menu**machine** **2**

User Guide

revision 2.1
6 June 2006
www.menumachine.com

About this User Guide

This User Guide revision 2.1 is for MenuMachine version 2.1 and higher. If you are using an older version of MenuMachine, we recommend that you download and install the latest version.

This User Guide is in five main parts:

Contents

The Contents and Index sections are interactive and references can be clicked in the PDF document. This document also contains bookmarks which you can also use to navigate the document in your PDF reader.

Getting Started

This section tells you how to buy, install and learn how to use MenuMachine 2.

Reference Guide

This section explains in detail all the features of MenuMachine 2.

Tutorials

This section explains step-by-step how to perform various tasks which require more information than can be included in the Reference Guide.

Index

Includes most of the key terms used throughout the other sections.

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Getting Started

MenuMachine 2 is a powerful DHTML menu editing extension for Adobe GoLive. MenuMachine 2 allows you to express your creativity without editing a single line of code.

Getting MenuMachine 2

Supported GoLive Versions

MenuMachine 2 is a extension for **Adobe GoLive CS (v.7)** and **GoLive CS2 (v.8)**.

Ensure you have applied the latest GoLive updates for your version available from: **http://www.adobe.com/support/downloads/**

MenuMachine 2 will **not** work with older versions of GoLive e.g. versions 5 and 6.

System Requirements

If your computer is running either GoLive CS or GoLive CS2, it will run MenuMachine 2.

To Buy MenuMachine 2

To buy or upgrade MenuMachine, go to the purchase page of the menumachine.com site:

http://www.menumachine.com/buy

IMPORTANT MESSAGE:

When you purchase MenuMachine 2, use your real first and last names and correct email address. To install MenuMachine 2, you will be required to enter EXACTLY the same name you used when you placed your order. Your serial number will be sent to the email address you nominate so it must be a real working address you can access.

To Download MenuMachine

Once you have received your serial number in an email from SWREG, you can download the MenuMachine software.

1. Go to **http://www.menumachine.com/download**
2. Enter your serial number from the SWREG confirmation email.
3. Choose your platform (Macintosh or Windows) and click Download.
4. The Macintosh installer is a .dmg disk image file.
   Windows users can choose from a .exe or a .zip file. If you have any problems downloading the .exe file, download the .zip file instead.

Installing MenuMachine 2

To Install MenuMachine

1. Close any Adobe® applications that are open.
2. Double-click on the downloaded file. (.dmg, .exe)
3. Follow the on-screen instructions.

   On the **Macintosh**, MenuMachine 2 is installed in the newest version of GoLive on your computer. If you wish to install MenuMachine 2 in an older version, you will need to follow the manual installation instructions which can be found in the **/Applications/ MenuMachine 2** folder after installation.

   On **Windows**, the installer will locate the newest version of GoLive and install in that version by default. You can modify the install location by choosing a different copy of GoLive when prompted.
4. Once the installation is complete, you will need to launch GoLive to register MenuMachine 2.

To Register MenuMachine

1. Launch GoLive. You will be prompted to enter your serial number the first time that GoLive is launched after you have installed MenuMachine 2.

2. Enter your **name EXACTLY** as it appears in the **"Registered To:"** section of the email you received from SWREG into the Name field of the registration dialog. It is recommended that you copy and paste the name into the field.

3. Copy and paste the **serial number** from the email you received from SWREG into the Serial Number field of the registration dialog. **DO NOT** attempt to type the serial number as it is very easy to make a mistake when transcribing.

4. If you have entered your serial number details correctly, you will be prompted to quit GoLive. This is a necessary step to allow MenuMachine 2 to store the registration information correctly.

5. Launch GoLive. MenuMachine 2 will initialize when GoLive launches.

Support for MenuMachine 2

Support Resources

Contact support via the online support form at:

http://www.menumachine.com/contact

User to User Forum

Browse and post questions to other users at:

http://www.menumachine.com/forum/

Lost Serial Number

If you have lost your serial number, you can use the automatic retrieval page to have your serial number sent to your registered email address:

http://menumachine.com/serial/lostserial.php

Changed email address

If you have changed your email address, you won't be able to retrieve your serial number.

You can send us your new details here:

http://www.menumachine.com/contact/customer_update.html

Upgrading from MenuMachine 1.x?

Please read this if you are upgrading from a previous version of MenuMachine.

MenuMachine 2 has been completely rewritten from the ground up. We listened to what our customers had to say about MenuMachine 1 and decided that a new approach to menu creation was needed.

What this means is that even though the end result in the browser is similar, the menu creation workflow has been radically updated to give you a much more powerful and flexible solution.

For this reason we highly recommend that you read this documentation if you are upgrading from MenuMachine 1, because while many concepts are similar, the basic workflow is quite different.

MenuMachine 2 provides a totally WYSIWYG editor. Rather than using an abstract "tree" view of the menu hierarchy to edit the menu, with MenuMachine 2 you will be able to edit the menu visually and place submenus with pixel-perfect precision. You will be able to easily position and resize menus by simply dragging with the mouse.

The MenuMachine 1 palette (left) and some elements of the MenuMachine 2 interface (right)
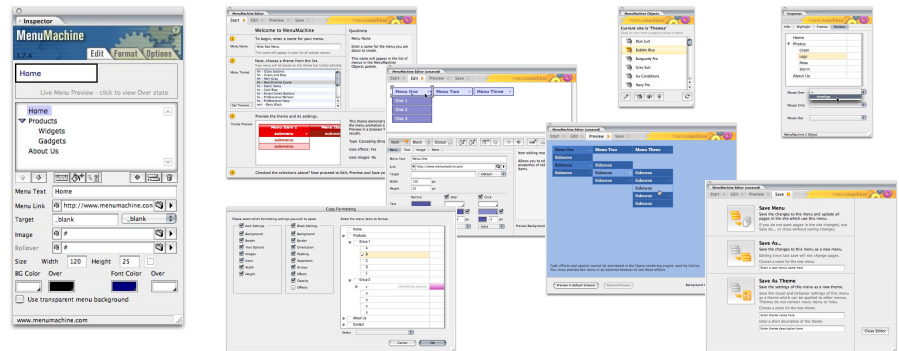
MenuMachine 2 also gives you much more control over the menu settings, and you can apply many more settings to individual items rather than just the top-level or submenus.

With MenuMachine 1, all menus were individually edited and were placed directly onto your pages using floating boxes or layers. You'll be pleased to know that with MenuMachine 2, you can place the menu anywhere on the page you like – no layers or positioning settings required.

With MenuMachine 2, you first create menus in your site using the **MenuMachine Editor**. You then drag instances of those menus from the **MenuMachine Objects Palette** to your pages. When you edit the menu, all the menu instances are instantly updated, without you needing to make use of components or templates (of course, you can still use them if you wish).

In most cases, if you make a change to the menu, you will only need to upload the menu files to the server - you won't need to upload the pages containing the menu, which saves a lot of time and makes site-wide changes virtually instantaneous.

The workflow has changed quite significantly, so we recommend you read the documentation thoroughly – we've spent a lot of time on it, and it's all fully bookmarked, hyperlinked and indexed to help you find exactly what you're looking for. We have also provided tutorials which will guide you through the menu creation process.

At this stage it is not possible to import MenuMachine 1 menus into MenuMachine 2. Because the two types of menus are so different, and the features you now have with MenuMachine 2 are so superior, it is unlikely you would need to import an older menu. MenuMachine 1 may remain installed in your copy of GoLive, along with MenuMachine 2 and you can even have MenuMachine 1 and 2 menus in the same site.

Using a GoLive site

What is a GoLive site?

When we refer to a GoLive site, we mean the folder and file structure automatically generated by GoLive when you use the New Site (GoLive CS) or Create Site (GoLive CS2) command.

The GoLive site structure looks like this:

You must be working with a GoLive site like this to follow the MenuMachine instructions.

To create a GoLive site

1. Use the following command to create a new site using your version of GoLive.
   - GoLive CS - **File > New Site**
   - GoLive CS2 - **File > New > Site > Create Site**
2. The new site will open and you will see the site window. All moving and naming of files should be done in this site window so GoLive can manage links correctly.
   - For more information about using GoLive sites, consult the GoLive Manual, GoLive Help menu or GoLive Help.pdf which is on one of the GoLive or Creative Suite installation CDs.

To open a GoLive site

1. Launch GoLive.
2. Open the file which ends with **.site**.
3. The site window will then open.
   - If you open a site this way, it ensures GoLive and all the extension files have finished opening before you open your site and pages and helps avoid many problems.
   - **Always work with your site window open.**

Why do I have to use a GoLive site?

When you create menus with MenuMachine 2, all the files your menus need will be stored in your GoLive site. The reason you should use a GoLive site is simple:

When you work with the GoLive site window, MenuMachine 2 can take advantage of GoLive's automatic link management. This means that you can use relative links in your menus and GoLive will make sure they are correct for each page – even when you move pages from folder to folder.

In addition to link management, you can also take advantage of other GoLive features such as Templates and Components to help you make site-wide changes to your pages easily. You can use Actions to add new levels of functionality to the menus on your pages. GoLive's built-in FTP feature can upload your site to your web server, and this helps ensure your files are uploaded to the correct locations.

If you work within the GoLive site environment you can use these time-saving GoLive features and working with GoLive and MenuMachine 2 will be much more enjoyable.

All the instructions in this manual will assume you are using a GoLive site.

What if I don't use a GoLive site?

If you don't use a GoLive site to manage your web project, you miss out on a lot of GoLive's great site management features.

If you choose not to use a GoLive site, you can edit the MenuMachine preferences to tell MenuMachine where to store its files. This is recommended for advanced users only.

MenuMachine 2 Terms and Definitions

These are some important terms which are used in MenuMachine 2 and this documentation.

Important MenuMachine 2 Terms

What is a Menu?

A **Menu** in the MenuMachine context is a navigation system which is edited and customized by you for use in your site. The Menu contains all the links, text, colors, images, effects and behavior settings.

The actual Menu is the same throughout the whole site. If you edit your Menu, it will change site-wide. It is not necessary to upload all pages containing the Menu if you make changes to the Menu. You only need to upload the MenuMachine files if changes are made to the Menu.

What is a Menu Object?

Your customized Menu is saved as a **Menu Object** so it can be placed on pages in your site.

The Menu Object is dragged to the page from the **MenuMachine Objects Palette**.

What is a Menu Instance?

Like other GoLive Objects, a Menu Object is dragged onto a page to place a **Menu Instance**.

Each time you place a Menu on a page, it is one **Instance** of that Menu.

A Menu Instance can trigger Actions on the page. It can also be configured to work across frames. Adding these features to a Menu Instance will not affect other Menu Instances (on other pages).

What is a Menu Item?

A **Menu Item** is an individual element in your menu which has its own link, text, image, color etc. See the diagram below.
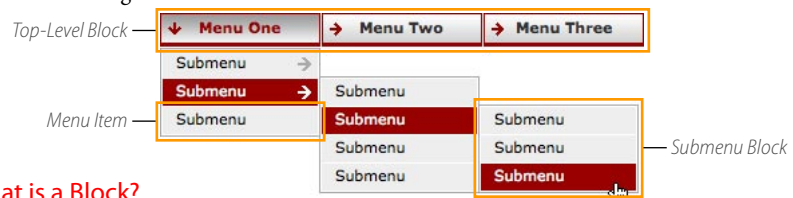
What is a Block?

A **Block** is a contiguous group of Menu Items.

Every Menu has a **Top-Level Block** which contains the items which are always visible on the page. In the diagram above, the top-level block is made up of the items 'Menu One', 'Menu Two' and 'Menu Three'. Even if a Block contains only one item, it is still a Block.

Submenu Blocks are those which appear when Menu Items in the top-level Block are triggered, when the site visitor rolls over them or clicks on them.

What is the Menu Hierarchy?

Menus can have multiple levels organized in a hierarchy. In some parts of MenuMachine, you will see your menu's hierarchy displayed as a 'tree'. You need to be able to identify the levels in your menu when you need to use the menu 'tree' to select items.

This is the same menu seen normally (below left), and as a hierarchy 'tree' (right)
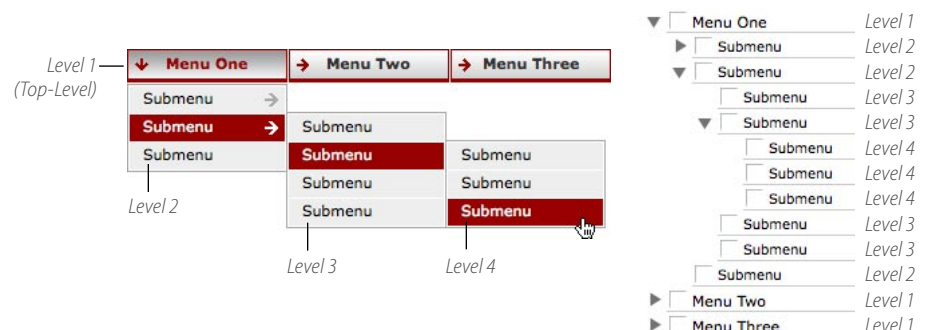
Quickstart Guide

For full instructions, see the Reference Guide section of this manual.

Open a GoLive site

1. Always work with the **GoLive Site** window open so your links will be managed correctly.

Open the MenuMachine Objects Palette

2. Open the MenuMachine Objects Palette using the command:

    MenuMachine > Open MenuMachine Palette
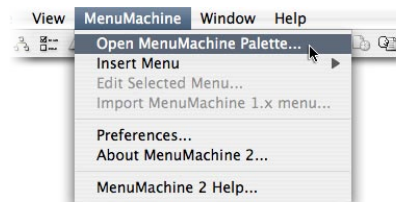
Create the first Menu for the site

3. The **MenuMachine Objects Palette** will prompt you to use the **New Menu** button to make the first **Menu**.
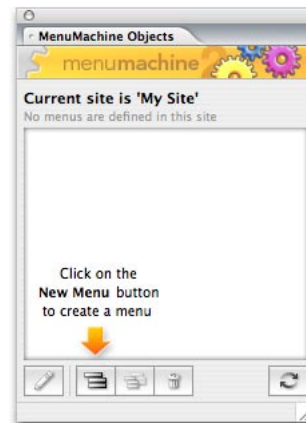
Setup the Menu in the MenuMachine Editor

4. When you use the **New Menu** button in the **MenuMachine Objects Palette**, the **Menu Editor** will open at the **Start Panel**. This is where you setup the Menu.
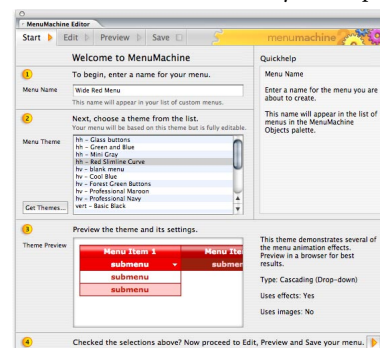
① Enter a **Name** for your Menu.

② Choose a **Theme** on which the Menu will be based. All MenuMachine 2 Menus are based on Themes which are convenient pre-built visual and behavior settings to make it faster to get started with creating a Menu. Themes are fully customizable and you can completely change the look of the Menu to suit your site.

③ Look at the **Theme Preview** of your chosen theme and see some of the settings it uses.

④ Once you have checked your selections, click on the **Arrow** button to proceed. The MenuMachine support files will then be automatically saved into your site and you will be taken to the **Edit Panel** in the MenuMachine Editor.

Edit the Menu in the MenuMachine Editor

5. Edit the Menu in the **Edit Panel** of the MenuMachine Editor.

The Edit Panel is where you customize your Menu. Here you can create the text in the menu items, add colors, borders, images, links, effects, browser behavior etc.
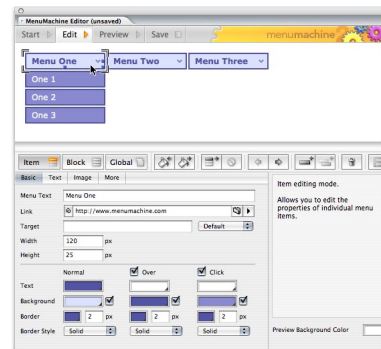
Preview the Menu in the MenuMachine Editor or a Browser

6. Preview your menu as you edit it by going to the **Preview Panel** in the MenuMachine Editor. You can view your Menu on a background color and interact with the Menu. Use the **Preview in Default Browser** button to see the Menu in the default browser you have chosen in GoLive Preferences.
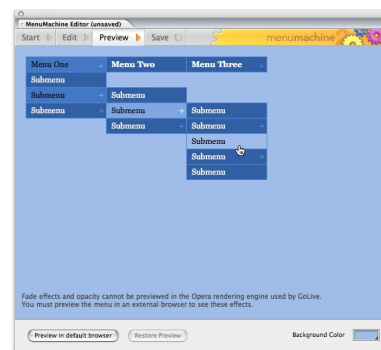
Save the Menu

7. Save the Menu using the **Save** button in the **Edit Panel** or go to the **Save Panel** for additional ways to save the Menu.

The Save Panel allows you to **Save**, **Save As…** or **Save As Theme** to use the settings of a menu in this site for another site.

When you save a Menu, all Instances of that Menu will be updated throughout your site.
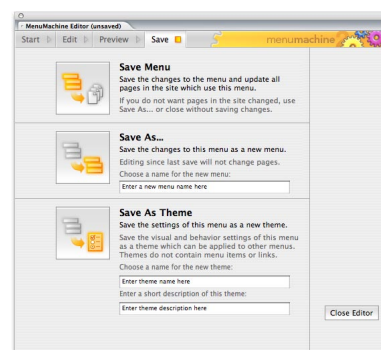
When you are finished editing the Menu, close the MenuMachine Editor.

The saved Menu appears in the **MenuMachine Objects Palette**.

Place a Menu Object on pages in your site

8. Drag the **Menu Object** from the **MenuMachine Objects Palette** onto pages in the site. Menu Objects may be placed on normal pages or Template and Components.

There are no positioning controls in MenuMachine 2. You simply place the menu wherever you want it to appear.
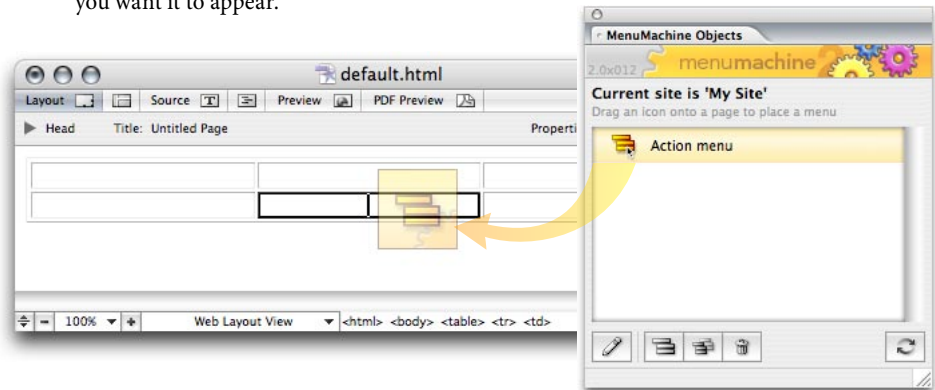
Configure Menu Instances in pages if required

9. Configure Actions and Frame settings using the MenuMachine Inspector (if applicable).
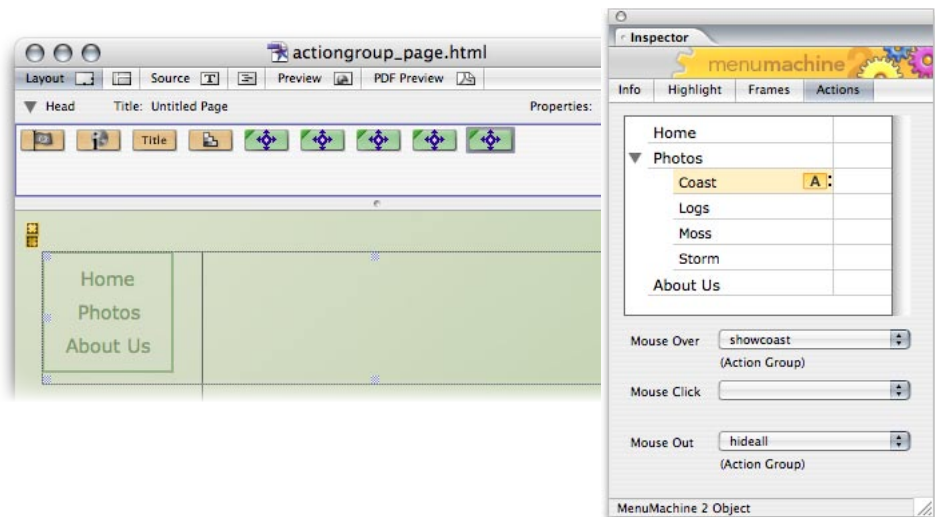
Upload files

10. When you create and edit menus, MenuMachine automatically generates a folder called **menumachine** at the root of your site. When you are ready to upload your pages containing Menu Instances you also need to upload the **menumachine** folder so your menus work online.

More Editing if required

11. Open the **MenuMachine Objects Palette** and double-click on the **Menu** you want to edit (or select a menu in the list and use the Edit Menu button). The **MenuMachine Editor** will open allowing you to edit the menu and save the changes.

Only the **menumachine** folder will be updated. The code in your pages will not change.
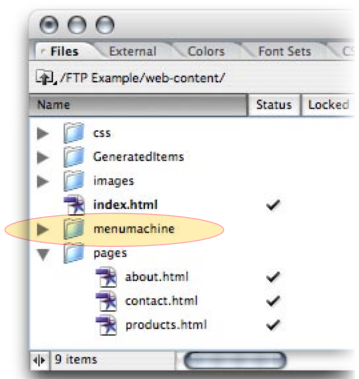
Upload changed Menu files

12. Upload the **menumachine** folder only. You only need to upload **pages** containing **Menu Instances** if you have opened and changed those pages directly.

Reference Guide

This section of the MenuMachine 2 User Guide explains in detail each of the features of MenuMachine 2 and how to use them.

Creating and Managing Menus

Use the **MenuMachine Objects Palette** to create and manage the Menus saved in your site. To place menus on your pages, you drag them from this palette.

Using the Objects Palette

To open the MenuMachine Objects Palette

1. First, open your GoLive site.
2. To open the Objects Palette, use this menu command:

    MenuMachine > Open MenuMachine Palette…

Opening the MenuMachine Objects Palette
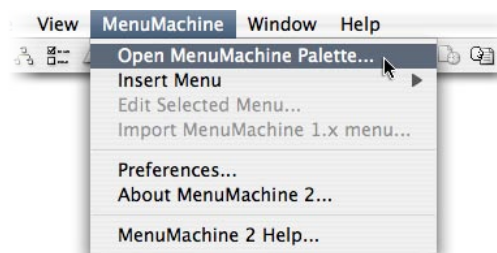
If you don't have a GoLive site open when you open the Objects Palette, it will prompt you to open a site.
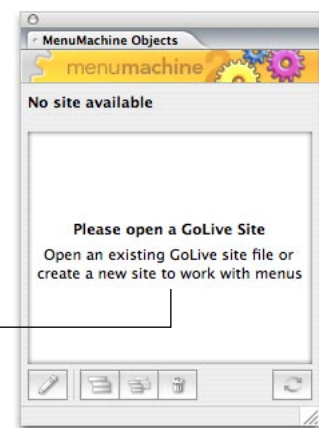
To make the first menu in a site

If you are making the first menu in a site, the **MenuMachine Objects Palette** will have no menus listed. You need to create a menu which will then be listed in the Objects Palette.

1. Click on the **New Menu** button indicated to create the first menu.

The Object Palette before any menus have been created
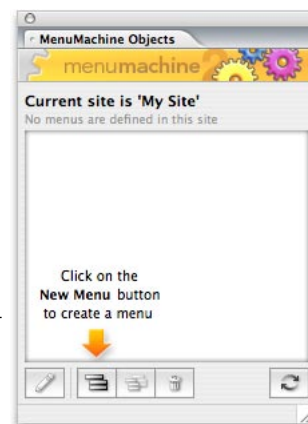
You will be shown which menu button to use to create the first menu.

2. The **MenuMachine Editor** will then open allowing you to setup and edit the menu.
    - If you want to create and start editing your first menu right away, skip ahead to the **MenuMachine Editor** section of this manual.
    - If you want to learn more about how to use the **MenuMachine Objects Palette**, please keep reading…

MenuMachine Objects Palette buttons

The **buttons** in the MenuMachine Objects Palette allow you create, copy, delete and manage the menus defined in your site.

The MenuMachine Objects Palette
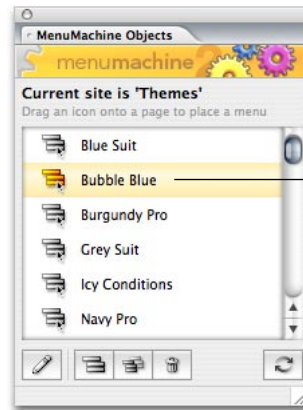
If you already have menus in the active site, they will be listed in the Objects palette.

Orange highlighting indicates the selected menu object.

You can drag these menu objects onto your page to place a menu.

Use the buttons at the base of the Objects Palette to create, copy and delete menus, open the Menu Editor or Refresh the list of menus.

Edit Menu button

To edit a menu listed in the Objects Palette

1. Select a menu in the list.
2. Use the **Edit Menu** button 🖉 to open the **MenuMachine Editor**.
   - Shortcut: Double-Click on a menu in the list to open the MenuMachine Editor and edit that menu.

New Menu button

To create a new menu

1. Use the **New Menu** button 🗏 .
2. Setup and edit the new menu in the **MenuMachine Editor**.
   - When you have created a new menu and saved it, it will appear in the Objects Palette list of menus.

Duplicate Menu button

To duplicate a menu listed in the Objects Palette

1. Use the **Duplicate Menu** button 🗏 .
2. Edit the duplicate menu in the MenuMachine Editor.
   - You would use this button if you want a slightly different menu for some pages. You do not need to make a copy of a menu unless the copy is going to be different in some way.

Delete Menu button

To delete a menu listed in the Objects Palette

1. Use the **Delete Menu** button 🗑 .
2. Two warning dialog boxes will prevent you accidentally deleting a menu. You must confirm both warnings before the menu will be deleted.
   - This also deletes the menu from all pages you have placed it on.

Refresh List button

To refresh the list of menus in the Objects Palette

1. If you update some menu files in your site window instead of using the MenuMachine interface, use the **Refresh List** button 🔄 to update the Objects Palette list.

Editing Menus

The **MenuMachine Editor** is the window where you setup and customize your menus.

There are four Tabs across the top of the MenuMachine Editor which reveal four **Panels**. These Panels are Start, Edit, Preview and Save.

The four panels of the MenuMachine Editor

Start Panel
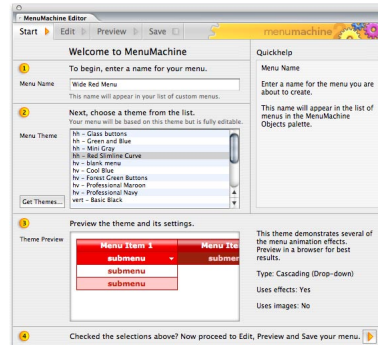
Edit Panel
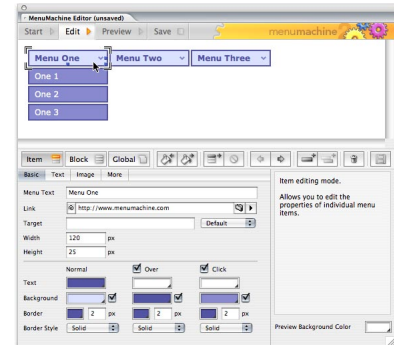
Preview Panel
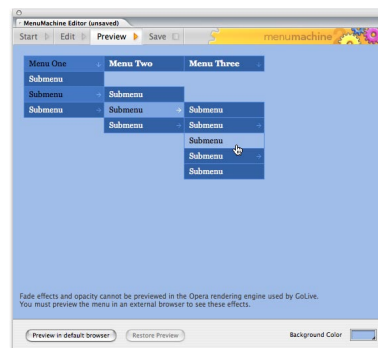
Save Panel
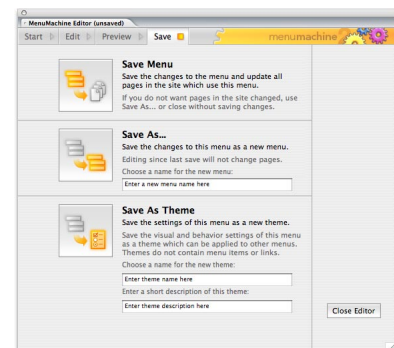
Overview of the four MenuMachine Editor Panels

The **Start Panel** is where you name and chose a theme for your menu. This is where you begin to create a new menu.

The **Edit Panel** has multiple views which are revealed by changing Editing Modes. This is where you customize the menu, both in appearance and behavior.

The **Preview Panel** allows you to use GoLive's built-in rendering engine to see how your menu will work in a browser.

The **Save Panel** gives you options for saving the menu in the current site and saving the menu as a Theme which you can then use for other sites.

When you first create a menu, you must begin at the Start Panel, but after that, you can move and forth between the panels to change, preview or save the menu.

Because there are so many options now available for editing your menus, the four Panels of the MenuMachine Editor are discussed in detail in the following pages.

Setting Up a Menu

The **Start Panel** is where you choose a Name and a Theme for your menu.
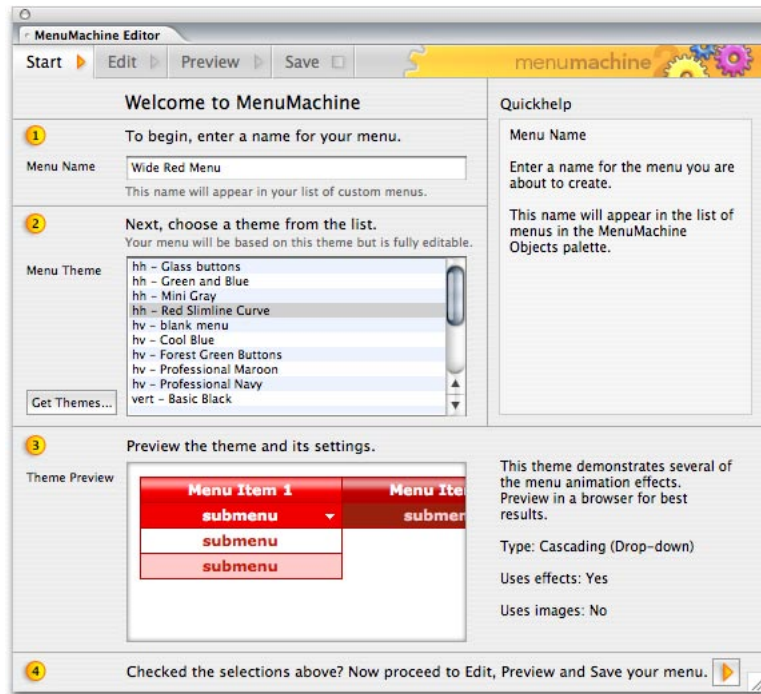
Changing Themes

It is not possible to change a Theme once a menu has been created.

A way to work around this is to create a new menu with the Theme you want.

Then use the **Copy Formatting** button to copy the formatting from an item in the menu with the correct theme.

Close that menu then open the first menu you created in the Editor and use the **Paste Formatting** button to copy that style to your menu items.

Repeat the process for any submenu level formatting.

Menu Name ①

To name your new menu

✿ Enter a name into the **Menu Name** field.
  - Choose a name that is descriptive so when you see it in the list of menus in the Objects palette, you can easily identify it. Names can be up to 64 characters long.

Menu Theme ②

To base your menu on a Theme

✿ Choose a theme from the **Menu Theme** list.
  - All MenuMachine 2 menus are based on **Themes**. Themes are sets of pre-built visual and behavior settings which can be applied to a menu. MenuMachine creates a blank menu based on your selected theme which can then be fully customized in the Edit tab. You can also save your own themes so you can create menus based on your own designs.

Theme Preview ③

To preview a selected Theme

✿ Look at the selected theme in the **Theme Preview** area.
  - The **Theme Preview** area shows a screenshot of the currently selected theme. (Themes supplied with MenuMachine 2 have screenshots and you can optionally save your own theme screenshots for themes you create). You can see the colors, images and orientation of the menu and submenus visually, and some settings are listed. Theme Preview is not interactive.

