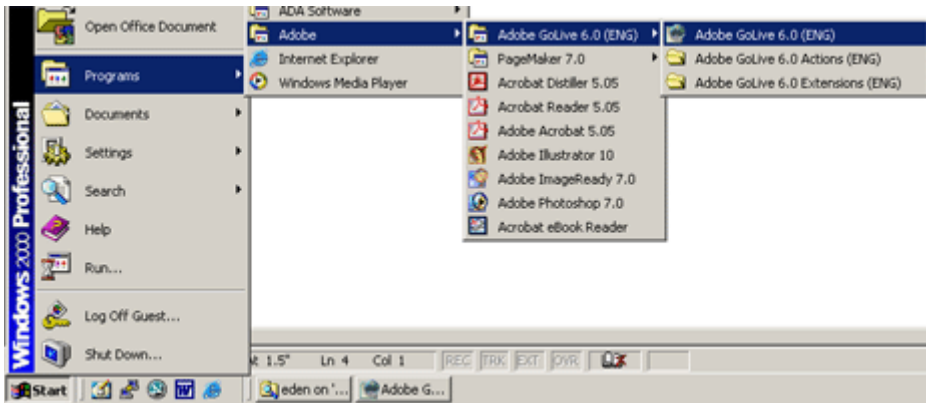
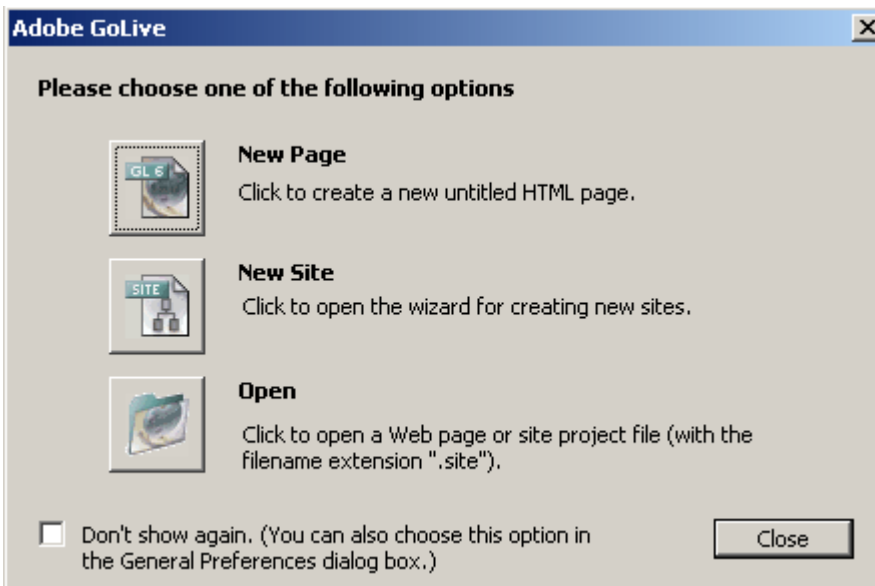


Getting Started

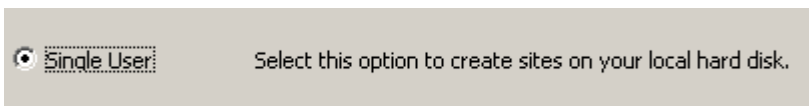
From the “Start” menu, locate the “Adobe” directory, which should contain the “Adobe GoLive 6.0” folder. Inside this folder, click “Adobe GoLive 6.0.”



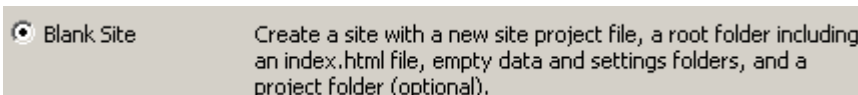
GoLive will open to its initial project selection screen. You can either create a new page from scratch, a new site through GoLive’s wizard, or open a pre-existing site. Click “New Site” to begin creating a website through the wizard.



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.”



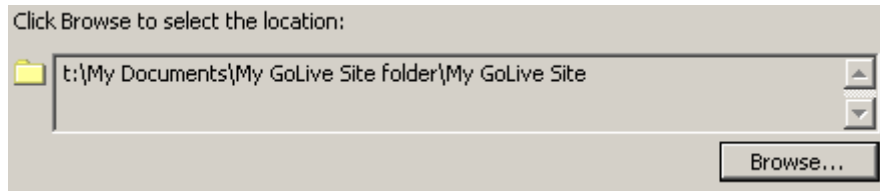
We will be creating a blank site from scratch, so select “Blank Site” and click “Next.”



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."

