



www.xara.com

# Contents

<b>Introduction</b>	12
<b>Getting started with Xara Web Designer Premium</b>	12
<b>What makes Web Designer Premium so special?</b>	13
<b>A Website in a Few Steps</b>	14
<b>Getting Help</b>	14
<b>Document info</b>	14
<b>Support</b>	14
<b>ToolTips</b>	16
<b>About Xara Web Designer Premium</b>	17
<b>Getting Started</b>	18
<b>Program Layout</b>	18
<b>Objects On The Page</b>	21
<b>Right-click context menus</b>	21
<b>Object Based Web Design</b>	22
<b>The Selector Tool</b>	23
<b>Website Toolbar</b>	25
<b>Creating a website</b>	25
<b>Previewing Your Website</b>	25
<b>Using Templates, Clipart &amp; Widgets</b>	27
<b>The Local Designs Gallery</b>	29
<b>The Online Content Catalog</b>	31
<b>Website Colors</b>	33
<b>Website Backgrounds</b>	35
<b>Photos</b>	36
<b>Text</b>	40
<b>Page Size</b>	43
<b>Saving Your Work. Creating A Website</b>	44
<b>Groups</b>	45
<b>Repeating Objects</b>	46
<b>Creating Buttons, Banners And Other Web Graphics</b>	46
<b>Links, Buttons &amp; Navigation Bars</b>	48
<b>Displaying your own icons in browser tabs: favicons</b>	51
<b>Drawing Tools</b>	51
<b>Layers, Mouseover (Rollover) &amp; Pop-ups</b>	57
<b>Publishing Your Website</b>	62
<b>Document handling</b>	64
<b>Starting a new document</b>	64
<b>Opening an existing document</b>	64
<b>Online editing in the Cloud</b>	64
<b>The Xara Web Designer Premium window</b>	65

---

<b>Opening a second window</b>	69
<b>Changing the zoom value</b>	69
<b>Sliding the document within the window</b>	71
<b>Changing the page size</b>	72
<b>Multiple pages in the document</b>	72
<b>Saving the document</b>	75
<b>Support folders</b>	76
<b>Closing the document</b>	76
<b>Automatic Backups</b>	77
<b>On-screen grid</b>	79
<b>Rulers</b>	80
<b>View quality</b>	81
<b>The constrain key</b>	81
<b>Galleries</b>	83
<b>Undo and Redo</b>	92
<b>Object Handling</b>	93
<b>The Selector Tool</b>	93
<b>Moving objects</b>	96
<b>Removing objects from the document</b>	100
<b>Duplicating and cloning</b>	101
<b>Moving objects forward and backwards</b>	101
<b>Rotating using the mouse</b>	102
<b>Scaling (resizing) objects</b>	104
<b>Flipping objects</b>	107
<b>Stretching and squashing objects</b>	107
<b>Skewing objects</b>	108
<b>The Mold Tool</b>	109
<b>Snapping</b>	112
<b>Guide Objects and Guidelines</b>	116
<b>Summary of shortcuts on the numeric keypad</b>	118
<b>Conflicts in page layouts</b>	118
<b>Grouping and ungrouping objects</b>	119
<b>Soft Groups</b>	120
<b>Alignment</b>	121
<b>Current attributes (styles)</b>	124
<b>Copying Styles: Paste Attributes</b>	126
<b>ClipView</b>	127
<b>Naming objects</b>	128
<b>Repeating Objects</b>	129
<b>Auto-fit to page...</b>	131
<b>Push objects</b>	138
<b>Drawing Lines and Shapes</b>	140
<b>Drawing a line or a shape</b>	140
<b>The Freehand &amp; Brush Tool</b>	140

<b>Editing lines/shapes with the Freehand &amp; Brush Tool</b>	142
<b>The Straight Line &amp; Arrow tool</b>	143
<b>The Shape Editor tool</b>	144
<b>Extending the line</b>	146
<b>Finishing the line</b>	147
<b>Adding a new point handle</b>	147
<b>Selecting multiple point handles</b>	148
<b>Deleting points</b>	148
<b>Moving point handles—Shape Editor Tool</b>	148
<b>Smoothing a line</b>	149
<b>Constraining the line</b>	150
<b>Changing a straight line to a curve (and vice versa)</b>	150
<b>Changing curves</b>	151
<b>Joining lines</b>	152
<b>Changing the line width (thickness)</b>	153
<b>Line Gallery</b>	153
<b>Shape Handling</b>	157
<b>Shape drawing tools</b>	157
<b>Creating rectangles and squares</b>	157
<b>Creating circles and ellipses</b>	158
<b>Creating polygons and stars</b>	158
<b>Combining shapes</b>	161
<b>SmartShapes</b>	164
<b>Editing SmartShapes</b>	165
<b>Timeline SmartShapes</b>	166
<b>Chart SmartShapes</b>	167
<b>Text Panel Smartshapes</b>	169
<b>Packed Photo Grid</b>	170
<b>Chevron Bar and Arrow SmartShapes</b>	172
<b>Flowline SmartShapes</b>	172
<b>Color Handling</b>	173
<b>The color line</b>	173
<b>Applying fill &amp; line colors by drag &amp; drop</b>	175
<b>Editing an object's color</b>	176
<b>Applying a Text background color</b>	176
<b>The Color Editor</b>	177
<b>Local colors and Theme colors</b>	179
<b>Theme color schemes</b>	179
<b>Creating your own color schemes</b>	180
<b>Creating new named colors</b>	180
<b>Replacing colors</b>	181
<b>Editing named colors</b>	183
<b>Normal colors, Tints, Shades and Linked colors</b>	185
<b>Creating a Tint, Shade or Linked color</b>	186

<b>Text Handling</b>	188
<b>Introduction</b>	188
<b>Terminology</b>	188
<b>The Text Tool</b>	189
<b>The Font Menu</b>	191
<b>Google fonts</b>	193
<b>Symbols</b>	194
<b>Font replacement</b>	197
<b>Simple text</b>	197
<b>Text in a column</b>	197
<b>Text areas</b>	198
<b>Text along a curve</b>	203
<b>Editing text</b>	204
<b>Spell checker</b>	206
<b>Auto correction</b>	207
<b>Hyphenation</b>	207
<b>Find &amp; Replace</b>	210
<b>Synchronising Text using Soft Groups</b>	210
<b>Tabs, Margins and Indents</b>	211
<b>Repelling text objects</b>	214
<b>Anchored Graphics</b>	216
<b>Embedding Graphics</b>	220
<b>Bulleted and Numbered lists</b>	222
<b>Text Styles</b>	227
<b>Applying text attributes</b>	234
<b>Text links</b>	237
<b>Text inside groups for websites</b>	238
<b>Copying text appearances</b>	238
<b>Copying/Pasting formatted text (RTF)</b>	239
<b>Document font embedding</b>	239
<b>Website font embedding</b>	239
<b>Font permissions</b>	240
<b>The Fill Tool</b>	241
<b>Creating a graduated color fill</b>	241
<b>Fill types</b>	241
<b>Fill Tool InfoBar</b>	243
<b>Flat fills</b>	245
<b>Linear fills</b>	245
<b>Circular fills</b>	246
<b>Elliptical fills</b>	246
<b>Bitmap fills</b>	247
<b>Fractal fills</b>	249
<b>Multi-stage color graduations</b>	250
<b>The Fill Gallery</b>	250

<b>Transparency</b>	253
<b>Applying flat transparency</b>	253
<b>Applying graduated transparency</b>	253
<b>Multi-stage graduated transparency</b>	253
<b>Transparency types</b>	254
<b>Profile</b>	255
<b>Bitmaps</b>	255
<b>Handle/resolution</b>	256
<b>Applying transparency to several objects</b>	256
<b>Shadows</b>	257
<b>The Shadow tool</b>	257
<b>Applying a shadow</b>	257
<b>Changing the shadow color or fill effect</b>	259
<b>Removing a shadow</b>	260
<b>Applying a shadow to several objects</b>	260
<b>Selecting objects using the Shadow Tool</b>	260
<b>Copying shadows onto other objects</b>	260
<b>Bevels</b>	261
<b>The Bevel Tool</b>	261
<b>Applying a bevel</b>	261
<b>Applying a bevel to several objects</b>	261
<b>Modifying a bevel</b>	262
<b>Removing a bevel</b>	264
<b>Photo Regions and Masks</b>	266
<b>Masks vs Photo Regions</b>	266
<b>The Photo Region and Mask tools</b>	267
<b>Editing a Mask</b>	267
<b>Soft Masks</b>	268
<b>Operations That Use A Mask</b>	268
<b>Copying Shapes To The Mask Layer</b>	270
<b>Web Properties Dialog</b>	270
<b>Link Tab</b>	272
<b>Website Tab</b>	277
<b>Page Tab</b>	280
<b>Image Tab</b>	282
<b>Mouse-over properties (Web Animations)</b>	288
<b>Placeholder Tab</b>	288
<b>Web Animation</b>	291
<b>Web Sticky and Stretchy Objects</b>	292
<b>Publish Tab</b>	292
<b>Analytics Tab</b>	293

<b>Responsive web design</b>	295
<b>About RWD</b>	295
<b>Multiple variants</b>	296
<b>Creating RWD Websites from templates</b>	296
<b>Creating RWD Websites from existing sites</b>	297
<b>Sharing across variants</b>	298
<b>Variants and repeating objects</b>	299
<b>Variants and Navigation bars</b>	299
<b>Publishing variants</b>	299
<b>Supersites</b>	300
<b>About Supersites</b>	300
<b>Enabling Supersites</b>	301
<b>Web Sticky and Stretchy Objects</b>	303
<b>Sticky Objects</b>	303
<b>Stretchy Objects</b>	306
<b>Sticky and Stretchy object combinations</b>	308
<b>Website Backgrounds</b>	309
<b>Template Backgrounds and re-coloring backgrounds</b>	311
<b>Fixed, non-scrolling backgrounds</b>	311
<b>Using photos as backgrounds</b>	312
<b>Page and Pasteboard Background Layers</b>	312
<b>RWD Variants and Backgrounds</b>	313
<b>Offsetting the top of your page</b>	313
<b>Website Publishing</b>	315
<b>Publishing to Xara Hosting</b>	315
<b>Publishing to an alternative web host</b>	316
<b>Explore web space</b>	321
<b>Fast Publish (Only changed files)</b>	322
<b>Save Publish settings in document</b>	323
<b>Saving profiles</b>	323
<b>Supersites and PDFs</b>	323
<b>Photo Handling</b>	326
<b>Introduction</b>	326
<b>High resolution images</b>	326
<b>Photo Objects</b>	327
<b>Photo Groups</b>	328
<b>Photo Grids</b>	328
<b>Importing Photos</b>	332
<b>Resize, rotate and position a photo within its frame</b>	334
<b>Horizon Straighten</b>	335

<b>Zero-memory Copies</b>	337
<b>The Bitmap Gallery</b>	337
<b>Embedded JPEG files</b>	339
<b>Photo display quality</b>	340
<b>Saving &amp; Exporting Photos</b>	341
<b>Photo Edit Attributes</b>	343
<b>Editing the outline of Photos</b>	343
<b>Cropping photos</b>	344
<b>Screenshots</b>	344
<b>Coloring photos</b>	347
<b>Photo Filter Presets</b>	347
<b>Viewing a scaled photo at its full size</b>	350
<b>Making a photo its full size</b>	350
<b>Optimizing Photos and Bitmaps</b>	350
<b>Converting objects or drawings to bitmaps</b>	353
<b>Photo Documents</b>	354
<b>Editing Photo Files</b>	355
<b>The Photo Tools</b>	357
<b>Introduction</b>	357
<b>Using the Photo Tools</b>	357
<b>Common photo functions</b>	358
<b>Enhance Tool</b>	359
<b>Clip Tool</b>	363
<b>Photo Tool Notes</b>	365
<b>The Red Eye Tool</b>	365
<b>Live Effects</b>	368
<b>Content Aware Photo Resize</b>	371
<b>Panorama Stitching</b>	375
<b>3D Extrude Tool</b>	378
<b>Introduction</b>	378
<b>Extruding a shape</b>	378
<b>Extrude Tool InfoBar</b>	379
<b>Textures &amp; Photos</b>	382
<b>Extruding Text</b>	383
<b>Copying 3D extrude attributes</b>	383
<b>Putting shadows behind</b>	384
<b>Navigation Bars</b>	385
<b>Web Designer Premium and Navigation bars</b>	385
<b>Using template Navigation bars</b>	385
<b>Navigation bar properties dialog</b>	386
<b>Site navigation bar</b>	387
<b>Single button NavBars</b>	389
<b>Buttons &amp; Menus</b>	390



---

<b>Updating your NavBar across all pages</b>	394
<b>On canvas editing</b>	394
<b>Changing the font on NavBar buttons</b>	394
<b>Importing &amp; pasting NavBars</b>	395
<b>Creating your own Navigation Bars</b>	395
<b>Website Presentations</b>	397
<b>About Presentations</b>	397
<b>Steps and layers</b>	397
<b>The Presentation toolbar</b>	399
<b>Creating a presentation</b>	400
<b>Managing presentation steps</b>	402
<b>Adding new presentation pages</b>	404
<b>Creating Number and Bullet lists</b>	404
<b>Deleting presentation pages</b>	405
<b>Linking to next/previous step</b>	405
<b>Applying presentation step transitions</b>	405
<b>Applying presentation page transitions</b>	406
<b>Advanced presentation information</b>	407
<b>Website Widgets</b>	408
<b>Widgets &amp; placeholders – it’s all automatic!</b>	408
<b>Widgets from the Online Content Catalog</b>	410
<b>Embedding movie, audio, animation and other files</b>	411
<b>Widgets from other widget sites</b>	413
<b>Resizing widgets</b>	413
<b>Adding widget placeholders manually</b>	415
<b>Page &amp; Layer Gallery</b>	416
<b>The Page &amp; Layer Gallery</b>	416
<b>Pages</b>	418
<b>Layers</b>	418
<b>Layer Operations</b>	420
<b>Special Layers</b>	423
<b>Hiding Layers</b>	423
<b>Solo Mode</b>	423
<b>Locking Layers</b>	424
<b>Show All &amp; Unlock All</b>	424
<b>Moving Objects Between Layers</b>	424
<b>Web Animations</b>	426
<b>Using Web Animations</b>	426
<b>Mouse-over features</b>	427
<b>Click/Touch animations</b>	427
<b>Reveal &amp; Scroll animations</b>	427
<b>Object types and Animation combinations.</b>	430

<b>Animations</b>	431
<b>Introduction</b>	431
<b>Core Principles</b>	433
<b>Your First Animation</b>	433
<b>Exporting a Flash File</b>	435
<b>Exporting animations as AVI</b>	436
<b>The Animation Frame Gallery</b>	437
<b>Photos</b>	440
<b>Animation Frame Rate and Tween Steps</b>	442
<b>Cropping, Clipping and Animation Size</b>	443
<b>Animation Speed</b>	445
<b>Animation smoothness</b>	446
<b>Rotation</b>	446
<b>Groups</b>	448
<b>What Xara Web Designer Premium features does Flash support?</b>	448
<b>Color Transforms—Animating Color Changes</b>	450
<b>Transparency</b>	450
<b>URLs in Flash</b>	451
<b>Advanced Flash Commands</b>	451
<b>Xara Web Designer Premium Flash Animation Summary</b>	453
<b>Creating animated GIFs</b>	454
<b>Animation properties</b>	455
<b>Importing and Exporting</b>	457
<b>General notes on exporting and importing</b>	457
<b>Web Designer Premium and HTML5</b>	457
<b>Import and Export Supported File Formats</b>	458
<b>Importing files</b>	460
<b>Exporting files</b>	463
<b>JPEG, PNG and GIF export dialog overview</b>	467
<b>Printing</b>	472
<b>Show print borders</b>	472
<b>Selecting and setting up a printer</b>	472
<b>The print dialog box</b>	473
<b>Print Options: Output tab</b>	475
<b>Print Options: Print Layout tab</b>	477
<b>Customizing Web Designer Premium</b>	479
<b>Changing the blank template document</b>	479
<b>Options in the Utilities menu</b>	479
<b>General tab</b>	480
<b>Grid and Ruler tab</b>	484
<b>Mouse tab</b>	485
<b>Page Size tab</b>	487

---

<b>Backups Tab</b>	488
<b>Effects &amp; Plug-ins tab</b>	488
<b>Control bars</b>	489
<b>Menus and Keyboard Shortcuts</b>	493
<b>Introduction</b>	493
<b>File menu</b>	493
<b>Edit menu</b>	497
<b>Arrange menu</b>	499
<b>Insert menu</b>	502
<b>Utilities menu</b>	503
<b>Share Menu</b>	505
<b>Window menu</b>	505
<b>Help menu</b>	507
<b>Key shortcuts</b>	509
<b>More about Xara Group</b>	513
<b>About Xara Group Ltd.</b>	513
<b>Legal</b>	514
<b>Copyright</b>	514
<b>Acknowledgements</b>	514
<b>Index</b>	517

## Introduction

It's evident that the vast majority of websites are of a graphical nature. The presentation of your website matters a great deal. You want a competent, professional looking website. We believe you should not have to use multiple different tools - graphics and HTML editing - to create your website. We believe you should have complete freedom to include any text, graphics, photos anywhere on the page.

Creating websites should be like creating PDF files - you should not need to know anything about what happens 'under the hood'. You would not expect to edit the PDF file data directly. You should not need to know, or even see, the HTML that goes into creating your website.

## Getting started with Xara Web Designer Premium

If you click on the contents tab of this help guide, you will find a detailed description of each of the tools, galleries, menus, and control bars. You can also click on the index tab to search for a particular keyword.

Getting started with Xara Web Designer Premium (on page 18)

Watch the demo movies <http://www.xara.com/movies/>

Getting more help



Program designed and developed by Xara Group Ltd. For more information about Xara and its products, [click here](#). Alternatively, visit our web site:

[www.xara.com](http://www.xara.com)

©1995-2017 Xara Group Ltd.

The Geotype font is provided by kind permission of Gary Bouton and remains © Gary Bouton. Take a look at [www.theboutons.com](http://www.theboutons.com)

Other fonts are provided by third parties who retain the copyright. In all cases, copyright is reserved by Xara or its licensors and is protected by international copyright law.

The contents of this documentation and the associated Xara Web Designer Premium software are the property of Xara Group Ltd and are copyrighted. Any reproduction in whole or in part is strictly prohibited.

Xara is a trademark of Xara Group Ltd.

Read all acknowledgements

*Last changed: 03/11/2017 10:17*

## What makes Web Designer Premium so special?

Web Designer Premium is unique in that it's the only truly free-form web design tool, that allows true freedom of web page design, with 'anything anywhere' yet produces completely accurate WYSIWYG results. In other words you can position text, graphics, photos anywhere on the page, any size, any angle, overlaid, with transparency...and Web Designer Premium will produce a pixel accurate perfect working HTML page.

Web Designer Premium can do things that are regarded as near impossible with other web-authoring software, such as repel text around irregular shapes and photos. It includes advanced vector graphics tools to draw anything from simple shapes to complex company logos and graphics. It includes automatic optimization of graphics (not only producing optimized resolution images, but automatically detecting repeating elements across the website so producing faster, more optimized websites).

It supports CSS layers with advanced features such as transparency, even graduated transparency, mouse-over effects and more. It creates cross-browser, cross-platform totally XHTML compatible HTML websites. And as browsers advance, Web Designer advances too and exports your website so as to make best use of the capabilities of the latest browsers, while also still working in older browsers that are still commonly in use. For example modern devices with high resolution screens see high resolution images in your site, while devices and browsers without such capabilities see download and show only ordinary resolution image

See High resolution images (on page 326) for more info.

On top of all this Web Designer Premium is perhaps the easiest, simplest to learn web authoring tool available.

Web Designer Premium is aimed at graphic designers who do not want to learn HTML or scripting languages. For graphics designers it's the perfect 'rapid website prototyping' tool.

It's also aimed at beginners who just want the easiest possible way of create professional looking websites.

Web Designer Premium provides no programming tools, no script editing and doesn't even provide an 'HTML view'. Our design philosophy is this: You do not need to know the PDF programming language in order to produce PDF files. So neither should you have to know anything about HTML or Javascript in order to create great websites.

## A Website in a Few Steps

For those with short attention spans (that's most of us), you can discover the main benefits of Web Designer Premium by just following the instructions in the initial opening document when you start Web Designer Premium. This is both a basic introduction and an actual website you can experiment with. You can also find this example document in the **ONLINE CONTENT CATALOG**.

Open the **ONLINE CONTENT CATALOG - "FILE" > "NEW FROM CONTENT CATALOG" > "FIRST LOOK" > "INTRODUCTION"** and import the document.

Here you can find out how to change your website colors, edit your text, drag and drop photos, move objects around the page and more.

### Undo



Remember you can undo any change you make using the **UNDO** button or "Ctrl + Z". If you hold the button down you can race back through all your actions, right back to the beginning.

## Getting Help

### Document info

"FILE" > "DOCUMENT INFO" displays information about the selected document such as its size and any fonts used, together with their permissions. This is a good way to find out if you are missing a required font that could prevent the document from displaying correctly.

Anything you type into the comment field is stored as part of the file. This comment is displayed whenever you display the document info dialog box.

### Support

If you can't find the answer in this guide, we highly recommend viewing the Designer movie tutorials <http://www.xara.com/movies/webdesigner>. It is the ideal way to get to know Xara Web Designer Premium and get an overview of its features, allowing you to make the most of the program.

Here are some other sources of information and help from Xara and the Xara community that may be of use:

- Program help - Choose "Xara Web Designer Premium Help" from the "Help" menu to open Xara Web Designer Premium Help (containing hundreds of pages of information).
- Status bar - Try reading the text on the status bar at the bottom of the main Xara Web Designer Premium window. It always describes what actions are currently possible and what they will do (even during drags), and helps you learn to use the Xara Web

Designer Premium tools. It also gives details of what buttons and controls do as you move the pointer over them. See Status Bar (on page 68) for more details.

- Tooltips - If you hold the mouse pointer over a button or control for a short while, then a short message appears telling you what it does.
- Menus - If you want to know what a menu item does, highlight it and press "F1".
- Dialog boxes - If you want to know what a dialog box does or how to use it, click **HELP**.
- Movies - Use the menu option "**HELP**" > "**MOVIES**" or click here <http://www.xara.com/movies/webdesigner> to view a list of available movies.
- The TalkGraphics forums - Post your question in the popular, dedicated Xara forums at TalkGraphics.com ([www.talkgraphics.com](http://www.talkgraphics.com)), where you can ask other Xara Web Designer Premium users for advice or suggestions – available 24x7. You can share tips and ideas, ask questions or offer solutions to other users.

## **MAGIX Support**

Dear MAGIX customer,

Our aim is to provide convenient, fast and solution-focused support at all times. To this end, we offer a wide range of services:

- **Unlimited web support:**

As a registered MAGIX customer, you have unlimited access to web support offered via the convenient MAGIX service portal on <http://support.magix.net>, including an intelligent help assistant, high-quality FAQs, patches and user reports that are constantly updated.

The only requirement is that you have registered your product.

- **The online community - on-the-spot support and a platform for exchange:**

MAGIX customers have free and unlimited access to the online community at [www.magix.info](http://www.magix.info), which includes approx. 120,000 members and offers the opportunity to ask members questions concerning MAGIX products as well as use the search function to search for specific topics or answers. In addition to questions & answers, the knowledge pool includes a glossary, video tutorials and a discussion forum. The multiple experts, found round-the-clock on [www.magix.info](http://www.magix.info) guarantee quick answers, which sometimes come within minutes of a question being posted.

- **Email support for MAGIX products:**

For every new MAGIX product you will receive, as of date purchase, 12 months of email based customer service.

**Please note:** To be able to use the Premium email support and free product email support via the Internet, you have to register your MAGIX product using the serial number provided. This can be found in your purchase confirmation email, or on the DVD case or box.

- **Additional telephone service:**

Besides the large number of free customer service offers, we also offer a fee-based telephone customer service available to customers that have purchased from Magix. Here you can find a summary of our technical support telephone numbers:

<http://support.magix.net>

**Mail (Europe):** MAGIX Development Support, P.O. Box 20 09 14, 01194 Dresden, Germany

**Mail (North America):** MAGIX Customer Service, 1105 Terminal Way #202, Reno, NV 89502, USA

**Please make sure you have the following information at hand:**

- Program version
- Configuration details (operating system, processor, memory, hard drive, etc.), sound card configuration (type, driver)
- Information regarding other audio software installed

### **MAGIX Sales Department**

You can reach the MAGIX Sales Department workdays for help with the following questions and problems:

- Orders
- Product consulting (pre-purchase)
- Upgrade requests
- Returns

### **Europe**

Monday - Friday, 09:00-16:00 GMT

**U.K.:** 0203 3189218

**Denmark:** 699 18149

**Sweden:** 0852500858

**Finland:** 09 31581630

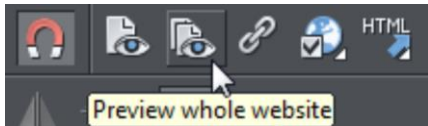
**Norway:** 0210 30665

### **North America**

9 am to 4 pm EST Mon-Fri

**Phone:** 1-305-722-5810

### **ToolTips**



When you move over a button, the ToolTip tells you the function of the button.



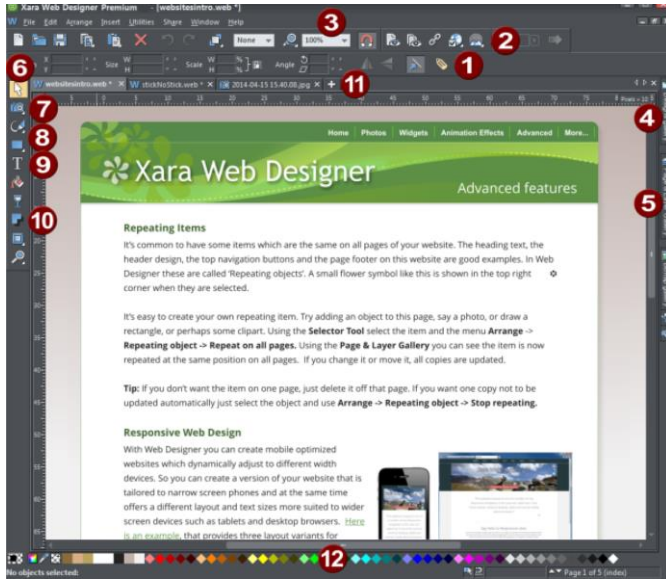
## About Xara Web Designer Premium

Choose "HELP" > "ABOUT XARA WEB DESIGNER PREMIUM". This displays general information about the program. If you contact the support, you may be asked for this information.

# Getting Started

This section gives an overview of the main functionality of Web Designer Premium. Later sections go into more detail about each tool.

## Program Layout



- 1 InfoBar - changes with each tool
- 2 Website Toolbar
- 3 Zoom
- 4 Local Designs Gallery (Galleries bar)
- 5 Page & Layer Gallery (Galleries bar)
- 6 Selector Tool
- 7 Photo Editing Tool
- 8 Drawing Tools
- 9 Text Tool
- 10 Shadow Tool
- 11 Tabs for all open documents - icon identifies document type.
- 12 Color Line

**Note:** All Web Designer Premium InfoBars now have improved text rendering for easier viewing, if you have ClearType text enabled in your Windows Control Panel.

There are four buttons in the top bar that relate to website functions. Three of these have flyout bars which are shown when you move the mouse pointer over them, revealing more web function buttons.



- 1 Export and preview web page/website
- 2 Link properties
- 3 Website options
- 4 Export



*Move your mouse pointer over each button in the flyout bar to see a tooltip describing the button.*

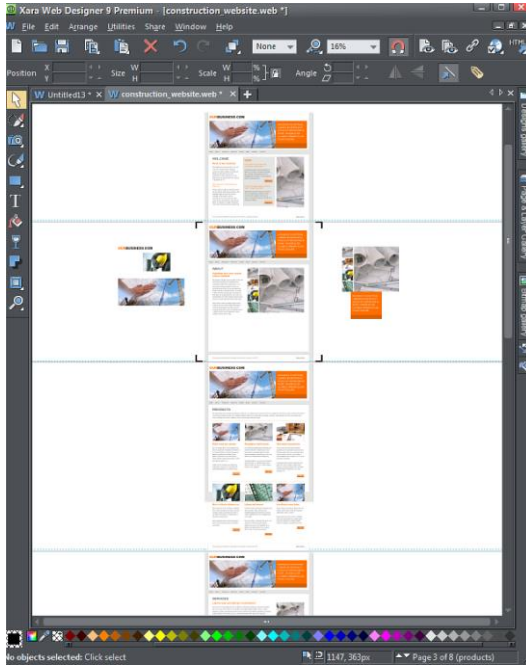
There are two ways to create a new website. Either by starting with a pre-designed template and then customizing this with your own text, photos and color scheme. Or by creating a website from scratch, placing all the required elements, text, graphics and photos on the page where you require.

**Note:** By default Web Designer Premium opens a new document showing just one page. To view all the pages in your website document, right click a page and choose **MULTIPLE PAGE VIEW**. You can now scroll the Web Designer Premium window up and down to view all the pages in the document.

## Zooming / Scrolling / Pushing your page

These common operations are made very easy:

- To Zoom in or out, hold "Ctrl" and use the mouse-wheel
- To push the page, press your mouse-wheel and push (yes it's a button as well)
- To scroll use the mouse-wheel (or the scroll bars of course)



Web documents are displayed in single page mode by default and print documents in multi-page view mode. Switch between display modes by right clicking on the page or pasteboard and selecting or deselecting **MULTIPLE PAGE VIEW** from the drop-down menu. An example of multiple page view is shown to the left.

You can drag and drop items between pages. When you make document-wide Theme color changes, you can see how the changes affect all pages.

The current page is marked with 4 corner brackets.

In this example you can see some items have been placed on the pasteboard area beside the pages. The pasteboard area is useful as a place to keep temporary or working graphics, photos or other objects. These objects are not exported as part of your website, unless you place them on the special Pasteboard Background layer, in which case they are exported as it's assumed they are intended to form part of the background of your site.

## Flyout Bars

Some tools on the main toolbar are grouped together under a single icon. These icons have a small triangle indicator in the bottom right corner and when you move the mouse pointer over one of these icons a flyout bar appears. The bar holds the other tool icons that are in this group. Simply move the mouse pointer over each one to see a tooltip, and click to select the tool you want.

If you select a modal tool from a flyout bar, that tool becomes the primary tool for that group. So you'll then see its icon highlighted on the main toolbar.

There are also some flyout bars on the toolbar at the top of the window. Again these are used to group together closely related operations under a single icon. This makes them conveniently accessible while not taking up too much space on the bar.

See Customizing (on page 479) for more information on flyout bars.

## Objects On The Page

Whether you customize a template or create your own graphics from scratch, you can rotate, resize and position anything on the page, anywhere you like. You can easily resize the page to be any required size and add new web pages as required. Certain features, such as changing color schemes, work across all pages simultaneously.

**These are the basic types of page element:**

- **Text:** Using the **TEXT TOOL** you can create anything from single word headings to columns of text or even blocks of text that flow from one block into another. You can also create bulleted or numbered lists. The **TEXT TOOL** InfoBar provides controls over the font, size, line spacing and more. You can resize text either by using the **SELECTOR TOOL** or by selecting the text in the usual fashion and choosing alternative point or pixel sizes. Perhaps surprisingly you can even rotate text by any angle, and by using **REPEL TEXT UNDER** (right click an object to see this option) you can automatically flow text around objects on the page, such as photos.
- **Graphics:** Any type of logo, heading and most buttons that appear on your website are graphics. Web Designer Premium is a vector graphics program which means you can edit the shape, rotate and resize your graphic objects with no loss of quality (unlike pixel photo editing tools such as Photoshop). And although there is no vector graphics standard for web pages (for websites all graphics have to be either JPG, GIF or PNG formats) Web Designer Premium creates the correct format and resolution automatically. For example, if you want to create a colored panel to place behind your text, you'd do this by drawing a rectangle or rounded rectangle object on the page, and placing this behind your text. When you export your website, this is automatically converted into a PNG graphic image of the correct resolution.
- **Photos:** There are few websites that do not contain photos of some sort. Xara Web Designer Premium has a great range of photo editing tools. You can drag and drop photos directly from your camera or File Explorer window onto the page, rotate, enhance, crop, and Web Designer Premium automatically generates the correct resolution JPG image. Replacing existing photos in templates is as easy as drag and drop - and you can alter the size and angle of photos 'inside' their frame very easily. You can easily create clickable photo thumbnails that pop-up an enlarged version and optionally include gallery controls that allow your visitors to browse your photos or view an automatic slideshow.
- **Placeholders:** These are graphic objects on the page which represent the size and position of dynamic "widgets" such as a Flash animations, movies, or forms. When your site is exported the placeholder graphic is replaced by the code required to make the widget work and so the working widget appears at the same position on your page. See the Website Widgets (on page 408) chapter in the pdf manual for details.

## Right-click context menus

When you right-click any object in the Xara Web Designer Premium workspace, a drop-down context menu lists useful operations that are relevant to the object clicked on. For example, if you right-click a rectangle you've drawn previously, the drop-down menu allows you to perform actions only relevant to a rectangle.

If you right-click a photo, however, some of the menu options that appear apply only to photos, while others are similar to the actions you can perform on a rectangle. The object-specific operations are listed towards the top of the right-click menu's list, e.g., in the case of a rectangle the first three actions above apply only to rectangles.

You can also right click both the page and pasteboard to see a menu of page and pasteboard background-related operations you can apply.

If you select more than one object and right-click, the menu lists actions specific to multiple objects, such as group, align and combine, as well as the common operations such as cut, copy and delete. Similarly if you right-click objects that you have previously grouped, actions specific to a group are displayed.

It's recommended that you right-click any object or multiple objects in the workspace to access the context menu specific to those objects. Once you've done this a few times you will know which actions you can quickly perform with right-click menus.

## Object Based Web Design

All the types of elements described above are collectively referred to as objects.

One of the unique benefits of Web Designer Premium is that you have complete freedom to place any object anywhere on the page, and your website will faithfully reproduce this.



The **SELECTOR TOOL** can be used to select any object on the page, and to move (just drag it), resize and rotate the objects.

You can adjust the stacking order (that is whether an object appears in front or behind others on the page) by right clicking and choosing **ARRANGE** or using the **ARRANGE** menu options. With the **SELECTOR TOOL** you can resize objects by dragging on the corner resize handles. You can rotate any object by dragging just inside the corner selection handles. And although websites do not support rotated text, Web Designer Premium knows to automatically create the appropriate graphic image so the resulting page will always look exactly right.



To add some text to your website, select the **TEXT TOOL** and click anywhere on the page and start typing.

You can also create text columns, by clicking and dragging horizontally in the **TEXT TOOL**, or text areas by dragging diagonally. See the Text section in the pdf manual for more details and the Chapter Text Handling (on page 188) for a complete reference of text functions of Xara Web Designer Premium.



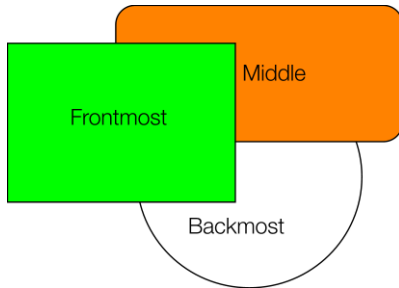
You can use the drawing tools to create rectangles, rounded rectangles, circles and ellipses, and just about any shape you like using the **SHAPE EDITOR TOOL**. See the Drawing tools section in the pdf manual for more detail.



## Stacking Order

All objects on the page are placed one on top of another. The most recently drawn or created object is always on top, that is, in front of any others. You can adjust the stacking position by right clicking and choosing **ARRANGE** or using the **ARRANGE** menu options.

For example, when you draw a new rectangle it always appears to cover all the objects behind it. By right clicking and choosing **ARRANGE** or pressing "Ctrl + B" (or the menu "**ARRANGE**" > "**PUT TO BACK**") the object is moved behind everything else. Similarly "Ctrl + F" brings any selected object to the top, that is, in front of everything else.



*These objects are stacked over each other.*

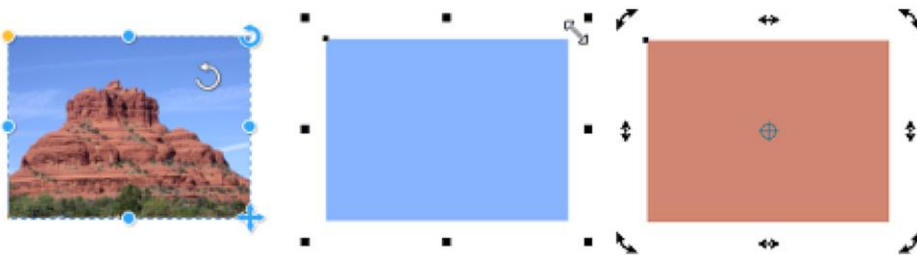
All objects are collected into named layers, and each layer can be turned on or off to show or hide everything on that layer.

## The Selector Tool



This tool is a general purpose tool that allows you to select, move, resize, crop and rotate all objects on your web page.

You can do all these things by just dragging on the objects on the page, or on the selection handles around the object, or you can enter precise numeric values. The selected object is shown with 8 handles around the outside, and the status line at the bottom of the screen also tells you what is selected.



Select a photo and the Smart Photo handles appear (shown left). These allow you to crop, resize, rotate and round your photo. Drag on any corner handle to resize an object. Drag just inside the corner handles (shown centre) to rotate, stretch and resize. The

rotate handles appear when you click the object again and allow you rotate and skew the object around an anchor (shown right).

### **Nudging Objects**

The arrow keys can be used to nudge the selected object, one pixel at a time. If you hold "Shift", it nudges objects 10 pixels at a time.

### **Rotating Objects**

There are two ways to rotate an object. Either click on the object a second time, so the selection handles change to show rotation handles, which you can then drag on to rotate the object. Or, when it's showing the square selection handles, move the mouse pointer just inside the corner handles until you see the mouse pointer change to a rotation indicator - you can then also drag to rotate the selected object.

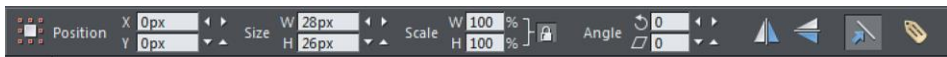
Unusually you can rotate just about anything in Web Designer Premium, including photos, headings, even blocks of text.

### **InfoBar**

When an object is selected, the InfoBar - just above your document - shows all the relevant controls for the current tool.

**Important: This bar changes depending on which tool is selected.**

This is the InfoBar in the **SELECTOR TOOL**:



*The InfoBar, just above your document, shows controls for the selected tool.*

You can enter numeric values into any field; e.g. to reduce the size of an object by 20% you can enter 80% into the W field (which is a % size). The little padlock selects whether both the width and height change together.

### **Copying Objects**

You can use the usual "EDIT" > "COPY" ("Ctrl + C") and "EDIT" > "PASTE" ("Ctrl + V") options or right click an object and choose **COPY**, but a really quick way to copy any item is drag on it with the right mouse button.

You can also copy and paste a page anywhere in your document from the current document or another document – see Copying and pasting (on page 73) pages.

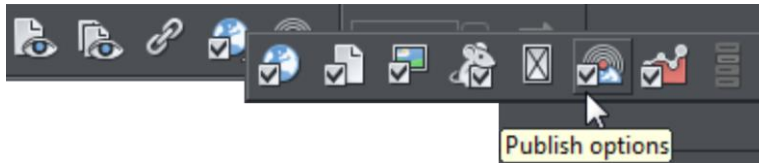


## Website Toolbar

The **WEBSITE TOOLBAR** at the top of the Xara Web Designer Premium window provides convenient access to the main web functions you'll use regularly.



- 1** Preview web page/website
- 2** Link
- 3** Website Options
- 4** Publish Options



Move your mouse pointer over each button in the flyout bar to see a tooltip describing the button.

## Creating a website

There are two ways to create a new website. Either by starting with a pre-designed template and then customizing this with your own text, photos and color scheme. Or by creating a website from scratch, placing all the required elements, text, graphics, photos and placeholders on the page as you require.

## Previewing Your Website

When creating your website in Web Designer Premium, your working document shows an accurate static preview, but to check the behavior of pop-ups, mouseover effects and Flash and other widgets it's necessary to use true Browser Preview.



There are two preview options located on the web toolbar.



**PREVIEW PAGE** exports and previews only the current page. So it's useful if you have a large site which takes some time to export as a whole. You can just quickly preview the page you are working on, without exporting the rest of the site.



**PREVIEW WEBSITE** exports all the pages of your site and then brings up the preview window. So all the pages and links in your site should be working.

The navigation buttons in the top bar of the preview window allow you move back or forward, just like in a web browser, and the Home button returns you to the page you started the preview on.



You can preview your website or web page in full screen mode by clicking the **VIEW FULL SCREEN** button at the top right of the preview window (press "Esc" to exit or "F11" to enter and exit full screen mode). When you close the preview window and next reopen it, Web Designer Premium displays the last mode you chose for the window, i.e., normal, maximised or full screen.

If you've not yet exported your site, these previews export to a temporary folder on your computer. Once you've exported, the same export location is used each time you preview, so your exported site is continually updated as you preview.

### Choose your preview browser

Although this internal preview uses a simplified version of the Internet Explorer browser by default, you can choose one of the six most popular browser types to view your page or website from the preview window.

To preview your website in your favorite web browser, click one of the following from the bar at the top of the preview window:

**Note:** These buttons are only enabled if you have installed the browsers on your PC.



Previews your page or website in Google Chrome



Previews your page or website in Mozilla Firefox



Previews your page or website in Internet Explorer



Previews your page or website in Opera



Previews your page or website in Safari



Previews your page or website in MS Edge (Windows 10 only)

When you click on one of the above buttons, the browser opens in the page that you are currently viewing in the preview window.

If you want to preview your pages in a browser other than these types, you can right click on the exported .htm file and select **OPEN WITH...**, or you can just drag and drop the file onto an open browser window. Once you have exported then each time you click the Preview buttons, the export is updated as well, and so it's just necessary to click the Reload button in your browser (or press "F5").

## Using Templates, Clipart & Widgets

Open the **ONLINE CONTENT CATALOG** from the menu "INSERT" > "FROM CONTENT CATALOG" (or use "FILE" > "NEW FROM CONTENT CATALOG").

The Catalog shows folders containing collections of website designs and associated graphic files that each follow a specific theme. Look under "**WEBSITES**" > "**WEBSITE THEMES**" to find all the template designs available for rapidly building a quality website. Under "**WEBSITES**" > "**BUSINESS THEMES**", you'll find complete, ready-made websites built for specific types of business, which makes it even quicker to get a finished business site online.

Each website theme section has a collection of alternative page layouts and useful page elements. Each also contains a complete website template and several 'color schemes'. You can change your entire site to a different color scheme by just importing the scheme from the Catalog onto your page. As you import schemes and templates to your page they are added to the **LOCAL DESIGNS GALLERY** at the same time.

Under **COMPONENTS** you'll find a wide variety of graphics and widgets you can add to your site, from buttons, NavBars and text panels, to forms, e-commerce facilities. Just import from the Catalog directly onto your page. They will also be added to the **LOCAL DESIGNS GALLERY** at the same time.

If you're online, the Catalog updates automatically to show you the latest available templates and additions.

## Adding New Pages To Your Website

You can drag any template design from the **ONLINE CONTENT CATALOG/DESIGNS GALLERY** onto your page. If this is a page template, it will add a new page to your website, after first asking if you want to match any color changes. If you drag a clipart item such as a button, heading or photo object, this gets added onto the page where you dropped it, and again you will be asked if you want to match any color changes you've made.



To add a new page of the same design, the easiest way is to right click the page and choose **DUPLICATE CURRENT PAGE** or use the **DUPLICATE CURRENT PAGE** button on the standard toolbar.

This replicates the current page below. You can then just delete or edit the elements as required. This has the advantage of keeping the same navigation structure.

Or you can copy and paste an existing page in the same or another document. Right-click an empty part of a page and choose **COPY PAGE**. In the destination document right-click a page and choose **PASTE > PAGE** (or press "Ctrl + V").

The page on the clipboard is added as a new page immediately following the current page. The pasted page adopts the page size of the document it's pasted into (as long as the **ALL PAGES IN DOCUMENT THE SAME** checkbox is enabled in **FILE > PAGE OPTIONS**). Page layers and attributes and all the objects on the page are also pasted.



You can add a new blank page by right clicking and choosing **NEW PAGE** or use the **INSERT BLANK PAGE** button in the 'page' flyout menu bar.



You can delete pages by right clicking and choosing **DELETE CURRENT PAGE** or click the **DELETE CURRENT PAGE** button in the 'PAGE' FLYOUT MENU BAR.

## Embedding Movies, Flash And Other Widgets

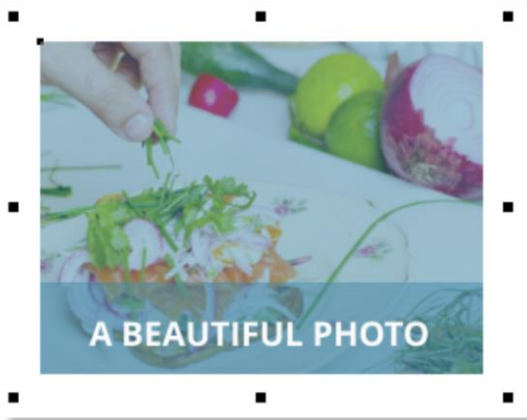
You can very easily embed movies, MP3 audio files, Flash animations, animated GIFs, PDFs, photo gallery and unlimited types of other interactive widgets on your website with Xara Web Designer Premium. See the Website Widgets (on page 408) chapter for details.

You can create your own Flash and GIF animations using Xara Web Designer Premium. See Animations (on page 431) for more details.

## Photo Hover panels

The Hover panels are a soft grouped (on page 120) collection of ready made photo, text and graphic components, which you can readily resize and customize with your own photos text and colors. Find them in the Online Content Catalog.

The components are soft grouped together on the MouseOver and MouseOff layers in the Page and Layer Gallery (on page 418) so bear in mind that you will need to unhide the normally hidden MouseOver layer in order to see all the components.



*Hover panel with mouseover text layer visible*

Drag a replacement photo onto the panel, use the Text tool to change the text and drag and drop a color from the Color line (on page 173) to change the theme.



Preview the panel in the usual way using the onboard browser preview button.

See MouseOff and MouseOver (on page 58) layers for more info.

## The Local Designs Gallery

This gallery is a local offline repository of content imported from the **ONLINE CONTENT CATALOG**. As the name implies, this now shows only content that you have present locally on your device, either because it was installed with the program using the optional backup CD, or was downloaded from the **CONTENT CATALOGUE**. This makes it easier to find and access designs you use regularly.

To open this gallery:

- Click the **LOCAL DESIGNS GALLERY** tab on the Galleries bar.

- Or choose "UTILITIES" > "GALLERIES" > "DESIGNS GALLERY".



The top level folders are divided into four main categories.

- First Look
- Components
- Websites
- Print
- Presentations

Add more content by browsing through the folders and clicking on + MORE ONLINE... This will open the relevant folder category in the **ONLINE CONTENT CATALOG** for you to browse and import content to the **LOCAL DESIGNS GALLERY**. The folder structure in the **LOCAL DESIGNS GALLERY** mirrors that of the **ONLINE CONTENT CATALOG** and each folder in the gallery has a link allowing you to jump straight into the corresponding folder in the **CONTENT CATALOGUE**, so you can easily view what other content is available for download into that folder. Whenever you open or import a design file from the Catalogue,

that file then appears in the Gallery and so you can use it even when offline. The freshly imported item is also opened in your current document as well.

You can download a whole category, so it's available offline, by right clicking on the category name in the Gallery, and selecting the **DOWNLOAD ALL** option. The Gallery tab informs you of the update status.

To open a template or piece of content from the Gallery as a new document double-click on it. To import it into your current open document, drag it and drop it into your design. Page templates are added as new pages to your current document when you do this. Other templates and widgets are dropped onto your current page.

See Document Handling (on page 64) for more information on using galleries generally.

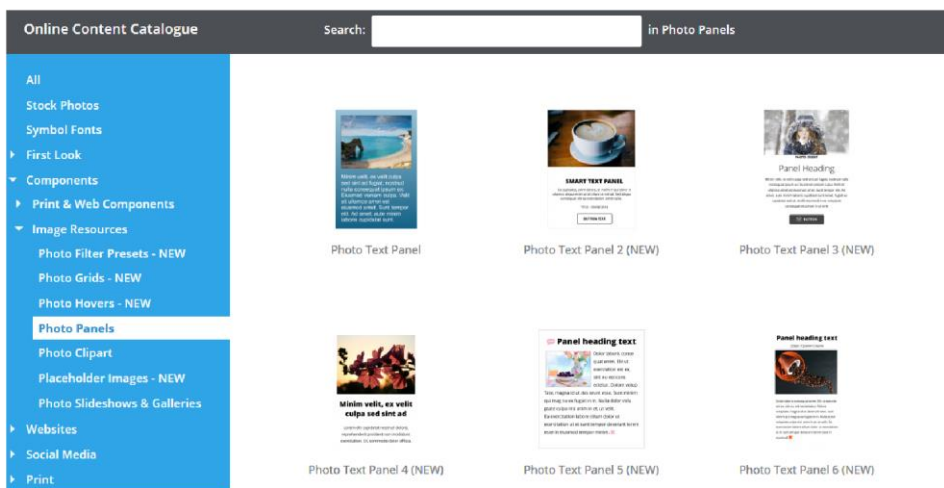
## The Online Content Catalog

The Online Content Catalog is essentially a "cloud" companion to the **LOCAL DESIGNS GALLERY**. That is to say, all the content is stored online and as such requires you to be connected to the internet before you can import items to the Local Designs Gallery. The catalog contains Web Designer Premium's full library of Stock photos, SmartShapes, symbols, design templates, widgets and vector art, and provides an easy and intuitive way to search all of the content.

When you import a piece of content from the Content Catalog it is downloaded to your PC and remains available when you are offline as part of the Local Designs gallery.

To open the Content Catalog

- Click **"FILE" > "NEW FROM CONTENT CATALOG"** (Shift+Ctrl+Alt+K)
- Click **"INSERT" > "FROM CONTENT CATALOG"** (Shift+Alt+I)



### *The Online Content Catalog*

The catalog is a resizable window - drag the edges or lower right corner to resize. You can enter a keyword to search either all or individual categories, or else traverse the content categories on the left. A small pop-up preview appears as you traverse the categories - click to select and that category is expanded and shown on the right side. For categories that have many items there is a page control at the top right, allowing you to flick to the next and previous pages of content.

Import an item either with a double click or by clicking the **IMPORT** button that appears as you mouse-over the item. After the import, the catalog closes. If you want the catalog to remain open after an import hold down the Shift key as you click.

An enhanced Online Content Catalog is included free for one year as part of our new Update Service. It now offers:-

- Regular updates to the templates as part of the Update Service
- Full keyword search of the entire catalog
- A new more logical structure to the content offering a better work flow

When using the free trial version, items shown in blue in the left content list are free to use during the trial period. All items shown in grey are available instantly for free once you've purchased and unlocked the program.

### **Stock Photos**

One of the categories you will see on the left is **STOCK PHOTOS**. These are provided by an external company called **Pixabay** and so the first time you import one of these photos you will be asked to read and accept Pixabay's Terms & Conditions. But you only need to do this once on each computer you use, then you can import as many photos as you like. The photos are released under a Creative Commons CC0 license and are totally royalty free. You can use the images for personal or commercial use with almost no limitation.

There are thousands of photos available - just select **STOCK PHOTOS** on the left and then enter keywords in the search field at the top to find them. Alternatively you can replace an existing photo by right-clicking it in your document, and then choosing "**REPLACE PHOTO**" > "**WITH STOCK PHOTO**" from the context menu.

### **Stock Illustrations**

In addition to the **STOCK PHOTOS**, there is also a category of vector graphic **STOCK ILLUSTRATIONS**. All the images have keywords so you can easily search for the graphic you want. Because the original vector files vary enormously in size, graphics larger than around 300px are scaled down. Also un-grouped images are placed in a group for ease of manipulation. Because this is vector clipart, it's re-sizable to any size without loss of quality.



## Website Colors

All the templates use a small set of theme colors, and various shades of those theme colors. The easiest way to re-color your site is to use one of the alternative **color schemes** provided with each web theme in the **ONLINE CONTENT CATALOG/LOCAL DESIGNS GALLERY**. Just drop a scheme onto your page to change the color of the whole site, or double-click on it.

Or you can edit each of the theme colors individually yourself. These are called 'Named Colors' and appear on the left side of the Color Line along the bottom of the window.



- 1 Current Outline, Fill and Text Background Color
- 2 Color Editor
- 3 Eye dropper color picker
- 4 'No color' patch.
- 5 Named 'Theme' Colors and Linked Colors
- 6 Fixed palette of standard colors
- 7 Hold pointer over a color to see its name
- 8 Status line. Shows what is selected, and provides hints

Simply click on any of the Named Colors and select the **EDIT** option (if you hover the mouse pointer over the color you will see a tooltip name).




- 1 When editing a color you can drag the eye dropper to pick colors off screen, even from other open windows
- 2 Select the color to edit: Fill color/Line color of the selected object or any of the named theme colors
- 3 Click the label icon to create a Named Color
- 4 Click to show extended color controls
- 5 Previous color
- 6 Actual color
- 7 Drag here to select any shade of the selected hue
- 8 Drag here to select any hue
- 9 Drag here to increase the window size

The Color Editor provides an easy way of choosing any color. Click the Extended Controls to enter RGB values.

Note that when you change a Theme Color in this way, all the related shades used throughout the document will change as well.

### Coloring Shapes

You can fill any drawn shape with a color, either by dragging the color from the Color Line and dropping it on to the shape, or by first selecting the object and then clicking on the Color Line.

-  Alternatively right click the shape and choose **FILL COLOR** or click the small Color Editor icon (or press "Ctrl + E") to display the Color Editor, where you can set any color you like.

You can give drawn objects a graduated color fill using the **FILL TOOL (ON PAGE 240)**.

### Coloring Imported Clipart

When you import a clipart graphic by dragging from the **ONLINE CONTENT CATALOG**, using the **"FILE" > "IMPORT"** option, or dragging a .web or .xar file onto your page, you will usually be asked whether you want to match the colors. If you select **DON'T MATCH**, then any named colors used in this graphic will be added to the Color Line. Clicking on any color on the Color Line will give you the option to edit the color.

You can also change the colors of any multi-colored object by selecting it and clicking a color on the color line. A dialog appears showing you the set of colours currently used in the object – just click the one you want to change. Or bring up the color editor and the color list at the top includes the same set of colors – choose the one you want to edit.

### Coloring Photos

If you try to color a photo it turns it into a 'contoned' photo. For example, to make any photo black and white, right click and choose **"CONTONE" > "MAKE BLACK AND WHITE"** or

select it and click on the white color patch on the end of the Color Line. You can set the light or dark color to be any two colors, not just white and black - right click, choose "CONTONE" > "LIGHT" and click a color in the Color Editor.



You can also use the **ENHANCE TOOL** to provide a direct and very fast way of adjusting the brightness, contrast, color adjustment levels and sharpening of photos, You can also adjust the individual colors and tints within a photo as well as the shadows and highlights - even for ultra high-resolution images.

**Note:** If the photo is inside a group, as many of the photo objects in the templates or clipart are, then you will have to select the photo inside the group first. You can do this by holding "Ctrl" down when clicking on the object in the **SELECTOR TOOL**. Another way of directly selecting the photo is to click on it in the **PHOTO TOOL**.

## Website Backgrounds

Most of the page designs in the **ONLINE CONTENT CATALOG** have two types of background. A wide Pastebord background that extends across the background of the whole browser window when your site is exported. And on top of this sits the Page background with the various other elements that constitute the web page.



- 1 Pasteboard/browser background color
- 2 Page background color

You can easily change the **PASTEBOARD** color or the **PAGE BACKGROUND** color by dragging and dropping a color from the **COLOR LINE** or else using the **COLOR EDITOR** to change colors.

When you create a new blank document ("FILE" > "NEW") the page defaults to being transparent (no color) so you just see the pasteboard color behind it which is white by default. You will also see a faint rectangle guide outline which shows the boundary of the page against the pasteboard.

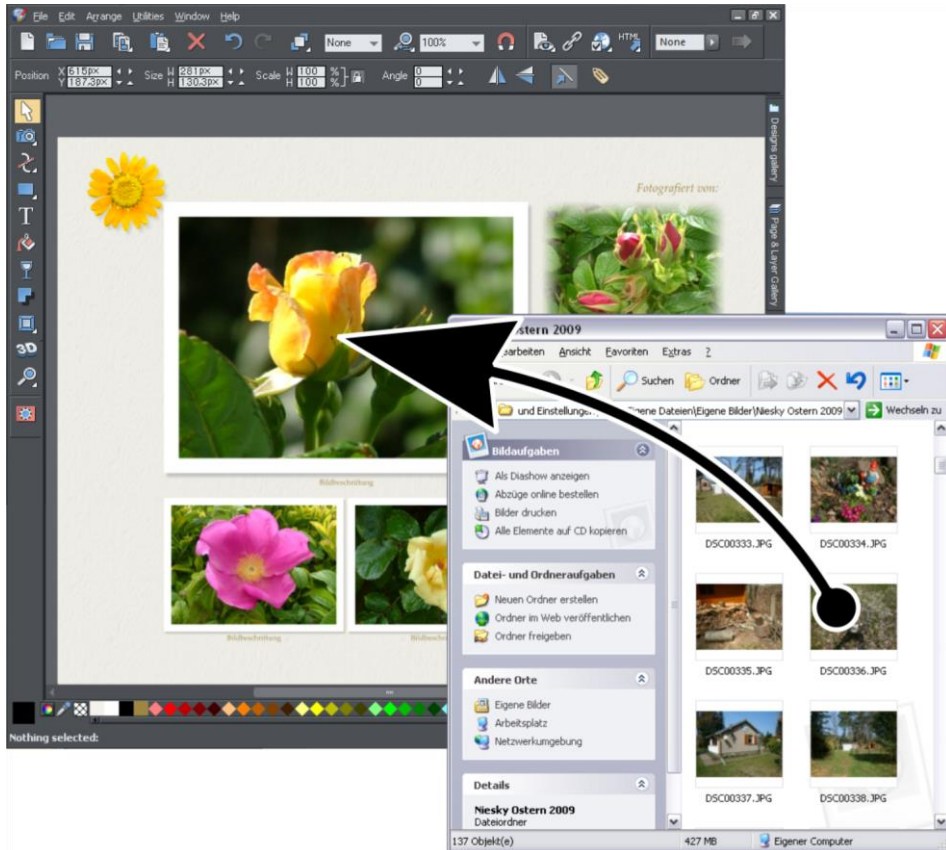
In addition, there are a wide variety of ready made background textures for you to use in the **ONLINE CONTENT CATALOG**. Just drag and drop onto the Pasteboard to use.

See Website Backgrounds (on page 309) for more detail.

## Photos

You can replace any photo by dragging and dropping it from your File Explorer onto any photo in Web Designer Premium. If you drop it onto the background then it is imported and placed where you dropped it. Photos larger than 500 pixels wide will be displayed at 500 pixels wide, but you can of course change this to be any size in the usual way with the Selector Tool.

There is also the option of importing stock photos from the Online Content Catalog. You can either browse the catalog from the File menu. **"FILE" > "NEW FROM CONTENT CATALOG"**. Or you can replace a photo by right-clicking it, and then choosing **"REPLACE PHOTO" > "WITH STOCK PHOTO"** from the context menu.



*Drag and drop your photo over any existing picture to replace it. Drop onto the background to import as a new photo*



When you replace an existing photo, the Photo tool is selected and the smartphoto adjustment handles (on page 334) appear on the photo.

You can use the adjustment handles to rotate and scale the picture, move it within its outline frame, resize the frame and even round its frame edges.

## Importing Large Photos

When importing high resolution photos (anything above 1920 pixels either wide or high) into a web document, Xara Web Designer Premium automatically resizes the photo down to HD screen size without asking you if you want to import a lower resolution version. For

a web document, even at the reduced size, there should be more than enough resolution in your photos for high quality results on your website, so it's rarely necessary to import digital camera images at full resolution for web use.

However, if you are importing a large photo into a print or animation document, Xara Web Designer Premium asks you if you want to import a lower resolution version of your photos. If your document is to include many photos, you may want to choose this reduced resolution option. Otherwise with large photos you may find that your saved design file is much bigger than it needs to be (because it contains a copy of each of your photos). And memory requirements when editing and exporting your document will be higher than necessary.

### **The Photo Tool**

The Photo Tool provides a range of ways to enhance and crop any photo.



To crop a photo, just drag across the photo while in the **ENHANCE PHOTO TOOL**. You can adjust the crop edges by dragging on the crop handles around the outside of the photo.



Or use the **CLIP TOOL** for more control over crops.

See the section on **Photo Handling (on page 326)** for background information on the advanced way in which Xara Web Designer Premium handles photos, and the section on the Photo tool to find out how to use the Photo tool.

### **Thumbnail Photos With Pop-ups**

You can very easily create small thumbnail photos that when clicked will show an enlarged version. Simply resize your photo to be small, the usual way using the **SELECTOR TOOL**.

Select the small thumbnail photo, and select the **POP-UP PHOTO** option in the **LINK** tab of the Web Properties dialog (click the **LINK** button in the **WEB TOOLBAR**).



When the selected object is clicked:

- Do nothing
- Link to Web or Email address:  Correct automatically
- Link to:
- Link to anchor:
- Link to file (PDF, AVI, etc.)
- Pop-up layer:
- Pop-up photo:
- Use common website link colours (See Website tab)
- Open link:

Clickable area (Flash export only)

- Shape of object
- Rectangle surrounding object

Click the **SETTINGS** button next to the popup photo option, to change to the **IMAGE** tab of the Web properties **DIALOG**.

Website Publish Analytics

Link Placeholder **Image** Page

Photo pop-up

Pop-up photo: Pop-up width:  pix

Pop-up Title

Image Caption (Alt Text)

Web image type

- Let Xara Web Designer 11 Premium choose the type automatically
- JPEG (Best for photos) Quality:
- PNG (Best for graphics)

There you can change how your pop-up appears. One option allows you to place a title above each pop-up photo. Set the title for each photo using the **TITLE** field. You can also optionally show a caption below each popup photo. Just set the **IMAGE CAPTION** (Alt text)

for the thumbnail on the same dialog. See the popup photo section of the Web Properties Dialog chapter for full details of the options available.

### Text

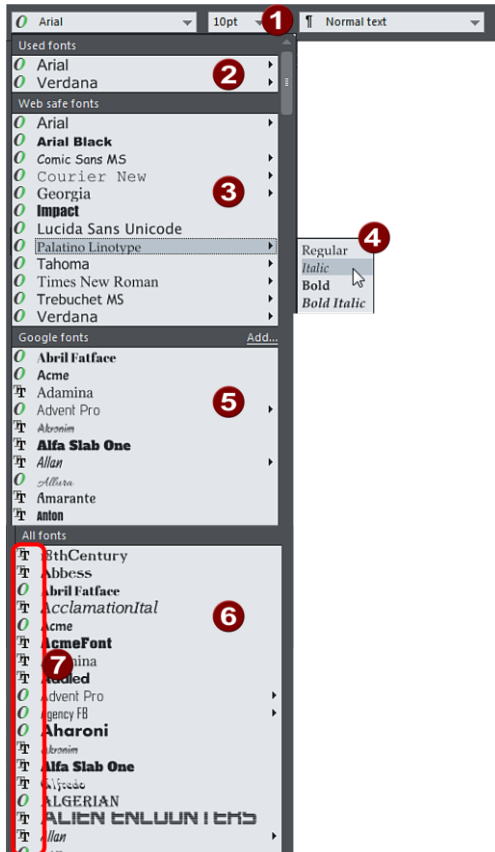
**T** You can edit the text by selecting the **TEXT TOOL** and clicking on the text.

You have all the usual word processing facilities, and can paste text from the system clipboard. Double click will select a word, triple click will select a whole line - which can be useful for selecting all the text in a button. As usual the InfoBar provides a wide range of controls for this tool. Alternatively you can right click within text and choose **ADVANCED TEXT PROPERTIES**.





The font menu displays a list of fonts and is split into four sections. The top section shows fonts already used in the document, the second section shows web safe fonts, the third section shows available Google fonts, and finally the lower section shows all fonts installed on your computer.



- 1 Live font size pop-up
- 2 Fonts used in the current document
- 3 Web safe fonts
- 4 Style variants available for the selected font. Not all fonts have such variants
- 5 Google fonts
- 6 All fonts installed
- 7 Font type - usually either OpenType or TrueType as designated by the accompanying symbol.

The 'Add' option in the Google fonts section lets you browse, download and install from hundreds of open source fonts that you can use in your website.

The font menu offers live font selection. As you traverse the menu, the selected text changes font allowing you to immediately preview what the font will look like in the document.

### Font Size

The font size field shows the font size in pixels, as this is the most reliable method of setting the text size for use in a web browser. But you can enter any size in points (or any other unit for that matter), by entering a value with pt after it (for point) e.g. 72pt or 1in and this will get converted to the correct pixel size.

### Using fonts in your website

Fonts in the web safe section are safe to use in websites because the vast majority of computers and other devices will have these fonts. You can also use any of the hundreds of Google fonts, because these are automatically downloaded by the web browser when someone views your site. You can use other fonts you have installed and have them automatically embedded in your website if the font license permits it – see the Text Handling chapter for details

If you turn any text object into a graphic, you are free to use any font. See the Groups section (on page 45) below for details about this.

### Creating New Text Objects

There are three types of text object - a single line of text, a column of text or a rectangular text area. To create a simple line of text, select the **TEXT TOOL** and then you can click anywhere on the background and start typing. To create a column click and drag horizontally on the background, and then start typing. You can adjust the column width at any time. To create a text area, click and drag diagonally. You can adjust the width and height of a text area by clicking and dragging on it in the **TEXT TOOL**.

### Rotated Text

Unusually (uniquely for a web authoring tool) you can rotate any text object, even columns of text, using the usual rotate feature of the Selector tool. But because web browsers do not support native rotated text Web Designer Premium converts any rotated text into a graphic when the page is exported as a website.

### Bulleted and numbered lists

Use the bullet and numbered list buttons on the **TEXT TOOL** InfoBar to quickly enter bulleted or numbered lists. You can right click on a numbered list and choose **LIST PROPERTIES...** from the context menu to change the numbering scheme for your list. You can also use any graphic as the bullet or number in your list. See the Text Tool chapter (on page 188) for more information.

### Soft Shadows, Color Filled Text, Transparent Text

You can apply any of these effects using the appropriate tools, e.g., if you drag across some text in the **FILL TOOL** it will give it a graduated color, or if you drag on it with the **SHADOW TOOL** it will give it a soft shadow.

In all these cases Web Designer Premium will automatically convert the text to be a graphic on your exported website.

## Text Repel Around Objects

If you right click on an object like a photo and select the menu option '**REPEL TEXT UNDER** (on page 214)' you can make text flow around the object that is on top of the text.

Many of the objects, such as photos, side panels, buttons and headings used in the templates from the **ONLINE CONTENT CATALOG** are automatically repelling - the text will always flow around these objects as you drag them around.

Repelling objects only repel text that is behind the object - so you may have to 'bring to front' the object in order for the repel to work ("Ctrl + F"). Alternatively if you only want an object to repel text within an individual layer, you can prevent text that is below that layer from being repelled - see Layer Properties (on page 421).

All operations in the **TEXT TOOL** are live - the text re-formats and re-flows as you adjust the column width or move repelling objects around.

**Note:** You can now also repel text around anchored objects (on page 43).

## Anchored Objects

If you want a graphical object to appear next to a particular part of a block of text, you can anchor the object to the text so it moves with it.

Right click the object and choose **ANCHOR TO TEXT**. Using the **SELECTOR TOOL** click and drag the anchor symbol that appears in the top left of the object to the location in the text where you would like the object anchored. Now if you edit or move the text, the anchored object moves with the anchor point.

## Spell Checker



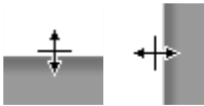
On the **TEXT TOOL** InfoBar is a button that selects the spell checker, auto correction options and language. If you select **CHECK SPELLING AS YOU TYPE** this will also mark all unrecognized words with a red dotted underline. Right click on any marked word to be presented with suggested alternatives.

## Page Size

The pages in the **ONLINE CONTENT CATALOG** are designed to be a width that is known to fit the vast majority of computer screens. Creating wider pages is not recommended, even though you will probably have a wider computer screen, experience shows most viewers prefer to have a fixed width page. However you can adjust the page size to be anything.

You can set any page size you like by selecting the **PAGE SIZE** tab of the **OPTIONS DIALOG** (right click and choose **PAGE OPTIONS** or **PAGE OPTIONS** from the **FILE** menu). It's not recommended that you make the page width more than 990 pixels, as that's the maximum width for many computer screens (1024 minus a small amount for the scroll bar). A more common page width is typically around 800 pixels.

You can directly adjust the height and width of your page by just dragging on the bottom or right margin of the page. Go into the **SELECTOR TOOL** and hover the pointer over the bottom edge of the page, and it will change to indicate you can now drag resize the page up or down as required. You will also be prompted to choose whether the change should apply to all the pages in the document or website, or just the current one.



## Saving Your Work. Creating A Website

Use the **SAVE** or **SAVE AS** menu options to save your work in progress. This saves a file with the **.web** extension, which is the native file format for Web Designer Premium (this is not a website). You are recommended to regularly save your work as you go along. If you want to edit or update your website in future, you **must** save a **.web** file this way and use to do further updates.

It's also recommended that you work with the automatic backup facility turned on. This is controlled from the **BACKUPS** tab of the **"UTILITIES" > "OPTIONS"** dialog. When on, a backup of your modified open documents is taken regularly. Here you can also choose how the program should behave when you close it. You can either be prompted about saving or discarding each open modified document, or have all documents automatically saved to the backup location and restored the next time you start.

To save your website, that is the HTML and associated files for publishing to the web, use the **"FILE" > "EXPORT WEBSITE"** menu option or click this button on the top bar.



This saves a **.htm** file for each page and a folder alongside these which contains all the graphic files that make up your website.

When you export a website, all the pages are exported together, and each page unnamed has **\_1, \_2 ...** appended to the end of the name you give when you export. The **\_FILES** folder contains all the graphics and other files that go to make up your website. You can name each page individually if you wish using the **PAGE** tab of the **WEB PROPERTIES** dialog or using the **PAGE & LAYER GALLERY** (on page 418).

The default name given to your website is **index.htm** as this is the usual name for the first page of a website.

You can preview your saved website in any web browser, by dragging the **index.htm** (or any **.htm**) file from your Windows File Explorer onto a browser window.

## Automatic backups

The **BACKUPS** tab of the "UTILITIES" > "OPTIONS" dialog allows you to turn the automatic backup facility on and off. This facility saves a copy of all your modified open documents at regular intervals. It's recommended that you work with this backup option turned on, so your work is saved regularly. You can also choose whether you are prompted about unsaved documents when closing the program, or if instead all open documents should be backed up and restored for you when you next start up.

See the Document Handling chapter (on page 77) for full details about these facilities.

## Groups

You can group together any selection of objects on the page. Groups act much like a single object, in that you can drag them around the page, resize and rotate them as if they were one object. Many of the items in the template designs from the **ONLINE CONTENT CATALOG** such as buttons, text panels, and photo objects are grouped items.

For example, you can draw a simple button from scratch by drawing a rectangle with the **RECTANGLE TOOL** (on page 157), and then placing a text label on top of this with the **TEXT TOOL**. These are separate objects and you can move them around independently in the **SELECTOR TOOL**. But if you select both in the **SELECTOR TOOL** (you can lasso drag around to enclose them both, or hold "Shift" and click on additional objects) and right click and choose **GROUP** (or press "Ctrl + G" or use the menu "**ARRANGE**" > "**GROUP**"), these now become a grouped object (**Hint:** The status line at the bottom always tells you what is selected). Now when you drag, resize, rotate this object, all component parts of the group are moved and transformed as if they are one object. You can also duplicate/clone (Ctrl+K) objects within photo groups - the cloned object then appears as the topmost object in the Photo Group (look in the Page and Layer Gallery (on page 418) to verify!)

**Important:** Grouped objects are usually converted into a single graphic object when you export your web page.

By un-grouping (right click and choose **UNGROUP** or press "Ctrl + U"), you can access all the parts of your group again to make any changes. An alternative is that you can sometimes edit items directly inside a group. For example when using the **TEXT TOOL** to edit text or the Photo tool to edit a photo, a click will automatically select the item inside a group.

Change or edit any of the separate colors used in a group by just selecting it and clicking a color on the color line, or bringing up the color editor. See the Replace Colors section for more information.

## Converting Text To Be A Graphic

As mentioned above only a very limited number of fonts are available in web browsers. If you want to use a different font on a button or, say, as a heading, you can do this by ensuring it is converted to a graphic, and all you need to do is group the object to make

this happen automatically. You can still edit the text inside the group, but groups are automatically converted into a graphic when the website is exported.

# A Different Font

So all you need to do to include a font like this is to group it. It doesn't have to be grouped with anything - you can group it with itself, by just selecting **GROUP** from the **ARRANGE** menu or pressing "Ctrl + G".

Technical Note: When such groups are exported as images on a web page, any text in the group is used as the HTML 'Alt' text on the image (unless you have explicitly set some other Alt text for the group yourself). This means that the text will still be picked up by search engines and by 'read aloud' tools used by people with restricted vision, even though the text does not appear directly on the web page. If you don't want the Alt text to be set this way, you can override this by specifying some other Alt text for the group on the Image tab of the Utilities->Web properties dialog.

## Soft Groups

There is another type of group, called a 'Soft Group', which is a more loosely connected set of objects. See the Object Handling (on page 93) chapter for details.

## Anchored Groups

When you make an object anchored to text, it gets put inside an Anchored Group. See Anchored Graphics (on page 216) for more information on anchored objects.

## Repeating Groups

When you make an object repeating, it is placed inside a Repeating Group. See the Repeating Objects (on page 129) section of the Object Handling chapter for details.

## Repeating Objects

It's common to have items like navigation buttons, headers or logos repeating on all pages of your document or website. Xara Web Designer Premium provides the ability to repeat any item in the same place on any of your documents. When you update one of the copies, all changes are automatically replicated across all pages.

See the Repeating Objects (on page 129) section of the Object Handling chapter for details.

## Creating Buttons, Banners And Other Web Graphics

Web Designer Premium is great tool for creating any standalone web graphics for use with other programs or other web authoring tools. You can draw these objects from scratch using the drawing tools, or use ready made web clipart from the **ONLINE CONTENT**

**CATALOG.** Just draw, design or import an item from the **ONLINE CONTENT CATALOG** onto a blank page. Manipulate this as required - size it, color it and change the text or fonts as required, and then export the item as a PNG or JPG.

For example this is how to create a standalone button graphic from a template:

Open the **ONLINE CONTENT CATALOG** and then the **COMPONENTS** category to import the component into your document.

Edit this as required e.g. you can:

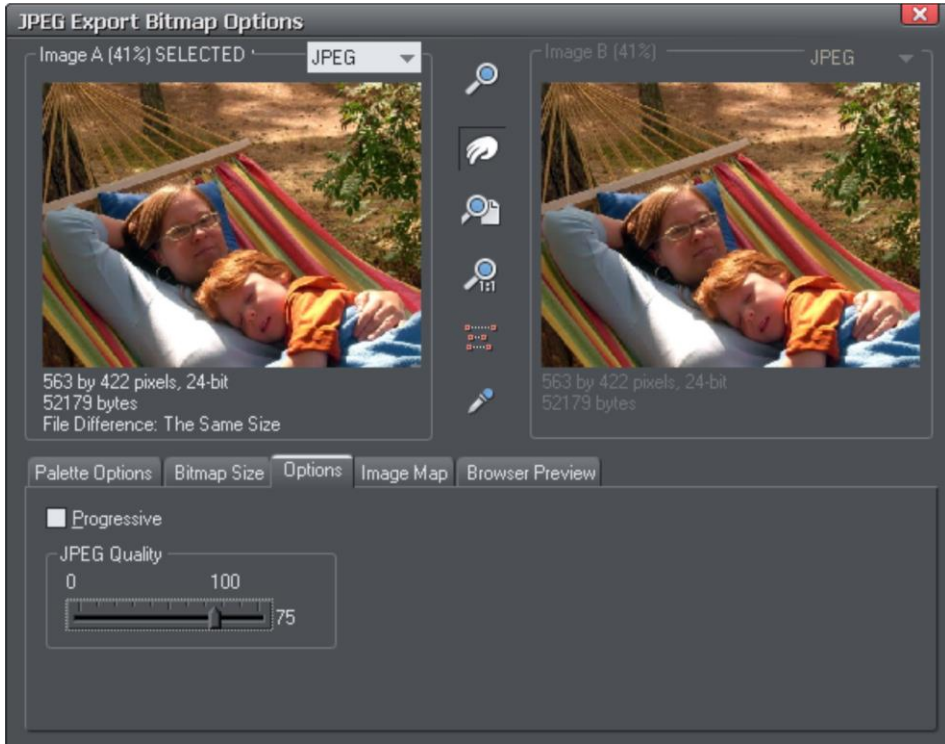
- Resize it (or rotate) it using the **SELECTOR TOOL**
- Change the color by clicking on the appropriate colors on the left end of the Color Line and choosing 'edit'
- Change the text with the **TEXT TOOL**

When you're happy, select the object and export it as a PNG or JPG using the buttons in the Website bar (these are on a flyout bar on the Export HTML icon).



For almost all graphics, such as buttons, headings, icons and other non-photographic objects you should use PNG format. For items that contain photos or that have large textured parts made from photos, then JPEG is a better format. If you're saving a rotated photo, or one with a soft shadow, or soft edge, then this should be in a PNG format, but be warned this will be a lot larger file than JPEG.

If you click the **SETTINGS** button in the Export file dialog you can access an advanced control panel that lets you optimize the image.



Here you can compare side-by-side two different versions of the same image. For example you can compare a JPEG against a PNG version of the same graphic to compare the quality and / or file size, or you can compare two differently optimized PNG images. Refer to the reference chapter on the Export dialog (on page 467) in the pdf manual. The in the above example the JPEG compression is being adjusted to produce the optimum file size.

## Links, Buttons & Navigation Bars

You can add a web link to any object, a button, graphic or some text.



Select the object and just click the link icon on the top bar to enter the web address that you want to link to.



When the selected object is clicked:

Do nothing

Link to Web or Email address:  Correct automatically

Link to:

Link to anchor:

Link to file (PDF, AVI, etc.)

Pop-up layer:

Pop-up photo:

Use common website link colours (See Website tab)

Open link

Clickable area (Flash export only)

Shape of object  Rectangle surrounding object

Enter the web address you want to link to in the highlighted field.

The **LINK** tab of the Website Properties dialog allows you to control what happens when you click the linked object on the page. You can jump to any other web page (you can quickly select to link to any other page within your website by using the **LINK TO** drop down) and you can control whether this opens the page in a separate window. You can also link to any pop-up layers if you have created these.



So to set one of your buttons to be a link, just select it (click on it in the **SELECTOR TOOL**), click the icon, and enter the web address, or just select one of your pages from the drop- down list and click **APPLY**. That's it.

When you have created a link to an object you can quickly change its behavior by just clicking on the object. A Pop-up will appear with the link's details and options to **Change** or **Remove** the link.

Visit the *Xara* website.

Cupidatat excepteur     nt  
reprehenderit fugiat, dolor excepteur in et omnia ex sunt ut, nulla consequi  
excepteur qui labore magna anim insum adiniscing ut. Sint in veniam min

## Changing Button Text

This is easy - in the **TEXT TOOL**, just click on the button text and edit it.

**Hint:** if you triple-click on the button text that selects the whole line of text for easy replacement when you type.

**Note:** You can't edit the text of navigation bars this way, if the bar is set to be a site navigation bar. You need to edit the labels using the Navigation Bar Properties dialog instead - double-click a navigation bar to display it.

## Mouseover (Rollover) Buttons

You will have noticed that most buttons highlight as you move the mouse pointer over them in your browser. This is called a mouseover, or sometimes a rollover effect. This is all automatic for most buttons used in the templates or from the Button section of the **ONLINE CONTENT CATALOG**. But you can also create your own mouseover buttons – see the Layers section below.

## Adding New Buttons

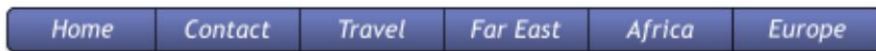
In the **ONLINE CONTENT CATALOG**, each Theme has a collection of button graphics that you can just drag onto the page. Typically there are two types of button. The ones called Stretch Button will elongate to accommodate the button label text.

In addition under **COMPONENTS** there is a Buttons category that has a set of general button designs that can be added to your page in the same way.

Or you can copy any existing button. You can copy/paste, but a much quicker shortcut is to drag with the right mouse button held down. (This is a general shortcut to copy any object). You can now just edit the text and link as required.

**Tip:** If you hold the "Ctrl" key while dragging it will constrain the drag to be perfectly horizontal or vertical, making it really easy to create a row or column of buttons.

## Button Bars (NavBars)



Most websites, and so most of the template designs we provide, have a row or column of buttons to navigate around the website or to other places. This is called a Navigation Bar and Xara Web Designer Premium includes special support for these bars. Read the Navigation Bars Chapter (on page 385) for full details about Navigation Bars.

## Displaying your own icons in browser tabs: favicons

You may want to display your own customized icon, for example, a logo, on your site's page tabs when they are displayed in a web browser. Web Designer Premium allows you to do this by applying the name 'favicon' to your custom tab icon.

To create a 'favicon', draw or drag on to a web page the image that you want to use. The image can be any size as it will be scaled to the right size automatically when displayed in a browser.



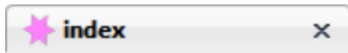
Click it then click the Names button to the right of the **SELECTOR TOOL** InfoBar.

In the Names dialog, type 'favicon' into the **APPLY NAMES** box and click **ADD** then **CLOSE**.



Preview your website in your choice of web browser. The easiest way is to click one of the Preview icons and in the Xara Web Designer Premium preview window, and then choose one of the web browsers in the top right of the preview window.

Your web page tab is displayed with the custom icon, as shown in the example below.



You can only use one favicon per website. Publish your website and view it to see your favicon.

## Drawing Tools



Web Designer Premium provides all the graphics tools you need to create just about any graphical object on your page, as well as a range of pre-designed graphical elements in the **ONLINE CONTENT CATALOG**. There are several basic drawing tools that let you create rectangles, ellipses, regular polygons, stars or any shape you like.

Web Designer Premium provides vector drawing tools which means you can resize, edit the outline shape and re-color with no loss of quality. You can zoom in to see almost infinite detail, and all edits are undoable.

## Shape Tool



The **SHAPE EDITOR TOOL** allows you to create detailed vector based shapes, and also to edit the outline of any shape.

For preset shapes such as rectangles or ellipses, or if you want to edit the outline of your text character shapes, you need to convert the object to an editable shape first. You can do this by selecting the "Ctrl + 1" key shortcut. You can then use the **SHAPE EDITOR TOOL** to perform various advanced vector editing. Refer to the reference section on how to use this very powerful tool.

## Straight Line and Arrow Tool



The **STRAIGHT LINE TOOL** makes it easy to draw single segment straight lines and to add arrow heads and tails to any lines.

Simply click and drag on the page to draw a straight line. You can click on any existing line to select it, and once selected you can click-drag on either end to move the end of the line around.

### Adding arrowheads and tails using the Straight Line tool

The InfoBar has two dropdown lists on the left which allow you to choose an arrow head or tail style for each end of the selected line.



- 1 Arrow head
- 2 Arrow tail
- 3 Arrow head/tail size
- 4 Reverse path

The slider on the InfoBar allows you to change the size of the arrow head and tail on the current selected line. Or you can enter a percentage value into the size text field to the right of the slider.

By default new arrowheads are created with a width of around 6 times that of the line width and that is taken as the 100% size, as indicated by the size slider. If you make the line wider, the arrowhead width also updates accordingly. Therefore enter a value less than 100% to reduce the size of the arrowhead (and tail), or greater than 100% to increase. Although the slider only takes the size value up to a maximum of 800%, you can enter percentage values larger than this into the size text field.

### Reverse path



Press the Reverse path button on the InfoBar to switch around the head and tail of the selected line.

## Adding more line segments

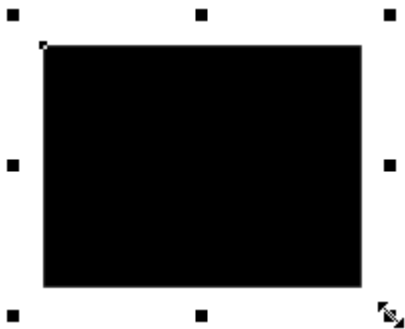
Lines created with the **STRAIGHT LINE TOOL** are of course fully compatible with the other drawing tools. So if you want to add more segments to a line, make it curved, or perhaps even turn it into a closed shape, use the **SHAPE EDITOR TOOL**.

## Rectangle Tool

To draw a rectangle, select the **RECTANGLE TOOL** and just drag across the page. You will see a solid filled shape as you drag across the page, indicating the fill and line color and boundaries of the shape you are drawing.



Click the 'curved corners' button on the InfoBar to make this a rounded rectangle - and you can drag on the curved corner handle to adjust the roundedness.



*You can drag on any corner handle to resize an object.*

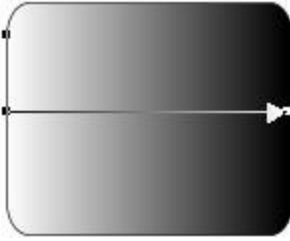
Drag and drop a color from the Color Line onto your shape to re-color it. See Coloring Shapes (on page 34). With the **SELECTOR TOOL** you can drag it, resize it and rotate it as required. See Selector Tool (on page 23). You can put this rectangle behind all other objects as a background image, by pressing "Ctrl + B" for 'Put to back'. Alternatively if it's in front of all other objects ("Ctrl + F") then you can right click on it and select **REPEL TEXT UNDER** to make the text on your page repel around the outside of this shape (another Web Designer Premium first for any web authoring tool.)

## Fill Tool



You can easily put a graduated color fill onto a shape using this tool (and a lot more besides). Select the tool and just drag across your object.

The fill arrow can be adjusted by dragging the ends to alter the direction, angle and extent of the graduation.

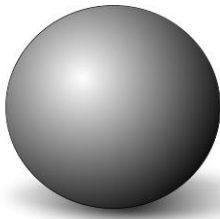


*Rounded rectangle with a graduated fill.*

**Note:** If you drag with the **FILL TOOL** across a grouped item, such as a text panel, then everything in the group takes on the same fill style. To overcome this you must first select just the item you want to fill. You can do this several ways. A single click on the item with the **FILL TOOL** will select just that item, as will a click in the **SELECTOR TOOL** with the "Ctrl" key pressed (this is called 'select inside' because it selects just the one item inside the group). Now when you drag it will fill only the selected object.

To edit the start or color of the fill just drag and drop a color from the color line onto the shape, or you can select the end of the Fill Arrow in the **FILL TOOL** and use the Color Editor ("Ctrl + E").

You can create a multi-stage graduated fill by making sure the fill arrow is visible (select it with the **FILL TOOL**), now just drag a color from the Color Line and carefully drop it on the arrow line where you want the new color. You can now drag this fill point, or select "Ctrl + E" to adjust the color using the Color Editor. There are different fill styles, for example this is a circle with a circular fill.



*The shadow is another ellipse with a graduated color fill and feathered (see below).*

## Transparency Tool



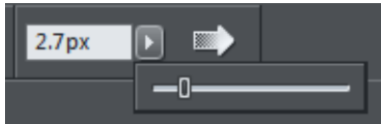
Modern browsers support advanced transparency effects, and so does Web Designer Premium. You can adjust the transparency of any graphic or photo to make it see-through. Try it on your rectangle example. Just select the **TRANSPARENCY TOOL**, and adjust the large slider on the InfoBar.

More than this, Web Designer Premium supports graduated transparency. It works very like the graduated color fill. In the **TRANSPARENCY TOOL** just drag across your shape and you can see the transparency fades. You can adjust the degree of transparency of each end of the fill arrow, by clicking on either end of the arrow, and adjusting the Transparency slider.

Preview this and you'll find this works in your browser as well.

## Feather

This is a graphical term for blending the edges of objects. Web Designer Premium provides a feather control that enables any object, graphics, text or photo to be feathered - giving it a blurred edge that blends with the background. The Feather control is not a tool on the left, but one of the controls on the top bar. Try it on your rectangle shape. Select the shape and then click this Feather control on the right of the top bar.



The shadow below the ball drawing above has a feathered edge. Combining all of these controls you can very quickly produce amazing layered graphics for your design, all directly in Web Designer Premium without needing any other graphics tools.

Ut adipiscing veniam aute occaecat. Sit commodo quis sunt dui. Lorem non occaecat, ut in veniam tempor nisi do enim dolore veniam ea. Proident sed cillum, ullamco in aliquip, tempor anim.

Dolor voluptate dolore ut in, lorem sed ullamco culpa cillum dolore magna ex ea commodo, fugiat veniam.

This is an example of a rounded rectangle with grad color, grad transparency and feathered edges with some text placed on top of it.

This has a graduated color fill, light to dark green going left to right. It also has a vertical graduated transparency fading from top to bottom. The feather gives it a soft edge. It takes a couple of seconds to create such an image, and it's automatically converted to the right graphic when you save your design.

## Shadow Tool

A very popular graphics effect is to create a soft drop-shadow under a graphic or some text. This serves to lift the object away from the background.



The **SHADOW TOOL** lets you add a soft shadow to any object, text, graphics or photo. Select the **SHADOW TOOL** and just drag on the object. You can adjust the shadow blur and transparency using InfoBar controls.

# Shadow

*Some text with a soft shadow.*

To adjust the position of an existing shadow, go into the **SHADOW TOOL** and drag on the shadow.

## Example Graphics



This button combines many of the features described above - it's drawn by combining just a few feathered shapes, and using graduated transparency (the white reflection effect). The text has a slight soft shadow and the button has a glow shadow. The whole thing is grouped. (You do not need to draw this button as it's provided in the Button category of the **ONLINE CONTENT CATALOG**).

The huge benefit of vector graphics, compared to 'bitmap' graphics created in pixel editing software, is that you can re-color, edit, rotate, and resize the button with no loss of quality. Make it huge and it remains pin sharp:



On top of that you can re-color easily, Just select, click a color and choose the color you want to replace from the list shown in the Color Replacement dialog that appears. And it will even stretch as required - everything in Web Designer Premium remains non-destructive (which means you can always edit it, with no loss of quality).

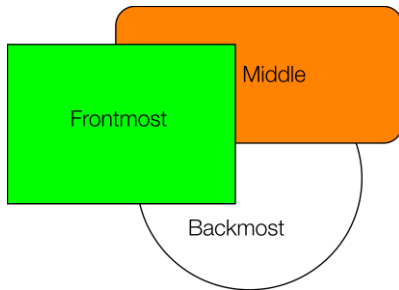


Something that would take skill and time to produce using alternative graphics software, is trivially easy in Web Designer Premium.



## Layers, Mouseover (Rollover) & Pop-ups

As mentioned earlier all objects have a stacking order on the page - from the backmost to the frontmost item.



*These objects are stacked over each other.*

In addition, all items can be placed into named layers. Each layer can have any number of objects, and has the ability to be turned on or off. When the layer is turned off all objects on that layer become invisible.



The layers are controlled from the **PAGE & LAYER GALLERY** in the Galleries bar.

In Web Designer Premium layers are used to provide mouseover (sometimes called rollover) features on your website. These include highlighting buttons (they highlight when you move the mouse over them) and also other pop-up effects such as text panels containing a detailed product description.

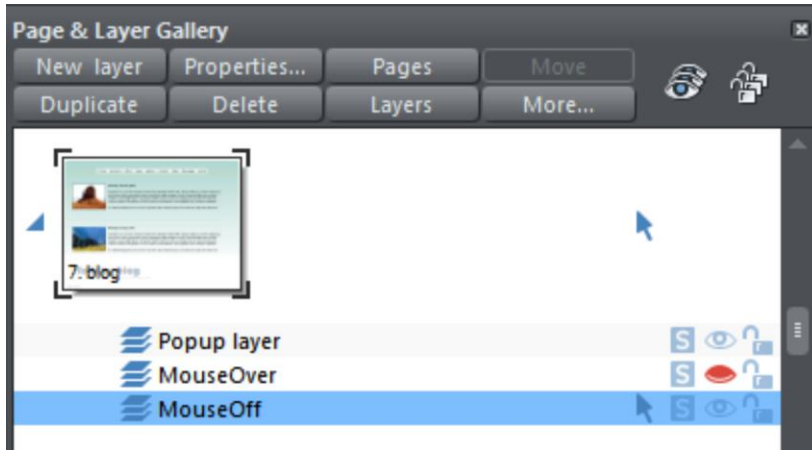
### Mouseover Effects

There are several types of mouseover effect you can control. Firstly the one used by mouseover buttons, where any object with a web address can display an overlapping graphic object that appears on a layer called **MOUSEOVER**. See below for more detail.

There also is a more powerful mouseover ability where you can make the contents of any layer appear as your mouseover, or click any object on your page. This pop-up layer can contain text, graphics, photos or any combination of these things. More below. You can also add a wide range of animations effects see Mouse over properties for more details.

## The MouseOff and MouseOver Layers

All the main objects on your website are placed on the bottom layer, usually called **MOUSEOFF**. Buttons that highlight when you move the mouse over them on the web page have an alternative graphic on the layer called **MOUSEOVER**.



If you open the **PAGE & LAYER GALLERY** you can show or hide any layer by checking or un-checking the visibility icon (the eye symbol). This is a way of showing what your MouseOver elements will look like on your page.

The current layer is always indicated with an arrow in the **PAGE & LAYER GALLERY** - the MouseOff layer in the above diagram - and this is the layer that all new objects are drawn on. To place objects on any other layers just click the required layer in the **PAGE & LAYER GALLERY**, ensure the eye and the lock icon are open for that layer.

**Note:** The MouseOver layer must always be above, that is on top of, the MouseOff layer, as shown in the above example.

To edit the objects on a layer both the 'eye' and 'lock' icons have to be open - this means you can see and edit the layer (as shown above in the MouseOff layer).

## Mouseover (Rollover) Buttons

Almost all the ready-made buttons from the **ONLINE CONTENT CATALOG** have a mouseover effect in Web Designer Premium. These are created by having two versions of each button, the main one on the MouseOff layer and a 'highlight' one on the MouseOver layer.

Normally you do not need to know or care about this because both buttons behave as one - the changes you make to one, such as editing the label text, are reflected on the other version. If you move, drag or resize a button on the MouseOff layer, the other version on the MouseOver layer will change as well, even if you can't see it. This is done using Soft Groups (on page 120).

## Layer ordering in website documents

If your website document has mouseover effects, popup layers and perhaps even mouseover effects on those popup layers, there are some important rules you need to follow in terms of how you order the layers in your document. If you don't follow these ordering rules, you may find that some of the effects don't work.

Considering the layers in turn from background to foreground (which is working upwards in the **PAGE & LAYER GALLERY**), first you must have all the static layers. These are layers which are always visible and are not used as popups. In most designs there will only be one – the "MouseOff" layer. But some designs may have several, in which case they must be the first layers in the layer stack.

Next comes the MouseOver layer, if there are mouseover effects on the static layer(s). This contains the mouseover states for all your mouseover buttons. This must be followed by the "MouseDown" layer, if you have mousedown effects on the static layer(s).

Next you may have a popup layer. If the objects on this popup layer have mouseover effects, then the next layer following the popup layer must be the layer holding those effects. It must have a name that begins with "MouseOver", E.g. "MouseOverPopup1". And then if the popup layer also has mousedown effects, a layer whose name begins with "MouseDown" must follow containing those effects.

Then you can have another popup layer, followed again by any mouseover and mousedown layers for that popup layer. And so on - you can have as many popup layers as you like.

So to summarise the above, in general the layer ordering needs to be as indicated by the following list, which is shown in the same order as displayed by the **PAGE & LAYER GALLERY** (foreground to background). All layers are optional and the layer names can be anything you like, except for the characters shown in **Bold**, which identify the special mouseover and mousedown layers.


```
MouseDown popup n
MouseOver popup n
PopUp layer n
...
MouseDown popup 1
MouseOver popup 1
PopUp layer 1
MouseDown
MouseOver
Static layer n
...
Static layer 2
MouseOff
```

Note that you only need to be concerned with these ordering rules if you are building complex pages with multiple popup effects! If you are just using the template designs

provided in the **ONLINE CONTENT CATALOG**, you should not have any problems with layer ordering on your website.

### Moving Objects Between Layers

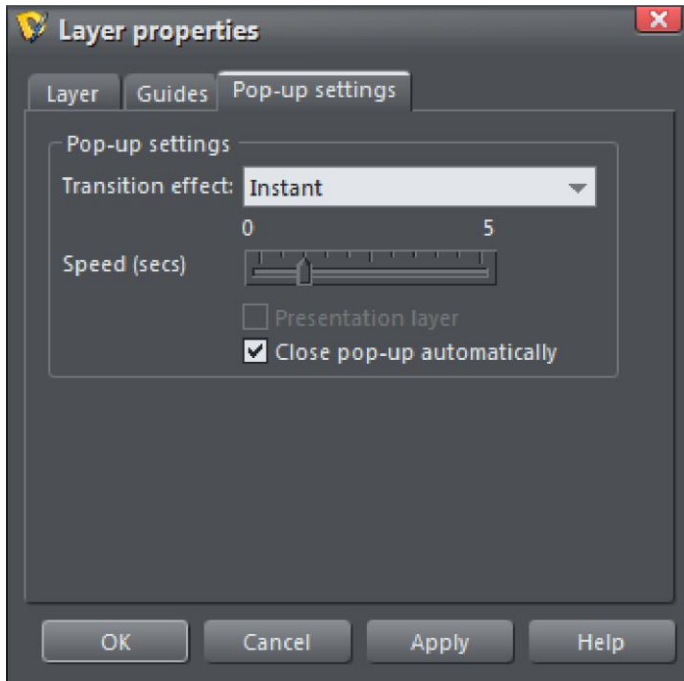
There are several ways to move objects between layers. First select the object or objects you want to move, then;

- **CUT** the object ("Ctrl + X" or right click and **CUT**). Ensure the target layer is the current layer (shown with , click the layer if it's not) and then right click and choose **PASTE** or **PASTE IN PLACE**. Note that if you cut or copy multiple items that are on different layers, the layer structure is preserved when you paste. Items are pasted to the same layer they were copied/cut from, instead of being pasted to the current layer. If you want to paste all such items to the current layer, ignoring the layer structure, use the **PASTE IN CURRENT LAYER** option instead. If you want to retain layer structure, choose **PASTE IN PLACE IN CURRENT LAYER**. These paste options are also in the clipboard fly-out bar on the top bar, as well as the **EDIT** menu.
- Right click and choose **ARRANGE** then **MOVE TO LAYER IN FRONT / MOVE TO LAYER BEHIND** to shift the selected objects one layer up or down.
- Ensure the target layer is selected as current, then find the selected item in the **PAGE & LAYER GALLERY** (click the **LOCATE** button), right click and select **MOVE TO CURRENT LAYER**.

### Applying settings to popup layers

You can apply a transition to a popup layer to control how the layer appears, as well as choosing how the popup layer closes.

1. Click the layer in the **PAGE & LAYER GALLERY** and click the **PROPERTIES** button at the top of the gallery.
2. Click the **POP-UP SETTINGS** tab of the Layer properties dialog.
3. Choose an effect from the **TRANSITION EFFECT** drop-down list and move the slider to set a speed for the transition in seconds.
4. Choose how you want the popup layer to close using the check box. Leave it unchecked if you want the popup layer to stay open until you close it manually, or else check the box if you want it to close automatically when you click on another part of the webpage.
5. Click **APPLY**.

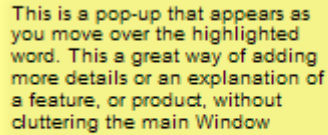


**Note:** The mouseover layer appears and disappears as you move the mouse pointer on and off the triggering object. If you use a click method to display the layer (from the Link dialog), then the layer is revealed by a click on the object, and is hidden when you click anywhere else on the page (or when you click on the pop-up layer's close button if you have turned off the "Close pop-up automatically" option shown above).

## Pop-up Layers

A more powerful alternative allows you to display the contents of any layer as a result of mousing over, or clicking, any object. This can be used for a range of different pop-up effects such as pop-up photos, menus or detailed object descriptions.

To do this, place all the objects you want to pop-up on a new layer (in the **PAGE & LAYER GALLERY** click **NEW LAYER** while you have a layer selected - don't use the MouseOver layer), then set the Mouseover property (**MOUSE-OVER** tab of the Web Animation dialog) of the original object to trigger the display of this layer when you mouseover any other object. For example you can make a pop-up, like this, appear as you mouse over some text:



This is a pop-up that appears as you move over the highlighted word. This a great way of adding more details or an explanation of a feature, or product, without cluttering the main Window

This is some text with a [pop-up](#) on some highlighted text



Here are the steps to create a pop-up text block like this:

1. Click **NEW LAYER** in the **PAGE & LAYER GALLERY**, while you have a layer selected, to create a new layer.
2. Draw a rounded rectangle with the **RECTANGLE TOOL**, click a (pale) color patch on the **COLOR LINE** to give it a fill color. For good measure give it a soft shadow (select the **SHADOW TOOL** and just drag on the rectangle).
3. Create a block of text on top of your rectangle. Select the **TEXT TOOL** and drag diagonally across the rectangle. Type your text. You probably want to hide the pop-up layer now, so just un-check the 'eye' checkbox of your new layer.
4. Back on the base (MouseOff) layer (click it in the **PAGE & LAYER GALLERY** to set this as current layer) now select the text you want to trigger the pop-up, using the usual method (in the Text tool). Then open the Web Animation dialog (right click and choose **WEB ANIMATION...**) and on the **MOUSE-OVER** tab select the new layer from the **SHOW POP-UP LAYER** drop-down menu. Click **OK**.
5. Preview and test your mouseover effect.

If you want the pop-up to only appear when you click, then select the **SHOW POP-UP LAYER** option on the **LINK** tab of the Web Properties dialog (on page 270) instead.

**Note:** The mouseover layer appears and disappears as you move the mouse pointer on and off the triggering object. If you use a click method to display the layer, then the layer is revealed by a click on the object, and is hidden when you click anywhere else on the page.

## Pop-up Photos

There is a second, easier, way of showing enlarged photos from thumbnails, that does not involve creating new layers. See the Photo section (on page 38) earlier in this chapter. This method is better for when you have large pop-up photos as the pop-up photos are not loaded until the thumbnail image is clicked.

## Publishing Your Website

To get your website onto the internet instantly, you can either publish it to Xara Hosting, which includes a free hosting service, or to any other web space. Publishing to Xara Hosting is simplest because it's integrated into Web Designer Premium.

Choose "FILE">"PUBLISH" website. Then either sign into Xara Hosting, or press the **PUBLISH TO ALTERNATIVE WEB HOST** link.

### Xara Hosting

Press the **REGISTER** button if you don't have a Xara Hosting account already – registration is free, quick and easy. Sign in with your email and password – click **KEEP ME SIGNED IN** to avoid having to sign in again in future Web Designer Premium sessions.

When the Xara Hosting publish dialog appears, just click the **PUBLISH** button to put your website at the root of your web space, or enter a sub-folder name first if you want to publish multiple sites. To get a different website address, press the **NEW WEB ADDRESS** button.

### Other web host

Enter the FTP details for your web hosting space – these details should be provided by your web hosting company.

You need:-

- Host address
- Username
- Password
- Sub-folder
- URL of published website

See the main Website publishing (on page 315) section for more detail.

### Transferring data

1. After you have clicked **EXPORT** (or **PUBLISH**), Web Designer Premium displays a small window that shows the progress of data transmission and tells you when the publish is complete. If you entered your website's URL with the FTP details then you can go straight to it from this location.
2. Alternatively, as soon as the transfer is finished, you can open a browser window and navigate to the URL of your published website.

**Note:** If you entered a sub-folder in the Publish tab of the Web Properties dialog, your website is saved there.

**Note:** Many web servers use case-sensitive filenames. So, for example, the web address `xara.com/products.htm` is not the same thing as `xara.com/Products.htm`. To reduce confusion and the likelihood of errors Web Designer Premium enforces that all page names are all lower-case and contain only allowable characters. This means that spaces are not allowed in page names. We suggest using an underscore as an alternative separator.

## Document handling

### Starting a new document

Primarily, there are four different types of documents in Xara Web Designer Premium, i.e. web page, presentation, photo and animation.

To start a new document choose "FILE" > "NEW"

This opens a sub menu with several pre-defined template documents to start from. The first template is the default and is used to create a new document after starting Xara Web Designer Premium. The Animation template is the default template for animation documents.



The **NEW DOCUMENT** button on the Standard control bar creates a new document using the default template (shortcut "Ctrl + N").

You can save your own templates with the "FILE" > "SAVE TEMPLATE" command – see "Changing the template document (on page 479)" for details.

### Opening an existing document

To open an existing document:

- Drag & drop a file. Select the file in Windows Explorer or on your desktop, and drag it over an existing open document to import it into that document, or any other part of the Web Designer Premium window to open the document.
- Or double click a Web Designer Premium file.
- Or to open a recently used file, select it from "FILE" > "OPEN RECENT"
- Or select "FILE" > "OPEN" (shortcut "Ctrl + O").
- Or click the **OPEN** button on the standard control bar.



The open dialog will be displayed. The dialog allows multiple file selection, "Ctrl + click" to select several files or "Shift + click" to select a range of files.



As in Explorer windows, you can switch the file display to a detailed or thumbnail view with this button

If **SHOW PREVIEW** in the upper right corner is checked, the selected file is shown in an even bigger preview (this does not work for a multiple file selection).

### Online editing in the Cloud

Web Designer Premium can now sync files via Dropbox and Google Drive. These services provide free file storage in the Cloud, and a small desktop utility that can be installed on your PC that will automatically sync files saved on your hard disk to the cloud.



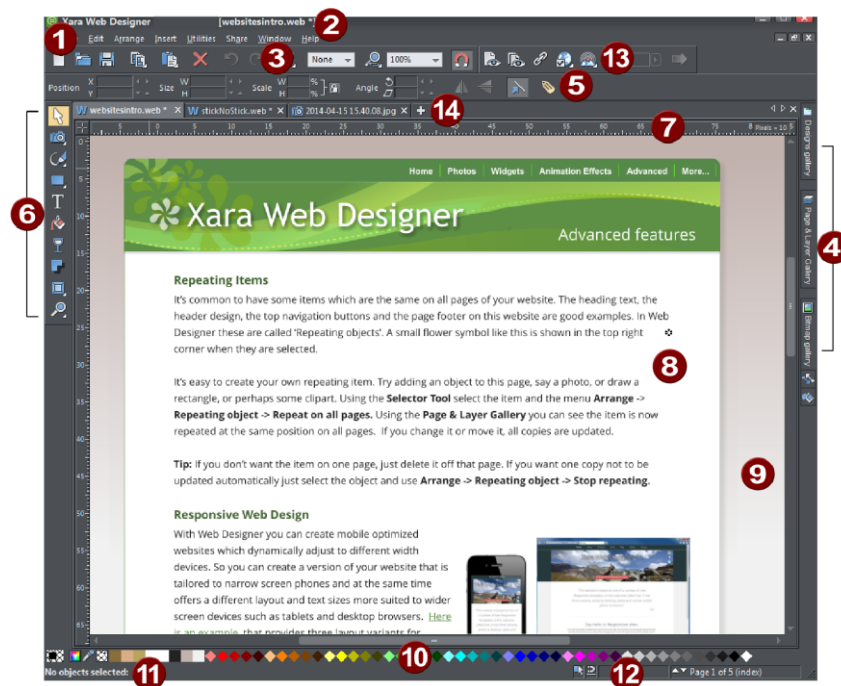
Web Designer Premium will notice if files have changed, and will automatically reload updated files. It means that you can have the same file open on multiple computers, and if you make an edit, and save the file, then it will be updated in Web Designer Premium on the other computers. Further, using cloud based file sharing, you can share the file with someone else, and whenever they edit the file and save, your version will be updated, and vice versa.

This does not solve the problem of edit clashes. So if you edit the file and at the same time someone else edits the same file, then Web Designer Premium will tell you there has been an edit and give you the choice of opening the updated file in a new document.

For more details see the quick start guide for Xara Online Designer here <http://kovemi.xara.hosting/XOLDesigner-Intro/>

Xara Online Designer, Online editing, Online, Document sync, Dropbox sync, cloud.xara

## The Xara Web Designer Premium window



- 1 Title bar
- 2 File name for currently displayed file
- 3 Standard button bar
- 4 Galleries bar
- 5 InfoBar
- 6 Toolbars
- 7 Rulers
- 8 Page
- 9 Pasteboard background
- 10 Color line
- 11 Status line
- 12 Live drag / snapped indicators
- 13 Web toolbar
- 14 Document tabs for every open file

The Web Designer Premium window is similar to a conventional sheet of paper on a drawing board or easel. The white rectangle represents the sheet of paper (the spread or page). The pale border is the pasteboard background.

You can change the size of the page by right clicking it and choosing **PAGE OPTIONS**, then click the **PAGE SIZE** (on page 487) tab.

### Selected document and title bar

You can have more than one file open at a time in Web Designer Premium, which displays all open documents as tabs at the top of the workspace.

The current document is displayed in the workspace and its name is highlighted gray in the document tabs. Right click on a document tab for a menu of document operations. The current document type is indicated in the top left corner of the Web Designer Premium window, next to the menu options. The current document receives all input. Any unsaved changes in a document are indicated with a star after the file name.



*Document tabs show all open documents, with the current document tab highlighted gray.*

### Control bars

These contain buttons that you can use to operate Web Designer Premium. You can customize control bars in several ways, such as re-ordering, creating, and hiding bars.

The default window shows the standard button bar with commonly used buttons:



You can customize the standard control bar in the same way as other control bars.

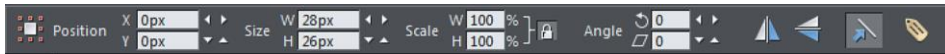
Those icons with a triangle indicator in the bottom right corner have "fly-out bars" on them. Hold the mouse pointer over these icons and you'll see the fly-out bar appear, with more icons.

For information on customizing control bars, refer to "Customizing Web Designer Premium (on page 489)".

## InfoBar

This is a special control bar. Its contents change when you select different tools. InfoBars specific to certain tools are described in their relevant chapters.

You cannot customize the InfoBar.



*The InfoBar for the Selector Tool*

## Main toolbar



This is a control bar that initially contains all the tools available in Web Designer Premium (see left). You can customize the toolbar, or move tools to other control bars.

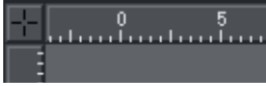
Some of the toolbar icons have a small triangle indicator in the bottom right corner. This indicates that there is a flyout bar containing more tool icons. Hold your mouse pointer over the icon to see the flyout bar appear.



You can then move the mouse pointer over each icon in the bar to see a tooltip indicating what each one does. Click on a tool to select it (some tools have keyboard shortcuts, too).

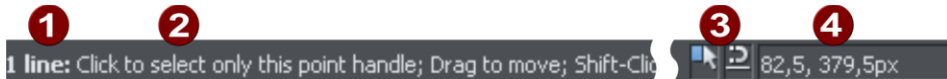
For information on customizing control bars, refer to "Customizing Web Designer Premium (on page 489)".

## Rulers



You can hide the rulers, change their zero point (origin), and use them to create guidelines. For more information, see [Rulers](#) (on page 80).

## The status line



- 1 Selected objects
- 2 Available options
- 3 Indicators
- 4 Mouse pointer X-Y

This appears at the bottom of the window. The status line tells you about the selected objects, available options, live drag/snapping indicators, and the X/Y position of the pointer.

## The indicators

These appear on the right of the status line:



### Live drag indicator

This indicator shows whether live drag is active or not (it is active by default). Double click the indicator to toggle live drag on/off. When active, if you reposition, resize, or rotate an object, the whole object moves (not just an outline), making it far easier to judge the effect of your edits in real time. Drawing in the **FREEHAND**, **STRAIGHT LINE**, **QUICKSHAPE**, **RECTANGLE** and **ELLIPSE TOOLS** (on page 158) is also live with this option on. If your computer is unable to cope with a particularly complex document, it will automatically turn active drag off to ensure editing remains fast and efficient.



### Snapped indicator



This indicator is active when **SNAP TO OBJECTS** is enabled. Click the **SNAP TO OBJECTS** button (shown left) to toggle off and on. Snap to objects allows you to see potential snapping paths and points relative to other objects and the page center and edges by showing blue snapping lines for snapping paths and red dots for points as you drag an object. For more information on snapping, refer to "Object Handling (on page 93)".

## X/Y co-ordinates

Web Designer Premium shows measurements relative to the bottom left corner of the page area or spread. However, this is configurable. For more information refer to **OBJECT HANDLING** (on page 93).

## Normal/full screen modes

In normal screen mode part of the window is occupied by the title bar, menu bar, and scroll bars. This can be inconvenient if you want the maximum possible editing area. Web Designer Premium has a second screen mode, fullscreen, which displays a more streamlined screen. You can configure each screen mode as you wish. For example, each can have its own configuration of the control bars. The configuration is remembered and applies whenever you swap between screen modes.

Normal/full screen is controlled by "**WINDOW**" > "**FULL SCREEN**" or right click and choose **FULL SCREEN** ("8" on the numeric keypad toggles between the two displays).

To display the menu bar in full screen mode, move the pointer to the top of the screen.

## Opening a second window

You may want to open a second window onto the same document to:

- Get an enlarged or reduced view of the document;
- Show another part of the document;
- Have two views of the same area at different quality settings (quality settings are described later.)

Choose "**WINDOW**" > "**NEW VIEW**" to open another window. You can have several windows open on the same document. Additionally, **Ctrl+Tab** will allow you to flick between windows.

## Selecting which window to display

Each window that you have currently open is displayed as a tab below the InfoBar. Click on a tab to display the window or click on the **WINDOW** menu and choose a window name at the bottom.

## Ordering multiple windows

"**WINDOW**" > "**ARRANGE VIEWS**" helps you organize multiple windows. Each window has its own title bar but no control bars. Click on a window to make it the current window. Pressing "Ctrl + F6" steps through the windows in sequence.

**ARRANGE VIEWS** displays the windows arranged vertically or, for more than three windows, as tiles.

## Minimizing multiple windows

Minimizing one of several windows displays an icon on the background of the main Web Designer Premium window. Double click the icon to reopen the window.

## Changing the zoom value

It's often useful to enlarge your view of the document to examine details or reduce your view to get an overall impression. Scalings above 100% show an enlarged view (similar

to looking through a magnifying glass); below 100% a reduced view. The only change is your view of the document; the size of the document itself and the objects in it are unchanged (changing the document size is described later). To change the zoom value you can use either the **ZOOMTOOL**, mouse, or control bars.

