

Fireworks Tutorial

This tutorial is designed to introduce some basic concepts of image editing using Macromedia Fireworks 3.

You can download a free 30-day trial version of Fireworks from Macromedia's website:

<http://www.macromedia.com/software/fireworks/trial/>

Click the *Continue without login* button, and you'll be asked to fill in some information about yourself before you get to the download page.

This tutorial will guide you through the following steps:

1. Retrieving materials from the Web
2. Introduction to the Fireworks application
3. Some basic image editing
4. Getting your image ready for the Web
5. Including your image in a Web page

Prerequisites

This tutorial assumes a level of competency with basic computing tasks and concepts. You should understand the following terms:

- Files
- Folders
- File hierarchy
- Kilobyte
- The desktop
- The Finder (Mac only)

Conventions

Actions that you need to perform are bulleted, like this:

- Open the file.

All discussion of concepts or theory — or anything that is not an action to be performed — is not bulleted (for example, the paragraph you're reading right now.)

Menu commands look like this: **File > Open**. This means choose the **Open** option from the **File** menu. Sometimes, for the sake of brevity, common menu items may be referred to simply as **Save** or **Open**. The same style is used for other user interface elements, such as key you're supposed to press and buttons you're supposed to click, i.e. "Click the **OK** button."

HTML code and URLs look like this:

```
<BODY BGCOLOR="white">
```

Names of files and folders, as well as text that you are supposed to type, are rendered in *italics*. I've chosen italics rather than the more conventional quotation marks to avoid potential confusion: "Am I supposed to type those quotation marks or not?" If you see quotation marks, you can assume that they *are* to be typed.

Before You Begin

Windows Only: Configure Your System

Follow these instructions to make Windows display filename extensions at all times. This is highly recommended for aspiring Web authors, because it reduces opportunities for confusion.

- Open any folder or drive.
- From the **View** menu, choose **Options** or **Folder Options**. A dialog box should appear.
- Click the "View" tab.
- Look for an option that says "Hide file extensions for known file types" or "Hide MS-DOS file extensions for file types that are registered." *Make sure this item is **not** checked.*
- Click the button marked **OK**.

1. Retrieve Materials

First, you must create a temporary folder to hold your files. This keeps all your files in one place and makes it easier to clean up afterward.

- Create a new folder on the desktop and name it *mytutorial*.

Windows users: You can do this quite simply by clicking on the desktop with your right mouse button and choosing **New > Folder** from the pop-up menu. Then, without pausing to draw breath, type the word *mytutorial*. Press the **Enter** key and you're done.

Mac users: You can do this quite simply by clicking on the desktop while pressing the **Control** key; choose **New Folder** from the pop-up menu. Then, without pausing to think, type the word *mytutorial*. Press the **Return** key and you're done.

There should now be a folder on the desktop named *mytutorial*. Check to see that it's there.

Next, you must retrieve the necessary materials from the Web:

- Start Netscape.
- Point the browser to this URL:

```
http://www.xula.edu/Administrative/cat/temp/pictures/
```
- A directory listing should appear, showing a series of numbered JPEG files. Recall your number from the photo shoot and click on the appropriate file. You should now be seeing a picture of yourself. If not, go back to the listing and try another number!
- Now you need to save this file in your *mytutorial* folder. The simplest way to do this is to click on it with your right mouse button (Mac users, just click and hold down):
 - A pop-up menu will appear. Choose **Save Image As...** (Windows) or **Save this Image As...** (Mac).
 - Name the file *me.jpg* and make sure that you are saving it to your *mytutorial* folder. Then click the button marked **Save**.
- Now point the browser to this URL:

```
http://www.xula.edu/Administrative/cat/workshops/templates/
```

A directory listing should appear, showing a number of plain text files.

- Click on the file named *4-trans.txt*.

This is a plain text file. The contents of the file will be displayed in the browser window. You'll use this raw code as a template for a Web page.

