

# DoDEA: Introduction to Macromedia's Fireworks 4

## FIREWORKS COURSE OBJECTIVES

- Basic understanding of graphic types and formats
- Familiarity with the Fireworks interface
- Create simple vector graphics with text and effects
- Work with bitmap images
- Add interaction to graphics
- Develop navigation buttons and with rollovers

## FIREWORKS 4 COURSE SPECIFICS:

Images Folder: \_\_\_\_\_

## GRAPHIC FORMATS RELATED TO THE WEB

File Extension	Name	Use	Description
.png	Portable Network Graphics (PNG)	Any. Only supported in the most current browsers.	New W3C bitmap standard to replace GIFs. Lossless compression, transparency, 24-bit color. Fireworks native format.
.jpg .jpeg	Joint Photographic Experts Group (JPEG)	Photographs or images with gradients, blends and inconsistent colors	Lossy compression, progressive download, true-color
.gif	Graphics Interchange Format (GIF)	Graphics with large areas of single colors	Lossless compression, transparency, interlaced, animation, limit of 256 colors

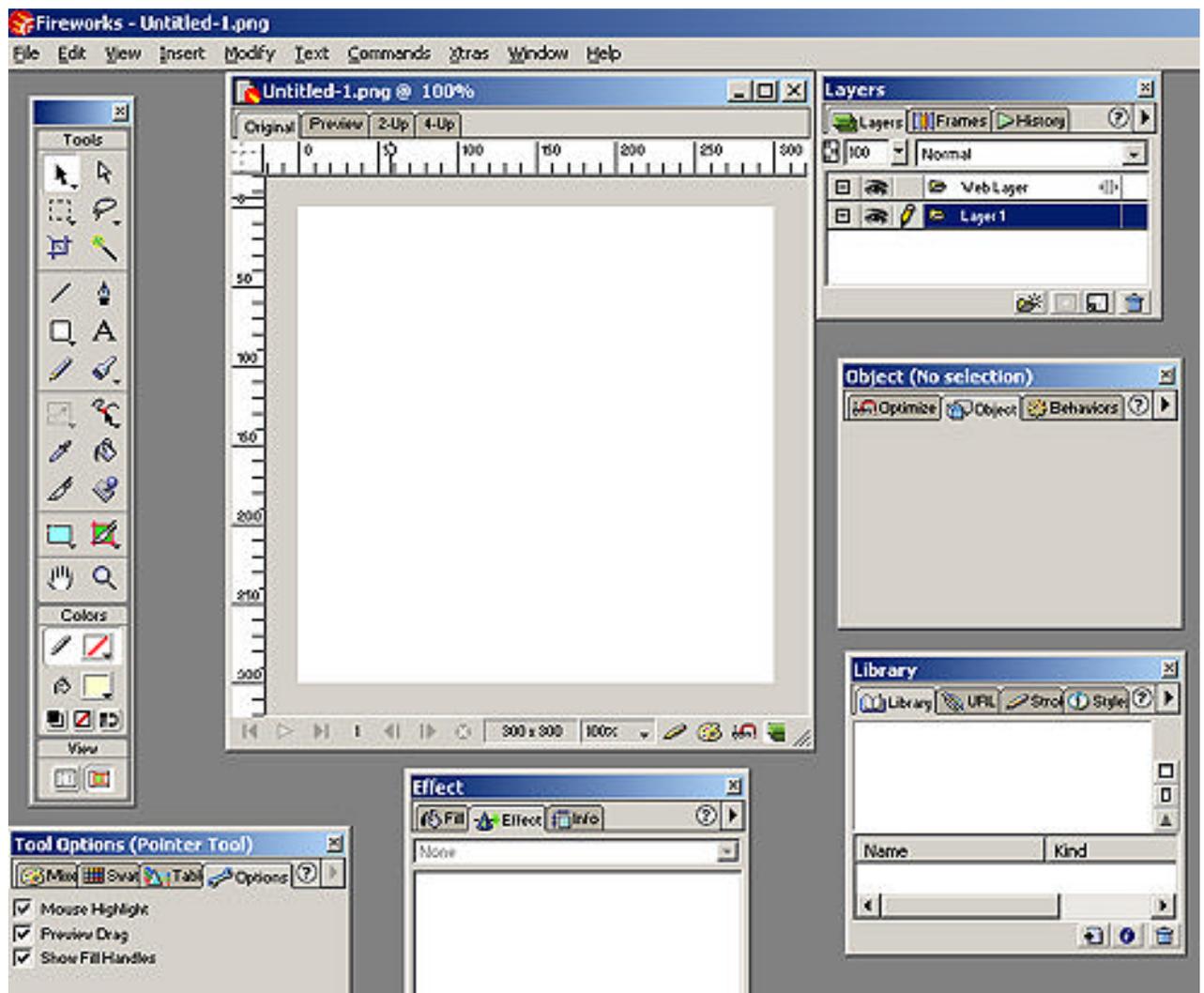
# DoDEA: Fireworks 4 Lab Exercises

## Fireworks 4, Lab 1 – Basic Logo Design

### 1. Start Fireworks.

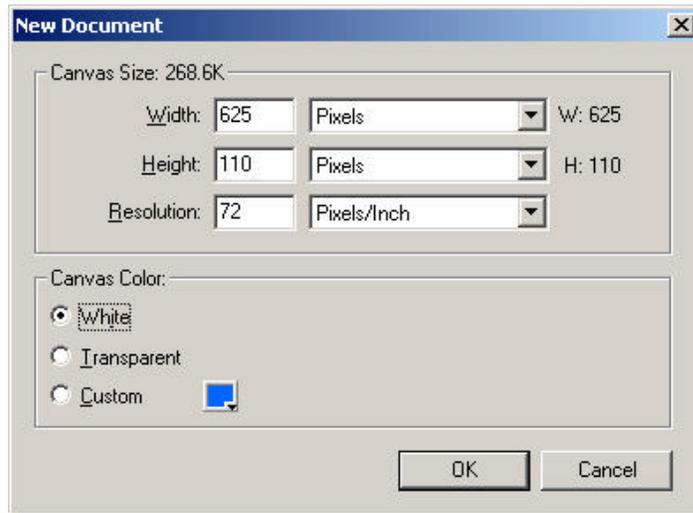
Double-click the Fireworks icon or for Windows, click **Start > Programs > Macromedia > Fireworks 4**.

### 2. Create a blank canvas to draw on.



- a. On the menu bar, click **File > New**.
- b. In the "New Document" window, Canvas Size Box:  
Set the width to **625** and select **pixels** from the pulldown menu.

- c. Set the height to **110** and select **pixels**.
- d. Set the resolution to **72** and select **pixels/inch**.
- e. In the Canvas Color Box, select **white** (click the radio button to select).
- f. Click the **Ok** button. A blank canvas appears.

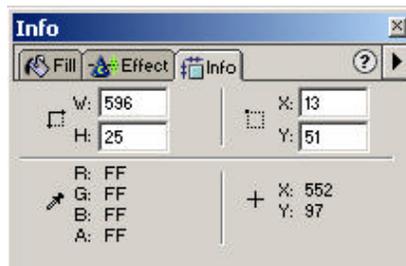


### 3. Draw rectangles.

- a. In the Tools panel, normally on the left, click on the **Rectangle** drawing tool (5<sup>th</sup> tool down, left-hand column).  
*(Hint: If you do not see the Tools panel, click **Window** on the menu bar and click **Tools**.)*



