

Chapter 3: Quick Start Tutorial

This chapter helps you become acquainted with the workspace, the commands, and the features that you use to create your own website. The step-by-step tutorial provides you with the instructions to create two web pages and then link them together.

Using Drag and Drop

Before you start the tutorial, we want to introduce you to the *drag and drop* function that is frequently used in Web Studio. With *drag and drop* you can move items from the galleries onto a page, add objects to the galleries, move objects on a page, and add links. Let's start by opening a *New Project* so that you have a page to work on.

Start a New Project

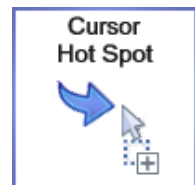
- Click the *Home > Project > New Project* command.
- This starts a new Project and puts a blank page on the workspace.

Drag and drop something from a gallery

- Click on the *Gallery* tab to open a gallery.
- Scroll to the item you want to add to your page.
- Move the mouse over the item.
- Press and hold the left mouse button down over the item.
- While holding the mouse button down, *drag* the item to a spot on the page.
- Release the mouse to *drop* the item on that spot.
- Position the item anywhere on the page using *drag and drop*.
- Now close the Project by *clicking* the *Web Studio Button>Close Project*.
- When prompted, do not *save* the Project. We will create a Project and *save* it during the tutorial.

The Cursor Hot Spot

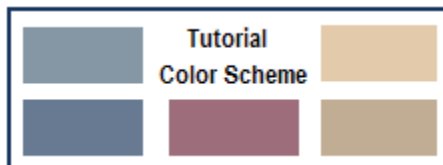
When you *drag and drop* an item, notice that the cursor looks like an arrow. The cursor has a hot spot at the tip of the arrow. This spot is very important when you *drag and drop* links onto objects. Make sure the hot spot is over the object when you *drop* a link. If the hot spot is not over the object, the link will not work.



Tutorial

This tutorial takes you through the steps to build and link the Home page and the Contact page of our sample site. You can follow our layout or make one of your own.

This is the color scheme for the tutorial website. You can open the PDF version of the manual in the program to see the colors. To open the PDF manual, *click* on the *Home* tab and then *click* on the *Documentation* link in the *Help* group. This opens the manual in a new page on the workspace. You can also view the tutorial in the online Wiki. *Click Home > Help > Wiki*. After the Wiki opens, enter “*quick start tutorial*” in the WS 5.0 search field and then *click* on the *Quick Start Tutorial* article in the article list.



This is our sample Home page



This is our sample Contact page:



Step 1. Start a New Project and Choose a Background

As we go through these steps, you can use our layout or create one of your own. Our layout has a textured (graphic) background with a solid colored rectangle over the background that holds the text and photos. When the viewers see this site, they will see the web pages centered in the browser and the background extending on all sides around the objects on the page.

Start a new Project

- Open Web Studio.
- Click on *Home > Project > New Project*. This starts a new Project and puts a blank page on your workspace.
- Look on the right side of the workspace. The *Page List* has an *Untitled 1* page with a little house icon next to it. This is your Home page.
- Look at the page on the workspace. Notice this page has a tab labeled *Untitled 1*, the same title as the page that you see in the *Page List*. Every page that is listed in the *Page List* has a corresponding page on the workspace. The page also has a tab at the top that is labeled *Untitled 1*.

Set up your web page

- Click on *Page Layout > Site Setup > Page Size*.
- Click on the arrow to show a list of suggested page sizes. Choose 1024 x768 from the drop down list of the *Guides for Target Webpage Size*. This places page guides (dotted margin lines) on your webpage to help you know where to place your objects.



Everything between the vertical lines will be displayed on the viewer's browser without scrolling. You can add objects outside the dotted lines, but if they are placed too far outside the lines, the viewers will need to scroll to see everything on the page. Viewers would rather scroll down than scroll across.

Center your website in the browser

- Click on *Website Properties* at the far right of the *Caption Bar*. This opens the *Web Site Properties* dialog.
- Under the *General* section, check the box to *Center pages of this site in browser*. This centers your site horizontally in the center of the viewer's browser. If your page is long, a scroll bar is placed on the side so that visitors can scroll down the page.
- Click *OK*.

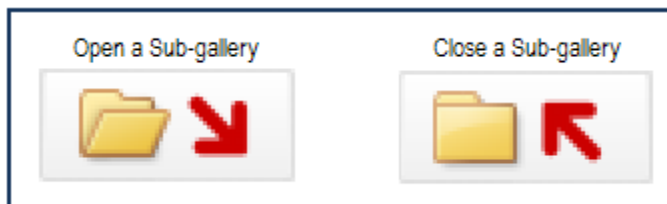
Choose a background

- Click on the *Backgrounds* tab to open the *Backgrounds Gallery*. The galleries are on the left side of your workspace.



