

Chapter 4

Objects, Images, Text and Links

Learning Objectives

After completing this unit, you should be able to:

- know how to add placeholders, insert and edit images;
- manipulate text and identify the text type;
- create links and use the site map assistant;
- manipulate objects in your page or site;



Word Watch

Thumbnail
Modify
Cropping
Text Frame
Rich Text
Graphic Text
Site Map Assistant
Primary Page
Auto Links
e-Shop
Album Widget

Inserting and Editing Images

Lesson 1

You can add and delete images from your document. Replace the placeholders in a template with your own images, or turn your own image into a placeholder. An image can be rotated, cropped, framed, and have other effects applied to it.

Adding Image

Add an Image Using Drag and Drop

- 1 Click the **People** folder button in the File Browser or another folder that has your desired image.

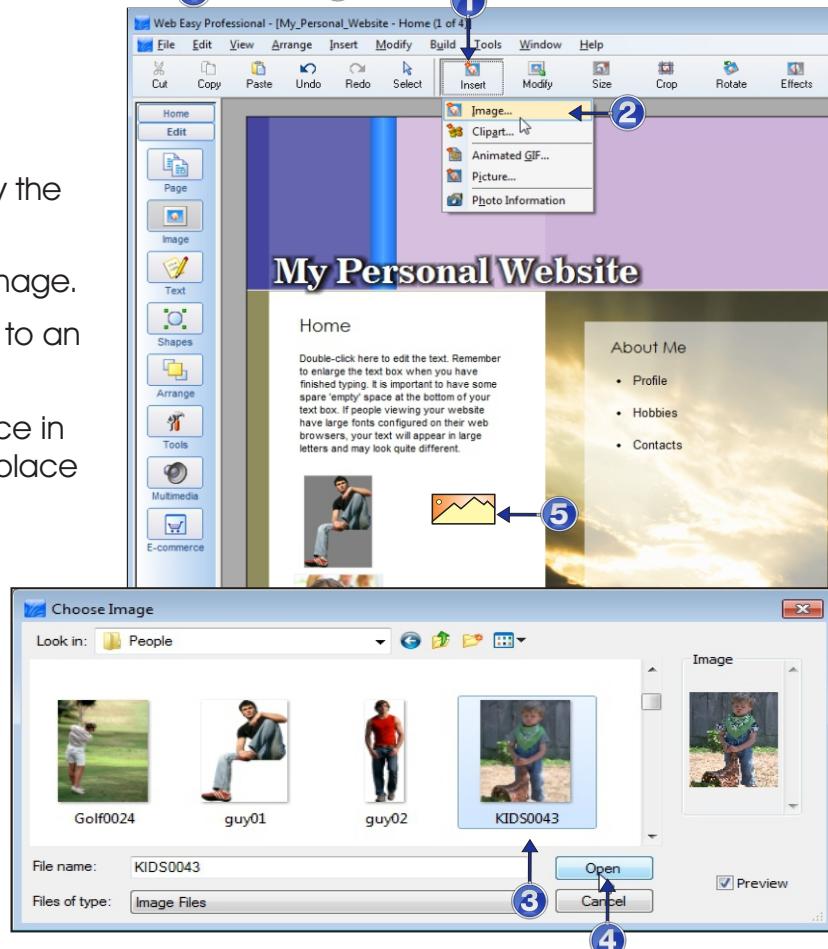
To add Web Easy's File Browser at the bottom of the screen, if it's not already yet visible, open the View menu and choose File Browser.

- 2 Click the thumbnail of the desired image and hold the button down.
- 3 Drag the image to your document and release the button.



Add an Image by File Name

- 1 Click the **Insert** button.
- 2 Click the **Image** button to display the Choose Image dialog box.
- 3 Click a file name to select the image.
- 4 Click **Open**. The cursor changes to an insert image icon.
- 5 Place the cursor on the workspace in the location where you want to place the image, and click once.



