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**ADVANCED  
FRONTPAGE**

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**TEACHUCOMP, INC.**

*...it's all about you*

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# INTRODUCTORY FRONTPAGE

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# **LESSON 13-**

## **INSERTING GRAPHICS AND ANIMATION**

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- **THE BASICS OF IMAGES**
- **INSERTING IMAGES**
- **SETTING PICTURE PROPERTIES - 2000**
- **SETTING PICTURE PROPERTIES - 2002**
- **SETTING PICTURE PROPERTIES - 2003**
- **USING HOTSPOTS**
- **USING DHTML**

# INSERTING GRAPHICS AND ANIMATION

## The Basics of Images:

The Internet is probably one of the most incredibly huge photo albums ever known to man. Almost every site contains a logo, supporting images or graphics, or another image collection of some sort. When you add graphics to a web page, you can greatly enhance the impact your pages will have on visitors. However, if the graphics you add are too large or there are too many that need to download all at once, the download times can increase to the point where visitors become annoyed and leave your site. Now, imagine how that could affect sales if your site was for a business. A few tips that can help you minimize download times when using images are to keep images as small as possible, use as few colors as possible while still preserving image quality and repeat images when possible. In addition, if an image is not necessary or if you cannot seem to figure out where to place it, simply remove it from the page plan.

There are a few programs you can use to modify images to either reduce their size or “optimize” them. Optimizing graphics is the process of reducing file size while preserving the dimensions and visual quality. A few of the programs you can use to optimize your graphics are Macromedia Fireworks, Adobe PhotoShop and Jasc Paint Shop Pro.

When you are choosing images and graphics for your web site, you should use GIFS, JPEGS, or PNG files (“.gif,” “.jpg,” “.jpeg,” or “.png” extensions). These are the fastest and most versatile graphics formats to use. They are also the ones that tend to show up in browsers with the fewest problems. The format you choose for each instance can depend on what you plan to accomplish. GIF files are often best used for cartoons and logos because they display up to 256 colors. Much larger than GIF files, JPEG files are more versatile and display 16.7 million colors. These are often used for high-quality photographs where detail is important. PNG files have advantages over the other two in size and color, but they are so new that they are not yet supported by all browsers. You must have Netscape Navigator or Microsoft Internet Explorer 4.0 or later to view the PNG file type.

While you build pages, you should periodically take a look at the estimated download time for your page in the lower-right corner of the work area in Page view. FrontPage calculates the estimated download time based on the size of the file and the expected connection speed. You can change the expected connection speed by simply clicking the box with the estimated time and selecting a new speed.



Estimated Download Time

# INSERTING GRAPHICS AND ANIMATION

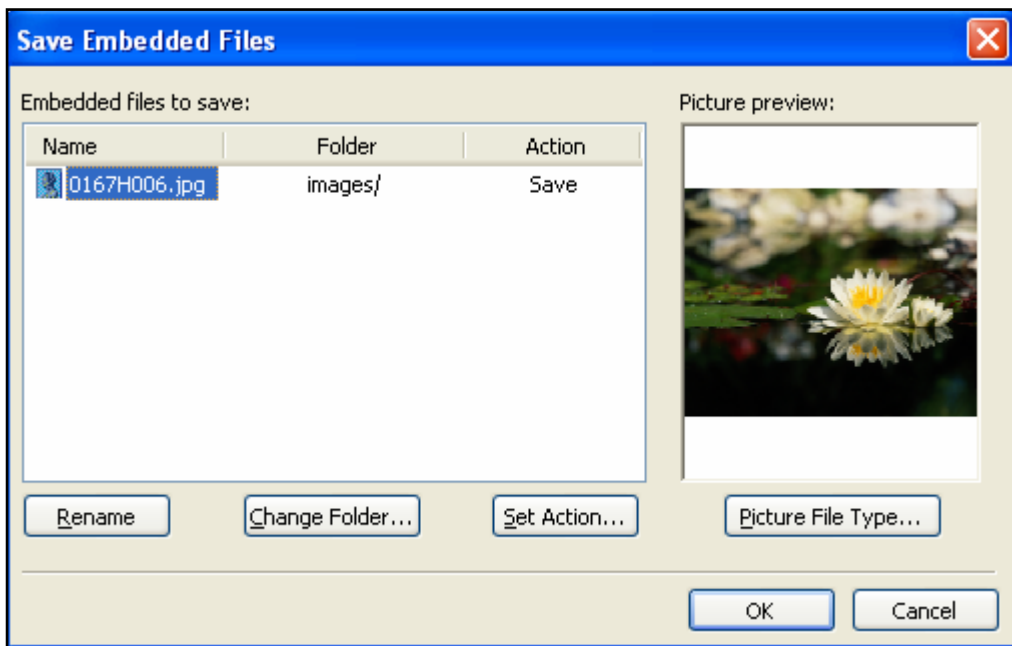
## Inserting Images:

When you insert an image into your web page, the image is not really embedded in the web page. Rather, a placeholder with a link that points to where the image is stored on the computer is inserted. If the image is stored in the correct place it will load.

If the image that you want to insert is not of the appropriate type, you are in luck! FrontPage will convert non-browser-friendly graphics into a format that is web compatible. However, you may want to work on your images in a graphics application to compress the images, reduce the file size, etc... . Then you can save it as one of the web-friendly graphics types.

