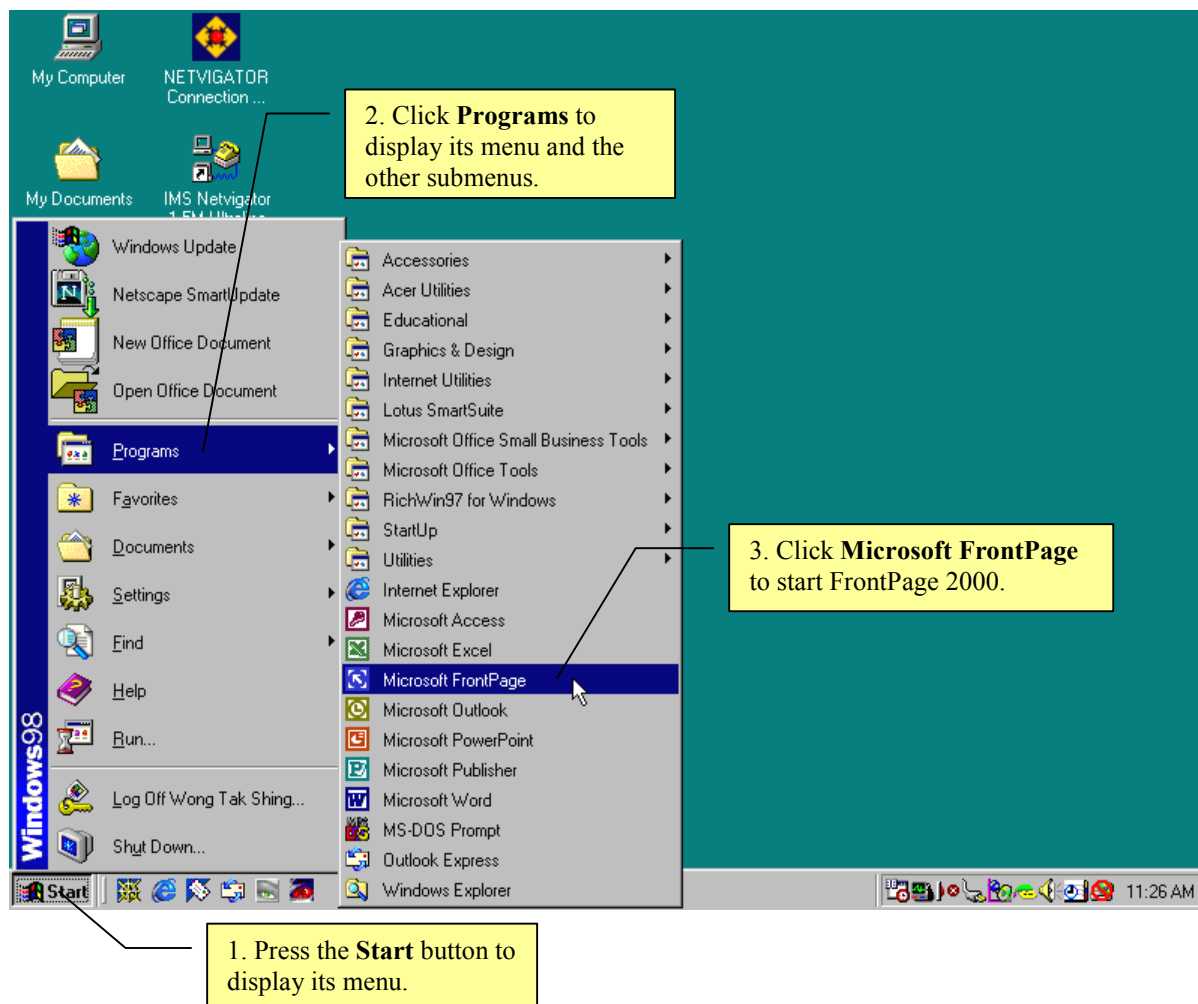
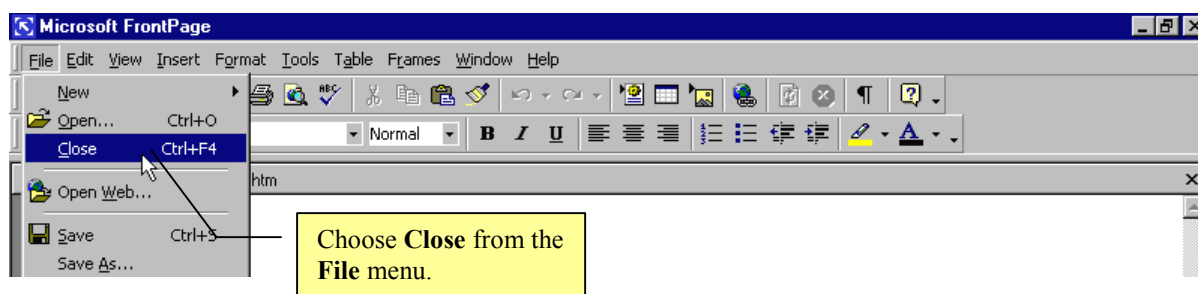


A. Opening an Existing FrontPage Web

1. Start Microsoft FrontPage 2000 from the desktop.

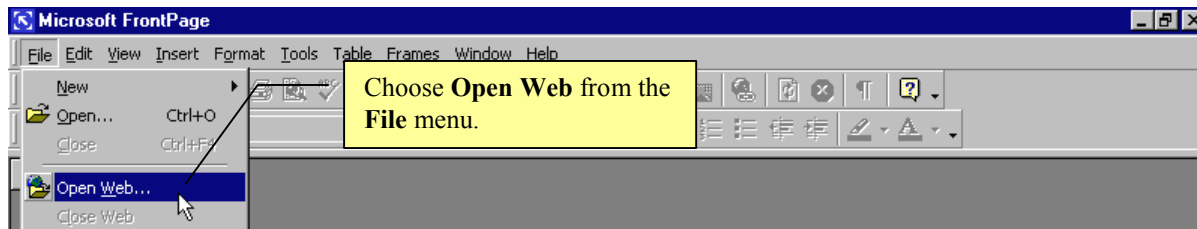


2. Choose **Close** from the **File** menu to close the blank web page.

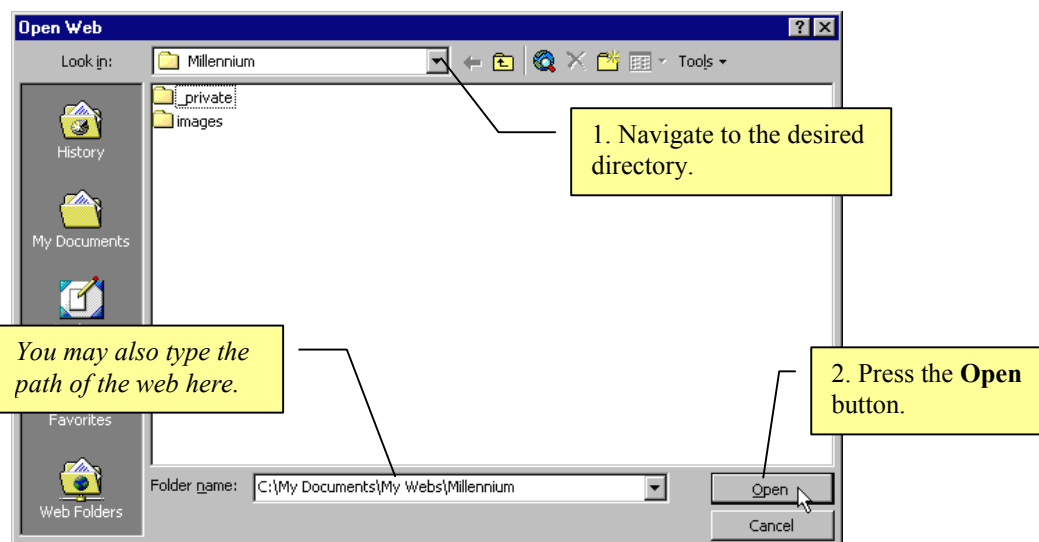


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3. Choose **Open Web** from the **File** menu.



4. In the **Open Web** dialog box, navigate to the directory of the **Millennium** web (e.g., **C:\My Documents\My Webs\Millennium**, or **A:\Millennium**), or simply type the complete path of the **Millennium** web in the **Folder name** list box.



