

Introduction

Every time I turn around, I see more great tools for creating Web pages and Web sites. At the same time, World Wide Web art and technology advance at a rate that's astounding. A few years ago, people were impressed by animated images bouncing up and down on their page or by happily blinking text. Now, Web pages and sites are castles of art and design with liquid pages that respond to your touch and remember your name.

Welcome to GoLive 6 For Dummies! Anyone from a novice to a professional designer can use this book to create great-looking, sophisticated sites. Want to learn how to use GoLive 6 without a degree in computer science? This is the book for you. You get what you need, when and where you need and want it. In no time, you'll be creating sites that you never thought you could create. You may even start your own business on the Web.

If you've ever wondered how Web designers accomplish these major feats, let me give you a tip: *Do not look at the source code*. Both Netscape Navigator and Internet Explorer have source code views built into their browsers, and when you look at a site's code, it can be scary — it's a mass of JavaScript, Cascading Style Sheet tags, calls to files named .swf, maybe some applets, plus loads of mind-boggling HTML.

I'll let you in on a secret. The Web designer didn't put in all that code. She may have tweaked it a little, but you can bet your neighbor's dog that she used a page-development tool. It wasn't some little freeware tool downloaded from the Web — it was a full-tilt-boogie, site-crunching, code-making, image-enhancing, big, bad site-development tool.

Here's the best part. If that tool was Adobe GoLive 6, the designer didn't have to spend lots of time on the great-looking site. She may have had to patiently consider a navigation system, with lots of help from the GoLive 6 design-planning tools, and she had to develop and gather images and content. However, after those chores were done, all the pieces were organized, updated, optimized, and synchronized by GoLive 6. Those really cool rollovers, the integrated color scheme, and the nifty floating boxes were all coded, loaded, and floated by GoLive 6.

At this point, the only question should be "How can I learn to use GoLive 6?"

About This Book

This book is a user's book. By that, I mean that you don't curl up in bed with it, like you would with a copy of *Great Expectations*. You use this book with Adobe GoLive 6 loaded on your computer and ready to go. You can use the book to find out about GoLive 6 from scratch, or you can use it as a reference when you want to look stuff up on the fly. Keep it handy, and flag those sections you use often.

Each chapter deals with a logical chunk of GoLive 6. If you want, you can read the book from beginning to end, but (unlike your high school English teacher) I'm not telling you that you have to. If you want to find out about a certain aspect of GoLive 6, you can flip to a chapter to immediately see a list of what the chapter covers. You don't have to read the previous chapters, either. If you want to learn how GoLive 6 deals with frames, just go to the appropriate chapter and follow the guidelines. Like I said, this is a user's book — so use it.

You can find a wide range of material about GoLive 6 within the pages of this book. It is organized so that the basics are near the front, including a chapter on design and HTML. You will find how to create and control frames, windows, and floating boxes and use them together on a Web page. You find out about using the special GoLive windows, dialog boxes, toolbars, and palettes to outline, create, and maintain an orderly Web site and navigation system. Matching colors between the Web and a graphic on the page is explained along with using the GoLive 6 grid to make creating designs a simple task. Even a built-in FTP (File Transfer Protocol) application makes it easy to load your pages to a Web host server while maintaining all the links you established on your own computer.

A brand-new feature introduced with GoLive 6 is the workgroup server. The server software that comes with GoLive allows you to set up your computer to act as a server while at the same time being used to develop a Web site. You can work with developers and designers in the same building or with other team members around the world. (I personally tested it with a site connecting Argentina and Connecticut.) Site-development team members can work on the site together by checking elements in and out, and then others can add to, change, or remove page features. The server is worth the price of the GoLive 6 software alone, but you get it included at no additional cost.

How to Use This Book

You may have noticed the detailed table of contents and index in this book. They're tools to be used. Typically, when you want to know something about GoLive 6, you don't expect to pick up the book and begin on page 1 for a topic on page 253. You look up the chapter or a key word in the index and then go directly to the part you want.

You can take or leave the tips, warnings, and technical explanations, but you'll probably find them useful. Here's a tip you can take or leave: Go down to your local office-supply store and get a set of those sticky tabs you can put in your book. Use a different color for each topic that interests you. That way, you can quickly look up information you've tagged. (See? You can take it or leave it, but there it is.)

The book has detailed instructions on how to get something done with GoLive 6. At times, the instructions may appear to use material from earlier chapters or even earlier sections of the book that you know well. However, that's the whole point: You don't have to carefully read Chapter 1 before you can use the information in Chapter 7. Usually, I give you more than one way to perform a function with GoLive. For example, to put a graphic image on a page, I tell you to drag it from the Site window, use the Point-and-Shoot button to place it, or use the Browse window. Likewise, I give you both the menu path to a tool and the keyboard shortcut, just in case you prefer using the keyboard.

The book contains some HTML and JavaScript code (but not a great deal of it) that you can enter yourself. GoLive generates the great bulk of the code on a GoLive 6 page. What little code there is looks like this:

```
function goFigure() {
  var taxrate=parseFloat(document.calculate.tax.value);
  var ship=parseFloat(document.calculate.shipping.value);
  var stuff=parseFloat(document.calculate.item.value);
  var combine=(stuff + ship +(taxrate * stuff));
  document.calculate.total.value=combine;
}
```

Although I don't present much code, what there is clearly stands out using a monospace font, as shown in the preceding code. As in the rest of this book, you use just what you need. (You don't need to program a single line of code to use GoLive 6, but if you like to add your own code, doing so is easy.) Whenever I want you to type something, I present it in a **bold** typeface.

What You Don't Need to Read

If you don't have access to and never plan on using WebDAV with GoLive, don't feel obligated to read the material on WebDAV. On the other hand, if you bought this book because it does cover using GoLive with WebDAV, just read the material on WebDAV and nothing else. There's probably much more information here than you want to know about, and that's fine. A book's value is measured by what you do get from it; not by what you didn't want to waste time reading. Read what you need — from cover to cover or just those parts when and if they help you get done what you need done. In addition, if the paragraphs marked by those little Technical Stuff icons start to give you a headache, skip those, too.

Foolish Assumptions

I assume that you know how to install GoLive 6 on your computer and how to use either the Windows or Macintosh operating systems to launch a program. I assume that you are not a computer programmer and that you do know what the World Wide Web is and have used an Internet browser, such as Internet Explorer or Netscape Navigator. (This statement further assumes that you know what a Web page is.) You don't have to know how to create Web pages. I just assume that you know what a Web page is when you see one. Otherwise, this book assumes that you want to find out how to use GoLive — and little more.

How This Book Is Organized

This book is arranged into five parts. Each part organizes related chapters based on either the level of complexity or their common elements. The chapters' order within each part is not as important as the order within each chapter. Some features require foundational knowledge. Chapter 1 is important if you're new to GoLive 6 because it introduces the way you use GoLive 6 as a tool. You'll see that the user interface (or UI, for the totally cool) is unique compared to other applications you may have used. However, each chapter is self-contained, and you can use the chapters and sections to get just what you need when you need it.

Part I: Ready, Set, GoLive 6!

These first chapters give you a running start with GoLive 6 by showing you how to use the key tools and letting you jump right in and use them. This part assumes very little and even guides you through some design tips. It also pops the hood on HTML and lets you know what's going on behind the scenes just in case you want to tweak some code.

Part II: Looking Good: Designs That Delight

This part brings together key elements of Web pages and GoLive 6. You find out how to enhance your Web pages and site by using key Web page elements, including forms, frames, and style sheets. In this part of the book, you find the next level of Web site authoring beyond the basics of both GoLive 6 and creating Web pages and sites.

