The Complete E-Commerce Solution for Everyone!

WebShop™
Designer
For Windows 95, 98 & NT

Version 6.0

For Windows 95, 98, 2000, & NT

Graphic Editor
PDF User Guide

Contents

Chapter 1.
Using Graphic Editor

Introduction

WebShop's Graphic Editor module is one of its most important features. Understanding the windows, toolbars, and buttons can make using the application quick and efficient.

Topics covered in this chapter include:

- Launching Graphic Editor
- Graphics Editor Functions
- Graphics Editor Window (Full Edit)
- Page Editor Window ("In-Place" Edit)
- Graphic Editor Toolbars

Launching Graphic Editor

To launch the WebShop's Graphic Editor module you must specify which image resource file you want to open. There are two ways to open the Graphic Editor: (1) from the Site Manager–Physical Layout window (where you select the image file from the resource tree), or (2) from an open Web page in Page Editor (where you select an image that has been placed on the page).

To open Graphic Editor from Site Manager–Physical Layout

- Double-click on an **Image File** icon from the resource tree. Graphic Editor opens and the image is placed in the image worksheet area. The image is now ready to be edited.

To open Graphic Editor from a Web page in Page Editor

1. From **Site Manager–Logical Layout**, double-click on a **Web Page** that contains a graphic image. The selected page opens in Page Editor.

   Note: A graphic image is any image that has been inserted using Insert > Image, or by clicking the Image button on the Insert Object toolbar.

2. Click on the image that you want to edit and select **Format > Object > Edit** or right-click and select **Object > Edit**.

   Note: The Graphic Editor Window uses the title: "WebShop <CNQ file name> - Web Site - <image file name>". This naming convention emphasizes that images are resources to specific project files.

Graphic Editor Functions

Use Graphic Editor to insert or edit the following graphic objects: **Text Line**, **Image**, **Fill Pattern**, **Border**, **Paragraph Text**, **Calendar**, **Chart**, **OLE,** and **Drawing**. You will also use Graphic Editor to assign image map links and convert graphic objects or images into template placeholders.

To perform any of these operations, an image resource file must be created. Normally, you create and place an image resource file on your Web page prior to editing or inserting a graphic object. When you create an image resource file that is empty and place it on a Web page, you are inserting a blank image file.

To insert a blank image file onto a Plain Page

1. Double-click on a **Plain Page** icon from **Site Manager–Logical Layout**. The Page Editor window appears.

2. Select **Insert > Image** or click **Image** on the New Object toolbar. The **Image Attributes** dialog box appears.

3. Click **Create**. A new image file is added to existing resource and is already selected for you. Click **OK**. The selected blank image file is inserted. An image bounding box appears with the words "**Blank Image**."

   Note: By default blank images are created with a height and width of 100 pixels and are formatted as GIF files with 256 colors. The background is set to be the same as the Graphic Editor worksheet (this is not necessarily the same as the Web Page background). All of these defaults settings can be changed by selecting the image and clicking the Page Setup button on the Main toolbar. The Image Properties dialog box appears.

Graphic Editor Modes

You can open Graphic Editor from either one of two modes:

- **Full Edit Mode**. Makes all Graphic Editor features available and allows you to insert any graphic object. When you are in Full Edit Mode the Graphic Editor window opens. All Control toolbar options are available and the image pasteboard area is visible.

- **"In-place" Edit Mode**. Makes available most Graphic Editor features. In-Place edit allows you to see the rest of your Web Page content while you update a blank or existing image file. The Graphic Editor window does not open. During "in-place" edits, your screen display remains in Page Editor. The Menu bar options, however, change and most of the Graphic Editor toolbars become available. The image pasteboard area is not available. All objects must be inserted directly into the Image bounding box.

Normal or Template Placeholder Form

Objects placed either in the Graphic Editor window or on a Web page can be displayed in either *Normal* or *Template Placeholder* form. Normal objects are displayed as exact images (or objects). Template Placeholders are displayed as a programming representations that will be updated later.

To display a graphic object in placeholder form from Page Editor

1. Right-click a Normal object. A pop-up menu appears.
2. Select **Show > As Placeholder**. The object appears in Placeholder form.

When displayed as a placeholder, an object will have a colored box and a small symbol representing the type of object. This small symbol correlates with the Insert Object buttons on the Insert Object toolbar. When you convert a Normal object into a placeholder, the representative symbol is placed in the corner of the *bounding box* (that is, a box around the object area). Each object type has its own color. The color code for the objects that can be made into placeholders is as follows:

- **Text Line** - blue
- **Image** - red
- **Fill Pattern** - cyan
- **Border** - yellow
- **Paragraph Text** - bright green
- **Calendar** - pink
- **Chart** - olive
- **OLE** - teal

> *Note: For more information about templates and placeholders, see the chapter titled "Creating WebShop Templates."*

Graphic Editor Window (Full Edit)

In Full Edit mode (Figure 1.1), the Graphic Editor window has several elements:

- **Title bar**. Indicates the CNQ file that is open and the Image file that is open. The naming convention used in the title bar is "**WebShop <CNQ file name> - Web Site - <image file name>**"
- **Menu bar**. Provides access to WebShop functions. The menu bar options available in Graphic Editor are different from those available in Page Editor or Site Manager. Graphic Editor Menu options include: File, Edit, View, Site, Object, Library, Window, and Help. Additional Menu options become available depending upon the object inserted or selected. These additional menu options include:
  - **Text Line** - Modify, Alignment
  - **Image** - Modify
  - **Fill Pattern** - Modify
  - **Border** - Modify
  - **Paragraph Text** - Format, Insert, Effects, Tools
  - **Calendar** - Modify
  - **Chart** - Modify
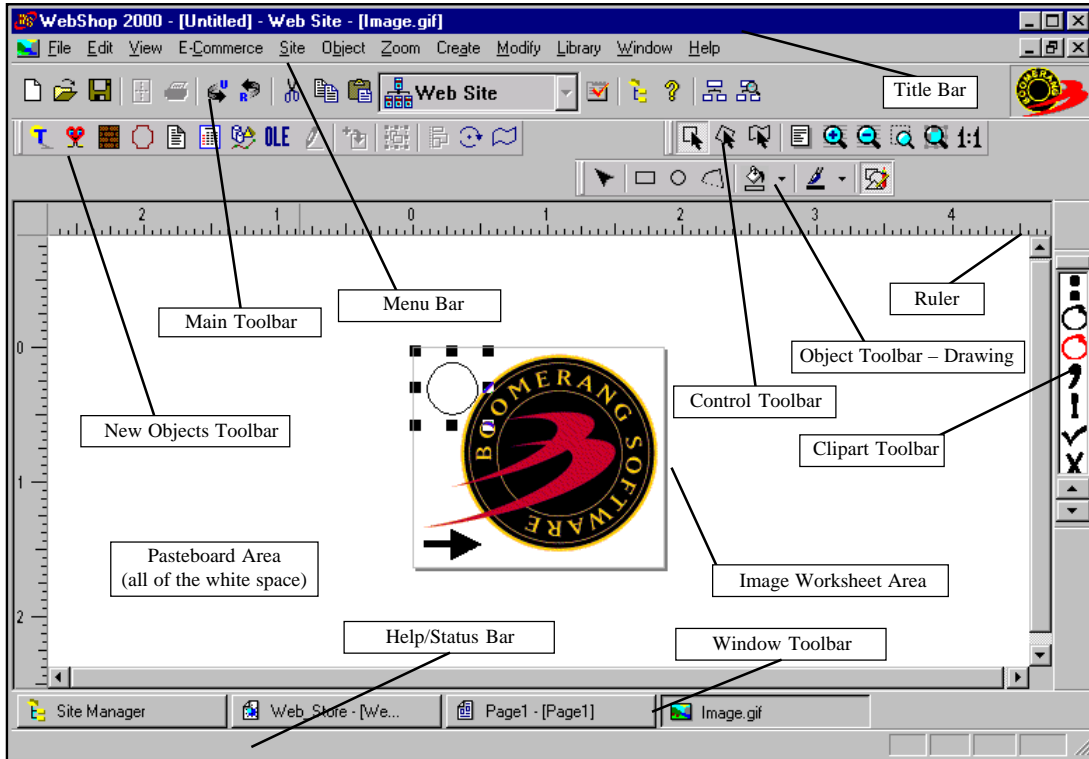
Figure 1.1 – Graphic Editor Window – Full Edit Mode

- **OLE** - Modify
- **Drawing** - Modify, Create
- **Main toolbar**. Appears across the top of the Graphic Editor window below the Menu bar. This toolbar offers quick mouse access to the most basic functions, such as Save, Cut, Paste, and so forth. This toolbar is common to all WebShop modules.

  Note: The Page Setup button is only available when an image file is being updated.

- **Control toolbar**. Appears across the top of the Graphic Editor window and gives you access to object manipulations (move, rotate, distort) and viewing functions, such as zoom in and zoom out.

- **New Objects toolbar**. Appears just below the Main toolbar and is used to insert graphic objects into the Image worksheet area. There are separate buttons for each graphic object and for assigning image map links, grouping or ungrouping objects, and others.

- **Clipart toolbar**. Appears on the right side of the Graphic Editor window and displays one of several images and image libraries included with WebShop. To use the Clipart toolbar, specify the Clipart library and scroll through the images available with that library. Click and drag a selected image onto the Graphic Editor window. You can now manipulate the

image as usual.

- **Window toolbar**. Appears near the bottom of the screen and indicates each of the various project windows are currently open in WebShop. Use this toolbar to quickly navigate between different windows.

- **Help/Status bar**. Appears at the bottom of the Graphic Editor window displays a Help tip for any toolbar button or menu option.

- **Ruler**. Appears only when the feature is turned on when you first install the program.

- **Object Toolbar–Drawing**. Appears only when you insert a Drawing object. The functions performed by this toolbar correspond to the Create and Modify menu options, which are also conditional.

- **Image Worksheet area**. Appears in the center of the Graphic Editor window. The Image worksheet area size is controlled by Image Properties which are defined when the image is first created. The size of the Image Worksheet area and size the Image bounding box that is visible in Page Editor are the same. When you define the image size using Image Properties, you also establish the Image Worksheet area. The default worksheet area color is specified in Preferences.

  WARNING! Do not use the command Format > Object > Properties to resize an image. This opens the Image Attributes dialog box. If you reset the image size from Image Attributes you will not be able to access in-place edit. You can however use Image Attributes to set up some space around the image, create a simple image border, or specify the alignment of the image on the Web page.

- **Pasteboard Area**. Appears all around the Image worksheet area.

Page Editor Window ("In-Place" Edit)

From "In-Place" Edit (Figure 1.2), the Page Editor window has several elements:

- **Title bar**. Indicates the CNQ file that is open and the Logical name for the Page is open. The naming convention used in the title bar is "**WebShop <CNQ file name> - Web Site - <logical page name>**"

- **Menu bar**. Page Editor menu options are replaced with Graphic Editor menu options. Graphic Editor options are object sensitive. Depending upon the object inserted, some options become available while others become unavailable.

