

# ShutterBug Version 1.1

XtraLean Software Inc.

# Table of Contents

|  |    |
|--|----|
| 1. Welcome to ShutterBug Version 1.1.....                    | 5  |
| How to Use this Manual.....                                  | 5  |
| What is ShutterBug?.....                                     | 5  |
| Technical Specifications.....                                | 6  |
| Installing & Uninstalling ShutterBug.....                    | 8  |
| Understanding the Blueprint.....                             | 8  |
| 2. Getting Started.....                                      | 14 |
| Starting a New Project.....                                  | 14 |
| Setting User Preferences.....                                | 15 |
| Set Up General Website Properties.....                       | 18 |
| The Masthead.....  | 18 |
| The Footer.....  | 19 |
| Adding, Naming, & Deleting the Pages in Your Navigation..... | 21 |
| Adding an Album Page.....                                    | 23 |
| Adding a Group Page.....                                     | 23 |
| Adding Album Pages to Groups.....                            | 24 |
| Naming your Web Pages.....                                   | 25 |
| Deleting Web Pages.....                                      | 26 |
| Arranging Pages & Organizing Site Files.....                 | 27 |
| Arranging Web Pages in Your Navigation List.....             | 28 |

|   |    |
|---|----|
| Organize Your Site Files with the Navigation Options..... | 28 |
| Save & Close Projects, Quit ShutterBug.....               | 32 |
| 3. Content View: Building your Content.....               | 33 |
| Page Titles & Text Contents.....                          | 33 |
| Adding Page Titles.....                                   | 33 |
| Adding Text Content to a Page.....                        | 34 |
| Editing the Text Contents.....                            | 35 |
| Inserting Links into the Text.....                        | 36 |
| Photos, Captions, & Watermarks.....                       | 39 |
| Importing Photos.....                                     | 40 |
| Adding & Editing Captions.....                            | 41 |
| Adding Links to the Caption Text and Thumbnails.....      | 42 |
| Embed a Link into the Photo:.....                         | 43 |
| Adding & Editing Watermarks.....                          | 44 |
| Photo Albums & Groups.....                                | 46 |
| Editing Your Photos.....                                  | 48 |
| 4. Preview & Test Your Site.....                          | 55 |
| Themes & Templates.....                                   | 55 |
| Working With Themes.....                                  | 56 |
| Working with Templates.....                               | 58 |
| Web Preview Your Site & Test Links.....                   | 59 |
| 5. Exporting Your Site.....                               | 60 |
| Exporting to a .Mac Account.....                          | 63 |

|  |     |
|--|-----|
| Exporting to a WebDAV Host.....                | 63  |
| Exporting to a Folder.....                     | 64  |
| Exporting to a FTP Host.....                   | 64  |
| 6. Layout View: Creating Your Own Design.....  | 66  |
| Using the Layout Tools.....                    | 66  |
| Page Tab.....                                  | 68  |
| Text Contents Tab.....                         | 70  |
| Masthead & Page Title Tabs.....                | 72  |
| Footer Tab.....                                | 73  |
| The Navigation Tab.....                        | 76  |
| Photo Album Tab.....                           | 80  |
| Slideshow Tab.....                             | 88  |
| 7. Customizing Pages & Templates.....          | 93  |
| Simple Page Customization.....                 | 93  |
| Customization Using Built-In Templates.....    | 94  |
| Detailed Page Customization.....               | 95  |
| How to Customize Pages By Using Templates..... | 97  |
| Theme & Template Customization.....            | 97  |
| Handy Tools for Editing Templates.....         | 99  |
| 8. Import and Export Themes.....               | 102 |
| 9. Adding Meta Tags & Additional HTML.....     | 104 |
| 10. Where to Find More Information.....        | 105 |

## I. Introduction

# Welcome to ShutterBug Version 1.1

### How to Use this Manual

This manual is designed to take you through each window of ShutterBug, step by step, starting with initial user settings and getting started, to building content, exporting, and designing your own look. There are 9 chapters divided into two fundamental sections - content and layout. Wherever possible, labeled diagrams accompany the written instructions for added help and explanation.

#### **Chapters 1-5**

Addresses the primary functionality and features of ShutterBug, helping you get started building content and exporting your web site.

#### **Chapters 6-9**

Contains the foundation for the layout and design of your website and how to use some of the advanced features.

### What is ShutterBug?

ShutterBug is a barrier-breaker. Don't let the price or small download size fool you. It can do everything that pro-web authoring tools can do, without making you do all the work. ShutterBug is built for creativity and speed, aimed at removing the obstacles of publishing content to the web.

ShutterBug is an easy-to-use, content building application for creating photo albums, photo journals, or any other type of web page, and publishing to the web. From beginners to professional illustrators, to educators and photographers, and even pro web designers, ShutterBug's tools offer a new solution for anyone who needs to create a website easily, quickly, and done up in style. The streamlined tabbed interface and feature rich palettes let you concentrate on your project, supporting a smooth, and productive work flow.

ShutterBug is not a photo library or storage tool like iPhoto, nor is it a scaled down web album generator. Rather, ShutterBug focuses on helping you build your content, adding or creating a personalized theme for the look and feel, and exporting to a .Mac account, other web server, or a folder on your computer. ShutterBug provides the flexibility to let you create as little or as much as you want, without constraining you to a canned template or a limited number of user options.

You can drag and drop digital photos from iPhoto or another folder, edit the photos using the built-in ImageWell editor, design the look and feel or use a pre-made customizable template, and preview your site via the built-in browser. ShutterBug web sites will render properly in all modern browsers on multiple platforms, eliminating the need to test your site in multiple external browsers.

The Layout tools will allow you to unleash your creativity with very little learning curve involved, or perhaps none at all. You can create navigation roll-overs, edit the various page elements, add external links, change colors, font styles, add images and tiled backgrounds to your pages, create collages with floating pictures, freestyle slideshows, embed links in thumbnails, and much, much more. No HTML knowledge is needed to build a ShutterBug website nor any CSS knowledge to give your web pages a stylish look.

Sounds too good to be true? Give ShutterBug a whirl and find out for yourself!

## **Technical Specifications**

### **System Requirements**

- Mac OS X 10.3.6 or better (tested and works on Tiger 10.4).
- Internet connection and web host space for uploading web sites to.

### **Image File Format Support**

ShutterBug can import jpg, gif, tif, png, and bmp file formats.

### **Requirements for Viewing Web Pages Created with ShutterBug**

ShutterBug websites can be viewed properly by all modern browsers and computers. If a visitor to your site reports problems viewing your web pages, please check the following requirements and ensure they are using the latest version of their browser. Javascript must be enabled in the browser to view slideshows properly.

**ShutterBug output has been tested for compliance on the following platforms:**

Mac OS X

- IE 5.0 or better
- Safari
- Mozilla 1.0 or better
- Firefox 1.0 or better
- Opera 6.0 or better

Mac OS 9

- IE 5.0 or better
- Netscape 6.0 or better

Windows

- IE 6.0 or better
- Firefox 1.0 or better

Web pages are best viewed when the browser is displaying text size at Normal or 100%. Increasing or decreasing the text size via the browser controls will result in a look that is inconsistent with the preview inside of ShutterBug.

## **HTML & CSS Output**

ShutterBug outputs HTML 4.01 Transitional and has been tested and validated by W3C Markup Validator. The CSS output is CSS Level 1 & Level 2, and has been tested and validated by W3C CSS Validator. You can visit these links and enter the URL of your site to check it for valid HTML and CSS. ShutterBug file encoding is UTF-8.

PLEASE NOTE:

We do not recommend that you hand edit the final HTML output of ShutterBug. The HTML output has been carefully computed to render correctly on all platforms. Addi-

tionally, we do not recommend post-processing of the HTML output with 'optimizers' as this could result in incompatibilities. We do not support problems that result from hand editing or post-processing of ShutterBug output.

We strive for rendering excellence. If ShutterBug outputs HTML that is not being rendered correctly, please let us know at the ShutterBug support forum or by sending an email to [support@xtralean.com](mailto:support@xtralean.com).

## Installing & Uninstalling ShutterBug

### How to Install ShutterBug

Drag the ShutterBug icon into your Applications folder. Double-click the icon to launch ShutterBug. After you have installed ShutterBug, you can discard the .dmg disk image and eject the install disk.

### How to Uninstall ShutterBug

To uninstall ShutterBug, simply drag the application to your Trash and remove the following items from your hard drive:

- In your Home folder, remove the following file:

Library/Preferences/com.xtralean.paradise.plist

- Also in your Home folder, remove the following folder:

Library/Application Support/XtraLean

After removing the above file and folder, all traces of ShutterBug will be removed from your system.

## Understanding the Blueprint

ShutterBug's capabilities and interface are designed around the idea of building blocks and the separation of content and layout. This separation allows for content and/or the design of the site to be quickly edited and updated independent of each other. This means the content can be changed without touching the design, and vice versa. The incremental Send



feature then allows for quick export of the changes only, ensuring a quick update process from start to finish.

You can think of ShutterBug's application design as a framed photograph hanging on your wall. The photo is the content or base that you have created (Content HTML). Now you want to make it more presentable to others. So you add a frame and perhaps a matte (Layout CSS). Now you need a place to display it. So you hang it on your wall (Preview & Upload to the Web).

The Content Window = HTML = foundation and body of the website = Content

The Layout Window = CSS = framework that encompasses the body = Design

The Preview Window = HTML + CSS = finished product all glued together = Website

Changing the content will not affect the design of your site, nor will changing the design affect the content. These two building blocks are separated so that you can easily update your content in the future without having to worry about inadvertently moving a masthead or menu, or any other object on the page, out of place from its original position. This approach replaces the need for using framesets or composing tables, the approach used by the traditional, more expensive web authoring tools. ShutterBug masks these complexities and allows you to reduce the amount of time spent in a learning curve or dealing with frustrating positioning and rendering.

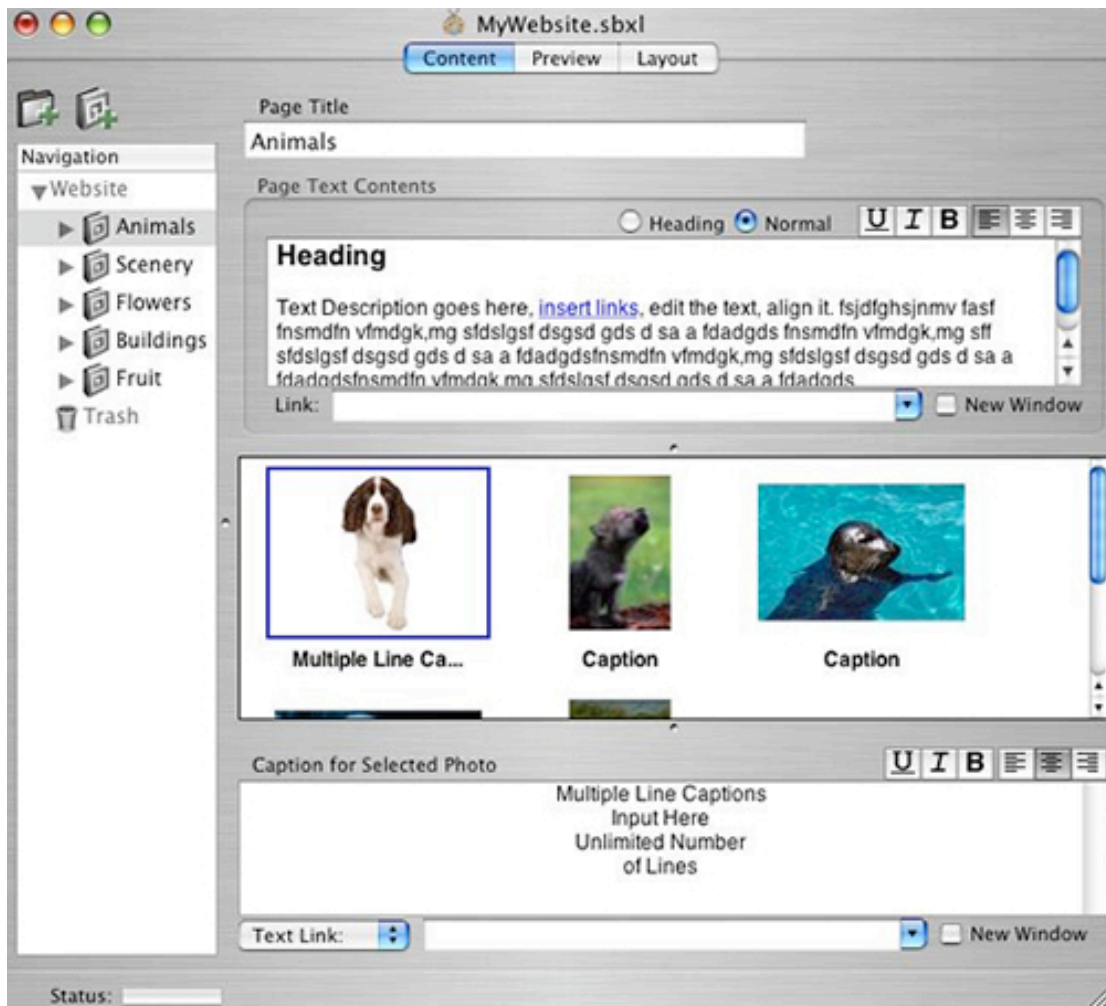
### **Three Main Windows & Capabilities**

ShutterBug's user interface is organized around three main tabs that reveal the work area windows for each one: Content, Preview, & Layout. Some people prefer to create their content first, while others prefer to create the layout and design of the site first. Regardless of which order you work in, ShutterBug separates the content and design into two building blocks that come together in the Preview window.

If you are still getting acquainted with ShutterBug, we do suggest building the content first in the Content window. This will make it easier to design the layout or customize a template later on in the Layout window, as you will have the visuals of where the content resides on the page.

The pictures below include a brief description of the features available in each window. Click the thumbnail below to get a quick snapshot of each tab, its corresponding interface and available features:

## Content View



The Content window facilitates the starting point of your website: building the content for your photo albums, groups, text descriptions, navigation menu, and the overall organization of your web pages. The content window also contains the ImageWell image editor and an advanced editing mode for adding META tags and additional HTML.

## Preview



The Preview window contains a built in web browser (XtraLean's own proprietary browser) for web previewing your site and testing links. The interface allows you to navigate through your site using 3 different methods: by clicking on your navigation menu and text links, using the navigator buttons at the top of the interface (home, forward, back), or by selecting pages from the drop down list at the top of the interface. The preview window also lets you control+click to go back to the ImageWell editor in case you need to do some last minute edits on your pictures, as well as the one-click Send button for exporting your site. The Preview window is also the place to select and apply a theme, and choose different templates for quick customization of your pages.

## Layout View



The Layout window facilitates the creation and editing of the design of your site. The WYSIWYG design tools let you do as little as minor tweaks or as much as a complete overhaul or creation of your very own. This is the place to edit the content for colors, styles, positioning, borders, size, collages, drop shadows, slideshows, thumbnail display, and many other properties of the elements and content contained in your site. The interface contains tabs that hold the design tools for each element in your website. Customizing and managing templates and individual pages can also be done from within the Layout window. The window is collapsible in order to give you more room on the canvas, and includes object guidelines and handy ruler guides to help you easily align objects on the page.

| Content Tab   | Preview Tab  | Layout Tab  |
|---|--|---|
| Adding & Naming the Pages in your Site (albums & groups)                      | Web Preview your entire site   | Select the Page Background Color, image, or tiled image   |
| Building the Navigation   | Test the Navigation Menu   | Reposition and Resize the elements in your website  |
| Arranging the Page Order & Saving Filenames for Each Page                     | Test links, Including Email Links and External Links                     | Select the colors & sizes for the inside margins and border styles for the elements in your site.   |
| Option to Show/Not Show Certain Pages in Navigation                           | Test & Review the Slideshow  | Select the background colors or use an image or tiled image for the backgrounds of your elements.   |
| Importing Photos  | One-Click Send Button for Exporting Website                              | Select the colors, sizes, styles for picture frames and inside margins, rows columns for albums   |
| Arranging the Order of your Photos  | Select & Apply a Theme   | Create collages, different sizes for thumbnails on the same page, custom sizing, caption settings and spacing.                                    |
| Adding Captions & Editing the Caption Text                                    | Quick Page Customization: Select different templates for different pages | Select the font colors, font type, menu item spacing, orientation of the menu, and colors for menu item animation.                                |
| Editing Photos: Crop, Rotate, Add Draw Objects, Labels, & Zoom                | Control-Click to Edit Photos   | Add a Drop Shadows to Thumbnail images  |
| Embed Links in Photos   |  | Set the Action for Clicking on Thumbnails: open slideshow, big picture, embedded link, does nothing.  |
| Input the Masthead Text/Name of Website, & Page Title Text                    |  | Navigation Orientation: Vertical or Horizontal.   |
| Input & Edit the Footer Text  |  | Bitmap Slicer for Page Backgrounds.   |
| Input & Edit the Page Description Text  |  | Select the font colors, font type, line leading, and link colors for the text on your pages, including the masthead, page title, and footer text. |
| Insert Links into the Masthead, Footer Text, Text Description, & Caption Text |  | Edit the Slideshow: size, position, labels, fades, borders and margins, and slideshow on same page as thumbnail album.                            |
| Adding Meta Tags and Additional HTML to ShutterBug's Output.                  |  | More Detailed Page Customization.   |

## Chapter 2

# Getting Started

Stay organized from the beginning and life will be much simpler. This section outlines where to start when opening ShutterBug for the first time and creating your first ShutterBug project. Some general settings and organization at the beginning will only take a few minutes and save you lots of time down the road. This section also gets you started with the construction of your navigation menu (adding and naming pages).

### Starting a New Project

When ShutterBug launches, it does not open with the main application window. You must name and create a new project first. If you are already working on a ShutterBug project, you can simply open it from the main menu.

#### Start a New Project

To launch ShutterBug and start a new project, follow these 4 steps:

1. Double-click the ShutterBug icon to launch ShutterBug.
2. Go to the Main Menu and select File -> New.
3. A Save As window will appear that prompts you to name your ShutterBug file and choose the location where you would like it to be saved.
4. Click Create. A new ShutterBug project will open in the Content window.

#### Open An Existing Project

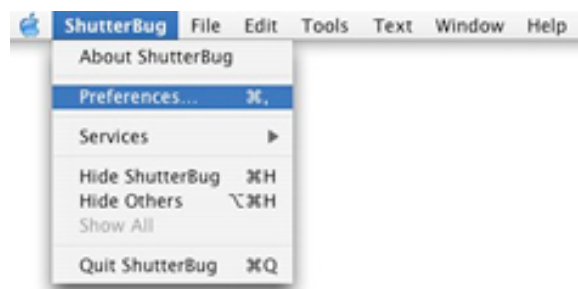
To open an existing ShutterBug project or file, follow these 6 steps:

1. Double-click the ShutterBug icon to launch ShutterBug.
2. Go to the Main Menu and select File -> Open.

3. The finder window will open. Locate and select the desired file on your computer.
4. Click Open. Your ShutterBug project will open in the Content window.
5. ShutterBug stores a history of your 9 most recently opened ShutterBug files. To open a recent file, go to the Main Menu and select File->Open Recent.
6. A submenu will open showing your most recent ShutterBug files. Select the desired file from the list to open it.

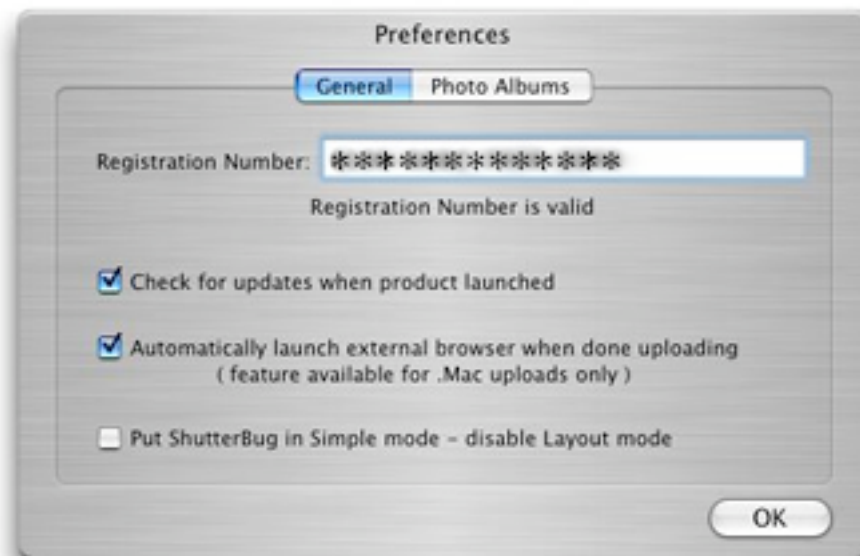
## Setting User Preferences

Before you import any photos or start building any pages, go to ShutterBug Preferences from the Main Menu. The preferences window contains a few options you should set before getting started with your pages. The preferences window will open with the General tab selected.



### General Tab

The General tab contains the field for entering your registration number, as well as a few other handy user preferences.



### **Registration Number**

Enter your registration number in the field provided. This will remove the demo watermark from your uploaded pictures. Make sure the message below your entered number changes to say "Registration Number is valid." Do not hit the space bar after entering your registration number - this will yield an invalid number. If you do receive the "invalid" message, double-check that you have not entered an extra space at the end of your registration number.

### **Check for updates when product launched**

Check this box to have ShutterBug automatically alert you when an update is available.

### **Automatically launch external browser when done uploading**

This option is specific to dot Mac accounts only. If you plan to export your site to a .Mac account, checking this box will make your default browser automatically open at the URL for viewing your site. This option provides an added convenience as the URL's for exporting to and viewing are not the same.

### **Put ShutterBug in Simple Mode**

This feature was designed for those who do not want to modify the themes and templates in any way, or for those who create sites for clients and do not want the client to touch the layout and design of the site. Checking this box will automatically make the Layout tab and window invisible on the interface, leaving only the content and preview windows available for use. If this is your first time using ShutterBug, leave it unchecked for now. When you become more familiar with all the tools in ShutterBug, then decide whether you would like it on or off.

## **Photo Albums Tab**

The Photo Albums tab contains the options for image processing on import and upload of the photos.

### **Photos have been edited by external app**

Click this button to disable ShutterBug's image processing. This option is useful for those who edit their photos in an external application and want to keep the compression quality



at 100% of the original. Note: photos at 100% will take longer to upload, as well as to load on your web pages when viewing, because they are much larger in size.



### **Enable Image Processing (Batch processing)**

If you are working with large photos, and would like them automatically sized down for faster upload and faster viewing on the web, click this button to activate ShutterBug image processing. Check the Resize box to have ShutterBug automatically size down your photos when you import them.

Use the Width and Height fields to specify the desired maximum size of pictures uploaded to the web. These values are also the values ShutterBug will use to resize on import. ShutterBug will automatically resize your photos no larger than the maximum size specified in the width and height boxes. This will only apply to any photos that are larger than your maximum values; any photos smaller than those values will remain at their original size.

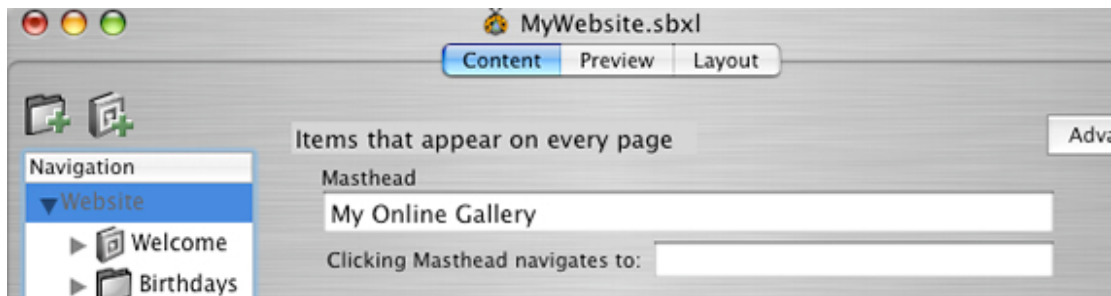
When you are finished setting your user specific options, click the OK button to return to the main window.

## Set Up General Website Properties

Before you begin adding any content, take a moment to create a few properties that pertain to your whole website, or in other words, are constant across every page in your site: Masthead title and Footer text. All text and links entered in the content editor can be easily changed or deleted in the future, so don't worry if you aren't sure what you want to include for these items just yet, you can change them at any time.

The masthead is the title or name of your website and shows up on every page in your site. It is most commonly used at the top of your website, but can be placed anywhere on the page. This could be a company name, a personal name such as My Online Gallery, or your domain name such as mydomainname.com, or whatever you would like to call your website. The masthead can also include a link such as linking it to the home page or linking to another website. **Note: The masthead is not the title of your individual web pages.**

The Footer is the text that displays at the bottom of every page in your website and is the same for every page. It most commonly includes copyright information, and sometimes a link to the parent site or another website, but you can include whatever information you want to.



## The Masthead

To assign a name to your website (the masthead), follow these 4 steps:

1. Click the Content tab to reveal the content window.
2. The Navigation pane on the left will contain a heading called Website at the very top and is the starting point for your site. Use your mouse to select the Website heading.
3. The interface on the right half of the Content window will display the areas for setting several different properties. For now focus on the Masthead text field at the top of the interface.

4. Go to the Masthead text field and click inside the field with your mouse to input the masthead name. By default this field will contain the words "My Online Gallery."

Note: The fonts and alignment of the masthead text can all be edited later in the Layout window.