Part III: A Site for Sore Eyes: Caring for, Feeding, and Organizing Web Sites

Part III shows you how to work both on a site level of development, design, and maintenance and how to use common components throughout a Web site. By using components, stationeries, and templates, you can create a design once and use it lots. You can not only discover ways to organize your site, but also find and incorporate some features in FTP and WebDAV that you may not have realized existed. (A *server* is the computer where you put your Web pages so that they can be accessed on the World Wide Web.)

Part IV: Swinging Pages: Tapping the Power within GoLive 6

Here's where the fun is. In this section, you'll find all those neat and crazy special effects, from bouncing buttons to team-created Web sites. Part IV introduces all the GoLive action objects, in Dynamic HTML and on plain old pages that come alive with actions. The workgroup server is a whole other application introduced in this part for working with teams at remote sites. Keep your pages looking cutting-edge with the information in these chapters and your team workings in synch. (You'll also keep yourself up way past your bedtime.)

Part V: The Part of Tens

If you want a summary of the most important things to keep in mind in designing Web pages with GoLive 6, this is the place to be. In three concise chapters, you get my ten best design tips for Web pages and sites, the ten best features of GoLive 6, and the ten worst and most common mistakes found in Web pages.

Icons Used in This Book



While writing this book, I would come to a section and think "Hey, the reader could use this tip. I use it all the time." Keep your eyes open for these helpful hints that can save you time and effort.



When a quirky little step or feature that's easy to overlook crops up, I put in a reminder. (These reminders were usually a result of my forgetting to do something and figured that you could use the same reminder.)



The technical stuff comes under the category Just Thought You Might Want to Know Why. Most of the technical stuff I mention in *Adobe GoLive 6 For Dummies* concerns code peculiarities, the different browsers, and something about the Web or the Internet. If you come across a technical note, you can take it or leave it. Whatever you do, though, don't get all tangled up in it or worried about the technical stuff. You really don't have to know this stuff to use GoLive 6. But if you're the kind who's got to know the details, some of the technical stuff might help you understand why certain features of your Web page or site work the way they do.



Warnings are just what they claim to be: They warn you that if you do certain things, you may run into unwanted consequences. For example, Internet Explorer uses marquees and Netscape Navigator does not. So you're warned of what to expect if one browser or the other views your page.

Where to Go from Here

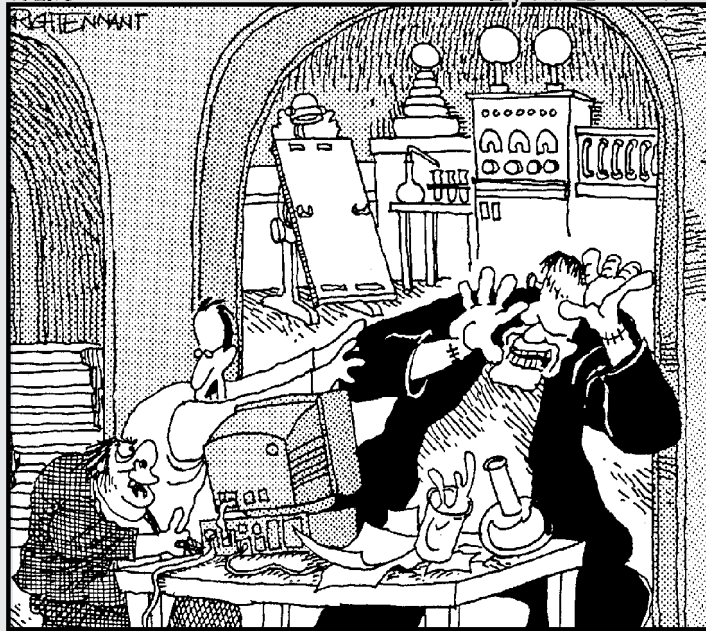
Crank up your computer, open up *Adobe GoLive 6 For Dummies*, and start having some fun with your Web pages. Get your bookmarks, yellow marker, and all the stuff you want to make this book work for you. There's no time like the present to put together the finest Web site the world will ever see!

Part I

Ready, Set, GoLive 6!

The 5th Wave

By Rich Tennant



"You know, I've asked you a dozen times not to animate the torches on our Web page!"

In this part . . .

Get ready to jump into the turbocharged, silicon-guzzling, big, bad mother of all Web-site-building tools — GoLive 6. In no time at all, you'll be leaving those Web page tinkerers in the dust as you charge ahead with untold power and tools to crank out red-hot sites and sizzling Web pages. With more tips on design than your mother gave you on your first date, you'll quickly tap into the secrets of creating good-looking pages on budget and on time. You'll even understand enough HTML to drop the jaws of the pocket-protector crowd. What are you waiting for? Get going with GoLive 6!

This first part of this book shows you how GoLive 6 uses a system of toolbars, palettes, inspectors, menus, and windows to help you put together great sites with ease. As soon as you're familiar with the individual elements of GoLive 6, you're off and running to create your own pages and sites. Along the way, I'll let you in on the secrets of good Web site design (my own, personal bag of tricks for making your sites stand out as clear and good-looking while avoiding the most common pitfalls that come from ignoring design precepts). I'll also show you how to use the GoLive 6 visual navigation tools and palettes to ensure that visitors to your site find what you want them to find. To end things with a bang, Part I concludes with a quick and clear tour of HTML that emphasizes how to use and edit HTML tags with the GoLive Source and Outline views.

Chapter 1

Going Places with GoLive 6

In This Chapter

- ▶ Web publishing by using GoLive 6
 - ▶ Recognizing the GoLive 6 main windows and tools
 - ▶ Using different views in the document window
 - ▶ Using menus to supplement on-screen tools
 - ▶ Working with context-sensitive toolbars and windows
 - ▶ Thinking the way GoLive 6 thinks
 - ▶ Using palettes and the Inspector
 - ▶ Pointing-and-shooting your way to a better Web site
-

You've seen the Web, and now you want to become a part of it. No tool's better for getting you there, looking smart and looking good, than the powerful GoLive 6 program. GoLive 6 enables you to express yourself, sell your products, or get across your point with far more pizzazz than does the standard, plain-vanilla, static text and graphics you often see on the Web, set up as they usually are in a rigid, default HTML arrangement of spots and spaces. GoLive 6 makes your pages stand out and get the kind of attention you seek from Web surfers all around the globe.

You probably know what a Web page looks like on your own computer and in your favorite browser, but GoLive helps you make your Web pages look exactly the way you want on all different kinds of computers, monitors, and versions of browsers. GoLive 6 helps you develop not only a Web page but also entire Web sites of different pages that all link together, making the entire site look easy and, well, just plain *cool* to use.

GoLive 6 is smart enough to write your code, place your pictures, and even show you how your site looks on someone else's favorite monitor and computer (so that Windows users can see how it looks on a Mac and vice versa) and in any browser — whether a visitor is using Netscape Communicator or Microsoft Internet Explorer. GoLive 6 is smart, experienced (hey — this version is the fifth time out for GoLive, after all), and intuitively easy to use. It helps you avoid common mistakes in creating Web sites and

has power to spare for even the most elaborate Web-slinging tasks. So whether you're making pages for the folks back in Toledo or way off in Timbuktu, GoLive 6 gets you going on the World Wide Web fast — and with plenty of class!

What's Up, Document Window?

To start using GoLive 6, just double-click the GoLive 6 icon on your desktop to launch the application or in Windows choose Start⇨Applications⇨Adobe⇨GoLive 6. After you launch GoLive 6, the big, gray rectangle you first see on-screen is the *document window*. (Think of a document window as a canvas on which you paint your creation.) Here's where you bring together the graphics, text, movies, links, and all the other parts of your Web page. After you're inside a document window, you can use any of six different views to create (as well as keep tabs on) your ever-evolving Web site. (For the curious out there, the official names of these views are Layout, Frame Layout, Source, Outline, Preview, and Frame Preview.) Each view has its own tab sitting along the top of the document window, and you can easily toggle back and forth between views by simply selecting the appropriate tab. You get a chance to see what each view can do for you in the following sections of this chapter.