- **Main toolbar**. Appears across the top of the Page Editor window below the Menu bar.

- **Control toolbar**. Appears next to the Main toolbar. This is a smaller version of the full Graphic Editor Control toolbar.

- **Clipart toolbar**. Appears on the right side of the Page Editor window and displays one of several images and image libraries included with WebShop.

- **Window toolbar**. Appears near the bottom of the screen and indicates each of the various project windows currently open. This toolbar is unchanged.

- **Help/Status bar**. Appears at the bottom of the Page Editor window displays a Help tip for any toolbar button or menu option. This toolbar is unchanged.

- **Image Worksheet area**. Appears on the Page Editor window where ever an image is
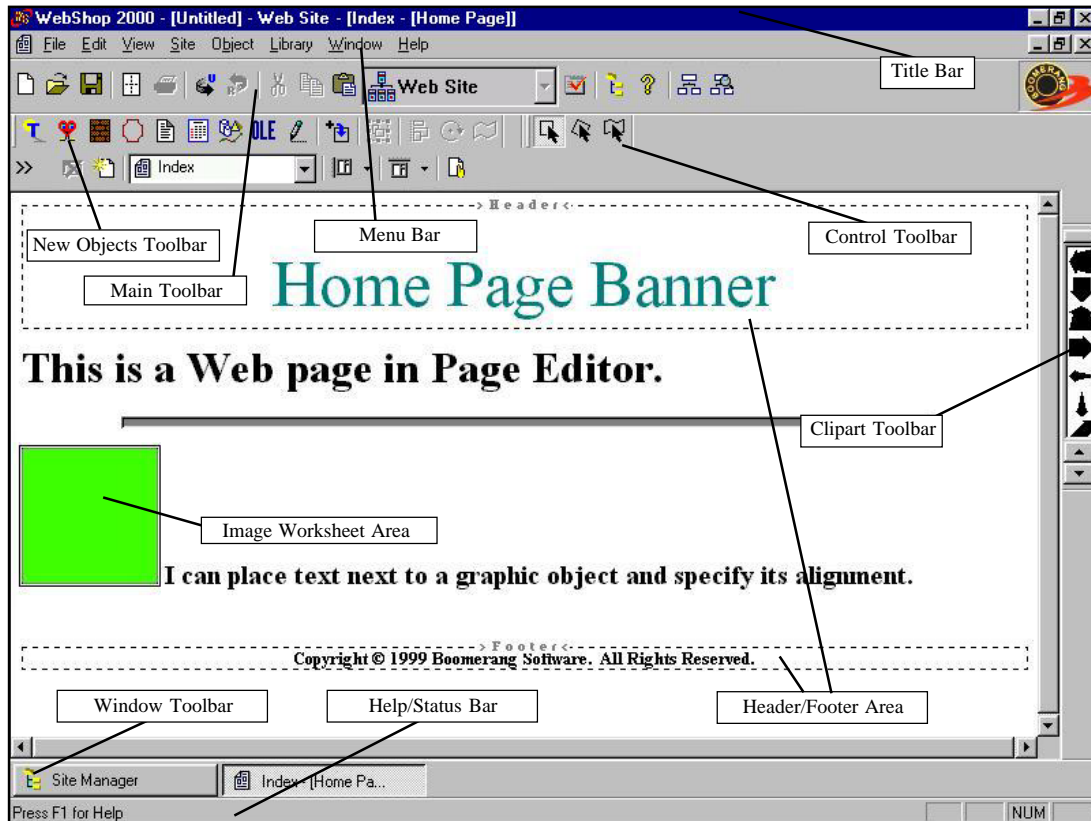
Figure 1.2 – Page Editor Window – "In-Place" Edit Mode

placed. The Image worksheet area size is controlled by Image Properties which are defined when the image is first created. When you define the image size using Image Properties you also establish the Image Worksheet area and the image display area.

- **Header and Footer objects**. Appears in the Page Editor window whenever a header or footer is specified.

Note: The Pasteboard area and the Ruler are not available during "in-place" edits.

Floating Toolbars

Most of the WebShop toolbars can be made to *float* or be relocated at different locations in the Page Editor window or in the Graphic Editor window. A floating toolbar can be moved to any location for easier access and convenience. You can *dock* a floating toolbar by returning it to its default location or to one of the toolbar locations at the top, bottom, right, or left of a WebShop window.

To relocate (or undock) a toolbar, double-click in the toolbar area (not inside one of the toolbar buttons). The toolbar is immediately undocked. Place the mouse pointer on the toolbar title bar and drag it to the position that you want.

Graphic Editor Toolbars

The following Graphic Editor toolbars are covered: **New Object**, **Control**, each of the seven **Object** toolbars, **Paragraph Text Formatting**, and **Clipart**.

Note: All seven of the Object toolbars have the same display name, "Object." To identify them individually, the convention Object Toolbar–"Object Type" is used. Depending upon the object selected or inserted, one of the seven Object toolbars appears.

New Object Toolbar

Use the New Object toolbar (Figure 1.3) to initially create a graphic object. To access this toolbar highlight an image on a Web page and select **Format > Object > Edit**.
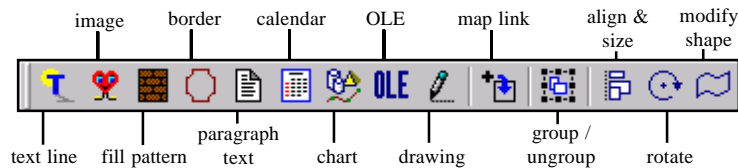
Figure 1.3 – New Object Toolbar

- **Text Line**. Inserts a single line of text. When you select the **Text Line** button on the New Object toolbar, the **Text Line** dialog box appears. From this dialog box, you may enter up to 128 characters of text, select whether to use horizontal or vertical placement, and enter a specified amount of spacing between characters. To edit a text line object, use the Object Toolbar–Text Line or select **Modify > Text**. The Object Toolbar–Text Line appears whenever you insert or select a text line object. (For more information, see the topic "Object Toolbars" later in this chapter.)

- **Image**. Inserts images into the image worksheet area from a graphic library. The **Image** dialog box appears. Use this to select a library image or to import an image from your hard disk. If you want to replace an image, select **Modify > Replace Image** from the Menu bar.

- **Fill Pattern**. Inserts a fill pattern object that can be resized and placed behind a graphic object. The **Fill Pattern** dialog box appears. Fill pattern objects provide an easy method for changing the background of an image. Fill patterns are separate objects that you select and manipulate like other graphic objects and can be grouped and layered as necessary.

- **Border**. Inserts a graphic frame or border that can be place into a WebShop project. These graphics differ from some of the other types of Clipart because they have an outside border with a transparent center. You can select frames and borders from one of the existing libraries or create your own.

  Once you click the **Border** button on the New Object toolbar, the **Border** dialog box appears. The available borders are displayed, by library. Click the **Preview** check box to view a selected border in greater detail before inserting it. If you want to replace a border,

select **Modify > Replace Border** from the Menu bar.

- **Paragraph Text**. Inserts a paragraph text object into an image resource file so it can be used with a WebShop project. Use this button when you want to create a compound image that will display more than one line of text.

  To insert a paragraph text object into a compound image, click **Paragraph Text** on the New Object toolbar. A text box is inserted. To type the text you want to display, select **Format > Edit Text** or click **Edit Text** on the Object Toolbar–Paragraph Text. The blinking cursor appears. Type the text you want. To exit Paragraph Text edit mode. Select **Format > Edit Text** or click **Edit Text** on the Object Toolbar–Paragraph Text again. The blinking cursor disappears.

- **Calendar**. Inserts a calendar object into an image resource file. The **Calendar** dialog box appears. Use this to specify the type of calendar you want. To insert a calendar onto a Web page, first create the calendar you want and place the image on to the desired Web page. Once placed, resize the image as necessary. Remember: When you resize an image you must first resize the image presentation area and then resize the object. WebShop supports six calendar types: Yearly, Semiannual, Quarterly, Monthly, Weekly, and Daily.

- **Chart**. Inserts a chart object into an image resource file. The **Chart** dialog box appears. Use this to specify the type of chart you want. To insert a chart onto a Web page, first create the chart you want and place the image on to the desired Web page. Once placed, resize the image as necessary. Remember: When you resize an image you must first resize the image presentation area and then resize the object. WebShop supports twenty-one chart types, including pie charts, 3D charts, ribbon charts and two-dimensional charts.

- **OLE**. Inserts an OLE object from an OLE compatible application. The **Insert New Object** dialog box appears. You can insert an OLE object from your hard disk or create a new one. You can also choose to display the OLE object as an icon on your Web page. If you want to replace or modify an OLE object, select **Modify > Edit OLE Object** from the Menu bar.

- **Drawing**. Inserts a Drawing object into an image worksheet area. The Object Toolbar–Drawing appears. To insert an object, select between a rectangle, ellipse and polygon tool. Place the object and then edit it by changing its shape or by selecting a line and/or fill color. If you want to delete or resize a Drawing object, select **Modify > Edit**. The resize handles appear. You may now delete or resize the object. To edit the object's nodes, select **Modify > Edit Nodes**. The object nodes appear. To create an additional object, select **Create** and specify the drawing tool you want to use.

- **Map Link**. Assigns a map link to a portion of a graphic. The Object Toolbar–Map Link appears. This is a modified version of drawing toolbar. Select the drawing tool you want to use to define the image map area. When done, the **Link** dialog box appears. Specify the link. When done, a secondary toolbar appears for image map editing. Use this toolbar to edit the image map area or to edit the assigned image map link. Use the **Create** and **Modify** menu options as necessary to create additional image map areas or to edit your existing image map links.

- **Group/Ungroup**. Groups selected objects together or ungroups them if they are currently grouped. This option is only available if more than one image has been selected.

- **Align & Size**. Opens the **Align & Size** dialog box. This option is only available if one or more images are selected. When a single object is selected, the align and size options are relative to the image worksheet area only. Alignment options are either horizontal or

vertical and the resize options are relative to the worksheet height or width. When an object *group* is selected, the align and size options are relative to either the image worksheet area or to bounding box created by the objects selected. Use this option to quickly align and resize graphic objects within the image worksheet area.

- **Rotate**. Rotates the selected object using the **Rotate** dialog box. There are two ways to rotate an object: (1) using the **Select Rotate** button on the Control toolbar, or (2) using the **Rotate** button on the New Object toolbar. **Select Rotate** allows you to manually rotate the image with your cursor. **Rotate** uses **Rotate** dialog box. Specify the number of degree clockwise that you want to rotate the object.

- **Modify Shape**. Modifies the shape of the selected object using the **Modify Shape** dialog box. There are two ways to modify the shape of an object: (1) using the **Select Shape** button on the Control toolbar, or (2) using the **Modify Shape** button on the New Object toolbar. **Select Shape** allows you to manually distort the image with your cursor. **Modify Shape** uses the **Modify Shape** dialog box. A list of predefined shapes appears.