Check the selections ④

To confirm the setup of a new menu

✿ Check the above settings and press the arrow button ▶ to prompt MenuMachine 2 to save your new menu into your site.
  - You will see a progress bar at the bottom as the required files are saved into your site.

Editing a Menu

The **Edit Panel** is where you customize your menu. The Edit Panel shows a preview of your menu as you edit. You can select an individual menu **item** or a **block of items** directly in the Edit Preview area then adjust the settings for the selection using the **Editing Options** below.
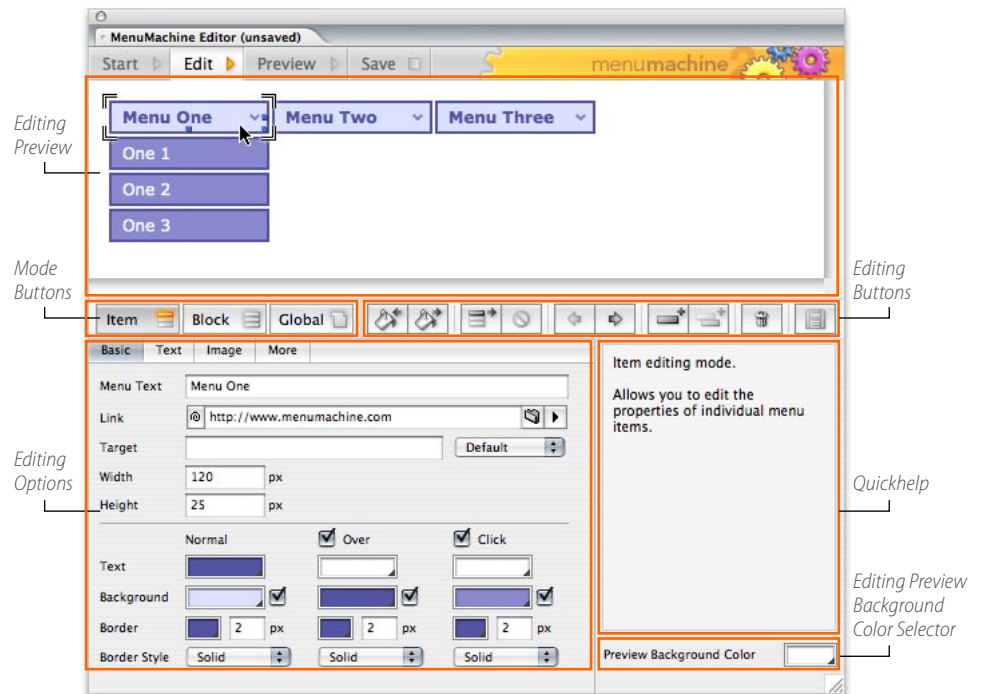
Looking at the Edit Panel

Editing Preview area

In the **Editing Preview** area, you can use your mouse to select your menu. You can select **individual menu items** or whole **blocks of items** in this area.

The currently selected item or block is highlighted at the corners and has resize handles. You can drag the blue resize handles to change the size of items and blocks. Note the corner highlighting and blue resize handles on the selected item in the screenshot above.

The Editing Preview area is not like a browser preview—it is to show you what the menu looks like as you are editing. To see browser-like behavior, go to the **Preview Panel.**

Mode Buttons

There are three **Editing Modes** in MenuMachine 2. You can edit items, blocks or the whole menu by selecting the Item, Block or Global button. When you are in **Item Mode**, you can select individual menu items in the Edit Preview area. When you are in **Block Mode**, you can select a block of menu items. Editing Modes are explained on the next page.

Editing Options

The options visible here will depend on which **Mode** is currently selected.

Editing Buttons

These buttons are available when menu items or block are selected. If an option is not available for the current selection, the button is dimmed.

Quickhelp

Mouse over parts of the Edit Panel screen to see more information in the **Quickhelp** area.

Preview Background Color

Change the color of the editing area. This color won't be applied to the menu or your pages.

Editing Modes

To make changes to your menu, you first need to select one of the three **Editing Modes**. Each Editing Mode displays various Editing Options for a selected **item**, **block of items** or the **whole menu**.

What Are Editing Modes?

There are three **Editing Modes** in the MenuMachine Editor – **Item**, **Block** and **Global**.

Clicking on a Mode Button gives you access to a different set of Editing Options. This is best explained by looking at the Editing Options available in each of the Editing Modes.

Mode Buttons

Mode Buttons
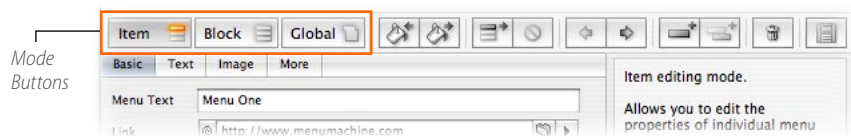
Item Mode

In **Item Mode** you can select and edit **individual menu items**. When you switch to Item Mode, you can use your mouse to select individual menu items (one at a time) in the Editing Preview area.

Switching Modes changes the editing options available. In Item Mode, the Editing Options Area has four tabs. They are **Basic**, **Text**, **Image** and **More**. Clicking on one of the tabs will show a set of options. You can change these settings and see them applied in the Menu Preview area. Settings are applied to the selected item only.

To switch to Item Mode

❋ **Click on the Item Button** [Item] **to switch to Item Mode and edit:**

• An item's text, link, size, colors, borders, fonts, background images, icons and more.

Block Mode

In **Block Mode** you can select and edit a block of items. A block of items is a contiguous set of menu items which always appear together. For example, the top-level of your menu is a block, so is a group of submenu items which appears when you activate a menu item. Any items at a level above or below a block are not part of the block and will not be affected when you edit a block. You can resize and position a selected block in the Edit Preview area.

When you select Block Mode, you can see two tabs in the Editing Options area. They are **Basic** and **Arrows and Effects**.

To switch to Block Mode

❋ **Click on the Block Button** [Block] **to switch to Block Mode and edit:**

• A block's size, orientation, background color, border, padding, separators between items, opacity, arrows to indicate submenus and opening/closing effects.

Global Mode

Global Mode gives you access to settings which are applicable to the entire menu. You cannot select the menu in the Menu Preview area in Global Mode.

When you select Global Mode, you can see two tabs in the Editing Options area. They are **Behavior** and **Accessibility**. These set the menu's behavior in browsers and the accessibility options for browsers which do not have JavaScript enabled.

To switch to Global Mode

❋ **Click on the Global Button** [Global] **to switch to Global Mode and edit:**

• The way the menu opens, time delays, click or rollover activation of items, displaying menu items in their over or click state to indicate the current page and linking to a site map or custom code for non-JavaScript-enabled browsers.

Editing Individual Menu Items

In **Item Mode** you can select and edit individual menu items.

There are three modes for editing - **Item**, **Block** and **Global Mode**.

- When you are in **Item Mode** you can edit individual menu items and you can't select blocks.
- When you are in **Block Mode**, you can edit blocks of items but you can't select single items.
- When you are in **Global Mode**, you can't select any part of the menu.

What can be edited in Item Mode?

You will switch to **Item Mode** to edit the size, text, link, target, fonts, text alignment, borders, background images, icons and some specific browser behavior of individual menu items.

To edit individual Menu Items in Item Mode

1. Click on the **Item** Item button to switch to **Item Mode**.

Mode Buttons

When you are in **Item Mode**, you can select and edit individual menu items.

The currently selected item is highlighted as shown in the image below:

Editing Buttons
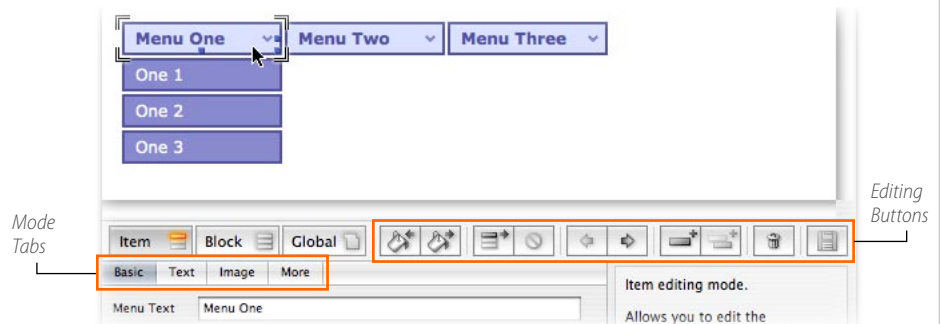
Mode Tabs

In **Item Mode**, four Tabs of editing options are revealed.

The **Item Mode** tabs are called **Basic**, **Text**, **Image** and **More**.

Clicking on each of these Tabs will show a set of editing options.

In **Block Mode** and **Global Mode**, different tabs and options are revealed.

In **Item Mode** you'll also notice that some of the **Editing Buttons** are active. The active buttons are ones which can be used based on the current selection. If an action cannot be performed, the button will be inactive (dimmed).

On the following pages all the **Editing Options** and **Editing Buttons** will be discussed in detail.

Basic Tab

The **Basic Tab** shows the most commonly used settings to edit the text, link, size, font, background and border colors of a menu item.

Menu Text

To set the text in a Menu Item

✿ Type in the name of currently selected menu item. This text will appear in the menu item. If you don't want any text to appear, leave this field empty.

• Text will automatically wrap in the menu item. If you want to specify where a line should break, type a
 (HTML4) or
 (XHTML) into the menu text filed where the line break should be.

Link

When a menu item is activated by mouse rollover or click, it can open a web page link, email "mailto:" link or anchor link.

To set the link for a Menu Item

✿ You can type the link, use the **pick whip** , **browse button** or recent items list under the **arrow button** .

• This is the same procedure as creating a normal link in GoLive.
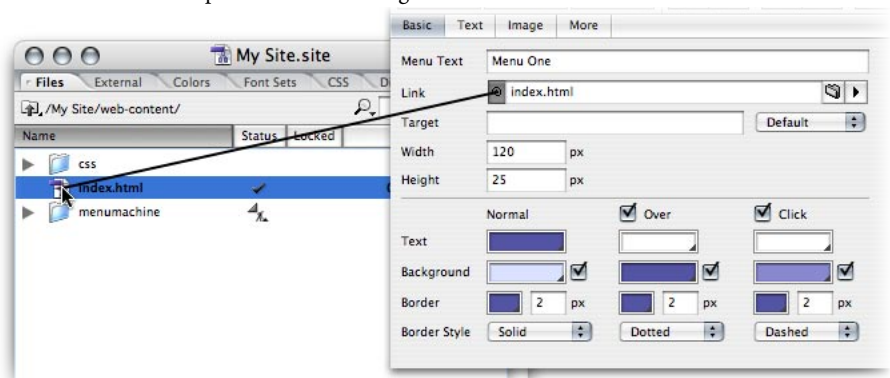
Target

Specify the target frame or browser window where you want the linked page to appear by choosing an option from the Target menu.

To set the Target for a link in a Menu Item

1. You can type in your own frame name;

or

2. Select an option from the popup menu:
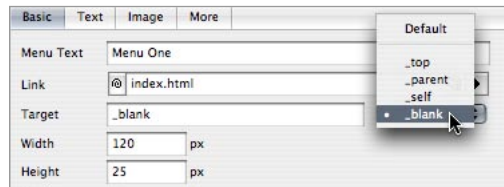
_top	Displays the linked page in the full web browser window, replacing the current frame set entirely.
_parent	Displays the linked page in the parent of the current document. If the current page has no parent, the target _self is used. (The parent is the next highest frame set in the hierarchy.)
_self	Displays the linked page in the window or frame that contains the link, replacing the navigation page.
_blank	Displays the linked page in a new untitled browser window.
Default	Removes any previously set target for the page. The link will appear in the current window.

Width and Height

To edit the width and height of a Menu Item

1. You can enter an item's dimensions in pixels into the **Width** and **Height** fields;

or

2. You can manually drag the item's **resize handles**. As you do this, you can see the item's new dimensions shown above the menu item. Guide lines are also displayed to help you align edges with other items.

Item dimensions

The corner resize handle is dragged to change the dimensions of the selected item.

Alignment guide
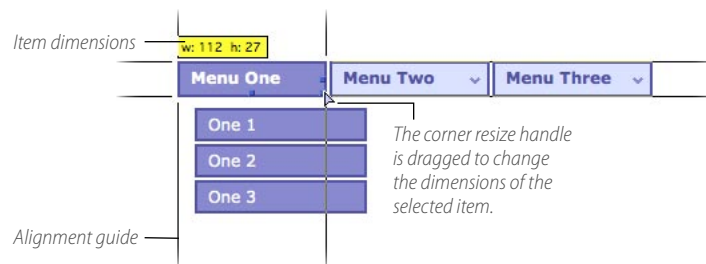
- If you use the **corner** resize handle, you see this cursor ⊳ and you can drag up and down and left and right. The new width and height values are shown above the menu item.
- If you use the **side** resize handle, you see this cursor ◀▮▶ and you can only drag left and right. The new width will be shown above the menu item.
- If you use the **bottom** resize handle, you see this cursor ↕ and you can only drag up and down. The new height will be shown above the menu item.

Shortcut

If you are in **Item Mode**, and want to change the block **orientation** without switching to **Block Mode**, you can use this handy Keyboard Shortcut:

Press **Option+Shift** (Mac) or **Alt+Shift** (Windows) when you click on the block to toggle the orientation.

Editing Color and Border Settings in Over and Click States

The following settings in the Basic Tab can be applied in the **Normal**, **Over** and **Click** states.

Note: You do not have to use Over and Click states but if you are using those states for images, or text in other Tabs, do not uncheck these states because they will deactivate the other settings for those states. Just use the same settings as the Normal State if you don't want the colors and borders to change.

Text Color

You can apply colors to the Text in a menu item for the **Normal**, **Over** and **Click** states.

To edit the text color of a Menu Item

1. To select a color, click in the color well. You'll notice that the border of the selected color well is highlighted. You can then use the Color palette to fill the selected well with a color.

or

2. Click on the bottom right corner of the color well to access the color popup list.

3. Check the checkboxes of the other states you wish to use and repeat the color selection for those states.
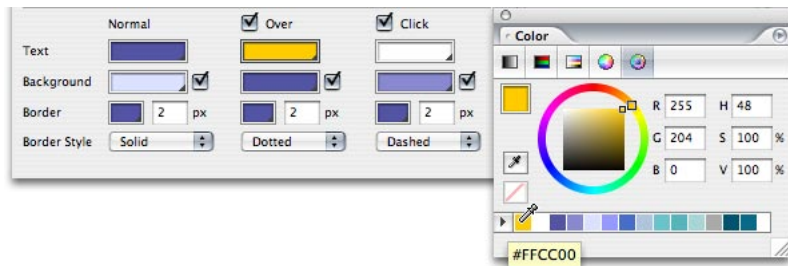
Background Color

To edit the background color of a Menu Item

✿ Select Background colors for the **Normal**, **Over** and **Click** states using the technique described above.

To use a transparent background in a Menu Item

✿ For a **transparent** item background, uncheck the checkbox next to the color well. This will disable the background color well. (If the block has a background color, this color will show through the transparent item.)

Border Color

To edit the border color of a Menu Item

✿ Select Border colors for the **Normal**, **Over** and **Click** states using the technique described above. The border will be applied when a border width (other than 0px) is used.

Border Width

To edit the border width of a Menu Item

✿ Enter the border width (thickness) into the field next to the border color. The unit of width is pixels. If you want to remove the border, set the border width to 0px.

Border Style

To edit the border style of a Menu Item

✿ Use the **Border Style** popup list which contains five border styles:
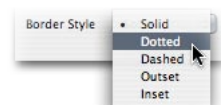
Examples of the border styles are shown below.

(Note: Appearance of border styles can vary slightly in different browsers.)

Text Tab

The **Text Tab** shows the settings for the text and fonts in a menu item.
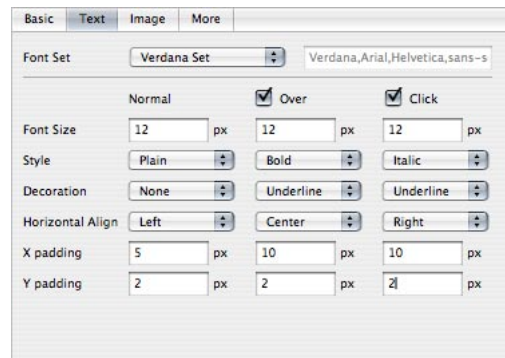
Font Set

To edit the font set of a Menu Item

1. Use the **Font Set** popup list which shows the GoLive font sets.
    * If you add your own custom font sets to GoLive, these will also be shown in the list.
    * When you choose a font set from the list, the font names in the set will be displayed in the field.

Font Set popup list
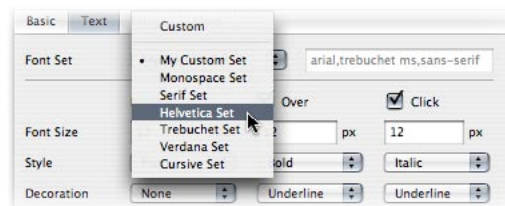
2. If you would like to enter a custom set of font names directly into the field, choose **Custom** from the popup list. You can then type directly into the **Font Set** field.
    * Separate the font names with commas.
    * **Font Sets** apply to **all** states (Normal, Over and Click cannot be selected individually).

Changing Text Settings in Over and Click States

The following settings in the Text Tab can be applied in the **Normal**, **Over** and **Click** states.

Note: You do not have to use Over and Click states but if you are using those states for images, background colors or borders in other Tabs, do not uncheck these states because they will deactivate the other settings for those states. Just use the same settings as the Normal State if you don't want the text to change.

Font Size

To edit the font size in a Menu Item

✿ Enter a value into the **Font Size** field. The unit value is pixels.
    * You may use different **Font Sizes** in the **Normal**, **Over** and **Click** states.
    * The fonts will scale if a visitor's web browser allows font resizing. If site visitors change the font size in their browser, the entire menu will scale in proportion so the menu text will remain visible in each menu item.

Style

To edit the font style in a Menu Item

✿ Choose **Plain**, **Bold**, **Italic** or **Bold Italic** from the **Style** popup list.

- You may use different **Font Styles** in the **Normal**, **Over** and **Click** states.

Decoration

To edit the text decoration in a Menu Item

✿ Choose **None** or **Underlined** from the **Decoration** popup list.

- You may use different **Font Decorations** in the **Normal**, **Over** and **Click** states.

Horizontal Align

To edit the horizontal text alignment in a Menu Item

You can automatically place the text at the **Left**, **Center** or **Right** of the menu item.

✿ Choose **Left**, **Center** or **Right** from the **Horizontal Align** popup list.

- To adjust text positioning even further, combine with padding (below).
- You may use different **Horizontal Alignment** in the **Normal**, **Over** and **Click** states.

X Padding

To edit the horizontal text padding in a Menu Item

✿ Enter a padding value into the **X Padding** field. This sets the text offset in pixels from the **Left** or **Right** edge of the item (depending on Horizontal Alignment chosen).

- You may use different **X Padding** values in the **Normal**, **Over** and **Click** states.

Y Padding

To edit the vertical text padding in a Menu Item

Text is automatically aligned with the top of the menu item.

✿ Enter a padding value into the **Y Padding** field. This sets the text offset in pixels from the **Top** edge of the item.

- **Note:** The drawing of the padding distances is based on the font metrics that GoLive supplies to MenuMachine and will vary slightly with different fonts. You should always test in a browser for the most accurate padding display.

The diagrams below illustrate how text padding is applied.

Left alignment with no Padding

Menu Text

Padding allows you to move text away from the edges of the menu item.

You may want to have text aligned with, but slightly indented from, the edge of an item to allow room for an arrow or icon.

Padding begins from the inside edge of the menu border.

Results may vary slightly depending on the font selected. Test in browsers.

Y Padding (from Top of item)

Menu Text

X Padding (for Left alignment)

X Padding (for Right alignment)
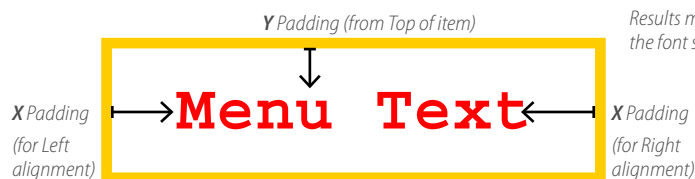
Image Tab

The **Image Tab** is where you choose background images and icons for a menu item.
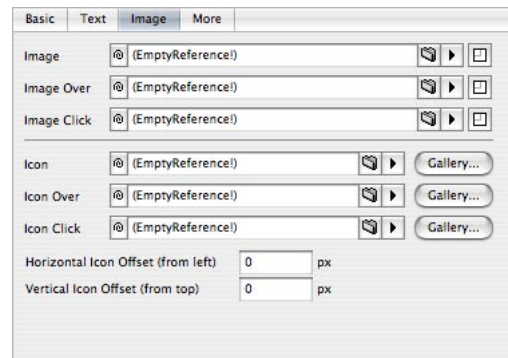
Image

You can use background images for individual menu items. The images will be visible behind the menu text. You can use different images for the **Normal**, **Over** and **Click** states for rollover effects.

To set the background image of a Menu Item

✿ Enter a link to an image in the **Image** field. You can use .gif, .jpg or .png image formats.

- Link to an image in your site by **typing** the URL, using the **pick whip** ⊚, **browse button** ◫ or recent items list under the **arrow button** ▸ .

To use an Over or Click State image in a Menu Item

✿ Enter a link to an image in the **Image Over** or **Image Click** field.

- When you apply an image to the **Normal** state, the same image URL will be automatically copied into to the **Image Over** and **Image Click** fields.
- If you link to an image for the **Image Over** state only, it will also be applied to the **Image Click** state.
- If MenuMachine has automatically copied an image into a state and you don't want the image to appear there, just delete the unwanted URL from the appropriate field.
- **Note:** The (EmptyReference!) in any image field is not written to the menu file and will not cause bugs in the site window nor will it cause any broken link issues in the browser.

To resize a background image to fit a Menu Item

✿ The background image will automatically resize to fit the menu item, even if the menu item is larger or smaller than the image. You don't need to do anything to make the image fit.

- The image expands to fit the item's dimensions, not the item **less** the border width. If you have a border applied to the menu item, the border will cover the image.

To resize a Menu Item to fit a background image

✿ Click on the **Resize Button** ◫ next to the **Image**, **Image Over** or **Image Click** field to resize the menu item to the actual size of the image used in the selected state.

Note: The menu item image cannot change size in different states, the size will be based on one image only (like a normal rollover).

Using images with transparent areas

- If you have a background color set in the item, the color will show through the image if the image has transparent areas (i.e. a .gif with transparency).
- If you want the page background to show through an image with transparency, make sure you have unchecked the Background Color checkbox (both for item and block).

To display no text in a Menu Item with an image

When you use an image for the background, the **Menu Text** will be displayed over the image.

✿ If you want no text displayed, remove the text in the **Menu Text** field on the **Basic Tab**.

EmptyReference!

When you have no link or remove a link in any image field in Menumachine 2, you will see **(EmptyReference!)** in that field.

The (EmptyReference!) is not written to the menu file and will not cause bugs in the site window nor will it cause any broken link issues in the browser.

Icons and Icon Gallery

The **Icon**, **Icon Over** and **Icon Click** fields allow you to choose icon images for an individual menu item. Icons are usually small images that are placed next to the text in a menu item.

You would use icons if menu items are to have their own unique icons next to the text. This is different to the **Arrows** feature. (See **Block Mode > Arrows**)

Icons can be different in the **Normal**, **Over** and **Click** states.

To set an icon image in a Menu Item

1. You can select your own **Icon** images in your site using the normal linking methods;

or

2. Use the **Icon Gallery**.
   - The **Icon Gallery** is a built-in gallery of images, some of which have been designed to allow color selection. When you click on the **Gallery** button, the Icon Gallery window opens. You can scroll to see many types of icons here.

Icon preview   *Icon color chooser*
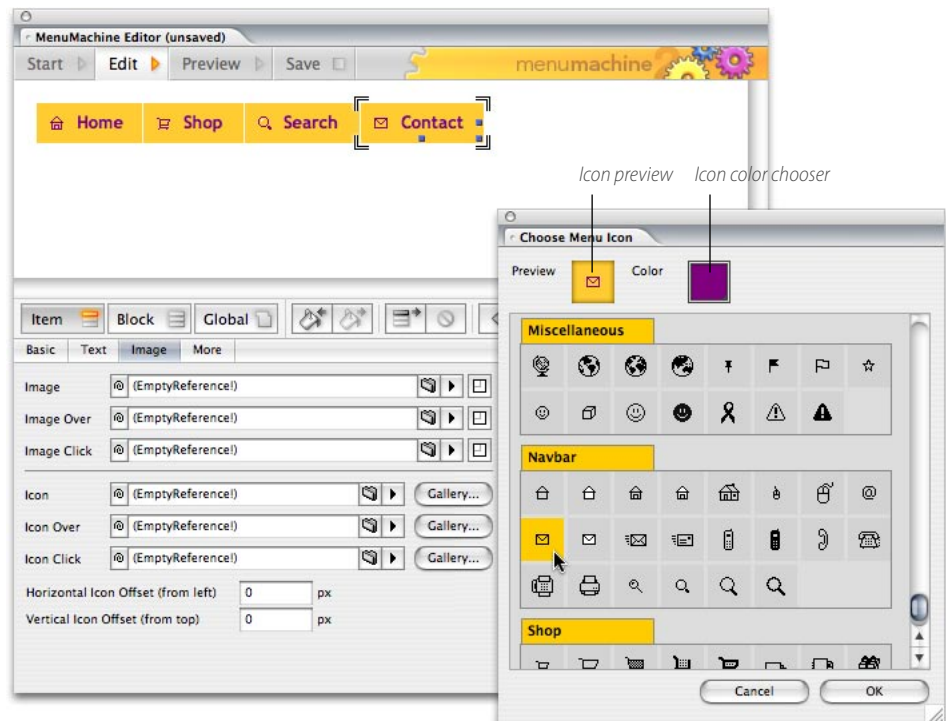
Using the Icon Gallery

1. Click on an icon in the **Icon Gallery** to select it.
2. At the top of the Icon Gallery you can see the image displayed over the background color of the menu item. Use the color well to choose a different color for the image (if the image can be manipulated).
3. Click **OK** to apply that image.
   - If you are using an image for the background, the icon will appear over the image. Note: Background images do not preview in the Icon Gallery.

Horizontal Icon Offset (from left)

When you first choose an icon, it is placed at the top-left corner of the menu item.

To edit the horizontal offset of an icon in a Menu Item

✿ Enter the icon's offset from the **Left** edge of the menu item in pixels.

Vertical Icon Offset (from top)

To edit the vertical offset of an icon in a Menu Item

✿ Enter the icon's offset from the **Top** edge of the menu item in pixels.

Arrows or Icons?

If you want to use images or symbols throughout the menu to identify the menu items which have submenus, you would use Arrows instead of Icons. This is discussed in the Block Mode instructions later.

EmptyReference!

When you have no link or remove a link in an image field in Menumachine 2, you will see **(EmptyReference!)** in that field.

The (EmptyReference!) is not written to the menu file and will not cause bugs in the site window nor will it cause any broken link issues in the browser.

More Tab

The **More Tab** contains settings for Tooltip, Status and Over text.

Tooltip

Status
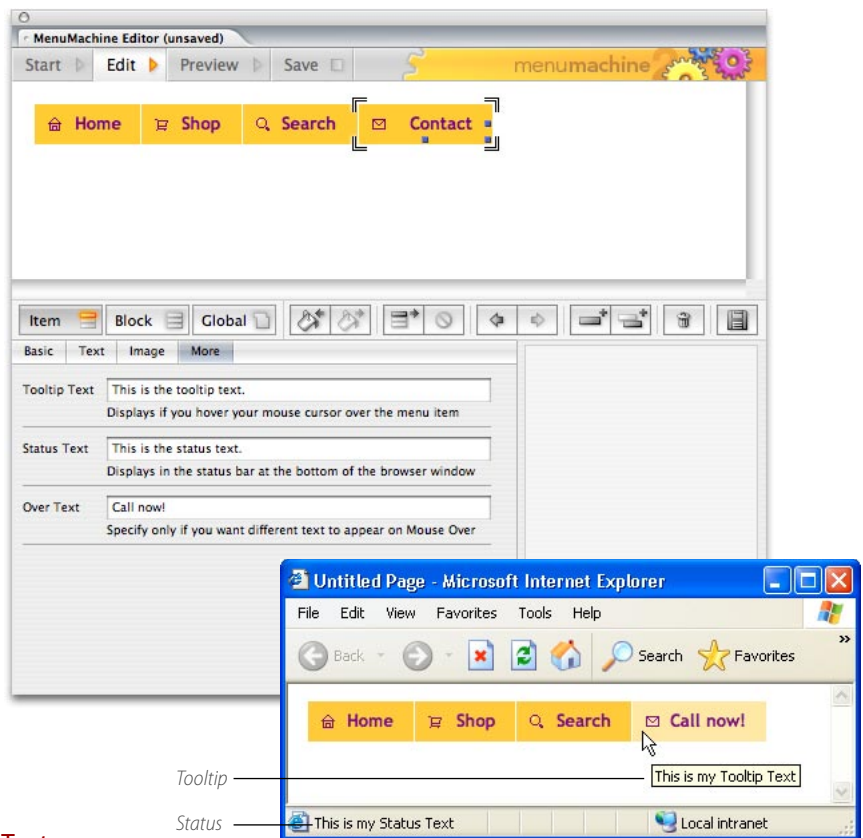
Tooltip Text

A **Tooltip** is the text which appears in a box when you hover over a link in some browsers. Tooltip text will only display in browsers which have a Tooltip feature (e.g. IE 6 Windows, Safari).

To set the Tooltip Text of a Menu Item

✿ Enter the required text into the **Tooltip Text** field.

Status Text

Status Text appears at the bottom-left of the browser chrome. Status text will only work in browsers which display a custom status (e.g. IE 6 Windows, IE 5 Mac).

To set the Status Text of a Menu Item

✿ Enter the required text into the Status Text field.

Over Text

By default, the text you have entered in the **Menu Text** field in the **Basic Tab** will display in the **Normal**, **Over** and **Click** states.

You can enter special text which will display in the **Over** state (and **Click** state).

To set the Over State Text of a Menu Item

✿ Enter the required text into the **Over Text** field.

• Text entered into the **Over Text** field will be displayed in the **Over** and **Click** States.

Normal Text

Over Text

Editing Blocks of Items

In **Block Mode** you can select and edit a block of menu items.

What can be edited in Block Mode?

A **block** of menu items is a contiguous group of menu items. In the image above, a block is selected. Editing in **Block Mode** will only affect the selected (highlighted) block of items.

You will switch to **Block Mode** to edit a block's orientation, padding around and between menu items, background color or image, border, separators between menu items and opacity.

To edit a Block of Menu Items in Block Mode

✿ Click on the Block button [Block] to switch to **Block Mode**.

- When you are in **Block Mode**, you can select and edit a block of menu items using the options in the **Basic** and **Arrows and Effects** Tabs.
- The editing options available in Block Mode are different to options available in **Item Mode**. If you want to edit individual menu items, switch to Item Mode to see the item editing options.

In **Block Mode**, two Tabs of **Editing Options** are revealed. These Tabs are called **Basic** and **Arrows and Effects**. The options you can change in **Block Mode** are discussed on the following pages.

To resize a Block

✿ Use the block's resize handles. Dragging the handles will affect all the menu items in the block. The width and height of all items in the block will be adjusted.

To position a Block relative to its parent Item

Moving a block adjusts its offset from the parent menu item. When the parent item is activated, the block will appear where you have placed it.

✿ Use the hand tool to drag the block. Guides are shown to help you position the block accurately.

✿ Use the Nudge Arrows for precision movement.

Hand tool   *Resize handle*   *Submenus stay aligned with the block as it is repositioned*
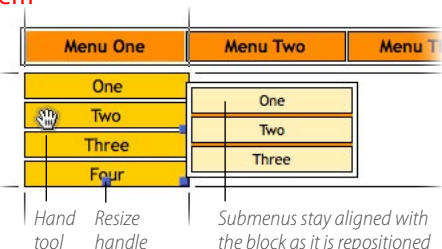
Basic Tab

The **Basic Tab** in Block Mode is where you edit the appearance of a block of menu items.
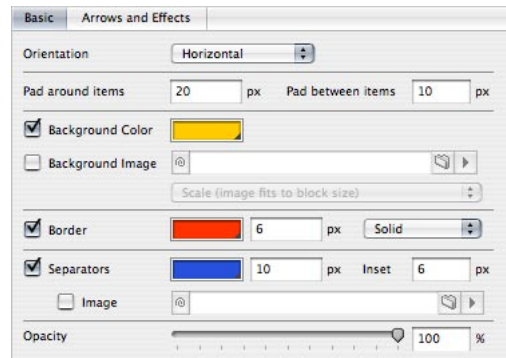
The **Basic Tab** allows you to change the orientation of any block in the menu. You can also change the appearance of elements around and behind the menu items, but not the individual menu item attributes such as fonts, colors, images and icons etc.