Placeholders

Lesson 2

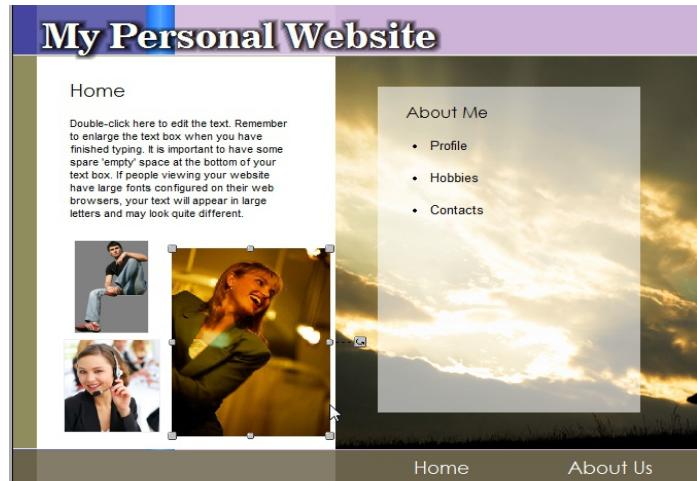
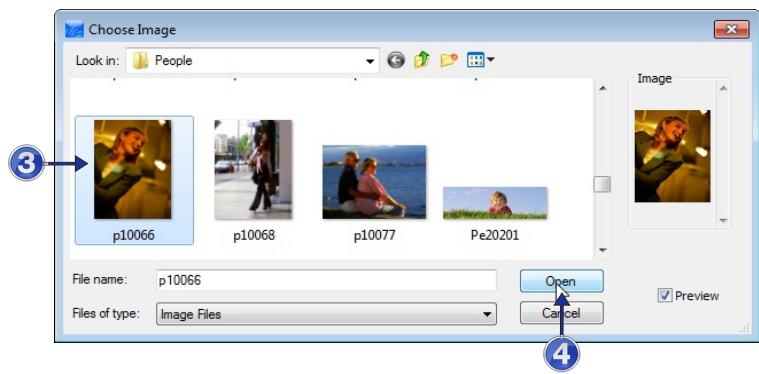
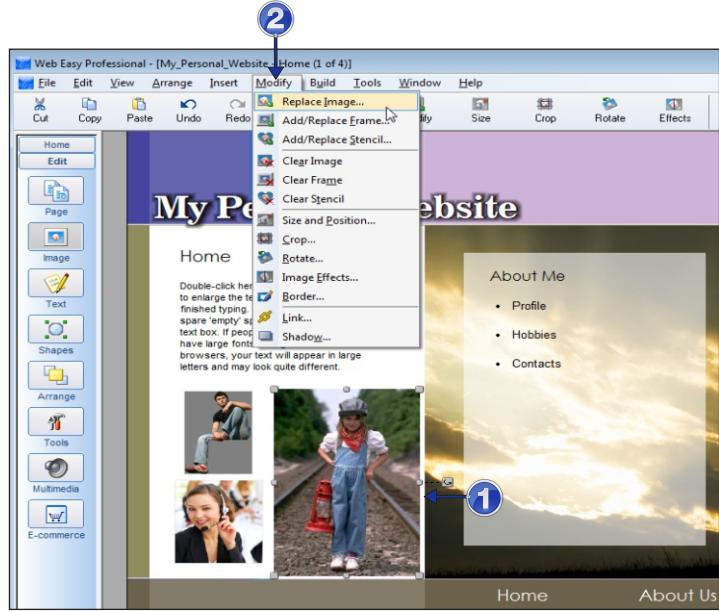
Replacing a Placeholder with an Image

Many Web Easy templates include image placeholders, arranged in position on the page.

All you have to do is replace them with your own images.

- ① Click the placeholder that you want to replace with an image.
- ② Click the **Modify** button and choose Replace image from the drop-down list to open the Choose Image dialog.
- ③ Browse for an image, and click the file name to select the image.
- ④ Click **Open**.

You can also replace an image by dragging an image from File Browser and dropping it on top of the placeholder. Make sure the sizing handles appear around the edge of the placeholder before dropping the image. The cursor changes to indicate that the image is going to replace the placeholder.

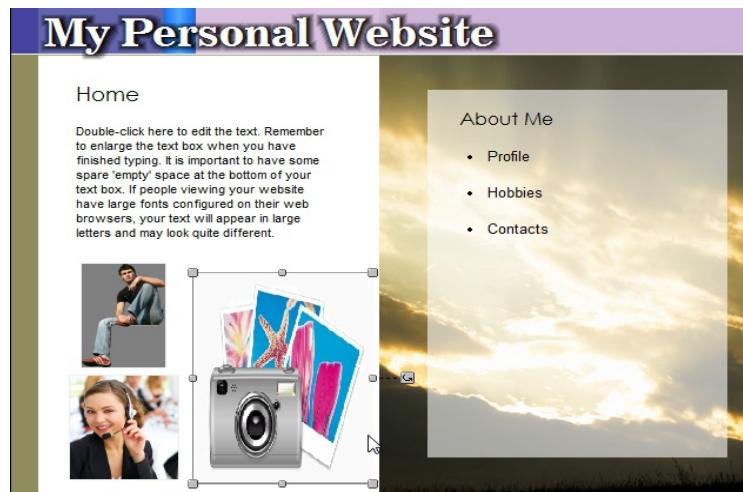
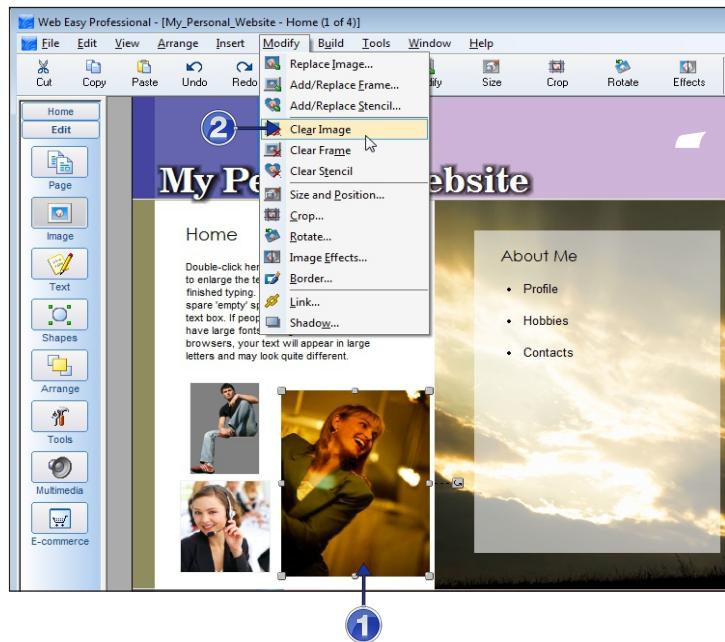