### **Hyperlinking the Masthead**

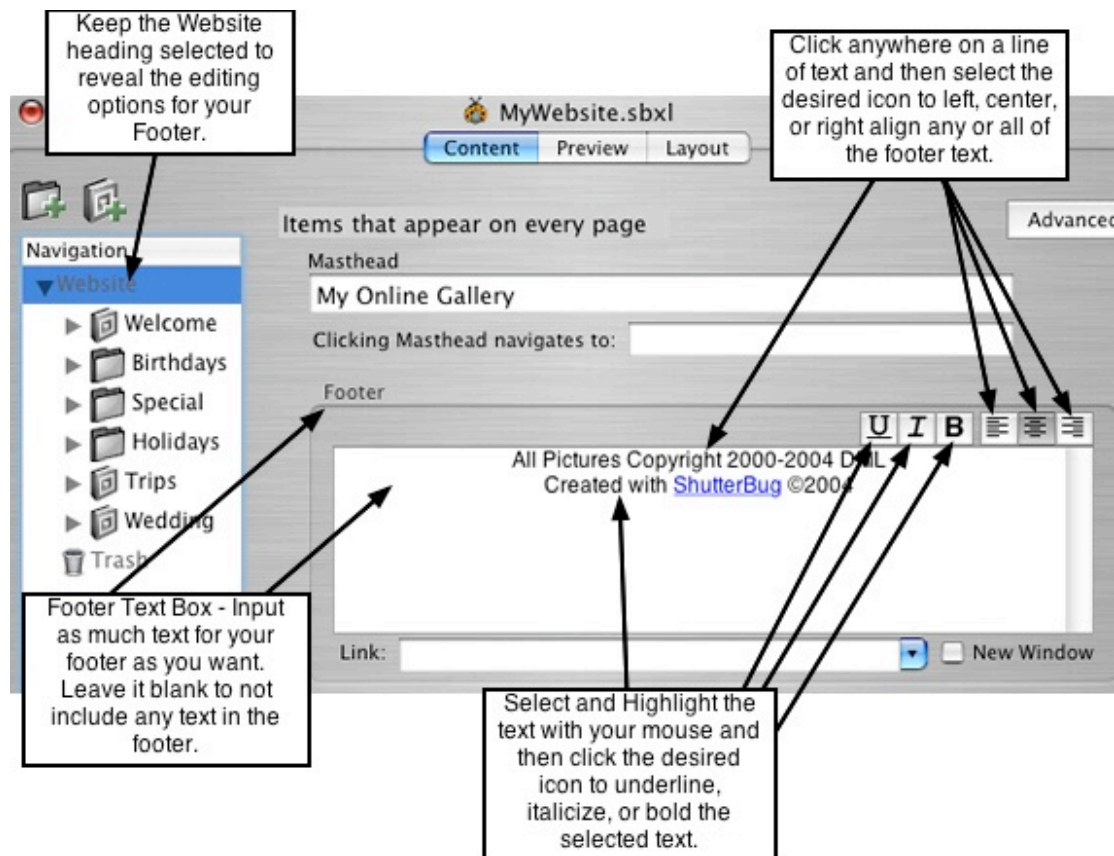
You can include a link in your masthead. This link will be available and be the same on every page. To insert a link into your masthead, follow these 4 steps:

1. In the same window as above, go to the text field just below your masthead text, called Clicking Masthead navigates to:
2. You can link the masthead to another page in your website or link it to an external website. Enter the URL of the page or website you want the Masthead to link to.
3. To link the masthead to a different website, include the http:// prefix like this: <http://www.somewebsite.com>
4. To link the masthead to another page in your ShutterBug website, drop the prefix and enter the page name like this: [mypagename.html](#)

### **The Footer**

The Footer text box is located just below the Masthead text and link fields. To add the footer text and edit it, follow these 3 steps:

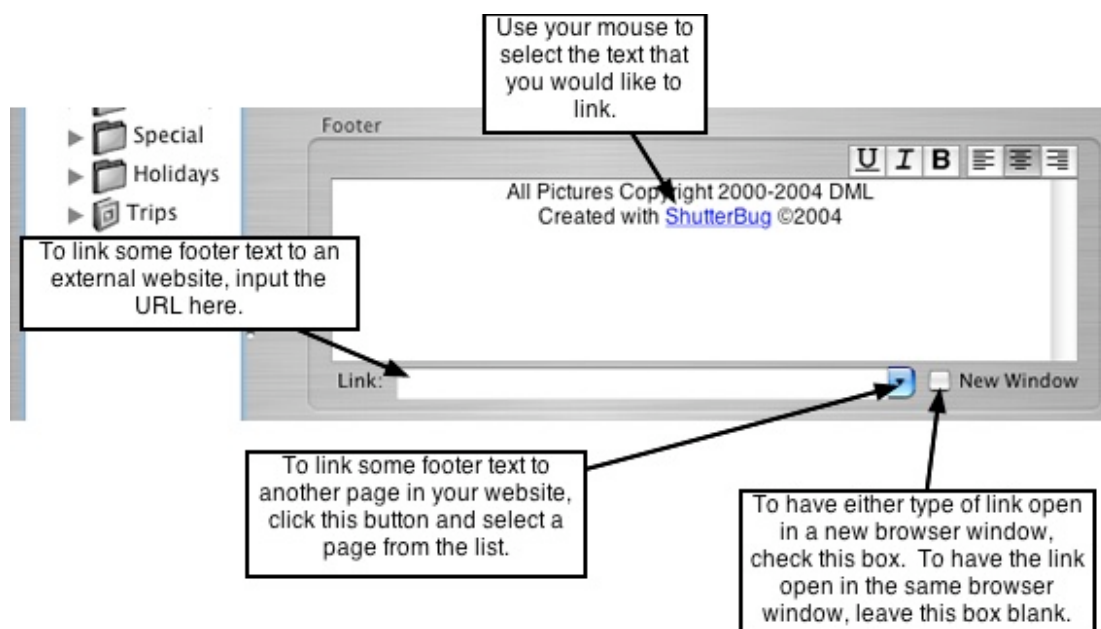
1. Click in the Footer text field area and enter the text you would like to have in your website's footer, such as copyright information or any other information you want to include.
2. To edit the footer text for alignment, click anywhere on the text (you don't have to highlight it), and choose from the icons: left, center, or right align.
3. To bold, italicize or underline some, or all, of the footer text, select and highlight the desired text with your mouse. Then choose from the icons to bold, italicize or underline it. Unlike the alignment, you must have the text highlighted in order for the text to change.



## Hyperlinking the Footer Text

You can easily include a link in some of your footer text. To add a link to the footer text, follow these 5 steps:

1. In the same window as above, go to the footer text field area.
2. Click anywhere on the desired text that you want to link. You do not have to select and highlight the text unless it is more than one word.
3. With the text selected, go to the Link text field just below the footer text box and enter the desired link. You can link the footer text to another page in your website or link to an external web site.
4. To link to an external website, include the `http://` prefix and then the domain name like this: `http://www.somewebsite.com`. To have this link open in a new browser window, click the checkbox located to the right of the link text field, called New Window. To have it open in the same window, leave the check box blank.
5. To link to another page in your website, simply click on the blue arrow button to reveal a drop down list of pages in your site. Select the desired page from the list. Your selected footer text will now link to the selected page.

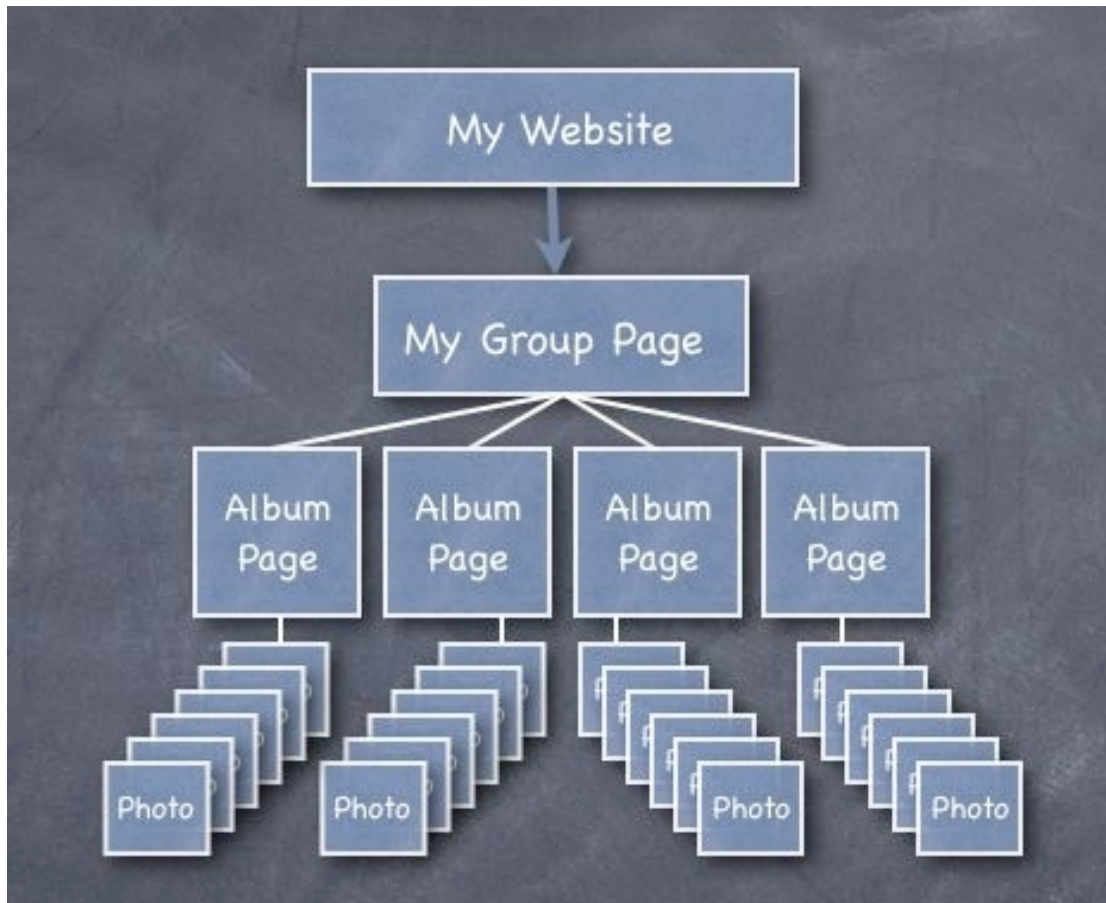


## Adding, Naming, & Deleting the Pages in Your Navigation

Now that you have set some general preferences and properties for your project, you are ready to start adding the pages for your website. These operations are performed in the Content window as well, so make sure you have the the Content tab selected in order to follow along in the correct window.

Everything you do in ShutterBug can be changed and edited, nothing is set in stone. So don't worry if you are not 100% decided on the website name or page names, it's easy to change them later. You can add two different types of web pages to your site: Album pages and Group pages.

Album pages contain your photo galleries of thumbnails and Group pages contain multiple albums that you want to group into the same category heading such as Vacations or Special Occasions. You can also use an Album page or Group page as a text-only page by entering text and not including any pictures. As you add pages, ShutterBug automatically creates the links for your navigation menu. These pages, their order, and their names form the base for your navigation menu. But before going any further, take note of ShutterBug's hierarchy for web pages:



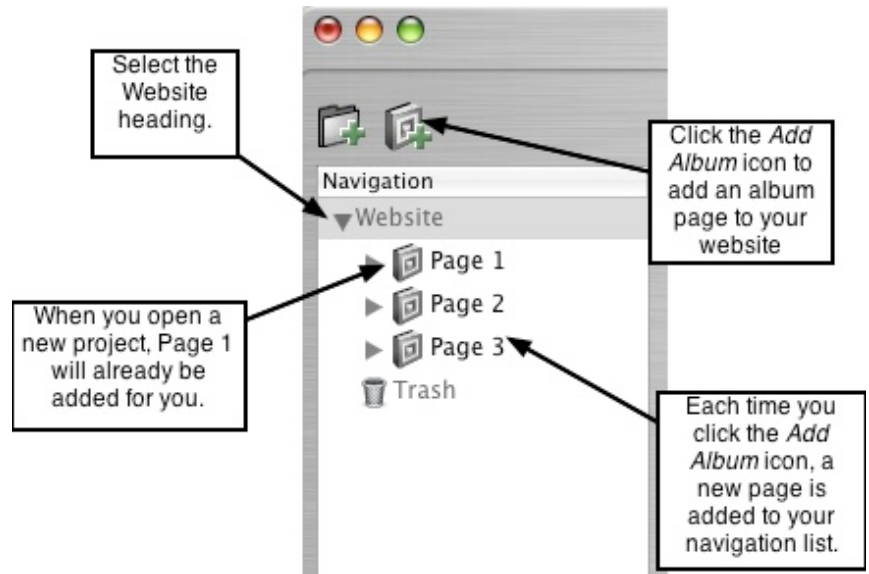
The above illustration shows the general hierarchy, but there are certainly many variations for pages. You don't have to include a Group in order to have an album. You can go straight to an album page and skip the group. Additionally, you do not have to add any photos to your album pages; you can create text only pages and have these as part of a group or on their own, whatever best suits your needs. More about content building is covered in the next chapter; this chapter focuses on getting the first necessary building blocks into place before inserting any other content. Adding the pages and naming them is the framework for your navigation.

## Adding an Album Page

An album page is the lower level building block for your website that can contain as much text content and as many photos as you want. When you open a new project, by default the navigation pane is set to the Website heading. Also by default, an album page will already be added for you to help get you started.

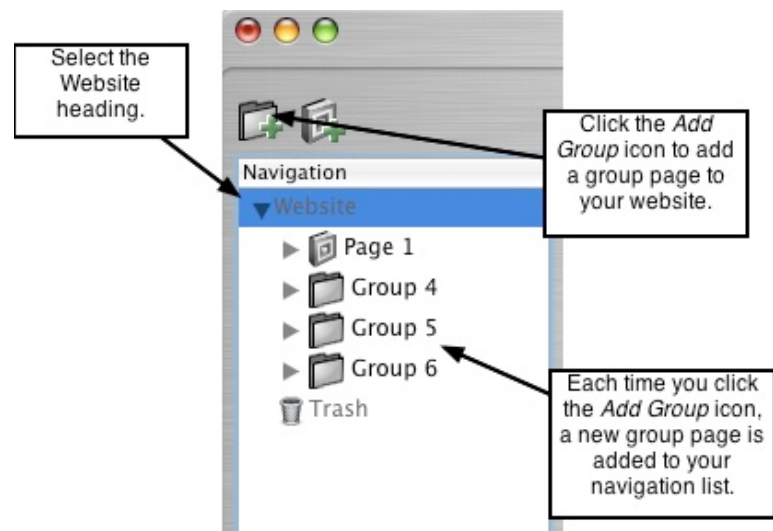
To add an album page to your website, follow these 4 easy steps:

1. Select the Website heading.
2. Click on the Add Album icon to add an Album page. Alternatively, from the Main Menu, click on Tools->Add New Album.
3. A new album page will be added to your list with a default name of Page 2 (Page 1 was already added for you when you opened the project).
4. You can also add album pages when you have other album pages selected. But note, they will be added to your navigation list as separate items; you cannot add an album to an album, or in other words, you cannot stick an album page inside of another album page.



## Adding a Group Page

A group page is the higher level building block that can contain several album pages and everything in those pages. You can include as much text content and as many album pages in one group as you want.





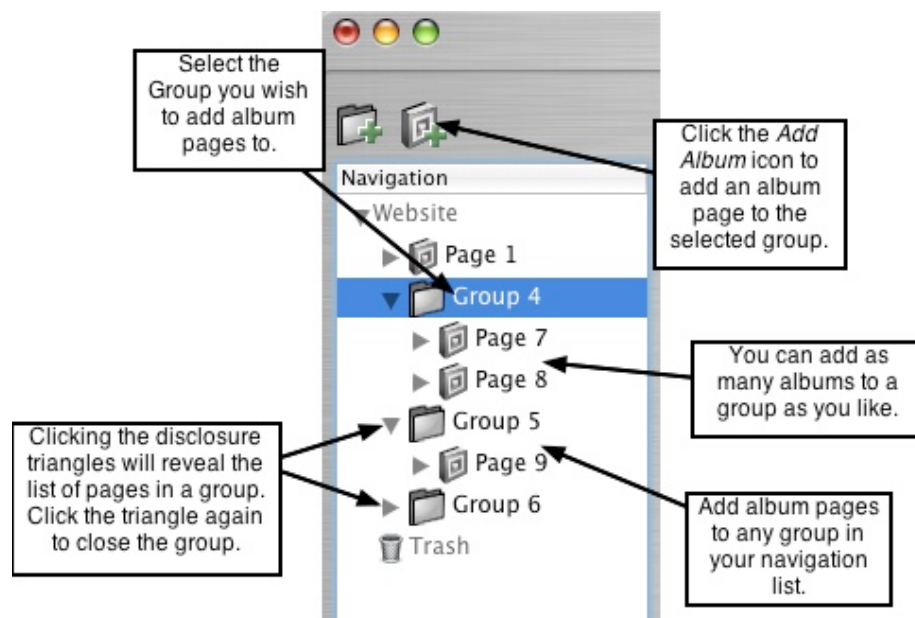
To add a group page to your website, follow these 4 easy steps:

1. Select the Website heading.
2. Click on the Add Group icon to add a Group page. Alternatively, from the Main Menu, click on Tools->Add New Group.
3. A new group page will be added to your list.
4. You can also add group pages when you have other group or album pages selected. But note, they will be added to your navigation list as separate items; you cannot have a group within a group, nor can you insert a group into an album. However, you can put albums into groups as discussed next.

## Adding Album Pages to Groups

You can easily add as many album pages to group pages as you want. Simply follow these 4 steps:

1. Select the desired Group page in the navigation list, in which you want to add an album page.
2. Click on the Add Album icon. The album page will be added to the selected group page.
3. Continue clicking the Add Album icon until you are finished adding pages to the group.
4. To add album pages to another group, repeat steps 1- 3.

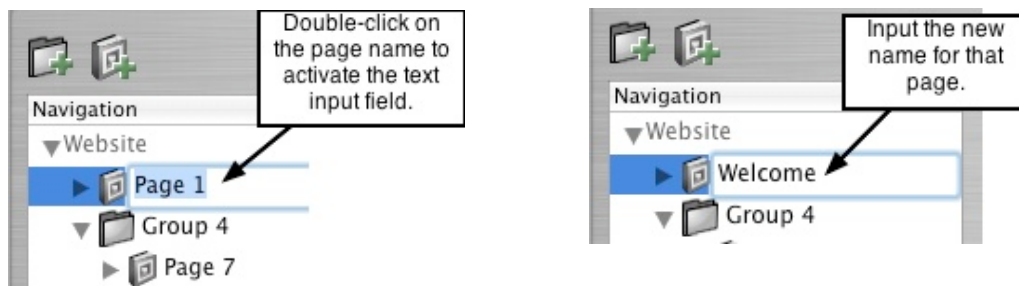




## Naming your Web Pages

Each time you add an album or group, ShutterBug will assign a default name to each one in the order in which they were added: Page 1, Page 2, Group 3, Group 4, Page 5 and so on. These names are the names or words that will show up in your navigation menu, and are easy to edit and change. To name your web pages, follow these 5 steps:

1. Select any page in your navigation list.
2. Double-click on the default text area to highlight the text field.
3. Type in the name you would like to have for that particular page.
4. The albums and groups in the navigation pane are automatically linked to their corresponding pages and form the navigation menu for your website.
5. To edit the name for any page, simply double-click on the page name text field and enter the new name.

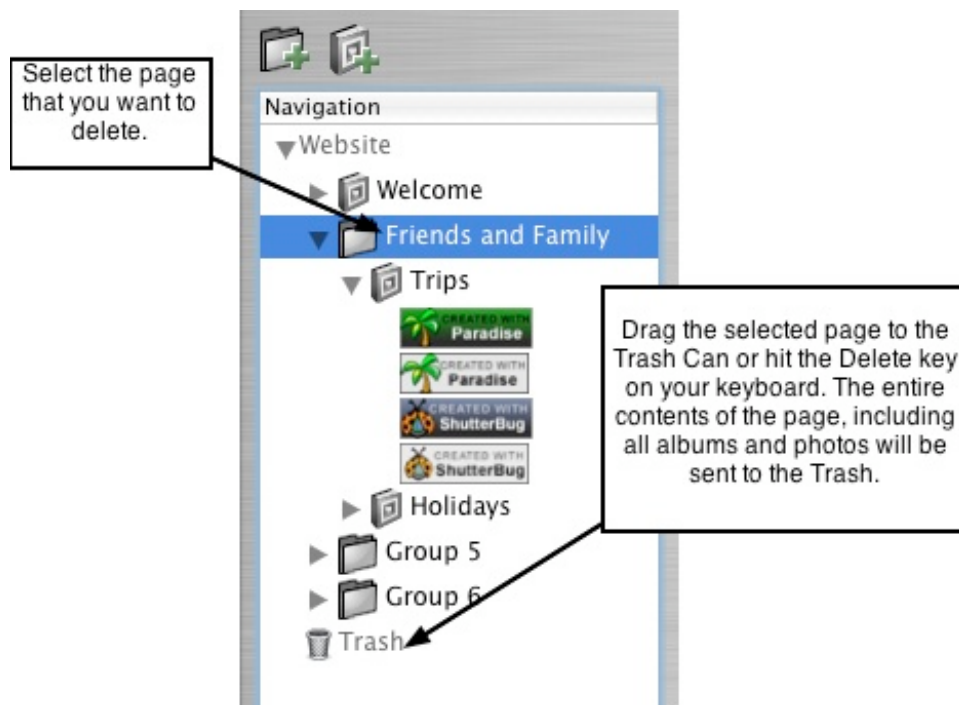


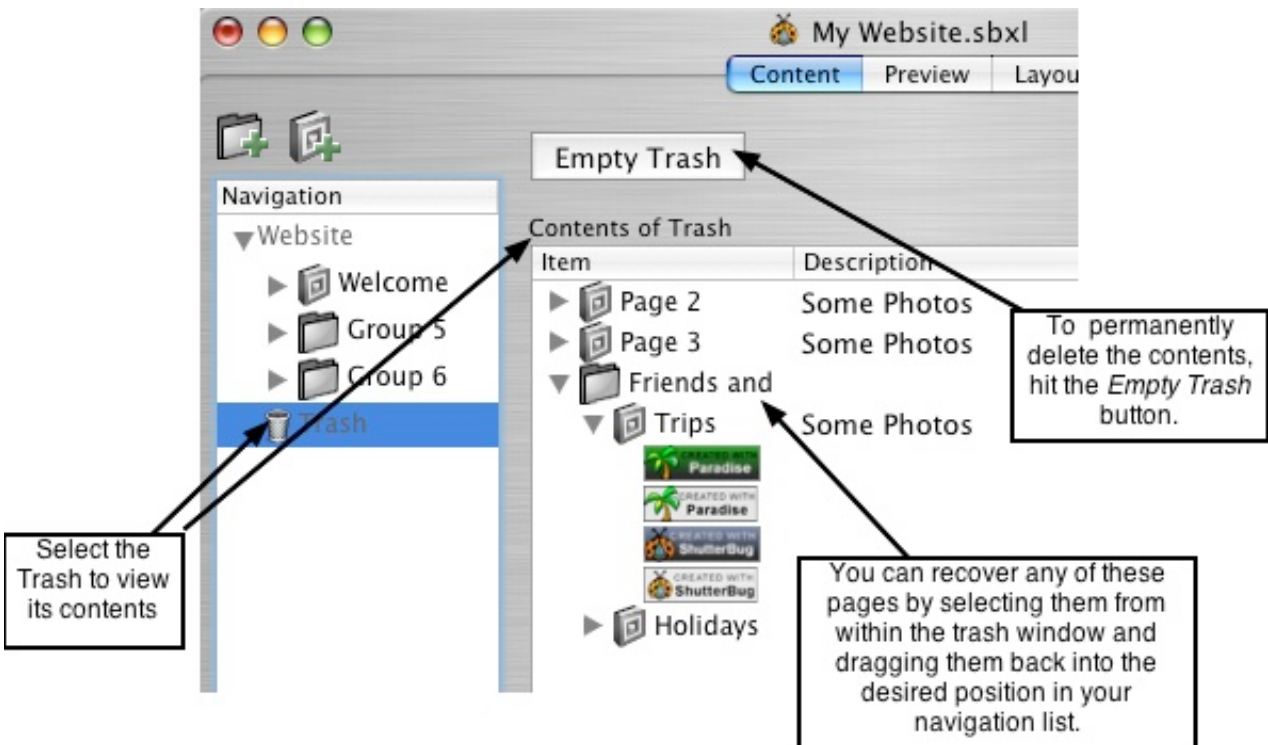
Reminder: If your page names span further than the navigation pane window, you can adjust the width of the navigation pane using your mouse and moving it left or right to decrease or increase the viewable area. This will enable you to see the entire name for each page.

## Deleting Web Pages

ShutterBug's Trash Can holds onto the deleted items so that you may recover them in case you change your mind or delete an item by accident. The Content window is the only place where you can delete content (and recover it).

1. To delete a page from your navigation list, select the desired page in the navigation pane.
2. Use the delete key on your keyboard to send it to the trash, or alternatively drag the page to the Trash Can at the bottom of the list. The page plus everything contained within it will be deleted from your website and moved into the trash can.
3. To view the deleted content, select the Trash located at the bottom of your navigation list. A window on the right side of the interface will show you the list of items that have been deleted.
4. To recover an item from the trash, simply select it with your mouse and drag and drop it back to the desired location in your navigation list.
5. To permanently delete the contents of the trash can, select Trash from the navigation list, and simply hit the Empty Trash button. All items in the trash will be permanently deleted from your website. You cannot recover them after emptying the trash.





## Arranging Pages & Organizing Site Files

In the Content window, ShutterBug lets you arrange and reorder the pages in your navigation list by simple drag and drop functionality. Additionally the handy Navigation Options make it easy to organize, name, and save your site files, as well as being able to hide pages from your navigation menu. It's worth the small effort that it takes to organize the pages and files in your site. It only gets quicker and quicker in the future when you need to do some housecleaning with your site.

Before going on, view the following diagram to make sure you understand the distinction between the Navigation List and Navigation Options.

