

# WebBlender Training

## Day 2



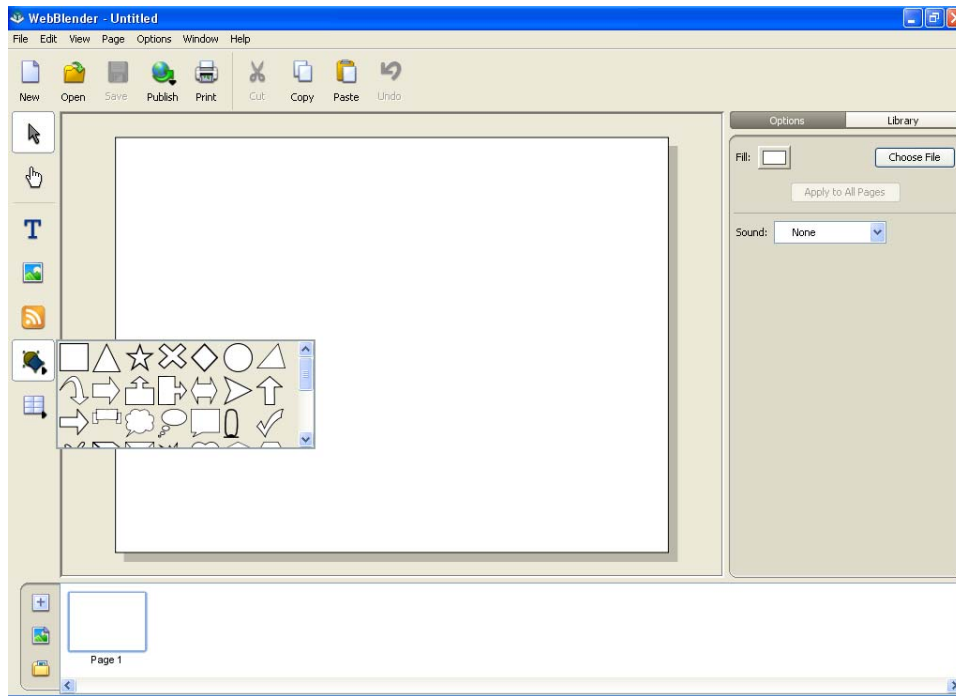
In this training session, we will cover some additional features of the WebBlender software.

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# Adding Shapes

WebBlender 2 has many shapes you can add to your website. When you click on the "Shapes" tool (left side of the screen in the WebBlender icons row), you will see the following pop up:



By moving your mouse over the different shapes, WebBlender highlights them. A scroll bar on the right allows you to scroll down to see more shapes. To insert a shape into your webpage:

1. Choose the shape you want to insert, and click on it.
2. Your mouse pointer will become a crosshair (it will look like a thin plus sign).
3. Click and drag down and to the right to create a shape of your desired size.
  - To keep the dimensions of the shape equivalent, hold your shift key while you click and drag.
4. When the shape is the size you want, release the mouse button.

**NOTE:** You can resize and/or move a shape once it is inserted.

- To **move** it, simply click and drag it to its new location.
- To **resize** it, click on it and then click on any of the green "handles" around the edges. It is usually best to resize using the corner handles.
- To **delete** a shape, click on it and hit your "Delete" key on your keyboard.

# Formatting Shapes

Once you have inserted a shape, you can format it in many ways. Click on the shape to bring up the different choices in the Option Panel:

**Appearance** - Allows you to change the appearance of the shape when a mouse pointer scrolls across it (see page 8)

**Hyperlink** - Allows you to link the shape to a website, file, e-mail, or page within your website.

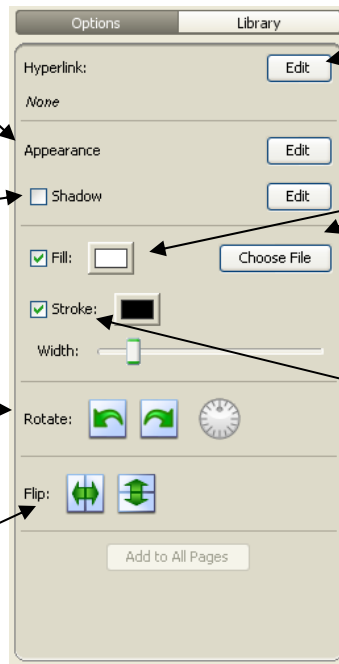
**Shadow** - Turns the shadow on and off. See below for more information

**Fill** - Allows you to fill the shape with either a color or a picture from a file.

**Rotate** - Lets you rotate the image to the left or right

**Stroke** - Allows you to change the border of the shape. You can click on the color square to change the color of the border or change the width of the border by sliding the marker to the left (thinner) or right (wider).

