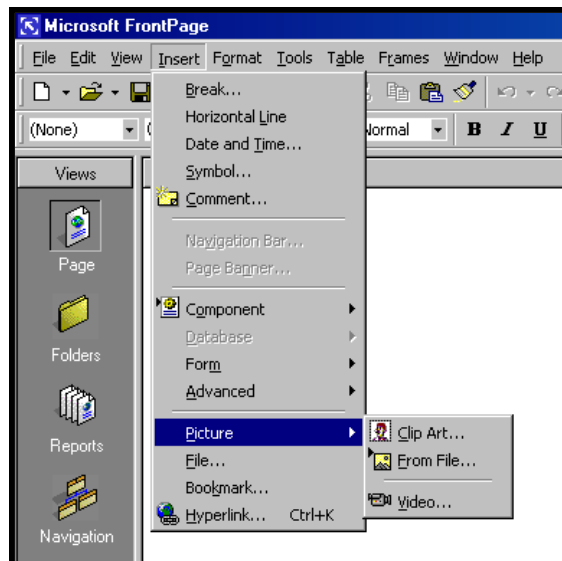
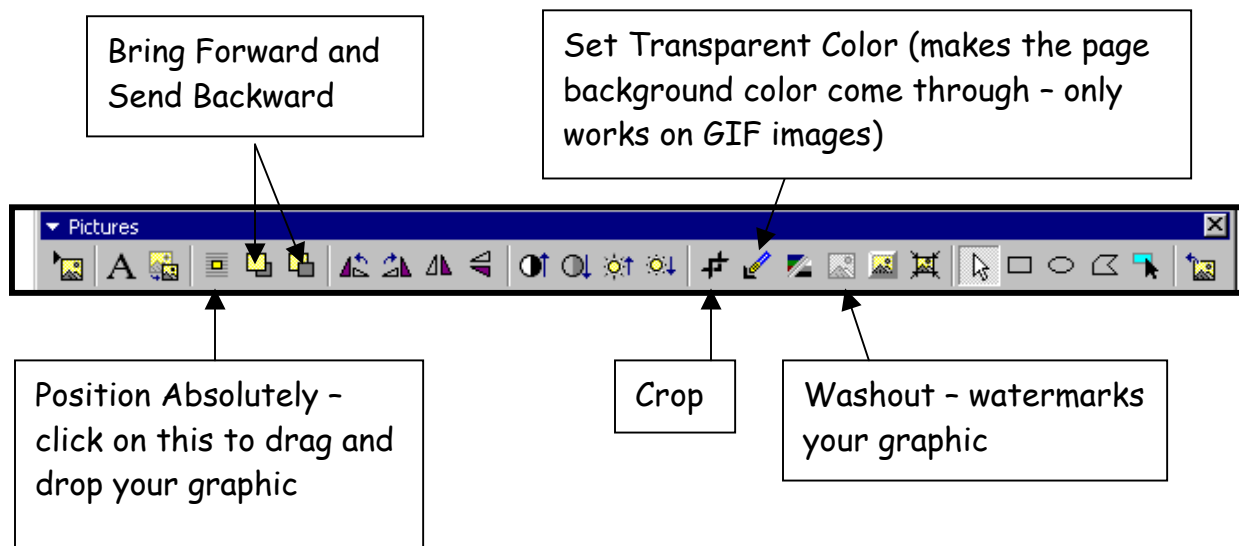


Microsoft Front Page Basics

Inserting a Graphic: Pull down the INSERT menu, scroll to PICTURE. Selecting CLIP ART will bring you to the Microsoft Clip Art Gallery. Selecting FROM FILE will allow you to import a photograph or other clip art saved in another location.



