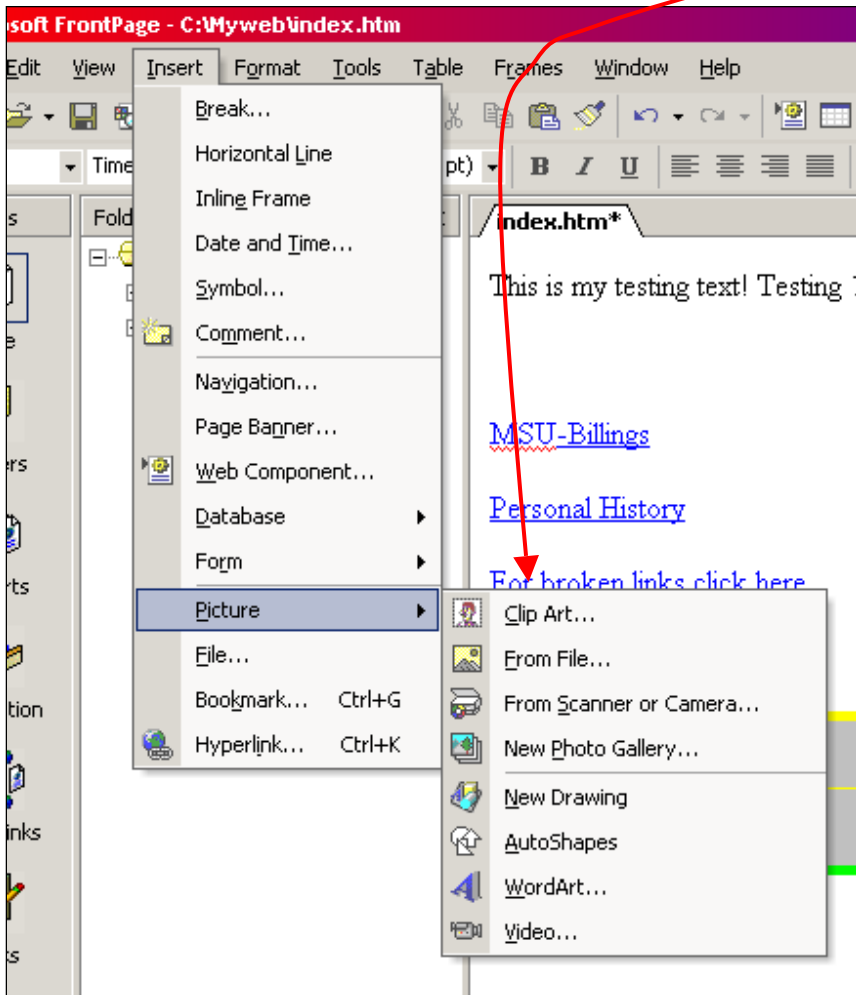


# FrontPage 2002 – Intermediate Use

## Adding Images

First, start FrontPage and open a working page or create a blank page. If you have not already done so, create a table and place your cursor inside a cell. To add an image into a FrontPage document, place the cursor in the document where you would like the image placed. On the menu bar, click Insert, go down to Picture, and then you will have several options.



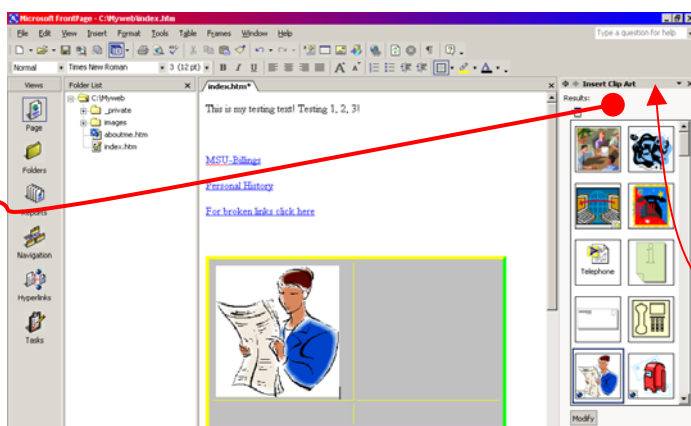
**Clip Art** is fairly straight forward. It is set up just like clip art in Word. It allows you to use pictures that are already loaded on the computer in your document. By clicking that option, you will be able to see different pictures that you can insert wherever your cursor is placed.

**From File** is when you want to insert into your web page a picture (usually jpeg or gif) you have or have taken. You will have to go find the file on your computer, so make sure you know where it is stored.

**From Scanner or Camera** is used when you have a scanner or camera connected directly to your computer. This will retrieve a picture directly from that multimedia source.

**New Photo Gallery** is a newer feature that makes adding a gallery to your web site very simple. This will be discussed in the advanced tutorial, if you are interested in making a gallery for your audience.

Now add a clip art to any of the cells in the table that you created. An Insert Clip Art pane will open on the right side of the window. You will have to search for a topic to get to the pictures, so type in a generic verb (communication) to see some of the different files.

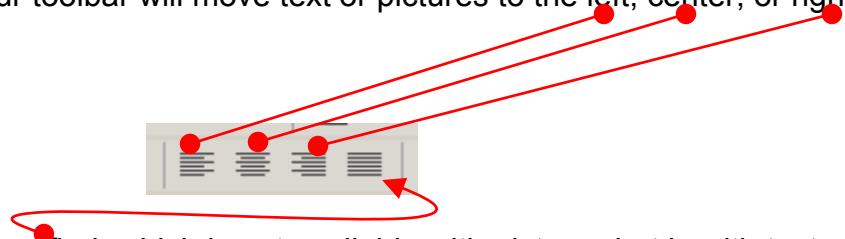


If you have followed through the first tutorial, you should have a window like this open (index.htm). If not, you will have a picture like this inserted into a page.

After you finish finding your clip art, you can simply close the pane by clicking the X on the pane!

If you click one of the other X's, you may lose your page and work.

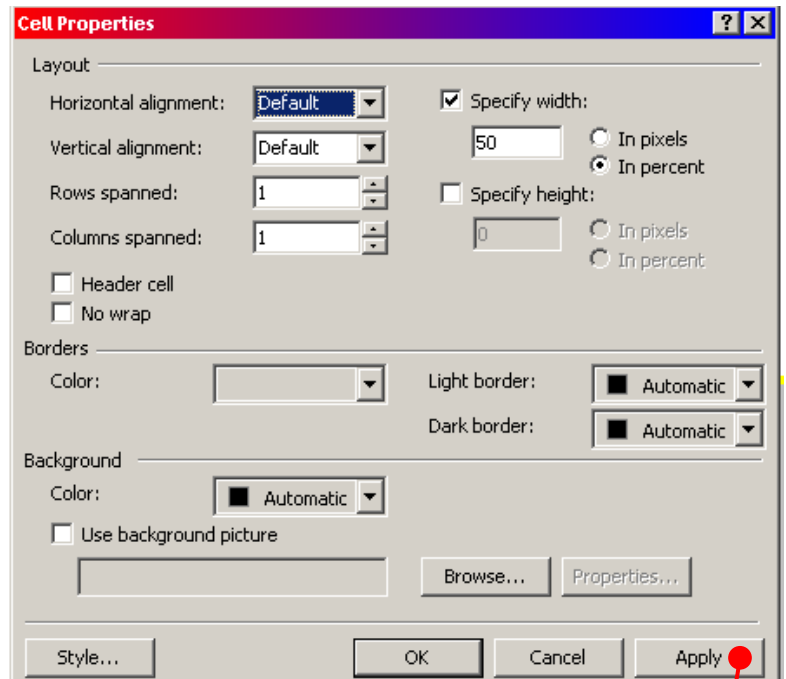
There are a couple of ways to position the picture in a cell in FrontPage. The first is an easy horizontal placement. These buttons in your toolbar will move text or pictures to the left, center, or right of a cell.