**Flip** - Lets you flip the image either horizontally or vertically



## Formatting a Shadow

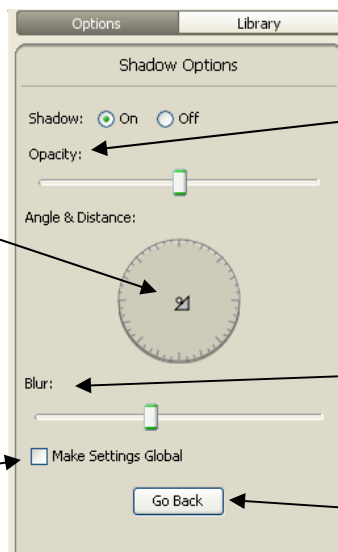
Once you have added a shadow, you can make changes to it. Click on the "Edit" button to the right of the Shadow checkbox and the Options Panel changes to:

**Angle & Distance** - Allows you to change the angle of the shadow and how close or far away it is from the shape. Click and drag the arrow in the center of the circle to make changes.

**Opacity** - Allows you to change how dark (opaque) the shadow is by moving the marker along the bar.

**Make Settings Global** - This tells WebBlender that all other shadows you create will have the features currently selected

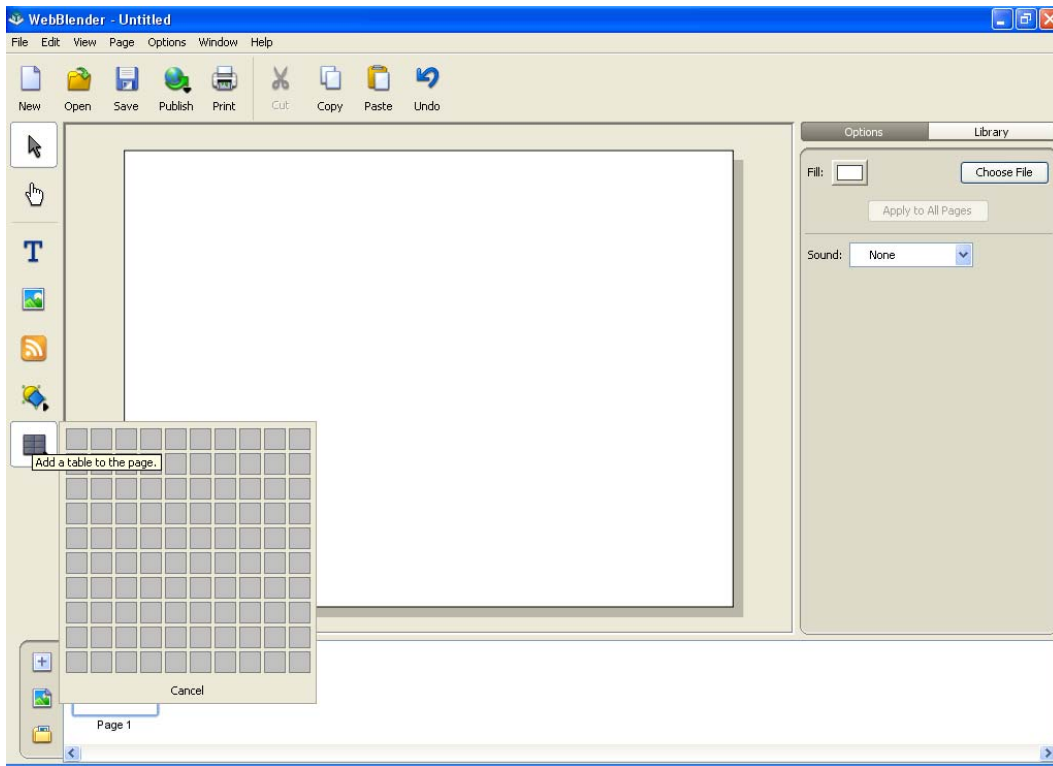
**Blur** - Allows you to change how "fuzzy" the shadow appears. Adjust by moving the marker along the bar.



