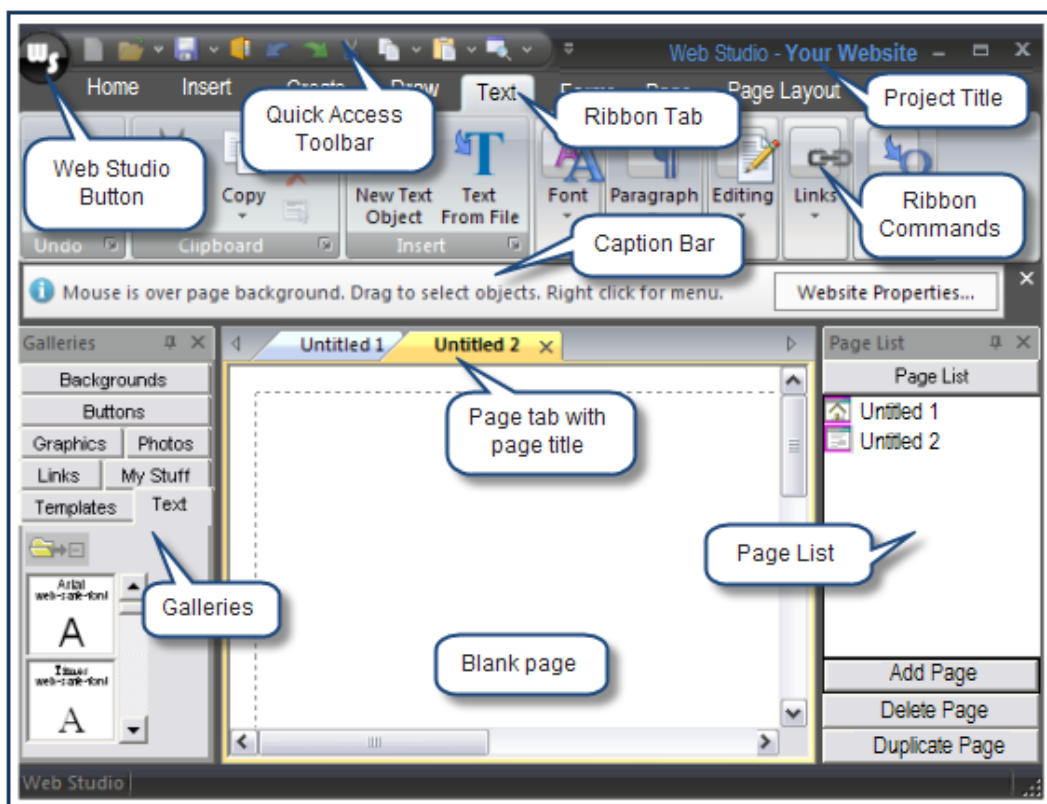


Chapter 2: The Web Studio Workspace

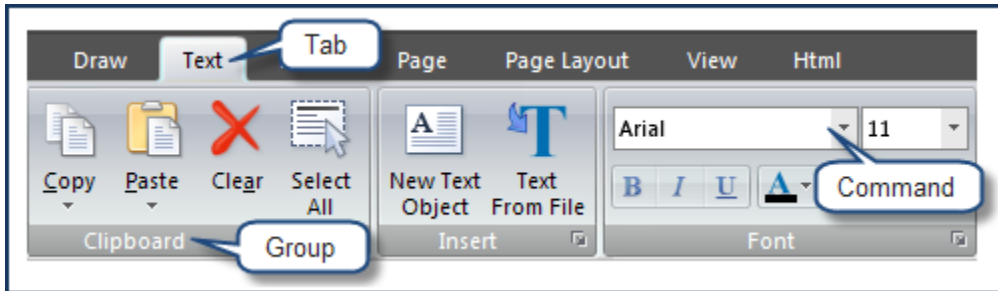
The Web Studio workspace is designed to help you find everything that you need quickly and easily. A *ribbon* runs along the top of the program window that replaces the *Menus* and *Toolbars* that were used in earlier versions. Each tab in the ribbon contains commands and program features that are arranged in work groups.