A page can have a solid colored background or a textured background called a graphic background. The backgrounds in the gallery are graphic backgrounds. We are choosing a graphic background for this tutorial.

- Scroll through the gallery to look at the backgrounds. An item with a little folder in the upper left corner indicates the item has a sub-gallery. *Double-click* on an item with the *open* folder to see the contents of the sub-gallery. *Click* on the *close* folder to close the sub-gallery.



- When you choose the background that you want, *click* on it, hold the mouse button down and then *drag and drop* the background onto the page.



If you do not like the background or want to change it, simply find another background, then *drag and drop* it onto the page. You can also *undo* with *ctrl+z*.

Save the Project

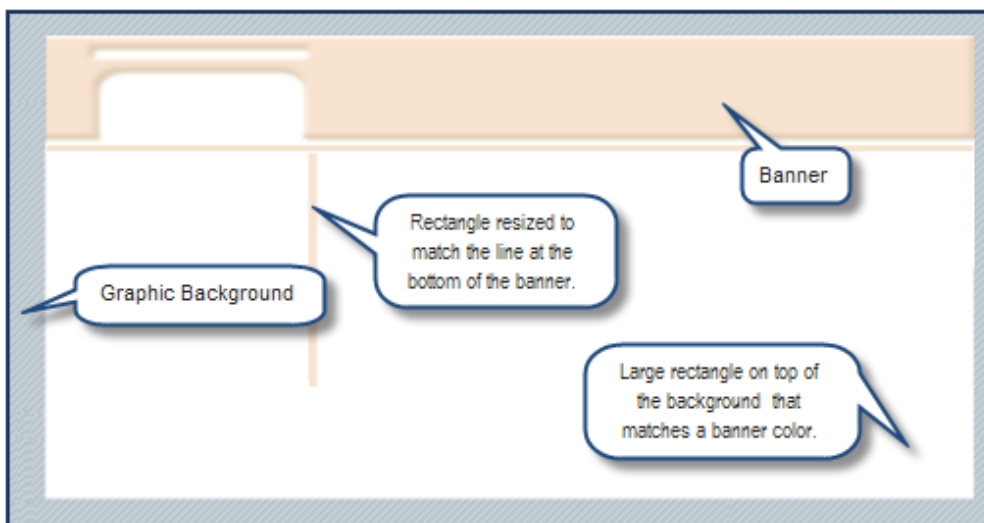
- *Click* on the *Web Studio Button*>*Save Project*. The *Save As* dialog opens.
- Give the Project a name and *save* it in a folder in *My Documents*. It is a good idea to create a special folder for your websites so that you can always locate them.



The Web Studio file has an *.ows* after the name.

Step 2. Make the Banner and Basic Page Design

The banner is on the top of the page with a large rectangle underneath. All of the information on our website is positioned on this rectangle. The background fills the browser when the website is on the internet.



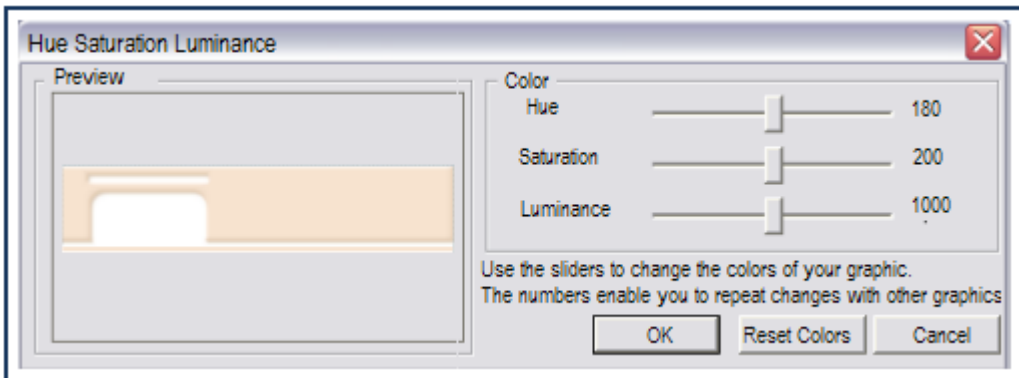
Choose a banner

- Click on the *Graphics* tab to open the *Graphics Gallery*.
- Scroll through and choose a banner.
- *Drag and drop* it onto the page.
- *Drag* the banner to position it in the upper left corner of the dotted *Page Guide* lines.

Change the color of the banner

You can change the color of any graphic on the page by using the *Change Colors* command in the *Photos* group of the *Create* tab.

