

# Adobe GoLive

## Getting Started

Options: (Options I would like you to select are in bold.)

New Page

**New Site**

The first time you use GoLive, you will want to create a new site. After that you most likely will work on an existing site and will not want this window to show every time you open GoLive.

Open Existing Site

**\*Don't Show Again**

New Site Options

**Single User** - You most likely will choose this option.

Workgroup - Used if a team is working on the site.

**Blank** - Your most likely choice.

Import from Folder - Use if you are converting files from another editor.

Import from Server - If you have FTP rights you can access and existing web site on a server

Copy from Template - Uses Adobe Templates.

Specify the name for your new site here. GoLive uses the name for the site project file, the site's root, data, and settings folders, and the site's overall project folder (for example, Mysite.site, Mysite, Mysite.data, Mysite.settings, and Mysite Folder respectively).

Site Name

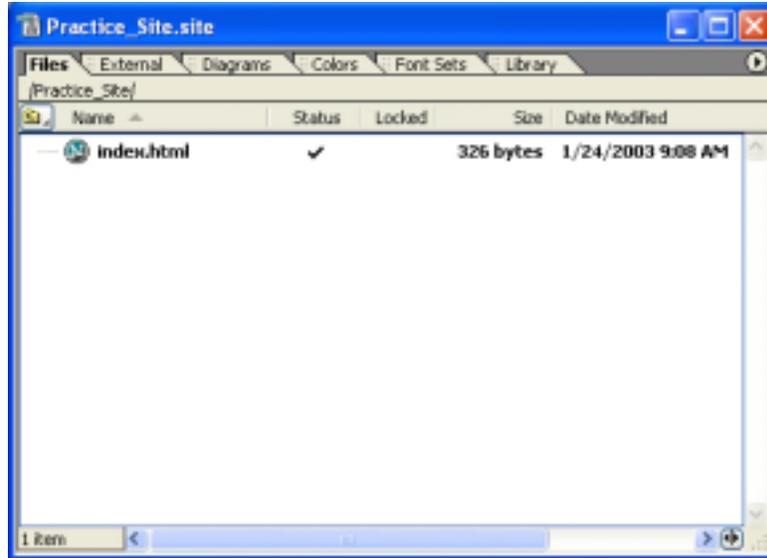
Create Project Folder (to enclose the site's root, data, and settings folders, and site project file)

**Give your site a name.**

Click Browse to select the location:

**Determine where you want to save your site/files.**

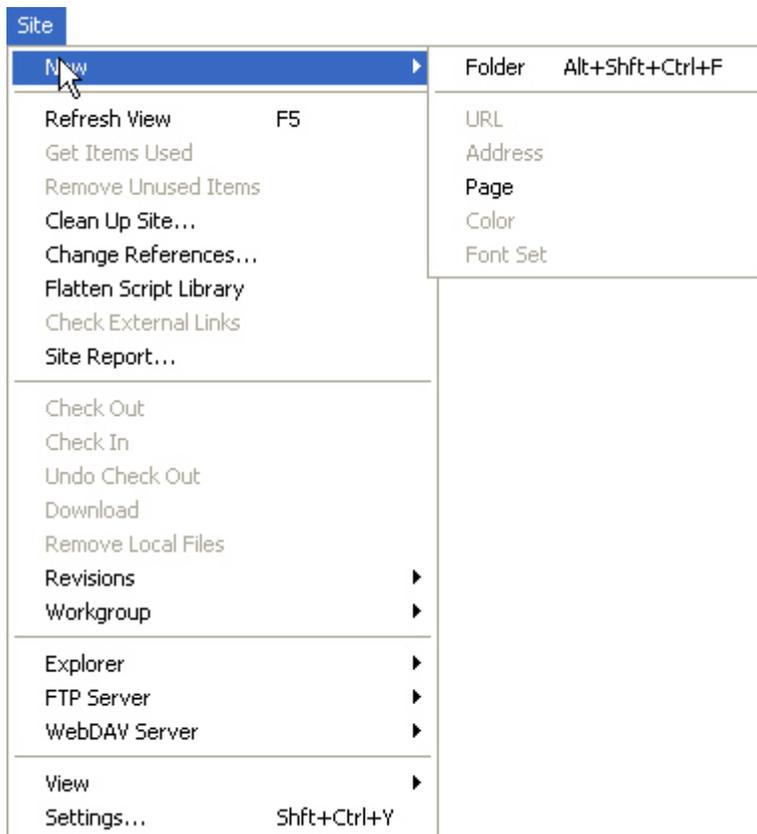
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**You now have a web site containing one page.**

**Note:** You will need to find out if your first page should be called index.html, index.htm, default.html, or default.htm.