To insert an image into your web page, select "Insert| Picture| From File..." from the Menu Bar, or click the "Insert Picture From File" button on the Standard toolbar. The "Picture" dialog box will appear where you can select one of the images or graphics stored in your site's root or images folder, or you can find one somewhere else on your computer or network. In FrontPage 2000, you must click the "Select a file on your computer" button which is the button with an icon of a folder with a magnifying glass at the right end of the "URL:" field. This will bring up the "Select File" dialog box where you can navigate to the picture that you want to insert. Select the picture to import, and click "OK" to insert it into your web page. In FrontPage 2002 and 2003, simply navigate to the location of the picture, select it, and click "OK."

When you save the document after inserting images that are not somewhere in your site's root folder, FrontPage will offer to save the images in the "Save Embedded Files" dialog box. As stated before, if you insert a graphic that is not one of the web-friendly formats, FrontPage will also convert it for you. If you would like to change the name of the file for your image, click the "Rename" button and enter a new name. To change the folder in which the image will be saved, click the "Change Folder..." button and select the desired folder. To set the image as something you do not want saved in your root folder, click the "Set Action..." button and switch the option in the "Set Action" dialog box. When you are finished with the options here, click "OK" to save the page and save the images into the specified folder.



# INSERTING GRAPHICS AND ANIMATION

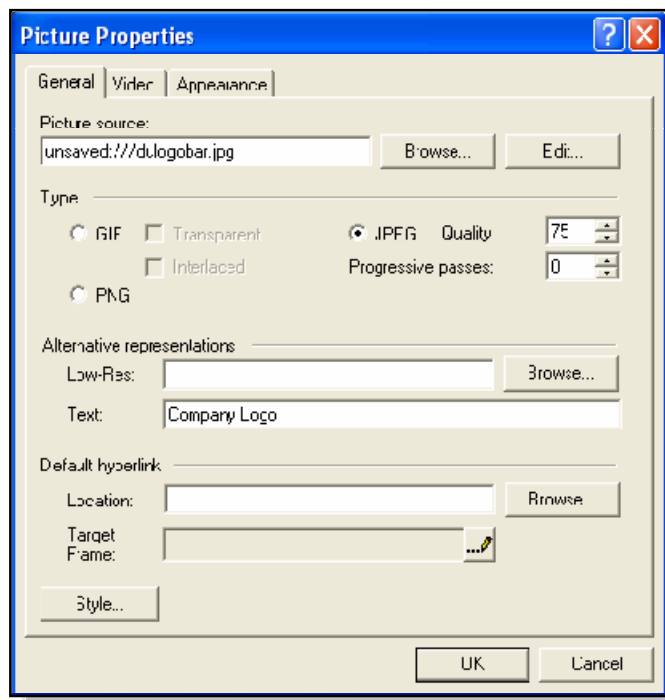
## Setting Picture Properties - 2000:

You can set the properties for the images that you have inserted by right-clicking them and selecting "Picture properties..." from the contextual menu. In the "Picture Properties" dialog box, you can change the file format and quality settings of the picture in the "Type" section. If you select "GIF," you can then select the checkboxes for "Transparent," which lets the page background color show through; or "Interlaced," which means that the graphic is displayed with increasing detail as it is downloaded, if they are available. If you select "JPEG," you can then select options for "Quality" and "Progressive Passes." The "Quality" can be set from 1 to 99. The higher the number the larger the file size, but image quality is enhanced. Lower numbers are smaller file sizes, but you may lose quality. The "Progressive passes" setting defines how many lower quality version of the image will load, gradually increasing in quality, as the image downloads fully. A setting of zero means the graphic is not rendered progressively. This means that the visitor will not see the graphic loading until it is completely loaded.

Under "Alternative representations", you can select a highly compressed and smaller version of the image to display while the larger image downloads by clicking the "Browse..." button at the right end of the "Low-Res:" field. You must have this image already compressed and saved in order to select it. You should also enter a brief description of the picture in the "Text:" field. This is the description of the image that people with text-only and other special types of browsers will see. Some browsers also display the text that you enter here as a pop-up description when visitors hold their mouse pointers over the image.

Another often useful property is located here as well: the "Default hyperlink" location. You can enter a hyperlink into the "Location:" field, or use the "Browse..." button at the right end of the field to select a page that the image will link to when a visitor clicks it. If you are using a framed site, you may also need to set the "Target Frame" by clicking the button at the right end of the "Target Frame:" field.

Then, on the "Appearance" tab, you can select an alignment for the picture to define how text should wrap around it, as well as apply a border, set the amount of space around the picture and specify the dimensions. When you are finished, click "OK."



# INSERTING GRAPHICS AND ANIMATION

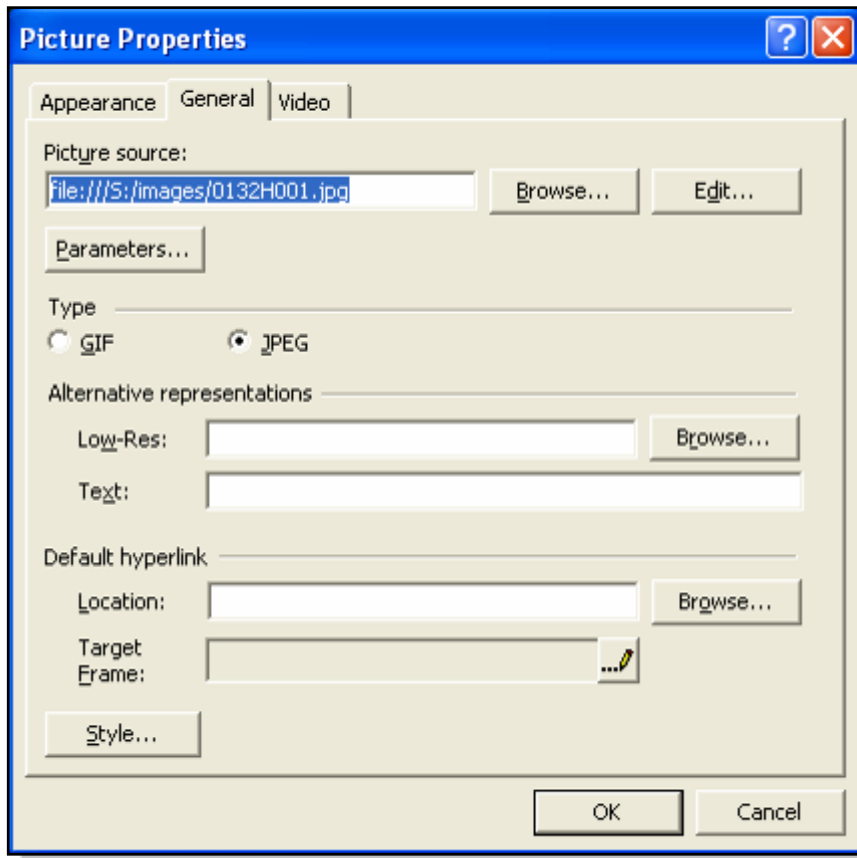
## Setting Picture Properties - 2002:

You can set the properties for the images that you have inserted by right-clicking them and selecting "Picture properties..." from the contextual menu. In the "Picture Properties" dialog box, on the "Appearance" tab, you can select how text should wrap around the picture, as well as apply a border, set the amount of space around the picture and specify the dimensions.

Then, on the "General" tab, you can select "GIF" or "JPEG" as the picture file type in the "Type" section.

Under "Alternative representations", you can select a highly compressed and smaller version of the image to display while the larger image downloads by clicking the "Browse..." button at the right end of the "Low-Res:" field. You must have this image already compressed and saved in order to select it. You should also enter a brief description of the picture in the "Text:" field. This is the description of the image that people with text-only and other special types of browsers will see. Some browsers also display the text that you enter here as a pop-up description when visitors hold their mouse pointers over the image.

Another often useful property is located here as well: the "Default hyperlink" location. You can enter a hyperlink into the "Location:" field, or use the "Browse..." button at the right end of the field to select a page that the image will link to when a visitor clicks it. If you are using a framed site, you may also need to set the "Target Frame" by clicking the button at the right end of the "Target Frame:" field. When you are finished, click "OK."

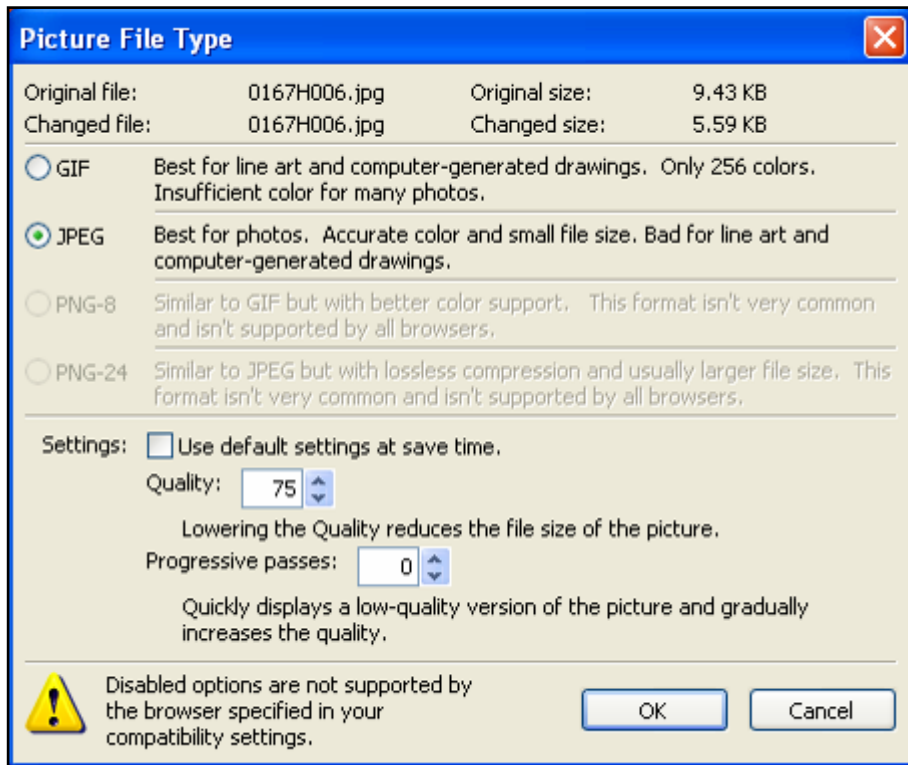


# INSERTING GRAPHICS AND ANIMATION

## Setting Picture Properties - 2003:

You can set the properties for the images that you have inserted by right-clicking them and selecting “Picture properties...” from the contextual menu. In the “Picture Properties” dialog box, on the “Appearance” tab, you can select how text should wrap around the picture, as well as apply a border, set the amount of space around the picture and specify the dimensions.

Then, on the “General” tab, you can click the “Picture File Type...” button. When you do this, the “Picture File Type” dialog box will appear where you can see your options for file types at the top. Depending on the browser type and version you have selected to publish for, your file type options will vary. If you have not chosen to publish for a new enough version of web browser, the PNG-8 and PNG-24 file types will not be available. Once you select an option, you will see some more options for that file type in the lower portion of the dialog box. With “GIF” selected, you have options to make the image “Interlaced” and “Transparent.” With “JPEG” selected, you have options to set the “Quality:” level and a number of “Progressive passes:.” If you select a number of progressive passes, the image will load first with a low quality and most likely blurry version of the image. It will then gradually increase in quality as more of the image is downloaded. The number of passes you set will dictate the number of lower quality versions to be displayed while the image downloads. By default, FrontPage will choose the file type that will result in the smallest file size. However, if you would like to change the type, or at least see your other options, you can do so here. As you make changes to the settings in this dialog box, you can monitor the final file size of the image in the upper-right corner of the dialog box. When you are finished with the settings here, click “OK.”