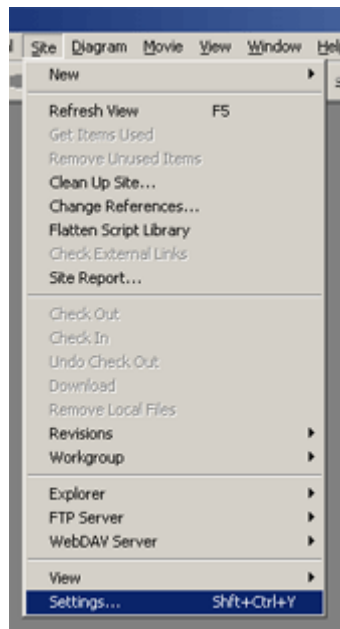


Next, you will be asked to select the location of your website for local storing. Select a location on your hard drive to save your files to. A new, empty folder is recommended. Use the "Browse" button to select a folder, and click "Finish."

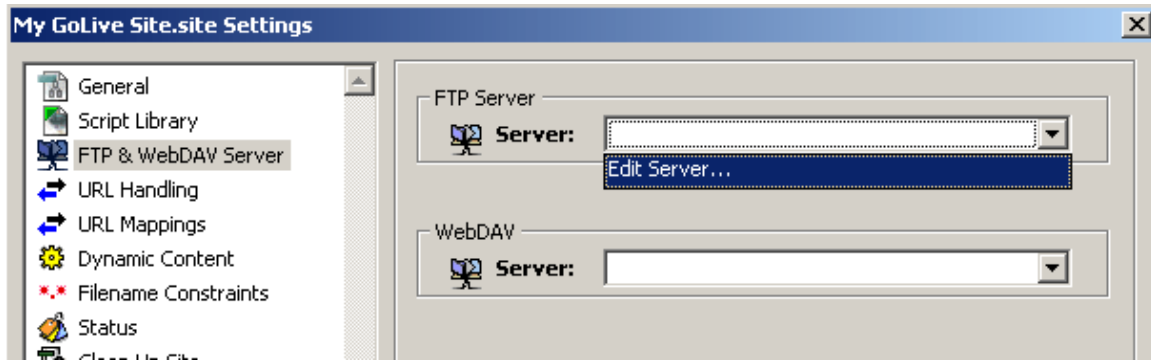


Now that we've set up our local file settings, we still need to set up the remote settings and the access to the remote files. We'll be using our RCI space for the remote server space.

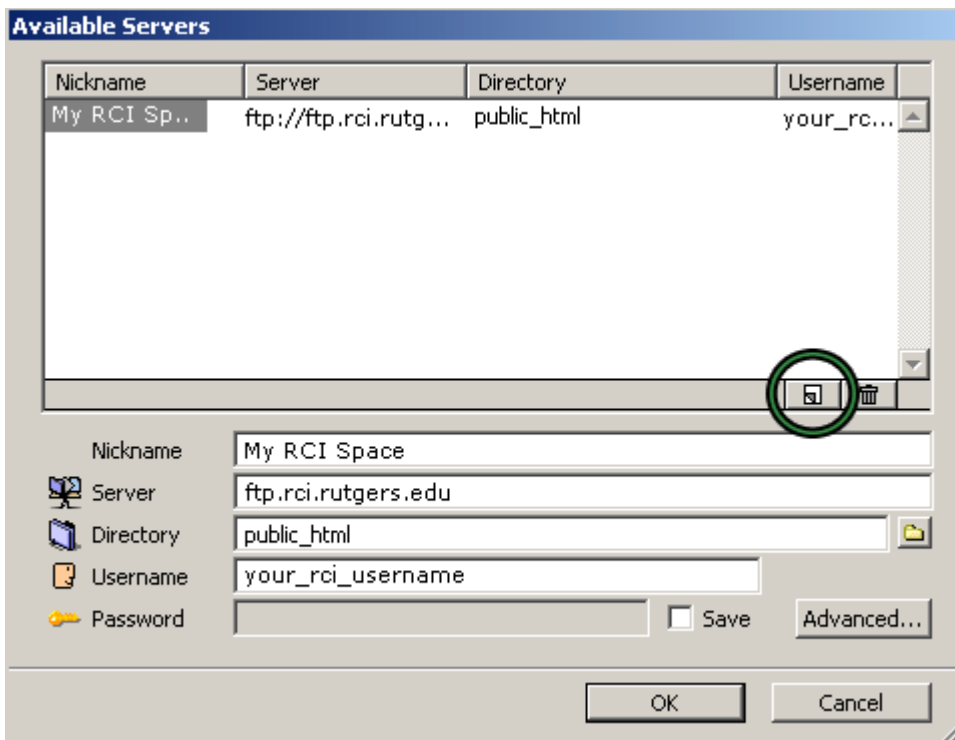
From the "Site" menu, select "Settings" to bring up the "My Settings" window (or press Ctrl+Shift+Y on the keyboard).