The best way to save this file is simply to copy and paste:

- Choose **Edit > Select All** to select all the text.
- Choose **Edit > Copy** to copy the selected text.
- Launch a text editor.

Windows users: Use Notepad. From the Windows **Start** menu, choose **Run...** and enter *notepad*.

Mac users: Use SimpleText. This application can usually be found on the hard drive, in the *Applications* folder.

- In your text editor, select **Edit > Paste**. The text you copied from your browser should appear in the window of the text editor.
- Save this file. Name it *template.txt* and make sure that you are saving it in your *mytutorial* folder.

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- Exit/quit your text editor.
- Exit/quit Netscape.

You should now have an image file and a text file in your *mytutorial* folder.

The *.jpg* extension lets you know that the image file is in the JPEG format, which is appropriate for putting photorealistic images on the Web. Just in case you're curious, the data in this image file has not been altered. The image you see is exactly as it came from the camera.

And, yes, the camera automatically saved the image as a JPEG file. Different cameras will have different features and support different file formats. JPEG is a common choice because it offers such good compression. The camera saved the image with a relatively small amount of compression, preserving much of the image quality.

2. Introducing Fireworks

Now it's time to do some image editing.

- Start Fireworks by double-clicking the Fireworks icon.

Windows users should find the icon on the desktop.

Mac users may have to open up the hard drive and look for a folder named *Fireworks 3*. Open this folder and find the Fireworks icon.

- If you're using trial software (try before you buy), you will see a dialog box asking if you want to buy Fireworks right now. Click the button marked **Try** and the program should launch.

2.1 First Glance

Like most of today's image editors, Fireworks is a powerful program that offers many features.

Unfortunately, all these features can make for a crowded screen. It's best to use a high-resolution display so that more "stuff" can fit on the screen. *If you see elements of the interface that seem to be sticking out beyond the viewable area of your monitor, you will need to increase the resolution of your display.* Flag me down if you don't know how to do this or if you have any questions.

Take a moment to look around at the different components of the interface. There are a few differences between the Mac and PC versions, but they are mostly cosmetic.

The *toolbox* appears on the left side of the screen. Later in the tutorial, you'll select tools from the toolbox by clicking on them.

Floating *palettes* appear on the right side of the screen. These small windows offer information and controls that you'll use to refine your image.

2.2 Opening and Saving a File

Now you will open the picture of yourself that you downloaded from the Web.

- Choose **File > Open**.
- Navigate to the *mytutorial* folder you created.
- Select the *me.jpg* file which you saved, and click the button marked **Open**.

Fireworks opens the image file and displays the image file in a new window. We'll refer to this as the *document window*. Note that there are some tabs at the top of this window and some controls at the bottom. We'll be using these shortly.

You might think that you're now looking at *me.jpg*, but you're not! One peculiarity of Fireworks is that it can only open and save files in one format: PNG (which stands for Portable Network Graphic — review your handout about file formats). Therefore, when you opened the JPEG file, it automatically converted it to the PNG format.

What, you don't believe me? Let's prove it:

- Choose **File > Save**.
- A dialog box should appear. Note that the filename is now *me.png*, indicating the PNG file format.
- Making sure that you are saving it to your *mytutorial* folder, click the button marked **Save**.

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You now have two image files in your *mytutorial* folder: a JPEG and a PNG. Remember that an advantage of the PNG format is that it supports lossless compression. JPEG, on the other hand, uses lossy compression. That means that every time you save a JPEG file, it loses a little data. Therefore, JPEG is not a great option for actually working on an image, even if your ultimate goal is to produce a JPEG file. Fireworks is strong-arming you into making a backup of your original image. It's for your own good!

3. Image Editing

Now it's time to use Fireworks to accomplish some basic editing tasks.

3.1 A Basic Transformation

By now, you've probably noticed that this image is sideways. (If not, you may be lying on your side, or perhaps your monitor is sideways. Please make the necessary adjustments and then proceed.)