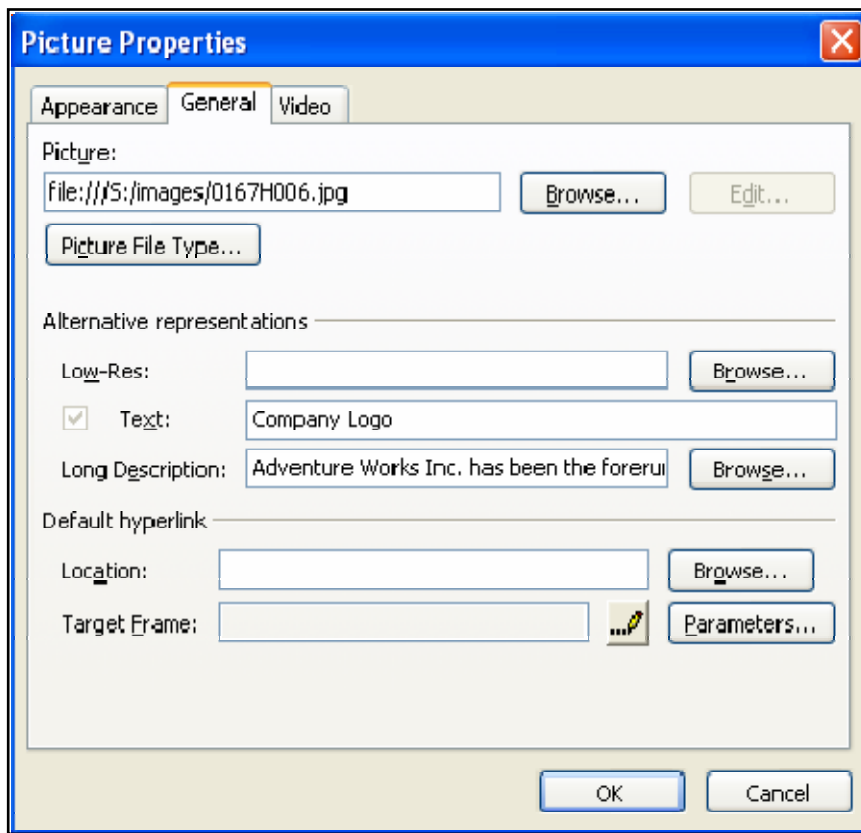


# INSERTING GRAPHICS AND ANIMATION

## Setting Picture Properties - 2003 (cont.):

Under “Alternative representations”, you can select a highly compressed and smaller version of the image to display while the larger image downloads by clicking the “Browse...” button at the right end of the “Low-Res:” field. You must have this image already compressed and saved in order to select it. You should also enter a brief description of the picture in the “Text:” field. This is the description of the image that people with text-only and other special types of browsers will see. Some browsers also display the text that you enter here as a pop-up description when visitors hold their mouse pointers over the image.

Another often useful property is located here as well: the “Default hyperlink” location. You can enter a hyperlink into the “Location:” field, or use the “Browse...” button at the right end of the field to select a page that the image will link to when a visitor clicks it. If you are using a framed site, you may also need to set the “Target Frame” by clicking the button at the right end of the field “Target Frame:” field. When you are finished, click “OK.”



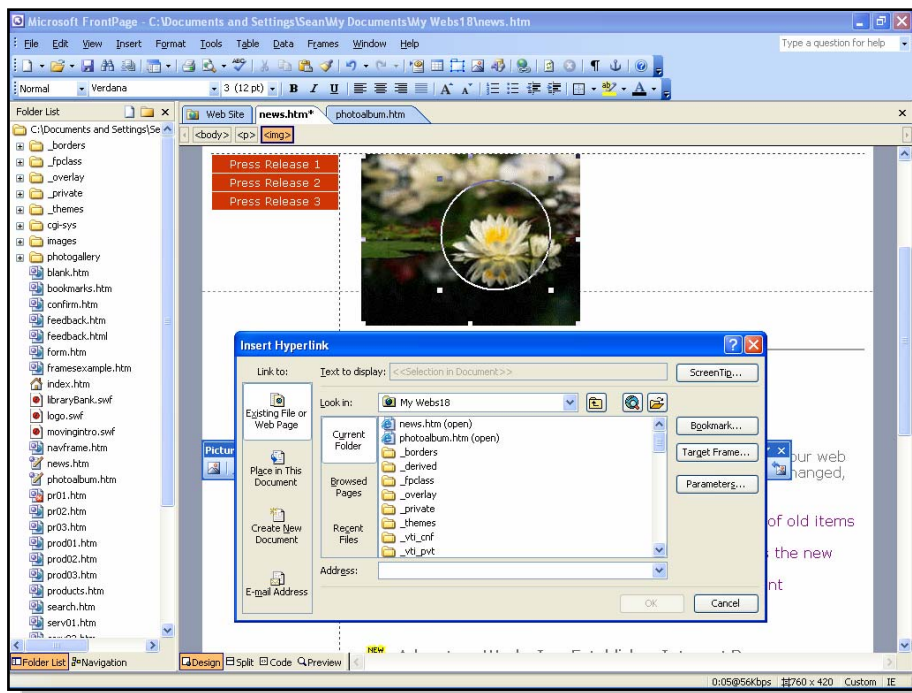
# INSERTING GRAPHICS AND ANIMATION

## Using Hotspots:

An “image map” is a picture that is used to link to several different pages without the need for text links. The clickable areas in an image map are called “Hotspots.” When you click a Hotspot in a graphic, you will be taken to the page that the Hotspot is linked to. For example, you might have an image of a person posing with your winter line of clothing. You could create Hotspots over the coat, hat, gloves, boots and pants of the person, each leading to a different page that presented items of the type clicked. Hotspots are invisible to the user, so you should clearly mark them or include some text that tells visitors to click the part of the picture they want to see more information on. There is the small visual clue that an image contains Hotspots, though. When a visitor rolls the mouse pointer over one, the pointer turns into a small pointing hand just like with text links.