**Go Back** - Changes back to the "Options" Panel for the object selected.

## Adding a Table

You can add a table (or tables) to your website by using the Table tool under the Shapes tool. When you click on it, the following screen pops up:



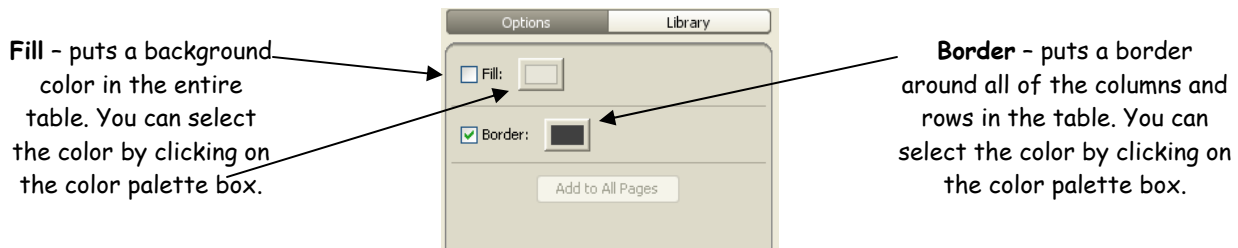
Move your mouse so that the number of columns and rows is highlighted, then click on the bottom right cell of the highlighted area. A table appears in your page. You can make the table larger or smaller by dragging the green handles in any direction.

**NOTE:** When you adjust the size of the entire table (using the green handles), all of the columns and/or rows resize as well. To adjust the size of a single row or column, move your mouse pointer so it is directly on the border you want to move. It will change into a double pointed arrow ( $\leftrightarrow$  or  $\updownarrow$ ). You can click and drag the height/width within the size of the table.

**NOTE #2:** You can **merge** cells within a table by clicking on the first cell, holding the shift key down and clicking on other cells. When you have the cells selected, *right click* on one of the cells and choose "Merge Table Cells" from the menu.

# Formatting a Table

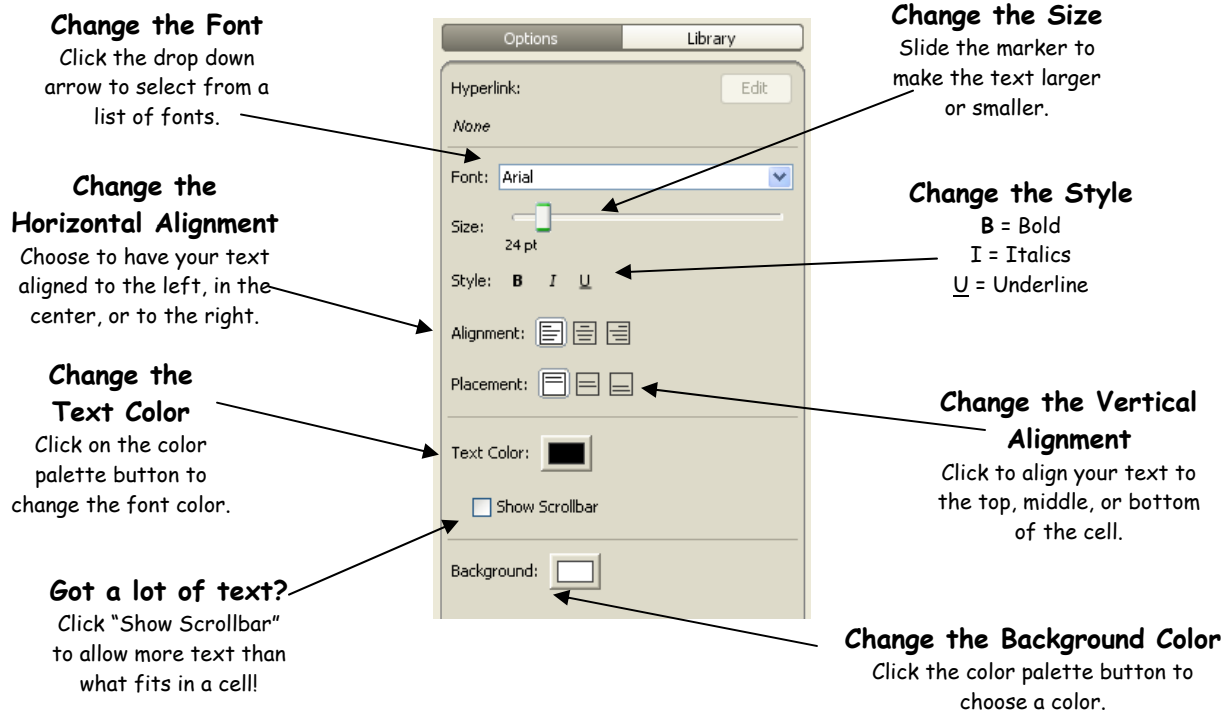
You can format several aspects of a table. If your table is selected, the Options Panel will look like this:



**Fill** - puts a background color in the entire table. You can select the color by clicking on the color palette box.

**Border** - puts a border around all of the columns and rows in the table. You can select the color by clicking on the color palette box.

You can also format the individual cells within a table. Once a table is selected, click on the cell that you want to format. The Options Panel changes to look like this:



**Change the Font**  
Click the drop down arrow to select from a list of fonts.

**Change the Horizontal Alignment**  
Choose to have your text aligned to the left, in the center, or to the right.

**Change the Text Color**  
Click on the color palette button to change the font color.

**Got a lot of text?**  
Click "Show Scrollbar" to allow more text than what fits in a cell!

**Change the Size**  
Slide the marker to make the text larger or smaller.

**Change the Style**  
B = Bold  
I = Italics  
U = Underline

**Change the Vertical Alignment**  
Click to align your text to the top, middle, or bottom of the cell.

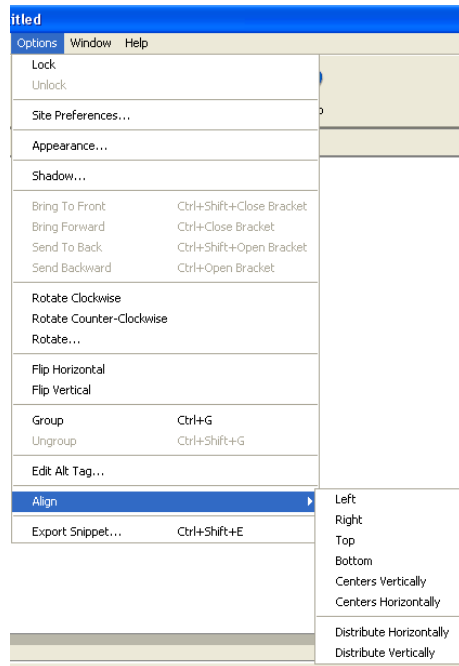
**Change the Background Color**  
Click the color palette button to choose a color.

**NOTE:** Similar to text boxes, you can format some of the text within a cell by selecting it (clicking and dragging over it), and then making the changes in the Options Panel.

# Aligning Objects

If you have several objects (i.e. buttons, pictures, etc.), they can be easily aligned them so your page has a more uniform look. Use the following steps to align objects:

1. Select the objects you want to align. You can click and drag a box around all the objects OR click on the first object, hold the shift key down and click on the other objects. WebBlender will place a box around all the objects.
2. Click on the **Options** menu and move your mouse over the **Align** option



