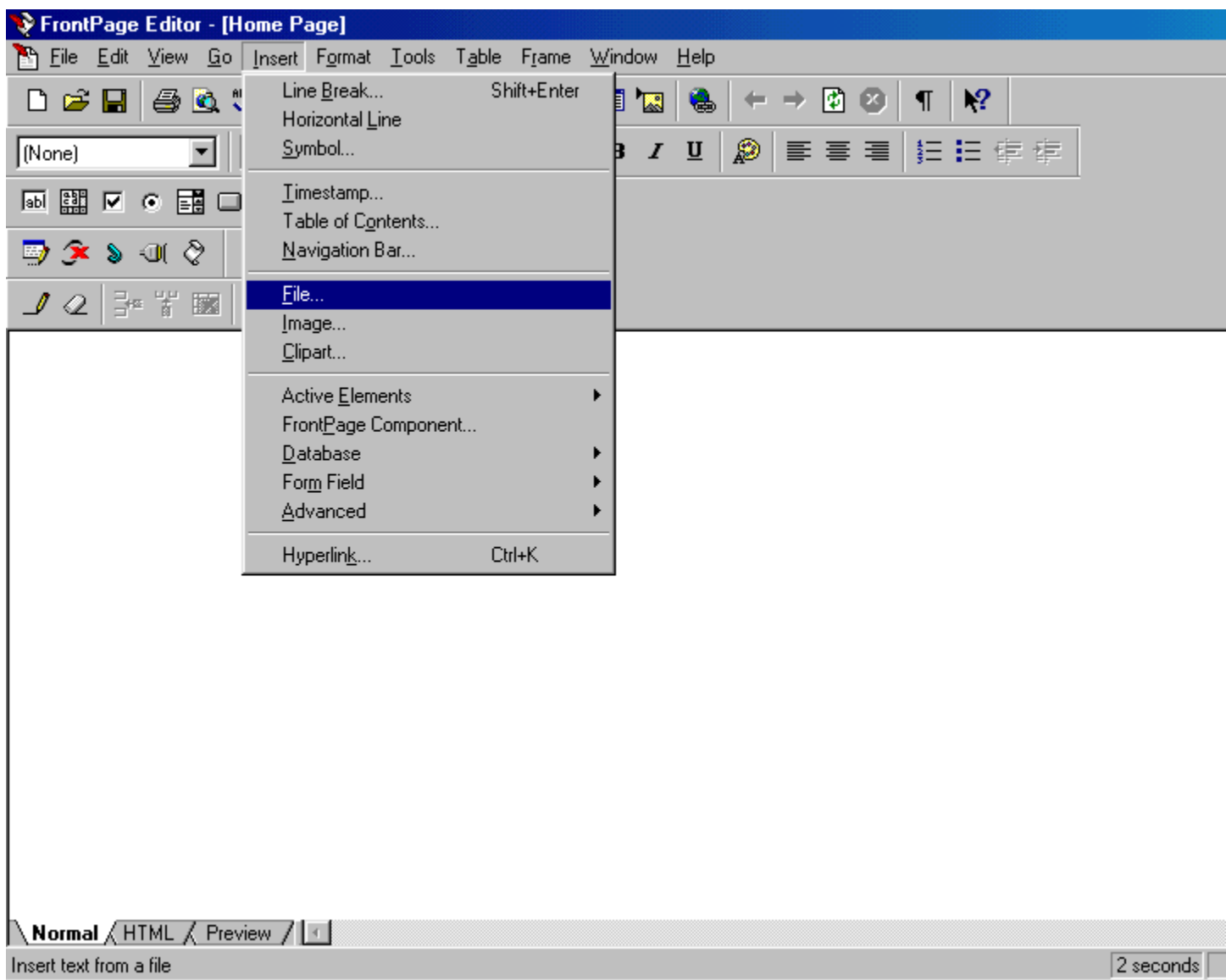
After turning off the Shared Borders you will double click on the HOME PAGE icon (or another appropriate page you want to edit). This will automatically initiate the FrontPage Editor. You will now ensure that you have the same tool bar functions displayed as I do. Click on VIEW at the top of your screen. If you do not have the same items selected (with a check next to them) as I do then click on them until we match.



Editing Your Web Pages With Frontpage

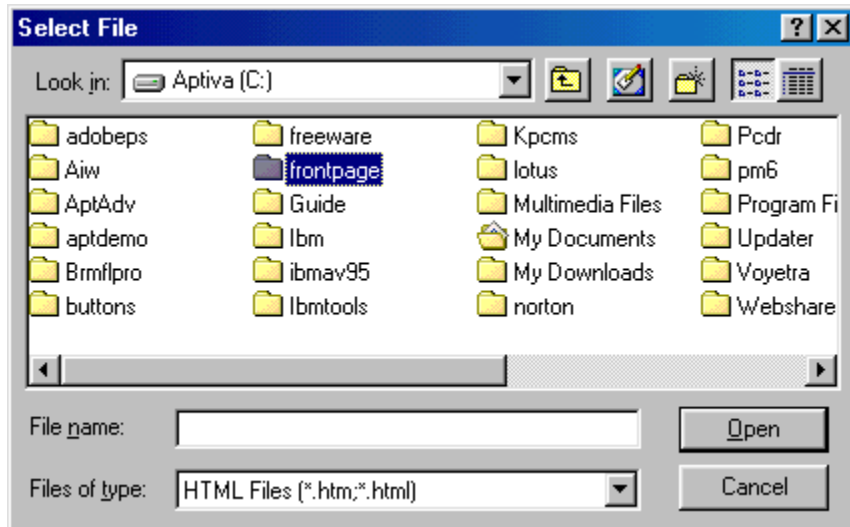
You are now ready to begin editing your pages. The FrontPage Editor screen should be blank as shown below. If you have bars on either side, top or bottom you need to close the Editor view by clicking on the X at the top right of your screen. This will return you to the FrontPage editor where you will repeat the previous step of selecting Tools, Shared Borders and setting the blocks to blank. If the screen is blank as shown below we will insert the appropriate Masterfile.

You will click on INSERT at the top of your page and then select file as shown below.

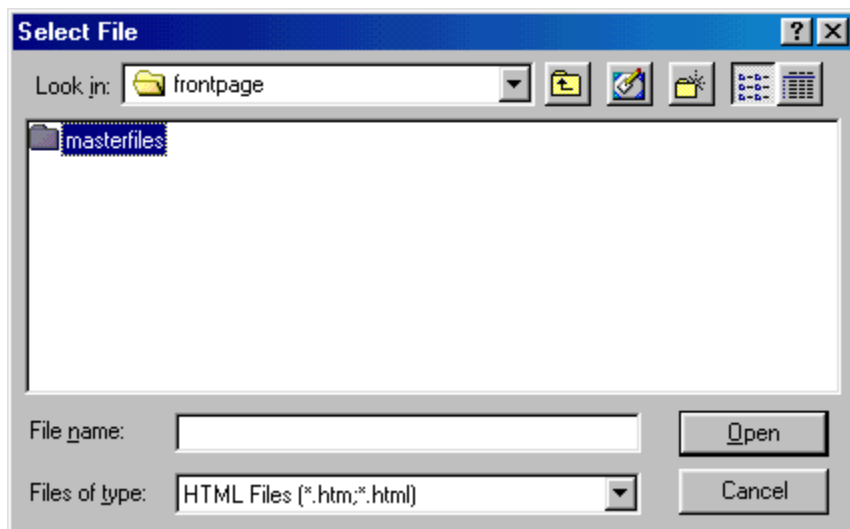


Editing Your Web Pages With Frontpage

You will now select the appropriate Masterfile to insert into your web page. You will select your C drive (C:). After selecting this at the top DOUBLE CLIKC ON FRONTPAGE.

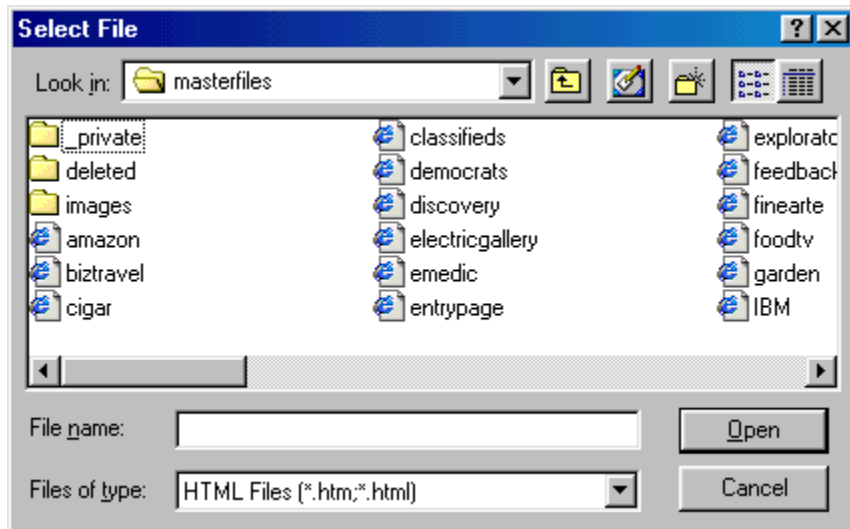


You will now DOUBLE CLICK ON MASTERFILES which should be displayed as shown below.