You start an image map by simply inserting the image that you want to use as the image map. Then you use buttons on the Pictures toolbar. To display the Pictures toolbar, select “View| Toolbars| Pictures” from the Menu Bar. There are three shapes of Hotspots you can place on an image map: rectangular, circular and polygonal. To create a Hotspot, select the type of hotspot you want to draw and then click and drag over the area in your image you want the Hotspot to cover. The best place to start, however, depends on the Hotspot type that you select. If you select the “Rectangular Hotspot,” then click and drag from the upper-left corner to the lower-right corner of where you want the Hotspot to be placed. If you select the “Circular Hotspot,” click in the center of the area you want the Hotspot to cover, and drag out from there. If you select the “Polygonal Hotspot” tool, you do not actually click and drag at all. You simply click the points at which you want each of the points in the Hotspot to be placed. Make sure that you work back and click the starting point again to close the polygon. This type of Hotspot works best for odd shapes.

Once you create the Hotspot, the hyperlink dialog box will automatically open where you will need to set the page that you want to create the hyperlink to. When you are finished, click “OK.” Now, just repeat the process for all of the other Hotspots you want to create on the image until you have finished the image map.



# INSERTING GRAPHICS AND ANIMATION

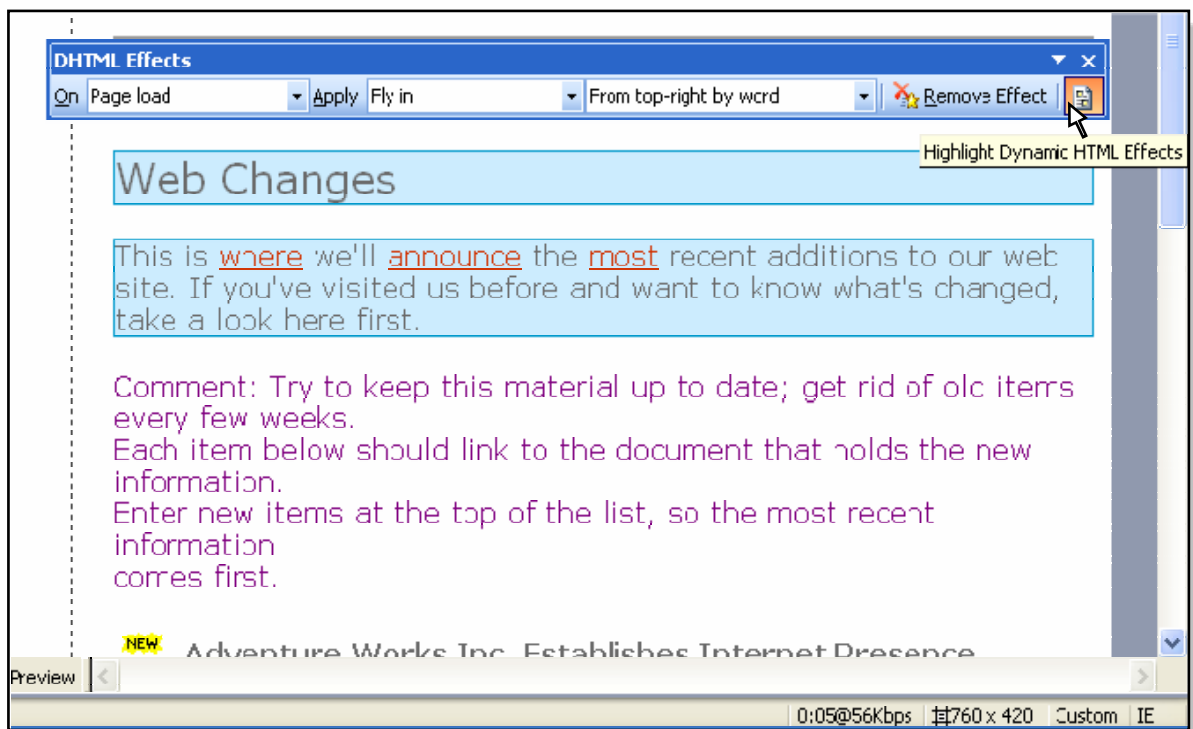
## Using DHTML:

Dynamic HTML (or DHTML), allows you to apply effects and animation to objects and text in your web site. With DHTML, you can create effects that have the words fly off of the page when someone clicks them, or have a picture swap with another when someone rolls their mouse pointer over it, for example. There are several others, and they can all be set using the DHTML Effects toolbar. The available effects are different for text versus images. Also, the impressive DHTML effects are not visible in older browsers. You must be viewing the pages in Internet Explorer 4.0 or later or Netscape Navigator 4.0 or later to view them. On top of that, each browser renders the effects differently, so you should check how your page looks in multiple browsers. To display the DHTML Effects toolbar, select "View| Toolbars| DHTML Effects" from the Menu Bar.