A *Quick Access Toolbar* along the top of the ribbon allows you to put frequently used commands along the top of the ribbon. This allows you to customize your workspace.



Ribbon

Most of the functions are located in the ribbons across the top of the workspace. There are three parts to the ribbon: *tabs*, *groups*, and *commands*.



Tabs

There are ten basic tabs across the top. Each one represents an activity area: *Home*, *Insert*, *Create*, *Draw*, *Text*, *Forms*, *Page*, *Page Layout*, *View*, and *Html*.

Groups

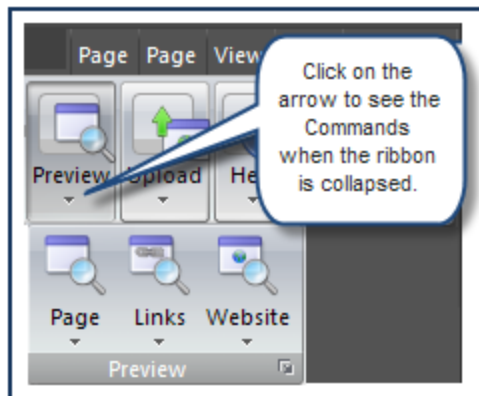
Each tab has commands that are arranged in groups. This makes it easy to find all of the functions in the ribbon. Notice that the command icons in a group are hidden when you reduce the size of the workspace. To see the commands, *click* on the arrow below the group name.

Commands

A command is a button, box, or drop down menu that allows you to perform a task within the group. The commands are organized by how they are used. *Appendix C* has a list of all of the ribbon command.

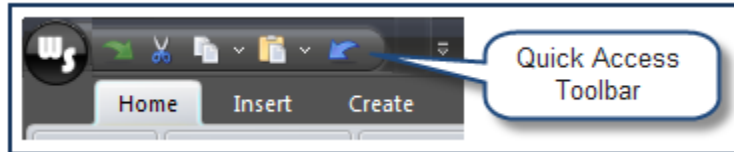
Ribbon resized

When the Web Studio window is collapsed, the ribbon automatically collapses in a way that provides you with access to all of the command in each group. *Click* on the group arrow to see the command in the group.



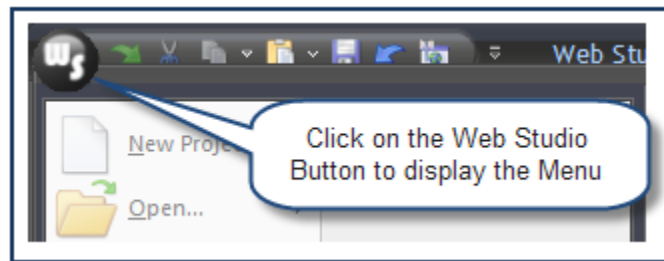
Quick Access Toolbar

This is the toolbar at the top of the workspace that contains a set of command that are independent of any tab. It contains tasks that you use over and over. You can personalize it to add your favorite commands. See *Customizing the Workspace* later in this chapter.



The Web Studio Button

At the top, left corner of the workspace is a round WS logo. This button is located in the upper-left corner of the window and opens the menu shown here.

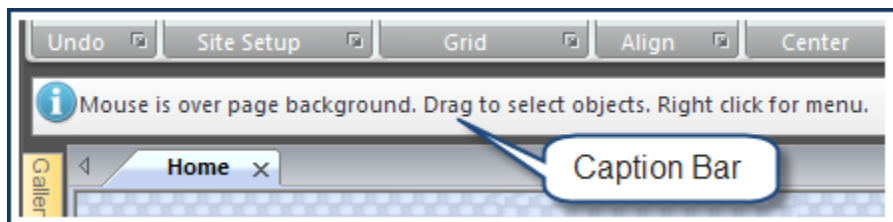


Caption Bar

This area below the ribbon displays information and tips about the task that you are performing. For instance, if you are working with a shape, the Caption Bar may display “*Mouse is over graphic object. Click to select it. Double-click to edit its properties. Right-click for menu.*”

