

Chapter 20: Web Studio Menu Maker

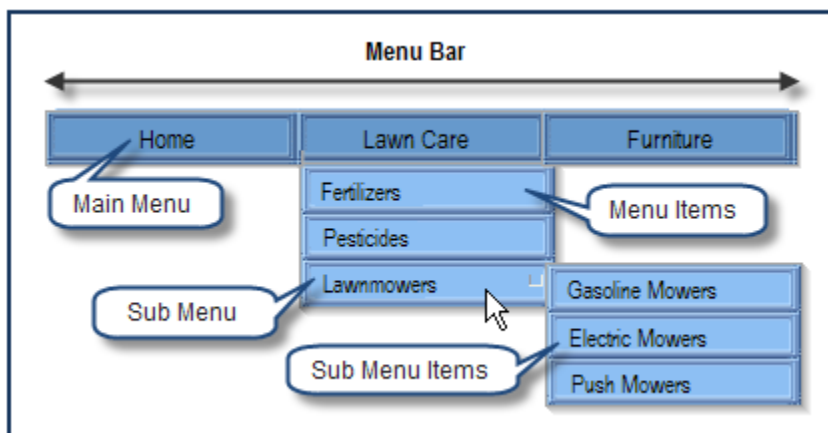
A drop down menu, sometimes called a pull down menu, is one that displays a list of options when visitors move the cursor over one of the Main Menus. The Main Menu is the one that is displayed on the web page. The Menu Items are hidden and only appear to “drop down” when the Main Menu is activated.

Drop down menus are especially useful when you want to organize a busy layout and help your visitors find what they are looking for on your website. If you have several pages that easily fall into categories, then drop down menus can be a great feature for your visitors. For instance, if you sell outdoor products for the home, a Main Menu could be *Lawn Mowers* with drop down Menu Items for *Push Mowers*, *Electric Mowers*, and *Gasoline Mowers*.

Web Studio Menu Maker is easy to use. You can customize the look, choose horizontal or vertical alignment, add sub menus, and edit the menus at anytime. Because menus can be made from buttons or any other graphics, the design options are endless.

Menu Components

Each button or graphic makes a separate and individual menu. The menus can be arranged horizontally or vertically to create a menu bar. This makes it easy to add or remove menus and arrange the menus on the page. In our illustration below, there are three Main Menus aligned to form a menu bar.



Main Menu. This is the object that is always displayed on the page. A list of Menu Items drops down when a mouse is moved over the Main Menu.

Menu Items. These items are hidden until the mouse is moved over the Main Menu. Once displayed, visitors can *click* on any Menu Item to take them to a page on your website or another page on the internet.

Sub Menu. This is another menu within the Menu Items. When the mouse is moved over a sub menu, then another list of items is displayed.

Sub Menu Items. These items are hidden until the mouse is moved over the sub menu. Once displayed, visitors can *click* on any sub menu item to take them to a page on your website or another page on the internet.

Use these objects to create menus:

Drop down menus use two objects to create the menu: one for the Main Menu and one for the drop down Menu Items. If you use only one object, then Web Studio will use the same one for both parts of the menu. You can use any of the following objects to make menus:

Rollover buttons. Menus use the normal and mouse over states to make the Main Menu and Menu Items. You can change the colors in the *Rollover Studio* to make color choices.

Normal buttons. Use a normal button to have the Main Menu and Menu Items have the same look. *Click* on the *Change Colors* command in the *Create* tab to change the button color.

Photo, graphic or shape objects. You can use the *Shape* commands, photos or graphics to make menus. Resize the object to the size that you want the menu to be. *Click* on the *Change Colors* command in the *Create* tab to change the colors in photos or graphics. Use the *Colors* commands in the *Draw* tab to change the color of shapes.

Creating a Menu

Each Main Menu in the menu bar is a separate menu. This provides you with the flexibility to customize your menus exactly the way that you want them to be. After using the *Menus* command to create the menu, there are two other commands that help you to customize your menu choices:

Menu Studio. This dialog is where you name the menu, add the Menu Items (links to pages), add sub menus, and even add an external links to the menu.