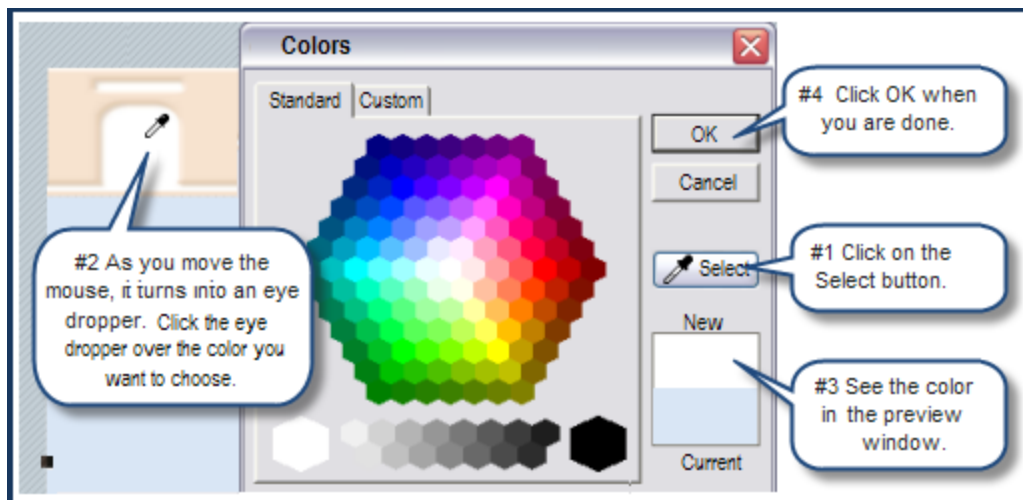
- Click to *select* the banner.
- Click on *Create > Photos > Change Colors*. This opens the *Hue Saturation Luminance* dialog.



- Move the sliders in the dialog and see the changes in the *Preview* window.
- Click *Reset Colors* to go back to the original colors so that you can start again. Click *Cancel* if you want to keep the original colors and discard any changes.
- Click *OK* when you are finished. The banner is changed to the colors that you chose in the dialog.

Make a large rectangle shape to match the banner

- Click on *Draw > Shapes > Rectangle Using Fill Colors*. A rectangle is placed on the page with selection handles.
- Click on *Draw > Colors > Fill Color*. This opens the *Color* dialog.
- Click on *Eyedropper & More* at the bottom of the dialog. This opens the *Custom Color* section. Choose a color from the banner to fill the large rectangle.



- Click on the *Select* button (the one with the eyedropper). The cursor changes to an eyedropper.
- Move the eyedropper over a color in the banner that you want to match and then *click* on it.
- Look at the color in the *New* color. It should match the color that you chose.
- *Click OK*. The color fills the shape.
- To remove the border from the rectangle, *click to select* the rectangle and then *click Draw > Borders > Width>None*.
- Using the selection handles, *drag* the shape to resize it and then position it under the banner.

Make the banner and the large rectangle to be equal width

- *Click* on the banner to *select* it.
- Hold down the *shift* key and then *click* on the large rectangle.
- Leave the objects selected and *click* on *Page Layout > Make Equal > Width*.

Make a vertical design line

We are using the rectangle to make a line.

- *Click* on *Draw > Shapes > Rectangle>Using Fill Colors*. This places a rectangle on the page.
- *Click* on *Draw > Colors > Fill Color*. This opens the *Colors* dialog
- *Click* on *Eyedropper & More* and then *click* on the *Select* button. The mouse changes to an eye dropper.
- *Click* the eye dropper over a color on the banner.
- *Click OK*. This changes the color of the rectangle.
- Use the selection handle to resize the rectangle. Position the shape on the page.

Step 3. Add Banner Text

The banner text is made using *Arial* and *Times New Roman* fonts which are web-safe fonts. A web-safe font is one that can always be viewed on every visitor's browser. The first six fonts in the *Text Gallery* are web safe fonts. See the *Text* chapter for a discussion about safe and unsafe fonts.



About Text objects

Text is placed on the page in text objects. You click on a text object to select it for aligning, resizing, and positioning. However, if you want to change the text **within** the object, you must to **double-click** to activate it for editing.

Use the Text Gallery to make the “All in One Services” text

- Open the *Text Gallery*.
- *Drag and drop* the *Times* font onto the page. This creates a text object.
- Type in *All in One Services* or other text into the object. To use two lines for the title, *press Enter* to go to the next line.
- *Select* the text by *dragging* to highlight it.
- Using the *Text > Font* group, change the font to size 16 or larger and make it bold.
- *Select* the text again and *click* the *Text > Paragraph > Center Justification*.
- Now *drag* the text object and position the text on the banner.
- After you position the banner, you may decide you want to change the text. *Double-click* on the text object to activate it for editing and then use the ribbon commands to change the text.

If you want to:

Change the text: *Double-click* to activate the text object for editing.

Move, align or resize the text object itself: *Click* once to *select* it just like other objects.