The last button is justified, which is not available with pictures but is with text.

The second method is not as quick but allows you to work with many different options. Click in the cell, then right-click. The shortcut menu will open and **Cell Properties** will be toward the bottom. Click it.

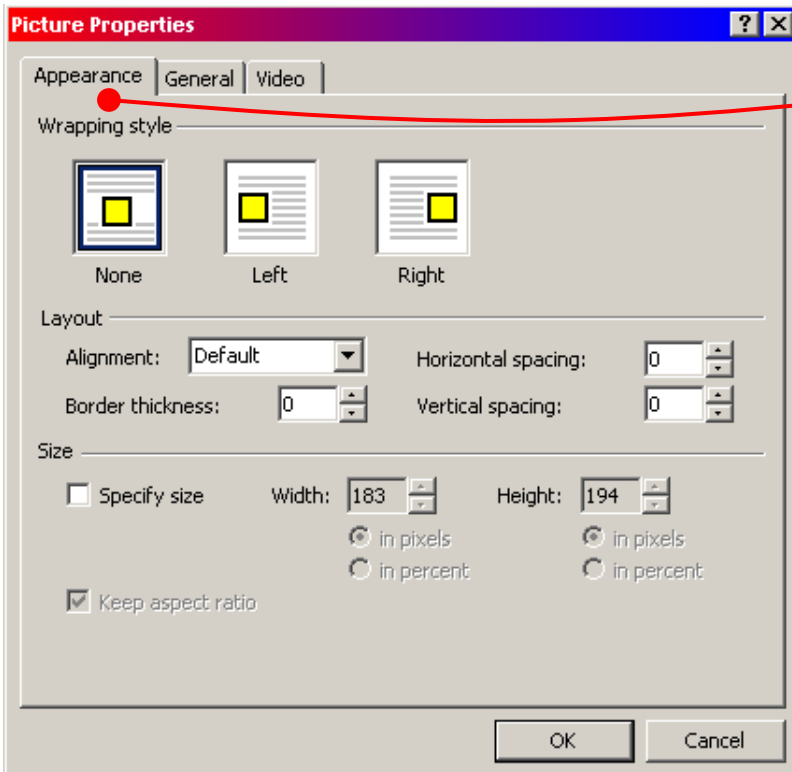
This is the dialog box that will open. The layout section at the top is the one that you are most concerned about, but the other areas should look familiar to you. The default for a cell is horizontally left and vertically center. **Horizontal alignment** is just like the buttons we discussed earlier. They move the picture or text from side to side. **Vertical alignment** moves the text or object from bottom, middle, or top. Now you can place anything in a cell in any position that you desire. The **Rows spanned** option allows you to spread a picture across several rows. **Columns spanned** allows you to spread the picture across several columns. The **Specify width and height** area sets how much area the cell will cover on the page. In the example to the right, there are two cells spanning across the page, so they are each taking 50% of the page. These can be changed at any point but can create problems when set to pixel sizes because some pictures will not fit and will distort.



To play with some of the different features, you can change the numbers and click Apply to watch what happens in the cell you are editing.

**\*NOTE\*** Remember this is cell properties, not table properties. Anything that is changed here, like background color or borders, are only changed for that cell or highlighted cells.

Now that you have looked at cell properties, you can right click on the picture that you inserted earlier. The shortcut menu will have Picture Properties as an option, click it.



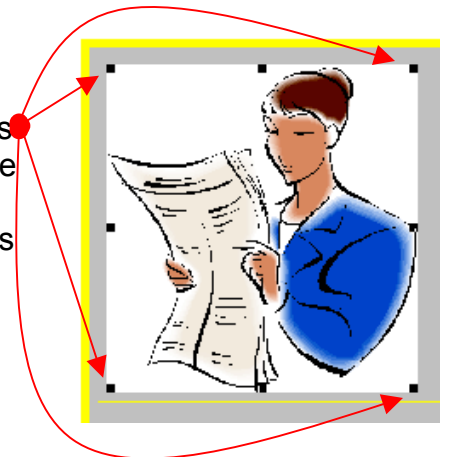
This is the dialog box that will open. At the top is the Appearance tab; the first section is Wrapping style.

**Wrapping style** is how the picture appears in the text that is with it. **None** means that the picture will be placed in the text as if it is just another character. **Left** means that the picture is placed to the left margin and the text goes to the right. **Right** means the picture is placed on the right margin and the text is on the left. In the Layout section, the **Alignment** pop down menu gives picture placement options. Default just means that it follows the settings of wherever it is placed, but you can override those settings here. **Border thickness** is just like a frame for your picture. You would use this feature if you wanted a dark border around the picture to set it apart. The **horizontal and vertical spacing** means that anything on the page

(text or other pictures) will have an empty space around that picture. This is a lot like cell padding. It makes the text sit away from the picture, so the picture is not so crowded. The **Specify size** section at the bottom is one that is better left alone. It is easy to extremely distort pictures, but in a case where a picture is cropped, sometimes you will have to use this area to get the picture back from distortion. When a picture is dragged by the selection handles, this is the area that is changing with the picture as you resize it.

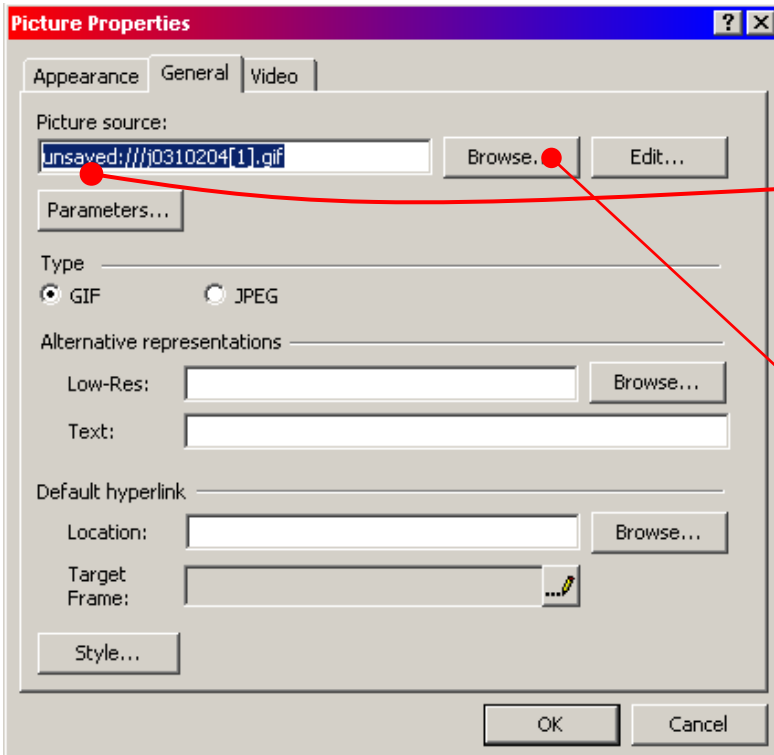
## Definition and FYI

**Selection handles** are the areas on the side of a picture that turn into black squares when the picture is selected. When using these, you can make you picture larger or smaller. The best handles to use are the ones in the corners. These handles will not distort your picture as badly as the ones on the sides. The handles in the middle on each side will just drag out that side and will distort your picture very quickly. The corner handles will keep the aspect ratio which means even though the picture will look grainy, it will not distort too much.