As we noted in the seminar, images may be rotated by 90° with no loss of quality. That's because the pixels, which are arranged in a grid, can simply be reassigned; their values are not recalculated. You're going to do that now:

- Choose **Modify > Rotate Canvas > Rotate 90° CW**. (CW stands for clockwise.)

Both the canvas and the image are rotated by 90°. The image should now appear normal.

- Choose **File > Save** to save your work.

3.2 Adjusting Your View

Adjusting your view of the image, although it's not an image editing operation, is nevertheless very important to the editing process. After all, you have to have a clear view of your subject matter.


At this point, your image is probably not fitting into the document window very well. You need to adjust the document window:

Windows users can simply maximize the document window.

Mac users will have to do this manually. Click on the lower right-hand corner of the document window and drag until the window is nice and big.

You should now be able to see the entire image.


There are some other ways to adjust your view as well. Note the magnification pop-up menu. (Windows users will find this on the taskbar at the top of the screen; Mac users should look to the bottom left of the document window. The pop-up menu should be set to 100% at this point.) Familiarize yourself with this feature by doing the following:

- Use the pop-up window to experiment with other magnification settings. Note that Fireworks provides quite a range — from 6% to 6,400%!
- Set the magnification to 400%. At this magnification, you can see lots of detail and should be able to distinguish individual pixels. This "up close" view is great for detail work, but you can only see part of the picture at a time. How can you move around to different parts of the image?
- Select the Hand tool from the toolbox. (You select a tool just by clicking on it. The Hand tool is the one that looks like — surprise — a hand.) 
- Use the Hand tool to move your view of the image. Just click and drag on the image.
- Restore your magnification setting to 100% and proceed.

3.3 Cropping

Although I tried to frame up the shot nicely when I took your picture, there's probably some wasted space. Most photos need to be cropped to eliminate of wasted space and any unwanted

details. This is especially important for us, because on the Web, small is beautiful and less is more.

- Select the Crop tool. Selecting this tool is a little trickier than selecting the Hand tool, because it's "tucked away" in the toolbar.
 - First, you must find the Marquee tool. That's the second tool on the left side of the toolbar. It looks like a dotted rectangle.
 - Click on the Marquee tool and hold down. A fly-out menu will appear.
 - Slide over the fly-out menu to the third option — the funny-looking widget on the right. That's the Crop tool. Release the mouse to select it. 
 - Move the cursor over the image, and it should now look like the funny-looking Crop tool.
 - Does that seem too complicated? Here's a shortcut: Just press the **H** key to select the Hand tool. Press the **C** key on your keyboard to select the Crop tool again. Alternate between pressing these two keys a few more times and observe the cursor. If the cursor is positioned over the image, you should see it change from one tool to the other. All the tools in the toolbox have these shortcuts. The shortcuts are quicker, but they require more brain cells to use.
- With the Crop tool, click and drag across your face, then release the mouse button. Don't worry about being precise in any way.

You should now see a cropping rectangle with eight little black boxes in the corners and on the sides. These little black boxes are handles, and you can use them to adjust the cropping rectangle.

- Adjust and position the cropping rectangle to include only the portion of the photograph that you wish to keep. Click and drag on the handles to adjust the cropping rectangle. Click and drag in the center of the rectangle to move the whole thing.
- When you get the cropping rectangle just the way you want it, double-click inside the rectangle. The cropping operation is performed.

Are you satisfied with your work?

- If not, choose **Edit > Undo Crop Document** and start over.
- When you are satisfied, choose **File > Save** to save your work.

3.4 Applying Effects

One of the most common uses of an image editor is to correct or enhance a photograph using special purpose effects. (Effects are called "filters" in some applications, like Adobe's massively popular product, Photoshop.)

In order to apply an effect to your image, you must first select the portion of the image that you wish to affect.

- Since we want to affect the whole image, choose **Edit > Select All**.

Note the blue outline that appears to indicate the object is selected.

You will now use the **Effect** palette to apply effects to the selection.