Layout view: Intuitive creations

You end up spending most of your time in *Layout view* while creating your Web pages. That's because Layout view is *the* place to go to drag graphics into position, write text, and add on all manner of goodies you simply *must* have on your Web page. Figure 1-1 shows the blank slate on which you create your masterpiece.

After you first fire up GoLive 6, the program provides a dialog box with three menu selections: New Page, New Site, and Open. Select New Page and you see a page similar to the one shown in Figure 1-1, unless you change your Preferences options to start out in some other view. (As you first start using GoLive 6, however, you're probably best off leaving the preferences in their default configurations.) Although the little icons along the top of the document window in Layout view have important functions, you don't need most of them to get going. Keep the majority of them on your mental back burner for now. You get the opportunity to become better acquainted with those features elsewhere.

One tiny box you see in Layout view, however, may prove useful now. The box in the lower-right corner displays the size value of the window in monitors of different sizes. "Big deal," you may say, and in most cases you're probably right to remain unimpressed. But if you've invested in one of those big-screen monitors and create your Web site with such a big monitor in mind, you may

end up frustrating lots of folks: Those visitors with less-endowed monitors may experience difficulty viewing the length and breadth of your Web site on their tiny screens. You can plan for this situation, however, by creating your Web pages for a monitor size that those viewing your Web site are most likely to use. To change the monitor size settings, click the arrow next to the number appearing in the box to open the window-size pop-up menu, as shown in Figure 1-2. Then select the setting for the monitor size you want. A setting of 580, for example, is appropriate for a 14-inch monitor, which is the most common monitor size. For viewing on a 17-inch monitor, the menu shows you that 780 is the right choice.

Figure 1-1:
You perform most of your Web-construction work in GoLive 6 Layout view.

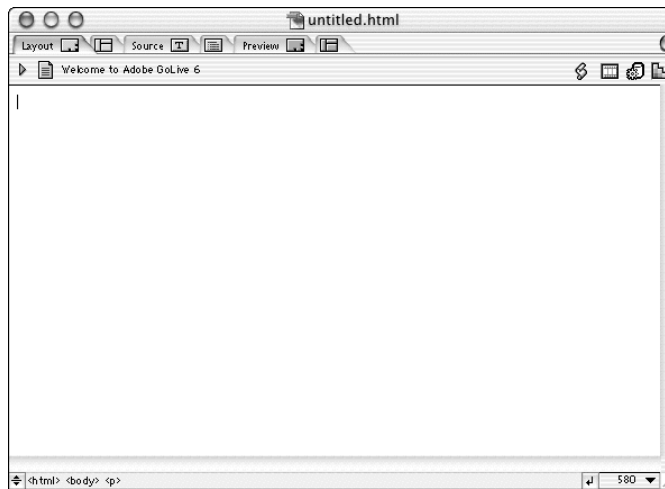
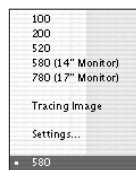


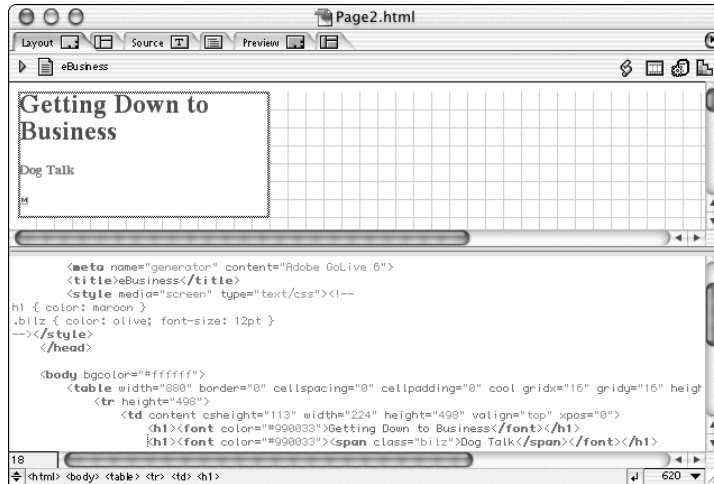
Figure 1-2:
GoLive enables you to create pages for different-size monitors in the window-size pop-up menu.



A new feature in GoLive 6 is *Source Split view*. In this view, you can see part of your page and part of the HTML, Cascading Style Sheets (CSS — see Chapter 10), and the rest of the code that makes up your page — called the

source code. Figure 1-3 shows the split view displaying Layout view on the top and the source code on the bottom. You can use Source Split view with Layout view, Frame Layout view, Outline view, and Preview view.

Figure 1-3:
Source Split
view shows
both the
page and
the source
code.



The other views

After you familiarize yourself with Layout view, you can take a quick look at the other views available to you from the document window. The following list summarizes the basics of each of these other views (which I discuss in greater detail in later chapters):

- ✓ **Frame Layout view:** Use *Frame Layout view* if you want to view and organize all icons of the pages in a frameset at the same time. (A *frameset* shows several Web pages on the same screen organized into sections known as *frames*.) Unlike in Layout view, you don't use Frame Layout view for editing pages — it merely shows you which pages are in a certain frameset. (Chapter 9 tells you all about frames.)
- ✓ **Source view:** Use *Source view* if you want to see and edit the source code for the items you add to a Web page. This view is very useful if you need to do a little code tweaking — you don't need to open a separate editor just to add a little HTML or JavaScript of your own. (Chapter 6 shows you how to use Source view to fine-tune your HTML.)
- ✓ **Outline view:** *Outline view* is similar in appearance to Source view except that it includes a structural view of your source code — that is, you can see the hierarchy of the blocks of HTML and JavaScript code. If you view a Web page in Outline view, you can easily insert the cool styles you create (and just as easily insert text) right into the code windows in Outline view. (Chapter 6 explains how to use this unique GoLive 6 feature.)

- ✓ **Preview view:** Use *Preview view* to take a peek at your page in a simulated browser. Get to know this feature because you will use it frequently.
- ✓ **Frame Preview view:** Use *Frame Preview view* to preview any of your Web pages in a frameset. You see all the pages in the frameset as they appear in the browser. (**Note:** Only the Macintosh has Frame Preview view. Windows computers view both frame and nonframe pages in Preview view.)

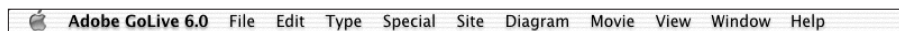


To save some of your computer's memory, just use Preview view rather than keep a browser open to check how your page looks. Often, you need to keep several applications open as you develop a Web page — for example, a graphics program or a word processor — and these programs all take up memory. As a bonus, you can simulate in Preview view just how your page appears in different browsers on different computers, so you're not stuck knowing how it looks just in your own browser.

Le Menu du Jour

What's up with all those menus? As you do in just about every other application in Windows or on the Mac, you see plenty of menus in GoLive 6 (see Figure 1-4). Most of the work you do in the program, however, involves its various inspectors, toolbars, controllers, and palettes. The menus contain many features that are also on the support windows, bars, and palettes, and until you're comfortable using the other GoLive 6 support elements, the menus serve as a handy source for tools. As you use the support windows and bars more and more, however, you become less dependent on the menu — and accomplish your work much faster to boot.

Figure 1-4:
The GoLive 6 main menu bar, across the top of the screen, can be used in conjunction with the many GoLive palettes.