Use the diagram below to identify the parts of the menu which will be edited using the block settings.
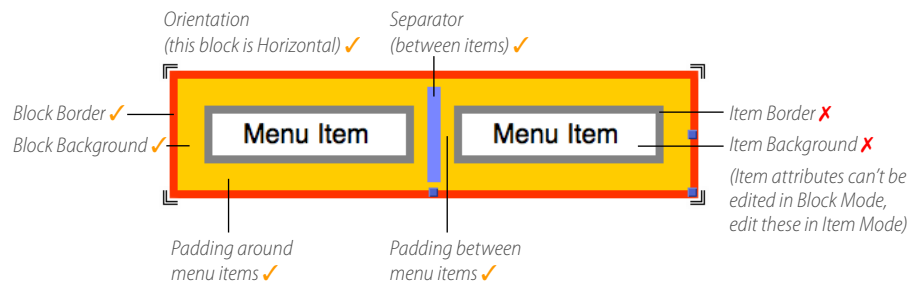
Orientation

When you select a menu block, you can make it **Horizontal*** (a row of items) or **Vertical** (a column of items).

You can make any block **Vertical** or **Horizontal** allowing you to have a combination of vertical and horizontal blocks in the same menu. For example, the top-level can be horizontal, the first level of submenus also horizontal and the third level of submenus vertical.

* Applies to Cascading menus only – Vertically expanding menus only have vertical blocks.

To edit the orientation of a Block

1. Click on a **block** to select it.
2. Choose **Vertical** or **Horizontal** orientation from the Orientation popup list.
   - Keyboard Shortcut: Press **Option+Shift** (Mac) or **Alt+Shift** (Windows) when you click on the block to toggle the orientation.

Pad around Items

You can add padding around all menu items in a block. Padding increases the space above, below, left and right of the of items in a block, but does not add space between the items.

To edit padding around Menu Items

✿ Enter a value in the **Pad around items** field.

- The new area created by adding padding is the Background (see below)
- If you to remove the Padding around items, change the value to 0px.

Pad between Items

You can add padding between all menu items in a block. Padding increases the space between the items. No space is added around the items, before the first item or after the last item in the block.

To edit padding between Menu Items

✿ Enter a value in the **Pad between items** field.

- The new area created by adding this padding is also part of the Background (see below)
- If you are also using separators, padding is added to both sides of the separator.
- If you want to remove the Padding between items, change the value to 0px.

Padding options applied to a block
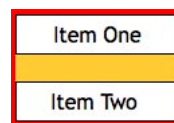
*Padding added **between** items*
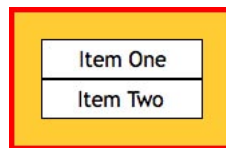
*Padding added **around** items*
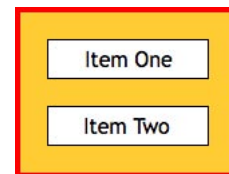
*Padding added **around** and **between** items*
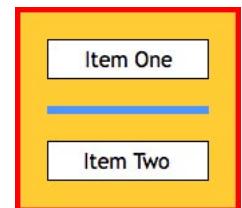
*Padding added **around** and **between** items in a Block with **separators***

Background

The **background** of the block is the space created around and/or between the menu items if you have added padding (see diagram on previous page). The background will also be seen behind the individual menu items if the items (or parts of images) are transparent.

To edit the background color of a Block

✿ Set a background color by selecting the **Background Color** checkbox then choose a color using the color well.

To make the background of a Block transparent

✿ For a **transparent** block background, uncheck the Background checkbox.

- Note: this is not the same as setting the opacity of the block. (Basic Tab > Opacity)

To edit the background image of a Block

✿ Selecting the **Background Image** checkbox and link to an image in the site.

- If the image has transparent areas (e.g. a gif with transparent areas), you will see the **Background Color** through the transparent areas of the image.

To scale or crop the background image of a Block

✿ Select **Scale** or **Actual Size** from the popup list.

- If you select Scale, the image enlarges or reduces to fit the block's dimensions, including its padding and border. The border will be visible over the image, cropping the image.
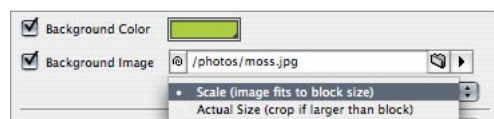
Border

You can select a **color**, **width** and a **style** for the **Block Border**.

To edit a Block Border

1. If you want to apply any of the border options, check the **Border** checkbox.
   - If you do not want a border, uncheck the Border checkbox.
2. Use the border color well to select a Border **Color**.
3. Enter a value into the Border **Width** field. This sets the thickness of the Border in pixels.
4. Use the Border **Style** popup list which contains five styles: **Solid, Dotted, Dashed, Outset** and **Inset.**
   - Examples of the Border Styles are shown below.
   - **Note:** Appearance of border styles can vary slightly in different browsers.

Border Styles

Separators

Separators are lines or images which can be added between all the menu items in a block.

To use separators between Menu Items in a Block

1. Check the **Separator** checkbox.
2. Choose the options for colored line separators or image separators.
   - If you do not want Separators, uncheck the Separator checkbox.

To use colored line separators between Items in a Block

1. Select a color using the **Separators** color well.
2. Enter the width (thickness) of the separator in pixels.

To edit the separator inset from the edge of a Block

1. Enter the separator **Inset** value.
2. This moves a colored line separator in from the inner edges of the block **Border** (not the outer edge of the block) by the chosen pixel value.
   - If you want no Inset, enter 0px as the value.

To use an image as a separator between Items in a Block
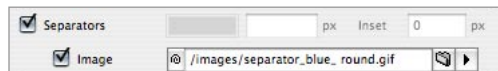
1. Check the **Separators** checkbox and the **Image** checkbox.
2. Enter a link to an image in the **Image** field. You can use .gif, .jpg or .png image formats.
   - Link to an image in your site by **typing** the URL, using the **pick whip** ⊚, **browse button** ⊠ or recent Items list under the **arrow button** ▸.
   - Images will appear at their actual size (they won't expand or be cropped) and will be centered between the edges of the block.
   - When an image is used as a separator, the **Inset** and **Color** are deactivated as they are not applicable to images.

Image Separators
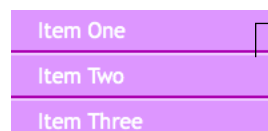
Image separator applied to a vertical block.

Images which fill the width or height of a block like this must be the same width or height as the block. MenuMachine can't crop or resize separator images.

Image separator applied to a horizontal block

Opacity

You can set the **opacity** of a block using percentage values so you will be able to see the page through the block.

Opacity affects the entire contents of the block including the **Item** and **block background colors, borders and images**. It also affects the **text** in the menu items.

If you do not want to affect the whole block, or only want some parts of the menu to be fully transparent, adjust those elements to be transparent. You cannot apply Opacity to individual Items or elements within items.

To set the opacity of a Block

✿ Use the **Opacity** slider or enter any whole percentage value e.g. 35%.

- The block must have a background color for opacity to work (even if it is completely hidden by the items in the block).
- Opacity is simulated in the MenuMachine Editor. Test this in browsers which support variable opacity to see the correct effect.

  IMPORTANT: Opacity only works in some modern browsers. In browsers which do not support opacity, the menus will be seen at 100% opacity. A warning is shown in the Edit Preview area to remind you of this.

- To turn off the variable Opacity warning which is displayed when you use the Opacity slider, open the MenuMachine preferences and uncheck the Opacity Warning checkbox.

Opacity is simulated in the Edit Preview area
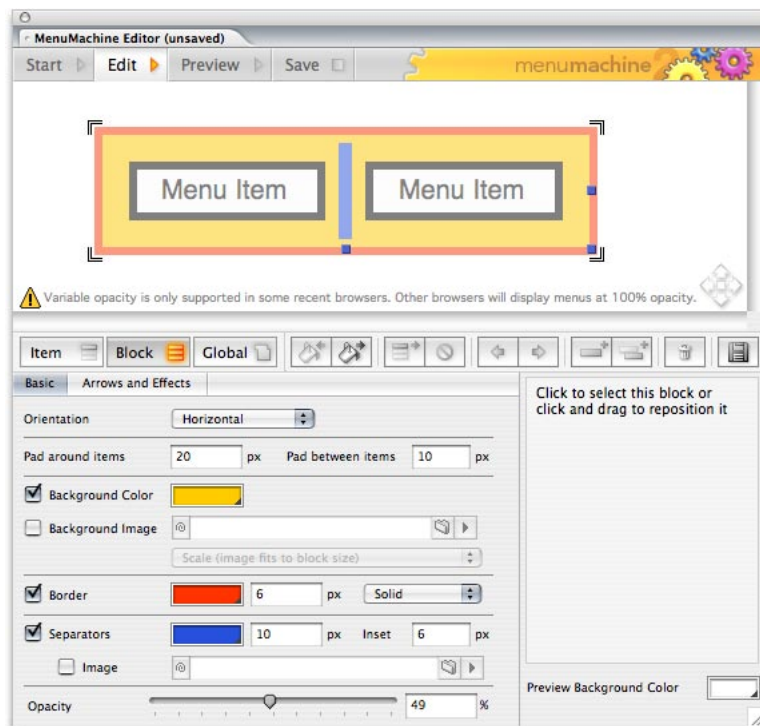
Arrows and Effects Tab

When you have no link or remove a link in any image field in Menumachine 2, you will see **(EmptyReference!)** in that field.

The (EmptyReference!) is not written to the menu file and will not cause bugs in the site window nor will it cause any broken link issues in the browser.
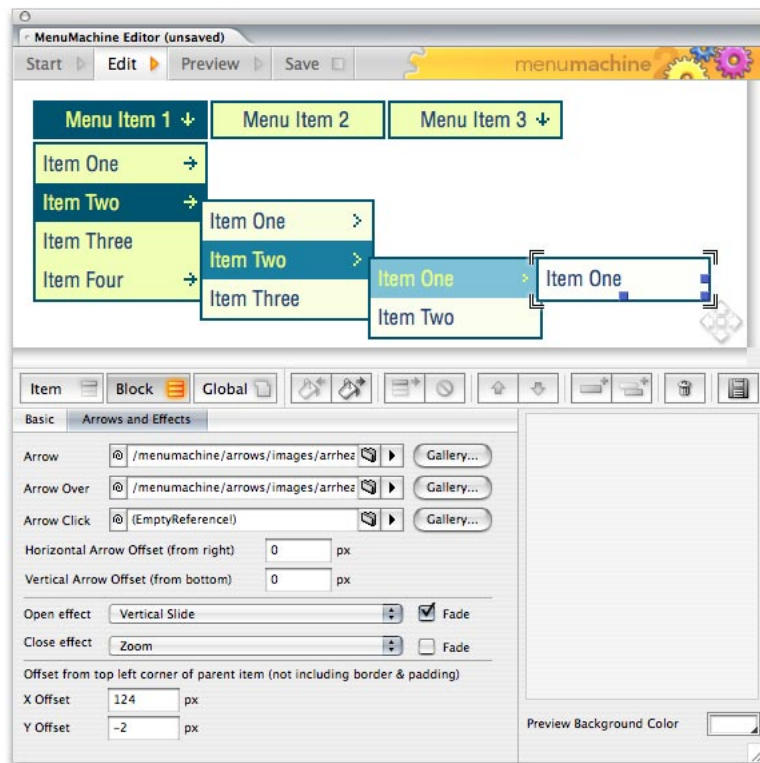
Arrows

Arrows help to indicate to your site visitors that a menu item has a submenu, prompting them to mouse over or click on it to open the submenu.

When you add arrows to a block in MenuMachine, any menu items in that block which have a submenu will automatically have the arrow image inserted. Items which do not have any submenus do not have an arrow image inserted.

Arrows can be applied block-by-block so you can have different arrow images in different blocks, or you may not want arrows in some blocks. Arrows can be any sort of image, they don't actually have to be arrows.

In the screenshot above you can see that the different menu blocks have different arrows applied, and the arrows are different in the Over state. You can apply different arrow images to the **Normal**, **Over** and **Click** states. If you don't want an arrow in a particular state, just remove the link. **Note:** The (EmptyReference!) in any image field is not written to the menu file and will not cause bugs in the site window or broken link issues in the browser.

To indicate submenus using arrows in a Block

1. You can link to arrow images using the **Arrow**, **Arrow Over** and **Arrow Click** fields;

    or

2. Use the **Gallery** button to select and color an image. (See Icon Gallery for instructions)

Horizontal Arrow Offset

Arrows are inserted at the bottom-right of the menu item.

To edit the Horizontal Offset of arrows in a Block

❖ Enter an offset value in the **Horizontal Arrow Offset** field. This will move the arrow **left**.

Vertical Arrow Offset

To edit the Vertical Offset of arrows in a Block

❖ Enter an offset value in the **Vertical Arrow Offset** field. This will move the arrow **up**.

Open Effect and Close Effect

You can apply animated opening and closing effects to submenu blocks in Cascading menus. (This feature is not currently available for Vertically expanding menus.)

You may any combination of effects. For example, you may use one effect when submenus open and a different effect when they close.

You can also apply a fading effect to the animation. This will only work in browsers which support variable opacity. In browsers which don't support it, you will see the animation at 100% opacity.

Effects Options

To apply an animated Open Effect to a Block

1. Switch to **Block Mode**.
2. Select a submenu block.
   (Effects won't work on the top-level block because it doesn't open or close.)
3. Choose an **Open Effect** from the popup list. The options are **Fade Only, Zoom, Slide, Bounce, Slide with Overshoot, Jump In and Switch On.**
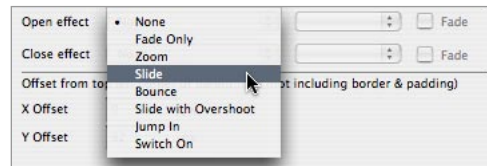
4. Choose whether the direction of the animation should be horizontal, vertical or in both directions at the same time. (This is available for some of the effects only.)

5. Check the **Fade** checkbox if you want the animation to fade at the beginning.
   - Fade will only work in browsers which support variable opacity, otherwise the effect will be seen at 100% opacity.

To apply an animated Close Effect to a Block

1. Use the same steps as used when applying an Open Effect.
   - You can use the same or different Close Effect options than those used for the Open Effect.
   - Some of the names of the Effects are slightly different. For example, Jump In is used for Open Effect, Jump Out is the corresponding Close Effect.

The following examples show the Opening Effect in five steps.
These examples have the Fade effect applied. The Close Effects are the same but in reverse.

Fade Only

The Fade only effect will make the block fade from 0 to 100%. The submenu block will not be animated.

Effects

These effects can be applied to opening and/or closing of submenus, with or without fade.

Zoom Effect

The submenu zooms in from the top-left.

Slide Effect

Submenus can slide vertically, horizontally or in both directions at the same time (vertical Slide shown here).
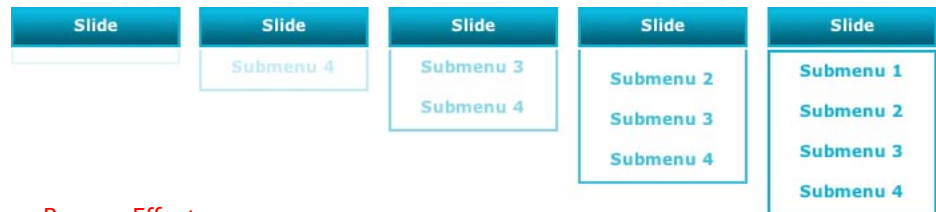
Bounce Effect

Similar to Slide but the block bounces once before settling in its final position.
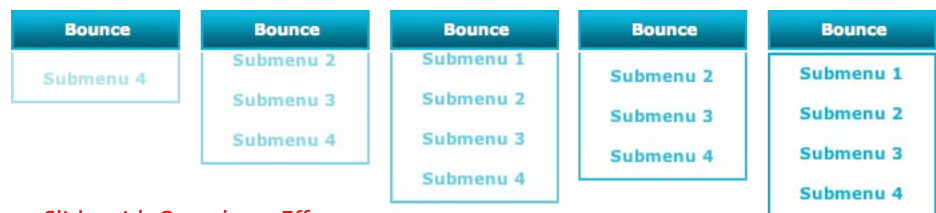
Slide with Overshoot Effect

Similar to Slide but the block moves past its final position then returns to the final position
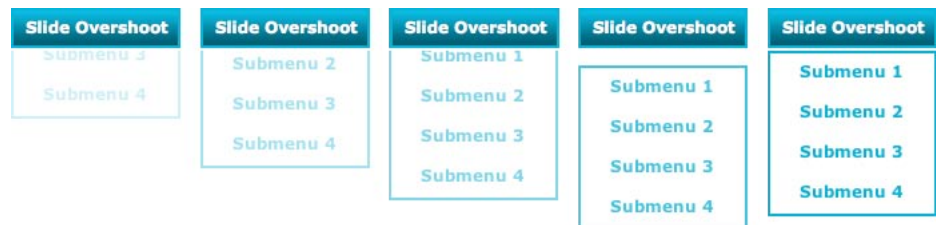
Switch On / Switch Off Effect

The submenu block enlarges from a small point - like a television "switching on or off"

Jump In / Jump Out Effect

The Submenu block appears to "jump in" to place or "jump out" towards you.

Check Fade Effects

Remember to check any Fade Effects thoroughly in all browsers you intend to support.

Only some browsers which support variable opacity will display the Fade Effect. Other browsers will not display the Fade effect because they cannot support variable opacity. The Fade Effects will appear at 100% opacity in those browsers.

Offset from parent

Offset from parent describes the distance a submenu block is away from its parent item. When the parent item is activated, the submenu block will appear at the specified distance from the parent item.

In most cases you will **drag** the submenu block into a position relative to its parent. Then you can copy the offset value to other blocks using the **Copy Formatting** button.

However, you can also enter in specific offset values if you wish.

Block offset illustrated

Offset is calculated from the top-left of the parent item to the top-left of the submenu block. In this menu, the X Offset is 0px, the Y Offset is 27px.

In this menu, to align the menu items, the X Offset is now -10px, the Y-Offset is still 27px.

To edit the offset distance of a Block from its parent

1. Enter values in the **X** and **Y Offset** fields.

- You can use a **negative X Offset** value to move the block **left** or a **negative Y Offset** to move it **up**.
- The offset value is calculated from the top-left of the parent item (excluding the parent's block border and padding) to the top-left of the submenu block (including its border and padding).

2. Alternatively, drag the block into position or use the nudge arrows to adjust the offset.
    - In **Item Mode** you can use this Keyboard Shortcut: Press Command (Mac) or Control (Windows) to be able to select and drag a block.

To copy the Block Offset values from one Block to another

1. Switch to **Item Mode**.
2. Click on an **Item** in the Block whose offsets you want to copy.
3. Click the **Copy Format** button .
4. In the **Copy Formatting** dialog box, check the **Offsets** box in the **Block Settings** column. (Normally Offsets is not checked as a setting to be copied.)
5. Select the items in the block/s you wish to apply the offsets to and Press OK.
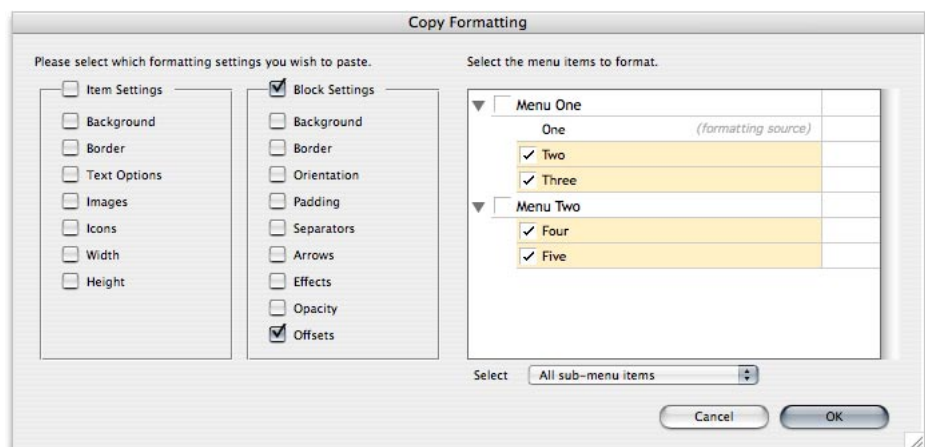
Editing Global Behavior and Accessibility

Global Mode allows you to control certain behavior in the browser and to add accessibility for non-JavaScript browsers.
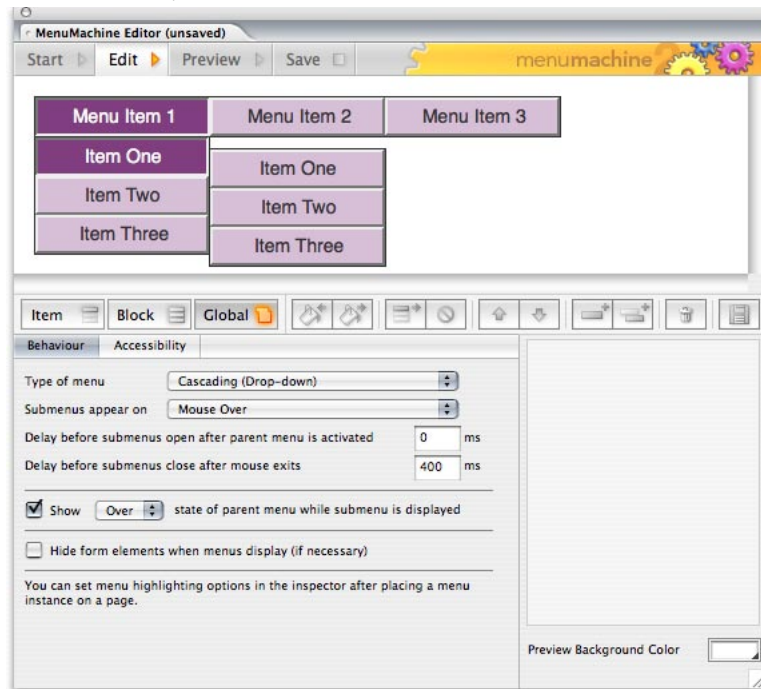
Global Mode settings affect the entire menu structure. You cannot select individual items or blocks in Global Mode.

You will switch to **Global Mode** to edit the type of menu (Cascading or Vertically Expanding), opening/closing delays for the submenu blocks, the menu's highlighting behavior, hiding other elements which may interfere with the menu display in some browsers and provide alternative links for browsers which do not have JavaScript enabled.

To edit the entire menu in Global Mode

✿ Click on the Global button Global 🗋 to switch to Global Mode.

- In **Global Mode**, two Tabs of editing options are revealed.

  These Tabs are called **Behavior** and **Accessibility**.

  The options you can change in Global Mode are discussed on the following pages.

Behavior Tab

In the **Behavior Tab** you can control menu behavior in a browser.
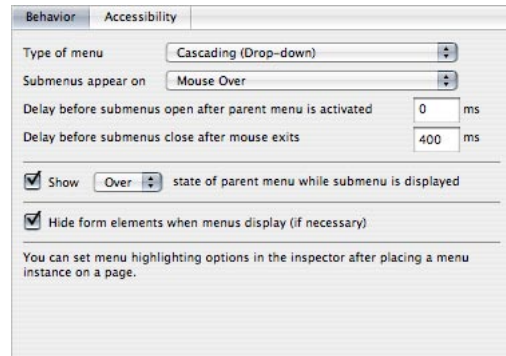
Type of Menu

You can create two types of menu in MenuMachine. The first type Cascading (Drop-down) allows you to use a combination of horizontal and vertical menu blocks. The second type is the Vertically Expanding menu which opens to reveal submenus in a vertical column.

Menu Types

Cascading Menu

(can combine horizontal and vertical blocks)
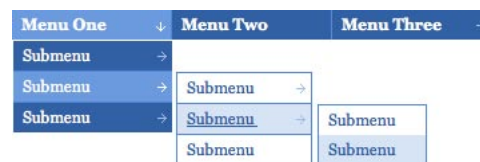
Vertically Expanding Menu

(has vertical blocks which break apart to reveal submenus)
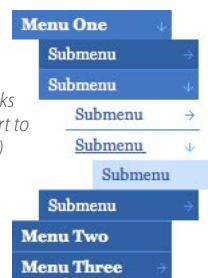
To change the type of structure of the whole menu

✿ Choose **Cascading or Vertically Expanding** from the **Type of menu** popup list.

Submenus appear on

You can choose to reveal submenus on **Mouse Over** or **Mouse Click** events.

To change the activation event for submenus to appear

✿ Choose **Mouse Over** or **Mouse Click** in the **Submenus appear on** popup list.

- Mouse Over is more common as an activation event because it is more intuitive for the site visitor to roll over menus than to click on them. If you use Mouse Click, you may like to use **Arrows** (Block Mode) to indicate the presence of submenus.

Delay before submenus open after parent is activated

When a parent item is activated (on Over or Click event as mentioned above), the submenus open automatically. You can change the amount of time before this happens.

To change the time delay before submenus open

✿ Enter a value into the **Delay before submenus open after parent is activated** field.

- The time delay value is in milliseconds. 1000ms = 1 second.

Delay before submenus close after mouse exits

When a user's mouse exits the menu or they click on a menu item, any open submenus are automatically closed. You can change the delay in time before the submenus close.

Usually the closing delay is longer than the opening delay. Having a longer closing delay prevents accidental closure of submenu blocks if there are gaps between menu blocks or the user's mouse accidentally moves outside the menu area briefly.

To change the time delay before submenus close

✿ Enter a value into the **Delay before submenus close after mouse exits** field.

Show Over/Click state of parent menu while submenu is displayed

To choose how a Menu Item is highlighted when its submenu is displayed

✿ Check the checkbox and choose Over or Click state.

- As you activate a menu item to reveal its submenu, the parent menu item stays highlighted in its Over or Click state while the submenu is visible.
- Most menus would use the "Over" option.

The menu below highlights the Over state of parent items when their submenus display
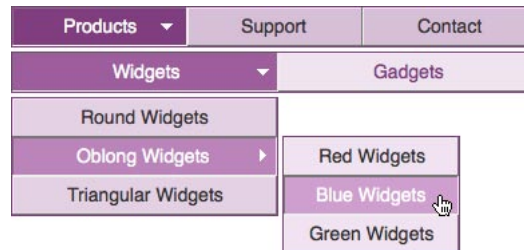
The menu below does not highlight parent items when their submenus display
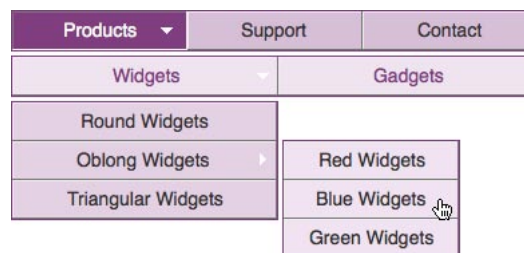
More Highlight options

More menu highlight options can be found in the Tutorial section. You can edit the way the menu appears when you visit your web pages. For example, you may like to have certain menu items open or highlighted when you visit a web page to indicate which section of the site is being visited.

This type of menu highlighting is controlled on a page-by-page basis using the MenuMachine Inspector to edit menu instances.

✿ **For instructions, see the Menu Highlight Tutorial page 70.**

Hide Form Elements

To hide Form Elements

Check this box if your menu overlaps a form. In some browsers the embedded form will "Push" itself in front of the menu items or submenu items which overlap it. When you have this setting enabled, the form will "hide" when the menu or submenu is opened.

Accessibility Tab

The options in the Accessibility tab allow you to select alternative content for browsers which do not have JavaScript enabled.
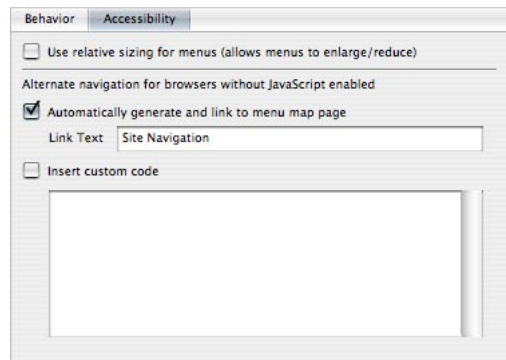
Use relative sizing for menus (allows menus to enlarge/reduce)

To use relative sizing for menus

When this setting is enabled, MenuMachine will use relative "em" units when writing the menu dimensions to the page. This will improve the appearance of certain open and close effects and it also will allow the menu to resize itself if the user changes their preferred font size in the browser.

However, it may have unintended consequences if your CSS sets a font size that applies to the menu, in that the menu could appear too large or too small.

Automatically generate and link to menu map page

There are a small percentage of browsers which do not have JavaScript turned on or don't support it. They will not display MenuMachine Menus.

In pages containing a menu instance, MenuMachine inserts some special `<noscript>` tags in the menu code on the page. Non-JavaScript enabled browsers can display content between these tags and search engines can follow links in this code.

If you place a link to a site map between these `<noscript>` tags, non-JavaScript browsers will display this link so visitors can click on it to see the site map.

Search engines can also follow this link and catalog your pages.

MenuMachine automatically generates a site map from your menu structure. Every time you save the menu in the Menu Editor, the site map for this menu is also updated.

You can choose to automatically link to the site map page generated by MenuMachine, or you can provide your own code which will be placed between the `<noscript>` tags.

To link to a site map page automatically

1. Check the **Automatically generate and link to menu map page** radio button.
2. Edit the **Link Text**.
   - This is the hyperlinked text visitors will see and click on to go to the map page.

To insert your own custom code for non-JavaScript browsers

This is an advanced technique.

1. Create your own content. For example: it could be a table made to look like your menu including images and text, lists, links or anything you like. You could create this in GoLive in Layout View or Source View.
2. Copy the relevant Source Code and paste it into the **Insert Custom Code** field.
   - The pasted code should not contain <html>, <head> or <body> tags. Remember that this code will be inserted into a page which already has these tags. Duplicates will cause some browsers to fail.
   - Your code will be displayed by non-JavaScript enabled browsers and read by search engines.

To format the site map to look like your site pages

A site map page is automatically generated with each menu in your site. The site map takes the form of an hierarchical list with each entry representing one item in the menu.

A link to a menu's site map page is created on pages containing that menu. The link is placed between special `<noscript>` tags in the menu code. Search engines can follow these links but you will only see the link to the site map in browsers which are not JavaScript-enabled.

Site map pages are very plain by default and you may want to change the formatting of these pages to reflect the style of your site.

Each site map page is located in your site here:
site root > menumachine folder > **[menuname]** folder > **navigation.html**

IMPORTANT: Do not edit navigation.html pages. They will be rewritten to update the site links every time you save your menus in the Menu Editor so any changes will be lost.

Instead, to format a site map page, you edit a separate page called **maptemplate.html** The navigation.html page is automatically "styled" based on the existing formatting of **maptemplate.html**.

The **maptemplate.html** file is located in your site here:
site root > menumachine folder > **[menuname]** folder > **maptemplate.html**

1. Open the existing **maptemplate.html** page and edit the CSS styles, colors, images etc.
   or:
   Create a your own page called **maptemplate.html** and place it in the [menuname] folder inside the menumachine folder in your site replacing the existing maptemplate.html page.
   In your **maptemplate.html page,** place the text {MAP} in the location where the site map list should appear. You can do this in Layout View.

2. Save the **maptemplate.html** page.

3. You must now open your menu in the MenuMachine Editor and make a small change (such as adding and deleting a character in the text of a menu item) and then save the menu. This will make MenuMachine update the navigation.html page.

4. You can open and check **navigation.html** but only make changes to **maptemplate.html**.

The process of editing the maptemplate.html page to format the site map

*a. **navigation.html** is a plain list before a **maptemplate.html** page has been edited.*
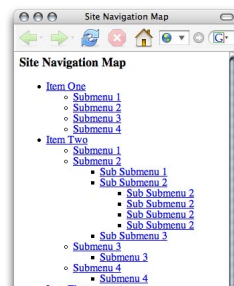
*b. The **maptemplate.html** page has been formatted and the text {MAP} inserted where the site map list should appear in Layout view.*

*c. The **navigation.html** page below has now been automatically formatted by the **maptemplate.html** page.*

*Note: navigation.html has NOT been edited. It takes its formatting from the **maptemplate.html** page. The site map links and formatting in navigation.html will update whenever you save the menu in the Menu Editor.*

Image-based menus?