- Among the floating palettes to the right side of your screen, find the topmost palette and click the **Effect** tab. If you can't find this tab anywhere, choose **Window > Effect** and it should appear.

Make sure you can see the whole palette. If you can't, you may need to adjust your display or simply drag the palette to a new location.

3.4.1 Adjusting Brightness

Now you're ready to apply an effect:

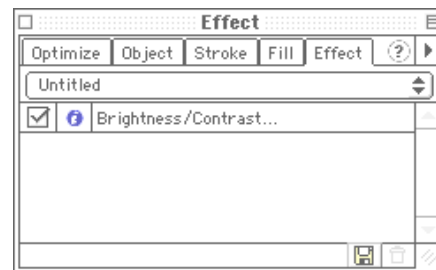
- In the **Effect** palette, find the pop-up menu. It probably says "None" but it may say "Untitled" or something else.
- From this pop-up menu, choose **Adjust Color > Brightness/Contrast...**
- A dialog box with two sliders should appear. Drag the box so that it does not obscure your image.
- Use the sliders to adjust the brightness and contrast of the image. If the **Preview** option is checked, the image will show the results of your adjustments each time you release the mouse.
- Now it's up to you to make the judgment call of just how bright or dark you want your image to be. Here's a hint: Mac monitors and PC monitors tend to have different "gamma," meaning that they display images with a different degree of luminosity. To compensate for this, Mac users should make their Web images just a little brighter than they think they should be. Conversely, Windows users should make their Web images just a little darker than they think they should be.
- When you are happy with your choice, click the button marked **OK**.

Note that a **Brightness/Contrast...** item now appears in the **Effect** palette. You can turn the effect on and off with the checkbox to the left of this item. You can revisit the sliders by clicking the little blue **i** icon next to the checkbox.

(Incidentally, this is a very nice feature. It means that the effects you apply remain fully editable, even after today's session is over. Not many image editors allow this. Usually once you've applied your effects and closed your file, you're stuck with your choices.)

Do you think you did a good job of compensating for the differences between PC and Mac monitors? Fireworks has a feature that lets you check this:

- Choose **View > Macintosh Gamma** (if you're using Windows) or **View > Windows Gamma** (if you're using Macintosh) to simulate what your image will look like on the other platform's monitor.
- You may wish to revisit the brightness settings (through the **Effect** palette, as described above) while in this mode.
- Once you're satisfied, get out of "gamma mode" by choosing **View > [...] Gamma** again.
- Choose **File > Save** to save your work.



3.4.2 Sharpening

Often photographs are not as crisp as they could be. You'll compensate with another effect:

- From the **Effect** palette pop-up menu, choose **Sharpen > Sharpen**.

No dialog box appears. This is a "canned" effect, applied according to a predetermined amount.

You should notice that the image is a bit sharper than before — but does it really look better?

- In the **Effect** palette, uncheck the checkbox for the **Sharpen** item.
- Observe the unsharpened image, then check the box again and compare. Continue to do this until you feel confident about which you prefer, then stick with that choice.

Note that you can apply an effect more than once, with cumulative results. However, there are limits to what an effect like **Sharpen** can do.

Note also that there are two other similar effects in the pop-up menu: **Sharpen More** (another canned effect that does the same thing as **Sharpen**, only more so) and **Unsharp Mask** (which gives you much more control but is, subsequently, harder to use — and despite the funny name, this is indeed a sharpening effect).

3.4.3 Beveling

Not all effects pertain to image correction. Some are more whimsical:

- From the **Effect** palette pop-up menu, choose **Shadow and Glow > Inner Glow**.

You should notice a change in the appearance of your image, around the edge.

Notice also that a miniature dialog box appears right on top of the **Effect** palette. You can use this dialog to customize the effect.

The pop-up menu in the top left of the box specifies the width of the effect in pixels.

Directly below it is a special pop-up menu called a color well, which allows you to choose the color of the effect.



To the right are three more pop-up menus that (from top to bottom) allow you to set the opacity, softness and offset of the effect.