Control Toolbar

The Control toolbar (Figure 1.4) is located on the left side of the Graphic Editor window. This toolbar includes object orientation and viewing controls. With them, you can view an object at different magnifications or change an object's orientation. The toolbar buttons are described below.

Figure 1.4 – Control Toolbar

- **Select Box**. Selects an object for repositioning or resizing. This is the default operation for the cursor while in Graphic Editor. Click on an object to select it. The object bounding box and resize handles appear. To resize an object, click and drag one of the resize handles.

- **Select Rotate**. Selects an object for manual rotation using the cursor. There are two ways to rotate an object: (1) using the **Select Rotate** button on the Control toolbar, or (2) using the **Rotate** button on the New Object toolbar. **Select Rotate** allows you to manually rotate the image with your cursor. To use this button, click **Select Rotate** and click on the object you wish to rotate. The object's bounding box appears with rotation handles and a center point bullet. Place your cursor on one of the bounding box's corners, click and drag the corner to rotate the object as many degrees as you want and release the mouse.

Note: Select Rotate works only with vector graphics, such as Windows Metafile (WMF) images and other graphic objects, such as text line objects. The feature does not work with raster graphics, such as Windows Bitmapped (BMP) and Paint (PCX) files or paragraph text.

Center of Rotation. Any object can be rotated around a rotation *center point*. When you click **Select Rotate** and click on an object, the object's bounding box appears. WebShop places a black bold bullet in the middle of the bounding box. This is the center point around which the object is rotated. Using your mouse, you can drag this center point and place it anywhere inside or outside the bounding box. After you reposition the center point,
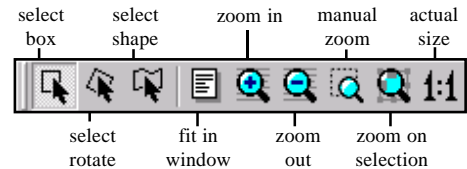
click and drag any one of the four corners. The object will be rotated around the new center point position.

- **Select Shape**. Selects an object for manual distortion of the object's shape using the cursor. There are two ways to modify the shape of an object: (1) using the **Select Shape** button on the Control toolbar, or (2) using the **Modify Shape** button on the New Object toolbar. **Select Shape** allows you to manually distort the image with your cursor. **Modify Shape** uses **Modify Shape** dialog box with a list of predefined shapes.

   To use this feature, click **Select Shape** and select the object to be modified. The object's reshaping handles appear. Click and drag one of the reshaping handles. WebShop changes the shape of the object according to how you have distorted the reshaping handle. Web-Shop fills the newly "curved" bounding box with the image.

   Note: The Change Object Shape button works only with vector graphics, such as Windows Metafile (WMF) images and other graphic objects, such as text line objects. The feature does not work with raster graphics, such as Windows Bitmapped (BMP) and Paint (PCX) files or paragraph text.

- **Fit to Page**. Lets you view the entire work page for the current document in WebShop. This feature is most useful when returning to full view. This feature is not available with "in-place" edits.

- **Zoom In**. Increases the magnification of the Graphic Editor window view. It uses the center of the Graphic Editor window as its center point, not the center of a selected object. Use the vertical and horizontal scroll bars to change the center of the screen to control the screen display. This feature is not available with "in-place" edits.

- **Zoom Out**. Decreases the magnification of the Graphic Editor window view. It uses the center of the Graphic Editor window as its center point, not the center of a selected object. Use the vertical and horizontal scroll bars to change the center of the screen to control the screen display. This feature is not available with "in-place" edits.

- **Manual Zoom**. Lets you select the area which you would like to magnify. When you select this button, a magnifying button is added to the mouse pointer arrow. Use the mouse pointer to draw a dotted-line box around the area you wish to view and release. So long as the area enclosed within the dotted-line box is within the defined image area, it is magnified to fill the screen display. This feature is not available with "in-place" edits.

- **Zoom On Selection**. Lets you zoom in on highlighted text or graphic *object*.

   For example, if you would like to view a piece of Clipart in the image worksheet area in greater detail—click the object to highlight it; then click the Zoom On Selection button to view that object in greater detail. This feature is not available with "in-place" edits.

- **Actual Printed Size (1:1)**. Displays the contents of the Graphic Editor window in the actual size in which it prints. If you measured with a ruler on the screen and compared it to the actual size, you may find that the screen display is not a true 1:1 ratio. This is due to the manner in which your monitor is set to display. If you wish your monitor to display a true 1:1 ratio (that is, display actual printed size), you will have to adjust the monitor vertical and horizontal scan when using the 1:1 option in WebShop. See the *User Guide* that accompanied your monitor for information on monitor adjustments. This feature is not available with "in-place" edits.

Object Toolbars

Specialized versions of the Object toolbar appear in Graphic Editor depending on what object you insert from the New Object toolbar or depending upon what object you select for editing. There are seven different Object toolbars: **Text Line**, **Paragraph Text**, **Calendar**, **Chart**, **Drawing**, **Map Link** and **Map Link Editing**. The Object Toolbar–Drawing also activates a secondary toolbar called the **Node Edit** toolbar.

Note: All seven of the Object toolbars have the same display name, "Object." To identify them individually, the convention Object Toolbar–"Object Type" is used. Depending upon the object selected or inserted, one of the seven Object toolbars appears.

Object Toolbar–Text Line

The Object Toolbar–Text Line (Figure 1.5) has a number of options for changing the content and appearance of a text line object. All of these functions access the **Text Line** dialog box. This dialog box contains four tabs. Each tab corresponds to one of the first four toolbar buttons. Additional buttons are provided to align your text within the bounding box. The Object Toolbar–Text Line only appears when you click **Text Line** on the New Object toolbar or when you click on a Text Line object to select it. The operations performed by this toolbar are available from the **Modify** menu or from the **Alignment** menu. The toolbar buttons are described below.

Figure 1.5 – Object Toolbar Text Line

- **Change Text Line Text (Text Tab)**. Edits the text in a text box.
- **Change Text Line Font (Font Tab)**. Selects the text font, size, and style.
- **Change Text Colors (Colors Tab)**. Changes the colors used to display text, background, and borders.
- **Change Text Effect (Effect Tab)**. Applies a *text effect* to the text in the text box. Available effects range from drop shadows to perspective lines.
- **Justify**. Aligns text so that it has flush margins on all sides including left, right, top and bottom.
- **Align Left**. Aligns text so that it is flush left.
- **Center**. Aligns text so that it is centered in the text box.
- **Align Right**. Aligns text so that it is flush right.
- **Align Top**. Aligns text so that it is aligned at the top of the text box.
- **Align Vertically**. Aligns text so that it is vertically centered in the text box.
- **Align Bottom**. Aligns text so that it is aligned at the bottom of the text box.
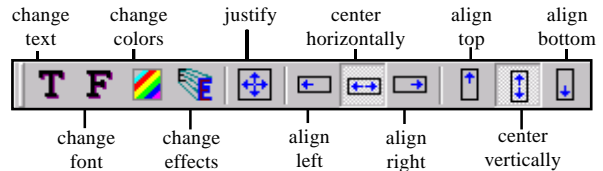
Object Toolbar–Paragraph Text

The Object Toolbar–Paragraph Text (Figure 1.6) has a number of options for changing the content and appearance of a Paragraph Text object. Each function accesses a different dialog box that is used to complete the function. The Object Toolbar–Paragraph Text only appears when you click **Paragraph Text** on the New Object toolbar or when you click on a Paragraph Text object to select it. The operations performed by this toolbar are available from the **Format** menu or from the **Tools** menu. The toolbar buttons (and the corresponding dialog boxes) are described below.

- **Editing Mode**. Lets you enter editing mode. Once in editing mode, a flashing cursor is displayed within the text box.

- **Background**. Changes the background color of the text box or to make it transparent. This option opens the **Frame Properties** dialog box.

Figure 1.6 – Object Toolbar Paragraph Text

- **Paragraph**. Changes the paragraph alignment, spacing, indents, and line spacing as well as selecting the bullet and numbering style. This option opens the **Paragraph Properties** dialog box.

- **Font**. Selects the font, size, and style for the text in the text box. This option opens the **Choose Web Font** dialog box.

- **Search**. Searches for a text string in the current document. This option opens the **Find** dialog box.

- **Replace**. Searches for a text string in the current document and replace it with some different text. This option opens the **Replace** dialog box.

- **Spelling**. Checks document spelling. This option opens the **Spell Check** dialog box.

- **Show/Hide**. Turns on (or off) the display of formatting symbols, such as hard and soft paragraphs, indents, and tabs.
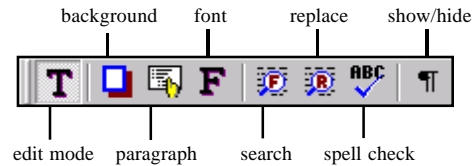
Object Toolbar–Calendar

The Object Toolbar–Calendar (Figure 1.7) has a number of options for changing the content and appearance of a calendar. All of these functions access the **Calendar** dialog box. This box contains seven tabs. Each tab corresponds to a separate toolbar button. The Object Toolbar–Calendar only appears when you click **Calendar** on the New Object toolbar or when you click on a calendar object to select it. The operations performed by this toolbar are available from the **Modify** menu. The toolbar buttons are described below.

- **Change Calendar Type (Type Tab)**. Specifies the calendar type. There are six different types from which to choose: yearly, semi-annually, quarterly, monthly, weekly, and daily.

- **Change Calendar Font (Font Tab)**. Selects the font, size, and style for each element displayed on the calendar.

- **Change Calendar Colors (Colors Tab)**. Changes the calendar colors including those used for the highlighted dates.

- **Change Calendar Layout (Layout Tab)**. Arranges the months in a calendar in a number

of different layouts. For example, the months of an annual calendar may appear down the page or across the page.

- **Change Calendar Date (Date Tab)**. Inserts the calendar dates using your computer's system date. If the calendar is an annual calendar, it will start with January for the current year (based upon your computer's system date). If the calendar is a monthly calendar, it begins on the first day of the current month.

Figure 1.7 – Object Toolbar Calendar

- **Change Calendar Highlighted Days (Highlighted Days Tab)**. Adds highlighted dates. These days are displayed in red in the WebShop work page. You can also use predefined holidays that are included with WebShop. The default is to only highlight Sundays in a calendar. You can also use predefined holidays that are included with WebShop.