5. Press the **Open** button to open the **Millennium** web.

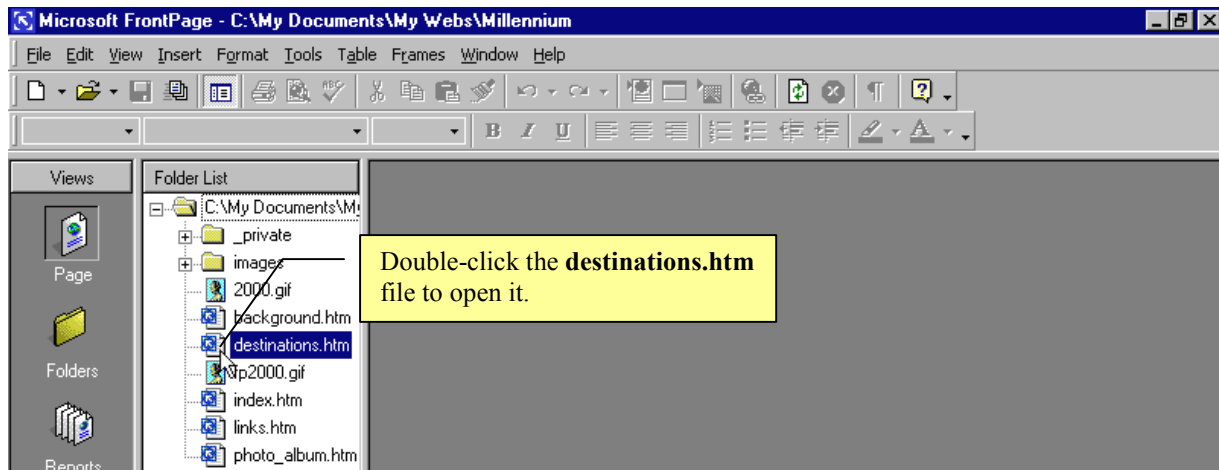
B. Opening an Existing Web Page

1. Click the **Folder List** button to show the folder list in Page View.



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- Double-click the **destinations.htm** file to open it in Page View.

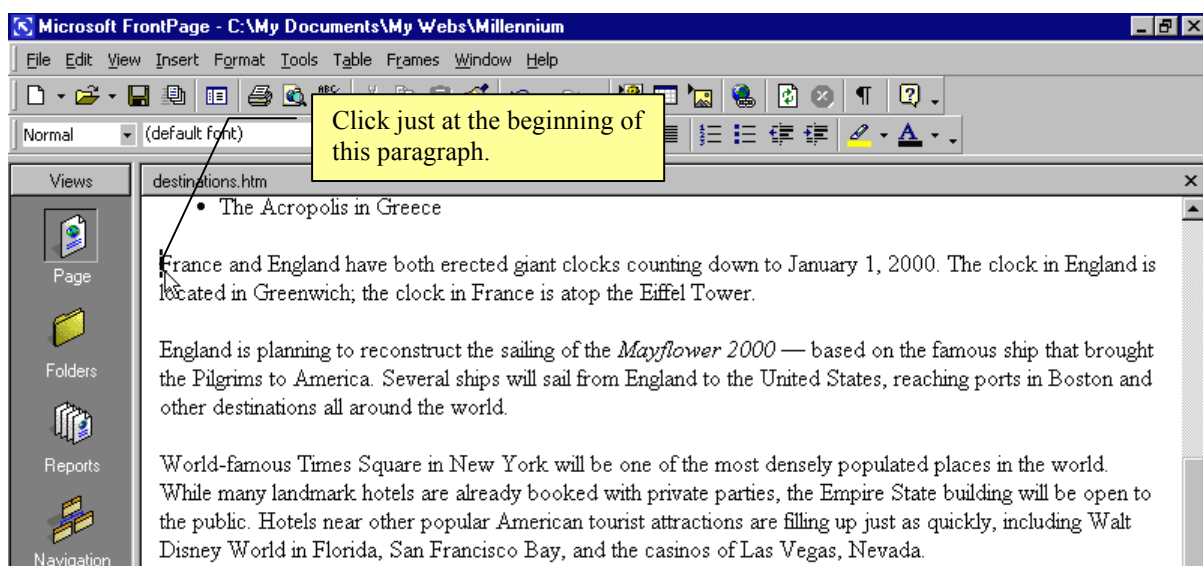


- Click the **Folder List** button again to hide the folder list in Page View.



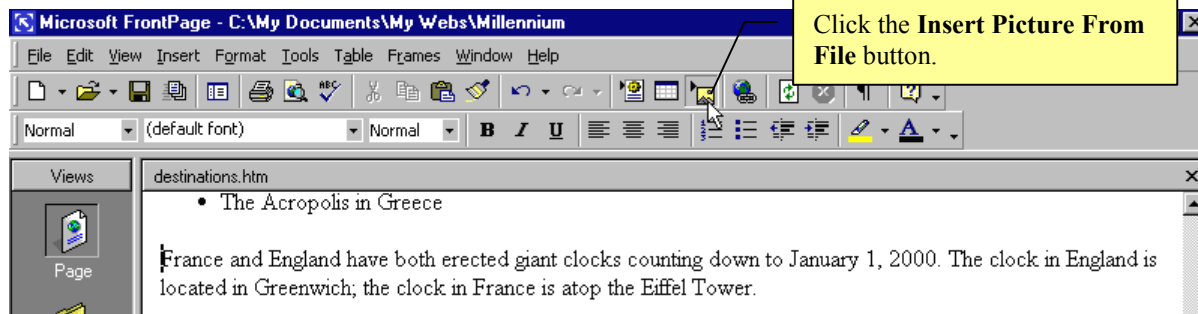
C. Positioning Pictures with Text on the Destinations Page

- Scroll down to the paragraph just under the bulleted list. Click just at the beginning of the paragraph (i.e., France and England...).

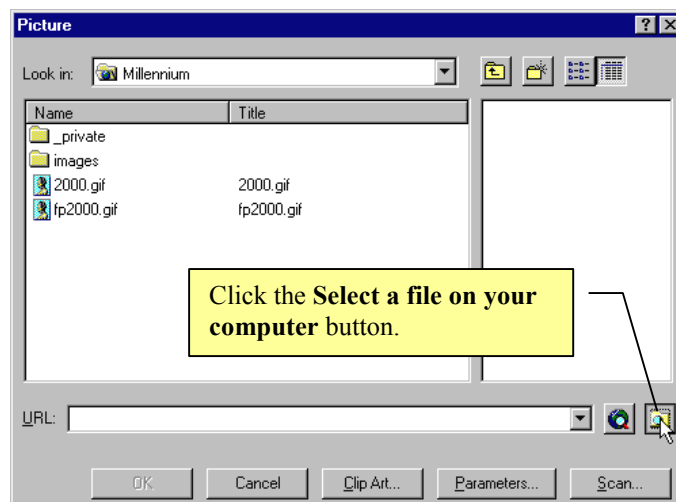


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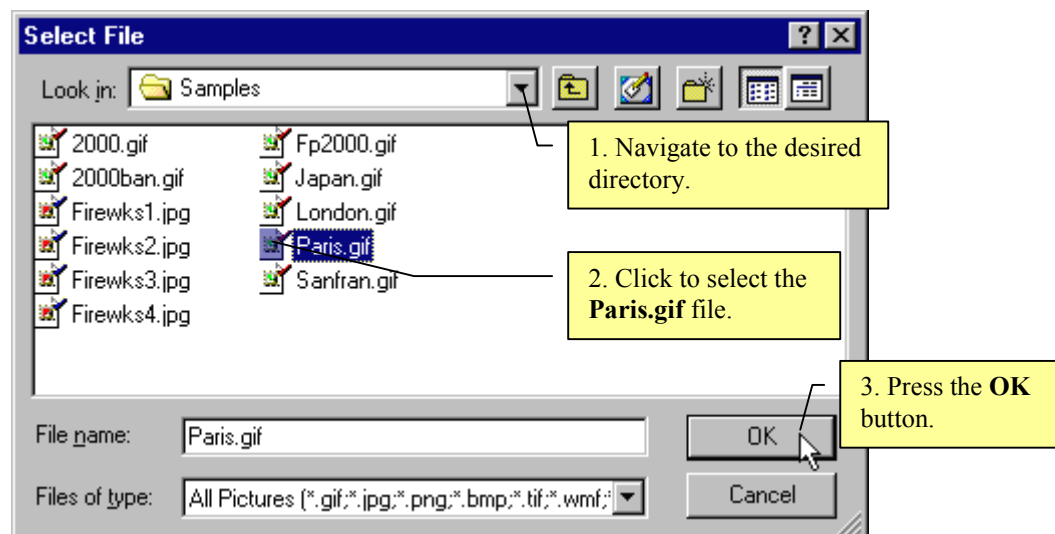
- Click the **Insert Picture From File** button on the toolbar.



- In the **Picture** dialog box, click the **Select a file on your computer** button.