To apply DHTML effects, select the text or graphic to which you would like to apply the effect. Then select an event trigger from the "On" drop-down at the far left end of the DHTML Effects toolbar. There are usually several possible events that could occur for what you have selected. The effect will only trigger when the specified event occurs.

Next, use the "Apply" drop-down menu to select from a variety of different types of activities that you could apply. One of the most popular for images is "Swap Image," which allows you to use the next available drop-down to select another picture that will appear when the event that you specified (usually "Mouse Over") occurs. There are several effects that you can apply to text. Most objects also have more options for the "Page Load" event than the other events. Use the last drop-down to specify any additional parameters for the effect that you selected.

If you want to remove an effect that you have applied, select the text or object that you applied the DHTML to and click the "Remove effect" button on the DHTML Effects toolbar. If you cannot remember to which objects you applied the effects, you can click the "Highlight Dynamic HTML Effects" button on the DHTML Effects toolbar.

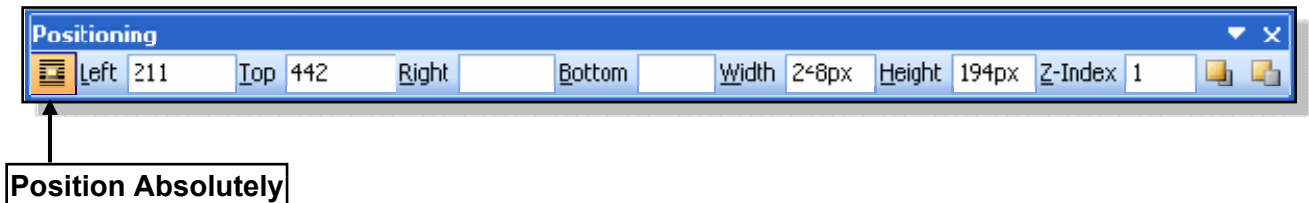


# INSERTING GRAPHICS AND ANIMATION

## Using DHTML (cont.):

DHTML is also responsible for providing another great tool for positioning objects in a web page. With the "Positioning" toolbar, you can place images and blocks of text precisely where you want them in the page without having to resort to placing them in tables. To achieve this, DHTML places the objects in their own separate layer of the web page. You can even specify which layer they are in by assigning them a "Z-Index" in the page. The higher the Z-Index number, the further from the background of the page it is. It is worth mentioning that this is also something that older browsers cannot view, and some current browsers cannot view reliably. Netscape and Internet Explorer can both view the positioning commands differently, so you should preview your page in both types of browsers to ensure that the browsers will show the placement of the objects in the positions that you want them. To display the Positioning toolbar, select "View| Toolbars| Positioning" from the Menu Bar.

To use the Positioning toolbar, select the object or block of text that you want to position absolutely and then click the "Position Absolutely" button on the Positioning toolbar. This will then place the text or graphic in its own layer. You should be able to see resizing handles appear around the border of the layer when it is placed in its own layer. You can then click and drag the new layer to the position at which you want it to appear. You will notice that as you change the positioning of the layer on your page, the new coordinates automatically fill into the Positioning toolbar. You can use the fields on the toolbar to manually enter the coordinates of the layer if you would like.



# ACTIONS-

## INSERTING GRAPHICS AND ANIMATION

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### ADJUSTING EXPECTED CONNECTION SPEED:

1. Click the “Estimated Time to Download” block in the Status Bar.
2. Select a connection speed.

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### INSERTING A PICTURE INTO YOUR WEB PAGE - 2000:

1. Select “Insert| Picture| From File...” from the Menu Bar.

### OR

1. Click the “Insert Picture” button on the Standard toolbar.
2. Select an image from your web site’s folder or click the “Select a file on your computer” button at the right end of the “URL:” field to bring up the “Select a file” dialog box.
3. If you selected a file on your computer, use the dialog box to navigate to the folder that contains the image that you want to insert. Click it to select it, and then click the “OK” button to insert it.
4. Click “OK” to insert the image file.

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### INSERTING A PICTURE INTO YOUR WEB PAGE - 2002 AND 2003:

1. Select “Insert| Picture| From File...” from the Menu Bar.

### OR

1. Click the “Insert Picture” button on the Standard toolbar.
2. Navigate to the location of the picture.
3. Select the picture.
4. Click “Insert.”

# ACTIONS-

# INSERTING GRAPHICS AND ANIMATION

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## SETTING THE PICTURE PROPERTIES - 2000:

1. Right-click the desired picture and select "Picture properties..." from the contextual menu.
2. In the "Picture Properties" dialog box, you can change the file format and quality settings of the picture in the "Type" section.
3. If you select "GIF," you can then select the checkboxes for "Transparent" or "Interlaced," if they are available.
4. If you select "JPEG," you can then select options for "Quality" and "Progressive Passes."
5. Under "Alternative representations", you can select a highly compressed and smaller version of the image to display while the larger image downloads by clicking the "Browse..." button.
6. Enter a brief description of the picture in the "Text:" field.
7. In the "Default hyperlink" section, enter a hyperlink into the "Location:" field, or use the "Browse..." button at the right end of the field to select a page that the image will link to when a visitor clicks it, if desired.
8. If you are using a framed site, you may also need to set the "Target Frame" by clicking the button at the right end of the "Target Frame:" field.
9. On the "Appearance" tab, select an option to define how text should wrap around the picture, if desired.
10. Apply a border, if desired.
11. Set the amount of spacing around the picture, if desired.
12. Specify the dimensions of the picture, if desired.
13. Click "OK."