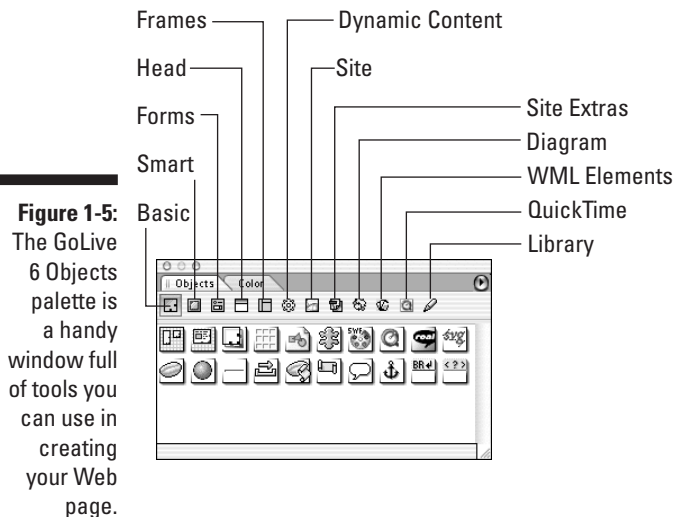
You also find many of the less-often-used features, gadgets, and goodies on the menus, where they don't get in the way of your work area. The Special menu, for example, contains a Select Upper Block option that's used to select the upper block of a page when using Source Split view. Usually, you just click the upper block to select it; but, just in case, you can select it from the Special menu — thankfully out of the way whenever you don't need it.



As soon as you can, you want to break the menu habit. In GoLive 6, you quickly find that using the windows, toolbars, and palettes that the program provides is much quicker than using menus. But if old habits die hard, you don't need to tangle yourself all up by *not* using the menus either — at least to get started.

The GoLive Objects Palette — at Your Fingertips

You can access several different windows from the Window menu on the GoLive 6 menu bar. The Objects palette window (or just *Objects palette*), with its 11 different tabs, is one of the more useful of these windows because it's like a toolkit from which you can choose various tools to use in creating your Web page. Each tab offers several icons you can use in creating the Web page, and you can drag each icon from the Objects palette to Layout view, which makes the task of getting exactly the tool you need for your page quite easy indeed. I suggest that you use the Basic tab of the Objects palette to start off, as shown in Figure 1-5. (To give yourself some extra room, drag the corner of a palette to stretch it out and place it at the bottom of your screen to free up space.)



The general model for creating a Web page in GoLive 6 is simply to drag materials (or icons) from the Objects palette over to Layout view, just as you drag stones across a field to use in building that neighborly stone fence. The Objects palette thus provides you with a handy, intuitive tool for building your Web pages. The following list describes all the tabs of the Objects palette, from left to right, and tells you what you can do on each tab:

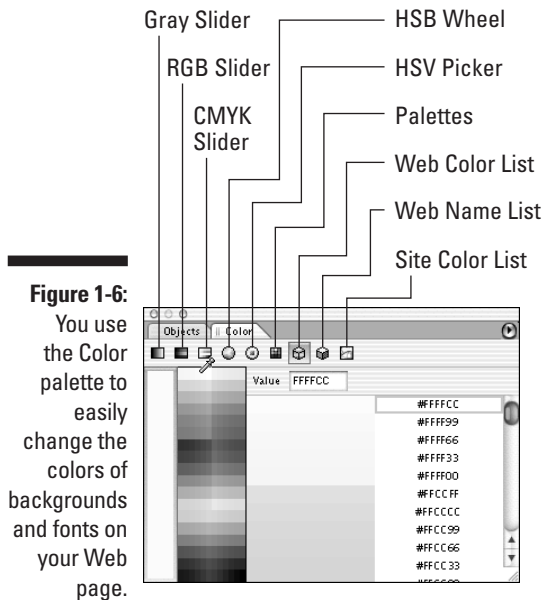
- ✔ **Basic:** Use this tab to add general icons you use on several different kinds of Web pages. The Basic tab includes familiar objects, such as tables and horizontal lines. These Basic objects also include placeholders for SWF (Shockwave) files, a grid, and floating boxes, among other objects. (Shockwave runs animated movies made with Macromedia Flash and Adobe LiveMotion.)
- ✔ **Smart:** The Smart tab contains a number of different kinds of objects that easily perform some of the more complex Web-design tasks. You can drag and drop a *Rollover object*, for example, to instantly set up a Rollover button. Other smart objects include Photoshop and Illustrator objects you can link and update in Adobe applications by the same name. (Chapter 14 shows how to use smart objects.)
- ✔ **Forms:** Forms in Web pages include different kinds of objects you use to get information from your visitors. Use this tab to access several different Web forms, such as text areas, buttons, check boxes, and menus you can add to your pages to enable users to respond to information on the page. (Chapter 8 tells you all about using forms on your Web page.)
- ✔ **Head:** Use the Head tab for creating special code (such as JavaScript functions) that goes in the Head section of an HTML page. (The Head section loads before the body of your page and can store important functions and information about your page.) You can put in the Head section some information about your site that helps search engines find your Web pages by using meta tags, and GoLive 6 provides a handy Meta icon for you to drag and drop in the page's head. Chapter 6 explains how. Also, your title goes in the head.
- ✔ **Frames:** You use the Frames tag for creating framesets. The process is very simple on this tab: Just drag and drop the frame arrangement you want from the tab to your Web page. (Chapter 9 acquaints you with this innovative and simple process for creating framesets.)
- ✔ **Dynamic Content:** This tab is new to the Objects palette in GoLive 6. When you're ready to link up your pages with "back end" middleware like ASP and PHP, and to databases, this tab is where you should start.
- ✔ **Site:** The Site tab enables you to add icons you use in the site window. (The site window enables you to see all the other Web pages, graphics files, and other media files that make up your Web site.) You can drag and drop font sets or color schemes from this tab for use throughout your entire site. You can also drag blank pages from this tab to add to the site. (Chapter 11 covers all the details for this tab.)

- ✔ **Site Extras:** Use this tab to retrieve your own site extras that you create in the site window. You can create and drag templates and components from this tab to your Web page. (*Components* are reusable page elements that do something for a Web page, such as an image map you want to use for navigation on different pages in your site.) After you create a cool design and devise components for it once, you can use the same design and components over and over again by simply dragging them from this page. What's more, when the original is changed, all the components in the site are automatically updated. (Chapter 12 shows how to create templates and components and then use them in your Web pages.)
- ✔ **Diagram:** This tab represents another new feature in GoLive 6. When working with diagrams to plan your site, you can now add to each page all the elements of the most simple or advanced site as you plan. For example, you can add a PHP element and then a database element that links to the PHP element. Your whole site, including the back end, now becomes clearly laid out before your eyes.
- ✔ **WML Elements:** For setting up pages for Wireless Markup Language, this new GoLive 6 feature allows you to add WML elements to any page you want. You just drag and drop the elements to the page you want. (Talk to your PDA!)
- ✔ **QuickTime:** Lights! Camera! Action! You can use this tab to direct your own movies in QuickTime, the video-compression software that enables you to create and view movies on the Web by using either a Windows or Mac computer. GoLive 6 enables you to edit QuickTime movies with some great special effects. (Chapter 15 shows how to put your movies in the biggest theater around — the World Wide Web.)
- ✔ **Library:** You can create an object on one Web page, drag the object to the Library tab, and then use it on another Web page. That process saves you from needing to reinvent the wheel every time you create a page. (Chapter 12 tells you about creating objects for the library.)