3. There are several options to choose from.

# Grouping Objects

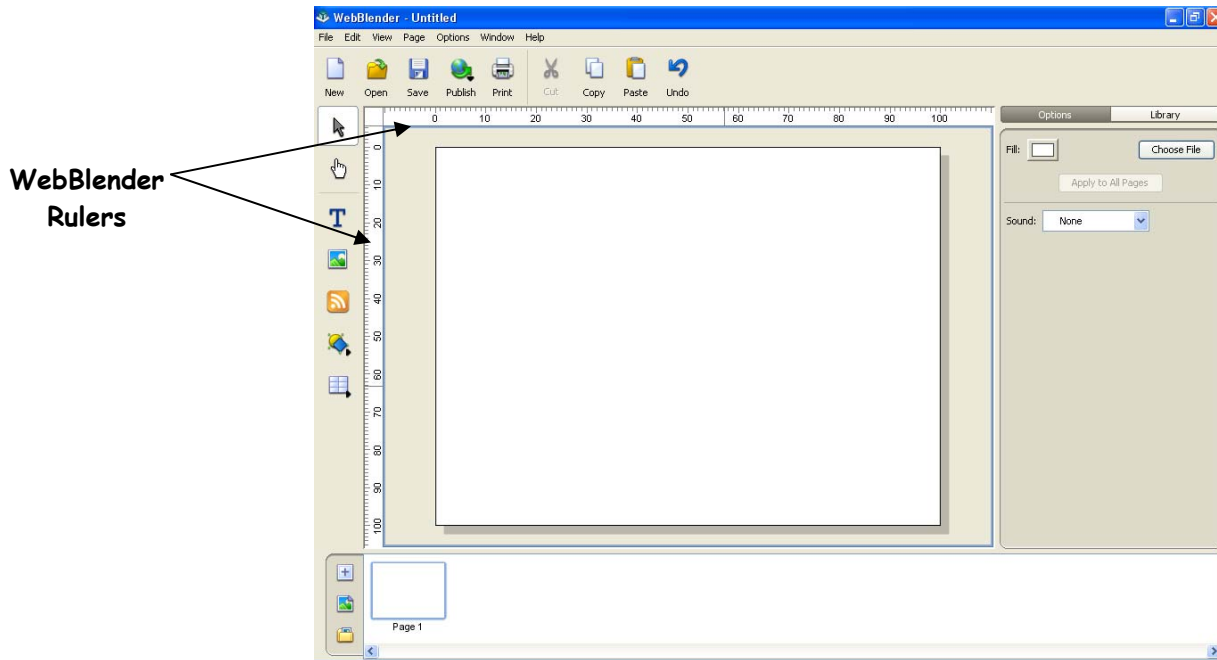
If you have multiple objects that you want to stay together, you can group them. Once they are grouped, they can be treated as one object and be moved or resized together. To group objects:

1. Select the object you want to group.
2. Click on the **Options** menu and select **Group**.

NOTE: Objects *cannot* be formatted once they are grouped. To change any formatting options, you must ungroup the objects. To do so, click on the grouped items and choose **Ungroup** from the **Options** menu.

## Using Rulers

To help you line up items accurately on your web page, WebBlender provides on-screen rulers. Click on the **View** menu and choose **Show Rulers**. Your page will look like this:



## Color Matching

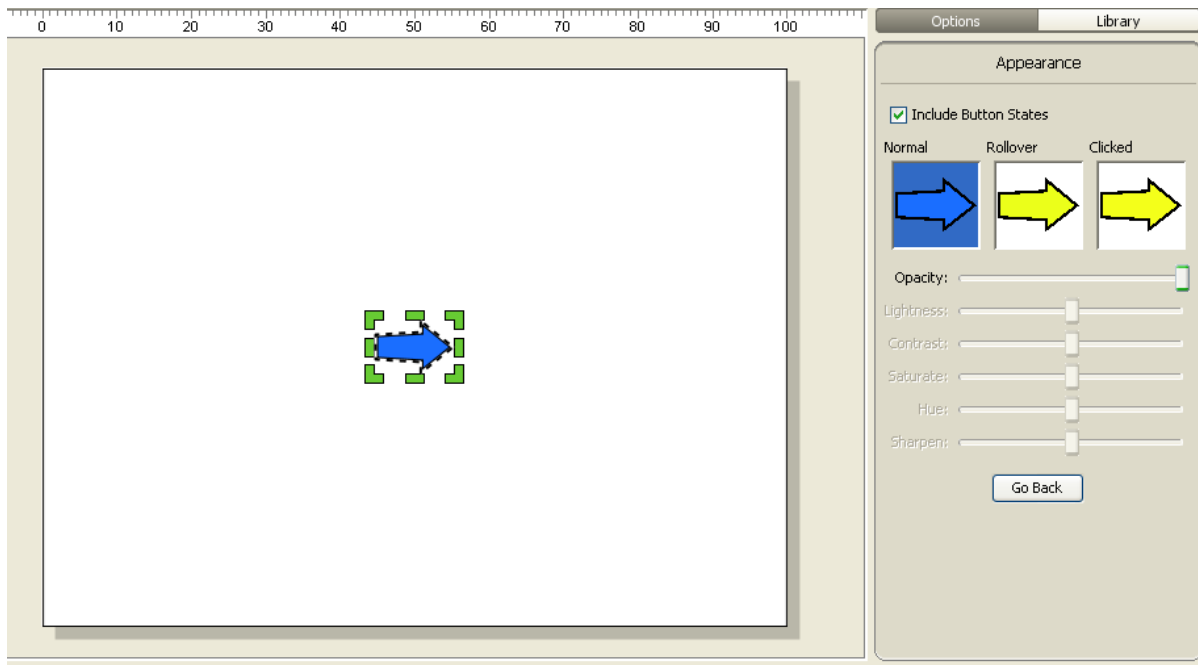
WebBlender allows you to choose a color from a picture for shapes (or other items) that you put in your website. To do this, you must have the picture already on your page. Follow these steps:

1. Insert the shape, button, or other item you wish to "color match."
2. On the Options Panel, click on the color square for the fill color and move the mouse into the color palette. The mouse pointer will turn into an eye-dropper. (👁)
3. Click and hold your left mouse button down.
4. WHILE HOLDING IT DOWN, move the mouse to the picture on your page. As the mouse moves over the different colors in the picture, the selected object will change colors to match. When it is the color you desire, release your left mouse button.

## Button States

Many websites have buttons that change color (or other formatting) to let users know that it is a link to somewhere else. This can be done by editing the Appearance of the button (or other object) in the Options Panel.

1. Select the object to be altered.
2. Click on the "Edit" button next to Appearance in the Options Panel. The Options Panel changes to show this:



The three "states" of a button are:

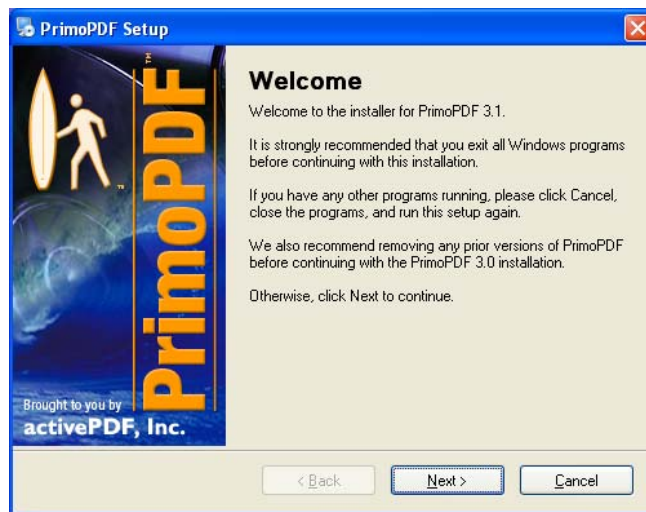
- **Normal** - This is how the object looks when a user arrives at the webpage.
- **Rollover** - This is how the object will look when the user moves their mouse over the object.
- **Clicked** - This is how the object will look when a user clicks on it.

When you select either "Rollover" or "Clicked," the options to change the lightness, contrast, saturation, hue, and sharpness become available. By sliding the markers along the respective bars, you can change each of these. The picture of the object will change to show you how it will look in that state.

