

FrontPage 2003: File Management

1. Name the first page for any web, 'index.htm'. Also, name the first page in any subfolder (folder inside your web), 'index.htm'.
2. Don't put spaces in names of files or folders (ex. 'Board Updates' or 'Outdoor School'). Many browsers will fail to load a page that has a space in its URL.

Here is one way to change the file name:

- Right-click on the file name in the folder list.
 - Select rename from the submenu.
 - Type the new name in the file name box.
 - Press Enter.
 - A window will pop up with the following message, "There are (blank number of pages) that have hyperlinks to this page. Do you want to update these pages so that the hyperlinks will not be broken." Click on Yes so your links will continue to work.
3. Don't put special characters in the names of files or folders (ex. 'Superintendent's Corner'). Many browsers will fail to load a page that has these characters in its URL.
 4. Give every page a title. The page title can have spaces, etc. in the name unlike the file name.

Here is one way to change the page title.

- Click on File and select Save As.
- Click on the Change button (bottom right).
- Type a new name for the page.

There is a search engine to our district site that displays the title of the page in the search results. It is important that we properly title every page on our site so as not to confuse someone viewing a list of search results.

Also, if you are using a navigation bar, the page title will show on the button in the bar. If you change the name of the page, you will need to remove the page with the old name from the navigation bar and add the page with the new name (hint: click on Navigation on the Views bar).

5. Give images a meaningful name. Sometimes when images are inserted from a clip-art library they will have a filename used for its classification in the library (ex. "bd15006_.gif"). This type of name makes updating and organizing the site more difficult. The images should be renamed to something more meaningful (ex. "sunflower.gif").

Also, images should be stored in an 'images' folder in the web. You may also want to create a 'background' folder for background images.