Now back to the **Picture Properties** dialog box on the top of this page. Notice that there are three tabs across the top, Appearance, General, and Video. We are now going to look at the General tab.

This is the General Tab. There are a few options that are used on a regular basis and some that are not. We will just talk about the main options.



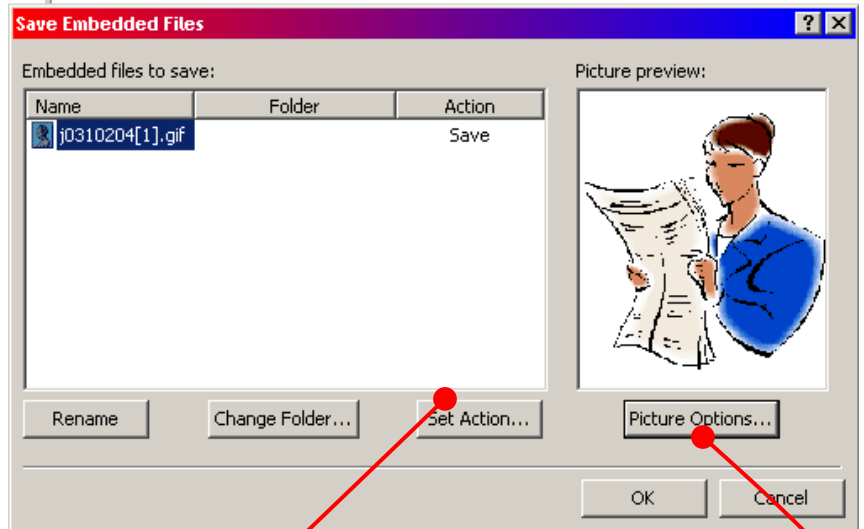
At the top is **Picture source**, this is where your picture is saved for your website. You have not saved the picture yet, so it might say something about being unsaved, like this example does (that will come later). If the link to your picture somehow ends up broken (when you get that red X in the corner of a picture on the internet) this is where you come to fix that connection. You can click the browse button and restore the link to the picture after the file has been moved from one folder to another. The type of picture file that you use is important. When using a **GIF** file, text can be written on these files and a color can be filled into the background, unless they are animated (picture that moves in a browser). In the case of a **JPEG**, the background of the picture can not be changed and it is tougher to put text on the picture without having the color of the text box, but it

has a greater range of colors for detailed pictures. The **Alternative representations** section contains some of the ways that someone might deal with your site if they have a slow modem. The first is the **Low-Res** box. If you have a graphic that takes a large amount of time to download, you can use an image editing program, like Image Composer, to edit the same picture. You can reduce the resolution, so the user has something to view while the main picture (the long-time-to-download picture) is finishing. The second box is a relatively important box. Whenever a picture is used, this box should be filled. The **Text** box provides someone with a disability who uses a text reader for the internet something to hear or, if the user cannot receive pictures, text to read. When you are on the internet and a picture will not open, but there is a description of the picture or the link that is supposed to be there, this is where that description was entered.

Now you are ready to save your page with your new picture!

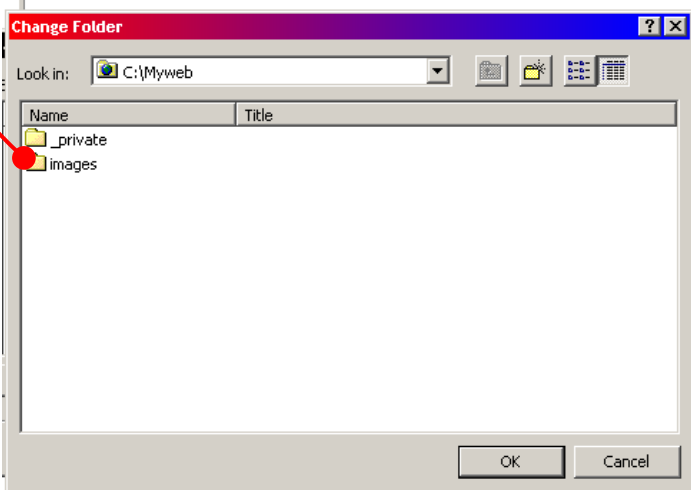
Save your page however you prefer to from the several ways available. A Save Embedded Files dialog box will appear. This box has a few buttons we will discuss. On the bottom left of this box, there is the button that says **Rename**.

This button allows you to rename the file before you save it. Remember, it is always better to name the picture something descriptive, so you can find it later and know what it is. In this case, "womanreading" might be a good name. The **Change Folder** button saves the picture in a different location. It keeps your web A LOT neater if you save all images in the image folder. For the first time web creator, clicking the Change Folder button will show two folders, images and \_private. Save your image in the image folder. So click it and click OK.

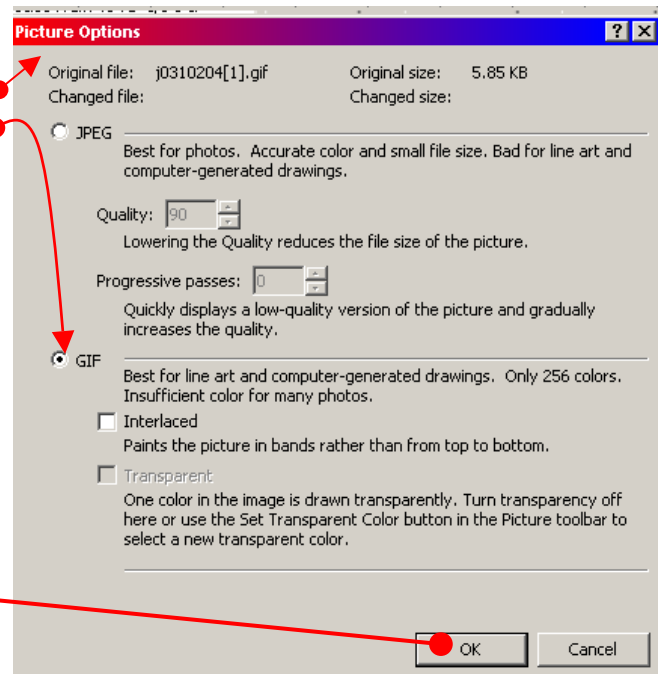


The **Set Action** button allows you to save some pictures and not others, if you have several pictures on a page that are being saved at once.