- b. In the Colors box of the Tools panel, click the **small black triangle** next to the pencil icon and choose the white box with red diagonal line for **no stroke**.
- c. Click the **small black triangle** next to the paint bucket icon, and click on a fill color of **#000099** (dark blue) to select it.  
(*Hint: You can also type in the color's numeric representation and press the **Enter Key**.)*)
- d. On the menu bar, click **View > Rulers**. This will toggle the drawing rulers on or off.
- e. Place the cursor in the middle, left section of the canvas (about 50 pixels down and 10 across), click, and with the mouse button pressed down, drag slowly down about 25 pixels and right about 600 pixels, so that you have a long, thin blue rectangle. Release the mouse button to complete the process. If you make a mistake, press the **Delete Key** and try again.  
(*Hint: To see real-time information as you draw, click the **Info panel** or **Window > Info** from the menu bar.*)



- f. Select the **Pointer** tool from the Tools panel (top, left-hand tool), and place your cursor over the rectangle you just drew. The "selection handles," little red squares, will appear at the corners of the rectangle. Click to select it. The selection handles will turn from red to blue, letting you know the object has been selected. With your cursor over the rectangle, click and drag the dark blue rectangle until it is centered in the canvas (top, left corner at about 50 down and 10 across). Release the mouse button to place it.



- g. Click on the **Rectangle** drawing tool again.
- h. In the color box, select **no stroke** (white box with red diagonal line) and a fill color of **#CCCC99** (clay).
- i. Place the cursor in the upper left corner of the canvas (0 across and 0 down), click, and with the mouse button pressed down, drag slowly down about 100 pixels and right about 80 pixels so that you have a rectangular square. Release the mouse button. This rectangular square will overlap the dark blue rectangle.

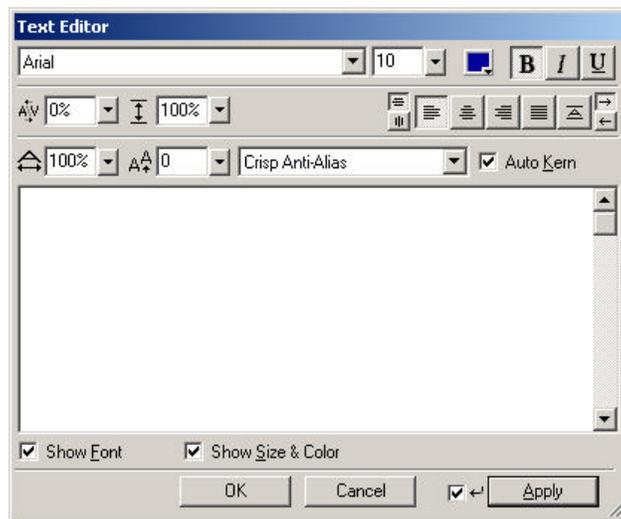
**4. Arrange order.** For our purposes, we want the blue rectangle to appear on top of the clay rectangle.