## SETTING THE PICTURE PROPERTIES - 2002:

1. Right-click the desired picture and select "Picture properties..." from the contextual menu.
2. On the "Appearance" tab, select an option to define how text should wrap around the picture, if desired.
3. Apply a border, if desired.
4. Set the amount of spacing around the picture, if desired.
5. Specify the dimensions of the picture, if desired.
6. On the "General" tab, you can select "GIF" or "JPEG" as the picture file type in the "Type" section.
7. Under "Alternative representations", you can select a highly compressed and smaller version of the image to display while the larger image displays by clicking the "Browse..." button.
8. Enter a brief description of the picture in the "Text:" field.
9. In the "Default hyperlink" section, enter a hyperlink into the "Location:" field, or use the "Browse..." button at the right end of the field to select a page that the image will link to when a visitor clicks it, if desired.
10. If you are using a framed site, you may also need to set the "Target Frame" by clicking the button at the right end of the "Target Frame:" field.
11. Click "OK."

# ACTIONS-

# INSERTING GRAPHICS AND ANIMATION

## SETTING THE PICTURE PROPERTIES - 2003:

1. Right-click the desired picture and select "Picture properties..." from the contextual menu.
2. On the "Appearance" tab, select an option to define how text should wrap around the picture, if desired.
3. Apply a border, if desired.
4. Set the amount of spacing around the picture, if desired.
5. Specify the dimensions of the picture, if desired.
6. On the "General" tab, you can click the "Picture File Type..." button to see your options for file types.
7. Select a file type option. You will then see some more options for that file type in the lower portion of the dialog box.
8. If you select "GIF," you have options to make the image "Interlaced" and "Transparent."
9. If you select "JPEG," you have options to set the "Quality:" level and a number of "Progressive passes:." If you select a number of progressive passes, the image will load first with a low quality and most likely blurry version of the image. It will then gradually increase in quality as more of the image is downloaded.
10. As you make changes to the settings in this dialog box, you can monitor the final file size of the image in the upper-right corner of the dialog box.
11. Click "OK."
12. Under "Alternative representations", you can select a highly compressed and smaller version of the image to display while the larger image displays by clicking the "Browse..." button.
13. Enter a brief description of the picture in the "Text:" field.
14. In the "Default hyperlink" section, enter a hyperlink into the "Location:" field, or use the "Browse..." button at the right end of the field to select a page that the image will link to when a visitor clicks it, if desired.
15. If you are using a framed site, you may also need to set the "Target Frame" by clicking that button at the right end of the "Target Frame:" field.
16. Click "OK."

# ACTIONS-

## INSERTING GRAPHICS AND ANIMATION

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### SAVING IMAGES FOR YOUR WEB PAGE:

1. Click the “Save” button on the Standard toolbar.
  2. Click the “Rename” button and enter a new name if you would like to rename the image file.
  3. To change the folder in which the image will be saved, click the “Change Folder...” button and select the desired folder, if desired.
  4. To set the image as something you do not want saved in your root folder, click the “Set Action...” button and switch the option in the “Set Action” dialog box. Then click “OK.”
  5. Click “OK.”
- 

### DISPLAYING THE PICTURES TOOLBAR:

1. Select “View| Toolbars| Pictures” from the Menu Bar.
- 

### CREATING HOTSPOTS IN A GRAPHIC:

1. Insert an image that you want to use as an image map.
  2. Click the type of Hotspot that you want to create on the Pictures toolbar: “Rectangular Hotspot,” “Circular Hotspot,” or “Polygonal Hotspot.”
  3. If you select the “Rectangular Hotspot,” click and drag from the upper-left corner to the lower-right corner of where you want the Hotspot to be placed. If you select the “Circular Hotspot,” click in the center of the area you want the Hotspot to cover, and drag out from there. If you select the “Polygonal Hotspot,” click the points at which you want each of the points in the Hotspot to be placed. Make sure that you work back and click the starting point again to close the polygon.
  4. Once you create the Hotspot, set the page to which you want to create the hyperlink in the hyperlink dialog box .
  5. Click “OK.”
  6. Repeat this process as necessary until you complete the image map.
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### DISPLAYING THE DHTML EFFECTS TOOLBAR:

1. Select “View| Toolbars| DHTML Effects” from the Menu Bar.
- 

### DISPLAYING THE POSITIONING TOOLBAR:

1. Select “View| Toolbars| Positioning” from the Menu Bar.



# ACTIONS-

# INSERTING GRAPHICS AND ANIMATION

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## APPLYING DHTML EFFECTS TO OBJECTS:

1. Select the text or graphic that you want to apply DHTML Effects to.
  2. Select the event that you want this effect to be triggered by from the “On” drop-down.
  3. Select the type of effect you want to apply from the “Apply” drop-down.
  4. Use the next available drop-down to set any additional effects for the selected effect, if necessary.
- 

## REMOVING DHTML EFFECTS FROM OBJECTS:

1. Select the text or graphic that you want to remove DHTML Effects from.
  2. Click the “Remove Effect” button on the DHTML Effects toolbar.
- 

## HIGHLIGHTING DHTML EFFECTS ON OBJECTS:

1. Click the “Highlight Dynamic HTML Effects” button on the DHTML Effects toolbar.
- 

## USING ABSOLUTE OBJECT PLACEMENT IN YOUR WEB PAGE:

1. Select the object or block of text that you want to position absolutely.
2. Click the “Position Absolutely” button on the Positioning toolbar.
3. You can resize the layer by clicking and dragging the resizing squares around the border of the layer when your mouse turns into a two-pointed arrowhead over one of them.
4. You can click and drag the new layer to the position at which you want it to appear.
5. You will notice that as you change the positioning of the layer on your page, the new coordinates automatically fill into the Positioning toolbar. You can use the fields on the toolbar to manually enter the coordinates of the layer if you would like.