## Arranging Web Pages in Your Navigation List

You can move all of your pages up and down in the navigation list, dragging and dropping them wherever you want. To rearrange the order of your pages, or move a page to a new position, in the navigation list, follow these easy steps:

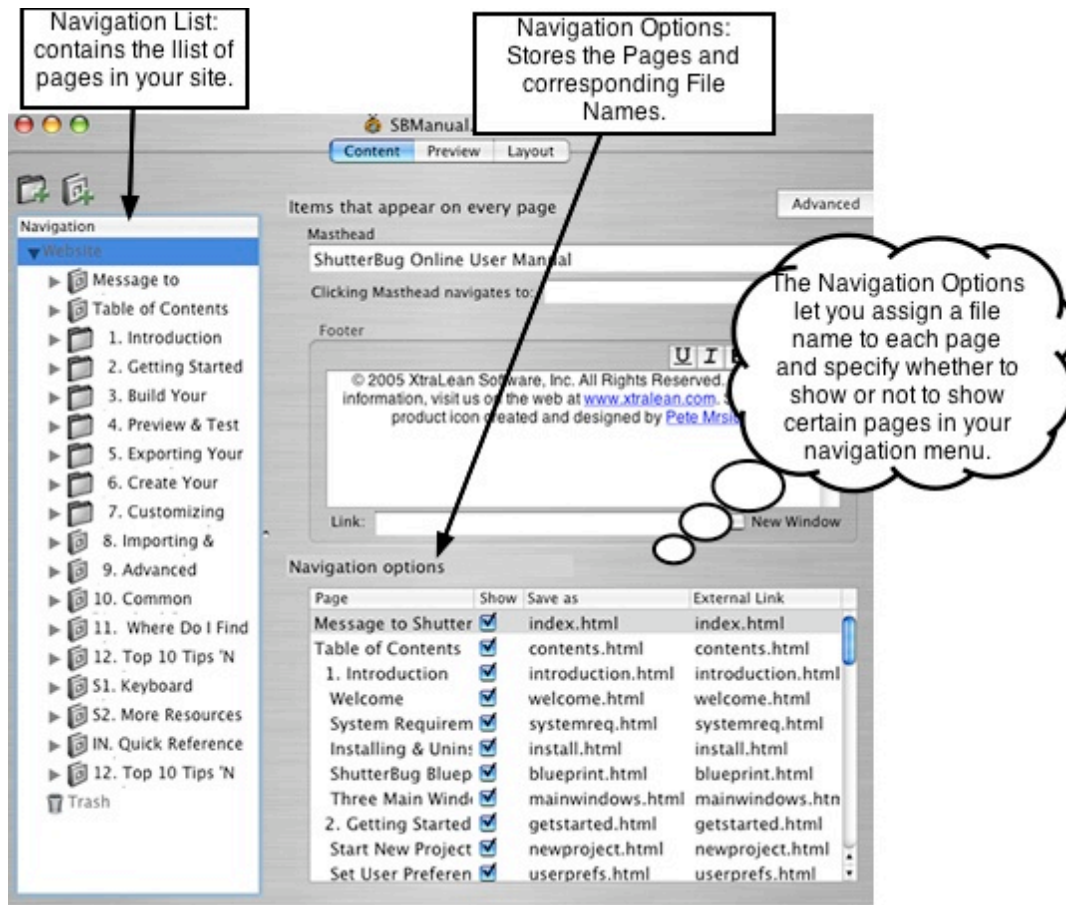
1. Select the desired group or album page with your mouse and drag it to its new destination in the navigation list.
2. To move an album into a group page, select it with your mouse and drag and drop it on top of the desired group page. The group's disclosure triangle will turn blue and open up. Your album will be dropped to the first position in the group.
3. To move an album into a specific position in the group's list, click on the group's disclosure triangle to reveal the albums in that group. Then select the album you would like to add, and drag and drop it into the desired position in the list of albums. A black guideline will appear to show you where your album will be dropped. You can move albums up and down within the group, dropping them wherever you desire.
4. To remove an album from a group, select the desired album and drag and drop it

## Organize Your Site Files with the Navigation Options

Ever seen a URL in an address bar that goes something like this:

<http://www.shutterbugland.com/vacations/page1.html>? The creator of the website has not named or defined the files in his/her website, and hence the reason it gets uploaded at the program's default name for the particular file. What about wanting to keep certain pages in your website but not wanting them to appear in your main navigation menu?

The navigation options help you complete both of these tasks, plus a few more organizational gems. These options keep track of page name changes and are all located under an area in the Content window called Navigation Options. Each time you change or add a page name in the Navigation List, ShutterBug will automatically apply the changes to the files in your Navigation Options list, as well as in the drop down list for the Link box.



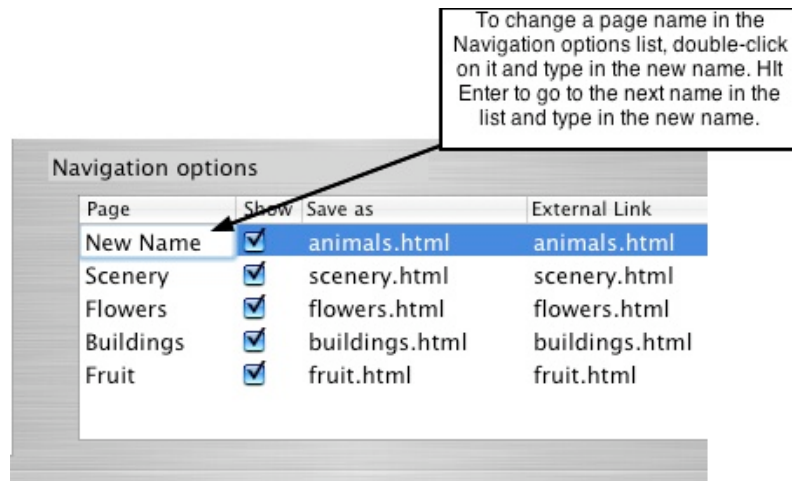
Select the Website heading in the navigation list to reveal the Navigation Options pane. The navigation options pane will appear at the right lower half of the main window. There are four options: Page, Show, Save As, External Link. The first three are editable and the last one is automatically defined by the Save As entry. Each column in the Navigation Options can be adjusted for width. Use your mouse to increase or decrease the width of a column for more or less viewing space. Follow the steps below to set the navigation options.

### Page Option:

The Page option keeps track of the page order and page names that are in your navigation list. As you can see, they hold the same names and order that you assigned in your navigation list when you were adding and naming pages. As you change the names of your pages, they will also change automatically in the navigation options list. Alternatively, you can

change the name of a page in the navigation options list. To change a page name in the Navigation Options list, follow these steps:

1. Double-click on the page name to activate the text field.
2. Enter the new text and hit the Return or Enter key on your keyboard. The name will automatically change in your navigation list.
3. To change another page name, enter the new text, and hit Enter. Each time you hit Enter, your cursor will go to the next page in the list automatically highlighting the text field so that you don't have to use your mouse to highlight it. Continue down the list, inputting the text and hitting Enter, until you are done.



### Show Option:

The second option, called Show, contains checkboxes for each one of your pages. The Show option lets you turn pages on and off in the navigation menu. An exception exists with Album pages contained in a Group: pages inside of a group will never show up in the main navigation, even if you have specified them to Show. ShutterBug's navigation was intentionally designed to not show these pages in order to implement a second tier navigation feature which we will discuss later in Chapter 6. To assign the Show settings to your pages, follow these steps:

1. Check the checkbox to make the corresponding page show up in your navigation menu.
2. Leave the check box blank to keep a page from showing up in your navigation.
3. Uncheck the check box to remove a page from the navigation menu.

Note: These actions do not remove any of the pages from your website. You have to delete pages to remove them from your site.

### **Save As Option:**

The third option, called Save As lists the file names associated with each one of your pages. The file name is the HTML page name that ShutterBug uses to link pages together. The name assigned is the file name that gets saved and uploaded with your project. ShutterBug does not automatically change this name, but rather keeps the default of the page names (i.e. page1.html). It's good practice to give these site files a specific name in order to keep things tidy as well as to be consistent with the page name-file relationship. If you ever have to examine the package contents of your project or the exported folder, you will be happy that you took the time to give these files an identifiable name that you will recognize in the relative context of your entire website.

As an example, let's say I call my first page in the navigation list Welcome. The file name for that page will be listed as page1.html in the navigation options. This will show up in the browser's URL address bar as: [www.xtralean.com/page1.html](http://www.xtralean.com/page1.html). To change this and assign file names, follow these steps:

1. To change the filename from the default name, select it with your mouse and double-click to activate the text field area.
2. Enter the new file name text. You don't have to enter the dot html extension - ShutterBug will automatically add the extension for you.
3. Then hit Enter or the Return key on your keyboard to go to the next filename in the list.
4. Enter the new file name text. Hit Enter to go to the next item in the list.
5. Continue steps 1 through 4 until you are finished.

Note: The Save As option will also prevent you from inadvertently giving files the same name and accidentally overwriting files. If you try to assign a filename that is already being used by another page, it won't "stick."

### **External Link Option:**

You can ignore this option as its purpose has been replaced by the Save As option. Currently the External Link option has no meaning in ShutterBug but was originally included in preparation for adding external links to the navigation menu. This feature has been reconsidered and will become a Paradise feature. Future builds of ShutterBug will have this option removed from the interface.

Congratulations fellow ShutterBugs! You have just constructed your very own linked navigation menu for your website.

## **Save & Close Projects, Quit ShutterBug**

Currently, ShutterBug does not have a "Save As" feature for your projects, however this feature is planned for the near future. In the meantime, to save a project with another name, you will need to make a copy of it on your computer and give the copy a different name.

1. To save a project, go to File->Save from the Main Menu, or hit Command-S on your keyboard.
2. To close your ShutterBug project, go to File->Close from the Main Menu, or hit Command-C on your keyboard, or click the Close button at the top left corner of the main application window.
3. If you try to close ShutterBug without saving any of your latest changes, a prompt to save menu will open.
4. To quit ShutterBug, go to ShutterBug->Quit ShutterBug from the main menu or hit Command-Q.



## Chapter 3

# Content View: Building your Content

It's important to realize the separation between your content and your design. The Content window facilitates content building and basic editing options for your text and photos. Anything to do with design is not part of the Content window.

### Page Titles & Text Contents

Both the group and album pages have an area to add a page title and a text description for each page. The content window lets you focus on your content without having to worry about the design. It will help you to get your text and page titles in quickly and easily, so that you can maintain a fast work flow, and move smoothly from one page to the next.

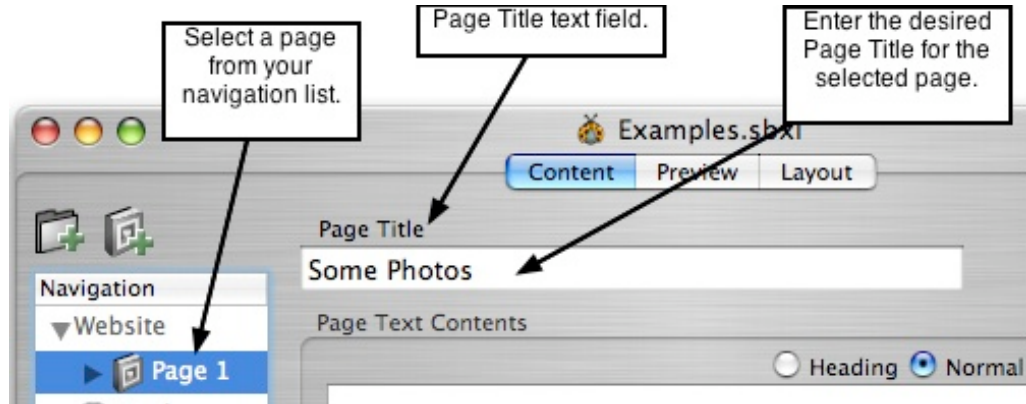
The amount of text that can be entered for your page descriptions is unlimited. You will be able to layout the text box and/or wrap the text and make other design decisions later on in the Layout window. The page titles are unique to each page and can say whatever you want them to say. The titles can be as long as you want them to be. As with your other content, design decisions for the page title, such as font and position on the page, are made later in the Layout window.

Click the Content tab to open the content window and get started building the content for your site. Note: The page you are reading right now utilizes all of the text editing options discussed here.

### Adding Page Titles

1. Select a page from your navigation list.
2. A text field labeled Page Title will appear at the top of the content window and to the right of the navigation list. By default, the page title text field will contain the words "Some Photos".
3. Click inside the text field and give the selected page a new title.

4. If you don't want to include a title for the page, leave the text field blank, or highlight the existing title text and delete it.
5. Continue down your navigation list, repeating Steps 1-3 to give the rest of your pages a unique page title. Tip: You can use the arrow keys on your keyboard to move up and down the pages in the navigation list.



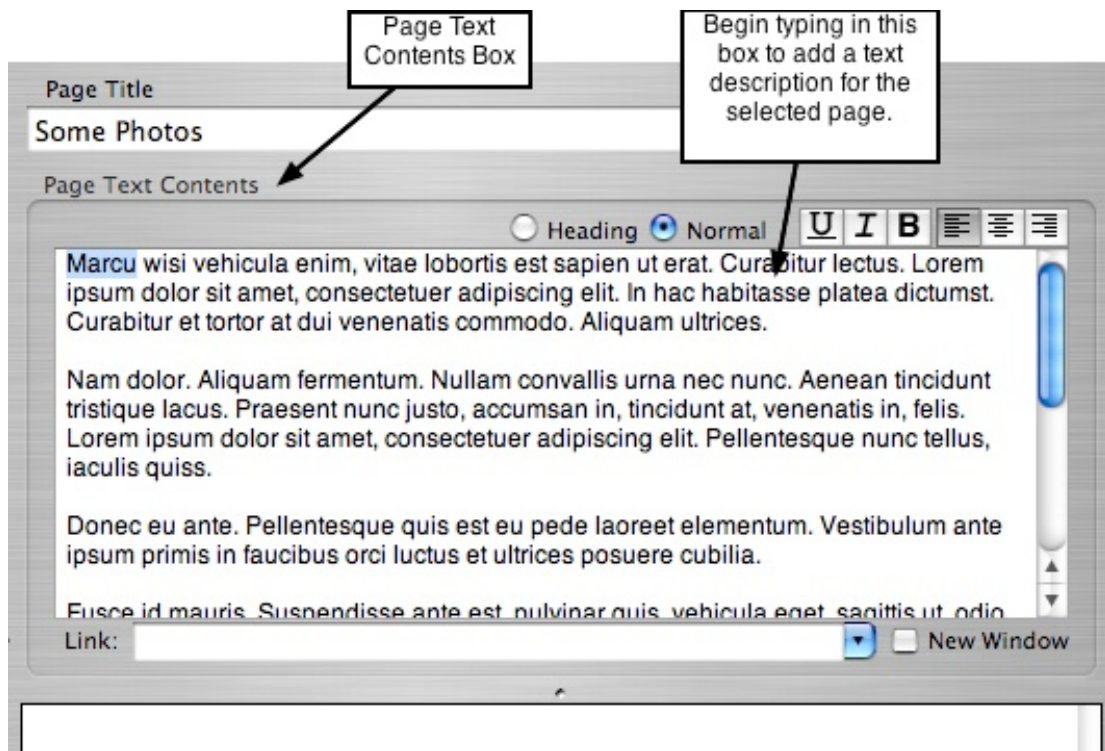
Notes:

- There are no editing options for the page title in the Content window; all editing options for the title are available from the Layout window.
- The page title cannot include a link.

## Adding Text Content to a Page

1. Select a page from your navigation list.
2. Just below the Page Title text field, is a larger text field area labeled Page Text Contents.
3. Click inside the Page Text Contents field to begin entering some text. You can input as much or as little text into this box as you want. It can be whatever you want it to be, a brief description that introduces the pictures, a description about the context of the photos, or an entire story, timeline, or journal about the pictures.
4. To not include any text at all, simply leave the text contents box blank.

5. To have a text-only page, enter the text in the text contents box, but do not include any photos for this page. Remember that you can adjust the sections of the content window. So if you are creating a text-only page, it's very handy to expand the text contents window for more area to type in your text.

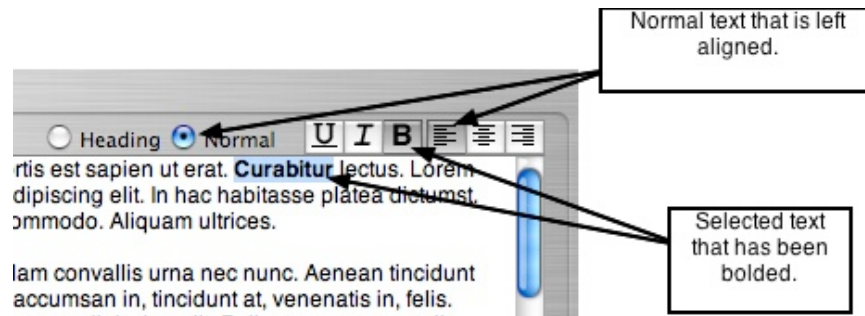


## Editing the Text Contents

The Content editor lets you do some quick and basic edits to your text contents for each page. These editing options include text alignment, bold, italicize, and/or underline the text, and make some of the text be a heading or keep it normal. Also note that the spell checker is available.

1. To align the text, click anywhere in the text box and click the corresponding icon at the top right corner of the text contents box. Choose from one of the left, center, or right align icons. You do not have to select and highlight the text for the alignment to be applied.

2. To make different lines of text align differently, include a carriage return between the lines. Then click anywhere on the separated line of text, and click the desired alignment from the icons.
3. To underline, italicize, or bold some text, select and highlight it with your mouse and click the corresponding icon located at the top right corner of the text contents box.
4. You can add headings to your text contents as well. Click on the line of text you would like to make a heading, and then choose the radio button labeled Heading located at the top of the text contents box.
5. You can underline, italicize, bold, or align headings the same way you do with normal text as outlined in Steps 1-3.
6. To make this text normal again, click on it with your mouse and select the radio button labeled Normal.



## Inserting Links into the Text

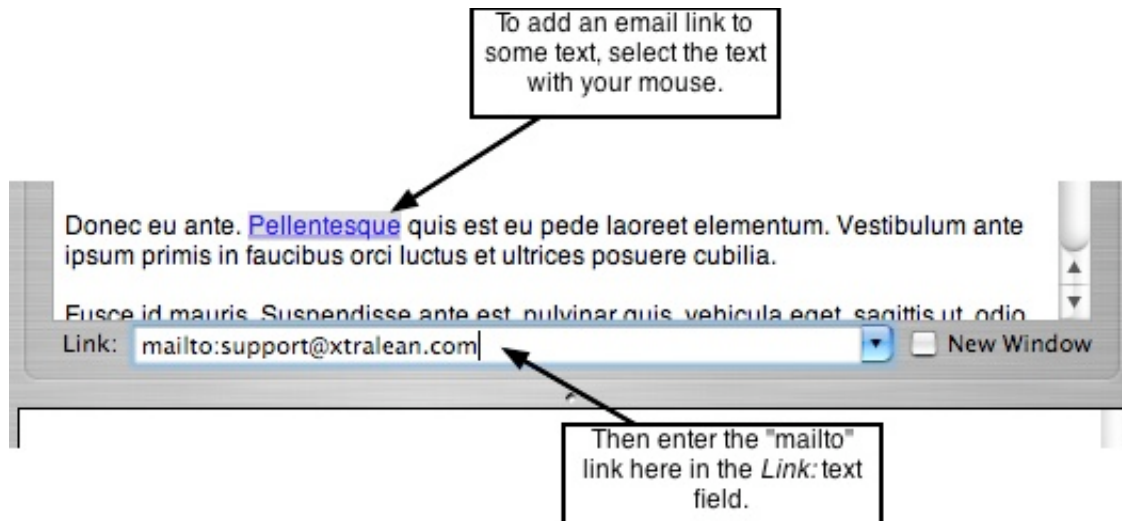
You can link any of your text to another page in your website or to an external website, and choose to have them open in a new browser window or the same browser window. You can also include email links.

### Inserting an Email Link:

1. To link some text to an email address, select the text with your mouse by clicking anywhere on it. Note: To link more than one word, you have to select and highlight all of the desired text with your mouse. To link just one word, you only need to click anywhere on the word.
2. With the text still selected, go to the text field labeled Link: located just below the text contents box. Enter the email address and be sure to include the mailto: prefix. For

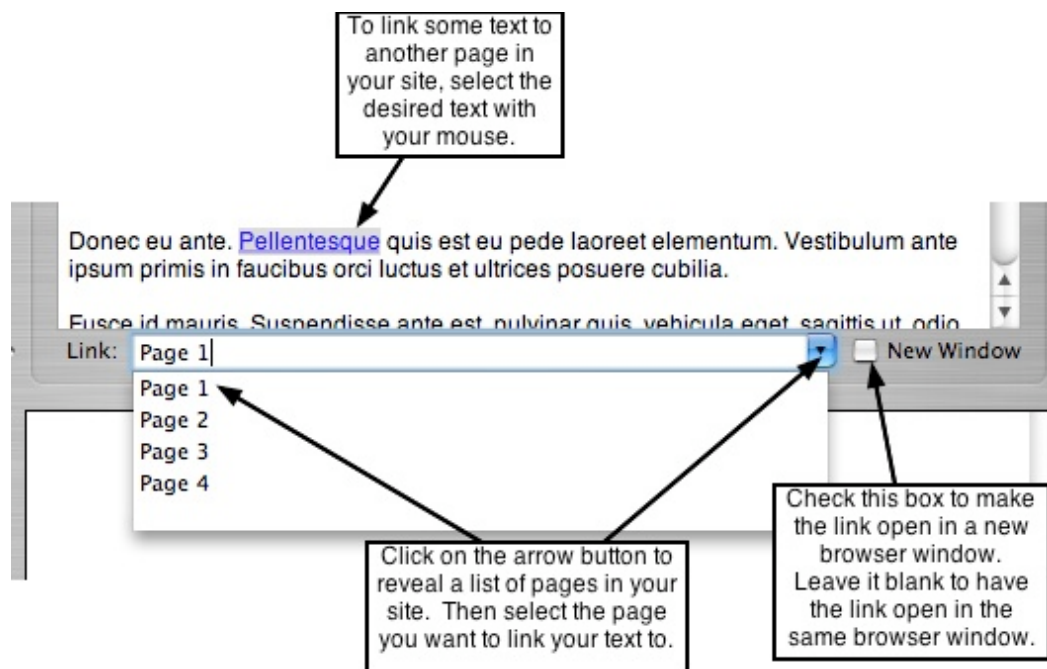
example, `mailto:myemail@address.com`. Do not include any spaces between the characters.

3. This text will now link to the specified email address, opening the person's email program when they click on it.



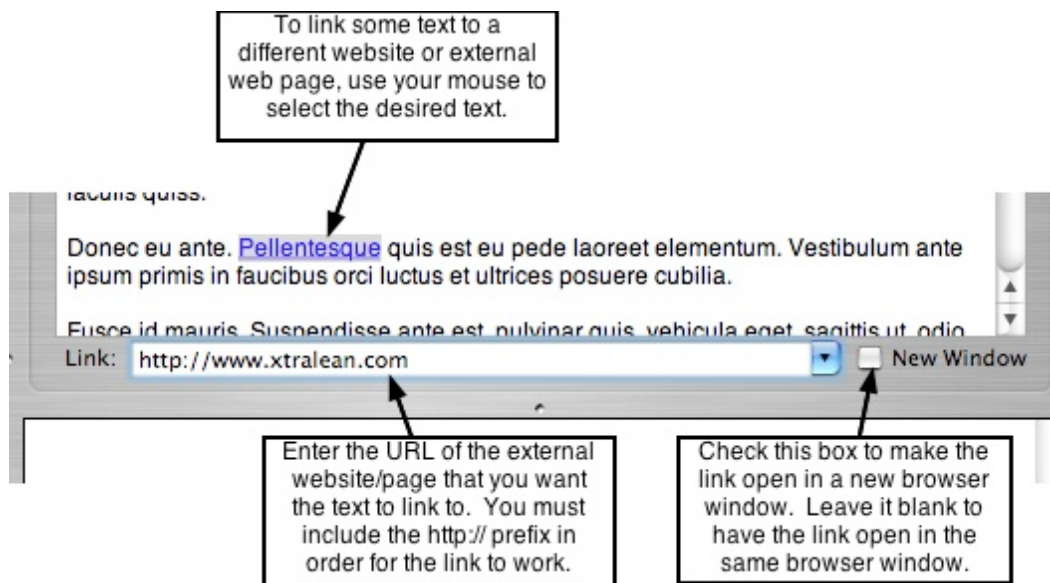
### Linking Text to Another Page in Your Website:

1. To link some text to another page in your website, select the text with your mouse by clicking on it. Note: To link more than one word, you have to select and highlight all of the desired text with your mouse. To link just one word, you only need to click anywhere on the word.
2. With the text still selected, go to the text field labeled Link: located just below the text contents box, and click the blue arrow button to reveal the drop down list of pages in your site.
3. Select the desired page to link to from the list. The text will now link to the selected page when clicked on.
4. To make this link open the selected page in a new browser window, click the checkbox labeled New Window, located at the right side of the Link box field. To set it back to open in the same browser window, click the New Window checkbox to uncheck it.



### Linking Text to an External Website:

1. To link some text to an external web page or another website, click on the text you would like to link. Note: To link more than one word, you have to select and highlight all of the desired text with your mouse. To link just one word, you only need to click anywhere on the word.
2. With the text still selected, go to the Link: text field box located just below the text contents box. Type the URL you would like to link to and be sure to include the `http://` prefix.
3. To make the external link open in a new browser window, click the checkbox labeled New Window, located at the right side of the Link box field. To set it back to open in the same browser window, click the New Window checkbox to uncheck it.

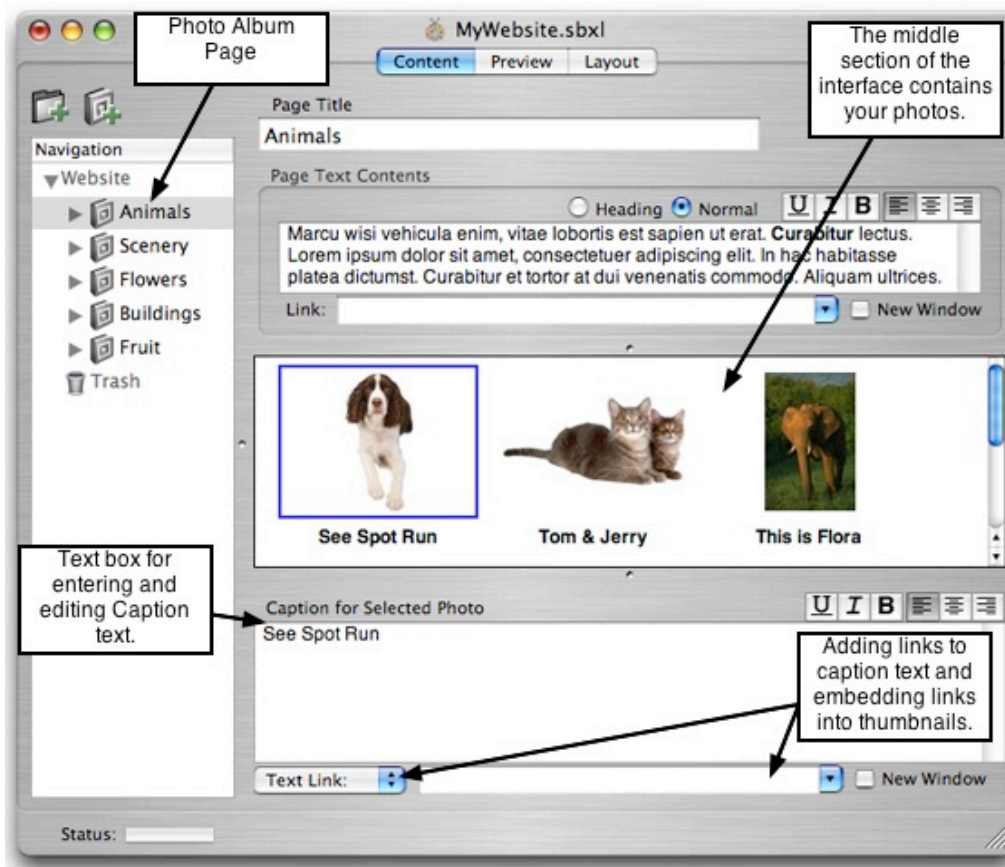




## Photos, Captions, & Watermarks

The interface for importing photos is much the same as it is in iPhoto. When you import photos, they will line up horizontally in the album window of the interface. You can drop multiple photos or a folder of photos into ShutterBug's album window. They can be reordered using your mouse to drag and drop anywhere in the album window. The import feature will also automatically import the original file name as the caption.