The site map creates links for menu items which have a link defined in the **Link** field (**Item Mode > Basic Tab**).

If there is no link for a menu item, the item will be listed in the sitemap but it won't link to anything.

The text for the links in the site map list are created this way:

MenuMachine will look at what you have entered in the **Menu Text** field (**Item Mode > Basic Tab**) first.

If you have used images but have no text entered in the Menu Text field, MenuMachine will generate text for the site map link based on the **Tooltip Text** field (**Item Mode > More Tab**).

If there is no Tooltip Text, it then looks at the **Status Text**.

If there is no text in any of these fields, the text of the link will be the same as the link itself e.g. products.html.

Using the Buttons in the Edit Panel

Use the **Editing Buttons** in the MenuMachine Editor's **Edit Panel** to add, remove and rearrange items and blocks. You can also copy and paste a menu item's style settings to another item or multiple items.

The Editing Buttons
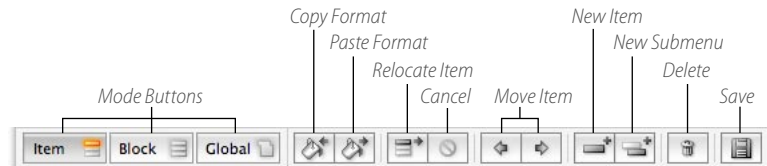
Let's look at each button and then look in detail at the functions each performs.

Buttons are colored when you roll over them and they are shown in color below.

New Menu Item

To make a new menu item

1. Switch to **Item Mode**.
2. Click on an existing item in the same block in which you want the new item to appear.
3. Use the **New Item** button .
   - The new item will be created to the right of the selected item in a horizontal block and below it in a vertical block.

New Submenu Item

To make a new submenu Item

1. Switch to **Item Mode**.
2. Click on an item which will be the parent of the new submenu.
3. Use the **New Submenu Item** button .
   - A new submenu block containing one item will be created.
   - If the new submenu is a level 2 submenu, it will have the settings of the first submenu block in the menu hierarchy. This is to make the first level of submenus consistent and to help you create them faster.
   - If the new submenu is below level 2, it will take on the settings of the menu item below which it is created.

Delete

To delete an Item (or delete a Block and all of its submenus)

1. Switch to **Item Mode** if you want to delete an item, switch to **Block Mode** to delete a block (and all submenus below every item in the block).
2. Select an **item** or a **block** you want to delete.
3. Use the **Delete** button .
4. A warning dialogue will ask if you wish to proceed. Confirm or Cancel.
5. If you confirmed the first warning, a second will appear (just in case!) Confirm to delete the selection, or Cancel.

   Note: This operation cannot be undone.

Save

To save the menu while editing

❋ Use the **Save** button 🖫 .

- Using this button will save the changes to the current menu and update the menu on all pages which use it.
- If you want more save options, go to the **Save Panel** of the **MenuMachine Editor**.

If you forget to save before closing the MenuMachine Editor

The MenuMachine Editor will indicate if you have unsaved changes in your menu. The word **(unsaved)** will appear in the tab (as shown below).

MenuMachine Editor in unsaved state
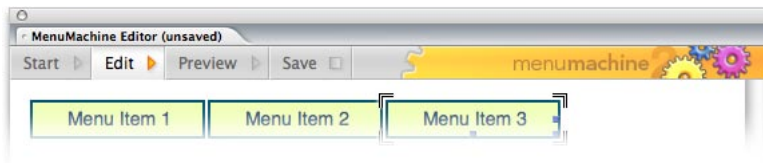
If you close the Editor while you have unsaved changes, a warning dialog box will prompt you to save.

Warning dialog box
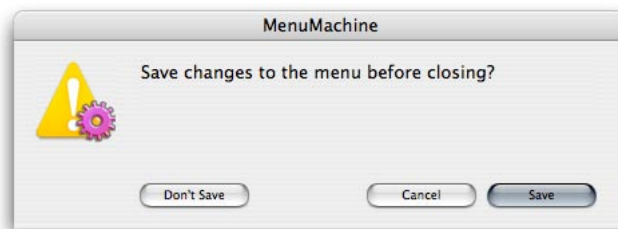
- If you press **Don't Save**, the Editor will close and no changes made since the last save will be kept.
- If you press **Cancel**, you will be returned to the Editor where you can keep editing. If you press **Save**, you will be taken to the **Save Panel** of the Editor so you can save the menu.

If you forget to save before quitting GoLive

If you close GoLive with unsaved changes, you will also see a prompt asking you to save the menu. Unfortunately due to a bug in GoLive for Windows, when you save and close the menu and GoLive then can quit, it crashes. This does not do any harm, but it is not pretty.

Copy Formatting

The **Copy Formatting** and **Paste Formatting** buttons allow you to quickly copy an individual item's settings to some or all of the other items in a menu. You can choose which settings to copy and you can select which items those settings will be applied to. Let's look at an example:

Item "1" in the menu below has been edited to have different color, font, background image, border, arrow and offset settings to the other items.

To Copy Formatting from one Item to another

1. Switch to **Item Mode** and select the item whose settings will be copied.
2. Click the **Copy Formatting** button.
• The settings of the currently selected item are copied to the clipboard.

The source item is selected and the Copy Formatting button is clicked

After creating the structure of this menu, more editing was done to the Item "1" which is a submenu item of "Group 2".

To copy its formatting to other items, select Item "1" and click the Copy Formatting button
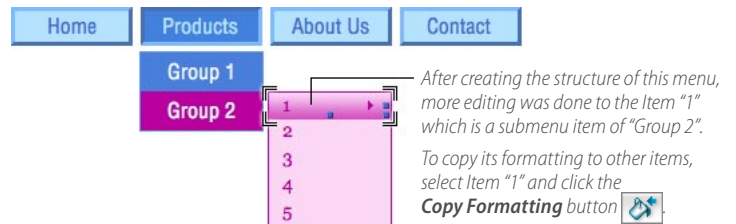
3. Select an **item** or switch to **Block Mode** to select a **block**.
4. Click the **Paste Formatting** button.

The target item is selected and the Paste Formatting button is clicked

Select the menu item (or block) which is to receive the copied settings. A submenu item of "Group 1" is selected.

*Click the **Paste Formatting** button.*
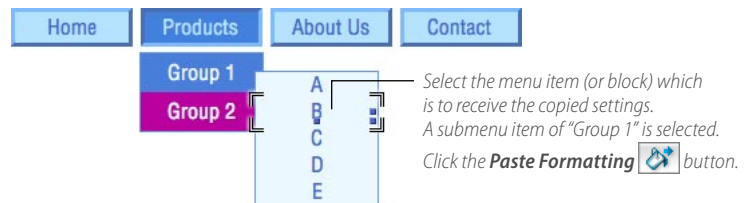
5. The **Copy Formatting Dialog Box** will appear.
• The checked Item and Block settings on the left will be copied to the selected items on the right.

Copy Formatting Dialog Box

*The checked **Item** and **Block** settings (left side) will be applied to the selected items in the menu hierarchy (right side).*
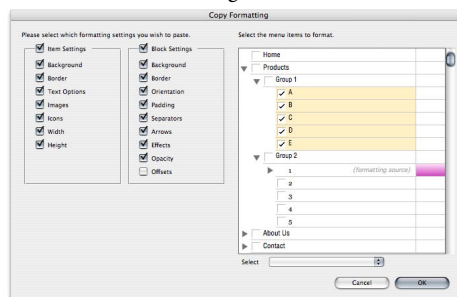
6. Click **OK** to confirm the changes or click **Cancel** to leave the Copy Formatting dialog box without making any changes.

The copied formatting has been pasted to the selected items

The checked settings have been applied to the selected items.
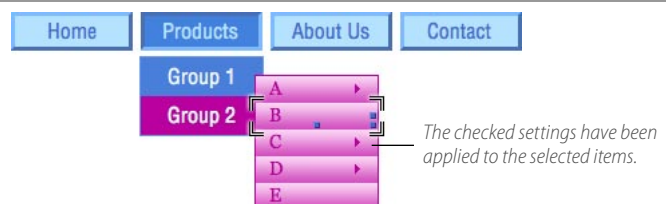
Copy Formatting Dialog Box

This dialog box appears when you click on the **Paste Formatting** button 🖌️.

Item Settings which will be copied   *Block Settings which will be copied*   *Items are shown in their chosen font*   *Selected Item to be formatted*   *Item Background Image preview*
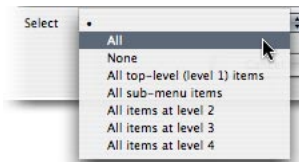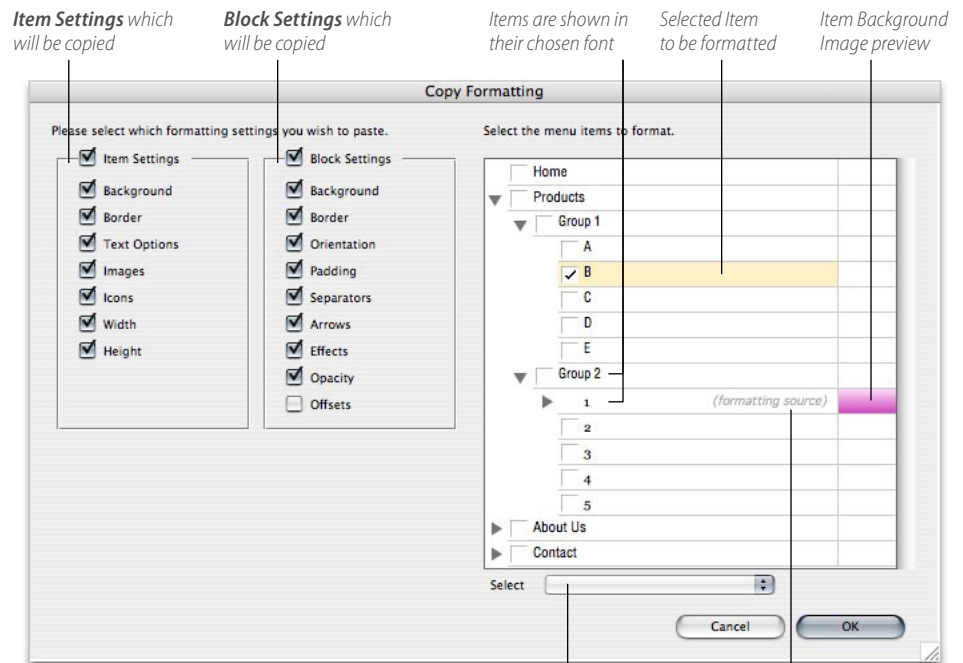
Quick Selection lets you choose multiple items based on their level in the menu hierarchy   *Indicates the item whose settings have been copied*
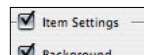
Item Settings

These are the settings from **Item Mode** - **Basic**, **Text**, **Image** or **More** Tabs.
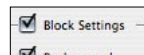
Block Settings

These are the settings from **Block Mode** - **Basic** or **Arrows and Effects** Tabs.
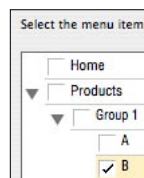
Item Selection Pane

This area shows all the menu items in their hierarchical order. Click on the disclosure triangles to see or hide the submenus.

Use **Option+Click** (Mac) or **Control+Click** (Windows) on a disclosure triangle to open or close every submenu belonging to the item.

Items are shown in the **font** selected for that item.

If a **Background Image** was assigned to that item, there is a small preview of the image to the right of the item name.
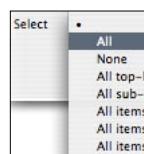
Quick Selection Popup Menu

This popup list let you quickly select all items at a particular hierarchical level within the menu e.g. **All Submenu Items** or **All Items at Level 4**. If you use one of the Quick Selection options and then select or de-select any items, the popup bar will return to blank, indicating a custom selection has been made.

Move Item

The **Move Item** buttons allow you to move items **within their menu block**. There are four **Move Item** buttons – left, right, up and down. At any one time, you will only see up/down or left/right.

If you have a menu item selected in a vertical block, you will see the up and down buttons. If the item is at the top or bottom of the block, the available Move Item button will be pointing in the only direction the item can move.

If you have a menu item selected in a horizontal block, you will see the left and right buttons. If the menu item is at one side of the block, the available Move Item button will be pointing in the only direction the item can move.

To use the Move Item buttons

1. Switch to **Item Mode**.
2. Select an item to be moved.
3. Use one of the available **Move Item** buttons .
4. The item moves one position in the chosen direction. Its submenus will move with it and maintain their relative positions to their parent.

Relocate Item

Relocate Item allows you to **move an item from its current block** into a **new block**. When you relocate an item, all of its submenus move with it.

To use the Relocate Item button

1. Switch to **Item Mode**.
2. Click on the item you wish to relocate.
3. Click on the **Relocate Item** button . The selected item is highlighted.

The Relocate Item button has been clicked

When you select the item to be relocated, you'll see red highlighting with an arrow pointing outwards from the item.

The item and its submenus have been dimmed because you cannot relocate an item into its own submenu.
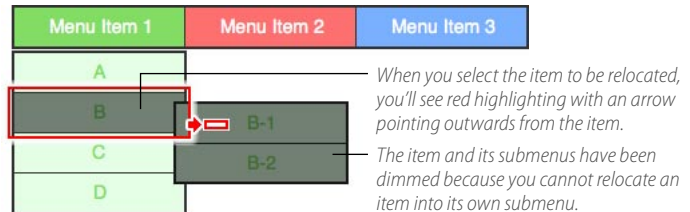
4. Select the **block** which will receive the item.
    When you have a valid selection, the **Insert Item** button will be active.

The Insert Item button has been clicked

Green highlighting surrounds the block where the item will be inserted.
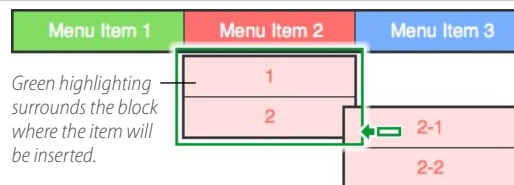
5. Click on the **Insert Item** button to insert the Item (or click the **Cancel** button to stop and return to editing).

The item has been relocated to a new block

The item is inserted at the end of the block.

The item's submenus have moved with it.

Use the **Move Item** buttons to reposition the item within the block.
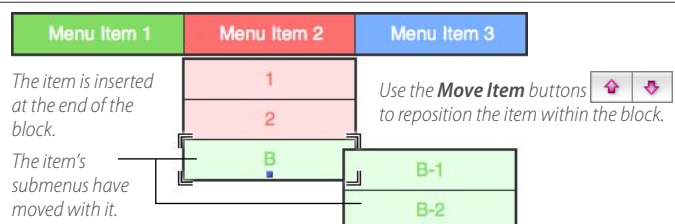
Move or Relocate?

Use **Move Item** to move an item within its current block.

Use **Relocate Item** to move an item to a different block.

Relocate Mode

In **Relocate Item Mode**, the editing interface is locked except for the **Insert Item** button and the **Cancel** button .

You can click the Cancel button to stop the Relocate operation and return to normal editing mode. The item you had selected will not be relocated or removed.

Previewing a Menu

The **Preview Panel** allows you to view and interact with your menu as you would in a browser. (Not available in GoLive CS2 Windows and GoLive CS Mac*.)

Use this button to see the menu in the default browser you have set up in GoLive.

Use this button to return to previewing the menu if a linked page appears here.

You can use this color well to select a background color when previewing the menu. This does not affect the menu or any pages which contain a menu instance.

Background Color

You can change the background color of the **Preview Panel** area so you can test your menu on the same background color used in your web pages.

There is a similar color well in the **Edit Panel**. The Preview Panel will detect the color you use in the Edit Panel whenever you switch to the Preview Panel, but you can also test different color backgrounds here and in browsers.

Use the **Background Color** well in the bottom right of the Preview Panel to change the background color.

This color is not applied to the menu or your pages—it is just for convenience while previewing.

Note for GoLive CS2 for Windows and GoLive CS Mac users:

Due to performance issues you cannot view menus in the Preview Panel. MenuMachine will detect if you are using one of these versions of GoLive, MenuMachine will automatically disable the Preview Panel and your pages will preview in the default browser instead.

To see an interactive preview of the menu in the Menu Editor

1. As you are editing the menu, click on the **Preview** tab at the top of the Menu Editor.
2. This opens the **Preview Panel** which uses GoLive's built-in rendering engine to simulate what the menu will look like and how it will behave in a browser.
   - The Preview panel uses GoLive's built-in rendering engine to show you how the menu will look in a browser. Which rendering engine (browser) you are seeing this preview in will depend on the version of GoLive you are using and the platform you are using it on.

To change the background color in the Preview Panel

1. The default background color is the background color you used in the **Edit Panel**.
2. Use the **Background Color** well to choose a different color (the background color seen in the Preview Panel will also be used when you preview in a browser).

To restore the menu preview

1. Use the **Restore Preview** button if a linked web page appears in the Preview Panel and you want to return to previewing the menu.

To preview and interact with the menu in a browser

1. To see the menu in an actual browser of your choice, select **Preview in Default Browser**.
2. To change the GoLive default browser, go to GoLive's Preferences > Browsers and select a different (or multiple) browsers in the Active column.

Limitations of the Preview Panel – Variable Opacity won't preview

Most versions of GoLive which can run MenuMachine 2 use the Opera rendering engine. Opera can't display variable opacity—it displays at 100% opacity only. You need to preview Fade effects and Variable Opacity in a browser which supports transparency to see the correct effect. (Only GoLive CS Windows uses the IE rendering engine which has variable opacity.)

Saving a Menu

When do I need to use the Save Panel?

In most situations, the **Save** button 💾 in the **Edit Panel** will be all you need to use to save your menu. You may never need to go to the **Save Panel** at all.

The **Save Panel** gives you some additional saving options. One of these is **Save As Theme** to store a menu's settings for use in another menu.

However most of the other functions can be performed in the **Objects Palette**.

For example, to simply make a new menu which is mostly the same as an existing menu, you would just use the **Duplicate Menu** button in the Objects Palette to make a copy of the menu.

You wouldn't need to use a Theme unless the new menu you want to make is in a different site.

The Save Panel is there to give you some extra flexibility in the way you work.
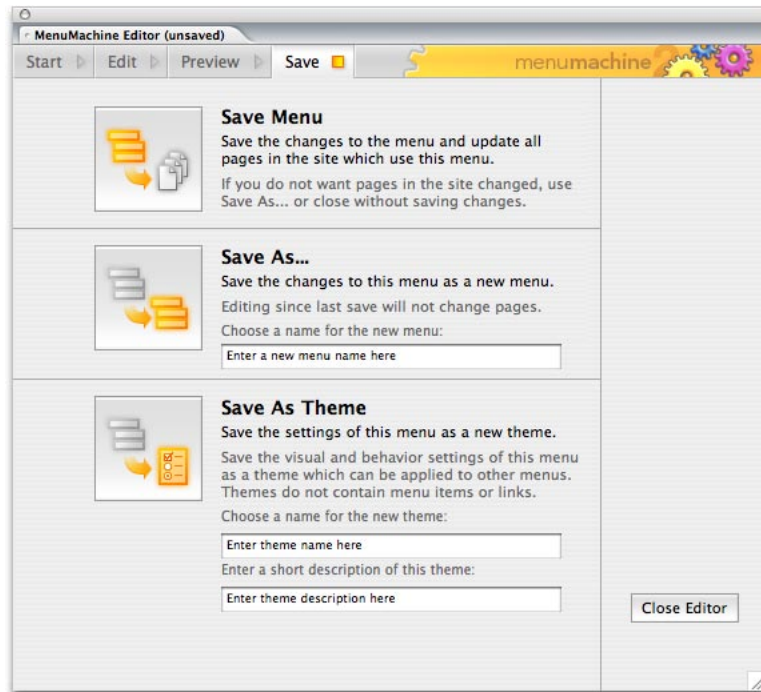
Save Menu

To save the menu

❖ Use the **Save** button to save the menu.
- This is the same as using the **Save** button 💾 in the Edit Panel.
- All instances of the menu throughout the site will be updated.

Save As…

To save the changes to this menu as a new menu

❖ Use the **Save As…** button.
- This saves a copy of the currently open menu in **its current state.**
- If you use **Save As…** while you have unsaved changes, the old menu will not be updated with the unsaved changes.

Save As Theme

To save the settings of the menu as a theme

❖ Use the **Save As Theme** button.
- This saves all the visual and behavior settings in the menu as a new theme which you can apply to other menus. Individual item settings are not stored (e.g. menu item text, links etc.)

Close Editor

If you close the MenuMachine Editor while you have unsaved changes, you will be prompted to save. If you press **Cancel** or **Save,** you will be returned to the **Save Panel** of the Editor so you can save the menu. Clicking on **Don't Save** will close the Editor and no changes made since the last save will be applied.
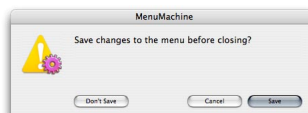
MenuMachine Inspector

Use the MenuMachine 2 Inspector to apply Z-Index, Highlight, Frame and Action settings to a Menu Instance. You can also open the Menu Editor from the Inspector to edit the selected Menu.

MenuMachine 2 Inspector

When you click on a menu instance in a page in your site, the GoLive Inspector changes to the MenuMachine 2 inspector.
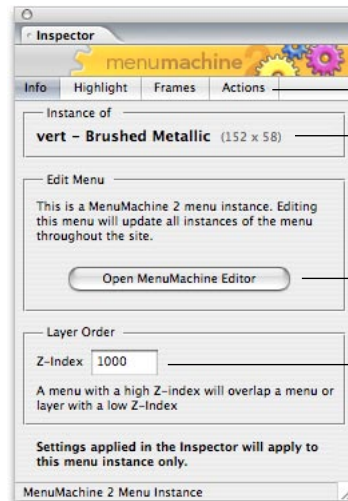
MenuMachine Inspector Tabs

Name of the currently selected menu instance and the dimensions of the top-level menu block

Opens the MenuMachine Editor so you can make changes to the menu. All instances of the menu will be updated if you make changes in the Editor.

When you have more than one menu on a page, you can control which menu will overlap the other by changing the Z-Index.

Info tab

The **Info** tab in the MenuMachine inspector shows you the name and dimensions of the selected menu instance.

To open the selected menu instance in the MenuMachine Editor

✿ Click on the **Open MenuMachine Editor** button in the MenuMachine Inspector to edit the menu. Changes made in the Editor will update **all** instances of your menu.

To make one menu overlap another menu

✿ Change the **Z-Index** of the "front" menu to a higher value than the "back" menu.

Highlight tab

To automatically highlight menu items when a page is browsed

The **Highlight** tab allows you to control the way the menu first appears when a page is opened in a browser. You may like a menu item to already be highlighted or a submenu block to be open when a page is viewed. You can control this highlighting on a page-by-page basis by selecting the menu instance and using the Highlight tab options.

Editing a menu instance using the Highlight options will not affect any other menu instances.

✿ **For instructions, see the Highlight Tutorial on page 70.**

Frames tab

To enable frame support in the MenuMachine Inspector

✿ **For instructions, see the Frames Tutorial page 72.**

Actions tab

You can attach GoLive Actions to menu items to extend your menu's functionality in a page.

Attaching Actions to a menu instance will not affect any other menu instances.

To attach Actions to menu items using the MenuMachine Inspector

✿ **For instructions, see the Actions Tutorial page 77.**

What is Layer Order?

Sometimes when you have two or more menus on the same page, the submenus of one menu open behind the other menu. This is not usually the desired behavior.

You can adjust which menu should be in front and which should be at the back by changing the Z-Index of the menus.

The Z-Index controls the Layer order of the menus. Think of layers as a stack of objects where the bottom layer in the stack is overlapped by objects higher in the stack.

The Z-Index number tells a browser where an object sits in the stack and therefore which objects overlap others.

By default, all menus have a Z-Index of 1000. If you don't change the Z-Index of one of the menus on the page, both menus will have the same Z-Index and this rule will apply:

The menu which was placed on a CSS layout grid last (CS2 only), or is further down in a table will be the one at the top of the stack.

To make one menu overlap another, change the Z-Index of the menu which should be in front to a higher value than the other menu.

To find out what Z-Index value to use, just remember this:

High Z-Index = high in stack
Low Z-Index = low in stack

MenuMachine Preferences

You probably won't need to change any preferences in MenuMachine 2.

GoLive CS and CS2 for Windows users may need to adjust some settings to make display faster on those systems (See: *Display live over states in menu editor* and *Display enhanced border styles in menu editor.*)

MenuMachine Preferences dialog

To open the MenuMachine Preferences dialog

✿ To open the MenuMachine Preferences dialog, use this menu command:
MenuMachine > Preferences…
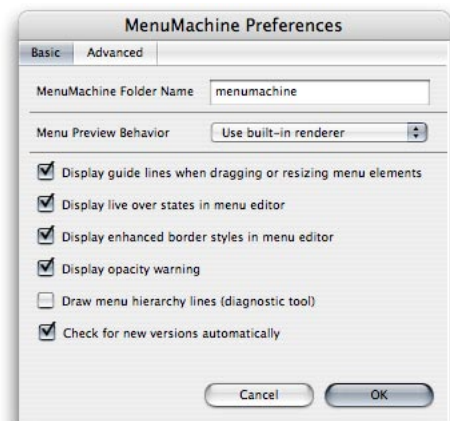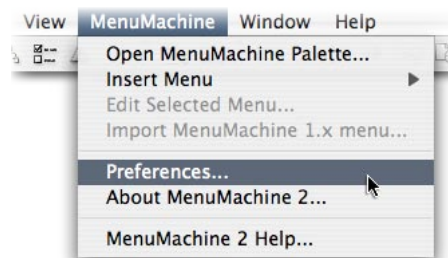
There are two tabs in the Preferences dialog – **Basic** and **Advanced**.
Let's look at the **Basic Preferences** first…

MenuMachine Folder Name

By default, the menu support files will be kept in a folder named **menumachine** which is automatically created by MenuMachine at the root level of the site.

IMPORTANT: Do not change the name of the **menumachine** folder in the MenuMachine preferences unless you have a particular reason to do so. Never change the name of the folder in the site window or in the Finder or Windows Explorer. The only way you should change the folder name is by using the preferences.
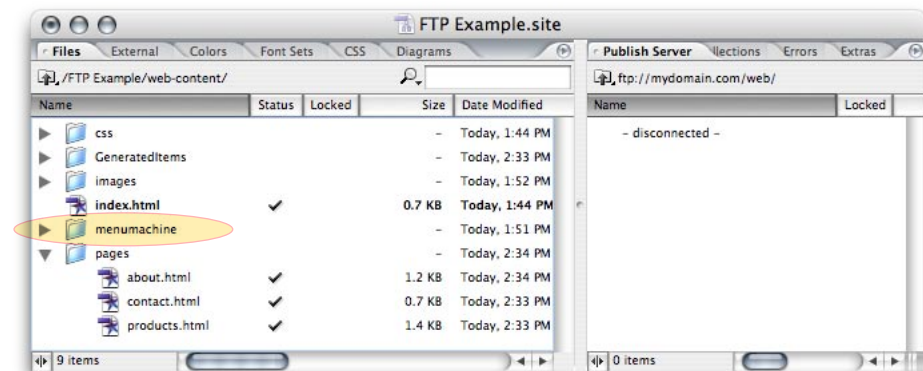
To change the MenuMachine Folder Name

✿ Enter a different name in the MenuMachine Folder Name field.

- Do not use spaces or non-alphanumeric characters except dashes or underscores. Start the folder name with a letter only (not a number or dash or underscore.)

- If you want to put your menumachine folder in a sub-folder (not recommended), you can specify a new location e.g. **yourfoldername/menumachine** with this preference.
  IMPORTANT: If you change this preference, it will affect all sites you open. You must reset the preference for each site if the name and location of the menumachine folder is not the same in each site. If you request support, you must tell us if you have changed the name of the menumachine folder in your preferences.

Menu Preview Behavior

GoLive uses the Opera browser rendering engine to allow display of your pages in GoLive as they would display in Opera. MenuMachine can also use this functionality to display your menu in the Preview Panel.

By default, **Use built-in renderer** will be turned on in your MenuMachine Preferences and this will allow you to use the Preview Panel.

If you would prefer to view your pages directly in a browser, you can change this preference.

To change the default menu preview behavior

1. Open the MenuMachine Preferences.
2. Use the popup list to choose **Open in Default Browser**.
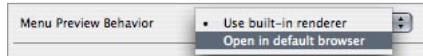
3. Close the Preferences dialog.
4. When you press the Preview Panel Tab, the menu will open directly the browser/s you have set up in GoLive instead of displaying in the Preview Panel.
   - To change your GoLive default browsers, open the **GoLive Preferences > Browsers** and select a different (or multiple) browsers in the **Active** column.

Special Note for GoLive CS2 for Windows users:

Due to performance issues with GoLive CS2 for Windows, you cannot view menus in the Preview Panel with this version of GoLive. MenuMachine will detect if you are using GoLive CS2 for Windows and automatically disable the Preview Panel if applicable and Open in default browser will be the default preference setting.

Display guide lines while dragging or resizing menu elements

This preference is **on** by default.

When you drag or resize a block or resize an item, guides are displayed to help you with alignment or to show you the dimensions of the block. You can turn these guides off.
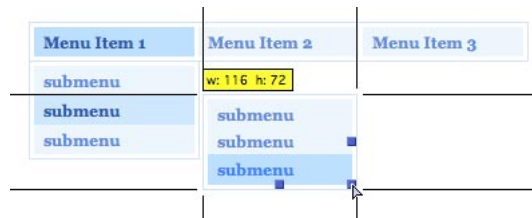
To turn off guide lines while dragging or resizing menu elements

1. Open the MenuMachine Preferences.
2. Uncheck the **Display guide lines while dragging or resizing menu elements** checkbox.
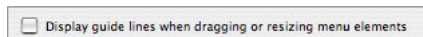
Display live over states in menu editor

This preference is **on** by default.

In the MenuMachine Editor, as you move your cursor over the menu or click on it in the Edit Preview area, you will see the menu items change to their rollover or click states as you interact with them.

Special Note for GoLive CS for Windows users:

GoLive CS for Windows does not use double-buffered drawing. This can result in noticeable flicker in the menu Edit Preview area when live over states are being previewed. Turning off this preference reduces flickering in the menu editor.

To disable live over states in menu editor

1. Open the MenuMachine Preferences.
2. Uncheck the **Display live over states in menu editor** checkbox.
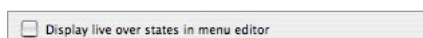
Display enhanced border styles in menu editor

This preference is **on** by default.

Enhanced border styles are more processor-intensive to render in the editor. If you are experiencing some slowness in menu editing on menus which have a lot of enhanced borders, (Dotted, Dashed, Inset, Outset) turning off this preference may help.

To turn off display of enhanced border styles in menu editor

1. Open the MenuMachine Preferences.
2. Uncheck the **Display enhanced border styles in menu editor** checkbox.

☐ Display enhanced border styles in menu editor

Display opacity warning

This preference is **on** by default.

GoLive CS (Macintosh) and GoLive CS2 (Windows and Macintosh) use the Opera rendering engine to display previews of pages. GoLive CS (Windows) uses the Internet Explorer rendering engine. Opera cannot display variable opacity but IE can.

MenuMachine uses GoLive's built-in rendering engine to draw the menu in the menu editor. Only the GoLive CS using Internet Explorer's rendering engine can display variable opacity.

MenuMachine only **simulates** opacity effects in the Edit Panel. This will be noticeable if you change the background color in the Edit Panel.

A warning is displayed if you have set variable opacity or fade effects in your menu. This is to remind you to check your menu in browsers which do and don't have support for variable opacity to see the true effect.

You can turn off this warning.

To turn off the Opacity Warning

1. Open the MenuMachine Preferences.
2. Uncheck the **Display opacity warning** checkbox.

☐ Display opacity warning

Opacity warnings which will be disabled if you turn off this preference

Note that opacity is only simulated in the Edit Panel.

Background colors will not show through.

Opacity warning in the Edit Panel.

Opacity warning in the Preview Panel. The opera rendering engine shows the menu at 100% opacity.

Opacity shows correctly in some newer browsers.

In browsers which don't support variable opacity, the menu will appear at 100% opacity.