Changing an Image to a Placeholder

If you no longer want to use an image, but you want to save its size and position for another image, use the Clear Image feature.

- ① Click the image to select it.
- ② Click the **Modify** button and choose **Clear Image** from the list.

The image is removed and a placeholder remains in its place, preserving the size and position of the original image.



Modifying Images

You can rotate and crop your images, as well as adding a menu of links to them.

Rotating an Image Using Your Mouse

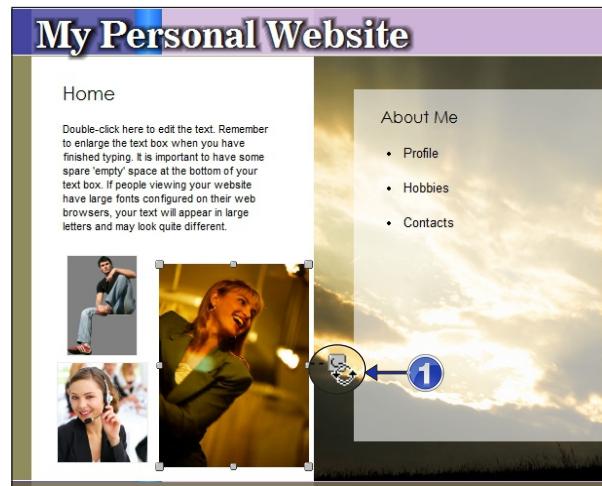
- ① Select the image. Position the mouse over the turning handle to the right of the image.

The mouse pointer changes to a rotation pointer.

- ② Click and drag the turning handle to rotate the image. While being rotated, the image appears in low resolution.

Release the mouse button at the correct rotation. The rotated image reappears in its original resolution.

To rotate an image by specifying a number of degrees, see "Rotating an Image by Degrees" in the online help.

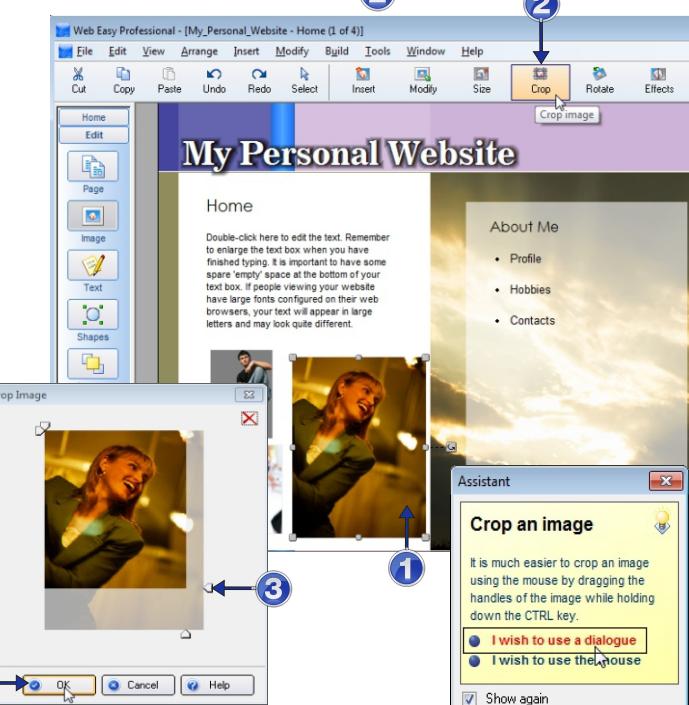


Cropping an Image

- ① Select the image to be cropped.
- ② Click the **Crop** button to display the Crop Image dialog.
- ③ Drag the handles at the corners of the image up, down, or sideways to select the area to be cropped.

The shaded area indicates the parts of the image to be trimmed off.

- ④ Click **OK**.



Working with Text

Lesson 3

Text in Web Easy is contained in a text frame. After typing the text, you can move the text frame around the page and treat it like one of the objects on your page. You can have as many text frames on a page as you like.

Text Frames

A text frame has two modes: Object mode and Edit mode.