This page discusses your photos in relation to album pages and the corresponding interface with the album window. Photos in relation to the Group page interface is different and is discussed on the next page (Photo Albums & Groups). Design aspects such as thumbnail sizes, photo frames, drop shadows, caption font colors, etc. are carried out in the Layout window, or determined by the theme you choose in the Preview window. These aspects are all covered in later chapters. For now, focus on your photos and editing them in the photo album window under the Content Tab.

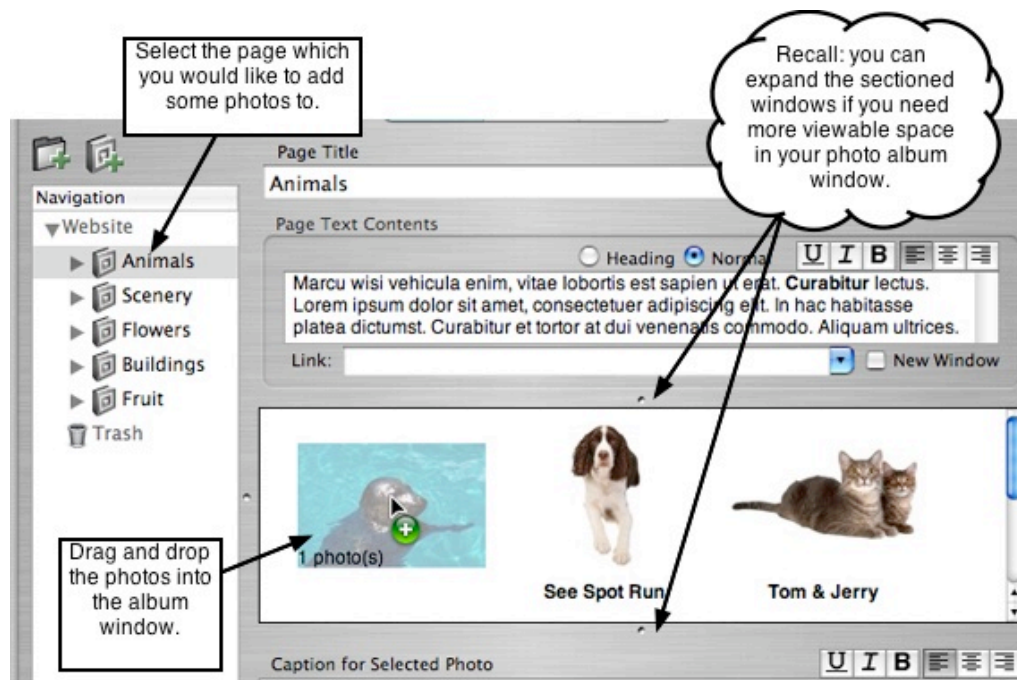


## Importing Photos

You can import photos from iPhoto or from any other folder on your computer. The import feature uses simple drag and drop functionality. Drop entire folders at a time, a selection of multiple photos at a time, or a single photo.

1. Select an album page from your navigation list. The album window will appear at the middle section of the main window and to the right of the navigation pane.
2. Drag and drop individual photos or a folder of photos into the album window. Your photos will also be available under the album page in your navigation list.
3. ShutterBug will automatically import the filename of the photo as the caption.

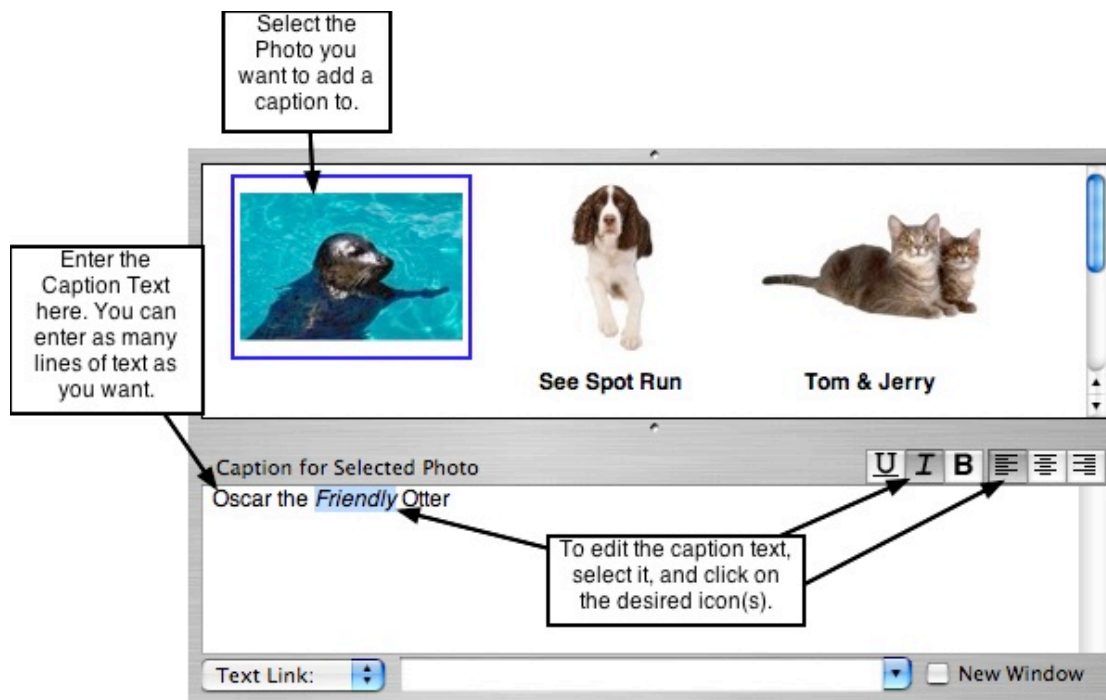
Note: Alternatively, you can drag and drop photos via the navigation pane. Simply drop the photos into the destination page in your navigation list. As you do this, the photos will also appear in the album window.





## Adding & Editing Captions

1. Below the photo album window, there is a text box, labeled Caption for Selected Photo, for entering the desired caption for each photo. If your photos already have a file name, you will see the name appear in the caption text field.
2. Select a photo from the album window. The selected photo will have a blue outline to let you know which photo is currently selected.
3. Enter the caption text for that photo in the caption text box. You can enter as much text as you want, the number of lines and characters are unlimited.
4. To align the caption text, click anywhere on the text and select from the left, center, and right align icons located at the top of the caption text box.
5. To underline, italicize, or bold any of the caption text, select and highlight the text with your mouse. Click the appropriate icon located at the top of the caption text box.



### Notes:

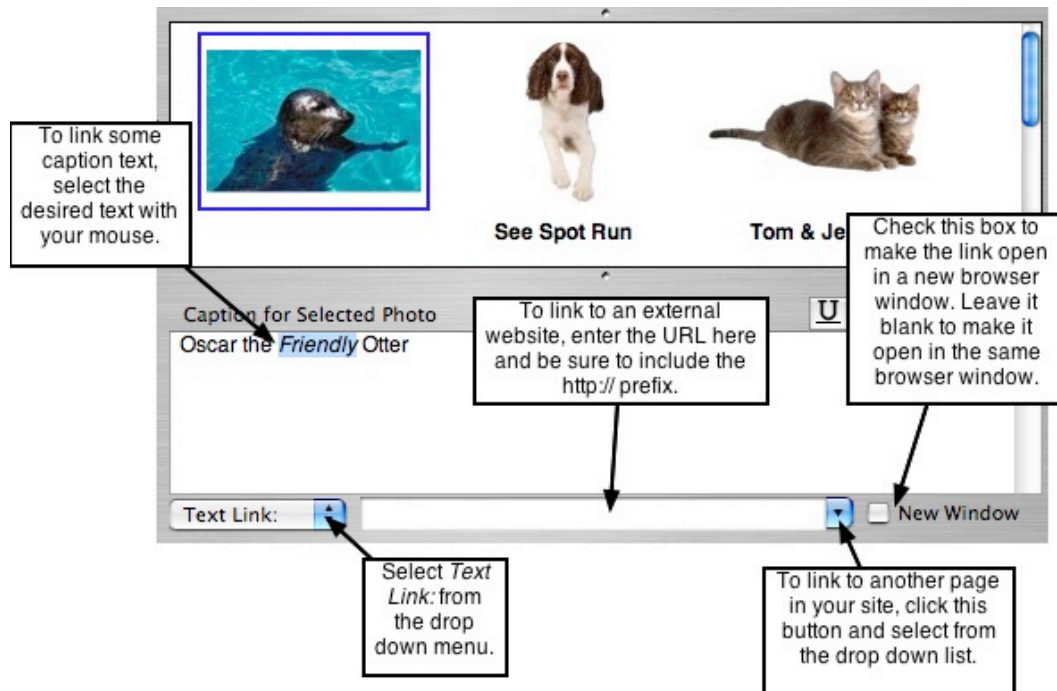
- If you need to edit all the captions for alignment, underline, italics, and bold, don't bother doing it now in the content window. Wait until you move into the Layout window. The caption editing tools will allow you to change these settings for all photos in one swoop, whereas the content window will only let you do it one photo at a time.
- If you want to include multiple lines in your captions, but are worried about what it will look like in thumbnail view, don't worry about that now. Go ahead and add the multiple lines of text - the tools in the layout window will allow you to later adjust how many lines you want to be displayed with the thumbnails, giving you the option to display the first line only, no caption text at all, or to display all of it. Regardless of which option you choose, all of your caption text will appear with the slideshow or larger picture view.
- Alternatively, the theme selected when in the Preview window, will have presets for the captions which you may like and may not want to edit at all.

## Adding Links to the Caption Text and Thumbnails

You can add links to the caption text or embed the links in the photo, or do both. The links can be linked to another page in your website or to an external web page or web site. They can have them open in a new browser window or open them in the same browser window.

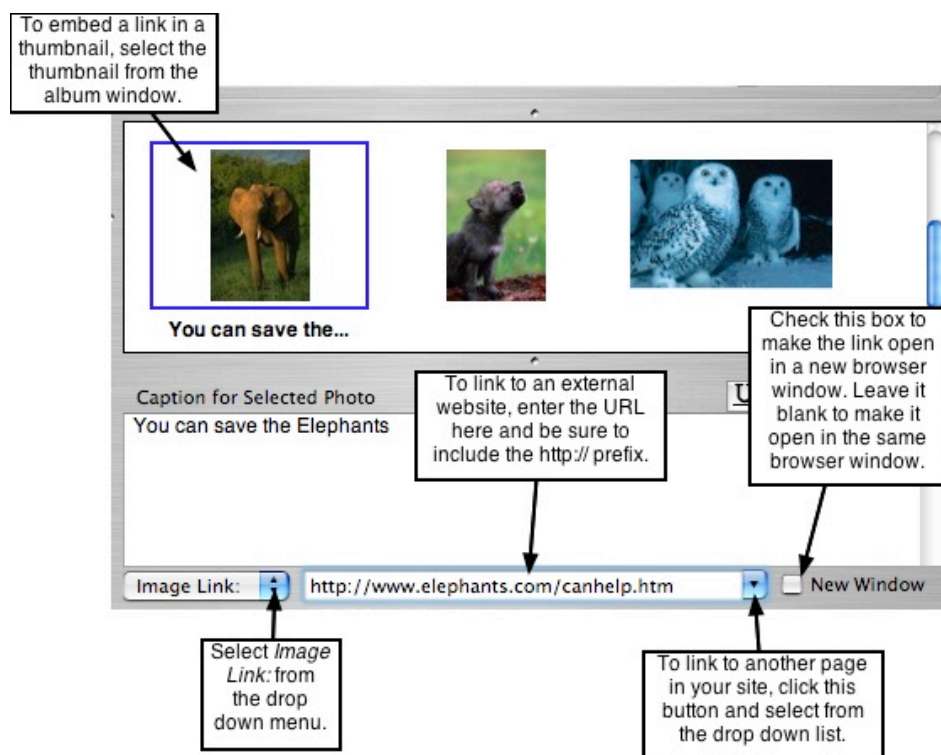
### Insert a Link into the Caption Text:

1. To insert a link into some text in your caption, click anywhere on the desired text with your mouse. If it is more than one word that you wish you to link, select and highlight the text with your mouse.
2. Below the caption text box, a drop down menu with a text input field is available for your links. Make sure you have Text Link: selected from the drop down menu.
3. To link the caption text to another page in your website, click the blue arrow button to reveal the drop down list of your pages. Then select the desired page to link to from the list.
4. To link the caption text to an external web page, enter the URL to link to into the text input field. Be sure to include the http:// prefix in the URL.
5. To make the link open in a new browser window, check off the New Window checkbox. To make it open in the same browser window, leave the checkbox blank.



## Embed a Link into the Photo:

1. To embed a link into a photo, click on the desired photo to select it.

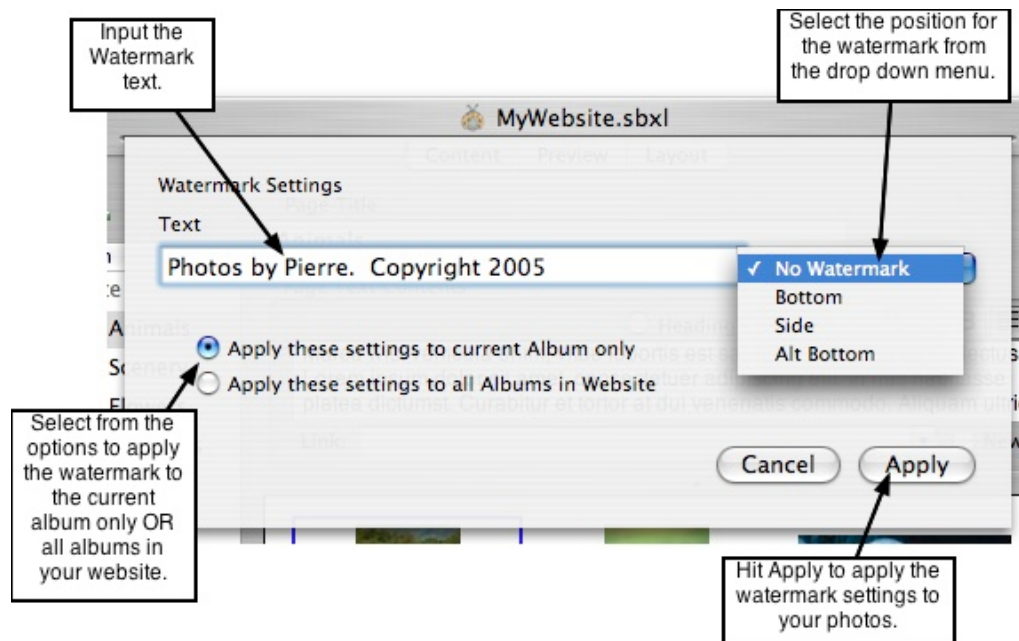


2. Below the caption text box, a drop down menu with a text input field is available for your links. Click on the spin box control and select Image Link: from the drop down menu.
3. To link the photo to another page in your website, click the blue arrow button to reveal the drop down list of your pages. Then select the desired page to link to from the list.
4. To link the photo to an external web page, enter the URL to link to into the text input field. Be sure to include the http:// prefix in the URL.
5. To make the link open in a new browser window, check off the New Window checkbox. To make it open in the same browser window, leave the checkbox blank.

## Adding & Editing Watermarks

Watermarks get applied to either all photos in an album or all photos in your entire website, but cannot be applied to individual photos. The watermark feature is available from Tools on the Main Menu (former versions included the watermark feature on the main application window).

1. From the Navigation list, select the album that contains the photos you would like to watermark.



2. Go to Tools-->Add/Remove Watermarks from the main menu. The watermark menu will slide out from the top of the main application window.
3. Enter the watermark text into the text input field and select the position for the watermark from the drop down list at the right.
4. Select the desired option for applying the watermark to the pictures: apply to pictures in the current album only, or apply to all pictures in your website.
5. Click the Apply button. The watermark will be applied to your pictures. Note: the watermarks are only visible on the big picture view; they do not appear in thumbnail view and can only be seen in Preview mode.
6. To apply watermarks to photos in other albums, repeat Steps 1-5.
7. To edit the watermark, repeat Steps 1-5, inputting the new text and selecting the new position from the options in the watermark menu. Hit the Apply button to apply the changes to your photos.

### **Removing Watermarks**

1. From the navigation list, select the album that contains the watermarks you would like to remove.
2. Go to Tools-->Add/Remove Watermarks from the main menu. The watermark menu will slide out from the top of the main application window.
3. To remove the watermark from your pictures, either select No Watermark from the drop down list, or highlight and delete all of the text in the text field to make it blank.
4. Make sure the desired option is selected: if you want to remove the watermarks from the current album only, choose the first option; if you want to remove the watermarks from all of the pictures in your website, choose the second option.
5. Hit Apply. The watermarks will be removed.

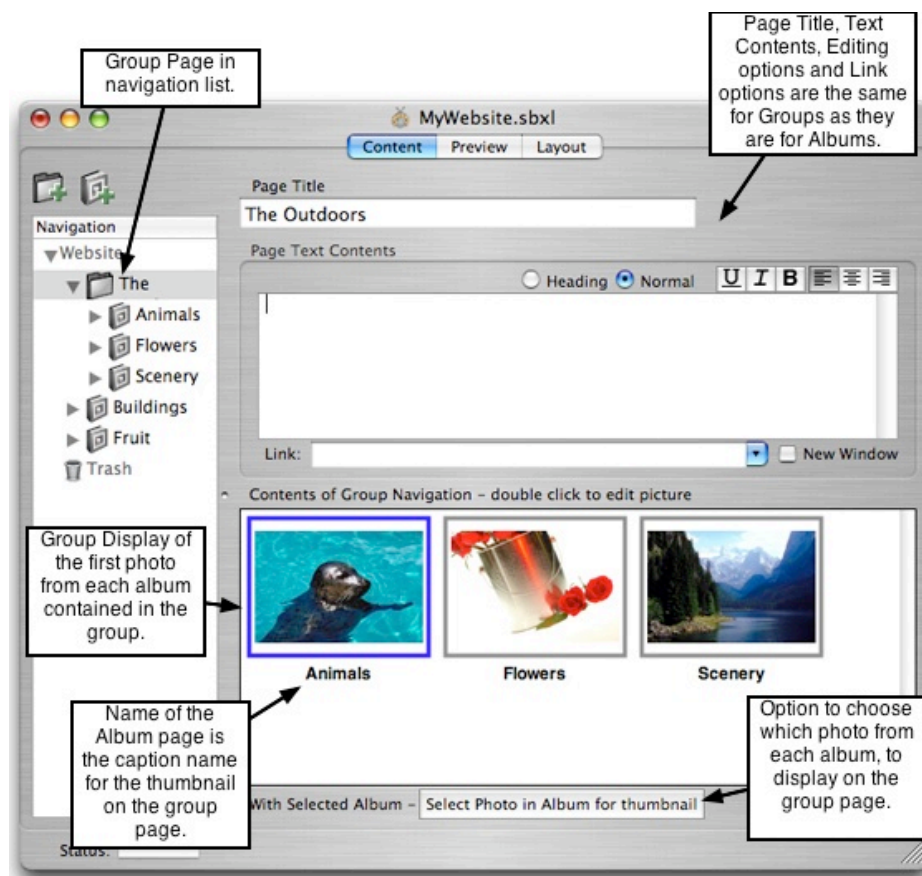
### **Notes:**

- New pictures that are imported after adding watermarks, will not take on the watermark. You will have to follow the same steps above to give newly imported pictures a watermark.

- ShutterBug will rebuild your photos after you have specified to add or remove watermarks. If you're working with a large number of photos on each page, it may take a bit of extra time to rebuild the photos if you have chosen to apply the watermark to all albums in the site.

## Photo Albums & Groups

Now that you have added album and group pages, and built some text and photo content, you have probably noticed that the interface for albums and group pages are slightly different. The major difference is the bottom of the user interface: albums contain an area to add and edit captions, while groups replaces this area with an option labeled Select Photo in Album for thumbnail with the selected album. This option lets you choose the thumbnail from each album in that group, that you want displayed on the group page. We've already covered the options available for Album pages on the previous page. Therefore this page will focus primarily on using Groups.



## Using Groups

Groups act as springboard pages to navigate to separate albums that share the same category. An example of a group could be "Christmas" which is then divided into years by each album: 2000, 2002, 2003, 2004, 2005. Each album contains the Christmas photos for the corresponding year. Another example could be a group called "Trips" or "Vacations" which is divided into sub-groups (albums) by destination: Greece, Tokyo, Alaska, France.

The editing options for Groups regarding page titles, text contents, and adding links are the same as they are for album pages. The options change where your photos are concerned. Additionally, the sections of the application window cannot be adjusted for groups (with the exception of the navigation pane).

The photos that display on your group pages, are the first photo from each photo album contained within that group. The name of the album page automatically becomes the caption for the thumbnail displayed on the group page. The thumbnails will automatically link to the corresponding album when someone clicks on them. There are no editing options for the captions on a group page under the Content window (you can shut these captions off and perform other edits when in Layout mode, discussed later).

The only editing option available for the photos on a Group page is selecting which photo you would like to use to represent the corresponding photo album. To make this selection, follow these steps:

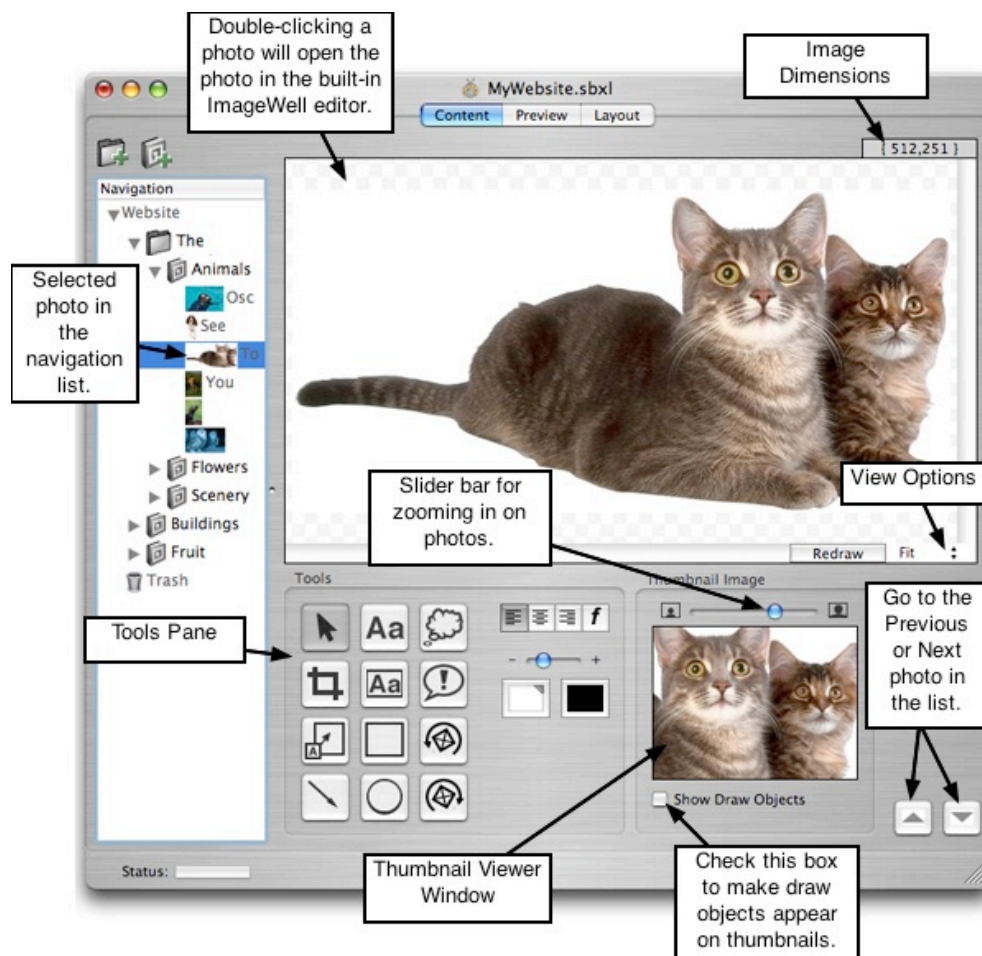
Select a group page from your navigation list to reveal the contents of the group. By default, the first photo from each album contained within the group, will be the one that is displayed on the group page.

1. Click on the first thumbnail in your group (it will be highlighted with a blue outline) to select it.
2. To choose the photo to display on the group page, click on the Select Photo in Album for Thumbnail button, located at the bottom of the window.
3. A window will slide out from the top of the main application window, displaying all the photos in that particular album.
4. Use your mouse to select the photo you would like to use on your group page to represent the album.
5. Hit the Apply button. The new selection will now appear on the group page, keeping the same album page name for the caption.
6. Repeat steps 1-6 to choose the photo for the rest of the albums in the group.

## Editing Your Photos

Our popular image editing tool, ImageWell, is built-in to ShutterBug to help you make quick and easy edits to your photos, so that you don't have to open up multiple applications. The ImageWell editor can be accessed from all three windows at any time (Content, Preview, Layout). While in content mode, for both album and group pages, simply double-click on the photo to open it in the ImageWell edit window. Alternatively, select the photo from the navigation list. While in preview or layout mode, Control-Click the photo to open it in the ImageWell edit window.

The edit window will display the photo at its original size in the top half of the window. It will also show the photo's dimensions and allow you to display the photo at different sizes on the canvas for easier editing. The bottom half of the window contains the Tools pane. The tools pane provides the tools needed to crop, rotate, add draw objects, labels, zoom and reposition the thumbnail for the thumbnail view. Recall that compression options for the pictures are available from the Preferences pane, and sizing for the large picture display and thumbnail display are available in the layout window (discussed later in Chapter 6).