- **Change Calendar Weekday Order (Weekday Order Tab)**. Changes the first day of the week in the calendar. WebShop calendars by default begin the week with Sunday (the exception is the weekly calendar that will begin with the current date).
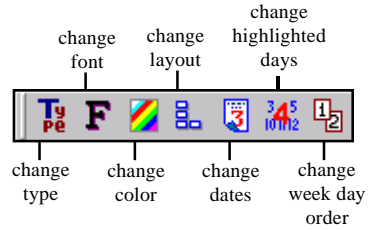
Object Toolbar–Charts

The Object Toolbar–Charts (Figure 1.8) has a number of options for changing the content and appearance of a chart object. All of these functions access the **Chart** dialog box. This box contains three tabs. Each tab corresponds to a separate toolbar button. The Object Toolbar–Chart only appears when you click **Chart** on the New Object toolbar or when you click on a chart object to select it. The operations performed by this toolbar are available from the **Modify** menu. The toolbar buttons are described below.

Figure 1.8 – Object Toolbar Charts

- **Change Chart Type (Type Tab)**. Specifies the chart type. There are twenty-one different chart types. These include both two-dimensional and three dimensional charts.

- **Change Chart Style (Style Tab)**. Specifies a style for the X and Y axis (data labels only) and the Grid style.

- **Change Chart Colors and Data (Colors and Data Tab)**. Changes the chart colors and the data associated with each data set. Use this to enter data, add or delete data rows and columns, specify data labels and specify the colors associated with each data set.
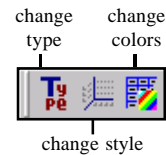
Object Toolbar–Drawing

The Object Toolbar–Drawing (Figure 1.9) has a number of options for inserting and changing the appearance of a Drawing object. The Object Toolbar–Drawing only appears when you click **Drawing** on the New Object toolbar or when you click on a Drawing object to select it. The operations performed by this toolbar are available from either the **Create** or **Modify** menus. The Drawing toolbar buttons are described below:

- **Node Edit Tool**. Lets you select and edit a Drawing object's image nodes. It also activates

the Edit Node toolbar. Use this tool to
reshape the drawing object. When used,
the cursor changes its appearance and
the object's image nodes appear. The
bounding handles associated with the
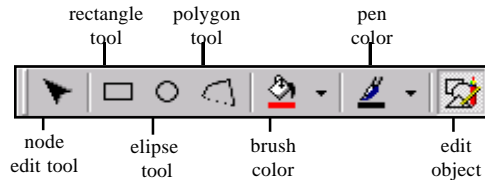object's initial insertion and selection
are unavailable.

**Figure 1.9 – Object Toolbar
Drawing**

- **Rectangle Tool**. Lets you insert a
  rectangular drawing object. When used,
  the cursor changes its appearance. It is
  now ready to insert a Drawing object. To use this tool, click and drag over a blank area. A
  drawing outline appears. Release the mouse and the object resize handles appear. You
  may now edit the object as necessary. To make a perfect square, press **SHIFT** while you
  drag the cursor.

- **Ellipse Tool**. Lets you insert a elliptical drawing object. When used, the cursor changes its
  appearance. It is now ready to insert a Drawing object. To use this tool, click and drag
  over a blank area. A drawing outline appears. Release the mouse and the object resize
  handles appear. You may now edit the object as necessary. To make a perfect circle, press
  SHIFT while you drag the cursor.

- **Polygon Tool**. Lets you insert a multisided drawing object. When used, the cursor
  changes its appearance. It is now ready to insert a Drawing object. To use this tool, click
  once to establish an initial point. Move your cursor to a new position and click again. A
  line is inserted. Continue to move the cursor across the image worksheet area while
  clicking whenever a connecting line should be inserted. When done, double-click. A
  dialog box appears with the question: "**Do you want to close the polygon?**" Click **Yes**
  or **No**. If you click **Yes**, an additional line is inserted between the endpoint of the last line
  and the starting point of the first line. A completed drawing and object resize handles
  appear. If you click **No**, the object is left open. You may now edit the object as necessary.

- **Brush Color**. Lets you specify a color fill for the selected object. By default, new objects
  are inserted with a transparent fill. When used, a color selection palette appears. The upper
  left square has an X in it. This is the transparency setting. At the bottom there is a button
  marked **MORE**. Click on it and **Choose Color** dialog box appears. Use this dialog box to
  specify the predesigned color palette you want to use from the color palette library.

- **Pen Color**. Lets you specify a line color fill for the selected object outline. By default,
  new objects are inserted with black outline. When used, a color selection palette appears.
  The upper left square has an X in it. This is the transparency setting. At the bottom there is
  a button marked **MORE**. Click on it and **Set Default Brush Options** dialog box appears.
  Use this dialog box to specify the predesigned color palette you want to use from the color
  palette library and to specify the line width. A setting of zero line width still produces a
  visible line that can be seen in a browser. To make the outline transparent, you must use
  the transparency selection. A transparent outline is not visible in WebShop or in a browser.

- **Edit Object**. Turns on and off the Edit functionality associated with a Drawing object.
  Drawing objects can demonstrate three different bounding box handles: (1) when selected
  as a graphic object without edit functionality available, (2) when initially inserted or
  selected and edit functionality is available, or (3) when image nodes are available for edit
  (Figure 1.10). This button toggles on and off Edit functionality. If an object has been
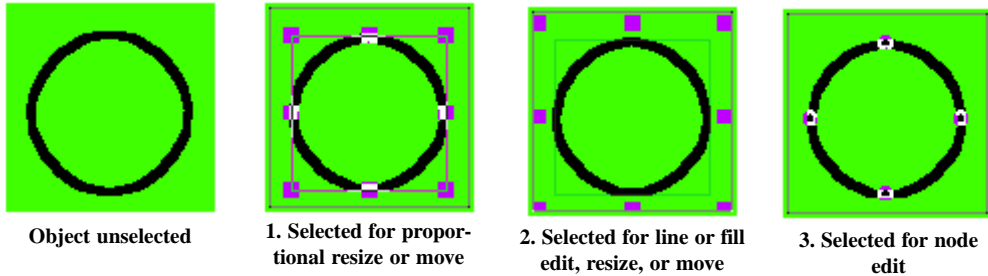
| Object unselected | 1. Selected for propor-tional resize or move | 2. Selected for line or fill edit, resize, or move | 3. Selected for node edit |

Figure 1.10 – Drawing Object Selection Handles

inserted and subsequently selected for node edit only bounding box handles (1) and (3) are available (that is, object selection handles or nodes). If you click once on Edit Object, the object is ready for Node Edit, if you click again the Object selection handles appear.

Secondary Object Toolbar – Node Edit

The Node Edit toolbar (Figure 1.11) only appears when you click the **Node Edit Tool**. Use this toolbar to manipulate a Drawing object's bounding area nodes. Node handles only appear if you click **Node Edit Tool** or **Edit Object**. The operations accessed by the Node Edit toolbar are available from the **Modify** menu. The Node Edit toolbar buttons are described below.

● **Add Node**. Adds a node to the bounding area. To use this feature, click **Node Edit Tool**. The bounding area nodes appear. Position the cursor over one of the bounding area lines. The cursor displays a + sign. Click on the line to place a selection point on the line. Click Add Node and the selection point becomes a node. You can now manipulate the line by moving the node.

● **Delete Node**. Deletes a node from the bounding area. To use this feature, click **Node Edit Tool**. The bounding area nodes appear. Select one of the existing nodes. Click **Delete Node** and the node is removed. The existing line is automatically redrawn to extend between the two remaining nodes that are directly contiguous.
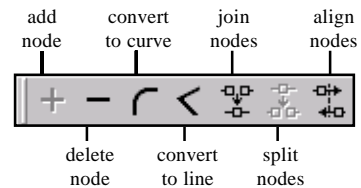

Figure 1.11 – Node Edit Toolbar Drawing

● **Convert to Curve**. Converts a linear node to a curve. To use this feature, click **Node Edit Tool**. The bounding area nodes appear. Select one of the existing nodes. Click **Convert to Curve**. The angle created by the node is automatically redrawn to be a curve.

● **Convert to Line**. Converts a curvilinear node to a line. To use this feature, click **Node Edit Tool**. The bounding area nodes appear. Select one of the existing nodes. Click **Convert to Line**. The angle created by the node is automatically redrawn to be an inter-secting pair of lines.

● **Join Nodes**. Joins two or more nodes together. To use this feature, click **Node Edit Tool**. The bounding area nodes appear. Select two line end-point nodes. Click **Join Nodes**. The two end-point nodes are brought together and the lines attached to each are redrawn.

- **Split Nodes**. Splits a node into two independent nodes. To use this feature, click **Node Edit Tool**. The bounding area nodes appear. Select one of the existing nodes. Click **Split Nodes**. The angle created by the node is automatically split and two independent end-point nodes are inserted. Use this feature to split a line or to open a closed figure.

- **Align Nodes**. Aligns the selected nodes either horizontally or vertically. To use this feature, click **Node Edit Tool**. The bounding area nodes appear. Select two or more of the existing nodes. Click **Align Nodes**. The **Align Nodes** dialog box appears. Click a vertical or horizontal alignment option and click **OK**. The selected nodes are realigned. The realignment that takes place is relative based on the current position of the selected nodes. If you select **Top** alignment, the selected nodes will be placed in a line at the position of the topmost node. The same holds true for vertical alignment. Since alignment is relative, nodes that are already close together will not move much. Also nodes that are already close together in vertical or horizontal alignment will "stack up" around the same point.

  For example: If you specify a vertical (left-right) alignment and the selected nodes are already aligned horizontally (that is they make a horizontal line), the vertical alignment will cause the selected nodes to become stacked one on top of the other. When using this feature, you may want to use a high degree of magnification so approximate positions of closely aligned nodes is more obvious.

Object Toolbar–Map Link

The Object Toolbar–Map Link (Figure 1.12) has a number of options for establishing map link areas. These are the same drawing tools available on the Object toolbar that appear for drawing objects. The operations performed by this toolbar are available from the **Create** menu which appears when you click the **Map Link** button on the New Object toolbar. The Map Link toolbar options include:

rectangle   polygon
tool   tool

elipse
tool

Figure 1.12 – Object Toolbar Map Link

- **Rectangle Tool**. Lets you insert a rectangular map link area. When used, the cursor changes its appearance. It is now ready to insert a Drawing object. To use this tool, click and drag over a blank area. A drawing outline appears. Release the mouse and the **Link** dialog box appears. Specify your link, and click OK. The rectangular map link area appears in gray with the object resize handles. The Map Link Editing toolbar also appears. You may now edit the link map area as necessary. To make a perfect square, press **SHIFT** while you drag the cursor.

- **Ellipse Tool**. Lets you insert a elliptical map link area. When used, the cursor changes its appearance. It is now ready to insert a Drawing object. To use this tool, click and drag over a blank area. A drawing outline appears. Release the mouse and the **Link** dialog box appears. Specify your link, and click **OK**. The elliptical map link area appears in gray with the object resize handles. The Map Link Editing toolbar also appears. You may now edit the link map area as necessary. To make a perfect circle, press **SHIFT** while you drag the cursor.