Deselect: *Click* on any blank spot on the background.

Use the New Text Object command to make the “*The Office Support Specialists*” text

This time use a command in the *Text* tab to create a text object.

- Click on *Text > Insert > New Text Object*.
- Scroll down the font list in the *Font* group and choose *Times New Roman*.
- Type in “*The Office Support Specialists*.”
- *Select* the text and then use the text commands to center, bold, and italicize the text.
- *Drag* the text object into position on the banner.
- If you need to change the text, first *double-click* on the text object to activate it for editing.

Make the telephone number text

- *Drag and drop* a font from the *Text Gallery* or click on *Text > Insert > Text Box*. A new text object is placed on the page.
- Enter the phone number.
- *Drag and drop* the text object into position on the banner.



Go to *Web Studio Button > Save Project* to save your changes....

Do this often!! There are also *Save* commands in the *Home* tab and the *Quick Access Toolbar* at the top of the screen.

Step 4. Preview the Page

Now that you have some text on the banner, see how it will look on the internet by *Previewing* the page. Web Studio has a browser that opens right in the workspace. There is also an option to use your default browser.

- Click on *Page > Preview > Preview Page Arrow > Use Web Studio Browser*. This opens the page in a browser on the workspace.
- Note the changes to the workspace when a page is *Previewed*:
 1. The page opens as a separate page with a tab that is labeled *Preview Page*.
 2. Two new tabs appear on the ribbon labeled *Internet* and *Browsing*.
 3. The ribbon icons are replaced by an internet address field with navigation tools.
- Look at your banner and text.
- Click the *X* on the *Preview Page* tab to close the browser.



You cannot make any changes in the browser; you can only view the page.

Step 5. Add a Page, Rename the Pages

Now that you have a basic design layout for the website, make a duplicate of the page. This saves you the time of redoing the design.

Add a duplicate page

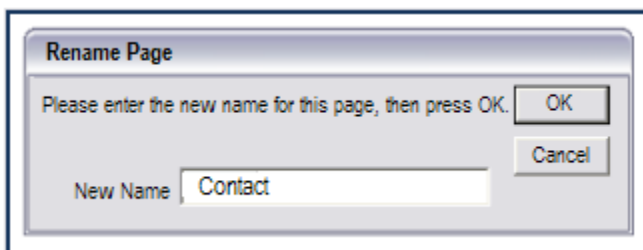
- Look at the *Page List* at the right of the workspace.
- Click on the *Duplicate Page* button at the bottom of the window. This places a new duplicate page on the workspace with a name of *Untitled 2*.
- Note this page **does not** have the little house icon. There can only be one Home page in a website.



When you are designing your website, you may want to duplicate more than one page. Web Studio also has a Master Page feature that enables you to make changes to all of your pages using just one page. See *The Page List* chapter for how to use a Master Page.

Rename the pages

The page name is very important. You want the name to reflect what is on the page. This name is displayed in the address field when a visitor comes to your site. It is also the name used in the *Footer Links* at the bottom of your pages. Do not use *Home* for your Home page. Choose a name that reflects your site instead. See the *Page List* chapter for information about naming pages.



Rename the Home page using the ribbon Rename command

- Click on the *Untitled 1* tab to bring that page to the top of the workspace. Clicking on the page name in the *Page List* also brings the page to the top.
- Click on the *Page > Page > Rename* command. This opens the *Rename Page* dialog. The *Untitled 1* name is highlighted.
- Key in *Office Support Home* in the *New Name* field. This is a good description of our site.
- Click *OK* to close the dialog. See the name change in the *Page List* and on the tab.

Rename the Contact page using the page's right-click menu

- Go to the *Page List* and *right-click* over *Untitled 2*.
- Choose *Rename Page* from the menu. This opens the *Rename Page* dialog.
- Change the name to *Contact*.
- *Click OK*.



Save your Project. Do this often.

Step 6. Add Photos to the Home Page

Now that you have the basic design, add the objects that are on the *Office Support Home* page. In this tutorial we use a photo from the gallery and also tell you how to insert one of your own photos. See the *Working with Photos* chapter for more information about photos.

Open the Home page

You can go back to the Home page one of two ways:

1. *Click* on the tab at the top of the Home page.
2. *Click* on the Home page's name in the *Page List*.

Use a photo from the Photo Gallery

- *Click* on the *Photos* tab to open the *Photos Gallery*.
- Scroll through to find a photo and then *drag and drop* the photo onto the page.
- Resize the photo by *dragging* the selection handles. The side, top, or bottom handles resize in one direction. Corner handles resize proportionally.
- *Drag* to position the photo on the page.