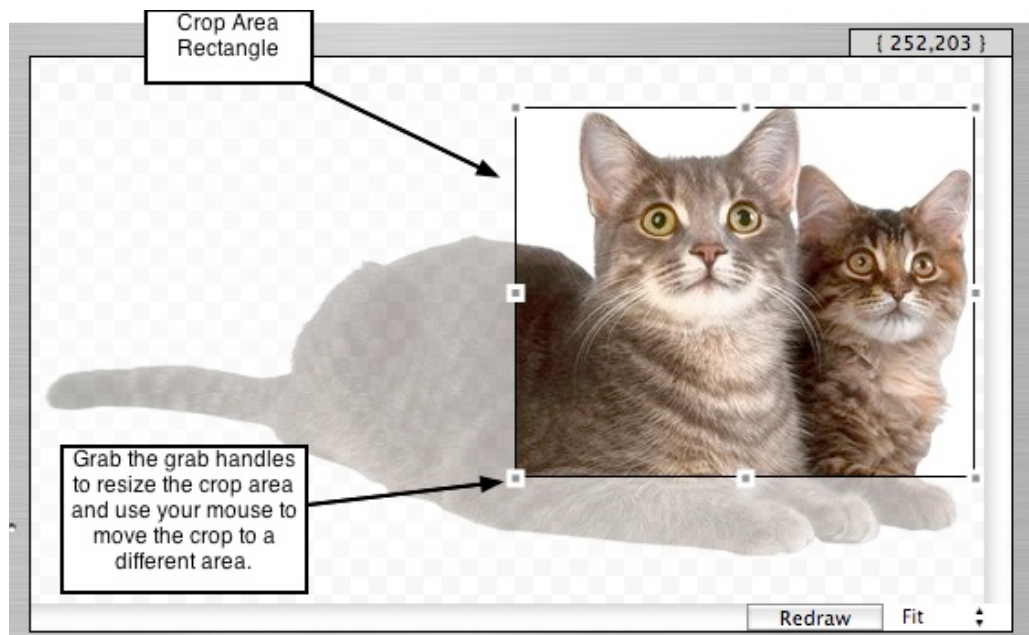
We used the ImageWell editor to add the labels to all of the screen shots in this manual. If you are already familiar with ImageWell you may want to skip the following section and move on to Chapter 4. Preview & Test Your Site.

## Using the Photo Editing Tools

NOTE: If you add draw objects to your photos, you must check the Show Draw Objects checkbox to make them appear on your thumbnails. With this box checked, you will also be able to see the objects in the thumbnail viewer window of the ImageWell editor. You can uncheck this box at any time to make them invisible on your thumbnails, but they will still show up on the larger view of the photo. To remove the draw objects completely, simply select them with your mouse and hit the Delete key on your keyboard.

### Cropping a Photo: Indestructible Crop

Indestructible crop means you can crop a photo without making it a permanent crop. You can go back at any time and adjust the crop box to make the cropped area bigger or smaller, or delete the crop box to return to your original uncropped picture.



**To Crop a Photo:**

1. Select the crop button.
2. Click on the picture in the viewer window and drag your mouse over the area you wish to crop. A crop area rectangle with 8 grab handles will appear.
3. Click and drag the grab handles to adjust the rectangle or click anywhere inside the rectangle and drag it with your mouse to move it.
4. Click the Select button to crop the photo. Hit the delete key on your keyboard to cancel the crop action.

**To Change or Remove the Cropped Area:**

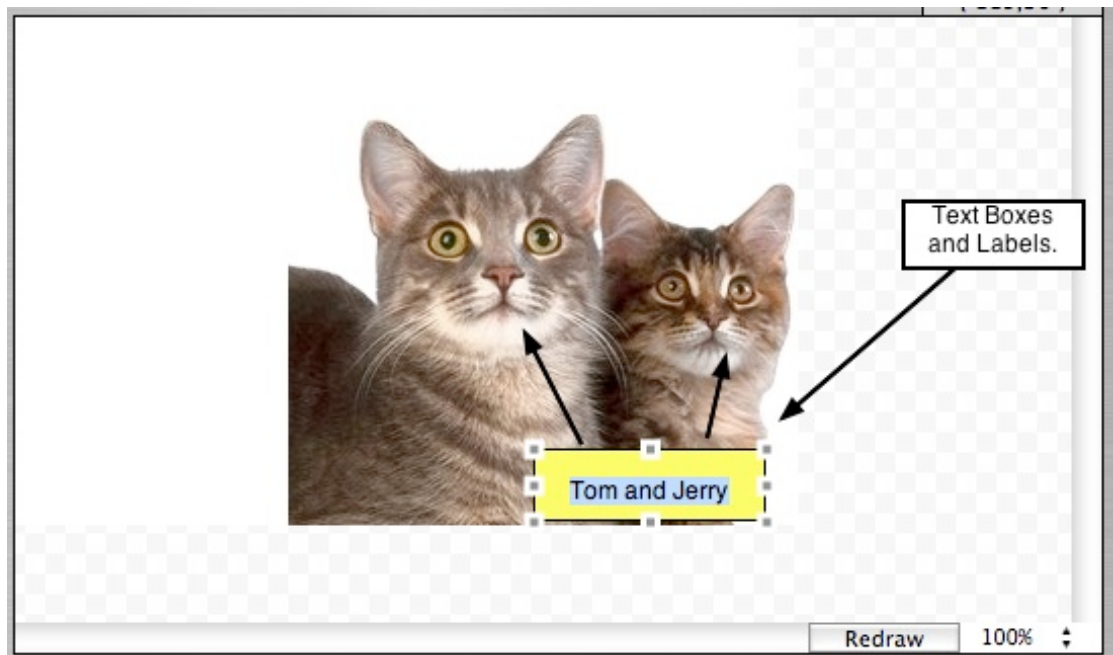
1. Double-click on the thumbnail to open the photo in the ImageWell edit window.
2. Click the Crop button to display the crop area rectangle. Your entire original image will appear with the cropped off portions faded out.
3. Click and drag the grab handles to adjust the cropped area, or hit the delete key on your keyboard to remove the crop completely.
4. Your original picture will then appear, without anything cropped off.

**Rotating a Photo**

1. To rotate the photo 90 degrees counter-clockwise, click the the button with the arrow curving to the left. To rotate it counter-clockwise another 90 degrees, simply click the button a second time.
2. To rotate the photo 90 degrees clockwise, click the button with the arrow curving to the right. To rotate it clockwise another 90 degrees, simply click the button a second time.

### Adding Text, Text Boxes, and Text Labels to Your Photos

1. To add straight text, without a bounding text box around it, click the Text button.
2. Click on the photo to activate the text tool.
3. Double-click the default text to select it and enter your own text. A bounding box with grab handles will appear to serve as a guide, but is not visible after you click off of it.
4. To add text with a bounding box, select the Text Box button.
5. Click on the photo to activate the text box.
6. Double-click the default text inside the box to select it and enter your own text. The bounding box will remain visible with your text on top of the photo.
7. To add a label to your photo, select the Label button.
8. Click on the photo to activate the label box.
9. Double-click the default text inside the box to select it and enter your own text. Use your mouse to grab the yellow handle at the end of the arrow to move and point the arrow to the right place on the picture.



### **Adding Thought Clouds and Talking Balloons to Your Photos**

1. To add a thought cloud above someone in the photo, click the Thought Cloud button.
2. Click on the photo to activate the thought cloud.
3. Double-click the default text inside the cloud to select it and enter your own text.
4. Use your mouse to grab the yellow handle at the end of the cloud pointer to move and point it to the right place on the photo.
5. To add a talking balloon, click the Talking Balloon button and repeat Steps 2-4.

### **Adding Circles, Squares, and Arrows to Your Photos**

1. To add a square to your photo, select the icon containing a square.
2. Click on the photo to activate the square.
3. To add a circle to your photo, select the icon containing a circle, and repeat Step 2 above.
4. To add an arrow to your photo, select the Arrow icon.
5. Click on the photo to activate the arrow tool. Your cursor will become a cross-hatch tool.
6. Click and drag your mouse to draw the arrow.

Note: The square and circle tools do not contain text or any color fill; they only have outline borders. Their intended use is for circling areas in a diagram or highlighting specific areas.

### **Resizing and Moving Draw Objects**

Draw Objects include all of the above mentioned objects: text, text boxes, labels, thought clouds, talking balloons, squares, circles, and arrows.

1. To resize a draw object, click the Select tool and then click on the object with your mouse.
2. Grab handles will appear around the object. Use your mouse to grab and drag the handles in or out to the desired size.

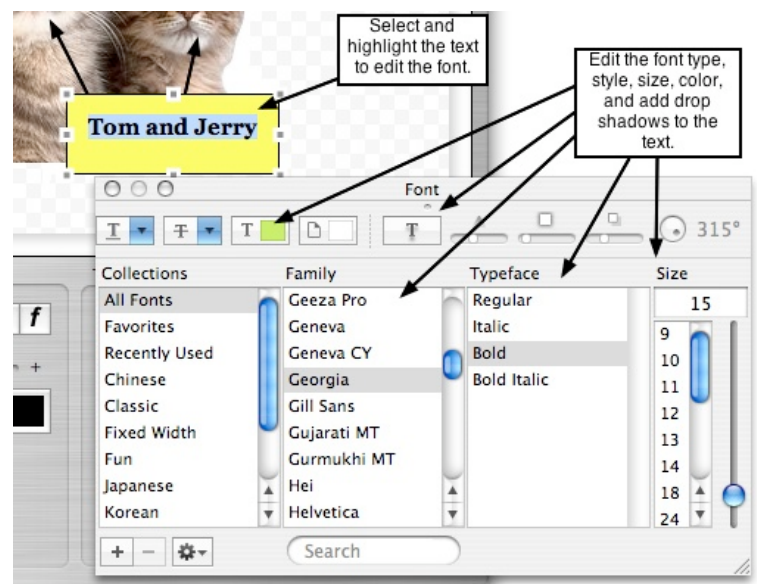
3. To reposition an object, select the center of the object with your mouse and move your mouse to drag and drop the object to the desired position. You can position objects outside of the photo boundaries as well.
4. Arrows are an exception to the above rules: to resize an arrow, select it with your mouse.
5. Then select the yellow grab handle at the end that has the pointer/arrow. Use your mouse to drag the arrow larger or smaller.
6. To reposition the arrow, select the yellow grab handle at the opposite end (or the tail end) and drag your mouse to move it.

### Editing Draw Object Borders and Color Fills

1. To change the color of an object's borders, select the object with your mouse.
2. Then select the color well on the right side, to open the color palette. Select the desired color. Use this color well for circles, squares and arrows also.
3. To change the color fill of an object, select the color well on the left side, and choose the desired color from the palette.
4. To adjust the size of the border widths of an object, first select the object.
5. Then use the slider bar to increase the border size by moving it to the right, or to decrease it by moving the slider bar to the left.

### Editing Fonts in Draw Objects

1. To left, center, or right align the fonts in a draw object, double-click to select and highlight the text with your mouse.
2. Click the desired alignment icon to align the font: left, center, or right.
3. To edit the font for color, size, and style, double-click to select the text.
4. Click the Font button (f) to open the font menu. Make the desired selections.

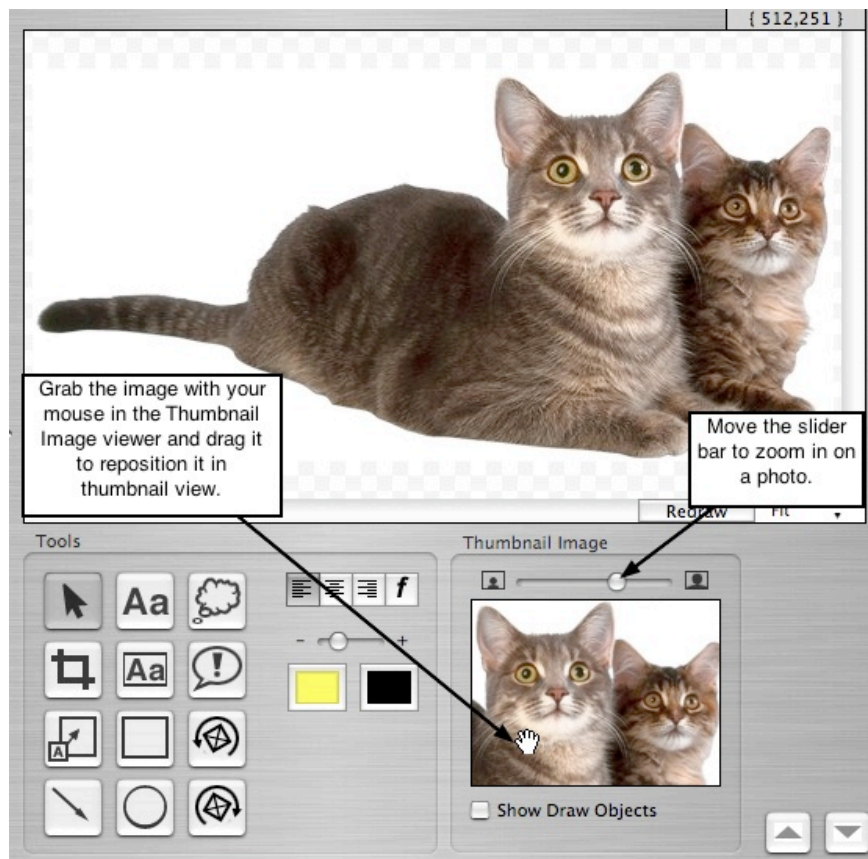


## Deleting Draw Objects

To delete any of the draw objects, simply select the object with your mouse and hit the delete key on your keyboard. The changes are reflected in the thumbnail viewer when you click on the photo inside the viewer.

## Using the Thumbnail Zoom Tool

1. To zoom in on a photo, use your mouse to move the slider bar to the right.
2. To reposition a photo inside of the thumbnail view, or the way it will be displayed in the photo album page, grab the thumbnail with your mouse inside the small viewer, and drag it to the desired position.
3. Draw objects will automatically be displayed on the large picture. You can choose to have them show up on the thumbnails as well, by checking the check box below the thumbnail viewer called Show Draw Objects. Leave it unchecked to hide draw objects in thumbnail view.



## Chapter 4

# Preview & Test Your Site

After you are finished building content in the Content window, click the Preview tab to reveal the Preview window. The preview window contains a built-in browser for the convenience of testing and reviewing your site. Note: Earlier versions of ShutterBug contained a built-in Safari browser. The built-in Safari browser has since been replaced by XtraLean's own proprietary browser.

Preview facilitates the following operations:

- Select a Theme for the look and feel of your site.
- Select a template for your pages - the same template for all pages or a different template for each page, or any other combination you would like for your pages.
- Test links, including email links and external links.
- Test the navigation and preview your content.
- Preview your slideshow and thumbnail mouse-click actions.
- Export your website to the web or a folder on your computer (Chapter 5).

## Themes & Templates

ShutterBug's Theme Library offers 45 customizable themes to select from (more customizable themes will be available soon for free download), and include 5 templates in each theme. But you do not have to stick with any of these themes, you can create your very own design if you like. The "in's" and "out's" of creating your own themes and templates, and creating your very own design are discussed later in Chapters 6 and 7. This page discusses how to apply themes to your site and how to apply different templates to individual pages from within the Preview window.

## **What is the Difference Between Themes and Templates?**

A theme contains the design and color scheme for your website. A template contains a specific layout for an individual web page in your site. You can think of themes as the framework for your entire site and templates as the layout of your content for individual pages. Themes are applied to the entire website whereas templates are applied to individual pages.

Themes dictate where the masthead, navigation menu, page title, and footer are positioned on every page, as well as the color scheme and other design traits that are common to every page in your site. Templates dictate where the text contents, photo albums, and slideshow are positioned within the framework. Templates are handy for publishing a variety of different pages in your site such as, a welcome page, a group page, a photo album or portfolio page, a text page, and contact page. Alternatively, if you wanted to keep every page the same, such as the same group or photo album layout for every page, then you would only use one template in your web site.

## **Working With Themes**

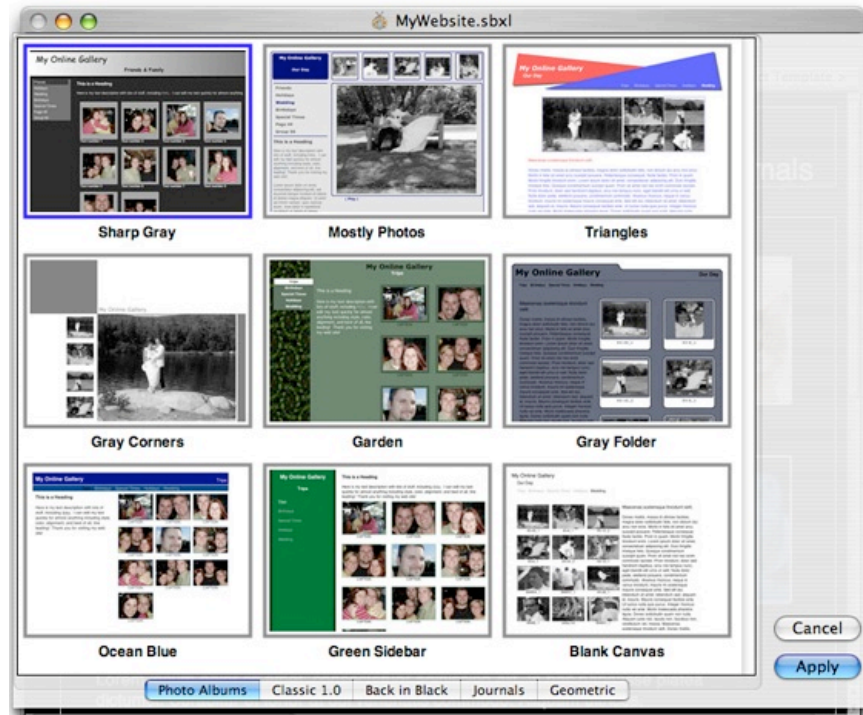
Themes get applied to your entire website and provide the general color scheme, position, and layout of the elements that remain constant on each page (i.e. masthead, footer, navigation, page title). You cannot apply different themes to different pages, the theme is applied across all of your pages.

### **Select & Apply a Theme to Your Website:**

1. Click the Preview tab to open the Preview window containing the built-in web browser.
2. To select a theme, click the Select Theme button. This will open ShutterBug's theme library in a window that slides out from the top of the main application window.
3. The theme library contains five main categories of built-in themes: Photo Albums, Classic 1.0, Back in Black, Journals, and Geometric. Each category contains nine different themes. The library will open with the first category, Photo Albums selected.
4. Click on any of the category buttons to view the enclosed themes.
5. Choose the theme that best suits your taste and type of website - some are designed for photo albums, others for text and photo albums, while others are set up for photo journals, travel logs, and news stories.



6. To apply the desired theme to your website, select the theme thumbnail with your mouse and hit the Apply button. The theme will instantly be applied to all pages in your website.
7. Click through your navigation menu to review your site with the new theme.



### Where & How to Get More Themes:

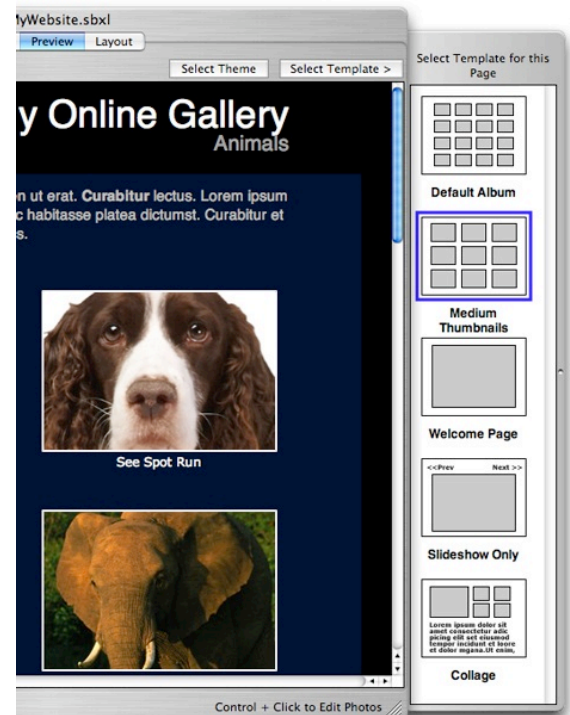
- **ShutterBugLand.com:** ShutterBugLand is a website for registered users to browse and download more themes. These themes are all customizable and free. These themes are currently being updated for the template changes in Version 1.1 and should be ready very soon. We will notify you of availability at xtralean.com as well as at the support forums.
- **ShutterBug Theme Exchange:** This is a user forum that will be available at the XtraLean support forum to facilitate the sharing of user themes and posting website links.

## Working with Templates

Each ShutterBug theme contains 5 different template styles to choose from to quickly customize different pages in your site. Templates get applied to specified pages in your site without affecting the other pages. They provide the general layout for your text content, photo albums, and in some cases, the slideshow. Templates are a faster alternative for customizing pages for people who don't want to alter the design or don't have time to move things around in the Layout window.

### Select & Apply Templates to Your Web Pages:

1. Click the Preview tab to open the Preview window.
2. To select a template for a page, first select the page you wish to change from the page list drop down menu located at the top left corner of the interface.
3. Click the Select Template > button to reveal the template drawer. The template drawer will slide open from the side of the main application window, displaying a list of template thumbnails. By default all of your pages will have the first template applied to them, called "Default Album."
4. Click one of the template thumbnails to apply it to the current page open in your preview window. Don't worry, this action will not change any of your content or affect the other pages in your site. The template will only be applied to the selected page, leaving your other pages untouched.
5. To view the other templates, simply click on each one to see what it looks like on your page until you have found one you are satisfied with.
6. To give different pages a different template, select the next page from the page list drop down menu and choose a template. Repeat these steps for each page that you want to change.
7. Navigate through your entire site to review the layout for each page.
8. You can easily change the template on any page at any time by simply selecting a different template from the template drawer.



## Web Preview Your Site & Test Links

The Preview window is the place to review and check your site for any necessary corrections or edits before uploading to the web or exporting to a folder. Preview behaves exactly the same as a live browser. Everything you see in preview mode is what you will get on the web, in all modern browsers on multiple platforms.

**NOTE:** Web browsers are free upgrades. OS 9, OS 10, and Windows all have modern browser versions available. If you discover that one of your visitors cannot view some of your pages properly, the first thing to check is what browser they are using. 9 times out of 10 the problem is stemming from an outdated browser that does not read modern standardized HTML and CSS properly. This is not just with ShutterBug, if they can't view your site properly, chances are they can't view most websites properly. It's quick and free to upgrade to the latest browser version available for the particular OS.

### Previewing & Testing Your Site:

1. Click the Preview tab to reveal the preview window with the built-in browser.
2. Click through the navigation to check out the roll-overs, click, and current colors of the navigation menu, and to view each page in your site.
3. Click the thumbnails to preview the slideshow, larger picture, or embedded link action.
4. Click the links in your text description, footer text, and any linked caption text to ensure they work, are using the right link, and no typos have been made.
5. When you are satisfied with your site, hit the Send button to upload it to the web or export to a folder on your computer. See next chapter (Chpt. 5) for instructions on uploading and entering web host information.

**Note:** Currently the masthead links are only active once uploaded. Clicking on a masthead link in the preview window will not do anything. This will be fixed in a future version so you can test the masthead link inside of the preview window.

## Chapter 5

# Exporting Your Site

The best thing about ShutterBug's export feature is that it will remember your web host location information so that you don't have to worry about entering it multiple times or double-checking it everytime you export. After the first export to a specific web host location, you will never need to access the export window again, unless you need to change the web host information or destination that it is going to.

ShutterBug will also remember your changes as you make them. The Send feature makes updating your site and making incremental changes a breeze. Simply make the changes and hit Send from within the preview window. The changes are automatically calculated and exported to your web space.

### Exporting Your Site

There are two menus to go through when exporting your website: the web host type and the password, username, and destination that your site is to be exported to. The export feature is available from the Preview window and from the Main Menu..

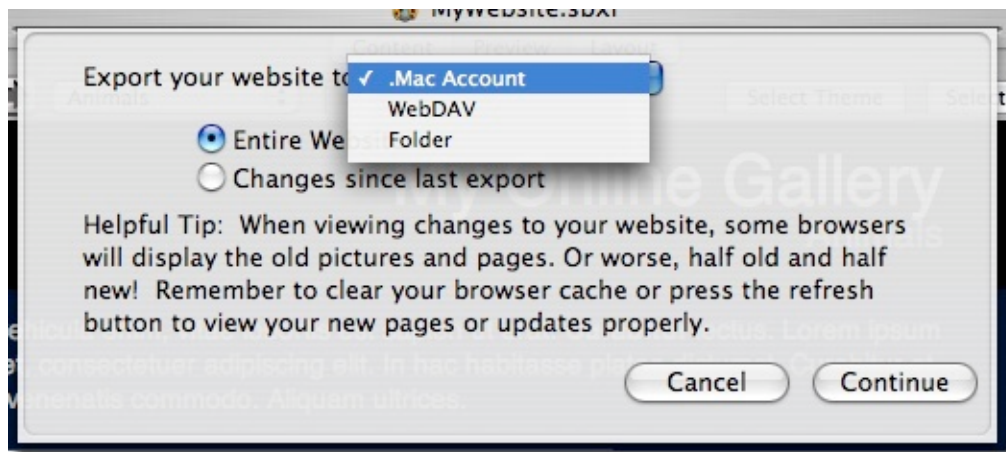
### Export the Site for the First Time

1. To export your site, hit the Send button from within the Preview window, or File-->Export Website from the Main Menu.
2. The export window will slide out from the top of the main application window.
3. From the drop down list, select the destination you want to export to: dot Mac account, WebDAV, or to a folder on your computer.
4. Click the radio button labeled Entire Website. Then click the Continue button to go to the next menu.
5. The next menu contains the fields for entering your username, password, and directory for your web host space.

6. Enter the username and password given to you by your web host provider. Then enter the URL where your web space is located. If you are unsure, contact your ISP to find out what your user specific information is.
7. Hit the Export button to upload your website to your web space.

Note: After you hit Export, a small ShutterBug progress menu will appear that allows you to watch the status of the upload.

### Export Changes to Your Site - Incremental Upload



After the first export, ShutterBug will save and store your web host information. You'll never need to go through the Export menus again unless you have to change your web host information and upload to a different location. Each time you make a change or update your site, all you have to do is hit the Send button from within the Preview window or File-->Send Changes from the Main Menu. ShutterBug automatically calculates your changes and uploads only those changes. You can view the changes that are being uploaded in the small ShutterBug progress menu that appears after you hit Send.

Note: You do not have to upload the changes right away. ShutterBug will always remember the changes and save them for upload at a later date.

## Changing Your Web Host Information

To change your web host information, you will need to access the Export menus:

1. Go to File-->Export Website from the Main Menu.
2. From the slide out window, select the new web host location or the host that you need to change the information for. If it is still a .Mac account, but your user information has changed, select .Mac from the list; if you are changing to a non-FTP provider, select WebDAV.
3. Hit the Continue button. The next menu contains the information for the former web host you were using.
4. Enter the new information for your username, password, and directory path for uploading your website to.
5. Hit Export and your site will be uploaded to the new web space location. Your new web host information will be saved and you will not have to access the export menus again unless you have to change your web host information again.

