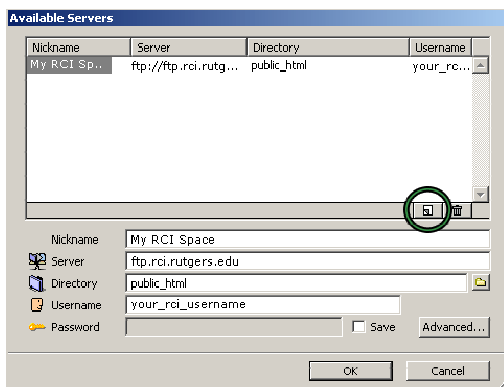
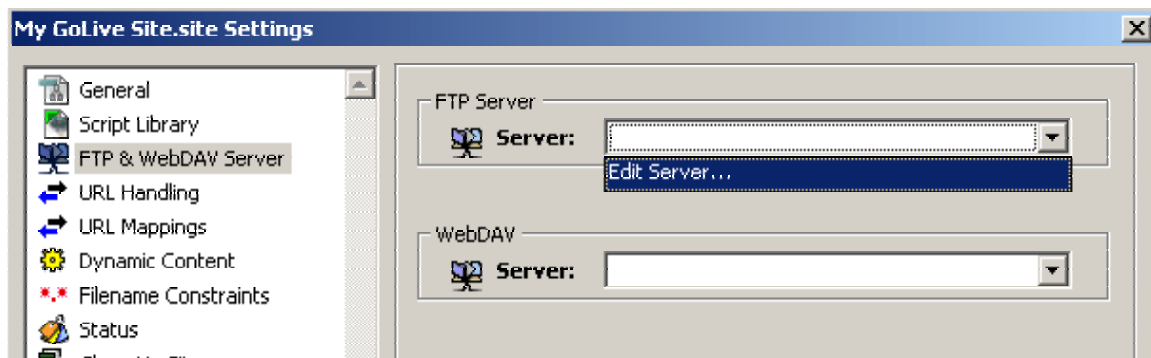


Getting Started

From the "Start" menu, located the "Adobe" folder which should contain the "Adobe GoLive 6.0" folder; click "Adobe GoLive 6.0." GoLive will open to its initial project selection screen. Click "New Site" to begin creating a website through the wizard. GoLive will first ask you if your new site will be for one individual or a work group; select for a "Single User," and click "Next." We will be creating a blank site from scratch, so select "Blank Site" and click "Next."

GoLive will next ask you to name the site you're creating. You can name your site anything you wish. Enter a name into the text box and click "Next." Next, you will be asked to select the location of your website for local storing. Select a location on your hard drive to save your files to. A new, empty folder is recommended. Use the "Browse" button to select a folder, and click "Finish."

Now that we've set up our local file settings, we still need to set up the remote settings and the access to the remote files. We'll be using our RCI space for the remote server space. From the "Site" menu, select "Settings" to bring up the "My Settings" window (or press Ctrl+Shift+Y on the keyboard). Click on the "FTP & WebDAV Server" link, and select "Edit Server" underneath "FTP Server."



You'll need to enter in the appropriate information to connect to your RCI space. Click the icon circled in the image to the left to create a "new" site. First you'll need to give a "name" to this space; call it anything you wish. Next to "Server," enter in:

<ftp://ftp.rci.rutgers.edu>

...and next to "Directory," enter "public_html." Finally, enter in your Eden username and click "OK."

Panels and Toolbars:

There are many panels in GoLive that control various tasks. The following is a breakdown of the major panels and toolbars, and their associated functions.

Toolbar:

Located underneath the menu bar is the Toolbar. This is what you use to edit basic text elements on your web page. As you will find out, this layout is very simple to ones you may be familiar with in word processing programs.

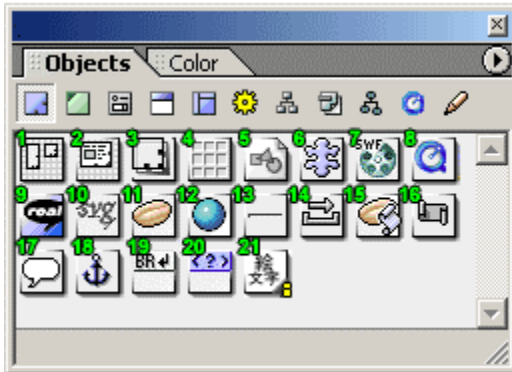


- 1. Paragraph Format:** Applies a pre-existing paragraph format to a block of selected text. Selecting "None" removes a format from a block of text.
- 2. Align Left:** Aligns selected text to the left.
- 3. Align Center:** Center aligns selected text.
- 4. Align Right:** Aligns selected text to the right.
- 5. Bold:** Makes selected text bold.
- 6. Italic:** Makes selected text italic.
- 7. Teletype:** Applies a fixed width (teletype) format to selected text.
- 8. Text Size:** Allows you to set a size for selected text.
- 9. Text Color:** Right-click on the colored rectangle to bring up a color menu. From here, you can choose a color for selected text.
- 10. Numbered List:** Creates an ordered (numbered) list of items.
- 11. Unnumbered List:** Creates a bulleted (unnumbered) list of items.
- 12. Increase Level:** Indents selected text on both sides of the page. Clicking on the indent icon multiple times sets the text farther from the edges of the page.
- 13. Decrease Level:** Outdents selected text on both sides of the page. Clicking on the outdent icon multiple times sets the text closer to the edge of the page.
- 14. New Link:** Turns selected text into a link. However, you must type out the link separately in the "Inspector" tab.
- 15. Remove Link:** Removes a link from selected text.
- 16. Link Warnings:** Alerts you when a link is broken or missing. You can add a link in the "Inspector" tab, or remove a link by clicking on the "Remove Link" icon.
- 17. Select Window:** Clicking on this icon gives you a list of web pages that are currently open and being edited in GoLive.
- 18. Show in Browser:** Previews the page you are currently editing in a web browser.
- 19. Adobe Online:** Clicking on this button takes you to the main Adobe GoLive website.