Some shortcuts are available for quick setting of zoom values: The plain numeric keys (1, 2, 3, 4) set the zoom to between 100% and 400%. The number 5 key sets it to 50%.

### Using the Zoom Tool



To zoom:

- Select the **ZOOM TOOL** from the **MAIN TOOLBAR**.
- Or press "Alt + Z" to toggle between the current tool and the **ZOOMTOOL**.
- Or press and hold down "Alt + Z" to temporarily swap to the **ZOOMTOOL** (release "Alt + Z" to return to the previous tool).
- Or press "Shift + F7" to select the **ZOOMTOOL**.

### Changing the zoom value using the mouse

If you have a mouse wheel:

- Hold "Ctrl" and scroll your mouse wheel to change the zoom level.

You can also configure a mouse button to zoom in or out. Furthermore, you can change the mouse wheel action between scrolling and zooming in "**UTILITIES**" > "**OPTIONS**" > "**MOUSE TAB (ON PAGE 485)**" or right click and choose "**PAGE OPTIONS**" > "**MOUSE**" tab. The opposite action is available then by pressing "Ctrl".

Alternatively, select the **ZOOMTOOL**, and

- Click to zoom in (enlarge).
- "Shift + click" to reduce the zoom value (to see more of the document).
- Drag the mouse diagonally to create a rectangle. When you release the mouse button, the area within the rectangle is enlarged to fit the window.

### Changing the zoom using the zoom InfoBar/control bar

There is a flyout bar on the standard toolbar which gives you quick access to zoom functions, without having to go into the **ZOOM TOOL**. There is also a flyout bar on the **ZOOM TOOL** icon on the main toolbar.



Hold the mouse pointer over the zoom icon on the standard toolbar to see the flyout bar.

To change the zoom:



Shortcut "Ctrl + R". Click the **PREVIOUS ZOOM** button. This is the zoom value before the current setting. Using this button lets you flip zoom in and out on the document. This is useful for switching between examining an area in detail and an overall view. The previous zoom value is stored for each window. You can swap between windows and the previous zoom values are retained.



Shortcut "1". Click the **Zoom to 100%** button. The zoom factor is changed to 100%.



Shortcut "Ctrl + Shift + J". Click the **ZOOM TO DRAWING** button. The window shows all the objects in the document.



Shortcut "Ctrl + Shift + P". Click the **ZOOM TO PAGE** button. The window shows the entire page or pair of pages.



Shortcut "Ctrl + Shift + Z". Click the **ZOOM TO SELECTION** button. The selected object or objects fill the window.



Type a value into the text box. Press "↵" to implement the change, or select preset zoom values including those above (page, drawing, selected, previous) in the drop-down menu.

## Sliding the document within the window

The quickest and easiest way to move around the document is to use the middle mouse button (normally the mouse wheel) if you have one. Click and hold the middle button down and then move the mouse. Release the button to return to your previous tool.

To move the document within the window you can also:

- Use the scroll bars and arrows at the side of the window.
- Use the mouse wheel to scroll the document up and down ("Shift + mouse wheel" for left and right)



- Or select the **PUSHTOOL** from the main toolbar ("H").
- Or press the space bar or "Alt + X" to toggle between the current tool and the **PUSHTOOL**.
- Or press and hold down the space bar or "Alt + X" to temporarily switch to the **PUSHTOOL** (release key(s) to return to the previous tool). You can then use the mouse to drag the document around in the window.

The **PUSHTOOL** InfoBar is the same as the **ZOOMTOOL** InfoBar (described above).

Displaying the scroll bars is optional. Choose "**WINDOW**" > "**BARS**" > "**SCROLLBARS**" to turn them off.

You can change the mouse wheel action between scrolling and zooming in "**UTILITIES**" > "**OPTIONS**" > "**MOUSE**" or right click and choose "**PAGE OPTIONS**" > "**MOUSE**". The opposite action is available then by pressing "Ctrl".

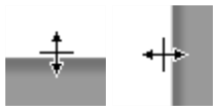
## Changing the page size

When you open a new Web Designer Premium document, the page size is 760 x 700 pixels (SVA web page). However, you can change the page size if required, e.g. to support other screen resolutions such as VGA.

1. Choose Menu "**UTILITIES**" > "**OPTIONS**" or right click a page and choose "**PAGE OPTIONS**".
2. If necessary, click the **PAGE SIZE** tab.
3. Choose the required page size.

If you select **CUSTOM** in the size selector, you can set a custom width and height in the fields below it.

Every page in the document (exported website) can have a different size. With the option **ALL PAGES IN WEBSITE THE SAME SIZE** you will set the page size to the same value for all pages in the document.



You can resize the height and width of the page by dragging the lower and right border of the page with the selector tool. If you use this method you will be prompted to choose whether the change should apply to all the pages in the document or website, or just the current one.

## Multiple pages in the document

A Xara Web Designer Premium document can have multiple pages. Each page is exported to a separate HTML page and so each document in Xara Web Designer Premium corresponds to a website.

By default when you open or create a new web document, Web Designer Premium shows only one page. Print documents however are displayed in multiple page view by default. Right click a page or its pasteboard and select/deselect **MULTIPLE PAGE VIEW** to toggle between display modes.

### The current page

If you click a page in a multi-page document it will become the current page.





The current page is relevant when inserting, duplicating, or moving pages as described in the following sections.

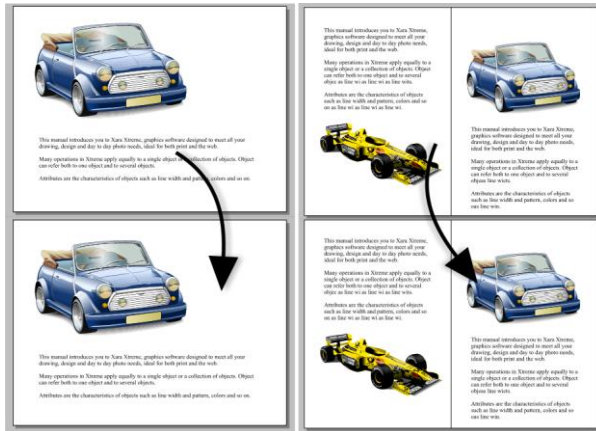
The current page in the document is shown by indicators on the page's corners.

## Inserting pages into your document

Right click a page and choose **NEW PAGE** or **NEW DOUBLE PAGE SPREAD**. A new blank page is inserted after the page.

or

Right click a page and choose **DUPLICATE CURRENT PAGE**. A duplicate of the current page is inserted after the page.



The new page will be the same as the original page, including its size and orientation, and will include all its content so that you can use it as a template for new content.

You can also use the Menu items under "EDIT" > "PAGES"

In addition, the standard toolbar has a flyout bar which allows you to add, duplicate and delete pages quickly.



Hold the mouse pointer over each icon in the bar to see a tooltip for each available operation. You can add a new blank page, duplicate the current page or delete the current page.

## Copying and pasting pages

You can copy and paste whole pages in the current document or paste pages to another document. This copies the page dimensions, layers and other page attributes in addition to all the objects on the page.

To copy the current page, clear any current selection by pressing Esc or by clicking on

an empty part of the page or pasteboard. The status line says "No objects selected". Right click an empty part of a page and choose **COPY PAGE** (or press "Ctrl + C").

When you paste a copied page, it is added immediately following the current page. To paste use "Ctrl + V" or right click the page and choose **PASTE > PAGE** from the context menu.

**Note:** If the document into which you paste a page has the **ALL PAGES IN DOCUMENT THE SAME** option enabled in **FILE > PAGE OPTIONS**, the dimensions of the pasted page will be overridden by the page dimensions of the document. So the new page will be given the same dimensions as all the other pages in the document.

### Moving pages within the document

The easiest way to change the order of the pages in your document is to just drag on the page thumbnails in the Page & Layer gallery (which is docked on the right by default). You can also select more than one page at a time and drag to re-order.

Alternatively to move the current page:

- Choose "EDIT" > "PAGES" > "MOVE PAGE UP" or right click and choose **MOVE PAGE UP** to swap the current page with the one previous to it.
- Choose "EDIT" > "PAGES" > "MOVE PAGE DOWN" or right click and choose **MOVE PAGE DOWN** to swap the current page with the one after it.

These menu options will be grayed out if you are on the first or the last page of the document respectively.

### Removing pages from your document

To delete the current page from your document right click and choose **DELETE CURRENT PAGE** or select "EDIT" > "PAGES" > "DELETE CURRENT PAGE". The current page and all its content will be deleted. Or select one or more pages in the Page & Layer Gallery and press the Delete button or Delete key.

### Navigating between pages

As well as the usual methods of moving through your document (such as scrollbars and the mouse wheel), there are also some other ways to navigate through the pages:

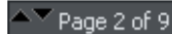
**Page up:** Moves up the document. The amount moved depends on your zoom level. The further you are zoomed out the bigger the move.

**Ctrl + Page up:** Go to and center on the previous page.

**Page down:** Moves down the document. The amount moved depends on your zoom level. The further you are zoomed out the greater the move.

**Ctrl + Page down:** Go to and center on the next page.

Or click the up or down arrow on the status line:



The status line is also useful for knowing what page(s) you are currently viewing.

**Note:** All of these movements are relative to the page you are viewing, not the current page.

## Page & Layer Gallery

You can also use the **PAGE & LAYER GALLERY** to conveniently manage the pages in your document. It allows you to view, add, duplicate, delete, re-order pages all from a single view. For more information see **PAGE & LAYER GALLERY** (on page 418).

## Saving the document

This section covers saving in Web Designer Premium's own format (native format). Refer to Importing and Exporting (on page 457) for details of exporting in other formats.

We recommend that you always save documents regularly. A complicated document may represent many hours of work and power failures or computer crashes always happen at just the wrong moment. Make sure you have the automatic backup facility turned on, so that regular backups are taken of your open documents as you work. See the Automatic Backups (on page 77) section below for details.

### Save option (on the File menu)



("Ctrl + S", or click the **SAVE** button on the standard control bar.)

This provides a quick way to save a document using the same file name. The option is disabled unless the document has unsaved changes, i.e. you have made changes, but haven't saved them yet.

For a new document that has not been saved, this option acts like "Save as" (described below).

### Save as (on the File menu)

This opens a dialog box letting you save the document under a different name or to a different directory. This option is useful for making backups of Web Designer Premium documents.

### Save all (on the File menu)

This acts like a series of **SAVE** or **SAVE AS** commands to save all currently open files.

## Support folders

Some documents which are used to create websites need to reference external files which cannot be embedded in the .xar design file. For example you may have a Flash (.swf) file which is used on your website and so you'll want to keep that file with the design file because you can't export a fully working website from the design file without also having the Flash file.

So Xara Web Designer Premium uses an optional "support folder" right alongside the design file to hold these important external files.

### Support folder naming

The design file and its corresponding support folder are tied together by their names. The support folder for "mySite.xar" is always "mySite\_xar\_files". This naming convention makes it obvious which support folder belongs to which design file. So if you rename, copy or move a design file, always remember to do the same to the corresponding support folder, if it exists! And if you send a design file to someone else, send any support files folder along with it.

If you load a design that has a support folder, and then subsequently do a **SAVE AS** to save another copy of that design, Xara Web Designer Premium will copy the whole support folder too, if there is one.

### Support folder contents

When you use the Placeholder Tab (on page 288) of the Web Properties dialog to insert a reference to an external file into your website design (using the Browse buttons), Xara Web Designer Premium will automatically copy that file into the design's support folder for you. If the support folder doesn't already exist, it will be created.

Note that if you subsequently change a placeholder object to reference a different file, the original file will not be automatically deleted from the support folder. So if a file is no longer needed, you need to remove it manually.

### Exporting websites with support folders

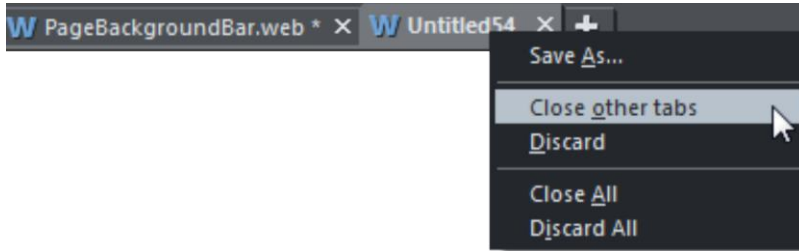
When you export a website document, any files in the corresponding support folder are copied to the folder which contains all the generated images for your website. So if you export "mySite.xar" to "index.htm", then any files in folder "mySite\_xar\_files" are copied into the "index\_htm\_files" folder.

## Closing the document

To close the document:

- Choose "FILE" > "CLOSE".
- Or press "Ctrl + F4", or "Ctrl + W".
- Or click the smaller, lower X of the two in the top right hand corner.

- Or right-click on the document tab to view a context sensitive menu with a series of save and close options for both individual and all open tabs.

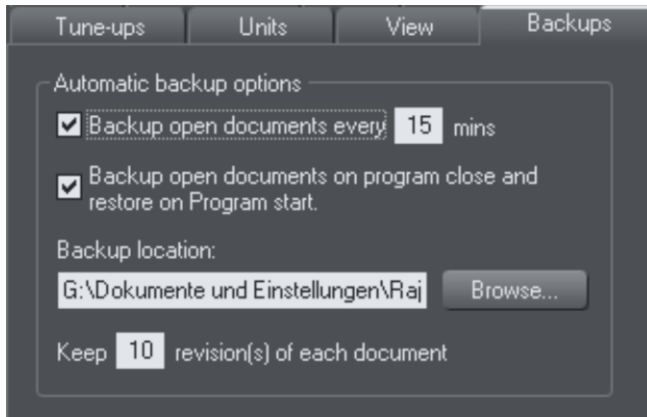


Right-click on a tab to display multiple save and close options.

## Automatic Backups

Xara Web Designer Premium will optionally save regular backup copies of your open documents while you work.

To turn automatic backups on or off, open the "UTILITIES" > "OPTIONS" dialog and choose the **BACKUPS** tab.



### Backup open documents

To turn backups on select this checkbox and choose how often you would like backups to be taken. The suggested period is 10 mins, which means each open document will be backed up if it's more than 10 mins since the last backup of that document was taken (or since the document was created or opened).

Note that once the configured period since the last backup has expired, the next backup is only saved when the program has been idle for at least 15 secs. This is to avoid interrupting your work as much as possible and to avoid backing up the document while it is being actively modified. In normal use it's unlikely that there won't be regular inactive periods of 15 secs or more, allowing a backup to be taken soon after it is due. But note

that if you are actively editing for an extended period of time it could be significantly longer than the configured backup period before the next backup runs.

The Automatic Backup facility does not save modifications to open 'edit inside' sub-documents. Only the parent main document is saved when a scheduled backup runs, in its current state without the unsaved group edits. For this reason it's recommended that you save 'edit inside' edits back to the parent document regularly.

When a backup is taken, you'll see the save progress bar appear at the bottom of the Xara Web Designer Premium window while the save is completed.

### **Backup location**

User the **BROWSE** button if you want to change the folder where your backups are stored.

You can access the backup documents saved here at any time using the "**FILE**" > "**OPEN RECENT**" > "**BACKUPS**" menu option. This opens a file dialog onto your backup folder so that you can browse, open, or delete any of your backup files.

### **Revisions**

By default up to 10 revisions of each design are kept in your backups folder, but you can choose to change this number in the revisions field. Older revisions in excess of the number chosen are deleted automatically. Each backup file is named using the name of the document from which it is taken, suffixed by the date and time at which the backup was taken.

**Warning:** Note that if you have multiple documents that share the same filename in different folders on your computer, their backups will also share the same names in the backups folder. Therefore try and use unique filenames for your designs to avoid the backups of one design overwriting another with the same name.

### **Untitled documents**

Documents that you have created and not saved are backed up using the name "Untitled" followed by a number and the date/time. This name and number corresponds to those shown in the titlebar when you are editing new unsaved documents.

**Warning:** Since all new unsaved documents are named Untitled1, Untitled2, etc. backups of these documents are likely to be overwritten relatively quickly. Therefore you should always save important documents with a unique name of your choice, so that you can easily identify backups of that document in the backups folder.

### **Backup open documents on program close**

The Backups tab in the Options dialog also allows you to turn on **AUTOMATIC BACKUP AND RESTORE**. When this option is on, when you close Xara Web Designer Premium you will not be prompted to save any modified documents that you have open. Instead all open documents are backed up to the backups folder and the program closes. Then

when you next start the program, the same documents are automatically reloaded so that you can continue working where you left off.

Note that if you have any "Edit inside" sub-document views open, these are silently closed and saved back to the main document when the program is closed, and the main document is backed up. The 'edit inside' sub-document views are not re-opened on next program start. See editing inside groups.

### Recovering from abnormal program closures

If you have automatic backups turned on and the program closes abnormally (perhaps due to a power failure for example) the program should detect this when it is next restarted. It will then offer you the chance to restore the most recent backup version of each document that was open at the time of the last backup.

Abnormal closure will not be detected if no automatic backup completed since the last normal program closure.

### Backups on system shut down

If you shut down Windows without first closing the program, all open documents are backed up to the backup folder even if 'Backup open documents on program close' is not turned on. This allows system shutdown to proceed without Xara Web Designer Premium interrupting it by prompting you about unsaved or modified documents. On next program startup you'll be asked whether or not you want to restore the documents that were open at the time of the system shut down.

### Recovering backups

You can access your document backups using the "FILE" > "OPEN RECENT" > "BACKUPS" menu option. This opens a file dialog onto your backup folder so that you can browse, open, or delete any of your backup files. It's a good idea to use this file dialog to clear out any old unwanted backups periodically.

Note that when you load a backup document, it is not automatically associated with the design file from which the backup was taken. It's treated as an independent document in its own right. Therefore if you decide to keep a backup document you should use "FILE" > "SAVE AS" to save it elsewhere with a suitable name.

### On-screen grid

To help you lay out your document, Web Designer Premium can display a grid on the screen (the grid appears only on the screen; it is never exported or printed.) The grid helps you align objects (similar to using graph paper as a drawing aid).

Right click and choose "SHOW GRID/GUIDES" > "SHOW GRID" to turn display of the grid on/off or choose "SNAP TO" > "SNAP TO GRID". You can also choose "WINDOW" > "SNAP TO GRID".

The grid points then act like magnets, and as you move objects, they snap to the nearest grid point. By default web documents have "SNAP TO GRID" on, with a 1 pixel grid.

The type of grid (isometric/rectangular), the 0,0 point (the origin), and spacing of grid points is controlled by the **GRID & RULERS TAB** (on page 484) of the options dialog box. Any changes you make apply only to the selected document.

Magnetic object snapping is also enabled by default in web documents. Object snapping is a very powerful way of accurately aligning lines, points and the edges of objects to any other object so they exactly touch.

You can even use this to align the centers of objects, or align objects to the center of the page, or align them horizontally and vertically anywhere in the middle of the page or edge of the page.



To toggle object snapping, click the **SNAP TO OBJECTS** button or right click and choose "**SNAP TO**" > "**SNAP TO OBJECTS**". You can also choose "**WINDOW**" > "**SNAP TO GRID**".

Refer to Object Handling (on page 93) for details on snapping to grid and snapping to objects.

## Rulers

Rulers are turned off by default. To turn them on:

- Right click and choose "**SHOW GRID/GUIDES**" > "**SHOW RULERS**" to turn display of the grid on/off.
- Press "Ctrl + Shift + R".
- Or select "**WINDOW**" > "**BARS**" > "**SHOW RULERS**".

Web Designer Premium uses rulers to:

- Control text margins, tabs and indents (on page 211) in the **TEXT TOOL**.
- Let you know which part of the page you are viewing;
- Show the current pointer X/Y position;
- Apply guidelines. If "**WINDOW**" > "**SNAP TO GRID**" is active, guidelines snap to divisions on the ruler. For more information on guidelines, refer to the guides & guidelines section in "Object Handling".

As you create or scale objects, you can use the rulers to check their size. You can also more accurately use the **SELECTORTOOL** (see "Selecting objects" for more information).

Rulers are displayed at the left and top of the window. A dotted line on each ruler follows the current pointer position.

The units and number of divisions on the rulers are the same as those set for customizing the on-screen grid. These are set using the Grid & Ruler Tab (on page 484) of the options dialog box. The current units and any scaling factor are displayed on the right hand end of the top ruler.

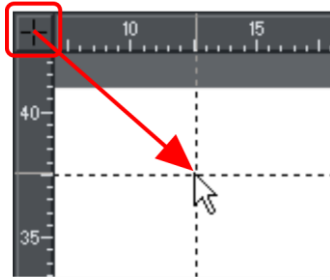


## Displaying/hiding rulers

Right click and choose "SHOW GRID/GUIDES" > "SHOW RULERS" ("Ctrl + Shift + R") to turn rulers on/off. Any change applies to the current window and subsequent windows you open. It does not affect other open windows.

## Changing the ruler zero points

It is often easier to measure objects if you align the origin (0,0) point of the rulers with the object. To move the origin (0,0) point, drag the square at the intersection of the two rulers.



You can drag vertically or horizontally along the rulers or over any part of the Web Designer Premium editing window. As you do, a dotted line will outline the new position.

This also moves the grid origin so that divisions on the ruler always align with the grid.

You can also move the zero point under the **GRID & RULER** tab (on page 484) of the Options dialog.

## View quality

There are five different quality settings available in the "WINDOWS" > "QUALITY" menu, which affect how the document appears in Xara Web Designer Premium:

- Outline only. This is now fully anti-aliased for higher quality screen display.
- Outline with blend steps.
- Full color (no anti-aliasing).
- High quality (full anti-aliasing and image smoothing)
- Very high quality (best anti-aliasing in the industry. New bi-cubic photo display considerably improves the quality of scaled down photos).

**FULL COLOR** shows the document colored, but with anti-aliasing turned off.

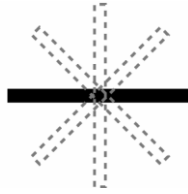
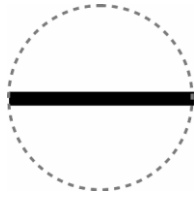
On the **OUTLINE** setting only the outlines of the shapes appear (they are drawn as wire frames). This makes it easier to select objects hidden behind other objects.

The quality setting has no effect on how the document exports or prints, except for bitmap exports which do use the current quality setting.

## The constrain key

The "Ctrl" key has a special function in Web Designer Premium. It constrains the action of the current operation in some way. For example, normally you can rotate an object to

any angle. But in Web Designer Premium, if you hold down "Ctrl" while you rotate an object, the rotation is constrained to a subset of the possible angles. By default the object will rotate only to multiples of 45 degrees plus any rotations where a significant straight edge in the object becomes vertical or horizontal.



The black line on the left can be rotated to any angle within the circle. On the right is the same line, but with "Ctrl" held down it can only be rotated to the positions indicated.

Similarly, constraining a rectangle creates a perfect square and constraining an ellipse creates a perfect circle. Release "Ctrl", and they will not be constrained.

The constrain angle feature is defined in "FILE" > "PAGE OPTIONS" > "GENERAL" > "ANGLE CONSTRAINT (ON PAGE 483)"

## Galleries

Xara Web Designer Premium uses galleries to provide convenient access to libraries of content such as templates, fonts, colors, clip-art, line attributes, and bitmaps/photos. This section of the help gives general information on features which are common to multiple galleries. Individual sections describe features specific to a particular gallery.



*By default the **PAGE & LAYER GALLERY** is open in Pages mode (displaying only pages, not their layers) and docked on the right of the Web Designer Premium window*

- 1 Page & Layer
- 2 Local Designs
- 3 Bitmap
- 4 Lines
- 5 Fill

The **PAGE & LAYER GALLERY** shows you, and allows you to manipulate, the pages in your document and the layers within each page.

The **LOCAL DESIGNS** and **FILL GALLERIES** allow you to choose from different templates and styles provided with Xara Web Designer Premium.

The **BITMAP GALLERY** shows you the bitmaps and photos which are used by all open documents.

Some galleries are described in detail later.

### Displaying a gallery

To display a gallery:

1. Click or hover the mouse pointer over the vertical tab for the gallery to the right of the workspace (the gallery bar). The gallery opens automatically. When you move the mouse pointer away from the gallery, it automatically closes.
2. To keep a gallery open while you work, click the **AUTO HIDE** (pin) button in its top right corner. The **AUTO HIDE** button changes so the pin points downwards to indicate that the gallery is now 'pinned' to the workspace.
3. To close a 'pinned' gallery, see [Closing a Gallery](#) (on page 91).
4. To stop galleries automatically opening on mouse-over, uncheck the **FLY-OUT BAR** option in the "Utilities" > "Galleries" menu.



**Unpinned:** gallery closes when you move the mouse pointer away from the gallery.

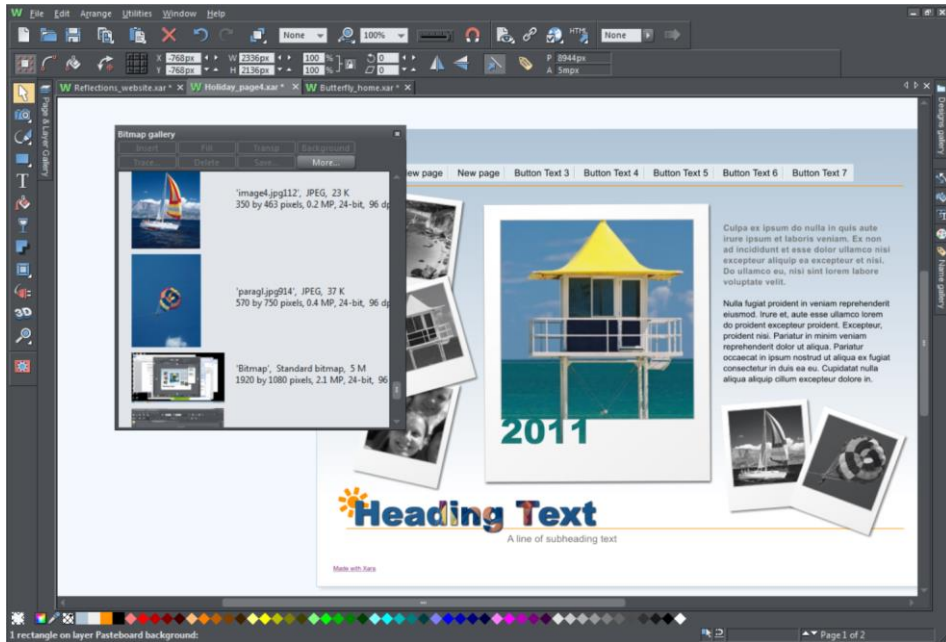


**Pinned:** gallery stays open when you move the mouse pointer away, and can also be moved and docked (on page 85) elsewhere.

**Note:** By default the **LINE** and **FILL GALLERIES** do not display their title, just their individual icons, until they have been opened. Web Designer Premium always displays the title of the last gallery that you have viewed.

## Moving and docking a gallery

You can 'detach' any gallery from the gallery bar and move it to a more convenient location anywhere in the workspace. You can also dock the gallery (or a gallery group, see Grouping Galleries) in the top, bottom, left or right of the workspace.



*You can move a gallery anywhere in the workspace*

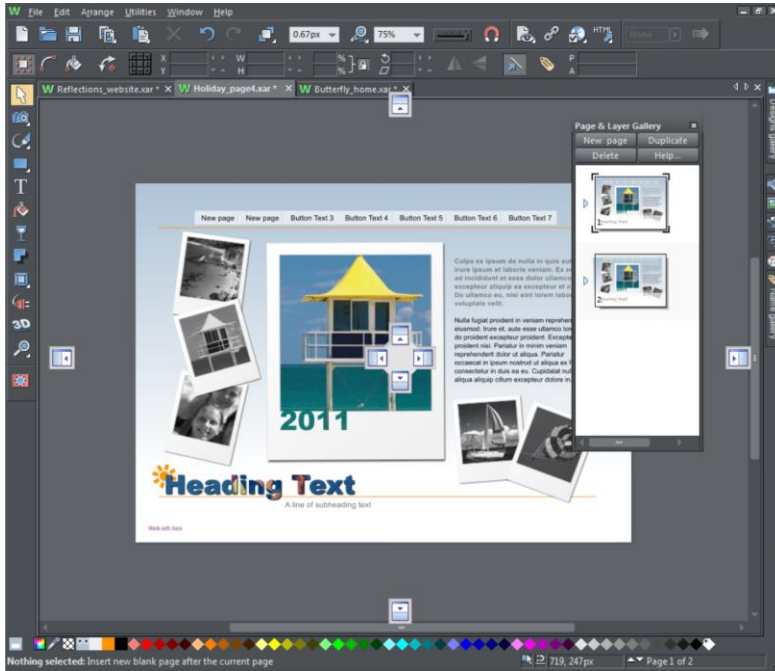
To move a gallery:

1. Open a gallery and click the **AUTO HIDE** button to pin the gallery. The button changes to a downward-pointing pin to indicate that the gallery can be moved and pinned elsewhere.
2. Click and drag on the gallery's title bar to move it around. You can either leave the gallery 'free floating' anywhere in the workspace or dock it in a new location.

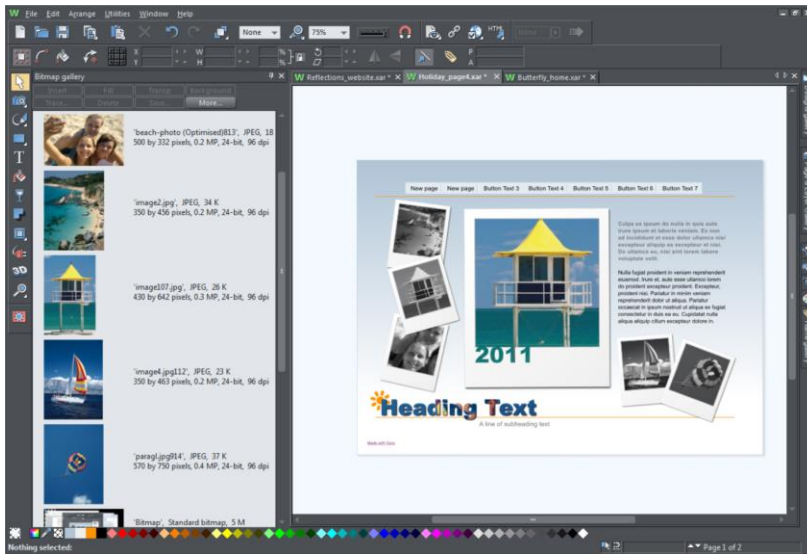
If you move any of the following galleries, the others accompany it as a group. Access an individual gallery by clicking its tab at the bottom of the group or click and drag a gallery tab to move it away from the group.

- Bitmap
- Line
- Fill

When you click and drag on a dockable gallery's title bar, a number of arrows appear on the workspace, indicating where you can dock the gallery.



*Dragging a gallery causes docking arrows to appear in the center, top, bottom, left and right of the workspace. Dock the gallery by dragging it to an arrow.*



*Example of a gallery that has been docked to the left of the workspace*

To dock a gallery:

1. Click and drag the gallery to the arrow pointing towards the location where you want to place the gallery. For example, if you want the gallery at the top of the screen, move it to the upward pointing arrow at the top of the workspace.
2. When the mouse pointer reaches the arrow, a gray transparent box highlights the gallery's new location.
3. Let go of the mouse button to dock the gallery. Now when you close or 'auto hide' the gallery, its tab will be displayed in the new location.
4. Hover over or click its tab to reopen the gallery.

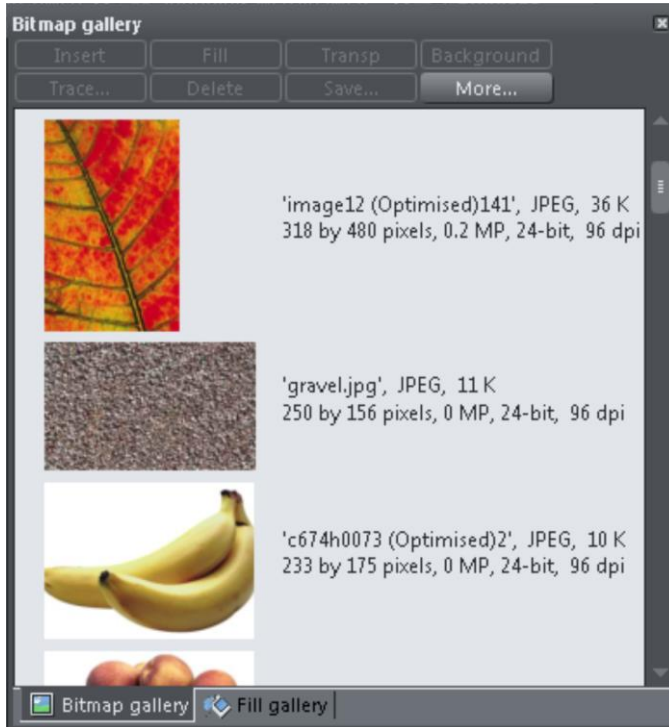
**Note:** To move all galleries back to their default position, choose **CONTROL BARS** from the **WINDOW** menu, click **GALLERIES** then **RESET**.

### Grouping galleries

You can arrange two or more frequently-used galleries so that they are next to each other.

1. To move a second gallery so that it is adjacent to a gallery you have previously docked, click and drag the second gallery to the four arrows in the workspace center.
2. Let go of the mouse when you are over the arrow pointing towards the previously moved (first) gallery. The second gallery docks next to the first.

You can also group galleries and move the whole group to a new location if, for example, you are working primarily with 2 or 3 galleries that you want to be close to each other and easily accessible.



*Example of a gallery group with gallery tabs at the bottom - click and drag to add a gallery to or remove a gallery from the group.*

To group galleries:

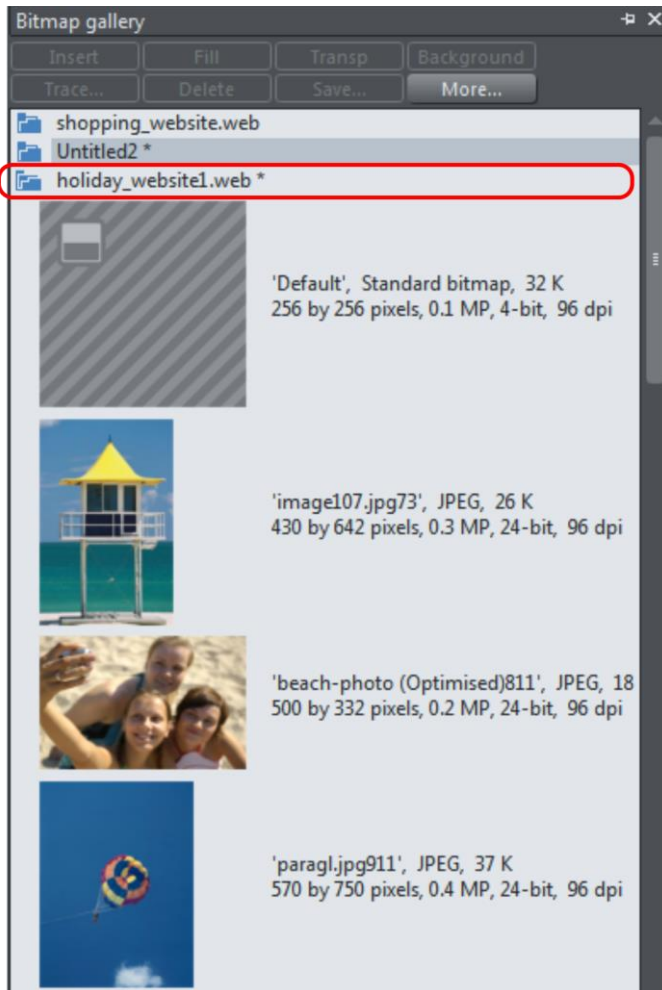
1. Disable the **AUTO HIDE** button (pin) on one of the following galleries: **BITMAP**, **LINE** and **FILL GALLERY**. The gallery is automatically grouped with the other five galleries, displayed as tabs at the bottom of the group.
2. Click a tab and drag to remove a gallery from the group.
3. Click on a tab to open a gallery in the group.
4. To add a gallery to a group, click and drag the gallery over the group. Four docking arrows appear in the center of the group.
5. Drag and drop the gallery into the square in the middle of these arrows and Web Designer Premium adds it to the group and its tab displayed at the bottom of the group.
6. When you dock a gallery group, all galleries within the group are also docked. When you auto hide or close a gallery group, all gallery tabs in the group are displayed in the workspace border nearest to the last docking location.



## Using galleries

To fold or unfold a section in a gallery:

- Click the **FOLD/UNFOLD** icon.
- Or double click the title strip.
- Or right click a section to display a pop-up menu. Select **FOLD/UNFOLD** section. The pop-up menu also has options to scroll to the previous section or next section.



*This illustration shows the gallery is unfolded. Other galleries are similar.*

The buttons along the top depend on the gallery (e.g. **FILL** and **TRANSP** are specific to the **BITMAP GALLERY**.) However, most galleries have these buttons:

**APPLY** applies the selected item in the gallery. Click on an item to select it.

**MORE** opens a menu from which you can choose from the following:

- **FIND** is described later in searching for an item name.
- **SORT** is described later in re-ordering items in a gallery.
- **PROPERTIES** provides control over size of the icons and amount of information displayed in the gallery.
- **ADD** (clipart, fill, and fonts galleries) is described later in adding to a gallery.
- **REMOVE** (clipart, fill, and fonts galleries) is described later in deleting sections from a gallery.

### Selecting items

To select an item:

- Click an item to select it.
- Or click an item, then "Shift + click" on another item; all items in between the two points will be selected.
- Or "Ctrl + click" to add that item to the selection.

### Re-ordering items in the gallery

In some galleries, "**MORE**" > "**SORT**" opens a dialog box. You can sort by name and, depending on the gallery, by other criteria. The primary key controls the initial sort. For some sort parameters such as file type or name length, there may be two or more files with the same type or name length. These files can be further sorted using the secondary key.

### Adding to a gallery

You may want to add extra items to these galleries (**LOCAL DESIGN & FILL GALLERIES** only). To do this:

7. Copy the files you want to add into a new directory (folder) using the Windows Explorer.
  - For the **LOCAL DESIGNS GALLERY** these files can be any of a wide range of vector or bitmap file types.
  - For the **FILL GALLERY** they can be any of the bitmap formats supported by Web Designer Premium (listed in importing and exporting (on page 458)).
8. In the appropriate gallery, click the **DISC DESIGNS/FILLS** button. This opens a dialog box.
9. Use the dialog box to select the directory you want to add.
10. Click **ADD**. This creates a new section in the gallery.

**If you later want to add more items to the folder:**

1. Copy the new files into the existing folder.
2. In the gallery, click **DISC DESIGNS/FILLS**. This opens a dialog box.
3. Use the dialog box to select the folder you want to add.
4. Click **UPDATE** to update the section in the gallery.

## Deleting sections from a gallery

To delete a section from a gallery (**LOCAL DESIGNS & FILL GALLERIES** only):

1. Click on the title strip of the section or sections you want to delete.
2. Click "**REMOVE**".

If you later want the section again, add its folder to the gallery (described earlier).

## Closing a gallery

By default a gallery's **AUTO HIDE** button is enabled (i.e., the gallery's **AUTO HIDE** button in the top right corner is unpinned), so that the gallery closes automatically when you move the mouse pointer away from it.

However if you have disabled the **AUTO HIDE** button (pinned the gallery), you have to close the gallery manually.

To close a free-floating gallery, click the **CLOSE** button in the top right of the gallery. The gallery closes and its tab is displayed in the gallery bar.

To close a docked gallery, click the **AUTO HIDE** (pin) or **CLOSE** button in the top right of the gallery. The gallery closes and its tab is displayed in the workspace border where you docked it.

To re-open the gallery, hover over or click on its tab.

**Note:** To remove a gallery completely, choose **GALLERIES** from the **UTILITIES** menu and choose the gallery you want removed.

## Removing a gallery from the workspace

By default, when you close a gallery, Web Designer Premium returns it to the gallery bar so that you can reopen it by hovering the cursor over its icon or tab. However you can configure Web Designer Premium to remove any gallery from the workspace if it's not needed.

To remove unwanted galleries from the workspace, do one of the following:

- Choose **GALLERIES** from the **UTILITIES** menu and choose the gallery you want removed. The selected gallery disappears from your workspace. If you want to reinstate a gallery, choose **GALLERIES** from the **UTILITIES** menu and choose the gallery you want to reinstate.
- Choose **CONTROL BARS** from the **WINDOW** menu and scroll down the list of available control bars to find **GALLERIES**. Click the **GALLERIES** box to show the Galleries toolbar. Click **CLOSE**. In the Galleries toolbar that is now displayed above the workspace, you can toggle display of a gallery by clicking its toolbar button.

## Undo and Redo

### What are undo and redo?

We all make mistakes or change our minds. Web Designer Premium makes it easy to correct mistakes or cancel unwanted changes. Every action you make is recorded in an undo list which lets you undo not just the last operation, but also to step back by undoing successive operations. In this way, you can experiment freely knowing that you can always undo anything that doesn't look correct.

### The undo command



"**UNDO**" cancels the effects of the last operation. To undo an operation:

- Click **UNDO** on the standard control bar.
- Or choose "**EDIT**" > "**UNDO**" (the exact wording tells you what the next undo step is, i.e. undo scale).
- Or press "Ctrl + Z".
- Or press the comma key (in any tool except the **TEXTTOOL**).

You can repeat the undo command to step back through the sequence of previous operations.

### The redo command



Redo cancels the last undo command. To redo the last operation:

- Click the **REDO** button on the standard control bar.
- Or choose "**EDIT**" > "**REDO**" (the exact wording tells you what the next redo step is, i.e. redo scale).
- Or press "Ctrl + Y".
- Or press the period (full stop) key (in any tool except the **TEXTTOOL**).

You can only redo immediately after undo. You cannot redo after changing the document (for example, by moving or adding an object).

# Object Handling

## The Selector Tool



The **SELECTORTOOL** is the main tool for selecting, moving, scaling, and rotating objects. It is typically used more than any other tool and is the central tool for manipulating documents.



- 1 Toggle bounds handles/photo handles
- 2 Dimensions of selection
- 3 % size controls
- 4 Lock aspect ratio
- 5 Rotate and skew
- 6 Flip
- 7 Scale line widths
- 8 Apply names

To use the **SELECTOR TOOL**:

- Click on the **SELECTOR TOOL** on the **MAIN TOOLBAR**.
- Or press "Alt + S", "V", or "F2".

When switching to the **SELECTOR TOOL**, if there are objects selected inside a group or other composite object type, the parent object (group) becomes selected instead.

Because the **SELECTORTOOL** is the most used tool, there is an additional shortcut that lets you switch to the **SELECTOR TOOL** to perform a selection or other operation, and quickly switch back to the previous tool. If you are using another tool, you can easily switch to the **SELECTOR TOOL**:

- Press and release "Alt + S" to switch to the **SELECTOR TOOL**. Press again to return to the previous tool.

## Selecting objects

To select a single object, click on any visible part of the object.

## Change object selection

Once an object is selected, you can use the following keys to change the selection:

- End selects the back object.
- Home selects the front object.

- "Tab" selects the next object towards the back.
- "Shift + Tab" selects the next object towards the front.

Front and back objects are described in "Object handling (on page 93)".

### Marquee selection

To select multiple objects, press and hold down the mouse button. Dragging the mouse draws a selection rectangle, and all objects wholly within the selection rectangle are selected.

Some other drawing programs call this marquee selection.

If you have an object in the way which is preventing you from drawing a rectangle because you end up moving the object, hold down "⌘" while dragging out the selection rectangle.

### Extend Selection

To select additional objects:

- "Shift + click" on them.
- Or "Shift + drag" the mouse pointer. This draws a selection rectangle and adds objects within the rectangle to the selection.

### Select under

Hold down "Alt" to select objects hidden by other objects. By "Alt + clicking" you can step through several overlapping objects.

### Select inside

You can select an object that's inside a group or other container object by holding down "Ctrl" while you click on it. This is called selecting inside. The object you click on will always become selected, even if it's deep down inside several levels of nested groups. When you have such deep nesting of groups, sometimes you may want to select one of the nested groups (a group inside another group). If you hold down the "Alt" and "Ctrl" keys while you click you can do this easily. The first such click will select the top level group (just as an unmodified click does). Click again and the next group down in the hierarchy will be selected instead. Continue clicking to 'drill down' into the group structure until the group you want becomes selected.

Note that some operations are not permitted with select inside. For example, marquee selection and right-click copy does not work for select inside.

### Moving objects selected under or inside

If you need to move a selected object that's either under others or inside a group, then just dragging doesn't work as it will select and drag a different object. To overcome this hold "Ctrl + Alt" and start dragging. This will always drag the existing selected object. You can let go of the keys once you've started dragging.

Or you can use the arrow keys on the keyboard to nudge the object.

## Selecting and layers

You cannot select objects in locked or invisible layers.

See "PAGE & LAYER GALLERY (on page 418)" for more details on layers.

## Selecting Photos and SmartShapes

When you select a photo or SmartShape with the **SELECTOR TOOL**, you see SmartPhoto handles (on page 334) rather than the usual bounds handles. This allows direct editing of the photo or SmartShape without having to first switch into the Photo Tool or Quickshape Tool.



You can revert to showing the normal selection bounds handles using the toggle button on the left of the **SELECTOR TOOL INFOBAR**.

## Selecting all objects

To select all objects:

- Choose "EDIT" > "SELECT ALL",
- Or press "Ctrl + A".

## Deselecting an object

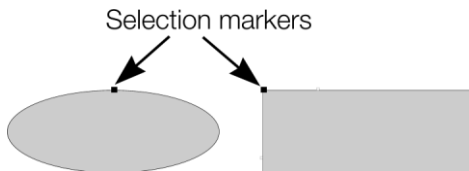
To deselect all objects:

- Click anywhere on an unused part of the document,
- Or choose "EDIT" > "CLEAR SELECTION",
- Or press "Esc".

To deselect one object from several:

- "Shift + click" on the object. This deselects that object. Other objects remain selected.

## Selection markers



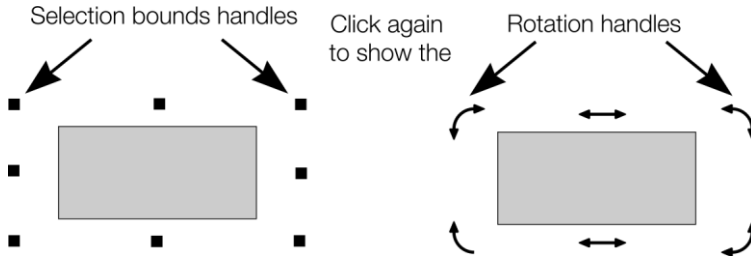
Each selected object displays a single selection marker to show it is selected. This is a useful reminder when selecting and deselecting several objects.

## Status line

The status line at the bottom of the window also describes what is selected.

### Selection bounds handles

Selection bounds handles let you scale and stretch selected objects. See [Stretching and squashing objects](#) for more details. Successive clicks on an object alternate between showing selection bounds and rotation handles.



### Tab

With any selected object, pressing "Tab" and "Shift + Tab" will move through the selected objects (previous and next object in the document).

### Moving objects

To slide an object across the page



1. Choose the **SELECTORTOOL**.
2. Drag the object to the required position. Hold down "Ctrl" to restrict the direction of movement to one of the constrain angles.

The constrain angles are user definable. Refer to "Customizing Web Designer Premium (on page 479)"

Hold down "Ctrl + Alt" and you can drag the selected object even if the pointer is not over it. This is useful when the selected object is hidden behind another object or part of a group. Release "Ctrl" and "Alt" after you start the move unless you want to constrain the move.

You can also move objects using the arrow cursor keys. This is described on the next page.

Object snapping is a very powerful way of accurately aligning lines, points and the edges of objects to any other object so they exactly touch. It also helps you align to the horizontal and vertical center lines of the page.





To toggle object snapping, click the **SNAP TO OBJECTS** button or right click and choose "SNAP TO" > "SNAP TO OBJECTS". You can also choose "WINDOW" > "SNAP TO OBJECTS".

Click and drag on the object you want to snap. As you drag, Web Designer Premium displays a magnet icon whenever you are near a "point of interest" or potential snapping site relative to a visible object on the page.

To snap in a path relative to the page center (both horizontally and vertically), move the object over the lines that appear as you drag on the page. A red dot on the line also indicates potential "point to path" snapping points, so that you can snap the object to a point such as the center or center line of the page.

See Snapping (on page 112) for details on snapping to grid and snapping to objects.

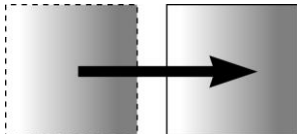
## Drop copy

During a move (and while still holding the left mouse button down) click the right mouse button or press + on the numeric keypad to drop a copy of the object. The original object doesn't move. You can do this as many times as you wish to create a series of duplicated objects.

You can also hold down the right mouse button and drag a copy of the object. Left click to leave a copy at the current mouse position.

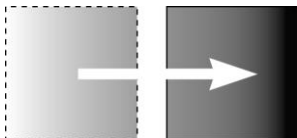
## Fills

Usually, moving an object also moves the fill with it:



Normal move left to right with a linear filled object. This also applies to rotating, skewing, scaling and stretching objects.

Web Designer Premium can also move the object but not the fill origin.



To do this click the "-" key on the numeric keypad during the move. The same move, but pressing "-" (minus) during the drag.

## Nudging objects

Usually you can move an object a small amount by using the arrow keys to nudge the object (these keys sometimes have other uses, especially in the **TEXTTOOL**).

Nudging is not affected by either magnetic or grid snapping (snapping is described later).

## Nudge modifiers

To modify the nudge distance, use these key combinations while using the arrow keys:

- Ctrl nudge 5 times the normal distance
- Shift nudge 10 times the normal distance
- Ctrl + Shift nudge by 1/5th the normal distance
- Alt nudge by 1 pixel
- Alt + Shift nudge by 10 pixels

You can change the normal nudge distance under the **GENERAL** tab in "UTILITIES" > "OPTIONS". Refer to "Customizing Web Designer Premium (on page 483)".

Nudge works in most tools.

## Cut, copy and paste

These let you move or copy an object in the same document or between different documents. The procedure is:

1. Select the object.
2. To remove the object, choose "EDIT" > "CUT" (or "Ctrl + X"). To copy the object but not remove it, choose "EDIT" > "COPY" (or "Ctrl + C"). Either option puts the object (or a copy of it) onto the clipboard.
3. Choose "EDIT" > "PASTE", "Ctrl + V", or "INSERT". This pastes the clipboard contents into the document.

Note that if the objects you copy are all **on the same layer**, then you can paste those objects to any layer by first making it the current layer and then choosing "EDIT" > "PASTE" > "PASTE IN LAYER" or "PASTE IN PLACE IN CURRENT LAYER". The layer from which the objects were copied is ignored in this case.

However if the objects you copy are on several **different layers**, then the layer structure is maintained when you paste.

This allows you to copy layered data within a document or to a different document. Any layers which are missing in the target document are created automatically by this operation. So for example if you copy a mouse-over button, which has one object on the MouseOff layer and another object on the MouseOver layer, to a new document, the MouseOff and MouseOver layers will be created if they don't already exist and the button objects copied onto them.

"Ctrl + Shift + V" or "EDIT" > "PASTE IN PLACE" pastes the clipboard contents into the same X/Y position from where they were cut or copied or the same position relative to the bottom of the page in the case of footer objects. This only applies to objects cut or copied from within Web Designer Premium. Objects imported from other programs are always pasted into the center of the current view.

The object remains on the clipboard so you can paste the same object several times.

You can paste the clipboard content into multiple pages of your document by simply selecting the pages in the **PAGE AND LAYER GALLERY**. "Ctrl + click" on a page thumbnail to add it to the selection, or use "Shift+click" to add a range of pages to the selection. Then paste (Ctrl + V). This is especially useful if you have copied a repeating object that you only want on some pages of a document. A simple "Ctrl + V" paste will place the object in the center of the page when you have more than one page selected.

If there is a choice of formats on the clipboard, Xara Web Designer Premium will display a **PASTE SPECIAL** dialog which allows you to choose the format you want to paste in (eg. When pasting in text you may have the choice of pasting in unformatted text or Rich Text).

In addition you may see the following paste options, depending on the clipboard contents:

### **Paste unformatted text**

Pastes any text on the clipboard into your document without any formatting.

### **Paste in place (Ctrl+Shift+V)**

The same as Paste, except your object will be pasted in the exact same position from which you copied it. This is useful for moving objects from one layer or page to another, without changing its X/Y position

### **Paste format/attributes (Ctrl+Shift+A)**

Preserves the format (e.g., font and font size) or style attributes (e.g., line and fill color) of the pasted object. It is a quick way of applying multiple attributes. When you Paste Attributes, the attributes of the objects on the clipboard are applied to all the objects currently selected

### **Paste position**

This option applies the position of a copied object on the clipboard to a currently selected object, which moves to the exact same position as the copied object.

If multiple items have been copied to the clipboard, Web Designer Premium treats them as if they are a group and moves the currently selected object to the position of the copied group as a whole.

The currently selected object is pasted or moved into the center position of the copied object or group of objects.

### **Paste size**

This option applies the size of a copied object on the clipboard to a currently selected object, which resizes around its center to the exact size of the copied object.

If you have multiple items selected when you 'paste size', each of those objects is made the target size, instead of the selection as a whole. So for example if you copy a 200x200

pixel photo, then select 10 other photos and 'paste size', all 10 photos each become 200x200 pixels. This gives a quick way to make a bunch of objects a particular size.

### **Paste size and position**

As the name suggests, this option applies both the size and exact position of the object on the clipboard, to the selected object. This useful for making text areas have the same size and position on each page of your document, if you have previously made them different.

### **Paste replacing selection**

This is similar to **PASTE POSITION**, except that the copied object on the clipboard replaces the currently selected object and retains the deleted item's position.

The copied object is pasted into the center position of the deleted object.

### **Paste in current layer**

The same as **PASTE IN PLACE**, except your object will only be pasted into the current layer.

This is useful if you want to display or hide just your pasted object when layers above or below are displayed.

### **Paste in place in current layer**

The same as **PASTE IN CURRENT LAYER**, except your object will be pasted into the current layer in the exact same position from which you copied it.

### **Paste on all pages**

Pastes the copied object at the same size and position on all pages of the document.

## **Removing objects from the document**

First select the objects you want to remove. You can then either cut the objects to the clipboard or delete them.

### **Cutting objects**

Choose "Edit" > "Cut", or press "Ctrl + X". The contents of the clipboard are overwritten and you can paste the deleted object(s) somewhere else if desired.

### **Deleting objects**



Right click and choose **DELETE** or choose **DELETE** from the **EDIT** menu, or press the "Delete" key, or click the **DELETE** button on the **STANDARD** control bar.

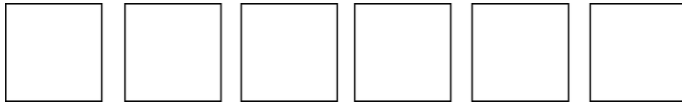
In this case the deleted objects are not put onto the clipboard. If you accidentally delete an object, undo retrieves it.

## Duplicating and cloning

Both these options create a copy of the selected object. The original object is deselected and the duplicate or clone becomes the selected object.

You can also duplicate an object during moving, rotating, scaling, or skewing. During the drag action (and while still holding the left mouse button down) click the right mouse button or press "+" on the numeric keypad to drop a copy of the object. The original object doesn't move. You can do this as many times as you wish to create a series of duplicated objects.

So an easy way to create one or more copies of an object that is exactly horizontally or vertical aligned, is to drag the object, hold "Ctrl" to constrain the movement, and right click (or press "+" on the numeric keypad) for each copy required.



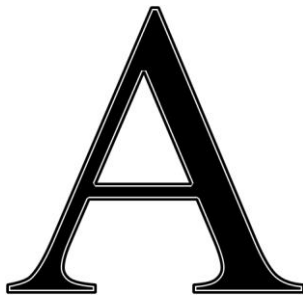
*To quickly create a line of objects, draw one, then drag while holding "Ctrl" and right click for each copy required.*

### Duplicating

Right click and choose **DUPLICATE**, or choose "EDIT" > "DUPLICATE", or press "Ctrl + D". The copy is displaced slightly, usually down and to the right, from the original.

The duplicate distance is user definable, see "Customizing Web Designer Premium (on page 483)"

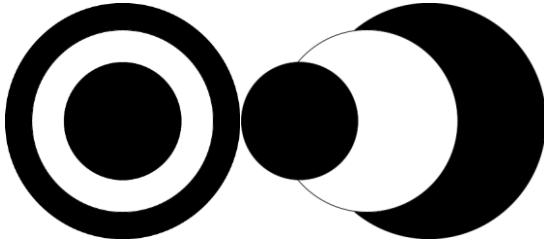
### Cloning



Choose "Edit" > "Clone", or press "Ctrl + K". This places a copy exactly on top of the original. Cloning is an easy way to create concentric shapes. This example uses an original large letter "A" with a black fill and a 4pt thick white outline and a clone with no fill and a 1pt black line.

## Moving objects forward and backwards

Complex documents have objects stacked on top of each other, such as this target:



*The target on the left is made from three circles stacked on top of each other.*

To ensure that objects overlay each other in the correct order, you often need to rearrange their order from front to back. The front object always covers lower objects, and objects always cover other objects which are further back. Each new object you create is always created on top of older ones.

Right click an object and choose **ARRANGE**, which gives you these options:

- **BRING TO FRONT** ("Ctrl + F"): This makes the selected object the front object, and it will hide any other object it covers.
- **MOVE FORWARD** ("Ctrl + ⬆ + F"): This moves the object up a level towards the front rather like climbing a staircase one step at a time.
- **MOVE BACKWARD** ("Ctrl + ⬆ + B"): This moves the object one level towards the back.
- **PUT TO BACK** ("Ctrl + B"): This moves the object to the back.

These options move objects forwards and backwards within their layer. Right click and **MOVE TO LAYER IN FRONT/MOVE TO LAYER BEHIND** lets you move objects between visible layers (invisible layers are skipped when moving objects).

Read more in Layers (on page 418).

## Rotating using the mouse

To see the rotation handles (instead of the scaling handles) on a selected shape in the Selector Tool, click again on the selected shape.

Drag on a corner arrow. As you drag, the object rotates around the transformation center. The InfoBar shows the current rotate angle.

"⬆+ drag" to rotate the object around its center (the transformation center is ignored).


Hold down Ctrl while rotating to perform a constrained rotation. This means the object will rotate to only a limited selection of angles. It will rotate to multiples of the 'constrain angle' value, which by default is 45 degrees. But additionally it will include angles at which any significant straight edges in the object are aligned vertically or horizontally. This, for example, makes it easy to rotate a rectangle which has been rotated slightly, so that the rectangle is straight (screen aligned) again. Or to make any straight edge in a shape either vertical or horizontal. Such edges have to be at least 25% of the width or height of the shape in order to be considered significant during a constrained rotation.

The constrain angle is user definable. Refer to "Customizing Web Designer Premium (on page 483)".

To create a copy while rotating, click "+" on the numeric keypad while rotating, or click the right mouse button.

### Rotating objects

This is part of the **SELECTOR TOOL**.

 When in rotate mode, the transformation center (around which the object rotates) initially appears in the center of the object, as shown by a small target like this.

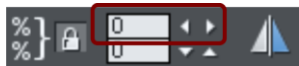
Simply click on an object again to put the selector into rotate mode.

To move the transformation center, drag the transformation center target where required.

**Attention:** If the rotation center is moved, it remains in this location for any selected object until all objects are deselected, at which point it returns to the center of any selected object.

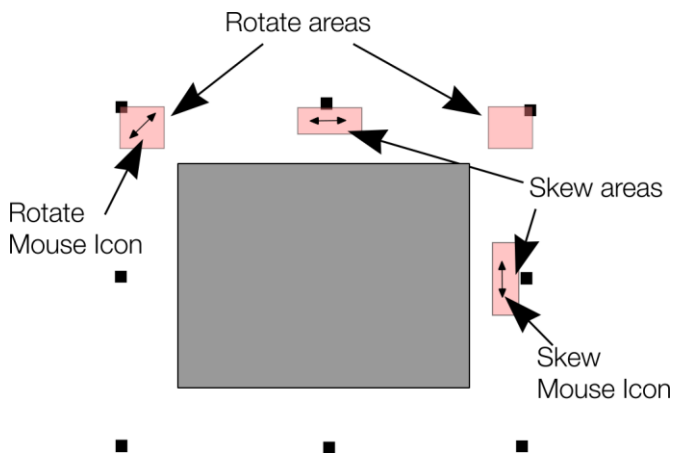
### Rotating by exact angles (using the InfoBar)

Type an angle into the rotate box and press "↵". Positive angles rotate anti-clockwise and negative angles rotate clockwise.



Click the arrows to the right to nudge the rotate angle.

### Rotating objects in Resize Mode



It is possible to rotate and skew an object even if not in rotate mode. Using resize mode, move the mouse pointer into the according small areas near the selection area handles

as illustrated above. The mouse pointer changes into a rotate or skew icon, showing you that you are now able to rotate or skew the object by dragging with the mouse.

## Scaling (resizing) objects



This is part of the **SELECTOR TOOL**.

### Scale Line Widths button

The **SCALE LINE WIDTHS** button on the **SELECTOR TOOL** InfoBar is used in many operations where the width and height of the selected objects are important. It controls whether the line attributes (not just line widths) are taken into account when working out the size and position of the selected object(s).



With the **SCALE LINE WIDTHS** button set, scaling an object also scales its line widths. With this button unset, line widths remain unchanged.

You can toggle this button during drags by clicking "/" on the numeric keypad.

If you have a rectangle with a 4 pixel line width, as you turn **SCALE LINE WIDTHS** on and off you'll see that the X, Y W And H fields in the **SELECTOR TOOL** change as the effects of the line width are included and excluded.

The following features are affected by **SCALE LINE WIDTHS**:

- Position and size as reported on the **SELECTOR TOOL** InfoBar XYWH fields
- Changing position and size by entering values into the InfoBar XYWH fields
- Changing size by entering values in the W% H% fields
- Scaling/stretching objects by dragging in the Selector tool
- Alignment
- Snapping

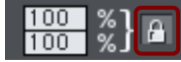
The line attributes that are taken into account when **SCALE LINE WIDTHS** is turned on are:

- Line width
- End caps
- Join type
- Dash pattern
- Arrowheads
- Brush style
- Stroke type (inc. variable width strokes)

In general, if you are interested in the visual positions of objects you should turn **SCALE LINE WIDTHS** on. If you're interested in the exact positions of lines (e.g. where the centers of lines are, as is typical in technical drawings) then you should turn **SCALE LINE WIDTHS** off.



## Lock Aspect button



With the **LOCK ASPECT** button set, the width/height aspect ratio remains constant as you scale the object.

In other words, the shape remains in the same proportions as the original. It's recommended that this button remains selected most of the time in order to ensure that when you resize objects they do not become squashed.

With this button unset, you can change the aspect ratio as you scale the object, in other words, you can stretch object one way or another when dragging a corner resize handle or when entering a new size.

Note that this setting does not apply when scaling using the side, top and bottom selection handles, since these are for deliberately changing the object width/height.

## Scaling Photos (web documents only)

When dragging the **SELECTOR TOOL'S** side handles on a photo in a web document, instead of squashing or stretching the image (which is rarely useful and almost always spoils it), the photo's cropping is modified. Again, if you really want the image to distort, hold down Alt during the drag.

## Scaling using the mouse

The **SELECTORTOOL** must be in scale mode (the selection bounds handles are squares). If necessary, click on the object to change to scale mode.



Drag one of the corner handles. The object scales as you move the pointer diagonally. The InfoBar shows the current scaling. The object will scale between the dragged handle and the opposite one. To use any other point of the object as the fixed point move the transformation center to it and use the InfoBar buttons to scale.

Hold "Shift" while dragging to scale the object around its center. This works independently of the position of the transformation center.

"Ctrl + drag" scales the object in multiples of its original size (x2, x3, and so on).

To create a copy while scaling (leaving the original in place) right click, or press "+" on the numeric keypad.

Dragging the side handles stretches or squashes the object. This is described in [Stretching and squashing objects](#).

## Scaling using the InfoBar



- 1 Type into the **SCALE TEXT** boxes and press "↵".
  - Scalings below 100% reduce the object. 50 halves the size of the object.
  - Scalings above 100% enlarge the object. 200 doubles the object size.
- 2 If **LOCK ASPECT** is set, you can type into either text box to resize the object by the desired percentage. If this button is unset, you can enter separate values for both the width and height.
- 3 Alternatively, type the required size of the object into the **W** or **H** text boxes.

If the **LOCK ASPECT** button is on, this scales the object and maintains the aspect ratio. You can enter the size in any unit, such as 1 cm.

Scaling with the InfoBar buttons (or number boxes) always scales around the transformation center. You can position this anywhere else in the object, as described in Rotating objects.

## Scaling groups

If you scale a group using its side handles, an attempt is made to scale it smartly rather than just squashing all members of the group. This is commonly useful when attempting to make a narrower 'mobile-friendly' website variant of a wider website – you need to make wide objects like headers and footers fit the smaller page width.

Take this footer group as an example:



The result you get should look something like this:



The text has remained the same size and the rounded corners have been preserved.

This works better for some groups than others, depending on the design and complexity of the group. If instead you want a simple 'squashed' result, where each member of the

group is simply scaled, all you need to do is hold down the Alt key while performing the drag.



As you can see the text has been squashed and the rounded corners are no longer round. But this can be useful for some groups, typically graphics that don't include any text or rounded corners.

## Flipping objects



This is part of the **SELECTORTOOL**. Clicking on the **FLIP** buttons flips the object vertically or horizontally around the transformation center.

The scale and aspect ratio do not change; the object just flips.

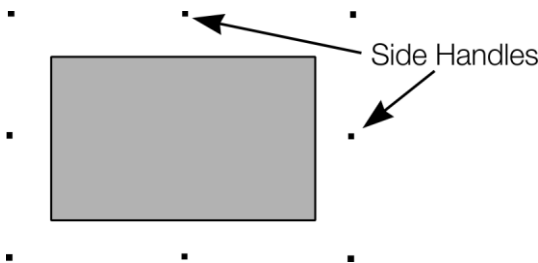
## Stretching and squashing objects

This is similar to scaling objects except that the object is scaled in one direction only. Stretching and squashing are basically the same action — stretching makes the object larger, squashing makes it smaller.

### Stretching/Squashing using the mouse

The **SELECTOR TOOL** must be in scale mode. (The selection handles are squares.) If necessary, click on the object to change to scale mode.

Use the side, top and bottom handles, instead of the corner handles, to stretch or squash a shape in one dimension only. Note that these handles are shown only on rectangles which are not photo filled, because stretching other objects in one dimension rarely produces useful results (photos become distorted).



Drag one of the side handles. The object scales as you move the pointer in the appropriate direction. The InfoBar shows the current scaling.

The **LOCK ASPECT** button is ignored.

Right click or press "+" on the numeric keypad while dragging to stretch or squash a copy of the object, leaving the original in place.

### Stretching/squashing using the InfoBar

The **LOCK ASPECT** button must be unset (if it is set, you scale the object instead of stretching or squashing it).

Type into either the width or height text box (as appropriate) and press "↵". Alternatively enter a % scale (width or height). So entering 200% into the top % scale box will make the object twice as wide, but the same height.

If you scale a group using its side handles, an attempt is made to scale it smartly rather than just squashing all members of the group. If instead you want a simple 'squashed' result, where each member of the group is simply scaled, all you need to do is hold down the Alt key while performing the drag. See *Scaling groups* (on page 106) for more info.

### Skewing objects



This is part of the **SELECTOR TOOL**.

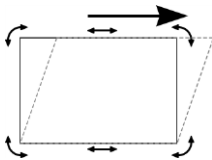


Left is the original object, to the right with a horizontal skew

### Skewing using the mouse

Switch the **SELECTOR TOOL** to rotate/skew mode. (The selection handles are arrow shaped) by clicking on the object.

Drag a side, top or bottom arrow to skew the object. Note that these handles are shown only on rectangles which are not photo filled, because skewing other objects rarely produces useful results (eg. photos become distorted).



As you drag, the object skews in the direction of movement (vertical or horizontal).



*The InfoBar shows the current skew angle.*

"⇧+ drag" to skew the object around its center. Hold down "Ctrl" to restrict the skew to the constrain angles. Right click, or press "+" on the numeric keypad as you drag to create a copy, leaving the original where it was. Or right-drag with the mouse to create instant copies, additional copies by left clicks.

You can also skew an object in the **SELECTOR TOOL**'s resize mode using the skew areas. Read more under Rotating objects in resize mode (on page 103).

### Skewing using the InfoBar



To skew horizontally type an angle into the skew text box and press "↵".

### The Mold Tool



The **MOLD** Tool is used to distort shapes. It is used for both perspectivizing (that is, rotating in three dimensions) and enveloping (like distorting a rubber sheet).

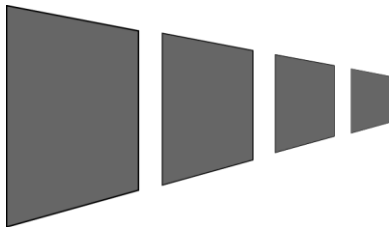


*Mold tool InfoBar*

- ➊ Mesh
- ➋ Remove mold
- ➌ Detach mold
- ➍ Rotate mold
- ➎ Copy mold
- ➏ Enveloping
- ➐ Paste envelope mold
- ➑ Perspectivizing
- ➒ Paste perspective mold

The InfoBar contains two sets of preset mold shapes. Just click a button to apply the preset mold. The left-hand button in each group is the default "no distortion" mold which you can then manually edit after applying it.

### Perspective



The **MOLDTOOL** lets you perspectivize shapes to give an impression of depth.

You can perspectivize all types of objects including text and bitmaps. Note that bitmaps lose perspective if you later blend them or convert them to editable shapes.

1. Select the object or objects.
2. Select the **MOLDTOOL** (shortcut "Shift + F6").
3. Choose one of the perspective options:



The right-hand button (paste perspective) is described later.

Web Designer Premium draws a rectangle around the object or selection. You can drag the control handles at each corner of the rectangle to produce the perspective effect.

You can rotate, resize and skew the perspectivized object using the **SELECTORTOOL**.

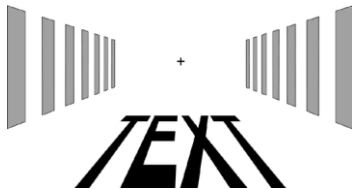
You may want to move control handles without redrawing the perspectivized object (doing this speeds up screen redraws).



To do this select the **DETACH MOLD** button. To refit the object, deselect the button.

### Using vanishing points

As you reduce the size of the sides of the perspective mold, you see a "vanishing point" target. This is similar to vanishing points in conventional perspective drawings.



You can use vanishing points to obtain consistent perspective for several objects.

*All three objects share a common vanishing point at the small cross.*

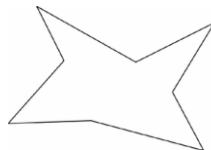
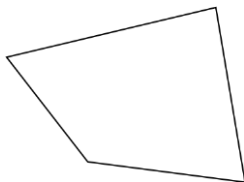
### The perspective mesh



This button paints a faint series of dots in a grid to preview the degree of perspective distortion of an object.

### Using molds

You may want to apply the same perspective to several objects. To do this you create a mold shape, copy it to the clipboard and then use it to perspectivize the other objects. A perspective mold shape must have four straight sides:



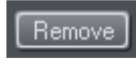
*This is acceptable as a mold*

*These are not acceptable. The object on the left has too*

shape

many sides (must be four). The object on the right has curved sides (must be straight).

## Removing perspective



Click REMOVE to remove perspective.

If the selected object has more than one perspective or envelope mold applied, only the most recent mold is removed.

## Rotating the object within the mold



Sometimes you will find that the mold is the correct shape but the object needs rotating within it. You can rotate the object by clicking the rotate object button.

## Enveloping



The MOLD TOOL lets you envelope shapes in a wide variety of ways.

The effect is similar to a rubber sheet or balloon that you can stretch in any direction.

You can envelope all types of objects except bitmaps.



Sample enveloped text

Enveloping is similar to applying perspective. That is:

1. Select the object or objects.
2. Select the MOLDTOOL (shortcut "Shift + F6").
3. Choose one of the envelope options:



The right-hand button is similar to paste perspective described earlier.

The left-hand button does not initially alter the object. The other buttons immediately alter the object.

After applying the mold, to edit it:

1. Drag any of the corner handles.
2. Or click on a corner handle and then drag the curve handles.

The above example shows the 4 curve handles of the corners have been dragged outwards to bend the content of the mold.

You can also rotate, resize and skew the enveloped object using the **SELECTOR TOOL**.

### The mold mesh button



The Mesh button displays a series of faint dots which can help preview the distortions that the envelope mold is giving.

### Envelope molds

You can create an envelope mold from any four sided shape, which you can distort as you require, and then use as an envelope mold by clicking the **PASTE ENVELOPE** button on the **MOLD TOOL** InfoBar.

### Editing mold shapes

You can edit the contents of a mold (essentially a group) using editing inside groups. Editing is not possible using direct selection inside (molds do not allow objects inside them to become selected). To edit a mold inside, right click on the mold and choose **OPEN MOLD** from the context menu.

You can edit the shape of envelope or perspective molds with the **SHAPE TOOL** (or the edit handles with **SELECTOR TOOL**, if shown). According to the nature of molds, there are some restrictions:

- You cannot add point handles to a perspective or envelope mold, because it has to stay a four-sided shape
- You cannot change a straight line of a perspective mold into a curve.

## Snapping

Snapping makes it easier to position edges, or specific points on objects, exactly where required. It can be used to align edges to a specific point or line, or to evenly space objects, using the grid.

Xara Web Designer Premium offers three types of snapping.

- Snap to grid
- Magnetic snapping (snap to objects)
- Snap to guidelines or guide objects

Grid snap is useful for making objects evenly spaced, or making the sizes exact multiples of a given value. Guidelines are useful for aligning edges (although it's a lot more

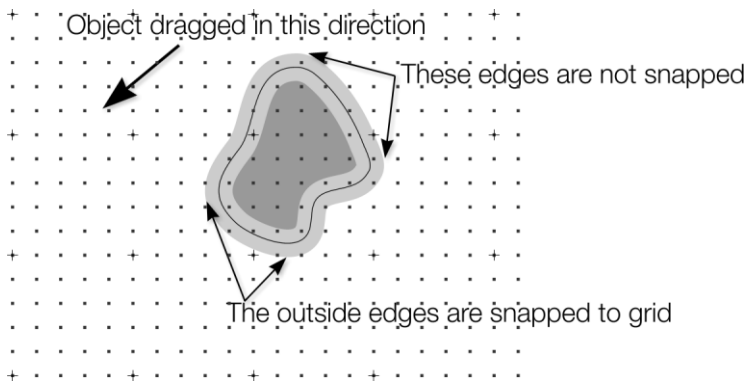


powerful using guide objects) and lastly magnetic snap is a general purpose way of accurately positioning lines, points or object edges relative to other objects or to the page center or edges.

## Snap to grid

When **SNAP TO GRID** is selected, grid points act like magnets. Right click on the pasteboard and choose "**SNAP TO**" > "**SNAP TO GRID**" or use the menu option "**WINDOW**" > "**SNAP TO GRID**", (or press "." (decimal point) on the numeric keypad). You can control the grid spacing from the options dialog (right click and choose **PAGE OPTIONS** or use the menu command "**UTILITIES**" > "**OPTIONS**") on the Grid and Ruler tab.

When dragging objects the edges will snap to grid points. If the size of the object is such that opposing edges can't both be snapped, the edge that snaps depends on the direction the object is dragged in.



*This shows a coarse grid with 5 subdivisions between major divisions. The shape has a very thick gray outline. Because the object has been dragged down and to the left, the lower and left outside edges are snapped to the nearest grid point.*

**Note:** The default grid spacing is 50 pixel spacing for major grid lines with 50 subdivisions. This means the grid is spaced at exactly one screen pixel and so may appear not to be working at a normal 100% zoom. If you zoom in to say 500% then you can see it does snap correctly.

Alternatively, change the grid values to have, say, 10 subdivisions which means that the grid points are on 5 pixel boundaries.

## Snapping and line widths



The **SCALE LINE WIDTHS** control on the **SELECTOR TOOL** InfoBar affects whether snapping happens to the bounds of objects including their outlines.

The above example shows a shape with a very thick gray outline. It also shows (thin black line) the outline of the shape itself (you can see the thick outline is drawn equally

on either side of the center line so that it partly overlaps the inside of the shape and partially goes outside).

With scale line widths on, the width of the outline is deemed to be important and so 'snap to grid' will snap the bounds of objects, including outlines, to the grid. Snap to objects will allow you to snap using the bounds or the outline center lines. If the outlines as they appear on screen are small, so there is little difference between these two snapping positions, bounds snaps are favored. So zoom in if you want to snap outline centers in this case.

With scale line widths off, 'snap to grid' and 'snap to objects' will snap the center lines of objects, ignoring the outline widths.

Because snapping honors the Scale line widths switch it means that the bounds used by snapping are always the same bounds that are reported in the **SELECTOR TOOL** InfoBar.

### Magnetic object snapping (snap to objects)

Magnetic object snapping makes it much easier to accurately position objects relative to each other or relative to the page center or edges.

So, for example, if you want several lines to start at exactly the same point, or want a line to exactly join the edge of a circle, then using "magnetic object snap" is useful.

You can even use this to align the centers of objects, or align objects to the center of the page, or align them horizontally and vertically anywhere in the middle of the page.

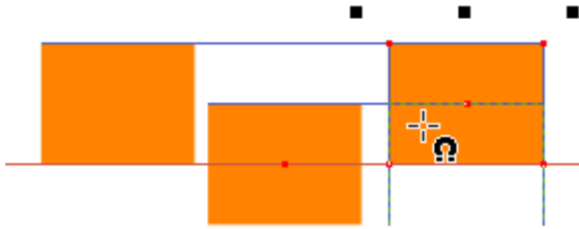
Magnetic snapping works when either moving or scaling objects using the **SELECTOR TOOL**.



To toggle Magnetic snapping to objects on and off, click the **SNAP TO OBJECTS** button in the top toolbar. Alternatively right click the pasteboard and choose "**SNAP TO**" > "**SNAP TO OBJECTS**", or use the menu option "**WINDOW**" > "**SNAP TO OBJECTS**". You can also toggle it on/off during dragging by tapping 's'.

Click and drag on the object you want to snap. As you drag, Web Designer Premium displays a magnet icon, blue lines and red points whenever you are near a "point of interest" that it has snapped to.

## Snap indicators

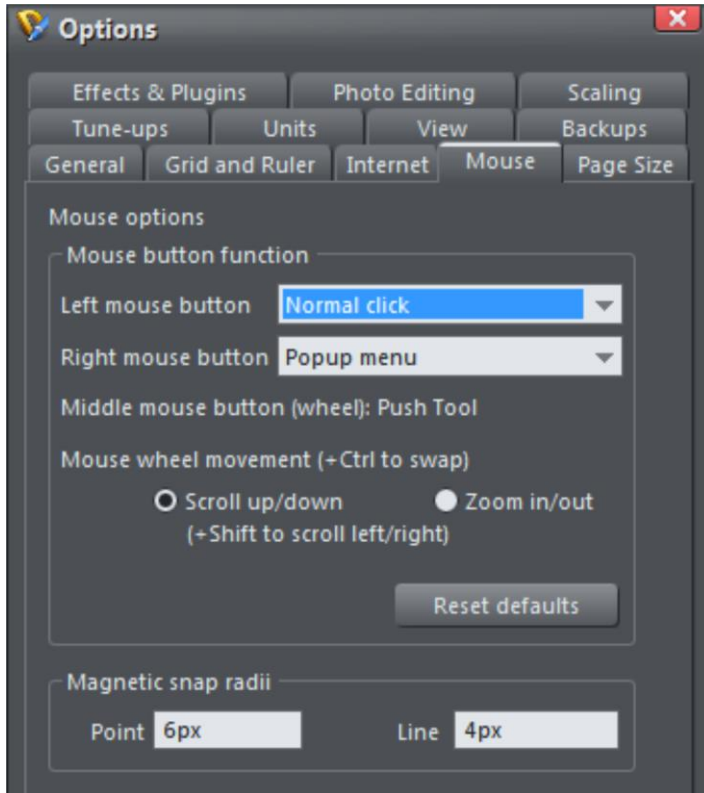


Snap indicators are shown whenever a snap occurs. That is whenever a point of interest on the object you are dragging comes in range of a point of interest in the document (which could be on another object or be part of the page). Web Designer Premium snaps to the point of interest and the mouse pointer changes to show a magnet symbol so you know a snap has happened. Also further indications are shown dynamically on screen to help you see what snap has occurred.

- A red dot indicates that a specific point has snapped
- A blue line indicates a snap to some feature of another object (e.g. to the edge of a rectangle).
- An orange line indicates a snap to a page feature (corners, edges, center)

The snap indicator lines pulse to show that they are temporary "live" indicators and to help them be seen over different background colors.

The snapping distance is controlled by the **MOUSE** tab of the **OPTIONS** dialog box ("UTILITIES" > "OPTIONS" or right click a page and choose **PAGE OPTIONS**).



You can specify two snap distances in the "Magnetic snap radii" section, which control how close things need to be before they will snap together. The size of a circle around points (point) and the distance either side of lines (lines). It's usually best to make the point value larger than the line value, so that it's easier to snap to the end points of lines.

Customizing Web Designer Premium (on page 479) has full details of the Options dialog.

## Guide Objects and Guidelines

Guide objects and guidelines are objects on a special layer, the guides layer. A guide layer is automatically created when you create a guideline (see below), or you can create one manually by right clicking in the **PAGE & LAYER GALLERY** and selecting **CREATE GUIDE LAYER** (see Layers (on page 418) for more information).

Use **SNAP TO GUIDES** in the **WINDOW** menu (or key 2 on the numeric keypad) to turn on snapping to guide objects.

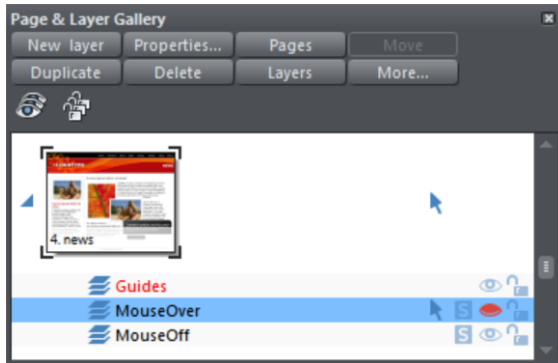
Any object placed on the guides layer becomes a guide object. These can be any object type including lines at any angle, irregular shapes, and QuickShapes. You can create,

scale, and delete objects on the guides layer as usual, but they always appear as thin dotted red outlines; any applied line width or fill color is ignored. This information is retained, and if you later move the object from the guides layer to a normal layer, line thickness, and colors are shown again.

You can use guide objects to draw construction lines such as lines passing through a vanishing point for perspective drawing.

## Placing objects onto the Guides Layer

First ensure there is a guide layer in the **PAGE & LAYER GALLERY**, see above. You can create objects directly on the guides layer by selecting it and creating objects as usual.



You can also cut or copy objects from another layer and then paste those objects into the guides layer. To paste the objects in the same relative position on the guides layer use the keyboard shortcut "Ctrl + Shift + V".

*The Page & Layer Gallery showing a guides layer above two other layers, and selected.*

**MOVE TO LAYER IN FRONT** and **MOVE TO LAYER BEHIND** on the **ARRANGE** menu (or right click and choose "**ARRANGE**" > "**MOVE TO LAYER IN FRONT/BEHIND**") will skip the guides layer and so cannot be used to move objects onto the guides layer.

## Creating a guideline

Guidelines are vertical or horizontal lines and are a quick and easy way to align a series of objects on the page.

- Turn rulers on ("Ctrl + L") or right click and choose "**SHOW GRID/GUIDES**" > "**SHOW RULERS**"
- Drag from a ruler onto the page.

Or

- Double click on the ruler to create a guideline aligned to the click point.

This automatically creates a guides layer and puts the guidelines on that layer.

Or, using the **PAGE & LAYER GALLERY**:

1. Right click in the **PAGE & LAYER GALLERY** and choose **PROPERTIES**.

2. If necessary, click the **GUIDES** tab.
3. Select horizontal or vertical.
4. Click **NEW**.
5. Type in the required position.

### Deleting a guideline

Using the **SELECTOR TOOL** drag the guideline onto the appropriate ruler (the vertical ruler for vertical guidelines, horizontal ruler for horizontal).

Or, right click on the guideline and then choose **DELETE**.

### Summary of shortcuts on the numeric keypad

- + Makes a copy while dragging, resizing, skewing, and so on. The original object doesn't change.
- / Toggles leaving line widths unchanged during scaling and scaling with changing line widths.
- Toggles leaving fills unchanged during moves, scaling, skewing, etc.
- \* Toggles object magnetic snap on and off.
- 2 Toggles snap to guides on and off.
- . Toggles snap to grid on and off.

### Conflicts in page layouts

When too many objects on the page are trying to affect each other's positions or sizes in too many ways an error message is displayed which says...

**"THE REQUESTED CHANGE IN PAGE LAYOUT IS TOO COMPLEX TO PROCESS. PLEASE SIMPLIFY THE PAGE AND TRY AGAIN"**

To fix this, it is necessary to reduce the interactions between objects on the page. This means doing things like:

- Grouping (on page 119) or Soft-grouping things that should move together
- Removing push where it's not needed especially on objects that are also stretching or have "Footer" or "Auto" (on page 138) page positions
- Setting page position to "Fixed" or "Footer"
- Removing stretching markup
- Removing repelling (on page 214)

## Grouping and ungrouping objects

The Shadow and Transparency Tools offer different results depending on whether objects are grouped or not. For more information see "Transparency" and "Shadows (on page 257)".

You will often create complex shapes from several different objects. The "**ARRANGE**" > "**GROUP**" menu option (or right click selected objects and choose **GROUP**) lets you lock those objects together to form what appears as a single object. You can then select the grouped objects and copy, rescale, move or perform any other operation on the entire group.

### To create a group

1. Select all the objects you want in the group.
2. Right click and choose **GROUP** or choose **GROUP** from the **ARRANGE** menu (or "Ctrl + G") to create the group.

### Ungrouping objects

1. Select the group.
2. Right click and choose **UNGROUP** or choose **UNGROUP** from the **ARRANGE** menu (or "Ctrl + U").

After this, all the individual objects in the group remain selected.

### Removing objects from a group

1. Ungroup the objects.
2. "Shift + click" on the objects you want to remove. This deselects them; the other objects remain selected.

You can then choose "**ARRANGE**" > "**GROUP**" to regroup the remaining objects.

### Selecting a single object from within a group

This feature called **SELECT INSIDE**, is useful for changing an object's color, for example. "Ctrl + click" on the object (you can also use this to select a "group within a group"). Pressing "Tab", or "Shift + Tab" moves the selection within the group, to the next, or previous object. Once you have selected an object inside a group, you can also use "Alt + click" to select the object under the selected one.

### Groups and layers

There's more about layers in Layers (on page 418).

If all the objects to be grouped are in one layer, the group is created in that layer. The group is at the level of the highest member of the group, i.e. the group does not automatically become the front object.

If the objects are in more than one layer, then the group is created in the layer containing the object nearest the front.

### **Changing colors in a group**

Most groups use more than just a single color and sometimes it's useful to change those colors (for example to change the colors of a button, which consists of a group of objects). You could do this of course by ungrouping, or using **SELECT INSIDE**, to change the color of each object individually, then regrouping. But a much quicker way is to just select the group and click a color. If the group contains multiple colors, a dialog appears to let you choose which one to replace with the color you clicked on. Or bring up the **COLOR EDITOR** and its list of colors includes the same list of colors that are used in the group. Select the color you want to edit.

### **Soft Groups**

Ordinary Groups as described in Grouping and un-grouping objects (on page 119) sit on a single layer, they cannot span layers. **SOFT GROUPS** are an alternative way of linking objects together where the objects can be across several different layers.

Selecting one member of a Soft Group also selects all other members of the same Soft Group – even members that are on invisible or locked layers. This means when you delete, move, rotate or otherwise transform one member of a Soft Group, all the other members are similarly modified.

The status line indicates when a Soft Group is selected.

Soft Groups are useful for keeping closely related objects together. For example the **MOUSEOFF** and **MOUSEOVER** states of a web button are Soft Grouped together, so that if one state is moved or transformed, so is the other state.

### **Creating Soft Groups**

To create a Soft Group, select all the objects that are to be included in it and then choose "**ARRANGE**" > "**APPLY SOFT GROUP**" (or press "Ctrl + Alt + G"). Note that if the Soft Group is to include members on invisible or locked layers, you'll need to make those layers temporarily visible and editable using the **PAGE & LAYER GALLERY** in order to select the objects and Soft Group them.

An object cannot be a member of more than one Soft Group and Soft Groups cannot be nested (soft groups as members of soft groups).

### **Removing Soft Groups**

To disband a Soft Group, select it and choose "**ARRANGE**" > "**REMOVE SOFT GROUP**" (or press "Ctrl + Alt + U"). The objects don't get deleted, they are just no longer linked together by a Soft Group.



## Text Synchronization

In some circumstances text objects in a soft group are kept synchronized so that if you edit the text of one, the others update too. This is commonly used for mouse-over buttons, where both the off and over states of the button need to show the same label at all times. When the button off-state label is changed, the mouse-over state changes to match.

Also sometimes "shadow-like" effects can be achieved by placing two or more copies of text very close to each other, but slightly offset. Again, editing one causes them all to change in sync.

To stay synchronized, the text objects must:

- Be all in the same soft group.
- And have exactly the same text on them at the time when the soft group is created.
- And either have overlapping bounding boxes, or be on different layers or different animation frames.

## Alignment

This lets you accurately align or distribute two or more objects.

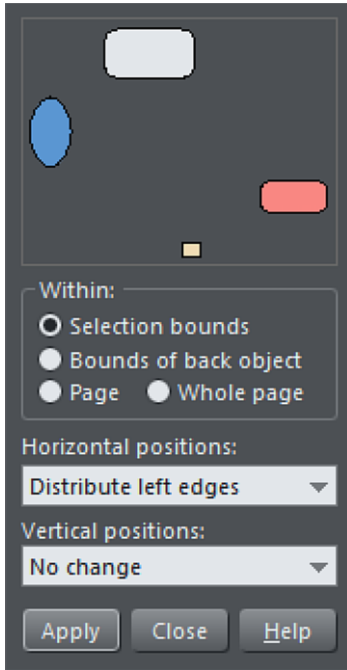
### Quick aligning

Select the objects you want to align, and right click the selection to choose **ALIGN** from the drop-down menu, and then do one of the following:

- Align the objects vertically by choosing **LEFT EDGES**, **CENTERS**, **DISTRIBUTE CENTERS** or **RIGHT EDGES**.
- Align the objects horizontally by choosing **TOP EDGES**, **CENTERS**, **DISTRIBUTE CENTERS** or **BOTTOM EDGES**.

### Aligning and distributing space

If you want to distribute space between the objects as well as align them, select the objects, right click the selection and choose "**ALIGN**" > "**ALIGNMENT**" to display the Object Alignment dialog. Alternatively choose "**ARRANGE**" > "**ALIGNMENT**" ("Ctrl + ⬆ + L").



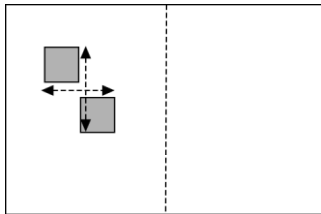
The small diagram at the top of the dialog box shows you the effect of selecting each option. The selected objects in the document do not change until you click **APPLY**.

The alignment dialog is a non-modal dialog, which means you can keep it on screen and continue to work on the document at the same time. So you can change tools, draw, and change your object selection, and then easily select from the various alignment options.

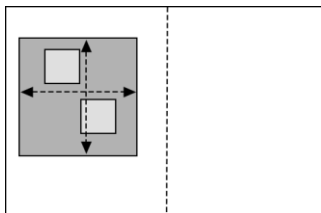
If you've got your selection wrong, you can change the selection, and just click the **APPLY** button to apply the last alignment settings again. This can be a real-time saver.

### Within

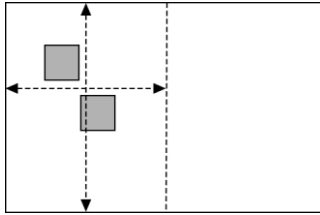
This section of the dialog controls the boundaries within which you align or distribute the objects. The options are:



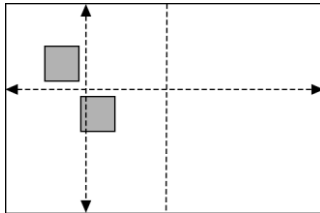
**SELECTION BOUNDS:** The boundaries are the outer edges of the selected objects. Their relative position on the page or spread has no effect.



**BOUNDS OF BACK OBJECT:** The boundaries are the outer edges of the backmost selected object. This object is not affected by the alignment. You can use this to define the "reference" object when you want to align several objects in a row, for instance. With the normal "Selection bounds" options on the leftmost object is the reference object (the one that won't move)



**PAGE:** If the objects are on a single page, the boundaries are the edges of the page. (This lets you, for example, center objects on the page or align against the page edge.)



**WHOLE PAGE:** In most cases, this is the same as **PAGE** unless you have a double page spread, in which case it will use the bounds of both page

## Aligning

To align objects, for example, so their left edges are aligned to the left.

1. Select the objects and right click the selection.
2. Choose "**ALIGN**" > "**LEFT EDGES**" from the drop-down list.

The selected objects move to align the left edges.

Alternatively:

1. Choose "**ALIGN**" > "**ALIGNMENT**" or press "Ctrl + Shift + L" or choose **ALIGNMENT** from the **ARRANGE** menu to open the Object Alignment dialog.
2. Select the required **WITHIN** option, e.g. Selection bounds.
3. Select **ALIGN LEFT** for horizontal positions.
4. Leave vertical positions to **NO CHANGE**.
5. Click **APPLY**.

The selected objects move to align the left edges.

All the align options act in a similar way. For brevity, only the left align option, shown in the illustration of the dialog box is described. Experiment to learn about the other options.

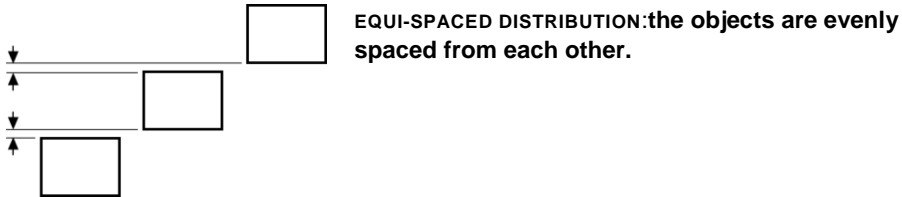
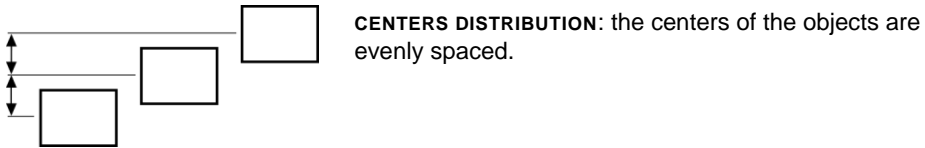
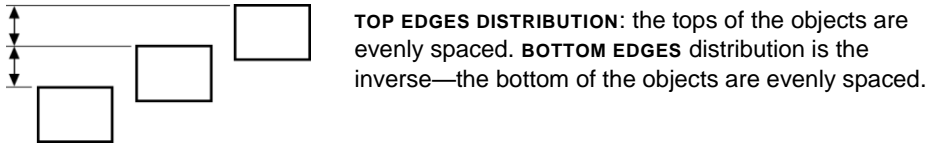
To quick-select any combinations of vertical and horizontal alignment click with the mouse in the diagram:

- A simple mouse click aligns horizontal and vertical positions to the clicked position to any of the nine combinations of top-centrally-bottom/left-centrally-right.
- "Ctrl + mouse click" leaves the horizontal position unchanged and arranges the objects in a to a top, centrally, or bottom aligned row.
- "⇧ + mouse click" leaves the vertical position unchanged and arranges the objects in a left, centrally, or right-aligned column.

### Distribute

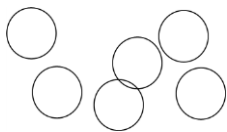
The distribute options will position all the selected objects evenly across the "Within" area (usually within the selection bounds, but it could be the **PAGE** or **WHOLE PAGE**).

Again all the distribute options work in a similar way. The following examples show how the different vertical position options align objects:

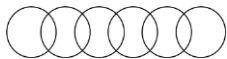


The horizontal position options are similar but operate in the horizontal direction.

So, for example, to distribute this collection of randomly positioned ellipses, so they are all equally spaced and aligned to the top edge:



- Select the shapes
- Display the Alignment dialog ("Ctrl + ⬆ + L")
- Ensure **WITHIN** shows **SELECTION BOUNDS**
- Select Horizontal positions: Distribute centers
- Select Vertical position: Align top
- Click **APPLY**



And they will now look like this, all equally spaced horizontally and aligned to the top.

Remember if you make a mistake you can always undo the operation.

### Current attributes (styles)

An 'attribute' is some characteristic of an object which you can modify in Xara Web Designer Premium. For example a shape's attributes include its color, its outline width and its outline color.

You can change the attributes of an object after you've drawn it, by selecting it and then changing its fill color, line width, or any of its other attributes. But Xara Web Designer Premium also keeps track of the 'current' attributes, which are the attributes that get applied to newly drawn objects as they are created.

### Setting current attributes manually

If, for example, you want the next rectangle you draw to be red, make sure you have nothing selected (press "Esc" or click an empty part of the page) and then click red on the color line. You've now set the current fill color attribute to red. Now when you draw a new shape, it will be filled red. You can set other current attributes the same way – by first making sure nothing is selected before changing the attribute's value.

### Setting current attributes automatically

By default, Xara Web Designer Premium automatically updates the current attributes for you, to match the object you last drew, or last selected. So for example if you draw a rectangle and then make it green, the next shape you draw will also be green. If you have a blue rectangle in your design and you wish to draw another one just like it, first select the blue rectangle (this makes its attributes current) and then the next shape you draw will also be blue. So by simply clicking an object, you set the current attributes to match that object.

This allows you to use existing objects as a 'palette' of available styles. Click an object to select it, then draw new objects in that style.

You can turn off this behavior in the **GENERAL TAB** (on page 480) of the "UTILITIES" > "OPTIONS" dialog. Select the **GIVE NEW OBJECTS MOST RECENT ATTRIBUTES (GNOMRA)** checkbox. Now the current attributes will only change when you set them manually, as described above.

### Attribute groups

Many designs consist of a combination of closed filled shapes and open shapes (lines where the start and end points are not coincident). Normally it wouldn't be desirable to have the attributes of an open shape used for a closed shape, nor vice-versa. Therefore the attributes for open and closed shapes are kept separate – these are known as attribute groups. Setting the values of one group does not affect the other group. So for example, selecting a filled rectangle with no outline will not change the current line width to zero for open shapes.

For the same reasons, text attributes make up a third attribute group. The text attribute group is only set when you select text objects, or when you set the attributes manually while in the text tool.

### Exempt attributes

Some attributes do not get set as current automatically even when 'Give new objects most recent attributes' (GNOMRA) is on. This is because some attributes can cause problems if they become current.

For example if you applied a 10 pixel feather to a large object (to blur the edges) and then drew a new 10 pixel sized shape, that new shape would be invisible if the feather attribute was copied to it, due to the amount of feathering!

Other attributes can adversely affect the way designs export, or significantly increase the time taken to render the design and so should not be applied unnecessarily.

Examples of attributes which are copied automatically:

- Fill colors, fill styles, line width, line color, line style, line join style, line endcap style, arrow heads/tails, text font, text font size, text margins.

Examples of attributes which are not copied automatically:

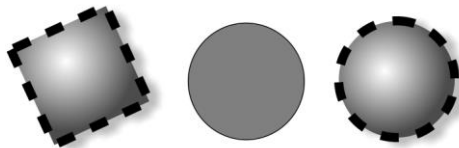
- Feather, transparency, shadow, bevel, 3D extrude.

### Resetting current attributes

You can reset all current attribute groups instantly by pressing "Esc" when you have no objects selected. If you have objects selected, pressing "Esc" clears the selection, so just press "Esc" again to reset the current attributes back to their default values.

### Copying Styles: Paste Attributes

This lets you copy attributes (such as line pattern or fill color) between objects. It is a quick way of applying multiple attributes to an object.



The square has a specific color, shadow, line and fill style. Copying it and then pasting its attributes on to the circle in the middle, results in the circle to the right.

1. Select the object from which you wish to copy the attributes.
2. Copy the selection to the clipboard. ("EDIT" > "COPY", or "Ctrl + C".)
3. Select the object(s) to which you want to apply the attributes.
4. Choose "EDIT" > "PASTE FORMAT/ATTRIBUTES", or "Ctrl + Shift + A".

The object remains on the clipboard until overwritten by a cut or copy operation. This lets you repeat paste attributes as many times as required.

### Style libraries

It's quite easy to use this technique to create documents that can be used as style libraries. Create a series of small objects with a variety of useful fill, color and other attribute styles. Then the quickest way to use one of these styles is:

- Click on the source object, "Ctrl + C" to copy the style
- Move to the destination object (which can be in another document, "Ctrl + Tab" to quickly switch between open documents), click on the object to apply the style to

- Press "Ctrl + Shift + A" to apply the attributes

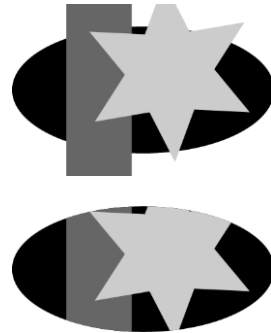
**Note:** Most attributes can be copied this way, including shadows, feather values, fill styles, etc. However bevels can only be copied from one object to another if the object the bevel is copied to has already a bevel to apply the bevel attributes to.

## ClipView

ClipView lets you hide or 'clip' parts of a shape within another larger shape. The effect is similar to the Intersect shapes option, described in the chapter on Shape handling (on page 162). The difference is that the Intersect shapes option actually cuts the objects, whereas ClipView just hides the parts outside the ClipView object. What's more you can then adjust the position of the objects inside the ClipView.

To create a ClipView:

1. The 'window' object must be behind the other objects in the ClipView. If necessary move it backwards. In this example the dark ellipse is the window object. Alternatively draw the 'window' shape on the mask layer (on page 266).
2. Select all the objects you want to be inside the ClipView (including your 'window' object unless it is on the mask layer).
3. Choose "ARRANGE" > "APPLY CLIPVIEW" ("Q"). All of the "window" object remains visible plus those parts of other objects that overlap the "window" object.



### Setting the ClipView background color

The fill color of the original object used as the ClipView is the background color. So either set this to the desired color before setting the ClipView or perform a "select inside" ("Ctrl + click") on the background, and then adjust the color.

### Select clipping shape

This selects only the shape that you used to do the clipping. Effectively this is the 'window' through which you see the other object(s) in the clipview. Once it's selected you can move it around or otherwise transform it, to adjust your clipview.

### Select clipped objects

This selects all the objects in the clipview that are being clipped. Therefore once these are selected, you can drag them around inside the clipview to adjust their position relative to the clipping shape.

### Selecting objects in the Clipview

You can perform a "select inside" by holding "Ctrl" and clicking on the desired object. This is very like selecting objects inside a group described earlier in this chapter

(ClipView objects are a type of group). You can now perform most edit operations on the object.

### Removing a ClipView

Just select the object and the menu "Arrange -> Remove ClipView", or press "Alt + Q".

### Soft edged ClipView

With the whole ClipView object selected, you can adjust the **FEATHER** slider control on the top bar, to give the whole clipped object a soft feathered edge.

**Note:** You can have ClipView objects inside ClipView objects.

## Naming objects



You can apply names to any object in Xara Web Designer Premium using the **APPLY, REMOVE OR INSPECT NAMES OF OBJECTS** button on the **SELECTOR TOOL** InfoBar.

Naming is a general mechanism which has a variety of uses, some of which are described below. Most commonly names are used to form loose sets of objects.

### Example uses of names

**Animations:** Names are used in animations to mark objects which are to be tweened. See the Animation (on page 431) chapter for full details.

### Adding names

To add a name to an object, select the object and open the **NAMES** dialog using the button on the **SELECTOR TOOL** InfoBar or right click on the object and choose **NAMES...**

Type the new name into the **APPLY NAME** field, or use the drop down list on the same field to select a name which is already used elsewhere in the current document. Click **ADD**. You should see the name appear in the **NAMES APPLIED** list.

### Names applied

The **NAMES APPLIED** field shows you the names applied to the current selection. If more than one object is selected, a list of names is only shown if all objects in the selection have exactly the same set of names applied. Otherwise "<many>" is displayed, indicating that there are differences in terms of the names applied to different objects in the selection.

To remove a name from the selected object(s), click the name in the **NAMES APPLIED** list to select it and then click the **REMOVE** button.



## Repeating Objects

It's common to have items like navigation buttons, headers or logos repeating on all pages of your website.

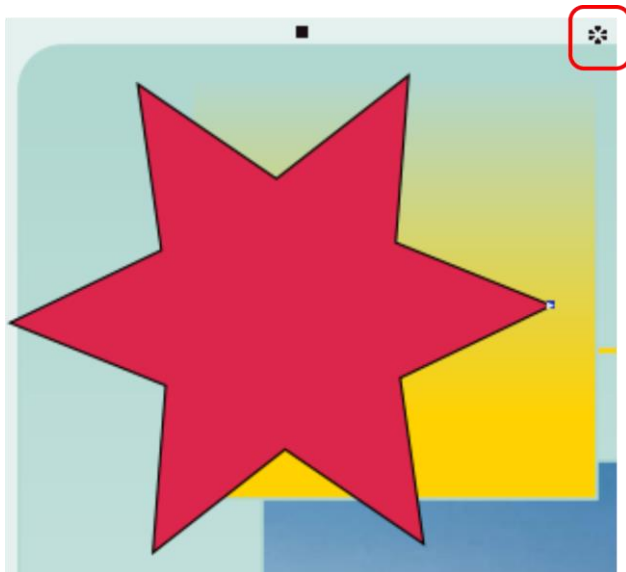
Web Designer Premium provides the ability to repeat any item in the same place on any of your web pages. When you update one of the copies, Web Designer Premium automatically replicates those changes across all pages that have a copy of the repeating object.

On most of the template designs the main navigation buttons are repeating. You can make any object such as a button a repeating object by right clicking it and choosing "REPEATING OBJECT" > "REPEAT ON ALL PAGES". The object is copied to the same place on all pages, displaying the repeating symbol icon in the top right hand corner. If you make any further changes to this item all the copies will be automatically updated.

However if the bar is set to be a **SITE NAVIGATION BAR** it automatically appears the same on all pages of your site and there is no need to make it a repeating object.

Logo text and footers are also normally set to be repeating objects in the templates. Again this means you can edit them on one page, and the same object is automatically updated on all other pages.

**Note:** This uses the current page as the source of the repeating items to update across all the other pages.



*The red box highlights the repeating object symbol, shown on every instance of the repeating object*

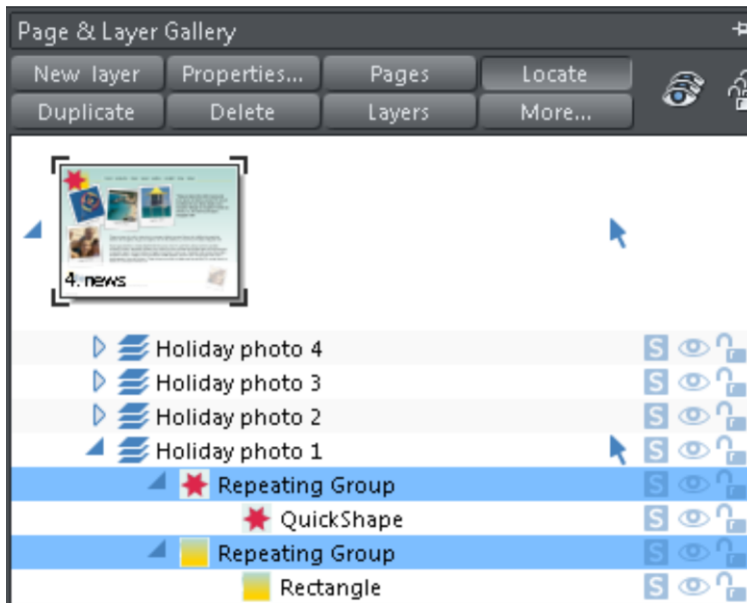
If you don't want a copy of the repeating object on a page, just delete it from that page. When edited, the repeating object is only automatically updated to those pages that already have it. This means you can choose which of the pages in your document should have the repeating object and which should not.

If you want a repeating object on just a few pages of a large website, you can:

1. First make your object repeat on all pages of your site, using Arrange > Repeat on all pages.
2. Select one of the repeating objects and copy it to the clipboard ("Ctrl + C").
3. Hit the Delete key and choose the Delete from all pages option when prompted.
4. Now simply paste the repeating object onto each page that needs a copy of it.

### Editing the contents of a repeating object

When Web Designer Premium creates a repeating object, the repeating items are placed in a containing 'repeating group', similar to a normal group. If you drill down to a layer containing a repeating object in the **PAGE & LAYER GALLERY**, you can see that there's a repeating group containing each repeating object on that layer.



*Web Designer Premium places each repeating object inside a repeating group*

If you want to edit an item inside this repeating group, press "Ctrl + click" on the item to select it inside the repeating group. Alternatively if you go into a specific tool you can usually click directly on any object that is applicable to that tool and it will be selected inside its repeating group (or any other type of group). So for example you can select a rectangle that's inside a repeating group by simply going into the Rectangle tool and then clicking on the shape.

If the repeating group consists of a single object you can directly select that object instead of selecting the repeating group that encloses it.

As with any other edits made to a repeating object, any edits you make inside a repeating group are applied to all instances of that repeating object on other pages.

### Locking a repeating object

You can lock a repeating object right clicking it and choosing **LOCK REPEATING OBJECT**. Once locked, the object is not selectable. But editing any other copies of that repeating object on other pages, which aren't locked, will change all copies, including the locked copy.

### Stopping objects repeating

Right click an object and choose "**REPEATING OBJECT**" > "**STOP REPEATING**" to turn off the repeating nature of an object, or all of its copies in your website. Choosing **STOP REPEATING** from the "**ARRANGE**" > "**REPEATING OBJECT**" menu also allows this.

You'll be asked whether you want to just stop the selected object repeating or all copies of the object in the website. Choose the **ALL** option. Now the different copies of that object can be independently edited and the next time one is changed it won't update any of them.

Use this if, for example, you've used **REPEAT ON ALL PAGES** to copy an object to all pages of your website, but then you want to make those objects different on each page so that they are no longer tied together.

**STOP REPEATING** is also useful if you want to make a copy of a repeating object (eg. a footer or logo) on one page and you don't want that copy to be updated. In this case choose the **JUST THIS COPY** option when prompted.

Note that you can't use **STOP REPEATING** on NavBars which have the **SITE NAVIGATION BAR** option turned on in the **NAVBAR DIALOG**. That's because site navigation bars always update across the whole website. See the Navigation Bar chapter for more information on site navigation bars.

### Deleting repeating objects

If you don't want a copy of the repeating object on a page, just delete it from that page. Xara Web Designer Premium displays a prompt asking whether to delete just that copy or all copies of that repeating object.

Pressing "Ctrl + Delete" will delete just the selected repeating object without asking whether you want to delete all instances or just this one.

### Auto-fit to page...

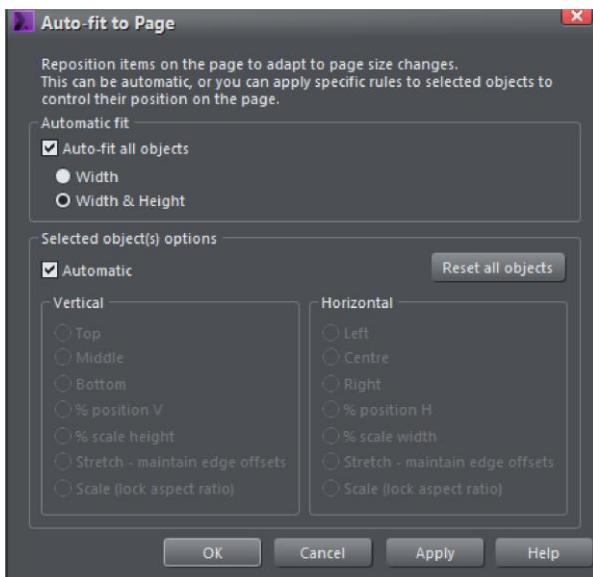
The **AUTO-FIT** feature enables you to create flexible documents that adapt to almost any size change you might want. This means you can design social media documents once,

and then easily deploy to a variety of sizes and aspect ratios. You can convert documents from A5 to A4, or A3 or vice versa. And even change orientation, from portrait to landscape.



*Re-sized Facebook, Instagram and Twitter post templates.*

The feature is controlled by the **AUTO-FIT TO PAGE** dialog which you can access by right-clicking on any item on the page and selecting **AUTO-FIT TO PAGE...** You can also find it in **"UTILITIES" > "AUTO-FIT TO PAGE..."**.



*The Auto-fit dialog controls how items move or stretch as the page size changes*

The **AUTO-FIT ALL OBJECTS** checkbox controls the automatic behavior of all items in the document. The dialog defaults to **AUTOMATIC** for all items in your document, but you can control the behavior of individual objects using the settings in the lower panel.

The **AUTO-FIT ALL OBJECTS** checkbox turns the feature on. Bear in mind that even if this option is un-checked existing documents that had items marked as footers, or to stretch, will continue to behave as usual. This option just enables a more comprehensive, automatic positioning of items on the page.

## Width only or Width & Height

There are two distinct use-cases where you might want automatic positioning of items on the page:

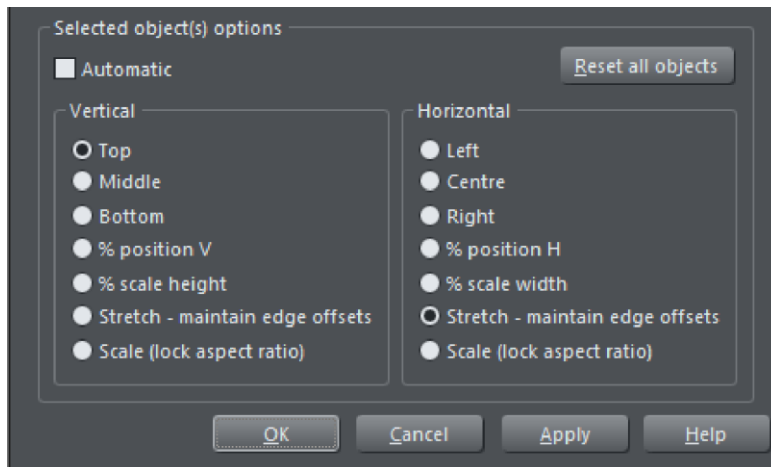
1. Websites, particularly 'blog' style websites where the pages are of variable length, depending on how much text you have. Here you do not want the position of items on the page (typically at the top of the page) to be moved as the page grows. In this case select the **WIDTH ONLY** option. This means things will be repositioned when you change the page width, but not when the page height changes.
2. Print documents, Social Media documents or Presentations, where you want things to re-position and stretch (automatically adapt) whenever the page width or height is changed. In this case select the **WIDTH & HEIGHT** option. This is the default when you enable **AUTOMATIC FIT**.