- In **Object mode**, the text appears with a transparent background and with handles, like other objects. You move it around, add fills, shadows, and other effects.

To select a text frame in Object mode, click the text once.

- In **Edit mode**, the text appears as black on a white background, with a flashing cursor indicating where you can type. In this mode, you can edit the text itself, adding and deleting words.

To enter Edit mode, double-click on a text frame. To exit Edit mode, click outside the text frame on the workspace.

Keep your text frames larger than the area taken up by the text. You need this extra space because some Internet browsers might display text in a larger font. Any text that doesn't fit into the text frame won't appear.

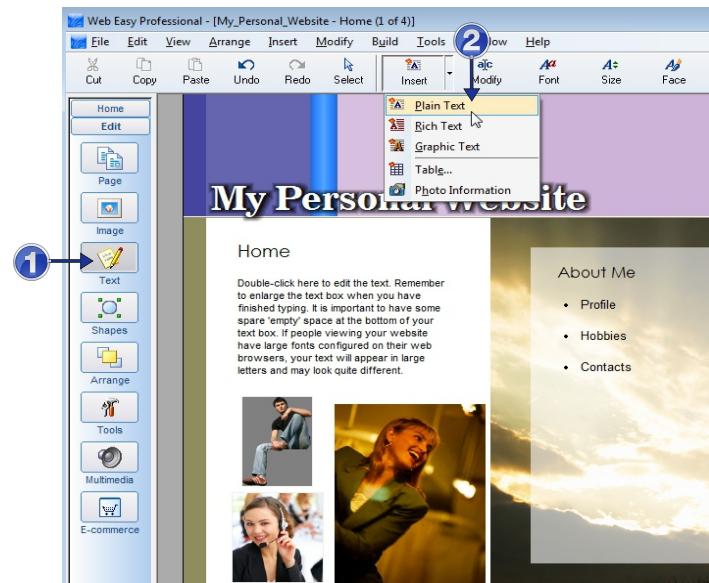


Inserting a Text Frame and Text

When you insert new text, you open a new text frame.

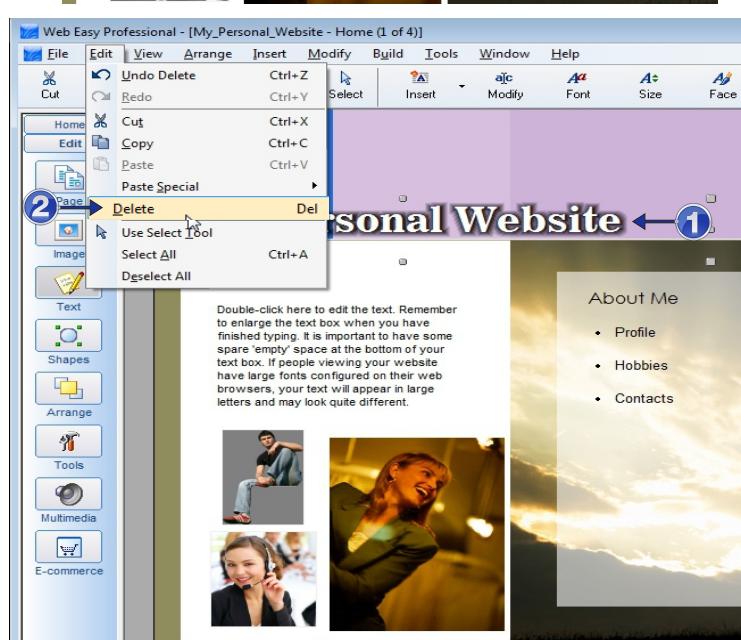
- ① Click the **Text** button to display the Edit Text Toolbar.
- ② Click the **Insert** button for Plain Text, or click the arrow on the right side of the Insert button and choose Plain Text, Rich Text, or Graphic Text.
- ③ Click on the page in the location where you want to place the new text.
- ④ Type your text.

After you finish, click anywhere on the workspace outside the text frame.



Deleting a Text Frame

- ① Click once on the text frame to select it in Object mode.
- Don't double-click the text frame.
- ② Press the **DELETE** key on your keyboard, or open Edit menu and choose **Delete**.

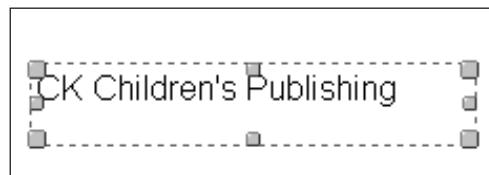


Text Types

There are three types of text frames which you can choose from: Plain Text, Rich Text, and Graphic Text. All of these can use your choice of fonts, styles, sizes, colors, and more.

