

## Chapter 5: Galleries

The design galleries contain tools to help you build web pages. The galleries come filled with a variety of graphics that you can use including backgrounds, buttons, templates, photos, and other graphics. You can even add content of your own.

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Web Studio Galleries	
<b>Backgrounds</b>	Contains graphic backgrounds for your page. Solid backgrounds are made using the <i>Background</i> group in the <i>Page</i> tab.
<b>Buttons</b>	Contains readymade buttons. Each button has a <i>Buttons</i> dialog that provides you with many design choices for the button.
<b>Links</b>	Contains links to all of your pages as well as sections for you to add links for downloads, anchors, e-mails, and other links.
<b>My Stuff</b>	This is a Storage section for you to keep copies of graphics that you use in web design.
<b>Templates</b>	This is a collection of professionally designed templates. Use one or a combination of several to design your website.
<b>Text</b>	This gallery displays all of the fonts that you have on your computer. You <i>drag and drop</i> a font onto the page to use it for entering text.
<b>Graphics</b>	Contains a selection of graphic objects that you can use in web design.
<b>Photos</b>	Contains a collection of photos that can be resized, cropped, and changed to use on your web pages.
<b>Forms</b>	Use the readymade forms in this gallery or design your own using the commands in the <i>Forms</i> tab.

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### Showing and Hiding Galleries

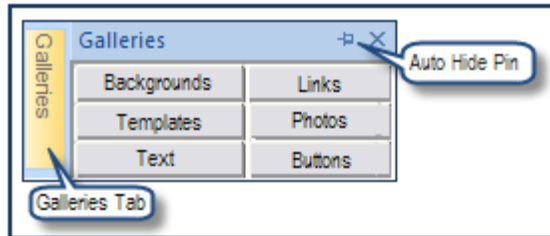
The galleries are located at the left side of the screen under the *Galleries* tab. You can use the *Show/Hide Galleries* command in the *View* tab or *click* on the *Galleries* tab to view the galleries. In addition, you can keep the galleries on *Auto Hide* so that they only open when the mouse is moved over the *Galleries* tab, or you can use the *Auto Hide* **pin** to keep them open.

#### View the galleries using the Galleries command

- *Click* on *View > Show/Hide > Galleries*. If the galleries are pinned open, it closes them. If the galleries are closed, it temporarily opens them so that you can use the contents.

## View the galleries on Auto Hide

- Move the mouse over the *Galleries* tab to display the galleries.
- Click on any tab to view and *select* the contents.
- Move your mouse away from the galleries and they hide again.



## Use the Auto Hide pin to keep the galleries open

- Move the mouse over the *Galleries* tab to display the galleries.
- Click on the *Auto Hide* pin.
- The pin changes to a vertical orientation and keeps the galleries open.



## Make the thumbnails in the gallery small or large

- Click on the *View* tab.
- In the *Show/Hide* group, click on the *Small Galleries* command. If the thumbnails are small, they become large; if they are large, they become small.

## Viewing Gallery Contents

Click on a gallery's name tab to open any gallery. Scroll through the gallery to see the contents. Some items in a gallery are grouped into sub-galleries to make them easier to find. A small yellow folder in the upper left corner of a gallery item means that the item contains a sub-gallery with more choices.



## Using Sub-Galleries

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### Open and close the sub-galleries



- To open a sub-gallery, *double-click* on an item with the open folder.
- To close a sub-gallery, *click* on the close folder or *double-click* on any item in the sub-gallery

### Add a new sub-gallery

- *Click* on a *Gallery* tab to open the gallery where you want to add a new sub-gallery.
- Move the mouse over an item in the gallery. This item becomes a new sub-gallery, so do not use an existing sub-gallery.
- *Right-click* over the item. The *Gallery Menu* opens.
- Choose *Add Sub-Gallery*.
- Give the sub-gallery a name in the *Enter New Sub Gallery Name* dialog.
- *Click OK*.
- The item now has a sub-gallery icon. A copy of the item is automatically placed in the sub-gallery so it can still be used.

### Delete an entire sub-gallery

- *Right-click* over a sub-gallery.
- Choose *Delete* from the menu.
- A dialog asks if you really want to *delete* the sub-gallery.
- *Click OK* to delete the entire sub-gallery. *Click Cancel* if you do not want to delete it.

## Using Gallery Content

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To get content from a gallery onto your page, you simply *drag and drop* an item from the gallery onto the page or object. Graphics, such as backgrounds or buttons are *dropped* onto the page. Links are *dropped* onto objects.

### Drag and drop from a gallery

- *Click* the gallery's name tab to open the gallery that you want to use.

- Scroll to the item that you want to use.
- *Left click* over the item, hold down the mouse button and then *drag* the item to the desired spot on the page.
- Release the mouse button to *drop* the item onto the page or object.



The tip of your cursor is considered the “hot spot.” This is important when you are *dragging and dropping* links. The link must be *dropped* on the object at the point where the hot spot is directly over the object.

## Reorganizing Gallery Content

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You can reorganize gallery content by *dragging and dropping* items within the gallery.

### Move a item in the gallery

- Place the mouse over the item to be moved.
- *Drag and drop* the item to a new location.

You cannot rearrange the *Text Gallery*. It is populated from your computer’s fonts.

## Using the Gallery Menus

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The *Gallery Menu* contains commands that allow you to add content, remove content, and create sub-galleries. The menu options depend on which gallery you choose.

### Display the gallery menu

- *Right-click* over any item in the gallery. This displays the menu.

### Copy an item in a gallery

- *Right-click* over an item.
- Choose *Copy* from the menu.
- The item is placed on the clipboard and ready to be pasted.

### Cut an item from a gallery

- *Right-click* over an item.
- Choose *Cut* from the menu.
- The item is removed from the gallery and placed on the clipboard.

### Paste an item into a gallery

- *Right-click* over any item in the gallery.
- Choose *Paste* from the menu.
- The item on the clipboard is inserted into the gallery.

### Delete an item from a gallery

- *Right-click* over an item in the gallery.
- Choose *Delete* from the menu.
- The item is removed from the gallery. It is not placed on the clipboard.

## Adding Content to Galleries

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You can add your own content to most of the galleries. Graphic objects, groups of objects, graphic files, page templates, and links can all be added to the galleries. For instance, you may want to design your own buttons and backgrounds or add your own photos. When you add items to the galleries, they are always handy for you to use. If you reinstall Web Studio, the gallery content that you added is not in the new install. Therefore, when you are adding your own graphics to the galleries, it is a good idea to save copies in a folder or on a separate page of your website.

## Adding Graphic Objects to a Gallery

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### Use *Copy* and *Paste* commands to add graphic objects

Any graphic you can copy onto the clipboard can be pasted into a gallery. This includes graphics in another gallery, graphics in another program or graphics on the internet.

- *Right-click* over a graphic and choose *Copy* from the *Selected Object Menu*. The graphic is placed on the clipboard.
- *Click* the gallery's name tab to open a gallery.
- *Right-click* over a gallery item and choose *Paste*.
- The item is placed in the gallery.

You cannot *drag and drop* graphics that have links. The link will *drag and drop*, but not the graphic.

### Drag and drop graphic objects from your web browser

- Open your web browser to the page that has the graphic.
- *Click* the gallery's name tab to open a gallery.
- Align your web browser window and Web Studio so that you can see both.
- *Drag and drop* the image from your browser into the gallery.



If you are *Previewing* a page using the *Web Studio* browser, you can arrange the pages in a split view so that you can easily *drag and drop* from the browser. See the *Working with Pages* chapter.

## Drag and drop graphic objects from the Web Studio desktop

You can add anything from your page into a gallery. You can add individual items or a group of objects as a single graphic.

### Drag and drop a single graphic object

- Click on a *Galleries* tab to open a gallery.
- Select an object on the page.
- Hold down the *ctrl* + *shift* keys.
- *Drag and drop* the object into the gallery.

### Drag and drop a group of objects as a single object

- Click on a *Galleries* tab to open a gallery.
- Select a group of objects on the page.
- Hold down the *ctrl* + *shift* keys.
- *Drag and drop* the objects into the gallery.
- They are added to the gallery as a single graphic.

## Drag and drop a group of objects as individual objects

- Select a group of objects. Remember to hold down the *shift* key to *select* more than one object.
- Hold down the *ctrl* + *shift* keys.
- *Drag* the objects into the Gallery; **do not drop them yet**.
- Release **one** of the two keys, either *ctrl* **or** *shift*, and then release the mouse button.
- The items are added to the Gallery as individual items.

## Add Graphic Files to a Gallery

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You can add any type of graphic file to a gallery that Web Studio can read.

### Use the gallery menu to add graphic files

- Click on a *Galleries* tab to open a gallery.
- *Right-click* over an item.

- Choose *Add Files*.
- The *Open* dialog appears.
- *Click to select* the graphic file that you want to add.
- To *select* more than one file, hold down the *ctrl* key while you *click* on more than one file.
- To *select* an entire folder of graphics, hold down the *shift* key, *click* on the first file name and then the last file name.
- *Click Open* to load the files into the gallery.

### Use drag and drop to add graphic files from a folder

- Open Windows Explorer or any Windows folder and locate the file that you want to add.
- *Click* the gallery's name tab to open a gallery where you want to add the files.
- *Drag and drop* the file from the folder to the gallery.
- The graphic is added to the gallery at that location.



You can *drag and drop* several files at the same time. The files are added to the gallery starting at the point you *drop* them.

## Add a Page to the Templates Gallery

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### Add a page to the Templates Gallery

You can add any page in your site to the *Templates Gallery*. This allows you to use the page again for another site.

- Design a page that that you want to save as a template.
- *Click* on the *Templates* tab to open the *Templates Gallery*.
- *Click* on *Page > Templates > Add to Gallery*. The page is added to the gallery.

## Add Links to the Links Gallery

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### Add links using the links gallery menu

- *Click* the *Links* tab to open the *Links Gallery*.
- *Right-click* in the *My Links* category.
- Choose *Add Link* from the menu.
- The *Add Link* dialog is displayed.
- Enter the *Name*, *URL*, and *Description* of the link that you are adding and *click OK*.
- The link is added to the *My Links* list in the *Links Gallery*.

## Add File Links using the links gallery menu

- Click the *Links* tab to open the *Links Gallery*.
- *Right-click* in the *File Links* section.
- Choose *Add File Link*.
- The *Add/Edit a Downloadable Link* dialog is displayed.
- Enter the *title*, choose a *file*, enter the *description* of the link that you are adding, and then *click OK*.
- The link is added to the *File Links* section in the *Links Gallery*.

## Using your Content in Other Programs

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You can save graphics from the galleries or graphics that you make in Web Studio so they can be used in other programs.

- Create a graphic on a page or *drag and drop* one from a gallery.
- *Right-click* over the object.
- Choose *Save Selected Object As* from the menu. The *Save* dialog appears.
- Navigate to the folder where you want to save the file.
- Type in a name and choose the format.
- *Click Save*.



You can also *Copy* and *Paste* an object from Web Studio into other programs.