- Use the pop-up menus to set the width to 5, the color to white, the opacity to 100%, and the softness to 5. Leave the offset at zero.
- Then click away from the dialog box to "set" the effect. If you need to, you can revisit the dialog via the **i** icon in the **Effect** palette.
- Choose **File > Save** to save your work.

3.5 Resampling

You already reduced the size of your image by cropping it. However, since small is beautiful, let's make it even more beautiful. Now you will further reduce its pixel dimensions by resampling the image. Refer to your handout about resampling screen images to refresh your memory.

- Choose **Modify > Image Size...**

A dialog box appears. There are a number of options here, and lesser mortals might be intimidated or confused. But not you. You've taken this seminar and so you can figure out what all this stuff means.

First, observe that there are two main sections to this dialog. One indicates pixel dimensions and the other indicates print size. They're even labeled that way, which is refreshing. There are also a couple checkbox options at the bottom.

Let's start from the bottom and work our way up:

- ❖ The **Resample Image** option should be checked. After all, that's what we came here for: to resample the image.
- ❖ A pop-up menu to the right specifies the resampling method. The program will use this method to recalculate the pixel values. We won't get into this esoteric mathematical stuff. All you need to do is make sure that **Bicubic** is selected because this method usually supplies the best results.
- ❖ The **Constrain Proportions** option should be checked. This will ensure that your image will still have the same proportions after the resampling as before. Just for fun, uncheck

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this box and observe the little padlock icons disappear. Then check the box and watch them reappear. (If you're feeling mischievous, you could leave this button unchecked and get distorted results. But you're on your own if you do!)

- ❖ The **Print Size** section doesn't concern us. Why? Because we're not printing. We don't care about print size.
- ❖ The **Pixel Dimensions** section is where the action is. This is where you will specify exactly how you would like your image to be resampled. Note that there are two fields here, one displaying the current width of your image, the other displaying its current height. You're going to enter new values in these fields, specifying new pixel dimensions for your image. If you were to enter bigger values than those currently displayed, you'd be upsampling, which is rarely recommended. Instead, you'll be entering smaller values so that your image will be downsampled. Review your handout for a demonstration of upsampling and downsampling.

Alright, enough discussion — let's do it:

- Enter a new width value in the first field. The exact number is up to you, but it should be smaller than the current value. Try to shoot for something like 200 or lower.
- Note that the height value (in the second field) is automatically updated. That's because the proportions of the image are constrained (unless you left that box unchecked) so that changing one automatically changes the other.
- Note also that there are pop-up menus to the right of these fields. You can choose to work in percentages (of the current image dimensions) instead of raw pixels. Leave it set to **Pixels** for now.
- Click the button marked **OK**.

Are you satisfied with your work?

- If not, choose **Edit > Undo Image Size** and start over.
- When you are satisfied, choose **File > Save** to save your work.

4. Getting Ready for the Web

Here's where Fireworks really shines. It makes optimizing an image for the Web extremely easy. Remember that Fireworks can only save files in the PNG format. However, it can *export* files in a number of different formats, including the Web-friendly JPEG and GIF formats.

Review your handout on file formats, and you'll see that there are significant differences between JPEG, GIF and PNG. Most significantly: JPEG uses lossy compression, which sacrifices image quality for the sake of a smaller file size; GIF uses the indexed color mode, which supports a maximum of 256 colors. This means that when you export your PNG image to one of these formats, it will look different.

As you can imagine, the process of converting to a Web-friendly format can cause some headaches. Fireworks eases the pain by showing you what your exported image will look like before you actually export it.

4.1 Optimizing

- Observe the tabs at the top of the document window. The currently selected tab is marked **Original** because you're looking at your original PNG image, not a preview of what it will look like as a JPEG or a GIF.
- Click the tab marked **Preview**.
- Now you need to tell Fireworks what you'd like to see in the preview window. You'll do this with the **Optimize** palette. You should find the **Optimize** tab in the same palette as the **Effect** tab. Click on it, or choose **Window > Optimize**.
- Note the pop-up menu in the **Optimize** palette that's labeled **Settings**. This is a quick way to access pre-configured settings for popular export options.
- Choose **JPEG - Smaller File** from this pop-up menu.