- **Polygon Tool**. Lets you insert a multisided map link area. When used, the cursor changes its appearance. It is now ready to insert a Drawing object. To use this tool, click once to establish an initial point. Move your cursor to a new position and click again. A line is inserted. Continue to move the cursor across the image worksheet area while clicking
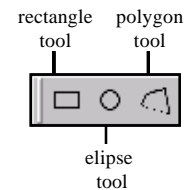
whenever a connecting line should be inserted. When done, double-click. If you have not closed the link map area an additional line is inserted between the endpoint of the last line and the starting point of the first line. The **Link** dialog box appears. Specify your link, and click **OK**. The multisided map link area appears in gray with the object resize handles. The Map Link Editing toolbar also appears. You may now edit the link map area as necessary.

Object Toolbar–Map Link Editing

The Object Toolbar–Map Link Editing (Figure 1.13) has a number of options for editing map link areas and map link URL assignments. Two of the buttons on this toolbar are the same ones found on the Object toolbar that appears for drawing objects. The operations performed by this toolbar are available from the **Modify** menu which appears when you click on an image map area. The Map Link Editing toolbar options include:

- **Node Edit Tool**. Lets you select and edit a map link's bounding area nodes. Also activates the Edit Node toolbar. Use this tool to reshape the bounding area nodes. When used, the cursor changes its appearance and the map link's bounding area nodes appear. Once you click on this tool, only the bounding areas resize handles or image nodes will appear. The bounding handles associated with map link's initial insertion and selection are unavailable.

Figure 1.13 – Object Toolbar Map Link Editing

- **Edit Object**. Turns on and off the Edit functionality associated with a map link area. Map link area can demonstrate three different bounding box handles: (1) when selected as a object without edit functionality available, (2) when initially inserted or selected and edit functionality is available, or (3) when image nodes are available for edit (Figure 1.10). This button toggles on and off edit functionality. If a map link area has been inserted and subsequently selected for node edit, only bounding box handles (1) and (3) are available. If you click once on Edit Object, the object is ready for Node Edit, if you click again the **Link** dialog box appears. When this dialog box closes the Object selection handles appear.

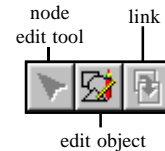- **Link**. Opens the **Link** dialog box. Use this button to update the map link's URL assignment.

Paragraph Text Formatting

When formatting paragraph text, you could be working with any one of three toolbars: Formatting toolbar, Insert Object toolbar, and Object Toolbar–Paragraph Text. Only the Formatting toolbar and the Insert Object toolbar are covered here. (For information about the Object Toolbar–Paragraph Text, see the topic "Object Toolbars.")

Paragraph Text–Formatting Toolbar

The Paragraph Text–Formatting toolbar (Figure 1.14) has a number of options for changing the appearance of text contained within a paragraph mark. The buttons and formatting options available are described below.
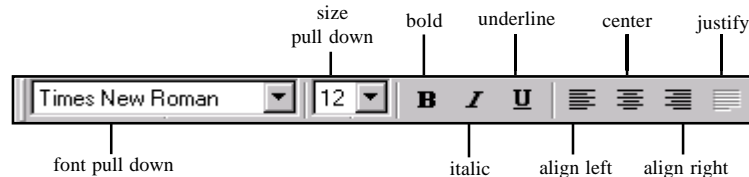

Figure 1.14 – Formatting Toolbar
Paragraph Text

- **Font Pull Down**. Selects the font that you wish to use.
- **Size Pull Down**. Selects the font size that you wish to use.
- **Bold**. Bolds the selected text.
- **Italic**. Italicizes the selected text.
- **Underline**. Underlines the selected text.
- **Align Left**. Aligns the selected text so that it is flush left.
- **Center**. Aligns the selected text so that it is centered in the Paragraph Text box.
- **Align Right**. Aligns the selected text so that it is flush right.
- **Justify**. Justifies the selected text. This option is currently unavailable.

Paragraph Text–Insert Object Toolbar

The Paragraph Text–Insert Object toolbar (Figure 1.15) has a number of options for inserting formatting in front of any text that is contained within a paragraph mark. The buttons and formatting options available are described below.

- **Text**. Imports text into a document from an external file.
- **Bullet**. Inserts (or removes) a bullet at the start of each currently selected paragraph.
- **Numbering**. Inserts (or removes) a number at the beginning of each currently selected paragraph.
- **Increase Indent**. Increases the indent for the selected paragraphs.
- **Decrease Indent**. Decreases the indent for the selected paragraphs.
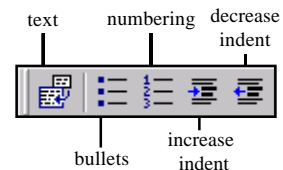

Figure 1.15 – Insert Object Toolbar
Paragraph Text

Clipart Toolbar

WebShop features a Clipart toolbar (Figure 1.16) on the right side of the Graphic Editor window and on the right of the Page Editor window during an "in-place edit. Unlike the other toolbars in WebShop that access specific functions, the Clipart toolbar provides *drag-and-drop* access to various Clipart images that are stored in Clipart libraries. You can access several Clipart libraries and their associated images using the Clipart toolbar.

To select a Clipart library and scroll through the images

1. Click the button located at the top of the Clipart toolbar. A list of available graphic libraries appears.
2. Click the desired library to display it in the Clipart toolbar.
3. To scroll through the library images or click the up or down arrow at the bottom of the toolbar.

WebShop comes with a variety of Clipart libraries. These include arrows, balloons, bullets, signs, and others. The Clipart libraries available on your PC will depend on the Clipart options you selected during installation.

To place a Clipart image on the image worksheet area

1. Select the Clipart library that you want.
2. Scroll through the images until you find the one you want.
3. Drag and drop the image into image worksheet area.

You can add or delete Clipart images or entire Clipart libraries using **Library > Edit Image Library**.
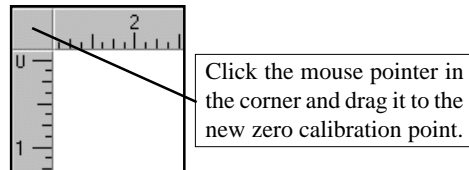
Figure 1.16
Clipart Toolbar

Ruler Setup

WebShop features a ruler that you turn on (or off) using the **Preferences** dialog box. If you have this feature turned on, the ruler displays across the top and left sides of the Graphic Editor. The upper left corner of the ruler (Figure 1.17) contains a box with which you use to reset the zero point locations on the Top and Left rulers. To use this feature, you must have the ruler option turned on.

To reset a zero point on the Ruler

1. Click the box that is in the corner of the ruler (where the vertical and horizontal rulers meet).
2. Click and drag the cursor to the position on the ruler where you wish the zero point to be located.
3. Release the mouse button. The zero point is reset.

Click the mouse pointer in the corner and drag it to the new zero calibration point.

You can change the zero point of the ruler by dragging the ruler indicator to a new location

Figure 1.17 – Ruler Calibration

Chapter 2.
Text Line and Paragraph Text Objects

Introduction

Text Line and Paragraph Text are two different text objects you create in the Graphic Editor. These objects can be inserted into the image worksheet area and used as stand-alone images or with compound images.

Text Line and Paragraph Text Comparison

The New Object toolbar features two different buttons that you use to add text to the image worksheet area: the *text line button* and the *paragraph text button*.

The text line button lets you enter one line of text at a time. The paragraph text button lets you enter more than one line at a time. There are a number of other differences between these text entry systems:

	Text Line	Paragraph Text
Enter one line of text	Yes	Yes
Enter more than one line of text	No	Yes
Choose text colors	Yes	Yes
Choose background colors	Yes	Yes
Specify color for borders on characters	Yes	No
Import ASCII text from other sources	No	Yes
Resize the text using mouse controls or Align & Size	Yes	No
Resize the text by selecting font size	No	Yes
Align text left, right, center	Yes	Yes
Apply special/shadow effects	Yes	No
Apply shape effects	Yes	No
Text input limited to 128 characters	Yes	No
Place text horizontally or vertically	Yes	No
Specify inter-character spacing	Yes	No
Word-wrap availability	No	Yes

Text Line Objects

When you select the **Text Line** button on the New Object toolbar, the **Text Line** dialog box appears. Use this dialog box to specify your Text line attributes.   Once the Text line is inserted. The Text Line Object toolbar appears.

Text Line Dialog Box

Text Line dialog box (Figure 2.1) has four tabs. Use this to specify the text, font, color and effects to apply. Alignment within the text line bounding box is controlled through the Text Line toolbar or by menu command.
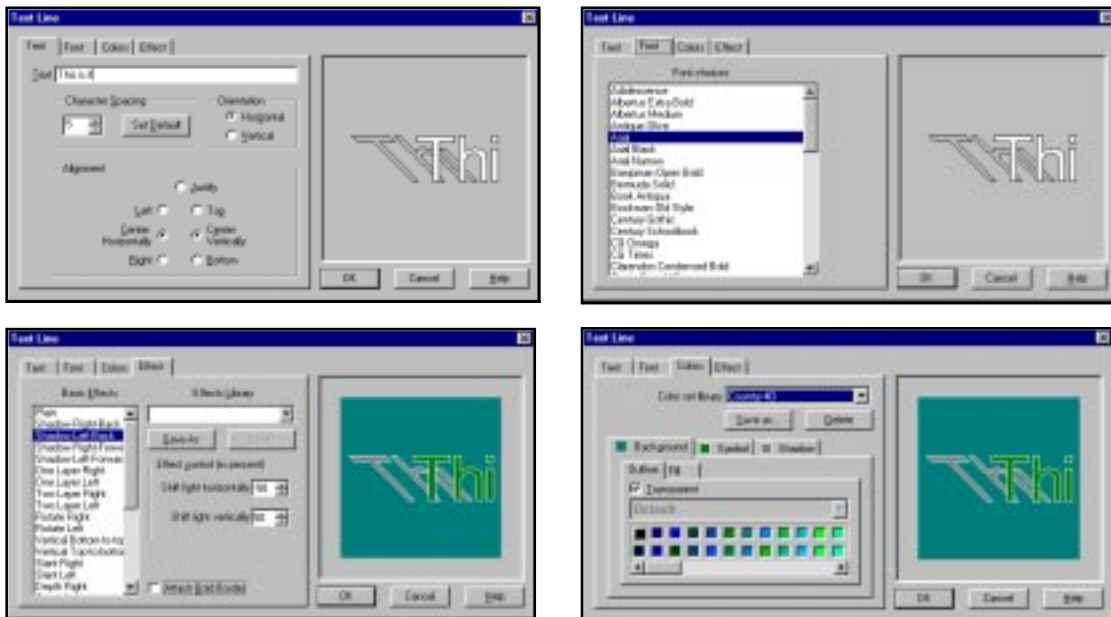

Figure 2.1 – Text Box Dialog Box

- **Text**. From this tab, enter up to 128 characters of text, select whether to use horizontal or vertical placement, and enter a specified amount of spacing between characters.
- **Font**. From this tab, select a font to use.
- **Colors**. From this tab, select a color library and colors to apply with background, character symbols, and shadow effects. Separate colors can be specified for the outline and fill.
- **Effects**. From this tab, select an effects library or use a predesigned effect, specify the effect control. This could include a slant grade, rotation percentage, or horizontal or vertical shifts. The effects control section is selection specific.