Editing Your Web Pages With Frontpage

The list of masterfiles will now be displayed as shown below. Double click on the appropriate masterfile for this page. You can also single click on the file name, then click on OPEN.



Editing Your Web Pages With Frontpage

Your masterfile with it's imbedded code is now displayed to you as shown on the next page.below. In most cases (except for index pages) there will be actual buttons somewhere on the page immediately upon loading. The dashed lines indicate the boundaries for your information entry. While typing the boundaries will remain fixed and a new line will start automatically. If you are inserting graphic images it is very important that they are slightly smaller than the boundaries. If you insert a larger graphic image it can distort the boundaries. To check this load the image into your image editor and check the size in pixels. Then right click on the column where you would like to place the image. Select cell properties (width in pixels) and compare the dimensions. If the image dimensions are larger than the column is wide it will distort the table layout on your page. The dashed lines in the picture on page 27 indicate the boundaries of a table.

There are several routine changes you might desire to make. A short description of these possible changes is shown below:

The screen may display differently with FrontPage than with a browser. Don't make changes to your design until verifying with a browser! After saving the file click on FILE and select PREVIEW IN BROWSER.

If you want to insert a different button design place the cursor in front of the first button. Select INSERT, IMAGE. Then select the appropriate button from Appendix A. Delete remaining buttons.

Changing the button color so that the corresponding button of a displayed page is different than the standard button is useful to visitors. As an example you are using blue buttons. The home page button could be green or yellow when the home page is displayed. To accomplish this insert a different color button similar to the one on your page. Select INSERT and IMAGE then make your selection (list at appendix A). Add the text and hyperlink. Delete the original button

If you want to select a different border RIGHT CLICK inside the table. Select TABLE PROPERTIES. To the right of the BACKGROUND IMAGE entry click on BROWSE. On the next screen select FILE (looks like a folder to right of file name). Select the appropriate border from C:\frontpage\borders.

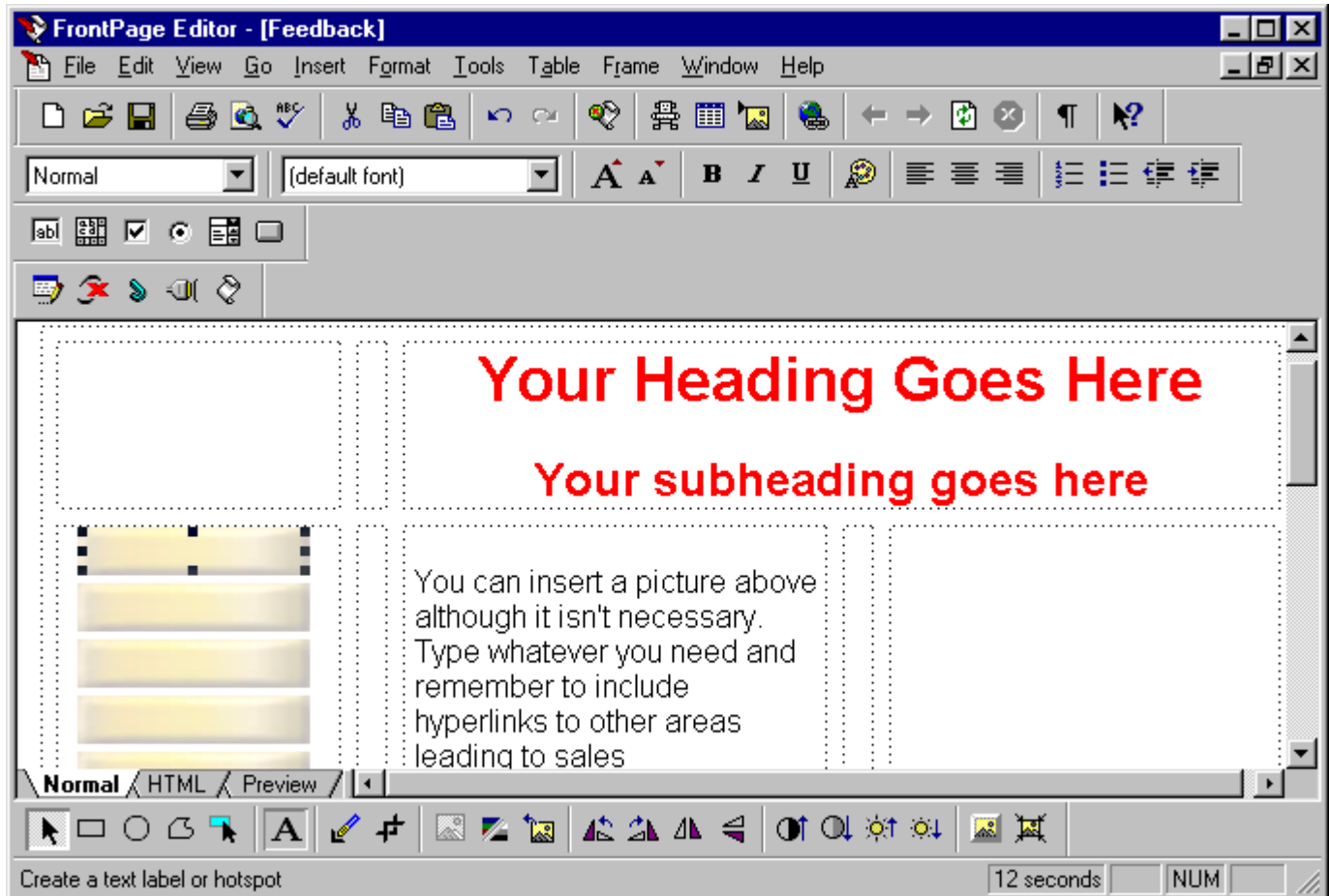
To change table width which defines the displayed area (default is 640 pixels) right click in the table, select TABLE PROPERTIES. You have the option of defining the table to be a percentage of the window or a certain number of pixels. If you use % of a window the displayed screen will contract and expand which makes your verification more difficult.

To change the cell width which defines an area for inserting information (dashed line area) right click inside this area and select CELL PROPERTIES. You can set the cell to a % of the table or a certain number of pixels. Be careful with this. The columns where buttons are found were designed at a specific width. Changing these settings can affect the screen appearance.

To change the spacing between columns of information (distance from text and images to the dashed lines) right click inside the cell and select CELL PROPERTIES. On the next screen select STYLE then ALIGNMENT. Change the CELL PADDING to increase or decrease spacing.

Editing Your Web Pages With Frontpage

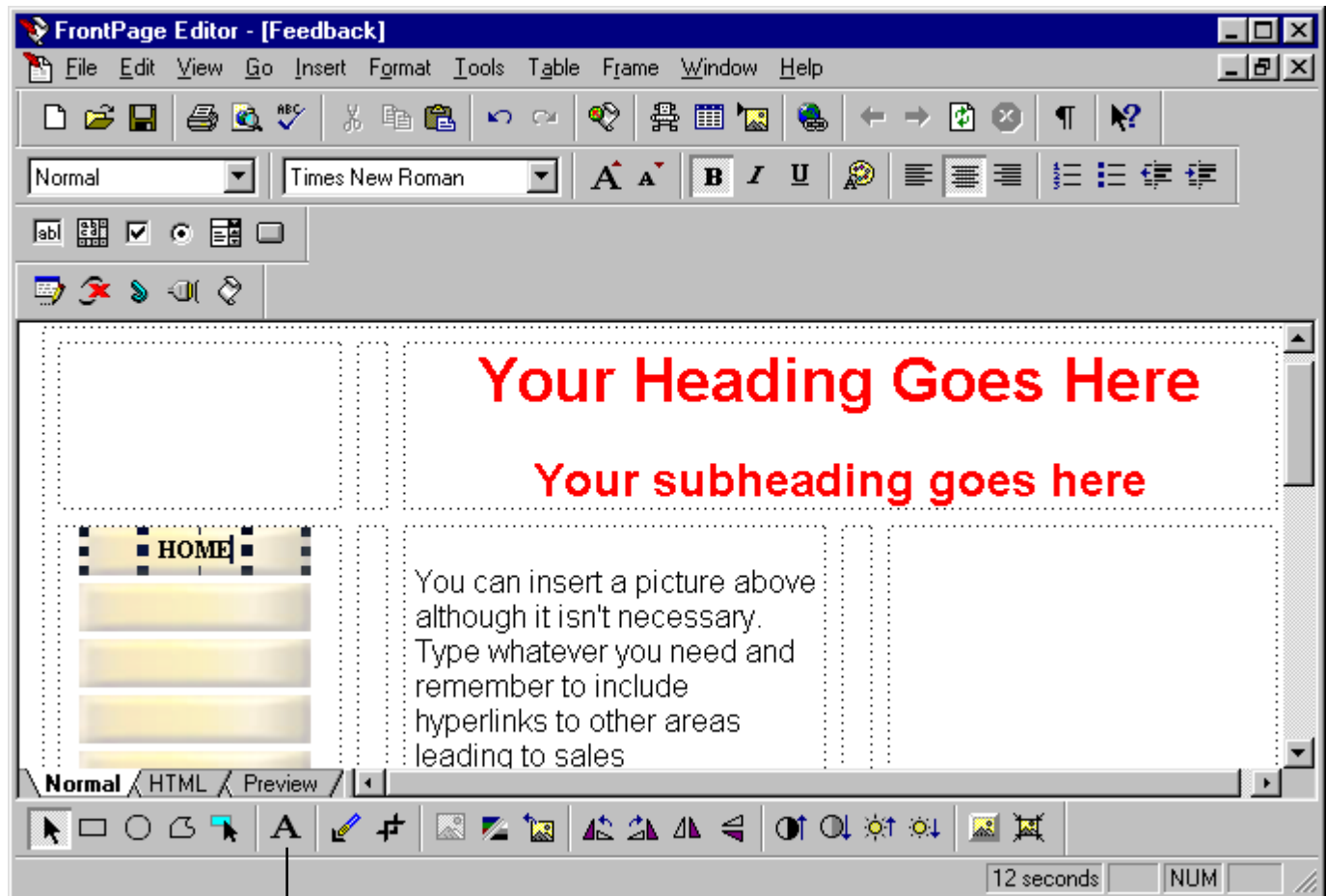
Enter text and graphic information on the web page in the columns provided. Enter all of the information required before moving to the buttons. If one of the images or headlines is a hyperlink (points to another page) see the information on adding hyperlinks at Page 45. A quick description is found at page 40.



