FrontPage 2003
Lesson 8 – Tables, Images and Text

Layout Using Tables

Tables are used to layout a web page. Text and images can be placed in each cell of a table. Cells can be merged or split as needed to accommodate the layout. The Table feature in FrontPage is similar to working with tables in Word. Sketch the layout of the page before working with a table.

Insert a Table

1. Open the **Practice** web site.

2. Click the **Create a new normal page** icon.

3. **Close** the task pane.

4. **Save** the page. The page title is **My Photos**, and the file name is **photos.htm**.

5. Click the **Insert Table** icon on the *Standard* toolbar.

6. Create a three-row, three-column table by pointing to the **cell** in the **third row** and **third column**. See Figure 1.
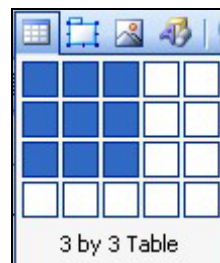

Figure 1. 3 by 3 Table

Note: A table can also be created by clicking **Table > Insert > Table**. Select the number of **rows** and **columns**. Click **OK**.

Merge Cells

1. Select the second row of the table by moving the cursor to the left-hand side. When the cursor is a **small, black arrow**, **click** the row.

2. **Right-click** any cell in the second row.

3. Left-click **Merge Cells**.

4. Click the **first cell** in the **first row** to remove the highlighting.

Insert a Row

There are two methods available to insert a row in a table.

First Method

1. Click the **last cell** in the **last row** of the table.
2. Press the **Tab** key.

Second Method

1. Click the **first cell** in the **first row** of the table.
2. Click **Table > Insert > Rows or Columns**.
3. Click the **Rows** radio button.
4. Click the **Above Selection** radio button. See Figure 2.
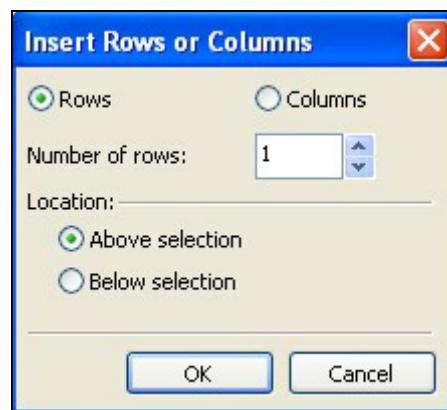5. Click **OK**.

Figure 2. Insert a row

Note: A row can be inserted anywhere within a table by using the second method.

Rows can be inserted above or below the location of the cursor.

Insert a Column

1. Click the **last cell** in the **first row**.
2. Click **Table > Insert > Rows or Columns**.
3. Click the **Columns** radio button.
4. Click the **Left of selection** radio button.
5. Click **OK**.

Delete a Row

1. Click **any cell** in the **top row**.
2. Click **Table > Select > Row**.
3. Click **Table > Delete Rows**.

Delete a Column

1. Click **any cell** in the **last column**.
2. Click **Table > Select > Column**.
3. Click **Table > Delete Columns**.

Inserting Images

Many types of images can be added to a web page. Graphic files that are .gif or .jpeg can be used. Other file types such as .bmp and .tif can be imported into FrontPage. It automatically converts them to the .gif or .jpeg format. Auto shapes, WordArt, clip art, and digital photographs are also available. Check the copyright restrictions before using downloaded photos or other media.

Insert ClipArt

1. Click the **first cell** in the **first row** of the table.
2. Click **Insert > Picture > Clip Art**. The *Clip Art* task pane opens.
3. Type **flower** in the *Search for* box.
4. Click the **Go** button.
5. **Scroll** down the list, and select a flower image.
6. **Point** to the image.
7. Click the **arrow**.
8. Click **Insert**.
9. Click the **Close** button on the *Clip Art* task pane.

Replacing an Image

A clip art image can easily be changed by replacing the image with another one.

1. **Right-click** the image.

2. Click **Picture Properties**.

3. Click the **General** tab.

4. Click the **Browse** button.

5. Navigate to the CD-ROM drive.

6. Highlight the **camera.jpg** file.

7. Click the **Open** button.

8. Click **OK**.

Resizing an Image

1. If needed, click the image to display the sizing handles

2. Drag one of the sizing handles until the image is the desired size.

Note: Use the lower right-hand or upper left-hand sizing handle to keep the image in proportion.

Copy and Paste an Image

1. If needed, click the image to select it.

2. Click the **Copy** icon on the *Standard* toolbar.

3. Click the **last cell** in the **first row** of the table.

4. Click the **Paste** icon on the *Standard* toolbar.

Adjusting the Table

The table can be adjusted so the images are aligned. Items in a table are left-aligned by default. Changes can also be made to the table's properties to control the alignment and display of items.

Alignment

1. Click the **image** in the **first cell**.

2. Click the **Align Right** icon on the *Formatting* toolbar.

Note: Click the **Center** icon on the *Formatting* toolbar to center an image.

Adjust Table Cell Borders

1. Place the cursor over the **border** between the **first** and **second cell** of the first row. The cursor becomes a double-headed arrow.

2. Drag the cell border to the **left** until it is the desired size.

3. Place the cursor over the **border** between the **second** and **third cell** of the first row. The cursor becomes a double-headed arrow.

4. Drag the cell border to the **right** until it is the desired size.

Changing Table Properties

1. Click **any cell** in the table.

2. Click **Table > Table Properties > Table**. The *Table Properties* dialog box displays.

3. To center the entire table on the page, click the **Alignment down arrow** in the *Layout* section.

4. Click **Center**.

5. Click the **Specify width box** if it is not checked.

6. Change the **width** to **90 percent**.

7. In the *Borders* section, click the Size down arrow until **0** appears in the box. The table border is not visible when the size is 0.

8. Click **OK**.

9. Save the page. Be sure the **camera.jpg** file is saved in the images folder.

10. Preview the page.

Insert WordArt

1. Click the **second cell** in the **first row**.

2. Click **Insert > Picture > WordArt**.

3. Select the **second style** in the **second row**.

4. Click **OK**.

5. Type the following text: **My Photo Album**.

6. Click **OK**. The WordArt is placed in the cell.

7. To center the WordArt, **right-click** the cell. **Note**: Do not right-click the WordArt image.

8. Left-click **Cell Properties**.

9. Click the **Horizontal Alignment down arrow**.

10. Click **Center**.

11. Click **OK**.

12. Save the file and preview it.

Try It!

1. Click the **second row** of the table.

2. Insert a **horizontal line** in the second row.

3. Press the **Delete** key to remove the blank line.

4. Merge the cells in the last row.

5. Add a centered ClipArt image in the last row.

Adding and Aligning Text

1. Click the **first cell** in the **third row**.

2. Type the following text: Point to an image to see a caption.

3. Right-click the **cell**.

4. Left-click **Cell Properties**. The *Cell Properties* dialog box displays.

5. Click the **Vertical alignment down arrow**.

6. Click **Top**.

7. Click **OK**.

8. Save the file and preview it.

9. Close the file.