Objects:

The Objects panel contains individual objects that can be inserted and edited in a web page. You insert an object by dragging an icon (the icon represents a particular object) from the panel and placing it anywhere on a web page. You can also insert an object in a page by simply double-clicking the icon in the panel. These Object icons act more like "placeholders" in a web page. When they are inserted into a page, you can generally edit them using the Inspector panel. Going to the menu bar and selecting "Window" and then "Objects" can open the Objects panel, if you do not already see it in GoLive. As you can see, the Objects tab contains several sub-sections of objects. Here is a run down of the more important and useful sub-sections of objects that you may use as you edit pages in GoLive.

Objects: Basic



- 1. Layout Grid:** Using a layout grid allows you to make a simple layout for your web page. Just drag and drop the Layout Grid icon on to the page, and from there, make the grid as large as you want by dragging the handles on the grid's corners. You can then insert other objects into the layout grid once the grid is on the page.
- 2. Layout Text Box:** If you want to put an area of text in your layout grid, then drag and drop the Layout Text Box icon anywhere on your grid, and adjust size as desired. Once it is inserted into the layout grid, you can type inside the text box, and modify the text using the Toolbar.
- 3. Floating Box:** A "floating box" is actually a layer. A layer can be used on a web page to hold text, images, or nearly anything else. It can also be used to help design a layout for a page. Drag and drop the Floating Box icon on to the page to make a new layer. Drag the handles on the corners of the box to make it as big or small as you want. Click inside of the box to either type text or insert an image.
- 4. Table:** Tables, which are made up of "cells" formed by rows and columns, can come in handy when designing a website. Tables can organize text and data, images, and can even help in designing a web page layout. When you drag and drop the Table icon on to your page, the table will be inserted wherever your cursor is place. If you have a Layout Grid on your page, inserting a Table in this area will give you more freedom for where the table can be placed. The default size for the table is three rows by three columns. You can change the properties of a table by opening the Table panel and edit the table there. For more information, please read the Tables section.
- 5. Image:** Click and drag the Image icon to insert an image element on to the page. Once that is on the page, double-click the image icon to open up the Inspector panel, which will allow you to locate the image you want to insert on to a page by browsing your computer. For more information about inserting images on to a page, please read the Images section.
- 6. Plugin:** If you have plug-ins that you wish to insert into your page, then drag and drop the Plugin icon on to the page, double-click the Plugin element once it's on the page, and then use the Inspector panel to locate the file on your computer.
- 7. SWF:** SWF stands for "Shockwave Flash." You might have seen Shockwave Flash files on the Internet as short movies, games, or animations. If you have a SWF file on your computer that you want to insert into your web page, then drag and drop the SWF icon on to the page. Then, double-click the SWF element to

open the Inspector panel, and locate the SWF file on your computer to insert it into the page.

- 8. Quicktime:** Quicktime is a digital video format created by Apple. These movies have the file extension “.mov”. If you have a Quicktime movie that you want to embed into a page, drag and drop the Quicktime icon on to the page, double-click the Quicktime element to open the Inspector panel, and then use that to locate the file on your computer to insert the movie on the page.
- 9. Real:** Real is another type of video format. These movies have the file extension of “.rm” or “.ram”. Drag and drop the Real icon on to the page, and use the Inspector panel to find the file on your computer to insert it into the page.
- 10. SVG:** SVG stands for Scalable Vector Graphics. If you have a SVG file on your computer that you want to insert on to a web page, then drag and drop the SVG icon to the desired location on a web page. Then, use the Inspector panel to locate the file on your computer to complete the process.
- 11. Java Applet:** Java applets add animation or advanced features to a web page. Insert the icon on the page, and use the Inspector panel to specify the java applet. Recommended for advanced users.
- 12. Object:** The Object icon inserts a blank object into a page. Once it has been inserted, you can use the various menus and panels in GoLive, such as Inspector, to specify the object type.
- 13. Line:** Inserts a horizontal rule (or “Line,” as it’s called in GoLive) in to a page.
- 14. Horizontal Spacer:** Inserting a horizontal spacer creates an area of blank space before text.
- 15. Java Script:** A java script is a type of program that can be inserted into a web page. It allows for higher user interactivity on a page, and can be used to create various site functions. If you have a Java Script you wish to insert into a page, drag and drop the Java Script icon on to the page, and use the Inspector panel to specify the script information.
- 16. Marquee:** A marquee is a line of text that scrolls across the screen. Drag and drop the icon on to the desired location on a web page. Then, use the Inspector panel to insert text into the marquee, and specify the marquee properties and behaviors.
- 17. Comment:** A comment is something you can use to make a note to yourself on a web page. The comment will not appear in the web page itself. It remains hidden inside the code. Drag and drop the comment icon on to the page. Use the Inspector panel to type in the actual comment.
- 18. Anchor:** An anchor is a special link that links to another location on the same page. To learn more about this, please read the Anchor section.
- 19. Line Break:** Inserts a line between separate paragraphs.
- 20. Tag:** Insert a tag into a page, which you can then edit to specifically meet your needs.
- 21. i-mode Emoji:** Inserts a special character, icon, or emoticon on to a page. When you drag and drop this icon into a page, a separate window will appear where you can choose the icon you want to put on to the page.