So to summarize for most document types, print, presentations and social media, select **WIDTH & HEIGHT**. For websites choose the **WIDTH ONLY** option.

Click **APPLY** to effect the change - you can now test the result by dragging the right or lower page edge to see how things move as you adjust the page size. Or alternatively in the **PAGE OPTIONS** (on page 487) dialog, select from drop-down list of common page sizes.

## Auto-fit for individual page objects

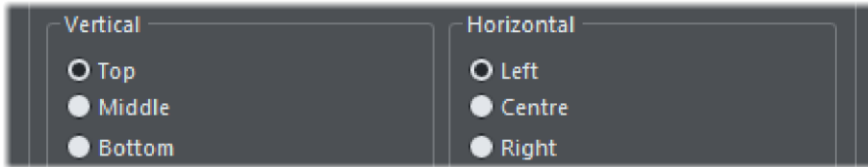
Once you have enabled the **AUTOMATIC FIT** option you can control the behavior of individual objects on the page. By default everything is marked as **AUTOMATIC**.



To control the behavior of individual objects just select the item you want to control, uncheck the **AUTOMATIC** checkbox - which will enable all the lower panel settings. You can now set the position rules for your selection.

Again click **APPLY** to effect the change - and now test the result by dragging the right or lower page edge to see how things move as you adjust the page size. Or alternatively in the **PAGE OPTIONS** dialog, select from drop-down list of common page sizes.

The options are...



The **TOP**, **MIDDLE** and **BOTTOM** options for vertical adjustment and the corresponding **LEFT**, **CENTER** and **RIGHT**, for horizontal adjustments will keep the items the same size (so won't be stretched, enlarged or shrunk) and at the same position relative to the edge or center of the page.

So items marked to be **TOP**, will stay at the same current absolute position to the top edge. Items marked as **LEFT** will remain positioned at the left edge of the page.

So if you want a footer to remain at the exact same vertical size and vertical position relative to the bottom of the page, set the vertical options to be **BOTTOM**. Similarly if you want an item, perhaps a logo, to remain at the exact same offset in the top right corner, irrespective of page size, then set it to be **TOP** and **RIGHT**.

### % Position



Items marked with either of these options will not change size as the page is enlarged or shrunk, just be moved to remain at the same relative position on the page. For example an item that is 1/3rd of the way across the page will always be 1/3rd across the page.

### % Scale height or width



This is like the **AUTOMATIC** option - but applying to the selection only, where position and stretch occurs with page width or height change.

### Maintain edge offsets



This option is useful where you want a fixed gap between the edge of the page and the item.

## Scale (Locked Aspect Ratio)

Items enlarge or shrink as the page size enlarges or shrinks but retain the same aspect ratio.

### Reset all objects

This button will remove any and all manually auto-fit settings you have on everything in the document. This puts everything back to the Automatic setting.

### An Example

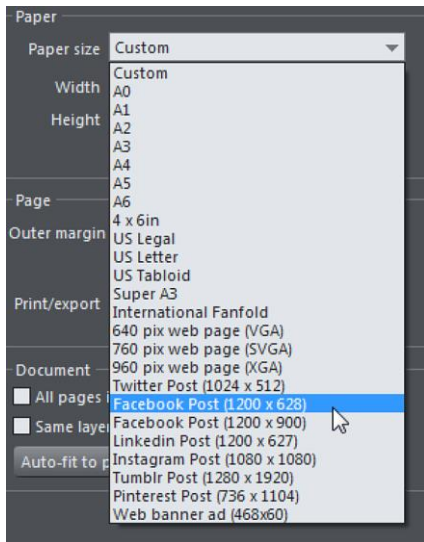
This is a relatively simple social media graphic that is adaptable to just about any page size. With the **AUTOMATIC** options it would work, but the border width and height would not remain the same. So in this case specific items on the page have been marked to behave differently.



- ❶ Photo: set to **STRETCH - MAINTAIN EDGE OFFSETS**.
- ❷ Center text panel: **AUTOMATIC** - text is set to center vertically and horizontally.
- ❸ Background rectangle: set to **AUTOMATIC**.
- ❹ Footer text panel: set to **BOTTOM** and **% SCALE WIDTH**.

## Previewing and testing Auto-fit pages

A great way to test the adaptability of your page design is to preview and test using the **PAGE SIZE** dialog - right click on the page background - select **PAGE OPTIONS...** and then the **PAGE SIZE TAB**.



*In the Page Options dialog - the Paper size field has a drop-down list of common page sizes.*

So you can select a preset paper size from the drop down, but a much easier way is to unlock the page, which allows you to drag the width and height to any desired value. To enable page size dragging, just un-check the **LOCK PAGE SIZE** option. Now if you move the mouse pointer near the right or bottom edge of the page, the pointer changes to indicate you can drag the edge to resize.

## Resizing picture and text

It's important to understand that when a page is stretched (e.g. if you drag the right edge of the page to be wider), text items and images are resized, but the program does not distort the text or images. There's nothing worse than a photo that has the wrong aspect ratio, or stretched text.



So in the case of text objects, when the container of the text is resized, the text just re-flows within the new container size. So, for example, changing a page from A4 portrait to A4 Landscape the body text is not stretched, it remains the same point size, but the text frame is stretched.

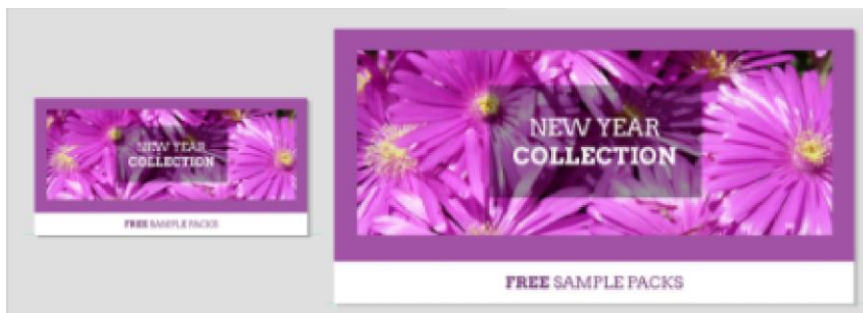


*In the example above the page is made wider (and less tall). The text remains the same point size, but the text frame, and other items on the page have been resized in proportion.*

This is the out-of-the-box behavior when everything is set to **AUTOMATIC**. Using the manual controls you can optimize the behavior, so that for example the width or height of items can be fixed. In the above example you can see the height of the header and footer has become reduced as the page height has reduced. This might not be what you want, and this is where the individual **HORIZONTAL** and **VERTICAL** controls come into play - as described.

## Resizing text

If the page is made taller AND wider, then the text will be resized. The example below shows a small page on the left, and a much larger Facebook post size version, with approximately the same aspect ratio on the right. If we did not scale the text, then the Facebook one would have unreadably small text.



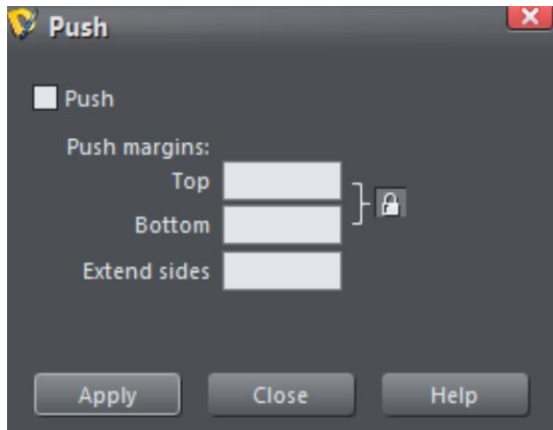
Tip: Always design for the smallest page size, it's easier to enlarge a format than to shrink it.

Tip: Don't fill up your text boxes - leave room for content to flow.

## Push objects

Push objects are mainly useful in page templates, to help maintain the design of a page as text is extended or contracted. Push objects are not allowed to overlap with other push objects and so if one extends or moves so as to encroach on the space of another, it 'pushes' that other object down the page out of the way. And if a push object is pushed off the bottom of the page, the page automatically extends to accommodate it.

To make an object into a push object, right click on it and choose **PUSH...** from the context menu. The **PUSH** dialog appears.



Select the Push checkbox to turn on Push for the selected object(s). Then you can optionally change the top and bottom margins. By default the top and bottom margins are locked together – just click the lock button if you want to set them independently. The top margin value determines how close another Push object is allowed to get to this one, before this object will move down out of its way. So it stops other Push objects coming too close. Similarly the bottom margin value specifies how close to another Push object below it, this object is allowed to be before it starts to push that object out of the way, It also defines the minimum distance that must be maintained between it and the bottom edge of the page (the page will extend when required) because often you don't want the object to be right up against the edge of the page.

The **EXTEND SIDES** field allows you to make the Push object behave as if it was wider than it actually is. This means it can be made to push objects below it (or be pushed from above) even if there is some horizontal separation between the objects. So for example a 100 pixel wide rectangle set to push with **EXTEND SIDES** set to 50px, will behave as if it was 200 pixels wide in terms of its push behavior.

---

As mentioned above, as a Push object gets longer it will push other Push objects below it out of the way, down the page, and if necessary the page will extend. But what if the Push object subsequently gets shorter again (perhaps some text is deleted from a text object)? Now there is space for the Push objects below it to move up the page again. So, as long as the objects started off close together before the text was removed, that's exactly what happens – the lower Push objects move up, closing the gap that would otherwise have been introduced. Similarly where appropriate the bottom of the page will move up, making the page shorter.

## Drawing Lines and Shapes

### Drawing a line or a shape



You can use any of these tools to draw lines and shapes:

- The **FREEHAND & BRUSH TOOL** ("F3").
- The **STRAIGHT LINE & ARROW TOOL**
- The **SHAPE EDITOR TOOL** ("F4").

The **FREEHAND & BRUSH TOOL** is the easiest way to draw simple lines, curves, and shapes, and it acts rather like a pencil.

The **STRAIGHT LINE & ARROW TOOL** is best if you want to draw single segment straight lines, or add arrow heads and tails to any types of lines.

The **SHAPE EDITOR TOOL** is best for drawing precise curves and lines. It is also the main tool to edit lines and shapes.



**Note:** Although it is not in the Drawing Tools toolbar, you can also use the **PEN TOOL** to create precise shapes. It has limited functionality and works like the line tool of other drawing programs. To use the **PEN TOOL**, choose **CONTROL BARS** from the **WINDOW** menu and click the **BUTTON PALETTE** checkbox. Then click the **PEN TOOL** icon in the Button Palette.

### The Freehand & Brush Tool



You can use this tool to draw in a freehand manner, as you would with a pencil. It can also be used to create brush strokes described below. While using this tool the status line provides reminders on how to use the tool.

1. Position the pointer where you want the line to start.
2. Press and hold down the mouse button.
3. As you drag the pointer around the document, your line is drawn in real time.
4. Release the mouse button to terminate the line.



*Smoothing*

*Re-fit Indicator*

After you've drawn a freehand line you can control how smooth the curve is (i.e. how many control points) by adjusting the smoothing control slider on the InfoBar.

Low values make the line follow your mouse movement more closely by creating more control points, and higher values produce smoother curves with fewer control points.



Low values are less smooth

Higher values produce a smoother curve

You can change the smoothing at any time until you make further edits to the line (the re-fit indicator on the InfoBar tells you when you can still change the smoothing.)

### Erasing while drawing

Before you release the mouse button you can erase part of the line by holding "Shift".



The pencil icon reverses so the eraser at the end is downwards. You can now erase back along the line. Release "Shift" and you can continue drawing.

### Drawing straight segments in the Freehand Tool

While drawing a freehand line hold down "Alt", move the pointer to a new position and release "Alt" to draw a straight line. You can continue drawing a line or hold down "Alt" again to draw another straight segment. Remember, you can use "Ctrl" to constrain the angle of the line. If you only want to draw lots of single segment straight lines, use the **STRAIGHT LINE TOOL** described below.

### Extending a line

Make sure the line is selected (a single click on the shape or line in the **FREEHAND & BRUSH TOOL** will do this). Now if you move over the end of the line, a small + sign next to the pencil icon will indicate you can just draw to add a new freehand section to the line.

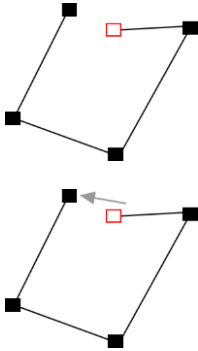
### Joining two lines

Select both lines, ("Shift + click" on the second line to add it to the selection) and you can now just draw from the end of one line to an end of the other. A small + sign next to the pencil icon (appearing after a pause) indicates you are over the end.

### Creating a shape

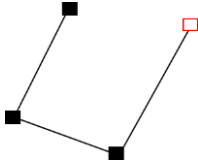
A shape is a closed object with no start or end handle. Only shapes can be color filled.

To close a shape:



1. Create an open object with the end point handle close to the start handle. All the point handles (except the end handle) should be in their required positions.
2. Position the pointer over the end handle.
3. Drag the end handle over the start handle and release the mouse button. The two handles snap together.

Or:



1. Create an open object with all the control handles in their correct positions. Do not create the final line segment.
2. Move the pointer over the start point. A + appears to the right of the pointer when it is over the start handle.
3. Click to create the final line segment and close the shape.

Or:

1. Choose the **SHAPE TOOL**.
2. Click on an end point to select it.
3. Press the "┘" key.

Or you can use the **FREEHAND & BRUSH** Tool to create the final segment.

Any of these closes the shape. If there is a current fill color, the shape is filled with that color.

## Editing lines/shapes with the Freehand & Brush Tool

You cannot directly modify shapes created by the QuickShape, Rectangle, or Ellipse Tools. First convert them to editable shapes using "ARRANGE" > "CONVERT TO EDITABLE SHAPES". See "Shape handling" for more information.

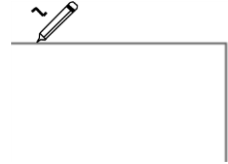
You can use the **FREEHAND & BRUSHTOOL TO EDIT LINES (OR OUTLINES OF SHAPES) BY SIMPLY REDRAWING THE SECTION OF LINE YOU WANT TO REPLACE. FOR EXAMPLE:**

To edit the object:

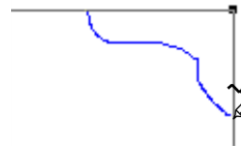
Select the object that you wish to edit.



Move the freehand pencil over a part of the line. A ~ shows when the pencil is in position.



Draw the required line, then move the freehand pencil over to the second point of the existing line. Again, a ~ shows when the pencil is in position.



Release the mouse button, and the section of line is replaced.



## Sketch Mode



Located on the InfoBar this option is useful if you are rapidly sketching lots of separate lines close to each other, perhaps using a drawing tablet.

Hold the mouse pointer over an existing line, or end point, and you'll notice that there is a short pause before the mouse pointer changes to indicate that the line will be edited or extended. This pause means you can still edit existing lines if you want, but you won't do so unintentionally when you actually mean to sketch new lines.

## Brush styles

The **FREEHAND & BRUSH TOOL** can also be used to apply different brush stroke styles along the path of the line. Instead of being a solid, fixed-width line, you can change it to be a variable-width line, or one of a huge range of fancy brush styles, like airbrush, felt tip marker, and many more. See Brushes for more details.

## The Straight Line & Arrow tool



This tool makes it easy to draw single segment straight lines and to add arrow heads and tails to any lines in a way that is much easier and more powerful than doing the same thing with the **LINE GALLERY** (on page 153).

### Drawing & editing straight lines

Simply click and drag on the page to draw a straight line. You can click on any existing line to select it, and once selected you can click-drag on either end to move the end of the line around.

### Adding arrowheads & tails

The InfoBar has two dropdown lists on the left which allow you to choose an arrow head or tail style for each end of the selected line.



- 1 Arrow head
- 2 Arrow tail
- 3 Arrow head/tail size
- 4 Reverse path

The slider on the InfoBar allows you to change the size of the arrow head and tail on the current selected line. Or you can enter a percentage value into the size text field to the right of the slider.

Enter a value less than 100% to reduce the size of the arrowhead (and tail), or greater than 100% to increase. Although the slider only takes the size value up to a maximum of 800%, you can enter percentage values larger than this into the size text field.

### Reverse path



Press the **REVERSE PATH** button on the InfoBar to switch around the head and tail of the selected line.

### Adding more line segments

Lines created with the **STRAIGHT LINE TOOL** are of course fully compatible with the other drawing tools. So if you want to add more segments to a line, make it curved, or perhaps even turn it into a closed shape, use the **SHAPE EDITOR TOOL**.

### The Shape Editor tool



The **SHAPE EDITOR TOOL** is the main tool used for both creating precise curves, lines, and shapes, as well as editing or altering lines and shapes.

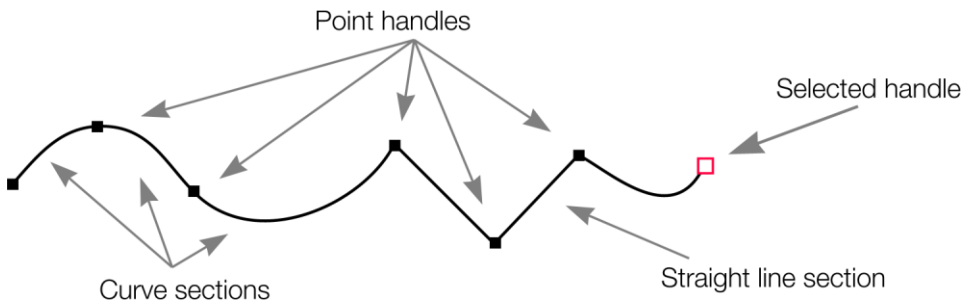




- 1 Add/Change/Edit Indicator
- 2 Make curve
- 3 Make line
- 4 Smooth join
- 5 Sharp join
- 6 Break at points
- 7 Delete points
- 8 Reverse paths
- 9 Positions of handles
- 10 Smoothing

The InfoBar, shown above, provides a wide range of controls as well as precise numeric control.

All lines and shapes in Xara Web Designer Premium are made from a sequence of curve and line sections. Curves are sometimes called "Bézier" curves after the mathematician who first described them.



The sections or segments of a line are marked by small black point handles. You can drag, add and delete these handles to manipulate the shape of the line or outline.

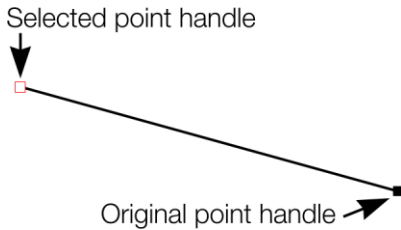
Some objects such as QuickShapes, rectangles, ellipses, and text have to be converted into editable shapes before you can use the **SHAPE EDITOR TOOL** on them. To do this, select an object and choose "ARRANGE" > "COMBINE SHAPES" > "ADD SHAPE".

### To draw a straight line segment

Using the **SHAPE TOOL**, start a straight line:

1. Click where you want to start the line. You can start a line at either end; you don't have to work left to right, or top-to-bottom. This creates a point handle, and is displayed as a red square to indicate that it is the selected handle.
2. If necessary select the **MAKE LINE** button on the InfoBar ("L"). This ensures the next click will draw a straight line segment.





Either click where you want the next point handle to be, or click and drag, and then release the mouse button when the line is correct. This creates a line segment and selects the new end point handle.

### Mixing curved and straight lines

To create an object which is a mixture of straight and curved segments, just switch between the **MAKE CURVE** and **MAKE LINE** buttons as you create the object (you can also press "L" or "C" on the keyboard.)

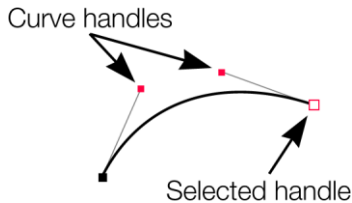
**Note:** You can also use the keyboard shortcut "X" to create a Cusp Join or "S" to create a Smooth Join while using the **SHAPE TOOL**. These affect the way two line segments come together. A Cusp Join creates 2 independent Bezier control handles that you can edit separately. With a cusp join, you can create a sharp angle. A Smooth Join creates a symmetrical join that works like a see saw. If you drag one Bezier control handle down, the opposing control handle goes up.

### To draw a curved line segment:



This is similar to starting a straight line (described above).

1. Click where you want to start the line.
2. If necessary select the **MAKE CURVE** button (shortcut "C".)
3. Either click or drag (as described for straight lines) to create a second point handle, and a curve segment will be added to the line.



A curve segment has **CURVE HANDLES** associated with the selected point handle. You can drag these to adjust the angle and radius of the curve.

### Extending the line

Make sure an end point handle is the selected handle (red outline) and then just click again to add a new line or curve section. Each successive click places a new point handle and draws a new line segment to the selected point handle.

## Finishing the line

⌘+ click completes the line (keeps it selected), or press "Esc" to finish the line and de-select it. After this, additional clicks will start a new line.

## Adding a new point handle

The **SHAPE TOOL** has three modes, depending on whether no point handles are selected (a click will start a new line), an end handle is selected (a click will add a new section), or one or more other point handles are selected (you can drag or change the handles).

The InfoBar shows the current mode.



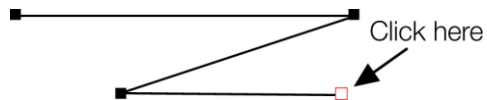
- **NEW:** Click to start a new line,
- **ADD:** Click to extend the line,
- **CHANGE:** Drag or delete point handles to change.

This applies to the **SHAPE TOOL** only.

### To the end of a line:

Make sure the line is selected, then:

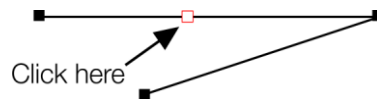
1. If necessary, click on the end point to select it.
2. Position the pointer and click to add a new section.



### To the middle of a line:

Make sure the line is selected, then;

1. Click on the line to add a new point handle into the line
2. Drag the point handle to the required position.



### To the start of a line:

If the end point is selected, clicking on the start point closes the shape (this is described in "Closing a shape (on page 141)"). To add a new control handle to the start of a line:

1. Finish the line using "Shift + click".
2. Click on the start handle.
3. Position the pointer and click.

## Selecting multiple point handles

You may want to select several point handles to delete them, move them as a group, or change a region of points to curved or straight lines. To do this:

1. Select one point handle in the normal way by clicking on it.
2. "Shift + click" the other point handles to select them ("Shift + click" also deselects.)
  - Or "Ctrl + Shift + click" on a point handle to select all point handles on the line.
  - Or drag the mouse pointer diagonally to create a selection rectangle. All point handles in the rectangle are selected.
  - Or "Shift + drag" diagonally to create a selection rectangle. This adds all points within the rectangle to those already selected.
3. If the line has one or more selected point handles:
  - End moves the selection to the end of the line.
  - Home moves the selection to the start of the line.
  - Tab moves the selection to the next point handle towards the end.
  - "Shift + Tab" moves the selection to the next point handle towards the start.

The start and end points are significant when applying arrows (on page 153).

## Deleting points



Select the point handle(s) as described above and either click the **DELETE POINTS** button (**SHAPE TOOL** InfoBar), or press "Del".

## Moving point handles—Shape Editor Tool

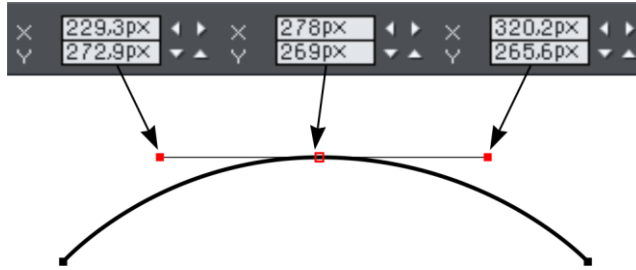


You can move one or more selected handles:

- Drag the handles using the mouse.
- Or use the arrow keys on the keyboard.

Or to move a single handle, type new values into the text boxes on the InfoBar (see below).

### Using the text boxes on the InfoBar

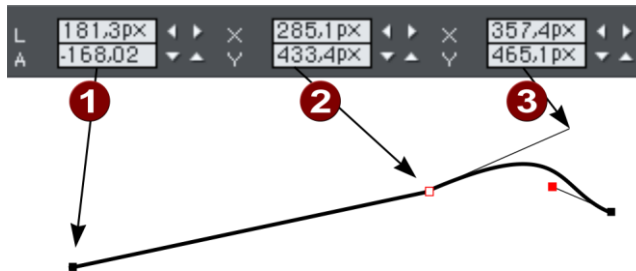


The center pair of text boxes always shows the X/Y co-ordinates of the selected point.

The surrounding X/Y fields show the co-ordinates of the curve handles on either side of the selected point.

X/Y co-ordinates are relative to the bottom left corner of the page by default for print document and top left for web documents. You can change this in the Grid and ruler (on page 484) tab in the options dialog.

If the selected point is on the end of a straight line section, the left fields show the length and angle of the line. You can adjust either by entering a new value and pressing return.



- 1 Length and angle for straight line
- 2 Position of selected point
- 3 Position of curve handle

### Smoothing a line

Imported shapes or shapes from tracers may have unnecessary points on a line. Lines with too many points can be unwieldy and can slow down rendering. Xara Web Designer Premium can smooth the line to remove unnecessary points.



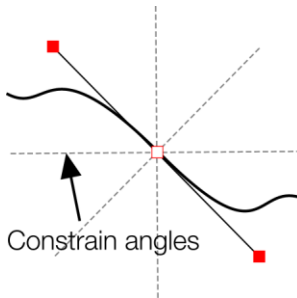
Select all the points on the part of the line you want to smooth (see above). Drag selecting around the region in the **SHAPE TOOL** is probably the easiest way to select a large number of points.

Drag the smoothing slider on the end of the **SHAPE TOOL** InfoBar.



**Tip:** to make sure important points are not deleted, make sure they are not selected ("Shift + Click" on a selected point deselects it).

### Constraining the line



When dragging a point handle, holding down the constrain key ("Ctrl") will constrain the movement to multiples of the constrain angle (controlled from the **OPTIONS** dialog, **GENERAL** tab). When dragging a curve handle the angle is constrained.

### Changing a straight line to a curve (and vice versa)

1. Select the point handles at both ends of a line segment. For several line segments select all bordering point handles.
2. Click the Make curve **1** or Make line **2** button on the InfoBar, or press "L" or "C" (these shortcuts only work in the Shape Tool).



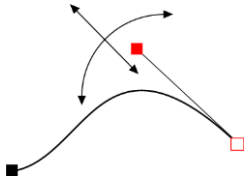
After changing the line type, you may need to move the curve handles for a smooth transition between curved and straight line segments.

You can select several line segments and convert them all. The point handles at both ends of the segment must be selected.

## Changing curves

### Using the curve handle

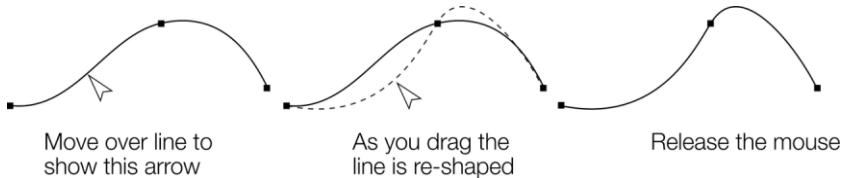
Dragging the curve handle will adjust the curvature of the adjoining curve segments.



Move the curve handle towards or away from the point handle to pull the curve in the required direction.

### Dragging the line segment

You can also change the curve by dragging the line segment between points.



Notice the difference between dragging the line to change its shape, and clicking on the line to add a new point handle. Dragging a straight line segment changes it to a curved line segment.

### Making sharp corners

Normally, Xara Web Designer Premium draws a smooth curve through a point handle. For this, the two curve handles either side of a point handle are linked. Moving either curve handle also moves the other.

Sometimes you will want a sharp corner, and to achieve this, you need to unlink the curve handles:

1. Double click the point handle,
2. Or select the point handle and either:



Click the **CUSP JOIN** button, or press "Z".

You can now move each curve handle independently.

### Making smooth curves

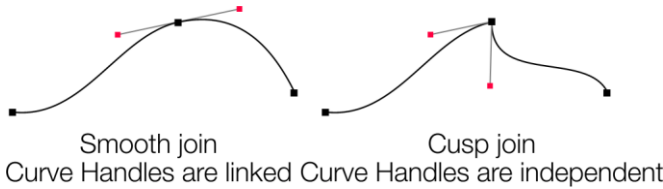
To convert a sharp join into a smooth curve:

1. Double click the point handle,
2. Or select the point handle and either:



Click the **SMOOTH JOIN** button, or "S".

The two curve handles become linked and move to opposite sides of the point handle. This may change the shape of the curve.



### Balancing curves

Balancing makes the two curve handles the same distance from the point handle, which gives smoother, more symmetrical curves. To balance a curve, select the point handle, then drag one of the curve handles with "Shift" held down. As you drag one curve handle the other one will move to be exactly opposite it and the same distance from the point handle.

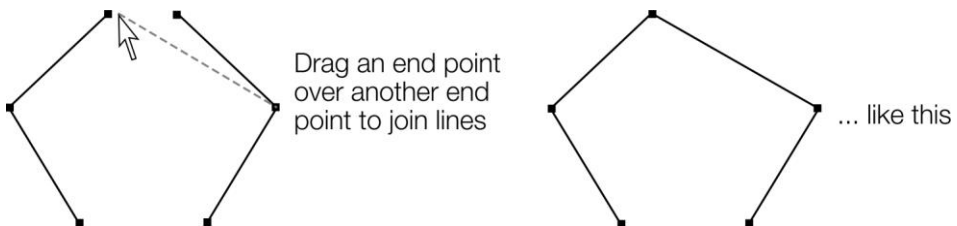
### Joining lines

You can only join lines if both are selected (the point handles are shown on both lines):

Using the **SELECTOR TOOL**, hold down "⇧" and click on the lines to select them (if you are already in the **SHAPE EDITOR TOOL**, you can press "Alt + S" to temporarily go into the **SELECTOR TOOL**, "⇧ + click" to select the second line, then "Alt + S" again to return to the **SHAPE EDITOR TOOL**).

Selecting objects is described fully in "Selecting objects (on page 93)".

Once both objects are selected, in the **SHAPE EDITOR TOOL**, drag the end handle of one line over the end of the other line. As you drag the mouse pointer will show a + symbol to indicate that the lines will be joined..



If the ends of the two lines are already very close to each other (but not joined), then you can either zoom in or drag the end point away, and then back again so it's over the end point, and you see the + sign to indicate a join will occur.

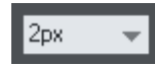


To create a filled shape, drag the other two end handles together. Because you join the end handles, you can only join lines and not shapes. Shapes are closed objects and so have no end handles.

## Changing the line width (thickness)

To change the line thickness or the outline thickness of a shape, first select the object or objects:

Type a new line width into the text box on the **STANDARD** control bar or choose the default line thickness from the menu.



Line thickness is traditionally measured in points, abbreviated to pt. 1 point is 1/72<sup>nd</sup> of an inch (about 0.3mm), which is slightly less than the thickness of one screen pixel when viewed at 100% zoom.

You can enter the thickness value in any unit, and Xara Web Designer Premium will convert it to the correct number of Points. E.g. you can enter 0.5cm, and you will get a line half a centimeter thick, but it will show just over 14pt in the line width field.

If you have no object selected and you change the line thickness value, this changes the default for all new lines.

**Note:** A zero width line is a special case, and should not normally be used. This draws a line one device-pixel wide. The actual size will therefore depend on the device the drawing is displayed on. On a monitor screen one pixel is clearly visible and is never shown anti-aliased. On devices such as printers and particularly on image setters, which have a much higher resolution, the line is almost invisible (zero width lines in imported files are converted to 0.25pt).

## Line Gallery

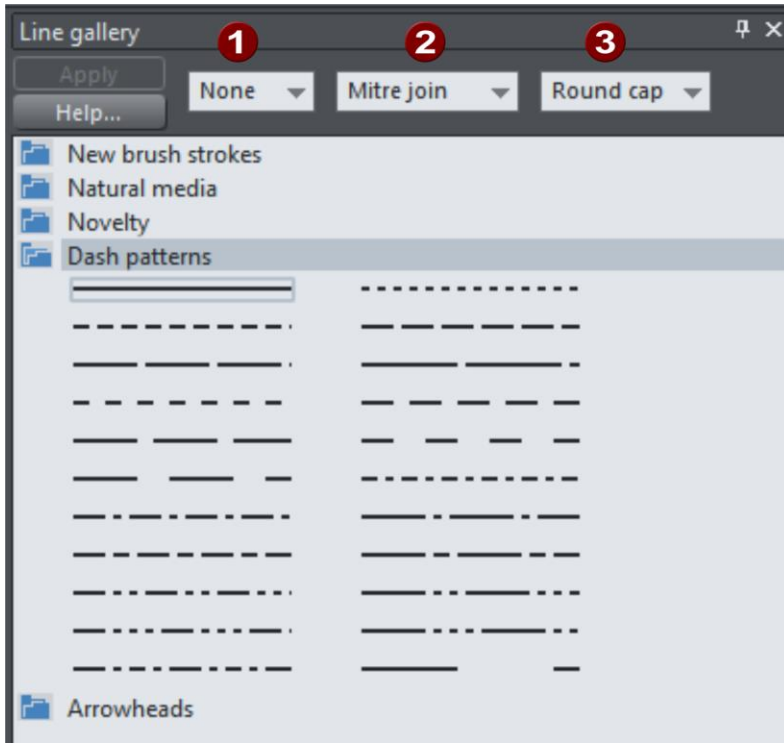


The **LINE GALLERY** can be used to apply a range of line styles or attributes, such as brush strokes, dash patterns, arrow heads, and more.

To display the **LINEGALLERY**:

- Choose "**UTILITIES**" > "**LINE GALLERY**"
- Or click the **LINE GALLERY** tab on the **GALLERIES** tab.

The **LINEGALLERY** is split into sections. To open or close any section, click on the small folder icon in the gallery window.



- 1 Line Width
- 2 Join type
- 3 Line cap

To apply any line style or attribute from the gallery you can:

- Drag and drop the required style from the gallery onto the shape or line.
- Or double click on the required style in the gallery.
- Or select the style and then click the **APPLY** button.

### Line width

The text box at the top of the gallery duplicates that on the standard control bar.

### Brush strokes

There are several sections that show a selection of various brush styles.

### Dash pattern

This section provides a selection of line dash styles.

## Arrowheads

The best way to apply an arrowhead is to use the **STRAIGHT LINE TOOL** (on page 143), as described earlier in this chapter. However you can also use the line gallery. Drag and drop the arrowhead from the gallery onto the appropriate end of the line.

Alternatively, to apply an arrowhead:

- Double click on the arrowhead in the gallery.
- Or select the required arrowhead and click **APPLY**.

Web Designer Premium has two types of arrowhead designs: beginning and end. If the line already has a beginning arrowhead, applying an end arrowhead automatically places it at the opposite end of the line.

If the line has no arrowheads, and you use the **APPLY** button or double click a style to apply it, then the arrowhead will be placed at the end of the line.

The size of the arrow head is related to the thickness of the line. Thicker lines have proportionally larger arrowheads.

If you hold "Ctrl" down and double click an arrow head or tail style, it will apply it to the other end of the line.



A line with a dash style and arrow head and arrow tail selected from the gallery.

For general information about galleries see document handling (on page 83).

## Change join type

This control on the top of the **LINE GALLERY** sets the style of corners.



Mitre

To change an existing line, select the line.

To change the current join type, deselect all lines and select the required type from the menu.



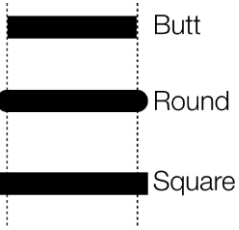
Round



Bevel

## Change line cap

This control at the top of the **LINE GALLERY** sets the style of the ends of the line.



Butt

Round

Square

To change an existing line, select the line.  
To change the default line cap, deselect all lines.  
Select the required type from the menu.

# Shape Handling

## Shape drawing tools



Use any of these tools to create regular shapes.

- **RECTANGLE TOOL** ("M")
- **ELLIPSE TOOL** ("L")
- **QUICKSHAPE TOOL** ("Shift + F2")

The **RECTANGLE TOOL** creates rectangles and squares.

The **ELLIPSE TOOL** creates circles and ellipses.

The **QUICKSHAPE TOOL** creates polygons, stars, and SmartShapes.

## Creating rectangles and squares

To create a rectangle:



- Use the **RECTANGLE TOOL** ("Shift + F3", or "M").

Click and drag on the canvas to draw a rectangle.

### Creating a square

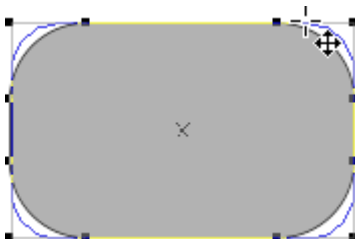
To create a square rather than a rectangle, hold down "Ctrl" while dragging.

### Creating and Editing rounded corner rectangles



To give your rectangle rounded corners, select it and then press the "Curved corners" button on the **RECTANGLE TOOL** InfoBar.

You can then drag on the selection handles shown on the corners to adjust the diameter of the rounded corners.



You can resize rectangles using either the **RECTANGLE TOOL** (by dragging on the handles shown at the corners) or the **SELECTOR TOOL**.

Note that if you change the aspect ratio of a rounded corner rectangle using the **SELECTOR TOOL** (by stretching it in one dimension only) the aspect ratio of the rounded corners is not stretched, it is maintained. However if you have multiple objects selected, or if you're stretching a group containing a rounded corner rectangle, the aspect ratio of the corners is not maintained.

TIP: When rotating rectangles or any shape with straight edges, hold down Ctrl to easily rotate so that one of the straight edges is exactly horizontal or vertical.

## Creating circles and ellipses

To create an ellipse or circle:



Select the **ELLIPSE TOOL** ("Shift + F4", or "L") from the main toolbar.

The **RADIUS AND DIAMETER** buttons on the InfoBar automatically create circles.



- 1 Radius
- 2 Diameter
- 3 Bounds creation

Select the **RADIUS** option to draw circles. The start point of a drag determines the circle's center.

Select the **DIAMETER** option. Now the start point of a drag determines the position of the edge of the circle.

With the **BOUNDS CREATION** button selected, drag on the canvas to draw an ellipse. Hold down "Ctrl" while dragging to create a circle rather than an ellipse.

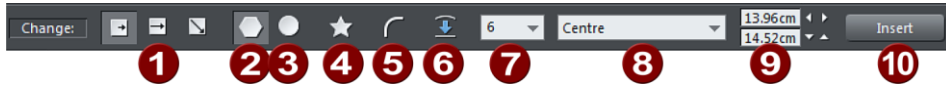
You can convert an ellipse into a circle at any time by double clicking on a control handle.

## Creating polygons and stars

Use the **QUICKSHAPE** Tool to quickly create almost any regular, symmetrical shape with sharp or rounded corners. You can then drag the edges to bend the sides, and at any time you can change the number of sides or make the object an ellipse, a polygon, or a star.



1. Select the **QUICKSHAPE** Tool ("Shift + F2") from the main toolbar flyout.
2. Select **CREATE POLYGONS** or **STARRED SHAPES** from the InfoBar.
3. Select the number of sides either from the menu, or by typing into the text box.



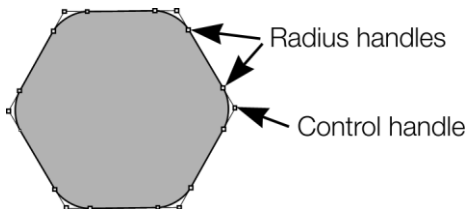
- 1 Creation Modes: Radius/Diameter/Bounds
- 2 Polygon
- 3 Ellipse
- 4 Starred shapes
- 5 Round corners
- 6 Restore edges
- 7 Number of sides
- 8 Editable items menu
- 9 Editing fields
- 10 Insert SmartShapes

To create the polygon or star drag in exactly the same way as for a circle or ellipse using the Radius, Diameter and Bounds Creation buttons to control the origin point of your shape.

- From the center outwards (**RADIUS** button),
- Or from an outside edge (**DIAMETER** button),
- Or diagonally to create an imaginary rectangle enclosing the polygon (**BOUNDS CREATION** button) letting you distort the polygon or star.

### Polygons or stars with rounded corners

Select the **ROUND CORNERS** button or double click on a corner point.



The polygon has extra handles (radius handles) where the rounding starts. To increase or decrease the radius, drag any of the radius handles.

To remove the round corners:

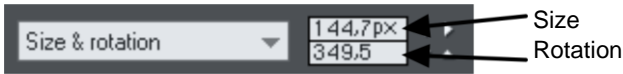
- Click the **ROUND CORNERS** button.
- Or double click a control handle.

### Editing polygons and stars

The **SELECTOR** Tool lets you move, rotate, resize, and skew the shapes as normal. The **SELECTOR** Tool is described in Object handling (on page 93).

Using the **QUICKSHAPE** Tool, you can resize or rotate:

- Drag the corner handles.
- Or select **SIZE & ROTATION** in the **EDITABLE ITEMS** menu. Type the required values into the text boxes.



You can also nudge the values using the buttons to the right.

To move:

- Drag the handle in the center of the shape.
- Or use the arrow keys on the keyboard.
- Or select **CENTER** in the **EDITABLE ITEMS** menu. Type the required X/Y values into the text boxes.



Apply or remove rounded corners by clicking the **ROUND CORNERS** button.



Change the polygon to an ellipse by clicking the **CREATE ELLIPSE** button or double clicking the polygon's center.



Make a polygon star-shaped by clicking the **STARRED SHAPES** button. Or by double clicking on a side.



Drag the sides to make them curved. Move the pointer over the edge of the polygon (it changes to an arrow shape). You can now drag the sides.



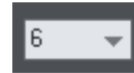
On the left are the original polygons. Just drag on the sides to create curved sides.

"Ctrl + double click" on a side, or click the **RESTORE EDGES** button to make the sides straight again.





Change the number of sides by typing the number into the menu or selecting from it.



## Editing stars

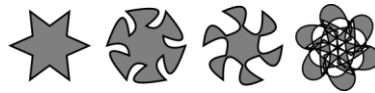
To increase or decrease the depth of stellation:

Drag a star handle or select **STELLATION RADIUS & OFFSET** on the **EDITABLE ITEMS** menu. Type the required values into the text boxes.



*The original shape is on the left.*

Or drag the sides to make them curved:



*The original shape is on the left.*

You can also nudge the values using the buttons to the right.

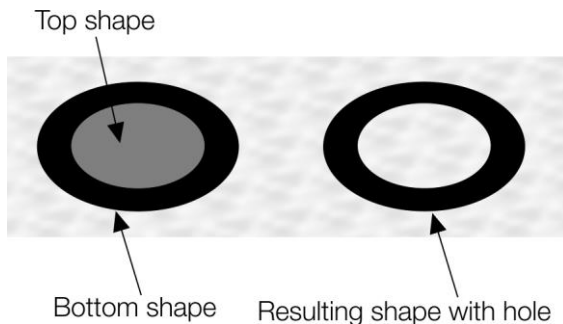


"Ctrl + drag" one side of a star moves all the sides symmetrically. "Ctrl + Shift dragging" moves pairs of sides as mirror images. "Ctrl + double click" on a side, or click the **RESTORE EDGES** button to make all sides straight again.

## Combining shapes

The menu option "**ARRANGE**" > "**COMBINE SHAPES**" (or right click and choose **COMBINE SHAPES**) provides you with a range of advanced options to combine shapes to make new shapes, such as adding, cutting, or slicing. You can use combine shapes on any type of object, including bitmaps.

### Creating holes in shapes

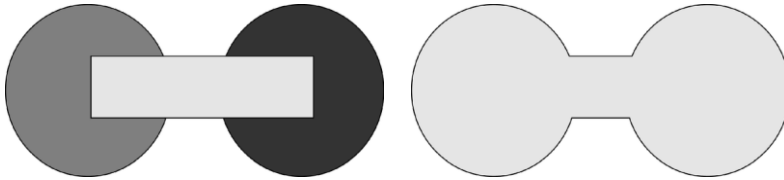


Use "ARRANGE" > "COMBINE SHAPES" > "SUBTRACT SHAPES". This is similar to using join shapes (described above). The differences are:

- The top shape (or top group) becomes a hole through the other shapes.
- The line attributes and colors of the underlying shapes are unchanged.
- Combine shapes physically alters the lines. The only way to restore the original shapes is by using undo.
- The number of overlapping shapes has no effect.

### Merging several shapes into one

For example, to produce the shape on the right from the three shapes on the left:



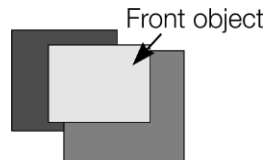
1. Create the two circles and the rectangle.
2. Select all three shapes.
3. Right click and choose "COMBINE SHAPES" > "ADD SHAPES".

The new shape takes line attributes and colors from the top shape (in this case the rectangle in the illustration).

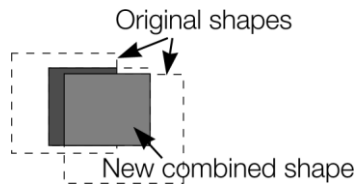
### Intersecting shapes

With **INTERSECTING SHAPES**, the new object is created from those parts of lower shapes that are covered by the top object.

Select the shapes you want to mask and the front (mask) shape.



Choose "ARRANGE" > "COMBINE SHAPES" > "INTERSECT SHAPES". This creates a new shape. The top shape disappears.



The line attributes and colors of the underlying shapes are unchanged. Areas not covered by the top shape are discarded. The top shape can be a group for more complex subtracting. Groups are described in Object handling (on page 119).

## Splitting a shape

If you want to split (break) a line or shape: Either select an existing point handle on the line or outline of the shape, or create a new one where you want to break the line. Just click on the line in the **SHAPE TOOL**(SEE ABOVE).

Click on the **BREAK AT POINTS** button, or press "B".



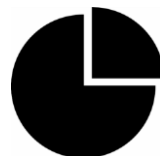
If you split a line, there is no visible change. However, if you move the point handle, then only part of the line moves. If you split a shape, it changes to being a line. Any fill disappears.

**Note:** "Slice shapes" (part of "ARRANGE" > "COMBINE SHAPES") also lets you split shapes into two separate shapes. This is described in "Shape handling (on page 163)".

## Slicing shapes

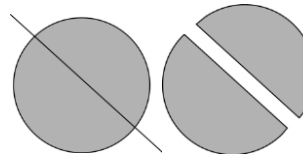
Xara Web Designer Premium lets you easily slice shapes into two or more pieces, and you can use either a solid object or a line for slicing. For example, to cut a segment from a circle:

1. Create a circle and a triangle on top
2. Select them both.
3. Choose **ARRANGE** > "COMBINE SHAPES" > "SLICE SHAPES". The edges of the triangle cut the circle into two shapes. The triangle disappears.
4. You can now drag the segment out from the circle:



You can also use a line to cut an object:

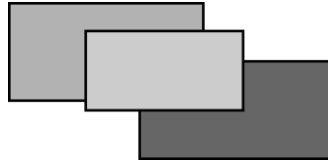
The line should be drawn completely through the object and extend beyond it (as shown in the illustration). If the line is too short, this operation cuts out a thin slice.



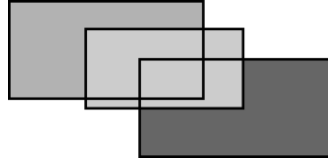
## Slicing complex shapes

When you use the **INTERSECT ALL SHAPES** option, selected objects are sliced along their lines of intersection.

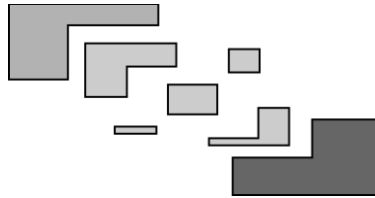
Three selected rectangles, with a 1px border.



"ARRANGE" > "COMBINE SHAPES" > "INTERSECT ALL SHAPES" slices the shapes along the intersected lines. The 1pt borders show the outlines of the new shapes.



You can then pull the rectangles apart to reveal the new shapes.



The line attributes and colors of the intersected shapes are unchanged.

## SmartShapes

SmartShapes are a way enhanced functionality can be added to Web Designer Premium. SmartShapes are plug-ins. Each SmartShape incorporates its own editing controls, usually in the form of small handles you drag to adjust the shape.

Find SmartShapes throughout the **ONLINE CONTENT CATALOG** and under the **INSERT MENU**. For example choose "**INSERT**" > "**SHAPE**" from the main menu to choose from a selection of simple SmartShapes.



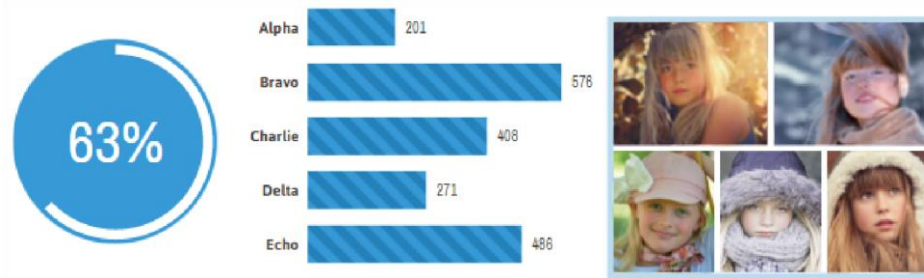
Or with the **QUICKSHAPE TOOL** selected, click on the **INSERT** button on the InfoBar.



*Simple SmartShapes - Frame, Variable corners, Ring segment, Spiral, Text box and Triangle*

Although there are simple SmartShapes that are just a single shape, the underlying SmartShape architecture supports much more complex examples, including charts, percentage segment indicators, Photo grids and text panels which can all be customized.

See the topic Photo Grids (on page 328) in the Photo Handling (on page 326) section for more detail on editing the Photo Grid smartshapes.

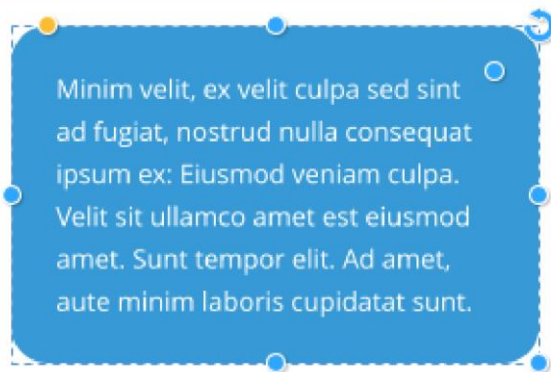


*Chart and photo grid SmartShapes*

## Editing SmartShapes

You can edit a SmartShape simply by clicking on the shape in the Selector tool. Alternatively, select them using the QuickShape (or rectangle or ellipse) tools from main tool bar.

When selected the SmartShape will show a set of control handles on and around the shape, like this:



This is a simple Text Panel SmartShape. The blue circular handles on the sides allow you to stretch the panel to be any size. The top right corner handle will rotate the whole object. The bottom right will enlarge or reduce the size of the whole SmartShape.

Each SmartShape has its own set of control handles. Hold the mouse-pointer over any handle for a handy tool-tip. The Status Line (bottom of window) also provides some description of the function of each handle. In this example the top left orange handle adjusts the rounded corner of the panel background (and most rectangular SmartShapes have a similar function). The inset handle at the top right, in this case, adjusts the margin around the text. Where SmartShapes contain text, you can edit the text - change its size and font, etc. just as for any other text, using the **TEXT TOOL**.



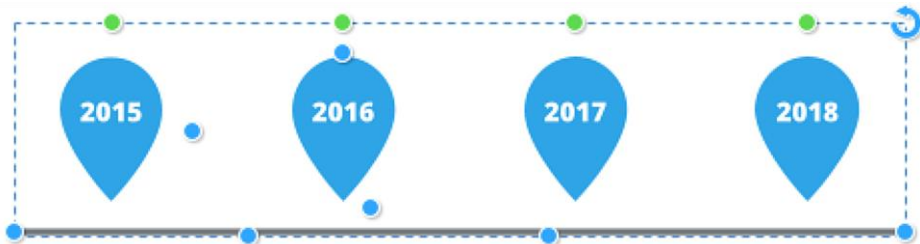
This percentage segment SmartShape has controls to drag either end of the segment (doing so will update the value), or using the Text Tool you can edit the value, in which case the segment bar is changed. The handle mid-way around the arc allows you to adjust the thickness of the band.

The top right handle will rotate the whole thing, the lower right will resize it.

To change the colors in a smartshape, you can select the shape and click the colors on the color line or open the **COLOR EDITOR** (on page 177). Or drag and drop colors from the color line onto it. Where there are multiple colors in the shape, the Color Replacement (on page 181) dialog will appear allowing you to choose which color you want to change.

## Timeline SmartShapes

Timelines are common in many types of documents and particularly in presentations. The Timeline Smartshape consists of a line with an object (or group of objects) repeated along its length with regular spacing. You can increase or reduce the number of objects on the line, adjust their spacing, size, vertical alignment, etc. using the SmartShape's handles.



*Timeline Smartshape with editing handles*

To insert a Timeline, use "INSERT" > "FROM CONTENT CATALOG" > "COMPONENTS" > "PRINT & WEB COMPONENTS" > "TIMELINES"

## Timeline Handle Summary

<b>END HANDLES</b>	Drag either end to change the length of the line, or rotate the whole line.
<b>SPACING</b>	Drag to adjust the spacing of the objects on the line and therefore determine how much of the line sticks out on each end.
<b>ADD/REMOVE</b>	Click to add a copy of the rightmost object, or drag to add or remove multiple objects. If nothing happens when you try to add a copy, that means there is not enough space on the line to fit another copy. Try reducing the size of the objects using the Size handle, or extending the line length by dragging it out.
<b>VERTICAL OFFSET</b>	Drag to adjust the vertical positioning of the objects on the line.
<b>DELETE</b>	Delete an object from the line.
<b>LINE WIDTH</b>	Drag to adjust the width of the line.
<b>SIZE</b>	Change the size of the objects on the line.

## Text Editing

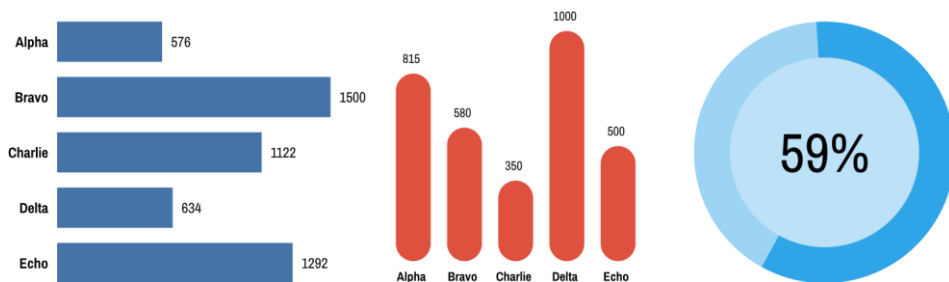
Many of the timelines include text, which of course you can edit using the **TEXT TOOL**. If you find you can't fit the text you want into the space available, try increasing the size of the objects on the line using the Size handle and then select the text and reduce its font size, so you can fit more text in. If the change the font size of all the text on one object, you should see the text on all the other objects update too, to help you choose the size that fits best.

## Symbol Replacement

Some timelines include symbols that you will want to replace. Select the symbol inside by holding down **Ctrl** and clicking on the symbol. Then right-click and choose **REPLACE SYMBOL** from the context menu.

## Chart SmartShapes

With the chart SmartShapes - see "**INSERT**" > "**CHARTS...**" You can just edit the values and labels on the charts using all the usual **TEXT TOOL** attributes, and the graphics update accordingly.



*Bar Chart, Column Chart, and Percentage Ring*

As with all SmartShapes, double-click to go into the **QUICKSHAPE TOOL** and you will see the SmartShape handles appear. Move the mouse pointer over each handle for a tip on what each does. On the bar and column charts there are handles for adjusting the bar

width, chart width/height, the spaces between the bars, the roundness of the bar corners and of course for adding/removing bars. Each bar also has a handle for changing its position in the chart and a handle for changing its value by dragging. If you need more resolution or accuracy, just zoom in and drag. Alternatively you can enter any precise numeric value, even with decimal places, using the Text Tool.

### **Customizing Bar & Column Charts**

You can change the colors of charts easily just by selecting the whole chart and clicking a color on the **COLOR LINE** (on page 173). The **REPLACE COLORS** dialog appears to let you choose which of the colors in the chart you would like to replace with your chosen color. Similarly you can use the **COLOR EDITOR** (on page 177) to edit the colors - the list of replaceable colors appears at the top of the color editor, so select the color you want to edit from that list.

Sometimes you may need to do more than just replace or edit the existing colors in the chart. You can select a specific bar or column by Ctrl+clicking on it in the **SELECTOR TOOL**. That selects just that bar/column inside the chart. Then you can change its color directly, or its outline, or even change the type of its fill using the **FILL TOOL** (on page 240). If you want to copy the style of one bar onto the other bars, first copy (Ctrl+C) the selected bar to the clipboard. Then select one of the other bars and use "EDIT" > "PASTE" > "PASTE FORMAT/ATTRIBUTES".

### **Changing label and value text styles**

The Chart labels and values can be edited using the **TEXT TOOL** - you can apply the usual text attributes, to adjust the appearance of the text. When you change the appearance of a chart label, such as changing the font, font size or color, that change is immediately replicated across the other labels for each bar. However this only happens if those other labels have the same text style applied (usually **BAR CHART LABELS**). So if you want one of the labels to be different, perhaps to highlight one of the bars, simply give it a different style or use the **NO STYLE** option in the styles menu to remove the style. The same happens with the value text.

Chart, Bar chart, Column Chart, Graph, Line chart, Pie Chart, Diagram.



## Text Panel Smartshapes

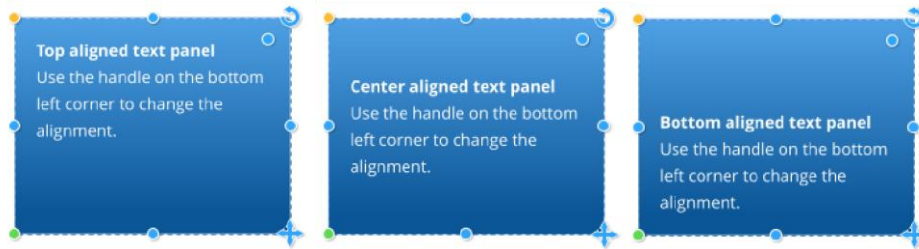
Find the Text Panel SmartShapes in the **ONLINE CONTENT CATALOG** under "**COMPONENTS**" > "**PRINT & WEB COMPONENTS**". Or under the "**INSERT**" > "**SHAPE**" > "**MORE TEXT PANELS...**" menu.



You can freely edit the text using the **TEXT TOOL**. If you display the SmartShape controls (click on it using the **SELECTOR TOOL** or the **QUICKSHAPE TOOL**) you can adjust the width and height (and the text re-flows), the margins around the text and the corner roundedness of the whole panel. You can also rotate the whole object and it remains fully functional.

These text panels are smart in that they grow to accommodate whatever text you put in them - drag the bottom centre or top centre handles to change the vertical panel height. If you ever add more text than can fit into the panel at that height, the panel will grow to accommodate the additional text. But if you later remove text, the panel will shrink back no further than the height you last set using the height adjustment handles. This helps to keep panel sizes consistent, which is useful where you have a panel occupying a defined space or aligned vertically with other panels or objects of the same height.

There is also an additional handle that allows the vertical alignment of the text to be changed between "top", "centred" and "bottom". Just click the handle in the bottom left corner to toggle the alignment.

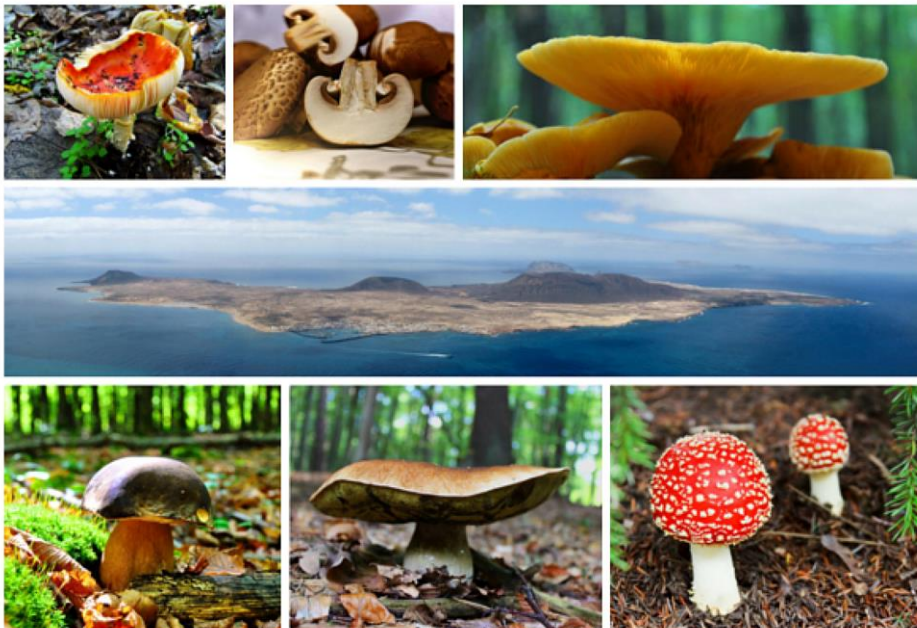


If the panel is full of text with no empty vertical space, then it will look the same no matter which of the three alignment options are selected. But the alignment setting also determines how the panel grows and shrinks, as text is added or deleted, so the setting is still relevant even for 'full' panels. Top aligned panels will always grow and shrink from the bottom, with the top edge staying fixed. Bottom aligned panels are the other way around - they grow upwards with the bottom edge fixed, so these are commonly used at the bottom of pages. And centered panels will grow and shrink equally at the top and bottom, so the center of the panel is fixed.

A collection of similar panels containing both photo and text can be found in the **ONLINE CONTENT CATALOG** under "IMAGE RESOURCES" > "PHOTO PANELS".

## Packed Photo Grid

This smartshape lets you display any collection of photos, even those with different shapes and aspect ratios, in a compact grid on your website. So for example you can display a mixture of portrait, landscape and even panorama images together in the grid.



It consists of rows of photos, with any number of photos in each row. The row heights vary depending on the numbers of photos in each row and on their aspect ratios.

See a selection of examples in the "**COMPONENTS**" > "**IMAGE RESOURCES**" > "**PHOTO GRIDS**" folder of the **ONLINE CONTENT CATALOGUE** ("**INSERT**" > "**IMAGE**" > "**MORE IMAGE RESOURCES**"), but you can customise any of the examples to show any number of your own photos. The examples that are based on the Packed Photo Grid smartshape in this folder all have "Smart" in the title.

### **Adding & Replacing images**

To replace an image with your own photo, just drag and drop a photo file from Windows Explorer (or from the Bitmap Gallery if the photo is already in the current document). The image in the grid that you drop onto is replaced with your photo and the grid automatically updates to fit your photo in, no matter what shape it is. To add more images click the 'Add photo' handle on the end of each row, or drag the 'Add/Remove rows' handle at the bottom left of the grid to add a complete row.

Note that the more images you add into a row, the shorter that row becomes, especially if the images are wide such as panorama photos. Similarly rows containing just a single image will usually be taller. So distribute your photos around the grid with this in mind, if you want similarly sized photos throughout.

### **Border**

There's a Border width handle on the top left photo in the grid that lets you adjust the space between each photo. You can have no space at all if you choose, but when you do have a border it's simply empty space between the photos so you see whatever is behind your photo grid. Therefore if you want to see something other than the page background behind, just draw a rectangle behind and set its color or fill to give the border effect you would like.

### **Other Photo Grids**

The "**COMPONENTS**" > "**IMAGE RESOURCES**" > "**PHOTO GRIDS**" folder of the **ONLINE CONTENT CATALOGUE** also includes some other new (currently non-smart) photo grids. These are fixed designs, so you can only replace the images and resize these grids.

Photo grid, Grids, Stacked photo grids, Smart grids, Smart photo grids.

## Chevron Bar and Arrow SmartShapes

The Chevron Bar and Arrow smartshapes are useful in presentations. See "INSERT" > "SHAPES" > "ARROWS..."



*Chevron Bar smartshape*

Drag on the different handles to add/remove chevron shapes, re-order, change the arrow angles, etc. And of course just click on the text in the **TEXT TOOL** to edit the labels.

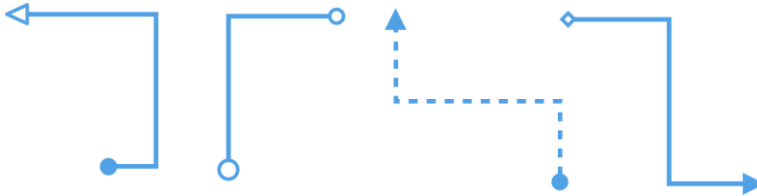


*Arrows smartshapes*

Most of the arrows in the Arrows folder "INSERT" > "SHAPE" > "ARROWS..." can be changed to use a variety of different head and tail designs. Click or drag on the green style selection handles to cycle through all the available styles.

## Flowline SmartShapes

Great for flowcharts, diagrams, exploded views, etc. The Flowlines behave just like Arrows, in that you can change the heads and tails, apply rotation, thickness and so on - as well as having 90° segments which you can drag to reposition. Find them in the Arrows folder - "INSERT" > "SHAPE" > "ARROWS..."




## Color Handling

Xara Web Designer Premium gives wide control over applying, creating and altering the colors of objects. For simple documents, you can just choose colors from the on-screen color palette, the Color Line. More advanced color operations are described later.

### The color line

The Color Line is displayed at the bottom of the window. It shows you the current fill and line colors, provides access to the color editor and provides a palette of pre-defined colors including a special "no color".



- 1** **COLOR SWATCH:** The outer rectangle of the color swatch shows the line color and the center rectangle shows the fill color. These are the colors of any selected objects, or the current color attributes if no objects are selected.
- 2**  This button provides access to the color editor (on page 177)
- 3** **COLOR PICKER:** Use the eye-dropper to pick a color from any part of the document or any part of the computer screen. See Using the eye-dropper to pick colors (on page 178) for details.
- 4** **NO COLOR:** Clicking this applies a "no color fill". Shift-clicking applies "no color" to a line. Note that this is not the same as 100% transparent. "No color" and transparency are different. A shape with transparency applied remains a solid shape whereas a shape filled with "no color" is effectively hollow. The **NO COLOR** button can also be used to restore the original colors to a photo which has had a contone color applied.
- 5** Current Fill color marker
- 6** Current Line color marker

If the length of the Color Line exceeds the window, you can scroll through the Color Line with the scroll bar below or by "Alt + dragging" the Color Line.

Xara Web Designer Premium provides several options for the displayed size of the Color Line (described in Customizing Web Designer Premium).

### Colors on the color line



- 1 **Named (Theme) Colors:** First comes the Named Colors (if present in the document, see below). Named colors are used to give templates and designs theme colors, so that the color scheme of a design can easily be changed without editing every object in it individually.
- 2 **Linked Colors** are represented differently on the color line by smaller rounded rectangles, so it's much easier to distinguish which are normal independent Named Colors and which are linked to a parent. See *Creating a Tint, Shade or Linked color* (on page 186).
- 3 **Palette colors:** There are 46 pre-defined palette colors. There are 5 shades of 7 standard hues and 10 shades of grey, black and white. Palette colors are not editable (i.e they are not Named Colors) and are designed as a simple, limited selection of colors to apply to objects (either by dragging on to the object or clicking).

Little markers in the color icons shows which of the named colors (if any) or palette colors have been applied to the selected object(s).



Diamond markers show the colors used by the selected objects. A diamond in the top-left corner indicates the fill color, in the top-right corner indicates the line color.



Cross-shaped markers show the current color attributes if there are no objects selected. Line color on the right, fill color on the left.



Triangular markers show the colors of a fill if you have applied one.

This works also when choosing a color with the color picker from existing objects, see *Using the eye-dropper to pick colors* (on page 178). The color line markers update immediately and indicate the color of the object under the eye-dropper as you're dragging around.

### **Re-ordering colors on the color line**

Only named colors can be re-arranged on the Color Line. "Ctrl + drag" colors along the Color Line. This also reorders the **COLOR GALLERY**.

### **Color line context menu**

Click on a color on the Color Line to show a context sensitive menu with the following options:

<b>EDIT</b>	Opens the color editor to edit the named color (not available for palette colors)
<b>REPLACE COLOR</b>	This option is shown only when the selected object has multiple component parts or multiple colors, such as a button group.
<b>SET FILL COLOR / SET LINE COLOR</b>	Set the fill or line color of the selected object with this color
<b>SET TEXT BACKGROUND</b>	Set the the color for a text background - like a highlighter.
<b>RENAME</b>	Rename a named color (not available for palette colors)
<b>DELETE</b>	Delete a named color (not available for palette colors)


If the selected object is a bitmap, you can also see **SET CONTONE DARK COLOR / SET CONTONE LIGHT COLOR OPTIONS**. See Bitmap coloring (on page 248) for more information.


When clicking the “no color” swatch, the fill and line color options are replaced by: **CLEAR FILL COLOR / CLEAR LINE COLOR**.


## Applying fill & line colors by drag & drop


- To apply a fill color to an object (selected or unselected), drag a color from the Color Line and drop it into the center of the shape.
- To set the line or outline color, drop it on the outline, not the center.
- To change the current fill color, drag a color into a blank space.
- To change the page background color, drag a color onto the page background.
- To change any color in a complex or multi-colored object such as a button, text panel, graduated filled shape, etc. just drop the color anywhere on the object.


When dragging colors an indicator beside the pointer tells you what effect dropping the color will have:


 Set flat fill color (seen when you drag over an object) or the intermediary colors of a multi-color fill (on page 250)

 Set line color (seen when you drag over a line).

 Set the current fill color (seen when you drag over an empty space).

 Set start color of graduated fill (seen when dragged over start of fill).

 Set end color of graduated fill (seen when dragged over end of fill).

 Set page or pasteboard background color (seen when you drag a color onto the page or pasteboard).

Instead of drag & drop, if you have an object selected, you can just click on the Color Line. This opens the Color Line context menu .

In any other case, you can alter the line color by "Shift + clicking" on the Color Line.

If a photo or a bitmap-filled shape is selected, then clicking on the Color Line shows the context menu with contone options included. Contoning means - the bitmap is converted to greyscale (black and white) and the selected color is used as a contone light color. The contone dark color is usually black. You can set both contone colors via the Color Line context menu (see above). See Bitmap coloring (on page 248) for more information.



To set a fill or line to no color (clear), perform the operations as outlined above but use the "No color" option instead of a color.

## Editing an object's color

To edit the fill color of the selected object(s):

- Choose "UTILITIES" > "COLOR EDITOR" ("Ctrl + E").
- Or click the **EDIT COLOR** icon on the Color Line.
- Or right click the object and choose **FILL COLOR**
- Or double click on the current line and fill color icon on the Color Line (the edge of the leftmost panel).

To edit the line color of the selected object/s

- "Shift + click" on the **EDIT COLOR** icon
- Or double click on the current line and fill color icon (the edge of the leftmost panel).

This displays the **COLOR EDITOR** which allows you to select from any color of the spectrum. Unlike most graphics programs the Color Editor can remain on screen while you continue to work. It changes to reflect the color of the selected objects, and the fact that you can also drag the lower right corner to resize the **COLOR EDITOR** window means that you can easily and precisely adjust the color of the selected object.

## Applying a Text background color

To apply a text background color - in effect a highlighter-style background color...

### textbackgroundcolor

- Highlight some text using the **TEXT TOOL** or select text object(s) using the **SELECTOR TOOL** (on page 23)



- Right-click on a color in the **COLOR LINE**
- Select **SET TEXT BACKGROUND**

To get rid of the background color...

- Select your text
- Right-click on the **'NO COLOR'** swatch on the **COLOR LINE** (on page 173)
- Select the **CLEAR TEXT BACKGROUND** option

## The Color Editor

The Color Editor is used to change the color of objects in the document.



- 1 When editing a color you can drag the eye dropper to pick colors off screen, even from other open windows
- 2 Select the color to edit: Fill color/Line color of the selected object or any of the named theme colors
- 3 Click the label icon to create a Named Color
- 4 Click to show extended color controls
- 5 Previous color
- 6 Actual color
- 7 Drag here to select any shade of the selected hue
- 8 Drag here to select any hue
- 9 Drag here to increase the window size

The easiest way to create a new color is to select the hue along the bottom color strip. All possible shades of this hue are then shown in the top section, so just click or drag in the

top section to select the new color. You'll notice the selected objects change color as you adjust them in the color editor (called "live preview").

For example to select a pink color, which is a pale shade of red, select red along the bottom section and then select a very pale red (pink) from the top right area of the top section.

### Previous and Current color

As you drag on the color editor the two small color swatches in the upper right of the color editor show the current color and the previous (before you started changing the color). This is useful if you want to make a small change and want to compare the old and new colors.

### Using the eye-dropper to pick colors

Instead of selecting hues and shades on the **COLOR EDITOR** you can instead pick a color from any part of the document or any part of the computer screen—even from other windows and programs.

To do this just click and drag on the eye dropper icon. As you drag you see the color editor continuously picks up the color under the eye dropper. Release the mouse button when you have the desired color. This is an easy and quick way to use the same color again or copy colors from photos or from one object to another.

If the object under the mouse pointer is complex (eg. has transparency applied) and the color cannot be determined, screen RGB color is applied.



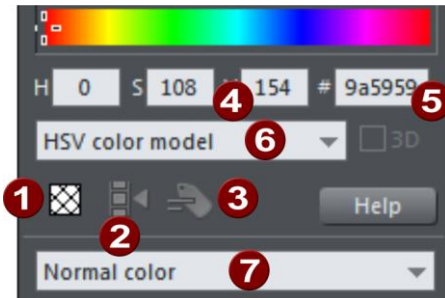
HSV(19.1, 22.2%, 83.1%)

The color sampler shows a small popup at the mouse pointer which indicates the color that is being sampled at that point. This will either be the palette color name, the name of a named color, or the color model and color value.

### Advanced color operations



Click the **SHOW ADVANCED OPTIONS** icon on the Color Editor to reveal the lower part of the dialog that provides more options.



- 1 No fill color
- 2 Make named color local to Frame/Layer
- 3 Rename named color
- 4 HSV color values
- 5 RGB hex value
- 6 Color model (HSV, RGB or grayscale)
- 7 Color type: See Creating a Tint, Shade or Linked color (on page 186)

Here you can enter precise RGB (or HSV) color values. The most common requirement for web graphics is to enter a hex RGB color. The **h**, **s** and **v** fields allow you to specify the color as HSV (hue saturation value) values in percent. In the **#** field you can enter RGB value in hexadecimal numbers (0-F).

Also a 'No fill color' button and a help button is available here.

## Local colors and Theme colors

Web Designer Premium has two types of color:

- **LOCAL COLORS** are used in only one place in the document. Each object has a separate color and nothing is shared. This is useful if you want to change the color of an object without affecting other objects. Local colors are the easiest method and best for simple documents that use relatively few colors. "Applying color" and "Editing an object's color" above describe local color handling.
- **THEME COLORS (OR NAMED COLORS)** can be used again and again in the document. (As such, they are like styles in a word processor.) Theme colors are used in templates and assure a consistent look of your page elements like buttons or navigation bars. Any edits you make to a Theme color are immediately reflected on all objects and parts of the drawing that use that color. You can also copy Theme colors between documents. Theme colors appear on the Color Line. If there are any Theme colors already present in the design and you load or paste templates from the **ONLINE CONTENT CATALOG** containing Theme colors with the same name, you will be asked if you want to match the actual color of the imported Theme colors to the existing ones. The Theme colors in most templates are consistently named so when you import elements from different themes colors are matched perfectly.

**Important:** If you just select an object on the page that has a **named color** applied to it, and alter it with the Color Editor, this will always turn it into a **local color** instead of a **named color** (because it is assumed that if you try to edit the color of the object that's what you mean to do. If you really want to change the **named color** so this and all occurrences of the color change, then you should do so by editing the named color (on page 183)).

## Theme color schemes

Many of the web themes offered in the **ONLINE CONTENT CATALOG** include alternative color schemes which can easily be applied to websites which use the same theme, to

transform the color scheme instantly. The color schemes are normally found in the **ONLINE CONTENT CATALOG** in each theme under **WEBSITE THEMES**, after all the page layouts and separate graphic elements that make up the theme. They all have "Color scheme" in their titles in the **ONLINE CONTENT CATALOG**, so they are easily identified.

To apply a color scheme to your website, simply drag the scheme from the **ONLINE CONTENT CATALOG** and drop it on your page. You can try applying the color schemes of one theme to a website created from the templates of another theme. But you will get mixed results doing this and some schemes will not work acceptably with some themes. So for best results stick to the color schemes of the theme that you used to create the site.

One of the color schemes provided with each theme matches the default colors used by that theme. This allows you to easily return to the original colors if you prefer, after experimenting with the alternate schemes.

## Creating your own color schemes

It's very easy to create your own color scheme files, which you can pass on to other Web Designer Premium users for them to apply to designs created with the same theme.

1. Load one of the page templates for the theme. Choose one which shows off all the colors of the theme most effectively. You can add more elements to the page if required, to help show off the range of theme colors.
2. Edit the named colors of the theme one at a time, as described in the 'Editing named colors' section (on page 183) below.
3. Once you are happy with your new color scheme, use "**FILE**" > "**SAVE AS**" to save it. The filename you choose **MUST** include "themecolorscheme" as part of the filename. That is how Web Designer Premium identifies color scheme files – just by looking for that sequence in the filename. It's a good idea to also include the name of the theme to which the scheme applies. For example a new blue color scheme for the "Beta" themeset could be named something like "betathemecolorschemeblue.web".

To test your color scheme, drag and drop it from File Explorer onto a page that still has the default theme colors. The page should be instantly re-colored using your color scheme.

## Creating new named colors

If you want to use the same color in different parts of the drawing, and there is any chance you might want to change that color in future, it is highly recommended that you create a **NAMED COLOR**. This is easy in Xara Web Designer Premium:

Select an object whose color you want to use and then click **NEW NAMED COLOR** in the **COLOR EDITOR**.

Click to create a new named color



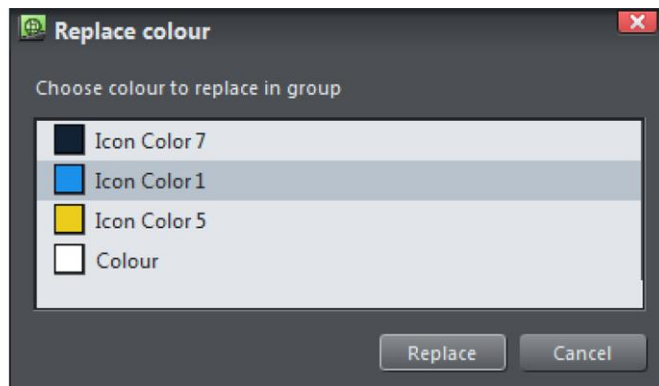
Give the color a suitable name, like "car color" and click create. You will see the new color added to the **COLOR LINE**.

You can now apply this color to any object the usual way, by drag-dropping it from the Color Line or just clicking (or right clicking) to use it as a line color.

When you edit a named color, all objects that use this color will change.

## Replacing colors

Web Designer Premium makes it easy for you to recolor complex grouped objects such as buttons, text panels, navigation bars etc, by listing the colors used and prompting you to choose which one you want to replace.



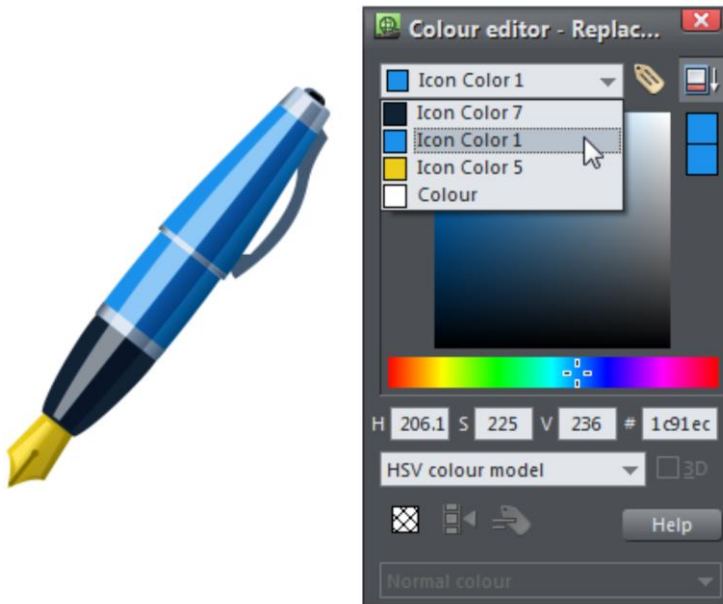
*The color replacement dialog lets you select which color to replace in the group.*

Recolor an item in one of the following ways:

- Drag and drop a color from the color line onto the item.
- Select your item and then click a color on the color line.
- Select the item and then bring up the **COLOR EDITOR (ON PAGE 177)** (Ctrl+E).

The editor will display a list of the item's colors in the drop-down menu at the top of the editor. Select the one you want to edit and then use the color editor as normal to edit it.

Note that when replacing colors in graphics this way, you can replace the use of named colors with unnamed/local colors, or vice-versa. So for example you could take a button that uses Theme Color 1 and replace Theme Color 1 with Theme Color 2. From then on, editing Theme Color 2 in your document would change the button color too. Or replace Theme Color 1 with a local color, so the button is no longer linked to any theme colors at all. And you can use this facility to quickly apply named colors to graphics that were not originally designed to use named colors at all.



*The pen item is selected and the Color Editor displays the range of color replacement options available.*

Note that when an object with multiple colors is selected, the dropdown list in the color editor lists only those colors in it. The Local fill color, Local line color and list of named colors are not included in the list in this context, to avoid making the list too long and potentially confusing.

## Changing background colors

Drag-drop colors from the color line onto the page or pasteboard background to set the color of either. If there are multiple colors in the background, the Replace Colors dialog will be shown to let you choose which color to replace. It works the same way as described above for groups with multiple colors.

To use the color editor to change the background colors, right click on the page and choose "**PAGE BACKGROUND**">"**EDIT PAGE COLOR**", or on the pasteboard background and choose "**PASTEBOARD BACKGROUND**">"**EDIT PASTEBOARD COLOR**".

## Editing named colors

There are four ways to display the color in the **COLOR EDITOR** so it can be edited:

- Choose from the menu in the **COLOR EDITOR**.
- Or right click on the color on the **COLOR LINE** and choose **EDIT** from the menu that appears.
- Or drag & drop a color from the Color Line onto the **COLOR EDITOR**.
- Or drag & drop a color from the **COLORGALLERY** (described later) onto the **COLOR EDITOR**.

You can then edit the color as required. All objects that use this color are automatically and immediately updated to show the new color across all pages of your document.

## Renaming named colors

While editing a **NAMED COLOR**, right click on the **COLOR EDITOR** and select **RENAME**

- Or left click the color on the Color Line and select **RENAME**.

## Deleting named colors

To delete a named color click on the color on the Color Line and choose **DELETE**.

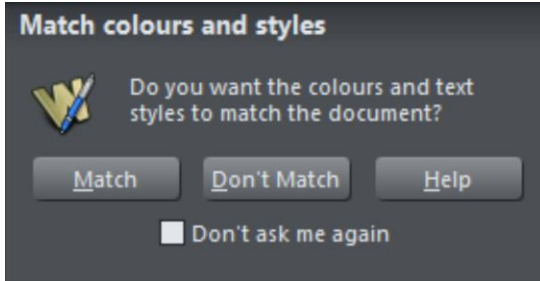
## Deleting unused named colors

To clear the Color Line of unused colors, click a Named color and choose **DELETE**. If the color is being used in the current document, Web Designer Premium displays a message that allows you to cancel the deletion or use local colors instead.

However note that by default unused named colors are automatically deleted when a document is saved or loaded.

## Importing named colors

When a design is imported into the current document (e.g. import from the **ONLINE CONTENT CATALOG**, import a XAR file or paste objects in from another design) if there are any named colors in the imported design which have the same names but different color values as colors in the current design, an alert appears as follows:



If you want the imported objects to inherit the colors of your current design, choose the **“MATCH”** option. This makes all objects using a given named color use the existing instance of that color as it appears in the current document.

Alternatively if you want the imported objects to keep their own independent colors, select the **“DON'T MATCH”** option. This adds new named colors into your design, with a number appended to the color names to distinguish them from the colors already in the current design. This allows the imported objects to keep their original colors.

Note that if you import objects from lots of different designs and choose **“DON'T MATCH”** each time, you will end up with a large number of separate Named Colors on your color line. This is rarely useful. So a better option is to use the Replace Color facility described above to change the colors of objects where you don't want them to pick up the theme colors of your document.

The same prompt is shown if there are Text Style definition differences between the document and the imported design. So seeing this prompt does not necessarily mean that there are different named color definitions – it could just be due to Text Style differences. See the Text Styles section of the Text Handling chapter for details.

The match prompt above includes a **“DON'T ASK ME AGAIN”** checkbox. If you check this, the option you choose will be assumed for all future imports, without asking you again. However this only applies during the current session, so after a program restart you will be asked again on the next import if there is a color clash.

Using the **MATCH** option means that you can choose a template, change its theme colors and then import more templates of the same theme and the imported designs will immediately pick up your modified theme colors.

For example, import a red graphical button from the **ONLINE CONTENT CATALOG**, change its main theme color from red to green, then import a red logo graphic of the same theme and choose the **“MATCH”** option. When the logo appears in your design, instead of being red it will have picked up your chosen green theme color automatically. Since most



themes have their main theme color named “Theme color 1”, you will also usually get good results when importing graphics from different themes and matching the colors.

### Make Named Color local to Frame/Layer



When you click this button, a new named color is created which is identical to the one you have selected.

This new color is then applied to all objects in the current frame or layer that use the selected named color. This means that with one click you can localize a color to the frame/layer. You can then independently edit the original color and this localized color.

This feature is useful when you are creating animations and you want an object's color to change part way through the animation.

This button is dimmed unless you are editing a named color that is also used in another frame or layer.

## Normal colors, Tints, Shades and Linked colors

### Normal colors

These are the normal stand-alone colors you apply to objects.

Xara Web Designer Premium can also define colors that are linked to another color, that is when the parent color changes the linked color will change as well. There are three ways you can link a color to its parent **TINTS**, **SHADES**, and **LINKED COLORS**. These are very powerful techniques that allow, for example, single-click re-coloring of complex shaded drawings. Some of the example clipart uses this technique.

### Tints

Tints are based on other colors (called the parent color) and are always a paler version of the parent. They have two main uses:

- Where you have paler shades of a parent color and you may want to change the parent color in future with the tints automatically updating.
- To extend the range of colors available from printing inks.

For example, a 25% red tint gives a pink color. Therefore using just a red ink you can have both a pure red and a pink using only one ink. Similarly, if just using black-and-white printing, it's often useful to be able to use tints to create various shades of gray.

If you are printing with a limited range of colors (it's usually cheaper to print one or two color, instead of full or four color printing).

A tint can be based on any type of color, including another tint.

Any changes you make to the parent color also change tints based on it. For example, you might define the color pink as 50% of a red parent color. Changing the parent color to orange automatically changes pink to light orange.

## Shades

These allow both lighter and darker colors to be created all based on a parent color. Changing the color of the parent changes all associated shades. For example, a drawing of a car might use shades for the highlight and shaded regions of the car body. A single edit to the parent changes all the colors of the entire body but keeps the shading correct. Setting up shades this way is more time consuming but it is a very powerful way of altering colors.

For best results, the parent color should be a "pure" saturated color. When using the HSV color mode, saturation and value should ideally be 100%. When viewed in the **COLOR EDITOR** (on page 177) the cross should be in the top left-hand corner.

## Linked colors

Linked colors are similar to shades but give greater flexibility. These are also based on a parent color but you define which attributes you want the linked color to share with its parent. For example you can create a linked color that is a more or less saturated version of the parent, but the hue and lightness / darkness follow the parent.

## Creating a Tint, Shade or Linked color

**TINTS**, **SHADES** and **LINKED COLOR** have to have a master "parent" color, which needs to be a named color, so that when you change this parent color, the tint will change as well. So, if necessary, first create a named color (see Creating new named colors (on page 180)).

To create a tint, shade or linked color:

1. Select the object or objects to which you want to apply the color.
2. Open the **COLOR EDITOR** showing the advanced options.
3. Select the "normal color" drop-down menu and select the **TINT**, **SHADE**, or **LINKED** option.
4. From the **PARENT** dropdown menu, select the named color that you want this color to be linked to.
5. Adjust the **TINT**, **SHADE** or **LINKED COLOR** on the top section of the color editor.



*On the left you can see the new color is a tint of the parent "yellow" and so the editor provides only paler tints of the parent color. On the right, if you select a shade, you get to choose any lighter or darker shades of the parent color.*

If you want to use this color in many places in the document it's recommended that you also make this a Named Color, so it appears on the Color Line, for easy picking. Just click on the **NEW NAMED COLOR** label icon on the top of the Color Editor and give it a name. It will now appear on the Color Line where you can pick it for use on other objects.

### Editing the parent color

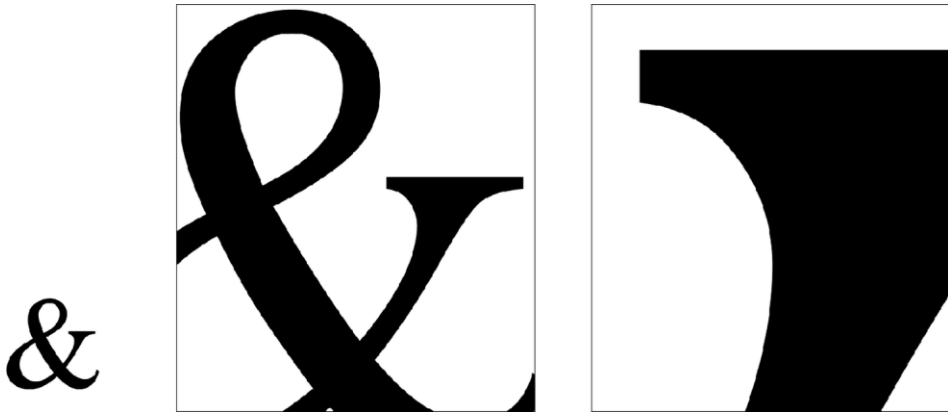
The key point of using tints, shades and linked colors is that they track any changes to the parent color. To see this working try editing the **NAMED COLOR** that is the parent (drag it from the **COLOR LINE** to the **COLOR EDITOR** and alter the color). You will see the objects with the tint, shade or linked color change in sync with the parent.

**NOTE:** Be careful not to edit the color of objects on the page to which you've applied **NAMED, TINTS, SHADES, or LINKED COLORS** as this will change them to **LOCAL COLORS**.

# Text Handling

## Introduction

The text editing facilities of Xara Web Designer Premium are very like your text editor or word processor, but in addition it provides a range of features you won't find in those programs:



You can enlarge or magnify text to a huge degree.



You can apply the range of normal Xara Web Designer Premium attributes and effects: fills, feather, transparency, color fades, shadows, and still continue to edit the text.

You can convert the outlines of characters to shapes which can be edited just like all normal shapes.

*This is some text fitted along this curve.  
It can even fit a column of text to a curve.  
The quick brown fox jumps over the lazy  
dog. This is a Garamond font.*

*This is a column of text  
fitted to a specific column  
width, fully justified, rotated  
and skewed, but it remains  
completely editable.*

*Fit text to a curve. All text can be rotated, skewed and stretched.*

## Terminology

**FONT or TYPEFACE:** A set of characters with a consistent style.

**FONT FAMILY:** A set of similar fonts. For example Garamond and Garamond Italic are different fonts from the same Garamond family.

**JUSTIFICATION:** An alternative way of describing text alignment. Left aligned text is sometimes called left justified, or flush-left, or ragged right.

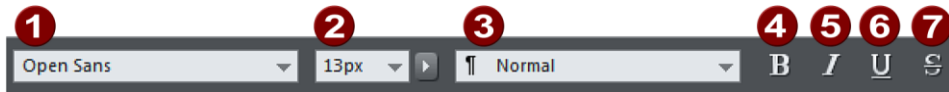
**MONOSPACED:** All the individual characters of a monospaced font have the same width. Sometimes referred to as fixed width fonts. Useful for program listings. Courier is the most common monospaced font. Most fonts are proportional spaced fonts, meaning the characters vary in width.

**POINT:** Text or font sizes are traditionally measured in points, abbreviated to pt. 1pt is approximately 1/72nd inch, so 72pt text is approximately 1 inch tall, although different fonts of a given size can vary.

## The Text Tool



Use the **TEXT TOOL** ("F8") to enter or edit text.



**TEXT TOOL InfoBar Left Side**

- 1 Font
- 2 Font Size
- 3 Style
- 4 Bold
- 5 Italic
- 6 Underline
- 7 Strikethrough



**TEXT TOOL InfoBar Right Side**

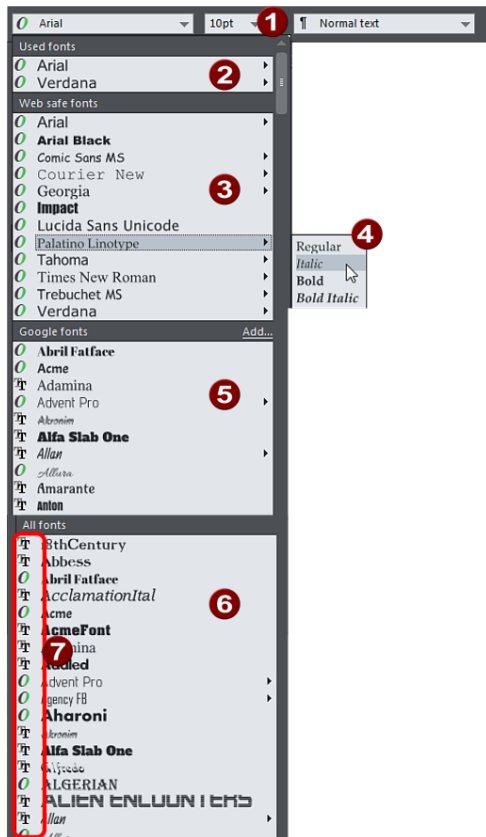
- 1** Justify
- 2** Subscript/Superscript
- 3** Line Spacing
- 4** Bulleted Lists
- 5** Numbered lists
- 6** Outdent
- 7** Indent
- 8** Spell Checker/auto-correction
- 9** Split Text areas into columns
- 10** Paragraph Spacing
- 11** Vertical text alignment (Text areas only)
- 12** Open Type Ligatures

Xara Web Designer Premium supports three basic type of text objects

- Simple text lines: Click on the page, and type.
- Text columns: Click and drag to create a column, and type.
- Text areas: Click and drag diagonally to create a rectangular area, and type.

After you've created any text object you can transform it (rotate, scale, skew) and can apply all the normal attributes, fill color, transparency, feather etc, using the normal tools. You can also attach it to a curve. The text will remain editable.

## The Font Menu



- ① Live font size pop-up
- ② Fonts used in the current document
- ③ Web safe fonts
- ④ Style variants available for the selected font. Not all fonts have such variants
- ⑤ Google fonts
- ⑥ All fonts installed
- ⑦ Font type - usually either OpenType or TrueType as designated by the accompanying symbol.

The font menu lists all installed fonts, and is split into four sections. The top section displays those fonts that are currently used in the document. The second section shows the “web safe” fonts. These are the fonts you can safely use in web pages, because all commonly used web browsers and devices will support these fonts. See Web Safe Fonts section. The third section shows the available Google fonts which can also be safely used in websites, and the final section displays an alphabetical list of all installed fonts. Each font name is displayed in the menu using its own typeface, making font selection easier.

Those fonts for which multiple font styles are available are shown with small black triangles against them on the right hand side of the menu. Simply hold the mouse pointer over such a font name for a second or two and a small sub-menu appears to the right of the main menu, listing the available variant of that font. While this sub-menu is displayed, you can move the mouse pointer over it to select the desired font variant.

### Web Safe Fonts

These fonts are safe to use in websites because the vast majority of computers and other devices will have these fonts installed. You can also use any of the hundreds of Google fonts in your website. And you can even use other fonts you have installed if the font license permits it.

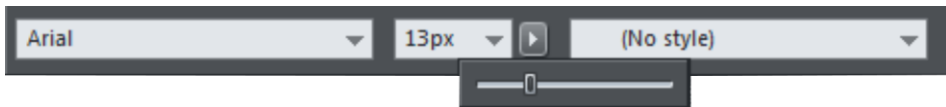
### Live Font Preview

As you move the mouse pointer over any entry in the font menu, the selected text in the document is instantly updated to preview the font. This is not a permanent change until you actually click on the required font. Moving the mouse pointer over the menu will revert back to the initial font until you move over another entry. This is great for very rapidly previewing large numbers of fonts.

If you hold down the "Shift" key while traversing the font menu, then the font selection is not updated instantly, there is a short pause before it is updated. This is useful if you find that instant preview slows down your traversal of the menu (perhaps if you have a large amount of text selected).

### Live Font Size preview

Next to the font size menu is a small pop-up slider control, like that used elsewhere in Web Designer Premium. This provides a direct, live font size control, and will adjust the font size of the selected text in real-time as you drag the slider.



*Click to display font size pop-up*

As with the pop-up sliders used elsewhere this can be used two ways. "Click + release" on the arrow and the pop-up will appear and stay on screen. You can now drag the slider, or use the mouse scroll wheel over the control to rapidly adjust the values. So in this case, this provides a fast way of adjusting the point size using the mouse wheel to see the results directly on the page of the document as you work.

The alternative method of using the pop-up slider is to "click + drag + release" on the button and slider. This is a slightly more direct way of adjusting the control (requires less clicks).



## Instant font menu navigation

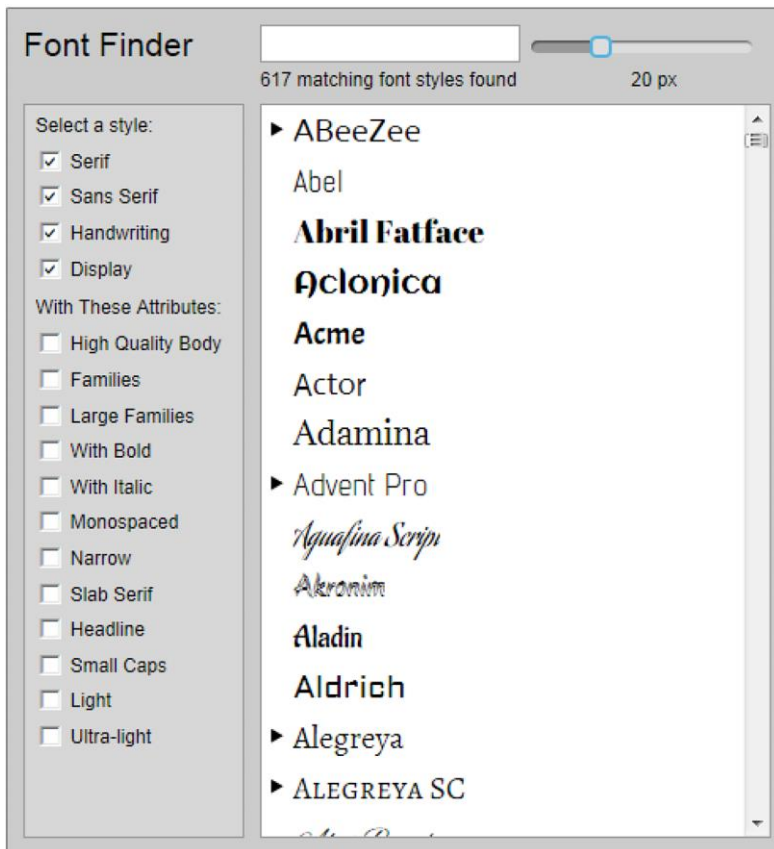
While the font menu is displayed, you can type the initial characters of the font name, and the menu will be scrolled to that section of the list. E.g. if you type "ver" it will instantly scroll and locate the Verdana font.

## Google fonts

Web Designer Premium also gives you the option of using one of the hundreds of Google fonts. These are free, open source web fonts that have the advantage of being hosted by Google so you don't have to upload font files with your document when it's exported as HTML - the visitor's browser will automatically fetch the fonts from the Google font hosting servers.

The fonts are fully integrated within Web Designer Premium so you can browse and search through the font list using the **FONT FINDER** to download and install the fonts to your own computer.

To start using Google fonts simply click **ADD** on the font menu to pull up the Font Finder.



*Google Font Finder showing some of the available fonts and font families.*

You can search for fonts by typing the font name into the search box, or else scroll down through the list to find a suitable font. Qualify your search by selecting font styles from the checkbox lists on the left and use the live preview slider to see the font at a different sizes.

Click on your chosen font and you will be asked if you want to download and install the selected font. On many Windows computers, and depending on your Windows settings, you'll be prompted by Windows to give permission for the installation, which is performed by a separate **FontInstall** program that is launched. Each font you install will appear in the Google Fonts section of the font menu.

Some Google fonts, such as Exo, provide a wide range of weights. In these cases the 'Bold' option changes subtly. Font weight values can be from 100 (typically very light or skinny fonts) to 900 (very heavy or black fonts). Instead of always selecting a given bold weight, applying Bold (selecting the B button, or using Ctrl+B when editing text) works as follows:

<b>Main Text weight</b>	<b>Weight selected when 'B' is applied</b>
100 to 300 (Thin/Extra Light/Light)	400 (Regular)
400 to 500 (Regular/Medium)	700 (Bold)
600 to 900 (DemiBold/Bold/Extra etc)	900 (Black)

Of course you don't have to use the fonts exclusively for webpages, because the fonts are TrueType they can also be used with any print document - a PDF for example.

If you send another Web Designer Premium user a .xar or .web file containing a Google font then they will be asked upon loading the document whether they wish to download and install the font.

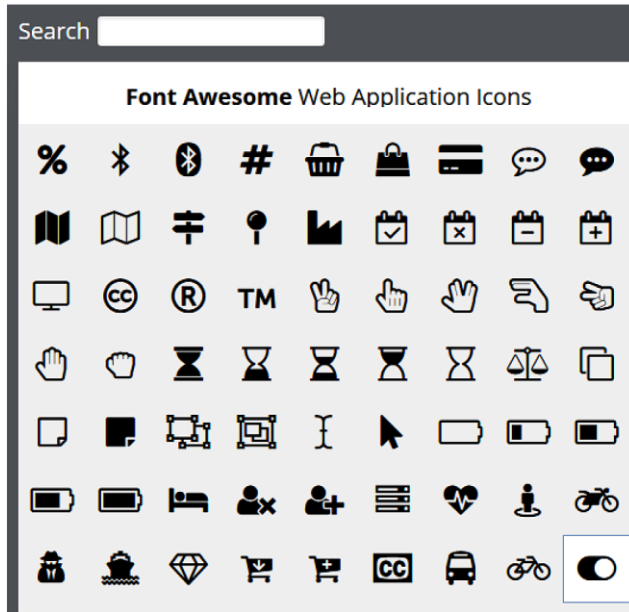
Note: some browsers do not render Google fonts as effectively as others, so it's always a good idea to test your webpages with a variety of browsers to ensure the font quality is acceptable.

## **Symbols**

The symbols are a huge range of scalable icons which are regularly updated as new ones become available. Consisting of both Font Awesome symbols and Google Material Design Icons - you can either insert them into text as a character font or insert them into your document as a standalone graphic.

The symbols are divided into various categories such as Web Application Icons, Brand Icons, Text Editor Icons, Directional Icons and so on, and can be found on the **INSERT**

menu. "INSERT" > "SYMBOL". They also appear in the **ONLINE CONTENT CATALOG** under the **SYMBOL FONTS** category. Just scroll down to see the full list.



*Some of the Font Awesome Symbols.*

There is a **SEARCH** function - for example type 'Pay' and it will show you Shopping cart, Credit card, PayPal and other related symbols.

You can easily replace symbols as they appear in your documents, either with a replacement symbol or an image, just right-click on the symbol and select **REPLACE**. This works even if the symbol is inside a group

This also works for symbols in bulleted lists (on page 227) - simply right click on any bulleted list with the text caret and select List properties... from the context menu, and then Replace with symbol from the dialog.

You will be alerted if an updated version of a symbol font is released, or when we add more symbol fonts. Installation of the new or updated fonts is automatic. It's important that you choose to accept these updates because the symbol picker and Content Catalogue always show symbols from the newest font versions, so if you're not up to date you may find symbols you choose to insert don't work on your device if it has an out of date version of the font.

The Material Icons font symbols are designed so that the symbol glyphs sit higher than those of Font Awesome. You can see this if you insert a Font Awesome symbol and a Material Icons symbol next to each other in text.


You can correct this by inserting the symbol onto the page ("**INSERT**" > "**SYMBOL**" with no text caret), which inserts the symbol as a shape. Then copy it to the clipboard and paste it into the text. For a bulleted list (on page 227) copy the symbol to the clipboard and choose **PASTE AS LIST BULLET** from the right click context menu.

### Inserting Symbols into text

Place the **TEXT TOOL** carat at the point in your text where you wish to place the icon and then click on an icon in the collection. The symbol character is inserted into the text.

When you insert a symbol into your document this way, the symbol characters use either the Font Awesome or Material Icons fonts. If you later publish your document as HTML, you'll see a warning telling you that the font will be published with your document or website. This is not a problem, because the font licenses permit such use.

---

 Ea consequat enim nulla lorem sit fugiat excepteur aliquip do in. Elit sint, adipiscing elit ut dolor minim. Amet in ea ad esse nisi consectetur elit amet velit nulla incididunt irure nisi id tempor. Mollit qui elit do velit, mollit id, adipiscing, laboris et dolore consectetur.

*A symbol inserted as a font using the Text Tool*

### Inserting Symbols as graphics

To insert the icon as a scalable vector graphic simply make sure that the text caret is not present before you click on the symbol to be inserted. To clear the text caret, switch to the Selector Tool or any other tool except the Text tool.

The symbol will appear in the center of the workspace (be aware this may be behind the symbol dialog). Use the Selector tool to move it to where you want it in your document, or resize it, etc.

When you insert a symbol this way, your document does not need the appropriate font anymore because it's been converted to a graphic on insertion. So if you publish to HTML you won't see the font warning mentioned above.



*A symbol inserted as a scalable graphic*

## Font replacement

It's often useful to be able to completely replace one font with another across your entire document or website, especially if you don't have a particular font installed and want to replace it with a font you do have.

In the Text Tool just right-click in the text with the font you want to replace and choose the **REPLACE FONT WITH ...** option from the context menu.

All variants of the font are replaced across your document, each with the matching variant and size of your chosen font.

## Simple text

If you wish to type a small amount of simple text, position the pointer where you want to enter text and click. A red cursor appears where you clicked and you can now start typing on the keyboard.

If you make a mistake, use "Delete" and "Backspace" in the usual way.

Pressing "Enter" completes the line and starts a new line of text below it. The inter-line spacing is controlled by the line spacing text box on the InfoBar.

Simple text is not suitable for large paragraphs of text because there is no automatic line wrapping (because the width is unlimited). Use a Text Column or Text Area instead (see below).

By default text has no outline color. "Shift + clicking" on a color on the Color Line will give the selected text an outline color - the thickness of which can be controlled by the line width control, as usual. You will probably want to set the Line join type (on page 155) to be rounded to give it a more smooth appearance (control at the top of the **LINE GALLERY**).

Line width is described in Changing the line width (thickness) (on page 153). Applying color is described in Color handling (on page 173).

You can continue to enter text even after rotation, color filling or placing it on a curve.

## Text in a column

If you are entering larger amounts of text, over multiple lines, using a column is more useful. Changing the width of the column will automatically re-flow the text.

To type a column of text:



1. Select the **TEXTTOOL**.
2. Move the mouse pointer where you want the column to start.
3. Drag right to create a horizontal line the width of the column. This green/red dashed line just shows you the width of the column and the fact that the column is active. It is never exported or printed.
4. Type in the text, the green/red dash line is replaced with solid red line. You don't need to press "Enter" at the end of a line. When the text reaches the edge of the column, it automatically flows onto a new line.

**NOTE:** If you click away or change tools before you start typing, the green/red dashed column line will be replaced with a green line to indicate that you have an inactive text column. To reactivate the column just click on it again with the Text Tool, the line will return to its active state and you can start typing again.

Instead of typing in the text you can create the text in a separate text editor or word processor, copy it to the clipboard and paste it into Xara Web Designer Premium. Copy and paste supports RTF-formatted text.

### Changing the width of the column

Drag either of the two red handles at the ends of the line. If you switch to the **SELECTOR TOOL** and drag one of the corner control handles the font size will scale together with the size of the column.

### Changing the angle of the column

"**⇧**+ drag" either of the red handles at the end of the line to change the angle of the column. Alternatively, "**Ctrl** + drag" to restrain the line to the constrain angles. Or alternatively you can use the **SELECTOR TOOL** to rotate the object in the usual way.

For more on constrain angles, see Introduction to Xara Web Designer Premium (on page 81).

## Text areas



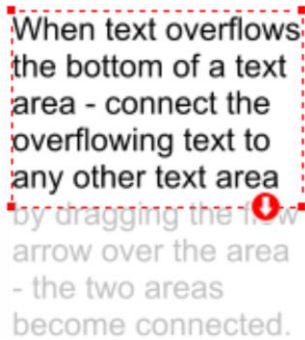
In the **TEXT TOOL** if you click and drag diagonally on the page you will create a rectangular text area. The blinking cursor will be positioned in the top left corner and you can type or paste text.

A text area can contain a "flowing" text story. This is where a single piece of text flows from one text area to another. It's called flowing text because, like water, as you add or remove text in one area it overflows into connected text areas or flows back from text areas.

If the text overflows the bottom of the text area the overflowing text is shown gray, although you can continue to edit this text as usual.

## Connecting text areas—text flow

When text overflows the bottom of the text area, a red flow arrow is shown on the bottom of the area. If you drag this over any other text area, the overflow text will flow into the new text area, and the two areas become connected. This is shown with a flow arrow.



When text overflows  
the bottom of a text  
area - connect the  
overflowing text to  
any other text area  
by dragging the flow  
arrow over the area  
- the two areas  
become connected.

*Overflowing text area with red  
flow arrow.*

If the text cursor is in an area with overflowing text, then just click-drag on the page to create a new text area. The new text area is automatically connected and text will flow into the new area.

**Tip:** You can flow text from one area to another on any page, even earlier pages. If you need to flow into an area many pages away, it's probably easier to use the above method, although if you zoom out to a small page size you can drag the overflow arrow across pages.

To disconnect one text area from another, just drag on the overflow indicator and drop it away from any text area. Or click on the flow arrow at the bottom of the text area and select **UNLINK TEXT FLOW**.

If you delete a text area that is connected to another only the area is deleted, the text will simply re-flow into the remaining text areas.

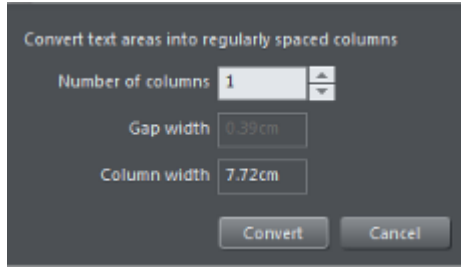
### Multi-column pages

You can use two or more text areas on your page, linked together as described above, to make a multi-column page layout. But Web Designer Premium provides a much quicker way to do this.

Select the text area that you want to make multi-column, or place the text caret in it, then click the **COLUMNS** button on the **TEXT TOOL** InfoBar. Or right-click on the text and choose **COLUMNS...** from the context menu.



The Columns dialog appears...



Columns dialog

By default the number of columns shown will match the number of linked text areas you have on the current page. But you can change this number to match the number of columns you would like. So enter 3 for a 3 column layout. You can also specify the size of the gap you would like between your columns. When done, press **CONVERT**. Your text areas are transformed into a set of matching columns equally spaced.

The overall width of the set of text areas is maintained when you use the Columns dialog, so if your original text areas cover only the left half of the page, so will the set of columns created. Therefore if you want the columns to span the full width of the page, move and/or resize the text areas so they do cover the full width and then use the Columns dialog again to give them all equal size and spacing.



A 1 column page transformed into a 3 column page.



You can of course also use the Columns dialog to reduce the number of columns on the page if required.

Where you have exactly the same column arrangements on multiple pages (where they are in the same text flow), you will be asked if you want the column changes to be made to all those pages too, as described for manual text area changes. Therefore using this Columns dialog you can instantly convert an entire document from single column to multi-column, or back, if there is just a single text flow.

## Column breaks

Insert a column break into a text area by using the **TEXT TOOL** to right-click at the point in the text where you want the break to occur. Then select **"INSERT" > "BREAK" > "MOVE TO NEXT COLUMN"**. Or use the shortcut (Ctrl+Shift+Enter).

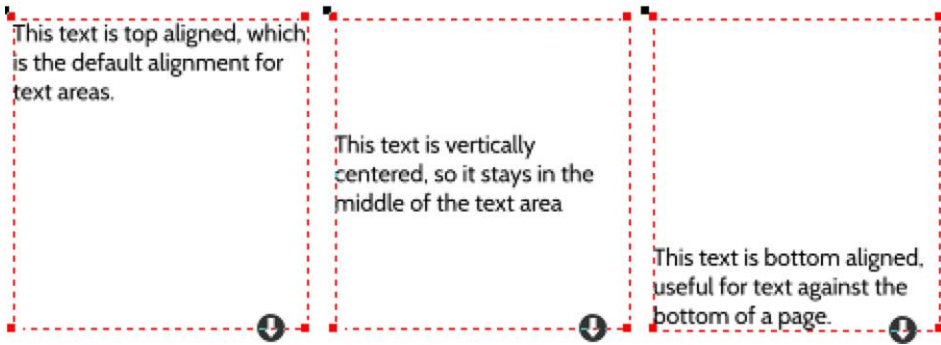


A break inserted mid-way through the middle column (left) shifts the text into the next column (right).

All the text after the column break now appears in the next linked text area in the current flow, whether that area is on the same page or the next page.

## Vertically aligned text

You can align text vertically within text areas, so it's top, center or bottom aligned. This is useful wherever you want to align multi-line text vertically with other features on the page, especially text that you want to edit regularly so the number of lines varies.



*Text areas with top, center and bottom alignments*

To change the vertical alignment of a text area, place the text caret in the text and select the **VERTICAL TEXT ALIGNMENT** button on the InfoBar.



This reveals a menu allowing you to choose the vertical alignment. This option is not available for text columns or simple text lines.

### No repelling

Note that unlike normal top-aligned text, centred and bottom aligned text cannot currently be repelled. So objects with **REPEL TEXT UNDER** turned on will have no effect on such text.

