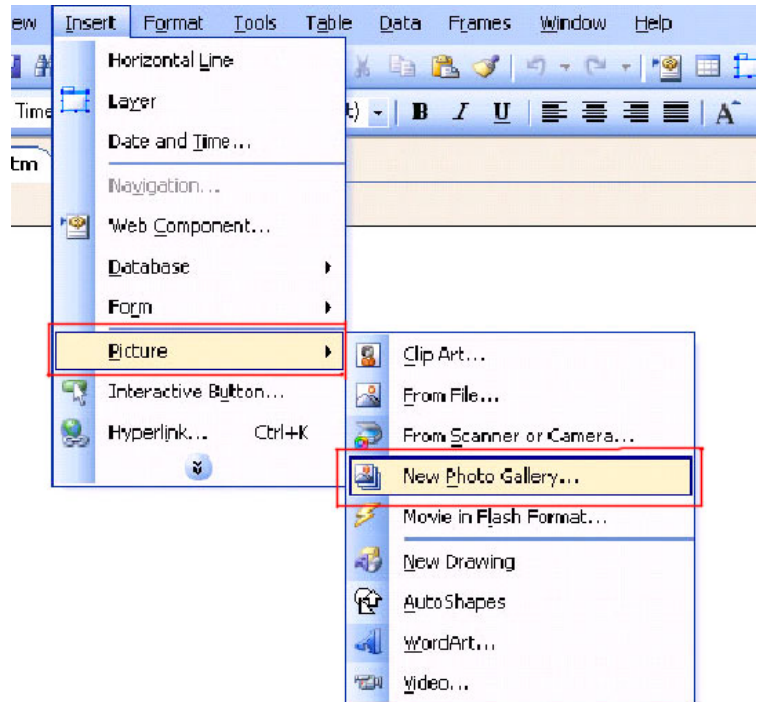


Microsoft FrontPage Inserting an Image

There are many different types and ways to insert graphics into a webpage or just a workspace document:

- Clip Art
- From File
- From Camera or Scanner
- New Photo Gallery
- Movie in Flash Format
- New Drawing
- Auto Shapes
- Word Art
- Video



When you insert an image from a file, FrontPage prompts you to import the image to your FrontPage web when you save the page. You can insert the following types of images:

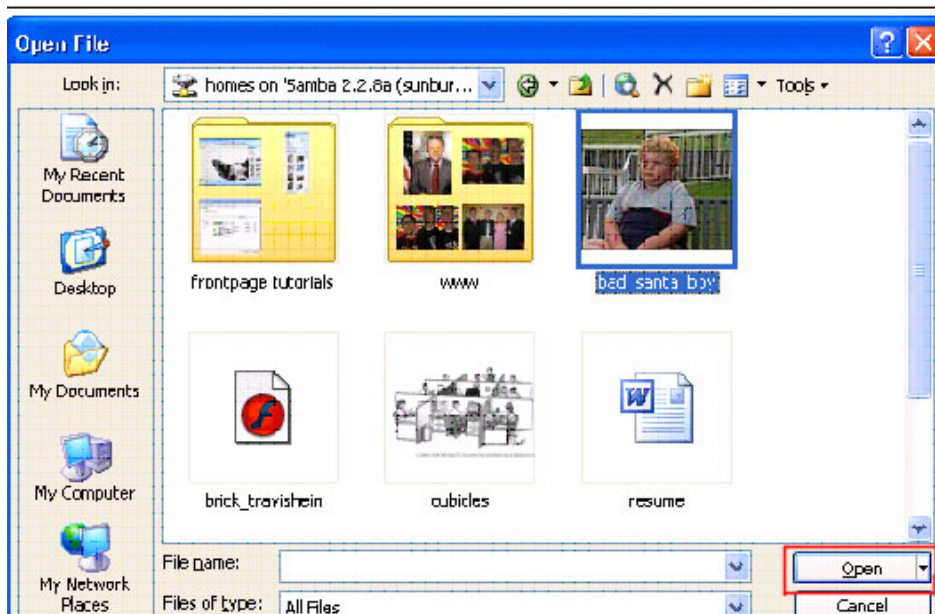
- GIF
- JPEG
- BMP
- TIFF
- TGA
- RAS
- EPS
- PCX
- WMF

When you insert an image that isn't either GIF or JPEG format, it is automatically converted to a GIF, or JPEG.