- a. Click the **Pointer** tool, if not selected, and click on the dark blue rectangle to select it.

b. On the menu bar, click **Modify > Arrange > Bring to Front**. The dark blue rectangle should now appear on top of the clay colored rectangular square.

## 5. Add text.

a. Click on the **Text** tool in the Tools panel (5<sup>th</sup> tool down, right-hand column). Place the cursor in the lower, middle section of the canvas, and click. The "Text Editor" window will open.



b. Select **Times New Roman** from the **Font** pulldown.

c. To the right of the **Font** pulldown is the **Font Size** pulldown slider. Click the pulldown and use the slider to select **34** or type in **34**.

d. From the color selector, select **#000000** (black).

e. If the bold face (B), italics (I), or underline (U) button(s) are pressed in, click the appropriate button(s) to deselect them. (There are many other options for font sizing, spacing, alignment, and direction that can be applied to text changing its appearance. The Anti-Alias pulldown controls the level of blur added to the text to eliminate the "stair step" appearance of diagonal lines.)

f. Place your cursor in the large text box and click. Type in **Wuerkruzen Middle School** and click **Ok**.

g. With the text selected, click and drag the text to the middle of the bottom portion of the canvas underneath the dark blue rectangle.

## 6. Multiple object selection and special effects.

a. With the **Pointer** tool selected, click on one of the three objects on the canvas. The selection handles will turn blue.

b. Move your cursor to the next object. With the **Shift** key held down, click on that object. The selection handles for that object will also turn blue.

c. Repeat the above step for the third object.

- d. With all three objects selected, click on the **Effect panel** or **Window > Effect** from the menu bar.
- e. Click on the **Add Effects** pulldown (None is the default). Select **Shadow and Glow > Drop Shadow**. Click the **Distance** pulldown (top, left) and select **5**. Place the cursor in an empty section of window and click.
- f. To deselect the selected objects, place the cursor in an empty section of the canvas and click.

## 7. Importing graphics from other sources.

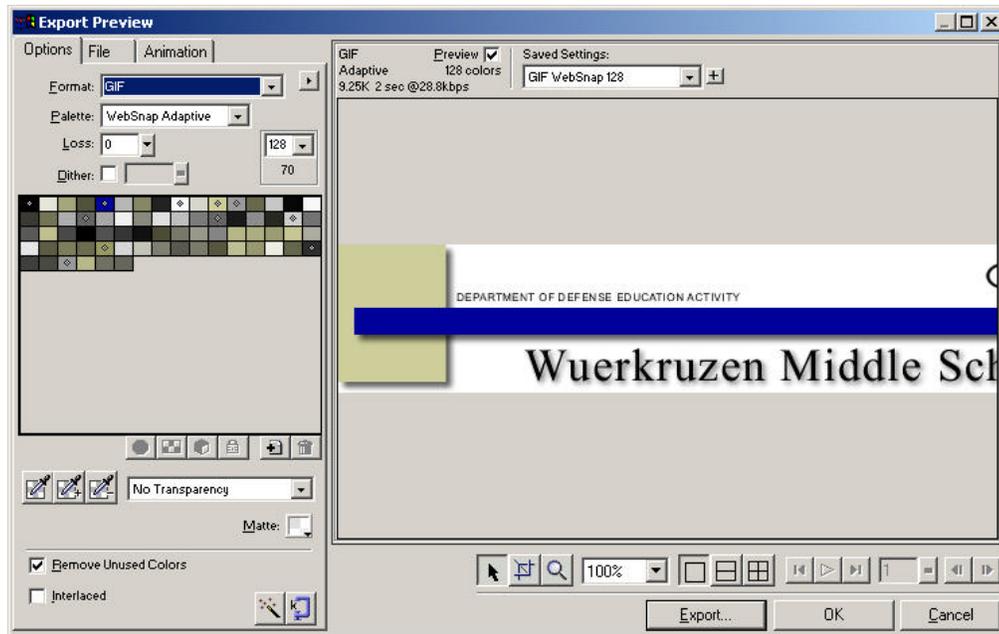
- a. From the menu bar, click **Insert > Image**. Navigate to the **Images** folder and select **dodea.psd** (a Photoshop graphic) and click **Open**.
- b. Place the cursor at the top center of the canvas and click. The graphic will appear on the canvas and already be selected.
- c. Click on the graphic and drag it to the upper right corner of the canvas. Release the mouse button to place the graphic.