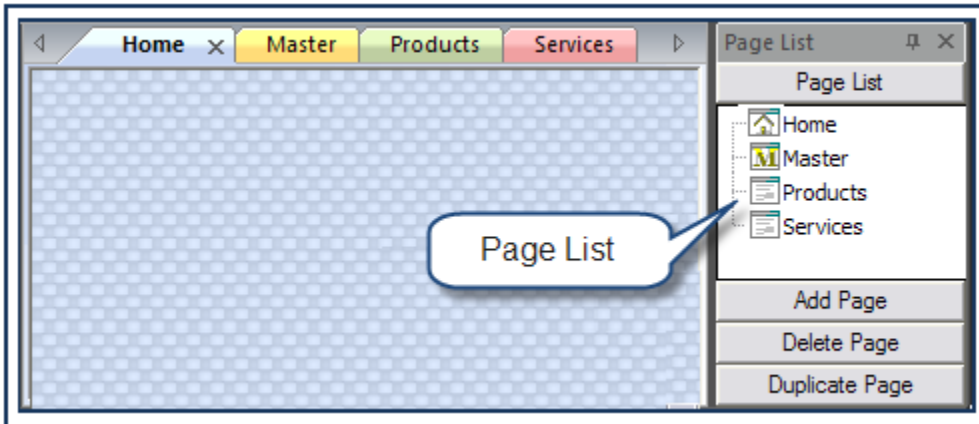
Hide and show the Caption Bar

Click on *View > Show/Hide > Caption Bar* to hide or show the Caption bar.



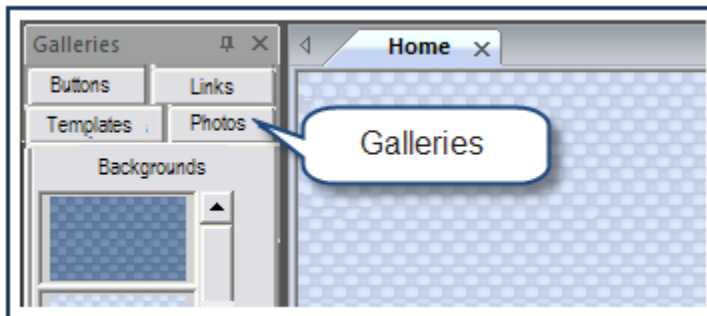
Page List

The Page List helps you manage your site. Each page in the list matches a page on the workspace. It provides you with easy access to any page so that you can see it or edit it. In addition, it performs many behind the scenes tasks for you such as automatically managing all of the files that make up your site. See *The Page List* chapter to learn about the Page List.



Galleries

The galleries at the left of the workspace put Web Studio content at your fingertips. There are *Backgrounds*, *Templates*, *Buttons*, *Links*, and other galleries that can be used when you are building a website. You can add more content from our website or add content of your own. See the *Galleries* chapter to learn about working with galleries.



Customizing the Workspace

Show or hide the ribbon

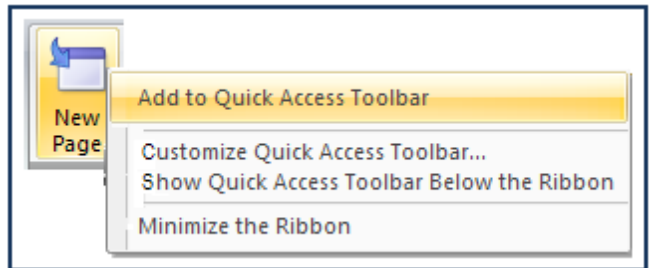
You may want to temporarily hide the ribbon to increase your workspace.

- *Double-click* on a tab to make the groups disappear.
- *Double-click* on a tab to bring back the groups.

Customize the Quick Access Toolbar

You can place your favorite command at the top of your workspace in the Quick Access Toolbar.

- To add a command, *right-click* over an icon in the ribbon and choose *Add to Quick Access Toolbar*. The command has been added.
- To remove a command, *right-click* over an icon on the Quick Access Toolbar and choose *Remove from Quick Access Toolbar*.