Types of Text Frame

- **Plain Text** uses the same style for all the text within the plain text frame. You can choose different fonts, bold, italics or colors, but it applies to all the text in that frame. This is the most efficient text type.
- **Rich Text** allows different styles of text to appear in the same frame. You can also create web links within the frame. The Rich text toolbar lets you create bullets, numbered lists, indents, create and change tables, and more. You can select text and use standard shortcuts for creating bold (CTRL-B), italics (CTRL-I), and underlined (CTRL-U) text.
- **Graphics Text** is used for unusual text effects such as filling the font face with gradients or textures. It is recommended that you use this type with larger size fonts, since the text might be difficult to read at small font sizes.



While all three text types support left, center, or right alignment, in Rich Text you can also have left-and-right justified text.

You can convert Plain Text to Rich Text at any time. To do it, select the Plain Text frame, and then open the Modify menu (not the Modify button in the toolbar) and choose the Rich Text Formatting option.

Working with Links

Lesson 5

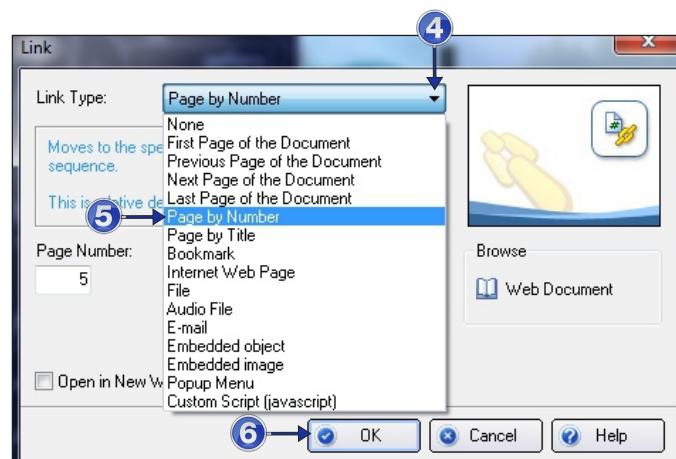
Web Easy lets you create links from text, images, or any item on the page. You also can create a pop-up menu that allows your web site to offer multiple links from a single hot spot. Links allow you to navigate your web site by moving to other pages, other sites, an email address, or even to an audio or video file to podcast. When users click a link in your web site, they jump to the associated link location.

If you forget what type of link you've created for an item, you can display link information by right-clicking the item and choosing Link from the context menu. You also can use Web Easy to add a pop-up menu to a link.

Using a pop-up menu, you can link to another page within your web site, to an external Internet site, to a multimedia file, to email, to another pop-up menu, or to a custom JavaScript program (Web Easy Professional only).

Creating a Link Within Your Web Site

- ① Select the **Edit** button to display the Edit Taskbar.
- ② Select the item to which you want to add the link.
- ③ Click the **Link** button to display the Link dialog.
- ④ Click the **Link Type** tab.
- ⑤ Create a link by selecting a link option:
 - First page of your web site links to the home or index page.
 - Previous page links to the page you previously displayed.
 - Next page links to the next logical page in the web site.
 - Last page links to the last logical page in the web site.
 - Page links to any other page in the web site. Browse to find the page.
 - Document links to another document file. Browse to find the file.
 - Program starts another program. Browse to find the program.
 - None removes a previously set link.
- ⑥ Click **OK**.



Creating a Link to Another Web Site or to Email

To create a link to another web site, you must supply the URL address. When a user clicks the link, the indicated web site opens in their Internet browser. When a user clicks an email link, the user's email software opens with the email address already displayed.

- ① Select the **Edit** button to display the Edit Taskbar.
- ② Select the item to which you want to add the link.
- ③ Click the **Link** button to display the Link dialog.
- ④ Click the arrow at the right of the Link Type box and select a link option.

- Internet Web Page links to another web site.

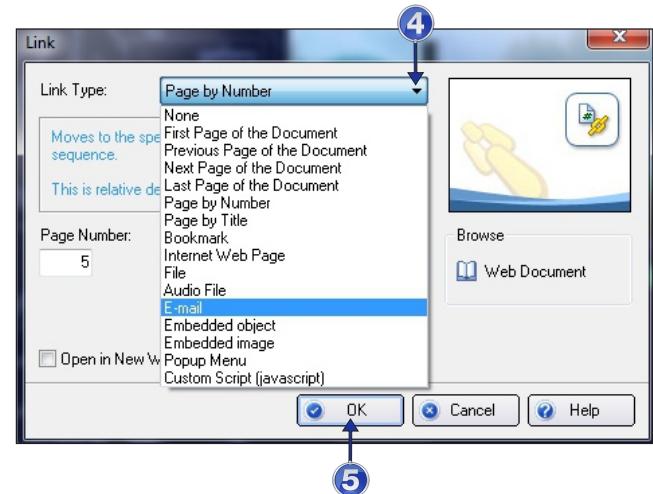
Enter the URL address of the web site.

- E-Mail links to email.

Enter the email address that it's addressed to.

- ⑤ Click **OK**.

Make sure that you type the URL or email address correctly. If it's wrong, the link won't work.