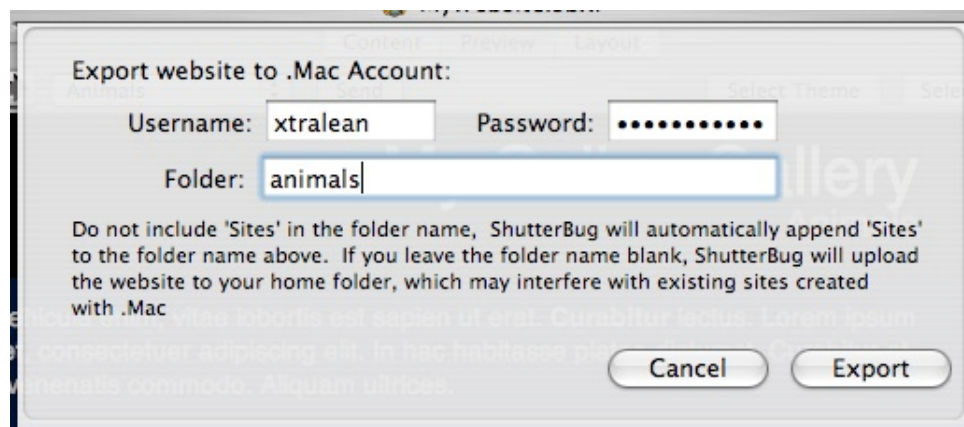
Note: Currently, this is the only way to change your information. Therefore, it's best to wait until the next time you need to upload your site, to change the new web host information. If you hit Cancel in the final export window, the changes will not stick and the information will revert back to your old web hosting information.

## Web Host Locations

ShutterBug supports .Mac accounts and WebDAV hosting. You can also export the site to a folder on your computer to upload your site using a FTP client. This page outlines some key points to keep in mind when exporting and setting your user specific information for a particular web host account, as well as how to export to a folder on your computer.

## Exporting to a .Mac Account

- Dot Mac accounts use two different URLs: one for uploading to, and a second one for viewing. The URL for uploading to a dot Mac account will look like this: idisk.mac.com/username/Foldername (Pictures, Sites). The URL for viewing a site located at a dot Mac account will look like this: homepage.mac.com/username/foldername
- When entering the URL in the second export menu of ShutterBug, do not include "Sites" in the directory - ShutterBug automatically appends this extension for you. If you leave the Folder field blank, ShutterBug will upload to your Home directory by default, which may interfere with other content you have at your home folder.
- For convenience, ShutterBug Preferences has an option that you can check off to have ShutterBug automatically read and open your default browser at the correct URL for viewing after your site is finished exporting.



## Exporting to a WebDAV Host

- WebDAV is short for Web-based Distributed Authoring and Versioning, also referred to as World Wide Web Distributed Authoring and Versioning. WebDAV extensions use the http:// prefix for transferring data from the client to the server.
- The URL for uploading and viewing is the same. You do not need to enter the http:// prefix in the directory box of the export menu, as ShutterBug automatically appends it for you. The URL directory of your web host space will be your domain name plus the

folder you are exporting to (if you are using a specific folder off of your main domain index page: [xtralean.com/SBManual](http://xtralean.com/SBManual)).

## Exporting to a Folder

To export a web site to a folder on your computer, follow these steps. To export only changed pages to an existing ShutterBug folder, see the Note below.

1. Select File-->Export Website from the Main Menu.
2. Select Folder from the drop down list in the export menu. Hit the Continue button.
3. A finder window will open up prompting you to select the folder and destination on your computer to export to.
4. Select the destination folder or location on your computer, and hit Export. Your site and all of the site files will be exported to the specified folder.
5. To export to a new folder, click the New Folder button while in the finder window. Give the folder a name, specify the location to save to, and hit the Create button. Your site and all of the site files will be exported to the newly created folder.

Note: ShutterBug will also export only changed pages to the folder, overwriting the old files with the new. To export changes to a folder, select File-->Export Website from the Main Menu. Select Folder from the drop down list in the export menu. Click the Changes since last export radio button just below the drop down list. Then hit Continue and follow steps 3-5 above.

## Exporting to a FTP Host

Currently ShutterBug does not offer FTP as an option to export to from within the application. To export to a FTP web host, you must export to a folder on your computer and use a FTP client to upload your web pages.

- To export your ShutterBug website using FTP, repeat Steps 1-5 above to first export to a folder on your computer.



- Using a FTP client, log on to your web space entering your username, password and the address to upload to. FTP addresses will look like this: ftp://yourdomainname.com/foldername.
- Drag and drop your html files into the appropriate area on the FTP client's user interface. Your files will be uploaded to your web space.
- Sometimes, but not always, the URL for viewing is different from the URL for uploading to. This depends on how your ISP manages the web space. If you are unsure of your FTP information, check with your ISP to find out the correct user specific information for your account.

Note: We cannot support problems that result from using the wrong web host information. We'll try our best to help you figure out the correct URL directory based on the info you give us, but we can't guarantee we'll know because the info is user specific to the account you have with your ISP. This is private information that only you and your ISP have access to. If you are unsure of your information, ask your ISP to forward it to you and store it in a safe place for future reference.

## Chapter 6

# Layout View: Creating Your Own Design

ShutterBug recognizes that the design of your site is very subjective and personal preferences vary from ShutterBug to ShutterBug. Though we try to provide a variety of themes for all tastes, it is impossible for us to know exactly what each and every ShutterBug wants for the look and feel of his/her site. This is where the layout tools come in, providing you with the option to create your very own design, personalized and done up the way you want it.

These layout tools output Cascading Style Sheets (CSS) - one of the most appealing methods to web developers, but also one of the most frustrating and time consuming to master. ShutterBug removes the frustration and masks the complexities of learning CSS. You don't even need to waste time testing your site in multiple external browsers - we already did that for you and built it into ShutterBug's output.

We encourage you to try the layout tools. These tools are among the most powerful features in ShutterBug and offer added benefits over a more expensive, pro-web authoring tool. We hope you discover these tools at your own leisure and see the leverage it gives you in creating professional and personalized designs.

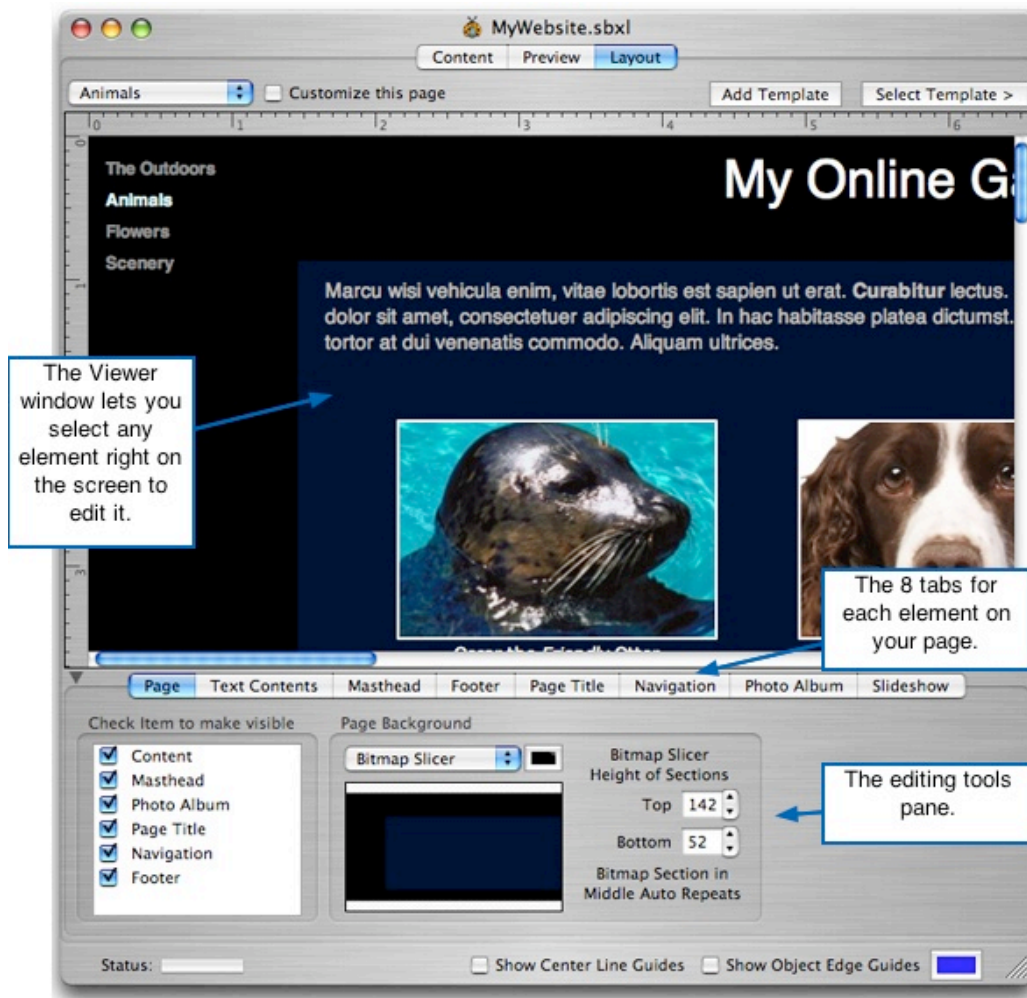
## Using the Layout Tools

The Layout window is the place to design anything and everything on your web site, and really exercise the true flexibility of ShutterBug. You can create your very own unique look and feel, designing as little or as much as you want. Anything you create is equivalent to a newly created theme. However, you cannot save your new theme to the library in ShutterBug. To save your themes, you must export them to your computer for storage and future use. This topic is covered in Chapter 8. Importing & Exporting Themes.

### Get Acquainted with the Interface

The Layout window is divided into three sections: page and template customization at the top, web page viewer window in the middle, and the editing tools at the bottom. This chapter focuses on the viewer window and editing tools (the features at the top of the win-

dow are discussed later in Chapter 7). Recall that the layout window is collapsable so you can hide the tools along the bottom and gain more work space in the viewer window.



The bottom third of the window contains the editing tools for each element in your web-site. There are eight tabs that contain the tools available for the corresponding element. Elements include: Page, Text Contents, Masthead, Footer, Page Title, Navigation, Photo Album, and Slideshow. All of these elements can be easily edited for borders, inside margins, fonts, size, positioning, link colors, and other traits that are unique to each element. Each tab is divided into two subsections: Properties & Borders. The layout window is also the place to set the page background for your web pages. The viewer window reflects the changes as they are made, as well as offering mouse control to move and resize elements on the fly.

## How to Select an Element

Before you can view and use the editing tools for an element, you must first select the element. The interface offers two different ways of selecting each element:

1. Click the tab for the element you want to edit. The element will be selected in the viewer window with a grab handle box. The available editing tools will be revealed in the pane below the tabs.
2. Alternatively, use your mouse to select the element from within the viewer window. The corresponding tab will be selected displaying the editing tools in the pane below the tabs.

The rest of this chapter covers the available editing tools under each tab, how and what to use them for. If you are looking for a specific element to edit, select from the navigation menu at the left. Otherwise, go through these pages one at a time, in the same order as the navigation menu lists them.

## Page Tab

The Page tab contains the basic properties for your web pages, most of which are common to all of the pages in your website. This is the only tab that is not divided into Properties & Borders sub-sections. Under the Page tab you can edit only two items: which elements to make visible on the page, and the page background.

### Check Item to make visible

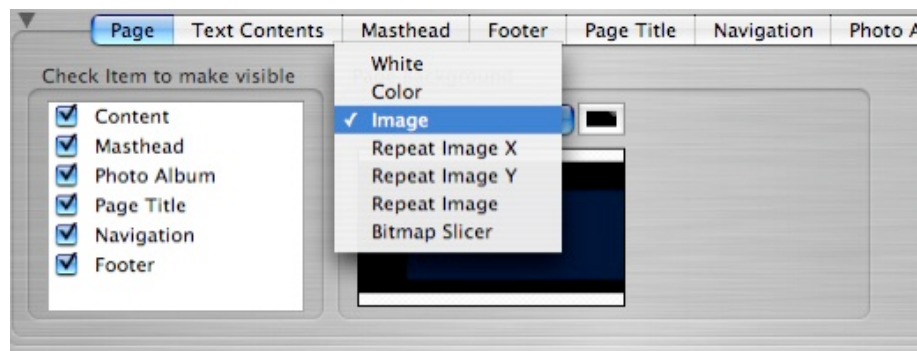
You can choose to show or not show any of the elements on your pages, by simply checking or unchecking the corresponding check boxes - Content (Text Contents), Masthead, Photo Album, Page Title, Navigation, and Footer. As you check or uncheck the boxes, you can view each element appear and disappear in the viewer window.

### Page Background

The page background options let you set the color or use an image for the background for your pages. You can keep the page background the way it is in the selected theme, or you

can change it to any color you want, or use an image as the background. If you want to keep the current page background the way it is, don't do anything, just leave it. To change the background, click on the spin box control to reveal the background options:

- To apply a White background, select White.
- To apply a colored background, select Color; then click on the color chip to choose a color from the color palette.
- To use an image for the page background, select Image; locate the desired image on your computer and drag and drop it into the image well. Note: the color that will surround the image on the page will be the color selected in the color chip well.

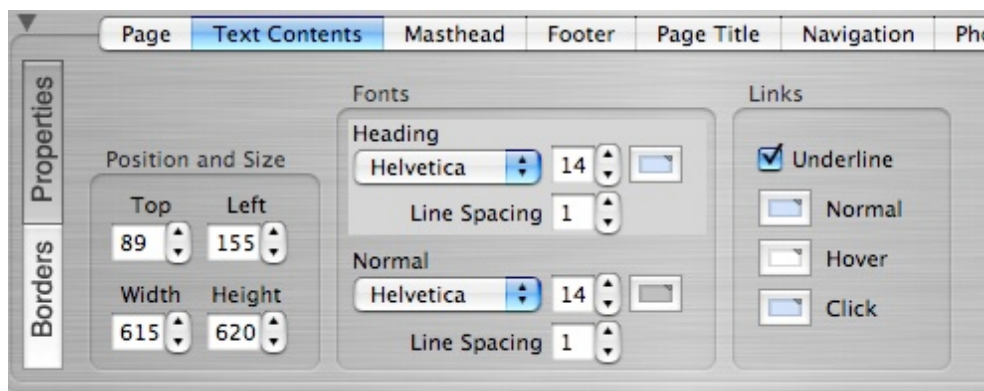


**Repeating Images:** these options are useful for tiling a graphic across your page to create a patterned background. Repeat Image X means to tile the same image across the X axis of your page (horizontally across the page). Repeat Image Y means to tile the same image across the Y axis of your page (vertically down the page). Repeat Image means to tile the same image across your entire page, both verically and horizontally. To repeat an image on your page background, located the desired image and drag and drop it into the image well. Then select from the repeat image options.

**Bitmap Slicer:** this option is very useful for adding creative backgrounds to your page that allow you to easily slice a graphic that you have created in an illustration or graphics program. Illustrators will find this tool especially helpful. The graphic is dropped into the well and then sliced up in order to display at the top of the page, the bottom, and repeat the middle section in the body of the page. To apply the bitmap slicing, select Bitmap Slicer from the drop down list; then locate the desired graphic on your computer and drag and drop it into the image well.

## Text Contents Tab

Click the next tab labeled Text Contents. The Text Contents tab contains the editing options for the text you input into the description box in the Content editor. You can edit everything from the size and position of the actual box, to the link colors, font styles, and borders on the box. Unlike the Page editing options, this tab includes two subsections: Properties and Borders. By default, the pane will open with the Properties options selected.



### Properties Pane

The editing options available from the properties pane, allow you to edit the following attributes for your text content:

#### Position and Size of the Text Box

You can position and resize the text box by either using the spinbox controls or by using your mouse in the viewer window. To move and resize using the spin box controls simply adjust the Top and Left values to move it, and adjust the Width and Height values to resize it. To move the box using your mouse, select the box in the viewer window with your mouse and drag and drop it to the new position. Select the grab handles with your mouse to resize the box in the viewer window.

### **Edit the Line Spacing and the Fonts used in your Text Contents**

The Fonts section lets you easily edit the font type, size, and color for both the headings and the normal text in your text description. Simply use the spin box controls to choose from the drop down list of font types, to increase or decrease the font size, and click the color wells to change the font color. The line spacing, or line leading, can also be increased or decreased for both the heading text and normal text.

### **Edit the Link Colors and Add an Underline to Linked Text**

The Links section lets you select the colors for the different states of linked text. You can make the linked text be distinct or stand out from the normal text or underline it by checking the Underline check box. The Normal color is the color of the linked text in its normal state or its regular state. The Hover color is the color that will display on the text when someone rolls their mouse over it. The Click color is the color that will display when the linked text is clicked with the mouse. Setting the color for a previously visited link is not an option in ShutterBug.

### **Borders Pane**

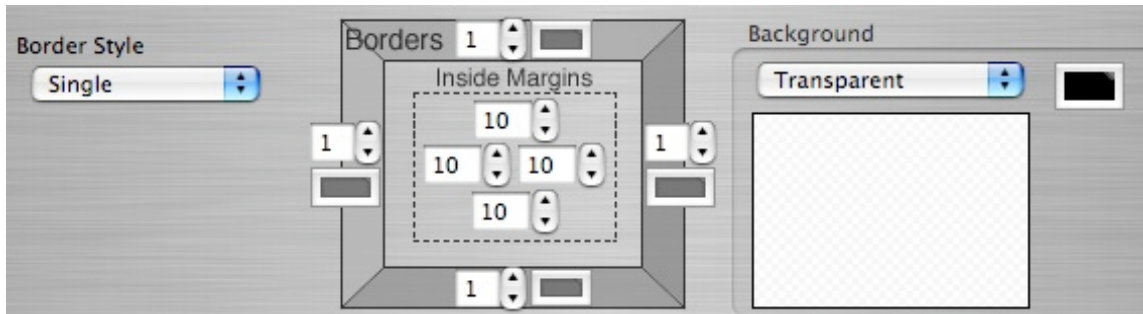
Click the Borders button, to reveal further properties for your Text Content. Under the Borders pane, you can specify the following settings for the text box:

#### **Add a Border to the Text Contents Box**

The Border Style refers to the type of border that frames the text contents box. Select the spin box control to reveal the drop down list of styles. You can choose from Single, Double, Dotted, Dashed, Grooved, or Ridged border. In order for the border to display, make sure the Border size settings are not set to '0' (discussed next).

#### **Select the Border Size and Colors**

The Borders settings let you increase or decrease the width of the borders by clicking the spin box controls to set the desired width value. Each side of the border, left, right, top, and bottom, have to be set individually, and do not have to be the same value. Likewise, each border side has a color well. Click the color well to change the color of each border side. As with the size, the colors don't have to be the same color either. If you do not want any borders around your text box, set all the border values to '0'.



### **Set the Inside Margins to Help Space the Text Inside the Text Box**

The Inside Margins settings allow you to choose the margins for your text description, similar to that of a word processor when setting the left, right, top, and bottom margins of your document. The inside margins in ShutterBug serve the same purpose in allowing you to space text nicely within a framed text box or to align it with other objects. Click the spin box controls on each side to increase or decrease the margins. You will see the text move as you adjust these values.

### **Give the Text Box a Background Color or Background Image**

The Background settings let you change the color or add an image for the background of the text box. This is independent from the background of the page or any other object on the page. The Background settings let you choose from Transparent, Color, Image, or Repeating the Image. To keep the background the same color as your Page background, select Transparent. To select a different color for the background, select Color from the list, and click on the color well to choose the desired color.

To insert an image into the background, select Image and then drag and drop an image into the image well. You can choose to repeat the image horizontally across the X-axis of the text box or conversely across the Y-axis of the box. Or you can make it repeat across the entire area of the box. If you use an image, be sure to check the color well, to select the desired color surrounding the image. Whatever color is set in the color well is the color that will display underneath the image.

## **Masthead & Page Title Tabs**

The Properties for the Masthead and Page Title offer the same options. Therefore we will cover them both together in one swoop. Click the Masthead tab to view the editing options. Then click the Page Title tab to see that the options are the same. The editing options under the Masthead and Page Title tabs allow you to edit the following properties:

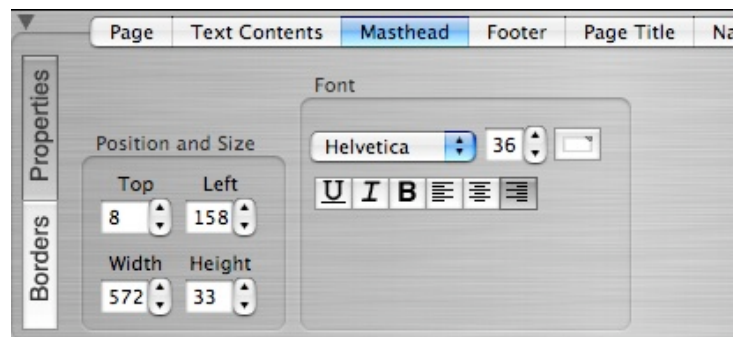


## Position and Size of the Masthead and Page Title Boxes

You can position and resize these boxes by either grabbing them with your mouse in the layout viewer window, or by using the spinbox controls to move them over, up, down, or to adjust them for width and height.

## Edit the Font used for the Masthead and Page Title

You can edit these fonts for type, size, color, alignment, as well as underline them, italicize or bold them. The font section contains a drop down list of available fonts in ShutterBug. Click on the spin box control to reveal the list and select the desired font type to change it. Increase or decrease the font size by clicking on the font sizing spin box control. Click the color well to change the font color in the color palette. Select from the icons to underline, italicize, or bold the font, as well as to choose the alignment of the text inside of the masthead and page title boxes. The inside margins under the Borders pane can be adjusted to move the text in from the edges of the masthead and page title boxes.

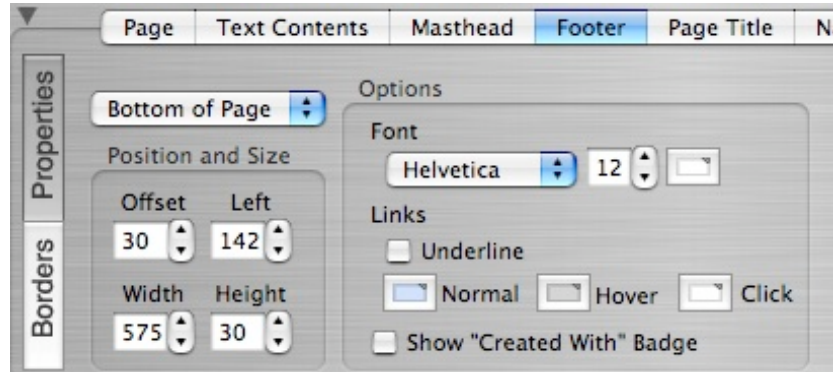


## Footer Tab

The Footer tab contains the tools for editing the footer text that you input while in the content window. You can edit the font, edit the links, reposition and resize the footer box on the page, as well as offset the footer box from the content in the body of your page. The editing options under the footer tab allow you to edit the following properties:

## Position and Size of the Footer Box

Clicking the first spin box control (at the top left corner of the tabbed pane) will reveal two main options for positioning the footer box relative to the other content on your page: Bottom of Page and Absolute.



**Bottom of Page:** Bottom of Page will automatically move the footer box to the bottom of your page, positioned after your content (text, photo albums, slideshows). The "bottom" of the page is determined by where your content ends. This option will make the footer always automatically position itself beneath your content. If you add more text or photos making the content taller or the height higher, it will automatically push the footer down to adjust for the increase in content, ensuring the footer does not end up overlapping or lying on top of your content. This saves you the step of manually moving the footer box around every time you add more content.

**Absolute:** Absolute will release the footer box from any automatic positioning. When you select absolute, the footer box will jump to the top of the page. You can grab it with your mouse and move it to wherever you want on the page, including overlapping other elements if you so desire. Using Absolute means that the footer box will not automatically adjust when more content is added. You will have to reposition it yourself or select Bottom of Page to make it jump back down to the end of the content. The primary purpose of the Absolute option is to give you an extra box to use on your page for some other reason than as a footer. For example, you may want to use it to add to the design of your theme, or to add a sub title that is separated from the Masthead and Page Titles and appears on every page the way the Masthead does. Or you just may prefer to have copyright information at the top of the page.

**Offset Value:** The Offset control allows you to increase or decrease the amount of space between the footer box and the bottom of the text content and photo album boxes (Bottom of Page setting); or the amount of space the footer is from the very top of the page (Absolute setting). When set to Bottom of Page, Offset refers to the footer box's position relative to the end of the content in the body of your page. It will be offset by the amount of pixels you select by increasing or decreasing the offset value, and will always jump down by that value as the content grows taller. When set to Absolute, the Offset value is the number of pixels the footer box is from the top of the page. It will always stay there regardless of where the other content and elements are, unless you move it yourself or change the offset value.

**Other Sizing & Positioning Controls:** The Left, Width, & Height controls are like all the other sizing and positioning controls for the other elements. They allow you to move and resize the footer box by clicking the spin box controls to increase or decrease the values. Alternatively, you can grab the footer box in the viewer window and reposition it by dragging and dropping it, and drag the grab handles to resize it. Note: If the Footer is set to Bottom of Page, you will not be able to drag it above the content on your page.

### **Font & Link Editing options for the Footer**

Like the other elements, the font used for the footer text can be edited for type, size, and color, as well as for the colors of any links included in the footer text.

**Edit the Font:** Click the spin box controls to select the font type from the drop down list of available fonts. Increase or decrease the value in the font size controller to change the font size, and click the color well to change the color of the font in your footer.

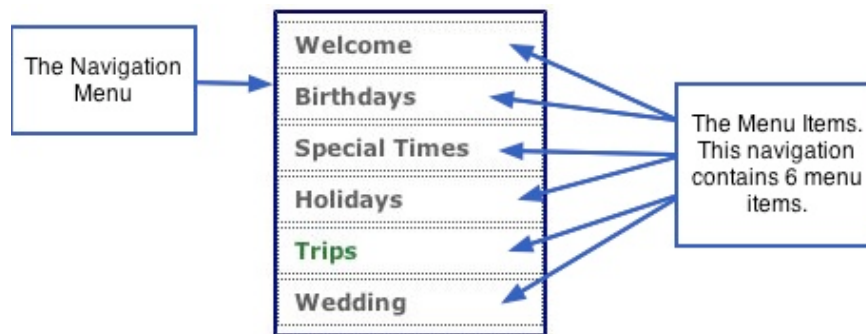
**Edit the Link Colors:** The Links section lets you select the colors for the different states of any linked text in your footer. You can make the linked text be distinct or stand out from the normal text or underline it by checking the Underline check box. The Normal color is the color of the linked text in its normal state or its regular state. The Hover color is the color that will display on the text when someone rolls their mouse over it. The Click color is the color that will display when the linked text is clicked with the mouse.