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 below to bring up the appropriate window. First you'll need to give a "name" to this space; call it anything you wish. Next to "Server," enter <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.

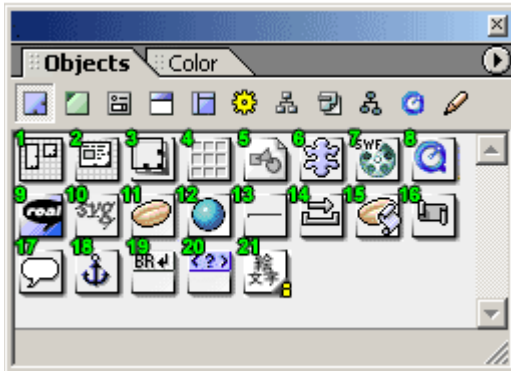


1. **Paragraph Format:** Applies a pre-existing paragraph format to a block of selected text. Selecting "None" removes a format from a block of text.
2. **Align Left:** Aligns selected text to the left.
3. **Align Center:** Center aligns selected text.
4. **Align Right:** Aligns selected text to the 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

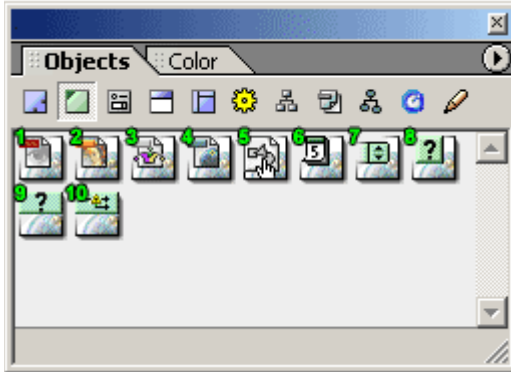


1. **Layout Grid:** Using a layout grid allows you to make a simple layout for your web page. Just drag and drop the Layout Grid icon on to the page, and from there, make the grid as large as you want by dragging the handles on the grid's corners. You can then insert other objects into the layout grid 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 placed. 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.

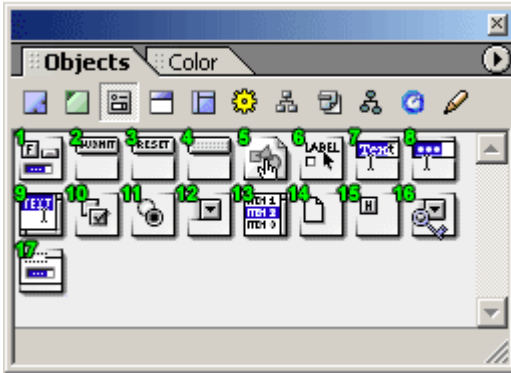
Objects: Smart



1. **Smart Photoshop:** Allows you to optimize an image for the web based on an image made in Photoshop.
2. **Smart Illustrator:** Allows you to optimize an image based on an image created in Illustrator.
3. **Smart Generic:** Allows you to add a Smart Object to a layout by dragging a source file into the Layout Editor. You can also specify the source file in the Inspector.
4. **Component:** Components are used to reference one or more elements stored in a single source file, such as logos, headers, mastheads, or other common navigation elements that you want to use throughout your site. Drag the Component icon to the page. Then, in the Inspector panel, specify the destination of the link by dragging from the Point and Shoot button to the component's source file in the Extras tab in the site window.
5. **Rollover:** Allows you to make an image rollover link. Use the Inspector panel to specify the images and URLs to be included in the rollover.
6. **Modified Date:** Inserts the date or time into a web page. Using the Inspector panel, you can modify the appearance of the date or time.
7. **URL Popup:** If your web site has several links or sections, you may want to present them as a pop-up. Drag and drop the pop-up icon into the page, and use the Inspector to specify the URLs and labels.
8. **Body Action:** Browser-triggered actions take place automatically as the result of browser activity or when the action is "called" (triggered) by another action. The Body Action takes place within the main content area (or "body") of a web page. Use the Inspector panel to choose an action.
9. **Head Action:** Browser-triggered actions take place automatically as the result of browser activity or when the action is "called" (triggered) by another action. The Head Action takes place within the <head> area of code of a web page. Use the Inspector panel to choose an action.

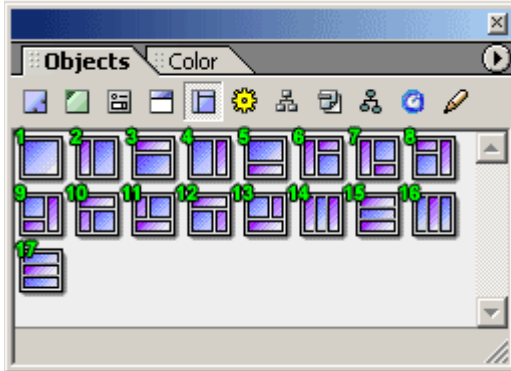
- 10. Browser Switch:** Often times, a web page looks one way in one particular browser, while it looks another way in a different browser. Inserting the Browser Switch function allows the web browser loading the page and automatically redirects viewers to an alternate page based on their browser.

