

Adding Graphics to your Web Page

Graphics file formats:

Two file formats are used for graphics files on the Web: "GIF" and "JPEG."

A GIF file ends with **".gif."** GIF files are 256 colors and are usually used for drawings.

A JPEG file ends with **".JPG."** JPEG files are millions of colors and are best used for photographs.

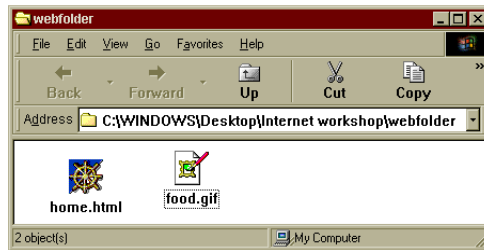
In preparing your graphics files, remember that the smaller it is, the faster it will load!

Organizing graphics files:

Graphics files should be in the same folder as your web page "HTML" file.

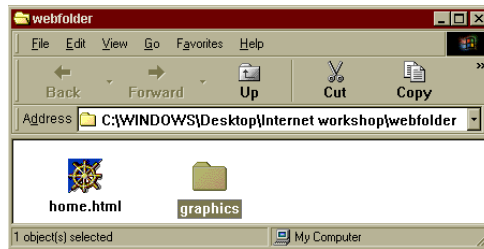
If you have only one or two graphics files, they can be in the same folder.

In this example, the graphic "food.gif" is in the folder "webfolder" with the web page file "home.html."



But if you have several graphics files, it is best to put them in their own folder inside the general folder for your web pages:

In this example, the folder "graphics" is inside the general folder "webfolder"

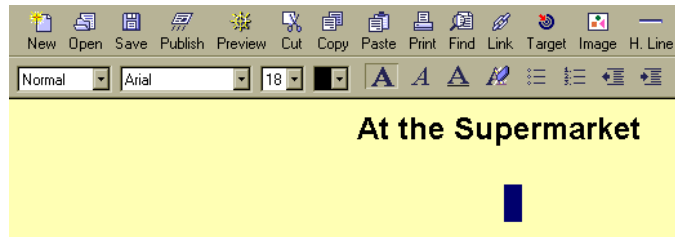


Inside the "graphics" folder:

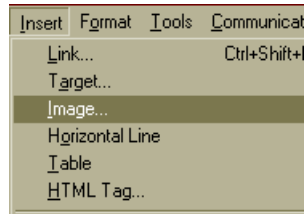


Adding a graphic to your web page:

Start up Communicator.
Position the cursor at the
place where you want the
graphic to appear:

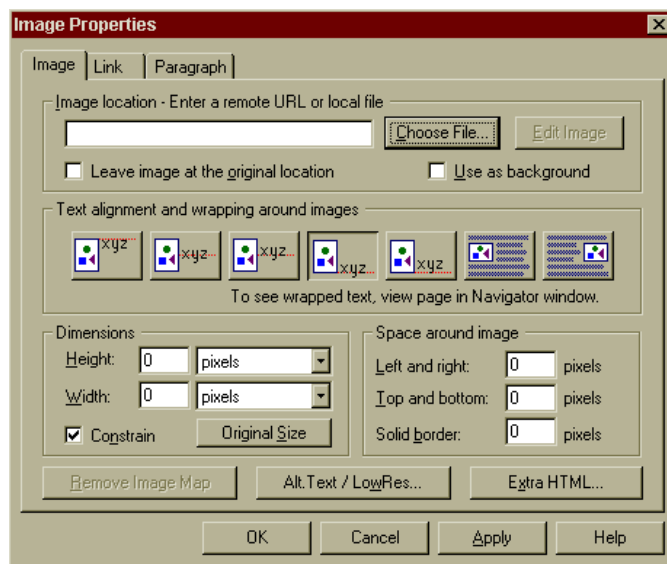


Go to the Insert menu and select Image:



You will see this box.

Click on Choose File:



Navigate to the desired folder. If you have a graphics folder, open it.

Select the desired file and click on Open:

Click on OK (or hit Enter) at the next screen.