## 8. Adding additional text.

- a. Click on the **Text** tool in the Tools panel, place the cursor above the dark blue rectangle to the right of the clay colored rectangular square, and click. The "Text Editor" window will open.
- b. Select **Arial** from the **Font** pulldown.
- c. Click the **Font Size** pulldown slider and select **8** or type in **8**.
- d. From the color selector, select **#000000** (black).
- e. If the bold face (**B**), italics (**I**), or underline (**U**) button(s) are pressed in, click the appropriate button(s) to deselect them.
- f. Place your cursor in the large text box and click. Type in **DEPARTMENT OF DEFENSE EDUCATION ACTIVITY** and click **Ok**.
- h. With the text selected, position the text just above the dark blue rectangle and just to the right of the clay colored rectangular square (approximately 90 across, 30 down).

## 9. Saving and exporting graphics.

- a. To export the file so it can be used on your Web page, from the menu bar click **File > Export Preview**. From this window, various settings can be adjusted to optimize the graphic (minimize file size and maximize image quality) and set image transparency (.gif only).



- b. Click the **Options tab** in the upper left corner and select **GIF** from the **Format** pulldown. Select **WebSnapAdaptive** (Mac note: Web Adaptive) from the **Palette** pulldown and click **Export**.
- c. Navigate to the **Images** folder and type in, **wms-logo.gif**, for the filename. The **Save as Type** pulldown (Mac note: Save As) should be set to **Images Only**.
- d. Click **Save**.
- e. To save the graphic image in native format (.png) so the image can be edited and reused in the future, on the menu bar click **File > Save As**. Navigate to the **Images** folder and type in the filename, **wms-logo.png**. Click **Save**.

## 10. Exit Fireworks.

To exit Fireworks, from the menu bar, click **File > Exit**.

## 11. Finished graphic.



## Fireworks 4, Lab 2 – Web Page Masthead Design

### 1. Start Fireworks.

**2. Open a previous graphic.** For this lab, we will be working with the graphic created in Fireworks 4, Lab 1.

a. On the menu bar, click **File > Open**. Navigate to the **Images** folder, click on **wms-logo.png** to select it, and click **Open**.

*(Hint: If you did not complete lesson 1, navigate to the **Solution/Images** folder on the CD-ROM and select **wms-logo.png** from there.)*

b. Save the graphic to a new file. On the menu bar click **File > Save As** and navigate to the **Images** folder. Type in the filename, **wms-top.png**, and click **Save**.

### 3. Modify objects in a graphic.

a. Click on the **Pointer** tool from the Tools panel (top, left).

b. Move the cursor over the text, **DEPARTMENT OF DEFENSE EDUCATION ACTIVITY**. When the selection handles, small red squares, appear at the corners of the object, click to select it.

c. Press the **Delete** key, or from the menu bar, click **Edit > Cut**, to remove the object from the canvas.

*(Hint: Fireworks maintains a history of the changes you make. On the menu bar, click **Edit > Undo ...** to back up step-by-step, or click **Edit > Redo ...** to reapply changes.*

*There is also a History panel available (**Window > History**) that functions like a recorder tracking your changes which you can use to reverse and replay changes.)*

d. Move the cursor over the **dodea** logo object. When the selection handles appear at the corners of the object, click to select it.

e. Press the **Delete** key, or cut the object from the canvas using **Edit > Cut** on the menu bar.

f. If the rulers are not visible, on the menu bar click **View > Rulers**.

g. Move the cursor over the **Wuerkruzen Middle School** text. When the selection handles appear at the corners of the object, click it to select it.

h. Double-click the object to open the "Text Editor" window.

i. The words **Wuerkruzen Middle School** should already be selected. If not, click in the large text box before the "W." Click and, with the mouse button pressed down, drag the cursor to the right, highlighting the words. Release the mouse button.

j. Click the **Font Size** pulldown, and use the slider to select **22** or type in **22**. Click **Ok**.

k. With the text selected, position the text on the right side of the canvas just above the dark blue rectangle and just left of the right edge of the canvas (350 across, 15 down). There should be a small border of the canvas around the object.

#### 4. Add text.

- a. Click on the **Text** tool in the Tools panel. Place the cursor in the rightmost third of the dark blue rectangle and click. The "Text Editor" window will open.
- b. Select **Arial** from the **Font** pulldown, a font size of **12**, the color **#FFFFCC** (cream), and click the **Bold** (B) button to select it. When selected the button will appear pressed in (Mac note: appears a darker shade).
- c. Place your cursor in the large text box and click. Type in **Homepage** and click **Ok**.
- d. With the text selected, position the text in the middle, right of the dark blue rectangle (about 530 across, 50 down).
- e. Repeat steps a. and b.
- f. Place your cursor in the large text box and click. Type in **Sitemap** and click **Ok**.
- g. With the text selected, position the text in the middle of the dark blue rectangle just to the left of the word **Homepage** (about 460 across, 50 down).

#### 5. Align objects.

- a. Select the **Pointer** tool and click on one of the two word objects you just created. The selection handles will turn blue.