Just below the pop-up menu are a number of controls showing the details of this setting, including the export file format, the quality and the level of smoothing. These last two items pertain to the all-important compression of the file.

The **Preview** image in the document window is now displaying what your image would look if you exported it with these settings, as a JPEG at 60% quality with a bit of smoothing.

Look at the top of the document window, to the right of the tabs, and you should see a little text, saying something like this:

```
7.15K 2 sec @28.8kbps JPEG (Document Frame 1)
```

Decoded, this means that the exported file would be about 7.15 kilobytes and would take about 2 seconds to be transmitted over a standard modem. (That means a 28.8 kilobits/second modem, if you're curious.) That's an optimistic estimate, to be sure, but it's nice to have the information all the same.

Well, this is very nice, but wouldn't it be better if you could compare your preview with your original, side-by-side?

- Click the **2-Up** tab at the top of the document window.

You should now see both images, original and preview, side-by-side. Take a few moments to see the difference between the original and the preview. Note the information at the bottom of each section. You can see just how much JPEG compression is saving you in terms of file size, and just how much it's costing you in terms of image quality.

But let's not stop here.

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- Click the **4-Up** tab at the top of the document window.

You should now see four images at once. The image in the upper left is your original. The other three images are previews — though they all have the same export settings right now, so there's no difference between them yet.

One of the sections should have a highlighted border, indicating that it is the currently selected preview. You can alter the settings of the selected preview through the **Optimize** palette.

- Click on the lower left preview to select it. A border should appear around the section.
- In the **Optimize** palette, choose **JPEG - Better Quality** from the pop-up menu at the top.

Note that this specifies 80% quality and no smoothing.

Take a few moments to see the differences between the original, the preview you just changed, and the other two previews (which at this point are still identical). Note the information at the bottom of each section. Compare file sizes and image quality.

- Now click on the lower right preview to select it. A border should appear around the section.
- In the **Optimize** palette, choose **GIF Web 216** from the pop-up menu at the top.

Note that this specifies an entirely different file format (GIF instead of JPEG) with a more complicated set of options. In brief, the preset you chose specifies a color palette (the indexed CLUT, or Color Look-Up Table) of only the 216 "Web-safe" colors, and uses dithering to compensate for the low number of colors.

Once again, take a few moments to see the differences between the original and the three previews (which are all different now). Note the information at the bottom of each section. Compare file sizes and image quality. You can probably see that the GIF format would be a poor choice for this image.

- Just for fun, return to the **Optimize** palette and click on the **Colors** pop-up menu. Select **8**. This lowers the effective bit-depth of the image by restricting the number of colors in the palette. You should observe a corresponding change in the selected preview.
- For even more laughs, click on the **Dither** pop-up menu and pull the slider all the way down. Now you'll see what the preview looks like without dithering. Note that by reducing the colors and eliminating dithering, the file size is greatly reduced.

4.2 Exporting

Enough fun and games. Now it's time to make a serious choice. Which of the three preview images looks best to you?

- Click on the preview you think looks the best. (Of course, the original probably looks best, but that's not an option!) Fireworks will use the settings for this preview when you export your image. That's the next step.
- Choose **File > Export**.
- A dialog box should appear. The first thing you should do is check that you are in fact exporting to your *mytutorial* folder. If you're not, navigate there now.
- The filename is probably defaulting to *me.jpg*, which would overwrite your original, archival JPEG file. So, name this *me-final.jpg* and click the button marked **Save** or **Export**. If you chose to export a GIF image, you should name it *me-final.gif* and click the button marked **Save** or **Export**.
- Choose **File > Save** to save your work. This saves your export settings for *me.png* for future convenience.