Opacity warning in a browser.
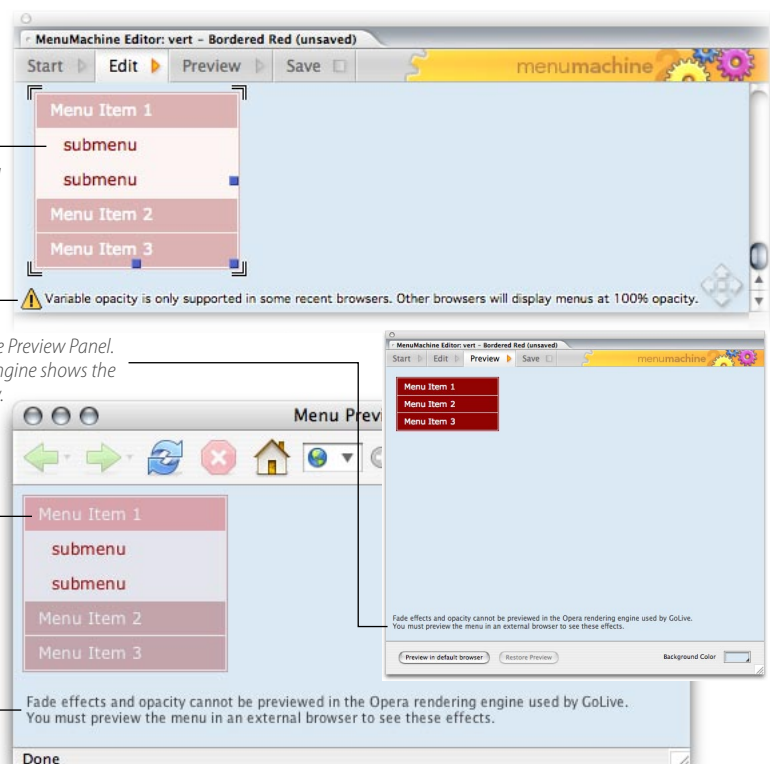
Draw menu hierarchy lines (diagnostic tool)

This preferences is **off** by default.

Menu hierarchy lines can assist in showing you the links between parent items and their submenus. The lines, shapes and numbers indicate the relationships.

This is a diagnostic tool which can be used if you are finding it difficult to determine the relationship between items and submenus.

To turn on the menu hierarchy lines (diagnostic tool)

1. Open the MenuMachine Preferences.
2. Check the **Draw menu hierarchy lines (diagnostic tool)** checkbox.

Looking at menu hierarchy lines

Menu viewed in Edit Panel with menu hierarchy lines turned on

1 — Indicates a menu item

1 — Indicates a menu block (number indicates the block's level in the menu hierarchy)
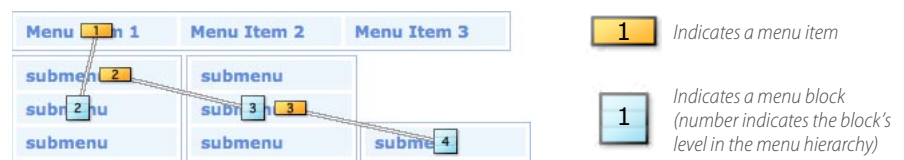
Above is a menu with the hierarchy lines turned on. Icons indicate **blocks** [1] or **items** [1]. The block icon is in the middle of a block. The item icon is in the middle of the parent item of a visible submenu block.

The numbers indicate at which hierarchical level a block or item exists. These numbers are there to assist in seeing the order in which submenu blocks will open when parent items are activated . They are not unique for each item or block (items and blocks aren't numbered in MenuMachine). Hierarchy lines are not shown in and do not affect the menus in your pages.

You can read the above diagram like this:

- The block at level 4 in the menu hierarchy is a submenu of item 3 in the block at level 3.
- The block at level 3 is a submenu block of item 2 in the block at level 2.
- The block at level 2 is a submenu block of item 1 in the top-level block (level 1).

Using menu hierarchy lines to diagnose incorrect hierarchies

A common mistake is to create too many submenu levels. For example, if you use **Create a Submenu** [icon], and then instead of using the **Create Menu** button [icon] to add more items to the newly-created submenu block, you use the **Create Submenu** button [icon] again.

This creates a new submenu of the submenu which may not be the result expected. It can be hard to tell this is happening if the menus are aligning (as seen in the example below).

You may notice it in the browser – the submenus items open separately. The menu hierarchy lines will diagnose that multiple levels have been created instead of a single submenu level.

Menu hierarchy lines used to diagnose hierarchy problems

In this menu it is hard to tell whether there is a single block containing three submenu items, or whether there are three submenu blocks.

*If **menu hierarchy lines** are turned on with this menu open, you can see that three separate blocks at three different levels were created.*

*If the submenu block had been created correctly, it would look like this. Only one **block at level 2** is attached to **Menu Item 1.***
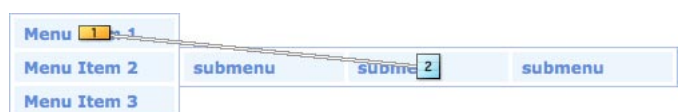
Check for new versions automatically

MenuMachine 2 can check for new updates automatically (when you launch GoLive) if this preference is on. This preferences is **on** by default.

Use custom site root (Advanced preference)

MenuMachine needs to know where the root of the site is in order to calculate links correctly. If you are using a GoLive site file, MenuMachine automatically uses the root of the current GoLive site.

This preference allows you to specify your own root folder if you are **NOT** using a GoLive site.

We do NOT recommend using this preference

You should not specify a custom site root unless you have a particular reason for not using a GoLive site. If you change this setting, you must manage all links manually.

When you create a GoLive site, you are not simply opening and editing individual files in GoLive. The GoLive site structure includes the .site file which is a database. It records the relative locations of all the files in your site folder. If you move any files while the site window is open, GoLive can use the info in the .site file to correct any relative links in your site.

If you DO NOT use a GoLive site:

1. All your relative links to a file will break if you move that file from one folder to another on your computer. If you use a GoLive site, your links will be updated if you move files or folders in the site window.

2. You will have to manually enter every link. (Point and shoot or browsing to find files will give incorrect paths to files which won't work when your pages are uploaded).

3. MenuMachine cannot create a custom site root for each folder or hard drive where you store your various web assets. Therefore, choose your site root carefully.

   IMPORTANT: The location of the site root and the menu support files will be the same for all web projects you work on unless you remember to change this preference each time you work on a different project.

4. MenuMachine support staff cannot assist with incorrect linking issues in menus if you are not using a GoLive site.

To manually specify site root (if a GoLive site is not used)

NOTE: Do not change this option unless you have read and understood the advice above.

1. Check the **Use custom site root** check box.

2. Browse your hard drive to find the folder which is acting as your root folder.

3. As you use MenuMachine 2, it will create and then access the **menumachine** folder at this location.

   NOTE: This is a global setting for all menu pages you work on in the version of GoLive where MenuMachine is installed. If you have not set up a common root folder which can is accessed by all your web projects, then you must change this preference every time you work on pages which have a different site root.

If you have changed the preference to manually specify your site root, the MenuMachine Objects Palette will allow you to create menus without a GoLive site window open.
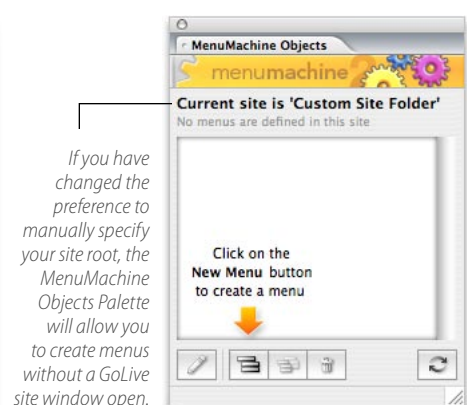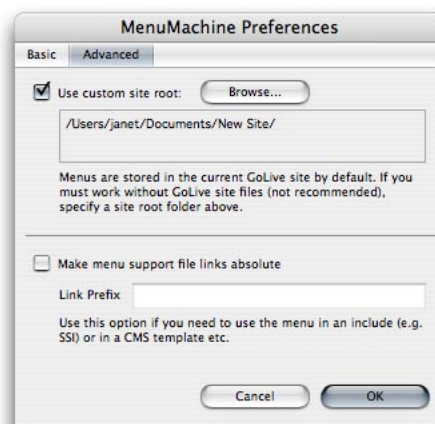
Make menu support file links absolute (Advanced preference)

MenuMachine requires various support files in order to work. These files are stored in the **menumachine** folder in the root of the current site. Each time you place a menu on a page, MenuMachine creates several links in the menu code which link to the support files in the **menumachine** folder.

By default, MenuMachine creates relative links to the support files and then manages those links inside GoLive.

In some circumstances, however, relative links cannot be used effectively. This may be the case if, for example, you want the menu to be placed in a template for a Content Management System (CMS) or in a Server-Side Include (SSI).

If this is the case, you should enable absolute links to the menu support files.

To make menu support file links absolute

1. Open the MenuMachine Preferences.
2. Check the **Make menu support file links absolute** checkbox.

MenuMachine will then write absolute links to the MenuMachine support files each time you place a menu on the page.

This is an advanced feature and should not be enabled unless you understand the consequences of changing the settings.
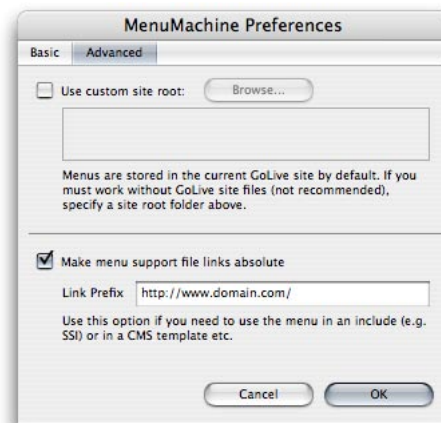
Link Prefix

You can use the Link Prefix setting to change the part of the URL that is prepended to all links to the support files. This should be an absolute URL to the root folder on the web server where the menumachine folder can be found.

By default, the Link Prefix is set to /, which will create root-relative links. This is probably adequate for most purposes.

You can change the link prefix so that it is a fully-qualified URL, e.g. http://www.domain.com/. This may be necessary in some circumstances.

IMPORTANT: the URL MUST end with a forward slash (/).

An example:

By default, MenuMachine writes the links to the support files as relative links:

../../menumachine/

If you set the link prefix to /, MenuMachine will write the links like so:

/menumachine/

If you set the link prefix to http://www.domain.com/, MenuMachine will write the links as:

http://www.domain.com/menumachine/

Note:

Changing this setting does **not** change the MenuMachine code on existing pages that contain a menu. You will need to either place the menu on the page(s) again or make a change on the pages and re-save them in order for MenuMachine to write the updated links to the menu code.

Tutorials

In this section are step-by-step instructions for completing some basic and some more advanced techniques.

Tutorial - Creating a menu

Menus are created for specific sites. While you have a site open, you can create, edit and save menus and those menus will be available for use throughout that site.

Open a GoLive site

1. To begin, create a new GoLive site or open an existing site.

For more information:

- See page **8** for information about **Using a GoLive Site**.

Open the MenuMachine Objects Palette

2. Open the MenuMachine Objects Palette using the command:

MenuMachine > Open MenuMachine Palette…
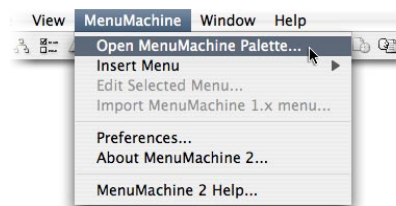
- If the Objects Palette is already open (or docked) the Open MenuMachine Palette… menu will be grayed out. You can use the **Window > MenuMachine Objects** menu to bring it the palette the front.

Create a New Menu for the active site

3. The **MenuMachine Objects Palette** will prompt you to use the **New Menu** button to make the first **Menu**.

Click on the **New Menu** button.

This will open the **MenuMachine Editor** at the **Start Panel** where you can set up your new menu.

- If you don't have a site open, you will be prompted to open one.
- If you have more than one site open, the Objects Palette will show you which site is the current (active) site – this is the site where the menus will be saved. Be careful when working on multiple sites at once so you save your menu in the correct site!
- If you open a site which already has MenuMachine 2 menu in it, you will see them listed in the MenuMachine Objects Palette.

Object Palette seen with a site open which currently has no menus saved

Note the name of the active site is listed in the Objects Palette. This is the site where the menus will be saved.

If you have more than one site open, you must close the MenuMachine Editor and bring the other site window to the front to make it the active site.
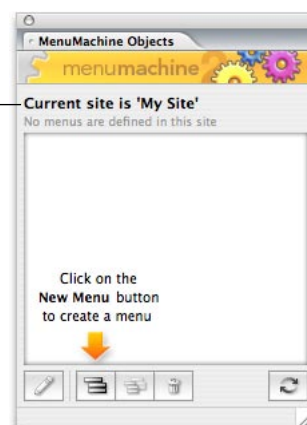
For more information:

- See pages **14–15** for complete **MenuMachine Objects Palette** information.

Set up the Menu in the MenuMachine Editor

4. The **MenuMachine Editor** opens at the **Start Panel**.
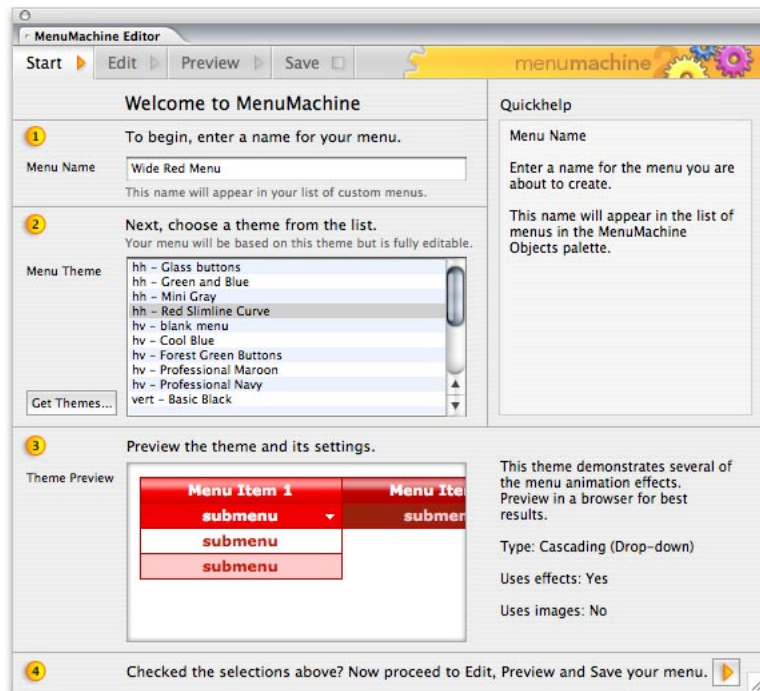
① Enter a **Name** for your Menu.

② Choose a **Theme** on which the Menu will be based.

③ Look at the **Theme Preview** of your chosen theme and see some of the settings it uses.

④ Once you have checked your selections, click on the **Arrow** button to proceed. The MenuMachine support files will then be automatically saved into your active site and you will be taken to the **Edit Panel** in the MenuMachine Editor.

For more information:

- See page **17** for complete **Start Panel** information.

About Themes

Themes are menus which have pre-built settings. When you choose a theme on which to base a new menu, you are selecting a style of menu which can have any combination of color, font, padding, border, image, icon, arrow, block orientation and effects settings applied to it.

Themes are available in different formats, for example: horizontal top-level with vertical submenus, vertically expanding or vertical top-level with vertical submenus.

Choose a theme which is similar to how you see your menu working. If you need to fit the menu in a narrow vertical column, you would choose a vertically expanding menu.

If you need it to fit a narrow horizontal strip, you would choose a theme which has a horizontal top-level and horizontal submenus.

If you would like to start a new menu from scratch, some non-edited themes are available for you to fully customise.

If you create a menu design that you would like to use in another site, you can save that menu as a Theme. Your custom themes are available to all sites you open in that copy of GoLive you used when saving the Theme.

Supplied themes and themes you save will not have any links to pages, anchors, mailto: addresses etc.

Images you use in a menu saved as a Theme are stored and will be copied to your new site when you base a menu on that Theme.

Looking at the menu in the Edit Panel

When the **Edit Panel** opens you will see a menu based on the Theme you chose. The Theme's various settings have been applied to these items to show you how the menu will look as you build it and how it will and behave in a browser.

Menu created from theme seen before editing

All of the placeholder items in menus will appear in your finished menu unless they are removed or edited. Menu items/blocks can be deleted or edited to suit your menu but at least one top-level item must be kept.
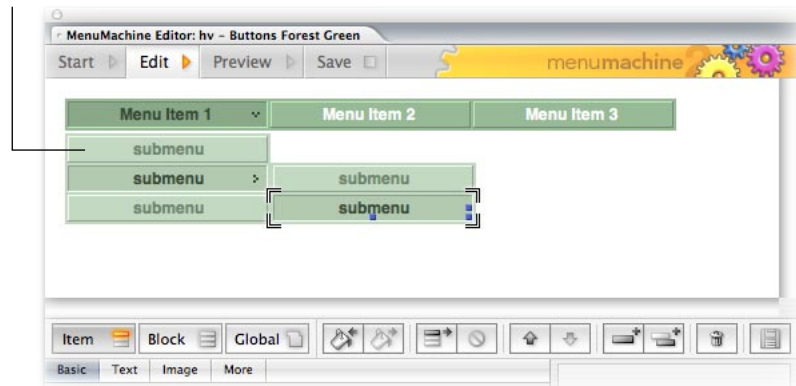
- All the menu items and blocks which were created from the theme are "real" and will appear in the final menu. You can delete the blocks and items you don't want or enter your text into items you want to keep. (You must keep at least one top-level item to start your menu.) See pp **43–46** for how to use the Edit Panel buttons to add or remove items.
- If menu themes have a third level in their hierarchy (submenus of submenus) and you will also use third level items in your design, don't delete the placeholder items straight away. You will need them to copy and paste their formatting to your items when you are ready to create menu items at that level.

Edit the Menu in the Edit Panel

5. Use the editing features in the **Edit Panel** to fully customize your menu.

- Use the Edit Panel's editing options to customize **items** and **blocks** and **global** settings.
- Add items, blocks, submenus etc with the **Editing Buttons** to create the multi-level structure which is your menu. See pp **43–46** for how to use the Edit Panel buttons.
- Use the **Save** button in the **Edit Panel** to save your changes as you work.
- **Note about menu structures:**
  Sometimes people use many individual menus instead of creating one complete multi-level structure within a single menu. This is not the correct way to create a menu. A menu should include all the items/blocks/submenus in a single structure and this is how MenuMachine is designed to work.

Menu after some editing has been done as seen in the Edit Panel
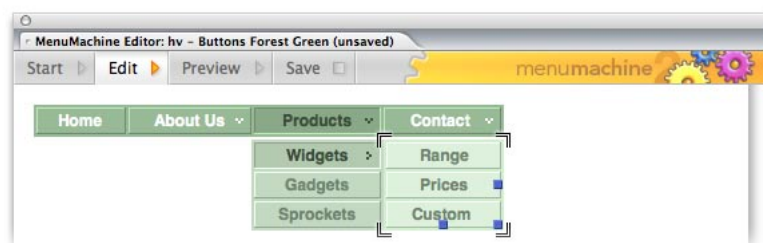
For more information:

- See pages **17–47** for detailed editing instructions.
  In the **Reference Guide** section of this manual, each feature of MenuMachine 2 has been explained in depth so you can understand the enormous range of editing options available.

  This User Guide also has a Table of Contents, Index (and Bookmarks if you are using the PDF on screen), to help you find the section you need.

Preview the menu in the Preview Panel or browser

7. In the **Edit Panel** you can interact with your menu as you edit and you will be able to see how the menu will look. However, this is not the same as testing in a browser environment. In a browser you will see correctly how the normal, over and click states will work, you can check your links go the right places, you can see animated effects and variable opacity (in supported browsers).

MenuMachine 2 provides a **Preview Panel*** to test the menu, or you can preview the menu directly in the browsers you have set up in your GoLive preferences.

Click on the **Preview** tab at the top of the MenuMachine Editor to go to the **Preview Panel** (or in GLCS2 for Windows, see the menu in your default browser.)
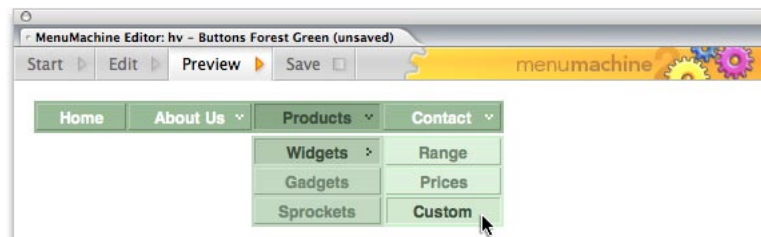
Edited Menu as seen in the Preview Panel

In the Preview Panel, GoLive's built-in rendering engine is used to show how the menu will look in a browser. You can see rollover states and Effects working. You can click on items to be taken to the correct links.

For more information:

- See page **48** for more information on using the **Preview Panel**.
  The Preview Panel has some limitations which are explained on that page.
  It is important to test your menus in all browsers you wish to support.
- See page **52** for instructions on how to change the **Menu Preview Behavior** preference (to change whether you will preview in the Preview Panel or go straight to a Browser when the **Preview** tab is clicked).

Saving your Menu

8. Once you are happy with your menu, you can save the menu and close the MenuMachine Editor. You can always come back to the MenuMachine Editor later to do further editing

Save the menu using the **Save** button in the Edit Panel or go to the **Save Panel** in the MenuMachine Editor for extra options.

Once your menu is saved, you will be able to close the MenuMachine Editor.

For more information:

- See page 49 for **Save Panel** options - **Save**, **Save As…** and **Save as Theme**.

Working with your saved menus

When you have saved your menu, it will appear in the **MenuMachine Objects Palette** list. You will then be able to place that menu on pages in your site.

MenuMachine Objects Palette with some saved menus listed
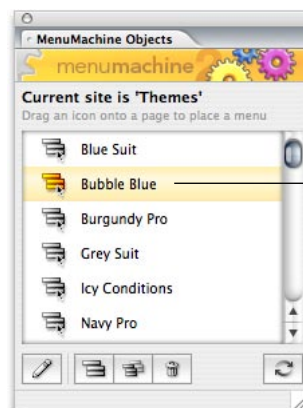
When you have saved menus in the active site, they will be listed in the Objects palette.

Orange highlighting indicates the selected menu object.

You can drag these menu objects onto your page to place a menu.

Use the buttons at the base of the Objects Palette to create, copy and delete menus, open the Menu Editor or Refresh the list of menus.

For more information:

- See pages 13–14 for instructions on using the **Objects Palette** to manage your site's menus.

Tutorial - Placing a menu instance on a page

Once you have created, edited and saved a menu, you will see it in the **MenuMachine Objects Palette**. It can then be placed on pages in the site.

1. To **place** the menu on the page, drag the **Menu Object** from the MenuMachine Objects Palette onto the page, (as if you were placing a GoLive table or image object) or position your cursor where the menu should be inserted and use the **MenuMachine > Insert Menu** command. Choose the menu from the list of available menus for the site.
   - The menu will be positioned where you place it.
   - If you place it in a centered table cell, it will be centered in the cell.
   - If you place it in a Layer or <div>, it will be positioned by the Layer and also adhere to the Z-Index value of that Layer.

2. **Alignment** and **positioning** of the menu will depend on where you place the menu. Use whatever positioning method you would use if you were trying to put a table in the same location as the menu.

3. If you edit the menu in the Menu Editor, all **instances** of the menu will update automatically throughout the site. If you edit the menu in the MenuMachine Editor, that menu changes on **ALL** pages. The menu's position can be different on various pages, but the actual menu itself will be the same. Again, a bit like an image which can be used in different places in the site, but if the image is edited, all instances of that image are changed. If you need different menus on different pages, you must create more than one menu by using the **Duplicate Menu** button in the **Objects Palette**.

4. You can also place MenuMachine menus on **Template** or **Component** pages if you wish.

Placing the Menu Object

a. *Drag the Menu Object from the MenuMachine Objects Palette onto the page. Place the menu anywhere you like. Here the menu is being dragged into a table cell which has a center alignment.*
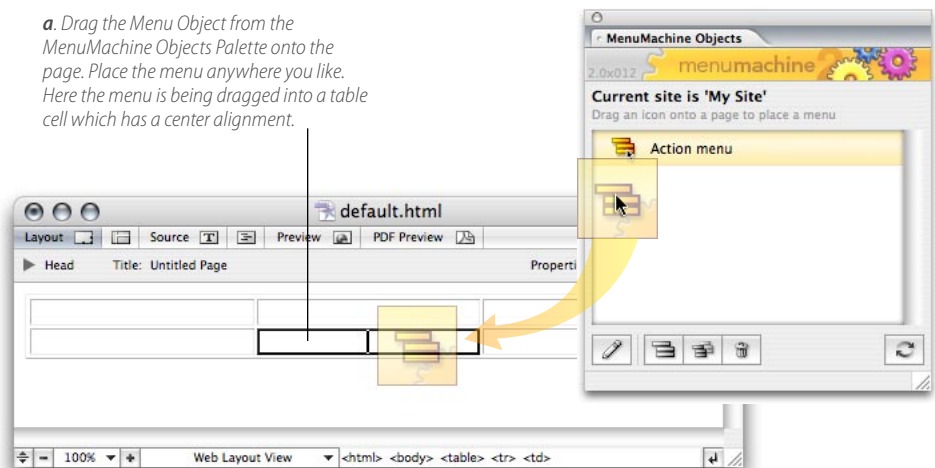
b. *The menu has been placed in the table cell and now the top-level of the menu is visible in GoLive's Layout View.*
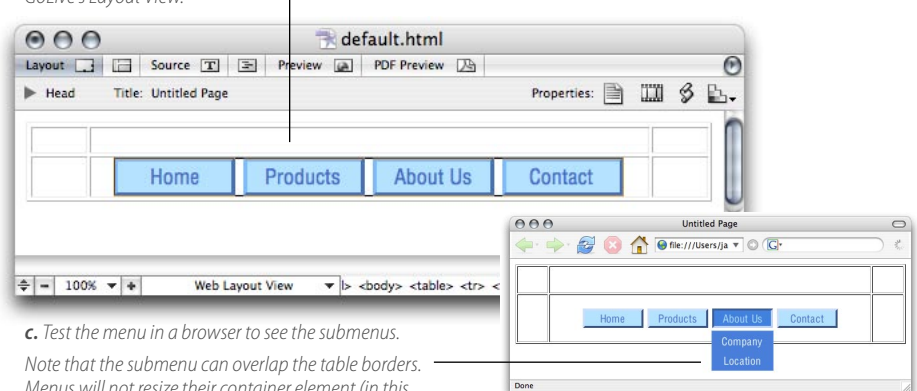
c. *Test the menu in a browser to see the submenus.*

Note that the submenu can overlap the table borders. Menus will not resize their container element (in this case a table cell) when submenus are expanded.

Tutorial - Positioning a menu instance

Positioning a menu is similar to positioning an image or table. However, menus are dynamic – they get larger as submenus expand. Let's look at how the menu behaves when we use different positioning techniques.

Placing the menu in text/paragraphs

1. The most basic placement option is to drag the menu directly onto the page.
   - The menu is a block level element. This means that if you place it inside a line of text, it will split the text at the insertion point and run the remainder of the text in a separate paragraph below the menu. The same happens when you place a table into a paragraph. The paragraph is split above and below the table.
2. To make the menu align **left, center or right**, select the menu and use the alignment buttons in the toolbar.
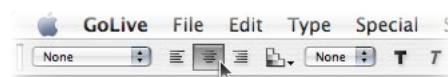
   - This will wrap the menu in `<div align="center">` tags which is correct for a block-level element. You can't wrap the menu in `<p align="center">` tags.

Menu placed into text and viewed in a browser

3. In the page, the menu will only take up as much space as the top-level of the menu requires. Menus won't push other elements away to create "space" for the hidden submenus.
   - When the menus are expanded in the browser, they won't push other elements away to make room for the submenus.
   - The submenus will overlap elements below them. This is standard behavior for menus.
   - If you do not want the opened submenus to overlap other elements in your page, you will need to make a space for them in the layout using CSS or whatever method you prefer to create the clear area.

Making room for submenus

Create space for the submenus in the layout. *When viewed in the browser, there is space for the submenus.*
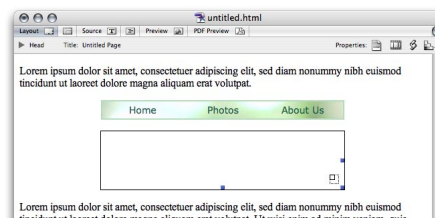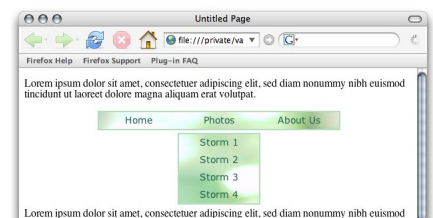
Positioning

There are no positioning options in the MenuMachine 2 interface.

Menus objects can be placed anywhere directly on the page or inside other HTML elements. Use whatever positioning and alignment methods you normally like to use.

Menus can be placed in different positions on different pages, or even on the same page!

You can place the menu objects inside Templates for consistent positioning on all pages made from those Templates.

You can also place menus in Components if you like using them. However, MenuMachine menus are updated site-wide when you edit them so this may not be necessary.

Positioning the menu instance in a table

1. Drag the menu object icon from the Objects Palette into a table cell. The alignment of the cell will determine the alignment of the menu. For example, if the alignment of the table cell is set to center, the menu will stay horizontally centered in that cell.

    - The table cell will not expand in the browser to accommodate the submenus.
    - The submenus will overlap the table borders in the browser.

Menus in table seen in GoLive's Layout View

The top-level of the menu is visible in Layout view.
The table cell will expand to fit the menu's top-level only.
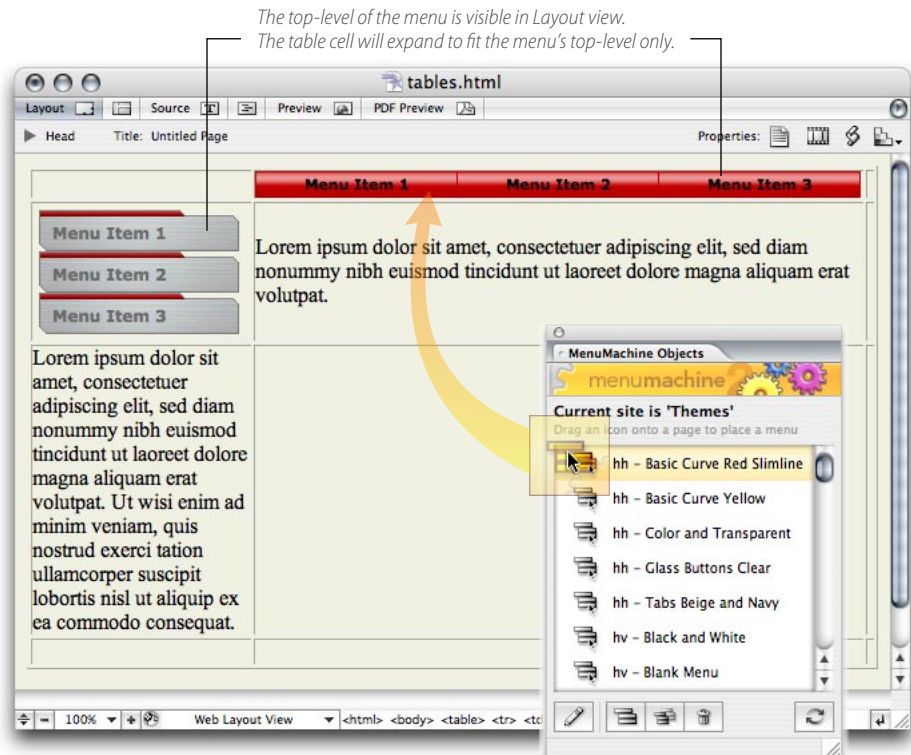
Menus in table previewed in the browser

The table cells do not expand to fit the expanded submenus. Submenus will cross table borders.
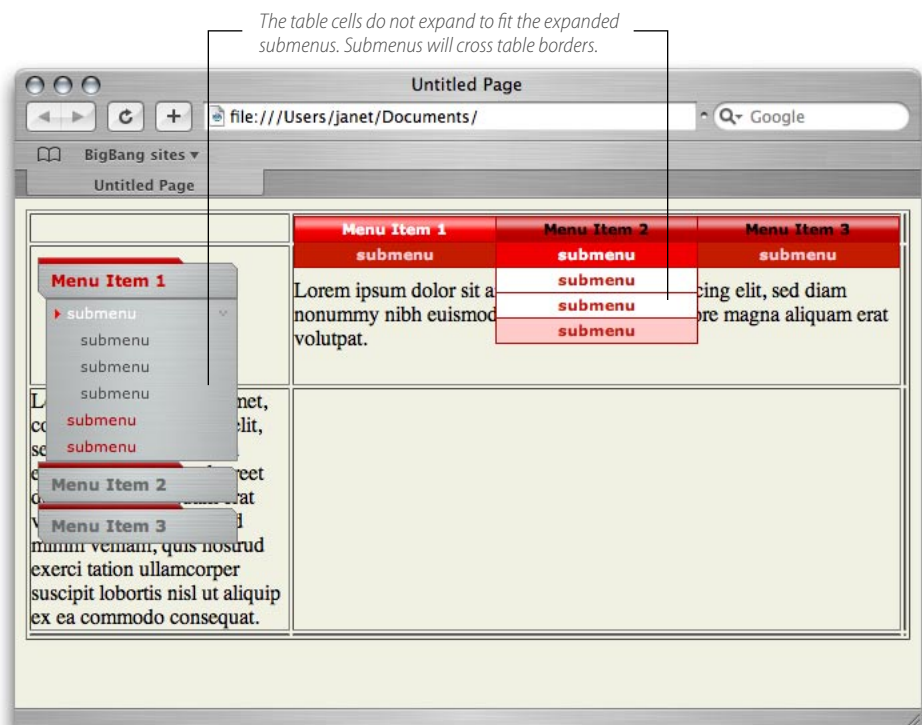
Positioning the menu instance in Layers, div tags, CSS layout objects and Grids

1. Place the menu object inside your choice of layers, div tags or CSS Objects or on a grid.

- The menu will align according to whatever alignment options you have used (via a CSS, paragraph alignment in the layer etc.)
- The layer will expand to accommodate the top-level (always visible) part of the menu.
- Submenus will open over the boundaries of the container in which you place the menu.
- Z-Index values can be used to arrange the stacking order of layers. Assign a Z-Index value lower than 1500 for layers which are to appear behind menus. Assign a very high Z-Index value (e.g. 100000) for objects which should appear over menus.