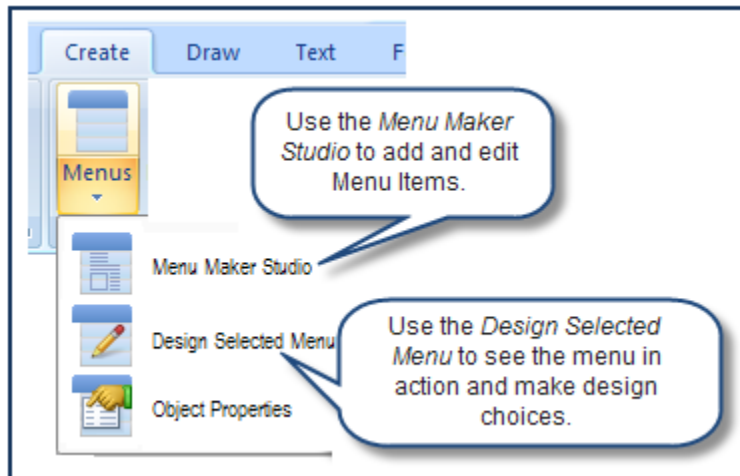
Design Menus. In order to edit the look of your menu, you can *double-click* on it or *select* it and then *click* on *Create > Menus > Design Selected Menu* command. This opens the menu in *Preview* and displays a new *Edit Menu* tab on the ribbon. The commands in this menu give you a variety of design choices for the Main Menu and Menu Items. For instance, you can change the color of text when the mouse is moved over a Menu Item, change the menu bar from horizontal to vertical or change the way the Menu Items appear on the page.

Menu Studio: Add or remove Menu Items.

Design Menus: Make design choices for the menu.

Quick steps to creating drop down menus:

- Choose the graphics.
- Click on the *Menus* command.
- Fill in the *Menu Maker Studio* to add Menu Items.
- Click on *Design Selected Menu* command to view and design the menu.



Prepare the objects for the menu

- Place the button, buttons or graphics on the page. The chart below explains how to work with the different objects. You can use the objects in any combination to create the menu.
- Make them the size and color that you want.



When you use a rollover button to make a menu, both the Main Menu and the Menu Items are the same size as the original button.

If you want to make a menu with Menu Items that are narrower than the Main Menu, use an option that uses two objects. Then you can resize the objects to the size that you want for the Main Menu and the Menu Items.

You can use any combination of objects to make menus: buttons, graphics and even text objects.

Objects

Prepare the Objects

Rollover buttons

- *Drag and drop* a button from the *Buttons Gallery*. This opens the *Rollover Studio* dialog.
- Choose the color for the *Normal* and *Mouse Over* states. The Mouse down state is not included in menus. Make them identical if you want the Main Menu and the items to be the same.
- *Click OK*.
- The Main Menu will display the *Normal* button. The Menu Items will display the *Mouse Over* button.

Normal buttons

- Hold down the *alt* key while you *drag and drop* a button from the *Buttons Gallery*. This opens the *Button Studio*.
- *Click OK*.
- Repeat to place another button on the page.
- Note: You can also use two different rollover buttons or a combination of buttons and graphics.

Photo, graphic or shape objects

- Place one or two objects on the page.
- Resize them to the size that you want for the Main Menu.
- If you use one graphic, then the Main Menu and Menu Items will display the same graphic.