Editing Your Web Pages With Frontpage

You can add button text by clicking on the object with your left mouse button. Then select the text icon at the bottom of your page 'A'. Type the label of your button as shown below.

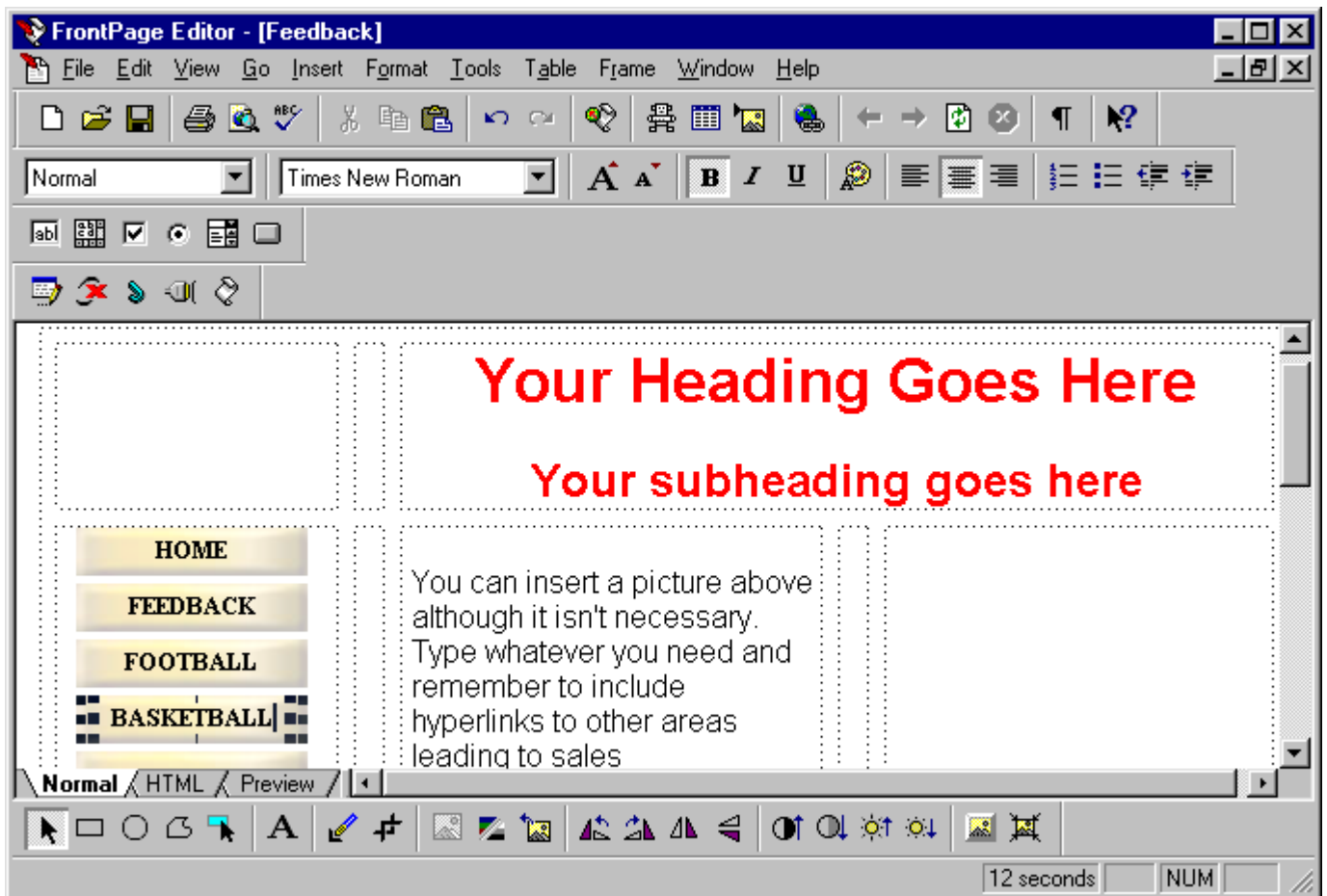
You can also double click on the image and add text of a different format on the buttons. I don't think it is worth the effort but if you want to do this you will need to save the button with a different name.



text button

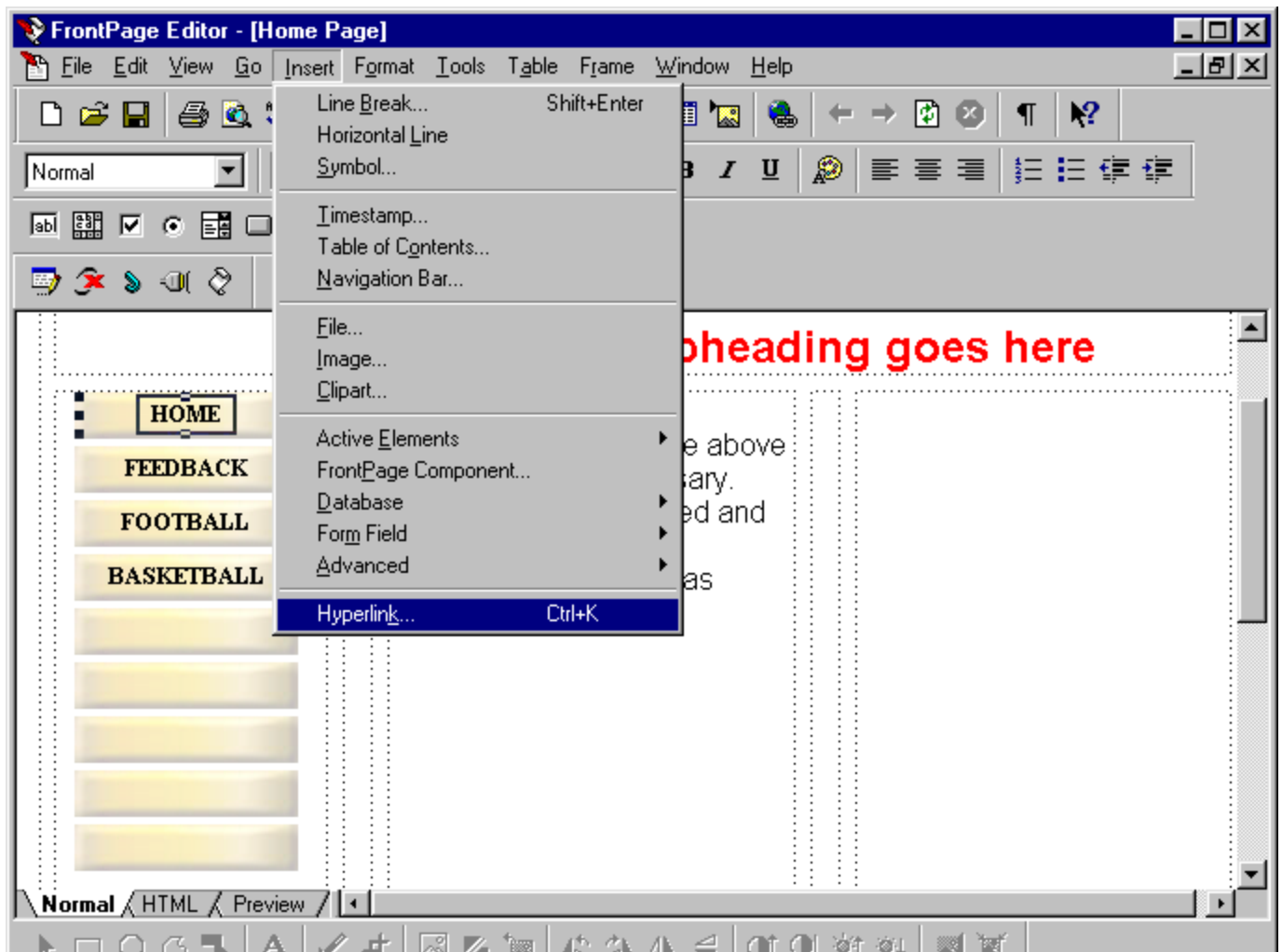
Editing Your Web Pages With Frontpage

Continue entering the names of each page on your buttons as shown below.