**Picture Options** is a nice feature that allows you to convert your picture type (JPEG or GIF). Recall from an earlier page that a GIF file allows you to do more with the background and place text over the top of it. If you plan on doing anything like that with your picture, you want to change it to a GIF now. Click **Picture Options**. If you have selected a picture that has text on it or is animated, you will not be able to access this feature.

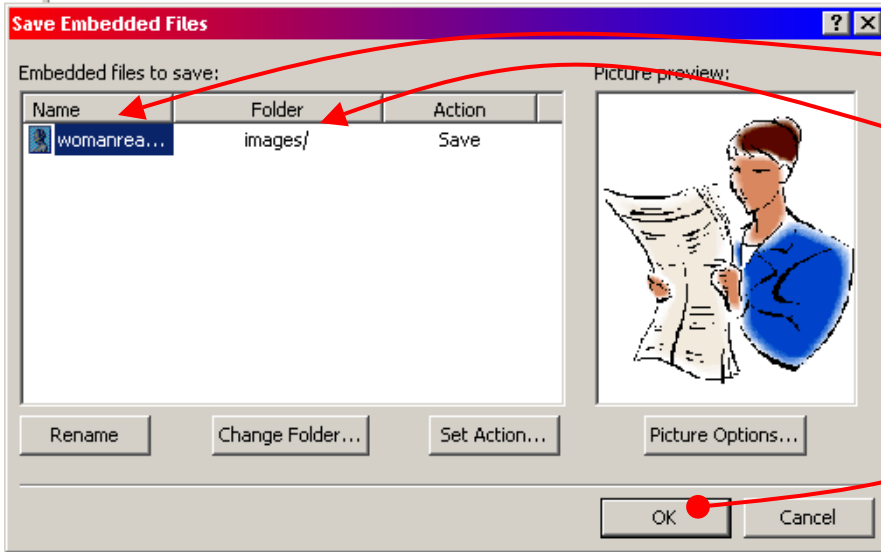


This is the **Picture Options** dialog box that opens when you click the Picture Options button. You can see that this picture is saved as a GIF file already. If yours is not already a GIF file, select GIF. Most of the options on this page are advanced, but we have talked about the main reasons you would want a GIF.



Click OK after you are finished browsing or have changed the picture's file type.

After looking at and changing all these different things, your **Save Embedded Files** dialog box should look like this.



You can see the name of the file is changed.

You are saving this picture in the images folder.

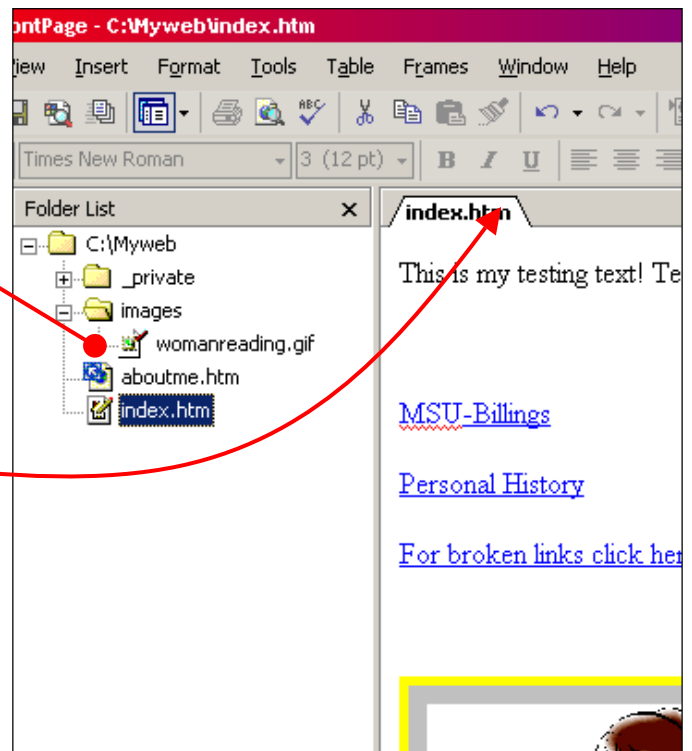
Now click OK and your page will finish saving.

So now your image is saved. You have a couple things that you should notice on your page.

In the Folder List, if you click the images folder, you can see that your picture is saved there.

Notice that the asterisk (\*) is gone from the index.htm tab at the top of the page.

This shows that all the changes on your page are saved.



## Bookmark Hyperlinks

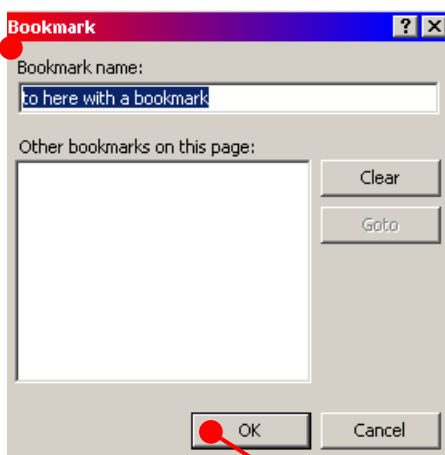
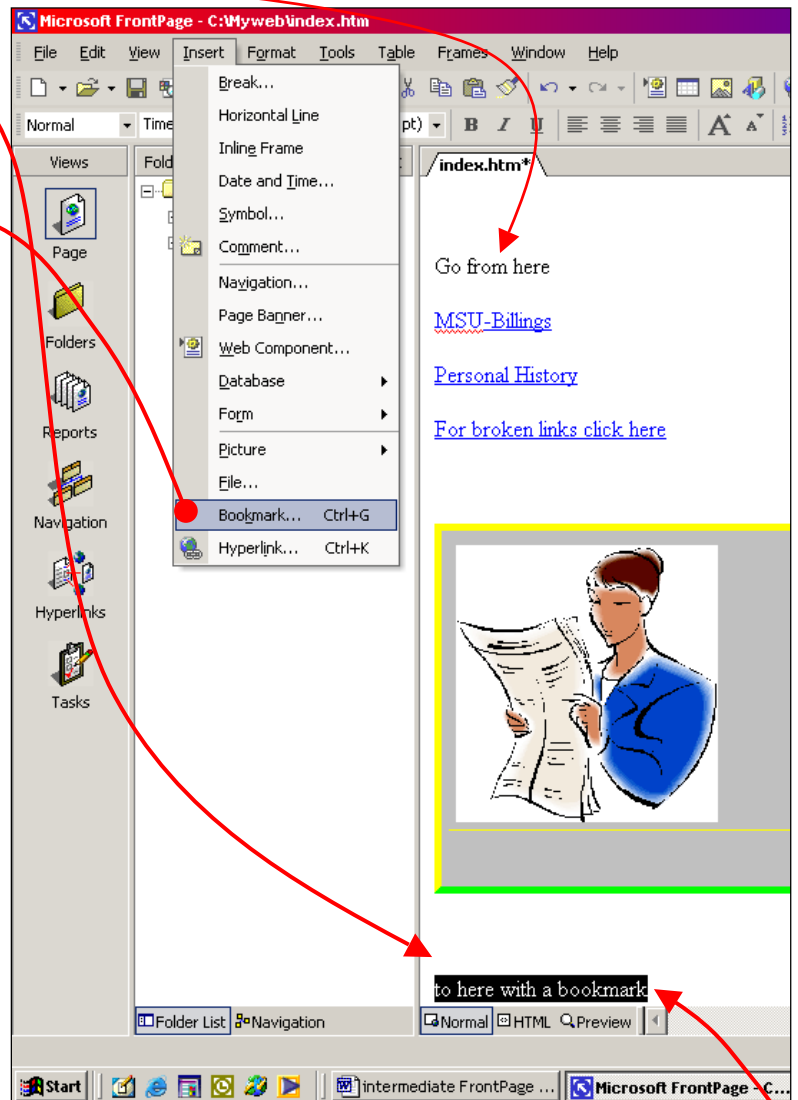
Bookmarks are sometimes also called internal hyperlinks. Bookmarks allow a user to jump quickly to key sections. You may be creating a web page that covers several topics. With bookmarks, your audience can jump to the part of your page that they are interested in, rather than scrolling through the whole page to find their interest.