Inserting a Image

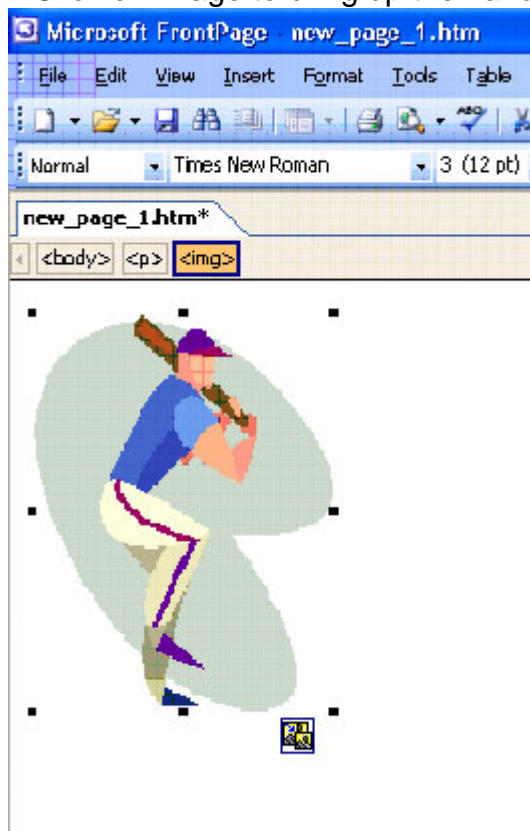
1. Select the page that you want the image to appear on.

2. On the menu bar click on **Insert**, choose **Picture**, and then make your selection of what type of image you would like to insert.
3. Choose "From File"
4. The Select File window will appear.
5. In the Select file window navigate to the folder where the image is stored.
6. Select the image you want and click **Insert**.



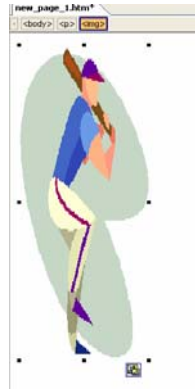
Resizing an Image

1. Click on image to bring up the handle bars.

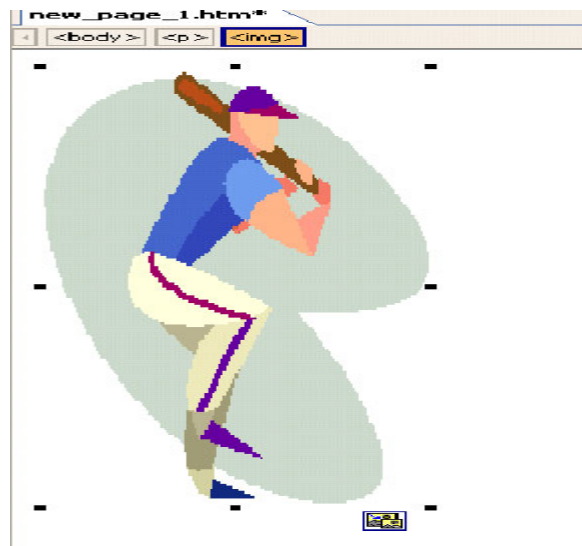


There are 3 kinds of handle bars:

1. The vertical bars are directly on top and bottom of the image and make the image longer and skinnier.



2. The horizontal handles are directly left and right of the image, and they make the image wider.



3. The corner handles resize the image in exact dimensions just larger or smaller.