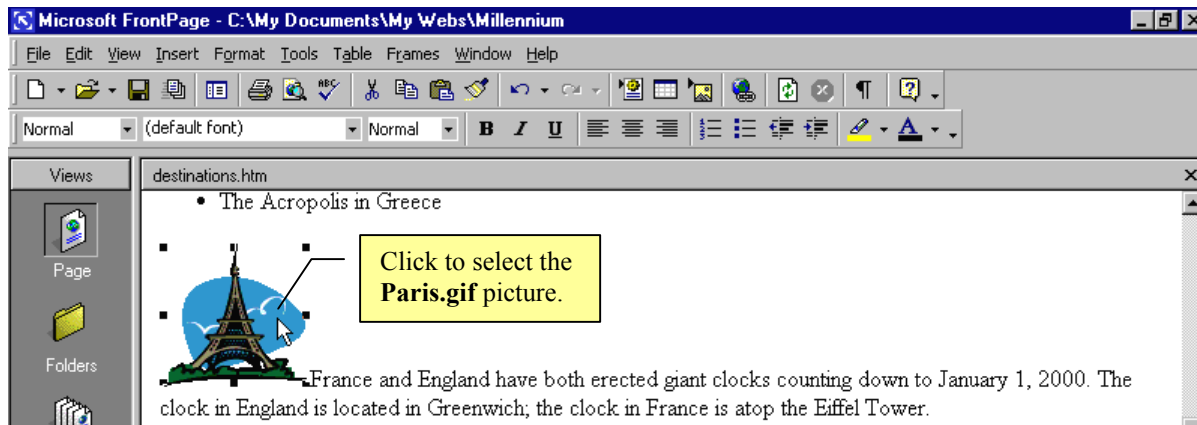


- In the **Select File** dialog box, navigate to the desired directory if necessary (e.g., **D:\FPTutor\Samples**). Click to select the **Paris.gif** file, and then press the **OK** button.

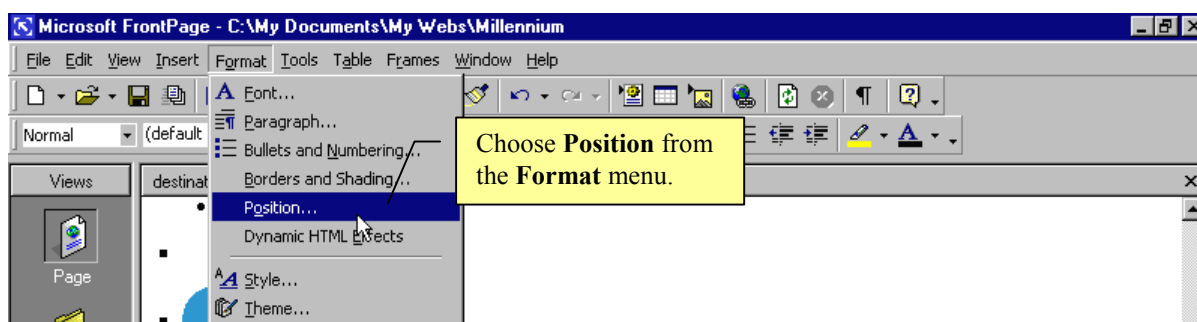


FrontPage 2000 Exercise 3

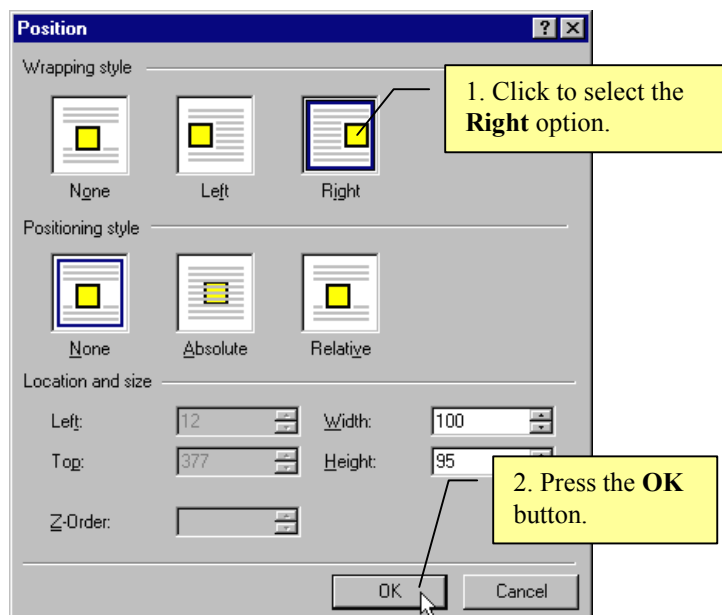
5. Click to select the **Paris.gif** picture.



6. Choose **Position** from the **Format** menu.

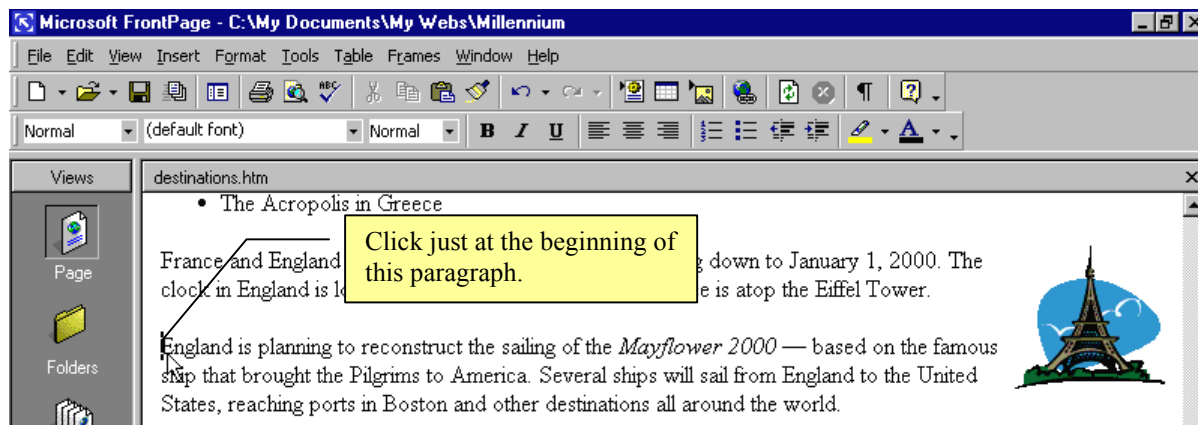


7. In the **Position** dialog box, click to select the **Right** option for the **Wrapping style** and then press the **OK** button.

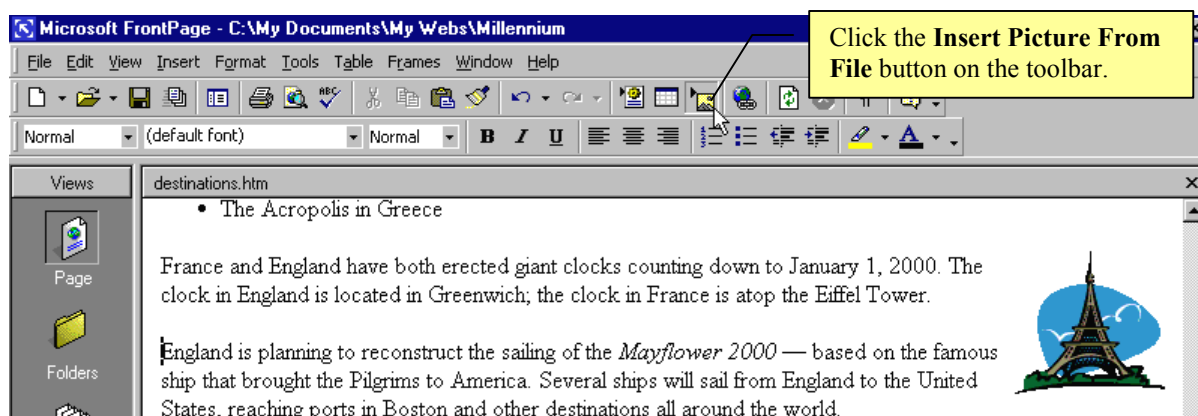


FrontPage 2000 Exercise 3

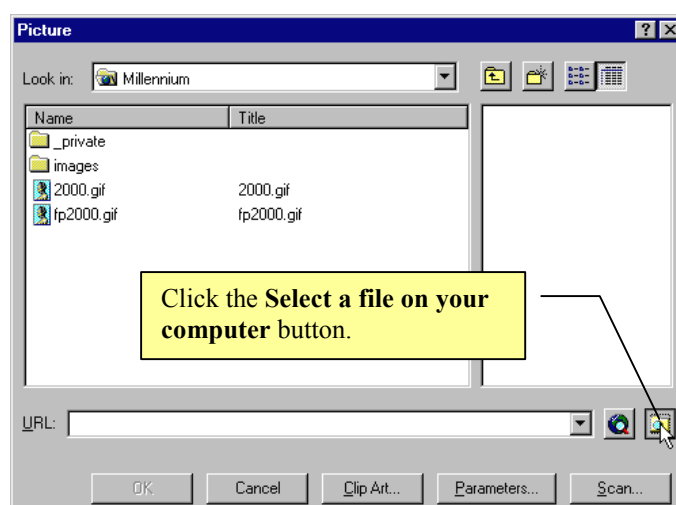
8. Click just at the beginning of the next paragraph (i.e., England is planning...).



