Working with Images

In addition to inserting images in a table as reviewed in lesson 8, they can also be added to any area of a page. Images can be displayed as thumbnails in addition to using auto shapes and WordArt.

Try It!

1. Open the **favorite_things** file in the Practice web site.
2. Change the **background** to any color of your choice.

Insert an AutoShape

1. Click **Insert > Picture > AutoShapes**. The *AutoShapes floating toolbar* displays. See Figure 1.

Figure 1. AutoShapes toolbar

Note: Floating toolbars can be dragged to any location on the screen. It can also be docked beneath the Formatting toolbar.

2. Click the **Basic Shapes** icon.
3. Click the **heart** shape.
4. Click and drag the heart off to the right of the favorite things list.
5. **Right-click** the heart.
6. Left-click **Format AutoShape**.
7. In the *Fill* section, click the **Color down arrow.**
8. Select the **red** color.
9. In the *Line* section, click the **Color down arrow**.
10. Select the **dark blue** color.
11. Click the **Dashed down arrow**.
12. Highlight the **third** line.

13.   Click the **Weight up arrow** until **5 px** displays.

14.   Click **OK**.

15.   **Close** the AutoShapes toolbar.

Working with Digital Camera Images

Pictures from digital cameras can be added to a web site and used on a page. They must first be imported into the site in order to use them. Be sure to import these files into the images folder. Photos may need to be resized using a photo editor before being added to a page.

Import a File

1.   Click the **Images** folder in the *Folder list*.

2.   Click **File > Import**. The *Import* dialog box displays. See Figure 2.
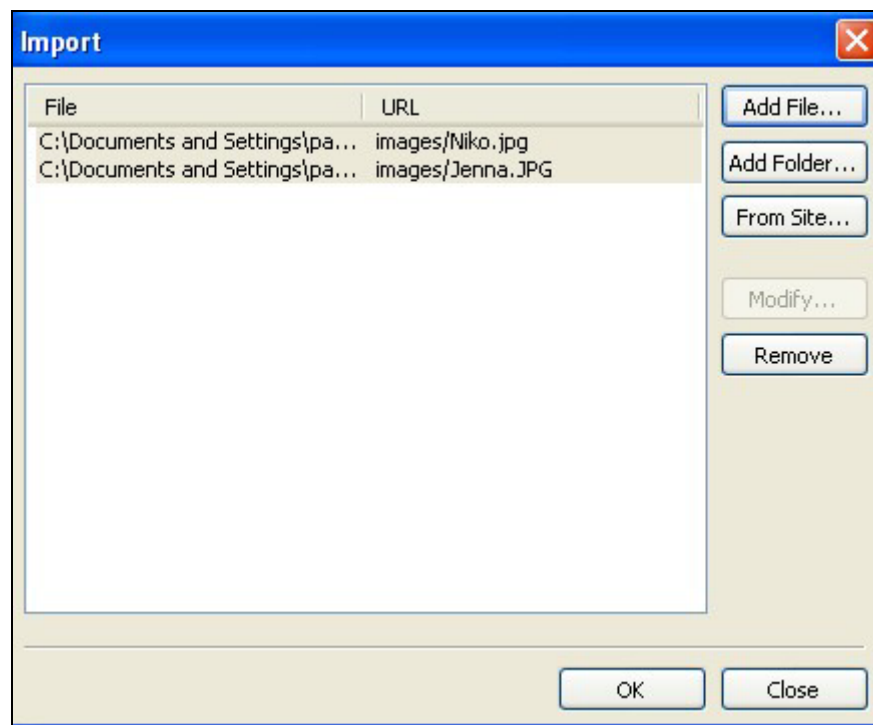

Figure 2. Import files

3.   Click the **Add File** button.

4.   Navigate to the CD-ROM.

5.   Highlight the **jenna.jpg** file.

6.   Press and hold the **Ctrl** key.

7.   Highlight the **niko.jpg** file.

8.   Click **Open**. The files display in the *Import* dialog box.

9.   Click **OK**.

10. Click the **plus sign** in front of the *Images* folder.

11. The pictures have been added.

Insert a Picture

1.   Place the **cursor** to the right of **Niko's** name in the *My Favorite Dog Names* section.

2.   Click **Insert > Picture > From File**.

3.   Be sure the *Practice* web site is displayed in the *Look in* field.

4.   Double-click the **Images** folder.

5.   Highlight the **niko.jpg** file.

6.   Click **Insert**.

7.   The picture is inserted and is very large.

Thumbnails

Larger pictures or clip art can be converted to a thumbnail image. It is a small graphic that a visitor can click on to display a larger version. Thumbnail images download faster in a web browser.

1.   Click the **picture**.

2.   Click **View > Toolbars > Picture**.

3.   Click the **Auto Thumbnail** icon on the *Picture* toolbar.

4.   Save the file. Be sure the graphic is saved in the *Images* folder.

5.   Preview the page.

6.   Click the thumbnail to view the larger version of the picture.

7.   Click the **Back** icon to return to the page.

Try It!

1. Add the following text after Jenna's name in the My Favorite Dog Names section: She is a five-year old Shetland Sheepdog.

2. Insert the **jenna.jpg** picture after the sentence.

3. Resize the picture.

Wrapping Style

The wrapping style is changed so the image aligns with the text.

1. Right-click **Jenna's picture** to select it. The shortcut menu displays.

2. Left-click **Picture Properties**.

3. Click the **Appearance** tab, if needed.

4. In the *Wrapping style* section, click the **Right** box.

5. Click **OK**.

6. Right-click the **picture** again.

7. Left-click **Picture Properties**.

8. Click the **Left** box in the *Wrapping style* section.

9. Click **OK**.

Alternative Text

Alternative text provides a description for the image in the event it does not appear on the web page.

1. Right-click **Jenna's picture** to select it.

2. Left-click **Picture Properties**.

3. Click the **General** tab.

4. In the *Alternative representations* section, type the following information in the **Text** field: Jenna, a five-year old sheltie.

5. Click **OK**.

6. Save the file and preview it.

7. Mouse over Jenna's picture, and the alternative text displays.

Try It!

Add the following alternative text to Niko's picture: Niko, a three-year old sheltie.

Add a Border to an Image

1. Right-click **Jenna's picture** to select it.
2. Left-click **Picture Properties**.
3. Click the **Appearance** tab, if needed.
4. Click the **Border thickness up arrow** until it displays **1**. This adds a border with a thickness of one pixel.
5. Click **OK**.

Add Space around an Image

1. Right-click **Niko's picture** to select it.
2. Left-click **Picture Properties**.
3. Click the **Appearance** tab, if needed.
4. Click the **Horizontal spacing up arrow** until **5** displays.
5. Click **OK**.

Try It!

Add 4 pixels of horizontal space and 4 pixels of vertical space to Jenna's picture. Save and close the file.