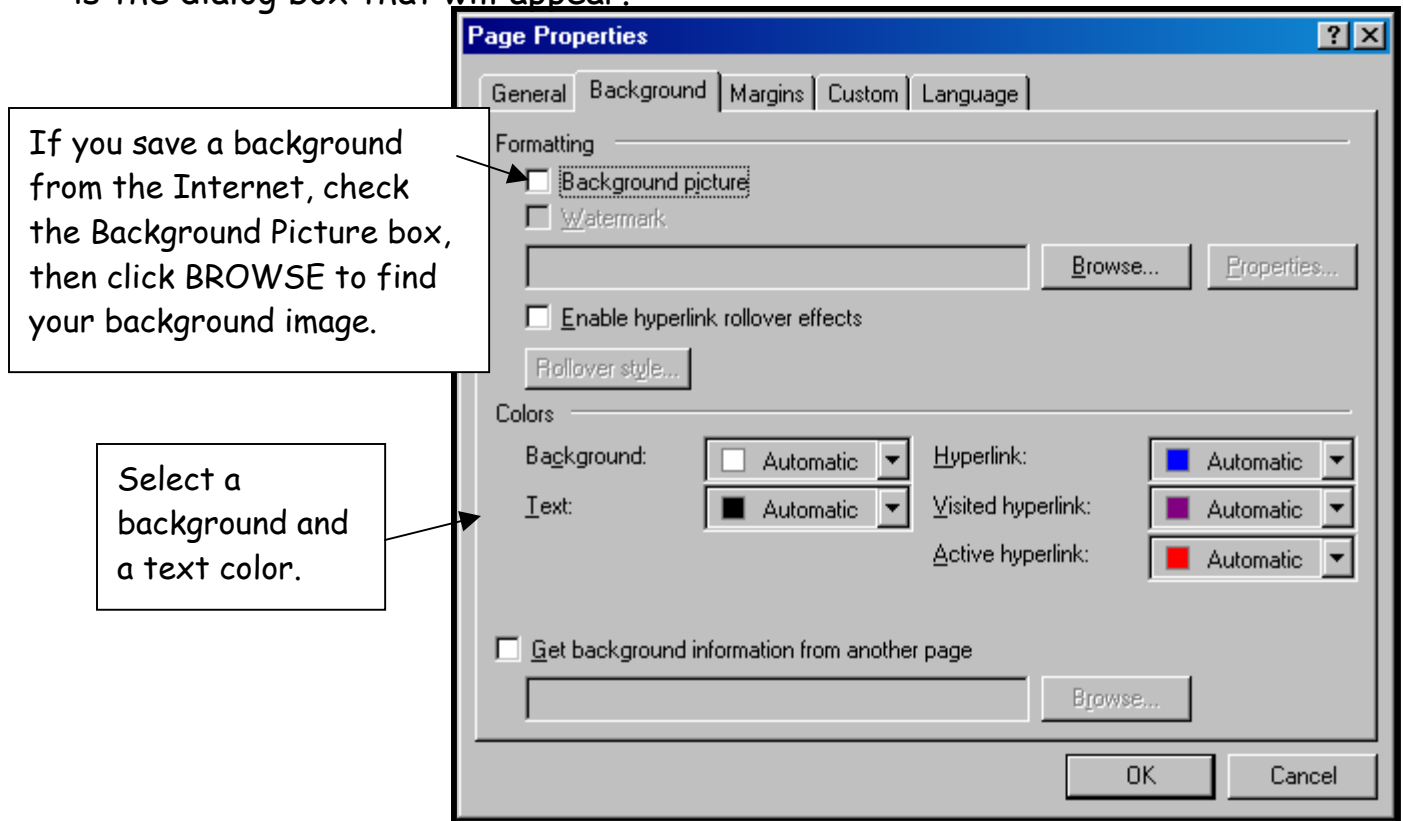
The Picture Toolbar:



Put a Border Around your Graphic: Right click on your image, select PICTURE PROPERTIES. Click on the STYLE button on the bottom left. Click on the FORMAT button on the bottom left, and select BORDER from the list. Choose BOX border, and select a style. Choose a color, and be sure to put a number in the WIDTH box. Click OK 3 times.

* For Front Page 2002 Version: Right click on your image, select PICTURE PROPERTIES. Click on the GENERAL tab. Click on the STYLE button on the bottom left. Click on the FORMAT button on the bottom left, and select BORDER from the list. Choose BOX border, and select a style. Choose a color, and be sure to put a number in the WIDTH box. Click OK 3 times.

Formatting a Background: Select FORMAT to BACKGROUND. Here is the dialog box that will appear.



Inserting a Table:

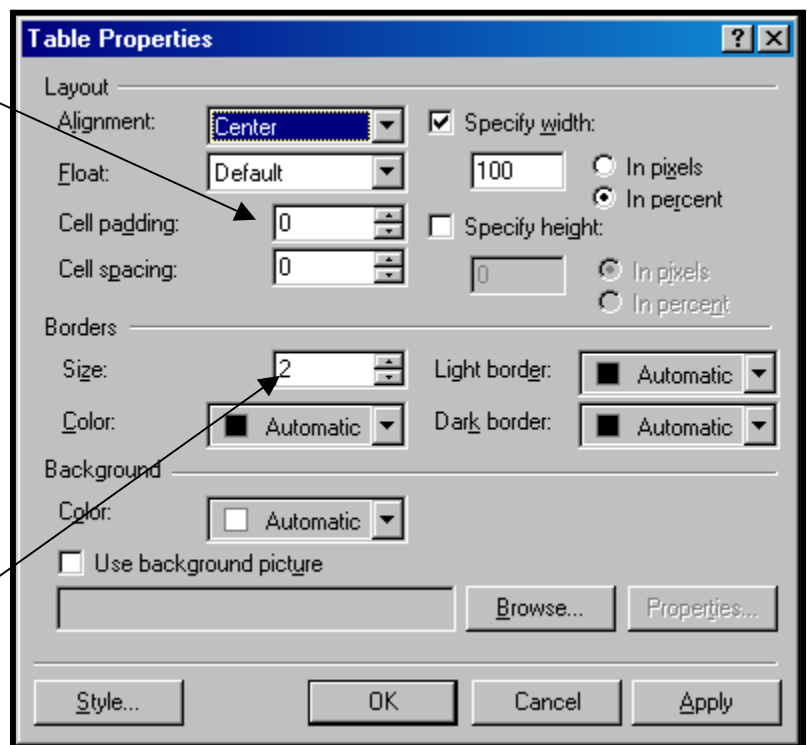
We recommend that you press ENTER a few times so your table is not at the very top of your page. This will leave you space to insert a title or graphic.