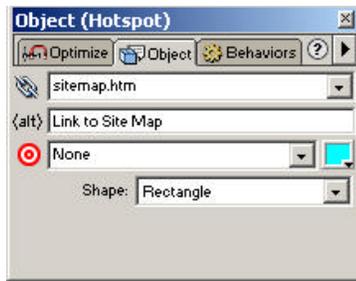
- b. Move your cursor to the other word object. With the **Shift** key held down, click on it. The selection handles for that object will also turn blue.
- c. With both word objects selected, from the menu bar click on **Modify > Align > Top**. This will line up the top edge of the two word objects.  
*(Hint: With an object(s) selected you can use the up, down, left, and right arrow keys to move the object(s) pixel by pixel.)*

#### 6. Add interaction to a graphic. Creating a Client-Side Image Map with Hotspots.

- a. Select the **Rectangular Hot Spot** tool from the Tools panel (10<sup>th</sup> down, left-hand column).

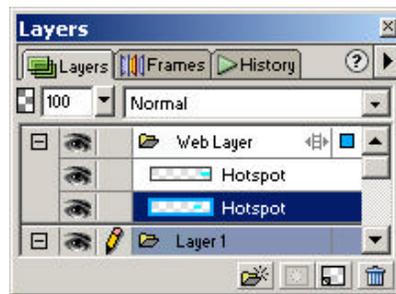


- b. Place the cursor above and to the left of the word **Sitemap**, and click the mouse button. With the mouse button pressed, drag the cursor towards the bottom, right corner of the word **Sitemap**, going slightly past it. Release the mouse button and the **Object** panel should appear.  
*(Hint: If the **Object** panel is not displayed, click **Window > Object** on the menu bar.)*



- c. In the **Object** panel, click in the **Current URL** pulldown next to the chain link icon, remove any existing text, and type in **sitemap.html**.
- d. Click in the **Alt Tag** text box next to the <Alt> icon and type in **Link to Sitemap**.
- e. Leave the **Link Target** pulldown next to the target icon set to **None** and the **Hotspot Shape** pulldown set to **Rectangle**. Click in the canvas to apply.

*(Hint: Using Hotspots and Slices activate the Web Layer. Layers are overlays on the canvas. Click the "eye" icon to hide and unhide the layer allowing you to edit the appropriate object.)*



- f. Repeat steps a. and b. for the **Homepage** text object.
- g. In the **Object** panel, click in the **Current URL** pulldown next to the chain link icon, remove any existing text, and type in **index.html**.
- h. Click in the **Alt Tag** text box next to the <Alt> icon and type in **Link to Homepage**.
- i. Leave the **Link Target** pulldown next to the target icon set to **None** and the **Hotspot Shape** pulldown set to **Rectangle**. Click in the canvas to apply.

## 7. Saving and exporting graphics.

- a. To export the file so it can be used on your Web page, on the menu bar click **File > Export Preview**. From this window, various settings can be adjusted to optimize the graphic (minimize file size and maximize image quality) and set image transparency (.gif only).
- b. Click the **Options tab** in the upper left corner and select **GIF** from the **Format** pulldown. Select **WebSnapAdaptive** (Mac note: WebAdaptive) from the **Palette** pulldown and click **Export**.
- c. Navigate to the **Images** folder and type in **wms-top.gif**, for the filename.
- d. Click the **Save as Type** (Mac note: Save As) pulldown and select **HTML and Images**. The file extension should change from **.gif** to **.htm**.
- e. Click **Save**.

f. On the menu bar click **File > Save**, or if you did not save the graphic in step **2.b.**, click **Save As**, navigate to the **Images** folder, and type in the filename **wms-top.png**. Click **Save**.

**8. Exit Fireworks.**

**9. Finished graphic.**



## Fireworks 4, Lab 3 – Working with Existing Graphics

### 1. Start Fireworks.

### 2. Open a bitmap graphic.

On the menu bar, click **File > Open**. Navigate to the **Images** folder, click on **band1.jpg** to select it, and click **Open**.

*(Hint: The graphic will open surrounded by a blue and black striped border and the words "Bitmap Mode" will appear in the window title. These are indicators to let you know that you are working in Bitmap Mode and not Vector Mode.)*

### 3. Modifying an existing graphic.

a. In the Tools panel, click on the small black triangle of the **Marquee** tool (2<sup>nd</sup> down, left-hand column).



b. Click and move your cursor to the right over the **Oval Marquee** selection and release the mouse button to select it.



c. Place the cursor in the bottom, right portion of the graphic. Click and drag the cursor up and to the left creating an oval covering most of the image and release the mouse button.

*(Hint: Do not worry the oval is not placed exactly where you want it. We will move it later.)*

d. Place the cursor inside the oval marquee you just drew, click and drag the oval over to center it over the picture. Release the mouse button.

e. On the menu bar, click **Modify > Marquee > Feather**. A text box will display asking you the number of pixels to feather. Enter **15** and click **Ok**.

*(Hint: If nothing appears to happen, do not worry. We're not quite finished.)*

f. On the menu bar, click **Modify > Marquee > Select Inverse**.

g. Press the **Delete** key to remove the area outside the oval marquee.

h. Click the **small red circle with the white "X"** at the bottom of the window, or select the **Pointer** tool and double click in the graphic to exit the Bitmap editing mode. You should now see the picture in the oval with edges that blend into the background.

i. On the menu bar, click **Modify > Trim Canvas** to remove any extra canvas.