Site Map Assistant

Lesson 6

The Site Map Assistant makes it easy to keep track of the links in your document. It lets you quickly view the links to and from each page.

Viewing Links Using the Site Map Assistant

- ① Select the **Edit** button to display the Edit Taskbar.
- ② Click the **Tools** button to display the Assistants Toolbar.
- ③ Click the **Link Map** button to open the Site Map Assistant.

There are two working areas in the dialog:

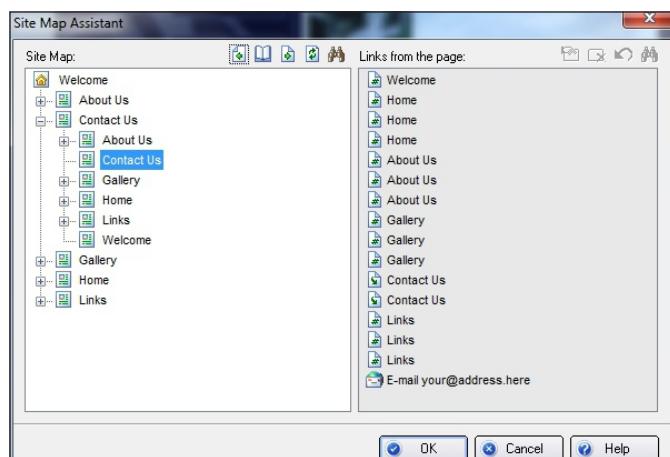
- The **Left Pane** displays the hierarchy of the links from the primary page.
- The **Right Pane** displays a list of all links from the selected page.

The following icons are used to represent the pages:

 There are no links from this page (also use when indicating the starting page of the Start Mart).

 The page is the primary (home) page for the website. It is the first page displayed when users access your website.

 A page of the website document.



You can't add new links to the Website document using the Site Map Assistant.

Working with Objects

Lesson 7

Web Easy introduces web widgets and adds more interactive objects. You can add animations, forms, photo albums, YouTube® videos, and more.

Web Widgets include tools for social networking, photo sharing, and bookmark sharing sites. The SendPhotos® widgets embed SendPhotos albums and PhotoFlows in your web page. The iPhone Redirection widget automatically detects if a reader accesses your website with his iPhone™ or iPod Touch®. If you have created a site optimized for viewing on these screens, the reader has the option of going to the optimized site.

Object Types

Web Easy includes a selection of ready-to-use objects that you can insert into your website. These objects range from simple design elements, such as colorful page dividers, to advanced elements such as forms, navigation bars, 3D motion designs, and gadgets.

Web Easy provides many different types of objects, including the following:

- Web Widgets, to add social networking, photo sharing, online video, and interactive maps to your site.
- Animations, to add running or blinking elements to your site.
- Auto Links, to add specific navigation elements to your site.

Web Easy automatically calculates the number of pages in your document and creates a link to each page.

- Dividers, to organize your site into areas.
- eShop, to add ecommerce and payment options to your site. (Web Easy Professional only)
- Forms, to interact with your site's readers.
- Gadgets, including ready-to-use items such as a calculator, date display, and clocks, to add fun elements to your site.
- Navigation, to add predesigned navigation elements to your site.
- Search, to add search capability to your site.

Inserting Objects

All items on a page is called an object. Inserting an object to its proper locations make your page neat and clean, where visitors love to visit your site again and again. In order to insert most objects, you drag them from File Browser onto your page or site.

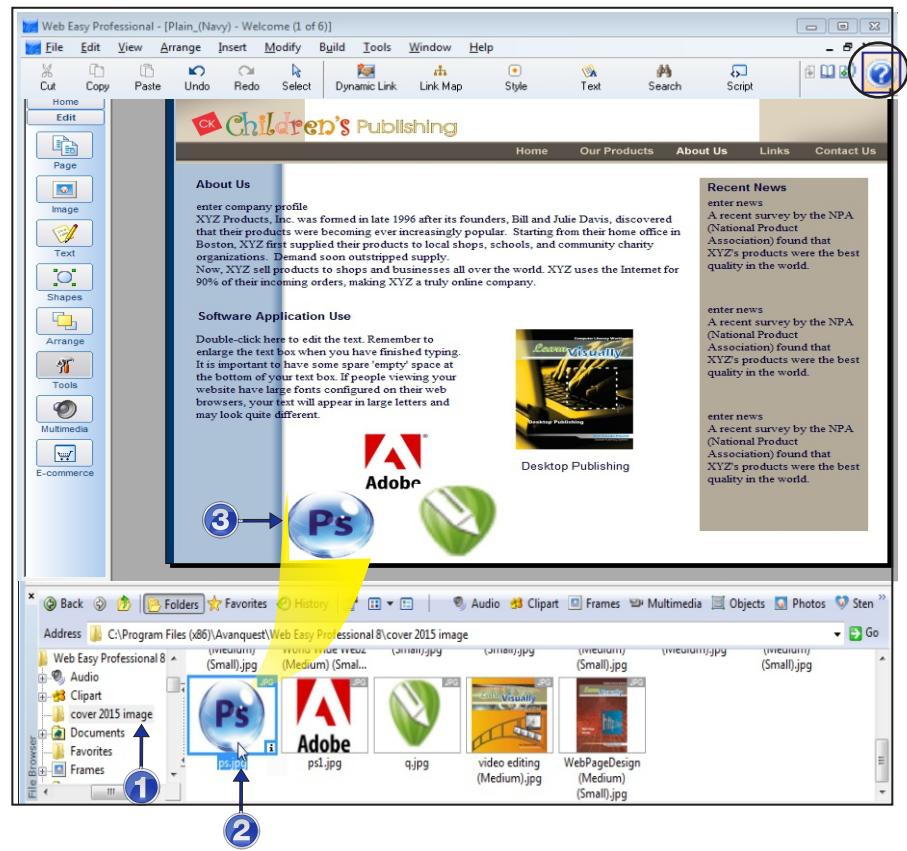
- ① Click a folder on your File Browser.