A Rainbow at Your Fingertips

You may notice that the Color palette lives in the same window as the Objects palette. The GoLive 6 *Color palette* features nine different tabs; each represents a different way to look at colors and describes the number of colors available to you for different projects, including ones you make yourself. Tab 7 (the seventh from the left) contains *Web-safe colors*, or colors that appear the same on all monitors displaying 8-bit colors — a full 216 of them. At one time, using Web-safe colors was important because so many monitors had 8-bit color processing; however, that is no longer the case, and designers no longer feel constrained by the paltry palette of the Web-safe

color limits. Drag colors from the Color palette's preview pane to an object or an object's color well. Or, you can just click the many different context-sensitive color wells that appear when you select an object that can be colored. The Color palette jumps to the screen and, by selecting the color on the palette as soon as the color well fills with the desired color, the object gets colored too. Figure 1-6 shows the Web-safe (Web Color List) tab in the Color palette.



Your GoLive desktop can become crowded with all the windows you open on-screen to help create Web sites and pages. By pressing Control+Tab (on the Macintosh) and Ctrl+Tab (in Windows), you can make all the palettes and toolbars disappear while you concentrate on your Web pages and site. Another press of Control+Tab or Ctrl+Tab toggles these items back to the desktop.

The Many Faces of the Toolbar

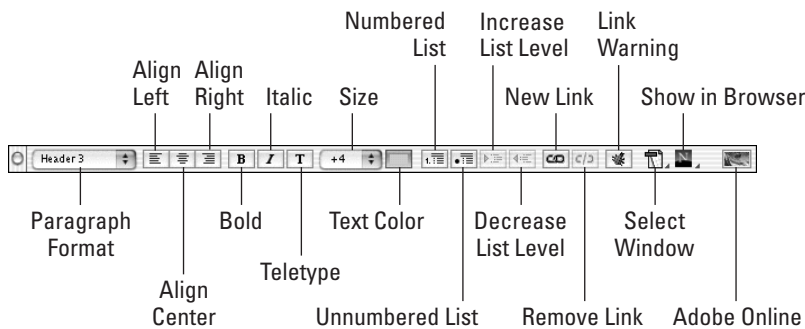
The GoLive 6 toolbar is *context sensitive*, meaning that the toolbar changes with what you're working on. (The toolbar is very smart and knows exactly

what you're doing at any given moment.) The toolbar serves as a handy bar of buttons that enable you to access specific GoLive 6 features quickly. Figures 1-7, 1-8, and 1-9 in this section show three of the different GoLive 6 toolbars, all of which I describe in the following sections.

The Text toolbar

If you're placing text on your Layout page, you see the *Text toolbar* (see Figure 1-7). This toolbar provides quick access to several text-formatting tools *and* to the Link and Remove Link buttons. Believe me, using the Text toolbar is much faster than fishing through menus to find the formatting options you need.

Figure 1-7:
You use the Color palette to easily change the colors of backgrounds and fonts on your Web page.



The Objects toolbar

In working with *objects* on the GoLive grid, such as graphics and text-layout boxes, you use the *Objects toolbar* (see Figure 1-8). In Chapter 3, you find out all about the grid and how it makes placing objects on the page as simple as pie — and that includes adding text-layout boxes so that you can place text anywhere you want on-screen. After you select an object, you can quickly type information about object sizes and positions in the toolbar's text boxes or click buttons on the toolbar to designate what you want the object to do without needing to fish through menus to obtain the same results. Just click the appropriate buttons on the Objects toolbar, for example, for the quick alignment of selected objects.

One browser at a time on your toolbar

The sharp-eyed among you may notice that some GoLive 6 toolbars feature a different button at the far right. In GoLive 6, you can select how many — and which — browsers launch after you click this last button. Unless you have lots and lots of memory, however (*DRAM memory*, that is — the kind your computer has only after you turn it on), launching more than one browser at a time is expensive in terms of memory use and may even result in lockups. If you have enough memory, however, and routinely examining your pages in multiple browsers is critical to you, you're likely to find this feature very handy. To make changes, just choose Edit→Preferences from the menu bar and

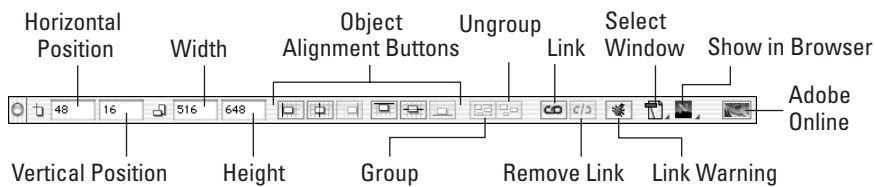
click the Browsers icon in the left pane of the Preferences window that appears. In the Browser Selection window that appears on the right, select which browser you want to use as your primary one. (GoLive automatically searches your computer for browsers and then brings them into the Browser Selection window.) The checked browser's icon appears on the toolbar as a button. If you don't want either as the primary browser, remove the check mark from both browsers; a Globe button then appears with a drop-down list menu that enables you to select either one. (If you select both in the Preferences window, you also see the Globe button rather than either browser button.)

The Site toolbar

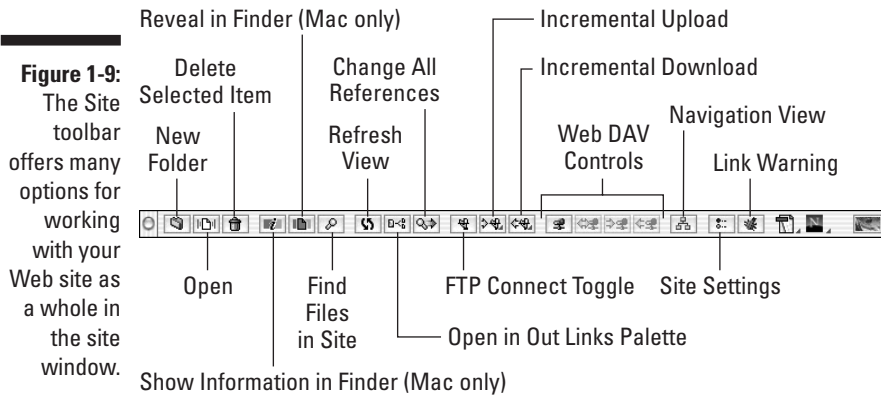
In thinking about GoLive 6, the first thing you must do is to get beyond thinking only about individual Web pages; the beauty of GoLive 6 is that it makes tying all your Web *pages* together into a true Web *site* extremely easy. And one of the tools that GoLive provides to help you do so is the *Site toolbar*.

Figure 1-8:

The Objects toolbar includes text boxes you use for entering object sizes and positions along with buttons for positioning objects on the page.

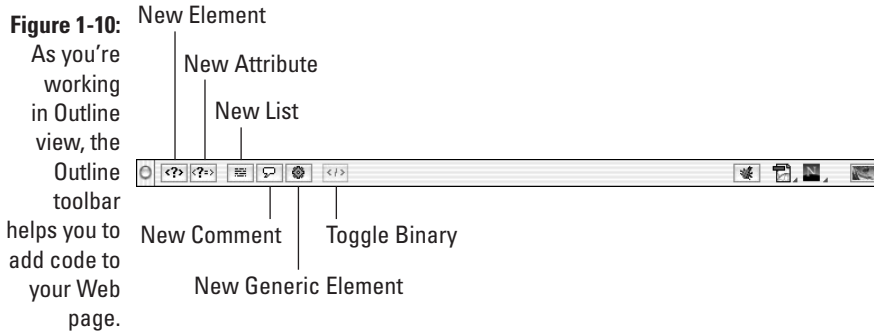


After you select the site window, the Site toolbar appears on-screen (see Figure 1-9). This toolbar provides you with easy access to the different options available in the site window and its accompanying windows and tools. Select a file in the site window and click, for example, the Page button to open it, the Trash button to delete it, or one of the other buttons on the bar to obtain information easily. The third button from the right, for example, toggles between the site window and your document window, enabling you to switch easily between Layout view of a page and one providing specific information about that page within the overall Web site — such as where it lies relative to all the other pages in the site. Click the second-to-last button on the right, and you can view any file in the site window within the browser of your choice. On the Preferences menu, you can set up your default browser to make it easier to access.