### 4. Saving and exporting graphics.

a. To export the file so it can be used on your Web page, on the menu bar click **File > Export Preview**.

- b. Click the **Options** tab in the upper left corner and select **JPEG** from the **Format** pulldown. Select **80** from the **Quality** pulldown and **No smoothing** (Mac note: **0** ) from the **Smoothing** pulldown. The defaults for **Progressive (unchecked)** and **Sharpen Color Edges** and **Remove Unused Colors (checked)** are fine. Click **Export**.
- c. Navigate to the **Images** folder and type in **band1oval.jpg** for the filename.
- d. If needed, click the **Save as Type** (Mac note: Save As) pulldown and select **Images Only**.
- e. Click **Save**.
- f. From the menu bar click **File > Save As**, navigate to the **Images** folder, and type in the filename, **band1oval.png**. Click **Save**.

#### 5. Exit Fireworks.

If prompted to save changes to **band1.jpg**, click **No**.

#### 6. Finished graphic.



## Fireworks 4, Lab 4 – Working with Existing Graphics (Continued)

### 1. Start Fireworks.

### 2. Open a bitmap graphic.

On the menu bar, click **File > Open**. Navigate to the **Images** folder, click on **band2.jpg** to select it, and click **Open**.

*(Hint: The graphic will open surrounded by a blue and black striped border and the words "Bitmap Mode" will appear in the window title. These are indicators to let you know that you are working in Bitmap Mode and not Vector Mode.)*

### 3. Obtaining information on an existing graphic.

a. At the bottom of the graphic window, please take note of the size, in pixels, of the graphic. You can also obtain the same information by clicking the **Info panel**. If the **Info panel** is not available, click **Window > Info** from the menu bar.

b. Record the Width and Height. **Width:** \_\_\_\_\_ **Height:** \_\_\_\_\_

### 4. Create a blank canvas.

a. On the menu bar, click **File > New**.

b. In the "New Document" window, canvas size box:  
Set the width to **20 pixels wider** than the Width in **3.b.** above. If not selected, select **pixels** from the pulldown menu.

c. Set the height to **20 pixels longer** than the Height in **3.b.** above. If not selected, select **pixels** from the pulldown menu.

**d. If not selected, set the resolution to 72 and select pixels/inch from the pulldown.**

e. In the canvas color box:  
Click to select the radio button for **Custom** and using the **color selector box** choose a background color of our choice.

f. Write down the background color number for use later: **Background color: #** \_\_\_\_\_

g. Click the **Ok** button.

### 5. Copying between windows.

a. Click in the **title bar** at the top of the **band2.jpg window** to make it active. Click again, hold down the mouse button, and drag the window so you can see most of each window. Some overlap is Ok.

b. Click in the center of the bitmap image to select it. The image is selected when you see the small blue squares on the corners of the picture.

c. Click the selected image, hold down the mouse button, and drag the bitmap image over top of the Untitled Window's canvas. Release the mouse button.

*(Hint: You can also click **Edit > Copy** on the menu bar, click the **Untitled window** with your selected background color, and on the menu bar, click **Edit > Paste**. If prompted to resample the image because of different resolutions, click **Don't Resample**.)*

- d. Click the **Info panel**. If the **Info panel** is not visible, click **Window > Info** on the menu bar.
- e. While watching the **Info panel's X-Y coordinates**, use the **arrow keys** to move the selected bitmap image you just copied to an **X coordinate of 10** and an **Y coordinate of 10**. This will center our image on the background since our background is 20 pixels wider and 20 pixels longer than our bitmap image.

## 6. Applying special effects.

- a. Click on the **Effect panel** or click **Window > Effect** on the menu bar.
- b. Click on the **Add Effects** pulldown (None is the default) and select **Bevel and Emboss > Outer Bevel**.
- c. Click the **Bevel Edge Shape** pulldown and select **Ruffle**.
- d. Click the **Width** pulldown slider and select **10**.
- e. Click the small black triangle on the corner of the color selector and select the color you previously used for the background of your canvas. Hint: You can also type in the color number from step **4.f.** and press the **Enter Key**.
- f. Leave all other effect option pulldowns defaulted (Contrast - 75%, Softness – 3, Angle – 135, and Button Preset – Raised) or have fun and experiment.

## 7. Optimizing graphics for smaller Web download

- a. At the top of the graphic window, just below the title bar, click the **2-up** tab. Two windows will open usually displaying your original graphic on the left and the Export Preview version on the right. The Export Preview version will have numbers identifying the file size when exported and estimated download time.
- b. Click the **Optimize panel** to open it. If the **Optimize panel** is not available, click **Window > Optimize**.
- c. Click on the Export Preview image to select it.
- d. Click the **Settings** pulldown and select **JPEG – Better Quality**. Note the size and estimated download time of the file.
- e. Click the **Quality** pulldown slider and vary setting between **40** and **80** until you find the smallest setting that does not appreciable change the image quality, about **60**. Note the file download time is cut in half.