### Page breaks

Insert a page break into a text area by using the **TEXT TOOL** to right-click at the point in the text where you want the break to occur. Then select **"INSERT" > "BREAK" > "MOVE TO NEXT PAGE"**. Or use the shortcut (Ctrl+Enter).

All the text after the page break now appears in the first linked text area on the next page.

### Resizing text areas

Using the **TEXT TOOL**, you can click and drag on any of the corner control handles. The text in the area will be reformatted to fit the new size. If you resize a text area using the **SELECTOR TOOL**, using the corner control handles, the text itself is scaled as well, but use any of the other control handles and the text area size is changed and the text reflows in it to fit the new size.

You can also change the size of the text in the text area, by going into the **TEXT TOOL**, select all the text with Ctrl+A and change the font size on the **TEXT TOOL** InfoBar.

You can rotate a text area, using the **SELECTOR TOOL** as normal, and the text will flow through the rotated text area normally.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus mauris risus, eleifend non, dictum at, pretium sed, dui. Sed sed odio. Aenean tincidunt eleifend sapien. Vestibulum eros turpis, rhoncus vel, convallis ut, fermentum et, tellus. Pellentesque eros. Proin vestibulum, eros vel tincidunt ultricies, turpis ante suscipit dui, sed consequat leo ipsum sit amet dui. Donec enim eros, eleifend ac, iaculis et, tincidunt et, nibh. Aenean feugiat

sollicitudin nisi. Vestibulum dictum ipsum eu libero. Nulla facilisi. Integer sit amet turpis. Cras rutrum, dui in elementum ornare, metus sapien ullamcorper nisi, eget tempus nisi. pede a enim. Nullam vel tellus tristique enim feugiat adipiscing. Nullam tristique porta metus. Mauris enim turpis, fringilla consequat, pretium ac, interdum non, tellus. Suspendisse potenti. Aliquam ultrices, dolor vel bibendum laoreet, mauris arcu

commodo purus, vitae commodo orci mauris sagittis arcu.

Vivamus nunc eros, commodo vulputate, vestibulum nec, nonummy eu, dui. Suspendisse non urna sit amet tortor rutrum pulvinar. Suspendisse interdum dui sed eros. Pellentesque tincidunt odio quis sapien. Ut id mauris. Vivamus pharetra viverra tellus. Fusce et mi. Fusce consequat urna at urna. Maecenas gravida, neque non euismod

*Text flow is unaffected if you rotate any of the text areas*

Hold down "Ctrl" while rotating to constrain the text rotation angle to 90° angles and screen aligned angles.

## Word count

The word and character count total of the current text is shown in the status line. This also shows the number of overflowing words. If any region of text is selected, it shows the count of this selection instead.

## Text along a curve

To place text along a curve of your choice:

1. Create either basic text, text in a column or a text area (see above).
2. Select your text object and one curve.
3. Choose "**ARRANGE**" > "**FIT TEXT TO CURVE**".

*This is some text fitted along this curve*

Alternatively, select a curve or line and then in the **TEXT TOOL**, click on the line, where you want the text to start, and type. This automatically fits the text along the line. When you reach the end of the line the text will wrap onto a new line, immediately below the start of the previous one.

If you do not want the text to wrap to a new line, "Shift + click" on the line.

To hide the curve so it's not visible, select the **SHAPE TOOL** and set the line color to **NO COLOR** or a width of **NONE**. You can also edit the curve as usual this way.



To hide the curve so it's not visible, select the **SHAPE TOOL** and set the line color to **NO COLOR** or a width of **NONE**. You can also edit the curve as usual this way.

Applying color is described in Color handling (on page 173).

### Adjusting the left and right margin of text on a curve

If you just start typing or place a column of text on a curve, you can change the start and end position of the red handles. Just drag them along the curve as required. If you center text it will be between these two margins.

### Swapping sides of the line

Right click on the text and select the **REVERSE TEXT ON CURVE** menu option.

Alternatively, if you reverse the direction of the line (**SHAPE TOOL**, **REVERSE PATHS** button on the InfoBar), then the text will move to the other side of the line or, in the case of a closed shape, move from the inside to the outside of the shape.

### Editing text

Double clicking on a text object in many of the tools takes you into the **TEXTTOOL** and places the cursor at the click position in the text.

All the normal word processor-style cursor and mouse operations can be used. For example:

- Click where you want to place the cursor.
- Use the left and right arrow keys to move left, right, up or down.
- Use "Ctrl + left and right arrow keys" to move left or right one word.
- Press "Home" or "End" to move to the start or end of the line.
- Press "Ctrl + Home", or "Ctrl + End" to move to the start or end of the text object.

Text selection:

- "Shift + any" of the above keys to select text
- Double click to select a word
- Triple click selects a whole line of text, or "Ctrl + L"
- Quadruple (4x) click selects a paragraph of text
- Or just drag across the text in the Text Tool to select the text
- "Ctrl + A" will select all the text in the text object (you must be in the **TEXTTOOL**.)

If you have a text selection any attribute change will apply only to the selected region of text. If you have only the cursor in the text, then any attribute change, say selecting a new color, will only appear when you type new text.

### Selecting the whole text object

There is a quick shortcut for selecting the whole text object. Instead of using "Ctrl + A" or dragging across all the text, simply press the **ESC** key. This removes the cursor but selects the whole text (the status line will confirm 1 text object). This makes it easy to apply an effect or attribute to the whole text selection.

For example, to change the font size of the whole text object, just press "ESC" and select the new size from the InfoBar.

### Switching case

Use the context menu to change the case of selected text, so right click and choose from the following options..

- "CHANGE CASE TO" > "LOWER CASE"
- "CHANGE CASE TO" > "UPPER CASE"
- "CHANGE CASE TO" > "SENTENCE CASE"

Additionally...

Pressing "Ctrl + Shift + F1" will make selected text toggle between all uppercase and all lowercase. So, if you've accidentally typed a section of text with the caps lock key on, just select the text and press "Ctrl + Shift + F1".

Pressing "Ctrl + W" will **swap** the case of the character after the cursor and move the cursor on. You can swap the case of a selected region of text, the same way. Uppercase characters will become lowercase and vice versa. The cursor will not be moved.

### Smart Quotes



When you type quote ' or double quote " characters, Xara Web Designer Premium will automatically convert these into the more appropriate and aesthetically accurate opening or closing quotes. It is also smart enough to understand the use of single quotes within words to signify missing characters.

### Entering special characters

There are a number of useful shortcuts to allow insertion of special characters, like © or ™. See Special characters (in Text Tool) (on page 512) section in "Menus and keyboard shortcuts".

All these shortcuts (with the exception of the hard space) are compatible with Microsoft Word.

### Entering dummy text ('Lorem Ipsum')

You can insert a paragraph of dummy "Lorem ipsum" text by pressing "Ctrl + Shift + L" ("L" for Lorem) while using the **TEXT TOOL**. To insert a larger block of text, just press the key combination a few times.

The function is also available on the main **INSERT** menu or else as part of the right-click context menu. "INSERT" > "LOREM IPSUM TEXT"

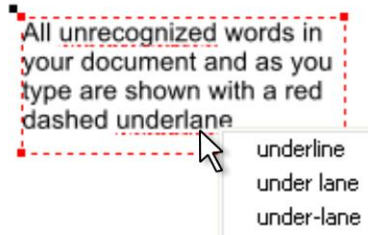
## Spell checker



The **TEXT TOOL** includes a spell checker, click on the "**SPELL CHECKER / AUTO CORRECTION**" icon on the Text Tool InfoBar, and you will see a dropdown menu.

To use the spell checker select "**CHECK SPELLING AS YOU TYPE**". Now all unrecognized words - both in your document - and as you type, are shown with a red dashed underline.

To correct a misspelled word, right-click on it, and the context menu will suggest alternative replacements. Simply select one of the suggestions to replace the underlined word.



### Language selection

The menu shown when you click on the Spell Checker icon on the InfoBar lists all the languages for which you have dictionaries installed.

To change the language associated with all the text objects in your document, choose the required language from the "**DOCUMENT LANGUAGE**" submenu. Now all the text objects in the document will be checked against the dictionary for the language you chose.

To change the language associated with an individual text object, select the text object with the **TEXT TOOL** and choose the required language from the Spell Checker menu. Now the text object will be checked against the dictionary for the language you chose.

When you change the current document language, you will be asked whether all existing text in the document should also be set to the chosen language, or left unchanged.

If you don't want any of the text objects in your document spell checked at all, then select "**DOCUMENT LANGUAGE**" > "**NO LANGUAGE (IGNORE)**". And if you have individual text objects which you don't want to be spell checked, select the object using the **TEXT TOOL** and choose the "**NO LANGUAGE (IGNORE)**" option from the Spell Checker menu

When you open an older document, the document language is automatically set according to the language on the Normal text style in that document. Newly created documents have their document language set to match the language setting of the current device, as with previous versions of Web Designer Premium.

### User dictionary

Words that you use regularly which are not in the dictionary provided with Xara Web Designer Premium can be added to your own personal dictionary. Right click on the word and choose "**ADD TO USER DICTIONARY**". Now the word is no longer shown as being misspelled. The user dictionary applies to all documents that you use on your computer and it applies to all languages.

## Auto correction



Click on the **SPELL CHECKER / AUTO CORRECTION** icon on the **TEXT TOOL** InfoBar, to use the auto correction feature. Select **AUTO CORRECTION OPTIONS...** from the dropdown menu.

A dialog will open allowing you to add and replace words as well as keyboard symbols with symbols from the symbol (on page 194) catalog. The feature is always on by default but you can turn it off within the dialog.

There is a selection of useful items already listed, and you can add your own. Click on **ADD** to create a new field and then type a word or a character in the **REPLACE** column, then click in the **WITH** column to either type a replacement, or click on **PICK SYMBOL** to choose a replacement from the symbol catalog. The symbol you've chosen appears in the **WITH** column. Close the dialog by clicking **OK**.

Now when you type a word or character listed in the options it will be replaced with your alternative word, character or symbol.

So for example if you want to be able to type "Rwd" and have that instantly replaced with "Responsive Web Design", simply press the **ADD** button and enter "rwd" in the **REPLACE** field, and "responsive web design" in the **WITH** field. All text in the dialog is forced to lower case but the replacement tries to be smart about use of case.

So if you type...

- "RWD" will be replaced with "RESPONSIVE WEB DESIGN"
- "rwd" will be replaced with "responsive web design"
- "Rwd" will be replaced with "Responsive Web Design"

## Hyphenation

Words only split across lines if they contain a hyphen character (minus key) and while it is possible to do this manually using the keyboard (see below), Web Designer Premium enables you to do this automatically using the auto hyphenation feature.

Auto hyphenation is a paragraph attribute - like line spacing and paragraph styles. You can have hyphenation on in some paragraphs and off in others, all in the same text flow. Just place your text caret in the appropriate paragraph.

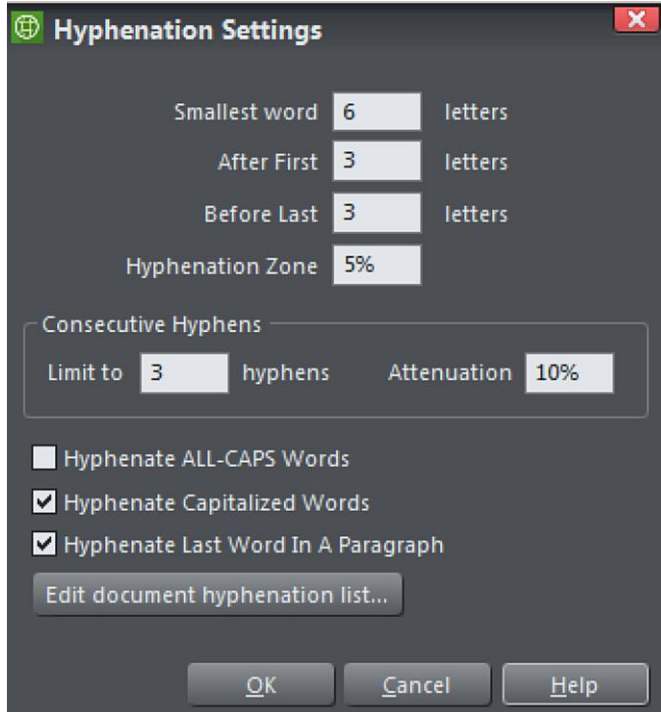


To turn the Auto hyphenation feature **on** or **off** - click on the **HYPHENATION** button on the Advanced text bar. Or enable it from the dropdown menu of the **SPELLCHECKER / AUTOCORRECTION / HYPHENATION** button.



To change the hyphenation settings click on the **HYPHENATION SETTINGS...** option on the dropdown menu of the **SPELLCHECKER / AUTOCORRECTION / HYPHENATION** button.

The settings dialog will appear, allowing you to control how hyphens are inserted into your document.



You can decide the **SMALLEST WORD** to which a hyphen will be applied, and the position of the hyphen within that word.

Adjusting the **HYPHENATION ZONE** will change the degree of "raggedness" before hyphenation is applied. So for example, with left justified text this would be the size of the margin to the right that would be empty without trying to fit in more text using automatic hyphenation. With right justified text this would be the margin to the left, and with fully justified text this would be empty areas - "rivers of white" between words.

Increasing the zone allows less hyphenation - and consequently more white space. The Hyphenation zone can be expressed as an absolute value as in pixels, mm's, or as a percentage of the width of the text object (the default is 5%).

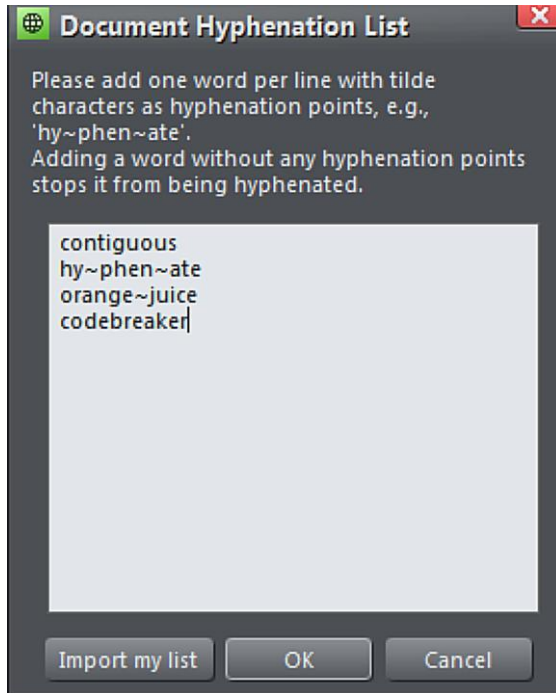
Use the **CONSECUTIVE HYPHENS** fields to limit the number of consecutive lines ending in hyphens. The **ATTENUATION** setting creates a "soft" limit on this, so that you can set a balance between having consecutive hyphenated lines and lots of white space on following lines. A useful value is between 5% and 10%. Values higher than 20% often inhibit consecutive hyphens so much that they no longer occur at all.

The final three checkbox options allow you to hyphenate **ALL-CAPS WORDS**, **CAPITALIZED WORDS**, and the **LAST WORD IN A PARAGRAPH**. These are options which you would



normally leave unchecked as they generally look odd when hyphenated, but there may be instances where you want them to be hyphenated.

Lastly you can create your own hyphenation list. Click on **EDIT DOCUMENT HYPHENATION LIST...** to open the **DOCUMENT HYPHENATION LIST** dialog, and add words that you want to hyphenate in a specific way. Place a tilde (~) where you want the hyphen to appear. You can also add words that you **don't** want hyphenated to the list. Just add the unhyphenated word.



The list remains with the document so that if you share the document the hyphenation preferences remain active. You can also import your own list to a document, which will add your own preferences to the list.

### Inserting hyphens manually

If you type "Ctrl + -" (minus key) it inserts a **soft hyphen** which is a hyphen that only appears if the word can wrap at the end of a line. It's called a 'soft' hyphen because when the word appears in the middle of a line the hyphen vanishes (unlike a normal dash or minus character), so it intelligently hyphenates the words only if it needs to.

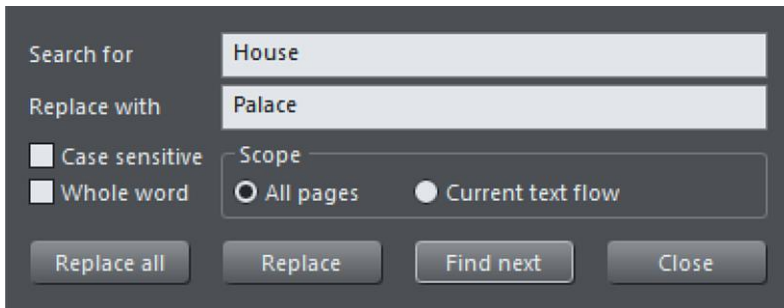
When editing the text a soft hyphen is treated as an invisible character (it takes no space), but you can tell it's in the text by moving the cursor left/right over where the invisible character is.

A **hard hyphen** can be inserted by typing "Ctrl + Shift + -" (minus key). A hard hyphen is one that will not cause a wrap at all. This is useful in situations where you have dashes in words that you do not want split at the end of lines.

## Find & Replace

The Find & Replace function performs live search so that as you type the search query the text is searched and highlighted in real-time.

To search for some text select the menu "EDIT" > "FIND/REPLACE..." or "Ctrl + Alt + F" and the following dialog is displayed:



Enter the search term and it's shown highlighted in the text. You can choose to search just the current text flow, or the whole document (all text flows on all pages).

The **WHOLE WORD** option will only search for whole words that match the search term. E.G. searching for 'met' will not find 'metro'. The **CASE SENSITIVE** option will match only the exact case. E.g., with this option on, searching for 'aBc' will not find 'abc'.

## Synchronising Text using Soft Groups

In some designs, you may find you need multiple text objects to always show the same text, but perhaps using different styles. Normally when you want to change the text shown on these objects, you'd need to edit each one individually.

By adding such related text objects into a Soft Group, you can ensure that they will always show the same text. To add the related text objects into a Soft Group, first make sure that they all already have exactly the same text (otherwise they will not become synchronized). Then select them all using the Selector Tool. Then select "ARRANGE" > "APPLY SOFT GROUP" ("Ctrl + Alt + G").

Now when the text is edited on one text object, the others will be updated automatically, even if they are stamped across different layers throughout your document. Note that this synchronization still works even if some of the text objects are on locked or invisible layers.

To ungroup a Soft Group, select "ARRANGE" > "REMOVE SOFT GROUP" ("Ctrl + Alt + U"). See the Soft Groups section of the Object Handling (on page 93) chapter for more information on Soft Groups.

## Tabs, Margins and Indents

### Rulers

To adjust tabs, margins and indents you need to turn on rulers in your document.

To do this:

- Choose "WINDOW" > "BARS" > "RULERS" or right click a page and choose "SHOW GRID/GUIDES" > "SHOW RULERS".
- Or press "Ctrl + ⬆ (Shift) + R".
- Or press "Ctrl + L" (when not in the TEXT TOOL).

The enhanced text features will only appear on the ruler when you are using the TEXT TOOL and when the text cursor is in a text story or the text object is selected when in the TEXT TOOL.






In the TEXT TOOL when you drag the margins or tabs on the ruler, you get a temporary vertical guide to make it easier to align the tabs or margins to objects elsewhere on the page. In addition when dragging tabs or margins, if you have magnetic snap switched on, these will snap to each other making it easier to position tabs and margins.

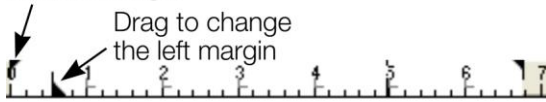
### Margins and indents

Any changes you make are made to the current paragraph of text. (i.e. the paragraph containing the text cursor) or, if you have a selected region of text, to the paragraphs of the selected region.

You can apply changes to all text in a text story by selecting all the text within that story ("Ctrl + A"). To change more than one text story, select the text objects while in the SELECTOR TOOL then change to the TEXT TOOL and make the required changes.

- 
**Left margin.** Drag this to change the left margin of the text.
- 
**First line margin.** Drag this to change the left margin for the first line of the paragraph (useful for lists, as shown below).
- 
**Right margin.** Drag this to change the right margin of the text.

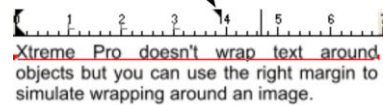
Drag to change the first line margin



1) This is the first item in a numbered list. By having the left margin brought in, but the first line margin hanging to the left, you can create 'hanging' items such as bulleted or numbered lists.

*Demonstrating the left margin and first line margin*

Drag to change the right margin



If you wish to place an image alongside a text story you can bring in the right margin to make space for the image without starting a new story. Only the lines where you alter the right margin will be affected.



*Demonstrating a right margin*

### Text along a curve

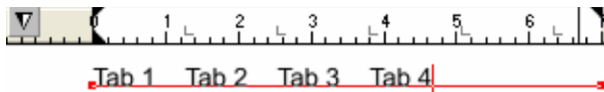
If you have fitted a single line of text to the curve using the **FIT TEXT TO CURVE** option, then the curve line is the margin. If the text is longer than the line it will just flow off the end.

If you have clicked on the line or fitted a column of text to a curve or line then you have left and right margin indicators (small red squares) that can be dragged along the line to adjust the margins used for justification.

### Tabs

By default, text stories are created with tabs set 0.5 cm apart. This means you can just press "Tab" and your text will be moved along to the next tab stop position. You only need to define new tab stop positions if you want alternative tab spacing.

These default tabs are shown as faint Ls on the ruler:



*Standard tabs, indicated by faint "L"s*

### Custom tabs

To create a custom tab position, just click on the ruler where you wish to place the new tab. It will replace default tabs up to that point on the ruler.

For example:



tab

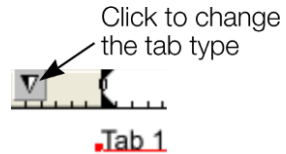
*The triangle indicates a custom tab*

- To set more than one tab click multiple times on the ruler.
- To move a custom tab drag it along the ruler.
- To remove a tab drag it off of the ruler (default tabs will come back).

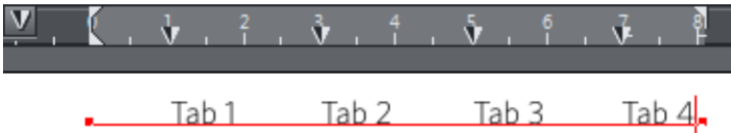
### Custom tab types

You can set different types of custom tab. By default, custom tabs are left align tabs. This means that text will be aligned with the tab on the left of the text.

To change the tab type, click the tab icon on the ruler. The following custom tab types are available. You are not limited to just one type in a story, and can choose a different type then set additional tabs.



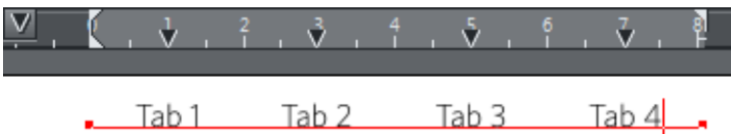
**Left align:** The text will be aligned with the tab to the left.



**Right align:** The text will be aligned with the tab to the right.



**Center align:** The text will be centered on the tab.



**Decimal point align:** The decimal points in the text will be aligned with the tab. This is useful for lists and, however long the number, the decimal points will be tab-aligned.



### How to creating hanging indents

Hanging Indents, as they are known, are where the first line of a paragraph has a negative margin or a margin that hangs to the left of the normal left margin. Numbered or bulleted lists are examples of hanging indents.

To create hanging indents:

1. Drag the left margin inwards.
2. Click on the ruler away from the left margin (creates a new tab stop) and drag this tab stop to be exactly over the left margin.
3. Now each line will start outdented—you can insert any special character or number and press "Tab" to move to the left margin. And (as with this paragraph) all subsequent lines of text are indented to the left margin.

### Repelling text objects

You can make any object in Xara Web Designer Premium repel text so that text underneath it automatically flows around the object, instead of appearing underneath it. This makes it easy to lay out pages containing long passages of text combined with photos and graphics. Once you've set them to repel, you can adjust the positions of your graphics and photos and the text will automatically adjust and reflow around them.

You can also choose to only repel text within a layer, which stops objects within a layer from repelling text on other layers and also stops text on the layer being repelled by objects on higher layers.



Nulla sit id aliqua in elit? In, adipiscing dolor, qui non ea labore aute commodo nisi. Duis cillum quis esse, ea sed aliqua excepteur sint exercitation lorem. Ipsum ullamco aliqua consectetur dolore, sit voluptate.

Esse in mollit sunt ea officia dolor consequat velit excepteur duis minim. Laboris enim culpa laboris aute magna esse nulla quis aute ullamco non.

Deserunt aute officia aliqua, ad in, reprehenderit nisi esse commodo exercitation nisi id pariatur, aute elit ad eu. Aliquip, excepteur do pariatur excepteur tempor.

Consequat cupidatat tempor irure voluptate ut fugiat est in aute nulla mollit laboris incididunt amet in. Magna non est in esse ut exercitation dolore magna dolore nulla. Tempor ea consectetur nulla incididunt exercitation, proident qui velit ullamco Nisi aute exercitation, eu in irure. Excepteur, reprehenderit eiusmod proident qui labore in nisi qui irure duis sint pariatur reprehenderit. Aute officia consequat labore sunt proident dolor.

mollit, esse  
Qui culpa  
esse.  
cupidatat:  
sunt enim  
magna  
fugiat lorem  
culpa  
adipiscing



Minim cillum eiusmod Aliqua non consequat in, officia nostrud dolor officia pariatur. Sunt culpa aliqua. Eiusmod ullamco proident sunt, eu, ea cillum ad adipiscing minim sed nisi culpa ea.

Duis deserunt mollit sit ea enim deserunt excepteur



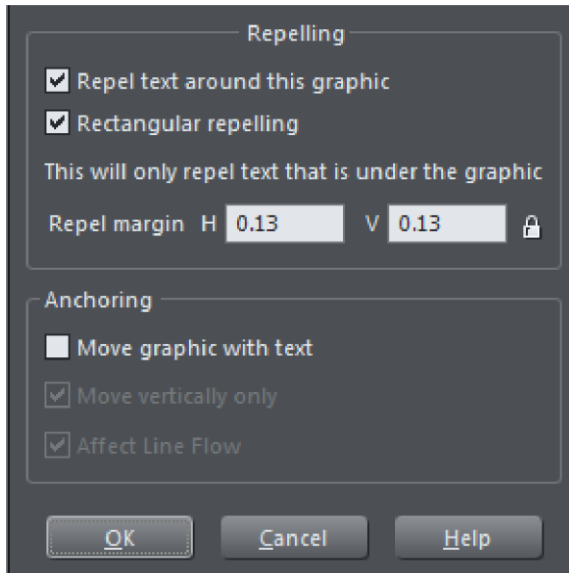
dolor, consequat  
dolore adipiscing  
commodo  
fugiat non enim  
reprehenderit quis  
ullamco laboris in,  
dolor, consequat  
minim deserunt

occaecat veniam do,

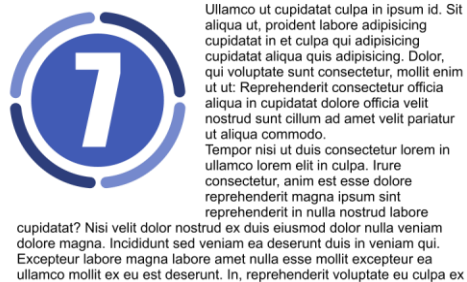
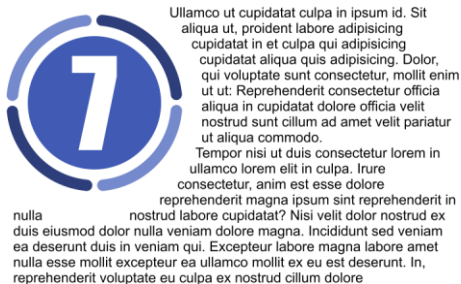
## Making an object repel

To make an object repel text, right click it and select the **REPEL TEXT UNDER** option. Any text object in the same layer but below the repelling object (look in the Page and Layer Gallery (on page 418)) will be repelled with a default margin of 5 pixels between the text and object. Note that repelling text objects only repel text that is underneath the objects, not any text that is on top.

Alternatively right click on the object and select **REPELLING & ANCHORING** to display the **TEXT REPELLING & ANCHORING** dialog.



Click the **REPEL TEXT AROUND THIS GRAPHIC** checkbox. And if you want the text to repel as a rectangle around an object, click the **RECTANGULAR REPELLING** option as well. With this option what happens is that the text repels around the rectangular bounding box of the object, ignoring its outline. This is also more efficient if your document or website has long text flows and has a lot of repelling objects that are also anchored to the text. It is also the default option when you turn repelling on for rectangular objects.



*Text repelling around an object (left) and rectangular repelling (right).*

If desired, set a repel margin for the object to set the space between the text and the object. If you want a different height and width for the repel margin, click the padlock symbol and enter the margin height in the **H** (horizontal) box and width in the **V** (vertical) box. Click **OK**.

To turn off repelling right click the object and choose the **REPEL TEXT UNDER** option again to deselect it. Or right click and select **REPELLING & ANCHORING** to display the Text repelling & anchoring dialog again. Click the **REPEL TEXT AROUND THIS GRAPHIC** checkbox to deselect it and click **OK**.

Note that single lines of text do not respond to repelling objects, only text areas and text columns do.

To only repel text within the same layer as the repelling object, see Layer Properties (on page 421).

## Anchored Graphics

You can position any graphic, or group, so it's tied (anchored) to a position in some text, so that as the text moves because of editing, the graphic object will move to remain at the same relative position. However anchoring should only normally be used for objects that sit outside the margins of the text (eg. A photo sitting to the right or left of a text column), or behind the text. Use Embedding for objects that sit within the text bounds (see below).

1. The quickest way to anchor a graphic or group is to right click it and choose the **ANCHOR TO TEXT** option. However, if you also want to edit anchoring properties, you can right click on the object and select **REPELLING & ANCHORING** to display the **TEXT REPELLING & ANCHORING** dialog.
2. Click the **MOVE GRAPHIC WITH TEXT** checkbox.
3. By default **MOVE VERTICALLY ONLY** is also selected, so that your anchored graphic will only move vertically as the text is edited. This is usually the most useful option – if you want the object to track the anchor position horizontally as well, embedding the object is usually a better option.
4. An anchor symbol appears in the top left of the object, indicating it's now anchored.
5. Using either the **SELECTOR TOOL** or **TEXT TOOL**, click and drag the anchor symbol so that a red arrow appears.
6. Move the arrow head and drop it in the location in the text where you would like the object anchored. A red caret (inverted 'T' mark) indicates the anchor position.
7. As you edit the text around this caret mark, the anchor point and anchored object moves with the text.
8. When an anchored object reaches the bottom of the text area to which it is anchored the text to which the object is anchored flows to the next page or column, taking the anchored object with it. This is the default behavior for newly anchored objects. However it's controlled with the **AFFECT TEXT FLOW** checkbox in the **REPELLING & ANCHORING** dialog, so you can turn this off if required. For legacy documents the setting is turned off to avoid changing the way these documents are formatted.



cupidatat do nostrud pariatur dolor sit, eu dolor  
 exercitation consectetur ipsum. Exercitation nulla  
 enim lorem, fugiat velit dolor fugiat lblah blahs elit  
 qui, fugiat exercitation sint, dolore esse. Ut amet  
 pariatur consequat et  
 amet dolor.

Exercitation ea magna  
 laboris anim. Ipsum nulla  
 quis do id laboris  
 occaecat. Sunt ad,  
 consectetur dolore  
 deserunt non commodo  
 irure, in esse elit aute fugiat laboris ad aute tempor  
 officia velit pariatur. Reprehenderit esse dolor,  
 quis minim et eu ad ut ipsum dolore mollit in ea



*An anchored object displays an anchor symbol and an arrow pointing to the anchor point, shown as a red caret mark. These disappear as you type, unless you're close to the anchor point.*

**Note:** If you drag the anchoring arrow to a place on the page where there is no text, the arrow turns into a red anchor that indicates the object's anchoring properties will be lost if it's dropped here. This also happens when the arrow is dropped on the object itself.



*This is an example column of text with various graphic elements hanging to the left. Each of these is anchored to the start of a line of text immediately to its right.*

It's possible to anchor any graphic object or group, including groups containing text, such as the example side-panel, shown above. If the group consists of a single object you can directly select that object instead of selecting the group that encloses it. Look at the **STATUS BAR** and the **PAGE & LAYER GALLERY** to see this in action.

It's also possible to anchor objects to appear on top of, or below the text. The example pale blue flower graphic, shown above, is anchored this way and will flow with the text.

**NOTE:** If an anchored object is also set to repel, only the text that the object is anchored to is repelled.

**NOTE:** Repelling is restricted for repeating objects: Text inside a repeating group is only repelled by repelling objects inside the repeating group. Individual repelling objects inside a repeating group only repel text that is also inside the repeating group. Repeating groups as a whole can repel any text stacked below on the page.

## Moving Anchored Objects

As new text is added or deleted, the object moves as the text flows, but will always maintain its new position relative to the anchor point. You can move an anchored graphic by dragging on it as usual. This changes its position relative to the anchor point, but does not move the anchor point, which remains visible at the end of the anchor symbol arrow as you click/move the graphic.

If you want to move the anchor point to another location within the text, click and drag on the anchor symbol again to create a new arrow and drag it to the new location.

If you cut and paste the text containing the caret mark, the anchored object is also cut and pasted.

## Viewing the anchor point

The anchor point of an anchored object is only visible if you click the anchored object in the **SELECTOR TOOL** or click in the surrounding text area in the **TEXT TOOL**.

When you click in a region of text with the **TEXT TOOL**, it shows any anchors points within an inverted 'T' symbol, and also draws an arrow from the anchor point to the anchor symbol in the top left of each anchored object. So the easiest way to see all the anchor points for any text is to click in it with the **TEXT TOOL**.

However, when you start to edit the text, the red caret, arrow and anchored symbol temporarily disappear until you stop typing. If you are close to the anchor point, Web Designer Premium displays the caret mark, along with an arrow pointing to the anchor symbol, to let you know when you're close.

## Soft Groups

You can anchor Soft Groups (on page 120) the same way, even where part of the group is on another layer. For example web buttons with mouseover effects or pop-ups on different layers can be anchored in this way.

## Removing an anchor

To remove an anchor from an object, right click it and choose **ANCHOR TO TEXT** again to disable the option. Now when you click the object in the **SELECTOR TOOL** or in the text in the **TEXT TOOL**, the anchor symbol is no longer displayed.

## Embedding Graphics

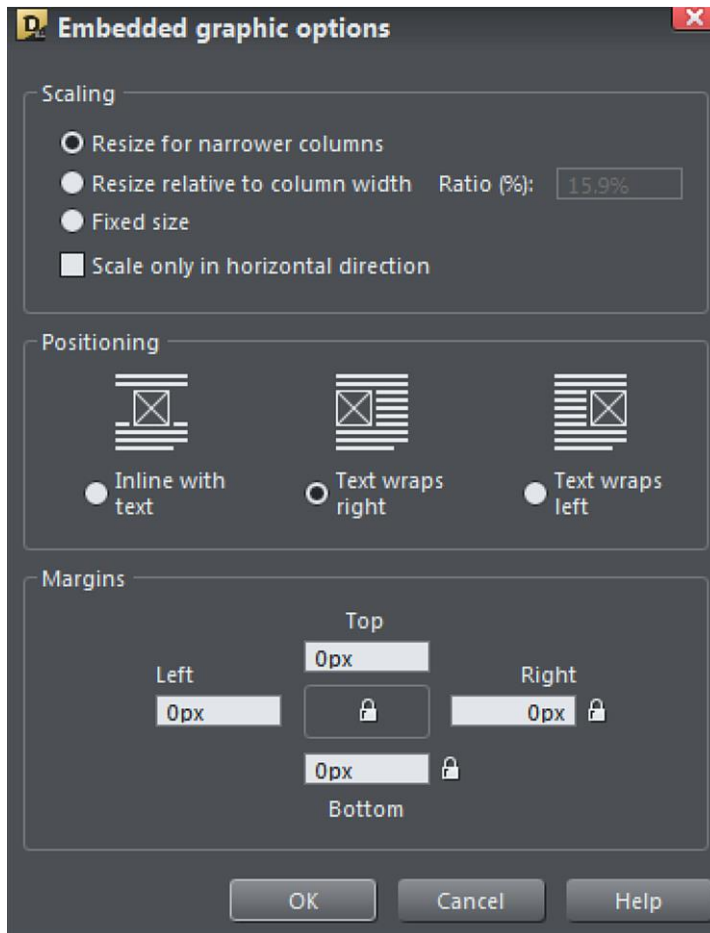
If you take a graphic, a photo or other object you can paste it "embedded" into text. You can control how the text is formatted around embedded objects, and have the object resize automatically according to the width of its containing text area or column. This is particularly useful when you have the same text content with embedded graphics appearing in columns of different widths in multiple variants of a website. See mobile websites (on page 295).



*An embedded graphic reformatted and resized for a main (left) and mobile (right) variant.*

To embed an object, copy or cut it to the clipboard, go into the Text Tool and place the text caret at the point in the text where you want to insert it, and then paste. Now if the object you insert is wider than the text area or text column, the object is automatically resized down to the width of the text column. Right-click on the embedded object and choose "**EMBEDDED GRAPHIC OPTIONS...**" from the context menu - or in the **ARRANGE** menu.

A dialog appears with the following options...




The **SCALING** options allow you to specify how the embedded graphic should behave if the width of the text column/area is changed, or if the graphic flows into a text area with a different width.


- **RESIZE FOR NARROWER COLUMNS** - With this option (the default), the object will resize down if it's too wide for the text column, but it will not grow up above its original size if the column is wider than the object.
- **RESIZE RELATIVE TO COLUMN WIDTH** - This option allows you to specify that the embedded object should always be a fixed % of the column width.
- **FIXED SIZE** - This option turns off the automatic resizing, so the object will never change its size.
- **SCALE ONLY IN HORIZONTAL DIRECTION** - This option is useful mainly for simple divider or Rule-off graphics, where you want the object to just stretch horizontally without getting taller or shorter depending on the column width. It's useful only for very simple

designs because more elaborate graphical divider designs are not likely to stretch well without looking distorted.

Add a simple Rule-off divider at the carat position using the "INSERT" > "RULE-OFF" menu option.

The **POSITIONING** options allow you to choose how the graphic should be formatted into the text.

- **INLINE WITH TEXT** - This is the default option. The graphic stays inline with the text with no text wrapping, like this , and behaves as though it's a large text character in the text.
- **TEXT WRAPS RIGHT** - The graphic will be positioned to the left of the text column with text wrapping to the right.
- **TEXT WRAPS LEFT** - The graphic will be positioned to the right of the text column with text wrapping to the left.

The **MARGINS** options allow you to add some space around your graphic, so it doesn't appear too close to the text or to the edge of the column. You can specify different values for each of the 4 sides of your graphic, or use the lock  buttons if you want to have the same margin top and bottom, or left and right, without entering the same values repeatedly.

Additionally in the "INSERT" menu, the "BREAK" > "MOVE BELOW EMBEDDED GRAPHIC" option enables you to force the next paragraph of text to start below the graphic when you have text flowing to the left or right of the embedded graphic.

When you embed a single object in text, you can directly select that object in the text instead of selecting the "Embedded group" that encloses it. Look at the Status Line (on page 68) and the Page & Layer Gallery (on page 418)! to see this in action.

## Bulleted and Numbered lists

### Bullet Lists



You can turn any text into a bulleted list by selecting the text and then selecting the bulleted list button on the InfoBar.

Each paragraph of text becomes a separate bullet. If you press return to finish a line at the end of one bullet point, the next line starts with a bullet point too. If you hit backspace immediately after the return, the last empty bullet is removed, text cursor remains at the same position and allows you to continue adding text to the previous bullet point.

To finish entering a bulleted list, hit return on the end of the last bullet and then immediately hit return again on the new bulleted line. This removes the last empty bulleted line and allows you to start entering normal text again. Or you can just turn off the list button on the InfoBar.



You can nest bulleted lists by pressing the indent button on the InfoBar. This indents the current bulleted line and changes the bullet character to a different style, to distinguish it from the parent bullet.

- Click the Bullet list button and enter an item
- Press Return to start the next bullet point
  - Click the Indent button to make an indented list of sub-entries
  - The bullet character changes for indented lists
    - There is also
    - a third
    - level
  - Pressing Return on an empty bullet point ends the sub-list and continues the parent list
- At top level Return on an empty bullet point ends the list.

*Example of a nested bulleted list*



To move a bullet point from a sub-list into its parent bulleted list, simply place the text caret in it and press the outdent button.

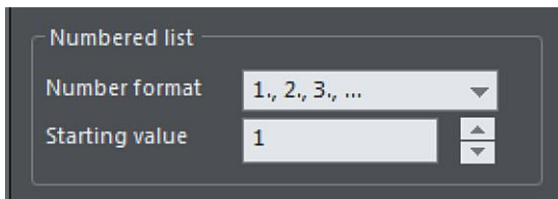
So it's easy to make and edit arrangements of nested bulleted lists using the indent and outdent buttons.

## Numbered Lists



You can create and edit numbered lists in just the same way as described for bullet lists above, using the numbered list button.

You can choose the numbering scheme to be used for each list, using the **NUMBERED LIST** section of the **LIST PROPERTIES** dialog. Place the text cursor in one of the numbered list points, press the right mouse button and choose 'LIST PROPERTIES...' from the context menu. The dialog is modal, which means it will stay open as you make edits to your list items and you can instantly see your changes as you make them.

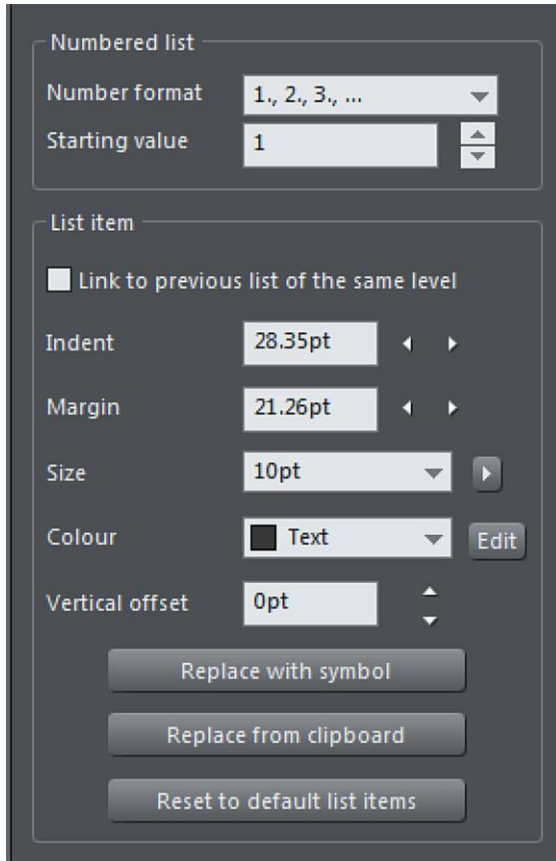


*Numbered list dialog*

In the dialog you can choose from a variety of numbering schemes and also enter the value that should be used for the very first entry in the list. Then the number is automatically incremented for the second and subsequent entries in the list.

## Editing List items

If you want to make edits to the bullets or numbers themselves, perhaps a color, font size or position change, the **LIST ITEM** section of the **LIST PROPERTIES** dialog lets you do this. Place the text caret in one of the list points, press the right mouse button and choose **LIST PROPERTIES...** from the context menu.



*List properties dialog*

### Link to previous list of the same level

You can link separate lists so that the list item attributes of a second list continue from the previous list at the same level. This allows you to insert gaps, graphics, paragraphs etc. in the middle of lists. With numbered lists the numbering of the second list carries from the last number used of the previous list.

The option also works with sub-lists, so when checked, the current list picks up its settings from the previous list at the same level and of the same type. So set this option on a bulleted sub-list and it will pick up the bullet symbol, margin, indent, color, etc. settings from the previous sub-list of the same level.



Just place the text carat in the second list and check the **LINK TO PREVIOUS LIST OF THE SAME LEVEL** checkbox to link to the previous list.

1. A numbered list  
 2. with a few items  
 3. and automatic numbering

A gap between separate lists

4. Another numbered list  
 5. that carries on from the previous.  
 6. Inserting a new entry in the first list  
 7. increments the numbering on this connected list also

*A linked numbered list*

### Indent

The indent is the space between the numbers/bullets and the start of the list text. Use the Indent controls to adjust this spacing for the list at the caret position.

- |                |                 |
|----------------|-----------------|
| • One          | • One           |
| ○ Small indent | ○ Bigger indent |
| ○ Small indent | ○ Bigger indent |
| • Two          | • Two           |
| • Three        | • Three         |

*Indent examples*

### Margin

The margin field controls the space to the left of the bullet/number. Use these controls to adjust the horizontal offsets of sub-lists.

- |                |                 |
|----------------|-----------------|
| • One          | • One           |
| ○ Small margin | ○ Bigger margin |
| ○ Small margin | ○ Bigger margin |
| • Two          | • Two           |
| • Three        | • Three         |

*Margin examples*

### Size

Adjust the font size of the bullet or number. Enter a value, use the dropdown menu or use the slider that appears when you click the arrow to the right.

**Color**

Create a custom color for the bullet or number by clicking the Edit button to bring up the color picker. (on page 177) Once you have opened the color editor in this way you can also click on any of the colors on the color line, if you want to choose a standard color. Use the dropdown to stick with the default color or pick out one of the current document's named colors (on page 181) should it contain any.

**Vertical offset**

Move the bullets or numbers up or down relative to the text list. This is particularly useful for bullet symbols because the vertical positions of these can vary, so depending on which symbols you choose for your bullets you may need to adjust the position.

**Replace with symbol**

For bullet lists only - choose a replacement symbol from the Symbol picker (on page 194). Click to open the picker. If you choose any of the **MATERIAL ICONS** symbols, you will probably need to adjust the vertical position of the symbol - see above.

**Replace from clipboard**

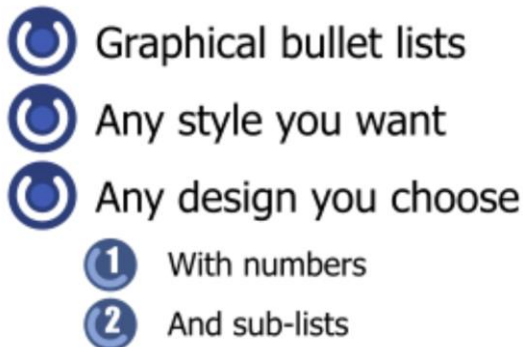
Web Designer Premium allows you to use any graphic for your bullets or numbers in lists. **REPLACE FROM CLIPBOARD** performs the same function as the **PASTE AS LIST BULLET** operation in the context menu. See the **GRAPHICAL BULLETS AND NUMBERED LISTS** section below, for more info.

**Reset to default list items**

Revert to the default bullet/number settings.

## Graphical Bullets and Numbered Lists

You can use any graphic or symbol for the bullet or number in a list. You can design your own bullets and numbered lists by using any of the normal drawing or text tools, or use one of the many bullet designs from the Online Content Catalog. Create a simple circle using the **ELLIPSE TOOL** for example, give it a fill and copy it to the clipboard. Then highlight the list you want to apply the style to using the **TEXT TOOL**. Right click the list and choose **PASTE AS LIST BULLET** from the menu. The design will now appear as a bullet for each of the list items.



For a numbered list it's exactly the same procedure except you select or group a text item with your graphic and then select **PASTE AS LIST NUMBER** to replace all the numbers or text items in your list. The text object in the group is used to show the number.

Both paste options are also available within the **LIST PROPERTIES** dialog (Right click the list and choose the **LIST PROPERTIES...** option and select **REPLACE FROM CLIPBOARD**).

(Note that you cannot currently use graphical bullets and numbers with List text styles (on page 229) - you'll receive a warning prompt if you try)

## Text Styles

**TEXT STYLES** are a powerful way to alter the appearance of text throughout a document with a few clicks.

A **TEXT STYLE** is a named collection of attributes, such as font, size, color, line spacing and other text attributes. For example, the main heading at the top of this document might have a style called 'Heading 1', whereas the smaller sub-headings could have a style called 'Heading 2'.

By updating the definition of 'Heading 2', say, to be a different font, then every similar heading throughout the document will be updated instantly.

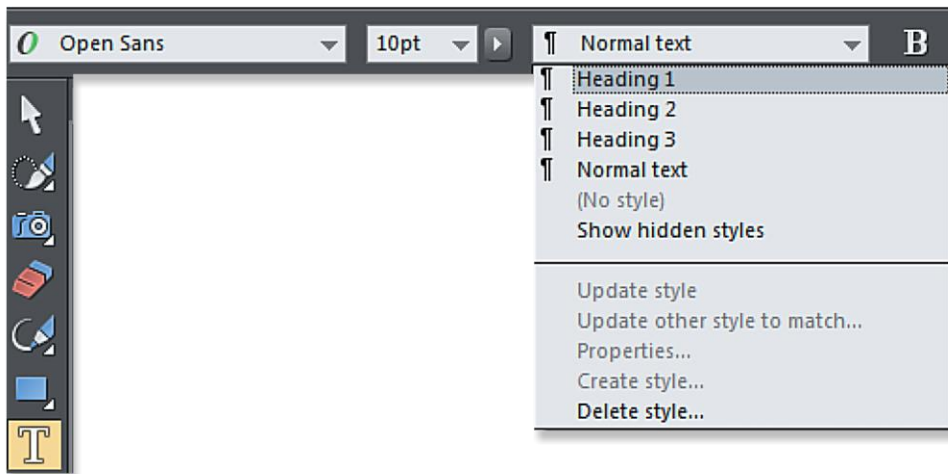
Similarly the main text, sometimes called the 'body text' of a document is also a particular style, which Web Designer Premium calls the "Normal text" style. By updating that style

to be, say, 12 point Times New Roman, then all "Normal text" throughout the document can be changed in one go, without having to select and apply the same font change over and over again.

**TEXT STYLES** are, therefore, rather like the "Named Colors" feature that Web Designer Premium also supports, where you can update "Theme Color 1" to be a new color and all parts of the document using that Named Color take on the new color.

### Text Styles InfoBar

There is a Styles drop-down menu on the **TEXT TOOL INFOBAR**, that allows you to create Styles, apply them to any text, and to update the definition of the Style.



*By default there is a small set of pre-defined Styles, including 'Normal text', and three heading styles - Heading 1,2,3.*

### Paragraph Styles and Character Styles

Text Styles come in two varieties. **Paragraph Styles** and **Character Styles**.

A Paragraph Style is denoted by a ¶ symbol on the style menu. An A symbol denotes a Character Style.

Paragraph Styles apply to whole paragraphs, and are also typically used for headings. It's not possible to apply a Paragraph Style to a smaller section than a paragraph, so you cannot, for example, apply a Paragraph Style to a single word within a paragraph. If you try, then the whole surrounding paragraph will take on this Style.

Just place the text cursor anywhere on the line and select a Paragraph Style from the style menu, and the whole paragraph will take on that style.

Character Styles, on the other hand, can be applied to any selection of text, from a single character upwards. For example, if you wanted to highlight certain words in your text in a

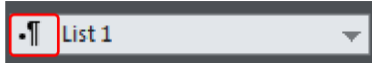
different color a Character Style would be ideal. The advantage is that you can then change the color (or font, etc) of all these highlighted words with a single Style update.

Create a Character Style by clicking **CREATE STYLE** in the Style menu dropdown and checking the **CHARACTER STYLE** option from the dialog as you create a new text style. See *Creating new Styles* (on page 232) for more info.

Paragraph styles can define all text attributes even bulleted/numbered list properties. Character styles can only define text attributes that can be applied to individual characters, such as text color, font size, font weight, etc.

## List Styles

You can also apply Styles to bulleted and numbered lists. The style will take on all the attributes of the bullet or numbered list. Once you have applied a style to a list a "." appears in the Style menu to indicate that it is a List Style and to enable you to distinguish it from a Paragraph or a Character style.



To make a list style, first create a list and customize it using the **LIST PROPERTIES** (on page 224) dialog. Then place the text caret in the list, or select part of the list, and choose **CREATE STYLE ...** from the text styles dropdown list. Choose a name for your list style and click ok.

List styles include all the list settings you see in the **LIST PROPERTIES** dialog, from indents to bullet symbols and colors. Each level within a list can have different settings and these are also all recorded in the list style. The example below has only 2 levels of list, but you can have as many levels as you like.

- List item 1 level 1
  - List item 1 level 2
  - List item 1 level 2
- List item 2 level 1
- List item 3 level 1
  - List item 3 level 2

To update a list style, simply modify a list that uses the style and then use the **UPDATE** option in the styles list, the same way you update ordinary Paragraph styles. The list will update whatever list level the text cursor is placed in - or all selected levels if you have more than one level selected - with the **UPDATE** option reflecting your choice.

Note: Graphical lists (where you can use any graphical object as the bullet or number) are not yet supported with list styles.

### Next paragraph style

This is one of the settings for a text style - look at the list's **PROPERTIES...** option in the style menu.

For Paragraph styles it determines what style should be applied by default to a new paragraph created following the current paragraph. For example, heading styles normally set the **NEXT PARAGRAPH** style to **NORMAL TEXT**, because that's usually what you want immediately following a heading. With a list style however, it's more likely that you want another list item to be added when you hit return at the end of a list item. So for list styles the **NEXT PARAGRAPH** setting is only used when you end a list. End a list by hitting return once to add an empty list item, then hit return again. The new non-list paragraph will then use whatever **NEXT PARAGRAPH** style you chose for the list style.

For more detail on editing lists see Bulleted and numbered lists (on page 222)

### Updating Text Styles

To update an existing Text Style:

1. Select some text already in the style you want to update.
2. Apply whatever changes you require, say an alternative font, or font size, or maybe in the case of a list style a bullet or number style change.
3. Select "**UPDATE 'STYLE NAME' TO MATCH**" from the Style drop-down menu on the Text InfoBar.

For example to change all the **NORMAL TEXT** to be a different font, select a few words in the **NORMAL TEXT** Style, change the font (and any other attribute) and then Select **UPDATE 'NORMAL' TO MATCH** from the Style Menu on the Text Tool InfoBar.

When you are working on a web document with RWD variants, it is possible to update a Text Style for an individual variant. This is useful for example when you need the text in a mobile variant to be a larger and/or different font. To update the style for an individual variant, change the text as above and then select **UPDATE 'STYLE NAME' IN THIS VARIANT** from the Style drop down menu on the Text InfoBar. This is an additional option that is shown in the **STYLES** menu when you are working in a document that has multiple variants.

See Responsive Web Design (on page 295) for more information about variants.

### Redefining Text Styles

Sometimes you may want to make an existing text style to look like some text that does not already have that text style applied. Perhaps some text that you imported from some other document. You can't just apply the existing style to that text, because you would then lose its appearance. Instead use the **UPDATE OTHER STYLE TO MATCH...** option in the style menu.

1. Place the text cursor within the text (or select some of the text).
2. Select **UPDATE OTHER STYLE TO MATCH...** from the Style drop-down menu on the Text InfoBar.

3. Choose the Style you wish to update from the **UPDATE STYLE TO MATCH...** dialog.
4. Tick the appropriate checkboxes to decide if you want the Text Style to match only the new text, and/or all similar text in the document. Uncheck **APPLY TO ALL SIMILAR TEXT IN THIS DOCUMENT** if you only want the Style to be applied to the paragraph containing the text cursor.
5. Click **APPLY**. The text is now redefined as the selected Text Style.

The **APPLY TO ALL SIMILAR TEXT IN THIS DOCUMENT** option is useful for applying text styles to existing documents that don't already use text styles, such as imported PDFs. For a style to be applied to all similar text within the document, the text must have the same font and font size over more than 50% of a paragraph, and it must also have the same justification and indentation settings (within a small tolerance).

### Styles based on other styles

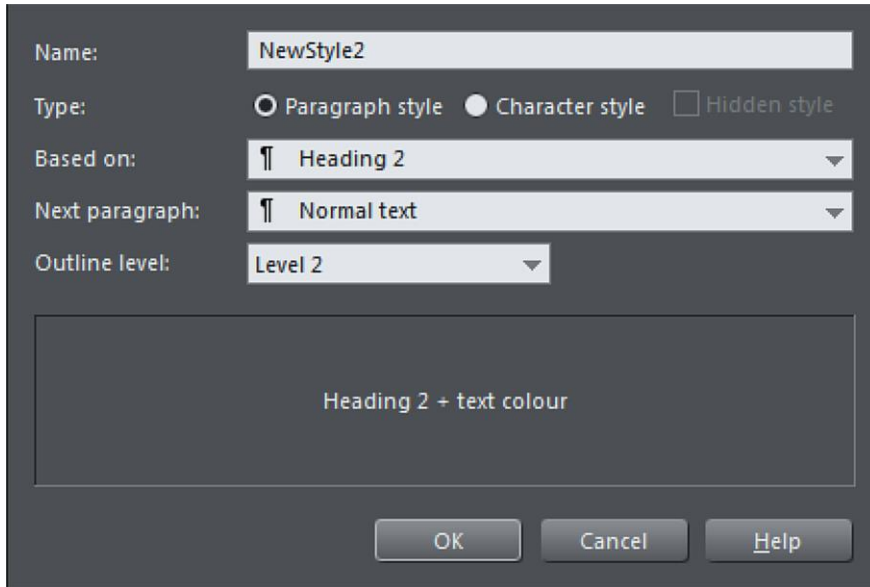
In Web Designer Premium, you can base one style upon another. For example, if you wanted another variant of Heading 2 style, that was identical in every respect, except a different color, then when you create the new style you would make it based on "Heading 2" in the **CREATE STYLE** dialog. This means that if you update "Heading 2" to be, for example, a new font or size, your new Style would also take on that new font or font size.

New Character Styles are typically based on the "Underlying Paragraph Style", but just with the changes you want. So this means if you have a Character Style that just sets the text color and nothing else, applied to a single word, then when you altered the Paragraph Style of the paragraph, this word would change to match, except its color.

### Creating new Styles

To create a completely new Style, change a selection of text to appear how you want and then select the **CREATE STYLE** menu from the Style list drop-down on the **TEXT TOOL INFOBAR**.

If you want to create a new Paragraph Style it's recommended that you select and apply your changes to a whole paragraph, before selecting the **CREATE STYLE** menu option.



Name:

Type:  Paragraph style  Character style  Hidden style

Based on:

Next paragraph:

Outline level:

Heading 2 + text colour

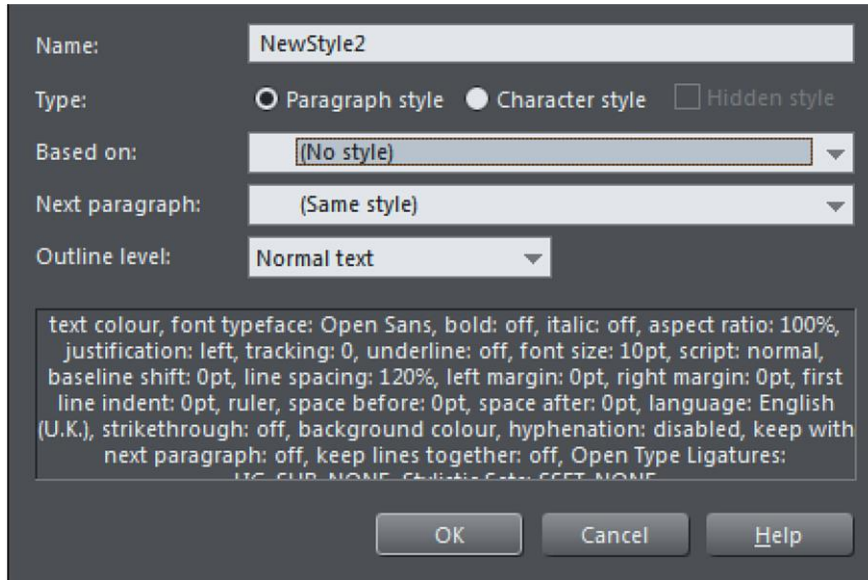
This dialog shows a new style, (NewStyle2) being created that is a **PARAGRAPH STYLE**, based on an existing **HEADING 2** style. The **NEXT PARAGRAPH** option determines what style will be used for the subsequent paragraph when typing.

If the heading style has an **OUTLINE LEVEL** it will appear in the **LINK TO HEADING** list in the Link Tab of the **WEB PROPERTIES DIALOG**.



The lower section of the dialog shows the complete definition of this Style. In this case you can see it's based on Heading 2, with only a color change.

To create a Style that is based on no other Style, that is to say, it inherits no attributes from another style, select (**NO STYLE**) from the **BASED ON:** option, as below.



This dialog shows the creation of a NewStyle2, that is a Paragraph Style and based on no other style. The lower section lists all the attributes that make up this Style. The attributes listed have been taken from selected text, so this Style consists of a complete definition, listing all possible text attributes.

In this case when entering text in this Style, the **NEXT PARAGRAPH** (i.e. when Return is pressed) will be in the same style again.

## Removing Styles

The **STYLES** list in the **STYLES** menu includes the entry **NO STYLE**. Selecting this removes the Style (Paragraph and/or Character Style) from the selection whilst retaining the same appearance. When you select the option a dialog appears informing you of this. Click on the dialog's **CLEAR STYLES** button to proceed with the operation. Now your selected text looks exactly the same as before, but has **NO STYLE** applied to it.

## Deleting Styles

To delete a style select **DELETE STYLE** from the **STYLES** menu, the **DELETE STYLE** dialog opens. Now choose the text style you wish to delete from the dropdown menu in the dialog. The style will be deleted from the menu as will all references to the style, and the style will be returned to its base style. However, the returned style will still retain the

deleted style's attributes and appearance. So for example a deleted style based on **HEADING 1 WILL** appear as **HEADING 1+** to indicate this.

If your style was based on nothing, ie **NO STYLE** then the style will revert to No style appearing as **NO STYLE +** in the menu and again retaining the same attributes and appearance.

Note that you can't delete the default styles and you also can't delete styles which have other styles based on them. You will receive a warning prompt should you attempt to do so.

## Hidden Styles

Text styles can be marked as **HIDDEN** in the **STYLE PROPERTIES** dialog, which means they won't appear in the main styles list unless the text caret is located in text that uses that style.

This is useful to help avoid the styles list becoming too long in documents that use a lot of different styles. Some SmartShapes such as the bar and column charts have their own text styles and these are now automatically made hidden styles, so they don't appear in the main styles list. Similarly the TOC styles used for Tables of Contents are also hidden. Use the **SHOW HIDDEN STYLES** option in the styles menu to have all styles included in the styles list.

Additionally hidden styles can't become current, so any new text you add to a design should never use a hidden style by default.

## Style Properties

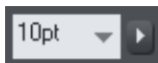
If you want to change the definition of a style, such as the style it's based on, or just look at its definition, use the **PROPERTIES...** option in the style menu. You need to select some text that has the style applied before you do this, to indicate the style you want to edit.

The **STYLE PROPERTIES** dialog appears, which looks the same as the **CREATE STYLE** dialog shown above.

The style description at the bottom of the dialog describes how the style differs from the style on which it is based. So if you want to see all of the style's attributes, just temporarily select **NO STYLE** from the **BASED ON** list, to see a full description. Don't forget to reset this to the correct **BASED ON** style, or click cancel in this dialog, if you don't want to change the style!

## Applying text attributes

### Changing the font size



There are several ways to change the font size:

- Type a new value into the size text box on the InfoBar and press ↵.
- Or select from the **FONT SIZE** drop-down list on the InfoBar.
- Or use the Font size pop-up slider (on page 192).
- Or manually increase/decrease font size with the "Ctrl + Shift + >" and "Ctrl + Shift + <" keyboard shortcuts. This applies only if all selected text parts are of the same font size.
- Or use the **SELECTORTOOL** to scale the whole text object.

### Bold & Italic



Click the **BOLD** or **ITALIC** button on the InfoBar ("Ctrl + B" or "Ctrl + I")

This applies the bold or italic variant of the current font.

### Text Underlining



Click the underline button on the InfoBar to apply an underline to the selected text.

The underline color and size is automatically derived from the text color and size.

### Highlighting text

To apply a text background color - in effect a highlighter-style background color...

- Highlight some text using the **TEXT TOOL**
- Right-click on a color in the **COLOR LINE**
- Select **SET TEXT BACKGROUND** from the menu

See Applying a Text Background color (on page 176) for more details.

### Justification or text alignment

Justification always applies to the complete line. Any selected region is ignored.



- 1** **LEFT** justification: Align the left-hand edge of the text to the initial click position.
- 2** **CENTER** justification: Centers the text around the click position.
- 3** **RIGHT** justification: Align the right-hand edge of the text to the initial click position.

When using simple text the initial click position on the page is taken as the origin for text justification.

## Ligatures



A ligature is a connection between two or more characters to improve legibility or for a stylistic flourish. The linked sequences of characters then appear as a single glyph. Ligatures, where they exist, are contained within the font file and can be displayed according to the settings on the **OPEN TYPE LIGATURES** button on the InfoBar. The ligature settings can be used in text styles just like other text attributes.

ff fi fj gi wi ct st lt fl fi

*Ligatures: L to R, Standard, Discretionary and Historical*

The various options are...

<b>STANDARD</b>	Only the default set of ligatures provided by the font designer will be displayed.
<b>DISCRETIONARY</b>	The discretionary ligatures are decorative - to be applied at the discretion of the user.
<b>HISTORICAL</b>	Historical ligatures are mainly ornamental suggesting a historical context.
<b>SELECT ALL</b>	All available ligatures for a particular font will be displayed.
<b>CLEAR ALL</b>	No ligatures will be displayed.

You can choose which groups to turn on or off independently for any range of characters. Select a character range in the Text Tool and then click on the Ligatures button.

There is a further option, **STYLISTIC SETS** - some fonts include alternative sets of ligature characters that the user can choose from, allowing more flexibility. If any sets are available for any of the characters in the current text selection, they are listed under the **STYLISTIC SETS** sub-menu, where they can be turned on and off independently.

gabriola gabriola

*Gabriola (left) and with stylistic set applied (right)*

## Subscript & superscript



Click the appropriate button on the InfoBar.

Normal text <sub>subscript</sub> <sup>superscript</sup>

## Indents and Outdents

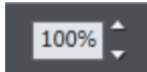


Indent a paragraph of text.



Outdent a paragraph of text.

## Line spacing



Line spacing allows you to change the space between two lines (so affects vertical spacing).

Line spacing is measured in percentages (120%) or points (12pt). You can either type the line space value in the text box or click the arrows to nudge the values.

A percentage setting has the benefit of scaling accordingly if you change your font size. If a percentage is applied to a line of text with more than one font size, the largest font size is used. For example, if a line contains 90% and 100% text, the line spacing is calculated on 100%.

## Paragraph Spacing



The last two fields on the end of the **TEXT TOOL** InfoBar allow you to set the spacing above and/or below paragraphs.

This is particularly useful where you want half line spaces between paragraphs.

Like Microsoft Word, when you use both spacing above and below paragraphs, the spacing between paragraphs is whichever is the greater value (it's not cumulative). Paragraph spacing above paragraphs will move the first paragraph down in a frame of text.

## Text links

You can apply a link to any part of a text object, so that when the document is exported as HTML the text shows as a clickable link in web browsers.

Use the **TEXT TOOL** to select the words or characters that you want to apply the link to, then click the link button on the **WEB** toolbar.



This brings up the **WEB PROPERTIES** dialog, with the **LINK** tab selected. On this tab you can choose whether to link to a URL, to another page of your website, or even to a heading or a pop-up layer.

By default when you apply a link to some text, the text is shown as underlined and with the text link color that is defined for the current document. You can change the link color and whether or not the links are underlined, on the **WEBSITE** tab of the **WEB PROPERTIES** (on page 270) dialog (right click and choose **WEB PROPERTIES** or choose **WEB PROPERTIES** from the **UTILITIES** menu). You can also set the color to be shown when the

user moves the mouse pointer over a text link in a web browser (“Mouse Over Color”), and the “Visited Color” which is used to display links which the viewer has already visited with their web browser.

## Text inside groups for websites

When a document is exported as a website, all groups get exported as images. So any text inside groups can’t be selected and copied as text by a visitor to your site.

For graphical buttons, headings, logos etc. this is usually desirable as the text just forms part of the graphic. But you may have more substantial pieces of text inside groups which you want to remain as text in your exported web page. To arrange this, all you need to do is apply the special name “HTMLText” to your text object. The easiest way to do this is as follows:

1. Go into the **TEXT TOOL** and click on your text to insert the text cursor.
2. Press escape so that the whole text object becomes selected.
3. Open the Name dialog (“**UTILITIES**” > “**NAMES...**”).
4. Either select the “**HTMLTEXT**” name from the “**APPLY NAME**” dropdown list if you’ve already used it in the current document, or type in the name “HTMLText”. Then click “**ADD**” to add the name.

Now, when you export your website, your text will remain as text and the rest of the group will be converted to an image. All the text panels provided in the **ONLINE CONTENT CATALOG** already have this name applied to the text objects inside them, so the text on the panels will export as text.

Browsers can’t render rotated text, so you can’t use this name to force rotated text to be exported as text. The name is ignored in this case.

## Copying text appearances

It’s easy to copy the style of any text to any other region of text using the **PASTE FORMAT/ATTRIBUTES** feature:

- Select the source region from where you want to copy the style. This can be as little as a word (just double click).
- Select “**EDIT**” > “**COPY**” (“Ctrl + C”).
- Select the region of text to which you want to apply the style.
- Select “**EDIT**” > “**PASTE FORMAT/ATTRIBUTES**” (“Ctrl + ⌘ + A”).

If you just have the text cursor positioned in some text when you **PASTE FORMAT/ATTRIBUTES** the paragraph attributes will be pasted to this paragraph.

If you have a region of text selected, then **PASTE FORMAT/ATTRIBUTES** will paste all the visual attributes of the source text.

## Applying attributes to whole text stories

When you have the cursor in a simple or column text object, pressing "Esc" will select the whole text object. You can then apply an attribute, say a color, and the whole text object is altered. This is often quicker than performing "Select all" ("Ctrl + A").

With text areas this method only works if all text areas of the story are selected. You can do this in the **SELECTOR TOOL** clicking and "Shift + clicking" on the different text areas to select them. But this method is only possible if the text areas are on a single page. If your text story flows over several pages and you want to change all the text, then it's necessary to "Select all" ("Ctrl + A"), and then apply the required attributes.

## Copying/Pasting formatted text (RTF)

You can copy "rich text" (as it's sometimes known) from other applications such as word processors or editors and paste into Xara Web Designer Premium as text, and the fonts, margins, line spacing and text links will be preserved. This makes it dramatically easier to retain the style and appearance of your text.

When you paste "Rich Text Format" (RTF) from other applications you are given the choice of pasting the text in as "Unformatted text" which means it will appear in the font and style at the cursor where you paste, or "Rich Text Format", i.e. it will retain the style of the source text.

This also works the other way around. You can copy text in Web Designer Premium and paste into other applications that support rich text editing and the style (font, size, colors, margins etc) will be retained. This will only work if you select and copy a single text object or from a single text flow.

## Document font embedding

Xara Web Designer Premium will store the character shapes of all the fonts used in your document if the font permissions allow it. This means if you give someone else your design file, or transfer the file to another computer, the text will still look exactly right, even if the correct fonts are not installed on that computer.

## Website font embedding

Most website documents use only 'web safe fonts', which are fonts that the vast majority of computers and other devices will have installed and so which can be safely used on any website. However you can use just about any font on a website providing the font permissions allow it, and Web Designer Premium can automatically publish the font with your site in a way that means text using that font will appear correct to everyone viewing it, whether or not they already have that font installed.

To help your website load faster, only Western characters are included in the embedded font, unless your document uses other characters also.

When you export or preview a website document that uses fonts that aren't web safe, Web Designer Premium will show you a warning, listing those fonts that will be embedded in your website. This helps to remind you that your site includes embedded fonts. You can also see which fonts a document is using, together with its permissions by viewing "FILE" > "DOCUMENT INFO..." See Font permissions (on page 240) for more info.

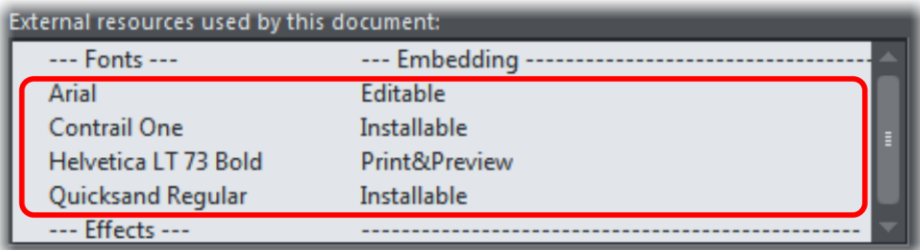
Some fonts do not permit embedding in a document or website. Web Designer Premium detects such fonts and will show you a separate alert if you attempt to use any such fonts in your website document. You should change to a different font that is either web safe, a Google font or a font that does permit embedding.

## Font permissions

When embedding fonts there are four levels of font permissions, that is to say four levels of usability depending on how the font has been licensed. The four levels are...

1. **Installable** - the most permissive level. Allows the font to be embedded in the document and installed permanently on the guest computer.
2. **Editable** - Allows the font to be embedded in the document but only allows it to be used temporarily on the system.
3. **Print and Preview** - Allows the font to be embedded in the document but only for printing and viewing purposes.
4. **Restricted** - The font cannot be embedded in a document.

Apart from the warnings Web Designer Premium shows you listing those fonts that will be embedded in your website, it is also possible to view their permissions levels by looking at the **DOCUMENT INFO**. Go to "FILE" > "DOCUMENT INFO...".



*Document info dialog showing fonts together with their embedding permissions.*



# The Fill Tool

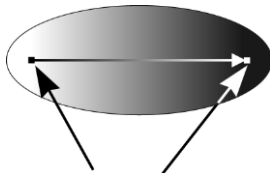
## Creating a graduated color fill



The process of creating a different fill is almost identical for all the fill types:

1. Select the object or objects to which you want to apply the fill.
2. Select the **FILL** Tool ("G").
3. Select the fill type from the dropdown menu.
4. Click-drag across the object to create the fill. Or, drag one of the fill handles to adjust the fill size and position.

Xara Web Designer Premium provides a smooth interactive live preview of the fill as you drag.



Fill Handles

As you drag a fill arrow is created indicating the direction of the fill. Fill handles can be selected and dragged to adjust the position and angle of the fill.

### Coloring fills

Select one of the fill handles and click a color on the **COLOR LINE** or bring up the **COLOR EDITOR** and choose a new color. You can press "Tab" to alternate between the fill handles.

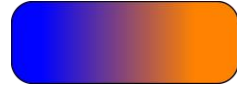
### Fill types

Web Designer Premium has these types of color fill:

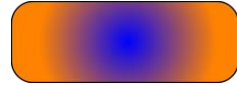
**FLAT FILLS** - the shape has an even color or tone over its surface.



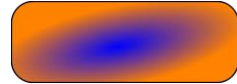
**LINEAR FILLS** - the color gradually changes from one color to another.



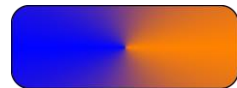
**CIRCULAR FILLS** - the color change radiates out from a single point in a circular pattern.



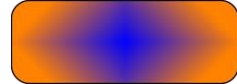
**ELLIPTICAL FILLS** - similar to circular fills except the change radiates out in an elliptical pattern.



**CONICAL FILLS** - the color change rotates around a single point. The effect is of a cone lit from one side with the opposite side in another color.



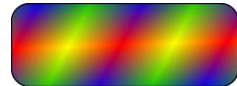
**DIAMOND FILLS** - similar to elliptical fills, except the fill is like a diamond.



**THREE-COLOR FILLS** - shows three different colors as if spotlights were lighting the object.



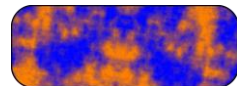
**FOUR-COLOR FILLS** - the same as three-color fills, except four colors are possible.



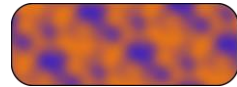
**BITMAP FILLS** - the object is filled with one or more tiled copies of a bitmap or photo. All photos you see in Xara Web Designer Premium are bitmap filled shapes (normally rectangles of course). Any photo can be used, or any bitmap in the **BITMAP** or **FILL** galleries.



**FRACTAL CLOUDS** - produces a patchy random fill which is especially useful for clouds or mist.



**FRACTAL PLASMA** - a patchy random fill which has more contrast than a fractal cloud fill.



The **FILL** Tool lets you apply these fill types to the selected object(s) and to edit and adjust the fills.

**Automatic select inside**

In the Fill Tool, an automatic "Select inside" is performed when you click on an object that is a part of a group, instead of selecting the group as a whole. This makes it easier

for you to work on photos and fills inside groups. If you want to change the fill attribute of a group (which is not very likely), you need to select the group using the **SELECTOR TOOL** first.

## Fill Tool InfoBar



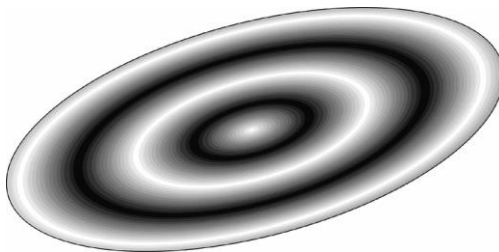
- 1 Fill type
- 2 Fill tiling
- 3 Fill effect
- 4 Bitmap name
- 5 Profile
- 6 Fill handle/resolution
- 7 Handle color/Grain

**FILL TYPE** selects the type of fill. Selecting from this menu:

- with a selected object, applies the fill to the object;
- without a selected object, sets the current fill type which will then be used for newly drawn objects.

**FILL TILING** is used when applying bitmap and fractal fills. The options are described later in bitmap fills. Fill tiling changes the repetition of the fill effect. The options are:

- Simple-the fill is used only once, regardless of the size of the object.
- Repeating/repeating tile-repeats the effect so that it fills the entire object.
- Repeating tile inverted-only available on fractal and bitmap fills. This is similar to repeating tile, but every other tile is inverted.



*A repeating elliptical fill inside an ellipse shape*

Fill tiling options are not available for conical. All other fill types can be made to repeat. This can produce some useful effects.

**FILL EFFECT** is used for all fill types, except 3 and 4-color fills. It controls how the fill colors fade from the start color to the end color:

- **FADE:** Fades between the two colors in a linear fashion

- **RAINBOW:** Blends along the shortest edge of the HSV color wheel. For example, a blend from yellow to cyan runs yellow-green-cyan.

This option has no effect when the two colors are black, white or gray.

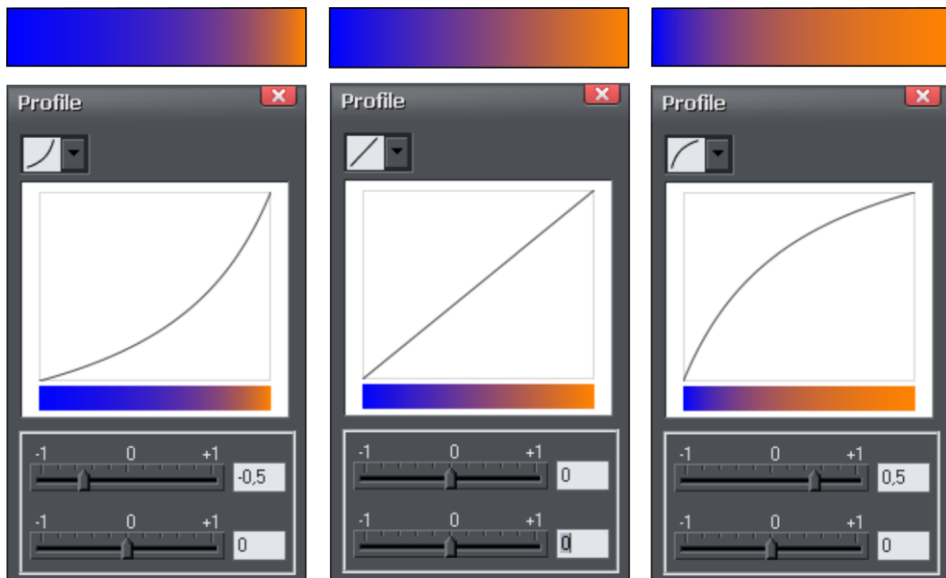
- **ALT RAINBOW:** Similar to rainbow except the blend is along the longest edge of the color wheel. For example, yellow to cyan runs yellow-red-magenta-blue-cyan.

**BITMAP NAME** displays a pop-down menu showing thumbnails of all the bitmaps in the **BITMAP GALLERY** and is an easy way to select the required bitmap for a bitmap fill.

**FILL PROFILE** - you can change the rate of the color transition between the start and end of fills. This applies to all fill types except flat, three color, four color and bitmap (unless it's a contone colored bitmap).

To change the profile of a fill:

1. Select the filled object.
2. On the **FILL** Tool InfoBar click **PROFILE**. This opens the **PROFILE** dialog box.
3. You either select a predefined profile from the dropdown list or drag the sliders to create a custom profile. The top option in the dropdown list (the straight line) creates a linear transition between the start and end of the fill.



Three different black-to-white graduated color fills and their corresponding profile dialogs. The center, default, is a linear black-to-white transition.

**FILL HANDLE:** Indicates if the start or end handle is selected. This field is blank for flat fills.

**RESOLUTION** (bitmap and fractal fills only) Shows the resolution of the bitmap (as long as you don't have a fill handle selected). You can type in a new resolution to change the size of the bitmap. Low resolutions show the individual pixels of the bitmap. You rarely need a resolution greater than 150 DPI, even for typeset output.

**FILL HANDLE COLOR:** (except bitmap fills) Indicates the color applied to the selected fill handle.

## Flat fills

To apply or change a flat fill:

1. Select flat fill from the fill type menu.
2. Choose a color from the **COLOR LINE**.



The Color Line is described in Color handling (on page 173).

## Linear fills

To apply a linear fill:

1. Select linear fill from the fill type menu (not necessary if the object currently has a flat fill).
2. Position the pointer where you want to start the fill (this can be outside the object).
3. Drag the mouse pointer to where you want the fill to end (again, this point can be outside the object).



The arrow drawn on the selected object is called the fill arrow. It indicates the direction and extent of the fill. You can select either end of the arrow by clicking it.

### Moving the start or end handle of the fill

To change the direction and extent of the fill:



1. Move the pointer over the handle you want to move. When over the handle, the pointer changes shape.
2. Drag the handle.

### Changing the colors in a fill

To change a color in a fill:

- Drag & drop the color from the **COLOR LINE** onto a fill handle (you do not have to select the handle first.)

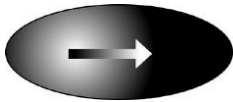
- Or, drag & drop the color onto the object. Each fill has an imaginary center line halfway along the fill arrow. Dropping the color on the start handle side changes the start handle color, and the end handle side changes the end handle.
- Or, if one of the end handles is selected (it's shown highlighted) just click on a color. You can press "Tab" to select the other fill handle, and click the color required for the other end

The Color Line is described in Color handling (on page 173).

Each method changes the color of one handle only; they do not change any other selected fill handles, or:

1. Select the required handle (or handles, also works with multiple objects).
2. Choose the required color from the Color Line.
3. This changes all selected fill handles.

## Circular fills

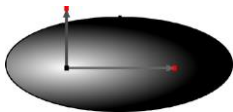


For circular fills, applying the fill, moving handles and changing colors are the same as for linear fills. The start handle is the center of the fill.

Circular fills are useful for creating highlight effects.

Changing the height/width ratio of the object automatically changes a circular fill into an elliptical fill (see below).

## Elliptical fills



Applying an elliptical fill is similar to applying linear fills. As you drag the mouse pointer, you first create a circle with two end handles. You can then drag the end handles to create a suitable ellipse.

" $\uparrow$ + drag" preserves the aspect ratio of the fill. "Ctrl + drag" constrains rotation to the preset constrain angles. Moving handles and changing colors are the same as for linear fills.

A quick way to apply a elliptical fill:

"Shift + drag" to create a elliptical fill.

## Bitmap fills



- 1 Fill Type
- 2 Fill Tiling
- 3 Not used
- 4 Bitmap name
- 5 Resolution
- 6 Not used

The **BITMAP GALLERY** is described in **THE BITMAP GALLERY** (on page 337) in the Photo Handling chapter, for the **FILL GALLERY** see below (on page 250).

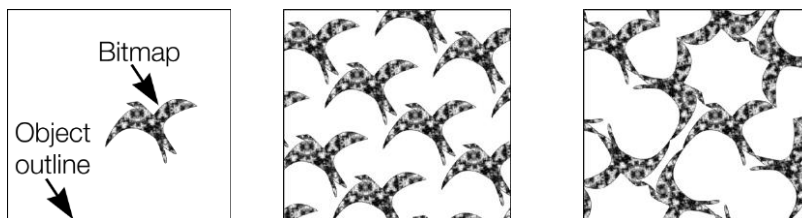
Bitmap fills are one of the most powerful fill types. It allows any photo or texture to be used as a fill for any shape and you have direct immediate control over the size, angle, position and tiling. You can color bitmap fills. You can use any type of bitmap as a fill, including JPEG photos, and alpha-channel (semi-transparent) bitmaps.

When you import a photo file into Xara Web Designer Premium (eg. a JPG or PNG file) it appears as a shape with a bitmap fill type. When such an object is selected the status line shows it as a "photo", but it is just the same as a shape that has had the photo applied as a bitmap fill.

To fill a shape with a bitmap or photo fill, do one of the following:

- Drag any bitmap from the **BITMAP GALLERY** or from your Windows File Explorer over any shape, hold "Shift" and drop, or
- Drag any fill from the **FILL GALLERY** onto the shape (there is no need to hold "Shift" to drop in this case)
- Select 'Bitmap' from the left side drop down menu of the **FILL TOOLINFOBAR**, and then select the required bitmap from the dropdown menu of bitmap names (this only shows bitmaps that are or have been previously loaded).

You can fill an object with single or multiple tiles (repetitions of the bitmap image).



Single tile (photo)

*Repeating tile**Repeat inverted-the tiles fit together perfectly.*

The fill has three handles. Use it for Resizing and re-positioning bitmap fills. An alternative way to set the size of the bitmap is to type in a resolution into the InfoBar field. You first have to un-select the fill handle by clicking anywhere on the image away from a fill handle, then just type a new dpi resolution.

### Replacing Bitmap Fills

If a shape already contains a bitmap, or is a photo, then you can just drag and drop a new bitmap from any source, such as Windows Explorer, and it will replace the existing bitmap. The new image is 'best fitted' into the shape so that it just fits in. Doing this will also replace all other instances of that photo on the current page if they are in the same **SOFT GROUP**.

Holding down **SHIFT** while replacing a photo in this way causes the position, scale and rotation of the bitmap fill to be preserved.

### Bitmap coloring

You can color any bitmap or photo fill by just clicking on a color on the **COLOR LINE** (make sure no fill handles are selected, by just clicking on the image). This will create a Contone (technically a Duotone) which uses colors between black and the selected color. Alternatively right click on the object and choose **CONTONE > SET LIGHT COLOR** or **CONTONE > MAKE BLACK AND WHITE**. You can also right click the color line and select either the 'SET CONTONE LIGHT COLOR' or 'SET CONTONE DARK COLOR'.

So, for example, to make a picture black and white, just requires you to click on the White color patch on the color line.



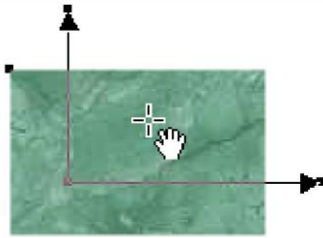
To cancel any applied color, apply **NO COLOR** to either fill handle. This restores the bitmap to its original bitmap colors.

The **RESOLUTION** box on the **INFOBAR** shows the resolution, which can be altered by moving the fill handles or typing in a value.

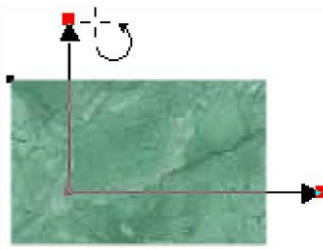
### Resizing and re-positioning bitmap fills

If you hold down Shift and click and drag on a shape which already has a bitmap fill, a new bitmap fill is created centered on the click point. If you hold the "Ctrl" key down too, it limits the angle, so this makes it easy to create an upright bitmap fill.





Once the fill has been created, you can drag anywhere on the image to re-position the fill inside the shape.

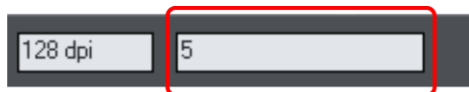


When you mouse over the outer fill handles the mouse pointer changes into a "rotate" mouse pointer. Dragging on these handles will stretch and rotate the bitmap fill with the current aspect ratio locked; hold down "Shift" while dragging to change the horizontal and vertical size independently and to skew the fill. The InfoBar shows you the resolution of the bitmap fill (you can adjust this, and thus the bitmap size, by entering a new value).

## Fractal fills

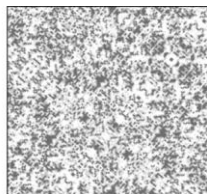
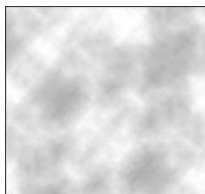
Xara Web Designer Premium supports two types of fractal fill which are mathematically created naturalistic fill patterns. They are great for simulating sky and clouds or other natural textures.

Each time you create a new fractal fill a new pattern is created. To replace an existing fractal with a new pattern choose fractal from the fill menu again.

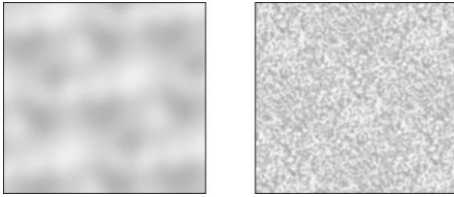


The **GRAIN** control on the **INFOBAR** provides control over the graininess of the pattern. Low values give a smooth flowing pattern, and high values give a grainy pattern.

You can adjust the size and position of the fractal fill in the usual way by dragging and adjusting the fill handles. De-select the fill handles (click on the fill away from a handle) to show the above resolution and grain controls.



*Fractal clouds fill. On the left a grain of 1, on the right a grain of 50.*



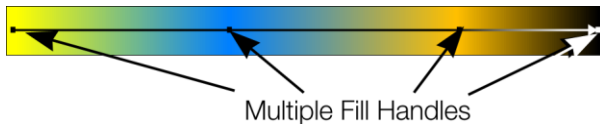
*Fractal plasma fill. On the left a grain of 5, on the right a grain of 50.*

Note the difference between grain and resolution. Grain controls the flow of the pattern. Resolution sets the size of the fractal bitmap and how noticeable the individual pixels are.

You can change the start and end colors of a fractal fill. Select the center or outer handles and then apply a color using either the Color Line or **COLOR GALLERY**. To cancel any applied color, apply no color.

## Multi-stage color graduations

Many of the graduated color fill types support multi-stage graduation fills, which means instead of just fading from one color to another, you can go through a number of different color fill stages.



To add a new color stage to a graduation, select the Fill Tool so the fill arrow shows and then:

- Either drag a color onto the fill arrow where required.
- Or double click on the fill arrow to create a new fill handle, and now click a color or display the **COLOR EDITOR**.

You can re-position the fill handles by dragging.

With one fill handle selected pressing "Tab" will select the next. If the **COLOR EDITOR** is open, this is updated to reflect the new fill handle

To remove a fill stage handle, just click on it to select, and press "Del".

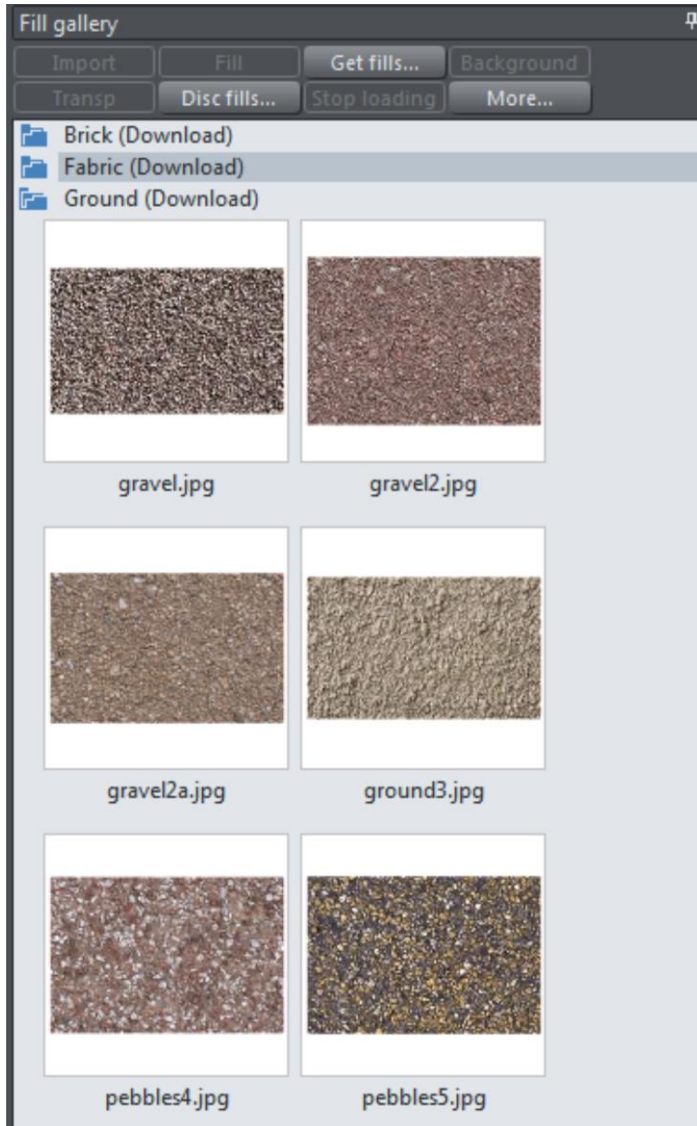
## The Fill Gallery

The **FILL GALLERY** contains bitmap textures suitable for use as bitmap fills. Only when you use a fill is it copied into the document.

To display the **FILL GALLERY**:



To display the **FILL GALLERY** click its tab in the galleries bar to the right of the Web Designer Premium window. Or you can toggle display of the **FILL GALLERY** by choosing **UTILITIES > GALLERIES > FILL GALLERY** or pressing "Shift + F11".



**IMPORT** - imports the selected bitmap into the document. A copy of the bitmap then appears in the **BITMAP GALLERY**. You can also drag-and-drop the bitmap onto a blank part of the page. This is usually easier than clicking **IMPORT**.

**FILL** - imports and applies the selected bitmap as:

- A bitmap fill to the selected object (if any).

- Or, if no objects are selected, it inserts the bitmap into the document as a new photo object.

You can also drag-and-drop the bitmap onto an object to apply a bitmap fill.

There are some differences between either dragging a bitmap from the **BITMAP** or **FILL GALLERY**: When dragging bitmaps from the **FILL GALLERY** and dropping on shapes to create a bitmap fill, the fill will be tiled and the bitmap won't be best-fitted into the shape. This different behavior to that seen when dragging from the **BITMAP GALLERY** is because normally textures are applied from the Fill Gallery and these should normally be tiled and not best-fitted.

**TRANSP** - (transparency) imports and applies the selected bitmap as:

- A transparent bitmap to the selected object (if any).
- Or sets the current transparency attribute.

**GET FILLS** - download free fills from Xara.

**BACKGROUND** - set the selected fill as the page background.

**REMOVE** - delete the selected fill or folder.

**DISC FILLS** - add new fills from your hard drive or a CD.

**MORE** - lets you select the size of the preview icons and whether full information about the bitmap is shown, as well as find and sort the fills.

**STOP DOWNLOADING** - if you have a slow connection and find getting fills from the Internet too slow, you can stop downloading them and then resume later.

Find & Sort are described in the Document handling (on page 83) chapter.

Document handling (on page 83) includes general information about galleries.

# Transparency

## Applying flat transparency

It's called "flat" transparency because all parts of the objects have the same transparency, as opposed to graduated transparency.

1. Select the object or objects
2. Select the Transparency Tool ("F6")
3. Drag the transparency slider on the InfoBar

Xara Web Designer Premium provides live-preview. As you drag the transparency slider the objects on the document are changed so you can see the effect immediately.

## Applying graduated transparency

Graduated transparency works in a very similar way to graduated color fills (on page 240). You just drag on the objects in the **TRANSPARENCY TOOL** to create a fading transparency. You have a very similar range of transparency shapes, the simplest being linear, but you can also have circular or elliptical transparencies. To create a graduated fade:

1. Select the object or objects
2. In the **TRANSPARENCY TOOL**, drag across the objects to create a linear fade across the object.
3. Select alternative transparency shapes from the dropdown menu on the InfoBar

You can select and adjust the position and transparency strength using the handles shown on the object.

Refer to Fills (on page 240) for more information on manipulating handles and the different fill shapes (in this case transparency shapes)

## Multi-stage graduated transparency

Just as you can add multiple stages to a graduated fill, you can do the same with a graduated transparency. This allows you to fade, for example, from opaque to 50% transparent then back up to 25% transparent, back to opaque, etc.

You can set the level of transparency at each stage, by selecting a handle and then adjusting the transparency slider. Add additional stages by double-clicking on the graduated transparency line then adjusting the slider.

See the Fills chapter (on page 240) for more information on manipulating the handles.

## Transparency types

Web Designer Premium supports the main types of transparency used by many other applications and include the following types:

### **Normal (Mix)**

The color of the object mixes with the color of underlying objects. The effect is similar to spraying a thin coat of color (or paint) over underlying objects.

### **Multiply (Stained glass)**

The effect is similar to viewing underlying objects through colored glass. It is useful for the simulation of glass and selectively darkening objects. The colors of objects with Multiply applied are:

- White - no effect on the colors of underlying objects.
- Gray & Black - darkens the colors of underlying objects.
- Other colors - darken underlying colors towards saturated color (light red over light red results in mid-red: green over red results in black).

Technically the process is subtractive in RGB color space.

### **Screen (Bleach)**

Screen has no clear analogy in the physical world. It is useful for highlights when the light source is not white. The color of the object with Screen applied:

- Gray & White - lightens the colors in underlying objects.
- Black - no effect on the colors of underlying objects.
- Other colors - lighten underlying colors towards unsaturated color. (Light-red over light-red gives a pale-red: green over red gives yellow.)

Technically the process is additive in RGB color space.

For these transparency types, the slider controls the amount of transparency from opaque (0% transparent) to fully (100%) transparent.

Applying a flat transparency to an object also applies transparency to the line around the object. It is not possible to set different transparencies, but you can remove the line by setting it to no color or by selecting "None" as the outline width. To create an object with a transparent fill and a non-transparent line, use a non-flat transparency type.

For more information on colors see Color Handling (on page 173).

Note that for legacy reasons, Web Designer Premium documents which contain older transparency types will still refer to those types by their original names, even though those types are no longer supported in Web Designer Premium. Look for (old) in the transparency type list to identify them.

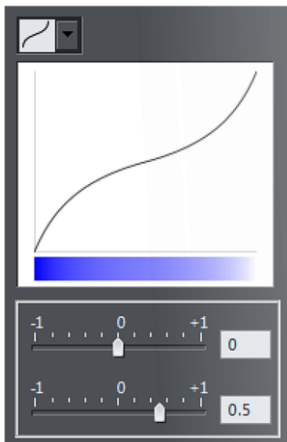
*Blends, Blend modes, Blending*

## Profile

You can change the rate of change of transition between the start and end of transparencies. This applies to all single stage graduated transparency types except three point and four point (where the option is not available).

To change the profile of a transparency:

1. Select the object.
2. On the **TRANSPARENCY** Tool InfoBar click **PROFILE**. This opens the **PROFILE** dialog.
3. You either select a predefined profile from the dropdown list or drag the sliders to create a custom profile. The top option in the dropdown list (the straight line) creates a linear transition between the start and end of the transparency.



*The Transparency profile dialog*

## Bitmaps

**BITMAP & FILL GALLERIES** are described in Photo Handling (on page 337) and Fills (on page 250).

When you select a transparency type of **BITMAP**, a default bitmap is initially used. Click on **BITMAP NAME** in the transparency InfoBar, or use the **BITMAP** or **FILL GALLERIES** to change the bitmap used (click the **TRANSP** button in the gallery or drag-and-drop from the gallery).

By default, the lighter colors in a bitmap are the most transparent (you can, of course, alter the relative amounts of transparency later).

## Handle/resolution

If you have a handle selected, this box tells you what handle it is. With no handles selected, and when using a bitmap transparency, it controls the DPI.

## Applying transparency to several objects

If you group objects and apply transparency, the whole group is treated as one object and the entire group is made transparent. But if the objects are not grouped and you apply transparency, each individual object is given a separate transparency and you get an entirely different effect when the objects are overlaid.



*Individual transparency (left) or group transparency (right)*

## Mixing individual and group transparencies

You can combine the methods above to create complex transparency combinations. For example you could set an object to 50% transparency, then group it and apply a transparency to the group as well. You are also able to apply a transparency to a group first, and then later apply attributes to individual objects within a group. Just hold down "Ctrl", click the individual object and change its attributes.

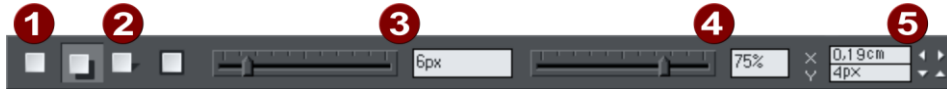


# Shadows

## The Shadow tool



The **SHADOW** tool (shortcut Ctrl+F2) lets you apply, remove, and modify semi-transparent (or "soft") shadows.

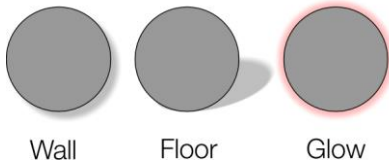


- 1 No Shadow
- 2 Shadow Types
- 3 Shadow Blur
- 4 Shadow Transparency
- 5 Shadow Position

Xara Web Designer Premium has three shadow types:

- Wall where the shadow is cast on a wall behind the object
- Floor where the object appears to be standing upright on a surface.

Glow where the shadow is used to add a halo effect around the object



Wall

Floor

Glow

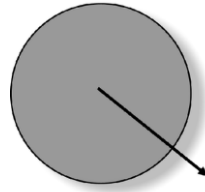
The transparency of soft shadows increases towards the edges, which gives a very realistic effect. Shadows are resolution independent so you can scale them without losing quality.

## Applying a shadow

### Applying a shadow

To apply a shadow:

1. Select the object.
2. Choose the **SHADOW** Tool.
3. Select the **WALL, FLOOR OR GLOW** button on the **SHADOW** Tool InfoBar.
4. You can drag the shadow away from or towards the object to create more or less distance between the object and the imaginary wall.

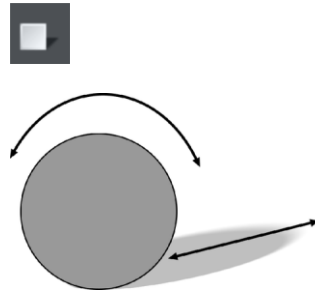


Alternatively to create a wall shadow you can:

1. Select the object.
2. Choose the **SHADOW** Tool.
3. Drag from the center of the object in the direction of the shadow.

### Applying a floor shadow

1. Select the object.
2. Choose the **SHADOW** Tool.
3. Select the **FLOOR** button on the **SHADOW** Tool InfoBar.
4. Drag towards or away from the object to change the size or radially to change the direction.

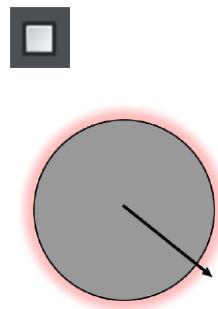


### Applying a glow effect

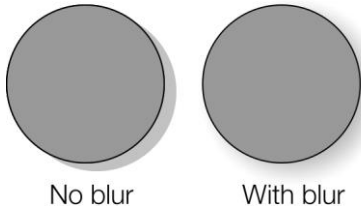
Adding a glow or halo behind an object can create dramatic graphics.

To create a glow effect:

1. Select the object.
2. Choose the **SHADOW** Tool.
3. Select the **GLOW** button on the **SHADOW** Tool InfoBar.
4. Drag towards or away from the object to change the size of the glow.



### Blur the edges of the shadow



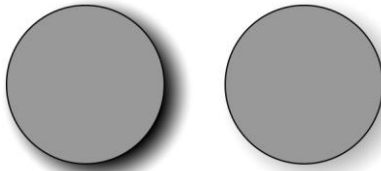
This changes the size of the shadow. A small blur gives the effect of a sharp light source, a large blur, a diffused or distant light source. It is recommended that shadows are always blurred slightly as this is more realistic.

To blur the shadow edge:

1. Select the object
2. Choose the **SHADOW** Tool.
3. On the **SHADOW** Tool InfoBar either drag the blur slider or type a value into the text box on the right.



### Change the transparency of the shadow



A semi-transparent shadow is more realistic than a solid shadow. But you can change the transparency level of the shadow to suit your needs.

No transparency With transparency

To change the transparency:

1. Select the object
2. Choose the **SHADOW** Tool.
3. On the **SHADOW** Tool InfoBar, drag either the transparency slider or type a value into the text box on the right.



### Changing the shadow color or fill effect

After applying a shadow to an object, you can change the shadow's color or fill effect. You can apply any of Xara Web Designer Premium's color effects including multi-stage fills.

How to change the shadow color:

For more on colors and the Color Line refer to Color handling (on page 173).

The easiest way is to drag & drop a color from the Color Line onto the shadow (make sure you drop the color onto the shadow and not the object). Alternatively - this method is slightly more complex, but you have full control over the color:

1. Select the shadow using the **SELECTOR** Tool (make sure you select the shadow and not the object).
2. Use the **COLOR EDITOR** to edit the color.

## Removing a shadow

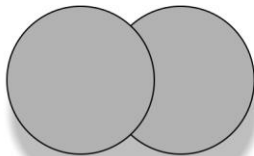
To remove a soft shadow:

1. Select the object
2. Choose the **SHADOW** Tool.
3. Select the **NO SHADOW** button on the **SHADOW** Tool InfoBar.

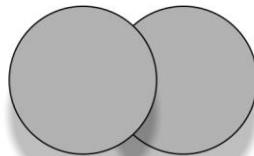


## Applying a shadow to several objects

The result of applying a shadow depends on whether the objects are grouped:



Shadows on  
grouped objects



Shadows on  
ungrouped objects

- If the objects are grouped, overlapping shadows merge (they do not get darker if they overlap).
- If the objects are ungrouped, each object has a separate shadow. Overlapping areas of shadow are darker.

- If you have several shadowed objects selected, any changes apply to all the shadows.

## Selecting objects using the Shadow Tool

Before you can apply or edit a shadow on an object, you must first select that object. The regular way of selecting objects is to use the Selector Tool but you can also use the **SHADOW** Tool, simply click on the object while in the **SHADOW** Tool.

## Copying shadows onto other objects

Once you've got a shadow looking how you want it on one object, you can copy it onto other objects using "**PASTE FORMAT/ATTRIBUTES**". Simply copy the object that has the shadow ("**EDIT**" > "**COPY**"), select the object or objects you want to paste the shadow onto and choose "**EDIT**" > "**PASTE FORMAT/ATTRIBUTES**".

# Bevels

## The Bevel Tool



The **BEVEL** Tool (shortcut "Ctrl + F3") gives objects an appearance of depth instead of being flat on the page.

Bevels are resolution-independent so you can scale them without losing quality.



- 1 Bevel type
- 2 Slider type list
- 3 Slider and numeric value for selected parameter
- 4 Outer bevel
- 5 Inner bevel
- 6 Join style

You can apply bevels to most types of object. The exceptions are:

- Part of a block of text (such as a single letter)-the bevel is instead applied to all the text.
- To the curve in text along a curve.
- Contoured objects.
- Live effects (the bevel is applied to the object before the effect is applied if the effect is live, or to the bounding box of the effect if the effect is locked).

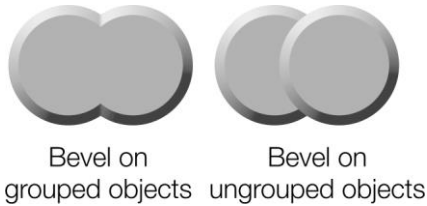
## Applying a bevel

To apply a bevel to a single object:

1. Select the object
2. Choose the **BEVEL** Tool.
3. Choose the bevel shape you want from the **BEVEL TYPE** list. Note that **NONE** removes any applied bevels.

## Applying a bevel to several objects

The result of a bevel on several objects depends on if the objects are grouped:



- If the objects are grouped, overlapping bevels merge together. The bevel color is the same as the rear-most object in the group.
- If the objects are ungrouped, each object has a separate bevel. The bevel color is the same as the object color.

## Modifying a bevel

You can change the angle and elevation of the light and change the shape, direction and size of the bevel edge.

### Bevel direction

Bevels can be inside the object or outside. Outside bevels make objects larger; inside bevels do not change the object size.

To change bevel direction:

1. Select the object.
2. Click either the **INNER** or **OUTER** button.



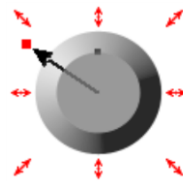
### Changing the bevel light source

The bevel effect is created by a light shining across the object and highlighting the shape (profile) of the bevel. You can change the direction and height of the light and its strength (the contrast).

Changing the light angle (horizontal direction):

1. Select the object.
2. Drag the arrowhead to change the position of the light source.

You cannot move the center of the arrow, only the arrowhead.



For precise angles, select **LIGHT ANGLE** from the **SLIDER TYPE** list. Then drag the slider or type into the text box.



If you have several beveled objects selected, light angle changes all bevels. Dragging the arrow changes just the bevel (or bevels) to which the arrow refers.

## Changing the light strength (contrast)

To change the light strength:

1. Select the object.
2. Select **CONTRAST** from the **SLIDER TYPE** list. Then drag the slider or type into the text box.



If you have several beveled objects selected, any changes apply to all the bevels. The colors used in the bevel affect the contrast. For example, strong (saturated) colors require more contrast than weak colors to get the same effect. For best results, you will probably have to adjust the contrast for each object.

## Changing the light elevation (vertical angle)

This lets you move the light anywhere from immediately above the object (90°) to the side of the object (0°).

1. Select the object.
2. Select **LIGHT ELEVATION** from the **SLIDER TYPE** list. Then drag the slider or type into the text box.

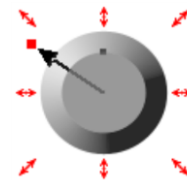


For rounded bevels we recommend a light elevation of 30°. At this angle the bevel blends smoothly with the object.

## Changing the bevel size

How to change the bevel size:

1. Select the object.
2. Drag any of the outside arrows to enlarge the bevel.



Alternatively:

1. Select the object.
2. From the **SLIDER TYPE** list choose **SIZE**.
3. Either drag the slider or type a value into the text box.



### Changing the bevel shape

1. Select the object
2. Choose the **BEVEL** Tool.
3. Choose the bevel shape you want from the **BEVEL TYPE** list.

### Changing the bevel color or fill effect

After applying a bevel to an object, you can change the bevel's color or fill effect. You can apply any of Xara Web Designer Premium's color effects including multi-stage fills.

For more on colors and the Color Line, refer to Color handling (on page 173).

How to change the bevel color:

- The easiest way is to drag-and-drop a color from the Color Line onto the bevel (make sure you drop the color onto the bevel and not the object.)

Alternatively, this method is slightly more complex but you have full control over the color:

1. Select the bevel using the **SELECTOR** Tool (make sure you select the bevel and not the object.)
2. Use the **COLOR EDITOR** to edit the color.

### Changing the bevel join style



Miter join    Round join    Bevel join

After applying a bevel to an object, you can change the shape of the corners (joins).

How to change the bevel join style:

1. Select the object.
2. Click the appropriate join button on the **BEVEL** Tool InfoBar.



- 1 Miter    2 Round    3 Bevel

### Removing a bevel

To remove a bevel:



1. Select the object(s) from which you want to remove the bevel.
2. Choose the **BEVEL** Tool.

Choose **NONE** from the **BEVEL TYPE** list.

## Photo Regions and Masks

In Xara Web Designer Premium the Mask tools are not presented on the main toolbar at startup. If you want to use these tools you can find them in the Button Palette.

To open the Button Palette choose **CONTROL BARS...** from the **WINDOW** menu and scroll through the list to the bottom. Then click the checkbox next to the Button Palette item. (Or right-click on an empty area of any button bar and choose Button Palette from the pop-up menu.)

If you want to use these tools regularly you can move them out of the Button Palette by dragging them onto the toolbar. (Hold down Alt, then drag the button and drop it onto the toolbar, over one of the existing icons).

### Masks vs Photo Regions

A mask is used to **protect** part of a photo from a photo operation. For example when using the **CONTENT-AWARE SCALE/ZOOM** (on page 371) tool to stretch or zoom a photo, you often want to 'protect' part of the photo to stop it being distorted by the operation. You use a mask to mark that area of protection.

Conversely the Photo Region tools are used to **select** areas of a photo upon which you wish to perform a photo operation. This might involve a Photo enhance operation to brighten or tweak the color of a particular area of a photo, or you might want to just perform a simple crop, or cut and paste part of a photo.

Regions and masks are actually interchangeable and the difference between them is only really one of presentation. A region identifies the part of a photo you want to operate on, while a mask works the other way around and identifies part of an image you **don't** want to operate on (the masked area is protected from the operation). And in fact if you have drawn a region using a region tool and you switch to the mask painter tool, the region becomes a mask. And similarly if you start with a mask and switch to a region tool, the mask becomes a region.

Masks have the advantage of being able to show levels of 'softness' whereas regions are indicated only by a hard outline. So if, for example, you use the Feather Tool on a region, you won't see any change to the region as you apply the feathering. But when you use that feathered region to enhance your photo, you'll see that the enhanced area is indeed feathered. If you use a mask instead, the pink fill of the mask shape will show the feathering.

## The Photo Region and Mask tools



The mask drawing tools can be found on the mask tool flyout bar.



*The mask tool flyout bar*



The **MASK PAINTER TOOL** is the default mask tool and allows you to 'paint' over the area you want to mask. Choose an appropriate nib size from the InfoBar and create a mask shape by stroking over the object. Holding down the 'Shift' key together with the left mouse button will let you erase parts of the mask.



Use the Freehand Mask tool to draw closed shapes around the areas or objects you want to mask in much the same way as you would a pencil. Like the Freehand and Brush tool the InfoBar also has a smoothing control and you can also hold down the 'Shift' key to erase your line as you draw.



The **RECTANGLE MASK** tool lets you drag a rectangular mask area. You can modify your shape using the width and height settings on the InfoBar.



Use the **SHOW MASK OR REGION** button to toggle the mask on or off. Turning off a mask/region in this way does not delete it, so you can get it back at any time by turning it on again, but while turned off it won't affect any mask/region-aware operations.



The **INVERT MASK** button inverts the masked area so masked areas become unmasked and vice-versa.



Use the **CLEAR MASK** button to remove all the mask shapes.

The **INVERT** and **CLEAR** functions also appear on the infobar.