9. Click the **Insert Picture From File** button on the toolbar.

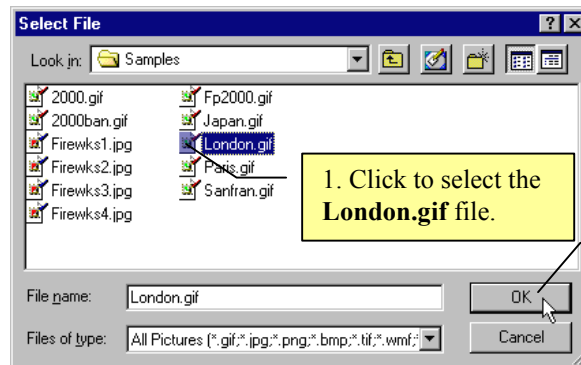


10. In the **Picture** dialog box, click the **Select a file on your computer** button.

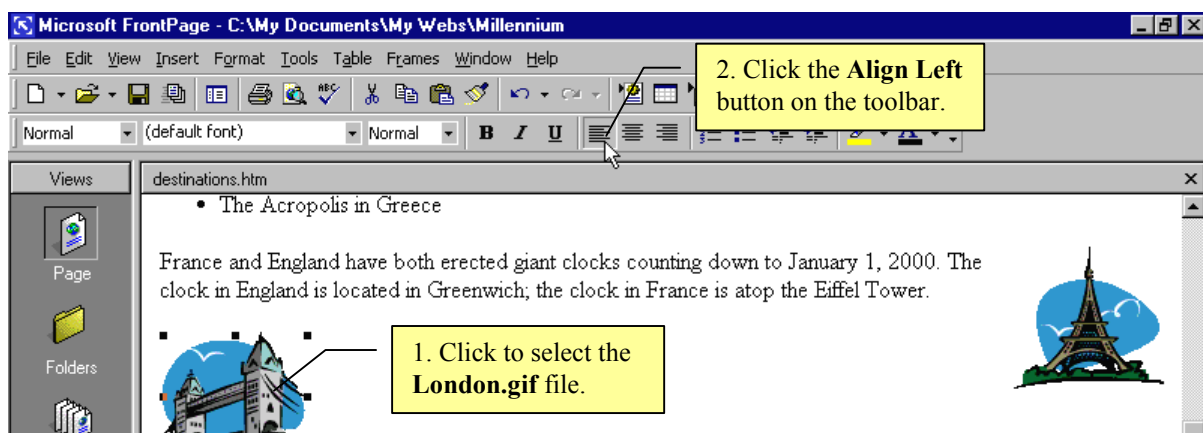


FrontPage 2000 Exercise 3

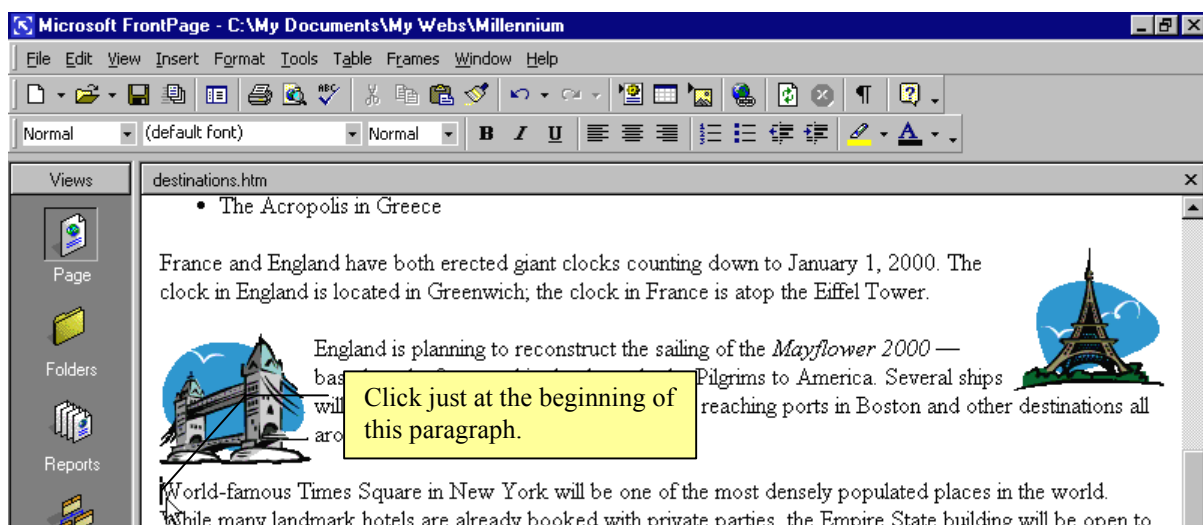
11. In the **Select File** dialog box, click to select the **London.gif** file, and then press the **OK** button.



12. Click to select the **London.gif** picture and then click the **Align Left** button on the toolbar.



13. Click just at the beginning of the next paragraph (i.e., World-famous Times Square...).

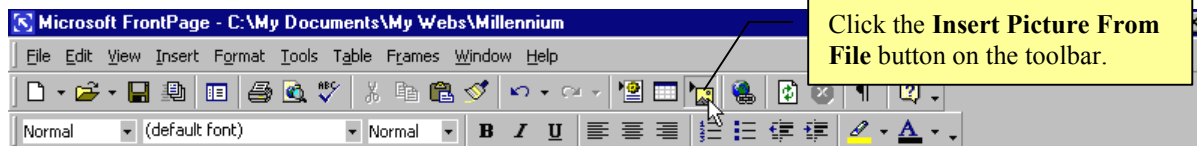


FrontPage 2000 Exercise 3

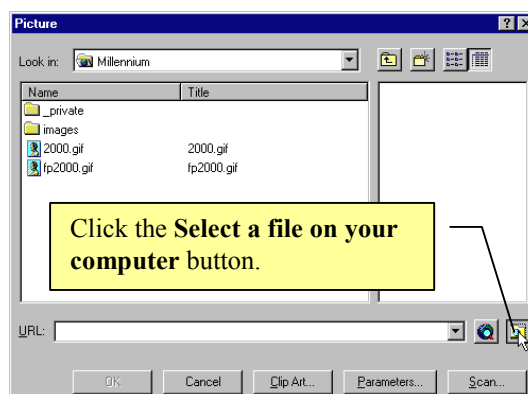
Web Browsing & Email

Home Page

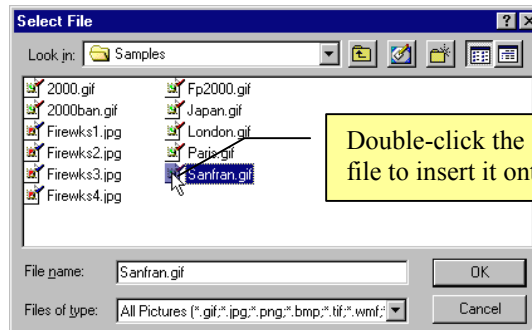
14. Click the **Insert Picture From File** button on the toolbar.



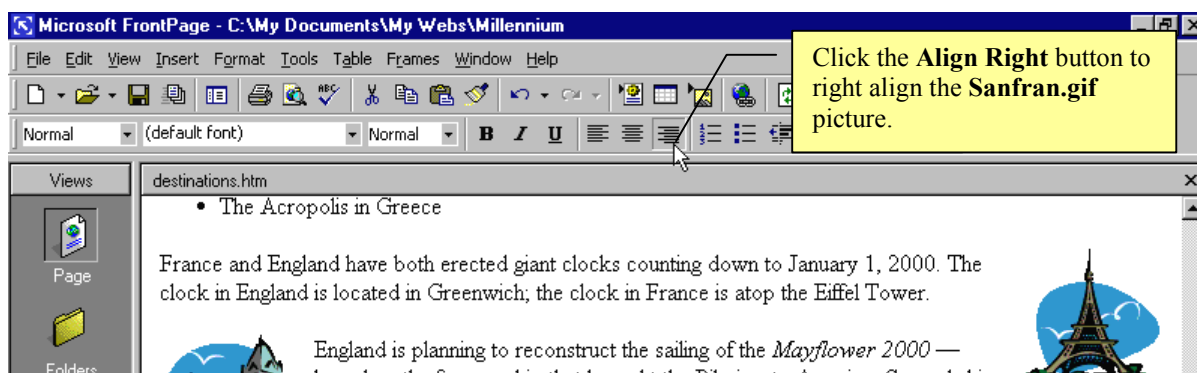
15. In the **Picture** dialog box, click the **Select a file on your computer** button.