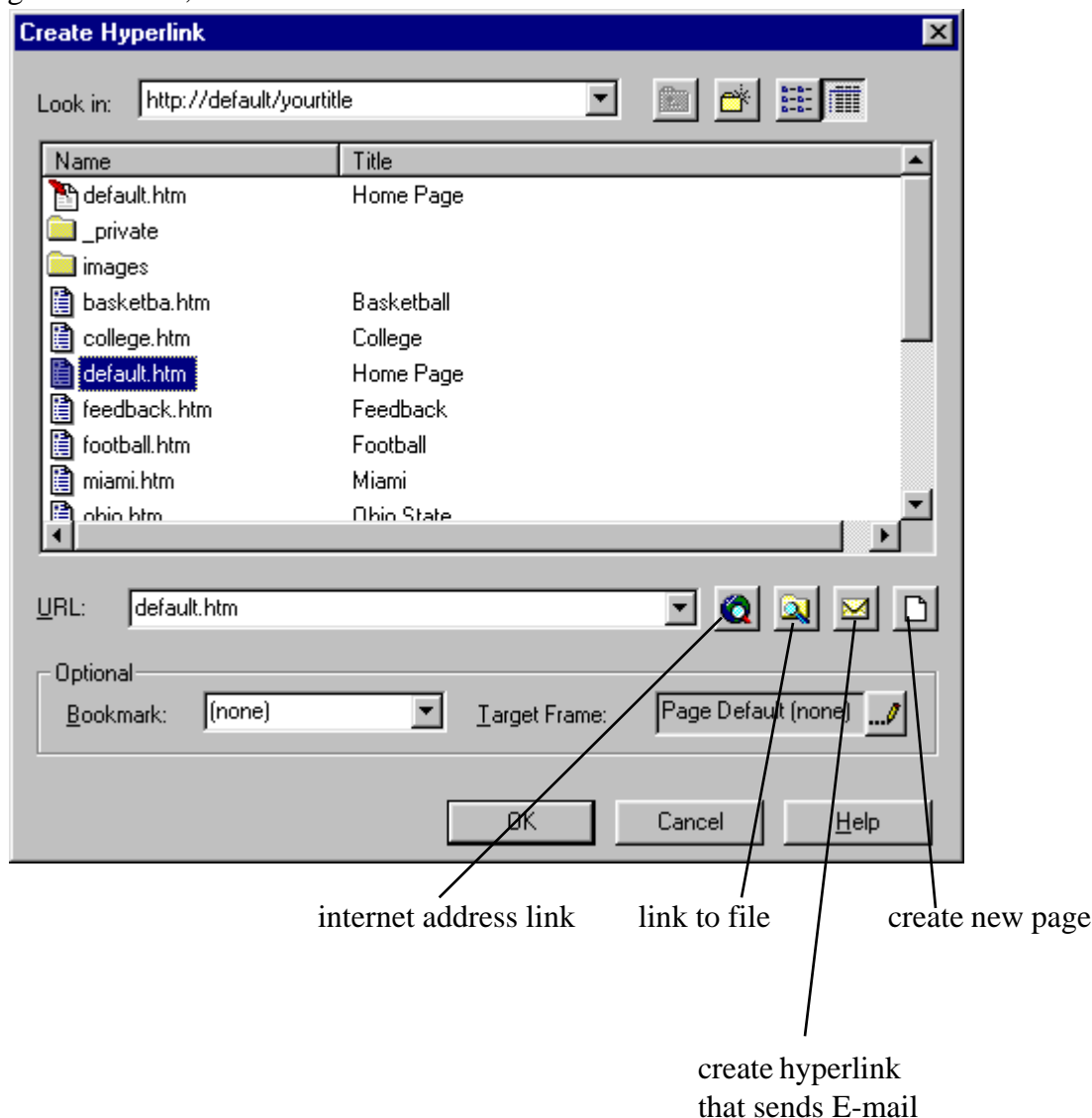
Editing Your Web Pages With Frontpage

You will now create the hyperlink (link to another page) from each button to the appropriate page. Select the button then select INSERT and then HYPERLINK as shown below.



Editing Your Web Pages With Frontpage

You will now select the web page (or file) the previously selected button will link to as shown below. You normally would select from the list of pages in your web site. You can also link to another page on the web, file or create E-mail.



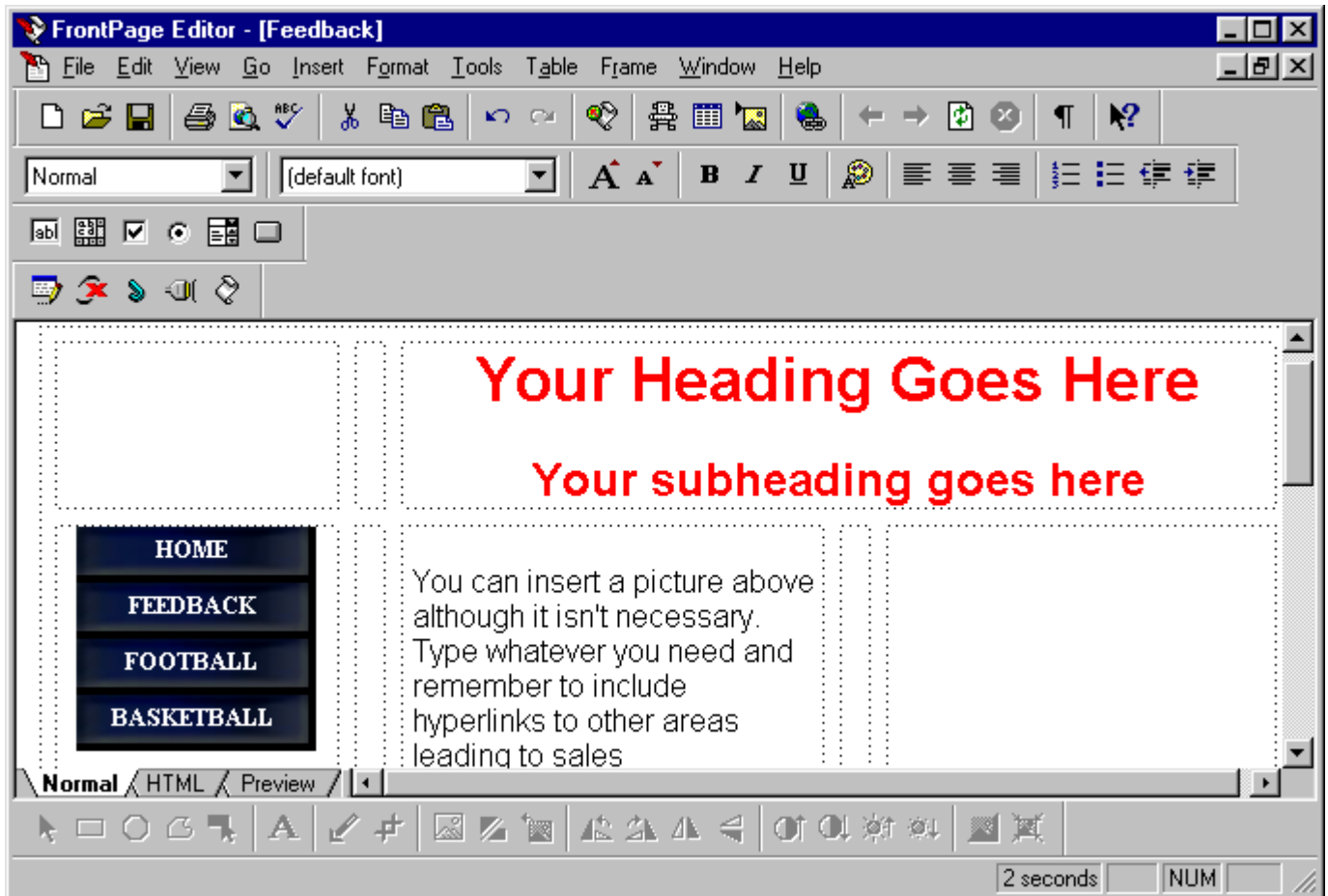
Continue adding the hyperlinks for each button. Then remove the remaining buttons which are not needed. If you want to add more buttons click on a button without text. Select EDIT at the top of screen then COPY. You can also insert a duplicate copy of the button (insert, image).

You should provide alternate text (a text label) for the buttons and other images on your page. Right click on the image, select IMAGE PROPERTIES. In the GENERAL tab enter the appropriate text.

Place the cursor where you want the button to be located and select EDIT at the top of screen then PASTE.

