

Quick Note: Throughout these guides there are multiple references to menu paths you should take in order to accomplish a particular task. In the interests of clarity, whenever a menu path is outlined, in addition to writing a long description i.e. "Go to the 'file' menu and then choose the 'new page' option and then choose the 'open' option", these guides will also use a summary bold form like this: **File > New Page > Open**.

Adding text and images

One of the most common things you'll want to do is **add text** to your FrontPage web site. This is a really simple procedure and works in much the same way as adding text into a MS Word document.

Place your cursor on the page in the main window and type the information you want to appear on your page (see figure 1). If you press return at the end of a sentence then this ends the paragraph you are writing in and starts a new one.

Tip: A good tip for creating spaces between blocks or paragraphs of text is to use a 'non-breaking return' achieved by pressing **Shift+Return** together. This creates a smaller space between blocks of text and doesn't separate them into paragraphs.

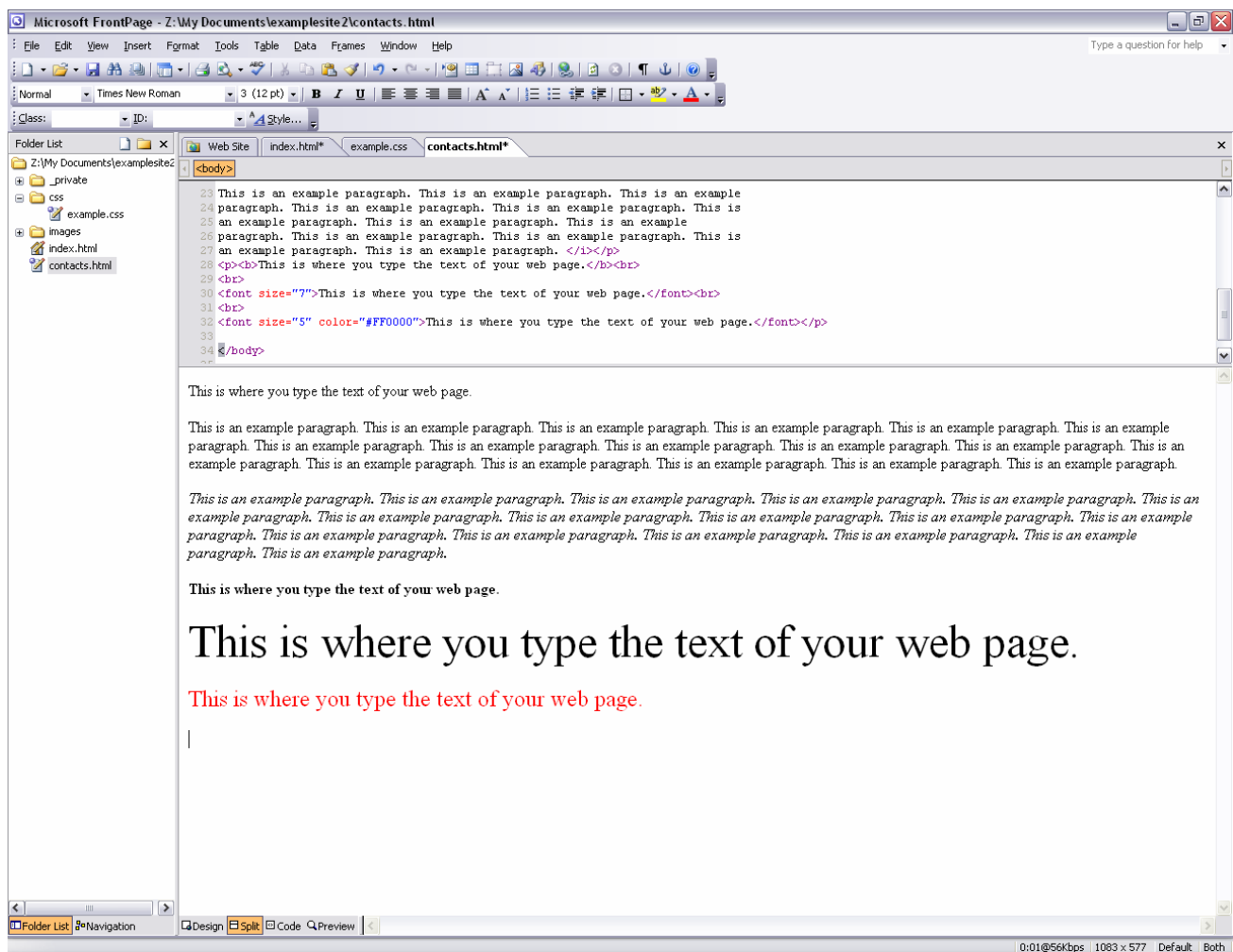


Figure 1

Another common thing you might do with your site is **add images** into it.