Make the menu

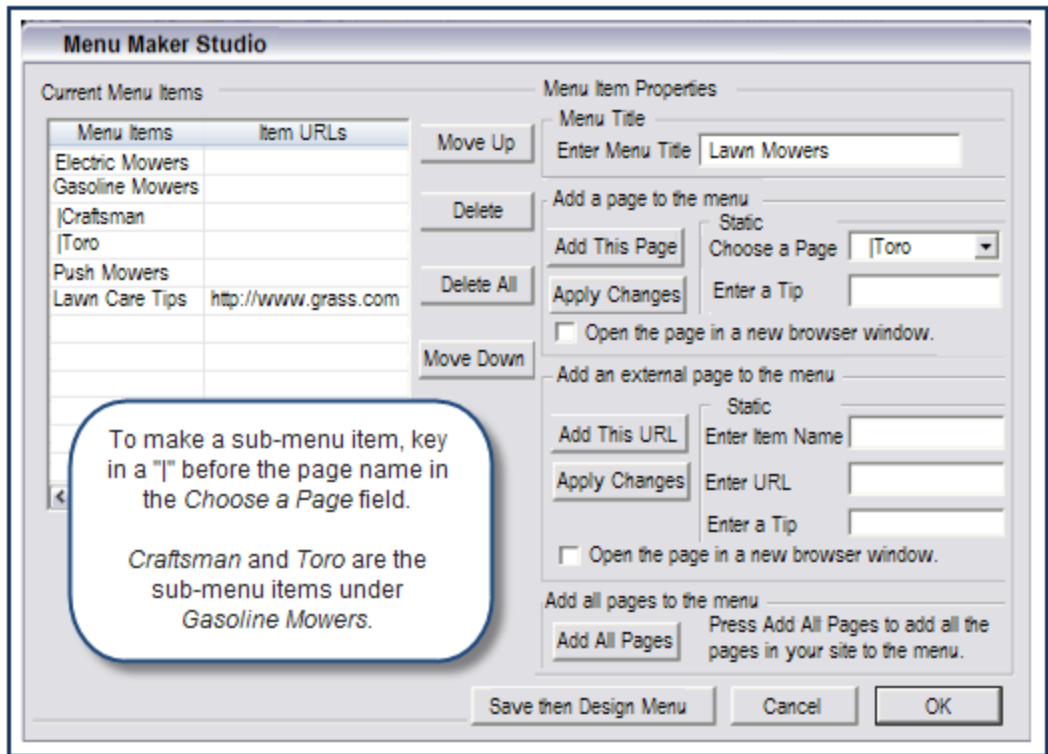
- Change the size or color of the objects for the menu.
- *Select* the object or objects for the menu. If you are using two different objects, then hold down the *shift* key, *select* the Main Menu object first and then the Menu Item object.
- *Click* on *Create > Menus > Menus* command > *Menu Dialog*. This opens the *Menu Studio*.

Fill in the Menu Maker Studio

This is where you build the Menu Items. After you enter the Main Menu Title, you can then add the Menu Items from existing pages or any URL on the internet.



This screen shot displays all of the fields in the dialog. The actual dialog also contains directions for using the fields in the dialog.



Create Menu Items

Enter the Menu Title

- Fill in this field with the title that you want displayed on the Main Menu.

Add website pages

- Click on the arrow to display the page names.
- Click on the page name that you want to add.
- Click on *Open page in new browser window* if you want this option.
- Click on *Add This Page*. The page is added to *Current Menu Items*.

Add external pages

- Fill in the *Enter Item Name*. This is the name that you want displayed on the Menu Item.
- Fill in *Enter URL* with the URL of the web page.
- Fill in *Enter a Tip*. This text pops up over the menu item when the mouse is moved over it.
- Click on *Add this URL* and fill in the link information.
- Click on *Open page in new browser window* if you want this option.

Create sub menus

Simply add a “[” before a page name to make it a sub menu item. When this page is added to the *Current Menu Items*, it becomes a sub menu item for the page above it.

Edit Menu Items

- Click on a Menu Item’s name in the *Current Menu Items* window. The *Menu Item Properties* are filled with the information about that Menu Item.
- Make changes to the Menu Item in the property fields.
- Click *Apply Changes* to update the information.

Add, remove, or rearrange pages in the menu

- Select a Main Menu on the page.
- Click on *Create > Menus > Menu Dialog*. This opens the *Menu Studio*.
- Click on a Menu Item’s name in the *Current Menu Items* window.
- Click on a button to choose an action for the Menu Item: *Delete*, *Delete All*, *Move Up*, or *Move Down*.
- To add a new Menu Item, click on the *Add this page* list and choose a page. Then click on the *Add this Page* button. Rearrange the pages if needed.