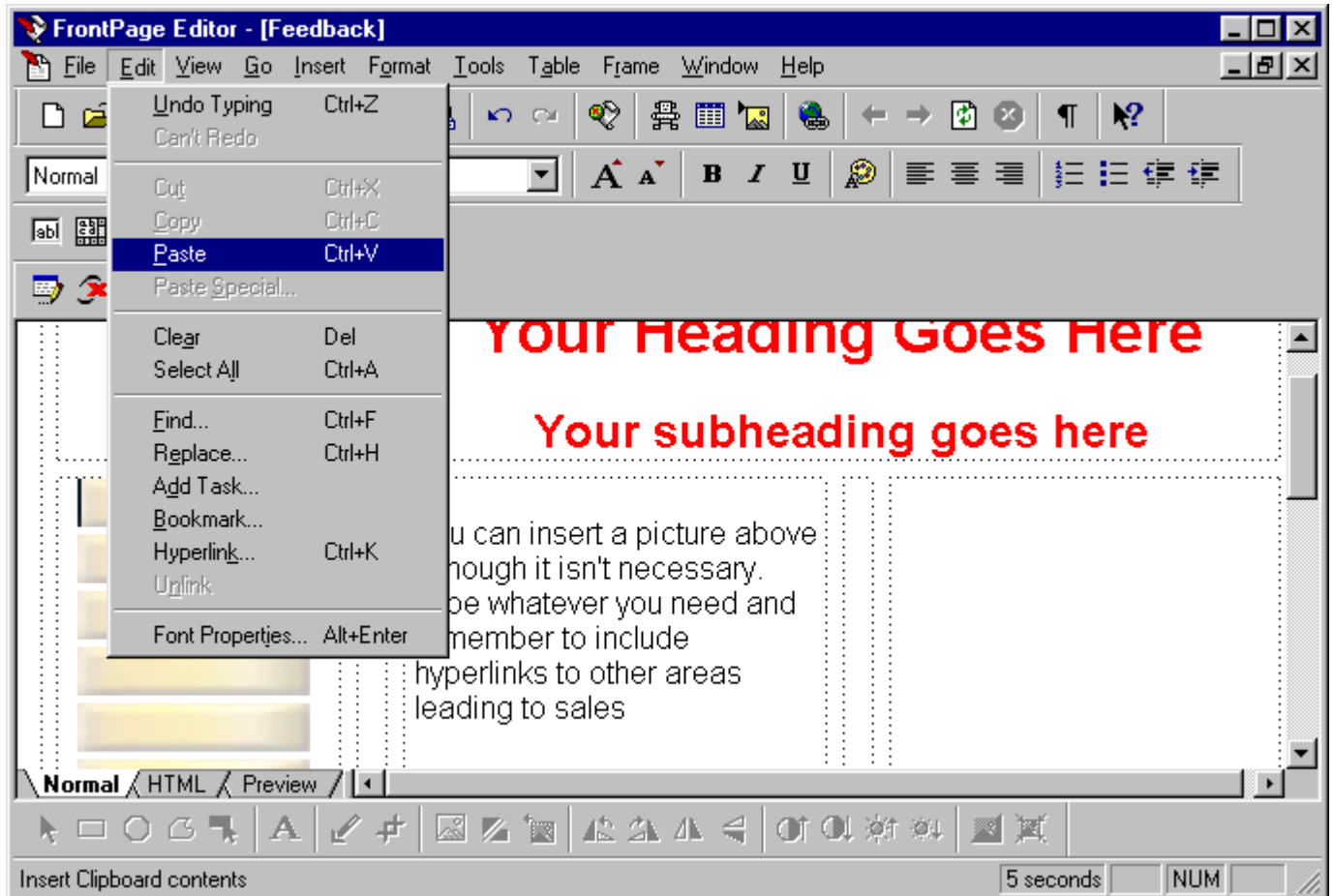
Editing Your Web Pages With Frontpage

Once your button arrangement is complete it is more efficient to select all of the buttons as shown below. Then right click and select copy. This allows you to place the buttons on the remaining web pages without having to manually update them and add hyperlinks!



Editing Your Web Pages With Frontpage

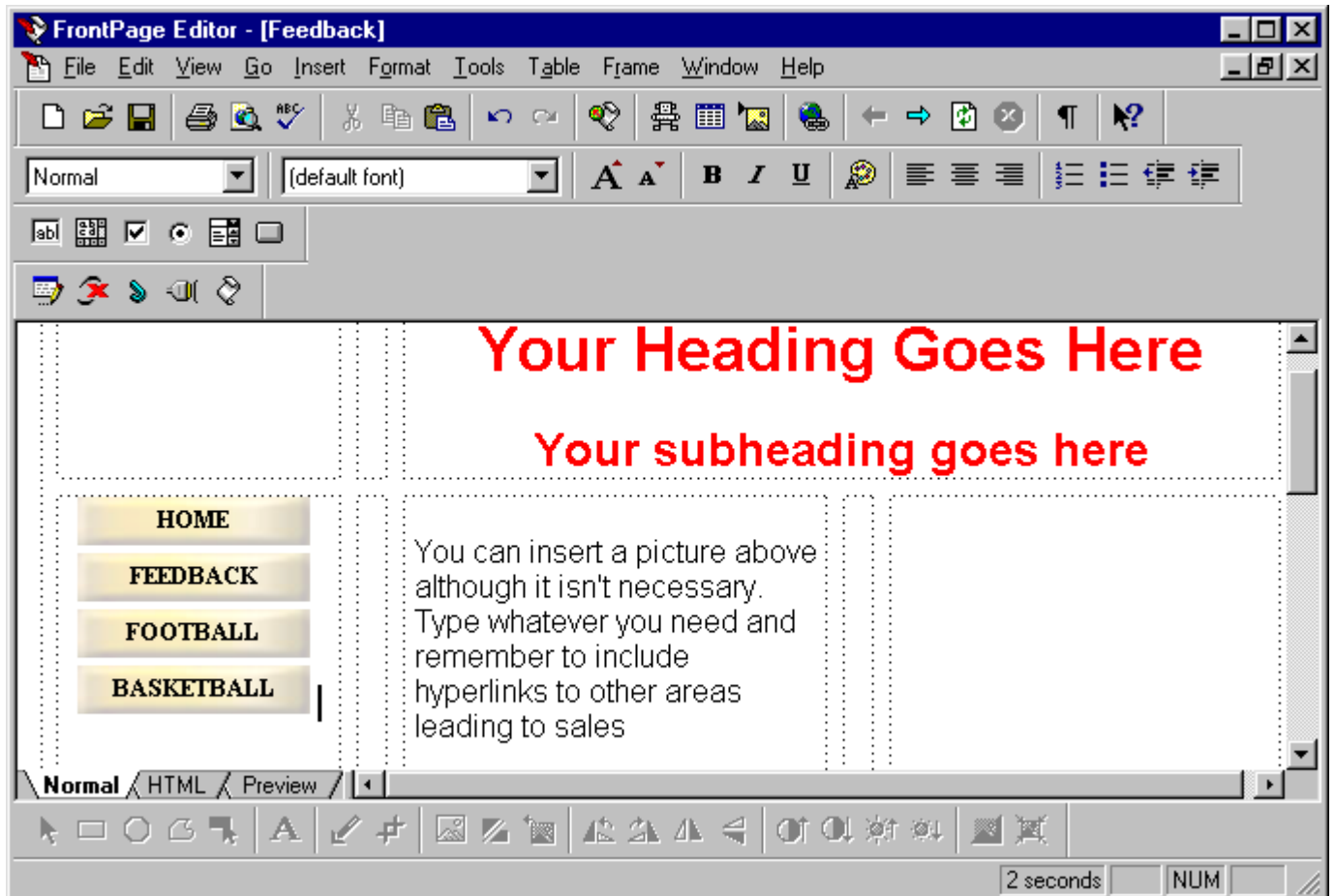
The second page of my sample web design is shown below after inserting the masterfile. I have placed the cursor in front of the buttons and selected EDIT and PASTE as shown below. This will insert the buttons from the previous page saving a lot of work. The remaining buttons should be deleted.



