

Adding pictures to a web page

Lesson objectives

Suggested teaching time

50-60 minutes

To explore incorporating pictures in a web, you will:

- a** Insert pictures by using the Insert Picture From File button.
- b** Create picture-based hyperlinks by using the Create Hyperlink feature.

a Inserting pictures

Concepts >

One reason webs are so popular is that they quickly and easily enable you to include pictures in web pages. You can import images to your web, insert them on pages, align them with text, and create image maps. *Image maps* are images that contain hyperlinks.

Picture types

Pictures used on web pages must be one of two file types: gif (Graphics Interchange Format) or jpeg (Joint Photographic Expert Group format). Once you insert a picture, you can select and resize it.

To insert a picture:


1. Place the insertion point where you want the picture to be placed.
2. Click on the Insert Picture From File button on the toolbar. (Or choose Insert, Picture, From File.)
3. Select the name of the picture and click on OK.

To resize a picture:

1. Click on the picture to select it.
2. Place the mouse pointer over one of the corner resize handles and drag to adjust the picture.

Picture alignment

The alignment options on the Appearance tab in the Picture Properties dialog box refer to where a picture is placed on a page and how the picture relates to the text adjacent to it. The following table defines each of the alignment options:

 Picture alignment options

Alignment option	Function
Left	Places the picture against the left margin and wraps the adjacent text down the picture's right side.
Right	Places the picture against the right margin and wraps the adjacent text down the picture's left side.
Top	Aligns the top of the picture with the adjacent text.
Texttop	Aligns the top of the picture with the top of the tallest text in the current line of text.
Middle	Aligns the middle of the picture with the adjacent text.
Absmiddle	Aligns the bottom of the text with the middle of the picture.
Baseline	Aligns the picture with the baseline of the current line of text.
Bottom	Aligns the bottom of the picture with the adjacent text.
Absbottom	Aligns the bottom of the text with the bottom of the picture.
Center	Aligns the picture to the center of the adjacent text.

To further enhance the appearance of your pictures, you can change the horizontal and vertical spacing. This option is used to increase (or decrease) the spacing between the image and the nearest text or picture.

Another feature worth noting is the Alternative Representations text box. Located on the General tab in the Picture Properties dialog box, the Alternative Representations text box enables you to enter the text that you want to appear when pictures are not displayed in a browser. This is helpful if you have a slow Internet connection or a large file to download. The browser will operate much faster if the pictures are displayed as text.

Task A-1: Adding a picture and changing its alignment

Q Objective: To add a picture to a web page to use as a logo.

Ü Before you begin: The FrontPage application window is active and there are no webs open.

What you do

Comments/Prompts

1. Open Pictureweb

Open the Home Page

Verify that the insertion point is at the top of the page

Point out the button used to insert a picture from outside the web.

2. Click on the Insert Picture From File button



To display the Picture dialog box.

3. Navigate to the Pictureweb folder, if necessary



(Click on the Select A File On Your Computer button.) To display the picture files.

Select Opencase.gif

Click on OK

To insert the picture. You can adjust the size and text alignment around the picture.

4. Select the picture

(Click on it.) Selection handles are displayed around the picture.

Observe the Picture toolbar

The Picture toolbar is displayed at the bottom of the window when a picture is selected.

5. Place the mouse pointer over the bottom-right sizing handle

The mouse pointer changes to a two-way arrow.

Drag the handle approximately 2 inches toward the center of the picture

To decrease the size of the picture proportionately.

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- 6. Display the picture's shortcut menu** (Right-click on the picture.)
- Choose **_Picture_Properties..._** To display the Picture Properties dialog box.
- 7. Select the Appearance tab**
- Under **Layout**, click on the **Alignment drop-down arrow**
- Select **Right**
- The alignment option refers to how the picture is placed in relation to the text adjacent to it.
- The **Right** alignment option places the picture against the right border and wraps the text that follows it down the left side of the picture.
- Click on **OK**
- To close the dialog box and return to the Home Page. The picture is aligned to the right of the page and the space surrounding the picture is small.
- 8. Display the picture's shortcut menu** (Right-click on the picture.)
- Choose **_Picture_Properties..._** To display the Picture Properties dialog box.
- 9. Verify that the General tab is selected**
- Under **Alternative Representations**, in the **Text text box**, type **Company Logo**
- Many web surfers turn off their browser's picture-viewing feature to increase the speed with which pages load. The text entered in this text box is displayed instead of the picture if the user has turned pictures off.
- 10. Select the Appearance tab**
- In the **Horizontal Spacing and Vertical Spacing text boxes**, enter **30**
- These options control the distance (measured in pixels) of surrounding text from the picture.
- Click on **OK** To increase the space surrounding the picture.
- 11. Deselect the picture**
- Save the page
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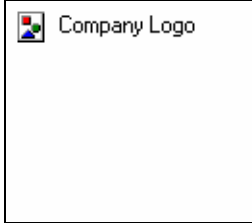
Viewing alternate text

Concepts >

When you specify alternate text, people viewing your site who have turned off picture viewing will see text instead of the picture on the page. Browsers usually display alternate text for pictures in brackets. If you want to provide impact with words rather than pictures, use descriptive words to describe the picture to the reader.

Task A-2: Observing the picture and alternate text by using a browser

ü Before you begin: The Home Page is displayed in Page view.