Text Line Toolbar and Menu Options

Use the Object Toolbar–Text Line (Figure 2.2) to edit a text line object. Two additional menus appear (Figure 2.3) on the menu toolbar whenever a text line object is inserted or selected.
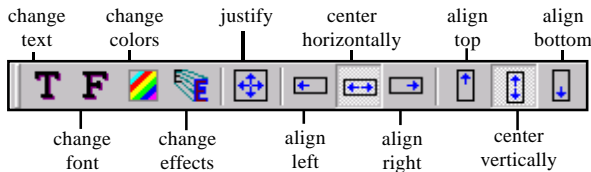

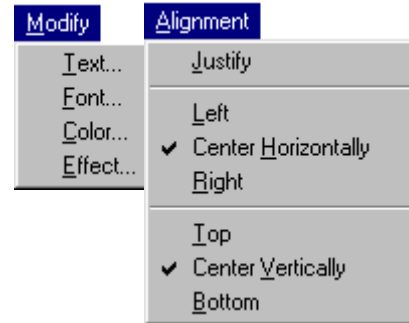**Figure 2.2 – Object Toolbar
Text Line**

Figure 2.3 – Text Line Menu Options

Inserting and Editing Text Line Objects

Text Line objects have several elements: content, font, font color, one or more text effects, and bounding box shape. When inserting a Text Line into a Web site project be aware of all of these elements. This is particularly true when creating a text line slot. To maintain your design, replacement text should fill the bounding box space allocated.

To insert a text line

1.   Select **Object > Add > Text Line**, or click the **Text Line** button. The **Text Line** dialog box appears.
2.   Type your text and specify the alignment and character spacing as necessary.
3.   When done, click **OK**. The Graphic Editor window reappears. The object is inserted.
4.   To deselect the object, click outside the box. The object bounding box disappears.

To edit a text line object using the Object toolbar

1.   Click the text line object you want to edit. The object bounding box and the Object toolbar appears.
2.   Decide what you want to do:

   • To edit the text, click **Change Text Line Text** on the Text Line Object toolbar or select **Modify > Text**.

   • To change the text font, click **Change Text Line Font** on the Text Line Object toolbar or select **Modify > Font**.

   • To change the text color, click **Change Text Line Colors** on the Text Line Object toolbar or select **Modify > Colors**.

   • To change the text effects, click **Change Text Line Effects** on the Text Line Object toolbar or select **Modify > Effects**.

Note: The Text Line dialog box appears with a different dialog box tab selected depending upon which button you select.

3. Specify your changes using the **Text Line** dialog box fields and buttons as necessary.

4. When done, click **OK**. The text line object is updated.

To align the text line text within the bounding box

1. Click the text line object you want to edit. The object bounding box and the Object toolbar appears.

2. Decide what you want to do:

    - To specify the *horizontal* alignment, click **Align Left**, **Align Right** or **Center Horizontally** on the Text Line Object toolbar or select **Alignment** and specify the menu option that you want.

    - To specify the *vertical* alignment, click **Align Top**, **Align Bottom** or **Center Vertically** on the Text Line Object toolbar or select **Alignment** and specify the menu option that you want.

    - To provide *equal spacing* in all directions, click **Justify** on the Text Line Object toolbar or select **Alignment > Justify**.

    Note: You will still need to align this object with your existing Web page text once it is inserted onto a Web page.

3. To deselect the object, click outside the box. The object bounding box disappears.

Paragraph Text Objects

When you select **Paragraph Text** on the New Object toolbar, an empty text box is inserted and three toolbars appear: the Formatting toolbar, the Insert Object toolbar, and the Paragraph Text Object toolbar. By default, a paragraph text object is sized to fit the entire image worksheet area.

To insert text you must be in the edit text mode. Select **Format > Edit Text** or click **Edit Text** on the Object Toolbar–Paragraph Text to toggle the edit text mode on or off. When the edit text mode is on, a blinking cursor appears within the text box. Type the text you want.

To format the text inserted use the **Paragraph Properties** dialog box (Figure 2.4) or the **Choose WEB Font** dialog box (Figure 2.5). To specify a background color, use the **Frame Properties** dialog box.
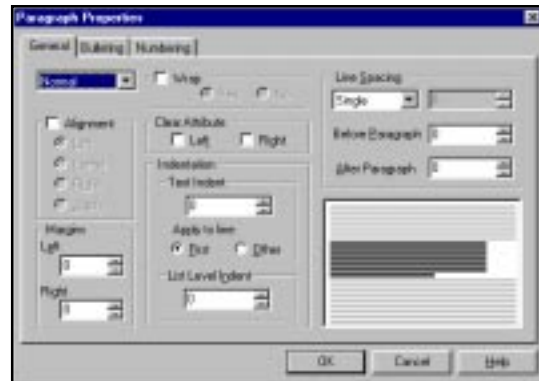

Figure 2.4 – Paragraph Properties Dialog Box

Paragraph Properties Dialog Box

Use the **Paragraph Properties** dialog box (Figure 2.4) to format paragraph text. The **Paragraph Properties** dialog box has three tabs.

- **General**. From this tab, select an HTML style to apply; specify the text wrap and alignment of the text within the bounding box; specify the line spacing and any before, or after, paragraph spacing; specify the left and right margins and paragraph indentations.

- **Bulleting**. From this tab, you may turn on and off bulleting; select a type of bullet; import or create a custom bullet. The bullet color and size defaults from the HTML font selected.

- **Numbering**. From this tab, you may turn on and off numbering; select a numbering style and separator; set a manual value. The numbering color and size defaults from the HTML font selected.

Choose WEB Font Dialog Box

Use the **Choose WEB Font** dialog box (Figure 2.5) to format the inserted text.   This dialog box allows you to specify the text color and text background color. You can also assign text effects and font styles. Several of these features are replicated in the **Paragraph Properties** dialog box and on the Formatting toolbar.

> *Note: The text background color is not the same as the background color for the Paragraph Text object.*

Figure 2.5 – Choose WEB Font Dialog Box

Frame Properties Dialog Box

Use the **Frame Properties** dialog box (Figure 2.6) to specify a background color for the entire Paragraph Text object. Select a color palette from the **Color Library** drop down box. If you select transparent, the Web page background will be seen. To insert a border around the Paragraph Text object, use Image Attributes (which frames the entire image worksheet area) or draw a border and group the two objects together.
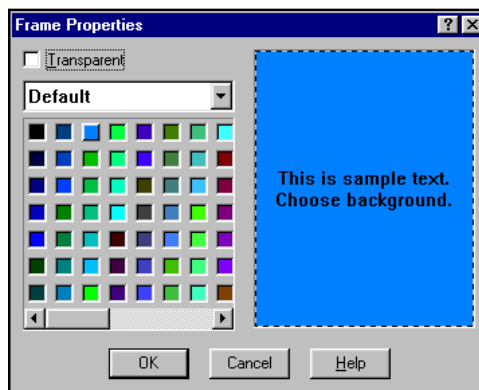

Figure 2.6 – Frame Properties Dialog Box

Paragraph Text Toolbars and Menu Options

The toolbars that appear whenever a paragraph text object is inserted or selected include the Formatting toolbar (not shown), the Insert Object toolbar (Figure 2.7), and the Object Toolbar–Paragraph Text (Figure 2.8). Use these toolbars to edit a paragraph text object. Four additional
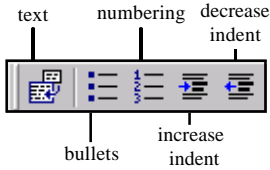
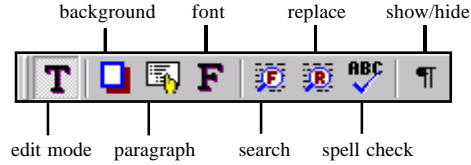**Figure 2.7 – Insert Object Toolbar Paragraph Text**

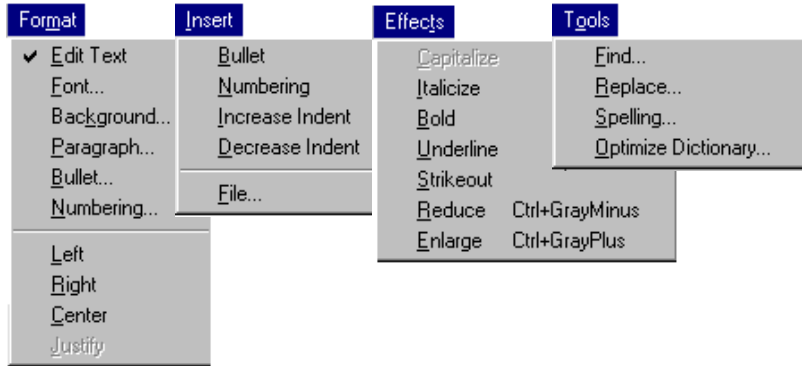**Figure 2.8 – Object Toolbar Paragraph Text**

Figure 2.9 – Paragraph Text Menu Options

menus (Figure 2.9) also appear on the menu toolbar whenever a text line object is inserted or selected.

Inserting and Editing Paragraph Text Objects

To insert a paragraph text object

1. Select **Object > Add > Paragraph Text** or click **Paragraph Text** on the New Object Toolbar. The image bounding box handles change and paragraph text toolbars appear.

    Note: By default, a newly inserted Paragraph Text object is automatically the same size as the image worksheet. Once you add text, you can resize it as you want. If not all of the text is visible, you may need to enlarge the image worksheet using Page Setup on the Main toolbar.

To insert text

1. Double-click image box and begin typing.
2. When done, click outside the box. The paragraph object is deselected.

To edit text

*   Click **Edit Mode** on the Paragraph Text Object toolbar, or select **Format > Edit Text**. A blinking cursor appears within the text box at its last position. You are now in edit mode.

To exit edit mode

- Select **Format > Edit Text** or click **Edit Text** on the Object again. The blinking cursor disappears and the paragraph object remains selected.

To resize a Paragraph Text object

1. Select the Paragraph Text object. An object selection box appears with resize handles on the corners and sides.
2. Move the mouse into the object area. The object selection box begins to blink.
3. Click and drag the bottom center sizing button. The object selection box gets either bigger or smaller.
4. When done, release the mouse to set the size. The object is resized.

Repeat this procedure on each sizing button until all of the text is displayed.