Editing Your Web Pages With Frontpage

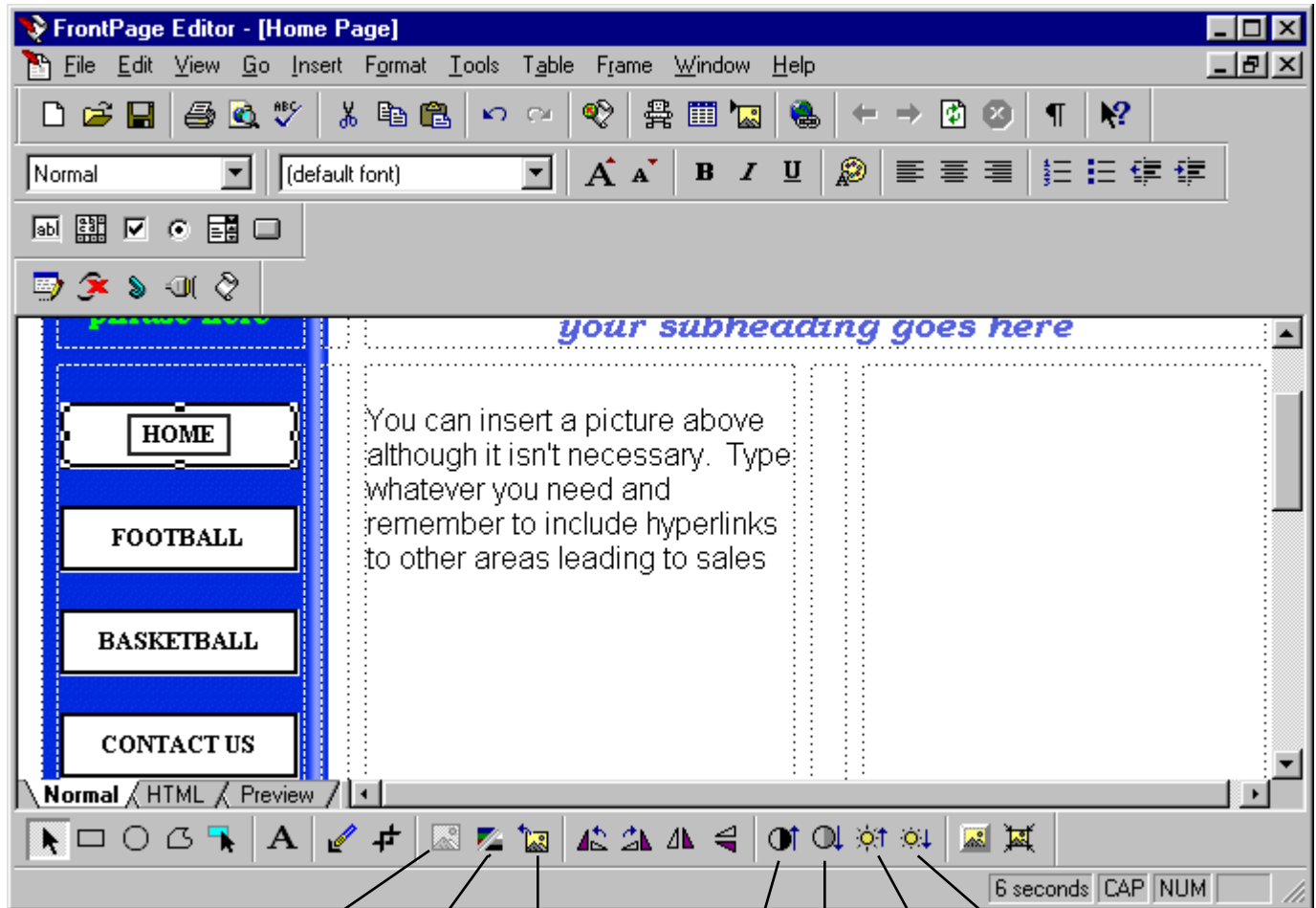
After pasting the buttons from the previous page I then deleted the unneeded buttons (shown at bottom of this page). I of course would make the other necessary updates to this web page. Continue this process of updating each file and adding the appropriate buttons. It is ok to add some additional buttons below the first set on particular pages when appropriate. If you need help with a particular command check the following pages:

Understanding Tables	Pages 36-39
Important Commands	Pages 40-43
Editing Fonts	Pages 44
Adding Hyperlinks	Pages 45
Editing Hyperlinks	Pages 46
Removing Hyperlinks	Pages 47
Inserting a Horizontal Line	Pages 48
Adding a Time Stamp	Pages 49
Creating a Table of Contents/Index	Pages 50
Navigation Bar Creation	Pages 51-52
File Insertion	Pages 53
Image Insertion	Pages 54
Working with Forms	Pages 56-63
Verification	Pages 64



Editing Your Web Pages With Frontpage

After completing an individual page you should modify the button for that selected page, e.g. if you are on the HOME page you would modify the HOME button ONLY ON THAT PAGE. This can be accomplished by selecting the button as shown below. Use the image editing bar at the bottom of the page to change the look of the button by washing it out (bleached) or changing brightness or contrast.



washout (much less color)

black & white

restore to original

increase contrast

decrease
contrast

increase brightness

decrease
brightness

IMPORTANT NOTE: Verify that the shading difference actually works from a web browser. If you have problems with the change contrast and/or washout features insert a different colored button. As an example if your buttons are blue insert a green button on the home page. Then label the green button 'HOME'. Delete the original blue 'HOME' button. Visitors will now know which page they are displaying. Repeat this for each page.

Brainstorming Form

PRODUCTS FOR SALE

If selling many related products don't list them all, e.g. hot sauces could be placed in groups such as habanero, Spanish etc. Gift baskets would certainly be another product.

Recommended Primary Topics. Circle ones which are appropriate to include on your site.

Feedback	On-Line Newsletter	Search
Discussion Group	Order Desk	Contact Us
Coupons	Recipes	Demo/Tour
Chat Forums	New Features	Upcoming Events
Tie Ins to Related Businesses		

List Possible Free Information Topics Below. They should be interesting to your potential customers and provide VALUE.

List Any Other Interesting Topics that you might want to include at your web site. These can be related or unrelated products.

Appendix A

LIST OF BORDERS

Border File Name	Description
Border1	Aqua on left
Border2	Aqua on left with light aqua background
Border3	Black on left
Border4	Black on left with tan background
Border5	Blue gradient on left
Border6	Plain blue border on left
Border7	Plain blue border with light blue background
Border8	Blue gradient on left with light blue background
Border9	Brown gradient on left
Border10	Brown gradient on left with tan background
Border11	Dark brown on left with tan background
Border12	Dark blue on left
Border13	Dark blue on left with light blue background
Border14	Dark brown on left
Border15	Dark brown on left with tan background
Border16	Dark green on left
Border17	Dark green on left with light green background
Border18	Dark Purple on left
Border19	Dark Purple on left with light purple background
Border20	Dark red on left
Border21	Dark red with pink background
Border22	Green gradient on left
Border23	Pink border on left
Border24	Purple border on left with light purple background? dup?
Border25	Purple border on left
Border26	Red on left
Border27	Rose border on left
Border28	Rose on left with light rose background
Border29	Sky background
Border30	Dark blue scalloped edge, 130 wide
Border31	Dark blue scalloped edge, 150 wide
Border32	Dark green scalloped edge, 130 wide
Border33	Dark green scalloped edge, 150 wide
Border34	Rose dark scalloped edge, 130 wide
Border35	Rose dark scalloped edge, 150 wide
Border36	Light blue scalloped edge, 130 wide
Border37	Light blue scalloped edge, 150 wide
Border38	Black scalloped edge, 130 wide
Border39	Black scalloped edge, 150 wide
Border40	Tan scalloped edge, 130 wide
Border41	Tan scalloped edge, 150 wide
Border42	Dark brown scalloped edge, 130 wide
Border43	Dark brown scalloped edge, 150 wide

Appendix A

LIST OF BORDERS

Border 44	Dark blue scalloped, 150 wide, light blue background
Border 45	Dark green scalloped, 150 wide, light green background
Border 46	Dark brown with medium bricks
Border 47	Dark blue with medium bricks
Border 48	Dark purple with medium bricks
Border 49	Dark green with medium bricks
Border 50	Dark red bricks
Border 51	Black with tan sidewalk flecks
Border 52	Dark brown with tan sidewalk flecks
Border 53	Dark blue with white sidewalk flecks
Border 54	Dark purple with light purple sidewalk flecks
Border 55	Dark green with light green sidewalk flecks
Border 56	Dark red with light red sidewalk flecks
Border 57	Black parchment
Border 58	Brown parchment
Border 59	Blue parchment
Border 60	Dark purple parchment
Border 61	Dark green parchment
Border 62	Dark red parchment
Border 63	Black and brown woodgrain
Border 64	Blue woodgrain
Border 65	Purple woodgrain
Border 66	Green woodgrain
Border 67	Dark red woodgrain
Border 68	Dark red #2
Border 69	Dark red #2 parchment
Border 70	Dark red #2 sky pattern
Border 71	Dark red #2 woodgrain
Border 72	Dark red #2 bricks
Border 73	Dark red #2 pattern
Border 74	Black and brown pattern
Border 75	Dk brown & tan pattern