View and design the menu in the Designing Menu tab

The *Designing Menu* tab is where you make the design choices for the menu. Since the *Designing Menu* tab places the page in the *Web Studio* browser, the design changes are “live” and you can see how the menu looks right away. The *Designing Menu* tab only appears when you are designing a menu.



When you view menus in *Preview* or the *Designing Menu* tab, you must use the *Web Studio* browser. Click the arrow on any *Preview* command and choose *Use Web Studio Browser*. Highlighting indicates which browser is chosen.

- Select a menu.
- Open the *Designing Menu* tab in one of three ways:
 1. If you are in the *Menu Maker Studio*, click on the *Save then Design Menu* button.
 2. Double-click a menu.
 3. Select a menu and then click on *Create > Menus > Design Selected Menu*.

Only the menu you *select* can be edited in the *Design Menu Tab*.

- Use the ribbon commands to change the orientation and appearance of the menu. This chart lists you the command options that are available in each group on the ribbon.

Group	Command Options
Orientation	<ul style="list-style-type: none"> • Menu Bar: Horizontal or Vertical Menu Bar • Sub Menu: Horizontal or Vertical. Displays the sub Menu Items in a horizontal list or spreads them across the page vertically.
Menu Fonts	<p>These commands change the Main Menu. The Menu Items are changed in the <i>Item Fonts</i> group.</p> <ul style="list-style-type: none"> • Font style, font size, and bold option. • Font color when the menu is in the normal state. • Font color for when the mouse is moved over the menu.
Menu Text Align	<p>These commands affect the Main Menu. The Menu Items are changed in the <i>Item Text</i> group.</p> <ul style="list-style-type: none"> • Left, right, or center align the text on the menu.
Menu Colors	<p>These commands change the Main Menu. The Menu Items are changed in the <i>Item Borders Color</i> group.</p> <ul style="list-style-type: none"> • Change the border color of the menu.
Menu Borders	<p>These commands change the Main Menu. The Menu Items are changed in the <i>Item Borders</i> group.</p> <ul style="list-style-type: none"> • Border style, such as double, dashed, etc. • Border width from none to 10 pixels wide.
Item Groups	<p>The <i>Item</i> groups include commands for fonts, border colors, and borders with two additional groups: <i>Transitions</i> and <i>Opacity</i>.</p>
Transitions	<p>When the mouse is moved over the Main Menu, the Menu Items are displayed. The <i>Transitions</i> group provides you with more than 20 choices of how you want the Menu Items to appear on the page. For instance, you may want them to fade in or look like vertical blinds. Experiment with the transitions to see what looks good on your page.</p>
Opacity	<p>Set the opacity of the Menu Items to allow the objects behind the menu to show through.</p>

Using the Object Properties Dialog

The *Object Properties* dialog for menus is similar to the *Properties* dialog for other objects.

General section

This section gives you the *Object ID Number* and displays page position and size information. You can change these fields and/or lock the size and position on the page.

Notes section

Use this area to keep notes about the menu.

Tips for Using Menus

Use the Master Page

The Master Page can really save you time when you are working with menus. Any changes that you make to the menu on the Master Page are automatically updated on the other pages.

When you do not have a Master Page

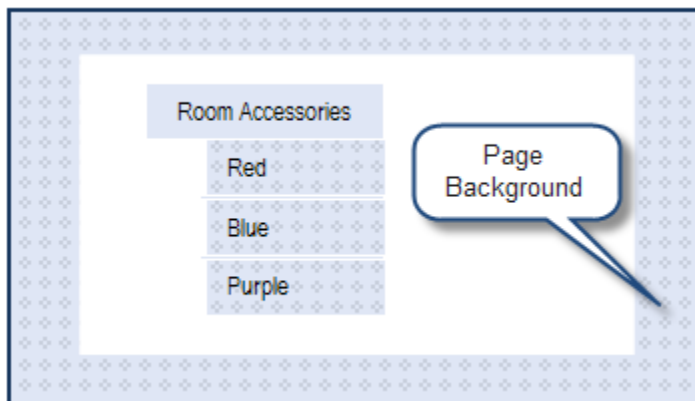
If you are not using a Master Page and you make several design changes, then duplicate the menu and edit the Menu Items. This way you do not need to re-design each menu.