<u>What you do</u>	<u>Comments/Prompts</u>
1. Click on the Preview In Browser button	 To open the default browser.
Point to the picture	To display the ScreenTip "Company Logo."
2. Choose _Tools_ _Internet_Options..._	To display the Internet Options dialog box.
Select the Advanced tab	
Under Multimedia, uncheck Show Pictures	(Scroll down.)
Click on OK	
3. Click on the Refresh button	 The alternate text is displayed in place of the picture.
4. Choose _Tools_ _Internet_Options..._	To display the Internet Options dialog box.
Select the Advanced tab	
Click on Restore Defaults	To return to the default settings.
Click on OK	
Refresh the screen	To display pictures.
5. Close the browser	

b Using pictures as hyperlinks

Concepts >

You can create a hyperlink on any picture so that when you click on the picture, it takes you to the target page. A well designed picture hyperlink gives you clues about where each hyperlink will take you. For example, a picture hyperlink for the Home Page could be a picture of a house. Businesses could use a picture hyperlink to display pictures of its products. When you click on a product, you would follow a hyperlink to a topic describing the product.

The quickest way to create a picture hyperlink is to drag the picture file from the Folder List and place it on top of the picture on the web page.

Task B-1: Linking pictures to pages

ü Before you begin: The Home Page is in Page view.

What you do

Comments/Prompts

1. Scroll down to display the bottom of the page
2. Display the Folder List, if necessary, and point to House4.gif

Drag House4.gif to the bottom of the page

Release the mouse button

Here's some information you can use about the [Internet](#)



3. Drag Computr2.gif from the Folder List to the bottom of the page so it is next to House4.gif

Drag Suncloud.gif to the bottom of the page so it is next to Computr2.gif

Here's some information you can use about the [Internet](#)



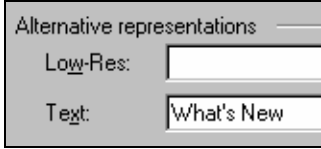
4. In the Folder List, drag Whatsnew.htm and place it on top of the suncloud picture

Observe the status bar

To create a link.

The status bar displays the name of the hyperlink file to confirm that the link has been created.

When you are creating a web, the pictures are not included. You have to gather (or create) your own pictures.

5. **Right-click on the Suncloud picture**
 Choose `_Picture_Properties...`
 To display the shortcut menu.
 To display the Picture Properties dialog box.
6. **On the General tab, under Alternative Representations, in the Text text box, type What's New**

7. **Select the Appearance tab**
 Set the Horizontal Spacing to 20
 Click on OK
 To increase the space around the picture.
8. **Test the link**
 (Right-click and choose Follow Hyperlink.)
9. **Return to the Home Page**
 (Use the Window menu.)

Practice Task

1. **From the Folder List, drag the Home Page to the House picture.**
 To create the link.
 2. **Right-click on the House picture and choose Picture Properties. In the Picture Properties dialog box, on the General tab, enter Top of Home Page as the alternate text.**
 3. **On the Appearance tab, set the Horizontal Spacing to 20.**
 4. **Click on OK.**
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Creating a hotspot

Concepts >

A *hotspot* is an area in a picture that contains a hyperlink. A graphic with one or more hotspots is an image map. A hotspot is invisible in a browser, but you can tell that a picture contains a hotspot because the mouse pointer changes to a hand when it is positioned over one.



To create a hotspot:

1. **Select the picture to contain the hotspot.**
2. **On the Picture toolbar, select the Rectangular Hotspot tool.**

3. Drag the mouse across the picture and draw the area that you want as the hotspot.
4. Release the mouse button to display the Create Hyperlink dialog box.
5. Select the page that you want to use as the target for the hyperlink.
6. Click on OK.

Task B-2: Creating a hotspot

ü Before you begin: Complete the Practice Task at the end of Task B-1.

<u>What you do</u>	<u>Comments/Prompts</u>
1. Click on the computer picture to select it	The Picture toolbar is displayed.
2. On the Picture toolbar, select the Rectangular Hotspot button	
3. Point to the upper-left corner of the computer picture, inside the selection handles	The mouse pointer changes to a pencil.
Draw a rectangle around the computer monitor	
4. Release the mouse button	To display the Create Hyperlink dialog box.
5. Select Office.htm	
Click on OK	To create the hotspot.

Practice Task

1. Create another hotspot on the computer keyboard and mouse.
2. Set the link file to Printing.htm.
3. Save the web page.



Task B-3: Observing the picture links by using a browser

ü Before you begin: Complete the Practice Task at the end of Task B-2.

What you do

Comments/Prompts

1. Click on the Preview In Browser button



Click on OK,
if necessary

2. Experiment with the new picture-based links

Verify that each link works
and takes you to the correct
page

3. Close the browser
4. Close the web

Save pages as needed

If you get the Save Embedded Files dialog box, click on OK.

(Practice Unit for Lesson 4

In this activity, you will create a new web page, add pictures to the page, and experiment with creating links to the pictures.

1. Create and name a new web.
2. Create and name several web pages and add some text to the pages.
3. Drag pictures from either of the existing webs, or you can browse the WWW to find pictures suitable for your web.
4. Experiment with creating links from the pictures you selected to the web pages.
5. Save and close the web page.
6. Close the web.

) Wrap-up for Lesson 4

What types of pictures do you think you might include in your web?

Answers might include: product photos, family pictures, logos, symbols, slogans, or maps.

a Why would you want to include alternate text for your pictures?

Because many web surfers turn off their picture-viewing capabilities to increase transmission rates.

b What is an image map?

A graphic with one or more hotspots.