Appendix A

LIST OF BUTTONS

Name of Button	Color	Description	Size	Backgnd
Button1	Green marbled	Raised center	118x28	
Button2	Blue marbled	Raised center	118x28	
Button3	Purple marbled	Raised center	118x28	
Button4	Pink marbled	Raised center	118x28	
Button5	Gold marbled	Raised center	118x28	
Button6	Gold marbled	Lowered center	118x28	
Button7	Pink marbled	Lowered center	118x28	
Button8	Purple marbled	Lowered center	118x28	
Button9	Blue marbled	Lowered center	118x28	
Button10	Green marbled	Lowered center	118x28	
Button276	Plain blue	Raised center	118x28	
Button277	Plain rose	Raised center	118x28	
Button11	Green marbled	Lowered center	118x40	
Button12	Pink marbled	Lowered center	118x40	
Button13	Purple marbled	Lowered center	118x40	
Button14	Blue marbled	Lowered center	118x40	
Button15	Gold marbled	Lowered center	118x40	
Button16	Gold marbled	Raised center	118x40	
Button17	Blue marbled	Raised center	118x40	
Button18	Purple marbled	Raised center	118x40	
Button19	Pink marbled	Raised center	118x40	
Button20	Green marbled	Raised center	118x40	
Button21	Yellow Top	Rounded pill	120x32	white
Button22	Purple Top	Rounded pill	120x32	white
Button23	Redish/orange top	Rounded pill	120x32	white
Button24	Aqua top	Rounded pill	120x32	white
Button25	Medium Blue top	Rounded pill	120x32	white
Button26	Dark blue top	Rounded pill	120x32	white
Button27	Fucia top	Rounded pill	120x32	white
Button28	Red top	Rounded pill	120x32	white
Button29	Orange top	Rounded pill	120x32	white
Button30	Green top	Rounded pill	120x32	white
Button31	Gold top	Rounded pill	120x32	white
Button32	Redish/orange top	Rounded pill	140x40	white
Button33	Green top	Rounded pill	140x40	white
Button34	Purple top	Rounded pill	140x40	white
Button35	Fucia top	Rounded pill	140x40	white
Button36	Orange top	Rounded pill	140x40	white
Button37	Aqua top	Rounded pill	140x40	white
Button38	Blue medium top	Rounded pill	140x40	white
Button39	Blue dark top	Rounded pill	140x40	white
Button40	Green top	Rounded pill	140x40	white
Button41	Gold top	Rounded pill	140x40	white

Appendix A

LIST OF BUTTONS

Name of Button	Color	Description	Size	Backgnd
Button42	Blue light	Rounded	120x32	white
Button43	Green light	Rounded	120x32	white
Button44	Tan	Rounded	120x32	white
Button45	Tan marble	Rounded	120x32	white
Button46	Blue light marble	Rounded	120x32	white
Button47	Green light marble	Rounded	120x32	white
Button48	Yellow marble	Rounded	120x32	white
Button49	Pink marble	Rounded	120x32	white
Button50	Pink	Rounded	120x32	white
Button51	Peach	Rounded	120x32	white
Button52	Peach marble	Rounded	120x32	white
Button53	Blue dark	Rounded	120x32	white
Button54	Blue dark marble	Rounded	120x32	white

sharp edged buttons

Button55	Green	raised center, rect.	155x35
Button56	Pink	raised center, rect.	155x35
Button57	Aqua	raised center, rect.	155x35
Button58	Tan/gold	raised center, rect.	155x35
Button59	Peach	raised center, rect.	155x35
Button60	Blue dark	raised center, rect	155x35
Button61	Red	raised center, rect.	155x35
Button62	Purple	raised center, rect.	155x35
Button120	Blue light	raised center, rect.	155x35

inner bevel

Button63	Purple	lowered center, rect	155x35
Button64	Red	lowered center, rect	155x35
Button65	Peach	lowered center, rect	155x35
Button66	Tan/gold	lowered center, rect	155x35
Button67	Aqua	lowered center, rect	155x35
Button68	Pink	lowered center, rect	155x35
Button121	Blue light marble	lowered center, rect	155x35

Appendix A

LIST OF BUTTONS

Name of Button	Color	Description	Size	Backgnd
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Sharp Edged Buttons

Button69	Green marble	raised center, rect	155x35	
Button70	Pink marble	raised center, rect	155x35	
Button71	Aqua marble	raised center, rect	155x35	
Button72	Gold marbled	raised center, rect	155x35	
Button73	Peach marbled	raised center, rect	155x35	
Button74	Red marbled	raised center, rect	155x35	
Button75	Purple marbled	raised center, rect	155x35	
Button76	Blue light marble	raised center, rect	155x35	

Inner Bevel Buttons

Button77	Blue light marble	lowered center, rect	155x35	
Button78	Purple marbled	lowered center, rect	155x35	
Button79	Red marbled	lowered center, rect	155x35	
Button80	Peach marbled	lowered center, rect	155x35	
Button81	Gold marbled	lowered center, rect	155x35	
Button82	Aqua marbled	lowered center, rect	155x35	
Button83	Pink marbled	lowered center, rect	155x35	
Button84	Green marbled	lowered center, rect	155x35	
Button123	Blue light marble	lowered center, rect	155x35	

Sharp Edged Buttons

Button85	Green	raised center, rect	225x50	
Button88	Green marble	raised center, rect	225x50	
Button89	Pink	raised center, rect	225x50	
Button92	Pink marble	raised center, rect	225x50	
Button93	Aqua	raised center, rect	225x50	
Button96	Aqua marble	raised center, rect	225x50	
Button97	Tan/gold	raised center, rect	225x50	
Button100	Tan/gold marble	raised center, rect	225x50	
Button101	Peach	raised center, rect	225x50	
Button104	Peach marble	raised center, rect	225x50	
Button105	Red	raised center, rect	225x50	
Button108	Red marble	raised center, rect	225x50	
Button109	Purple	raised center, rect	225x50	
Button112	Purple marble	raised center, rect	225x50	
Button113	Blue	raised center, rect	225x50	
Button115	Blue marble	raised center, rect	225x50	
Button116	Blue light	raised center, rect	225x50	
Button119	Blue light marble	raised center, rect	225x50	

Appendix A

LIST OF BUTTONS

Name of Button	Color	Description	Size	Backgnd
Inner bevel buttons				
Button86	Green	lowered center	225x50 rect	
Button87	Green marble	lowered center	225x50 rect.	
Button90	Pink	lowered center	225x50 rect	
Button91	Pink marble	lowered center	225x50 rect	
Button94	Aqua	lowered center	225x50 rect	
Button95	Aqua marble	lowered center	225x50 rect	
Button98	Tan/gold	lowered center	225x50 rect	
Button99	Tan/gold marble	lowered center	225x50 rect	
Button102	Peach	lowered center	225x50 rect	
Button103	Peach marble	lowered center	225x50 rect	
Button106	Red	lowered center	225x50 rect	
Button107	Red marble	lowered center	225x50 rect	
Button110	Purple	lowered center	225x50 rect	
Button111	Purple marble	lowered center	225x50 rect	
Button113	Blue	lowered center	225x50 rect	
Button114	Blue marble	lowered center	225x50 rect	
Button117	Blue light	lowered center	225x50 rect	
Button118	Blue light marble	lowered center	225x50 rect	

Solid Rectangular buttons (normally used at top)

Button124	Black	Tan edge	100x30	
Button125	Black	Tan edge	80x40	
Button126	Dark blue	light blue edge	100x30	
Button127	Dark blue	light blue edge	80x40	
Button128	Dark brown	tan edge	100x30	
Button129	Dark brown	tan edge	80x40	
Button130	Dark green	light green edge	100x30	
Button131	Dark green	light green edge	80x40	
Button132	Dark purple	light purple edge	100x30	
Button133	Dark purple	light purple edge	80x40	
Button134	Light blue	dark blue edge	100x30	
Button135	Light blue	dark blue edge	80x40	
Button136	Light rose	dark rose edge	100x30	
Button137	Light rose	dark rose edge	80x40	
Button138	Tan	dark brown edge	100x30	
Button139	Tan	dark brown edge	80x40	

Appendix A

LIST OF BUTTONS

Name of Button	Color	Description	Size	Backgnd
Button140	Aqua sunburst	Raised center rect	118x28	
Button141	Blue sunburst	Raised center rect	118x28	
Button142	Blue left sunburst	Raised center rect	118x28	
Button143	Brown sunburst	Raised center rect	118x28	
Button144	Brown left sunburst	Raised center rect	118x28	
Button145	Fucia left sunburst	Raised center rect	118x28	
Button146	Green sunburst	Raised center rect	118x28	
Button147	Green left sunburst	Raised center rect	118x28	
Button148	Mixed sunburst	Raised center rect	118x28	
Button149	Orange sunburst	Raised center rect	118x28	
Button150	Orange sunburst2	Raised center rect	118x28	
Button151	Purple sunburst	Raised center rect	118x28	
Button152	Red sunburst	Raised center rect	118x28	
Button153	Green	3 dimensional	118x32	
Button154	Purple	3 dimensional	118x32	
Button155	Red	3 dimensional	118x32	
Button156	Rose	3 dimensional	118x32	
Button157	Yellow	Concave	96x20	
Button158	Green	Concave	93x22	
Button159	Blue	Concave	93x22	
Button160	Fucia	Concave	93x22	
Button161	Green light	Concave	93x22	
Button162	Gold	Concave	93x22	
Button163	Orange	Concave	93x22	
Button164	Blue	Indented along edge	118x28	
Button165	Green	Indented along edge	118x28	
Button166	Rose	Indented along edge	118x28	
Button167	Tan	Indented along edge	118x28	
Button168	Tan	3 dimensional	117x28	
Button169	Yellow	Concave	126x26	
Button170	Yellow	Concave	120x24	
Button171	Green	Concave	126x26	
Button172	Green	Concave	120x24	
Button173	Blue	Concave	126x26	
Button174	Blue	Concave	120x24	
Button175	Fucia	Concave	126x26	
Button176	Fucia	Concave	120x24	
Button177	Green	Concave	126x26	
Button178	Yellow	Concave	126x26	
Button179	Gold dark	Concave	120x24	
Button180	Orange	Concave	126x26	
Button181	Blue	3 dimensional	117x28	
Button279	Aqua	3 dimensional	117x28	
Button280	Yellow	3 dimensional	117x28	
Button281	Orange	3 dimensional	117x28	
Button282	Pink	3 dimensional	117x28	