On the infobar there is also a toggle for turning mask/region outlines on and off. This is only normally useful when using these tools to edit regions inside Photo Groups. All it does is turn off the outline, so this toggle is **Not** the same as the **SHOW MASK OR REGION** button described above, which turns on/off the whole mask/region. See Photo Groups (on page 328) for details.



For more information on the smoothing control feature see the Freehand and Brush tool.

## Editing a Mask

In most cases you edit the mask by using the same mask tools described above. But the shapes that make up a mask are actually just ordinary shapes placed on a special 'Mask' layer, so in some cases it may be useful to edit the shapes on that layer. Use the **PAGE &**

**LAYER GALLERY** to access the mask layer. This is useful for the fine detail editing of mask shapes, or if you want to move the position of a mask, or else to create a soft mask.

1. Click on the selector tool and open the Page & Layer Gallery.
2. Click on the mask layer to unlock it.
3. Select the mask shape you wish to alter and reposition/resize the shape as required.
4. Double click the shape to edit the shape using the **SHAPE TOOL**. Or if you created the shape using the Rectangle Mask tool then a double click will enable editing with the **RECTANGLE TOOL**. (ON PAGE 157)

## Soft Masks

A soft mask is a mask that includes varying levels of masking, instead of consisting simply of just masked parts and unmasked parts. For example part of an image may have a 50% mask applied, so that a subsequently applied operation has only a 50% effect on that part of the image. Or a mask shape could have a graduated mask that smoothly graduates from 0% masking to 100% masking. If such a mask is then used with the **PHOTO ENHANCE TOOL** to brighten the photo, the effect of the brightening would be similarly graduated.

### Creating a Soft Mask

You can create soft masks by applying the Transparency tool to your mask shapes on the mask layer.

Having firstly created your mask shapes;

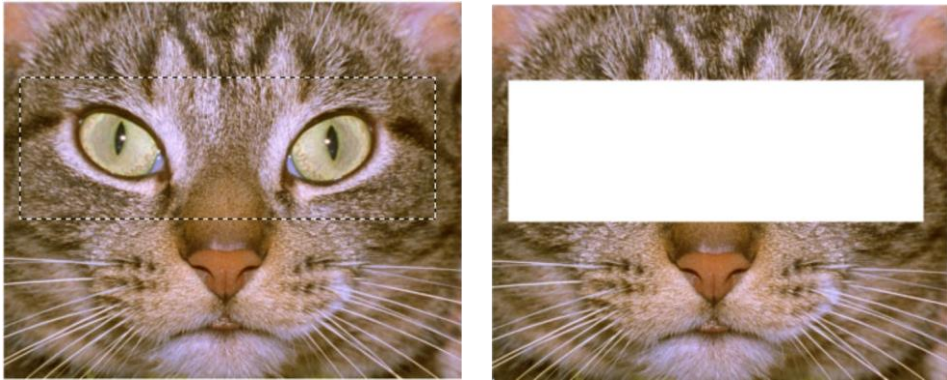
- Switch to the selector tool and open the Page & Layer Gallery
- Expand the page to view the layers and click on the Mask layer to make it active
- Click on the mask shape on the canvas and select the transparency tool
- Drag across the mask shape to create a linear graduated soft mask

## Operations That Use A Mask

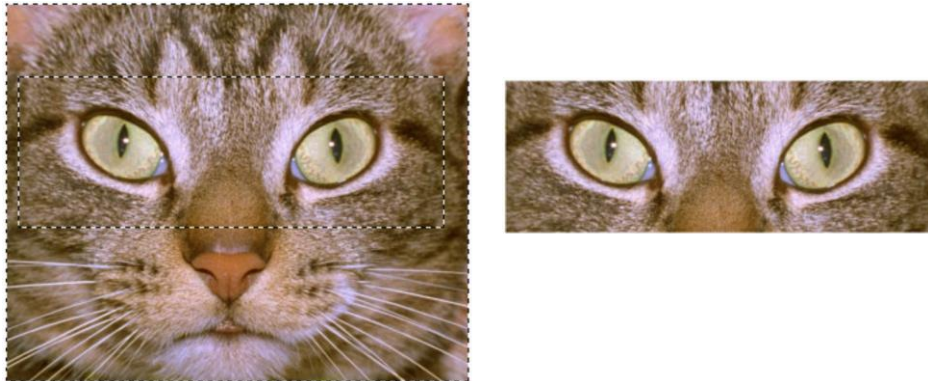
### Cut, Copy, Delete

These operations are useful when used with masks, to cut pieces from photos, but you can use them on any objects.

1. Select one of the mask tools from the **MASK TOOL** flyout bar and draw whatever mask shape you require.
2. Now select an option from the **EDIT** menu to perform a Cut/Copy/Delete operation.
3. The **SELECTOR TOOL** is automatically selected and the operation performed.



The rectangular mask tool is used to create a mask (left). Cut or Delete removes the unmasked area of the Photo (right).




On the left example the mask has been inverted. Now when you Cut or Delete the masked pink area is protected, everything else is deleted.

## Duplicate, Clone

This will copy only the selected part of the drawing or photo. The Clone option places a copy exactly on top of the original.

## Content Aware photo scaling

To protect part of a photo from being scaled;

1. Select one of the mask tools from the Regions and Masks tools flyout bar and draw whatever mask shape you require around the area you wish to protect.
2. Now go into the Content Aware photo scaling tool  (Photo tool fly-out bar on the main toolbar) and click on the photo.

See the Content Aware Scaling (on page 371) feature for more information.

### Photo enhance tool



Use one of the Enhance tools to apply brightness, contrast, saturation, temperature and blur/sharpen changes to any part of a photo.

1. Select one of the Region tools from the Regions and Masks tool flyout bar and draw whatever shape you require around the area you wish to enhance.
2. Now go into the Enhance Photos tool (Photo tool fly-out bar on the main toolbar) and click on the photo.
3. Use the Enhance controls from the Photo tool InfoBar.

Advanced users may wish to use Soft masks to introduce graduated effects to the photo enhance operation. See the Photo Tool and Photo Handling chapters for more information.

### Combine Shapes

There are a set of operations under the "ARRANGE" > "COMBINE SHAPES" menu that allow you to combine shapes in a number of different ways. You can also use these with the region tools.

For example to slice a piece of a photo out (cookie cutter style),

1. Select one of the regions tools from the **PHOTO REGIONS AND MASKS** tools flyout bar and draw whatever shape you require.
2. Select "ARRANGE" > "COMBINE SHAPES" > "SLICE".

### Copying Shapes To The Mask Layer

You may prefer to draw mask shapes using the ordinary drawing tools instead of the mask tools, or to use an existing shape on your mask layer. This is particularly useful when working with soft masks, where you are applying levels of transparency to the mask objects. In the **SELECTOR TOOL**, select the shape, and copy, or cut it. Now switch into one of the mask tools and **PASTE**. Use **PASTE IN PLACE** if you want the shape to appear in exactly the same place it was copied/cut from.

To copy shapes from the mask layer to any other, do the reverse. Select the shapes while in a region or mask tool, then switch to the **SELECTOR TOOL**, and paste.

## Web Properties Dialog

The Web properties dialog is a multi-tabbed dialog which allows you to add and configure most of the web related features in Xara Web Designer Premium and set different web properties on objects, on pages and on your whole website. Open it by right clicking an

object and choosing **WEB PROPERTIES** or by using the “**UTILITIES**” > “**WEB PROPERTIES...**” menu option (shortcut Ctrl + Shift + W).

Each tab of the dialog is also directly accessible using the buttons on the Web Properties flyout bar, available on the Website toolbar.



- 1 Link Tab
- 2 Website Tab
- 3 Page Tab
- 4 Image Tab
- 5 Mouse-over properties (on page 426) (part of the Web Animation dialog)
- 6 Placeholder Tab
- 7 Web Animation dialog (on page 426)
- 8 Web Sticky/Stretchy dialog
- 9 Publish Tab
- 10 Analytics Tab (on page 293)
- 11 Edit NavBar

The dialog is modeless, so you can leave it open while you select different pages and objects in your document. This makes it easy to quickly set properties on different objects and pages in your website. Use the **OK** button to apply your changes and close the dialog, or the **APPLY** button to apply your changes without closing.

Note that when you have an animation design as your current document, the **WEB PROPERTIES** dialog appears in a modified form, with some controls different and many others disabled because they don't apply to animations. Refer to the Animations for information about using this dialog with animation designs.

The following sections cover each tab of the dialog in turn.

## Link Tab



When the selected object is clicked:

Do nothing

Link to Web or Email address:  Correct automatically

Link to:

Link to anchor:

Link to heading:

Link to file (PDF, AVI, etc.)

Pop-up layer:

Pop-up photo:

Use common website link colours (See Website tab)

Open link

Clickable area (imagemap and Flash export only)

Shape of object  Rectangle surrounding object

The settings on this tab apply to the selected object(s) or selected text. Typically you use this tab to add a link to an object on your web page (eg. a button or photo), or to some text, so that when a visitor to your site clicks on the object/text, they are redirected to another page. You can add links to other pages in your website, to a URL (web address) or even cause a pop-up window to appear.

To add a link to just some of the words in a paragraph of text, go into the **TEXT TOOL** and drag over the text you want to link, to select it. Then set up the link in this tab.

The main section of this tab allows you to choose what should happen when the selected object or text is clicked.

### Link to web address

Enter a web or email address to link to that address. If you leave the “**CORRECT ADDRESS AUTOMATICALLY**” checkbox selected, your address will be adjusted if required when you click **OK** or **APPLY**. For example, if you enter "www.Xara.com" it will correct it to "http://www.Xara.com".



You can put an email address in the Link address field, in which case clicking the link will launch the reader's email program with the To: field filled in. You can also optionally specify the subject line to be used, add CC or BCC email addresses to be copied on the email and even specify the default body text to be used. For example this sets the To email address and all four optional parameters:

```
yourname@wherever.com subject:Email from website cc:another@wherever.com  
bcc:yetanother@wherever.com body:Auto-generated email
```

Technical note: Xara Web Designer Premium encodes your email address to reduce the likelihood that SPAM robots will find your email address from the web page. This requires Javascript to be enabled in the browser (currently >95% of browsers).

## Link to...

Select this option to link to another page in the current website, or if you are in a presentation document, to link to the next or previous presentation step. The drop-down list allows you to select which page or step to link to. You can also choose this option to link an object to the top of the page - creating a rapid jump from the bottom of a long page to the top.

TIP: If you have many pages in your website document, giving each one a name makes it much easier to set up and maintain your page links, because the page list will show the page names instead of just "Page 2", "Page 3", etc.



See the **PAGE TAB** (on page 280) section below for details of how to setup page names, or edit the names in the **PAGE & LAYER GALLERY**.

In addition to an entry for each page in your site, the dropdown list also contains the special entries **NEXT PAGE/PRESENTATION STEP**, **PREVIOUS PAGE/PRESENTATION STEP** and **TOP OF PAGE** .

### Next/Previous page

Use these to add a link which leads to the next or previous page in your site. For the purposes of such links, the page order is determined by the order of the pages as they appear in Xara Web Designer Premium. A "next" link on the last page links to the first page and a "previous" link on the first page links to the last page.

### Next/Previous presentation step

Use these to add a link which leads to the next or previous presentation step in your site, if your website is a presentation document. The presentation order is also determined by the order of the steps as they appear in Xara Web Designer Premium, similarly to next/previous page.

### Top of page

If you want to link back to the top of a particularly long page - create an object at the bottom of your page (typically a button or a text object) and then select the "**TOP OF PAGE**" link option. The link will then take you straight up to the top of the page.

### **Link to anchor**

This option allows you to jump the visitor to a specific part of any page in your website.

To setup an anchor point, first go to the page and object you want to be jumped to. Select the object and add a name to it by right clicking and choosing the **NAMES...** option. Then select the object to which you want to add the link and choose the anchor name you added from the list provided with the "Link to anchor" option.

Note that when you link to an object which is a long way down a web page, the web browser automatically scrolls the page down so that your anchor object is visible.

**NOTE:** You cannot apply a transition to a link to an anchor.

### **Link to heading**

Link automatically to any of the headings within the document. This saves you the bother of having to trawl through a long document when you want to link to a particular section.

Click on the dropdown to see the list of headings. Then choose the heading you want your selected text or object to link to from the list. Bear in mind that the heading must have a heading text style (on page 227) assigned for it to appear in the list.

The list is divided according to pages, and then subsequent headings with each heading occupying an indented position according to its outline level.

### **Link to File**

This link option is useful if you want to add a document, movie or any other file to your website to make it available to your visitors. For example you may have a PDF document that you want to make available.

Select the object or text that you want to link. Then turn on this Link to file option and use the **BROWSE** button to browse for the file on your computer. The name of the file appears in the text field to the left of the Browse button. Click OK and your link is applied.

As well as applying the link, Xara Web Designer Premium has now taken a copy of your file and placed it in the support folder for your design. This is a folder next to your .web or .xar file. If your design is called "MySite.web", the support folder will be called "MySite\_web\_files" alongside it. All the files in the support folder get published along with your website and so that means your file will be published with your website and so the link you just added will work. See the Document Handling chapter (on page 76) for more information on support folders.

**Note:** Because there is a separate copy of your file held in the support folder for your design, you need to update that copy whenever you modify the file and want to publish the modified version. Or you can just go through the above linking process again and browse for your updated file. Also if you move or copy your website design to another computer, or give a copy to someone else, you need to make sure the support folder accompanies the design file, since it now contains an important part of your website!

**NOTE:** You cannot apply a transition to a link to a file.

## Pop-up layer

You can add any content you like to a separate layer on your page and have that content shown as a pop-up only when your visitor clicks on a link. For example you could add some descriptive text about a photo on your web page and have that text only shown to the user if they click on the photo.

To add a popup layer, first you need to add the layer itself using the **PAGE & LAYER GALLERY** and add your pop-up content to that layer.



See the **PAGE & LAYER GALLERY** (on page 416) chapter for full details. Then you can select the layer from the layer list provided next to the "Pop-up layer" option.

You can also add a transition effect which is applied when the layer appears. In the **PAGE & LAYER GALLERY**, open the layer properties so that you can apply a transition directly to a layer (on page 60) to achieve an animated effect when the layer contents appear. Or you can click the Settings button next to the pop-up layer option in the Link tab, to access the same layer properties.

Now when a visitor clicks on your object, the layer contents appear! By default, clicking anywhere else on the page makes the pop-up disappear again. But you can make the pop-up layer stay up until it's explicitly closed by the viewer. Just unselect the **CLOSE POP-UP AUTOMATICALLY** checkbox in the Layer properties dialog. Then a close button is included in the top right of the pop-up, and it stays on screen until the close button is pressed.

Note that you can also get to the Layer properties by clicking the "Settings..." button next to the pop-up layer option in the Link dialog.

Note that all the content on the pop-up layer is loaded as soon as the visitor visits your page. So if you want to provide a lot of pop-up photos, use the Pop-up Photo feature described below instead.

## Pop-up photo

This option gives you a very easy way to add pop-up photos and other photo gallery features to your website, without adding any layers! Simply import your photo and use the **SELECTOR TOOL** to scale it right down so it appears as just a small photo thumbnail on your webpage. Then select it and choose this "**POP-UP PHOTO**" option.

Click the **SETTINGS** button next to this option to go to the **IMAGE TAB**, where you can set the size of the pop-up photo, add a title and caption, and choose from many other options. See the Image tab section below (on page 282) for details. Selecting the pop-up photo option on this Link tab, also selects the pop-up photo checkbox on the Image tab – both turn on the same pop-up behavior.

### **Use common website link colors**

This option lets you choose how the selected text link should be displayed. It is selected by default, meaning that the text link will show with the link color you have defined for the whole website. You can set this color on the Website tab (see Website Tab (on page 277) section).

If you uncheck this option, then the selected text link will keep the color that you give it on the page. So you can give different links different colors if desired.

### **Open link in**

This option does nothing if either of the “Pop-up layer” or “Pop-up photo” link options are selected. But for other links it allows you to tell the web browser how the target web page should be loaded. By default it is set to “Not specified” which usually means the browser will open the link in the same browser window and frame as the link.

The dropdown list contains four options that cause the browser to do special things. You can select one of these options, or type in the name of a frame:

**NEW WINDOW OR TAB (\_BLANK)** Open the link in a new browser window.

**SAME FRAME (\_SELF)** Open the link in this frame (the frame that contains this object).

**PARENT FRAME (\_PARENT)** Open the link into the parent window or frameset that contains this frame.

**SAME WINDOW (\_TOP)** Open the link into the main browser window, replacing any existing frames.

If you want the link to be loaded into a specific frame in the browser, type the name of the frame in this field.

### **Clickable area**

This option lets you specify what area of the object must be clicked on to invoke the link. However it is not supported for HTML websites (the rectangle surrounding the object is always used), it works only when exporting to Flash.

**SHAPE OF OBJECT:** The user must click inside the exact outline of the object to invoke the link.

**RECTANGLE SURROUNDING OBJECT:** The user can click anywhere in the rectangle surrounding the object (the bounding box) to invoke the link.

## Website Tab



**Meta Text**

Set the default page Title, Description and Keywords to be used on all pages of this site. Use the Page tab to set these values independently for each page.

Title

Description

Keywords (comma separated)

HTML Code (body)    HTML Code (head)

---

**Website link colours**

Underline Text links

Mouse Off  Web default  Edit

Mouse Over  Web default  Edit

Visited  Web default  Edit

---

**Other**

Clip to page edges     Retina (hi def) images

Presentation website    Web Export Options

OK    Cancel    Apply    Help

The settings on this tab apply to the entire current document/website, so it doesn't matter what object or page is selected.

**TITLE, DESCRIPTION & KEYWORDS:** These fields are just as described in the Page Tab (on page 280) section. You can optionally set these fields here so that they apply to every page in your site, unless overridden by the Page Tab settings for a page. So for example a page that doesn't have its own title set in the Page Tab will get the title you specify here.

**HTML CODE (HEAD) AND HTML CODE (BODY):** These buttons serve the same purpose as the HTML code (head) and HTML code (body) buttons in the Page Tab section, and allow you to enter and edit large amounts of HTML code to either the head or body sections of all your website pages.

If code is specified here in the **WEBSITE TAB** it is included in every page of your site **in addition to** any code specified for each page in the Page Tab. This allows you to have some code included on every page, while also adding other code to those pages that need it.

### **Website Link Colors**

This section of the Website Tab allows you to control how text links appear on your website.

**UNDERLINE TEXT LINKS:** Underlining is commonly used to highlight clickable links in text, so this option is selected by default. Uncheck it if you don't want your text links underlined.

**MOUSE OFF:** Here you can choose the color you would like to be used for all your text links. You can either choose a named Theme Color from the dropdown list (if there are any in your current document) or click the Edit button to open the Color Editor so you can choose any other color.

**MOUSE OVER:** Text links will change to this color when a visitor moves the mouse pointer over them.

**VISITED:** Text links that point to a page which the visitor has already visited will display with this color instead of the Mouse Off color.

### **Clip to page edges**

This option is enabled by default. If you have objects in your website that overlap the web page borders, click this checkbox to crop these objects so that only the portion on the page is visible. Deselect this checkbox if you would like the object to flow over the page edge, so that even the portion that overlaps the pasteboard is displayed.

Note that if you have an invisible page (the default for new web documents, or if you've applied 'no color' to your page), clipping to the page edge does not happen even when this option is turned on.

### **Presentation website**

Click the **PRESENTATION WEBSITE** checkbox to convert an existing website into a presentation.

**Note:** If you created your presentation document by choosing **PRESENTATION 955 PIX** from the **NEW** menu, the **PRESENTATION WEBSITE** check box is automatically selected.

**Note:** If you have transitions applied to a layer or presentations step transitions that slide in from the sides, top or bottom of the page, disabling this checkbox causes the transition to come in at the edge of the browser window, rather than the page edge.

**Retina (enabled by default)**

When this option is on, Web Designer Premium will export high resolution versions of each image in your website, in addition to images at normal screen resolution. This means devices with very high resolution screens will see higher quality images.

See High Resolution Images (on page 326) for more information.

**Web Export Options**

The **WEB EXPORT OPTIONS** dialog allows you to choose how you want your website to be published. You can choose between exporting your website as a **CONVENTIONAL WEBSITE** (with a separate HTML file for each page), where you click through the pages using conventional navigation, or a **SUPERSITE** (the whole site in a single HTML file) which lets you present your website with animated transitions between pages, or as a vertical or horizontal arrangement of pages, which users can swipe through on mobiles and tablets.

The default setting for the dialog is **CONVENTIONAL WEBSITE**.

See Supersites (on page 300) for more details on adding transitions and display options.

## Page Tab



Page filename

Page title

Page description:

Page keywords (comma separated):

**HTML Code Insertion**  
Code added to page in addition to any code specified on the Website tab.

Embedded in the <body> of this page

Embedded in the <head> of this page

**Page transition**  
Page transitions are only enabled for 'supersites' and presentations. See the Website tab, Web Export Options.

Transition effect:

Speed (secs)

The options on this tab apply to the current page, not to the selected object(s). The current page is indicated with black angle lines just outside each corner of the page. All fields on this tab are optional; you do not necessarily need to fill in these fields for every page of your site.

If you want the same title, description and keywords on every page of your site, you can set these just once on the Website tab instead of setting them on every page here.

**PAGE FILENAME:** Use this field to set the name you'd like to be used for this page when it is exported. So if you want the page to be exported as "home.htm", set this field to "home".

It's usual to make the first page of a website "index.htm" or "home.htm", because if a visitor specifies a URL consisting of just a domain name with no page name (eg. "www.xara.com") this is usually automatically mapped by the web server to the index.htm page if it is present. Note that characters entered in this field are automatically converted to lower case and accented characters and some non-alphanumeric characters are not



allowed. This is to reduce the chances of compatibility problems with different web servers when you publish your website.

**PAGE TITLE:** You can optionally choose a title for your page. If set, this is used by web browsers to show a page title in the browser window frame, or tab. For example at the time of writing the www.xara.com home page has the title “Graphics Software by Xara” which you can see is shown by the web browser if you visit the site.

Advanced: The title is inserted into the page header using the ‘<title>’ HTML element.

**PAGE DESCRIPTION:** This page description text can be shown by search engines within their search results when visitors find your page with an internet search. The page description may also be displayed by browsers and other web services.

Advanced: The description is inserted as metadata into the page header (‘<meta name="description" .....’).

**PAGE KEYWORDS:** Here you can enter keywords which you want to be picked up by search engines to help visitors find your site. Enter words which potential visitors are likely to search for if they are looking for pages or sites like yours.

For those familiar with HTML, the keywords are entered into the page header as metadata:-

Advanced: The keywords are inserted as metadata into the page header (‘<meta name="keywords" .....’).

**HTML CODE (HEAD):** Click to open the HTML Code (head) dialog, where you can paste or type HTML code directly into the head of your web page. The code is inserted unmodified just before the closing “</head>” tag.

**HTML CODE (BODY):** Click to open the HTML Code (body) dialog, where you can paste or type HTML code directly into the body of your web page. The code is inserted unmodified just before the closing “</body>” tag.

These dialogs must be used with care because inserting invalid code or script into your page may cause serious problems to the web page as a whole.

If you need to insert exactly the same code on every page of your site, you can use the HTML code (head) and HTML code (body) buttons on the Website Tab of this dialog, instead of entering it for every individual page using the Page Tab.

**TRANSITION EFFECT:** You can only enable individual page transitions if your page is part of a SUPERSITE. See the WEB EXPORT OPTIONS dialog on the WEBSITE TAB TO TURN ON THIS OPTION. ONCE YOU’VE DONE THIS CHOOSE AN INDIVIDUAL PAGE TRANSITION FROM THE DROPDOWN MENU. (on page 277)

**SPEED (SECS):** Drag the slider to choose a transition speed from 0 to 5 seconds.

By default when a transition is applied, objects will only slide in/out to the edge of the web page. If you would like objects to start from the browser window edges, rather than the web page edges, deselect the **CLIP TO PAGE** edges checkbox in the Website tab (on page 277) of the Web Properties dialog.

**Note** that the individual transitions you set here at the page level take precedence over the global transition settings in the Supersite settings.

**Technical Note:** Page transitions work by first loading the target page into a hidden iFrame and then revealing that iFrame with the visual effect. Then the target page is loaded again normally. This second load of the target page is usually not noticeable, but depending on the speed of the viewer's machine and the browser version they are using (particularly older browsers), sometimes the page is seen to flash briefly at the end of the page transition.

### Image Tab



Photo pop-up

Pop-up photo: Pop-up width:  pix

Pop-up Title

Image Caption (Alt Text)

Web image type

Let Xara Designer Pro X choose the type automatically

JPEG (Best for photos) Quality:

PNG (Best for graphics)

Group images

One image for whole group

Separate images for group members

## Photo pop-up

This section of the **IMAGE TAB** lets you add pop-up photos and other photo gallery features to your web page easily. Simply import your photo and use the **SELECTOR TOOL** to scale it right down so it appears as just a small photo thumbnail on your webpage. Then with the photo still selected, select the Pop-up photo checkbox on this tab. Choose the size you would like for the pop-up photo by entering a value in the pop-up width field (default 500 pixels). Preview your page and click on the photo thumbnail on your page, to see the pop-up photo appear.

When you turn on the pop-up photo feature here in the **IMAGE** tab using the checkbox, the corresponding option on the **LINK** tab is also automatically selected for you. That's because a click on the photo will show the pop-up photo, so you can't also set any other clickable link on the same object. So any link you previously setup on the object, using the Link tab, will be removed.

One big advantage of these photo pop-ups over pop-up layers (as described in the **LINK** Tab section above) is that the large photo is only loaded by the web browser when the visitor clicks on a thumbnail. Therefore this method is much more suited to presenting a large number of photos on a gallery page, because only the small thumbnails are loaded initially, making the page load quicker.

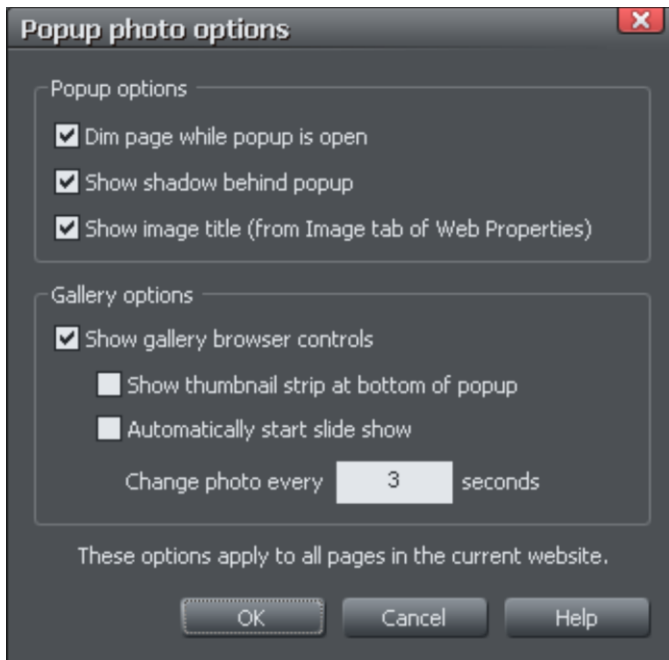
Note that this feature works on objects other than photos, such as shapes and groups, but can't be used directly on text. You can put text inside a group (Ctrl+G) to work around this restriction.

### Pop-up title

Give the selected photo a title using this field and it is shown above the pop-up photo. Note that you also need to turn on this title option in the Pop-up photo options dialog (see below), because titles are not shown by default.

## Popup Photo Options

Click the **OPTIONS** button to bring up the **POP-UP PHOTO OPTIONS** dialog. Here you can choose from a variety of options that change the way your pop-up photos are presented.



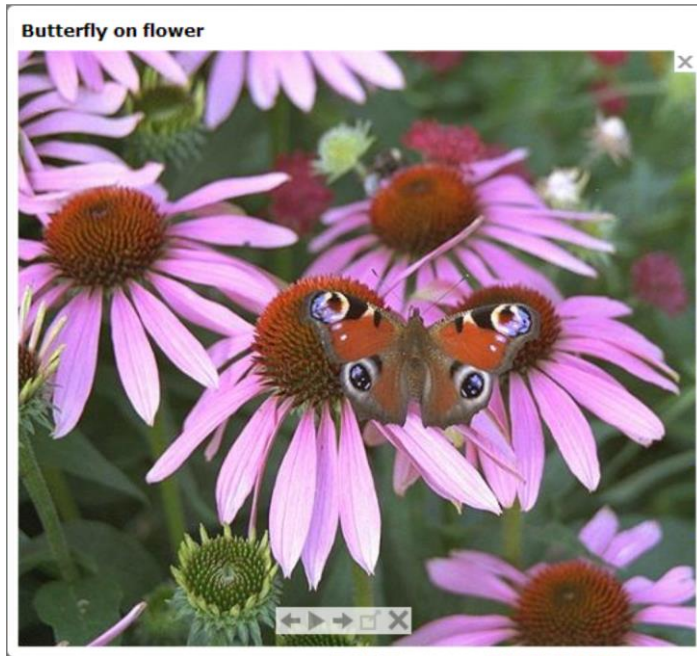
### Popup Options

The following options change the appearance of the popup photo.

**DIM PAGE WHILE POPUP IS OPEN:** With this option selected, the entire page is dimmed whenever a popup photo is displayed. This helps emphasize the popup photo, so that it stands out against the darker background of the page.

**SHOW SHADOW BEHIND POPUP:** This option puts a drop shadow behind the popup photo window, again to help make it stand out against the page background.

**SHOW IMAGE TITLE:** If you have entered title text (see above) for each of your photos, this option causes that title to be above the popup photo.



Note that title text is separate to any caption text, which appears below the photo. See below for information on setting caption text.

### Gallery Options

The following options turn on gallery features for your popup photos.

**SHOW GALLERY BROWSER CONTROLS:** Turn this on to show gallery controls on your popup photo.



This appears on top of your photo whenever the mouse pointer is over the photo. It allows your site visitor to view the other popup photos in the current page, without having to close the popup window and click on the thumbnails for the other photos. The visitor can move to the previous or next photo, or start and stop an automatic slideshow where each photo is shown for a few seconds before moving onto the next.

**SHOW THUMBNAIL STRIP AT BOTTOM OF PHOTO:** With this option on a strip of small photo thumbnails appears below the popup photo window. This allows the visitor to jump to any of your popup photos by just clicking on the thumbnails in the strip, again without having to first close the popup photo window.

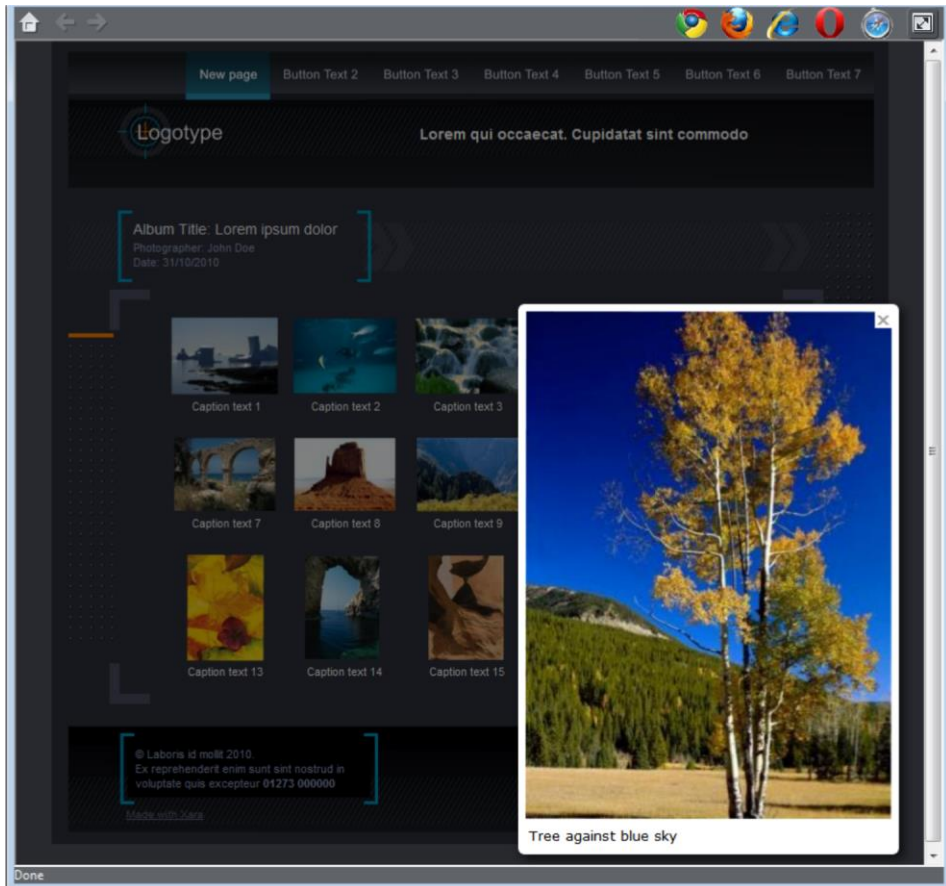
**AUTOMATICALLY START SLIDESHOW:** Turn this on if you want a slideshow to start as soon as the user clicks on any of your popup photos. You can also choose how many seconds each photo should be displayed for when the slideshow is playing.

Note that the only photos included in the photo gallery are those photos on the current page which are setup as popup photos. Any other photos on your page will not appear in the gallery, so make sure you use the Link tab of the Web Properties dialog to turn on the popup photo option on any photos that you want to be included in the gallery.

### Image Captions

You can optionally show a caption below each pop-up photo. Enter the caption text in this field in the Image Tab.

Note that this feature works on objects other than photos, such as shapes and groups, but can't be used directly on text. You can put text inside a group (Ctrl+G) to work around this restriction.



For those familiar with HTML, this text is also used as the "ALT" text on the image that is exported for the currently selected object, whether or not the image also has a pop-up. Web browsers show this text on the page in place of the image, if the image can't be obtained for some reason.

## Web image type

Due to the nature of HTML websites, most objects you see and can select on the page in Xara Web Designer Premium have to be converted to bitmap images during the process of exporting your website. This all happens automatically for you when you preview and export, but the controls on this tab give you some control over how these images are created.

Remember that each group, shape, heading, logo, photo, panel background, etc. is exported as a separate image. By looking at how the objects in your design are grouped, you can control how many images are exported to make up your website. So for example if you have 2 separate shapes in your design which are not grouped together, they will be exported as 2 separate images. You can group the two shapes (Ctrl+G) and then a single image is exported instead.

This section of the Image Tab lets you specify how the currently selected object should be exported as an image. By default Xara Web Designer Premium will decide for you. This means that normally photos will be exported as JPEG (which is usually the best format for photos) and other objects as PNG (which is usually best for graphics). Photos which have been rotated on the page, or which have a semi-transparent shadow applied, are exported as PNG because JPEG does not support transparency.

You can force the selected object(s) to export as a JPEG or as a PNG, by selecting the appropriate option. When the JPEG option is selected, you can also choose the JPEG quality to be used for that image. Higher quality means a larger JPEG file size.

## Group images

Normally if you group multiple objects together, those objects are exported as a single image in your published website. For example if you group a photo with its caption text, the whole group appears as an image in your website, so the text is not selectable in the web browser.

By default, existing groups and new groups are set to **ONE IMAGE FOR WHOLE GROUP**. But if you change the setting to **SEPARATE IMAGES FOR GROUP MEMBERS**, then the grouped objects will export individually as if they were not grouped at all.

It's not advisable to use this option on very complex groups such as artwork that is made up of tens or even hundreds of vector shapes. It's more efficient for such groups to export into the website as a single image. But for simpler groups such as a group of photos, it's best if they are set to export separately because then each object can have its own individual settings. For example each photo could be set to be a popup, or have its own reveal animation.

And it's especially useful for groups containing text, so the text remains as text in the published site.

Once you have changed this new property on a group, so it's set to **SEPARATE IMAGES FOR GROUP MEMBERS**, it will then allow you to set properties on the objects inside the group. You can use Ctrl+click to select objects inside the group and then apply links, reveal animations, etc. to the objects.

### Mouse-over properties (Web Animations)



Mouse-over properties are part of the **WEB ANIMATIONS** dialog. When you click this icon the Mouse-over tab of the Web Animations dialog opens allowing you to specify what should happen when a visitor moves the mouse pointer over the selected object. So for example you can animate the mouse-over with a wide range of effects, pop-up some text or a whole layer of content when a visitor hovers their mouse pointer over a photo or other object on your web page.

See Web Animations (on page 426) for more details.

### Placeholder Tab



Website Publish Analytics

Link Placeholder Image Page

Placeholder

In exported website:

- Show selected object(s) unchanged
- Replace with Flash  
 Browse...
- Replace with graphic file  
 Browse...
- Replace with HTML code  
  
Include this code in the page <head>

Re-generate placeholder image automatically



The Placeholder tab is used to add and edit manually editable widgets. These are widgets you insert onto your web page by manually pasting in HTML code for the widget or by importing a Flash or movie file. You won't normally need to use the Placeholder tab on widgets that you've added from the **ONLINE CONTENT CATALOG**, because the code and files that make those widgets function are handled for you automatically. See the Website Widgets (on page 408) chapter for full details.

To turn any normal object into a placeholder for a widget, select it and then open this tab of the Web Properties dialog. Choose whether you want the widget to be based on a piece of HTML code you've obtained from a widget website, a Flash file or a graphic file. Browse for the file or paste in the HTML code. Click **OK** and now your object is a placeholder object.

This means the object represents the dimensions and position of the content you've added, but in your exported web page the object is replaced by the actual code or file that you inserted.

However there is an easier way to add files or code to your site. Simply drag and drop Flash or animated GIF files from Windows File Explorer onto your page. A placeholder image is automatically generated for you and is placed on your page. A copy of the file is added to the support folder of your design so that it gets exported and published with your site. When you export and publish your site, the placeholder image is replaced by the actual file you imported.

Similarly if you've copied some HTML code from a third-party widget website, you can simply paste that code into Xara Web Designer Premium (make sure you are in the **SELECTOR TOOL** when you do this, not the **TEXT TOOL** or it will be inserted as text!). Xara Web Designer Premium detects the HTML and uses it to render a placeholder image which appears on your page. You can also add a placeholder for HTML code directly into either the body or head of a page by clicking the HTML code (body) and HTML (head) buttons, which bring up a scrolling dialog where you can paste or edit large amounts of code, if necessary.

When you export/publish your site the placeholder is replaced by the actual code so that your widget functions. See the Website Widgets chapter (on page 408) for more details.

### **Replace with Flash**

Select this option to replace the placeholder object with a Flash animation. Use the Browse button to locate the Flash (.swf) file you want to use.

The chosen file is automatically copied to the support folder for the current design, so that when you export your website the file will be included in the `_htm_files` folder along with all the generated images for your site. See the Document Handling (on page 76) chapter for information about support folders.

### **Replace with graphic file**

Select this option if you want to insert a graphic or image into your website in place of the placeholder object (eg. a PNG, GIF or other web compatible image file). Use the Browse button to select the file.

The chosen file is automatically copied to the support folder for the current design, so that when you export your website the file will be included in the `_htm_files` folder along with all the generated images for your site. See the Document Handling (on page 64) chapter for information about support folders.

### Replace with HTML code

With this option you can paste HTML code which you've obtained from somewhere else into the head and/or body sections of your page; i.e., between the `<body></body>` tags or `<head></head>` tags. For example many sites provide widgets that you can add to your page by pasting the HTML in here. Follow the instructions given by the provider. In most cases you need to add body code only, but some widgets also require you to include some code in the head, which is why the head code option is also provided.

As mentioned above, you can just paste the HTML code directly onto your page instead of inserting it in this dialog (while in the **SELECTOR TOOL**). And using that approach automatically gives you a placeholder image that looks just like the actual widget, so it's the recommended way to insert widget HTML code.

**Warning:** You need to be careful to insert only code which you know is safe and from a trustworthy source. Invalid or broken code will affect your published web page because Xara Web Designer Premium simply inserts the code as you provide it, unmodified and unchecked, into your page when it is exported.

If the HTML code that you enter references external files which are expected to be found in your website, then you need to copy those external files into the support folder for your design. See the Document Handling (on page 64) chapter for information about support folders. Once in the support folder, the files will be automatically copied to the `_htm_files` folder of your website when you export. Therefore you also need to make sure that any references to these files in the HTML code references them at the right location.

Let's take a simple example to make this clearer. Suppose I want to insert a small piece of HTML code which adds an image to my website. The HTML code I add will need to reference the image file somewhere. First I copy the image file, say "myLogo.gif", into the support folder of my document. If the document is "mySite.web", the support folder will be "mySite\_web\_files". I know that when I export this website, it will export it to the name "index.htm" because the default name for the first page of the web site is always index.htm regardless of the name of the .web file. This means that all the generated images for my site, and a copy of "myLogo.gif" which I put in the support folder, will be exported to the folder "index\_htm\_files". Therefore I must make the HTML code I'm inserting reference the image file in that location. So I may insert:-

```

```

Note that this references the image file in the exported image folder location (`_htm_files`), NOT directly in the support folder (`_web_files`), because only the exported image folder gets copied to the web server along with my web page when the site is published.

Of course if I really only wanted to put an image on my website, it's much easier to just import the image into Xara Web Designer Premium directly! But this is a simple example that shows how to add HTML code which references an external file.

Check Embedding YouTube, Flash And Other Widgets (on page 28) for more examples!

### Adding code to page head

Some code needs to be inserted into the head (<head> tag) section of the exported HTML code, instead of to the body (<body> tag) section as it is by default.

To do this, click the HTML code (head) button in the Placeholder, Website or Page tab of the Web Properties dialog and type in or paste your code.

### Placeholder objects

The placeholder object is actually included in your website and it can be shown to the visitor in some circumstances. For example if you've added a Flash animation, if the visitors to your page do not have Flash installed in their web browser, or if they've disabled Flash, the browser will show the placeholder image instead.

Therefore it's sometimes a good idea to make your placeholder object more than just a black rectangle, or an accurate image of the widget that appears on your page. You may decide to use a group as your placeholder object, where the group includes a text message asking the visitor to install Flash so that they can see your Flash content.

**REGENERATE PLACEHOLDER IMAGE AUTOMATICALLY:** If this option at the bottom of the **PLACEHOLDER TAB** is selected, then the placeholder image gets automatically generated from the content you have added, whenever the content changes or when you resize the placeholder object.

When you paste code or import files directly onto your page, as recommended above, this option is selected automatically for the placeholder image that gets generated. Sometimes it's useful to turn it off after inserting content this way, if you are happy with the preview image and no longer want it to be re-generated if you change the content in some way.

### Web Animation



Click on the **WEB ANIMATION** icon to bring up the Web Animation dialog. Web Animations allow you to take an object in your web document and quickly create an animated response to a prompt like a mouse-over, a mouse-click or a screen touch. You can trigger pop-up layers or pop-up text. You can have objects reveal themselves as you scroll down a page and also control all these animations with a wide range of effects.

See Web Animations (on page 426) for more details.

## Web Sticky and Stretchy Objects

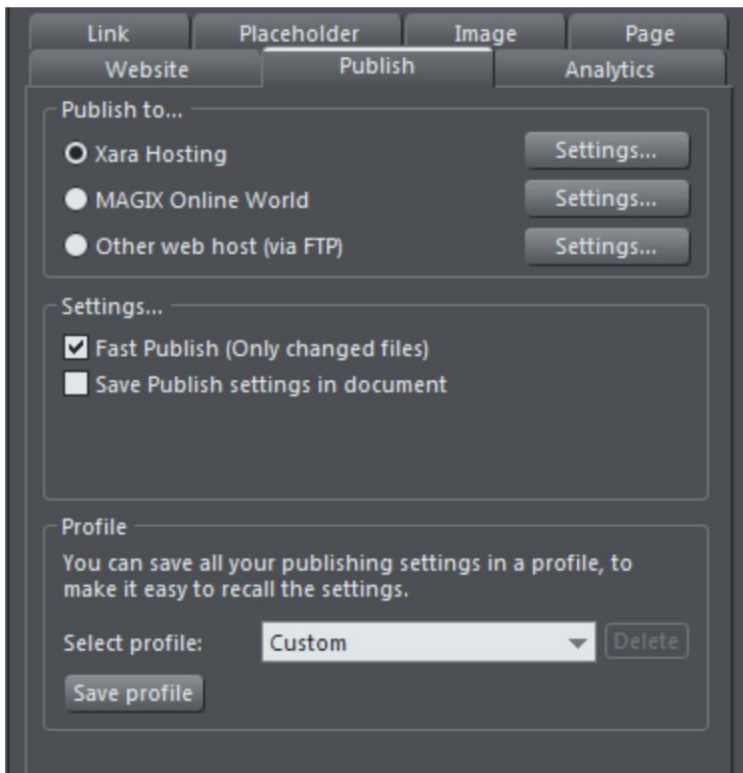


Click on the **WEB STICKY AND STRETCHY OBJECTS** icon to bring up the Sticky and Stretchy objects dialog. The dialog allows you to select objects which will remain at a fixed position on your browser window (Sticky). You can also configure objects to stretch the width or height of the window (Stretchy).

See Web Sticky and Stretchy Objects for more details.

## Publish Tab

The **PUBLISH** tab of the **WEB PROPERTIES DIALOG** is where you configure or change the settings which allow you to publish your website to the internet. However you don't need to visit this dialog before doing a publish – the publish operation will prompt you to enter the required details, if you haven't specified them already.



- Click a **SETTINGS** button to configure settings for either **MAGIX ONLINE WORLD** or **OTHER WEB HOST (VIA FTP)**.
- Click the **SAVE PROFILE** button to save the current details shown to a profile.

- Check the **FAST PUBLISH (ONLY CHANGED FILES)** box to republish only new files to your website
- Check the **SAVE PUBLISH SETTINGS IN DOCUMENT** box if you want to retain the FTP details for this particular document.
- Check the **SAVE PASSWORD IN DOCUMENT** box to store the FTP password with the document (not recommended for normal use and not available for **MAGIX ONLINE WORLD**).

For full details on publishing your website see the main Website Publishing (on page 315) chapter.

## Analytics Tab



### Web Analytics

Google Analytics lets you collect valuable information about visitors to your website. You need a Google Analytics account - visit the Analytics website to sign-up.

[Analytics website](#)

Paste the tracking code provided by Analytics below and it will be included in every page of your website.

```
<script type="text/javascript">

var _gaq = _gaq || [];
_gaq.push(['_setAccount', 'UA-XXXXX-Y']);
_gaq.push(['_trackPageview']);

(function() {
  var ga = document.createElement('script'); ga.type =
'text/javascript'; ga.async = true;
  ga.src = ('https:' == document.location.protocol ?
'https://ssl' : 'http://www') + '.google-analytics.com/ga.js';
  var s = document.getElementsByTagName('script')[0];
s.parentNode.insertBefore(ga, s);
})();

</script>
```

*Google Analytics Tab with some sample tracking code.*

The Google Analytics tab gives you a quick and easy way to add tracking code to your webpages allowing you to monitor your website's traffic using Google's reporting tools.

You need to have an account with Google to use the Analytics features - click the "ANALYTICS WEBSITE" button to visit the site and create an account if you don't already have one, or to administer an existing account.

Follow the simple instructions to get your tracking code and paste it into the Analytics Tab and you will then be able to track data via the Google Analytics website for your published site.

# Responsive web design

## About RWD

With the increasing use of mobile devices for internet access there is an increasing demand for website design tailored to mobile and tablet screen formats.

Although modern mobile devices such as phones have excellent web browsers able to view any website, a mobile-optimized website should not require zooming to view the text. So typically this means the main content would be a single column, in a larger point size to be readable at a glance on a phone. Mobile websites often have reduced content, and are navigable with single finger operation to scroll and navigate.

While you could create two separate websites, one designed for narrow screen mobile, another for traditional wider desktop screens, replicating the content across two separate websites would be tedious and time consuming, especially if you had to do this every time you updated the text or images.

So Responsive Web Design is a technique that means your websites respond dynamically to the screen size. Instead of having two separate websites, that is two separate HTML pages, you instead have one web page that can vary its layout, depending on screen size (and resolution) of the device being used to view the website.



*Two variants of the same website. the first is how it looks on a wide screen display, the second is for narrow screens such as mobile devices. The text column is narrower, and the pictures and page elements re-arranged to suit a narrow screen.*

### Responsive 'Retina' or HiDPI Resolution Control

Mobile and tablet devices differ from most desktop web browsers in that they support far higher resolution graphics. Web Designer Premium supports this completely automatically, and will produce both normal resolution and Hi-DPI or Retina resolution images for all graphics and photos. The website then intelligently uses the correct version of the image depending on the resolution of the browsing device.

Older browsers such as IE8 and earlier do not support RWD, so these will only show the main variant of your website.

## Multiple variants

Traditionally creating RWD sites can involve complex Javascript programming. But since Web Designer Premium is a 'zero programming' designer focused tool, the user still has all the power of freeform layout, 'anything anywhere' web design - and can also create multiple variants of the same website. You can create one variant designed for narrow screen mobile devices, perhaps another layout for intermediate small screen tablets, and another variant for a traditional wide screen desktop.

The important thing is that the content - that is the text, the pictures, the graphics and color schemes, are shared between all the variants. The second important point is that the multiple layout variants for each page are not separate HTML files, but are all part of one HTML file, that can dynamically and instantly change from one layout to another depending on the browser width.

For each variant you produce you can customize the layout as much as you want. You can resize and reposition elements on the page and these remain shared between the variants. Edit the text for the narrow mobile variant and the text is updated for the other variants. You can also choose to update the Text Style of a variant and have the changes apply to that variant only. Or you can decide that you want different content or graphics on one variant - mobile variants usually have reduced content.

When you add or delete a page in one variant, it automatically creates or removes the page in the other variants. So your website always has the same page arrangement in all variants.

Web pages have to be named in order to be shared across variants, if the page is not named then one will be automatically applied.

## Creating RWD Websites from templates

By far the easiest way to start using variants is to use one of the website template designs from the **ONLINE CONTENT CATALOG** - Just import the website template to open it and begin editing.

When you open a template you will see two document tabs, one will be the main website document, referred to as the **Main variant**, and the other, narrower template will be the **Mobile variant**. Web Designer Premium shows each variant in a separate tab, so you can quickly and easily switch between the variants. You might find it helpful to organise

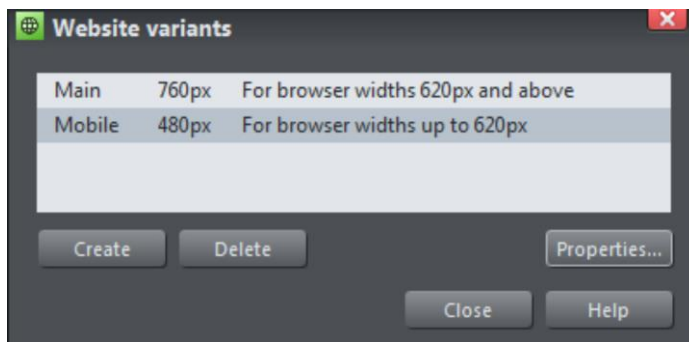


your web documents using the "WINDOW" > "ARRANGE VIEWS" menu option to line up your variants next to one another.

## Creating RWD Websites from existing sites

To create a variant of an existing website you will need to open the **WEBSITE VARIANTS** dialog - any of the following steps will do this:

- Click "UTILITIES" > "WEBSITE VARIANTS" > "WEBSITE VARIANTS".
- Right-click on the document tab and select "WEBSITE VARIANTS" to open the dialog and also to view your variants.
- Right click anywhere in the document work area and select "WEBSITE VARIANTS" > "WEBSITE VARIANTS" to view the dialog.



*Website variants dialog*

Click the **CREATE** button and choose a design width in pixels. The two variants above describe webpages of 760 pixels for the larger Main variant, and a Mobile variant which has default pixel width of 480 pixels. What happens is that a visiting web browser with a width of 620 pixels or greater will see the Main variant, whilst a browser with a width less than 620 pixels will see the Mobile variant.

You can view and edit the dimensions of the existing variants by clicking on the **PROPERTIES...** button.

When you create a new variant, all the content of the main website appears, mostly unchanged, but the page size has changed and the page background is adjusted. It's now up to you to re-arrange the layout as you wish for this new variant. You can move items around the page freely, reduce the width of text columns, resize and re-position images, and you have to do this for all the pages of your variant website.

You can change the title and the pixel width of a variant at any time by clicking on the **PROPERTIES** and then **UPDATE** buttons in the dialog.

**Note:** The 'breakpoint' between two variants is half way between the widths of the two. So in the above case for browser widths less than 620 it will show the narrow one and

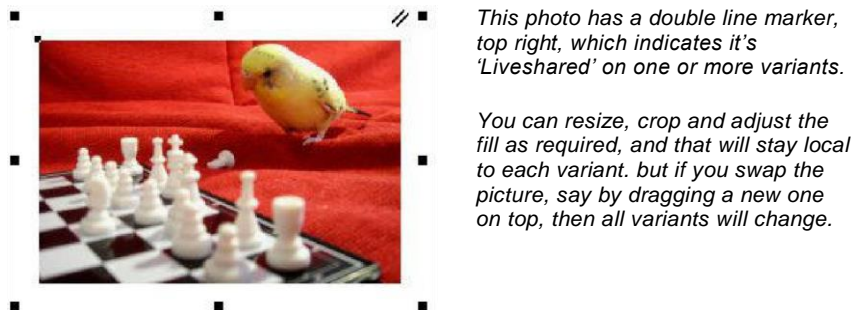
widths above that it will show the wider one. Also note because most mobile devices always try to fit the browser content into the screen, it doesn't matter that your page is wider than their screen pixels - it will be scaled down to fit by the browser.

## Sharing across variants

When you create a new variant, most of the content is shared or **Liveshared** across all variants, but the size and position of that content is local to each variant.

- If you edit the text it will be changed in all variants.
- If you change the size of objects the change will apply to one variant only (it's likely that you will want objects to have different positions and sizes on the different variants).
- If you drag and drop a photo onto an existing photo, it will be replaced in all variants.
- If you edited the shape of the photo or cropped it, or changed the fill (image size, rotation or position inside the picture frame) then these are local to each variant. This is useful because it means you can not only change the size and position of photos on the variants, but change their aspect ratio and image crop.

Click on an object to see if it's Liveshared or not.



When you create a new object - say a text area, photo or graphic, it's not initially shared between variants. If you want to share it use the "UTILITIES" > "WEBSITE VARIANTS" menu or just right click on it, and select "WEBSITE VARIANTS" > "SHARE WITH ALL VARIANTS". Select "STOP SHARING WITH VARIANTS" if you don't want an object to be shared across variants. This menu also gives you the option of deleting the object from all variants.

Technical note: If you have different variants of photos, say a different size, crop or fill position, then Xara has to create multiple versions of the photo for the published website. However this does not have a significant performance overhead (it doesn't slow down your website), as the web browser loads the correct version initially, and then, in the background, downloads the other variant images. So this means the initial version you're looking at (be in the mobile or desktop version) will always be downloaded as fast as it can, but that if you do change your browser width or orientation, it will instantly switch to the other version.

## Variants and repeating objects

When repeating objects (on page 129) like navigation bars, headers and footers appear in variants they cannot be shared across the variants. Instead each variant has its own separate repeating set of objects.

## Variants and Navigation bars

It's likely that you will want a different Navigation bar design or layout on a narrow variant. NavBars in each variant are independent, so you can customize them as required, including changing the design of the bar by importing a NavBar design from the **ONLINE CONTENT CATALOG** and dropping it on the existing bar in the variant you want to change. You might for example want a horizontal bar for wide websites and a vertical one for narrow devices.

One space-efficient solution for NavBars on a narrow mobile-friendly site variant is to have just a single button NavBar with a menu of links to the other pages in the site, instead of a bar with a button for each page. See Single button NavBars (on page 389) for more detail.

## Publishing variants

Publishing your site with variants is easy and no different to publishing an ordinary website. Your website is able to automatically determine the resolution of the viewing device and then serve the appropriate variant based on its width.

You can test this by changing the width of your web browser when previewing your site – make it narrow and you should see it switch instantly to show the mobile variant of your site.

# Supersites

## About Supersites

Modern web browsers support many advanced HTML5 and CSS3 effects, allowing much more dynamic and visually exciting websites to be created.

Supersites use these effects to allow you to add dynamic animated page transitions and display options to your webpages as a user clicks through the navigation on your website.

Supersite animations are hardware accelerated, which is supported by almost all modern browsers, including those on phones and tablets, to ensure a fast and smooth animation.

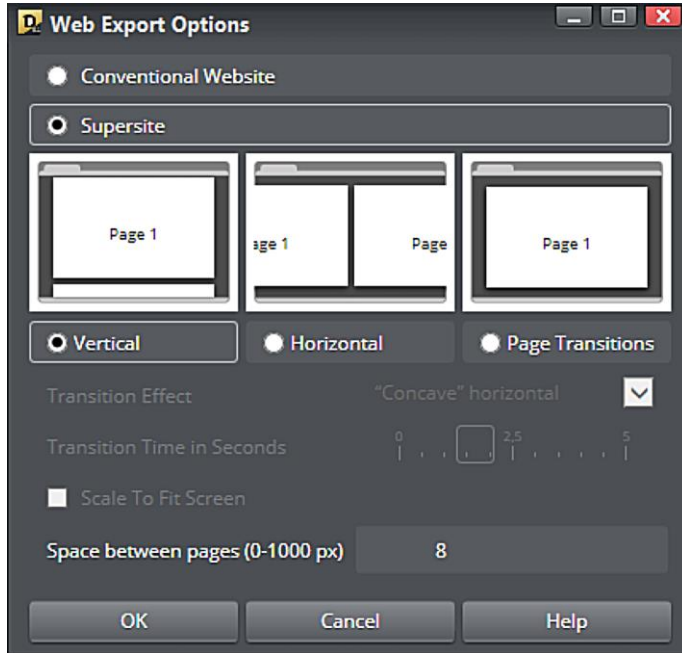
Whilst Supersites are not appropriate for large or complex websites, they are especially suitable for smaller sites, or for web documents, presentations and anywhere where a slideshow style of content might be called for. Presentations (on page 397) are always published as supersites.

Vertical or horizontal display options allow the viewer to scroll through the pages using a mouse, or else swipe through pages when using a tablet or other mobile device. The pages are presented as a single scrolling list. Alternatively a selection of Page Transitions offer a large range of transitions to choose from.

"Single page website" "Scrolling website"

## Enabling Supersites

Open the **WEB EXPORT OPTIONS** dialog to view the **SUPERSITE** options. "**UTILITIES**" > "**WEB EXPORT OPTIONS**". Or else right click on your page and open the **WEB PROPERTIES** dialog and then click on "**WEBSITE**" > "**WEB EXPORT OPTIONS**".



*Web Export Options dialog*

Select the **SUPERSITE** option and make your choice. You can select either the **VERTICAL** or **HORIZONTAL** scrolling options, or the **PAGE TRANSITIONS**.

If you choose a **VERTICAL** or **HORIZONTAL** scrolling option you can specify the space between individual pages in units of pixels (1 to 1000px with a default distance of 8px). The little preview windows will reflect your choice giving you an idea of the final output.

To apply a page transition select **PAGE TRANSITIONS** and then choose a **TRANSITION EFFECT** from the dropdown menu. You can control the speed of the transition and also have the pages **SCALE TO FIT SCREEN** so that they automatically resize to fit the browser window. The transition effect you choose here will apply to all pages in your site. Again, the little preview window will update to reflect your choice.

If you want to add a specific transition to an individual page then go to the **PAGE** tab of the **WEB PROPERTIES DIALOG** and apply the transition there. Transitions set at the Page level take precedence over those set for the whole site in **WEB EXPORT OPTIONS**.

Note that the **SCALE TO FIT SCREEN** option only really works well for short pages and where all the pages of your site are the same height and width. If you use this option with

long pages, the result is not good because the browser will shrink the page so that its height fits into the height of the device/browser.

You need to preview your site in a separate web browser to see the transition animations perform well - rather than just using the built in browser preview window which does not show the animations smoothly. Click on the Preview website button on the web toolbar, and then click on one of the browser icons at the top right of the preview window to see the transitions in a separate web browser that you have on your device.



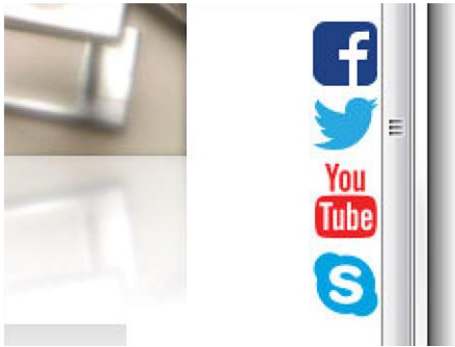
*Browser icon selection in the Web Preview window.*

## Web Sticky and Stretchy Objects

### Sticky Objects

Some websites have items on the page that stick on screen, and float over the page that scrolls below, often navigation controls, or social network icons. These tend to be stuck to the top edge of the browser window, sometimes to the left or right edge, and can't be scrolled out of the window. The benefit of sticky objects is that they are always visible. So you can, for example, have direct access to page navigation without having to scroll up the page.

You can make most types of object "sticky" whether it's a graphic, a bitmap (photo) or a text object. And you can also add animations to your sticky objects. See Web animations (on page 426) for more detail on this.



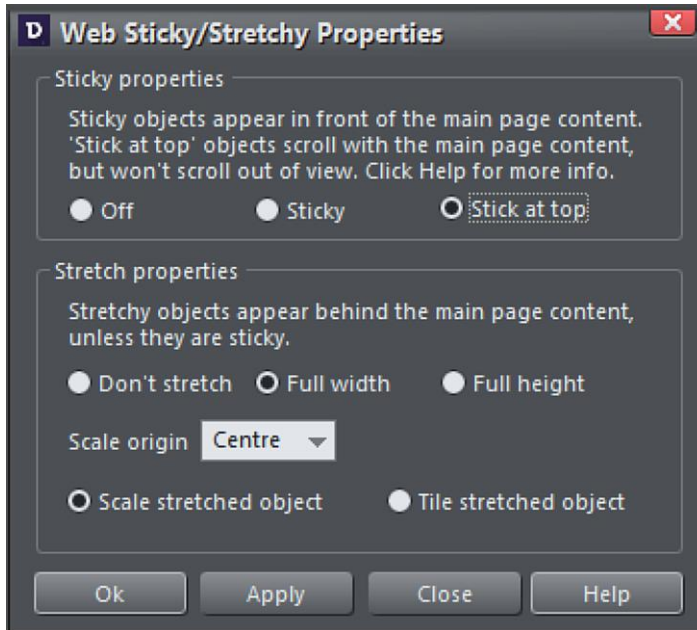
*External links positioned as a sticky object on the far right of a browser window.*



To make an object sticky or stretchy, first select it, and then click on the icon on the **WEB PROPERTIES** (on page 270) flyout

- **or** choose the menu option "UTILITIES" > "WEB STICKY/STRETCHY..."
- **or** just right-click on it, and choose **WEB STICKY/STRETCHY...** from the dropdown menu.

This will bring up the **WEB STICKY/STRETCHY OBJECT PROPERTIES** dialog. You can toggle the function on or off using the checkbox.



*Sticky Object Properties dialog*

### Stick at top

**STICK AT TOP** objects start off on the page and scroll with the page just like all your other page content. But if you scroll the object's position out of view, the object sticks to the top of the browser window and so stays in view. Therefore it's great for navigation bars.

### Sticky

For other **STICKY** objects - in the top half of your page, the distance between the object and the top of the page determines the distance from the top of the browser window in the published page. So if you place the object 20px from the top of the page, it will be stuck to the browser window always 20px from the top, as the main page content scrolls below it.

If the object is closer to the bottom of the page than the top, then it gets stuck to the bottom edge of the browser window instead. So again, placing the sticky object 20px from the bottom of the page will make it stick 20px from the bottom of the browser window.

All sticky objects that you place on the page (or even just partially overlapping the page) will be centered horizontally in the browser window, so they will always appear on the page no matter how wide the browser window is, because the page is also centered in the browser window. If instead you want the object to stick to the left edge of the browser



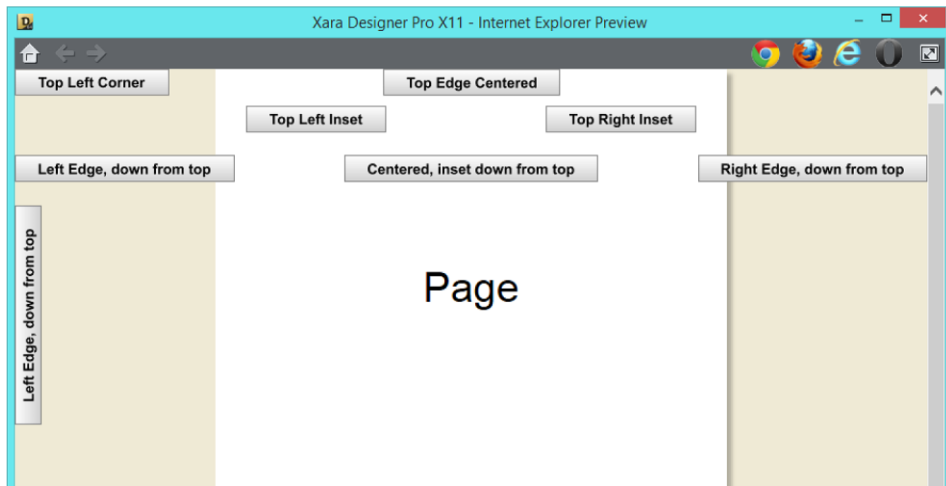
window, place the object off the page to the left. Similarly if you want it to stick to the right edge of the window, place it off the page to the right.

This is an illustration of items placed on and around the edge of a typical page.



*The label text describes where an item placed at that location on the page, will appear on the browser window.*

And this is how that page will appear in the browser window.



Sticky items normally float on top of the rest of the page, so would normally be arranged to be at the front of all the page content. However you can also have sticky objects behind your page content if you place them on the Pasteboard Background (on page 312) layer.

Preview the position of your sticky object in the on-board web browser by using one of the web preview buttons.



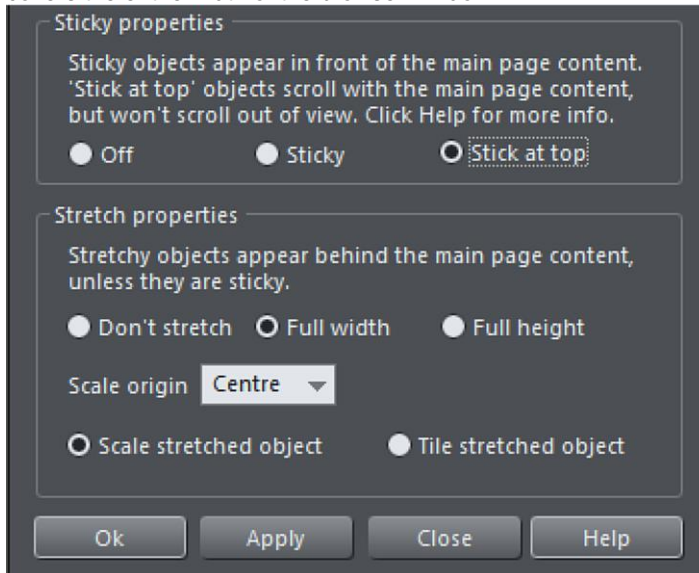
## Stretchy Objects

Stretchy objects help to create 'pageless' designs where there is no obvious page boundary, where page backgrounds cover the entire browser window and stretch to fill the browser width. The stretchy feature is designed to work only with rectangles and photos and is unlikely to work usefully on any other shapes. You can make any rectangle or rectangular image stretch to fill the browser window, either horizontally or vertically, using the Stretchy dialog (the same dialog as the Sticky controls). These stretchy items are normally intended as page backgrounds and so they appear behind everything else on the page. You may even want to put them on one of the background layers (on page 309).

### To create a Stretchy Object...

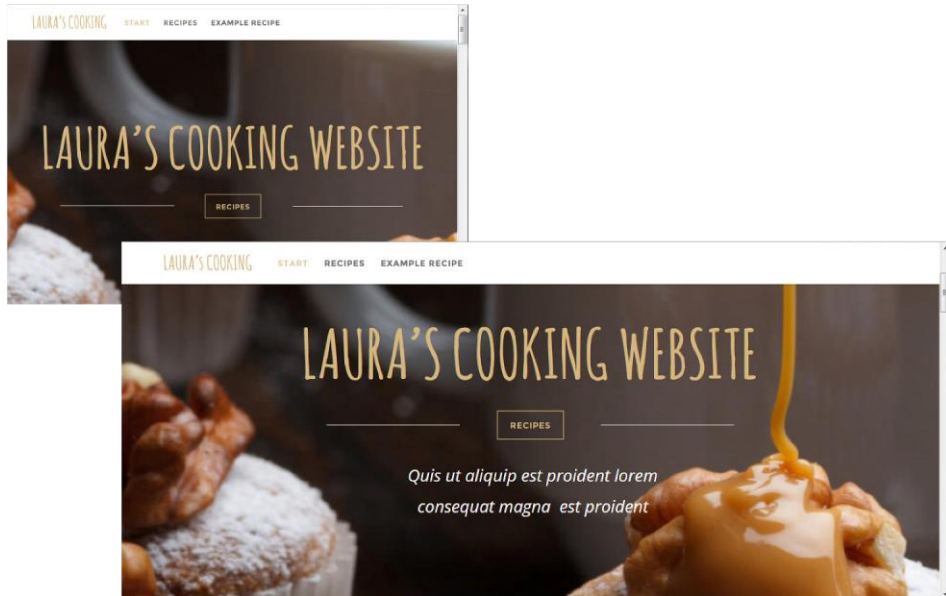
- Draw a rectangle on the page or select a rectangular image - typically you would make this as wide or wider than the page and placed behind all other objects.
- Select the menu "UTILITIES" > "WEB STICKY/STRETCHY" or the equivalent option on the right-click context menu
- Select the **FULL WIDTH** option.

As with Sticky objects you will need to preview the position (on page 25) of your stretchy object in the on-board web browser before you can see your changes. You will see it covers the entire width of the browser window.



*Sticky/Stretchy properties dialog*

You may also want a sticky object to be full width or full height, so stretchy objects that are also sticky appear in front of your main page content. For example you may want a sticky header across the top of your web page, with a sticky navbar on top of it...



Both of these browsers have "stretchy" content which fills the width of the browser window. The header/navbar is also "Sticky" as well as "Stretchy" and so the page content will slide underneath it as it remains visible.

Stretchy objects can be set to either **SCALE** or **TILE**, using the option on the dialog. In most cases you will want the stretchy object to scale up and down to fit the browser window, so choose the scale option. This works well with photos and solid filled rectangles.

If you have a rectangle with a textured fill you will normally want this to tile rather than scale, so the texture looks the same with any browser window size. So select the tile option in such cases. Also if you have a vertical graduated fill, choose the tile option.

### Scaling Photos

You can make an image stretchy to occupy the full width of the browser window. In this case the image will scale up as you increase the browser width, but it does so within the height of the existing image (so it doesn't grow vertically and thus push everything else down as you make the browser wider). This means that the image is progressively cropped vertically, as it grows horizontally (the aspect ratio of the photo is never altered as that would look poor).

If you want to use a photo as a stretchy item, make it at least the full width of the page, and on the **STICKY/STRETCHY** dialog select **FULL WIDTH**. You can then decide whether you want the image to scale around the top, centre or bottom of the image using the

controls provided. The **FULL HEIGHT** stretchy works exactly the same way, but for vertical stretched images (a lot less useful).

A **Full width** image can be scaled from the **Top, Center or Bottom** of the image.

A **Full height** image can be scaled from the **Left, Center or Right** of the image.

Resolution note: The photo needs to be a hi-res image (on page 326) because it's going to get stretched to fit the browser width - and that could easily be an HD screen size of nearly 2000 pixels across. So using a low or even medium resolution image will result in a blurred image when scaled to maximum width.

Sticky objects, Sticky animations, Stretchy animations, Stick at top, Scrolling navigation bars,

### Sticky and Stretchy object combinations

The table shows which object types work with which Sticky and Width/Height (stretchy) combinations.

Object Type	Sticky	Width/Height
Text	Yes	No
Images (including groups)	Yes	Yes
Placeholders/Widgets	Yes	No
Text Panels	Yes	No
Soft Groups	Yes	Yes
Stickies	N/A	Yes
Full width/height	Yes	N/A
Page Background layer objects	Yes	Yes
Pasteboard Background layer objects	Yes	Yes
Reveal Object Animations	Yes	No
Scroll Object Animations	No	Yes
Navbars	Yes	No
Objects on Pop-up layers	Yes	Yes

Important: A few of the version 10 gallery widgets are incompatible with the new sticky and animation features, if used on the same page or in the same supersite, and so may need to be replaced with updated versions from the **ONLINE CONTENT CATALOG**. Click here <http://support.xara.com/index.php?/Knowledgebase/Article/View/816/> for details on the support site.

"Sticky object combinations" "Stretchy object combinations"

# Website Backgrounds

Most of the page designs in the **ONLINE CONTENT CATALOG** have two types of background. A wide Pasteboard background that extends across the background of the whole browser window when your site is exported. And on top of this sits the Page background with the various other elements that constitute the web page.

By default the **ONLINE CONTENT CATALOG** web templates have a Main variant and a Mobile variant contained within the same web document.

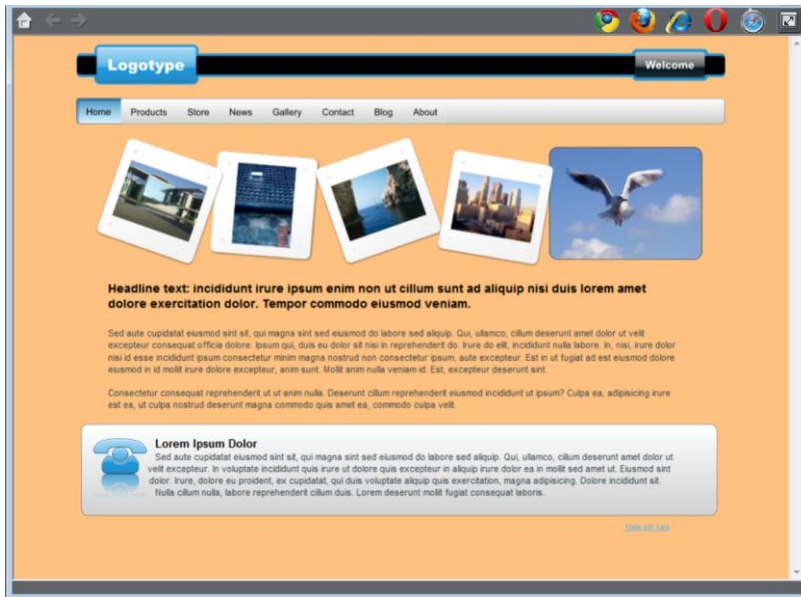


- 1 Pasteboard/browser background
- 2 Page background

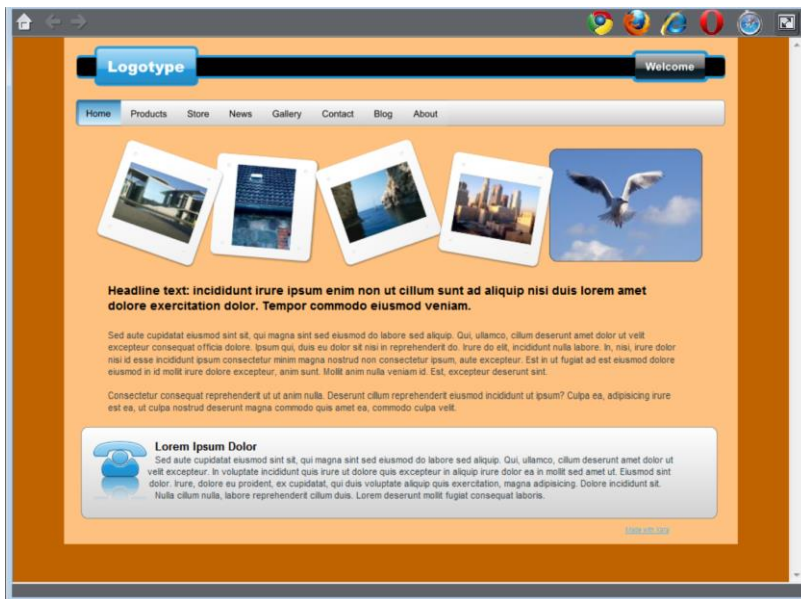
## Setting the Page and Pasteboard background colors

When you create a new blank document ("FILE" > "NEW") the page defaults to being transparent (no color) so you just see the pasteboard color behind it which is white by default. This page area is where you place all the elements of your website. You will also see a faint rectangle guide outline which shows the boundary of the page against the pasteboard. You can turn this guide off should you wish - by right clicking on the page and de-selecting "PAGE BACKGROUND" > "SHOW PAGE SIZE".

If you drag a color from the Color Line over the pasteboard, and drop it, the entire background will be set to that color. This is because the page background in its default state is transparent, thus reflecting the underlying color of the pasteboard. And this is exactly what you will see in the web browser when you preview your page.



However you can also make the pasteboard one color, as described above, and then set the page background to a different color. Just drop a color onto the page background to set its color. Now when you preview your page you'll see the browser window background color is set to the pasteboard color and you can see the page background rectangle with its own color.



You can use the color editor to edit these colors. Right click on the page and choose "Page background" > "Edit page color" to bring up the color editor, then you can

**edit the page color. To edit the pasteboard background color, right click on the pasteboard and choose "Pasteboard background" > "Edit pasteboard color".**

To reset the pasteboard background back to its default white color right click on the pasteboard and choose **"PASTEBOARD BACKGROUND" > "RESET"**. To reset the page background to its default clear or transparent state right click on the page background and choose **"PAGE BACKGROUND" > "RESET"**.

If you have more than one page in your website document and you want to apply background and pasteboard colors globally, that is to every page in your website document, then you can do this easily. Right click on either the pasteboard or the page background and choose **COPY PASTEBOARD BACKGROUND** or **COPY PAGE BACKGROUND** and then choose **PASTE PASTEBOARD/PAGE BACKGROUND ON ALL PAGES**.

## Template Backgrounds and re-coloring backgrounds

Xara Web Designer Premium allows you to import a range of pre-designed website backgrounds directly from the **ONLINE CONTENT CATALOG** to your web document. Choose from the selection of backgrounds in the **WEBSITE BACKGROUNDS** section of the gallery. You can then customize the textures with your own colors by dragging colors from the color line onto the background or using a right mouse click on the background to bring up the **"PASTEBOARD BACKGROUND" > "EDIT PASTEBOARD COLOR"** menu to display the color editor.

When you change the color of a background that is composed of a range of colors you will notice that Web Designer Premium will ask you which color it is you want to change. These might be named colors - as would be the case if you were working from one of the ready-made website template themes or colors that you had previously named yourself, or they might be local colors which would be the case if you were changing your own choice of color from an earlier selection. See Replacing Colors (on page 181) for more details.

Note that when you drag one of the stock website backgrounds onto the Pasteboard Background it replaces all other objects currently on the Pasteboard Background layer and so in this respect is a destructive operation.

## Fixed, non-scrolling backgrounds

Normally if you have a long web page that can be scrolled in the browser, the browser background scrolls with it, so the page content remains in the same place relative to the background. But you can 'fix' the background so it doesn't scroll with the page content. Right-click on the pasteboard and select **"PASTEBOARD BACKGROUND" > "FIXED"**. Then when you preview, the content slides over the fixed background as you scroll (to see this, make sure your page is long enough so the browser shows a scroll bar!).

To switch back to the default, scrolling, behavior, select **"PASTEBOARD BACKGROUND" > "SCROLLING"**.

## Using photos as backgrounds

### Creating photo backgrounds.

If you want to create your own photo or texture bitmap backgrounds rather than customize the ready-made backgrounds from the **ONLINE CONTENT CATALOG** then it's easy to do.

First, import the photo or texture into your document, just as you would to place it on a page. Then right click on the photo and choose either **SET PAGE AS BACKGROUND** or **SET PASTEBOARD AS BACKGROUND**, depending on which you want to set.

### Tiling

Depending on the nature and size of the image, you may or may not want the image to be 'tiled' repeatedly to fill the background. To change this setting, right click on the page or pasteboard background (again depending on which you want to change) and select or unselect the 'tiled' option in the Page Background / Pasteboard background sub-menu.

### Fill browser window

When using a photo on the pasteboard background (which becomes the web browser's background), there is a further option. You can opt for your photo to change size depending on the size of the visitor's browser window. As the browser window is resized, the photo resizes to match. Right-click on the pasteboard and turn on "**PASTEBOARD BACKGROUND**" > "**FILL BROWSER WINDOW**".

## Page and Pasteboard Background Layers

If you open the **PAGE & LAYER GALLERY** you will see both the **PAGE BACKGROUND LAYER** and the **PASTEBOARD BACKGROUND LAYER**. These layers hold the objects that make up the two backgrounds in your document.

These layers are normally locked, so you can't select and edit their contents. But you can unlock them in the **PAGE & LAYER GALLERY** in order to perform some limited editing in order to customize your page or pasteboard backgrounds. Just click on the lock symbols next to the layers to unlock them. Once unlocked, you can make a background layer current (so new objects are drawn on it) or edit the objects on them just as for normal layers.

If for example you had chosen a different color for your page background, you'd see a rectangle become selected (look at the status bar!) when you clicked on your page background. You can now do some limited editing of this rectangle, such as give it a graduated fill using the **FILL TOOL**, or give it rounded corners using the **RECTANGLE TOOL**.

If you have placed items on the pasteboard - you might for example have graphics, photos or other pieces of work in progress that you don't want to appear as part of your web document - then these items **won't** appear when you preview the webpage. If you



do want them to appear as part of the background then you should move them onto the **PASTEBOARD BACKGROUND** layer.



*The two stars are on the PasteBoard Layer and so appear as part of the webpage when previewed in the browser window.*

**Note** that once you have unlocked a background layer it behaves exactly like any other open layer. So for example when right-clicking on an object on the unlocked background layer you'll see the normal layer menu which relates to the objects on the layer, and **not** the menu relating to the background layer itself, which is what you see when the layer is in its default locked state.

## RWD Variants and Backgrounds

With a Responsive Web Design (on page 295) website, the main color or design of the pasteboard background (the area around the page which determines the browser window background when the page is published) can vary between one website variant and another and each page and page variant is exported with its own pasteboard rectangle.

The exceptions to this are vertical and horizontal Supersites (on page 300). Because only one background can be displayed - only the pasteboard background from the first variant of the first page is used.

You can place additional objects on the Pasteboard Background layer and these can also vary between page variants. So for example you could have a shape overlapping the page edge and this can be positioned differently in each variant, or be missing in some variants.

## Offsetting the top of your page

Normally if you just set the page and pasteboard to different colors, when you preview you'll see that the page extends right to the top of the browser window. You can't see

any of the pasteboard color above your page. However you can add an offset so that there is some space above your page in the web browser.

To add an offset, you change the page origin. Normally the page origin is set to be the top left corner of your page. By moving the origin up 20 pixels, for example, you add a 20 pixel margin to the top of your page when it's viewed in a web browser.

You can change the origin in two ways. The easiest way is to open the **"UTILITIES" > "OPTIONS"** dialog (or right click a page and choose **PAGE OPTIONS**), go to the **GRID & RULER** tab and increase the value of the Y coordinate of the origin point. This is normally set to the vertical size of your page, so just increase it by the margin size you would like. So for example if your page is 700 pixels tall, change the Y value of the origin coordinate from 700 to 720, in order to add a 20 pixel offset.

Alternatively you can set the origin point interactively. Turn rulers on by right clicking and choosing **"SHOW GRID/GUIDES" > "SHOW RULERS"** or by choosing **SHOW RULERS** from the **WINDOW** menu ("Ctrl + L"). Then click and drag on the crosshairs button, which is located where the horizontal and vertical rulers join, at the top left of the canvas. Now you are dragging around the origin position, so position it the appropriate distance vertically above the top left corner of your page.

Changing the horizontal position of the origin has no effect on the horizontal positioning of your page, so this should be left unchanged.

# Website Publishing

## Publishing to Xara Hosting

To get your website onto the internet instantly, you can publish it to Xara Hosting or MAGIX Online World (MOW) or to any other web space. Publishing to Xara Hosting is simple because it's integrated into Web Designer Premium.

Existing users of MAGIX Online World (MOW) can still publish to MOW in the usual way, but new users can no longer register for this service - Xara Hosting being the preferred option for new users wishing to use the hosting service. MOW users should click **PUBLISH TO AN ALTERNATIVE WEB HOST...** and then follow the sign in instructions from the "**MAGIX ONLINE WORLD**" > "**SETTINGS**" dialog.

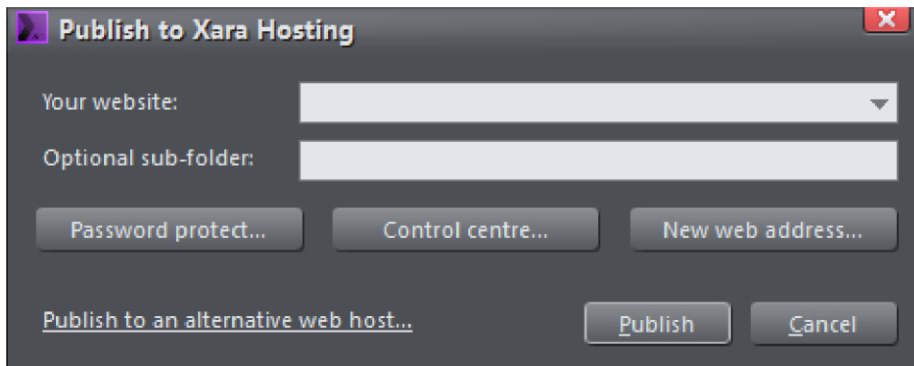
Choose "**FILE**" > "**PUBLISH WEBSITE**" Or click the publish icon on the website toolbar.



The first time you do this you'll see the Xara Hosting sign-in dialog appear.

Simply sign in using your Xara email and password - you will already have this if you purchased or registered Web Designer Premium on the Xara website. Other users can click on the **REGISTER...** button to get a username and password from Xara instantly. You can choose to stay signed in which means that if you quit Web Designer Premium and then return, you will still be signed in.

Once you've signed in you'll see the following dialog:



Select your website address from the drop-down menu. You can optionally enter a sub-folder name, such as "site1", and you'll see this gets added to the end of your website address in the field above. This is useful if you want to publish multiple sites to the same Xara Hosting account – you can put each one in a different sub-folder. Also useful if you want to add a password to protect a folder.

Click **PUBLISH**. Your website will then publish and you will see the data transfer window indicating the progress of the publish. When the publish is finished you'll be able to navigate to your website via the link which appears in the data transfer window. Publishing to Xara Hosting automatically generates a sitemap which you will see as a `sitemap.xml` file in your Xara Hosting webspace. This is a list of the pages on your website, and helps search engines find and list all the pages in your site.

The **PASSWORD PROTECT** button will take you to Xara Hosting where you will be able to control access to folders by setting passwords. You can create a list of contacts which you can then organise into groups of users. Visitors to the password protected area will have to provide an email address and a password to gain access.

The **CONTROL CENTRE** button will take you to Xara Hosting where you'll be able to administer your account as well as being able to browse, view and delete files you have uploaded to your web space.

Click the **NEW WEB ADDRESS** button if you want to choose a different web address for your website. For example you could purchase your own domain name (eg. `xara.com`), instead of having `magix.net` in your website address. If you do acquire other web addresses, these will appear in the "Your website" dropdown list above, when you next come to publish. Use the "Refresh" option in that list to update the list if it does not include all the addresses you expect to see.

## Publishing to an alternative web host

If you don't want to publish to Xara Hosting, simply select **PUBLISH TO AN ALTERNATIVE WEB HOST...** from the dialog that appeared when you clicked the publish icon.

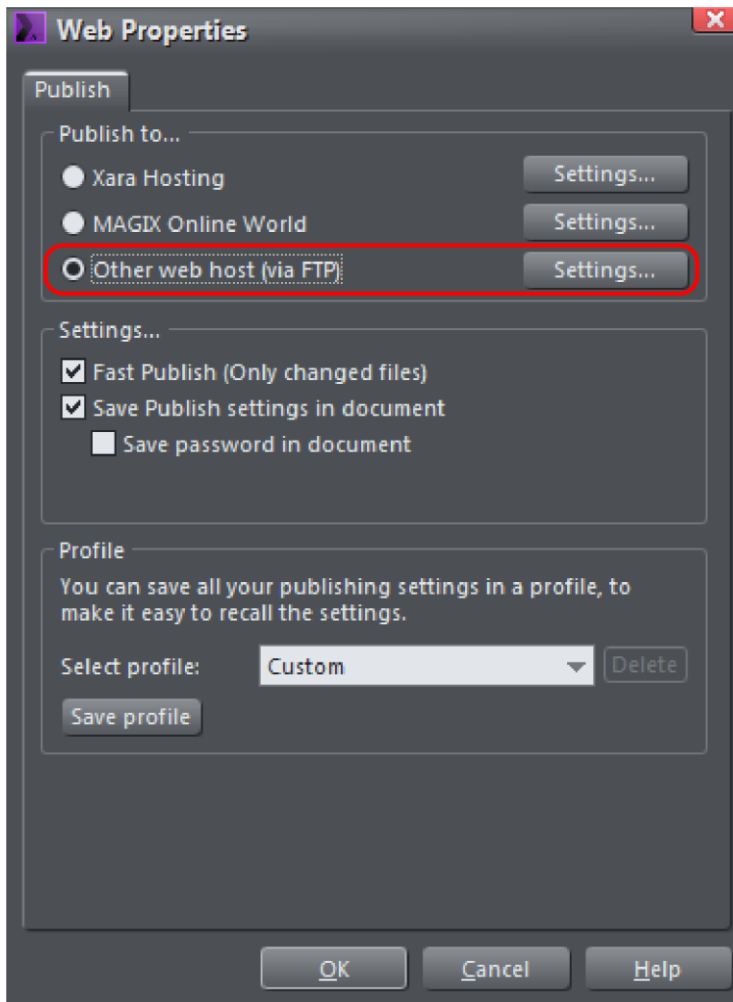


on the top toolbar.

This will bring up the **PUBLISH** tab of the Web Properties dialog where you can configure the FTP details of an alternate hosting company. You can also configure or change other settings which allow you to publish your website to the internet but you don't need to re-visit these every time you perform a publish. Users of MAGIX Online World (MOW) can also publish here using the **MAGIX ONLINE WORLD SETTINGS** dialog.

You will need to find out your FTP details from your web hosting company - these should include...

- Host Address
- Username
- Password
- The full folder path - including sub-folders if necessary - that your web hosting company requires you to publish to.



Web properties dialog Publish tab

1. Choose which FTP host you wish to publish to. In this case you will choose **OTHER WEB HOST (VIA FTP)**.
2. Now click on **SETTINGS...** to configure your custom FTP settings. This brings up the following dialog...

**Other web host settings**

**Publish details**  
To publish to a host other than MAGIX Online World or Xara Hosting, enter the host FTP details here.

Connect using:

FTP host address:

FTP username:

Enter password here only if you want it to be remembered on this computer. Otherwise you will be asked for the password each time you publish.

FTP password:

Sub-folder (optional):

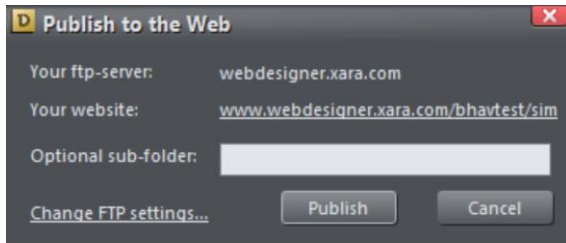
A website URL is only required if you want your website to include a sitemap.

Website URL:

*Other web host settings dialog*

1. Choose how you want to connect from the drop-down menu - choose from FTP, or one of the two more secure protocols - FTPS or SFTP.
2. In the FTP Host Address box, type in your FTP host address. If you have a domain name this is often the same as your domain name. For example, for MAGIX Online World users, this would be Ftp.MAGIX-online.com.
3. In the FTP username box, type in your FTP username.
4. In the FTP password box, type in your FTP password.
5. The optional Sub-folder box lets you publish your website into a sub-folder. If you set a sub-folder here, then all the pages in your website will be published to this folder. Whether or not you have to publish to a sub-folder depends on the requirements of your web hosting some don't require you to publish to a sub-folder at all, while others require you to publish to a 'public' or a 'www' sub-folder, for example. You must check the full FTP folder path that your own web hosting company requires you to publish to before publishing your website, as requirements vary widely. As an example, if your web hosting company wants you to publish to 'http://yourdomain.com/public\_html', then you need to type 'public\_html/' into the Sub-folder box.
6. If you want a sitemap generated for your website, you need to enter the full URL of your published website in the Website URL field. For the sitemap, a file called sitemap.XML is automatically generated. This is a list of the pages on your website, and helps search engines find and list all the pages in your site. If no URL is specified here when you publish your website, no sitemap is created.

7. Click the Explore web space button to browse, view and delete files you have uploaded to your FTP server (Optional). You can also set a Sub-folder path which will automatically appear in the the Sub-folder (optional) field.
8. When you are finished click OK to take you back to the Publish tab of the Web Properties dialog.
9. Click OK. Web Designer Premium displays a dialog confirming the publish details that it is about to use for publishing. Click Publish.



*Publish details dialog*

## Transferring data

1. After you have clicked Publish, Web Designer Premium displays a small window that shows the progress of data transmission and tells you when the publish is complete. If you entered your website's URL with the FTP details then you can go straight to it from this location.
2. Alternatively, as soon as the transfer is finished, you can open a browser window and navigate to the URL of your published website.

Note: If you entered a sub-folder in the Publish tab of the Web Properties dialog, your website is saved there.

Important: If you have not set any specific page names in the Page & Layer Gallery, then the name you exported to last will be used as the basis for all the pages in your website. E.g., if you open a template website, and export this as 'test' to your file system, and now publish this, it will be published as test.htm to your web server, and all additional pages will be test\_2.htm, test\_3.htm etc.

index.htm is the usual name for the first page of a website.

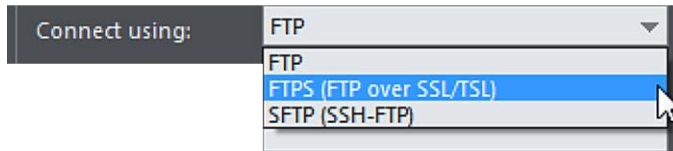
Note: Many web servers use case-sensitive filenames. So, for example, the web address xara.com/products.htm is not the same thing as xara.com/Products.htm. To reduce confusion and the likelihood of errors Web Designer Premium enforces that all page names are all lower-case and contain only allowable characters. This means that spaces are not allowed in page names. We suggest using an underscore as an alternative separator.



## Secure FTP Protocols

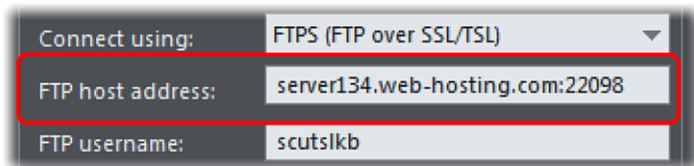
Apart from standard FTP (file transfer protocol) Web Designer Premium also supports the more secure FTPS and SFTP protocols. Some web hosting require you to upload your site using one of these instead of insecure FTP.

Click on the dropdown menu following **CONNECT USING:** on the **OTHER WEB HOST SETTINGS** dialog and you will see the following options...



Choose from one of the three options - there is the normal FTP option and then the secure FTPS and SFTP options. You will need to know which of the FTP protocols your hosting company supports first - and then fill in your FTP details as described above.

Now normally what happens is that FTPS is assigned to Port 21 and SFTP is assigned to Port 22 as part of the host's IP network address. This is not something you would usually have to be concerned about as Web Designer Premium automatically manages this for you, but sometimes in the interests of further security, a host's system administrator will assign a different port number, and if this is the case you will have to manually enter the new port number as part of the FTP host address.



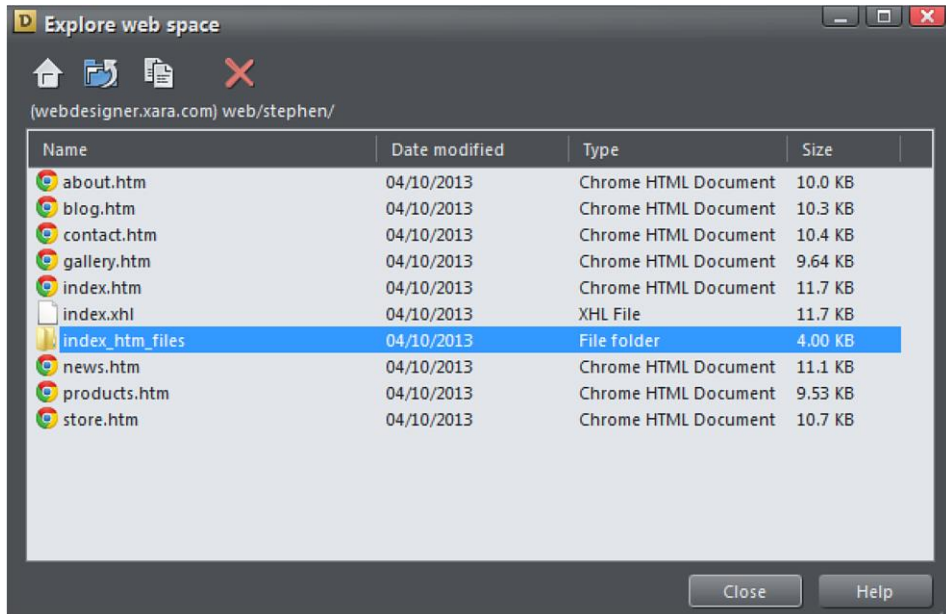
*In this example the port number has been changed to 22098 and has thus been added to the host's address as :22098*

For further information read our Knowledgebase <http://www.xara.com/support/sftp/> article on publishing using secure FTP protocols.





## Explore web space

When you have completed the FTP host address, FTP username and FTP password boxes, click the optional Explore web space button to browse, view and delete files you have uploaded to your ftp server.

You can view files and open folders to view subfolder contents and also set up a subfolder path. You can also delete individual or multiple files. Select multiple files by clicking and holding down Shift or Ctrl, as in Windows Explorer. Click on each column header to sort files using that column's criteria.



Scroll through a list of files you have uploaded to your ftp server

-  Returns to the original file view that opened when you launched the Explore web space dialog
-  Takes you up a folder level
-  Places the current folder path in the "OTHER WEB HOST SETTINGS" > "SUB-FOLDER" field so you don't have to enter it manually.
-  Deletes individual or multiple selected files

## Fast Publish (Only changed files)

Normally leave the **FAST PUBLISH (ONLY CHANGED FILES)** checkbox selected. This makes re-publishing much quicker in most cases because only files changed since the last publish are re-published.

## Save Publish settings in document

Leave the **SAVE PUBLISH SETTINGS IN DOCUMENT** checkbox selected to have the publish details you have entered saved with the current document. That means whenever you open the document, it will already have the publish details in it so you can publish updates easily.

When you enable the Save Publish settings in document checkbox, the Save password in document checkbox also becomes selectable (but this is not available for Xara Hosting/MOW publishing). Select this checkbox to also save the FTP password with the current document if you are sure that is what you want. This is not recommended because it means anyone who gets a copy of your design file can publish to your website without knowing or entering your password!

### Switching between Xara Hosting / MOW accounts

You can only work with one Xara Hosting/MOW account at once, because you can only be signed into one Xara Hosting/MOW account at any one time with Xara Web Designer Premium . Therefore if you want to publish a website to a different Xara Hosting/MOW account, you need to sign out first, using "**SHARE**" > "**SIGN OUT**". Then you can sign into the other Xara Hosting/MOW account and publish as described above.

Similarly if you load a website document that contains Xara Hosting/MOW account details that are different to the account you are currently signed into, you'll see the Xara Hosting/MOW sign in dialog appear if you try to publish that document so that you can sign into the appropriate account for that document (this will automatically end your current Xara Hosting/MOW session).

## Saving profiles

Profiles allow you to save a set of publish details on your computer, so you can quickly retrieve and use those settings again in future, without having to enter them again.

In the **PROFILE** drop-down list click the **SAVE PROFILE** button and enter a suitable profile name. Now you can select the profile from the profile list at the top of the dialog, so you can use them in other documents without having to re-enter them. You can save a profile with either Xara Hosting/MOW settings, or FTP settings.

**Note:** You can delete a profile by selecting it in the **PROFILE** list and clicking the **DELETE** button next to it.

## Supersites and PDFs

Perhaps the most common way of distributing print documents to a wider audience is via PDF, often published on the web as a download. Websites and HTML have, by contrast, been severely restricted from a design point of view. Different browsers wrap and flow text differently, and limited font availability make it near impossible to ensure that what

you design is what your customer sees. This is why, even today, brochures, reports and any type of document where the designer wants precise control over the design, fonts, layout and pagination, are created as PDF.

But PDFs have a downside in that they require plug-ins or extra programs to be installed to view them. Web Designer Premium introduces a new way of publishing 'print' style, or DTP style documents that does not involve PDFs and offers the following advantages:

- **Font Freedom.** The ability to use a vast range of fonts. Either use your desktop fonts (the fonts are automatically embedded, assuming the license allows) or any of the 600+ fonts from Google Fonts.
- **High resolution photo and graphics.** Layout freedom: mix graphics and text, 'anything anywhere' on the page.
- **Pixel accurate WYSIWYG results.** The document you design in Web Designer Premium is exactly what all viewers see, with the exact same fonts, word wrapping and pagination.
- **No plug-ins or separate readers required.** Pages are created using HTML5. Your Supersite is just a web document.
- **Compatible with all modern browsers,** including mobile and tablet devices where you can simply swipe to smoothly and rapidly scroll through your whole document.

A published Supersite appearing as a single continuous page when viewed in a browser (vertical scrolling option)



Publish your Supersites in exactly the same way as you would for a conventional website. See Website Publishing (on page 315) for more details.

# Photo Handling

## Introduction

Photos are an integral part of almost all creative work nowadays, from websites, to flyers, brochures, DTP work and more.

Photo handling in Xara Web Designer Premium is different than you may be used to with other graphics programs.

In Xara Web Designer Premium you can color, crop, copy, blend, mask, feather (fade the edges of) photos as much as you like. The object oriented, non-destructive nature of the photo handling means that, for example, when you resize a photo, you are not really altering the original photo, but just resizing a visual copy. The original imported image is saved in the .web file, so that you can later edit, and resize again, or apply any of the Photo Tool editing options, with no loss of quality. You can even un-crop cropped photos.

The photo handling is astonishingly fast. You can open a 50 Megapixel photo, and perform any of the enhance operations, and rotate the full resolution image in real-time.

This chapter covers the basic principles of manipulating photos and bitmap images in Xara Web Designer Premium. The operation of the Photo Tool is covered in the separate Photo Tool chapter.

*\*Benchmarks based on photo compositions created with multiple hi-res JPG digital photos*

## High resolution images

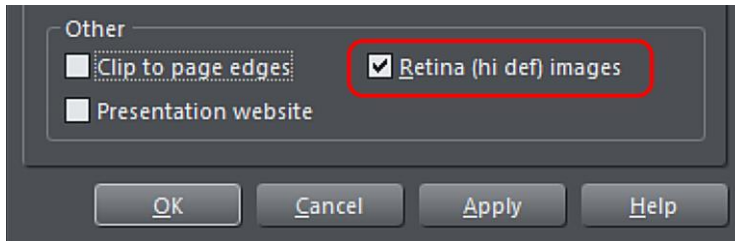
High resolution images of the kind used by Apple's Retina<sup>(R)</sup> displays can be automatically created by Web Designer Premium.

In order to take advantage of Retina type screens it is normally necessary to create all your web photos and graphics at twice the normal resolution of 96 dpi - that is twice as many pixels per inch both vertically and horizontally which is four times as many pixels per square inch. The downside of this is that your files are now up to four times as large, thus dramatically slowing down your website for all your visitors. For those visitors to your website that do not have high-resolution screens this is an unacceptable penalty.

Web Designer Premium solves this problem by both automatically creating the high-resolution photos and web graphics for you and also being smart enough to load the correct resolution graphics for the browser being used.

So this means no speed or download penalty for the non Retina viewers, but for those that do have high-resolution web browsers, they get to see the double resolution imagery, and a much higher quality website.

This high-resolution creation of images is enabled by default - when you export your website a Retina or high resolution viewer will see the larger resolution images and graphics whilst a standard viewer will see images at a normal resolution. The only thing you have to do - is to make sure that the images you want to appear as high-res are saved in your web pages at a **higher resolution than 100 dpi**. as this is the cut off point at which Web Designer Premium assumes you want an image to be rendered as high definition. Images at a resolution below 100 dpi remain as standard definition images. You would not normally need to worry about this as with the feature in its default enabled state all images are optimized at 192 dpi in the **OPTIMIZE PHOTO** dialog and so therefore well above the threshold for the creation of high resolution images.



Note that due to the much larger images and the fact that both normal resolution and high resolution images are required, publishing Retina websites takes longer than publishing non-Retina sites. If you wish to disable the feature go to the "**WEB PROPERTIES**" > "**WEBSITE**" tab located on the **UTILITIES** menu, or else right-click on your web document and choose "**WEB PAGE PROPERTIES**" > "**WEBSITE**". Then uncheck the **RETINA (HI-DEF) IMAGES** checkbox at the bottom of the dialog.

If you wish to re-format a standard definition site created in an older version of Designer to one with high resolution images then bear in mind that you will have to import your photos afresh to Web Designer Premium with the Retina feature turned on.

See [Optimizing Photos and Bitmaps](#) for more detailed information on image resolutions.

## Photo Objects

In Web Designer Premium photos (or bitmaps) are just another type of object on the page. You can drag and drop photos onto the page from your Windows file explorer, and then you can resize, rotate, copy and move them around just like any other object. Importantly you can adjust the transparency, even graduated transparency, feather edges and clip and cut shapes out of photos with ease. The transparency feature lets you blend, merge or create composite photos.

Where you might have to use layers in other photo tools, every object in Xara Web Designer Premium is on its own layer and, just as with any object on the page, you can move it forward to be in front, or backwards to be behind other objects.

## Photo Groups

If you edit a photo using some tools such as the integrated **RED EYE TOOL**, the photo becomes grouped with other objects that modify the image in some way. For example with the **RED EYE TOOL**, the ellipse shapes that are used to modify the red eye areas of the photo are grouped with the photo itself. This is called a **PHOTO GROUP** and you'll see this on the status line when you select such a modified photo.

Similarly - if you enhance a photo while you have an active Mask or region, an enhance region is placed inside the Photo Group.

You can also clone (Ctrl+K) objects within photo groups - the cloned object then appears as the topmost object in the Photo Group (look in the Page and Layer Gallery (on page 418) to verify!)

Just like an ordinary group it keeps the photo together with the other objects that have been added to modify it, but unlike a group it is still treated as if it was an ordinary photo by the **PHOTO TOOLS** and other tools. Normally photo groups are automatically placed inside a clipview object, which clips any objects which overlap the edge of the photo, to the boundaries of the photo itself. That's why when you select a photo group the status line usually shows you have a "Clipped photo group" selected. See the Clipview section (on page 127) of Object Handling for information about Clipviews.

Differences between Photo Groups and Photos:

- Photo Groups collect together a simple photo and some vector edits.
- You can push a photo around in its clipping shape within the **FILL TOOL** but you can't do quite the same thing with Photo Groups (either select inside and move the base photo, or use the right click context menu to select the clipped objects and then drag them in the selector tool).
- Some operations will convert Photo Groups to photos.

If you want to convert a Photo Group into an ordinary photo object, you can use "**UTILITIES**" > "**OPTIMIZE PHOTO**". But note that this is destructive in that thereafter you will not be able to modify any of the photo edits you've applied to the photo. Some other operations such as content-aware scaling and contoning also convert photo groups into flat photos, because these operations aren't able to preserve the photo group structure. When a photo group needs to be converted in this way a warning alert is shown first.

## Photo Grids

There are essentially two types of Photo Grid, which are a compact array of photos: **STATIC PHOTO GRIDS**, and **SMART PHOTO GRIDS**.

You can find these in the **ONLINE CONTENT CATALOG** under "**COMPONENTS**" > "**IMAGE RESOURCES**" > "**PHOTO GRIDS**". All the SmartShape photo grids (as opposed to the Static ones) have 'smart' in the title.



## Static Photo Grids

These are aesthetically pleasing arrays of photos, but in a fixed arrangement. You can replace any photo by dragging a photo file (typically a JPG or PNG) from your Windows file explorer on top of any image in the grid. You can then use the Smart photo handles (on page 334) to adjust the image with its frame, but it's not recommended you change the crop or size of the individual images

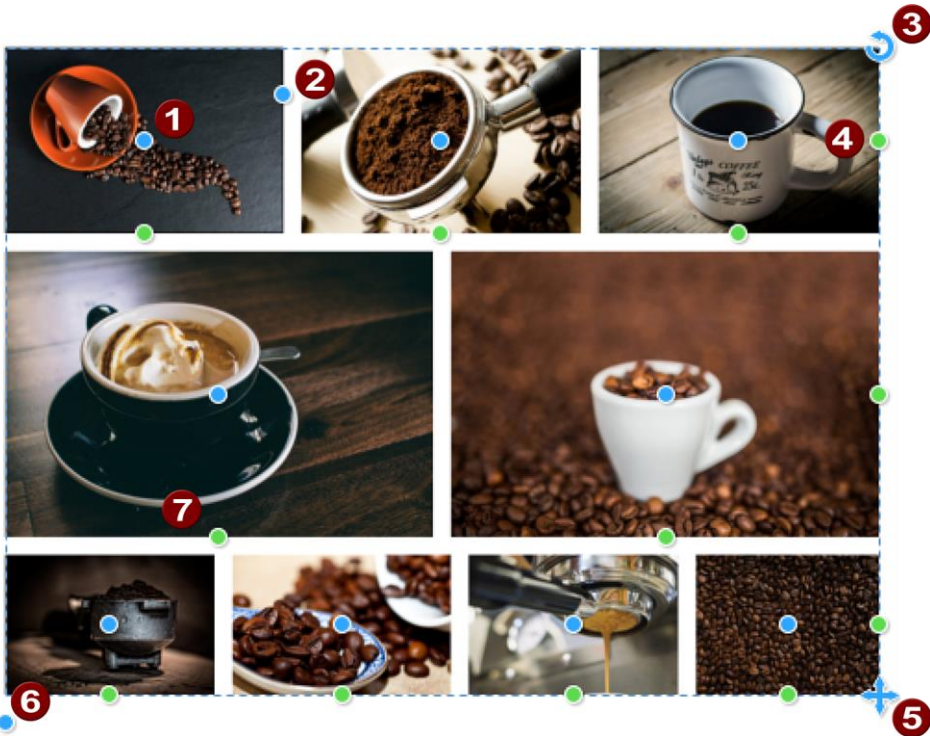


*A static Photo Grid.*

## Smart Photo Grids

This is a more flexible SmartShape that lets you display any collection of photos, even those with different shapes and aspect ratios, in a compact grid. You can adjust the number of photos on each row, or number of rows, drag to re-order the photos, and adjust the gap between all the photos.

To show these SmartShape control handles, click on the grid. As you hover over each handle a little info tip appears.



- 1 Drag the blue handles in the centers of images to re-order images.
- 2 Adjusts the gap between the images.
- 3 Rotate the whole grid.
- 4 Click a green edge handle to add a new image to the row. This will add a placeholder image onto which you can drag a new photo.
- 5 Resize the whole grid, alternatively, use the Selector Tool. Hold down shift to resize the grid around its center.
- 6 Drag down to add another row of images.
- 7 Click an interior green handle to delete the image. This will reshuffle and resize the other images on the row.

You can also use the Smart Photo handles on individual images, by going into the **PHOTO TOOL** and clicking on an image. Each time you replace an image, it puts you into this Photo Tool mode. To get back to the SmartShape handles use the **QUICKSHAPE TOOL** (Shift+F2) or go back to the **SELECTOR TOOL** and click again.

### Adding & Replacing images

To replace an image with your own photo, just drag and drop a photo file from Windows Explorer (or from the **BITMAP GALLERY** (on page 337) if the photo is already in the current

document). The image in the grid that you drop onto is replaced with your photo and the grid automatically updates to accommodate your photo.

To add more images click the green "Add photo" handle on the right end of each row, or drag the "Add / remove rows" handle at the bottom left of the grid to add a complete row.

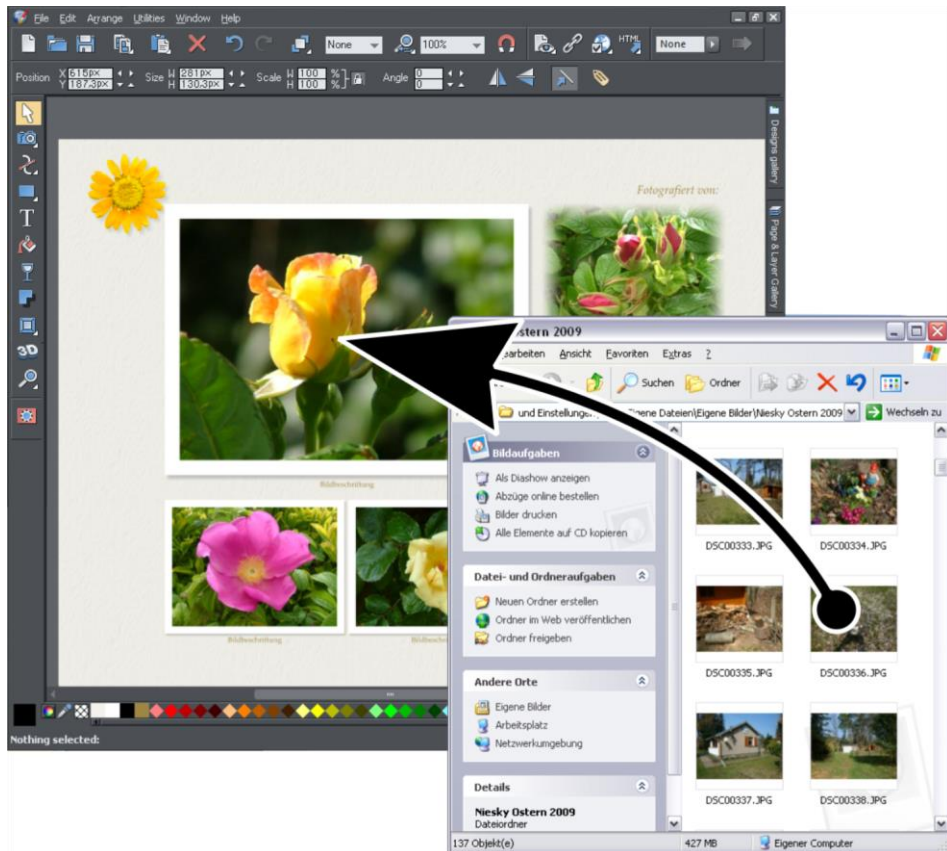
Note: The height of a row is calculated by fitting the number of images in this row into the width of the grid. So the more images per row, the less tall that row is, especially if the images are wide such as panorama photos. Similarly rows containing just a single image will usually be taller.