Objects: Forms



- 1. Form:** Inserts a form area into a page. No matter what kind of form element you place on a page, a form area must be inserted first.
- 2. Submit Button:** Inserts a "Submit" button on to a page. This lets the user submit a form to the server.
- 3. Reset Button:** Inserts a "Reset" button on to a page. This lets the user clear any form he or she has filled out.
- 4. Button:** Inserts a blank button on to a page. Using the Inspector panel, you can edit the name and function of the button.
- 5. Form Input Image:** References an image to be used as a form button. Set rollover effects, alignment, and spacing.
- 6. Label:** Inserts a text label that describes the purpose of a form field or value.
- 7. Text Field:** Inserts a single-line text field for entering text into a form.
- 8. Password:** Inserts a text field specifically for passwords. Values are hidden as they are entered into the field.
- 9. Text Area:** A Text Area is similar to a Text Field, but is different in that it can contain multiple lines of text.
- 10. Check Box:** Inserts a check box that lets users select one or more items from a list of check boxes/menu.
- 11. Radio Button:** Inserts a radio button that lets users select one item from a group of radio buttons/menu.
- 12. Popup:** Inserts a pop-up menu that contains a list of options. You can then specify the items you want to enter in the menu.
- 13. List Box:** Inserts a menu with a list of items that users can scroll through.
- 14. File Browser:** Inserts a text field and a "Browse" icon for viewers to reference a file when they wish to upload a file to a server.
- 15. Hidden:** Inserts a value that is hidden from users in the browser and submitted with the form.
- 16. Key Generator:** Sets up an encryption method that hides transactions on a web site.
- 17. Fieldset:** Groups related form fields together.

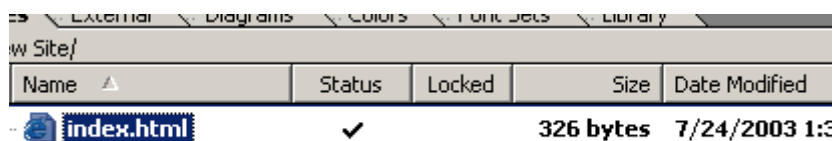
Objects: Frames



1. **Frame:** Adds a frame to a row or column in an existing frame set. Set the size, scrolling and resize properties in the Inspector panel.
2. **Frame Set: two cols, variable right**
3. **Frame Set: two rows, variable bottom**
4. **Frame Set: two cols, variable left**
5. **Frame Set: two rows, variable top**
6. **Frame Set: fixed left, variable bottom right**
7. **Frame Set: fixed left, variable top right**
8. **Frame Set: fixed right, variable bottom left**
9. **Frame Set: fixed right, variable top left**
10. **Frame Set: fixed top, variable bottom right**
11. **Frame Set: fixed bottom, variable top right**
12. **Frame Set: fixed top, variable bottom left**
13. **Frame Set: fixed bottom, variable top left**
14. **Frame Set: three cols, variable middle**
15. **Frame Set: three rows, variable middle**
16. **Frame Set: three cols, variable left and right**
17. **Frame Set: three rows, variable top and bottom**

Opening Up a Page

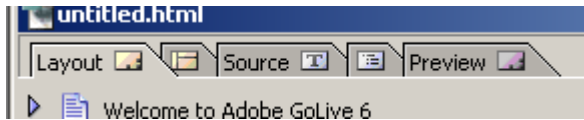
Your "Files" window should be open to the appropriate tab listing the files to your site. Currently you only have an "index.html" file. This file will be the main page on your site. Double-click the "index.html" file name to open up the file for editing.



The "index.html" file will open into the main "Layout" design mode (called "WYSIWYG," or "What You See is What You Get"). It should seem very similar to a word processor at first. You can type directly on the page, or insert objects through the various menus.

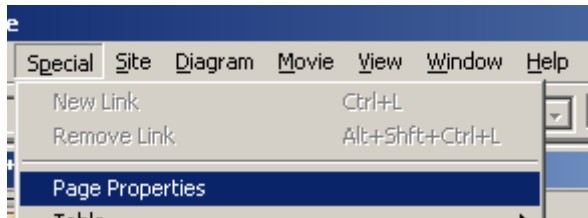
Page Views

There are three “views” you can create and preview your page in. “Layout” mode is the main WYSIWYG creation window. You use various toolbars to create and design directly on the page. In “Source” view you see only the source code (the HTML that makes up your page). The “Preview” window will show your web page as it would be seen in a stand-alone web browser, perfect for quick tests.