Inserting a bookmark is a two-step process.

1. First, you have to insert the bookmark. This is a lot like putting a bookmark in your book. Place it on the page in your book that you are stopping at. Well, here you have to tell FrontPage at what point you want it to place a mark. So highlight the point where you would like the bookmark (the point the link jumps down to).

Notice on the page at the right that I have typed in "Go from here" at the top of the page and "to here with a bookmark" at the bottom of the page and highlighted that. On the menu bar, click Insert and go down to Bookmark.

After clicking Bookmark, you will see the dialog box below. The top line of this box is the **Bookmark name**. This is where you can title the bookmark. This name should be something that reminds you which bookmark it is when you increase the number of bookmarks. It will default to the text that you have highlighted if you enter nothing. If you have a page with several sections, you would probably want to name each bookmark the title of that section. The open white space is used to show the other bookmarks on the page.

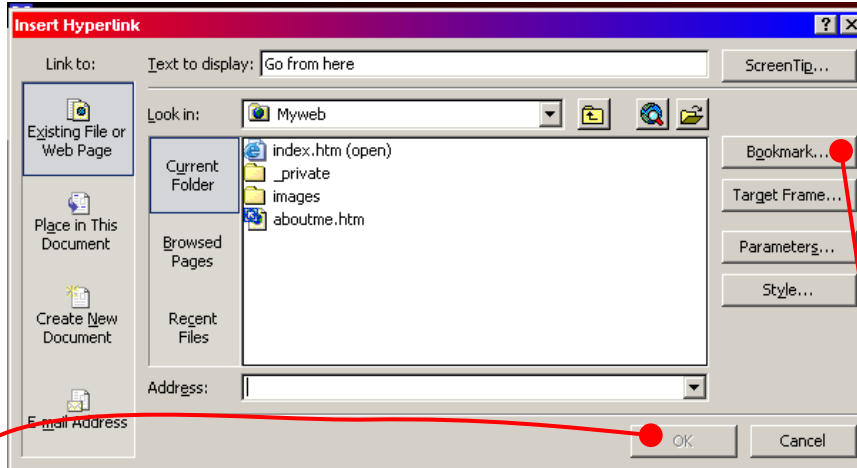
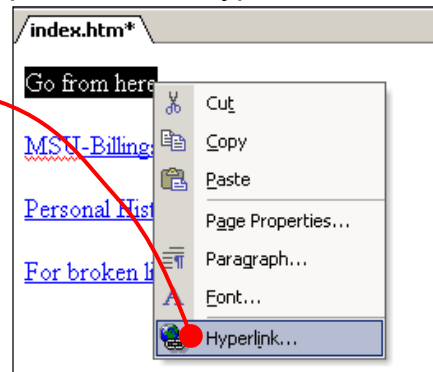


When you have created a name for your bookmark and entered it on the line, click OK.

After clicking OK, the phrase that you to here with a bookmark bookmarked will have a dashed underlined.

After

2. Recall creating a hyperlink. That is basically what you are going to do, create a hyperlink that is in your page. Highlight the text or picture that you want to hyperlink from. I typed "Go from here" at the top of my page for this. Right-click on the highlighted text or graphic for the shortcut-menu, and go down to [Hyperlink](#) and click on it



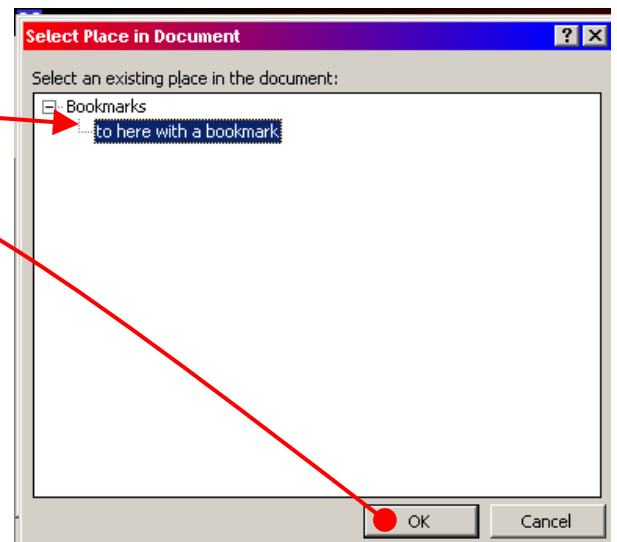
This [Insert Hyperlink](#) dialog box will open. You want to do a bookmark which is a little different than the links you have done before. Click the [Bookmark](#) button on the right side.

You will see a new dialog box that lists the different bookmarks in the page. In my case, I just have one, so I do not have a lot to choose from, but as the choices get larger in number, your naming of the bookmarks becomes more important.

Now click the bookmark that you wish to link to. After you click it, it will become highlighted, as in the picture

After highlighting the bookmark, click [OK](#)

Then click [OK](#) on the [Insert Hyperlink](#) box.



Your page will return, but you will notice that the term that you hyperlinked will probably be blue and underlined. This means it is a hyperlink. If you click on the [Preview](#) tab at the bottom of the page, you will be able to test your bookmark.

Save your work!