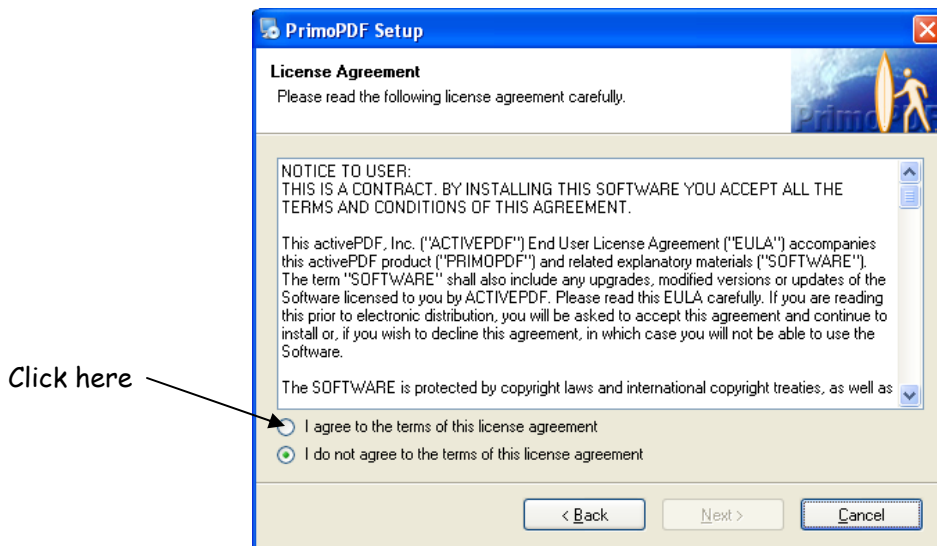
# Primo PDF

To view files linked to a website, users will need the programs that the files were created with to view those files. For example, if a newsletter was created with Microsoft Publisher, a user who wants to view that newsletter must have Publisher to view it. However, there is a program (Primo PDF) that converts any file to a pdf file that can be read by Adobe Acrobat, a free program that most computers have or can easily be downloaded.

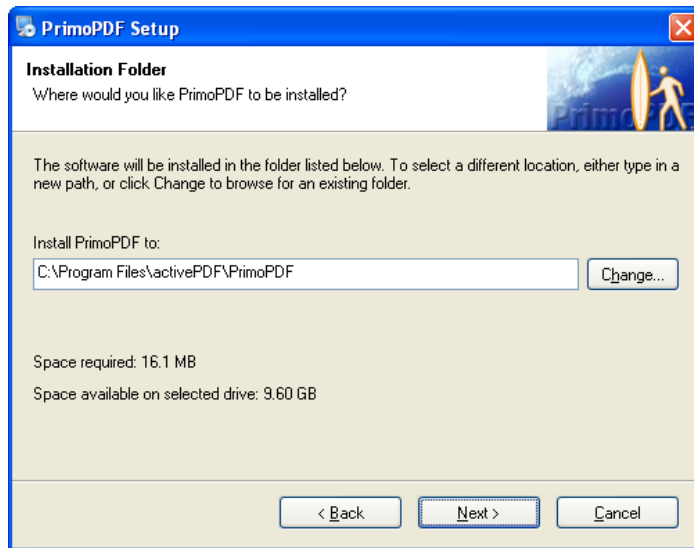
Installing Primo PDF is very simple. Find the location of the file and double-click on it. The following screen will appear:



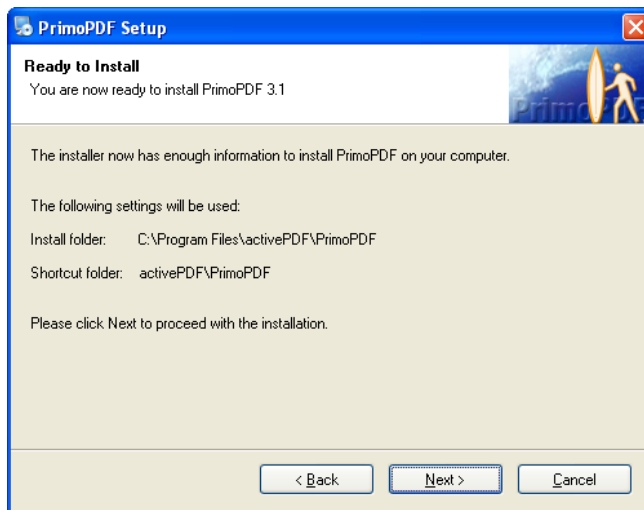
Make sure all other programs are closed and click on the "Next" button. This will bring up the User Agreement. Click on the radio button to agree to the terms, and then click on the "Next" button.



The next screen will ask where you want the software installed. Leave the default path in the box and click on the "Next" button.