Pull down the TABLE menu, select INSERT and go over to TABLE. Select the number of rows and columns you want in your table, and click OK.

When you preview your table, you will see the borders around each cell. If you'd like to remove the borders, pull down the TABLE menu, and select PROPERTIES and go over to TABLE.

Increase the cell padding to create more space between the border of your cells and the content of your cells.

Change your border size to "0". You will see dotted lines around the cells in the NORMAL view. In the PREVIEW view, they are not visible.

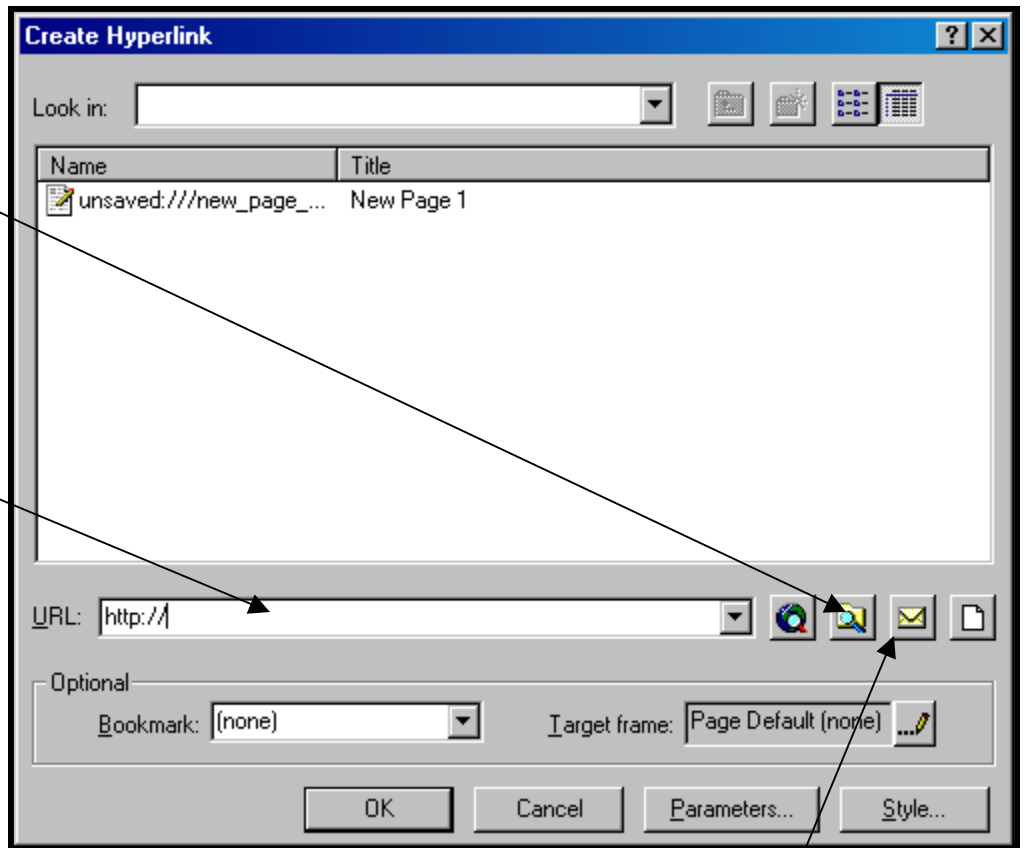


Linking Pages: Highlight the text or select the graphic you'd like to use as your hyperlink "button." Click on the HYPERLINK button on your standard toolbar. (If you do not see this button, pull down the INSERT button and select Hyperlink).



If you are linking to a page in your site, click this button to make a hyperlink to a file on your computer.

If you are linking to a web site, type in the URL here.



Click here to link to an e-mail address.

Your hyperlinks will only work in the PREVIEW view.

A tip about linking your pages . . . when you create a link from "Page A" to "Page B," you may want to create a link back (from "Page B" to "Page A"). It can be as simple as typing in the word "BACK" and hyperlinking that word to the previous page.

Line Spacing: When you press ENTER in Front Page, your text is automatically double-spaced. Press SHIFT-ENTER to single space your text.

FYI: To get an estimate of the time it will take your page to load, click on the hourglass on the bottom right of your screen. You can select your modem speed to see how long your page will take to download.