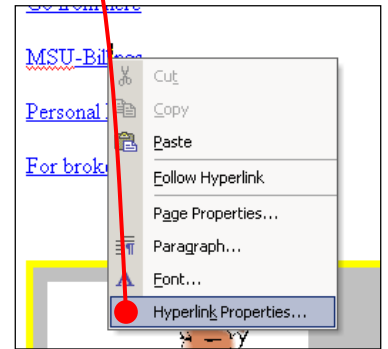
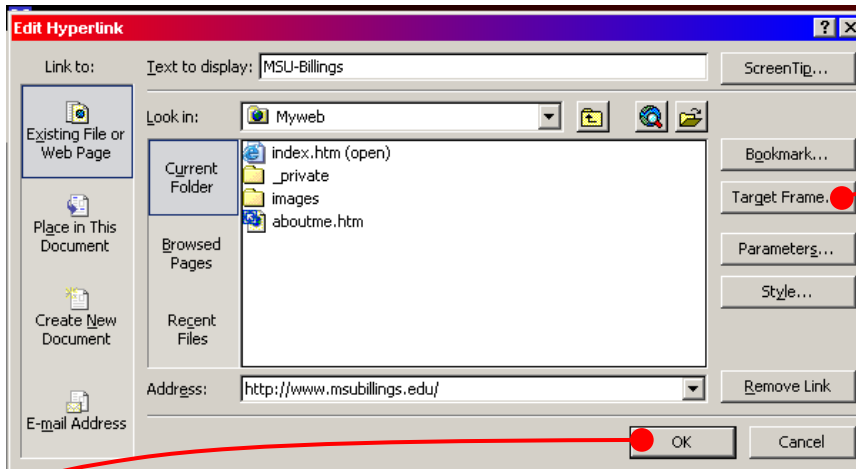
**\*NOTE\*** A bookmark does not always have to be text. You can also bookmark to a point in the page. When you link to just a point though, the process is the same but instead of highlighting the text, you place your cursor in the spot you want a bookmark and click [Insert](#) on the menu bar, then [Bookmark](#). When you are finished, you will have a picture of a small flag that shows where the bookmark is located. The flag will only appear in [Normal](#) view of your window while editing your work.

## Hyperlinks Opening in a New Browser Window

Now, you should be able to create a hyperlink. If a hyperlink is not set otherwise, it will open in the active browser window. It is nice to set your page to open in a different browser window when the user is following a link to a different site. A good example is if the user links to a site outside of yours open it in a different window, so they do not forget about your site.

This can be set in the hyperlink window. Find a hyperlink that you created on your page or create one on your page, if you have none; right-click on it; and go to [Hyperlink Properties](#).

This will open the [Edit Hyperlink](#) dialog box.



This time you want to click on the [Target Frame](#) button.

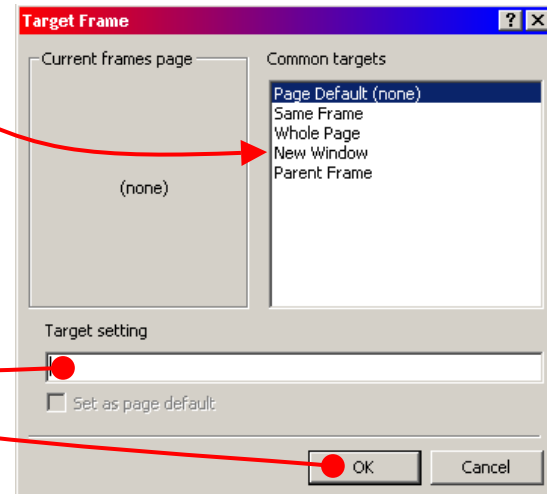
The [Target Frame](#) dialog box will open. This box has several different options but the one that you are looking for is [New Window](#). Select [New Window](#) from the list.

After highlighting [New Window](#), [\\_blank](#) will appear in the [Target Setting](#) box. That is fine.

Click [OK](#).

Click [OK](#) again on the [Edit Hyperlink](#) dialog box.

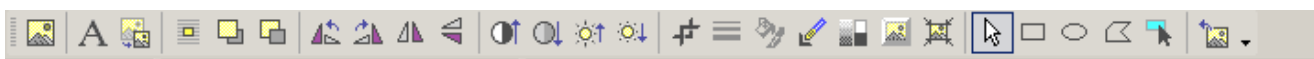
Save your work!



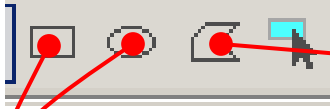
Now click the [Preview](#) tab at the bottom of the page **or** go to [Preview in Browser](#) to view your work in Explorer or Netscape and test your work in the browser.

## Placing Links in a Picture

When you have a picture on a page and would like to have the different segments of the picture link to different places, you need to use a [Hotspot](#). A hotspot is a piece of a picture that is hyperlinked. For example, in a web page that sells car parts, it is easy for a buyer to click on a picture and go to another picture and click on the areas until they get to the part they are looking for. To place a hotspot in a picture, you need a couple things. The first is a picture, so if you do not have one on your page, insert one now. The other is the [Pictures toolbar](#). In normal view, click on the picture. This should bring up a new toolbar on your page that looks like the one below.



If you do not see the picture toolbar on your page, click [View](#) on the menu bar, then [Toolbars](#), and go to [Pictures](#). This will open the toolbar that is pictured at the bottom of the previous page.

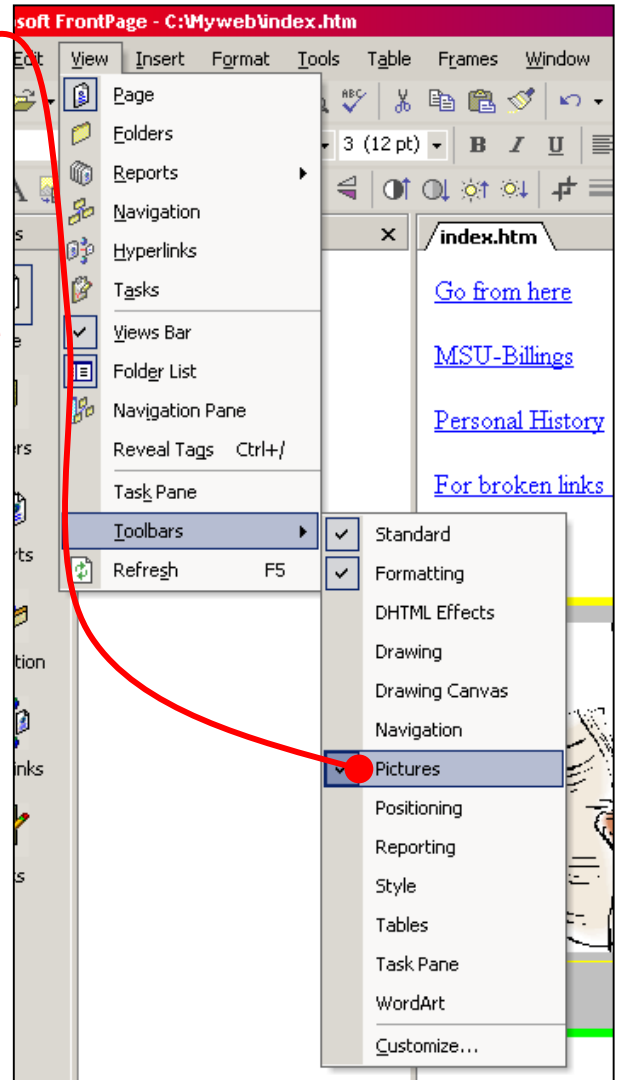


These are the buttons from the Picture Toolbar that you will be using. There are three shapes that you can create hotspots in: [Rectangular](#), [Circular](#), and [Polygonal](#).

The last button on the right is used to [highlight all the hotspots](#) on a page. If you have several hotspots on a picture and cannot recall the ones that are finished and which are not, you can click this button to make them all dark.

After clicking one of the shapes, put your cursor over the picture. Your cursor will look like a pencil. Now you can draw the hotspot. Click and drag to create the rectangular and circular hotspots. The farther you drag, the larger the hotspot becomes. The polygonal one is a little tougher. You have to click around the outside of the shape until the hotspot is enclosed.