### **Border**

There is a "Border width" handle on the top left photo in the grid that lets you adjust the space between each photo. You can have no space at all if you choose, but when you do have a border it's simply empty space between the photos so you see whatever is behind your photo grid. Therefore if you want to see something other than the page background behind, just draw a rectangle behind and set its color or fill to give the border effect you would like.

## Importing Photos

Xara Web Designer Premium supports a very wide range of photo or bitmap file formats including JPEG, PNG, TIFF and RAW digital camera images.



The easiest way to open an image is to drag the photo or bitmap file from your Windows file explorer onto the Web Designer Premium Window. Or you can select the "FILE" > "OPEN" or IMPORT menu options.

When importing high resolution photos (anything above 1920 pixels either wide or high) into a web document (including presentation documents), Xara Web Designer Premium automatically resizes the photo down to HD screen size without asking you if you want to import a lower resolution version. For a web document, even at the reduced size, there should be more than enough resolution in your photos for high quality results on your website, so it's rarely necessary to import digital camera images at full resolution for web use.

However, if you are importing a large photo into an animation document, Xara Web Designer Premium asks you if you want to import a lower resolution version of your photos. If your document is to include many photos, you may want to choose this

reduced resolution option. Otherwise with large photos you may find that your saved design file is much bigger than it needs to be (because it contains a copy of each of your photos) and you may not have enough memory in your computer to load, edit and export your documents.

If you drag and drop onto an existing photo it will be replaced. Drop onto the background to import as a stand-alone photo.

## Replacing photos

If you drag and drop a photo file (from Windows Explorer or from the Bitmap Gallery) onto an existing photo it will replace that photo, but keep the same container or frame size. This makes it very easy to replace photos in templates. Or right click on a photo and choose **REPLACE PHOTO...**

You can then use the smartphoto adjustment handles to alter the size, position and angle of the photo inside its outline, as well as the outline itself (on page 334). This is not true for photo documents (on page 354), where dropping a photo on the page will always import it as a new document.

When replacing a photo or bitmap this way, it is sized to best fit in the existing picture outline. If you hold "Shift" when replacing a photo, the new one will fit into the same dimensions and rotation as the old photo. This is useful where you've manually adjusted the scale or rotation of a fill and then want to replace the image with another which has the same aspect ratio.

If there are multiple copies of the same photo on a page in the same soft group, for example a small thumbnail and a larger version on a pop-up layer, when you drag and drop replace, all copies of the photo in the soft group will be replaced by the new one.

## Using photos as fills

You can also use any bitmap as a fill style for any drawn shape. Simply drag the file over the shape (which can be from your file system, or from the Bitmap or Fill galleries), and hold the "Shift" key down before you drop. This will replace the existing color fill with a bitmap, fitted to the object. Again you can use the smartphoto adjustment handles to change the scale, angle, position etc.

## Initial Photo size

When you import a large photo it's reduced in size to HD (1920x1080) resolution, if it's larger than that (in print and animation documents you are prompted about this first). And it's sized to be a convenient 500 pixels wide on the page.

To reduce the size, just drag a corner handle using the Selector Tool, or enter a new width in the Selector Tool InfoBar width field.



If you replace a photo using drag and drop, then the photo is sized to exactly fit the container, and this means its size and resolution will depend on the size of the container.

## Resize, rotate and position a photo within its frame



The shape of your photo is really a fully editable outline around the image contained inside. So when you crop, or edit the outline shape, you're not affecting the fill, which is clipped inside the shape.

Photos and bitmaps on the page are always contained within an outline shape. Not only can you change the shape of the outline, you can also adjust the scale, rotation and position of both the photo and its frame using the smart photo adjustment handles, which provide a quick and easy way to perform the most common photo editing tasks.

The handles automatically appear whenever you select a photo with either the Selector Tool, the Photo Enhance Tool or the QuickShape Tool.



For example, to scale, rotate and round the image on the left, just drag on the appropriate adjustment handle. A little info flag will appear as you hover over a handle. As you drag the handles to adjust an image, a 'ghost' copy of the full uncropped image is shown behind. This makes it easier to make adjustments because you can see parts of the image that fall outside the crop area, as you drag the handles.

- To rotate and scale drag on the white circular top right icon - the degree of rotation is displayed
- To move the image within the frame drag the "hand" icon on the bottom left
- To round the frame edge drag the orange corner handle
- To rotate the entire frame drag on the blue circular top right icon

- To scale the frame drag on the bottom right + handle (hold down the shift key to scale the image from the center)

To reset a photo back to its 'best fit' state, double click on the rotate/scale handle. To centre the image in its frame, double click on the "hand" icon. The handles on the edges of the photo allow you to change the shape of the photo frame (hold down the shift key to resize around the centre). These operations are smart and the image inside is automatically cropped, scaled or moved in order to preserve the correct aspect ratio. Double click any of the edge handles to change the frame to fit the whole photo exactly.

These smart photo operations also work with photos of any shape, not just rectangular photos, and unlike the Fill Tool they also work with **PHOTO GROUPS** (on page 328) and **CLIPVIEWS (ON PAGE 127)**.



For more control over cropping use the **CLIP TOOL**

"Smartphoto handles", "Photo handles" "Smart photo" "Adjustment handles"

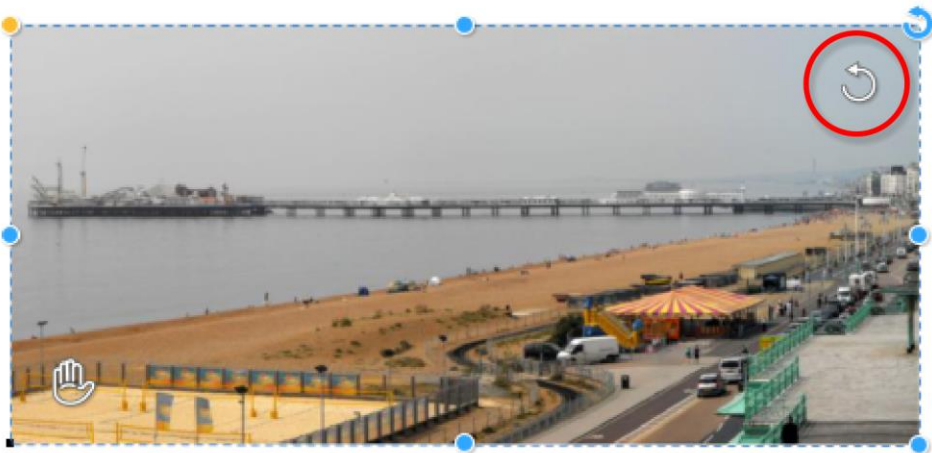
## Horizon Straighten



Using the smart photo adjustment handles as previously described it's easy to straighten the horizon of an askew picture.

- Select a photo - this will show the adjustment handles, which allow you to scale, rotate and position the fill inside the shape.
- Drag on the rotation handle to rotate and scale as required.

The following shows a landscape (created using the panorama stitching feature of Web Designer Premium) that has a sloping horizon.



Drag on the adjustment handle (circled) to rotate and scale the photo within the frame - the degree of rotation is displayed. You can also reposition the photo within the frame using the move photo "hand" icon (bottom left).

The handles on the edges of the photo allow you to change the shape of the photo frame. Again these operations are smart and the image inside is automatically cropped, scaled or moved in order to preserve the correct aspect ratio. Double click any of the edge handles to change the frame to fit the whole photo exactly.

To reset a photo back to its 'best fit' state, double click on the rotate/scale handle. To centre the image in its frame, double click on the "hand" icon.



## Zero-memory Copies

One of the most revolutionary differences between Web Designer Premium and other software is that when you copy any photo on the page, it doesn't really make a complete new copy of the original imported photo but instead just displays another 'view' of the original image. Web Designer Premium's rendering engine is fast enough that it can display any number of copies of the same image 'on the fly' this way. This saves huge amounts of memory and dramatically reduces files sizes.

This doesn't detract or limit what you can do with each copy, and they can be treated as completely separate independent copies. Each copy does not have to be identical. You can manipulate each as required, resizing, rotating, cropping, coloring, feathering, or applying a wide range of photo and transparency effects. All for no memory or native file size increase.



This shows separate copies of the same image, each manipulated in a different way. Each retaining the full resolution of the original imported JPEG, as you can see from the right image. The memory (RAM and file size) is no more than the original JPEG size.

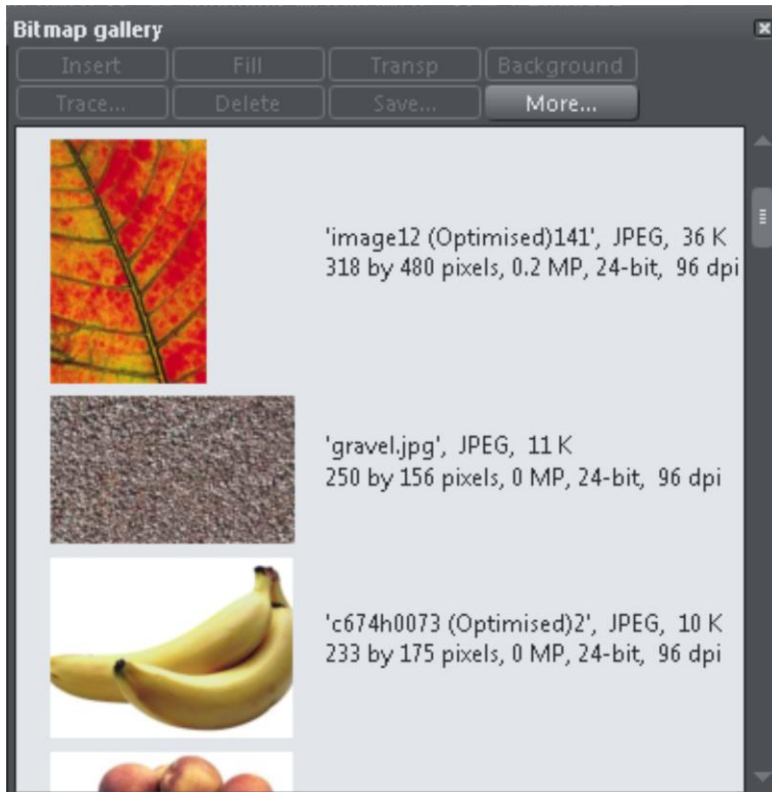
## The Bitmap Gallery

The Document handling chapter (on page 83) has general information about galleries.

The **BITMAP GALLERY** shows all the bitmaps or photos used in any document, along with information about its pixel size and file size.



You can open it by clicking it in the Galleries bar, or from within the "UTILITIES" > "GALLERIES" menu, or "F11".



The following useful information is displayed about the original image:

- Filename of the original JPEG
- The file type, in this case a JPEG, and the file size, 1,006K. (This is the original size of the file, and also how much of the .xar file will be taken up by this image.)
- The pixel dimensions of the original, the Megapixel size (in this case just under 2MP)
- The color depth, in this case "24 bit" which is sometimes called true color.
- The original resolution of the image, in these cases 96dpi

The **BITMAP GALLERY** always contains a default bitmap, with the gray default image. This is used as the default bitmap for bitmap fills and in cases where other bitmaps are missing. It's useful to have as a placeholder as well.

As with all galleries, you can drag the objects from the gallery onto the page to create a new copy. Or you can select an image in the gallery and click one of the buttons across the top. The following section details the operation of the **BITMAP GALLERY** controls, most of which are for the more advanced user.

### Filling shapes with a bitmap

Select the shape on the page, then select the bitmap in the gallery and click the fill button. Alternatively drag the image from the **BITMAP GALLERY** and drop it onto any shape

while holding "Shift". You can adjust the size, angle etc using the smart photo adjustment handles.

### Setting a Bitmap Transparency

This is for the more advanced user. You can use any bitmap as a transparency mask on any filled shape or bitmap. The lightness of the bitmap affects how transparent the selected object is. The bitmap transparency size, rotation and tiling can be controlled from the **TRANSPARENCY TOOL** InfoBar.

### Deleting images from the Gallery

When you delete a bitmap from the page, it remains in the **BITMAP GALLERY**. Any unused bitmaps will be deleted from the file when saved and re-opened. However you can force the deletion of any bitmap by selecting it and pressing the **DELETE** button. If the bitmap is used in the document, it will be replaced by the standard X bitmap.

### Setting the page background to a bitmap

Select the bitmap in the gallery and click the **BACKGROUND** button. This reveals a menu allowing you to choose between setting the **PASTEBOARD BACKGROUND** or the **PAGE BACKGROUND**. When setting the pasteboard background, if the image is narrower than the page, it's assumed you want to have the image tiled to fill the whole browser background. Otherwise the image is applied single tiled. You can change these settings by right clicking on the pasteboard and looking under the Pasteboard Background sub-menu.

You can also apply an image to the background without using this gallery – just right click on the image and see the options in the context menu.

See Website Backgrounds (on page 309) for more information.

### Save

Select the bitmap and click **SAVE** will save the original image. In the case of an embedded JPEG this will save the original JPEG file. Other bitmap types are best saved as PNG bitmap type.

### Bitmap Properties

The **PROPERTIES** button will display information about the selected bitmap in the gallery. It also provides a way to stop image smoothing when bitmaps are enlarged. Usually all bitmaps are smoothed when enlarged, or zoomed into, on screen. There is a check-box option in the Properties dialog to turn this feature off, so that individual pixels are visible when you zoom in.

### Embedded JPEG files

JPEG files are hugely compressed from their original state, being up to 10 times smaller than the original uncompressed image. In the above example, the original uncompressed image requires more than 7mb of memory, but as the **BITMAP GALLERY**

shows, this JPEG file is only 1mb. A very significant reduction. This is why JPEG images are the standard file type for digital photography and use on the web.

When you drag and drop a JPEG file (or use the "Open" or "Import" menu options) the JPEG (reduced in size if it was large) is stored in the document, and this is what is saved in the .xar file when you save your document.

It's important to understand how this differs from other graphics tools, both vector drawing software and photo editing programs. Other products will typically un-compress the image and store the un-compressed "raw" image in memory and the native file when you save to disc. What's more each copy you make is typically a complete copy of the original raw image, as mentioned above. Make four copies of your photo and save your file - it will be four times larger. In Xara Web Designer Premium the file is no larger, no matter how many copies you make.

So by embedding the JPEG file instead of saving the un-compressed image, that's a file size saving of more than 7:1 compared to other graphics editors. The fact that there are four complete copies of the image means that in this particular case the memory used is more like 30 times less. So this represents a huge file size (and time) saving over other graphics tools\*.

*\*This is easy to test. Import a JPEG into your favourite graphics editor, make four copies, perhaps change each one slightly, to be colored or blurred or rotated. Then save the native file and compare it against the original JPEG size, and the equivalent .Xar file. A .Xar native file is about the size of the original JPEG, no matter how many copies of the image are made.*

### **Extracting the original JPEG**

Right click on any image in the **BITMAP GALLERY** and select the **SAVE** menu option to save the original JPEG back to your file system.

### **Photo display quality**



Xara Web Designer Premium can display photos in one of five useful quality levels. The top two settings smooth the screen pixels so avoiding visible pixels or rough sections along the edges (anti-aliasing). Change the quality level using the **QUALITY** entry in the **WINDOW** menu.

<b>VERY HIGH QUALITY (DEFAULT)</b>	Displays images using bicubic sampling. This displays images at the best quality, particularly for large hi-res images that are scaled down or zoomed out a lot.
<b>HIGH QUALITY</b>	Anti-aliasing on, but images are rendered faster and at lower quality.
<b>FULL COLOR</b>	No anti-aliasing, thus showing individual pixels. This can be useful when you're zoomed in and you need to clearly see the separate image pixels. The downside is that images generally look poor when reduced or enlarged resulting in clearly visible pixelation and jagged "staircase" edges, especially if you rotate the image.
<b>OUTLINE WITH BLEND STEPS</b>	Is particularly useful for seeing outlines of the various steps of a blend. Blends are not supported in Xara Web Designer Premium but imported .xar files could contain blends.
<b>OUTLINE</b>	Only object outlines are shown. This is useful for finding and selecting objects that are difficult to see due to other objects in front of or behind them.

There is an additional control that allows you to stop all image smoothing or anti-aliasing on images that are scaled up or zoomed in. In other words, instead of a smoothed image, you see all the pixels when zoomed in. Open the **BITMAP GALLERY** and right click on the image and select "properties". In the dialog un-check the "Smooth when scaled up" option. Now, no matter what viewing quality you select the image (and all copies) will always show the un-smoothed pixels when enlarged or zoomed in.

**Note:** If you use the **PHOTO TOOL** sharpen / blur control then images have to be displayed at maximum quality. So if you think the viewing quality has stopped working, it's almost certainly because you have sharpened or blurred the image with the **PHOTO TOOL**.

## Saving & Exporting Photos

Selecting the **SAVE** option will always save a native .web file. To save a photo as a JPEG, PNG or other image file type, it's necessary to use the **EXPORT** option, or the shortcut "Ctrl + Shift + E".



There are two icons available on the top bar that are short-cuts to save the selection as JPG or PNG. These are in the flyout bar shown when you move the mouse pointer over the Export HTML icon.

For photos we recommend saving as JPEG (sometimes called JPG) as this offers the greatest compatibility and the best size / quality compromise.

When you export a JPEG or PNG, there is a **SETTINGS** option on the Save Dialog. Selecting this provides many advanced export options, as well as compare side-by-side alternative settings or even alternative file types such as PNG.

When you export a JPEG, an export preview dialog is shown where you can adjust many export options, as well as compare side-by-side alternative settings or even alternative file types such as PNG.

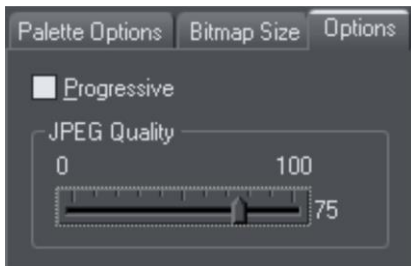
The Export Preview dialog allows you to adjust the size, resolution, JPEG quality and even select from 3 alternative export file types if you so wish. The default values should be fine for all normal purposes and you can just click the export button to save your photo.

Things to remember when exporting:

- First select the object or objects you want to export
- The default exported size of the image will be the size you see on screen at 100% zoom.

The Export Preview dialog (on page 467) is described in more detail here.

**Tip:** You can control the JPEG quality in the Export Settings dialog on the Options tab. The default and recommended value is 85%



The JPEG system is designed that a setting of 85 is the optimum value. We recommend you do not save JPEGs at 100% quality, as the results are visually identical to the 85% quality, only the file size and memory use is dramatically increased with no benefit.

When saving for use on the web it's quite possible to reduce the quality below 85 to increase page view speed. The preview window shows the quality of any value you select.

**Tip:** If you expect you may want to perform any further edits on your exported image, for example to create the image again at another size, we strongly recommend saving the .web file as well. This will preserve the lossless master image along with all its edits and changes.

### Example: To resize a photo and save as a new JPEG

This process is very quick and simple:

- Drop your photo onto Web Designer Premium (either onto a blank page or onto the title bar to create a new document)
- In the **SELECTOR TOOL** either drag a corner handle to resize the image, or enter the required width or height into the "W" or "H" field on the InfoBar. Check the image size is correct at 100%



- Click the 'EXPORT SELECTION AS JPG' button on the top bar.
- Enter a filename, Click the **SETTINGS** button if you need to control the compression, or just click **SAVE**

To save any image as a PNG go through the same process except choose the PNG file type.

## Photo Edit Attributes

All edits performed using the **PHOTO TOOL** (on page 357), such as any altering of the brightness, contrast, color, blur or sharpen values, are all just stored on the photo as Web Designer Premium attributes.

Just as you can alter the color of a shape or line without altering the underlying shape, so **PHOTO TOOL** attributes alter the visible appearance of the photo without affecting the original image (this is called non-destructive editing). Another way of looking at this is that Xara Web Designer Premium just stores a list of edits applied to your photo, and you can change, remove or add new edits. You can always recover the original untouched photo, even after the brightness, resizing, even clipping or cropping.

Attributes can be copied and pasted between objects. Not only does this apply to traditional attributes such as line color and thickness, it also works with all the **PHOTO TOOL** attributes. So this means you can easily copy all the enhancements made on one photo to any other using the copy / paste attribute feature.

This also applies to all other attributes of the photo, such as line width and color, photo coloring (contoning), shadows, etc.; all these can be copied from one photo to another using the same technique.

## Editing the outline of Photos

You can use the **SHAPE TOOL** (on page 157) to directly adjust the outline shape of a photo. Similarly you can apply outlines the same way as for any shape, and shadow, etc.



Using the **SHAPE TOOL** you can push or pull on the sides. This example also has a black outline and soft shadow added. To restore the image back to its original rectangular shape, select the "Un-clip" in the clip mode of the **PHOTO TOOL** InfoBar. When photos are edited this way, they are treated like any normal vector shape, containing a bitmap fill. This is why you can use the normal line and shape editing features, and indeed you can use the Photo adjustment handles (on page 334) to adjust the size, angle and position of the photo "fill" inside the shape.

## Cropping photos



The easiest way to crop a photo is to just drag on one of the smart photo adjustment handles (on page 334) which appear when you select a photo using the Photo tool or the Selector Tool. Simply hover over one of the handles to see a function information flag.



For more advanced cropping control, select the **CLIP BUTTON** on the **PHOTO TOOL** flyout bar which provides aspect ratio control and precise numeric clipping control.

This also provides an Un-clip button that will remove any clip rectangle and restore the original image.

One important feature is that this crop feature is really a dynamic clip, in other words it's a non-destructive crop, and you can adjust the crop boundary afterwards to reveal hidden parts of the photo. If you want to really crop - i.e. make this a destructive crop, that really removes the invisible parts of an image then use the Optimize Photo feature.

## Screenshots

In combination with a built-in screen capture feature you can easily capture and create screen shots. You can either use the **SCREEN CAPTURE UTILITY** which is included in Xara Web Designer Premium or use the screenshot capability built into Windows.

### Using Windows to capture screenshots

- Press the "Print screen" button on your keyboard. This places a screen capture of the whole screen on the clipboard. Alternatively, select "Alt + Print screen" which will capture just the current window.



- In Xara Web Designer Premium select "Ctrl + V" to paste, and select "Bitmap" to have the results pasted onto the page.

You can now crop, add text annotation, resize as required and save the results. It's best to save this type of image as a PNG file.

### Screen capture utility

This utility offers some advantages over the method above, including the option to capture the mouse pointer in the image. Open it by choosing **UTILITIES > SCREEN CAPTURE**.

The screenshot shows the "Screen Capture" utility dialog box. It is organized into several sections:

- Screen area:** Three radio buttons for selecting the capture area: "Full screen", "Active window", and "Content of active window".
- Options:** Two radio buttons for capture frequency: "Capture once only" and "Capture always for this session". A checked checkbox for "Capture mouse pointer".
- Output:** Two radio buttons for handling the image: "Open image in Xara Designer Pro X" and "Save as file:". Under "Save as file:", there is a "File type:" dropdown menu (set to "Windows Bitmaps (\*.bmp)") and a "Target:" dropdown menu (set to "C:\Users\stephen\Documents") with a "Browse..." button.
- Capture by:** Two radio buttons: "Time" and "Key shortcut". The "Time" option has a spinner box set to "10" and the text "seconds". The "Key shortcut" option has a text box containing "Ctrl + Q" and a "Restore" button.

At the bottom of the dialog are three buttons: "Start", "Cancel", and "Help".

**SCREEN AREA:** Here you can choose the screen area you would like to capture. You can capture the full screen, the active window in its entirety, or just the content of the active window without the window border.

**OPTIONS:** Here you can choose whether or not the mouse pointer is included in the screenshot. Also choose whether you just want to capture one screenshot or whether to keep the utility turned on for the session so you can take successive shots each time you press the assigned key shortcut.

The output section lets you choose how to handle the captured screen image. By default it will be directly inserted into the current Xara Web Designer Premium design. Alternatively you can also save a BMP (Windows Bitmap) or PNG file for each screenshot into any folder. The files created are named "ScreenCapture",

"ScreenCapture1", "ScreenCapture2", etc. Choose the **TARGET FOLDER** for the files using the **BROWSE...** button.

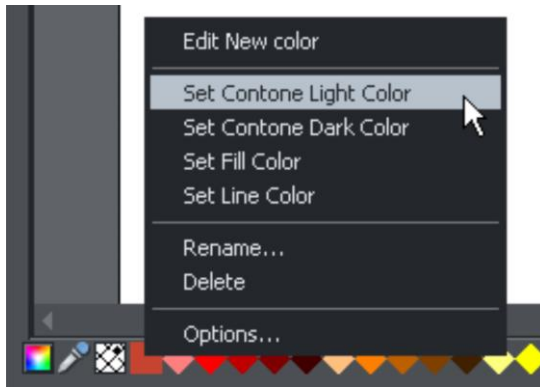
You can define almost any hot-key combination (Shift, Alt, Ctrl + key) to trigger the screenshot. Just click in the key shortcut field and then press the desired key combination, e.g. "Ctrl+S". The chosen shortcut appears in the key shortcut field. If it clashes with any defined Web Designer Premium shortcut, you'll be warned with a message appearing at the bottom of the dialog, but this doesn't matter if you will have other windows active when taking the screenshots. Press **RESTORE** to return to the previous selected shortcut.

Instead of using a shortcut key to take the screenshot, you can instead use the **TIME** option. This is useful in cases where any keyboard activity can change the display you want to capture, such as a pop-up tooltip which may disappear if you were to press a key. Select the time option and enter a delay value in seconds. The screenshot will then be taken for you automatically once the specified period of time has elapsed. The timer starts as soon as you click the **START** button.

Pressing the **START** button closes the Screen capture dialog and activates the system-wide hotkey. Switch to the window you want to capture and press the chosen key combination, or wait for the chosen time period to elapse if the timer option was chosen. The screenshot is taken and inserted into Web Designer Premium or saved to file, depending on the option chosen. If you selected the "Capture always" option you can take additional screenshots by pressing the key combination again (this is unavailable with the timer option). To deactivate the utility if you chose this option, close down Xara Web Designer Premium to end the session. Alternatively return to the Screenshot dialog, choose the "once only" option and take one more screenshot.

## Coloring photos

With any photo selected just click on the Color Line and choose from the menu to apply a contone color to any photo. Clicking the white color patch and selecting '**SET CONTONE LIGHT COLOR**' will turn any color photo to be black and white. It's called a contone because it's a continuous tone from black to white.



When you click on the **COLOR LINE** you can select any color as either the Light or Dark contone color. Or you can use the **COLOR EDITOR** (Ctrl+E) and choose any color you like. The drop down menu at the top of the Color Editor controls whether you edit the light or dark color.

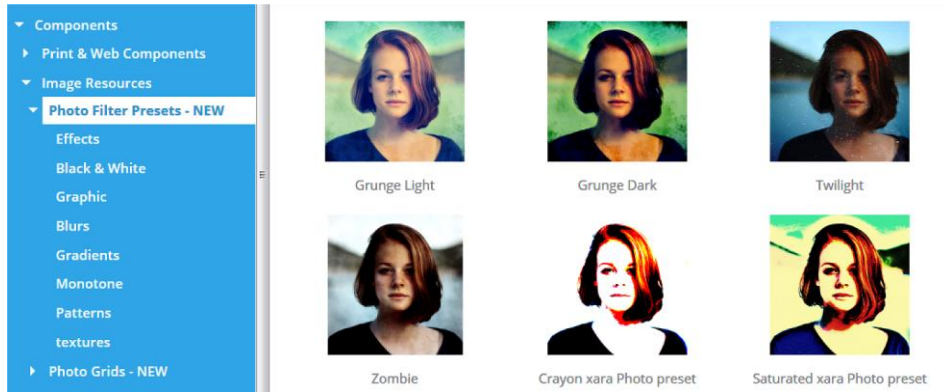
You can restore the original color of a photo by clicking the cross-hatched "no color" patch on the left of the Color Line and selecting the "Restore color" option.

If you want to color a photo that's inside a group, Ctrl+click on it to select it inside the group and the contone it as described above.

## Photo Filter Presets

The **PHOTO FILTER PRESETS** allow you to instantly apply professional photo effects to your photos. Find the filters in the Content Catalog under "**COMPONENTS**" > "**IMAGES**"

**RESOURCES" > "PHOTO FILTER PRESETS".** They are grouped into categories and there is a wide range of moods and themes to choose from.



*Some of the Photo filter presets in the Online Content Catalog*

To apply a filter to a photo, first select the photo and then click the **IMPORT** button on your chosen filter in the Catalog. The preset filter is then applied to your photo and also imported to your **LOCAL DESIGNS GALLERY**.

Note: You can keep the Catalog open after an import by holding down the Shift key as you click the Import button. Useful if you want to try a range of filters.

### Using presets from the Local Designs Gallery

Once you've imported one preset, you can optionally download all the presets to your Local Designs Gallery, for easier access.

Right click on the **"COMPONENTS" > "IMAGE RESOURCES" > "PHOTO FILTER PRESETS"** folder in the gallery and choose **DOWNLOAD ALL**. Re-open the folder and now you can drag and drop any of the effects onto your photos, or select the target photo and double click an effect in the gallery.

### Using multiple filters

There are multiple different 'classes' of filters and overlays that can be applied together. The set of filter presets is divided into two folders under **"COMPONENTS" > "IMAGE RESOURCES" > "PHOTO FILTER PRESETS"**. The **FILTERS** folder contains presets that affect the overall look of your photo. It would not be useful to apply more than one of these presets to a photo and so these will replace each other. In other words, only one of these presets can be applied to a photo and applying a second will automatically remove the first.

However the **OVERLAYS** folder contains various different classes of presets that can be applied in addition to any of the presets under the **FILTERS** folder.



*This photo has had the "Softlight" filter effect applied from "Filters" > "Effects" and also the "Stripes" pattern, from "Overlays" > "Patterns".*

Each of the presets in the same sub-folder under **OVERLAYS** will also replace each other, because it wouldn't be useful to have for example two different patterns applied. But you can mix presets from each of the other folders under **OVERLAYS** as much as you like. So you could for example apply a check pattern from the **PATTERNS** folder, a texture from the **TEXTURES** folder and a transparency effect from the **TRANSPARENCY** folder all to the same photo.

### Replacing photos and removing presets

If you drop a replacement photo onto a photo with a filter applied the filter preset will be maintained. And if you have any existing photo edits in place, for example if you used the **RED EYE** tool then the applied filter will merge with these edits too.

When you right-click on a photo, you will see a **PHOTO FILTER** option in the context menu that appears. This option has a sub-menu, which allows you to apply filters to your photo and remove filters that are already applied.

The **APPLY FILTER...** option opens the **CONTENT CATALOG** onto the **PHOTO FILTER PRESETS** folder so you can apply a filter to the selected photo. Following this option in the menu, you will see **REMOVE** options for each of the filters you currently have applied to the photo, so you can remove any of them.

The final option in the menu allows you to clear all applied filters from the photo.

## Editing Photo Filter Presets

Most of the preset filter effects modify the image by adjusting the same settings that you see in the **PHOTO TOOL**. Therefore remember that applying an effect may remove any photo enhancements you have applied manually beforehand, using the **PHOTO TOOL**. Similarly if you apply a preset filter and later adjust the settings in the **PHOTO TOOL**, if you later remove the preset it may also remove your enhancements.

Similarly, the overlay effects under "**OVERLAYS**" > "**TRANSPARENCY**" work by applying transparency effects to your photo directly. You can see and modify these effects by selecting your photo and going into the **TRANSPARENCY TOOL**.

## Viewing a scaled photo at its full size



The **ZOOM TO 1:1** button on the **PHOTO TOOL** InfoBar adjusts the zoom so that the selected image is shown at full size, which is where each pixel of the image is mapped to each screen pixel. This is useful if you want to edit an image that's been scaled down on the page, but want to see it at its full size while you work on it.

## Making a photo its full size



The **SCALE PHOTO TO 100%** button on the **PHOTO TOOL** InfoBar takes the currently selected photo and scales it to its full size on the page. So for example if the selected photo is scaled down to 500 pixels wide, but the original imported photo was 1000 pixels wide, the photo on the page will be scaled up to 1000 pixels wide. When the document zoom is 100%, that means that each pixel of the image is mapped to each screen pixel.

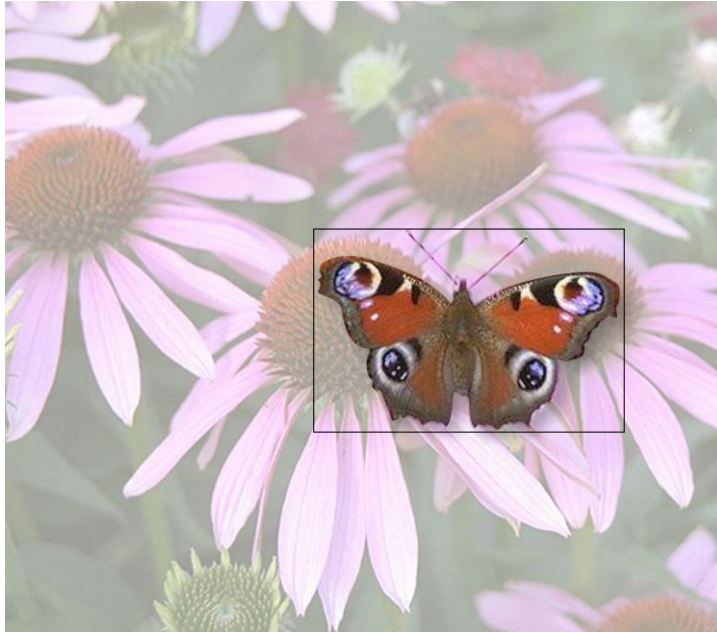
## Optimizing Photos and Bitmaps

With the ever increasing resolution and file size of digital camera JPEGs, if you have a document containing many images, the file size can quickly become very large. For example, a multi-page document containing 20 full resolution JPEGs, each of 5mb, would produce a .xar file of over 100mb\*.

Furthermore, these photos are often unnecessarily high resolution. Reducing a photo from a 8 megapixel digital camera to be 2 inches (5 cm) wide on the page will result in this image being around 1500 dpi. Whilst a very high resolution image gives greater flexibility for printing (and you can zoom in, or enlarge small parts of the photo), this is far higher than required for even the best quality commercial printing, and even more so for web graphics or HTML production.

If you clip to a small part of the image, or cut-out only a small part of your photos, there could be large parts of hidden image outside the visible area. For editing purposes this

"live crop" is a great feature, as you can un-crop, alter the size, position and scale and everything remains as sharp as possible. But for finished documents you may want to remove the invisible parts.

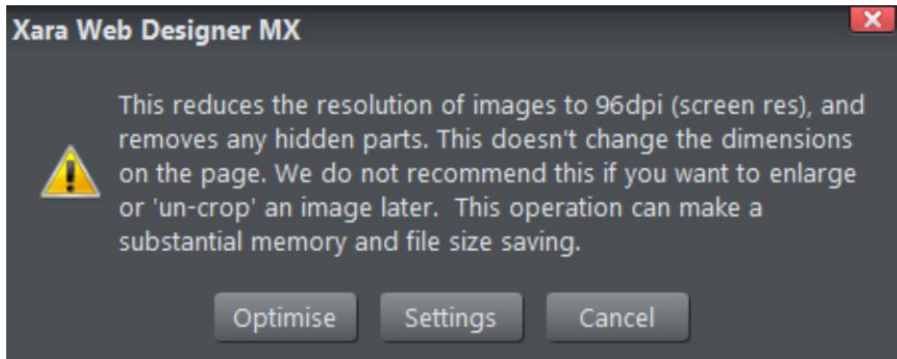


The cut-out butterfly image still has the rest of the photo attached. If you go into the **FILL TOOL** you can easily see this by resizing the fill inside the outline. So the parts of the image outside the butterfly will probably be superfluous in your final document.

Right click a photo and choose **OPTIMIZE PHOTO** or choose "**UTILITIES**" > "**OPTIMIZE PHOTO..**". This dialog performs three important functions:

- Removing invisible parts of photos
- Reducing resolution of photos
- Converting PNG or bitmaps to embedded JPEGs to optimize file size

Selecting this menu option for any bitmap will display the **OPTIMIZE PHOTO** dialog.

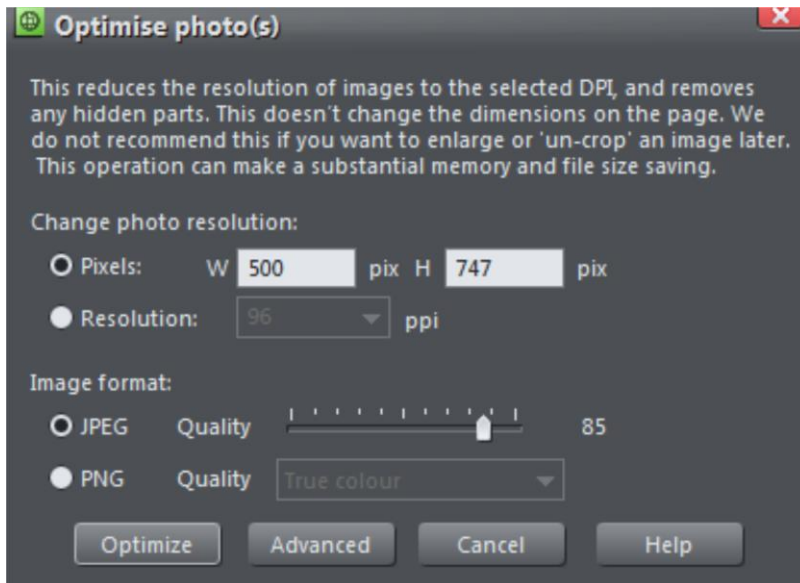


The default resolution depends on the type of document you are working on:

- 192 dpi      Web documents with Retina hi-definition images.
- 150 dpi      Print documents.
- 96 dpi        Other documents.

When optimizing non-JPEG images, Web Designer Premium will automatically decide whether it's best to optimize to a PNG or JPEG, depending on the nature of the image itself.

You can click the **SETTINGS** button on this dialog, if you want to change any settings such as the image format used for the optimization, JPEG quality, etc.





You can change the resolution used in this dialog, by either choosing the physical size you want for the optimized image (width/height in pixels), or by entering a different dpi (eg. perhaps 150dpi if you want print quality).

If you choose the dpi option the value you enter is remembered and becomes the default just for the current session. You can also maintain the photo's current resolution by choosing **CURRENT** from the **PPI** list.

You can also choose to optimize as a PNG (produces much larger images, but better quality for graphics and text images) or change the quality used for JPEG optimization (higher quality means larger JPEG sizes).

If your photo is cropped, only the visible part of the image is preserved in the optimized image.

For printing, a photo resolution of 150dpi gives very good results, whilst 300 dpi will provide the highest quality commercial printing (most people cannot tell the difference between 150dpi and 300dpi, but the 300dpi requires four times as much memory or file space).

**Warning:** "OPTIMIZE PHOTO" is a "destructive" operation. When you save the file the parts of the image removed are lost, and the resolution changed permanently (you can of course undo the changes while the file is open for editing).

You can optimize multiple photos at once if you want them to all have the same dpi. Select the photos you want to optimize and then choose the **OPTIMIZE** operation as described above. If your photos have different dimensions, the option to optimize by pixel size is disabled and you must just choose the required dpi.

Or you can use the "UTILITIES" > "OPTIMIZE ALL IMAGES" facility to optimize all the bitmap images in your document in one operation.

The optimization process will convert large non-JPEG images to smaller JPEG images if it decides that the image can be stored and exported as a JPEG without an unacceptable loss in quality.

Note that after optimizing the original unoptimized and now unreferenced photo remains in the **BITMAP GALLERY (ON PAGE 337)**. This means it is still in memory and so the memory requirements of your design will not have been reduced. Simply save your design and reload after optimizing, to eliminate the original large images.

## Converting objects or drawings to bitmaps

You can easily create a bitmap from any object, or part of your drawing, including from other bitmaps. The bitmaps can be any size or resolution and can contain transparency. You can also create bitmaps with reduced numbers of colors which can be useful for web use.

To create a bitmap from objects:

1. Select the object/s on the page.
2. Right click and choose **CREATE BITMAP COPY** or choose **CREATE BITMAP COPY** from the **ARRANGE** menu ("Ctrl + Shift + C").
3. In the dialog box, select the color depth, the size and other options.

For maximum quality select a color depth of true color, or if you want transparency to be included select "true color + alpha" (alpha transparency is the technical term). You can create bitmaps with fewer colors by selecting a color depth of 256 colors or less. This also provides control over the dithering and palette options. These options are described in the section on exporting bitmaps (on page 467).

Note this always creates PNG images, which are the highest quality image type. However for full color photo purposes, these require a lot of memory and file space. Use the optimize photo option to convert PNG images into embedded JPEG images to reduce the file size.

## Photo Documents

Sometimes it's useful to work on one photo alone, rather than as "objects on a page". This is called a photo document or "photo mode" in Web Designer Premium, and it behaves more like a traditional photo editor. You can create a photo document in a number of ways:

- Drag a photo file from your file explorer onto the title bar or toolbar of Web Designer Premium
- Select **"FILE" > "OPEN"** and select a photo file
- Create a blank photo document by selecting **"FILE" > "NEW" > "BLANK PHOTO"**

Photo documents are characterized by the following behavior differences compared to traditional Web Designer Premium documents:

- There is no visible white page. In fact the page dimensions are set automatically to match the photo plus any other objects you've added.
- Photo documents have a 1 pixel grid by default and snap to grid is turned on. This makes it easier to get pixel-accurate crop or clip regions.
- The Pasteboard (the area around the photo) is a darker color. This makes it easy to distinguish at a glance between photo documents and drawing documents.
- The document zoom is set so that the photo fills the view and the **PHOTO TOOL** is automatically selected as the current tool.
- Dropping additional photo files on top of an existing photo just adds a new photo to the document instead of replacing the photo in its frame. And the view will zoom out so you can see the whole image.
- Images are not resized to be 500 pixels on import as they are in normal documents, but are imported at 1:1, so that at 100% zoom you're seeing the image at full size.
- The pixel smoothing options are altered. By default it selects the "Very high quality" display mode, which is best for images scaled down or zoomed out. It also has pixel

smoothing turned off when zooming in, so you can see the pixels are very large zoom factors.

- If you've opened a JPEG photo file as a photo document, when you save changes your JPEG file will be overwritten. See Editing Photo Files below for details.

In all other respects Photo Documents behave like normal Xara Web Designer Premium documents. You can use all the normal drawing and text tools as usual. If you want to create a photo document of a given size, you can alter the "canvas" or page size by selecting "UTILITIES" > "OPTIONS" and the "PAGE" tab and entering the required dimensions.



In Photo Documents two extra controls become enabled. The **PREVIOUS** and **NEXT** button will move onto the Previous or Next image in the folder from which this image was opened. This will close the current image, so you may be prompted to save the file.

## Editing Photo Files

You can use Xara Web Designer Premium to easily edit your JPEG photos and save back the modified JPEG. And unlike with most photo editors, you can do this multiple times without loss of quality, even though the JPEG format is a lossy format. That's because Xara Web Designer Premium is able to save your edits in a lossless way, along with the original photo. Here's how it works.

First open the JPEG, using "FILE" > "OPEN", drag and drop, or in Windows File Explorer right click and choose Xara Web Designer Premium from the "open with" list. The photo is opened as a Photo document.

Edit the photo using the photo tools as described above.

If you then do "FILE" > "SAVE" ("Ctrl + S"), the JPEG file you loaded will be overwritten with the modified image. However by default Xara Web Designer Premium also saves your photo in its native .web format. This file is placed into a "Masters" folder alongside your JPEG file. It has the same name as your photo file but with a .web extension. The .web file includes within it your original photo without the modifications applied, and of course details of your edits.

In future if you load the modified JPEG file in order to edit it further, Xara Web Designer Premium will look in the Masters folder to see if there is a .xar file available for that photo. If so, the .web file is loaded instead of the JPEG file and you can continue editing from where you left off. When you next save, the JPEG file is again overwritten and an updated .web file also saved into the Masters folder.

Of course if you don't want to overwrite your original JPEG file with your changes, you can use "FILE" > "SAVE AS", to save the modified photo elsewhere, or use the many export facilities to export your photo into different formats.

You can get hold of the original photo from the .web file by opening it, opening the **BITMAP GALLERY**, right clicking on the photo and choosing the **SAVE** option.

# The Photo Tools

## Introduction

The **PHOTO TOOL** provides a direct and very fast way of cropping, adjusting the brightness levels and sharpening photos, even for ultra high-resolution images. This tool provides:

- One-click auto-enhance your photos; this is particularly good for dull, underexposed images.
- Manually adjust the brightness, contrast, color saturation, photo color temperature and blur or sharpness of photos.
- Crop images. This is "live crop" so you can un-crop and adjust the crop at any time.
- A single-click "Compare" function to quickly compare changes against the original.
- Easy copy / paste all photo enhance edits between different images.

All these operations are interactive with live update. As you adjust the values, the image is updated instantly. They are also all non-destructive, meaning that your original image is not altered and you can always adjust or remove any adjustment.

There is also an anti-redeye tool.

## Photo Tool Benefits

There are three major benefits of this tool:

1. It's non destructive
2. It's very, very fast, even for huge images
3. Photo Edits require no memory.

For more information on these benefits over other photo editing tools, see the Photo Handling Chapter.

## Using the Photo Tools



To access the **PHOTO TOOLS**, move your mouse pointer over the Camera icon in the main toolbar on the left of the window. A flyout bar appears with icons for each of the available photo tools.



If you're in the **SELECTOR TOOL** a double click on a photo will switch into the **PHOTO TOOL**.

## Common photo functions

The following buttons are available on the InfoBar when you are in the **ENHANCE**, **CLIP**, **RED EYE** or **CONTENT-AWARE SCALING** photo tools.



### Rotate by 90° controls



The two rotate icons will rotate the selected photo or photos by 90 degrees anti-clockwise or clockwise.

### Previous & Next



When you 'open' a photo using Xara Web Designer Premium the photo is loaded into a new Photo Document, because Web Designer Premium assumes you want to edit or view the photo itself rather than use it as part of a drawing or other document. When you've opened a photo you can use the 'Previous' and 'Next' buttons on the **PHOTO TOOL** InfoBar to close the current photo document and open the next (or previous) photo in the same folder as the current photo. This allows you to browse through the photos in a folder, without having to open and close each one individually. If you've made any unsaved changes to the photo you'll be asked if you want to save the changes when you press previous or next.

See Photo Handling for more information on Photo Documents.

### Zoom 1:1



Select a photo and click the Zoom 1:1 button.

The **Zoom to 1:1** adjusts the zoom so that the selected image is shown at full size, which is where each pixel of the image is mapped to each screen pixel. Use this option if you want to work on a photo at full size in a document where you have scaled the photo down.

### Scale photo to 100%



The **Scale Photo to 100%** operation takes the currently selected photo and scales it to its full size. It also puts the photo onto the pixel grid.

So for example if the selected photo is scaled down to 500 pixels wide, but the original imported photo was 1000 pixels wide, the photo on the page will be scaled up to 1000 pixels wide. When the document zoom is 100%, that means that each pixel of the image is mapped to each screen pixel.

## Enhance Tool



Click the Camera icon to enter the **ENHANCE TOOL**.

The **PHOTO TOOL** provides a direct and very fast way of cropping, adjusting the brightness levels and sharpening photos, even for ultra high-resolution images. This tool provides:

- One-click auto-enhance your photos; this is particularly good for dull, underexposed images.
- Manually adjust the brightness, contrast, color saturation and blur or sharpness of photos.
- Crop images. This is "live crop" so you can un-crop and adjust the crop at any time.
- Correct color casts or white balance.
- A single-click "Compare" function to quickly compare changes against the original.
- Easy copy / paste all photo enhance edits between different images.

All these operations are interactive with live update. As you adjust the values, the image is updated instantly. They are also all non-destructive, meaning that your original image is not altered and you can always adjust or remove any adjustment.



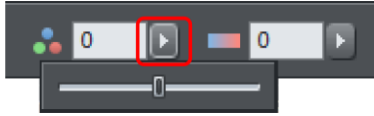
*The first six InfoBar buttons to the left (not shown above) are common to all tools and are described above*

- 1 Auto-Enhance
- 2 Brightness
- 3 Contrast
- 4 Color Saturation
- 5 Color Temperature
- 6 Hue Control
- 7 Blur / Sharpen
- 8 Compare with original

In this tool you can adjust brightness, contrast, saturation, temperature, hue, and blur/sharpen. You can either enter values directly into the text fields or use a small pop-up slider for adjusting the values interactively.

## Pop-up slider controls

The pop-up sliders can be used in one of two ways:



1. Click and release the pop-up arrow. The slider control now remains on screen and you can adjust the values as many times as you like by dragging the slider control. Alternatively, if the mouse is held over the control, the mouse-wheel can be used to make small adjustments up or down. The slider will hide when you click anywhere else in the document.
2. Or you can click & hold the mouse button down, and drag over the slider bar to adjust the value. When you release the mouse the pop-up vanishes. This is a quicker more direct way, since it requires only one click & release to alter the values.

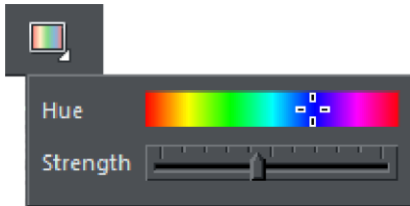
## Auto Enhance

Clicking the "ENHANCE" button will analyze the overall brightness and contrast of the picture and automatically adjust the enhance values to obtain the best image. It is particularly effective with under-exposed (dark) images. After applying automatic enhancement to a photo you can adjust the values that were chosen, using the controls to the right of the "enhance" button. Clicking the "COMPARE" button will restore the original, clicking it again restores the last enhance values.

## Brightness/Contrast/Color Temperature/Saturation/Hue



The image is altered as you adjust these values. The saturation alters the color intensity. At the minimum setting of -100 this will make a picture black and white. The Color Temperature control makes a picture more 'warm' or 'cool'. The Hue control applies a particular color tint to the image and allows you to control the intensity of the selected color.

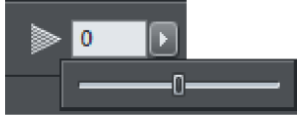


### Hue

The **HUE** slider lets you choose the color to apply and the **STRENGTH** slider sets the intensity of the color change applied.



## Blur/Sharpen



This control blurs images if the slider is dragged to a value below 0, and sharpens images when dragged above 0. For sharpen it's recommended that only small values be used, and typically only on images that have been reduced in size a lot. You can enter blur values larger than the -100 maximum value available on the slider. E.g. entering -400 will produce a very blurred image.

## Using masks or regions

If you want to just enhance a particular area of your photo, first use one of the Photo Region tools (on page 267) to mark the region of the photo you want to modify. Or use a Mask tool to protect parts of the photo you don't want modified.

Then switch to the Enhance Tool and make your changes. The mask or region is used to limit the parts of the photo the enhance operation is applied to and afterwards you are left with a region inside the Photo Group. Whenever this region is selected inside the Photo Group, its outline is shown with "marching ants". To select such a region inside a Photo Group, Ctrl+click on it or select it from the Page and Layer gallery (on page 416) where it will appear as a Region within a Photo Group (on page 328). Looking at the Status line (on page 68) will also clearly show you when you have a region or mask selected inside a Photo Group.

Note that you should almost always apply feathering to a region inside a Photo Group, to soften its edges and blend the enhance effect seamlessly into the photo. Hard-edged regions are rarely useful. See the Feather tool for details. You can apply and adjust the feathering on the region inside the Photo Group once it's selected inside, or you can apply feathering to the mask or region before you apply the enhance effect.



*Left photo in partial shadow, right photo enhanced with brightness and feathering to soften and blend the outline.*

If you want to make adjustments to the shape of a region inside a Photo Group then just switch back to a mask or region tool and make your changes ensuring that the region or mask is selected (shown with marching ants outline). Again, even while in the Region/Mask tools, you can select regions inside a Photo Group using Ctrl+click.



If you want to be able to work on selected regions inside a Photo Group without seeing the marching ants outlines, you can temporarily turn off the outlines using the button on the infobar of the region and mask tools.

The outlines are turned on again as soon as you clear the selection or move to a different photo or document.

In Xara Web Designer Premium the Mask tools are not presented on the main toolbar at startup. If you want to use these tools you can find them in the Button Palette. See Photo Regions and Masks (on page 266) for more details.

### Compare & Restoring the original

The **COMPARE** button can be used to reset all the **ENHANCE TOOL** values back to their defaults, returning your photo to its original state. Press the compare button a second time, your previous values are reinstated. Therefore you can use the compare button to quickly toggle between your edited photo and the original photo so you can see the effects of the changes you've made.

Because all the enhance and levels alterations are non-destructive, pressing compare simply removes the enhance attributes, so restoring the original image. The compare button can be used at any time after an image has been altered.

### Cropping or clipping images

The simplest way to clip a photo is just start dragging on or across the photo with the **ENHANCE TOOL** selected. The clipping is performed instantly after releasing the mouse. The resulting clipped photo has clip handles around it, where you can adjust the clip borders afterwards.



This is a non-destructive operation meaning that you can both adjust the clip region after you've copied the image and even un-clip to restore the whole image. A way to look at the process is that it just adjusts the picture outlines, but the whole picture remains clipped inside the rectangular outline. This is why it's called a clip, and not crop, although it serves the same goal as a traditional crop tool.

You can select different photos while using the photo tools by just clicking on them. This also works for photos inside groups.

## Clip Tool

Alternatively you can enter **CLIP TOOL** by selecting the Clip icon on the **PHOTO TOOL** fly-out bar. This provides a range of additional crop options. You can enter exact pixel values, and select from various crop aspect ratios



For interactive clipping and some more options regarding aspect ratio, enter the **CLIP TOOL** with the **CLIP TOOL** button.

This alters the InfoBar to look like this:



As you drag over the photo, the clip rectangle is highlighted.

- You can adjust the region by dragging on the corner or side handles
- You can push the region around by just dragging inside the clip region
- Select the **CLIP** button or just double click inside the clip region to perform the clip operation.



You can tell whether a photo has been clipped or not from the status bar which will describe it as a "clipped photo".

## Clear

Press the "**CLEAR**" button, or just click outside the marked clip region to clear the current clip rectangle.

## Rule of Thirds

There's a photography guideline that helps the composition of many photographs called the "rule of thirds". Put simply this involves placing key objects in your photos at thirds across your picture. For example it's often better to position the horizon one third of the way down a picture rather than being across the center. When you drag a clip region across your photos lines are displayed at thirds across and down the image to help position objects to follow these composition guidelines.

Tip: Search for "rule of thirds" on Google for more information.

## Un-clip

Press the **UN-CLIP** button with any clipped photo selected, to restore the original photo. This restores the clip rectangle, which you can adjust or clear by clicking outside it.

The **UN-CLIP** button in the **CLIP TOOL** will change the outline of any clipped photo, and also arbitrarily formed shapes with a bitmap fill, to that rectangular outline of the complete photo or bitmap used as the fill. You may have to select the Clear button to clear the crop rectangle (or click outside the rectangle).

## Adjusting the clip region

Because the un-clip button restores the clip rectangle (showing the area outside faded), you can easily make fine adjustments to a clipped photo. Just select the photo, press the Un-clip button and adjust the sides of the clip rectangle as required. Double click inside the photo to clip it again.

## Width / Height

After drawing a clip rectangle, you can enter values directly into the width and height fields on the InfoBar to set the clip rectangle dimensions to exact values.

## Lock Aspect

Select the "**LOCK ASPECT**" check-box to constrain the clip rectangle to a specific aspect ratio as you drag. The radio buttons to the right of the check-box determine the aspect ratio used. Select "**CURRENT**" to maintain the aspect ratio to that of the photo before the clip. Note that the clip rectangle automatically changes between landscape and portrait orientation as you drag a corner of the rectangle. So if you drag sideways it tends to create a clip in landscape orientation. If you drag downwards more, then it will create a clip region in portrait orientation.

The common preset crop aspect ratios are available of 4:3 (most consumer digital cameras and old-style TVs and monitors), 3:2 (that of traditional film cameras and higher end SLR digital cameras), and 16:9 (aspect ratio of widescreen TVs).

You can override the lock-aspect option by using "Ctrl" while dragging. So if you're dragging out a clip rectangle (or adjusting one) without aspect ratio lock, then holding "Ctrl" will lock the aspect to the last selected aspect ratio. Similarly if you have lock aspect option on then "Ctrl" will temporarily un-lock the aspect ratio.

## Clipping in Photo Documents

In photo mode, there is a one-pixel grid applied to the photo (when at 96dpi, the default resolution) and the clip rectangle snaps to this grid. This makes it very easy to get pixel exact clipping. For highly accurate or exact pixel snapping, it's recommended to operate in photo mode and to zoom in so you can see the pixels clearly.

See Photo documents (on page 354) for more information.

## Photo Tool Notes

1. You can select different photos while using the **PHOTO TOOLS** by just clicking on them. This also works for photos inside groups.
2. If you click and drag, while in the **ENHANCE TOOL**, it will start a crop on the photo that you started dragging on. Or, if you start dragging on the background, the crop will be applied to the first photo you touch during the drag.
3. The **UN-CLIP** button in the **CLIP TOOL** will change the outline of any clipped photo, and also arbitrarily formed shapes with a bitmap fill, to that rectangular outline of the complete photo or bitmap used as the fill. You may have to select the Clear button to clear the crop rectangle (or click outside the rectangle).
4. All photo operations can be fully undone. Unlike traditional photo or pixel editors, the original photo is never altered until or unless you optimize the photo to make the changes permanent. So this means you can make as many changes as you like, as often as you like, and save and load .xar/.web files as often as you like, and there is no degradation of the image (all edit operations are non-destructive and loss-less) and give no increase in file size.
5. All the **PHOTO TOOL** options, including the levels control, operate on bitmap filled objects, as well as stand-alone photos.
6. Opening a photo with Xara Web Designer Premium (using "**FILE**" > "**OPEN**") opens it as a Photo Document. After editing it, you can overwrite your photo file by just doing a "**FILE**" > "**SAVE**" ("Ctrl + S"). A .web or .xar file is also saved into a Masters folder alongside your modified photo, preserving your original photo and edits. See the Photo Handling chapter for more details.

## The Red Eye Tool

Select the **RED EYE TOOL** from the **PHOTO TOOL** flyout bar.

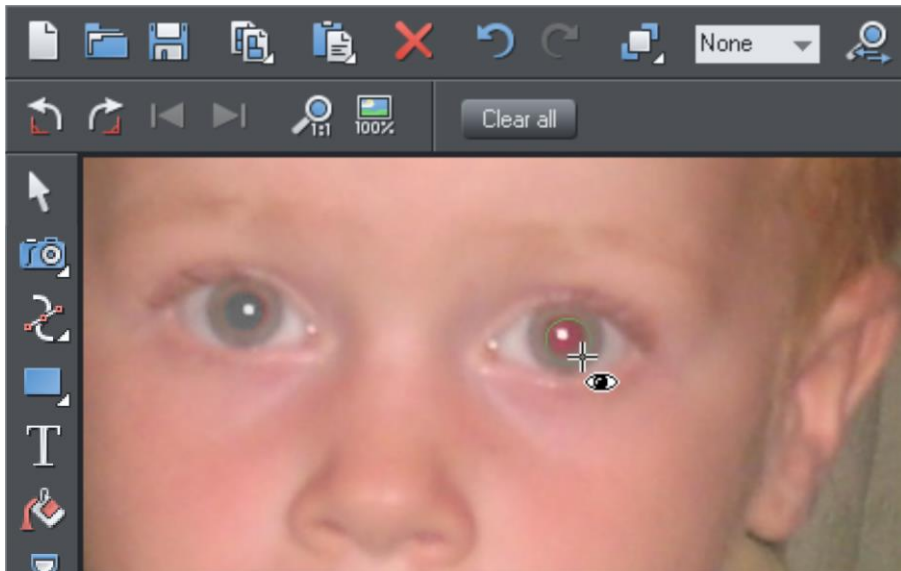


The **RED EYE TOOL** allows you to quickly remove red eye effects from faces in your photos.



Click the icon shown above to enter red eye mode. Then:

- Zoom into the red eyes in your photo using the **ZOOM TOOL (ON PAGE 70) OR JUST USING "CTRL + MOUSEWHEEL"**.
- Click and drag from the centre of the red eye outwards, to drag a circular red eye patch. The red color is removed from the area within this circle.
- Repeat the above for each red eye in your photo.



You can select any red eye patch you've applied to a photo by just clicking on it while in the **RED EYE TOOL**. Then you can hit the delete key to remove the selected red eye patch.



Or go into the **QUICKSHAPE TOOL** and you can edit the selected red eye patch just as you edit normal ellipse shapes in your documents.

Therefore if required you can make the red eye patches elliptical if that makes them fit the red eye area better. See the Quickshape tool section for information on using this tool to edit ellipses. However for most photos the default circular red eye patches are good enough for removing red eye effects.

The edge of the red eye ellipse has a 3 pixel feather applied by default, so there is no hard edge to the area from which the red is removed. You can easily adjust this feather value by selecting the red eye ellipse (as above) and adjusting the feather value with the main feather control (on the right hand side of the top bar), in the same way that you edit the feather values of ordinary shapes.

After applying the **RED EYE TOOL** the red eye patches are grouped with the photo inside a **PHOTO GROUP**. This is so that as you move the photo around in your document, or otherwise transform it, the red eye patches move with the photo. Note that this means if you want to select a red eye ellipse when you are not in the **RED EYE TOOL**, you need to hold "Ctrl" down while clicking on the ellipse (which is called a 'select inside' operation). See the Photo Handling chapter for information on Photo Groups (on page 328).

Click the **CLEAR ALL** button on the **RED EYE TOOL** InfoBar to delete all red eye ellipses from the current selected photo.

## Live Effects



Live Effects are bitmap effects that can be applied to any object using Xara Picture Editor tools or Adobe® Photoshop® plug-ins.

The **LIVE EFFECTS TOOL** is located on the **PHOTO TOOL** flyout.

Browse through the list of available Live Effects by clicking the **NEW** button on the Live Effects InfoBar.



- 1 Add a new Effect
- 2 List of effects applied, in order
- 3 Edit the selected effect
- 4 Live effect resolution
- 5 Delete current effect
- 6 Lock/unlock all effects
- 7 Delete all effects
- 8 Configure to find plug-ins

### Introduction



**NOTE:** This tool is included in the 64-bit version of Web Designer Premium for legacy reasons only, for documents that use bitmap feathering or bitmap shadow effects, which will work in 64-bit Designer. The 64-bit version does not support general 32-bit Photoshop plug-ins and no 64-bit effects are included with the product.

Live Effects are bitmap effects that can be applied to any object using Xara Picture Editor tools or Adobe® Photoshop® plug-ins.

The **LIVE EFFECTS TOOL** is located on the **PHOTO TOOL** flyout.

Browse through the list of available Live Effects by clicking the **NEW** button on the Live Effects InfoBar.





- 1 Add a new Effect
- 2 List of effects applied, in order
- 3 Edit the selected effect
- 4 Live effect resolution
- 5 Delete current effect
- 6 Lock/unlock all effects
- 7 Delete all effects
- 8 Configure to find plug-ins

## Applying a Live Effect

To apply a Live Effect:



1. Select the object or objects in the usual way.
2. Select the **LIVE EFFECTS** Tool.
3. Click the **NEW** button on the left side of the InfoBar. This displays a partitioned list of available effects in a menu. The first set of effects listed in the menu are **PICTURE EDITOR** effects. The second set are effects provided by the built in Xara Web Designer Premium **FEATHER** and **SHADOW** (on page 257) Tools. The third set of effects are "New-style" Photoshop plug-in effects and the final set are "Old-style" Photoshop plug-in effects (see below for an explanation of these **DIFFERENT TYPES**).
4. Select the effect you want to apply from the list.
5. This will display a dialog or tool that belongs to the effect. You can adjust the various controls and you usually get a small preview of the effect in the dialog.

Click **OK** when you're done to return to Xara Web Designer Premium.

## Editing shapes

If you apply a Live Effect to a shape or text, the object remains fully editable. Each time you edit it in any way, the Live Effect is automatically re-applied to the object. For locked effects this is not possible, and you must remove the effect using the **DELETE** button on the Live Effect InfoBar, edit the shape, and then re-apply the effect.

## Locking effects

When you resize or rotate an object which has a Live Effect applied, Web Designer Premium takes this to be an edit and re-generates the effect. This may not be what you want, so it's useful sometimes to be able to lock an effect.

Old-style Photoshop plug-ins are **LOCKED** as soon as you apply them. This means the underlying shape can't be edited. You can also lock a Live Effect and then when you resize or rotate the object the effect remains fixed, as if you were resizing/rotating a bitmap.

As an example of this, imagine a plug-in that always applies horizontal ripples (the "Television" Live Effect shown does something similar). Apply this effect to a shape, and you'd then see horizontal lines across it. If you then rotated the shape, would you want the ripples to rotate with it? If so, lock the effect before the rotation. Or would you want the horizontal ripple effect to be re-applied to your now rotated rectangle? If so, leave the effect unlocked.



*When a Live Effects is locked the effect rotates with the object (left).*

When giving designs to other people to load, if they do not have the plug-ins that are used in the design, then they won't see the effects applied. To get around this problem, you can lock the effects. Locked effects are saved as bitmaps in the document so anyone can see them, even if they don't have the plug-ins that generated the effects.



To lock an effect, select the object or objects and in the **LIVE EFFECTS** InfoBar click the **PADLOCK** icon. To unlock an effect that has been locked this way, just click the **PADLOCK** icon again.

You can still alter the resolution of the effect. For printing, you may want to use a higher resolution than if the work is just for screen use.

### Live Effect resolution

For screen and web use it's best to leave the resolution at the default 96 DPI; the same as the screen resolution. If you require a higher resolution image, for example if you're printing or wanting to export a high-resolution bitmap, then you can increase this to 150 DPI or even higher. The higher the resolution, the longer it takes to generate or re-generate the effect (because it has to work with a much larger bitmap) and the more memory is required.

You can set the resolution of a Live Effect to "Automatic", instead of choosing a fixed DPI value. With this setting, the effect will be automatically re-generated when required, at the most appropriate resolution. For example, if you print a design containing Live Effects, any effects set to **AUTOMATIC** will be re-generated at print resolution if they are not already at that resolution or higher. In a large design with many effects, note that this can make printing much slower as each effect has to be re-generated at high resolution.

You can change the resolution that's used to render effects in **THE EFFECTS & PLUG-INS** tab of the **OPTIONS** dialog. For more on the Options dialog see Customizing Web

Designer Premium (on page 479). To change the resolution of an effect that has already been applied, use the DPI control on the **LIVE EFFECTS** toolbar.

### Saving and transferring files

When you transfer a file to someone else, unless they have the same plug-ins installed on their computer, they will not see the effects (this is similar to the problem of fonts; the recipient needs to have all the fonts used in the design to see an accurate representation of the text in the document). In order to guarantee that recipients can see the effects in your design, lock them before saving.

Because locked effects are saved in the design file as a bitmap, this means the files are much larger than for unlocked Live Effects.

### Copying Live Effects

For more on Copy and Paste, see Object Handling (on page 98).

You can copy Live Effects in your design from one object to another using **PASTE ATTRIBUTES**, just as you can copy other object attributes. Simply select the object with the effect(s) you want to copy and select "Edit -> Copy". Select the object or objects you want to copy the effects onto, and select "Edit -> Paste Attributes".

Note that you cannot copy "old-style" Photoshop plug-in effects in this way because those effects do not have the ability to re-apply themselves.

### Content Aware Photo Resize

In Web Designer Premium the **CONTENT-AWARE PHOTO RESIZE** tool is not presented on the main toolbar at startup. If you want to use this tool you can find it in the **BUTTON PALETTE**.

To open the Button Palette choose **CONTROL BARS...** from the **WINDOW** menu and scroll through the list to the bottom. Then click the checkbox next to the **BUTTON PALETTE** item. (Or right-click on an empty area of any button bar and choose **BUTTON PALETTE** from the popup menu.)

If you want to use this tool regularly you can move it out of the Button Palette by dragging it onto the toolbar. (Hold down Alt, then drag the button and drop it onto a toolbar icon).

It is possible to drag the content-aware resize button onto the photo tool flyout if you ensure that the flyout is open before you drag the button but note that it won't be remembered in that position when you next start the program.

Web Designer Premium includes the ability to stretch photos using a new technique that retains the proportions of key aspects of the photo.

The human eye is particularly sensitive to changes in aspect ratio of everyday objects, and most people can tell something is wrong with images that are even slightly squashed or stretched.



*Here is an example photo of the famous Torii Gate in Japan. Clearly the gate itself is the main subject of this picture.*



*Here the photo has been stretched using the normal stretching method of the **SELECTOR TOOL**. Even with this moderate stretching it's obvious the proportions of the gate have been badly distorted.*



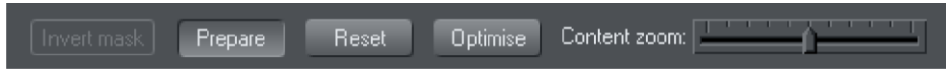
*Stretching using Content Aware Scaling. It still looks perfectly natural. The gate proportions are intact, even at this extreme stretch, which is twice as wide as the original. The stretched coastline remains looking natural.*

### Preparing Your Photo

The content aware scaling feature is part of the **PHOTO TOOLS**.



Select your photo and from the Photo Tool fly-out bar. Select the **CONTENT AWARE SCALING BUTTON**. The right end of the InfoBar will now show a set of buttons.



Select a photo, go into the **PHOTO TOOL**, and the InfoBar should look like this;

First click the **PREPARE** button to prepare the photo for the scaling. This starts an analysis of the photo to calculate which parts of the image can be stretched and which parts should be kept. This process can take some time depending on the resolution of the photo, and how many processors your computer has.

For really high resolution images it's recommended that the image resolution be reduced if you do not require the maximum resolution. Do this before you select the Prepare buttons. To reduce the resolution of your photo select the **OPTIMIZE** button and enter a pixel width or dpi resolution into the dialog. The image size on the page will not change, only the resolution or number of pixels inside the photo changes.

Once you've prepared the image, new resize arrows will appear on the sides of the photo. Just drag on these to stretch or squash the image in the desired direction.

### Optimize

Photos that have been prepared to enable Content Aware resizing have a lot of additional data stored alongside them, to enable further adjustments. When you save a document this additional data is saved also, meaning that you can load such a document and continue to adjust the width or height without having to do a new Prepare operation.

When you've finished scaling the photo you are recommended to 'fix' the changes by using the Optimize feature. This will convert the stretched image back to an embedded JPEG image, at any required resolution, and so make a substantial file size saving.

### Reset

Clicking the 'Reset' button will restore the image back to its original state, removing any stretch, and removing any mask that might have been applied.

### Using Masks With Content Aware Scaling

Using the **MASK PAINTER TOOL** you can provide further control by protecting areas of the picture from being distorted. Masked areas will not be distorted at all. See the Masks (on page 266) chapter to find out more about masks, but here's a brief summary of how to use masks with Content Aware Scaling.

To protect one or more areas of the photo from being distorted;

1. Select the **MASK PAINTER TOOL** from the Mask tool flyout bar and mark the part or parts of the photo you wish to protect.



- Now go into the **CONTENT AWARE PHOTO RESIZE TOOL** and click on the photo.



Now when you use the **PREPARE** button this area will be protected from distortion. You may need to select the photo to enable the **PREPARE** button.

**Note:** You can't mask more than half the image. The prepare operation will give an error if you try this.

### Adjusting a mask, or adding a new mask

You can't add a mask to an image that has already been stretched. Instead, if you want to add a new mask or adjust an existing one, you have these options:

- Click the **RESET** button and draw a new mask
- Click undo as many times as necessary to get back the mask, and then use the mask painter tool to adjust the mask shapes.
- Or, before you select the **PREPARE** buttons, copy the mask to the clipboard. If you want to use this later, perform a **RESET** on the image, then re-enter the **MASK PAINTER TOOL** and paste the shape back onto the mask layer.

There is another alternative that you can 'fix' a stretched image using the **OPTIMIZE** feature, and then apply a new mask. This is not recommended in most cases because it will produce lower quality results than resetting the image and applying a mask to the original image.

### Content-aware photo zoom

An alternative to content aware scaling is the whereby the photo remains the same size and the content is intelligently zoomed inside it. Here's an example of the effect.



Use the zoom slider on the InfoBar to control content-aware photo zoom.

The picture remains the same size, but the program automatically detects and scales (zooms) the 'interesting' content. Note this is not just a crop of the girl, but that every element, cloud, and grass that appears in the original is still there in the zoomed version.

The program automatically detects the girl is the 'region of interest' and so enlarges her only.

### Alternative Content Aware Scaling

When stretching photos there are two alternative ways to scale the image. The method of just dragging the size arrows sometimes doesn't work so well with some image types.

However by holding the "Alt" key when dragging one of the side handles in the **CONTENT-AWARE PHOTO RESIZE TOOL** (on page 371) performs a different intelligent scale using an alternative algorithm.

### Content Aware Scaling notes

- You can only compress an image to half its initial width or height
- If you save a document with a photo that has been prepared for Content Aware resizing, then it saves the resizing information in the document. The advantage of this is that you can later re-adjust the photo using the Content Aware feature. There is a significant file size overhead of saving photos like this.

## Panorama Stitching



Xara Web Designer Premium includes a tool that can automatically stitch together up to 8 photographs into a single wide, high-resolution panorama.

Creating high-quality panoramas can be a very complex and technical process, often requiring special equipment or lenses and accurately exposed and aligned photographs. The panoramic stitching feature built into Xara Web Designer Premium requires none of these, and can use an every-day digital camera so that anyone can create outstanding quality panoramic images in a few minutes.

This tool features:

- Automatic estimation of the focal length to warp the images to reduce fisheye effects
- Automatic barrel, pin cushion and vignette adjustments
- Automatic exposure correction
- Automatic detection of shared overlap points and seamless blending of joins
- Automatic cropping of the final result.

To create a panorama you need to take a series of separate photos from a central position. Ideally each photo would overlap the next by approximately 30%, although it will work with more or less overlap.

The process of creating a panorama is very straightforward:

1. Import each of the photos. There is no need to try and position the overlaps correctly
2. Select all the photos you want to stitch together, they don't have to be in order.
3. Click the **PANORAMA** button on the **PHOTO TOOL** fly-out bar.

It will start the process of stitching and continue as a background process. A popup status window shows the progress through the various stages, although you can continue using Xara Web Designer Premium like normal while this happens. When the process is complete the resulting panorama image is imported onto the page. Note that it does not replace the original images, which you can delete if you no longer require them.



*Three example photos of a landscape. Each overlaps the other (in this case a bit more than necessary).*



*The resulting single panorama image, with seamless integration.*

### Optimizing images

Xara Web Designer Premium will always stitch photos at the full resolution, even if you reduce the size of the image on the page. This is often a desirable thing since it produces the maximum quality, highest resolution results. But it does mean that the stitching process can take a few minutes. So sometimes you may prefer to reduce the resolution of the images before you stitch them together, especially if you only require a medium resolution final result, perhaps for the web.

To reduce the resolution of any image, reduce its size on the page to the required size and then use the "UTILITIES" > "OPTIMIZE PHOTO" option. Note that the panorama stitcher works better with higher resolution images (it's easier for it to find matching points on the photos).



When you get the stitched image back, this is stored as a PNG image in Xara Web Designer Premium. This is the highest quality, but takes a lot of memory and file space, especially if it's a high-resolution panorama. (The **BITMAP GALLERY** will show you how much). Therefore you can usually benefit from reducing the resolution of the final image and converting it to a JPEG instead. Again use the "UTILITIES" > "OPTIMIZE PHOTO" option for this.

**Notes:**

- The panorama stitcher expects the images to be the same resolution and size.
- Try to avoid taking pictures with moving objects in. These can confuse the system since the same object might appear in different places, or not at all.
- Try to keep the horizon at the same approximate position on each photo

**Hint:** By taking photos in a portrait orientation, you can get maximum vertical coverage.

**Upgrades to Panorama Studio**

There is an optional upgrade to a more flexible and powerful panorama studio program. This provides more features and controls over the stitching process. Xara Designer Pro users get this separate program for free, bundled on the product CD.

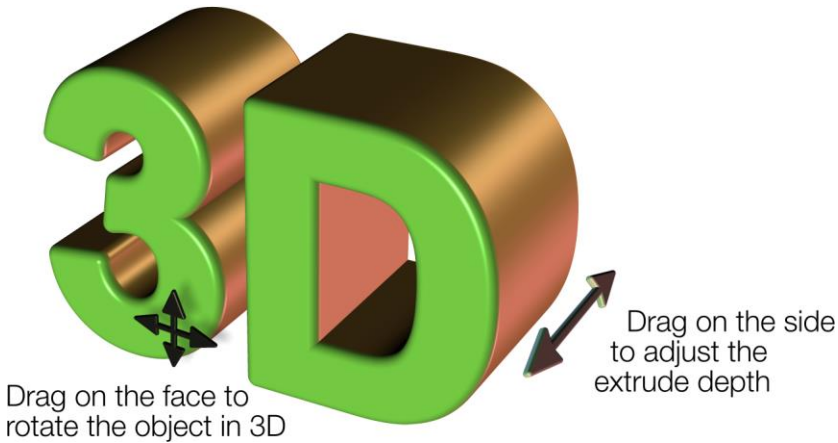
If Panorama Studio is installed, you will be given the option to use it instead of the standard version when you select the "Panorama" button.

## 3D Extrude Tool

### Introduction

The **EXTRUDE TOOL** provides a fast and easy way of turning 2D drawn shapes and text into high quality 3D "extruded" versions, with colored light illumination and very high quality shading. It is based on the technology used in the Xara 3D stand-alone program.


On-screen dragging allows real-time 3D object rotation, dragging of the extrude depth, and adjustment of three lights in 3D space around the object.



The InfoBar provides control over the bevel type drawn down the extruded length. You can chose from more than 25 different types of bevel.



### Extruding a shape

 To turn a 2D shape into a 3D extruded object, go into the **EXTRUDE TOOL** on the main toolbar and simply click and drag on your object to rotate it in 3D space.

Initially, your extrusion is given a default depth. The face color of the 3D shape is determined by the fill color of the original shape and the color of the extrude (or side) by

its line color. After creating an extrude in this way, move your mouse pointer around over the 3D object. You'll see that the mouse pointer changes as follows to indicate what will happen if you click and drag at any point:



This is shown when the mouse pointer is over the front or back face of the object. Clicking and dragging rotates the object in 3D space.



This is shown when the mouse pointer is over the extrusion (the side) of the object. Clicking and dragging changes the depth of the extrusion.



This is shown when the mouse pointer is over the extrusion and "Ctrl" is held. Clicking and dragging changes the bevel size (see below)

You can also rotate an extrusion by holding down the Alt key while dragging on the extruded side. This is useful when only the side of an extrude is visible and so you aren't able to drag on the face in order to rotate it. As when dragging on the front face, Ctrl and Shift can also be used to constrain the rotation.

## Extrude Tool InfoBar



- 1 Extrude on/off
- 2 Slider type list
- 3 Slider and numeric value for selected parameter
- 4 Bevel type
- 5 Bevel size slider and value
- 6 Lights on/off
- 7 Gloss/matt
- 8 Rounded/mitred corner

You can adjust a 3D extruded object by manipulating it directly on the page as described above, or by selecting it and using the controls on the InfoBar of the Extrude Tool.

## Turning extrudes on and off



EXTRUDE ON/OFF

Once a shape or other object has been extruded, there are only limited modifications that can be made to the original object with the extrusion in place. For example, if you've extruded a shape, it's not possible to then edit that shape in the **SHAPE TOOL** (on page 157) because it's no longer a simple 2D shape that you can interact with. However, using this control you can temporarily turn the extrusion off, so that you can see and modify the underlying object using other tools, before turning the extrude on again. After making a

modification and turning the extrusion on again the extrusion is re-applied to your modified 2D object, with all the same 3D attributes that it had when you turned off the extrude.

Note that in some cases if you dramatically change the form of the object while the extrusion is turned off (such as changing it to a completely different type of object), the 3D extrude attributes you applied may not be preserved. In such cases you should be able to use **PASTE FORMAT/ATTRIBUTES** to copy the attributes from a copy of your original extrude before the modification. See Copying styles: Paste attributes (on page 126).

### **Extrusion depth**

The easiest way to adjust the depth of an extrusion is to simply click and drag on it, as described above. However, you can also use the slider on the left of the **EXTRUDE TOOL** InfoBar to adjust it. Make sure that **EXTRUDE DEPTH** is selected in the dropdown list to the left of the slider (this is the default setting) and then use the slider to adjust the extrude depth. The current extrude depth is shown in a numeric field to the right of the slider, and you can also enter extrude depth values directly into that field to set an exact extrude depth.

### **Bevel Type & Size**

The bevel type determines the profile of the extruded side of your 3D shape and of its edges and corners. By default it's set to rounded which gives a flat side with rounded corners. The bevel type dropdown list contains a large selection of different bevel types you can choose from. You can adjust the size of the bevel using the slider to the right of the bevel type list. To the right of the bevel size slider is a numeric field showing the current bevel size and you can enter exact bevel sizes into this field.

An alternative shortcut to adjust the bevel size is to drag on the side of the 3D object holding "Ctrl" (while in the **EXTRUDE TOOL**).

### **Lights**



LIGHTS ON/OFF

You can adjust the lighting of your shape in 3D space by turning on the lights. There are 3 lights, each of which can be given their own color and position in 3D space around the 3D shape.



In this example the face color of the shape is set to white. But you can see that it appears green because there is a green light shining almost directly onto the front face of the shape. By adjusting the colors of the face and extrude and the positions and colors of the three lights, you can enhance the realism of the 3D objects in your design.

Behind the object is a beige / orange colored light and another that is a purple color. Both lights cause reflections down the side, and changing the color, or direction of the lights behind will change the reflected highlights.

To move a light around the 3D object, simply drag on the light arrow. If you happen to drop a light so that it is behind the 3D object and therefore isn't selectable, you can retrieve it by using the left slider on the Extrude InfoBar. Select one of the light angles from the dropdown list to the left of the slider (e.g. "Light 2 Angle 1") and then adjust the slider. The light moves around the 3D object in your design. The various "light angle" options in this dropdown list allow you to move any of the lights in any direction in 3D space to achieve the positions you want. However for most purposes you can achieve good results most easily by dragging the light arrows directly on the page.

To change the colors of the lights, you can simply drag colors from the color bar and drop them directly onto the light arrows. To edit a light color with the color editor, double click on the light arrow you want to change and the color editor opens with that light color selected. You can now edit the light's color. With the color editor open, as you click on the different light arrows, extrude face and extrude sides, the color selected in the color editor dropdown list changes to match your selection, so you can quickly select the different colors on your extrude to modify them.

### Gloss / Matt



Use this toggle button to make the surface of a 3D object more or less reflective. With the gloss option on lights placed at the correct position behind the object will "bounce off" the sides to good effect.

### Mitred corner / Rounded corner



You can choose either **MITRED** or **ROUNDED** corners for your 3D object. "Mitre" gives square edges, while "Round" produces rounded edges.

## Textures & Photos

When you extrude a photo, the photo remains on the front face of your 3D object. Therefore, you can produce impressive 3D photo effects in seconds by simply importing a photo and extruding it.



*This effect is created by extruding a photo, rotating it slightly, creating a reflected copy using the **SELECTOR TOOL**, and the 3D angle adjusted to match. It's then given a graduated transparency to create the faded reflection.*

You can use any photo or texture on the face of your extrude. Either import your image and extrude it as described above, or drag and drop an image onto the face of an existing extrude with "Shift" held down. This applies your photo or texture to the face of the extrude object.

## Extruding Text

Extrude text the same way that you extrude any shape; just click and drag on the text while using the **EXTRUDE TOOL**. As you would expect, doing this on more than a few words can be rather slow and is not recommended.



Because text is usually black, unless you change the color the extruded result will also be entirely black, so making it difficult to see. So it's recommended that you change the color of the text before you extrude it (although you can change this after by just clicking on a color).

As with other extruded objects, if you want to edit the text, just turn off the extrude using the button on the left of the Extrude InfoBar, edit the text, and then switch the extrude back on again with the same button.

## Copying 3D extrude attributes

You can copy and paste the style of the 3D extrusion, from one 3D object to any other. This works the same way as for all Web Designer Premium attributes. Simply copy the source extruded object to the clipboard, and then select a new one and select **"EDIT" > "PASTE FORMAT/ ATTRIBUTES"**. Note this will only paste the 3D attributes onto another 3D extruded objects. So you will have to extrude any shape first before pasting the 3D attributes.

This will copy all the 3D attributes such as the extrude depth, light colors, bevel type as well as the face and outline colors.

## Putting shadows behind

Using the **SHADOW TOOL** (on page 257) you can enhance the 3D effect by placing a soft shadow behind the object. Simply apply the **SHADOW TOOL** and drag on the 3D object.



*The left example is using a wall shadow, the right us using a floor shadow.*



# Navigation Bars

## Web Designer Premium and Navigation bars

Most websites have a navigation bar, either horizontal or vertical, from which all the important pages of the site can be accessed.



Xara Web Designer Premium includes special support for navigation bars (known as NavBars for short), making it easy to add, edit and delete buttons. The buttons in a NavBar can adjust their widths to match their labels automatically and they are repositioned automatically after any changes you make. You can even add dropdown menus and sub-menus to your bar and opt to have buttons automatically added and deleted as you add and delete pages.

Advanced users can create their own bars from button designs of their own, and modify the button designs used in an existing NavBar and have the new design applied across the whole bar.

## Using template Navigation bars

The **ONLINE CONTENT CATALOG** contains a wide range of template Navigation bars for you to use. There are both horizontal and vertical bars and they are fully customizable. Just import a bar from the gallery to place it on your page. Or replace an existing bar by dropping the new one onto it – the new bar takes on all the button labels, links and menus of the bar it replaces.

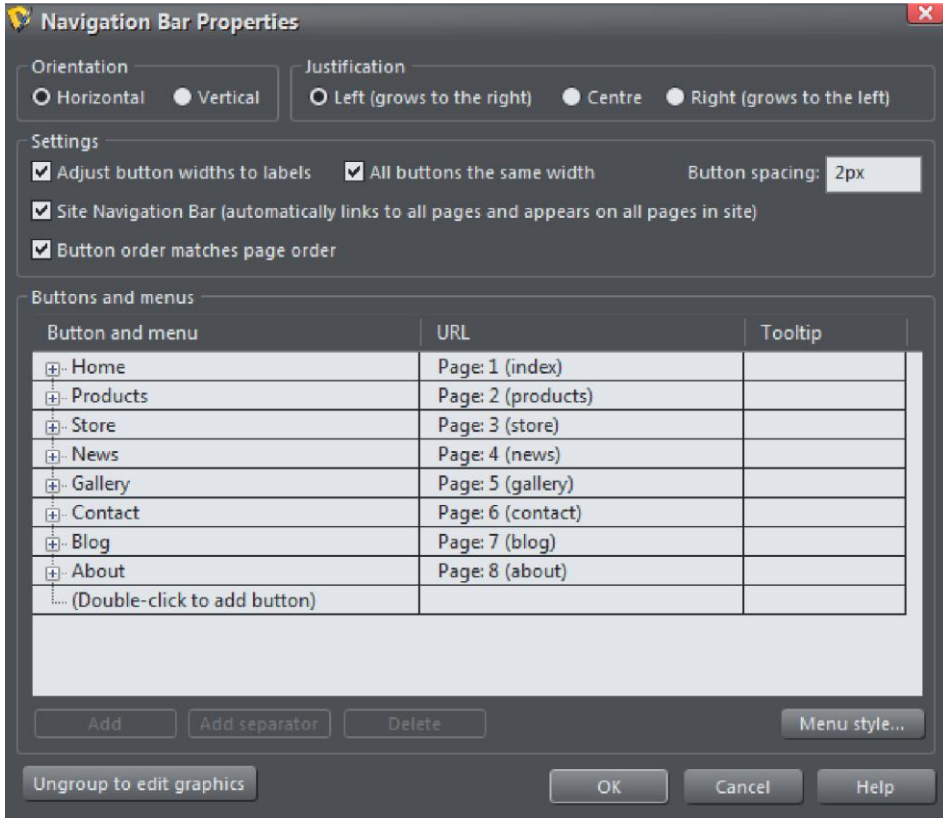
When you drop the bar you may be prompted to match the color scheme of the document if the bar does not have the same color scheme. You can also use the Color replacement feature to change the bar's colors - all without having to ungroup the bar into its constituent objects. Just select the bar and click a color on the color line, or bring up the color editor and choose the color you want to edit from the color dropdown list.

See Theme color schemes (on page 179) for more about editing color themes, and look at Replacing colors (on page 181) to see how to easily customize colors.

It is of course possible to create NavBars yourself from any button design - If you want to create your own, see the later section in this chapter.

### Navigation bar properties dialog

The best way to edit the labels, links and other attributes of a NavBar, and to add or remove buttons, is to use the Navigation Bar properties dialog. Double click on a bar to bring up the dialog, or right click on it and choose 'EDIT NAVIGATION BAR' from the context menu.



The upper half of the dialog allows you to set various properties of the NavBar. The lower half allows you to add and remove buttons and menus and to edit the labels and links of each button and menu entry.

#### Orientation

Choose whether you want your NavBar to be horizontal or vertical. For vertical NavBars you will normally want to make all buttons the same width (the width of the widest button), so you get a rectangular bar. See the "ADJUST ALL BUTTONS TO WIDEST LABEL" option below, which controls this.

## Justification

Choose how you want your bar to behave when its length changes as you edit labels and add/remove buttons. A **LEFT JUSTIFIED** horizontal bar will grow to the right as you add more buttons or make the button labels longer. And the left edge of the bar stays in the same place on the page. Similarly a **RIGHT JUSTIFIED** bar keeps its right edge in the same place and grows to the left. And a **CENTER JUSTIFIED** bar grows to left and right equally. Choose the centered option if, for example, you want a horizontal NavBar centered at the top of your page.

## Adjust button widths to labels

Turn this option on if you want your buttons to be stretchy, so they grow and shrink as required to fit in the label text applied to the button. With this option off, your buttons will remain the same size and so a label that's too long for the button will extend beyond the edges of the button.

## All buttons the same width

This option is enabled only if the above 'Adjust button widths to labels' option is on.

Select this option to make all your buttons the width of the widest button in the bar. For vertical NavBars this is almost always desirable so that you get a rectangular bar. For horizontal bars it often makes the bar look neater with each button the same size, but it requires more space and so you may not be able to fit as many buttons into your bar with this option turned on.

## Button spacing

Here you can choose to have some space between each button in your horizontal NavBar, if you don't want each button to sit right up against its neighbor. Simply enter the number of pixels of space you would like and see the result on the canvas immediately.

## Button order matches page order

Turning this option on makes the NavBar button order match the the page order in the document. If you re-order pages in the **PAGE AND LAYER GALLERY** this also results in the NavBar being similarly re-ordered. This is mainly useful for NavBars in presentation websites, where the linear ordering of the pages is important and you want the buttons in your bar to be in the same order as the pages in your presentation.

## Site navigation bar

This is a very important option on the **NAVBAR DIALOG**, which turns on automatic linking so that buttons and links are added to your bar for you, as you add pages. And all changes you make to the bar are reflected on every page of the site as soon as you close the NavBar dialog.

Normally you have this option on only if you want your NavBar to appear on all pages of your website. However you can manually delete the bar from pages if desired.

The site navigation bar is also useful for automatically repopulating the menu items on a single button NavBar after converting it from a multi-button NavBar. See Single button NavBars (on page 389) for more info.

### **Moving and transforming a site navigation bar**

If you move a site navigation bar on the page, the bar is also moved on all the other pages on which it appears. Similarly if you scale the bar to make it larger or smaller using the **SELECTOR TOOL**, again the same transformation is applied to the copy of the bar on the other pages. No other transformations of a NavBar using the **SELECTOR TOOL** are supported (rotation, skew, scaling in one dimension).

### **Automatic page linking**

Whenever you add a new page to your site, a link to that page will be added to your site navigation bar for you and the new page will be given a copy of the bar, if it doesn't already have one. If your bar has an unused button on it, then the first such button will be linked to your new page. If all buttons are already linked, a new button is automatically added to the end of your bar and it is linked to the new page. In either case, the label of the button is changed to match the name of the new page, if it has a name, or to "New page" otherwise. Normally you will want to immediately edit this new label in the NavBar dialog.

When you delete a page from your website, the button linking to it on your site navigation bar is automatically deleted for you, on all pages of your site.

### **Turning site navigation bars on and off**

When you turn the site navigation option on or off in the NavBar dialog, the change is reflected in all copies of that bar on all pages of your website.

### **Deleting a site navigation bar from a page**

If you don't want the site navigation bar on a particular page of your site, you can simply click on it to select it on that page and hit "Delete". You'll be asked whether you want to delete the bar from just that page, or from all pages.

However after removing the bar from one or more pages, note that if you subsequently turn off the site navigation bar option (perhaps in order to edit the button design, which can't be done with the option on), and then later turn it back on again, the bar will be added automatically to all the pages of your site that don't have it.

### **Templates & Site navigation bars**

All the single page templates in the **ONLINE CONTENT CATALOG** have their NavBars set to be site navigation bars when you load them from the gallery to start a new website document. This means you can rapidly build a small website with all pages linked to the bar, without having to add buttons and page links manually. Similarly all website templates have site navigation bars turned on. If you don't want this behavior, simply turn off the site navigation bar option on the **NAVBAR DIALOG**.

The standalone NavBars presented with each theme in the gallery do not have site navigation turned on by default. This is because any user adding bars manually is less likely to want that bar on every page of their site, with a link to every page. But again, the option can easily be turned on in the NavBar dialog if required.

### Other points to note

If you delete a button which points to one of your pages, or change the link on it to point elsewhere, no special action is taken to restore a button link to the page. It's assumed you decided that you didn't want a direct link to that page in your site navigation bar. New buttons and page links are only created when a page is added.

## Single button NavBars

Sites designed to be viewed on small mobile devices have little space for horizontal or vertical NavBars, so a more space efficient solution is needed. Using a NavBar with a single button and a menu is one such solution that works well, no matter how many pages are in the site.



*Single button vertical NavBar*

To make a single button NavBar from an ordinary NavBar, simply open the **NAVIGATION BAR PROPERTIES** dialog (double click on the NavBar) and delete all but one of the buttons. Then also remove the link from the button (click the URL field next to the button in the dialog and choose **DO NOTHING** in the Link dialog). Now you can either start adding menu entries to the button manually in the NavBar dialog, or a menu entry can be added automatically for each page in your site. To add the links automatically, turn on the **SITE NAVIGATION BAR** option in the dialog (or turn it off and then on again if it was already on). You'll see your menu becomes populated with a link to each page of your site. Edit the names of each entry in the menu if you don't want them the same as the page names.

There's a selection of different NavBar designs in the **ONLINE CONTENT CATALOG** under "**COMPONENTS**" > "**NAVIGATION BARS**". Also each of the themes under Website Themes

(General) have their own NavBar designs. Change the design of your NavBar by importing a new design from the Online Content Catalog and dropping it on your bar.

**IMPORTANT:** Note that some NavBar designs have first and last button designs that differ from the design of their center buttons. These NavBar designs are unsuitable for single-button use because the centre button design is unlikely to look good on its own, so the Navigation Bar Properties dialog will not allow you to delete the left and right buttons from these bars to leave just a single button. So choose a NavBar design where all buttons on the bar look the same.



All buttons the same - suitable for a single button NavBar.

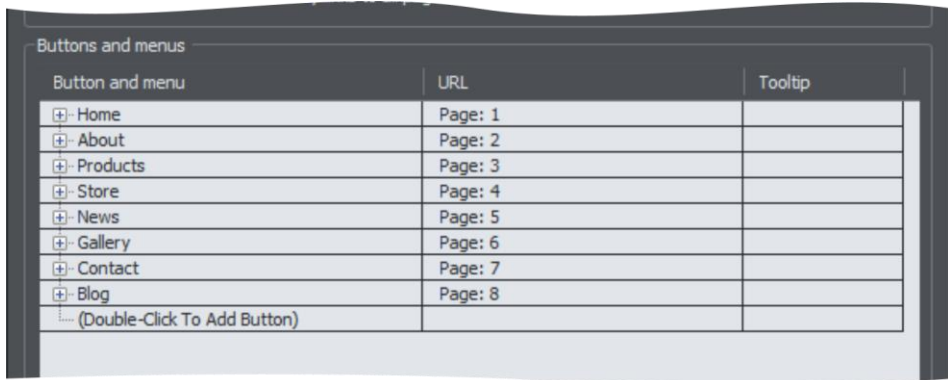


Different end button designs - unsuitable for a single button NavBar.

To convert a single button NavBar back to an ordinary multi-button bar, just add more buttons and delete the menu entries from the first button, if no menu is required.

## Buttons & Menus

Edit the button labels, links and other button attributes using the table and tree controls in the lower half of the **NAVBAR DIALOG**. Each row in the table corresponds to a button in the bar, or to an entry in a menu under one of the buttons.



### Adding & editing buttons

To add a button, double click in the first column where it says "Double-Click To Add Button". A new row is added below the row for the last button. Or click the **ADD** button at the bottom of the dialog to add a button following the selected button. You can immediately start editing the label for the new button. Press return to complete the label edit, or click away from the label.

You can edit any button label by first clicking the appropriate row to select it and then clicking again in the first column to start editing the label.

To set the link on a button, double click on the URL field, or if the row is already selected you can just single click on it. The **WEB PROPERTIES LINK DIALOG** appears. This should look familiar as it's the same Link dialog (on page 272) that you use for adding other links to your page, so you have the same link options available. A few options are disabled because they are not applicable to NavBar and menu links, such as the pop-up photo option which only works when applied to a photo.

You can also set the tooltip text for each button using the 3rd column. Edit the text the same way as you edited the label text. In the exported web site the text entered appears as a small pop-up tooltip when the mouse pointer is held over your button or menu entry.

## Creating Your Own Mouseover Buttons

You can create your own mouseover buttons from scratch by drawing the necessary elements from rectangles, text, etc. Just draw the main parts of the button on the MouseOff layer (remember to group it (on page 45)) and place the corresponding 'highlight' version on the MouseOver layer. As long as the MouseOff version has a web address link, then the MouseOver version will automatically be displayed as you move the mouse over it on the web page. (The MouseOver layer must be on top of the MouseOff layer).




In other words, you give the main object a web address using the link option, and then select the MouseOver Layer in the **PAGE & LAYER GALLERY**, and place the required mouseover versions of your button on this layer so it overlaps the linked object.

**Technical note:** Any graphic object on the MouseOver layer will be displayed as long as at least 50% overlaps with the object on the MouseOff layer. The two versions of mouseover buttons are kept in sync by using the Soft Groups feature. When you select the button on one layer, it automatically selects the Soft Grouped version on the other layer, even if the layer is switched off. When you edit the text of the button on one layer, it's automatically synced with the other version of the button.

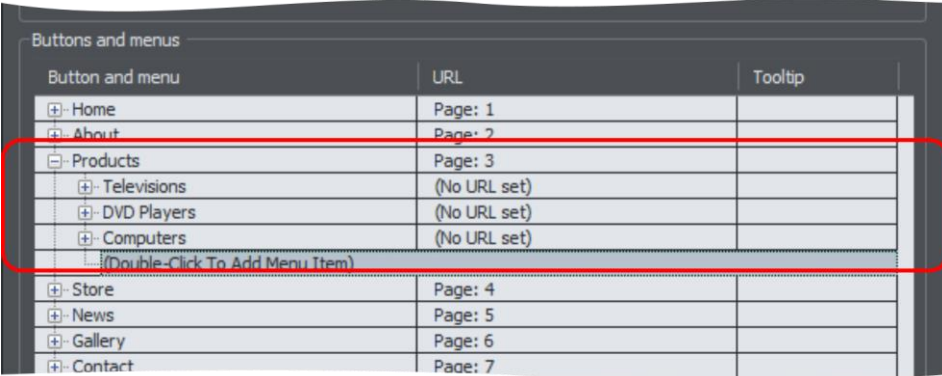
To ensure the text on both the Off and Over states changes when you edit either, Soft Group the buttons on both layers. To do this you will need to enable both layers in the **PAGE & LAYER GALLERY**, and lasso select around both buttons. The status line should tell you if you have everything selected. Select "**ARRANGE**" > "**APPLY SOFT GROUP**". Now when you edit the text on the Off layer it will also change on the over layer, even if it's hidden. (Note this only works if the Off and Over text are the same to start with, and relies on the objects being Soft Grouped).











Once you have a working button, you can easily turn it into a navigation bar. Select the button (along with its MouseOver state if it has one) and then choose "**ARRANGE**" > "**CREATE NAVIGATION BAR**". The navigation bar dialog appears allowing you to configure your bar. See the Navigation Bar chapter (on page 385) for more information on this, including how to have different first and last buttons in your bar.

## Adding menus and sub-menus

In the first (label) column, you'll notice that there is a plus icon  to the left of each label. This is a tree control and clicking the plus icon next to a button label, expands that button node, allowing you to add a menu to that button.

Click on the **DOUBLE-CLICK TO ADD MENU ITEM** text below the button to start adding a menu. Or click the **ADD** button at the bottom of the dialog to add a menu item below the selected item. A new row appears in the table for each menu entry you add. You set the label, link and tooltip for each menu entry the same way you do for buttons. And you can add sub-menus to any menu the same way – by first expanding the menu entry node of the tree.



Button and menu	URL	Tooltip
 Home	Page: 1	
 About	Page: 2	
 Products	Page: 3	
 Televisions	(No URL set)	
 DVD Players	(No URL set)	
 Computers	(No URL set)	
(Double-Click To Add Menu Item)		
 Store	Page: 4	
 News	Page: 5	
 Gallery	Page: 6	
 Contact	Page: 7	

Note that users with touch screen devices will not be able to see menu items if the top level button has a link attached. This is because a touch action on the linked button will invoke the link rather than displaying the underlying menu. If this is the case, a warning will appear to tell you that you have a button with both a link and a menu attached and offering you the option to remove the button link.

## Menu separators

You can add a separator into your menu by clicking the **ADD SEPARATOR** button at the bottom of the dialog. The separator is added following the currently selected menu item. Separators allow you to visually group together related items in your menu.



## Menu Styles

Click on the **MENU STYLE...** button to bring up the **MENU STYLE DIALOG**. This allows you to change how the menus appear and behave on your NavBar.

**Menu style**

Font:  Spacing (px):

Bold Border (px):

Font size:  Animation:

Direction:  Transparency (%):

Horizontal offset:  Vertical offset:

**Colours**

Menu background:

Menu text:

Menu background (over):

Menu text (over):

Border:

### Font

Choose a font to be used for the text on your menus. Only the web safe fonts are listed, which are the fonts that all visitors to your site should have. There is also an option to make the font bold and you can change the font size used.

**NOTE:** This doesn't change the font used for the button labels of your bar, only the font used on menus. To change the button label font, see the section about this later in this chapter.

### Direction

Choose the direction in which your menu should open. For horizontal NavBars you'll normally want this to be downwards and for vertical bars either left or right depending on where on the page your bar is located.

### Spacing

With this setting you can add space between the entries in your menu, spreading them out and making the menu larger as a result.

**Border**

Add a border to the panes of your menus by entering a border width in pixels.

**Animation**

By default menus will open instantly, but here you can choose to have the menu animating as it opens.

**Transparency**

You can choose to have your menus semi-transparent, so that your page can be seen through the menu panes. Enter the level of transparency you would like as a percentage.

**Horizontal offset / Vertical offset**

You can offset the menu panes horizontally or vertically from the buttons. Just enter the number of pixels of offset required.

## Updating your NavBar across all pages

As described above, if you have the **SITE NAVIGATION BAR** option turned on for a NavBar then all changes that you make to the bar on one page are automatically applied to all the other pages too, including the location of the bar on the page.

However if you don't have that option turned on, set the navigation bar object to be a repeating object (right click and choose "**REPEATING OBJECT**" > "**REPEAT ON ALL PAGES**") that appears on every page and all changes you make to any instance of the object automatically update on all pages.

See Repeating objects (on page 129) for more information.

## On canvas editing

**T** You can edit your button labels directly on the canvas using the **TEXT TOOL**. Just go into the **TEXT TOOL** and click in the label text to start editing it. You can also change the button links directly on canvas – just click on a button in the **SELECTOR TOOL** and then click **EDIT** in the link pop-up that appears.

All changes you make to the NavBar are automatically applied to the other copies of that bar on other pages.

## Changing the font on NavBar buttons

You can change the font used for the button labels on a NavBar easily. Select the bar by clicking on it. Then go into the **TEXT TOOL** and select from the font list on the left of the **TEXT TOOL INFOBAR**. As you move the mouse pointer over the different fonts in the list, the NavBar updates immediately so you can see how that font would look. Select the required font. If your bar has a mouseover state, it is also updated to use the same font.

Similarly you can change the size of the font using the font size control which is next to the font selection list.

## Importing & pasting NavBars

If you import or paste a NavBar into your document, the site navigation option on that NavBar is turned off automatically, if it was on. This is to avoid any conflicts with any existing site navigation bar in your document.

However if the incoming bar is of the same theme and type as the existing site navigation bar in your site (ie., are part of the same repeating group), it will immediately be updated to match that existing site navigation bar. Hence in this case the bar will not appear on your page in its original form.

If the bar is of a different theme or type (ie., are not part of the same repeating group), it will appear unmodified.

## Creating your own Navigation Bars

You can create a NavBar from any button design. The **ONLINE CONTENT CATALOG** contains many different button designs, or you can draw your own. See the „Creating your own Mouseover Buttons (on page 391)“ section of the Getting Started chapter for information on how to do this. The button may or may not include a mouseover state.

To create a NavBar, select the button and then select "ARRANGE" > "CREATE NAVIGATION BAR". The **NAVIGATION BAR DIALOG** appears and you can immediately add more buttons to your bar, just as for other NavBars.

You can also create NavBars with more than one button design (so you can have different designs for the first and/or last button in the bar). See the section below, which describes how to do that.

### Button design restrictions

There are some rules you must follow when creating your own buttons for use in NavBars.

### Stretchy button limitations

In order to get reliable results when your buttons are automatically stretched you are advised to make sure that there are no path control points or graduated fill/transparency control points in the horizontal area occupied by the button label text object.

### Text in a button

Each state of the button design must be a group object containing a text object that can serve as the button label. This text object should be a simple text object, not a text column or text area. That is, it should be created in the **TEXT TOOL** by clicking on the page and typing, not by first dragging a text line or text box.

Your button design cannot consist of text alone. It must include at least one shape in order to be used in a NavBar.

### **Soft grouping button states**

If there are several states in your button, e.g., mouseoff and mouseover, they need to be soft grouped together, so that they stay together when one state is moved or otherwise transformed.

# Website Presentations

## About Presentations

Xara Web Designer Premium allows you to create web presentations - much like a Microsoft PowerPoint® presentation but as a Supersite (on page 300) website with effects such as animated step transitions within a page, and smooth animated page transitions.

Presentations are just normal HTML web documents, and are compatible with all modern browsers as well as phones and tablets. They automatically scale to fit any browser window size.

Viewers of your web presentation can move through it sequentially, step by step and page by page, using the right arrow and Page Down key to view the next step or page, and the left arrow or Page Up key to move backwards. There is also a pop-up navigation bar, which appears at the bottom left corner of the presentation allowing easy on-screen navigation of presentation pages.

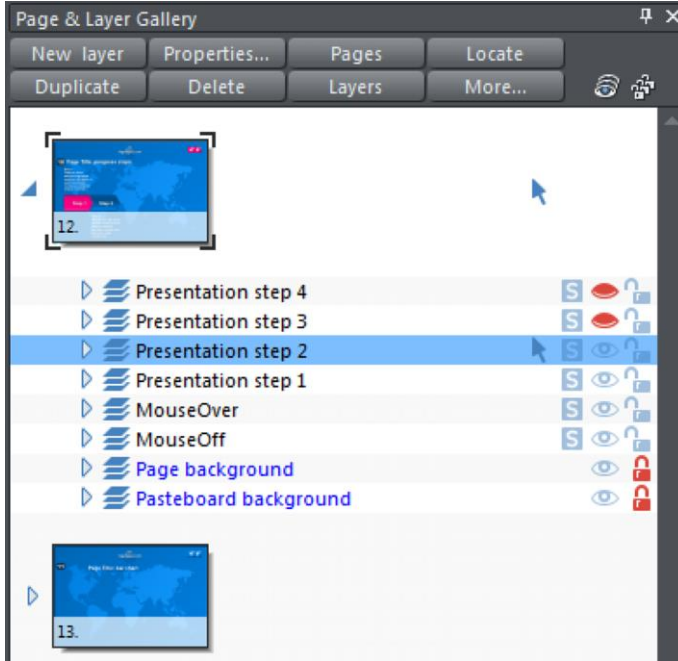
You export your presentation in exactly the same way as you would for a conventional website. If you host your presentation on MAGIX Online World - hosting is free, and you can also password protect your presentation, so only invited authorized visitors can see your presentation.

## Steps and layers

Steps in a Presentation are really just layers, that are animated onto the page, one at a time. If you open the Page & Layer Gallery (on page 416) you'll see all of the steps, as layers, plus a few other layers.

The 'background' of each slide, in the Page & Layer Gallery, is called the **MOUSE-OFF** layer. Above this there's another **MOUSE-OVER** layer that holds items that have mouse-over behaviour, such as buttons, navigation bars, 'next page' arrows, etc. In addition there is a **PASTEBOARD BACKGROUND** and a **PAGE BACKGROUND** which are special, usually locked, layers.

It's important to note you don't need to use the Page & Layer gallery to create or edit your presentation. The main Presentation toolba (on page 399) can be used to add, delete and jump to any step in your Presentation.



*Presentation steps in the Page and Layer Gallery - the arrow shows the current step.*

You can re-order the steps in your presentation by re-ordering the layers in the gallery. The step numbers update automatically.

The current step is indicated by the arrow symbol (in the above screenshot Presentation step 2 is current). Simply click on a step to make it current.

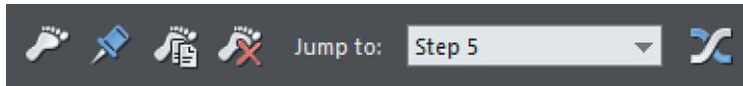
On the canvas, only objects on the current layer and below are shown. This reflects how your presentation will look when that step is reached in the presentation. So for example in a 3 step presentation, if step 2 is current you won't see any of the objects drawn on step 3 until you make that step or higher current.

Additionally you can click on the "s" (Solo) icon next to the step you want to view, to show only that step on the canvas. Click the icon again to return to normal view.

As with ordinary layers, you can click and drag an object to move it from one step to another in the **PAGE & LAYER GALLERY**.

## The Presentation toolbar

Xara Web Designer Premium automatically displays the Presentation toolbar on the right of the standard toolbar when you create or open a presentation document.



The toolbar allows you to:



Make a new presentation step that contains any currently selected objects. You can create steps quickly by dragging or pasting objects on to the page, selecting them and clicking this button. Even if the currently selected objects are already on a presentation step, clicking this button will move selected items to a new step. If you have no objects selected when you press this button, a new empty step is created and made current, so anything you subsequently draw or add will be placed on that step.



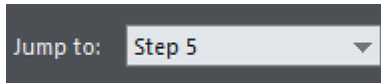
Move the selected objects to the MouseOff layer, so that they are not part of any presentation step and so are permanently displayed as 'background' objects.



Duplicate a presentation step (perhaps the easiest way of creating a new step). The step containing the selected object is duplicated in its entirety, not just the selected object. The new step is also made the current step.



Delete the current presentation step. The entire step containing the selected object is deleted, including any other objects on that step that may not be selected.



Jump to any of the steps in the presentation as well as the Background/MouseOff layer.



Displays the Web Transition tab of the Layer Properties (on page 421) dialog, allowing you to choose a transition type for the presentation step that the currently selected object(s) are in.

## Creating a presentation

There are three ways to create a new presentation:

- Start with a pre-designed template and then customize this with your own text, photos and color scheme.
- Create a presentation from scratch, bringing in all the required elements, text, graphics and photos onto the page and ordering the content into the presentation steps and pages you require.
- Convert an existing website/web document into a presentation.

### Creating a presentation from templates



Open the **ONLINE CONTENT CATALOG** - "**FILE**" > "**NEW FROM ONLINE CONTENT CATALOG**".

Find the **PRESENTATIONS** folder in the catalog and double click to expand it.

The theme folders contain collections of presentation designs and associated graphic files that each follow a specific theme. Browse through the various theme folders until you find a design you like and double click on the first thumbnail, named 'Presentation'.

A new presentation document opens displaying all the template pages, already populated with several pages, each containing a number of presentation steps that already have content. A number of transitions have already been applied to the pages and the steps.



Click **PREVIEW WHOLE WEBSITE** to open a preview window - then click on one of the browser icons in the top right of the window to launch an external browser. You need to preview your presentations in a separate web browser to see the transition animations perform well. You can then use the arrows in the top left of the presentation (or on your keyboard) to see the steps and transitions in action. Also try moving the mouse pointer to the lower left corner of the Presentation preview windows to see the pop-up navigation controls

Close the preview.

Customize the text and photos using your own content, just as when editing a website document.

### Creating your own presentation from scratch

This section describes the best workflow for creating a presentation page by taking you through an example, to help you get started quickly.

Choose "**NEW**" > "**PRESENTATION (WIDESCREEN)**" or "**NEW**" > "**PRESENTATION (4:3 NORMAL)**" from the **FILE** menu depending on whether you want a widescreen (16:10) presentation, or a normal (4:3) presentation.



Note: 16x10 is a better compromise for some wide-screen monitors and tablets that are not exactly 16:9, and it's not so squashed. But you can create any aspect ratio you require of course.



A new blank document window opens, displaying the presentation document icon on its tab at the top of the document window.

The Presentation Toolbar also appears at the right end of the top bar. The buttons on the toolbar are enabled only when you have something selected on the page.