The Outline toolbar

As you're working in Outline view, you discover that the available toolbar buttons become pretty sparse as well — but still, the *Outline toolbar* has just what you need (see Figure 1-10). A single click of a button on this toolbar enables you to insert special code for Active Server Pages and XML, add comments to your HTML code (so that you can remember later what you want it to do), and insert text. (Chapter 6 tells all about using Outline view and its toolbar as well as HTML tags.)



The Navigation and Diagram toolbars

In creating a site design, you're creating an organization and navigation system for your site. The organization of a site is how the pages are to be grouped and ordered, and the navigation considerations refer to how the groups are to be linked. Before you start making a set of Web pages, you need to get an idea of how your Web site will look. Imagine that you have little cutout cardboard squares for each page that you can lay on top of a table and organize with pieces of yarn indicating links. In the Diagram and Navigation windows, that's exactly what you do — set up a design diagram-and-navigation system to see the relationship between all your pages. Naturally, the toolbars for these windows look similar, although with some key differences (three buttons on the Diagram toolbar let you check the design for bugs and add or remove elements of the design to or from the site window), as you can see in Figure 1-11 (Navigation) and Figure 1-12 (Diagram). (Chapter 11 covers using the site diagram tools.)

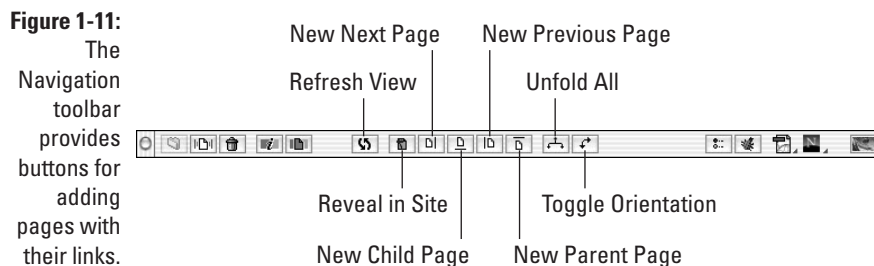
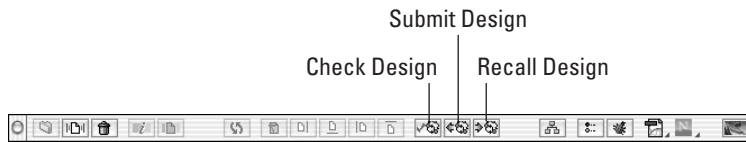


Figure 1-12:

The Diagram toolbar is similar to the Navigation toolbar except that it features a Toggle button to take you to Navigation view and three buttons you can use for turning designs into sites.



Keeping Everything in Site

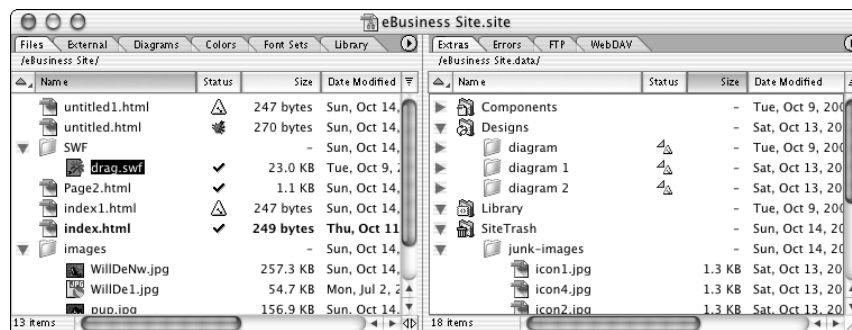
Even if you plan to create only a single-page Web site, the *site window* in GoLive 6 is likely to quickly become one of your favorites. You can quickly create a site by selecting File→New Site from the menu bar, creating a blank site in the Site Wizard, and saving the site in a folder on your computer. You are given a new page named index.html with the site. From the Files tab in the site window, you can open that page into a document window by double-clicking the file icon. The site window shows everything you need for your site on six different tabs (or *views*, a term I use interchangeably), and it makes creating sites very easy. You can drag your files from anywhere on your computer onto the Files tab of the site window, for example, and a copy of that file goes into the root folder for the site. The Files tab shows the root folder for your site, including folders within the root folder. Figure 1-13 shows the Files tab of the site window for a typical Web site you can create in GoLive 6. All the different media appear together in a single Media folder, and you can easily see each page of the site within the window.

You can move back and forth between the Site and document windows by clicking the third button from the right on the toolbar. If you're in the site window, the button for the document window appears on the toolbar, and if

you're in the document window, the site window button appears. Play around with switching back and forth to accustom yourself to this simple switch. You will switch back and forth frequently before you're through creating your site.

Switching between the site window and the document window makes organizing your site much easier because you can see where everything is and obtain a better overall sense of where your work lies in the context of the site. So, as you're working on a page, you're likely to be looking at not only all the pages and media you need for the current page, but also those for the entire site.

Figure 1-13: Files view in the site window shows all files associated with the site.



Files view

The first tab in the site window opens a window displaying all the files in your site — *Files view* (refer to Figure 1-13). This handy overview enables you to know whether all your files are in place and whether they're working right. Different symbols in the Status column show you either that something is wrong with a file (in which case you see a big, green bug) or that your files are up-to-date (a check mark designating this status appears). You use the right frame of the window for adding components, templates, designs, smart objects, and stationeries — either those you store from previous sites or new ones you develop for use in future sites. (*Stationeries* are pages you use as templates, and *components* are reusable elements — I explain both in detail in Chapter 14.) You can also toss an unwanted file into the Site Trash folder in the right frame.

External view

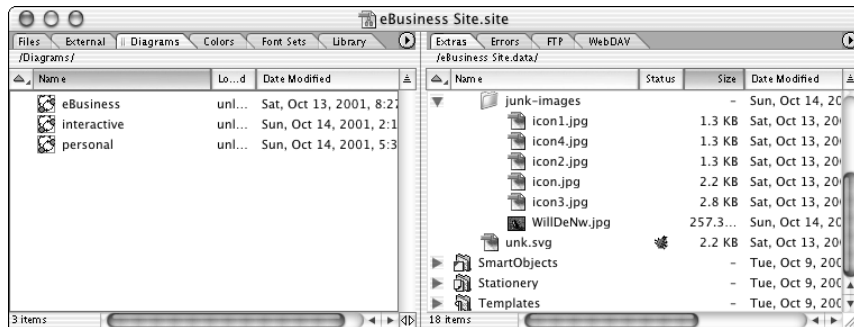
Open up External view by selecting the External tab in the site window. Ever see a link to a Web page or an e-mail you want to put on one of your Web pages? All you need do is to drag a *URL* (a link to an external Web address) from a browser page to External view of the site window, and GoLive 6 stores

that link there. Then you can select text or an image and easily link it to that URL or e-mail address. The Site window's External view makes life easy because you can use your browser to surf throughout the World Wide Web, drag all kinds of links and e-mail addresses into your Site window, and then use those links and addresses whenever you need them. (Chapter 11 explains how to use External view and bring in all the e-mail and Web site addresses you want.)