Menu Object dragged onto a Layout Grid

a. When you first drag a menu onto a Layout Grid, GoLive places the menu in a 32 x 32px layer.
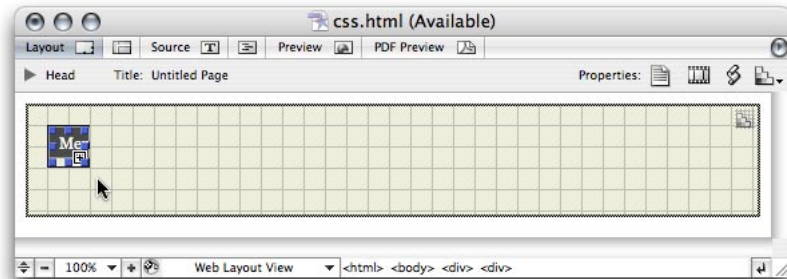
b. Move the menu out of this layer and directly place it on the grid.
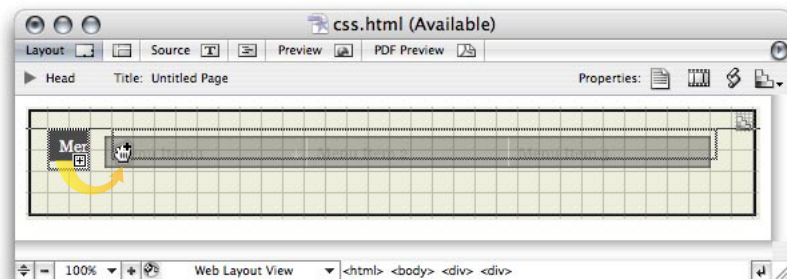
c. Delete the empty layer.
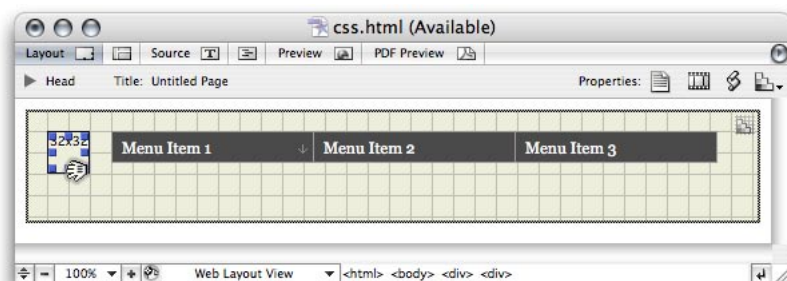
d. When viewed in the browser, the submenus expand over the boundaries of the grid – the grid does not expand.
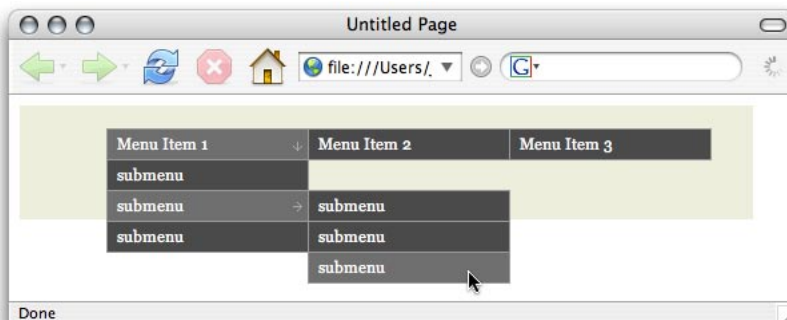
Tutorial - Making one menu overlap another menu

Sometimes when you have two or more menus on the same page, the submenus of one menu open behind the other menu. This is not usually the desired behavior and needs to be adjusted.

Why does this happen?

If you are familiar with Layers in GoLive, you may have used the Z-Index to make one layer overlap another. If you haven't used Layers before, don't worry, you don't need to use them to make your menus overlap correctly but you do need to know what the Z-Index does.

The Z-Index value controls the stacking order of layers. A layer with a Z-Index of 2000 will overlap a layer with a Z-Index of 1000. Menus can be ordered using the Z-Index setting.

You do not have to change the Z-Index of your menus unless you have more than one menu on a page and one menu or its submenus are not overlapping the other menu correctly.

Which menu will be in front?

By default, all menus have a Z-Index of 1000. If you don't change the Z-Index of one of the menus on the page, both menus will have the same Z-Index and these rules apply:

1. In a table:

A menu which was placed in a cell which is in the second row or column will be in front of a menu in the first row or column.

3. On a table based Layout grid (GoLive CS and GoLive CS2):

A menu placed on a CSS layout grid **after** the first menu will be in front. The order in which the menus are placed, not where they are placed, determines the stacking order.

3. On a CSS based Layout grid (GoLive CS2 only):

A menu placed on a CSS layout grid **after** the first menu will be in front. The order in which the menus are placed, not where they are placed, determines the stacking order.

4. In a layer (GoLive CS and CS2):

If you have not set the Z-Index of the layers in which the menus are placed, the layer which was placed after the first layer will be in front. Or, if the layers placeholders have been moved, the layer whose placeholder is lower in the page will be in front.

How can I change which menu overlaps the other?

In any of the above situations, you can override the way the menus overlap by setting the Z-Index of one or more of the menus.

To change the overlapping order of menus

1. Open the page which contains multiple menus which are overlapping incorrectly.
2. Click on the menu you want to be the **front** menu.
3. In the MenuMachine 2 Inspector, change the Z-Index value to a number higher than 1000.

    NOTE: To make one menu overlap another, change the Z-Index of the menu which should be in front to a higher value than the menu which should be behind. If you have more than two menus which overlap , you need to adjust them so you have three different Z-Index values e.g. 1000, 2000 and 3000.

To remember what Z-Index value to use:

High Z-Index = higher in stack (in front)
Low Z-Index = lower in stack (behind)

How can I do this on every page?

This a setting which you apply to menu instances in individual pages, and you may not want to open every page to apply it. Try using your menus in a Template or Component so you can set the Z-Index values in one page which will affect all the pages based on the Template or using the Component.

Alternatively, if you are using a layer-based layout, or CSS positioning, control the overlapping by placing menus in layers or <divs> and setting the Z-Index of those layers or <div>s.

We'll look at changing the stacking order in tables and grids on the next page.

Changing the menu overlapping order in a table

Here we have an example where a horizontal menu has been placed in the top row of a table and a second menu has been placed in the second row. We want the horizontal menu to overlap the vertical menu but instead the vertical menu is in front.

Two menus placed in the same table – the menu in the top cell goes behind the menu in a lower cell

*Both menus placed in this table have the default Z-Index of **1000**. The menu in the higher table cell has dropped "behind" the menu placed further down in the table.*
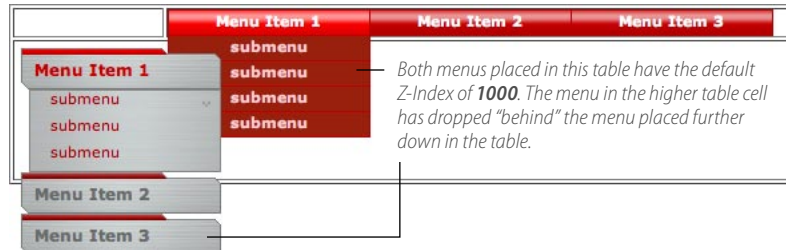
The same menus after the first menu has been given a different Z-Index to make it appear in front

*This menu has been given a Z-Index of **2000** which brings it to the front of the other menu.*
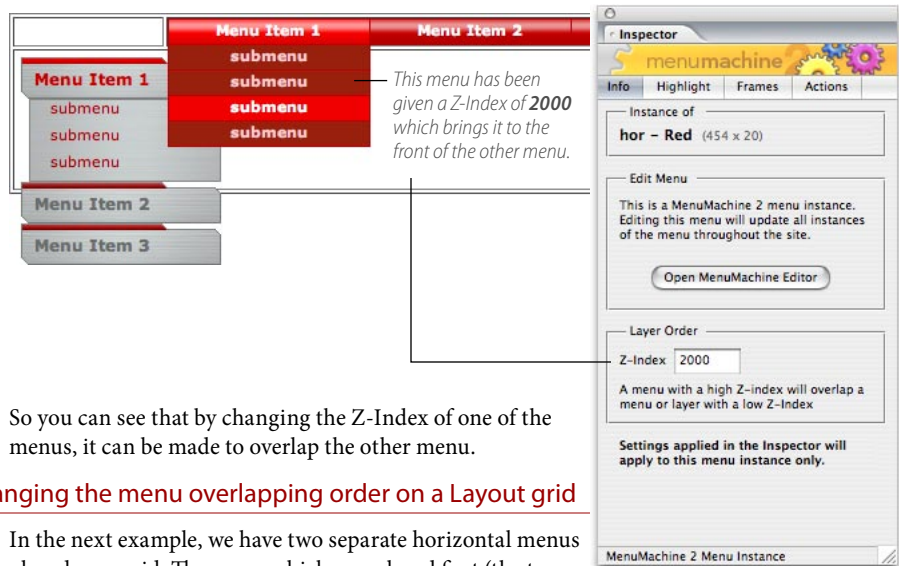
So you can see that by changing the Z-Index of one of the menus, it can be made to overlap the other menu.

Changing the menu overlapping order on a Layout grid

In the next example, we have two separate horizontal menus placed on a grid. The menu which was placed first (the top menu) will be behind the second menu placed on the grid.

Two separate horizontal menus placed on a Layout grid in GoLive

This menu was placed on the grid first.

Both menus have a
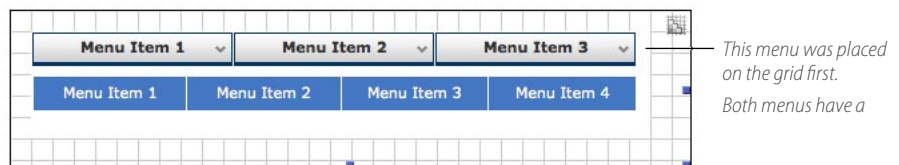
In the browser, the menu which was placed on the grid first is behind the menu which was placed second

When viewed in a browser, the submenus drop behind the second menu.

After changing the Z-Index of the top menu, it now overlaps the second menu correctly

The Z-Index of the top menu was changed to 2000.

When viewed in a browser, the submenus now overlap the second menu.
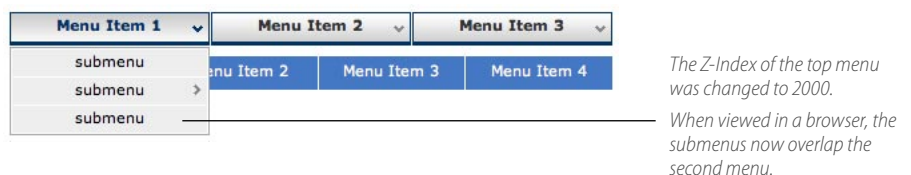
Changing the menu overlapping order in Layers

If you are using GoLive Layers to create your page layout, you do not have to set the Z-Index of the menus using the MenuMachine Inspector. Instead, you should set the Z-Index of the Layers in which your menus are placed to control the stacking order.

When the Z-Index of a Layer is left blank, the Layer whose placeholder is first in the page will be behind a Layer whose placeholder is later in the page code.

Two Layers placed on a page

The Layer whose placeholder is first in the page is behind the layer whose placeholder appears later in the page.

The Z-Index of both Layers is blank.
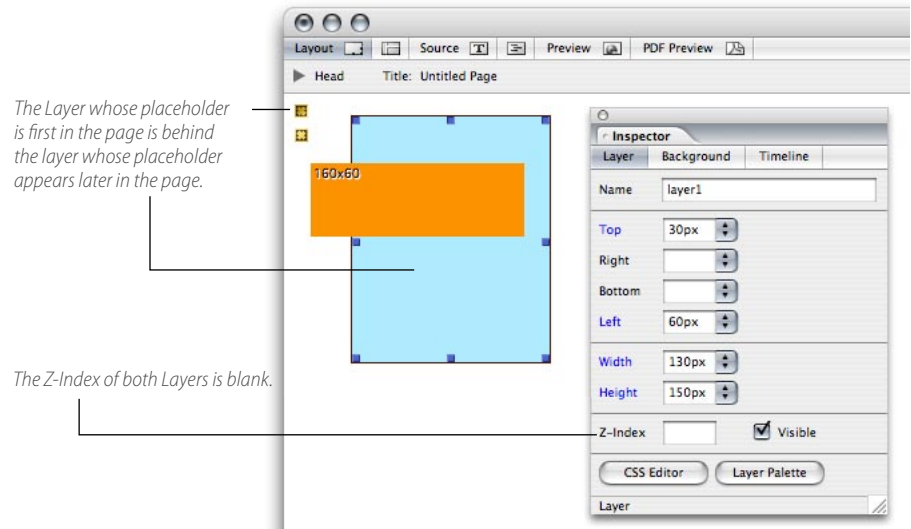
If a menu was placed in each of these layers, the menu in the menu in the layer placed first (blue layer) would be behind the menu in a layer placed later (orange layer).

To control how the menus in Layers overlap each other, set the Z-Index of the Layer, not the menu. A Layer with a high Z-Index value will overlap a Layer with a lower Z-Index value.

A menu in a layer with a Z-Index of 2000 will overlap a menu with a Z-Index of 1000

This Layer has a Z-Index of 2000

The menu in this layer will overlap the menu in the layer with a Z-Index of 1000.

Here are the menus seen in a browser with the correct overlapping order.
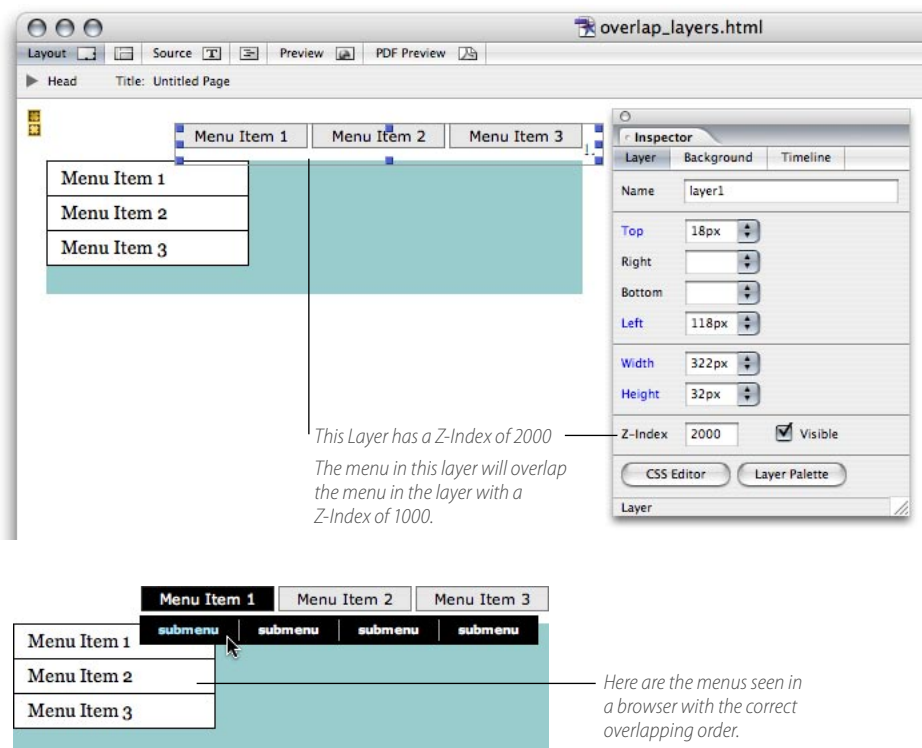
Tutorial - Uploading to your Web Server

When you have finished editing your menu and pages, you can upload to your web server.

For full instructions on using GoLive's FTP feature, consult your GoLive Manual or GoLive Help menu.

What to upload when you publish a site

When you use MenuMachine 2 Menus, a folder called **menumachine** is automatically generated at the root level of your site.

The **menumachine** folder must be uploaded to your server along with your other site assets when you publish your site. It is important that the folder remains at this relative location – if you use GoLive's FTP feature to automatically upload, it will be uploaded correctly.

If you use another FTP application, or manually drag your files to the server, be careful to preserve the correct file/folder hierarchy.

Inside the **menumachine** folder in your site is a file called **about_this_folder.html** which contains information about the contents of the menumachine folder. Read this page if you want to learn more about the MenuMachine 2 support files.

A typical site which uses menus has the automatically-generated menumachine folder at the root level

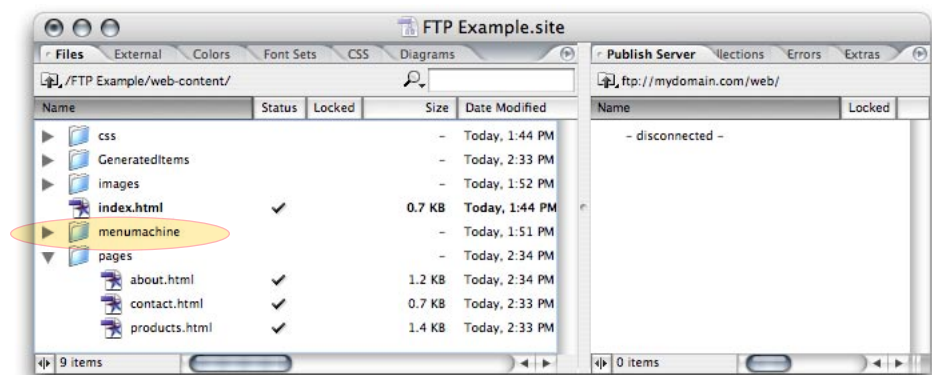### What to upload if you edit a Menu

If you have already published your site (uploaded it to the web server), and you wish to make further changes to a Menu, you only need to re-upload the **menumachine** folder.

You do not need to re-upload pages containing a **Menu Instance** unless you have opened and edited those pages.

Because the code for the Menu is not stored on the pages, the pages do not change when a menu is edited.

(This does not apply to changing Action or Frameset settings for Menu Instances – in those cases you have edited pages and they must be re-uploaded.)

What to Upload if you use Actions or Rollovers

If you have used **Rollovers** or **Actions** in a site, GoLive automatically generates a folder called **GeneratedItems** at the root level of your site. This folder holds the **CSScriptLib.js** file which contains the JavaScript code required to make your Rollovers and Actions work.

If you edit pages containing Actions, the CSScriptLib.js file can be modified by GoLive to include the additional code required. You may need to re-upload the GeneratedItems folder so the new Actions will work when the pages are uploaded.

This GeneratedItems folder was also used by MenuMachine 1. MenuMachine 2 no longer uses this folder and it does not have to be re-uploaded if you edit your Menus or update MenuMachine 2.

Tutorial - Using Highlight options

When a page in your site is viewed in a browser, you may like the menu on that page to show particular menu items open and/or highlighted.

The menu can be open/highlighted in a different way on each page in your site. Simply open a page, select the menu instance and use the Inspector to select the menu item to be highlighted.

Using Highlight options will only affect the menu instance on the page being edited. It will not affect the menu on other pages. Each page can have unique highlighting, or none at all.

Note: When you open the page in a browser, the menu will be open/highlighted but will still be fully functional and working normally while the menu is being used. When the cursor exits the menu, the original open/highlighted state will be restored.

This example will be used to demonstrate how the Highlight options can be applied to a menu instance on a page.

When a page is browsed, the menu on that page can have a unique highlighted state. You can choose to highlight any item and the item's parent items will also be visible.
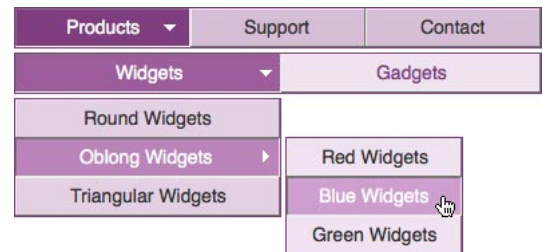

To keep a top-level item highlighted when a page is browsed

Look at the expanded sample menu above. Let's say we want the menu item "Products" to be highlighted in the "Over" state whenever we visit the Blue Widgets page in a browser.

1   Open the page in Layout view.

2   Place a menu instance on the page by dragging it from the MenuMachine Objects palette.

3   Select the menu instance on the page.

4   Open the MenuMachine Inspector and click the Highlight tab.

Below the page is open, the menu is selected and MenuMachine Inspector shows the Highlight tab
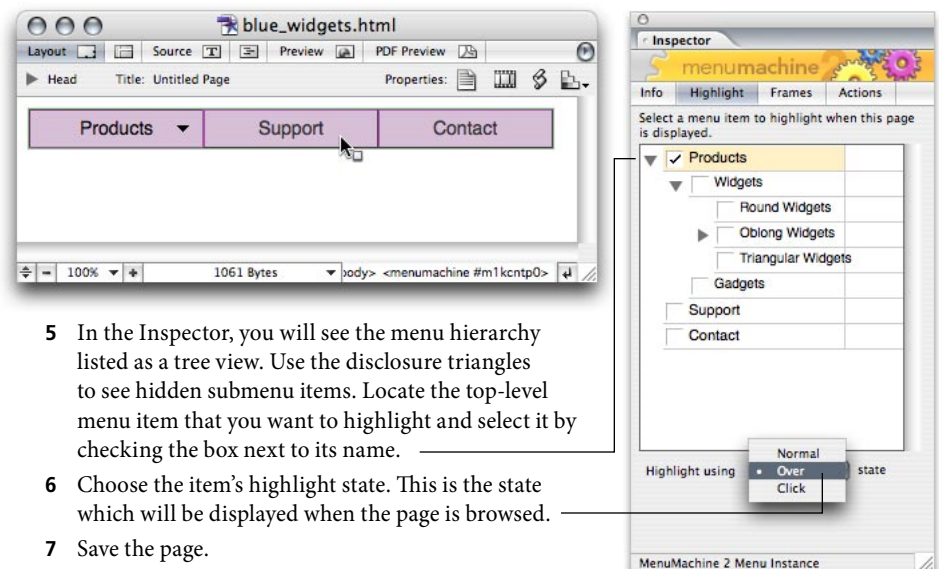
5   In the Inspector, you will see the menu hierarchy listed as a tree view. Use the disclosure triangles to see hidden submenu items. Locate the top-level menu item that you want to highlight and select it by checking the box next to its name.

6   Choose the item's highlight state. This is the state which will be displayed when the page is browsed.

7   Save the page.

8   Using the above settings, when the Blue Widgets page is opened in the browser, only the top-level of the menu is shown and the corresponding parent item in the top-level is highlighted (see image below).

Top-level item highlighted when page is opened in a browser
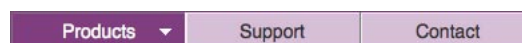
Open submenus and highlight submenu items

If you select to highlight a submenu item (instead of a top-level item), the submenu item's block and any blocks above it will be open just as they would if you had moused over the menu to reach that item. You only need to select one submenu item in the menu using the Highlight options in the Inspector and its parent items will be highlighted automatically.

If we look at some examples where submenu items are selected, you can see how the settings affect the way the menu is highlighted when the page is opened in a browser.

Let's assume Blue Widgets page is opened, the menu instance is selected and the MenuMachine Inspector is used to highlight menu items at different levels in the menu.

Here are three different ways the menu may be set to open and highlight on this page.

Menus shown in browser with the settings used in the page to achieve each effect

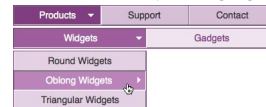**Example 1**
1 submenu level open & highlighted

The "Widgets" submenu item has been selected to be highlighted in the Over state.

The "Products" item will also be highlighted because it is the parent item for "Widgets".

Example 2
2 submenu levels open & highlighted

The "Oblong Widgets" submenu item has been selected to be highlighted in the Over state.

The "Products" item and the "Widgets" submenu item will also be highlighted because they are parent items for "Oblong Widgets".

Example 3
3 submenu levels open & highlighted

The "Blue Widgets" submenu item has been selected to be highlighted in the Over state.

"Products", "Widgets" and "Oblong Widgets" will also be highlighted because they are parent items for "Blue Widgets".
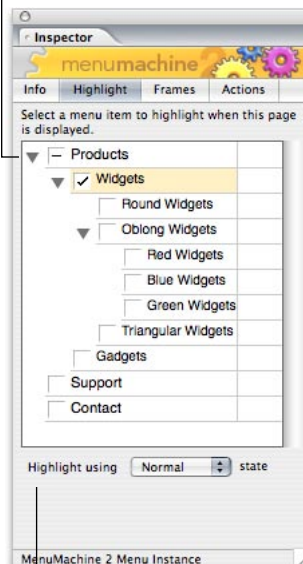
The selected menu items will be highlighted in the Over state.
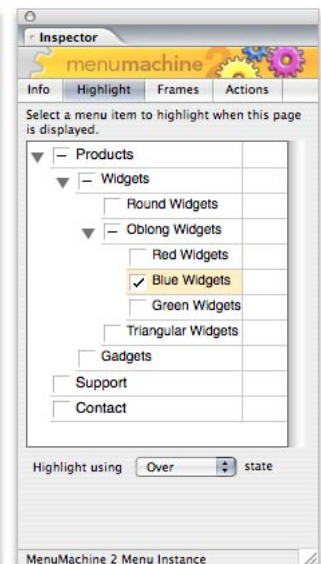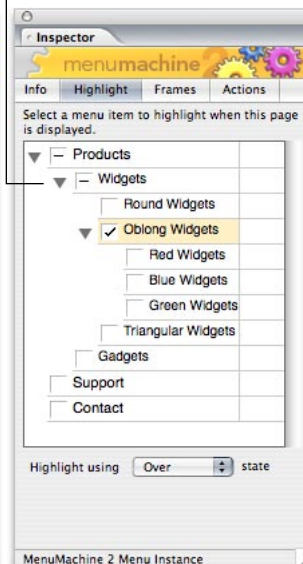
Note that in the above examples, the selected item will be highlighted in its Over state. Using this setting only affects the highlighting of the selected item, not its parent items.

Parent items will be open and highlighted in the state you selected for the menu in the MenuMachine Editor > Global > Behavior Tab.

Parent state highlighting setting in the Global > Behavior Tab of the MenuMachine Editor
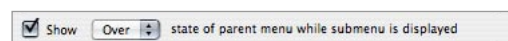
If "Show Over (or Click) state..." is selected, all parent items will be highlighted in that state.

> **Tip**
>
> Try experimenting with the Click state to achieve a "different" look for highlighted menu items. This way, the auto-highlighted items will stand out while the menu is being used.

Tutorial - Making menus appear across frames

The top-level items in MenuMachine 2 menus can open submenu items in another frame.

Limitations of cross-frame menus

- Cross-frame support has certain limitations which you should be aware of before choosing this option. Several browsers are simply not supported at all when using cross-frame menus, including Internet Explorer 5 for Macintosh. If support for this browser is important to you, you should use an alternative method.
- Another major limitation is that submenus cannot be displayed in a frame if the frame contains a page with a different domain in its URL to the page that contains the top level of the menu. This is due to browser security restrictions and cannot be worked around.
- We suggest that you consider using horizontal submenus if your menu is horizontal or a vertically expanding menu if your menu is vertical rather than enabling cross-frame support.
- The top-level and submenus must be part of the same menu.
- All submenus will appear in the second frame.
- You must use offset amounts to position the submenus (as two frames don't always align edge to edge).

To create the Frame Set and pages which will appear in Frames

1. Set up the pages which will appear in the **Frames**. You must create at least as many pages as there will be **Frames** in the **Frame Set**. The example Frame Set will have three frames, a top navigation frame and a left navigation frame and a frame where all the other pages will be loaded. We need three pages which will be linked to those frames. These three pages will be the first to load when the Frame Set page is opened in a browser.

Pages created which will be linked to the Frames in the Frame Set
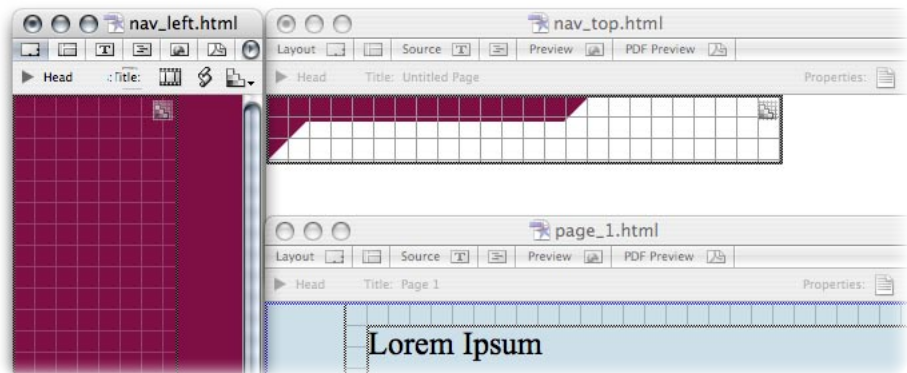
2. Set up the **Frame Set** page. **Name** each frame according to correct naming procedures (see below) and **link** each frame to the first page which will load in that frame. Set the **Frame Border** to 'No' and change the width to 0px and to hide a border. Set the **Scrolling** and **Resize** settings for each frame.

To name frames correctly

It is very important to use the correct naming conventions when naming **Frames** otherwise they may not work.

1. Choose **Name & ID** for maximum browser compatibility
2. A frame name must not contain any non-alphanumeric characters except underscores (_).
3. A frame name must **start with a letter**, not a number.
4. Frame names are **case-sensitive**.
5. You can't use reserved terms (e.g. **content**, **top** or **body**) as frame names. It's hard to know what all these are but if you don't use words that are used anywhere else in GoLive, and you try to 'personalize' the names a little, the names should be safe to use.
6. Frame names should be unique single words e.g. **my_nav** or **sidemenu** or **info_pages**.