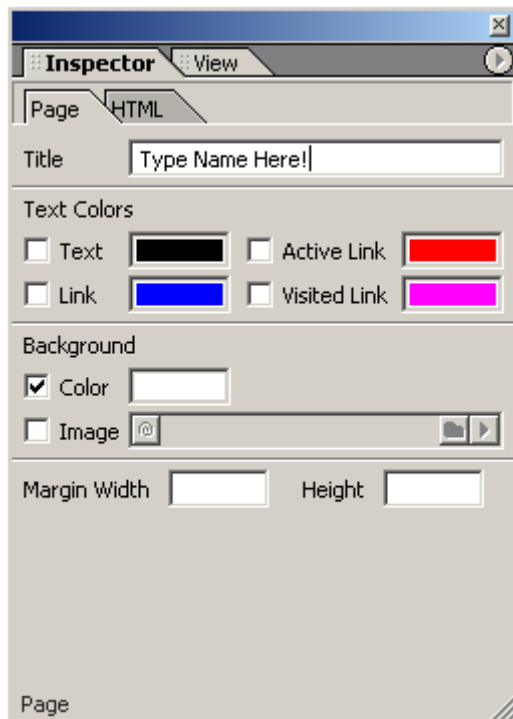


Page Properties

To change the title of your page, the text colors, background colors, etc., you’ll need to bring up the “Page Properties” within the Inspector window. To do this, select “Page Properties” from the “Special” menu.

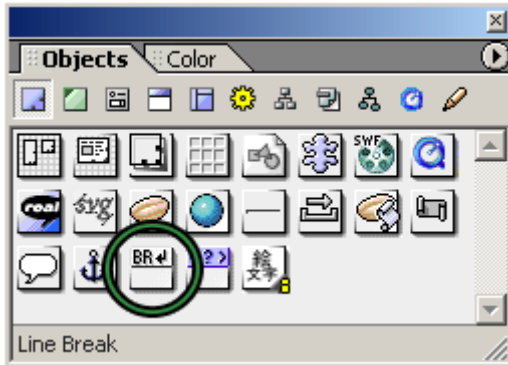


The Inspector window will change to reflect this choice. On the main “Page” tab, you can change the title of your page (next to “Title”), the colors of various text items (such as links), the background color, and the margin widths.



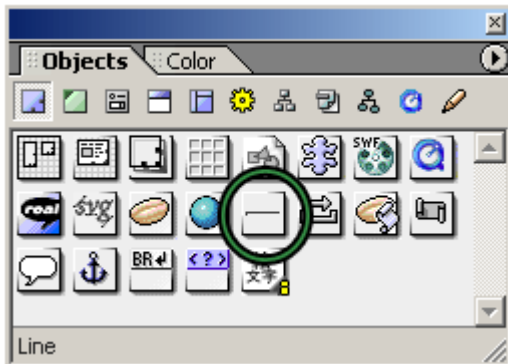
Typing Text

When typing text within the WYSIWYG layout mode, entering text may seem a little unintuitive at first. Pressing “Enter” on the keyboard results in a double space. If you wish to single-space your line return, hold the “Shift” button while pressing “Enter.” A tiny arrow will appear next to your text, letting you know that a single-line break has been inserted. Alternatively, you can drag the “Line Break” button from the toolbar into your text.



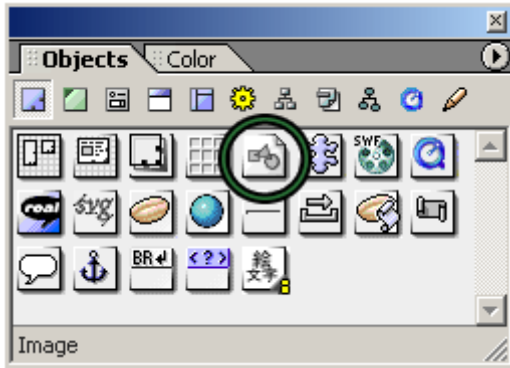
Horizontal Lines

Horizontal lines provide an easy way of separating content within a web page. To insert a horizontal line, drag the “Line” tool from the toolbar (or double-click it to insert it where the cursor is).

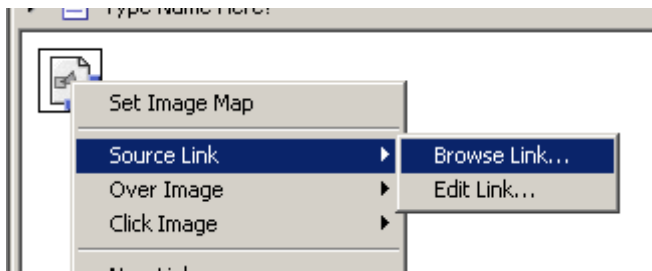


Inserting an Image

You can insert an image anywhere on a page, including inside a table. To insert an image, either double-click the “Image” button in the “Objects” window, or right click and select “Insert Object” >> “Basic” >> “Image.”