# EXERCISES:

## INSERTING GRAPHICS AND ANIMATION

### Purpose:

1. To become familiar with inserting graphics and modifying their properties.

### Exercises:

1. Open the site you created with the "Corporate Presence Wizard."
2. Create a new blank page.
3. Click the "Insert Picture from File" button in the Standard toolbar.
4. Select an image from somewhere on your computer that is NOT in your root folder and insert it. Remember, in FrontPage 2000 you must click the button that is a folder with a magnifying glass in order to do this.
5. Right-click the picture and select "Picture Properties..." from the Menu Bar.
6. In FrontPage 2000, select "JPEG" on the "General" tab and set the "Quality:" to 45.
7. In FrontPage 2000, enter a short description of the picture into the "Text:" field.
8. In FrontPage 2000, click the "Browse..." button to the right of the "Location:" field and select the home page, "index.htm" as the file to link to and click "OK."
9. In FrontPage 2000, click the "Appearance" tab and select the "Specify size" checkbox, making sure there is a checkmark in the "Keep aspect ratio" checkbox, then enter 480 into the "Width:" field with "in pixels" selected beneath the field.
10. In FrontPage 2000, click "OK."
11. In FrontPage 2002 and 2003, select the "Specify size" checkbox on the "Appearance" tab, making sure there is a checkmark in the "Keep aspect ratio" checkbox, then enter 480 into the "Width:" field with "in pixels" selected beneath the field.
12. In FrontPage 2002, click the "General" tab and select "JPEG" if it is not already selected.
13. In FrontPage 2002 and 2003, enter a short description of the picture into the "Text:" field.
14. In FrontPage 2002 and 2003, click the "Browse..." button to the right of the "Location:" field and select the home page, "index.htm" as the file to link to and click "OK."
15. In FrontPage 2002, click "OK."
16. In FrontPage 2003, click the "Picture File Type..." button.
17. In FrontPage 2003, remove the checkmark from the checkbox next to "Settings:."
18. In FrontPage 2003, set the "Quality:" spinner box to 45. Notice the "Changed size:" is smaller than the "Original size:" in the upper-right corner of the dialog box.
19. In FrontPage 2003, click "OK."
20. In FrontPage 2003, click "OK."
21. Save the file as "picture.htm."
22. In the "Save Embedded Files" dialog box, notice that the picture will be saved to the site's root folder somewhere and that it will be converted if it was not a JPEG or GIF.
23. If the folder specified is not your site's "images" folder within the root folder, click the "Change Folder..." button and select the "images" folder.
24. Leave the page open for the next exercise. You may preview it if you would like.

# EXERCISES:

## INSERTING GRAPHICS AND ANIMATION

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### Purpose:

1. To become familiar with creating image maps with Hotspots.
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### Exercises:

1. Open the page "picture.htm" you created in the previous exercise.
2. Display the Pictures toolbar, if it is not already displayed, by selecting "View| Toolbars| Pictures" from the Menu Bar.
3. Click the "Rectangular Hotspot" button on the Pictures toolbar and click and drag over a small area of the picture. When you release your mouse button, the hyperlink dialog box will open.
4. Select the page "prod01.htm" from your site and click "OK."
5. Click the "Circular Hotspot" button on the Pictures toolbar and click and drag over a small area of the picture starting from the CENTER of where you want the Hotspot.
6. Select the page "prod02.htm" from your site and click "OK."
7. Click the "Polygonal Hotspot" button on the Pictures toolbar and click a spot on the picture.
8. Release your mouse button, move it to a new location and click again.
9. Repeat this process to create an oddly shaped polygon.
10. Return to the beginning point and click it.
11. Select the page "prod03.htm" from your site and click "OK."
12. Click the "Highlight Hotspots" button on the Pictures toolbar to see how it shows only areas that have Hotspots drawn over them.
13. Click the button again to turn this feature off.
14. Save the page and preview it in your browser.

# EXERCISES:

## INSERTING GRAPHICS AND ANIMATION

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### Purpose:

1. To become familiar with applying DHTML effects to objects and text.
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### Exercises:

1. Open the page "picture.htm" you created in the previous exercise.
2. Display the DHTML Effects toolbar, if it is not already displayed, by selecting "View| Toolbars| DHTML Effects" from the Menu Bar.
3. Click the picture to select it.
4. Select "Mouse over" from the "On" drop-down on the DHTML Effects toolbar.
5. Select "Swap Picture" from the "Apply" drop-down on the toolbar.
6. Click the next drop-down and select "Choose picture...."
7. Select another picture from somewhere on your computer or network, preferably from the site's root folder and click "OK" or "Open," depending on your version of FrontPage.
8. Press the "Home" key on your keyboard and then press the "Enter" key once.
9. Enter the text, "Roll over the picture below to see it swap to another picture!!!"
10. Select the line of text you just entered and select "Page load" from the "On" drop-down on the DHTML Effects toolbar.
11. Select "Fly in" from the "Apply" drop-down on the toolbar.
12. Select "From top-right by word" from the next drop-down to the right.
13. Display the Positioning toolbar, if it is not already displayed, by selecting "View| Toolbars| Positioning" from the Menu Bar.
14. Click the picture to select it.
15. Click the "Position Absolutely" button on the Positioning toolbar. This is the far-left button on the toolbar.
16. Click and drag the picture down slightly and to the right slightly. Do not move it much or it will not display completely without scrolling when you preview the page. Notice that the values in the fields on the Positioning toolbar change after you move the picture.
17. Save the page and preview it.
18. Use your knowledge of saving pictures to your root folder if you used pictures from outside of your root folder.