There will be a confirmation screen next:

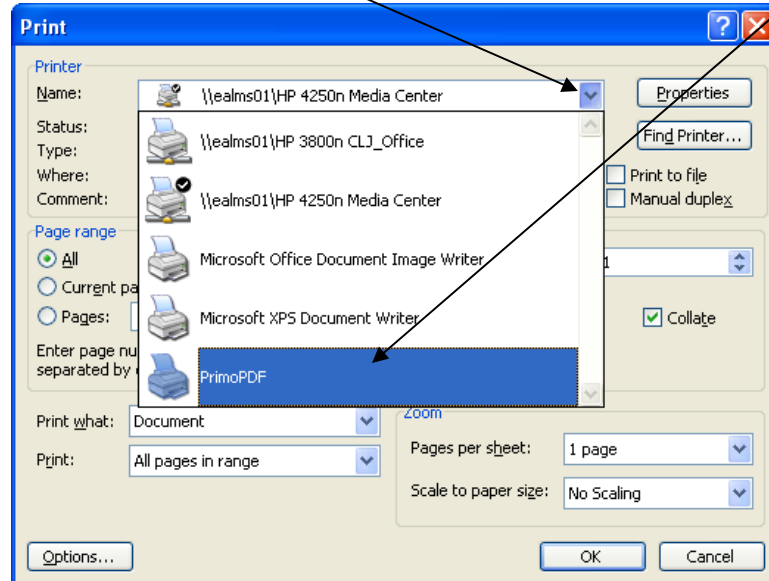


Click on the "Next" button and the installation will begin. When it is finished, you can use it without having to restart.

# Using Primo PDF

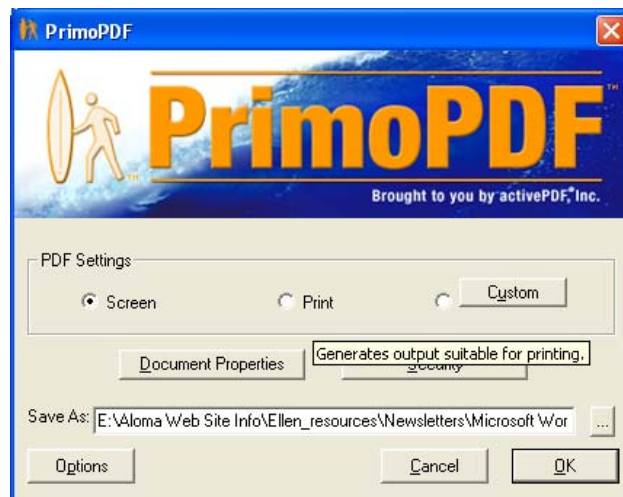
Once Primo PDF is installed, it is very easy to use.

1. Open the document you want to convert.
2. On the **File** menu, select **Print**.
3. Click on the down arrow next to the printer name and select "Primo PDF" from the drop down list.

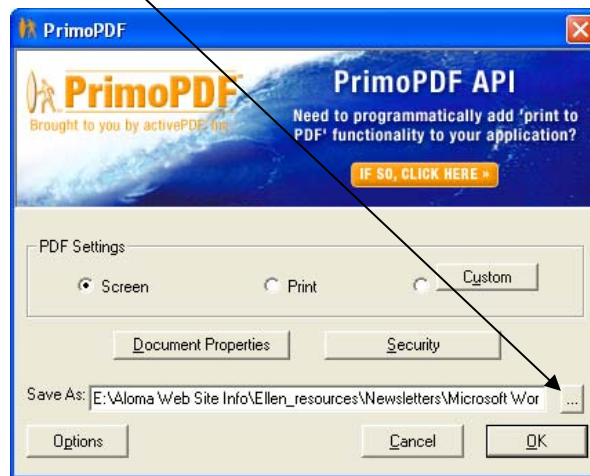


NOTE: If the Primo PDF option is already selected, choose another printer, and then switch back to Primo PDF.

4. Click OK.
5. WAIT!! It may take a few minutes, but the following dialog box will appear:



6. Click on the button next to the "Save As:" area to navigate to the location for your new document to be saved.



NOTE: Remember that it's best to save all of your documents for your website with the files for your website!!

7. Click OK in the Primo PDF screen.
8. WAIT!!! In a few moments, a new window (running Adobe Acrobat) will open with your document as a pdf file. You can close this window. Your file has been successfully saved and you can now attach it using the steps learned in the first day of training.