## 8. Saving and exporting graphics.

- a. To export the file so it can be used on your Web page, on the menu bar click **File > Export Preview**.

- b. Click the **Options tab** in the upper left corner and select **JPEG** from the **Format** pulldown. If not selected, select **60** from the **Quality** pulldown, **No smoothing** from the **Smoothing** pulldown and click **Export**.
- c. Navigate to the **Images** folder and type in, **band2frame.jpg**, for the filename.
- d. If needed, click the **Save as Type** (Mac note: Save As) pulldown and select **Images Only**.
- e. Click **Save**.
- f. From the menu bar click **File > Save As**, navigate to the **Images** folder, and type in the filename, **band2frame.png**. Click **Save**.

#### 9. Exit Fireworks.

If prompted to save changes to **band2.jpg**, click **No**.

#### 10. Finished graphic.



## Fireworks 4, Lab 5 – Rollover Buttons

### 1. Start Fireworks.

### 2. Create a blank canvas to draw on.

- On the menu bar, click **File > New**.
- In the "New Document" window, Canvas Size Box: Set the width to **125** and select **pixels** from the pulldown menu.
- Set the height to **200** and select **pixels**.
- Set the resolution to 72 and select pixels/inch.**
- In the Canvas Color Box, select **white** (click the radio button to select).
- Click the **Ok** button. A blank canvas appears.

### 3. Make the button "Up" state.

- On the menu bar, click **Insert > New Button**. The button editor window (a.k.a., Symbol Editor) will appear. Use the tools in the Tools panel and various panels to design the "Up" and "Over" states of the button.
- In the Tools panel click on the **Rectangle** drawing tool (5<sup>th</sup> tool down, left-hand column).  
(*Hint: If you do not see the Tools panel, click **Window** on the menu bar and click **Tools**.)*



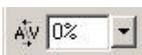
- In the Colors box of the Tools panel, click the **small black triangle** next to the pencil icon and choose the white box with red diagonal line for **no stroke**.



- Click the **small black triangle** next to the paint bucket icon, and click on a fill color of **#CCCC99** (clay) to select it.  
(*Hint: You can also type in the color's numeric representation and press the **Enter Key**.)*)
- Use the rulers. Starting about -50 pixels left and up about 10, click, and with the mouse button pressed down, drag slowly down about 15 pixels and right about 100 pixels, so that you have a long, thin clay rectangle. Release the mouse button to complete the process. Use the Left, Right, Up, and Down arrow keys to roughly center the rectangle on the center of the button canvas. If you make a mistake, press the **Delete Key** and try again.
- Click on the **Text** tool in the Tools panel (5<sup>th</sup> tool down, right-hand column). Place the cursor in the center of the clay rectangle in the button the canvas, and click. The "Text Editor" window will open.



- g. Select **Arial** from the **Font** pull-down.
- h. To the right of the **Font** pull-down is the **Font Size** pull-down slider. Click the pull-down and use the slider to select **10** or type in **10**.
- i. From the color selector, select **#000099** (dark blue).
- j. Click the **bold face (B)** button to select Bold. It should appear "pressed in" when selected. If the **Italics (I)** or **underline (U)** button(s) are pressed in, click the appropriate button(s) to deselect them.
- k. Place your cursor in the large text box and click. Type in **Calendar**.
- l. Using your mouse, highlight the word **Calendar**.
- m. Below the **Font** pull-down is the **Kerning** pull-down slider. Click the pull-down and use the slider to select **5%** or type in **5%**. (*Hint: Kerning is the spacing between characters.*)



- n. Click **Ok**.
- o. With the text selected, use the arrow keys to move the text to the middle center of the clay rectangle.
- p. Select the **Pointer** tool from the Tools panel (top, left-hand tool). The text you just added should already be selected. If not, place your cursor over the text you just added and click to select it. The selection handles will turn from red to blue, letting you know the object has been selected.



- q. With the **Pointer** tool selected, place your cursor over the clay rectangle so you can see the red selection handles, hold down the **Shift key**, and click to select it. Both the text and clay rectangle should have the blue selection handles visible.
- r. On the menu bar, click **Modify > Align > Center Vertical**.
- s. On the menu bar, click **Modify > Align > Center Horizontal**. The text should be placed exactly in the center and middle of the clay rectangle.
- t. With the **Pointer** tool selected, click in an empty area of the button canvas to clear the selection handles from the rectangle and the text.
- u. Re-select the clay box, click on the **Effect panel** or **Window > Effect** from the menu bar.
- v. Click on the **Add Effects** pull-down (None is the default). Select **Bevel and Emboss > Outer Bevel**.

- w. Click the **Bevel Edge Shape** pulldown (top, center) and select **Frame1**.
- x. Click the **Width** pulldown (top, left) and select 4.
- y. From the color selector, select **#CCCC99** (clay).
- z. Click on the **Add Effects** pulldown (Untitled is now the default). Select **Shadow and Glow > Drop Shadow**. Click the **Distance** pulldown (top, left) and select **5**. Place the cursor in an empty section of button canvas and click.