Add tools to the Quick Access Toolbar from the Customize Options Menu

- *Click* on the drop down arrow on the *Quick Access Toolbar*.
- Choose *More Commands*. This opens the dialog to add and remove command.
- Choose a tab from the *Choose Commands from* list and *select* it.
- *Select* the command from the command list.
- *Click Add* to add it to the list.
- If you want to remove a command, *select* the command on the list and *click Remove*.
- When you are finished, *click OK*.
- The toolbar is updated with the added and removed icons.

Move the Quick Access toolbar to below the ribbon

- *Click* on the drop down arrow.
- *Click* on *Show below the Ribbon*.
- To move it back, *click* on the drop down arrow and choose *Show above the Ribbon*.

Changing the Look of Web Studio

You can change the overall look and color of the Web Studio workspace by *clicking* on the *Theme* arrow in the upper right corner of the workspace. Choose from *Obsidian Black*, *Silver*, *Aqua*, or *Blue*.

Using Shortcuts

Web Studio uses hot keys, ctrl+ keys, and keyboard commands as shortcuts to perform functions.

Hot keys

A hot key is a keyboard key that will execute a command when it is *pressed*. Web Studio hot keys are activated when you are performing certain functions. For instance, when you *select* an object, you can push the object down the page by *pressing* the *P* key. In this case, the letter *P* on the keyboard becomes a hot key. Instructions in the manual tell you when a hot key is available. Also, see *Appendix E* for a list of hot keys.

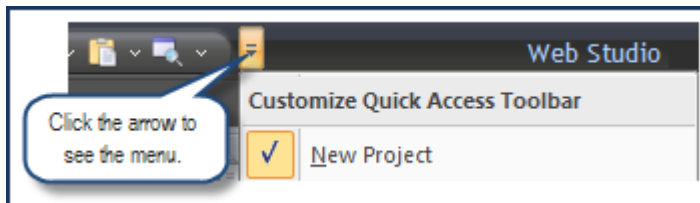
Ctrl + keyboard commands

You can use the common “*ctrl +*” commands and keyboard commands that you always used in Web Studio, such as *ctrl+c* for *copy* or *ctrl+s* for *save*. See *Appendix D* for a list of common keyboard commands.

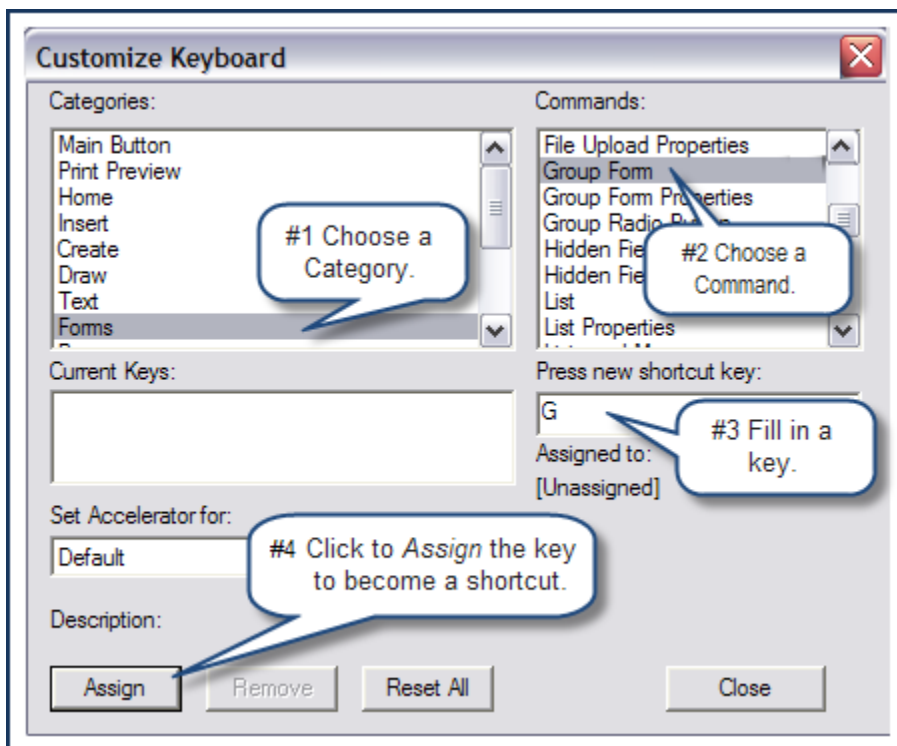
Keyboard commands and hot keys are not case sensitive.