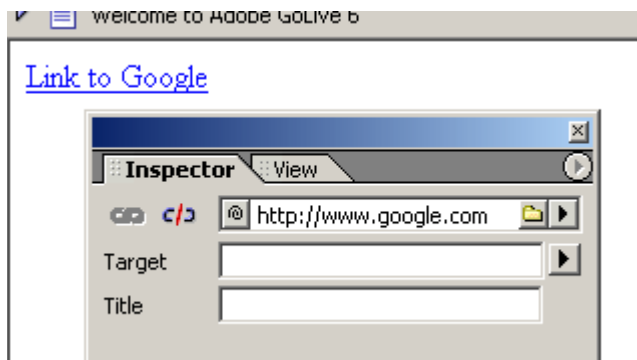
You haven't inserted an image quite yet. Now right-click the image place holder that has appeared, and select "Browse Link" from the "Source Link" menu. A new window will appear asking you to locate the image you'd like to use.



When you publish your page, be sure to publish the image(s), as well. It would probably be in your best interest to create an "images" sub-folder to store all your images in, both locally and remotely.

Creating a Hyperlink

Any text that you write can be turned into a hyperlink to another page on your site, a completely different web page, files, etc. To turn text into a link, highlight it and enter in the URL / address to the page or file in the "Inspector" window.



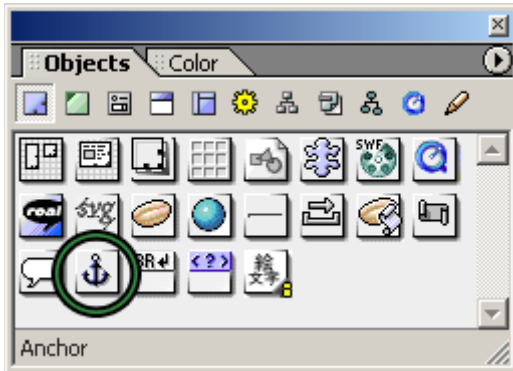
The link will turn blue and become underlined to show that it has worked. Images can also be turned into links the same way as text.

Creating Anchored Links

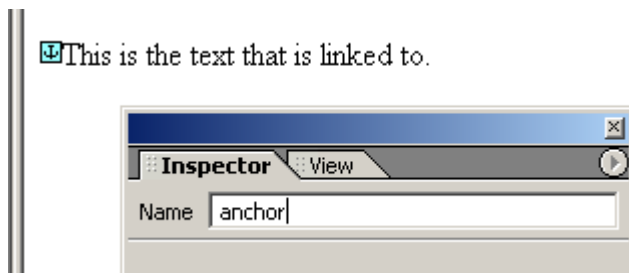
In addition to creating hyperlinks that link to completely different pages, you can

create “anchored” links that link to different parts within the same web page. This is useful for long pages or organized content, such as extensive lists.

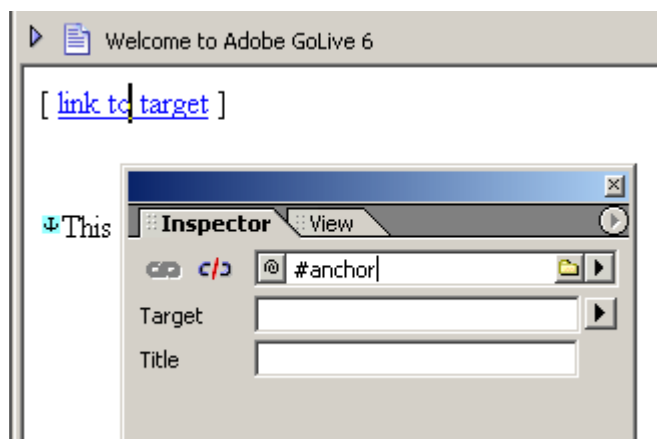
In order to create an anchored link, you’ll first need to define the anchor (or “target”) that you’ll be linking to. You can either drag the “Anchor” button from the toolbar, or double-click it to insert the anchor where your cursor is on the page.



Once the anchor is inserted, you will need to give it a name. For now, let’s just name it: “anchor” (without the quotes; you can name them anything you wish). Click the anchor and type a name into the Inspector window.

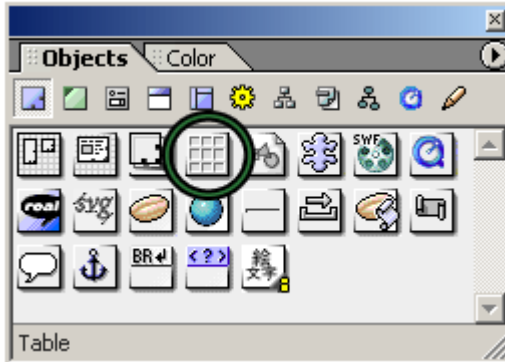


Now that you’ve named the anchor, you can link to it. Select the text that you wish to use as a link. In the Inspector window, type “#anchor” as the link (without the quotes).