Appendix A

LIST OF BUTTONS

Name of Button	Color	Description	Size	Backgnd
Yahoo style buttons, circle with grey border				
Button182	Blue	Yahoo style	50x50	Transp.
Button183	Blue	Yahoo style	75x75	Transp.
Button184	Blue	Yahoo style	100x100	Transp.
Button185	Red	Yahoo style	50x50	Transp.
Button186	Red	Yahoo style	75x75	Transp.
Button187	Red	Yahoo style	100x100	Transp.
Button188	Green	Yahoo style	50x50	Transp.
Button189	Green	Yahoo style	75x75	Transp.
Button190	Green	Yahoo style	100x100	Transp.
Button191	Brown	Yahoo style	50x50	Transp.
Button192	Brown	Yahoo style	75x75	Transp.
Button193	Brown	Yahoo style	100x100	Transp.
Button194	Purple	Yahoo style	50x50	Transp.
Button195	Purple	Yahoo style	75x75	Transp.
Button196	Purple	Yahoo style	100x100	Transp.
Button197	Orange	Yahoo style	50x50	Transp.
Button198	Orange	Yahoo style	75x75	Transp.
Button199	Orange	Yahoo style	100x100	Transp.

Rounded buttons with backgrounds for particular border

Button200	Red	Inner bevel	118x32	dark green Bdr 32,33
Button201	Red	Outer bevel	118x32	dark green Bdr 32,33
Button202	Red	Inner bevel	118x32	dark green Bdr 16,17
Button255	Red	Outer bevel	118x32	dark green Bdr 16,17
Button203	Blue light	Inner bevel	118x32	Drk Blue Bdr 30,31
Button204	Blue light marble	Inner bevel	118x32	Drk Blue Bdr 30,31
Button205	Blue light	Outer bevel	118x32	Drk Blue Bdr 30,31
Button206	Blue light	Outer bevel	118x32	Drk Blue Bdr 30,31

Appendix A

LIST OF BUTTONS

Name of Button	Color	Description	Size	Backgnd
Rounded buttons with backgrounds for particular border				
Button207	Blue Dark	Outer bevel	118x32	Lt blue Bdr 6,7
Button208	Blue Dark	Inner bevel	118x32	Lt blue Bdr 6,7
Button209	Blue Dark	Outer bevel	118x32	Black 3,4,38,39
Button210	Blue Dark	Inner bevel	118x32	Black 3,4,38,39
Button211	Tan	Outer bevel	118x32	Black 3,4,38,39
Button212	Tan	Inner bevel	118x32	Black 3,4,38,39
Button213	Tan	Outer bevel	118x32	Dk brown 42,43
Button214	Tan	Inner bevel	118x32	Dk brown 42,43
Button215	Tan	Outer bevel	118x32	Dk brown 11,14
Button216	Tan	Inner bevel	118x32	Dk brown 11,14
Button217	Green light	Outer bevel	118x32	Dk green 32,33
Button218	Green light	Inner bevel	118x32	Dk green 32,33
Button219	Green light	Outer bevel	118x32	Dk green 16,17
Button220	Green light	Inner bevel	118x32	Dk green 16,17
Button221	Green light	Outer bevel	118x32	Black 3,4,38,39
Button222	Green light	Inner bevel	118x32	Black 3,4,38,39
Button223	Pink	Outer bevel	118x32	Rose 34,35
Button224	Pink	Inner bevel	118x32	Rose 34,35
Button225	Pink	Outer bevel	118x32	Drk green 16,17
Button226	Pink	Inner bevel	118x32	Drk green 16,17
Button227	Pink	Outer bevel	118x32	Drk green 32,33
Button228	Pink	Inner bevel	118x32	Drk green 32,33

Appendix A

LIST OF BUTTONS

Name of Button	Color	Description	Size	Backgnd
Rounded buttons with specific backgrounds				
Button229	Orange on black	Oval shaped	140x42	Drk brown 11,14
Button230	Orange on black	Oval shaped	140x42	Drk brown 42,43
Button231	Yellow on black	Oval shaped	140x42	Black 3,4,38,39
Button232	Yellow on black	Oval shaped	140x42	Drk brown 42,43
Button233	Yellow on black	Oval shaped	140x42	Drk brown 11,14
Button234	Yellow on black	Oval shaped	140x42	Drk green 32,33
Button235	Yellow on black	Oval shaped	140x42	Drk green 16,17
Button236	Red on black	Oval shaped	140x42	Black 3,4,38,39
Button237	Red on black	Oval shaped	140x42	Drk green 32,33
Button238	Red on black	Oval shaped	140x42	Drk green 16,17
Button239	Orange on black	Oval shaped	140x42	Black 3,4,38,39
Button240	Orange on black	Oval shaped	140x42	Drk brown 42,43
Button241	Orange on black	Oval shaped	140x42	Drk brown 11,14
Button242	Orange on black	Oval shaped	140x42	Tan 40,41
Button243	Green on black	Oval shaped	140x42	Black 3,4,38,39
Button244	Green on black	Oval shaped	140x42	Drk green 32,33
Button245	Green on black	Oval shaped	140x42	Drk green 16,17
Button246	Green drk on black	Oval shaped	140x42	Black 3,4,38,39
Button247	Green drk on black	Oval shaped	140x42	Drk green 32,33
Button248	Green drk on black	Oval shaped	140x42	Drk green 16,17

Appendix A

LIST OF BUTTONS

Name of Button	Color	Description	Size	Backgnd
Buttons with sloping right edge				
Button283	Lime Green	Inner bevel	132x30	White
Button284	Rose	Inner bevel	132x30	White
Button285	Dark Blue	Inner bevel	132x30	White
Button286	Purple	Inner bevel	132x30	White
Button287	Green	Inner bevel	132x30	White
Button288	Gold	Inner bevel	132x30	White
Button289	Orange	Inner bevel	132x30	White
Button290	Red	Inner bevel	132x30	White
Button291	Medium Blue	Inner bevel	132x30	White
Button292	Aqua	Inner bevel	132x30	White
Button293	Tan	Inner bevel	132x30	White
Button294	Tan	Double bevel	132x30	White
Button295	Aqua	Double bevel	132x30	White
Button296	Medium Blue	Double bevel	132x30	White
Button297	Red	Double bevel	132x30	White
Button298	Orange	Double bevel	132x30	White
Button299	Gold	Double bevel	132x30	White
Button300	Green	Double bevel	132x30	White
Button301	Purple	Double bevel	132x30	White
Button302	Dark Blue	Double bevel	132x30	White
Button303	Rose	Double bevel	132x30	White
Button304	Lime Green	Double bevel	132x30	White
Buttons with sloping right edge for specific borders				
Button305	Green	Double bevel	132x30	Black (3,4)
Button306	Green	Double bevel	132x30	Dk Green (32,33)
Button307	Green	Double bevel	132x30	Dk Green (16,17)
Button308	Green	Double bevel	132x30	Rose back (34,35)
Button309	Green	Double bevel	132x30	Red back (20)
Button310	Green	Inner bevel	132x30	Red back (20)
Button311	Green	Inner bevel	132x30	Rose back (34,35)

Appendix A

LIST OF BUTTONS

Name of Button	Color	Description	Size	Backgnd
Buttons with sloping right edge for specific borders				
Button312	Green	Inner bevel	132x30	Dk Green (16,17)
Button313	Green	Inner bevel	132x30	Dk Green (32,33)
Button314	Green	Inner bevel	132x30	Black (3,4)
Button315	Yellow	Inner bevel	132x30	Black (3,4)
Button316	Yellow	Inner bevel	132x30	Dk Brown (11,14)
Button317	Yellow	Inner bevel	132x30	Dk Brown (42,43)
Button318	Yellow	Double bevel	132x30	Dk Brown (42,43)
Button319	Yellow	Double bevel	132x30	Dk Brown (11,14)
Button320	Yellow	Double bevel	132x30	Black (3,4)
Button321	Blue	Double bevel	132x30	Dk Blue (11,12)
Button322	Blue	Single bevel	132x30	Dk Blue (11,12)
Button323	Blue	Single bevel	132x30	Black (3,4)
Button324	Blue	Double bevel	132x30	Black (3,4)
Button325	Blue	Single bevel	132x30	Dk Green (32,33)
Button326	Blue	Double	132x30	Dk Green (32,33)
Button327	Blue	Single	132x30	Dk Green (16,17)
Button328	Blue	Double	132x30	Dk Green (16,17)
Button329	Blue	Single	132x30	Rose34,35
Button330	Blue	Double	132x30	Rose34,35
Button331	Blue	Single	132x30	Dk Red (20)
Button332	Blue	Double	132x30	Dk Red (20)