16. In the **Select File** dialog box, double-click the **Sanfran.gif** file to insert it onto the **destinations.htm** page.

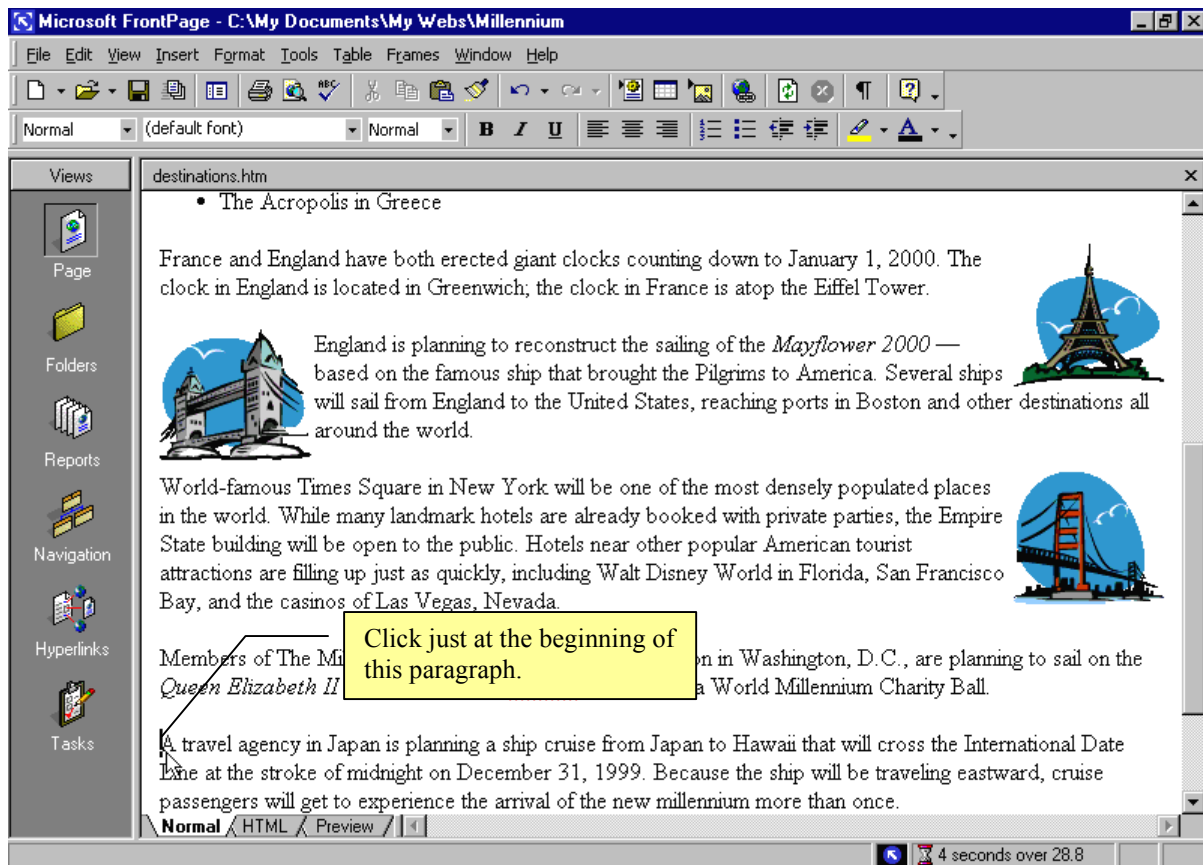


17. Click to select the **Sanfran.gif** picture just inserted and then press the **Align Right** button on the toolbar.

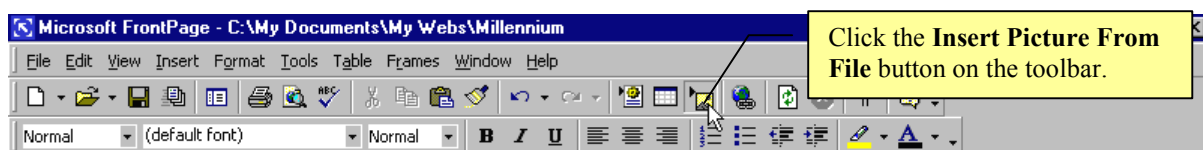


FrontPage 2000 Exercise 3

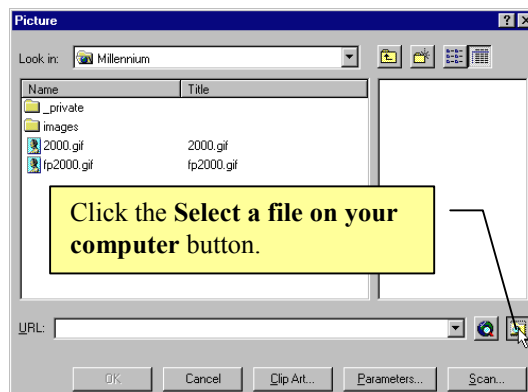
18. Move down two paragraphs and click just at the beginning of the paragraph (i.e., A travel agency...).



19. Click the **Insert Picture From File** button on the toolbar.

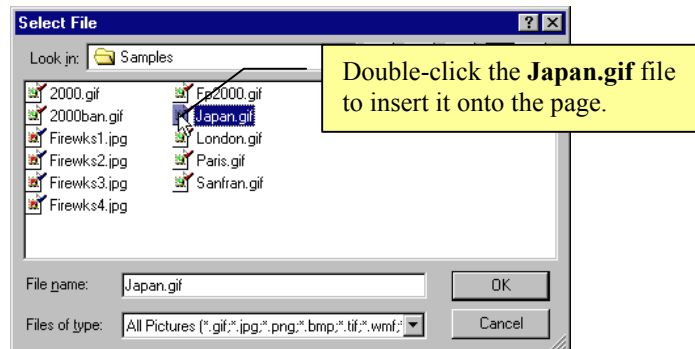


20. In the **Picture** dialog box, click the **Select a file on your computer** button.

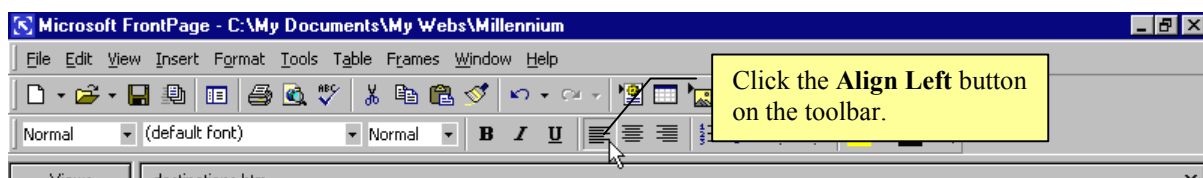


FrontPage 2000 Exercise 3

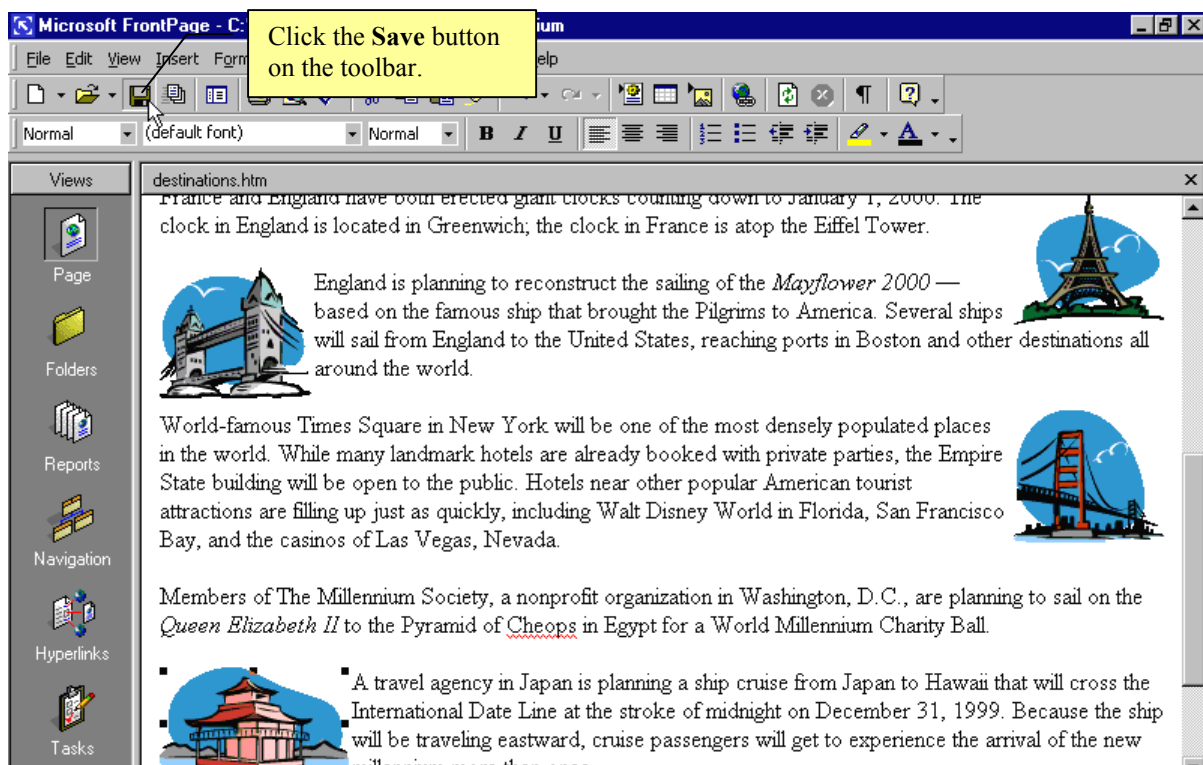
21. In the **Select File** dialog box, double-click the **Japan.gif** file to insert it onto the **destinations.htm** page.