**Include the "Created With" Badge on Your Site:** If you would like to include the Created With ShutterBug badge on your website, simply click the check box beside the label "Show Created With" Badge. The badge will be automatically centered on the page below

your footer. If the footer is used in the Absolute position, the badge will still be centered at the bottom of the page below your other content. The badge does not display in Preview mode, but you can see what it looks like here. If you are a Paradise beta user, the Created With Paradise badge is here for your viewing convenience as well.

## The Navigation Tab

The navigation tab contains a variety of editing options that let you keep it simple or allow you to get a little fancier. There are two elements encompassed in your navigation: the navigation menu, and the menu items contained inside the menu. The menu items are the pages in your website, or the names of the pages that you assigned in your navigation list while in the Content window.



### Properties Pane

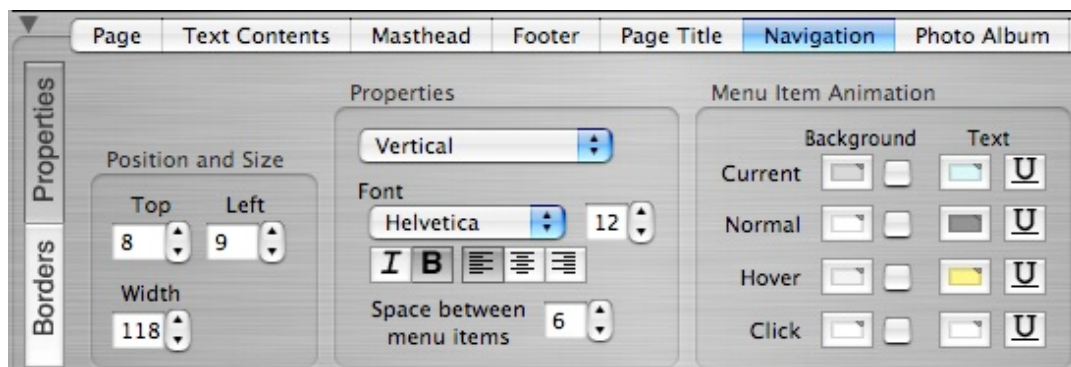
Under the Properties pane of the Navigation tab, you can change and edit the following attributes:

#### Position and Size of the Navigation Menu

You can either use your mouse to grab the navigation menu in the viewer window or use the spin box controls to move the navigation menu to a new position on the page and resize the navigation menu box. You cannot grab the individual menu items for sizing and positioning as their attributes are relative to the encompassing menu box. The menu items positioning within the navigation box is set by other properties covered in the sections that follow here.

## Orientation of the Navigation Menu

The Properties section contains a drop down list that lets you choose between Horizontal and Vertical orientation for your navigation menu. Click the spin box control and select the desired option from the list. Horizontal will make your menu go across the page from left to right; Vertical will make your menu go down the page from top to bottom. Different pages can have different orientations by first checking off the Customize this page checkbox and then changing the navigation orientation. More on customization is contained in the next chapter - Customizing Pages.



## Edit the Menu Font and Adjust the Spacing between each Menu Item

The Properties section also contains the options for editing the font used in the navigation menu items. Click the spin box controls to change the font type and font size (font colors are edited in the next section). Click the corresponding icon to italicize or bold the font, or to left, center, or right align the navigation text within the menu. Below these options, is a box to adjust the space between each menu item. Use the spin box control to increase or decrease the amount of space between the menu items.

## Menu Item Animation: Create the Rollovers and Other Traits for Your Navigation

The third section on the interface, called Menu Item Animation contains the options for adding different behaviors for your menu items when someone rolls over or clicks an item. Think of these traits as the different "states" a menu item can be in at a given time or the visual queues for your visitors. There are four behaviors you can edit and create:

**Current:** Current is the current state of the item when someone is currently viewing the contents of that particular item. Or in other words, the current page being viewed is reflected or distinguished in the navigation menu by the traits you give it in order to show the viewer what page he/she is currently viewing. Giving the current item a different look will make it stand out from the other menu items.

**Normal:** Normal is the regular state of the menu items when no action is being performed on them, or rather, while they are idle. The traits you specify for the normal state is what will be reflected on the items when they are not touched or left alone.

**Hover:** Hover, also known as a rollover, is the state the item will be in when someone rolls their mouse over the item or hovers above the item before clicking it. Hover traits are used to make the item pop out from the Normal state, showing the item contains a link, as well as creating an interesting visual effect

**Click:** Click is the state an item changes to when someone clicks on it with their mouse. The click color or behavior is sometimes set to the same as the hover color, sometimes the same as the current color, or completely different from the other three states. These are all a matter of personal preference.

**Creating & Editing the Menu Item Animation States:** All four states, current, normal, hover, click, contain the same options: Background color, text color, and an underline option. The background color is the color that will show up behind the menu item text. The size of the items' background depends on your margin settings (covered later under the "Borders" section).

- To give a state(s) a colored background, click the color chip well beside the corresponding state and select the desired color from the color palette.
- To apply the color to your menu item, click the checkbox. To remove the color, click the checkbox again to uncheck it.
- To make the font color of the item change with the different states, click the color wells under the Text heading and select the desired color for each state.
- To have an item underlined during a different state, click the Underline icon beside the corresponding state.

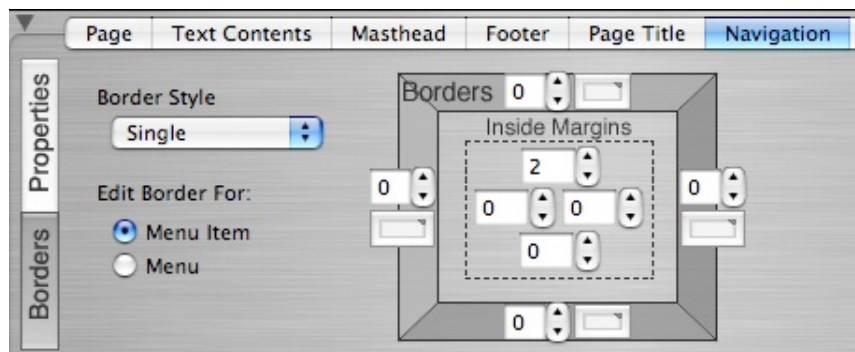
## Navigation for Pages in Group

You can choose to have album pages in a group show up in your navigation menu. Showing the pages in a group simply allows users to provide another way for visitors to navigate through a Group without having to go back to the group page each time to select the next album. Doing this means the rest of the items will disappear from the menu when someone is visiting the album pages in a group, displaying only the group page plus the albums in that group. When clicking back to the main group page, the rest of the main navigation will show up again, while the group album pages will disappear from the menu.

To show the album pages of a group in the navigation menu, select Pages in Group under the Navigation shows: heading. Make sure these pages are already set to "Show" in your navigation options of the content editor, otherwise they will not show up. Alternatively, to have the navigation display as normal while visiting album pages in a group, select the Top Level Pages option. As an example, this manual uses the Pages in Group option for all group pages. You can see in the navigation to the left, that only the pages for this chapter are showing. If you click on the chapter heading, 6. Create Your Own Design, you will be returned back to the main navigation.

## Borders Pane

Click the Borders button to reveal more editing options for your navigation menu. The borders button contains options for both the Menu Items and the main navigation Menu. These options are the same with one exception: the Menu contains the option to set the background color or an image background. Whereas the Menu Item options do not contain this feature. The reason for this is because the background options for the menu items are already contained under the Menu Item Animation section of the Properties pane.



## Menu Item Editing Options

Click the Menu Item button to reveal the available options. The options here work the same way as the Border options previously described in the Text Contents section. To recap how to use borders, margins, and backgrounds, please go to the text contents section. However, there are some important points to keep in mind when editing the inside margins of the menu items:

- The menu items are separate elements from the navigation menu. Anything you do to the menu items will not be applied to the actual menu.
- If you chose to use a background color in any of your menu item animation states (while under the Properties pane of the navigation tab), that color will fill the area that the inside margins are set to.
- The margin values for the menu items get added to the margin values of the navigation menu. If you notice you are getting too much space around the menu items, check the margin settings for both the menu item and the menu.

## Navigation Menu Editing Options:

Click the Menu button to reveal the available options for the borders, margins, and background of your navigation menu. These options are exactly the same as they are for the other elements and work the same way. To review how to use the border tools, please see the Text Contents section. Again, any margin settings that you specify for the Menu, will accumulate or be added onto the margin values of the menu items.

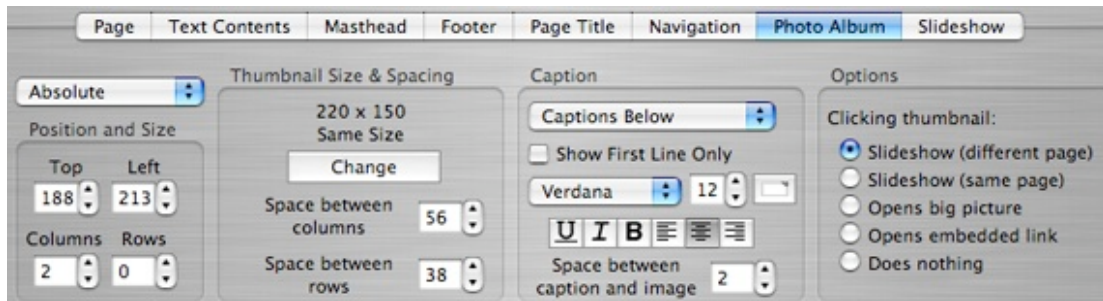
## Photo Album Tab

The Photo Album and Slideshow tabs contain a variety of editing options to help you present your pictures the way you want. Everything from custom thumbnail sizes, collages, freestyle slideshows to drop shadows, multiple line captions, and much more. The Photo Album tab contains the editing options for your thumbnails and the Slideshow tab (covered on next page) contains the options for the full size versions of your photos. There are a wealth of tools under the photo album tab, which we'll show you how to use and what to use them for. More specifics are covered in the Supplement Guide.



## Properties Pane

Click the Photo Album tab to reveal the editing options for your thumbnails. Select the Properties button to edit the thumbnail properties of your albums. There are 3 main options that determine or "set the stage" for the other options available, depending on how you choose to place or position your thumbnails. To stay organized, use these tools from left to right as they appear on the interface. Start with the positioning of your album before



worrying about the other options. Decide whether you would like to keep the album Absolute, After the Text contents box, or FreeStyle. The very first drop down menu at the top left corner of the photo album pane contains these positioning options.

### Get Acquainted by Starting with Absolute Positioning

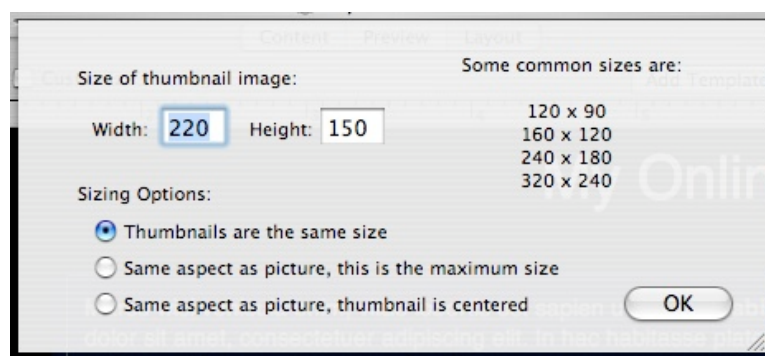
Select Absolute from the drop down menu if it isn't already selected. Absolute lets you place your album wherever you would like, including overlapping other elements. An absolute album position means your album will stay where you place it regardless of the placement of other elements. The text will wrap around or adjust to the placement of your album, but everything else will remain in its current position on the page. The options available for editing the attributes of an Absolute positioned album are displayed on the rest of the pane.

### Using the Absolute Editing Options

1. Go to the Position and Size options just below the drop down menu. Either use the spinbox controls to place your album in the desired position on the page or use your mouse to grab it in the viewer window and move it to the desired position. Don't spend

too much time with the perfect placement right now, as you will probably have to come back to this for final tweaking after setting some of the thumbnail options.

2. Select the number of Columns and Rows you would like to display in your album. To display all of the photos in your album, set the Rows value to '0' - this will make the number of rows unlimited and saves you the trouble of determining how many rows you will need to display all of the photos (especially helpful for very large albums). To display a limited number of photos in the thumbnail view, select the desired value for Rows. If you only want to show 4 rows of pictures, then use the spin box button to increase or decrease the value to '4'. For example, if your Columns value is set to '3' and with Rows at '4', the thumbnail album will display only the first 12 photos in your album. All of the photos get displayed in the Slideshow. If your columns value is set to '3' and with Rows at '0' the thumbnail album will automatically display as many rows that are needed to display all of your photos.
3. Go to the next section on the interface, labeled Thumbnail Size & Spacing. Click the Change button to reveal the sizing options for your thumbnails. A window will slide



out from the top of the Layout window. This window allows you to set the size for your thumbnails and select from 3 aspect ratio options. In the Width and Height text fields, enter the desired size for your thumbnails (you can specify any size you would like). A list of sizes commonly used is shown at the right side of the window for added convenience. Keep the window open for the next step.

4. With the thumbnail sizing window still open, choose from the three Sizing Options to set the aspect ratio for your thumbnails:
  - Thumbnails are the same size: this option will make all of your thumbnails the size specified in the width and height boxes, but will disregard the aspect ratio of each picture.
  - Same aspect as picture: this option will display your thumbnails at their different aspect ratios while remaining within the constraint or size that you have specified for the width and height.

- Same aspect as picture, thumbnail is centered: this option will render the same results as the second option, but offers a different display for how the picture is centered inside of a picture frame. If you aren't using a picture frame, you won't be able to see the difference between this option and the second one. This option will keep the pictures at their same aspect ratios, while centering them inside of the picture frames, and keeping the picture frame the same size. It creates a very stylish and elegant visual presentation for your thumbnails. When using frames with the second option, the pictures frames take on the same aspect ratio as the pictures, whereas this option keeps the frames the same size while keeping the pictures at their different aspects.
5. Click the OK button to return to the main Layout window.
  6. Below the Change button, are the options to set the spacing between your columns and rows of thumbnails. Simply click on the spin box controls to increase or decrease this space. You can see the changes happening on the canvas as you adjust the values.
  7. The next section of the Properties pane, contains the settings for the Caption text that you input while in the Content window. First select from the drop down menu whether to place the captions above or below the thumbnail, or to shut them off and make them invisible. The slideshow has separate caption settings, giving the option of making them invisible for your thumbnail album view, but making them appear for the slideshow or larger picture view.
  8. The checkbox beneath the caption placement list, pertains to albums where multi-line captions have been used. Check this box to display only the first line of the caption in thumbnail view. The entire caption will still show in the slideshow view. To show all of the lines in the caption for the thumbnail view, leave this checkbox blank.
  9. Next select the font type, size and color for your caption text. Again, there are separate settings for the slideshow caption display, giving you the flexibility to use different font settings for the two different views, if you choose to do so. You can also set the alignment and underline, bold, italics for the thumbnail captions independent of the slideshow caption settings. These later settings are also available from the Content window. However, the settings you choose in the Layout window will override those in the Content window. This serves the purpose of giving you a way to edit the captions all at once, instead of one at a time.
  10. Next you can adjust the amount of space between the caption and the thumbnail. Use the spin box control to increase or decrease the value to the desired spacing. You can also set the value to a negative value in order to make the caption sit inside of a photo frame or on top of the photo.

11. The last section on the Properties pane offers a list of alternative actions that can occur when someone clicks on your thumbnails. Select the desired option from the list:

- Slideshow (different page): clicking the thumbnail will activate the slideshow on a different page than the thumbnail album.
- Slideshow (same page): the slideshow is displayed on the same page as the album (and the rest of your elements) and clicking the thumbnail will activate the slideshow on the same page.
- Opens big picture: clicking the thumbnail will not activate a slideshow, but will rather open the larger image of the thumbnail in a separate browser window.
- Opens embedded link: clicking the thumbnail will take you to the link which you specified while in the content editor. To choose whether to have the link open in the same browser window or a new browser window, you have to specify this in the content editor.
- Does nothing: clicking the thumbnail will do absolutely nothing.

### After Text Positioning

After Text positioning works in the same way that Absolute positioning does, except that it will always automatically keep the photo album below the text contents description on your page. Whenever the text contents becomes larger or smaller in height, or the text box is repositioned, the photo album will automatically adjust downwards or upwards saving you the trouble of manually moving it every time you add or delete text, or move the position of the text contents box. The same editing options are available for After Text positioning as for the Absolute positioning options, outlined above. When using After Text, just follow the steps above to edit the attributes of your photo album.

**Note:** the Top value for the top position of the photo album is locked into place and basically doesn't bear any meaning when using After Text positioning. The top of the album determines its position based on the bottom value of the text contents box. Even if you try to adjust the top of the photo album or try to move it up, it will not go above or on top of the text contents box. In contrast, the Top value for Absolute positioning means the number of pixels the photo album is from the top of the page.

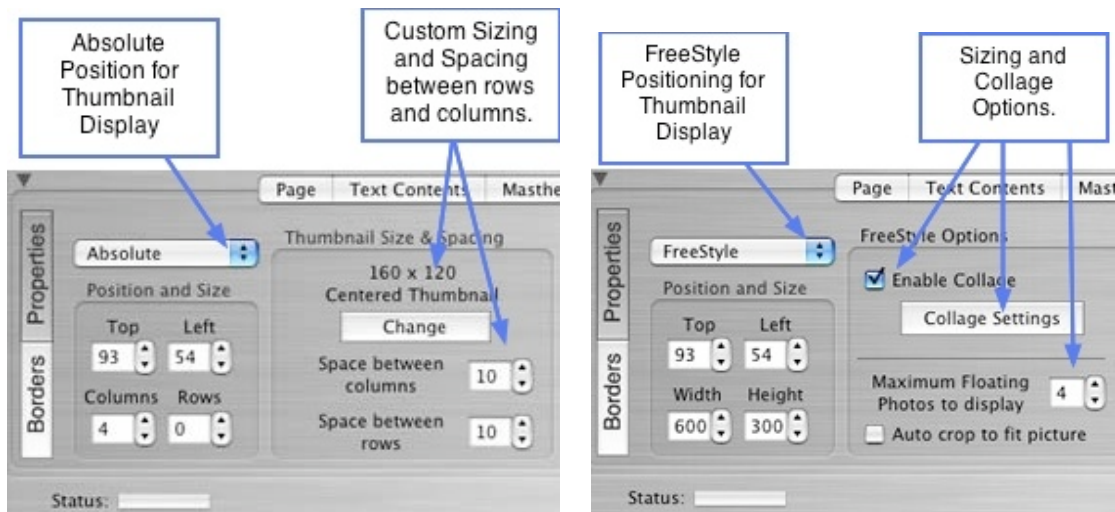
## FreeStyle Positioning

FreeStyle positioning offers some added flexibility and additional creative tools for presenting your images. Often in the case where you want to quickly get a photo album together, you may just stick with a canned theme and an absolute positioned photo album. However, there are many cases where having total freedom over the individual pictures, where they are placed on the page, and how big or small they are, can accentuate any presentation of visuals and text, and reinforce the areas you want to emphasize on your page.

The options that differ between FreeStyle and Absolute are the Sizing, Position, and Collage options. Otherwise, the other features are all the same for any one of the three positioning options. In other words, the caption features and thumbnail click options remain the same for all three positioning options. Therefore this section will cover how to use the options that are unique to FreeStyle thumbnails and will not repeat the other options already outlined in the above sections.

### Using the FreeStyle Options

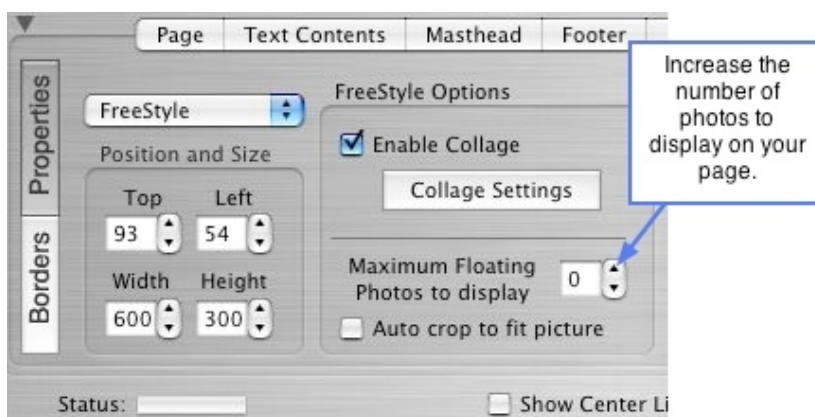
1. Select FreeStyle from the drop down menu to reveal additional options available for your thumbnails.



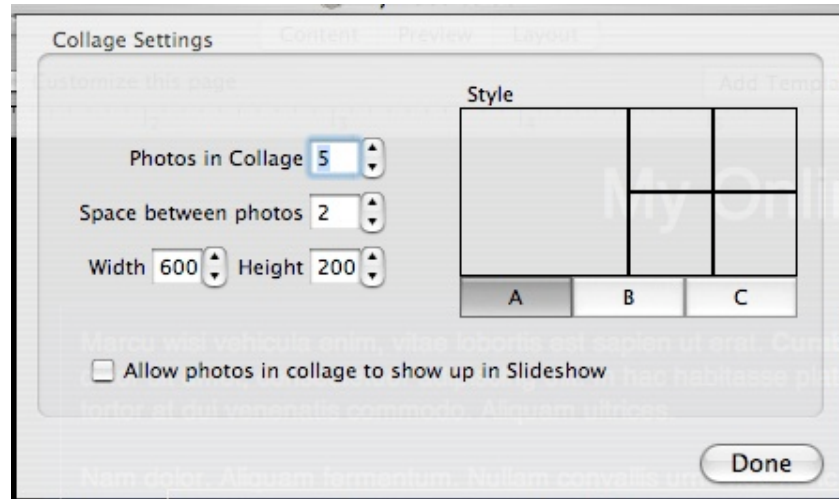
2. The only section that differs between Absolute and FreeStyle is the Thumbnail Size and Spacing portion of the interface. FreeStyle gives you the ability to have total con-

trol over each thumbnail as independent items so that you can give each thumbnail a different size and place them anywhere you want as separate items. This opens the door to create different types of collages as well. View the pictures below and note the differences in thumbnail options:

3. After selecting FreeStyle, ShutterBug will default to show '0' photos on your canvas. This in turn, will give the appearance that your photo album has disappeared. Don't panic, as they say "things are not always as they appear to be." Your photos are actually still there. We will come back to this in a moment.
4. There are 2 ways to create a collage: automatic collage settings to choose from, or floating photos that can be moved around and sized with your mouse. We'll cover the later method first.



5. Go to the option called Maximum Floating Photos to Display as shown in the picture below. Use the spinbox control to increase the value and you will see your pictures appear one by one until you have reached the desired number of thumbnails to display on your page (this setting does not affect the slideshow, all photos in your album will be shown in the slideshow).
6. Set the value to 5 photos just to try it out. You can set it to anything you want. Go to the viewer window and use your mouse to select a photo. Drag it to another position on your canvas. Use your mouse to grab the grab handles and resize it to whatever size you would like. The position and size values will change accordingly in the Position and Size fields on the interface.
7. Select the next picture on your canvas using your mouse and repeat Step 6. Do the same with the rest of the pictures. Try making them all different sizes and overlapping them to create an interesting floating collage.



8. Next, try out the Automatic Collage settings. Under FreeStyle Options, click the Collage Settings button. A window will slide out from the top of the Layout window.
9. You can select from 3 main collage styles (A, B, C), and adjust the width and height of the collage box, the spacing between the photos, and the number of photos to include in the collage. These settings warrant some experimentation to see the different results that you can get from using different combinations. Try using different values for each setting to see what it looks like. Including many photos can bear a completely different result than using only a few. The thumbnail in the window lets you preview the layout for the different settings. Keep this window open for the next step.
10. To make these photos display in the slideshow view, check off the box at the bottom of the window - Allow photos in collage to show up in Slideshow. If you leave this box unchecked, the thumbnails contained in the automatic collage will not be clickable or show up in your slideshow. Click the Done button to return to the main window.
11. Below the Collage Settings button you can add some additional floating thumbnails to the automatic collage display. Increase the value for Maximum Floating Photos to Display and then arrange them around your collage. Or leave the value set to '0' to not show any floating photos.
12. Auto crop to fit picture means the picture will be automatically cropped to fit the surrounding box. For example, if you have a portrait picture and have resized the box surrounding it during freestyle mode, you can check off this button to make the picture fill the entire area of the bounding box. The same is true for a landscape picture - if you made the surrounding box tall and thin, you can check off this option to make the picture fill the area of the box, making it appear as a portrait-oriented picture, but losing some of the edges from the thumbnail view. It is basically another way to change the orientation without losing too much off the sides of the picture, as well as a way to create a variety of interesting squares and rectangles to display your thumbnails with.

## Borders Pane

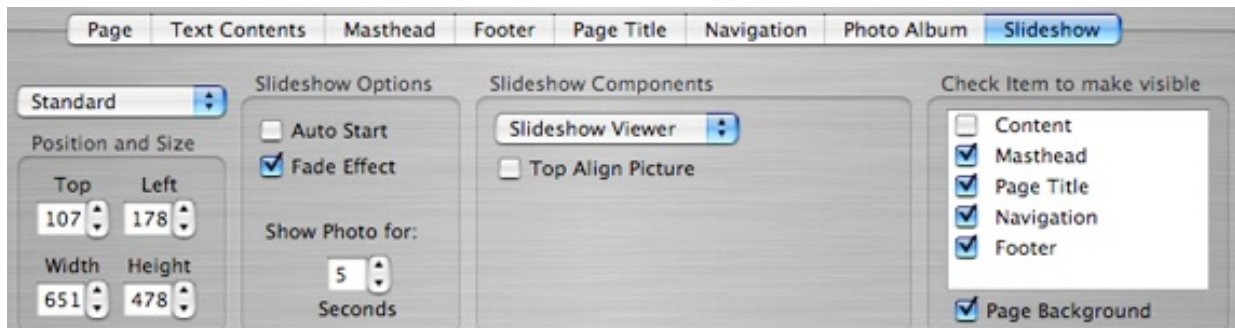
The Borders button contains the same editing features as the other elements, and behaves the same way. It is divided into two sections: 1) Picture Frame and 2) Photo Album. You can apply borders and margins to the thumbnails to achieve a picture frame and matte appearance. You can also use a background image for the frame or inside margins of the pictures. The background color is the color that will appear as your inside margin. This is also the place to add a drop shadow to your thumbnails. The drop shadow is not editable.