After that, the [Insert Hyperlink](#) dialog box will automatically open. Now you can use any of the different methods that you have learned to hyperlink. You can link to another page in your web, or to another site on the internet.



## Hit Counters

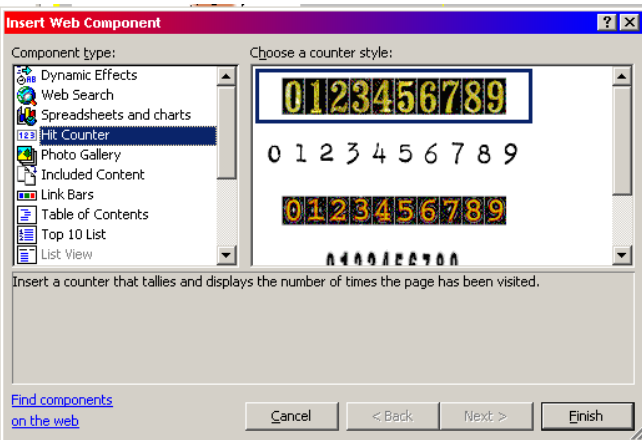
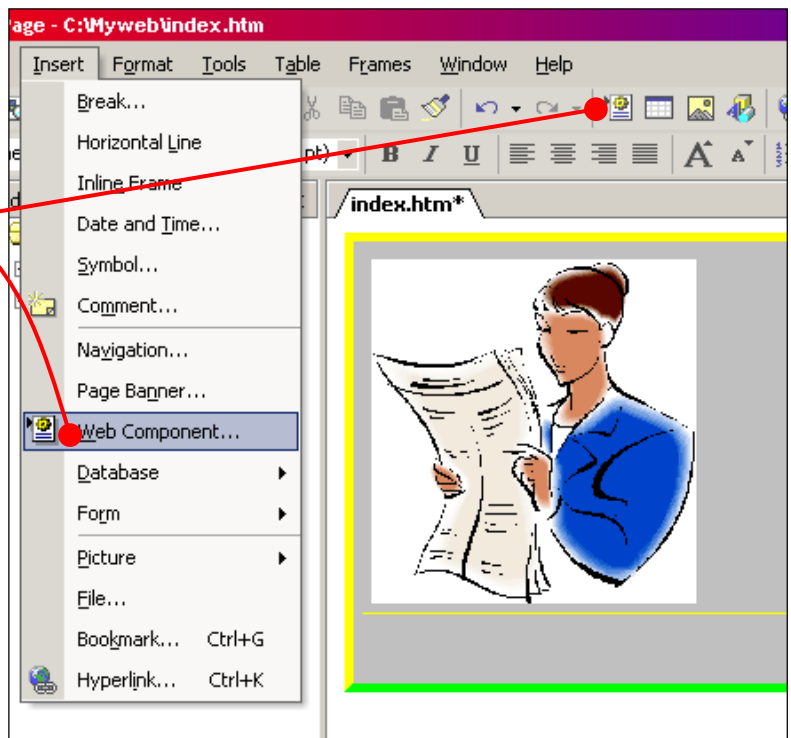
You may want to include a hit counter on your web page to get an idea of the “traffic” through your site. Remember, though, that a hit counter is not totally reliable. For instance, if you are browsing a web page with a hit counter and refresh the page, the hit counter will increase and think that is a new “hit.” In other words, if you browse a page and use the Refresh command 15 times, the hit counter will indicate that the page was entered 15 times, when in reality, you only entered the page once. Many web pages have web counters, because authors like to have an idea of the traffic on their page.

Place the cursor where you would like the counter to be on your page.

Click Insert on the menu bar and click on **Web Component** **or** you can use the **Web Component** button on your toolbar at the top of the page.

Either one of these will take you to the same dialog box.

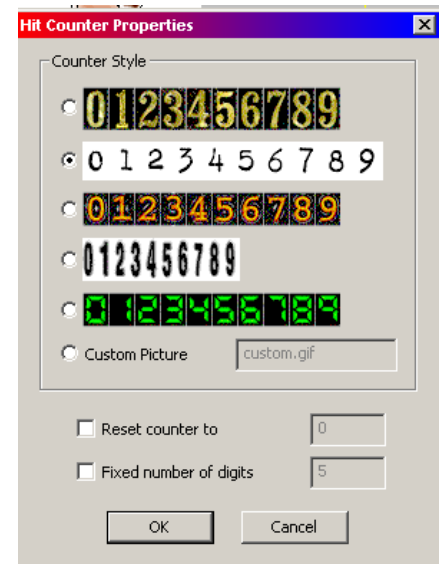
This is the **Insert Web Component** dialog box.



There are a lot of fun finishing touches that you can add to your page here. You are working with hit counters, now, so select that from the list on the left and your dialog box will look like this one. Now, decide from the different counters on the right which you would like on your page. Select it and press **Finish**.

The **Hit Counter Properties** dialog box will open and actually gives you the opportunity to change the counter style again. It also lets you set a couple things about the counter. At the bottom, you can **reset the counter** and **set the number of digits** seen on the page. You have to click in the box to activate the option and then you can change them to any count that you want. After you have the settings where you want them, click OK and the counter will be placed in the page where your cursor was. In order to see the counter though, your page must be published to a server and on the web.

**\*NOTE\*** After adding this feature to your page, you can click the preview tab, but it will say across the top that, to view all the features on this page, it should be viewed in a browser. This is just saying that the preview function is not advanced enough to show you how your page would really look on the web and saying for a better view, look at in the browser.

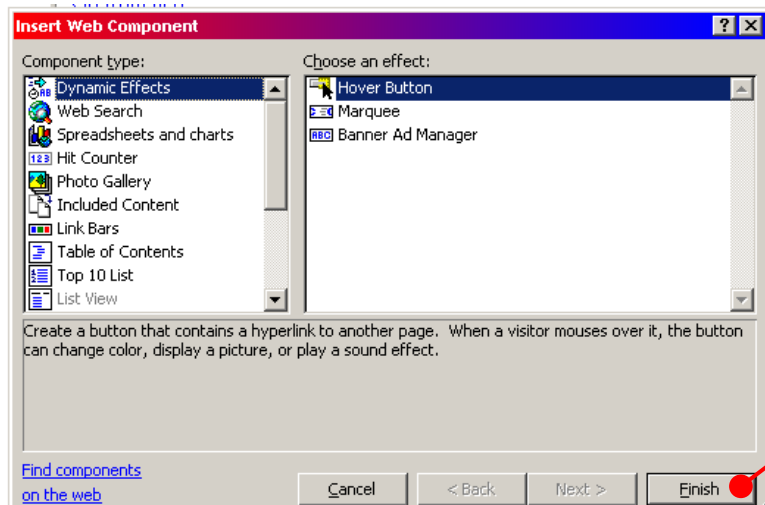


## Creating Hover Buttons

Hover buttons are hyperlink buttons that change in appearance when you hover over them with your pointer. They can add a little extra interactivity to your web page, without a lot of special coding or programming.

Place your cursor where you would like the button.

Click the **Web Component** button on the toolbar and the **Insert Web Component** dialog box will open.