The first thing we want to do is to set up our site directories. This will take planning on your part. All most every site has a folder for images. We are going to add an image folder to our site.



You can easily add a folder by going to the site menu and then choosing New and then Folder.

Or you can Right Click in the site window and then choose New and Folder.

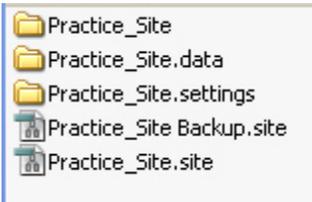
**Add a folder and name it images.**

You can add pages to your site using the same procedure.

**Add a staff page to your site. Name the page staff.html.**

**Note:** The yellow triangle in the site window indicates that this is an empty page.

## What have we done:



When you create a new site using GoLive. GoLive adds some files to help it manage your site. Do not delete these files. If you want to move the site to another computer make sure you move all of the files.

### What are these:

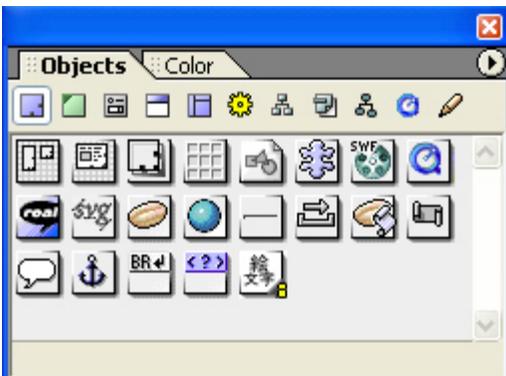
- Practice\_Site - Where your pages and images are kept.
- Practice\_Site.data - Keeps track of when files are up loaded and other file information.
- Practice\_Site - Settings - Your site settings
- Practice\_Site.site - Double clicking this will open your site.

**Do not delete these files.**

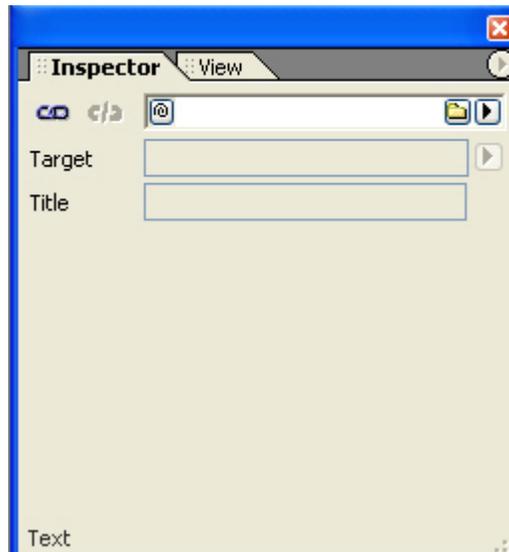
## Adding Elements to a page:

GoLive uses drag and drop technology to add elements to your web pages. To control the elements it uses two palettes that are shown on this page.

1. **From the Window Menu, choose Objects.**
2. **From the Window Menu, choose Inspector.**



**Objects Palette**



**Inspector Palette**

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### Placing or Docking the Palettes

You can move the Palettes on the screen, dock the palettes, or combine the palettes. It all depends how you like to work.

*Show docking and combining.*



Example of two docked palettes.

### Double Click on the Index.html file to open that page.

First we are going to work on our basic page setup. Using the three things shown in Illustration 1.

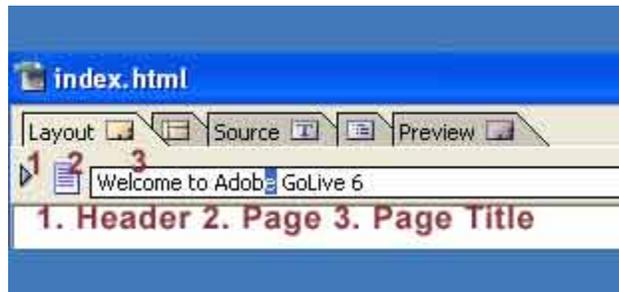


Illustration 1

Click on the Page Icon (Number 2 above.)

Set the Text, Link, Active Link, Visited Link and Background Color You may also set Margin width and Margin height.