To add paragraph text attributes

1. Click **Edit Mode** on the Paragraph Text Object toolbar or select **Format > Edit Text**. A blinking cursor appears within the text box at its last position. You are now in edit mode.
2. Select the text you want to change.
3. Decide what you want to do:
    - To *insert* formatting from the *Insert Object* toolbar, select one of the following buttons: bullets, numbering, increase indent, or decrease indent, or select one of the **Insert** menu options.
    - To *apply* formatting from the *Formatting* toolbar, select one of the following buttons: bold, italic, underline, align left, align right, center, or select one of the menu options from either **Effects** or **Format**.
    - To *apply* formatting using the *Paragraph Properties* dialog box, click **Paragraph** on the Object toolbar or select **Format > Paragraph**. The **Paragraph Properties** dialog box appears. The **General** tab is selected. Change any of the attributes you want. When done, click **OK**.

    Note: Unless you select all of the text in the Paragraph Text object, the formatting will apply to the selected text only.

    - To *apply* character formatting using the *Choose WEB Font* dialog box, click **Font** on the Object toolbar or select **Format > Font**. The **Choose WEB Font** dialog box appears. Change any of the attributes you want. When done, click **OK**.

To change the background color of the Paragraph Text object

1. Click the Paragraph Text object that you want to change. The image bounding box handles and paragraph text toolbars appear.
2. Click **Background** on the Object toolbar or select **Format > Background**. The **Frame Properties** dialog box appears.

    Note: By default a newly inserted Paragraph Text object has a transparent background.

3. Select a color library from the **Library** drop-down list box.
4. Select the color you want to use.
5. Click **OK**. The background color is updated.

Chapter 3.
Fill Pattern Objects

Introduction

Fill Pattern objects are objects you create in the Graphic Editor. These objects are placed in the image worksheet area and are used to create stand-alone images or compound images. A fill pattern is a pattern (or color) that covers the entire print area of a graphic object. It is a separate image "layer" that you place behind your central graphic. Fill patterns are separate objects that you select and manipulate like other graphic objects. You will want to create these to create multilayered images.

The **Fill Pattern** button on the New Object toolbar provides a quick and easy method for placing fill patterns in or behind a graphic object. Use the **Fill Pattern** dialog box to make your specifications.

Fill Pattern Dialog Box

The **Fill Pattern** dialog box (Figure 3.1) has three tabs. Each tab controls the options associated with a different Fill Pattern.

Figure 3.1 – Fill Pattern Dialog Box

- **Color**. Use this tab to create a color fill. You can specify a blended or patterned set of colors. There are seven different color "fill types." Use the Sample library to store additional "fill types" as you develop them.

- **Brush**. Use this tab to create a brush fill. You can choose a brush pattern from a number of brush pattern libraries. Use these libraries to create either black and white, color, or semi-transparent effects.

- **Picture**. Use this tab to create a picture fill. You can choose a picture pattern from a number of picture libraries. Use these libraries to create either black and white, color, or semi-transparent effects. You can also import your own picture.

Fill Pattern Options

Color Fill Options. When you select the *color tab* in the **Fill Pattern** dialog box, the box expands to display the **Filler** and **Color Mix** options. The **Sample** area displays a graduated color scale which displays the range of color based upon the color combination in effect. To select a different pattern, click the down arrow next to the **Filler** combo box. You can select from the following **Filler** patterns: **Strips**, **Circles**, **Sectors 1**, **Sectors 2**, **Rectangles**, **Arcs**, **Tangents**, **and Lines**.

You can select the colors for the background pattern by designating the *first* and *last* colors to be used in the pattern. Many of the patterns are graduated with one color slowly blending into another. You can designate the colors to use by designating the **First Color** and the **Last Color** from the colors in the **Color Bar** scroll box. To do this, select either the **First Color** option or the **Last Color** option in the lower left corner of the **Fill Pattern** dialog box. Next, click the desired color combination in the **Color Bar** scroll box. The selected fill color (that is, first or last color) will change to the selected color. If desired, you can mix colors from different color combinations. For example, you can select a color from the Default palette for the **First Color** and select a color from the Blue Palette for the **Last Color**.

Fill Pattern Options. Additional options in the **Fill Pattern** dialog box deal with the manner in which the colors blend. These options provide control over how the colors are blended in the background fill pattern.

- **Symmetric**. The default color in the background pattern fill is to blend from one color to another. The Symmetric option blends the pattern from the first color to the last color and back to the first color.
- **Count**. The Count option scroll list controls the number of lines or graduations that are displayed in the fill pattern. For example, a Count of two displays just two solid colors: the first color and the last color (that is, there are only two graduations between the two colors). You can use the scroll arrow to change the count or you can delete the number in the scroll box and type the desired number.
- **Angle**. The Angle option controls the angle at which the graduated lines appear in the background fill pattern. A zero angle displays the graduated lines horizontally. A 45-degree angle displays the graduated lines diagonally. A 90-degree angle displays the graduated lines perpendicular to the screen.
- **Line Width**. The Line Width option is only available for the Tangent and Lines selections in the **Filler** scroll box. The Line Width option enables you to change the width of the lines in the fill pattern when the appropriate **Filler** is selected.

Pictures as Fill Patterns. You can use pictures or Clipart to make up a fill pattern in Web-Shop. You can use an image included in the WebShop Pictures pattern selection or you can create a pattern library of your own Clipart. The appearance of the picture fill patterns can be controlled by changing the size of the image in the pattern.

Pattern Fill Menu Options

Once you create a fill pattern object and place it in the image worksheet area, it is treated just like any other object. To edit this object, select **Modify > Properties**. There is only one command off the **Modify** menu.

Inserting and Editing Fill Pattern Objects

To insert a fill pattern

1. Select **Object > Add > Fill Pattern**, or click **Fill Pattern** on the New Object toolbar. The **Fill Pattern** dialog box appears.

2. Decide what you want to do:

   - To insert a color fill, click the **Color** tab (Figure 3.2) and make any additional specifications to create additional effects.

   Note: For more information about color fill effects, see the topic "Editing Color Fills."

   - To insert a brush fill, click the **Brush** tab (Figure 3.1) and make any additional specifications to create additional effects.

   Note: For more information about brush fill effects, see the topic "Editing Picture and Brush Fills."

   - To insert a picture fill, click the **Picture** tab (Figure 3.3) and make any additional specifications to create additional effects.

   Note: For more information about picture fill effects, see the topic "Editing Picture and Brush Fills."

3. When done, click **OK**. The selected fill pattern covers the entire work area.

Editing Color Fills

The program's Color Fill feature is very flexible. Use it to create solid color fills, blended color fills, color "pattern" fills. You are also able to change the center point used to create the color pattern fills. The procedures used to create blended color fills or color "pattern" fills is very similar to the ones used to solid color fills. Use the following procedures to edit or create color fills.

   Note: To edit a color fill that has already been inserted, double-click the fill pattern object in the Graphic Editor window. The Fill Pattern dialog box appears (Figure 3.2).

To begin using color fills

1. To quickly create an interesting color fill, click on the **Sample Library** drop-down box, select a sample color fill.

   Note: These samples use each of the eight fill types.

2. To specify your own fill, click on the **Fill Type** drop-down box and select the fill type you want to use.

3. To specify your own color palette, click on the **Color Library** drop-down box and select the **Color Palette** option you want to use.
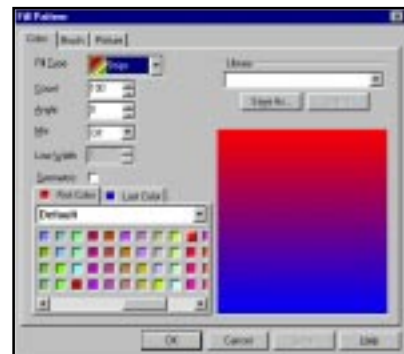
Figure 3.2 – Color Fill Tab

To create a solid color fill

1. Click **Filler** drop-down list and select a Filler *other than* **Lines** and **Tangent**.

   Note: The Filler patterns, Line and Tangent use a white background and therefore cannot be used to create a solid color fill.

2. Click **First Color** box. The First Color box outline is highlighted.
3. Select the color that you want from the displayed color palette.
4. Click **Last Color** box. The Last Color box outline is highlighted.
5. Select the same color that you selected for the first color. The sample areas shows a solid color fill.

To create a Blended color fill

1. Click the **Filler** drop-down list and select a **Stripes**.

   Note: By default the Color Mix is Off, the number of Lines is 95, the angle setting is zero, and Symmetric check box is checked

2. Click **First Color** box. The First Color box outline is highlighted.
3. Select the color that you want from the displayed color palette.
4. Click **Last Color** box. The Last Color box outline is highlighted.
5. Select the different color than you selected for the first color. The sample area shows a blended color fill that starts with first color blends to the last and blends back to the first.
6. To change the blending, deselect the **Symmetric** check box. The sample areas shows a blended color fill that starts with first color blends to the last color only.

To change the center or symmetry point

For some types of color fills, you can move the center point to create different effects.

1. Click the **Filler** drop-down list and select a pattern that uses the center point feature.

   Note: The only fill patterns that do not use this feature are Rectangles, Stripes, Arcs, and Lines. Each of these patterns requires a fixed center point ratio. Look for the display message: "Drag the mouse in the center to mutate the center" to identify color fills that can be adapted.

2. Position your cursor in the sample area and click. Two cross-lines appear.
3. Move the cursor to the center point position that you want and release. The pattern now reflects a new center point position.

Editing Picture and Brush Fills

Picture fills (Figure 3.3) and Brush fills (Figure 3.1) are created from the Clipart and brush files that were installed with your program. You can add pictures by creating or adding your own Clipart library (see the chapter titled "Editing WebShop Libraries" in the *User Guide*). With Picture and Brush fills, you will want to control the size of the picture or brush image imported into the Graphic Editor window and determine if you want to maintain the aspect ratio (that is, the vertical and horizontal relationship) once the fill is imported into the Graphic Editor.

   Note: To edit a Picture fill from the Graphic Editor window, double-click fill pattern object. The Fill Pattern dialog box appears (Figure 3.3). The edit procedure for both Brush and Picture fills are virtually identical.

To size the picture or brush image that you want to import

1. Click the **Picture** or **Brush** drop-down list and select a Brush or Picture library.

2. Select the picture or brush image that you want from the preview images displayed. A larger scale image appears in the **Sample** area. The message: "**Drag the mouse in the sample to define the size of one picture**" appears.

3. Position your cursor in the upper left-hand corner of the **Sample** area and click. Two perpendicular lines appear.

   Note: These lines are used to define a picture or brush pattern size base upon the ratio of the two sides. To make the pattern bigger (in equal proportion), move the cursor from the upper left to the lower right. To make the pattern bigger and wider, move the cursor to the cursor to the right only. To make the pattern bigger and taller, move the cursor to the bottom only. To reset the pattern, click the preview sample from the drop-down list again.

Figure 3.3 – Brush and Picture Fill Tab

4. Move the cursor to ratio position you want and release. The pattern now appears bigger.

To set the aspect ratio prior to importing the picture or brush image

1. Once your fill pattern is ready to be imported, click the **Keep Size and Aspect Ratio** check box.

2. Click **OK** to import the fill pattern object into the Graphic Editor window. The Fill Pattern object fills up the entire screen.