Diagrams view

The Diagrams tab gives you access to Diagrams view, a new feature in GoLive 6. In Diagrams view of the site window, all you see is a list of diagrams (see Figure 1-14), but from this view you can launch your own site design windows. Think of Diagrams view as a place where you can try on all different types of diagrams and then store them. Then, after you decide that you're ready to make a design choice, you go into this view and select the one that best fits the needs of your site. Diagrams can be stored, and when submitted they become part of your Site window. You can try out several diagrams and then submit the one you like best. Part of the design-preview process includes inserting potential links between pages for a navigation overview. (Chapters 4 and 11 show how GoLive 6 handles both site design and navigation planning.)

Figure 1-14: Diagrams view is the storage shed for all the site designs you may want to use for your site.

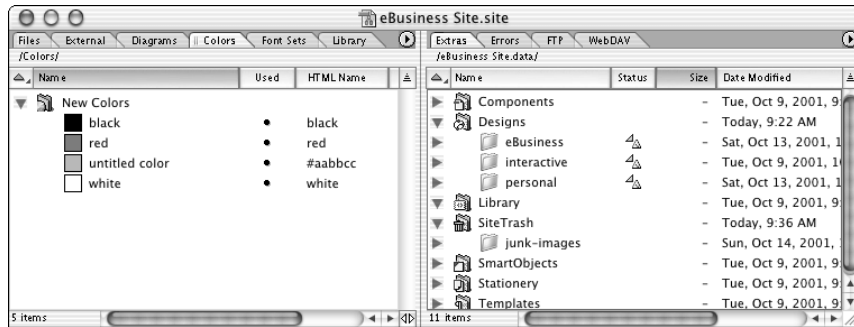


Colors view

A good Web site displays a set of colors that go well together. You can easily keep such a set of colors consistent by dragging all the colors you use on your site from the Color palette to *Colors view* of the Site window. (Access Colors view by selecting the middle tab on the left side of the Site window, as shown in Figure 1-15.) After you move a specific set of colors to the Site window's Colors view, the Color palette places those same colors together as a set on the Color palette's own Site tab (the tab farthest to the right). You

can then access just the set of colors you need from either Colors view of the Site window or the Site tab of the Color palette. (Chapters 7 and 11 tell you lots more about colors and using colors in the Site window.)

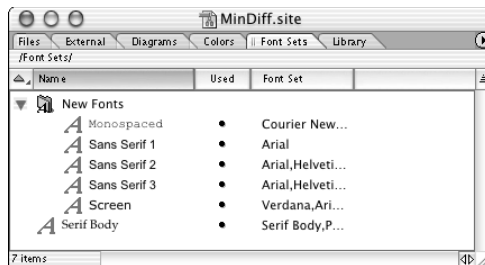
Figure 1-15: Colors view provides a way to put together a complementary set of colors and reduce the possibility of ending up with colors that clash on your site.



Font Sets view

Font Sets view, accessed by selecting the second tab from the right in the Site window, helps you set up the *fonts* (type styles) for your Web site (see Figure 1-16). GoLive 6 provides several different ways to put font sets on the Font Sets tab. Give the font set a name, and you can then drag it from there to text on any page in the site you want. (This process also is easier than wading through the menus to perform the same task.) As with everything else in GoLive 6, the Site window's Font Sets view makes the job of creating a great Web site that much easier. (Chapter 11 provides more details on how to get your font set and site together and the different ways to go about it.)

Figure 1-16: Font Sets view provides easy access to the fonts you want to use in your Web site.

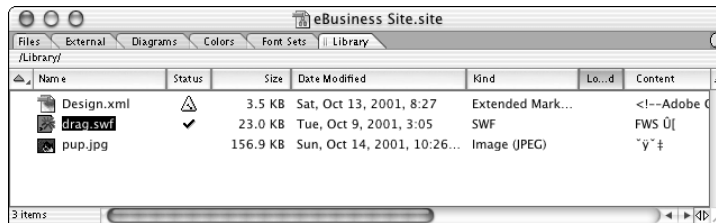


Library view

The final tab on the Site window is Library view (see Figure 1-17). Whenever you develop anything on a page that is so cool that you want it on several pages in the site, just drag it to Library view. You can drag everything from text to loaded Shockwave files to Library view. When you need any of the objects stashed on the Library tab on one of the other pages in your site, just drag the object from Library view to your page. (I like to think of Library view as my attic, where all sorts of odds and ends can be stored until I need them — even if I never use them.)

Figure 1-17:

Library view shows the different collected objects that can be placed on other pages in the site.

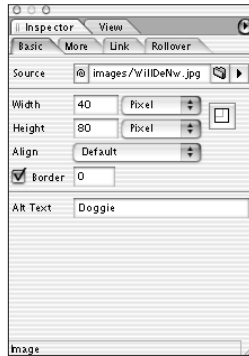


Inspector GoLive, at Your Service

As you work on different parts of your Web page or Web site, the GoLive 6 context-sensitive *Inspector* is always at your side. You soon discover that the Inspector is a bit of a chameleon, however, changing disguises as Inspector Clouseau does, as the need arises. Happily, the Inspector's changeable nature saves you from spending lots of time fumbling through menus looking for what you need, because it always pulls the context-appropriate rabbit out of its hat just at the time you need it the most.

You can summon the Inspector to your side (on-screen, of course) by choosing Window⇨Inspector from the GoLive 6 menu bar. Depending on what you're doing at the time you access the Inspector, different Inspectors arrive on-screen. If you're working with text, a *Text Inspector* arrives, but if you're selecting an image, the Inspector takes on the guise of *Image Inspector* (see Figure 1-18). Using the Inspector really isn't all that complex; just remember that it changes its persona on-screen, depending on what you're doing with your Web page or site at any given time. After you entice the Inspector on-screen, you don't need to call for a different Inspector if you decide to start working with some other component of your site. The versatile Inspector changes its identity automatically as you change tasks.

Figure 1-18: After you select an image, the Image Inspector appears, displaying four tabs you use to work on the image.



Watch the toolbar as the Inspector changes. Often, the toolbar changes at the same time, depending on what you're doing.

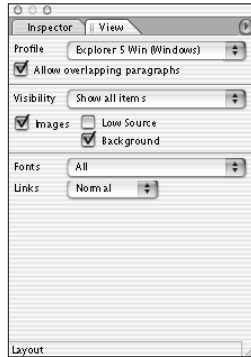
The *View* palette is the Inspector's roommate — they live in the same window. The View palette is handy for setting the appearance of your Web page in Layout view (see Figure 1-19). You can control how the page will look before you examine it in Preview view or in a browser. You can establish the type of browser and the type of computer on which you want to view your pages as you're working on them. You can set all links to appear as they do after someone visits them, for example, rather than how they look before a user clicks them. Suppose that you're working on your Mac, but you want to check to see how the page will look on a Windows computer using Internet Explorer 5. Just set your View palette, and your page appears as it will look in Windows using Internet Explorer 5, as illustrated in Figure 1-19.

Context what?

I bandy about the term *context-sensitive* throughout this chapter, so providing a little clarification here may help you to understand just what I mean by it. Something that's context-sensitive is like a really smart carpenter's assistant: If you're nailing a board, the assistant knows to hand you a hammer and nails; if you need to cut some wood, however, your assistant hands you a saw. The Inspector I describe in the accompanying section is similar to such a smart assistant in that it gives you exactly what you need when you need it. Having such a capability

makes a great deal of sense if you're working on different parts of a Web page or site. If, for example, you select text that you indicate you want to use as a link (which you do by clicking the Link button on the toolbar), the Text Inspector's Link tab provides all the tools you need for finding the page to which you want to link. If you're working on a graphic, however, you need to inspect different things, so the Image Inspector provides a different set of windows and buttons you need for that purpose.

Figure 1-19:
The View
palette
provides
many
options for
changing
the
appearance
of objects.