Insert your own photo from a file

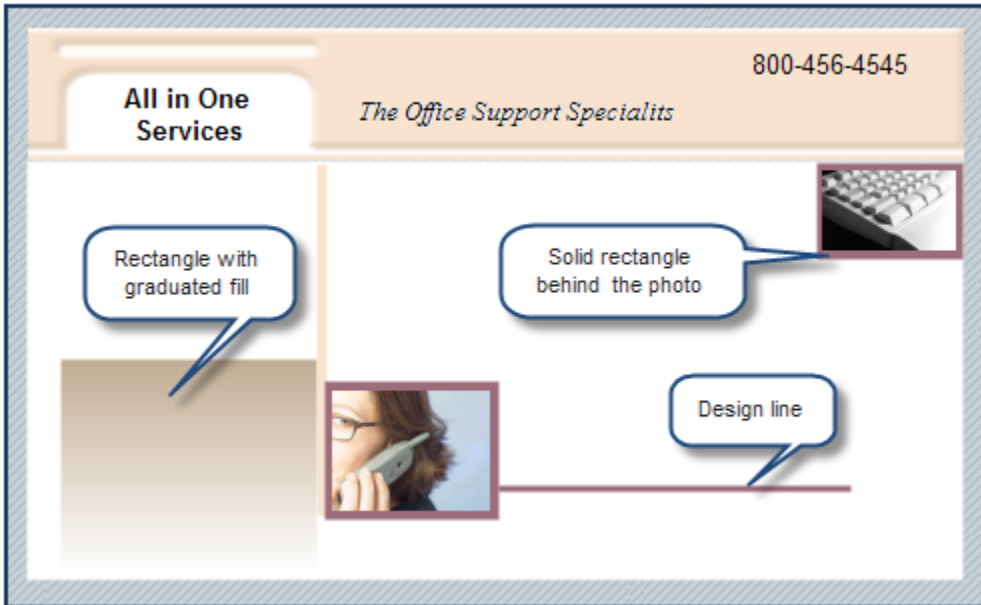
- *Click* on *Insert > Illustrations > Picture*. This opens the *Open* dialog.
- *Select* the photo file that you want to insert and then *click Open*.
- If the photo is large, a dialog asks you if you want to resize the photo. Large photos can slow the download time of your web page. Since these photos are design accents, choose 100 pixels and *click OK*. This puts the photo on your page.
- Resize the photo and then drag to position the photo on the page.



If your photo does not have selection hands, simply *click* on the photo to *select* it. To *deselect* it, *click* on any blank spot on the background.

Step 7. Add Shapes and Text to the Home Page

There are several shapes on this page. There are is a solid rectangle behind each photo, a larger graduated fill rectangle and a design line.

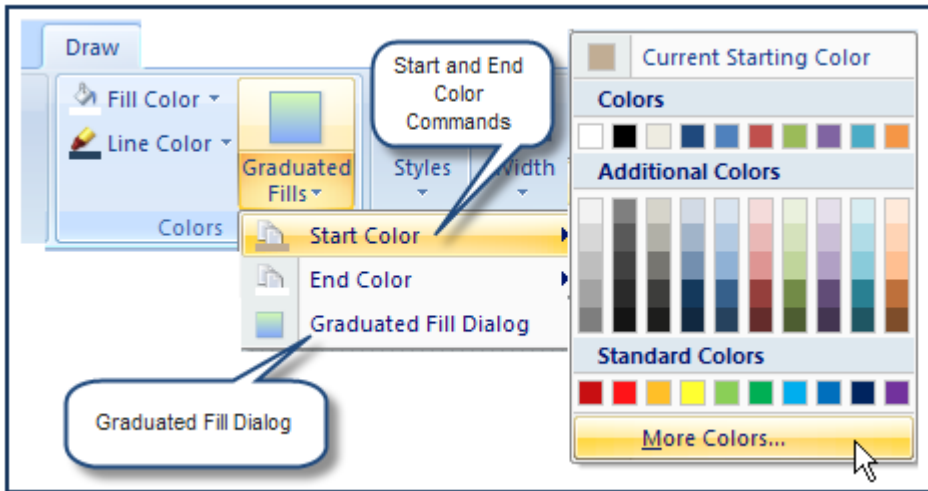


Make a graduated fill rectangle

- Click on *Draw > Shapes > Rectangle Graduated Fill*. This places a rectangle on the page with selection handles.
- If the shape has a border, remove the border by clicking on *Draw > Borders & Lines > Width>No Line*.

Choose the start color

- Click on *Draw > Colors > Graduated Fills>Start color*. This opens the *Color* dialog.



- Click on *Eyedropper & More*. This takes you to the *Custom Color* section.
- Choose a color for the start color. If you are using the *Color Scheme* swatch, then click on the *Select* button and click the eye dropper over the color that you want to use.
- Move the eyedropper over the contrasting color line under the banner and click. This selects that color and places it in the *New* window of the *Colors* dialog.
- Click *OK*.