1. Use the **TEXT TOOL** to add some text to your blank presentation, perhaps a heading at the top of the page. Select this text object using the **SELECTOR TOOL** and look at the status line at the bottom of the Web Designer Premium window. It will say that you have a text object selected on the MouseOff layer. Everything on the MouseOff layer will be permanently visible in your presentation, as if it's part of the background. So preview your page and you'll see your text heading on the page.
2. Now add another new text object using the **TEXT TOOL**. Again, this will be placed on the MouseOff layer and the status line will show you this when you select it with the **SELECTOR TOOL**. But now let's make this text appear as the first step in this presentation.
3. With the text selected in the **SELECTOR TOOL**, click the 'foot' button, which is the first button on the Presentation Toolbar, called **MAKE NEW STEP**. Now look at the status line – it now shows that the selected object is on "Presentation step 1" instead of MouseOff.
4. Preview the page again. Initially you can see only your initial text heading. Press the right arrow key on your keyboard and the second text object will fade in. That's the first step added to your presentation!
5. Step 1 is now the current step, so if you draw another shape or add some new text, it will also be placed on step 1. Draw a rectangle using the **RECTANGLE TOOL**. Select it with the **SELECTOR TOOL** and notice that the status line shows the rectangle as being on Presentations step 1 which is also the current step.
6. Preview your page again and you'll see that when you click the right arrow key, the text and rectangle fade in together.
7. A quick way to create a new step from an existing step is to use the **DUPLICATE STEP** button. Select the rectangle and press this button. The entire step is duplicated, including the text that you didn't select, but which was on step 1 along with the rectangle. Select the new text or rectangle and the status line shows you it's on a new presentation step. The new step now becomes the current step - Presentation step 2, and any objects you now create will be added to that step.
8. If you want to move an object to another step, right click on it and you'll see a **PRESENTATION** sub-menu in the context menu that appears. That sub-menu itself

- has a **MOVE TO STEP** sub-menu, that lists all the existing steps on this page. Just select the required step. There's also a **NEW STEP** option in the menu, that does the same thing as the **MAKE NEW STEP** button you used above.
9. You can change the effect used by each step easily. Select one of the rectangles you just added and then press the last button on the Presentation Toolbar titled **STEP TRANSITION EFFECT**. This brings up a dialog that allows you to select a different transition instead of the default "fade" transition. Choose **SLIDE IN FROM RIGHT**. Preview your page again and this time when you press the right arrow key the text and rectangle slide in from the right.
  10. If you decide that you want an object to be permanently visible, instead of part of a step, select it and choose the **MOVE TO BACKGROUND** button on the Presentation toolbar. That puts the object back on the MouseOff layer. Try this on one of the objects you placed on a step.
  11. The **ONLINE CONTENT CATALOG** includes some useful components for presentations, under "**PRESENTATIONS**" > "**PRESENTATION COMPONENTS**". Just drag and drop a component onto your page. Each component is added to the current step. If that's not what you want, use the presentation menu to move it to a different step, or to the background (MouseOff) layer. (Note that the **HEADINGS** and **TRANSITION CONTROLS** components are always added to the MouseOff/Background layer).
  12. Remember as described above, the **PAGE & LAYER GALLERY** shows you all the presentation steps on your page, in order, since each presentation step is in fact just a separate layer. And only the current step and steps below/before it are shown on the canvas.

### Converting an existing website into a presentation

In the website document, right click a page and choose **WEB PAGE PROPERTIES** to display the Web Properties dialog.

Click the Website tab and click the **PRESENTATION WEBSITE** checkbox to select it.



The document's tab at the top of the workspace displays the presentation document icon.

**Note:** Layers within the document are not automatically turned into presentation steps when you turn a website into a presentation. You have to manually convert each layer into a presentation step - see Turning a layer into a step. However, when you turn a presentation into a website, presentation steps are automatically converted to layers and renamed 'step 1' etc.

### Managing presentation steps

You can typically manage presentation steps by:

- Right clicking an object in a step and choosing **PRESENTATION** then choosing your required option from the sub-menu that appears
- Using the buttons on the Presentation toolbar (on page 399)
- Using the **PAGE & LAYER GALLERY**

### Viewing step contents

Sometimes you may want a clearer view of exactly which objects are in a step. You can either use the **JUMP TO** option in the Presentation toolbar to take you to a particular step or layer, or else use the **PAGE & LAYER GALLERY**.

For ease of navigation, the **JUMP TO** menu will only display the Background/MouseOff layer and the presentation steps. If you need to select another layer (MouseOver, Page Background, Pasteboard Background) simply select it in the **PAGE AND LAYER GALLERY** and it will be displayed as the current layer in the **JUMP TO** menu dropdown.

If you click on a step in the **PAGE & LAYER GALLERY** all the steps above your selected step will be hidden and all the steps below will be visible thus giving you a precise view of your position in the presentation as shown on the canvas. This is also true if you select a step using the **JUMP TO** option. You can still hide or reveal any steps in the presentation by clicking on the eye icon.

Additionally you can click on the "S" (Solo) icon next to the step you want to view, to show only that step on the canvas. Click the icon again to return to normal view.

Note that the Background in the **JUMP TO** menu is referred to as the MouseOff layer in the **PAGE AND LAYER GALLERY**.

### Moving objects from one step to another

You can move objects from one step to another step in one of three ways:

- In the **PAGE & LAYER GALLERY**, click and drag the object(s) from one step to another or right click the object(s) and choose **MOVE TO CURRENT LAYER**.
- Right click the object(s) and choose "**PRESENTATION**" > "**MOVE TO STEP**" then choose the number of the step you want to move the object(s) to, or **BACKGROUND** if you want to move the objects to the **MOUSEOFF** layer or **NEW STEP** to move to a brand new step.
- Use cut and paste to move objects from one step to another. Cut the object (Ctrl+X), then go to the **JUMP TO** drop down menu on the Presentation Toolbar to select the step you want and then paste (Ctrl+V) or paste in place (Ctrl+Shift+V).

### Changing step order

The order in which steps are revealed is the order in which the steps appear in the **PAGE & LAYER GALLERY**, as indicated by the step numbers. You can click and drag steps above or below each other in the **PAGE & LAYER GALLERY** until all steps are in the order you want.

### Deleting objects from a step

Right click the object and choose **CUT** or **DELETE**, or in the **PAGE & LAYER GALLERY** right click the object and choose **DELETE** or click the object then press the **DELETE** button in the standard toolbar.

When you delete an object and it's the only object in a step, Web Designer Premium will automatically delete the empty step **but only after a Save or a Preview operation**. This allows the addition of new objects to a step without disturbing the existing step order.

After a **Save** or **Preview** operation, empty steps will be deleted and the remaining steps re-numbered accordingly.

### Deleting a step



Select an object in the step and click the **DELETE STEP** button in the Presentation toolbar or right-click and choose **PRESENTATION > DELETE STEP**.

Alternatively in the **PAGE & LAYER GALLERY** right click the layer and choose **DELETE LAYER**.

### Adding new presentation pages

Right click the Xara Web Designer Premium pasteboard and choose **NEW PAGE** to add a new blank page or **DUPLICATE CURRENT PAGE** to add a copy of the currently selected page.

### Creating Number and Bullet lists

When you add bulleted or numbered lists to a presentation, each item on the list is automatically made into a separate presentation step when you export your presentation. This makes it much easier to create and edit animated list items. To add new list items just hit return at the end of one of the existing items. The transition effect used for each bullet point during the presentation is that set for the presentation layer on which the list resides (you cannot set different effects for different points in the same list).

To turn the feature off, right click in the text area while the **TEXT TOOL** is selected, choose **PRESENTATION > PRESENT BY PARAGRAPH** from the menu and deselect the option. Now when you export/preview your presentation the list is no longer split into separate steps.

To find out more about creating bulleted and numbered lists see [Text Handling > Applying text appearances](#) (on page 188)

## Deleting presentation pages

Right click the page and choose **DELETE PAGE**. Or select the pages you want to delete in the **PAGE & LAYER GALLERY** and hit Delete, to delete multiple pages at once.

## Linking to next/previous step

You can easily add buttons/objects to a presentation page that reveal the next step in the page. Just add or create your button, and use the **LINK TO** list in the Link tab (on page 273) of the Web Properties dialog to apply a link to the button/object that will display the next presentation step.

When the viewer has displayed all the steps on the page using a 'next presentation step' link or the right arrow key, clicking the button or key again displays the next page.

**Note:** If you convert a presentation into a web document (**PRESENTATION WEBSITE** checkbox in Web Properties dialog Website tab), any next/previous presentation step links automatically turn into next/previous page links. You cannot apply 'next/previous presentation step' links to a web document.

## Applying presentation step transitions

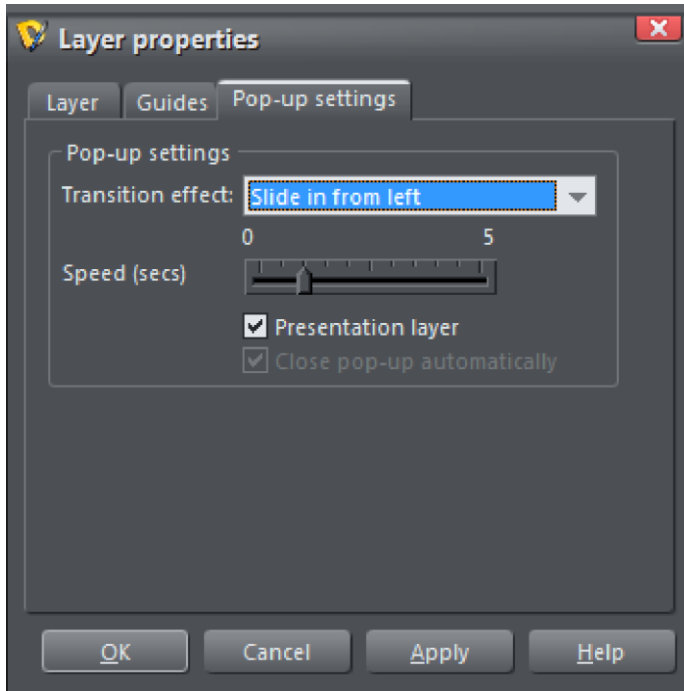
When you create a step, Web Designer Premium automatically assigns the Fade transition type to it.

To change a step transition:



Open the Web Transitions tab of the Layer Properties dialog either by clicking the Layer Transition Properties button in the Presentation toolbar or right click an object in the step and choose **PRESENTATION > TRANSITION**. Or in the **PAGE & LAYER GALLERY**, select the step and then click on the **PROPERTIES** tab.

Choose a transition from the **TRANSITION EFFECT** list, drag the **SPEED** slider to choose a transition time between 0-5 seconds, and click **APPLY**.



New steps you create get the transition effect of the last step in the presentation by default. This means if you want the same transition on all steps, you only need to set it once on the first step and then all subsequently added steps will use the same transition.

## Applying presentation page transitions

Each presentation page can be given its own transition. To add a transition for the current page, right-click on the page and select the **PAGE TAB (ON PAGE 280)** of the **WEB PAGE PROPERTIES** dialog.

Then select a page transition type from the **TRANSITION EFFECT** drop-down list and move the **SPEED** slider to apply a transition speed from 0 to 5 seconds.

Then when your website visitor navigates to the page with the animated transition, they see the animated transition.

You can also set the page transition for multiple pages at once. Just select the pages you want to change in the Page & Layer Gallery (use Shift+click and Ctrl+click to extend the selection), then change the transition on the Page tab, as above.

Note: The page transitions will only work for a website if it's set to be a Supersite. Presentation documents are Supersites by default so there is no need to visit this option in the **WEBSITE TAB** of the dialog.

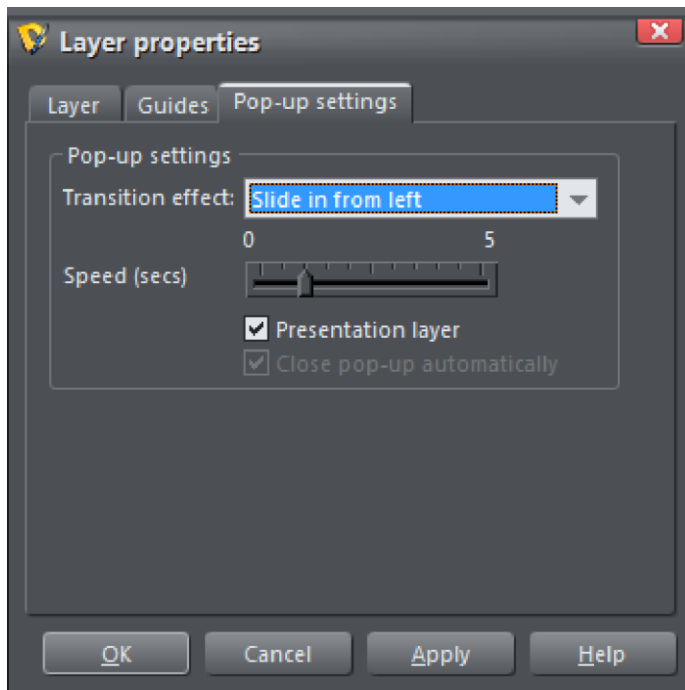
## Advanced presentation information

### Pop-up layers and presentation layers

Presentation layers are just ordinary layers with the presentation option selected in the Layer properties dialog. Once this option is turned on for a layer, any name the layer had is overridden with "Presentation step (N)" in the **PAGE & LAYER GALLERY**, where (N) is the step number.

You can mix popup layers and presentation layers in a presentation document, but of course only the presentation layers will be revealed as the visitor steps through the presentation by pressing the arrow keys.

Having both layers and presentation steps is useful if you want to keep features such as popup layers in your presentation. You can change layers into steps (and turn steps back into layers) by toggling the **PRESENTATION LAYER** checkbox in the Layer Properties (on page 421) dialog's Web Transition tab.



When you create a new step, this checkbox is automatically selected.

If you deselect it to turn a step into a layer, this removes the step from the presentation, even though its contents and any layer transition remain. The converted layer, however, will not be displayed when a viewer navigates through a presentation using either the arrow keyboard keys or a next/previous presentation step link.

## Website Widgets

This chapter describes how to add dynamic content to your website, such as movies, animations, forms and thousands of the available gadgets such as page counters and currency converters. We refer to these using the general term of "website widgets", or just "widgets" for short.



### Widgets & placeholders – it's all automatic!

In Xara Web Designer Premium a widget is any object you can place on your web page that displays some sort of dynamic content, that may also be interactive. That content may be sourced from an external website (e.g., a news feed widget) or may be published with the website. On the Web Designer Premium canvas, a widget is represented by a static 'placeholder' image that defines the position and dimensions of the widget on the



page. And attached to that placeholder is the HTML code and files (e.g., Flash, Javascript, photos, etc.) that make the widget function in the exported page.

A placeholder is normally an image that looks like a static snapshot of the widget itself, but it can be a simple rectangle or any other object. The placeholder usually has the same dimensions as the widget, so that you can sensibly position it with respect to other content on your page.

The good news is that placeholder images are normally rendered automatically for you by Web Designer Premium.

## Types of Widget

There are basically three types of widget, which differ in the way that you customize and configure them in Xara Web Designer Premium. A brief description of each type follows, but more detail about each type is provided later in this chapter. However for all three types of widget you can simply double click on the placeholder image to edit them.

### Web Editable Widgets

When you customize these widgets, a web browser window opens up onto the remote website that provides the widget and you configure and customize the widget using that web interface.

### Locally Editable Widgets

These widgets are edited in Web Designer Premium itself, but typically in a separate multi-page document that makes the whole set of content for the widget easily editable. For example, for a slide show widget that cycles through 10 photos, all 10 photos would be easily visible and editable within the widget's multi-page document that's used to edit it. Again, usually you'll insert these widgets from the **ONLINE CONTENT CATALOG**.

### Manually Editable Widgets

These are widgets that you add manually by either pasting the HTML code for the widget directly into Web Designer Premium or by using the "UTILITIES" > "WEB PROPERTIES" > "PLACEHOLDER" tab to insert the code. Or you create them by importing a file such as an animation file or movie file onto your page.

No other interface is provided by Web Designer Premium for editing the widget, other than the **PLACEHOLDER** tab that allows you to change the file or code that defines the widget.

Important: A few of the version 10 gallery widgets are incompatible with the new sticky and animation features, if used on the same page or in the same supersite, and so may need to be replaced with updated versions from the Online Content Catalog. Click here <http://support.xara.com/index.php?/Knowledgebase/Article/View/816/> for details on the support site.

## Widgets from the Online Content Catalog

Many of the elements under the **COMPONENTS** folder in the **ONLINE CONTENT CATALOG** are widgets (as indicated in the titles).

To add a widget, just drag and drop it from the gallery onto your page. What happens next depends on the type of widget. If it's a Web Editable Widget, a browser window will open to allow you to configure the widget on the widget provider's website. If it's a Locally Editable Widget, a placeholder image will appear on your page. Double click on the placeholder and a new document opens within Web Designer Premium, which allows you to customize the widget.

See the website at [xara.com/widgets](http://xara.com/widgets) for more information.

### Inserting

Press the **HELP** button at the bottom of the window to see some information to guide you through the process of configuring the widget and inserting it on your page. For most widgets, you need to get to the point where the widget website offers you the HTML code that needs to be inserted into your web page. As soon as this is visible, you can normally click the Insert button at the bottom of the window. Xara Web Designer Premium will then find the HTML code and will insert it into your page for you.

For some widgets, Xara Web Designer Premium is unable to retrieve the HTML code from the site directly and you need to first copy the code to the clipboard. Select the code in the browser window and press Ctrl+C. Many widgets make this easy for you by providing a copy button next to the code. Once you've copied the code, click the **INSERT** button.

### Automatic placeholder generation

When you press the Insert button, if Xara Web Designer Premium found the widget code the widget website window is closed and you will see an indication that Xara Web Designer Premium is busy rendering a placeholder image. After a few seconds an image of your widget appears on your page. Now all you have to do is preview your web page and you should see your new widget working on your page!

### Widget site membership

Some widgets may require you to open an account with the widget provider, before you can use them. Most are free, but some offer premium services over and above the free offering. See each individual widget and the information on the widget provider's site for details.

### Editing existing widgets

At any time you can double click the widget placeholder (or right click and choose **EDIT WIDGET**) in your Web Designer Premium's page to return to the widget provider's website so you can easily modify or replace the widget.

Those widget providers who give you an account, will normally also keep a copy of any widgets you've created. This means you can sign into your account while going through the insertion process above and then find, modify and insert a widget that you've created previously. Inserting existing widgets is just like inserting newly created widgets – just click **INSERT** when you are offered the HTML code, or copy the HTML code for the widget to the clipboard and then click **INSERT**.

## Embedding movie, audio, animation and other files

Xara Web Designer Premium includes direct support for some types of file that you are likely to want to add to your website. For these files you can simply drag and drop them from Windows Explorer onto your page, or use "**FILE**" > "**IMPORT**".

On import the file type is identified, an appropriate placeholder or link is added to your page, and the file is copied into the support folder for your design. The support folder is a folder which lives alongside your design file and is created automatically. If your design file is called „MySite.web", its support folder is „MySite\_web\_files". The contents of this folder are included along with all the image files for your site, whenever the site is exported and published.

### MP4 & FLV movie files

These are the only movie files directly supported by Xara Web Designer Premium.

Import an MP4 or FLV file and Xara Web Designer Premium inspects the file to determine the aspect ratio and other information about the movie. You are asked whether or not you want the movie to start playing automatically as soon as the page holding it is loaded (auto start). It then inserts the movie file, and some other files for a Flash movie player, into the support folder of your website. A placeholder image resembling the movie player appears on your page.

Position and resize the placeholder using the **SELECTOR TOOL**, and then preview your page. Click on the movie player play button to start the movie. That's it! The movie player includes basic controls for adjusting volume, starting & stopping and for jumping to any point in the movie.

Alternatively you can use some of the widgets in the **ONLINE CONTENT CATALOG** to present your movies instead. This way you have more control over the presentation. See "**COMPONENTS**" > "**PRINT AND WEB COMPONENTS**" > "**AUDIO / VIDEO**".

See this Xara Knowledgebase article

<http://support.xara.com/index.php?/Knowledgebase/Article/View/499/0/can-xara-import-movie-files-into-the-program> for more information on importing movie files into your documents.

### Flash files

To include a Flash animation on your website, import the Flash file (.swf). You can simply drag and drop the file from Windows Explorer onto your web page document or else use "**FILE**" > "**IMPORT**".

The Flash file is copied into the support folder of your design, so it will be exported and published with your website. And a placeholder image is rendered and placed onto your page.

You can resize Flash animations, so simply use the **SELECTOR TOOL** to resize the placeholder image to the required size, and position it by dragging it around.

Preview your page to see your working Flash animation on your web page. You must have Flash installed in order for it to play successfully.

### **MP3 files**

Import an MP3 file to add audio to your web page. A prompt allows you to choose whether the audio should start automatically when your page is loaded, or whether it should only start when the play button is pressed on the player.

As with the other file types above, a placeholder image showing the player is generated and placed on your page and the MP3 file and all other files needed to make the player work are copied to the support folder of your document and will be included in your exported website. Preview page to see the player in action.

The player is simple and unobtrusive. You can start and stop the audio, click on the time line to jump to different parts of the audio, adjust the volume (click on the volume indicator line) and mute (click the speaker icon).

Technical note: The player uses the native HTML 5 capabilities of the web browser to play the audio, if the browser supports it and if it also supports the MP3 format. Otherwise Flash is used. This means the player will work in all major browser versions (older browsers don't support HTML 5 and even some modern browsers don't directly support MP3).

### **Animated GIFs**

Add an animated GIF to your page just the same way as for Flash files. Import or drag and drop the GIF file onto your page. It gets copied to your design's support folder and a static placeholder image is generated for it. Resize and position the placeholder, then preview your page and you're done!

### **PDF Files**

You can import PDF files into a web document in two different ways. Either import it so that the contents of the file are copied onto your page (as when importing a photo). Or you can link to a copy of the file in your website and have the file published with your site. When importing a PDF file a prompt is shown to let you choose between these two options.

When adding a link, the PDF file is copied into the support folder of your design, so it's exported and published with the rest of your site. And a link is added which looks like this on the page:



Clicking the link on your exported page normally opens the PDF file, but the exact behavior varies depending on the user's browser settings.

## Widgets from other widget sites

There are hundreds or thousands of sites offering widgets of some form or another and the **ONLINE CONTENT CATALOG** offers only a tiny subset of what is available on the web. Just about all widgets are provided to you in the form of a small piece of HTML code. The widget provider will normally give you some simple instructions on how to insert the code into your web page, but with Xara Web Designer Premium it really is very simple.

Copy the code from the widget provider to your system clipboard, just as you copy text in a word processor. Sometimes the widget provider may even provide a 'copy' button which copies the code for you.

Then in Xara Web Designer Premium go into the **SELECTOR TOOL** and then do a normal paste operation (Ctrl+V). You'll see that Xara Web Designer Premium recognizes the HTML code and immediately starts to render a placeholder image, just as it does when inserting a widget from the **ONLINE CONTENT CATALOG**. The placeholder appears on your page, usually with the most appropriate size for the widget. You can then preview your page to see your working widget!

You can also paste widget code into both the head and body of your page using the Placeholder tab (on page 290) of the Web Properties dialog.

**NOTE:** If you are in the **TEXT TOOL** when you paste the code, it will be pasted as text instead of producing a placeholder! And once you've pasted the contents of the clipboard as text once, it will continue to paste as text even if you switch to the **SELECTOR TOOL** and paste again. If you get into this position, return to the widget website and copy the code again. Then do the paste while in the **SELECTOR TOOL**.

## Resizing widgets

You can resize the placeholder images for Flash, MP4 movies and animated GIFs to similarly resize the content as it appears on your page, because this type of content is scalable. Most of the Locally Editable Widgets are also resizable, but some are not and won't allow you to drag the resize handles of the placeholder image.

Some Web Editable Widgets will allow you to resize them even though the widget content won't scale. For these widgets the placeholder object merely determines the bounds of the area in which the widget can render, so making the placeholder too small

for the widget will mean that the widget gets cropped in your web page. The placeholder image gets regenerated whenever you resize it, so it will reflect any cropping of the widget too, as shown in this example.



*Placeholder with default size*



*Placeholder with reduced size*

Similarly making the placeholder larger for such widgets will merely result in empty space around the widget, on the page and in the placeholder image. For widgets like these which don't resize correctly when you resize the placeholder, it's best to stick with the original default size.

There are some widgets which can be improved by resizing the placeholder, even if the widget itself doesn't scale. Some widgets will fill the container into which they are inserted, which may mean they come out much bigger than required, with blank areas filling the space. You can experiment by resizing the placeholder for such widgets in each direction and this may make the widget smaller without losing the key parts of the widget.

For example this Form widget has rendered much too wide and tall and so there is wasted space below and to the right of the form controls. Resizing it down doesn't change the size of the form controls, it just results in the form being cropped. The result is a much neater form placeholder taking up much less space on the page.

 A screenshot of a form widget. It contains labels for 'E-mail', 'Address', 'City', and 'State', each followed by a corresponding input field. Below the 'State' field is a 'Submit' button. The form is rendered within a large, wide, and tall gray placeholder, leaving significant empty space around it.

*Placeholder with default size*

 A screenshot of the same form widget as in the previous image, but the placeholder is much narrower and shorter. The form controls are now more compactly arranged, and the overall size of the placeholder is reduced, resulting in a neater appearance.

*Placeholder made narrower and shorter*

## Turning off placeholder re-generation

The placeholder image will be regenerated whenever you resize it or change the code or file it's attached to. Sometimes you may want to turn off that regeneration so that the placeholder image won't change again. You can do this by deselecting the checkbox at the bottom of the **PLACEHOLDER TAB** in the "UTILITIES" > "WEB PROPERTIES DIALOG".

## Adding widget placeholders manually

If you don't want Xara Web Designer Premium to create a placeholder image automatically, you can set one up yourself. First create a placeholder object (perhaps a rectangle of the appropriate size or an imported image that you want to use to represent the widget on your page). Select the object and then open the Placeholder tab in the "UTILITIES" > "WEB PROPERTIES".



Or press the placeholder button on the Web properties flyout bar on the top bar.

In this dialog you can choose to associate the selected object with a Flash file or other file, or with HTML code that the dialog allows you to paste into the head or body of the web page. See the **PLACEHOLDER TAB** section of the Web Properties Dialog (on page 288) chapter for details on this dialog.

Normally you don't want to select the "Re-generate placeholder" option if you want to keep the placeholder object you've created yourself. Selecting the option will cause your placeholder to be replaced with an image generated from the code or file you have specified in this dialog.

# Page & Layer Gallery

## The Page & Layer Gallery

By default the **PAGE & LAYER GALLERY** is displayed on the right hand side of the Web Designer Premium window when you open the program. You can pin, move or dock the gallery - see Galleries for more information.



You can open and close the gallery by clicking the **PAGE & LAYER GALLERY** tab on the Galleries bar, or press F10.

The **PAGE & LAYER GALLERY** lists everything in your document, from the pages and layers right down to each individual item on the page. It provides a way to select, hide, lock and re-arrange these items.

It works at many different levels: **PAGES, LAYERS, PRESENTATION STEPS** and **OBJECTS**. The hierarchy of items is like this:

Pages

Layers/steps

Page items, which may include groups

Group contents

Some of the key features of the **PAGE & LAYER GALLERY** include:

### Page control

- Displays a list of pages
- Pages mode displays a narrow list of page thumbnails for easy page navigation
- Add new page, duplicate, cut, copy and paste or delete pages.
- Re-arrange the page order by dragging
- Rename pages (right-click > **RENAME PAGE**)

### Layer control

- Displays a list of all layers on each page, from the bottom (usually background layer) to the top most layer
- In a presentation document, displays a list of all presentation steps and layers on each page, from the first to the last
- Create new layers, delete, re-order and rename layers
- Hide or show layers
- Lock layers (which makes the layer non-editable)
- Solo a layer - turn all other layers off

### Object control

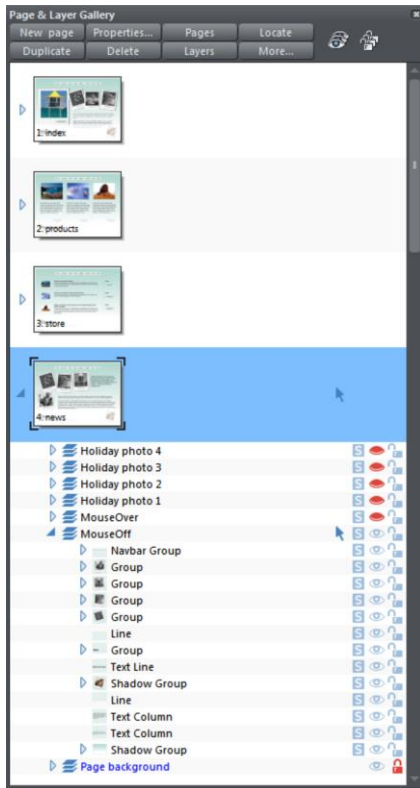
Display a list of all items (objects) on the page in the stacking order they appear on the page, bottom to top.

- Hide or show any item
- Move up and down the stack



- Lock any object so it becomes non-editable
- Locate and highlight any object in the gallery by clicking on the page when in 'Locate' mode - toggle the **LOCATE** button on (enabled) and off (disabled)
- Solo an object - turn all other objects off
- Move objects into or out of a group using drag and drop, or move an object from one group to another. (Note this is only supported for ordinary groups, not anchored or repeating groups for example).
- Rename objects (right click > **RENAME OBJECT**)

In addition the **PAGE & LAYER GALLERY** shows a thumbnail of each page and a tiny thumbnail of each item on the page. Hover the mouse pointer over an item to view a larger thumbnail.



*This shows the MouseOff layer has been expanded to show the contents of that layer. This shows a NavBar group and other various groups, text line and text column items, and a couple of shadow group items.*

*Hovering the mouse pointer over the tiny thumbnails will display a larger one so you can easily identify each object on the page.*

*Note the right two columns indicate (and control) whether the items are editable (a pale arrow) or locked (padlock icon) and whether they are visible on the page (pale open eye icon) or hidden (darker closed icon).*

*Clicking on these icons will change the visibility and / or the locked or editable nature of each object.*

## Pages

Clicking the **PAGES** button on the top of the **PAGE & LAYER GALLERY** (or right clicking in the gallery and choosing **SHOW PAGE LEVEL**) will open pages mode, displaying only the pages in the document and collapsing all other opened levels.

When in pages mode and the gallery is docked, the width of the gallery is reduced to its minimum, to take up as little space as possible. Also the number of buttons at the top of the gallery is cut down to just those applicable to pages. To leave pages mode, simply expand one of the pages to reveal its layers. The gallery returns to its full width and the full button set is restored.

You can select multiple pages in the gallery by Ctrl+clicking on pages to add them to the selection, or by holding Shift down to select a range of pages. Then you can copy, paste, delete or re-order multiple pages at once. You can also paste objects from your clipboard to the selected pages.

You can re-order pages by dragging on the selected pages in the **PAGE & LAYER GALLERY**, or by right clicking a page and choosing **MOVE PAGE UP/DOWN**.

You can change the page transitions for multiple pages at once by first selecting them in the gallery and then changing the settings on the Page tab of the "Utilities" > "Web Properties" dialog. This is particularly useful to quickly change the page transition effect used for all pages in a presentation at once.

You can rename a page by right clicking it and choosing **RENAME PAGE**. As well as being a useful way to identify pages in long documents, the page name is used when exporting your document as a website.

## Layers


Everything in your document has a stacking order but with more complex documents that have dozens, maybe hundreds or thousands of items, your work area can become cluttered.


Using layers you can group a collection of items together and then turn the whole collection on or off (make it visible or hidden) in one easy operation. Layers can be made invisible, to hide parts of your document. You can give layers names, and you can easily create new layers or delete them. And you can open a layer and view its contents.

When you select any object, the layer it's on is shown on the status line at the bottom of the window.

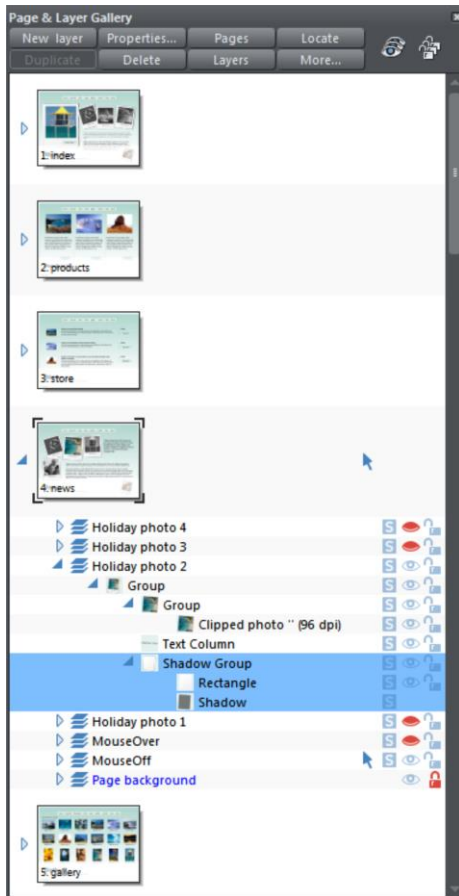
### The Current Layer

When you create any new object on the page, it's placed in one of the layers, called the active layer or simply the current layer. On a blank document this will either just be called

Layer 1 or, in the case of web documents, it's called MouseOff. The current layer is shown with a selection arrow .

**Important:** All new drawn items, shapes, photos, text, and all pasted items, are placed on the current layer marked with the  symbol.

You can change the current layer simply by clicking on its row in the **PAGE & LAYER GALLERY**. It's important to understand that you can have a selected object on any layer or even multiple layers, and these need not be the current layer. The current layer, with the arrow, only indicates where new items will be placed.



This example **PAGE & LAYER GALLERY** shows the current layer is called MouseOff (the current page is called news). So if you draw anything new it will be placed on the MouseOff layer.

It also shows a shadow group item selected in the document (highlighted in blue) inside another group which is on a completely different layer called Holiday photo 2.

Four layers are hidden (called Holiday photo 4, Holiday photo 3, Holiday photo 1 and

*MouseOver). The 'Page background' layer is locked.*

### **Make the current layer always visible**

It's possible that the current layer can be hidden or even locked. Just clicking on a layer to select it and making it the current layer does not normally change its visible or locked state. But there is a preference in the General (on page 480) tab of the Options dialog (right click a page and choose **PAGE OPTIONS** or choose **OPTIONS** from the **UTILITIES** menu) to make the current layers always visible and editable (unlocked). If you select this option then whenever you select any layer in the **PAGE & LAYER GALLERY** it's made visible and unlocked. Moving to another layer will restore the previous visible and locked state of the layer you just moved from.

### **Layers on websites**

In websites saved from Web Designer Premium, layers are used for mouseover or pop-up effects (in the web browser the contents of these layers are displayed when you click on or move over items on the page).

You can find more details on this in the Web Graphics and Web Sites chapter in the Layers, Mouseover (Rollover) & Pop-ups (on page 57) section.

### **Soft Groups and Layers**

Soft Groups (on page 120) are unusual because they are groups of objects that can span different layers. (Normal groups have to be contained within one layer). When you select any part of a soft group the other parts are also selected, even if they are on hidden or locked layers. The **PAGE & LAYER GALLERY** will show all selected items highlighted in blue, but in the case of soft groups these items may be on other layers that you've not expanded, and so are not immediately visible.


See the section on Soft Groups (on page 120) in the Object Handling chapter to find out more.

## **Layer Operations**

Clicking the **LAYERS** button on the top of the **PAGE & LAYER GALLERY** will display only the layers on the current page. This is a mode - the layers button stays depressed. While in layers mode, as you move to different pages the layers for the current page are always shown and all other page nodes are collapsed. Click the **LAYERS** button again to turn off layers mode.

You can re-order the layers, that is the stacking order on the page, by using drag and drop on the layers in the **PAGE & LAYER GALLERY**.

You can rename a layer by performing a second (slow) click on the layer name. (The first click would select the layer.) This is very like file renaming in Windows Explorer.

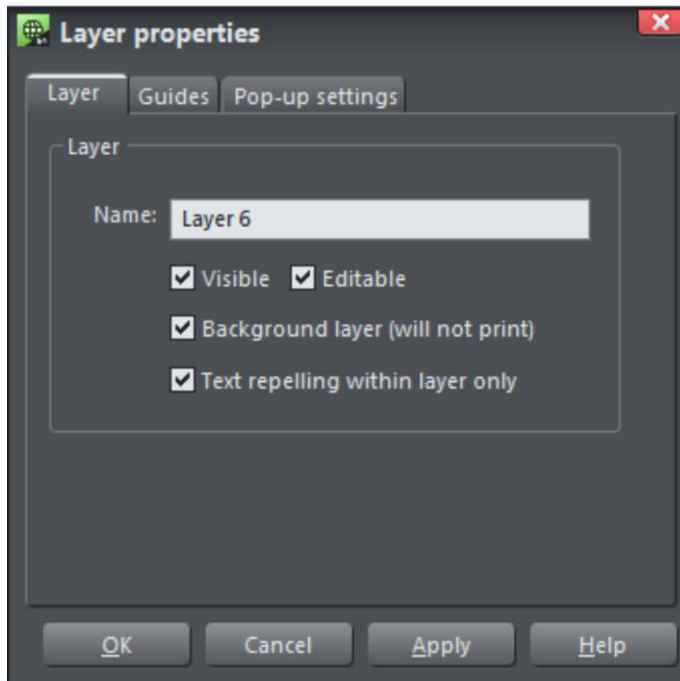
Holding the mouse pointer over the small layer icons  will show a thumbnail of the contents of the layer.

When you have selected a layer (clicked on it, to highlight the layer) the **NEW**, **DUPLICATE** and **DELETE** buttons on the top of the **PAGE & LAYER GALLERY** will do as they imply. The **NEW** button will create a new blank layer and place it at the top of the stack. You can re-arrange the order by dragging it to the required position.

The **DUPLICATE** button will copy the layer and its contents and place it on top of the stack - that is on top of all other objects on the page.

## Layer Properties

This opens the Layer Properties dialog.



## Creating layers and editing layer properties

Using the Layer tab you can:

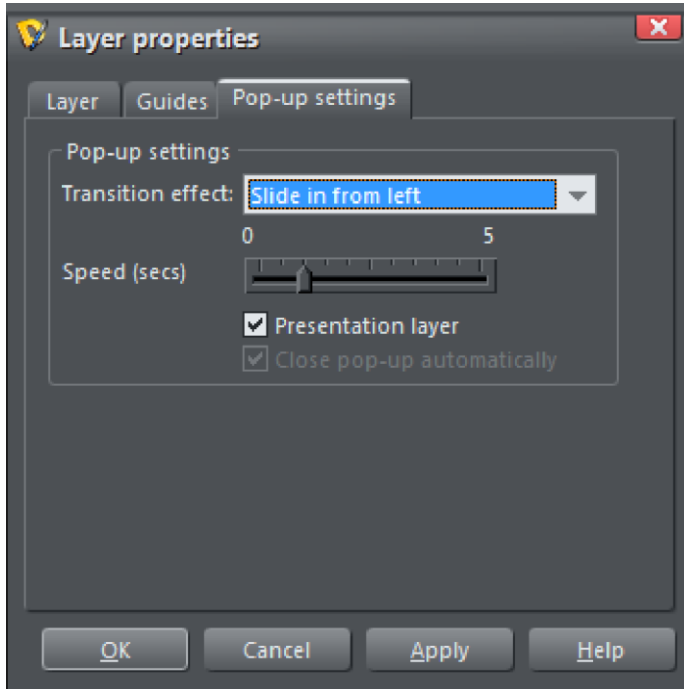
- Create a new layer or edit an existing one.
- Make the layer editable and visible by default.
- Define the layer as a web page background that will not appear when printed.
- Specify that all objects in the layer will only repel text objects (on page 214) within the same layer. This prevents text on the layer being repelled by objects in other layers and is useful for popup layers in web pages.

## Using guidelines

The Guides tab allows you to create layer guidelines at precise numeric values and choose a color for guide layer objects.

See the **GUIDE OBJECTS & GUIDELINES** section in Object handling for more information on using guidelines.

### Pop-up settings



**Note:** The **PRESENTATION LAYER** checkbox is only enabled if you are in a presentation document. To convert a web document into a presentation document, see Web Presentations (on page 397).

Using this tab you can apply animated transition effects to a layer, if it's used as a pop-up layer on a web page, or if it's a presentation layer. The layer then appears with the transition effect when it's revealed in the exported web page. Use the slider to set a transition time from 0-5 seconds.

In a presentation document, a layer can be set as a presentation by checking the **PRESENTATION LAYER** checkbox. See Website Presentations (on page 397).

**Note:** Turning off the **PRESENTATION LAYER** option will remove the step from the presentation.

By default when a transition is applied, objects will only slide in/out to the edge of the web page. If you would like objects to start from the browser window edges, rather than the web page edges, deselect the **CLIP TO PAGE** edges checkbox in the Website tab (on page 277) of the Web Properties dialog.

## Special Layers

There are several special types of layer. They appear in the **PAGE & LAYER GALLERY** and can be turned on and off as usual, but behave slightly differently.

**BACKGROUND LAYERS** are non-printing layers that appear at the bottom of the document, under everything else. When you apply a color to the page background (drag and drop color from the color line) this will create a **PAGE BACKGROUND** layer automatically. Normally this is locked.

You can also set the color of the pasteboard (the area around the page) by dragging a color from the color line and dropping it on the pasteboard. This creates a **PASTEBOARD BACKGROUND** layer automatically. Again, this layer is locked.



When saving a document as a website, Background layers are converted to web page backgrounds. See the Getting Started (on page 18) chapter for more details on setting web page backgrounds and using the background layers.


The **GUIDES LAYER** is where guidelines or guide objects are placed. When you create a guideline this automatically creates a Guides layer. You can select the Guides layer and place anything you like on this layer - and it will act like a snapping guide (if you have 'snap to guide' on).

See Guide Objects and Guidelines in the Object Handling chapter to find out more!



## Hiding Layers


The rightmost two columns of icons in the **PAGE & LAYER GALLERY** control the visibility and locking of layers.


Clicking on the open eye  icon will hide the layer on the page, and the icon will turn to a closed eye . Clicking again will revert the layer to be visible.

When any item is hidden, it becomes invisible on the page and can no longer be seen or selected. The way to get hidden items back is to click its closed eye  icon. Alternatively you can click the **MORE...** button and select **SHOW ALL** option, which un-hides all items on the current page.



## Solo Mode

If you click any of the  icons in the column next to each layer, it will 'solo' this layer which means it hides everything else, except this layer. You can now work on this layer in isolation. Clicking the  icon again will restore everything back to how it was before.

You can also click and drag down the column of  icons to quickly browse through the layers in isolation from everything else.

To exit the Solo mode, click the  button again.

## Locking Layers

Clicking the open padlock icon  on the right end of a layer row will lock the layer (icon changes to a closed padlock ). Now you cannot select any object on that layer. Any clicks on locked items will go straight through it, as if it's not there, and select items underneath. Clicking the padlock icon will unlock that layer again. Alternatively you can click the **MORE..** button and select the **UNLOCK ALL** option.

### Soft Groups

There is one exception to the locked rules. If an item on a locked layer is part of a Soft Group (on page 120), then selecting and operating on that Soft Group will also select and operate on any locked items in that Soft Group (this is the intended operation of Soft Groups).

## Show All & Unlock All



These two controls on the top of the **PAGE & LAYER GALLERY** are a short-cut to show all items on the current page or unlock all items. They are a temporary override of all the individual object and layer settings. Clicking the controls again will restore the previous state. So this is a quick way of showing or unlocking everything, on all layers, performing some operation, and then restoring the previous state.


The Unlock all button is useful if you have a locked object on the canvas that you want to unlock, without having to first locate it in the Page & Layer Gallery. Turn on 'Unlock all', then right click on the object on the canvas and choose the Unlock option from the context menu. Then you can turn 'Unlock all' off again.

When either button is selected (the buttons are shown pressed in), then it's not possible to change the state of individual items. Un-select the buttons to enable the normal operation of the layer visibility and locking state.

Clicking the **MORE** button will display menu options to **SHOW ALL ON PAGE** and **UNLOCK ALL ON PAGE**.

## Moving Objects Between Layers

There are several ways to move objects between layers. First select the object or objects you want to move, then;

- Drag and drop the object onto the desired layer in the **PAGE AND LAYER GALLERY**
- **CUT** the object (Ctrl+X or right click and **CUT**). Ensure the target layer is the current layer (shown with , click the layer if it's not) and then right click and choose **PASTE** or **PASTE IN PLACE**. Note that if you cut or copy multiple items that are on different layers, the layer structure is preserved when you paste. Items are pasted to the same layer they were copied/cut from, instead of being pasted to the current layer. If you want to



---

paste all such items to the current layer, ignoring the layer structure, use the **PASTE IN CURRENT LAYER** option instead. If you want to retain layer structure, choose **PASTE IN PLACE IN CURRENT LAYER**. These paste options are also in the clipboard fly-out bar on the top bar, as well as the **EDIT** menu.

- Right click and choose **ARRANGE** then **MOVE TO LAYER IN FRONT / MOVE TO LAYER BEHIND** to shift the selected objects one layer up or down.
- Ensure the target layer is selected as current, then find the selected item in the **PAGE & LAYER GALLERY** (click the **LOCATE** button), right click and select **MOVE TO CURRENT LAYER**.

# Web Animations

## Using Web Animations

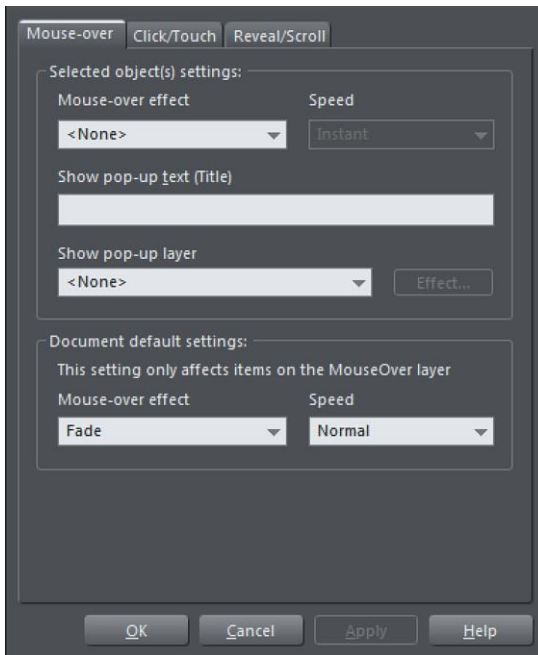
Web animations are a great way to add eye-catching visual content to your webpages. You can take any object in your web document and quickly create an animated response to an event like a mouse-over, a mouse-click or a screen touch. For example the items can fade in when first displayed, can have a wobble animation as you mouse-over it, and a different animation again when you click the item. You can also trigger pop-up layers or pop-up text and you can have objects reveal themselves as you scroll down a page.

To animate an object, simply right-click on it and choose **WEB ANIMATION** from the drop down menu, or go to "UTILITIES" > "WEB ANIMATION" .



Or click on the **WEB ANIMATION** button on the **WEBSITE PROPERTIES** flyout bar.

This will bring up the **WEB ANIMATION** dialog...



The dialog has got tabs for **Mouse-over** events, **Click/Touch** events and **Reveal/Scroll** events.

The Animation dialog is non-modal, which means it can stay on screen while you select different items on the page. Click the **APPLY** button instead of the **OK** to keep the dialog

on screen. You can then select another item to change the animation on that without having to re-display the dialog.



Preview your animations by clicking the **PREVIEW CURRENT WEB PAGE** button on the web toolbar - to see them in the onboard browser.

## Mouse-over features

With Mouse-overs - you can set a document default effect for the whole document - this only affects items on the MouseOver layer like navigation bars, or buttons with a 2 state property (buttons with a link which change color as you mouse-over them). And you can also set a mouse-over effect for an individual, selected object.

Click on the **MOUSE-OVER** tab dropdown menus to view and apply the effects.

- You can choose from one of six speeds for the animation effect ranging from **VERY FAST** to **VERY SLOW**
- Enter some pop-up text which will appear when the object is moused over
- Have the mouse-over trigger a pop-up layer - another layer within your document, and have that layer animate as well. Click the **EFFECT** button to bring up the Pop-up settings (on page 61) dialog for the pop-up layer effect.

See Layers, Mouse-over & Pop-ups for more details.

## Click/Touch animations

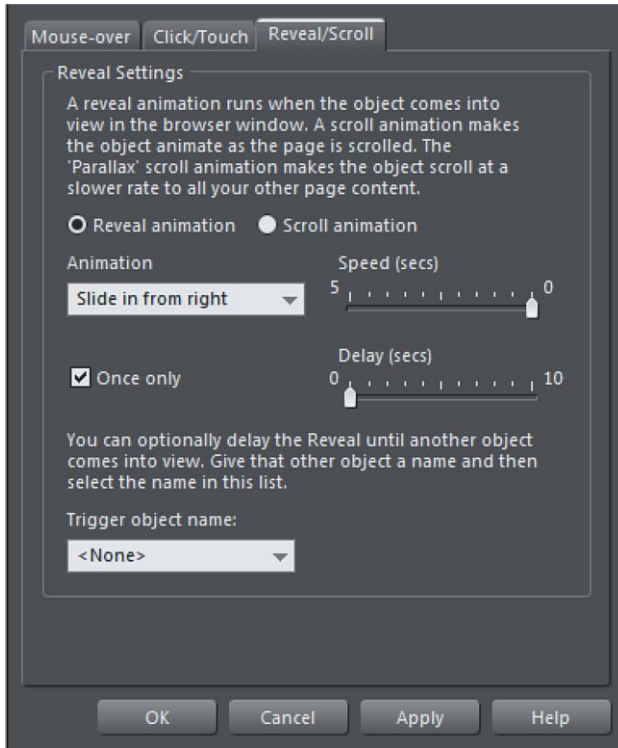
This tab allows you to choose an animation that will play when the object is clicked (or on a touch device, touched). As with the Mouse-Over tab you can choose the animation type and speed and can setup a default click/touch effect that will apply to all your buttons that have a mouse-over graphic.

## Reveal & Scroll animations

If you select the **REVEAL/SCROLL** tab of this dialog, you have the choice of applying either a **REVEAL ANIMATION** or a **SCROLL ANIMATION**.

### Reveal animations

A **REVEAL ANIMATION** will make the object animate into view as it appears in the browser window - either the first time, or every time it appears.



- Set an animation effect from the dropdown menu
- Set a speed for the effect using the **SPEED** slider
- Add a timed delay using the slider if so desired, so there is a pause before the object reveals

### Trigger object name

- Normally an object will be revealed as soon as it comes into view. However sometimes you may want to have the object revealed only when some other object (the “**TRIGGER**” object) comes into view.
- To name the trigger object just right click on it and choose **NAMES...** then apply a name using the **NAMES** dialog. Now when you click on the **TRIGGER OBJECT NAME:** dropdown, the name will appear for you to select.

For more information on applying names see Naming Objects (on page 128).

### Scroll animations

The **SCROLL ANIMATIONS** are similar to reveal animations, but they are linked to scrolling of the document. So instead of the animations running once when the object appears and then finishing, the object animates whenever the document is scrolled and the speed

of the animation is proportional to the scrolling speed. Scroll slowly and the object animates slowly, as you scroll. Scroll faster and the object animates faster too. The **SPEED** slider determines how fast the animation runs relative to the scrolling speed.

### **Parallax scrolling**

The **PARALLAX** scrolling animation is where some objects on your page scroll at a different rate to others, giving a parallax effect. **PARALLAX** appears near the top of the scroll animation types. The speed slider determines how fast the object scrolls relative to other objects on the page. If set very low, the object hardly moves at all as other objects scroll past it. If set very high the object scrolls at almost the same rate as the other page content, so the most useful speed values are towards the middle - try experimenting with different speeds.

Note: If you have a low parallax scroll speed, items below the bottom edge of the browser window may never appear.

Animations, Reveal animations, Scroll animations, Scrolling animations, Parallax animations, Parallax

## Object types and Animation combinations.

The table shows which object types work with which animations.

Object Type	Reveal Animations	Scroll Animations	Mouse-over Animations	Click Animations
<b>Text</b>	Yes	Yes	Yes	Yes
<b>Images (including groups)</b>	Yes	Yes	Yes	Yes
<b>Placeholders/Widgets</b>	Yes	Yes	No	No
<b>Text Panels</b>	Yes	Yes	No	No
<b>Soft Groups</b>	Yes	Yes	Yes	Yes
<b>Stickies</b>	Yes	No	Yes	Yes
<b>Full width/height</b>	No	Yes	No	No
<b>Page Background layer objects</b>	No	No	No	No
<b>Pasteboard Background layer objects</b>	No	No	No	No
<b>Reveal Object Animations</b>	N/A	No	Yes	Yes
<b>Navbars</b>	Yes	Yes	Yes	Yes
<b>Objects on Pop-up Layers</b>	Yes	Yes	Yes	Yes

Important: A few of the version 10 gallery widgets are incompatible with the new sticky and animation features, if used on the same page or in the same supersite, and so may need to be replaced with updated versions from the **ONLINE CONTENT CATALOG**. Click here <http://support.xara.com/index.php?/Knowledgebase/Article/View/816/> for details on the support site.

# Animations

## Introduction

Xara Web Designer Premium takes a traditional animator's approach to animation. You create key frames (or "snap-shots") of your animation through time, and Xara Web Designer Premium automatically creates all the in-between frames for you, a process called 'tweening'.



*An example start frame*



*The next key frame has the star shape moved, rotated a little, reduced in size, and changed to a different color.*



*Xara Web Designer Premium will create a smoothly animated Flash or movie file automatically creating the interim frames. This process is called "tweening".*

### What Flash can and cannot do

The Flash format does not support some of the advanced effects that Xara Web Designer Premium offers, for example complex graduated transparency, feathering and most of the advanced color fill types.

However, it does support a range of effects that include simple transparency. So, for example, if you fade the star on the 2nd key frame above to be 100% transparent, you'll get an animation where the star moves, reduces in size, and then fades.



*The same example, showing in-between frames, but with a transparency change.*

Like Xara Web Designer Premium, Flash is vector graphics-based, which means that you can enlarge objects with no loss of detail. It also means that Flash files can be very compact, which is of course ideal for the web!

To illustrate just how small and compact Xara Web Designer Premium Flash animations can be, the previous example animated over one second with 24 frames (so the movie plays at a smooth 24 frames per second) creates a Flash file that's only 700 bytes.

### The 6 core types of animation

In order to keep Flash files very compact, the types of shape tweening supported by Flash are limited to six basic types of animation. These are sometimes called the 6 core transforms, because these are the main ways you can transform an object from one key frame to the next.

1. Move: Move objects from one position to another.
2. Scale: Enlarge or reduce objects in size.
3. Squash or skew: Squash or skew objects.
4. Rotate: Rotate objects.
5. Transparency: Adjust the overall (flat) transparency of the objects.
6. Color changes: Change the fill (flat) color of objects.

The last item, color changes, can be applied to contoned (colored) photos. You can't transform a full color photo into a contoned one, but you can change a photo with one contone color into another color.

**Note:** the above six transform types are absolutely key to all Flash animations.

If you look at Flash animation examples on the web, you'll find that almost all consist of just these effects. Objects fade in and out; they whiz from one position to another. They sometimes spin, grow or shrink. That's the basis for almost all Flash animations, and it's very easy to produce such animations in Xara Web Designer Premium. It is also possible to tween shape outlines and some **PHOTO TOOL** attributes in Xara Web Designer Premium, but these are less common and only applicable to specific types of object.

One thing that isn't possible with Flash is to change the shape of an object between key frames though this will work when exporting as a movie clip.





*It's not possible to change the shape between key frames in exported Flash animations.*

Because the shape changes (i.e. it morphs from one shape to another), this is not possible in Xara Web Designer Premium Flash animations.

### What you can't do with Xara Web Designer Premium Flash

Xara Web Designer Premium does not support more complex Flash features such as scripting (programming), audio, or embedded movies.

Additionally, since Flash vector rendering is relatively primitive compared to Xara Web Designer Premium's, there are advanced Web Designer Premium effects such as feathering that cannot be used in Flash. These are detailed in the "What Xara Web Designer Premium Features Does Flash Support? (on page 448)" section towards the end of this chapter.

### Core Principles

In your animation you are likely to have some objects that remain static between key frames (i.e. no tweening is necessary) and other objects you will want to animate.



To tell Xara Web Designer Premium which objects you want to animate, it's necessary to give each object a name (via the **ADD NAMES** button on the **SELECTORTOOL** InfoBar).

For more information on naming objects, see section "Naming Objects" in the "Document Handling (on page 64)" chapter.

Here is an overview of the typical process to create a new animation from scratch, which this chapter will guide you through:

1. Decide what size you would like your animation to be and set the page size accordingly (see "FILE" > "PAGE OPTIONS (on page 487)").
2. Draw your first frame. Name the objects that you want to animate.
3. Create a new key frame (usually done by copying the earlier frame).
4. Move and transform the objects as required.
5. Preview the results.
6. Repeat steps 3 through 5.

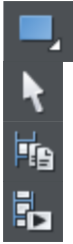
### Your First Animation

To create a new animation:

Create a new animation document. To do this:

Choose "FILE" > "NEW" > "ANIMATION" ("Ctrl + Shift + N").

A new document will open, and you will see the animation button bar appear that contains some relevant buttons.



1. Draw a simple shape, such as a rounded rectangle with the **RECTANGLE TOOL** (but it can be any shape).
2. Click the **APPLY NAME** icon on the **SELECTOR** InfoBar and name it "shape".
3. Click the **COPY FRAME** button to create your 2nd key frame. Transform the shape as required. You can adjust it using any of the six animation types described earlier in the chapter.
4. Press the **PREVIEW MOVIE** button to see the animation.

By default the display period for each key frame is half a second. To produce a longer animation, see the "Movie Frame Rate and Tween Steps" section later in the chapter.

You are not limited to just one moving object; you can have as many as you like on each key frame. And as long as they appear transformed in some way, on the next key frame (and they are each given a unique name) they will animate.

Here is another example.

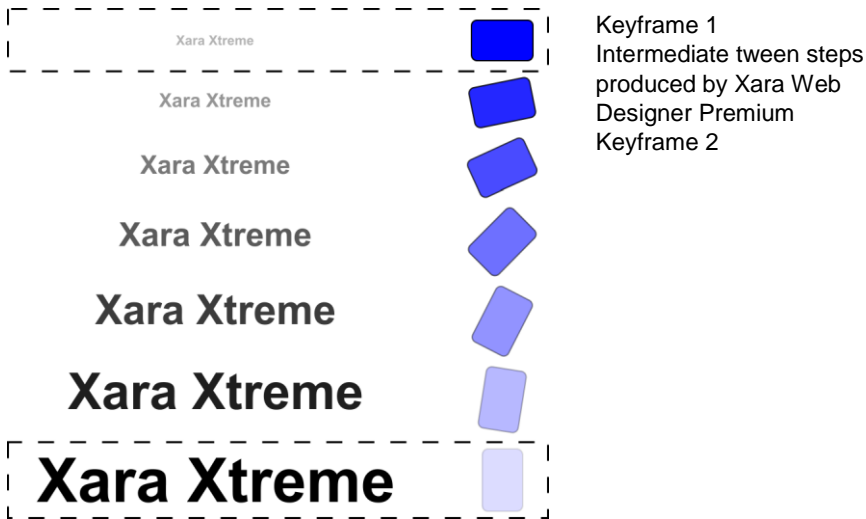


*The first key frame has some simple text and a simple shape within a static rectangle.*



*On the next key frame the text has been enlarged and made darker, the blue rectangle has been rotated 90 degrees and transparency altered to be mostly transparent.*

This is how the animation is constructed.



*In this animation, the text object grows, and at the same time the rounded rectangle rotates and fades.*

## Exporting a Flash File

To export your animation as a Flash file:

Select "FILE" > "EXPORT ANIMATION" and then choose Flash under **SAVE AS TYPE**.

Or click the **EXPORT ANIMATED FLASH** button.



This will save the finished SWF file into the location you choose.

## Previewing a Flash file in Xara Web Designer Premium



To view your animation as it would look in a web page, click the **PREVIEW FLASH** button to instantly see a browser preview.

The preview page will show your finished animation as well as useful information, such as the animation's dimensions, file size, etc. It also includes simple instructions on inserting your animation into a web page.

## Inserting a Flash file into your webpage

For those using Xara Web Designer Premium you can simply drop the Flash file onto your web page to insert it into your website. A static placeholder image is automatically created and placed on your page. Preview your page and you should see your working Flash animation!

Alternatively you can create a placeholder object manually. On your web page, create a placeholder object, which can be anything such as a simple rectangle or an image or screen grab even. Position and size your placeholder where you want your Flash animation to appear.

Then in the **WEB PROPERTIES DIALOG** ("Ctrl + Shift + W") select the **PLACEHOLDER TAB** and the **REPLACE WITH FLASH** Browse options to locate the required .SWF file. Click **APPLY**.

Now when you preview your website, the placeholder is replaced by the Flash animation.

With either option above, the .swf file gets copied into a support folder next to your .xar file, so that there is a copy of the file with your .xar file. Therefore if you subsequently change your animation and export an updated .swf file that you want to use instead, either browse **FOR THE NEW .SWF FILE USING THE "UTILITIES" > "WEB PROPERTIES" > "Placeholder tab"** as above, or manually replace the file in the support folder with the updated file.

See the Support Folders section (on page 76) of the Document Handling chapter for more information.

### Inserting using a different web authoring tool

To place your SWF animation into your HTML click the **VIEW HTML** link on the Flash preview screen to get code that you can paste into your web page using your preferred HTML editor.

Note: You must change the SWF file name in the code to match the actual name of your exported SWF file. You must also place your SWF file into the same directory as your web page for the code to work. If you place the SWF file in a different directory, you will need to change the HTML code accordingly.

## Exporting animations as AVI

As well as exporting animations as animated GIFs and Flash animations, you can also export in the .AVI file format.

In an animation document, choose **EXPORT ANIMATION** from the **FILE** menu, and choose **AVI ANIMATION (\*.AVI)** from the Save As Type drop-down list in the Export File dialog. Click the **OPTIONS** button to choose the export settings, or just click the **EXPORT** button to use the current or default settings.

### AVI options

#### Codec selection

Use the dropdown list to select from the range of codecs that you have installed. This determines how your AVI is encoded and compressed. Or choose the "uncompressed" option if you want to export an uncompressed AVI. Note that this will give you a very large file size!

### Key frame every N frames

The default value is provided by the selected codec and it's normally best to keep that value. Reducing the number will tend to result in higher quality but larger files, increasing it in lower quality smaller files.

### Frame Rate

Leaving the frame rate at the default 25 frames per second will result in a smooth animation, but you may be able to get away with a lower rate of say 12 or 15 frames per second if your movie is fairly static with little fast moving action. This will reduce the file size.

### Configure

Pressing the **CONFIGURE** button opens a settings dialog specific to the selected codec (if available), which may give you more configuration options. The **ABOUT** button tells you more about the selected codec.

### Make background transparent

Selecting this option will make your AVI have a transparent background, which is useful if you want your animation to appear on top of a movie (for movie titling, for example).

When this option is on, the codec list is reduced to show only the "uncompressed" option, because transparency can't currently be supported using a codec. If you export an uncompressed AVI with transparency, it will import into MAGIX movie editing software and some other movie editing applications with the transparency.

### Area to save

Choose whether to save a movie that is the size of your animation page or the size of the animated drawing.

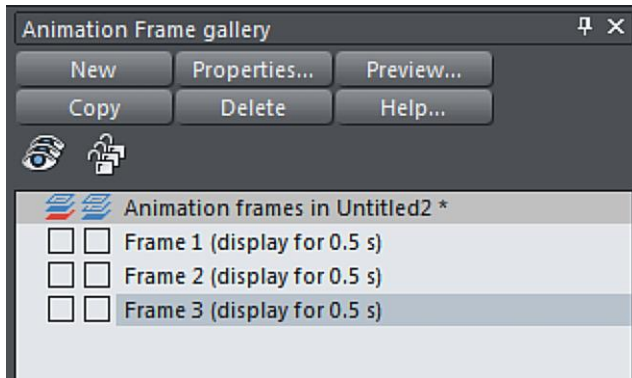
Click OK to export the AVI animation.

## The Animation Frame Gallery

By default the **ANIMATION FRAME GALLERY** is displayed open on the right hand side of the Web Designer Premium window (next to the **PAGE & LAYER GALLERY**) when you open or create an animation document.



To toggle display of the **FRAME GALLERY**, choose "**UTILITIES**" > "**GALLERIES**" > "**FRAME GALLERY**", or click the **FRAME GALLERY** icon on the **GALLERIES** toolbar.

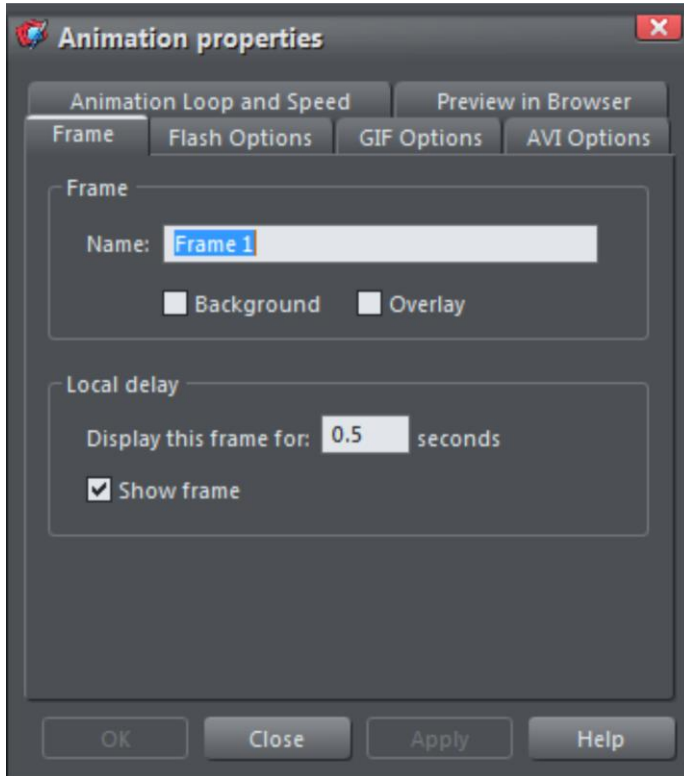


A typical **FRAME GALLERY**. Frame 3 is selected and thus visible.

This shows a list of the key frames in your document. To view any key frame just click its name in the gallery.

The **ANIMATION FRAME GALLERY** shows frames from the top down, so the first frame is at the top and the each new frame you add gets put at the bottom of the list. You can re-order frames by dragging them. There are buttons to perform the main operations of deleting frames, copying the selected frame (it will always get added to the end) and creating new blank frames.

The **PROPERTIES** button is very important, since it shows the **ANIMATION PROPERTIES** dialog which controls many aspects of not just the selected frame but the whole animation.



*The Animation Properties dialog*

A shortcut to display the Animation Properties dialog is to simply double click on a frame name in the **FRAME GALLERY**



The **ALL FRAMES VISIBLE** (the eye) and **EDIT ALL FRAMES** (the padlocks) buttons on the **FRAME GALLERY** are useful because they allow you to view or edit all frames together, one on top of the other.

This is particularly useful if you want to select objects that are on multiple frames.

**Note:** When you copy a frame, it always copies the selected frame and places it at the end. So in order to insert a new frame, say between frames 4 and 5, select frame 4, click the **COPY** button, and then drag the new copy from the end to the desired position between frames 4 and 5.

**Note:** Frame names do not matter and can be anything you like. They do not have to be Frame 1, Frame 2, etc. Animations always play the frames in the order top to bottom, irrespective of the names.

## Copying Objects

You can copy objects from one frame to another in the usual way (i.e. copy the content, select the new frame and then paste into the new frame). The "EDIT" > "PASTE IN PLACE" option ("Ctrl + Shift + V") is particularly useful when doing this, as this will always paste objects back to the exact position they came from but on the new frame.

When you copy an object its name is copied with it, but be careful not to have more than one object with the same name on a given frame; doing so will generate errors.

## Photos

Because Flash files usually consist of vector shapes, and the transforms are relatively simple, the files can be very small. Photos and bitmaps can be embedded into Flash animations, but unless you are careful it will result in huge animation files. You can perform all core Flash transforms on bitmaps or photos (i.e. you can move, scale, squash, rotate, fade and re-color.).

Flash files can include both PNG and JPEG images just as .xar files do, and Web Designer Premium automatically creates photos of the right resolution when creating the Flash file. So for example you can load a hi-res digital camera image, size this down to be say 200 pixels, and this means that a 200 pixel image will get included, and not the full hi-res JPEG.

When higher resolution photos are converted down for inclusion in Flash files the JPEG compression setting (Animation Properties dialog, Flash Options tab) can be used to control how compressed your JPEG images are. See below.

When tweening bitmaps or photos, only one copy of the bitmap is stored in the Flash file, so you can perform transformations of the bitmap with little overhead. In other words, just because the bitmap appears on frames 1, 2 and 3 of your animation, this does not mean three copies of the bitmap are embedded in the Flash file.

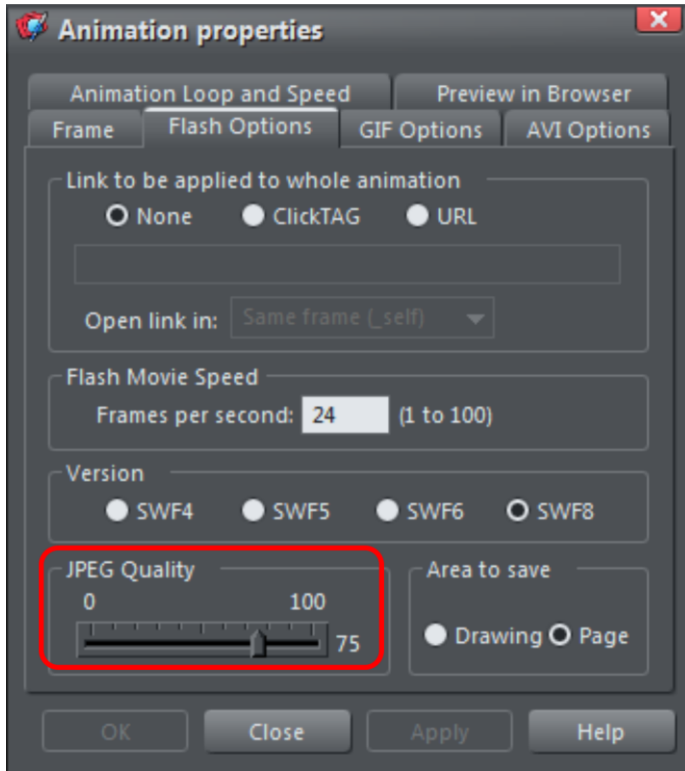
## Non-JPEG Bitmaps

Other types of bitmaps, for example, BMP, TIFF, or PNG bitmaps, are usually a lot larger and thus less suitable for use in Flash animations (for photos JPEG compression is a lot better than PNG). However if you include a low resolution PNG image (that is one of 96dpi or less – the status line shows you the resolution of any selected image) then this is kept as a PNG image in the Flash file. Higher resolution images (>96dpi) will be converted into a JPEG (transparent JPEG if required) .

You can control the compression used for this automatic JPEG conversion using a slider in the **FLASH OPTIONS** tab of the **ANIMATION PROPERTIES** dialog. The usual compression



value is 75%, but you can vary the quality, preview the animation and quickly see the quality and size savings.



256 color or less bitmaps (such as GIF) are not encoded as JPEG and will be embedded using PNG compression, which is usually the best compression type for these types of images

### Bitmap Quality

Flash Player version 8 and later has higher quality bitmap display. This is particularly evident when rotating or scaling bitmaps and photos, whereas older versions of the player tend to produce pixelated, and rather jerky movements.

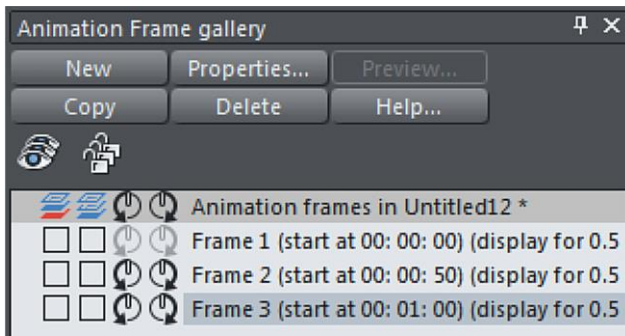
You can tell which version of the Flash Player you have by right clicking on any Flash animation in your web browser and looking at the About menu.

It's therefore recommended to export your Flash animation as Version 8 if you're using bitmaps or photos. You can control this from the **FLASH OPTIONS** tab of the **ANIMATION PROPERTIES** dialog.

## Animation Frame Rate and Tween Steps

Flash animations run at a fixed frame rate. The faster the frame rate, the smoother the resulting animation and the larger the Flash file. Xara Web Designer Premium animations default to showing 24 frames per second, but you can change this.

When you create each key frame, you determine how long the period is until the next key frame. For example, if a frame period is set to half a second, this means the animation from that key frame to the next will take half a second. At 24 frames per second this means there will be 11 intermediate steps generated by Xara Web Designer Premium in the Flash animation, so 12 frames in all. (These intermediate "tween" frames are not ever seen in Xara Web Designer Premium and are only generated when you create the Flash file.)



The **FRAME GALLERY** always shows you the display period for each key frame. In this example three frames are displayed for one second each, so the whole animation lasts 3 seconds before repeating.

To create a longer tween effect (in other words to slow the animation down) increase the display period using the **ANIMATION PROPERTIES** dialog.

The easiest way to alter the display period for any frame is to just double click on the frame name you want to alter to bring up the dialog, enter the new period in seconds, and click **OK** or **APPLY**.

### Move frame forwards/backwards

These buttons allow you to move a key frame forwards or backwards in the animation, without changing the length of the animation. This is useful when working with animations that are exported as AVIs and included in movies, particularly if you are trying to track an object in the movie with your animation. By Default each click moves the frame by 1/25th of a second, which corresponds to one frame of a 25fps movie. You can change this value in the **FRAME** tab of the **ANIMATION PROPERTIES** dialog.



Move frame 1/25th sec forwards



Move frame 1/25th sec backwards

The length of the previous frame is adjusted in order to keep the overall length of the animation the same, so effectively you are just moving the key frame forward or backward in the animation.

## Cropping, Clipping and Animation Size

Before long you'll start to consider creating some Flash animations like you see on the web, say with some wording or a photo that whizzes in from one side.

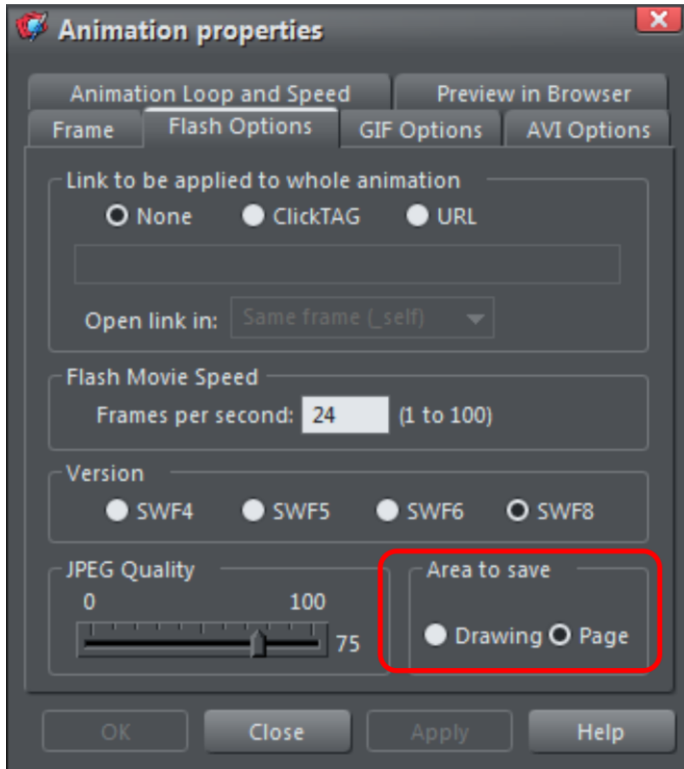


To create an animation like this, all you need to do is set the page size in Xara Web Designer Premium to the size you want for your flash animation. So if for example you want a Flash banner which is 468 pixels wide and 60 pixels high, set the page size in your animation document to 468x60. To set the page size, go to the **PAGE TAB** of the **OPTIONS DIALOG** (on page 487) (or choose "FILE" > "PAGE OPTIONS") and set the Width and Height fields accordingly.

When exported or previewed, the flash animation is automatically clipped to the page size you have set. So it's easy to arrange your animation so that objects glide in and out of the visible animation. E.g. by placing an animating object to the left of the page on one key frame and to the right of the page on the next key frame, in the animation the object will be seen to slide in from the left side of the design and disappear off the right side.

You can also change the page dimensions by going into the **SELECTOR TOOL** AND **DRAGGING ON THE BOTTOM EDGE OR RIGHT EDGE OF THE PAGE, TO CHANGE THE PAGE HEIGHT OR WIDTH RESPECTIVELY. SEE CHANGING THE PAGE SIZE IN THE DOCUMENT HANDLING CHAPTER FOR DETAILS.**

**Note:** When opening older documents created with earlier versions of Web Designer Premium, these will not clip to the page (the page size was huge), instead they clip to the size of the drawing. You can control this in the Animation Properties dialog.



Setting the area to save to be Drawing will create a Flash animation that is only as large as it needs to be – i.e. the same as the outer bounds of the animation. This can be useful if you don't need a specific page size.

## Animation Speed

When you create a new keyframe, it defaults to having a period of half a second. So the animation from that keyframe to the next will take half a second. The longer you set the period, the slower the animation. To set the frame period for any frame, first select the desired frame in the **FRAME GALLERY** (click on it), and then click the **ANIMATION PROPERTIES** button (or just double click the frame name).

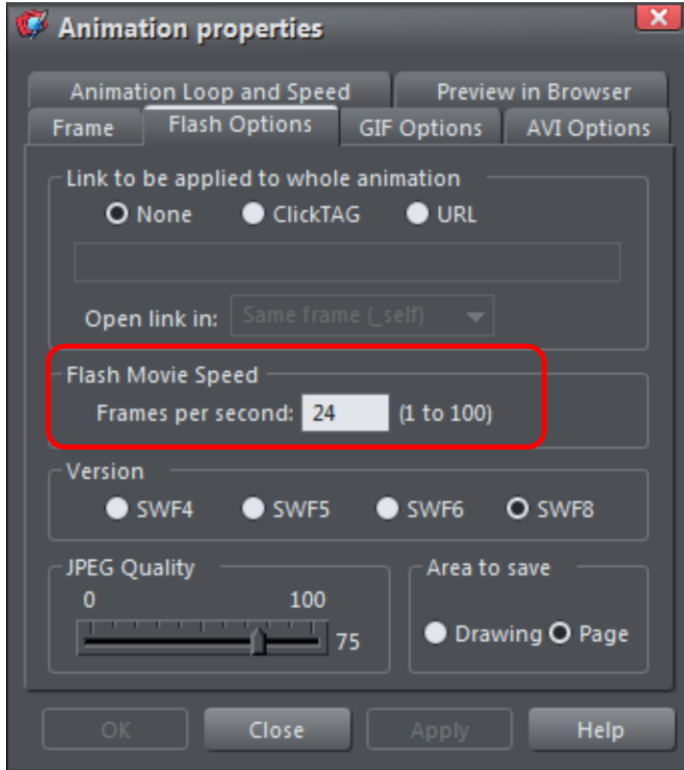


*Setting "Display This Frame For" to 2 seconds means the animation will take 2 seconds to tween from this key frame to the next.*

**Note:** The **ANIMATION PROPERTIES** dialog is non-modal and you can keep this on screen all the time. By pressing the **APPLY** button instead of OK, the dialog remains on screen. Its contents are updated as you select different frames, and for each of them you can set the required display period.

## Animation smoothness

Flash movies play at a constant frame rate. The faster the frame rate, the smoother the animation. Xara Web Designer Premium defaults to showing 24 frames per second. To change the rate select the **FLASH OPTIONS** tab of the **ANIMATION PROPERTIES** dialog.



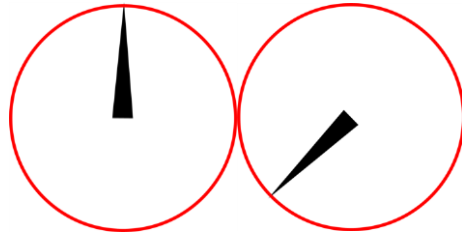
*The Flash Options tab, where you can change the movie speed as well as the Flash export version.*

**Note:** The faster the frame rate, the larger the resulting Flash file. You will find that if your animation is mostly objects fading in and out with relatively little fast moving animation, then you can reduce the frame rate to under 24 frames per second. If you have a lot of fast action, it may be necessary to increase the frame rate, but it's rarely necessary to have it above 50 frames per second.

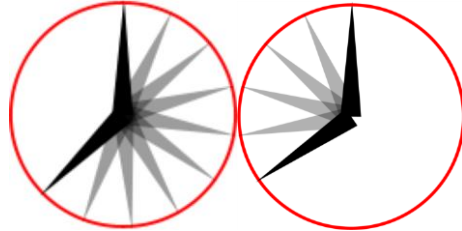
## Rotation

Xara Web Designer Premium calculates and generates the tween frames automatically by working out how to transform the shapes from one key frame to the next. But sometimes it's not possible to know exactly what type of rotation is required.

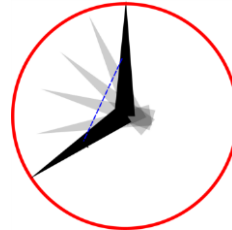
Take this example. Suppose you tween from the first clock face to the second:



You might expect it to rotate clockwise, but of course it could go counter clockwise:



In fact there are other ways it could rotate. The above examples assume the hand rotates around one end, but you could tween from one state into the other by doing a straight line rotation of the center of the object, which would result in this:



If you look closely, the hand rotates around its center rather than one end, and the center point moves in the straight line from one key frame to the next. By default, Xara Web Designer Premium rotates objects this way.

### The Rotate command

To force the rotation to be around any other point you can use a special keyword "rotate" appended to the front of the object name. Or you can use "rotate +" to force the rotation to go clockwise or "rotate -" to make it go counter clockwise.

To take the simple two keyframes animation example shown on the previous page, where the hour hand needs to move from 12 o'clock to 8 o'clock. If you name the hand object "rotate + hand", you'll get an animation showing the clock's hand moving clockwise. If you name it "rotate - hand", then the hand will rotate counter clockwise.

If there is no rotate command, then the tween takes the shortest direct path between the object on one keyframe to the next, rotating around its center. With a "rotate" command on the object name, it calculates the actual rotation point, which in the above example is the "large end" of the hand.

**Note:** It's not possible to rotate an object by a full 360° between keyframes if the rotation point is not the center. For example, to do a full rotation of the clock hands in the above example, you would need to create an intermediate keyframe.

## Groups

Groups are treated specially when creating animations. To save you naming each individual part of a group, you can instead name the whole group and then copy the group to the next keyframe. Xara Web Designer Premium will animate the whole group from one keyframe to the next. And you can apply the normal transformations to the group (resize, rotate, squash, but not group transparency – see the next page).

If members of a group are to animate differently than the rest of the group, then those members must be separately named ("Ctrl + click" to select an object inside a group, then name it as usual).

**Note:** If you ungroup, make some changes to the group contents and then re-group the objects:

- You must re-apply the name to the new group (select the group then double click on the name in the **NAME GALLERY**).
- You must not change the stacking order of the items in the group.
- You must not add or remove items to/from the group.

## Group Transparency

If you want to fade a grouped object, you need to apply transparency to each individual object in the group. There are two ways you can do this:

- Select each object in the group in turn and adjust its transparency.
- Or un-check the **MAKE GROUPS TRANSPARENT AS A WHOLE** option in the **OPTIONS** dialog ("**UTILITIES**" > "**OPTIONS**", then the **GENERAL** tab). If you do this, when you adjust the transparency of the whole group Xara Web Designer Premium applies the transparency to each individual item in the group, instead of group transparency.

## What Xara Web Designer Premium features does Flash support?

The Flash vector rendering is quite primitive compared to Xara Web Designer Premium's, and so you can't use many of the more advanced Xara Web Designer Premium features such as feathering, complex transparency and fill types or soft shadows. Lines (strokes) are limited to being simple constant thickness, round ended lines. No line dashing is supported. The minimum line thickness is one pixel—so thinner lines in Xara Web Designer Premium will be displayed one pixel thick in Flash.

There are two aspects to producing Flash-compatible drawings. The first is to limit yourself to use only those features supported directly by the Flash player. Secondly, when producing animations, there is an even more limited set of characteristics that can be tweened or animated.

Xara Web Designer Premium drawing features that Flash supports:



- All normal line and shape drawings (although Flash is a lot less precise than Xara Web Designer Premium and so sometimes you may notice inaccuracies in lines and shapes).
- Flat, linear, circular and elliptical gradient color fills.
- Multi-stage gradient color fills, including linear and elliptical fills. Eight color stops maximum.
- Flat transparency. Mix type only.
- Graduated transparency is supported for flat color filled objects (non-graduated). So you can have graduated color objects with flat transparency or flat color objects with graduated transparency, but not both.
- Constant width outlines (stroked paths) with rounded end caps and line joins (version 8 Flash files support the other join and cap types).
- Text, including kerning. You can use any fonts you like. The outlines of the characters of any used fonts are embedded into the Flash file. This is much more efficient than, say, font embedding in PDF documents.
- Text on a curve. Note: the line used for the curve must be made invisible for the animation to work.
- Bitmaps and bitmap fills.
- Contoned (colored) bitmaps and bitmap fills.
- Photo Saturation, temperature color and blur (but not brightness / contrast change).
- Fractal Cloud and Plasma fills will work, but are converted to bitmaps, so not efficient.

So while some Xara Web Designer Premium effects, such as soft shadows do work in static files, these are exported as bitmaps into the Flash file, so they are not very efficient and not suitable for animating.

What can be animated:

As listed at the start of this chapter, these are the golden rules as to what you can change from one keyframe to the next:

- Move: Move objects from one position to another.
- Scale: Enlarge or reduce objects in size.
- Squash or skew: Squash or skew objects.
- Rotate: Rotate objects.
- Transparency: Adjust the overall (flat) transparency of the object.
- Color transform: Change the fill (flat) color of objects.
- Or any combination of the above.

In addition, there are a few special cases of photo color transformations that are supported by Flash. You can alter the saturation (so you can tween a full color photo into a black and white one), You can also adjust the temperate color control (warm / cool), and also the blur value. The latter enables you to tween a blurred photo into a sharp one. But note this only works for blur values and not sharpen. Also there is a slight difference in the way Flash blurs photos. Flash blurs the whole photo including the edge, whereas the Photo blur in Xara Web Designer Premium only blurs the inside of the photo and keeps a sharp edge.

Secondly, another special case: you can animate text on a curve. This is special because you can use this to seemingly morph text along one curve into text along a completely

different curve. In fact what it does is tween from the character position in one keyframe to the corresponding character's position in the next frame. This can produce some interesting effects.

**Note:** The line used for the curve must be made invisible for the animation to work.

*This is some text fitted along this curve*

### Non-moving Objects

You can add new objects by just drawing them on any keyframe. They will appear in the animation at the start of the frame and will vanish at the next keyframe, unless they appear on that frame as well. So the simplest way to have an object appear static on all frames is to ensure it's copied to all the frames. Xara Web Designer Premium Flash optimization is very efficient and you'll find that having more than one copy takes hardly any additional file space (this is true of multiple copies of objects anywhere).

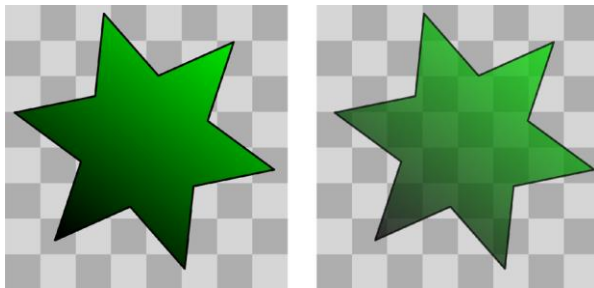
### Color Transforms—Animating Color Changes

This is what you can and cannot do with color transforms in Xara Web Designer Premium Flash:

- You can animate simple flat color changes of objects from one keyframe to the next.
- You can change the line color independently of the fill color.
- You can change photo contone colors.
- You cannot adjust the position of gradient fills.

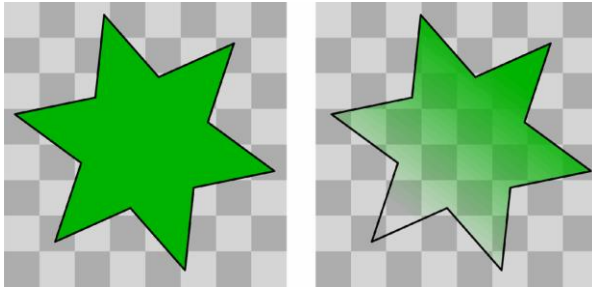
### Transparency

As mentioned earlier, you can adjust the flat transparency of objects (not group transparency) and Flash supports this (for both static objects and tweening transparency changes), but Xara Web Designer Premium's graduated transparency is not really supported with Flash. There is just one situation where you can use graduated transparency, and that is on flat color filled objects.



*It's possible to adjust, and animate, flat transparency given to all types of objects, shapes, text*

and photos.



*It's possible to give graduated transparency (linear, circular and elliptical) to flat color filled objects, but it's not possible to animate the transparency change. Although you can animate the color change (rule six).*

## URLs in Flash

To make an object in your Flash animation a clickable link, just select the object you want to make clickable and select "UTILITIES" > "WEB PROPERTIES" ("Ctrl + Shift + W").

Enter the required URL. (If you require the link to open in a new browser window or browser frame select the target web frame by selecting from the 'OPEN LINK IN' dropdown menu).

If you want to make text clickable select the **RECTANGLE SURROUNDING OBJECT** option. This ensures those that viewers of your Flash animation can click anywhere over the text (rather than just on the actual letter shapes).

### Making the whole animation clickable

In the "ANIMATION PROPERTIES" > "FLASH OPTIONS" tab you can set a URL to apply to a whole animation. This is useful for banner ads where you want a click on any part of the animation to go to a given web address.

### clickTAG

clickTAGs are often used by advertising networks. Rather than hard-coding a URL into a Flash animation, the clickTAG allows an organization to insert their own URL into the animation, which is particularly useful for tracking advertising clicks.

If you need to use this feature, check the clickTAG option.

## Advanced Flash Commands

### Accelerating and Decelerating

Usually the tween steps are evenly spaced between keyframes, producing a linear animation from one keyframe to the next. By appending < and > symbols to the front of the object name, you can make objects speed up or slow down. So naming an object

>Name means that it starts fast and slows. The opposite, <Name, would start slow and speed up.

You can even use these in combinations. So an object name <>Name would start slow, speed up and then slow down towards the end of the frame period. In traditional animator's terminology this is called 'easing', so you can ease in or ease out, and the command <> would be an ease in/out.

You can control the degree of acceleration or deceleration by using numbers from 0 to 9. So <2Name would be a very gentle acceleration, while <9Name would be extreme acceleration. Similar >2 in front of the name would give a slight deceleration. Using the name >Name (with no number) is the same as >5Name.

Example: there is an example file called Pendulum in the **FLASH EXAMPLES** section of the **DESIGNS GALLERY** (click the **DISC DESIGNS** button on the **DESIGNS GALLERY**). The pendulum group uses a combination of <> and the rotate command. Another example called "Zoom.xar" is also worth examining.

### **Stop and Goto Commands**

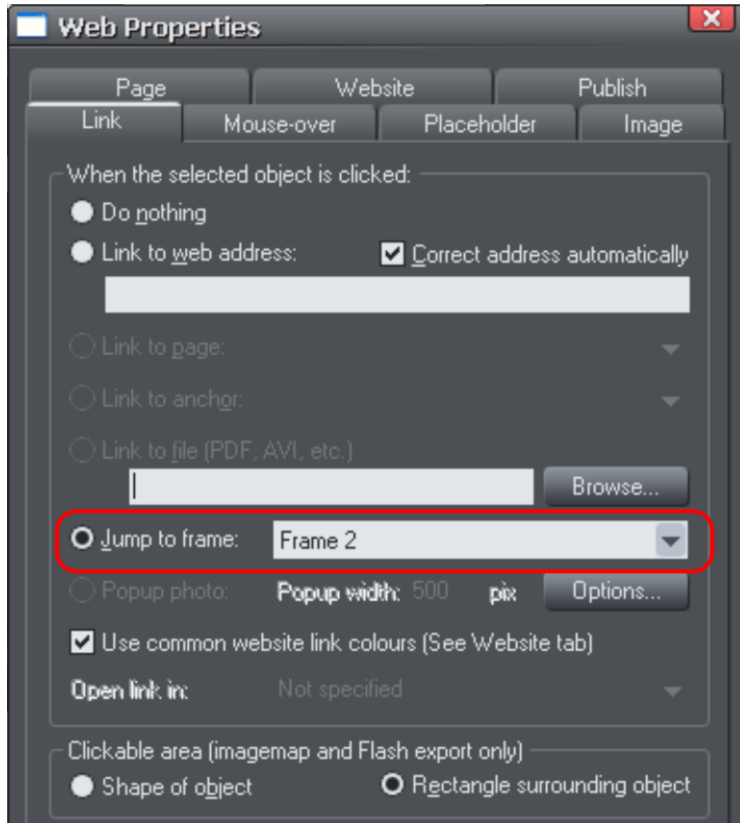
You can append **STOP** or **GOTO** commands onto the Frame names (separated by a semi-colon ; ) to control the sequence flow. So for example if your first frame was named "Frame 1;Goto Frame 6", then the animation sequence would jump to Frame 6 at the start of Frame 1. This may produce tween errors, but these can be ignored. It also waits for the specified period of the frame with the **GOTO** command on before jumping, but frames with **GOTO** or **STOP** commands do not tween.

Similarly a frame name with ;**STOP** appended to the end of the name would stop when the animation reaches this frame. Why is this useful? Because you can make the animation jump to any other key frame with either a click or by moving the mouse over objects. For example you might have an animation that waits for the user to click on or move the mouse over an object before continuing.

### **Clickable Buttons & Mouse-over Effects**

You can make the animation sequence jump to any keyframe either by clicking on an object or just by moving the mouse pointer over any object.

To do this select the object you want to use as the trigger, open the **WEB PROPERTIES** dialog (Ctrl+Shift+W) and on the **LINK** tab, select the **JUMP TO FRAME** option.



*If you want the jump to occur by just moving over an object, select the Mouse-Over tab instead of the Link tab, and select from the similar 'JUMP TO FRAME' option.*

Now in your animation if you click or mouseover the object the animation will redirect to the the new frame and proceed from there. See the "River Thames" example file in the **DESIGNS GALLERY**. This uses a Goto command to loop from frame 4 to 3, and a URL frame re-redirect to jump to Frame 1 if you click the Replay link in the corner.

"Ctrl + Shift + W" is a quick way to open the Web Properties dialog.

## Xara Web Designer Premium Flash Animation Summary

- Xara Web Designer Premium keyframes are "snapshots" of your animation at any point in time. Xara Web Designer Premium automatically produces a smooth blend or tween of objects from one keyframe to the next to produce a smooth Flash animation.

- There is no timeline. Instead, the **FRAME GALLERY** (on page 437) shows your snap shot keyframes though time (top down). Just click the frame name to see and edit that keyframe.
- If you set the Xara Web Designer Premium frame display time to be 2s then it will take 2 seconds to animate objects from their position at the start of one keyframe to their positions at the start of the next keyframe. Use the **ANIMATION PROPERTIES** dialog to set frame display period.
- To tell Xara Web Designer Premium which objects are to be blended or tweened between one keyframe and the next, you name the object you want to tween. For each new object you want to animate click the **NAMES** button on the **SELECTOR TOOL** InfoBar and give it a name (or select the menu "**UTILITIES**" > "**NAMES**" ..). The object must have exactly the same name on subsequent frames.
- When you create a new keyframe (snap shot) you usually do this by copying the current frame, and this copies all objects to the new frame along with their names. Then just move the objects as required.
- All other (non-named) items appear static for the duration (display period) of the keyframe.
- You can move, enlarge, reduce, rotate, stretch, alter the color or transparency between Xara Web Designer Premium frames. Transforming objects in this way is very efficient.
- There is an overall frame rate for the whole Flash movie. The more Flash frames-per-second, the larger the Flash file and the smoother the animation.
- Because each Web Designer Premium frame is a snap shot of the full animation, all objects that should appear at that snap shot should appear in the frame. You can't blend an object from frame 1 to frame 3 without it appearing on frame 2.
- You can change shapes, text or photos as allowed by the six transform rules described earlier (move, resize, squash/skew, rotate, flat transparency and color change). If you change the shape in any other way it won't work.
- The Flash animation is clipped to the page dimensions you have specified in Xara Web Designer Premium.

## Creating animated GIFs

Animated GIFs are an alternative way to present animated sequences in the web. An animated GIF is just a GIF file that contains a sequence of images, rather like frames in a movie. Every Xara Web Designer Premium-frame is one frame in the final animation, just like a flip-book.

### Opening an animation document

To create an animated GIF, you must first open an animation document. To do this choose "**FILE**" > "**NEW**" > "**ANIMATION**". You will then have access to the **FRAME GALLERY** (on page 437).

### Creating the animation

To create an animated GIF:



1. Choose "UTILITIES" > "GALLERIES" > "FRAME GALLERY", or click the **FRAME GALLERY** icon on the **GALLERIES** toolbar.
2. Draw what you want to appear in this first frame.
3. In the **FRAME GALLERY**, click **NEW** to create the next frame.
4. Set the background and overlay flags as required.
5. Create the objects you want to appear in this frame.
6. Repeat steps 3 through 5 until you have built up the sequence of frames.

## Exporting the animation

To save the animation, choose "FILE" > "EXPORT ANIMATION".

## Animation properties

To alter the animation's properties, right click on a frame in the **FRAME GALLERY** (on page 437) and select **PROPERTIES**. You can then change a number of options detailed below.

### The Frame tab

In the **FRAME** tab you can set:

- **NAME**: The name of this frame. This is just as a reminder to you, and is not exported with the animated GIF.
- **BACKGROUND**: If this is set, the frame covers all previous frames. This is useful if you want to create a background and then build up an animation on top of this background. Often the first frame in the animation is a background frame. If the first frame is not a background frame, the animated GIF uses the page background as its background.
- **OVERLAY**: If this is set, then the frame overlays the previous frame.
- **LOCAL DELAY**: Set how long the frame is displayed for in the animation.
- **SHOW FRAME**: When checked, the frame will be shown in the animation.
- **MOVING FRAME IN TIME LINE**: This value determines the amount by which a frame time is changed when the 'MOVE FRAME FORWARDS/BACKWARDS' buttons are used in the Frame Gallery.

### Flash Options

Here are several options for Flash animations, most of them are described above

- Link to be applied to whole animation (on page 451)
- Flash Movie Speed (on page 446)
- JPEG quality (on page 441)
- Area to save (on page 443)

### GIF Options

In the **GIF OPTIONS** tab you can set the color usage in GIF animations. (Not available for Flash animations). Click **OPTIONS** in the Export Animation dialog to show the **GIF OPTIONS** tab in the Animation Export Options dialog.

- **PALETTE COLORS**: Set the preferred color palette for your animated GIF. The help guide contains more information on the difference between these options.
- **NUMBER OF COLORS IN PALETTE**: This option is available only when using optimized palettes. For simple graphics you can reduce the number of colors in the palette. This

can produce much smaller files without losing quality. You may need to experiment to find the right balance between file size and quality.

- **DITHERING:** You can select between three types of dithering.
- **TRANSPARENCY:** Select this to make the bitmap transparent where there are no objects.

### Animation Loop and Speed

In the **ANIMATION LOOP AND SPEED** tab you can alter the animation rate and frequency:

- **LOOP:** Lets you specify how many times the animation should repeat itself.
- **DISPLAY EACH FRAME FOR:** If you want the same delay between each frame in the animation enter a value here. To specify a different delay for individual frames, use the frame tab (described above). This field reads "many" if the animation has more than one inter-frame delay time.

### Preview in Browser

You can select options suitable for the graphic and then load it into your browser so you can preview it:

- **BACKGROUND OPTIONS:** Alter the background of the animated GIF to see which gives the best result.
- **ADDITIONAL INFORMATION:** The preview page will contain useful information such as potential downloading times when placed in a web page.
- **BROWSER PREVIEW:** Press this button to launch a preview in your web browser.

### AVI Options

**Options:** Select from a range of codecs you have installed

**Quality:** Set the quality value of the AVI (up to 100%)

**Key frame every ...:** Enable/disable the outputting of key frames and set the frequency.

**Transparency:** Select to make the AVI background transparent.

**Area to save:** Setting the area to save to be **DRAWING** will create an AVI animation that is only as large as it needs to be – i.e. the same as the outer bounds of the animation. This can be useful if you don't need a specific page size.



# Importing and Exporting

## General notes on exporting and importing

Web Designer Premium offers a wide range of import and export options.

Firstly, it is important to note the distinction between saving and exporting files:

- **SAVING** deals with storing your work so that you can open it and work on it at a later date. Xara Web Designer Premium saves your work in the .web file format. Think of this as the "master document" format.
- **EXPORTING** deals with converting to other supported formats. Exporting allows you to use and distribute your designs.

### Recommended formats

The universal export formats, that can be read by the widest range of programs and used on the web are the bitmap formats, GIF, PNG and JPEG. These are also guaranteed to look exactly as you see on screen in Xara Web Designer Premium. PNG is recommended for web graphics and JPEG for photos.

## Web Designer Premium and HTML5

Web Designer Premium now provides increased compatibility with HTML5. This is entirely automatic without the user having to do anything or know anything about HTML coding.

What this actually means is a more efficient and faster website download. For example, many graphics features such as background panels, rectangles, rounded rectangles and objects with shadows that were previously converted to graphics on export are now exported as native HTML features. This makes for higher quality, and resolution independent images (they scale when you zoom the web page).

Features that are now exported as HTML5 include:

- Rectangles, rounded rectangles, with optional simple outlines, linear graduated fills and simple flat transparency.
- Rotated or skewed rectangles.
- Box Shadows (black or colored shadows).
- Text with shadows.
- Page backgrounds simple graduated fills (or more complex ones made up from the above objects).
- Tiling textures (bitmap fills) for rectangles and backgrounds.

Grouped objects will not export as HTML5 so you should still export these as a graphic - see Grouping and ungrouping objects (on page 119) for more details.

## Import and Export Supported File Formats

You can change the order of supported import and export file formats in the **FILE > EXPORT** and **FILE > IMPORT** dialogs by editing the FileFormats.xml file found in the program folder where you installed Web Designer Premium.

### Import formats

It is important that you use the three letter file extensions listed below when you load files into Xara Web Designer Premium.

#### Bitmap Import Formats

- .BMP Windows Bitmap
- .CUT Halo CUT (256 color)
- .DCM Digital Imaging and Communications in Medicine (DICOM) image format
- .DCX DCX
- .FAX Fax image from a fax received or created with fax software
- .GIF Graphics Interchange Format
- .ICO Microsoft Windows Icon (16 color)
- .JPG JPEG
- .MXB MAGIX Bitmap
- .PBM UNIX monochrome
- .PCD PhotoCD
- .PCT PICT
- .PCX PCX Paintbrush
- .PDF (see importing a PDF file)
- .PGM UNIX grayscale
- .PNG PNG
- .PPM UNIX color (up to 24 bit)
- .PSD Photoshop (see importing and exporting PSD files (on page 464))
- .RAS Sun Raster
- .SGI Silicon Graphics Image
- .TGA TrueVision TARGA
- .TIF TIFF (RGB, RGBA with alpha-channel transparency).

Xara Web Designer Premium supports: fax TIFF files (black and white images. Multi-page faxes will be imported as multiple pages); Mac or PC byte order TIFF files; TIFF with layers and transparency (if saved from Photoshop the rules for blend mode compatibility are the same as for PSD files); JPEG in TIFF (transparency is not possible in this case).

- .XBM X Windows (2 color)
- .XPM X Windows (256 color)
- .WBMP Wireless Bitmap Image. Black and white (1-bit) bitmap image format used by mobile devices.
- .RAW camera import formats (see RAW photo import (on page 462) for a list of supported file types).

#### EPS Import Formats

- .AI Illustrator EPS
- .EPS ArtWorks
- .EPS Illustrator EPS
- .EPS CorelDRAW 3 & 4 EPS
- .EPS FreeHand 3.0 EPS
- .EPS Photoshop EPS (For importing data from Photoshop into Xara Web Designer Premium, use PSD files instead of EPS files for best results).
- .EPS Xara

#### Other Import Formats

- .ACO Adobe Color Swatch
- .ACT Adobe Color Table
- .ART Xara Studio
- .CPL CorelDRAW palette
- .WEB Xara Webster files
- .AFF Acorn Draw
- .CDR CorelDRAW (3,4 & 5)
- .CDT CorelDRAW Template
- .CMX Corel CMX 5 & 6
- .DRW Acorn Draw
- .GIF GIF Placeholder
- .HTM. .HTML Graphics on HTML pages
- .ODP (Open Office Impress)
- .DOCX Microsoft Word Document
- .PAI MAGIX Photo Clinic Image
- .PAL CorelDRAW, Windows and PaintShopPro palettes
- .MXB MAGIX Bitmap
- .WMF Windows Metafile (16bit)
- .EMF/ .WMF Enhanced Windows Metafile
- .FLV FLV Placeholder
- .MP3 MP3 Audio Placeholder
- .MP4 MP4 Placeholder
- .PAI MAGIX Photo Clinic Image
- .PDF PDF Placeholder
- .PPTX (PowerPoint 2007 onwards)
- .RTF Text
- .SVG (Scalable Vector Graphics)
- .SWF Flash Placeholder
- .XWR Widget Placeholder
- .WIX For internal use by Xara

#### Export formats

Bitmap Export Formats (see GIF, PNG and JPEG export dialog overview (on page 467))

- .GIF CompuServe GIF
- .GIF Animated GIF files (see Creating animated GIF files (on page 454))
- .JPG JPEG
- .PSD Photoshop (see importing and exporting PSD files (on page 464))

.PNG PNG

Other Export Formats

.AVI AVI animation (animation documents)

.EMF, .WMF EMF/WMF documents

.HTM, .HTML (Web pages and websites)

.SWF Flash (see Flash Animations (on page 431))

.DOCX Microsoft Word Document

.RTF Rich Text Format

.WIX, .WEB, .XAR Xara documents

## Importing files

To import a file:

- Select "**FILE**" > "**IMPORT**" - This normally merges the file's contents into the existing document. With some formats you get the choice of importing the document into the current page or adding it as a new page. With some other formats you are given the option of either importing the file data conventionally, or adding a link to the file and including it in your published website.
- Or select "**FILE**" > "**OPEN**" - This opens the file as a new document.

Xara Web Designer Premium supports drag and drop import of files. If you drag a file from your File Explorer onto an open Xara Web Designer Premium document it will import the file and place it on the current page, centered on the drop point. Or drag & drop a suitable file from Windows Explorer onto any bar or the title bar of Web Designer Premium's window - it will open the file as a new document.

## Replacing Image Files

You can replace any loaded image or image-filled shape with your own images. To replace an image simply drag your own file (JPEG, GIF, PNG, BMP) from your Windows File Explorer and drop it on top of the picture that you want to replace. Your photo will automatically be scaled appropriately to replace the existing photo. The new photo will be selected and you'll be put into the **FILL TOOL** (on page 240) so that you can easily adjust the position and scale of your photo if desired.

See the "Replacing photos" section of the Photo Handling chapter for more details.

## Importing a Photoshop PSD file

To import a PSD file, import the file as normal with File > Import, or just drag and drop the .psd file into Xara Web Designer Premium.

The layers in the PSD file, and the layer visibility setting will be preserved and will become Xara Web Designer Premium layers. You can view them by opening the **PAGE & LAYER GALLERY** (on page 416).

**Tip:** if you have separate objects in Photoshop that you wish to be able to move and change independently of one another in Xara Web Designer Premium, place them on separate layers in Photoshop before exporting.

## PDF Import

PDF is a complex vector graphics format that has evolved over 10 years or more and contains numerous sub-formats and options. PDF was designed as a portable document format for viewing and printing only, and was not intended as a file format for transferring data between applications. However Xara Web Designer Premium should load the vast majority of PDF files.

PDF is now the recommended way of transferring vector files from Adobe Illustrator to Xara Web Designer Premium. Save as PDF and then import the resulting file into Xara Web Designer Premium.

The following points are worth noting:

- Multi-page PDF files are imported as multi-page documents in Xara Web Designer Premium.
- Text in PDF files is typically broken into many separate small text objects in the PDF file. This doesn't stop it viewing and printing, but means when imported what might appear as one or more continuous paragraphs of text is not. Xara Web Designer Premium tries to re-assemble the lines of text into lines and paragraphs of editable text, but often you will find the text broken into separate text objects.
- In order to make it easier to extract just the text of a PDF file, a new layer is created containing just the text on that PDF page. Use the **PAGE & LAYER GALLERY** to view this layer.

What might not work:

- Many PDF files include embedded fonts. It's not possible to legally extract and install these fonts onto your system. So if you do not already have the fonts used in the PDF file you will find alternative fonts have been substituted.
- Files that are encrypted or password protected cannot be imported.
- Any text in PDF files that use embedded subset fonts will not be readable or editable.

PDF is a highly complex format, and often can't be imported perfectly. The best way to import it may depend on how you intend to use it. The "**OPTIMISE FOR VIEWING**" option attempts to make the imported result look as similar to Acrobat as possible, but it may be more difficult to edit (it could have many nested clipviews for example). The alternative "**OPTIMISE FOR EDITING**" option strips out some constructs which are difficult to manually edit (for example, nested clipviews).

## Importing a Word document

You can easily import a Microsoft Word document (.docx). Simply drag and drop the file from Windows Explorer, or else select "**FILE**" > "**IMPORT**".

## Automatically flowing text areas

When you import a Word document Web Designer Premium automatically creates new pages for you when text areas overflow the current page. So as you add more text or images to your document - so the document automatically adds new pages to accommodate them. When a new page is created, it's placed immediately following the current page. The new page is just as it would be if you'd added it manually (it will have the same background and repeating objects of the current page). But in addition it will also have a copy of each of the text areas on the current page that are linked to the current text flow and they will be linked together similarly.

### **Changing linked text areas together**

Often your document will have similar layouts of text areas across multiple pages. If you make a change to a text area on one page, you may want that same change to be reflected for all similar areas in the same flow. So if you move or resize a text area and there are similar areas in the same flow on other pages (that is, they have the same size and position on the page) Web Designer Premium will ask you if you want to change those areas too.

See Text areas (on page 198) for more information.

### **RAW photo import**

You can import RAW digital camera files, either by using the Import menu option or just drag & drop the file onto the Web Designer Premium window.

**Supported file extensions include:** \*.crw, \*.cr2, \*.rw2, \*.nef, \*.mrw, \*.raf, \*.kdc, \*.orf, \*.dng, \*.ptx, \*.pef, \*.anw, \*.x3f

However there are many different extensions used for RAW files by different camera manufacturers, so if you have a RAW file with a file extension not listed above it's worth trying to import it anyway.

### **Importing from a website**

You can import text and graphics directly from web pages on the Internet into your document, or copy and paste text and graphics directly from a web browser onto your page.

To import from an online web page:

1. Choose "FILE" > "IMPORT FROM WEB ADDRESS" (or "Ctrl + Alt + W").
2. Type in the web address (URL) of the page or graphic you want to import.
3. Click Import.

If the URL entered is that of a web page, all the text and images on that page will be imported and positioned on your page in approximately the same positions as they are on the web page. In other words, this function gives you a way to roughly import an entire web page in terms of its text and graphics. However note that most modern web pages are made up of a complex combination of text, graphics, JavaScript and other features, so such imports are unlikely to give you a complete and accurate representation of the page in Xara Web Designer Premium.

When importing from web pages, the length of your page in Xara Web Designer Premium will be automatically extended to accommodate the incoming text and graphics, if it is not already long enough.

## Exporting files

To export a file:

- Right click and choose **EXPORT**
- Or select **"FILE" > "EXPORT"**.
- Or press **"Ctrl + Shift + E"**.

An **EXPORT** dialog box will appear. Choose a name for your file, and select the required format from the **SAVE AS TYPE** dropdown list. Some of the supported formats are detailed below.

### Exporting as Flash

You can export a drawing to Adobe's SWF Flash format (static). This is best suited to vector designs, and can provide very small file sizes. You can then use the SWF in a website, or import it into Flash for use in Flash animations.

You can also create animated Flash. See Flash Animations (on page 431) for more details on Flash export.

### Exporting as AVI

Select **FILE > EXPORT ANIMATION** and choose the AVI type from the type list. Click the **OPTIONS** button on the file dialog to change the codec and other settings used for the export.

### Exporting to a Word document

Select **"FILE" > "EXPORT"** and then choose the **MICROSOFT WORD (.DOCX)** option from the drop-down menu.

### Exporting a Web document

Sometimes you will want to export a print document as a web viewable HTML page rather than a PDF. This has the advantage of being lighter or smaller in size than a PDF, and can make for a smoother viewing experience especially when viewed on a tablet or iOS devices.

For more details see Web Document Publishing.

### Exporting as Windows metafiles (.wmf)

Files in this format can be read by Word and several other programs.

## Exporting as Extended Metafile Format (EMF)

Modern Windows applications support this enhanced type of vector graphic format. This format is also available to applications that provide a Paste Special menu option.

Note that Xara Web Designer Premium can contain features, such as advanced fill styles, that cannot be represented in vector formats such as EMF. In this case parts of the image will be exported as bitmaps. Those vector parts that can be exported as vectors are exported as vectors.

## Quick export of HTML and web graphics formats

You can use the dedicated options in the **FILE MENU** to quickly export web pages and web graphics, without selecting the formats from the full list of available export formats shown when you use "FILE" > "EXPORT".

- "FILE" > "EXPORT WEBSITE": Export the current website document to a location of your choice on your computer.
- "FILE" > "EXPORT JPEG": Export the current selection, or current page, to a JPEG file.
- "FILE" > "EXPORT PNG": Export the current selection, or current page, to a PNG file.

For more information, see the Getting Started chapter.

## Exporting as a bitmap

JPEG, GIF and PNG are universal formats supported by most modern computer applications. PNG is the highest quality. JPEG is better suited to photographic work, but can produce acceptable, compact files (you can control the quality and file size).

GIF format only supports 256 colors, and although common on many websites, PNG is a better format. PNG also supports semi-transparent graphics (use the True Color + Alpha option), but this is not correctly supported by older Microsoft Internet Explorer versions (it is by all other web browsers).

The fewer colors you have in a file, the smaller the file and the lower the quality. However, when using 256 colors or less Xara Web Designer Premium provides very advanced techniques to simulate a much wider range of colors, and so you can get very high, near photographic quality results using only 256 colors or less.

See also GIF, PNG, BMP and JPEG export dialog overview (on page 467).

## Important

Bitmaps are output at the current view quality so for best results make sure that "WINDOW" > "QUALITY" is set to anti-aliased.

## Exporting a Photoshop PSD file

Photoshop is a bitmap editor, so when exporting to PSD format all the vector objects in Xara Web Designer Premium are rasterized. You can select the resolution (dpi) when exporting.

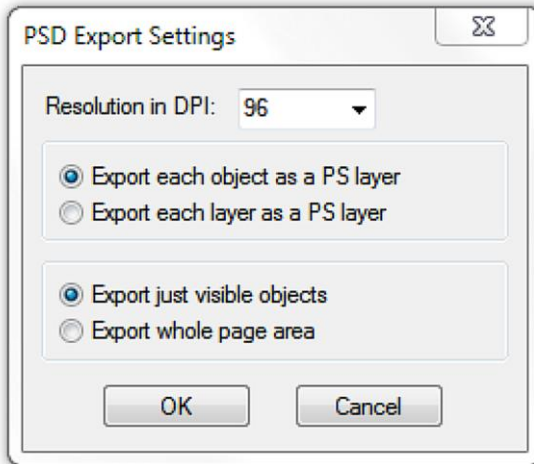


Always save your work in Xara Web Designer Premium prior to exporting. Then, if you wish to alter your original objects in the future, just load Xara Web Designer Premium, make any changes and then export the required objects again.