**Also Title your page.** The title of the page is what is shown when someone bookmarks or adds the page to their favorites. This title is also shown in the search engines.

Header Information:

Click on the small trigangle (Number 1, Illustration 1)

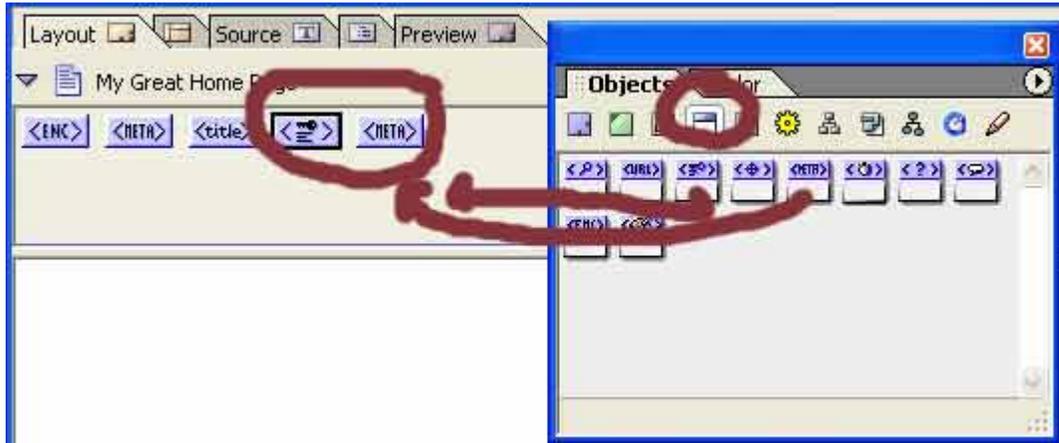
This will show the header area.

Click on the Header Tab in the Objects Menu.

The header tags can help your site be found in search engines and will help describe your site and pages to people using search engines.

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Add a Keyword element by dragging it from the Objects Palette to the header area of the page.



Click on the Keyword Tag in the Header area. In the Inspector Palette type in your key words. Pairs of words will help define the search results better.

### Example:

Middle school is better than  
Middle  
School

Click on the Meta Tag in the Header area. From the pull down menu on the far right choose Description.

Using the inspector palette enter a description of your page. Try to keep the description to twenty-five words or less.

**Example:** Read reviews of novels for middle school and junior high school students. This page contains excellent reading references for language arts and social studies teachers.

Close the header area by clicking on the small triangle to the left of the page icon.

## Adding text to the page

Adding text is much like using any word processor.

Add the name of your school, street address, city, state and zip.

*Tips on fonts, header and text size.*

## Adding and working with Images

Using the GoLive site editor, you must first add images to your site folder and then add them to the page. There are several way you can do this. Here are two methods.

### 1. Using the GoLive Browser

Make sure your GoLive site window is active by clicking on it.

Choose Import / Files to Site from the File Menu

Browse to find the file(s)

Highlight the file and click add.

When you have added all the files you want to add click on Done.

**Note:** you can add entire folders using this same method.

### 2. Using Drag and Drop

Move GoLive to one side of your monitor window or make the window smaller.

Open My Computer

Browse to locate the file(s)

Drag them into the site window.

The file will be copied into your site. The original still resides on your computer.

## Adding the Image to your page

Have a web page open in GoLive.

From the Objects Menu drag the Image Object on to your page.



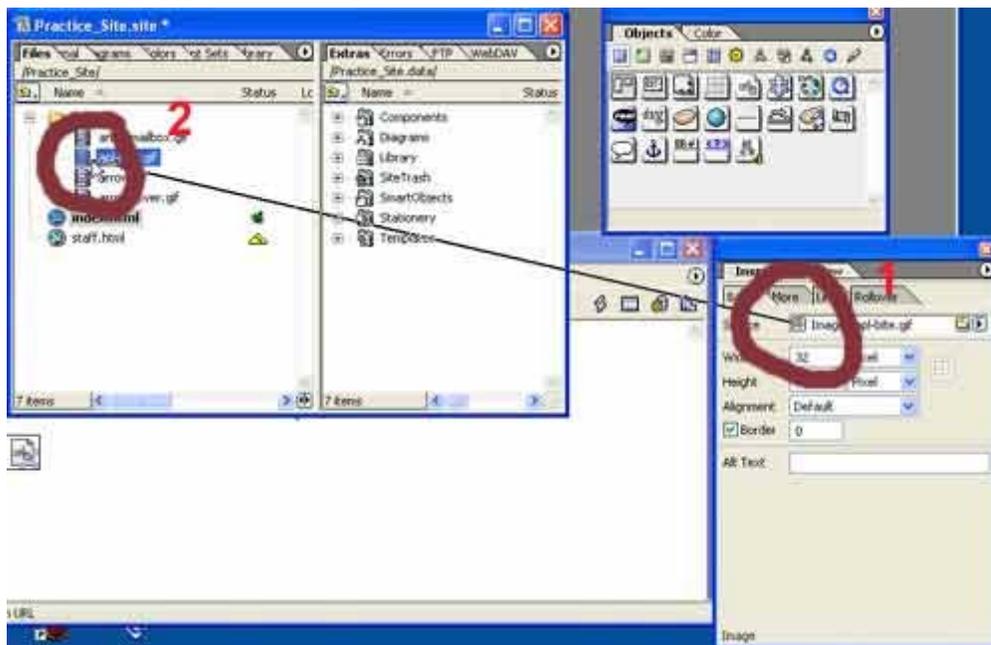
Move your page so you can see the Image Object on your page and the Site Window.