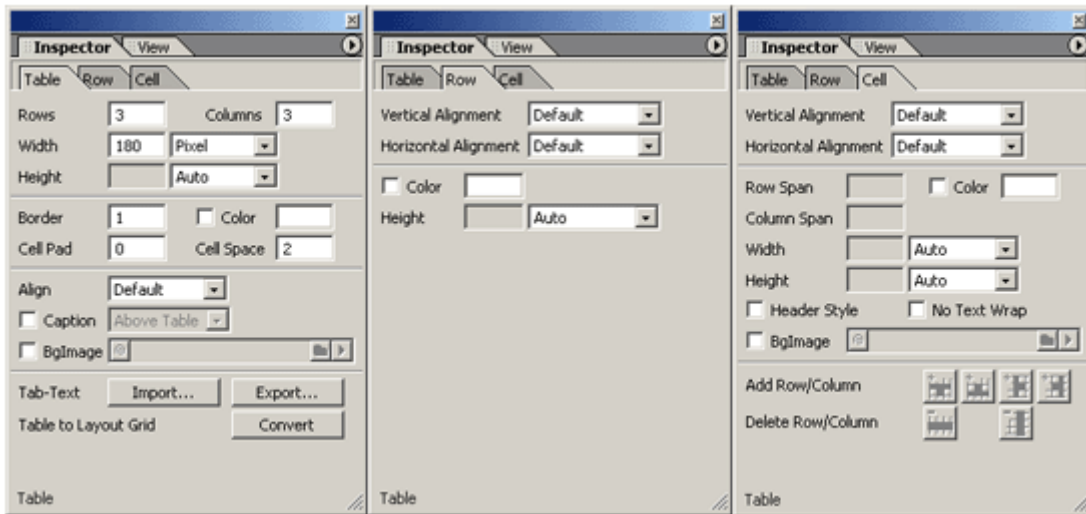


Creating a Table

Tables are an effective method for organizing the layout and appearance of your page. To create a table, either double-click the “Table” object, or drag it over into your web page.



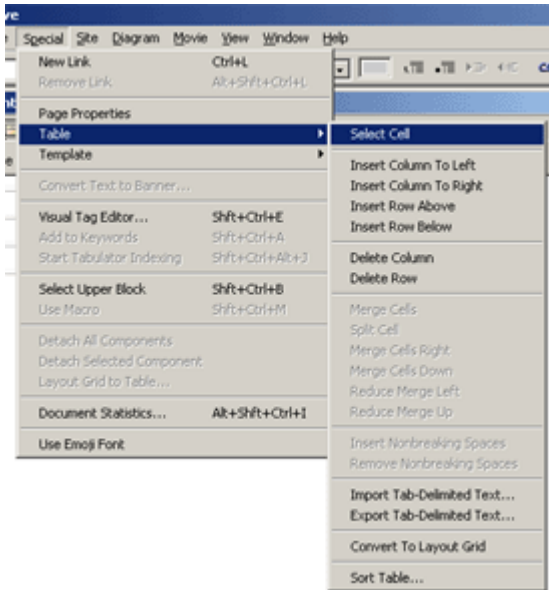
The table will default to a 3x3 table, but you can change these options in the “Inspector” window. There are three tabs to use while in the table’s Inspector window: “Table,” “Row,” and “Cell.” Each of these allows you to have precise control over different aspects of the table.



You can adjust the table’s height, width, alignments, etc. all via the Inspector window and its various tabs.

Adding to and Editing More to a Table

While working with a table, you may find the need to add more rows or columns, delete rows or columns, or even combine them. The “Table” menu (found within the “Special” main menu) provided a drop down list of all the functions associated with tables.

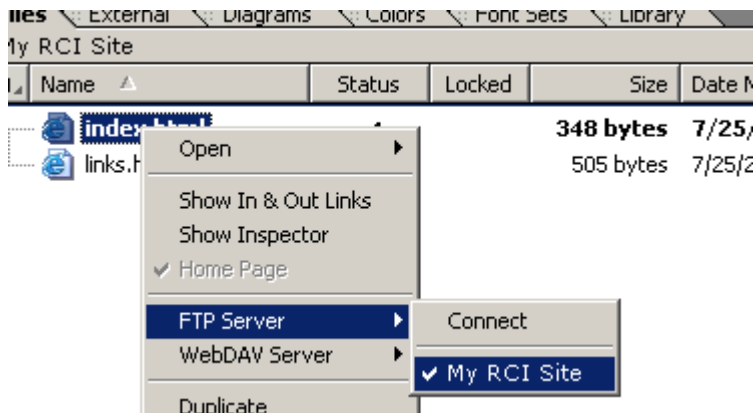


Through here, you can insert (or delete) rows and columns. Note that a row insertion will take place above where your cursor is, and inserting a column will take place to the right of where your cursor is.