The Rest of the Cast

The windows you use the most are the document window, the Site window, the Objects and Color palettes, and the Inspector. After you set up the View palette, you use it only occasionally. Several more windows and their palettes, however, are available for specialized tasks that I can best explain as you explore in subsequent chapters the tasks they perform. Not giving them at least some introduction here would, however, be impolite, so the following list offers a brief introduction for the rest of the windows and palettes you find in GoLive 6. (GoLive 6 groups its palettes by the windows in which they live.) The palettes are all found on the Window menu bar and in this section are grouped by the palette window in which they reside. Most of the following palettes also have a counterpart in the Inspector, who does the appropriate face to work with the palette and object you select. (The following groupings have no intuitive or inherent combinations. They are simply grouped that way in palette pack windows. Each palette has its own tab, but they are always referenced as *palettes* in GoLive 6.)

The Transform, Align, and Tracing Image palettes

The *Transform* palette helps change an object's configuration, most notably its size.

You use the *Align* palette to arrange objects in your Document or Design windows.

You can use the *Tracing Image* palette to trace images from Photoshop in the predesign stages of your Web-page layout. You can see what the layout looks like on your page with other elements before you settle on using it.

The Floating Boxes, Table, and Actions palettes

You can use the *Floating Boxes* palette to control floating boxes in GoLive 6 on your Web page. Floating boxes can move around a page when you apply an action to them. (See Actions below and Chapter 16.)

You can set your tables and style them easily by using the new GoLive 6 features on its *Table* palette (see Chapter 5).

The *Actions* palette enables you to generate JavaScript to make your objects come alive. (These are the kinds of actions that make floating boxes fly around the page.) Just add the action you want, and GoLive 6 does the rest (see Chapter 14).

The In & Out Links, Site Navigator, Source Code, and JavaScript Shell palettes

The *In & Out Links* palette shows you the links for selected objects on your page (see Chapter 4).

The *Site Navigator* palette provides a thumbnail view of the Navigation Links or Design window icons and controls the size of the page icons in both the Navigation Links and Design windows. (Powerful little guy!) (See Chapter 4 for the details.)

Whenever you make a change in Layout view, the source code (HTML, JavaScript) appears in the *Source Code* palette. You make fine adjustments in one and view the changes in the other (see Chapter 6).

In the *JavaScript shell*, you Enter JavaScript commands and then test-drive them.

The Highlights palette

When you want to check your pages and highlight any elements or potential problems, use the *Highlights* palette. With this palette, you can check links, warnings, elements, CSS, JavaScript actions, items with URLs, text items, comments, and special items. Each feature appears in a highlight color, so it's easy to separate different elements in your page. This new feature in GoLive 6 is a nice debugging tool.

The Dynamic Bindings palette

The Dynamic Bindings palette is used for connections between middleware, like PHP and ASP and databases.

The Pending Links palette

In Site view, the *Pending Links* palette is handy for looking at the different links on the pages in the site. Just click on the page in Site view, and all the links appear in the Pending Links palette.

The Template Regions palette

When you're setting up or using a template, its different regions can be identified as objects with the new GoLive 6 *Template Regions* template. You can rename the region objects so that you can quickly individualize regions on a page.

The CSS palette

Another new GoLive 6 palette, the CSS palette, appears on the page to let you select text and apply different classes, IDs, or tags. After you start using CSS, you will want this palette handy while you're creating a dynamite site. Chapter 10 discusses using CSS, where you find out more about the CSS palette and his close cousins the CSS Definition and CSS Source palettes.

The HTML Styles palette

You will find that styles are easy to create, import, edit, copy, export, delete, and apply using the new HTML Styles palette, introduced in GoLive 6. The palette can be filled with the styles used in your site, and it makes it easy to use any style you want as well as to create new ones. The palette even has two palettes of its own — the *New Styles palette* and the *Edit Styles palette*, for creating and changing styles of your own.

The History palette

The History palette is so cool that you will use it all the time. Each time you do something in creating a page or site, GoLive 6 records that action in the

History palette. If you make an error — or several, as I do — you need a way to undo the mess. Just select the point in the palette's history list where things were going right, and the History palette discreetly removes anything that may have been added after that point.

Just Point and Shoot Me

One of my favorite features of GoLive 6 is the *Point-and-Shoot button* — the little spiral or squiggle icons you see in the context-sensitive Inspectors. By dragging a pointer line from one of these buttons to a file, a graphic, or some other object on the page, you can easily and intuitively create a link to or place that object on a Web page. Figure 1-20 shows how an image icon from the Objects palette links to a graphic in the Site window. (The buttons and their pull-lines not only are intuitive to use, but also look pretty cool.)

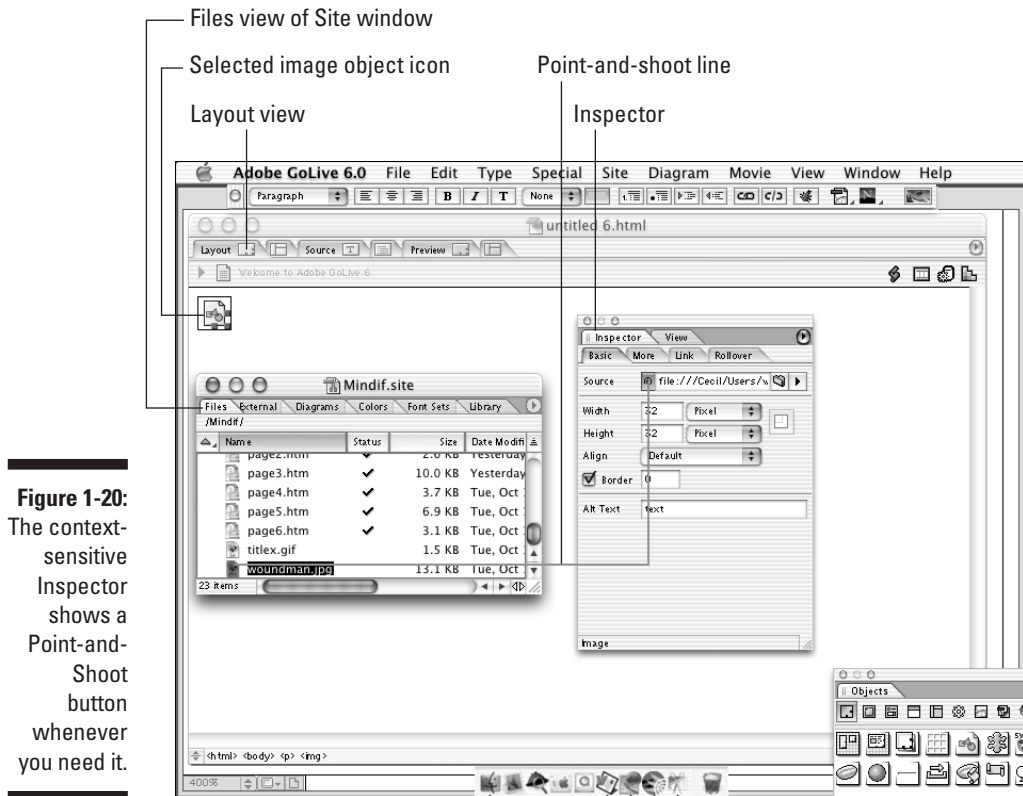


Figure 1-20: The context-sensitive Inspector shows a Point-and-Shoot button whenever you need it.

Throughout this book, you find Point-and-Shoot buttons in different places besides the Inspector. If you use Point-and-Shoot buttons, all the links relate to the root (site) folder. So whenever you see the little corkscrew button, you can point, pull, and shoot your way through page design as long as you have placed your pages and media in the root folder. (You know that they're in the root folder if they are listed in Files view in the Site window.)