Before you add an image to your site it is important that you prepare that image for the web. This rule applies with any web package.

To prepare an image you'll need to use a graphics package like Photoshop, Photoshop elements, Paint Shop Pro or Fireworks. You need a graphics package because it is vital that you control the **size of your image** and its **resolution**.

Size (height and width in pixels) needs to be determined by looking at your website and deciding what is appropriate. Bear in mind how big that picture will appear on a monitor 800x600 pixels.

Resolution is also vital and should be set to 72 pixels. Higher resolutions than this will mean that the picture file is very large and as such it will take ages for the page to appear as the picture downloads.

Once you have an optimized image then you should put the file into the images folder of your new site. Any image you insert will appear where you place the cursor on the page.

All you need to do is go to the 'Insert' menu and choose 'picture' and then 'from file'. Then browse to the images folder of your site and select the image you want and then click OK (see figure 2).

Insert > Picture > From File > Browse to image > OK

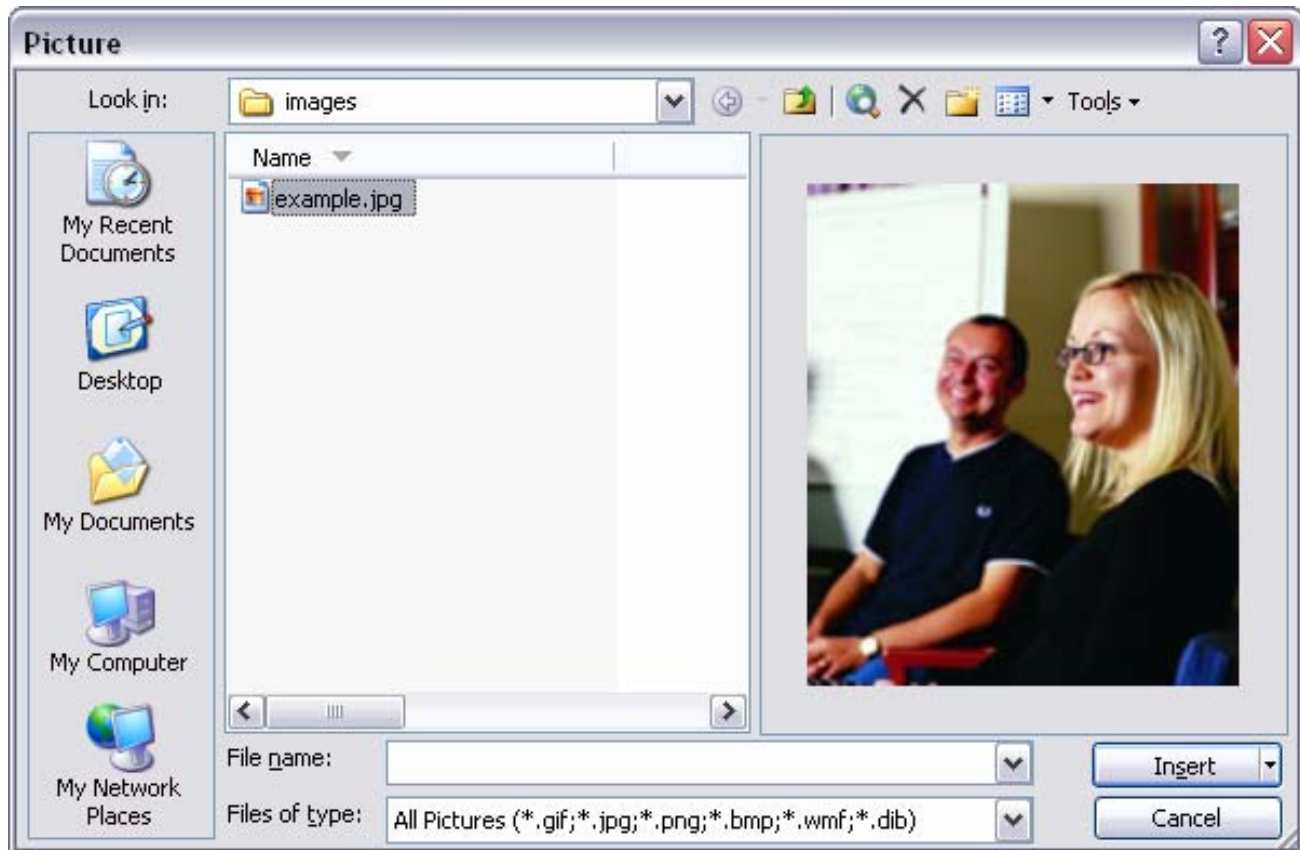


Figure 2

We'll talk about applying styles to your text and images in **FrontPage 2003 guide # 6**.