Choose the end color

- Click on *Draw > Colors > Graduated Fills>End color*.
- Click on *Eyedropper & More*.
- Click on the *Select* button and use the eyedropper to click on the large rectangle shape to match that color. This makes the graduated fill seem to disappear on the page.
- Click *OK*.

Choose the direction of the graduated fill

- Click on *Graduated Fills>Graduated Fill dialog*.
- In the *Graduated Fill Studio*, click the *Horizontal Fill Direction*.
- Click *OK*. The rectangle now has a horizontal graduated fill.
- Click to select the shape. Use the selection handles to resize it.
- Drag the shape to position it on the page.

Make solid fill rectangles to go behind the photos

Make a rectangle

- Click on *Draw > Shapes > Fill shape Rectangle*. A rectangle is added to the page.
- Click on *Draw > Colors > Fill color*.
- Choose a color from the basic colors or *click* on *Eyedropper & More* to choose custom colors.
- Click *OK* when you have a color that you like.

See the *Color and Shapes* chapter for complete instructions about the *Color* dialog.

Make a copy of the rectangle

- Hold down the *ctrl* key.
- Click the rectangle and *drag*. A copy of the rectangle is now on the page.

Position the rectangles

- Click on a rectangle.
- Drag the rectangle over a photo.
- While the rectangle is selected, click on *Page Layout > Bring To > Backward*. Click on this command until the rectangle is behind the photo.
- Resize the rectangle until it looks like a border around the photo.
- Repeat this for the other photo.

Make a design line to match rectangles

Use the rectangle shape to create the design line. One way to do this is to copy an existing rectangle and resize it.

- Hold down the *ctrl* key.
- Click on a rectangle and *drag* the mouse away. This creates a duplicate of the rectangle.
- Resize the rectangle to make the design line.

Finish the text and design on the Home page

- Create text objects and type in the information that you want to see on the Home page.
- Leave room on the left side for the buttons.

Did something disappear on your page?



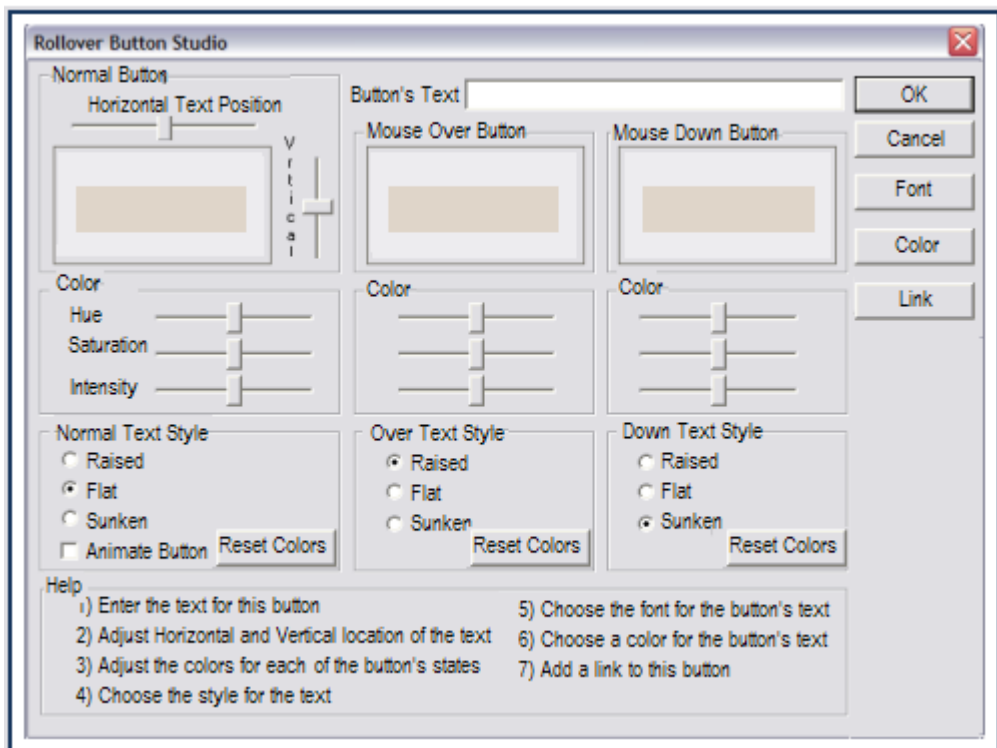
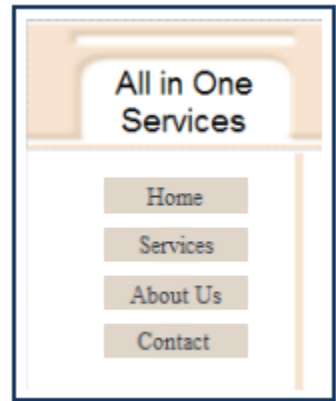
Each object on the page is on a separate layer. The layers are in the order that you create them. If an object gets hidden when you are *dragging*, then you must to move it up or down through the layers. Click on *Page Layout > Bring to >* choose the command to move the object.