   Note: You can now resize the fill box in anyway you want. The size and aspect ratio of the Picture or Brush pattern image will not be affected.

Chapter 4.
Calendar and Chart Objects

Introduction

Calendar and Chart Objects are objects you create in Graphic Editor. These objects are placed in the Graphics Editor window and are used to create stand-alone images or compound images. You will want to create these whenever it is important to reference calendar dates on a Web page or whenever you want to graphically present data in a chart.

Topics covered in this chapter include:

- Setting Your Calendar Options
- Calendar Toolbar and Menu Options
- Inserting and Editing Calendar Objects
- Setting Your Chart Options
- Chart Toolbar and Menu Options
- Inserting and Editing Chart Objects

Calendar Objects

The Calendar feature of WebShop lets you insert a variety of different calendars. To set up a calendar, select **Object > Add > Calendar**, or click **Calendar** on the Calendar Object toolbar. The **Calendar** dialog box appears.

Setting Your Calendar Options

The following describe the different tabs of the **Calendar** dialog box (Figure 4.1). Use these tabs to design or modify calendars.

Setting Calendar Type. The **Type** tab assigns a different calendar type. WebShop supports six types of calendars: yearly, semi-annually, quarterly, monthly, weekly, and daily. Select the type of calendar you want and click **OK**.

Setting Calendar Fonts. The **Fonts** tab assigns different font styles and sizes to different parts of the calendar. This tab provides you with the options to set the fonts for the days, the months, the years of the calendar. Set the fonts that you want and click **OK**.

Setting Calendar Colors. The **Colors** tab sets the colors you want for different parts of the calendar. Set the colors you want, and click **OK**.
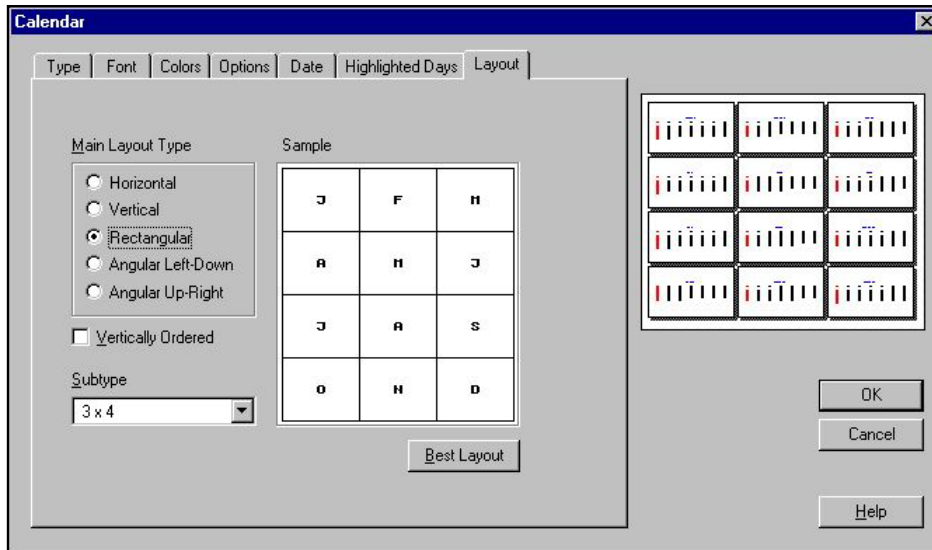
Figure 4.1 – Calendar Dialog Box

Setting Calendar Day Order. The **Options** tab sets the day of the week you want your calendar to start from. In other words, your calendar does not have to start from Monday or Sunday. You can set it to start from any day of the week. You can also set the calendar orientation (vertical or horizontal). You can set orientation options only for yearly, semiannually, quarterly, or monthly calendars. For monthly calendars, you can also fill the unused positions (or the blank days of the current month) with the days of the previous, or with next month's—by adding the next or previous month's days in a small size to your current calendar. Choose the day order you want and click **OK**.

Setting Calendar Date. The **Date** tab sets the dates for the calendar. Different calendar types have different options. Select the year, the starting and the ending date for the calendar. To apply the current date (from your computer) to the calendar, click Current. Choose the dates you want, and click **OK**.

Setting Highlighted Days. The **Highlighted Days** tab sets your calendar-highlighted days to be different colors than the rest of the days. Use this tab for all calendar types except the daily calendars.

The different highlighting options are:

- **Highlight regular days**. For example: highlight all Sundays.
- **Highlight fixed days**. For example: designate May 1 and July 4 as special dates.
- **Highlight floating days**. For example: the last Monday of October.

Use this tab to create different lists of highlighted days. Name them and add them to the sets of highlighted days. For example, in the first list (Friends) you can keep the birthdays of your friends (use fixed days highlight); in the second (Games) you can keep the dates for the games of your favorite team (use floating days highlight if, for example, they play on Wednesdays).

Later you can create a calendar with these highlighted days by simply choosing Friends or Games from the Sets of Highlighted Days. Set the highlighted days and click **OK**.

Setting Calendar Layout. The Layout tab sets horizontal, vertical, and other monthly arrangements. You can also set the order of the months to be either horizontal or vertical. Select the layout and click **OK**.

Calendar Toolbar and Menu Options

Use the Object Toolbar–Calendar (Figure 4.2) to edit a calendar object. One additional menu (Figure 4.3) appears on the Menu bar once a calendar object is inserted. The Modify functions are the same as the toolbar functions.
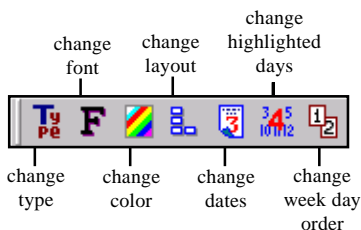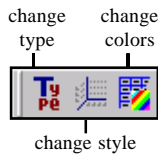

**Figure 4.2 – Object Toolbar
Calendar**
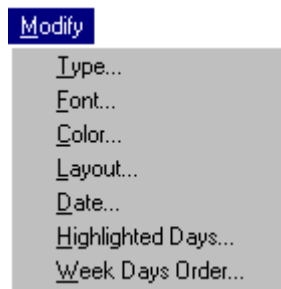
**Figure 4.3 – Calendar Object
Menu Options**

Inserting and Editing Calendar Objects

To insert a calendar object

1. Select **Object > Add > Calendar**, or click **Calendar** on the Calendar Object toolbar. The **Calendar** dialog box appears.

2. Specify what type of calendar you want and the display options that you want.

    Note: By default the following display options are checked for you: yearly calendar, rectangular layout, 3x4 arrangement.

3. When done, click **OK**. The Calendar Object is inserted.

To edit a Calendar object

1. Click on Calendar object. The object selection box and Calendar Object toolbar appears.

2. Decide what you want to do:

    *   To edit the calendar type, click **Change Calendar Type** on the Calendar Object toolbar or select **Modify > Type**.

    *   To change the text font, click **Change Calendar Font** on the Calendar Object toolbar or select **Modify > Font**.

- To change the text colors, click **Change Calendar Colors** on the Calendar Object toolbar or select **Modify > Colors**.

- To edit the calendar layout, click **Change Calendar Layout** on the Calendar Object toolbar or select **Modify > Layout**.

- To change the calendar dates, click **Change Calendar Dates** on the Calendar Object toolbar or select **Modify > Dates**.

- To change the highlighted days, click **Change Calendar Highlighted Days** on the Calendar Object toolbar or select **Modify > Highlighted Days**.

- To change the weekday order, click **Change Calendar Weekday Order** on the Calendar Object toolbar or select **Modify > Weekday Order**.

Note: The Calendar dialog box appears with a different dialog box tab selected depending upon which option you select.

3. Specify your changes using the dialog box fields and buttons as necessary.

4. When done, click **OK**. The calendar object is updated.

Chart Objects

The Chart feature of WebShop lets you insert a variety of different charts. To set up a chart, select **Object > Add > Chart**, or click **Chart** on the Chart Object toolbar. The **Chart** dialog box appears.

Setting Your Chart Options

The following describe the different tabs of the **Chart** dialog box (Figure 4.4). Use these tabs to design or modify charts.

- **Setting Chart Type**. The **Type** tab assigns a different chart type. WebShop supports twenty-one chart types, including pie charts, 3D charts, ribbon charts and two-dimensional charts. Select the type of chart you want and click **OK**.

- **Setting Style Fonts**. The **Style** tab assigns different Grid and Label styles to either the X or Y axis. Set the styles that you want and click **OK**.

- **Setting Chart Colors and Data**. The **Colors and Data** tab sets the data that is used to create the chart and allows you to specify the colors associated with individual data sets. You can insert and delete data rows or columns. If you choose to add rows or columns, they are appended to the data table rather than inserted between existing columns. To set the colors you want, click **Colors**. The **Colors** dialog box appears. Use the color swatches to select the data set that you want. You can also use the Background swatch to change the grid area background. When done, click **OK**.
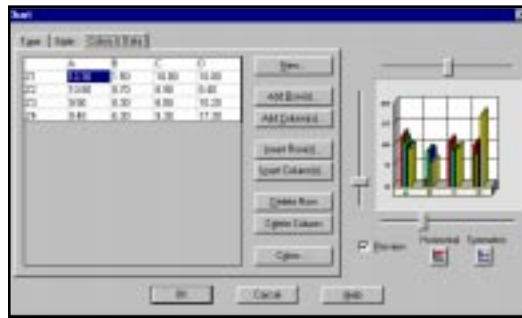
Figure 4.4 – Chart Dialog Box

Chart Toolbar and Menu Options

Use the Object Toolbar–Chart (Figure 4.5) to edit a chart object. One additional menu (Figure 4.6) appears on the Menu bar once a chart object is inserted. The Modify functions are the same as the toolbar functions.

Figure 4.5 – Object Toolbar Charts

Figure 4.6 – Chart Object Menu Options

Inserting and Editing Chart Objects

To insert a chart object

1. Select **Object > Add > Chart**, or click **Chart** on the Chart Object toolbar. The **Chart** dialog box appears.

2. Specify what type of chart you want and the display options that you want.

    Note: By default the following display options are checked for you: clustered bar with medium sized labels and four default data sets already inserted.

3. When done, click **OK**. The chart object is inserted.

To edit a chart object

1. Click on Chart object. The object selection box and Chart Object toolbar appears.

2. Decide what you want to do:

    •   To edit the chart type, click **Change Chart Type** on the Chart Object toolbar or select **Modify > Type**.

    •   To change the text font, click **Change Chart Style** on the Chart Object toolbar or select **Modify > Style**.

    •   To change the text colors, click **Change Chart Colors and Data** on the Chart Object toolbar or select **Modify > Colors and Data**.

    Note: The Chart dialog box appears with a different dialog box tab selected depending upon which option you select.

3. Specify your changes using the dialog box fields and buttons as necessary.

4. When done, click **OK**. The chart object is updated.

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Figure Listing

THIS NEEDS TO BE FIXED - TOO MANY
      MANUAL CORRECTIONS!