22. Click to select the **Japan.gif** picture just inserted and then press the **Align Left** button on the toolbar.

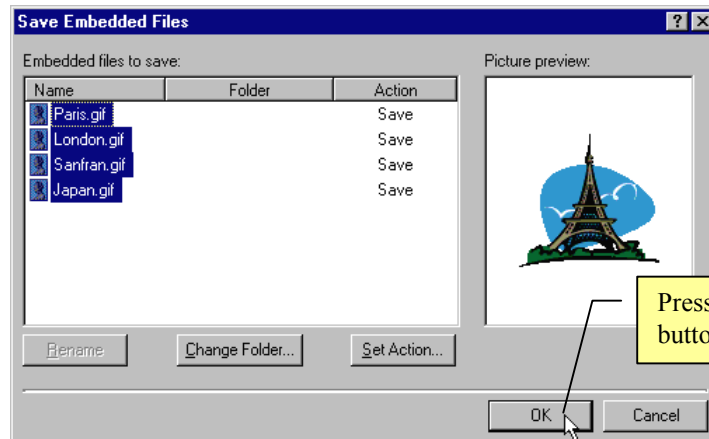


23. Click the **Save** button on the toolbar to save the **destinations.htm** file.

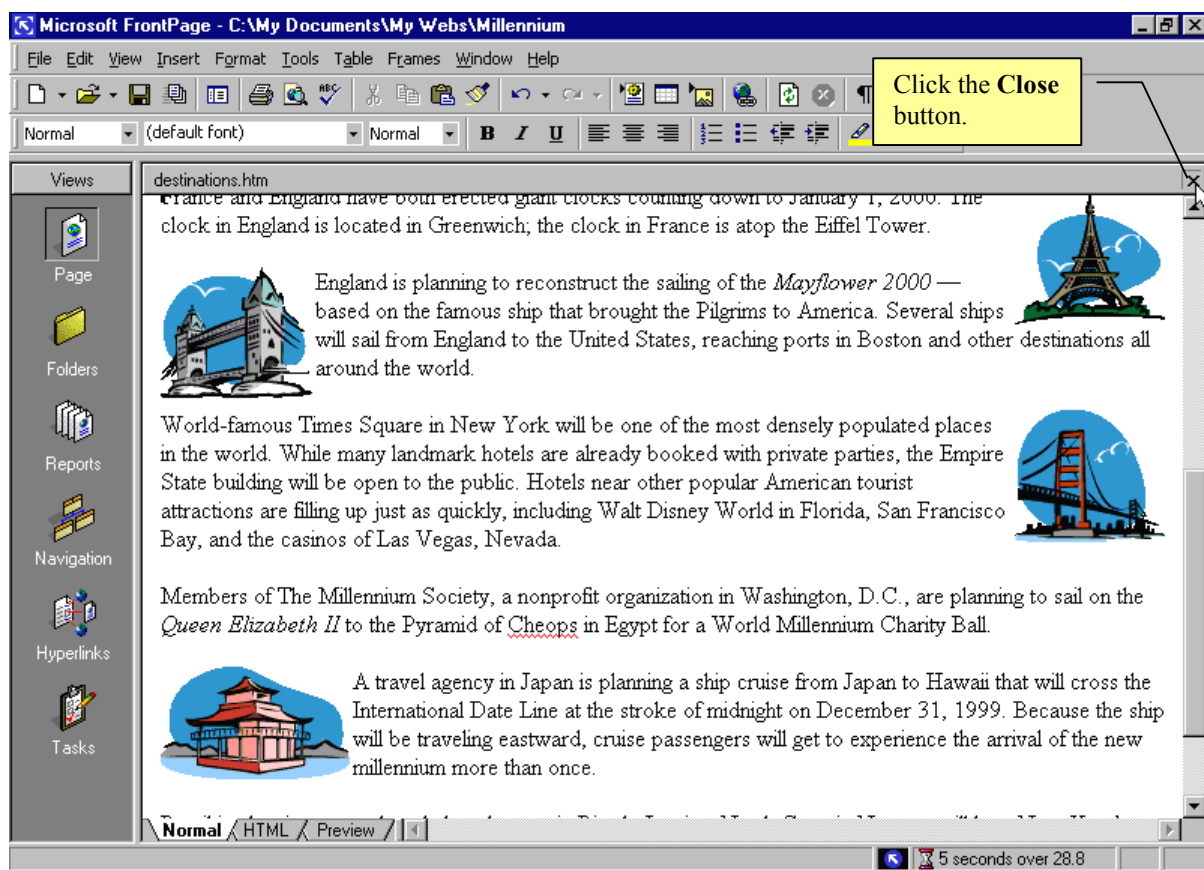


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24. In the **Save Embedded Files** dialog box, press the **OK** button.