5. Putting the Image in a Web Page

Now it's time to create an HTML document that will display the image you just exported. Remember that HTML documents don't actually include the image data, but merely point to the image file. A Web page that displays an image requires two files: an HTML file and an image file. You already have the latter. Here's how to create the former:

- Exit/quit Fireworks.
- Open the *template.txt* file that you saved in your *mytutorial* folder. (Double-clicking the file's icon should launch your text editor. If not, you will have to start your text editor yourself and open the file within that application.)
- Click between the `BODY` tags.
- Type the following exactly as it is shown below:

```
<H1>Photo of Me</H1>
<IMG SRC="me-final.jpg" ALT="photo">
<P>This is a photograph of Bart Everson.</P>
```

(OK, I said type the above exactly as shown, but put your name in place of mine. Also, if you exported a GIF instead of a JPEG, then you should type *.gif* instead of *.jpg*.)

- Find the `TITLE` tags, in the `HEAD` of the document.
- Delete the word *Untitled* from between the `TITLE` tags.
- Type a new title, such as *Sample Page for Imaging Seminar*.

You've now created three elements: a top-level heading, an image, and a paragraph. You've also titled the document.

Now we need to save a copy of this file, without overwriting our original template. We also need to designate the new copy as a hypertext file, rather than a plain text file.

- Choose **File > Save As...**
- Name the file *me.html* and save it to your *mytutorial* folder. (The filename extension *.html* marks this as a hypertext file.)

Now check your work by viewing the HTML document in a Web browser.

- Start Netscape (but leave your text editor open, as you'll need it again soon).
- Choose **File > Open Page**. (Mac users should choose **File > Open > Page in Navigator**.)
- A dialog box should appear. Navigate to your *mytutorial* folder. (Windows users will need to click the **Choose File** button.)
- Choose the *me.html* file, and click the **Open** button.

Your Web page should now be displayed in the browser.

Very nice. But you can make it even nicer.

5.1 Some minor adjustments

It's a good idea to explicitly set the background color of the page to white to ensure the maximum effect of the inner glow effect. You will do this by customizing the `BODY` tag with an attribute.

- Return to your text editor. The *me.html* file should still be open.

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- Expand the opening `BODY` tag to include the `BGCOLOR` (background color) attribute, and set the value to *white*. Make sure you're working on the opening `BODY` tag and not the closing one.

Hint: This would be a good time to review attribute syntax.

The opening `BODY` tag should look exactly like this:

```
<BODY BGCOLOR="white">
```

It would also be cool to center everything on the page. You could add an `ALIGN` attribute to each element, like this:

```
<H1 ALIGN="center">
```

But don't do that. There's a better way:

- Type the following before the opening `H1` tag:

```
<DIV ALIGN="center">
```

- Type the following after the closing `P` tag:

```
</DIV>
```

Congratulations. You've just done some advanced HTML authoring. You've created a generic division by wrapping everything in a `DIV` tag. The `DIV` tag has an `ALIGN` attribute set to `"center"` so all the content between the `DIV` tags will be centered.

Now check your work:

- Choose **File > Save** to save your work.
- Return to Netscape.
- The *me.html* page should still be displayed, but the browser is showing the old version. To display the changes you just made, click the **Reload** button.

Cleaning Up

- If you wish to save your files, you may upload them to the Xavier server with an FTP client, as per the instructions found in the *HTML Mytutorial*.
- You may now close all running applications.
- If you are doing this tutorial in a lab, take a moment to clean up the desktop as a courtesy to the next user. Simply drag your *mytutorial* folder to the Recycle Bin (Windows) or the Trash (Mac).
- Shut down your computer.
- Don't forget to turn off the monitor.
- Please complete and turn in an evaluation form before you leave.

Keep in touch! Remember that the Center for the Advancement of Teaching is here to help faculty as they learn about using information technology and new media. If you have questions or need help, or if you just want to talk, please give us a call, send an e-mail, or just stop by the office. I personally am always happy to help faculty plan their projects, critique their work and learn new skills.

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