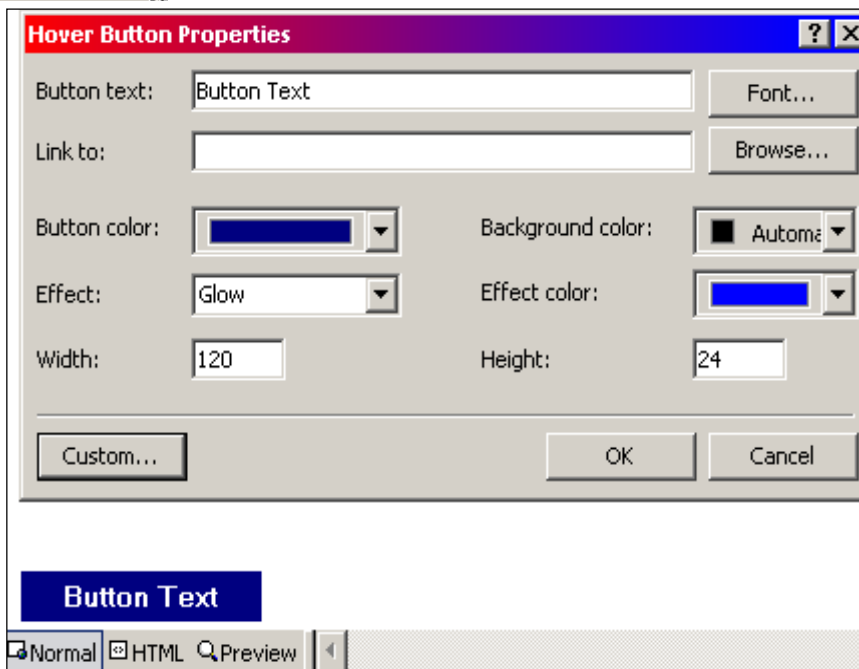
When this box opens, you want to select **Dynamic Effects** on the left and **Hover Button** on the right.

Now click **Finish** at the bottom of the dialog box.

This **Hover Button Properties** dialog box will appear.

At the bottom of the picture to the right, you can see where a button is placed. That is where my cursor was when I entered the **Web Component** dialog box.

There are a lot of different choices in this box. At the top is **Button Text**, this is where you enter what you want the text on the button to say. On the right of that line is a button named **Font**. There you can change the font and size of the wording on the button. The **Link to** box is where a web address can be typed (remember <http://>) or you can browse for the address with the **browse** button on the right. **Button color** is the color of the button. **Effect** contains all the different actions that your button can perform. It is best to change the colors and actions to see what you like the most. **Width** and **Height** need to be changed when the words that you put into **Button Text** is longer or taller than the button. The **Background color** specifies the button's back color when the pointer is over it (used in some Effects). **Effect color** is the color that the button changes to when the mouse is dragged over it.

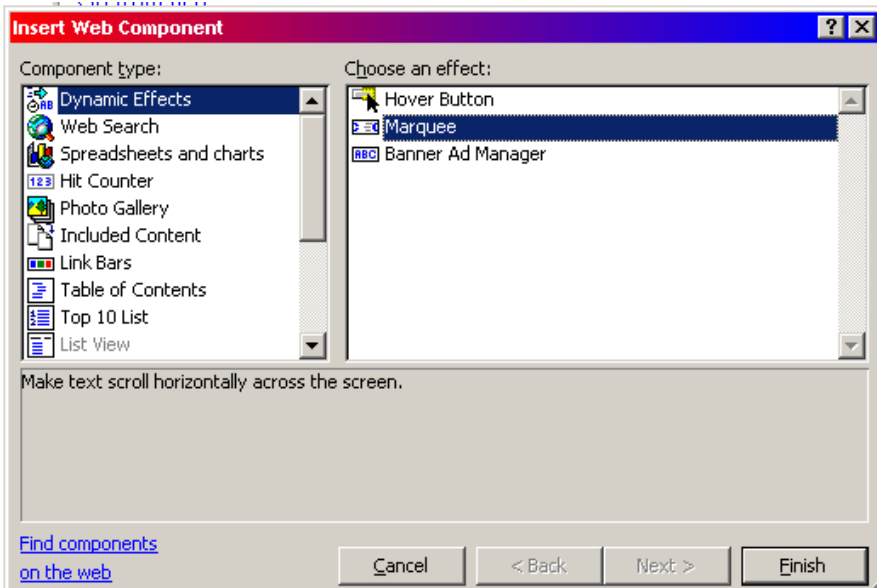


## Creating Marquees

Marquees are an effective way to emphasize text that is important to your audience. A marquee is a text box that displays a scrolling message in a Web page. Make sure that if you decide to use marquees, you only use one of two. They can quickly clutter or overpower a page and distract users.

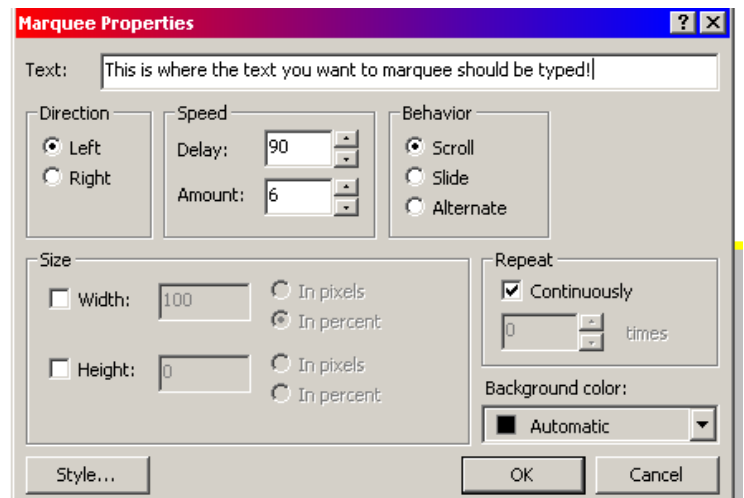
Place the cursor where you would like to have a marquee displayed.

Click the **Web Component** button on the toolbar and the **Insert Web Component** dialog box will open.



After the dialog box opens select **Marquee** from the list on the right. Then click **Finish** at the bottom of the dialog box.

This is the **Marquee Properties** dialog box. The top box is that text that will be used in the marquee. **Direction** determines which direction the text will travel. It will either go toward the left or toward the right. The **Speed** is a personal preference, so you will have to experiment. If it is too slow, no one waits to read it or too fast, no one can read it. The **Behavior** is how the text acts as it travels in the box. **Scrolling** text will run out of the screen on one side and appear on the other. **Slide** will oscillate back and forth between the margins. **Size** determines how big the text box will be. **Repeat** determines how many times the action will take place, a few times or the whole time the user is on your page. **Background color** is the color of the text box. It can be set to blend into the background color of the page or to make the box stand out against the page.



**\*NOTE\*** If you want the text in the box to be a different font, click the **Style** button in the bottom left hand corner and then **Format** on the **Modify Style** dialog box. This button has several of the options for the formatting of text.

After you have entered the text and set the options to your preferences, Click OK.

Save your work!

Wherever the cursor was located, you will now have a marquee that travels on the screen. To see it work though, you will have to go to the [Preview](#) tab at the bottom of the window.