Your graphic should now appear in the location where your cursor was.



Why <ALT> (Alternative text) tags are important:

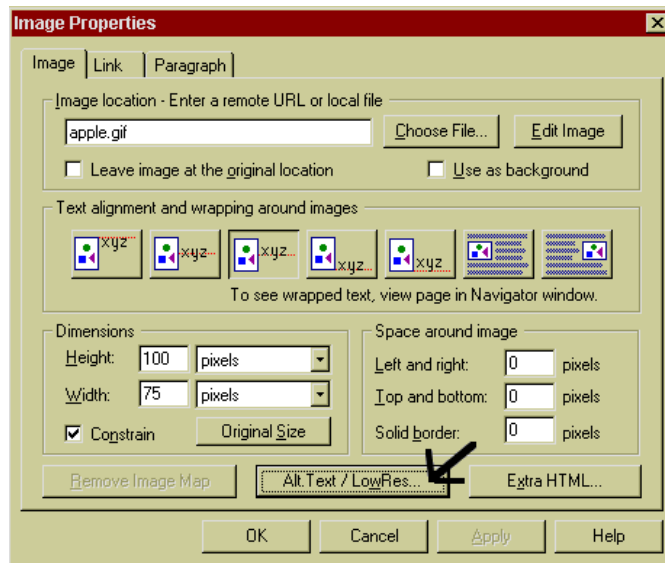
Some Web users disable the graphics, so you should provide alternative descriptive text for each graphic.

Also, these tags may be very useful for visually challenged users since they can use text-to-speech technology to hear the text.

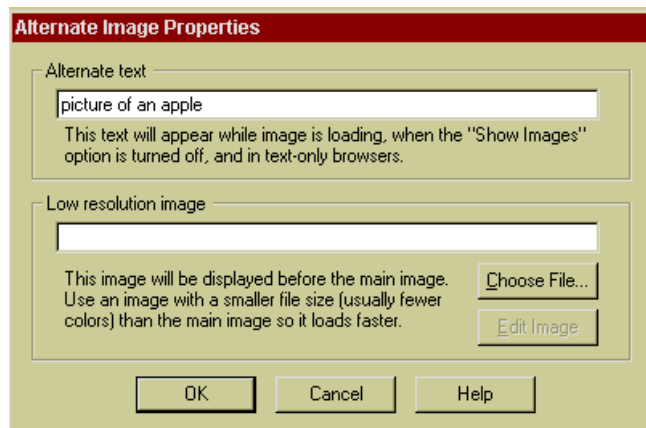
Adding the <ALT> (Alternative text) tag:

From the Insert Menu,
select Image.

Click on the Alt.
Text/LowRes button



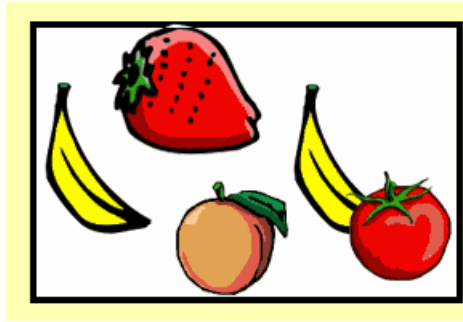
In the Alternate text
window, type in some text
to describe the image.



Aligning the graphic:

If text will accompany the graphic, you may wish to change the text alignment options.

First, select the graphic.



Then, bring up the Image Properties box. You can do this in two ways:

1. From the Insert menu, select Image as before.

or,

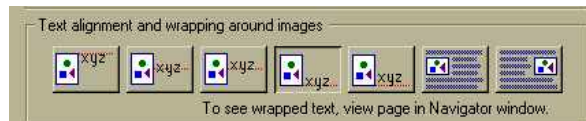
2. Click on Link in the top menu bar:



and then click on Image.



Experiment with the options in the middle of the Image Properties box



VERY IMPORTANT:

1. Do not move the location of the graphics once you have linked them, or your web page will not be able to "find" them.
2. When you publish your web page by copying it to the webserver, be sure to copy the graphics along with the page(s).