- ② Click the object.

- ③ Drag an object from **File Browser** to your web page.

When the object is positioned, release the mouse button.

Some objects require you to set parameters. These parameters vary depending on the object you're inserting. For more information, click the Online Help button, located in the upper right corner of the Object Script Properties dialog.



LABORATORY MANUAL

Chapter 4 Objects, Images, Text and Links

Part 3 WEB EASY

Essential things are packed into this chapter. Objects, images, text and linking files makes web site complete. This chapter covers all the important elements of a website which will make the student's project complete and presentable.

Objectives

After completion of all the computer laboratory activities in this chapter, the student will be equipped with the knowledge on how to create a complete web site using the Web Easy's features.

Lab 4.1 Cool School Site

Estimated Completion time: 25-30 Minutes

Directions:

1. Create a three-page website of your school.
2. Link pages, and insert pictures, school's logo and background.
3. Apply text formatting.
4. Make use of any similar built-in template. Do the necessary changes to the template if applicable.
5. Save the activity in your working folder as **CoolSchoolSite**.

Sample Site Preview:



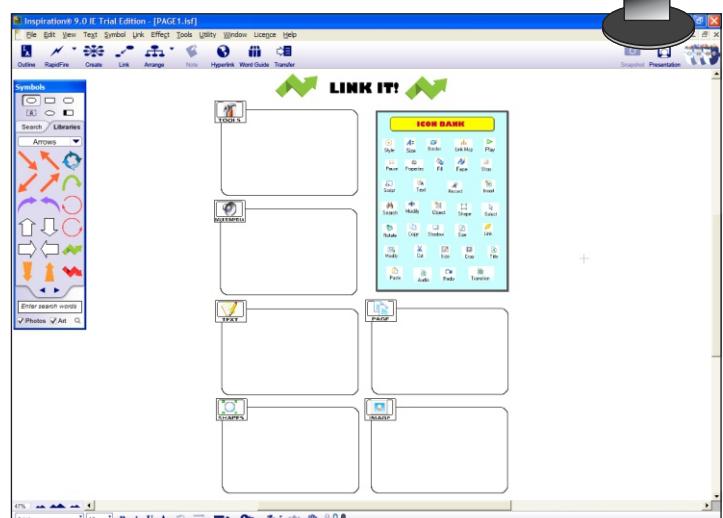
Lab 4.2 Link It

Estimated Completion time: 5-10 Minutes

Directions:

1. Launch **Inspiration**.
2. Open and answer the activity **Link It**.
3. Drag accordingly the buttons to their group.
4. Save the activity in your working folder as **LinkIt**.

Preview:



Part 3 WEB EASY

Chapter 4 Objects, Images, Text and Links

Lab 4.3 Science Sense

Estimated Completion time: 30-40 Minutes

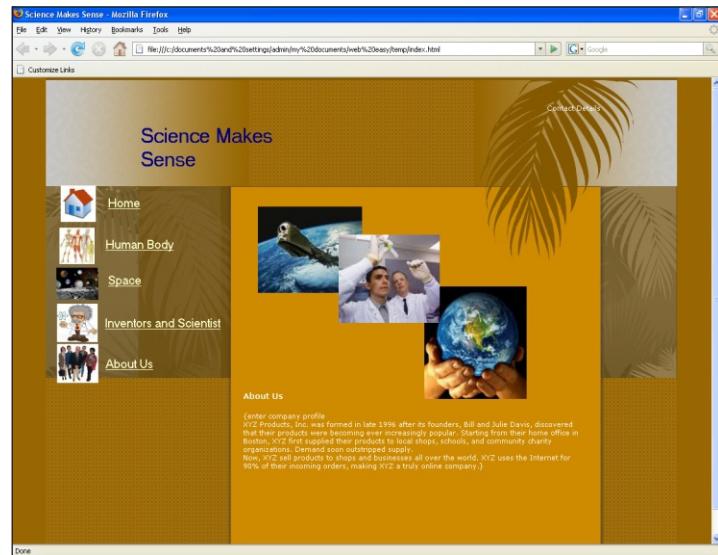
Directions:

1. Launch **Web Easy**.
2. Create a web site about some topics of science.
3. Choose at least three topics from Encarta Kids that captures your interest.
4. Cut and paste pictures and information to complete your web site.
5. Save the activity in your working folder as **ScienceSense**.