Make sure the Image Object is active by clicking on it.

Click on the small circle on the Inspector Palette shown as Number 1 below.

Drag it to the image file you want to add shown as Number 2 below.

If you make a mistake you redo the action until you connect the right file.



You can now use the Inspector Palette to set the following:

Alignment

Alt Tag

Horizontal and Vertical Spacing

Create a low res image

Linking the image to another page

And creating an Image Map.

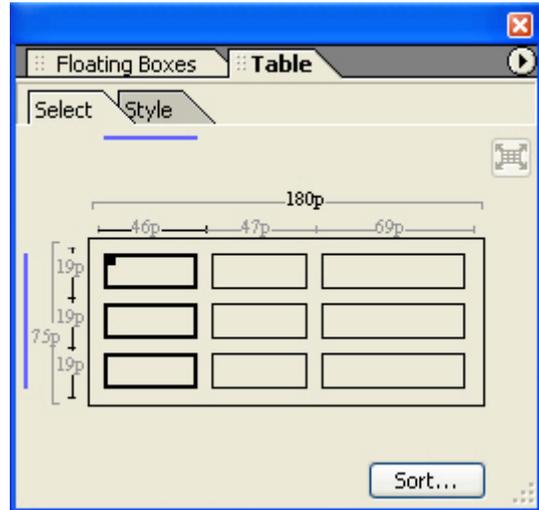
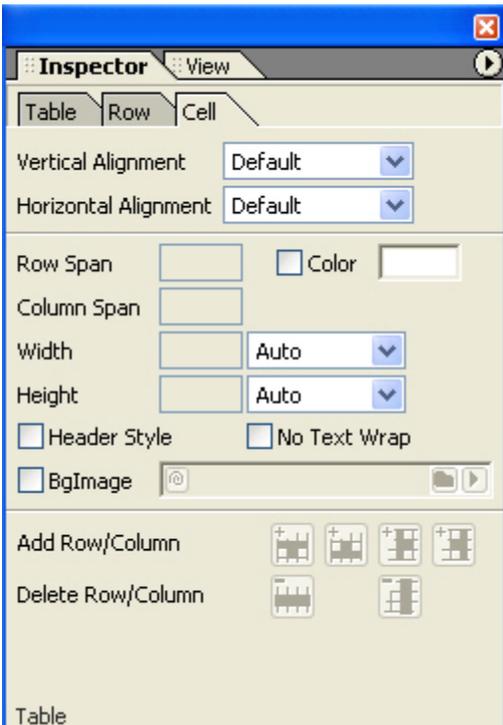
*Adding adding and working with Tables*

*Table Attributes*

- Size**
- Justification**
- Cell Padding**
- Cell Spacing**
- Borders**

- Backgrounds**
- Cell Span**
- Adding Rows and Columns**
- Adding Color to cells**

Shown below are the two palettes you will use to work with tables. On the left is the Inspector Palette on the right is the Table Palette. You will use the Inspector Palette 90% of the time or more. However, using the Style Tab of the Table Palette allows you to apply preset styles to your tables. Also you can sort data in a table by using the sort button found in the Table Palette.



## Working with Grids

Grids can give you even more control over placement of images and text on page. You can place grids on a page or within a table. You can even put grids on top of grids.

**Open your staff page.**

**Make the changes need to the header of you document.**

**From the Objects Palette drag a grid on to the staff page.**