The photo album is the surrounding box that encompasses all of your pictures. You can add borders, margins, and background images as well. Using a background color will fill the entire album background with that color, setting it apart from the background color of the page.

To review Using Borders, Margins and Backgrounds, go back to the Text Contents section.

## Slideshow Tab

Click the Slideshow tab to reveal the editing options for your slideshow. At the top left corner of the tabbed pane, there are two main options to start from: Standard or FreeStyle.

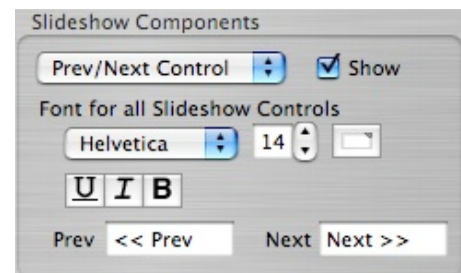
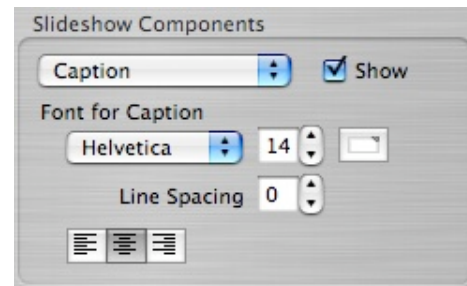


The Standard slideshow option keeps the slideshow pictures and labels bound together in a format that is more constrained than FreeStyle. The FreeStyle option separates all the items included in your show, and lets you edit and position the labels, captions, and slideshow as independent items. The purpose of the two different options is to provide you with a quick way to get a slideshow up, and an alternative way to make the slideshow more customized when you want to spend a few more minutes with more detailed edits.



## Properties Pane

1. Select Standard from the drop down list at the top left corner of the pane, if it isn't already selected.
2. Use the spinbox controls or grab the slideshow bounding box in the viewer window with your mouse to resize it and position it.
3. To have your slideshow automatically start, check off the Auto Start check box under Slideshow Options. To include a fade transition between each slide check off the Fade Effect check box. To disclude either one of these features from your slideshow, leave these boxes blank.
4. To create a timed delay between slides, enter the number of seconds you would like to show each slide for. This is only applicable when the Auto Start or Play button is activated. If viewers are using the Next and Previous buttons, they will naturally be viewing the slides at their own pace.
5. Next you can select which Slideshow Components to display and use for your slideshow. Each component has its own editing options.
6. Select Caption from the drop down list. To display the caption with your slideshow, check off the Show check box. Then select the font style, size and color for the caption text. If you are using multiple line captions, you can choose to increase the line spacing. Then select the alignment for the caption: left, center, or right align. These settings will not affect the caption settings for your photo album, the two are independent items.
7. The next three items in the list are the Slideshow Controls or Labels that people will use to navigate through your show for viewing. They all share the same traits except for the names that you assign for each label. The font type, size, color, and underline, italicize, and bold that you choose for one control label will also be automatically applied to the other control labels.
8. Select Prev/Next Control from the drop down list. Choose whether to include these labels/controls for your show by checking or unchecking the Show checkbox. Select the font type, size, color, and whether you would like the label underlined, italicized, and/or bolded.

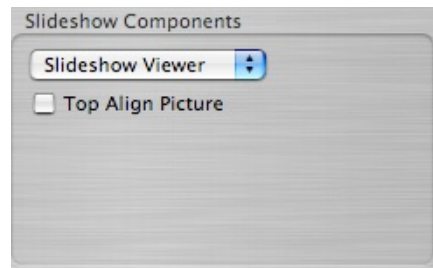


9. Sticking on the Prev/Next control, input the text you would like to display for this control. It can be any text you want. The default for most of the themes will have it set to <<Prev and Next>> or something very similar to that. You can change this text to say anything you want, such as Previous Image, Next Image, Back, Forward, etc. You can insert special characters for arrows, or remove the text arrows completely.



10. Select Play/Stop from the list. Choose to Show or not Show these controls in your slideshow and input or change the desired text for these labels. Note: Auto Start does not require the Play/Stop controls to be included in the slideshow; AutoStart works on its own regardless of whether or not you have included the Play/Stop controls. Select Back to Album from the list, and repeat the same steps.

11. The next component in the list is called Background Box. The background box is the box that surrounds the slides. This box is used for adding an outside frame or background color to the slideshow (not the same as adding a frame to the slide, but rather synonymous to the background and border for the photo album). You can choose to show or not show this box by checking or unchecking the Show checkbox. We'll get to borders and margins later. For now, move on to the next component in the list.



12. The last component, called Slideshow Viewer gives you the option to top align your pictures so that they all line up at the same top position. This is handy when you have a variety of portrait and landscape pictures in the same slideshow. It keeps them all aligned from the top instead of making them display at different top positions. To activate this feature, check the box labeled Top Align Picture. Note: This feature will not work if you do not have "Enable Image Processing" turned on in your user preferences.

13. The last section on the interface allows you to select which elements to include on the page with your slideshow. Any elements that you have on the normal view for each page can also be displayed for the slideshow. This allows you to further customize the display of your slideshows. Including the elements means you will have to position your slideshow around the other elements accordingly. The slideshow and its labels are the only editable items when in slideshow mode. Check or uncheck the corresponding check boxes to show or not show the elements you have included in the normal view of your web page.

14. Page Background applies to an image background, but not the color of the page background. If you have used an image or tiled an image in the page background for normal view, it may clutter, clash or interfere with the colors and options you choose for the slideshow. This checkbox gives you the option to shut off such images for the slideshow view, giving you the best of both worlds, instead of making you choose between one or the other. Check the box to make the page background show for your slideshow view; leave the box blank to make the page background invisible during slideshow view. Note: Making the Page Background invisible will NOT remove or change the page background color; this option only applies to an image background.

### **Using the FreeStyle Slideshow Option:**

The editing options for FreeStyle are exactly the same as they are for the Standard Slideshow. Select FreeStyle from the drop down list located at the top left corner of the pane, to reveal the editing options. The difference between FreeStyle and Standard is FreeStyle breaks the slideshow elements apart allowing you to position them anywhere you want, independent of each other. The Freestyle feature means you can put captions, labels, and controls at the side, bottom, top of the picture, and align them however you want with total freedom. Use your mouse to select each component in the viewer window and move them around on the canvas. Use the grab handles to resize them each component. All other options are used exactly the same as they are in standard mode.

### **Borders Pane**

The editing options under the Borders pane are the same for both Standard and FreeStyle slideshows. Click the Borders button to reveal the options available from the borders pane.

### **Picture Frame:**

To give your slideshow pictures a frame, click the Picture Frame button. The border style, size, and color works exactly the same as it does for all the other elements. Simply select the style from the drop down list, choose the colors and use the spin box controls to increase or decrease the size of the border for each side of the picture. To include an inside margin to serve as a matte, increase or decrease the inside margin values, and select the background from the Background list.

**Slideshow Background Box:**

If you formerly chose not to show the background box when you were in the Properties section, then the options under the Background Box button do not apply. To add a border and margin to your slideshow pictures, click the Background Box button. The style, color, and size, as well as the inside margins work the same way as the other elements. These options are applied in addition to the borders and margins that you specified for the image itself.

Click the Preview tab at the top of the main application window to preview your slideshow.

This completes the section on editing each element in the Layout window. If you've just created something you like while going through this chapter, and want to save it for future use, export the creation to a folder on your computer for safe storage. It can always be built upon further or edited again in the future. To learn how to export the new creation, before going any further in this manual, go to Chapter 8. Importing & Exporting Themes. If you don't care to save it, move on to the next chapter.

## Chapter 7

# Customizing Pages & Templates

Customization in ShutterBug involves various methods and occurs on 4 different levels. The customization features provide a broad flexibility in that you can customize anything and everything, from the page elements, to the templates, to entire themes. Every page in your website can be customized to be different from one page to the next. This chapter divides the how to of customization into 3 sections: Simple Page Customization, Detailed Page Customization, Theme Customization, & Template Customization. The latter 2 go hand in hand, and are therefore grouped together in the same section.

To recap, Chapter 6 discussed how to use the layout tools to edit certain elements to create your own design. We focused on using the tools to apply changes to one page only. This section takes you to the next step in showing how you can take your new design (or a canned theme) and customize individual pages, while building an entire theme that contains your own customized templates.

If this is as clear as mud, not to worry, we will attempt to take you through the stages of customization from simple to more detailed, in that order.

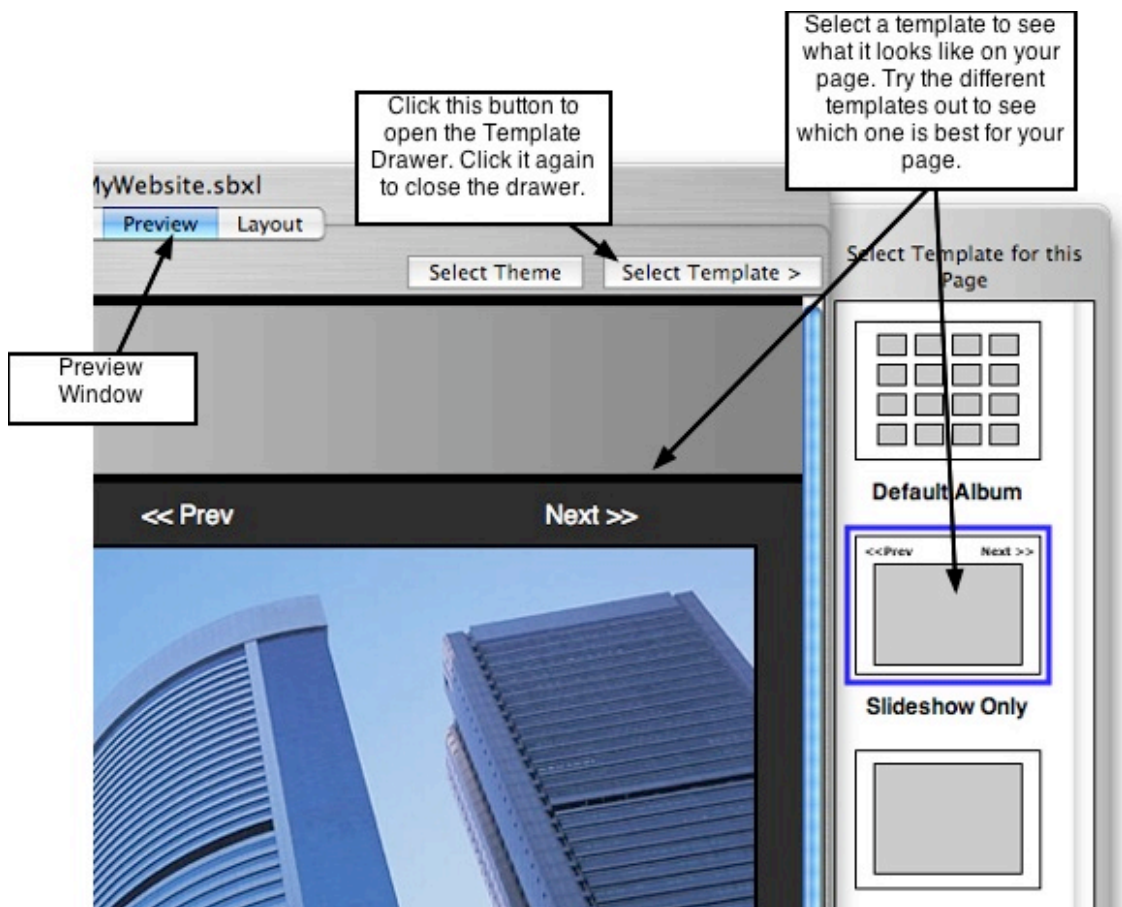
### Simple Page Customization

Simple page customization is the same thing as adding different templates to different pages when in the Preview window. This was covered in Chapter 4, Section 4.1 Themes & Templates, but we're going to repeat it here for convenience.

Customizing pages the simple and fast way is available in the Preview window. To get started, click the Preview tab to open the preview window. Select a theme from the theme library, if you haven't already done so. The theme contains the layout of the elements that will be common across all of your pages: masthead, page title, navigation menu, and footer. The layout of the content on each page — text description, photo albums, and slideshows — is determined by the template that you select for a particular page. NOTE: Customizing pages using this method does not allow for changing style traits such as font colors, link color, menu animation, custom thumbnail sizes, etc.

## Customization Using Built-In Templates

Each ShutterBug theme contains 5 different template styles to choose from to quickly customize different pages in your site. Templates get applied to specified pages in your site without affecting the other pages. Templates are a faster alternative to customize pages, for people who don't want to alter the design or don't have time to move things around in the Layout window. However, if you like the website with the chosen theme exactly the way it is and do not want to customize any of the pages, then do not apply any of the templates.



### Selecting & Applying Templates to Different Web Pages:

1. To select a template for a page, first select the page you wish to change from the page list drop down menu.

2. Then Click the Select Template > button to open the template drawer. This drawer will slide open from the side of the main application window, displaying a list of template thumbnails.
3. By default all of your pages will have the first template applied to them, called Default Album.
4. Click one of the template thumbnails to apply it to the current page open in your preview window. Don't worry, this action will not change any of your content or affect the other pages in your site. The template will only be applied to the selected page, leaving your other pages untouched.
5. To view the other templates, simply click on each one to see what it looks like on your page, until you find the one that is most appropriate for the purpose of that page. For example, you may want your home page to serve as a welcome page to your website, in which case you might find the template that contains only one picture (somewhat enlarged), with some text to be most suitable.
6. To give different pages a different template, select the next page in the drop down list and choose another template from the drawer. Repeat these steps for each page that you want to customize.
7. When you are done customizing pages, navigate through your entire site to review the layout for each page.
8. You can easily change the template for any page at any time by simply selecting a different template from the template drawer. If you are satisfied with the changes, you're done and are ready to export.

## Detailed Page Customization

Customizing pages by making elements different on different pages is done in the layout window. All of your pages in your website can use the exact same layout, colors, and style. Or you can customize specific pages by changing any of the element traits for different pages. In any case, these edits are more detailed as they involve the option to customize the elements and template for a specific page, simultaneously. The page customization feature in the Layout window will make your pages independent of each other, so changes are not applied across your entire website.

For example, there may be a template that is close to what you want for a specific page, but not exact. So you choose that template as a starting point. But you want to change some of the elements and the way things are laid out in the template, but just for this one page. You can edit any of the template's attributes by changing the elements while keeping

the edits constrained to the selected page. In this case, you have customized a page by giving it a different template and then making further edits to the template attributes.

Maybe you want to customize each page in your site, but only with a change to one specific element and how it displays on each page. For example, you may want the image for the masthead's background to change on each page to depict the subject of the page content. Or perhaps you have a vertical-oriented menu on most of your pages, but want the extra space for another page in order to span an album across the page further. In this case, you could change the orientation of the menu to be horizontal for this page only, in order to gain the extra space for your photos.

Other examples include using different colors on different pages or moving the page title into a different position, and just about anything else you can think of can be changed independent of the other pages in your site. All you have to do is check off the "Customize this page" checkbox and start changing things!

## How to Customize Pages By Editing the Elements

To customize pages by using different styles and elements on different pages, follow these 5 steps:

1. Click the Layout tab to reveal the tabbed editing pane for the elements in your website.
2. Select the page you would like to customize from the drop down list at the top left corner of the Layout window.
3. Click the Customize this page checkbox, located just to the right of the page drop down list. This will make the page and any changes you make independent from the other pages in your site. NOTE: IF YOU DO NOT CHECK OFF THIS BOX, ALL CHANGES WILL BE APPLIED TO ALL PAGES IN YOUR WEBSITE (our sincere apologies for shouting but we don't want you to accidentally apply the custom edits to every page).





4. Use the layout tools to edit and change the desired elements on the page.
5. To customize another page, repeat Steps 2-4.

## Theme & Template Customization

Creating your very own theme is the same thing as creating your own design. When you create your own design, you can give it a name and export it as a theme. How to create your own design was covered in Chapter 6. You can modify only a few things or redesign the entire theme. The WYSWYG layout editor makes it very easy to customize or design your own look.

Additionally, the theme library contains an almost completely blank theme for those who want to create their own theme from scratch. This theme is located in the "Photo Albums" group of the theme library, and is the last one listed, called "Blank Canvas." It does not come packed with any templates, except for one default template to help get you started.

Once you have a theme you like, you may want to create or customize the templates to suit your needs. You can include as few or as many different templates as you want, or not include any at all. The choice is yours, whatever best suits your needs. Keep in mind, the template changes you make, are automatically packed in with the current theme you are using and will be exported with the theme. These will be the templates available to you the next time you use that theme or import it into a different ShutterBug file. More specifics on creating themes and templates are covered in the Supplementary Guide.



## Template Customization

Customizing templates involves various different options for added flexibility. At times, it may seem a bit confusing, but after you've tried out the steps listed here and have had a chance to become acquainted with how it all operates, customizing templates will seem easy. Managing the templates in the template drawer is a different topic and covered on the next page. This page covers how to customize existing templates in a theme and how to create your own.

If you are not in the Layout window, click the layout tab to open the layout window. Before starting, first make sure you are using a theme that contains templates (not the Blank Canvas theme). Follow the steps below to begin customizing templates.

### To Customize an Existing Template:

1. Select a page in your site from the drop down list at the top left of the interface.
2. Click on any template thumbnail in the drawer to try it out on your page. Click the Select Template button to open the template drawer.
3. Choose a template that is closest to the template you plan to have when you are done editing it.
4. Before making any edits to the template, decide if you want these changes to take place across all pages that use this template, or only the current page. If you want the changed template applied to only the current page, check off the Customize this page checkbox before doing anything. If you do not check off the customize this page box, all pages that use the same template that you are editing will be affected and take on the changes.
5. Use the layout tools to edit the elements and layout of the chosen template.
6. These changes will take effect immediately in the template inside of the template drawer as well as on all pages that use this template.
7. To edit more templates, repeat Steps 2-5.
8. When you are finished editing templates, go through the pages in your site and add the new templates to the desired pages. The Customize this page box does not have to be checked off while applying different templates. As long as pages use templates for customization they will be different according the template you have used on each page.

### **To Add a New Template:**

1. To create a template from scratch, select a page from the drop down list.
2. Click on the "Add Template" button. A new template will be added to the end of the list in the template drawer.
3. You will notice the newly added template will take on the same name as your web page. The name can be edited as discussed on the next page, Managing Templates.
4. You can now begin editing this new template.

## **Handy Tools for Editing Templates**

### **Copy Settings**

This feature is available from the main menu only and is only available when you are in the Layout window. If you have a customized page, but want some of the elements to be exactly the same as they are on some of your other pages, Copy Settings makes it easy and quick to copy whichever elements you want from one template to another.

While in Layout mode, go to Main Menu-->Tools--> Copy Settings... A window will slide out from the top of the main application window. From the Item list, check off the elements you would like to copy (copies the element and all of its traits), and then select the template that you are copying the settings to and from. Click OK to return to the main layout window. The element settings will be applied to your current page and the template.

### **Convert Custom Page to Template**

This feature is also only available from the main menu and is available only when you are on a Customized page in the layout window. If the Customize this page box is not checked off, the feature is not applicable and therefore "greyed-out" in the main menu. Convert Custom Page to Template is exactly the same as the Add Template feature. It is just an alternative way of creating a new template from a page that you have already customized without the edits affecting the other pages in your site.

With a customized page selected in Layout mode, go to Main Menu-->Tools-->Convert Custom Page to Template. The page and its settings will be immediately added to your

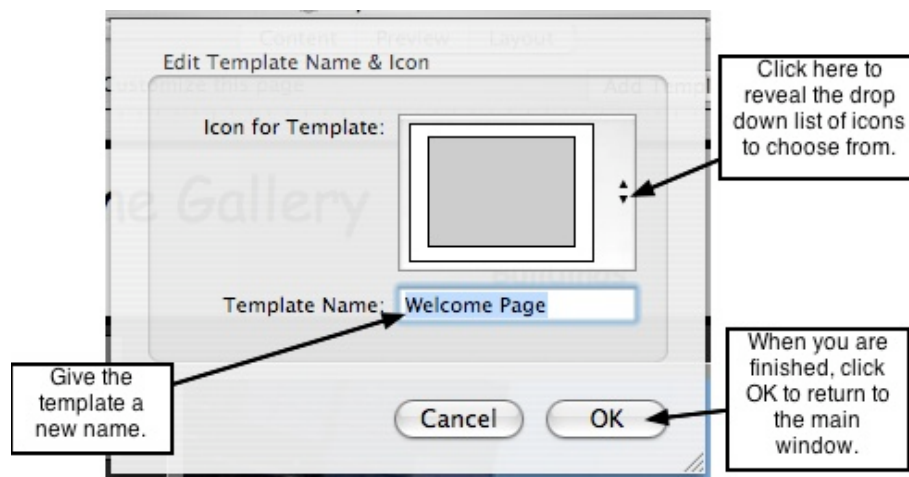
template drawer and the customize this page box no longer be checked. This is because the page is now using a template instead of custom settings and therefore does not require the customize attribute any longer.

## Quick Tools for Managing Templates

This page shows you how to choose the thumbnail icon for your templates, how to name each one, and how to delete templates from your template drawer. The ability to rearrange the templates in the drawer has not yet been implemented, but is planned for a future build.

### Name & Select the Template Icons

1. Double-click the template from within the template drawer.
2. A small editing window will slide out from the top of the main window.
3. The first option, called "icon for template" allows you to select an icon for your template. Click on the spin box control to reveal a drop down list of available icons to choose from. Select the icon that best represents the layout of your template.
4. The second option provides a text field for you to input or edit the name of your template.



5. When you are finished, click the OK button to return to the layout window.

## **Deleting Templates from the Template Drawer**

Your template drawer may contain templates you are not using on any of your pages. To remove these unused templates follow the 2 easy steps below:

Note: ShutterBug automatically calculates which templates are not being used on any of your pages, therefore there is no need to manually check yourself or have each one selected before performing the operation. All unused templates will be removed all at once.

1. From the Main Menu, select Tools-->Remove Unused Templates. A message box will pop up verifying that you would like to continue and delete the unused templates.
2. Click OK to delete all unused templates from your template drawer. Click Cancel, to cancel the operation.

## Chapter 8

# Import and Export Themes

The Import and Export Theme features allow you to share themes with other ShutterBug users. Exporting a theme you have created lets you save and store it for future use. Importing a theme lets you use and modify a theme you have downloaded from another source external to ShutterBug's built-in library, or a previously saved theme. You cannot add, delete, or rearrange the themes in the ShutterBug theme library. The import and export theme features are only available from the Preview window.

### **To Import a Theme**

1. Select the Preview tab to open the Preview window.
2. Select Tools --> Import Theme from the Main Menu.
3. Locate the desired theme from the finder window. ShutterBug themes have the .sbtm file extension.
4. Hit Open. The imported theme will be applied to your entire website immediately.

### **To Export a Theme**

1. Select the Preview tab to open the Preview window.
2. Select Tools --> Export Theme from the Main Menu.
3. An Export window will pop up. Name the theme and select the location on your computer to export it to.
4. Hit Export. The exported theme will be saved to the destination folder.

### **Tip:**

You can easily organize your ShutterBug themes by keeping them altogether in the same folder and sub-folders. For example, you can create a folder called "SBThemes" and import and export to that folder to access new themes, replace older themes with updated ones, and add and delete themes. This will also be handy for uploading and downloading themes from different sources.

### **Where to Get More Themes**

ShutterBug's theme library includes 45 customizable themes that all contain 5 templates each. You can modify these themes, as well as add, delete, and modify the templates. Additional themes will be available soon from the following resources:

- **ShutterBugLand.com:** ShutterBugLand is a website for registered users to browse and download more themes. These themes are all customizable and free. These themes are currently being updated for the template changes in Version 1.1 and should be ready very soon. We will notify you of availability at [xtralean.com](http://xtralean.com) as well as at the support forums.
- **ShutterBug Theme Exchange:** this is a user forum at the XtraLean support forum to facilitate the sharing of user themes and posting website links.

## Chapter 9

# Adding Meta Tags & Additional HTML

The advanced editor was added to ShutterBug's content window to accommodate those users who have requested a place to add extra meta tags and their own additional HTML. If you don't know what meta tags are, then the advanced edit window is most likely something you will never need to access.

Because ShutterBug is a WYSIWYG web authoring tool (and not a HTML authoring tool), it already outputs the correct HTML for all browsers on cross-platforms. We strongly recommend not adding your own HTML unless you are experienced in HTML coding. If any of your HTML is incorrect, this may result in rendering problems in different browsers. We do not support problems encountered from incorrect HTML.

To access the advanced editing options, click the Content tab to reveal the content window. Select Website from your navigation list. Click the Advanced button located at the top right corner of the interface. The right side of the interface will open a pane containing the fields to enter META tags and additional HTML.

**Meta Tags:** meta tags allow you to specify a language for your site, as well as description and keyword tags for search engines to search on. Note: Most search engines today do not use meta tags to determine content or search ranking. Most only search by the actual content on your web pages.

**Additional HTML:** you can add your own <head> and <body> content. If you have an external style sheet, you can add it into these areas of the HTML output, however we do not provide support for this.



## Appendix A

# Where to Find More Information

1. **Help Guide Supplement:** The supplement guide is an extension of the topics discussed in Chapters 6 & 7 of this manual. It was created to help you learn how to make your own designs and help you get the most out of the design tools in the Layout window. It is currently being updated to reflect the added features and changes in the user interface for Version 1.1.
2. **XtraLean Support Forums:** For self-help and the most up to date information, please visit the XtraLean Support Forums at: [xtralean.com/Support](http://xtralean.com/Support). The support forums contain an FAQ section(frequently asked questions), a knowledge base, and a discussion board community to help you get the most out of our products. The latest updates, fixes, and announcements for future releases are all contained at this board as well.
3. **ShutterBugLand and Theme Exchange Forum:** ShutterBugLand is a website that hosts several additional themes for free download, coming soon. Over the next week, the theme exchange forum will be added to the XtraLean Support board and will facilitate theme exchange between ShutterBug users and posting of ShutterBug sites to share with others.
4. **ShutterBug Quick Start Guide:** currently being updated for Version 1.1.
5. **Download ShutterBug:** For download instructions, please go [here](#). To purchase a registration number to unlock the demo watermark, go [here](#).
6. **Overview of ShutterBug:** For an overview and to learn more about ShutterBug's features and capabilities, please go [here](#).
7. **Email Us Directly:** If none of these resources can answer your question(s), please email Customer Support for more help. Email Sales Support for pre-sales questions or any problems purchasing ShutterBug from our online store.
8. **XtraLean Insider:** Join our email newsletter to get information about pre-release software, what's new with our latest developments, and early notification on the availability of current developments. We will not use your email address to spam you, we dislike spam as much as you do. Send an email to XtraLean Info to join the list.