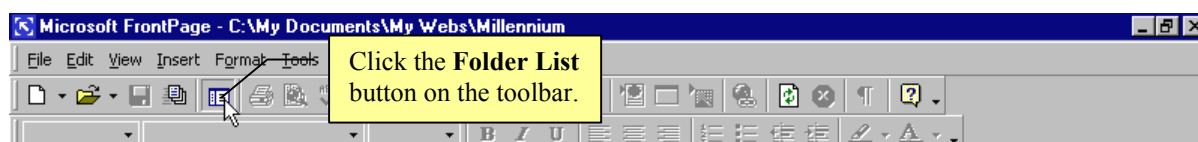


25. Click the **Close** button to close the **destinations.htm** page.

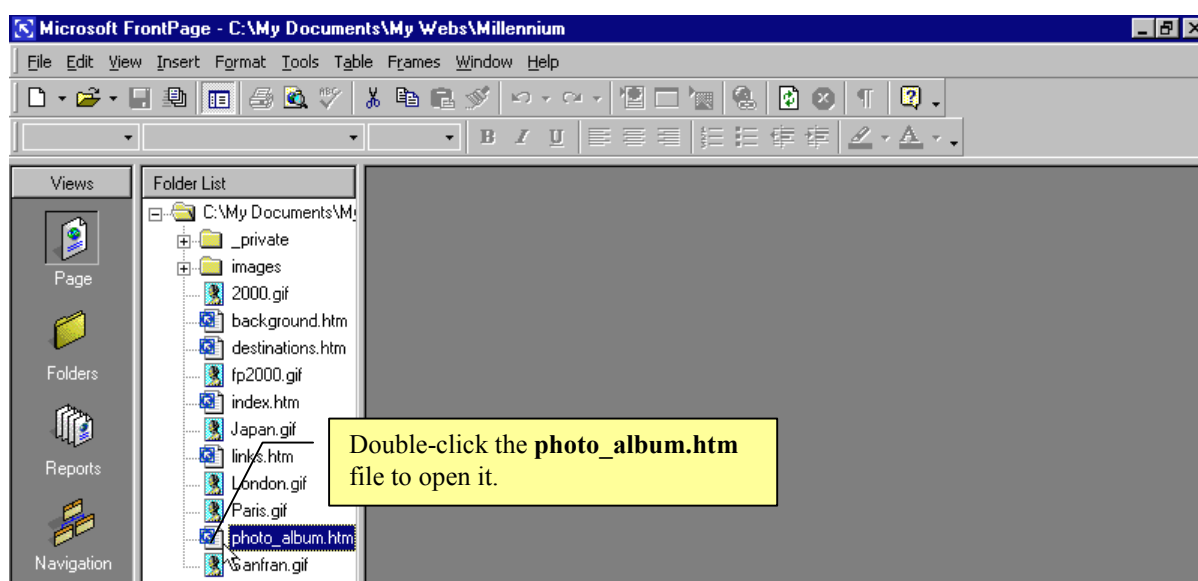


D. Creating Thumbnails in the Photo Album Page

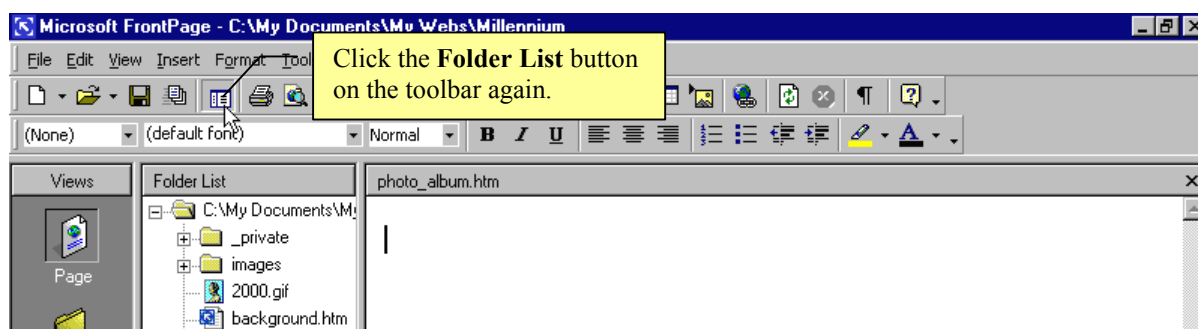
1. Click the **Folder List** button on the toolbar to show the folder list in Page View.



2. Double-click the **photo_album.htm** file to open it in Page View.



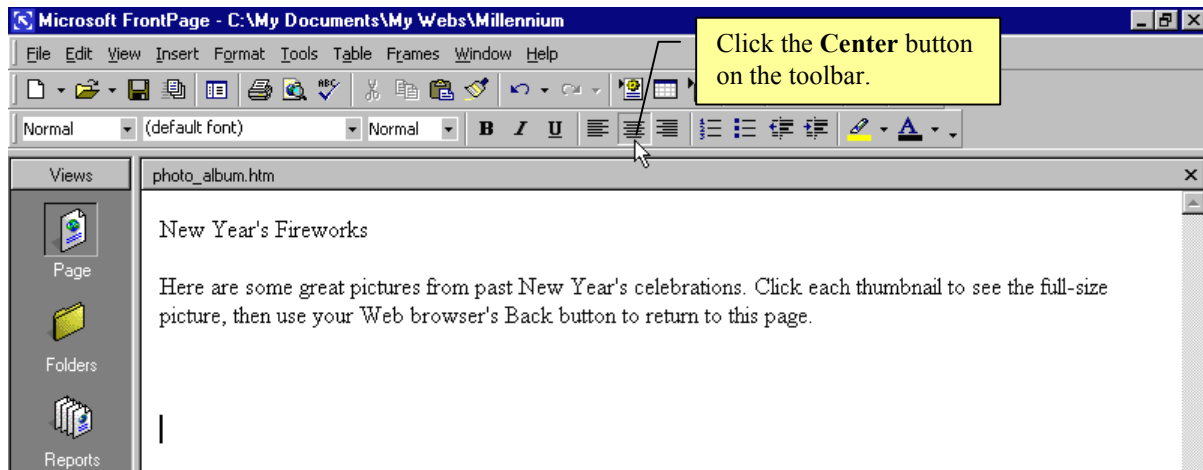
3. Click the **Folder List** button on the toolbar to hide the folder list again.



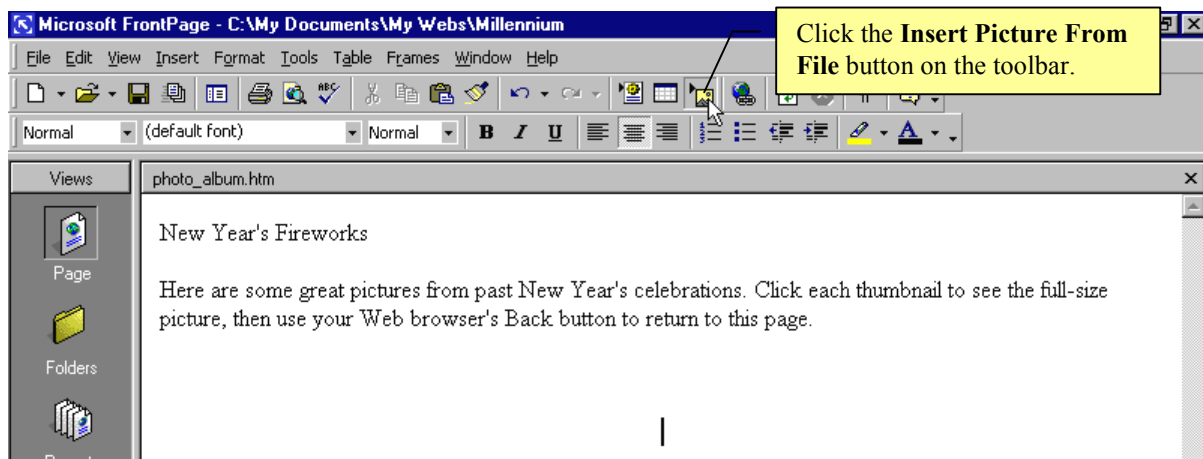
4. On the blank **photo_album.htm** page, type "New Year's Fireworks" on the first line and then press the **Enter** key.
5. On the next line, type "Here are some great pictures from past New Year's celebrations. Click each thumbnail to see the full-size picture, then use your Web browser's Back button to return to this page."
6. Press the **Enter** key twice to create some space.

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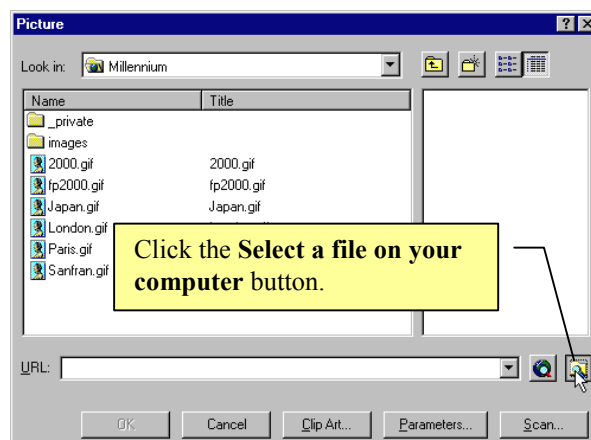
7. Click the **Center** button on the toolbar.



8. Click the **Insert Picture From File** button on the toolbar.

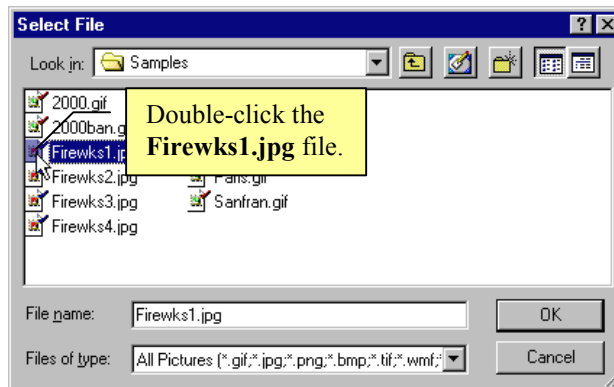


9. In the **Picture** dialog box, click the **Select a file on your computer** button.

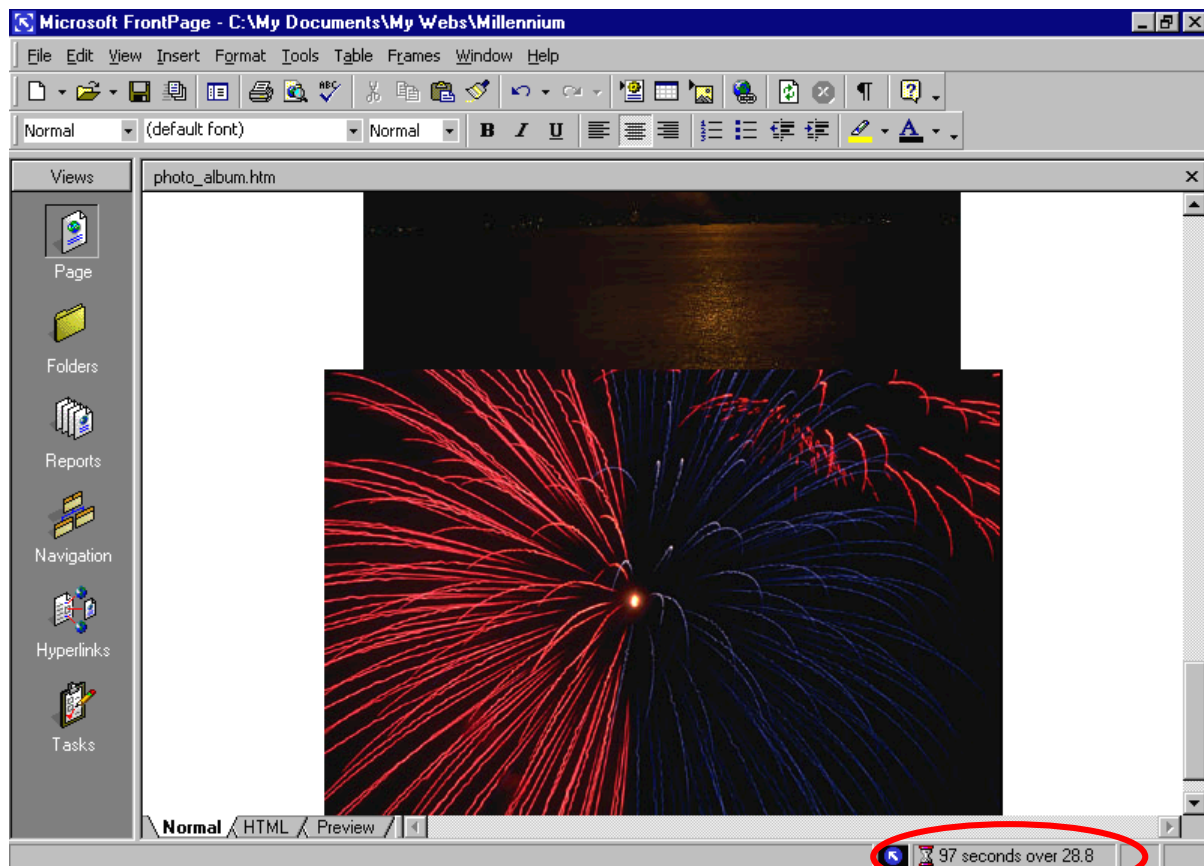


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10. In the **Picture** dialog box, double-click the **Firewks1.jpg** file to insert it onto the **photo_album.htm** page.



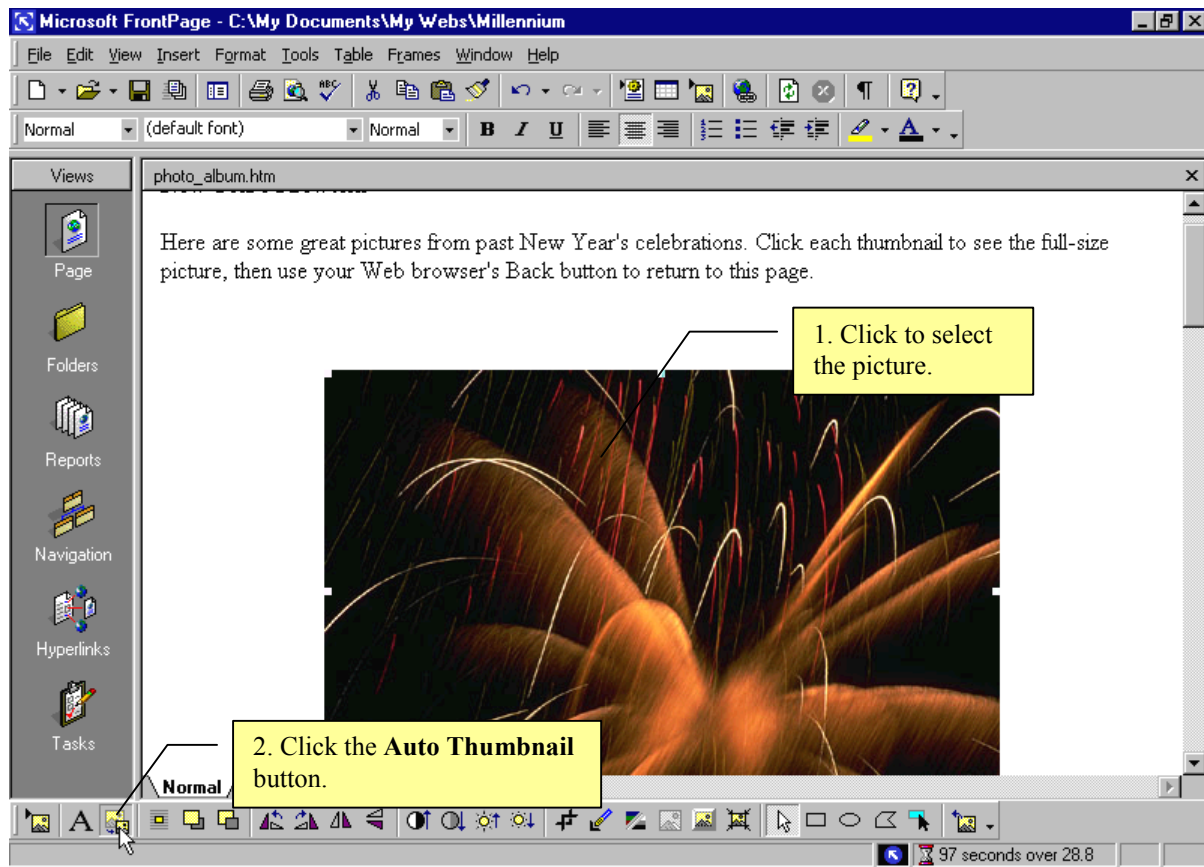
11. Repeat similar procedures to insert the **Firewks2.jpg**, **Firewks3.jpg**, and **Firewks4.jpg** files onto the **photo_album.htm** page. (Do not worry about their large size and proper placement at the moment.)



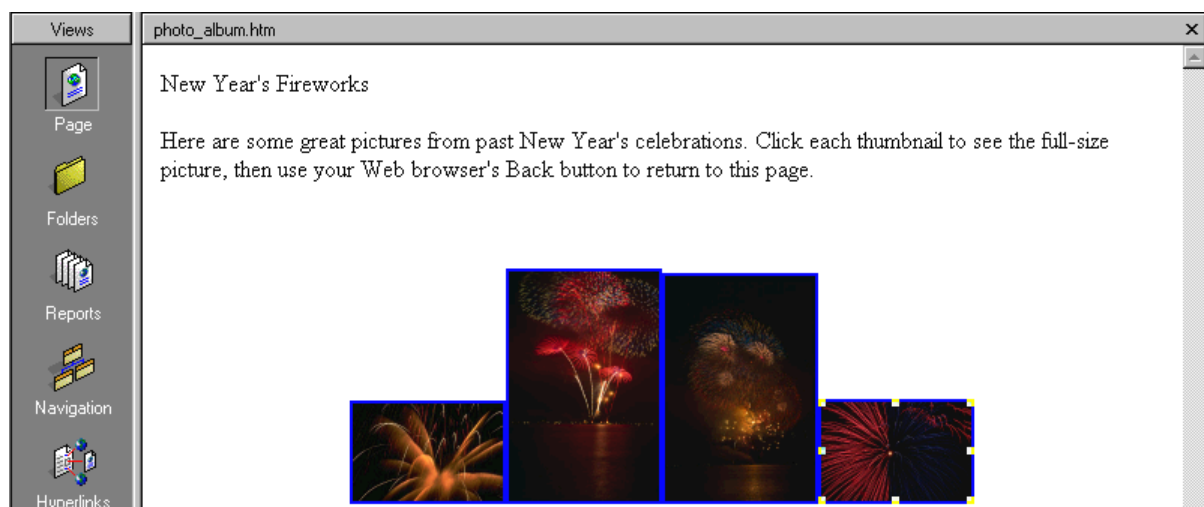
About 97 seconds are required to download this page if using a 28.8 K modem.

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12. Scroll back and click to select the first picture (i.e., **Firewrks1.jpg**), and then click the **Auto Thumbnail** button on the toolbar at the bottom of the window.



13. Repeat similar procedures to create thumbnails for the other three pictures.



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14. Add some spaces between the thumbnails just as editing text.

15. Click the **Save** button on the toolbar and press the **OK** button in the **Save Embedded Files** dialog box.

E. Exiting FrontPage

1. Close the **photo_album.htm** page by clicking the **Close** box of the page.
2. Choose **Exit** from the **File** menu to exit FrontPage 2000.

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