The Frame Set page showing names of frames and linked pages

Name of **Frame**
(note correct naming
procedures used)

Name of **Frame Set** page
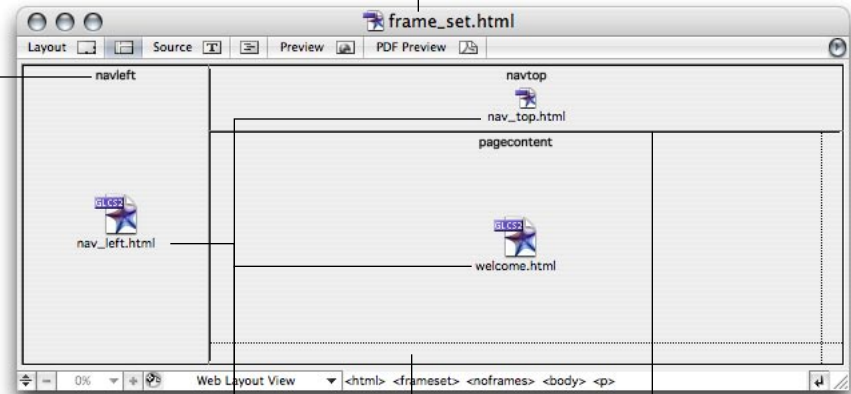
*These linked pages will appear when **Frame Set** page is first loaded*

Scrollbar is set to 'Auto' in this frame, but is 'Off' in the navigation frames

Frame **Borders** set to 0px

To set up links in menus used in frames

Create and edit your menus using the normal procedure. The only thing you need to do differently is to configure the **Target** field for each menu link.

1. Open the **frame set** page.
   - You need to enter your frame names **exactly the same as in the frame set page** so it helps to have the page handy so you can see the names you used.
2. Open a menu in the **MenuMachine Editor**.
3. Arrange the windows so you can see your files in the left pane of the site window as you edit the menu in the Editor. This will make it easier to use the pick-whip tool next.
4. Switch to **Item Mode** in the Editor and select an item to enter its **Link**. Use the pick-whip (or your preferred method) to select the page an item will link to.
   - Note that the links that MenuMachine displays are shown as **root-relative,** which means they start with a / character and are shown from the root of the site. The menu links are actually stored as relative links internally. After you use the pick-whip, you'll notice MenuMachine correct the link. Don't edit the link if MenuMachine changes it.

Setting up the workspace for linking and working with frames
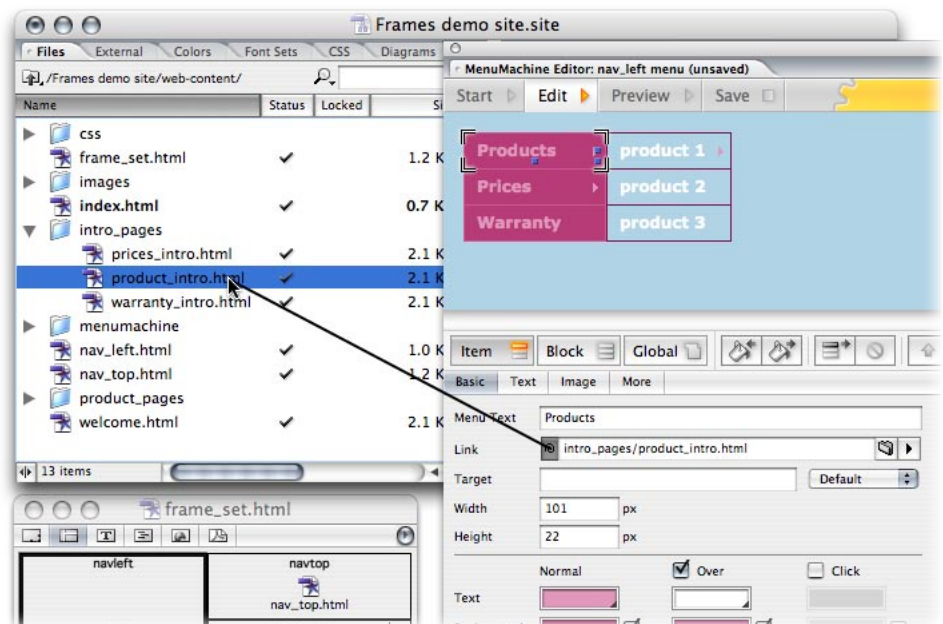
Frame target

|	
Default	Removes any previously set target for the page. The link will appear in the current window (or the same frame in a frame set).
myname	Use your custom frame name to target a specific frame in which a linked page will open.
_top	Displays the linked page in the full web browser window, replacing the current frame set entirely.
_parent	Displays the linked page in the parent of the current document. (The parent is the next highest frame set in the hierarchy.)
_self	Displays the linked page in the window or frame that contains the link, replacing the navigation page.
_blank	Displays the linked page in a new untitled browser window.

To set up the link Target in menus used in frames

If you have the **frame set** page open, MenuMachine can add the names of your frames to the **Target popup list**.

5. Choose the name of the **frame** in which the linked page is to appear.

- If you do not have the frame set page open, the frame names will not appear in the popup list. You can manually enter frame names but they must be exactly the same as specified in the frame set page or they won't work. If you have the frame set page open and use the popup list, they will always be correct.

Setting the link Target using the popup list
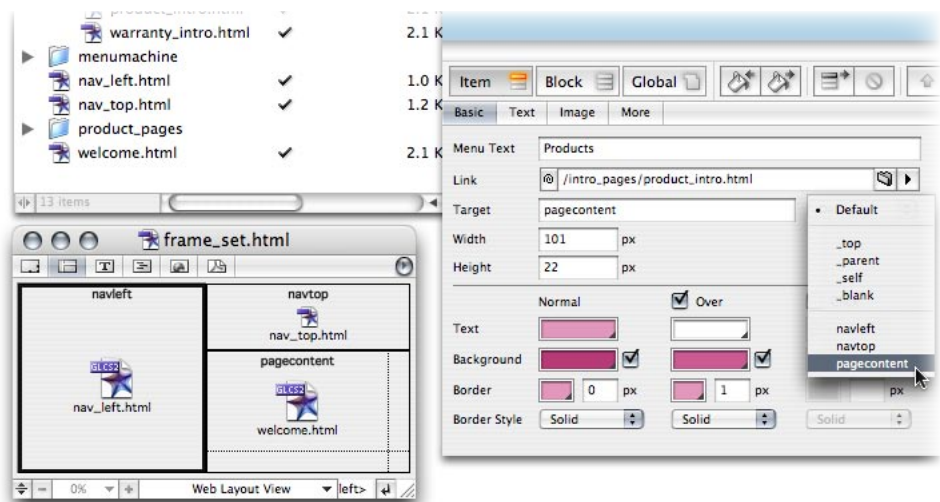
6. Repeat steps 4 and 5 for all menu items in the menu which have links.

- **mailto:** links do not require a target to be set.
- You may not want all linked URLs to open in the **pagecontent** frame. For example, if you link to a PDF you may want it to open in a separate browser window using **_blank** as the target. You can use any target you like, this tutorial is just showing how to set correct links to open links inside a frame set.

## What about menu items that link to pages in the same frame?

In the example in this tutorial, the **top-level menu items** are going to appear in the frame called **nav_left**. We have set the link target for a top-level item as **pagecontent** because that is a different frame to that in which the top-level items appear.

All the submenu items in this menu are going to appear in the frame called **pagecontent**. All the pages that the submenu items link to are also going to appear in the frame **pagecontent**.

Therefore, the target for these submenu items may be set up differently.

- When the submenu item and the page it is linked to are in the same frame, you may set the target to **Default** (removes entry in target field) **or name the specific frame** in which the linked page will appear.
- If you are unsure which target to use, specify the **correct name of the frame** in which the linked page should open.

Diagram showing top level items of the menu opening pages in the same frame as submenu items
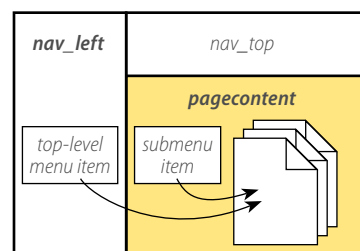
*This diagram shows the **top-level items** of a menu are in the frame **nav_left** and the **submenus** appear in the frame **pagecontent**.*

*Both parts of the menu are opening pages into **pagecontent**.*

*a. When a page opens in a different frame to the menu item which links to it, the target **MUST** be specified using the correct frame name.*

*b. When the linked page opens in the **same** frame as the menu item, the Target field may remain empty or **use the correct frame name**.*
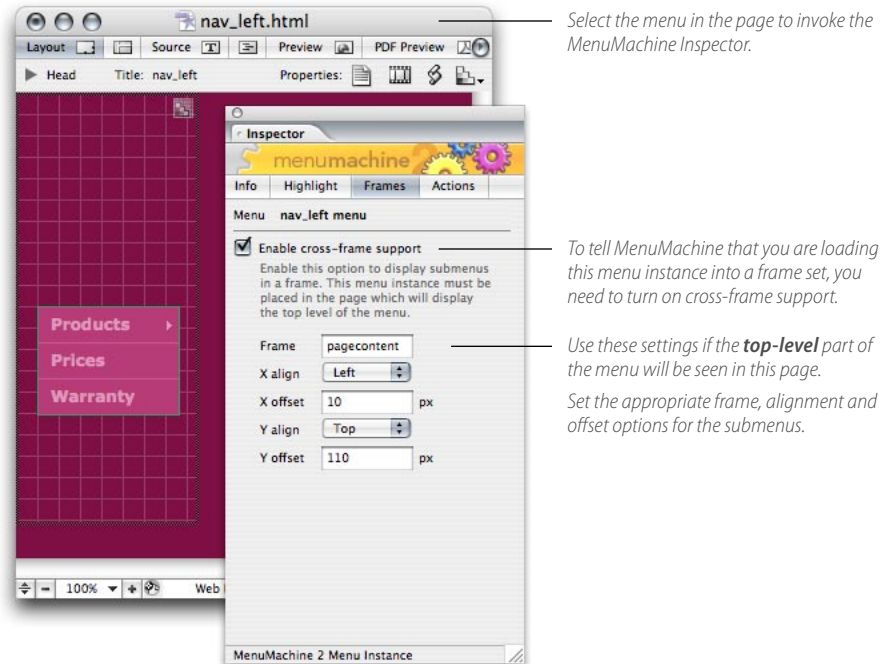
c. If the linked page is to open in a new browser window or replace the frame set entirely, use the guide in the column at left for the correct Target to use.

Setting up the menu in the pages

Once the menu has all the required links and targets set, you can place the menu in all the pages which are appearing in the frame set.

1. Place and position the menu in the page where the **top-level items** will appear.
2. Click on the menu to invoke the **MenuMachine Inspector**.
3. Click on the **Frames** tab in the Inspector.

Looking at the Frames tab in the MenuMachine Inspector

Select the menu in the page to invoke the MenuMachine Inspector.

To tell MenuMachine that you are loading this menu instance into a frame set, you need to turn on cross-frame support.

*Use these settings if the **top-level** part of the menu will be seen in this page.*

Set the appropriate frame, alignment and offset options for the submenus.

4. Select the **Enable cross-frame support** checkbox.
    - This tells MenuMachine that this menu will be shown in two frames.
      Do not use this option unless you want the menu to be separated across frames.
5. Enter the required settings:
    Frame name:
    - **Frame** – enter the frame name. The submenus of this menu will appear in this frame.
    Alignment of the submenus:
    You are loading two separate pages in two separate frames. MenuMachine cannot detect how your frames are structured and in many frame sets the two frames may not align (as in our example). Therefore you need to tell MenuMachine where you want the submenus to be positioned relative to the frame in which they appear.

    Alignment and offset values work relative to the top-left corner of the first **submenu** item.

    You only need to calculate where the top-left corner of this item should be and the rest of the submenu items will appear in their correct relative positions to this item just as you have arranged them in the menu editor.
    - **X align** – Horizontal alignment of the submenus in the frame.
    - **X offset** – Horizontal offset from the chosen alignment. For example, if **Left** alignment was chosen, the offset will be from the left edge of the frame.
    - **Y align** – Vertical alignment of the submenus in the frame.
    - **Y offset** – Vertical offset from the chosen alignment. For example, if **Top** alignment was chosen, the offset will be from the top edge of the frame.

Calculating the alignment and offset values for the submenus

7. To work out where the submenus should appear, you need to think about the frame set layout and how other frames can affect your submenu offsets. In simple two-frame frame sets, hardly any calculation is required.

Just work out whether the first submenu item should be aligned Left, Center or Right in the frame, then adjust the offset from that position as required.

Then Set the vertical alignment to Top, Bottom or Middle and again adjust the offset from that position. Remember this is the location of the top-left corner of the first submenu item only.

Mock-up of how the submenus should be placed in their frame
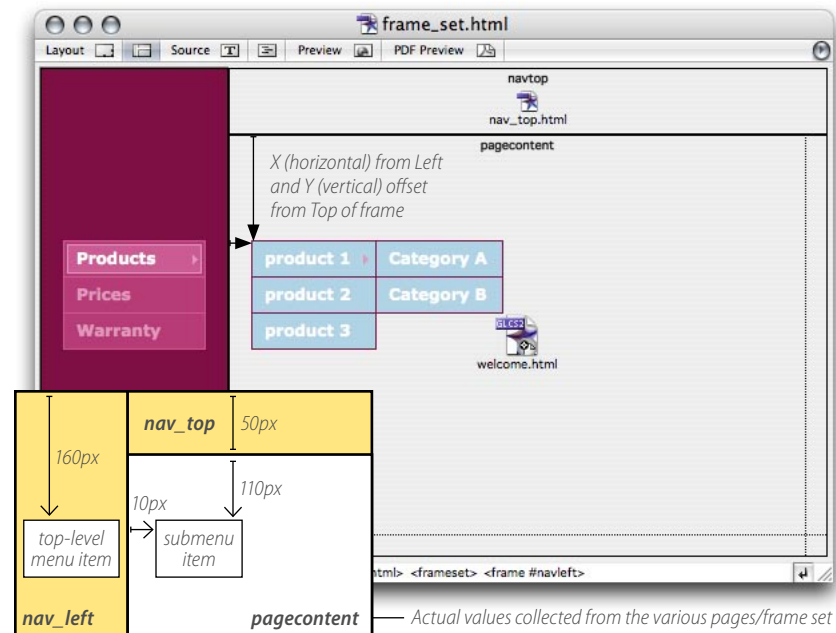
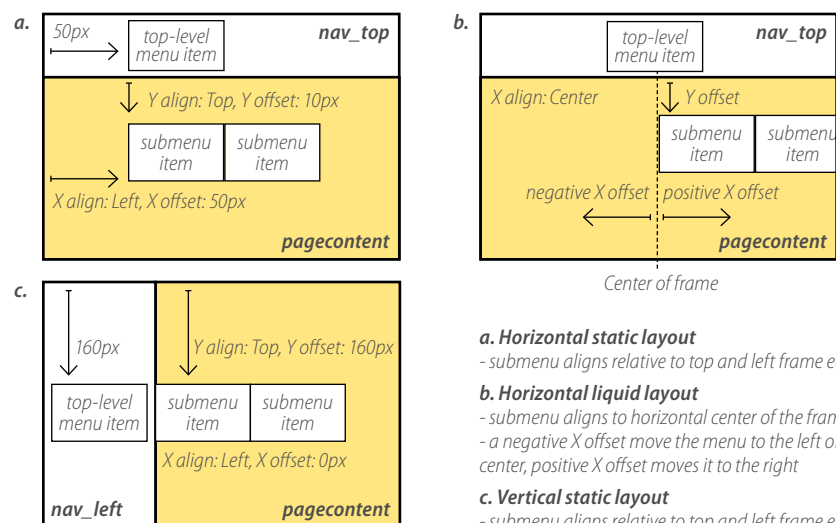*In this example, the top-level items are **160 px** from the top of the frame named **nav_left**.*

*The submenu items are to appear in the pagecontent frame. The nav_top frame is pushing the pagecontent frame down so the offset value needs to take into account the **height** of the **nav_top** frame which is **50 px**.*

*If the **first submenu item** should align with the top of the menu in the nav_left frame, subtract the height of the nav_top frame from the position of the top-level block i.e. **160 px - 50 px = 110 px**.*

*Therefore, the values to use in this example would be: X align: **Left**, X offset: **10 px,** Y align: **Top**, Y offset: **110 px***

Simple frame examples

Popular frame set examples showing alignment and offsets

Center of frame

*a. **Horizontal static layout**
- submenu aligns relative to top and left frame edges.*

*b. **Horizontal liquid layout**
- submenu aligns to horizontal center of the frame
- a negative X offset move the menu to the left of the center, positive X offset moves it to the right*

*c. **Vertical static layout**
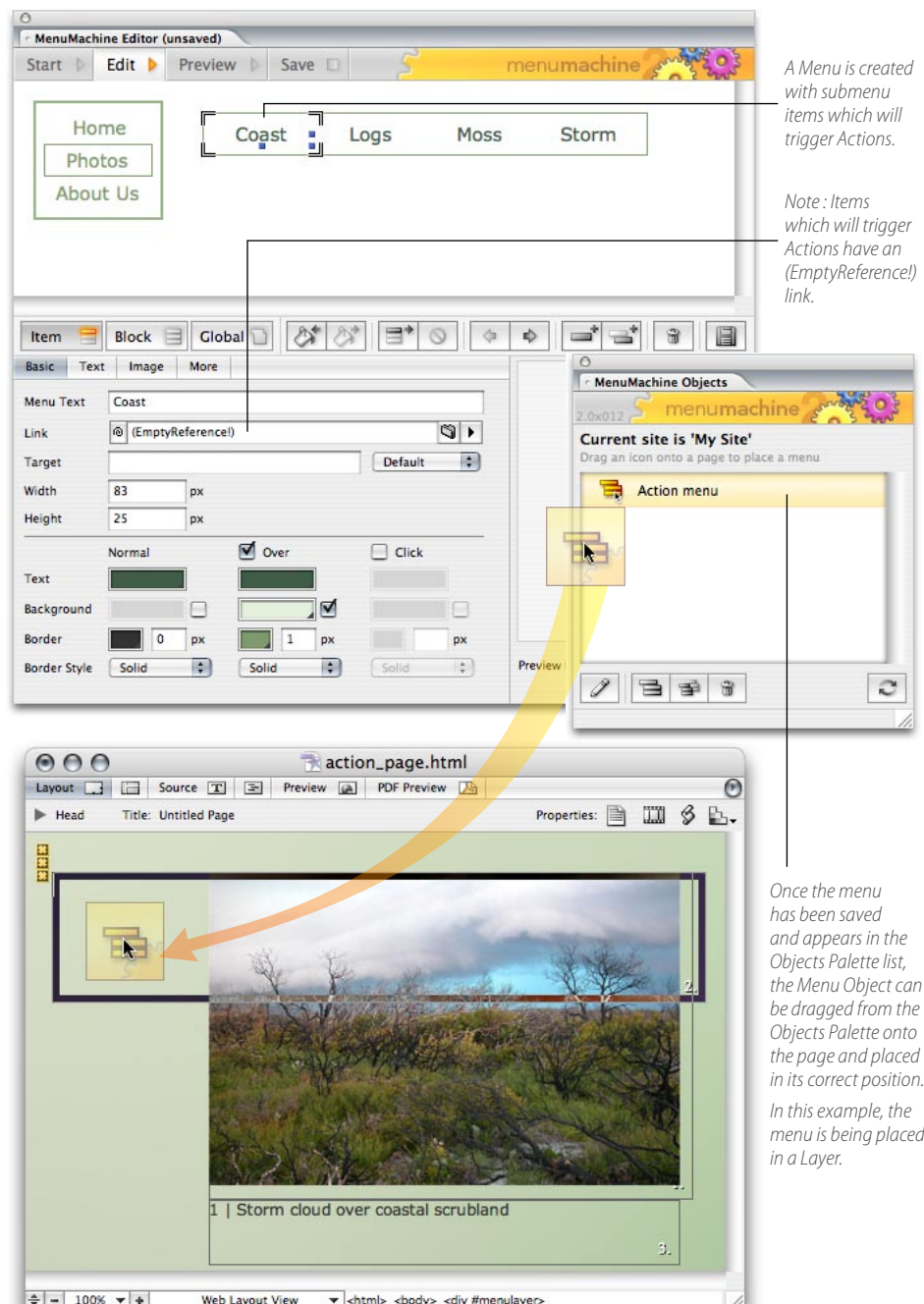- submenu aligns relative to top and left frame edges.*

Tutorial - Using Actions

In this tutorial we will link some Actions to menu items.

In this example, we will use a menu to show a series of photos and to also display the corresponding text for the photos. To do this, we will use the Show Hide Action and the Get Image URL Action.

Setup a menu and the page

1. Create your menu. Any items which will only trigger an Action will have a link of (Empty Reference).

    - If you want the item to trigger an Action as well as opening a page, enter a link to the page as you normally would.

2. Create the page the menu will go on. (This could also be done before making the menu.)

3. Place the menu on the page by dragging the menu object from the Objects Palette.

A Menu is created with submenu items which will trigger Actions.

Note : Items which will trigger Actions have an (EmptyReference!) link.

Once the menu has been saved and appears in the Objects Palette list, the Menu Object can be dragged from the Objects Palette onto the page and placed in its correct position.

In this example, the menu is being placed in a Layer.

Tutorial - Using Actions continued

### Place the Head Action and prepare the image

Let's try adding a single Action first. We want this Action to swap the main image on the page for another image. The Action used to do this is the **Set Image URL** Action.

4.   Drag the **Head Action** object from the GoLive Object palette (Smart set).
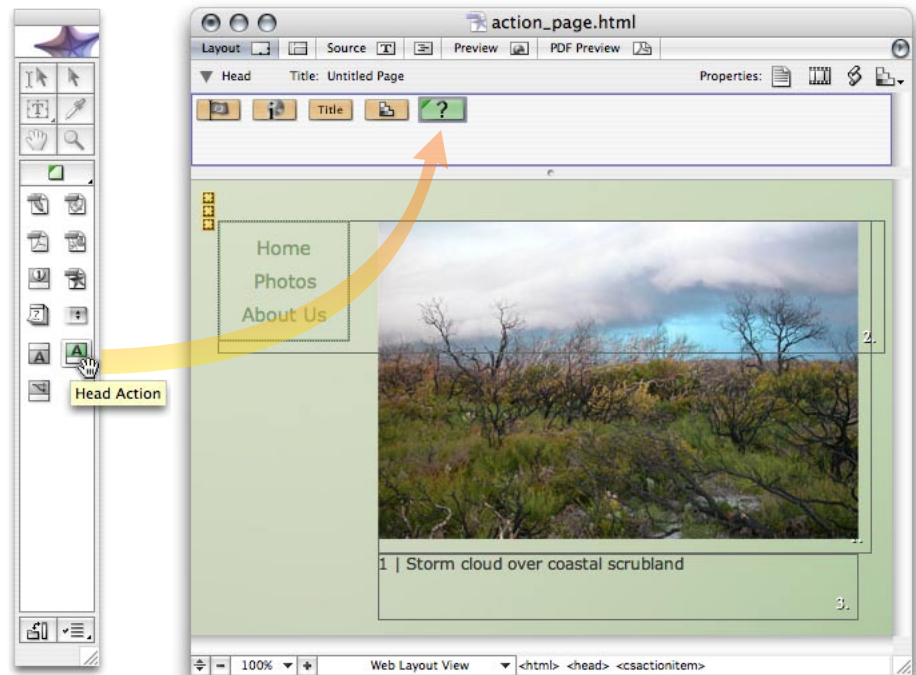
- At this point, this Action has not been set up so it won't do anything. The **Set Image URL** Action requires that there be an image with a "Name" attribute on the page. The image needs a unique "Name" so the Action knows which image you want to swap. This does not mean the name of the image file e.g. coast.jpg, the "Name" is applied using the GoLive Inspector.

5.   Select the image you want to swap and give it a **Name** attribute in the Inspector.
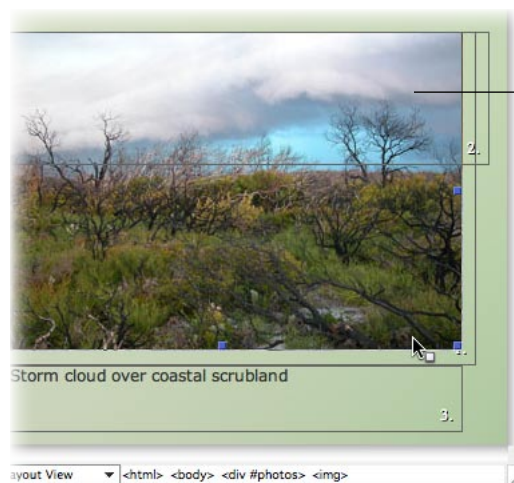
a. The image is selected in the page. This is the image which will be swapped for another image when the menu items trigger the Actions.
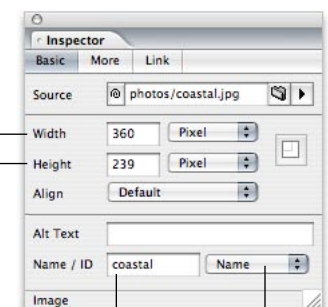
b. In the Image Inspector select **Name** from the popup list.

c. Type the name in this field. (Use a unique alphanumeric name, don't use spaces or start the name with a number.)

All images you swap with this one will display with the same dimensions as this "base" image. To allow the other images to display with different dimensions, change the base image Width and Height values from **Pixel** to **Image** in the Inspector.
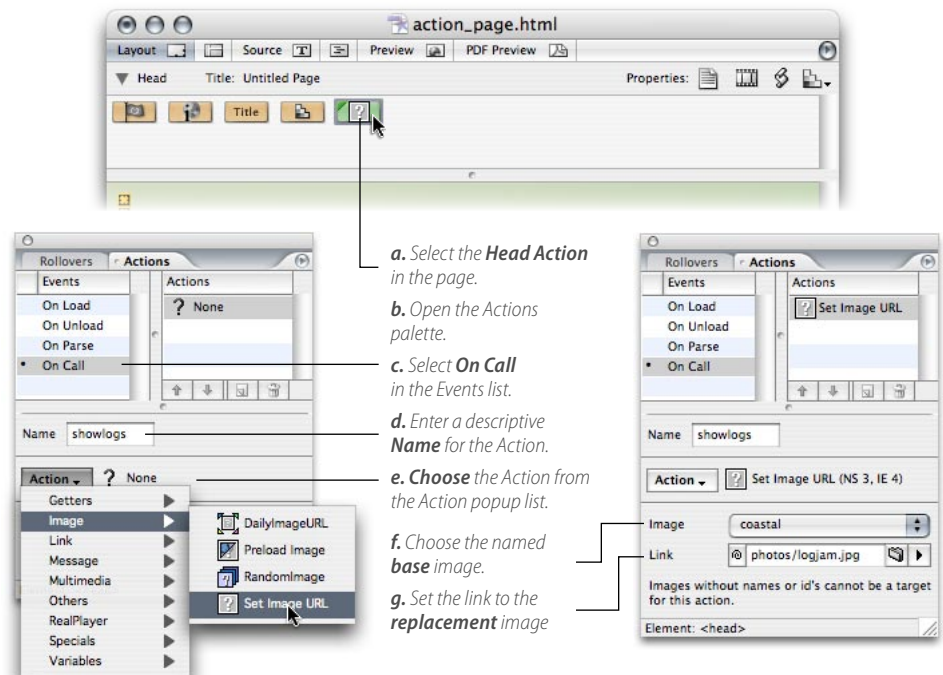
Tutorial – Using Actions continued

Setup the Actions and attach them to menu items

Now the Head Action is in place and the base image is prepared, we can configure the Action.

6. Select the **Head Action** and open the **Actions** palette (CS2) or **Rollovers and Actions** palette (CS).

7. Set the Head Action to **On Call**.
   - The Action is going to be called by the menu so other event options won't work.

8. Select an Action from the Action popup list. (**Set Image URL** is in the Image group.)

9. Once the Action has been selected, you can configure it. The Set Image URL Action asks you to select the Image which is to be the one which changes when this action is used. Select the base image you "named" in step 5.

10. The Link field is where you enter the URL of the image which will replace the base image.

a. Select the **Head Action** in the page.

b. Open the Actions palette.

c. Select **On Call** in the Events list.

d. Enter a descriptive **Name** for the Action.

e. **Choose** the Action from the Action popup list.

f. Choose the named **base** image.

g. Set the link to the **replacement** image

The Head Action has now been configured. Now we can attach the Action to a menu item.

11. Select the menu in the page. The Inspector changes to the Menu Inspector. Go to the Actions Tab of the Menu Inspector. You can see the menu items in expanded view in the Inspector.

12. Click on the item that you will call (trigger) the Action. In this example, we want to attach the "showlogs" Action to the menu item "Logs".
   - You can attach the Action to any of the events: **Mouse Over**, **Mouse Click** or **Mouse Out.**
   - You can attach the same or different Actions to any combination of events. For example, you may want to trigger a different Set Image URL Action when the mouse leaves the item (Mouse Out event) to return the image to its initial state.

That's it! You can now test the page in a browser.

In the next section, we'll look at how to add multiple Actions to the same event using a Action Group.
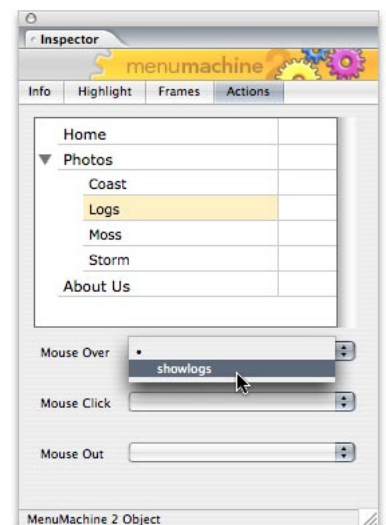
Tutorial - Using Action Groups

Sometimes you will need to add more than one Action to a single menu item event. For example, in this page, we want to use the Set Image URL action to change the image, but we also want to show and hide layers which contain the four different captions for the images. This means we need to add two Actions to the Mouse Over Event.

You can do this by setting up multiple Actions in a single Action Group and call that group of actions with a single event.

Setup the Page

On the example page we have set up four separate layers which contain the four captions for the photos. At this point, some planning is required.

To show one image and one caption layer when a menu item is rolled over, we need to add a Set Image URL Action **and** a Show Hide Action to the Mouse Over event.

We also need to hide the layer when the mouse leaves the menu so we don't have multiple layers showing at the same time. We will also set the Image to a transparent gif so no image is displayed.

To do all this, we need multiple actions added to the mouse events. The only way to do this is to set up an Action Group, and attach this group of Actions to the menu item's mouse event.

These groups of actions can be organized like so:

	Menu Item Names			
Trigger Events	*Coast*	*Logs*	*Moss*	*Storm*
Mouse Over	Set Image "coastal" Show Layer "Text1"	Set Image "logjam" Show Layer "Text2"	Set Image "moss" Show Layer "Text3"	Set Image "storm" Show Layer "Text4"
Mouse Click	Do nothing	Do nothing	Do nothing	Do nothing
Mouse Out	Set Image "blank" Hide All Text Layers	Set Image "blank" Hide All Text Layers	Set Image "blank" Hide All Text Layers	Set Image "blank" Hide All Text Layers

Looking at the above matrix, we can see that we need five Action groups; one fore each Mouse Over event and one for the Mouse Out event of each item which will hide everything.

We will set up these Action Groups using the names in the left column and the appropriate actions listed in the right column:

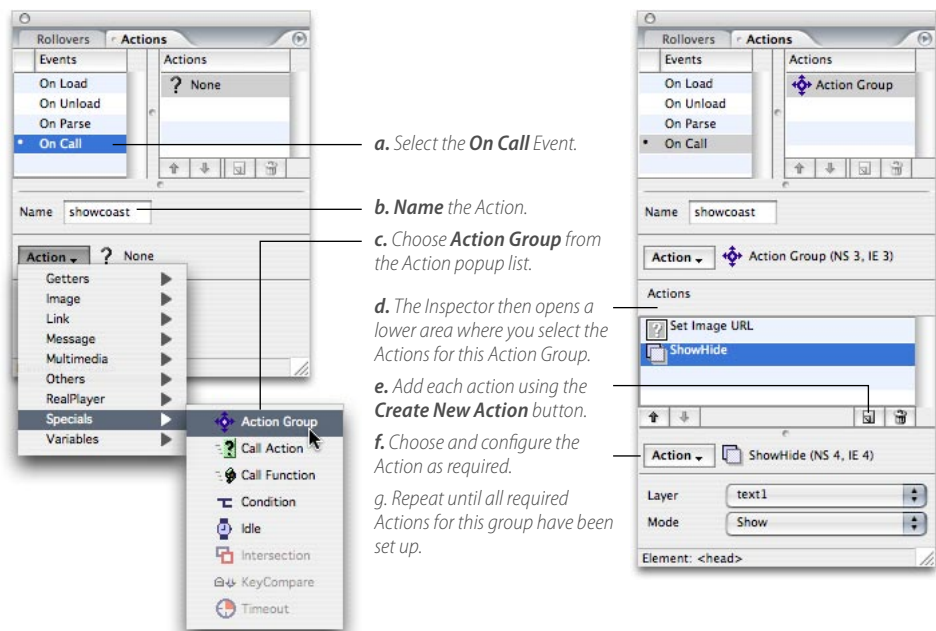| Action Group name	Actions used in the group
showcoast	Set Image URL: change image to coastal.jpg Show Hide: Show, Layer "Text1"
showlogs	Set Image URL: change image to logjam.jpg Show Hide: Show, Layer "Text2"
showmoss	Set Image URL: change image to moss.jpg Show Hide: Show, Layer "Text3"
showstorm	Set Image URL: change image to storm.jpg Show Hide: Show, Layer "Text4"
hideall	Set Image URL: change image to spacer.gif Show Hide: Hide, Layer "Text1" Show Hide: Hide, Layer "Text2" Show Hide: Hide, Layer "Text3" Show Hide: Hide, Layer "Text4"

Let's look at how these Group Head Actions are configured.