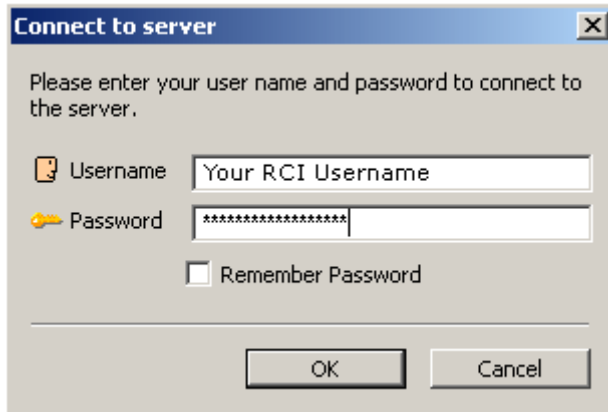
Saving and Publishing

Be sure to save your files often. If you are creating multiple web pages, be sure to name them differently from each other, but appropriately (for example, a page of links to other resources could be called "links.html").

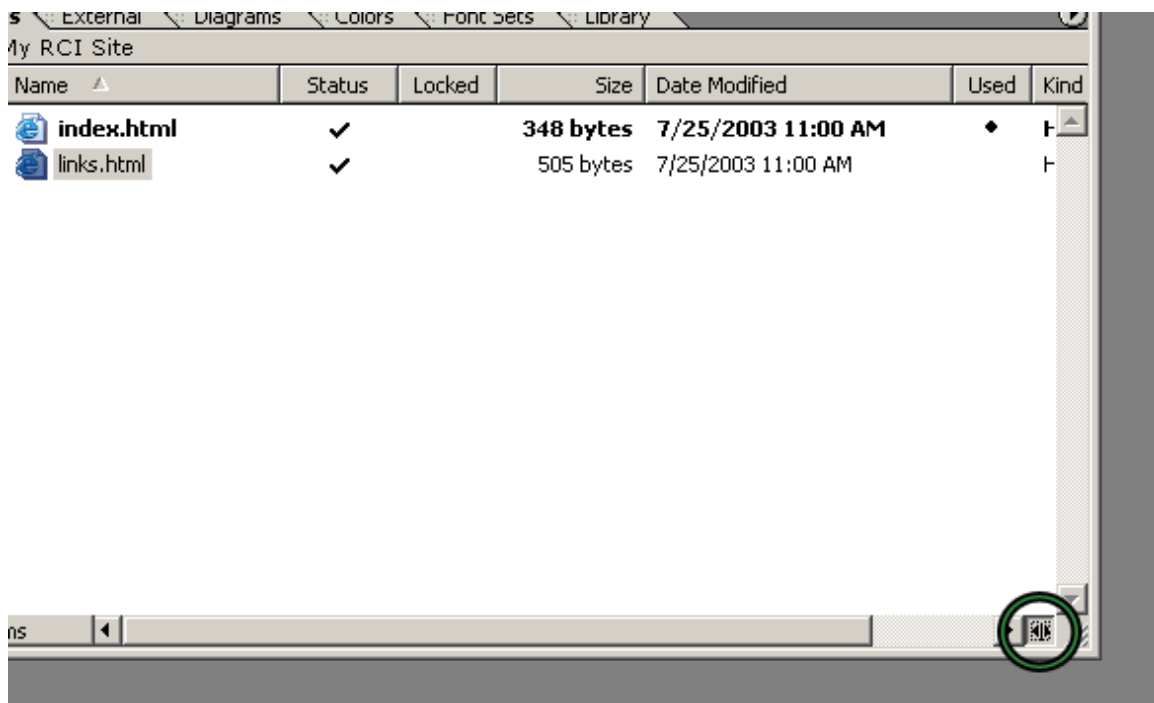
To publish a file onto your web space, right click the file in the site window, and select your server space under "FTP Server" (it will be named whatever you had named it earlier).



A new window may appear asking you to re-enter your login and password.



Once you are connected, you'll need to split your site window into its dual-view, which will show both your local files and your remote files. Click the appropriate button (shown below) to get this dual-view.



Once in dual-view, click the "FTP" tab to view your local files on the left and your remote files on the right. So long as you're still connected to the server, you can drag files from your local side to the remote side to upload them to your server space. The bottom-right of the window will let you know if you're connected or disconnected. If the connection times out, simply right-click and select "Connect" again.

