

## FrontPage 2003


### Lesson 5 - Lists




## Types of Lists

Bulleted lists are used for items that do not need a particular order. Small pictures can be used for the bullets. Numbered lists are used for ordered items.

### Bulleted Lists

1. Open the **Practice** web site if it is not open.
2. Click the **Create a new normal page**  icon on the *Standard* toolbar.
3. Close the **task pane**.
4. Save the page. The page title is **My Favorite Things**. The file name is **favorite\_things**.
5. Type the following information on the page. Press **Enter** after each line.

My Favorite Things  
Bright copper kettles  
Warm woolen mittens  
Cream-colored ponies  
Crisp apple strudels  
Doorbells and sleigh bells
6. Select the **My Favorite Things** phrase. Format it with a **Heading 1 style**, and **center** it.
7. Select the **list** of items.
8. Click the **Bullets icon**  on the *Formatting* toolbar.

### Picture Bullets

Clip art and pictures can be used for bullets. The file needs to be resized using a photo editor before using it as a bullet. Try changing the size to 25 by 25 pixels.


1. Type the phrase **My Favorite Dog Names**. Format it with a **centered Heading 2 style**.
2. Type the following list. Press **Enter** after each line.

Niko

Jenna

3. Select the **list** of items.
4. Click **Format > Bullets and Numbering**.
5. Click the **Picture Bullets** tab.
6. Click the **Specify picture** radio button.
7. Click the **Browse** button.
8. Navigate to the CD-ROM.
9. Locate the **small\_dog.jpg** file, and highlight it.
10. Click **Open**.
11. Click **OK**.

## Numbered Lists

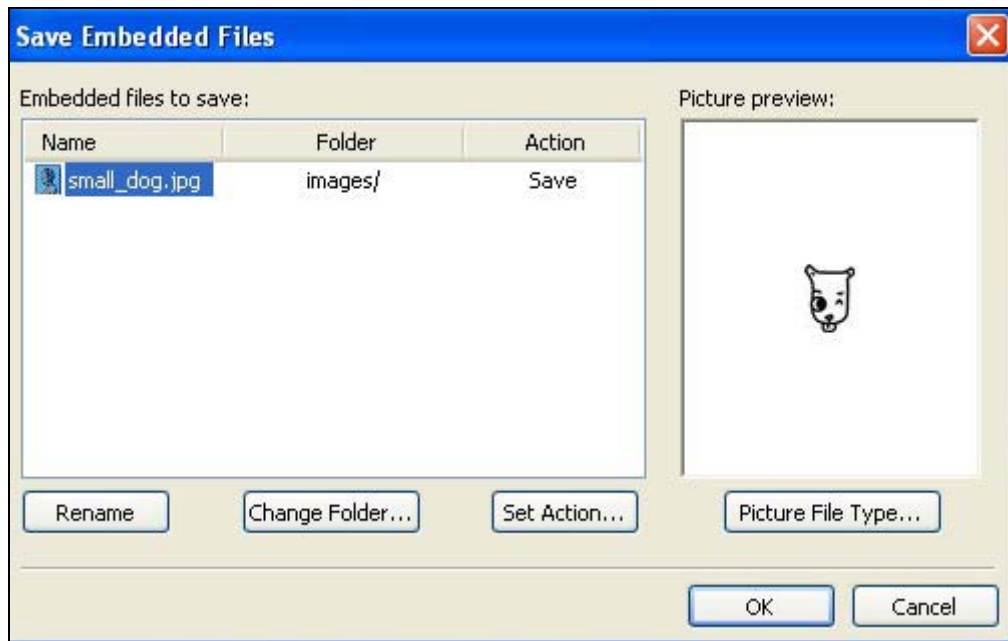
1. Type the phrase **My Favorite Colors**, and format it with a centered **Heading 2** style.
2. Type a list of your **top three favorite colors**.
3. Select the list of favorite colors.
4. Click the **Numbering icon**  on the *Formatting* toolbar.

## Saving a Web Page with Images

Each web site has a folder named images. Save picture and image files in this folder.

This makes it easier to manage these files.

1. Click the **Save** icon on the *Standard* toolbar.
2. The *Save Embedded Files* box displays.
3. Click the **Change Folder** button.
4. Highlight the **images folder**.
5. Click **OK**.
6. The *small\_dog.jpg* file will be saved in the images folder. See Figure 1 on page 3.



**Figure 1. Embedded files**

7. Click **OK**.
8. Click the **plus sign** in front of the *images folder* to display the graphic files.

### Try It!

1. Add a bulleted list of your favorite things.
2. Add a numbered list of your top three favorite movies.
3. Format the text of the color list with their colors. For example, if your favorite color is blue, format the text blue.