

## **Installation Instructions**

**Follow these instructions carefully and you will have your files installed in just a few minutes. Please use WinZip to unzip. If you don't have WinZip you can get an evaluation copy of it at <http://winzip.com>**

- The theme package file is in a zipped format. You will need a utility program such as WinZip in order to unzip and access these files. If you do not have such a program, go to any search engine page and search for "WinZip". Navigate to the web site and download the program.
- Save the attached file to a location on your hard drive or to a floppy disk. (Saving to disk is a good choice. If you have a computer crash, you will then have a back-up copy of your theme package.)
- DO NOT UNZIP THE FILE.
- Make sure that your Front Page program is closed. Don't just minimize it - close it. The installation will fail if Front Page is open.
- Double-click on your saved zipped file. WinZip will open in a new window. Click on the Install icon in the top of that window.
- This begins the installation process. It only takes a few minutes. It's a good idea to read over the "Read Me" file that is included.
- When the process is completed, you will see a screen that says "installation successful" or "installation completed". You're finished so you can simply close the windows and get back to your desktop.
- Now open Front Page. Create a new web and select your new web template (if your theme comes with a web template) from the names that appear in the list. All of the theme and web template names use the same name for the theme, web template, and new page template.
- Start creating your new web site. To redesign an existing site, you must still create a new web using the template. You then copy and paste your images and text from the old web into the new one.

If you haven't already made a back-up copy of your zipped theme file, do it now.

## **Opening Your New Web Template in FrontPage 2000**

To use a web template,

- Go to File/New/Web and choose a web template (2000),
- or
- Go to File/New/Page or Web and click "Web Templates" in the right column (2002).
- Choose your new web template from the available web templates.
- To the right you will be able to name it...i.e.: C:My Documents/My Webs/New Web
- Click Okay and away you go.

## **Changing Button and Banner Names**

The names that appear on navigation bar buttons and page banners are dynamically generated by FrontPage based upon the names that appear on the page icons in the

Navigation View flow chart. You can change the names to suit your needs provided the names are brief enough to fit on the button graphics.

### **To change the names on navigation buttons and page banners:**

- Switch to FrontPage Navigation View.
- Right click on the page icon that represents the link you wish to change.
- Type a new name
- Right click in the blue area, and selecting "Apply Changes."

### **Adding Pages**

Each template comes with a newpage.htm, use this newpage.htm to create extra pages for your web. In the Folders View, locate the newpage.htm. Click once to highlight it. Copy the page (Control + C to copy.....Control + V to paste) You will have created a duplicate of the new page which will be called "Copy of newpage(1).htm."

Once you have made your newest page, you can rename it (right click on the page and select "rename" from the menu of choices). Then simply drag your new page into the navigation view. Front Page® will then apply the proper names to the buttons and page banner. Now you can delete this existing text and replace it with your own.

### **To add a page to the nav bars:**

- In navigation view, select and open a page that exists on the same level of the chart as the page you wish to add.
- Save it as a new page.
- Drag it onto the Navigation View flow chart.
- In the Navigation View, rename the page to suit your needs.
- Customize the content and save.

### **Deleting Pages**

You can delete a page from your navigation bar without deleting it from your web by clicking on the page to highlight it in the Navigation View, pressing the "delete" button, and selecting "Remove this page from all navigation bars." To delete the page entirely, select that option instead.

### **Include Files**

Note that some elements elements that occur on all pages of this site exist as include pages. You can find these include pages in the "includes" folder of this web. Here are the include pages currently in use on this web.

- Main Navigation Bar
- SubNavigation bar for section main pages
- Subnavigation bar for section child pages
- Footer information

## **Swish Movies**

Included in some templates are Swish movies. You will be required to purchase the program at <http://swishzone.com> . If you do not wish to purchase the program arrangements can be made to have the text modified for you by The Theme Weaver. In some cases the Swish Movie will require no modification. To modify your Swish please read the following:

### **Modifying Template Text**

The far left area of the Swish screen displays the scenes and objects included in your movie. To modify the template's text - select a text object by clicking on it, such as "YourCompany.com" or "You Blurb" etc. Once you have selected the object, click on the Text tab to bring up your text properties dialog box. Here you can change the font name, size, color etc. The effects have already been applied and all you need do is personalize the generalized text (i.e. YourCompany.com) to fit your movie by changing the wording, font, and color.

You can change the applied effects by right clicking on the effects in the timeline and selecting 'Transform' and 'Properties' from the pop up menu. Consult the Help files within Swish as to applying different effects.

### **Modifying Hyperlinks (if applicable)**

You may have purchased a template that includes a hyperlink menu or one that includes a "Skip Intro" link. You can easily remove these links if you like by clicking on the text object in the far left window of Swish and hitting delete.

Modify the text of each link by following the procedure described in Step 4.

To modify the URL that the link is pointing to, select the text object (i.e. "Home" or "Skip Intro" etc.) and then select the 'Actions' tab. Here you will see what the object is linked to. Highlight the current URL and type over it with your new URL.

To add additional links, create a new text object and select the 'Actions' tab. Then click on the 'Add Event' button to select an event such as "On Press", "On Rollover" etc. Once you have chosen an event - click on the 'Add Event' tab once more to select "Go to URL." Type in a URL and select a target.

### **Publishing or Exporting Your Movie**

When your movie is exactly how you want it to appear, it is highly recommended that you preview it in a browser. Previewing in a browser throughout the process will give you a good indication as to how the movie will appear to your visitors. If all is well you can then export or publish your movie to be placed within your web. Consult the Help files in Swish regarding the options available.