Hidden or disappearing Menu Items

Menus are placed on the page in layers, just like all of the other objects on the page. If some of the Menu Items seem to disappear behind another object on the page when you view them in *Preview* or *Designing Menu*, it means they must be brought to a higher layer. *Select* the menu and then *click* on *Page Layout > Bring to > Front* or *Forward* commands. This brings the menu to a top layer.

Make the menu to match the background

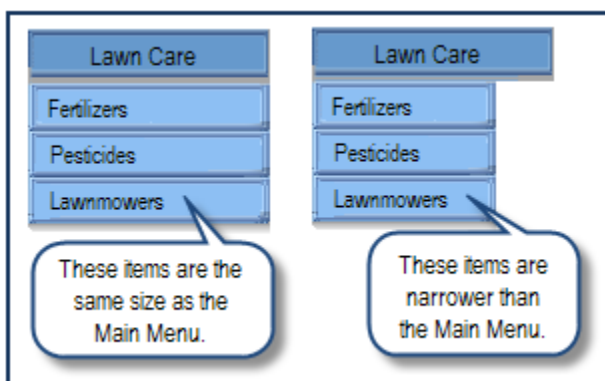
If you have a graphic background, you can make a menu using the same design as the background.



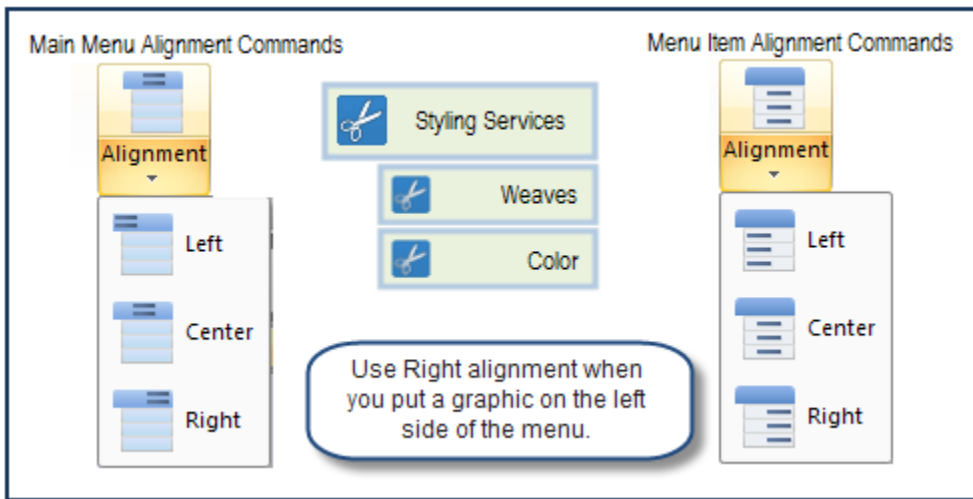
- *Right-click* over a blank spot on the page.
- Choose *Copy Background* from the *Page Background Menu*.
- Now *right-click* again over a blank spot on the page.
- This time, choose *Paste* from the *Page Background Menu*. This places a small graphic on the page that matches the background. **Do not choose *Paste as Background*.**
- Crop the graphic or resize it to make the Main Menu and Menu Item.
- Make the menu.

Make a Main Menu with narrow Menu Items

You may like the look of menu that has narrow Menu Items. To get this look, make the graphics for the menu the size that you want them to be and then create the menu.



Add an icon or image to a Main Menu or Menu Item



- Create the graphic for the menu.
- Add an image to the graphic.
- *Select* both objects.
- *Click* on *Create > Merge*.
- Create the menu.
- *Select* the menu and then *click* on *Create > Menu Maker > Design Selected Menu*.
- In the *Menu Maker Design Preview Page*, select *Alignment Right* for the Menu Text and Item Text.