Score



Preview:



Lab 4.4 Ace Places

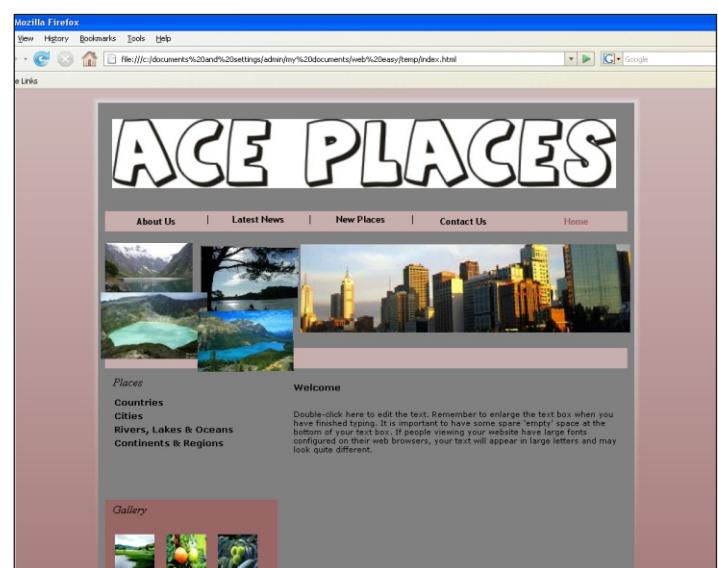
Estimated Completion time: 30-40 Minutes

Directions:

Score



Preview:



1. Launch **WebEasy**.
2. Create a web site about places.
3. Research for four places from Encarta Kids or from the Internet.
4. Cut and paste pictures and information to complete your website.
5. Save the activity in your working folder as **AcePlaces**.

Part 3 WEB EASY

Chapter 4 Objects, Images, Text and Links

Lab 4.5 Animal World

Estimated Completion time: 35-45 Minutes

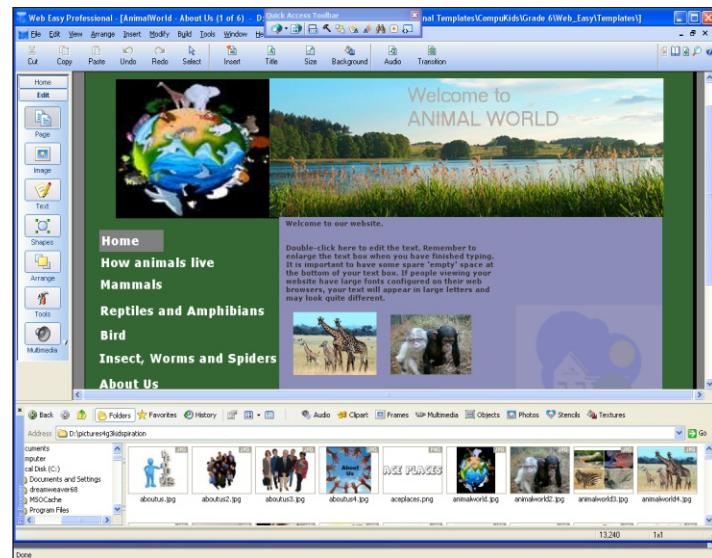
Directions:

1. Launch **WebEasy**.
2. Create a web site about animals.
3. Research from Encarta Kids or from the Internet of at least four kinds of animals. and get the information about them.
4. Cut and paste pictures and information to complete your web site.
5. Save the activity in your working folder as **AnimalWorld**.

Score



Preview:



Lab 4.6 CoolPreschoolSite

Estimated Completion time: 35-45 Minutes

Directions:

1. Launch **WebEasy**.
2. Create and design a web site that teaches preschool pupils about the alphabets and numbers.
3. Show pictures and integrate sounds or audio in each letter or number introduced.
4. Research for more information from Encarta Kids or from the Internet.
5. Save the activity in your working folder as **CoolPreschoolSite**.

Score



Preview:



Part 3 WEB EASY

Chapter 4 Objects, Images, Text and Links

Lab 4.7 Tourist Capital

Estimated Completion time: 45-55 Minutes

Directions:

1. Launch **Web Easy**.
2. Create a web site about your country.
3. Research from the Internet about the tourist destinations in your country and get information about them.
4. Cut and paste pictures, videos of events, and audio files to enhance your website.
5. Save the activity in your working folder as **TouristCapital**.

Score



Preview:

