

Chapter 9: Working with Objects

Objects are the building blocks for your website's pages. Every item on your page is an object. This includes photos, graphics, banners, text, and other types of objects.

For many operations, Web Studio does not distinguish between different types of objects; most of the rules for working with objects are used for all types of objects. Objects can be resized, rearranged, combined, and much more. Each object is on a separate layer. This means that you can easily overlap and position them on the page. The *Page Layout* tab and the object's *right-click Selected Object Menu* contains commands that can help you size and align objects on the page.

This chapter explains you how to work with objects in general. Other chapters provide instructions for specific types of objects.

Adding Objects to a Page

There are several ways to add objects to a page. You can *drag and drop* objects from the galleries onto the page or you can insert your own graphic files.

Drag an object from a gallery

- *Click* on a gallery's name tab to open the gallery.
- Scroll to find the object.
- *Drag and drop* the object onto the page.
- *Click and drag* the object to position it on the page.

Insert an object using the Insert command

The *Insert* tab contains a large selection of objects that can be inserted into a page. Backgrounds, text, Flash, videos, and sounds are among the objects that can be inserted. Here are general instructions for inserting a picture or graphic. Individual chapters such as the *Multi Media* and *Text* chapters cover specific command instructions.

- *Click* on *Insert > Illustrations > Picture* command. The *Open* dialog then opens.
- Navigate to the object file that you want to insert, such as a GIF file.
- *Select* the file.
- *Click Open*. The object is placed on the page.
- *Click and drag* the object to position it on the page.

Copy and Paste graphics or text from other applications

- Locate the graphic object or text in another application.
- *Copy* the object or text from the application.
- Go back to your Web Studio project and *Paste* in one of two ways:
 1. *Click* on *Home > Edit > Paste*.
 2. *Right-click* over a blank spot on the page and choose *Paste* from the *Page Background Menu*.
- *Click* and *drag* the object to position it on the page.

Drag a file from Windows onto the page

- Locate the file that you want in any Windows folder.
- *Drag and drop* the file directly onto the page.
- *Click* and *drag* the object to position it on the page.

Drag and drop a graphic or text from a browser

- Open the browser and locate the graphic that you want to use.
- *Select* the graphic or text.
- *Drag and drop* the graphic or text directly onto the page.
- If you *drag* text from the application, a new text object containing the *dragged* text will be automatically created and placed on the page.

Drag and drop a graphic or text from other applications

- You can do this if the other application supports *drag and drop*.
- Locate the graphic or text from the other application.
- *Select* the graphic or text.
- *Drag and drop* the graphic or text directly onto the page.
- If you *dragged* text from the application, a new text object containing the *dragged* text is created automatically and placed on the page.



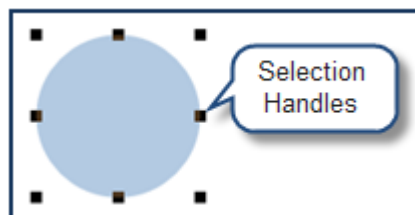
You can *drag and drop* any file from Windows onto a page or object. If the file is one of the 50 files that are recognized by Web Studio, then Web Studio manages the file appropriately. If the file is a graphic for example, it is turned into a graphic object on the page. If it is a Word Document file, it is turned into a text object. If the file does not translate into a native Web Studio object type, Web Studio converts it into a download link.

Selecting Objects

Many functions and commands require that you *select* one or more objects before you can perform the command. When you *select* multiple objects, it is sometimes necessary to *select* them in a certain order. Instructions for individual commands tell you whether selection order is important. Generally speaking, the selection order is important when you want to view objects together like Slide Shows.

Selection handles

When you *select* an object, you see a group of black boxes around the object. These are selection handles. You can move, align, crop, resize, and perform many other functions with an object after it is selected.



Select an object by clicking

- Move the mouse over the top of an object.
- *Click* the left mouse button.
- The selected object now displays selection handles.

Deselect an object

There are two ways to *deselect* objects:

1. *Click* on a blank spot on the page to *deselect* an object. Remember that when a large graphic is a backdrop on your page, then you must go to the far right or left in order to find a blank spot on the page.
2. Hold down the *shift* key and *double-click* over the object.

Sometimes, the selection order is important. For example, the order in which you select graphics determines the order you will see them in an animation. These instructions will tell you when to determine a selection order.

Select multiple objects by clicking

If objects are already selected on the page, then *deselect* them before you begin this selection method. If you do not do this, then the new selections will be added to the previous selections. See the *Add objects to an existing selection* later in this section.

- *Press* and hold the *shift* key.
- *Click* on a series of objects.

Select multiple objects by dragging

- Move the mouse to a blank spot on the page.
- *Press* and hold the left mouse button.
- *Drag* the mouse so that a rectangle appears and *touches* all of the objects that you want to *select*. The rectangle does not need to *surround* the objects.
- Release the mouse button.
- All objects are selected.

Select all objects

There are two ways to *select* all of the objects on the page:

1. Use the *Select All* commands: *Text > Clipboard > Select All* or *Home > Edit > Select All*.
2. *Press ctrl+a*.

Deselect all objects

- *Click* on a blank spot on the page in order to *deselect* all objects. Remember if a large graphic is the backdrop on your page, then you must go to the far right or left of the page to find a blank spot.

Add objects to an existing selection (extend a selection)

- *Press* and hold the *shift* key.
- *Click* the other objects that you want to add to the selection.

Remove objects from an existing selection

- *Press* and hold the *shift* key.
- *Double-click* on each object that you want to remove from the selection.

Moving Objects

There are several ways to move objects on the page and to move them from one page to another.

Move one object with the mouse

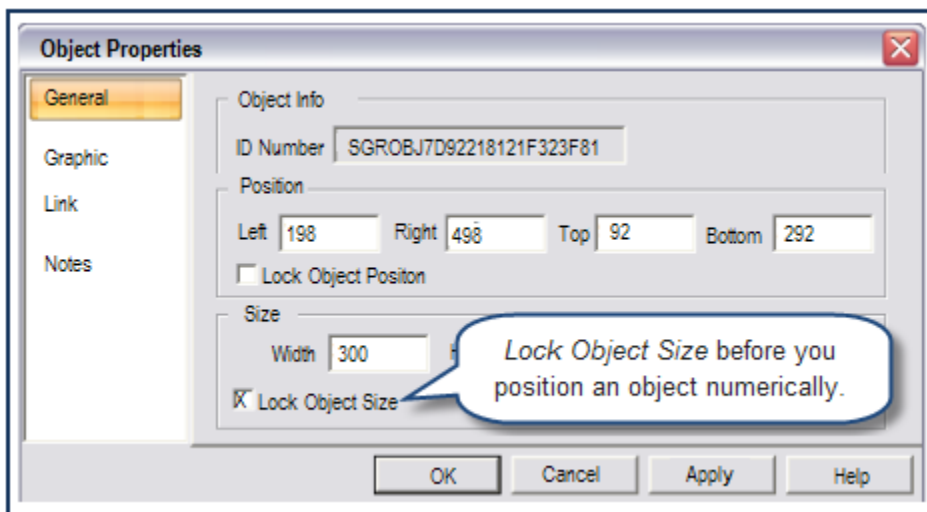
- *Press* and hold the left mouse button over an object.
- *Drag and drop* the object to the new location.

Move multiple objects with the mouse

- *Select* the objects. Remember to hold the *shift* key while you *select* more than one object.
- *Press* and hold down the left mouse button over one of the objects.
- *Drag and drop* the objects to the new location.

Move objects to a specific position numerically

- *Right-click* over the object and choose *Properties* from the *Selected Object Menu*.
- This opens the *Object Properties* dialog. See the end of this chapter for a complete description of all the sections in the *Object Properties* dialog.
- In the *General* section, **check** the ***Lock Object Size*** checkbox.



- Enter the new position in the *Left* and *Top* fields. Do not enter a *Right* or *Bottom* position. These are determined automatically depending on the size of the object and the page.
- Now, **un-check** the ***Lock Object Size*** checkbox.
- *Click OK* to close the *Object Properties* dialog.

Nudge objects one pixel at a time

- *Select* one or more objects.
- Use the *up*, *down*, *left*, or *right* arrow keys on the keyboard to nudge the object *one pixel* at a time.
- *Press* and hold one of the arrow keys to move the object continuously.

Nudge objects ten pixels at a time

- *Select* one or more objects.
- Hold down the *shift* key.
- Use the *up*, *down*, *left*, or *right* arrow keys on the keyboard to nudge the object **ten pixels** at a time.
- *Press* and hold one of the arrow keys to continuously move the object.

Constrain movements to horizontal or vertical

- *Select* one or more objects.
- *Press* and hold down the *shift* key.
- *Click* on an object and *drag* it horizontally or vertically.
- To change directions, release the *shift* key, *press* again and *drag* the object.

Push objects down the page

This command adds space below an object which causes *all* of the objects below it to be pushed down the page. This is useful for adding space between objects on the page so you can insert new objects.

- *Select* the object that you want to insert space below.
- *Press* the *P* key to push all of the objects below the selected object down the page **one pixel** at a time.
- *Press* and *hold* the *P* key to push the objects down multiple pixels at once.
- *Press* and hold the *shift* key, then *press* the *P* key to push the objects down **ten pixels** at a time.

The *P* key (push down) and the *U* key (pull up) are hot keys for moving objects. Hot keys are not case sensitive.

Pull objects up the page

This command removes the space below an object so that objects below it are pulled up the page. This is useful when you *delete* an object and you want to move *everything* up or when you want to tighten the space between objects.

- *Select* the object that is above the space you want to remove.
- *Press* the *u* key to *delete* one pixel of space at a time below the selected object and pull the objects below it up the page.
- *Press* and hold the *u* key to move the objects up multiple pixels at once.
- *Press* and hold the *shift* key, then *press* the *u* key to pull the objects up **ten pixels** at a time.

Move objects to another page using *Copy* and *Paste*.

- *Select* one or more objects. Hold down the *shift* key if you are *selecting* more than one object.
- Choose *Copy* or *Cut* from the ribbon or the *right-click Selected Object Menu*.
- *Click* the page tab to go to another page.
- Choose *Paste* or *Paste in Place* from the ribbon or from the *right-click Selected Object Menu*.

Paste in Place puts objects in the same place on the new page as they were on the previous page.

Move objects to another page using drag and drop

- *Select* one or more objects. Hold down the *shift* key if you are *selecting* more than one object.
- Hold down the *ctrl+shift* keys.
- *Click* on the selected objects and *drag* them onto the page tab where you want them to go (keep holding the *ctrl+shift* keys and mouse). This opens the page where you want the objects to go.
- Now *drag* the objects off the tab and *drop* them onto the page where you want them to go.



This is the easiest way to move objects if you do not need to use *Paste in Place*.

Split the screen to drag and drop objects from one page to another page

The *Working with Pages* chapter presents detailed instructions for working with a split screen. This section contains an overview of the steps necessary to create a split screen in order to *drag and drop* objects.

Split the screen

- *Click* on the tab of the page that you want to see in a new window.
- *Drag* it down until the cursor changes to an icon that looks like a document.
- Release the mouse and the page opens in a new window alongside the other windows.

Drag and drop objects

- *Select* one or more objects. Hold down the *shift* key if you are *selecting* more than one object.
- Hold down the *ctrl+shift* keys.
- *Click* on the selected objects and *drag* them onto the page where you want them to go.

Go from split screen back to full screen view

- *Click* on the page tab of the new window.
- *Drag and drop* it next to the other page tabs.
- The windows are now in full screen view.

Editing an Object's Contents

All objects contain “stuff”, whether that stuff is text, a photo, a slide show, a video or a Flash animation. Most objects or their properties can be edited in Web Studio.

As a general rule, double-clicking on an object opens a dialog that allows the object to be edited. Objects that do not have a specific editor use the *Properties* dialog to edit properties.

Double-click. This opens the object's editor.

Right-click. This gives you the *Selected Object Menu*. Choose *Properties* to display the dialog.

Aligning Objects

The *Align* commands in the *Page Layout* tab can help you quickly and easily align objects to the page and to each other. You can also use the *right-click menu* to perform these commands.

Align tops, bottoms, left sides, and right sides

You can align a group of objects so that they are in perfect alignment with the top, bottom, left sides or right sides. Web Studio uses the highest, lowest, left-most, and right-most of the selected objects to bring the others into alignment. This is useful when working with buttons, photos or any other objects.

- *Select* the object that is the highest, lowest, left-most, or right-most. This is the object Web Studio uses to align the other objects.
- Hold the *shift* key and then *click* on the other objects in any order to extend the selection.
- *Click* on *Page Layout > Align > Tops, Bottoms, Left or Right*.
- The objects are now aligned in relation to the **first** object selected.

Using the Grid to Align Objects

Many professional graphic designers use grids for creating page layouts. A grid helps you place objects and align them along perfectly straight horizontal and vertical lines.

The Web Studio grid is set at 36 pixels for both the horizontal and vertical measurements. This corresponds to ½ inch in each direction. You can change the grid size and establish strict alignment rules when designing your pages.



If you change the location or size of an object numerically with the *Object Properties* dialog, then it will *not* align itself to the grid. Web Studio assumes that you want to “violate” the grid when you do this. Note that cropping does not snap to the grid. This is because cropping is based on the visual content of the graphic, not its size or location.

Turn the grid on and off

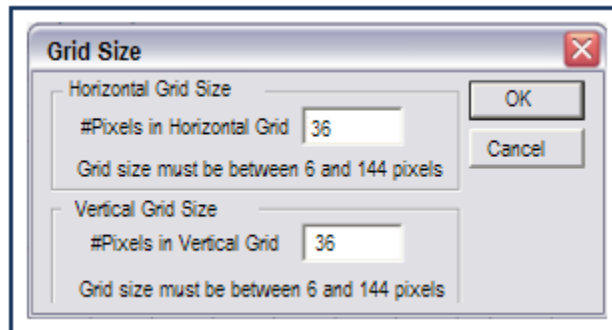
- Click on *Page Layout > Grid > Show Grid*. This turns on the grid.
- As you move objects on the page, they “snap” to align with the closest line in the grid.
- To turn the grid off, click on *Page Layout > Grid > Show Grid* again.



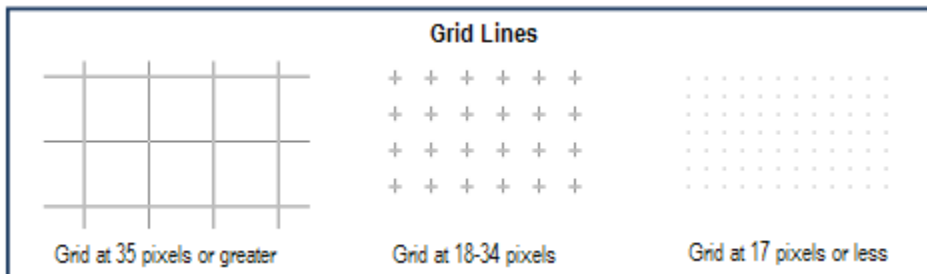
Whatever **corner** of an object is the closest to the grid is the one that is snapped to the grid. For instance, if the upper left corner of an object is closest to the grid, then the object’s snaps to the upper left corner to the grid.

Change the grid size

- Click on *Page Layout > Grid > Grid Settings*. This opens the *Grid Size* dialog.
- Enter a value for the horizontal size and/or the vertical size.
- Click *OK*.



The grid display changes as the settings get smaller.



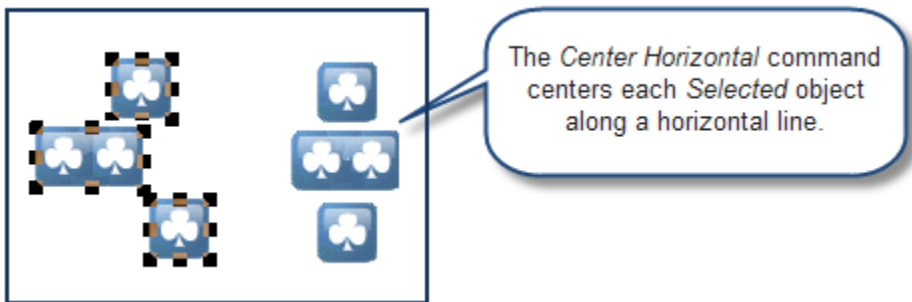
Centering Objects

The *Center* commands in the *Page Layout* tab allow you to center objects to the page or to one another. You can also use the *right-click Selected Object Menus* to perform these commands.

Center objects relative to each other

This is one of the situations in which the order you *select* the objects matters. The **first** selected object is the basis for the centering of the other objects. You can center the objects horizontally or vertically.

- *Select* the first object. This is the object that Web Studio uses to center the other objects.
- Hold down the *shift* key and then *click* on the other objects in any order to extend the selection.
- *Click* on *Page Layout > Center > Horizontal* or *Vertical*. Objects are centered in relation to the **first** selected object.



Center objects relative to the page

Web Studio uses page size as the measurement for centering objects on the page.

- *Select* the objects.
- *Click* on *Page Layout > Center > To Page*.
- The objects are centered on the page.



To set the page size: *Click* on *Page Layout > Site Setup* group. *Click* on the drop down arrow next to the *Page Size* command and then *click* on the desired size (1024 x 768 is the most common size).

Stacking Objects

Each object on a page sits on a different layer. Layers are like pieces of transparent paper that are stacked on top of each other. You can arrange the objects so that you can see all of them through the paper, or you can overlap them in different ways.

As an object is moved, it can overlap other objects that are located on lower layers. You can rearrange the stacking order to create your design and arrange the objects for things like slide shows.

Each object is on a separate layer. This means that you can easily overlap or stack them.

The *Bring To* commands in the *Page Layout* tab allow you to bring objects forward or backward through the layers. You can also use the *right-click Selected Object Menus* to perform these commands.

Move an object to the top or bottom of the stack

- *Select* an object.
- *Click* on *Page Layout* > *Bring To* > *Front* or *Back*.
- The object is moved to the front or back of the stack.

Move an object up or down through the stack

When you move an object forward or backward through the stack, you will not notice any change unless the items are overlapping.

- *Select* an object.
- *Click* on *Page Layout* > *Bring To* > *Forward* or *Backward*.
- This moves the object *Forward* or *Backward* one layer at a time. Repeat to continue to move the object through the stack.

Spacing Objects

The *Space* group commands allow you to quickly space a series of objects evenly across or down a page. This is especially helpful when you are working with repeating objects, such as buttons. You can also space the objects so that their edges touch or so that there is only 1 pixel between them. These commands ignore the *Snap to Grid* function in order to ensure that the spacing is perfectly even. You can also use the *right-click* menus to perform these commands.

Space objects vertically or horizontally

- Put the top and bottom objects in the desired position. The other objects are spaced evenly between these two.
- *Select* all of the objects.
- *Click* on *Page Layout* > *Space* > *Vertically* or *Horizontally*.

Space with 1 pixel between objects

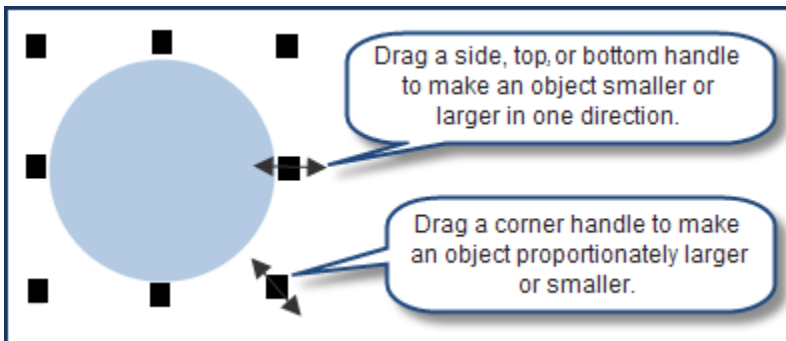
- *Select* the objects that you want to space.
- *Press* and hold the *ctrl+shift* keys.
- *Click* on *Page Layout > Space > Vertically* or *Horizontally*.

Space objects with edges touching

- *Select* the objects that you want to space.
- *Press* and hold the *ctrl* key.
- *Click* on *Page Layout > Space > Vertically* or *Horizontally*.

Resizing Objects

You can resize most types of objects. The easiest way is to *select* an object and *drag* the handles to make the object smaller or larger. If you use the corner handles, then the object will grow proportionally larger or smaller. You can use the other handles to enlarge or reduce the object in one direction only.



Hold down the *shift* key and then drag a corner handle to resize the object in both directions.

Objects that cannot be resized

Some objects cannot be resized due to the nature of their content. For instance, you can make text objects wider, but not longer than the text within the object. Two other types of objects that cannot be resized are:

1. Backgrounds cannot be resized since the content of “size” does not apply to backgrounds.
2. HTML objects can be resized. However, the content of the HTML object will ultimately determine the size when it is *Previewed* or in a browser.

Resize by dragging

- *Select* an object.
- Move the mouse over a handle until you see an arrow. Use a corner handle to resize the object and keep its proportions. Use a side or top handle to resize the object in one direction.
- Hold down the left mouse button and *drag* the handle in order to resize the object.

Resize an object numerically

- *Right-click* over an object and choose *Properties* from the *Selected Object Menu*.
- Check the Resample Graphic box prior to resampling. This helps increase the visual quality of the object. Do this if the graphic has not previously been resampled.
- Resize non-proportionally: fill in the *Height* and *Width* fields.
- Resize proportionally: check the *Proportional Resizing* box and then fill in a *Height* or *Width*.

Resize to an exact size

- *Right-click* over an object and choose *Properties* from the menu.
- Resize non-proportionally, fill in a *Height* and *Width*.
- Resize proportionally, check the *Proportional Resizing* box and then fill in a *Height* or *Width*.

Resizing Objects to Each Other

Use the *Make Equal* group commands to make objects equal size, equal width, or equal height. The objects are resized to match the size of the *first* object selected; therefore the selection order is important.

Resize multiple objects to the same size

- *Click* on the *Page Layout* tab.
- *Select* the object that is the size that you want the other objects to become.
- *Press* the *shift* key and then *select* the remaining objects in any order.
- *Click* on the *Make Equal > Size, Width* or *Height* commands in order to resize the objects.

Objects are resized to match the size of the *first* object selected. Therefore, the selection order is important.

Resampling Graphics after Resizing

When most graphics are resized, they lose some of their visual quality. Resampling the graphic increases the visual quality. However, when you resample a graphic or photo much of the original information is lost. This does not matter when the graphic is going to be used on the internet.

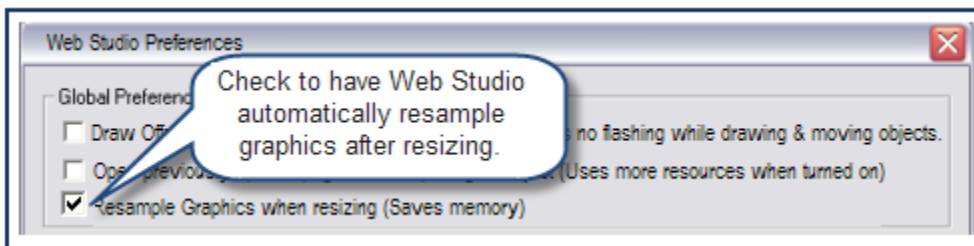
The difference between a graphic that is resampled and one that is not resampled is evident when the page is printed. If you print a Web Studio page that contains resampled graphics, then the printout will display low-quality graphics even though the text looks high-quality. If you do not resample a graphic when you resize it, then the print will be a higher quality.

Therefore, unless you are using the graphics on your page for printing, choose to resample them.

Web Studio automatically resamples graphics when you resize them. You can choose to turn off this function, but then you will need to remember to resample graphics individually after resizing them.

Turn automatic resampling on and off

- Click the *Web Studio Button*>*Options*. This opens the *Web Studio Preferences* dialog.



Turn on automatic resampling. Click to **check** the box for *Resample Graphics when resizing*.

Turn off automatic resampling. Click to **uncheck** the box for *Resample Graphics when resizing*.

- Click *OK* when you are finished.

Resample a graphic after resizing

You can resample a graphic in two different ways:

1. *Right-click* on the graphic and choose *Resample* from the *Selected Object Menu*.
2. *Double-click* on the object and check *Resample Graphic* in the *General* section of the *Object Properties* dialog.

Cropping Objects

Cropping removes a portion of the graphic by trimming its edges. Cropping is different from resizing because it cuts off a portion of the object. When you resize an object, the whole object becomes larger or smaller without losing any part of the image.

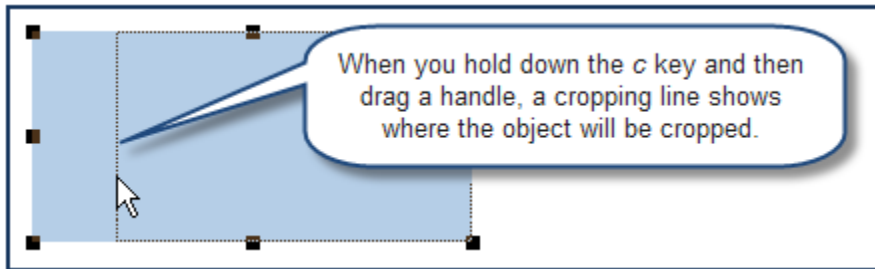
Objects that cannot be cropped

Some objects cannot be cropped due to the nature of their contents.

- Text objects cannot be cropped.
- Thumbnails cannot be cropped. However the photo or graphic that is used to create the thumbnail can be cropped before it is turned into a thumbnail.
- Flash animations, audio and video objects, rollover buttons, animations, HTML objects, and templates cannot be cropped.

Crop the top, bottom, and sides

- *Select* the object to be cropped.
- *Press* and hold the *C* key—you do not need to *press* the *shift* key
- *Drag* the top, bottom, or side selection handles to resize in on direction.
- *Drag* in order to crop. As you *drag* you will see a cropping rectangle that shows what portion of the graphic will be kept.
- Release the mouse to crop the graphic.



Crop in two directions at the same time

- *Select* the object to be cropped.
- *Press* and hold the *C* key—you do not need to *press* the *shift* key.
- Move the mouse over a **corner** handle.
- *Drag* to crop in any direction. As you *drag* you will see a cropping rectangle that shows what portion of the graphic will be cropped and *deleted*.
- Release the mouse to crop the graphic.

Duplicating Objects

There are several ways to duplicate objects. The *Copy* and *Paste* commands are located both on the ribbon and in an object's *right-click menu*. The usual keyboard shortcuts can also duplicate objects. One of the quickest ways to duplicate an object is to hold the *ctrl* key, then *click* and *drag* the duplicated object. Actually, you do not need to *drag* the object to duplicate it. But if you do not *drag* it, you do not see it because the duplicate is directly underneath the object.

If you are copying items that will be pasted on another page, you can use *Paste in Place* to put the objects in the same spot on the new page.

If you *click* on an object when the *ctrl* key is pressed, you create a duplicate. If you do not *drag*, the duplicate hides under the object so you cannot see it.

Duplicate using Click and Drag

- *Press* and hold down the *ctrl* key.
- *Click* on any object and *drag*.
- A new, duplicate copy of the original object is *dragged* out from under the original.

Duplicate using Copy and Paste

- *Select* the object.
- *Click Home > Edit > Copy*.
- *Click Home > Edit > Paste*.
- The duplicate object is pasted onto another spot so that you can see where it is.



You can also use the *right-click* menu to copy and *paste*. If you *right-click* and do not see *Paste* as an option on the menu, then you are *right-clicking* over another object. Go to a blank spot on the page and then *right-click*. You will see the *Paste* command.

Duplicate using Copy and Paste in Place

- *Select* an object on the open page.
- *Click Home > Edit > Copy*.
- *Click* on a page tab to open the new page on which you want to place the object.
- *Click Home > Edit > Paste in Place*.
- The duplicate object is pasted in the same location on the new page as its location on the previous page.

Grouping Objects

The *Group* commands in the *Create* tab allow you to merge and group objects. You can also use the *right-click Multiple Selected Object Menus* to perform these commands.

Group. You can group objects together so that can work faster. Grouping causes objects to retain their positions in relationship to each other. After you group objects you can copy, paste, flip, rotate, and perform other functions on the group as a whole. You can group and ungroup any objects at any time.

Merge. You can merge objects together to create new objects. For example, you can merge a graphic and a text object together to create a photo with a caption. Or, you can merge a colored rectangle with a photo to create a border. When you merge objects, you create an entirely new object. Unless you do an immediate *Undo*, merged objects cannot be unmerged later.

Tip: When you merge two or more objects, they become one new object. This means that they cannot be unmerged later. Make copies of the objects before they are merged and keep them on a blank page in case you need them later. Do not include that page in the *Footer Links*.

When using large fonts, an effect called aliasing can occur when the text is merged with a graphic. Aliasing results in colored dots surrounding the outline of the text. This is most prominent when light colored text is merged with a dark background. If you see aliasing on your merged graphic, then create the graphic in a dedicated graphics program such as Photoshop or PaintShopPro.

Group and ungroup objects

- *Select* all objects in any order.
- *Click* on *Create > Group*.
- This groups the objects together so that when you *drag* one of the objects in the group, the whole group moves as one object. The objects retain their geometric relationship to each other.
- When you want to ungroup, *click* to *select* the group and then *click Create > >Un-group*. The objects are then no longer grouped.

Merge and unmerge objects

- Arrange the objects as you want them to appear. If you want to arrange the stacking order, go to *Page Layout > Bring to > Front, Back Forward, or Backward*.
- *Select* the objects.
- *Click* on *Create > >Merge*. The objects are then merged.
- To immediately unmerge, *click ctrl+z* to *Undo*. The merged objects cannot be unmerged later.

Rotating Objects

Objects can be rotated, flipped, and reversed by using the *Special Effects* commands in the *Photo* group of the *Create* tab. You can use these commands on a single object or a selection of objects. See the chapter on *Working with Photos* for a complete list of the *Special Effects* commands.

Some objects cannot be rotated because of their contents. This includes buttons, HTML objects, templates, flash, sound and video objects.

Rotate, flip or reverse one object

- Select the object.
- Click on *Create > Photos > Special Effects* command > *Rotate, Flip, or Reverse*.

Rotate, flip, or reverse multiple objects

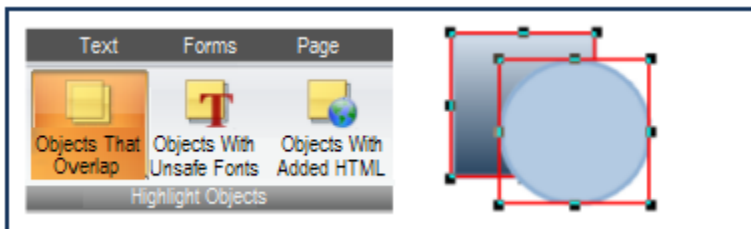
- Select multiple objects.
- Click on *Create > Photos > Special Effects* > *Rotate, Flip, or Reverse*.



Text objects are turned into *graphic* objects when they are rotated. This means that the text can no longer be edited. Make sure that your text is correct before you rotate it.

Highlighting Objects

When you are working with multiple objects, it is almost impossible to remember all of the applications that you used and all of the changes you applied to each object. In addition, many functions associated with objects, such as links, are invisible. The *Highlight Object* commands in the *View* tab provide you a quick way to check the status of the objects on your page. When you *click* on a command, Web Studio places a red box around every object that applies to that command.



Objects With Links. This option reveals every object on the page that has a link.

Objects That Overlap. This is important when you think that you may have “lost” an object. One object can be hidden under another. It is also important to use this feature when you use the *Save Page As HTML E-mail* command. You cannot use overlapping objects when creating these e-mails.

Objects With Unsafe Fonts. Web Studio converts unsafe fonts into a graphic to retain the design integrity of your pages. This option reveals all objects with unsafe fonts. See the *Text* chapter for information about safe and unsafe fonts.

Objects With Added HTML. This option reveals objects that contain added HTML.

Objects With Notes. This option reveals objects that have added *Notes* in their *Object Properties* dialog.

Turn the Highlight commands on and off

- **Turn On:** Click on *View > Highlight Objects > Highlight* command.
- **Turn Off:** Click on *View > Highlight Objects > Don't Hilite*.

Working with Protected Graphics

Web Studio has the ability to read more than 20 different types of graphic files and convert them into a form that can be used on the web. For practical purposes, the web can only use two different file types: GIF and JPEG. When you add a different type of file, Web Studio converts the file into one of those file types.

If you add a GIF or JPEG, Web Studio will decompress it and change it into a 24 bit image. This change allows you to change the graphic, crop it, add shadows, etc. Later when you build your site, Web Studio will turn it into a GIF or JPEG.

Some people, however, spend time optimizing their graphics for the web and want to use them on the web exactly as they created them. They do not want Web Studio to decompress the graphics or to create new files. In this case, the GIF or JPEG needs to be “protected” from Web Studio’s normal graphics processing.

When you add a GIF or JPEG as a Protected Graphic, that exact image will be displayed on your website. In addition, Web Studio *saves* these images on the web in such a way that you can use them repeatedly on multiple pages and the file is uploaded only once.

Web Studio adds the JPEG or GIF file type based on what it thinks the file should be saved as. However, you can change the file type.

Insert a Protected Graphic

You can insert any graphic as a Protected Graphic. This is done through the *Insert Protected* command.

- Click on *Insert > Illustrations > Picture* command>*Protected Graphic from File*. This opens the *Open* dialog.
- Navigate to the graphic file that you want to insert.
- *Select* the file.
- *Click Open*. The graphic is placed on the page as a Protected Graphic.

Convert a normal graphic to a Protected Graphic

If you create a graphic in Web Studio, you can convert it to a Protected Graphic. You may want to do this to protect it from changes, or to use it multiple times on different pages without uploading multiple times.

- *Right-click* over the graphic.
- Click on the *Selected Object Menu>Turn into Protected Graphic*.
- In the *Save As* dialog, choose a folder in which you will place the graphic.
- Enter a name and choose a file type.
- *Click Save*.

Save Protected Graphics

Protected graphics are not stored in the Web Studio Project file. They are saved in a separate folder just like other graphics and files that you add to your site. We suggest that you create a folder in *My Documents* and label it *Protected Graphics* so that you can find protected graphics easily.

Lost Protected Graphics

If a protected graphic is moved, deleted, or renamed, then Web Studio will not be able to find it on your disk. When you *Preview* or *Save* your site to the internet, Web Studio will attempt to find the file. If it cannot find it, you will see a dialog asking you to locate the file. If you cannot locate it, then you can tell the dialog to *Ignore* the missing file. In this case, the file is not uploaded. Each page that used the lost graphic will display a box with a red X in it in place of the original graphic.

Flash files and Protected Graphics

All Flash files are treated as protected graphics. They may be used many times in a site, but they need only to be uploaded once. They are not modified in any way by Web Studio.

Allowable operations with Protected Graphics

Protected Graphics can be moved, merged, and resized. No other graphics manipulations can be applied to them. Note that merging a Protected Graphic with another object turns the Protected Graphic into a normal graphic object. Web Studio will not allow any illegal operations on a Protected Graphic.

Convert Protected Graphics to normal graphics

- *Click* on the Protected Graphic that you want to convert.
- *Press* and hold down the *G* key on the keyboard.
- *Click* again on the Protected Graphic that will be converted.
- A new, normal, graphic is created and placed on the page near the Protected Graphic.
- You can then *delete* the Protected Graphic by *selecting* it and then hitting the *delete* key.

Convert a series of Protected Graphics to normal graphics

- *Select* the first Protected Graphic that you want to convert.
- Hold down the *shift* key, *click* on the remaining graphics and then release the *shift* key.
- *Press* and hold down the *G* key on the keyboard.
- *Click* on any of the Protected Graphics that will be changed.
- New, normal graphics are placed on the page near each of the Protected Graphics.
- You can *delete* the Protected Graphics by hitting the *delete* key.

The *G* key is a hot key that converts Protected Graphics to normal graphics. Hold the *G* key and *click* on the Protected Graphic to convert it. Hot keys are not case sensitive.

Convert all of the Protected Graphics on a page to normal graphics

- *Click* on *Text > Clipboard > Select All* or press *ctrl+a* on the keyboard.
- *Press* and hold down the *G* key on the keyboard.
- *Click* on any of the Protected Graphics that will be converted.
- New, normal graphics are placed on the page near each of the Protected Graphics.
- You can *delete* the Protected Graphics by hitting the *delete* key.

Moving a Project that Contains Protected Graphics

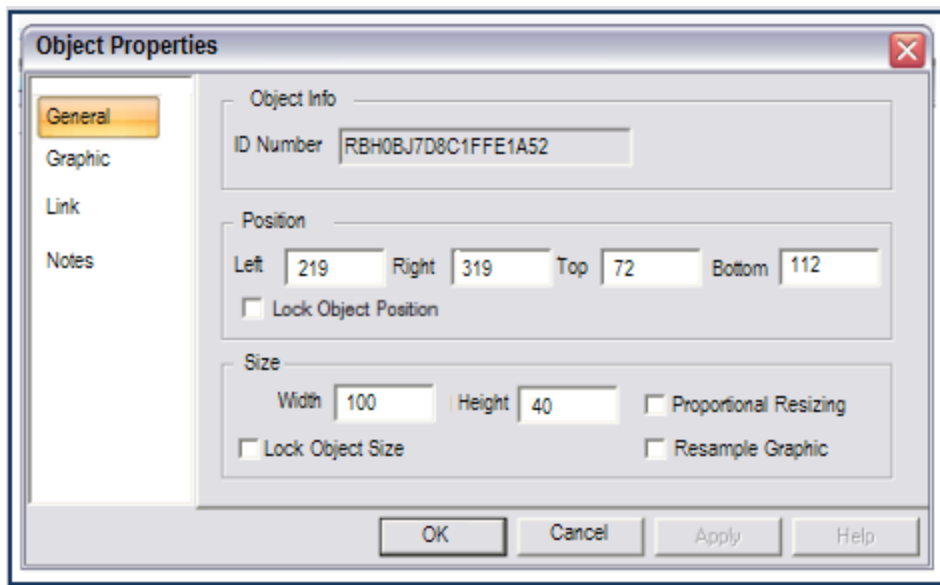
If you want to move your Project file from one disk or computer to another, that you must take special precautions if you are using Protected Graphics.

Since a Protected Graphic's file is not embedded in the Web Studio Project file, you must be sure to move the files along with your Project file. It is best to keep your Protected Graphic's files in a folder for each site so that you can simply move the Project file and the Protected Graphic's folder together.

If you fail to move the graphic files to the new location of the Project file, then Web Studio will notify you when it builds your site. This occurs during a *Preview* or when you are saving a page or website to the internet or to a disk.

Working with the Object Properties Dialog

General section



Object Info. This is the numeric identifier of the object. If you choose to use custom HTML via the *HTML Object*, then you can refer to these ID's to manipulate the object.

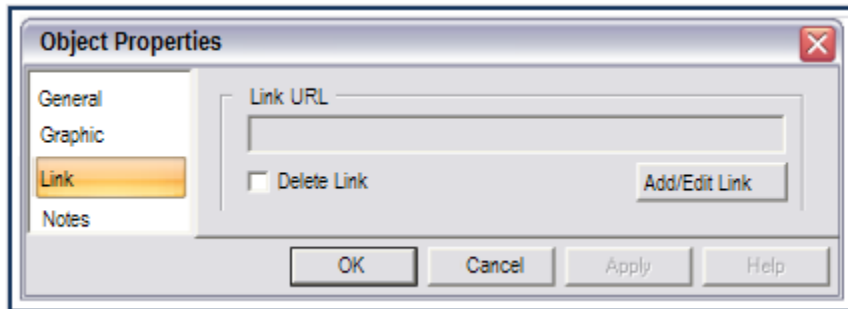
Position. This displays the numeric location of the object on the page. You can check the box to *Lock Object Position* and you can numerically change the position by changing the number values.

Size. This displays the pixel size of the object. You can change the size of the object numerically and you can choose to *Lock Object Size* by checking the box.

Proportional Resizing. Check this box before you change the size in order to keep the original proportions of the object.

Resample Graphic. Check this box if you want to Web Studio to resample the graphic object when it is resized. This will help the resized graphic look better.

Link section

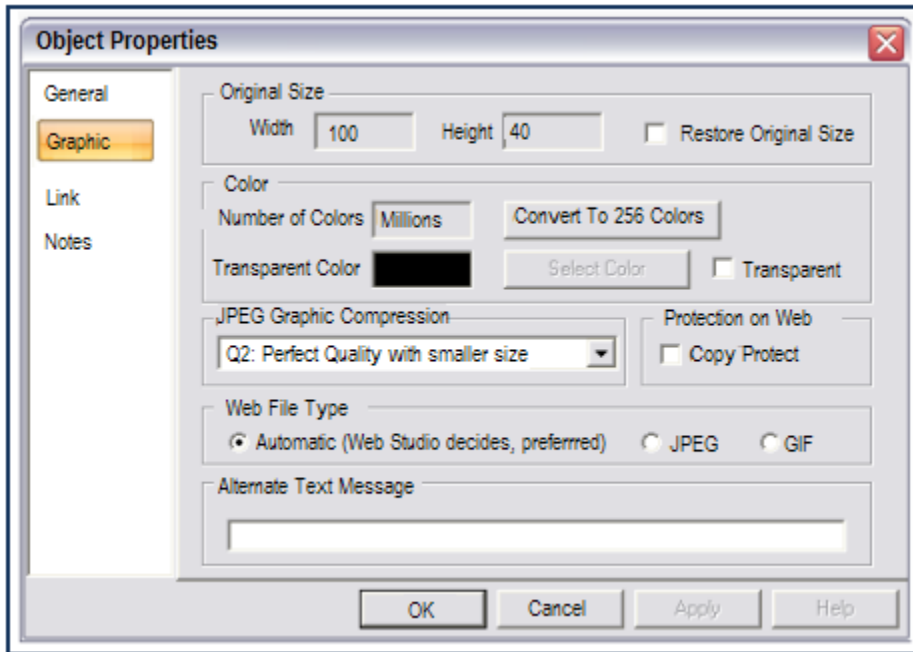


Link URL. This reveals the URL (or web address) of the link that has been applied to the object.

Add/Edit Link. This option displays the *Add/Edit Link* dialog. You can change the link's name, description, and URL. You can also program the link to open in a new window when it is *clicked* on.

Delete Link. *Click* this check box to *delete* the link from the object. The link is *deleted* when you *click OK*.

Graphic section



Original Size. This shows the original size of the object in pixels. You can check *Restore Original Size* after resizing.

Restore Original Size. Check this and then *click OK* in order to restore the original size after resizing.

Color. Choose a color that you want to be transparent in an object.

JPEG (or GIF) Graphic Compression. Choose the amount of compression to apply when the object is on the web. There are 9 quality levels. The default level is Q2, which provides compression without loss of visual quality. *Preview* the page to check the quality of the compression. *Click Page > Preview > Preview Page* or another *Preview Page* command.



The heading for this section will be GIF to JPEG depending on what type of file Web Studio will create for this graphic.

Protection on Web. When *Copy Protect* is checked, Web Studio puts a transparent image in front of the graphic. If someone uses *right-click* to copy the graphic, a blank image is copied.

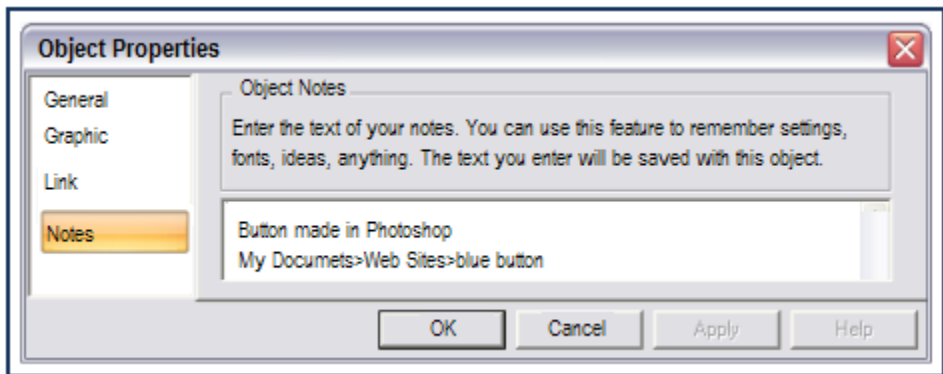


Important! It is impossible to copy protect graphics on the web completely.

Web File Type. This option allows you to choose a file type for the graphic object. Graphics that you add are set to *Automatic*. This setting allows Web Studio to determine what type of graphic should be created based on the properties of the graphic itself. You can choose GIF or JPEG, which are the two graphic formats that are supported by the web. Choosing one of these will override Web Studio's automatic choice. The graphic will become your chosen file type, even if it is not the optimal format for that object. Choosing the wrong format can result in files that are extremely big, or in which the colors look bad. If you choose a file and are not satisfied with the result, try the other file type.

Alternate Text Message. Fill this in with a **short** description of the image, such as “*My new car.*” The text will appear in a small pop-up window when visitors hover the mouse over the image. In addition, search engines look at this text to help them rank various sites. If visitors turn off images in Internet Explorer, then the text will be displayed on the page.

Notes section



This section provides you with an opportunity to record information about the object that you may need to know later. For example, you may want to notate the fonts that you used in a merged graphic or the precise color used for a background. The notes are saved with the Project files and are only visible within Web Studio.

Quick Tips for Working with Objects

Command	Action
Select one object	<i>Click</i> on the object.
Select more than one	Hold the <i>shift</i> key and <i>click</i> each object.
Move 1 pixel	<i>Select</i> objects. <i>Press</i> arrow keys.
Move 10 pixels	<i>Select</i> objects. Hold the <i>shift</i> key while <i>pressing</i> arrow keys.
Constrain movement horizontally or vertically	Hold the <i>shift</i> key and then <i>drag</i> objects.
Push objects down the page to add space	<i>Select</i> an object. <i>Press</i> the <i>P</i> key. Objects under the selected object are pushed down the page.
Pull objects up the page to remove space	<i>Select</i> an object. <i>Press</i> the <i>U</i> key. Objects under the selected object are pulled up the page.
Align, center, make equal	<i>Select</i> the first object. Hold the <i>shift</i> key and then <i>select</i> the other objects. <i>Click</i> the command. Objects are aligned, centered, or made equal size to the first object.
Space horizontally or vertically	Position the top/bottom or left/right object. Space the other objects loosely in between. <i>Select</i> the objects. <i>Click</i> on the command. Objects are spaced evenly across or down.
Space with 1 pixel between	Follow the directions for spacing horizontally/vertically, but hold down the <i>ctrl+shift</i> keys before you <i>click</i> the command.
Space with edges touching	Follow space horizontally/vertically directions, but hold down the <i>shift</i> key before you <i>click</i> the command.
Crop	<i>Select</i> the object. Hold down the <i>C</i> key. <i>Drag</i> a side top or bottom selection handle to crop in one direction. <i>Drag</i> a corner handle to crop both horizontally and vertically.
Resize	<i>Select</i> the object. <i>Drag</i> the top, bottom, or side selection handles to resize in one direction. <i>Drag</i> the corner handle to crop proportionally. Hold the <i>shift</i> key and <i>drag</i> the corner handle to resize in two directions.