To export as a PSD file choose "FILE" > "EXPORT" then select **ADOBE PHOTOSHOP** in the **SAVE AS TYPE** list.

### PSD Export settings

The PSD export dialog gives you several options.



#### Resolution in DPI

A DPI of 96 is the normal Windows screen resolution, and so exporting at 96dpi will appear in Photoshop at the same size at 100% as it does at 100% in Xara Web Designer Premium. For print work you should choose a higher DPI.

#### Export each object as a PS Layer

Xara objects are mapped to PS layers so each object becomes a separate layer in Photoshop. This is a good fit between the two applications, because whereas in Photoshop effects and blend modes are applied to whole layers, in Xara the same tools are applied to objects, not layers. So it's more useful to map Xara objects to and from PSD layers where they will remain editable. This is the default option.

#### Export each layer as a PS Layer

Each Xara layer is exported as a separate layer in Photoshop. All objects on the same layer (including the layer names) are exported as one bitmap. If you choose this method and want to have objects like text and transparency (blends in Photoshop) remain editable then they have to be placed on their own separate layers before export. If

objects using different types of transparency are combined on the same layer in Xara Web Designer Premium, an alert - warning you of this will pop up when you export.

### Export just visible objects

Exports all visible objects on the page and pasteboard areas.

### Export whole page area

Exports the whole page area together with visible objects on the page area only.

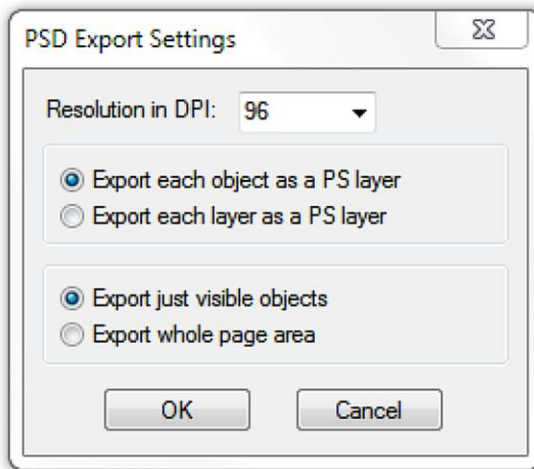
### Text

You can export text from Xara Web Designer Premium to be editable text in Photoshop, but the text must be on a layer on its own (on import you may be asked to update the text objects for them to be editable in Photoshop.)

Text that is on a layer with any other graphic objects will be rasterized into that layer, and thus not be editable. So for this reason it is recommended that you choose the default export option - **EXPORT EACH OBJECT AS A PS LAYER**.

### Export DPI

You will be able to set the DPI of the bitmaps in the exported PSD file.



A DPI of 96 is the normal Windows screen resolution, and so exporting at 96dpi will appear in Photoshop at the same size at 100% as it does at 100% in Xara Web Designer Premium.

For print work you should choose a higher DPI.

You can select to export the whole Xara Web Designer Premium page area or just the areas of the visible objects only.

### Summary

In order to get maximum compatibility and editability in Photoshop:

- For the parts of your drawing that you want to remain separate layers in Photoshop, place them on separate layers in Xara Web Designer Premium.
- If you want your text to be editable in Photoshop, place it on a layer of its own, with no other graphic objects.

## JPEG, PNG and GIF export dialog overview



The Export settings dialog has two preview windows, **IMAGE A** on the left and **IMAGE B** on the right, so you can compare alternative export settings or file types, side-by-side. Just click on the left or right preview window to change the active preview.

Above the preview window is a small dropdown that lets you select from the most common three export types, JPEG, PNG, and GIF.

When you have selected preview **A** or **B** you can then adjust a wide range of export options using the five tabs below the preview. Some options, such as the Palette Options are only applicable to some file types such as PNG and not relevant to JPEG type.

Other options under the **OPTIONS** tab change depending on the file type. e.g. when exporting a JPEG this is where you can set the required quality.

So the process for exporting an image:

1. Select the object or objects on the page you want to export
2. Select the Export menu, or "Ctrl + Shift + E", enter a file name, and select file type from the drop down list. The main export type will display the above preview dialog.
3. In this Preview dialog adjust the settings if you want, or skip this if you're happy with the default settings
4. Click the **EXPORT** button

For most commonly used JPEG and PNG formats, at step 2 you can instead use the direct operations available in the **FILE MENU: EXPORT JPEG** and **EXPORT PNG**. The export dialog shown includes a "Settings" button which takes you to the export settings dialog shown above.

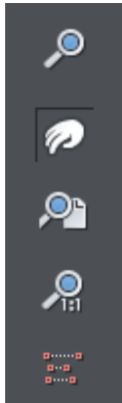
Most export settings are remembered for the next time you export. For example if you adjust the JPEG quality, the next time you export a JPEG it will remember the last quality setting.

### Exported Image Size

When you export the normal default size is the same as you see on screen at 100% zoom. The pixel size is shown under the preview window. You can adjust the pixel dimensions either by adjusting the object size on the page before you export, or by entering alternative pixel or dpi values in the **BITMAP SIZE** tab.

### Preview Controls

These buttons alter the preview of the images, but do not affect the exported file:



- **ZOOM TOOL:** Click on a preview to zoom in. Shift-click to zoom out. Drag over an area of the preview to zoom into that area.
- **PUSH TOOL:** Lets you drag the image around in the preview window.
- **ZOOM TO FIT:** Scales the preview image to fit the window.
- **ZOOM TO 100%:** Scales the image to full-size (100%).
- **ZOOM TO RESOLUTION OF IMAGE (1:1):** Has no effect for GIFs. Scales the image so one pixel in the bitmap is one pixel on screen. This is useful for previewing detail in the bitmap.

The following tool is only relevant to files using less than 256 colors (but you will see the result when you have the **PALETTE OPTIONS** tab selected):



**COLOR SELECTOR:** Moving the pointer over the image highlights the color under the pointer. Click to select that color in the palette. You can then use **PALETTE OPTIONS** buttons (described below) to alter that color.

**PREVIEW:** The preview button is available on all tabs of this dialog. It updates the preview windows to reflect any changes you have made to the export options.

### Palette Options tab

This tab allows you to alter the color settings of your exported image.

#### Dithering & Palette

The **DITHERING** and **PALETTE** options only apply when you export with 256 color or less, and affect how the image is displayed and its color palette. It is recommended to always use an **OPTIMIZED PALETTE**. Set **DITHER** to none, which produces smaller files but may be banded, or **ERROR DIFFUSION**, which creates higher quality results, but larger files.

#### Color Depth

Choose the number of colors your bitmap requires. The more colors, the larger the file (usually), and the higher the quality. The **TRUE COLOR** option supports up to 16 millions colors. **TRUE COLOR + ALPHA** includes semi-transparent features such as soft shadows

and transparency. For applications that support alpha-channel PNG files this is the recommended format.

If you choose 256 colors or less, you have the option to use simple transparency (Wine glass icon-see below). This doesn't support semi-transparent pixels, only "on/off" fully opaque or fully transparency pixels, and so can produce jagged edges.

### Max Colors

If you select a Color Depth of 256 or less you can control exactly how many colors are used in the file. This provides a high degree of control over quality vs. file size. Just enter the required number of colors and press the **PREVIEW** button to preview.

### Buttons

These buttons (except **TRANSPARENT BACKGROUND**) apply when exporting 256 color images or less. These files are created with a limited palette of colors, and these controls provide a great degree of control over those palette colors. See **COLOR SELECTOR** above on how to select a color, or click on a color in the **COLOR PALETTE**).



#### Lock a Color

You can specify the number of colors you want in the palette of exported bitmaps. You may want to ensure that certain colors always appear in the palette; you can lock these colors. Click on a color to select it, then select the **LOCK** button. A small square appears in the bottom left of the color to tell you it is a locked color.



#### Make a Palette Color Web Safe

When clicked this button will shift the selected color to be one of the 216 common web browser palette colors. This is a legacy system that is no longer particularly important or relevant, as nearly all computers can display millions of colors, and there's no benefit in restricting web graphics to only this limited palette.



#### Make the Image Background Transparent

Make any areas not covered by the selected objects transparent. Selecting this option automatically makes one entry in the palette transparent.



#### Make a Palette Color Transparent

Make this color entry transparent. Note the difference between this option, which makes parts of the selected objects transparent, and **Make The Image Background Transparent** which makes those areas behind the selected objects transparent.



#### Delete a Palette Color

Delete this color from the palette. Any areas in the bitmap that use the deleted color then use the nearest color in the palette. The fewer colors in the palette, the smaller the bitmap file.



### Restore a Previously Deleted Color

Undelete a deleted color.



### Add system colors

Adds 28 colors to the palette. These colors are the regular Windows system colors and a number of primary colors. This ensures the palette includes a spread of colors and may improve the quality of the image, particularly if it contains a wide range of colors. You may need to experiment with this option to get the best results.

## Bitmap Size tab

With this tab, you can change the size of the exported image.

### Bitmap Size and Resolution

You can change the size of the exported bitmap by changing:

- **SIZE:** Type the required width or height into one of the fields. Note that the aspect ratio of the bitmap is fixed, so changing one dimension automatically changes the other. **SIZE** is more suitable than **SCALE** if you want to create a bitmap of a particular size in pixels.
- **SCALE:** (Dimmed for JPEG & PNG). This lets you scale the bitmap up or down by a percentage. **SCALE** is more suitable than **Size** if you want, for example, a bitmap 50% bigger than the original.
- **RESOLUTION:** (Dimmed for GIF & BMP) Type the resolution into the **DPI** field. If you are exporting an image for viewing on screen (e.g. a website), you do not normally need a setting higher than 96dpi. (If you need to export for a Retina device you can automatically export a higher resolution 192dpi version as well).

### Area to Save

The bitmap can be created using one of these areas of the document:

- **PAGE:** The whole page area.
- **DRAWING:** The area covered by objects.
- **SELECTION:** The area covered by the objects in the selection. Only available when objects are selected.

### Anti-aliasing

Anti-aliasing improves the appearance of graphics by smoothing jagged edges:

- **MAINTAIN SCREEN ANTI-ALIASING:** The exported bitmap uses the exact same positioning as shown on screen, and so has identical anti-aliasing. This can result in

the edges of objects being slightly blurred because they do not fall exactly on pixel boundaries.

- **MINIMIZE VISIBLE ANTI-ALIASING:** This will slightly reposition the objects by fractions of a pixel to minimize the anti-aliasing around the edge of the exported bitmap. If in doubt which option to use, select this.

### Put HTML Image Tag on Clipboard

This lets you save out the basic HTML IMG tag information when you save the bitmap. You can then paste the tag into your text or external HTML page editor.

### Also export Retina (192dpi) bitmap

With this option checked you can simultaneously export a 192 dpi high definition Retina image. This saves you exporting twice if you have a need to provide a 96dpi as well as a 192dpi resolution image for Retina devices. For JPEG and PNG the operation is only valid when you have the 96dpi option selected.

See High resolution images (on page 326) for more info on Retina images.

### Options tab

With this tab you can alter JPEG compression and turn on progressive/interlacing for the GIF and PNG options if required.

**JPEG Quality:** (JPEG only) A low setting will result in a small file with a loss in quality whereas a high value will give only slight file size reductions, but high quality. Note that a setting of 100% will still compress the file. A setting of 85% gives good compression without causing a noticeable loss in quality for most uses.

**Interlaced:** (GIF and PNG only) This is like a JPEG. In the browser the picture first appears as a low resolution image. As more of the file loads, the resolution increases.

**Transparent:** (GIF and PNG only) This makes any areas not covered by the selected objects transparent. Selecting this option automatically makes one entry in the palette transparent.

**Export each layer to a file of its own:** (GIF and PNG only) Selecting this option when exporting a design that contains multiple layers results in a separate file being exported for each layer. The names of each layer (as set in the Page & Layer Gallery) are used to name the exported files.

### Browser Preview tab

Using the A and B preview boxes in the **EXPORT** dialog box (shown above), you can select the best compromise of file size and quality for web graphics. However the best test is checking how the graphic looks in a web browser. This tab provides a number of options for that preview. Click the **BROWSER PREVIEW** button to launch your web browser and preview the graphics before exporting.

## Printing

### Show print borders

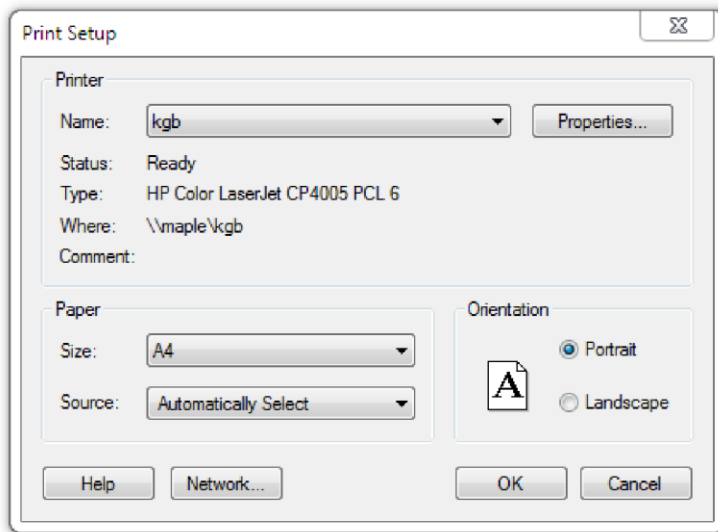
The "WINDOW" > "SHOW PRINT BORDERS" menu shows a yellow and red line around the page (non-printing) showing the print margins and borders. The page boundary is shown by a yellow rectangle and the printing area by a red rectangle. The printing area is determined by the margins on the currently selected printer. Some printers let you adjust the margins, but few let you print right up to the edge of the page.

If any objects on the page lie outside the red rectangle they are unlikely to be printed.

### Selecting and setting up a printer

Select "FILE" > "PRINT" TO open the PRINT dialog box, then click the **PRINTER...** button.

This opens the standard Windows **PRINT SETUP** dialog:



Selecting a printer also selects a suitable paper size and paper orientation. Note that these are the size and orientation of the sheets of paper used in the printer. They are separate from the size/orientation of the document. **PORTRAIT** prints the page without rotation. **LANDSCAPE** prints the page turned through 90° (these buttons are duplicated in the **PRINT OPTIONS** dialog box, described later). We recommend leaving the **LANDSCAPE/PORTRAIT** buttons on this dialog box on their default setting.



**Please note:** We cannot give you advice about installing or configuring printers as these are standard system operations. In case of difficulties, contact the supplier of your printer or computer.

### Properties button

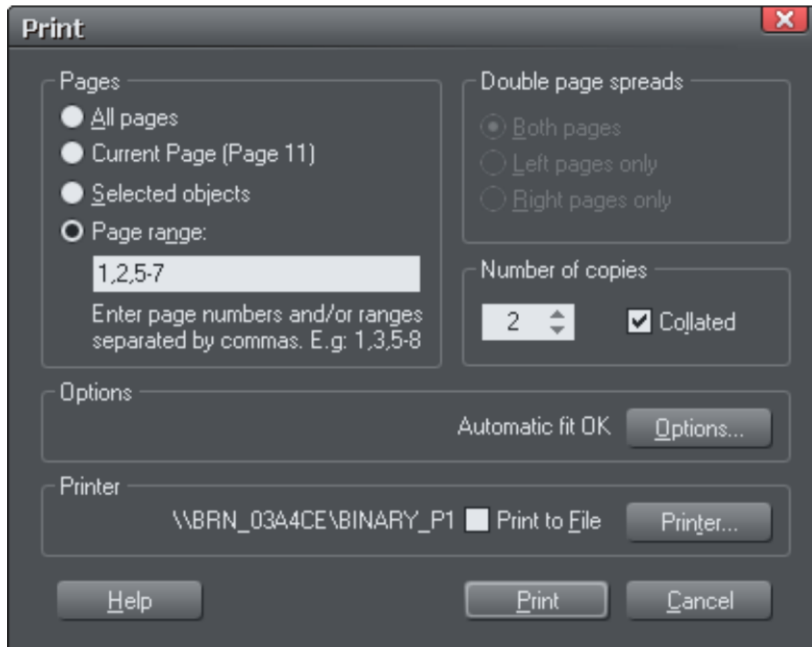
This displays a dialog box letting you set options for the selected type of printer. This dialog box is not controlled by Web Designer Premium.

### Network button

If your computer is connected to a network, this lets you connect to shared printers on the network. This dialog box is not controlled by Web Designer Premium.

## The print dialog box

Choose "FILE" > "PRINT" ("Ctrl + P").



### Print button

When you have selected the required options click this to start printing.

### Printer... button

This opens the "PRINT SETUP" dialog box (described earlier).

**Options button**

This opens a tabbed dialog box that lets you set additional print options. These are described later (on page 475).

**Pages**

**ALL PAGES:** Prints every page of the document.

**CURRENT PAGE(S):** Prints the currently selected page or spread.

**SELECTED OBJECTS:** This option is available when any objects in the document are selected. When active, only the selected objects are printed. Note that other objects within the bounds of the selected objects are not printed – only the objects which are actually selected are printed.

Objects on hidden layers and the guides layer never print. See **PAGE & LAYER GALLERY** for more details.

**PAGE RANGE:** Allows you specific control over which pages you wish to print. You can type specific pages numbers, separated by commas, or page ranges by typing two numbers with a hyphen in between them.

Page range examples:

**2** will print just page 2.

**1,3,5-7** will print pages 1, 3, 5, 6 and 7.

**2,3,6-8,11-12** will print pages 2,3,6,7, 8,11 and 12.

The **Options** section of the dialog will indicate if your page range is OK or invalid.

**Print to File**

You can select the **PRINT TO FILE** option to create a document that you can give to a printing company (if they are able to accept this type of file).

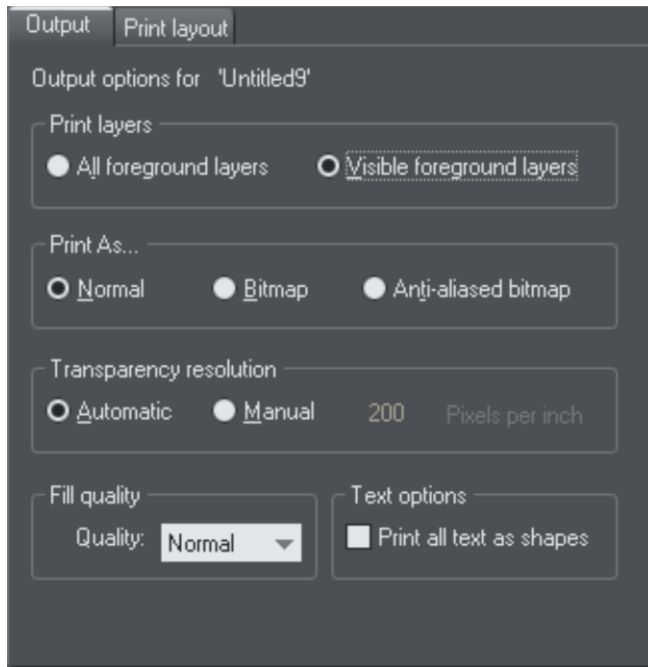
After checking this option, when you click **PRINT** Web Designer Premium displays the standard Windows **SAVE** dialog box so you can specify a file name and location for the file.

Print files have a default extension of .prn.

**Number of copies**

Sets how many copies of the document to print.

## Print Options: Output tab



### Print layers

There are two options:

- Print **ALL FOREGROUND LAYERS**.
- Print only the currently **VISIBLE FOREGROUND LAYERS**.

Note that only foreground layers are printed. Background layers are never printed.

### Print As

**NORMAL** is suitable for most types of document.

However some printers do not reproduce consistent colors when printing bitmaps or vector objects that are the same color (this is a fault with the printer driver). This is noticeable if objects overlap onto bitmaps or onto objects with transparency applied to them. In this case, select **BITMAP** or **ANTI-ALIASED BITMAP** and retry.

The choice between **BITMAP** and **ANTI-ALIASED BITMAP** depends on the printer and personal preference. Some printers give best results with anti-aliasing turned off especially when printing thin lines. As a rule, using anti-aliasing allows lower resolution printing. For example, 150 DPI bitmap printing is usually good enough for all uses-even typesetting. Without anti-aliasing, higher resolutions may be needed which gives much slower printing.

### **Transparency resolution**

When printing, Xara Web Designer Premium's transparency effects are created using bitmaps.

This option controls the resolution of those bitmaps when sent to the printer. Automatic is suitable for most drawings, and means Xara Web Designer Premium automatically selects a resolution suitable for the current printer. This might be unsuitable if printing to a very high resolution printer such as image setting devices. In this case you may wish to control the print resolution manually by entering the desired value.

Note that modern printers often claim to be able to print at over 1000 dots-per-inch, but this is not the same thing as "pixels-per-inch", which is what you see on screen. Generally, it's never necessary to print at more than 600 pixels-per-inch, and typically 300 pixels per inch produces perfectly adequate print results, especially if anti-aliased.

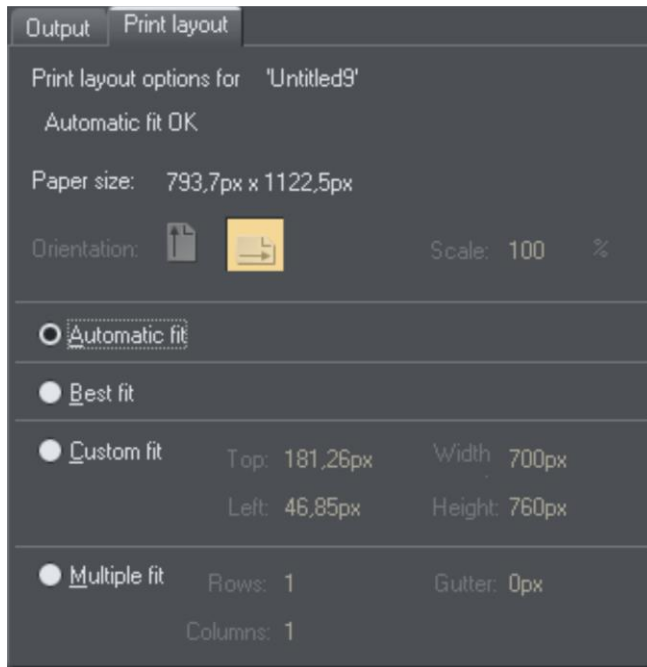
### **Fill quality**

Using this option, you can choose how many steps make up the graduated fills in your document when it is printed. The **NORMAL** setting is suitable for most purposes. This option is dimmed for PostScript printers.

### **Text options**

If your printer has problems reproducing fonts, select the **PRINT ALL TEXT AS SHAPES** option. All text is then converted to vector shapes before the document is sent to the printer. This may be slower, but will reproduce exactly what you see on screen.

## Print Options: Print Layout tab



Most options in print layout are dimmed if you have **BEST FIT** or **AUTOMATIC FIT** selected. We recommend using these options as they are the easiest way to print.

However you can choose custom options (see “custom fit” below).

### Best fit

Your design will be moved to the center of the page and it will be expanded or shrunk to suit the paper size.

This option is best if you have a large or small design and want it to fit on one page.

### Automatic fit

Your design will be orientated as necessary, but Web Designer Premium will not change the size. We recommend this option if you are having any difficulty getting the orientation right (there are at least four places where you can set the page orientation, sometimes more for some printer drivers).

This option is best if you have a set size for your design and don't want it altered.

### Custom fit

Allows you to have control over your print out, including orientation, size and margins.

The **ORIENTATION** buttons can be used to choose the orientation of the printout. The scale can be altered using the **SCALE** field. The top and left margin fields can be changed (these set where the top left-hand corner of the page appears on the printer's paper).

The **WIDTH** and **HEIGHT** fields give you an alternative way of setting the print scale (when you change one of these settings, the other changes to ensure the page is always printed with a 100% aspect ratio).

### **Multiple fit**

To print multiple copies on one page, choose **MULTIPLE FIT**, enter a value for the number of copies needed across the page (rows), the number down the page (columns), and the distance between each (gutter).

# Customizing Web Designer Premium

## Changing the blank template document

The blank template documents are the options available under "FILE" > "NEW".

Pre-designed templates are available from the **ONLINE CONTENT CATALOG** (or "FILE" > "NEW FROM ONLINE CONTENT CATALOG").

To add a template document:

1. Open an existing document ("FILE" > "OPEN", or "Ctrl + O") or create a new one with the **NEW** button on the Standard control bar or "Ctrl + N".
2. Make any required changes (these could be changing the page size, adding a logo or adding a message). You can edit the template document just like an ordinary document.
3. When you are happy with the changes choose "FILE" > "SAVE TEMPLATE" and choose a template name.



To make your new template the default template (i.e. which is there when you first open Web Designer Premium, and which appears when you press "Ctrl + N") check the **USE AS DEFAULT TEMPLATE** option when saving the template.

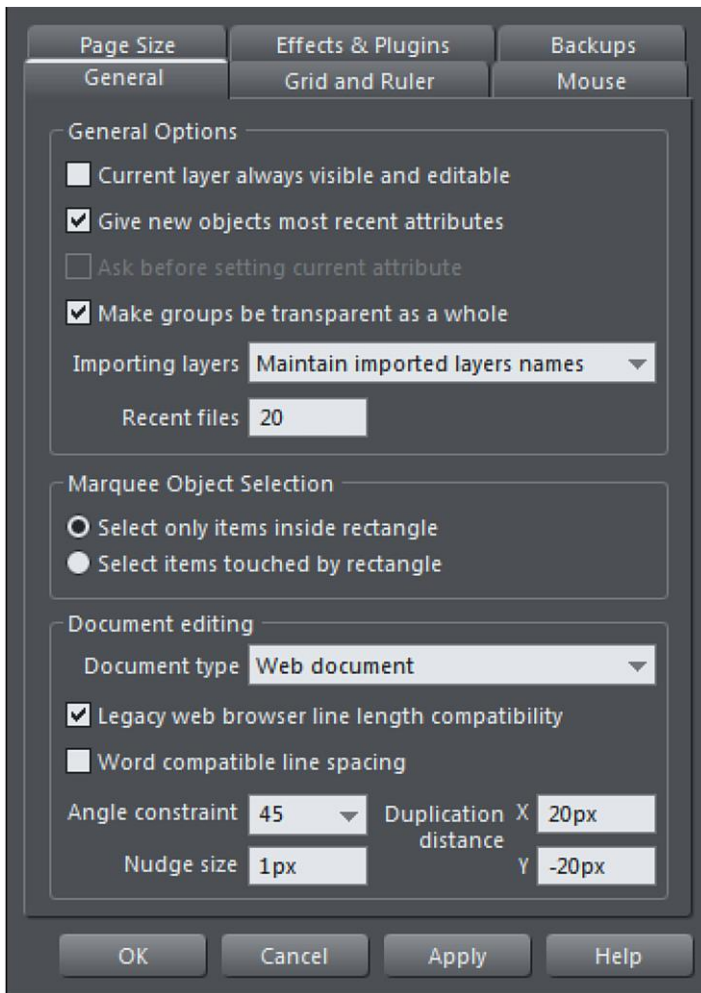
## Options in the Utilities menu

Keyboard shortcut: "Ctrl + Shift + O" or right click the page/pasteboard and choose **PAGE OPTIONS**.

This menu option opens the **OPTIONS** dialog box. This lets you set various options for Web Designer Premium.

## General tab

*This page describes the General tab of the Utilities, Options dialog*



### Current layer always visible and editable

With this option selected, selecting a layer in the **PAGE & LAYER GALLERY** automatically makes it visible and editable.

With this option unset, the visible and editable states of a layer remain unchanged when you select that layer.



## Give new objects most recent attributes (GNOMRA)

Examples of attributes are line width, dash pattern, arrowheads, color, fill color and type of fill.

With this option set, new objects take the attributes of the object that was last drawn or selected. For example, you might give an existing shape a red fill and green line color. If you then draw a new shape it will also have a red fill and green line color. See Current attributes (on page 124) for a full description of current attributes and this option.

This option is on by default.

## Ask before setting current attribute

This applies when changing a current attribute (this happens when you change an attribute with no objects selected). With this option set, you are asked to confirm whether you want to change the attribute. With this option unset, the change is made without confirmation.

## Make groups be transparent as a whole.

See Transparency for more on transparencies.

When applying transparency to a group of objects, by default Web Designer Premium will apply the transparency to the group as if it were one object (i.e. you will not see individual transparencies within the group). Unselecting this option will make Web Designer Premium add transparency to each object in the group separately.

## Maintain imported layer names

With this option set, layer information is preserved when you import templates or other files. With **IMPORT LAYERS INTO THE ACTIVE LAYER** instead selected, all imported objects appear in the current layer and the layering information in the incoming data is ignored. **IMPORT LAYERS INTO NEW LAYERS** will create a layer for each imported layer.

**IMPORTANT:** Note that you should not change this setting if you use any of the web templates in the **ONLINE CONTENT CATALOG/DESIGNS GALLERY**. Most web templates have multiple layers which are used to implement mouseover effects. These typically have layers **MouseOff** and **MouseOver** and so when importing these designs it's important that these layers are preserved and merged with the same layers in your document.

## Recent files

The File menu shows a list of the most recently loaded or saved files in its 'Open recent' sub-menu. This list gives a quick way to reload any of those files. This option lets you change the number of files listed (between 1 and 20 files).

## Marquee Object Selection

This option enables you to change the default setting for marquee selection (where you drag a selection rectangle over the objects you want to select). So you can choose to have objects touching the selection rectangle selected or only the objects wholly inside the rectangle.

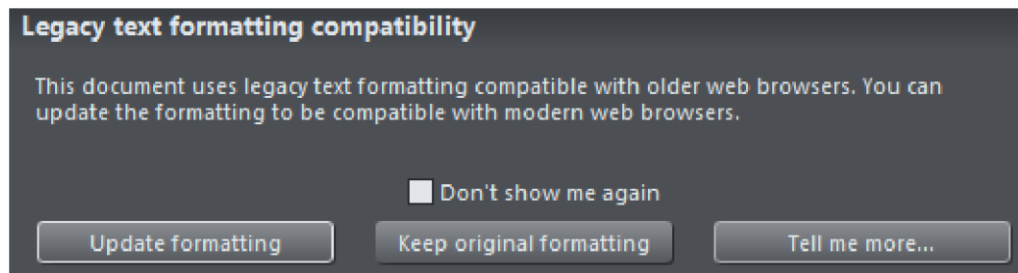
## Legacy web browser compatible line lengths

Older web browsers were not able to render text very accurately. When you asked for a certain font size they rounded it up or down, often displaying the wrong size and width (compared to the original font design, and how Web Designer Premium, Word, PDF and all modern DTP programs would display it).

Older versions of Web Designer Premium attempted to compensate for these inaccuracies, by providing a **LEGACY WEB BROWSER LINE LENGTH COMPATIBILITY** option which meant the text was slightly differently formatted - line lengths would be different compared to normal print documents, or the same text in Word, or PDF documents.

Most modern web browsers are getting better at rendering text accurately - you can now specify any px or pt font size, even fractional sizes, and the text will for the most part, be rendered accurately\*. The text formatting should be the same as in print documents, PDF, and page layout documents. This includes auto-kerning, manual kerning and tracking (letter spacing).

If you load an older Web Designer Premium web document, a dialog will appear prompting you to update the text formatting. This in effect prepares your web document so that it will display accurately on most modern web browsers.



A consequence of updating the formatting to support the more modern browsers is that text may re-flow because of slightly different line lengths, causing text columns to be slightly longer or shorter than before. Once you update formatting the document will remain like this and you will not be asked again.

To turn formatting back to the old style use the **GENERAL TAB** of "**UTILITIES**" > "**OPTIONS**" dialog and make sure that the **LEGACY WEB BROWSER LINE LENGTH COMPATIBILITY** option is checked. Or if you are loading an older document into Web Designer Premium just choose the **KEEP ORIGINAL FORMATTING** option.

\*As of writing the Apple Safari and Chrome browsers when used on mobile devices such as phones and tablets still round font sizes to the nearest whole pixel size.

## Document type

This determines the type of document, as indicated by the icon in the document's tab.

- **Print** – Used for documents that are intended for print work. This type is not normally used in Web Designer Premium, but other products in the Designer product range work with print documents.
- **Website** – Use this type of document for creating websites and web graphics. This is the most common document type Web Designer Premium is used with.
- **Photo** – If you open a JPEG photo in Web Designer Premium, the document type is Photo. Such a document doesn't have a defined page area for example. See the Photo Handling (on page 326) chapter for details.
- **Animation** – Used for animation documents. See the Animations (on page 431) chapter for details.
- **Presentation (Web)** – These are specialized website documents that make a presentation. See the Web Presentations (on page 397) chapter for more information.

Normally you don't need to change the document type as the type is established when you first create it (for example using a template from the Designs Gallery, or choosing a blank document from the **FILE->NEW MENU**). But it's sometimes useful to convert between print, website and presentation documents if the purpose for which your document was created changes. You can't convert to or from Photo or Animation documents.

## Angle constraint

This applies when rotating or moving an object with "Ctrl" pressed.

You can either select from the menu or type in a value in degrees.

## Nudge size

This applies when moving objects using the arrow keys on the keyboard.

This text box defines how far the object moves for each key press. If the document uses scaled units (for example, 1inch to 1mile), this text box shows the distance in the scaled units.

When nudging, "Ctrl" and "Shift" increase the nudge distance by five and ten times, respectively.

## Duplication distance

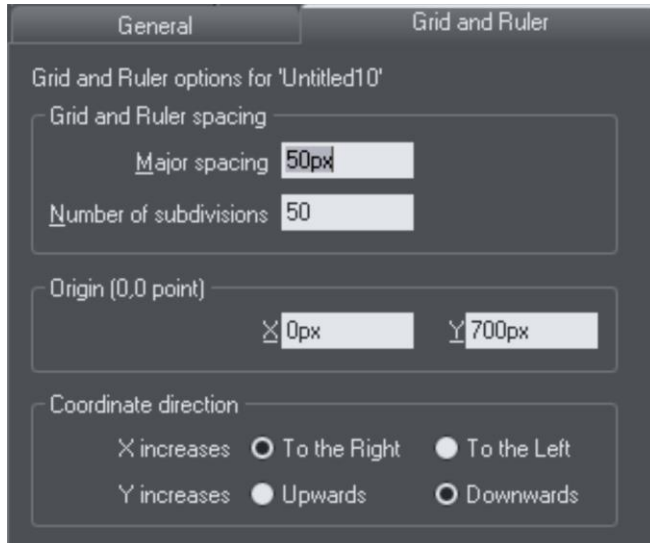
"EDIT" > "DUPLICATE" (Ctrl + D) creates a duplicate which is offset from the original object. These text boxes set the offset distance.

Positive values create the duplicate above or to the right of the original object.

Negative values create the duplicate below or to the left.

## Grid and Ruler tab

*This page describes the Grid and Ruler tab of the Utilities, Options dialog*



### Grid and Ruler spacing

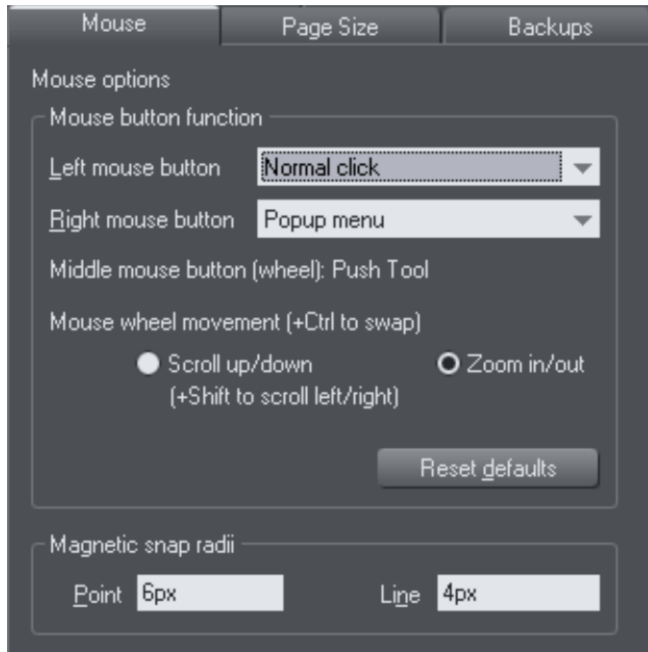
**MAJOR SPACING** defines the distance between the major grid and ruler divisions. The units used for the grid and rulers are defined by the units you use for the major spacing. For example entering a major grid spacing of **2CM** will set the grid and ruler units to centimeters regardless of the page units specified in the units options.

### Coordinate Direction

Here you can change the direction of page coordinates.

## Mouse tab

This page describes the Mouse tab of the Utilities, Options dialog



### Mouse button function

Web Designer Premium gives you a range of possible actions when you click either the left or right mouse buttons. For example, if you're left-handed, you may prefer to use the right-hand button as the normal button. You would therefore assign the normal click to the right mouse button (you can also set both buttons to have the same action if you wish).

Possible actions:

- Normal click - At least one button should always be assigned as the normal click.
- "Shift + click".
- "Ctrl + click".
- "Alt + click".
- Display a pop-up menu (see below).
- Toggle full-screen mode (described in Document Handling (on page 69)).
- Zoom in or out -click to zoom in, "Shift + click" to zoom out (described in Document Handling (on page 69)).
- **PUSHTOOL** (as if you pressed "Shift + F8")

The pop-up menu contains options suitable for the object you click on. For example, for most object types the menu contains **CUT**, **COPY**, **PASTE**, **DELETE**, **DUPLICATE**, **CLONE** (these are described in Object Handling (on page 93)).

**MOUSE WHEEL MOVEMENT:** You can change the mouse wheel action here between Scrolling and Zooming.

Click **RESET DEFAULTS** to return to the original button assignments. This has immediate effect; you don't need to click **OK** or **APPLY NOW**.

The Windows Control Panel also lets you swap the left and right mouse buttons.

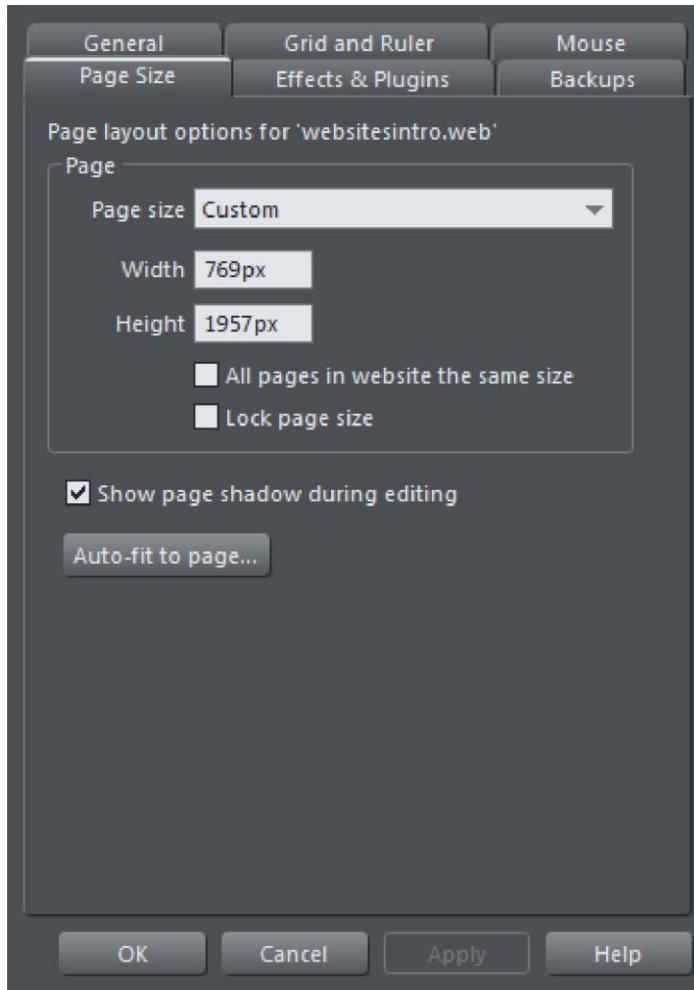
### **Magnetic Snap Radii**

Snapping is described in Object Handling (on page 93).

These text boxes define how close you can drag an object before it snaps to a magnetic object. These are distances on the screen and independent of any document scaling.

## Page Size tab

This page describes the Page Size tab of the Utilities, Options dialog



If the “**ALL PAGES IN WEBSITE THE SAME SIZE**” option is unselected, then pages in your document can be given different sizes using this dialog. To set the page size, choose one of the paper sizes provided in the dropdown list, or choose “Custom” and then enter the width and height required in the field(s) provided.

If the **LOCK PAGE SIZE** option is turned on, you can't resize a page by dragging the bottom or right edges and any "Push" objects that get pushed off the bottom edge of the page will not cause the page to grow.

The **AUTO-FIT TO PAGE...** button will open the **AUTO-FIT TO PAGE** dialog. This enables the automatic repositioning and scaling of page content to fit a new page size. The dialog

also lets you fine tune the position of document content. This may sometimes be necessary especially with items around the margins of the document like headers, footers etc.

See the Auto-fit to Page (on page 131) section in the Object Handling (on page 93) chapter for details.

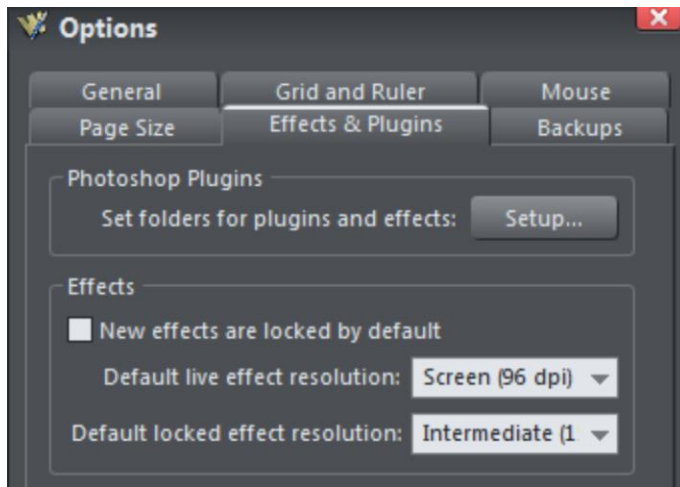
## Backups Tab

This tab allows you to turn the automatic backup facility on and off. This facility saves a copy of all your modified open documents at regular intervals. It's recommended that you work with this backup option turned on, so your work is saved regularly. You can also choose whether you are prompted about unsaved documents when closing the program, or if instead all open documents should be backed up and restored for you when you next start up.

See the Document Handling chapter (on page 77) for full details about these facilities.

## Effects & Plug-ins tab

*This page describes the Effects & Plug-ins tab of the Utilities, Options dialog*



For more on Live Effects refer to Live Effects (on page 368).

### Photoshop Plug-ins

Clicking **SETUP** lets you add and remove folders of Live Effects plug-ins.

### Effects

Here you can set the default resolution of Live Effects and locked effects.



## New Effects Are Locked By Default

This will make any Live Effects you create locked by default, so they will not change if you move or resize them.

## Default Live Effect resolution

If a Live Effect resolution is set to **AUTOMATIC**, then any Live Effects on an object will, by default, be produced at screen resolution. If you wish to print your design you can set one Live Effect to a higher DPI and all effects on that object (as long as the other effects are set to automatic) will automatically be rendered at the highest DPI. It won't then be necessary to alter each effect one by one. Or you can set a different default in this window, and all Live Effects will be created at that resolution.

## Default Locked effect resolution

This is the default resolution for locked effects. If you wish to change the DPI of a locked effect, you need to recreate that effect. Please note: this only applies to locked effects, and does not apply to a locked Live Effect.

## Control bars

You can move Web Designer Premium's control bars to different places around the window, re-order the buttons, create new control bars, move or copy buttons between control bars and many other operations.

You cannot change the tool-dependent InfoBar or the contents of the fly-out bars which are on the main toolbar and top bars.

## Full screen mode

Web Designer Premium has two configurations of control bars:

- One configuration appears when the window is its normal size.
- The second configuration appears after you choose **"WINDOW" > "FULL SCREEN"**.

Any changes to one configuration of control bars (for example, resizing or moving) have no effect on the other configuration. Changes to individual buttons (for example, setting an option) apply in both normal and full screen modes.

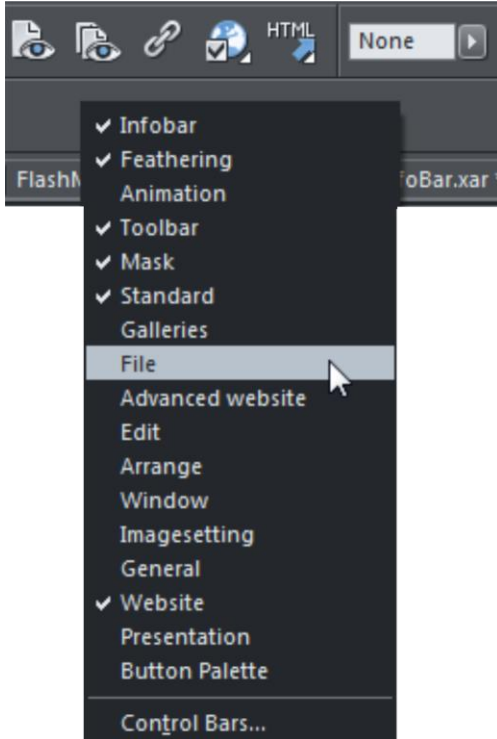
**Displaying & hiding control bars**



The display of control bars is controlled by the **CONTROL BARS** dialog box ("WINDOW" > "CONTROL BARS").

Against the name of each control bar is a check box. A tick in the check box shows that the control bar is currently displayed. Click on the required control bar's check box to display or hide that bar.

You can also quickly turn **CONTROL BARS** on or off if you right-click in any empty area at the top of the program window. Use the drop-down menu to choose which bars you want to display.



**Docked and free floating control bars**

Normally, control bars are docked (attached to the edges of the window). Moving the window also moves docked control bars.

Control bars can also be floating. These do not follow movements of the window.



*Floating control bar*



*Docked control bar*

You can hide a floating control bar either using the **CONTROL BARS** dialog box (described above) or by clicking its **CLOSE** icon.

To make a control bar float, drag it away from the edge of the window either onto the editing area or off the Web Designer Premium window.

To dock a control bar, drag it over:

- The edge of the window.
- Or the menu bar.
- Or another control bar.

A floating control bar has a double line outline while dragging. This changes to a single line when in a docking position. If you want the control bar to remain floating, hold down "Ctrl" while dragging.

### Resizing a control bar

Move the pointer over the edge of the control bar. It changes to a double-headed arrow. You can now drag the edge to resize the control bar.

### Creating new control bars

To create a new control bar:

- Drag a button onto the editing area or off the window. This opens a new control bar containing the button.

Or click **NEW** on the **CONTROL BARS** dialog box. This lets you create a new control bar and allocate a name to it. The new control bar is empty. You can then drag buttons to it.

Moving buttons is described below.

### Deleting control bars

You can only delete control bars that are empty. Therefore move any buttons to another control bar. Close the control bar (either click on the **CLOSE** icon or use the **CONTROL BARS** dialog box). The control bar is automatically deleted when you quit Web Designer Premium.

### Moving buttons and tools

To move buttons or tools:

1. Move the mouse pointer over the button you want to move.
2. Hold down "Alt" (left ALT) to move the button or "AltGr" (right ALT) to copy the button when used on user-defined control bars and other control bars. Although on the predefined "Button palette" both ALT-keys do only copy the button.
3. Drag the button to:
  - A different place on the same control bar.
  - Or another control bar.
  - Or onto the editing area/off Web Designer Premium to create a new control bar.

You cannot move buttons onto or off the InfoBar.

### Hiding buttons and tools

Move the unwanted buttons or tools to another control bar and then hide that control bar (described above).

If you need the button or tool in the future, use the **CONTROL BARS** dialog box to redisplay the control bar.

You cannot delete buttons or tools.

# Menus and Keyboard Shortcuts

## Introduction

This chapter describes the operations available on each of the menus and those available via keyboard shortcuts. In many cases the operations described in this chapter apply to the selected object. In most cases, the described action also applies when you have several selected objects. We use selected object as shorthand for selected object or objects.

Often you can select options from either a menu, a control bar or a keyboard shortcut. Where a button on a control bar and/or keyboard shortcut exists, these are shown after the menu name. For example, the following means there is a button on the **STANDARD** control bar that has the same effect as selecting new, or you can use the shortcut "Ctrl + N".

### **New (Standard control bar or "Ctrl + N")**

## File menu

### **New (Standard control bar or Ctrl+N)**

Opens a new document.

### **New from Content Catalog (Shift+Ctrl+Alt+K)**

Opens the Online Content Catalog. Choose SmartShapes, templates, widgets and clipart from the catalog's web, layout and photo and graphic categories.

### **Open (Standard control bar or Ctrl+O)**

Opens a new editing window and loads a file into it. This file can be:

- A Web Designer Premium .web file to view or edit an existing Web Designer Premium document,
- Or any of the other import formats (see Importing & Exporting (on page 457) for a list of formats). This opens a new document with the file.

### **Open recent**

A list of the most recently loaded or saved files. Provides a quick way to reload any of these files.

You can change the number of files in this list (refer to Customizing Web Designer Premium (on page 479) for details).

### **Close (Ctrl+W)**

Closes the current editing window. Web Designer Premium remains loaded. You are warned if the file has unsaved changes.

**Save (Standard control bar or Ctrl+S)**

Saves the selected document.

**Save As**

Lets you save the selected document under a different name or to a different directory or drive.

**Save All**

Saves all loaded documents.

**Save Template**

Saves the selected document as a template document (see Customizing Web Designer Premium (on page 479)).

**Import (Ctrl+Alt+I)**

Loads a file into the selected document. The file can be any of the import formats (see Importing & Exporting (on page 457) for more information).

Note the difference between **OPEN** and **IMPORT**: both load a variety of file formats but **OPEN** opens a new document. **IMPORT** loads the file into the current open document.

**Import from Web Address (Ctrl+Alt+W)**

Import text and graphics directly from web pages on the Internet into your document. Enter the URL (web address) of the site you wish to import into the dialog box.

**Export (Ctrl+Shift+E)**

Or right click and choose **EXPORT**.

Lets you export the document in any of the export formats supported by Web Designer Premium (see Importing & Exporting (on page 457) for a list of formats).

**Export JPEG**

Lets you export selected objects, a page or the whole document as a JPEG.

**Export PNG**

Lets you export selected objects, a page or the whole document as a PNG.

**Preview web page (Shift + F5)**

Export and preview the current page of the current website document.



You can also preview your page by clicking the web page preview button on the Web toolbar.

Click a browser type at the top of the preview window to preview your page in your preferred browser.



Previews your page in Google Chrome



Previews your page in Mozilla Firefox



Previews your page in Internet Explorer



Previews your page in Opera



Previews your page in Safari



Previews your page in MS Edge (Windows 10 only)

### Preview Website (F5)

Export and preview the current website document. The whole website is exported to the same location it was last exported to (overwriting files as necessary without prompting), or to a temporary location if the site has not yet been exported. Then a browser window is shown displaying the first page of the website.



This is the quickest way to preview your site as you work on it. You can also preview by clicking the button on the Web toolbar.

### Export Website



Also in Export toolbar.

Export the current document as HTML.

### Publish Website



This performs the same operation as the button on the Web toolbar. It exports and then publishes the current website document to your web space.

If you haven't already entered the FTP details for your web space, the **PUBLISH** tab of the **WEB PROPERTIES** dialog will be displayed first. Then the website is published to your web space. A progress indicator appears during the publishing operation.

See the Getting Started (on page 62) chapter for more details on publishing.

**Preview supersite**

Preview the current print document as a supersite.



You can also preview your page by clicking the web page preview button on the Web toolbar.

Click a browser type at the top of the preview window to preview your page in your preferred browser.



Previews your page in Google Chrome



Previews your page in Mozilla Firefox



Previews your page in Internet Explorer



Previews your page in Opera



Previews your page in Safari



Previews your page in MS Edge (Windows 10 only)

**Export supersite**

Export the current print document as a supersite. See [Supersites](#) (on page 300) for more details.

**Publish supersite**

Exports and then publishes the current print document as a supersite to your web space.

If you haven't already entered the FTP details for your web space, you will be prompted to do so. You can then publish the supersite to your web space. A progress indicator appears during the publishing operation.

**Preview Flash**

This option is only enabled when the current document is an animation document. It exports your animation as Flash and brings up a pop-up window showing your Flash animation running. The window also includes basic information about your Flash animation, such as the size of the Flash file.





The button on the animation toolbar is a quicker way to invoke this operation.

## Export Animation



Also in the animation toolbar displayed under the standard toolbar in an animation document.

Export an animation for use in a website.

## Document Info

This displays an information box about the selected document. It includes a comprehensive amount of information about the document including which fonts, together their permissions are included, as well as which Live Effects plug-ins are used.

## Page Options

Also right click and choose **PAGE OPTIONS**.

Allows you to edit the page layout, size, etc.

## Print (Ctrl+P)

Sets options relating to printing the document and lets you print the document (refer to Printing (on page 472) for more information).

## Exit

Closes all windows and removes Web Designer Premium from memory. You are warned if any files have unsaved changes.

## Edit menu

### Undo (Standard control bar or Ctrl+Z)

Undo the previous operation. The description of this option reflects the last operation performed. For example, **UNDO CUT** (refer to Undo & Redo (on page 92)).

### Redo (Standard control bar or Ctrl+Y)

Cancel the last **UNDO** command. The description of this option reflects the last **UNDO** operation (refer to Undo & Redo).

### Cut (Edit control bar or Ctrl+X)

Cut the selected object to the clipboard (refer to Object Handling (on page 98)).

### Copy (Edit control bar or Ctrl+C)

Copy the selected object to the clipboard. The object remains in place in the document (refer to Object Handling (on page 98)).

**Paste (Edit control bar or Ctrl+V)**

Or right click and choose **PASTE**.

Paste the clipboard contents into the selected document (refer to Object Handling (on page 98)).

Sometimes, when you paste the contents of the clipboard into a document, it could be inserted using several different formats. If this is the case the **PASTE SPECIAL** dialog box will appear so you can choose a format. See Cut Copy and Paste (on page 98) in the Object Handling (on page 93) chapter for more detail.

**Paste unformatted text**

Pastes any text on the clipboard into your document without any formatting.

**Paste in place (Ctrl+Shift+V)**

The same as Paste, except your object will be pasted in the exact same position from which you copied it. This is useful for moving objects from one layer or page to another, without changing its X/Y position

**Paste format/attributes (Ctrl+Shift+A)**

Preserves the format (e.g., font and font size) or style attributes (e.g., line and fill color) of the pasted object.

**Paste position**

This option applies the position of a copied object on the clipboard to a currently selected object, which moves to the exact same position as the copied object.

**Paste size**

This option applies the size of a copied object on the clipboard to a currently selected object, which resizes around its center to the exact size of the copied object.

**Paste size and position**

As the name suggests, this option applies both the size and exact position of the object on the clipboard, to the selected object.

**Paste replacing selection**

This is similar to **PASTE POSITION**, except that the copied object on the clipboard replaces the currently selected object and retains the deleted item's position. The copied object is pasted into the center position of the deleted object.

**Paste in current layer**

The same as **PASTE IN PLACE**, except your object will only be pasted into the current layer.

### **Paste in place in current layer**

The same as **PASTE IN CURRENT LAYER**, except your object will be pasted into the current layer in the exact same position from which you copied it.

### **Paste on all pages**

Pastes the copied object at the same size and position on all pages of the document.

### **Delete (Edit & Standard control bars or Delete)**

Or right click and choose **DELETE**.

Delete the selected object (refer to Object Handling (on page 93)).

### **Select All (Ctrl+A)**

Select all objects in editable layers (editable and locked layers are described in Layers (on page 418)).

### **Clear Selection / Reset current attributes (Esc)**

Deselect all objects. If nothing is selected, the current attributes (on page 124) are set back to its default values. You can easily get this by pressing **ESC** twice.

### **Duplicate (Edit control bar or Ctrl+Alt+D)**

Or right click and choose **DUPLICATE**.

Copy the selected object placing the copy slightly offset from the original. The copy becomes the selected object. The offset distance can be customized (see Customizing Web Designer Premium (on page 483)).

### **Clone (Ctrl+K)**

Like **DUPLICATE** copies the selected object, but places the copy directly over the original. The copy becomes the selected object.

### **Pages**

Or right click and choose **PAGES**.

The Pages submenu lets you add or remove pages from your multi-page document, duplicate the current page or move the current page up and down. Read more on multi-page documents in Multi-page Documents (on page 72).

### **Arrange menu**

#### **Move to Layer in Front (Arrange control bar or Ctrl+Shift+U)**

Or right click and choose **ARRANGE > MOVE TO LAYER IN FRONT**.

Move the selected object forward by one layer. The selected object becomes the back object in the new layer. In an animation document, this option is **MOVE TO NEXT FRAME**.

### **Bring to Front (Arrange control bar or Ctrl+F)**

Or right click and choose **ARRANGE > BRING TO FRONT**.

Move the selected object to the front of all other objects in the same layer. See Object Handling (on page 93) for more information.

### **Move Forwards (Arrange control bar or Ctrl+Shift+F)**

Or right click and choose **ARRANGE > MOVE FORWARDS**.

Move the selected object one step towards the front (refer to Object Handling (on page 93)).

### **Move Backwards (Arrange control bar or Ctrl+Shift+B)**

Or right click and choose **ARRANGE > MOVE BACKWARDS**.

Move the selected object one step towards the back (refer to Object Handling (on page 93)).

### **Put to Back (Arrange control bar or Ctrl+B)**

Or right click and choose **ARRANGE > PUT TO BACK**.

Move the selected object behind all others in the same layer (refer to Object Handling (on page 93)).

### **Move To Layer Behind (Arrange control bar or Ctrl+Shift+D)**

Or right click and choose **ARRANGE > MOVE TO LAYER BEHIND**.

Move the selected object one layer backwards. The selected object becomes the front object in the new layer. In an animation document, this option is **MOVE TO PREVIOUS FRAME**.

### **Group (Arrange control bar or Ctrl+G)**

Or right click and choose **GROUP**.

Group the selected objects together to appear as a single object (refer to Object Handling (on page 93)).

### **Ungroup (Arrange control bar or Ctrl+U)**

Or right click and choose **UNGROUP**.

Split the group or groups into separate objects. Dimmed unless the selected object is a group. Or, for several selected objects, there is at least one group.

### **Apply soft group (Ctrl+Alt+G)**

Or right click and choose **APPLY SOFT GROUP**.

Make the selected objects form a soft group. Unlike groups, soft groups can include objects on different layers. Refer to Object Handling (on page 120) for details.

### **Remove soft group (Ctrl+Alt+U)**

Or right click and choose **REMOVE SOFT GROUP**.

Disband the selected soft group, so the objects are separately selectable objects again.

### **Flatten photo group**

Converts a photo group to a single bitmap.

### **Alignment (Ctrl+Shift+L)**

Or right click and choose **ALIGN**.

Used to align several objects. Has no effect when a single object is selected (refer to Object Handling (on page 121) for more information).

### **Combine Shapes (Arrange control bar)**

The Combine Shapes sub-menu lets you:

- Add shapes together.
- Or subtract the top shape from the other shapes.
- Or discard parts of other shapes not covered by the top shape.
- Or use the top shape to slice the other shapes.
- Or use intersecting shapes to create slices of the grouped shapes.

Only shapes in the selection are combined. Unselected shapes do not change (refer to chapter Shape handling (on page 161) for more information).

### **Create Bitmap Copy (Ctrl+Shift+C)**

**CREATE BITMAP COPY** creates a bitmap version (on page 353) of the selected objects.

### **Fit Text to Curve/Remove Text From Curve**

Or right click and choose **FIT TEXT TO CURVE/REMOVE TEXT FROM CURVE**.

Lets you fit a line of text to an arbitrary curve or remove text from a curve (see Text Handling for more information).

### **Repelling and Anchoring**

Or right click and choose **REPEL TEXT UNDER, ANCHOR TO TEXT OR REPELLING AND ANCHORING**.

Make the object repel underlying text, and anchor an object within a column of text. See Repelling text objects (on page 214) and Anchored Graphics (on page 216) for details.

### **Create Navigation Bar**

This command allows you to create a navigation bar from a single button. Read more in chapter Navigation bars (on page 385).

### **Repeating object**

The Repeating object sub-menu lets you:

- **REPEAT ON ALL PAGES (SHIFT+CTRL+ALT+R)** The selected object will be copied to the same place on all pages.
- **STOP REPEATING (SHIFT+CTRL+ALT+O)** Turns off the repeating nature of the object - either for the selected object only, or all copies of the object.

See Repeating objects (on page 129) for more information.

### **Live copy**

The LIVE COPY sub-menu lets you:

- **CREATE LIVE COPY (SHIFT+CTRL+ALT+C)** - the selected object is turned into an instance of a live copy
- **STOP LIVE COPY** - turns off the the live copy object, either for the selected object only, or all copies of the object.

See Live Copies for more information.

## **Insert menu**

### **From Content Catalog (Shift+Alt+I)**

Opens the Online Content Catalog. Choose templates, widgets and clipart from the catalog's web, layout and photo and graphic categories.

### **Image**

- From file - browse your computer to load an image file into the selected document.
- From Web address - extracts all images from a specified web site. (Ctrl+Alt+W)
- Screen Capture - Opens the Screen Capture Tool (on page 345).
- From Camera - Detects a web camera or other Windows associated video capture device attached to your computer and inserts a still image into the document.

### **Shape**

- Rectangle - inserts a rectangle into the current document (Shift+R)
- Ellipse - inserts an ellipse into the current document (Shift+Ctrl+Alt+E)
- More Shapes - opens the Other Shapes section of Smart Shapes in the Online Content Catalog
- Arrows - opens the Arrows section of Smart Shapes in the Online Content Catalog

- Text Panel - inserts a text panel into the current document (Shift+C)
- Photo text panel - inserts a Photo text panel into the current document
- More Text Panels - opens the Text Panels section of the Online Content Catalog
- Speech Bubble - inserts a speech bubble into the current document

See Shape Handling (on page 157) for more information.

### **Text Box**

Inserts a text box into the current document.

### **Symbol**

Opens the Symbol (on page 194) picker.

### **Charts**

Opens the Charts section of the Online Content Catalog

### **New Page**

- New blank page - inserts a new blank page into the document after the current or selected page.
- Duplicate page - inserts a duplicate page into the document after the current or selected page.
- From Content Catalog - opens the Online Content Catalog

### **Break**

Inserts a page break at the following positions.

- Move to next page (Ctrl+Enter)
- Move to next page (left)
- Move to next page (right)
- Move to next column (Shift+Ctrl+Enter)
- Move below embedded graphic

## **Utilities menu**

### **Galleries**

#### **Page & Gallery (Galleries control bar or "F10")**

Displays or hides the **PAGE & LAYER GALLERY**. Only used in non-animation documents (see Layers (on page 418)).

#### **Bitmap Gallery (Galleries control bar or "F11")**

Displays or hides the **BITMAP GALLERY** (see Bitmap Handling (on page 337)).

#### **Line Gallery (Galleries control bar or "Ctrl + F9")**

Displays or hides the **LINE GALLERY** (see Drawing Lines (on page 153)).

**Local Designs Gallery (Galleries control bar or "↑+ F10")**

Displays or hides the **DESIGNS GALLERY** (see Importing and Exporting (on page 457)).

**Fill Gallery (Galleries control bar or "↑+ F11")**

Displays or hides the **FILL GALLERY** (see Bitmap Handling).

**Frame Gallery (Galleries control bar or "↑+ F12")**

Displays or hides the **FRAME GALLERY**. Only used in animation documents (see Flash Animations (on page 431) ).

**Color Editor (Ctrl+E)**

Or right click and choose **FILL COLOR**.

Opens the **COLOR EDITOR** (refer to Color Handling).

**Names**

Or right click and choose **NAMES**.

Opens the Apply/remove names dialog (on page 128).

**Web Properties (Ctrl+Shift+W)**

Or right click and choose **WEB PROPERTIES**.

Opens the **WEB PROPERTIES** dialog, which allows web features such as links, pop-up layers, anchors, etc. to be added to your web page document. You can also control how images are exported for the web page and set various other web properties using this dialog. See Getting Started (on page 18) for details.

**Website Variants**

- **SHARE WITH ALL VARIANTS:** Allows the selected object to be shared with all variants, if the object is not available to be shared then there is an option to create a non-shared copy of the object in the other variants.
- **DELETE FROM ALL VARIANTS:** Deletes the selected object from all variants.
- **STOP SHARING WITH VARIANTS:** Stops the selected object being shared with all variants.
- **COPY PAGE TO ALL VARIANTS:** Copies a selected page to all variants.
- **WEBSITE VARIANTS:** Opens the Website Variants (on page 296) dialog.

**Optimize Photo**

Or right click and choose **OPTIMIZE PHOTO**.

Optimize bitmap resolution for use in Xara Web Designer Premium designs. See Photo Optimization (on page 350) for details.

**Optimize all Images**

Optimizes all photos and bitmaps in the design. See Photo Optimization (on page 350).



## Animation

This menu is only available in animation documents and offers three choices:

- **ANIMATION PROPERTIES:** With this dialog box you can change the options for the animation and for each frame.
- **PREVIEW ALL FRAMES:** Use this to preview all the frames of your animation. This is not very useful for Flash animations as it shows only the key frames with no tweening.
- **PREVIEW GIF ANIMATION IN BROWSER:** This item creates an animated GIF file from the frames in your document and opens it in your web browser so you can see what it looks like. There is a button on the animation bar for quick access to this operation.
- **PREVIEW FLASH ANIMATION IN BROWSER:** Pops up a window displaying your animation as Flash, as it will appear in a web browser when you export. Use this to preview Flash animations. There is a button on the animation bar for quick access to this operation.

## Check spelling as you type

This option activates the **SPELL CHECKER** (on page 206) in the **TEXT TOOL**.

## Auto-Fit to page...

Open the Auto-fit to Page... (on page 131) dialog.

## Options (Ctrl+Shift+O)

Or right click and choose **PAGE OPTIONS**.

Opens the **OPTIONS** dialog box (described in Customizing Web Designer Premium (on page 479)).

## Share Menu

- **Sign into Xara** - Sign into your Xara account.
- **Sign into MAGIX Online World** - Sign into your MAGIX Online World account.
- **Xara Online Designer** - Sign into Xara Online Designer.
- **Publish website** - This initiates a publish operation on the current document - the same operation that's available from the File menu and web toolbar.
- **Send to applications** - If you have other compatible MAGIX applications installed, the Share menu will include options to send the selected image to those applications.

## Window menu

### Clear Selection / Reset current attributes (Esc)

Deselect all objects. If nothing is selected, the current attributes (on page 124) are set back to its default values. You can easily get this by pressing ESC twice.

### Multiple Page View

Or right click and choose **MULTIPLE PAGE VIEW**.

By default Web Designer Premium shows only the current page of the currently open document. Choosing multiple page view shows all the pages in your document.

### **Arrange Views**

Displays all Web Designer Premium windows as tiles.

### **Animation**

In an animation document, toggles display of the animation toolbar.

### **New View**

Opens a new window onto the selected document.

### **Show Scrollbars**

Toggles display of the scrollbars at the side and bottom of the Web Designer Premium window.

### **Show Rulers (Ctrl + L)**

Or right click and choose **SHOW GRID/GUIDES > SHOW RULERS**.

Toggles display of rulers to the top and side of the Web Designer Premium window.

### **Control Bars**

Displays the **CONTROL BARS** dialog box (described in Customizing Web Designer Premium (on page 489)).

### **Quality (Standard control bar)**

Selects how objects are displayed from wire frame to anti-aliased (see Document Handling (on page 81)).

### **Show Document Tabs**

Toggles display of the document tabs that provide quick access to each open document at the top of the Web Designer Premium window.

Clicking on a tab makes that document the selected document. A "\*" after the document name indicates that it currently has unsaved changes.

### **Full Screen (8 on numeric keypad)**

Toggles between full-screen and normal screen modes.

### **Show Grid (#)**

Or right click and choose **SHOW GRID/GUIDES > SHOW GRID**.

Makes the on-screen grid visible (see Document Handling (on page 79)).

### Show Guides (1 on numeric keypad)

Or right click and choose **SHOW GRID/GUIDES > SHOW GUIDES**.

Displays or hides the Guides layer which contains all guidelines and guide objects.

### Snap to Grid (. on numeric keypad)

Or right click and choose **SNAP TO > SNAP TO GRID**.

With this option set, an object snaps to any grid point it is dragged close to (see Document Handling (on page 64)).

### Snap to Guides (2 on numeric keypad)

Or right click and choose **SNAP TO > SNAP TO GUIDES**.

With this option set, an object snaps to any guide it is dragged close to (see Object Handling (on page 93)).

### Snap to Objects (\* on numeric keypad)

Or right click and choose **SNAP TO > SNAP TO OBJECTS**.

With this option selected, dragging a handle close to another object snaps the handle to the object; see Object Handling (on page 93) for more details. You can also adjust the snapping distance; see Customizing Web Designer Premium (on page 479) for more details.

## Documents Loaded

A list of the currently open documents. Clicking on a name makes that document the selected document ("Ctrl + F6" also switches between open documents). A "\*" after the document name indicates that it currently has unsaved changes.

## Help menu

### Xara Web Designer Premium help

Use the command **<PROGRAMNAME > HELP** in the **HELP** menu to open the start page of the program Help. Here you can work through the Help step-by-step and jump to specific sections via the tree structure on the left-hand side.

### Help

This command is available at almost every point of this program and opens the program Help at the corresponding topic. Use this command to get help on any function of Xara Web Designer Premium.

Shortcut: F1

**Movies**

Goes to a web page containing tutorial movies on how to use Web Designer Premium.

**More Web Designer Premium**

In this menu there are useful internet links to Xara's website and useful online resources.

**Tip of the Day**

See the tip of the day. There is also a check box below the Tip of the Day where you select whether or not you see a tip each time you start Web Designer Premium.

**Update program**

This checks online for any available program updates.

Firstly, you are shown a screen which tells you whether there is a major new version of Web Designer Premium that you could upgrade to. Then, if you've registered the program with Xara, an automatic update process will start which will check for any free program updates which are available. If there is an update available it is automatically downloaded and then Xara Web Designer Premium is closed and the update is installed. The program is then restarted automatically for you.

Use the **REGISTER** option in the **HELP** menu to register the program with Xara.

**Affiliate program**

If you didn't sign up for the affiliate program when you unlocked Xara Web Designer Premium, you can use this option to join the program or to change the affiliate option you chose previously. Select this option to bring up the affiliate dialog, which tells you all about the affiliate program. You can start earning commission from your Xara Web Designer Premium website, or have it donated to charity, just by choosing from the three options shown in the dialog.

**Info pop-ups**

Allows you to display 'tooltips' containing pop-up information as your mouse pointer moves over toolbars, buttons, the color line and other items in the Web Designer Premium window.

**About Xara Web Designer Premium**

Displays copyright info and version number of Xara Web Designer Premium.

**Register**

Use this option to register your purchase online with Xara, so that you can get free program updates, discounts on upgrades, special offers and other benefits.

## Key shortcuts

### The tools

SELECTOR TOOL	F2 or V or Alt + S
FREEHAND MASK TOOL	Alt + F4
RECTANGLE MASK TOOL	Alt + F5
SHAPE EDITOR TOOL	F4
RECTANGLE TOOL	⇧ + F3 or M
ELLIPSE TOOL	⇧ + F4 or L
TEXT TOOL	F8 or T
FILL TOOL	G
TRANSPARENCY TOOL	F6
SHADOW TOOL	Ctrl + F2
PHOTO TOOL	P
PUSH TOOL	⇧ + F8 or H or Alt + X (or the Space bar when not in the Text Tool)
ZOOM TOOL	⇧ + F7 or Z or Alt + Z

### The galleries

ONLINE CONTENT CATALOG	Shift + Alt + I
LOCAL DESIGNS GALLERY	⇧ + F10
FILL GALLERY	⇧ + F11
FRAME GALLERY	⇧ + F12
PAGE & LAYER GALLERY	F10
BITMAP GALLERY	F11
LINE GALLERY	Ctrl + F9

### Zooming

Previous zoom	Ctrl + R
Zoom to selection	Ctrl + Shift + Z
Zoom to drawing	Ctrl + Shift + J
Zoom to page	Ctrl + Shift + P
Zoom in (enlarge)	Ctrl + + on the numeric keypad
Zoom out (reduce)	Ctrl + - on the numeric keypad
Zoom to 100%	1
Zoom to 200%	2
Zoom to 300%	3
Zoom to 400%	4
Zoom to 50%	5

You can also zoom and slide the document using a mouse-wheel (Ctrl+Mouse-Wheel zooms in/out).

### Manipulating documents

When in the Text Tool, shortcuts marked with a star (\*) have a different action-see below.

New document	Ctrl + N
New animation document	Ctrl + Shift + N
Web animation dialog	Ctrl+Shift+Alt+N
Open document	Ctrl + O
Close document	Ctrl + W*
Switch document	Ctrl + Tab
Print document	Ctrl + P
Save document	Ctrl + S
Import	Ctrl + Alt + I
Import graphics from Web	Ctrl + Alt + W
Add Google fonts	Ctrl + Shift + Alt + W
Export	Ctrl + Shift + E
Time a document redraw	Ctrl + Shift + T
Show grid	#
Show guides	1 on numeric keypad
Snap to grid	. on the numeric keypad
Snap to guides	2 on the numeric keypad
Snap to objects	* on the numeric keypad
Select full screen	8 on the numeric keypad
Show rulers	Ctrl + Shift + R or Ctrl + L*
Undo	Ctrl + Z or < or ,
Redo	Ctrl + Y or > or .

### Manipulating objects

When in the Text Tool, shortcuts marked with a star (\*) have a different action-see below.

Select all	Ctrl + A *
Select next object	Tab
Delete the selection	Delete *
Clear selection	Esc
Bring object to front	Ctrl + F
Put object to back	Ctrl + B *
Move object forwards	Ctrl + ⬆ + F
Move object backwards	Ctrl + ⬆ + B
Move object to layer in front (drawing documents)	Ctrl + ⬆ + U
Move object to layer behind (drawing documents)	Ctrl + ⬆ + D
Move to next frame (animation documents)	Ctrl + ⬆ + U
Move to previous frame (animation documents)	Ctrl + ⬆ + D
Group objects	Ctrl + G
Ungroup objects	Ctrl + U
Clone object	Ctrl + K
Duplicate object with offset	Ctrl + D
Copy object to clipboard	Ctrl + C
Cut selection to clipboard	Ctrl + X
Paste object from clipboard	Ctrl + V

Paste object in original position	Ctrl + ⌘ + V
Paste format/attributes	Ctrl + ⌘ + A
Create bitmap copy	Ctrl + ⌘ + C
Add shapes	Ctrl + 1
Subtract shapes	Ctrl + 2
Intersect shapes	Ctrl + 3
Slice shapes	Ctrl + 4
Open the alignment dialog box	Ctrl + ⌘ + L*
Web address	Ctrl + ⌘ + W

Move the selected objects: cursor (arrow) keys with the **SELECTOR TOOL** (see Nudging objects (on page 97) )

Move the selected handles: cursors (arrow) keys in tools other than the selector.

## Text Tool

Cursor keys	Move the text cursor up, down, left or right one character at a time.
Home	Move the text cursor to the start of the line.
End	Move the text cursor to the end of the line.
Ctrl + left/right cursor	Move the text cursor left/right one word.
Ctrl + Home	Move the text cursor to the start of the first line in a text object.
Ctrl + End	Move the text cursor to the end of the last line in a text object.
Ctrl + A	Selects all characters in a text object.
Ctrl + B	Apply the bold attribute.
Ctrl + I	Apply the italic attribute.
Ctrl + C	Copy the selected region of text to the clipboard.
Ctrl + L	Select all characters in the line containing the text cursor.
Ctrl + Return	Insert page break
Ctrl + Shift + Return	Insert column break
Ctrl + Shift + L	Insert 'Lorem ipsum' dummy text
Ctrl + V	Paste text at the text cursor position (if the clipboard contains text).
Ctrl + W	Swap the case of the character to the right of the text cursor.
Ctrl + Shift + F1	Toggle text selection between uppercase and lowercase.
Ctrl + -	Insert Soft Hyphen (appears only when wrapping at line end).
Ctrl + Shift + -	Insert hard hyphen (dash) to prevent a dash being misinterpreted as a hyphen at line end.
Ctrl + <	Increase/Decrease font size of selected text (only if the selection is all the same point size)
Ctrl + >	Increase/Decrease font size of selected text (only if the selection is all the same point size)
Alt + cursor keys	Increase/Decrease kerning/tracking.
↵	Start a new line of text.
Delete	Delete the character to the right of the text cursor. If the cursor is on the end of a text line, join this line to the line below.
Backspace	Delete the character to the left of the text cursor. If the

	cursor is at the start of a text line, join this line to the line above.
Shift + cursor keys	Select all text between the cursor position and the beginning of the line.
Shift + End	Select all text between the cursor position and the end of the line.

**Special characters (in Text Tool)**

Ctrl + Space		<b>Hard space</b> (words with hard spaces between will not wrap at the end of a line)
Ctrl + NumPad –	–	<b>EN dash</b> (An EN dash is longer than a minus, and is a more correct 'dash')
Ctrl + Alt + NumPad –	—	<b>EM dash</b> (An EM dash is a long dash)
Ctrl + Alt + .(Full stop)	...	<b>Ellipsis</b> (An ellipsis is three dots)
Ctrl + Alt + C	©	<b>Copyright</b>
Ctrl + Alt + R	®	<b>Registered</b>
Ctrl + Alt + T	™	<b>Trademark</b>
Ctrl + Alt + B	•	<b>Bullet</b>

**Pages**

Ctrl + C	Copy current or selected pages (with no objects selected)
Ctrl + X	Cut current or selected pages (with no objects selected)
Ctrl + V	Paste page(s)
Delete	Delete current or selected pages (with no objects selected)
Shift + Ctrl + Delete	Delete current or selected pages (with or without objects selected)
Shift + Ctrl + PageUp	Move Page Up
Shift + Ctrl + PageDown	Move Page Down

**Masking**

Mask Painter Tool	Alt + F3
Mask Freehand Tool	Alt + F5
Mask Rectangle Tool	Alt + F6
Toggle Mask on/off	Ctrl + M or Shift + F1
Invert Mask	Ctrl + Shift + I or Ctrl + F1
Clear Mask	Ctrl + D or Alt + F1

**Other**

Color Editor	Ctrl + E (opens and closes)
Options dialog	Ctrl + Shift + O
Xara Web Designer Premium Help	F1



## More about Xara Group

### About Xara Group Ltd.



#### **Xara is one of the oldest software developers in the UK, with an uninterrupted history of innovation dating back to 1981.**

From Wordwise, one of the earliest microcomputer word processors, to Xara Designer, the world's fastest, and many believe the world's best drawing and illustration software, Xara has developed a wide range of products covering the whole realm of publishing software. Xara has pioneered many technologies taken for granted nowadays. From developing the world's first check-as-you-type spell checker, to award winning desktop-publishing software, to the first drawing software to provide real-time anti-aliasing and transparency control, Xara continues to innovate and develop leading edge technical solutions.

Xara's first Windows illustration software, Xara Studio, was licensed to Corel and distributed for many years as CorelXARA. Now back under Xara control this product has been enhanced and relaunched and is now sold in two versions, Xara Photo & Graphic Designer and Xara Designer Pro, and also forms the basis for Xara Web Designer.

Xara has been involved in the Internet from the very beginning. Xara Networks, a subsidiary of the Xara Group, was a pioneer Internet provider in the mid 1990s (subsequently sold). Another early innovation was Xara Online, which provided online Web Service based web graphic and photo effect add-ons. Xara's most recent development is Xara Online Designer <https://xara.cloud/>, a cloud based service which offers the ability to design rich documents in the web browser, using any device, and in collaboration with colleagues. Today Xara does all of its business via the web, and has millions of online customers, worldwide.

Xara is headquartered in the historic house, Gaddesden Place, in the UK, north of London. You can find details of the many products developed since 1981 here.

In January 2007 Xara was acquired by MAGIX AG and benefits from a distribution partnership with another wholly owned subsidiary MAGIX Software GmbH. MAGIX has been a leading international provider of high-quality software, online services and digital contents for multimedia communications since 1993. Internationally, MAGIX operates from branches in the USA, Canada, the UK, Germany, France, Italy and the Netherlands.

The MAGIX product range is targeted towards laymen and professionals alike and goes beyond the PC range to include seamlessly integrated online and mobile applications.

According to its retail sales figures, MAGIX leads in the multimedia software sector in the most important European markets, and is one of the most successful competitors in the USA

Web Links

Xara Home Page - [www.xara.com](http://www.xara.com)  
MAGIX Home Page – [www.MAGIX.com](http://www.MAGIX.com)

## **Legal**

### **Copyright**

This documentation is protected by law. All rights, especially the right of duplication, circulation, and translation are reserved.

No part of this publication may be reproduced in form of copies, microfilms or other processes, or transmitted into a language used for machines, especially data processing machines, without the express written consent of the publisher.

All copyrights reserved.

All other product names are trademarks of the corresponding manufacturers. Errors in and changes to the contents as well as program modifications reserved.

Xara is a registered trademark of Xara Group Ltd.

Xara Group Ltd. is an affiliate company of MAGIX Software GmbH.

MAGIX is a registered trademark of MAGIX Software GmbH.

Other mentioned product names may be registered trademarks of the respective manufacturer.

This product uses MAGIX patent pending technology.

Copyright © Xara Group Ltd., 1994 - 2017 All rights reserved.

### **Acknowledgements**

The Geotype font is provided by kind permission of Gary Bouton and remain © Gary Bouton, see [www.theboutons.com](http://www.theboutons.com). Some fonts copyright © FontBank Inc., all rights reserved. Other fonts are provided by third parties who retain the copyright.

Xara Web Designer Premium uses Font Awesome by Dan Gandy –  
<http://fontawesome.io>

In all cases copyright is reserved by Xara or its licensors and is protected by international copyright law.

Xara is a trademark of Xara Group Ltd. The contents of this documentation and the associated Xara software are the property of Xara Group Ltd and are copyrighted. Any reproduction in whole or in part is strictly prohibited.

Redistributable portions of Microsoft MSVC and MFC are copyright of Microsoft Corporation. Microsoft, Internet Explorer, PowerPoint, Windows and Windows Vista are either trademarks or registered trademarks of Microsoft Corporation in the United States and/or other countries.

Adobe, Encapsulated PostScript, Illustrator, Photoshop, Dreamweaver, Fireworks, Freehand, Flash, PostScript and Type Manager and are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

MAGIX is a registered trademark of MAGIX Software GmbH & Co.

Apple, Macintosh, Retina and TrueType are registered trademarks of Apple Computer, Inc.

Corel, CorelDRAW and Paintshop Pro are either registered trademarks or trademarks of Corel Corporation.

Xara Web Designer Premium uses the Google Web Fonts API

Xara Web Designer Premium uses the FontForge library [fontforge.github.io/en-US/](http://fontforge.github.io/en-US/)  
<http://fontforge.github.io/en-US/>. A copy of the FontForge license is included in FontForgeLicense.txt in the HelpAndSupport folder of your program installation

Xara Web Designer Premium includes MiniWeb HTTP server, available under LGPL from here: <http://sourceforge.net/projects/miniweb/>

Xara Web Designer Premium uses the Mersenne Twister random number generator , Copyright (C) 1997 - 2002, Makoto Matsumoto and Takuji Nishimura, and 2000 - 2003, Richard J. Wagner. All rights reserved. Further copyright information can be found in the MTRand.txt file located in the HelpAndSupport folder of your Web Designer Premium installation.

Some program code is Copyright (c) 1996 Silicon Graphics Computer Systems, Inc. Further copyright information can be found in sg.txt in the HelpAndSupport folder of your Xtreme installation.

Some program code is Copyright (c) 1994 Hewlett-Packard Company. Further copyright information can be found in the hp.txt in the HelpAndSupport folder of your program installation.

Some import and export filters utilize color profiles from Adobe Systems Inc. The license agreement can be found in the HelpAndSupport folder of your Xara Web Designer Premium installation.

Web Designer Premium's PDF Import function uses a separate pdf2xar conversion program, which itself uses the open source Poppler library (<http://poppler.freedesktop.org/>). The source for pdf2xar is released by Xara as open source and is available from <http://www.xara.com/pdf-import/>.

This software is based in part on the work of the Independent JPEG Group.

Xara Web Designer Premium uses the zlib compression library [www.zlib.net](http://www.zlib.net)

Xara Web Designer Premium uses the ImageMagick library Copyright 1999-2007 ImageMagick Studio LLC [www.imagemagick.org](http://www.imagemagick.org). A copy of the ImageMagick license is included in ImageMagick.txt in the HelpAndSupport folder of your Xara Web Designer Premium installation.

Web Designer Premium's spell checker is based on the Open Source Hunspell library used without any modifications under the Mozilla Public License Version 1.1. You can find a copy of the Mozilla Public License in the file MPL-1.1.txt in the "dict" folder of your Web Designer Premium installation and a copy of the Hunspell source code at <http://hunspell.sourceforge.net/>.

The Xara Web Designer Premium distribution includes various language dictionaries which are distributed under various different licenses, for use with the spell checker. Xara Web Designer Premium See the text files in the "dict" folder of your Xara Web Designer Premium installation for details of each license. The Russian dictionary is Copyright (c) 1997-2008, Alexander I. Lebedev. See README\_ru\_RU.txt in the "dict" folder of your program installation for details and license.

Xara Web Designer Premium uses the libcurl library [curl.haxx.se/libcurl](http://curl.haxx.se/libcurl) <http://www.curl.haxx.se/libcurl> for FTP publishing. A copy of the license for this library is included in libcurl.txt in the HelpAndSupport folder of your Xara Web Designer Premium installation.

All other trademarks or registered trademarks are the property of their respective owners.

# Index

3

---

3D Extrude Tool	378
-----------------	-----

A

---

A Website in a Few Steps	14
About Presentations	397
About RWD	295
About Supersites	300
About Xara Group Ltd.	513
About Xara Web Designer Premium	17, 508
Accelerating and Decelerating	451
Acknowledgements	514
Adding & editing buttons	390
Adding a new point handle	147
Adding arrowheads & tails	144
Adding code to page head	291
Adding menus and sub-menus	392
Adding more line segments	144
Adding names	128
Adding New Buttons	50
Adding New Pages To Your Website	27
Adding new presentation pages	404
Adding to a gallery	90
Adding widget placeholders manually	415
Adjust button widths to labels	387
Adjusting the clip region	364
Adjusting the left and right margin of text on a curve	204
Advanced color operations	178
Advanced Flash Commands	451
Advanced presentation information	407
Affiliate program	508
Aligning	123
Alignment	121
Alignment (Ctrl+Shift+L)	501
All buttons the same width	387
Alternative Content Aware Scaling	375
Analytics Tab	293
Anchored Graphics	216
Anchored Groups	46
Anchored Objects	43
Angle constraint	483
Animated GIFs	412
Animation	505, 506
Animation Frame Rate and Tween Steps	442

Animation Loop and Speed	456
Animation properties	455
Animation smoothness	446
Animation Speed	445
Animations	431
Apply soft group (Ctrl+Alt+G)	501
Applying a bevel	261
Applying a bevel to several objects	261
Applying a floor shadow	258
Applying a glow effect	258
Applying a Live Effect	369
Applying a shadow	257
Applying a shadow to several objects	260
Applying a Text background color	176
Applying attributes to whole text stories	239
Applying fill & line colors by drag & drop	175
Applying flat transparency	253
Applying graduated transparency	253
Applying presentation page transitions	406
Applying presentation step transitions	405
Applying settings to popup layers	60
Applying text attributes	234
Applying transparency to several objects	256
Arrange menu	499
Arrange Views	506
Ask before setting current attribute	481
Auto correction	207
Auto Enhance	360
Auto-fit for individual page objects	133
Auto-fit to page...	131
Auto-Fit to page...	505
Automatic backups	45
Automatic Backups	77
Automatic fit	477
Automatic page linking	388
Automatic placeholder generation	410
AVI Options	456

## B

---

Backup location	78
Backup open documents	77
Backup open documents on program close	78
Backups on system shut down	79
Backups Tab	488
Balancing curves	152
Best fit	477
Bevel direction	262
Bevel Type & Size	380
Bevels	261

---

Bitmap coloring	248
Bitmap fills	247
Bitmap Properties	339
Bitmap Quality	441
Bitmap Size tab	470
Bitmaps	255
Blur the edges of the shadow	259
Blur/Sharpen	361
Bold & Italic	235
Break	503
Brightness/Contrast/Color Temperature/Saturation/Hue	360
Bring to Front (Arrange control bar or Ctrl+F)	500
Browser Preview tab	471
Brush styles	143
Bullet Lists	222
Bulleted and numbered lists	42
Bulleted and Numbered lists	222
Button Bars (NavBars)	50
Button design restrictions	395
Button order matches page order	387
Button spacing	387
Buttons & Menus	390

## C

---

Change join type	155
Change line cap	155
Change object selection	93
Change the transparency of the shadow	259
Changing a straight line to a curve (and vice versa)	150
Changing background colors	183
Changing Button Text	50
Changing colors in a group	120
Changing curves	151
Changing step order	403
Changing the angle of the column	198
Changing the bevel color or fill effect	264
Changing the bevel join style	264
Changing the bevel light source	262
Changing the bevel shape	264
Changing the bevel size	263
Changing the blank template document	479
Changing the colors in a fill	245
Changing the font on NavBar buttons	394
Changing the font size	234
Changing the light elevation (vertical angle)	263
Changing the light strength (contrast)	263
Changing the line width (thickness)	153
Changing the page size	72
Changing the ruler zero points	81

Changing the shadow color or fill effect	259
Changing the width of the column	198
Changing the zoom using the zoom InfoBar/control bar	70
Changing the zoom value	69
Changing the zoom value using the mouse	70
Chart SmartShapes	167
Charts	503
Check spelling as you type	505
Chevron Bar and Arrow SmartShapes	172
Circular fills	246
Clear	363
Clear Selection / Reset current attributes (Esc)	499, 505
Click/Touch animations	427
Clickable area	276
Clickable Buttons & Mouse-over Effects	452
Clip to page edges	278
Clip Tool	363
Clipping in Photo Documents	365
ClipView	127
Clone (Ctrl+K)	499
Cloning	101
Close (Ctrl+W)	493
Closing a gallery	91
Closing the document	76
Color Editor (Ctrl+E)	504
Color Handling	173
Color line context menu	174
Color Select	
Context menu	21
Color Transforms—Animating Color Changes	450
Coloring Imported Clipart	34
Coloring photos	347
Coloring Photos	34
Coloring Shapes	34
Colors on the color line	173
Column breaks	201
Combine Shapes	270
Combine Shapes (Arrange control bar)	501
Combining shapes	161
Common photo functions	358
Compare & Restoring the original	362
Conflicts in page layouts	118
Connecting text areas—text flow	199
Constraining the line	150
Content Aware Photo Resize	371
Content Aware photo scaling	269
Content Aware Scaling notes	375
Content-aware photo zoom	374
Control bars	66, 489
Control Bars	506



Converting an existing website into a presentation	402
Converting objects or drawings to bitmaps	353
Converting Text To Be A Graphic	45
Coordinate Direction	484
Copy (Edit control bar or Ctrl+C)	497
Copying 3D extrude attributes	383
Copying and pasting pages	73
Copying Live Effects	371
Copying Objects	24, 440
Copying shadows onto other objects	260
Copying Shapes To The Mask Layer	270
Copying Styles	
Paste Attributes	126
Copying text appearances	238
Copying/Pasting formatted text (RTF)	239
Copyright	514
Core Principles	433
Create Bitmap Copy (Ctrl+Shift+C)	501
Create Navigation Bar	502
Creating a graduated color fill	241
Creating a guideline	117
Creating a presentation	400
Creating a presentation from templates	400
Creating a shape	141
Creating a Soft Mask	268
Creating a square	157
Creating a Tint, Shade or Linked color	186
Creating a website	25
Creating and Editing rounded corner rectangles	157
Creating animated GIFs	454
Creating Buttons, Banners And Other Web Graphics	46
Creating circles and ellipses	158
Creating holes in shapes	161
Creating new control bars	491
Creating new named colors	180
Creating new Styles	232
Creating New Text Objects	42
Creating Number and Bullet lists	404
Creating polygons and stars	158
Creating rectangles and squares	157
Creating RWD Websites from existing sites	297
Creating RWD Websites from templates	296
Creating Soft Groups	120
Creating the animation	454
Creating your own color schemes	180
Creating Your Own Mouseover Buttons	391
Creating your own Navigation Bars	395
Creating your own presentation from scratch	400
Cropping or clipping images	362
Cropping photos	344

Cropping, Clipping and Animation Size	443
Current attributes (styles)	124
Current layer always visible and editable	480
Custom fit	477
Custom tab types	213
Custom tabs	212
Customizing Web Designer Premium	479
Cut (Edit control bar or Ctrl+X)	497
Cut, copy and paste	98
Cut, Copy, Delete	268
Cutting objects	100

---

**D**

---

Default Live Effect resolution	489
Default Locked effect resolution	489
Delete (Edit & Standard control bars or Delete)	499
Deleting a guideline	118
Deleting a site navigation bar from a page	388
Deleting a step	404
Deleting control bars	491
Deleting images from the Gallery	339
Deleting named colors	183
Deleting objects	100
Deleting objects from a step	404
Deleting points	148
Deleting presentation pages	405
Deleting repeating objects	131
Deleting sections from a gallery	91
Deleting Styles	233
Deleting unused named colors	183
Deselecting an object	95
Displaying & hiding control bars	490
Displaying a gallery	84
Displaying your own icons in browser tabs favicons	51
Displaying/hiding rulers	81
Distribute	124
Docked and free floating control bars	490
Document font embedding	239
Document handling	64
Document info	14
Document Info	497
Document type	483
Documents Loaded	507
Dragging the line segment	151
Drawing & editing straight lines	144
Drawing a line or a shape	140
Drawing Lines and Shapes	140
Drawing straight segments in the Freehand Tool	141

Drawing Tools	51
Drop copy	97
Duplicate (Edit control bar or Ctrl+Alt+D)	499
Duplicate, Clone	269
Duplicating	101
Duplicating and cloning	101
Duplication distance	483

---

## E

---

Edit menu	497
Editing a Mask	267
Editing an object's color	176
Editing existing widgets	410
Editing lines/shapes with the Freehand & Brush Tool	142
Editing List items	224
Editing mold shapes	112
Editing named colors	183
Editing Photo Files	355
Editing Photo Filter Presets	350
Editing polygons and stars	160
Editing shapes	369
Editing SmartShapes	165
Editing stars	161
Editing text	204
Editing the contents of a repeating object	130
Editing the outline of Photos	343
Editing the parent color	187
Effects	488
Effects & Plug-ins tab	488
Elliptical fills	246
Embedded JPEG files	339
Embedding Graphics	220
Embedding movie, audio, animation and other files	411
Embedding Movies, Flash And Other Widgets	28
Enabling Supersites	301
Enhance Tool	359
Entering dummy text ('Lorem Ipsum')	205
Entering special characters	205
Enveloping	111
Erasing while drawing	141
Example	
To resize a photo and save as a new JPEG	342
Example Graphics	56
Exit	497
Explore web space	321
Export (Ctrl+Shift+E)	494
Export Animation	497
Export DPI	466
Export formats	459

Export JPEG	494
Export PNG	494
Export supersite	496
Export Website	495
Exporting a Flash File	435
Exporting a Photoshop PSD file	464
Exporting a Web document	463
Exporting animations as AVI	436
Exporting as a bitmap	464
Exporting as AVI	463
Exporting as Extended Metafile Format (EMF)	464
Exporting as Flash	463
Exporting as Windows metafiles (.wmf)	463
Exporting files	463
Exporting the animation	455
Exporting to a Word document	463
Exporting websites with support folders	76
Extend Selection	94
Extending a line	141
Extending the line	146
Extracting the original JPEG	340
Extrude Tool InfoBar	379
Extruding a shape	378
Extruding Text	383
Extrusion depth	380

## F

---

Fast Publish (Only changed files)	322
Feather	55
File menu	493
Fill quality	476
Fill Tool	53
Fill Tool InfoBar	243
Fill types	241
Filling shapes with a bitmap	338
Fills	97
Find & Replace	210
Finishing the line	147
Fit Text to Curve/Remove Text From Curve	501
Fixed, non-scrolling backgrounds	311
Flash files	411
Flash Options	455
Flat fills	245
Flatten photo group	501
Flipping objects	107
Flowline SmartShapes	172
Flyout Bars	20
Font permissions	240
Font replacement	197

---

Font Size	42
Fractal fills	249
From Content Catalog (Shift+Alt+I)	502
Full Screen (8 on numeric keypad)	506
Full screen mode	489

## G

---

Galleries	83, 503
General notes on exporting and importing	457
General tab	480
Getting Help	14
Getting Started	18
Getting started with Xara Web Designer Premium	12
GIF Options	455
Give new objects most recent attributes (GNOMRA)	481
Gloss / Matt	381
GNOMRA	124
Google fonts	193
Graphical Bullets and Numbered Lists	227
Grid and Ruler spacing	484
Grid and Ruler tab	484
Group (Arrange control bar or Ctrl+G)	500
Group images	287
Group Transparency	448
Grouping and ungrouping objects	119
Grouping galleries	87
Groups	45, 448
Groups and layers	119
Guide Objects and Guidelines	116

## H

---

Handle/resolution	256
Help	507
Help menu	507
Hidden Styles	234
Hiding buttons and tools	492
Hiding Layers	423
High resolution images	326
Highlighting text	235
Horizon Straighten	335
How to creating hanging indents	214
Hyphenation	207

## I

---

Image	502
Image Captions	286

Image Tab	282
Import (Ctrl+Alt+I)	494
Import and Export Supported File Formats	458
Import formats	458
Import from Web Address (Ctrl+Alt+W)	494
Important	464
Importing & pasting NavBars	395
Importing a Photoshop PSD file	460
Importing a Word document	461
Importing and Exporting	457
Importing files	460
Importing from a website	462
Importing Large Photos	37
Importing named colors	184
Importing Photos	332
Indents and Outdents	237
Info pop-ups	508
InfoBar	24, 67
Initial Photo size	333
Insert menu	502
Inserting	410
Inserting a Flash file into your webpage	435
Inserting pages into your document	73
Inserting Symbols as graphics	196
Inserting Symbols into text	196
Inserting using a different web authoring tool	436
Instant font menu navigation	193
Intersecting shapes	162
Introduction	12, 188, 326, 357, 368, 378, 431, 493

---

**J**

Joining lines	152
Joining two lines	141
JPEG, PNG and GIF export dialog overview	467
Justification	387
Justification or text alignment	235

---

**K**

Key shortcuts	509
---------------	-----

---

**L**

Language selection	206
Layer Operations	420
Layer ordering in website documents	59
Layer Properties	421
Layers	418

Layers on websites	420
Layers, Mouseover (Rollover) & Pop-ups	57
Legacy web browser compatible line lengths	482
Legal	514
Ligatures	236
Lights	380
Line Gallery	153
Line spacing	237
Linear fills	245
Link Tab	272
Link to anchor	274
Link to File	274
Link to heading	274
Link to web address	272
Link to...	273
Linked colors	186
Linking to next/previous step	405
Links, Buttons & Navigation Bars	48
List Styles	229
Live copy	502
Live Effect resolution	370
Live Effects	368
Live Font Preview	192
Live Font Size preview	192
Local colors and Theme colors	179
Lock Aspect	364
Lock Aspect button	105
Locking effects	369
Locking Layers	424

## M

Magnetic object snapping (snap to objects)	114
Magnetic Snap Radii	486
Main toolbar	67
Maintain imported layer names	481
Make groups be transparent as a whole.	481
Make Named Color local to Frame/Layer	185
Making a photo its full size	350
Making an object repel	215
Making sharp corners	151
Making smooth curves	151
Managing presentation steps	402
Manipulating documents	509
Manipulating objects	510
Margins and indents	211
Marquee Object Selection	482
Marquee selection	94
Masking	512
Masks vs Photo Regions	266

Menu separators	392
Menu Styles	393
Menus and Keyboard Shortcuts	493
Merging several shapes into one	162
Minimizing multiple windows	69
Mitred corner / Rounded corner	381
Mixing curved and straight lines	146
Mixing individual and group transparencies	256
Modifying a bevel	262
mold	109
More about Xara Group	513
More Web Designer Premium	508
Mouse button function	485
Mouse tab	485
Mouseover (Rollover) Buttons	50, 58
Mouseover Effects	57
Mouse-over features	427
Mouse-over properties (Web Animations)	288
Move Backwards (Arrange control bar or Ctrl+Shift+B)	500
Move Forwards (Arrange control bar or Ctrl+Shift+F)	500
Move To Layer Behind (Arrange control bar or Ctrl+Shift+D)	500
Move to Layer in Front (Arrange control bar or Ctrl+Shift+U)	499
Movies	508
Moving Anchored Objects	219
Moving and docking a gallery	85
Moving and transforming a site navigation bar	388
Moving buttons and tools	492
Moving objects	96
Moving Objects Between Layers	60, 424
Moving objects forward and backwards	101
Moving objects from one step to another	403
Moving objects selected under or inside	94
Moving pages within the document	74
Moving point handles—Shape Editor Tool	148
Moving the start or end handle of the fill	245
MP3 files	412
MP4 & FLV movie files	411
Multi-column pages	200
Multiple fit	478
Multiple Page View	505
Multiple pages in the document	72
Multiple variants	296
Multi-stage color graduations	250
Multi-stage graduated transparency	253

---

**N**

Names	504
Names applied	128
Naming objects	128



---

Navigating between pages	74
Navigation bar properties dialog	386
Navigation Bars	385
Network button	473
New (Standard control bar or Ctrl+N)	493
New Effects Are Locked By Default	489
New from Content Catalog (Shift+Ctrl+Alt+K)	493
New Page	503
New View	506
Non-JPEG Bitmaps	440
Non-moving Objects	450
Normal colors	185
Normal colors, Tints, Shades and Linked colors	185
Normal/full screen modes	69
Nudge size	483
Nudging objects	97
Nudging Objects	24
Number of copies	474
Numbered Lists	223

## O

---

Object Based Web Design	22
Object Handling	93
Object types and Animation combinations.	430
Objects On The Page	21
Offsetting the top of your page	313
On canvas editing	394
Online editing in the Cloud	64
On-screen grid	79
Open (Standard control bar or Ctrl+O)	493
Open link in	276
Open recent	493
Opening a second window	69
Opening an animation document	454
Opening an existing document	64
Operations That Use A Mask	268
Optimize	373
Optimize all Images	504
Optimize Photo	504
Optimizing images	376
Optimizing Photos and Bitmaps	350
Options (Ctrl+Shift+O)	505
Options button	474
Options in the Utilities menu	479
Options tab	471
Ordering multiple windows	69
Orientation	386
Other	512
Other points to note	389

## P

---

Packed Photo Grid	170
Page & Layer Gallery	75, 416
Page and Pasteboard Background Layers	312
Page breaks	202
Page Options	497
Page Size	43
Page Size tab	487
Page Tab	280
Pages	418, 474, 499, 512
Palette Options tab	468
Panorama Stitching	375
Paragraph Spacing	237
Paragraph Styles and Character Styles	228
Paste (Edit control bar or Ctrl+V)	498
Pasteboard backgrounds	309
PDF Files	412
PDF Import	461
Perspective	109
Photo display quality	340
Photo Documents	354
Photo Edit Attributes	343
Photo enhance tool	270
Photo Filter Presets	347
Photo Grids	328
Photo Groups	328
Photo Handling	326
Photo Hover panels	28
Photo Objects	327
Photo pop-up	283
Photo Regions and Masks	266
Photo Tool Benefits	357
Photo Tool Notes	365
Photos	36, 440
Photoshop Plug-ins	488
Placeholder objects	291
Placeholder Tab	288
Placing objects onto the Guides Layer	117
Polygons or stars with rounded corners	159
Pop-up layer	275
Pop-up Layers	61
Pop-up layers and presentation layers	407
Pop-up photo	275
Popup Photo Options	284
Pop-up Photos	62
Pop-up slider controls	360
Preparing Your Photo	372
Presentation website	278

---

Preview Controls	468
Preview Flash	496
Preview in Browser	456
Preview supersite	496
Preview web page (Shift + F5)	494
Preview Website (F5)	495
Previewing a Flash file in Xara Web Designer Premium	435
Previewing and testing Auto-fit pages	136
Previewing Your Website	25
Previous & Next	358
Previous and Current color	178
Print (Ctrl+P)	497
Print As	475
Print button	473
Print layers	475
Print Options	
Output tab	475
Print Layout tab	477
Print to File	474
Printer... button	473
Printing	472
Profile	255
Program Layout	18
Properties button	473
PSD Export settings	465
Publish supersite	496
Publish Tab	292
Publish Website	495
Publishing to an alternative web host	316
Publishing to Xara Hosting	315
Publishing variants	299
Publishing Your Website	62
Push objects	138
Put to Back (Arrange control bar or Ctrl+B)	500
Putting shadows behind	384

## Q

---

Quality (Standard control bar)	506
Quick export of HTML and web graphics formats	464

## R

---

RAW photo import	462
Recent files	481
Recovering backups	79
Recovering from abnormal program closures	79
Rectangle Tool	53
Redefining Text Styles	230

Redo (Standard control bar or Ctrl+Y)	497
Region Painter	267
Register	508
Remove soft group (Ctrl+Alt+U)	501
Removing a bevel	264
Removing a ClipView	128
Removing a gallery from the workspace	91
Removing a shadow	260
Removing an anchor	219
Removing objects from a group	119
Removing objects from the document	100
Removing pages from your document	74
Removing Soft Groups	120
Removing Styles	233
Renaming named colors	183
Re-ordering colors on the color line	174
Re-ordering items in the gallery	90
Repeating Groups	46
Repeating object	502
Repeating Objects	46, 129
Repelling and Anchoring	501
Repelling text objects	214
Replace with Flash	289
Replace with graphic file	289
Replace with HTML code	290
Replacing Bitmap Fills	248
Replacing colors	181
Replacing Image Files	460
Replacing photos	333
Replacing photos and removing presets	349
Resize, rotate and position a photo within its frame	334
Resizing a control bar	491
Resizing and re-positioning bitmap fills	248
Resizing picture and text	136
Resizing text areas	202
Resizing widgets	413
Responsive web design	295
Retina (enabled by default)	279
Reveal & Scroll animations	427
Reverse path	144
Revisions	78
Right-click context menus	21
Rotate by 90° controls	358
Rotated Text	42
Rotating by exact angles (using the InfoBar)	103
Rotating objects	103
Rotating Objects	24
Rotating objects in Resize Mode	103
Rotating using the mouse	102
Rotation	446

Rule of Thirds	364
Rulers	68, 80, 211
RWD Variants and Backgrounds	313

---

**S**

Save	339
Save (Standard control bar or Ctrl+S)	494
Save All	494
Save all (on the File menu)	75
Save As	494
Save as (on the File menu)	75
Save option (on the File menu)	75
Save Publish settings in document	323
Save Template	494
Saving & Exporting Photos	341
Saving and transferring files	371
Saving profiles	323
Saving the document	75
Saving Your Work. Creating A Website	44
Scale Line Widths button	104
Scale photo to 100%	358
Scaling (resizing) objects	104
Scaling groups	106
Scaling Photos (web documents only)	105
Scaling using the InfoBar	106
Scaling using the mouse	105
Screen capture utility	345
Screenshots	344
Select All (Ctrl+A)	499
Select clipped objects	127
Select clipping shape	127
Select inside	94
Select under	94
Selected document and title bar	66
Selecting a single object from within a group	119
Selecting all objects	95
Selecting and layers	95
Selecting and setting up a printer	472
Selecting items	90
Selecting multiple point handles	148
Selecting objects	93
Selecting objects in the Clipview	127
Selecting objects using the Shadow Tool	260
Selecting Photos and SmartShapes	95
Selecting the whole text object	204
Selecting which window to display	69
Selection bounds handles	96
Selection markers	95
Setting a Bitmap Transparency	339

Setting the ClipView background color	127
Setting the page background to a bitmap	339
Shades	186
Shadow Tool	55
Shadows	257
Shape	502
Shape drawing tools	157
Shape Handling	157
Shape Tool	52
Share Menu	505
Sharing across variants	298
Show All & Unlock All	424
Show Document Tabs	506
Show Grid (#)	506
Show Guides (1 on numeric keypad)	507
Show print borders	472
Show Rulers (Ctrl + L)	506
Show Scrollbars	506
Simple text	197
Single button NavBars	389
Single page website	300
Site navigation bar	387
Sketch Mode	143
Skewing objects	108
Slicing complex shapes	163
Slicing shapes	163
Sliding the document within the window	71
Smart Quotes	205
Smartphoto handles	334
SmartShapes	164
Smoothing a line	149
Snap to grid	113
Snap to Grid (. on numeric keypad)	507
Snap to Guides (2 on numeric keypad)	507
Snap to Objects (* on numeric keypad)	507
Snapping	112
Snapping and line widths	113
Soft edged ClipView	128
Soft Groups	46, 120, 219
Soft Groups and Layers	420
Soft Masks	268
Soft Shadows, Color Filled Text, Transparent Text	42
Solo Mode	423
Special characters (in Text Tool)	512
Special Layers	423
Spell checker	206
Spell Checker	43
Splitting a shape	163
Stacking Order	23
Starting a new document	64

Status line	95
Steps and layers	397
Sticky and Stretchy object combinations	308
Sticky Objects	303
Stop and Goto Commands	452
Stopping objects repeating	131
Straight Line and Arrow Tool	52
Stretching and squashing objects	107
Stretchy Objects	306
Style Properties	234
Styles based on other styles	231
Subscript & superscript	236
Summary	466
Summary of shortcuts on the numeric keypad	118
Supersites	300
Supersites and PDFs	323
Support	14
Support folder contents	76
Support folder naming	76
Support folders	76
Swapping sides of the line	204
Switching case	205
Symbol	503
Symbols	194
Synchronising Text using Soft Groups	210

## T

Tab	96
Tabs	212
Tabs, Margins and Indents	211
Template Backgrounds and re-coloring backgrounds	311
Templates & Site navigation bars	388
Terminology	188
Text	40, 466
Text along a curve	203, 212
Text areas	198
Text Box	503
Text Handling	188
Text in a column	197
Text inside groups for websites	238
Text links	237
Text options	476
Text Panel Smartshapes	169
Text Repel Around Objects	43
Text Styles	227
Text Styles InfoBar	228
Text Synchronization	121
Text Tool	511
Text Underlining	235

Textures & Photos	382
The 6 core types of animation	432
The Animation Frame Gallery	437
The Bevel Tool	261
The Bitmap Gallery	337
The Color Editor	177
The color line	173
The constrain key	81
The Current Layer	418
The current page	72
The Fill Gallery	250
The Fill Tool	241
The Font Menu	191
The Frame tab	455
The Freehand & Brush Tool	140
The galleries	509
The indicators	68
The Local Designs Gallery	29
The Mold Tool	109
The MouseOff and MouseOver Layers	58
The Online Content Catalog	31
The Page & Layer Gallery	416
The Photo Region and Mask tools	267
The Photo Tool	38
The Photo Tools	357
The Presentation toolbar	399
The print dialog box	473
The Red Eye Tool	365
The redo command	92
The Rotate command	447
The Selector Tool	23, 93
The Shadow tool	257
The Shape Editor tool	144
The status line	68
The Straight Line & Arrow tool	143
The Text Tool	189
The tools	509
The undo command	92
The Xara Web Designer Premium window	65
Theme color schemes	179
Thumbnail Photos With Pop-ups	38
Timeline SmartShapes	166
Tints	185
Tip of the Day	508
To create a group	119
To draw a curved line segment:	146
To draw a straight line segment	145
To the end of a line:	147
To the middle of a line:	147
To the start of a line:	147



---

ToolTips	16
Transparency	253, 450
Transparency resolution	476
Transparency Tool	54
Transparency types	254
Turning extrudes on and off	379
Turning off placeholder re-generation	414
Turning site navigation bars on and off	388

## U

---

Un-clip	364
Undo (Standard control bar or Ctrl+Z)	497
Undo and Redo	92
Ungroup (Arrange control bar or Ctrl+U)	500
Ungrouping objects	119
Untitled documents	78
Update program	508
Updating Text Styles	230
Updating your NavBar across all pages	394
Upgrades to Panorama Studio	377
URLs in Flash	451
Use common website link colors	276
User dictionary	206
Using fonts in your website	42
Using galleries	89
Using masks or regions	361
Using Masks With Content Aware Scaling	373
Using multiple filters	348
Using photos as backgrounds	312
Using photos as fills	333
Using presets from the Local Designs Gallery	348
Using template Navigation bars	385
Using Templates, Clipart & Widgets	27
Using the curve handle	151
Using the eye-dropper to pick colors	178
Using the Photo Tools	357
Using the text boxes on the InfoBar	149
Using the Zoom Tool	70
Using Web Animations	426
Using Windows to capture screenshots	344
Utilities menu	503

## V

---

Variants and Navigation bars	299
Variants and repeating objects	299
Vertically aligned text	201
View quality	81
Viewing a scaled photo at its full size	350

Viewing step contents	403
Viewing the anchor point	219

---

**W**

---

Web Animation	291
Web Animations	426
Web Designer Premium and HTML5	457
Web Designer Premium and Navigation bars	385
Web Export Options	279
Web image type	287
Web Properties (Ctrl+Shift+W)	504
Web Properties Dialog	270
Web Safe Fonts	192
Web Sticky and Stretchy Objects	292, 303
Website Backgrounds	35, 309
Website Colors	33
Website font embedding	239
Website Link Colors	278
Website Presentations	397
Website Publishing	315
Website Tab	277
Website Toolbar	25
Website Variants	504
Website Widgets	408
What are undo and redo?	92
What Flash can and cannot do	431
What makes Web Designer Premium so special?	13
What Xara Web Designer Premium features does Flash support?	448
What you can't do with Xara Web Designer Premium Flash	433
Widget site membership	410
Widgets & placeholders – it's all automatic!	408
Widgets from other widget sites	413
Widgets from the Online Content Catalog	410
Width / Height	364
Window menu	505
Within	122
Word count	203

---

**X**

---

X/Y co-ordinates	68
Xara Web Designer Premium Flash Animation Summary	453
Xara Web Designer Premium help	507

---

**Y**

---

Your First Animation	433
----------------------	-----

**Z**

---

<b>Zero-memory Copies</b>	<b>337</b>
<b>Zoom 1:1</b>	<b>358</b>
<b>Zooming</b>	<b>509</b>
<b>Zooming / Scrolling / Pushing your page</b>	<b>19</b>