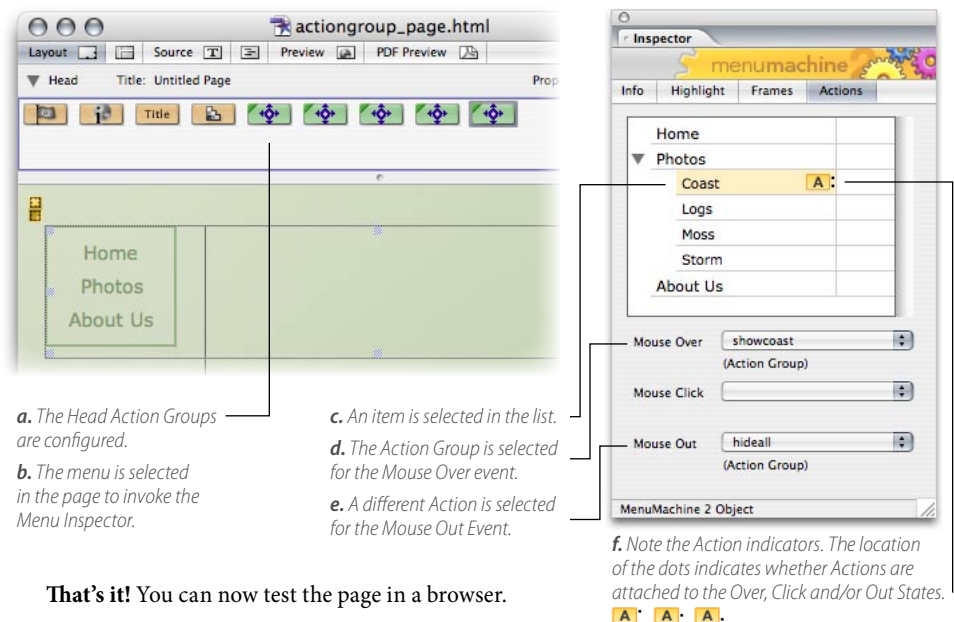## Tutorial - Using Action Groups continued

Setup the Action Groups and attach them to menu items

Using the table on the previous page, we can see which **Head Action Groups** are required.

1. Drag a **Head Action** into the Head area of the page.

2. Set the Action to the **On Call** Event.

4. **Name** the Action descriptively. In this example, the Action will be called "showcoast".

3. Go to the Actions palette and this time, instead of choosing a specific Action, select **Action Group** (in the Specials group).

4. A lower section of the Actions Palette opens where you can select multiple Actions to add to the Group. Click on the **Create New Action** button to add the first Action.

5. Select an Action from the **lower** Action popup list and configure it.

   - You can either use the Create New Action button to add the other Actions or you can select the first Action and copy and paste it into the list.

a. Select the **On Call** Event.

b. Name the Action.

c. Choose **Action Group** from the Action popup list.

d. The Inspector then opens a lower area where you select the Actions for this Action Group.

e. Add each action using the **Create New Action** button.

f. Choose and configure the Action as required.

g. Repeat until all required Actions for this group have been set up.

6. Once all the Action Groups are configured, you can attach them to the menu items.

a. The Head Action Groups are configured.

b. The menu is selected in the page to invoke the Menu Inspector.

c. An item is selected in the list.

d. The Action Group is selected for the Mouse Over event.

e. A different Action is selected for the Mouse Out Event.

f. Note the Action indicators. The location of the dots indicates whether Actions are attached to the Over, Click and/or Out States.

That's it! You can now test the page in a browser.

Tutorial - Saving menus as Themes

If you design a menu and want to use a menu withe same visual and behavior settings in another site, you can save your menu as a Theme.

Themes are saved into your GoLive folder, not the site folder, so they can be accessed by any site you create with GoLive. When you create a new menu in another site, you can choose your custom theme to be the basis of the new menu.

1. Open a the site which uses the menu you want to save as a Theme.

2. Open the MenuMachine Objects Palette and double-click on the menu you want to save as a Theme. The MenuMachine Editor will then open.
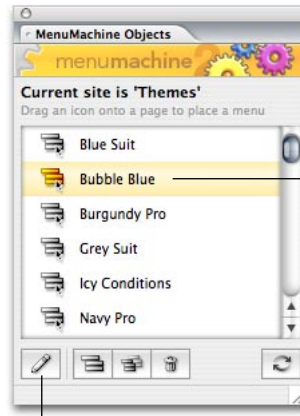
Double-Click on a Menu or use the Edit Menu button to open the MenuMachine Editor so you can Save the Menu as a Theme.

Edit Menu button

3. Go to the Save Panel of the Menu Editor.
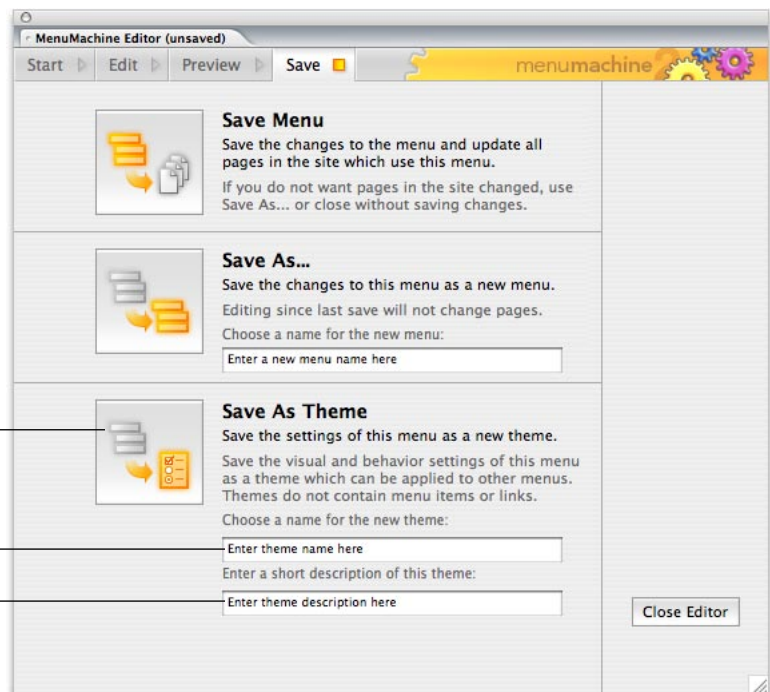
Save As Theme button

Name

Description

4. Enter a name and description for the Theme.
   - These will be seen in the Start Panel of the MenuMachine Editor.

6. Click on the Save as Theme button.

7. The required files will be automatically copied into the Themes folder of MenuMachine.

   GoLive application folder > Modules > Extend Scripts > MenuMachine2 > Themes
   - If you need to reinstall MenuMachine, you need to save your custom Themes and copy them to the Themes folder of the new copy of MenuMachine.

Tutorial - Saving Your Own Icons and Arrows

If you would like to save your own arrows and icons for the Gallery, you can do so, and even save them so that the Gallery can change the color of the images when you use the Gallery's color well.

If you want the Gallery to be able to change the arrow or icon color, the image must be saved in a particular way. These instructions assume you are using Photoshop but you can use whatever image editor you like as long as you can use the correct settings when you save.

For images where the color will not change, save as you normally would for a web image. (You can use animated .gifs too!)

To make a color-editable image for the Gallery

1. Draw your image using the pencil tool. Anti-aliased images will not work.
2. The MenuMachine Gallery will be able to change the color #000000 in your image. Make sure you use this color for drawing the parts of the image which can change color when you use the color well in the Gallery.
3. You can use up to four colors (Transparent areas are considered to be one of the four colors.)
4. Use **Save For Web** in Photoshop or ImageReady to save a .gif with the following settings: **GIF, Black & White, No Dither, Transparency** (if applicable). In the Color Table, there should only be up to four colors, one of which MUST be **#000000**. It will be the only color modified by the Gallery.
5. Save your images in the **icons_custom** folder located here:
   GoLive application folder > Modules > Extend Scripts > MenuMachine2 > ui > iconchooser > images > icons_custom
6. Edit the **index.html** file in the same folder (instructions contained in the index.html file).
7. If you re-install MenuMachine, you will need first copy these custom images. After installation, place the images in the **icons_custom** folder in MenuMachine.

Settings used to save color-editable images
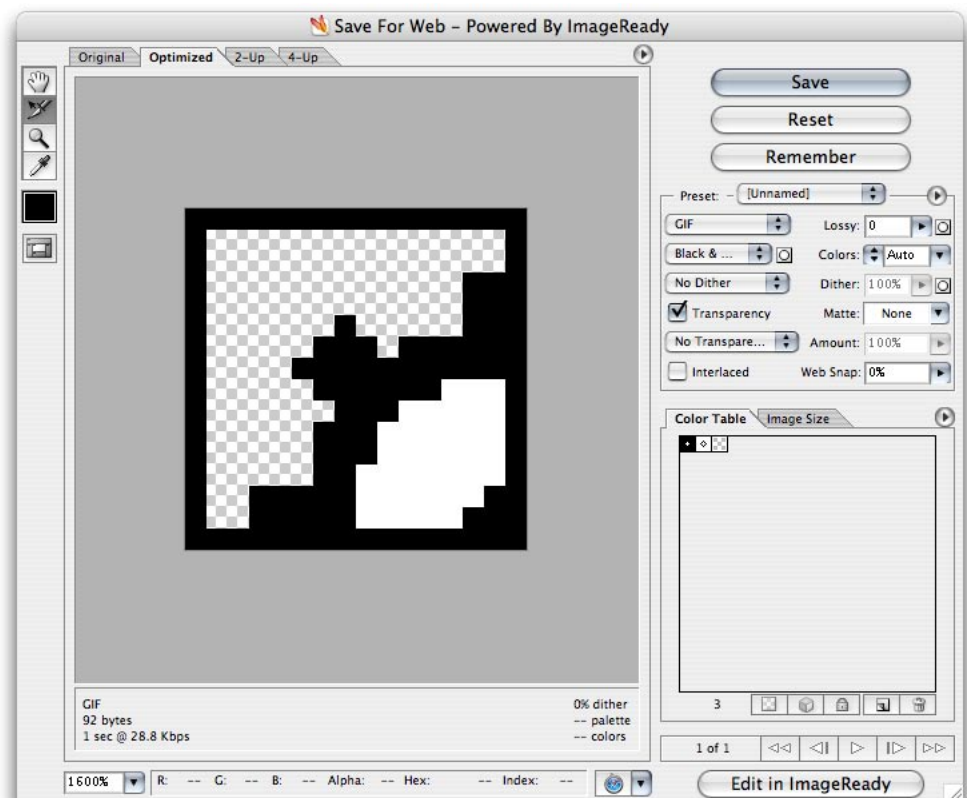
Tutorial - Using the Fix Layer Position action

The Fix Layer Position action allows you to make the menu move into a fixed position from the top of the browser window if the page is scrolled in a browser. You can choose the speed at which the menu moves.

The Fix Layer Position action is installed automatically into your copy of GoLive when you run the MenuMachine 2 Installer.

To use the Fix Layer Position Action

The menu must be in a Layer for the Fix Layer Position action to work.

1. Drag a Layer Object onto the page from the Smart Set of Objects in the GoLive Objects Palette.
2. Drag a menu into the Layer.

Drag a Layer onto the page and drag the menu into the Layer
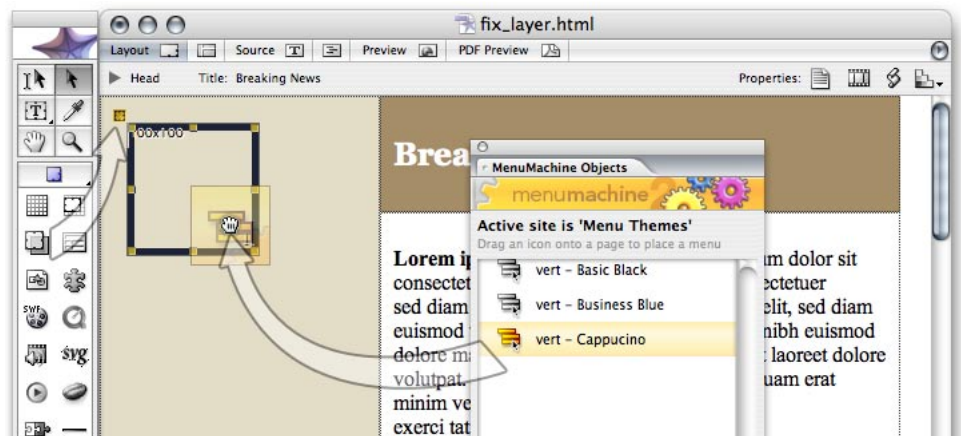
3. Click on the menu and take a note of the dimensions of the menu listed in the MenuMachine 2 Inspector.

Note the dimensions of the menu in the MenuMachine 2 Inspector's Info tab
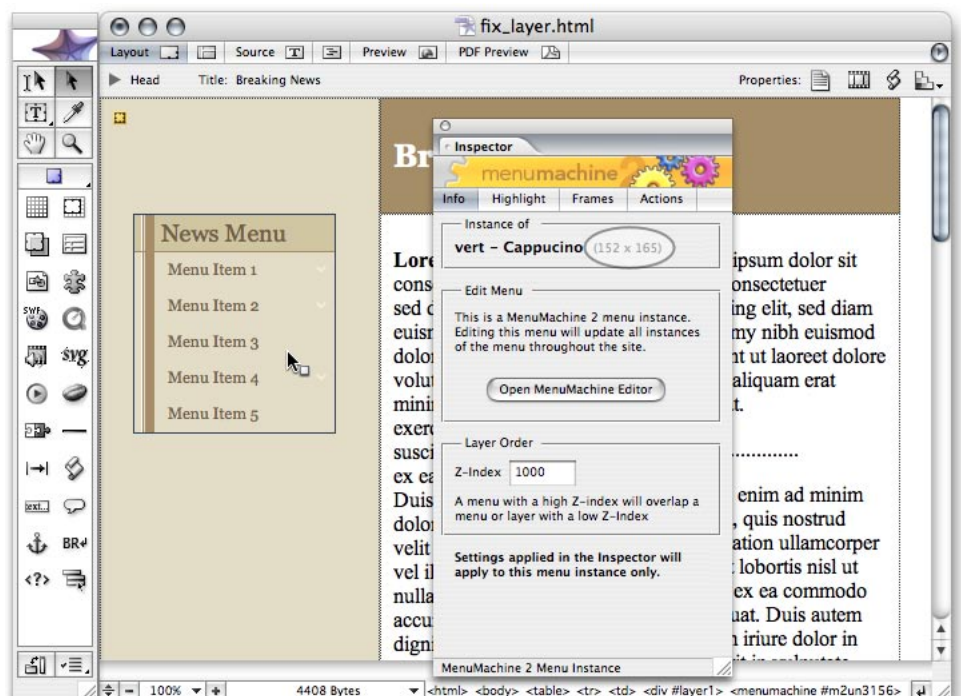
4. Click on the Layer's placeholder (yellow square) to select it. Go to the Inspector and click on the Layer tab. Name the layer "menulayer" or something similar to make it easy to identify. (Do not use spaces or non-alphanumeric characters in the name.)

5. Enter the dimensions of the menu (as noted in step 3) in the **Width** and **Height** fields in the Inspector.

6. You can position the layer either by entering the **Top** and **Left** offsets into the Inspector or by dragging or nudging the layer (not its placeholder) to visually position it.

7. If you want this menu to overlap all other content on the page, set the **Z-Index** of the layer to be a higher value than that of any other layers, or to 1000 if there are no other layers.

Adjust the dimensions and position of the layer which contains the menu
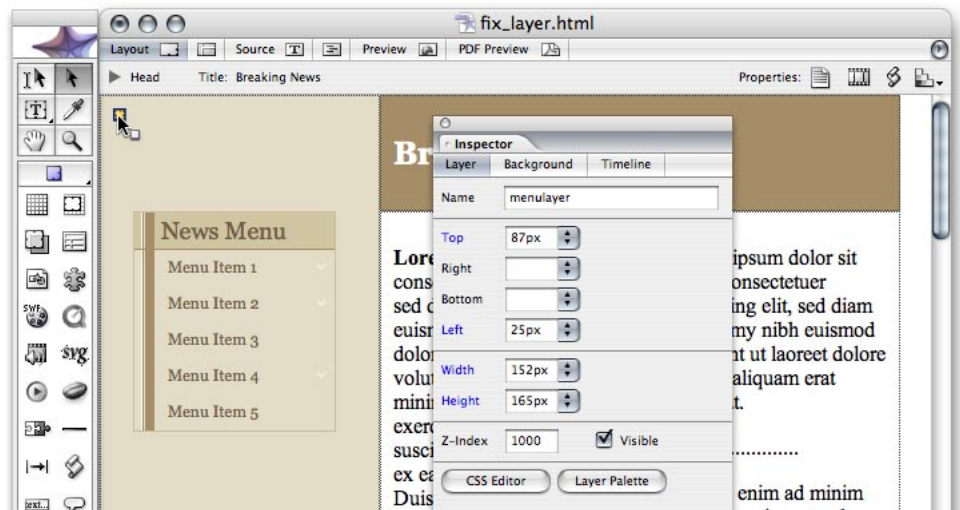
Once the layer has been adjusted, you are ready to add the action to the page.

7. Use the disclosure triangle to open the Head section of the page. Drag a **Head Action** from the Smart set of the Objects Palette into the Head section.

Adding a Head action to the page
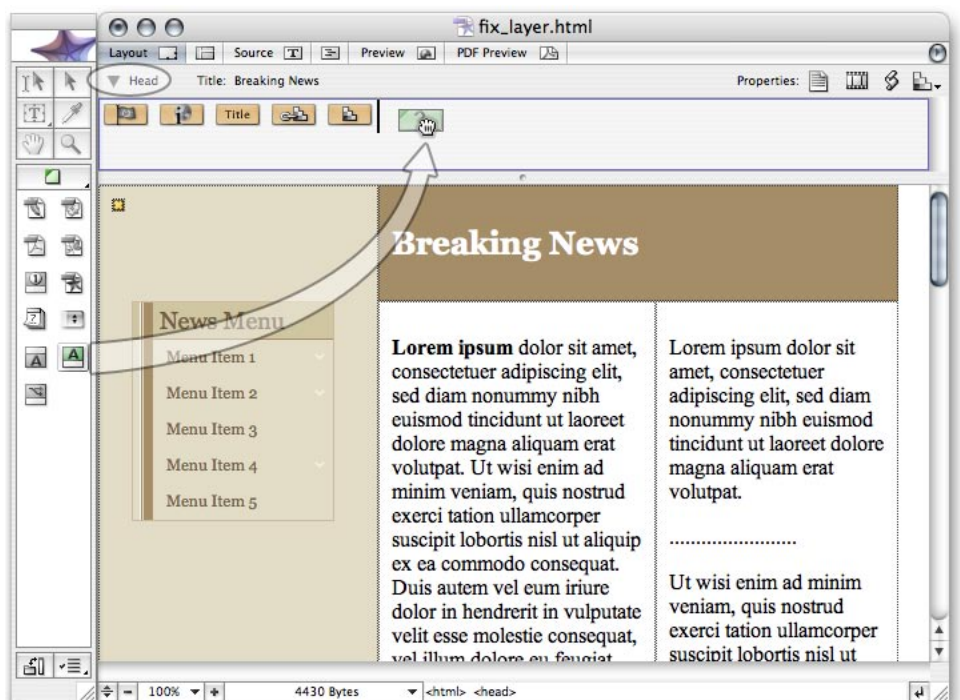
8. Open the **Actions** palette (GoLive CS2) or **Rollovers & Actions** palette (GoLive CS).

9. Set the Event to **On Load**.

10. Choose the **Fix Layer Position** action from the MenuMachine Actions set under the Actions pull-down menu.

Configuring the Fix Layer Position action

*Set the Event to **Onload**.*

Choose the
***Fix Layer Position** action.*
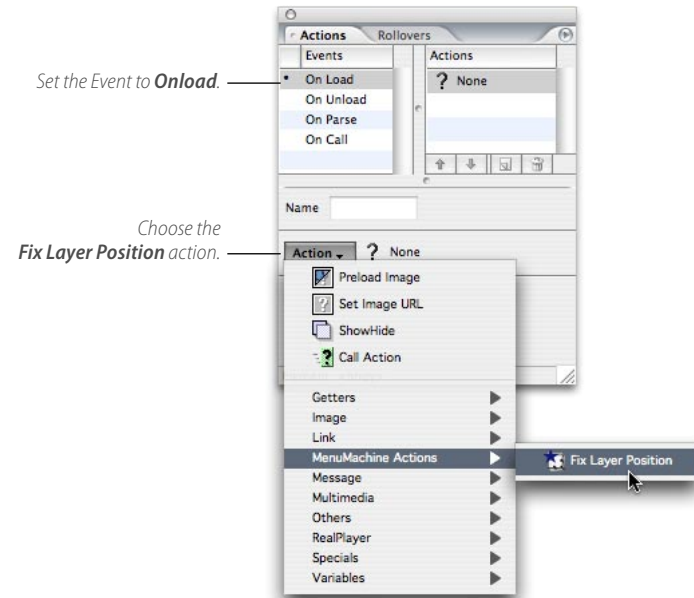
11. Select the **Layer** which contains the menu and then choose a **Speed** at which the menu will move. Check the **Smooth** checkbox if you want the menu to move smoothly.

12. Preview in a browser. If you need to edit the action later, click on the action in the Head section of the page and use the Actions palette to change the settings.

Customizing the Fix Layer Position Action

*Choose the **Layer** which contains the menu.*

*Choose the **Speed** at which the menu will move to into position.*

*If the **Smooth** box is checked, the menu will glide into position as smoothly as possible. If not checked, the menu will jump into position.*
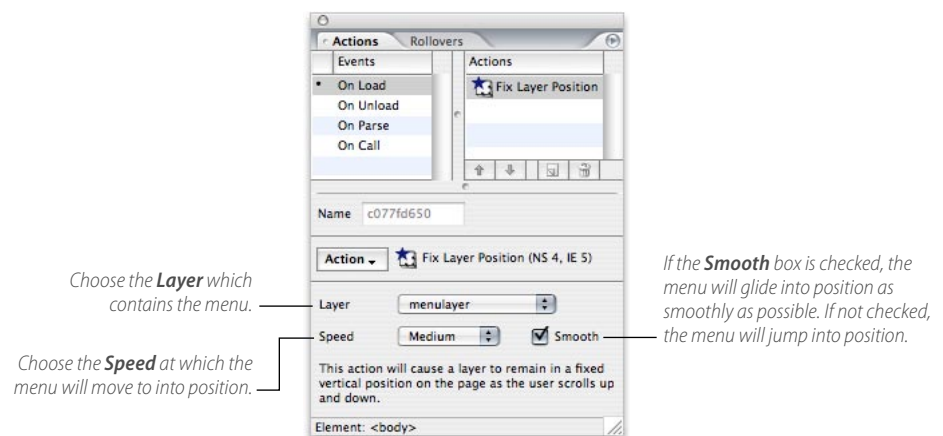
13. When you use Actions or Rollovers in your site, GoLive automatically creates a folder in your site called GeneratedItems. The code which makes the Fix Layer Position action work is contained in the CSScriptLib.js file in the GeneratedItems folder.

    You must upload the GeneratedItems folder to your web server or the Fix Layer Position action will not work once your page is uploaded.

    It is a good idea to flatten your script library (the CSScriptLib.js file) before uploading the GeneratedItems folder. Use the command below to manually flatten the script library or change your site's upload settings to flatten on upload.

    • (GoLive CS2) Site > Update > Flatten Script Library

    • (GoLive CS) Site > Flatten Script Library

To use the Fix Layer Position action in a centered liquid layout

The Fix Layer Position action will only work on a Layer. You cannot apply the action to a menu which is in a table cell or has been placed on a Layout Grid.

If you are using a liquid layout (your page content remains centered in the browser window if the window is resized) you may have placed your menu in a table or on a grid.

Layers are fixed in position - they cannot be centered. If your menu must move with the page when the browser window is resized, you need to adjust your layout to make the menu stay in the correct horizontal position.

If the menu is to remain centered horizontally, you must place the menu inside a layer and make that layer 100% width so it stretches to fit the width of the browser window. You can do this in the Inspector.

1. Drag a layer onto the page. Using the Inspector, rename the layer to **menuwrapper**.

2. Change the layer's dimensions and margins. The **Top** margin will be the distance from the top of the browser window to the top of the menu. Make the **Left** margin 0px. Change the **Width** to 100% and the **Height** to match the menu height (the part of the menu which is always visible). If you want this menu to overlap all other content on the page, set the **Z-Index** of the layer to be a higher value than that of any other layers, or to 1000.

3. Place your cursor inside the layer. Notice that the I-beam is aligned left in the layer. If the menu is to be centered in this layer, you need to assign a center alignment. Click on the **Align center** button in the GoLive toolbar.

4. Drag the menu object into the layer and it will now be centered in the browser window.

5. Set up the **Fix Layer Position action** to scroll the menuwrapper layer.

6. Preview in a browser.

   When you scroll the page in a browser, the menu will move into the position you have set as the top offset in the Layer Inspector. The menu will move at the speed (fast, medium or slow) you have chosen if **Scroll** is checked in the Actions palette, or jump into position if Scroll is unchecked.

A finished menuwrapper layer which keeps the menu centered

The **Align center** *button is used to center the content of the layer.*

Fix Layer Position Head Action
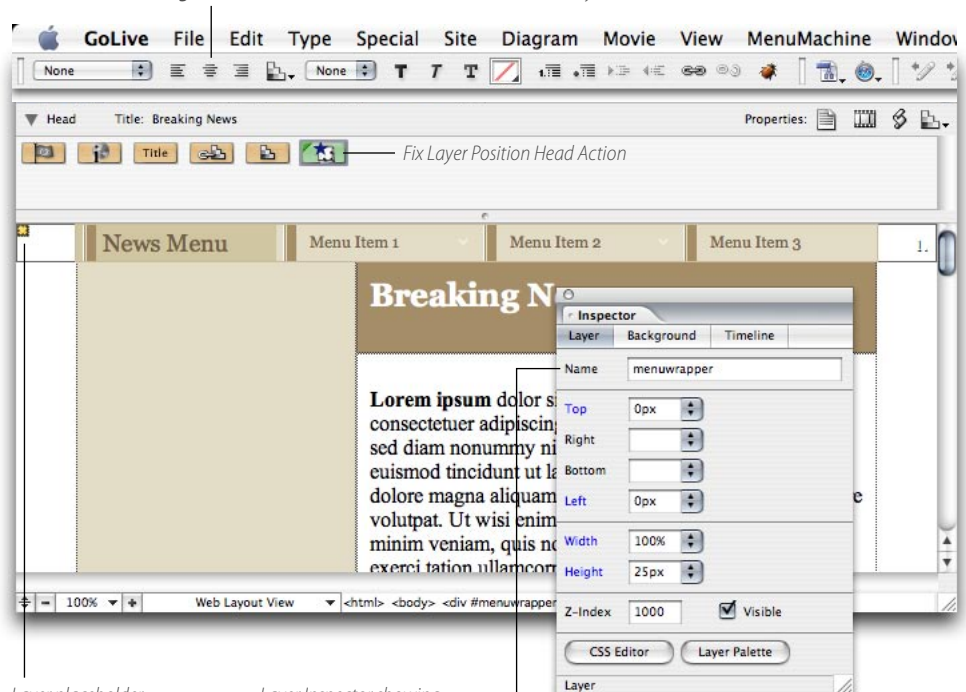
Layer placeholder
Select this to the invoke
layer inspector.

Layer Inspector showing
menuwrapper layer configured
to expand to 100% width of the
browser window and to be 0px
from the top of the window.

To use the Fix Layer Position action with an off-center menu

If the page content is to remain centered horizontally, but the menu is off-center, you must place the menu inside an additional layer and place that layer inside the menuwrapper layer from the previous instructions.

1. Follow steps 1 & 2 on the previous page to configure the **menuwrapper** layer. **Do not use the Align button to align the content of this layer.**

2. Place a new layer inside the **menuwrapper** layer.

3. Name the new layer **menulayer.**

4. Drag the menu into the **menulayer**.

5. Now you will have to edit some code in Source view. You cannot make these changes in the Inspector. You can change these settings in the CSS editor if you are familiar with it.

    If editing in Source view, find the code for the **menulayer** (after the <head> tag).

    Change the **height** to match the menu (as seen in the Inspector if you click on the menu).

    Change the **width** of the menu layer so that it is the same width as the content area underneath it. For example, in our page the centered table which contains the content is 600px wide so the menulayer is 600px wide.

    Add **margin-left** and **margin-right** values. They should both be set to **auto**. This centers the menulayer inside the menuwrapper layer.

    Add the **text-align** value as left or right.

    You can delete **left**, **top**, **position** and **visibility**.

Here is the finished menulayer code

```
#menulayer {
    height: 165px;
    width: 600px;
    margin-left: auto;
    margin-right: auto;
    text-align: left;
}
```

8. Return to **Layout** view. Set up the **Fix Layer Position action** to scroll the **menuwrapper** layer. If you need to adjust the distance the menu appears from the top of the browser window, adjust the **Top** setting of the **menuwrapper** layer in the Inspector.

9. Preview in a browser.

10. Flatten the Script Library and upload the **GeneratedItems** folder to your web server when you publish your pages.

A finished menulayer inside the menuwrapper layer
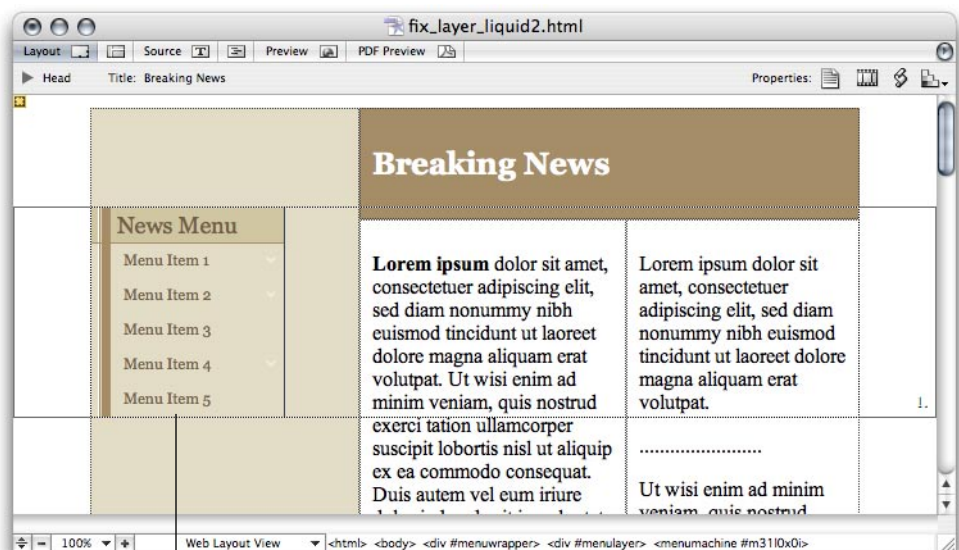
*The menu is inside the **menulayer** which is centered inside the **menuwrapper**. The menu will stay aligned to the left (or right) edge of the menulayer.*

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