#### 4. Making the button "mouse over" state.

- a. Click the **Over** tab to select it and click on the **Copy Up Graphic** button.
- b. Click the **Onion Skinning** checkbox to remove the checkmark.  
*(Hint: Onion skinning is a function that allows you to view all the states of a button at once with non-active states opaquely showing through.)*
- d. Double click the text you entered to select it. From the color selector, select **#FFFFCC** (light cream). Click **Ok**.
- e. Double click the clay button to select it and click the color selector in the Tools panel, select **#000099** (dark blue).
- f. With the dark blue box selected, click on the **Effect panel** or **Window > Effect** from the menu bar.
- g. Double click the **Drop Shadow** effect. Change the distance to **3**. Click in an empty area of the button canvas to de-select it.

#### 5. Making the button's active area.

- a. Click the **Active Area** tab to select it. You will see a light green rectangle (or slice) surrounding the button over state.
- b. Click the **Pointer** tool and use it to click the light green rectangle to select it.
- c. With the light green rectangle selected, place the cursor on the top left selection handle. Click and drag to resize the box so it fits closely around the top left corner of the button. You want to leave a few pixels of slice space on the top and left sides.
- d. Click on the bottom right selection handle and click and drag up and to the left. This time leave a larger amount of excess slice space to the right and bottom of the button. This will account for the larger drop shadow of the over state.
- e. Click the **Link Wizard** button. When the Link Wizard window opens, click the **Link** tab.
- f. In the **URL** text box (next to chain link icon), type in **calendar.htm**.
- g. In the **<Alt>** text box, type in **Link to Calendar**.
- h. Click **Ok** and close the button window. A button should appear on your canvas as a symbol. If you click on the **Library** panel (**Window > Library** from the menu bar) you will see the button you just created in the library.

i. To change the default name of the button symbol, click on the symbol named "button" and click the small gray letter "i" inside the dark blue circle at the bottom of the **Library** panel.



j. In the **Name** text box, type in **calendar** and click **Ok**.

n. Close the button editor window.

o. On the canvas, click and drag the light green slice to position the calendar button at the top left corner of the canvas. Release the mouse button.

**6. Making additional buttons.** The button you created is now a symbol in the library, available for re-use.

a. Open the **Library** panel, or if it is not already on-screen click **Window > Library** from the menu bar.

b. Click on the calendar button in the Library panel and drag it onto the canvas, below the first button.

c. Double click in the green slice area for this new button and when asked to edit this instance of all instances, click **Current**.

d. The symbol editor window will open and an instance of the calendar button is displayed. Double click the "calendar" text to open the text editor. Replace the word calendar with the words **Contact Info**. Click **Ok**.

e. When asked to update the text in other button states, click **Yes**.

f. Click the **Up** tab. With the Pointer tool, select the Contact Info text and the button. On the menu bar, click **Modify > Align > Center Vertical**. Repeat this step for the image in the **Over** tab.

g. Click the **Active Area** tab and click on the **Link wizard** button.

h. When the Link Wizard window opens, click the **Link** tab.

i. In the **URL** text box (next to chain link icon), type in **contact.htm**.

j. In the **<Alt>** text box type in **Link to Contact Information**.

k. Click **Ok** and close the button window. The new button should appear on your canvas.

l. Change the default name of this button symbol, click on the symbol named "calendar1" (or something similar) and click the small gray letter "i" inside the dark blue circle at the bottom of the **Library** panel.

m. In the **Name** text box, type in **contact** and click **Ok**.

n. Close the button editor window.

o. On the canvas, click and drag the light green slice to position the contact button below the calendar button. Release the mouse button.

*(Hint: Use the arrow keys for fine movement of the slice.)*

p. Repeat **step 6** creating 3 more buttons:

Button Text	Button URL	Button Alt	Button Name
Policies	policy.htm	Link to Policies	policy
Sports	sport.htm	Link to Sports	sports
Transportation	transport.htm	Link to Transportation	transport

## 7. Saving and exporting buttons.

a. On the menu bar, click **Modify > Trim Canvas** to clear away any extra canvas.

b. To export the file so it can be used on your Web page, from the menu bar click **File > Export Preview**. From this window, various settings can be adjusted to optimize the graphic (minimize file size and maximize image quality) and set image transparency (.gif only).

c. Click the **Options tab** in the upper left corner and select **GIF** from the **Format** pulldown. Select **WebSnapAdaptive** (Mac note: Web Adaptive) from the **Palette** pulldown and click **Export**.

d. Navigate to the **Images** folder and type in, **wms-menu.htm**, for the filename. The **Save as Type** pulldown (Mac note: Save As) should be set to **HTML and Images**.

e. Click **Save**.

f. To save the graphic image in native format (.png) so the image can be edited and reused in the future, on the menu bar click **File > Save As**. Navigate to the **Images** folder and type in the filename, **wms-menu.png**. Click **Save**.

## 8. Exit Fireworks.

## 9. Finished graphic.