Step 8. Add Buttons

Buttons with links on the Home page can be copied and pasted onto other pages. Since the links remain on the pasted buttons, this saves time with web design. You can drag and drop a button from the *Buttons Gallery*. You can also make your own buttons and put them in the gallery. See the *Buttons* and *Galleries* chapters.

Put a button on the page

- Click on the *Buttons* tab to open the *Buttons Gallery*.
- Scroll through to find a button that you like.
- Drag and drop the new button onto the page. The *Rollover Button Studio* opens.



- Take some time to move the sliders to change colors and font position. Every button has the ability to change color when the mouse is moved over it or when it is *clicked*.
- The *Button's Text* field is where you key in the name you want to see on the button. Use the *Font* and *Color* buttons to change the font and the font color that displays on the button. For now, leave the *Button's Text* blank and fill it in later.
- Make any choices that you like in this dialog.
- *Click OK*. The button is placed on the page.

Copy the buttons

- Hold down the *ctrl* key.
- *Click* and *drag* the button to create a copy.
- Repeat this until you have four buttons.
- *Drag* the buttons to position them on the left of the page. Do not worry too much about spacing; you will align them in the next step.

Align the buttons

- Hold down the *shift* key and *click* on each button. All buttons are now selected.
- *Click* to open the *Page Layout* tab.
- Go to the *Align* group and *click* on a command to align the buttons to the left or to the right.
- Go to the *Space* group and *click* the *Vertically* command. This evenly spaces the buttons.

Put text on the buttons

- *Double-click* the top button. This opens the *Rollover Button Studio*.
- Fill in *Home* in the *Button's Text* field.
- *Click OK*.
- *Double-click* each button.
- Rename the buttons: *Services*, *About Us*, *Contact*.

Step 9. Complete the Contact Page

The Contact page has the basic design with the banner and large rectangle. Add text objects, photos, and design shapes to layout the page. You can copy the *Graduated Fill* and *Fill* shapes from the Home page and then paste them onto the Contact page.



Do not make any buttons on this page. Later in the tutorial, you will add links to the buttons and then copy and paste them onto each page.

Copy and paste shapes

- Click on the *Home page* tab to bring that page to the top of the workspace.
- Hold down the *shift* key. Click on the *Graduated Fill* rectangle and then click on the smaller *Solid Fill* rectangle. Both shapes are now selected.
- Click on the *Copy* command on the *Quick Access Toolbar* **or** right-click over the selected shapes and choose *Copy* from the *Selected Object Menu*.
- Now click on the *Contact page* tab to bring that page to the top of the workspace.
- Click on *Paste>Paste in Place* on the *Quick Access Toolbar* **or** right-click over a blank spot on the page and choose *Paste in Place* from the *Selected Object Menu*. This puts the shapes on the *Contact page* in the exact location they are positioned on the *Home page*.

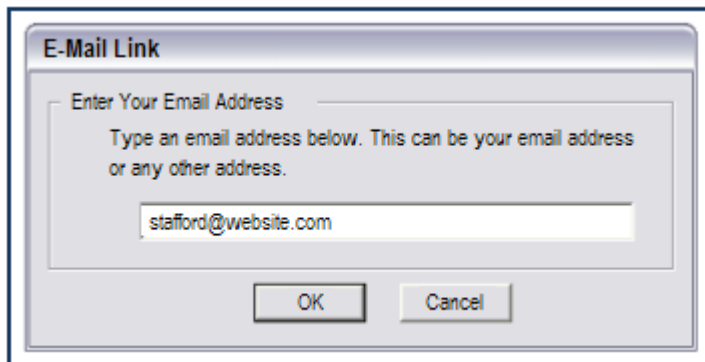
Create the text objects and other design features

- Add text objects from the information on the *Contact page*. One of the text objects can be used to name the page *Contact* so visitors know what page they are viewing.
- Add any other shapes or design elements that you like.

Step 10. Create an E-mail Link

An e-mail link can be placed on any graphic, button, or text on the page.

- Place a graphic or text on the page that you want to use for the e-mail link.
- Make sure the graphic or text is selected.
- Click on *Insert > Links > Mail Link*. This opens the *E-Mail Link* dialog.