Create customized keyboard commands

You can create your own keyboard commands by clicking on the *Customize* button at the bottom of the *Quick Access Toolbar's Customize* dialog. You cannot use a command that is already a standard keyboard short cut. For instance, *ctrl+z* is always the *undo* command and you cannot change that. But you can choose other keyboard shortcuts of your own. You do not need to know what the common commands are because Web Studio will not allow you to duplicate commands.



- Click on the arrow at the far right end of the Quick Access Toolbar to see a menu.
- Click on More Commands near the bottom of the menu. This opens the Customize dialog.
- Click on *Customize* at the bottom of the dialog. This opens the *Customize Keyboard* dialog.



- Click to choose a *Category*. This causes the *Commands* window to display the commands in that *Category*.
- Click to *select* the command for which you want to create a shortcut.
- Fill in the key you want to use for your new shortcut.
- Click to *Assign* the key to the command that is selected.
- Use the new shortcut with “*ctrl*+.” In the above example, *ctrl*+*g* is a shortcut for the *Group Form* command.

Using Web Studio TV to view Video Tutorials

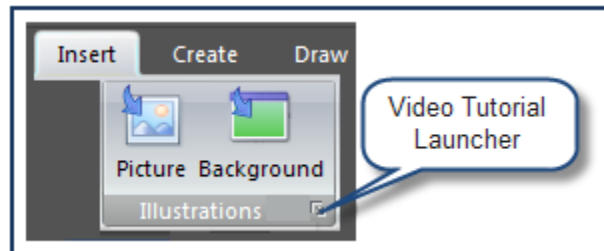
The video tutorials in Web Studio TV are a terrific way to learn about the features and functions of Web Studio. These audio-visual tutorials take you step-by-step through the commands that you will use to create and upload your website.

Web Studio TV opens in a browser right within your workspace. You can split the workspace so that you can view the tutorial in one window while you work on your web page in another window. One way to do this is to *right-click* over the Web Studio TV tab and choose *New Vertical Tab Group* from the menu. This opens the Web Studio TV page next to your open page. See the *Working with Pages* chapter for more ways to split the workspace.

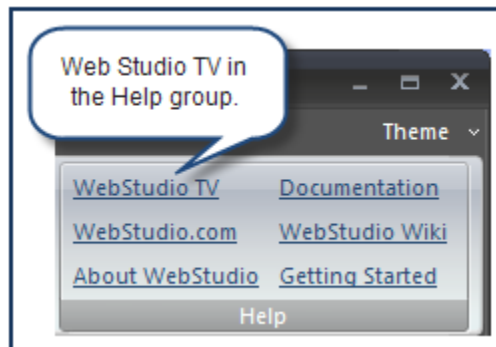
Open Web Studio TV Video Tutorials

There are two ways to view the video tutorials: The Video Tutorial Launcher in the ribbon groups and the Web Studio TV link in the Help group.

Video Tutorial Launcher. The groups have a small diagonal arrow in the lower-right corner. The arrow is called a *Video Tutorial Launcher*. When you click on the arrow, a browser opens and you can view a Video Tutorial related to that group.



Web Studio TV link. Click on the *Web Studio TV* link in the *Help* group on the *Home* tab.



View video tutorials in the Web Studio TV window

The Web Studio TV window gives you easy access to all of the tutorials available for Web Studio. The tutorials are organized according to the ribbon tabs and ribbon groups in your workspace. The controls allow you to play, pause, rewind and fast forward through the videos so that you can watch them at your own pace. At the bottom of the window is a selection of additional related videos.