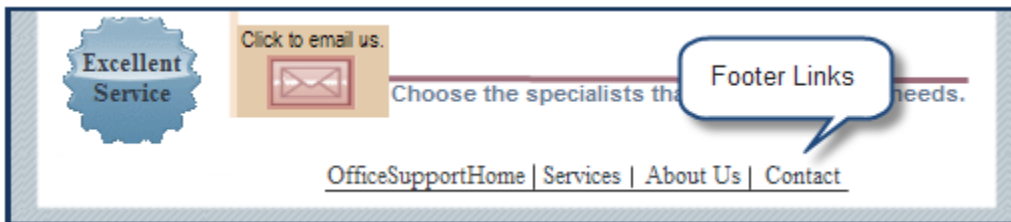
- Type in an e-mail address in the field.
- Click *OK*.

Step 11. Link Pages

There are two kinds of links on this site:

Page Links. These are the links that are put on the buttons so that the viewers can go from page to page.

Footer Links. These are the row of text links that go on the bottom of the page and match each of the button links. Every page is included in *Footer Links* unless we remove it. To remove a page from the *Footer Links*, right-click over the page name in the *Page List* to see the *menu*. Click on *Include in Footer Links* to uncheck the feature. See the *Links* chapter for information about links.

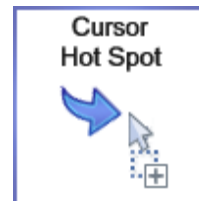


Create button links

Link the buttons

There are only two pages in our tutorial, so only put links on those two buttons.

- Click on the *Links* tab to open the *Links Gallery*.
- Look at the *Site Links* and notice that each page is listed in this section.
- Click on the name of the *Office Support Home* page.
- Hold down the mouse, then *drag and drop* the link onto the *Home* button. **Make sure that you drop the link when the cursor Hot Spot is over the button.**
- *Drag and drop* the *Contact Site Links* onto the *Contact* button.



Copy and paste the linked buttons onto the Contact page

- Hold down the *shift* key and *select* each button.
- Click on the *Copy* command on the *Quick Access Toolbar* **or** right-click over the selected shapes and choose *Copy* from the *Selected Object Menu*.
- Now click on the *Contact page* tab to bring that page to the top of the workspace.
- Click on *Paste>Paste in Place* on the *Quick Access Toolbar* **or** right-click over a blank spot on the background and choose *Paste in Place* from the *Selected Object Menu*. This puts the buttons with their links on the *Contact* page in the exact location they are positioned on the *Home* page.

Create Footer Links

Add more pages

Since Footer Links are created from the pages in your website, we are adding more pages. Even though the pages are blank, the page names are used for the links.

- Click the *Add Page* button in the *Page List*. Repeat this until you have added two more pages.
- Rename the pages the same name as the buttons: *Services*, *About Us*. You now have four pages with names that match the names on the buttons.

Rearrange the Page List order to prepare for Footer Links

The *Footer Links* are placed on the page in the order they appear on the *Page List*. Rearrange the *Page List* so that the pages are in the same order as the buttons.

- Click on a page name in the list and *drag* the page to a new location.
- Repeat this until the pages are in the same order as the buttons.

Add Footer Links

- Click on the *Offices Services Home* page tab or the page's name in the *Page List* to bring that page to the top of the workspace.
- Click on *Insert > Links > Footer Links*. This places *Footer Links* on the page.



- Drag to position the *Footer Links* where you want them.
- Now click on the *Contact* page tab to bring that page to the top of the workspace.
- Click on *Insert > Links > Footer Links*. This places *Footer Links* on the *Contact* page.
- Drag to position the *Footer Links* where you want them on the *Contact* page.

Step 12. Preview the Website

This time use the *Preview Links* or *Preview Website* commands to view the site and check the links. These commands place all of the linked pages into the browser so that you can view your entire website and check to make sure that all of the links are working. It is also a way to see your website just like your viewers will see it when it is on the internet.

- Click on *Page > Preview > Preview Page Arrow > Use Web Studio Browser*.
- Click on *Page > Preview > Preview Links*. This opens the page in a browser within the workspace.

Note the changes to the workspace when a page is *Previewed*:



1. The *Preview* page opens as a separate page with a tab that is labeled ***Preview Site: All in One Services***.
2. Two new tabs appear on the ribbon labeled *Internet* and *Browsing*.
3. The ribbon icons are replaced by an internet address field with navigation tools.

- Click on the *Contact* button. This takes you to the Contact page.
- Now *click* on the *Home* button. This takes you back to the Home page.
- Click on the *Footer Links* to go to the Contact page and back to the Home page.
- Click the *X* on the *Preview Page* tab to close the browser.

Remember: You cannot make any changes to your website in the browser. You can only view the website.

A final word

You should now have a feel for the way that Web Studio builds pages and links them together to create a website. Remember to look for commands on the ribbon and in the *right-click menus*. Check the *Video Tutorial Launcher* in the ribbon groups and the *Quick Start Video* link in the *Help* group for more help. Most of all—have fun! Web Studio is a fun program to use and makes it easy to create professional looking websites.